



HOTEL COLLECTION

Villa Scent Diffuser Instructions

Setting the Current Time

If your screen is unresponsive, press and hold [SET] for 20 seconds and try again after you hear it beep.

1. To set the current time, press **[SET]**.
2. The **Hour** will now be flashing. Using **[UP/DOWN]**, adjust the **Hour** and press **[SET]** to confirm your choice.
3. The **Minutes** will now be flashing. Using **[UP/DOWN]**, adjust the **Minutes** and press **[SET]** to confirm.
4. An arrow will now be flashing below the **Day of the Week**. Using **[UP/DOWN]**, adjust the **Day** and press **[SET]** to confirm your choice.
5. Using **[UP/DOWN]**, adjust the **VOLUME** to **500** (the size of your oil bottle in mL) and press **[SET]** to confirm.
6. Using **[UP/DOWN]**, adjust your **LEVEL** to **500** (the amount of oil in your bottle in mL) and press **[SET]** to confirm.
7. Using **[UP/DOWN]**, adjust your **MILLILITERS** to **1.0mL/hr** and press **[SET]** to confirm.

Setting the Operating Hours

The Villa Scent Diffuser allows up to 5 individual Operating Events so you can scent at various times on different days of the week.

Set the Start Time

1. Press **[MODE]**. **EVENT 1 ON** will appear. This represents the **On Time** for the first operating event.
2. Press **[SET]** and the **Hour** will flash. Press **[UP/DOWN]** to adjust.
3. Then press **[SET]** again for the **Minutes** to flash. Press **[UP/DOWN]** to adjust.

Note: Operating events are displayed following the 24-hour clock.

Example) 12:00 = 12:00 PM

24:00 = 12:00 AM

Set the Operating Days

1. Press **[MODE]**, then **[UP/DOWN]** to toggle the **Days of the Week**.
2. Press **[POWER]** (in the center of the dial) to select which **Days** you want for this event. An arrow under a day of the week indicates it has been selected. To **Add/Remove** the arrow from under a day, select the day using **[UP/DOWN]** and press **[POWER]** to activate/deactivate the arrow for that day.

3. Press **[SET]** once your choices are confirmed.

Example) If you wish to have Mon– Fri for **EVENT 1**; you will go through each day of the week to be sure an arrow is displayed below only those days.

Set the End Time

1. Press **[MODE]**. **EVENT 1 OFF** will appear. This represents the **Off Time** for the first working period.
2. Press **[UP/DOWN]** to adjust the **Hour**.
3. Then press **[SET]** again for the **Minutes** to flash. Press **[UP/DOWN]** to adjust.

Adjust the Scent Intensity

1. Press **[MODE]** after setting your time sequence. The display will show **WORK**. This is where you will adjust the scent intensity for the **EVENT**.
2. Press **[UP/DOWN]** to select the amount of time the machine is scenting for. Press **[MODE]** to confirm.
3. The display will now show **PAUSE**. Press **[UP/DOWN]** to select the amount of time the machine is not scenting for.

Note: If you wish to have your settings work with your bottle size, we recommend the following for the max amount of oil to be used within an average month of use for a 500mL oil:

Max Hours Per Week: 60

Max **WORK**: 90

Max **PAUSE**: 110

Finish the Setup

1. Press **[Mode]** and set **Events 2-5** following the same order. If you only wish to create one **Operating Event**, click **[MODE]** until you reach the end.
2. Ensure there are no conflicting settings.

Note: The unit cannot be set to run past midnight. You must split the setting between two different operating events.

Example

On 11 PM - 4 AM, within 2 events:

EVENT 1 ON — 22:00

EVENT 1 OFF — 23:59

EVENT 2 ON — 00:01

EVENT 2 OFF — 04:00

Example for a 45hr Week

Note: Operating events are displayed following the 24-hour clock.

Mon – Friday: 7 – 9am / 13-16pm / 20-22pm

Sat – Sunday: 10 – 12pm / 20-23pm

This example equals 5 EVENTS and should allow your 500mL oil bottle to last anywhere from 25-30 days. If you use less WORK and more PAUSE times, you may be able to prolong your oil for more usage.

Refilling the Diffuser

Be sure to adjust the Volume, Level, and mL/h on your device when refilling or switching the fragrance oil.

1. Once you refill the bottle after you have cleaned your diffuser with rubbing alcohol, be sure all parts are still connected properly and put back in place.
2. Press **[SET]** 5 times until you see **LEVEL**.
3. Press **[UP/DOWN]** to input the correct size of the bottle (500mL), letting the diffuser know it has been filled. The color displayed should turn from Red to Green.
4. Press **[SET]** on the diffuser 2 times until the current display is showing once again.

Cleaning Instructions

Your Villa Scent Diffuser should be cleaned every 1-2 months and when switching fragrances to ensure optimal performance.

1. Empty the oil bottle that comes with your diffuser and fill it part of the way with rubbing alcohol.
2. Screw the alcohol-filled bottle into the diffuser.
3. Run the diffuser for 15 minutes to ensure the alcohol can filter through the whole device. Unplug the device from the wall outlet and keep the diffuser in an upright position. Wipe the device with a damp cloth to remove oil stains and fingerprints. Avoid using any harsh or abrasive cleaning products.
4. Empty out the alcohol and fill the bottle with the Hotel Collection Fragrance Oil of your choice. You're ready to begin scenting!

Disclaimers

- Please note, if your unit is not responding to your touch display, press and hold **[SET]** for 10 seconds until you hear it beep once and let go. It will unlock – to lock it, you will press and hold down **[SET]** again for 10 Seconds.
- If you are not sure if you did your settings correctly and want to revert to factory settings, press and hold **[MODE]** down for 10 seconds until you hear it beep 4 times and then let go. The factory settings are Monday – Sunday from 8am to 22:00 (10pm), work 005, pause 160.
- The Villa Scent Diffuser comes with a 90-day limited warranty.
- All Hotel Collection diffusers are specifically designed to be used with Hotel Collection Fragrance Oils. Using any other oils, adding water, or any other misuse of the diffuser will void the 90-day warranty.