

**360 NETWORKS**

*Setting the New Standard*

**COMXCHANGE**<sup>TM</sup>

Touch Screen Console for  
Guest Management and Wakeup Calls  
User Guide

360 NETWORKS  
6116 Darlin Drive Dane, WI 53529

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# Hotel Dashboard

## Introduction

The ComXchange Hotel Console is a TUI (Text-Based User Interface) application that a Hotel's Staff can use to manage the ComXchange's Hospitality features from a phone. The Wakeup application allows a user to manage wakeup calls for guests and the Guest Management application allows hotel staff manually configure a room's calling permissions, check-in status and DND (Do Not Disturb), etc.

## Wakeup Application

On the Phone look for a key that is labeled Wakeup



## Creating a Wakeup Call

1. Push the Wakeup App key
2. Enter a Guest Room Number - press Submit

A screenshot of the 'Wakeup - Enter Room Number' screen. The screen has a light blue background. At the top, it says 'Wakeup - Enter Room Number'. Below that, there is a text input field labeled 'Room Number:' with the value '125' entered. To the right of the input field is a vertical scrollbar with a triangle at the top and bottom, and the text '1/1' in the middle. At the bottom of the screen, there are two buttons: a 'BackSpace' button with a white 'x' icon on a dark blue background, and a 'Submit' button with a white checkmark icon on a dark blue background.

3. Enter a Wakeup Time in 24 Hr format - press Submit

Enter Wakeup Time in 24 Hour Format - Rm 125

Hour:

Minutes:

1/1

BackSpace Submit

4. Choose to Repeat or Do Not Repeat - press Submit

Choose Repeat - Room 125 06:00:00 2020-03-07

1. Do Not Repeat

2. Repeat Until CheckOut

1/1

Select

5. Choose Confirm or Start Over – press Select

Confirm Wakeup - Room 125

1. Confirm Wakeup - 2020-03-07 06:00:00  
(6:00AM) Repeat: No

2. Start Over

1/1

Select

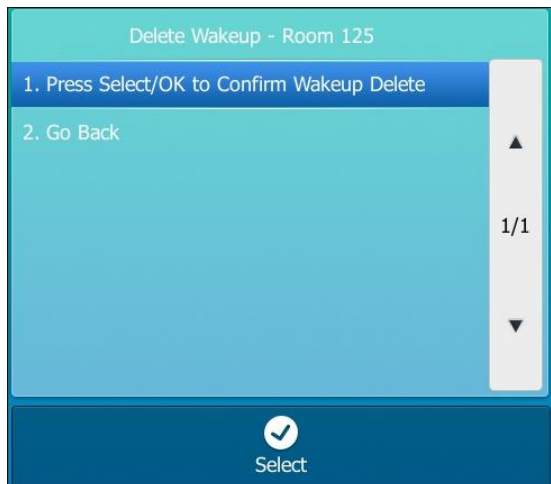
6. Press the Home button to go the main screen

## Cancelling a Wakeup Call

1. Push the Wakeup App key
2. Enter the Guest Room Number – Press Submit
3. Select the Wakeup Call you would like to delete



4. Press Select to delete the wakeup call



5. Press the Home button to go the main screen

## Guest Management Application

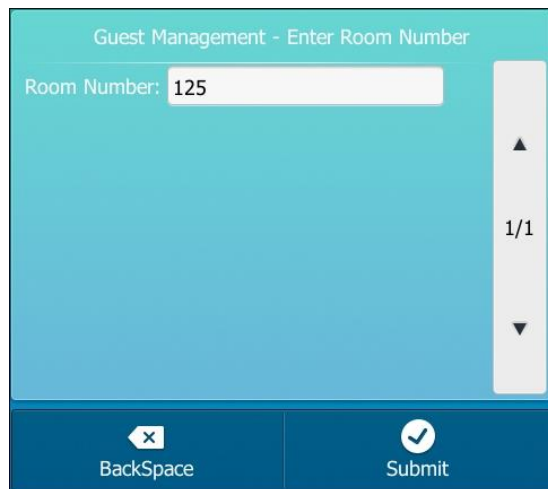
On the Phone look for a key that is labeled Guest Management



## Manual Room CheckIn / CheckOut

### Room Check In

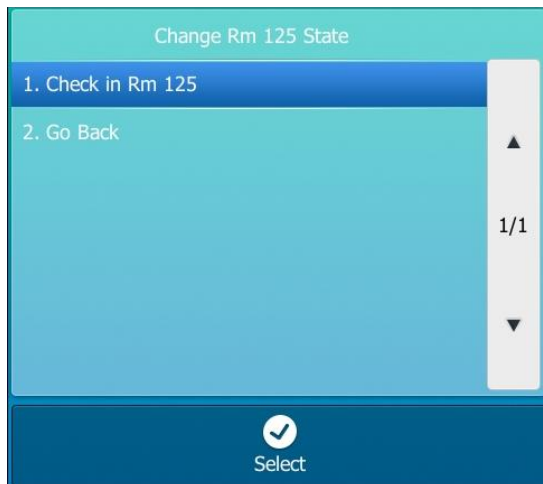
1. Press the Guest Management key
2. Enter a Room Number – Press Submit



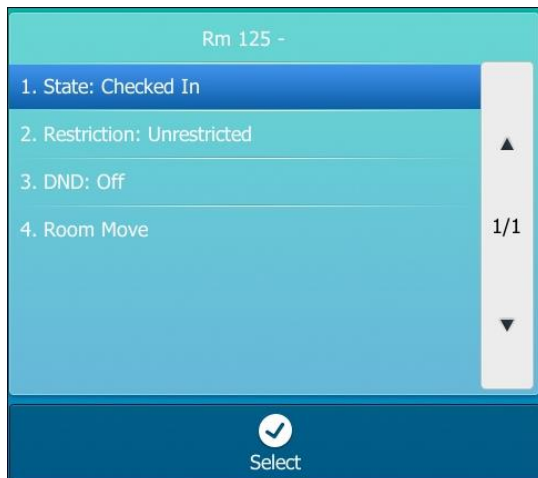
3. Press the Select button to Change the room status



4. Press Select to Confirm the CheckIn



5. Once Checked the Room is presented with other options



## Room Checkout

1. Press the Guest Management key
2. Enter a Room Number – Press Submit

Guest Management - Enter Room Number

Room Number: 125

1/1

BackSpace Submit

3. Leave 1. Highlighted then Press the Select button to Change the room status

Rm 125 -

1. State: Checked In

2. Restriction: Unrestricted

3. DND: Off

4. Room Move

1/1

Select

4. Press Select to CheckOut the room

Change Rm 125 State

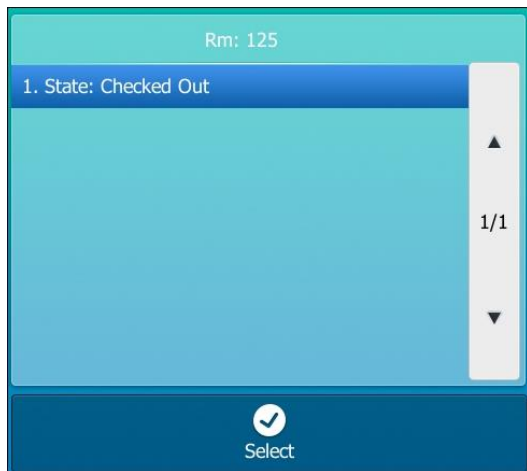
1. Check out Rm 125

2. Go Back

1/1

Select





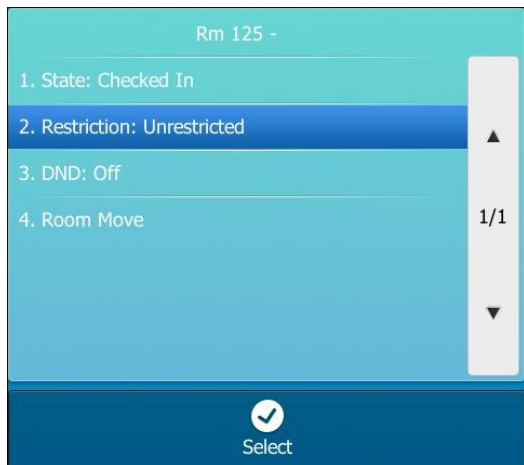
Press the Home button to go to the main screen

### Manually Restricting a Guest Extensions Calling Permissions

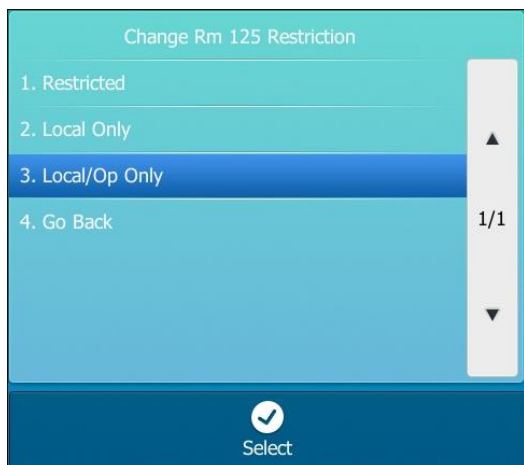
Press the Guest Management key and enter the room number needing the permission change

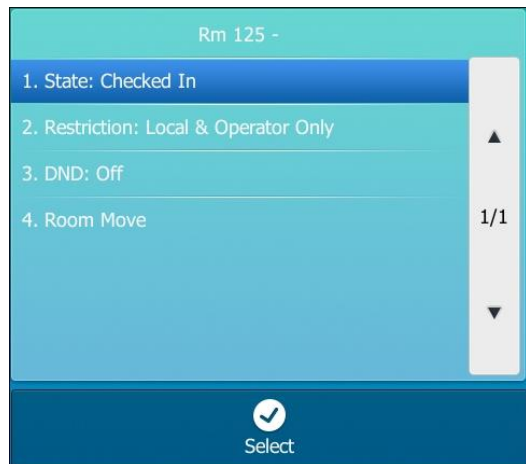
**Note:** the room must be checked in first

1. Press the 2. Restriction option



2. Choose a Restriction Level





Press the Home button to go to the main menu

### Activate DND for Guest Extension

Press the Guest Management key and enter the room number needing the permission change

**Note:** the room must be checked in first

1. Press 3. DND



2. Choose Do Not Disturb On



## Room Move

Press the Guest Management key and enter the room number needing the permission change

**Note:** the room must be checked in first

1. Press 4. Room Move

Rm 125 -

- 1. State: Checked In
- 2. Restriction: Local & Operator Only
- 3. DND: On
- 4. Room Move

1/1

Select

2. Enter the room number to move to – Press Submit

Move Rm 125

Dest Rm: 101

1/1

BackSpace Submit

3. Select Yes – Move Room

Are you sure you want to move Rm 125 to Rm 101?

- 1. Yes - Move Room
- 2. No - Go Back

1/1

Select

Press the Home button to access the Main Screen

360 Networks hopes that your experience with the ComXchange line of products is positive. For help, contact your authorized distributor or call 360 Networks directly.

# 360 NETWORKS

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