

Check-In Box Manual

Our reception opening hours are from Monday till Friday from 8 am till 7 pm and on the weekend and on bank holidays from 9 am till 5 pm.

When you arrive later than the mentioned opening hours, you will receive your key card at our check-in machine next to the main entrance.

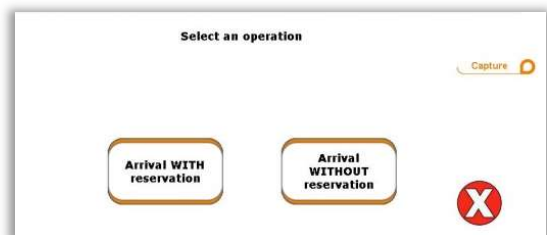
1. Please touch the screen with one finger.
(It is a Touch Screen.)



2. Please select your preferred language.



3. Now, please select „Arrival WITH reservation“.



4. Your password is your first name and name without any spaces. If your first name or name contains a hyphen, please enter it as one word. Please confirm your entry with „OK“.

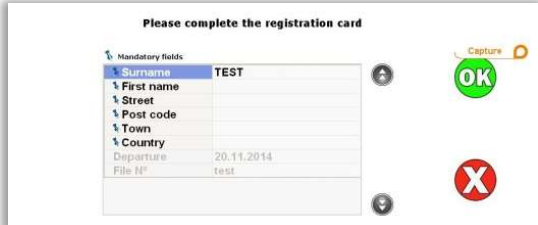


Example:

Name: Ann-Kathrin Müller

Password: ANNKATHRINMÜLLER

- Please complete the registration form by entering your home address in the designated fields. Please fill out all fields, in order to proceed, followed by clicking "OK".



Please complete the registration card

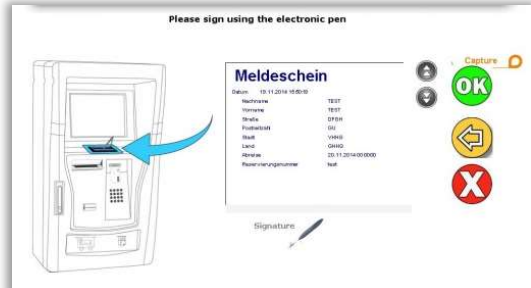
Mandatory fields

% Surname	TEST
% First name	
% Street	
% Post code	
% Town	
% Country	
Departure	20.11.2014
File ID	test

OK X Capture

- Please have your credit or debit card ready for payment (if there is no prepayment or assumption of costs) and insert it into the designated card slot when prompted.

- Now, you will find your key card with the apartment number on top in the tray at the bottom of the machine.



Please sign using the electronic pen

Meldeschein

Datum: 10.11.2014 10:50:10

Nachname	TEST
Vorname	
Strasse	
Postleitzahl	
Stadt	
Land	
Abreise	10.11.2014 00:00:00
Maschinenprogrammnr.	test

Signature

OK X Capture

- In order to enter the Clipper Boardinghouses Berlin-Gendarmenmarkt please use the key card reader which you find on the left-hand side of the check in box.





If you have booked a parking slot in our underground car park, your key card also opens the car park gate.

Important: This key card is only valid for one night. Please get in contact with the reception team on the following morning, there you receive a valid key card for your entire stay.

We wish you a pleasant stay at Berlin and our house!

Your Team of the Clipper Boardinghouse Berlin-Gendarmenmarkt