



## What is Tel-Me Expotel?

Tel-Me Expotel allows you to locate quality hotels within a 24km radius of a specified location. For each requested location, the system searches for up to ten venue choices that have been vetted for suitability by Expotel Hotel Reservations Ltd, the UK's largest independent hotel booking agency.

When the suitable establishments have been located, they are initially listed in the Product Area with their standard and corporate rate charges displayed if available. You can then move to the Extended Information Screen where, in addition to the name and address of the hotels, a basic map is displayed to indicate the proximity of each choice to your specified location.

You can then book your reservation through Expotel using one of three methods:

- By calling Expotel free on 0800 585322, or
- By E-MAIL to [Lores@Expotel.attmail.com](mailto:Lores@Expotel.attmail.com), or
- By using the Tel-Me Expotel [Online Booking System](#).

Whichever method you choose, by booking through Expotel you can take advantage of regular discounts that offer between 5 and 40% off the rate that you would pay direct.

### **See also**

[Making a Tel-Me Expotel Enquiry](#)

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[Making a Booking with Tel-Me Expotel](#)

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## Tel-Me Expotel Response

When the response is received, Tel-Me Expotel will display a summary in the Product Area.

You can then [transfer to the Extended Information Screen to view the response in detail.](#)

The pictorial display within the [Extended Information Screen](#) is scaled to include all returned establishments and indicates their respective distances from your specified location which is identified with the letter **D**. Each venue is colour coded to indicate its price band.

The text description on the lower right hand side of the screen reflects the currently highlighted venue. To look at other venues, click on the pictorial display or select them from the displayed list. Up to ten venues are listed within the maximum 24km radius.

### **See also**

[Making a Booking with Tel-Me Expotel](#)

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## Making a Booking with Tel-Me Expotel

In addition to making a booking by free phone and E-Mail, Tel-Me Expotel allows you to make an online reservation via the Tel-Me system. Making an online booking is quick and easy because all you need to do is fill out a single on-screen form.

### **The actions required to make an online room booking are as follows:**

1. Highlight the required hotel from the returned list of choices by clicking on it in the Extended Information Screen.
2. Select the Expotel Booking Form by:
  - Clicking on the Booking Form button in the lower right hand corner of the screen, or
  - Clicking on the Booking Form button in the toolbar, or
  - Choosing the Booking... option from the ExpoTel-Me menu.
3. Enter your details into the on-screen form that is subsequently displayed.
4. When all details have been entered, click on the Send button within the Expotel Booking Form to complete the process.

The details that you entered are then transferred to Expotel where your reservation will be made and confirmation will be sent to you either by fax or letter.

### **See also**

[The Tel-Me Expotel Service](#)

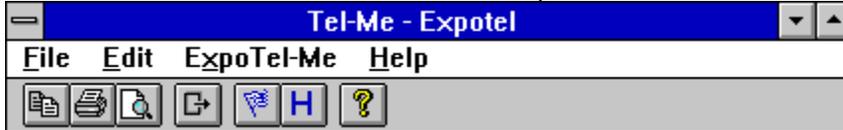
[Tel-Me Expotel Response](#)

# Tel-Me



## Tel-Me Expotel Menus and Toolbar

The menus and toolbar within the Tel-Me Expotel Extended Information Screen are arranged as follows:



Click on the required item for more information.

### See also

[Making a Tel-Me Expotel Enquiry](#)

[Making a Booking with Tel-Me Expotel](#)



## The Tel-Me Expotel Service

As a Tel-Me customer you can book any hotel listed in Tel-Me Expotel, and other quality hotels, at reduced rates.

We will check that space is available at the chosen establishment and confirm the booking to you by fax or letter. If space is not available at your preferred hotel, we can suggest a convenient alternative from our full database of 28,000 hotels.

Your reservation will be held until 6pm on the day of arrival. If you would like your reservation guaranteed beyond 6pm, please quote your credit card number at the time of booking.

For nearly all hotels the price you pay, when you book through Tel-Me Expotel, will be significantly less than the hotel's standard published price. Typical discounts range from 5% to 40%.

And as a guarantee that you will always get the best prices through Tel-Me Expotel, if you can show the same room is offered at a lower price in a guide for corporate clients published by another booking agency, your next night's stay at the hotel will be free.

Tel-Me Expotel is a free service. There is no booking fee or other charge.

Call free on **0800 585322** to make your booking.

Full details of Tel-Me Expotel terms and conditions will be provided when you make your booking, or on request.

Tel-Me Expotel is operated by Expotel Hotel Reservations Ltd, the UK's largest independent hotel booking agency.

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## **Moving Between Fields**

You can move between fields in Tel-Me in two ways:

1. Click on the required field with the mouse cursor.
2. Press the TAB key on your keyboard repeatedly until the cursor enters the required field (or until it is highlighted in the case of non-alphanumeric fields).

## **File**

**Print** Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

**Print Preview** Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

**Print Setup...** Selects the Windows Printer Setup dialog box so that you may configure a selected printer.

**Exit** Closes the Extended Information Screen and returns to the Tel-Me product area.

## **Edit**

**Cut** This option is not available within this product and remains greyed-out.

**Copy** Places a copy of the displayed information into the Windows clipboard so that it can be transferred to another program. Press **Ctrl** and **C** as a shortcut for this option.

**Paste** This option is not available within this product and remains greyed-out.

## **ExpoTel-Me**

**Conditions** Displays the conditions and advantages of using the Tel-Me Expotel service.

**Booking...** Displays an online booking form for your chosen hotel so that you may complete the details and make an instant reservation.

## **Help**

**Contents** Displays the contents page for this section of the Tel-Me help.

**Help on Expotel** Displays the title page of this section of the Tel-Me help system.

**About Expotel...** Provides copyright and version information details for the current version of this product and also indicates the system resources available.

## **Copy Button**

Places a copy of the displayed report information into the Windows clipboard so that it can be transferred to another program. Press **Ctrl** and **C** as a shortcut for this option.

This option is also selectable from the Edit menu.

## **Print Button**

Sends the displayed report information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

This option is also selectable from the File menu.

## **Print Preview Button**

Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

This option is also available from the File menu.

## **Exit Button**

This is the same as using Alt-F4 and will close the Extended Information Screen to return control to the Product Area. This action has no effect on the data which will still be available in the Library for re-examination.

This option is also selectable from the File menu.

## **ExpoTel-Me Button**

Displays the conditions and advantages of using the Tel-Me Expotel service.

This option is also selectable from the ExpoTel-Me menu.

## **Expotel Booking Button**

Displays an online booking form for your chosen hotel so that you may complete the details and make an instant reservation.

This option is also selectable from the ExpoTel-Me menu.

## **Help Button**

Displays the title page of this section of the Tel-Me help system.

This option is also selectable from the Help menu.

