

## Hotel Guest - Room Telephone Guide

### Room Telephone Quick Guide

<b>Feature</b>	<b>Operation</b> Lift the handset and dial the code to set any feature, when done replace the handset.
Wake Up Call	To set: Dial <b>731</b> + time (hhmm) using 24 hour clock To cancel: Dial <b>732</b>
Do Not Disturb	To set: Dial <b>727</b> To cancel: Dial <b>728</b>
Reply to Message Waiting	Dial <b>841</b>
Room Monitor	Dial <b>770</b> + 1 + telephone number that will be used to monitor
Call to Reception	Dial <b>0</b>
Outside Line	Dial <b>9</b> and wait for dial tone then dial the number you require

## **Wake Up Call**

A Wake Up call is like an alarm clock.

You can also ask Reception to set a wake up call for you.

### **To set a Wake Up call:**

1. Lift the handset.
2. Dial 731.
3. Dial the time for your wake up (hhmm).  
Use a 24-hour clock. For example, 7:30 AM = 0730.

You hear confirmation tone (you may also hear the time repeated back to you).

4. Hang up.

### **To cancel a Wake Up call:**

1. Lift the handset.
2. Dial 732.

You hear confirmation tone.

### **To answer a Wake Up call:**

Your room telephone will ring at the time set for the Wake Up call.

1. Lift the handset.

You hear simulated music (you may hear a pre-recorded announcement instead).

## **Do Not Disturb**

You can stop calls to your telephone by setting Do Not Disturb.

Reception may be able to override your Do Not Disturb if they need to contact you urgently.

### **To set Do Not Disturb:**

1. Lift handset.
2. Dial 727.  
You hear confirmation tone.
3. Hang up.

### **To cancel Do Not Disturb:**

1. Lift handset.  
You hear interrupted dial tone when you lift the handset.
2. Dial 728.  
You hear confirmation tone.
3. Hang up.

### **Message Waiting**

Reception can leave a Message Waiting indication for you, this will be shown by a flashing lamp on your telephone.

When you reply to the Message Waiting a call will be placed to Reception.

To answer a Message Waiting left at your phone:

1. Lift the handset.

Listen for dial tone.

2. Dial 841.

You will automatically call the extension that left you a message.

### **Room Monitor**

The room telephone can be used to monitor the audio within the hotel room.

The room telephone must first be setup to be monitored.

1. Lift the handset.

2. Dial 770 + 1.

3. Dial to telephone number that will be used to monitor the room (ask Reception for the number).

You hear confirmation tone.

4. Leave the handset off hook near to the sound you would like monitored.

Note - while your telephone is being monitored your calls will be overheard.

To cancel the room monitor the telephone that is monitoring your room must be placed on hook, ask Reception to do this.