



NCTC cloudUC
Hoteling User Guide

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What is Hoteling?

Hoteling allows an end-user to associate an extension phone number and caller profile with another phone other than their own. Employees visiting another office, for example, will now be able to use those phones as if they were their own office phones. Mobile employee support could not be any better. The feature is available now and provided at no additional cost to users.

Enable Hoteling

The Hoteling feature is enabled through the NCTC cloudUC Portal found at vip.anpi.com.

1. Log in to the ANPI VIP Customer Administration Portal.
2. Go to the Services tab. 3. Go to the Devices widget.
3. Enable a device by toggling the On/Off button under Allow Guest.



Device	Device Type	Location	Phone Number	Device Owner	Allow Guest	Current Guest	Action
Polycam IP 335	Polycam MAC : 98:36:F2:07:4D:79	Springfield, IL	(217) 862-4591	Abhay Sachar Extn : 4591	<input checked="" type="checkbox"/>		
Polycam IP 335	Polycam MAC : 98:36:F2:07:4D:79	Springfield, IL	(217) 862-4592	Rik Rao Extn : 4302	<input type="checkbox"/>		
Polycam IP 335	Polycam MAC : 98:36:F2:07:4D:79	Springfield, IL	(217) 862-1144	Scott Schaefer Extn : 1144	<input type="checkbox"/>		
Polycam IP 335	Polycam MAC : 98:36:F2:07:4D:79	Springfield, IL	(217) 862-1153	Bill Minton Extn : 1153	<input type="checkbox"/>		
Polycam IP 335	Polycam MAC : 98:36:F2:07:4D:79	Springfield, IL	(217) 862-1142	Lori Cordell Extn : 1142	<input type="checkbox"/>		

Access Hoteling

Hoteling involves two separate services: Hoteling Host (the device) and Hoteling Guest (you). To associate with a Hoteling Host, you must log in to the Voice Portal (phone), and select Access Hoteling (#7) from the Main Menu. See details below:

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To Associate with a Host Device	To Disassociate from a Host Device
1. From the host device, dial your extension.	1. Dial your extension.
2. Let the call ring to voicemail, then press * .	2. Enter your voicemail password.
3. Enter your voicemail password.	3. Press * to access the Voice Portal menu.
4. Press * to access the Voice Portal menu.	4. Press 7 to access the Hoteling menu.
5. Press 7 to access the Hoteling Menu.	5. Press 3 to disassociate from the host device.
6. Press 2 to associate with the host device.	

Voice Portal Main Menu (If Hoteling Guest is Assigned)

Default Key	Option
1	Access Voice Messaging
2	Change CommPilot Express Profile
3	Record Personalized Name
4	Change Call Forwarding Options
6	Make Call
7	Access Hoteling
8	Change Passcode
9	Exit Voice Portal
#	Repeat Menu

1. You will then hear the Hoteling Menu, which allows you to Check Host Status (#1) and/or Associate With Host (#2).

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Hoteling Menu

Default Key	Option
1	Check Host Status
2	Associate With Host
3	Disassociate From Host
4	Return to Main Menu
#	Repeat Menu

2. If the host device is not already associated with a guest, you will hear a message that you have successfully associated with the device. In this instance, the device you are calling on is the host device.
3. Once associated, calls to your extension now route to the host device; they do not ring the primary device. The extension is still be visible, but is unable to take calls. It functions as a Do Not Disturb (DND) and forwards to voicemail immediatley.
4. To disassociate with the host device, you must log in to the Voice Portal again, Access Hoteling, and select Disassociate From Host (#3) from the menu.
5. Once you disassociate from the Hoteling Host, your phone service reverts back to your original device.
6. If you do not manually disassociate from the host using #3, the system will automatically disassociate the guest after eight hours.