



AKADEMIE FÜR
POLITISCHE BILDUNG
TUTZING

For late arriving guests: How to get into the building and where to pick up your key

Dear guests,

Welcome to the Akademie für Politische Bildung in Tutzing.

The reception will unfortunately not be occupied if you are arriving after 8:00 p.m. For this reason, we have placed your room key in an envelope on the reception counter and apologize for any inconvenience.

In case the main entrance is already locked, please use the keypad on the mailbox-column in front of the building to enter the academy on your own. The keypad is secured with a code, which automatically relocks the door once you have entered the building.



First Step

Press the key with the key symbol.

Second Step

Enter the PIN 6 1 6 1 .

Should you have mistyped, please tap the * - key, wait for the blip and repeat the first and second step.

Third Step

You will hear a continuous tone for 10 seconds; this allows you to open the main entrance door.

If you cannot open the door (for instance, the 10 seconds allowing you to enter were exceeded), please wait for the blip resounding (after approx. 30 seconds) and then repeat steps 1 – 3.



Please note that the access code is changed regularly. The code mentioned above is valid for your stay only.

After entering the lobby, you will find the reception (“Empfang”) to your left. On the counter there will be an **envelope** with your name and **room key**, which also opens the main entrance and the gate leading to the lake.

In the stairwell, which is located on the right side of the reception, you will find a floor site map, which shows you where your room is located. Please note that for security reasons the **elevator cannot be used at night.**

In case of emergency please contact one of the following staff members:

Mr. Wrase (0049 172 6228796) or Mr. Pfänder (0049 179 5045763)

We wish you an enjoyable and interesting stay
Your Academy Team

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