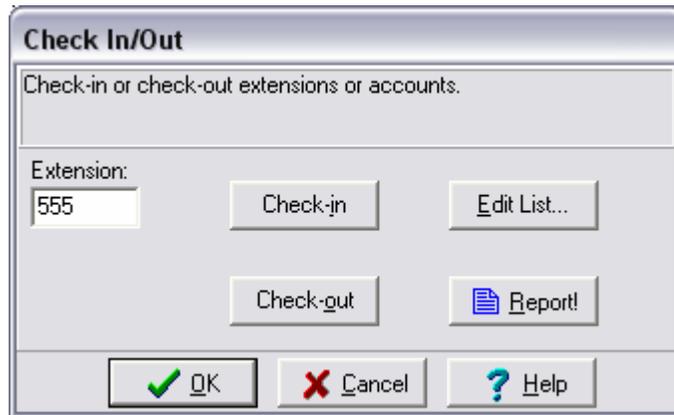


Extension Check-In/Check-Out Instructions

Check – In Extension Instructions

- Click **Toll-Limits** pull down menu, highlight **Check-In/Out**
- Drag over the Extension number showing in the **Extension** box and type in the Extension number for the Guest checking in.
- ProfitWatch will confirm you checked in the extension. Click **OK** and then click **OK** on the Check In/Out box.



Print Charges and Check – Out Extension Instructions

- Click **Toll- Limits** pull down menu, highlight **Check-In/Out**
- Drag over the extension number showing in the Extension box and type the Extension number checking out. Click the **REPORT!** Button. The report will appear behind the other 2 open screens. Click up top in the Report area where it says “HTML Report” so you can see the whole report. Then click the Printer icon to print the report. (If the Guest has not made any calls, ProfitWatch will tell you “The report you requested contains no data”).
- After the report prints successfully, close the report by clicking the **X** in the top right-hand corner of the report and then click the **Check-out** button to clear the charges. ProfitWatch will verify that you want to check out that extension. Click **Yes** and then **OK**. Click **OK** to exit the Check In/Out screen.

For assistance, please call 1-858-488-4600 and ask for Tech Support