



READY-TO-SEND MESSAGES

EN

For your guests, relatives or service providers

Two messages ready to copy and paste. Complete the three access details before sending.

1 BEFORE ARRIVAL

MESSAGE TO COPY AND PASTE

Hello,

To collect or return the keys, please go to the Clé Libre premises at 101 rue d'Auge, 14000 Caen (a 2-minute walk from Caen train station).

Entrance code: [to be completed]

Key box number: [to be completed]

Key box code: [to be completed]

Entering: on the door keypad, press 0, enter the 6-digit entrance code, then press the padlock symbol. Turn the handle to the left and push the door. Once inside, simply allow the door to close behind you.

Collecting / returning the keys: find the box with the number provided, enter the code, collect or return the keys, close the box, then scramble the numbers.

Leaving: turn the handle to the right, pull the door, let it close by itself and check that it is properly locked.

The premises are accessible 24 hours a day, 7 days a week, and are under video surveillance. If you have any difficulty, contact the person who sent you this information.

To discover Clé Libre and familiarise yourself with the service before your arrival, visit the website:

clelibrecaen.fr

You can also view the user guide directly:

clelibrecaen.fr/guide.html

2 AFTER DEPARTURE

MESSAGE TO COPY AND PASTE

Hello,

We hope collecting and returning your keys with Clé Libre went smoothly.

You can share your experience by leaving a Google review using the following link:

share.google/OhP9aGgXZdOoJxzwN

Thank you very much, and have a safe journey home!