



Daily & Weekly Cleaning Instructions

Use this guide for your daily and weekly cleaning instructions. The front page displays a quick overview to use as a checklist. The additional pages show detailed steps for the cleaning processes.

Daily Cleaning Checklist

(for details, proceed to page 2)

****Machine will lock 24 hours after last cleaning process and require a new cleaning cycle. Plan ahead for daily cleaning at end of day or at a low usage time.****

- 1) Start the Automatic Cleaning Process**
 - Hold "Ready," enter Code: 123321
 - Empty and rinse milk bin and return under milk tube
 - Remaining milk must be discarded nightly

Cycle takes 30 minutes and will need additional action when complete. Do not leave to run overnight.
- 2) Empty and Clean the Milk Container**
 - After auto-clean, thoroughly wash and sanitize the milk bin and return to the refrigerator
- 3) General Cleaning**
 - Clean and sanitize milk suction tube
 - Empty and clean drip tray and grounds drawer
 - Wipe down outside panels
- 4) Clean the Distribution Block**
 - Remove block and clean outlets

Weekly Cleaning Checklist

(for details, proceed to page 5)

- 1) Clean the Bean Hopper**
 - Ensure all leftover beans are vacuumed out of the machine to allow the hopper to attach properly.
 - Bean hoppers must be empty when reinstalled.
- 2) Deep Clean the Refrigerator**

Required Tools and Supplies:

- Coffee Cleaning Tablets
- Milk Cleaning Tablets
- Brushes for cleaning spouts
- Gloves and protective goggles
- Vacuum
- Microfiber Cloth
- Sanitizer



Red cleaning key (small)

The cleaning key cleans the espresso and cocoa sections of the machine. It can be found on the bottom left side in the housing (the grounds drawer must be removed). Use the Black&White Cleaning Tablets for this key.



Milk cleaning key (large)

The blue milk cleaning key is for cleaning the milk system. It is located within the refrigerator on the top side. The Milk Cleaning Tablets are used for this cleaning key.



Warning

To prevent milk contamination:

- Discard all remaining milk left in container every night
- Clean and sanitize milk container with soap and water or in a dishwasher nightly

To reduce surface damage:

- Remove jewelry/rings when cleaning
- Do not use sharp objects around the machine
- Do not bang coffee grounds draw when emptying
- Do not place signs on or around the machine



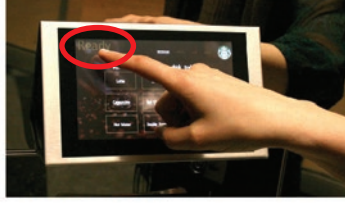
Daily Cleaning Instructions

1) Start the Automatic Cleaning Process

****Machine will lock 24 hours after last cleaning process and require a new cleaning cycle. Plan ahead for daily cleaning at end of day or at low usage time.****



a) Press anywhere on screen to activate main display.



b) Press and *firmly hold* "Ready" (in the upper left hand corner) for several seconds until the keypad appears.



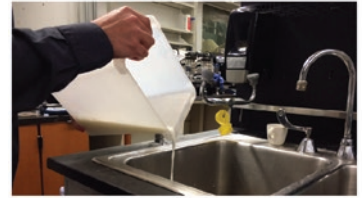
c) Enter "123321" on the keypad to activate cleaning button. Press "✓" when done.



d) Press and firmly hold the "Cleaning Button" until the confirm cleaning screen appears. **NOTE: If the "Cleaning Button" is not held long enough, a rinse will start. Wait for the rinse to complete then press and hold again.**



e) Confirm cleaning cycle by pressing and follow the instructions shown on the display.



f) Remove the milk container from the refrigerator when prompted on the screen. Discard all remaining milk and rinse the container thoroughly.



g) Place the milk container under the milk tube to catch excess cleaning solution during cleaning process.



h) Press the rinse icon to start the cleaning process.

The automatic cleaning process takes about 30 minutes. Manual action is needed at the end of cycle. DO NOT leave the cleaning cycle run to overnight!

2) Clean & Return the Milk Container



a) Once the automated cleaning cycle is complete, empty, wash and sanitize the milk container or place in a dishwasher. Return the empty milk container to the refrigerator once cleaned.


Warning
To prevent milk contamination, all milk must be discarded nightly.



Daily Cleaning Instructions



To reduce surface damage:

- Remove jewelry/rings when cleaning
- Do not use sharp objects around the machine
- Do not bang coffee grounds draw when emptying
- Do not place signs on or around the machine

3) General Cleaning



a) Clean and sanitize the outside of the milk suction tube by gently wiping with a soft cloth and warm soapy water followed by wiping with a soft cloth moistened with sanitizer.



b) Lift the drink spout and pull the grounds drawer out. Empty the grounds, clean with hot water and dry thoroughly. Reinsert into machine.



c) Remove and clean drip trays (carefully as they may contain water) Dry thoroughly and reinsert into machine with circle on grate aligning to the spout..
CRITICAL: DO NOT remove during auto-clean.



d) Wipe down outside panels of the machine using a soft cloth.

4) Clean the Milk Distribution Block



c) Unscrew the central screw on the bottom of the distribution block.



d) Pull down the distribution block and clean it with warm soapy water.



e) Use the brush to clean all crevices in the outlet. Rinse thoroughly.
CRITICAL: If not properly cleaned, damage to machine may occur.



f) Reinstall the block with the central screw and finger tighten.

Your daily cleaning process is complete.



Weekly Cleaning Instructions

1) Clean the Bean Hopper



a) Unlock and remove front panel located above drink spout. Remove the grounds drawer.



b) Pull the two latches on each side of the spout toward you to unlock the assembly. Open/lift main assembly door.



c) Turn locking pins on each hopper clockwise 90 degrees to unlock.



d) Lift and remove each bean hopper separately.

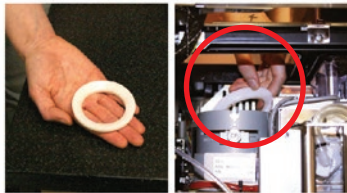


e) Unlock the hopper and remove the beans. Rinse with warm water and allow to completely dry.



f) Vacuum the top of the machine and inside the bean hopper to remove any left over coffee bean remnants.

CRITICAL: *If not thoroughly cleaned and vacuumed, crushed beans may compromise the machine's performance and the hopper will not attach properly.*



g) Clean the Teflon O-rings found under the hoppers/in the grinders by using a dry soft cloth and replace.



h) Replace bean hoppers when completely dry.
NOTE: *Bean hoppers must be completely empty when re-installed.*



i) Turn locking pins on each hopper counter clockwise 90 degrees to lock. Close the main assembly door. Replace and lock the front panel above the drink spout, and reinsert grounds drawer.

2) Deep Clean the Refrigerator



a) Thoroughly clean and sanitize the refrigerator weekly to prevent odor and harmful bacteria.

Your weekly cleaning process is complete.



Milk Temperature Lock Out Instructions

If the temperature of the milk is at unsafe temperatures, you will receive an error message and are expected to discard all milk and clean the container.

In the event of a machine lock out due to Temperature, follow the below steps:

1. A "Please ask for assistance" message will be displayed on the screen.
 - a. Hit the Forward button to continue
 - b. Note: The milk beverages will be unavailable until the below process has been completed



2. Discard any milk that is still in the fridge because it has been exposed to temperatures that make it unsafe
3. Wash, rinse and sanitize container
4. Replace in fridge and fill



5. Turn the machine off and on via the Red Toggle on the inside of the machine



Unsafe temperatures may be caused by the refrigerator door being left open or a malfunctioning refrigerator.