

Table 1-1 Hotel/Motel Quick Reference Chart

Hotel/Motel Feature Quick Reference Chart	
Do Not Disturb	
Enable DND at a room telephone:	Lift handset + 627 + Hang up.
Cancel DND at a room telephone:	Lift handset + 628 + Hang up.
Enable DND for another room telephone:	Lift handset + 629 + Extension for which you want to enable DND + Hang up.
Cancel DND enabled at another room telephone:	Lift handset + 630 + Extension for which you want to disable DND + Hang up.
DSS Console Monitoring	
Check which room telephones have Messages Waiting:	Without lifting the handset, press MESSAGE (PAGE).
Check which room telephones have Wake Up Calls set:	Without lifting the handset, press WAKE UP (GROUP).
View the Check Out Status of a room:	Without lifting the handset, press STATUS (DOOR).
Message Waiting	
Leave a Message Waiting:	Call the room telephone + 0 + Hang up.
Cancel a Message Waiting:	Lift handset + 773 . - or - You know the extension at which you left the message: Lift handset + 771 + Extension .
Leave a Message Waiting without first calling the extension:	Lift handset + 626 + Extension .
Answer a Message Waiting left at your telephone:	Lift handset + *0 .
Room Status	
Check-in Options	
Set a room as checked in:	Lift handset + 638 + Extension of the room you want to check in + Hang up.
Set a room as checked out:	If you have previously dialed 638 to check it in, lift handset + 639 + Extension of the room you want to check out + Hang up.
House Cleaning Options	
Set a room house cleaning status from the room telephone:	Lift handset + 640 + Room status code (1~4) + Hang up. 1 = Room Clean (Occupied) 2 = Maid Required 3 = Maid in Room 4 = Inspection Required)
Set a room status from another telephone:	Lift handset + 641 + Extension of the room you want to set + Room status code (1~4) + Hang up. 1 = Room Clean (Occupied) 2 = Maid Required 3 = Maid in Room 4 = Inspection Required)

Table 1-1 Hotel/Motel Quick Reference Chart (Continued)

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Room Status Printouts	
Have your printer output the Room Status Printout:	Lift handset + 642 + Room Status Printout option (0~5) + Hang up. 0 = All Printouts 1 = Room Status List (Check-in and House Cleaning Status) 2 = Call Restriction List 3 = Do Not Disturb and Room Clean List 4 = Message Waiting List 5 = Wake Up Call List
Room-to-Room Call Restriction	
Enable Room-to-Room Call Restriction for a guest's telephone:	Lift handset + 635 + Extension . <i>The guest cannot dial any other Hotel Mode extension.</i>
Disable Room-to-Room Call Restriction for a guest's telephone.	Lift handset + 636 + Extension .
Single Digit Dialing	
When a guest wants to use Single Digit Dialing:	Lift handset + single dial pad key (1~9).
Toll Restriction (When Checked In)	
Change a room telephone Toll Restriction (When Checked In) level:	Lift handset + 637 + Extension to change the Toll Restriction (When Checked In) level + Enter the new Toll Restriction (When Checked In) level (01~15). <i>If a room Toll Restriction level is changed using access code 637, that room keeps the new setting until it is either changed using access code 637 or in system programming.</i>
Wake Up Call	
Set a Wake Up Call for your own room:	Lift handset + 631 + Time for wake up (use a 24-hour clock, ex: 1:00 PM = 13:00) + Hang up.
Cancel a Wake Up that you have set:	Lift handset + 632 .
Set a Wake Up Call for another room:	Lift handset + 633 + Extension to receive the wake up + Time for your wake up (use a 24-hour clock, ex: 1:00 PM = 13:00) + Hang up.
Cancel a Wake Up you have set for another room:	Lift handset + 634 + Extension whose wake up you want to cancel.