

7 TOREA LANE

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 7 TOREA LANE

All of our Resort Homes and Luxury Retreat properties have been specifically tailored and designed to the requirements of individual owners, making your stay a unique experience. Within this manual we have included 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 5707.
- 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 on our website: millbrook.co.nz/compendium.

PRIVATE STORAGE

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

RUBBISH

There is a waste disposal unit located in your kitchen sink where you can dispose of soft food scraps and vegetable peel. Place the items you want to dispose of down the drain, turn on the cold water tap so water is running and press the button located 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 unit.

There is a rubbish bin located in the drawer to the far right of the sink. Outside of the property there are also larger waste and recycling bins. Millbrook encourages you to recycle as much as possible.

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 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, get out of the property immediately and call 111.

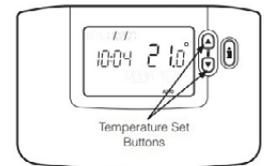


HEATING

In most rooms the heating is provided by wall radiators which need to be turned on using the dial on the side of each. The thermostat next to the kitchen entry is set to a target temperature and once reached, the radiators will not heat up anymore. The controls should not need adjustment, however if you wish to change the temperature, see the instructions below:

To change the set temperature at any time press **▲** button to increase or **▼** button to decrease the temperature. These are accessible with the flap open or closed. The set temperature will be shown on the display.

At the next programmed time/temperature change it will revert to your preset temperature.



BATHROOM (UNDER-FLOOR)

This is controlled separately in each bathroom. The controls should not need adjustment however it is easy to change the temperature should you wish. Press the small **CIRCLE** icon in the corner to activate the temperature arrows and set to your desired temperature using the **▼** and **▲** symbols.



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

GAS FIREPLACE (LOUNGE)

The fireplace is controlled by the black and grey remote which is located on top of the mantelpiece.

1. Press and hold the top button to turn on the fire. If the fire doesn't come on, check that the switch on the wall beside the phone table is on.
2. Use the **ARROW** button with the **FLAME** symbol to control the amount of heat you desire.
3. Use the **ARROW** button with the **FAN** symbol to control the fan.



IMPORTANT: For safety reasons, please turn off the fire when you leave the property unattended.

KITCHEN

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

GAS HOB

Simply push down on the dial that corresponds to the gas ring (you will hear it click a few times and then the flame will appear) – keep holding down the dial for approximately 3 seconds and then control the size of the flame by turning the dial in an anti-clockwise direction.

EXTRACTOR FAN

1. Press the **POWER** button to turn on the fan.
2. Then press **I**, **II** or **III** to choose fan intensity.
3. To turn off the fan press the **POWER** button again.

OVEN

1. Use the **FUNCTION** dial to choose the cooking programme you require.
2. Then set the temperature for the cooking programme using the **TEMPERATURE** dial (this will differ slightly with each cooking setting).
3. When finished cooking, turn the **FUNCTION** dial to the **OFF** position.



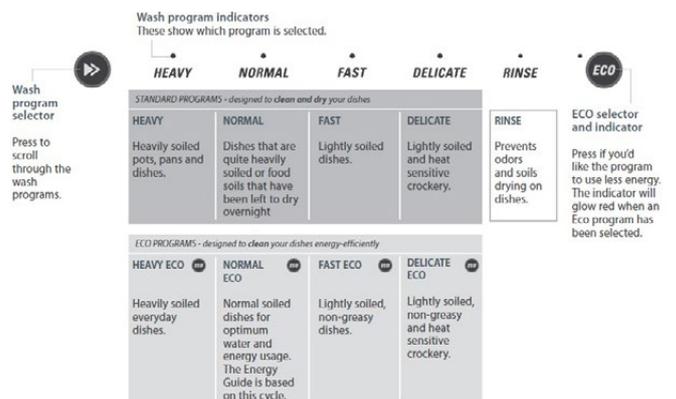
MICROWAVE

1. For quick use simply place your finger on the large dial and swipe it in a clockwise direction to choose the amount of time you wish to microwave your food.
2. Then press the **START** button.

DISHWASHER

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

1. Load your dishes into the dish drawer.
2. Press the  button.
3. Select one of the following programme options by pushing the  button.
4. Place a dishwashing tablet in the tablet tray (located on the inside of the door). Close the drawer and press the  button on the front of the drawer.



LAUNDRY

For your convenience, the property is equipped with both a washing machine and a dryer, as well as an iron, ironing board and vacuum cleaner in the cupboard next to the dryer.

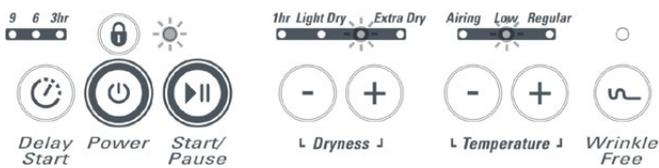
WASHING MACHINE

1. Press **ON/OFF** and open the door.
2. Place the laundry items loosely in the drum then close the door. Do not fill up the drum to capacity or it will affect the dryness of the laundry and will cause wrinkles.
3. Open the detergent dispenser draw, add powder to the compartment on the left then close the drawer.
4. Using the programme selection dial, choose the appropriate cycle for your laundry, according to the type, amount and degree of soiling.
5. **Press the START/PAUSE** button to start the cycle.



TUMBLE DRYER

1. Load clothes into the dryer.
2. Press the **POWER** button.
3. Select the desired **DRYNESS** level and **TEMPERATURE** setting.
4. Press **START/PAUSE** to begin the cycle.
5. Please clean the lint filter after every load.



BLINDS

BUNKROOM UPSTAIRS

The blinds are operated by the panel on the wall (to the left of the room as you walk in). Press the ▲ and ▼ buttons to open or close the blinds and ● to pause the process. Please **do not** try to move the blinds manually as this will destroy the mechanism.



HALLWAY & SUNROOM

The blinds are operated by the panel on the wall beside each one. Press the ▲ and ▼ buttons to open or close the blinds and the **MY** symbol to pause the process. Please **do not** try to move the blinds manually as this will destroy the mechanism.



CEILING FANS

(MASTER BEDROOM & DOWNSTAIRS GUEST BEDROOM)

The remote controls are located on the wall to the left when entering each room. Press either of the **LOW**, **MEDIUM** or **HIGH** buttons to start the fan and press the **FAN/OFF** button to stop it. On each fan is a metal chain that controls the direction, depending on whether you want a cooler air flow during summer months or to assist the warm air to flow downwards during winter months. If you feel there is not enough air produced, you may need to pull this cord to change the direction of the fan.



HOME ENTERTAINMENT

TV (MEDIA ROOM)

The Bose remote control operates the TV and YAMAHA DVD player.

To watch SKY TV:

1. Press the **TV**  button first.
2. Then press the other  button on the left of the remote control.
3. Use the + and – button to adjust the volume and the ▲ and ▼ to change the channel.



To watch a DVD:

1. Turn on the **YAMAHA DVD** player manually by pressing the power button on the top left side.
2. Place the disc in the player and choose **SOURCE** on the **BOSE** remote until **BLU-RAY** is displayed on the remotes screen.
3. Use the arrow keys in within the circle at the bottom of the remote to operate the DVD.
4. Turn off the DVD player manually when finished.
5. To get back to watching SKY TV press **SOURCE** again and scroll to **SATELLITE**.

To turn off SKY TV:

6. Press the **TV**  button first.
7. Then press the other  button on the left of the remote control.

TV (MASTER BEDROOM)

To turn on the TV press the red **POWER** button on the top left corner of the remote control. The TV channels can be adjusted using ▲ and ▼ and volume can both be adjusted by choosing + and –.



TV (UPSTAIRS BUNK ROOM)

1. To turn on the TV, press the red  button on the SKY remote control and use this same remote to adjust the volume and change the TV channels.
2. To turn off the TV, press the red  button again.



RADIO

Use the **BOSE** remote control (found on the shelving unit in the dining area) to listen to the radio, TV or DVD which will be transmitted through the ceiling speakers.

1. Push the grey **ON/OFF** button.
2. Push the **SOURCE** button, then push the **Scroll** button (in an up/down motion) to choose either **BLU-RAY**, **SATELLITE**, **FM** or **AM**. Press the scroll button to select.
3. To listen to the **Radio**, use the **Scroll** button again to choose from one of the pre-set radio stations.
4. If the screen goes blank, simply press the **SOURCE** button again for the display to light up.

SCROLL 



OUTDOORS

BBQ

To light a burner, press the dial of the burner you want, hold it for 3 seconds, rotate to **Rapid Preheat** then release. Check the flame. If the burner did not light, turn dial to the **Off** position. Allow gas to disperse then repeat the lighting process.

GAS FIRE

1. Remove the front panel by sliding it upward and then take it out.
2. Pull the knob on the bottom panel under the gas fire to expose the dial.
3. Push the dial and turn it left to **Pilot**. Hold for about 5 seconds until you see the flame then turn it further to the left to get the desired heat setting.

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

DUCKS

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.

PERGOLA AWNING

The remote control of this is on the shelving unit in the dining room. To open or close the awning above the pergola outside, press the ▲ and ▼ buttons.



PATIO CEILING HEAT

The switch for these heaters is on the wall to the right of the sliding glass doors labelled **HEAT**. Please ensure the heaters are turned off after use.

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.



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