

# 12 THE MEWS

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PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

# WELCOME TO 12 THE MEWS

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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

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The phones are linked to the Millbrook Hotel system.

- The extension for this property is 5112
- 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 in the Millbrook compendium on our website: [millbrook.co.nz/compendium](http://millbrook.co.nz/compendium).

## FIRE EXTINGUISHER

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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

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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 labelled **WASTE** (located on the wall to the left of 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 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

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

# HEATING

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## WALL HEATERS (BEDROOMS, LOUNGE & FOYER)

Instructions on how to use these heaters are on the front of each one.

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

## UNDER-FLOOR HEATING KITCHEN

This should be pre-set for your convenience during winter but should you want to increase/decrease the heat, press the ☀ symbol and use the ▲▼ buttons to reach the desired temperature.

## HEATED TOWEL RAILS AND WALL FAN HEATERS (BATHROOMS)

These appliances are operated by switches on the wall. The fan heater switches are labelled **HEAT** and the switches for the heated towel rails have a small red light on them.



## GAS FIREPLACE (LOUNGE)

1. The remote control is located on the coffee table.
2. Press the button on the top of the remote to turn it on.
3. Once the fire is turned on the flame setting defaults to level five (high). Use the up and down arrows to control the height of the flame and the heat output. The remote will beep as you scroll up or down and when no beeps are heard, the minimum or maximum level has been reached.
4. Press the button on the top of the remote to turn it off again.

Flame Height	Flame Speed
1	Low
2	Low
3	Low
4	High
5	High



**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.**

## NIGHTSTORE HEATER (HALLWAY UPSTAIRS)

This will be switched on for your arrival. Please do not adjust the settings.

# KITCHEN

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

## HOB

To use the gas hob:

1. The cooking rings are indicated by the white dot in the square next to each dial.
2. To turn the gas ring on, push down on the dial while turning it to the left until the flames appear.
3. Adjust the level of the flame by turning the dial further to the left.

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

## 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 both dials to the **0** position.



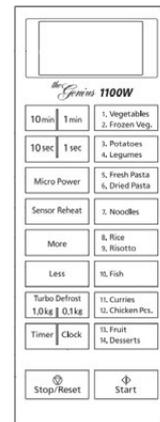
## EXTRACTOR FAN

1. Pull open the outer door to the extractor fan.
2. Switch on the light on the left side of the panel.
3. Slide the switch on the right to start the fan and control the intensity.

## MICROWAVE

For quick use:

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



## DISHWASHER

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

1. Turn on the dishwasher using the **ⓘ** button.
2. Load your dishes into the dish drawer.
3. Place your dishwashing tablet in the tablet tray and close the door.
4. Press the **▶** button on the left of the display panel until you get the desired dishwashing setting.
5. Press the **▶||** button on the far right to begin the wash cycle (this button will also pause the cycle if needed).



# LAUNDRY

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For your convenience, the property is equipped with a washing machine and a dryer, as well as an iron and ironing board.

## WASHING MACHINE

For quick use:

1. Turn on the **POWER** button.
2. All settings can be adjusted to your washing preferences by pressing the white buttons.
3. Press the **START/PAUSE** button to begin the washing process.

## TUMBLE DRYER

For quick use:

1. Press the **I** button to switch on the dryer.
2. Adjust the **TEMPERATURE** and **DRYNESS** levels using the + and – buttons.
3. Press the **▶||** button to begin the drying process. Press again should you wish to pause the process.

# HOME ENTERTAINMENT

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## TV (LOUNGE)

To watch SKY TV:

1. On the **SKY** remote press the red **⏻** button. An index may be displayed when the TV is first turned on but this will disappear in approx. 5-10 seconds. The **SAMSUNG** remote isn't necessary if only watching SKY TV.
2. Use this same remote to adjust the volume and change the TV channels.
3. Press the red **⏻** button again to turn the TV off.

To watch Netflix:

1. On the **SAMSUNG** remote press the **SOURCE** button.
2. Scroll right to select the Netflix channel.
3. To exit, go to **SETTINGS** and sign out.
4. To get back to SKY TV, press **SOURCE** then scroll to **HDMI2** and select.



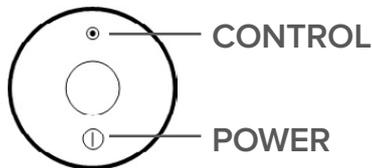
**IMPORTANT:** If using SmartTV features such as Netflix or Lightbox, please ensure you log out of your account when finished. Millbrook will not be responsible for other parties gaining access to your personal account.

# HOME ENTERTAINMENT

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## BLUETOOTH SPEAKER (LOUNGE)

1. Press the  button on top of the speaker.
2. Then press the **CONTROL** button and hold it in for approximately 5 seconds until the light starts blinking.
3. On your Bluetooth device, go to the Bluetooth menu and scan for devices (make sure Bluetooth is enabled).
4. Select **MEGABOOM3** from the list of devices.
5. The volume can be adjusted from your device or by pressing the large + and – on the speaker itself.
6. The speaker can be placed anywhere in the room but please ensure it goes back onto its docking station to recharge (please do not take this speaker outside of the property).



## TV (MASTER BEDROOM)

To watch SKY TV:

1. On the SKY remote press the red  button. Use this same remote to adjust the volume and change the TV channels.
2. Press the red  button again to turn the TV off.



# OUTDOORS

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## 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

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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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