

CHECK IN:

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

- Press **SPEAKER**
- Enter **638** (or press "Check In" button)
- Enter the Room Number (*you will see "Set" in the display*)
- Press **SPEAKER**

CHECK OUT:

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

- Press **SPEAKER**
- Enter **639** (or press "Check Out" button)
- Enter the Room Number
- Press **SPEAKER**

CHANGE A ROOM'S TOLL RESTRICTIONS:

Once a guest has checked in...

- Press **SPEAKER**
- Enter **637**
- Enter the Room Number (You will hear a single beep)
- Enter the new toll restriction level
- 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**
- Enter **633** (to *Set*) or **634** (to *Cancel*)
- Enter the Room Number
- Enter the time you wish to wake up (via 24Hr clock)
- Press **SPEAKER**

SET/CANCEL A DO NOT DISTURB FROM A *ROOM* PHONE:

- Press **SPEAKER**
- Enter **627** (to *Set*) or **628** (to *cancel*)
- Press **SPEAKER**

SET/CANCEL A DO NOT DISTURB FROM THE *FRONT COUNTER*:

- Press **SPEAKER**
- Enter **629** (to *Set*) or **630** (to *cancel*)
- Enter the Room Number
- Press **SPEAKER**

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**

Using Message Waiting

If you want to cancel the message you just left, lift the handset and dial 673. If you know the number of the extension at which you left the message, dial 671 and that extension's number instead.

To Leave a Message Waiting Without First Calling the Extension:

1. Lift the handset.
2. Press the Message Waiting on the phone
3. Dial the room number of the room telephone at which you want to leave the message waiting.

You hear confirmation tones

OR

1. Lift the handset.
2. Dial 626.
3. Dial the number of the room telephone at which you want to leave the message waiting.

You hear confirmation tones.

To answer a Message Waiting left at your phone:

Your Message Waiting lamp flashes when you have a message.

1. Lift the handset.

Listen for dial tone.

2. Dial *0.

You will automatically call the extension that left you a message.

Using Room to Room Call Restriction

To enable Room to Room Call Restriction for a guest's phone:

1. Lift the handset.
2. Press Room to Room on
3. Dial the room number of the room you wish to restrict

You hear confirmation tone.

The guest can not dial any other guest

OR

1. Lift the handset.
2. Dial 635.
3. Dial the guest's phone number.

You hear confirmation tone.

The guest can not dial any other guest

To disable Room to Room Call Restriction for a guest's phone:

1. Lift the handset.
2. Press Room to Room off
3. Dial the room number of the room you wish to unrestrict

You hear confirmation tone.

The guest can dial any other guest

OR

1. Lift the handset.
2. Dial 636.

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3. Dial the guest's phone number.
You hear confirmation tone.
The guest can dial any other guest