

OFF HOOK WARNING TONE

A howling tone sounds to signal a telephone which has been left in an off-hook state.

- To remove the howler tone, please hang up the telephone

If your telephone does not have a **RECALL** button, you may still effect this feature by quickly and briefly depressing and releasing the switch hook. If you require assistance, please contact Reception

- Lift Handset
- Dial **[*] [3]**
- Hear confirmation tone
- Dial **[4] [2]** or **[TRANS/PGM] [4] [2]**
- Press **[RECALL]** button or **[HOLD/SAVE]** button
- Hear confirmation tone
- Press **[RECALL]** button or **[HOLD/SAVE]** button
- Hear confirmation tone
- Hang up

- Lift Handset
- Dial **[*] [3]**
- Hear confirmation tone
- Dial **[4] [1]** or **[TRANS/PGM] [4] [1]**
- Enter Wake-Up time **[HH:MM]**
- Hear confirmation tone
- Press **[RECALL]** button or **[HOLD/SAVE]** button
- Hear confirmation tone
- 10:00PM = 2200 hours
- eg 7:30AM = 0730 hours
- (HH:MM = 24 hour format-ring)

- Lift Handset
- Dial **[0]**
- Provide Wake-Up details to attendant

To Cancel/Change Wake-Up Time

These instructions enable the setting of a once off Wake-Up time. You can set a permanent Wake-Up call (ie to ring at the same time daily until cancelled), simply by entering a **[#]** after entering the Wake-Up time

Note: If the Wake-Up call is set from your room phone, failure to answer the Wake-Up call will not trigger an alarm at Reception

To set a Wake-Up call from Reception

Your phone can be programmed to ring for Wake-Up or reminder purposes. This facility can be enabled by either keying a simple code from your phone or on your behalf by Reception. The telephone will ring 30 seconds ON and 90 seconds OFF for a maximum of 3 times. If Wake-Up call is not answered, the Wake-Up fall alarm will be sent to Reception.

SETTING WAKE-UP TIME

ARIA HOSPITALITY GUEST EXTENSION USER GUIDE

For your convenience we have installed the latest in telephone system technology offering flexibility and ease of use

ENQUIRIES

If you have any queries regarding the use of your telephone or any of our hotel services please do not hesitate to call Reception

- Lift Handset
- Dial **[0]**

SERVICE DIALLING EXTENSIONS

Reception

Dial	[]	[]	[]
Dial	[]	[]	[]
Dial	[]	[]	[]
Dial	[]	[]	[]

Enables key (dial) access to hotel facilities

TO DIAL SERVICE CODE

- Lift Handset
- Dial Required service (eg Reception Dial **[0]**)

INCOMING CALL

- When you have a call your telephone will ring
- To answer the call lift Handset

CALLING ANOTHER GUEST

- Lift Handset
- Listen for dial tone
- Listen for dial tone
- Dial **[Room Number]**
- Listen for ring tone and await answer

PLACING AN OUTSIDE CALL

- Lift Handset
- Dial **[9]**
- Listen for external dial tone
- Dial desired telephone number

Direct messaging

Your Hotel has installed a voice messaging card (Where indicated by a Check in the above box). This feature enables your callers to leave messages directly on your telephone. To activate this feature you begin by recording a greeting

1. To Record a Personal Greeting

A new greeting needs to be recorded every time the Direct Message feature is activated. The greeting will be heard by callers to your room, until cancelled

- Lift Handset
- Dial **[4] [0] [4]**
- System will prompt you **“Record Your Greeting”**
- Leave short greeting
- Hang up

Your phone will be transferred automatically to Voice Messaging, ready for receiving messages – the system will continue taking messages until cancelled

2. To Collect Messages

Once your message has been heard, it will be deleted automatically. You cannot retrieve a message once it has been deleted

Messages have been received – as indicated by the lit message wait lamp:

- Lift Handset
- Dial **[5] [7]**
- You will automatically receive one message at a time from the voice messaging service
- Hang up
- Repeat process to retrieve other message(s)

3. To Cancel Direct Messaging

- Lift Handset
- Dial **[4] [0] [5]**
- Hear confirmation tone
- Hang up
- All calls will now be directed to your room telephone

DO NOT DISTURB (DND)

If you do not wish to be disturbed, you can place your phone in do-not disturb mode. Arrange with Reception previously if you wish messages to be taken on your behalf

To set Do Not Disturb

- Lift Handset
- Dial **[5] [3]**
- Hear confirmation tone
- Hang up

To cancel Do Not Disturb (DND)

- Lift Handset
- Dial **[5] [3]**
- Hear confirmation tone and hang up

TRANSFERRING (RETURNING) CALL BACK TO RECEPTION

- While connected to an outside caller.
- Press **[RECALL]** button or **[TRANS/PGM]** button
- Dial **[0]**
- Announce the call when Reception answers
- Hang-up to complete transfer

* If your telephone does not have a **RECALL** button, you can still effect this feature by quickly and briefly depressing and releasing the switch hook, if you require assistance, please contact Reception

TRANSFERRING A CALL

Note: This feature may not be accessible from your telephone, if you experience any difficulties please call Reception

- While connected to an outside line,
- Press **[RECALL]** button or **[TRANS/PGM]** button
- Dial desired number
- Hang-up to complete transfer

* If your telephone does not have a **RECALL** button, you can still effect this feature by quickly and briefly depressing and releasing the switch hook, if you require assistance, please contact Reception

LAST NUMBER REDIAL

- To call last number dialled
- Lift Handset
 - Dial **[5] [2]**
 - Last telephone number called will be redialled

TO CHECK YOUR CURRENT ACCOUNT BALANCE

Reception can provide you with detailed information of your current balance on itemised purchases for telephone calls, bar charges etc

- Lift Handset
- Dial **[0]** (Reception)

TO MAKE CALL FROM ANOTHER GUEST ROOM AND CHARGE TO YOUR ROOM ACCOUNT

- Lift Handset
- Dial **[0]** (Reception)
- Reception will advise you when the feature has been activated and telephone is ready for call

MESSAGE AT RECEPTION

- Messages have been received at Reception as indicated by lit message wait lamp
- Dial **[5] [7]**