



Guest Room Instructions for the  
**ROOM VALET™**  
*Visual Alerting System*



# Understanding the Display Panel

System Strobe Light

Local Smoke Detector  
In Room Alert  
**RED ICON**

Telephone  
Ringing Alert  
**GREEN ICON**

Maintenance Status  
System Alert  
**RED ICON**

Time or Alarm  
Set

Alarm Clock  
On



Alarm Clock  
Wake Up Alert  
**GREEN ICON**

Door  
Notification Alert  
**GREEN ICON**

Building Emergency  
Central Alarm Alert  
**RED ICON**

Clock Set  
Display, Adjust

Alarm Clock  
Off

System Activation  
Button

System ON "Armed"  
Status Light

## Note: Icon Coloring

The green icons are informational alerts, ie., the phone ringing, it's time to wake up, or someone is at the door.

The red icons are emergency life-threatening alerts, ie., smoke alarm in-room or central alarm system. Swift immediate response is required for red alerts.

## When this icon symbol is lit and the Room Valet™ is activated indication is ...



... the built in alarm clock is sounding.

**Note:** *The alarm clock of the Room Valet will work in the audible mode only when the system is not fully activated,*

*allowing those who choose not to use the visual/tactile alert of the Room Valet to still use the alarm clock. See direction number 4 "Setting the alarm clock".*



... someone is at the door or the doorbell has been rung.

**Note:** *The audible signal for doorbell will function even when the system is not fully activated allowing those who*

*choose not to use the visual/tactile alert of the Room Valet to know if someone has pushed the doorbell button.*



... the phone is ringing.



... the building's central alarm system is in an alarm condition. The in-room visual alert for the central alarm system should also be activated and the voice

evacuation system functioning. When to safety, check with hotel staff or officials for further details of alarm condition.

**Note:** *If Room Alarm/Alert is sounding or if you see fire or smell smoke, swiftly evacuate building per evacuation instructions.*



... the in-room smoke detector is activated. The smoke detector itself should be sounding and, if equipped, its strobe flashing also. Take action quickly to evacuate the room via posted evacuation

instructions. When to safety, check with hotel staff or officials for further details of alarm condition.

**Note:** *If Room Alarm/Alert is sounding or if you see fire or smell smoke, swiftly evacuate building per evacuation instructions.*



**When this icon symbol is lit, maintenance is required. Report the problem to the front desk and request assistance.**

## Directions

### 1. Locate the Room Valet Visual Display Panel

The Room Valet visual display panels should be located in both the main living/sleeping area of the room or suite, as well as the bathroom. Additional display panels should be found in each separate living area of the room or suite.

### 2. Turning the Room Valet System On and Off



System ON Light

The Room Valet **ON/OFF** control button is located at the bottom right hand corner of the display panel.

The button readies all the special alerting features of the Room Valet for those who are hard of hearing or deaf. Pushing the **EAR** symbol will turn the system on or off.

A soft green light will appear when system is on. The following things should happen when the system receives an activation alert. 1) The built-in strobe will begin flashing, 2) A graphic icon will illuminate indicating the source of the alert signal, 3) at the same time the bedshaker will vibrate, pulsing on and off.

**Note:** Emergency icons are red when lit. They are for the in-room smoke alarm, the central fire alarm or voice evacuation system etc. and require immediate and decisive action. Informative icons are green when lit, letting you know, for example, that someone is at the door, the phone is ringing, or the alarm clock is sounding.

### 3) Testing the System

To be sure the system is turned on and ready to function, test the phone alert by calling the hotel operator and requesting that the room be called back. If the system is on and fully functioning, you will see the strobe flash and the green **PHONE** icon light and you should feel the bed shake. If the strobes do not flash and/or the beds do not shake, try **ON** button again. Repeat test. If still not functioning, report the problem to the front desk and request assistance.

**Note:** Even when the Room Valet is not turned on: 1) The clock display will be visible, and the alarm clock portion of the system will still function, but will have an audible alarm only. 2) The door enunciator will also continue to work with an audible signal only.

### 4) Setting the Room Valet Alarm Clock

**To set the time:** Push and hold the **SET TIME** button while pushing either the **FAST** or **SLOW** button at the same time, until the desired time (AM or PM) is reached. **Note:** AM or PM indicator lights will show on display.

**To set the wake-up alarm time:** Push and hold the **SET ALARM** button while pushing either the **FAST** or **SLOW** button until the desired time (AM or PM) is reached.

**Note:** AM or PM indicator lights will show on display.

**To activate wake-up alarm:** Push **ALARM ON** button after setting desired **ALARM WAKE UP** time. Alarm lights will show on the display.

**To turn wake-up alarm off:** Push **ALARM OFF** button. Alarm off lights will show on the display.

The Room Valet™ is distributed by HARC™ Mercantile, Ltd., and installed by this property for your safety, comfort and convenience. Rest assured that your best interests are of primary concern. Enjoy your stay with peace of mind.

**Warning:** This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in residential area is likely to cause interference in which case the user, at his own expense, will be required to take whatever measures may be required to correct the interference.

This statement now appears on the front of most display panels and on a label inside the user instruction brochure.

#### Room Valet™ Visual Alerting System

**Note:** The "System" normal condition is "ON" (green light in lower right corner of display panel will be lit) meaning that the visual alert strobe and the bed shaker, if installed, will activate whenever the phone rings, fire or smoke alarm is activated, alarm clock set or the doorbell button is pushed.

To deactivate the visual strobe and bed shaker, push the area of the **EAR** in the box adjacent to the green light. The light should go off.

The system will rearm to an "ON" condition at noon every day.



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*Visual Alerting System*

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