Hotel/Motel Phones

Room Check In

Room Check In:	Intercom + 638 + Room # + hangup.
Room Check Out:	Intercom + 639 + Room # + hangup.

Leave a Message Waiting Light (MWL) for a room

Leave a MWL:	Intercom. Dial room number + 0.	Hangup. MWL flashes.
Clear a room's MWL:	Intercom. Dial 771 + room number.	Hangup. MWL goes out.
Clear all room MWL:	Intercom. Dial 773.	Hangup. MWL all go out.

Leave a voice message for a room

1. From an office phone, lift handset - press VMsg, follow prompts:
2. Press LvMsg, or 77 - Say your message - # key when done.
3. Enter room number – Send or # key – Hang up.
4. MWL flashes on the room phone.

Transfer a Caller to a Room's VM

1. Answer call – Press DSS for room – Press 8 – Hangup.
2. Room phone rings until 8 is pressed.
3. Goes direct to VM when 8 is pressed.

From a room phone

If MWL is flashing: Pick up receiver. Press "Check Messages" button.

At Check Out, clear all messages and greetings from a room's phone & mailbox:

From an office phone (Front Desk or Office):

Intercom + VMsg + 72 + 7 + Room No. + 32 (delete messages).
34 (delete greeting).
36 (delete name).
7 (delete security code).

TEL-COMM SERVICES
Make the Connection!