

# 9 MICA RIDGE

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PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

# WELCOME TO 9 MICA RIDGE

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All of our Resort Homes and Luxury Retreat properties have been specifically tailored and designed to the requirements of each individual owner, 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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Millbrook's Hotel system is linked to the phone/s in this property.

- The extension for this property is 5739
- 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](http://millbrook.co.nz/compendium).

## PRIVATE STORAGE

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

## 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 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 Insinkerator®.

There is a rubbish bin located in the drawer to the far right of the sink. Outside the property (to the left side of the garage) there is also a green rubbish bin which is collected on a Monday and a blue-lidded recycling bin which is collected on a Friday.

# 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.

# SMOKE ALARM

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The alarm is located on the wall next to the front door. 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.



# SKYLIGHT WINDOWS

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Skylight windows in two of the bathrooms and the kitchen can be opened or closed by using the touch-screen in those rooms.

1. Touch the **HOUSE** icon on the bottom right of the screen to display the controls.
2. To open the window, touch the icon on the right-hand side and close the window by touching the icon on the left-hand side.
3. You can stop the window before it reaches its minimum or maximum level by touching **STOP**.



# HEATING

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## WALL RADIATORS

Heat from wall radiators in various rooms can be controlled by turning the dial on the side of each one. The main thermostat panel for the wall radiators is located on the wall in the entry foyer. It is set to a specific comfort level and once reached; the radiators will no longer heat up. However if you wish to change the temperature:

1. Ensure the **POWER** button is selected with a square around it (as per the image below). 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 **V ▲** symbols to adjust the temperature up or down.



## UNDER-FLOOR (BATHROOMS)

The bathroom heating is controlled separately in each bathroom. The controls should not need adjusting, however you can change the temperature by pressing **MANUAL** and adjusting the temperature using the **ARROW** keys, then press the **X** to get back to the home panel.



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

## UNDER-FLOOR (GENERAL)

The under-floor heating is also controlled by the thermostat panel located on the wall at the entrance to the dining room. During winter months it is set to a constant comfort level of 22°C and should not need adjusting.

## GAS FIREPLACE

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

1. Press and hold the top button to turn on the fire.
2. Use the button with the **FLAME** symbol to control the amount of heat you desire.
3. Use the button with the **FAN** symbol to control the fan.
4. Press and hold the top button again to turn the fire off.



# 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

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 displaying a light bulb (far left). Turn off the extractor fan by pressing the **0** button.



## 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. 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 **POWER** button.
3. Select one of the programme options from the image below by pushing the **ARROW** button.
4. Place a dishwashing tablet in the tablet tray (located on the inside of the door). Close the drawer and press the **START/PAUSE** button on the front of the drawer.



**Wash program indicators**  
These show which program is selected.

**Wash program selector**  
Press to scroll through the wash programs.

**ECO selector and indicator**  
Press if you'd like the program to use less energy. The indicator will glow red when an Eco program has been selected.

HEAVY	NORMAL	FAST	DELICATE	RINSE	ECO
<b>STANDARD PROGRAMS - designed to clean and dry your dishes</b>					
<b>HEAVY</b> Heavily soiled pots, pans and dishes.	<b>NORMAL</b> Dishes that are quite heavily soiled or food soils that have been left to dry overnight	<b>FAST</b> Lightly soiled dishes.	<b>DELICATE</b> Lightly soiled and heat sensitive crockery.	<b>RINSE</b> Prevents odors and soils drying on dishes.	
<b>ECO PROGRAMS - designed to clean your dishes energy-efficiently</b>					
<b>HEAVY ECO</b> Heavily soiled everyday dishes.	<b>NORMAL ECO</b> Normal soiled dishes for optimum water and energy usage. The Energy Guide is based on this cycle.	<b>FAST ECO</b> Lightly soiled, non-greasy dishes.	<b>DELICATE ECO</b> Lightly soiled, non-greasy and heat sensitive crockery.		

# LAUNDRY

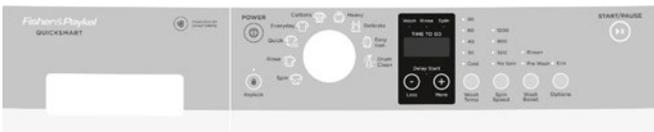
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For your convenience, the property is equipped with both a washing machine and a dryer, as well as an iron, ironing board and vacuum cleaner.

## 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. Sort and load items into the dryer drum, ensuring no items are in the way of the door.
3. Press the **POWER** button to activate the dryer.
4. The dryer will default to the 'Everyday' cycle. Select your desired drying cycle by turning the dial and your preferred drying options by pushing the buttons on the right of the panel.
5. Touch the **START/PAUSE** button to start the cycle.



# ENTERTAINMENT

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## TV (LOUNGE & MASTER BEDROOM)

The remote controls for the lounge can be found on a shelf in the cabinet to the left of the TV. The remote controls for the master bedroom are on top of the dresser.

1. To turn on the TV press the **POWER** button on the PANASONIC remote control.
2. Use the SKY remote to change channels and adjust the volume.
3. To turn off the TV press the **POWER** button on the PANASONIC remote again. Please do not use the SKY remote to turn off the TV.



## WIRELESS BLUETOOTH SPEAKER (LOUNGE)

The speaker is located behind the sofa.

1. Turn on the  button.
2. Press **AUX** until 'Ready to Pair' is displayed.
3. On your device, go into Bluetooth settings.
4. Choose **Bose SoundTouch 626171** to pair with your device and the speaker is ready to play.
5. Use the + and - to adjust the volume (or you can adjust from your device).
6. Turn off by pressing the  button again.



# OUTDOORS

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## BBQ

**IMPORTANT:** Open the hood before you light the burner.

1. To light a burner, depress the knob and rotate anticlockwise to **HIGH** until you hear an audible clicking sound.
2. Release the knob and check that the burner is alight then adjust the flame to the desired size by turning the knob clockwise.
3. If the burner did not light, turn the knob to the **OFF** position. Allow gas to disperse then repeat the lighting procedure.
4. When cooking is complete, rotate the knob fully clockwise so the pointer on the knob is positioned at the **OFF** position.

## CEILING HEAT

The switch for the outdoor ceiling heat is located on the wall to the right of the patio sliding doors. Please remember to turn off after use.

## 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 **CONTROL DIAL**.
3. To light the fire, press the control dial and turn anticlockwise. If the pilot does not ignite, turn the **CONTROL DIAL** back and repeat this operation.
4. Once the pilot is burning, press and hold the **CONTROL DIAL** for about 15 seconds – the **CONTROL DIAL** can be released and the pilot should stay on.
5. To ignite the main burner, continue to turn the **CONTROL DIAL** in an anticlockwise direction as far as it will go.

**For safety, please ensure all gas appliances are turned off when the property is unattended.**

## 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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