

HOSPITALITY QUICK REFERENCE

CHECK IN:

"In the STATUS mode the DSS console key for the room is on"

- Press **CHECK IN** key
- Dial the Room Number (*you will see "Set" in the display*). *Do not press one touch key must dial room number.*
- Press **SPEAKER**

CHECK OUT:

"In the STATUS mode the DSS console key for the room is off"

- Press **CHECK OUT** key
- Dial the Room Number. *Do not press one touch key must dial room number.*
- Press **SPEAKER**

CHANGE A ROOM'S TOLL RESTRICTIONS:

Once a guest has checked in...

- Press **TOLL RSTRCT** Button
- Dial the Room Number (You will hear a single beep)
- Enter the new toll restriction level
 - 1 – Wide Open
 - 2 – Long Distance – No Overseas
 - 3 – Toll Restricted – Local Calls Only
 - 4 – Internal Only
- Press **SPEAKER**

SET/CANCEL A WAKE UP CALL FROM A ROOM PHONE:

- Press **SPEAKER**
- Enter **631** (to *Set*) or **632** (to *cancel*)
- Enter the time you wish to wake up (via 24Hr clock)
- Press **SPEAKER**

SET/CANCEL A WAKE UP CALL FROM THE FRONT COUNTER:

- Press **SPEAKER**
- Press **"Wake Up Set or Cancel"** on Front Desk Set
- Enter the Room Number
- Press **SPEAKER**

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HOUSE CLEANING FROM A *ROOM* PHONE

- Press **SPEAKER**
- Enter **640**
- Dial the Room status code
 - 1 - Room Cleaned (Occupied)
 - 2 - Maid Required
 - 3 - Maid in Room
 - 4 – Inspection Required
- Press **SPEAKER**

HOUSE CLEANING FROM THE *FRONT COUNTER*

- Press **SPEAKER**
- Enter **641**
- Enter the room number
- Dial the Room status code
 - 1 - Room Cleaned (Occupied)
 - 2 - Maid Required
 - 3 - Maid in Room
 - 4 – Inspection Required
- Press **SPEAKER**

TO VIEW THE STATUS OF A ROOM

Without lifting the handset, press **STATUS**

If the DSS Key is:

- ON (Green)
- OFF
- SLOW FLASH (Green)
- MEDIUM FLASH (Green)
- FAST FLASH (Green)

The guest has:

- Checked In and Clean
- Checked Out (Clean and Available)
- Maid Required
- Maid in Room
- Inspect

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ROOM VOICEMAIL

A solid green light next to a room button on the add on console [without Room Status or Wake Up Status keys depressed] indicates a new voice message for that room.

If the message has not been listened to and the guest has checked out there are three ways to clear the message[s] and turn off the green light on the add-on console:

- From the room pick up handset and dial 62 to access voicemail and follows prompts to listen to and delete message.
- From any Admin Digital [multiline] set dial 499 [voicemail pilot]. The voicemail will answer and ask for a mailbox. Enter room number with new message and follow voice or soft key prompts to listen and delete messages.
- From the Front Desk set with add on console press Vmsg [soft key], press More [soft key], Mgr [soft key], press Subs [soft key], Press Msg [soft key]. This will erase all messages in the mailbox.

All three methods will turn off the green light at add on console.