

UPP Halls Information

Radnor, Pilgrim, Robbins, Gilwell, Mary Newman, Francis Drake Halls

September 2018

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Fire Safety

For your safety, Fire Alarms are installed in the buildings. There is a fire blanket in the kitchen and a water extinguisher by the main entrance and on every fourth level in the stairwell.

You are not expected to tackle fires

In the event of a fire, the alarm will activate.

If you hear the alarm:

GET OUT, GO TO YOUR ASSEMBLY POINT, STAY OUT, UNTIL INSTRUCTED THAT IT IS SAFE TO REOCCUPY YOUR HALL

If you discover a fire and the alarm is not already active, sound the alarm by pressing the fire alarm call point on your way out.



Fire Action Notice

Fire action
If you discover a fire

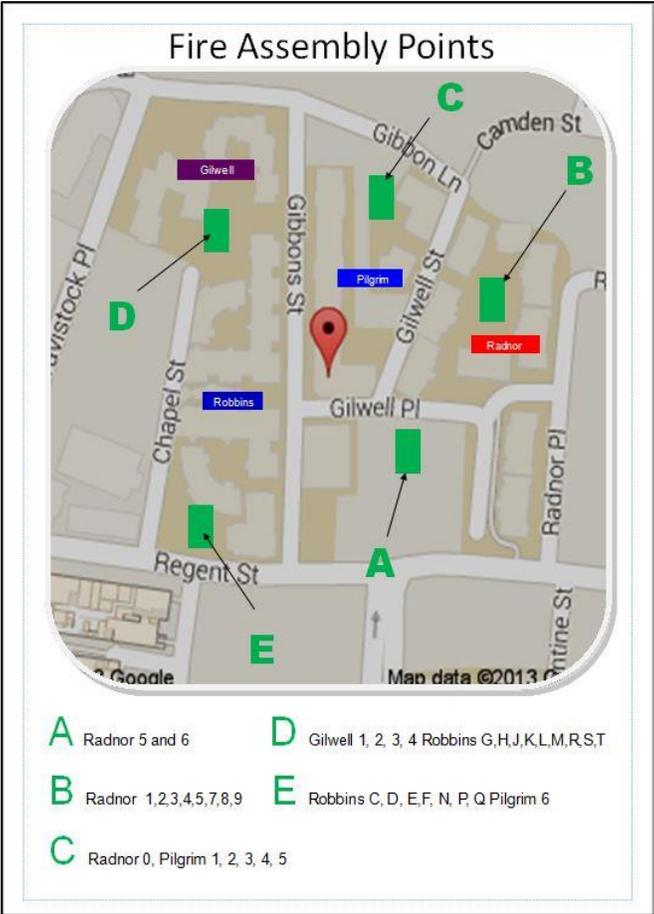
-  Operate nearest fire alarm point.
-  Call the Fire Brigade by telephoning 999
-  Leave the building by the nearest exit.
-  Report to your assembly point at
-  Do not stop to collect personal belongings

Make your way safely to your fire assembly point as listed on your fire action notice. Do not stop to collect personal belonging and do not use lifts.

If you have mobility restrictions that impair your ability to evacuate, you must make this known. Contact us at contactplymouth@upp-ltd.com and we will arrange to meet you to agree any alternative plans.



Fire assembly points Gibbon St



Fire assembly points Campus



Fire Drills are organised periodically for your safety.

Refer to your Licence Agreement and the Halls Handbook for further information about items prohibited in halls.

Tampering and misusing fire detection and firefighting equipment is a criminal offence as well as putting your fellow students at risk.

Smoking

UPP Halls are smoke-free; the law prohibits smoking in buildings or within 5 meters from buildings

Mail and Parcels

UPP will send you an email when parcels arrive. This will be to the registered student address.

For letters, please visit the reception to check:

- Gibbon Street Reception – Radnor, Pilgrim, Robbins, Gilwell
- Francis Drake Reception – Mary Newman and Francis Drake

You will need to bring a form of ID.

Also, you cannot collect mail or parcels on someone else's behalf unless the recipient informs the reception team beforehand, with consent and details of who is authorised to collect.

In Your kitchen

Refuse and Recycling

Refuse is collected daily Monday to Friday. Bins are provided in the kitchen areas for general waste, recycled waste and glass.

Please recycle where you can. Labels are provided on bins to help you manage your waste.

Kitchen rubbish bins are emptied for you, see the kitchen poster for information.



If you are in a self-contained flat, we will not enter your room to collect refuse. Please leave it outside the door before 09:30 weekdays. Try to ensure that there are no leaks from any bags.

Kitchen equipment

User manuals for kitchen appliances are provided at the end of this document.

When you are cooking on the hob or using the oven or microwave, stay in the kitchen until the cooking process is completed. If you leave the kitchen there is a risk that you will get distracted and not return to the kitchen in time to prevent the food from burning. Burnt food causes unwanted fire alarm activations, wastes your resources because and in some cases may lead to a fire.

The toaster is designed for bread; do not place any other food in the toaster as this can cause a fire.

Oil in saucepans should be used sparingly. DO not use oil in saucepans and do not deep-fry food.

You are required to keep the kitchen clean and tidy at all times. Staff will clean the kitchen, corridors and stairwells once a week, but kitchens can only be cleaned where the staff can access. If you fail to keep the kitchen tidy, we may not be able to clean your kitchen fully

Keys and Locks

The halls contain a mix of metal keys and electronic fobs. If these are lost or damaged, there are charges for replacements.

Hall	Front Door Access	Flat and Bedroom Door Access
Radnor 0, 1	electronic fob	electronic fobs (where fitted) or metal key
Radnor 2 - 9	metal key	
Pilgrim 1 - 5	metal key	
Pilgrim 6	electronic fob	electronic fob (flats 6.1 and 6.2) other flats and all

		bedrooms – metal key
Robbins	metal key	
Gilwell	electronic fob	
Mary Newman	electronic fob for front door, stairs and lift	metal key
Francis Drake	electronic fob for front door, stairs and lift	electronic fob for flat, metal key for bedroom

Do not let people you don't know into your halls. If you see someone causing you concern, contact Security on 01752 588400.

Maintenance

How to contact

Posters are displayed in kitchens and corridors providing details of the maintenance service.

This includes how to seek support in the event of an emergency maintenance issue when the receptions are closed.

The on call out-of-hours service is for failure or repair which constitutes a danger, health hazard, or loss of key amenities.

The following items are examples of events that could be considered as a risk to health & safety / security:

- Breakage of ground floor windows that compromise the security of the building
- Damage or failure of main block doors
- Gas leak
- Major water leak
- Major electrical failure
- Failure of the fire alarm system
- A serious incident involving fire

Room Access Policy

UPP recognises that bedrooms are students' private living spaces. In emergency situations, staff may need to enter bedrooms without providing notice.

If a member of staff enters a room when you are not present, a calling card will be left explaining the reason for the visit. If you report a maintenance issue to UPP, then permission to enter the room is implicit with this request.



Electrical Safety

Unsafe electrical appliances can be responsible for accidents.

During the course of their work the UPP Team will occasionally witness dangerous situations with appliances in the Halls, such as an appliance near to a source of water, balanced on a shelf or worktop or be in a condition unfit for safe and continued use.

The team have been trained to visually identify faults with portable appliances such as damaged cables, damaged casing and overheated plug tops overloaded electrical extension leads and sockets.

The UPP teams have been instructed that if they should observe a dangerous situation with electrical items that pose an immediate risk, they are to immediately make safe by unplugging the appliance(s)

Very occasionally, UPP will identify an item that is considered a severe risk. In extreme circumstances, the item may be removed for safety reasons. If this happens, UPP will leave a note to explain this and also, how to make contact to discuss further.

Reset circuit breakers (trip switches) following failure of electricity supply

The 'trip switches' are there for your safety. In the first instance, if you can access them, you can try to reset them yourself. If you cannot access them, you Halls Volunteer can be contacted until 23:00 in the first instance.

If your Halls volunteer is not on duty AND it affects providing electricity to key amenities, please make contact with the out-of-hours maintenance team as detailed on the posters.

Before you try to reset any switches, switch off and unplug all possible electrical appliances from the electrical sockets.

If the switch will not stay on, do not attempt to reset it again, log the fault via contactplymouth@upp-ltd.com for attention on the next working day. In the event of it feeding critical circuits, it should be escalated to UPP for response via a 'call out' as above.



Fault reporting

If you have a problem in your bedroom or flat, you can report it in several ways.

- In person at either Reception in Francis Drake or Gibbon Street
- By telephone -
 - Gibbon Street Reception 01752 582984
 - Francis Drake Reception 01752 582990
 - (either reception can help with any hall)
- Email: contactplymouth@upp-ltd.com

You will be asked for permission to enter your room to attend to the job. If you wish to be present, please let one of our team know at the time of reporting. Please note that this may change how quickly the job can be attended. Also, if the job is deemed an urgent priority (e.g. electricity, water leak), your room may be accessed without your consent.

If there is an emergency that requires access to your room, a calling card will be left in your room explaining the reason for the visit and if a return visit is required

You cannot report a fault for your flat mates' rooms. They are private spaces and they will need to report jobs themselves so that permission to access can be sought.

Heating and Hot water

Hot water is provided 24/7

The operation of heating systems in Halls is weather dependent and automatically operated according to the outside temperature.

Heating is normally provided from 1st October through to 31st May but may change in the case of unseasonal weather.

Between these dates you have control over the temperature of your room, using the thermostatic valve fitted to your radiator.

Setting 1 is the coolest setting; you can increase or decrease the temperature by turning the head of the valve.

To conserve energy, please ensure that you have your window closed when the heating is on.



Laundry Services

Laundries are provided in conjunction with Circuit Laundry. Laundries are situated at:

Francis Drake	7 Washers / 9 Dryers
Gilwell	4 Washers / 4 Dryers
Radnor	8 Washers / 9 Dryers
Robbins	8 Washers / 8 Dryers

All laundries are connected to Laundry View. This is an application that allows you to monitor the status of washers and dryers from your room through a Web browser.

You can save time by looking at the current availability of laundry room equipment at

<http://www.laundryview.com/lvs.php?s=285>

You will need an access code for the laundries at Robbins and Radnor. These are available at the Halls Receptions.

Cycle and Surf Storage

If you have brought a cycle or a surf board with you, there are facilities available where you can store them.

The Cycle storage areas are located at Radnor, Gilwell and Francis Drake
Surf board storage areas are located at Gilwell and Francis Drake

Contact the Halls Reception if you wish to take advantage. There is no charge for this service.

Do not store cycles or surf gear inside the halls.

Easter Room Inspections

During the Spring break, an inspection of your bedroom will be undertaken. This is to identify anything that may potentially incur a charge for you when you leave halls.

To enable the inspection to be carried out in full we would ask that you clear the floor of any items such as clothing, to allow the carpet to be inspected, the bed is stripped to allow an inspection of the mattress, and ensure the desk is tidy so that we may inspect it.

A room inspection document will be left for you to read, the document will advise you of any observations.

Please come and ask any questions at the Reception desk and we will endeavour to answer them for you.



User Guides for Kitchen Appliances

Guidance for the Storage of Food in the under counter Fridge and Freezer and Fridge/Freezers

Fridge Examples

- Baked, chilled cooked food, dairy products, cans.
- Meat, sausages, cold cuts.
- Fruit, vegetables, salads.
- Making, storing ice cubes.
- Frozen food.
- Frozen food and freezing of fresh food.
- Butter, cheese.
- Small bottles,
- Eggs.
- Tall, large bottles, beverages.

Temperature Control and Adjustment

Operating temperatures are controlled by the thermostat knob located on the ceiling of fridge compartment. Settings may be made from 1 to 5, 5 being the coldest position.

We recommend you set the thermostat half way between the 1 and 5 setting to obtain the desired temperature. Some sections of the fridge may be cooler or warmer (such as the salad crisper and the top part of the cabinet) which is quite normal.

The normal storage temperature of the freezer should be -18°C (0°F). Lower temperatures may be obtained by adjusting thermostat knob towards the number 5 position.

Please remember each time the door is opened cold air escapes and the internal temperature rises. Leaving the door open for long periods, will promote the growth of ice crystals that will eventually prevent the door from closing, therefore never leave the door open and ensure it is closed immediately after food is put in or removed.

In case of a temporary ice build-up in the fridge compartment, reduce the thermostat setting to 1, once the ice build-up disappears and the appliance starts auto defrosting again as normal, then you may increase the thermostat setting.

When the thermostat knob is set to 0 [Zero] position, the appliance will be switched off.

The following guidelines and recommendations are suggested to obtain the best results and storage hygiene.

- The fridge compartment is for the short term storage of fresh food and drinks.
- The freezer compartment is rated and suitable for the freezing and storage of pre frozen food. The recommendation for storage as stated on the food packaging should be observed at all times.
- Cooked dishes must be stored in airtight covered containers.
- Fresh wrapped produce can be placed on the shelf. Fresh fruit and vegetables should be cleaned and stored in the crisper bins.
- Bottles can be placed in the door section.
- To store raw meat, wrap in polythene bags and place on the lowest shelf. Do not allow to come into contact with cooked food to avoid contamination. For safety, only store raw meat for two to three days.
- Keep the food packed wrapped or covered. Allow hot food and beverages to cool before placing them in the fridge. Left over canned food should not be stored in the can.
- Fizzy drinks should not be frozen and products such as flavoured water ices should not be consumed too cold.
- Some fruit and vegetables suffer damage if kept at temperatures near 0°C.
- Therefore wrap pineapples, melons, cucumbers, tomatoes and similar produce in polythene bags.
- Place chilled cooked food and similar food near the rear of the fridge inner liner where the cold wall is located.
- Do not leave frozen food at room temperature to thaw; the best way to defrost food is to put it in the fridge to thaw slowly. Make sure you avoid defrosting food or food juices drip onto other food.
- For hygiene reasons, always wrap food using a suitable packaging material (Clingfilm) before storing in your appliance to avoid contact with the appliance surface.

Storing Frozen Food

Pre-packed commercially frozen food should be stored in accordance with the frozen food manufacturer's instructions for a frozen food storage compartment.

To ensure that the high quality achieved by the frozen food manufacturer and the food retailer is maintained, the following should be remembered:

- Put packets in the freezer as quickly as possible after purchase.
- Ensure that contents are labelled and dated.
- Do not exceed "Use By", "Best Before" dates on the packaging.
- If there is a power failure do not open the door. Frozen food should not be affected if the failure lasts for less than 13 hrs. If the failure is longer, then the food should be checked and either eaten immediately or cooked and then refrozen.

Making Ice Cubes

Fill the ice - cube tray 3/4 full with water and place it in the Ice Bank. Loosen frozen trays with the handle of a spoon; never use sharp edged objects such as knives, forks.

Freezing Fresh Food

Please observe the following instructions to obtain the best results.

- Do not freeze too large a quantity at any one time. The quality of the food is best preserved when it is frozen right through to the core as quickly as possible.
- Do not exceed the freezing capacity of your appliance in 24 h which is 6 kg (13.2 lb)
- Placing warm food into the freezer compartment causes the refrigeration compressor to operate continuously until the food is frozen solid. This can temporarily lead to excessive cooling of the refrigeration compartment.
- When freezing fresh food turn the thermostat knob towards 5 Small quantities of food up to 1/2 kg. (1 lb) can be frozen without having to rotate the temperature control knob.
- You may place fresh food to be frozen in any part of the freezer.
- Take special care not to mix already frozen food and fresh food.

Toasters

Safety

- Don't put the toaster in liquid, don't use it in a bathroom or near water contained in a bath- tub, basin or any other vessel, and don't use it outdoors.
- Sit the toaster upright, on a stable, level heat-resistant surface, near a wall socket (worktop)
- Don't use the toaster near or below curtains or other combustible materials
- When making toast do not leave the appliance unattended or operate the toaster using a timer device as bread can catch fire if overcooked.
- The area around the toasting slots will get very hot during use, do not touch the slots during or after use
- Make sure that the toaster electrical cable does not overhang the worktop or run near the hob as the toaster could be pulled off the worktop accidentally or become damaged on the hot hob
- When using only two slots, the other slots will be electrically live when you lower the carriage handle
- Do not at any time allow the slots to be covered when making toast
- If the bread carriage becomes jammed or the bread becomes stuck in the toaster, switch off the appliance and unplug from the wall socket before reporting to the help desk.

Toasting Bread

- Ensure the bread you are going to toast fits in the slot before beginning the toasting process, if the bread is too big trim it to size, or if the bread is misshapen do not put in the toaster.
- The appliance is for the purpose of toasting bread only, and must not be used for sandwiches or toasting pre buttered bread, it will catch fire
- Periodically remove the crumb tray in the bottom of the appliance to remove the build-up of crumbs, do not use the toaster if the crumb trays are not installed
- Do not use the toaster, if the body of the toaster or the electric lead is damaged in any way
- The toaster may have two or four slots, four slot toasters can be used as two independent two slot toasters
- Select the setting to your preferred setting, between one = light toast and six = dark toast
- Press the carriage handle down, the carriage will not engage if the power is off
- When the bread reaches the desired level of toasting the toast will pop up automatically
- Take care when using both pairs of slots as they could pop up at different times

Ejecting

- To stop the toasting process before the cycle has completed, press the eject button and the toaster will turn off the toasting elements and the bread will pop up

Frozen Bread

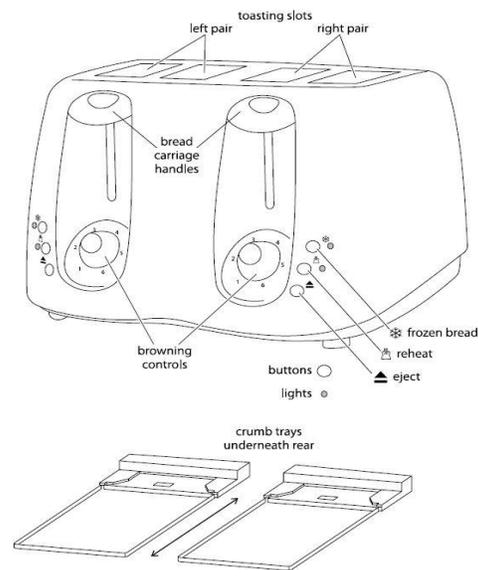
- To toast frozen bread, leave the toaster controls at your preferred setting and press the frozen bread symbol, push the carriage handle down and the timer will be adjusted automatically to toast the bread to your desired setting

Reheating Toast

- Reheating toast, there is no need to alter the toaster settings, place the unbuttered toast in the carriage, push the carriage down and press the reheat button, the toast will be given a short burst of heat then pop up. To avoid fires, this must only be used for unbuttered toast
- Tea cakes, fruit loaf etc. will cook much more quickly than ordinary bread so adjust the settings to compensate
- Cleaning

Crumbs

- Clean the crumbs out of the toaster frequently, to avoid a build of crumbs which is unhygienic and could cause a fire
- Switch off and unplug the toaster and let it cool down
- Pull out the crumb tray and empty the crumbs
- Wipe with a damp cloth, dry and replace in the toaster, DO NOT USE THE TOASTER WITHOUT THE CRUMB TRAY FITTED
- To clean the toaster, wipe the outside with a soft damp cloth, DO NOT GET ANY LIQUID INSIDE THE TOASTER, OR USE ANY ABRASIVE DETERGENTS



Cooker Hood Extraction

Operation - The control panel is situated on the front of the cooker hood and is equipped with various suction speeds and a light switch. Use the highest speed for situations of high level vapour concentration in cooking, e.g. boiling water, pan frying

It is advisable to switch on the suction at least 5 minutes prior to cooking and leave it in operation for 15 minutes approximately after cooking is terminated.

The isolator switch for the extractor is located on the wall behind the hob or above the extractor

Electric Hob

Operation of electric hotplates

There are two types of hob.

Solid plate which is a metal plate that heats up when you operate the switches or ceramic which are controlled by touch sensitive controls

For the solid plate hob (fig1)

- Set the knob for the plate you want to use, to one of the positions from 1-6, which correspond to different temperatures, one being the lowest to six being the hottest
- To switch off the hotplate, set the knob to position "0".



fig 1



fig 2

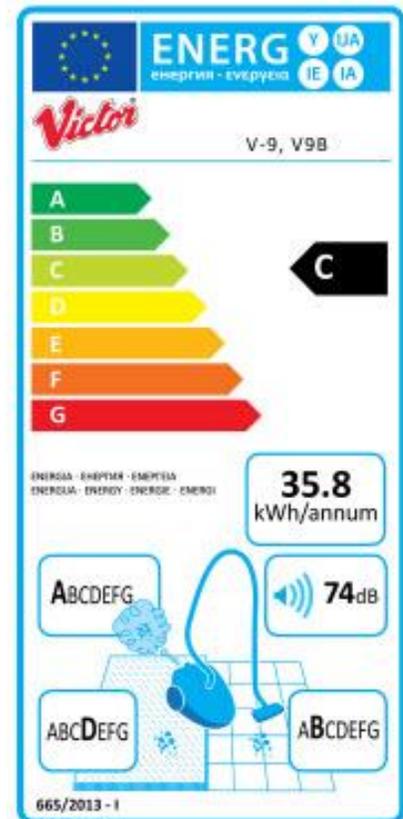
For the ceramic hob (fig 2)

- Touch the corresponding plate on the control panel
- Select the + or – button to raise or lower the temperature
- When you turn off the hob an H will be displayed to show that the hob is hot
- The hob can be locked by touching the lock button, touch and hold this control for 5 seconds to unlock

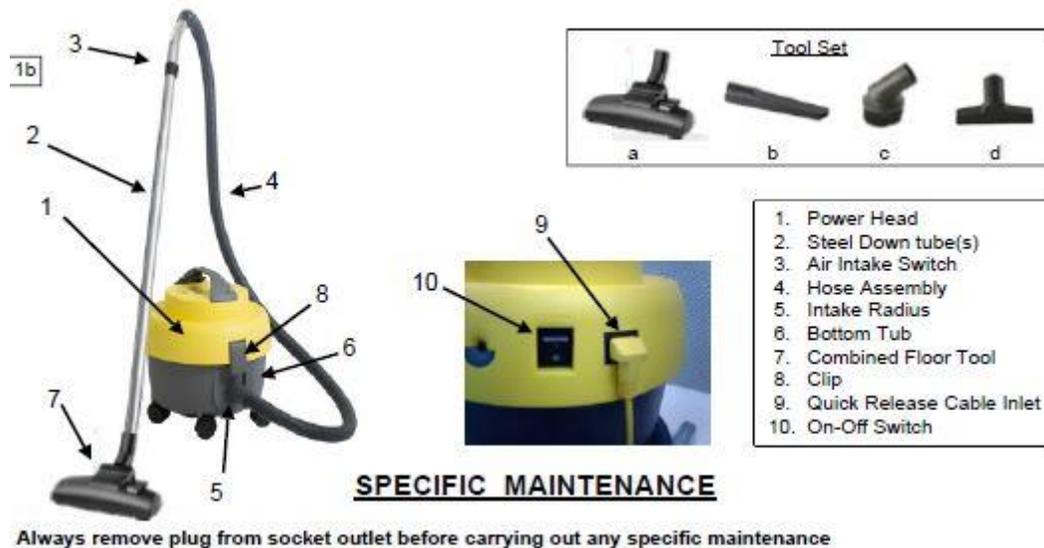
To clean the hobs ensure that the hob has cooled completely and clean with a non-abrasive all surface cleaner, use a sponge or cloth to apply and clean off any food residue, rinse off the hob thoroughly and wipe dry.

The main isolator for the Hobs is located above and behind the hob on the wall in the kitchen, please turn off the appliance when you have finished cooking.

Vacuum Cleaner



This machine is not suitable for picking up hazardous dust, flammable materials or Liquid.



OPERATING INSTRUCTIONS

IMPORTANT: The HEPA filter and Dust Bag must be in position prior to machine operation.

1) Attaching the Hose and Steel Tubes:

Push appropriate end of Hose firmly into the intake radius (pic1b 5) of the vacuum and rotate clockwise to lock.

Connect the straight steel tubes together by connecting the dimpled end of one to the smooth end of the other. Then connect the appropriate tool at the other end:

2) Operate the machine.

Uncoil cable from its housing around the outside of the Power Head.

Plug the machine into an appropriate power supply outlet and press the On/Off switch (10) to the ON position.

Pull the machine behind you as you select the areas to be cleaned.

Vary the suction level by opening or closing the air intake switch located on the steel tube.

CABLE

After use, always rewind cable back around Power Head section of tub from the cable inlet (Cable restraint) outwards towards the 10Amp plug.

SAFETY INFORMATION

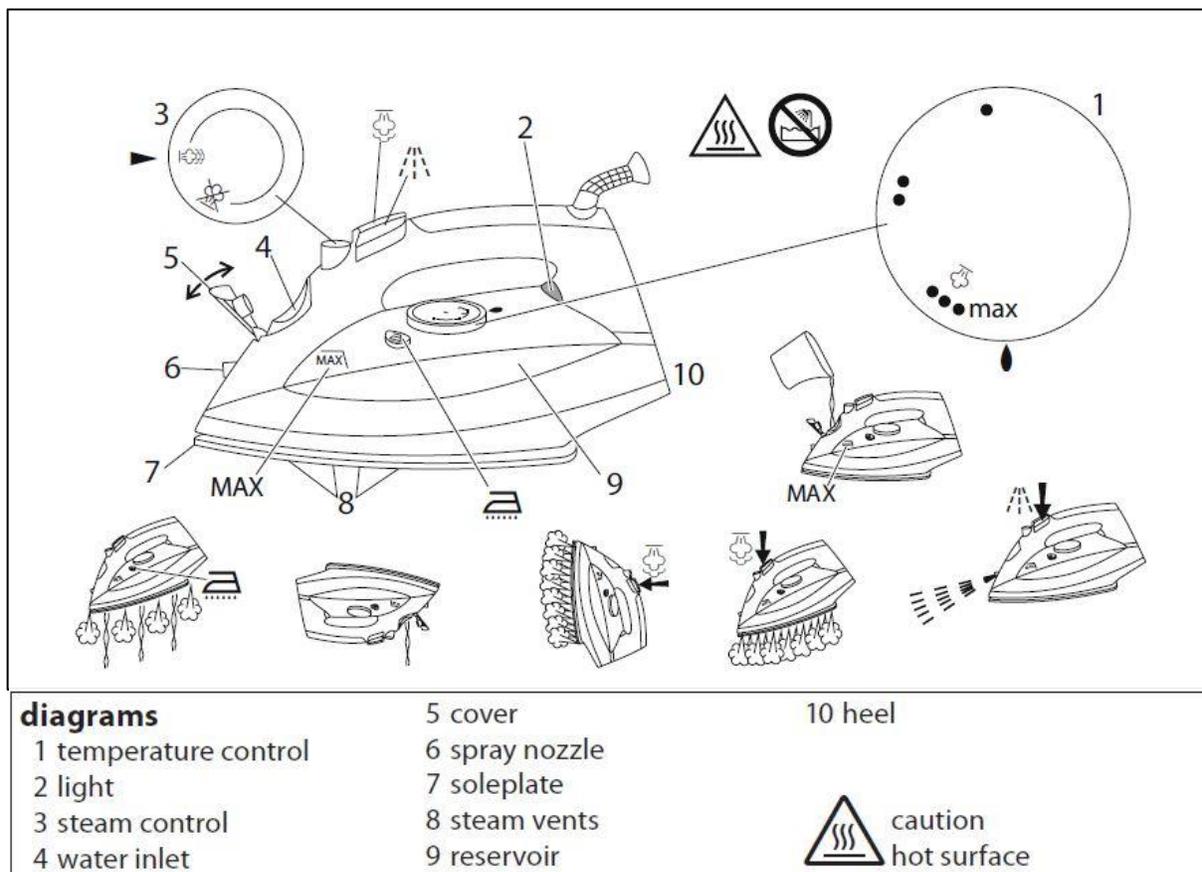
Do not use this machine unless it is in a safe condition. Check the cable and plug for damage before use, and if necessary, replace with a new cable pack. Only plug the Hoover into the power point in the corridor or kitchen and not into the bedroom power points.

Ensure that the cable does not cause a tripping hazard whilst hoovering

THIS DRY VACUUM IS FITTED WITH A THERMAL CUT-OUT

The vacuum motor on this machine is fitted with a thermal cut-out. If the machine is overheated, the vacuum motor will cut out and may take some time before the machine will restart. If this does happen to this machine, the cause for the overheating should be determined and the correct remedial action and safety checks should be implemented prior to restart.

Iron



Follow basic safety precautions, including:

- Use the iron, or set it on its heel, on a stable, level, heat-resistant surface, preferably an ironing board.
 - Don't leave the iron unattended while plugged in, or while it's standing on the ironing board.
 - Unplug the iron before filling, before cleaning, and after use.
 - Don't operate the appliance if it's dropped or damaged, or if it malfunctions or leaks.
 - If the cable is damaged, it must be replaced by the manufacturer, its service agent, or someone similarly qualified, to avoid hazard.
 - The surfaces of the appliance will get hot – don't touch.
 - Don't put the appliance in liquid; don't use it in a bathroom, near water, or outdoors.
 - Don't iron clothing while it's being worn – you'll injure the wearer.
-
- Don't use the appliance for any purpose other than those described in these instructions.
 - Don't scratch the soleplate – avoid buttons, zips, etc.
 - The appliance has a protective thermal fuse, which will blow if it overheats. If this happens, the appliance will stop working, and must be returned for repair.

PREPARATION

- Check for textile care symbols in your clothing (i j k l).
- Iron fabrics needing low temperatures j first, then those that need medium temperatures k, and finish with those needing high temperatures l.

FILLING

- The iron may be used with tap-water
- Unplug the appliance.
- Set the temperature control to •. Set the steam control to S.
- Place the iron on its soleplate.
- Open the cover.
- Pour water from the jug into the water inlet.
- Pour slowly, to allow the air in the reservoir to escape, and avoid an airlock.
- Don't fill past the **max** mark on the reservoir, or water will escape in use.
- Close the cover. Wipe up any spillage.

SWITCH ON

- Set the temperature control to •. Set the steam control to S.
- Sit the iron on its heel.
- Put the plug into the power socket.
- Turn the temperature control to bring the setting you want (see the guide below) next to the 5 mark. The light will glow.
- When the iron reaches the set temperature, the light will go off. It will then cycle on and off as the thermostat operates to maintain the temperature.

Temperature setting guide

Label marking temperature setting



- Cool – nylon, acrylics, polyester



- Warm – wool, polyester mixtures



- /max Hot – cotton, linen



- Do not iron

STEAM IRONING

- If you intend to use steam, the temperature setting must be S or higher.
- Set the steam control to the setting you want (S = no steam, # = high).
- Wait till the light goes off, and then start ironing.

SPRAY

- Water spotting affects some fabrics. Test this on a hidden part of the fabric.
- Lift the iron off the fabric.
- Aim the spray nozzle at the fabric.
- Press the * button.
- You may have to press it 2 or 3 times to pump water through the system.

SHOT OF STEAM

- If you intend to use steam, the temperature setting must be S or higher.
- Lift the iron off the fabric.
- Press the ~ button.
- You may have to press it 2 or 3 times to pump water through the system.
- Leave 4 seconds between shots, to let the steam build up.

DRY IRONING

- If you're going to be dry ironing for 20 minutes or more, empty the reservoir first, to avoid spontaneous bursts of steam.
- Set the steam control to S.
- Wait till the light goes off, then start ironing.

VERTICAL STEAMING

- Remove wrinkles from hanging clothes, hanging curtains, and furnishing fabrics.
- Check that there is adequate ventilation behind the fabric, otherwise moisture may build up, causing mildew.
- Check that there is nothing behind the fabric that may be damaged by the steam.
- Check that pockets, turn-ups, and cuffs are empty.

- Set the temperature control to **max**. Set the steam control to S.
- Lift the iron off the fabric.
- Press the ~ button.
- You may have to press it 2 or 3 times to pump water through the system.
- Leave 4 seconds between shots, to let the steam build up.

AFTER USE

- Set the temperature control to •. Set the steam control to S.
- Unplug the appliance.
- Open the cover.
- Hold it over a sink, turn it upside down, and drain the water from the reservoir, via the water inlet.
- Close the cover.
- Sit the iron on its heel.
- Leave it to cool down completely.
- When it's cold, wipe off any moisture, and wind the cable round the heel.
- Clean the outside surfaces of the appliance with a damp cloth.
- Remove spots from the soleplate with a little vinegar.
- Store the iron on its heel, to avoid corrosion and damage to the soleplate.⁵

ANTI-SCALE

- The anti-scale agent incorporated in the iron helps prevent the build-up of scale.
- Don't use a descaling solution, or you'll destroy the anti-scale agent.

Kettle

Always pour water slowly and carefully to prevent the splashing of scalding water

- Wherever possible, fill through the spout, as this helps to free the filter from lime scale build-up.
- The integrated water level indicators allow you to easily see the amount of water in the kettle.
- Always ensure that the level of water in the kettle is filled to at least the minimum level shown on the water gauge. If your kettle does not have a water gauge, always ensure that the element is covered.
- Boil only as much water as you need as this saves electricity.
- Place the appliance on the base unit, ensuring the appliance locates on to the 360° connector.
- The 360° connector allows the appliance to be located at any position - ideal for left and right handed users and convenient positioning on the worktop.
- 3 Plug in and switch on at the wall socket.
- 4 Switch the appliance on. The water level indicator will light up.
- 5 When the water boils, the appliance will switch off automatically.
- Depending on the model variant you have purchased, the kettle light will go off and/or the kettle will whistle to indicate it has boiled.
- If you are using the appliance for the first time, pour away the boiled water and refill.
- 6 Lift the appliance from the base unit by the handle, ensuring you hold the appliance level.
- To re-boil, switch to ON again. If the appliance has just switched off, wait a minute or so before switching it back on again.
- If you do not put in enough water, or switch on the appliance when it is empty, the safety cut-out will switch off the power automatically. If this happens, refill and wait a few minutes for the element to cool, then use as normal.

IMPORTANT SAFETY INSTRUCTIONS

The use of any electrical appliance requires the following common sense safety rules. Primarily there is danger of injury or death and secondly the danger of damage to the appliance. These are indicated in the text by the following two conventions:

WARNING: Danger to the person!

IMPORTANT: Damage to the appliance! In addition, we offer the following safety advice.

Location

- Always locate your appliance away from the edge of the worktop.
- Ensure that the appliance is used on a firm, flat surface.
- Do not use the appliance outdoors, in a bathroom, or near water.
- **WARNING:** Do not place the appliance onto a metal tray or metal surface whilst in use.

Mains lead

- Do not let the mains lead hang over the edge of the worktop



- Do not let the lead run across an open space, e.g. between a low socket and table.
- Do not let the lead run across a cooker or other hot area which might damage the cable.
- Do not place the kettle where the mains lead could fall into a sink.
- The mains lead should reach from the socket to the base unit without straining the connections.
- Reduce the length of the mains lead by storing the excess in the cord storage facility in the base unit.
- If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.

Personal safety

- **WARNING:** To protect against fire, electric shock and personal injury, do not immerse cord, plug and appliance in water or any other liquid.
- Always keep the top of the cordless base dry, especially around the connection area, disconnect the power supply before drying. Allow to dry thoroughly before reconnection to the power supply.
- Always pour hot water slowly and carefully without tipping the appliance too fast to prevent splashing and spillage.
- Extreme caution must be used when moving an appliance containing hot liquid.
 - Do not touch hot surfaces, use handles or knobs.
- Always close the lid if applicable and always have the filter in place, otherwise the kettle may switch off automatically and may spit out boiling water.
- Avoid contact with emitting steam when the water is boiling or just after it has switched off.
- Take care if opening the lid of the appliance when hot.
- **WARNING:** Do not open the lid whilst the water is boiling.
- Do not fill above the MAX mark; otherwise boiling water may be ejected.
- Do not hold the switch in the ON position or tamper with the switch to fix it in the ON position as this may cause damage to the switch-off mechanism.
- Unplug from the outlet before cleaning.
- Allow to cool before putting on or taking off parts and before cleaning.
- Do not move the kettle when switched on.
- Ensure that the kettle is switched off before removing from its stand.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning the use of the appliance by a person responsible for their safety.

Treating scalds

- Run cold water over the affected area immediately. Do not stop to remove clothing, get medical help quickly.

Other safety considerations

- Do not leave appliance unattended whilst in use.
- Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions or has been damaged in any manner. Contact for advice.
- The use of attachments or tools not recommended or sold by

, may cause fire, electric shock or injury.

- Do not attempt to connect any other appliance to the base unit or this appliance to another base unit.

- Do not tamper with the connector in any way.

- Do not use the appliance for any use other than to boil water.

- Do not place the appliance on or near a hot gas or electric burner or in a heated oven.

- The appliance must not be on the base unit when being filled with water.

- If the mains lead is damaged, the cordless base should be discarded and replaced, contact the helpline for advice.

- Unplug from the outlet when not in use.

- Caution: To prevent damage to the appliance, do not use alkaline cleaning agents when cleaning, use a cloth and mild detergent.

Microwave Oven

Before operating the oven, please read these instructions completely.

The oven will not operate with the door open, attempting to operate the oven with the door open can result in harmful exposure to microwave energy. It is important not to defeat or tamper with the safety interlocks.

Do not place any object between the oven front face and the door or allow soil or cleaner residue to accumulate on sealing surfaces.

WARNING: If the door or door seals are damaged, door bent, hinges and latches broken or loosened, the oven must not be operated until it has been repaired by a competent person

WARNING: It is hazardous for anyone other than a competent person to carry out a service or repair operation which involves the removal of any cover which gives protection against exposure to microwave energy.

WARNING: Liquids or other foods must not be heated in sealed containers since they are liable to explode.

WARNING: Only allow children to use the oven without supervision when adequate instructions have been given so that the child is able to use the oven in a safe way and understands the hazards of improper use.

INSTALLATION

Steady, flat location

This oven should be set on a steady, flat surface. This oven is designed for counter top use only.

Leave space behind and side

All air vents should be kept clear of obstructions. If all vents are covered during operation, the oven may overheat and, eventually, catch fire or fail.

Away from radio and TV sets

Poor television reception and radio interference may result if the oven is located close to a TV, Radio antenna, Position the oven as far from them as possible.

Away from heating appliance and water taps

Keep the oven away from hot air, steam or splash when choosing a place to position it, or the insulation might be adversely affected and breakdowns occur.



Controls for the analogue microwave

The top dial selects the time duration of the cooking

The bottom dial selects the power cooking level

To stop the cooking process open the door

Defrost on M Low



Controls for the digital microwave

Microwave button selects the power level; each press of the button changes the percentage of power from 100%, 80%, 50%, 30% and 10%

The defrost by weight / time button, press once and turn the dial to select the weight, press twice to select the time duration for cooking

Clock Pre-set button, press once and turn the dial to select the hour, press again and turn the dial to select the minutes press again to set

Stop clear button, press once to stop / pause cooking, press again to clear the memory

Start button, each press of the button increases cooking time by 30 seconds

CARE OF YOUR MICROWAVE OVEN

Turn the oven off before cleaning.

Keep the inside of the oven clean. When food spatters or spilled liquids adhere to oven walls, wipe with a damp cloth. Mild detergent may be used if the oven gets very dirty. The use of harsh detergent or abrasives is not recommended.

The outside oven surface should be cleaned with soap and water, rinsed and dried with a soft cloth. To prevent damage to the operating parts inside the oven, water should not be allowed to seep into the ventilation openings.

If the Control Panel becomes wet, clean with a soft, dry cloth. Do not use harsh detergents or abrasives on the Control Panel.

If steam accumulates inside or around the outside of the oven door, wipe with a soft cloth.

This may occur when the microwave oven is operated under high humidity conditions and in no way indicates malfunction of the unit.

It is occasionally necessary to remove the glass tray for cleaning. Wash the tray in warm sudsy water or in a dishwasher.

Oven cavity floor should be cleaned regularly to avoid excessive noise. Simply wipe the bottom surface of the oven with a mild detergent and water and dry.

WARNING - If you see arcing inside the oven (white / blue flashes), press STOP/CLEAR on the pad for digital oven, or open the door for the analogue oven and correct the problem.

Arcing is the term for sparks in the microwave oven.

Arcing is caused by:

Metal or foil touching the side of the oven.

Foil not molded to food (upturned edges act like antennas).

Metal such as twist-ties, poultry pins, or gold rimmed dishes in the microwave.

Recycled paper towels containing small metal pieces being used in the microwave.

WARNING:

To prevent fire, burns, electric shock and other warnings:

Listed below are, as with all appliances, certain rules to follow and safeguards to assure high performance from this oven:

IMPORTANT SAFETY INSTRUCTIONS

- Do not use the oven for any reason other than food preparation, such as for drying clothes, paper, or any other non-food items or for sterilizing purposes.
- Do not use the oven when empty, this could damage the oven.
- Do not use the oven cavity for any type of storage, such as papers, cookbook, cookware, etc.
- Do not operate the oven without the glass tray in place. Be sure it is properly sitting on the rotating base.
- Make sure you remove caps or lids prior to cooking when you cook food sealed in bottles.
- Do not put foreign material between the oven surface and door. It could result in excessive leakage of microwave energy.
- Do not use recycled paper products for cooking, they may contain impurities which could cause sparks and/or fires when used during cooking.
- Do not pop popcorn unless popped in a microwave approved popcorn popper or unless it's commercially packaged and recommended especially for microwave ovens. Microwave popped corn produces a lower yield than conventional popping; there will be a number of unpopped kernels. Do not use oil unless specified by the manufacturer.
- Do not cook any food surrounded by a membrane, such as egg yolks, potatoes, chicken livers, etc., without first piercing them several times with a fork.
- Do not pop popcorn longer than the manufacturer's directions. (Popping time is generally below 3 minutes). Longer cooking does not yield more popped corn; it can cause a fire.
- Also, the cooking tray can become too hot to handle or may break.
- If smoke is observed, switch off or unplug the appliance and keep the door closed in order to stifle any flames.
- When heating food in plastic or paper containers, keep an eye on the oven due to the possibility of ignition.
- Always test the temperature of food or drink which has been heated in a microwave oven before you give it to somebody, especially to children or elderly people. This is important because things which have been heated in a microwave oven carry on getting hotter even though the microwave oven cooking has stopped.
- Eggs in their shell and whole hard-boiled eggs should not be heated in microwave ovens since they may explode, even after microwave heating has ended;
- Keep the waveguide cover clean at all times. Wipe the oven interior with a soft damp cloth after each use. If you leave grease or fat anywhere in the cavity it may overheat, smoke or even catch fire when next using the oven.

- Never heat oil or fat for deep frying as you cannot control the temperature and doing so may lead to overheating and fire.
- Microwave heating of beverages can result in delayed eruptive boiling; therefore care must be taken when handling the container.
- Do not operate the oven when empty or with an empty utensil to avoid damage to the oven and danger of fire.

Utensils should be checked to ensure that they are suitable for use in microwave ovens.

UTENSIL TEST

Place the utensil in question next to a glass measure filled with water, in the microwave oven. Microwave at high power for 1-2 minutes. If the water heats up, but the utensil remains cool, the utensil is microwave-safe.

However if the utensil becomes warm, microwaves are being absorbed by the utensil and it should not be in the microwave oven. You probably have many items on hand in your kitchen right now that can be used as cooking equipment in your microwave oven. Read through the following checklist.

IMPORTANT SAFETY INSTRUCTION

Never operate the oven when it is empty or without the glass turntable.

COOKING GUIDE COOKING UTENSILS

Recommended Use

Glass - ceramic bowls and dishes –Use for heating or cooking.

Microwave browning dish - Use to brown the exterior of small items such as steaks, chops, or pancakes. Follow the directions provided with your browning dish.

Microwaveable plastic wrap - Use to retain steam.

Leave a small opening for some steam to escape and avoid placing it directly on the food.

Wax paper - Use as a cover to prevent spattering.

Paper towels, paper plates napkins and cups – Use for short term heating and covering; they absorb excess moisture and prevent spattering. Always stay with the oven when it is in use.

Microwave cling film, microwave roasting bags -

Microwave cling film and bags must be vented for steam to escape, pierce in 4~5 places. Do not use plastic or metal ties as they may melt or catch fire due to electrical 'arcing'.

Limited Use

Aluminium foil - Use narrow strips of foil to prevent overcooking of exposed areas. Using too much foil can damage your oven, so be careful.

Ceramic, porcelain, and stoneware - Use these if they are labelled "Microwave Safe". If they are not labelled, test them to make sure they can be used safely. Never use dishes with metallic trim.

Plastic - Use only if labelled "Microwave Safe". Other plastics can melt.

Thin plastic, paper, straw and wooden containers -

Always attend the oven closely. Look at the oven from time to time when cooking or reheating food in disposable containers of plastic, paper or other combustible material. Only use for warming food. Pay special attention as overheating may cause a fire in your oven.

Not Recommended

Glass jars and bottles - Regular glass is too thin to be used in a microwave, and can shatter.
Paper bags - These are a fire hazard, except for popcorn bags that are designed for microwave use.
Styrofoam plates and cups - These can melt and leave an unhealthy residue on food.
Plastic storage and food containers – Containers such as margarine tubs can melt in the microwave.
Metal utensils - These can damage your oven.
Remove all metal before cooking.

This section includes useful information about oven operation.
Plug power supply cord into 230V AC 50Hz power outlet.
After placing the food in a suitable container, open the oven door and put it on the glass tray.
The glass tray must always be in place during cooking.
Shut the door. Make sure that it is firmly closed.

The oven doesn't work

Check that the power cord is securely plugged in.
Check that the door is firmly closed.
Check that the cooking time is set.
Check for a blown circuit fuse or tripped main circuit breaker in your house.

Sparking in the cavity;

Check utensils. Metal containers or dishes with metal trim should not be used.
Check that metal skewers or foil does not touch the interior walls.
If there is still a problem, contact the service station.

NOTE: When the cooking time ends, you will hear beeps. The oven will continue to beep every 1 minute until the oven is opened.

NOTE: You can check the power level while cooking is in progress by pressing the power button. The indicator will show the current power level for 1 second.

NOTE: A beverage is to be stirred or shaken and the temperature is to be checked before consumption, in order to avoid burns.

Power level table

HIGH 100%
DEFROST 30%
8 80%
6 60%
4 40%
2 20%

Oven

This oven has been designed solely for domestic use.

- The oven must always be operated with the door closed, no matter which programme you choose, including the grill.
- Open the oven door carefully, hot steam may come out.
- Never pour water directly onto the inside of a hot oven, the enamel might be damaged.
- After cooking, never pick up the bowls or pans used with your bare hands; always use an insulating cloth or oven glove.
- Do not leave the oven to cool down with the door open. Even if the oven door is only left a little ajar, the front panels of the adjacent units may be damaged over time.
- Never store inflammable objects inside the oven.
- Never place food or dishes directly onto the base of the oven. Always use a tray or rack.
- Do not sit or lean on the oven door, it might lead to problems with the door closure adjustment.
- After using the oven, all the controls must be turned back to the “0” position.
- If the oven stops working for any reason, disconnect it and call the Technical Service.
- Your oven is equipped with a fan that helps to ensure a better evacuation of vapours. The fan is working all the time while you are cooking, once you turn off the oven, the fan will continue operating for some time to reduce the external temperature of the oven. It is possible to feel the air emerging from the oven’s door and front panel.

Cleaning

- For reasons of safety and hygiene, always keep the oven clean. The formation of dried grease or other food remains may lead to a bad smell.
- For a longer working life of your oven, it is recommended that general cleaning be carried out frequently.
- The oven must be turned off and sufficiently cooled down before any cleaning or maintenance work is done on the oven, so that it can be touched without danger.
- The oven door must always close tight shut. Keep the door seal clean at all times.
- Never clean the oven with high-pressure cleaners or steam-cleaning machines.
- Do not use corrosive or abrasive cleaners. If a product of this type comes into contact with the oven front, wash it off immediately with water.
- Avoid the use of sponges or scouring pads on the inside of the oven, as they might damage the enamel. Follow the instructions provided in part “4. Cleaning and Maintenance”.

The **general power pilot light** will remain on whenever any cooking function is selected. Using the temperature selector, you can adjust the cooking temperature at any time to the most suitable for preparing the food in question. The control turns to the right from 50C up to 250C. If your oven has no temperature selection control, follow the instructions given in the section entitled “Electronic temperature control” in the timer manual.

The **thermostat pilot** light will go out when the selected temperature is reached and then it will come on and off from time to time while cooking to keep the right temperature.

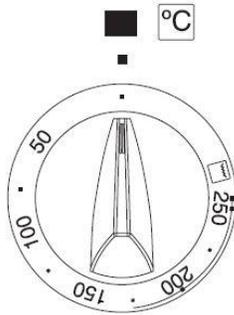
Follow these steps to turn on your oven:

1. Place the food in the oven, on the recommended tray and level (see tables).

2. Select a cooking function using the cooking function selector (see tables). For example:
3. Set a temperature by turning the temperature selector or following the instructions given in the timer operating manual (see tables).
For example: 150C.

The **general power pilot light** will remain on whenever any cooking function is selected.

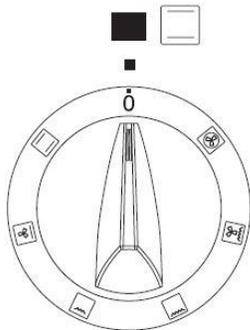
Temperature Selector



Using the temperature selector, you can adjust the cooking temperature at any time to the most suitable for preparing the food in question. The control turns to the right from 50C up to 250C. If your oven has no temperature selection control, follow the instructions given in the section entitled "Electronic temperature control" in the timer manual.

The **thermostat pilot** light will go out when the selected temperature is reached and then it will come on and off from time to time while cooking to keep the right temperature.

To set the programmer



Turn the controller to the desired setting use the guide below to help with your selection

Once the cooking is finished, do not forget to turn the function selector back to the "0" position and the temperature selector to the lowest position

Oven - Francis Drake And Mary Newman

Cooling fan

The cooling fan helps to keep the exterior cool during normal use. When an element is operated, you should hear the cooling fan switch on automatically and be able to feel air evacuating from the appliance vents just below the fascia. The cooling fan will continue to operate for approximately 10 minutes after turning off the elements. This is normal

- Parts of the appliance may be hot during or immediately after use.
- Care should be taken to avoid touching heating elements inside the oven. Allow sufficient time for the appliance to cool after switching off. Switch off the electricity supply before cleaning the appliance.
- Do not drape tea towels over the flue vents or doors, as this creates a fire hazard. When opening the appliance doors, take care to avoid skin contact with any steam which may escape from the cooking. Using aluminium foil to cover the grill pan, or putting items wrapped in foil under the grill creates a fire hazard. The high reflectivity can also damage the element.
- Do not use the oven with the door inner glass panel removed.
- Use oven gloves when removing hot food / dishes from the oven or grill. The oven / grill and utensils will be very hot when in use.
- Do not use foil on oven shelves, or allow it to block the oven flue, as this creates a fire hazard, and prevents heat circulation.
- When cooking heavy items - e.g.; turkeys - do not pull the oven shelf out with the item still on the shelf. Never use the appliance for heating a room. All installation, servicing and maintenance work should be carried out by a competent person who will comply with current
- Regulations, Standards and Requirements. Switch off the electricity supply before changing the oven light bulb, to avoid the risk of electric shock.
- **When you have finished cooking check that all controls are in the off position.**

Caution: Accessible parts may be hot when the grill is used.

To switch on the grill

Open the top oven / grill door. Turn the grill control fully clockwise to select either the full grill setting or the economy grill setting.

Important: the door must be kept open when the grill is used - do not use the grill with grill door closed. If the grill door is closed whilst the grill is in use, it will cause the grill door to become hot. To switch off, return the control knob to the "I" off position.

Note: The grill cannot be controlled by the programmer.

Preheating

For best results, preheat the grill for 3 - 5 minutes.

Top oven / grill light

The top oven / grill light will come on when the control is switched on.

Detachable grill pan handle

Place the handle over the edge of the grill pan, at the narrow side edges. Slide the handle to the centre, and locate between the handle position indicators.

The handle should be removed from the pan during grilling, to prevent overheating.

The handle is designed for removing / inserting the grill pan under the grill when grilling.

If cleaning the grill pan when it is hot, use oven gloves to move it. Do not use the handle to pour hot fats from the grill pan. Food for grilling should be positioned centrally on the trivet.

Using the grill

The temperature of each grill setting is fixed. Grilling can be adjusted by selecting a higher or lower shelf position, or by adjusting the trivet position, as detailed below; The grill trivet inside the grill pan can be inverted to give a high or low position, or it may be removed altogether for items such as fish, which can be grilled on the grill pan base, Alternatively, foods can be grilled in a suitably heatproof dish. For toasting, use the highest trivet position. The lower trivet position is useful for grilling all types of meat or fish. With trivet removed the food can be placed directly on the base of the grill pan - e.g.; when cooking whole fish, or browning dishes such as cauliflower cheese.

Push the grill pan to the back of the shelf, to position it under the centre of the grill.

Never allow fat to build up in the grill pan, as this creates a fire hazard.

For best results, preheat the grill for 3 - 5 minutes before use.

When you have finished grilling, check that the control knob is returned to the “off” position.

Caution: Accessible parts maybe hot when the oven is used

The top oven is a conventional electric oven.

To switch on the top oven

Turn the top oven control knob clockwise to the desired temperature.

Note: The red thermostat indicator will come on until the selected temperature is reached and then go off. It will turn on and off periodically as the thermostat operates to maintain the selected temperature.

To switch off, return the control to the “I” off position.

Top oven light

The top oven light will come on when the top oven is switched on.

Preheating

We recommend preheating the oven for frozen or chilled food and also for soufflés, batter mixtures and yeast mixtures. Preheat the oven until the indicator light switches off for the first time, this will take up to 20 minutes depending of the temperature selected.

Notes:

Caution: The top element gets extremely hot when in use, so take extra care to avoid touching it.

Important: Never put items directly on the base of the oven or cover the oven base with foil, as this may cause the element to overheat. Always position items on the shelf. As part of the cooking process, hot air is expelled through a vent at the top of the oven. When opening the oven door, care should be taken to avoid any possible contact with potentially hot air, since this may cause discomfort to people with sensitive skin. We recommend that you hold the underneath of the oven door handle.

Using the Top Oven

Top oven baking guide

Cooking times

The cooking times given in the following guide are based on a preheated oven, if you don't preheat the oven the cooking times may need to be extended.

Cooking temperatures

Because the top oven is more compact it may be necessary to reduce the cooking temperatures specified in recipes by up to 20°C. Use the following guide as a reference for determining temperatures to use.

Item Temperature Shelf Approximate at °C Position Cooking Time

- Small cakes 180 middle 15 - 20 mins
- Victoria sandwich 160 middle 20 - 25 mins (2 x 180mm / 7")
- Swiss roll 200 middle 8 - 12 mins
- Semi rich fruit cake 140 bottom 2 1/2 - 3 hours (180mm / 7" deep tin)
- Scones 215 high 10 - 15 mins
- Meringues 90 - 100 low 2 - 3 hours
- Short crust pastry 200 - 210 middle Depends on size &
- Puff / flaky pastry 200 - 210 middle type of cooking dish
- Choux pastry 200 - 210 middle & also the filling
- Biscuits 160 - 200 high 10 - 20 mins
- Sponge pudding 150 middle 30 - 45 mins
- Milk pudding 140 low 2 - 2 1/2 hours

Using the Top Oven

Caution: Accessible parts may be hot when the oven is used

The main oven is a fanned electric oven.

To switch on the oven

Turn the main oven control knob clockwise to the desired temperature.

Note: The red thermostat indicator will come on until the selected temperature is reached and then go off. It will turn on and off periodically as the thermostat operates to maintain the selected temperature.

To switch off, return the control to the "I" off position.

Preheating



The oven must be preheated when cooking frozen and chilled food, and we recommend preheating for yeast mixtures, batters, soufflés and whisked sponges, otherwise preheating is not necessary, as a fan oven warms up quickly.

Preheat the oven until the indicator neon switches off for the first time; this will take between 5 - 15 minutes, depending on the temperature selected.

To help the air to circulate freely

Position the shelves evenly within the oven and maintain a clearance from the oven roof and base.

If more than one cooking dish or baking tray is to be used on a shelf leave a gap of at least 25mm between the items themselves and the oven interior.

Allow enough space between shelves for food that will rise during cooking. Do not place items on the oven base as this will prevent air from circulating freely.

Notes:

As part of the cooking process, hot air is expelled through a vent at the top of the oven. When opening the oven door, care should be taken to avoid any possible contact with potentially hot air, since this may cause discomfort to people with sensitive skin. We recommend that you hold the underneath of the oven door handle.

Using the Main Oven

Cooking with a fan oven

If you are used to cooking with a conventional oven, you will find a number of difference to cooking with a fan oven, which will require a different approach:

There are no zones of heat in a fan oven, the convection fan at the back of the oven ensures an even temperature throughout the oven; this makes it ideal for batch baking - e.g.; when planning a party or stocking the freezer, as all item will be cooked within the same length of time.

Cooking times will generally be shorter - by between 5 - 10 minutes per hour - than those times given in recipe books for conventional cooking.

We recommend preheating the oven for frozen or chilled food, and also for soufflés, batter mixtures and yeast mixtures. Preheat the oven until the indicator light switches off for the first time, this will take between 5 to 15 minutes depending on the temperature selected.

There is no flavour transference in a fan oven, which means you can cook strong smelling foods such as fish, at the same time as mild foods - e.g.; milk puddings. Foods are cooked at a lower temperature (between 10°C and 20°C lower) than a conventional oven, so conventional recipe temperatures may have to be reduced.

Using the Main Oven Oven furniture

Baking tray and roasting tins

For best cooked results and even browning, the maximum size baking trays and roasting tins that should be used are as follows; Baking tray 350mm x 280mm This size of baking tray will hold up to 16 small cakes.

Roasting tin 370mm x 320mm we recommend that you use good quality cookware. Poor quality trays and tins may warp when heated, leading to uneven baking results.

Oven shelves

The oven shelf must be positioned towards the rear of the oven, with the up-stand facing upwards.

Position baking trays and roasting tins on the middle of the shelves, and leave one clear shelf position between shelves, to allow for circulation of heat.

Slow cooking

Make sure that frozen foods are thoroughly thawed before cooking.

Do not slow cook joints of meat or poultry weighing more than 2¼kg / 4½lb.

For roasting joints of meat or poultry and for pot roasts, preheat the oven to 190°C - 200°C and cook for 30 minutes, then adjust the oven control to 110°C - 120°C for the remainder of the cooking time.

Slow cooking times will be about three times as long as conventional cooking times.

Do not open the oven door unnecessarily during slow cooking, as this will result in heat loss at low temperatures.

Always use dishes with tightly fitting lids. To rectify badly fitting lids, place foil over the dish underneath the lid.

Using the Main Oven

Main oven baking guide

The cooking times given below are only approximate, because the size and type of cooking dish will influence cooking times, as will personal preference.

The times given in the following guide are based on a preheated oven.

Because a fan oven has an even temperature throughout the oven, no shelf positions have been given, and there is no need to interchange dishes onto different shelves part way through cooking as with a conventional oven.

Roasting guide

The times given in the roasting guide are only approximate.

Frozen meat and poultry should be thoroughly thawed before cooking. For large joints it is advisable to thaw overnight.

Use of a trivet with a roasting tin will reduce fat splashing and will help to keep the oven interior clean. Alternatively, to help reduce fat splashing, potatoes or other vegetables can be roasted around the meat / poultry.

Notes;

Position the oven shelf so that the meat or poultry will be in the centre of the oven. It is recommended that the appliance is cleaned after open roasting. Allow the appliance to cool before attempting to clean it.

Approximate cooking time for meat & poultry

200°C - Top Oven (preheated oven)

180°C - Main Fanned Oven

- **Beef** Rare 20 minutes per 450g (1lb), plus 20 minutes
Medium 25 minutes per 450g (1lb), plus 20 minutes
Well done 30 minutes per 450g (1lb), plus 30 minutes
- **Lamb** Medium 25 minutes per 450g (1lb), plus 25 minutes
Well done 30 minutes per 450g (1lb), plus 30 minutes
- **Pork** 35 minutes per 450g (1lb), plus 35 minutes
- **Poultry** 20 minutes per 450g (1lb), plus 20 minutes

Using the Ovens

Automatic cooking in the main oven

The automatic cooking facility is controlled by the programmer and allows complete meals, or individual dishes to be cooked while you are out of the house, to be ready for when you return. The 'Ready Time' should be set as close as possible to, or just after your anticipated return so food is not left standing in a warm oven.

Do

Select foods which are as fresh as possible, and as cold as possible - i.e.; preferably straight from the refrigerator. Choose foods which are suitable for cooking from a cold start, as some dishes will be affected by being left uncooked, at room temperature, perhaps for several hours - e.g.; a wet filling on a pastry base.

Make sure that meat and poultry are thoroughly thawed (but still cold from the refrigerator), before placing them in the oven, and avoid using rolled joints of meat which can be more susceptible to the growth of food poisoning organisms. Cover dishes with lids or foil to keep the food moist, prevent the transfer of odours, and protect from possible contamination; the food can be uncovered towards the end of cooking to crisp and brown.

Do not

Warm food should never be placed in the oven if there is a delay period. Stews prepared by frying the meat and vegetables first should be cooked as soon as possible, or refrigerated prior to placing in the oven.

Some dishes are not suitable for cooking on automatic - e.g.; dishes containing leftover cooked meat or poultry, eggs, cooked rice or seafood.

Do not put food items (intended for automatic cooking) into a warm oven. Allow the oven to cool before setting for automatic cooking.

Do not over-fill dishes containing liquids as they might boil over. Never leave food in the oven to cool slowly after cooking; serve immediately or refrigerated. Never use the automatic facility to reheat 'cook chill' foods as they should go straight from the refrigerator into a preheated oven.

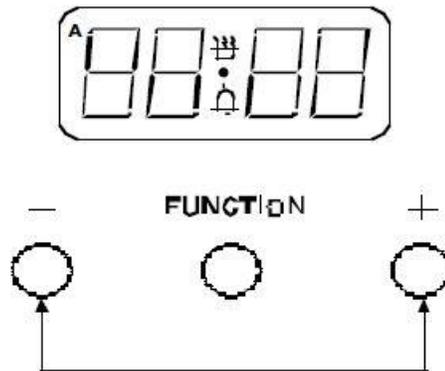
Using the Ovens

Important: Food is more susceptible to the growth of food poisoning organisms in warm conditions. If the weather is hot, either take care to ensure that food is not left standing in a warm oven, or avoid using the automatic cooking facility.

Hints for automatic cooking

Food is placed in a cold oven so you will need to add about 10 - 15 minutes onto the cooking time to allow for the oven to reach the selected temperature. Wine or beer may ferment, and cream may curdle during the delay period, so it is best to add these ingredients just before serving. Potatoes should be parboiled or brushed with oil to prevent discolouration during the delay period. Meat can be brushed with oil to prevent it drying. Lemon juice can be added to certain fruits and vegetables such as apples, pears, turnips and parsnips to prevent discolouration during the delay period.

PROGRAMMER / CLOCK



The programmer buttons

Minus
Plus
Function

The 'function' button in the centre is used for setting the minute minder and setting up the automatic cooking. See below for details.

Symbols on the LED display.

The 'A' symbol appears when either a semi or fully automatic program is selected. This symbol will flash while a program is being set. Once a program is set the symbol will light up, and remain lit until the alarm sounds, or the program is cancelled. This Bell symbol appears when the Minute Minder function has been selected. While the Minute Minder is being set, the Bell symbol flashes. Once the length of time is set, the Bell symbol remains lit until the time runs down, or the function is cancelled.

This message and 'A' symbol appear when you are asked to set the length of time you require the oven to cook automatically for. Using the Plus and Minus buttons adjusts this accordingly. This message and 'A' symbol appear when you are asked to enter in an end time, or when you would like the oven to switch itself off.

A Press once: Minute Minder

Press twice: Cook Time

Press three times: End Time

A

Automatic symbol

Minute Minder symbol

A

A

PROGRAMMER / CLOCK

To set the time of day

- Press the Plus and Minus buttons together for a few seconds, and release.
- The '1' in between the numbers on the LED Display will begin to flash.
- While the '1' is flashing it is possible to adjust the time using the Plus and minus buttons. Once the time has been set, allow approximately 30 seconds before using any of the other timer functions. This ensures that the time will remain correct.

Setting the minute minder

- To set the Minute Minder, press the Function button once. The bell symbol will appear and start flashing. The flashing only lasts for 5 seconds so the time must be set within this time frame.
- Use the Plus and Minus button to set the length of time required. Once this has been done, the Minute Minder is set.
- When the desired length of time has counted down the alarm will sound.
- To cancel the tone, press any of the buttons.
- To cancel the Minute Minder at any time, press the function button, then press the Plus and Minus buttons together.

PROGRAMMER / CLOCK

Semi-automatic cooking

There are two types of semi-automatic cooking available on this appliance.

The oven must be switched on, and in use to use either of these functions successfully.

The Duration method allows you to set the oven for a specific length of time.

If a dish needed 2 hours to cook, then it would be possible for you to set the oven to turn off 2 hours later. This allows you to be sure that your food will be cooked for a set length of time and no longer.

The End Time method allows you to enter a specific time when you would like the oven to switch off. If you wish to leave the oven unattended, then it offers peace of mind that the oven will have turned itself off at the set time.

To cancel the semi-automatic programs, press both the Plus and Minus buttons together. This can be done at any time during the cooking process. Then if necessary, re program. For the instructions on how to use both of these functions, please see the following page.

Fully automatic cooking

This function incorporates both duration and an end time and is meant to be used when you wish to delay the start time.

We recommend that the first few times this function is used you are in the house, this will familiarise you with your oven and prevents food from being over cooked or under cooked.

Care must be taken when selecting foods for this function, it is not recommended for certain food items which may spoil, or are sensitive to being left.

It is also advisable to set the end time to be as close to your return as possible to prevent food being left standing.

To check the Duration time set press the function button twice. To check the End Time press the function button three times.

To cancel the automatic programmer, press the Plus and Minus buttons together and then make sure the oven is switched off.

Semi-automatic cooking

The Duration method

- Press the Function button twice, **(1)** which will skip past the Minute Minder.
- The LED display will flash the word 'dur', **(2)** and the 'A' will flash on the left hand side of the display.
- Use the Plus and minus buttons to set the length of time you want to cook for. **(3)** This must be done within 5 seconds or the time of day will show again.
- Once this is done the oven will automatically switch off once the time has elapsed, and the alarm will sound.
- To switch off the alarm, press any button. To view any remaining time press the function button twice

The End Time method

- Press the Function button three times, which will skip past the Minute Minder and the Duration programmer. **(4)**
- The LED display will flash the word 'End' and the 'A' will flash on the left hand side of the display. **(5)**
- Use the Plus and minus buttons to select the time the oven is required to turn off. **(6)** Once this is done the oven will turn itself off at the time you have selected.
- To switch off the alarm, press any button

PROGRAMMER / CLOCK

Fully automatic cooking (example)

This programming method is best suited for when a delayed start time is required. Unlike the semi-automatic methods this requires both the duration and the end time to be entered.

The timer will work out the start time and begin cooking.

- Press the function button twice to select the length of time your food will need. **(7)**
- The 'A' on the left hand side will flash and the 'dur' message will flash up. **(8)**
- Using the Plus and minus buttons set the time you require within 5 seconds of the 'dur' message. **(9)**
- Press the function button three times until the 'A' flashes again and the 'End' message appears. **(10) &**
- **(11)**
- Using the Plus and minus buttons, set the time you would like the oven to switch off. **(12)**
- Set the temperature of the oven and place the food inside. While the automatic function is running, the 'A' will appear statically on the display, with the time. Try to keep the end time as close to when you expect to return, this will prevent cooked food from being left standing in a warm oven.

- The timer will calculate the appropriate start time.

Cleaning

Caution: Any cleaning agent used incorrectly may damage the appliance.

Always let the appliance cool before cleaning.

Some cooking operations generate a considerable amount of grease. This, combined with spillage, can become a hazard if allowed to accumulate on the appliance through lack of cleaning. It is recommended that the appliance is cleaned after open roasting. Do not use caustic, corrosive or abrasive cleaning products, products containing bleach, coarse wire wool or any hard implements, as they will damage the surfaces. All parts of the appliance can be safely cleaned with a cloth wrung out in hot soapy water.

Painted, plastic and metal finish parts (if fitted)

OVEN DOOR FRAME

DOOR HANDLES

CONTROL KNOBS

Only use a clean cloth wrung out in hot soapy water.

Vitreous enamel parts

GRILL PAN, MAIN OVEN BASE, TOP OVEN /

GRILL COMPARTMENT

Use a mild cream cleaner - e.g.; "Cif". Stubborn marks may be removed with a moistened "Brillo" pad.

The grill pan may be cleaned with a nylon brush in hot soapy water.

Chrome plated parts

OVEN SHELVES & OVEN SHELF RUNNERS, GRILL PAN TRIVET

Do not use abrasives or polishes. Use a moist soap pad - e.g.; "Brillo". Shelf runners can be removed for cleaning. Grasp the runners, and slide out of the hanging holes as shown.

Stainless steel surfaces (stainless steel finish models only)

FACIA PANEL, HANDLES

Only use a clean cloth wrung out in hot soapy water, and dry with a soft cloth.

Glass parts

FACIA PANEL & DOOR PANELS

Use a mild cream cleaner - e.g.; "Cif". Rinse thoroughly and dry with a soft cloth. Do not use abrasive cleaners or polishes.

Glass door panels

To meet the relevant standards of Domestic cooking appliances, all the glass panels on this appliance are toughened to meet the fragmentation requirements of BS 3193. This ensures that, in the unlikely event that a panel breaks, it does so into small fragments to minimise the risk of injury. Please take care when handling, using or cleaning all glass panels as any damage to the surfaces or edges may result in the glass breaking without warning or apparent cause at a later date. Should any glass panel be damaged, we strongly recommend that it is replaced immediately.