

CHECK-IN/CHANGE ROOM STATUS	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #11 • Enter room number [1-9999] or • Press [DSS] key(s) assigned to room number(s) • Press [SPEED] button • Dial Check-In function <p>[1] Register/Change guest name screen (12 character-see character set). Press [SPEED] [2] Change COS [3] Register/Change Wake-Up Time [4] Set ICM Enable/Disable [5] Set Room to Room Call Group [6] Register/Change Authorisation Code [7] Register/Change Prepaid Money [8] Register/Change Call Charge Rate</p> <ul style="list-style-type: none"> • Press [HOLD/SAVE] button
CHECK-OUT WITH PAYMENT METHOD	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #12 • Enter room number [1-9999] or • Press [DSS] key(s) assigned to room number(s) • Press [SPEED] + [BIN] [#] (0-9) for designated payment method • Press [HOLD/SAVE] button
CHECK-OUT WITH OUT PAYMENT METHOD	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #12 • Enter room number [1-9999] or • Press [DSS] key(s) assigned to room number(s) • Press [HOLD/SAVE] button
ENABLE ONE TIME EXTERNAL CALL	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #43 • Dial service station or room where call is to be made • Dial number of room to be charged for call • Press [HOLD/SAVE] button
GUEST TO GUEST CALL ENABLE/DISABLE	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #31 to enable or • Dial #32 to disable • Enter room range [1-9999] • Press [HOLD/SAVE] button
REGISTER/CLEAR ROOM TO ROOM CALL GROUP	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #41 to register or • Dial #42 to clear • Enter room call group number [01-99] • Enter room range [1-9999] • Press [HOLD/SAVE] button
ROOM CHARGE DISPLAY	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #21 • Enter room number [1 -9999] • Total room charge is displayed • Press [#] to print detailed room charge via printer • Press [HOLD/SAVE] button
ROOM STATUS REPORT	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #22 • Enter room number [1-9999] • Press [HOLD/SAVE] button • Room status report is printed via printer
WAKE UP CALLS To set Wake-Up call	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial 042 • Hear confirmation tone • Enter room number [1-9999] • Enter Wake-Up time 24 hour [HH:MM]* • Press [HOLD/SAVE] button • Hear Confirmation tone <p>*To set a permanent Wake-Up call (ie to ring at the same time daily) press [#] after entering the Wake-Up time</p>
To cancel Wake-Up call	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial 043 • Hear confirmation tone • Enter room number [1-9999] • Press [HOLD/SAVE] button • Hear Confirmation tone
MESSAGE AT RECEPTION FOR GUEST	<ul style="list-style-type: none"> • Dial room number [1-9999] • Press [CALL-BACK] • Hear Confirmation tone • Hang-Up
TO REGISTER 'CLEAN'	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #81 • Hear Confirmation tone • Enter room number [1-9999] • Hear Confirmation tone • Press [HOLD/SAVE] button • Hear Confirmation tone
TO REGISTER 'CLEAN'	<ul style="list-style-type: none"> • Press [TRANS/PGM] button • Dial #82 • Hear Confirmation tone • Enter room number [1-9999] • Hear Confirmation tone • Press [HOLD/SAVE] button • Hear Confirmation tone