



1. How to set a Wake-up call for a guest

Wake-up calls can be used to schedule a reminder notification call to any valid destination. To schedule a Wake-up call, dial *68. After dialing the code, simply follow the instructions. You may also cancel a Wake-up call by dialing *68 and following the instructions.

2. How to clear a Message Waiting Light

Dial *97 for MWI indicator then follow instructions

3. How to set/clear maid codes

This function depends how the EZ-VoiceWorks is configured on the PMS and PBX.
(*5X)

4. Do Not Disturb

DND Activate: *78 and DND Deactivate: *79

5. How to Transfer Calls

Press the transfer button on the phone, then enter the destination number, then press the transfer button again.

6. Using Intercom

User Intercom "Allow" is *54 and "Disallow" is *55

7. Voicemail Options

Dialing your voicemail to retrieve messages use code *97 or if you would prefer to reach the main voicemail greeting use *98

8. Incoming Call Pick-Up from office extensions

To answer an incoming call going to the front desk from a different extension, such as a manager or office phone, dial *8