

### Instructions self Check in

- Address: Corso di Porta Ticinese 6, Milan
- At the door of the building open the Link for opening the doors that we sent you in the same email with these instructions, click on the **Link** and open the commands to open the doors, then click on **“Porta del Palazzo”** or **“Door of the Building”**



- Once you enter the building, go all the way to the entrance next to the concierge (Portiere) and go up the stairs to the 4th floor. (as in the photos)
- The apartment door can be recognized by its code handle as in the photos and the Bamboo Milano sign. Once you arrive in front of the door, always use the Opening **Link** and click on **“Porta Appartamento”** or **“Apartment Door”** when you hear the noise from the handle, turn it anti-clockwise to open it. Open the handle above it anti-clockwise to open the door.



- Remember that once you are inside you have to close the two handles counterclockwise, otherwise the door remains open! It is for your safety and that of the other guests.

**To close from the outside when you exit you must use the LINK, (touch the link as you did to open and turn in the opposite direction)**

When you leave, always remember to lock the door to the room and to the apartment from the outside! , even at check out.

Then you can go to the door of your room that has been assigned and always go to the link and click on **“Porta della Stanza”** or **“Room Door”** and turn the handle anti-clockwise to open it. Remember to close it when you are inside and when you leave.



Wifi casa: OM MILANO  
password: FrankSinatra

\* If you have not already done so, remember to fill in the Guest data

\* Remember that check out is by 10:00 am, when you leave, lock the door to the room and to the apartment behind you. If it stays open it is always your responsibility.

