



MyPBX Hotel Module User Manual

Version 1.0

Yeastar Information Technology Co. Ltd.

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Part 1 How To Activate MyPBX Hotel Module

1 Activate MyPBX Hotel Module

To activate Hotel Module, you should provide your MyPBX LAN MAC address. You can find it on the motherboard or on the enclosure of MyPBX.

Here is a screenshot of a MAC address:



Figure 1

Notes:

1. Hotel Module is available only on MyPBX U100/U200/U300/U5XX series now.
2. LAN MAC is the key to get a license.

Please contact the reseller/dealer from whom you got the MyPBX to purchase activation license.

Below is the steps to activate the Hotel Module:

Step 1. Click "Addons" to switch to the addon activation page.

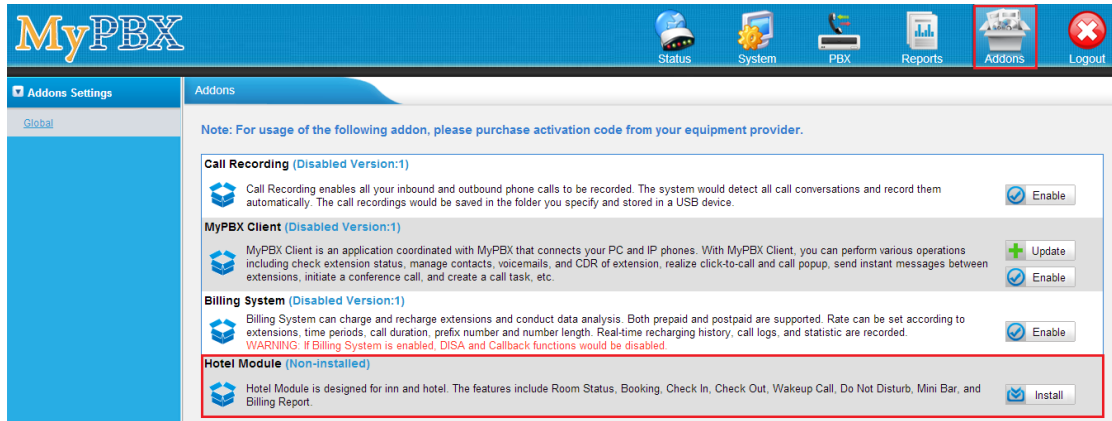


Figure 2

Step 2. Click “Install” and enter the activation code you purchased, then click “Active”.



Figure 3

Step 3. After you click “Active”, MyPBX will pop up a reboot tag. Click “Reboot now”, the activation will take effect after the MyPBX reboots.

Notes:

1. Activation is irreversible in MyPBX even if you do a factory reset on MyPBX. After you activate Hotel Module on your MyPBX, you can't uninstall it. But you can disable it.
2. You can't install the activation code on another MyPBX.

2 MyPBX Hotel Settings

You can disable/enable after it is activated successfully.

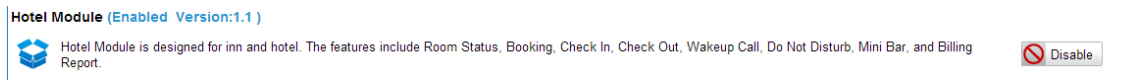


Figure 4

Disable Hotel Module

You can click “Disable” to disable Hotel Module temporarily.

Click “Disable”, MyPBX will pop up the window below, and then click “OK” to disable it.

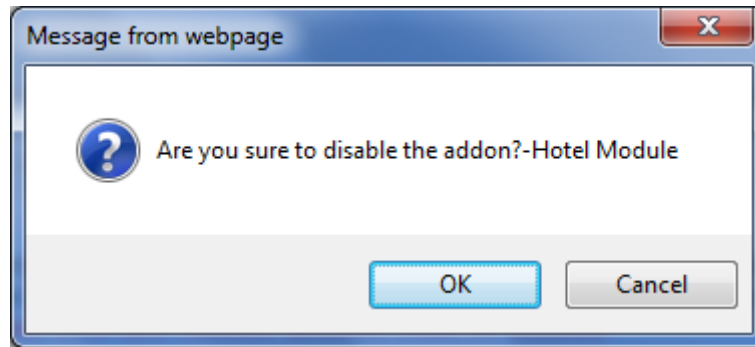


Figure 5

Enable Hotel Module

If you have disabled MyPBX Hotel Module, you can enable it again by clicking “Enable”.

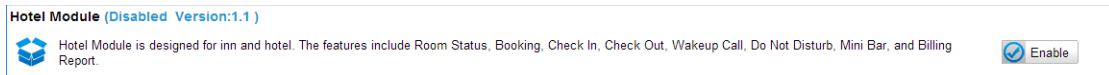


Figure 6

Part 2 How to use Hotel Module

1 Introduction

Developed to meet growing needs of small and medium sized hotels, MyPBX Hotel Module integrates rich IP-PBX features with professional hospitality features. Run your hotel with MyPBX Hotel module to achieve higher productivity and greater profitability.

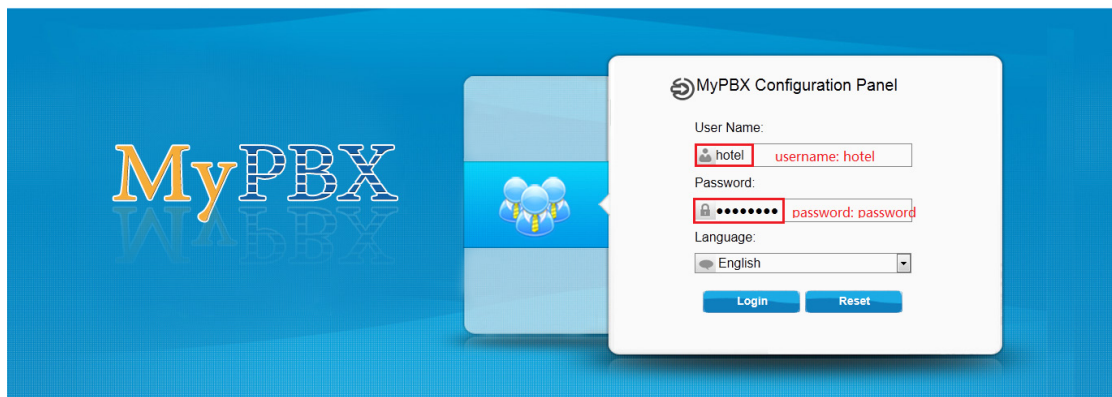
Hotel Module empowers MyPBX users to intuitively manage the booking and check-in and check-out of customers, check status of each room, offer mini-bar service, and run personalized billing reports, and more daily operational tasks in hotels and other hospitality environments. Improve business productivity and enhance guest experience with the powerful and affordable add-on. Navigate through the Web GUI, an orderly hotel and a systematic control of the operations are within grasp.

2 Managing Hotel Module

2.1 Log in Hotel Module Web GUI

After installation, you can log in MyPBX Hotel Module Web GUI. The default username and password is **hotel/password**.

Hybrid IP PBX for Your Businesses



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Figure 7

Click “Login”, you will enter the management portal.

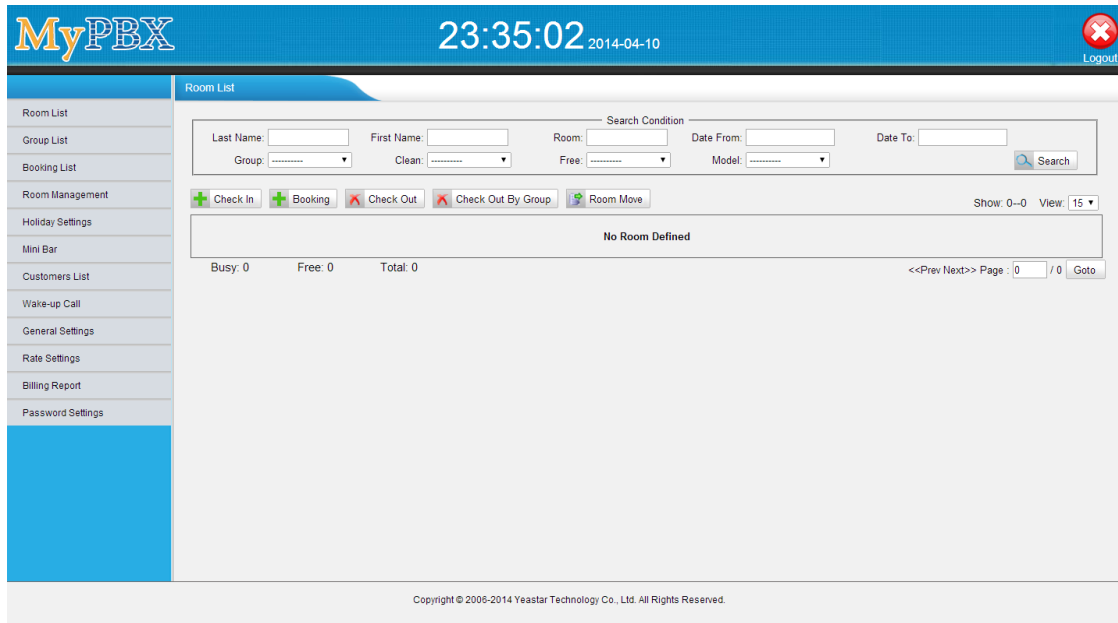


Figure 8

Note:

MyPBX firmware upgrade follow-up

- Clean the cache and cookies of the browser before login.
- There is a compatibility issue with IE11. Configure IE11 browser "Compatibility View Settings", add MyPBX IP address, and check "Display Intranet sites in Compatibility View" and "Use Microsoft compatibility lists".

See the following picture. MyPBX IP is 192.168.5.250 in this example.

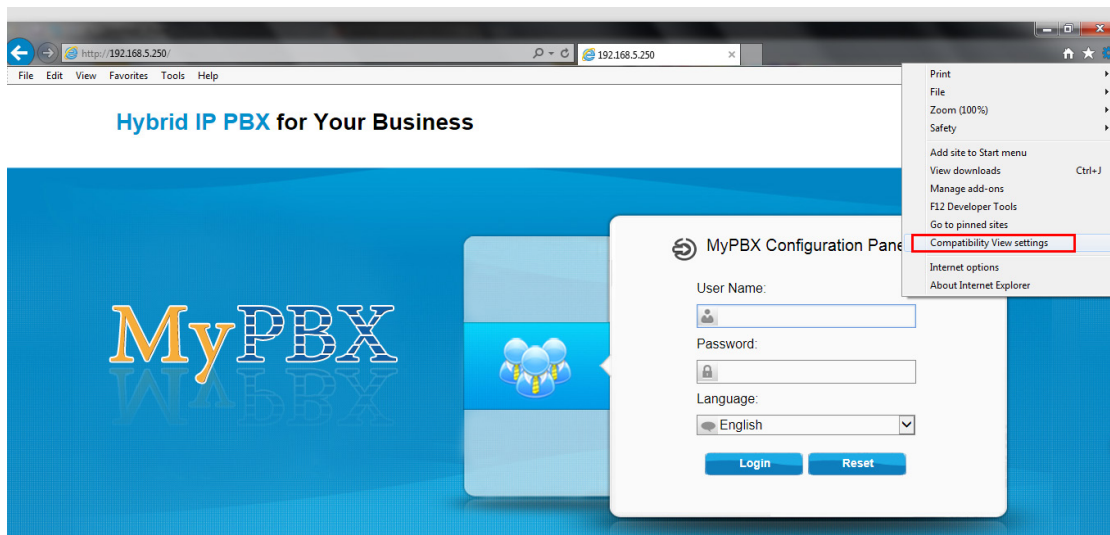


Figure 9

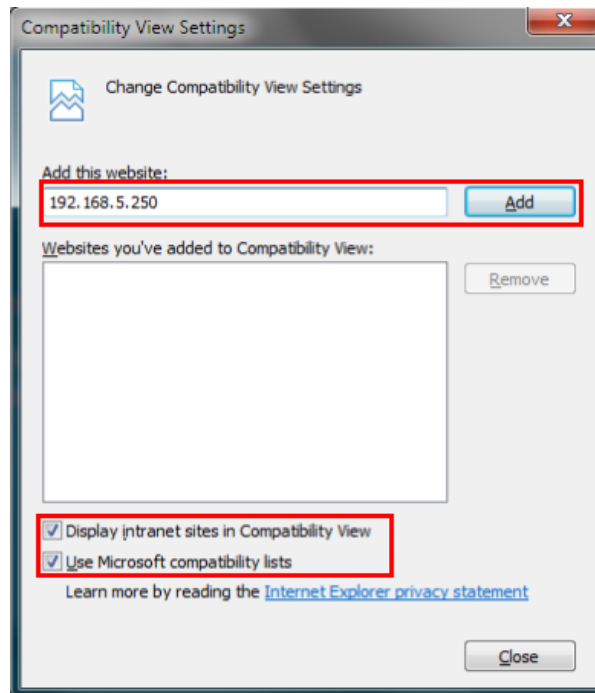


Figure 10

2.2 Hotel Settings and Management

2.2.1 Room Management

In this page, you can create/edit/delete room(s). And also, you can search room using room name, extension number or extension module.

Create Room Types

Before you create a room, you should create the room type first.

Click "**Models Management**", you will enter another page to configure room type.

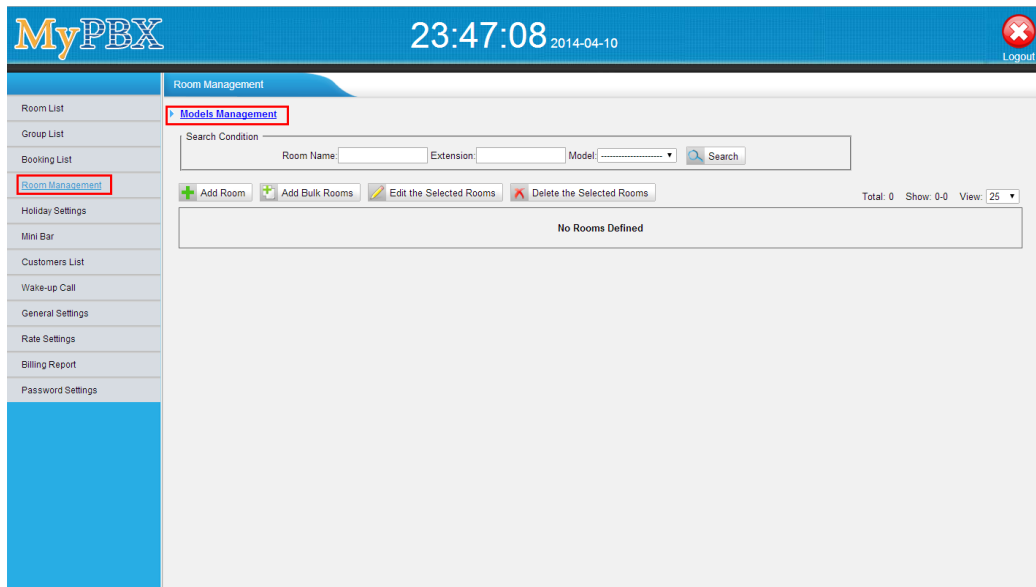


Figure 11

Click the button “**Add Model**” to add a new room type.

Add Model
X

Model:
VAT: 20.00 ▼

As Hourly Room

☐ : Enable Hourly Room
Available Time : 06:00 ▼ To 18:00 ▼
Initial Time ⓘ : h
Initial Price ⓘ :
Hourly Price ⓘ :

As General Room

Weekday
Monday
Tuesday
Wednesday
Thursday
Friday

Weekend
Saturday
Sunday

»»
→
←
««

Weekday Price :
Weekend Price :
Holiday Price : [Holiday Settings](#)

Figure 12

Model: Room type name

VAT: Value Added Tax

1) As Hourly Room

Enable Hourly Room:

Available Time:

Initial Time: the initial billable time duration

Initial Price: the money charged for the initial time

Holiday Price: charge per hour after the stay elapsed the initial time

Note: there will be an option of "Check in as Hourly Room" when check in

2) As General Room

Users can choose weekday and weekend as required.

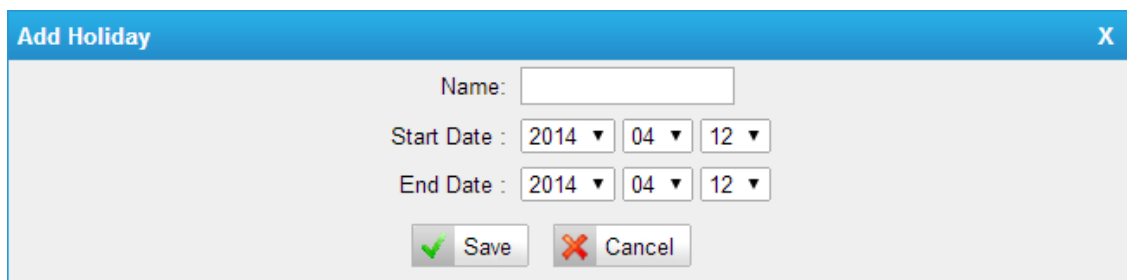
Weekday Price: the price for weekday

Weekend Price: the price for weekend

Holiday Price: the price for holiday

Holiday Setting: click to set holiday information

3) Holiday Setting



The 'Add Holiday' dialog box contains the following fields and buttons:

- Name:** A text input field.
- Start Date:** Three dropdown menus for Year (2014), Month (04), and Day (12).
- End Date:** Three dropdown menus for Year (2014), Month (04), and Day (12).
- Buttons:** A green checkmark icon followed by 'Save', and a red X icon followed by 'Cancel'.

Figure 9

Name: the holiday name

Start Date: the start date of holiday

End Date: the end the date of holiday

After creating the room type, you can also edit or delete it.




The 'Models Management' table displays room types and their pricing. Each row has an edit icon (pencil) in the final column, which is highlighted with a red box in the image.

Model	Weekday Price	Weekend Price	Holiday Price	VAT	
Single Standard	50	60	80	20.00	
Double Standard	60	70	90	20.00	
Triple Standard	100	120	150	20.00	

Figure 10

Edit room type

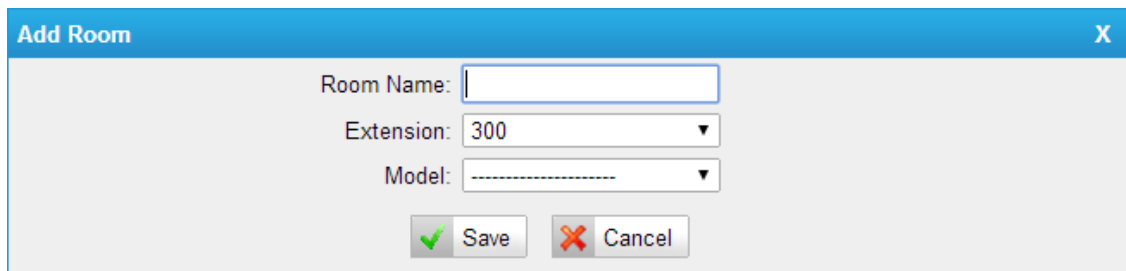
Click  to edit the room type.

Delete room type

Click  to delete the room type.

Add Room

"Room Management" -> "Add Room"



The 'Add Room' dialog box has a blue header bar with the title 'Add Room' and a close button 'X'. The main area is light gray and contains three input fields: 'Room Name:' with a text box, 'Extension:' with a dropdown menu showing '300', and 'Model:' with a dropdown menu showing '-----'. At the bottom are two buttons: a green checkmark icon followed by 'Save' and a red X icon followed by 'Cancel'.

Figure 11

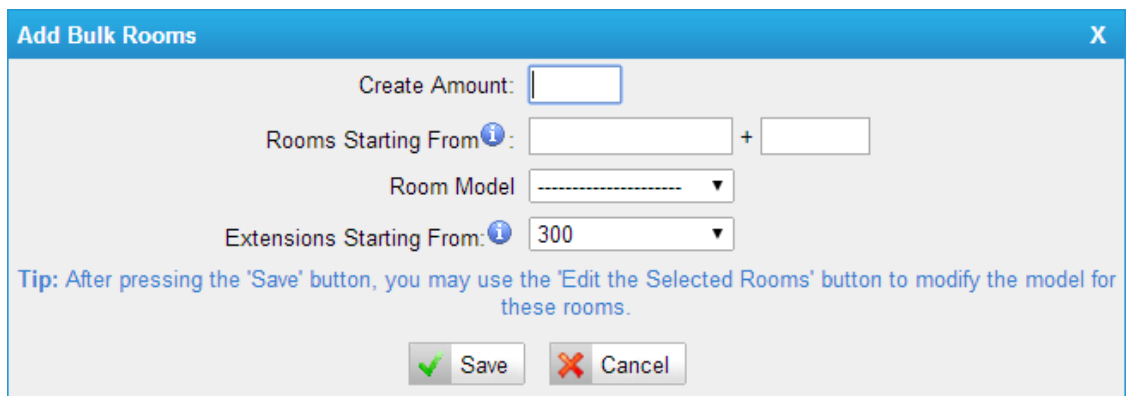
Room Name: Set the room name

Extension: Choose the extension number which will be used in this room

Module: Choose the room type

Add Bulk Rooms

"Room Management" -> "Add Bulk Room"



The 'Add Bulk Rooms' dialog box has a blue header bar with the title 'Add Bulk Rooms' and a close button 'X'. The main area is light gray and contains four input fields: 'Create Amount:' with a text box, 'Rooms Starting From:' with a text box followed by a '+' sign and another text box, 'Room Model' with a dropdown menu showing '-----', and 'Extensions Starting From:' with a dropdown menu showing '300'. Below these fields is a blue tip: 'Tip: After pressing the 'Save' button, you may use the 'Edit the Selected Rooms' button to modify the model for these rooms.' At the bottom are two buttons: a green checkmark icon followed by 'Save' and a red X icon followed by 'Cancel'.

Figure 12

Create: the number of room you want to create

Rooms starting from: the format is prefix+suffix, of which, the prefix can be any alphabets and numbers, while the suffix can be numbers 0-9. After batch-adding, the room number will increase following suffix. For example, add 3 rooms in batch, and the initial room is [Room+300], so that the room number will be [Room300, Room301, Room302].

Room Model: choose the room type

Extensions starting from: after batch-adding, the extension will follow the initial extension number and match the available number.

Edit the Selected Rooms

“Room Management” -> “Edit the Selected Rooms”

After selecting the rooms which you want to edit, click ***“Edit the Selected Rooms”***, you can modify the room type.

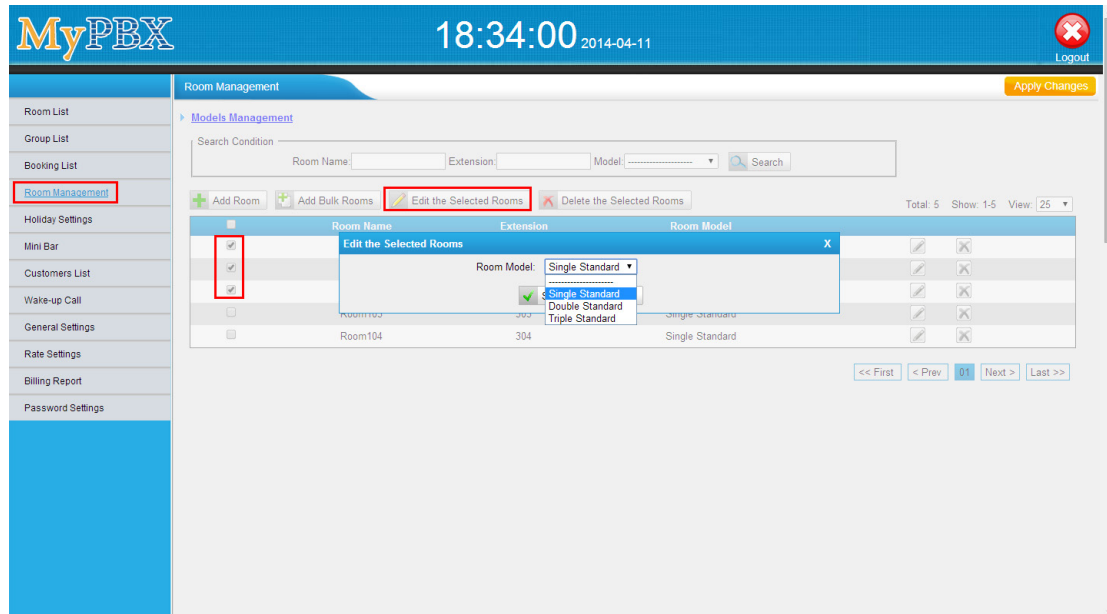



Figure 13

Edit room

Click  to edit the room.


After clicking , you can modify the room type.

Figure 14

Delete the Selected Rooms

“Room Management” -> “Delete the Selected Rooms”

After selecting the rooms which you want to delete, click ***“Delete the selected Rooms”***, you can delete the selected rooms.

Delete Room

Click  to delete the room.

Search Rooms

“Room Management” -> “Search Condition”

You can search the created rooms according to “Room Name”, “Extension”, and “Model”.

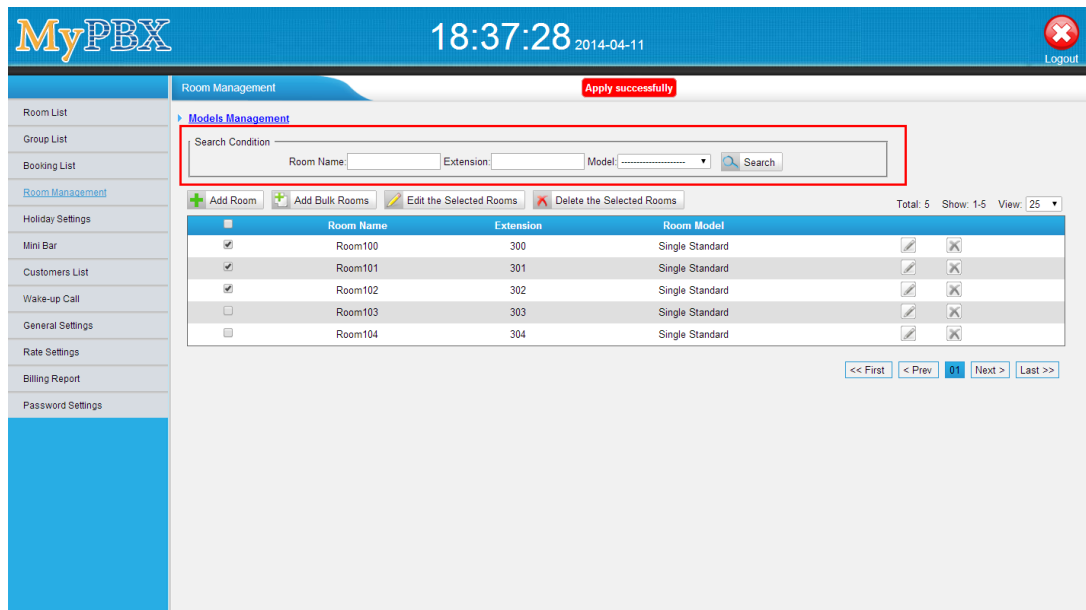


Figure 15

2.2.2 Room List

In this page, you can check room status and operate check-in/check-out/booking/group check-out/room move/ extend stay, etc.

Check In

This button is used to check in a customer. When there is a customer, just select an unused room, click **“Check In”** and input the customer’s information in pop-up window.

“Room List” -> “Check In”

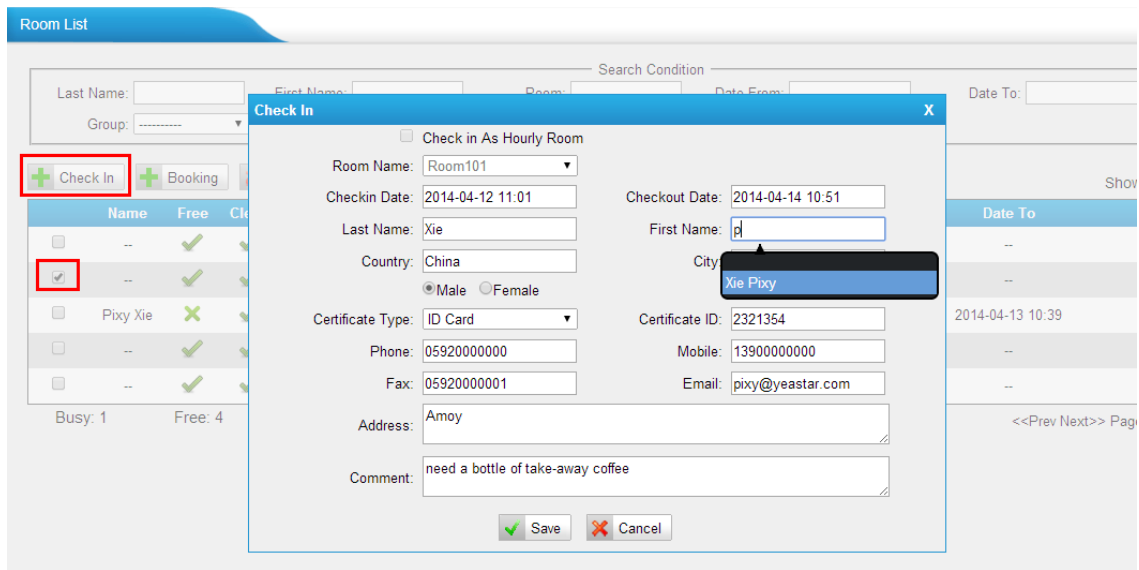


Figure 20

After selecting a room, click “**Check In**” button. In the pop-up window, input the information of the customer.

Note: only one room can be chosen when check in.

Check in As Hourly Room: if checked, the room will be charged by “hourly room” mode.

Room Name: the name of the room you’ve chosen.

Checkin Date: the time when the customer is checked in

Checkout Date: the time when the customer will check out

Last Name: the last name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

First Name: the first name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer’s certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer’s phone number

Mobile: the customer’s mobile number

Fax: the customer’s fax number

Email: the customer’s email address

Address: the customer’s address

Comment: the customer’s comment

After check-in, you can see room101 is not free now.

Note: Checkout Date, Last Name, First Name, Certificate ID and Mobile are required fields.

Room List

Search Condition

Last Name: First Name: Room: Date From:

Group: Clean: Free: Model:

	Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From
<input type="checkbox"/>	--	✓	✓	Room100	--	300	Single Standard	✗	--
<input type="checkbox"/>	--	✓	✓	Room101	--	301	Single Standard	✗	--
<input type="checkbox"/>	Pixy Xie	✗	✓	Room102	--	302	Single Standard	✗	2014-04-12 10:50
<input type="checkbox"/>	--	✓	✓	Room103	--	303	Single Standard	✗	--
<input type="checkbox"/>	--	✓	✓	Room104	--	304	Single Standard	✗	--

Busy: 1 Free: 4 Total: 5

Figure 21

Booking

“Booking” is used for booking a room. If a customer want to book a room, select an unused room, click “Booking”, and input the customer’s information in pop-up window.

“Room List” -> “Booking”

Booking

Model: Free Rooms: 5

Checkin Date: Checkout Date:

Last Name: First Name:

Country: City:

☒ Male ☐ Female

Certificate Type: Certificate ID:

Phone: Mobile:

Fax: Email:

Address:

Comment:

Figure 22

Click “Booking” button and in the pop-up window, input the customer’s information.

Model: the type of the room that the customer wants to book. If one model is chosen, it will show the status of Free Room on the right side.

Checkin Date: the time when the customer will check in

Checkout Date: the time when the customer will check out

Last Name: the last name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

First Name: the first name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer's certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer's phone number

Mobile: the customer's mobile number

Fax: the customer's fax number

Email: the customer's email address

Address: the customer's address

Comment: the customer's comment

Note: Checkin Date, Checkout Date and First Name are required fields.

Check Out

This button is used to check out a customer. Select the customer who wants to check out, click "Check Out", and input the date and other service in pop-up window.

Note: The text of "Date To" will turn to red when the check out date comes.

"Room List" -> "Check Out"

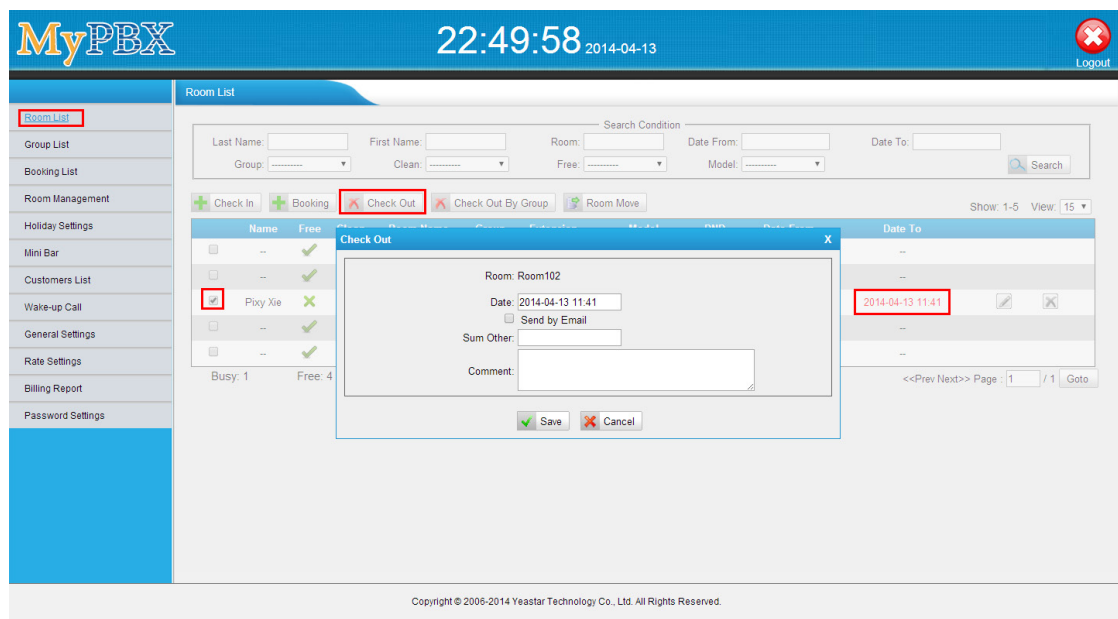


Figure 23


After selecting the room, click “Check Out”.

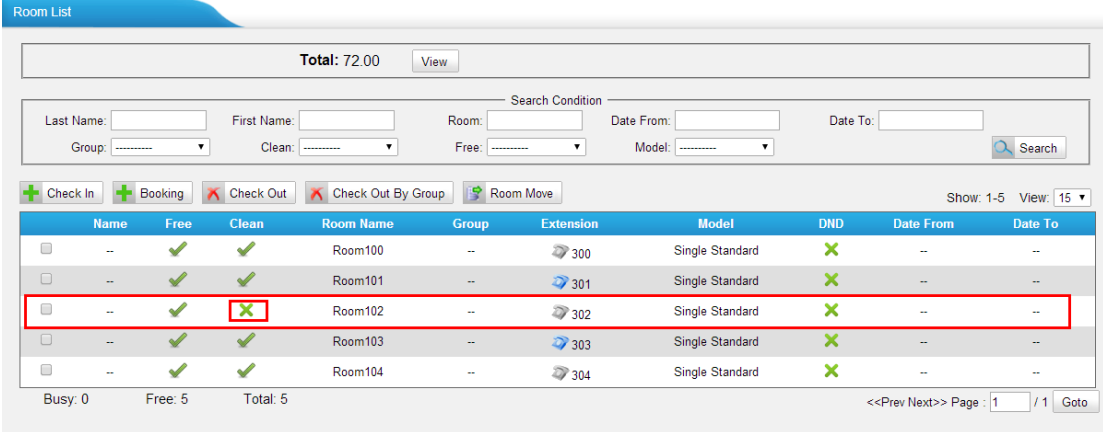
Date: the time when the customer is checked out

Send by email: whether send the information to the customer email or not

Sum other: other expense except call charges and mini bar charges

Comments: add details about the expenses

After “**Check Out**”, the “**Clean**” status will be changed to . In this case, you can’t check in this room until the room status is clean again..



Room List

Total: 72.00 View

Last Name: First Name: Room: Date From: Date To: Search Condition

Group: Clean: Free: Model: Search

+ Check In + Booking - Check Out - Check Out By Group Room Move

Show: 1-5 View: 15

Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To
--	✓	✓	Room100	--	300	Single Standard	X	--	--
--	✓	✓	Room101	--	301	Single Standard	X	--	--
--	✓	X	Room102	--	302	Single Standard	X	--	--
--	✓	✓	Room103	--	303	Single Standard	X	--	--
--	✓	✓	Room104	--	304	Single Standard	X	--	--

Busy: 0 Free: 5 Total: 5

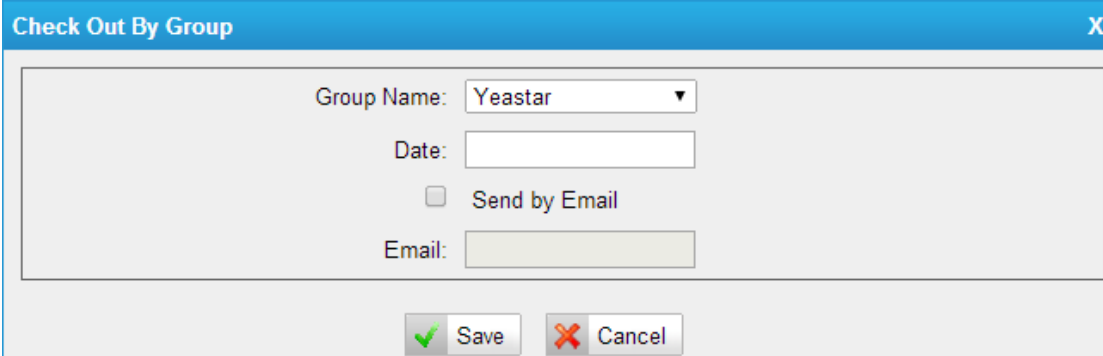
<<Prev Next>> Page: 1 / 1 Goto

Figure 24

Check Out By Group

“**Room List**” -> “**Check Out By Group**”

Note: if you want to check out by group, there should be at least one group.



Check Out By Group X

Group Name: Yeastar

Date:

☐ Send by Email

Email:

Save Cancel

Figure 25

Group Name: the group which will check out.

Date: the time when the group will check out.

Send by Email: whether send this information to customer’s email address or not.

Room Move

“**Room List**” -> “**Room Move**”

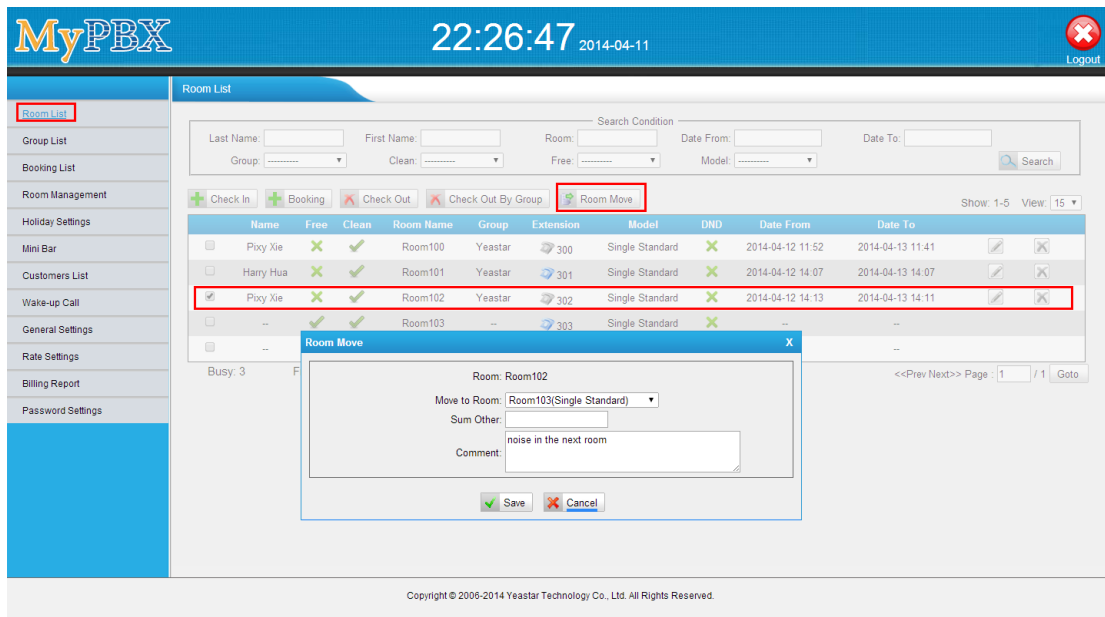


Figure 26

After selecting the room which will be moved, click **“Room Move”**.

Move to Room: the room which the customer will be moved to.

Sum Other: the extra charge for Room Move, it will be added to the bill when check out.

Comments: some comments on this movement.

Search Rooms

“Room List” -> **“Search Condition”**

You can search rooms according to Customer's **“Name”**, **“Room” Name**, **“Group”**, **“Clean”** status, **“Free”** status, and **“Model”**.

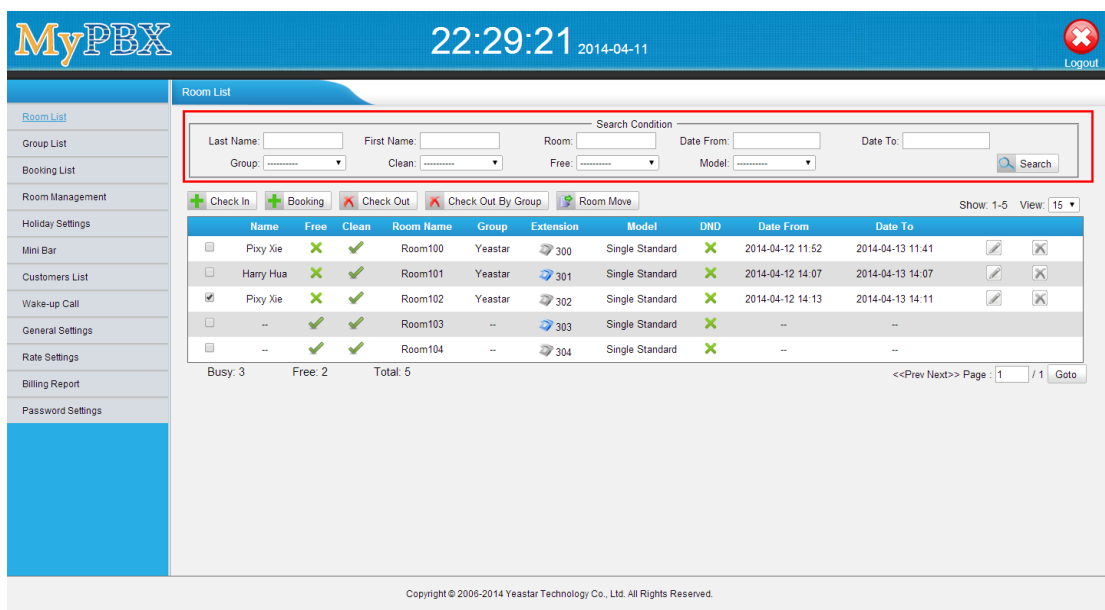



Figure 27

Edit Check-in Info

Click  to edit the check-in info.

1) Check-in Info

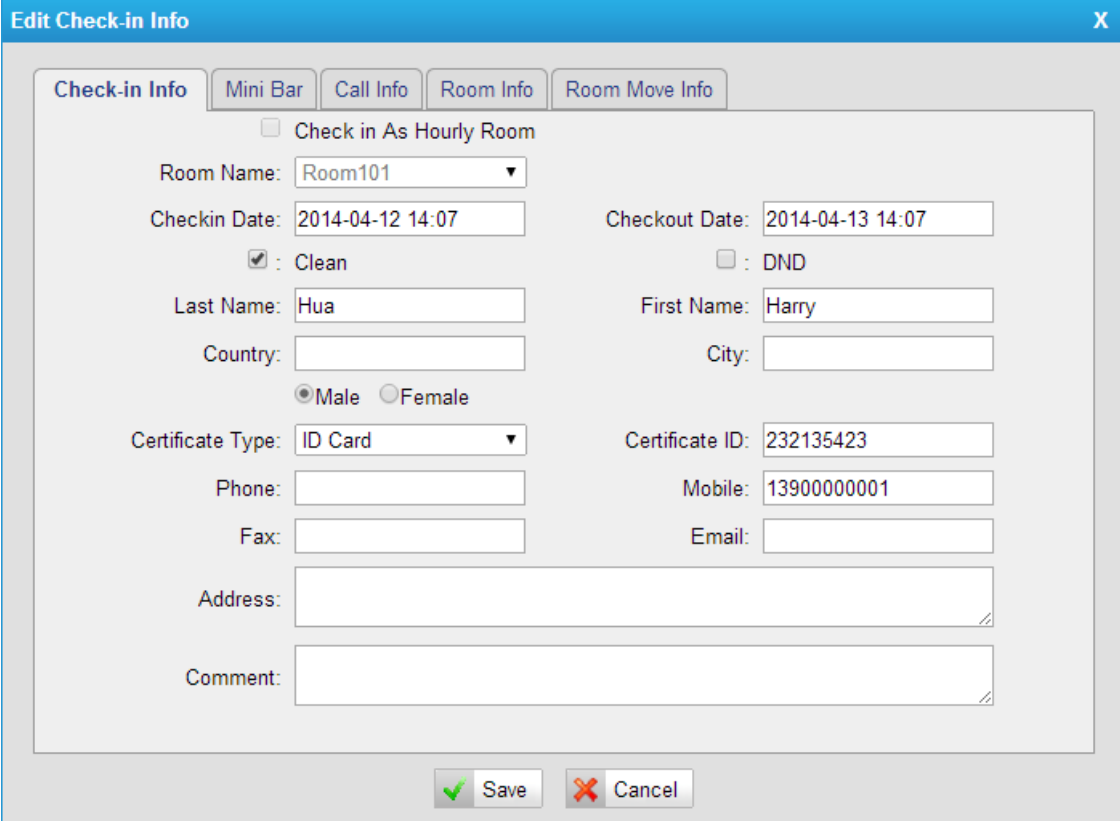


Figure 16

Check-in Info tab is almost the same with “Check In” window, with “Clean” and “DND” options added here.

Clean: if checked, it means this room is clean.

DND: if checked, it means DND is enabled and all calls will be rejected.

2) Mini Bar

Name	Price	VAT	Amount
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0

Sum: 0.00

Save Cancel

Figure 17

You can check the report of commodities which are ordered from Mini bar.

Sum: it is the total charge of the items.

3) Call Info

Time	Destination	Duration	Expenditure
------	-------------	----------	-------------

Sum: 0.00

Save Cancel

Figure 30

Here you can check the calling info.

Time: when the call is made.

Destination: the destination number

Duration: the duration of the call

Expenditure: the charge of the call

Sum: it is the total charge of the calls.

4) Room Info

Date	Type	Price	VAT
2014-04-12	holiday	80	20.00

Sum: 96.00

Figure 31

Here you can check the room info including Date, Type, Price, and VAT.

Sum: it is the total charge of the room.

5) Room Move Info

Mini Bar			
Name	Price	VAT	Amount

Call Info			
Time	Destination	Duration	Expenditure

Room Info			
Date	Type	Price	VAT

Figure 32

In this tab you can check “Mini Bar”, “Call Info” and “Room Info” at the same time.

Delete Group

Click  to delete the check-in.

2.2.3 Group List

In this page, you can create/edit/delete room group.

Generally, Group is used for a group of customer, such as tourist groups. The customer in group can be checked out by group.

Add Group

“Group List” -> “Add Group”

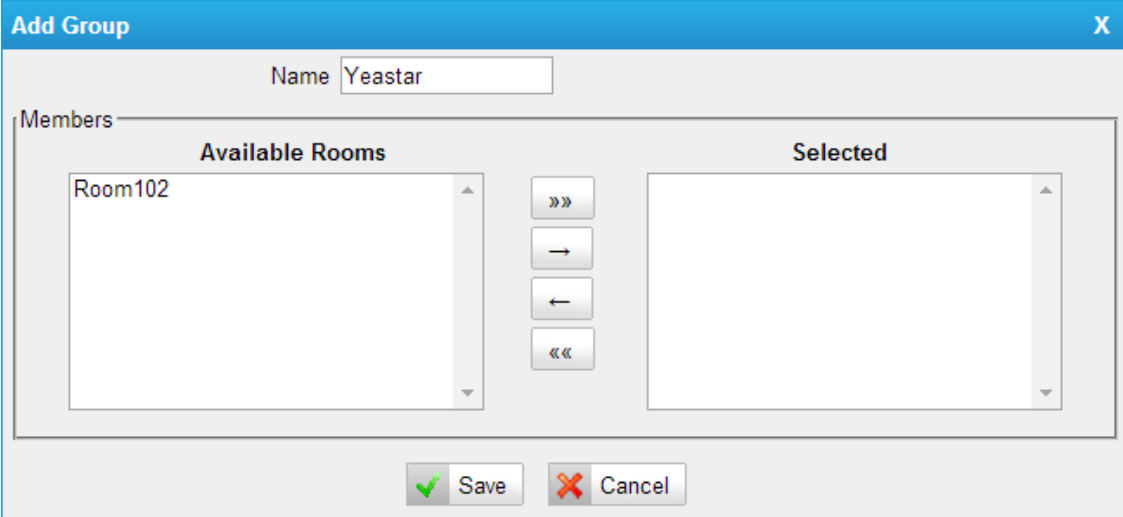



Figure 33

Name: group name

Available Rooms: the rooms which can be selected in the group

Selected: the rooms which have been selected in the group

Edit Group

Click  to edit the group.

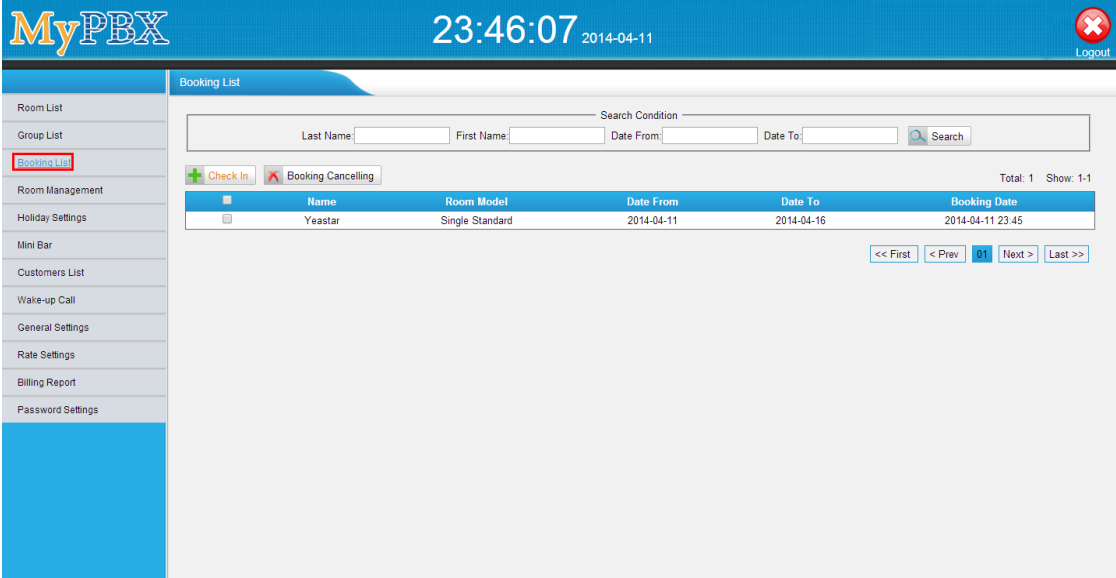
Delete Group

Click  to delete the group.

2.2.4 Booking List

There are booking lists in this page.

If there are some customers booking room, the book list will be shown. And you can select one list to check in or cancel the booking list.



MyPBX 23:46:07 2014-04-11 Logout

Booking List

Search Condition

Last Name: First Name: Date From: Date To: Search

+ Check In - Booking Cancelling Total: 1 Show: 1-1

Name	Room Model	Date From	Date To	Booking Date
Yeastar	Single Standard	2014-04-11	2014-04-16	2014-04-11 23:45

<< First < Prev 01 Next > Last >>

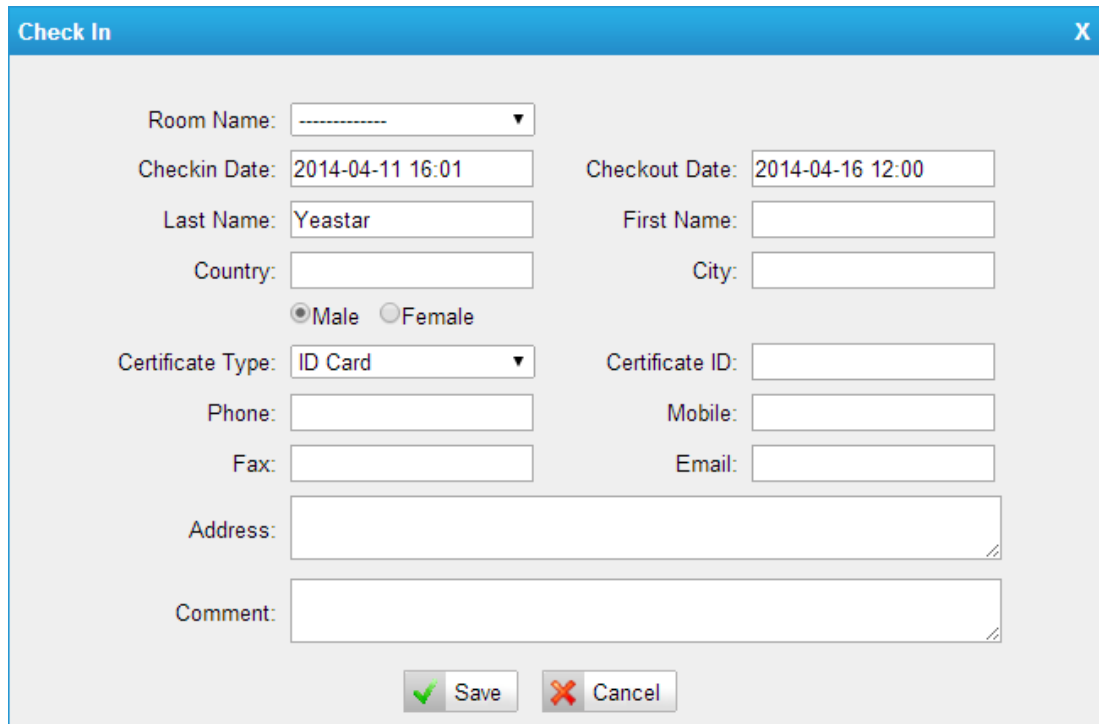
Copyright © 2006-2014 Yeastar Technology Co., Ltd. All Rights Reserved.

Figure 34

Check In

Check in a selected booking record.

"Booking List" -> "Check In"



Check In [X]

Room Name:

Checkin Date: Checkout Date:

Last Name: First Name:

Country: City:

☒ Male ☐ Female

Certificate Type: Certificate ID:

Phone: Mobile:

Fax: Email:

Address:

Comment:

Figure 35

Canceling

"Booking List" -> "Booking Canceling"

Cancel a booking record.

Search Bookings

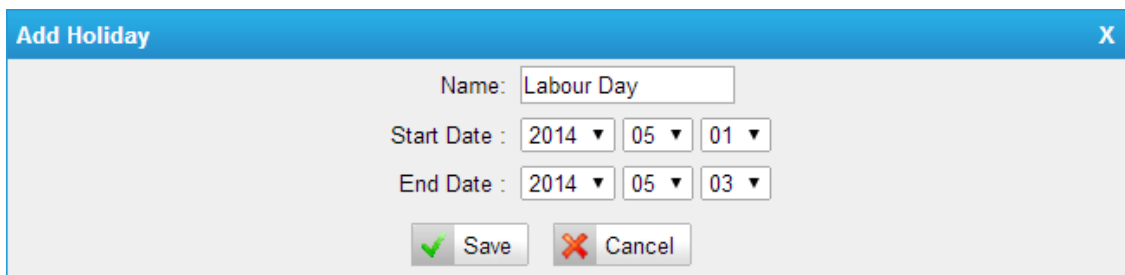
"Booking List" -> "Search Condition"

You can search bookings according to "Name", "Date From" and "Date to".

2.2.5 Holiday Settings

Add Holiday

"Holiday Settings" -> "Add Holiday"



Add Holiday [X]

Name:

Start Date :

End Date :

Figure 36

Name: the holiday name

Start Date: the start date of the holiday

End Date: the end the date of the holiday

2.2.6 Mini Bar

Set commodity price and VAT in Mini Bar

“Mini Bar”

The screenshot shows the 'Mini Bar' configuration window. At the top, there is a 'Global VAT' dropdown set to '5.00'. Below it, two radio buttons are present: '1 digit model' (which is selected and highlighted with a red box) and '2 digits model'. The main area contains a table with four columns: 'Digits', 'Name', 'Price', and 'VAT'. The table has rows for digits 0 through 9. Row 0 contains 'coca-cola' with a price of 2.5. Row 1 contains 'sprite' with a price of 2.5. Row 2 contains 'beer' with a price of 3. Row 3 contains 'mineral water' with a price of 1. Row 4 contains 'instant noodle' with a price of 5. Rows 5 through 9 are empty. At the bottom of the window are 'Save' and 'Cancel' buttons.

Digits	Name	Price	VAT
0	coca-cola	2.5	
1	sprite	2.5	
2	beer	3	
3	mineral water	1	
4	instant noodle	5	
5			
6			
7			
8			
9			

Figure 37

In the above picture, 1 represents Coca-cola; 2 represents Sprite; 3 represents Beer; 4 represents Mineral Water; and 5 represents Instant Noodles. If the customer consumes 2 tins of Coca-cola, 1 tin of beer and 1 cup of instant noodle, when he/she checks out, the cleaner of the hotel can dial *8300224 to record the consumption. *83 is mini-bar feature code, which can be set in **“General Settings”**

Global VAT: if the VAT of Mini Bar is not set, it will use the global VAT.

1 digit model: use numbers 0-9 to represent items.

2 digits model: when 1 digit model is not enough, you can use 2 digits to add more items.

The screenshot shows the 'Mini Bar' configuration window with the '2 digits model' radio button selected and highlighted with a red box. The table now has columns for 'Digits', 'Name', 'Price', and 'VAT', and rows for two-digit codes 00 through 04. All fields are empty. An 'Add' button with a green plus icon is located to the right of the table. 'Save' and 'Cancel' buttons are at the bottom.

Digits	Name	Price	VAT
00			
01			
02			
03			
04			

Figure 38

2.2.7 Customers List

When “Check In” or “Book” is operated, the customer’s information will be saved automatically. If there is customer’s information in MyPBX, when he/she is checked in again, the reception doesn’t have to input the customer information again.

In this page, the customer’s information can be added/modified/deleted.

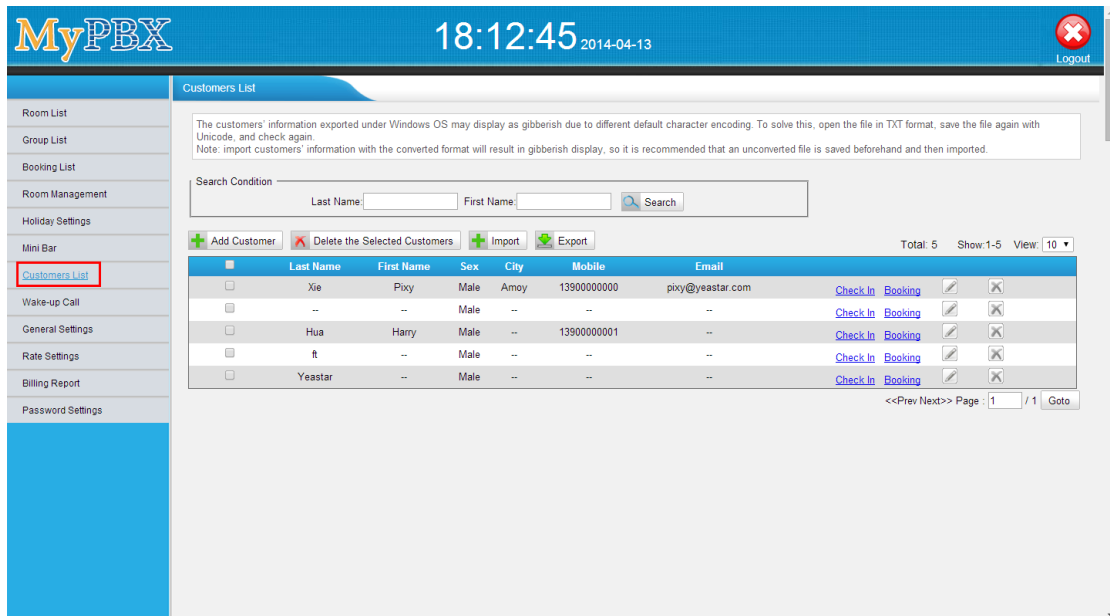


Figure 18

Add Customer

“Customers List” -> “Add Customer”

The 'Add Customer' form is displayed with the following fields and controls:

- Last Name:** Text input field
- First Name:** Text input field
- Country:** Text input field
- City:** Text input field
- Sex:** Radio buttons for Male (selected) and Female
- Certificate Type:** Dropdown menu with 'ID Card' selected
- Certificate ID:** Text input field
- Phone:** Text input field
- Mobile:** Text input field
- Fax:** Text input field
- Email:** Text input field
- Address:** Text input field
- Comment:** Text input field
- Buttons:** 'Save' (green checkmark) and 'Cancel' (red X)

Figure 40

Last Name: the last name of the customer

First Name: the first name of the customer

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer's certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer's phone number.

Mobile: the customer's mobile number.

Fax: the customer's fax number.

Email: the customer's email address

Address: the customer's address.

Comment: the customer's comment

Delete the selected customer

"Customers List" -> "Delete Selected Customers"

Delete the selected customer's information.

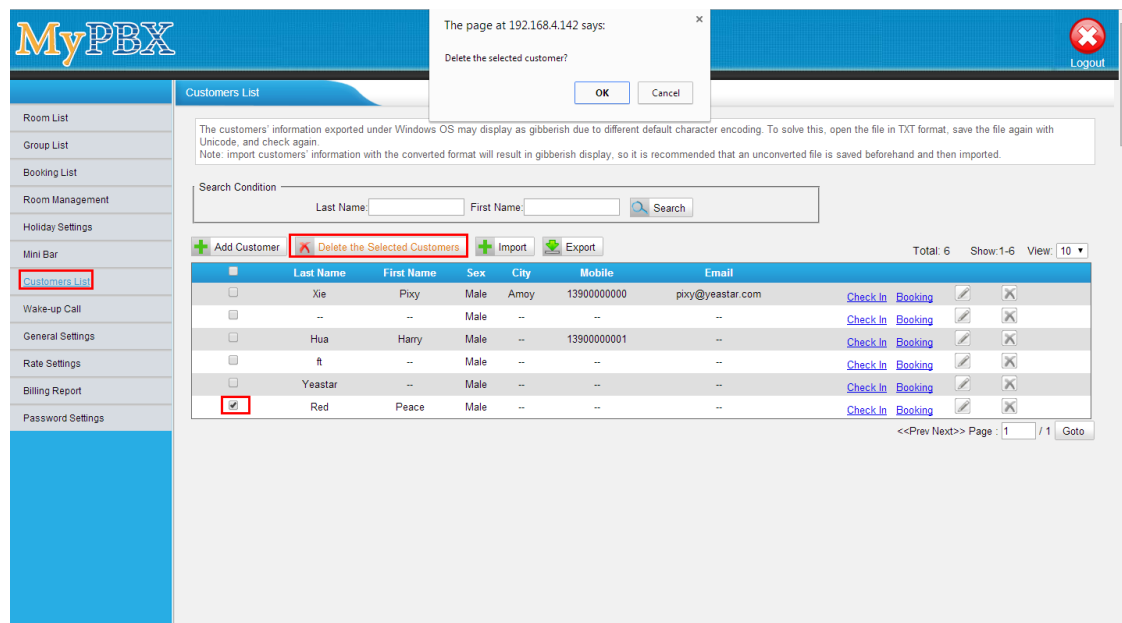


Figure 41

Note: The customer who already has checked in or have a booking can't be deleted.

Import

"Customers List" -> "Import"

Upload a txt or csv file. The file size must not be larger than 1MB.

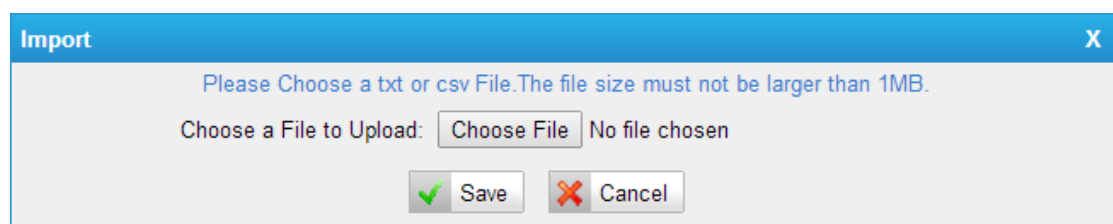
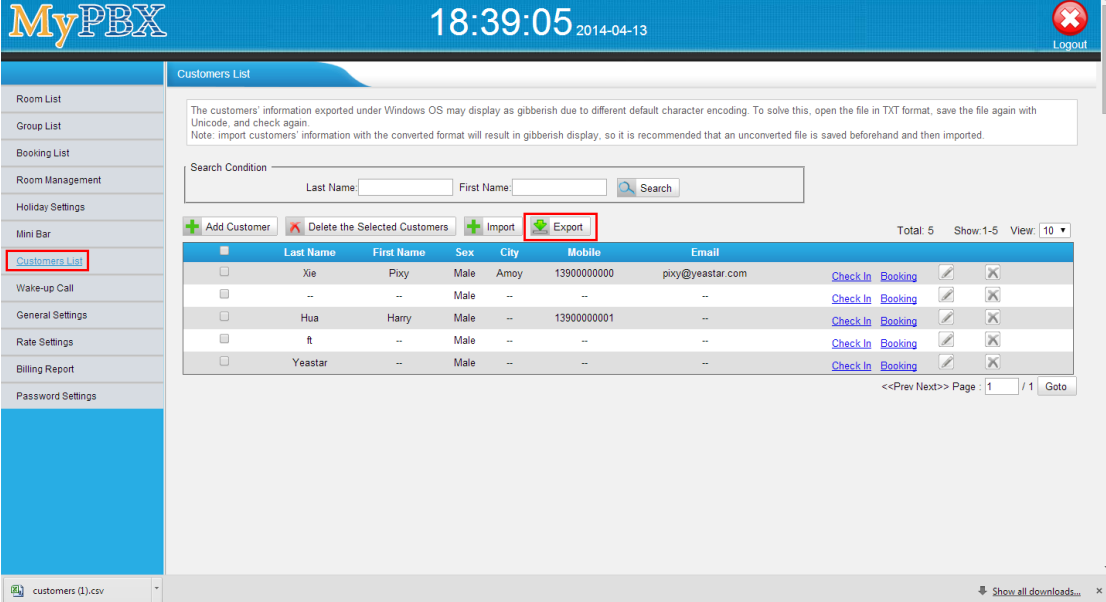


Figure 42

Export

“Customers List” -> “Export”

Export the customers' information as a CSV file.



The screenshot shows the MyPBX Hotel Module interface. The top header displays the time 18:39:05 and the date 2014-04-13. The left sidebar contains a menu with options like Room List, Group List, Booking List, Room Management, Holiday Settings, Mini Bar, Customers List (highlighted), Wake-up Call, General Settings, Rate Settings, Billing Report, and Password Settings. The main content area is titled 'Customers List' and contains a search bar with fields for Last Name and First Name, and a Search button. Below the search bar are buttons for Add Customer, Delete the Selected Customers, Import, and Export (highlighted with a red box). The table below shows customer information with columns: Last Name, First Name, Sex, City, Mobile, and Email. The table contains four rows of data. The 'Export' button is located in the top right corner of the table area.

	Last Name	First Name	Sex	City	Mobile	Email				
<input type="checkbox"/>	Xie	Pixy	Male	Amoy	13900000000	pixy@yeastar.com	Check In	Booking		
<input type="checkbox"/>	--	--	Male	--	--	--	Check In	Booking		
<input type="checkbox"/>	Hua	Harry	Male	--	13900000001	--	Check In	Booking		
<input type="checkbox"/>	ft	--	Male	--	--	--	Check In	Booking		
<input type="checkbox"/>	Yeastar	--	Male	--	--	--	Check In	Booking		

Figure 43

The customers' information exported under Windows OS may display as gibberish due to different default character encoding. To solve this, open the file in TXT format, save the file again with Unicode, and check again.

Note: Import customers' information with the converted format may result in gibberish display, so it is recommended that an unconverted file is saved beforehand and then imported.

Search Customer

“Room List” -> “Search Condition”

You can search rooms according to Customer's “Last Name” and “First Name”.

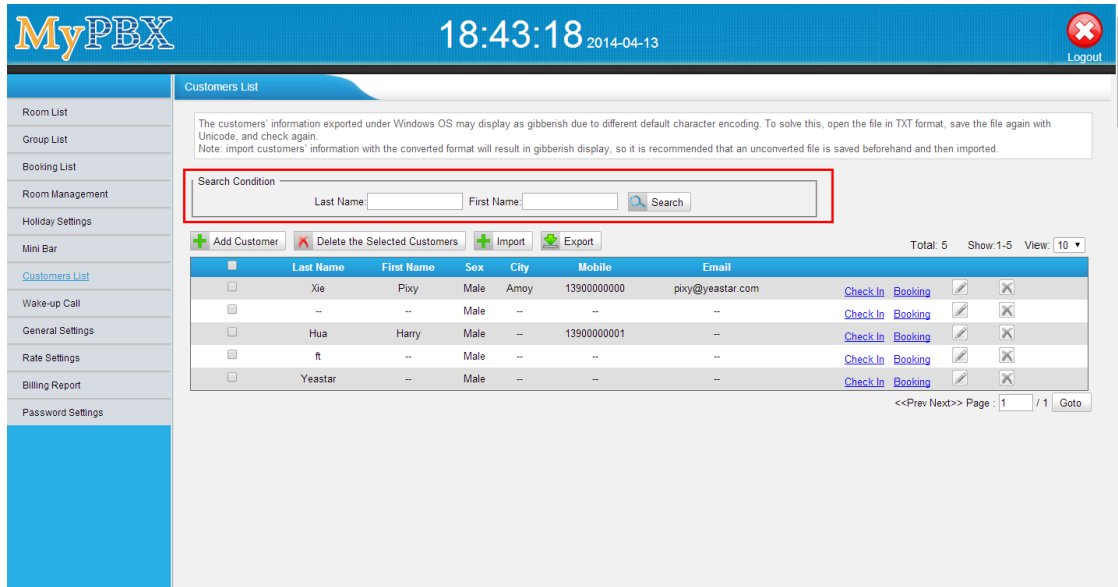



Figure 44


Check In & Booking link.

Click “Check In” or “Booking” in underlined blue, it will jump to the corresponding page.

Edit customer

Click  to edit the customer's information

Delete customer

Click  to delete the customer's information

2.2.8 Wake-up Call

Create or delete wake-up calls for the customers.

Using Hotel Module, you can create wake-up calls for a customer, and also you can select the relevant prompt. After setting wake-up call successfully, when the time is up, the phone in the room will ring automatically, and when the customer picks it up, Hotel Module will play the prompt which you selected.

Add Wake-up Calls

“Wake-up Call” -> “Add Wake-up Call”

Figure 45

Room Name/Group: the wake-up call is valid for single room or room group

Name: room name or group name

Extension: the extension number of the room

Time: Wake-up Call time

Type: the frequency of the wake-up call, include "Every Day", "One Day", "Custom"

Prompt: the prompt of the Wake-up call. The prompt can be set up in "Music on Hold Prompts" section.

Repeat Times: the times that the wake-up call will be repeated.

Repeat interval: the interval of repeated prompt.

Add Bulk Wake-up Calls

"Wake-up Call" -> "Add Bulk Wake-up Call"

You can add bulk wake-up calls for multiple rooms at the same time. And the other settings are the same with "Add Wake-up Call".

Add Wake-up Call X

(Selected)

Room100
Room101
Room102
Room103
Room104

Time: 07 : 00

Type: Every Day

Prompt: MLjingleOgie

Repeat Times: 3

Repeat Interval: 5 min

Save Cancel

Figure 46

Delete the selected wake-up calls

“Wake-up Call” -> “Delete the Selected Wake-up Calls”


Delete the wake up calls which is chosen.

Search wake-up call


“Wake-up Call” -> “Search”

You can search rooms according to “Room Name”.

Edit wake-up call

Click the button  to edit the wake-up call.

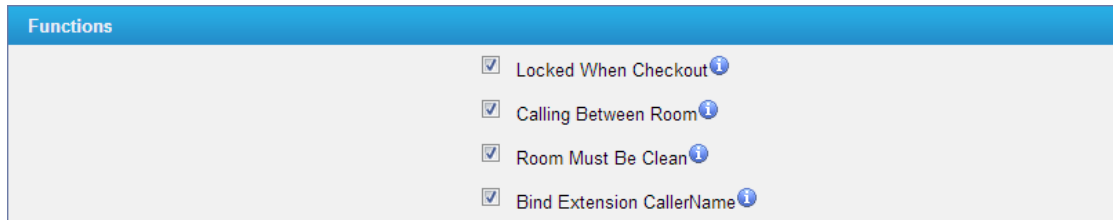
Delete wake-up call

Click the button  to delete the wake-up call.

2.2.9 General Settings

This section includes functions, dial plan setting, currency setting and company setting.

Functions:



Functions	
<input checked="" type="checkbox"/>	Locked When Checkout ⓘ
<input checked="" type="checkbox"/>	Calling Between Room ⓘ
<input checked="" type="checkbox"/>	Room Must Be Clean ⓘ
<input checked="" type="checkbox"/>	Bind Extension CallerName ⓘ

Figure 47

Locked When Checkout: after checkout, extension in the room will be locked and can't make calls.

Calling Between Room: if checked, extension in different rooms can call each other.

Room Must Be Clean: the room must be cleaned before check-in.

Bind Extension CallerName: the name of a new room will automatically match the corresponding extension's name.

Dial Plan:

Set Mini Bar feature code and room clean and choose an extension for Reception.



Dial Plan	
Mini Bar Prefix ⓘ	*83
Mini Bar Delete Prefix ⓘ	*84
Room Clean Prefix ⓘ	*85
Room Unclean Prefix ⓘ	*86
Reception ⓘ	300

Figure 19

Mini Bar Prefix: keep records of Mini Bar expenses. At the time of check-out, the record will show on the billing report. For example, *8311222 means the guest purchased 3 pieces of item No.1 and 3 pieces of item No.2.

Mini Bar Delete Prefix: Delete the records of mini bar expenses. It can only be executed before check-out. For example, *84112 means on the basis of the previous purchase, subtract 2 pieces of item No.1 and 1 piece of item No.2.


Room Clean Prefix: room cleaned. After cleaning, dial this to tell the system that the room is cleaned.

Room unclean Prefix: Set room dirty. If your room needs to be cleaned, dial this to tell the system your room needs to be cleaned.

Reception: the extension number of the reception desk. The number can be dialed whether the room is checked in or not.

Below is an example:

For mini-bar setting, please refer to Figure 29. And the customer consumed 1 tin of Coco-cola, 1 bottle of mineral water. Before the customer is checked out, the hotel cleaner should check if the customer has consumed anything in mini-bar. Then the cleaner would dial *831 and *834 to tell the system the customer has consumed 1 tin of Coco-cola and 1 bottle of mineral water. Then the system will charge the customer. If the cleaner dials *832 by mistake, then he/she should dial *842 to delete this input. And after cleaning the room,

the cleaner should dial *85 to tell the system this room has been cleaned and the room clean status will turn to .

Currency Unit & VAT

Set currency unit and VAT




Figure 48

Currency Unit: configure the currency unit that the hotel uses

VAT1 & VAT2: set 2 VAT

For example, if a room module costs 200\$, and the VAT is 20, then the customer should spend an extra of 40\$ ($200 \times 20\%$) for this room module. That is, the real expense for this room module is 240\$ per day.

Company:

Set company information

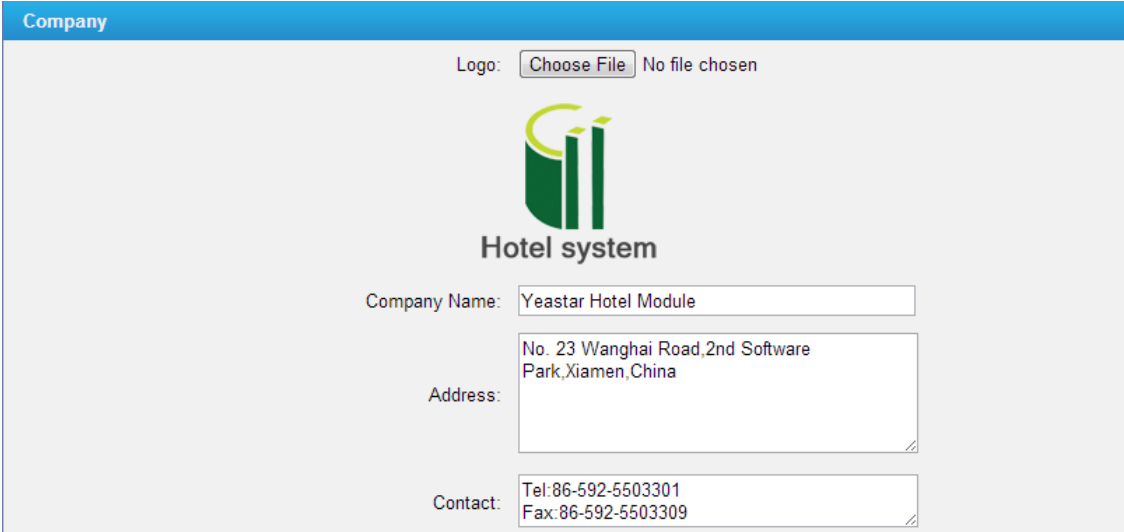


Figure 49

Logo: upload your hotel logo. Default width is 143 px, default height is 120 px. Width should not be wider than 170 px, height should not be higher than 150 px.

Company Name: set the hotel name

Address: set the hotel address

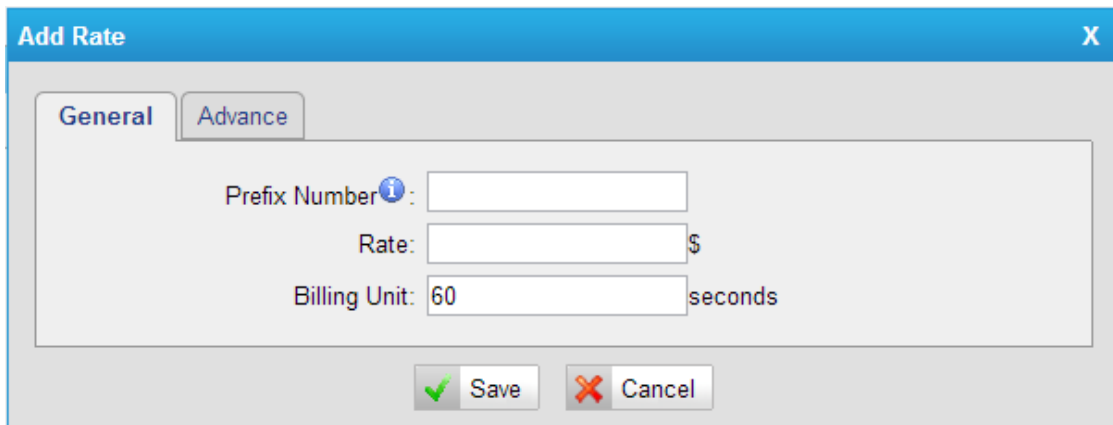
Contact: the contact information of the hotel

2.2.10 Rate Settings

Rate is used to charge the call that the customer makes.

Add New Rates

"Rate Settings" -> "Add Rate"



The screenshot shows a 'Add Rate' dialog box with a blue header bar. Below the header are two tabs: 'General' and 'Advance'. The 'General' tab is active and contains three input fields: 'Prefix Number' (with an information icon), 'Rate' (with a dollar sign), and 'Billing Unit' (with the value '60' and the unit 'seconds'). At the bottom of the dialog are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Figure 50

General

Prefix number

The destination should begin with this prefix, it would match any number if the prefix is null.

Rate

The rate of one billing unit.

Billing Unit

If the rate is \$0.2 and billing unit is 60 seconds, the call you make will cost \$0.2 per 60 seconds (less than one billing unit will be regarded as one billing unit).

Advance

Add Rate [X]

General **Advance**

Days of Week:

From: 00 : 00
To: 23 : 59

Initial Cost *i*: 0 \$
Initial Time *i*: 0 seconds

☒ Extensions *i*:

Save Cancel

Figure 51***Days of week***

Choose the days on which this rate takes effect.

From & To

The time period of this rate takes effect in a day.

Initial Cost & Initial time

If the “Initial Cost” is \$0.2 and the “Initial Time” is 120 seconds, it means the first 120 seconds of this call will cost \$0.2.

Extensions

If this is checked, this rate would be for all extensions, include the new extensions. If not checked, you choose the extensions as required.

Edit rate

Click the button  to edit the rate.

Delete rate

Click the button  to delete the rate.

2.2.11 Billing Report

In this page, you can print the bill for customers.

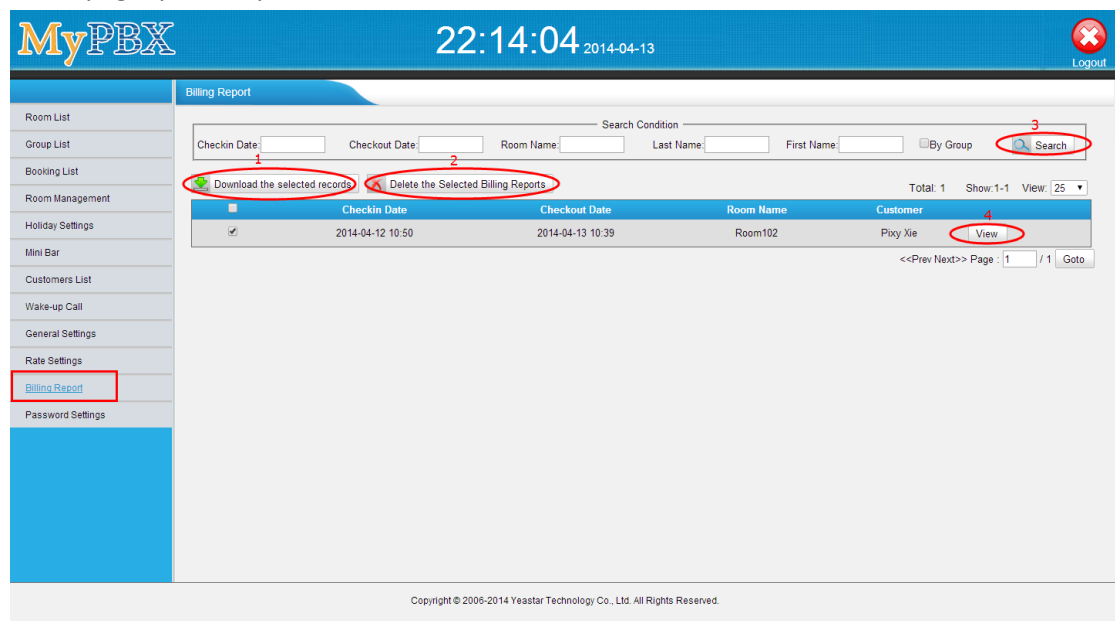


Figure 52

Download the records:

Download all the records in “.csv” file.

Go to “Billing Report” -> “Download the Report”

Delete the selected records:

After selecting the records, you can delete them.

Go to “Billing Report” -> “Delete the selected Records”


Search Condition


You can search the records according to “Checkin date”, “Checkout date”, “Room Name”, customer’s “First Name” and “By Group”. But if “By Group” is checked, the other fields would be frozen.

View the record

Click “view” button, you will see the customer’s bill.

You can also print the bill if you have connected to a printer.



Number: 2014041510140
Billing at : 2014-04-17 20:02 

Customer:	Pixy Xie				
Room Name:	Room102	Room Model:	Single Standard		
Checkin Date:	2014-04-13 22:40	Checkout Date:	2014-04-17 20:02		

Service	Date	Amount	Price	VAT	Total
Room102	2014-04-13	1	60	20.00	72.00
Room102	2014-04-14 -- 2014-04-16	3	50	20.00	180.00
Sum Other	--	--	--	--	0.00

Call Information	Time	Destination	Duration	Expenditure
	2014-04-15 16:54:05	7300	5	0.20

				Sum:	252.00
--	--	--	--	------	--------

Mini Bar: 0.00 Room: 252.00 Call: 0.00 Others: 0.00

Room Name:	Room100	Room Model:	Single Standard		
Checkin Date:	2014-04-12 11:52	Checkout Date:	2014-04-13 22:40		

Service	Date	Amount	Price	VAT	Total
Room100	2014-04-12	1	80	20.00	96.00
Sum Other	--	--	--	--	20

				Sum:	116.00
--	--	--	--	------	--------

Mini Bar: 0.00 Room: 96.00 Call: 0.00 Others: 20

				Total Sum:	368.00
--	--	--	--	------------	--------

Signature: _____
Date: _____

Figure 53

2.2.12 Password Settings

You can change the password of the management portal.

Change Password

Change Password

Enter Old Password:

Enter New Password:
Medium

Retype New Password:


 Save

Figure 54

By pressing “Save” the Web GUI will be redirected to the login page. You can log in using the new password. And when you enter new password, it will display the password’s safety level on the right side of the field.

[Finish]