

The room status feature serves to assist the attendant to ensure that a room is clean for check-in

Room (maid) status will be one of the following:

1. DIRTY = Room to be cleaned
2. CLEAN = Room ready for Guest

When a guest is checked-out the status of the room is registered as 'DIRTY'. The room attendant then prepares the room for the next guest, enters the relevant code (as described below), the status of the room is changed to 'CLEAN'

The status of the room can be changed directly from the room extension or from the front desk.

To register 'clean'
from analogue handset

- Dial [*1]
- Confirmation tone is heard
- Dial [7] [*]
- Confirmation tone is heard

To register 'dirty'
from analogue handset

- Dial [*1]
- Confirmation tone is heard
- Dial [7] [#]
- Confirmation tone is heard

To register 'clean'
from digital handset

- Press [TRANS/PGM]
- Dial [7] [*]
- Confirmation tone is heard

To register 'dirty'
from digital Handset

- Press Press [TRANS/PGM]
 - Dial [7] [#]
 - Confirmation tone is heard
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Service stations are keystations that are generally used by hotel staff and reside in areas such as Bar, Restaurant, Concierge, Laundry etc. Special Guest features accessible from the service station include direct entry of hotel services, product charge to Guests account and Guest call services

TO REGISTER A COST (BAR CHARGE) At A SERVICE STATION

- Press [TRANS/PGM]
- Dial [79]
- Dial Room Number to be charged
- Dial Product Code [00 - 99]
- Dial the [Product Cost]
- Press [SPEED] (eg. service costs \$4.75, press 475, then Speed button)
- Press [HOLD/SAVE]
- Confirmation tone is heard
- A real time printout will occur from the SMDR
eg.//0100 12/30-22:12 MAIN-BAR BEER

TO REGISTER A COST (MINI-BAR CHARGE) FROM THE ATTENDANT (FRONT DESK)

- Press [TRANS/PGM]
- Dial [#64]
- Dial Room Number to be charged
- Dial Product Code [00 - 99]
- Dial the [MINI-BAR COST]
- Press [SPEED] (eg. Mini-Bar costs \$18.90, press 1890, then Speed button)
- Press [HOLD/SAVE]
- Confirmation tone is heard
- A real time printout will occur from the SMDR
eg.//0100 12/30-22:12 MAIN-BAR BEER 12.80

TO ENABLE A ONE TIME GUEST EXTERNAL CALL FROM SERVICE STATION

- Contact Reception
- Dial [9]
- Provide attendant with the necessary details to effect the guests call

Note:

- Guests can make an external call from a Service Station and charge it back to their room; this feature must be activated from the attendant station