

MANUAL
XIOX Summa Pro Call Accounting system

INDEX

GUEST CHECK OUT Page 1
DISPUTED CHARGES..... Page 2
CREDIT ACCUMULATOR Page 2
CREDIT LIMIT Page 3
CURRENT CALL REPORT Page 5
ADDITIONAL REPORTS Page 5
 Extension Reports (Summary and Detail)
 Profit Reports (Today, Yesterday, Monthly)
 Surcharges and rates
MEMORY MANAGEMENT Page 6
SET DATE AND TIME Page 7
PRINTER ALARM Page 7
BLOCK DIAGRAM Page 8

CHECK OUT:

To check out a guest:

Press the [CHECK OUT] Button.

Enter the room number

Press [ENTER] Button

If you make a mistake in entering the room number
press [DEL] Button to delete last entry.

The printer then prints check out report. All call records are removed from the extension. The credit limit is set to \$0.00 and the amount collected from the guest is transferred to the BILL ACCUMULATOR Account.

07/25/96 10:15 AM									
BILLING #:		TELEPHONE CHARGES							
205		INDIVIDUAL CALL DETAIL BILLING							
(OFFICE USE ONLY)									
DATE	TIME	NUMBER CALLED	EXT	MINS	COST	CALL#	TRUNK	ACCOUNT	
07/29	10:45A	969-1000	205	3	\$.25	00095 098	NONE		
07/29	10:45A	800 589-5899	205	5	\$.00	00122 100	NONE		
07/30	11:22A	916 867-8200	205	2	\$ 1.98	00145 102	NONE		
07/31	01:05P	408 248-9625	205	7	\$ 2.68	00225 110	NONE		
07/31	04:55P	510 748-8566	205	3	\$ 3.75	00231 098	NONE		
TOTAL					\$ 8.66				

To display a brief call record for a specific extension

Press [B] + Ext. No. + [ENTER]

Example B105 - Displays Ext. No., No. of calls, Duration, Cost

To print all calls for one room Press[P] + Ext No. +[Enter]

DISPUTED CHARGES

If the guest disputes a charge, it is possible to reprint this reports with the disputed charges removed.

- 1) Press [UNDO] Button
- 2) Press [R] Button then the call# printed on the Check Out report
 Example R00430 + [ENTER] (R for Remove)
 Then checkout the guest calls as above.

NOTE: The [UNDO] Button will work if no other buttons have been pressed AFTER Check Out Button is pressed.

CREDIT ACCUMULATOR

When a call is removed using the [R] Button for Remove, the amount of credit given is transferred in to the CREDIT ACCOUMULATOR Account. The amount of BILLED and CREDITed amount is printed on the CURRENT CALL Report.

A detailed report may be printed for all extensions that credit was applied. To print this report:

- 1) Press [PCRED] then press [ENTER]

07/25/96 10:15 AM									
BILLING #:		TELEPHONE CHARGES							
CRED		INDIVIDUAL CALL							
		DETAIL BILLING							
(OFFICE USE ONLY)									
DATE	TIME	NUMBER CALLED	EXT	MINS	COST	CALL#	TRUNK	ACCOUNT	
07/20	10:52A	969-1000	CRED	3	\$.25	00095 098		104	
07/29	10:45A	800 589-5899	CRED	5	\$.00	00122 100		232	
07/30	11:22A	916 867-8200	CRED	2	\$ 1.98	00145 102		119	
07/31	01:05P	408 248-9625	CRED	7	\$ 2.68	00225 110		105	
07/31	04:55P	510 748-8566	CRED	3	\$ 3.75	00231 098		225	
TOTAL :					\$ 8.66				

CREDIT LIMIT

If your operation requires that a deposit must be collected for the use of the phone, you can enter this amount for each guest extension.

- 1) Press [CREDIT LIMIT] Button
- 2) Enter room number
- 3) Press [ENTER] Button
- 4) Enter amount of deposit in dollars (no cents)
- 5) Press [ENTER]

If the guest exceeds the credit amount , the system will beep every 2 minutes and on the display will show the room number that exceeded the amount of credit. The alarm may be cleared when

- A) The room is checked out
- B) The amount of credit is increased

The printer will print the room number that has exceeded the limit with every call that is made. **NOTE: The room's phone is not turned off.**

CREDIT LIMIT REPORT

To print a report of all the extensions and their credit limit with the remaining balance.

Press [CREDIT LIMIT] Button

07/25/96 10:15 AM						
BILLING #: EXTENSION SUMMARY			TELEPHONE CHARGES SUMMARY OF CREDIT			
EXT #	SURCH	# CALLS	# MINS	COST	LIMIT	REMAIN
101		3	27	\$ 8.64	\$ 20.00	\$ 11.36
105		1	9	\$ 1.55		
209		5	14	\$ 9.26	\$ 15.00	\$ 5.74

CURRENT CALL Report

The Current Call Report prints a summary of each current guest calls, the amount due , the credit given and amount of credit unused. On the lower half of the report prints the amount Billed , the total amount collected from guests who have checked out, the amount Credited, credit given for disputed calls, and the Total for the above activity.

07/25/96 09:45 AM						
BILLING #: EXTENSION SUMMARY			TELEPHONE CHARGES SUMMARY OF BILLING			
EXT #	SURCH	# CALLS	# MINS	COST	LIMIT	REMAIN
101		3	27	\$ 8.64	\$ 20.00	\$ 11.36
105		1	9	\$ 1.55		
209		5	14	\$ 9.26	\$ 15.00	\$ 5.74
	SUBTOTAL:	9	50	\$ 19.45		
BILL		129	2569	\$565.23		
CRED		4	12	\$ 4.19		
	TOTAL:	142	2631	\$598.87		

NIGHT AUDIT

Prints a number of predetermined reports.

BILL ACCUMULATOR

When a checkout is performed, all the calls made from this extension is transferred to the Bill Accumulator. Bill Accumulator grows very quickly since every day guests check out. This call accounting system has room for 14000 call records. It is therefor necessary to clear the Bill Accumulator periodically to make room for new calls.

To print a Bill Accumulator report
 Press {PBILL} + ENTER Button

07/25/96 10:15 AM									
BILLING #:		TELEPHONE CHARGES							
BILL		INDIVIDUAL CALL DETAIL BILLING							
(OFFICE USE ONLY)									
DATE	TIME	NUMBER CALLED	EXT	MINS	COST	CALL#	TRUNK	ACCOUNT	
07/20	10:52A	969-1000	BILL	3	\$.25	00095 098	104		
07/29	10:45A	800 589-5899	BILL	5	\$.00	00122 100	232		
07/30	11:22A	916 867-8200	BILL	2	\$ 1.98	00145 102	119		
07/31	01:05P	408 248-9625	BILL	7	\$ 2.68	00225 110	105		
07/31	04:55P	510 748-8566	BILL	3	\$ 3.75	00231 098	225		
TOTAL :					\$ 8.66				

ADDITIONAL REPORTS:

- [PEXTD] Print a detail report of all extensions
- [PEXTS] Print a summary report of all extensions
- [PDAYS] Print daily profit report
- [PYPFT] Print yesterdays profit report
- [PMTDS] Print summary of billing - Monthly Profit
- [CARTS] Print carrier tables and surcharges

MEMORY MANAGEMENT

There is room for 14,000 call records for this call accounting system. It is advised to erase the call records periodically.

WARNING - THE FOLLOWING PROCESS WILL ERASE ALL CALLS FROM THE SYSTEM- PLEASE MAKE SURE YOU HAVE PRINTED ALL REPORTS YOU NEED BEFORE PROCEEDING. CALL RECORDS CANNOT BE RETRIEVED AFTER THEY HAVE BEEN ERASED.

[CCALL] - Deletes all call records including guest rooms not checked out, the BILL ACCUMULATOR, the CREDIT ACCUMULATOR, and sets the call# to 0000 .

When the memory is approximately 90% full - it beeps and displays that its memory is 90% full

To clear all calls from memory:

- 1) Type CCALL + ENTER Button
- 2) Type Y + ENTER Button

[CBILL] - Deletes all calls that were checked out. This section of memory stores most of the calls.

[CCRED] - Deletes all calls that were credited - disputed charges.

SET DATE

To set the date

Press [D] mm/dd/yy + [ENTER]

Example : D07/04/96 sets date to Independence Day

SET TIME

To set the time

Press [T] hh:mm + [ENTER]

hh:mm is in 24 hour format

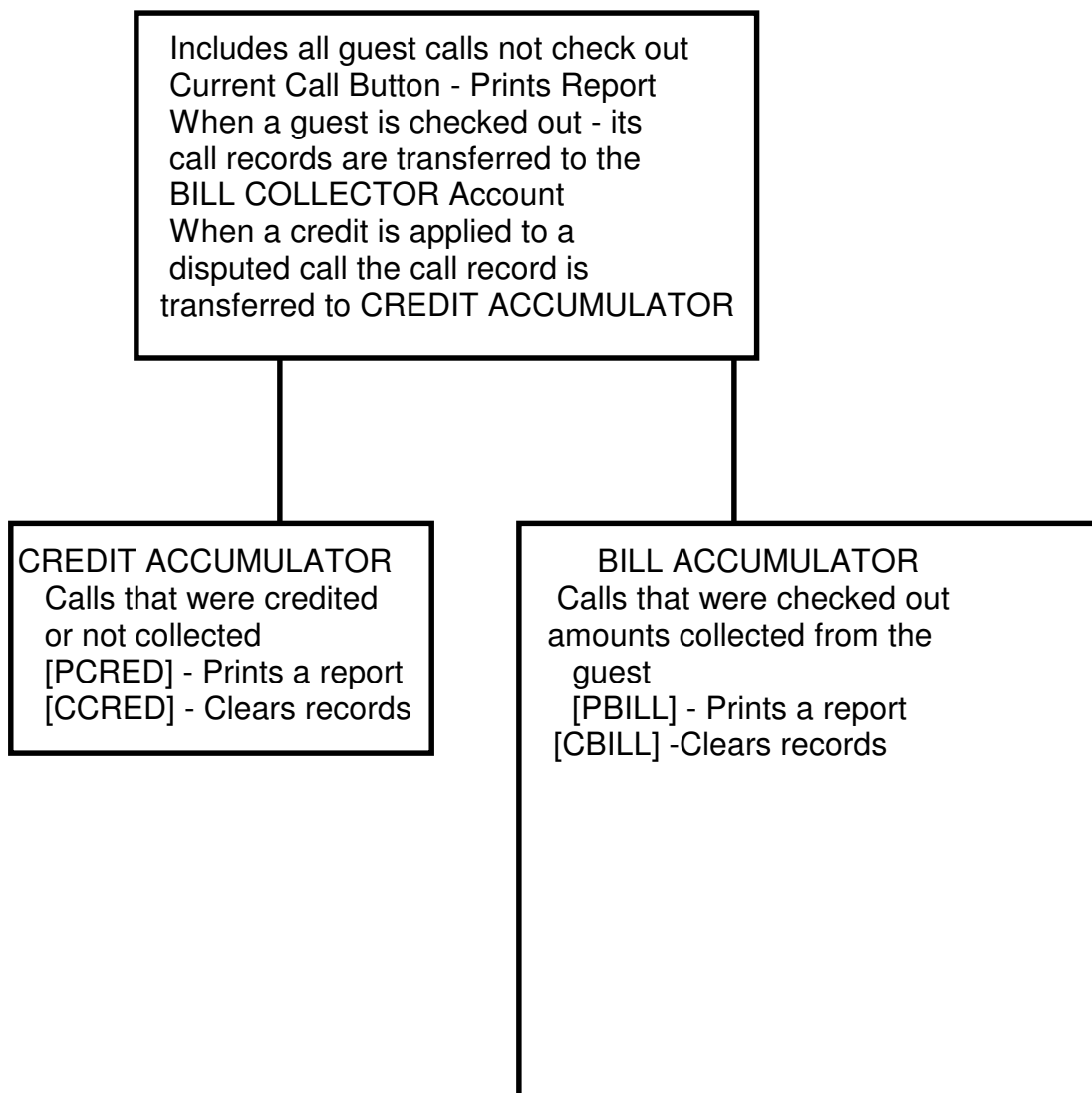
Example : T18:25 sets the time to 6:25 PM

PRINTER ALARM

If the printer is not able to print the report requested, the system will display " Printer Problem " and beep every 10 seconds.

To clear the problem, reinsert the paper in the printer and turn the power off then on on the printer. The system then will print the report and the alarm will stop.

BLOCK DIAGRAM :
CURRENT CALLS ARE STORED HERE



[CCALL] clears all calls from the system. Use this command with caution as cleared calls can not be recovered.