

5 ORCHARD HILL

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 5 ORCHARD HILL

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 5305.
- 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.

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.

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 to the right of the sink (between the two power outlets) 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 under the kitchen sink. Outside of the property there are also larger waste and recycling bins. 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.

GARAGE

Guests are welcome to use the garage closest to the house. Access is via the door at the end of the hallway downstairs and the door can be opened by pressing the switch on the wall on the inside left of the door labelled **PRESS**.

HEATING

UNDER-FLOOR (LOWER LIVING AREAS, BEDROOMS & BATHROOMS)

This heating will be turned on prior to your arrival as it takes time to reach its full output. Should you require it to be increased/decreased, please contact Reception and someone will assist you. If you require additional heating, please contact Reception.

GAS FIREPLACE (LOUNGE)

The pilot flame in this fireplace should be ignited (if you look between the coals on the left side, you'll notice a small blue flame) but if it's not visible, see Igniting Pilot Flame below for instructions. Before starting the fire please be aware that the flames may display with some force so please keep small children away and don't lean into the coals when following instructions:

Starting the fire:

1. Pull out the tray at the bottom of the fireplace to expose the controls.
2. Push in the **CONTROL** dial slightly (the large dial) and turn it to the left until it pops out, this will then allow you to turn the dial to either the small or large flame symbol which should be aligned with the red mark on the right side of the dial.
3. The flames should now be visible.
4. To turn the fire off, press the control dial slightly and turn it so that the white dot symbol is aligned with the red display mark.

Igniting Pilot Flame:

1. Pull out the tray at the bottom of the fireplace to expose the controls.
2. Turn the **CONTROL** dial so that the white  starburst symbol is aligned with the red mark.
3. Press in this dial and hold for approximately 40 seconds while at the same time repeatedly pressing the **IGNITION** button to light the pilot. You should see a small, blue flame between the coals on the left side. Then follow the instructions above.
4. If the pilot light fails to ignite, wait 30 seconds and try steps 2-4 again, as the control dial will lock itself automatically. You'll hear it 'click' when you can start again.
5. Once the pilot flame has ignited, see instructions above.

IMPORTANT: 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:

GAS HOB

Make sure the switch above the power outlets to the left of the hob is on. To ignite the burners:

1. Each burner's position on the hob is indicated by the place of the circle in the square above each dial.
2. Choose the dial of the desired burner and press it in while turning it anti-clockwise (to the left) to the minimum flame. Keep the dial pressed in for approximately 15 seconds whilst the flame safe guard device warms up.
3. To increase the flame size, turn the dial clockwise.
4. If the burner fails to ignite, repeat steps 1 and 2 and if necessary or contact Reception for further assistance.

NB: Always ensure the gas is switched off after use.

MICROWAVE

5. Press the **M/W** button to the desired power level and turn the dial to until the cooking time you want is displayed on the panel (from 10 seconds to 60 minutes).
6. Press **START** to begin the cooking process. Four beeps will sound at the end of the cooking time. The indicator light will go off and the display panel will return to **:0**.
7. To defrost, press the **DEFROST** button twice and turn the dial until you reached the desired defrosting time (from 10 seconds to 60 minutes). Then press **START** to begin the process. During this operation 4 beeps x 4 will indicate when to turn the food over.

OVEN

1. The oven time needs to be set in order for the oven to work. Press the  button and the  button at the same time, then use the + and - buttons to set the time.
2. Select the cooking function you require using the dial on the right (closest to the burner dials). See below for function explanations.
3. Select the desired temperature by turning the dial on the left of the panel.



NO FUNCTION SET



OVEN LIGHT



UPPER AND LOWER HEATING ELEMENT



GRILL ELEMENT



GRILL ELEMENT AND VENTILATION



LOWER HEATING ELEMENT AND VENTILATION



VENTILATED HEATING ELEMENT AND VENTILATION

EXTRACTOR FAN

1. To light the hob area, press .
2. Press  to start the fan and keep pushing this button to choose your desired fan strength.
3. Press and hold  for a few seconds to turn off the fan.



KITCHEN

DISHWASHER

The dishwasher tablets are located in the cupboard under the sink.

1. Load your dishes into the dish drawer.
2. Place your dishwashing tablet in the tablet tray and close the door.
3. Press the  button.
4. Press one of the programme buttons on the right side of the panel to choose your desired wash setting (see wash programme examples below). The selected wash indicator light will flash when the wash programme is in process. The dishwasher will beep once and the programme will start automatically.
5. To cancel and reset a programme press the **RESET** button. One beep will sound and all the programme indicators will light up. You can then select a new wash programme.

Programme Descriptions:

Heavy Duty – a wash for heavily soiled dishes.

Normal – a wash for your everyday dishes.

Normal Eco – helps you save energy and water for everyday dishes.

Delicate – for all your heat sensitive dishes.

Fast – a fast wash for lightly soiled dishes.

Rinse – prevents food from drying on dishes.

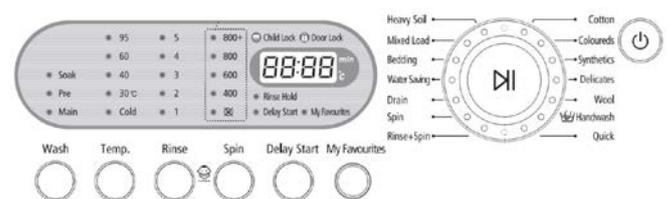
LAUNDRY

For your convenience, the property is equipped with a washing machine and a dryer, as well as an iron and ironing board (open the flat cupboard on the wall to the right as you enter the room) and a vacuum cleaner.

WASHING MACHINE

For quick use:

1. Push the  button.
2. Pull out the detergent drawer and place washing powder in the drawer compartment labelled **II**. It is recommended that you pre-dissolve the powder in warm water before placing in the compartment.
3. Load your clothes into the drum and close the door.
4. Turn the dial to select the appropriate programme for the type of wash you desire. The machine will automatically set the correct temperature, washing time and washing speed. However, you can manually choose these settings yourself by pushing the buttons ‘**Wash**’, ‘**Temp**’, ‘**Rinse**’ and ‘**Spin**’ on the left of the panel.
5. Press  to begin the wash cycle.



LAUNDRY

TUMBLE DRYER

For quick use:

1. Place your clothes into the dryer and close the door.
2. Select the drying time by turning the dial clockwise to your required time (do not turn the dial anti-clockwise or may damage the mechanism).
3. If necessary, press the **LOW HEAT** button for sensitive textiles. The temperature will be reduced and the drying time is lengthened somewhat.
4. Press the **START** button.
5. To stop the cycle, continue to turn the dial clockwise until you reach **0**.
6. Please remove lint from the filter after each use.

HOME ENTERTAINMENT

TV (LOUNGE)

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.



HOME ENTERTAINMENT

LOUNGE (BLUETOOTH MUSIC)

1. On the **Philips** remote control (located on the book shelf to the left of the fireplace beside the DVD player) press the  button, then choose **Aux**.
2. Go to your devices **Settings**, then choose **Bluetooth**.
3. Your device should automatically pair with **Logitech BT Adapter**, but if it doesn't, press the button on top of the Logitech adapter (located on the right side of the DVD player).
4. Please turn off the DVD after use.

TV (MEDIA ALCOVE UPSTAIRS)

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



SKI STORAGE

There is a ski cupboard in the garage where you can store and dry skis during winter months.

OUTDOORS

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.

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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