

# 11 MICA RIDGE

## PROPERTY MANUAL



# WELCOME TO 11 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 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

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There are two phones; one sitting on the shelving unit in the lounge and one in the master bedroom. The phones are linked to the Millbrook Hotel system.

- The extension for this property is 5741
- 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.

## 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 beside the tap 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 on the far-right side of the kitchen sink (push the drawer in gently and it will automatically open). Outside of the property there are also larger waste and recycling bins in the gated area to the left of the garage. If you require the bins to be collected, please place them at the top of the driveway. The red lid bin (general waste) is collected on Mondays and the yellow and blue lid bins (recyclables) are collected on a Friday. Millbrook encourages you to recycle as much as possible.

# FIRE EXTINGUISHER

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A small fire extinguisher can be found under the kitchen sink.

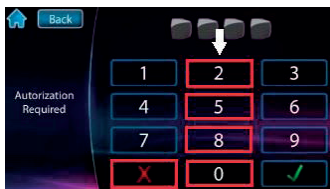
1. Pull the pin on the extinguisher.
2. Aim the nozzle toward the base of the fire.
3. Squeeze the handle to release the extinguisher agent.
4. Sweep from side to side until the flames are extinguished.

If the extinguisher is emptied and the fire is still not out, evacuate the property immediately.

# SMOKE ALARM

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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.



# HOME ENTERTAINMENT

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## TV (MEDIA ROOM & LOFT BEDROOM)

1. To turn on the TV, press the red **POWER** 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 **POWER** button again.



## WIRELESS BLUETOOTH SPEAKER

1. The KAKKOii speaker can be found on the shelving unit in the lounge.
2. To turn it on, flip the speaker over then press and hold the button until you get a blue light (indicating the speaker is on), keep holding down until the light flashes, red & blue.
3. Switch '**Bluetooth**' on your device and select KAKKOii.



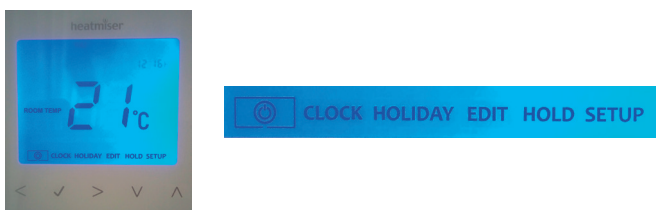


# HEATING

## 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 ▲▼ symbols to adjust the temperature up or down.



**IMPORTANT:** Please do not place anything up against the radiators or use them as drying appliances. There is a sensor on the front door that will automatically switch the heating thermostat off if the door is left open for periods of time. For the heating to operate correctly during winter months, all doors and windows must be completely closed.

## 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 touching the screen, then pressing MANUAL and adjusting the temperature using the ARROW ▲▼ keys. 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 (KITCHEN, DINING, LOUNGE)

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 (if the fire is not ignited, check that the wall switch to the left of the fireplace is turned 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.
4. Press and hold the top button again to turn the fire off.



**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:

## HOB

To use the gas hob:

1. The cooking rings are indicated by the black 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.

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 the **FUNCTION** dial to the **OFF** position.

## 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.

## EXTRACTOR FAN

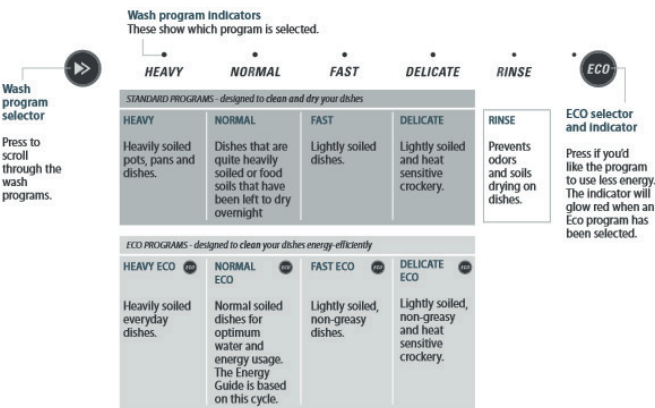
Underneath the extractor fan you will find a panel of buttons. Use **1**, **2** or **3** to turn the extractor fan on (depending on the intensity you require). To light the hob area, switch on the flashing button (far left). Turn off the extractor fan by pressing the '**0**' button.



## 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 following programme options by pushing the **ARROW** button.
4. Place a dishwashing tablet on top of the cutlery basket only (not on the bottom of the dishwasher or inside the door dispenser tray). Close the drawer and press the **START/PAUSE** button on the front of the drawer.



# LAUNDRY

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

1. 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.
2. 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.



# SKYLIGHT WINDOWS

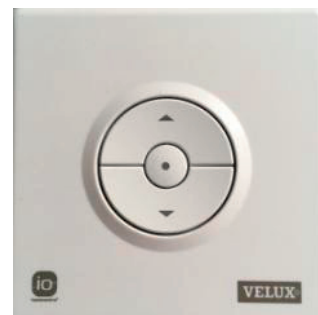
Skylight windows in two of the bathrooms and the kitchen can be opened or closed by using the touch-screen in those rooms.

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 minimum or maximum levels by touching **STOP**.



## SKYLIGHT BLIND (LOFT ROOM)

To operate the blind use the panel beneath it. Press the top arrow to open, the centre button to pause the process and the bottom arrow to close it.



# OUTDOORS

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## BBQ

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

## 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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