

4 OWEN MARSHALL LANE

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 4 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 5794
- 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 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 down the drain 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 are rubbish bins located in the drawer to the far left of the kitchen sink. Outside of the property there is also a green rubbish bin which is collected on a Monday and a recycling bin (blue lid) which is collected on a Friday. Millbrook encourages you to recycle as much as possible.

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 & COOLING

WALL RADIATORS AND UNDER-FLOOR IN BATHROOMS

Heat from wall radiators in each room can be controlled by turning the dial on the side of each one. The main thermostat panel for the wall radiators is on the wall in the hallway between the two guest bedrooms. The under-floor thermostats are on the wall in each bathroom. They are all set to a specific comfort level and once reached; the radiators will no longer heat up. The controls should not need adjusting, 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.



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

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

SKYLIGHT WINDOWS

Skylight windows in the two bathrooms can be opened or closed by using the touch-screen in those rooms. Select the **HOUSE** icon on the bottom right of the screen to display the controls. To open the window, select 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 its minimum or maximum level by touching **STOP**.



GAS FIREPLACE

The fireplace is controlled by a remote which can be found on a shelf in the coffee table.

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

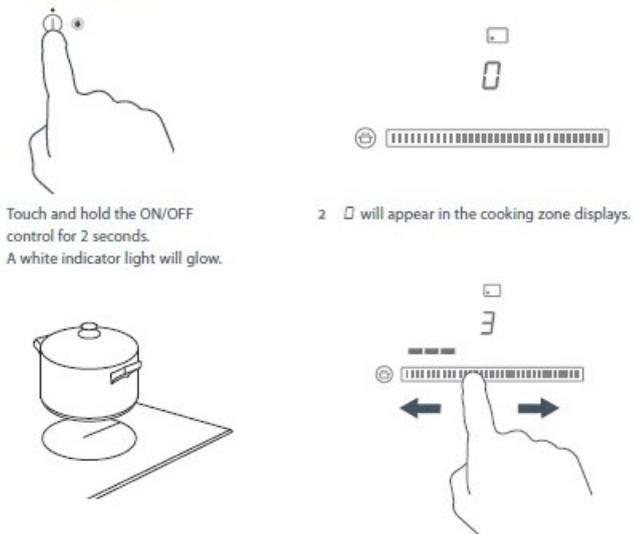
The kitchen is equipped with the following appliances for your convenience:

INDUCTION HOB

Please only use the pots and pans provided in this kitchen (or by Millbrook's Food & Beverage Dept.), to avoid damage to the glass hob surface.

12 Using your induction cooktop

To start cooking

- 
- 1 Touch and hold the ON/OFF control for 2 seconds. A white indicator light will glow.
 - 2 0 will appear in the cooking zone displays.
 - 3 Place a suitable pan on the cooking zone you wish to use.
 - Make sure the bottom of the pan and the surface of the cooking zone are clean and dry.

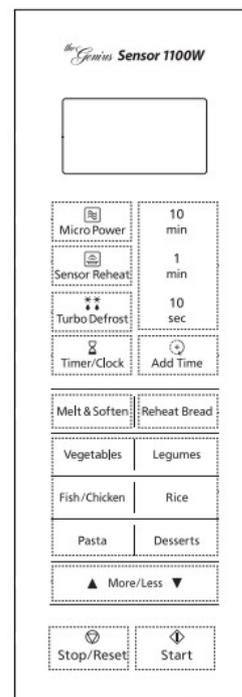
Important!
Always place small pans in the centre of the cooking zone.
 - 4 Select a heat setting by touching or sliding the setting selector with your finger.
 - If you don't choose a heat setting within 20 seconds, the cooktop will automatically turn off. Start with step 1 again.
 - You can modify the heat setting at any time during cooking.

OVEN

The oven programme you require is set using the **FUNCTION** dial. You can then set the temperature you require with the **TEMPERATURE** dial, which differs slightly with each setting.

MICROWAVE

1. Push the amount of time you require from the panel on the right e.g. for 25 minutes push '10 min' twice, then '1 min' five times.
2. Press the **START** button.
3. When finished cooking, push the **STOP/RESET** button.



EXTRACTOR FAN

Underneath the extractor fan you will find a panel of buttons. Use **1, 2** or **3** to turn the extractor fan on (depending on the intensity you require). For light, press the button showing a light bulb (far left). Turn off the extractor fan by pressing the '0' button.

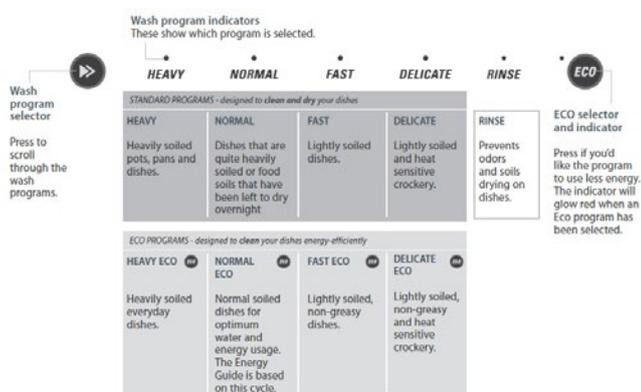


LAUNDRY

DISHWASHER

There are two separate dish drawers either side of the kitchen sink.

1. Press the  button.
2. Load your dishes into the dish drawer.
3. Place a dishwashing tablet in the tablet tray located on the cutlery basket (beside the handle). Tablets are located under the kitchen sink.
4. Select one of the following programme options (shown in the diagram below) by pushing the  button.
5. Close the drawer and press the  button on the front of the drawer.



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. Press the  button to activate the dryer.
3. The dryer will default to 'Everyday' cycle. Select your desired cycle by turning the SmartTouch™ Control Dial.
4. Select your preferred drying options using the SmartTouch™ buttons on the right hand side of the panel (if you wish to select options different from the default options for the cycle).
5. Touch the  button to start the cycle.



ENTERTAINMENT

TV (LOUNGE, SUNROOM & MASTER BEDROOM)

Each television is operated by two iPads™. These are located in the kitchen cupboard (far right side of the hob) and on the bedside table in the master bedroom.

1. Press the button at the bottom of the tablet to activate the display then select the **BITWISE** icon.
2. Select which room you wish to view the TV from, e.g. Living Room.
3. Select SKY TV 1 or 2.
4. The screen will display remote controls for you to change channels, adjust volume, etc. To turn off the TV, press the red **POWER** button on the top left of the screen.
5. To shut down the system, confirm the area, e.g. Living Room, by selecting the green **TICK** under the words **CONFIRM LIVING ROOM OFF**.



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.

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.



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