Wakeup Call Instructions

You can also create, modify or delete wakeup calls from the **Client Web Portal** at https://cwp.thinksimplicity.com

Via Admin Phones

To Set up New Wakeup Call For a Room:

- Dial *81
  - System will Say : " Welcome to the Wakeup call System..."
- Enter in room number with prefix (if your guest room extensions have prefixes)
- Press 1 to proceed with creating a wakeup call for the room you entered
  - Or press 2 to back out and setup for another room
  - Or to exit press 3
- Enter the time for the wakeup call by pressing 3-4 digits on the keypad
- Press 1 for AM or 2 for PM
- For Today press 1, or for tomorrow, press 2
- Press 1 to have it repeat daily, or press 2 to have it set as a one time call
- The system will repeat the date and time for the wakeup call
- Press 1 to proceed with creating **another** wakeup call for the room you entered
  - Or press 2 to back out and setup for another room
  - Or to exit press 3

Via Room Phones

To setup or delete a Wakeup Call From a Room Phone:

- Dial *81
- The system will list currently scheduled wakeup calls for the room you are dialing from with an option to delete them
- System will then give the option to schedule a wakeup call by entering the time
- Will ask for AM or PM
- May ask for Today or Tomorrow
- Will then be presented with the list of scheduled wakeup calls for that room
- You can enter additional wakeup calls or hangup if finished.

Wakeup Call Message Instructions

Modifies the message that is played when a wakeup call is answered.

To listen to the current wakeup message for the property:

- Dial *93
- System will greet with "Welcome to the Wakeup Call System"
  Dial 3
- Hangup when finished

To Create a <u>NEW</u> wakeup message for the property:

- *92
  - "Welcome to the wakeup call system"
- Press 1 to record a **NEW** wakeup message
- Dial 1
- Record the new message
- Press 4 to make the new wakeup call message active
- Plays confirmation message
- Hangup when finished