

## Instructions

These instructions can be found on the Musicians Union website:

[www.muusikkojenliitto.fi/residenssi/instructions.html](http://www.muusikkojenliitto.fi/residenssi/instructions.html)

## **Bed linen**

Bed linen is provided for the number of persons stated in the rental contract. If you use more, you will be charged separately. Minimum charge is 20 €.

Please note that there are three different types of sheets for different beds. The dark violet ones are for the black sofa beds downstairs. The pillows follow the German model (one huge and one tube-like pillow). Let's try to live with them. The Germans can, why not us?

Used bed linen should be placed in the laundry baskets in the downstairs bathroom. The caretaker will take them out on Mondays. Clean sheets are in the master bedroom cupboard and pillowcases in the multi-colored drawer.

## **Beds**

In the residence, the following beds are available:

Downstairs small bedroom: 2 separate beds

Downstairs master bedroom: a twin bed

Downstairs work/living room: 2 expandable sleeper sofas (max 4 persons)

Movable sleeping footstool (1 person)

In addition, the upstairs sofa can be used as a temporary bed.

There are a maximum of 10 beds, but for a comfortable sleep, there are 7 beds. If each guest wants a private bedroom, 3 persons can be accommodated (4 persons including the upstairs sofa).

## **Bicycles**

Berlin is a cyclist's paradise. Good bike lanes and paths, flat terrain and considerate motorists are an excellent starting point. It is, however, wise to be careful, because bike lanes and paths are sometimes quite narrow and there is a lot of high-speed traffic by local commuters. Pedestrians, especially tourists, do not always take notice of the bike lanes. In the beginning, take your time to get comfortable with the local cycling culture. The resulting feeling of free mobility will be rewarding.

At the courtyard, there are two bicycles belonging to the residence: a nicely broken-in black 28 inch unisex city bike and a slightly smaller brownish red bike of the same type. The keys are in the keycup in the entry hallway.

Do not put the front or rear wheel in a bike stand/rack, as that is the quickest way to get aluminium rims bent and destroyed, when someone pushes the bike from the side. Use the kickstand instead.

You can and should adjust saddle height with the tools on the shelf at the entry hallway. The saddle height is correct when your leg is almost straight in the lowest pedal position. Tighten the saddle nut properly.

You can find a foot pump equipped with a pressure meter at the entry hallway. The black bike has “presta” valves, which means there is a small plug under the plastic dust cover of the valve. You need to carefully rotate it counter-clockwise to fully open it. Attach the smaller hole of the pump mouthpiece deep over the plug, keeping it strictly in 90 degree angle in relation to the rim. Lock the mouthpiece to the valve with the lever in the mouthpiece. Then just pump. The proper pressure (for both bikes) is quite high, 65 PSI max. When you’re done, open the lever, take the mouthpiece off the valve, rotate the plug clockwise to tightly close the valve. Finally, close the plastic dust cover.

There are battery-powered LED lights in the basket in the entry hallway. Use them when its dark. Attach the lamp by pushing it to the bracket from the front and remove it by pressing the small lever behind the lamp. Put new batteries in when necessary and don’t leave lamps on the bikes.

If you feel there is something wrong with the bikes, or if you can’t get air in the tyres, there are several bike service shops nearby, for example in Bergmannstrasse.

### **Books, magazines, maps and guides**

In case you want to leave books or Berlin guides in the residence that will be appreciated by future guests. Guides, maps and leaflets are sorted in the upper drawer of the cupboard left of the upstairs bathroom door. Do not leave unnecessary or irrelevant material, such as advertisements. Throw away outdated material.

### **Breakfast**

There is an abundance of breakfast services in cafes and restaurants nearby.

### **CD’s, listening to**

You can listen to CD’s using the Blu-Ray player upstairs (Panasonic, top left on the shelf). Since the remote controller (the smaller Panasonic remote) controls certain functions of the TV, you should turn off the TV by pressing the transparent button at the bottom left side of the TV. This will avoid turning the TV on when using the remote controller of the Blu-Ray player. A plasma TV consumes a lot of electricity, and it is not a good idea to keep it turned on while listening to music, as static images can burn onto the screen and destroy it permanently.

Turn on the amplifier (Yamaha, bottom left on the shelf) and select DVD as the audio source using the Yamaha remote controller. When listening to normal stereo material, select STEREO, and to bypass ambient simulations select STRAIGHT. Volume is controlled using the large +/- buttons of the remote.

You can also listen to CD’s using the Sony PS3 console. The PS3 analog audio output is connected to the VCR input of the amplifier (Yamaha).

Check that power on light is lit at least in the left and right speakers if you want to listen to stereo material. If power lights are off, turn the speakers on using the dial in the low left corner on the front of the speakers, and turn the dial fully clockwise. When listening to multichannel audio or using ambient simulations, turn on all of the 5 speakers, unless they are already switched on. Volume is controlled using the remote control (Yamaha). Loudness is indicated on the amplifier display in decibels (dB), +16 dB being the maximum setting (please don’t try it).

You can also connect your iPod, MP3 player, portable CD player etc. to the white cable on the TV shelf (3,5 mm mini stereo headphone type jack). If you can’t see the white cable, it may have fallen behind the shelf. Choose MD/CD-R as the amplifier (Yamaha) source.

You can also connect your own music players to the downstairs workstation speakers. Connect your device to the mixer using the cable on the table.

### **Cleaning**

The weekly cleaning service will take place on Mondays at 12:00-15:00. The caretaker will enter the apartment with his/her own keys. Included in the service is cleaning surfaces (floors, tables etc.), taking out the laundry from laundry baskets downstairs and bringing in clean linen/towels.

If something needs to be fixed immediately, you can inform the caretaker about it. He will consider if it is necessary to ask permission from the union office to fix the problem. If there is no urgency, please just inform us at the union office.

You can find a vacuum cleaner and other cleaning equipment in the closet in the small bedroom downstairs.

### **Contact information**

Union office Pieni Roobertinkatu 16

00120 Helsinki

+358-9-68034070

[sml@muusikkojenliitto.fi](mailto:sml@muusikkojenliitto.fi)

Kaisu Junno-Sollo + 358-9-68034072

[kaisu.junno-sollo@muusikkojenliitto.fi](mailto:kaisu.junno-sollo@muusikkojenliitto.fi)

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Ahti Vääntinen +358-50-5695585

[ahti.vantinen@muusikkojenliitto.fi](mailto:ahti.vantinen@muusikkojenliitto.fi)

### **Cooking**

There is a basic cooking kit in the apartment. But due to the abundance of restaurants in the vicinity and in the whole of Berlin, and the reasonable prices in restaurants, there are no special utensils. However, if cooking is your thing, remember to take a peek at the market hall at Bergmannstrasse.

### **Currywurst**

“Curry 36” close to the corner of Gneisenaustrasse and Mehringdamm is one of the best currywurst places in Berlin. If you haven’t tried it, you cannot fully understand Berlin and the people.

## **Cutlery, tableware and cooking**

A basic assortment of tableware, cutlery as well as a basic cooking kit is available. A dishwasher can be found in the kitchen. If something essential is missing, please let us know at the union office.

Please wash the dishes before leaving the residence and put things where they belong. Doing the dishes is not part of the weekly cleaning service. Do not put the espresso kettle in the dishwasher.

## **Damages, something missing?**

Damages to the movables in the apartment have to be reported without delay to the union office. If something that should be in the apartment is missing, please report it to the union office. If there are defects, shortcomings or failures you think should be taken care of, please report them as well.

## **Doors**

All the doors downstairs are not very high. If you are tall, please be careful!

Don't slam the old wooden doors, as they are easily damaged. Close them by pushing slowly. The high living room doors can be closed by pushing firmly. When properly closed, they isolate sound fairly well. In order to close the doors between the living room and the dining space properly, please lock the other side with the two sliders first.

## **DVD/Blu-Ray, viewing**

You can view DVD/Blu-Ray discs with both televisions. Upstairs, discs can be played back with the Blu-Ray player (Panasonic, top left on the shelf) or the Sony PS3 console (black, on the shelf to the right of the TV) and downstairs with a Blu-Ray disc player.

**Upstairs:** Open the TV with the remote controller (bigger Panasonic) by pressing the power button for two seconds. Press AV button (upper right corner of the remote) and select HDMI 2 with arrow keys and press ENTER.

Turn on the amplifier (Yamaha, bottom left on shelf) using the remote or the unit's power switch. Select CBL/DTV (TV sound) as the audio source using the remote (Yamaha).

Check that power LED is lit on all speakers (3 front, 2 rear). If not, switch speakers on by turning the rotating dial (volume) on the lower left corner of the speakers fully clockwise. Volume is controlled by the amplifier remote controller and indicated on the amplifier display in decibels (dB) so that +16 dB is the maximum setting (please don't try it).

ALWAYS turn off the plasma TV after use to avoid static images burning permanently onto the screen.

User manuals are kept in the shelf left of the upstairs bathroom door for further reference.

**Downstairs/Blu-Ray player:** Open the TV using the remote controller (Panasonic) and select AV (upper right corner of the remote). Select HDMI 1 from the menu and press ENTER. Turn the Blu-Ray player on and insert the disc. The disc menu will be displayed and you will be able to play back the content. The sound will be output by the TV speakers. No separate audio system is connected to this TV. Audio volume is controlled using the TV remote controller.

ALWAYS turn off the plasma TV after use to avoid still images burning permanently onto the screen.

## **Entering the residence**

The rental period starts on Monday at 15:00. If, for some reason, you need to get in the apartment already before 12:00, for example to bring in your luggage, you need to arrange this well in advance with the previous guest (not calling the same day) and also inform the union office. You will get contact information from the union office. In case you need to get in the apartment between 12:00 and 15:00, when the apartment is being cleaned, you must agree this with the union office. We need to give the caretakers enough time to do their job. Sometimes they also need to make small repairs during the three hour period.

## **Films**

You will find some Blu-Ray and DVD films in the residence intended for guests to use. Do not remove them from the apartment. If you want to get some more and leave them in the residence, future guests will be grateful.

## **Games (PS3)**

You can play Playstation 3 games on the upstairs PS3 console. There are some games available in the apartment:

After Hour Athletes

GT5 Gran Turismo Prologue

Little BIG Planet

Little BIG Planet 2

Playstation Move Heroes

SingStar Abba

SingStar Queen

SingStar Motown

For SingStar games there are two wireless (and one wired) microphones, whose monitoring volume can be individually adjusted in the game. Turn off the wireless mics after use by pushing the switch forward for a moment until the light turns off to save batteries (AA). There are also two Move controllers to be used with games requiring these controllers (After Hour Athletes and Playstation Move Heroes) or including Move features (Little BIG Planet 2).

## **Grand Piano**

The grand piano is a loud instrument, which means one needs to be aware of how to use it sensibly in an apartment. See also section **Practice/Music work**.

The grand piano is Yamaha model C3 silent (186 cm), so it can also be played silently using headphones. On the left side below the keys there is a lever which you need to pull in order to transform the instrument into a silent digital grand piano. Please leave the headphones attached to the headphone input. Beside the headphone input there is a volume dial.

The digital grand piano is always in tune, also when the acoustic grand piano isn't anymore. The tuning of the grand piano must be agreed with the union office. It should be realized, that it cannot be tuned every week.

### **Groceries**

For example, Kaiser's on Bergmanstrasse is open daily until 24:00, except on Sundays. Beverages and snacks can be purchased around the clock at smaller shops all around. A couple of hundred meters north on the left side of Mehringdamm there is a big organic food store.

### **Guitar and bass**

There is a steel-string guitar (LAG) and an acoustic bass guitar (Höfner) in the residence. They are hanging on the wall over the workstation downstairs. Please handle them carefully to maintain them in good condition for other users and return them in their places after use. If strings are broken, please change the whole set. If there are no string sets in the soft case (in the cleaning closet downstairs), there are several guitar shops in Berlin. The closest small shop is close to the Marheineke market hall at Mittenwalder Strasse 33. Berlin Guitars, Motzstrasse 9, U-Bahn Nollendorfplatz ([www.berlinguitars.de](http://www.berlinguitars.de)) and American Guitar Shop, Goethestrasse 32/49, U-Bahn Wilmersdorfer Strasse ([www.guitar-shop.de](http://www.guitar-shop.de)) are two of the bigger stores. Please don't try to adjust the truss rods unless you know what you are doing. There is also a small bass amp with amp modeling, effects and a rhythm machine. There are two foldable stools suitable for playing.

### **Hair dryer**

A hair dryer is provided.

### **Internet/pay-TV channels**

A wideband internet Wi-Fi ("ALICE-WLAN38", password: 4988 5353 3292 3164) connection is available everywhere in the apartment. Due to thick walls, the signal is weaker downstairs, but due to the WLAN repeater in the electric socket beside the master bedroom door you can also use the extended network "ALICE-WLAN38\_EXT". The extended network's encryption and password are identical to those of the original network. You can browse the internet with your own laptop equipped with WLAN or the mini laptop (Acer) in the apartment. The Playstation 3 console upstairs has also a Wi-Fi connection.

The Alice Fun internet package includes pay-TV channels which can be viewed using the set-top box left on the TV shelf. There is a separate remote controller for the set-top box. The set-top box is connected to the HDMI 1 input on the TV. Select it using the AV button on the TV remote (Panasonic).

### **Ironing**

There is an iron in the downstairs bathroom. The ironing board can be found in the downstairs cleaning closet.

### **Keys**

Two keys are needed for the residence, one for the door from the street and the other for both apartment doors (upstairs and downstairs) and the security lock upstairs. Do not give the keys to outsiders in any situation.

To lock the apartment doors, rotate the key two full turns clockwise. This applies to the security lock upstairs as well. To open, turn key anti-clockwise two full turns. The locks may need some determination to operate, but you shouldn't use force. It is important to note, that the doors will not be locked just by closing them, as in Finland, but you always need to use the key. The insurance company requires doors to be locked properly.

In case you are left outside without keys, and the other guests in your company cannot help you, you may call the caretaker of the apartment:

Herr Heinz Erdmann, +49-173-6092780

He will charge for the visit, and may not be too excited to wake up in the night, so please take good care of the keys. If keys are lost, you will need to pay for new keys.

Please return the keys you got from the union office back to the office in time. Leave the keys that were waiting for you in the apartment on the velcro board at the upper level exit.

### **Laptop**

There is an Acer Aspire One mini laptop in the apartment. It is intended primarily for surfing the web and using webmail, for example. It runs on a Linpus Linux operating system. You should be able to use it intuitively right away. The web browser is found in the main menu. When opening the unit, wait for it to find the wireless connection (WLAN). The laptop does not have a hard drive, and it is not suitable for downloading large files. Don't leave your files on the computer when you leave the residence. When the battery is fully charged (charge LED is not lit), do not keep the power source connected. If you use the laptop, please leave it fully charged when you leave, but not connected to the wall socket. If you use the laptop only with mains power, you can remove the battery, but put it back before you leave the residence.

If the internet connection fails and does not recover, reboot the laptop, and wait for the connection to open (look at the icon at the bottom bar of the screen). Then open the browser.

### **Laundry**

In the bathroom downstairs there is a washing machine which is capable of drying the laundry. Please see user manual. Drying laundry otherwise in the apartment is not recommended. On the other side of Mehringdamm there is a laundromat.

### **Leaving the apartment**

The rental period ends on Monday at 12:00. If you need to stay longer you must arrange this with the union office well in advance. If you need to stay after 15:00, you must agree this also with the next guest well in advance. It is not enough to call the same day. You can get contact information from the union office.

Before leaving, remember to

- do the dishes and put them in place
- take the trash out to the trashcans in the courtyard
- put new bags in the wasteboxes
- put used towels and linen from beds to the laundry baskets
- make sure that furniture and other objects are in place

- turn off electric appliances
- return keys to the keycup/Velcro board
- return heating settings to their original values if they have been changed
- close all windows
- close the grand piano top and keyboard cover
- contribute to the guest book
- lock both doors (upstairs and downstairs)
- take with you back to Finland the keys you got from the union office

## **Mail**

The residence is actually formed by connecting two apartments. In principle, both apartments have their own mail address. If you need to receive mail while staying at the residence, the mail address you should give is:

Your Name/Finnish Musicians Union

Gneisenaustrasse 113 ETW nr 7

10961 Berlin

Incoming mail is received in the mailboxes downstairs in the staircase. There are keys to the locker in the keycup in the upper level entry hallway. Please return the keys in the cup after use. If you can't find the keys, and you have mail in the boxes, contact the union office.

## **Map on the dining room wall**

The idea of the map on the dining room wall – besides helping you find your way around - is to collect tips for good restaurants, shopping, specialty stores and other services, clubs, music venues etc. To keep it in organized, let's just put a number tag in the pin, and write the explanation in the notebook.

From time to time, the list can be copied and updated onto the residence web page. We don't need to fill the map up right away. Guests will accumulate this valuable heritage in time. Be careful to place the pin exactly in the right place. You shouldn't add regular tourist attractions which are readily found in tourist guides, but rather try to include interesting things you have experienced or found yourself.

You will find maps of Berlin in tourist guides left in the apartment. You can find them also in kiosks and bookstores. There is a good [map](#) on the Berlin city webpage.

## **Metro/U-Bahn and public transport**

The Berlin U-Bahn is one of the best functioning underground systems in the world. It is safe, reliable and fast. A single adult ticket (AB zones) costs 2,30 € (child 7-14 years: 1,40 €) and it is valid for 2 hours (no return or round trips). A child under 7 years travels for free. A day ticket for an adult costs 6,30 € and for a child 4,10 €. The machines will not accept notes bigger than 10 €. At one time, you can purchase several tickets in different categories. Validate your ticket before entering the platforms.



Bus M19 departs from the front door directly to KaDeWe department store and Kurfurstendamm shopping area. To Alexanderplatz or Potsdamer Platz, take U6 from Mehringdamm and switch to U2 towards the correct direction at Stadtmitte. From Potsdamer Platz it's a 5 minute walk to Brandenburger Tor.

Additional information on public transport can be found [here](#).

### **Mobile communication**

Check in advance that your mobile phone subscription works abroad if you need to use it. Especially the functionality of subscriptions intended for use by children needs to be checked.

It is generally not recommended to use a mobile data subscription from a Finnish operator in Germany, unless you are prepared for a very high cost for data transfer.

### **Parties**

Neighbours should be informed of parties and other social functions in the apartment, which can cause noise or other disturbance, for example, by placing a note in the staircase. Of course, you can also go and tell them face to face.

### **Pets**

Pets are not allowed in the residence.

### **Playstation 3 (PS3)**

The Playstation 3 (PS3) console attached to the TV upstairs is a multifunctional device. You can play PS3 games, watch movies in almost any format (DVD, Blu-Ray etc.), listen to music (CD, mp3 etc.), view digital photos and browse the internet. With the separate memory card reader various cards and memory sticks can be read (music, photos, movies etc). If you download something (such as demo games rated 18) to the PS3, please keep in mind that kids use the PS3. So please delete such material before leaving the residence.

Generally, you should log in as "SML", unless you want to create your own username for some purpose. Do not create usernames unnecessarily. Do not change settings on the PS3, unless you actually know what you are doing and why. Do not alter the physical connections, either. Do not leave your own files on the hard disk when you leave the residence.

The wireless keyboard on the right back side of the TV shelf is intended for use with the PS3. Charge it after use, but do not leave the power source unnecessarily connected to the charging dock. There is also a dedicated remote controller (Sony) for PS3.

There are two wireless game controllers, one of which has the DualShock function. Pressing the PS button on the controller turns the controller and the console on. The console can be shut down by pressing the PS button for a while and choosing TURN OFF THE SYSTEM from the menu. There are also two Move controllers (with a ball at the end).

Controllers are charged by connecting them to the console with a USB cable while the console is on. While charging, lights will be blinking on the controller until the battery is fully charged. When the battery of the controller is almost empty, there will be a warning on the screen. You should then connect the controller to the console with an USB cable. You can use another controller by pressing the PS button on it. You can also continue using the previous controller with the USB cable connected. If you use the controllers, please

charge them fully for the next guest before you leave, and turn off the PS3 console (the red light will be lit on the console when it is off).

As there are only 2 USB connectors in the PS3, there may be shortage of USB slots. You can charge the controllers in almost any USB-equipped device, such as the Panasonic Blu-Ray player on the left of the TV shelf or a computer. There is also a USB hub on the shelf to enable several controllers to be charged from a single USB connector.

When starting to use the PS3, if the status led on the right is not lit, turn power on from the extension cord socket switch on the floor under the AV cabinet (this turns power on for all the AV devices). If the light is still not on, turn power on from the switch at the back panel of the PS3.

### **Practice/Music work**

All the doors of the upper living room must be closed when you play, sing or listen to music/watch TV, movies etc. in a way that produces noise. To close them may require some force. To close the door between living room and dining room, close the sliders (up and down) of the right side door first.

The residence is an ordinary apartment in an ordinary residential block of flats. It would be disastrous, if the future use of the residence would be compromised because someone is indifferent to the issue. It would be a huge disservice for all future users, in the worst case, it would make useless all of the economic and other investments in the residence. This is something to be taken seriously by everyone.

Professionals should behave responsibly and use common sense in how much noise the neighbours can be exposed to and what is an appropriate time of the day for such exposure. Music is a wonderful thing, but, unfortunately, it is also noise. As the grand piano can be played also silently using the headphones, it is wise to do this whenever possible. You can also listen to the bass amp using headphones.

There are active speakers in the downstairs workspace, too, but especially in the evening and night it is advisable to use headphones. The speakers can be turned off by turning the dial at the bottom left corner of the speakers fully anti-clockwise.

Four music stands with battery-powered lights as well as three microphone stands are provided.

### **Printer**

At the downstairs workstation there is a USB laser printer with wireless connectivity. You can find printing paper at the office/art shop around the corner, if there is no paper available in the residence (look in the downstairs bookshelf). If ink is low, please inform the union office (preferably a little in advance). If paper runs out, it is polite to get some more for the next user.

### **Refrigerator/freezer**

Do not leave food that can go bad in the refrigerator/freezer. Moderate amounts of unopened food products that can be stored for a long time, and whose best before date is indicated in the package, as well as unopened beverages may be left in the refrigerator to be used by future guests. However, it is recommended that you leave the refrigerator/freezer practically empty for the next guests, so they will not need to start with an inventory and emptying the fridge.

## **Safety**

Berlin is considered to be a relatively safe city, but be careful anyway. Take a proactive stance, which is, of course, easier when you are sober. Save in your mobile phone all the numbers (including area codes) you might need in various situations. The caretaker has compiled some of the most important phone numbers on the fridge door. Remember to add the country code for Germany.

The doors of the apartment are safe, but be sure to learn the routine of locking all the doors properly the first day of your stay. If a door is not security locked (two full turns of the key), insurance will not cover damages or losses due to burglary, for example. Property crimes are rather common in Berlin.

In the upstairs dining room there is a first aid/medicine cabinet and a dry power extinguisher. Don't remove the keys. On the kitchen wall there is a fire blanket.

## **Shortcomings, is something missing?**

If something is missing, please inform the union office without delay.

## **Smoking**

Smoking is forbidden in the residence. The closest place to smoke is the courtyard.

## **Speakers**

All speakers in the residence are active speakers by Genelec. "Active" means that each speaker must be powered up before use. If there is no sound, check the power on LED in the front of the speakers first. To the left of the TV table upstairs there is an active subwoofer that must be powered up in order for the audio signal to pass to the satellite speakers (3 in front, 2 in the rear). The speakers may be left powered up under normal circumstances, even when leaving the residence. Upstairs, four of the speakers are placed on a stand, but are not attached to the stand. The stands do not stand very firmly on the uneven wooden floor, so please do not move or push them.

## **Spiral staircase**

The spiral staircase connecting the upper and lower floor can be hazardous to small children and even adults. Please note the TV under the staircase. Be careful not to drop anything from the staircase.

## **Televisions**

The TV sets in the apartment are high quality full HD (high definition) plasma televisions. It is important not to leave a still image unnecessarily on the screen, and to turn off the TV sets when they are not in use, as they use up a lot of energy. A static image can burn in even a modern plasma screen, and then the TV is ruined. You shouldn't touch the plasma screens. Pay special attention to this if you are staying with children.

Upstairs there is a small table antenna, which doesn't always provide a good enough signal to show all the free channels properly. You can use the upstairs TV to watch approximately 60 pay-TV channels included in the Alice Fun internet package. Turn on the TV, select AV, then HDMI 1. Turn on the set-top box with its own remote controller (Alice) and select channels. The sound will come out of the TV speakers now, but if you want a better audio quality or multichannel audio, turn on the amplifier (Yamaha) and select CBL/TV with the amplifier remote (Yamaha).

Downstairs you can watch free DVB-T channels using the house antenna, which unfortunately does not always provide a perfect quality reception.

### **Towels**

There will be enough towels in the master bedroom cupboard for the number of guests mentioned in the rental agreement (1 large and 1 small per guest). Please put used towels (not too wet, please) in the laundry basket for the caretaker to take away on Monday.

### **Umbrella**

There are two big umbrellas by the upper entry hallway for your use.

### **Waste, empty bottles**

In the kitchen there is a simple system for sorting household waste. Sort waste bags into the garbage cans at the courtyard. Please empty the trash cans in the kitchen before you leave, and change new waste bags. Emptying the trash cans is not included in the weekly cleaning service. You can leave empty bottles packed neatly in plastic bags, unless you want to return them in one of the grocery stores. For example, you can return bottles in Kaiser's at Bergmannstrasse at the far left corner of the store.

### **Water**

Please use water economically. Water is heated with gas heaters situated in the bathrooms. Warm water production may not be as even as we have gotten used to in Finland. If warm water stops, close the tap and open it again. Gas heater should start again with a quiet "click".

If you cannot get any warm water, please contact the union office or the caretaker.

### **Windows**

You must not leave windows open while you are out of the apartment.

### **Visitors**

You can invite visitors to the residence in moderate numbers at your own responsibility. It is, however, not allowed to accommodate visitors in the residence without a specific permission from the union office. For safety reasons, we do not recommend inviting strangers to the residence. The apartment and its belongings are at the guest's responsibility in all situations.

### **WLAN, wi-fi**

See "Internet".

### **Workstation downstairs**

The workstation downstairs is intended for electronic music work. There is a MIDI/USB-keyboard, a 24 inch FullHD LCD display, 2 Genelec active speakers, a mixer, bass amp and a laser printer and headphones. Bring your own laptop with you. Basic connections are ready, do not change them unnecessarily. If you change connections, return the original situation before leaving the residence. User manuals are on the table or in the TV shelf.

If you need more space for accommodation, the downstairs workstation table may be placed in front of the window. Move the curtain to the side first. Please be careful with cables (detach what is necessary first), and don't try to move the table alone. Return the workstation to its original location and re-connect cables before you leave the residence.