

# guest information

## How to get in contact with us:

Phone: 0041 56 201 40 40 Reception Office Hours  
Phone for emergencies: 0041 79 862 64 13  
Directorate  
Phone for emergencies: 0041 79 676 26 92  
Head of Reception  
E-Mail: [info@propstei.ch](mailto:info@propstei.ch)  
Homepage: [www.propstei.ch](http://www.propstei.ch)

## opening hours reception:

08.00 o'clock - 17.00 o'clock

## meal times:

07.00 o'clock Breakfast  
12.00 o'clock Lunch  
18.00 o'clock Dinner

## departure:

Please vacate your room at 09.00 a.m. on the day of your departure. You can leave your luggage in the cloakroom on the 1st basement floor until your departure.

## mail:

You can hand in your mail at the reception. The mail is picked up every morning (approx. 11.00 a.m.).

## room keys:

At the same time as you became the room key, you also received a front door key. Please take it with you when you leave the house after opening hours. You will find the key rack on the left side of the reception.

## Physicians, emergency call: 144 (ambulance)

At the reception you will also find the telephone number of the person who can be reached for you at night. Also at the reception is a list of doctors in the surrounding area.

## security:

Our house is a non-smoking house.  
In case of rain, please close the windows in your room. In the event of an alarm, please leave the house immediately via the emergency exits (the escape route map is hung up in the room) and find yourself in the car park opposite the Propstei office.

**fire brigade: 118 / Police: 117**

## valuables:

Do not leave money and valuables open.  
The Propstei office is not liable for theft. Lock your room. To store your valuables, a safe is available at the reception.

## night's rest:

Our historic house is sometimes a bit noisy. Please be respectful of other guests and avoid talking loudly in the hallways.  
We would be grateful if you would help turn off the lights in the house in the evening.

## guided historical hotel tour:

We will be happy to tell you more about the history of the Propstei house on request during a historical hotel tour (approx. 30 minutes). Please discuss the time possibilities with the reception.

## shopping items from the kiosk, home-made products, books and greeting cards

Books and cards can be paid for at the reception. All other items of the Propstei shop and the kiosk are to be paid for in the restaurant.  
If you purchase items from the kiosk during the night, please enter your room number and name in the list provided.

## Towels:

If you would like to have your hand or shower towel changed during your stay, please put it on the floor in the morning. Towels that are hung up are not changed for ecological reasons.

## W-LAN: FREE\_WLAN\_Propstei

All areas of the Propstei are with FreeWi-Fi equipped  
You will receive a

### Code by SMS

Public Wireless LAN login  
with "Free SMS"

 Connect to the PWLAN network  
**FREE\_WLAN\_Propstei**

 Launch internet browser and  
at [www.pwlan.ch](http://www.pwlan.ch)

 Follow the instructions on the  
enter your mobile phone number

 You will then receive a link and  
via SMS.

 Click on the link or enter this  
login page, activate "Automatic  
"Next" – and enjoy surfing the Web!

 Support: 0800 800 800  
(free)



Connect to the PWLAN network:  
**FREE\_WLAN\_Propstei**



Launch internet browser and go to login page  
at [www.pwlan.ch](http://www.pwlan.ch)



Follow the instructions on the login page and  
enter your mobile phone number.



You will then receive a link and a password  
via SMS.



Click on the link or enter this password on the  
login page, activate "Automatic login", click on  
"Next" – and enjoy surfing the Web!



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