GUEST CHECK-IN

3 STEPS TO YOUR ROOM CODE

Scan to check in

projektcampus.de/checkin.html

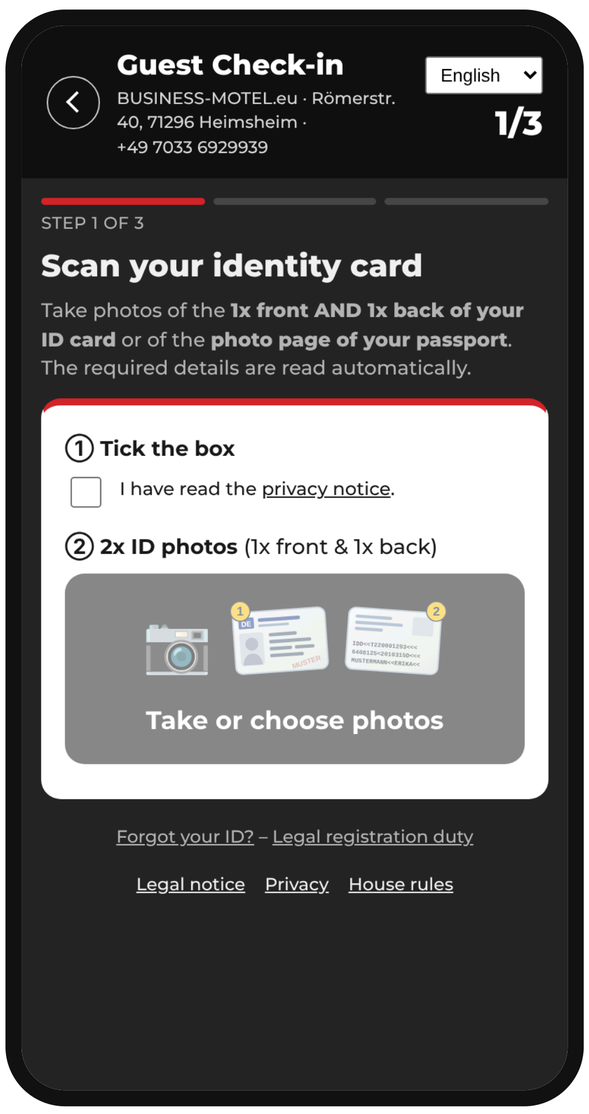
Choose your language at the top of the page.

YOU NEED

- Your **smartphone** with email
- Your **ID card** (front & back) or **passport**
- Your **room number** from the booking confirmation

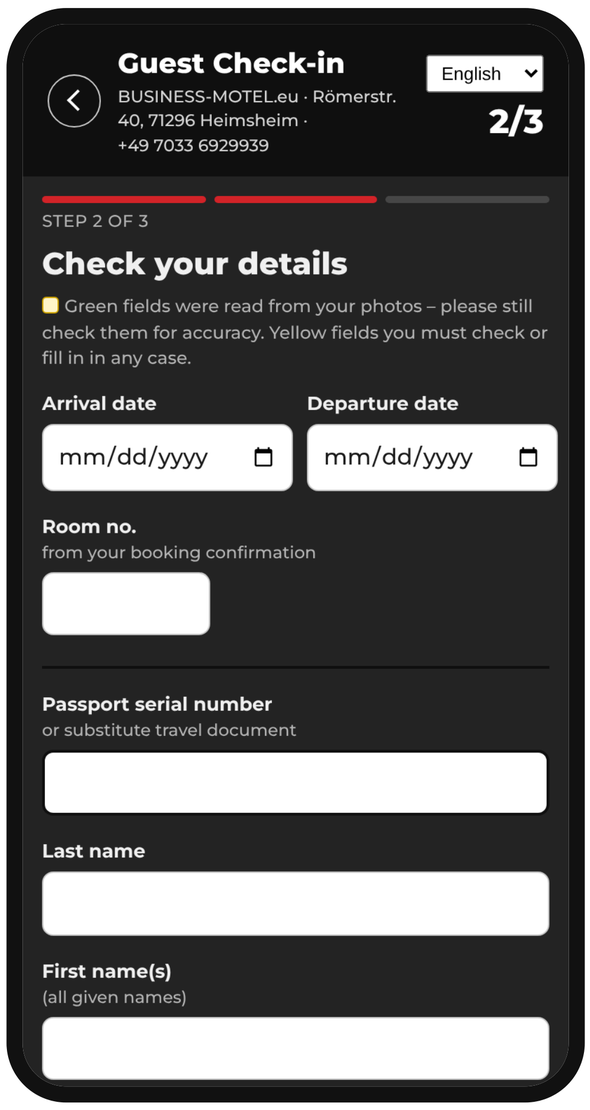
Check in by 11:30 p.m. – room codes are sent between 8:00 a.m. and midnight.

1 SCAN YOUR ID



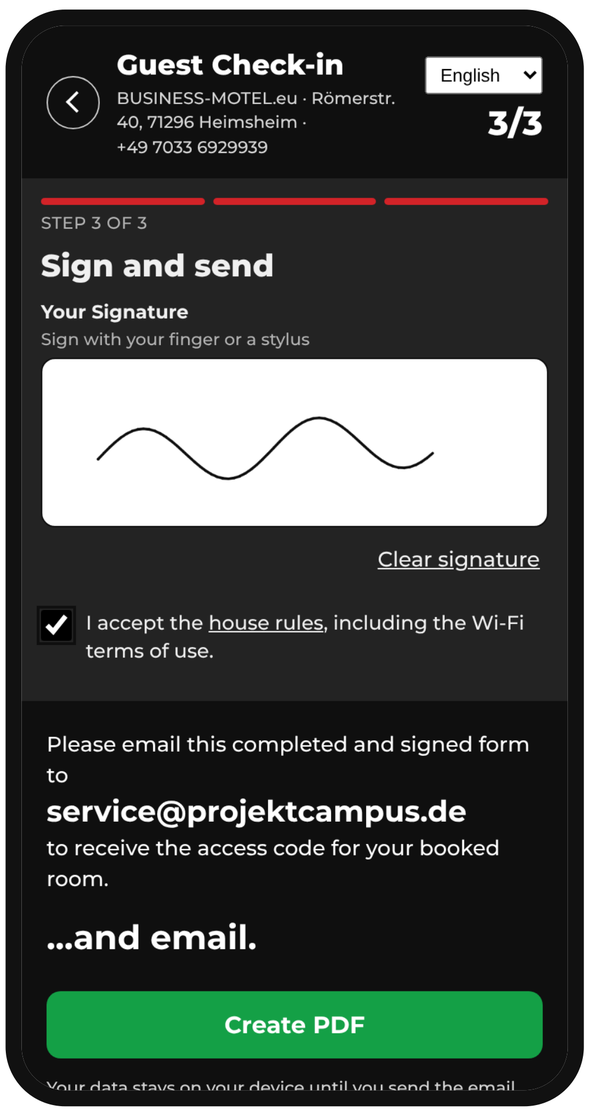
1. Tick the box to accept the privacy notice.
2. Photograph **front and back** of your ID card or the **photo page** of your passport.
3. Tap **Continue**. Your details are filled in automatically.

2 CHECK YOUR DETAILS



1. Enter **arrival, departure** and **room number**.
2. **Green** fields were read from your photos – check them.
3. **Yellow** fields: check or fill in, then tap **Continue**.

3 SIGN & SEND



1. **Sign** with your finger and accept the house rules.
2. Tap **Create PDF**.
3. Tap **Send by email** and send it to **service@projektcampus.de**.

NO “SEND BY EMAIL” BUTTON?

1. Tap **“Download PDF”**.
2. Tap **“Open email to service@projektcampus.de”** or open your own email app.
3. Attach the downloaded **PDF** to the email.
4. Add your **name** and **room number** and send it.

You will receive a reply with your room code.

Enter it on the keypad of your room door to unlock it.