## Daily & General Usage Guide



Maximize your efficiency in performing everyday and routine tasks while operating the WPS Espresso Touch espresso machine by carefully following the instructions outlined in this guide.

#### REFILLING DAILY CLEANING TABLET HOPPER

<u>IMPORTANT</u>: The machine will provide an on-screen notification when the cleaning tablet hopper is empty. If the hopper is not refilled, the machine will allow a total of 10 daily cleanings without a tablet before it locks out all beverage dispensing. The machine will only become available for dispensing after a daily cleaning with a cleaning tablets is completed.





Unlock and open the cleaning tablet hopper located on top of the machine.



Remove the green tablet container holder.



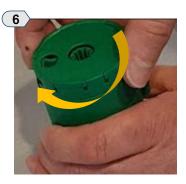
Turn the lid counterclockwise to open.



Remove the empty tablet container.



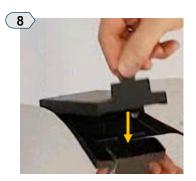
With the lid removed, insert the new container of cleaning tablets into the green holder.



Replace the lid on the green holder then turn clockwise to tighten.



Slide the green holder back into the tablet hopper.



Close and lock the hopper door.



Press the ✓ on the screen to confirm that the hopper has been refilled.



Scan the QR code to view a video tutorial on Refilling the Daily Cleaning Tablet Hopper.

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#### **FILLING BEAN HOPPERS**

The need to refill the coffee bean hoppers can be identified either visually (level of beans in the hopper appear low) or by machine prompt (onscreen notification that the hoppers need to be refilled). Below are instructions for refilling the bean hoppers based on the method of identification.

### **Visual Identification**





Unlock bean hopper lid using the provided key, then remove the lid.



Pour fresh beans into the hopper and fill to desired level.



Replace hopper lid then lock with key.

### **Machine Prompted**





Unlock bean hopper lid using the provided key, then remove the lid.



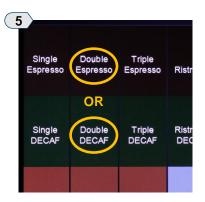
Pour fresh beans into the hopper and fill to desired level.



Replace hopper lid then lock with key.



When hoppers are filled, press the  $\checkmark$  to confirm.



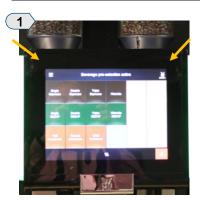
Prime the grinder(s) by pressing DOUBLE ESPRESSO or DOUBLE DECAF.

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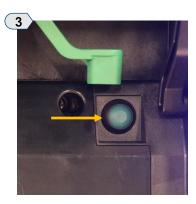
#### **EMPTYING BEAN HOPPERS**



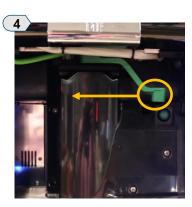
With two hands, grip the top left and right corners of the machine's display then gently pull forward.



With two hands, gently pull the display upwards until it locks in the open position.



Inside the machine, press the green power button to power down the machine.



Locate the green hopper release arm above the power button, then move it to the left of the machine to unlock the hoppers.



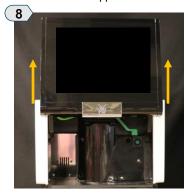
Gently lower the machine's display to allow clear access to the bean hoppers. Carefully lift the hoppers from the top of the machine.



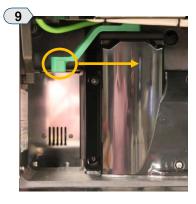
Dispose of old beans.



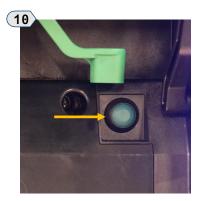
Carefully replace the bean hoppers over each grinder on top of the machine.



Lift the machine's display to allow access to the hopper release arm.



Move the lever from left to right to lock the hoppers in place.



Inside the machine, press the green power button to power on the machine.



Lower the display then carefully push the top until it locks in place.



Gently push up on each hopper to ensure that they are properly locked in place.\*\*

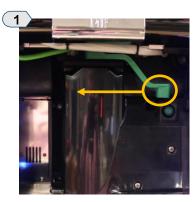
## Daily & General Usage Guide



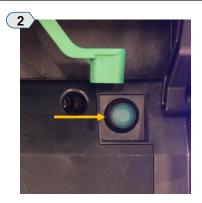
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#### **EMPTYING BEAN HOPPERS - cont'd**

### \*\*IF THE BEAN HOPPERS DO NOT PROPERLY LOCK IN PLACE\*\*



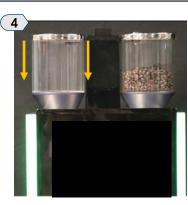
Move the hopper locking arm to the left to unlock then remove the hopper(s).



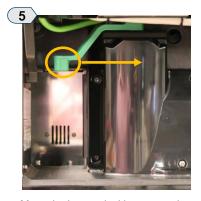
Inside the machine, press the green power button to power down the machine.



With a soft brush, brush any beans or bean fragments that may be keeping the hopper from sitting properly, away from around the grinder, then carefully remove.



Place the hopper above the proper grinder then push down to ensure that it is properly seated.



Move the hopper locking arm to the right to lock the hoppers in place.

Press the power button to turn on the machine.



Gently push up on each hopper to ensure that they are properly locked in place.



- Never put your hands/fingers on or near the grinder.
- Grinder blades are sharp and may cause injury.