

## Hotel Staff - Room Telephone Guide

### Room Telephone Quick Guide (Hotel Staff)

Feature	Operation
Room Clean Status	<b>740</b> + Status (1-4) 1 = Room Clean 2 = Maid Required 3 = Maid in Room 4 = Inspection Required
Common Cancel Code	<b>720</b>

### Room Clean Status

You can change the status of the hotel room: Clean (occupied or not), Maid Required, Maid in Room, Inspection Required.

This option may not be available due to system configuration.

1. Lift the handset.
2. Dial 740.
3. Dial the room status code:  
*1 = Room Clean*  
*2 = Maid Required*  
*3 = Maid in Room*  
*4 = Inspection Required*
4. You hear confirmation tone.
5. Hang up.

The room status can also be set from the Reception telephone, refer to the Hotel - Receptionist Guide.

### Common Cancel Code

This code will cancel the following features if set at the room telephone.

Wake Up Call, including missed.

Message Waiting

Do Not Disturb

1. Lift the handset.
2. Dial 720.
3. You hear confirmation tone.