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 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
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

Step 2. Click "Install" and enter the activation code you purchased, then click "Active".

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)	
S	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.	🚫 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	×
Are you sure to disable the addor	n?-Hotel Module
ОК	Cancel

Figure 5

Enable Hotel Module

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

				-		-	
Hotel I	Module (Disabled Version:1)						
Ş	Hotel Module is designed for inn ar Billing Report.	nd hotel. The features include Room Sta	tus, Booking, Check In, Check Out, W	akeup Call, Do	Not Disturb, Mi	ni Bar, and	O Enable

Figure 6



Part 2 How to use Hotel Module

1 Introduction

Developed to meet growing needs of small and medium size 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.

MyPBX	MyPBX Configuration Panel User Name: bit is notel User Name: bit is notel User Name: bit is notel User Name: bit is notel U

Hybrid IP PBX for Your Businesses

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Figure 7

Click "Login", you will enter the management portal.

MyPBX		3 out
	Room List	
Room List Group List	Search Condition Name: Room: Group:	
Booking List	+ Check In + Booking X Check Out X Check Out By Group 😰 Room Move + Extend Stay Show: 0-0 View: 15	•
Room Management	No Room Defined	
Mini Bar	Busy: 0 Free: 0 Total: 0 < <prev next="">> Page : 0 / 0 Got</prev>	0
Customers List		
General Settings		
Rate Settings		
Billing Report		
Password Settings		
× [M	•

Figure 8



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	
Room List Group List	Room Management Models Management Search Condition Room Name Extension: Model
Booking List Room Management Mini Bar	Add Room Call Add Bulk Rooms Edit the Selected Rooms Roene Defined
Customers List Wake-up Call General Settings	Total: 0 Show: 0-0
Rate Settings Billing Report	
Password Settings	

Figure 9

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

MyPBX					Logout	
	Models Management					
Room List	+ Add Model Add Grou	ıp		x	Go Back to Room Manage	
Group List Booking List	Standard	Model:	Deluxe Room	2	×	
Room Management	Superior	VAT:	5.00		×	Е
Mini Bar Customers List			Save X Cancel			
Wake-up Call						
General Settings Rate Settings						
Billing Report						
Password Settings						
<			m			۲

Figure 10

Model: Room type name



Price: room type price

VAT: Value Added Tax

After creating the room type, you can also edit or delete it.

MyPBX				
N	lodels Management			
Room List	+ Add Model			Go Back to Room Manage
Group List	Model	Price	VAT	
Booking List	Standard Room	200.00	5.00	
Room Management	Superior Room	300.00	5.00	
	Deluxe Room	400.00	5.00	
Mini Bar	Business Room	500.00	20.00	
Customers List	Executive Room	600.00	20.00	
Wake-up Call				edit delete
General Settings				
Rate Settings				
Billing Report				
Password Settings				

Figure 11

Edit room type

 Click to edit the room type.

Delete room type

Click to delete the room type.

"Room Management" -> "Add Room"

Add Room

MyPBX		
	Room Management Apply Change	es
Room List Group List Booking List Room Management Mini Bar Customers List Wake-up Call General Settings Rate Settings Billing Report Password Settings	Models Management Search Condition Room Name Room Name Room Name Room 301 Extension: 301 Model: Standard Room Model: Standard Room Total: 0 Show: 0-0	
1		Þ

Figure 12



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"

MyPBX	, ,		
Room List	Room Management Models Management Search Condition	Add Bulk Rooms X	
Booking List Room Management Mini Bar Customers List Wake-up Call	Room Name Add Room Add Bulk Rooms Room Name Room 301 Total: 1 Show: 1-1	Create: 5 rooms starting from : Room + 401 Room Model Superior Room • extensions starting from 401 • Tip: After pressing the 'Save' button, you may use the 'Edit the Selected Rooms' button to modify the model for these rooms.	<prev 1="" n<="" pre=""></prev>
General Settings Rate Settings Billing Report Password Settings	· ·		

Figure 13

Create: the number of room you want to create
Rooms starting from: the format is prefix+suffix.
Room Model: choose the room type
Extensions starting from: set the extension number which will be used in these rooms

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		Logour
	Room Management	
Room List	Models Management	
Group List	Search Condition	
Booking List	Room Name: Extension: Model:	
Room Management	📲 Add Room 🝸 Add Bulk Rooms 📈 Edit the Selected Rooms 🔀 Delete The Selected Rooms	
Mini Bar	Room Name Extension Room Model	
Customers List	Edit the Selected Rooms X	
Wake-up Call	Room Model: Standard Room	
General Settings	R Standard Room	
Rate Settings	Roomaus 403 Deluxe Room Superior Room	
Billing Report	Room404 404 Executive Room Superior Room	
Password Settings		
	Total: 6 Show: T-6	< Prev 1 Next >
4	m	

Figure 14

Edit room

Click to edit the room.

After clicking , you can modify the room type.

MyPBX		Logout
	Room Management	
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	
Mini Bar	Room Name Extension Room Model	
Customers List	Room301 301 Standard Room	
Wake-up Call	Edit Room: Room301 X	
General Settings	Room Name: Room301	
Rate Settings	Extension: 301 V	
Billing Report		
Password Settings	Total: 6 Show: 1-6 Bulues Room	< Prev 1 Next >
	Executive Room	
	"	,

Figure 15

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

www.yeastar.com



Click to delete the room.

Search Rooms

"Room Management" -> "Search Condition"

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

MyPBZ	Ĩ				
	Room Managemen	t			
oom List	Models Managem	nent			
roup List	Search Condition				
poking List		Room Name:	Extension:	Nodel: 💽 🔍 Search	
oom Management	+ Add Room	+ Add Bulk Rooms / Edit	the Selected Rooms X Dele	te The Selected Rooms	
ni Bar		Room Name	Extension	Room Model	
stomers List	V	Room301	301	Standard Room	
ake-up Call		Room401	401	Superior Room	
neral Settings	V	Room402	402	Superior Room	
		Room403	403	Superior Room	
ate Settings		Room404	404	Superior Room	
lling Report		Room405	405	Superior Room	
assword Settings	Total: 6 Show: 1-6	i			< David Marit
					< Prev I Next

Figure 16

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*"



MyPBX							
	Room List						
Room List			_			– Search Condition –	
Group List	Name:		F	Check In		_	
Booking List	- Chack	da 📕	Booking	Room Name:	Room204 -		
Room Management	CHECK		Dooking	Checkin Date:	2013-07-02 10:35	Checkout Date:	2013-07-04 10:29
Mini Bar		Name	Free	Last Name:	Zhao	Country:	China
			×	First Name:	Jerry	City:	XiaMen
Customers List			 ✓ 		●Male ○Female	_	
Wake-up Call			_ ✓	Certificate Type:	Passport •	Phone:	865925503301
General Settings			1	Certificate ID:	20130702001	Mobile:	8615812345678
Rate Settings			1	Email:	jerry@yeastar.com	Fax:	866925503309
Billing Report			1	Address:	Xiamen City, Fujian Pro	vince, China	
Password Settings			Ľ		🗸 Save	🔀 Cancel	
			. √L	W R0	um505		Standard Room
			1	V Ro	om304	a 304	Standard Room
			1	V Ro	om305	305	Standard Room
			1	V Ro	om401	Ø 401	Superior Room
				n Do		· · · · ·	Quantian Doom

Figure 17

After selecting a room, click "*Check In*" button. In the pop-up window, input the information of the customer.

Checkin Date: the time when the customer is checked in

Last Name: the last name of the customer

First Name: the first name of the customer

Checkout Date: the time when the customer will check out

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

Email: the customer's email address

Phone: the customer's phone number

Mobile: the customer's mobile number

Fax: the customer's fax number

Address: the customer's address

After check-in, you can see room 204 is not free now.



MyPBX											Logout
	Room List										
Room List							- Search Conditio	n			
Group List	Name:		Room		Group:	•	Clean:	▼ Free:	••••	Model:	 Search
Booking List	+ Chec	k In 🕂 Bo	oking 🔰	Check Out	👗 Check Ou	ut By Group	😭 Room Move	+ Extend Stay			Show: 1-20 View: 15 -
Room Management		Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To
Mini Bar			×	¥	Room201		ar 201	Business Room	×		-
Customers List			V	¥	Room202		202	Business Room	×	-	
Wake-up Call			×	1	Room203		203	Business Room	×	-	
General Settings		Jerry Zhao	×	×	Room204		204	Business Room	×	2013-07-02 10:35	2013-07-04 10:29
Rate Settings			1	1	Room205		205	Business Room	×	-	-
Billing Report			×	1	Room301		a 301	Standard Room	×	-	-
Password Settings			×	1	Room302		ar 302	Standard Room	×	-	-
			×	1	Room303		Ø 303	Standard Room	×	-	-
			1	1	Room304	-	ar 304	Standard Room	×	-	
			×	¥	Room305		27 305	Standard Room	×	-	
			1	1	Room401		a 401	Superior Room	×	-	-
	-			~#	Doom/02		· · · · ·	Superior Deam	•		

Figure 18

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"

MyPBX									Logout
	Room List								
Room List						Search Condition			
Group List	Name:		Roo	Booking				х	 Search
Booking List	- Chas	u la 📕 Rea	line	Mode	I: Standard Room	•			
Room Management	- Chec	K III T BOO	King	Checkin Date	2013-07-05 11:15	Checkout Date	2013-07-06 11:15		Show: 1-20 View: 15
Mini Bar		Name		Last Name	e: Chen	Country	China	riom	Date To
Customers List			1	First Name	Jason Molo Formula	City	XiaMen		
Wake-up Call			-	Certificate Type	e: Passport	 Phone 	865925503301		
General Settings		Jerry Zhao	×	Certificate IE	20130705002	Mobile	8615887654321	02 10:35	2013-07-04 10:29
Rate Settings			1	Emai	l: jason@yeastar.com	Fax	865925503309]	
Pilling Deport			1	Address	Xiamen City Fujian Pro	ovince China		_	
Binning Report			- 2				////_////////////////	_	
Password Settings					✓ Save	X Cancel			
			-	Paami	304	Standa	ard Room		
			1	- Room	305	⇒ 304 Otanda	and Poom		
		24	*	Room.	101	305 Standa	iar Poom		
				- Room	(0)		ar Doom		

Figure 19

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 Checkin Date: the time when the customer will check in Last Name: the last name of the customer First Name: the first name of the customer Checkout Date: the time when the customer will check out 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 Email: the customer's email address Phone: the customer's phone number Mobile: the customer's mobile number Fax: the customer's fax number Address: the customer's address

Check Out

"Room List" -> "Check Out"

This button is used to check out a customer. Select the customer who want to check out, click "Check Out", and input the date and other service in pop-up window.

MyPBX											Logout
	Room List										
Room List							- Search Conditi	on			
Group List	Name:		Room	n -	Group:		Clean:	▼ Free:		Model:	 Search
Booking List	- Chec	k In 📕 Bo	okina	K Check O	ut 🚿 Check Out	By Group	😵 Room Move	Extend Stav			Chow 1.20 View 15
Room Management		Name	Fre Ch	ock Out		-,				x le From	Date To
Mini Bar			× _								
Customers List			~		Roo	m: Room204					
Wake-up Call			~		Da	te: 2013-07-04	10:29				
General Settings		Jerry Zhao	>		Sum Oth	er: 12	maii			07-02 10:35	2013-07-04 10:29
Rate Settings			~		Commo	Coca-cola				-	
Billing Report			~		Comme				1.		
Password Settings			~			✓ Save	X Cancel				
			-	~				ounuarariooni			-
			×	1	Room304		27 304	Standard Room	×		
			1	1	Room305		27 305	Standard Room	×		
			1	1	Room401		a 401	Superior Room	×		
< [Deem402		· ···	Quantian Doom	×		



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.



MyPBX	,										Logou
	Room Lis	t									
Room List				_							
Group List				T	otal: 1212.00	liew					
Booking List						s	earch Condition				
Room Management	Name		Ro	om:	Group:	CI	ean:	▼ Free: ▼	Model:		C Search
Mini Bar	🕂 Che	ck In 📑	Booking	📉 Check Out	K Check Out B	y Group	Room Move	Extend Stay		Show: 1-2	20 View: 15 💌
Customers List		Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To
Wake-up Call			×	✓	Room201		201	Business Room	×	-	
General Settings			×	✓	Room202		202	Business Room	×	-	
Rate Settings		-	1	×	Room203	-	a 203	Business Room	×	-	-
Rilling Report		-	1	×	Room204	-	204	Business Room	×	-	-
Distance of Conference			×	×	Room205		a 205	Business Room	×		
Password Settings			×	×	Room301		Ø 301	Standard Room	×	-	
			1	1	Room302		a 302	Standard Room	×	-	-
			✓	×	Room303		ang 103	Standard Room	×	-	
			1	×	Room304		a 304	Standard Room	×	-	
			×	✓	Room305		A 305	Standard Room	×	-	

Figure 21

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.

MyPBX	, -										Logout) ¹
	Room List											
Room List							Search Condition					
Group List	Name:		Room		Group:	C	lean:	▼ Free:	¥	Model:	Search	
Booking List	- Chec	k In 📥 Book	ing 3	Check Or	it 🗙 Check (Dut By Group	Room Move	Extend Stav		0		:
Room Management		Name	Fr Ch	eck Out By	Group	Sur by Siddp	1001111010	Entone ordy		x ate From	Date To	
Mini Bar			× -		oroup							
Customers List			~		Gr	oup Name: Yeasta	r 💌					
Wake-up Call		-				Date: 2013-0	(-03 11:43					
General Settings			× -				y Email					
Rate Settings		-				V Save	🔀 Cancel				-	
Billing Report		Jerry Zhao	×	1	Room301	Yeastar	27 301	Standard Room	×	2013-07-02 11:39	2013-07-03 11:39	
Password Settings		Jason Chen	×	1	Room302	Yeastar	2 302	Standard Room	×	2013-07-02 11:40	2013-07-03 11:40	
		Harry Hua	×	1	Room303	YeastarFAE	27 303	Standard Room	×	2013-07-02 11:41	2013-07-04 11:40	
		Myron Ye	×	1	Room304	YeastarFAE	27 304	Standard Room	×	2013-07-02 11:41	2013-07-04 11:41	
			1	1	Room305		27 305	Standard Room	×			
			1	1	Room401		a 401	Superior Room	×			
•					Doom402	m		Quantian Daam	×			•

Figure 22

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"



MyPBX											Logout	
	Room List											
Room List							- Search Conditior	ı ———				
Group List	Name		Roo	om:	Group:	v	Clean:	▼ Free:	- v	Model:	 Search 	
Booking List	+ Chec	k In 📕 B	ookina	× Check	Out X Check	Out By Group	😤 Room Move	Extend Stav			Shows 1.20 Minus 15	:
Room Management		Name	Fre p		out n oncon	our by croup		Entona oray		v Date From	Date To	
Mini Bar			× [oom wove								
Customers List			~		Room	Room303						
Wake-up Call			~		Move to Room	Room305(Standa	ard Room)					
General Settings			~		Comment	noise in Roomso.	5				**	L
Rate Settings			🖌 🖌									
Billing Report			~			🗸 Save	🔀 Cancel					
Password Settings			1	×	Room302		ang 302 🔊	Standard Room	×			
		Harry Hua	X	1	Room303	YeastarFAE	27 303	Standard Room	×	2013-07-02 11:41	2013-07-04 11:40	
		Myron Ye	×	1	Room304	YeastarFAE	27 304	Standard Room	×	2013-07-02 11:41	2013-07-04 11:41	
			1	1	Room305		27 305	Standard Room	×			
			1	1	Room401		27 401	Superior Room	×			
•					Deem400		· · · ·	Supariar Daam	×			•

Figure 23

After selecting the room which will be moved, click "*Room Move*". *Move to Room:* the room which the customer will be moved to. *Comments:* some comments on this movement.

Extend Stay

"Room List" -> "Extend Stay"

MyPBX											Logo
	Room List										
Room List							Search Condition				
Group List	Name:		Roo	m:	Group: -	v	Clean:	Free:	¥	Model:	 Search
Booking List	- Choo	k la 📕 🖪	ookina	× Charl	Out 🗶 Chacks	Out By Group	Poom Maria	Extand Stay			
Room Management	- Chec	Name	Eree	Clean	Room Name	Group	Extension	Model	DND	Date From	Show: 1-20 View: 15
Mini Bar						Group			V	Dute From	
Customers List			1	Extend	Stay					X	
Vake-up Call			~			Roo	m: Room304				
Seneral Settings			1			Extend to Da	te: 2013-07-05 11	:54			
Rate Settings			1				NR 0				
Billing Report			1			V Sa	Ve X Cance				
assword Settings			1	×	Room302	-	ar 302	Standard Room	×		
			1	×	Room303		ang 303	Standard Room	×		
	V	Myron Ye	×	1	Room304	YeastarFAE	a 304 🖉	Standard Room	X	2013-07-02 11:41	2013-07-04 11:41
		Harry Hua	×	1	Room305	YeastarFAE	a 305	Standard Room	×	2013-07-01 19:54	2013-07-04 11:40
			1	1	Room401		a 401	Superior Room	×		
					Deem400		· · · · ·	Supariar Doom	× .		

Figure 24

After selecting the room which will be extended, click "*Extend Stay*". *Extend to Date:* the time when the customer will be checked out.

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											Log
	Room List										
oom List			_				Search Condition				
roup List	Name:		Roo	om:	Group: -	•••••	Clean:	Free:	- •	Model:	Search
poking List	+ Chec	k In 🕂 E	Booking	X Check	: Out 📉 Check	Out By Group	😭 Room Move	+ Extend Stay			Show: 1-20 View: 15
oom Management		Name	Free	Clean	Room Name	Group	Extension	Model	DND	Date From	Date To
ni Bar			×	×	Room201	-	a 201	Business Room	×		
ustomers List				√	Room202		202	Business Room	×		-
ake-up Call			×	×	Room203		203	Business Room	×		
eneral Settings				×	Room204		204	Business Room	×		-
ate Settings			1	×	Room205		205	Business Room	×		-
ling Report				×	Room301		a 301	Standard Room	×		-
ssword Settings			×	×	Room302		a 302	Standard Room	×		-
			×	×	Room303		a 303	Standard Room	×		-
		Myron Ye	×	1	Room304	YeastarFAE	a 304	Standard Room	×	2013-07-02 11:41	2013-07-04 11:41
		Harry Hua	×	×	Room305	YeastarFAE	a 305	Standard Room	×	2013-07-01 19:54	2013-07-04 11:40
			1	1	Room401		a 401	Superior Room	×		
					Deem402		· · · ·	Cupation Doom	×		

Figure 25

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 tours. The customer in group can be checked out by group.

Add Group

"Group List" -> "Add Group"

Group List Booking List Booking List Manie Bar Customers List Wake-up Call General Settings Billing Report Password Settings	MyPBX					Logout
Rom List Crount List Booking List Rom Management Mini Bar Customers List Wake-up Call General Settings Billing Report Billing Report Password Settings		Group List				
Booking List Room Management Mini Bar Customers List Wake-up Call General Settings Billing Report Password Settings	Room List Group List	+ Add Group	Members	Name:	Room Name:	Search
Mini Bar Customers List Wake-up Call General Settings Billing Report Password Settings	Booking List Room Management	YeastarFAE	Room305-Room30	4		
Customers List Wake-up Call General Settings Billing Report Password Settings Valuation of the setting se	Mini Bar		Add Group Name Yeastar		X	
General Settings Rate Settings Billing Report Password Settings V Save X Cancel	Customers List Wake-up Call		Members Available Rooms	Selected		
Rate Settings Billing Report Password Settings V Save X Cancel	General Settings			»» Room402		
Password Settings	Rate Settings Billing Report			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Save X Cancel	Password Settings		· · · · · · · · · · · · · · · · · · ·		~	
			Save	X Cancel		

Figure 26

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 to 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							Logout
	Booking List						
Room List	- Check In	K Booking Canceling		News	Data Franzi	Data Ta	O Sunt
Group List		Namo	Poom Namo	Room Model	Date From	Date To	Reaking Date
Booking List		Jason Chen		Standard Room	2013-07-05	2013-07-06	2013-07-01 19:19
Room Management		Jerry Zhao	-	Standard Room	2013-07-07	2013-07-09	2013-07-01 22:33
Mini Bar	Total: 2 Show:	1-2					< Prev 1 Next >
Customers List							
Wake-up Call							
General Settings							
Rate Settings							
Billing Report							
Password Settings							
•				m			•

Figure 27

Check In

Check in a selected booking record.

"Booking List" -> "Check In"



MyPBX							Logout
	Booking List						
Room List	- Check In K Booking	Canceling			Dela Francia	Dete Te	
Group List	- Check III - Check III	ouncomig	Name.		Date From.	Date 10.	C Search
Booking List	Jasor	me Koom f		om Model		Date To	2013-07-01 19:19
Room Management	Jerry	Спеск ш				-09	2013-07-01 22:33
Mini Bar	Total: 2 Show: 1-2	Room Name:	Room202(Business]			< Prev 1 Next >
Customare List		Checkin Date:	2013-07-05	Checkout Date:	2013-07-06		
		Last Name:	Chen	Country:	China		
wake-up Call		First Name:	Jason	City:	XiaMen		
General Settings			●Male ○Female				
Rate Settings		Certificate Type:	Passport •	Phone:	865925503301		
Billing Report		Certificate ID:	20130705002	Mobile:	8615887654321		
Password Settings		Email:	jason@yeastar.com	Fax:	865925503309		
		Address:	Xiamen City Fujian Prov	nce China			
			🗸 Save	X Cancel			

Figure 28

Canceling

"Booking List" -> "Booking Canceling" Cancel a booking record.

2.2.5 Mini Bar

Set commodity price and VAT in Mini Bar

"Mini Bar"

MyPBX	Logout 1
	Mini Bar
Room List	Hini Bar
Group List	VAT: 5.00
Booking List	Key Name Price
Room Management	1 Coca-cola 6.00
Mini Bar	2 Sprite 6.00
Customers List	3 Beer 10.00
Wake-up Call	4 Mineral water 3.00
General Settings	5 instant noodles 5.00
Rate Settings	
Rilling Report	8
Binning Report	9
Password Settings	0
	Save X Cancel
4	<u>"</u>

Figure 29

In above picture, 1 replaces Coca-cola; 2 replaces Sprite; 3 replaces Beer; 4 replaces Miniral Water; and 5 replaces Instant noodles. You can set 10 in mini-bar. If the customer consumes



2 Coca-cola, 1 beer and 1 instant noodles, when he check out, the cleaner of the hotel can dial *831 2 times, *833 1 time and *835 1 time to charge the customer. *83 is mini-bar feature code, which can be set in "*General Settings*"

2.2.6 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 don't have to input the customer information again. In this page, the customer's information can be added/modified/deleted.

MyPBX											Logout	Í
	Customers List											
Room List	Search Condition -											
Group List		Last Name		F	irst Name:	🔍 Se	earch					
Booking List	Add Customor	🗶 Doloto	the Selected C	uctomore								E
Room Management	Add Cdstomer	Lact Namo	Eiret Namo	Sox	Cortificato Tupo	Cortificato ID	City	Mobilo	l otal: 4	Show:1-4	View: 10 💌	
Mini Bar		Zhao	Jerry	Male	Passport	20130702001	XiaMen	8615812345678	jerry@yeastar.com		X	
Customers List		Chen	Jason	Male	Passport	20130705002	XiaMen	8615887654321	jason@yeastar.com	R	×	
Wake-up Call		Hua	Harry	Male	Passport	20130702003	XiaMen	8615812345678	jerry@yeastar.com		×	
General Settings		Ye	Myron	Male	Passport	20130702004	XiaMen	8615812345678	ye@yeastar.com	P	×	
Rate Settings									< <prev next=""></prev>	> Page : 1	/ 1 Goto	
Billing Report												
Password Settings												

Figure 30

Add Customer

MyPBX										Logout	Í
	Customers List										
Room List	Search Condition -										
Group List		Last Na	Add Customer				x				
Booking List			Last Name:	Huang	Country:	China					8
Room Management	Add Customer	∧ De	First Name:	Catherine	City:	Xiamen	T	otal: 4 SI	how:1-4	View: 10 💌	
Mini Bar		Zhao	Cortificate Type:	Male OFemale	Phone	865925500301	Dveasta	ir com		X	
Customers List		Chen	Certificate ID:	20130702005	Mobile:	861580000000	2yeast	ar.com		X	
Wake-up Call		Hua	Email:	catherine@yeastar.com	Fax:	865925500309	yeasta	r.com		×	
General Settings		Ye	Address:	Xiamen Fujian Province C	China		/eastar	.com	Ø	×	
Rate Settings							< <pr< th=""><th>ev Next>> Pa</th><th>ge : 1</th><th>/ 1 Goto</th><th></th></pr<>	ev Next>> Pa	ge : 1	/ 1 Goto	
Billing Report				🖌 S	ave 🔀 Cancel						
Password Settings											
<											+

"Customers List" -> "Add Customer"



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 Email: the customer's email address Phone: the customer's phone number. Mobile: the customer's mobile number. Fax: the customer's fax number. Address: the customer's address.

Delete the selected customer

"Customers List" -> "Delete Selected Customers" Delete the selected customer's information.

Edit customer

Click do edit the customer's information

Delete customer

Click to delete the customer's information

2.2.7 Wake-up Call

Create or delete wake-up calls for the customers.

Some customers want wake-up calls when he is in hotel. Using hotel module, you can create wake-up calls for a customer, and also you can select the according 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"



MyPBX Room List 🕂 Add Wake-up Call C Search Group List Booking List Room Name® Group Name: Room402 • Room Management Total: 0 Show: 0-0 Extension: 402 Mini Bar Time: 07 💌 : 00 💌 Customers List -Type: Every Day Wake-up Call Prompt: default • epeat Times: 3 💌 General Settings 🖌 Save 🔀 Cancel Rate Settings Billing Report Password Settings

Figure 32

Room: the wake-up call 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
Repeat Times: the times that the wake-up call will be repeated.

Delete selected Wake-up calls

"Wake-up Call" -> "Delete the Selected Wake-up Calls" Delete the wake up calls which is expired.

Edit wake-up call

Click the button 🖉 to edit the wake-up call.

Delete wake-up call

Click the button 🐹 to delete the wake-up call.

2.2.8 General Settings

This section includes functions, dial plan setting, currency setting and company setting.



Fuctions:

Functions	
	Locked When Checkout
	Calling Between Room
	Room Must Be Clean
	Bind Extension CallerName

Figure 33

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/room clean and reception.

Dial Plan	
Mini Bar Prefix:	*83
Mini bar Delete Prefix:	*84
Room Clean Prefix:	*85
Reception:	300 💌

Figure 34

Mini Bar Prefix: this prefix is used for charging the customer if he/she uses Mini Bar. *Mini Bar Delete Prefix:* this prefix is used to cancel the erroneous input of the Mini Bar. *Room Clean Prefix:* this prefix is used to change the room "Clean" status after check-out. *Reception:* the extension number of the reception; the extension in any room can call the number at any time.

Below is an example:

For mini-bar setting, please refer the Figure 29. And the customer consumed 1 Coco-cola, 1 miniral water. Before the customer is checked out, the hotel cleaner should check if the customer consum something in mini-bar. Then he/she will dial *831 and *834 to tell hotel module the customer has consumed 1 Coco-cola and 1 miniral water. Then Hotel module will charge the customer. But if the cleaner dials *832 by mistake, then he/she should dial *842 to delete it. And after cleaning the room, the cleaner should dial *85 to tell hotel

module this room has been cleaned and the room clean status will turn to ~ ~ .

Currency Unit && VAT

Set currency unit and VAT



Curroncy	Unit && VAT
Currency	

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

Figure 35

Currency Unit: configure the currency unit the hotel use

VAT1 & VAT2: set 2 VAT

For example, if one room module is 200\$, and VAT is 20, then the customer should spend more 40\$ 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	otel 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 36

Logo: upload your hotel logo Company Name: set the hotel name Address: set the hotel address Contact: the contact information of the hotel

2.2.9 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								
	Rate: \$								
	Billing Unit: 60 seconds								
	Save K Cancel								

Figure 37

General

Prefix number

It's the Prefix of the called number. It must match the dial pattern of the outbound routes in MyPBX. Leave it blank means matching all dial patterns.

Number Length

It is the total length of the number processed by MyPBX when calling outbound (including the dial pattern and the number stripped by MyPBX). If dial pattern is "9.", Strip "1" digit and there is no prepended number, when you dial "95503305", the number length is "8". If dial pattern is "9.", Strip "1" digit, and prepend "17951", when you dial 95503305, the number length is "13". Put "0" here to apply to numbers of all lengths. Leave it blank means matching all numbers.

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).



Other Settings

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: 0 seconds	
Extensions 🛈 :	
201 ▲ 202 ■ 203 ■ 204 ■ 205 ● 301 ■ 302 ■ 303 ■	
Save Save	

Figure 38

Days of week

Choose the weekly 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.

Apply to all extensions

Apply this rate to the following extensions or just select "Extensions" to apply to all.

Edit rate

www.yeastar.com



Click the button 🖉 to edit the rate.

Delete rate

Click the button 🔀 to delete the rate.

2.2.10 Billing Report

In this page, you can print the bill for the customer.

MyPBX							Logout	
	Billing Report							
Room List	Sarch Condition							
Group List	Checkin Da	ate:	Checkout Date:	Room Name:	First Name:	🔍 Search		
Booking List	Download the record	2	ected Billing Reports					
Room Management		Checkin Date	Checkout Date	Room Nam	i otal: 4 e Customer	Show:1-4	View: 10 💌	
Mini Bar		2013-07-05	2013-07-06	Room202	Jason Chen	View		
Customers List		2013-07-02 10:35	2013-07-04 10:2	9 Room204	Jerry Zhao	4 View	>	
Wake-up Call		2013-07-02 11:39	2013-07-03 11:4	3 Room301	Jerry Zhao	View		
General Settings		2013-07-02 11:40	2013-07-03 11:4	3 Room302	Jason Chen	View		
Rate Settings					< <prev next<="" th=""><th>>> Page : 1</th><th>/ 1 Goto</th></prev>	>> Page : 1	/ 1 Goto	
Billing Report								
Password Settings								

Figure 39

Download the records:

Download all the reocords 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".

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.

	-	1					
Custome	r:	Jerry Zhao					
Room Na	me:	Room401	Room Model:	Superior Room			
Checkin	Date:	2013-07-03 10:09	Checkout Date:	2013-07-05 10:09			
	Service	Amoun	t	Price	VAT	Total(\$)	
F	Room401	2		300.00	30.00	630.00	charge room
C	oca-cola	1		6.00	0.30	6.30	
	Sprite	1		6.00	0.30	6.30	
	Beer	1		10.00	0.50	10.50	charge Mini Bar
Mir	neral water	1		3.00	0.15	3.15	
Inst	ant noodles	1		5.00	0.25	5.25	
	Call	-		-			charge the call
TV	is damaged	-		-	-	188.00	charge other servic
					Su	m: 849.	50 S
	24.505 D-	020 000 0 0.000	Othere: 199.000				

Figure 40

2.2.11 Password Settings

You can change the password of the management portal.

MyPBX	Cogout	ŕ
	Change Password	1
Room List	Channa Damword	
Group List	Enter Old Password:	
Booking List	Enter New Password:	Е
Room Management	Retype New Password:	
Mini Bar	🖌 Save	
Customers List		
Wake-up Call		
General Settings		
Rate Settings		
Billing Report		
Password Settings		
•	II	P

Figure 41

Pressing "Save", and the Web GUI will be redirected to the login page. You can log in using the new password.

[Finish]