

# Tel Extensions

## Tel Extensions

Shows the status, permissions, and allows you to modify these settings for **all** extensions in the hotel

**Extensions** are categorized and separated by **Guest Room**, **House Phones**, and **Admin Extensions**

- Click **View** to modify an extension
- Select **Add Rate Sheet** to change the calling rate for an extension

### View

Extension: 7100	
Name	1 <input type="text" value=""/>
DND	2 <input type="button" value="On"/> <input checked="" type="button" value="Off"/>
Status	3 <input checked="" type="button" value="Checked In"/> <input type="button" value="Checked Out"/>
Maid Status	4 <input type="text" value="Clean Occupied"/>
Voicemail Email	5 <input type="text" value=""/>

1. **Name:** View or Edit the current Guest name
2. **DND:** Toggle Do Not Disturb on or off
3. **Status:** Toggle the current occupancy status for the room
4. **Maid Status:** Update the Maid Code Status of the room (also done via phone using **\*94+Status Code**)
5. **Voicemail Email:** email address that a copy of the voicemail messages will be sent to

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