

# 1 OWEN MARSHALL LANE

---

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

# WELCOME TO 1 OWEN MARSHALL LANE

---

All of our Resort Home and Luxury Retreat properties have been specifically tailored and designed to the requirements of individual owners, making your stay a unique experience. This manual contains information specific to this property relating to the operation of various components found within the house.

We would like to remind you that this is a residential area with neighbouring properties and we ask that noise levels are kept to a minimum. Should any accidental damage occur, please inform a member of staff immediately to avoid any additional charges being incurred. Thank you for your care and consideration.

## PHONES

---

Millbrook's Hotel system is linked to the phone/s in this property.

- The extension for this property is 5791
- For Reception - dial 0
- For an outside line – dial 1. Calls will be charged to your account.
- For other internal numbers, such as restaurants and The Spa, please refer to the instructions on the phone, or the Millbrook compendium.

## RUBBISH

---

There is an Insinkerator® located in your kitchen sink where you can dispose of things such as soft food scraps and vegetable peel. To operate the Insinkerator® put the items you want to dispose of down the drain, run the cold tap and press the button behind the sink to start the grinding. Press the button again to stop the machine. Please do not place chicken, fish or meat bones, banana skins (or any fibrous or hard foods) in the Insinkerator®.

There is a rubbish bin located in the drawer to the far right of the sink. Outside the property (to the left side of the garage) there is also a green rubbish bin which is collected on a Monday and a blue-lidded recycling bin which is collected on a Friday.

## PRIVATE STORAGE

---

The owner has various cupboards and/or rooms around the property locked for private storage.

## FIRE EXTINGUISHER

---

A small fire extinguisher can be found under the kitchen sink.

1. Pull the pin on the extinguisher.
2. Aim the nozzle toward the base of the fire.
3. Squeeze the handle to release the extinguisher agent.
4. Sweep from side to side until the flames are extinguished.

If the extinguisher is emptied and the fire is still not out, evacuate the property immediately.

## SMOKE ALARM

---

If the smoke alarm (panel is located next to the front door) has gone off for minor incidents such as burning toast, it can be disarmed by pressing the numbers on the keypad: **2, 5, 8, 0** then **X**. **DO NOT** disarm the alarm if a fire occurs. If the fire cannot be contained using the fire extinguisher found under the kitchen sink then get out of the property immediately and call 111.



# HEATING

---

## WALL RADIATORS

Heat from wall radiators in various rooms can be controlled by turning the dial on the side of each one. The main thermostat panel for the wall radiators is located on the wall in the hallway next to the first guest bedroom. It is set to a specific comfort level and once reached; the radiators will no longer heat up. However if you wish to change the temperature:

1. Ensure the **POWER** button is selected with a square around it. If one of the other settings has the square around it, e.g. Edit, or Setup, then press the **ARROW** keys ◀▶ to move through the selections until it sits on **POWER**.
2. Then press the **ARROW** ▲▼ symbols to adjust the temperature up or down.



**IMPORTANT:** Please do not place anything up against heaters or use them as drying appliances.

## BATHROOM UNDERFLOOR HEATING

Heating is controlled separately in each bathroom. The controls should not need adjusting, however you can change the temperature by selecting the circles and then adjusting the temperature using the arrow keys.



There are also heated towel rails in each bathroom, controlled by the switch labelled **HEAT**.

## GAS FIREPLACE

The fireplace is controlled by a remote which can be found on the cabinet to the left of the TV in the lounge.

1. Push the **POWER** button in the centre of the remote and wait for approximately 35-40 seconds for the fire to ignite.
2. Use the – and + buttons to control the temperature.
3. Turn off the fire by pushing the **POWER** button again.



**IMPORTANT:** The glass gets very hot. Never place items close to or up against the fireplace. If you have young children in your group, a fireguard can be requested from Reception to be delivered to the property. Always switch off the fireplace when the property is vacant.

# KITCHEN

The kitchen is equipped with the following appliances for your convenience:

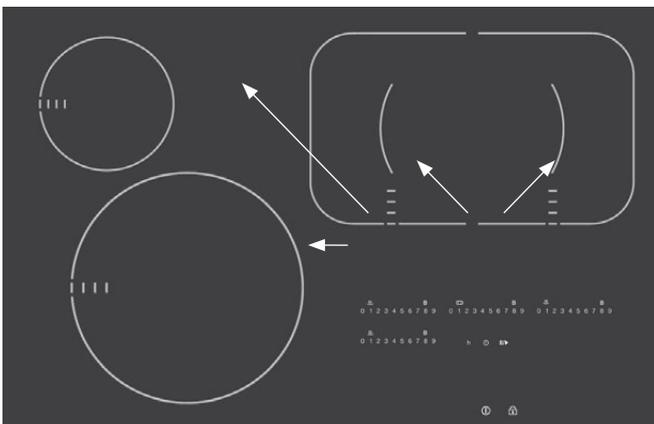
## INDUCTION HOB

### IMPORTANT INFORMATION:

- Do not use any other cooking pot or pan on this hob other than those provided in this kitchen or supplied by Millbrook's Food & Beverage Department.
- In order for the cooking zone to heat up, a pot or pan must be sitting on it. If not, the zone will automatically switch off after a few seconds. Pots and pans cannot sit empty, they must have something in them, otherwise it may damage the hob surface.
- Only use water and a soft cloth to clean the hob. Please let Housekeeping staff know if you can't remove cooking residue.
- It is normal to hear electrical/clicking noises emanating from the hob when cooking

To use the hob:

1. Touch the **POWER** button on the bottom right hand corner to switch on the hob (all sensors will light up and if no further entry is made, the cook-top will switch itself off after a few seconds).
2. To activate a cooking zone, press **0**, then press the desired cooking level, e.g. 5.
3. To boost the cooking process press **B** once and then again for twin boost (e.g. for boiling water or heating food quickly).
4. Press **0** to switch the cooking zone off.



## OVEN

1. Press the **POWER** button.
2. Choose **OVEN FUNCTIONS**.
3. Scroll the **LEFT/RIGHT** arrow keys with your finger to choose the desired cooking function.
4. Scroll the **UP/DOWN** arrow keys to choose the temperature.
5. Press **OPEN FURTHER SETTINGS** and choose the desired cooking time, then choose **OK** on the bottom right corner of the screen.
6. To turn off the oven, press the **POWER** button again.

## EXTRACTOR FAN

Underneath the extractor fan you will find a panel of buttons. Press the  symbol to put light on the cooking area, then press – or + to find your desired level of extraction.



## MICROWAVE OVEN (QUICK USE)

1. When placing your food in the microwave it must be sitting in an appropriate container on the glass shelf. Please ensure no metal/foil objects are placed in this microwave oven.
2. Press the **POWER** button to turn the oven on.
3. Choose **OVEN FUNCTIONS** then choose **MICROWAVE**.
4. To choose the desired power level and cooking time, scroll up and down on those displays.
5. Press **START** on the lower right corner of the screen.
6. To turn off the microwave, press the **POWER** button again.

# KITCHEN

## DISHWASHER

The dishwasher has four separate drawers. Detergent tablets are located in the cupboard under the sink.

1. Load your dishes into the dish drawer.
2. Press **POWER** (left button) on the exterior of the door.
3. On the top of the door (when it's open) select one of the following programme options (as shown in the image below) by pushing the **ARROW** button on the far left.
4. Place a dishwashing tablet on top of the cutlery rack (see image below).
5. Close the drawer and press **START/PAUSE** (right button) on the front of the drawer.



DISHWASHING  
TABLET  
PLACEMENT

# WINDOWS

## SKYLIGHT WINDOWS

Skylight windows in the two bathrooms can be opened or closed by using the touch-screen in those rooms. Simply touch the **HOUSE** icon on the bottom right of the screen to display the controls. To open the window, touch the icon on the right-hand side and close the window by touching the icon on the left-hand side. You can stop the window before it reaches the minimum or maximum level by touching **STOP**.



## WINDOW BLINDS (SUNROOM & KITCHEN)

**IMPORTANT:** Please do not attempt to open or close the blinds manually or you will damage the mechanism.

The blind remote controls are located on the walls next to them in both the sunroom and the kitchen. Press the **▲▼** keys to open and close the blinds and the **MY** button to stop or pause the process. For the sunroom blinds you can select individual blinds by pushing the button on the bottom of the remote, i.e. a flashing light on the far left will only open/close the blind on the left side of the room; all lights flashing at once will open/close all blinds at the same time.



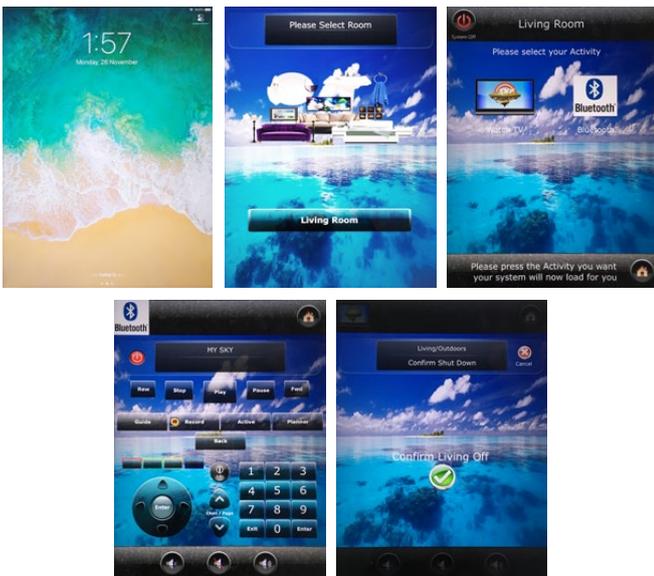
# ENTERTAINMENT

---

## TV (LOUNGE)

This TV is operated by an iPad™ located on top of the cabinet to the left of the fireplace.

1. Press the button at the bottom of the tablet twice to activate the display. If a blue **BITWISE** icon is displayed, select it.
2. Select the **LIVING ROOM** icon.
3. Select the **WATCH TV** icon.
4. Press **CHAN/PAGE** arrow keys to change channels and the speaker icons for volume. To switch off, press the red **SYSTEM OFF** icon in the top left corner of the screen.
5. Select the green **TICK** icon to complete the shut-down process.
6. To connect your device to listen to music, repeat the first four steps but select **BLUETOOTH** instead of 'Watch TV' and in your device's settings, choose **YAMAHA AMP BLUETOOTH**. You are now ready to listen to your device.
7. Please return the iPad to the docking station when not in use to keep the battery charged.



## TV (MASTER BEDROOM)

The TV screen will automatically display a photographic image when detecting motion in the room.

1. Press the **POWER** button on the SAMSUNG remote to turn the TV on.
2. To display a full screen, press the back arrow key.
3. To adjust the channels and volume, press the silver buttons in an up/down motion.
4. Press the **POWER** button again to turn off the TV.

**IMPORTANT: If using SmartTV features such as Netflix or Lightbox, please ensure you log out of your account when finished. Millbrook will not be held responsible for other parties gaining access to personal accounts.**



# LAUNDRY

---

For your convenience the cupboard in the laundry is equipped with a washing machine and a dryer, as well as an iron and ironing board. The vacuum cleaner is located in the hall closet.

## WASHING MACHINE

The detergent tray is on the top left of the washer. Place laundry detergent in the compartment labelled II and fabric softener in the middle tray. Do not use fabric softener if you require the **QUICK** programme.

To start the wash, press the **POWER** button and use the large dial to select the programme you require. Press **START/PAUSE** to begin the wash. If you need to pause the wash at any time, press **START/PAUSE** again. You can also select a new cycle once the wash is paused, if you require.



## TUMBLE DRYER

1. Check the lint filter is clean and the water tank is empty before every load.
2. Sort and load items into the dryer drum, ensuring no items are in the way of the door.
3. Press the **POWER** button to activate the dryer.
4. The dryer will default to the **'Everyday'** cycle. Select your desired drying cycle by turning the dial and your preferred drying options by pushing the buttons on the right of the panel.
5. Touch the **START/PAUSE** button to start the cycle.



# OUTDOORS

---

## BBQ

To light a burner, press down and turn the dial toward the star. Hold down until you hear the flame ignite. Turn the dial back to **O** to turn the burner off.

**IMPORTANT: For safety, always turn off gas appliances after use.**

## CEILING HEAT

The switch for the outdoor ceiling heat is located on the wall to the left of the patio sliding doors. Please remember to turn off after use.

## SKI STORAGE

The ski storage cupboard is located opposite the front door.

1. Press anywhere on the display panel to start the process.
2. First, press the numbers highlighted in blue and then when all numbers are highlighted, selected the numerals **5, 7, 9** and **1**. The door will automatically open.
3. Once you've closed the door, touch anywhere on the panel for the lock to reset itself.

## DUCKS

If you see ducks at your location, we kindly ask guests NOT to encourage the ducks onto the property by feeding them, as they will leave a mess on the patio and inside the house.

# FURTHER INFORMATION

---

Should you require further assistance during your stay here at Millbrook, please contact Reception on ext 0.

**Once again, we hope you enjoy your stay.**



MILLBROOK.CO.NZ

MILLBROOK

*Escape the everyday*