



Hotel Module User Manual

(English Version)

Yeastar Technology Co., Ltd.

Table of Contents

Part 1 How To Activate MyPBX Hotel Module	3
1 Activate MyPBX Hotel Module	3
2 MyPBX Hotel Settings	5
Part 2 How to use Hotel Module	6
1 Introduction	6
2 Managing Hotel Module	7
2.1 Log in Hotel Module Web GUI	7
2.2 Hotel Settings and Management	8
2.2.1 Room Management	8
2.2.2 Room List	12
2.2.3 Group List	18
2.2.4 Booking List	19
2.2.5 Mini Bar	20
2.2.6 Customers List	21
2.2.7 Wake-up Call	22
2.2.8 General Settings	23
2.2.9 Rate Settings	25
2.2.10 Billing Report	28
2.2.11 Password Settings	29

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:



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.

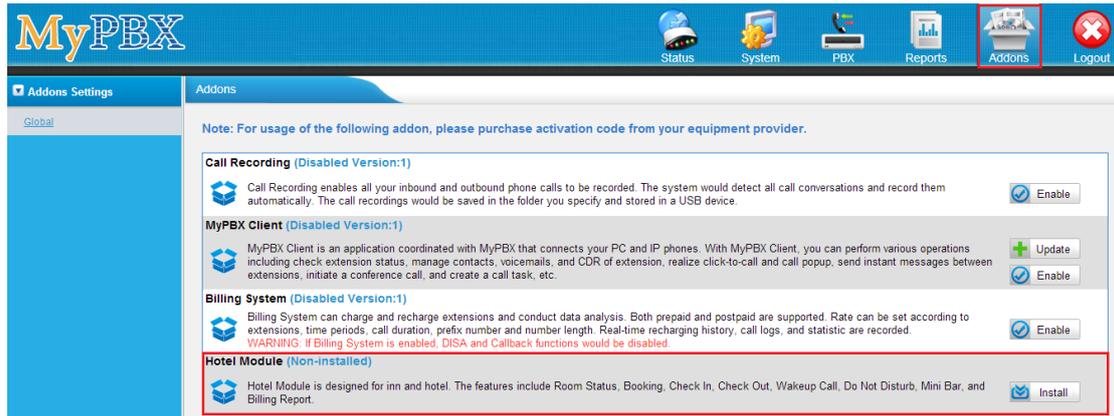


Figure 2

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



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:

1. 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.

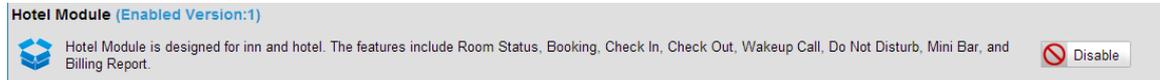


Figure 4

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.

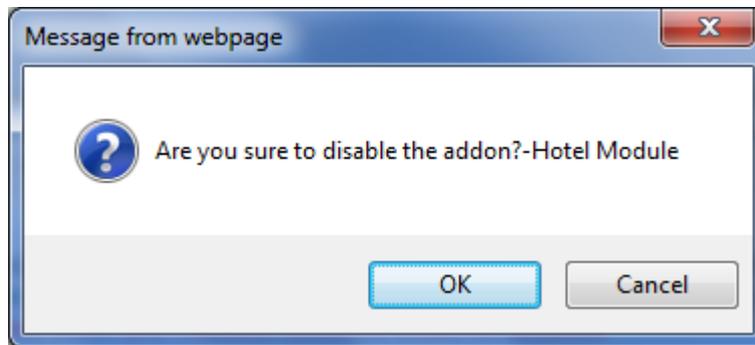


Figure 5

Enable Hotel Module

If you have disabled MyPBX Hotel Module, you can enable it again by clicking “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**.

Hybrid IP PBX for Your Businesses



Copyright © 2006-2013 Yeostar Technology Co., Ltd. All Rights Reserved.

Figure 7

Click “Login”, you will enter the management portal.

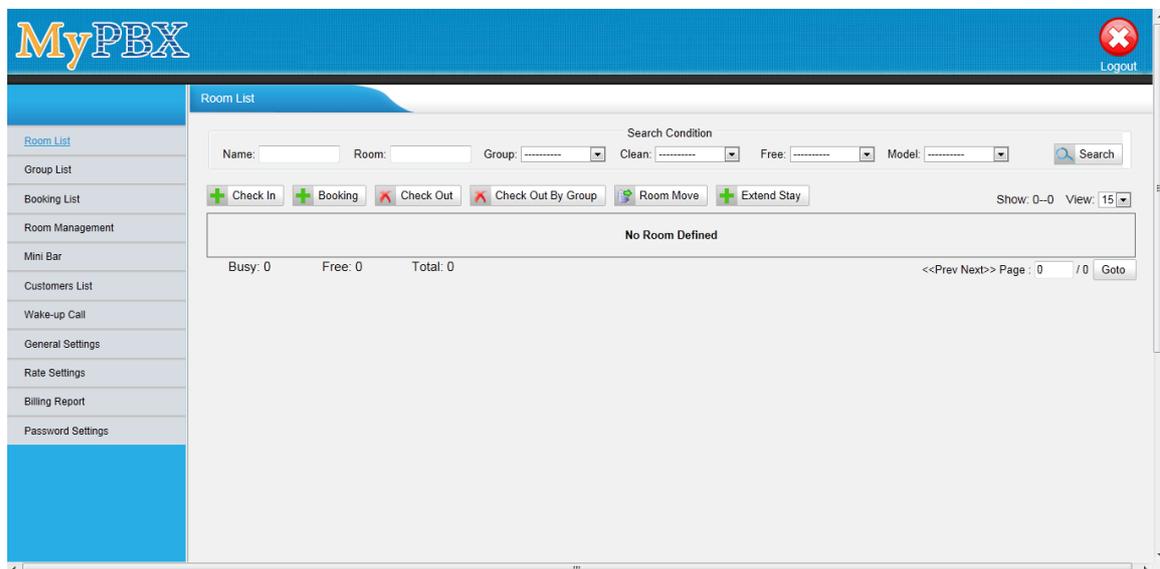


Figure 8

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.

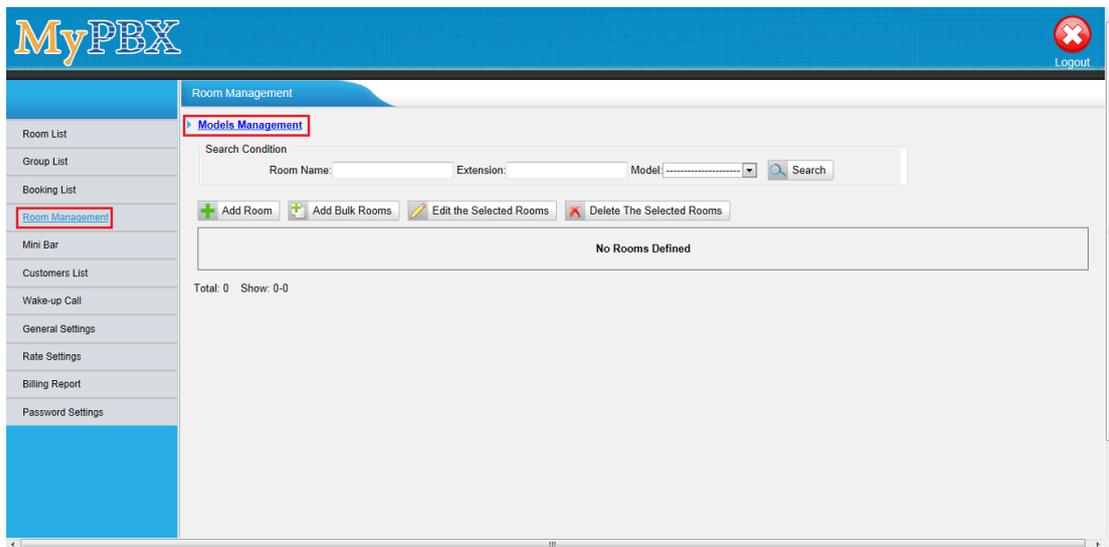


Figure 9

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

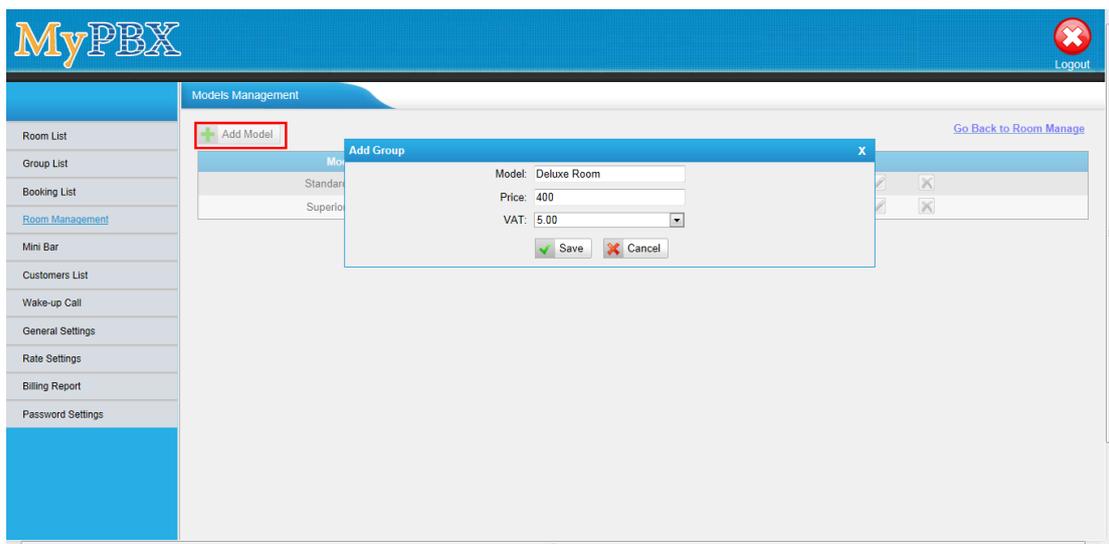


Figure 10

Model: Room type name

Price: room type price

VAT: Value Added Tax

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

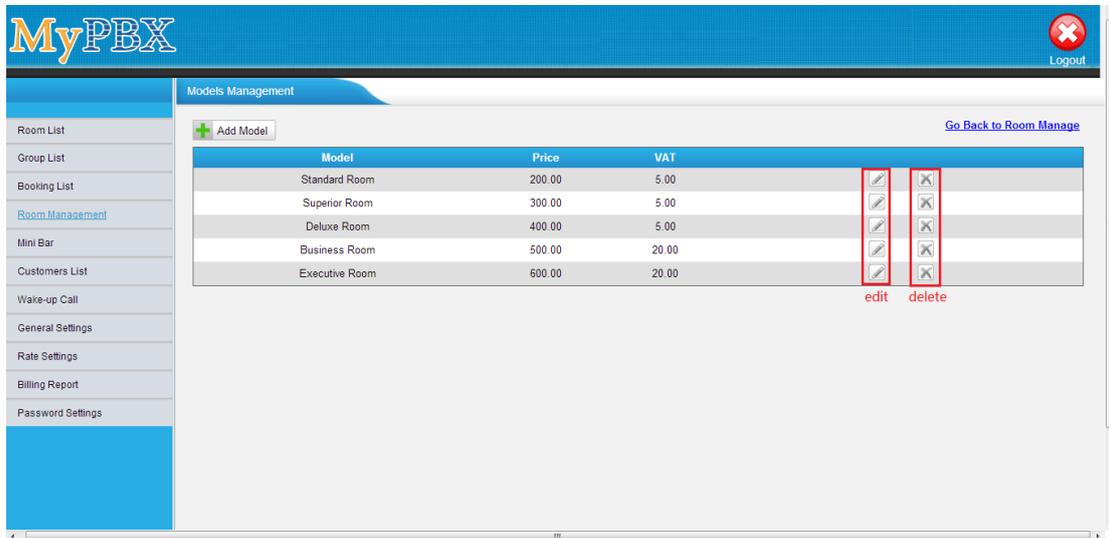


Figure 11

Edit room type

Click  to edit the room type.

Delete room type

Click  to delete the room type.

Add Room

“Room Management” -> “Add Room”

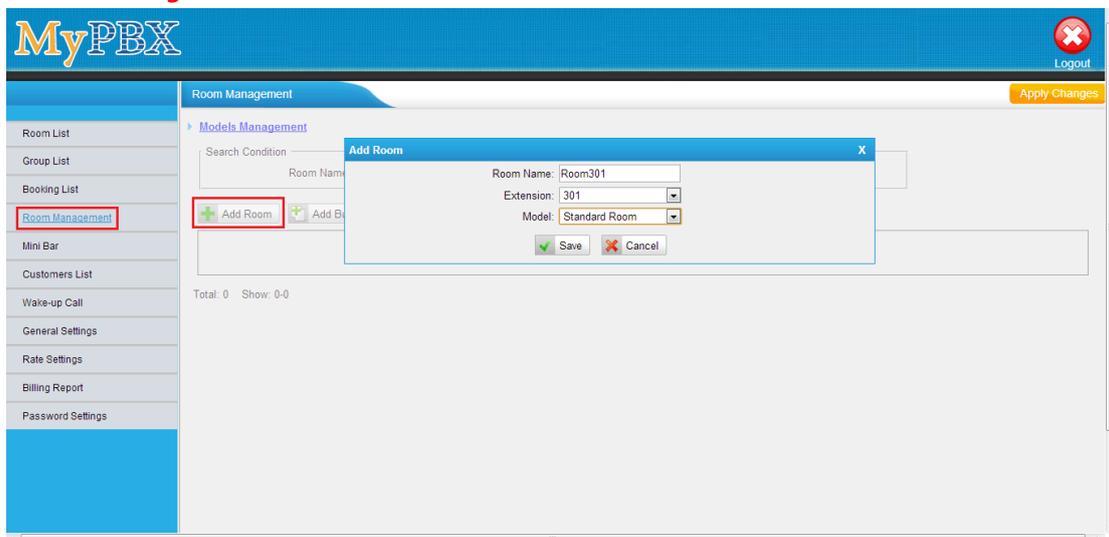


Figure 12

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”

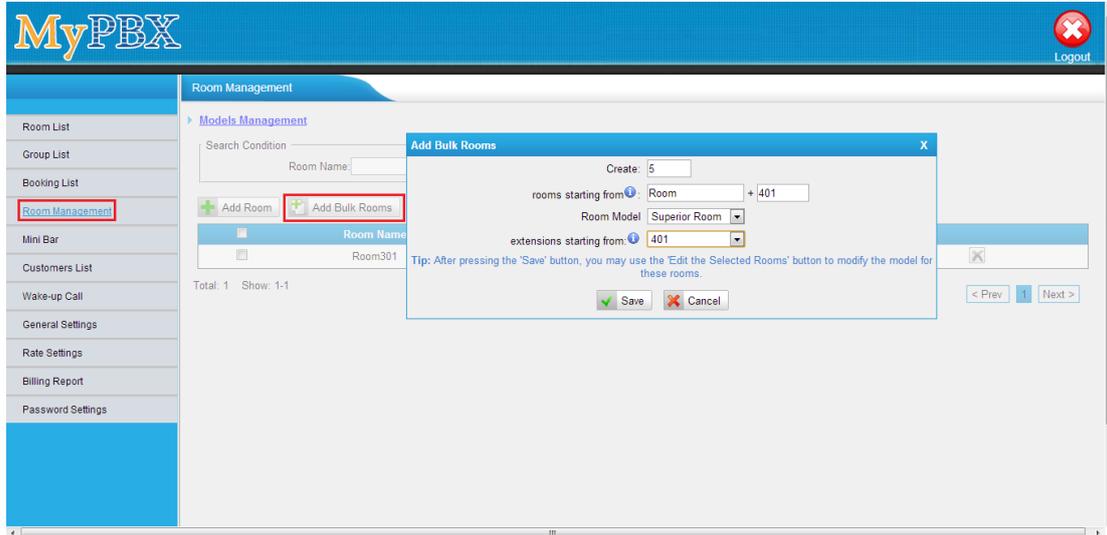


Figure 13

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.

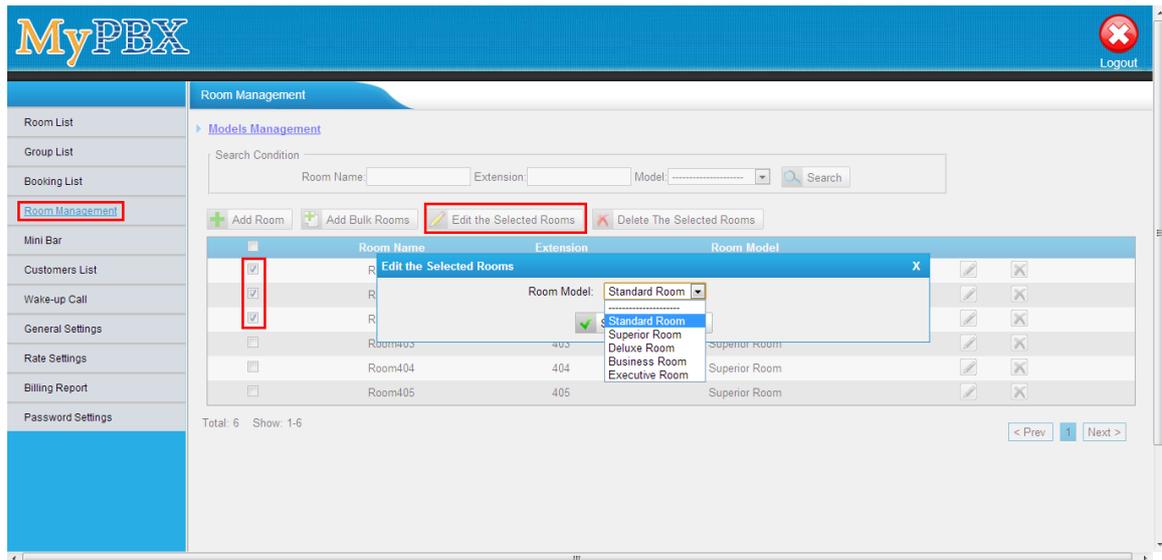


Figure 14

Edit room

Click to edit the room.

After clicking , you can modify the room type.

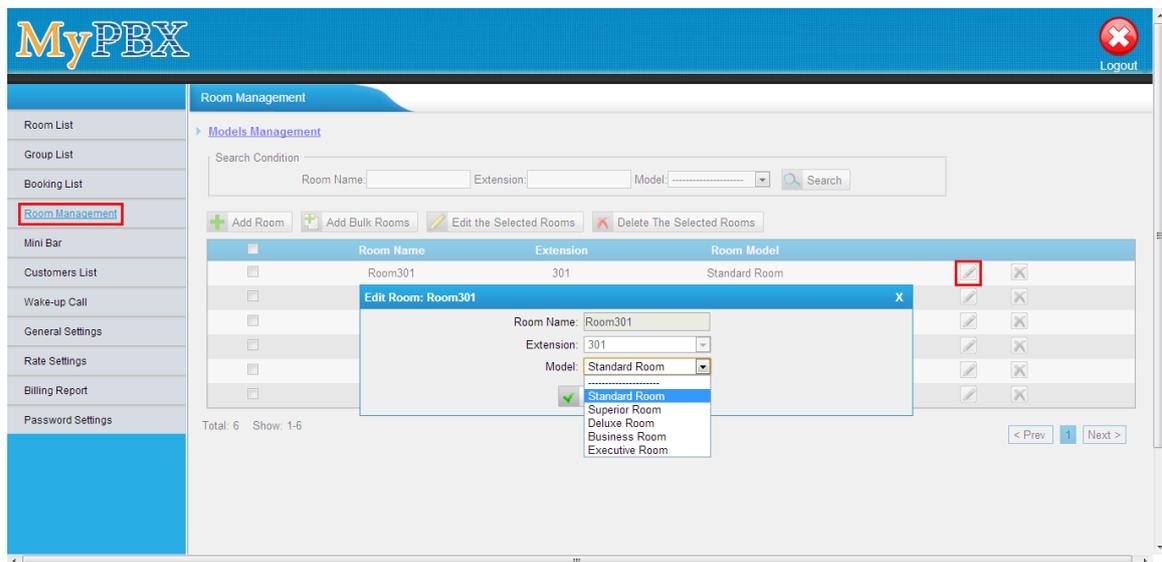


Figure 15

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

Click  to delete the room.

Search Rooms

“Room Management” -> “Search Condition”

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

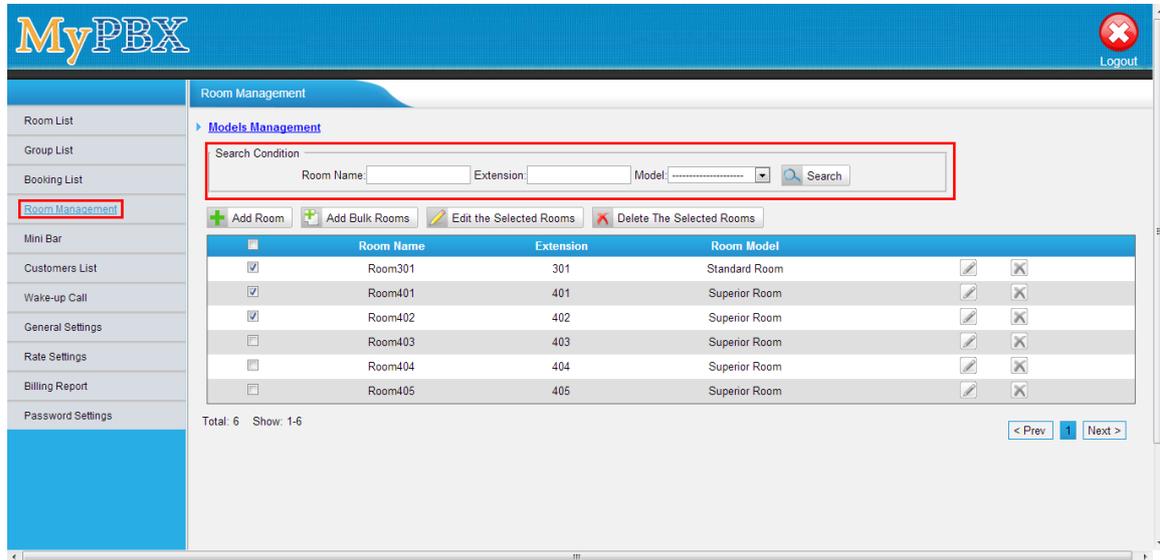


Figure 16

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”

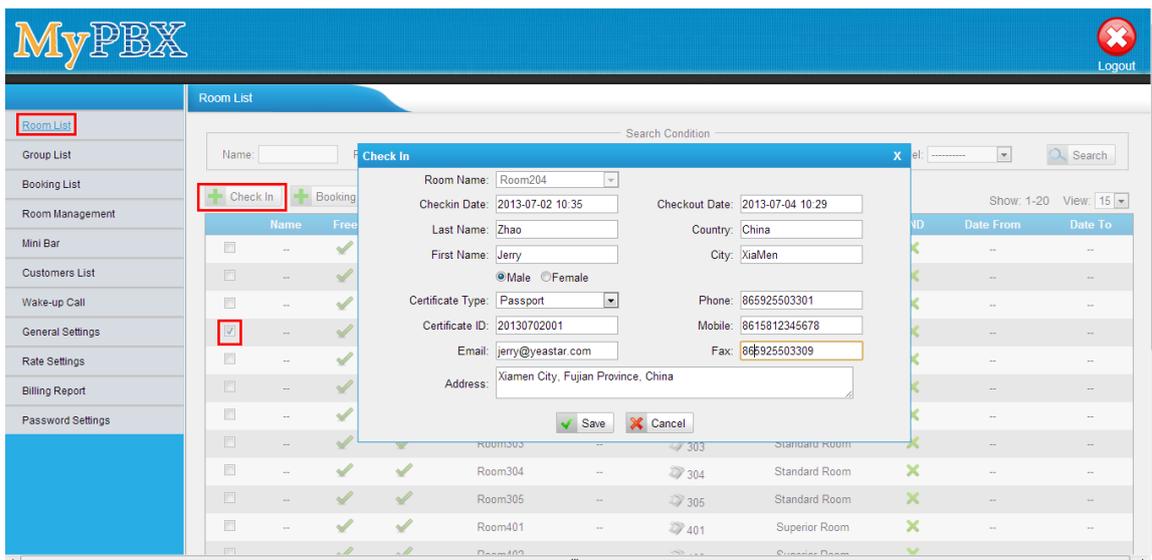


Figure 17

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.

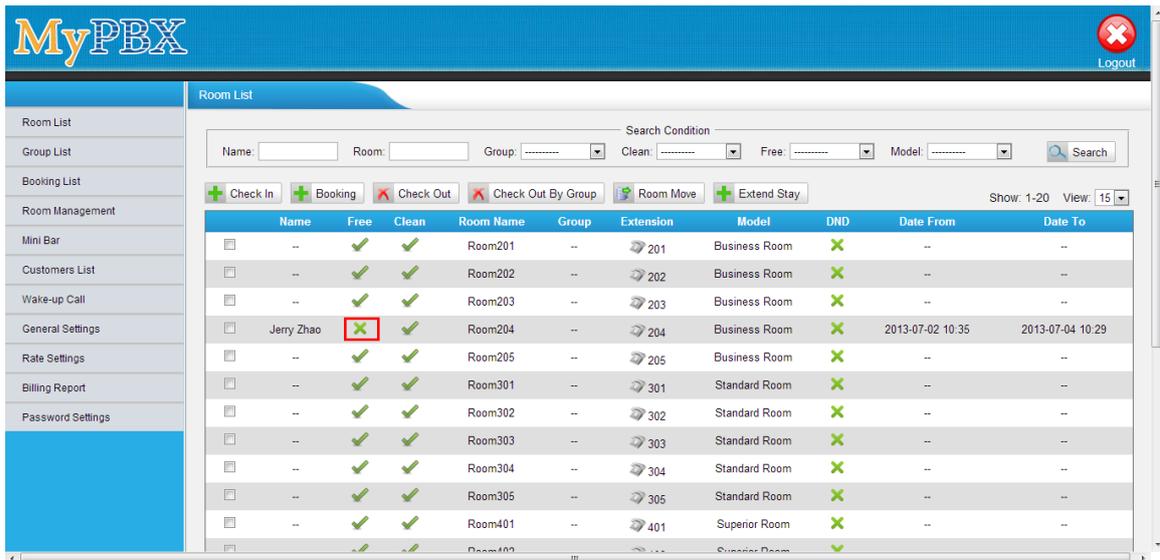


Figure 18

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”

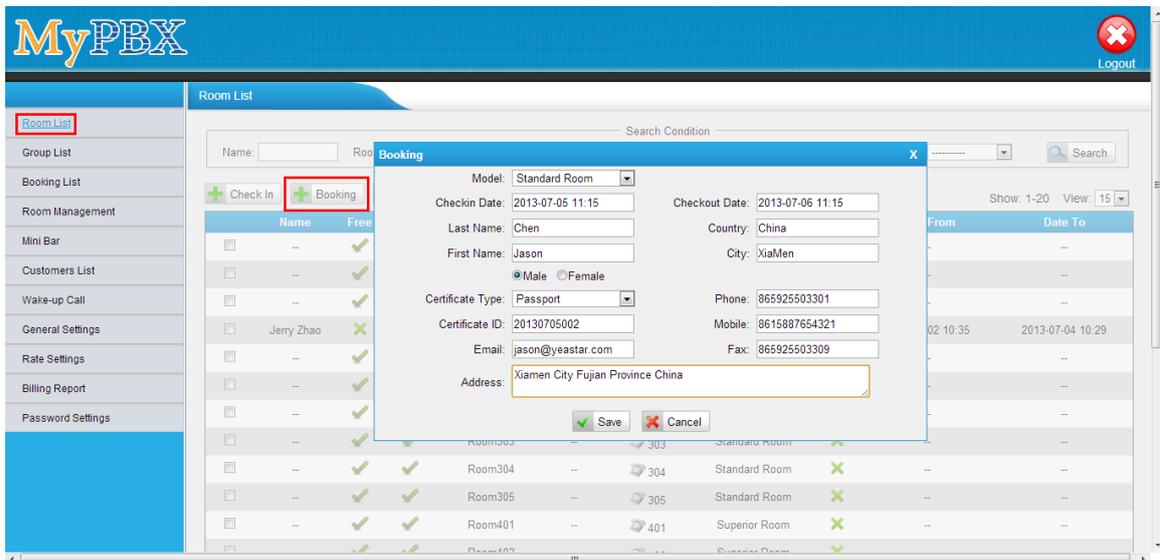


Figure 19

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

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.

“Room List” -> “Check Out”

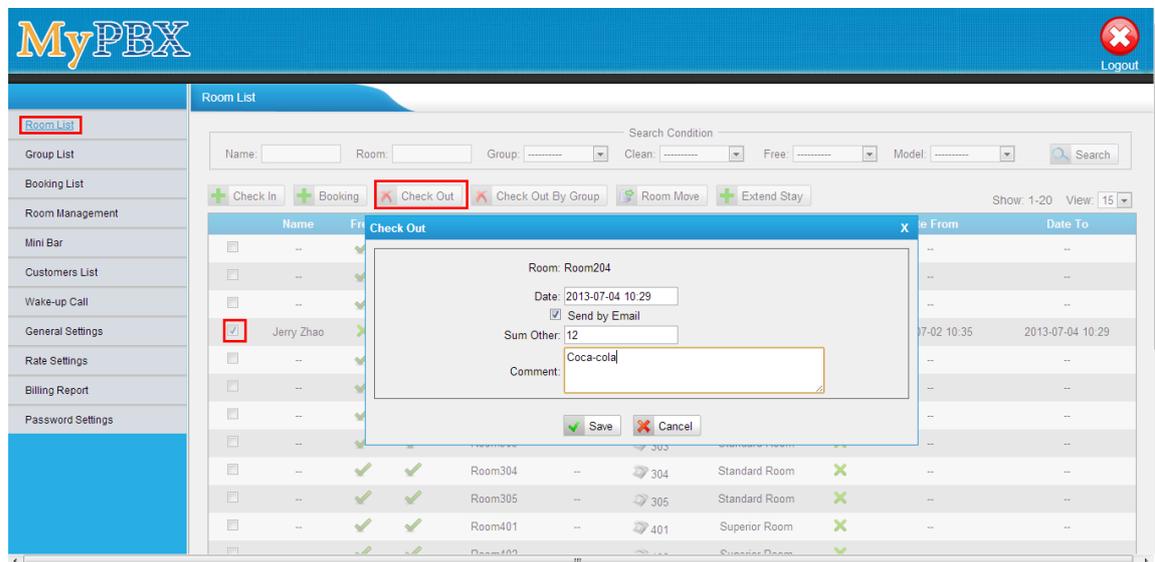


Figure 20

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 .

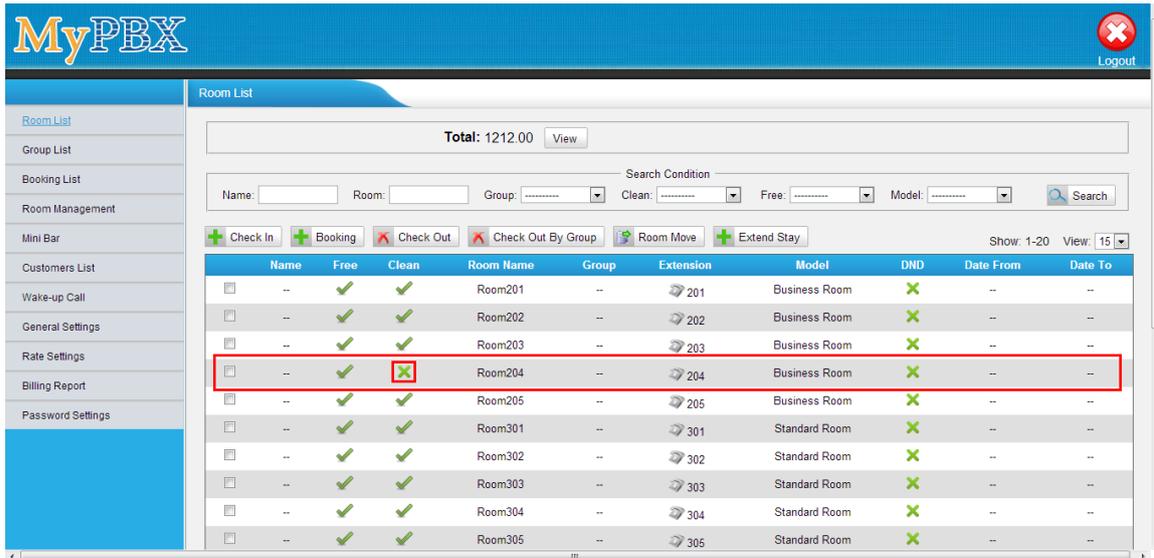


Figure 21

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.

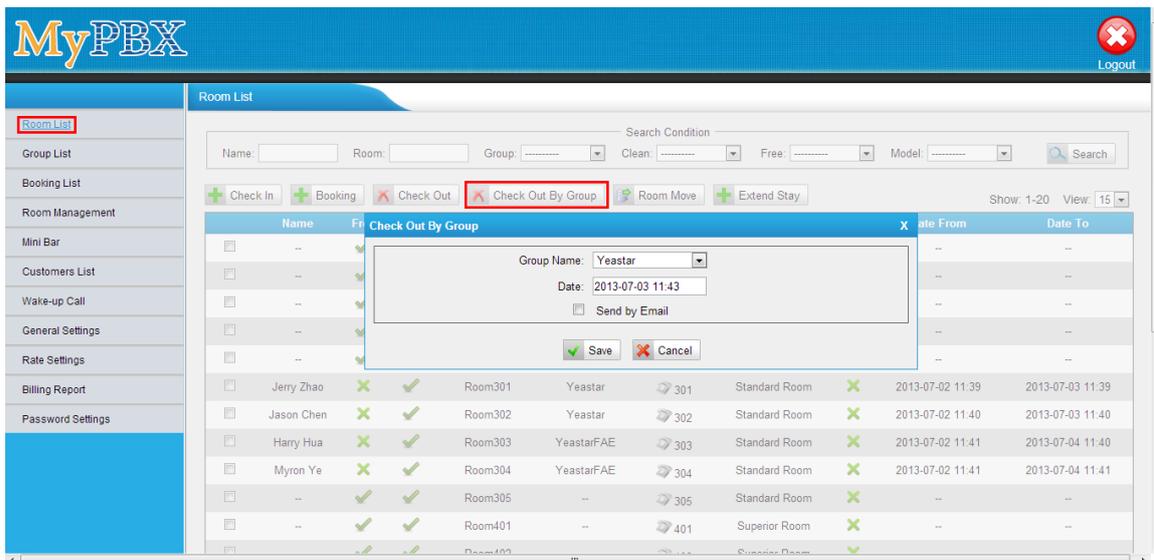


Figure 22

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”**

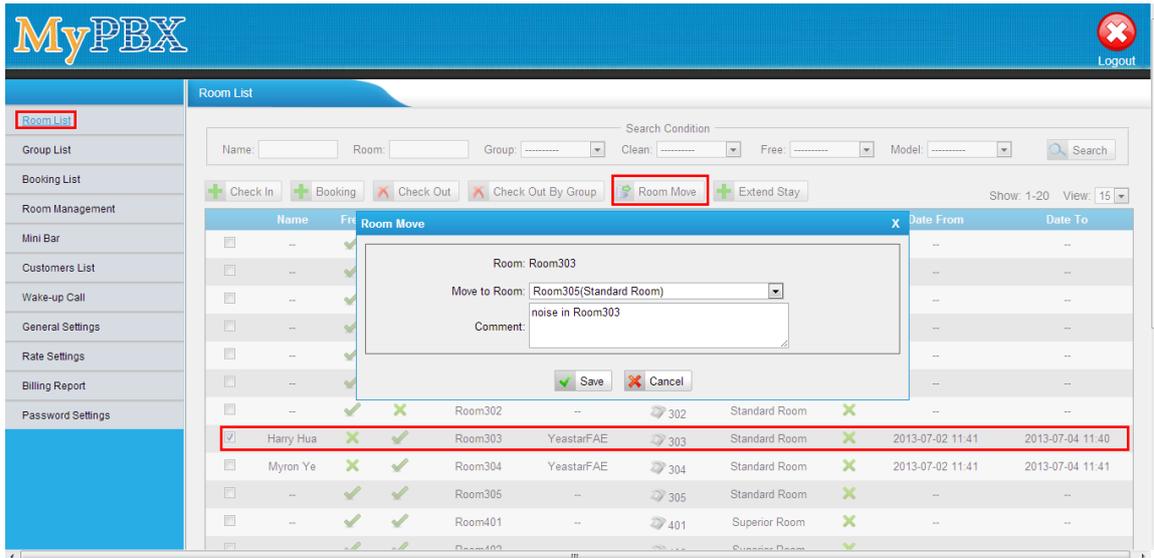


Figure 23

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”**

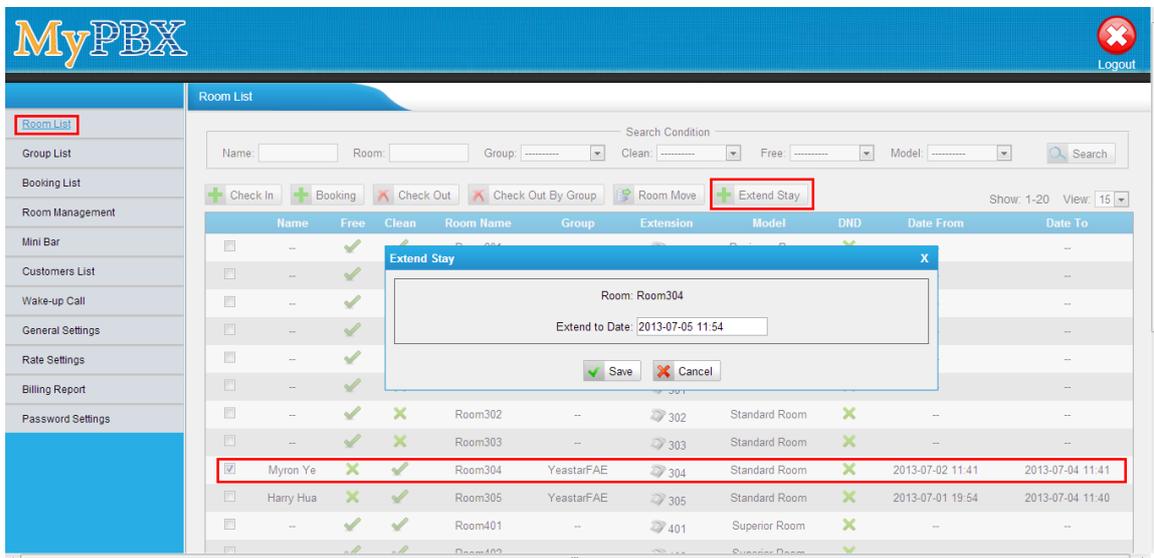


Figure 24

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".

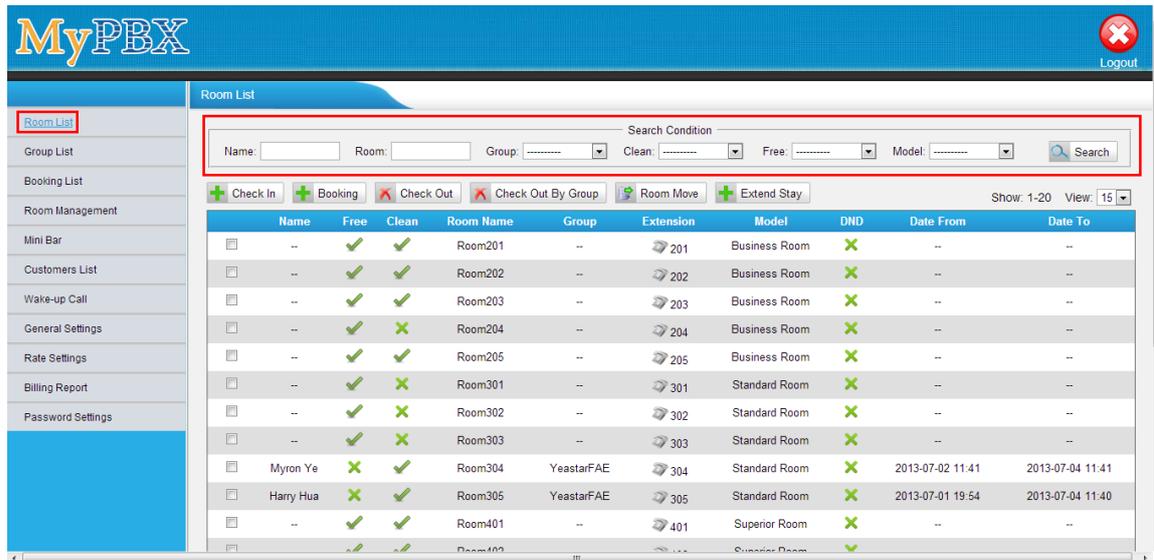


Figure 25

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"

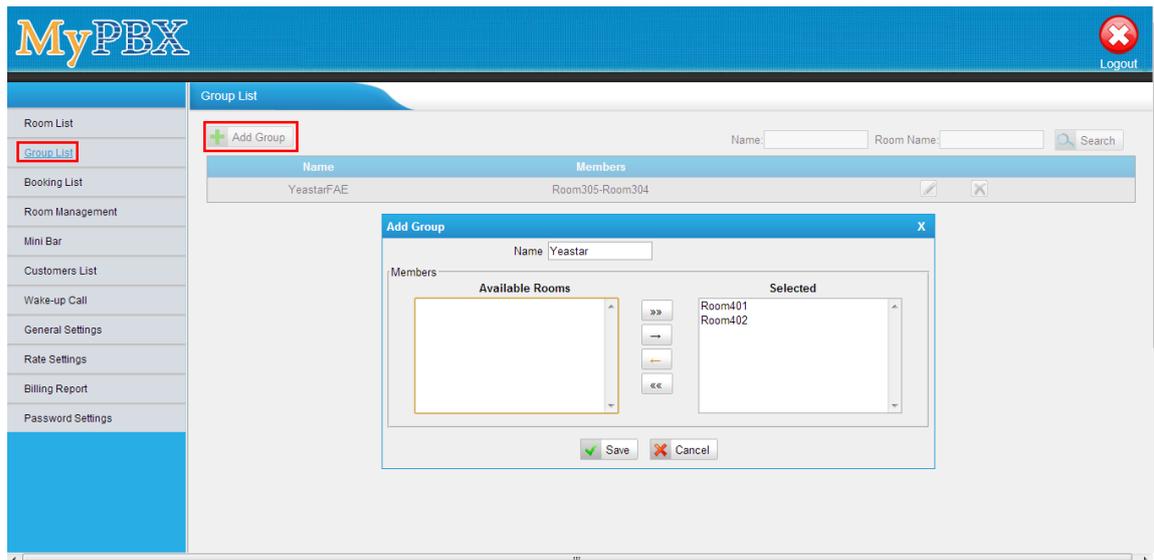


Figure 26

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.

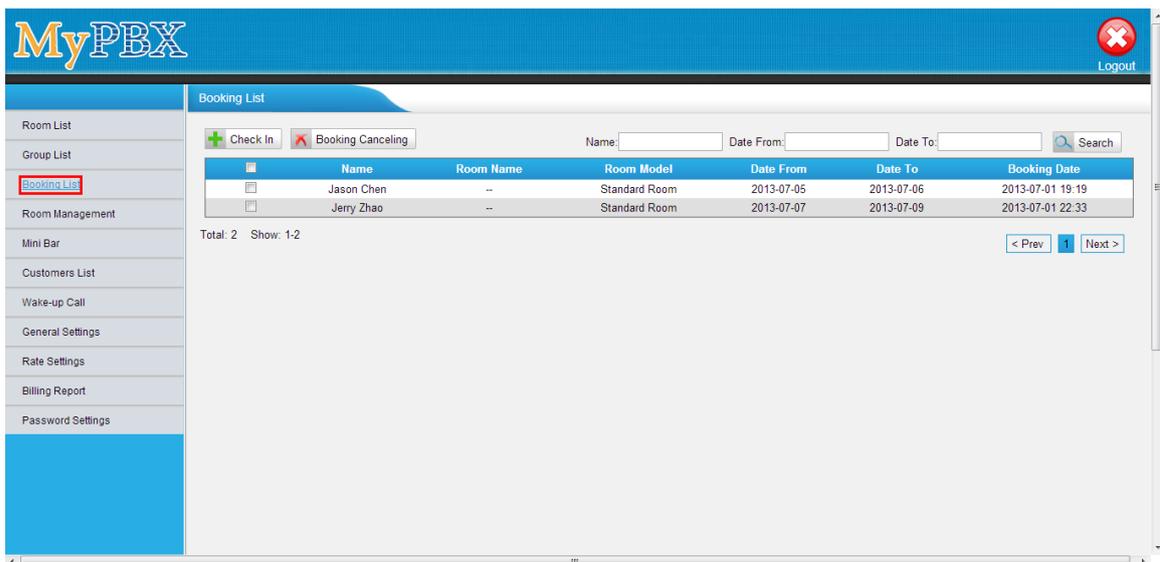
Delete Group

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.



The screenshot shows the MyPBX Booking List interface. The sidebar on the left contains navigation options: Room List, Group List, **Booking List** (highlighted), Room Management, Mini Bar, Customers List, Wake-up Call, General Settings, Rate Settings, Billing Report, and Password Settings. The main content area is titled "Booking List" and includes a search bar with fields for Name, Date From, and Date To, and a Search button. Below the search bar is a table with the following data:

	Name	Room Name	Room Model	Date From	Date To	Booking Date
<input type="checkbox"/>	Jason Chen	--	Standard Room	2013-07-05	2013-07-06	2013-07-01 19:19
<input type="checkbox"/>	Jerry Zhao	--	Standard Room	2013-07-07	2013-07-09	2013-07-01 22:33

Below the table, it shows "Total: 2 Show: 1-2" and pagination controls: "< Prev 1 Next >".

Figure 27

Check In

Check in a selected booking record.

"Booking List" -> "Check In"

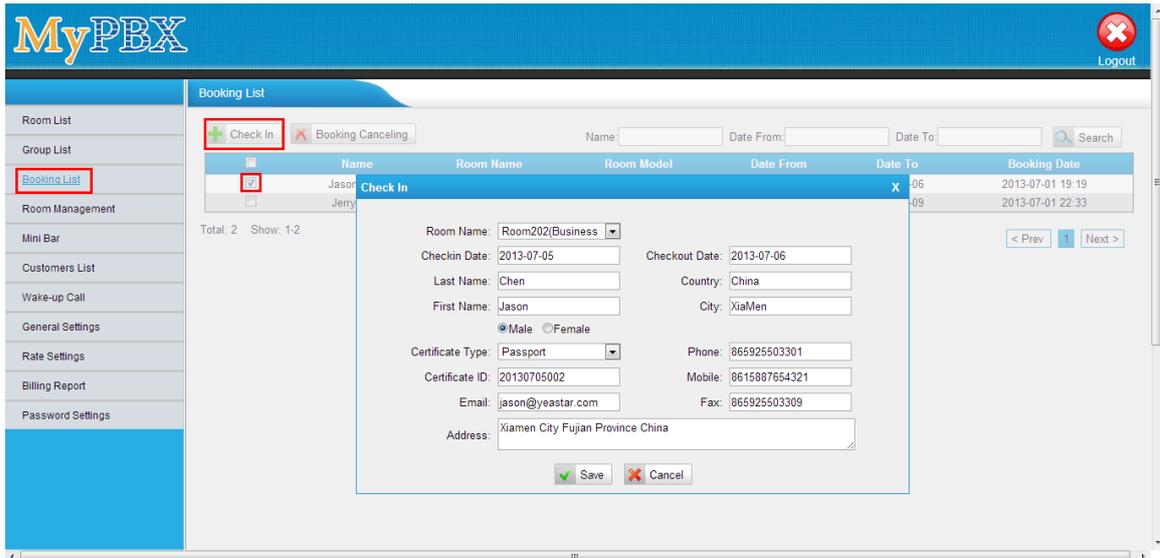


Figure 28

Canceling

“Booking List” -> “Booking Canceling”

Cancel a booking record.

2.2.5 Mini Bar

Set commodity price and VAT in Mini Bar

“Mini Bar”

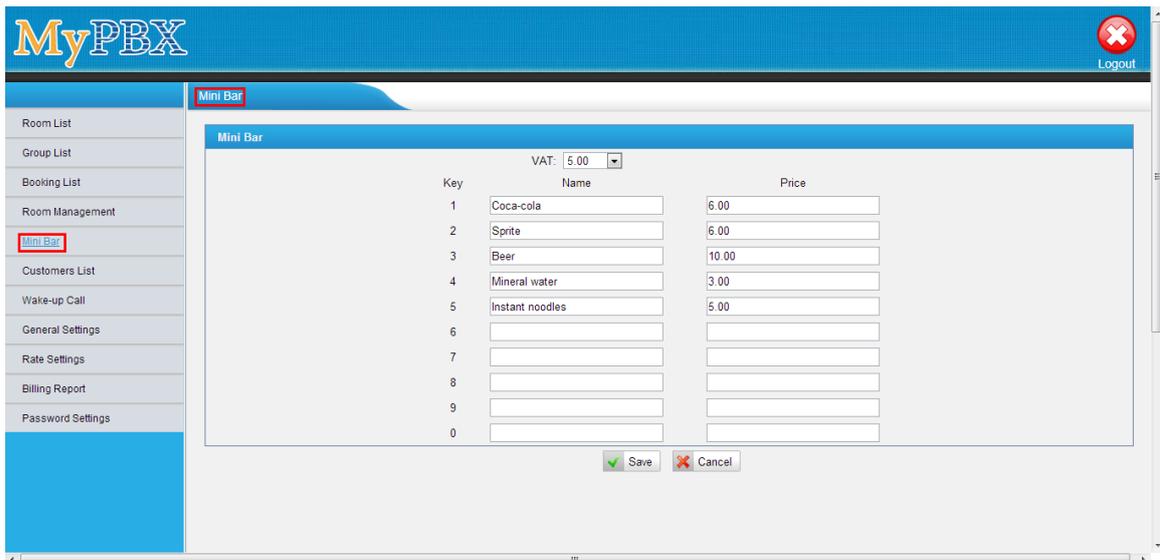


Figure 29

In above picture, 1 replaces Coca-cola; 2 replaces Sprite; 3 replaces Beer; 4 replaces Mineral 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.

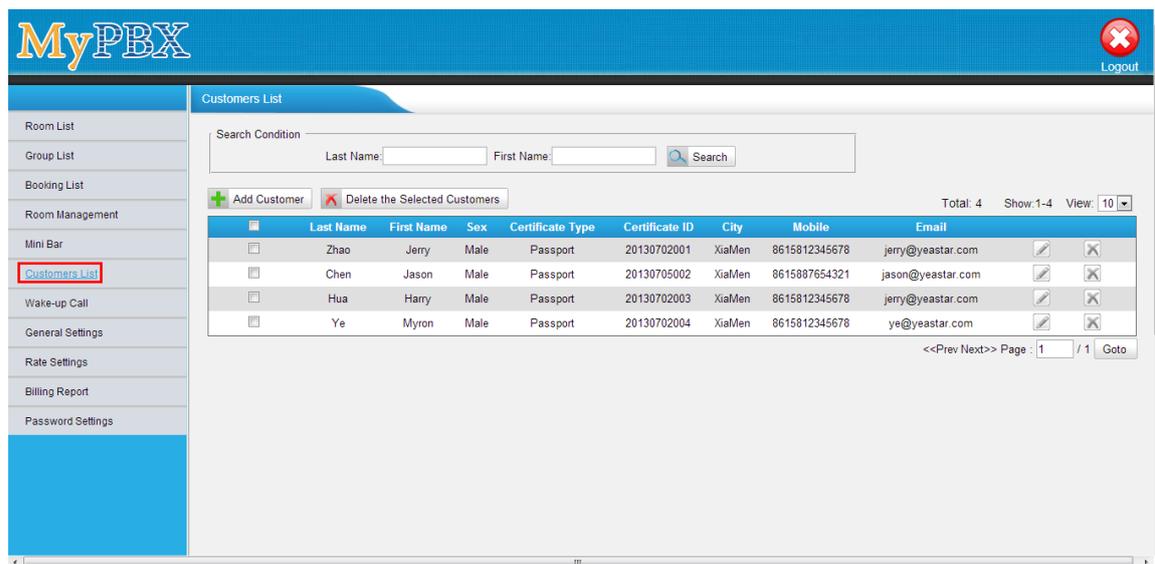


Figure 30

Add Customer

“Customers List” -> “Add Customer”

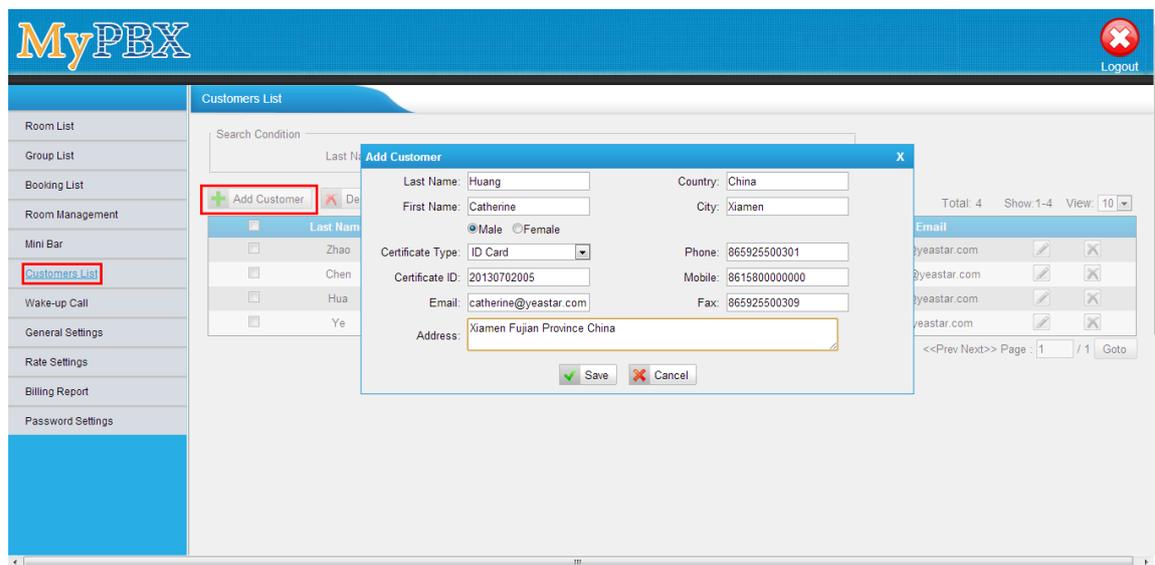


Figure 31

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  to 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"

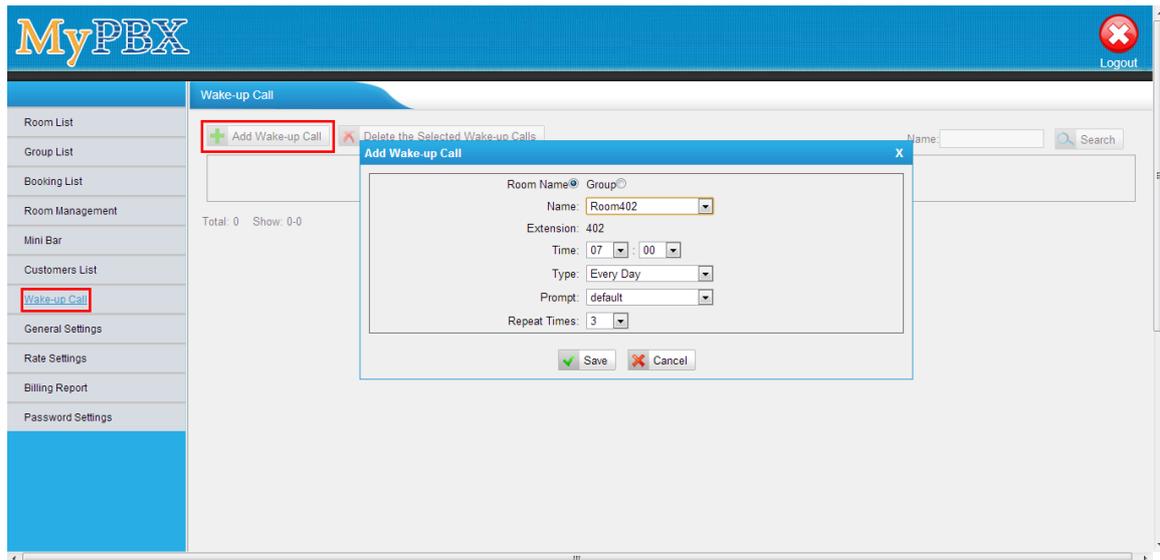


Figure 32

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.

Functions:

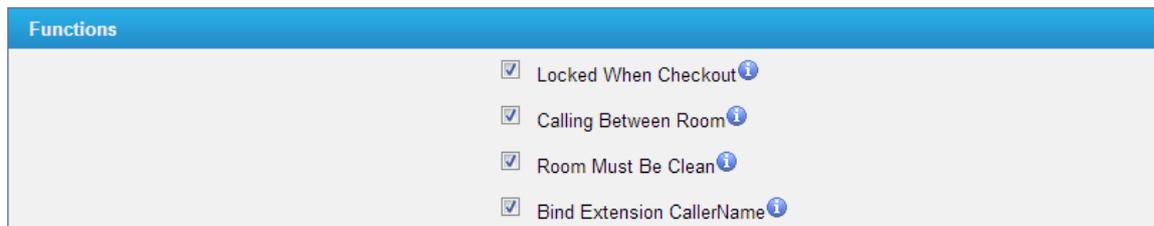


Figure 33

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.

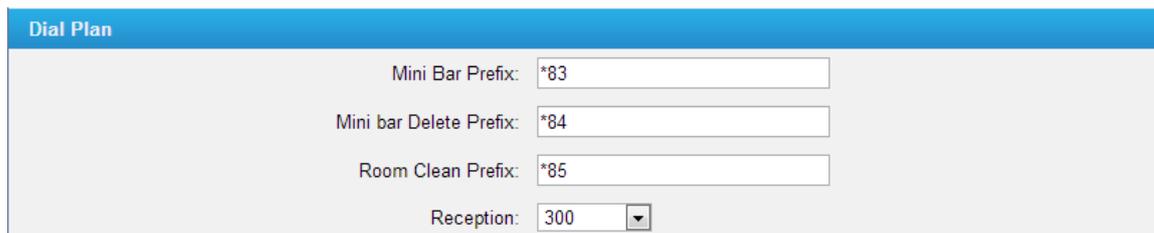


Figure 34

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 mineral water. Before the customer is checked out, the hotel cleaner should check if the customer consumed 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 mineral 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

Currency Unit & VAT	
Currency Unit:	<input type="text" value="\$"/>
VAT 1:	<input type="text" value="20.00"/>
VAT 2:	<input type="text" value="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

Company	
Logo:	<input type="button" value="Choose File"/> No file chosen
 Hotel system	
Company Name:	<input type="text" value="Yeostar Hotel Module"/>
Address:	<input type="text" value="No. 23 Wanghai Road,2nd Software Park,Xiamen,China"/>
Contact:	<input type="text" value="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"**

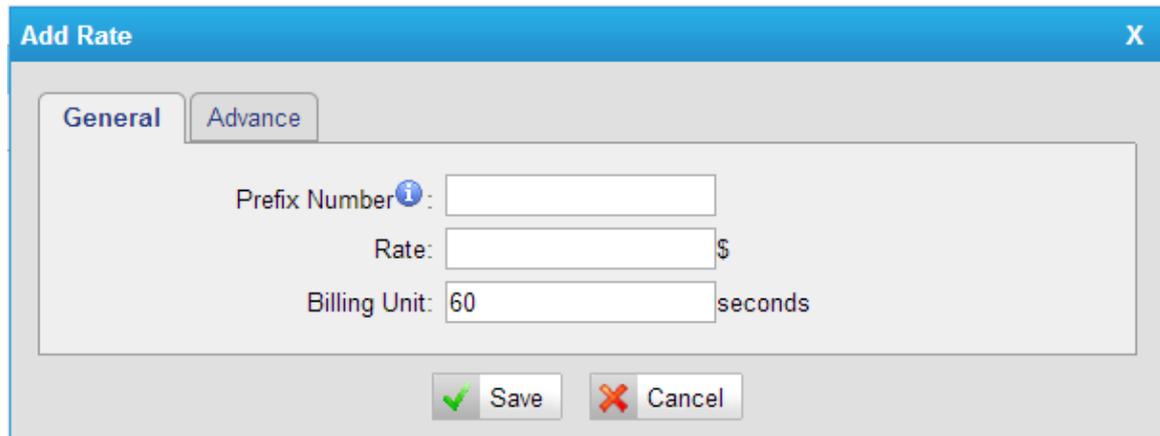


Figure 37

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 preprended 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.

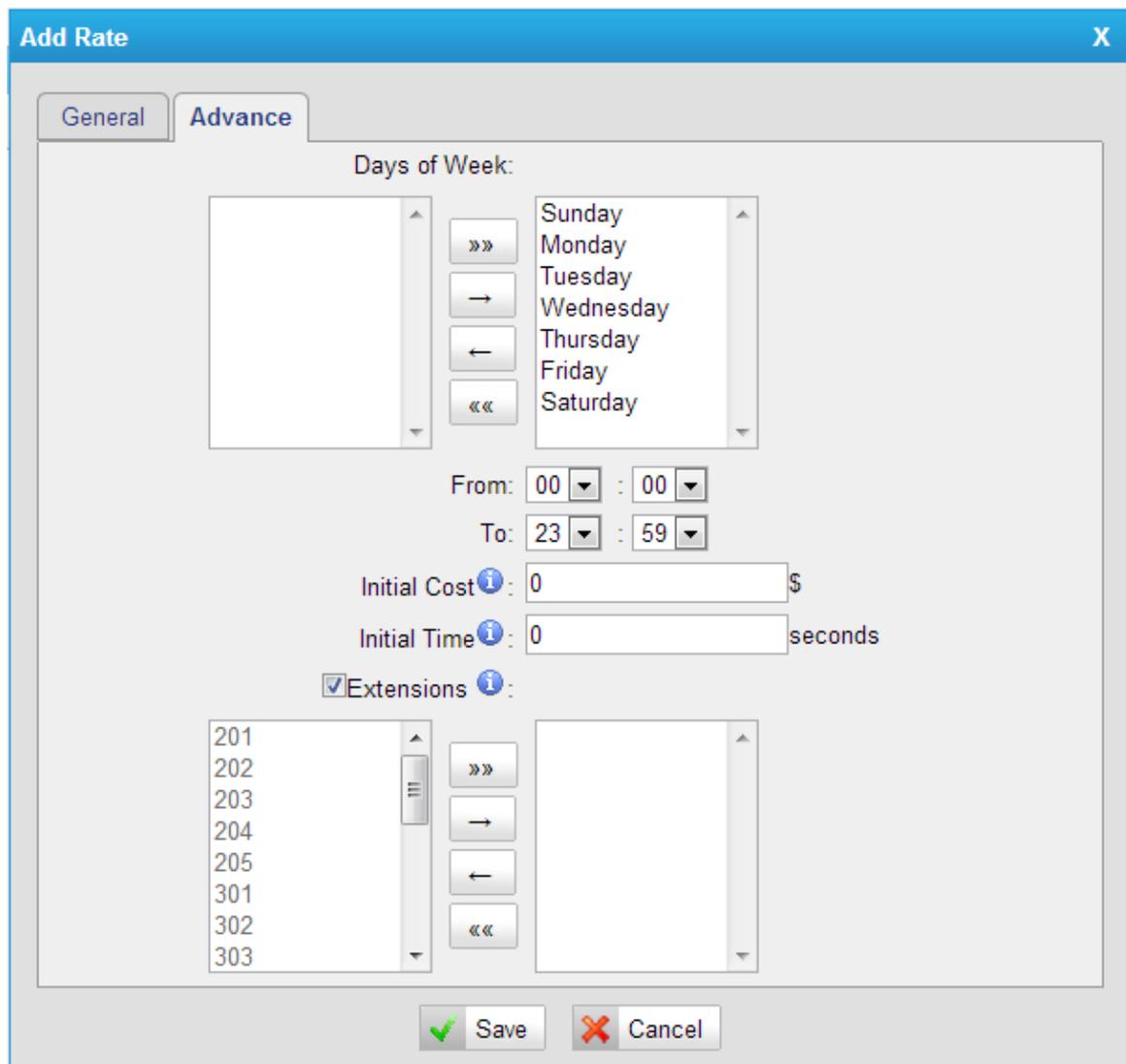
Leave it blank means matching all numbers.

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

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

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.

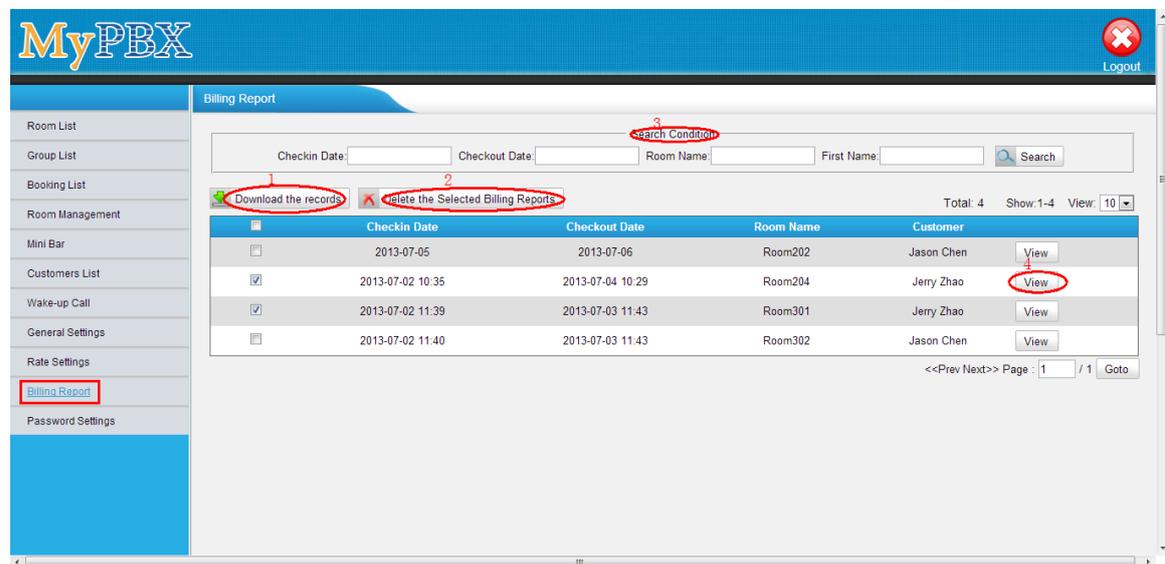


Figure 39

Download the records:

Download all the records in “.csv” file.
Go to “Billing Report” -> “Download the Report”

Delete the selected records:

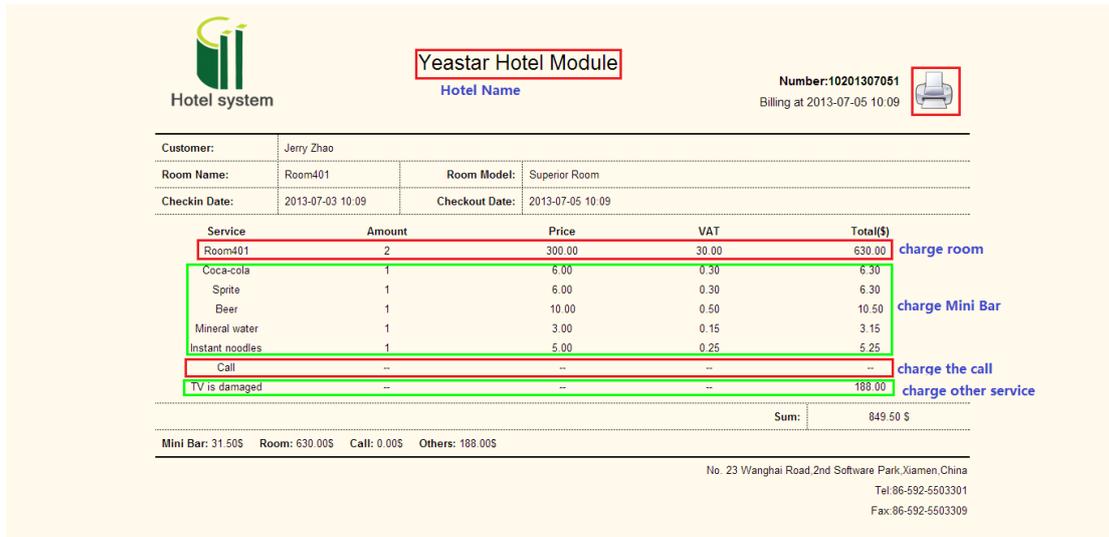
After selecting the records, you can delete them.
Go to “Billing Report” -> “Delete the selected Records”

Search Condition

You can search the records according to “Checkin date”, “Checkout date”, “Room Name”, customer’s “First Name”.

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.



Yeostar Hotel Module
 Hotel Name

Number: 10201307051
 Billing at 2013-07-05 10:09

Customer: Jerry Zhao
 Room Name: Room401 Room Model: Superior Room
 Checkin Date: 2013-07-03 10:09 Checkout Date: 2013-07-05 10:09

Service	Amount	Price	VAT	Total(\$)	
Room401	2	300.00	30.00	630.00	charge room
Coca-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
Mineral water	1	3.00	0.15	3.15	
Instant noodles	1	5.00	0.25	5.25	
Call	--	--	--	--	charge the call
TV is damaged	--	--	--	188.00	charge other service
				Sum:	849.50 \$

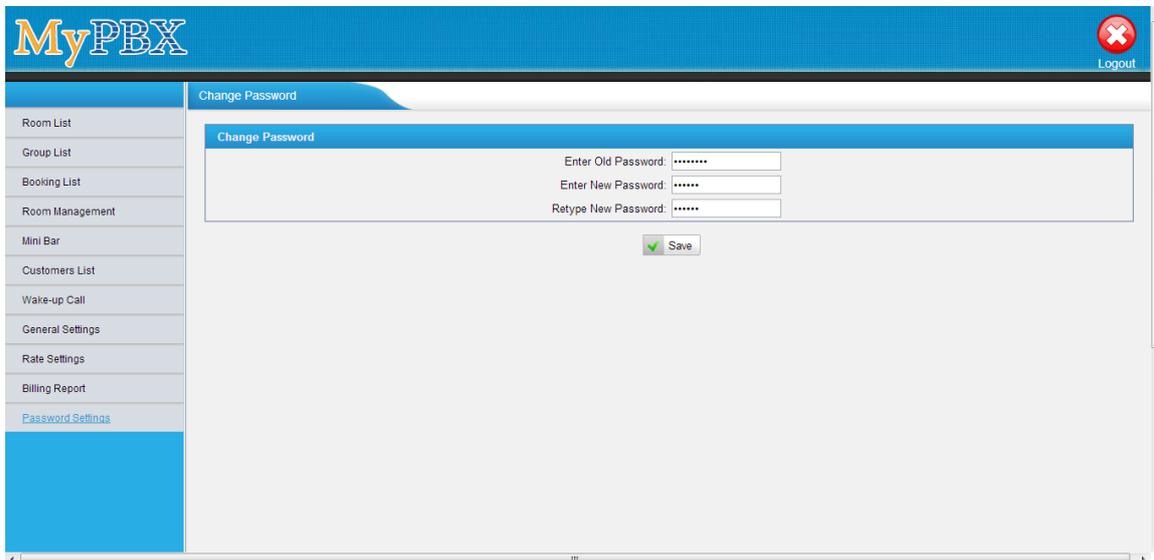
Mini Bar: 31.50\$ Room: 630.00\$ Call: 0.00\$ Others: 188.00\$

No. 23 Wanghai Road 2nd Software Park, Xiamen, China
 Tel: 86-592-5503301
 Fax: 86-592-5503309

Figure 40

2.2.11 Password Settings

You can change the password of the management portal.



MyPBX Logout

Change Password

Change Password

Enter Old Password:

Enter New Password:

Retype New Password:

Save

Figure 41

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

[Finish]