

Dear Guest,

Below are the detailed instructions to access **Il Giardino della Tartaruga** - via Caffaro, 14:

1) **the access code** (consisting of six numbers), that we'll send before your arrival, ti allows you to access:

- the main entrance of the building in via Caffaro n. 14;
- the door of the apartment (4th floor, apartment number 9);
- the door to your accommodation
- the door to the outside garden.

2) In the room you will find an electronic key on the desk. It can be used in place of the code: when positioned in the central area of the electronic keypads, it will allow access to all the places listed in point 1). You can leave the key in your accommodation when you check-out.

3) To open the front door of the building in via Caffaro 14, dial the 6-digit code on the electronic push-button panel to the left of the door and then press the symbol with the key. When it opens, a small green light will turn on with a short sound signal. If you arrive before the scheduled time and the code is not yet active, you can ring extension 9 of the condominium intercom (to the right of the front door).



4) We are on the 4th floor, we recommend accessing the lift in no more than 2 people at a time, pushing firmly the floor button and waiting until the lift has stopped completely before opening the doors. Once you get to the 4th floor you have to go up the last flight of stairs.

5) Access to the apartment requires the entry of the same 6-digit code on the appropriate electronic keypad to the right of the door, followed by the opening symbol at the bottom right. The electronic key has to be put inside the symbol round digits 5678:



5) To access your room, you will have to use the same code on the electronic keypad of the room you have booked.

The room are located as below:

1. Porta Soprana, you find the room at the left of the main entrance
2. Porta Siberia, once inside the apartment, go past the reception, take the corridor to the left, the room at the end of the corridor
3. Porta degli Archi, once inside the apartment, go past the reception, take the corridor to the left, the room at the end of the corridor on your left
4. Porta Pila, once inside the apartment, go past the reception, take the corridor to the left, the room at the end of the corridor on your right

7) The garden door works in the same manner. From outside you can open the door by your access code or electronic key as well as the rooms doors. We suggest never to go outside without these items.

Good entrance and have a great stay!

Il Giardino della Tartaruga

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