

# Keybox Check-In

Just six steps to your key if you are checking in when the front desk is closed.

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## Lift to the night entrance (A)

Go to the entrance to the left of the big concrete stairs, between Bar Felix and the concrete stairs, located at Kalkbreitestrasse 8. This door is closed after 8 pm. In this case, please use the big concrete stairs.

## Stairs to the night entrance (B)

Go up the big concrete stairs and turn left at the top. Here you will see the keybox on the wall to the right of the glass door.

→ Proceed to step 4

2



Take the lift to the second floor (2A)

3

Turn left and go through the glass door to the courtyard. The keybox is located on the wall on the left-hand side.

4



## Keybox

The code is the first 5 digits of your booking/ reservation number or reservation ID. Confirm with the hashtag "#". For example 12345#. The key compartment opens.

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## Access to guesthouse and room

Your room key opens the door to the building and the door to the guesthouse opposite the lift.

How to open the door:

1. Hold the key's chip (thick side) to the lock until it flashes green.
2. Turn the lock and push.

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## How to close the door

1. Hold the key's chip to the lock until it flashes green.
2. Turn the lock.
3. Quickly check to see if the room is locked properly by trying to open the door.

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## Possible errors

- The key compartment is not opening:
- Did you type in the correct code?
  - Did you confirm with the hashtag "#"?

There is a red light flashing beside the room door when you try to open it:  
Are you in front of the right door?  
The room number is written on the key tag.