

Smart Communication Server

# ***SL Series***

***( SL1000 / SL1100 )***

**Hotel Receptionist**

**User Guide**

**Please read this manual carefully before Operating  
this product and save this manual for future use.**

# General Information

This guide describes Hotel features operation **at the Reception** when SL Series (SL1000/SL1100) system is configured for Hotel environment.

Due to the flexibility built into the system, your **Dialing Codes and Feature Capacities** may differ from those in this guide. Check with your NEC Authorized Supplier / System Administrator and make a note of any differences.

## Hotel Reception Terminal & DSS Console

Multi-Line Terminal is strongly recommended to use at the Reception for their easy operations.

The reception terminal can have a 60 Keys DSS Console assigned that will show the status of the hotel room telephones such as "Check-In/Out", "Room Clean" and so on.

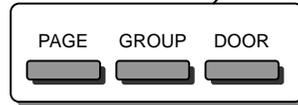
The status of indication can be switched by pressing the keys at the bottom of three keys.

Ask your NEC Authorized Supplier for the details of DSS Console installation and Function Key setting.

**Multi-Line Terminal with DSS Console**



Setting Example



Key	Function	BLF on DSS Key				
		OFF	ON	Fast Blinking (200ms ON/OFF)	Blinking (400ms ON/OFF)	Slow Blinking (800ms ON / 200ms OFF)
PAGE	Message Waiting Status	No Set	Set	---	---	---
GROUP	Wake-Up Call Status	No Set	Set	---	No Answer	---
DOOR	Room Status	Check-Out	Check-In	Maid Required	Maid in Room	Inspect Room

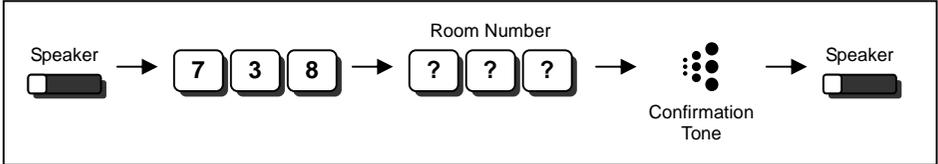
- The status can not be changed by pressing the DSS Key.
- DSS Console will become normal indication in case the Receptionist presses "light ON" status PAGE / GROUP / DOOR Key.
- The Receptionist can place an Intercom Call by pressing the DSS Key at any time. (even during status indication)

# Check-In / Check-Out

Check-In / Check-Out operation is available at Reception terminal.

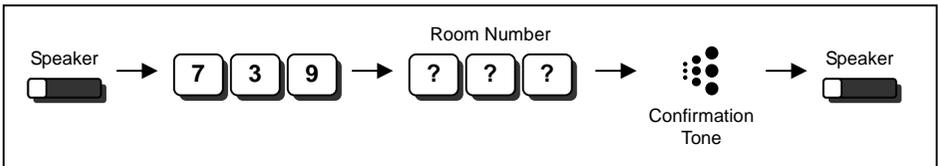
In the STATUS mode, the DSS Console key for the room becomes "ON : Check-In" / "OFF : Check-Out".

## ■ To Check-In



- When hotel room telephone is checked in, their toll restriction class can be changed automatically by the system to allow the guest to make calls.

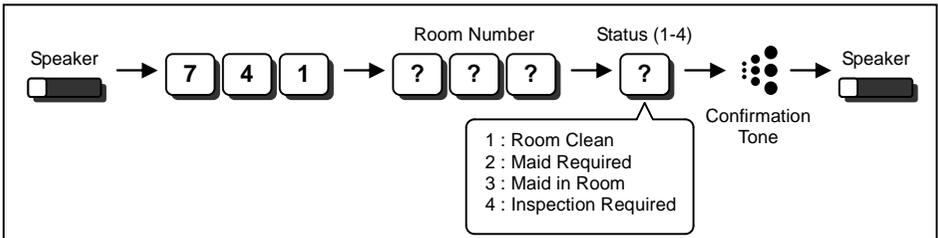
## ■ To Check-Out



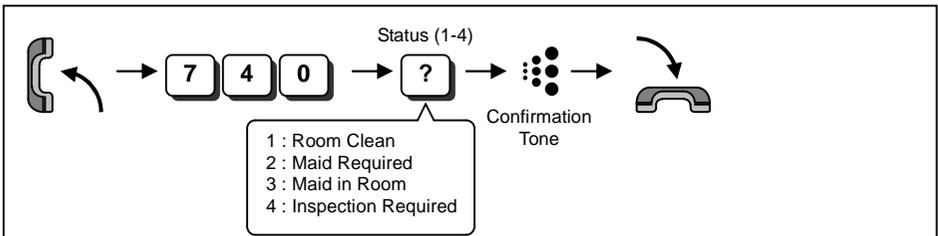
- When hotel room telephone is checked out, the system will automatically cancel any Message Waiting, Do Not Disturb, Room to Room Call Restriction, Toll Restriction and Wake Up Calls that may be set at the room telephone.

## ■ Room Clean Status (Option)

It is optional setting that the Room Clean Status (Maid Required, Maid in Room, etc) for Guest Room can be added, if necessary. The status shall be changed by dialing the Service Code from Reception terminal and/or Guest Room Telephone.



The Room Clean Status can be changed from Guest Room Telephone as well by following operation.

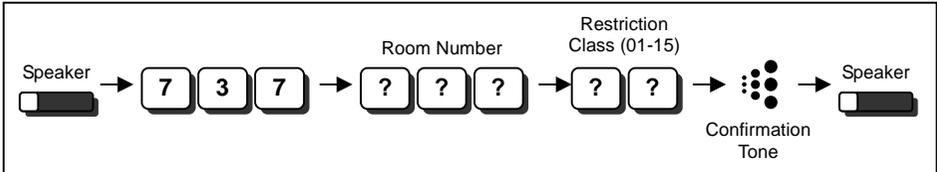


# Toll Restriction for Guest Room

When guest is checked in, the Guest Room Telephone can be given a different Toll Restriction class, this would usually have no restriction. When guest is check out, the Guest Room Telephone would typically have a fully restricted. This operation is automatic if setup in the system configuration. Ask your NEC Authorized Supplier for the details.

On the other hand, the Receptionist can manually change the Toll Restriction Class for Guest Room Telephone during check in condition.

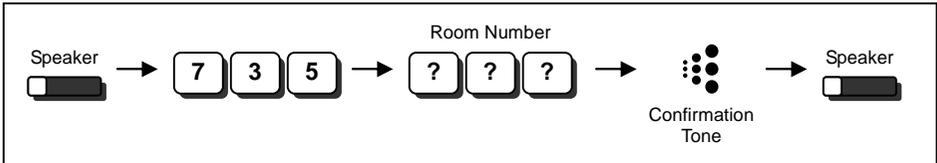
## ■ To change the Toll Restriction Class while Check-In



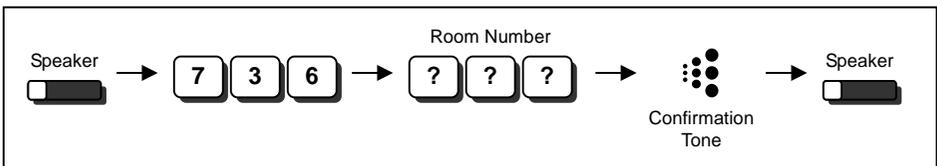
# Room to Room Call Restriction

The Receptionist can prevent the guest to place a Room to Room Call. This will not prevent the guest to place outside calls and non-hotel room calls.

## ■ To activate Room to Room Call Restriction



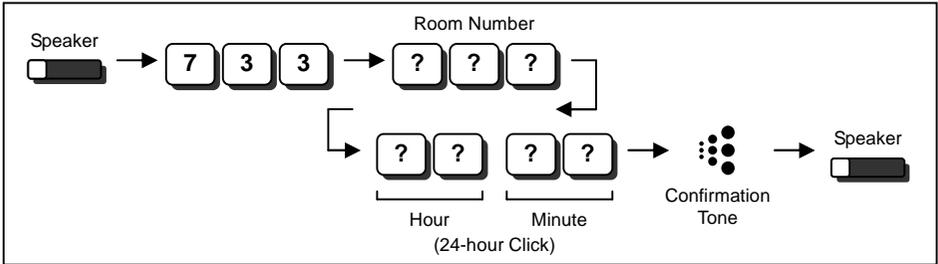
## ■ To cancel Room to Room Call Restriction



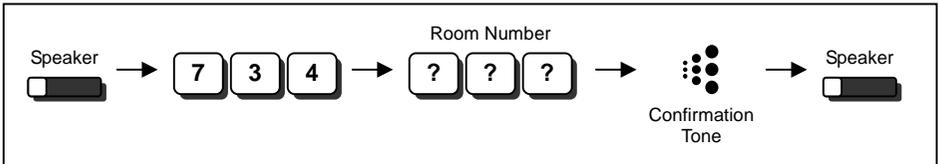
# Wake Up Call

A Wake up call is like an alarm clock for the guest. The Receptionist can assist to set/cancel it from Reception Terminal. The guest can also set/cancel Wake Up Call by themselves on the room telephone.

## ■ To set a Wake Up Call for Guest Room



## ■ To cancel a Wake Up Call for Guest Room



## ■ Remind Call for Wake Up Call No Answer

It is an optional setting to alert the Reception Terminal when a Wake Up Call is not answered. Ask your NEC Authorized Supplier for the details.

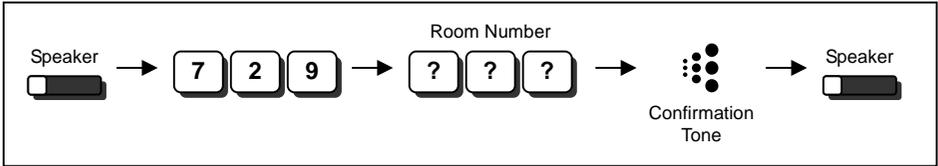
In case the No-Answer Wake Up Call is transferred to the Reception Terminal, room number information is displayed with ringing. When the Receptionist answered this call, the Intercom Dial Tone is sent and the Room Number information shall be remained on the display. The Receptionist can place a remind call immediately by dialing the displayed Guest Room Number.

Wake Up Call No Answer indication on DSS Console shall be cleared when Receptionist places a remind call and the guest answered.

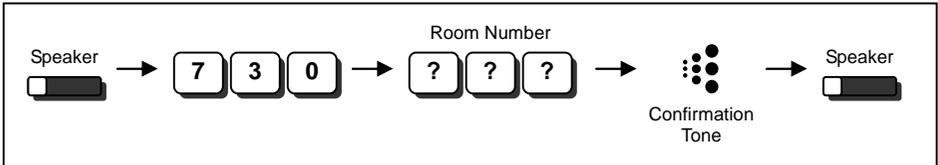
# Do Not Disturb (DND)

The Receptionist can set Do Not Disturb (DND) for the guest room to temporarily prevent incoming calls. The guest can also set/cancel DND by themselves on the room telephone.

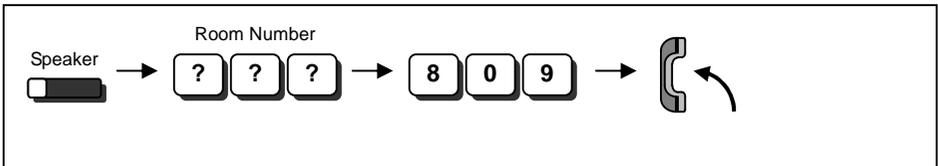
## ■ To set Do Not Disturb (DND) for Guest Room



## ■ To cancel Do Not Disturb (DND) for Guest Room



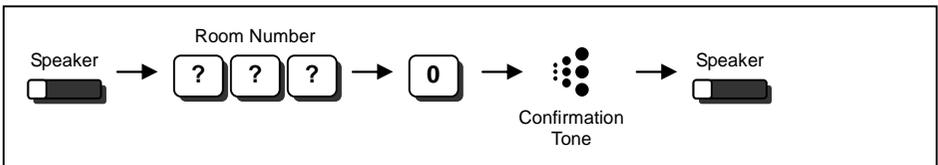
## ■ To override Do Not Disturb (DND) at Guest Room



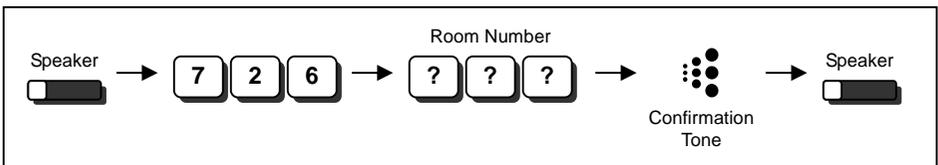
# Message Waiting

The Receptionist can leave a Message Waiting for the guest.

## ■ To leave a Message Waiting



## ■ To leave a Message Waiting without Calling



# Room Status Output

Room Status can be output to the outside device (PC or Printer) from LAN Port which is located at the CPU. Ask your NEC Authorized Supplier for the details of installation.

## ■ To output the Room Status



- 0 : All Output
- 1 : Room Status List (Check-In and Room Cleaning Status)
- 2 : Call Restriction Status List
- 3 : DND and Room Clean List
- 4 : Message Waiting List
- 5 : Wake Up Call List

### Output Example

```
Room Status List ----- 03/03/11 12:15
Room Clean (Occupied) --- Check In
305 311 315
Maid Required
309
Maid in Room
317
Inspection Required
313
```

```
Calling Class List ----- 03/03/11 12:15
Room to Room Barring
311
Outside Call Class
305 -05 309 -01 311 -03
```

```
DND and Clean Up Check ----- 03/03/11 12:15
DO-NOT-DISTURB
309
CLEAN UP CHECK
313
```

```
Message Service List ----- 03/03/11 12:15
307 311
```

```
Wake Up Call List ----- 03/03/11 12:15
307 - 07:55 *311 - 06:55
339 - 07:15
```

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