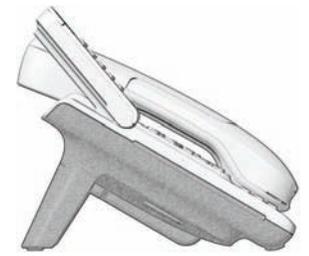




Business  
Services

# User's manual Reception terminal



# How to use this guide ?

## How to use this guide

### • Actions

-  Lift the receiver.
-  Hang up.

### • Keypad

-  Numeric keypad.
-  Alphabetic keypad.
-  Specific key on numeric keypad.

### • Navigator

-  Move the navigation key up, down, to the left or to the right.
-  To go back one level (press and release) or to return to the welcome page (press and hold); during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.

### • Display and display keys

-  Partial view of display.
-  Display key.

### • Audio keys

-  Loudspeaker, hands free.
-  Adjustment "reduce".
-  Adjustment "increase".

### • Programmable keys and icons

-  Line key.
-  Icon corresponding to key.

### • Other fixed keys

-  Fixed key.
-  MENU key.
-  Voice mail access key.

These symbols can be supplemented by small icons or text.

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# Getting to know your telephone



## ■ Audio keys

-  **Hang-up key:** to terminate a call.
-  **Hands-free/Loudspeaker Key:** to make or answer a call without lifting the receiver.
  - Lit in hands-free mode or headset mode (short press).
  - Flashing in loudspeaker mode (long press).
-  **Intercom/Mute key**
  - During a conversation: press this key so that your correspondent can no longer hear you.
  - Terminal idle: press this key to answer calls automatically without picking up the receiver.
-  **To adjust the loudspeaker or handset volume up or down**

## ■ Room terminal icons

	1st segment	2nd segment	3rd segment
			
	Room free	Terminal free	Room cleaned
	Wake-up alarm problem	Terminal ringing*	Room problem

## ■ Display and display keys

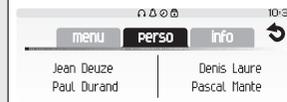
Contains several lines and pages providing information on calls and the functions accessible via the 10 keys associated with the words on the screen.

-  **Transfer icon:** pressing the key next to this icon allows you to program or change the transfer function.
-  **Headset connected.**
-  **Silent mode activated.**
-  **Appointment programmed.**
-  **Telephone locked.**
-  **Display keys:** pressing a display key activates the function shown associated with it on the screen.

## ■ Navigation

-  **OK key:** used to validate your choices and options while programming or configuring.
-  **Left-right navigator:** used to move from one page to another.
-  **Up-down navigator:** used to scroll through the content of a page.
-  **Back/Exit key:** to return to previous menu (short press) or return to first screen (long press); during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

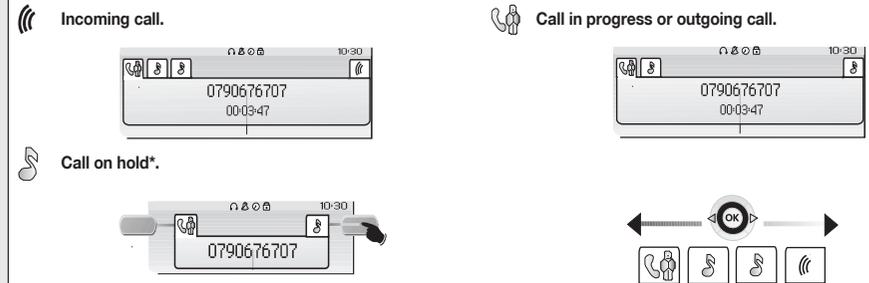
## ■ Welcome screens



**Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen.  
**Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys.

**Info page:** contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

## ■ Call display



If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call. **Left-right navigator:** used to check calls. **OK key:** used to answer the call checked.

## ■ Function keys and programmable keys

-  **Guide key:** used to obtain information on functions of the 'menu' page and to program key of the 'perso' page.
  -  **Messaging key to access various mail services:** if the key flashes, a new voice message or a new text message has been received.
  -  **'Redial' key:** to access the 'Redial' function.
  -  **Programmable key (F1 and F2 keys):** lit when the function associated with the key is activated.
- Some other keys have been programmed by your technician for your own convenience:
-  Key must be programmed by your technician to access a service.

### 1.1 Registering a client when he checks-in.

- When a client arrives, select a free and cleaned room:



#### According to the sequence of screens, you must:

- 1) Enter the "empty" fields (client name, for example).
- 2) Modify the fields which do not correspond to the default values (language, for example).
- 3) Validate all the check-in screens as you go along.

The validation (OK key) of the last screen quits the CHECK-IN; the room is then considered occupied, a "Client Information Ticket" is printed automatically.

Access to the Hotel function is via an 'Hotel' programmed key. This key can be a key on the 'Perso' page, the 'F1' or 'F2' key, or a key on an additional module

- The following screens correspond to the check-in (a maximum of six from eight):

- Deposit:
  - A prepayment (metering credit) is proposed by default.
  - You can modify the amount or select "NoPrep" (no prepayment).

*The client prepayment amount is converted into a number of metering impulses (metering credit). When his credit runs out, an audio signal warns the customer that:*

- his call is about to be cut off,
- he cannot make any more outside calls,
- he is requested to make a further prepayment.

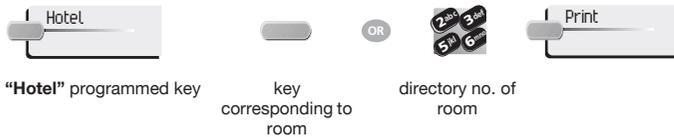
- Guest's name:
  - Enter the client's name (8 characters max.).
- Wake-up time:
  - A wake-up alarm time is proposed by default.
  - You can modify the time or select "Clear" (no wake-up alarm).
- DND:
  - Activate (DND) or deactivate (dnd) the "do not disturb" feature.
- Language:
  - Select the client's language from the possibilities offered.
  - Note: the language is automatically assigned to the client voice mail box and terminal (if it has a display).
- DDI number:
  - The client is automatically assigned a DDI no.
  - Select "Choice" to assign another and then pass it on to the client.
- Outside calls (Barring):
  - The client's line is barred by default for international calls.
  - Select "Choice" to modify the terminal's barring.
- Room password:
  - The client is automatically assigned a password.
  - Select "Choice" to assign another and then pass it on to the client.

## You can consult and modify client data (room taken):

After selecting the room (see below), the first line of each screen shows the data for the client occupying this room:

- the client's name,
- the client's language,
- the client's wake-up alarm time (if programmed) and the indication of a possible problem with the wake-up alarm,
- the status of the DND (do not disturb) feature,
- the status of his prepayment the signs + for "credit" and - for "debit") and the currency used,
- the segment  lit or unlit representing the status of the client's message service (text mail, voice mail, and call-back request from reception),
- the directory number of the room.

### 2.1 Printing a client information ticket

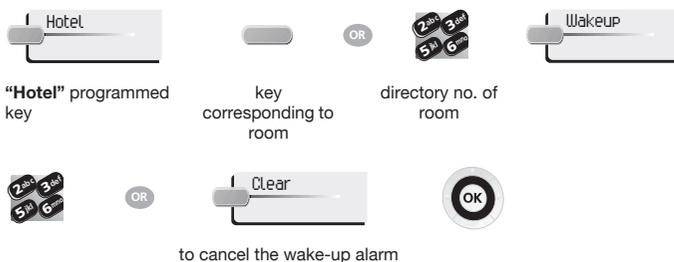


#### The information ticket indicates:

- the client's name,
- the room no.
- the language,
- the password,
- the DDI no.
- the terminal barring,
- the global total of the client's deposit (metering credit),
- the total remaining to be paid by the client (debit) or to be reimbursed by the hotel (credit); total deposit made minus the cost of communications,
- the rate of VAT and the total amount of VAT corresponding to the cost of communications,
- the number of communications made,
- the status of the DND feature (active or inactive),
- the status of the client's message service (messages present or not: text, voice and call-back requests from reception).

### 2.2 Wake-up

#### This feature is used to modify the time of the client's wake-up alarm:



#### Consultation of the alarm status

Several choices are possible.

#### Left segment of the room key:

The flashing status of a room key informs you that there is a problem with the wake-up alarm.



#### Room consultation screen:

The room consultation screen shows if there is a wake-up alarm time programmed and if there is a problem with the wake-up alarm.

Example:

07:30 wake-up alarm time programmed, wake-up alarm active  
if the ":" (colon) flashes  
07:30 wake-up alarm time programmed, wake-up alarm  
deactivated if no characters flash  
- - - - No wake-up alarm time programmed, and a problem with  
the wake-up alarm if all of the segments flash  
07:30 No wake-up alarm time programmed, and a problem with  
the wake-up alarm if all of the characters flash

#### Wake-up alarm status:

Press WAKE-UP; the status of the wake-up alarm will be one of the following:

**Active:** the wake-up alarm is activated,

**Inactive:** the wake-up alarm is deactivated,

**Busy:** problem, the terminal was busy during the three attempts,

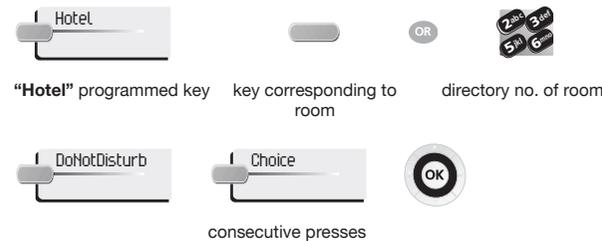
**Unanswered:** problem, the terminal was not answered during the three attempts,

**Inaccessible:** problem, the terminal was inaccessible during the three attempts.

*In the case of a wake-up problem, the system alerts reception by sending a message and a ringing tone to the terminal which is repeated approximately every 30 seconds*

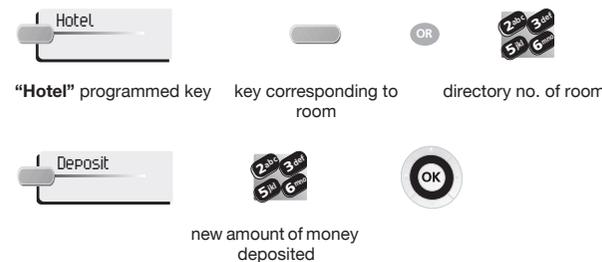
### 2.3 Do not disturb

#### This feature is used to modify the status of the client's DND (do not disturb) feature (active or inactive):



### 2.4 Metering credit

#### This feature is used to modify the amount of a client's metering credit:



The system recalculates the global total of the client's deposit and the balance.

## 2.5 Check-out



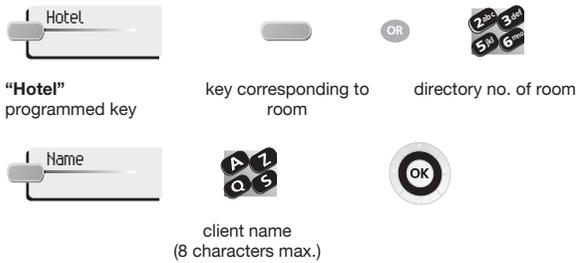
“Hotel” programmed key      key corresponding to room      OR      directory no. of room



Refer to the chapter about this feature (client check-out).

## 2.6 Client name

• This feature is used to modify the client’s name:

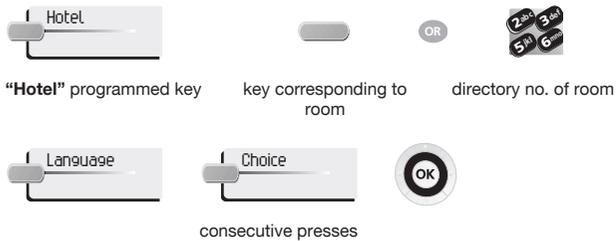


“Hotel” programmed key      key corresponding to room      OR      directory no. of room

client name  
(8 characters max.)

## 2.7 language

• This feature is used to modify the language of the client:

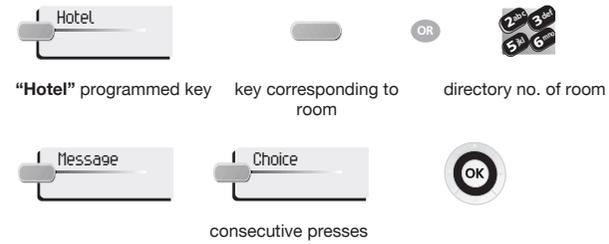


“Hotel” programmed key      key corresponding to room      OR      directory no. of room

consecutive presses

## 2.8 Message service

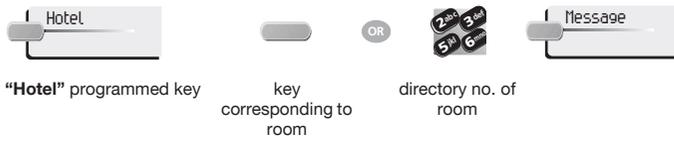
• Call-back request:  
this feature is used to leave the client a call-back request (terminal message LED activated).



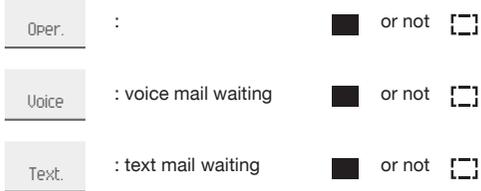
“Hotel” programmed key      key corresponding to room      OR      directory no. of room

consecutive presses

- **Reading the type of message left:**  
this feature is used to find out what type of message (voice or text message) has been left for the client.

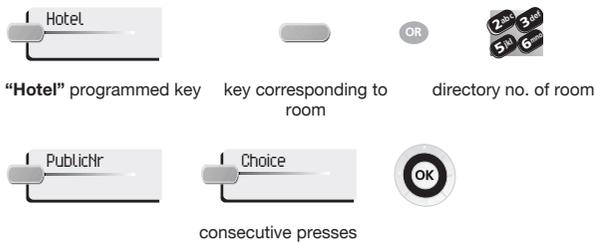


- **The screen displays one of the following labels:**



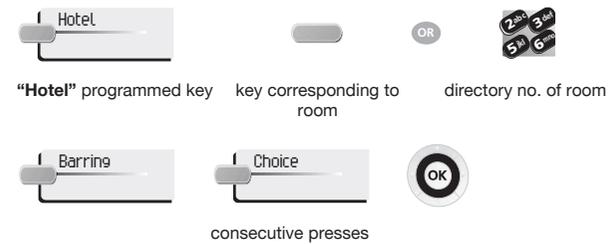
## 2.9 Public number (DDI)

- **This feature is used to assign another DDI no. to the client:**



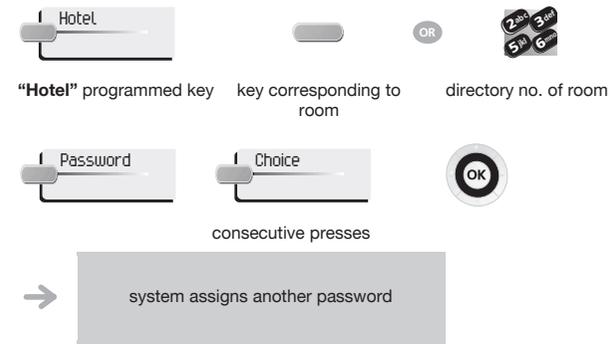
## 2.10 Barring

- **This feature is used to modify call barring (international, national, local or prohibited calls) on the client’s terminal:**



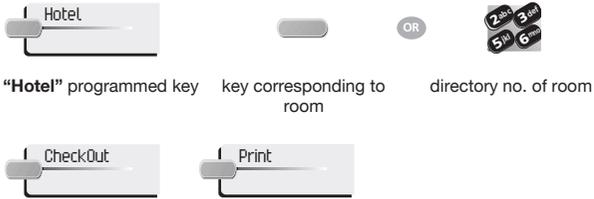
## 2.11 Personal code

- **This feature is used to modify the password assigned to a client:**



- **The client can use his password to:**
  - lock his terminal (prohibit external calls),
  - establish communications with protected account codes (using substitution or not),
  - access his voice mail box remotely.

### 3.1 Printing a telephone bill



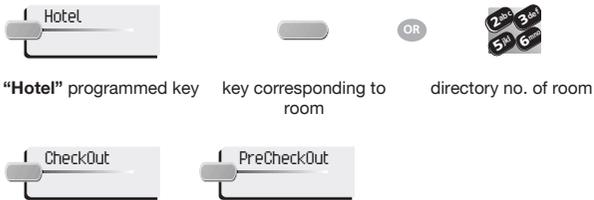
"Hotel" programmed key    key corresponding to room    OR    directory no. of room

#### • The bill indicates:

- the client's name,
- the room no.,
- the global total of the client's deposit (metering credit),
- the number of communications made,
- the total cost of communications.

### 3.2 Pre check-out

- This enables the client, before an early morning departure for example, to settle his telephone bill the day before (no more external calls possible) whilst still keeping all the features programmed on his terminal (wake-up alarm, messages, DDI no., DND, etc.):



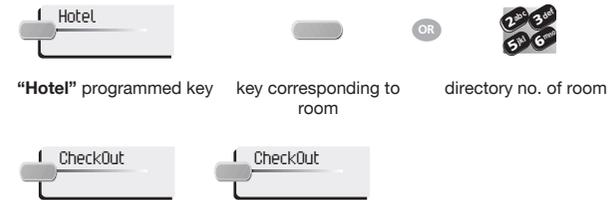
"Hotel" programmed key    key corresponding to room    OR    directory no. of room



*The pre check-out erases the client's "remainder to pay"*

### 3.3 Check-out

- This enables reception to free the room:



"Hotel" programmed key    key corresponding to room    OR    directory no. of room

The room parameters are rebooted.  
The telephone bill is printed automatically.

- The result of a pre check-out/check-out on room parameters are:

	PRE CHECK-OUT	
Wake-up	/	Cancelled
message	/	Kept for 1 hour
DND:	/	Cancelled
divert	/	Cancelled
DDI allocation	/	Number assigned to operator
Barring	No external call	No external call
Room status	/	Free/ Not cleaned
personal code	/	Cancelled
Name	/	Room number
Remainder to pay	Deleted	Deleted

Table analysis:

- /: this symbol indicates that the status remains unchanged.
- **No external call:** new barring on the room's terminal
- **Remainder to pay:** the total remaining to be paid by the client (debit) or to be reimbursed by the hotel (credit), total deposit made minus the cost of communications, is deleted.
- **Kept for 1 hour:** unheard messages are kept for 1 hour.  
Check-in resets the voice mail box.
- **Free/not cleaned:** the room assumes the "free" and "not cleaned" status.
- **Room no.:** the name of the client is replaced by the room number (the directory is updated).

Note: the wake-up alarm, DND and Barring features return to their default configuration at the time of the next check-in.

The customisation functions are used to define the default values of the different application screens.

#### 4.1 Wake-up

- This feature is used to define (or not) a wake-up alarm time by default:



“Hotel” programmed key



to delete default time

#### 4.2 DDI allocation

- This feature is used to assign (or not) a DDI no. by default:



“Hotel” programmed key

consecutive presses

#### 4.3 language

- This feature is used to select a language by default:



“Hotel” programmed key

consecutive presses



*The language is automatically assigned to the client's voice mail box and terminal*

#### 4.4 Metering credit

- This feature is used to activate (or deactivate) the “prepayment request” menu (metering credit) and to enter an amount corresponding to a prepayment by default:



“Hotel” programmed key

amount



to delete menu

#### 4.5 Barring

- This feature is used to define a room's terminal barring by default (international, national, local or prohibited calls):



“Hotel” programmed key

consecutive presses

#### 4.6 Currency

- This feature is used to enter the currency of the country:



“Hotel” programmed key

#### 4.7 Do not disturb

- This is used to activate (or deactivate) the DND feature by default:



“Hotel” programmed key

consecutive presses

#### 4.8 Taxation parameter



“Hotel” programmed key

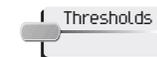


- **Cost 1, cost 2, cost 3:** enter the 3 basic tax values.



- **OVLoad:** enter the additional cost assigned to the communications made by reception and transferred to room terminals and “public phones”.

- **Threshold 1, threshold 2:** enter the 2 thresholds for the 2nd and 3rd basic tax value.



- **Beep:** metering credit threshold which causes a beep for each credit received.

## 4.9 Exit time

- The reception terminal automatically exits the Hotel application and switches to standby if no operation is carried out for a programmed length of time:



“Hotel” programmed key



time (in minutes)

## 4.10 VAT rate

- This feature is used to enter the country’s VAT rate:



“Hotel” programmed key



VAT rate

## 4.11 Client record screens

- This feature is used to programme the order in which the six consultation screens most frequently used during check-in appear (maximum of six from eight).

Note: the consultation screens not selected remain available until the end of check-in.



“Hotel” programmed key



to move to field to be modified

- Your different default customisations appear in the table below.

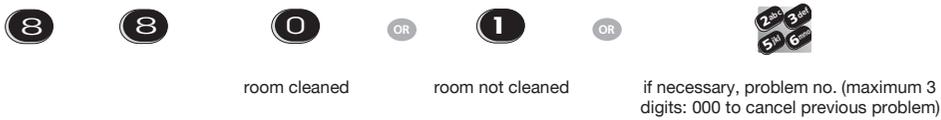
FUNCTION		YOUR CUSTOMISATION
Name:		
Passwd:		
Language:		
Credit::		
Barring:		
Currency:		
DND:		
Exit:		
VAT:		
Taxation:	Cost 1	
	Cost 2	
	Cost 3	
	Additional cost	
	Threshold 1	
	Threshold 2	
	Beep	
Check-in:;		

The room status feature makes it possible:

- For housekeeping to:
  - inform reception about the status of rooms.
- For reception:
  - to change the status of a room,
  - to display room status on the reception's terminal.
- To produce a Room Status ticket or voucher.

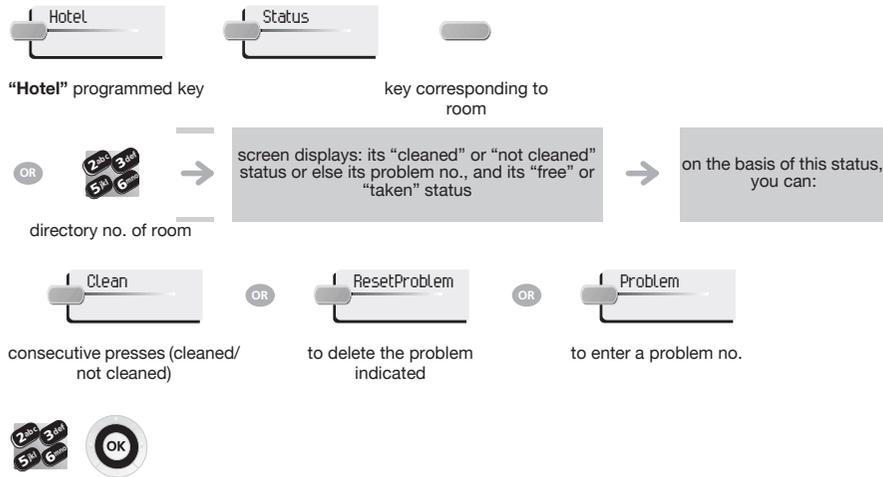
5.1 Room status indication

- Housekeeping informs reception about room status (cleaned, not cleaned, with or without problem):



5.2 Room status consultation

- The receptionist can consult room status:

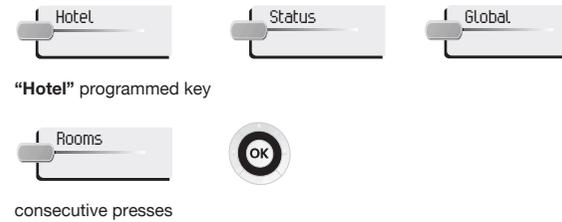


5.3 Producing a room status ticket

- A ticket or voucher can be printed automatically when the room status changes (if the feature is programmed).
- The ROOM STATUS DEVELOPMENT field is specific and includes the following data:
  - the first digit gives the room status: 0 = room cleaned, 1 = room not cleaned
  - the other digits (maximum 3) represent the number of the problem if there is one.

5.4 Room status configuration

- This feature is used to specify whether all rooms or only those taken can be switched manually or automatically (at a programmed time) to "not cleaned" status:
- Rooms:



This feature is used to specify which are the rooms concerned by the switch to the 'to clean' status (all rooms or only rooms taken).

Manual or automatic switch:

This feature is used to specify if the rooms concerned (on the "rooms" menu) switch automatically or manually into "not cleaned" status.



"Hotel" programmed key

manual switch



automatic switch

In the table below, you can see the codes you have assigned to different problems indicated in room status:

ROOM STATUS	YOUR CODE
ROOM STATUS prefix:	88
Room cleaned	0
Room not cleaned	1
Problem of:	
Cancelling the problem	000

Independently of the legal warranty that covers this appliance, it is guaranteed for 1 year, parts and labour, counting from the date indicated on your invoice. The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.

The ear piece and microphone area of the handset may attract metallic objects that may be dangerous for the ear.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

## "EC" declaration of compliance

We, FRANCE TELECOM

Fonction Groupe Achats et Amélioration de la Performance

42 av de la Marne

92120 Montrouge

declare that the product mentioned in this note, conform to the following European Directives and European Standards:

Radio and Telecommunication Terminal Equipment Directive 99/5/EEC.



Standby power consumption = 3,5 W.

## 4068IP & Bluetooth® handset

This device uses a radio frequency spectrum the use of which has not been harmonized in all EC countries. The frequency spectrum may be shared by other applications and its use is subject to the following two conditions: (1) this device may not cause harmful interference, (2) this device must accept any interference received, including interference that may cause undesired operation. This device

complies with Class B of part 15 of the FCC (Federal Communications Commission) rules or with the CISPR 22 standard. This device has been designed and manufactured so that it does not exceed the limits in radio frequency energy in SAR (Specific Absorption Rate) established by the different countries concerned.

SAR (Specific Absorption Rate) < 0.01 W/kg (maximum allowable limit of 2W/kg).  
Mean radiated electromagnetic power < 1 mW



## Information relative to the environment

This symbol indicates that at the end of its life, this product should be subject to special collection and disposal in member countries of the European Union, as well as in Norway and Switzerland. By ensuring this product is disposed of correctly, you will help to conserve natural resources and help prevent potential negative consequences to the environment and human health which could otherwise be caused by inappropriate disposal of this product. For further details about recycling this product, please contact the supplier who sold you the product.

## Operating conditions

Operating temperature range: -5°C /45°C .

## Acoustic shock protection

The acoustic level of the signal generated by the handset earpiece is less than 130 dBspl for a transient signal (123 dBspl for Australia) and less than 118 dBspl (rms) for a continuous signal (120 dBA for Australia) .

## Directive 2003/10/EC specifying the risks inherent in noise at work

The ring contributes towards overall daily noise; at its maximum setting, the level is 105 dBA at 60 cm from terminal. To reduce the level, the following is recommended:

- reduce the setting (9 levels of 5 dB)
- program a progressive ring

Any unauthorised modification to the products shall render this declaration of compliance null and void. All rights reserved.

To contact your after sales department, please dial

**N° Indigo 0 825 817 807**

0,15 € TTC/MN

monday to saturday from 8 a.m to 8 p.m  
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