ARIA HOSPITALITY
ROOM ATTENDANT USER GUIDE

The room status feature serves to assist the attendant to ensure that a room is clean for check-in

Room (maid) status will be one of the following:
1. DIRTY = Room to be cleaned
2. CLEAN = Room ready for Guest

When a guest is checked-out the status of the room is registered as 'DIRTY'. The room attendant then prepares the room for the next guest, enters the relevant code (as described below), the status of the room is changed to 'CLEAN'

TO REGISTER 'CLEAN'	• Press **[*] [3]** • Confirmation tone is heard • Dial **[7] [8]** or **[TRANS/PGM] [7] [8]** • Confirmation tone is heard
TO REGISTER 'DIRTY'	• Press **[*] [3]** • Confirmation tone is heard • Dial **[7] [9]** or **[TRANS/PGM] [7] [9]** • Confirmation tone is heard

The status of the room can be changed directly from the room extension or from the front desk. This user guide assumes that industry Standard Telephone is used for guest rooms

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SERVICE KEYSTATION USER GUIDE

Service stations are keystations that are generally used by hotel staff and reside in areas such as Bar, Restaurant, Concierge, Laundry etc. Special Guest features accessible from the service station include direct entry of hotel services, product charge to Guests account and Guest call services

TO REGISTER COST AT SERVICE STATION	• Press **[TRANS/PGM]** • Dial **[7] [1]** • Dial Room Number to be charged • Dial Product Code **[00 - 99]** • Dial **[Product Cost]** • Press **[SPEED]** (eg service costs $4.75, press 475, then Speed button) • Press **[HOLD/SAVE]** • Confirmation tone is heard
TO ENABLE A ONE TIME GUEST EXTERNAL CALL FROM SERVICE STATION	Contact Reception • Dial **[0]** • Provide attendant with the necessary details to effect the guests call

Note:
• Guests can call Service Stations even where the guest's extension has been barred to all other calls
• Guests can make an external call from a Service Station and charge it back to their room; this feature must be activated from the attendant station

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