

21 AYRBURN RIDGE

PROPERTY MANUAL



MILLBROOK | *Escape the everyday*

WELCOME TO 21 AYRBURN RIDGE

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 some 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

There are two phones; one in the dining area and one in the master bedroom. The phones are linked to the Millbrook Hotel system.

- The extension for this property is 5621.
- 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 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 draw to the far right 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.

HEATING

UNDER-FLOOR HEATING (LOUNGE & KITCHEN)

The temperature should be pre-set for your comfort. The panel for this can be found on the wall below the stairwell. We kindly ask that guests do not set the temperature any higher than 20° as it will damage the oak flooring.



UNDER-FLOOR HEATING (BATHROOMS)

The control panels are on the wall in each bathroom and can be adjusted by turning the dial. The heating can be turned on and off using the power switch on the left side of the dial. If the red light is on, the system is heating. If the green light is on, the system is working at its set temperature.



WALL RADIATORS (BEDROOMS)

The control panel for these radiators is located on the wall to the left as you enter the Master Bedroom upstairs and the temperature adjusted using the ▲ ▼ buttons. The heat output of the wall radiators in each room can be controlled by turning the dial on the side of each one.



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

HEATED TOWEL RAILS

The **ON/OFF** switch for these is behind each towel rail.

GAS FIREPLACE

The fireplace is controlled by the black and grey remote which is located on the wall on the right side of the fireplace.

You must point the remote to the bottom left hand corner of the fireplace.

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: 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

Below are basic cooking instructions for the various appliances in this kitchen. You will find more detailed information in the black compendium beside the phone in the dining room labelled **INSTRUCTION MANUALS**.

CERAMIC INDUCTION HOB

1. Press the **POWER** button on the far left of the hob.
2. Choose the element you wish to use by pressing one of the four illuminated circles on the hob.
3. Adjust the level of heat by pushing one of the buttons from **1** to **9**.
4. Turn off the hob by pressing the **POWER** button again.

OVEN

1. Turn the dial on the left to set the cooking function, i.e. back (heating top/bottom), fan grill, etc.
2. Turn the dial on the right to control the temperature.
3. To set the cooking time, press the **⌚** button twice – **00:00** will be displayed so use the **+** and **-** buttons to set a later end time. A signal will sound with then cooking time has elapsed.

*NB: The oven won't function if the clock is not set. After an electrical blackout the time will flash and the clock will need to be reset. Press the **⌚** button (the time **12:00** will be displayed). Set the time using the **+** and **-** buttons. After a few seconds the time will be adopted.*

WARMING DRAWER

1. Place the ovenware in the drawer.
2. Set the function selector inside to setting **3** and preheat the appliance for 10 minutes.
3. Add the food to the preheated ovenware.
4. Close the drawer again. The **POWER ON** indicator will light up and the appliance will heat up.
5. Please turn off the warming drawer after use.

COMBI OVEN & MICROWAVE

6. Turn the dial on the left to **MICROWAVE**.
7. Select the **360**, **600** or **900** button to choose your desired power level.
8. To set the cooking time, press the **⌚** button and use the **+** and **-** buttons to set your time.
9. Press the **START-PAUSE** button to begin the process.

*NB: The oven won't function if the clock is not set. After an electrical blackout the time will flash and the clock will need to be reset. Press the **⌚** button (the time **12:00** will be displayed). Set the time using the **+** and **-** buttons. After a few seconds the time will be adopted.*

LAUNDRY

DISHWASHER

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

1. Open the dishwasher door and load the dishes.
2. Turn the dishwasher on using the **POWER** button on the far left of the panel on the door.
3. Place the dishwashing tablet inside the detergent dispenser (on the left side, on the inside of the door and rinse aid in the dispenser on the right side of the door).
4. Choose the desired setting using the **V** button.
5. Close the door and the washing cycle will start automatically.

Important: Water in the dishwasher will be scalding hot so it is not recommended to open the door while the dishwasher is in use unless absolutely necessary. If this is the case, open the door slowly and with extreme caution – the cycle will cease until you close the door again.

EXTRACTOR FAN

Underneath the extractor fan you will find a panel of buttons. Press the button on the far right for light. Use **I**, **II** or **III** to turn the extractor fan on (depending on the intensity you require). Turn off the extractor fan by pressing the **O** button (second in from the right).

Below are basic instructions for the washing machine and dryer in the laundry room. You will find more detailed information in the black compendium beside the phone in the dining room labelled **INSTRUCTION MANUALS**.

WASHING MACHINE

For quick use:

1. Turn on the **POWER** button.
2. Use the **◀ ▶** buttons to select the wash cycle.
3. Press the **START/PAUSE** button to begin the cycle.

TUMBLE DRYER

1. Press the **ON-OFF** button.
2. Turn the dial to the desired drying function.
3. Press the **START** button
4. To pause or stop the cycle, press the **STOP** button for approx. 4 seconds.

HOME ENTERTAINMENT

TV (LOUNGE)

The remote control is located in its docking station on the shelving unit (to the left of the window seat).

1. To turn the TV on, press the **SAT** button to display SKY TV.
2. The channels can be changed and the volume adjusted on this remote.
3. To turn off, press the **POWER** button and ensure the remote is placed back in the docking station to re-charge.



TV MASTER BEDROOM)

The TV is located in the cupboard on top of the closet (on the far right).

1. To turn on the TV, press the red **POWER** button on the remote labelled MASTER BEDROOM.
2. Use the SKY remote to change channels and adjust the volume.
3. Turn off the TV by pressing the red **POWER** button on the remote labelled MASTER BEDROOM.



AUDIO SYSTEM

There are ceiling speakers throughout the property from which you can listen to pre-set radio stations or satellite TV. Operating panels for these are on the walls in the kitchen, lounge and the three bedrooms.

1. Press **RADIO** and then press the top right button (under **FAV**) to make your station selection. You can scroll through by pressing the **V** and **Λ** buttons and once you reach your desired station, choose **SELECT**.
2. If the station isn't tuned properly, press the **<** and **>** buttons until the sound is clear from static noise.
3. To listen to the TV from another room, press the button (under **Source**), then select **SAT TV**.
4. To turn the system off, press the **OFF** button.

NB: Please note only the Radio and SAT TV functions are available. We kindly ask guests to refrain from listening to the speakers in the outdoor patio area out of courtesy to neighbouring properties.



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.

