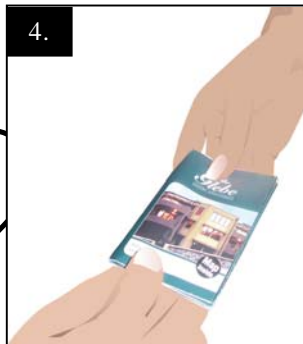
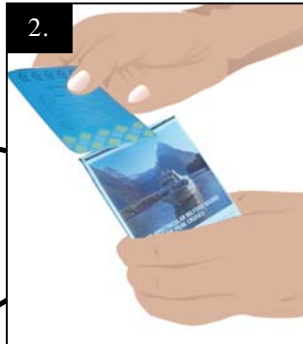


Key Guide – 2008/2009

Hotel Front Desk User Guide



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1. The Key Guide as it appears from the front
 2. Flip the Key Guide over. You will notice the **top edge of the back cover** is slightly shorter. This is so you can slide the room key over this top edge opening a pouch for the key to be inserted.
 3. Slide the key into the pouch.
 4. Hand the Key Guide (with room key inserted) to the guest as they check-in. Ensure to make the guest aware of the map contained inside the Key Guide and where their room key is.
 5. - 7. How the guest access's hotel information/ advertising/map and the room key.
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