Preparing a Guest Card

Start

Insert card in Reception Unit

Read Guest Card Yes or No?

Sales Report

Option offered if sales report was not printed when this card was returned or this a new card unused as yet.

Answer — Yes

No

No

Make Guest Card Yes or No?

Answer

Yes

Card No.?

No

Enter Room (e.g.00107, 00918)

Leading zeros must be included and you must make sure the room number is valid.
No checking is done here.

Press "Yes" or "No"

Yes

Expires Tomorrow? Yes or No

Answer — No

Enter expiry date (dd/mm/yy hh:mm)

You must ensure the date and time are correct.
No checking is done.

Yes

Max. Usage Limit Yes or No

This is the number of times the card can be used. Answer "No".

Answer — Yes

No

Complete! Please Remove Your Card

Enter usage limit

Finish