ARIA HOSPITALITY FRONT DESK QUICK REFERENCE GUIDE

CHECK-IN/CHANGE ROOM STATUS

- Press **[TRANS/PGM]** button
- Dial **[1] [0]**
- Enter room number **[1-9999]** or
- Press **{DSS}** key(s) assigned to room number(s)
- Press **[SPEED]** button
- Dial Check-In function

    [1] Register/Change guest name screen (12 character-see character set). Press **[SPEED]**
    [2] Change COS
    [3] Register/Change Wake-Up Time
    [4] Set ICM Enable/Disable
    [5] Set Room to Room Call Group
    [6] Register/Change Authorisation Code
    [7] Register/Change Prepaid Money
    [8] Register/Change Call Charge Rate

- Press **[HOLD/SAVE]** button

CHECK-OUT WITH PAYMENT METHOD

- Press **[TRANS/PGM]** button
- Dial **[1] [1]**
- Enter room number **[1-9999]** or
- Press **{DSS}** key(s) assigned to room number(s)
- Press **[SPEED]** + **[BIN] [#]** (0-9) for designated payment method
- Press **[HOLD/SAVE]** button

CHECK-OUT WITH OUT PAYMENT METHOD

- Press **[TRANS/PGM]** button
- Dial **[1] [1]**
- Enter room number **[1-9999]** or
- Press **{DSS}** key(s) assigned to room number(s)
- Press **[HOLD/SAVE]** button

ENABLE ONE TIME EXTERNAL CALL

- Press **[TRANS/PGM]** button
- Dial **[1] [8]**
- Dial service station or room where call is to be made
- Dial number of room to be charged for call
- Press **[HOLD/SAVE]** button

GUEST TO GUEST CALL ENABLE/DISABLE

- Press **[TRANS/PGM]** button
  Dial **[1] [4]** to enable or
  Dial **[1] [5]** to disable
- Enter room range **[1-9999]**
- Press **[HOLD/SAVE]** button

REGISTER/CLEAR ROOM TO ROOM CALL GROUP

- Press **[TRANS/PGM]** button
- Dial **[1] [6]** to register or
  Dial **[1] [7]** to clear
- Enter room call group number **[01-99]**
- Enter room range **[1-9999]**
- Press **[HOLD/SAVE]** button

ROOM CHARGE DISPLAY

- Press **[TRANS/PGM]** button
- Dial **[1] [2]**
- Enter room number **[1 -9999]**
- Detailed room charge is displayed
- Press **[#]** to print detailed room charge via printer
- Press **[HOLD/SAVE]** button

ROOM STATUS REPORT

- Press **[TRANS/PGM]** button
- Dial **[1] [3]**
- Enter room number **[1-9999]**
- Press **[HOLD/SAVE]** button
- Room status report is printed via printer

WAKE UP CALLS

To set Wake-Up call

- Press **[TRANS/PGM]** button
- Dial **[4] [1]**
- Hear confirmation tone
- Enter room number **[1-9999]**
- Enter Wake-Up time 24 hour **[HH:MM]***
- Press **[HOLD/SAVE]** button
- Hear Confirmation tone

  * To set a permanent Wake-Up call (ie to ring at the same time daily) press **[#]** after entering the Wake-Up time

To cancel Wake-Up call

- Press **[TRANS/PGM]** button
- Dial **[4] [2]**
- Hear confirmation tone
- Enter room number **[1-9999]**
- Press **[HOLD/SAVE]** button
- Hear Confirmation tone

MESSAGE AT RECEPTION FOR GUEST

- Dial room number **[1-9999]**
- Press **[CALL-BACK]**
- Hear Confirmation tone
- Hang-Up

TO REGISTER 'CLEAN'

- Press **[TRANS/PGM]** button
- Dial **[7] [8]**
- Hear Confirmation tone
- Enter room number **[1-9999]** or
- Press **{DSS}** key(s) assigned to room number(s)
- Hear Confirmation tone
- Press **[HOLD/SAVE]** button
- Hear Confirmation tone