Hotel/Motel Feature Quick Reference Chart

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Do Not Disturb	
Enable DND at a room telephone:	Lift handset + **727** + Hang up.
Cancel DND at a room telephone:	Lift handset + **728** + Hang up.
Enable DND for another room telephone:	Lift handset + **729** + **Extension** for which you want to enable DND + Hang up.
Cancel DND enabled at another room telephone:	Lift handset + **730** + **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).

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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 + **873**. **- or -** You know the extension at which you left the message: Lift handset + **871** + **Extension**.
Leave a Message Waiting without first calling the extension:	Lift handset + **726** + **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 + **738** + **Extension** of the room you want to check in + Hang up.
Set a room as checked out:	If you have previously dialed **738** to check it in, lift handset + **739** + **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 + **740** + **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 + **741** + **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

Room Status Printouts	
Have your printer output the Room Status Print-out:	Lift handset + **742** + **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 + **735** + **Extension**. 🖉 _The guest cannot dial any other Hotel Mode extension._
Disable Room-to-Room Call Restriction for a guest's telephone.	Lift handset + **736** + **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 + **737** + **Extension** to change the Toll Restriction (When Checked In) level + Enter the new **Toll Restriction (When Checked In) level** (01 ~ 15). 🖉 _If a room Toll Restriction level is changed using access code 737, that room keeps the new setting until it is either changed using access code 737 or in system programming._
Wake Up Call	

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Set a Wake Up Call for your own room:	Lift handset + **731** + 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 + **732**.
Set a Wake Up Call for another room:	Lift handset + **733** + **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 + **734** + **Extension** whose wake up you want to cancel.