

# 24-hours-check-in by keybox

You are arriving out of reception hours (mo-fr 8-11am + 5-7 pm, sa 9-10am)?

Then your key you get out of our keybox.

At each house (House Villa, Bahnhofplatz 7; House City, Bahnhofplatz 7b) there is situated someone outside near front door.



-To open the box you need your personal code.

-Your personal code you have gotten with the confirmation form.

-The box, which is provided for you, is marked with your name

## How to get the key

1. please press **#personal keybox-code#** (for instance **#123456#**)
2. with pressing second # you hear a click-noise. Now the box will be unlocked for 5 seconds,
3. open the box (automatical lock after 5 seconds. To give in the code is continueable at will),
4. put out the key. On keyring pendant you see number of room,
5. close the box.

Wrong number pressed? Delete it with \* .

In your room you find:

- check-in-form (please fill it with adress, day of birth, number of passport and sign it)
- invoice (please pay latest next day of check-in at reception)