

# APARTMENT APPLIANCE USER MANUAL 2020-21

## ELMS BT1

COLLEGE AVENUE  
8 COLLEGE AVENUE  
BT1 6DS, BELFAST



## ELMS BT2

MCCLINTOCK STREET  
1 MCCLINTOCK STREET  
BT2 7GL, BELFAST





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UNIVERSITY  
BELFAST**

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Welcome to Elms BT1 and Elms BT2.

We're really excited to welcome you to your new home in our city centre accommodation.

This is an exciting time for the University and for Queen's Accommodation and we hope you enjoy what will no doubt be an amazing journey for all of us.

This guide will introduce you to your apartment and we have included all the information you will need to help you settle into your new home.

If you have any questions please feel free to contact our friendly staff at Elms BT1/BT2 reception by e-mailing [accommodationelmsbt1@qub.ac.uk](mailto:accommodationelmsbt1@qub.ac.uk) or [accommodationelmsbt2@qub.ac.uk](mailto:accommodationelmsbt2@qub.ac.uk), or by calling into reception, which is open 8am-10pm, 7 days per week.

You can also contact your Residential Assistant who can help you settle into your new home and offer advice on living in your accommodation and using the facilities.

**Richard Robinson**

Head of Accommodation

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# GENERAL INFORMATION

## Gaining access to your apartment/bedroom

### Main Apartment Door:

- To access the front door of your apartment, please hold your key fob for a few seconds over the sensor at the left or right of your door.



The door will be unlocked. When you enter your apartment and close the door behind you it will automatically lock and cannot be opened from the outside.

### Bedroom Door

#### To Open door

- Hold the fob over the sensor for a few seconds.
- If a **BLUE** light flashes and you hear two beeps the door is unlocked.
- If a **RED** light appears the key is invalid or has not read properly. Please try again.
- The door will remain open until you lock it.



#### To Lock door

- On the **OUTSIDE** of the bedroom door, hold the fob over the sensor for a few seconds.
- If a **BLUE** light flashes and you hear two beeps the door is locked.
- The door will **always** open from the inside but will now be **locked** from the outside.

You will find detailed instructions on the operation of the bedroom door lock on the noticeboard in your kitchen/communal area.

### Studio Apartment Door

If you are living in a Studio apartment, your bedroom door is opened in the same way as the apartment door above, and the door to your Studio will lock automatically behind you when the door closes.

### Opening and closing the windows

**To Open your window:** push the button on the handle in, pull the handle up to the right (**Fig. 2**) and then pull the window towards you.

**To Close your window:** push the window away from you, and pull the handle back down to the left. (**Fig. 1**)



Fig. 1 Window closed



Fig. 2 Window open

### Operating the Window Air Vents

There are air vents installed on each of the windows in your apartment. See below.

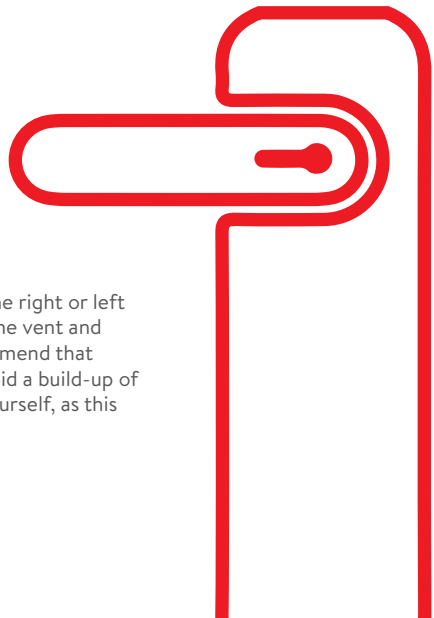


The wand to operate the vent is located at either the right or left hand side of the window. Pull wand down to open the vent and then push the wand up to close it. We would recommend that residents open the air vent on a regular basis to avoid a build-up of condensation. Do not pull the wand out towards yourself, as this can cause the wand to snap.



### NOTE

Please note that for your safety there are window restrictors fitted to all of the windows within your apartment. Residents will therefore only be able to partially open the windows.



# HALLWAY

## Intercom

Each apartment is equipped with a wall mounted intercom phone. See below. The intercom can be used for others to call your apartment from the main entrance intercom. If you wish to find out your apartment quick code please speak with reception. You will be unable to make any calls from this intercom or allow access. We would ask you to please save the telephone number for Queen's Security (028 9097 2222) as an emergency contact on your mobile phone.



### Key contact

Please save the telephone number for;

Queen's Security  
028 9097 2222

as an emergency contact  
on your mobile phone.







# LIVING AREA

## Heating

A heating control panel and wall mounted heater is located within the kitchen/communal area of your apartment or studio. There is also a heater and heating control panel in each bedroom. Please do not cover your heater/radiator with clothes or towels, as this will result in it over heating and will cut out.

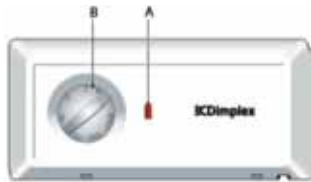


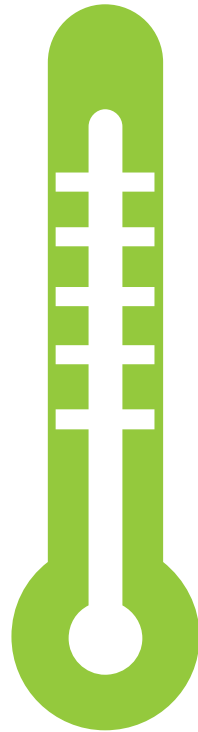
Fig. 1 Heating control panel Fig.2 Heater thermostat control

### To turn the heat on in your apartment/bedroom

Ensure the heater is turned on at the switch below the heater and the thermostat **Fig. 2** is adjusted to the required temperature. (turn control clockwise to increase the temperature and anti-clockwise to decrease). A typical ambient room temperature is 23 degrees Celsius.

To operate the heating control panel, **Fig. 1**, follow these steps:

- The heater can be set for a fixed time period of between  $\frac{1}{4}$  hour up to 2 hours, after which it will switch off automatically.
- Press and release the **TIME** button to select the desired time period. The **LED** will flash next to the selected time.
- Press the **ON/OFF** button to start—the **LED** will stay on next to the selected time.
- As the unit time runs down the position of the **LED** will drop down to show how much time is left.
- Pressing the **ON/OFF** button during the time period will turn the unit off.
- At any stage during the time period, by pressing the **TIME** button a new time period will begin.



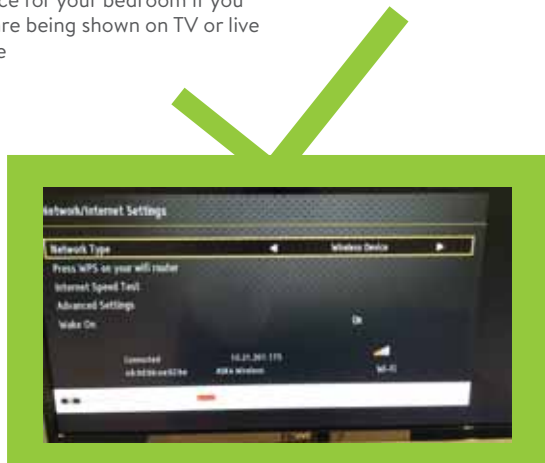
# Television

A television is provided in your apartment and the licence fee is paid for by the University.

Please note that in order to connect the smart TV to the internet an ASK4 username and password is required.

Your TV offers a range of online features, such as on-demand content from apps like BBC iPlayer, ITV Hub, Amazon Video and All 4 along with access to streaming services such as Netflix.

**Please remember:** you need a TV licence for your bedroom if you watch or record programmes as they are being shown on TV or live on an online TV service – on any device



# KITCHEN

## OPERATING THE FRIDGE/ FREEZER (Apartments)

The fridge/freezer in each apartment is integrated into the design of the kitchen. The main switch for the fridge/freezer is located on the wall at the side of it. This switch will illuminate when the fridge is turned on.

The temperature setting for the fridge/freezer can be found inside the fridge. To ensure optimum usage, the temperature setting should remain between the 2nd and 3rd mark.

### Freezing and storing frozen food

Storing frozen food

- To ensure good air circulation in the appliance, insert the freezer drawers all the way.
- If there is too much food in the freezer, food will not freeze properly.
- Place only cold or lukewarm foods in the compartment, not hot foods.
- Remember that cooked foods do not last longer than raw foods.
- Do not store liquids in open containers. They will increase humidity in the refrigerator and cause condensation to form and therefore ice will form.

### Cleaning the fridge/freezer

The external and internal parts, as well as the rubber seals may be cleaned using a sponge that has been soaked in lukewarm water and washing up liquid. Do not use solvents, abrasive products, bleach or ammonia. The removable storage accessories may be soaked in warm water and washing up liquid. Rinse and dry them carefully.

### How to avoid mould and unpleasant odours

In order to maintain an odour free refrigerator and to prevent the formation of stains, food must always be covered or sealed properly. If you want to switch the appliance off for an extended period of time you must also clean the inside and leave the doors open.



#### Important

The fridge must be switched off before cleaning.




## Defrosting the fridge/freezer

### Defrosting the refrigerator compartment.

The refrigerator has an automatic defrosting function: water is ducted to the back of the appliance by a special discharge outlet. It is necessary to clean the discharge hole regularly so that the water can flow out easily; you could use, for example a pipe cleaner or similar flexible object to clear any blockage.

### Defrosting the freezer compartment

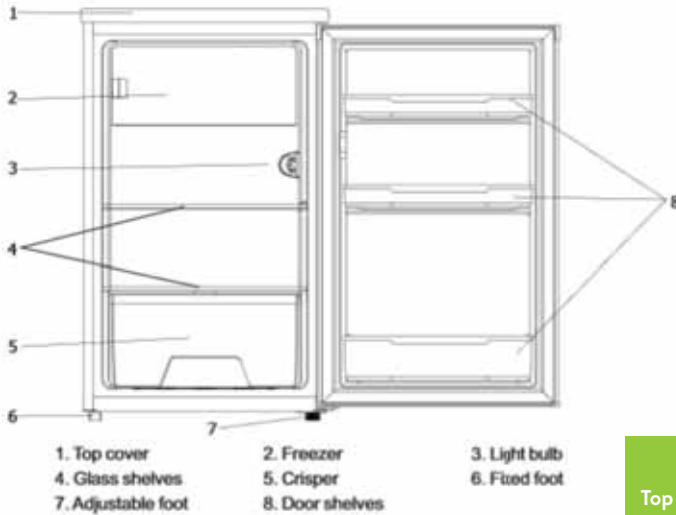
If the frost layer is greater than 5 mm, it is necessary to defrost manually:

1. Set the **TEMPERATURE ADJUSTMENT** knob to the position 
2. Leave the door open or turn appliance off at the wall switch until the frost has melted completely. This can be made easier by placing containers with lukewarm water in the freezer compartment, and leave the door open.
3. Empty food from the middle drawer and leave it in the appliance to catch the melting ice.
4. When the freezer compartment has defrosted, empty the water which has collected in the freezer drawer. Mop up any water in the bottom of the freezer compartment with a sponge or paper towel.
5. Clean and dry the freezer compartment carefully before switching the appliance on again.
6. Wait for approximately 2 hours before placing food in the freezer compartment.

Troubleshooting:

CONDITION/REASON	SETTING ADJUSTMENT
<b>Refrigerator too cold</b> Not set correctly for conditions	Adjust temperature control one setting lower
<b>Refrigerator too warm</b> Door opened often, large amount of food added or room temperature very warm	Adjust temperature control one setting higher
<b>Freezer too cold</b> Not set correctly for conditions	Adjust temperature control one setting lower
<b>Freezer too warm/too little ice</b> Door opened often, or large amount of food added or very cold room temperature	Adjust temperature control one setting higher

## UNDERCOUNTER FRIDGE/FREEZER (Studios)



The thermostat is located in the upper right part of the appliance.

To reduce the temperature inside the fridge/freezer, turn the thermostat towards 6 (maximum)

To increase the temperature inside the fridge/freezer, turn the thermostat towards 1 (minimum)

Depending on the temperature of the room you may need to adjust the thermostat accordingly.



### Defrosting the fridge/freezer

The refrigerator defrosting process is carried out automatically. The defrost water drains from the cabinet into a tray at the rear of the unit where it evaporates.

If there is any food in the refrigerator at the time of defrosting, remove it and store in a cool, dry place.

### The drainage channel

The drainage channel collects water on the back wall of the refrigerator and ensures that it is drained away into a drip tray at the rear of the appliance.



### Top Tips

- Allow foods to cool to room temperature before storing cooked foods.
- Do not overfill the refrigerator, this will prevent it from working effectively.
- Do not open the door any more than is necessary.
- Wrap or cover food well before storing.
- Cooked meat and raw meat should be stored on separate shelves.
- You may hear humming/gurgling noises while the appliance is in use. These are normal operational noises. Similarly, you may hear a clicking sound. This is the thermostat and is also normal.

## Cleaning the fridge/freezer

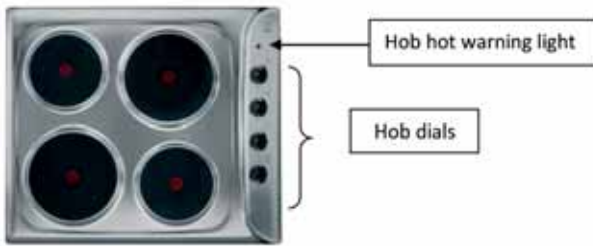
- Please clean the drainage channel regularly to prevent any build-up of food. Use a damp clean cloth to wipe the channel clean, then use a pipe cleaner or similar flexible object to clean the drainage hole to prevent blockage.
- Unhook and clean the drip tray occasionally.
- Clean the inside of the appliance with warm soapy water. Do not use bleach or harsh chemicals.
- **DO NOT** use metal scouring pads, abrasive cleansers, steel wool pads or gritty wash cloths as these can damage the control panel and the interior/exterior surfaces of the refrigerator.







# OPERATING THE HOB/OVEN TOP



The main on/off switches for the hob and oven are located on the wall to the side of the oven unit. To operate either the hob/oven the appropriate switch must be turned on at the wall. This switch will illuminate when the hob is turned on.

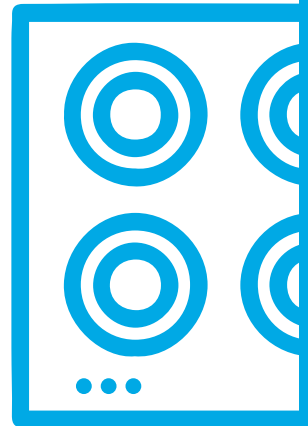
To operate the hob, turn the switch on at the wall. Each ring is operated by turning the corresponding dial to the right of the hob. Even when a ring is turned off at the dial after use, a hob hot warning light will stay illuminated to remind you that the hob is still hot and care should be taken.

## Important Safety information

- The hobs become hot and remain hot during and immediately after use. Do not touch the hob until it has been allowed to cool.
- Never use the hob top for storage.
- Do not leave the electric plate switched on without a pan placed on it.
- Pan handles should never stand out beyond the edge of the worktop. This will prevent any accidents due to knocks or spillages.
- Do not use pans with uneven or deformed bottoms.
- Do not lean over the hob when it is in use.
- Ensure the base of the saucepan is clean and dry before placing it on the hob.
- Make sure the knobs are in the “off” position when the appliance is not in use.
- Do not allow water/liquid to boil out of the pans as this can cause the hob to trip the electric.

## Cleaning

- Always turn the appliance off using the switch at the wall and allow to cool down before carrying out any cleaning.
- Do not use abrasive or corrosive detergents, stain removers,





## FUNCTION SYMBOLS ON THE SELECTOR



Oven light (stays on while oven is in use).



Circular heating elements with fan.

Thermostat setting from 50°C to MAX.



Fan for defrosting.

Thermostat setting at 0°C.



Double top heating element (large area grill).

Thermostat setting from 50°C to 200°C.



## Fan Cooking

For this type of cooking a fan positioned at the back allows the circulation of hot air inside the oven, creating uniform heat. In this way cooking is more rapid than conventional cooking. It is a suitable method for cooking dishes on more than one shelf, especially when the food is of different types (fish, meat etc.).

## Defrosting

By selecting one of the fan cooking functions and setting the thermostat to zero, the fan allows cold air to circulate inside the oven. In this way frozen food can be rapidly defrosted.

## Grill Cooking

Grill cooking uses top heat to cook a single dish. Place the food on the grill tray under the grill. The oven door must remain open for grill to operate.

### To Operate the Oven:

1. Select the required function using the function selector dial
2. Select the required temperature using the temperature dial
3. Select the required cooking time using the manual timer

## COOKER EXTRACTOR HOOD

The hood is fitted with a control panel with an air extraction speed selection control. It also has a light switch to control cooking area lights. Use the high suction speed in cases of concentrated kitchen vapours. It is recommended that the cooker hood suction is switched on for 5 minutes prior to cooking and to leave in operation during cooking and for another 15 minutes approximately after finishing cooking.

### Cleaning your oven:

Allow to completely cool

Wipe clean after every use to reduce build-up of dirt and reduce fire hazard

If food spills or drips in oven use an oven cleaner

Make sure it is dry before using again.



### Attention

DO NOT PLACE TIN FOIL, PANS OR SIMILAR IN CONTACT WITH THE INNER BASE OF THE OVEN WHILE COOKING. THIS CAN LEAD TO DAMAGE AND POSES A FIRE RISK TO THE OVEN AND ALSO THE WOODEN UNIT IN WHICH THE OVEN IS INSTALLED.



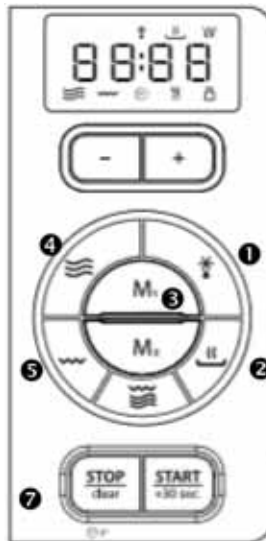
# MICROWAVE



## Control Panel & Display description



1. Defrost menu function
2. Reheat menu function
3. Microwave power selection
4. Microwave selection
5. Grill function
6. Clock setting/Time selection
7. Food type selection
8. Weight/Portions selection



## CLOCK

The first time the appliance is plugged in (or after a power failure) the product will enter the clock setting mode. To enter clock setting mode at any other time press and hold the stop button for 3 seconds.

To set the clock:

1. Press +/- button to set the hours.
2. Press the Jet Start button. The numbers on the right of the display will start blinking.
3. Press +/- button to set the minutes.
4. Press the Jet Start button. The clock is set.

### TO START COOKING

1. Press the microwave button repeatedly to set the power (see table below for the suggested uses).
2. Press +/- button to set the cooking time.
3. Press Jet Start button to start cooking.

POWER	SUGGESTED USE
JET	Reheating of drinks, water, clear soups, coffee, tea or other food with high water content. If the food contains egg or cream use a lower power
600W	Cooking of fish, meat, vegetables etc.
500W	More careful cooking e.g high protein sauces, cheese and egg dishes and to finish cooking casseroles
350W	Simmering stews, melting butter
160W	Defrosting
90W	Softening ice cream, butter and cheeses. Keep warming.

### TO PAUSE OR STOP COOKING

Cooking can be paused by opening the door. To continue cooking close the door and press the Jet Start once. Cooking will resume from where it was paused. If you don't want to resume cooking, simply close the door and press the **STOP** button.

When cooking has stopped a beep will signal once a minute for 10 minutes. Press the **STOP** button or open the door to cancel the signal.

### JET START FUNCTION

This function is used for quick reheating of food with a high water content, such as clear soups, coffee or tea.

Press the Jet Start button and the microwave will start at maximum power for 30 seconds.

## DEFROST FUNCTION

This allows you to quickly defrost food.

1. Press the Defrost button repeatedly to set the food type.
2. Press +/- button to set the weight.
3. Press the Jet Start button. The function will start.

## REHEAT FUNCTION

This function allows you to reheat your dishes.

1. Press the reheat button repeatedly to set the food type.
2. Press +/- button to set the food weight.
3. Press the Jet Start button. The function will start.

## GRILL FUNCTION

This function uses a powerful grill to brown foods. It allows you to brown foods like cheese toast, hot sandwiches, sausages and vegetables etc.

1. Press the grill button.
2. Press +/- button to set the cooking time.
3. Press Jet Start button to start cooking.

## COMBI GRILL FUNCTION

This function combines Microwave and Grill heating.

1. Press the Combi Grill button repeatedly to set the power.
2. Press +/- button to set the cooking time.
3. Press Jet start button to start cooking.

## STIR/TURN FOOD

Depending on the selected function, you may need to stir or turn the food during cooking. If this happens the oven will pause cooking and it will ask you to either stir or turn the food. To do this, you should open the door, do what is required and close the door. You can restart the cooking by pressing the Jet Start button.

Please note that if the door is not opened within 2 minutes of the request to stir or turn the food, the oven will continue the cooking process (the final results may then not be the best ones).

## CLEANING THE MICROWAVE OVEN

- The oven should be cleaned regularly and any food deposits removed.
- Use a mild detergent with a soft damp cloth to clean the interior surfaces, front and rear of the door and the door opening.
- **DO NOT** use metal scouring pads, abrasive cleansers, steel wool pads or gritty wash cloths as these can damage the control panel and the interior/exterior surfaces of the oven.



### Safety Tips

- For food like cheese, toast, steaks and sausages place the food on the high wire rack.
- Don't use plastic utensils when grilling. Wooden/paper items are not suitable either.
- Don't touch the ceiling beneath the grill element.

# RICE COOKER



1. Using the measuring cup provided in the package, measure and add rice to the inner pot.
2. With the measuring cup, add the correct amount of water to the rice inside the inner pot. See table below:

Uncooked rice	Water (litres)	Cooking Time (minutes)
10 cups	1.8	34-40
8 cups	1.4	30-33
6 cups	1.0	24-25
4 cups	0.6	20-22

3. Place the inner pot into the rice cooker. Close the lid firmly.
4. Plug in the power cord and switch the on/off switch to the on position. The indicator light will come on to show that cooking has started.
5. When the rice is done, the switch will pop up and the rice cooker will automatically move into “keep warm” mode. Leave the lid on the rice cooker for at least 15 minutes after it enters “keep warm” mode to steam rice or vegetables.
6. Unplug after each use.



## Note

Brown rice will take longer to cook than white rice and requires more water.



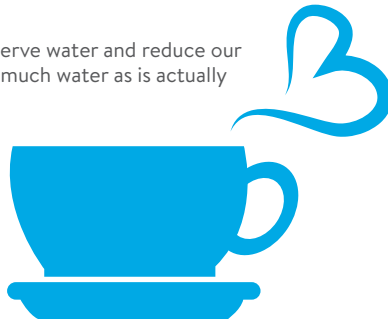
## Attention

Do not cover the ventilation hole in the lid and do not keep rice warm for any longer than 2 hours. Turn on cooker extractor when using the rice cooker.

# KETTLE

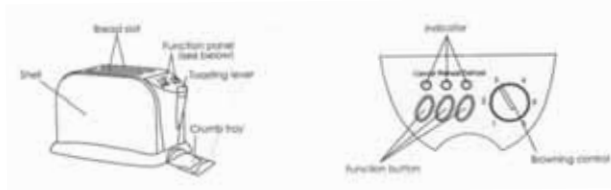
To operate, fill with the required amount of water and press down the switch at the bottom of the kettle.

We would ask residents to help us conserve water and reduce our energy consumption by only boiling as much water as is actually required.





# TOASTER



Place the bread in the toaster, select the desired level of toasting using the dial at the side and push the lever down to begin.

There is a defrost option on the toaster. By pressing this button it will enable you to toast bread from frozen.



Only UK 3 pin fused plugs (conforming to British Standard BS 1363) are to be used to connect electrical appliances to the mains power sockets.



## Attention

To minimise the risk of fire please ensure that you ALWAYS use the toaster in the upright position and ensure you empty the crumb tray under the toaster regularly.



# BATHROOM

The light switch for the bathroom is located on the wall outside of the bathroom.

## Toilet flush

The toilet has two flush buttons located above the toilet. The larger of the buttons is for a long flush and the smaller one is for a shorter flush. This is a water saving device and we would ask residents to help us conserve water and use these appropriately.

## Plug/stopper for sink

The plug/stopper for the sink operates on a rotating system. To open push down on one side of the metal disc and to close simply push down on the opposite side.

## Shower

To operate

1. Pull handle forward to start
2. Turn handle left or right to adjust temp (red hot, blue cold)
3. Push handle in to turn off shower

## Cleaning of your En-suite:

Clean your shower after every use to minimise scum build up not forgetting waste outlet, instructions on back of bathroom door.

Use cleaning chemicals on your toilet at least once per week to reduce germs.

Clean sink at least once a week to prevent a build-up of dirt and grime.



### Note

Please note the shower head is fixed and the height cannot be adjusted.

Please refer to shower upkeep notice (on back of bathroom door) to avoid blockages/overflowing shower trays.





