

DIRECTORY OF SERVICES



RECEPTION

Main Tower(6~34F), Annex Tower, East Tower ➔ **FRONT button**

Main Tower(35~37F), N Tower ➔ **Dial 21**

● Valuables

Please use the in-room safe at your convenience for cash and valuables.

(Antiques and art pieces cannot be deposited.)

*Other foodstuffs, perishables, and refrigerated / frozen items cannot be deposited.

● Room Key

The door locks automatically. Please be sure to take your key with you when leaving the room.

*If you forgot your key in the room, please contact the front desk via the house phone in the Elevator Hall.

Please return your key (s) to the front desk upon check-out.

● Check-Out Time

Check-out is by 11:00 A.M.

(It may vary depending upon your accommodation plan.)

*Please inquire with the front desk about late check-out.

(Late check-out is subject to availability and various conditions.)

Late check-out fees:

Every additional hour. JPY 2,000

After 4 P.M. Full room rate



VOICE MAIL / MESSAGE

If the Message Light is ON, There is either voice mail or message for you from the front desk.

To check your message, contact the front desk.

For voice mail, please pick up the receiver and push the # button.



GUEST RELATIONS

Main Tower(6~34F), Annex Tower, East Tower ➔ **GUEST RELATIONS button**

Main Tower(35~37F), N Tower ➔ **Dial 20**

- Lost and Found
- Medical Assistance Guide
- Other inquiries



HOUSE KEEPING

Main Tower(6~34F), Annex Tower, East Tower ➡ HOUSE KEEPING button

Main Tower(35~37F), N Tower ➡ Dial 25

● Complimentary-Use items

Please ask our room attendant if you would like to make such a request.

● Room Cleaning

Guest rooms are cleaned between 10:00 A.M.-3:00 P.M.

*Aside from the hours above, only towel & amenity replacement and mash collection service is availavble.

*For guests who DO NOT wish to have their rooms cleaned, please utilize the "Do Not Disturb" sign

("Do not Disturb" sign differ according to the tower)

*If there is evidence of smoking found in non-smoking rooms, (cigarette butts, evident sell confirmed by several staff etc) the guest will be charged a fine the cleaning fee (JPY 8,000- 30,000) as well as the room charge for the time period it which the room sales must be spended.

● Laundry Service

Please refer to the laundry slip in the guest room.



WAKE-UP CALL

● Automatic telephone wake-up call setting

How To set

【Main Tower(6~34F), Annex Tower, East Tower】

Press "WAKE-UP CALL" button (Button on the right side of 6)+ desired time (4-digits)

Ex) 8:20 A.M. → "WAKE-UP CALL" button + 0820

Ex) 4:15 P.M. → "WAKE-UP CALL" button + 1615

【Main Tower(35~37F),N Tower】

Dial 71 + desired time (4-digits)

Ex) 8:20 A.M.→ 71+0820

How To Reset - Repeat the setting process with new desired time

【Main Tower(6~34F), Annex Tower, East Tower】

Ex) 9:30 A.M. → "WAKE-UP CALL" button + 0930

【Main Tower(35~37F),N Tower】

Ex) 9:30 A.M.→ 71+0930

How To Cancel

【Main Tower(6~34F), Annex Tower, East Tower】

Press "WAKE-UP CALL (CANCEL)" button (Button on the right side of 9)

【Main Tower(35~37F),N Tower】

Dial 79

● Alarm Clock

【East Tower】

【N Tower】

【Main Tower】

Built into the headboard.

Located on top of the desk.

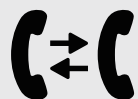
Built into the night panel.

How To set

Press the "ALARM" button + set your desired time. △(Forward): ▽(Backward)

How to Stop

Press the "ALARM" button once again.



ROOM-TO-ROOM CALL

[Main Tower(6~34F), Annex Tower, East Tower]

Press "ROOM-TO-ROOM CALLS" button + desired room number (5-digits)

Ex)

Main Tower Room 3-3475 : "ROOM-TO-ROOM CALLS" button + 33475

Annex Tower Room 5-2240 : "ROOM-TO-ROOM CALLS" button + 52240

East Tower Room 1-1283 : "ROOM-TO-ROOM CALLS" button + 11283

[Main Tower(35~37F), N Tower]

Dial 8 + desired room number (5-digits)

Ex)

Main Tower Room 3-3775 : 8+33775

N Tower Room 2-0914 : 8+20914



CALLER ID DISPLAY

This hotel is hidden. If you wish to view it, please dial 186 followed by the phone number you wish to call.



DOMESTIC CALLS



Dial 0

Dial 0+ desired telephone number

•Please note that the phone bill will be charged to your room.



INTERNATIONAL CALLS

International calls can be made directly from within the hotel room.

Toll-free 00531, designated calls, collect calls 00539, and credit card calls 0055 are subject to a facility usage fee of ¥ 329 per call.

How to use

(1) Dial 0 (for outside calls only)

(2) Dial 010 (international call identification number)

(3) Country code of the other party

(4) Area code of the other party (equivalent to the area code in Japan)

(5) Telephone number of the other party

Caution

• If the region number begins with a "0", remove the first "0" and press the "0".

As an exception, press the first "0" for Tasmania, Australia.

• After pressing (1) to (2), please wait for 20 to 40 seconds until the call sign appears.

Example : Calling 123-4567 in New York City

0 (1) Dedicated number for outgoing calls



010 (2) International call identification number



1 (3) U.S. country code



212 (4) New York area code



123-4567 (5) Telephone number



MESSAGE

Main Tower(6~34F), Annex Tower, East Tower → **MESSAGE button**
Main Tower(35~37F), N Tower → **Dial 26**

Message Appointments are available 6:00 P.M. - 2:00 A.M.



ICE MACHINES / VENDING MACHINES

[Main Tower, Annex Tower, East Tower] Located on each floor.
[N Tower] Located on the 5th floor service corner.



24 HOUR SERVICE CORNER (N TOWER 5F)

***Exclusive for N Tower guests**

Available Service: Coin laundry, Ice machines, Microwave, Vending machine.



BUSINESS LOUNGE (N TOWER 17F)

***Exclusive for N Tower guests**

Business Hours : 9:30 A.M. 10:00 P.M.

Available service : Multifunction device (copy, fax, scan, etc.) Free Wi-Fi,
Shredder, Soft drink facilities, Meeting room

TO OUR VALUED GUESTS

- Please check the “PROVISIONS GOVERNING ACCOMMODATION AGREEMENTS AND REGULATIONS” and the “PRECAUTIONS FOR YOUR SAFETY”
- For smoking room guests, please refrain from smoking on the bed, while walking around, or in non-smoking areas.
- Please refrain from wearing robes and slippers outside of the guest room.

EMERGENCY PROCEDURES

- In case of Emergency
 - Press the “Guest Relations” button on the room phone immediately.
For N Tower: Dial 20.
- Emergency exit
 - The emergency exit on your floor is indicated on the back of the room door.
Please familiarize yourself with the information.
In case of an emergency, a public announcement will be broadcasted throughout the hotel.
During an emergency, DO NOT USE THE ELEVATORS.
- A flashlight is provide in each room for emergencies.