How to change the Guest Check In message



- 1st Click on the Do button
- 2nd Click on Configure System in the drop down menu.
- 3rd Click on Service Classes from the on screen menu



4th Double click on the Default Icon

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Default (1)	wide S
System General Fax Messages Automatic Messages Phone Numbers Voice Ports Port Types Messages to be automatically delivered to guests Device Interfac Check In Message: 1 GMSGCI 1 Administrators Comfort Message: 1 GMSGCI 1 Holiday Inn Automat Guest Se Guest TL Distribut Notificati Spec * requires supported PMS interface or use of manual check-in procedure * requires supported PMS interface supporting check-out date * requires supported PMS interface supporting check-out date	
Gues Staff Front-cosm Administration Other	
134 3:42:	20 PM

 5th click on the audio icon next to the check in message file name GMSGCI

Opfault (1) Service Class Name: Default System General Fax Messages Automatic Messages Phone Numbers System General Fax Messages Automatic Messages Phone Numbers System Me Edit GMSGCL Port Types Canguage Device Interface Famerican English 2 Holiday Inn Guest St Guest St Soript This is the front desk. Our general manager and entire staff would like to welcome you. Please let use know if there is anything we can do to mailboxe Guest Staff Guest Staff Guest Staff Guest Staff Guest Staff Guest Staff	
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• 6th click on the Dial icon.

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Default (1) Service Class Name: Default System • Tenants General Fax Messages Automatic Messages Phone Numbers	Innovation Technologies Worldwide
System Me Edit GMSGCI Voice Ports Language Device Interfac American English 2 Administrators American English 2 Tenants Script Holiday Inn Script Guest Se Guest Tu Guest Tu Dial Play/Record Extension Distribut Starting with	Dial Enter the Extension Number that you would like to do the recording from In this box. (Best If use phone next to phone system.)
Motificati Spec Mailboxe Sug Gues Staff Front Officati Staying with OK Cancel OK Once you enter the extension.	Clear
	134 3:44:03 PM



 At this point you are done, The voicemail computer will blank the screen within 15 minutes after you complete this.