

Woodbrooke Information Folder



Welcome to Woodbrooke!

Please look inside for information to help you make the most of your time here.

Welcome to Woodbrooke

We hope your stay with us is both comfortable and rewarding. We are always glad to receive feedback on things that you have enjoyed and anything we might do to have improved your experience - please do let us know by completing an evaluation form or talking to a member of staff.

Sandra Berry
Director

January 2014

You should have the following information in your room – please let us know if any items are missing and we will supply you with them.

*Evaluation form *Course brochure 2014
*Conferencing postcard 'Why Woodbrooke'
*B&B leaflet *Advices and Queries

Did you know...?

We offer a wide range of courses in spiritual and personal development; inspiring conference facilities and comfortable and convenient B&B.

For more information, please see
www.woodbrooke.org.uk

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Key points

Who is available to help you?

Our Administration team (normal weekday office hours) and our volunteer Friends-in-Residence (outside of office hours) will be on hand to help you during your stay and answer any practical questions about Woodbrooke. Our Friends in Residence uphold the Quaker worship and ethos at Woodbrooke and provide pastoral and practical care. If you need emergency assistance during the night, the Friend-in-Residence on duty can be contacted by dialling 777 on one of the red telephones in the building, or by calling 07810 417155 if you have a mobile.

Are you hungry?

Meal times:

Breakfast –	7:45 – 9:00am Monday through Saturday
	8:00 – 9:00am Sunday
Lunch -	12:45 – 1:45pm every day
Evening meal -	6:15 – 7:15pm every day

Do you want an extra meal? Woodbrooke serves breakfast, lunch and dinner every day that we are open. If you decide after arriving that you would like to book an additional meal, we would be very happy to do so. Lunch and evening meals cost £10 each (with discounts for those under 18).

To book a meal, please speak to a member of the Administration Team or to a Friend in Residence. If you can give us 24 hours' notice it would be very much appreciated, although with less notice we will check with the chef on the day to see if there will be enough food available. If you need a meal earlier or later than the times specified above, please ask at reception.

We can also prepare a **packed breakfast, lunch or supper** if you need to be away at meal times, or are leaving before a meal time. To order a packed breakfast, please speak to a member of the Administration Team or a Friend in Residence and let us know what time you would like the breakfast to be ready. You can then pick it up from the kitchen the morning you need it. For packed lunches or suppers, please sign up outside of the dining room on the list opposite the dining room doors.

If you have a **special diet** and we are not already aware of it, please let a member of the Administration Team or a Friend in Residence know. If you have already informed us of your specific dietary requirements, please make yourself known to a catering assistant or chef at meal time at the serving counter in the dining room.



Did you forget something?

Shop: Woodbrooke has a small shop in reception that may have what you need, including toothpaste, deodorant, notebook, pen or pencil and snacks. If you are paying during office hours, please give the money to a member of the Administration Team. Outside of office hours, please use the honesty box on the shop.

Bookshop: Woodbrooke also has a small bookshop located along the ground floor New Wing Corridor. Please enquire with a member of the Administration Team or a Friend in Residence if you cannot find a book that you are looking for. If you do purchase a book, we

ask that you record what books you have purchased on the list at the bookshop. To pay, you can either leave cash/cheque or card details in the honesty box at the bookshop, or see a member of the Administration Team or a Friend in Residence.

Towels and bed linen

Fresh towels and bed linen are supplied when you first arrive. At Woodbrooke we are aware of the environmental impact of daily laundering of towels and linen. We therefore do not automatically change towels every day but if you would like clean towels please leave the dirty ones outside your door.

How can you get access to our facilities and rooms?

Your badge: We request that you wear the badge that you will be given upon arrival at all times while at Woodbrooke so that all guests and staff are aware for security reasons. If you have guests visiting, please have them check in at reception and get a visitor badge. If you would prefer a pin badge, please ask at reception.

Your key: Your key gives you access to your bedroom and all external doors for the duration of your stay. If you have been out for the evening and arrive back after 10pm, your key will give you access to the green doors at the main entrance. The notice on the door only applies if you do not have a key. If you lock yourself out of your room, or if you lose your key, please see a member of the Administration Team or a Friend in Residence who can replace the key for you, or let you into your room.

Red Phones: Please familiarise yourself with the Red Phone located close by to your room – use this if you become locked out of your room overnight or if you need emergency assistance at any time to contact a Friend in Residence. You can reach them by dialling 777.

What should you do in case of an emergency?

There are several Woodbrooke staff members who are trained in First Aid. If you need first aid please use a Red Phone to speak to a Friend-in-Residence (dial 777). There is a First Aid kit located in the Friends-in-Residence office.

What should you do if you hear the fire alarm?

The fire alarms are normally tested weekly on Wednesday morning just after 9:00am and will be turned off after a short period of time. Occasionally we need to test the alarms at other times. If you hear the alarms ringing at any other time, please evacuate the building immediately. Please refer to the evacuation guide on the door of your room for your nearest exit. The gathering point is at the apple tree just outside the Quiet Room (see map on p11).

How can I access the internet and computers?

Wi-Fi: Wi-Fi is available in all parts of Woodbrooke. If you have requested a Wi-Fi username and password and have provided us with an email address, you will be given these details on your badge. If you need a username and password, please see the Administration Team or a Friend in Residence who can issue this for you.

Internet Connection: If you are in Bottom West, Top West, Top Floor, Back Street or Bridge End, there is a wired connection available for your internet in addition to the Wi-Fi. There should be a green network cable located in the top drawer or the desk, or plugged into the socket that can be connected to your computer for internet connection. If you are having trouble connecting to the internet, **see p 20-22**.

Alternatively, ask a member of the Administration Team or a Friend in Residence.

Public Computers: There are two public computers located on Quality Street available for your use. You will need a username and password to use the internet.

Can you smoke or drink alcohol here?

Woodbrooke is a smoke-free building with a smoking area provided in the grounds, and butt bins by all the entrances. Woodbrooke has an alcohol-free policy where alcohol is not permitted in any of the public areas, which includes all meeting rooms, dining areas, kitchens and the grounds.

What arrangements are there for your departure?

If you are here on a course or with a conference: we kindly ask that you vacate your room by 9:30am. **If you are here as a bed and breakfast guest:** please vacate your room by 10:30am. **If you would like a late check-out,** please check with the Administration Team to see if this is possible.

Luggage Store Room: There is a luggage store room located at the join of the ground floor New Wing corridor and the main house corridor leading to the dining room. Your room key will give you access to this room. Please note that all items are left in the luggage store room at your own risk.

Where to leave your badge and key: You can leave your badge and key in the box just to the right of the main entrance/exit as you are leaving. If you have an outstanding invoice due for your stay with us, please see a member of the Administration Team or a Friend in Residence before departing to settle this bill.

Worship at Woodbrooke

There are two opportunities for daily community worship. Everyone is welcome.

Meeting for Worship

8.30am – 9.00am

Daily except Sundays

Usually in the Quiet Room

A quiet half-hour of worship to start the day. On Sundays, people who are not part of a course can visit local Quaker Meetings or other places of worship (see page 7).

Epilogue

9.30pm – 9.45pm

Daily

Usually in the Cadbury Room

A brief time for reflection together at the end of the day. There may be music, a reading, a personal story, or silent prayer. We sometimes learn a simple dance or contemplative song. If you would like to lead an Epilogue please ask a Friend-in-Residence for more information.

Private Prayer and Meditation

The **Gazebo** (beside the Walled Garden) and the **Silent Room** (next to the Quiet Room) can be used any time when they are free. The **Art Room** is also available for private creative activity, unless it is being used for a course. The Gazebo is open in daylight hours – if you find the Silent Room or Art Room locked, your room key should open them.



Local Quaker meeting houses and churches

Quaker Meeting houses

There are a range of meeting houses across Birmingham – please see the noticeboards on the ground floor for more information. The nearest meeting houses to Woodbrooke are:

Bournville, The Green, 65 Linden Road B30 1JT. Meeting for worship at 10.30am. Bournville Meeting House was the first place of worship on the Bournville estate and is a fine large building beside the village green. Tel: 0121 449 0490.

Cotteridge, 23A Watford Road, Cotteridge B30 1JB. Meeting for worship at 10.30am with children's class. Cotteridge has a well-used 1960's building. Shared lunches take place on some Sundays. Tel: 0121 458 2302.

Selly Oak, 930 Bristol Road, Selly Oak B29 6LB. Meeting for worship at 10.30am. A 1920's building set well back from the Bristol Road in pleasant grounds. Tel: 0121 415 4852.

Local churches

Birmingham is well-served for churches – please see the racks by the 'residents' information' noticeboards on the ground floor for a full list, and call them to find out details of the times of services and directions.

Some of the churches close to Woodbrooke are:

- **St. Mary's (Church of England)**, Bristol Road (10 minute walk). Tel: 0121 472 0250
- **Selly Oak Methodist Church**, Langleys Road. Tel: 472 0960
- **Weoley Hill United Reformed Church**, Green Meadow Road (10 minute walk)
Tel: 0121 472 0730
- **Our Lady and St. Rose of Lima (R.C)**, Gregory Avenue, Weoley Castle (15 minute walk). Tel: 0121 475 1634.
- **Serbian Orthodox Church**, 131 Cob Lane, Bournville. Tel: 0121 458 5273
- **Christian Life Centre (Elim Pentecostal)**, 900 Bristol Road. Tel: 0121 471 3677
- **Bournville Parish Church – St Francis of Assisi**, Linden Road, Tel: 0121 472 7215

Stay in touch on Facebook and Twitter!



[Woodbrooke Quaker Study Centre & Conferences at Woodbrooke](#)



Follow us on Twitter at [@Woodbrookeuk](#) and [@WoodbrookeConf](#)

A – Z information

Where can I find...? What if...?

Members of our administration team will be delighted to help you during your stay during office hours. Please contact them by going to the reception desk or to the office just behind it between 9 and 5pm, Monday – Friday.

Our volunteer Friends-in-Residence team are here to help you at certain times during the day and during the evenings and weekends. Please make your way to their office in the main corridor just before the Dining Room.

Where can I find...? What if...?

Adaptor – Friends in Residence office

Alarm clock – Friends in Residence office

Back Friend – Friends in Residence office

Bookshop at Woodbrooke – corridor towards Art Room

Change – Friends in Residence office or the Admin Office

Computers (for guest use) – opposite Room 14 on Quality Street

Condoms – in the vending machine in the Disabled Toilet (ground floor) in New Wing

Donations to Woodbrooke – see the donations box on the wall in reception, or see the information on our website www.woodbrooke.org.uk

Evaluation of my stay or my course – evaluation forms are by the front door

Extend/Reduce my stay – via the Admin Office

First Aid – Friends in Residence office

Garden Information – see the leaflets by the Friends in Residence office

Hairdryer – Friends in Residence office

Heater (portable) – Friends in Residence office

Hot water bottle – Friends in Residence office

International adaptors (£5 deposit) – Friends in Residence office

Ironing Board – Friends in Residence office

Library – ground floor, main corridor (your key will open the door)

Lost Property – the Admin office

Laundry facilities – washing powder and clothes dryer tokens available at 50p each
- Friends in Residence office

(Continued overleaf)

Luggage store – just off the main corridor by the toilets

Mobile Phone Charger – Friends in Residence Office

Mobility Scooter – the Admin office or Friends in Residence office

Needle and cotton etc – Friends in Residence office

Newspapers – in the Garden Lounge

Photocopying – via the Admin office

Paracetamol – in the vending machine in the Disabled Toilet (ground floor)

Pool table/Ping Pong – in the cellar, entrance on main corridor

Post (outgoing) – via the Admin Office or put into pigeonhole “Outgoing Post”

Sanitary products – in the vending machine in the Disabled Toilet (ground floor)

Shoe cleaning materials – Friends in Residence office

Shop at Woodbrooke – outside the Admin office

Snacks (out of hours) – go to the shop outside the Admin office

Sports equipment and games such as football, Frisbee, croquet, jenga – speak to the Friends in Residence

Stamps – can be purchased from the Admin office or the Friends in Residence office

Taxi service – via the Admin office. Alternatively, a courtesy telephone is on the ground floor, by the toilets off the main corridor.

Tea Spots – supplies of tea, coffee, milk, sugar etc. are indicated on the map p9-10.

Toothpaste, Toiletries etc – can be purchased from the shop by reception

TV (if available) – the Admin Office or Friends in Residence office

Umbrellas – Friends in Residence office

Weighing scales – Friends in Residence office

Worship – see the ‘Worship at Woodbrooke’ noticeboard on the ground floor

Woodbrooke facilities for guests

Social spaces: There are a number of social spaces where you can relax: the Garden Lounge off the Dining Room; in the Rendel Harris Room near reception; and in Holland House Garden Room if it is free. Other meeting rooms may be available – please read the notice on the door of the room that you wish to use.

Newspapers: a selection of daily newspapers is available from around breakfast time in the garden lounge.

Gardens: We invite you to explore the garden and grounds during your stay. We have a walled garden, Chinese garden and extensive wildlife areas. Approximately one-third of the garden is a Site of Interest for Nature Conservation.

Bonfire area: there is an area in the gardens allocated for bonfires. Please speak to a member of the admin team or a Friend-in-residence if you wish to find out more.

Silent Room: This is a silent space for sitting, reading, contemplating, praying, meditation and worship by the Quiet Room.

Back gate to Bournville: You can access the Bournville Duck Pond and find an alternative route to Bournville by going via the back gate in the woods during daylight hours.

Boat on the Lake: A small boat is available for use on the lake. Please ask the admin office or the Friends-in-Residence about finding the oars and lifejackets.

Piano (by arrangement) in the Cadbury Room, just off reception.

Games room and TV room: There are board games, a pool table, a table tennis table and tv facilities in the cellar, enter via the door opposite the library entrance.

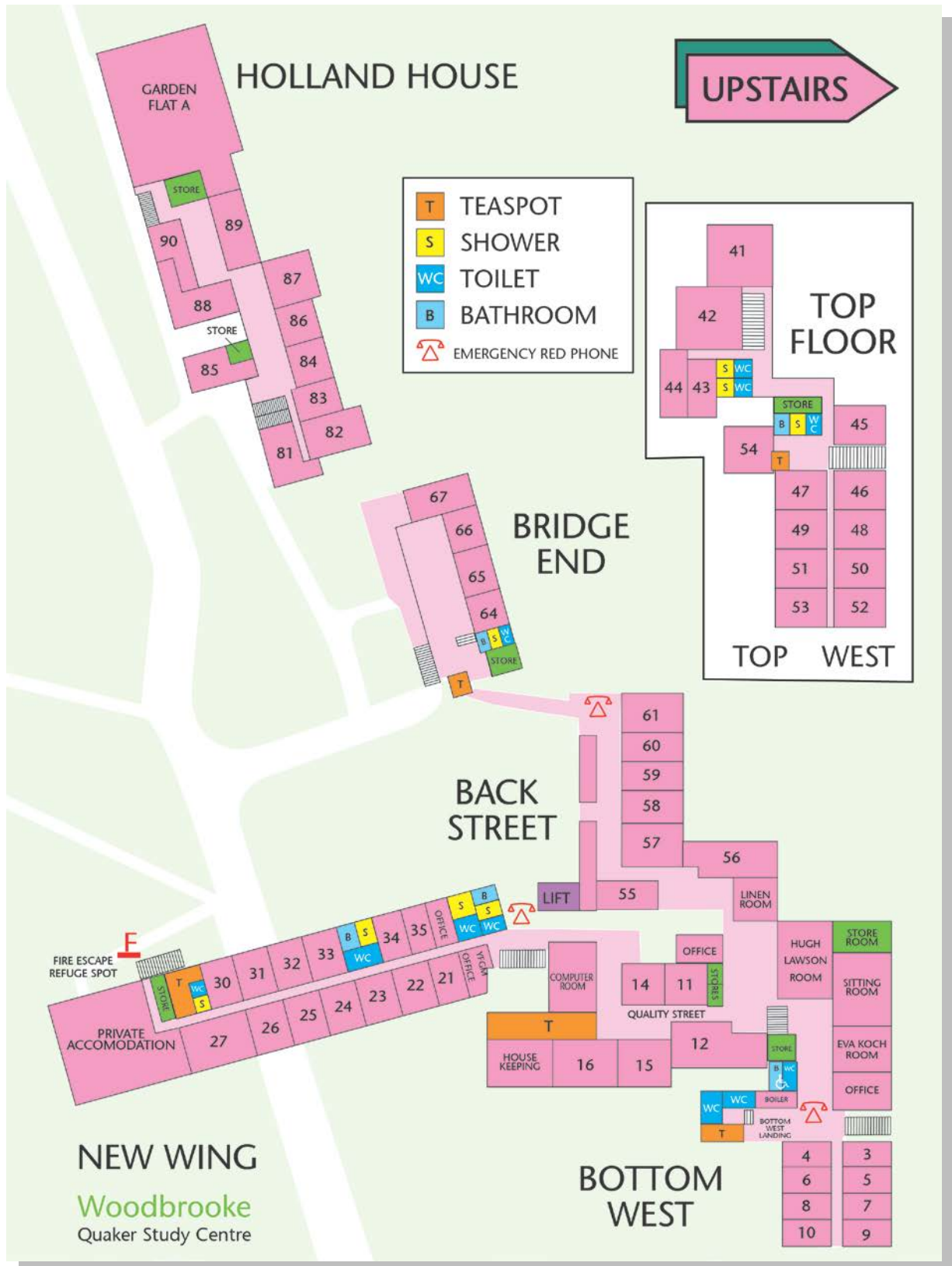
Gazebos and Cabin: There are quiet, sheltered spaces dotted around the garden. If they are locked with a padlock, please ask a member of the admin team or a Friend-in-residence for the code to unlock them.



Map of Woodbrooke – Ground Floor



Map of Woodbrooke – First Floor

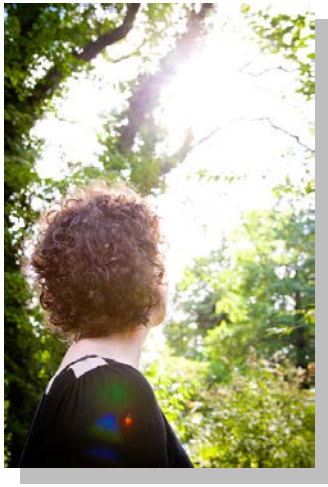


Map of Woodbrooke— Gardens and Grounds



Woodbrooke Environmental Policy

This is informed by Advices and Queries, 1994.



41. Try to live simply. A simple lifestyle freely chosen is a source of strength. Do not be persuaded into buying what you do not need or cannot afford. Do you keep yourself informed about the effects your style of living is having on the global economy and environment?

42. We do not own the world, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation.

The focus for our green agenda includes the following

Energy management: We have invested heavily to reduce our use of gas and electricity to a minimum. Please help us by turning off unnecessary lighting and heating.

Water management: Our water is precious (and metered) so we try to use it as sparingly as is hygienic. We encourage the use of short showers rather than long baths, fix dripping taps and leaks quickly, and have installed dual flush cisterns in most toilets.

Waste management: We aim to re-use what we can, reduce our wastage and recycle as much of it as possible.

Sustainable purchasing: Wherever practical and affordable we try to purchase ethical products from sustainable sources.

Organic management of the garden: the garden is managed organically and we aim for its vegetables and fruit to be used in the kitchen in season.

Transport: Everyone coming to Woodbrooke is encouraged to use public transport or bicycles where appropriate.

Education: We encourage all users of Woodbrooke to be mindful of green issues.

Did you know that from February 2013, you will be able to book a B&B stay via www.woodbrooke.org.uk? Book via our website or phone and receive a free breakfast for each night you stay with us!

Local amenities

We have listed below the nearest local amenities. Please note that Woodbrooke does not recommend or endorse specific amenities or attractions.

To find out specific details of your nearest pharmacy, dentist, GP or walk-in centre, go to <http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx> (December 2012)

Dentist: The nearest dental practice is Oakville, a short 5 minute walk up the hill towards Selly Oak, on the same side of the road as Woodbrooke. Tel 0121 472 2234

Local Walk-in Centre: **Open 24 hours a day.** South Birmingham GP and walk-in centre, 15 Katie Road, Selly Oak, Birmingham, B29 6J. Tel: 0121 415 2095

Pharmacy: There are several pharmacies in Selly Oak on the Bristol Road near Dawlish Road. Northfield shopping centre also contains a Superdrug shop.

Local Library: 669 Bristol Road, Selly Oak, Birmingham B29 6AE. Tel 0121 464 0403 for opening times.

Nearest supermarket: There are three local supermarkets – all are reachable by getting on a bus along the Bristol Road – ask a member of staff or Friend-in-Residence for more information.

Sainsbury's Selly Oak: 1 Chapel Lane, Selly Oak, Birmingham B29 6SJ

Sainsbury's Northfield: Frankley Beeches Road, Birmingham, B31 5AA

Aldi Northfield: 860 Bristol Road, Northfield, B31 2NS

Post Office: There is a post office on the main shopping road in Northfield (Bristol Road South) and in Selly Oak in the row of shops opposite Sainsbury's.

Local shopping centre: There is a shopping centre on the main shopping road in Northfield (Bristol Road South).

Local gym/swimming baths: Northfield Swimming Baths and Fitness Centre is on Bristol Road South in Northfield. Call 0121 464 1058 for opening times, specific directions and other information.

Local pub/restaurant: See local attractions.

Local walks: we have a garden trail and garden information for those guests who would like to explore our grounds further. This information is situated by the Friends-in-Residence office. We also have a leaflet outlining a Bournville walk. The Ramblers have a useful website detailing a range of urban and rural walks in and around Birmingham: see www.getwalking.org.

Local attractions

From historical houses to modern shopping complexes, Birmingham has fun and interesting places for everyone. We have a wide range of attractions and entertainment facilities close by in Selly Oak. If you take the train from Bournville or Selly Oak train station, it takes less than fifteen minutes to get to Birmingham city centre, where there are even more attractions, restaurants, pubs, theatres and cinemas. Additional information is also available by the Friends-in-Residence office.

Within walking distance...

Cadbury World

Only minutes away from Woodbrooke, visit the world famous chocolate factory. Created by Woodbrooke's previous owner George Cadbury, Cadbury World is a fun and educational attraction dedicated to the story of Cadbury and chocolate.

<http://www.cadburyworld.co.uk>

Selly Manor

Discover about the Tudors, local history and Bournville at this nearby manor house.

<http://www.sellymanormuseum.org.uk/>

Bournville Village

A piece of rural Britain in the heart of a city, complete with village green, shops and a war memorial. <http://bournvillevillage.com/>

The Bear and Staff pub

Situated a 10 minute walk from Woodbrooke. Turn right out of the Woodbrooke entrance to go back up the hill on the Bristol Road, and carry on walking until you reach the pub. The pub is located just before you reach Sainsbury's.

The Country Girl pub

Located on Raddlebarn Road, the pub is a 25 min walk from Woodbrooke. Walk past the 'Bear and Staff' pub (see above) and continue along Bristol Road. Continue past the Selly Oak train station until you go under the railway bridge. Take the first right turn into Heeley Road and walk approximately 10 minutes all the way to the top of the road. Turn right at the top and walk another 30 seconds until you see the Country Girl pub on your right.

Selly Oak Village

A vibrant local shopping area near to the University of Birmingham and Queen Elizabeth Hospital, Selly Oak has many shops, restaurants and local amenities and is only 10 minutes' walk from Woodbrooke.



A short bus ride away...



Lickey Hills Country Park

A beautiful park that is popular with walkers and other visitors, with a visitor centre, circular walk, and diverse flora and fauna. See the 'Leisure and Tourism' section on the Birmingham website www.birmingham.gov.uk for more information.

The Midlands Art Centre (MAC)

The MAC is set in Cannon Hill Park, one of the premier parks in Birmingham. It has a gallery, a café/bar, and cinema and theatre space. <http://www.macarts.co.uk/>

Northfield Ecocentre

Established by local Quakers, the Ecocentre "offers practical and inspiring ideas on how to green up your lifestyle, home or business, whatever your budget!" <http://www.northfieldecocentre.org>

The Barber Institute of Fine Arts

Only minutes away from Woodbrooke, the galleries feature works from the 13th to the 20th century, including Old Master and Impressionist collections. <http://www.barber.org.uk/>

National Sea Life Centre

Located in Birmingham city centre, the National Sea Life Centre provides an opportunity for visitors to view sealife from all around the world. It contains the world's first 360 degree underwater walk-through tunnel. <http://www.visitsealife.com/Birmingham/>

The Bullring

Modern shopping centre which opened in 2003 and is one of the largest in the UK. <http://www.bullring.co.uk/>

The Town Hall and Symphony Hall

Discover great classical music in the Heart of Birmingham. <http://www.thsh.co.uk/town-hall/>

Canals, bars and restaurants at Brindley Place

Birmingham is said to have more canals than Venice! Explore the canals and discover a range of eateries and bars at Brindley Place. <http://www.brindleyplace.com>

Rea Valley Route

This 6-mile walking trail takes you from the city centre, through Cannon Hill Park and along Birmingham's canals and rivers. See local wildlife and water habitats along the route. <http://www.sustrans.org.uk/sustrans-near-you/midlands/easy-rides-in-the-midlands/rea-valley-route>

Jewellery Quarter

A historic quarter in the city centre, this part of Birmingham creates over 40% of the UK's jewellery and has the busiest assay office in Europe. Home to period buildings,

a tranquil Georgian Square and fascinating museums and galleries.
www.jewelleryquarter.net/

Birmingham Museum and Art Gallery

Home to the world's best collection of pre-Raphaelite artwork, the Anglo-Saxon Staffordshire Hoard and galleries dedicated to Birmingham's history and crafts. Entry is usually free. Chamberlain Square, www.bmag.org.uk

Birmingham Back to Back houses

A restored courtyard of 19th-century back to back houses transports visitors back into Birmingham's past! See how people lived through one of Birmingham's most tumultuous periods. www.nationaltrust.org.uk/birmingham-back-to-backs/

Sarehole Mill

A working watermill and former home of J.R.R. Tolkien and Matthew Boulton, Sarehole Mill stages an annual Middle Earth Weekend and is the beginning of the Tolkien Trail. www.bmag.org.uk/sarehole-mill

Balti Triangle

A few miles from Woodbrooke is the home of the British Balti. Ladypool Road, Stoney Lane and Stratford Road contain an Aladdin's cave of jewellers, South Asian fashions, sweet shops and family-run Balti Houses.

Aston Hall

The Jacobean mansion dating from the 17th-century contains sumptuous interiors and landscaped gardens. <http://www.bmag.org.uk/aston-hall>

A little further afield...

Drayton Manor Theme Park

Set in 280 acres with some of the biggest, wettest and scariest rides around. <http://www.draytonmanor.co.uk/>

Twycross Zoo

Situated 30 miles from Woodbrooke, Twycross Zoo is dedicated to preserving threatened species.
<http://www.twycrosszoo.org>



The Black Country Living Museum

Travel back in time and visit historic buildings which have been moved and authentically rebuilt at the Museum from all around the Black Country.
<http://www.bclm.co.uk/>

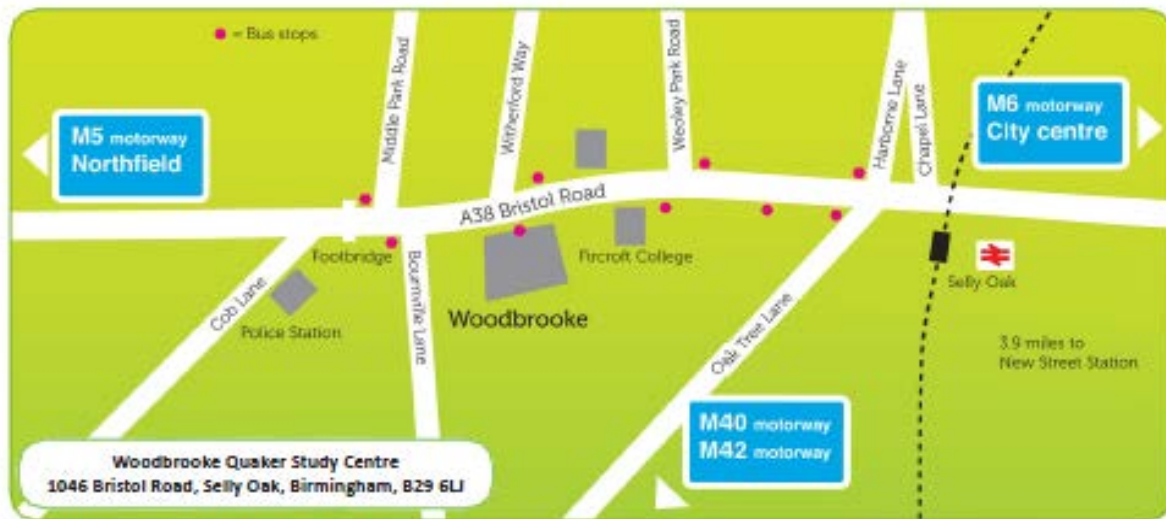
Warwick Castle

A medieval experience for all the family located 25 miles from Woodbrooke.
<http://www.warwick-castle.com/>

Stratford Upon Avon

The Birthplace of William Shakespeare is easily accessible from Woodbrooke by public transport. <http://www.visitstratforduponavon.co.uk/>

Transport links and directions



To get to Birmingham New Street Station / Birmingham City Centre

By bus: From the bus stop on the opposite side of the road to Woodbrooke, get on no 61, 63 or 98. It is approximately a twenty minute ride to the city centre (depending on traffic). The bus will stop at the bus stop directly outside Birmingham New Street station.

To get to Birmingham New Street Station / Birmingham City Centre

By train: Walking from Woodbrooke, turn right out of the entrance and walk up the hill. Keep walking on the same side of the road. You will pass a Sainsburys to your left and a couple of minutes later, will see an entrance to the train station on your right. The walk will take approximately twenty minutes.

To get to Digbeth Coach Station

Get off the bus or train at New Street Station. Make sure that you are outside the station and at the bus stop (on the opposite side of the road to the Bullring entrance and Boots shop). Follow the walkway as it curves to the right so that you come towards some steps. Go up the steps and you will see the Bull sculpture on your right. Follow the walkway that leads to a church straight ahead – this is St. Martin's church. Walk down the steps by the church and carry on so that the markets are on your right hand side. Walk past the markets staying on the same side of the road. The road will soon turn into Bradford Street. Carry on walking for a couple of minutes and the coach station should be just off to your left.

To get to Northfield

From the bus stop on the same side of the road as Woodbrooke, directly next to the entrance, get on no 61, 63, 64 or 98. Ask the bus driver to let you know when to get off the bus – it is approximately a five minute ride.

Travelling by bus?

You will need to have the right money on you as Birmingham buses do not give change. Visit <http://nxbus.co.uk/west-midlands/tickets-prices/> for the details of travelcards. Standard single (2014) costs £2.10.

(Continued on next page)

To get to Selly Oak

From the bus stop on the opposite side of the road to Woodbrooke, get on no 61, 63 or 98. Ask the bus driver to let you know when to get off the bus – it is approximately a five minute ride. The no 98 bus also goes via the Queen Elizabeth hospital.

To get to Birmingham International Airport

Trains run regularly from Birmingham New Street to Birmingham International Airport, taking between 10 and 20 minutes to get there. Please allow further time for a free Air-Rail Link monorail from the train station to the terminal building once you arrive at the train station to get to the airport.

Guest internet service

Notes for use when connecting with a cable

If you are in Bottom West, Top West, Top Floor, Back Street or Bridge End, there is a wired connection available for your internet. A green network cable is located in the top desk drawer or is already plugged into the wall socket behind the desk in these rooms. It would be appreciated if you could return the cable at the end of your stay.

Summary for expert computer users

Your computer needs to be configured for the network connection to obtain an IP address and DNS server address automatically.

Connect a network cable from your computer to the right hand network wall socket.

Your internet browser should display the Woodbrooke welcome screen, prompting you to log on. Your username and password will have been supplied to you on the back of your name badge if you provided an email address at the time of booking, otherwise can be obtained from reception or the FIR office.

Detailed instructions

Plug one end of a standard network cable to the network socket in your portable. Plug the other end of the cable into the right most network socket in your bedroom.

Switch on your computer and open your internet browser.

Your internet browser should display the Woodbrooke welcome screen, prompting you to log on. Your username and password will have been supplied to you on the back of your name badge if you provided an email address at the time of booking, otherwise can be obtained from reception or the FIR office. Enter the username and password provided you, and you should now be able to browse the internet.

If your internet browser did not display the welcome screen, then your computer may not be correctly configured for our network. To resolve this, please check and if necessary, adjust your network configuration as detailed on the next two pages.

Woodbrooke Hospitality Internet

Guest: John Doe
Room: TW54
User Name: jd11187
Password: a0a8956

These credentials will expire on 15/12/11

For computers using Windows XP

1. Close your internet browser.
2. From the Start menu, select Settings, Network Connections, Local Area Connection.
3. A window titled Local Area Connection Status should now be displayed. Click Properties.
4. Select Internet Protocol (TCP/IP), there should be a tick by this line, the line should now be highlighted in blue. Click Properties, a new window titled Internet Protocol (TCP/IP) Properties should be displayed.

If there are any numbers in the lines IP Address, Subnet mask, Default gateway, Preferred DNS server, Alternate DNS Server, make note of these numbers as they following stage will cause them to disappear. Keep a record of this information as changes made to your configuration may need to be reversed prior to using your computer in its usual location.

5. Select Obtain an IP Address automatically then Obtain DNS server address automatically.
6. Click OK to close the window Internet Protocol (TCP/IP) Properties.
7. Click OK to close the window Local Area Connection Properties.
8. To ensure changes are effective restart your computer.
9. Open your internet browser.

If you still do not see a welcome screen there is either an additional configuration issue with your computer or a temporary fault with our service. You can establish if your service is working by visiting one of the public computers located in Quality Street or Holland House.

For computers using Windows Vista

1. Close your internet browser.
2. Click the Start button, Settings*, Control Panel. (*depending on how your computer has been set up you may be able to access Control Panel directly from the Start button)
3. If you have a choice of Control Panel Home and Classic View select Control Panel Home.
4. Select Network and Internet, Network and Sharing Centre, then Manage network connections.
5. Right-click Local Area Connection, and then click Properties. A new window opened titled Local Area Connection Properties.
6. Click the Networking tab, click Internet Protocol Version 4 (TCP/IPv4) then click Properties.
7. A new window opens titled Internet Protocol (TCP/IPv4) Properties.
If there are any numbers in the lines IP Address, Subnet mask, Default gateway, Preferred DNS server, Alternate DNS Server, make note of these numbers as they following stage will cause them to disappear. Keep a record of this information as changes made to your configuration may need to be reversed prior to using your computer in its usual location.

8. Select Obtain an IP address automatically then Obtain DNS server address automatically.
9. Click OK to close the window titled Internet Protocol Version 4 (TCP/IPv4) Properties.
10. Click OK to close the window Local Area Connection Properties.
11. To ensure changes are effective restart your computer.
12. Open your internet browser.

If you still do not see a welcome screen there is either an additional configuration issue with your computer or a temporary fault with our service. You can establish if your service is working by visiting one of the public computers located in Quality Street or Holland House.

For computers not using Windows XP or Windows Vista

If you have an operating system other than Windows XP or Vista and had difficulty using your system on our network please let us know. We will endeavour to add support for other operating systems in the future.

Important Note

These notes are provided in good faith in order to help you make use of our internet facilities during your stay. While we hope they will be useful to you we regret that we cannot document all possible configuration scenarios as the exact procedure can vary according to how your computer has been configured.

Any changes made to your configuration are carried out at your own risk.

Woodbrooke accepts no liability for subsequent failure to your computer or costs incurred in restoring your original configuration.