

Shinjuku

Topshot Hotel

House Rules

※必ずお読みください。

Please be sure to read.

一定要阅读

반드시 읽어주세요

にほんご
日本語

えいご
英語
English

ちゅうごくご
中国語
中文

かんこくご
韓国語
한국어

Welcome to Japan. Travel safely. We are here to help.

欢迎来到日本！

歡迎來到日本！

일본에 오신것을환영합니다.

请您在旅途中注意安全。 請您在旅途中注意安全。 我们会竭尽全力帮助您。 我們會竭盡全力幫助您。

안전한 여행되세요.

저희가 당신을돕겠습니다.



Latest Travel Information and News

最新的旅游信息和新闻/最新的旅遊訊息和新聞/최신 여행정보 뉴스

Just In Case ...



JNTO Twitter
@JapanSafeTravel
(English)

Follow “Japan Safe Travel” for safety tips and latest information on natural disasters.

JNTO Official Website



JNTO Official Website
www.japan.travel/en
(English)

Check the “Important Notice” section.

Get Latest News



NHK WORLD-JAPAN
nhk.jp/world
(English)

International broadcasting by Japan’s public broadcaster. Check the latest news regarding natural disasters and other unexpected events.

When You Are Feeling Sick



List of Medical Institutions
医疗机关/醫療機關/의료기관
www.jnto.go.jp/emergency
(English/中文/한국어)

Search for medical institutions by a clinical department and a language.



JNTO Japan Visitor Hotline

旅客咨询热线/旅客諮詢熱線/일본 방문자 핫라인

050-3816-2787

(English/ 中文 /한국어)

(24 hours a day)

Police

警察 경찰

110 (24 hours a day, at no charge)

Ambulances/ Fire Service

急救/消防 구급/소방

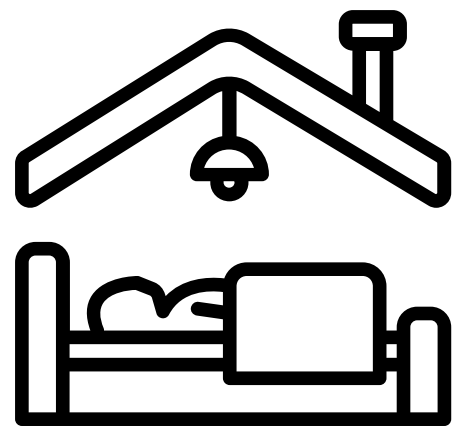
119 (24 hours a day, at no charge)

英語 ENGLISH

**Rules & Things to
Remember**

**Recyclable
Separation**

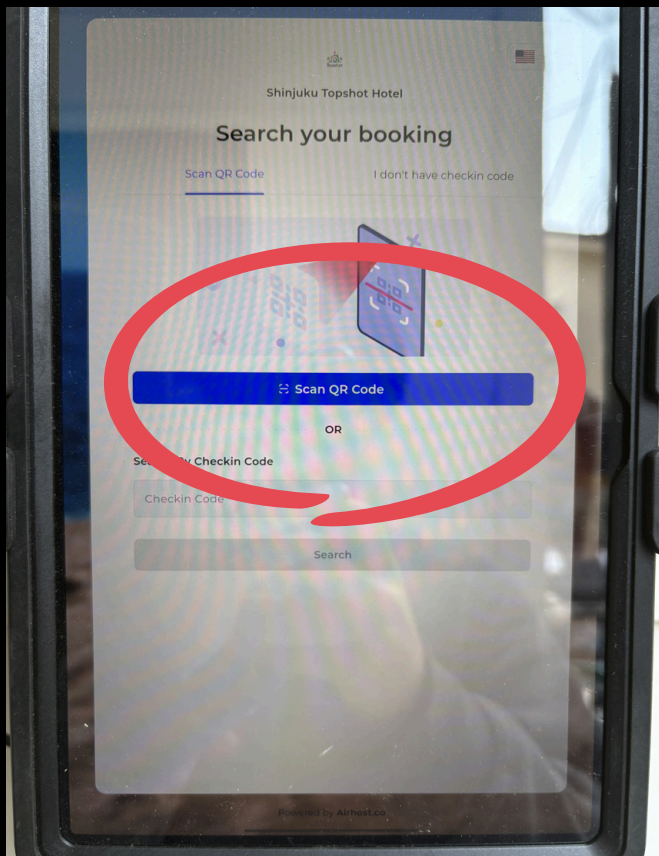
Emergency Guide



How to obtain the room passcode



The touch panel for check-in is located on the 1st floor.



① Touch to switch to the photo screen.

② Tap the "sign QR code" section marked with a red circle.

③ Access the pre-check-in URL sent via message, open the QR code, and hold it up to receive your passcode.

How to Open a Lock



① There is a silver smart key on the front door of the room.

② Entering the passcode will lock the device.

**If you have completed pre-check-in,
please check your messages for the passcode that
has been sent to you.**

Rules



be quiet after 10pm to prevent a nuisance to neighborhood



do not throw garbage to NOT designated place



do not smoke in the building



fighting and quarreling are absolutely prohibited



only contractor is permitted to enter and lodge in the room

do not break any items in this house
※Please notify us immediately of any damage or loss during your stay.



do not break any items in this house



do not take anything away from this house



make sure everything is powered off before you leave to prevent fire

Things to Remember



Check-in & Check-out

Check-in

Check-in is available **anytime after 15:00**.

✗ **Luggage storage is not available in principle.**



Please use the coin lockers at the station.

※Depending on the cleaning status, storage may be possible after 12:00. Please contact us to inquire.



Check-out

Please check out by **10:00**.



When leaving the room

Please lock the door.



Others



If any equipment, furniture, or appliances are damaged or lost due to the guest's intent or negligence, we may charge for repair or replacement costs.

Waste Separation Guide

• Combustible Waste

Food waste, tissues, paper diapers, wood chips, sharp objects, photos, catalogs



※ Drain all liquid from food waste before disposal.

※ Wrap sharp objects in newspaper.

⚠ Do NOT dispose of clothing as garbage!

Please take all clothing and fabric items with you. Dumping at the garbage area is prohibited.

• Non-combustible Waste

Glass, metals, ceramics, plastics, styrofoam, rubber products, leather products



• Recyclables

Glass bottles, cans, PET bottles, cardboard, newspapers



※ Tie newspapers with string.

※ Fold large cardboard boxes into a manageable size.

※ Always puncture spray cans to prevent explosion.

※ Remove caps and labels, empty and rinse containers, and crush them before disposal.

◎ Please cooperate in sorting your garbage.

◎ Do not leave garbage anywhere other than the designated disposal area.

Garbage Disposal Guide

Basic Disposal

Indoor Sorting: Please ensure you sort your trash and dispose of it in the indoor bins.

For Long-term Stays or Large Amounts of Trash: If the indoor bins are full, please use the outdoor garbage stocker.

※ Always sort your trash and tie the plastic bags tightly before disposal.



Outdoor Garbage Stocker



Passcode



104

Location: Under the stairs
24/7

If bins are full please contact
[Message or Call: 050-1784-7082]

Emergency Guide

Emergency contacts



Police
(in case of accidents, burglaries, etc.) → **110**



Fire Department
(in case of fire or in need for an ambulance) → **119**

You are here

**Address : 3-12-24 Takadanobaba,
Shinjuku-ku, Tokyo 169-0075**

Telephone number of the host

TEL : +81-050-1784-7082

When a fire is discovered...



1. Press the nearby alarm bell, or call the building manager or the fire department (119).
2. Shout to alert people around you.
3. If it is safe and time permits, use a fire extinguisher; if not, evacuate immediately.

If an earthquake occurs...



1. Stay away from glass windows.
2. Watch out for falling objects from above and protect your head.
3. Do not use the elevator during evacuation.

When you evacuate...



1. Please check the evacuation route map.
2. Do not run during evacuation and carry only essential belongings.
3. Be aware of your surroundings and stay away from power poles, cliffs, and rivers.

Nearest Evacuation Area

Totsuka Daisan Elementary School

3-18-21 Takadanobaba, Shinjuku-ku, Tokyo 169-0075



Although we have taken all possible measures against accident prevention, such as a fire, if an accident should occur, please act calmly.

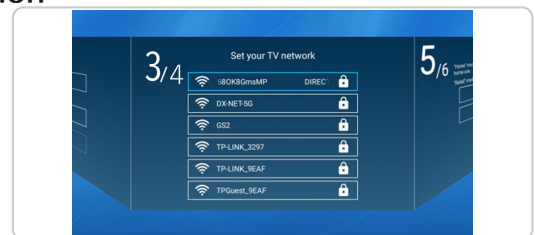
Initial Setup Guide

This guide explains how to complete the initial setup using the remote control without entering any personal information.

- 1 Press the "ENTER" button on the remote.

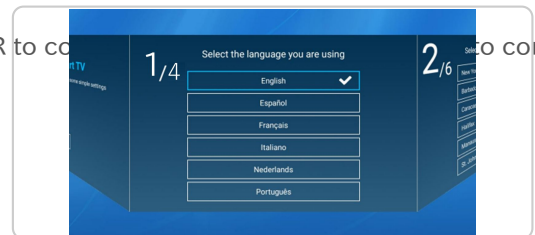


- 2 Connect to the Wi-Fi network using the information provided in the message.

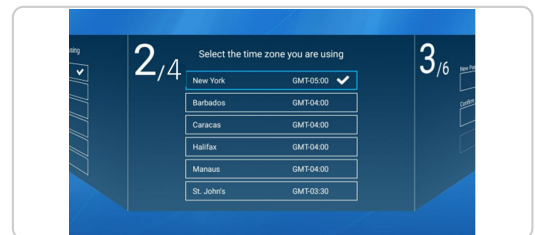


- 3 [Language Settings] Select a language.

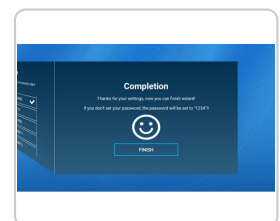
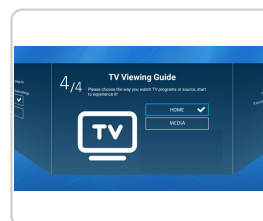
Use the up/down buttons to choose a language, press ENTER to continue.



- 4 [Time Zone] Select "Tokyo".



- 5 Select "HOME".



Initial setup is complete!

Please log in with your own account to enjoy Netflix, Prime Video, and other services.

Reset Guide

To protect your personal information,
please reset the monitor before checkout.

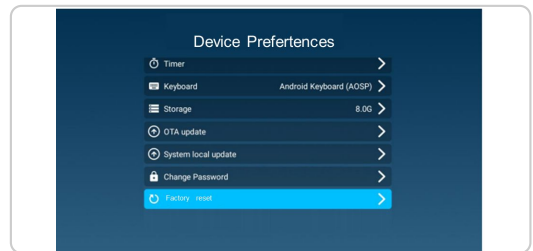
- 1 Select the gear icon at the top.



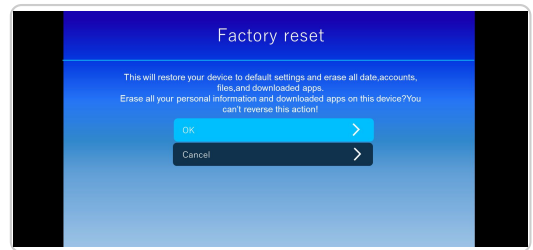
- 2 Select "Common Setting".



- 3 Scroll to the bottom and select "Factory reset".



- 4 Select "OK" to complete the reset.



Reset complete! Thank you for your cooperation.

About This Android Monitor

Terrestrial TV channels are not available.



YouTube

Anyone can watch for free

Netflix

Please log in with your own
account to watch

Amazon Prime



Google Play

You can download apps

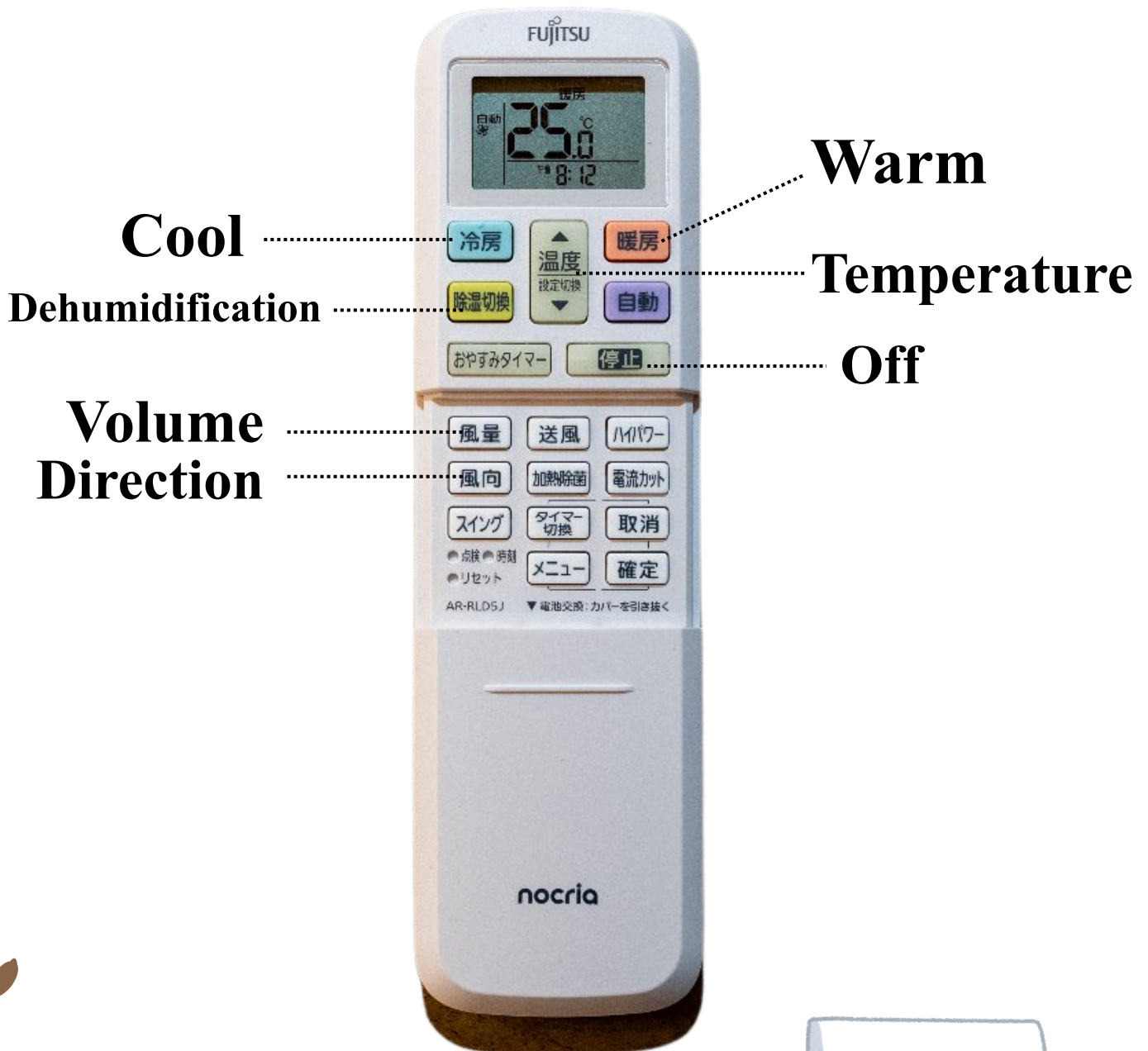
Important Notice About Accounts

Please use your own accounts for Netflix, YouTube,
Google Play, Amazon Prime, and other services.

**If you log in with your personal account,
please be sure to log out before checkout.**

Home appliance

Air conditioner



Cool

Dehumidification

Volume
Direction

Warm

Temperature

Off



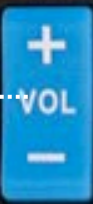
Android monitor



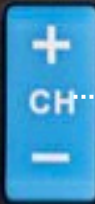
Power



Volume



Channel



Return



Exit



Washing Machine Instructions

- Reservation
- Wash
- Rinse
- Spin
- Standard
- Quick Wash
- Intensive Wash
- Blanket
- Soft
- Tub Locked

Start / Pause



Water Level
(Hold 4 sec for child lock)

Course

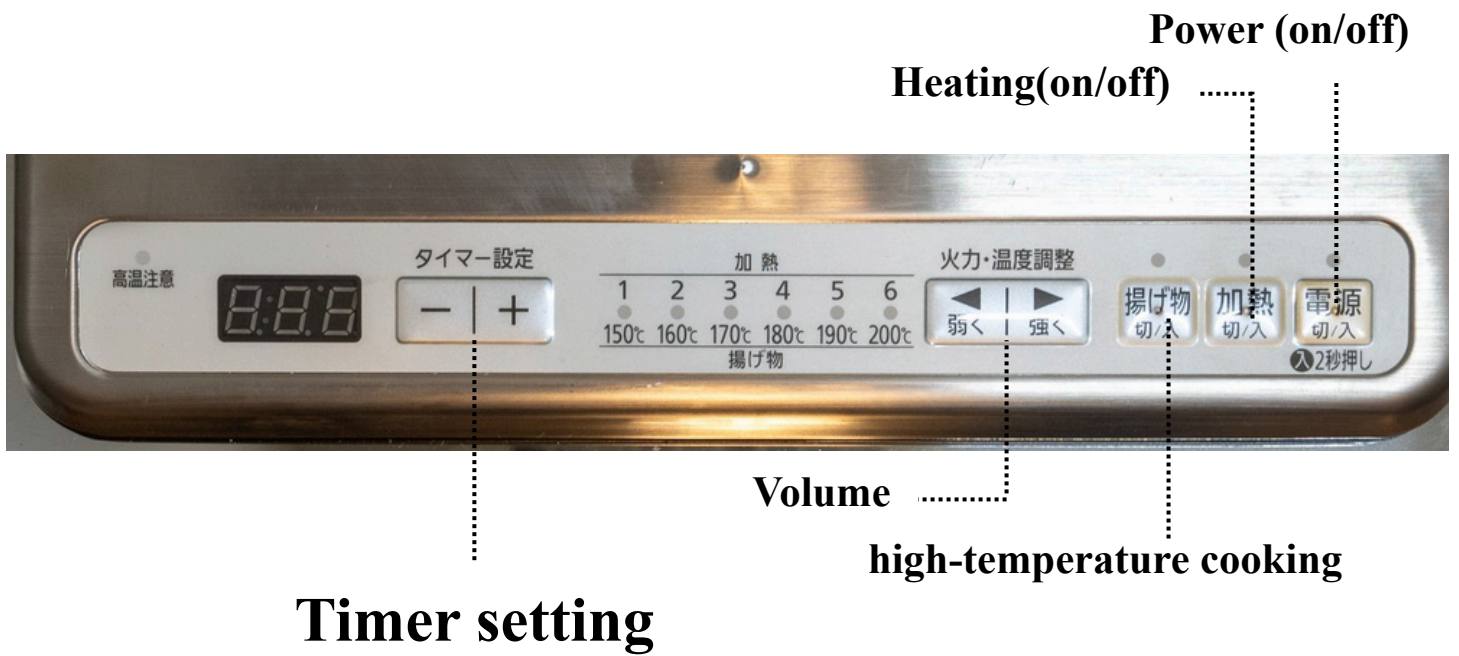
Power On / Off

Laundry Use Notes

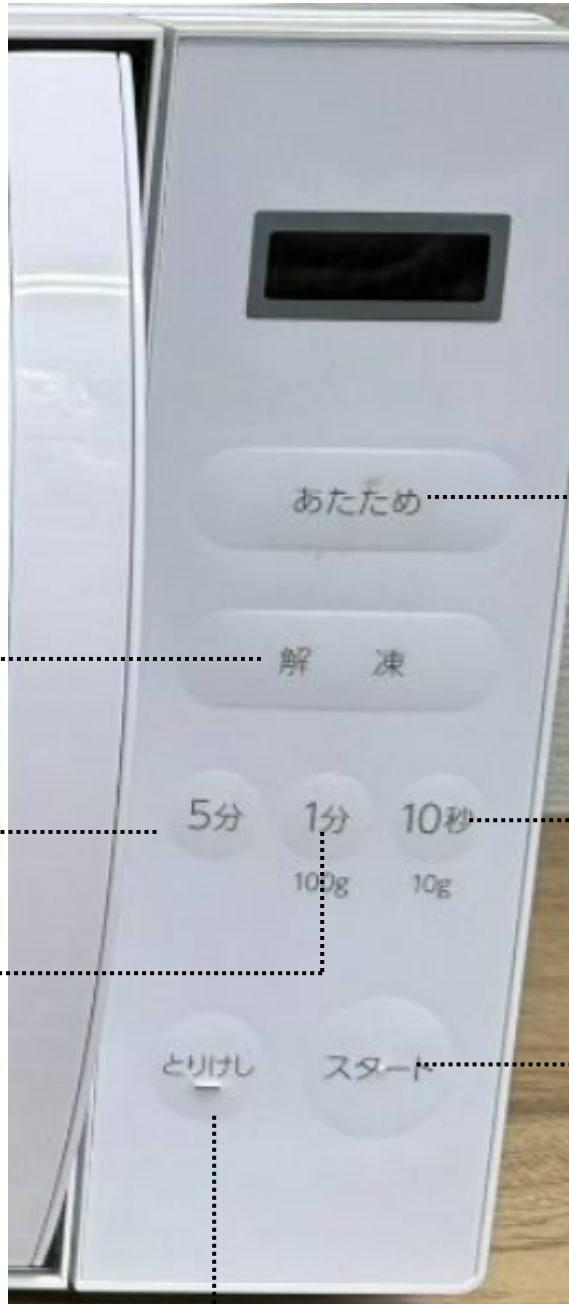
1. The washing machine automatically dispenses detergent and softener. Do not add your own.
2. Do not wash heavy blankets, carpets, shoes, or clothes with metal parts.
3. Empty all pockets before washing.
4. Do not open the door or turn off the power during operation.
5. Remove laundry immediately after the cycle to prevent odor.
6. Stop use and contact the manager if there is any abnormal noise or malfunction.
7. Keep children away from the washing machine.



induction cooktop



Microwave



heat

Defrost

解凍

Time(5min)

5分

1分

10秒

Time(10sec)

Time(1min)

10g

10g

Start to heat

とりけし

スタート

Cancel



Rice cooker & kettle

On/Off

On/Off



**Push the switch down to
start cooking rice**

