

# AUCHRANNIE PAGER SYSTEM

## TO PAGE A MEMBER OF STAFF

- 1 Dial **4705**
- 2 After the voice instructions enter the pager you wish to contact followed by the # Key
- 3 After the next voice instructions press 1 followed by # for a numeric message
- 4 Enter the extention number your calling from followed by the # key, (if an emergency, add 999 after your extension number when paging DM)
- 5 After the message saying your page has been sent hang up

PAGER NO	JOB TITLE	CURRENT HOLDER
2	Duty Manager	-
3	Hotel Leisure Desk Bell	-
5	Duty Manager 8-4 / 2-10	8-4 / 2-10 DM
7	Estate Manager	Susanne McNaught
8	Maintenance	-
9	Maintenance	-
10	Day & Night Porter	-
11	Housekeeping - Hotel Supervisor	-
12	Housekeeping - Lodge Supervisor	-
13	Housekeeping - Spa Supervisor	-
14	Estate Housekeeping Manager	Monika Rumin
15	DM Support / Night Laundry	-
16	Grounds	-
17	x2 Recreations Support/Recreations Supervisor	-
18	Staff accomodation Manager	Staff Accommodation Manager
22	IT Support	-
23	Spa Leisure Desk bell	-
27	Maintenance Team Leader	Lloyd Wilson
28	Housekeeping - Retreats Supervisor	-
29	Assistant Estate Housekeeping Manager	Zaneta Chytra / Paulina Olkiewicz
31	Deputy Estate Manager	Stuart Fleming

## VOICE MAIL

To access your voicemail please dial 5000 from your handset

Enter PIN number when prompted (if no pin number has been set try 1111) - Follow voice prompts to access messages.

## NIGHT SERVICE

From 10.45pm to 7am the phones will be switched to Night Service

This means that any pagers switched ON will go off with any internal or external calls coming in

The pager will display "Internal Call" or "External Call" - To pick up these calls lift the handset of any phone and **DIAL 5555**

## RESORT LIFT TO PAGER

The pager will display "Resort Lift"

To pick up call or acknowledge alarm, lift the handset of any phone and **DIAL 5566**, You are now able to speak to lift occupants (if this does not work dial ext 303346 no 9 required and this will also put you through.

## BABY LISTENING

The telephone handsets in each bedroom can be used a baby monitor

To set the monitor in a room, lift the handset and **DIAL \* 85** and then place handset near child

This opens the line so guest can listen-in from any other handset in Auchrannie

To listen, lift the handset of any other phone and **DIAL \* 86 followed by room ext number**

eg Hotel Room 26 = \*862226 or Spa Room 203 = \*861203