

INSTRUCTIONS ACCESS SYSTEM/WITHOUT RECEPTION

Dear guests,

our house has no reception, you can check in from 15:00 pm flexible with us. On the day of arrival you will receive a 6-digit access code by SMS and e-mail. Combined with your room number you will get access to our house. How to use:


ENTRANCE

Step 1:

Push the **power button** to turn on the system.



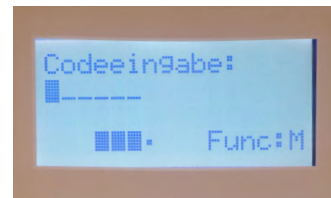
Step 2:


Enter room number and push 



Step 3:

Enter the code.



You **don't** have to confirm with 

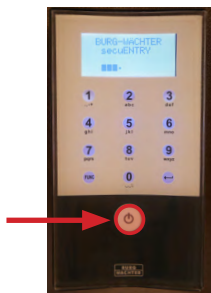
Step 4:

The lock opens automatically, you only have to push the door to open!

ROOM

Step 1:


Push the **power button** to turn on the system.



Step 2:

Enter the code.



You **don't** have to confirm with 

Step 3:

Simply turn the knob like a key until the door opens.



CELLAR / COMMUNITY KITCHEN

Step 1:

Push the **power button** to turn on the system.



Step 2:


Enter room number and push 



Step 3:

Enter the code.



You **don't** have to confirm with 

Step 4:

Turn the knob like a key and pull the door open.



USEFUL INFORMATION



Housekeeping:

The rooms are cleaned daily from **11:00 am to 3:00 pm**.

If you have booked a longer stay with us, the rooms will be cleaned daily. If you want new towels, just put them on the floor. If you want to use the towels again, please hang them on the hook or on the radiator.

If you don't want to be disturbed during your stay, you will find a sign on your doorknob saying „Bitte nicht stören“. Simply hang this sign on the outside so we are informed.

WLAN/WIFI:

In our house you have free **Wi-Fi**.

In your room is a small display with the most important information for you. There you will find the password to log into the WLAN/WIFI „Altes Amtshaus“.

Night's rest:

The night's rest in our house is from **11:00 pm to 06:00 am**. We ask you to consider this.

Bicycle storage:

If you brought your own bicycles on holiday, you can deposit them in basement. On the stairs down to the basement you will find a ramp to get your bikes easily and quickly in and out of it.

There is also the opportunity to charge your e-bikes for free.

Further information and pictures of the bicycle storage and the two „ramps“ or guide rails can be found on our website: [bicycle](#)

The ramps are covered with an „anti-slip tape“, so you can push up your e-bikes with the „sliding function“ of the ramp.

Our service number:

You can contact us daily from **08:00 am to 10:00 pm** by telephone number **+49 28 64/94 87-89**.

Check-In: from 3:00 pm

Check-in is possible from 3:00 pm.

Check-out:

The guest rooms and the apartment should be left until 11:00 am on the day of departure.