

Star Code Cheat Sheet

Some features may only be used by an **Admin** phone (ie. front desk phone, office phone, etc)

If your system uses prefix before extension numbers (for instance room 400 would be 7400) then be sure to add the prefix when operating star (*) codes.

Do Not Disturb

- Turn DND **ON** : *78 + extension
- Turn DND **OFF**: *79 + extension

Wake Up Calls

- Set Wake Up Call (from room): *81
- Set Wake Up Call (from another phone): *81 + extension/room number
- Record Wake Up Call Message: *92

Calling Restrictions

- No External Calls: *870
- Allow Domestic Calls: *871
- Unrestricted: *872

Voicemail

- Retrieve Voicemail: *86
- Get Room Voicemail: *486 + extension/room number
- Transfer Directly to Voicemail: *86 + Admin extension number / Room Number
 - While on a call

Directory Assistance

- Directory Assistance: *89 | 8 + 411 | 0 + 411

Room Status

- Set Room Status: *94
 - followed the maid code then #

Night Audit

- Night Audit IVR **Off**: *620
- Night Audit IVR **On**: *621

Checking In/Out

- Check Out (restrict calling): *881 + room number
- Check In (allow calling): *882 + room number

Maid Code Status

Restricted to only Room Phones

- Update Maid Code Status: *94 + Maid Code Status

Pick Up Calls

- Group Pickup: *8 + #
- Directed Extension Pickup: * + * + extension number + #

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