

# How to Use a Dishwasher

## Step 1:

Using a sponge, clean the leftover scraps of food off the dishes – plates, pots, pans, etc.



## Step 2:

Place dishes in designated slots: glasses and cups on top rack, plates on lower rack, silverware in silverware rack.

## Step 3:

Place pots and pans around other dishes, making sure other dishes do not block spray access to pots and pans.



## Step 4:

Once dishwasher is full, fill both dishwasher cups with dishwasher detergent.

## Step 5:

Close tops of cups where appropriate.

## Step 6:

Add rinse agent to rinse agent dispenser; replace top of dispenser.

## Step 7:

Close door securely.



**Step 8:**

Choose a wash cycle appropriate to the load.

**Step 9:**

Choose a dry cycle. Turn on the heat.

**Step10:**

Start dishwasher.



# How to Use a Washing Machine

## Step 1:

Sort clothes. Wash white or light-colored clothes together and dark-colored clothes together. Heavy fabrics should be washed together and light fabrics should be washed together.



## Step 3

Add detergent to your washing machine.



## Step 4

Use the special bleach or fabric softener dispensers if you are adding bleach or fabric softener. Otherwise, follow the instructions on the bleach and fabric softener packaging to find out how much and when you should add them to the washing machine.



## Step 5

Load your clothes loosely into the washing machine.

## Step 6

Close the lid and set the controls of your washing machine according to what you are washing. Use hot water for only white cottons. Use warm or cold water for colored fabrics.



## Step 7

Turn on your washing machine. Allow it to work through all of the cycles and turn itself off before you unload the washed laundry.

# How To Use a Clothes Dryer

## Step 1

Clean the lint filter or screen before each load.



## Step 2

Shake each garment before transferring it from the washer to the dryer.



## Step 3

Choose a dryer cycle. Opt for the regular cycle if most of the load is all-cotton fabrics or set it on permanent-press cycle if the load consists mostly of synthetic or permanent-press fabrics (a cool-down period prevents wrinkling).



## Step 4

Add a fabric softener sheet.



## Step 5

Remove the clothes once they're dry and hang them immediately.



# How To Use a Microwave



---

## Step 1

The first step on how to use a microwave involves actual microwave cooking. Microwave cooking should always be done using microwave safe cookware. Never use aluminum foil or metal cookware in a microwave oven because doing so could start a fire.



## Step 2

After the microwave cooking you did is ready, wait at least a minute or two before handling that microwave safe cookware. After waiting, pick up the cookware using an oven mitt. The cookware may still be hot enough to burn your hand.



## Step 3

If there is a lid on your microwave safe cookware, open it slowly. Hot steam from the food can burn you. After taking off the lid, practice microwave safety by letting the food cool down further for a minute or more before taste-testing.



# What to Cook in Microwave

## Step 1 Frozen Dinners

Make your dinner. Frozen dinners that take anywhere from half an hour to an hour in a conventional stove can now be done in 5 to 10 minutes in a microwave. Another advantage to using the microwave is that your kitchen won't get as hot as if you used an oven.



## Step 2 Popcorn

Cook popcorn. It used to take a long time to make popcorn on the stove or even in a hot air popper. In a microwave, you can cook popcorn in a matter of minutes and the results are the same, if not better, than the old fashion way.



## Step 3 Drinks

Prepare your coffee or other hot drinks in the microwave. With your microwave, you can heat up those cups of coffee in an instant. Tea and hot chocolate can also be done in the microwave in seconds, rather than making them on the stove top.



## Step 4 Frozen Meats

Defrost your meats in minutes. Even if you wait until the last second, you'll still be able to use them in tonight's dinner.



# How to Set a Thermostat

## Step 1

Set the program to conserve energy during the day when no one is home and while you are sleeping. For maximum benefits you should aim setting your thermostat at 68 to 70 degrees in the heating season, and 78 to 80 degrees during the cooling season.



## Step 2

Adjust your thermostat up and down when you come home or leave and when you go to sleep if you are using a manual thermostat.

COOL – AIR CONDITIONER

HEAT - HEATER



If too hot, set thermostat to a lower temperature.

If too cold, set thermostat to a higher temperature.

The fan should always be On AUTO SETTING.

# How to Use the Refrigerator and Freezer

## Step 1

Create sections in the freezer for well-labeled (date purchased, item and amount) meats, fruits and vegetables, convenience foods and desserts.



## Step 2

Pull older items out of the freezer after a big shopping run. Put the newer items in the back, moving the older ones to the front so they get used up. In the refrigerator, keep perishables front and center where you'll see them.



## Step 3

Store foods in designated spaces inside your fridge or freezer so you don't spend time hunting down ingredients.



## Step 4

Keep like items together: condiments in the door; soda, beer and wine on a top shelf; and yogurt, cottage cheese, hummus and snacks at eye level.



### Step 5

Stash meat, seafood and poultry in the middle back of the refrigerator, the coldest spot in the house.



### Step 6

Cover liquids and wrap foods stored in the fridge. Uncovered foods release moisture (and get dried out), causing the compressor to work harder.



### Step 7

Sweep through your fridge once a week. **THROW OUT** any leftovers that won't be eaten, get rid of perishables that are past their prime and wipe down any spills.



# How To Clean the Bathroom

---

## Step 1

Remove everything from around the sink and around the shower.



## Step 2

Clean the sink. Spray the soap scum remover and scrub with a sponge if needed. Otherwise, you can wipe off the soap scum with a damp paper towel. Be sure to wipe dry with a rag or a paper towel. Remember to spray and wipe the faucet, the inside of the sink and the counter.



## Step 3

Clean the toilet. Spray the toilet with CLEANER. For a hands-free operation, buy a toilet scrubber with a handle. Be sure to flush the toilet to rinse. Remember to clean the seat and the back of the toilet bowl.



## Step 4

Clean the shower. Spray with soap-scum remover and scrub with a sponge. Be sure to clean your shower regularly to avoid mold build-up.

## Step 5

Clean the floor. Spray with tile cleaner, scrub if necessary and wipe up the tile cleaner with a rag or a paper towel. Remember to clean behind the toilet.



**Step 8**

Take out the trash. You can now throw away all the paper towels and other trash in the bathroom.

**Step 9**

Replace the items you removed from the shelves. Remember to wipe off any dirty items before replacing.

**Step 10**

Make sure to stock the bathroom with extra toilet paper. Fold the toilet paper in the holder as shown in the picture.



# How to Use a Coffeemaker

---

## Step 1

Be sure the coffeemaker is clean.

## Step 2

Use fresh, cold water to fill the water reservoir. Put in just a little bit more than you intend to drink, as some will be absorbed by the coffee in the filter.



## Step 3

Put a paper filter in the filter basket.



## Step 5

Begin with 1 tbsp. coffee per 6 oz. water, then adjust for your personal preference.



## Step 6

Turn the coffeemaker on.

## Step 7

Wait until the coffee is brewed, and pour yourself a steaming cup.



# How to Use a Rice Cooker

---

## Cooking Rice

### Step 1

Determine the amount of rice needed—most recipes call for 2 parts water to 1 part rice. Use the plastic measure provided.

### Step 2

Rinse rice until water runs clear. This will wash off excess starch and give you fluffier rice. Put rice and water in the pot.

### Step 3

Put the pot into the base and cover with the lid.

### Step 4

Push down the switch to start cooking. The switch will automatically return to the "Keep warm" setting when the rice is done, usually in about 20 minutes.

