

Mitel 400 Hospitality Package



Customer satisfaction is of prime importance for hotels, guest houses, care homes and any business offering guest management services. The entire staff strive for this, from reception to room service. A communication solution, seamlessly integrated into the business processes, perfectly supports employees in their day-to-day work. It increases productivity and quality of services, while keeping operating costs low.

Modern Communication for Hotels

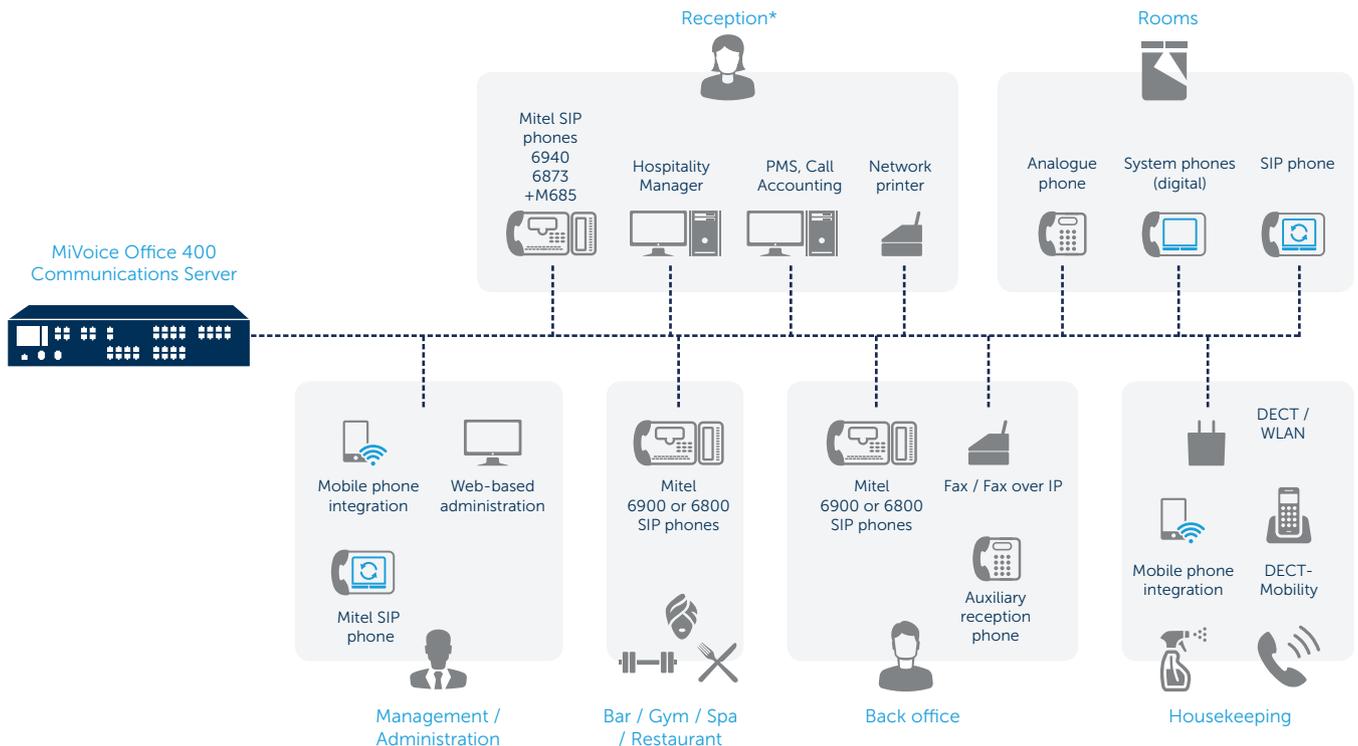
The Mitel 400 Hospitality Package is the ideal professional solution for communication and administrative tasks in hotels and businesses offering guest management services. With the modular structure of the package, its seamlessly matching components, it is the perfect solution both for small businesses with as few as four rooms to those offering a high levels of comfort with up to 600 rooms.

Excellent customer service is guaranteed using a wide range of phones for reception, rooms and staff, a software application for management at reception and an interface for integrating commercially-available property management systems, as well as extensive sector-specific functions.

The emphasis is on providing the staff with a user-friendly solution so they can perform tasks quickly and efficiently. For the staff, this can lead to greater job satisfaction and more time to cater for guests needs, so they will potentially generate repeat business.

The Perfect Solution Package

The full-performance scope of the MiVoice Office 400 communication server is available: Unified Communication functions, DECT mobility and mobile phone integration, CTI applications and building automation (door intercom, door control, blinds and air-conditioning system).



**Mitel 6940/6873, Hospitality Manager and a PMS may be used alternatively or together*

Advantages for...

...hotel management



- *A comprehensive offer from a single source: All functions, applications and components are seamlessly integrated*
- *Flexibility: The solution can easily be adapted to the existing processes and needs of every business; this includes management, reception, housekeeping, maintenance, cost control or billing of network services*
- *Cost optimization: The Hospitality Package is easy to integrate into the existing infrastructure, intercoms and cameras, building management, external property management systems (PMS) and IT infrastructure*
- *Integrated applications for reception: Thanks to web technology, no installation is needed; a browser is enough. Up to five workstations can be set up simultaneously at reception, in an office or on a tablet for mobility*
- *Certified Micros® Fidelio interface: For external property management systems (PMS)*

...the staff



- *Efficiency and high productivity: Specific functions, such as check-in, including the recording of guest data plus special guest requirements, setting of guest languages and wake-up calls, are all available. During check-out the staff are perfectly supported, and the work processes sped up, by functions like automatic bill printing and room cleaning status display*
- *Informed at any time: The room personnel can change the room status, for example, from "being cleaned" to "cleaned", simply by entering a code on the room telephone or on the wireless DECT phone. This way, the reception and hotel management are always up to date*
- *User-friendly: Saves processing time, especially with frequently changing, multilingual staff. A single, short training session is all it takes to use the hotel functions competently and professionally*
- *For each need the right phone: A wide range of phones for reception, back office, cleaning and maintenance teams*
- *Emergency response including acoustic and visual alert in case of emergency call at reception, text notification on Mitel SIP phones to selected staff (emergency response group), access to the list of last emergency calls from reception*

...the guests



- *Excellent service: Speedy and easy check-in and check-out processes*
- *Room phones: A wide range of intuitively deployable handsets tailored to customers' needs*
- *Detailed phone bills: Including call data and charges*
- *Wake-up service: Audio guide for the guest to set/check/delete wake up from room phone; audio wake-up message (wav format). Multilingual message available as standard, easily personalized by the administrator*
- *Message reception: The Message Waiting LED on the room telephone can be switched on and off from the reception. The light also goes on automatically when a new voicemail is received. The guest is connected to reception or directly to the voice mailbox by pressing a button*
- *Protection of personal data: During check-out private guest data such as call lists as well as voice messages in the guest's voice mailbox, are automatically erased. No new guest can have access to the data of a previous guest*
- *Baby call function: Available with the Mitel 600 DECT phones*
- *Guest voicemail functions: Personalized welcome message on all extensions prior to playing room greeting; different greetings for occupied or vacant room; automatic forwarding of calls to reception after guest check-out*
- *Reception voicemail: Special audio guide for reception for assisting guests to access their voicemail*
- *Support for "Do Not Disturb"*

Solutions for Reception Staff

A lot is required of the reception staff: welcoming guests during check-in, saying goodbye to them during check-out, taking reservations, taking and forwarding messages for guests, providing information along with being friendly, patient and helpful in so doing.

With the three need-oriented front-desk solutions of the Mitel 400 Hospitality Package, (Mitel 6940 and Mitel 6873 SIP phones, integrated web-based application, property management system) the right solution is chosen according to the number of rooms, the need for special functions and available infrastructure; for example with or without PC, with integrated application or external PMS.

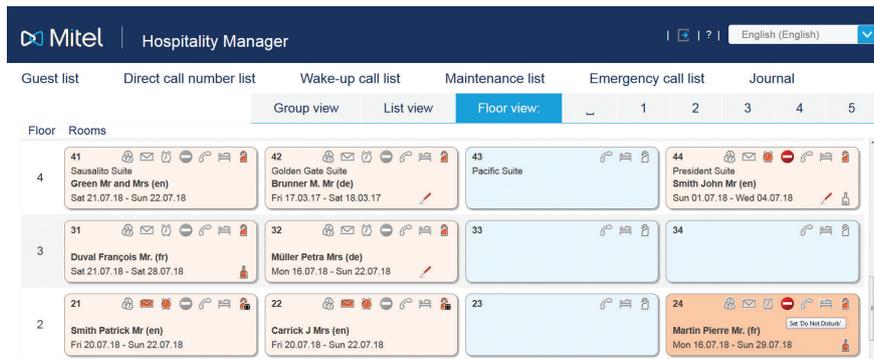


Functionality:

- *Check-in and check-out*
- *Enter guest names for display on the room key (and in Hospitality Manager); use to search for a name and display the name when the guest calls from the room*
- *Automatic phone bill printing with a personalized template*
- *Control of Message Waiting Indicator on the room phone*
- *Program wake-up calls, warning sign if wake-up call is unanswered*
- *Room settings*
- *Cleaning status*
- *Emergency calls notification and log*

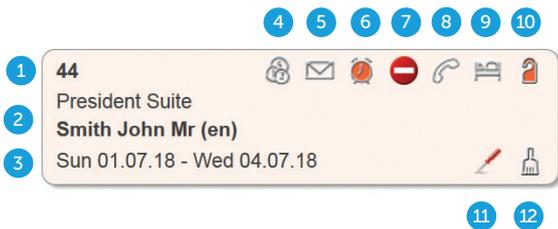
Reception with Mitel 6940 SIP Phone

- The Mitel 6940 can be used as a cost effective reception phone and operator console using the same device
- Perfect solution for properties with up to 20 rooms and if, for instance, there is no space for a PC at the reception
- Simple and easy to learn user interface on the large color touch screen
- Faster guest service facilitated by room keys and functions keys
- In the rush hours, several Mitel 6940 and up to five web-based Hospitality Manager can be used simultaneously, with full synchronization of information
- When a PMS is in use, check-in and check-out operations shall be done with the PMS. In case of PMS failure, the Mitel 6940 can be used as an interim solution
- Guest room overview with colored icons for occupancy, DND, wake-up message and room maid status



Hospitality Manager

- *Web-based reception solution*
- *No installation cost as Hospitality Manager is browser-based. It can be used with any operating system and runs on Windows PCs, iOS operating systems (iPad), etc.*
- *Up to five parallel workstations can be set: for reception, back office and cleaning service managers, for example: Wi-Fi-based mobile phone, tablet or PC*
- *Comprehensive overview of rooms and room status*



1. Room number
2. Guest name (language)
3. Arrival / departure date
4. Telephone charges
5. Message for guest
6. Wake-up call
7. Do Not Disturb (DND)
8. Mitel Dialer (Office Suite)
9. Room settings and authorizations
10. Check-in / Check-out
11. Maintenance instructions
12. Cleaning status

Functionality

- Check-in and check-out
- Automatic phone bill printing with personalised template
- Arrival and departure dates
- Displaying and recording room maid status and maintenance instructions
- Writing messages for the guests
- Recording text messages for the guests
- Control of Message Waiting Indicator on the room phone
- Group functionalities:
 - Check-in preparation (selection of rooms and overview list, details of contact person, arrival time)
 - Quick check-in/check-out
 - Set-up group wake-up alert
- Wake-up calls
 - Programming
 - Overview
 - Alarm for unanswered wake-up calls
- Minimal ringing volume on guest room phones (using Mitel analog and SIP phones supporting the feature)
- Printing lists:
 - Guest list
 - Check-out list for a day
 - Maintenance work list
- Click to call: calls can be made from the PC with a mouse click (together with Mitel Office Suite)
- Practical online help for reception and administration
- Acoustic and visual alert in case of emergency call from room or from staff
- Access to list of last emergency calls from reception

Property Management System (PMS)

- *The following Micros Fidelio applications are certified:*
 - *Suite 8 PMS Version 8.8 Onwards*
 - *OPERA Suite PMS Version 4.0.04.x Onwards Using IFC8 Application*
 - *OPERA Suite PMS Version 5.0.x Onwards*
 - *Fidelio Front Office 6.20*
 - *Fidelio Suite 7.14*
- *The list of certified PMS is available from the Mitel MSA certification program*

Functions:

- Check-in and check-out
- Guest name and language
- Detailed charge information
- Up to ten different cleaning statuses
- Control of Message Waiting Indicator on the room phone
- Wake-up calls
- Compatible with mini bar codes (room or mobile phone entry by cleaning staff)
- Billing services (bar, restaurant, gym, spa) to the guest's hotel bill
- Room move
- Direct dial-in number assignment

Connected Guest Applications

- *iLink - PMS middleware*
- *InnLine - Guest and staff voice messaging*
- *iCharge - Call accounting*
- *iConnect - Guest mobility*
- *IPGS - Guest content*
- *HotelMGR - Guest and maintenance request ticket tracking*

Phones

Mitel offers a wide range of analogue, digital, IP and SIP phones in various designs so the emphasis is on the specific needs of the environment in which they are being deployed. Cordless phones, which allow the staff to be mobile and reachable at the same time, are also available.

All Mitel phones support the following hotel, guest management specific functions:

- *Up to 17+ languages (depending on the phone), set automatically on the phone according to the guest language entered during check-in*
- *Key lock: the guests cannot change preset function keys*
- *Minimum call volume for reliable wake-up calls*
- *Central phone button programming and lock. This allows speedy installation and easy remote setting, not only for digital and IP phones, but also for the latest analogue Mitel phones 6710 and 6730*



Management Functions

The operations manager of properties have their own access profile to the web administration of the system. This access is of course limited to those parameters relevant for the hotel operation. The login is password-protected to avoid access by unauthorized personnel.

The following parameters can be defined by the operations manager:

- *Definition of trunk line release (digit barring)*
- *Surcharge calculator, for example, for calculating surcharges for international calls*
- *Time-based telephone charges (alternative to the charge information given by the provider)*
- *Exchange rate calculator for a second currency*
- *VAT rate*
- *Room-to-room communication*
- *Templates for detailed phone bills*
- *Passwords for receptionists*
- *Bills and guest lists can be printed out on an available network printer*
- *Room availability for check-in*
- *Room name and description*
- *Print guest lists, upcoming check-outs, maintenance list etc on a network printer*



Practical Combination

For a smooth collaboration, any operation done by a reception phone or using one of the Hospitality Manager sessions is immediately synchronized on the other phones or web based workplaces. Any modification is immediately synchronized on all components. House keeping managers can monitor check-out operations and organize the cleaning process efficiently.

Moreover, in the event of PC failure, Mitel 6940 / 6873 can be used as a backup solution.

