

HOTEL PLUS

User Manual

ED 3 : 99.10.09

HOTEL PLUS USER'S GUIDE

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1. INTRODUCTION

1.1 About Hotel Plus

Hotel_Plus software package is designed to be used for the Hotels and Motels which have the rooms up to 100. Also this package can be used only for the SEC's DCS & DCS Compact II System . And the Hotel package for DCS can not support tenant service.

1.2 Check In/Out Service

These features allow a front desk clerk to check a guest into and out of a room.

By clicking the  and  icons, the clerk easily handle the check-in and Check-out jobs. To know how to check in/out, see "**4.2 How to check in**" and "**4.3 How to check out**".


1.3 Bill Service

Viewing the Charge List

This feature allows a front desk clerk to show the guest's all charge such as room bill and phone bill and print them out. In this feature, it is not able to modify the data to be displayed on the charge list box. You can do this operation just by clicking the occupied room button. For more detailed information, refer to "**4.4 How to View Charge List**".

Modification of Service Charge


This feature allows the front desk clerk to add or delete the service charge easily.

To do this operation, click the  icon. Then charge list will be shown and it can be printed out.

For more detailed information, refer to "**4.5 How to Modify Service Charge**".

1.4 Credit Service

This feature allows a front desk clerk to add the deposit of the phone bill and room


bill at any time by clicking the  icon on the tool bar. For the detailed description of Credit service, see "**4.6 How to add credit**".

1.5 Wake Up Service

A wake-up service has to be reliable. For reliable wake-up service, the desired wake-up time can be entered both at the guest's phone as well as from the Hotel Plus. Deep sleepers are no longer a problem. The wake-up call is repeated as many as you set. If the guest still refuses to wake up, No Answer Alarm call will be delivered to preassigned Alarm call station on MMC 753 and No answer Alarm message arrivals will be displayed on Hotel Plus screen. After check-out existing wake-up call requests are automatically deleted.

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This feature will allow a front desk clerk to enter an alarm time for a guest room, clear a previously set alarm time or view a list of alarm calls to that room

since that guest checked in by clicking the  icon and refer all "no answered

Alarm call by clicking  icon.

For the detailed description of wake up service, see "**4.7 How to Operate Wake Up Alarm**".

1.6 Room Status View & Changing

Viewing the Room Status

Room Status Viewing allows a front desk clerk to view the current room status on the initial screen automatically. Each room status is easily distinguished by color and figure according to its status which is Available, Occupied, Need Cleaning, Need Maintenance or held.

For more detailed description of Room Status View service, refer to "**3.5 View of Room Status**".

Changing the Room Status

Also the clerk can change the Room Status according to its current room status by

clicking the  icon on the tool bar.

For more detailed description of this feature refer to "**4.8 How to Change Room Status**".

1.7 Viewing the Checked out Guest History

This feature allows a clerk to find out the guest information already checked out. And also, he or she print out the bill charge and other guest information.

For more detailed information about this, refer to the item "**4.10. How to view the checked Out Guest History**".

1.8 Room To Room Answer

This feature allows a clerk to set the guest room to be connected to the other rooms by

Clicking  icon on the toolbar.

For more detailed information about this, refer to the item "**4.18. How to Set/Reset Room to Room Answer**".

1.9 Modification of Invoice Form

This feature allows a clerk to modify the invoice form in order to fit it to the hotel itself.

For more detailed description of this feature, refer to "**4.9 How to Modify the different type of Invoice Form**".

1.10 Setting the Hotel Plus Related Items

This feature allows the clerk to program the several items which are related to using of this package. In this setting, a clerk can program the items as follows;

- Assigning the Tax Rate
- Assigning the Item Cost Rate
- Assigning the Room No., Type, Class & Fax Pair Station
- Assigning the Room Cost Rate on a weekly basis
- Setting the Rate Calculation Table
- Assigning the Cost Dial Plan
- Assigning the Trunk Cost Rate
- Assigning the Name of each Staff
- Assigning the Timers

For more detailed description of this feature, refer to "**4.1 Preparation of Hotel Plus Running(Setting)**".

1.11 Call Costing

This feature provides a way to display a call cost on the screen ,Keyset, SMDR. There are two types of call costing, One is Time Period and the other is Meter Pulse Detection.

Time Period

The cost is calculated according to data entered by the technician. But it may not be exact representation of actual billing. There are programming items as follows;

- Assigning the Item Cost
- Assigning Tax Rate Plan
- Assigning the Trunk Cost Rate
- Assigning the Duration & Cost for each Cost Rate
- Assigning the Costing Dial Plan

For more detailed description of this feature, refer to "**4.1.3 Assigning the Call Cost Items**".

Meter Pulse Detection

You can set the real time call cost mode by MMC 110 In case of using the Metering Pulse Detection.

For more detailed description of this feature, refer to "**5.14 Call Costing**".

1.12 Safe Exit

If the user exit Hotel Plus program , all PMS data stream will be blocked. So, Exiting the Program needs some safety procedure such as password. Hotel Plus requires 4 digits of Staff code input before exiting itself. It prohibits unauthorized person from exiting the Hotel Plus.

For more detailed description of this feature, refer to "**4.15 How to Exit the Hotel Plus**".

1.13 Viewing the Expected Departure List

This feature allows the front desk clerk to view the room which is expected to be checked out on a certain date. If the clerk want to see the list of that room, he or she click the 'Expected Check Out' item on the option menu. And also he or she can print it out.

For more detailed description of this feature, refer to "**4.13 How to View Expected Departure List**".

1.14 System Warning On the PC Screen

This feature allows the front desk clerk to know connection error between PC and Main Key System. When error takes place the error message box will be shown on the screen. At this event, please check the connection between PC and System, especially SIM2 and Cable. Also Main system will generate Alarm Ring and show error message on LCD of KEYSET

For more detailed description of this feature, refer to "**5.17 System Warning On the KEYSET**".

1.15 Guest Messaging

The Hotel Plus' s built-in messaging feature provides a convenient way to organize Messages and deliver them to guests. This feature enables your staff to store text Messages in your front desk PC terminal, then activate the guest telephone' s message Waiting lamp.

For more detailed description of this feature, refer to "**4.16 How to Manipulate Guest Messages**".

2. INSTLLATION

2.1 System Requirement

Environment

The minimal system specification for HOTEL PLUS application is as follows.

- MS-Windows 95/98 with Pentium or higher and VGA card & Monitor
- Free Hard Disk Space minimum 100Mbyte and 16Mbyte main memory

Hardware

- **DCS with SIM 2(used only for Hotel software)**
- **DCS Compact II (DCS 70si) with Additional RAM b'd**
- **RS-232C** 25 pin Connector, 9 pin for DCS Compact II(not supplied)

Software

- HOTEL PLUS setup disk (CD-ROM 1 EA) and Dongle(copy protection key)
- System software(EPROMs) – supplied from your installer or supplier.

Note : *The DCS program for this Hotel package can not support tenant service.*

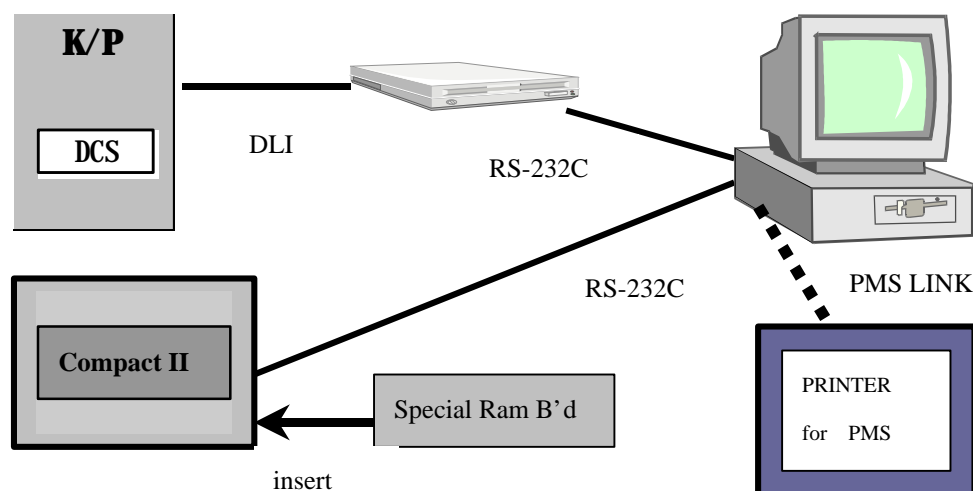
Connections

- **DCS**
 - Connect the RS-232C to the SIM 2 and to a serial port(COM.) on the computer.
Note which serial port you used as this information is required to set up the software correctly.
 - Plug the DLI line into the jack on the SIM2 marked LINE.
 - Plug the other end of the telephone line cord into your DCS.

- **DCS Compact II**
 - Insert the special RAM b'd into the system.
 - Connect the RS-232C between DCS Compact II and PC's COM. port.

Note : *If the distance between PC and DCS Compact II is longer than 50 ft(15m),
You' d better to use other cable connection method.*

- **PMS Compatible**
 - Connect the printer cable another serial port.
⇒ All PMS data related with Hotel items can be supported by PMS link.



[FIGURE 1] -Connections

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- Note :**
- 1. SIM2 should be connected between DCS and PC. And Special RAM board should be inserted into DCS Compact II. Otherwise, the Hotel function can not be operated on your system.*
 - 2. SIM2 is specially designed only for this Hotel package. Please do not use it for any other purpose.*
 - 3. After you connect SIM2, you should assign SIM2 station number as a PAIR port for HMMC service on MMC :804 SYSTEM I/O PARAMETER*
 - 4. If you do not insert the Dongle(software protection key) on your PC printer port, Hotel Plus will stop its running.*

2.2 How to Install

The setup CD-ROM provided will help you install the Hotel Plus easily to your computer. To install HOTEL PLUS, do as follows.

- Start Windows 95/98.
- Insert CD-ROM into CD ROM Driver
- Click :\\Setup.exe
- Select the options you want to install. The setup program will detect your operating system for you

2.3 Starting with Hotel Plus

After you finish installing this Program, to start the program;

- Before you start the program, insert the dongle into the printer port(LPT) on your PC.
- Execute [Hotel] program in the installed location. You will see the communication set up dialog box. Click the **Connect** button after you set the COM port to be used , check the PMS Supports or not, set the lockout time, set retry count of message communication if fail and set your currency. But if you want to operate the Hotel Plus with Off-line, click the **Off-line** button.
- After you click the Connect button. You will see the picture during Hotel Plus down load the station number plan from the system. After completion of downloading, the login dialog box will be shown. To start this application program, enter your staff code which can be assigned by technician on MMC 707: Authorization Code. .
- After you enter the 4 digit staff code and click OK button, initial screen view will be shown as figure 2.
- But, if you have the **[Out of service]** message on the title bar, please check the connection and using COM. port, and then retry to connect.

2.4 Troubleshooting

If you have problems installing or running **HOTEL PLUS** look through the problem checklist below. You might find the solution and be using your program within minutes.

Symptoms or Error Messages

- **Out of Service**
 - ⇒ Check software setup especially COM port selection
 - ⇒ Unplug SIM 2 line cord and reconnect
 - ⇒ Check hardware connection.
- **Insufficient disk space to install**
 - ⇒ If needed, remove unnecessary files to make room on your hard drive

3. INITIAL VIEW OF HOTEL PLUS

3.1 Title Bar

On the title bar, the name and version of this application program and the status of connection with DCS or Compact II system. And the staff name who is logged in will be shown. The connection status is as follows;

Out Of Service

This status means that this program is not connected to the Main Key system. For the connection between **HOTEL PLUS** and the Main Key system normally refer to "**Connections**",

Connected

This status means that this program is connected to the Main Key system normally.

3.2 Menu Bar

Description of Menu Bar.

Menus contain lists of program options. Each option carries out a specific HOTEL PLUS .

What's On the Menus.

File

• Log Out

This menu allows the front desk clerk to logout his or her staff code. When the clerk finish their job, he or she should logout his or her staff code in order that any other clerk who has a different staff code can not use it. As you know, staff code is very important to know who is in charge of check in, check out and so on.

• Exit

This menu will be used to exit the HOTEL PLUS. To exit the program, click this menu and enter staff code which is same as currently logged in staff code.

Item

- Check In
- Check Out
- Bill
- Credit
- Change Room Status

Option

- Set up Invoice Form

This menu is for modification of different types of Invoice form. For More

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information, refer to the "**4.9 How to Modify different types of Invoice Form**".

- Modify Guest Information

This menu is useful to modify the information of check In Guest. For More information, refer to the "**4.12 How to modify the Guest's Check In information**".

- Replace Room Position

This menu is useful to replace the Room position into initial position. For more information, refer to the "**4.17 How to Move/Replace the room position**".

- Move Room Position

This menu is useful to Change the Room position as convenient as you can. For More information, refer to the "**4.17 How to Move/Replace the room position**".

Setting

this menu will be used to program the HOTEL PLUS related items as follows; For more information, refer to the "**4.1 Preparation of Hotel Plus Running(Setting)**".

- Room Cost
- Call Cost
- Staff Name
- Timers

View

- Guest Room By Name


This menu is for searching the currently lodging guest in your Hotel by his or her name quickly. For More information, refer to the "**4.11 How to Search a Guest Room by Name**".

- Expected Departure List

This menu is essential for the clerk to know how many room are expected to be checked out on a certain date. For More information, refer to the "**4.13 How to view the Expected Departure List**".

- No Answer List

This menu is very useful for the clerk to know which alarm call was not

Answered by just click this menu button or click the  Icon.

- Guest History(Checked out)

To view the guest information and service charges after checking out. You

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can find check out guest information easily by name. For More information, refer to the “**4.10 How to view the Checked Out Guest History**” .

Tools

- Wake Up

The staff can set and clear wake up Alarm time by this menu. For More information, refer to the “**4.7 How to Operate Wake Up Alarm**” .

- Message

The staff can view & leave a message to a guest by using the Hotel Plus. For more information, refer to the **4.16 How to Manipulate Guest Messages**

- Room to Room

The staff can set the call barring from one room to the other station. For more information, refer to the

Help















- Help
- About Hotel Plus

3.3 Tool Bar

Description of Tool Bar.

The Toolbar contains icons that give you instant access to program functions - functions that are also available through menus. To see what each icon does, keep your cursor over it.

Icons.

	:Check In		:Check Out
	:Bill		:Credit
	:Wake up		:Change Room Charge
	:Guest		: Room To Room
	:Message		: No answer
	:Details		:Move
	:Help		:Exit

3.4 Status Bar

The Status bar contains the current status of the system, current date and time.

3.5 View of Room Status

After the program installation is finished normally, the status of registered room will be shown on the initial view as figure 2. And each room status can be distinguished by colorful room No. and bitmap on each button. Following figures of buttons have their meaning as below; and you can also hide following bitmap buttons by clicking the **[Explain]** tool button on the toolbar.



- Need Cleaning
- Need Maintenance
- Held
- Meeting Room
- Non Smoking Room
- Smoking Room

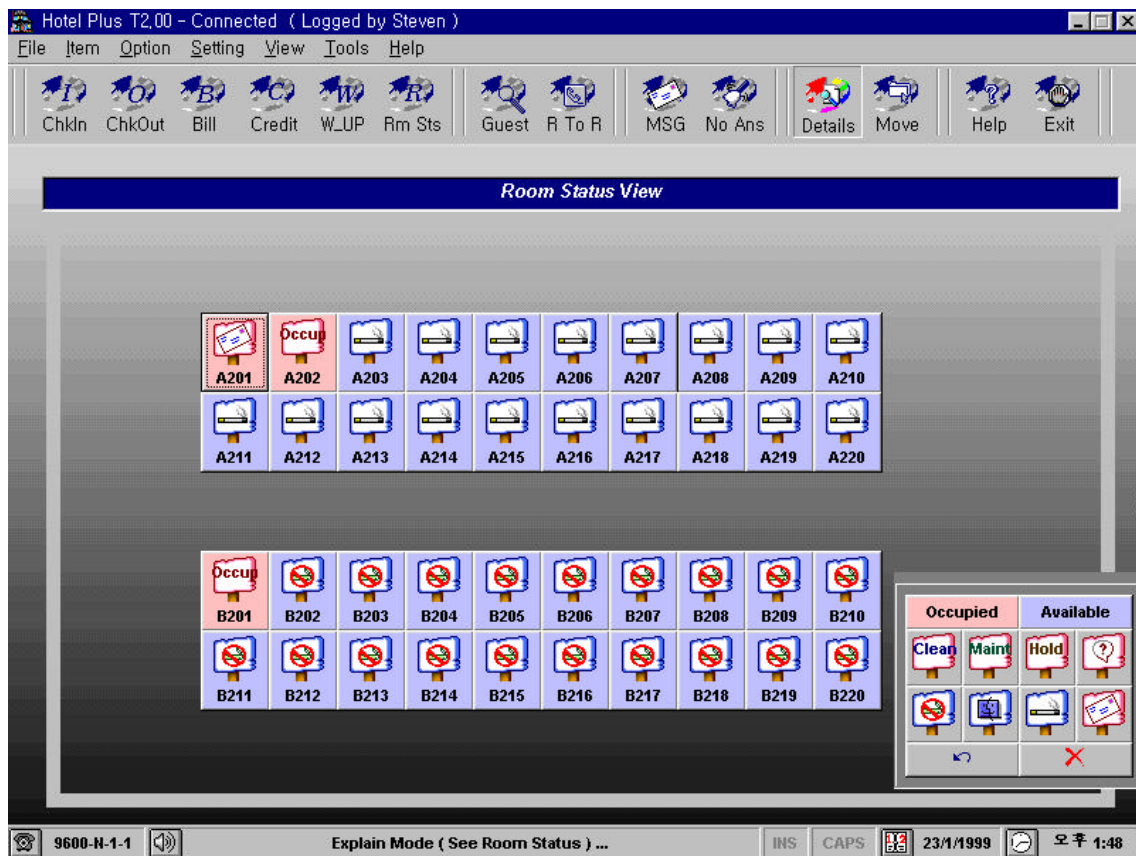
Occupied

- The Red room number means the room is occupied

Available

- The Green room number means the room is available

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[FIGURE 2] – Initial View

4. HOTEL PLUS Operation

4.1 Preparation of Hotel Plus Running(Setting)

This feature allows the clerk to program the several items related with Hotel Plus. Most of Items can also be programmed by KEYSET or PCMMC, but some items can be programmed only by this Hotel Plus programming feature.

4.1.1 Starting of Programming

- a. Click the [Programming] on the menu bar.
- a. Select the one menu item among the following items and release it.
 - Room Cost
 - Call Cost
 - Staff Name
 - Timers

Room Cost : In Room Cost menu, the following items related with Room Cost can be programmed manipulated by the front desk clerk;

- . the Tax rate
- . Item Cost Rate
- . Room No. , Type, Class & Fax pair
- . Week Rate

Call Cost : In Call Cost menu, the front desk clerk can program as follows;

- . Rate Calculation Table
- . Costing DialPlan
- . Trunk Cost Rate

Staff Name : This programming menu allows the clerk to assign the staff name which is matching with staff code.

Timers : There are two timers which are Check out Time & Room Clean Time. This menu will allow the clerk to program the above timers.

4.1.2 Assigning the Room Costing Items

4.1.2.1 Assigning Tax Rate

In this program, you can set up the 8 kinds of Tax Rate.

- a. In the programming dialog box, click the [**Tax Rate Setup**] tap. Tax rate , unit type, Value and name field are shown on the table.
- b. The number of Tax rate can be assigned up to 8 from 1 to 8.
- c. The Tax rate types are to be "currency(amount basis)" , "%" and "Inclusive VAT". You can choose a type on the combo box after you double click on "Type" field. "Inclusive VAT" will be shown only when the currency is selected on U.K.
- d. The Tax rate name can be entered up to 10 characters.

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Tax Rate Setup

Tax Rate	Type	Value	Name
1	%	10.00	Tax A
2	%	15.00	Tax B
3	Currency	7.00	Tax C
4	Include VAT	20.00	Tax D
5	%	0.00	
6	%	0.00	
7	%	0.00	
8	%	0.00	

Tax Rate **Item Cost Rate** Room Type / Class Week Rate

Upload Cancel

[Figure 3] – Tax rate setup

4.1.2.2 Assigning the Item Cost Rate

- In the Room Cost programming dialog box, click the [Item Cost Rate] tap. Item code, Item Name and Tax rate are shown on the table.
- The number of Item costs are 100 from 00 to 99. But Item No. from 02 to 84 can be assigned.

00	: Room Deposit
01	: Phone Deposit
02-84	: User Assignable
85-86	: Reserved
87	: Tax for Phone call costing
88	: Tax for FAX call costing
89	:W/UP SET
90	:W/UP ANS
91	:W/UP N/ANS
92	:W/UP CANCEL
93	:Check In
94	:Check Out
95	: Available
96	: Occupied
97	:Clean Room
98	:Fixed Room
99	:Hold

- In the name field, the item name can be assigned up to 10 characters.
- In the Tax rate field, you should use 8-digit "1" or "0" as follows; The Tax rates

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are numbered 1 to 8 to match the rate field which is assigned on **4.1.2.1 Assigning Tax Rate**.

EXAMPLE ;

-- tax rate 1 2 3 4 5 6 7 8

-- input data 1 0 1 1 1 1 1 1

reset tax rate 2

set tax rate 1

Item Code	Name	Tax Rate							
		1	2	3	4	5	6	7	8
0	RM Deposit	0	0	0	0	0	0	0	0
1	PH Deposit	0	0	0	0	0	0	0	0
2	Room A	1	1	0	0	0	0	0	0
3	Room B	1	0	0	0	0	0	0	0
4		0	0	0	0	0	0	0	0
5		0	0	0	0	0	0	0	0
6		0	0	0	0	0	0	0	0
7		0	0	0	0	0	0	0	0
8		0	0	0	0	0	0	0	0
9		0	0	0	0	0	0	0	0

[Figure 4] – Item Cost rate

4.1.2.3 Assigning the Room No. Type, Class & Fax Pair Station

- **Assigning the Room No.**

Initially all station Number will be copied into room number. You can assign the room No. different from the station No. like a A201, B201 up to 4 digit of alphanumeric.

- **Assigning the Room Type**

All stations built in Main Key system will be shown and you can assign these stations as a sorts of room types to be used.

- a. In the programming dialog box, click the [**Room Type**]. Room Type are shown on the screen.
- b. The sorts of room types are as follows;

Normal Station :the station which is not assigned guest room.

Guest Smoking Room :

Guest No Smoking Room:

Meeting Room:

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Administrator : the station which the clerk can operate items related with Hotel such as check in/out.

FAX Station : This station can be used as a fax paired station

c. To select the room type, click the mouse on the one of the room type you want..

STN No.	Room No.	Room Type	Room Class	Cost	FAX No.
3352	JDK	GUEST SMOKING ROOM	Middle	100.00	
302	302	GUEST SMOKING ROOM		0.00	
3361	LYK	GUEST SMOKING ROOM	Right side	80.00	
303	303	GUEST SMOKING ROOM		0.00	
3356	CSK	GUEST SMOKING ROOM	Right side	80.00	
304	304	GUEST SMOKING ROOM		0.00	
3359	YCH	GUEST SMOKING ROOM	Middle	1.00	
305	305	GUEST SMOKING ROOM	Middle	1.00	
3358	PSH	GUEST SMOKING ROOM	Right side	80.00	
306	306	GUEST SMOKING ROOM		0.00	
3364	YYJ	GUEST SMOKING ROOM	Right side	80.00	

[Figure 5] – Room No., type, Class, Fax.

- **Assigning the Room Class**

You can set the room class for each guest room. This program is helpful to set the room class during the Check In process. If you set the room type and cost for a certain room in this program, that room cost will be entered automatically during check-in procedure.

In this column, you can see the name of item code which can be assigned [Item Cost Rate] tab by clicking the combo button. Select the room type with the name of item code.

- **Assigning the Room Cost**

In this column, you can assign the room cost for each room.

- **Assigning Fax pair Station**

In this column, you can assign the fax pair station if need, One station should have one Fax pair station. For example, if you want to set the station 301 as a Fax paired station of room 201. First, assign room(station) type of STN 301 as a Fax and then set STN 301 as a fax pair station of room 201.

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4.1.2.4. Assigning the Room Cost Rate on a weekly basis

This room cost rate will be applied just on a weekly basis from Sunday to Saturday. This result of the basic room cost will be driven from the multiplication the standard room cost which is assigned in [Room Class] tab and this room cost rate on a weekly basis.

Week

From Sunday to Saturday

Cost Rate

This cost rate can be assigned from 1 to 999 %. This means that the room cost can be variable according to this cost rate, such as a discount or premium price. If this rate is under 100 %, it means discount rate.

Week	Rate
Sunday	100
Monday	100
Tuesday	100
Wednesday	100
Thursday	100
Friday	100
Saturday	100

[Figure 6] – Week Rate

4.1.3 Assigning the Call Cost Items

4.1.3.1 Rate Calculation Table

In this tab, you can assign the following items for each Cost Rate from 1 to 8.

1ST Duration

This is the amount of time at the beginning of each call to which a fixed cost applied. The range is from 0 to 999 seconds, for example, 180seconds(3minutes).

1ST Cost

This is the cost for the first interval duration. The range is from 0 to 999, for

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example, 345(\$3.45).

2ND Duration

This is the amount of time for the duration of each billing increment after the first interval has expired. The range is from 0 to 999 seconds, for example, 006 seconds (6 seconds).

2ND Cost

This is the cost for each billing increment. The range is from 0 to 999, for example(\$1.00).

Surcharge

This is a one time charge that is applied to the call over and above the time charge.

<ACTION>

- In the dialog box, click the **[Rate Calculation Table]** tap.
The currently set 1st duration, 1st Cost, 2nd Duration, 2nd Cost and Surcharge for each Cost Rate are shown on the table as figure 7.
- Enter the each data for each cost rate.
- To apply new data, click the **[Upload]** button.

The screenshot shows a window titled 'Call Cost Programming'. Inside, there is a tabbed interface with three tabs: 'Rate Calculation Table' (selected), 'Cost Dial Plan', and 'Trunk Cost Rate'. The 'Rate Calculation Table' displays a table with 6 columns: 'Cost Rate', '1st Duration', '1st Cost', '2nd Duration', '2nd Cost', and 'Surcharge'. The table contains 8 rows of data, all with '0' for duration and '0.00' for cost and surcharge. Below the table, there are 'Upload' and 'Cancel' buttons.

Cost Rate	1st Duration	1st Cost	2nd Duration	2nd Cost	Surcharge
1	0	0.00	0	0.00	0.00
2	0	0.00	0	0.00	0.00
3	0	0.00	0	0.00	0.00
4	0	0.00	0	0.00	0.00
5	0	0.00	0	0.00	0.00
6	0	0.00	0	0.00	0.00
7	0	0.00	0	0.00	0.00
8	0	0.00	0	0.00	0.00

[Figure 7]- Rate Calculation Table

4.1.3.2 Assigning the Cost Dial Plan

The Cost Dial plan is used to analyze the leading digits of a dialed number and determine what Dial plan it is to follow. Data entry for this program is in two fields:

Digits: Up to 500 entry can be made. Each entry can be up to 10 digits. These are the entries that will be searched to find a match with the digits dialed by the station making the call. This is a leading digits table and the system will look

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for the exact leading digits in the table that match the number dialed. For example, if a user dials 1305 and the Costing Dial Plan contains 1, 1308 and 1312, the dialed digits will be matched to 1 because 1308 and 1312 do not form a complete match. When this table is created by the technician or when any new entries are added, the system automatically places all entries in numerical order. No number conflicts (e.g., 142 and 1429) are allowed. Wild cards (X,Y,Z) can be used to represent any digit. These wild cards are defined in MMC 704

Dial Plan:

It has a plan No. 1 to 8 which are assigned **4.1.3.1 Rate Calculation Table**.

<EXAMPLES>

When a station user dials a number, the system will search the Costing Dial Plan to find a match. If 13056 is dialed and this program contains entries 1,13,1305 and 1401, the digit-entry 1305 is the closest match and this entry will be selected. If 1305 is dialed and this program contains entries 1, 13, 13056 and 1401, no action will be taken until the station user dials another digit. If the next digit is 6, the 13056 entry is the closest match and this entry will be selected, but if the next digit is anything other than 6, the 13 entry is the closest match.

< ACTION >

- a. In this dialog box, click the **[Cost Dial Plan]** tap. The currently set digits and dial plan for each entry will be shown.
- b. Enter the each data for each entry
- c. To apply new data, click the **[Upload]** button.

No	Digit	Plan (Cost Rate)
1	1224	1
2		0
3		0
4		0
5		0
6		0
7		0
8		0
9		0
10		0

[Figure 8] – Cost Dial Plan

4.1.3.3 Assigning the Trunk Cost Rate.

In this program, you can assign the Trunk Cost rate. Each trunk can have one of cost rate from 1 to 8 which is assigned in "**4.1.3.1 Rate Calculation Table**" tap field.

- In the programming dialog box, click the **[Trunk Cost Rate]** tap. The currently set Trunk No. and Cost rate are shown on the table.
- Enter the cost rate for each trunk.
- To apply the updated Trunk Cost Rate, click the **[Upload]** button.

4.1.4. Assigning the Name of each Staff

This programming will help the front desk clerk to know who is currently logging in this Hotel package. Every clerk should have his or her own staff code in order to know who is in charge of the guest.

Entry

The total number of entries is up to 250(100 for DCS COMPACT II(70Si)).

Staff Code

This staff code can be assigned in **MMC 707 by key MMC**. Every clerk should have his or her own staff code.

Staff Name

Staff names can be assigned for each staff code up to 20 characters.



[Figure 9] – Staff Name

4.1.5 Assigning the Timers

In this program, you can assign the time that the guest room should be checked out and cleaned on a daily basis. This time is applied to all the guest rooms.

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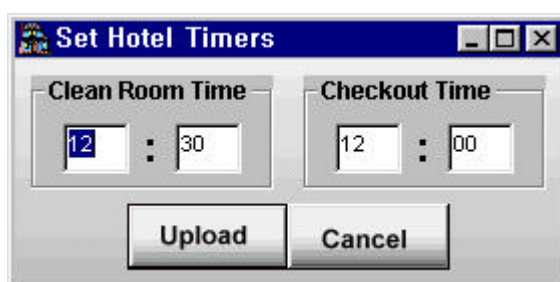
CHECK OUT TIME :

If a room is occupied after the checkout time, an additional days room charge will be automatically added to the room bill. If a room is flagged as occupied and in case of HOLD, the additional days room charge will not be added on it.

ROOM CLEAN TIME

This is the time for each day that the system will flag all occupied rooms as NEEDS CLEANING.



- a. In the programming dialog box, click the **[Timers]** tap. The currently set time is shown on the time box.
- b. Enter new time using 12 hours clock system and choose AM or PM.
To apply the new time, click the **[Upload]** button.



[Figure 10] – Hotel Timers

4.2 How to Check in

The check in function allows a front desk clerk to check a guest into a room.

- a. Click the  icon on the toolbar and click the available room button.
 - The Check-in dialog box will be shown.
- b. Enter the following items for check in.
 - . **Departure Date** : DD.MM.YY
You can enter the date directly on the text box or by using calendar box by clicking the  button.
 - . **Payment method** : Card or Cash
In case of Card, you should enter Card No. and Expiry Date.
In case of Cash, you may enter the Room/Phone deposit.
 - . **Discount**
Room cost can be discounted as much as you enter the percentage up to 100.
 - . **Guest Information**
You'd better enter the guest information such as "Guest name", "Telephone", "Person(s)", "Sex", and "Address".

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. Room to Room Answer

The Clerk can assign the call barring from one room to another room.

- c. To check in with a guest's information, click the [Check In] button.
 - ➔ The guest's information and room class will be shown on the Check-in list box.
- d. To finish check in process, click the [OK] button and to print out all check in information, click the [Print] button.

Note: To modify the guest's check in information, refer to '4.12 How to Modify the Guest's Check In Information.

Check In

Room Number : 213

Arrival Date : 08/10/1999 Departure Date : 11/10/1999

Payment Method

☒ Cash
☐ Card

Room Rate

Class : sea show
Discount : 0 %

Room to Room

Card

Card No. :
Expiry Date : / (mm/yyyy)

Deposit

Room :
Phone :

Guest Information

Personal Name : Reveca
Family Name : Song
Telephone :
Person(s) : 1
Car Reg. No. : 34-4-4567
Address :
Select Salutation Title
☐ Mr. ☐ Mrs. ☒ Ms. ☐ Dr.

Check In **Cancel**

[Figure 11] –Check In

4.3 How to Check Out


The check out function allows a front desk clerk to check out the guest room when the Hotel Plus is ONLINE and OFFLINE.

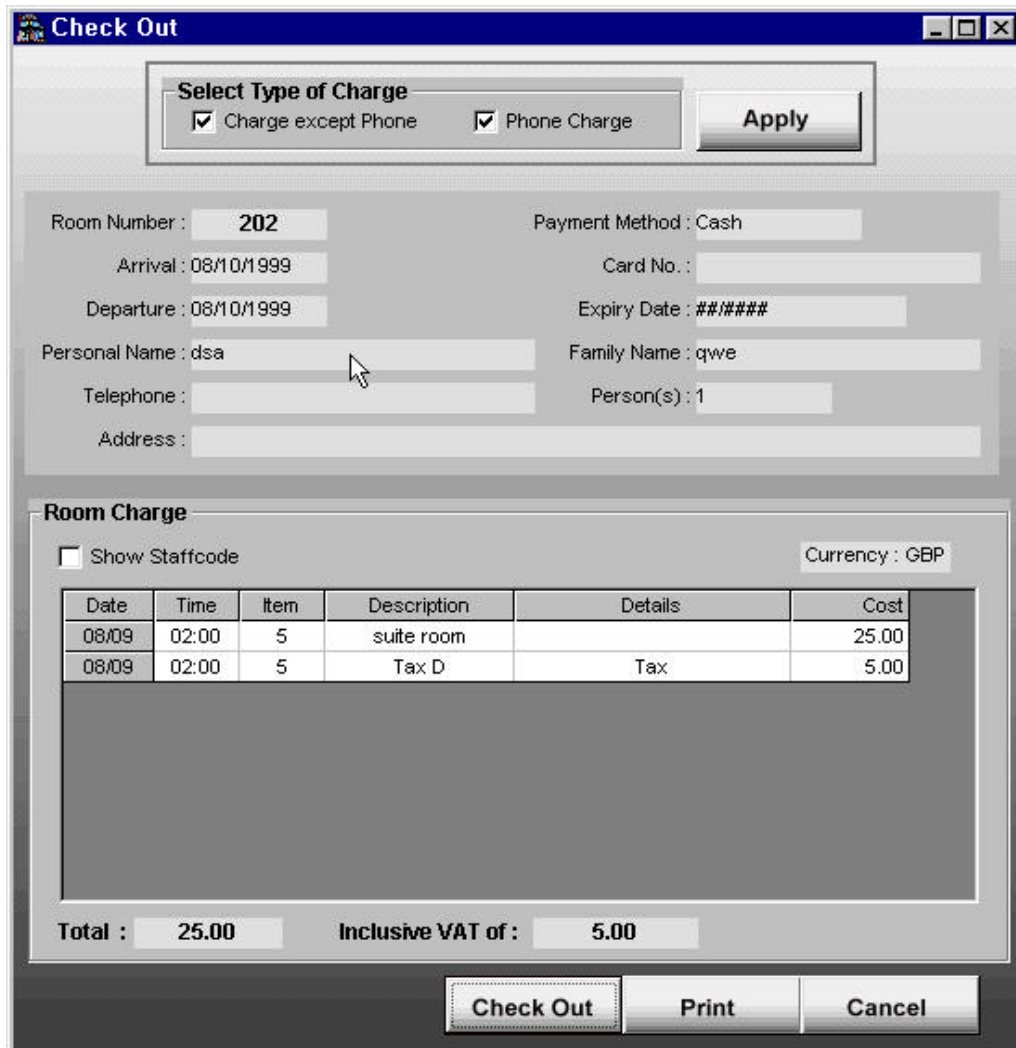
ONLINE CHECK OUT

When Hotel Plus is on-line status, the clerk can check the guest out normally.

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<ACTION>

- a. Click the  icon on the toolbar and click the room button to be checked out.
 - The Check-out dialog box will be shown.
- b. To check out the room, click the [Check Out] button,
 - You will show another dialog box which you can have a choice to check-out with printing the bill or without printing the bill before you check out.
 - After you choose the "Yes" or "No" , "The room OOOO was checked out" will be shown on the message box.
 - To print out the data on the screen, click the [Print] button.



Check Out

Select Type of Charge

☒ Charge except Phone ☒ Phone Charge **Apply**

Room Number : **202** Payment Method : Cash

Arrival : 08/10/1999 Card No. :

Departure : 08/10/1999 Expiry Date : #####

Personal Name : dsa Family Name : qwe

Telephone : Person(s) : 1

Address :

Room Charge

☐ Show Staffcode Currency : GBP

Date	Time	Item	Description	Details	Cost
08/09	02:00	5	suite room		25.00
08/09	02:00	5	Tax D	Tax	5.00

Total : **25.00** Inclusive VAT of : **5.00**

Check Out **Print** **Cancel**

[Figure 12] Check Out-Typical form

OFF-LINE CHECK OUT

When the connection between system and PC is blocked, this feature allows you to check out the guest with PC itself. In this off-line status, you can not click several service items except **Offline CheckOut** menu.

<ACTION>

- a. Select the **Option** menu on the menu bar.
- b. Move to Offline CheckOut menu and click the mouse.

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- c. "CheckOut –Offline" dialog box will be shown and select the room to be checked out on the occupied room No. frame. Click [CheckOut] to checkout the guest and [Cancel] to cancel check-out.
- d. After you click the [CheckOut] you will see all check out information on the CheckOut form.
If there are some items to be added or deleted, click [EDIT] button. You can modify the charges on 'Modification of Charge-Offline' edit box. After you enter the data into each blank- Item, Item Name, Staff Code, Cost, click [Add] or [Delete] button.



[Figure 13,14]- Off-line Check Out

Select Type of Charge

☒ Charge except Phone ☒ Phone Charge **Apply**

Room Number : **202** Payment Method : Cash

Arrival : 08/10/1999 Card No. : _____

Departure : 08/10/1999 Expiry Date : ##/##/##

Personal Name : dsa Family Name : qwve

Tel Number : _____ Person(s) : 1

Address : _____

Room Charge

☐ Show Staffcode Currency : GBP

Date	Time	Item	Description	Details	Cost
08/09	02:00	05	suite room		25.00
08/09	02:00	05	Tax D		5.00

Total : **25.00** Inclusive VAT of : **5.00**

Check Out Print Edit Cancel

Note : If you check out the room on a Offline, the room status of PC will be different from that of System(e.g. DCS). So, After you checked out the room by Offline, you should update the room status of PC after the connection is OK. Please remember the room No. to be checked out and check out again on a on- line status after your system is connected normally. Offline & Online CheckOut DB will be made for same Guest, So, you can refer to these data if you need.

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4.4 How to View Charge List

This feature allows the front desk clerk to show the guest's all charge such as room bill and phone bill. In this feature, it is not able to modify the data to be displayed on the charge list box.

<ACTION>

- Move the cursor on the room number position of the room button for a charge list and click the left button of mouse.
 - In case of occupied room, the charge list and the information of that room will be shown on the charge list box as [figure 16].
 - In case of available room, no service will be happen.
- To close the charge list view, click the [Close] button, or to print out the data on the screen, click the [Print] button.
- To see the staff code on the below charge list, check the "show staff code" check box. Initially, the view mode of staff code will be set to staff name display mode.

Charge List

Select Type of Charge

☒ Charge except Phone ☒ Phone Charge **Apply**

Room Number : **JDK** Payment Method : **Cash**

Arrival : **07/04/1999** Card No. :

Departure : **11/04/1999** Expiry Date : **###/###/###**

Personal Name : **reveca** Family Name : **Shon**

Telephone : Person(s) : **1**

Address :

Room Charge

☐ Show Staffcode Currency : **AUD**

Date	Time	Item	Description	Details	Cost
07/04	15:57	3	Middle	SeungKu Lee	150.00
07/04	15:57	3	yyyyyyyyyy		1.00
07/04	15:59	5	hold	SeungKu Lee	1.11
07/04	15:59	5	yyyyyyyyyy		1.00
07/04	16:00	0	RM Deposit	SeungKu Lee	1.00
07/04	16:00	1	PH Deposit	SeungKu Lee	1.00

Total : 151.11



Print Close

[Figure 15]

4.5 How to Modify Service Charge

This feature allows the front desk clerk to add or delete the service charge easily.

<ACTION>

- a. Click the  icon on the toolbar. The occupied rooms will be activated, but other room buttons will be deactivated. Click the room button to be modified for the service charge.
- b. To add the service charge code and cost, enter the item code and cost on the Item box, and then click [ADD] button.
- c. To delete or subtract the code and cost of service charge,
 - c.1. Enter the code and cost to be deleted or subtracted.
 - c.2. Click the [Delete] button.
 - c.3. Enter the 4 digit-passcode which is assigned by the technician. And then click [Apply] button. Please refer to KEYMMC 202.
 - ü For more information of the item code and cost, click the  button on the item box.
 - ü the amount being charged to the room will be checked against that of deposit remaining.
 If the deposit has been exceeded the error message dialog box("Deposit exceeded") will be shown on the screen. This error message will be just warning of deposit error.
- d. To exit this dialog box, click [Close] button.



Modify Service Charge

Room Number : JDK

ITEM

Code: 7

Cost: 1.00

Passcode

Apply

Charge List

Currency : AUD


No.	Item	Description	Cost
1	3	Middle	150.00
2	3	yyyyyyyyyy	1.00
3	5	hold	1.11
4	5	yyyyyyyyyy	1.00
5	0	RM Deposit	1.00
6	1	PH Deposit	1.00
7	7		1.00

Total : 152.11

Close


[Figure 16] – Modify Service Charge

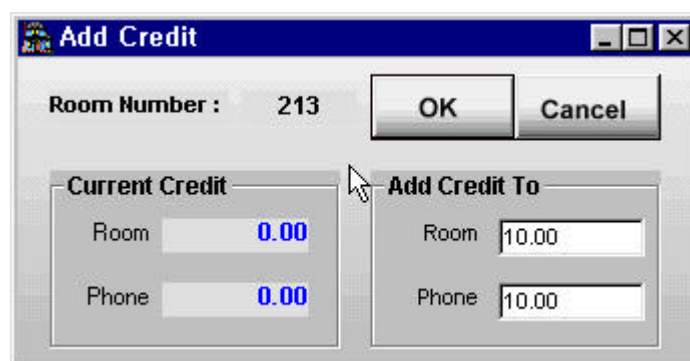
4.6 How to Add Credit

The  icon allows a front desk clerk to add a cash amount to a room bill and phone bill to offset charges already incurred. If the deposit for the room has been exceeded the error message "**Deposit Exceeded**" will be shown during the adding procedure of service charge. And for the credit of phone bill, If the guest phone reaches the cost limit for the phone bill, this limit will only be monitored if the room was flagged as a CASH for the phone bill during the checking procedure. When the credit expiration warning threshold is reached the user will hear beeps in their ear. This warning threshold is determined by the call costing feature and occurs one billing period before the credit limit is reached. When the credit limit is reached the call will be drop.

To add the Credit, do as follows;

<ACTION>

- Click the  icon on the toolbar. The occupied room button will be activated, but other room buttons will be deactivated. Click the room button for the Add Credit.
- The currently remained deposit value and Add box for the room and phone deposit will be shown as [figure 17].
- To add the Credit, enter the deposit value for the room bill and phone bill on the Add box, and then click [OK] button.




[Figure 17]

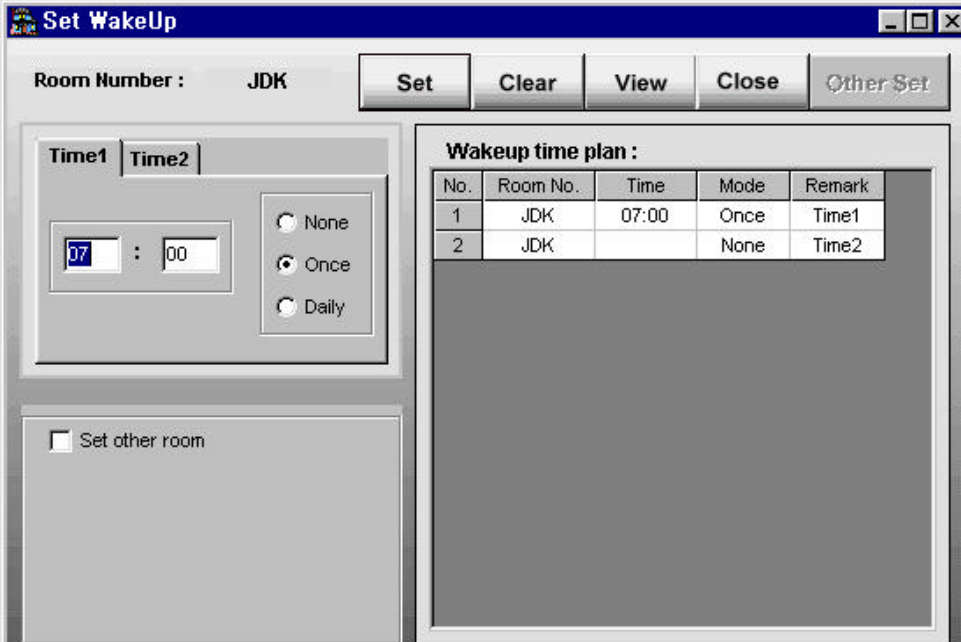
4.7 How to Operate Wake Up Alarm

This feature will allow a front desk clerk to enter an alarm time for a guest room, clear a previously set alarm time or view a list of alarm calls to that room since that guest was checked in. Also, front desk clerk can view all "No Answered Alarm call List" .

Set/Delete Wake Up Alarm Time

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- a. Click the  icon on the toolbar. The occupied room button will be activated, but held and available room button will be deactivated. And Click the room button for setting the Wake Up Alarm Time.
 - The currently set Wake up Alarm time will be shown.
- b. Enter the Wake up Alarm Time and alarm mode. And then click the [Set] button.
 - Wake up Alarm Time to be set will be shown on the wake up time list box.
- c. To delete a currently set time, click the [Clear] button.
- d. To set the same wakeup time into the other room;
 - . Check the "Set other room"
 - . Click the room to be set on the room list box.
 - . The set wake up time of that room will be shown on the right wake up list box as figure 19.
- e. To view a list of alarm calls of the room since the guest checked in, click the [View] button.
 - The list of all alarm calls will be shown on the alarmed call list box.
 - To exit it, click [OK] button.

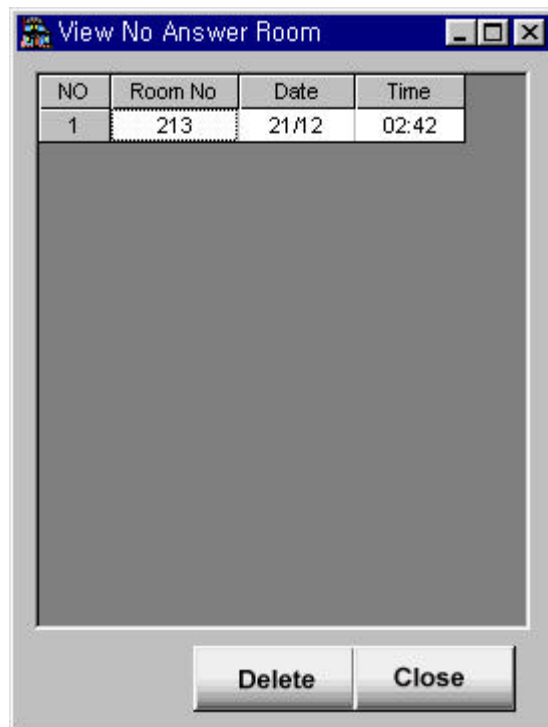


No.	Room No.	Time	Mode	Remark
1	JDK	07:00	Once	Time1
2	JDK	Time2	None	Time2

[Figure 18]

Viewing the No Answered Alarm Call

- a. Click the  icon to view the list of all "No Answered Alarm Call". Immediately after the clerk view that list, he can take steps not to miss guest's promise.





[Figure 19]

4.8 How to Change Room Status

This feature will allow a front desk clerk to change the room status as follows;
 By checking the [HOLD] menu, the clerk can hold a room for late checkout.
 When a room is flagged as HOLD this information will appear in the room status screen as HOLD and the room bill will not be increased by the cost of the room after the programmed check out time. In addition when a room is flagged as hold then the room clean status will not be changed according to the Timer set in program.



- a. Click the  icon on the toolbar. Click the room button which status to be changed.

- The  will be marked on the current room status.

Hold Room is being held


Occupied Room is being occupied.

Needs Cleaning..... Room needs to be cleaned

Cleaned After room was cleaned

Need Maintenance ...Room requires maintenance

Fixed After room was fixed

- b. Mark the  symbol on the room status to be set. And click the [OK] button.
 - The updated room status will be shown on the screen view

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[Figure 20]

Note : *If current room status is available, the user can not set Hold or Occupied.
The user can set the Hold or Occupied status just about checked in Room.*

4.9 How to Modify different Types of Invoice Form...

This function is used to modify the invoice form of charge list. You can choose the types of invoice form, Normal or User Define. Normal form of list is shown as a shadow part on the figure 21 and user defined form of it is shown with all parts of the figure 21. In order to use the Normal Form, you had better prepare a preformed sheet on which the charging contents are printed out. For the User Defined Form, this program allow you to design the form of charging list as figure 22. And you can also choose "Inclusive VAT" item to apply to U.K taxing system.

Normal Form

On this Form, the Printed Items are limited to the following shadow items as figure 21.

- Guest Name
- Address
- Room No.
- Card No.
- Arrival // Departure // No. In Party
- Page
- No. // Date // Time // Item // Description // Cost // Account Balance
- Inclusive VAT

In case of using this form, you may need a preformed sheet and the figure 22 will help you design it.

Note : *The unit of position value for each item on figure 22 is millimeter.*

User Defined Form

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On this Form, addition to the contents of Normal Form, the User Defined Form items are will be printed out as figure 21. Appending Items are as follows;

- Hotel Name
- Street // City // State
- Tel No. // Fax No.
- Information
- Signature
- Inclusive VAT
 - To use this package in the country such as U.K, you should set this option to "©" .
- Picture : button for inserting the picture file instead of Hotel Name.
Following picture files can be used;
 - . Bitmaps(*.bmp ; *.dib)
 - . Gif images (*.gif)
 - . JPEG images (*.jpg)
 - . Metafiles(*.wmf ; *.emf)
 - . Icons (*.ico)

Designing the Form

- a. Choose the [Option] menu on the menu bar
- b. Click the [Set up invoice Form] in the Option Menu.
⇒ "Setup Invoice Form" dialog box will be shown.
- c. Select the print form into "Normal" or "User Defined"
- d. In case of user defined form, fill the contents in the "User Defined Form Item" such as hotel name, street and so on.
When you fill the items, the contents will be shown on the preview box simultaneously. 'Information' item can be used for your hotel's information.
- e. To apply updated form, click [OK] button

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Hotel Shilla

GongDan gong 259
Kungbook Gumi
Korea
Telephone: (0546)460-2834
Facsimile: (0546)460-2832

Kildong, Hong

Korea

Arrival : 10/04/1999

Departure : 12/04/1999

No. In Party : 2

Account No.

Room No. 102

PAGE 1

(Currency:XXX)

No.	Date	Time	Item	Description	Details	Cost
1	07/04/1999	13:30	5	OCEAN VIEW		45.00
2	07/04/1999	13:30	5	ROOM TAX		1.25
3	07/04/1999	15:30	5	CITY TAX		1.00
4	07/04/1999	15:30	TEL	13055922900	00:20:17	1.35
5	07/04/1999	9:00	25	HOTEL BAR		20.45
6	07/04/1999	9:00	25	STATE TAX		1.23
7	07/04/1999	12:00	30	RESTURANT		38.75
8	07/04/1999	12:00	30	STATE TAX		2.35
9	07/04/1999	12:00	50	MOVIE		3.95
10	07/04/1999	16:00	30	RESTURANT		10.90
11	07/04/1999	16:00	30	STATE TAX		0.65
Amount Balance						126:88

SIGNATURE

Shilla Hotel Limited

[Figure 21]

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Hotel Shilla

GongDan gong 259
Kungbook Gumi
Korea
Telephone: (0546)460-2834
Facsimile: (0546)460-2832

(13,72)

Arrival : (168,72)

(13,77)

Departure : (168,77)

No. In Party: (168,82)

Account No.

Room No. (88,92)

(173,92)

(Currency:XXX)

No.	Date	Time	Item	Description	Details	Cost
1	07/04/1999	13:30	5	OCEAN VIEW		45.00
2	07/04/1999	13:30	5	ROOM TAX		1.25
3	07/04/1999	15:30	5	CITY TAX		1.00
4	07/04/1999	15:30	TEL	13055922900	00:20:17	1.35
5	07/04/1999	9:00	25	HOTEL BAR		20.45
6	07/04/1999	9:00	25	STATE TAX		1.23
7	07/04/1999	12:00	30	RESTURANT		38.75
8	07/04/1999	12:00	30	STATE TAX		2.35
9	07/04/1999	12:00	50	MOVIE		3.95
10	07/04/1999	16:00	30	RESTURANT		10.90
11	07/04/1999	16:00	30	STATE TAX		0.65
(10, 112)	(22,112)	(46, 122)	(66, 112)	(85,112)	(145,112)	(161,112)
Amount Balance						126:88

SIGNATURE

Shilla Hotel Limited

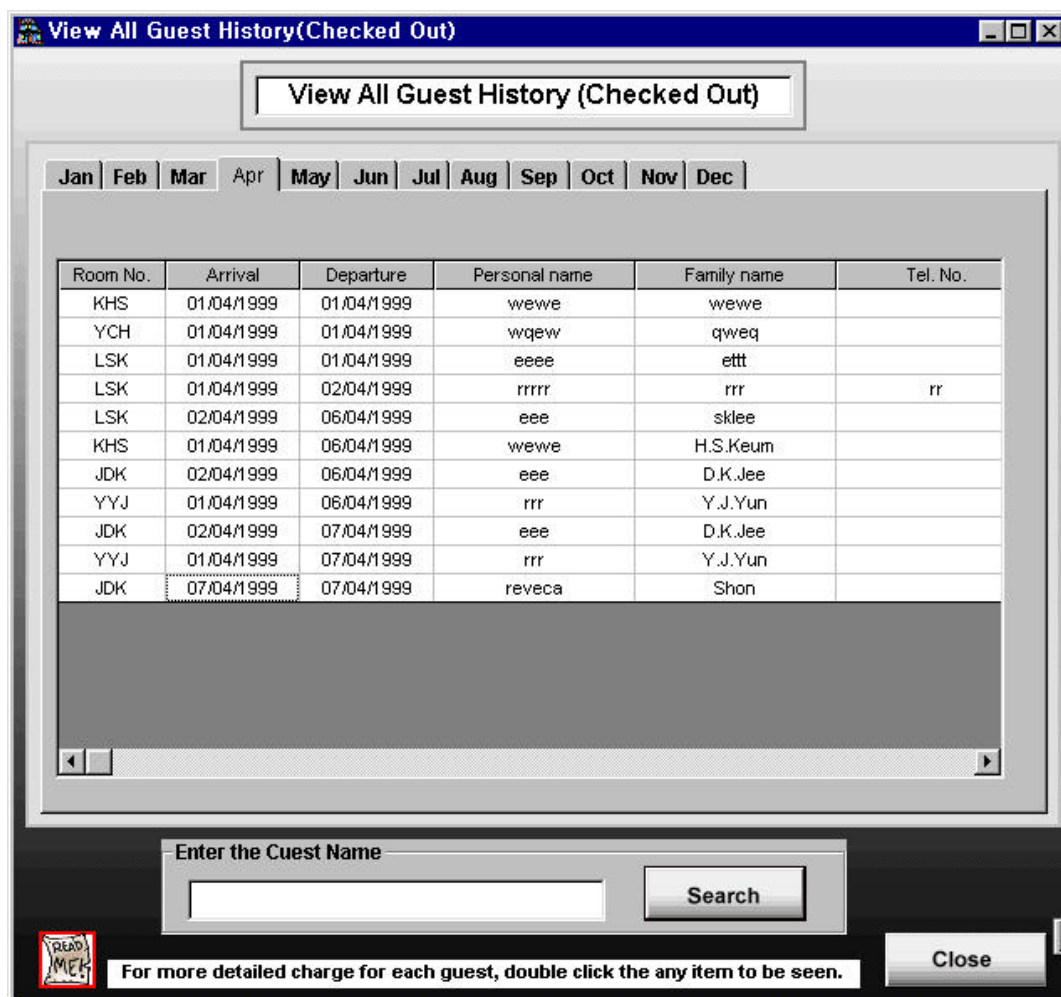
*** Note : Shadow part means the location value from the left top of A4 size paper (unit: millimeter)

[Figure 22]

4.10 How to View the Checked out Guest History

This feature allows a clerk to find out the guest information already checked out. And also, He or she print out the bill charge and other guest information.

- Choose the [View] menu on the menu bar
- Select the [Guest History] menu in the [View] menu.
⇒ Guest History dialog box is shown. Hotel Plus has 12 months data base file. So, select the [Month] tab before you search the guest information.
- Control the scroll bar to search a proper guest information. When you find the information, just double-click and you will see all information.




[Figure 23] – View Guest History

4.11 How to Search a Guest Room by Name

This feature allows a front desk clerk to find a guest's room number which is occupied. He or she will find the room number by guest's name only.

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- a. click the  icon on the tool bar.
- b. Enter the guest name.
 - The Room numbers and names to be found are shown on the list box as Figure 23.

Note : *If there are guests whose names are same, all room number of same guest name will be listed on the list box. To see more information for each guest move the cursor to the listed position you want and then click the mouse.*



Room No.	Guest Name	Car Registration No.
213	Reveca Song	34-4-4567

[Figure 24]

4.12 How to Modify the Guest's Check In Information

CheckIn Information may need modification when the clerk mistype the check in items Such as guest's name, telephone No. and so on. This feature allows a front desk clerk to modify the guest information.

<ACTION>

- a. Move cursor to [Option] menu on the menu bar. And select the [CheckIn Modification] Item.
 - ⇒ The [Modify Check In Data] dialog box will be shown as figure 24.
- b. Enter the Room No. you want to modify and click [Apply] button.
 - ⇒ All modifiable data will be shown on the form.
- c. Fix the data and click [OK] button to update fixed data.

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CheckIn Modification

Room Number
213

Card
Card No.
Expiry Date / (mm/yyyy)

Guest Information
 Departure: 11/10/1999 ...
 Personal Name: Reveca
 Telephone:
 Person(s): 1
 Car Reg. No.: 34-4-4567
 Address:
 Family Name: Song
 Select Salutation Title:
☒ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

OK Cancel

[Figure 25] – CheckIn modification

4.13 How to View the Expected Departure List

This feature allows a front desk clerk to view and print the expected Check Out Room on a certain date. This kind of room list is very helpful for the clerk & room maid to know which room should be checked out today and it is also convenient feature to know how many rooms will be available at today afternoon. By this feature, you can answer easily to the caller who want to check in.

<ACTION>

- a. Move the cursor to [View] menu on the menu bar.
- b. Move to [Expected Departure List] Item and click it.
⇒ Expected Departure List form will be shown as figure 25.
- c. Enter CheckOut date directly or use calendar by clicking button and click the [Apply] button.
⇒ All room to be checked out will be listed on the form and you can print it out by click the [Print] button.

Expected Checkout Room

Checkout Date: 05/04/1999 ...

No.	Room No.	Guest Name
1	KSH	wewe S.H.Kim
2	KHH	eee H.H.kim
3	LYK	eee rrrrr

Apply Print Close

[Figure 26]

4.14 How to Logout the Hotel Plus

A front desk clerk can logout the Hotel Plus without exiting. This feature will be useful when the clerk want to go out in a minute with the safety from the Hotel Plus being handled by unauthorized person.

<ACTION>

- a. Move the cursor to [Logout] item of the [File] menu on the menu bar and release it.
- b. Logout message will be seen and New Login form will be shown for other staff to log in.



[figure 27] – login form

4.15 How to Exit the Hotel Plus

Hotel Plus needs a passcode to be exited in order that unauthorized person cannot exit this program.

Note : *If you exit Hotel Plus, all PMS stream data will be blocked.*




[Figure 28] – Exit form

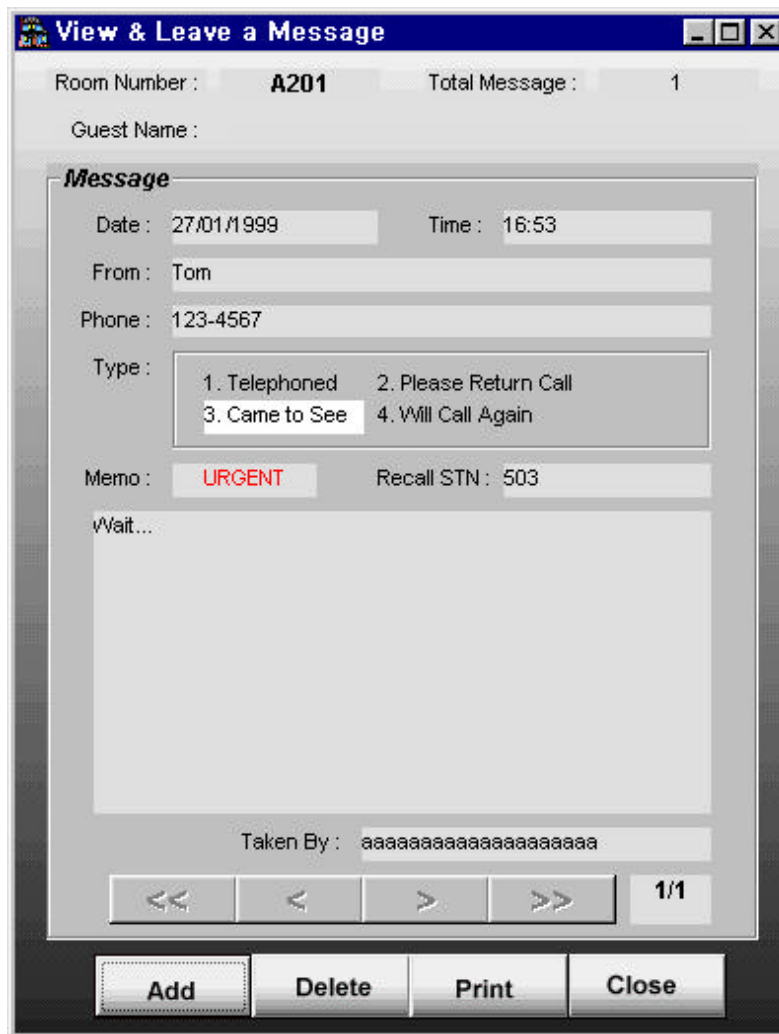
4.16 How to Manipulate Guest Messages

The Hotel Plus' s built-in messaging feature provides a convenient way to organize Messages and deliver them to guests. This feature enables your staff to store text Messages in your front desk PC terminal, then activate the guest telephone' s message Waiting lamp.

To Leave a Message to the Station

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- a. To leave a message to the station, click  icon. All occupied room will be activated.
- b. Click the occupied room button to view or leave a message. "View & Leave a Message" Box will be shown and your staff can view all of messages which was left.
- c. Your staff can add, delete and print the message. Whenever your staff add the Messages to a station, message waiting lamp on the guest room telephone will be flash Immediately. And just after the guest enter the MSG code(default:43) which is assigned MMC 724, message call will be returned to the station which leave the message. Normally the front staff can enter this station No. when he add the message.
- d. After all messages are completely deleted, the message indication room icon will be returned to normal occupied status.



View & Leave a Message

Room Number : **A201** Total Message : **1**

Guest Name :

Message

Date : 27/01/1999 Time : 16:53

From : Tom

Phone : 123-4567

Type :

1. Telephoned 2. Please Return Call
3. Came to See 4. Will Call Again

Memo : **URGENT** Recall STN : 503

Wait...

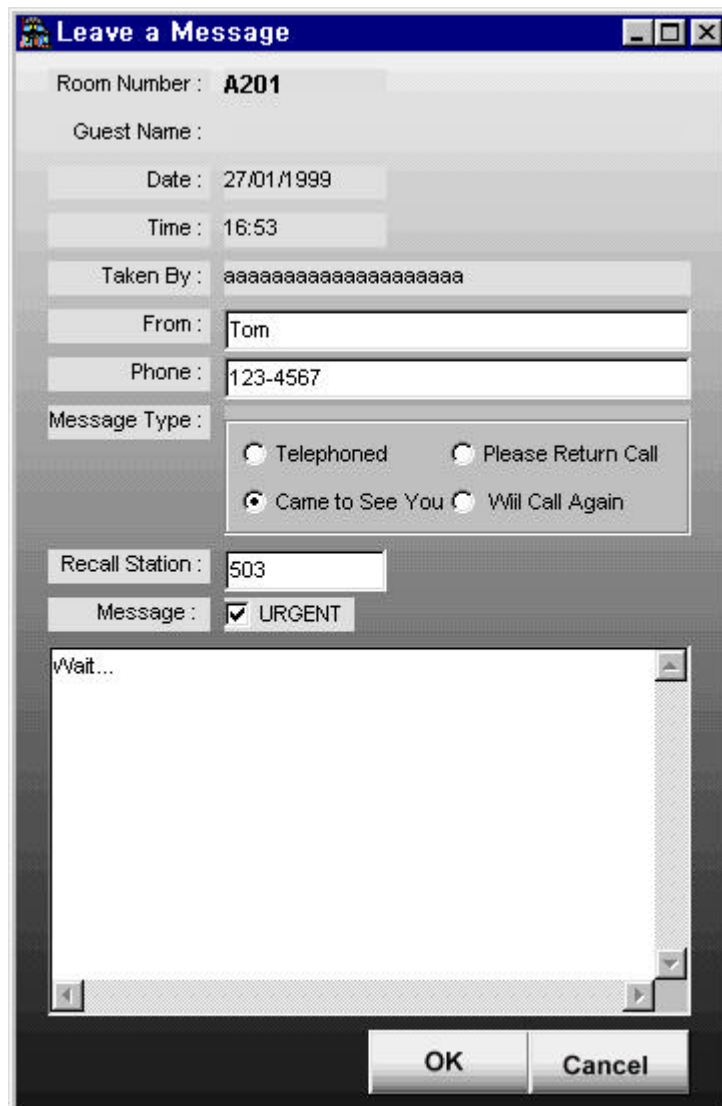
Taken By : aaaaaaaaaaaaaaaaaaaaaa

<< < > >> 1/1

Add Delete Print Close

Figure 29 – Guest Message View

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Leave a Message

Room Number : **A201**

Guest Name :

Date : 27/01/1999

Time : 16:53

Taken By : aaaaaaaaaaaaaaaaaaaaaa

From : Tom

Phone : 123-4567

Message Type :

☐ Telephoned ☐ Please Return Call

☒ Came to See You ☐ Will Call Again

Recall Station : 503

Message : ☒ URGENT

Wait...



OK Cancel

Figure 30 – Edit Guest Message

4.17 How to Move/Replace the Room Position

This feature provides a convenient way to view your room on the Hotel Plus screen. You can move the room position after you click the “Move Room Position” by mouse Drag & drop function. And you can also replace the room position into initial position Just by clicking the “Replace Room Position”.

To Move the Room Position

- Click the “Move”  icon to activate the room button. The Move icon will be 
- In this status, you can move the room to any room area position. After you finish moving the room position, click any other Icon to fix the position.

To Replace the Room Position

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- a. Click the **Replace the Room Position** menu on the Option menu to return to initial position.

4.18 How to Set/Reset Room to Room Answer

This programming allows the front desk clerk to assign that one room can answer the call from the other rooms

Answer Mode

- All This Guest room phone can be connected with all rooms phone.
 None This Guest room phone can not be connected with any other room phone

The red colored room can be connected to the assigned room but blue colored One will be barring from connection.

Room To Room Answer

Room Number: **S101**

Answer Mode: ☐ All ☐ None YES NO

A100	B105	C108					
A101	B106	C109					
A102	B107	C110					
A103	B108	D100					
A106	B109	D101					
A107	B110	D102					
A108	C100	D103					
A109	C101	S100					
A110	C102	S101					
B100	C103	S102					
B101	C104	S103					
B102	C105	S104					
B103	C106						
B104	C107						

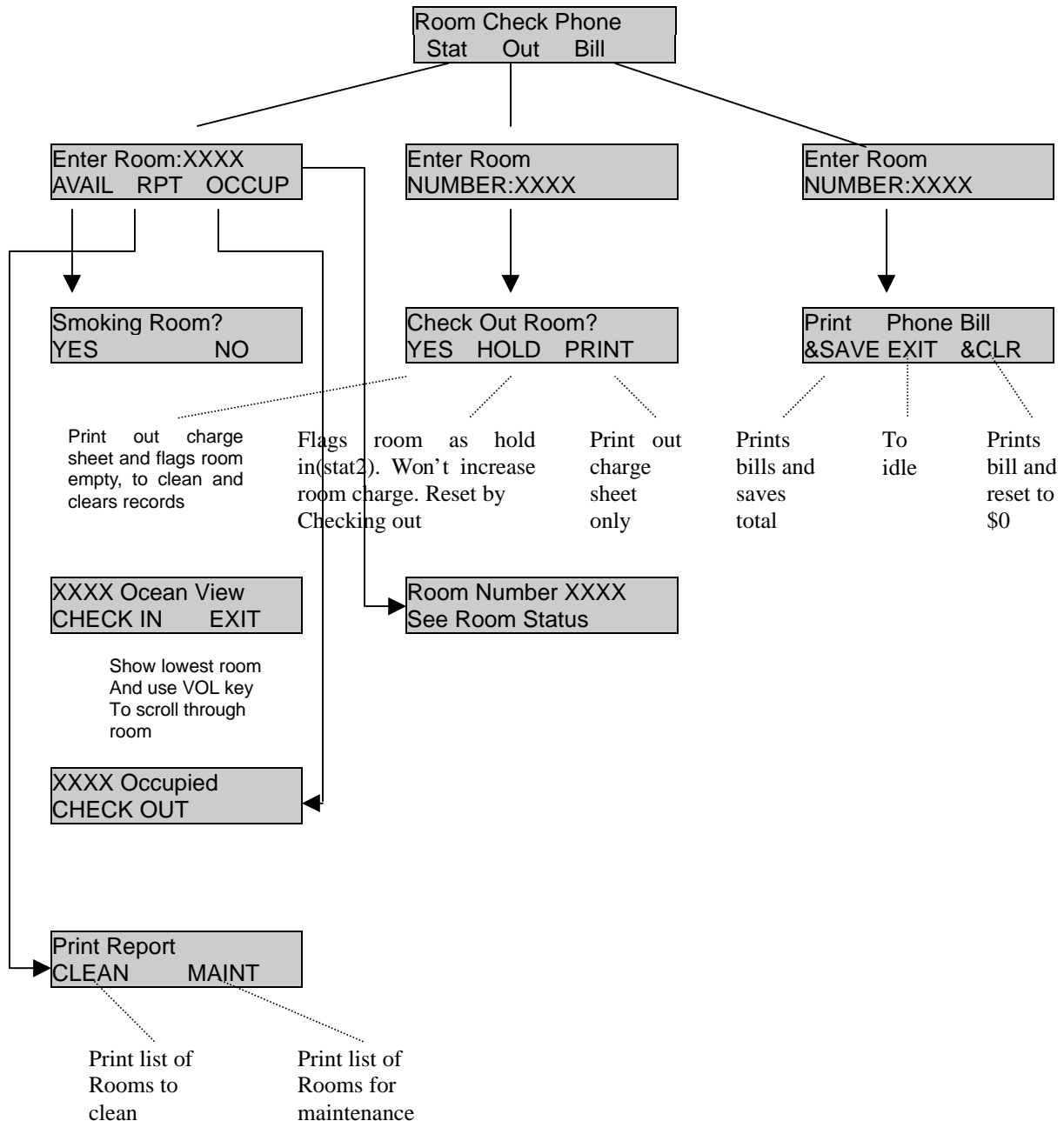
OK Cancel

Figure 31 – Room to Room Answer

5. HOW TO OPERATE WITH KEYSSET

5.1 General Overview

This Hotel package is based around a small hotel with up to around 100 rooms. This package will also allow a front desk clerk to operate hotel related features by the Keypad. The display flow chart below describes the HOTEL key and shows the interaction of the various hotel features.



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5.2 Hotel Key

This key allows access to the three general Hotel features such as **Room status, Check in and Check out.** Pressing the hotel key will show the display shown below. To use the Hotel key, it needs preassignment of that key by KEY Programming on MMC 722 & MMC 723.

Display Data

The HOTEL key will show this display when pressed:

Room	Check	Phone
Stat	Out	Bill

The Room Stat option will show the Room Status menu

The Check Out option will show the Check out menu

The Phone Bill option will show the Phone Bill menu

User Instructions

None.

5.3 Room Status Key

Please note that the Occupied list is all rooms that have a guest checked into them regardless of the rooms cleaning status or hold status. These printouts will print on the printer designated as HM REPT in MMC 804 (see MMC 804 on appendix). In addition the status of a room can be changed by a housekeeper from a room phone as described in the user instructions. However a house keeper cannot flag a room as available, occupied or on hold unless this was the status of the room prior to the room being set to Needs Cleaning. This can only be done from an **administrator phone**. The text that appears on the top line of the available room display is the 10 character item description for that room class as defined in MMC 760. In addition to individual reports the system has the ability to print a PMS stream consisting of all Hotel/ Motel activity on the system. This PMS stream will be in the same format as a billable item and will print for example room status changes, check ins, wake up calls and all other activities that have an item code in MMC 760.

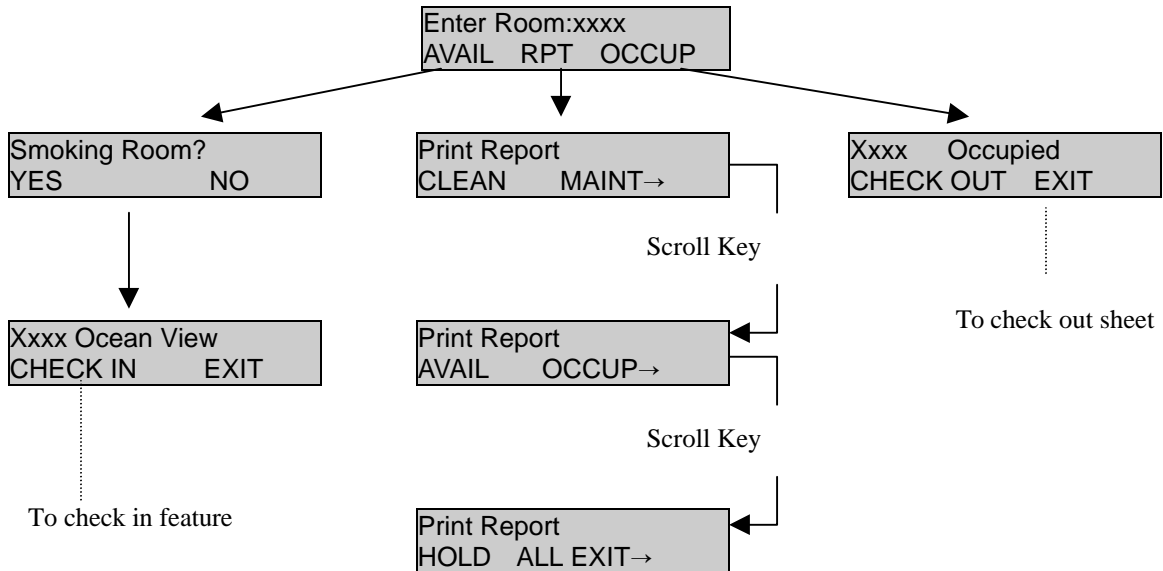
MMC Information

In order to allow this feature to scroll only through the guest rooms an MMC to define which telephones are in guest rooms and which types of rooms they are. This is accomplished by means of MMC 221 on appendix. In addition 3 of the room types have a cost associated with them. This is defined in MMC 760 attached. And a room cost can be differentiated from Sunday to Saturday. Also we allowed to change the room cost rate according to days. These room cost rates are defined in MMC 762. In addition to this, each of the items in MMC 760 can have up to 8 tax rates applied to them. These rates are defined in MMC 761. A modified version of MMC 804 is also attached to show the HM REPT,PMS options and H-MMC.

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Display Data

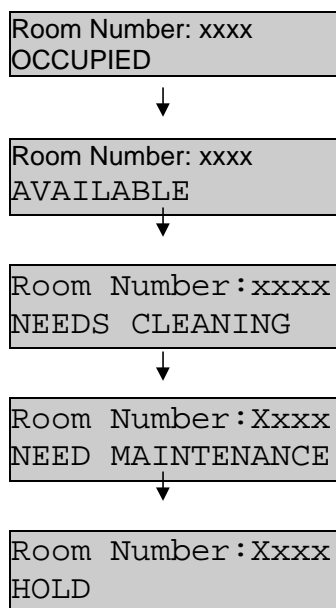
The Room Status key will show the following display sequence when pressed:



The room availability will show the lowest available room number and its associated room cost class. The desk clerk can use the VOL keys to scroll through available guest rooms. Available rooms are those guest rooms with a room status as shown below:

Room Number: xxxx
AVAILABLE

If a room number is entered directly at the room status display the following status items will be shown:



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User Instructions

From a guest room phone a housekeeper can alter the cleaning or maintenance status of a room. To change the status of a room:

- Lift the handset and dial the **HOTEL** code which is assigned in MMC 724.
- Dial your Staff Code.
- Dial the activity performed code from the list below: The system will automatically return the room to the correct room status.

CODE	ACTIVITY
0	Room needs cleaned
1	Room cleaned
2	Room needs maintenance
3	Room repaired

- Hang up when you hear confirm tone.

NOTE: *Checking a guest out of a room before the programmed room clean time automatically sets the status to "NEEDS CLEANING"*

ROOM STATUS PRINTOUT FORMAT

The first line of the room status printout header will have the following format.

1	2	3	4	5	6	7	8
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

ROOM STATUS PRINTOUT: [printout type 16 characters] HH:MM MM/DD

Field name	Field size
Start	8
Room status printout	21
Space	1
printout type	16
space	1
time	5
space	2
date	5
end (or CR/LF)	8

The second line of the room status printout header will have the following format:

1	2	3	4	5	6	7	8
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

ROOM STATUS ROOM STATUS ROOM STATUS

Field Name	Field size
Start	5
Room	4
Space	6
Status	5
Space	9
Room	4
Space	6
Status	5
Space	9
Room	4

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Space 6
 Status 5
 Space 5
 end (CR/LF) 5

The room status printout body will have the following format :

1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
EEEE		SSSSSSSSSSSSSSSSSS		EEEE		SSSSSSSSSSSSSSSSSS	

Where EEEE is the extension number of the room and SSSSSSSSSSSSSSSSS is the 16 character room status

Field Name	Field Size
start	5
room number	4
space	1
room status	16
space	4
room number	4
space	1
room status	16
space	4
room number	4
space	1
room status	16
end (CR/LF)	5

SAMPLE ROOM STATUS PRINTOUT

ROOM STATUS PRINTOUT: OCCUPIED				09:14	10/21
ROOM	STATUS	ROOM	STATUS	ROOM	STATUS
7225	OCCUPIED	7226	NEEDS CLEANING	7227	OCCUPIED
7232	NEED MAINTENANCE	7235	OCCUPIED	7236	OCCUPIED
7237	OCCUPIED	7239	OCCUPIED	7241	HOLD

5.4 Room Status View(RSV) Key

The Room Status feature requires a separate key to allow a front desk clerk to check the status of the rooms visually on AOM either while the keyset is idle or when the clerk is on the phone. This Room Status View key will have an extender to define the type of room status that the clerk wishes to view. These extenders will match the room status codes from the room status feature and are listed in the table below.

DIGIT	STATUS	DESCRIPTION
0	AVAILABLE	Room is ready for a guest to check in
1	OCCUPIED	A guest is checked into the room
2	NEEDS CLEANING	Room needs to be cleaned
3	NEEDS MAINTENANCE	Room requires maintenance
4	HOLD	Room is being held

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When one of these keys is pressed all stations having that status will light steady red on the AOM and all other LED's will be off. This will remove the possibility any confusion that could be generated by using different flash rates to define different room statuses. In addition the LED's will continue to show the room status until either the inquiry timer expires or that key, another RSV key or the ANS/RLS is pressed. Please note that the Occupied key will show all rooms that have a guest checked into them regardless of the rooms cleaning status or hold status.

MMC Information

The new key needs to be added to the key programming MMC 722 and 723. The key designation will be RSV and the extender will be programmable via MMC 107.

Display Data

None

User Instructions

None

.

5.5 Check In Key

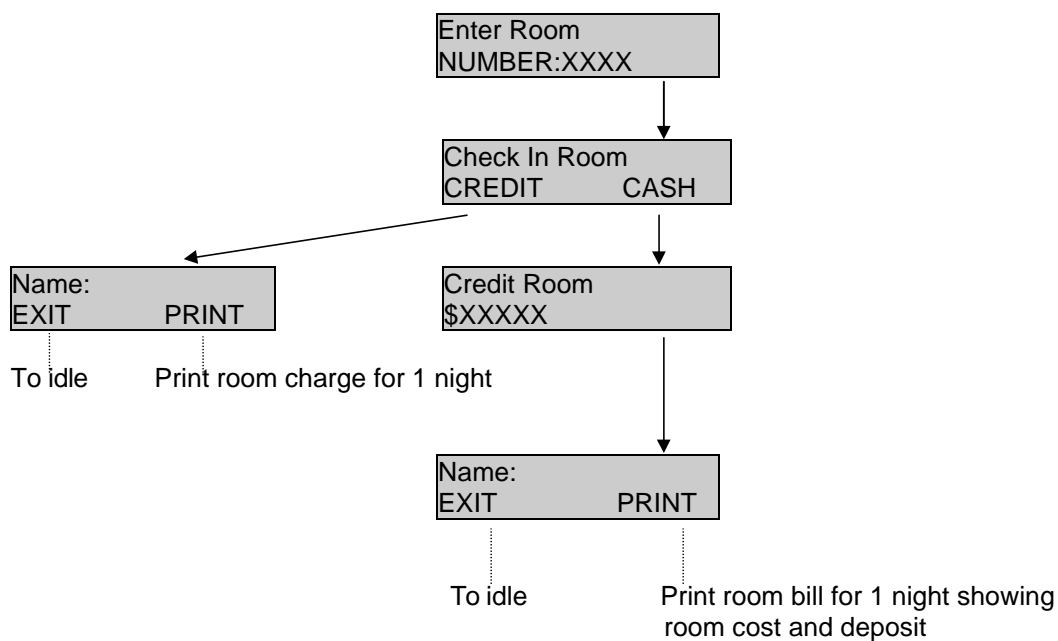
The CHECK IN key in the Room Status menu allows a front desk clerk to check a guest into a room. When the check in key is pressed the clerk can enter the name of the guest and credit the room account if the guest wishes to prepay for the room. This means that the system will have to maintain a billing log for each occupied room that totals all charges billed to the room and subtracts them from a deposit if entered.

MMC Information

None.

Display Data

The CHECK IN key will show this display sequence when pressed:



User Instructions

None.

5.6 Phone Bill Print

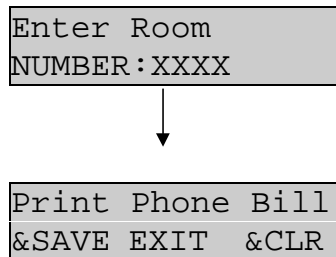
The PRNT key in the Phone Bill option of the hotel key menu allows a front desk clerk to print out the phone bill for a specific room. This allows a guest to pay for phone calls from their room while continuing to accumulate nightly room charges or food charges. This is useful for small business style hotels where the guest can pay for personal phone calls while retaining a room bill for business use. The printout will be the same body format and headers as the room bill printout but will only show item TEL DDDDDDDDDDDDD. See the room bill feature for a sample printout.

MMC Information

None.

Display Data

The PRNT key will show this display sequence when pressed:



The **&SAVE** option will print a list of all phone calls for that room without clearing the totals. These calls will then appear on the room bill at checkout.

The **EXIT** option will return the keyset to idle

The **&CLEAR** option prints a list of all phone calls for that room and resets the charge list to \$0. These calls will not appear on the room bill at checkout.

User Instructions

None.

5.7 Check Out Key

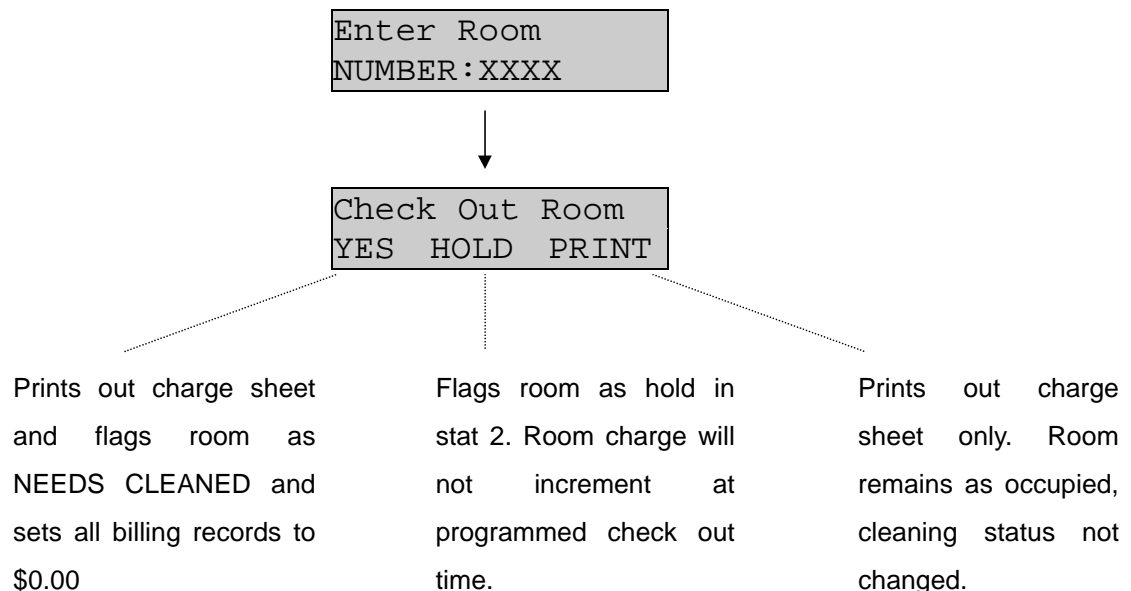
The CHECK out key in the HOTEL and Occupied room list menu allows a front desk clerk to check a guest out of a room. In addition by pressing the HOLD key in the check out menu the clerk can hold a room for late checkout. When a room is flagged as HOLD this information will appear in the ROOM status screen as HOLD and the room bill will not increase according to the cost of the room when the programmed check out time is passed.

MMC Information

The check out feature requires an MMC to set the programmed checkout time. We suggest the use of MMC 513.

Display Data

The Check out key will show this display sequence when pressed:



User Instructions

None.

5.8 Credit Key

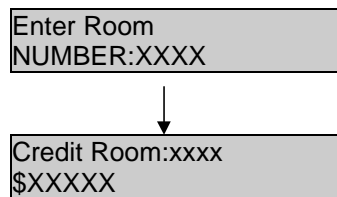
The credit key allows a front desk clerk to add a cash amount to a room bill to offset charges already incurred or to prepay either room charges.

MMC Information

None.

Display Data

The Credit key will show this display sequence when pressed:



User Instructions

None.

5.9 Room Billing

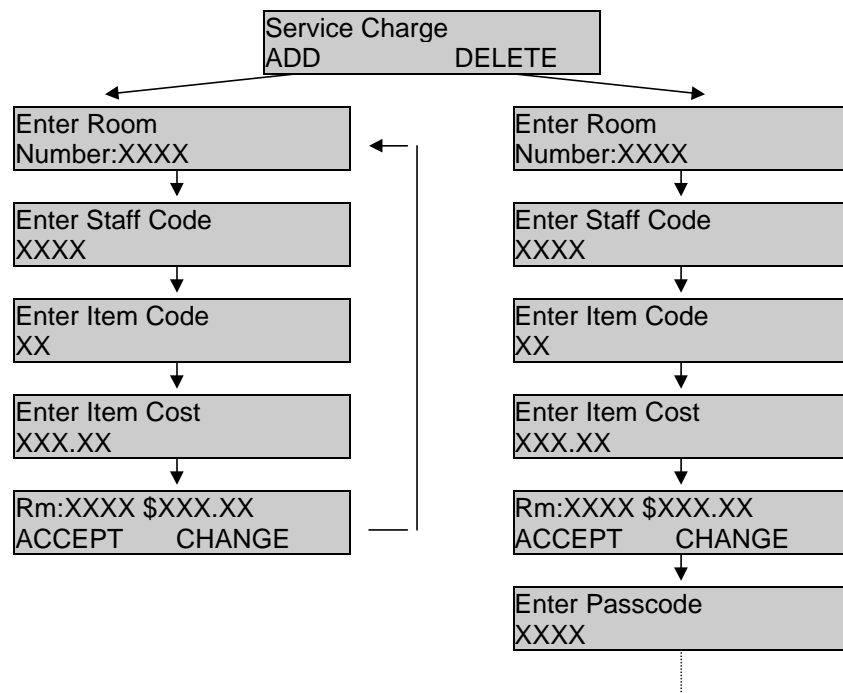
The BILL key allows any staff member to enter an item number and the charges for that item number to be added to the bill for a specific room. The dollar amount entered at time of sale for the item number will be multiplied by the tax rates defined for the items or will have the tax amount added if the tax is a dollar amount. The staff code is a code in the Authorization code table. This code will be verified from the table and if an incorrect code is entered error tone will be heard and the set will return to idle. The room number will also be verified against the list of rooms that are checked in. If a room number is not Occupied error tone will be heard and the set returned to idle.

MMC Information

The DELETE passcode needs to be added to the change passcode MMC 202.

Display Data

The BILL key will show this display sequence when pressed:



This is a new passcode
in MMC 202

User Instructions

- a. To add an item to a room bill:
- b. Lift the handset and receive dial tone.
- c. Dial the bill feature code.
- d. Dial your staff code.
- e. Dial the room number the item is to be billed to.
- f. Dial the item code
- g. Enter the cost.
- h. Receive confirmation tone and hang up.

5.10 Room Bill/Item Bill Printout Format

The Room Bill format will be as shown below. This is the same format that will be used for the phone bill and the PMS data stream will also have this format without the header. The bills will print to the printer defined as HM REPT in MMC 804 and the PMS stream will print to the port defined as PMS. Telephone calls will show as TEL in the item field and the first 18 digits of the number dialed will show in the description field. When a guest checks out and the final bill is printed the items will be totaled and the total will be shown at the bottom of the printout. The word TOTAL will appear in the staff column. If a guest has a credit due them because they left a deposit larger than the bill total this will show as a negative amount with a "-" sign in front of the total. This hotel bill has two kind of print format which is "INCLUDE VAT" or not. "INCLUDE VAT" means that all Costing item includes prefixed vat rate such as U.K taxing system. You can set this mode in MMC 210.

The first line of the room bill printout will have the following format :

1	2	3	4	5	6	7	8
12345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901

CHARGES BILLED TO ROOM NUMBER : XXXX

The second line of the room bill printout will have the following format :

1	2	3	4	5	6	7	8
12345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901
ROOM	DATE	TIME	ITEM	DESCRIPTION	STAFF	COST	

Field Name	Field size	Col.
start	5	1
room	4	6
space	4	10
date	5	14
space	4	19
time	5	23
space	4	28
item number	4	32
space	4	36
description	11	40
space	11	51
staff	5	62
space	4	67
cost	6	71
end (CR/LF)	5	77

The Body of the room bill printout will have the following format :

1	2	3	4	5	6	7	8
12345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901	2345678901
EEEE	MM/DD	HH:MM	AAA	DDDDDDDDDD	SSSS	\$\$\$:\$	

Field name	Field size	Col.
start	5	1
room number	4	6
space	4	10
date	5	14

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space	4	19
time	5	23
space	4	28
item	3	32
space	5	35
description	18	40
space	4	58
staff id	4	62
space	5	66
cost	6	71
end (CR/LF)	5	77

Sample Room Bill printout(Normal format)

CHARGES BILLED TO ROOM : 7224

ROOM	DATE	TIME	ITEM	DESCRIPTION	STAFF	COST
7224	06/12	02:25	00	OCEAN VIEW	1234	045.00
7224	06/12	02:25	00	ROOM TAX		001.25
7224	06/12	02:25	00	CITY TAX		001.00
7224	06/12	02:30	TEL	13055922900		001.35
7224	06/12	04:45	02	HOTEL BAR	2345	020.45
7224	06/12	04:45	02	STATE TAX		001.23
7224	06/12	05:30	12	RESTURANT	6789	038.75
7224	06/12	05:30	12	STATE TAX		002.35
7224	06/12	08:23	80	MOVIE		003.95
7224	06/13	08:45	21	RESTURANT	6554	010.90
7224	06/13	08:46	21	STATE TAX		000.65
					TOTAL	126.88

Sample Room Bill printout(Inclusive VAT format)

CHARGES BILLED TO ROOM : 7224

ROOM	DATE	TIME	ITEM	DESCRIPTION	STAFF	COST
7224	06/12	02:25	00	OCEAN VIEW	1234	100.00
7224	06/12	02:25	00	Inclusive tax	TAX	14.89
7224	06/12	02:30	TEL	13055922900	00:00:05	1.50
7224	06/12	04:45	87	Inclusive Tax	TAX	0.22
7224	06/12	05:30	12	RESTURANT	6789	50.00
7224	06/12	05:30	12	Inclusive Tax	TAX	07.44
7224	06/12	05:30	13	Newspaper	6789	0.50
7224	06/12	05:30	13	Inclusive Tax	TAX	0.00
					TOTAL	152.00
					Inclusive VAT of	22.55

5.11 No Phone Credit

This is not so much an individual feature as a description of the things that happen when a guest phone reaches the cost limit for their room phone bill. This limit will only be monitored if the room was flagged as CASH for the phone bill during the check in procedure. When the credit expiration warning threshold is reached the user will hear beeps in their ear. This warning threshold is determined by the call costing feature and occurs one billing period before the credit limit is reached. When the credit limit is reached the call will be dropped.

MMC Information

None.

Display Data

None.

User Instructions

None.

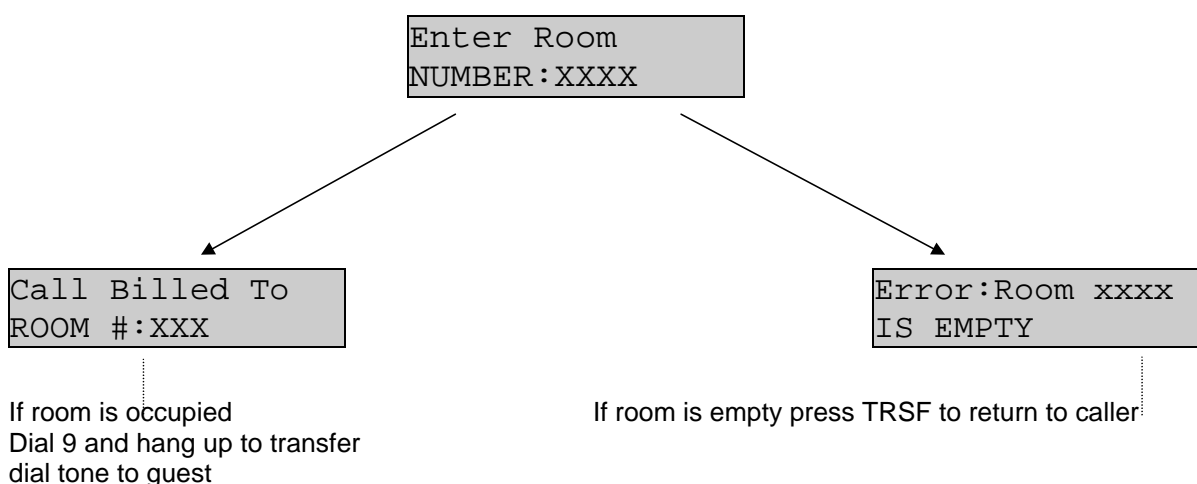
Warning : *Phone credit limitation is not properly applied to MPD or AOC . So do not set the Phone Credit feature for the MPD or AOC. But Time based method will be properly applied to any type of trunk.*

5.12 Remote Billing RB Key

This feature allows a hotel operator to bill a call from a remote location such as a lobby phone to a guest room. The main proviso for this feature is that the lobby phones and other common area phones are hotline to the operator group and that the operator has an RB key. What will occur is that a guest will pick up a lobby phone and call the operator. The guest will request to the operator to bill an outside call to their room. The operator will press the RB key and place the guest on transfer hold. The operator will then enter the guests room number and receive confirmation tone. The operator can then access a trunk (or LCR) and hang up passing outside dialtone to the guest or the operator can make the call for the guest and transfer ring back tone.

MMC Information None.

Display Data The RB key will show this display sequence when pressed:



User Instructions None.

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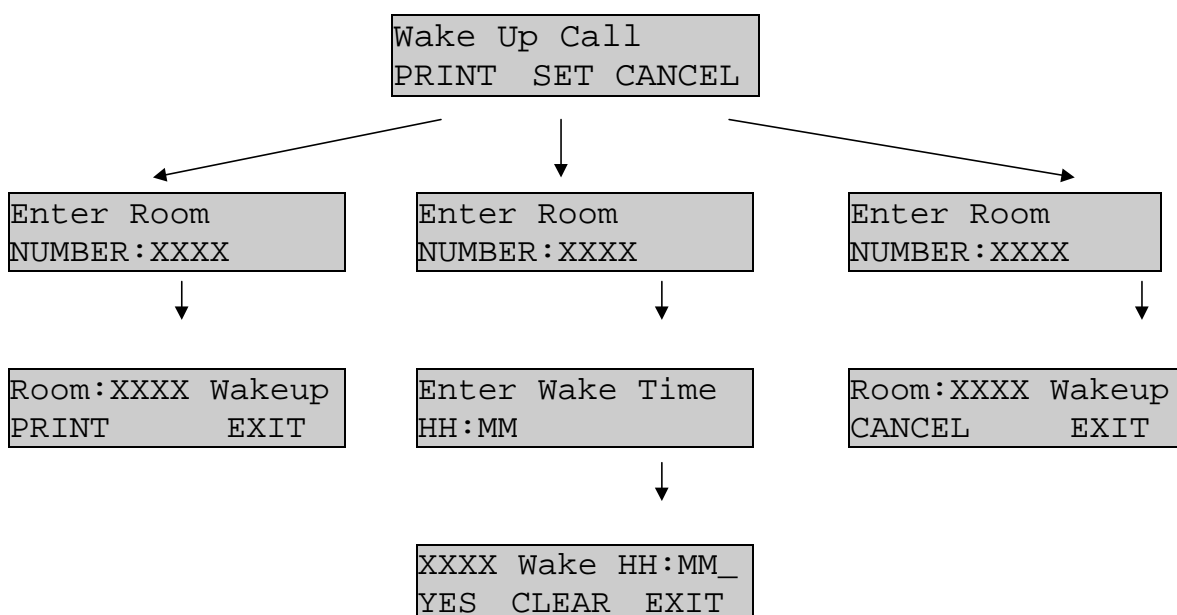
5.13 Wake Up

This key will allow a front desk clerk to enter an alarm time for a guest room, clear a previously set alarm time or print out a list of alarm calls to that room since that guest checked in. The printout will use the wake up codes defined in MMC 760 and will print out to the port defined as HM REPT and will use the same format as the room bill.

MMC Information NONE

Display Data

The Wake key will show this display sequence when pressed:



User Instructions

To set a wake-up from an SLT:

- Lift handset and receive dial tone
- Dial the Wake up code XXX and receive confirmation tone
- Enter the 4 digit military (24 hour clock) time for the wake up
- Receive confirmation tone and hang up.

Note: Guest can not clear previously set wake up alarm time. To do it, please connect front desk.

5.14 Call Costing

This feature provides a way to display a call's cost in the keyset display and/or on the SMDR report. The cost is calculated according to data entered by the technician and may not be an exact representation of actual billing. But you can set the real time call cost mode by MMC 110 In case of using the Metering Pulse Detection. This column will display call costs as determined by the call costing tables.

MMC Information

There are five MMCs that control the call costing feature: MMCs 110, 431, 758 and 759.

MMC 110 STN ON/OFF (Call Cost Display Options per Station)

CALL COST: It controls whether the keyset display shows the call duration (TIMER) or the call cost (COST).

MMC 431 Trunk Cost Rate

The cost of a phone call is dependent on two things:

1. The C.O. line or service on which that the call is made
2. The number dialed or location called

This feature supports eight possible call types or DIAL PLANS for each trunk. They are numbered 1–8 (8 is used exclusively for incoming calls).

Examples of a DIAL PLAN include the following:

- all seven digit local "free" calls
- all seven digit "billable" calls
- calls within your own area code
- calls to the eastern seaboard
- calls to Alaska

In this MMC, a COST RATE is entered for each DIAL PLAN for each trunk. DIAL PLANS are defined in MMC 759 Costing Dial Plan. COST RATES are defined in MMC 758 Rate Calculation Table.

MMC 758 Rate Calculation Table

This MMC is used to define the call costs for each COST RATE.

MMC 759 Costing Dial Plan

This MMC is used to analyze the leading digits of a dialed number to determine what DIAL PLAN it should follow.

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Display Data

The following displays show the difference between TIMER and COST options.

TIMER

701 :	12:31
NEW RETRY SAVE	

COST

701:	14.82
NEW RETRY SAVE	

User Instructions

No user instructions are necessary. The display is automatic.

5.15 ROOM TO ROOM DIAL & ANSWER

Some smaller hotels and motels do not allow guests to dial between rooms. In addition most hotels do not want guests to be able to call certain telephones such as the telephones in the hotel administration offices. Usually guests will be restricted to calling "Service phones" such as the front desk and room service and not the phone in the kitchen directly. It means this feature has to include some form of room to room dialing table similar to the Extension trunk use program. MMC 317 will be used for this feature.

MMC Information

MMC 317 EXTENSION/EXTENSION USE on appendix.

Display Data

If a Guest attempts to dial a station that they are blocked from in MMC 317 they will receive error tone and the ACCESS DENIED display if they are a keyset.

User Instructions

None.

5.16 FAX PAIR EXTENSION

Some guest room may need a normal phone as well as FAX line simultaneously. In this room Guest usually use the normal phone. But to send the FAX message this FAX line would be used. The phone bill for this FAX line will be added into Guest room phone.

MMC Information

MMC 222 FAX PAIR EXTENSION on appendix.

Display Data

None

User Instructions

None.

5.17 System Warning On the KEYSSET

This MMC provides an emergency destination for below conditions. The destination can be a station number or a group number.

VM warning

This MMC provides an emergency destination for calls destined for the Voice Mail card, if the Voice Mail Card is removed or is offline. In addition, any calls that are forwarded to the Voice Mail card will not forward, they will remain ringing at the "fwd from" station until answered.

PC Com. Error

The data communication between PC and Main Key system is blocked.

PMS Com. Error

This warning takes place when the PMS data buffer was spilt over because of long term "PC Com. Error". After this event, the spilt PMS data will not be sent to PC after the connection between PC and Main Key System become alive.

Hotel SMDR BUFFER FULL

This warning happens when the hotel's SMDR data buffer is not enough to save Hotel information". At this moment, Please check out the guest room intentionally to stop this event..

MMC Information

MMC 753 WARNING DESTINATION on appendix.

Display Data

1 ST LINE	2 ND LINE
WARNING !!	VM ALARM(VER/INI/VM/K/P) ..
WARNING !!	PC COMM. ERROR
WARNING !!	PMS COMM. ERROR
SMDR INFORMATION !!	BUFFER FULL!!

6. APPENDIX(Related Key MMC)

-----	contents	-----
◆ MMC: 110	STATION ON/OFF	
◆ MMC: 202	CHANGE FEATURE PASSCODES	
◆ MMC: 210	CUSTOMER ON/OFF PER TENANT	
◆ MMC: 221	EXTENSION TYPE	
◆ MMC: 222	FAX PAIR EXTENSION	
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◆ MMC: 414	MPD/PRS SIGNAL	
◆ MMC: 431	TRUNK COST RATE	
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◆ MMC: 707	AUTHORIZATION CODE	
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◆ MMC: 753	WARNING DESTINATION	
◆ MMC: 758	RATE CALCULATION TABLE	
◆ MMC: 759	COSTING DIAL PLAN	
◆ MMC: 760	ITEM COST TABLE	
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◆ MMC: 762	ROOM COST RATE	
◆ MMC: 804	SYSTEM I/O PARAMETERS	

MMC: 110 STATION ON/OFF

This MMC allows the system administrator to set any of the keyset features listed below.

0	AUTO HOLD	Automatically places an existing C.O. call on hold if a CALL button, trunk key or trunk route key is pressed during that call.
1	AUTO TIMER	Automatically starts the stopwatch timer during a C.O. call.
2	HEADSET USE	When ON, this feature disables the hook switch allowing a headset user to answer all calls by pressing the ANS/RLS button.
3	HOT KEYPAD	When ON, this feature allows the user to dial directory numbers without having to first lift the handset or press the SPK button.
4	KEY TONE	Allows the user to hear a slight tone when pressing buttons on keyset.
5	PAGE REJOIN	Allows the user to hear the latter part of page announcements if keyset becomes free during a page.
6	RING PREF.	When OFF, requires the user to press the fast flashing button to answer a ringing call after lifting the handset.
7	CALL COST	If enabled (ON), LCD shows real-time call cost based on Metering Pulses arrived.
8	AME BGM	This feature selects whether a station using Answer Machine Emulation will hear their personal greeting or BGM while callers are listening to the personal greeting. A BGM source must be selected for this to work.
9	AME PSWD	When this feature is set, a station user using Answer Machine Emulation can hear the caller's voice after entering the station passcode.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select all

ACTION		DISPLAY
1.	Press TRSF 110 Display shows	[201] STN ON/OFF AUTO HOLD : OFF
2.	Dial keyset number (e.g., 205) OR Press UP or DOWN to select keyset and press right soft key to move cursor OR Press ANS/RLS for ALL	[205] STN ON/OFF AUTO HOLD : OFF
3.	Dial option number above list (0-8, eg.7) OR Press UP or DOWN to select option and press right soft key to move cursor	[205] STN ON/OFF CALL COST : OFF
4.	Dial 1 for ON or 0 for OFF OR	[205] STN ON/OFF CALL COST : OFF

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Press UP or DOWN to select ON/OFF
and press right soft key to move cursor

5. Press TRSF to store and exit

DEFAULT DATA: ALL STATIONS TIME

RELATED ITEMS: MMC 431 TRUNK COST RATE

MMC 758 RATE CALCULATION TABLE

MMC 759 COSTING DIAL PLAN

MMC:202 CHANGE FEATURE PASSCODES

DESCRIPTION:

Used to change the passcodes for several features. These features are the following: DAY/NIGHT, DISA ALARM, ALARM CLR, AA RECORD, DECT REGST and item cost DELETE as listed below.

DAY/NIGHT	This passcode is used to change the system mode .
DISA ALARM	This passcode is used to clear the DISA alarm
ALARM CLR	This passcode is used to clear the system alarm on a TRK A1 card
AA RECORD	This passcode is used to record messages used in built-in AA.
DECT REGST	This passcode is used to register the DECT terminal.
DELETE	This passcode is used to allow a charge to be deleted from a room bill.

NOTE: The passcode is four digits long. Each digit can be 0–9. The current (old) passcode is required for this MMC.

PROGRAM KEYS

KEYPAD	Used to enter passcodes
SPK	Save data and advance to next MMC

ACTION	DISPLAY
1. Press TRSF 202 Display shows	CHANGE PASSCODE DAY/NIGHT :0000
2. Press UP or DOWN key to make selection Press RIGHT soft key to move cursor to passcode entry	CHANGE PASSCODE ALARM CLR :8765
3. Enter new passcode via the dial key pad Press RIGHT soft key to return to step 2 Continue to change other passcodes	CHANGE PASSCODE ALARM CLR :9999
4. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: DELETE 9999

RELATED ITEMS: none

MMC: 210 CUSTOMER ON/OFF PER TENANT

DESCRIPTION:

Allows the system administrator to set in system features on a per-tenant basis. Each system option has a corresponding dialling number, as listed below. All options toggle ON/OFF.

DISA PSWD	Determine whether outside customers are required to enter DISA password(Yes=ON, No=OFF)
LCR ENABLE	Enables LCR feature in the system.
SMDI VMS SET	Allows SMDI integration through RS-232 port for the external PC-based VM system.
PERI UCD SET	Periodic UCD information provider. Enables UCD statistics data on a per UCD group basis to print out on the I/O port which has been set as SMDR or UCD REPT in real time (Default: every 10 seconds). This allows extended manipulation of the information by an external third-party-provided software package.
CID CODE INS	Allows the digit 1 to be automatically inserted for a toll call
DISA MOH	An additional option that can be presented to outside DISA callers: a variable indication provided by an MOH source instead of a fixed DISA dial tone.
TRANSFER MOH	Callers who have been transferred from an extension or UCD group or AA group will hear MOH, until answered by the called extension, instead of transfer dial tone.
DSP SSPDNAME	LCD displays programmed name of SYSTEM SPEED bin*in MMC 706) if it has been programmed, if not, it shows digits programmed in MMC 705 even if this is set to ON.
DID BSY ROUT	When selected station is busy, DID call can be routed to an assigned destination, in MMC 406, before the call is dropped.
DID NOT ROUT	When not connected or invalid station number is selected, DID call can be routed to an as assigned destination, in MMC 406, before the call is dropped out.
ARD TONE CHK	When system detects CO BUSY TONE from Central Office, return to autoredial state.
CONF TONE	Determine whether be audible Confirm tone or not when conference is made. If ON, CONF TONE is audible every CONFER TONE INT TM in MMC 501(Using to other countries, Italy, Australia etc.)
VPN ENABLE	Allows to use VPN(Virtual Private Network) feature at linked with network.
ISDTRK BUSY	If ON, when the destination of incoming ISDN trunk call are all busy, the call is dropped out and outside caller will hear busy tone. This feature is only applied for ISDN Trunk. When the destination is a Station Group which is Unconditional Mode, this feature will not be applied.
IN TOLL CHK	Enables toll checking for incoming call.
ISDN PROGCON	This option is used to determine the call connection when the network provides 2 nd progress in message to our system instead of connect message.
INCLUDE VAT	This option is used to determine the invoice form which types are normal or "Inclusive VAT". This "Inclusive VAT" type is usually used in U.K. and all item costing includes prefixed vat rate.

PROGRAM KEYS

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UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC

ACTION

- Press TRSF 210
Display shows

TEN. ON AND OFF
DISA PSWD :OFF
- Dial option number (eg 0)
Press RIGHT soft key to move cursor

TEN. ON AND OFF
DISA PSWD :OFF
- Dial 1 for ON or 0 for OFF
OR
Press UP or DOWN to make selection and press RIGHT soft key

TEN. ON AND OFF
DISA PSWD:ON
- Repeat steps 2-3 for other options
OR
Press TRSF to store and exit
OR
Press SPK to store and advance to next MMC

DEFAULT DATA:

DISA PSWD	: Off
LCR ENABLE	: Off
SMDI VMS SET	: Off
PERI UCD SET	: Off
CID CODE INS	: Off
DISA MOH	: Off
TRANSFER MOH	: Off
DSP SSPDNAME	: Off
DID BSY ROUT	: Off
DID NOT ROUT	: Off
ARD TONE CHK	: On
CONF TONE	: Off
VPN ENABLE	: Off
ISDNTRK BUSY	: Off
IN TOLL CHK	: Off
ISDN PROGCON	: Off
INCLUDE VAT	: Off

RELATED ITEMS:

None

MMC:221 EXTENSION TYPE

DESCRIPTION:

This MMC enables station ports to be defined for a specific use. Each telephone can be designated as being one of the six (6) following types. These types can be changed by dialing the type number or by scrolling through the types and pressing the right soft key to select the type desired.

NORMAL STATION This is the default setting. The station will operate in the normal manner associated with this type of station. Ports designated as VMAA in MMC 207 must be designated as normal in this MMC.

GUEST SMOKING When a station is designated as this type it will appear in room status and check in features as a smoking room.

GUEST NO SMOKING When a station is designated as this type it will appear in room status and check in features as a non smoking room.

MEETING ROOM Stations designated as Meeting room stations will have the same attributes as guest rooms with regard to cleaning and occupied status but will not show up while scrolling through room status lists.

ADMINISTRATOR Only stations designated as administrator stations can use the hotel motel features such as check in etc.

FAX STATION When a station is designated as this type it can be assigned to pair station of GUEST SMOKING ROOM or GUEST NO SMOKING ROOM in MMC 222.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION	DISPLAY
1. Press TRSF 221 Display shows	[201] PHONE USE NORMAL STATION
2. Dial station number (e.g., 214) OR Press UP or DOWN to select station and press RIGHT soft key to move cursor	[214] PHONE USE NORMAL STATION
3. Dial 0 to 4 to select station type OR Press UP or DOWN to select option and press RIGHT soft key	[214] PHONE USE GUEST NO SMOKING
4. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: NORMAL STATION

RELATED ITEMS:

MMC:222 FAX PAIR EXTENSION

DESCRIPTION:

This MMC enables a guest room to have a normal phone line and FAX line simultaneously. Only GUEST NO SMOKING ROOM or GUEST SMOKING ROOM can be assigned a FAX pair station which is already assigned FAX STATION in MMC 221.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION		DISPLAY
1.	Press TRSF 222 Display shows	[201] GUEST ROOM FAX EXT.: NONE
2.	Dial FAX station number (e.g., 301) OR Press UP or DOWN to select station and press RIGHT soft key to move cursor	[201] GUESTROOM FAX EXT.: 301
3.	Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: NONE

RELATED ITEMS:

MMC :317 EXTENSION/EXTENSION USE

DESCRIPTION:

Used to program station to station calling restrictions, this program is sometimes referred to as intercom blocking. This program sets the following conditions for every station to every other station.

DIAL:YES The first station can call the second station.
DIAL:NO The first station cannot call the second station.

In this MMC, any station's relationship to any other station can be set. This will affect calling, answering, pick up, forward, barge-in and DISA. If the following data is entered, 205 *can* call 245 but 245 *cannot* call 205.

205 CALL 245: ALLOWED
245 CALL 205: NOT ALLOWED

This MMC will not show combinations where both stations are the same.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

	ACTION	DISPLAY
1.	Press TRSF 317 Display shows	[201] USE [202] DIAL:YES
2.	Dial the first station number (e.g., 205) OR Press UP or DOWN key to select station Press RIGHT soft key to advance to step 3	[205] USE [202] DIAL:YES
3.	Dial the second station number (e.g., 204) OR Press UP or DOWN key to select trunk Press RIGHT soft key to advance to step 4	[205] USE [204] DIAL:YES
4.	Press UP or DOWN key to select YES/NO option OR Dial 1 for YES or 0 for NO Press RIGHT soft key to return to step 2	[205] USE [204] DIAL:NO
5.	Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

MMC: 414 MPD/PRS SIGNAL

DESCRIPTION:

Used on a per-trunk basis to define if a C.O. line is to be either a Metering Pulse (MPD) or a Polarity Reversal Signal (PRS) trunk. Especially, AOC_D(during the call) or AOC_E(end of call) type will be serviced for the ISDN line. In this case, signal type should be set to MPD type.

A Meter Pulse Trunk will detect a C.O.-provided meter pulse. A Polarity Reversal trunk will detect the line reversal signal which may be provided by the C.O. when the other party answers the outgoing call or the outside party clears the call. If the trunk is designated as PRS detection, the call duration timer will be started and the results printed on the SMDR record. PRS detection is also essential for dropping a trunk-to-trunk conversation which is unsupervised by an internal party.

There are three types of PRS mode: PRS1, PRS2, and PRS3.

- PRS1:** When first PRS is detected, call duration timer is started.
When second PRS is detected, call duration timer stopped.
The call is not released until hanging on.
- PRS2:** When first PRS is detected, call duration timer is started When second PRS is detected, call duration timer is stopped and call is released.(ROA type in Australia)
- PRS3:** The call duration timer starts base on the timer. When first PRS is detected, call duration timer is stopped and call is released. (ROI type in Australia)

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
ANS/RLS	Used to select ALL

ACTION		DISPLAY
1.	Press TRSF 414 Display shows	[701] TRK PRS MPD
2.	Enter desired trunk number (e.g. 705) OR Press UP or DOWN key to select trunk and use LEFT or RIGHT soft key to move cursor	[705] TRK PRS MPD
3.	Dial 0 for PRS 1, 1 for PRS2, 2 for PRS3, 3 for MPD or 4 for NONE OR Press UP or DOWN key to scroll through options and use LEFT or RIGHT soft key to return to step 2	[705] TRK PRS PRS1
4.	Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: None

RELATED ITEMS: MMC 508 Call Cost

MMC: 431 TRUNK COST RATE

DESCRIPTION:

In this MMC, the TRUNK COST RATE flags are entered for each trunk. DIAL PLANs are defined in MMC 759 Costing Dial Plan. RATE CALCULATION TABLES are defined in MMC 758. Each trunk has may be defined with up to eight cost rates. Enter one or more of the eight COST RATES per trunk. If an entry is left zero, no call costing will be calculated for that particular DIAL PLAN.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select all

ACTION		DISPLAY
1.	Press TRSF 431 Display shows TRUNK NUMBER and COST RATE	[701] :12345678 CR :00000000
2.	Dial trunk number (e.g., 705) OR Press UP or DOWN to select TRUNK OR Press ANS/RLS for all Press right soft key to move cursor	[705] :12345678 CR :00000000
3.	Dial 1 or 0 to select the apply of each COST RATE.	[705] :12345678 CR :11000000
4.	Press TRSF to store and exit	

DEFAULT DATA: NO COST RATE ASSIGNED

RELATED ITEMS: MMC 110 STATION ON/OFF(CALL COST DISPLAY OPTION)
MMC 758 RATE CALCULATION TABLE
MMC 759 COSTING DIAL PLAN

MMC: 508 CALL COST

DESCRIPTION:

Allows the system administrator to set the Call Cost attributes generated by the system during a call. This information can be displayed on the keyset LCD during a call or as an SMDR record.

Attributes are as follows:

- 0 UNIT COST PER MP** When the system is installed to receive MP on a C.O. outgoing call, it is used for generating total call cost by multiplying it by the number of pulses. Allows a maximum value of 5000.
- 1 CALL COST RATE** This generates additional call cost calculated by multiplying this rate by the original call cost. Ranges from 100 through 250.

WARNING

Changing this value when there is a call in progress may result in an inaccurate call cost. This MPD facility requires the Metering Pulse Detection version of the trunk card. It is not available on the standard product.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC

ACTION	DISPLAY
1. Press TRSF 508 Display shows	UNIT COST PER MP 0200 CENT→
2. Dial 0 or 1 (e.g. 1) OR Press UP or DOWN key for selection and press RIGHT soft key to move cursor	CALL COST RATE 100% →
3. Enter new value (e.g. 110 for 110 percent) System returns to step 2	CALL COST RATE 110% →
4. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: **CALL COST RATE** **100 percent**

RELATED ITEMS: **MMC 110 Keyset On/Off**
 MMC 414 MPD/PRS Signal

MMC: 513 Hotel Timers

DESCRIPTION:

This MMC is where the check out time for guest rooms and the room clean timers are set. These are system wide timers that affects all rooms.

CHECK OUT TIME

If a room is occupied during the checkout time an additional days Room charge will be automatically added to the room bill. If a room is flagged as Occupied and HOLD then the additional days room charge will not be added. Setting a room status to hold is how a late check out can be performed.

ROOM CLEAN TIME

This is the time each day that the system will flag all occupied rooms as NEEDS CLEANING.

PROGRAM KEYS

KEYPAD

Used to enter selections

SPK

Used to store data and advance to next MMC

ACTION	DISPLAY
1. Press TRSF 513 Display shows	CHECK OUT TIME HH:MM : _ :
2. Select the timer using the VOL up and Down Keys	ROOM CLEAN TIME HH:MM : 11:00
3. Enter new time using above 24 hour clock System returns to step 3	ROOM CLEAN TIME HH:MM : 11:00
4. Verify time and Reenter if necessary Press Right soft key to go to step 2	ROOM CLEAN TIME HH:MM : <u>1</u> 1:00
5. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: none

RELATED ITEMS: NONE

MMC: 707 AUTHORIZATION CODE

DESCRIPTION:

Enables the authorization feature on a per-class of service selection. There are 250(In case of Compact-II(70Si): 100) available entries. This authorization code can also be used as a staff code. This code will be need during Log-in procedure of Hotel plus.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry

ACTION	DISPLAY
1. Press TRSF 707 Display shows	AUTHOR.CODE(001) CODE: COS: —
2. Dial code index number 1–250 (e.g., 005) OR Press UP or DOWN key to selected index number and press RIGHT soft key to move cursor	AUTHOR.CODE(005) CODE:_ COS: —
3. Enter authorization code (maximum four digits) via dial keypad (e.g., 1234) and press RIGHT soft key to move cursor	AUTHOR.CODE(005) CODE:1234 COS: —
4. Enter class of service number 01–30 (e.g., 05) OR Press UP or DOWN key to select COS and press RIGHT soft key to select and return to step 2	AUTHOR.CODE(005) CODE:1234 COS:05
5. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: None

RELATED ITEMS: MMC 305 Assign Forced Code

MMC :725 SMDR OPTIONS

DESCRIPTION:

This MMC allows administrator to select the information printed on the SMDR report. The following options may be selected to print on SMDR.

- | | | |
|-----|------------------|---|
| 0. | PAGE HEADER | Determines whether a page header prints at the top of each page. This would normally be turned off if SMDR is being sent to a call accounting machine. |
| 1. | LINE PER PAGE | Selects the length of each page to determine when to print the SMDR header. The number of lines is in the range 01–99. |
| 2. | INCOMING CALL | Determines whether incoming calls print on SMDR. |
| 3. | OUTGOING CALL | Determines whether outgoing calls print on SMDR. |
| 4. | AUTHORISE CODE | Determines whether authorization codes print on SMDR. |
| 5. | SMDR START TIME | Determines whether valid calls will include the minimum call time in total call duration. |
| 6. | IN/OUT GROUP | Allows a message, IN GROUP or OUT GROUP, to be printed in the Digits Dialed column each time a station enters or leaves a group. |
| 7.. | DND CALL | Allows a message, DND ON or DND OFF, to be printed in the Digits Dialed column each time a station enters or leaves DND. |
| 8. | WAKE-UP CALL | Determines whether stations receiving an alarm reminder call print on SMDR. |
| 9. | DIRECTORY NAME | Allows the system administrator to enter a 16-character name which will appear on the SMDR header. |
| 10. | CALLER ID DATA | Can be selected to print CLIP data received from the C.O. on incoming ISDN calls. This option requires the use of a 132-column printer or an 80-column printer set for condensed print. |
| 11. | ABANDON CALL | If this option is set to YES, unanswered calls will print on SMDR. |
| 12. | NO. OF DIAL MASK | Determines whether number of masked dial digits print on SMDR. |
| 13. | DID NUM/NAME | Determines whether DID number & name print on SMDR. |

The DIRECTORY NAME is written using the keypad. Each press of a key will select a character. Pressing the dial pad key will move the cursor to the next position. For example, if the directory name is "SAM SUNG," press the number "7" three times to get the letter "S." Now press the number "2" once to get the letter "A." Continue selecting characters from the table below to complete your message. Pressing the bottom left programmable key will change the letter from upper case to lower case.

NOTE: When the character you want appears on the same dial pad key as the previous character, press the UP key to move the cursor to the right.

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COUNT	1	2	3	4	5
DIAL 0	Q	Z	.)	0
DIAL 1	Space	?	,	!	1
DIAL 2	A	B	C	@	2
DIAL 3	D	E	F	#	3
DIAL 4	G	H	I	\$	4
DIAL 5	J	K	L	%	5
DIAL 6	M	N	O	^	6
DIAL 7	P	R	S	&	7
DIAL 8	T	U	V	*	8
DIAL 9	W	X	Y	(9
DIAL *	:	=	[]	*

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select all

ACTION	DISPLAY
1. Press TRSF 725 Display shows	PAGE HEADER PRINT:YES
2. Dial the option number (e.g., 15) OR Press UP or DOWN to select the option and press right soft key to move cursor	CALL UNIT PRINT:YES
3. Dial 1 for YES or 0 for NO OR Press UP or DOWN to select YES/NO and press right soft key to move cursor	CALL UNIT PRINT:NO
4. Press TRSF to store and exit	

DEFAULT DATA: ALL STATIONS TIME

RELATED ITEMS: MMC 431 TRUNK COST RATE
MMC 758 RATE CALCULATION TABLE
MMC 759 COSTING DIAL PLAN

MMC: 753 WARNING DESTINATION

DESCRIPTION:

This MMC provides an emergency destination for below conditions. The destination can be a station number or a group number.

VM warning

This MMC provides an emergency destination for calls destined for the Voice Mail card, if the Voice Mail Card is removed or is offline. In addition, any calls that are forwarded to the Voice Mail card will not forward, they will remain ringing at the "fwd from" station until answered.

PC Com. Error

The data communication between PC and Main Key system is blocked.

PMS Com. Error

This warning takes place when the PMS data buffer was spilt over because of long term "PC Com. Error". After this event, the spilt PMS data will not be sent to PC after the connection between PC and Main Key System become alive.

Hotel SMDR BUFFER FULL

This warning happens when the hotel's SMDR data buffer is not enough to save Hotel information". At this moment, Please check out the guest room intentionally to stop this event..

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry

ACTION		DISPLAY
1.	Press TRSF 753 Display shows default destined station INTERVAL DURATION	WARNING DEST DEST:500
2.	Dial station number (e.g., 213) OR Press UP or DOWN to scroll to number.	WARNING DEST DEST:213
3.	Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: Warning Destination = 500

RELATED ITEMS: MMC:500 (Alarm Reminder Retry Counter Option)

MMC: 758 RATE CALCULATION TABLE

DESCRIPTION:

The **RATE CALCULATION TABLE** is used to define the billing charges for each **COST RATE**. There are eight call costing rates. Each rate has the following data fields.

- FIRST INTERVAL DURATION:** This is the amount of time at the beginning of each call to which a fixed cost is applied. The range is from 0 to 999 seconds, for example, 180 seconds (three minutes).
- FIRST INTERVAL COST:** This is the dollar cost for the first interval duration. The range is from 0 to 999, for example, 345 (\$3.45).
- SECOND INTERVAL DURATION:** This is the amount of time for the duration of each billing increment after the first interval has expired. The range is from 0 to 999 seconds, for example, 006 seconds (six seconds).
- SECOND INTERVAL COST:** This is the dollar cost for each billing increment. The range is from 0 to 999, for example 100 (\$1.00).
- SURCHARGE:** This is a one time charge that is applied to the call over and above the time charges.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select all

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ACTION	DISPLAY
1. Press TRSF 758 Display shows COST RATE and FIRST INTERVAL DURATION	COST RATE (1) 1ST DUR:000 SEC
2. Dial COST RATE number (e.g., 3) OR Press UP or DOWN to select COST RATE Press right soft key to move cursor OR Press ANS/RLS for ALL	COST RATE (3) 1ST DUR:000 SEC
3. Enter FIRST INTERVAL DURATION in seconds, e.g., 060 (one minute) using the keypad and press UP to advance	COST RATE (3) 1ST DUR:060 SEC
4. Enter FIRST INTERVAL COST in cents, e.g., 125 (\$1.25) using the keypad and press UP to advance	COST RATE (3) 1ST COST:125
5. Enter SECOND INTERVAL DURATION in seconds, e.g., 006 (six seconds) using the keypad and press UP to advance	COST RATE (3) 2ND DUR:006 SEC
6. Enter SECOND INTERVAL COST in cents, e.g., 030 (\$0.30) using the keypad and press UP to advance	COST RATE (3) 2ND COST:030
7. Enter SURCHARGE in cents, e.g., 100 (\$1.00)	COST RATE (3) SURCHG :100
8. Press TRSF to store and exit	

DEFAULT DATA: ALL COST RATES NO DATA

RELATED ITEMS: MMC 110 STATION ON/OFF(CALL COST DISPLAY OPTION)

MMC 437 TRUNK COST RATE

MMC 759 COSTING DIAL PLAN

MMC: 759 COSTING DIAL PLAN

DESCRIPTION:

The COSTING DIAL PLAN is used to analyze the leading dialed digits of a dialed number and determine what DIAL PLAN it is to follow. Data entry for this program is in two fields: DIGITS and DIAL PLAN.

DIGITS: Up to 500 entries may be made. Each entry can be up to ten digits. These are the entries that will be searched to find a match with the digits dialed by the station making the call. This is a leading digits table and the system will look for the exact leading digits in the table that match the number dialed. For example, if a user dials 1305 and the COSTING DIAL PLAN contains 1, 1308 and 1312, the dialed digits will be matched to 1 because 1308 and 1312 do not form a complete match. When this table is created by the technician or when any new entries are added, the system automatically places all entries in numerical order.

No number conflicts (e.g., 142 and 1429) are allowed. Wild cards (X,Y,X) can be used to represent any digit. These wild cards are defined in MMC 704. When all entries are used, [LAST ENTRY] is displayed.

DIAL PLAN

This shows in the programming display as DIAL PLAN and represents a pattern (1–7, 8). This pattern is used by MMC 431 TRUNK COST RATE, to determine the correct billing according to MMC 758 RATE CALCULATION TABLE

EXAMPLES

When a station user dials a number, the system will search the COSTING DIAL PLAN to find a match. If 13056 is dialed and this MMC contains entries 1, 13, 1305 and 1401, 1305 is the closest match and this entry will be selected. If 1305 is dialed and this MMC contains entries 1, 13, 13056 and 1401, no action will be taken until the station user dials another digit. If the next digit is 6, the 13056 entry is the closest match and this entry will be selected, but if the next digit is anything other than 6, the 13 entry is the closest match.

Whenever a new entry is added, the system will sort all entries in numerical order because this is the logical order in which the system analyzes digits. Wild cards are checked after exact digits. If 1813 and 18XX are entered, the system will check 1813 first. If no match is found, it will check 18XX.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select all

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ACTION	DISPLAY
1. Press TRSF 759 Display shows	CALL COST (001) DIGIT:
2. Dial CALL COST entry (e.g., 005) OR Press UP or DOWN to select entry and press RIGHT soft key to move cursor	CALL COST (005) DIGIT: _
3. Enter digit string via the dial keypad and press RIGHT soft key	CALL COST (005) DIGIT:1305
4. Enter DIAL PLAN (1–8) Press LEFT soft key to return to step 3 or RIGHT soft key to go to step 2	CALL COST (005) DIAL PLAN:07
5. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: NONE

**RELATED ITEMS: MMC 110 STATION ON/OFF(CALL COST DISPLAY
OPTION)
MMC 431 TRUNK COST RATE
MMC 758 RATE CALCULATION TABLE**

MMC 760: ITEM COST TABLE

DESCRIPTION:

This MMC provides a means to assign a code to a billable item along with a 10 character name for the item. There are a maximum of 100 entries (00 to 99) in the table with item 00 reserved as the code for deposits, and items 89 to 99 are reserved for other PMS stream items. These item codes with the exception of codes 93 to 99 will appear on the guests bill at checkout and will serve to identify what each charge on the bill is for. The room bill, when printed will also show telephone calls with an item designation of TEL and the name field will show the number dialed. In addition to the name up to 8 of the tax codes or rates defined in MMC 761 can be applied to each item.

PRE DEFINED CODES

ITEM	DESCRIPTION	USE
00	Room Deposit	This is the code used for pre pay room deposits.
01	Phone Deposit	This is the code used for pre pay phone deposits
02 ~ 88		User Assignable Code
89	W/UP SET	A wake up call was set
90	W/UP ANS	A wake up call was answered
91	W/UP N/ANS	A wake up call was not answered
92	W/UP CANCL	A wake up call was cancelled
93	Check In	A guest has checked into a room
94	Check out	A guest has checked out of a room
95	Occupied	A room has been flagged as OCCUPIED
96	Available	A room has been flagged as AVAILABLE
97	Clean Room	A room has been flagged as NEEDS CLEANING
98	Fix Room	A room has been flagged as NEED MAINTENANCE
99	Hold	A room has been flagged as HOLD

Names for the items are written using the keypad. Each press of a key will select a character. Pressing the dial pad key will move the cursor to the next position. For example, if the directory name is "SAM SMITH," press the number "7" three times to get the letter "S." Now press the number "2" once to get the letter "A." Continue selecting characters from the table below to complete your message. Pressing the bottom left programmable key will change the letter from upper case to lower case.

NOTE: When the character you want appears on the same dial pad key as the previous character, press the UP key to move the cursor to the right.

COUNT	1	2	3	4	5
DIAL 0	Q	Z	.)	0
DIAL 1	space	?	,	!	1
DIAL 2	A	B	C	@	2
DIAL 3	D	E	F	#	3
DIAL 4	G	H	I	\$	4
DIAL 5	J	K	L	%	5
DIAL 6	M	N	O	^	6
DIAL 7	P	R	S	&	7
DIAL 8	T	U	V	*	8

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DIAL 9	W	X	Y	(9
DIAL *	:	=	[]	*

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry

ACTION	DISPLAY
1. Press TRSF 760 Display shows	ITEM CODE (00) NAME:RM Deposit
2. Enter valid code number, e.g., 05, via dial key pad OR Press UP or DOWN key to make selection and press RIGHT soft key to move cursor	ITEM CODE (05) NAME:
3. Enter in item name (e.g. ROOM COST) via key pad using the method described above	ITEM CODE (05) NAME:ROOM COST
4. Press RIGHT soft key to move cursor to tax entry step	ITEM CODE (05) TAXES:00000000
5. Enter in the tax rates in MMC 760 that apply to this item and press RIGHT soft key to return to step 2	ITEM CODE (05) TAXES:11000000
6. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: NO ENTRIES

**RELATED ITEMS: MMC 221 TELEPHONE TYPE
MMC 761 TAX RATES**

MMC: 761 TAX RATE SETUP

DESCRIPTION:

This MMC allows the technician to set up the 8 tax rates used in MMC 760. Each tax rate may be defined as a fixed dollar value or as a percentage of the item cost. In addition a 10 character name may be used to define the reason for the tax. The Various option are further detailed below.

TAX RATE	This is the number assigned to this tax rate. The tax rates are numbered 1 to 8 to match the rate field in MMC 760 counting from left to right.
TYPE	This is the type of tax and defines if the VALUE is applied as a percentage (%) of the cost of an item or is added as a fixed dollar value (\$) to an item.
VALUE	This is the actual tax rate that will be applied to the item cost.
NAME	This is a 10 character name that will be displayed on the room bill alongside the tax.

Names are written using the keypad. Each press of a key will select a character. Pressing the dial pad key will move the cursor to the next position. For example, if the directory name is "SAM SMITH," press the number "7" three times to get the letter "S." Now press the number "2" once to get the letter "A." Continue selecting characters from the table below to complete your message. Pressing the bottom left programmable key will change the letter from upper case to lower case.

NOTE: When the character you want appears on the same dial pad key as the previous character, press the UP key to move the cursor to the right.

COUNT	1	2	3	4	5
DIAL 0	Q	Z	.)	0
DIAL 1	space	?	,	!	1
DIAL 2	A	B	C	@	2
DIAL 3	D	E	F	#	3
DIAL 4	G	H	I	\$	4
DIAL 5	J	K	L	%	5
DIAL 6	M	N	O	^	6
DIAL 7	P	R	S	&	7
DIAL 8	T	U	V	*	8
DIAL 9	W	X	Y	(9
DIAL *	:	=	[]	*

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry

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ACTION	DISPLAY
1. Press TRSF 761 Display shows	TAX RATE (1) TYPE:% VAL:00.00
2. Enter valid tax number, e.g., 5, via dial key pad OR Press UP or DOWN key to make selection and press RIGHT soft key to move cursor	TAX RATE (5) TYPE:% VAL:00.00
3. Dial 0 for % or 1 for \$ (e.g. 1) OR Press UP or DOWN key to make selection press RIGHT soft key to move cursor	TAX RATE (5) TYPE:\$ VAL:00.00
4. Enter in the tax rate via dial key pad OR Press UP or DOWN key to make selection If valid entry, system advances cursor	TAX RATE (5) TYPE:\$ VAL:01.25
5. Enter name using above table and press RIGHT soft key to return to step 2	TAX RATE (5) NAME:MIA BED
6. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: All rates are %

RELATED ITEMS: MMC 760 ITEM COST

MMC :762 ROOM COST RATE

DESCRIPTION:

This MMC allows the technician to set up the cost rates according to week. Each room cost Rate can be assigned with the percentage of the room cost from Sunday to Saturday.

EXAMPLE

If you set SUN: 150 %, 1. MON: 100 %, 2.TUE : 090 % ...

If you set \$100 for the room cost in CHECK-IN procedure under above condition.

The real room cost will be \$150 on Sunday and \$90 on Tuesday.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear previous entry

ACTION	DISPLAY
1. Press TRSF 762 Display shows	RM COST RAT(SUN) 150%:
2. Dial day number(0-6, e.g., 2) OR Press UP or DOWN key to select day and press RIGHT soft key to move cursor	RM COST RAT(TUE) 100%:
3. Enter room cost rate(001-999,e.g. 090)	RM COST RAT(TUE) 100%:090
4. Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: All rates are 100%

RELATED ITEMS: MMC 760 ITEM COST

MMC: 804 SYSTEM I/O PARAMETER

DESCRIPTION:

Provides a means of assigning a system I/O port for use with one of the service types detailed below. These I/O ports are actually the Data Rate Adapter chips located on the ROM card. The ROM 1 card has one DRA and therefore can only select from the list of options for port 1. The ROM 2 card has two DRAs and can access both lists of options. It should be noted that the default assignments are for the first port to be assigned to the first SIM for use with PCMMC and are for the second port to be assigned to SIM 2 for use with HMMC to operate Hotel Plus. It should also be noted that both system I/O ports cannot be assigned with the same service type option. The SIM PAIR prompt is not provided when PCMMC is selected in the port use.

And default service type of second port is assigned to HMMC SERVICE. If you want to use HOTEL feature, assign the PAIR port for HMMC SERVICE first. Only SIM2 station number can be assigned to PAIR port for HMMC SERVICE.

PARAMETER OPTIONS

Dial	Service	Type of Service
Dial 0	Service	Speed
Dial 1	Baud Rate	Character Length
Dial 2	Char Length	Parity Bit
Dial 3	Parity	Stop Bit
Dial 4	Stop Bit	Number of Retries
Dial 5	Retry Count	Message Wait Time
Dial 6	Wait Time	Station Number Connected to SIM or SIM2
Dial 7	SIM Pair	

SERVICE TYPE

Dial	PORT 1
Dial 00	PCMMC
Dial 01	SMDR
Dial 02	UCD REPT
Dial 03	UCD/SMDR
Dial 04	CTI
Dial 05	CTI/SMDR
Dial 08	VM TRACE
Dial 09	HM REPT
Dial 10	PMS
Dial 11	PMS SMDR
Dial 12	H-MMC
Dial 13	NOT USED

PORT 2

Dial	PORT 2
Dial 00	SMDR
Dial 01	UCD REPT
Dial 02	UCD/SMDR
Dial 03	CTI
Dial 04	CTI/SMDR
Dial 05	VM TRACE
Dial 06	HM REPT
Dial 07	PMS
Dial 08	PMS SMDR
Dial 09	H-MMC
Dial 10	NOT USED

BAUD (SPEED)

Dial 0	1200 bps
Dial 1	2400 bps
Dial 2	4800 bps
Dial 3	9600 bps
Dial 4	19200 bps

CHARACTER LENGTH

Dial 7	7 bits
Dial 8	8 bits

PARITY

Dial 0	None
Dial 1	Odd
Dial 2	Even

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STOP BIT

Dial 1 1 bit
Dial 2 2 bit

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPK	Used to store data and advance to next MMC
HOLD	Used to clear entry (when valid)

ACTION		DISPLAY
1.	Press TRSF 804 Display shows	SYS I/O PORT :1 SERVICE:PCMMC
2.	Enter desired port via dial keypad (e.g., 2) OR Press UP or DOWN key to make selection Press RIGHT soft key to move cursor	SYS I/O PORT :2 SERVICE:H-MMC
3.	Enter parameter desired via dial keypad (e.g., 7) from the above option list OR Press UP or DOWN key to make selection Press RIGHT soft key to move cursor	SYS I/O PORT :2 SIM PAIR :NONE
4.	Enter station number of desired SIM(SIM2 for HMMC, SIM for Others) via dial keypad (e.g., 2902) OR Press UP or DOWN key to display SIM or SIM2 station Number. Press RIGHT soft key to return to step 2	SYS I/O PORT :2 SIM PAIR :2902
5.	Press TRSF to store and exit OR Press SPK to store and advance to next MMC	

DEFAULT DATA: SERVICE

PORT 1	PCMMC
PORT 2	H-MMC
BAUD RATE	9600 BPS
CHAR LENGTH	8 BITS
PARITY	NONE
RETRY COUNT	03
STOP BIT	1 BIT
WAIT TIME	200 MSEC

RELATED ITEMS:MMC 311 ASSIGN SIM PARAMETER (DCS only)