FRONT OFFICE

EQUIPMENTS
1. LUGGAGE TROLLEY
2. KEY RACK
3. TRAVEL DESK
4. SAFE VAULT LOCKERS
5. TYPEWRITER

- type guide (aligns type)
- ribbon vibrator (raises & lowers ribbon)
- carriage release lever
- platen
- paper finger
- ribbon spool
- typebars
- shift key
- space bar
- keytop
6. PHOTOCOPYING MACHINE
7. DUPLICATING MACHINE

Gautam Singh, Hospitality Trainer, 07830294949
9. BILLING MACHINE/ POSTING MACHINE

Gautam Singh, Hospitality Trainer, 07830294949
10. DATE & TIME PUNCHING MACHINE
11. CREDIT CARD IMPRINTER
12. TELEPHONES

Gautam Singh, Hospitality Trainer, 07830294949
13. INFORMATION RACK

Gautam Singh, Hospitality Trainer, 07830294949
14. TELEX MACHINE
15. FRANKING MACHINE

- With a franking speed of 185 items a minute, a special mailing to your top 1,000 customers takes under 6 minutes.
- Self-adhesive labels from the automatic dispenser to deal quickly with large or bulky items.
- Large, easy-to-read LCD display with user-friendly menus, operator prompts and automatic date advance.
- Process mixed mail - no need to waste time sorting mail by size, thickness or weight.
- Automatic feeder to process mail up to 16 mm thick.
- Analyse and allocate costs for up to 500 departments.
- Credifon remote recrediting.
- High volume digital inkjet franking.
16. MAGNETIC STRIP READER
17. ACCOUNT POSTING

MACHINE
18. NCR MACHINE (CASH REGISTER)
19. STENCIL DUPLICATOR
20. ROOM KEYS

IMPORTANT:
Please keep this card with you at all times during your cruise. You will be required to present it at the gangway when you leave or reboard the ship, as well as when you make purchases on board. If you lose your card, let the Front Office know immediately.

(Signature)

Holland America Line

Gautam Singh, Hospitality Trainer, 07830294949
21. EPABX

Gautam Singh, Hospitality Trainer, 07830294949
22. PBX
23. ROTATING RACK
24. SWITCHBOARD