

# Guest Messaging Services

### To access the voice mail system, dial \_\_\_\_\_

1. Press **P** (the **7** key) to play your messages.
2. Press **G** (the **4** key) to record your personal greeting.
3. Press **W** (the **9** key) to set or cancel a wake-up call.
  - Enter your wake-up time in 24-hour format—for example, 0630 = 6:30 am.
  - Press the # key to cancel an existing wake-up.

### About Direct-to-Room Dialing

With Direct-to-Room Dialing, you get your own personal phone number that lets callers bypass the switch board to reach you.

Your phone number is assigned at check-in time and is played to you the first time you use the voice mail system.

To replay your personal phone number, press **5**.



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