MyPBX

# Hotel Module User Manual

(English Version)

Yeastar 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:

IP	PB	X
Input Rating: 100-240V AC 1.5A MAX 50-60Hz	SN:	S/N P300V1312200337
Cerc Complies with FCC Part 68 Rules	WAN MAC:	MAC F48549050405
IP Address:192.168.5.150 User Name:admin Password:password Made in China	LAN MAC:	MAC F48549050404

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.



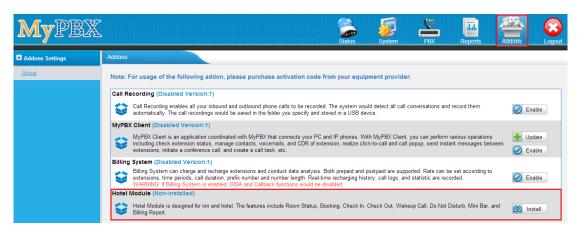


Figure 2

C+~-	~ 7	Click "Install"	andar	ator the	activation	codov		urchacad	thon clic	k "Activ	
SIC	J Z.	CIICK IIIStall	and er	iter the	activation	coue y	υu μ	Jui chaseu,	then the	K AUIN	ve .

Install Hotel Module		Х
Active Code:	HMTEST-4517174C4C7E7EFCFC6262EEEE76761B	
	Active X Cancel	

### 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:

- 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.

Hotel	Module (Enabled Version:1.1)	
Ş	Hotel Module is designed for inn and hotel. The features include Room Status, Booking, Check In, Check Out, Wakeup Call, Do Not Disturb, Mini Bar, and Billing Report.	O Disable

#### 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.

Message from webpage	<b>— X</b>
Are you sure to disable the	addon?-Hotel Module
	DK Cancel

Figure 5

### **Enable Hotel Module**

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

н	otel I	Module (Disabled Version:1.1)	
1		Hotel Module is designed for inn and hotel. The features include Room Status, Booking, Check In, Check Out, Wakeup Call, Do Not Disturb, Mini Bar, and Billing Report.	Enable

Figure 6



# Part 2 How to use Hotel Module

# **1** Introduction

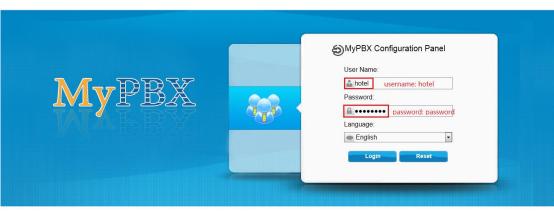
Developed to meet growing needs of small and medium sized hotels, MyPBX Hotel Module integrates rich IP-PBX features with professional hospitality features. Run your hotel with MyPBX Hotel module to achieve higher productivity and greater profitability.

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.



MyPBX	23:35:02 <sub>2014-04-10</sub>
	Room List
Room List	Search Condition
Group List	Last Name:         First Name:         Room:         Date From:         Date To:           Groun:         Groun:         V         Free:         Model:         V         Saarch
Booking List	Group: V Clean: V Free: Model: V
Room Management	🛉 Check In 🛉 Booking 🗙 Check Out 🗙 Check Out By Group 🛐 Room Move
Holiday Settings	No Room Defined
Mini Bar	Busy: 0 Free: 0 Total 0 < <prev next="">&gt; Page: 0 / 0 Goto</prev>
Customers List	
Wake-up Call	
General Settings	
Rate Settings	
Billing Report	
Password Settings	
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Figure 8

#### Note:

MyPBX firmware upgrade follow-up

 $\cdot$  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.

← ⊕ @ http://1921685.550/ P - C @1	92.168.5.250 ×	L	a × ↑ ★ 8
File Edit View Favorites Tools Help Hybrid IP PBX for Your Business		Print File Zoom (100%) Safety Add site to Start menu	> > >
	MyPBX Configuration Pane User Name:	View downloads Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings Internet options About Internet Explorer	Ctrl+J
MyPBX 😽	Password: Language: English		
	Login Reset		

Figure 9



Compatibility View Settings	<b>X</b>
Change Compatibility View Settings	
Add this website:	
192.168.5.250	Add
Websites you've added to Compatibility View:	
	Remove
Display intranet sites in Compatibility View	
✓ Use Microsoft compatibility lists	
Learn more by reading the <u>Internet Explorer privacy s</u>	tatement
	Close

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.



MyPBX	23:47:08 2014-04-10	Logout
	Room Management	
Room List	Models Management	
Group List	Search Condition	1
Booking List	Room Name: Extension: Model Search	
Room Management	🕂 Add Room 🐮 Add Bulk Rooms 🥢 Edit the Selected Rooms 📉 Delete the Selected Rooms	Total: 0 Show: 0-0 View: 25 V
Holiday Settings	No Rooms Defined	
Mini Bar	No Rooms Defined	
Customers List		
Wake-up Call		
General Settings		
Rate Settings		
Billing Report		
Password Settings		

### Figure 11

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

Add Model
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 Weekend
Monday Tuesday Wednesday Thursday Friday Friday
Weekday Price :
Weekend Price :
Holiday Price : Holiday Settings
Save Save

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 weekdayWeekend Price: the price for weekendHoliday Price: the price for holidayHoliday Setting: click to set holiday information

### 3) Holiday Setting

Add Holiday	х
Name:	
Start Date : 2014 ▼ 04 ▼ 12 ▼	
End Date : 2014 V 04 V 12 V	
Save 🔀 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.

Add Model					G
Model	Weekday Price	Weekend Price	Holiday Price	VAT	_
Single Standard	50	60	80	20.00	[
Double Standard	60	70	90	20.00	4
Triple Standard	100	120	150	20.00	1

Figure 10

### Edit room type

Click local to edit the room type.

Edit



### Delete room type

Click to delete the room type.

### Add Room

"Room Management" -> "Add Room"

Add Room	x
Room Name:	
Extension:	300 •
Model:	<b>T</b>
<ul> <li></li> </ul>	Save 🔀 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"

Add Bulk Rooms	x
Create Amount:	
Rooms Starting From 🛈 :	+
Room Model	<b>T</b>
Extensions Starting From:	300 🔻
	he 'Edit the Selected Rooms' button to modify the model for ese rooms.
✓ Save	X 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.

MyPBX	18:34:00 <sub>2014-04-11</sub>	Logout
	Room Management	Apply Changes
Room List	Models Management	
Group List	Search Condition	
Booking List	Room Name. Extension Model Search	
Room Management	🕂 Add Room 🕐 Add Bulk Rooms 📝 Edit the Selected Rooms 🛪 Delete the Selected Rooms	Total: 5 Show: 1-5 View: 25 🔻
Holiday Settings	Room Name Extension Room Model	
Mini Bar	Ø Edit the Selected Rooms X	
Customers List	Room Model: Single Standard V	
Wake-up Call	Single Standard	
General Settings	Triple Standard Single Standard	
Rate Settings	Room104 304 Single Standard	
Billing Report	E	<< First < Prev 01 Next > Last >>
Password Settings		

Figure 13

### **Edit room**



Click do to edit the room.

After clicking *l*, you can modify the room type.

Edit Room: Room100	x
Room Name:	Room100
Extension:	300 🔻
Model:	Single Standard
✓	Save X Cancel

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 K to delete the room.

### **Search Rooms**

### "Room Management" -> "Search Condition"

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

MyPBX			18:37:2	28 2014-04-11		Logi
	Room Management			Apply successfully		
Room List	Models Managemen	t				
Group List	[ Search Condition —					
Booking List		Room Name:	Extension:	Model: Search		
Room Management	🕂 Add Room  🕈	Add Bulk Rooms 🥖	Edit the Selected Rooms	Compared Provide Comparison Compared Co	Total: 5	Show: 1-5 View: 25 -
Holiday Settings	•	Room Name	Extension	Room Model		
Mini Bar	×	Room100	300	Single Standard	R	×
Customers List		Room101	301	Single Standard		×
Wake-up Call		Room102	302	Single Standard	M	×
General Settings		Room103	303	Single Standard		×
-		Room104	304	Single Standard	P	×
Rate Settings					<< First < Prev	01 Next > Last >>
Billing Report					Contract Contract	Con Monty Cost //
Password Settings						



### 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*"



Room List

							— Search Condition —				
	Last I	Name:			First Name:	Poom		ata Fram:		Date To:	
	(	Group:		v C	heck In				Х		
				_		Check in As Hourly Roor	n				
	Chec	k In 📕	Booking		Room Name:	Room101 V					Shov
4		Name		Cle	Checkin Date:	2014-04-12 11:01	Checkout Date:	2014-04-14 10:51		Date To	31100
		Name			Last Name:	Xie	First Name:	p		Date To	
	<u> </u>				Country:	China	City				
			$\checkmark$	2		Male OFemale		Xie Pixy			
		Pixy Xie	×		Certificate Type:	ID Card 🔹	Certificate ID:	2321354		2014-04-13 10:39	
			$\checkmark$	-	Phone:	0592000000	Mobile:	1390000000			
			<b>√</b>		Fax:	05920000001	Email:	pixy@yeastar.com		-	
L	Busy	: 1	Free: 4		Address:	Amoy				< <prev next=""></prev>	> Pagi
					Comment:	need a bottle of take-awa	ay coffee	/			
						✓ Save	X Cancel				

#### 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.



	Name: Group:		F	First Name: Clean:		Room: Free:	Search Condition	Date From Model	
Che	ck In 🛉	Booking	XC		heck Out By	/ Group	Room Move		
	Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From
		$\checkmark$	$\checkmark$	Room100		ar 300 ar 🔊	Single Standard	×	
		$\checkmark$	<b>V</b>	Room101		ar 301 ar 🔊	Single Standard	×	
	Pixy Xie	×	✓	Room102		a 302 🔊	Single Standard	×	2014-04-12 10:
		<b>√</b>	×	Room103		ar 303 🔊	Single Standard	×	
		×	1	Room104		a 304 a 🖉	Single Standard	×	-
Bus	v: 1	Free: 4	1	Total: 5					



### 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			3	x
Model:	Single Standard •	Free Rooms:	5	
Checkin Date:	2014-04-13 10:51	Checkout Date:	2014-04-14 10:51	
Last Name:	Xie	First Name:	p	
Country:	China	City:		h
	●Male ○Female	l	Xie Pixy	J
Certificate Type:	ID Card 🔻	Certificate ID:	2321354	
Phone:	0592000000	Mobile:	1390000000	
Fax:	05920000001	Email:	pixy@yeastar.com	
Address:	Amoy		1	
Comment:	need a bottle of take-awa	ay coffee		
	✓ Save	X Cancel		

#### 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.

MyPBX	22:49:58 2014-04-13	Logout
	Room List	
Room List Group List Booking List	Last Name:         First Name:         Room:         Date From:           Group:         Y         Clean:         Free:         Model:	Date To:
Room Management	💠 Check In 🔹 Booking 🔀 Check Out 🛪 Check Out By Group 👔 Room Move	Show: 1-5 View: 15 🔻
Holiday Settings Mini Bar	Name Free Check Out X	Date To
Customers List		- 2014-04-13 11:41
Wake-up Call General Settings	Poxy Xie         Date:         2014.04-13 11:41           -         -         Sam Obstemal           Sam Obstemal         -         -	2014-04-13 11:41
Rate Settings	Busy. 1 Free. 4 Comment:	
Billing Report Password Settings		< <prev next="">&gt; Page : 1 / 1 Goto</prev>
Fassword Settings	Save K Cancel	
	Copyright © 2005-2014 Yeastar Technology Co., Ltd. All Rights Reserved.	

### "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 X. In this case, you can't check in

this room until the room status is clean again..

				Total: 72.00	View					
					5	Search Condition				
Last N	lame:		First Name:		Room:		Date From:	Date To	D:	
G	Group:	•	Clean:	<b>v</b>	Free:	···· •	Model: V			C Search
Chec	k In 🛉 I Name	Booking	K Check Out	Check Out By G		m Move Extension	Model	DND		r: 1-5 View: 15 Date To
_	Name	Free			Group				Date From	Date To
		×	×	Room100		ar 300 🖉	Single Standard	×		
		<b>V</b>	×	Room101		301	Single Standard	×		
		1	×	Room102		a 302	Single Standard	×		
		<b>√</b>	¥	Room103		ao 303 🧼	Single Standard	×		
								×		

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	х					
Group Name:	Yeastar					
Date:						
	Send by Email					
Email:						
Save X 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"



	Room Lis	1											
toom List								Search Condition -					
Group List		Name:			st Name:		Room:		)ate From:		Date To:		
Booking List		Group:		Ŧ	Clean:	Ŧ	Free:	······ ¥	Model:	¥			Search
Room Management	+ Che	ck In 🕂 B	Booking	📉 Che	ck Out 📉 Ch	eck Out By O	Group 📑 Ro	iom Move				Show: 1-5	View: 15
Holiday Settings		Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To		
Mini Bar		Pixy Xie	×	1	Room100	Yeastar	27 300	Single Standard	×	2014-04-12 11:52	2014-04-13 11:41	I	×
Customers List		Harry Hua	×	1	Room101	Yeastar	ar 301 an	Single Standard	×	2014-04-12 14:07	2014-04-13 14:07		×
Wake-up Call	×.	Pixy Xie	×	1	Room102	Yeastar	apr 302 🔊	Single Standard	×	2014-04-12 14:13	2014-04-13 14:11	I	X
General Settings			1	1	Room103		ar 303 an	Single Standard	×				
Rate Settings			Room	Move						x			
Billing Report	Bus	y: 3 I	F			Room: Ro	om102				< <prev next<="" td=""><td>&gt;&gt; Page:1</td><td>/ 1 G</td></prev>	>> Page:1	/ 1 G
Password Settings					Move t	o Room: Ro	oom103(Single S	tandard) 🔻					
assword ostangs					Su	m Other:							
					с	omment:	ise in the next ro	iom					
						🖌 Sav	ve 🔀 Cance	el					

#### 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*".

MyPBX					22	2:29	): <b>21</b> 20	014-04-11					Contraction of the second
	Room List												
Room List				_				Search Condition -					
Group List		Name:			st Name:		Room:		late From:		Date To:		
Booking List		Group:		•	Clean:	•	Free:	······ •	NIODEI:	······ •		<u></u>	Search
Room Management	🕂 Chec	sk In 🕂 E	looking	📉 Che	ck Out 📉 Ch	eck Out By G	Group 📑 Ro	om Move				Show: 1-5	View: 15 •
loliday Settings		Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To		
lini Bar		Pixy Xie	×	1	Room100	Yeastar	ar 300 ar 🖉	Single Standard	×	2014-04-12 11:52	2014-04-13 11:41	P	$\times$
ustomers List		Harry Hua	×	1	Room101	Yeastar	ar 301 an	Single Standard	×	2014-04-12 14:07	2014-04-13 14:07		×
ake-up Call	*	Pixy Xie	×	×	Room102	Yeastar	27 302	Single Standard	×	2014-04-12 14:13	2014-04-13 14:11	I	×
eneral Settings			×	¥	Room103		🤍 303	Single Standard	×	-			
ate Settings		-	1	¥	Room104		ar 304	Single Standard	×	-			
illing Report	Busy	r: 3	Free: 2	Т	otal: 5						< <prev next=""></prev>	> Page: 1	/ 1 Goto
assword Settings													
aboniola octango													
					Copyright © 2	006-2014 Yea	astar Technology	Co., Ltd. All Rights Res	served.				

Figure 27



### **Edit Check-in Info**

 $\operatorname{Click}{\ensuremath{ \fbox{\hbox{$\sim$}}}}$  to edit the check-in info.

it Check-in Info			
Check-in Info Mini Ba	ar Call Info Room Info	Room Move Info	
	Check in As Hourly Room	1	
Room Name:	Room101		
Checkin Date:	2014-04-12 14:07	Checkout Date:	2014-04-13 14:07
✓ :	Clean	□:	DND
Last Name:	Hua	First Name:	Harry
Country:		City:	
	●Male ○Female		
Certificate Type:	ID Card 🔹	Certificate ID:	232135423
Phone:		Mobile:	1390000001
Fax:		Email:	
Address:			
Comment:			

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

dit Check-in Info			x
Check-in Info	Mini Bar Call Info Room Info	Room Move Info	
Name	Price	VAT	Amount
-			0
			0
			0
-		-	0
-	-	-	0
	-		0
	-		0
	-		0
	-		0
			0
		Su	<b>m</b> : 0.00
	✓ Save	🔀 Cancel	



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

Edit Check-in Info				Х
Check-in Info Mini Bar	Call Info Room Info	Room Move 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

Edit Check-in Info						Х
Check-in Info	Mini Bar Call Inf	o Room Info	Room Move Info			
Date		Туре	Price		VAT	
2014-04-	-12	holiday	80		20.00	
				Sum: 96.00		
		🗸 Save	🔀 Cancel			

Figure 31

Here you can check the room info including Date, Type, Price, and VAT. *Sum*: it is the total charge of the room.

Edit Check-in Info			х
Check-in Info M	lini Bar Call Info Room Info M	Room Move Info	
Name	Price	VAT	Amount
	Ci	all Info	
Time	Destination	Duration	n Expenditure
	Ro	om Info	
Date	Туре	Price	VAT
	<ul> <li>Save</li> </ul>	🔀 Cancel	



#### Figure 32

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

### **Delete Group**

Click K 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"

Add Group		х	ζ				
Members	Name Yeastar		_				
Internition a	Available Rooms	Selected					
Room102							
	Save X Cancel						

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 do 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	•	23:46:0	7 2014-04-11		Logout
	Booking List				
Room List			Search Condition		
Group List	Last Name:	First Name:	Date From:	Date To:	C Search
Booking List	+ Check In 🗙 Booking Cancelling				Total: 1 Show: 1-1
Room Management	Name	Room Model	Date From	Date To	Booking Date
Holiday Settings	Yeastar	Single Standard	2014-04-11	2014-04-16	2014-04-11 23:45
Mini Bar					<< First < Prev 01 Next > Last >>
Customers List					sering series of money busiess
Wake-up Call					
General Settings					
Rate Settings					
Billing Report					
Password Settings					
		Copyright © 2006-2014 Yeastar Te	chnology Co., Ltd. All Rights Reserved		

Figure 34

### **Check In**

Check in a selected booking record. "Booking List" -> "Check In"



Check In				Х
Room Name:	•	]		
Checkin Date:	2014-04-11 16:01	Checkout Date:	2014-04-16 12:00	
Last Name:	Yeastar	First Name:		
Country:		City:		
	●Male ○Female			
Certificate Type:	ID Card 🔻	Certificate ID:		
Phone:		Mobile:		
Fax:		Email:		
Address:				;
Comment:				
	✓ Save	🔀 Cancel		

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: L	abour Day
Start Date :	2014 🔻 05 💌 01 💌
End Date :	2014 • 05 • 03 •
V Save	X Cancel

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"

Mini Ba	r			
Min	i Bar			
			© 2 digits model	
	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			
L		✓ Save	💥 Cancel	



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.

Digits     Name     Price     VAT       00	Aini Bar		VAT <sup>€</sup> : 5.00 ▼ model <sup>©</sup> 2 digits mod	el	
01	Digits				
02	00				🕂 Add
03        04	01				
04	02				
	03				
Save Save	04				
		<b>~</b>	Save 🔀 Cancel		

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 custon	ier s mormation can be added/modified/deleted.	
MyPBX	18:12:45 <sub>2014-04-13</sub>	

The customers' information exported under Windows OS may display as gibberish due to different default character encoding. To solve this, open the file in TAT format, save the file again with locking List locking List per Management liday Settings Add Customers Market and		Customers List											
oup Lst     Unicode, and check again.       holic import customers' information with the converted format will result in gibberish display, so it is recommended that an unconverted file is saved beforehand and then imported.       being List       brind Angement       bilday Settings       initian       initian <t< td=""><td>oom List</td><td>The customers' info</td><td>rmation exported</td><td>under Windows OS I</td><td>may disr</td><td>lav as git</td><td>oberish due to different de</td><td>fault character encoding. To solve</td><td>this open the file</td><td>in TXT format</td><td>save the</td><td>file again</td><td>with</td></t<>	oom List	The customers' info	rmation exported	under Windows OS I	may disr	lav as git	oberish due to different de	fault character encoding. To solve	this open the file	in TXT format	save the	file again	with
search Condition Last Name First Name First Name Search Last Name First Name First Name Total: 5 Show:1-5 View: 1  Add Customer Mele Add Customer Mele Total: 5 Show:1-5 View: 1  Add Customer Mele New Picky Male Amoy 139000000 picy@yeastar.com Checkin Booking Xie Booking Xie Hua Hary Male - 1390000001 -  Checkin Booking Xie Checkin Checkin Booking Xie Checkin Book	roup List	Unicode, and check	again.					-				-	
John Management       Last Name       First Name       Search         Jiday Settings       Impact       Impact       Total : 5 Show:1-5 View 1         Jiday Settings       Impact       Impact       Total : 5 Show:1-5 View 1         Jiday Settings       Impact       Impact       Impact       Total : 5 Show:1-5 View 1         Jiday Settings       Impact       Impact       Impact       Impact       Impact         Jiday Settings       Impact       First Name       Impact       Impact       Impact       Impact         Jiday Settings       Impact       First Name       Impact	ooking List												
ne Bar ni Ba	oom Management	Search Condition -	Last Name	e	First I	Vame:	9	Search					
Initial     Last Name     First Name     Sox     City     Mobile     Email       Instants     Image: State S	oliday Settings												
Internal Settings         Time and the settings <th< td=""><td>ni Bar</td><td></td><td>X Delete the</td><td>Selected Customers</td><td></td><td>Import</td><td>👱 Export</td><td></td><td></td><td>Total: 5</td><td>Show</td><td>r:1-5 \</td><td>iew: 10 🔹</td></th<>	ni Bar		X Delete the	Selected Customers		Import	👱 Export			Total: 5	Show	r:1-5 \	iew: 10 🔹
Atter up Call               Check In Booking         IX           neral Settings          Hua         Harry         Male          1990000001          Check In Booking         IX           te Settings          the           Check In Booking         IX	istomers List											$\sim$	
e Settings Hua Harry Male 1390000001 <u>Check in Booking</u> X X e Settings the main of the main of the main of the setting X and the main of the setting X and the setting	ke-up Call												
e Settings	neral Settings												
Vaster Mala	· ·			,									
	-												
ingrouper	ling Report								Should		t>> Page		/1 Goto

Figure 18

### Add Customer

Add Customer			х
Last Name:		First Name:	
Country:		City:	
	●Male ○Female		
Certificate Type:	ID Card 🔻	Certificate ID:	
Phone:		Mobile:	
Fax:		Email:	
Address:			//
Comment:			
	🗸 Save	Cancel	

"Customers List" -> "Add Customer"

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 phone number. Fax: 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.

MyPB2	X			The page i		3.4.142 says: mer?	×					Logo
	Customers List					ок	Cancel					
Room List	The customere'	information exported	under Windows O	S may dier	lav ac dibb	arish dua to different c	default character encoding. To solve	his open the f	ile in TXT form	at eave th	e file again	with
roup List	Unicode, and ch	eck again.					s recommended that an unconverted				-	mur
ooking List			with the converted	ionnat wiii	reautin git	Joenan urapitay, ao it ia		ine to ouved be	forenand and	anen mipor	tou.	
oom Management	Search Condition	n		First 1	lama:	0	Search	7				
oliday Settings		Last Name	·	Filst	vame.		Search					
ni Bar	+ Add Custome	er 📉 Delete the	Selected Custom	ers 🕂	Import	Export			Tota	6 Sh	ow:1-6 V	ew: 10 🔻
istomers List	-	Last Name	First Name	Sex	City	Mobile	Email					
ake-up Call		Xie	Pixy	Male	Amoy	13900000000	pixy@yeastar.com	Check	In Booking		×	
		-	-	Male				Check	In Booking	Ø	X	
eneral Settings		Hua	Harry	Male		1390000001		Check	In Booking		×	
ate Settings		ft	-	Male				Check	In Booking	Ø	×	
lling Report		Yeastar	-	Male	-			Check	In Booking		×	
assword Settings		Red	Peace	Male				Check	In Booking	I	×	
										lext>> Paç		

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.

Import	Х
Please Choose a txt or csv File. The file size must not be larger than 1MB.	
Choose a File to Upload: Choose File No file chosen	
Save 🔀 Cancel	



Figure 42

### Export

### "Customers List" -> "Export"

Export the customers' information as a CSV file.

MyPBX			,	18:	39:	05 2014-04-1	3					Logo
	Customers List											
Room List	The customers' infr	armation exported	under Windows O	S may disr	alav as dibb	erish due to different de	fault character encoding. To solve	this onen the f	ile in TXT form	at cave the	file again with	
Froup List	Unicode, and check	k again.					recommended that an unconverted					
Booking List					5	1.27						
toom Management	Search Condition -	Last Name		First N	Vame:	0	Search					
oliday Settings												
lini Bar	+ Add Customer		Selected Custome		· •	Export Export			Tota	5 Sho	w:1-5 View:	10 🔻
ustomers List		Last Name Xie	First Name Pixy	Sex Male	City Amoy	Mobile 13900000000	Email pixy@yeastar.com				×	
ake-up Call				Male	Antoy				In Booking		X	
neral Settings		Hua	Harry	Male		13900000001	-		In Booking		X	
ate Settings		ft		Male			-	Check		P	×	
lling Report		Yeastar	-	Male		-	-	Check	In Booking		X	
Password Settings									< <prev n<="" td=""><td>lext&gt;&gt; Pag</td><td>e : 1/ 1</td><td>Goto</td></prev>	lext>> Pag	e : 1/ 1	Goto
customers (1).csv *											Show all do	wnloads

#### 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".



	Customers List											_
iom List	The customers'	information exporter	under Windows Of	S may disr	olav as dibb	erish due to different de	efault character encoding. To solve	this open the file	in TXT forms	t cave the	file again wit	h
oup List	Unicode, and ch	ieck again.					recommended that an unconverted					
king List						serier arepray, se it is						
om Management	Search Conditio	n	a.	First I	Name	0	Search					
liday Settings		Cust Hum		11311	inter.		Search					
ii Bar	+ Add Custom	er 🗡 Delete the	Selected Custome	rs 🕇	Import	Export			Total:	5 Sho	w:1-5 View	10
stomers List		Last Name	First Name	Sex	City	Mobile	Email					
(e-up Call		Xie 	Pixy	Male Male	Amoy	1390000000	pixy@yeastar.com		Booking		×	
neral Settings		Hua	Harry	Male	-	1390000001			Booking Booking	1	X	
e Settings		ft		Male			-		Booking	P	X	
ing Report		Yeastar		Male	-	-			Booking		×	
assword Settings	_								< <prev ne<="" td=""><td>xt&gt;&gt; Pag</td><td>e: 1 / 1</td><td>Got</td></prev>	xt>> Pag	e: 1 / 1	Got



### Check In & Booking link.

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

### **Edit customer**

Click let the customer's information

### **Delete customer**

Click K 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"



х

Add Wake-up Call	

Room Name®	Group
Name:	Room100 T
Extension:	300
Time:	07 • : 00 •
Type:	Every Day 🔹
Prompt:	MLjingleOgie •
Repeat Times:	3 •
Repeat Interval:	5 T min
×	Save 🔀 Cancel

### 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 X 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 *log 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	
	Locked When Checkout
$\overline{\mathbf{v}}$	Calling Between Room
	Room Must Be Clean
	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, \*83111222 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

Currency Unit && VAT	
Currency Unit:	\$
VAT 1:	20.00
VAT 2:	5.00

#### 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

Сотрапу	
Logo:	Choose File No file chosen
Но	ST btel system
Company Name:	Yeastar Hotel Module
Address:	No. 23 Wanghai Road,2nd Software Park,Xiamen,China
Contact:	Tel:86-592-5503301 Fax:86-592-5503309

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"

A	dd Rate	х
	General Advance	_
	Prefix Number 0:	
	Rate: \$	
	Billing Unit: 60 seconds	
	Save X Cancel	

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	х
General Advance	
Days of Week:	
Sunday Monday Tuesday Wednesday Thursday Friday Saturday ▼	
From: 00 💌 : 00 💌	
To: 23 💌 : 59 💌	
Initial Cost 🛈 : 0 \$	
Initial Time 🛈 : 0 seconds	
Extensions 🛈:	
201 ↑ 202 ₽ 203 ₽ 204 205 ↑ 301 302 * ≪≪ ↓ ↓	
Save Save	

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

www.yeastar.com



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.

MyPBX		22:14:04 2014-04-13	Logout
	Billing Report		
Room List		Search Condition	3
Group List	Checkin Date: Checkout Date:	Room Name: Last Name:	First Name: By Group Search
Booking List	Download the selected records G Delete the	2 Selected Billing Reports	
Room Management	Checkin Date		Total: 1 Show:1-1 View: 25 • 1 Name Customer A
Holiday Settings	2014-04-12 10:50		m102 Pixy Xie View
Mini Bar			< <prev next="">&gt; Page : 1 / 1 Goto</prev>
Customers List			
Wake-up Call			
General Settings			
Rate Settings			
Billing Report			
Password Settings			
Copyright © 2006-2014 Yeastar Technology Co., Ltd. All Rights Reserved.			

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.

Date:         2014-04-13 22:40         Checkout Date:         2014-04-17 20:02           Service         Date         Amount         Price         VAT         Total           bdom102         2014-04-13         1         60         20.00         72.00           bdom102         2014-04-14         2014-04-16         3         50         20.00         180.00           um Other            0.00         180.00           Information         Time         Destination         Duration         Expenditure           2014-04-15         15:58:05         7300         5         0.20         2014-04-10           0.00         Room100         Others: 0.00         Expenditure         252.00         2018: 0.00         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         2014-04-12         Total           Service         Date         Date         Amount         Price         VAT         Total	Customer:	Pixy Xie					
Service         Date         Amount         Price         VAT         Total           koom102         2014-04-13         1         60         20.00         72.00           koom102         2014-04-14         - 2014-04-16         3         50         20.00         180.00           um Other             0.00         180.00           Information         Time         Destination         Duration         Expenditure         0.00           2014-04-15 16:54:05         7300         5         0.20         252.00         0.00           0.00         Room: 252.00         Call: 0.00         Others: 0.00         252.00         252.00         252.00         252.00           0.00         Room 100         Others: 0.00         5         0.20         252.00	Room Name:	Room102	Room Model:	Single Standard			
Non-102         2014-04-13         1         60         20.00         72.00           Non-102         2014-04-14 2014-04-16         3         50         20.00         180.00           um Other             0.00           Information         Time         Destination         Duration         Expenditure           2014-04-15         16:54:05         7300         5         0.20         252.00           0.00         Room: 252.00         Call: 0.00         Others: 0.00         252.00         252.00         252.00           me:         Room 100         Others: 0.00         2014-04-12         2014-04-13         214-04-13         224-0         252.00 <th>Checkin Date:</th> <th>2014-04-13 22:40</th> <th>Checkout Date:</th> <th>2014-04-17 20:02</th> <th></th> <th></th> <th></th>	Checkin Date:	2014-04-13 22:40	Checkout Date:	2014-04-17 20:02			
Nom102         2014-04-14 2014-04-16         3         50         20.00         180.00           um Other             0.00           Information         Time 2014-04-15         Destination 16:54:05         Duration 7300         Expenditure 5         0.20           0.00         Room: 252.00         Call: 0.00         Others: 0.00         standard         252.00           me:         Room 100         Others: 0.00         Single Standard         Standard         Standard           Date:         2014-04-12         11         2014-04-13         24.00         96.00	Service		Date	Amount	Price	VAT	Total
Imodel         -         -         -         -         0.00           Imomodel         Time 2014-04-15         Destination 16:54:05         Duration 7300         Duration 5         Expenditure 0.00           0.00         Room: 252.00         Call: 0.00         Others: 0.00         Sume         252.00           0.00         Room: 252.00         Call: 0.00         Others: 0.00         Sume         252.00           me:         Room100         Room Model:         Single Standard         Sume         Sume         Total           Service         Date         Amount         Price         VAT         Total           koom100         2014-04-12         1         80         20.0         96.00	Room102	2	014-04-13	1	60	20.00	72.00
Information         Time 2014-04-15         Destination 16:54:05         Duration 5         Expenditure 0.00           0.00         Room         252:00         Call: 0.00         Others: 0.00         Sum:         252:00         252:00           me:         Room 100         Room Model:         Single Standard         Sum:         5         Service         Date         Checkout Date:         2014-04-12         1         80         20.0         96:00	Room102	2014-04	-14 2014-04-16	3	50	20.00	180.00
2014-04-15 16:54:05     7300     5     0.20       Sum:     252.00     Call: 0.00     Others: 0.00       me:     Room100     Room Model:     Single Standard       Date:     2014-04-12 11:52     Checkout Date:     2014-04-13 22:40       Service     Date:     Amount     Price     VAT     Total       0000     2014-04-12     1     80     20.00     96.00	Sum Other						0.00
Sum:         Sum:         252.00           0.00         Room 10.0         Others: 0.00         Image: Common 10.0         Single Standard           Date:         2014-04-12 11:52         Checkout Date: 2014-04-13 22:40         Image: Common 10.0         VAT         Total           Service         Date:         2014-04-12         1         80         20.00         96.00	Call Information		Time	Destination	Duration	Expenditu	ire
Non         Call: 0.00         Others: 0.00           me:         Room100         Room Model:         Single Standard           Date:         2014-04-12 11:52         Checkout Date:         2014-04-13 22:40           Service         Date         Amount         Price         VAT         Total           boom100         2014-04-12         1         80         20.00         96.00		2014-	04-15 16:54:05	7300	5	0.20	
Room100         Room Model:         Single Standard           Date:         2014-04-12 11:52         Checkout Date:         2014-04-13 22:40           Service         Date         Amount         Price         VAT         Total           toom100         2014-04-12         1         80         20.00         96.00						Sum:	252.00
Date:         2014-04-12 11:52         Checkout Date:         2014-04-13 22:40           Service         Date:         Amount         Price         VAT         Total           koom100         2014-04-12         1         80         20.00         96.00	Mini Bar: 0.00 Roon	n: 252.00 Call: 0.00	Others: 0.00				
Service         Date         Amount         Price         VAT         Total           toom100         2014-04-12         1         80         20.00         96.00	Room Name:	Room100	Room Model:	Single Standard			
Room100 2014-04-12 1 80 20.00 96.00	Checkin Date:	2014-04-12 11:52	Checkout Date:	2014-04-13 22:40			
	Service	Da	te	Amount	Price	VAT	Total
	Room100	2014-	04-12	1	80	20.00	96.00
um Other 20	Sum Other	-					20
-						Sum:	116.00
um Other	Room100	2014-04-12 11:52 Da 2014-1	Checkout Date: te 04-12	2014-04-13 22:40 Amount 1	80	20.00	
						Sum:	116.00

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]