# NEC
## ELITE IPK II HOSPITALITY QUICK REFERENCE

### CHECK IN:
- Press **SPEAKER**
- Enter **638**
- Enter 7 plus the Room Number
- Press **SPEAKER**

### CHECK OUT:
- Press **SPEAKER**
- Enter **639**
- Enter 7 plus the Room Number
- Press **SPEAKER**

### CHANGE A ROOM'S TOLL RESTRICTIONS:
*Once a guest has checked in…*
- Press **SPEAKER**
- Enter **637**
- Enter 7 plus the Room Number (You will hear a single beep)
- Enter the new toll restriction level
- Press **SPEAKER**

### SET/CANCEL A WAKE UP CALL FROM A *ROOM* PHONE:
- Press **SPEAKER**
- Enter **631** (to *Set*)    or   **632** (to *Cancel*)
- Enter the time you wish to wake up (via 24Hr clock)
- Press **SPEAKER**

### SET/CANCEL A WAKE UP CALL FROM THE *FRONT COUNTER:*
- Press **SPEAKER**
- Enter **633** (to *Set*)    or   **634** (to *Cancel*)
- Enter 7 plus the Room Number
- Enter the time you wish to wake up (via 24Hr clock)
- Press **SPEAKER**

### SET/CANCEL A DO NOT DISTURB FROM A *ROOM* PHONE:
➢ Press **SPEAKER**
➢ Enter **627** (to *Set*)   or   **628** (to *Cancel*)
➢ Press **SPEAKER**


### SET/CANCEL A DO NOT DISTURB FROM THE *FRONT COUNTER:*
➢ Press **SPEAKER**
➢ Enter **629** (to *Set*)   or   **630** (to *Cancel*)
➢ Enter 7 plus the Room Number
➢ Press **SPEAKER**


### HOUSE CLEANING FROM A *ROOM* PHONE
➢ Press **SPEAKER**
➢ Enter **640**
➢ Dial the Room status code
    o 1 - Room Cleaned (Occupied)
    o 2 - Maid Required
    o 3 - Maid in Room
    o 4 – Inspection Required
➢ Press **SPEAKER**


### HOUSE CLEANING FROM THE *FRONT COUNTER*
➢ Press **SPEAKER**
➢ Enter **641**
➢ Enter 7 plus the room number
➢ Dial the Room status code
    o 1 - Room Cleaned (Occupied)
    o 2 - Maid Required
    o 3 - Maid in Room
    o 4 – Inspection Required
➢ Press **SPEAKER**