

Leigh on Mendip Memorial Hall

Information

Index

	Page
Emergency services	2
Medical emergencies	3
Info for emergency services	3
Points of Contact	3
Heating	4
Lighting	4
Hot water	5
Cleaning etc	6
Storage	6
Audio System	8
WiFi	10
Projector	10
Projector screen	11
Dishwasher	12
Cooker	13

Information OK?

If you have
comments, please
give them to anyone
on the Contacts list
or email to
[leighonmendiphall
@gmail.com](mailto:leighonmendiphall@gmail.com)



Appendices

A. Fire Safety Plan	14
B. Water System	16
C. Playing music from CDs	19
D. Direct jack plug connection	20
E. Bluetooth	21
F. Radio microphones	22
G. Hearing aid loop	23
H. Cooker	24





Emergency services

Police, Fire and Rescue, Ambulance and Coastguard Emergency Number 999

Police Non-Emergency 101

Fire and Ambulance Non-Emergency 01392 872200
24 hours

Emergency Numbers for Utilities:

Bristol Water 0345 702 3797

Wessex Water (Sewage) 0345 600 4 6000

Western Power Distribution (Electricity) 6783 105 or mobile 0330 125 5001

BT (Telephone) 0800 800 151

Environment Agency 0800 80 70 60

Environment Agency Flood Line
0845 988 1188

Met Office
0370 900 0100

NHS Choices 111

Crimestoppers 0800 555 111

Samaritans 08457 90 90 90

Minor Injuries Hospitals:

Frome 01373 454 740

Shepton Mallet 01749 342 931

Mendip Country Practice Doctors and Nurses:
01373 812244

St John Ambulance Frome:
0844 770 4800

British Red Cross Duty Officer Bristol:
07624 805 462

Veterinary Emergency at Silva House:
01761 412 223

Our Location

PostCode	BA3 5QH	
Grid Reference	ST 692 473	
Latitude	51.2239° N	51° 13' 26" N
Longitude	2.4425° W	2° 26' 33" W
3 word address	///enacts.brew.aimlessly	





Medical Emergencies

There is a first aid kit in the Kitchen and a public defibrillator on the external south wall to the east of the entrance.

The nearest medical facility is the Mendip Country Practice at Coleford. The nearest hospital is the Frome Community Hospital. The nearest 24-hour A&E facility is at Royal United Hospitals in Bath.

Information for Emergency Services

This information is for Emergency Services attending a serious incident in the Hall. The aim is to provide information to assist isolation, containment and recovery from the incident.

Water	There are taps in the Kitchen and 'Ladies toilet' at the north end of the hall and in the 'Gentlemen's toilet' and 'Disabled toilet' at the south end. There is no outside tap. The water isolation is in the road entering Bellfield outside The Bell. The incoming stop cock isolation is in the 'disabled toilet'.
Electricity	The three-phase electricity supply enters the hall at a box on the external south wall, just to the east of the entrance; there are company fuses in the box. The main distribution is through the consumer units on the internal south wall of the main hall, there is a sub-distribution to a further consumer unit to isolate the kitchen above the cooker.
Drains	All drains discharge north east from the hall. There is a manhole in the car park towards the north east boundary.
Gas	There is no gas on the premises or in the associated sheds.

Points of Contact

Vicki Taylor	Hall Committee Chair	01373 813942	vickigt@hotmail.co.uk
Ann & Roger Orpwood	Hall Committee Bookings	01373 812459	r.a.orpwood@btinternet.com
Denis Pattison	Hall Committee Treasurer	01373 812460	LeighOnMendipHall@gmail.com
Bren Wigmore	Hall Committee	01373 672492	bren.wig@sky.com
Emma Brooks	Hall Committee	01373 813630	emmaminty@btinternet.com
Barbara Turner	Hall Committee	01373 812934	bturner@somcom.com





Heating

There are electrical heaters as follows:

Storage heaters

Main hall	2 heaters	Storage heaters are turned on in the autumn and off in the spring
Meeting room	1 heater	

Coin operated heaters

Main hall	4 heaters	These heaters work together The meter is in the box in the south wall of the main hall The meter takes £2 and £1 coins
Kitchen	1 heater	
Meeting room	1 heater	This meter takes £1 coins
Once activated the coin operated heaters will continue until there's no credit left.		

Please don't switch any of the heaters off

Lighting

Outside lights	Porch	automatic
	Front	push switch in lobby (5 minutes)
	Side door	automatic
Lobby		wall switch
Gents toilet		automatic
Disabled toilet		pull switch
Main hall	Strip lights	The lights are dimmable. Press the switch once for on/off. Keep the switch down to adjust levels.
	Coloured lights	two rows (left & right)
	Stage lights	6 sections – 3 stage side, 3 hall side – each with a dimmer
Store room		automatic
Ladies toilet		automatic






Cleaning cupboard		automatic
Kitchen		switch by the ladies toilet door
Bar area		
Meeting room		

Please switch all lights off when you're leaving

Hot water

Kitchen	<p>If you want hot water in the kitchen, you must switch it on. The switch is underneath the "boiler" in the corner of the kitchen.</p> <p>Please switch the water off when you're finished</p>	
Toilets	There is an automatic water heater in each toilet.	





Cleaning etc

Cleaning equipment is kept in the cleaning cupboard to the left of the stage. There are a vacuum cleaner, mop and bucket, brushes etc and a small folding step ladder for customer use.

There is a bodily fluid kit to protect those cleaning up from hazard.

Also in the cupboard are spare toilet rolls and paper towels

Storage

In the store room are 2 table tennis tables, a short mat bowls mat and:

Tables	Large tables on the left (with a strap), small on the right
Chairs	Armchairs stack four high, others stack five high





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Audio System

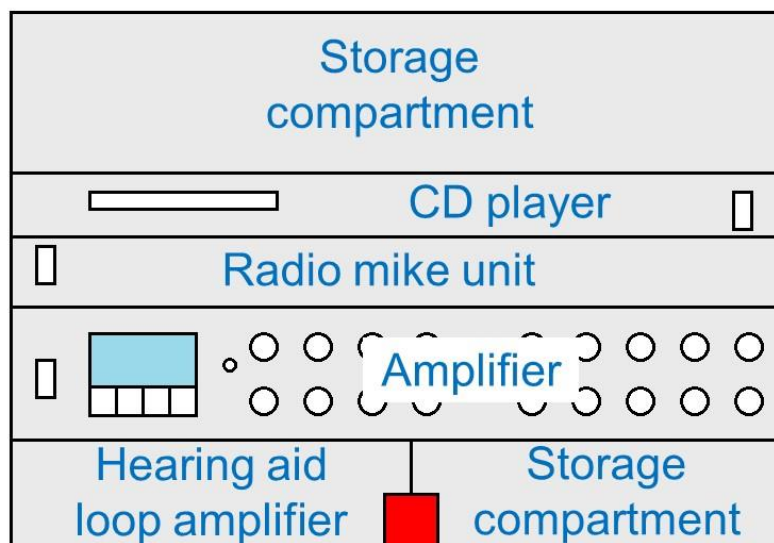
You need a key (and training) to use the Audio System

General Arrangement

The hall audio system can play music and voice from a variety of sources through four speakers in the corners of the hall.

The audio unit on the wall near the stage contains an amplifier, a CD player, a radio microphone unit, and a hearing aid loop amplifier. It also has two storage compartments for various accessories such as microphones.

The diagram below shows the arrangement of the equipment in the audio unit as viewed from the front. The big red button at the bottom is the main power switch, and the smaller yellow squares show where the on/off switches are for the various units.





Setup Instructions

		Page
Appendix C	Playing music from CDs	19
Appendix D	Direct jack plug connection	20
Appendix E	Bluetooth	21

[Appendix F](#) contains instructions for using the radio microphones.

[Appendix G](#) describes our hearing aid loop system.

The amplifier has many controls that we have pre-set. Please do not adjust any of the controls other than the ones indicated in the instruction sheets.

The audio unit is normally locked to prevent unauthorised use (and little fingers randomly pressing buttons!). The key is available from the booking clerks and you should discuss your audio needs with them when you make a booking. They can also provide some extra guidance.





WiFi

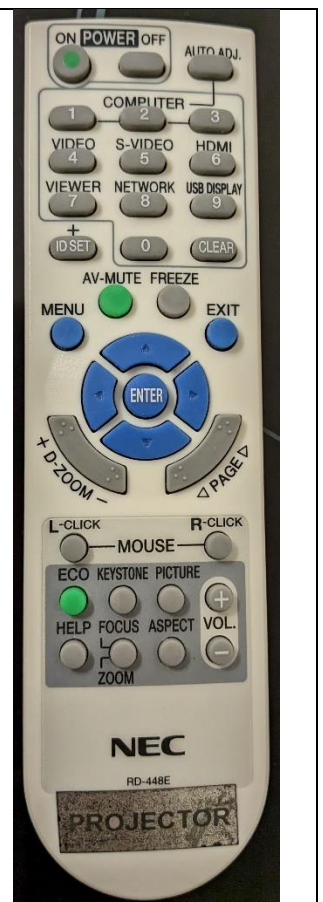
Router name	AU4GY
Password	DZHCHN54X7Y59

Projector

You need a key (and training) to use the Projector

The power switch for the projector (and screen) is on the wall at the back of the stage on the right.

- The remote and the VGA lead are in the storage compartment on the top of the audio equipment cabinet.
- Turn on – with the remote (a light comes on)
- Connect – to your laptop with the lead
- Turn off – with the remote
(you'll probably have to press "OFF" twice)





Projector screen

The power switch for the screen (and projector) is on the wall at the back of the stage on the right.

The control box is on the pillar at the left of the stage.

There are two buttons:

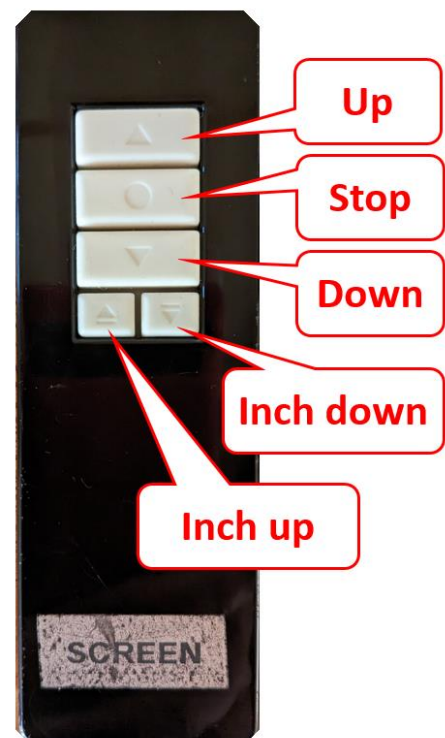
Top button for down
Bottom button for up



Alternatively you can use the remote...

You need a key to
access the remote

The remote is kept in the storage
compartment on the top of the audio
equipment cabinet.






Dishwasher


INSTRUCTIONS FOR DISHWASHER

You need a key (and training) to use the Dishwasher

PREPARING THE MACHINE

- Check rotor arms (take out and clean in fresh water if necessary) and filter basket for debris.
- Check drain plug in.
- Switch on at wall – displays
- Press  – this will activate fill and heat mode for 10/20 minutes (flashing red lights until finishes)

RUNNING THE MACHINE

- Select cycle using  – most likely to be for normal use (is longer for stuff stuck on and is drain).
- Press
- Wipe debris off plates but no need to pre-rinse and DON'T PUT ANYTHING WITH TRACES OF WASHING UP LIQUID INTO MACHINE – otherwise there will be a foam party!

Put a basket of cutlery in with each load of cups or plates.


Glasses should be done first or, if not possible, may need to be done by hand.

Do saucepans last.

When finished displays




- Put basket of washed items on draining board to dry off and put the next basket in.

SHUTTING DOWN

- Take out drain plug.
- Close door.
- Select "Drain" using 





- Press  Indicator lights  then  when finished.
- At end of cycle open door, check for debris and clean rotor arms.
- Remove big filter, clean and replace.
- Replace drain plug.

Leave door open. Turn off at wall, lock.

Cooker

The cooker is a DeLonghi DSC 95 E with 5 rings and an oven
An extract from the cooker manual is in [Appendix H](#)



Appendix A – Fire Safety Plan

Duties of Responsible Person

As the Responsible Person for the event you have legal duties with regard to the safety of those persons assisting or attending the event.

Before the event

- No portable heaters to be brought in
- No naked flames (eg candles) to be used
- Be aware of the limitation on numbers of people
- Be aware of what fire detection and protection systems are available
- Be aware of how a fire will be detected
- Be sure of the location of the emergency exits
- Be aware of the emergency plan to evacuate the hall

At the start of the event

- Notify those present:-
 - how they will be alerted if there is a fire
 - where the emergency exits are
 - evacuate immediately if told to do so and to assemble in the car park.

During the event

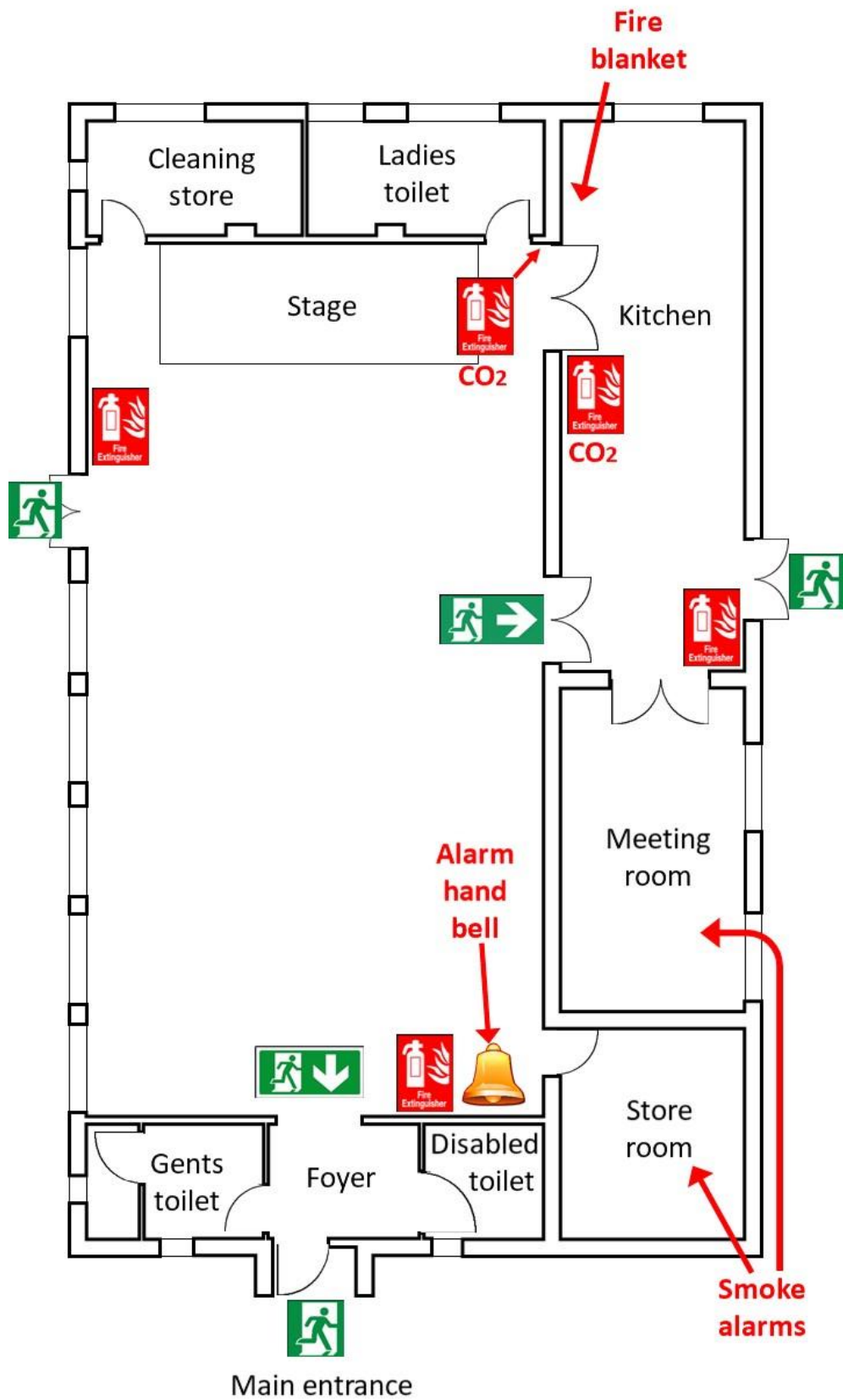
- Ensure emergency exits do not become blocked
- Ensure windows and doors are shut unless ventilation is needed
- There is no smoking
- There are no naked flames

Emergency Plan

As the Responsible Person you must implement this plan when fire is detected or if the smoke alarm goes off

1. Ring the hand bell (on the shelf at the back of the hall)
2. Shout loudly in the main hall to immediately evacuate and go to the car park
3. Ensure help is provided for elderly or disabled people
4. If possible, check the toilets and the small meeting room
5. Once everyone is outside call the fire service (999)
6. Make sure no one goes back in

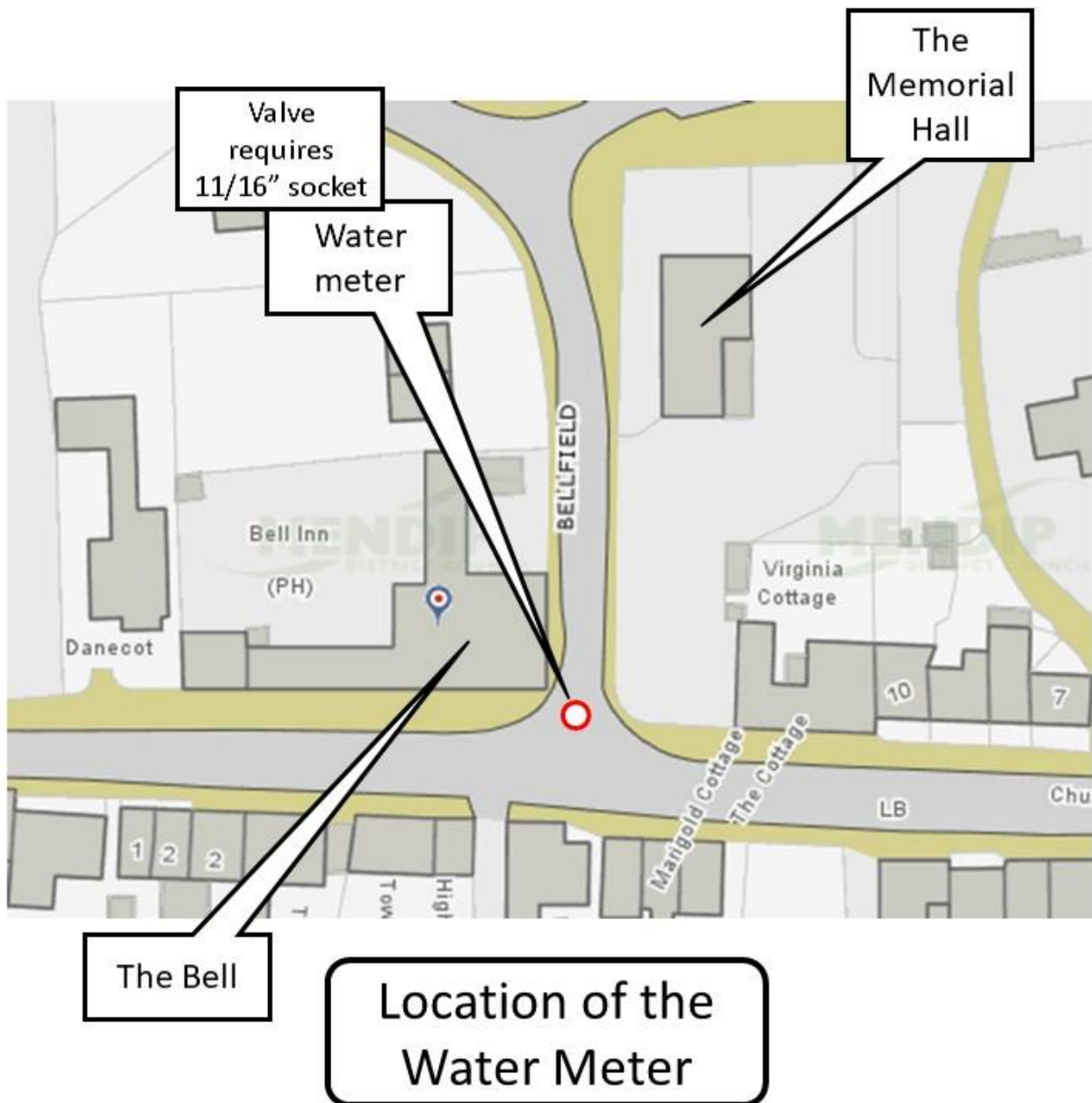


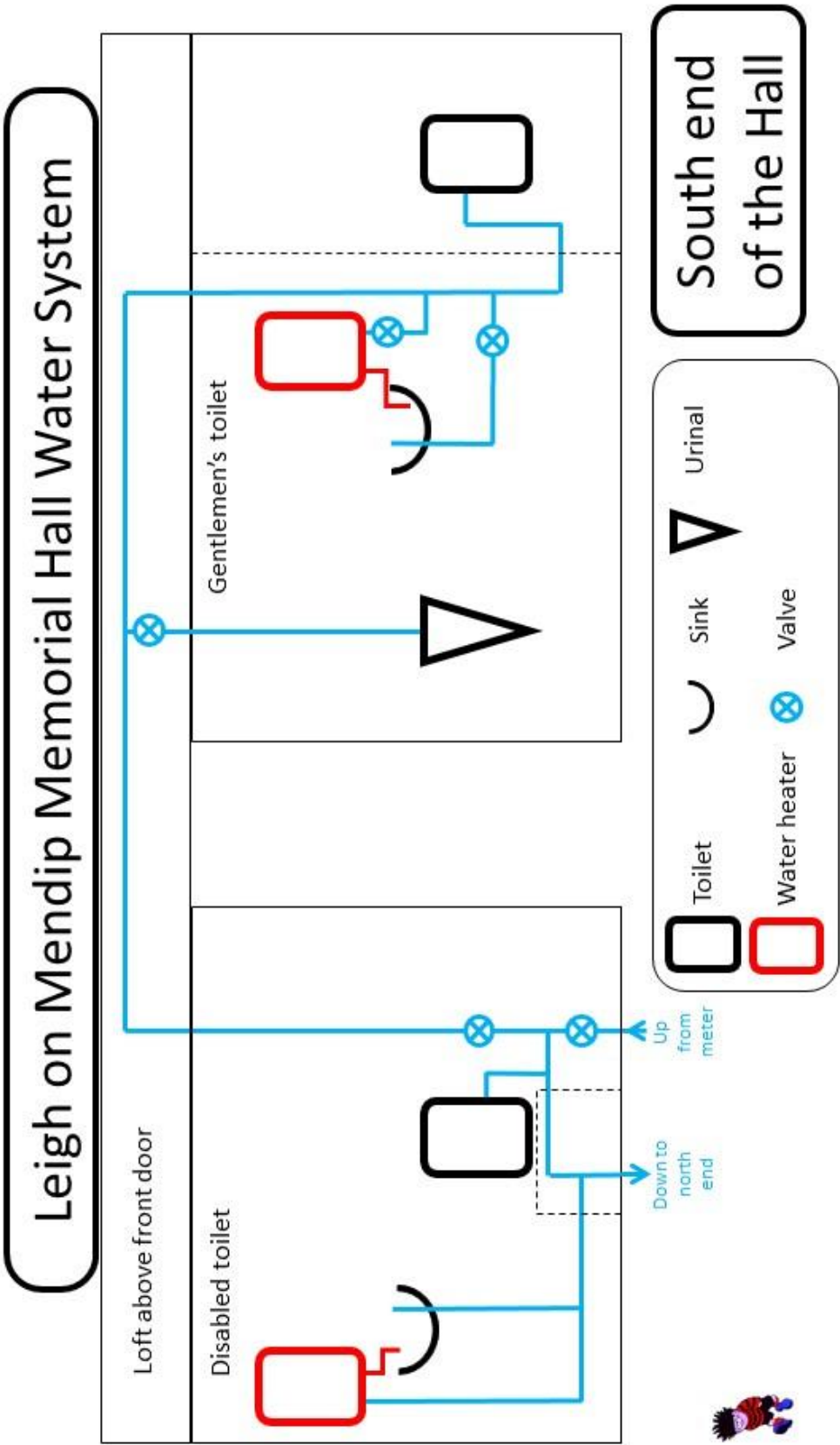


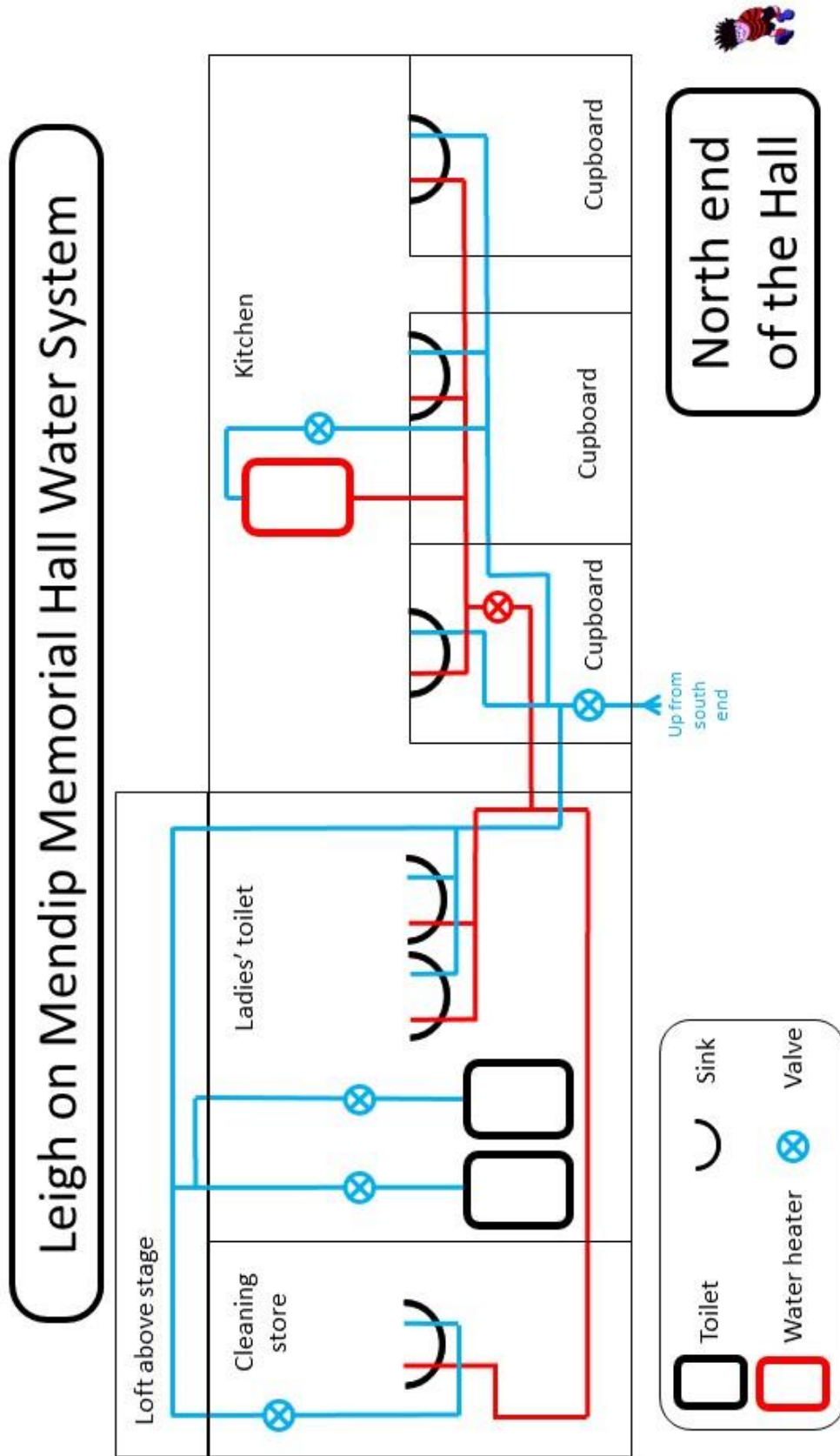


Appendix B - Water System

Water System

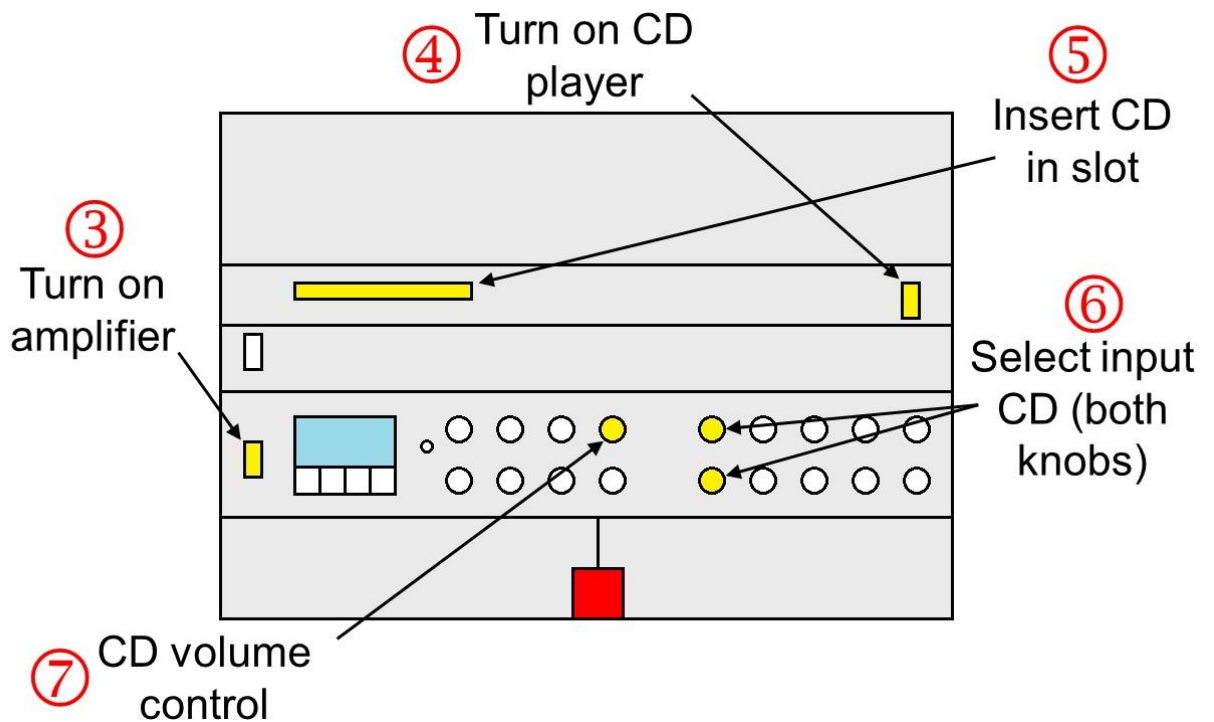






Appendix C – Audio instructions – CD Player

- ① Unlock the cabinet and fold down the clear panel.
- ② Turn on the large red power button at the bottom of the cabinet.

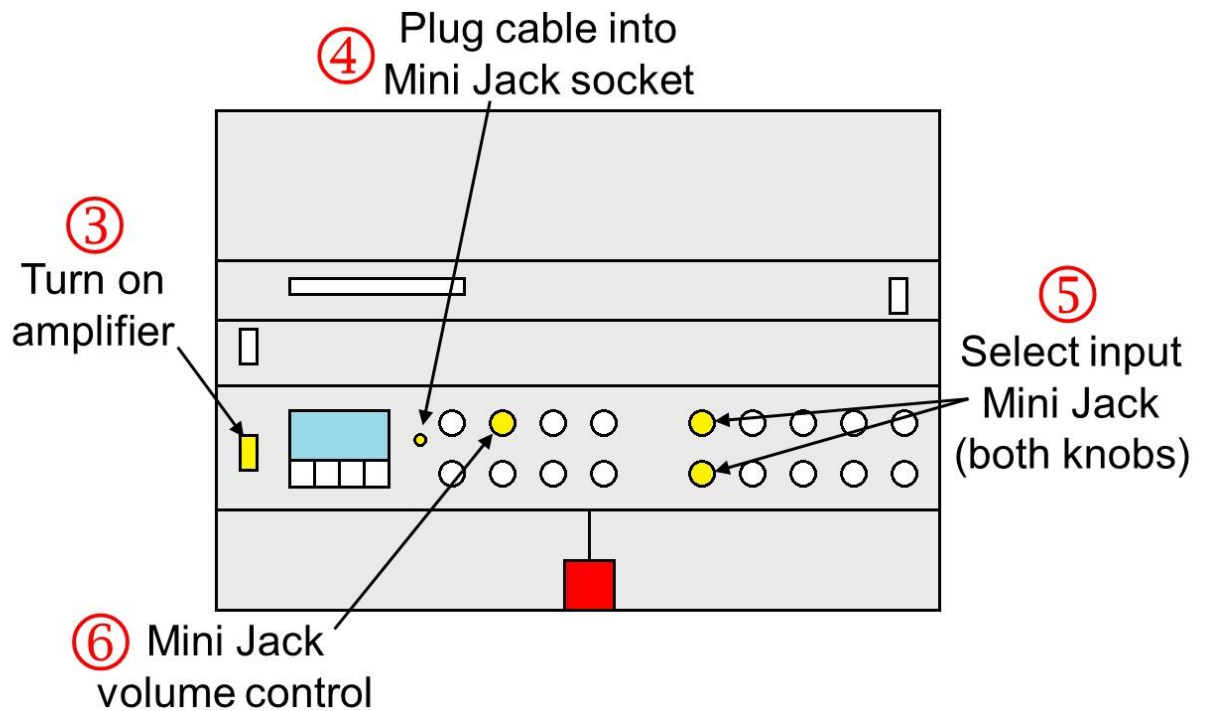


- ⑧ All the usual CD player controls are available on the CD player itself (play, pause, eject disc, etc).
- ⑨ Alternatively you can use the CD remote to use the controls. It will work anywhere in the hall. The CD remote is in the small lower storage compartment.
- ⑩ When finished just turn off the amplifier and CD player, and the red power button, and lock the cabinet.



Appendix D – Audio instructions – Mini Jack Input

- ① Unlock the cabinet and fold down the clear panel.
- ② Turn on the large red power button at the bottom of the cabinet.



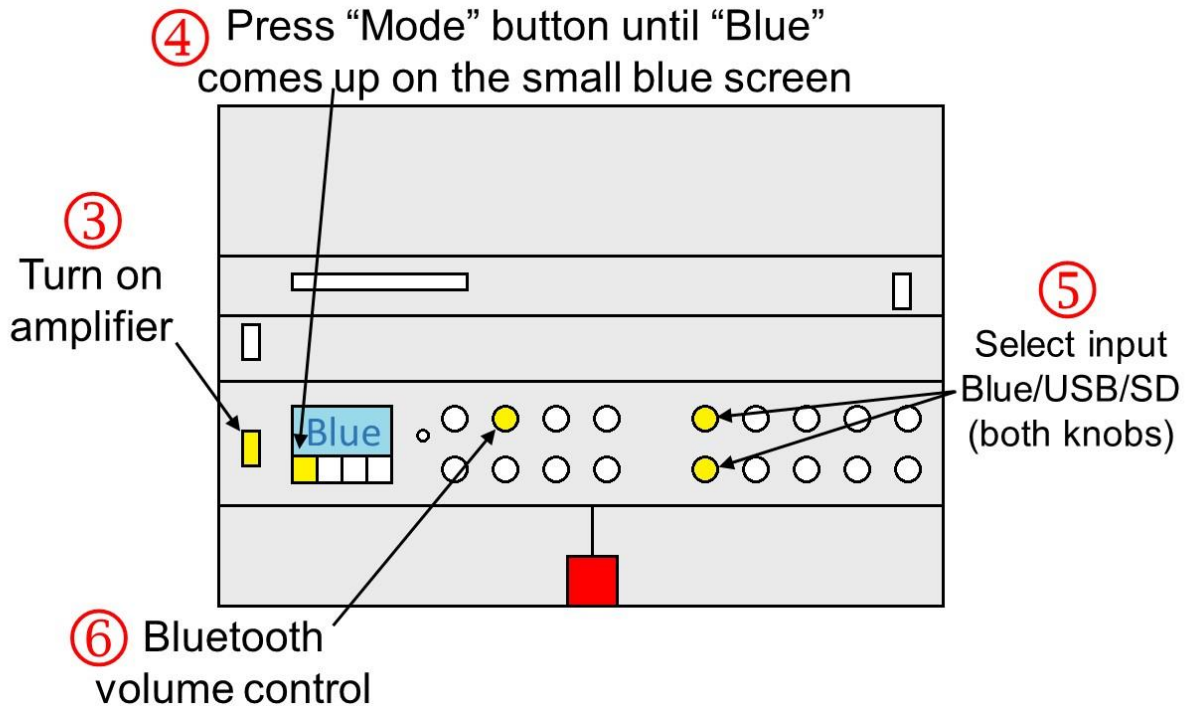
- ⑦ When finished just turn off the amplifier and CD player, and the red power button, and lock the cabinet.



Appendix E – Audio instructions – Bluetooth

One of the best ways of playing music from your phone, tablet or computer is to connect it to the music system via Bluetooth

- ① Unlock the cabinet and fold down the clear panel.
- ② Turn on the large red power button at the bottom of the cabinet.



- ⑦ Activate Bluetooth on your phone or other device. When the Bluetooth connections are shown on your device, select 'A-Series' All sound from your device should now come through the speakers. (Make sure no other devices in the hall have Bluetooth connected).
- ⑧ When finished just turn off the amplifier and CD player, and the red power button, and lock the cabinet.



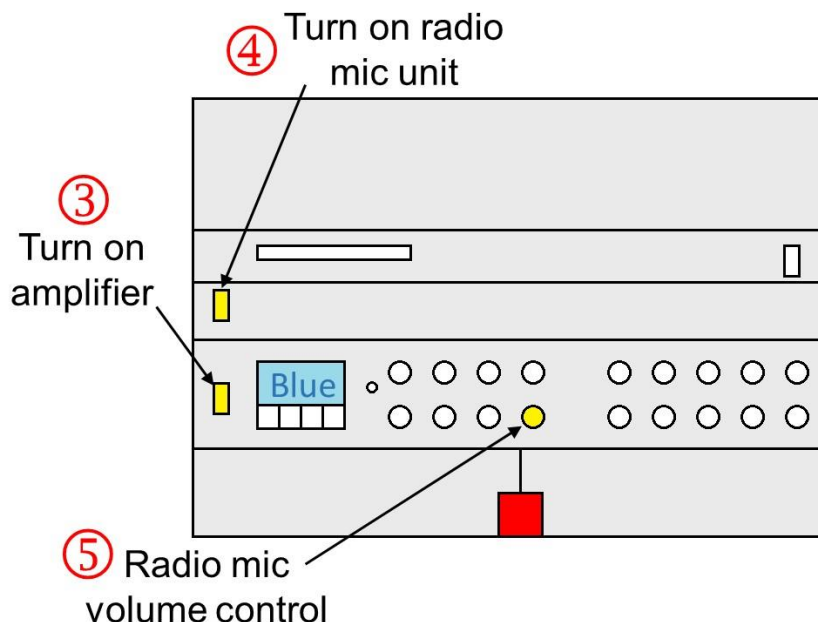
Appendix F – Audio instructions – Radio Microphones

There are three radio microphones:

- a) a hand-held microphone that just looks like an ordinary mike
- b) a lapel-worn microphone that clips onto your clothing
- c) a head-worn microphone that fits on your head like a pair of glasses

All three mics are in the top storage compartment in the music player, and all will work anywhere in the hall.

- ① Unlock the cabinet and fold down the clear panel.
- ② Turn on the large red power button at the bottom of the cabinet.



- ⑥ If you are using the hand-held mic, press the button on the mic to speak.
If you are using one of the other mics they need to be plugged into the clip-on battery unit. This unit is about the size of a pack of cards, and one of these alternative mics will be already plugged into it. Turn on the switch on the battery unit. The battery unit also has an additional volume control next to the switch.
- ⑦
- ⑧ Test the mic by tapping it or speaking into it. You can play music at the same time as using the mics.
- ⑨ When finished just turn off the amplifier and CD player, and the red power button, and lock the cabinet.





Appendix G – Hearing Aid Loop

The hearing aid loop amplifier is left on all the time, and is not turned off by the big red button.

There is a microphone mounted on the wall of the hall which picks up any sounds within the hall. This signal is then amplified and resent through a wiring loop that goes right around the inside of the hall. The amplified signal is designed to be picked up by hearing aids, so that any sounds within the hall will be sent directly to your aid.

If you are wearing an older hearing aid you will need to switch a button on the aid to the T setting. If you have a more modern aid you will have a setting on your hearing aid buttons for hearing loops, and this should be selected. Alternatively you may have an app on your phone with the same controls.



Appendix H – Cooker

1 Cooking hob

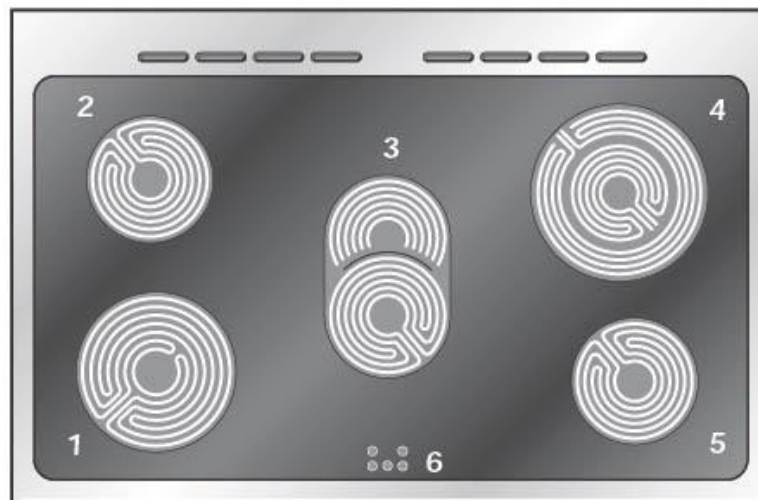


Fig. 1.1

VITROCERAMIC COOKING HOB

1. 3 circuits cooking zone	Ø 180	1700 W
2. 3 circuits cooking zone	Ø 145	1200 W
3. Oval double cooking zone	Ø 145 x 250	1800/1000 W
4. Double cooking zone	Ø 210/120	2100/700 W
5. 3 circuits cooking zone	Ø 145	1200 W
6. Cooking zone residual heat indicators		

NOTE

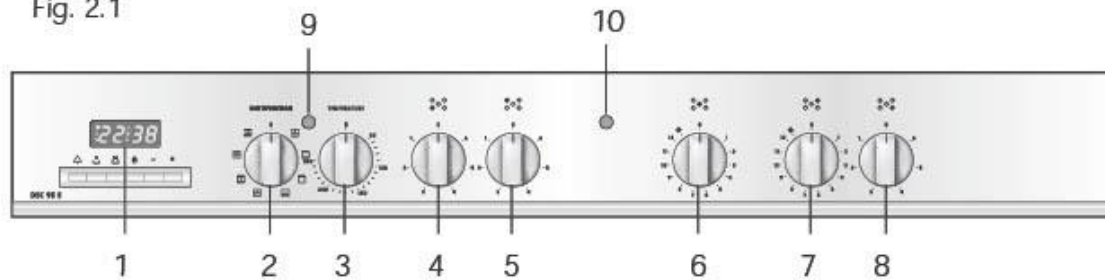
When the hob temperature is above 60 °C, the corresponding indicator light 6 (Fig. 1.1) will come on to indicate that the hob is hot.

Attention: Do not use the ceramic hob if the glass surface is broken or cracked in any way. Please disconnect the appliance from the mains and contact the After-Sales service.

2

Control panel

Fig. 2.1



CONTROL PANEL - Controls description

1. Electronic programmer
2. Multifunction oven switch knob
3. Multifunction oven thermostat knob
4. Front left cooking zone control knob
5. Rear left cooking zone control knob
6. Central cooking zone control knob
7. Rear right cooking zone control knob
8. Front right cooking zone control knob

Pilot lamps:

9. Oven thermostat indicator light
10. Ceramic hob ON indicator light

Please note: This appliance incorporates a safety cooling fan which you will hear operating whenever the oven or grill are in use. This fan is to reduce the external temperature of the appliance and cool the internal components.

3

Electronic programmer

The electronic programmer is a device that groups together the following functions:

- 24 hour clock with illuminated display
- Timer (up to 23 hours and 59 minutes)
- Programme for automatic oven cooking
- Programme for semi-automatic oven cooking.

Description of the buttons:

- Timer
- Cooking time
- End of cooking time
- Manual position and cancellation of the inserted cooking programme
- Advancement of the numbers of all programs
- Turning back of the numbers of all programs and changing the frequency of the audible signal.

Automatic cooking taking place

Timer in operation

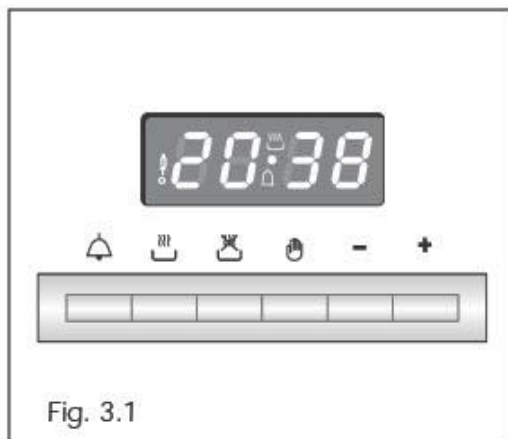
and **AUTO** - flashing - Programme error.
(The time of day lies between the calculated cooking start and end time).

Note: Select a function by the respective button and, in 5 seconds, set the required time with the / buttons ("one-hand" operation). A power cut zeroes the clock and cancels the set programmes.

Description of the lighted symbols:

AUTO - *flashing* - Programmer in automatic position but not programmed

AUTO - *always lighted* - Programmer in automatic position with programme inserted.



ELECTRONIC CLOCK (fig. 3.2)

The programmer is equipped with an electronic clock with lighted numbers which indicate hours and minutes.

Upon immediate connection of the oven or after a blackout, three zeroes will flash on the programmer panel.

To set the hour it is necessary to push the button and then the or until you have set the exact hour (fig. 3.2).

Alternatively, simultaneously push the two buttons and at the same time push the or button.

Note: Setting the clock deletes any programme.

NORMAL COOKING WITHOUT THE USE OF THE PROGRAMMER

To manually use the oven, that is, without the aid of the programmer, it is necessary to cancel the flashing **AUTO** by pushing the button (AUTO will be switched off and the symbol will go on - Fig. 3.3).

Attention: If the AUTO is not flashing (which means a cooking programme has already been inserted), by pushing the button you have cancelled the programme and switched to manual.



ELECTRONIC TIMER

The timer programme consists only of a buzzer which may be set for a maximum period of 23 hours and 59 minutes.

If the **AUTO** is flashing push the button.

To set the time, push the button and the or until you obtain the desired time (fig. 3.4).

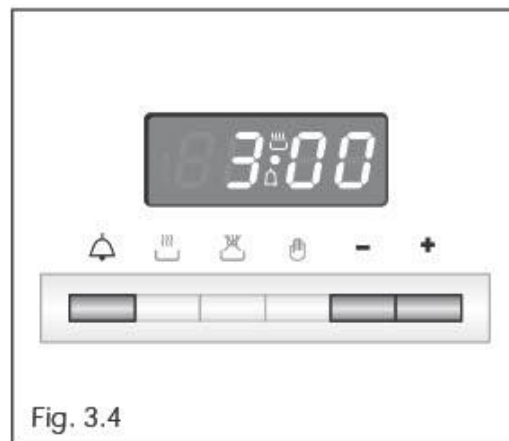
Having finished the setting, the normal time will appear on the panel and the symbol will appear.

The countdown will start immediately and may be seen at any moment on the panel by simply pressing the button .

At the end of the time, the symbol will be switched off and an intermittent buzzer will go off; this can be stopped by pressing any one of the buttons.

ALTERING THE AUDIBLE SIGNAL

By pressing the button you can choose from three variations.



AUTOMATIC OVEN COOKING

To cook food automatically in the oven, it is necessary to:

1. Set the length of the cooking time
2. Set the end of the cooking time
3. Set the temperature and the oven cooking programme.

These operations are done in the following way:

1. Set the length of the cooking time by pushing the button and the button to advance, or to go back if you have passed the desired time (fig. 3.5). The **AUTO** and the symbol will be on.
2. Set the end of the cooking time by pressing the button (the cooking time already added to the clock time will appear), and the button (fig. 3.6); if you pass the desired time you may get back by pushing the button.

After this setting, the symbol will go off. If after this setting, the **AUTO** flashes on the panel and a buzzer goes off, it means there was an error in the programming.

In this case, modify the end of cooking time or the cooking time itself by following the above instructions again.

3. Set the temperature and the cooking programme by using the switch and thermostat knobs of the oven (see specific chapters).

Now the oven is programmed and everything will work automatically, that is the oven will turn on at the right moment to end the cooking at the established time.

During cooking, the symbol remains on.

By pushing the button you can see the time that remains until the end of cooking.

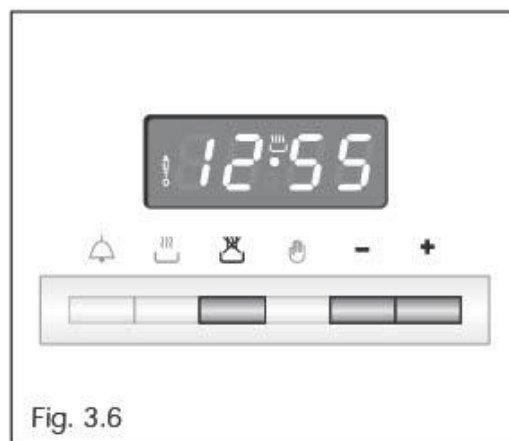
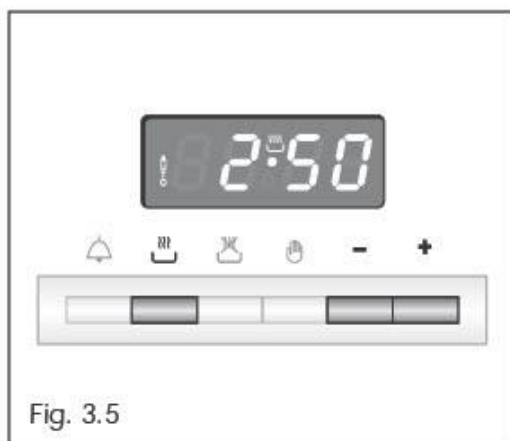
The cooking programme may be cancelled in any moment by pushing .

At the end of the cooking time the oven will turn off automatically, the symbol will turn off, **AUTO** will flash and a buzzer will sound, which can be turned off by pushing any of the buttons.

Turn the switch and thermostat knobs to zero and put the programmer onto "manual" by pressing the button.

Attention: A power cut makes the clock go to zero and cancels the set programmes.

After a power cut three zeroes will flash on the panel.



SEMI-AUTOMATIC COOKING

This is used to automatically switch off the oven after the desired cooking time has elapsed.

There are two ways to set your oven:

1. Set the length of the cooking time by pushing the button and the button to advance, or to go backwards if you have passed the desired time (Fig. 3.7).

or

2. Set the end of the cooking time by pushing the button and the button to advance, or to go backwards if you have passed the desired time (Fig. 3.8).

AUTO and the symbol will be on.

Then set the temperature and the cooking programme using the oven switch and thermostat knobs (see specific chapters).

The oven is switched on and it will be switched off automatically at the end of the desired time.

During cooking, the symbol remains on and by pressing the button you can see the time that remains till the end of the cooking.

The cooking programme can be cancelled at any moment by pushing the button.

At the end of cooking, the oven and the symbol will turn off, the **AUTO** will flash and a buzzer will sound; that can be stopped by pushing any of the buttons.

Turn the switch and thermostat knobs to zero and put the programmer onto "manual" by pressing the button.

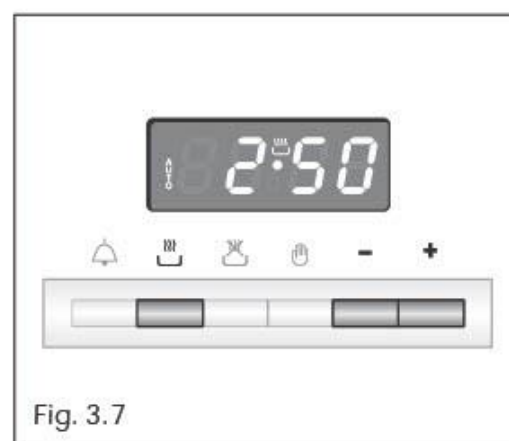


Fig. 3.7

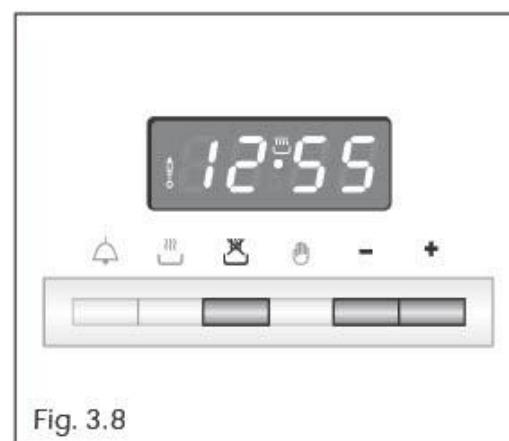


Fig. 3.8

4 How to use the vitroceramic hob

The ceramic surface of the hob allows a fast transmission of heat in the vertical direction, from the heating elements underneath the ceramic glass to the pans sat on it.

The heat does not spread in the horizontal direction, so that the glass stays "cool" at only a few centimeters from the cooking plate.

The 5 cooking plates are shown by painted disks on the ceramic surface.

IMPORTANT NOTE:

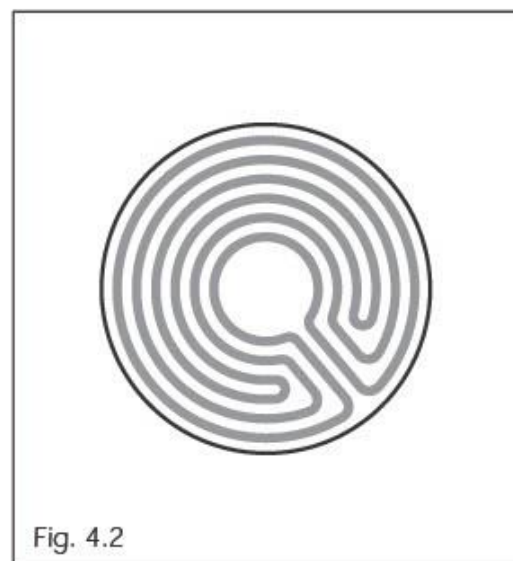
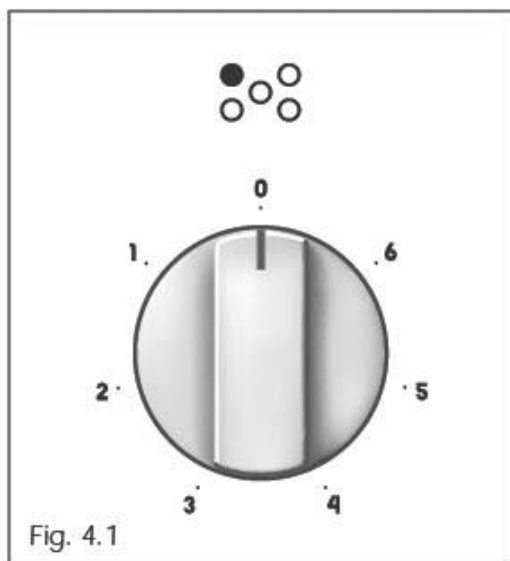
The heating elements incorporate a thermolimiter that switches the element ON/OFF during all the settings to protect the ceramic glass from overheating.

The use of incorrect pans and/or wrong pan positioning will cause the temperature limiter to operate more frequently, resulting in a reduction of cooking performance.

3 CIRCUIT RADIANT ZONES


Incorporating 3 heating elements (fig. 4.2) you can control and light up all 3 together or separately by selecting from the 6 positions on the control knob (fig. 4.1).


The working temperature required is reached in a very short time.



DOUBLE AND OVAL RADIANT ZONES

The heating element is formed of a coil of resistant material which reaches the working temperature quickly. Operation of the cooking zone is controlled by a continuous energy regulator from 1 to 12 (maximum temperature) (fig. 4.3).

To turn on **both zones of the double element**, turn the double element knob fully clockwise to the position . To reduce the heat of the full double element, turn its knob anticlockwise to setting 12 or lower. Adjust the heat during cooking as necessary.

Note: if you leave the knob at the  position, the full double element will remain at the highest heat setting.

To **return to using only the inner zone of the double element**, first turn the knob to the 0 (off) position (you should feel a click) and then clockwise to a setting from 1 to 12.

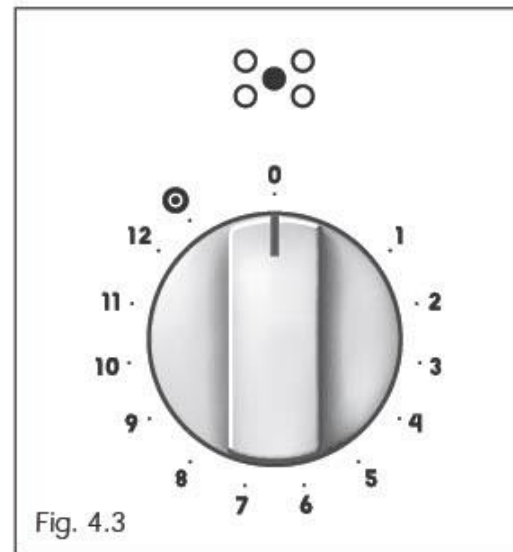


Fig. 4.3

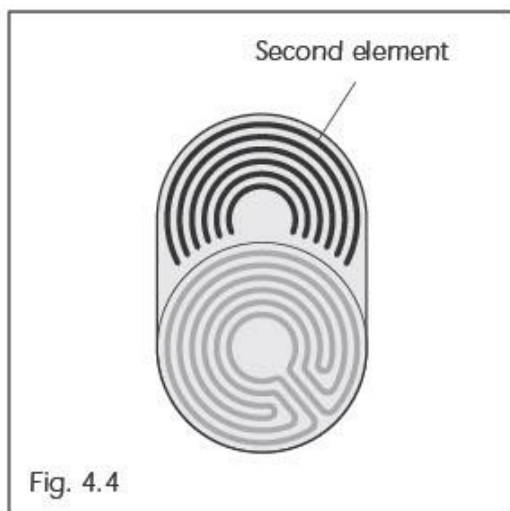


Fig. 4.4

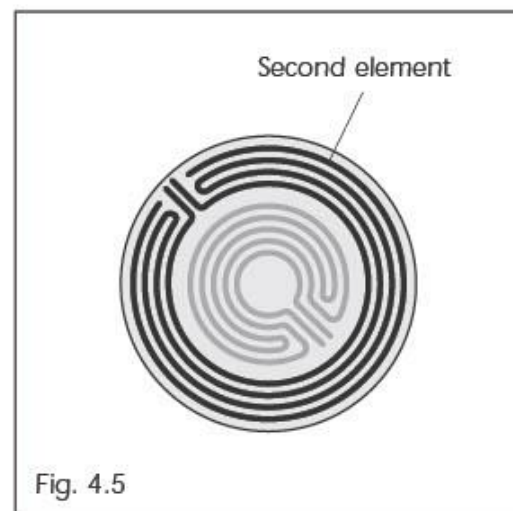
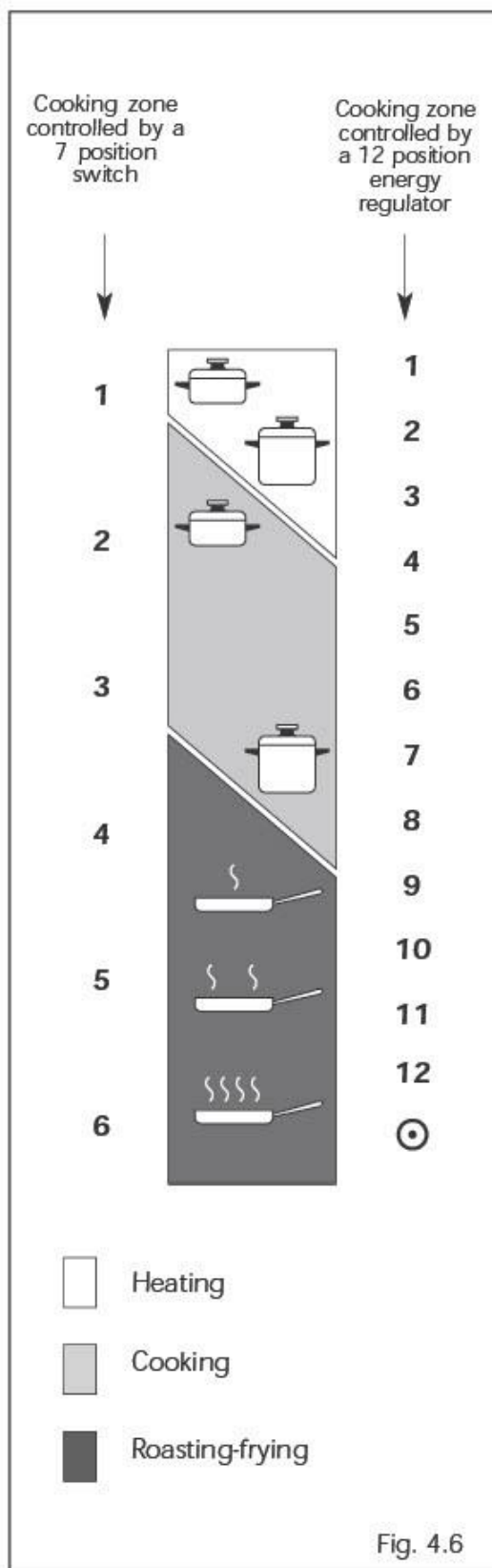


Fig. 4.5



COOKING HINTS

Knob setting	Type of cooking
0 0	Switched OFF
1 1 2 2	For melting operations (butter, chocolate).
2 2 3 3 4 4	To maintain food hot and to heat small quantities of liquid (sauces, eggs).
3 4 5 5 6 6	To heat bigger quantities; to whip creams and sauces. (vegetables, fruits, soups).
3 6 4 7	Slow boiling, i.e.: boiled meats, spaghetti, soups, continuations of steam cooking of roasts, stews, potatoes.
4 7 8 8	For every kind of frying, cutlets, uncovered cooking, i.e.: risotto.
4 8 5 9 10 10	Browning of meats, roasted potatoes, fried fish, omelettes, and for boiling large quantities of water.
6 11 12 12	Fast frying, grilled steaks, etc.
⊙	Switching on the second element (Double and oval radiant zones only)

After a short period of use, experience will teach you which setting is the right one for your needs.

RESIDUAL HEAT INDICATORS

The hob also features 5 warning lights which are connected to the corresponding plates.

When the temperature of a cooking plate is above 60 °C, the relevant warning light will also light up to warn of heat on the surface of the hob.

This light also stay on after the cooking plate has been switched off to show that the hob surface is still hot.

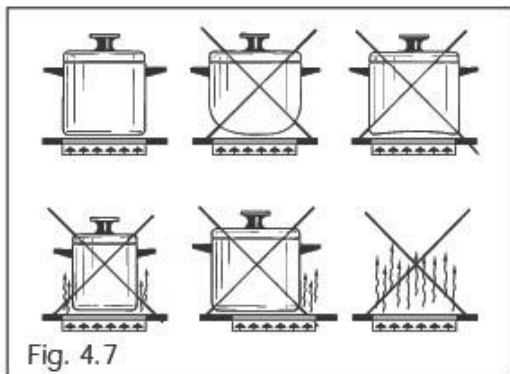
This residual heat will lasts for a long time after the cooking plate has been switched off.

During this time you should avoid touching the hob surface over the cooking area.

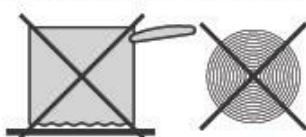
Please pay special attention to ensure that children are not allowed near the hob.

The light will switch off automatically as soon as the surface temperature of the cooking plate falls below 60°C.

**Caution! the cooking hob becomes very hot during operation.
Keep children well out of reach.**



**DO NOT USE GLASSWARE ON CERAMIC HOBBS.
DO NOT USE PANS WITH ROUGH CIRCULAR MACHINED BASE.**



COOKING HINTS:

- To reduce the cooking time, you can turn the control knob to the max when you switch the plate on.
After a short time you can set the control knob to the position required for cooking.
- You should only use pots and pans with flat bases (pans with the test mark for glass-ceramic hobs are available from specialist shops).
The diameter of the pan should match that of the cooking plate (or be slightly bigger) to make the most of the energy.
- Since the cooking surface will stays hot for a certain time after the plate has been switched off, you can switch it off 5 or 10 minutes before the end of the cooking.
The residual heat of the hob will complete the cooking.
- To save electricity, use pan lids whenever possible.
- Never cook the food directly on the glass ceramic hob, but in special pans or containers.
- **Do not scratch the cooktop with cutting or sharp objects.**
Do not use the glass ceramic surface as a work surface.

DEEP FAT FRYING

For safety purposes when deep fat frying, do not fill the pan more than one third full of oil.

DO NOT cover the pan with a lid and **DO NOT** leave the pan unattended.

In the unfortunate event of a fire, leave the pan where it is and turn off the control knobs.

Place a damp cloth or lid over the pan to smother the flames. Leave the pan to cool for at least 30minutes before moving the pan.

DO NOT USE WATER ON THE FIRE.

SAFETY HINTS:

- Before you switch the hob on, make sure you know which knob controls the required cooking plate. We advise you to set the pan over the cooking plate before switching it on. Remove the pan after you have switched the cooking plate off.
- Do not use pots and pans with rough bases (pay attention to cookware made of cast-iron). Rough bases can damage (scratch) the glass surface of the hob. Make sure that the bottom of the pan is dry and clean.
- Pots with aluminium bottoms may leave silver streaks or spots on the hob.
- Do not leave wet or damp lids on the hob.
- The glass-ceramic surface and pans must be clean. Carefully remove any food debris (especially containing sugar), dirt etc. with the aid of a cleansing agent.
- Pan handles should never stand out beyond the kitchen worktop, as there is a great danger of knocking the pan over.

This will also ensure that children cannot reach them.

- **Do not use the hob if the glass surface is broken or cracked in any way. Please disconnect the cooker from the mains and contact the after-sales service.**
- Do not lean over the cooking plate when in use.
- Do not lay cooking foil or plastic materials on the ceramic surface when it is hot.
- Remember that the surface remains hot for a long time (about 30 min.) after the cooking plate has been switched off.
- Follow the cleaning instructions carefully.

Do not use the glass surface for storage.

CLEANING THE HOB

Before you begin cleaning make sure that the appliance is switched off.

Remove spillages and other types of incrustations.

Dust or food particles can be removed with a damp cloth.

If you use a detergent, please make sure that it is not abrasive or scouring. Abrasive or scouring powders can damage the glass surface of the hob.

All traces of the cleaner must be removed with a damp cloth.

Do not put articles on the hob which can melt: i.e plastic, aluminium foil, sugar, sugar syrup mixtures etc.

If any of these products items have melted on the ceramic surface, you should remove it immediately (when the surface is still hot) by using a scraper to avoid any permanent damage to the surface of the hob. (Available under part No. 103138).

Avoid using a knife or other sharp utensils since these can damage the ceramic.

Do not use steel wool or an abrasive sponge which could scratch the surface permanently.

ATTENTION: MOST IMPORTANT!

If cleaning the glass ceramic hob using a special scraper tool take extra care to avoid damaging the seal at the edges of the glass ceramic surface.

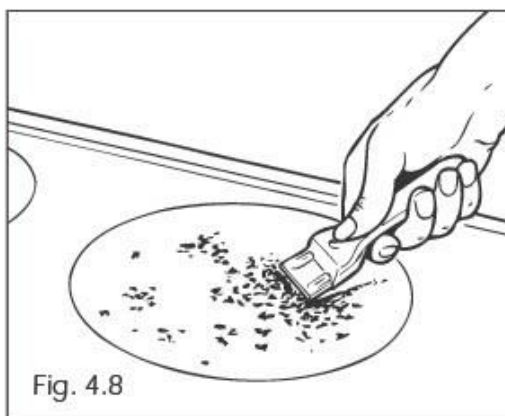


Fig. 4.8



5

Multifunction oven




Attention: the oven door becomes very hot during operation. Keep children away.

GENERAL FEATURES

As its name indicates, this is an oven that presents particular features from an operational point of view.

In fact, it is possible to insert 7 different programs to satisfy every cooking need. The 7 positions, thermostatically controlled, are obtained by 4 heating elements which are:

- | | |
|--------------------|--------|
| - Bottom element | 1725 W |
| - Top element | 1725 W |
| - Grill element | 2500 W |
| - Circular element | 2200 W |

NOTE: Upon first use, it is advisable to operate the oven for 30 minutes in the position  and for another 30 minutes at the maximum temperature (thermostat knob on position 250) in the positions  and , to eliminate possible traces of grease on the heating elements.

Clean the oven and accessories with warm water and washing-up liquid.

WARNING:
The door is hot, use the handle.

ATTENTION - MOST IMPORTANT
Pay special attention not to touch the hot heating element inside the oven cavity.

OPERATING PRINCIPLES

Heating and cooking in the **MULTI-FUNCTION** oven are obtained in the following ways:

a. by normal convection

The heat is produced by the upper and lower heating elements.

b. by forced convection

The fan draws in air contained within the oven housing at the rear of the oven and forces it over the circular heating element. The hot air envelops the food in the oven giving faster and more even cooking before it is drawn back into the housing to repeat the cycle. It is possible to cook several dishes simultaneously due to the even distribution of heat within the oven.

c. by forced semi-convection

The heat produced by the top and bottom heating elements is distributed throughout the oven by the fan.

d. by radiant heat

The food is grilled by the infra red grill element.

e. by radiant heat and ventilation

The food is grilled by the grill element is distributed throughout the oven

f. by ventilation

The food is defrosted by using the fan only function without heat.



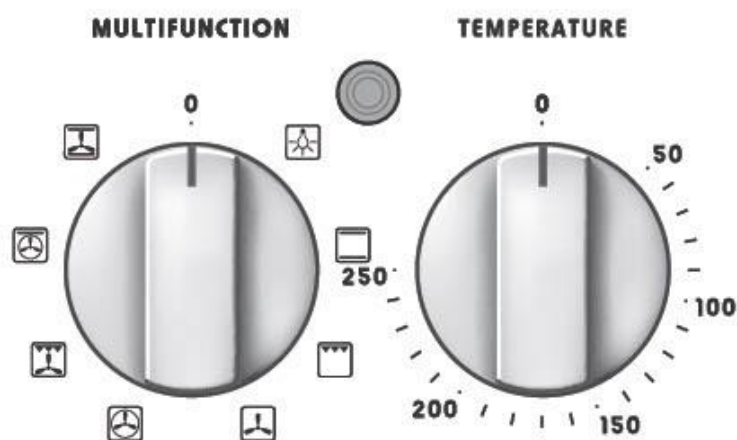


Fig. 5.1

Fig. 5.2

THERMOSTAT KNOB (Fig. 5.2)

This only sets the cooking temperature and does not switch the oven on. Rotate clockwise until the required temperature is reached (from 50 to 250 °C).

The light above the temperature selector will illuminate when the oven is switched on and turns off when the oven reaches the correct temperature.

The light will cycle on and off during cooking in line with the oven temperature.

FUNCTION SELECTOR KNOB (Fig. 5.1)

Rotate the knob clockwise to set the oven for one of the following functions.



OVEN LIGHT

By setting the knob to this position, only the oven light comes on. It remains on in all the cooking modes.



TRADITIONAL CONVECTION COOKING

The upper and lower heating elements come on. The heat being dispersed by natural convection. The temperature range must be set between 50 °C and 250 °C using the thermostat.

The oven must be preheated before cooking.

Recommended for:

Food that requires the same degree of cooking both inside and out, for example roasts, spare pork ribs, meringues etc.



GRILLING

The infrared grill element comes on. The heat is dispersed by radiation. Set the thermostat knob to between 50 °C and 200 °C.

Always grill with the oven door closed.

For cooking hints, see the chapter "USE OF THE GRILL".

Recommended for:

Intense grilling, browning, cooking au gratin and toasting etc.

Do not grill for longer than 30 minutes at any one time on full heat (200 °C).

Caution: the oven door becomes very hot during operation.

Keep children well out of reach.



DEFROST

Only the oven fan comes on. Use with the thermostat knob set to "0" - other temperature have no effect. The food is thawed by ventilation without heating.

Recommended for:

Quick thawing of frozen foods; one kg requires approximately 1 hour.

Thawing times vary according to the quantity and type of food to be thawed.



FAN FORCED

The circular element and fan come on. The heat is dispersed by forced convection and the temperature can be varied to between 50 °C and 250 °C via the thermostat knob. The oven does not require preheating.

Recommended for:

Food which has to be well-cooked outside and soft or rosy inside, for example lasagne, lamb, roast beef, whole fish etc.



FAN GRILL

Both the grill and the fan come on. Most of the cooking is done by grilling and then the hot air circulated around the oven. The oven door should be kept **closed**.

The temperature can be set between 50 °C and 175 °C max.

The oven should be preheated for 5 minutes before cooking. For further cooking hints see "GRILLING AND COOKING AU GRATIN".

Recommended for:

Quick sealing in of food juices for example such as hamburger, chicken pieces, chops.

Do not grill for longer than 30 minutes at any one time on full heat (175 °C).

Caution: the oven door becomes very hot during operation.

Keep children well out of reach.





MAINTAINING TEMPERATURE AFTER COOKING OR SLOWLY HEATING FOODS

The upper element, the circular element and the fan come on.
The heat is circulated by forced convection with greater intensity in the upper part.
The temperature can be set to between 50 °C and 140 °C via the thermostat knob.

Recommended for:

Keeping food warm after any type of cooking. Slow heating of cooked food.



MULTI-FUNCTION

The upper and lower heating elements come on and the fan comes on - the heat from the element being circulated by the fan.
The temperature range can be set to between 50 °C and 250 °C using the thermostat.

Recommended for:


Large bulky quantities of food that require even cooking throughout for example large roasts, turkey, roast turkey, cakes etc.

COOKING ADVICE

Remember to keep children away from the appliance when you use the grill or oven, since these parts become very hot.

STERILIZATION

Sterilization of foods to be preserved, in full and hermetically sealed jars, is done in the following way:


- Set the switch to position .
- Set the thermostat knob to position 185 °C and preheat the oven.
- Fill the dripping pan with hot water.
- Set the jars onto the dripping pan making sure they do not touch each other and the door and set the thermostat knob to position 135 °C.

When sterilization has begun, that is, when the contents of the jars start to bubble, turn off the oven and let cool.


Check your recycle book for full instructions.



WARMING BREAD

Set the switch to position  and the thermostat knob to position 150 °C.
Bread becomes fragrant again if wet with a few drops of water and put into the oven for about 10 minutes at the highest temperature.

SIMULTANEOUS COOKING OF DIFFERENT FOODS


The oven set on position  can cook several different foods together. Foods as diverse as fish and cakes can be cooked together without the cross transference of flavours. This is because the fats and cooking smell that would normally be deposited on the different foods are oxidised and are not absorbed by the foods. The cooking temperature of the foods, however must be within 20 - 25 °C of each other. The food with the longest cooking time will be put into the oven first and the other foods are added as necessary according to their cooking times.

ROASTING

To obtain classical roasting, it is necessary to remember:

- that it is advisable to maintain a temperature between 180 °C and 200 °C.
- that the cooking time depends on the quantity and the type of foods.

GRILLING AND COOKING AU GRATIN

As the hot air completely covers the food to be cooked, grilling may be done with the food on the rack in the oven. The knob should be switched to position . The thermostat should be set to 50 °C and 175 °C max and the oven pre-heated. The food should be placed on a rack in the oven for the required cooking time. Adding a few dabs of butter before the end of the cooking time gives the golden "au gratin" effect.

USE OF THE GRILL

Preheat the oven for about 5 minutes with the door closed.
Introduce the food to be cooked, positioning the rack as close to the grill as possible. The dripping pan should be placed under the rack to catch the cooking juices and fats.

**WARNING: Accessible parts may become hot when the grill is used.
Children should be kept away.**

