Chapter 9 Hotel/Motel

Chapter 9 Hotel/Motel

Wake Up

FEATURE DESCRIPTION

The Wake-Up function for hotel/motels is to automatically make a call to the corresponding room at the registered time after registering it in DCS Gateway, when you register or request to make the bell ring at the time that room guests want. At this time, you can directly register the Wake-Up function at ATC, Service Phone or MAP of hotels. You can also specify the Wake-Up time information for guests with other service information at their Check-In, or when separately on demand.

However, since the use of Wake-Up function is not just limited to hotel/motels, you can also register and execute it at the MAP installed in generic ATC, telephone set or sites.

In DCS Gateway System, you can specially execute the Wake-Up function at different times up to 4, and specify the service counts on each time. The records of once executed Wake-Up function will be deleted in DCS Gateway System. But in case you use this function for hotel/motels etc., you can make keeping long stay guests serviced at this time of everyday during their stay. At this time, specify the service counts at 0. Of course, as previously described, since the use of Wake-Up function is not just limited to hotel/motels, you can also register it with the same methods in other places in the long-term.

In case you install and operate Digital Telephone, you can have a display that the current one is Wake-Up Call during Wake-Up execution. At this time, the message types you can use are 32. Register them in the [Time Alarm Function Modification] menu of MAP.

SETTING THE MAP

Setting the [Time Alarm Function Modification] DB in the MAP to register the time information for WAKE UP Time

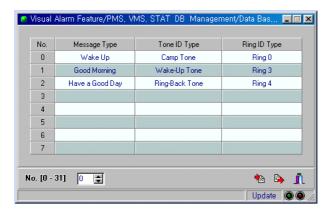
[Time Alarm Function Modification] DB is to specify the types of Message, Tone and Ring that deliver Wake-Up function.



In case of a generic telephone set, you cannot use a message name.

Select the following menu in the MAP.

[Database Management] → [PMS, VMS, Statistics DB Management] → [Visual Alarm Feature]



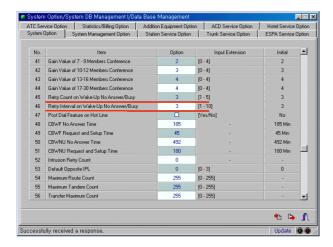
- 2. On [Visual Alarm Feature] screen, you can impose the message name on what consist of various Sound and Ring and register them with 32 Records from 0 to 31.
- 3. Impose the message name on what consist of specified Sounds and Rings, press the [Tx] button and transmit the DB contents to System.

Specifying the retry counts and its intervals at No-Answer/Busy during Wake-Up service in the MAP

1. Select the following menu in the MAP.

[Database Management] ⇒ [System DB Management I] ⇒ [System Option]

- 2. Specify the following fields.
 - [45]. Retry Count on Wake Up No Answer/Busy
 - [46]. Retry Interval on Wake Up No Answer/Busy (Minute)



3. Press the [Tx] button and transmit them to System.

OPERATING PROCEDURES

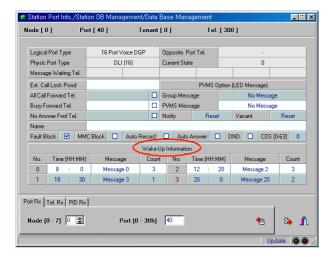
Generic ATC, Hotels ATC, Service Phone, Digiphone

Registering WAKE UP Key and CLEAR Key in the MAP

1. Select the following menu in the MAP.

[Database Management] ⇒ [Station DB Management] ⇒ [Digiphone Info]

- 2. Enter the Node No. & Port No. of Port connected to the corresponding telephone set and press the [Rx] button using [Port Rx] Tab, or enter the Tenant No. & phone No. of corresponding telephone set and press the [Rx] button using [Rx] Tab for phone No.
- 3. Based on the information filtered by receiving, register Wake-Up Key and Clear Key in an empty Key position, Press the [Tx] button and transmit the DB contents to System.



4. The DB contents on this screen will be Reference DB for message No.to be entered when registering "Wake-Up" one among the Service Phone functions.

Registering WAKE-UP Key and CLEAR Key at terminals

- 1. Press SCROLL Key on the lower part of LCD at terminal and scroll the operation lists. Select "SET" operation. (For selection, use 3 buttons on the lower part of LCD.)
- 2. Selecting "SET" operation would show the operational function lists on LCD screen, and then press SCROLL Key until "PGM(Program)" appears. If "PGM(Program)" does, select it.
- 3. If "MMC MODE" appears on LCD screen, press an empty random Soft Key named "NO CODE" and select the Key to be registered as SERVICE Key. Then, its LED of a selected Key will go on and off.
- 4. Enter "040" which is the function code for Wake-Up. In case you do not know the corresponding function code, you can enter a random 3 digits No.and search the Wake-Up function using '*'/'#'.
- 5. Press the Key you selected and specified in No.3 and register the SERVICE Key.

Registering Wake-Up Time in the MAP

1. Select the following menu in the MAP.

[Database Management] ⇒ [Station DB Management] ⇒ [Station Port Info]

- 2. Enter the Node No. & Port No. of Port connected to the corresponding telephone set and press the [Rx] button using [Port Rx] Tab, or enter the Tenant No. & phone No. of corresponding telephone set and press the [Rx] button using [Rx] Tab for phone No.
- 3. Go to the field for Wake up Information and enter Wake-Up Time, Message, Count in it. Entering can be up to 4.



Among the message types, the ones from "Message 0" to "Message 31" are entered **NOTE** in the [Visual Alarm Feature] DB.

4. If entering is done, press the [Tx] button and transmit the DB contents to System.

Registering Wake Up Time using WAKE UP function Key at terminals



In case your terminals are Service Phone, it will be described in next Chapter.

- Press the Soft Key registered with Wake Up one.
- 2. If Wake-Up Time appears on LCD screen, enter the time you want. Registering Wake-Up Time can be up to 4, and using '*', '#' Keys you can inquire other Wake-Up Time information that is registered previously.
- 3. After Wake-Up Time is registered, "COUNT" will appear on LCD so that you can specify Wake-Up service counts. At this time, specify the service counts (the No.s of days) somewhere from 0 to 9. If you want to make guests serviced at the time of everyday, specify the service counts at 0.
- 4. If you finished entering to this, press the Wake-Up Key and finish registering the functions. Without pressing Wake-Up Key, the function will be finished after certain time passes. If entering is done, confirming sound like "Beep-Beep-Beep-Beep-"will be heard and a telephone set goes back to its early stage.



In case you unlock "Wake Up", after inquiring the Wake Up Time you want to unlock using '*', '#' Keys in Stage No. 2, press "CLEAR" Key that is previously registered in a telephone set, and unlock it. If Wake Up is unlocked, sound like "Beep-Beep-Beep-Beep-"will be heard. If unlocking is done, a telephone set goes back to its early stage. Even when the registered Wake Up Time is many in numbers, they cannot be

unlocked all at once and the previous process should be followed.

Generic Telephone Set

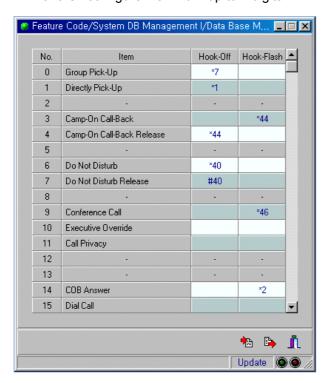
Registering the function code for generic telephone set in the MAP

Since a generic telephone set does not have Soft Key MAP for registering the function Keys, various functions will be registered and used with function codes.

1. Select the following menu in the MAP.

[Database Management] ⇒ [System DB Management I] ⇒ [Feature Code]

On the field [23] for "Wake up" and the field [24] for "Wake up Release" each, enter the code to operate in a condition of Hook-Off and the code to operate in a condition of Hook-Flash. But since the registration and unlocking will be executed in a condtion of Hook-Off due to the feature of Wake Up function, enter the function code just on the field for Hook-Off. The function codes consist of the numbers from 0 to 9 and "*", '#' with their configure maximum up to 4 digits.



If entering is finished, press the [Tx] button and transmit the DB contents to System.

Registering Wake-Up Time at MAP



Registering Wake-Up Time in the MAP is the same as previously described in generic **NOTE** ATC, hotel ATC, Service Phone, Digiphone terminals.

Registering Wake-Up Time with function codes at generic telephone set

- 1. Pick up the receiver of a generic telephone set.
- 2. Enter the Wake Up function code you registered previously.
- 3. Enter the Wake Up time. Enter the time with a rule of 24 hours. In case you enter the wrong time, the registration for Wake Up will be cancelled with error sound.
- 4. Enter the service counts with No.s from 0 to 9. In case you enter 0, the service counts will be repeated infinitely.
- 5. In a few minutes, the registration for Wake Up will be finished with confirming sound.



You can register just one Wake-Up Time at generic telephone set.

RESTRICTIONS

The time that Wake Up rings is not the exact one of registered time. In fact, it could be delayed maximum up to 1 minute by its mechanical operation. If you register the Wake Up with Room Group Pilot Tel number, Wake Up ring will be delivered with Pilot Tel number (Room Pilot) to the whole members of Room Group as well as Pilot Tel number. At this time, if any member answers, the whole Wake Up ring will be disappeared.; Incase you registered the Wake Up with non-Pilot Tel number, Wake Up ring will be only delivered to the corresponding telephone set.

Service Phone

FEATURE DESCRIPTION

The Service Phone is an abbreviation of "Room Service Phone". The Service Phone, as an exclusive one for room service mainly used in a front desk etc., actively meets a host of calls that request or ask service, and also has the function to modify and change the room information. Because the room information appears on Service Phone at a call from rooms etc., it can make the operators recognize the room information before answering, and efficiently and satisfactorily execute the better room service.

Therefore, only in case its counterpart is room, the whole functions of Service Phone will be meaningful. If not, the functions of Service Phone will be ignored.

Also, because the Service Phone consists of Multi-Line, only Multi-Line Digiphone can execute the functions of Service Phone.

The Service Phone has the following functions.

1. Multi-Line Digiphone Function

Since the Service Phone consists of the Multi-Line, you can use all the functions of Multi-Line Digiphone.

2. Function to Specify Sevices with Service Key

The service types you can register in Service Phone are as follows:

WAKE UP (Time Alarm Funtion)

This function is to automatically make a call to the corresponding room at the registered time after registering it in DCS Gateway using Service Phone, in case room guests request the bell ring at the time that they want. Especially In case you install and operate Digital Telephone in guest rooms, you can have a display on LCD that the current one is Wake-Up Call during Wake-Up execution. At this time, the message types you can use are 32. Register them in the [Time Alarm Function Modification] screen of MAP.

MESSAGE

By controlling the Message Waiting Lamp in PMS that has the arriving signal light, you can transmit the content that the message from the outside has arrived in their absence to System and make room guests recognize the status in their return.

NAME

By registering the Room guest names based on phone No.of Room, in case you make a call with Service Phone in a Room, the guest name appears on the LCD of Service Phone so that you can deliver the special service to the guests. In case a Room telephone is Digiphone, the name you entered in Service Phone appears on the LCD of Digiphone.

LANGUAGE

By registering the languages in Service Phone that Room guests use, when you inquire the Room information with the Room phone No. using SERVICE Key in Service Phone at the front desk before making a call to the corresponding Room, you can deliver the service with suitable language because you can recognize in advance the using language of guests. The language lists are the same as entered in the [Using Language] DB of MAP.

VIP

By specifying certain Rooms as VIP, when you make/receive a call to/from the corresponding Room, VIP appears on LCD. This function is just for having better care to them when you deal with a call to VIP Rooms, and so it has no limits or relation to other functions.

COS

This function is for modifying the COS of Room telephone.

ROOM COS

It means the Room grades. Generally, all Rooms have the same grades. The Room grades, by modifying each Room guest according to its nationality, are used for making it possible to use the language that the corresponding Room guest uses. The range of Room grades is from 0 to 15.

FORWORD

When a Room guest requests converting the incoming call to a specified telephone set, this function will be executed.

SERVICE CALL LOCK

As the same one as External Call Lock of station function, if this function is set, the external outgoing calls are limited.

DO NOT DISTURB

When a Room guest Room does not want a incoming call, you can register DND (Do Not Disturb) function lest a incoming call from Service Phone goes to the corresponding phone No. At this time, in case a Room telephone set is Digiphone, the LED on "DND" Key goes on.

CHECK-IN/OUT

This function, at Check-In/Out of Room, is to be reflected on DCS Gateway and automatically modify the corresponding data. At Check-In, enter the information for Room guest and register the corresponding Room in service. At Check-In, the information for Room guest includes Room No. (phone No.), using language (nationality), VIP or NOT, Wake-Up, name etc.

STAT

The front desk can inquire the contents with Service Phone that a MAID, using a Room telephone set, transmitted to System. A MAID can, using Room Status (Room Status Modification) function, enter the Room Status, and you can verify it using "STAT" function, one of the service functions in Service Phone.

SMDR

This fuction is to extract and clear the information of each Room in Service Phone.

3. The Function to Use the Registered Services

If the above service functions are specified to the corresponding Rooms through Service Phone, you can inquire the service information that is entered in advance through the following Key functions and provide better services.

• GUEST Key

This function Key is to enter the phone No. of Room whose service information will be inquired.

NEXT Key

This function Key is to scroll the Room information appeared on the LCD of Service Phone. The Room information appeared on LCD includes the name, using language, VIP or NOT of guests.

SEND Key

After you enter the phone No. of Room whose information will be inquired using "GUEST" Key, just press "SEND" Key when making a call to the Room based on the inquired information.

PRINT Key

When you print out the inquired information with the Room phone No. in Service Phone, this function Key will be used. The terminal used as a Service Phone has a separate Port for connecting it to printer.

4. Telephone Booth Function

Booth telephone, as a telephone set installed mainly in hotel lobbies, is one that random users can make an outgoing call by making a call to Service Phone.

The Booth telephone can ask Service Phone to make an outgoing call to the external, and which this call is finished can make a Recall to Service Phone, stop the call and impose the billing. The Service Phone can printout the billing information or impose the billing to the corresponding Room.

5. Wake Up Alarm Function

In case there are no answers to the Wake Up registered in ATC, Service Phone or Room phone, this function is to send an alarm to Service Phone.

6. Bath Alarm Function

In case dialing of a Room telephone set does not work after Hook off, this function is to automatically make a call to Service Phone and notify the fact that an Alarm occurred to the corresponding Room. This is to execute, as a substitute, the functions of "Wake Up", "Message", "Forward", "Service Call Lock", "Do Not Disturb" etc. to the station phone No. Service Phone, and modify the "Name", "Language", "VIP or NOT", "COS", "Room COS" of the corresponding Room phone No.

SETTING THE MAP

For random Room guests, the previous operation of MAP DB to register the service functions in Service phone will be described as follows:

Registering the Service Phone in the MAP

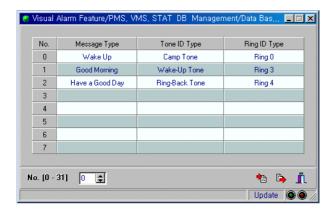
- Search the Port to be registered on the [Port Information (Total)]menu screen.
 The type of Port to be registered in Service Phone should be one of Voice Digiphone.
 You can search the Port to be registered in Service Phone with Node, Port or Phone No.
 - Searching with Node and Port On the lower part of [Port Information(Total)] menu screen, press the [Node/Port Rx] Tab, enter the Node No. and Port No. of Voice Digiphone type, and press the [Rx] button.
 - ♣ Searching with Phone No.
 On the lower part of [Port Information(Total)] menu screen, press the [Phone No. Rx] Tab, enter the Tenant No. and Phone No. of Voice Digiphone type, and press the [Rx] button.
- 2. Select the "Service Phone" in the field for Special Service of searched Port (or Phone No.).
- 3. Press the [Tx] button and transmit them to System.

Organizing the [Time Alarm Function Modification] MAP DB to register the WAKE UP function in Service Phone

1. Select the following menu in the MAP.

[Database Management] ⇒ [PMS, VMS, Statistics DB Management] ⇒ [Visual Alarm Feature]

- 2. On [Visual Alarm Feature] screen, you can give impose the message name on what consist of various Sound and Ring and register them with 32 Records from 0 to 31.
- 3. Impose the message name on what consist of specified Sounds and Rings, press the [Tx] button and transmit the DB contents to System.



4. The DB contents on this screen will be Reference DB for message No.to be entered when registering "Wake-Up" one among the Service Phone functions.

Organizing the [Language Type] MAP DB to register the LANGUAGE Function in Service Phone

1. Select the following menu in the MAP.

[Database Management] ⇒ [Hotel DB Management] ⇒ [Language Type]

- 2. Enter the language for hotel (hotel ATC, Service Phone) and for general (ACD, Digiphone, Multi-Line Phone) in the numbers from 0 to 7. Use the 2 digit numbers for hotel and 3 digit ones for general.
- 3. If entering is finished, press the [Tx] button and transmit them to System.



4. The DB contents on this screen will be Reference DB for message No.to be entered when registering "Lang (Language)" one among the Service Phone functions.



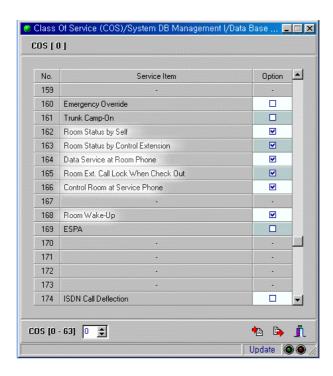
When you register the using language (LANG) for Room guests in Service Phone, the NOTE language termination on LCD appears according to the telephone set type used at Rooms. In case the corresponding phone No.s are ones of ACD phone, generic Digiphone, Multi-Line phone, what are registered in the "Language for general" among the [Language Type] DB appear. In case the corresponding phone No.s are ones of hotel ATC, Service Phone, what are registered in the "Language for hotel" among the [Language Type] DB appear.

Setting the COS

1. Select the following menu in the MAP

Database Management ⇒ System DB Management I ⇒ Class Of Service(COS)

- 2. Set the following fields and press the [Tx] button.
 - [162]. Room Status by self
 - [163]. Room Status by Control Extension
 - [164]. Data Service at Room Phone
 - [165]. Room Ext. Call Lock when Check-Out
 - [166]. Control Room at Service Phone
 - [168]. Room Wake-up
 - [116]. Bath Alarm
 - [117]. Service Phone Recall when Wake-Up No Answer

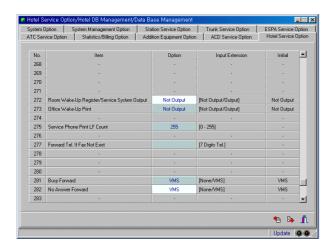


Setting Hotel service options

Configures many options related to a hotel database. Browses/amends information by Port types. The items to be set by port types and the functions of each item is described.

1. Selecting menu

Database Management ⇒ Hotel DB Management ⇒ Hotel Service Option Item



2. Press the [Rx] button to browse the information.

Room Trunk Call Limit

Set whether to make external call in room possible or not.

- ✓ Set 'Not Dial' to make external call possible.
- ✓ Set 'Dial' to make external call impossible...

Room Message Transmit

Select how to transmit message from external call to room phone, when customer is out of room.

- ✓ If you leave memo in LCD of room phone, remove the check mark.
- ✓ If you light on massage waiting light of room phone, set the check mark.

Ring Kind When Room MC Incoming

Set value of '0~ 15', to set which kind of ring is heard when morning call is provided to room phone.



To know which sound is ring $0 \sim \text{ring} 15$, use 'System DB Management \Rightarrow Ring Cadence' menu.

Message Content When Room MC Incoming

Enter message as 16 letters or fewer, to be printed on LCD of room phone, when morning call is provided to room phone.

Room Wake-Up Register/Service System Output

Set whether to print results of registering, releasing, and providing room morning call by system printer.

Office Wake-Up Print

Set whether to print results of registering, releasing, providing office morning call by system printer.

Service Phone Print LF Count

Set the value of 0~255, to set how many Line Feed space with, you will print next statement after printing one statement of service phone by system printer

Forward Tel. If Fax Not Exist

Enter number to be forwarding call automatically, if problem occurs in Fax number which customer use in room.

Busy Forward

Set whether to let caller leave message during room call is busy, or not.

- ✓ If you don't let caller leave message, set None.
- ✓ If you let caller leave message, set VMS.

No Answer Forward

Set whether to let caller leave message, when customer cannot answer because customer is out of room, or other reasons.

- ✓ If you don't let caller leave message, set None.
- ✓ If you let caller leave message, set VMS

H_ATC Record Method

Set the H ATC record method.

Hardware recording is performed by using the equipment which is attached to ATC.

Software recording is performed by using the recorder which is connected to the system.

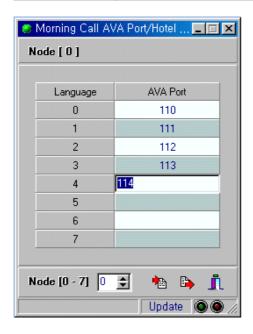
Press the [Tx] button to send the values to the system.

Setting Morning call AVA port

Sets AVA ports to provide Morning Call service to a room.

1. Selecting Menu

Database Management ⇒ Hotel DB Management ⇒ Morning Call AVA Port



2. Input the node number and press the [Rx] button.

Set the AVA ports depending on the language type. When AVA morning Call is automatically provided to a customer group in the 'H_ATC Morning Call Default Language' window of the 'DATABASE MGMT -> ATC DB -> ATC OPTION' menu, the default language type will be designated in each port.

3. Press the [Tx] button to send the values to the system.

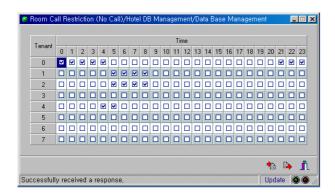
Setting Room call Restriction

This function allows you to set call permission time between hotel rooms for each tenant.

1. Selecting Menu

Database Management ⇒ Hotel DB Management ⇒ Room Call Restriction(No Call)

Preset the [Rx] button to browse the information.
 Select and check each time period to restrict the call available time between rooms.
 The call between rooms is possible only in time period selected and checked.



3. Press the [Tx] button to send your settings to the system.

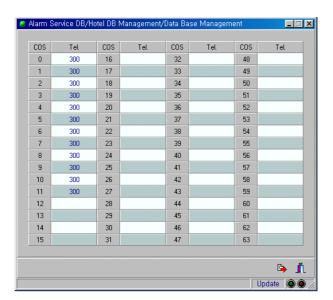
Organizing the Hotel Alarm Service Information DB for Wake Up Alarm or Bath Alarm functions

Select the service phone by COS when recall such as booth recall, wake-up no answer recall, and bath alarm is happen.

1. Selecting Menu

Database Management ⇒ Hotel DB Management ⇒ Alarm Service DB

The screen is displayed as follows.Set the number of service phone by COS and press the [Tx] button to send the values to the system.





When you specify the Service Phone No.s to execute the Recall Service by COS, the numbers to be entered are the specified Service Phone No. or the ring group pilot # organized by Service Phone.

Setting Hotel Room Status Information

Distinguish 7 kinds of status, and register each status according to situation, so you can know how is the situation of Maid entered.

1. Selecting Menu

Database Management ⇒ Hotel DB Management => Room Status DB

2. Press the [Rx] button to browse the information. Enter Room status briefly at Message box of each status.



3. Press the [Tx] button to transmit the values to the system.

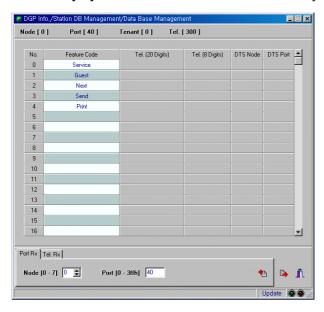
Registering SERVICE and SERVICE FUNCTION KEY(GUEST, NEXT, SEND, PRINT)

Registering the Information for SERVICE and SERVICE FUNCTION KEY (GUEST, NEXT, SEND, PRINT) on the Port connected to Service Phone in the MAP

1. Select the following menu in the MAP.

[Database Management] ⇒ [Station DB Management] ⇒ [Digiphone Info]

- 2. Enter the Port No. or Phone No. of Service Phone in the Port [Rx] Tab or Phone [Rx] Tab, press the Inquiry button and open the information for Digiphone Key from System.
- 3. Specify the functions of "SERVICE", "GUEST", "SEND", "NEXT", "PRINT" on the Key position you want.
- 4. If entering is finished, press the [Tx] button and transmit them to System.
- 5. Press the [Tx] button to transmit the values to the system.



Registering the SERVICE and SERVICE FUNCTION Key (GUEST, NEXT, SEND, PRINT) directly in Service Phone

- 1. In the telephone set registered by Service Phone, press the SCROLL Key on the lower part of LCD and scroll the operation lists. Select the "SET" operation.
- 2. If you select the "SET" operation, The functions to operate appear on the LCD screen. Press the SCROLL Key until the "PGM (Program)" function appears. Select it if the "PGM (Program)" function appears.
- If the "MMC MODE" appears on the LCD screen, press the random Soft Key named "NO CODE" in the Key pad and select the Key that you will register as a SERVICE Key. And then, the LED of a selected Key goes on and off.
- 4. Enter the function code to be specified in the selected Soft Key. The SERVICE code is "040", the GUEST code is "084", the NEXT code is "085", the PRINT code is "086" and the SEND code is "088". In case you do not know the corresponding function code, you can enter a random 3 digits No.and search the function you want using '*'/'#'.
- 5. Press the Key you selected and specified in No.3 and register the function Key.
- 6. Repeatedly, execute the above cycle from Process 1 to register other functions.

Organizing the Port Information of Boot Telephone for Telephone Booth function

- 1. Open the [Port Information (Total)]menu screen in the MAP.
- 2. After you entered the Port No. corresponding to Boot telephone in the [Port Rx] Tab or the telephone No. in the Telephone [Port Rx] Tab, press the [Rx] button.
- 3. Specify the following fields.

• Special Service : Booth Telephone

• Hot Type : HOT

• Hot Dial number: Telephone No. of Service Phone

4. Press the [Tx] button and transmit the modified contents to System.

Setting the System Timer for Bath Alarm function

1. Select the following menu in the MAP.

[Database Management] ⇒ [System DB Management I] ⇒ [System Timer]

- 2. Specify the Timer values in the following field.
 - [29] Bath Line Time
- 3. If entering is finished, press the [Tx] button and transmit them to System.

OPERATING PROCEDURES

As previously described, you can register and use the following service functions after you reflect the necessary data to System through the MAP.

Registering the WAKE UP TIME for Rooms using SERVICE Key in the Service Phone

- 1. Press the Soft Key you registered as a SERVICE Key in the Service Phone.
- 2. When the "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No., the station phone No. should be suitable for Room type. Press the station phone No. suitable for Room type.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "Wake Up" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. Using the '*', '#' buttons, you can inquire the Wake-Up Time registered previously.
- Register the new Wake-Up Time.
 (The maximum numbers of Wake-Up Time registration can be up to 4.)
- 7. After you register the Wake-Up Time, "COUNT" appears on LCD making it possible to specify the service counts for Wake-Up Time. At this time, specify the service counts for Wake-Up Time somewhere from 0 to 9. Especially for long-stay guests, you can make keeping them serviced at this time of everyday during their stay. At this time, specify the service counts at 0.
- 8. After you entered the "COUNT", "MSG#" appears on LCD in which you enter the numbers for message name consisting of the Sound and Ring you want among the "Time Alarm Function Modification" DB of MAP. If you enter the message No., the message name with its entered No. appears on LCD. In case you do not know the message name, using '*', '#' you can scroll and search it. In case no field is registered in the "Time Alarm Function Modification" DB of MAP, pressing the '*', '#' keys will show "WAKE UP" with default.

The message tyes are as follows: (Enter the 2 digit No.s.)

- 0 ~ 31 : Display the corresponding Message
- 32: Display the contents of ROOM M C CALL MESSAGE CONT in [Hotel Option] DB and when guests answer, connect AVA.
- 33 : Display the H-ATC, the Ring goes to H-ATC when the Wake up Time has come and deliver the Wake up service from ATC to ROOM.
- In case you enter the numbers bigger than 33, 'Sorry! Try Again' appears.
- At ERROR, if you press the SERVICE Key, it goes back to the early menu status.
- 9. After entering the message No., press the SERVICE Key and finish registering.
- 10. If registering is finished, sound like "Beep-Beep-Beep-" will be heard.

11. After finishing the operation to this, go back to STATUS 3. At this time, you can enter the next Service Phone function and finish registering the Service Phone function with "ANS/RLS" Key.

In case you unlock the "WAKE UP", press the "CLEAR" Key registered in advance and unlock it after inquiring the Wake Up Time to unlock. If it is unlocked, sound like "Beep-Beep-Beep" will be heard. Even in case the registered Wake Up Time is many in numbers, they cannot be unlocked at once and the previous processes should be repeated. When you select the slot to insert the 8BSI card, please check the slot number printed just above the slot.

When you want to directly go back to the ready-to-service status without modification after inquiring, pressing the SERVICE Key will excute some functions and will not. For example, the functions like "LANG", "VIP", "SVC CALL LOCK", "DND" which are just toggling with '*', '#' keys without entering the digits at modification are the ones that you can directly go back to the ready-to-service status by pressing the SERVICE Key.

But the functions like "WAKE UP", "MESSG", "NAME", "COS", "ROOM COS", "FORWORD" which need the data to be entered at modification are the ones that you cannot go back to the ready-to-service status only by modification. In case you want to only make an inquiry without modification, you have to make a cancel with the "SPEAKER" Key and a start from the beginning.

Registering the MESSAGE function using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. This station phone No. is the Room phone No. of whom wants to leave a message.
- 3. And then, enter the station No. on which a message will be left.
- 4. After hearing the confirming sound, terminate the function.

Registering the name function for Room guests using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. At this time, enter the station phone No. on which a guest name will be registered.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Pressing the SCROLL Key on the lower part of LCD or using '*'/#' keys, select the "NAME" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. Using the key pad of a telephone set, enter the guest name. At this time, you have to enter it within 16 letters.
- 6. If you finish entering the name, press the SERVICE Key and finish registering.
- 7. If you finish registering, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.
- 8. If you finished the operation to this, go back again to Status 3. At this time, you can keep entering the

next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.



In case you unlock the "NAME", press the "CLEAR" Key registered in advance in NOTE Service Phone at Status 5. If you unlock it, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.

Registering the using language of Room guests using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. At this time, enter the station phone No. on which a guest name will be registered.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Pressing the SCROLL Key on the lower part of LCD or using '*'/'#' keys, select the "Using Language (LANG)" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. According to the Room telephone set, the languages available appear on LCD.
- Beep-" will be heard.
- 7. If you finished the operation to this, go back again to Status 3. At this time, you can keep entering the next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.



In case you unlock the "LANG", press the "CLEAR" Key registered in advance in **NOTE** Service Phone at Status 5. If you unlock it, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.

Registering the VIP or NOT of Room using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. At this time, enter the station phone No. on which VIP function will be registered.
- 3. If the corresponding Room No. is specified as a VIP, the function will be terminated.

Modifying the COS of Room using SERVICE Key in Service phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. At this time, enter the station phone No. on which COS will be modified.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "COS (Class of Service)" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. If the "INPUT COS" appears on the lower part of LCD, enter the COS of corresponding Room telephone set to be modified in 2 digits. If entering is finished, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.
- 6. If you finished the operation to this, go back again to Status 3. At this time, you can keep entering the

next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.

Modifying the ROOM COS (Room Class) using SERVICE Key In Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD Service and asks the station phone No. At this time, enter the station phone No. on which Room COS will be registered.
- 3. If the current RoomCOS No. appears, enter the RoomCOS No. to be specified newly.

And then, the Room COS will be modified with confirming sound.

Registering the Room FORWORD (Receipt Conversion) function using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD and asks the station phone No. At this time, enter the station phone No. on which Receipt Conversion is requested.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "FORWARD (Receipt Conversion)" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. Select the FORWARD type and enter the digits somewhere from 1 to 5, enter the station phone No. in order to be receipt conversion. If you finish registering the phone No., the confirming sound like "Beep-Beep-Beep-" will be heard.
- 6. If you finished the operation to this, go back again to Status 3. At this time, you can keep entering the next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.

In case you unlock the "FWD" of Room telephone set, enter the Digit 6 corresponding to "FWD CLEAR" at Status 5. Also at this time, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.

Registering the Room DND (Do Not Disturb) function using SERVICE Key in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE Key.
- 2. The "ROOM#:" appears on the 1st line of Service Phone LCD and asks the station phone No. At this time, enter the station phone No. of whom does not want to receive call.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "DND (Do Not Disturb)" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. If the "SET" and "RESET" appears on the lower part of LCD, press the below button named "SET" and register the DND function. the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.
- 6. If you finished the operation to this, go back again to Status 3. At this time, you can keep entering the

next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.

In case you unlock the "DND" of Room telephone set, enter the "RESET" at Status 5.

Also at this time, the confirming sound like "Beep-Beep-Beep-Beep-" will be heard.

Executing the Room CHECK-IN in Service Phone

At Check-In, you can enter the guest information registered previously in batch processing.

Press the SERVICE Key in Service Phone.
 (Depending on whether or not to enter the PASSWORD for PORT_INFO_DB, enter the PASSWORD.)

2. Enter the Room phone No.

ROOM # : 1234 CHK WAKE MSG →

3. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "CHK" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)

If the Room is at Check-Out, (1) appears on LCD. If the Room is at Check-In, (2) appears on LCD.

CHECK OUT

IN

OUT

4. If you press the IN, the screen on which you can enter the guest name will be displayed.

GUEST NAME :

At this time, the previous information for SMDR will be cleared.

5. Using the KEY PAD, enter the name.

• Max Name Length: 16

• '*' : Back

• '#' : Next

1	2	3
QZ	ABC	DEF
4	5	6
GHI	JKL	MNO
7	8	9
PRS	TUV	WXY
*	0	#
< -	,	- >

GUEST NAME : LANGUAGE : KOR JPN ENG →

SCROLL KEY=>

- In case you press the SCROLL Key without entering the name
 - => The Default will be in Guest Name and goes to the Status in which language will be entered.
- In case you press the SCROLL Key with the name entered
 - => The entered name will be saved and goes to the Status in which language will be entered.
- In case you press the Service Key without entering the name
 - => After the Default values is set in Name, Language, VIP and the previous information is cleared, it will be the state of early menu (2).
 - Default : Name (0x00)
 Language (Lang0)
 VIP (Reset)
 - Refer to the Language as ones (ACD, DGP, MLP) for general in the Hotel DB management/Language
 Type DB
- In case you press the Service Key with the name entered
 After the entered name is set, the Default values is set in Language, VIP and the previous information is cleared, It will be the state of early menu (2).
 - Default : Language (Lang0)
 VIP (Reset)
 - Refer to Language in the Hotel DB management/Language Type DB
- In case you enter the name in over 16 letters
 - => After 16 letters are set in a Guest Name, it goes to the Status in which language will be entered.
- If you want to stop the Check-In, do the HON.
- 6. Select the LANGUAGE.

```
LANGUAGE :
KOR JPN ENG →
```

Refer to the Language as ones (ACD,DGP,MLP) for general in the Hotel DB management/Language Type DB.

- In case you press the Service Key without selecting the Language => After the default values (Lang 0) is set, the Default values for VIP or NOT is also set and the previous information is cleared, It will be the state of early menu (2).
- 7. Select the VIP or NOT.



- In case you press the Service Key without selecting the YES/NO
 => After the default values (NO) is set and the previous information is cleared, It will be the state of early menu (2).
- 8. Clear the previous information.
 - Clear the DND, EXT CALL LOCK, FWD
 - In case of Room phone, reset the limit to the outgoing Trunk call
 - · Clear the WAKE UP, MSG.
 - Off the DND, FWD LED.
 - · Set to the Check In Class.

Refer to the Check-In Class of telephone subscriber class DB by 'DataBase Management / PMS, VMS, Statistics DB Management/Room Class'.

- In case a Room phone is IDLE, clear the LCD, and in case the AUTO ANSWER function is set, display the AUTO ANSWER on LCD.
 - * For entering the GUEST NAME, LANGUAGE, VIP, Use the FLOW that is previously realized in the SERVICE function, and add the use of SOFT KEY and SCOLL KEY.
 - * When you go to the next menu without entering in each menu, use the SCROLL Key. Provided, when you enter the Language, show the next Language.

DCS Gateway System's operation for room check in

If Hotel Reception enters the check in of the customer via the PMS, the DCS Gateway System will perform the following process automatically.

- 1. Release the telephone restriction.
- 2. Delete the information of call charges.
- 3. If the LED of the message button is lit, turn it off by deleting all messages.
- 4. Remove the DND (Do Not Disturb) function.
- 5. Enter the customer name.
- 6. Enter the customer's language (nationality).
- 7. Enter whether VIP or not.
- 8. Enter the wake up time.
- 9. Enter the arrival time of customer.
- 10. Register check in for that room

If the hotel reception specifies by mistake a room in which another customer is already registered, the check in cannot be registered because the information contained in the PMS and that saved in the DCS Gateway System are inconsistent.

In cases where inconsistencies arise, it must be determined which information is correct (PMS or DCS Gateway) and amendments made as required using the image data information feature.

DCS Gateway System's operations for partial check in

Where a second party joins the room (where a guest is already registered), registration information can be revised/complemented by the following process.

- 1. Overwrite the existing customer's name with newly joining customers' names.
- 2. Add any additional Wake Up times to the existing information.
- 3. Don't revise the rest of existing information.

DCS Gateway System's operation for room check out

If Hotel reception registers guest as "checked out", the DCS Gateway System will perform the following process automatically.

- 1. Change the class of that telephone subscriber.
- 2. Delete the information of call charges after outputting it.
- 3. Turn the LED of message button off.
- Remove the DND feature.
- 5. Delete the subscriber name.
- 6. Delete the subscriber's language.

- 7. Delete the distinctive mark whether VIP or not.
- 8. Delete the Wake Up time.
- 9. Register "Empty" for the parlor.

However, where check out is registered for an empty room, the PMS information and the DCS Gateway System information will be inconsistent.

In cases where inconsistencies arise, it must be determined which information is correct (PMS or DCS Gateway) and amendments made as required using the image data information feature.

For a partial check out, where one guest who is registered with another for a specific room check out before the other, the DCS Gateway System will perform the process described above automatically.

Executing the Room CHECK-OUT in Service Phone

Select the CHECK OUT in Status 3 of Room Check In Flow.
 If the current Room status is not IDLE by checking, make it not to go to CHECK OUT.

```
NOT CHECK OUT :
ROOM BUSY!!
```

- 2. If the current Room status is IDLE by checking, make it automatically to print SMDR. Send the SMDR PRINT message with SMDR TASK. (It is activated only in IM/MII Version.)
- 3. If the SMDR DATA DEL? 'YES' is selected, send Delete MSG with the SMDR TASK, and if the SMDR DATA DEL? 'NO' is selected, go to Status 2 of CHECK-IN. (It is activated only in IM/MII Version.)

```
SMDR DATA DEL?

YES

NO

ROOM # : 1234

CHK WAKE MSG →
```

- 4. If Status 1,2,3 are finished without problem, clear the following data.
 - · Clear the DND, EXT CALL LOCK, Forward
 - In case of Room phone, set the limit function of the outgoing Trunk call.
 - · Clear the Wake up.
 - Off the DND, FWD LED.
 - · Delete all the Messages.
 - Set to the Check out class.

Refer to the Check-Out Class of telephone subscriber class DB by 'DataBase Management / PMS, VMS, Statistics DB Management/Room Class'.

- Clear the LCD of Room phone, and in case the AUTO ANSWER function is set, display the AUTO ANSWER on LCD.
- Do not clear the in formation for Name, Language, VIP at Check Out, and overwrite the new data at Check In.

Applying the STAT function in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE KEY.
- 2. If the "ROOM#:" appears on the 1st line of Service Phone LCD, enter the station phone No. on which Status will be checked.
- 3. The Service Phone function will be listed on the 2nd line of LCD.
- 4. Press the SCROLL Key on the lower part of LCD, or using '*' or '#' keys select the "STAT (Room Status)" service. (In case you inquire the service lists with SCROLL Key, select the service using the button on the lower part of LCD, but In case you inquire them with '*' or '#' keys, press the SERVICE Key and select the service when the service function you want appears on LCD.)
- 5. The specified Room Status appears on the LCD screen. If the confirmation is finished, press the SERVICE Key.
- 6. Go back again to Status 3. At this time, you can keep entering the next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.

Using the SMDR function in Service Phone

- 1. In Service Phone, press the Soft Key registered with SERVICE KEY.
- 2. If the "ROOM#:" appears on the 1st line of Service Phone LCD, enter the SMDR Key.
- 3. The total amount of billing appears on LCD.
- 4. In the status that the total amount of billing appears, press the PRINT Key.

 If the printer of Port information is specified to System printer, it will be output to System printer, and if it is specified to the printer of Service Phone, it will be output to the printer of Service Phone.
- 5. If you want to delete all the billing information for corresponding Room, press the CLEAR Key.
- 6. Go back again to Status 3. At this time, you can keep entering the next Service Phone function, and press the "ANS/RLS" keys and finish registering the Service Phone function.



The "SMDR" function of Service Phone can be executed only in the IM System and MII System.

Delivering the Room Service using SERVICE FUNCTION Key in Service Phone

- 1. Press the registered GUEST Key.
- 2. If the "GUEST ROOM#:" appears on the LCD of Service Phone, enter the Room phone No. to be inquired.
- 3. Press the registered NEXT Key and inquire the Room information on the LCD screen.
- 4. Press the Registered SEND Key and make a call to the Room. At this time, deliver the better service to guests through the inquired information.

Providing the Telephone Boot function

- 1. The Booth Telephone is Hook-off.
- 2. It is connected to Service Phone.
- 3. If you press the booth call key in Service Phone, you can enter the Room # to which the billing will be transferred. Without entering the Room # to which the billing will be transferred, you can also enter it at RECALL.
- 4. If the Service Phone presses the Flash Key and the Trunk Access Code, make a Hook On after hearing.
- 5. The Booth Telephone makes a Dialing to the number you want.

6. If the Booth Telephone finish calling, it will be recalled to the Service Phone.

```
NOT CHECK OUT :
ROOM BUSY!!
```

- 7. In Service Phone, if it is Recalled, the bell rings, and the booth recall key will be Blinking.
- 8. In Service Phone, pressing the Booth Recall Key will turn the Speaker Key on and the conversion sound will be heard.

```
ROOM #:xxxx
XFER PRINT CLR
```

- 9. Pressing the PRINT Soft Key will output the billing contents to Printer and the billing will be deleted.
- 10. Pressing the CLR Soft Key will delete the billing contents.
- 11. Pressing the Transfer Soft Key will, if you entered the Room No. to which the billing will be transferred, show the Room No. If you did not, enter the Room No.

```
ROOM #:xxxx
BILL TO yyyy
```

- 12. The Service Phone hears the confirming sound and turns the Speaker Key off.
- 13. In case of next Recall, the bell rings and the Booth Recall Key goes on and off.
- 14. Repeat the status from 1 to 13.

Wake-Up Alarm Function

- 1. Register the Wake-Up in the Room telephone set.
- 2. When the Wake-Up time registered at Status 1 has come, the Wake-Up rings.
- 3. Make a Retry as many as System specified.
- 4. If the Room telephone set does not answer to the last Wake Up Retry during the Wake up NoAns, make a call to the Alarm Service Phone # Service Phone specified by Service Phone according to COS and appear on the LCD of Service Phone as follows:

```
WAKEUP NO ANSWER
```

5. The bell rings until the Service Phone answers and the Wake Up Alarm will be Blinking.

```
WAKEUP NO ANSWER
ROOM # XXXX
```

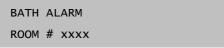
- 6. In Service Phone, if you answer by pressing the Wake Up Alarm Key, the conversion sound will be heard.
- 7. In case the Alarm Service Phone # is the Pilot # of Ring Group, if a member answers, other members will be disconnected and the key will be off.
- 8. Output the Alarm on Wake Up No Answer to System Printer.
- 9. In case of next Wake Up Alarm, the bell rings again and the Wake Up Alarm Key goes on and off. Repeat the Status from 4 to 8.

Bath Alarm Function

- 1. The Room telephone set belongs to the Room Group is Hook-off.
- 2. If the Room telephone set is Hook-off during the Bath Line Time, it makes a call to all the members (Service Phone) of Service Phone # specified according to COS.
- 3. The Service Phone rings and the Bath Alarm Key goes on and off.



- 4. In case the 'Alarm Service Phone #' of Room subscriber information is the Pilot # of Ring Group, the bell keeps ringing until a member of Ring Group answers.
- 5. Output the Bath Alarm to System Printer.
 - DD-MM-YY HH-MM-SS ROOM # Alarm
- 6. If the Service Phone answers pressing the bathe Alarm Key, the Room # on which the Alarm rang appears.



- 7. In case the Alarm Service Phone # is the Pilot # of Ring Group, if a member answers, other member rings will be disconnected and the Bath Alarm will be off.
- 8. Output the answers to Bath Alarm to System Printer.
 - DD-MM-YY HH-MM-SS ROOM # Alarm Response
- 9. In case of next Bath Alarm, the bell rings again and the Bath Alarm Key goes on and off. Repeat the Status from 3 to 8.

RESTRICTIONS

- Since the Service Phone consists of Multi-Line, only the Multi-Line Digiphone can execute the Service Phone functions. Among the functions, the MMC function operated by SERVICE Key could be executed only in the special service type of versions that are earlier than V340, but it is also possible in the Digiphone from V340.
- 2. The operation to specify the service on Room can be executed in the MAP. But the descriptions here are fused on the Service Phone Operation. For references, when you impose the service on Room in the MAP, the contents to operate are as follows:
- 3. Limits during the Telephone Booth Function.
 - The Booth Telephone belongs to the Room Group
 - The Room Group of Booth Telephone is at Check-Out and it is not possible to make an outgoing call by COS Blocking.
 - Select the 'Hot Method' with 'HOT' in the Port information of Booth Telephone and enter the 'Service Telephone Set No.' in the 'Hot Dial No.'
 - The billing contents are applied only in case of IM Version.
 - Save the billing in the Node that has Trunk Group and execute the Print in the specified Print Node.
 - When you printout the Room billing after transferring the billing of Booth Telephone to Room, it is possible to distinguish the fact that it is transferred from the Booth Telephone.
 - In a Status that Service Phone is IDLE, in case the LCD on LPS0, Booth Recall, Wake up Alarm, Bath Alarm keys go on and off simultaneously, the LCD display follows the 'LCD display at Service Telephone Multi-Receipt' of System Options, and in case of answers to general calls, press the LPSO, HOF, Speaker keys and make an answer, in case of others, press each function key and make an answer.
- 4. Limits during the Wake-Up Alarm Function
 - Enter the Service Phone No., or the Pilot Tel No./member phone No. of Ring Group in the Alarm Service Phone #.
 - In a Status that Service Phone is IDLE, in case the LCD on LPS0, Booth Recall, Wake up Alarm, Bath
 Alarm keys go on and off, and in case of answers to general calls, press the LPSO, HOF, Speaker keys
 and make an answer, in case of others, press only each function key and make an answer.
- 5. Limits during the Bath Alarm function
 - Enter the SVC-P Phone No., or the Pilot Tel No./member phone No. of Ring Group in the Alarm Service Phone #.
 - In a Status that Service Phone is IDLE, in case the LCD on LPS0, Booth Recall, Wake up Alarm, Bath
 Alarm keys go on and off, and in case of answers to general calls, press the LPSO, HOF, Speaker keys
 and make an answer, in case of others, press only each function key and make an answer.

Party and Room Groups

FEATURE DESCRIPTION

Party Group and Room Group function is frequently used function in Hotel / Motel.

A room might have telephones in bedroom, living room and bathroom. They are all connected to DCS Gateway System's user port. One of these phones are taken as pilot phone by combining into a Room Group so that same configuration is applied and incoming calls from outside will ring all the phones at the same time.

This feature is called Room Group.

Party Group feature is to register a pilot number for several rooms so that guests in the rooms can receive various services like Wake Up all in simultaneous way.

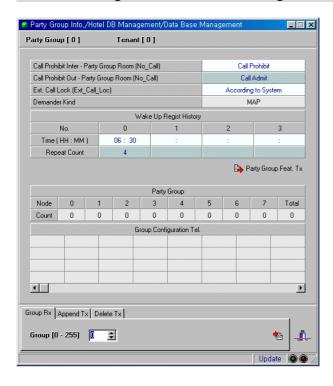
SETTING THE MAP

Configure Hotel Party Group and Feature

This function allows you to view hotel party group configuration information, add new subscriber, and delete existing subscriber.

Selecting Menu

Database Management ⇒ Hotel DB Management => Party Group Configuration



- 2. Browsing Select [Group Rx] tab and input the Party Group number. Press the [Group Rx] button. When a party of customers lodge in, this function sets members to a group. You can view the total number of nodes of the group and subscribers telephone number. Press the [Party Group Feat. Tx] button to send your settings to the system.
- 3. Appending Select [Append Tx] tab and input the connect telephone number, which is already in the group configuration telephone list, at the connected subscriber field. You will input append telephone number at the add subscriber field which is next to the telephone specified at the connected subscriber field. If you do not specify connected subscriber field at this time, the added subscriber is specified as the first location.

Press the [Append Tx] button.

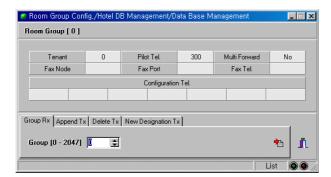
4. Deleting - Select [Delete Tx] tab and press the telephone number to be deleted from party group. Press the [Delete Tx] button.

Configure Hotel Room Group

This function allows you to view hotel room group information, add new subscriber, or delete a describer.

1. Selecting Menu

Database Management ⇒ Hotel DB Management => Room Group Configuration



- 2. Browsing Select [Group Rx] tab and press the Room Group number. Press the [Group Rx] button. You can check tenant, Pilot (Real number), FAX Node, multiple termination of the corresponding group.
- 3. Appending Select [Append Tx] tab and input telephone number at connected telephone field, which is already in the group configuring telephone list. You will input telephone number at the subscriber adding field which is next to the telephone specified at the connected subscriber field. If you do not specify connected subscriber field at this time, the added subscriber is specified as the first location. Press the [Append Tx] button.
- 4. Deleting Select [Delete Tx] tab and input the telephone number to be deleted. Press the [Delete Tx] button.
- 5. Registering a new telephone number Select [New Designation Tx] tab and input the pilot telephone number of a new subscriber. Press the [New Designation Tx] button.

OPERATING PROCEDURES

- 1. When Room Group is configured as multi call-reception, if a call is made to Room Pilot Tel Number, all in Room Group rings. If a call is made to non-Pilot Tel Number, only the phone related to the number rings. Same rule applies to each function. If Forward, Message or Wakeup is registered on Pilot Tel number, all phones in Room Group is affected. But, if such functions are registered on non-Pilot Tel Number, only the phone related to the number is affected.
- 2. If Wake Up Time is registered on Party Group, all rooms in Party Group receives services at the same time.

RESTRICTIONS

- 1. Member of Room Group cannot have other special services than multi call-reception.
- If Wake Up Time is registered on Party Group, all rooms in Party Group receives services at the same time. If each individual room in the Group registers Wake-Up Time individually using Room Phone or Service Phone, Party Group registered Wake-Up service and individually registered Wake-Up service are all received.
- 3. In Room Group configuration, up to 4 different tel numbers can be used for room member number including pilot tel number.



In case of M150, maximum number of member is 8.

4. Fax Node / Port / Tel Number and Multi call-reception displayed is from pilot [Port Information(Total)]menu of Pilot Tel Number. Multi call-reception is enabled when special service field is set as "multi callreception".

Hotel SMDR

FEATURE DESCRIPTION

The SMDR(Station Message Detail Recording) feature is used to manage external (local/toll/international) call information and internal call information of extensions connected to the DCS Gateway System. The call information is provided from the DCS Gateway System and is normally sent to a TIMS or PMS system for processing and presentation.

SMDR Management/Operation is as follow:

- Management by printing to a printer connected to DCS Gateway system
- Data collection and Management by connecting to devices to billing(SMDR Machine).
- Data collection and Management through PMS(Property Management System) like Hotel.

Call information provided by the DCS Gateway SMDR output is:

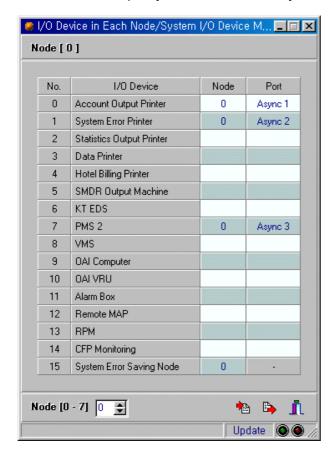
- · Date of call
- · Time of call
- · Duration of call
- Classification of call (incoming, outgoing, tandem)
- Type of call (first/last billing, Business/Room, CLI, transfer, fax)
- Dial type (direct, operator assist, operator direct, LCR, collect, toll free, DISA)
- · Trunk group number
- Tenant number
- · Phone number of the internal line caller
- Phone number of the call receiver (internal/local)
- Number dialed
- · Account code, Forced Authorization Code.

SETTING THE MAP

By operating related DB in System using MAP, user can print information he/she wants to look at.

DB to use for setting DCS Gateway I/O device for SMDR information output Configuring [I/O Device in Each Node] in MAP

- Select following menu from MAP.
 [System Management] ⇒ [System I/O Device Management] ⇒ [I/O Device in Each Node]
- 2. Specify Noe and Port for field number 0 in "Account Ouput Printer", 1 in "SMDR Output machine", and 7 in "PMS 2". Also, specify field number 15 in "System Error Saving Node".





I/O for "Account Output Printer", "SMDR Output machine", and "PMS" cannot be specified to same Port of same Node.

3. When finished, press [Tx] button to transmit to System.

Configuring MAP [Async Port Setting] DB

Provides a feature to set up devices(printer, SMDR machine, PMS) to be connected to parameters of async I/O Port selected in [I/O Device in Each Node] screen.

1. Select following menu from MAP.

[System Management] ⇒ [System I/O Device Management] ⇒ [I/P Port Para]

- 2. Enter Node and Port number for I/O Port to set up, and press [Rx] button.
- 3. Look at current value at field number 16 of "Port Block Status" inquired. If this field is enabled, parameter setting for the Port is not possible. Disable the field by pressing [Disable/Enable] button next to the field.
- 4. Enter values to each field, and press [Tx] button to transmit changes to System.



"DTR Status" field cannot be inquired but for only reference. This field should be **NOTE** "On". If "Off", check printer connection cable.

5. After transmitted changed data to System, enable the Port by pressing [Enable/Disable] button at "Port Block Status" field.

DB to use for specifying call reduction time or FAC output option for SDMR information output

Configuring [Billing Service Option] in MAP

1. Select following menu from MAP.

[Statistics & Billing Management] ⇒ [Billing Management] ⇒ [Billing Service Option]

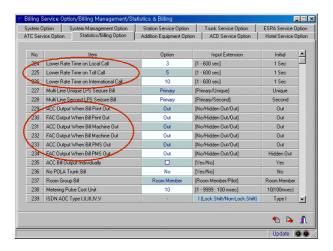
- 2. Specify following fields for [224] [226] and [229] [234]. Prints call duration subtracting the reduction time specified from the call duration of outgoing call.
 - Lower Rate Time on Local Call
 - Lower Rate Time on Toll Call
 - Lower Rate Time on International Call

Specify whether or not to include following information when to output SMDR information of the call using FAC or ACC fuction.

- ACC Output When Bill Print Out
- FAC Output When Bill Print Out
- ACC Output When Bill Machine Out
- FAC Output When Bill Machine Out
- ACC Output When Bill PMS Out
- FAC Output When Bill PMS Out



If "Hidden Out" is selected for above output selection, FAC and ACC information is printed as '*' to the length of the content.



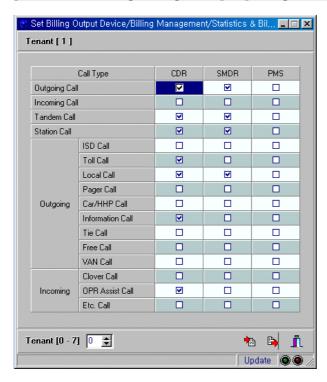
3. When finished, press [Tx] button to transmit settings to System.

DB to use for specifying SMDR information output by call type

Configuring [Set Billing Output Device] in MAP

Select following menu from MAP.

[Statistics & Billing Management] ⇒ [Billing Management] ⇒ [Set Billing Output Device]



2. Select billing output device for each call type, and press [Tx] button to transmit to System. Multiple selection is allowed.



If output device is specified for "Outgoing Call" in "Call Type" field, but no specific NOTE fields in "Outgoing Call" are specified, billing information is not printed, and vice versa. Same rule applies to "Incoming Call".

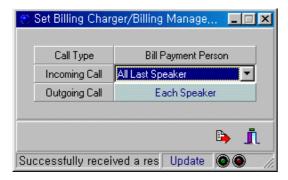
There is "Station Call" field in "Call Type". The billing for this field requires "Set Inter-Tenant Billing" DB as well as billing output device to be specified.

DB to use for specifying billing charger

Configuring [Set Billing Charger] in MAP

1. Select following menu from MAP.

[Statistics & Billing Management] ⇒ [Billing Management] ⇒ [Set Billing Charger]



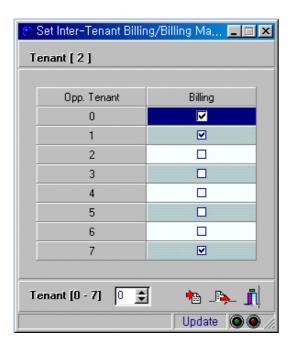
2. Specify the billing charger for signal and outgoing call respectively, and press [Tx] button to transmit settings to System.

DB to use for specifying output for inter-tenant SMDR information

Information for inter-tenant SMDR can be huge amount so that this DB is used to specify only the information to output. This is done by each tenant specifying the opposite tenant.

Configuring [Set Inter-Tenant Billing] in MAP

Select following menu from MAP.
 [Statistics & Billing Management] ⇒ [Billing Management] ⇒ [Set Inter-Tenant Billing]



- 2. Specify a Tenant, and press [Rx] button to inquire inter-Tenant billing information for the specified tenant from System.
- 3. Specify inter-Tenant billing for the tenant based on the inquired information.
- 4. Press [Tx] button to transmit settings to System.

RESTRICTIONS

- 1. I/O for "Account Output Printer", "SMDR Output machine", and "PMS" cannot be specified to same Port of same Node.
- 2. "DTR Status" field cannot be inquired but only for reference. This field should be "On". If "Off", check printer connection cable.
- 3. If output device is specified for "Outgoing Call" in "Call Type" field, but no specific fields in "Outgoing Call" are specified, billing information is not printed, and vice versa. Same rule applies to "Incoming Call".
- 4. "Station Call" field in "Call Type" is related to "Set Inter-Tenant Billing " DB.
- 5. In [I/O Device in Each Node] DB, either field no 0 "Account Output Printer" or field no 4 "Hotel Billing Printer" can be specified once at a time.
- 6. In DCS Gateway, Check In/Out, Booth Recall, SMDR functions from Service Phone are only available when "Hotel Billing Printer" field is specified in [I/O Device in Each Node] DB screen.