

User Guide for Guest Phones

This guide explains how to use the facilities on your phone

To make an internal call

- Lift the handset, or use Handsfree if it is available on your telephone.
- Key the extension number (20-51), or key 0 for Reception.

To make an external call

- Lift the handset, or use Handsfree if it is available on your telephone.
- Key 9 and wait for dial tone
- Key the number you require.

Last Number Redial

- Lift the handset, or use Handsfree if it is available on your telephone.
- Key 77 (The last external number you dialled will be redialled)

If your phone is equipped with a redial key you can press it. In this case the last number you dialled, either an internal or external number, will be redialled.

Message Waiting

If the LED on your phone is lit or the display (if fitted) shows message waiting, Please contact reception for information by dialling 0.

Wake Up Call

- Lift the handset, or use Handsfree if it is available on your telephone.
- Key 718 followed by the time as HHMM (e.g. 7180730 for 7:30 am, 7181930 for 7:30 pm.).
- An interrupted tone confirms that the time is set. If you do not hear this tone, replace the handset and re-enter the code and time.

To cancel a wake up call dial 718*. Confirmation tone is returned.

Your extension number is _____

