



Dear guest,

Thank you for making a reservation with us.

You will find our residence GardenSuite at address Rybalkova 4, Prague 2.



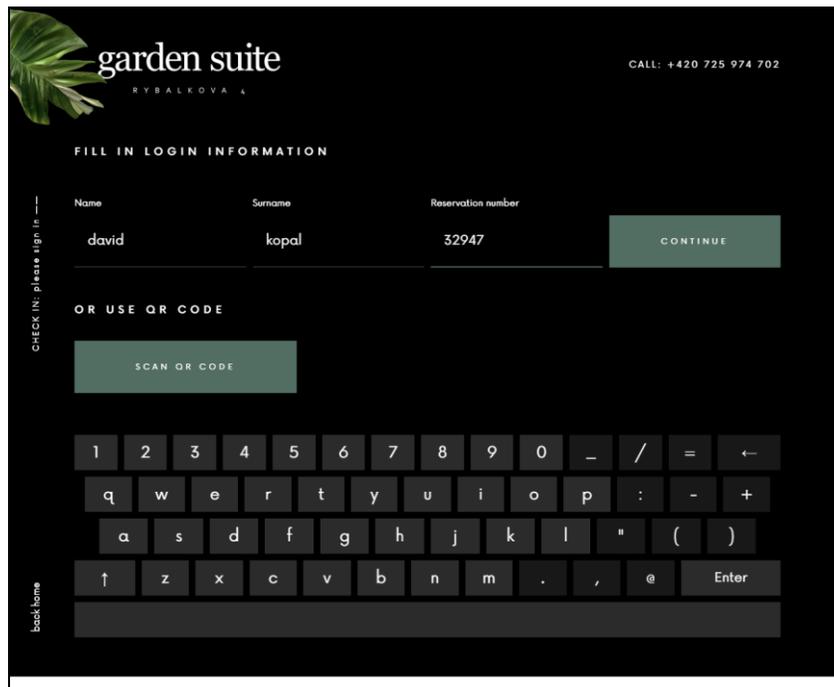
You will open the front door by entering a code that you received in a confirmation message at the day of your arrival.

There is a self check-in kiosk in a hallway for receiving your keycards.

1. **HomePage** - Click Check-in and proceed to the second page. You can choose your preferred language at the top.



2. **Login** – At the second page you will need to enter 5 digit reservation number. We will send you this number in message with other information before your arrival. Enter the code and hit continue.



3. Reservation details – On this page, you will need to fill in all your details or just scan the IDs/Passports.

The passport scanner is on the right side of the kiosk. In case the scanner does not scan everything you will need to fill the rest manually.

We will need ID/passport details from every person that will be in the apartment based on the local law. By signing in the next step you confirm that all of the details are correct.

garden suite RYBAŤKOVA CALL: +420 725 974 702

1: ROOM Number 631 Apartment 2 guests

2: DATE 20.12.19 — 21.12.19

3: GUESTS 1 DAVID KOPAL Edit ⊗
+ Fill in guest 2

4: COMPANY INFORMATION (optional) + Fill in company data

5: EMAIL (for sending an invoice) kk@gmail.com Edit ⊗

6: TOTAL TO PAY CZK 0.00 / €0.00
Paid CZK 0.00 (€0.00)

7: BUSINESS TRIP

RETRIEVE YOUR IDENTITY CARD OR PASSPORT TO AUTOMATICALLY FILL IN PERSONAL DATA.

DAVID KOPAL

Retrieve the code from the bottom part of your document. →

BACK ISSUE ACCESS CARDS BACK

garden suite RYBAŤKOVA CALL: +420 725 974 702

Name DAVID Email

Surname KOPAL Address

Date of birth Postal code 14000

Citizenship CZE City praha

ID number Country CZE

Expiration date 01.07.27 Visa

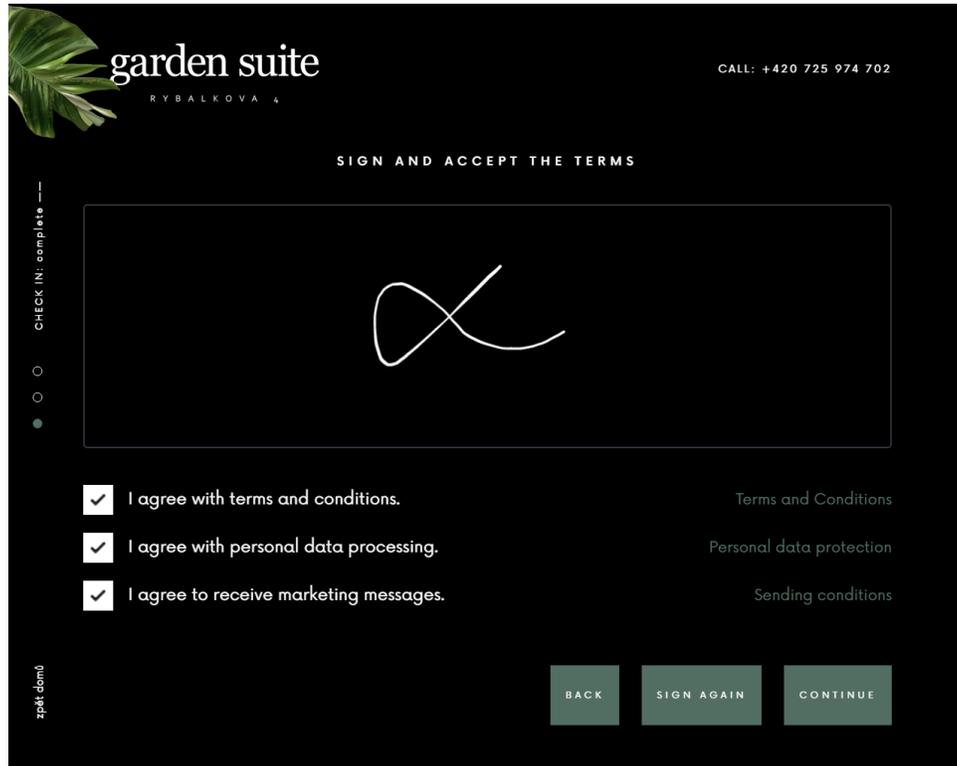
Phone Expiration date of the visa

BACK CONTINUE

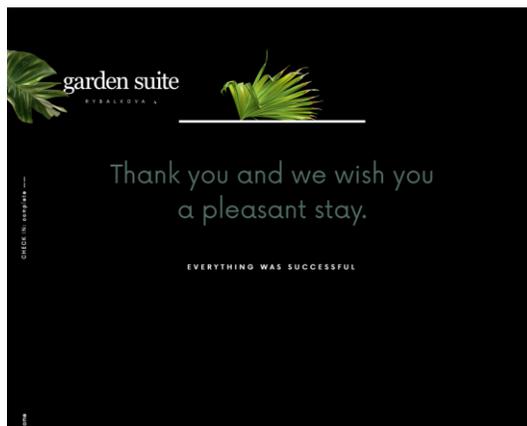
1 2 3 4 5 6 7 8 9 0 _ / = ←
q w e r t y u i o p : - +
a s d f g h j k l " ' ()
↑ z x c v b n m . , e Enter

After all of the details are entered correctly you can go to next step.

4. **Signature** – Confirm the previous details and our terms and conditions with your signature and proceed to next step.



5. **Cards** – After signature, you can receive the cards from the kiosk. The second number in the number of rooms is the floor of your apartment. Example: Apartment #623 is on the 2nd floor, 632 on the third floor, etc. You can find a plan of the building on the wall right next to kiosk.



Lost Cards

In case you lose your cards the Kiosk will make you a new one. On the Homepage click button Lost Cards. The next step is to insert your remaining cards back into Kiosk. After all of your remaining cards are back in Kiosk hit Continue. Your old cards will be deactivated and Kiosk will make you new cards.



Additional information:

Wifi: Connect to strongest wifi network **Password:** EmpirentSuites2018

Breakfast: Breakfast boxes will be delivered in front of your apartment every morning after 7:00.

Cleaning: Free of charge cleaning is scheduled after every 3rd night.

First cleaning – change of towels+basic cleaning of the apartment

Second cleaning – change of bedsheets and towels+basic cleaning of the apartment.

Garden+Jacuzzi: The garden+jacuzzi is available to every guest. Garden is open from 7:00 to 22:00. To use the jacuzzi you need to remove the cover and control the pumps and temperature of the water with 3 buttons on the control panel.

Enjoy your stay and if you have any problems do not hesitate to contact us on number +420 725 974 702.

Thank you – Empirent Team