

Guest Guide: Check-In Instructions

Welcome to our hotel! To ensure a smooth and stress-free check-in experience, please follow the instructions below. We've included all necessary information, including access codes, where to retrieve your room key card, and additional details to enhance your stay.

Step 1: Access the Main Entrance

Our hotel has three secure access points for your convenience:

- **Main Entrance (Front)**: Enter the code **1234#** to unlock the front door. This entrance leads directly to the main lobby and reception area.
- **Side Entrance (Parking)**: Guests arriving by car should use the side entrance. Enter the code **5678#** for access to the parking lot and side entrance door.
- **Rear Entrance (Garden)**: For a more scenic approach, use the garden entrance. Enter the code **9012#** to unlock this door.

Please ensure that you press the "#" key after entering the code to activate the locking mechanism. If you encounter any issues accessing the building, contact the front desk at +33 1 23 45 67 89 or use the intercom located near each entrance.

Step 2: Retrieve Your Room Key Card

Once inside the hotel, you'll need to collect your room key card. Here's how:

- ****During Reception Hours (8:00 AM - 10:00 PM)**:** Visit the front desk in the main lobby. A member of our staff will provide your key card and a welcome packet with useful information about your stay.
- ****Outside Reception Hours (10:00 PM - 8:00 AM)**:** For late arrivals, we've prepared a secure key box located near the main entrance. Follow these steps to retrieve your key card:
 - Locate the key box assigned to your reservation (you'll find the box number in your confirmation email).
 - Enter the personalized access code provided in your reservation details.
 - Retrieve your key card and welcome packet from the key box.

If you experience any difficulties with the key box, call our 24-hour emergency number at +33 1 23 45 67 89.

Step 3: Locate Your Room

Your room number will be clearly printed on your key card. Here's how to access your room:

- ****Elevator Access**:** Use your key card to activate the elevator. Tap your card on the sensor panel before selecting your floor.
- ****Room Access**:** Hold your key card against the electronic door lock until the light turns green. Turn the handle to open the door.
- ****Room Orientation**:** Upon entering your room, take a moment to familiarize yourself with its

features, including:

- **Air Conditioning and Heating**: Adjust the temperature using the wall-mounted controls.
- **Electronic Safe**: Secure your valuables in the digital safe provided.
- **Minibar**: Complimentary water and snacks are available. Additional items can be purchased and will be charged to your room.

Additional Check-In Information

Wi-Fi Access

Stay connected during your visit with our high-speed Wi-Fi:

- Network Name: **HotelGuest_75016**
- Password: **ParisStay2025**

Reception Hours

Our reception desk is staffed 24/7 for your convenience. If you need assistance with luggage, directions, or booking additional services, our team is here to help.

Early Check-In and Late Check-Out

If you require early check-in or late check-out, please inform us in advance. We'll do our best to accommodate your request based on room availability.

Parking Instructions

Guests who reserved parking spaces can access the lot via the side entrance. Use the provided code (**5678#**) to enter. Your designated parking spot number is included in your reservation details.

****Emergency Contact****

For urgent assistance, dial ****0**** from your room phone or call our 24-hour emergency hotline at ****+33 1 23 45 67 89****.

Enhance Your Stay

****Dining Options****

- ****Welcome Drink****: Enjoy a complimentary drink at our rooftop bar, open daily until 11:00 PM. It's the perfect place to unwind after your journey.
- ****On-Site Dining****: Our gourmet restaurant serves breakfast, lunch, and dinner. Room service is available 24/7 for added convenience.
- ****Local Recommendations****: Ask our concierge for personalized restaurant suggestions in the neighborhood.

****Luggage Storage****

If you arrive before your room is ready or need extra time after check-out, we offer complimentary luggage storage at the front desk.

****Fitness and Relaxation****

- ****Fitness Center****: Open 24/7, our fitness center features state-of-the-art equipment, including treadmills, stationary bikes, and free weights.
- ****Spa Services****: Book a relaxing massage or facial at our on-site spa. Advanced reservations are recommended.

****Local Attractions****

- ****Trocadéro and Eiffel Tower****: A 10-minute walk from the hotel, these iconic landmarks offer breathtaking views and photo opportunities.
- ****Shopping District****: Explore nearby boutiques on Rue de Passy or high-end stores on Avenue Victor Hugo.

Check-Out Instructions

When it's time to depart, follow these steps for a seamless check-out experience:

****1. Standard Check-Out****

- Check-out time is 12:00 PM. Please return your key card to the front desk or drop it in the express check-out box located in the lobby.

****2. Final Room Check****

- Before leaving, ensure you haven't left any personal belongings behind. Check the closet, bathroom, and safe.

****3. Transportation Management****

- ****Taxi Services****: Call a taxi directly from your room by dialing ****9**** or contact the front desk for assistance.
- ****Uber****: Use our exclusive discount code ****HOTELUBER10**** for \$10 off your first ride from the hotel.
- ****Airport Shuttle****: We offer a private airport transfer service. Book in advance at the front desk for \$90.

****4. Luggage Assistance****

- If you need help with your bags, our staff will gladly assist you. Please inform the reception in advance to ensure timely service.

****5. Feedback and Suggestions****

- We value your feedback. Before departing, consider filling out our guest survey, available at the front desk or online through the QR code provided in your welcome packet.

****6. Emergency Numbers****

- In case of urgent travel issues, contact the reception at ****+33 1 23 45 67 89**** for immediate assistance.

Thank you for choosing our hotel. We hope you had a pleasant stay and wish you safe travels. We look forward to welcoming you again soon!