



Nordlys

## ***Nordlys – Metallark – Guest Guide***

### **Nordlys Metallark Guest Guide**

*found at [Metallark Guest Guide](#)*

This Guest Guide provides information about check-in/check-out, Metallark and the 140 acres of prairie, woods, and waters for guests to explore and enjoy during their stay at Nordlys. The reserving guest must be at least 25 years of age and all guests must comply with Nordlys' Guest Policies listed at [visitnordlys.com](http://visitnordlys.com). More information about Nordlys and the surrounding area is also available at [visitnordlys.com](http://visitnordlys.com).

**QR Codes:** *The last page of this Guest Guide has QR codes that you can scan with your phone to open the respective web sites listed in this Guest Guide.*

#### **List of Nordlys Guest Guide Topics for Metallark**

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Wi-Fi for Complimentary High Speed Internet  
Cell Phone Booster  
Desk/Work Area  
Projector TV and Blue Tooth Speaker  
Fireplaces  
Outdoor Gas Grill and Wood Burning Fire Ring  
Welcome Basket  
Chef's Kitchen  
Properly Matching Cooking Utensils with Cookware  
Clean Blue Carbon Steel Pans and Pizza Stone Without Scouring or Using Soap  
Trash, Recycling & Organics  
Groceries  
Please Respect Wildlife with Caution  
Emergency Contact

### **Automated Email or Text Guest Communications from Nordlys**

After a reservation is booked, the reserving guest will receive the following series of automated email or text communications from Nordlys: *If a reserving guest does not receive these emails, please check your "junk" folder and add visitnordlys.com as a safe sender.*

1. Email or Text Sent Upon Booking. Very shortly after booking and paying the 25% reservation deposit, the reserving guest will receive an email or text (i) confirming the reservation dates at MetalLark, (ii) confirming the number of guests, (iii) confirming whether the guest is bringing a dog (if yes, the Dog Fee must be paid for each dog) and (iv) explaining the payment balance requirements. The overnight rate for MetalLark, includes two guests, using the one king bed. MetalLark can accommodate up to two additional guests (a maximum of 4 guests), using the pull down bunk beds, only if the additional nightly fee has been paid with the reservation for each of those additional guests.
2. Email or Text Reminder About Payment Balance. About 45 days before the check-in date, the reserving guest will receive an email or text reminder that the entire unpaid balance of the reservation must be paid in full at least 30 days before the check-in date. This email or text will also confirm the number of registered guests for MetalLark and whether a Dog Fee is applicable. If the reservation balance has not been fully paid: (i) the reservation will automatically be cancelled 30 days before the scheduled check-in date and (ii) the reservation deposit will automatically be refunded (without interest), less a \$25 service fee.
3. Email or Text Sent Two Days Before Check-In. If a reservation has been fully paid, two days before the check-in date, the reserving guest will receive a text or email with (i) the 4 digit front



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door access code for Metallark, (ii) a link to the Guest Guide containing the check-in/check-out information and other details about Nordlys and Metallark and (iii) confirmation of the number of registered guests and whether the Dog Fee is applicable and paid.

4. Email or Text Sent Before Check-Out. About 12 hours before the scheduled check-out time, the guest will receive an email or text explaining the check-out procedure and tidying up Metallark for the next guests.

5. Email or Text Sent Shortly After Check-Out. Shortly after the check-out time, the guest will receive an email or text (i) requesting a review of their experience at Nordlys and (ii) asking the guest to join Nordlys' emailing list for promotions and discounts on future stays to fill short notice cancellations. We appreciate guest feedback and reviews, especially Google reviews since those are easily searched by future guests.

### **Comprehensive List of Fees and Taxes for Staying at Nordlys and Metallark**

The following lists all of the types of fees and taxes that might apply to a guest at Nordlys and Metallark, booking directly on Nordlys' booking page at [Nordlys Booking Page](#). The applicable amount of each fee is included on Nordlys' booking page.

1. Overnight Occupancy Rate. The overnight occupancy rate for Metallark (one king bedroom) includes up to two guests.
2. Nightly Rate for Up to Two Additional Guests. Metallark can accommodate two additional guests (4 guests maximum), using the pull down bunk beds on the top floor. Each reservation must specify the number of guests (up to a maximum of 4 guests for Metallark), and the reserving guest must pay the additional nightly guest fee. Nordlys must know the number of guests in advance so that Metallark can be prepared with sufficient bedding and linens.
3. Cleaning Fee. The cleaning fee for Metallark applies one time for each stay, regardless of the number of booked nights.
4. Dog Fee. Nordlys allows up to two well trained dogs (no other pets) if guests comply with Nordlys' pet policy (see below and at [visitnordlys.com/policies](http://visitnordlys.com/policies) ) and pay the Dog Fee for each dog.
5. Sales Tax. Rates and fees exclude the combined 5.5% sales tax (Wisconsin and Polk County), payable by the registered guest with each reservation.



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6. Service Fee Retained for Any Refunds. Cancellations are subject to Nordlys' cancellation policy at [visitnordlys.com/policies](http://visitnordlys.com/policies). If Nordlys refunds any payments to a guest, Nordlys will retain a \$25 service fee to help cover credit card fees and other administrative costs.

7. Damages. Nordlys does not currently charge a damage deposit with a reservation. If a guest breaks or damages Nordlys property, the guest may need to reimburse Nordlys for the cost of repair or replacement.

### **Reservations Through an Online Travel Agent (“OTA”)**

Direct booking reservations are accepted online at [Nordlys Booking Page](#)

If a guest instead books through an OTA (such as Airbnb, Booking.com, VRBO, Google or other OTA), the cost of the reservation will be marked up to cover any additional fees payable to the OTA.

### **Pet Policy**

One or two well trained, housebroken and friendly dogs are allowed only if the Dog Fee been paid for each dog with the reservation and all guests comply with the following dog rules for the entire duration of their stay:

- (1) no dogs may jump, sit or lay on any furniture or beds;
- (2) no dogs may be left alone in Metallark unless crated in a guest-supplied crate;
- (3) no dogs may be left alone outside or on the deck, whether or not crated or tied to any railings;
- (4) guests must pickup after their dog in the walking and parking areas, and dispose of pet waste in the outside waste containers; and
- (5) guests must thoroughly wipe off muddy paws before a dog enters Metallark (using the guest's own dog towels). Except during the winter, Metallark has a hose outside near the parking area that can be used for washing muddy paws. No dog washing is permitted inside Metallark and no Nordlys linens or towels can be used on dogs. Nordlys can be muddy, especially in early spring and late fall--please plan accordingly.

No other pets are allowed. Damage by a pet to the property or furnishings is the pet owner's sole responsibility.

### **Check-in/Check-out**



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Check-In Time: Registered guests may arrive at Nordlys and Metallark anytime after 4:00 p.m. on the scheduled day of check-in (on only a Monday, Wednesday or Friday).

Check-Out Time: Guests must check-out and have all belongings removed from Metallark by the following applicable time: (1) 10:00 a.m. when the scheduled check-out day is Monday, Wednesday or Friday or (2) 4:00 p.m. when the scheduled check-out day is Sunday.

Because Nordlys has a two-night minimum stay and Nordlys' housekeeping team is onsite only Mondays, Wednesdays and Fridays: (1) Nordlys cannot accommodate early check-in or late check-out and (2) no scheduled check-outs may occur on Tuesday, Thursday or Saturday.

### **Door Lock Code**

Nordlys' self-service check-in/check-out is as simple as using the four digit door lock code for Metallark, which the registered guest will receive by text or email two days before check-in. When the four digit access code is pressed, the door handle will automatically engage to allow the door to open. The door automatically locks whenever closed, so make sure to memorize the four digit lock code.

### **Night Lock**

The inside of the Metallark front door has a hotel style manual night lock that can be used, in addition to the door handle lock. To engage the manual night lock, pull it out towards you and turn it so it covers the edge of the door. To open the manual night lock, pull it out towards you and turn it so it no longer covers the edge of the door.

### **Metallark Address; Two Ways to Enter Nordlys (Go [Nordlys Map](#))**

Metallark is located at 3230 112th Street, Frederic, Wisconsin 54837. There are two ways to enter Nordlys, using either of the entrances at 1112 or 1120 Clam Falls Drive (Frederic WI 54837).

One Way Guest Road Entrance Through an Enchanted Pine Forest: Nordlys is a great place to slow down and enjoy nature in luxury, starting right away when you turn into Nordlys. Look for the Nordlys entrance at 1112 Clam Falls Drive (about 300 feet east of the 1120 entrance), and signs will direct you down our one-way guest road that meanders through an enchanted pine forest. Please drive slowly because of wildlife and pine trees close to the road. Small reflective signs have arrows that point the way. At the end of the pine forest road, look for the sign for Metallark (turn left and drive up the hill).



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Service Road Entrance. If you are unfortunately in a hurry, you can enter Nordlys at 1120 Clam Falls Drive and drive south through the prairie and up the hill until you see signs for Metallark. This service road is 112<sup>th</sup> Street, and is used whenever you exit the property.

### **Parking**

The dedicated gravel parking area for Metallark is located at the top of the hill next to the 75 foot gravel walkway to Metallark.

### **Very Limited Outside Lighting**

Guests will be leaving street lights behind because we love the night sky at Nordlys. And when it is dark, it is dark! There are flashlights available for guest use in the 1st floor closet of Metallark. If guests are walking the property after dark, please bring a flashlight and return it to the closet when you are back inside.

### **Electric Vehicle Charging**

The parking area next to Metallark has a complimentary 240v outlet to accommodate electric vehicle charging. The 240v outlet is a Nema 14-50R. Guests must supply their own charging cord.

### **Outdoor Sauna Use (electric sauna with heated rocks)**

The outdoor sauna about 75 feet north of Metallark along the crushed rock walking path is for the exclusive use of Metallark guests only, during their stay at Nordlys. The Metallark outdoor sauna is not for use by other Nordlys guests. To see a short Youtube video about how to use the Metallark sauna, go to [Video How To Use Metallark Sauna](#)

### **How to Pre-Heat Sauna**

It takes about 30 minutes to pre-heat the sauna. The sauna temperature is controlled two alternative ways: (1) using the Android tablet mounted inside the front door entry of Metallark, next to the two Metallark thermostats or (2) using the black wall mounted heat control outside the door to the sauna.

**Using the Android Tablet to Pre-Heat Sauna:** About 30 minutes before you intend to sauna, press the Android tablet screen (or push the “on” button on the upper right side) and find the App called “HUUM.” Open the HUUM App and follow the App’s instructions by pressing start



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and setting the desired Sauna temperature (typically 150-175 degrees Fahrenheit). The sauna has an automatic timer to shut off after 3 hours.

**Using the Sauna Wall Mounted Heat Control:** You can pre-heat the sauna, or increase or decrease the temperature of the sauna by pressing the rubber button on the black wall thermostat outside the sauna door, and then adjusting the thermostat to the desired temperature.

*To help conserve energy, please use either of the above two heat controls to turn off the sauna when you are finished.*

**Sauna Lights:** The Sauna has an LED wall light outside the door to the sauna, and an LED strip light inside the Sauna under the bench. If you sauna at night, you can use the Android tablet “HUUM” App (part of the remote heating control) to turn on and off the sauna lights remotely from MetalLark. If you would like to turn the sauna lights on or off while you are at the sauna, double tap the black wall thermostat outside the door to the sauna.

**Reminder:** Before you walk down to sauna, please fill the sauna bucket and ladle with cold water, using the bathroom sink at MetalLark (there is no water source at the sauna).

### **Important Sauna Rules**

**Footwear:** No street shoes in sauna. Nordlys provides rubber sandals for complimentary use from MetalLark to the sauna, which are sanitized after each stay. Please do not take the sandals home.

**Safe Temperature:** Select a safe sauna temperature, typically 150-175 degrees Fahrenheit (65-80 degrees Celsius). Please monitor the temperature, using the thermometer mounted on the wall inside of the sauna. Remember, the picture window glass and metal surfaces may be extremely hot!

**Adding Moist Heat:** Please use the sauna bucket & ladle, and pour only a small amount of clear water on the heater rocks to increase moist heat. Please watch the humidity level, using the humidity monitor mounted on the wall inside of the sauna. Do not pour anything other than clear water on the rocks. Do not set anything on or near the heater or rocks.

**Sauna Time Limit:** Limit sauna sessions to 10 to 20 minutes and take breaks to prevent overheating. Exit immediately if uncomfortable, dizzy or sleepy.

**Always Sit On a Towel:** Protect your skin and the sauna by always sitting on a towel and avoiding contact with hot surfaces. Please use only Nordlys’ striped towels (above the MetalLark clothes dryer). Please do not bring Nordlys’ white towels outside to the sauna. Wrap your head with a towel to help protect hair.



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**No Other Items in Sauna:** No food, smoking, alcohol or other liquids (other than water) allowed in sauna. No glass containers. Do not smoke, exercise, eat or drink beverages in the sauna.

**No Metal Jewelry:** Remove all metal jewelry before entering the sauna (jewelry might burn skin).

**Be Alert:** Do not use sauna while under the influence of alcohol or any other substance. The heat could cause drowsiness, dizziness or unconsciousness.

**Medical Limitations:** Pregnant women or persons with heart disease, diabetes, high/low blood pressure, circulatory or respiratory problems, seizures, epilepsy or other conditions should not enter the sauna without prior medical consultation.

**Children:** Sauna heat and duration must be significantly reduced for children. No children allowed in sauna unless under continuous adult supervision.

**Rehydrate:** Drink plenty of water before and after you sauna.

**Monitor Weather Conditions:** Pay attention to weather conditions. Do not use the sauna during lightning or thunderstorms, heavy rain or strong winds.

***Guests Assume All Sauna Risks:*** Sauna use has health risks. *Nordlys is not responsible for any sauna related injuries and each guest assumes their own risk when using the sauna.*

### **Outdoor Hot Tub Use (cold plunge tub or wood fired hot tub)**

***Spring, Summer & Fall.*** Please follow each of the steps listed below when using the cold plunge tub and wood fired hot tub during the spring, summer and fall (when overnight air temperatures are above freezing): To see a short Youtube video about how to use the MetallLark wood fired hot tub, go to [Video How to Use Hot Tub in the Spring/Summer/Fall](#)

**Step 1 - Remove Cover:** Roll up the cover to the hot tub and set it aside behind the sauna.

**Step 2 – Make Sure the Water Plug is Tight:** Make sure the water plug has been inserted in the middle of the floor under the bench closest to the lake. To remove the bench backrest to expose the plug, slide out each of the two metal pins at the back and top of the bench backrest, and the bench backrest will tilt out. The floor plug needs to be tight (by turning clockwise if loose). Re-insert the two pins to secure the back of the bench.

**Step 3 – Fill the Tub:** Pull up on the black handle to the hose hydrant valve, and water will come out of the hose. Be sure the hose is all the way inside the tub. It takes about 15 minutes for the tub to fill. When the water is about 3 inches from the top of the tub, push down on the black handle to close the hose hydrant valve. **Please do not over fill the tub.** Use the small strainer hooked on the side of the hottub to strain out leaves or other debris in the water.





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*If you are using the tub for a cold plunge, you are done. Enjoy the plunge! Note: to avoid a water freeze, please do not cold plunge in the winter.*

**Step 4 – Prep Your Fire and Fire Wood:** Before each new Metallark guest arrives, we clean out the fire box and pile up kindling with a fire starter inside the fire box. **Important: Do Not Light the Fire Until the Water is Above the Ring at the Base of the Smoke Stack.**

Remove the lid to the fire box and confirm that the fire box is clean and has small kindling and a fire starter that is ready to light. If you have already used the hot tub and want to build another fire, please use the shovel and scoop to clean out the ashes in the firebox, and put the ashes in the metal can behind the firewood hut. Use caution so that all hot ashes go inside the metal can (we don't want to start any brush fires).

Small pieces of wood light faster and are helpful when first starting a fire. To split the larger logs into small kindling, place the larger log on top of the black metal log splitter and carefully pound the top of the log with the mallet hammer. The larger log should easily split into smaller pieces. The log splitter and hammer are on the right side of the firewood hut. The mailbox in the firewood hut has fire starters and butane lighter.

**Step 5 – Light and Feed the Fire:** When the water level is above the ring at the base of the smoke stack (and there is kindling and a fire starter inside the fire box), you are ready to light the fire. Carefully light the fire starter so that the kindling stacked on top of the fire starter will begin to burn. Once the kindling is burning, carefully add more wood, progressing from smaller wood to larger wood. **Please do not burn leaves, grass or anything else except wood from the firewood hut.** When the fire is going strong, partially close the firebox lid, but keep the lid open over the air vent on the right side of the firebox. The fire will burn hottest when the air vent is open but the rest of the lid is closed. If you want a smaller fire, partially close the lid over the air vent. **Depending on the outside air temperature, it can take 75 to 100 minutes to heat the water (if the fire is going strong during that time) during spring, summer or fall.** Periodically use the small wooden paddle to stir the water in the tub so that the hot water is more evenly distributed.

**Step 6 – When You are Done Using the Hot Tub:** During the spring, summer and fall, you can leave the water in the hot tub in case you decide to use the hot tub again during your stay. Before you checkout, please remove the plug (see Step 2 above) so that the hot tub will drain (**only if the fire is all the way out**). That makes it easier for our housekeeping staff to clean and set up the hot tub for use by the next guests. Please close the fire box lid so that the inside of the fire box will stay dry. To help keep the hot tub free of leaves, please cover the hot tub after using, and be careful to not let the cover touch the hot fire box or smoke stack. Please enjoy using the hot tub as often as you like during your stay. **Please do not use any water to put out**



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**the fire.** Because there is no drain inside the firebox, the firebox must stay dry inside. As long as there is water in the hot tub, it is ok to let the fire burn itself out—no need to put out the fire. Leave the lid partially open to help the fire burn itself out.

**Winter Use – Hot Tub Only – Please Do Not Use Hot Tub Below 10 Degrees Fahrenheit.** Please follow each of the steps listed below when using the wood fired hot tub during the winter (when daily or nightly air temperatures are above 10 degrees Fahrenheit): Please do not use the tub as a cold plunge during the winter because hot water is needed to allow for the tub to drain without the drain freezing.

**Step 1 – Roll Up Part of the Cover:** Roll up the part of the cover closest to the fire box, but leave the rest of the cover on the hot tub to speed up heating.

**Step 2 – Make Sure the Water Plug is Tight:** Make sure the water plug has been inserted in the middle of the floor under the bench closest to the lake. To remove the bench backrest to expose the plug, slide out each of the two metal pins at the back and top of the bench backrest, and the bench backrest will tilt out. The floor plug needs to be tight (by turning clockwise if loose). Re-insert the two pins to secure the back of the bench.

**Step 3 – Fill the Tub:** Pull up on the black handle to the hose hydrant valve, and water will come out of the short hose. It takes about 15 minutes for the tub to fill. When the water is about 3 inches from the top of the tub, push down on the black handle to close the hose hydrant valve. **Please do not over fill the tub.** Use the small strainer hooked on the side of the hottub to strain out leaves or other debris in the water.

When the hydrant valve is closed, the water that was in the hydrant pipe will automatically drain back into the ground about six feet below the hot tub, which is why the hydrant should not freeze.

***SLIPPERY ICE WARNING: The area around the hot tub can be icy and very slippery during the winter. Please use extra caution.***

**Step 4 – Prep Your Fire and Fire Wood:** Before each new MetalLark guest arrives, we clean out the fire box and pile up kindling with a fire starter inside the fire box. **Important: Do Not Light the Fire Until the Water is Above the Ring at the Base of the Smoke Stack.**

Remove the lid to the fire box and confirm that the fire box is clean and has small kindling and a fire starter that is ready to light. If you have already used the hot tub and want to build another fire, please use the shovel and scoop to clean out the ashes in the firebox, and put the ashes in



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the metal can behind the firewood hut. Use caution so that all hot ashes go inside the metal can (we don't want to start any brush fires).

Small pieces of wood light faster and are helpful when first starting a fire. To split the larger logs into small kindling, place the larger log on top of the black metal log splitter and carefully pound the top of the log with the mallet hammer. The larger log should easily split into smaller pieces. The log splitter and hammer are on the right side of the firewood hut. The mailbox in the firewood hut has fire starters and butane lighter.

Step 5 – Light and Feed the Fire: When the water level is above the ring at the base of the smoke stack (and there is kindling and a fire starter inside the fire box), you are ready to light the fire. Please do not delay starting the fire because we do not want the water in the tub to freeze during the winter. As soon as the water level is above the ring at the base of the smoke stack, carefully light the fire starter so that the kindling stacked on top of the fire starter will begin to burn. Once the kindling is burning, carefully add more wood, progressing from smaller wood to larger wood. Please do not burn leaves, grass or anything else except wood from the firewood hut. When the fire is going strong, partially close the firebox lid, but keep the lid open over the air vent on the right side of the firebox. The fire will burn hottest when the air vent is open but the rest of the lid is closed. If you want a smaller fire, partially close the lid over the air vent. Depending on the outside air temperature during the winter, it can take 75 to 120 minutes to heat the water (if the fire is going strong during that time). During the winter, we suggest that you carefully place the cover on the hot tub while it is heating since that will speed up how fast the water heats. **But, be careful to not let the cover touch the firebox or smokestack because that will damage the cover and the cover might catch fire.** Periodically use the small wooden paddle to stir the water in the tub so that the hot water is more evenly distributed.

Step 6 – When You are Done Using the Hot Tub: During the winter, when you are done using the hot tub and the fire has burned itself out, please immediately drain the hot tub (see Step 2 above for how to access the drain plug) and cover the hot tub. Do not drain the hot tub while the fire is still burning because that could cause the firebox to overheat. It is important to drain the hot tub while the water is still hot so that the drain line will not freeze. Please close the fire box lid so that the inside of the fire box will stay dry. **Please do not use any water to put out the fire.** Because there is no drain inside the firebox, the firebox must stay dry inside. As long as there is water in the hot tub, it is ok to let the fire burn itself out—no need to put out the fire. Leave the lid partially open to help the fire burn itself out.

To help keep the hot tub free of leaves, please cover the hot tub after using, and be careful to not let the cover touch the hot fire box or smoke stack. Please enjoy using the hot tub as often



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as you like during your stay--but unlike during the spring, summer or fall, the hot tub must be drained and covered between each use during the winter (to avoid freezing).

### **Outdoor Rain Shower Use (Shut Off During Winter)**

Metallark has an outdoor cold water rain shower for use by Metallark guests during the spring, summer and fall. To use the rain shower, gently pull down on the chain. When done, release the chain and the valve will automatically close. If the rain shower is not working, make sure the orange valve lever (at ground level at the base of the shower pillar) is in the vertical position. During the winter, the water to the rain shower is shut off to avoid damage from freezing.

### **Nordlys Outdoor Amenities and Access; Use of Helmets and Lifejackets**

Metallark has an outdoor gas grill between Metallark and the outdoor sauna, and wood fire ring along the lake 400 feet south of Metallark (you can see it from the balcony). Free firewood is stacked near the fire ring along with complimentary fire starters. Guests may not bring their own firewood. No other fires, and no fireworks, are permitted anywhere on the property. Smoking (of any kind) and vaping is not allowed inside the cabins or anywhere at Nordlys.

Nordlys outdoor adventure amenities include bicycles, kayaks, pedal boat, snowtubes, snowshoes (large & medium) and hiking trails at no additional charge. Complimentary use bikes, helmets, hiking poles, snowshoes and snow tubes are available in the Activity Hut. Please wear a helmet when biking or snowtubing. Complimentary use adult and youth size lifejackets are available in the metal dock box near the boat dock. Wisconsin law requires that all children under age 14 wear lifejackets at all times on any boat. Nordlys advises against bringing infants on the pedal boat or kayaks (those boats are very small), and Nordlys does not provide infant size life jackets.

Guests must return and secure equipment to the proper location after use. All trails and paths are unimproved with uneven terrain. All adventure contains risk. *Nordlys is not responsible for any injuries and each guest assumes their own risk for any injuries at Nordlys.*

The roads and parking areas are gravel.

### **Nordlys Property Map, Activity Hut and Boat Dock**

Go to [Nordlys Map](#) for a map showing Nordlys' hiking trails, and locations of the Activity Hut, pedal boat & kayak dock, and snowtubing hill. Benches are noted on the map and are located



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near several of our favorite views along the hiking trails. Go to <https://visitnordlys.com/activities/on-site/> to see pictures taken from each of the benches.

### **Storm Shelter and Inclement Weather**

The basement of Metallark has an unlocked storm shelter. You need to walk outside around the building to access the storm shelter door under the deck. Please leave the flashlight inside the storm shelter. You are responsible to be aware of inclement weather. There is a weather radio above the washing machine in the bathroom. Metallark has a backup generator designed to automatically engage if there is a power failure.

### **One Bedroom and One Bathroom with Jetted Shower**

Metallark has one bedroom, with a king bed, and one ensuite bathroom. The bathroom has a jetted rainhead shower. The bathroom is also accessible from the front entry hall.

### **Pull Down Bunk Beds at Metallark**

If the guest has paid the additional nightly fee for up to one or two additional guests (a maximum of four guests), that guest may use the pull down bunk beds on the top floor of Metallark. Nordlys will leave linens for the bunk beds in separate bags near the bunk bed area.

Opening the Pull Down Bunk Beds. Move the desk chair and carefully lift up the desk surface in front of the bunk bed doors on the top floor of Metallark. Please set the desk surface aside so it is not in the way of the bunk beds. Next, cut the plastic zip tie that connects the two handles on the bunk bed doors. After opening the bunk bed doors, slowly pull down the lower bunk first, and then slowly pull down the upper bunk and place the two upper bunk support legs in the holes along the edge of the lower bunk. Make sure each bunk is properly secure before anyone climbs up to the top bunk.

Closing the Pull Down Bunk Beds. If a guest desires to close up the bunk beds after use, remove from each bunk bed the linens that were found in the bunk bed linen bags, then tip up the top bunk so it stores vertically, and then do the same for the bottom bunk.

### **Complimentary Washer/Dryer**

The washing machine in the bathroom uses only HE (high efficiency) laundry soap. Nordlys provides a complimentary amount of HE laundry soap. The electric dryer is ventless, which means that excess heat from the dryer is discharged into the bathroom (the water vapor from the dryer is discharged through the laundry drain).



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### **Three Thermostats for Heat Plus the Samsung Mini Split**

In addition to the two fireplaces, there are two separate heating systems for both floors at Metallark controlled by three “Ecobee” thermostats. To adjust any of the Ecobee thermostats, use your finger on the screen and tap the temperature setting up or down. If the system is turned “off” go to the settings on the screen and turn the system on to “Heat” before adjusting the temperature.

In floor Heat. If you prefer the silence of in floor heat, use the right hand thermostat (by the closet on the 1st floor) to adjust the 1st floor in floor heat and use the upstairs thermostat (on the lakeside wall) to adjust the 2nd floor in floor heat. If you want more heat immediately, then use the forced air heat in addition to the in floor heat.

Force Air Heat. The forced air heat for the 1st and 2nd floors is controlled by the left hand Ecobee thermostat by the closet on the 1st floor. Be sure the thermostat is set for “Heat.”

Samsung “Mini Split”: The white box high on the wall near the desk area is the Samsung “mini split” which can serve as a heater, a fan or an air conditioner. The mini split is controlled by the white Samsung remote on the wall below the mini split unit. Follow the directions on the white Samsung remote and be sure to set the system to “heat” and to set a desired temperature setting. The white Samsung remote also has buttons that control the motorized vertical and horizontal louvers on the mini split unit. When those motorized louvers are moving, the warm air will be directed up and down and side to side to more quickly heat the room. Be sure to return the Samsung mini split remote to the holder on the wall.

### **Two Thermostats for Air Conditioning – Tips for Keeping Metallark Cool**

Ecobee Thermostat: The air conditioning that blows through the vents on the 1st and 2nd floors is controlled by the left hand Ecobee thermostat by the closet on the 1st floor. Be sure the thermostat is set for “Cool.” Since there are only two air conditioning vents in the floor upstairs, on hot sunny days those two floor vents might not be able to cool the upstairs much below 80 degrees (Metallark can act like a green house because of all the glass). That is why guests should also use the Samsung “mini split” air conditioner above the desk area.

Samsung “Mini Split” Air Conditioner: The white box high on the wall near the desk area is the Samsung “mini split” air conditioner. That air conditioner is controlled by the white Samsung remote on the wall below the mini split unit. Follow the directions on the white Samsung remote and be sure to set the system to “cool” and to set a desired temperature setting. The white Samsung remote also has buttons that control the motorized vertical and horizontal



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louvers on the mini split unit. When those motorized louvers are moving, the cool air will be directed up and down and side to side to more quickly cool the room. Be sure to return the Samsung mini split remote to the holder on the wall.

The roof overhangs at Metallark are designed to shade the building on hot days when the sun is highest in the sky. On hot days when you know the sun will be shining in, we suggest that you close the window blinds, especially on the east and south sides of Metallark. Because hot air rises, it is helpful to open each of the three clearstory motorized windows located near the ceiling at the top of the stairs. See “Operating Motorized Windows” below to learn motorized window operation. There are hand crank screened windows located on both the 1st and 2nd floors. The ceiling fans will also help dispel the warm air. Each ceiling fan has a wall switch timer that must be turned on before the fan is turned on.

### **Screen Doors**

Both the front entry door and the door to the floating deck have roller screen doors. When opening or closing the roller screen, hold the screen handle firmly and make sure the closed screen is securely latched to avoid losing control of the spring-loaded screen.

### **Window Blinds**

The large window blinds are each hand operated using the pull chain for each blind. Please gently pull straight down when raising or lower the blinds, and do not raise or lower the blinds beyond the stop that is located on each chain. Please also raise and lower the blinds slowly. Excessive speed will damage the blind.

### **Operating Motorized Windows**

Three of the clerestory windows at the top of the stairs are screened and motorized. You can open and close each of the three windows separately, using the push button switches on the wall above the dryer in the 1<sup>st</sup> floor bathroom. Please close the motorized windows before check-out.

### **Wi-Fi for Complimentary High Speed Internet**

Indoors at Metallark:

Wi-Fi Name: Lookout

Wi-Fi Password: lookout!

Outdoors (antenna by parking area):





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Wi-Fi Name: visitnordlys

Wi-Fi Password: visitnordlys!

### **Cell Phone Booster**

There is a cell phone booster inside Metallark that should provide you more bars of cell coverage than you might find outside. The cell booster works automatically and no login or password is needed. There are no telephone land lines.

### **Desk/Work Area**

The nook in the southwest corner of the upper level at Metallark has a one person desk, desk light and desk chair, with USB wall plug. The indoor Wi-Fi and highspeed Internet should have good coverage in the desk area and throughout Metallark.

### **Projector TV and Blue Tooth Speaker**

The HGIMI Horizon projector TV is located on a tripod in the upstairs living area. The projector screen is located on the floor by the living area windows. Before raising the projector screen, make sure the two “feet” are turned sideways under the screen case so the screen does not tip over when raised. To raise the projector screen, unlatch the case and pull the screen up slowly to the desired height—do not raise the screen too high. To lower the screen, do the reverse. You might need to squeeze the screen bars together for the screen to fully lower into the case. Please close the screen case and secure the case latches.

Plug in the HGIMI Horizon projector and carefully move the projector and tripod so that it projects to a proper size on the screen. If the projector is set at an angle to the screen (to allow more room for seating), the picture size should automatically adjust so that it will have the standard rectangular shape on the screen. Do not touch or scratch the lens on the side of the projector. Turn on the power and use the remote to navigate. The HGIMI Horizon projector TV has built-in Chromecast. If you want to cast a show from your smartphone, look for “HGIMI Horizon” when you touch the casting icon on your phone. No pairing is needed. There is no cable television. The HGIMI Projector TV has popular apps (e.g. Netflix, Prime etc.), but guests must use their own streaming service accounts. Chromecasting from your smartphone to the HGIMI Projector is the easiest method to use.

The HGIMI Horizon is also a blue tooth speaker for your smartphone. Turn on the HGIMI Horizon and search for the “HGIMI Horizon” blue tooth device on your phone.

### **Fireplaces**





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There is a gas fireplace in the living area and bedroom. To use either fireplace: (1) turn on the fireplace timer switch labeled on the wall and (2) press the power on button on the wall-mounted fireplace control and set the fireplace to the desired temperature. Please turn off the fireplace after use by pressing the power off button on the wall mounted fireplace control. Please make sure nothing is sitting on top of the fireplace. The fireplaces get hot.

### **Outdoor Gas Grill and Wood Burning Fire Ring**

Metallark has an outdoor gas grill near the tower, and wood burning fire ring along the lake 400 feet south of the tower (you can see it from the balcony). Free firewood is stacked near the fire ring, along with complimentary fire starters. Please do not bring your own firewood.

### **Welcome Basket**

You need to bring your own food but you will find a complimentary welcome basket with coffee, pancake mix, oatmeal and other snacks.

### **Chef's Kitchen**

Metallark has a full chef's kitchen, full size refrigerator with ice maker, coffee maker, kitchen appliances and place settings for four people. The oven and other appliances are labeled with instructions for use. Guest must turn on the wall timer switch above the oven, before using the oven or cooktop.

### **Properly Matching Cooking Utensils with Cookware**

Please use wood or silicone cooking utensils with non-stick cookware. Stainless steel utensils should be used only with stainless steel cookware.

### **Clean Blue Carbon Steel Pans and Pizza Stone Without Scouring or Using Soap**

Metallark's Chef Kitchen includes Blue Carbon steel pans that have been seasoned for use on the electric radiant heat cooktop and a pizza stone for baking pizza. When cleaning, to preserve the surfaces, rinse with hot water and wipe with paper towels, and never use scouring pads or soap because that will damage the cookware. If the seasoned pan or pizza stone has stuck-on food, scrub it gently with oil and salt using a wooden or plastic spatula. Only do this if you can't get everything off with hot water and paper towels. If you are still unable to clean, please leave the cookware for Nordlys' housekeeping staff to clean.



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### **Trash, Recycling & Organics**

The kitchen has containers for trash, recycling and organics. If your trash or recycling is full before you checkout, extra trash and recycling bags are under the kitchen sink. Full bags of trash and recycling should be placed outside in the bear-proof trash & recycling cans near the parking area. Do not leave any food or beverages outside.

### **Groceries**

Nordlys recommends the Natural Alternative Food Coop in Luck, WI ([www.nafoodcoop.com](http://www.nafoodcoop.com)), Wayne's Foods Plus in Luck, WI, Frederic Grocery in Frederic, WI or the Four Winds Market north of Siren, WI. Pastries can be purchased at Café Wren in Luck, WI.

Please check out [visitnordlys.com/activities](http://visitnordlys.com/activities) for a list of on site and nearby activities.

### **Please Respect Wildlife With Caution**

Deer, fox, swans, loons, turkeys, rabbits, squirrels, birds and other wildlife roam the forests, prairies and lakes at Nordlys. Please do not feed any animals and do not leave any food or food garbage outside. Near each cabin, Nordlys has outdoor animal-proof trash and recycling bins for any food disposal.

Black bears live in Wisconsin, but we very rarely see them. Please use caution and follow DNR bear guidance at [WI DNR Bear Guidance](#)

### **Emergency Contact**

Nordlys is a self-service resort with no onsite staff. If you have a Nordlys-related maintenance emergency, please call or text Bruce McPheeters at 612-437-7983. For fire or any medical emergency, call 911 and if you are at Metallark, inform the operator you are at 3230 112th Street, Frederic, Wisconsin 54837 (entry at 1120 Clam Falls Drive).

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**QR Codes** – Scan with your phone to open the web sites referred to above and shown below.



**Nordlys  
Web  
Site**



**Guest  
Guide**



**Booking  
Page**



**Property  
Map**



**Policies**



**Activities**



**How to  
Use  
Sauna**



**Bench  
Pictures**



**Luck  
Food  
Coop**



**DNR  
Bear  
Guidance**



**How To Use  
Hot Tub**