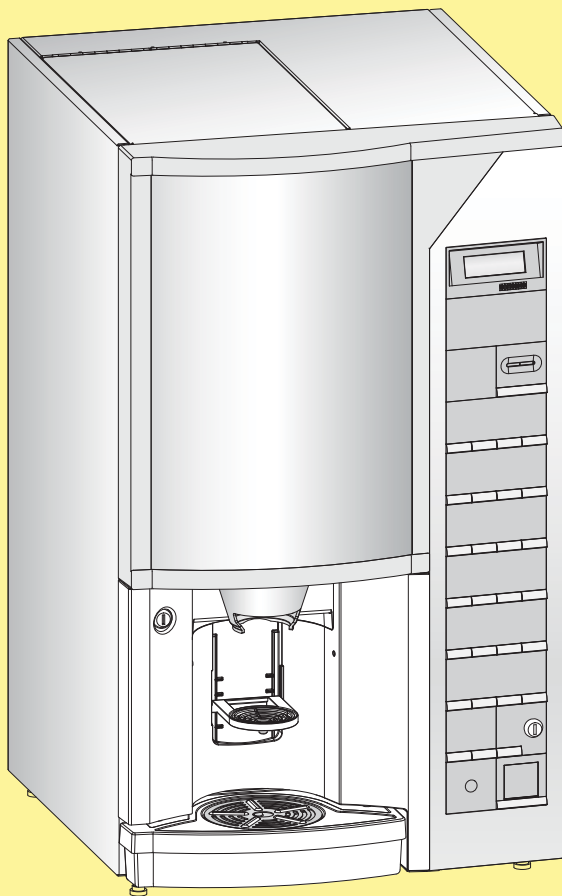
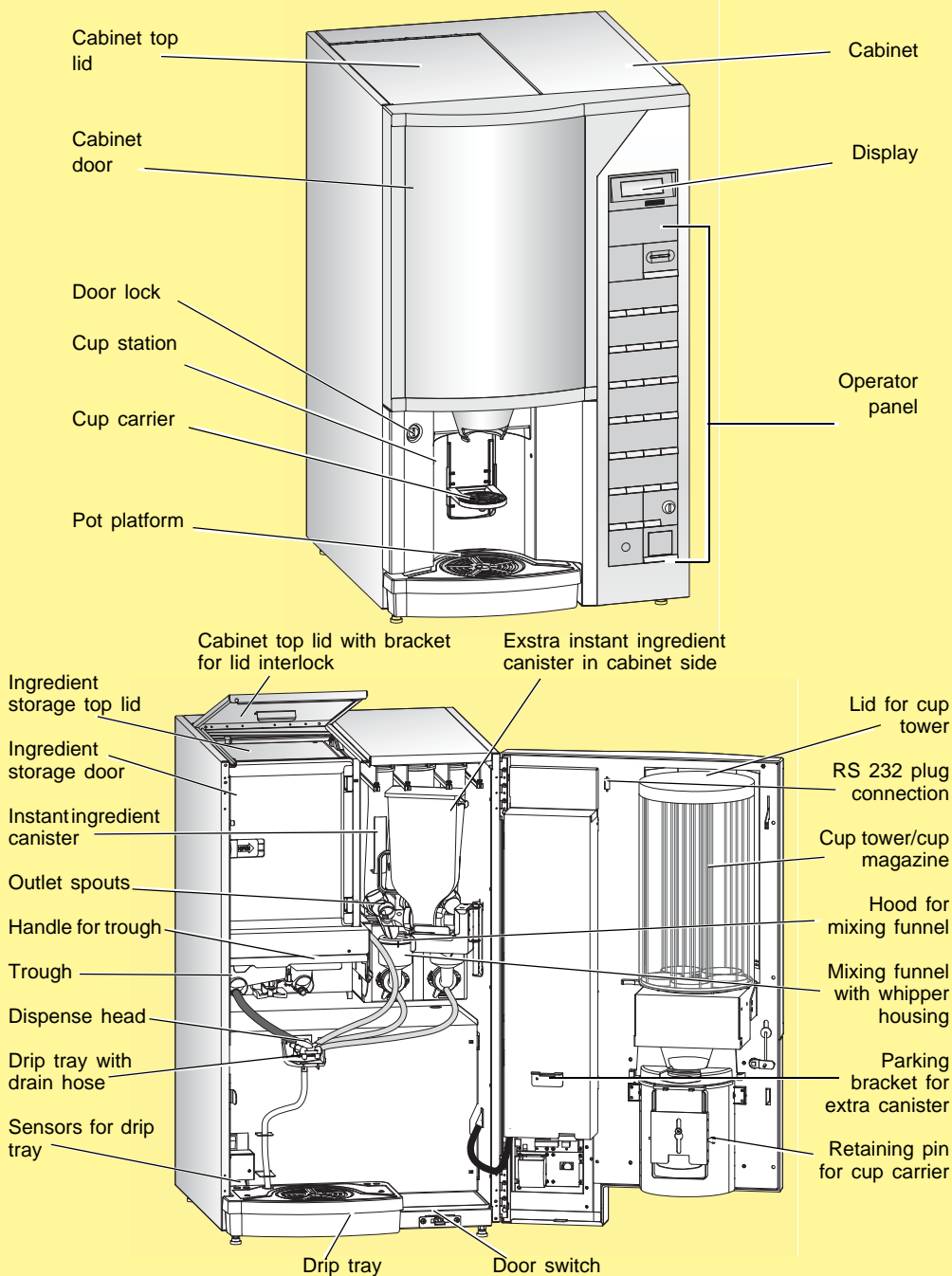


# Quick Reference Guide

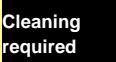
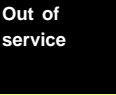
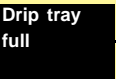
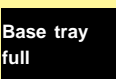


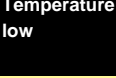
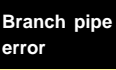
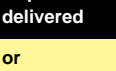
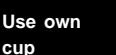
## **Cafitesse 3100**



# Description of the Machine Components



# Reference Card Error Types

Display	Possible cause	Possible action
 Cleaning required	The function "Rinse Time Period" is active.	The "rinse time period" has passed. Clean the machine manually, and then use the rinse function, see the Operating Instructions.
 Out of service	The machine has a problem.	Turn the machine off and on.
 Drip tray full	The drip tray is full.	Empty and clean the drip tray. Wipe dry the sensors.
 Base tray full	Liquid in the base tray.	Empty and clean the base tray. Wipe it dry and reinsert it.
 T	The trough is not located correctly.	Install the trough correctly.
	An ingredient pack is empty.	Replace the empty ingredient pack with new one.
 Temperature low	The machine has been turned on recently.	Wait until the water is heated sufficiently (maximum 6 minutes).
 Branch pipe error	Cup is blocking the movement of the branch pipe. Grease or dirt is blocking the movement of the branch pipe.	Switch machine off and on. Remove the cup, Clean dispense head, hoses and mixing funnels..
 Cup not delivered	Jamming cup. No more cups in cup magazine.	Use own cup.
or  Use own cup		

If it was impossible to remedy the fault, or other type of display message is shown, please contact the service.

## Reference Card Error Types (continued)

Error	Possible cause	Possible action
No display or machine not operating	Sensors in drip tray are wet. No power.	Empty drip tray and dry sensors. Check power cord/fuses outside of machine.
No ingredient	Canister empty. Canister not correctly connected. Ingredient sticking to auger drive mechanism. Closed spout.	Refill canister. Reinsert canister correctly. Remove canister, clean auger drive mechanism and reinsert. Open spout.
Leak in mixing system or Mixing system overflows	Mixing funnels/hoses not correctly connected. Whipper seal leaking or not installed. Blockage in mixing funnels or dispensing tubes.	Reinstall and reconnect components. Replace whipper seal. Replace / clean blocked part/s.
Machine does not shut down when drip tray is full	Foreign body is clogging sensor in drip tray.	Clean sensors.
Poor flavour of drink	Wrong ingredients. Dispensing system dirty.	Use correct ingredients. Replace/clean components and rinse thoroughly.
Inadequate quantity of drink	Ingredient residues clogging dispensing outlet system. Kink in outlet hose.	Replace/clean clogged component/s. Install hose of correct length.
Machine dispenses free drinks	Price set to 0.00. Price set to free vend.	Set correct price. Switch off free vend.

If it was impossible to remedy the fault, please contact the service.

# Regular Cleaning \*)

## Opening machine

- Open the door by turning the key clockwise (1).

## Cup magazine and ingredient canisters

### Cup magazine

- Activate the locking clip of the cup dispenser and tilt the cup dispenser towards the front (2).
- Remove the lid and fill the cup magazine with cups.
- Put the lid back on and tilt back the cup dispenser.

### Ingredient storage

- Open the door of the ingredient storage room (3).
- Open and interlock the cabinet top lid and the ingredient storage top lid (4).
- Remove the ingredient packs (5), if necessary, and replace them.
- Close the top lids and the door of the ingredient storage again.

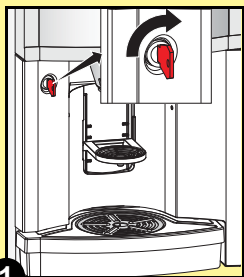
### Instant ingredient canisters

- Take out the drip tray and place it outside of the machine (6).
- Pull the base tray slightly forwards to prevent pollution (7).

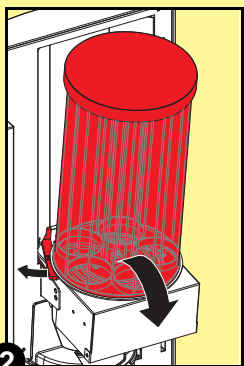
- *If ingredient canister is present in side of machine:*

- push the outlet tube upwards to close the outlet spout of the ingredient canister (8,a).
- take hold of bracket for canister, raise it slightly upwards and swing it out with canister (8).
- press the green release lever on bracket for canister and remove the canister.
- hang the canister on its support bracket.
- remove lid and fill canister.
- put lid back on and let the canister stay on the support bracket (9).

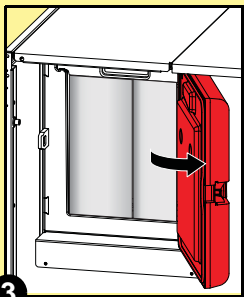
\*) All parts of action are supplied in a green colour.



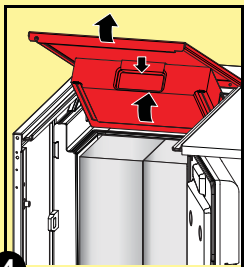
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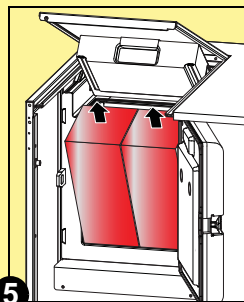
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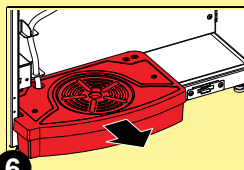
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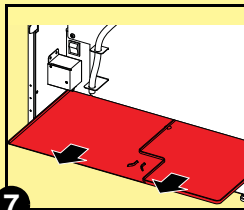
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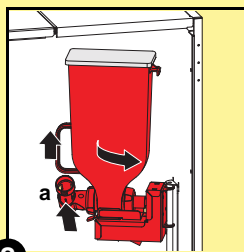
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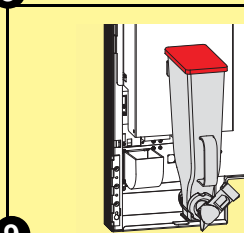
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7



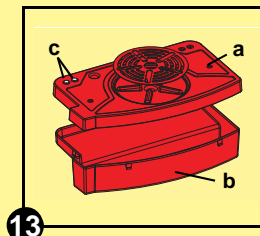
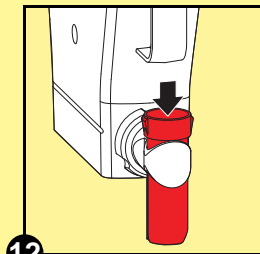
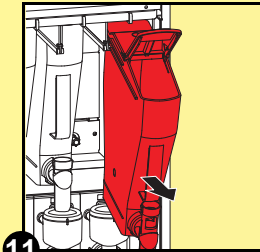
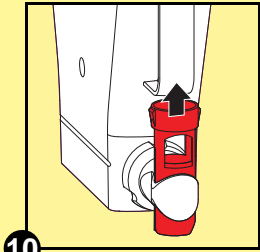
8



9

(see overleaf)


## Regular Cleaning (continued)



- Push the outlet tubes upwards to close the outlet spouts of the other ingredient canisters (10).
- Take the ingredient canisters by the handles and pull them forwards (11). The lids are automatically triggered open.
- If required, the ingredient canisters can be removed by lifting canisters upwards and pulling them forwards over the end stops in the guiding rails.
- Fill ingredient canisters with ingredients.
- Press the lid slightly down and push back the ingredient canisters
- Push the outlet tubes downwards to open the outlet spouts of the canisters (12).

### Cleaning parts

#### Drip tray and base tray

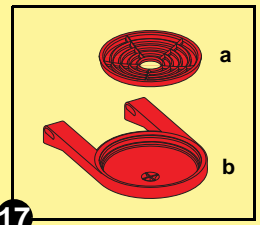
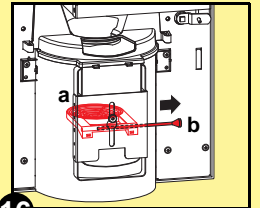
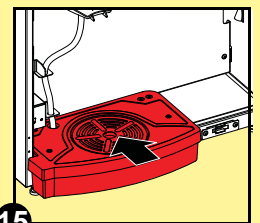
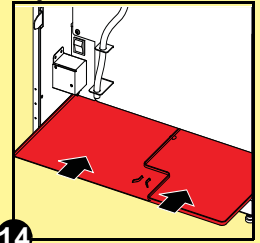
- Remove the lid (13,a) from the drip tray (13,b) and empty the drip tray.
  - Clean the drip tray and its parts.
  - Clean parts in hot water with cleaning agent, and wipe parts dry.
-  Wipe the sensor (13,c) in the lid dry.

- Wipe clean the base tray.
- Push base tray back in place (14).
- Relocate drip tray back in place (15).

#### Cup carrier

*It is recommended to have the cup carrier as an exchange kit (hygiene kit).*

- Remove cup carrier: Take hold of the cup carrier at the front with your right hand (16,a) and with your left hand remove the corresponding retaining pin (16,b) situated on the rear side of the cup station.
- Clean the drip grid (17,a) and tray (17,b) in hot water with cleaning agent and dry parts.



## Regular Cleaning (continued)

### Cleaning inside and outside

- Clean the door and housing inside and outside, and finally the bottom with a clean, damp cloth.

### Mounting the cleaned parts

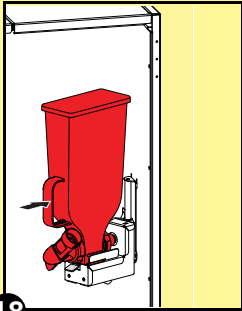
- Remount all parts.
- *If present*, relocate ingredient canister:
  - insert it in its bracket in the side of the machine **(18)**.
  - lift up the bracket with ingredient canister and swing it back on proper place.
  - push the outlet tube downwards to open the outlet spout of the ingredient canister.

### Rinsing the machine

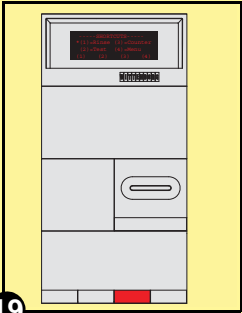
- Have an empty pot (min. 1.5 l) ready to place on the pot platform.
- Turn to the display and perform a machine rinse using the preselection buttons **(19)**.
- - Press button '1' to start [Rinse]-function.
- - Close door and place pot on pot platform **(20)**.
- Follow the information on display.
- Wait until the [Rinse]-program has finished.
- Repeat the rinse procedure min. once more.
- Press the button 'Esc' until the machine leaves programming mode.
- Remove and empty the pot.

### Last check

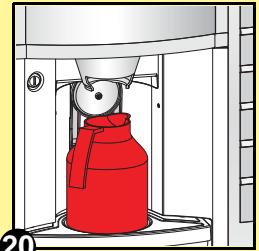
- Clean the machine with a damp cloth on the outside. Clean also the pot platform.
- Perform a test dispensing with a drink with milk and sugar.



18



19



20

# Deep Cleaning \*)

## Opening and disconnecting

- Open the door by turning the key clockwise (1).

## Filling cups and ingredients

- Load cups (2) (see *Regular cleaning*).
- Remove the drip tray and place it outside of machine (3).
- Pull the base tray slightly forwards to prevent pollution (4).
- If canister in side of machine present:
  - push the outlet tube upwards to close the outlet spout of the ingredient canister (5,a).
  - remove and fill canister (see *Regular cleaning*) (5)
- Push the outlet tubes upwards to close the outlet spouts of the other ingredient canisters (6).
- Fill the ingredient canisters with ingredients (7) (see *Regular cleaning*).
- Wipe clean the shelf under the instant ingredient canisters with a clean and moist cloth.
- Leave the outlet spouts closed and push ingredient canisters back in place.

## Disconnecting machine

- Turn machine **off** at the main switch (8).

## Cleaning parts

It is recommended to have an exchange kit (hygiene kit), see Operating instructions.

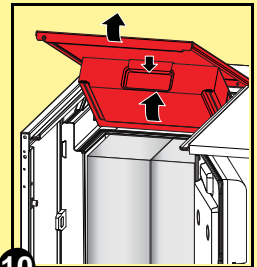
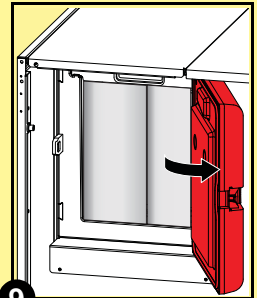
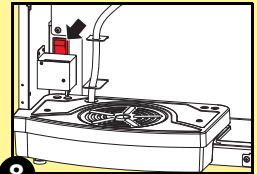
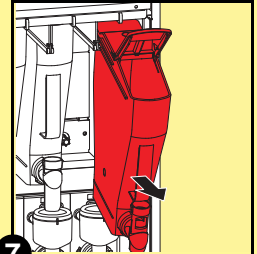
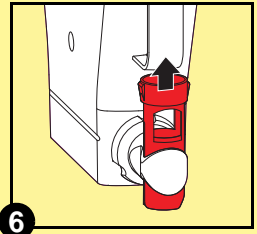
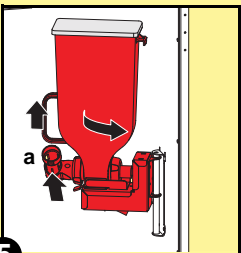
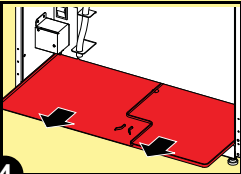
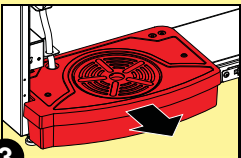
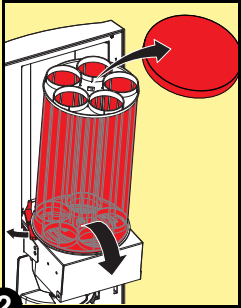
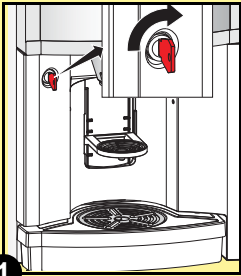
Soak all parts, which will be disassembled, at least for 15 minutes in a bucket with hot water with cleaning agent\*\*.

### Ingredient storage

- Open the ingredient storage door (9).
- Open and interlock the two top lids in the bracket on the cabinet top lid (10).

\*) All parts to be deep cleaned are designed in a blue colour. All parts of action are supplied in a green colour.

\*\*) For cleaning and descaling: refer to the HACCP guidelines.



(see overleaf)



## Deep Cleaning (continued)

- Remove the ingredient packs (11).
- Throw away empty packs.
- Clean the doser holes in the bottom of the ingredient storage with a clean moist special brush (12).



Do not pour any water and no cleaning agent into the ingredient storage.

- Clean the ingredient storage with a clean moist cloth.
- Insert the ingredient packs (13) (see *Regular cleaning*).



Insert an already opened pack first. Otherwise insert the oldest pack first, as the machine always starts with the ingredient pack first inserted.

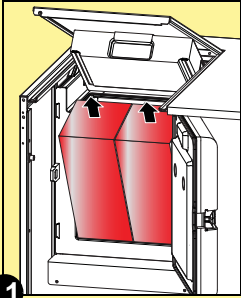
- Release the ingredient storage top lid from the cabinet top lid and close both covers.
- Close the ingredient storage door.
- Remove outlet hose from the dispense head (14)
- Remove trough and lid from the machine (15).
- Disconnect outlet hose from trough (16).
- Soak trough and lid.



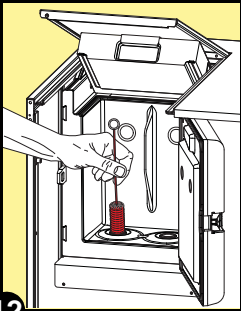
It is recommended to provide a clean trough and lid exchange kit (Hygiene kit).

### Instant ingredient mixer units

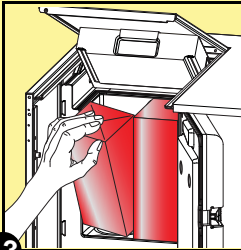
- Remove the mixing funnel hoods (17,a)
- Remove mixer units: Loosen locking ring by pressing release lever (17,b) anti-clockwise, and pull out mixing funnel leaving the hoses back on.
- Remove sealing rings (18,a).
- Pull off the whipper wheels (18,b)



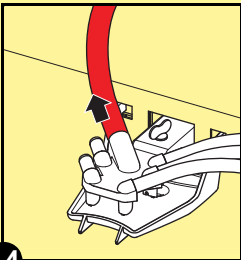
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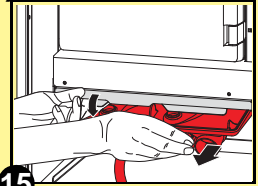
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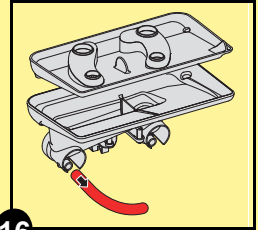
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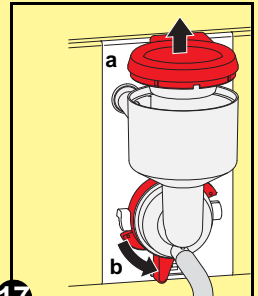
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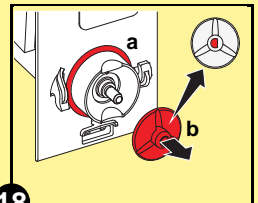
15



16



17



18

(see overleaf)

## Deep Cleaning (continued)


- Remove and clean the powder traps (19).

### Dispense head and drip tray

- Remove the outlet hoses from the dispense head (20,a).
- Unclip and remove the drip tray with drain hose under the dispense head (20,b).
- Remove the dispense head by turning the wing head stud and lifting off the dispense head (21).
- Disassemble mixing funnels, hoses, dispense head before soaking the parts.

### Drip tray and base tray

- Remove the lid (22,a) from the drip tray (22,b) and empty the drip tray.
- Clean the drip tray and its parts (see *regular cleaning*).

 Wipe sensor in the lid dry (22,c).

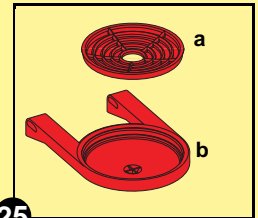
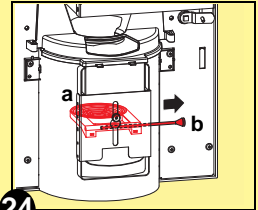
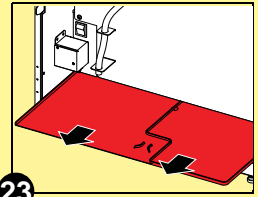
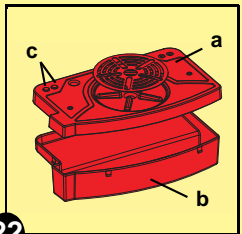
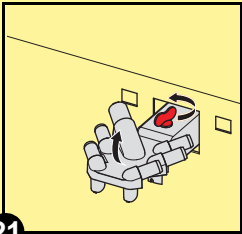
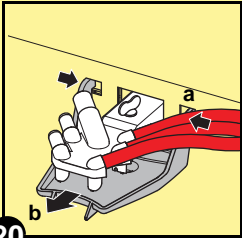
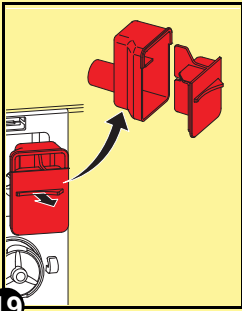
- Remove the base tray from machine and clean it (23).

### Cup carrier

- Remove cup carrier (24,a) and retaining pin (24,b) (see *Regular Cleaning*).
- Clean the complete cup carrier (25,a,b) (see *Regular Cleaning*).

### Cleaning inside and outside

- Clean the door and housing inside and outside, and finally the bottom with a clean, damp cloth.



(see overleaf)

## Deep Cleaning (continued)

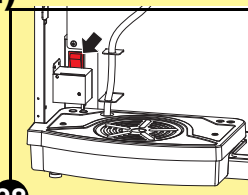
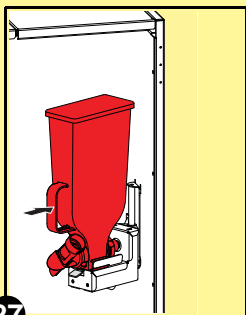
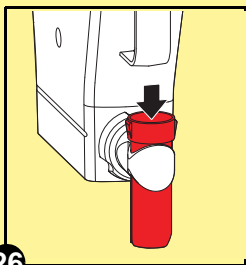
- Flush all parts, which have been soaking, thoroughly with clean and warm water.
- Check that no dirt or cleaning agent remains on the parts.
- Dry all parts with a dry cloth.

### Mounting the cleaned parts

- Remount all parts in reverse order.
- Push the outlet tubes downwards to open the outlet spouts of the canisters (26).
- *If present*, relocate ingredient canister:
  - insert it in its bracket in the side of the cabinet (27).
  - lift up the bracket with ingredient canister and swing it back on proper place.
  - push the outlet tube downwards to open the outlet spout of the canister.
- Turn the main switch of the machine **on** (28).

### Rinsing and last check

- Rinse machine twice (see *Regular Cleaning*).
- Clean exterior of the machine (damp cloth).
- Perform a test dispensing by pressing a selection button e.g. coffee with milk and sugar.



# HACCP Guidelines

## Guidelines

- For correct operation of the machine, at least the guidelines mentioned below must be observed. The operator is held responsible for the correct operation.

## Storage of the Cafitesse products

- Store coffee in a freezer at -18 °C/0 °F (1).
- Thaw coffee in a refrigerator at +6 °C/43 °F. (This takes approx. 3 days) (2).
- Always use the packs according to the 'first-in first-out' principle. (Observe the 'best before date' on the pack).

## Handling of the products

- Ensure hygienic handling:
  - wash hands (3).
  - keep the working area tidy.
  - work hygienically.

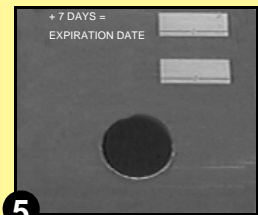
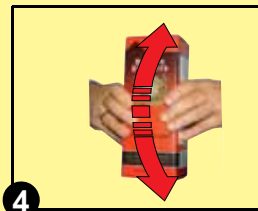
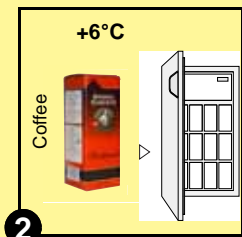
## Handling of Cafitesse products

- Check the pack for any damage and shake it vigorously (10 times) before use (4).
- Observe the user instructions on the pack.
- Mark the actual date on the pack and insert the pack into the machine.
- Dispense a cup and check it.
- Use packs within the recommended time period (see indications on the pack) (5).

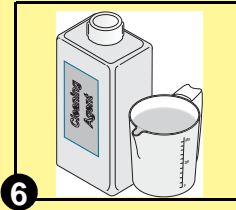
## Handling of instant ingredients

- Check the pack for integrity and damage.
- Store the ingredients dry, cool and dark.
- Always use packs according to the "first-in first-out"-principle.
- Use the packages within the recommended time period.
- Thoroughly close an opened pack to keep the quality and to prevent contamination.
- Ingredients should be stored separated from cleaning products.
- The ingredient canisters should be cleaned occasionally (see *Operating instructions*).
- Do not fill more ingredients than needed until the next cleaning.

(see overleaf)



# HACCP Guidelines (continued)



## Cleaning the machine

- Observe the cleaning instructions for the machine.
- Only use cleaning agents that are approved by the food industry and recommended by the Cafitesse supplier (*fig. 6*).



**Observe the safety and Operating instructions indicated on the cleaning agent.**

- Fill in the cleaning record card.

## Filing

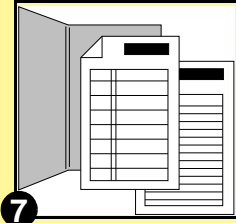
- File service and maintenance reports of DECS representatives (*fig. 7*).

## Service of the machine

- When the display indicates an error message, follow the corresponding instructions on the screen.

## Training

- Keep the operator instructions close to the dispenser.
- Implement the activities in the work schedules.
- Train new staff on HACCP guidelines (*8*).
- Keep the reference cards with the machine.
- If there are any further questions please contact your DECS representative.



• (see overleaf)

## Cleaning Record Card

Declaration: This machine has been cleaned in compliance with the cleaning instructions.

[illegible]

Monthly management check	
Date	
Signature	
Comment	

**KEEP THIS CARD WITH THE CAFITESSE 3100 MACHINE**  
**(and file when completed)**