

## Detailed Information about Self-Check-In and Reception

Our proven self-check-in system allows you to check in quickly and easily 24 hours a day. If you prefer a personal check-in, our staff will be happy to help you during reception hours. Outside these times, our helpdesk is always there for you. **Your room is ready for you at 2 p.m., check-out is by 11 a.m.**

### Self Check-In

- The hotel door is open from 7 am to 9 pm from Monday through Friday. Outside these times you can open the door with a credit or debit card. To do this, slide the card through the provided slot at the right of the entrance door.
- You will find the self-check-in terminal at the reception desk. Easy to understand instructions help you through the check-in process. If you have any questions, our helpdesk is available 24 hours a day.
- After your successful check-in, you will receive your receipt with your WiFi code and your room card.
- Hold your room card on the marked area in the lift and select the floor.
- If you use the stairs, you will also need your room card to get to the room area on the corresponding floor.

### Reception and breakfast times

Our reception is occupied from Monday to Friday from 7 a.m. to 11 a.m. and at certain times in the afternoon and on the weekends. All other times you can reach us via telephone.

Our breakfast buffet is available Monday through Friday from 7 a.m. to 9.30 a.m. and from 8 a.m. to 10 a.m on Saturdays and Sundays.

Telephone number and 24-hour helpdesk +423 235 00 35