

m2m Check-in How to use

1 Select the language

available to choose from Japanese, English, Chinese (simplify chinese), Chinese(traditional Chinese) and Korean.

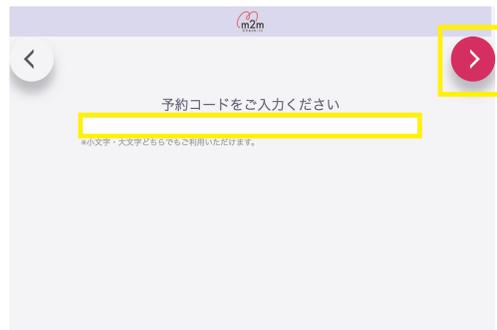


2 Insert reservation code

Please tap "next" after inserting the reservation code.
Either lower case letters or upper case letters can be used.
(eg) Both "ABCDE123" and "abcde123" are OK.

The reservation code is sent via email by the booking site or the message from the host. Please contact the host if you have any question.

- airbnb ※Reservation code or confirmation code
eg) HM4ES45MBP
- Booking.com ※Booking reference number
eg) 2062915723
- Zizaikē ※Booking number
eg) 1751488156
- Agoda※Booking ID
eg) 257992436
- Expedia ※Booking ID
eg) HM4ES45MBP



m2m Check-in How to use

3 Agree the privacy policy

Please scroll down and read through the privacy policy. Press "Agree" button if you have no problem with the contents.



4 Tap Check-in procedure



5 Select the guest to check in

Do the procedure from inputing information to verification one by one.
Please start from the representative.

◆Advance registration is done
Please select the guest name who are going to check in.

◆First time check in
Please tap add the guest.



m2m Check-in How to use

9

Shoot a face photo

Please take off glasses, scarf or hat.
Please make sure the face photo is clear.



Tap "OK" if there is no problem.
Once the face photo shooting is completed, it will start verification.



10

verification

Our team will proceed the verification in real time.
Please wait for a while until the verification is done.
If the photo is blurred, the guest might need to retake the photo.



m2m Check-in How to use

11

complete check in · start check in procedure of next guest

If there are multiple guests, please tap
"continue to check in" .



Once all the guest have completed check in, please tap "complete check in" .



m2m Check-in How to use

12 Tap for check out procedure

when reaching your check out date,
"check out procedure" button will be
appeared.

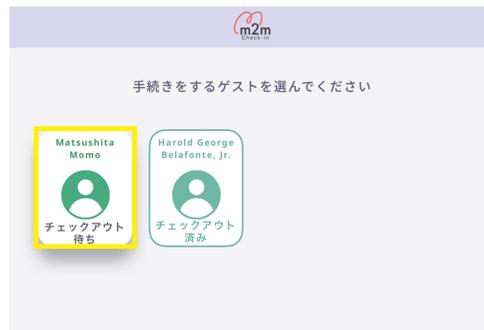
please tap 'check out procedure'



13 select a guest to check out

Please complete the check out process
one by one.

select the guest who is in processing



14 Shoot a face photo

Please take off glasses, scarf or hat.
Please make sure the face photo is clear.



m2m Check-in How to use

Tap "OK" if there is no problem.
Once the face photo shooting is
completed, it will start verification.



15 verification

Please wait for a while until the
verification is done.



16 check out procedure completed. Please pass to the next guest.

check out procedure completed.
Please tap "continue the check out
procedure" and pass to the next guest if
apply.

Please tap "finishing the check out
procedure" after all member completed
the process.

