



Barista Station

Operator manual

Version 2.1 Espresso House January 2021

Table of Contents

1. HACCP & Barista Station	4
1.1 Safety.....	4
1.2 Maintenance of equipment and registration of activities/tasks	4
1.3 Hygiene.....	5
1.4 Handling and storage of ingredients	5
1.4.1 Milk	5
1.4.2 Flavour syrup.....	5
1.4.3 Coffee beans	6
1.5 Handling and storage of cleaning products.....	6
2. Parts description	7
2.1 Furniture overview	7
2.2 Machine overview	8
2.3 Menu of drinks	8
2.4. Ingredients and condiment holder.....	9
2.4.1 Milk	9
2.4.2. Coffee beans	9
2.4.3 Flavour syrup.....	9
2.4.4. Condiment holder and ancillaries	10
2.5 User interface introduction	11
2.5.1 Operator mode access and explanation	11
2.5.2 The quick info function	12
3. Cleaning and refilling	13
3.1 General information	13
3.2. Registration of cleaning and refilling tasks.....	14
3.2.1 Manual registration on HACCP cards	14
3.2.2 Digital registration in the operator/chef menu	14
3.3 Cleaning agents and materials	15
3.4 Refilling procedure including rinsing	16
3.4.1 Daily refilling procedure.....	16
3.2.2 Refilling flavour syrups.....	18
3.5 Daily cleaning procedure	20
3.6 Weekly cleaning procedures	23
3.6.1 Hot water outlet pipe.....	23
3.6.2 Coffee bean hoppers.....	24
3.6.3 Flavour Syrup module	25
3.7 Opening and closing checks	26

3.7.1 Opening checks	26
3.7.2 Closing checks	26

1. HACCP & Barista Station

HACCP (Hazard analysis critical control points) is a control system to guarantee food safety. A good approach and compliance with HACCP ensures a safe consumption for our consumers.

In practice, it is needed to ensure the Barista Station is fully complying with HACCP at every step of the way:

- Safety
- Maintenance of equipment and registration of activities/tasks
- Hygiene
- Handling and storage of the ingredients and cleaning agents

1.1 Safety

Operation, filling and cleaning of the dispenser must be restricted to authorized and trained persons. Take care that new staff read the operator manual before they operate the dispenser and understand the safety and hygiene protocol.

- Users:
 - This device can be used by competent children aged 8 years and above, and persons with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, if they have been supervised or given instructions concerning the safe use of the device and understand the resulting risks.
 - Children are not allowed to play with this device. Cleaning and user maintenance should not be carried out by children.
- In operation:
 - **Warning: The products delivered by the dispenser are very hot! In order to prevent scalds, keep your hands and other parts of the body away from the delivery area before pressing a delivery button.**
 - **Warning: Never touch the power supply or power supply plug when your hands or the power cord or plug are wet. If the power cord of the dispenser is damaged, switch off the dispenser and contact your system supplier for replacement.**
 - There is a risk of trapping fingers when handling moving components.
 - Never reach into the bean hopper with your hands or any utensil, or the opening of the brewing unit when the coffee machine is switched on.
- Cleaning:
 - Always stay with the dispenser during the cleaning procedure as cleaning agents are being used and very hot water flows out in the process.
 - Do not use a water jet during cleaning.
 - For cleaning use the prescribed cleaning products only.

1.2 Maintenance of equipment and registration of activities/tasks

The Barista Pro machine itself is HACCP compliant. The parts that come into contact with drinks are rinsed with very hot water as part of the cleaning program. Some specific parts are taken out of the machine and clean separately.

- Machine always needs to be cleaned according to agreed cleaning schedule.
- Ensure machine is always clean inside and outside
- All cleaning and refilling activities must be logged in HACCP cards and digitally in the operator/chef menu
- It is the responsibility of the operator to keep track and record the shelf-life of products.

1.3 Hygiene

- Wash your hands with warm water and an antibacterial soap
- In the event of a contagious disease (cold, flu, covid-19), do not perform any work with food

1.4 Handling and storage of ingredients

1.4.1 Milk

Improper handling of milk will impair food safety and cause hygiene and health risks!

It is imperative to comply with the following points:

- Refilling:
 - Do not 'top up' milk. If the milk container needs to be refilled: Dispose of the remainder of the milk and refill with fresh milk.
 - Only use pasteurized, homogenized fresh full fat milk, as agreed.
 - Use a minimum of one day before the expiry date.
 - Use the oldest products first ("first-in-first-out" principle).
 - Close the cooling unit immediately after filling.
- Handling:
 - Wear protective gloves when working with milk.
 - Use milk directly from the original packaging.
 - Check the packaging for damage before opening.
- Cleaning:
 - When cleaning the machine, any milk remaining in the milk container needs to be discarded and the milk container needs to be fully cleaned with hot soapy water or in the dishwasher, "new" fresh milk is refilled to create a clear brake in milk supply.
 - Never refill old milk on new when cleaning is required!
- Storage:
 - Ensure unopened milk is used as per use by date mentioned on the packaging or cannister.
 - Refrigerate (max. 5°C).
 - Store milk separately from cleaning products.

1.4.2 Flavour syrup

Improper handling of syrup or flavour additives can impair food safety!

It is imperative to comply with the following points:

- Refilling:
 - Never top up syrup or flavour additives.
 - Use before the expiry date.
 - Use the oldest products first ("first-in-first-out" principle).
 - Syrup bottles have an open shelf-life of max 6 weeks. Upon reaching one day before the expiry date, the bottle must be disposed of and replaced. It is therefore important to write down the date of opening on the bottle itself.
 - Replace a bottle when over 75% of its volume has been consumed
- Handling:
 - Use syrup and flavour additives directly from the original packaging / bottle.
 - Check the packaging / bottle for damage before opening.
- Storage:
 - The unopened shelf-life of Monin syrup bottle is 36 months and the expiry date is mentioned on the bottle.
 - Store the syrup in a dry, cool and dark place.

- Store syrup separately from cleaning products.

1.4.3 Coffee beans

Improper handling of coffee beans will impair food safety and cause hygiene and health risks!

It is imperative to comply with the following points:

- Refilling:
 - Only use Espresso House coffee beans as agreed.
 - Use before the expiry date.
 - Use the oldest products first ("first-in-first-out" principle).
 - Coffee beans have an open shelf-life of 48h after opening thus hopper must not be over filled. Always check the cleaning & refilling schedule and/or digital operator menu: If the last refill of beans was more than 48hours ago, discard the remaining beans, clean and refill the hoppers.
- Handling:
 - Use coffee beans directly from the original packaging.
 - Check the packaging for damage before opening.
- Storage:
 - The unopened shelf-life of Espresso House coffee beans is 12 months and the expiry date is mentioned on the pack.
 - Store the coffee beans in a dry, cool and dark place.
 - Store coffee beans separately from cleaning products.

1.5 Handling and storage of cleaning products

WARNING - Risk of poisoning due to ingestion of cleaning products.

It is imperative to comply with the following points:

- Handling:
 - Do not ingest cleaning products.
 - Never mix cleaning products with other chemicals or acids.
 - Never put cleaning products in the milk container.
 - Never put cleaning products in the drinking water tank (internal / external).
 - Only use the cleaning products and descaling products for their intended purpose (see labels).
 - Do not eat or drink while using cleaning products.
 - Ensure that the area is well-ventilated when using cleaning products.
 - Wear protective gloves when using cleaning products.
 - Wash your hands thoroughly immediately after using cleaning products.
- Storage:
 - Store cleaning products out of the reach of children and unauthorized persons.
 - Protect cleaning products from heat, light and moisture.
 - Store cleaning products separately from acids.
 - Only store cleaning products in their original packaging.
 - Store daily and weekly cleaning products separately.
 - Do not store cleaning products together with foodstuffs, drinks or tobacco.
 - Observe local regulations on the storage of chemicals (cleaning products).
- Disposal:
 - If cleaning products cannot be used, they must be disposed of along with their containers according to the local and legal regulations.
- Emergency information:

- Carefully read the information on the packaging before using cleaning products.
- The safety data sheet from the supplier can be found on the JDE support website:
<http://jacobsdouweegbertsprofessional.support/other/cleaning-materials>

2. Parts description

2.1 Furniture overview



1. Condiment holder
2. Coffee machine
3. Cup dispenser (4)
4. Cabinet – Refrigerator with milk container
5. Cabinet – Flavour syrup dispenser and ground container bin
6. Cabinet – General storage

2.2 Machine overview



1. Coffee bean hopper (3)
2. Manual coffee insert (behind middle hopper)
3. Pressure gauge
4. Graphic user interface (Touch screen)
5. Hot water button
6. Hot water pipe (with sieve inside)
7. Cover Panel
8. Grounds tray
9. Drinks Outlet (moves automatically to the correct cup position)
10. Cup grid and drip tray

2.3 Menu of drinks

The Barista Pro machine offers a selection of premium coffee drinks as well as hot water as stated in the menu card hereby*.

The milk-based coffee drinks are prepared with fresh cow's milk and there are as well options for our consumers to opt for a flavored latte (4 flavors available: Chocolate Cookie, Vanilla, Salted Caramel and Noisette (Roasted Hazelnut)).

For most of the drinks, the consumer also has the opportunity to add an extra shot or a flavor shot.

For tea, the machine will dispense hot water and the consumer will be able to choose amongst 4 different teas available in the cross-sell trays: Earnest earl (black tea), cool miss green (green tea), mellow mr bloom (rooibos), witty cherries (white tea).

All drinks (excluding flavored drinks) are dispensed without added sugar. The consumer has the possibility to add white or brown sugar, available as well in the cross-sell trays.

The drinks delivered from this coffee machine may contain traces of cow's milk and nuts.

*latest menu cards available in local markets.



2.4. Ingredients and condiment holder

2.4.1 Milk

The only milk that can be used for the Barista Station is the milk agreed with Espresso House: Pasteurised, Full fat milk (fresh milk), preferably from Arla.

2.4.2. Coffee beans

Only Espresso House coffee beans must be used for the Barista Station. Two coffee blends are available:



Signature Brew:
placed in center hopper



Signature Espresso:
placed in left and right hoppers

2.4.3 Flavour syrup

The flavour syrup dispenser holds 4 bottles of flavour syrup. The following syrups are available:



Chocolate Cookie
(700 ml)



Vanilla
(700 ml)



Salted Caramel
(700 ml)



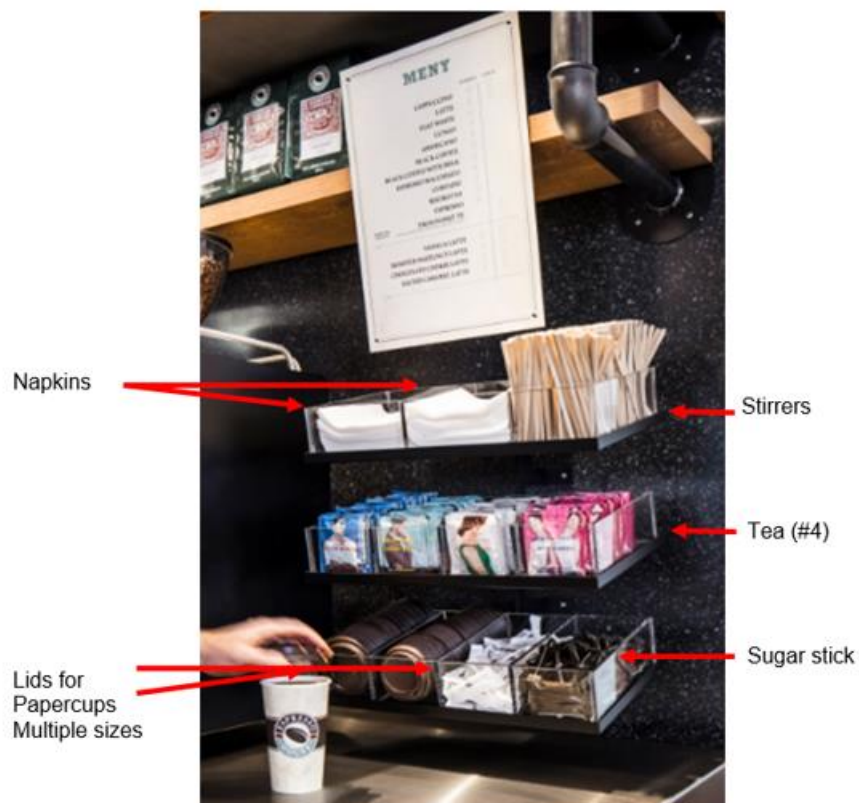
Roasted Hazelnut
(700 ml)

2.4.4. Condiment holder and ancillaries

The following ancillaries are available at the station:

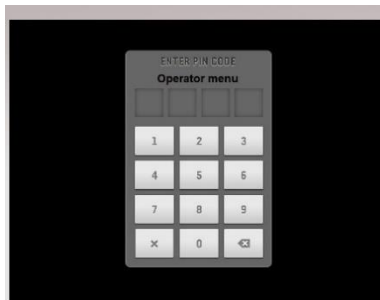
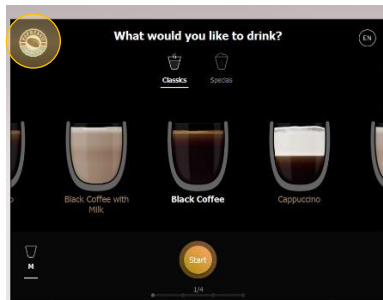
- Cups and lids of different sizes: 8oz (Medium) and 16oz (Large) (Espresso House branded)
- Brown and white sugar sticks (Espresso House branded)
- Napkins (Espresso House branded)
- Stirrers
- Single wrapped tea bags (4 variants: Earnest Earl, Cool miss green, Mellow mr bloom, witty cherries).

Only the ancillaries agreed should be present and the condiment holder should always be refilled according to the scheme here below:



2.5 User interface introduction

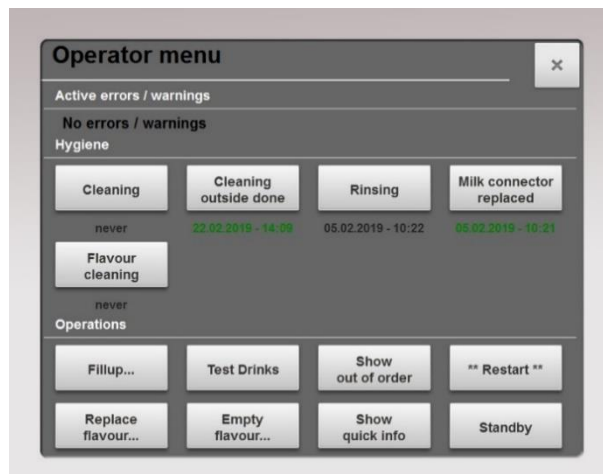
2.5.1 Operator mode access and explanation



To open the operator menu:

Press the upper left corner of the display for at least 3 seconds (and enter the pin code) or insert the chef card in the card slot.

NOTE: The machine can be set during installation to provide only Chef card access.

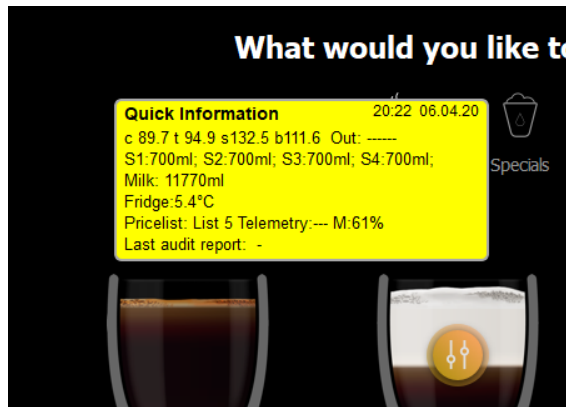
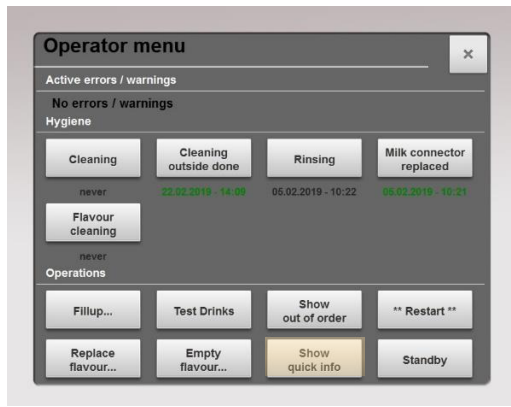


The operator menu is composed of 3 sections:

- **Active errors / warnings:** Appear here any alerts or warnings which require action from the operator or technician.
- **Hygiene:**
 - o "Cleaning" for cleaning procedure of the milk and brewing systems.
 - o "Cleaning outside done" for registration of the cleaning of the outside of the machine.
 - o "Rinsing" for rinsing only.
 - o "Milk connector replaced" is not relevant for this concept.
- **Operations:**
 - o "Fillup..." when ingredients have been refilled.
 - o "Test drinks" for dispensing test drinks after cleaning of the machine has been done and milk has been refilled.
 - o "Show out of order" in case the machine needs to be put out of order in case of technical issues which require the intervention of a technician.
 - o "** Restart **" when the coffee machine needs to be restarted.
 - o "Replace flavor" when a flavor bottle needs to be replaced.
 - o "Empty flavor" when a flavor is temporarily unavailable.
 - o "Show quick info menu" to check the remaining amount of various ingredients
 - o "Standby" in case machines needs to be turned off temporarily

2.5.2 The quick info function

Activate the quick info function for direct insight in ingredient volumes and telemetry.



Open the operator mode and press quick info to directly view the actual amount of flavour syrups and milk.

Close this function by pressing the yellow info screen.

- S1 = Remaining volume of syrup bottle 1 in ml
- S2 = Remaining volume of syrup bottle 2 in ml
- S3 = Remaining volume of syrup bottle 3 in ml
- S4 = Remaining volume of syrup bottle 4 in ml
- Milk = Total remaining milk volume in ml
- Fridge = Fridge temperature. If the temperature of the fridge is too high for too long, it will initiate an alert or even put the machine out of order

3. Cleaning and refilling

3.1 General information

- **Refilling:**

Refilling is depending on the actual consumption. For stations with high throughput, refilling might be needed more than once a day. The machine is rinsed and critical hygiene points are cleaned during refilling.

- **Cleaning:**

The machine (including milk system) as well as the exterior of the machine must be cleaned daily to ensure best performance and product quality. Other parts of the Barista Station need to be cleaned weekly.

In the table below all the cleaning and rinsing activities (manual or automatic) and their required frequency detailed:

Daily	Weekly	During operation	Before switching off	
Automatic				
				Cleaning program (initiated by operator)
				Automatic rinsing
				Hot rinsing
				Milk hose rinsing
				Switch-off rinsing
				Switch-on rinsing
Manual				
				Grounds/waste bin (in furniture)
				Drip tray cleaning
				Exterior cleaning
				Fridge cleaning
				Coffee beans hopper
				Syrup dispenser
				Hot water outlet pipe

3.2. Registration of cleaning and refilling tasks

All operating tasks must be registered both manually on HACCP cards and digitally in the operator/chef menu in the machine.

3.2.1 Manual registration on HACCP cards

At every visit, the operator needs to register manually the cleaning and refilling activities on the HACCP cards which will be placed at the station in one of the cabinets. This is mandatory according to regulations on HACCP and food hygiene.

The table below is an example of a HACCP registration card. The operator needs to write the week number, the date of the day, the time and his/her name. Every cleaning or refilling activity completed during the visit needs to be ticked.

Week	Day	Date	Time	Name	Cleaning						Refilling			
					Full cleaning + Empty & clean milk container	Cleaning exterior machine	Cleaning syrup module	Cleaning bean hoppers	Empty grounds bin	Empty rubbish bin	Beans	Milk	Syrup	Ancillaries
	Mon													
	Tues													
	Wed													
	Thu													
	Fri													
	Sat													
	Sun													

3.2.2 Digital registration in the operator/chef menu

The hygiene menu in the operator mode facilitates registration of cleaning activities. When completed, the date of the day will show under the button of the corresponding cleaning procedure on the screen.

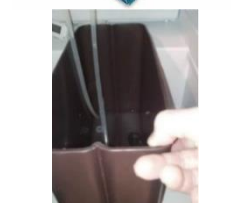
This digital registration is HACCP compliant if all activities are logged and the name of the operator is also registered in the overall administration.

3.3 Cleaning agents and materials

- Cleaning tablet for coffee brewing system - Suma Café Auto Tabs C1.7 (supplied by JDE):
 - Suma Café AutoTabs is a concentrated detergent in tablet form.
 - It is used for daily powerful cleaning and flushing of the brewing system of the Barista Pro machine. It helps to remove dirt, stains and coffee deposits and prevents limescale deposits.
 - The product can be dosed safely and dissolves quickly.
 - The tablet needs to be inserted in the manual coffee insert on top of the machine (see cleaning procedure)
- Cleaning tablet for milk system – Suma Café MilkClean Kit C3.7 (supplied by JDE):
 - This kit contains 2 types of tablets (Warning: Never mix the 2 different types of tablets!):
 - Big pot: Alkaline cleaner tablet which helps to remove milk fats and limestone. Use daily. Can also be used for cleaning of the hot water outlet.
 - Small pot: Acidic cleaner tablet which helps to remove milk particles. Use once a week instead of the alkaline tablet.

The safety data sheets of the cleaning tablets can be found on the JDE support website: <http://jacobsdouweegbertsprofessional.support/other/cleaning-materials>

- Cleaning agent for the inside of the fridge, machine exterior and counter (not provided):
 - Use a household cleaning product to remove milk deposits, coffee splashes and bacteria and clean with a wet cloth.
 - When cleaning machines parts, spray the product on the cloth and not directly on the part, this will affect taste.
- Clean cloth (not provided):
- Cleaning container (provided with the machine)
- Cleaning brushes (provided with the machine):
 - Cleaning brush for external parts
 - Cleaning brush for brewer unit



3.4 Refilling procedure including rinsing

Before starting

- Machines with high throughput will require a refilling more than once a day.
- This procedure is to follow for those situations when only refilling is required (full cleaning already done on the same day).
- Even when the machine only needs a refill, the exterior of the machine needs to be cleaned as well.

Required materials

- Clean cloth / Cleaning agent for machine exterior
- Cleaning brush (external parts)

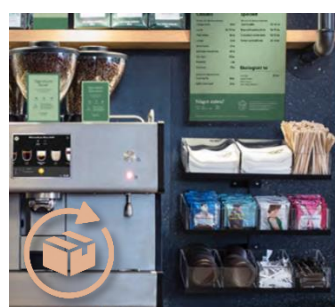
3.4.1 Daily refilling procedure



Refill the coffee beans hoppers.



Refill the different types of cups in the furniture.



Refill the cross selling products and tidy up the trays if necessary.



Open the Operator menu.

Press **quick info** and check the amount of milk inside the container and syrup bottles

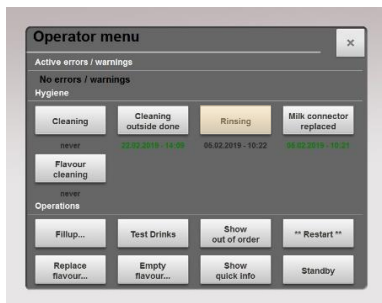


Replenish milk if necessary.
Check tray for condensed water and empty if necessary.

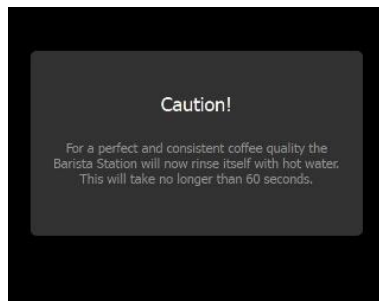
Important Do not top up!
Remove the remaining milk and clean the container.



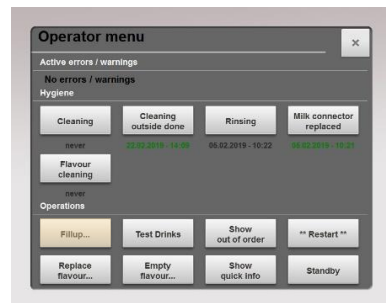
Replenish flavour syrups if necessary (see **Syrup refilling procedure**). Replace a bottle when over 75% of its volume has been consumed or when a bottle passed its expiry date.



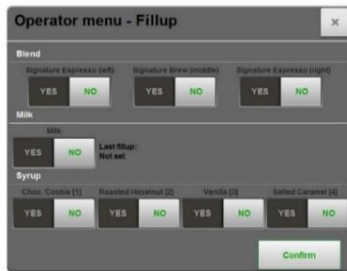
Open the Operator menu.
Press **[Rinsing]**



Rinsing of the system starts. Wait until completed.
Caution: Hot water!



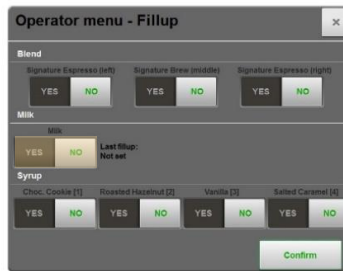
Open the operator menu, press **[Fill-up]** to open the filling menu.



The following fields are shown:

- Coffee bean container 1, 2, 3
- Milk.
- Syrup: 1, 2, 3, 4.

Press the refilled ingredients and press the **[confirm]** button.



Confirm (**Yes/No**) if the milk has been replenished been replaced.

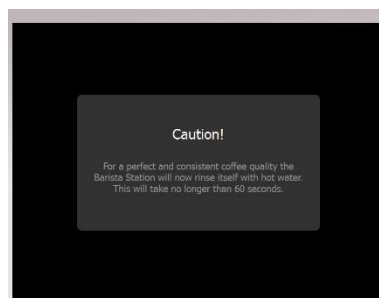


Enter the remaining milk volume (Appears milk has been replenished) and press **continue**

Watch out: There is often a delay in the software, therefore, after having pushed "Confirm" in the "Operator menu - Fillup", simply wait that the following screen appears. Do not push several times on "Confirm", otherwise you are going to push inadvertently on the button "Continue" of the following screen and skip the crucial step of the milk volume setup! If this step is skipped, the alert "milk empty" will soon appear even when there is milk in the container as the machine will think the milk is finished.



An adjustment dial is displayed. Enter the actual volume, Press the green V symbol (if not, the entered value is lost). Press **continue**.



The machine will automatically start a milk rinsing procedure. Wait until completed.
Caution: hot water!



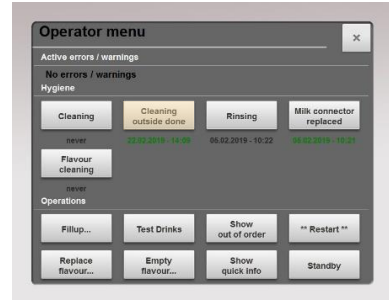
Remove and clean the drip grid and clean the drip tray.



Clean the machine exterior with a clean cloth.



Test the operation of the machine: dispense a cappuccino (operator menu > test drinks)

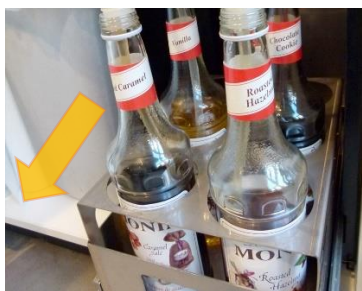


Enter the operator menu and confirm the exterior cleaning

3.2.2 Refilling flavour syrups

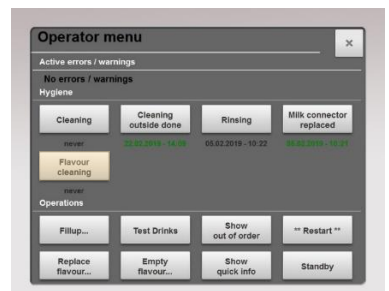


Open the cabinet door to the syrup drawer.

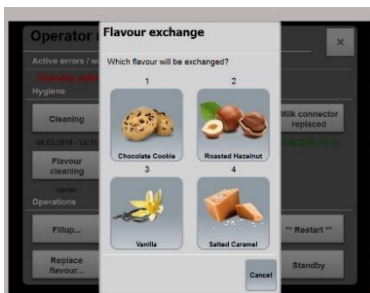


Slide the drawer with the bottles out.

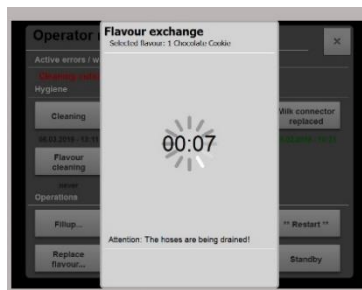
NOTE Do not top up syrup.



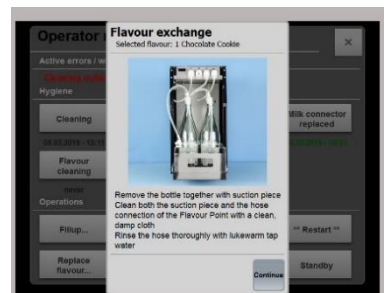
Open the "Operator menu" and press 'replace flavour'



Confirm the flavour syrup that is being replaced.



Syrup inside the hose flows back into the bottle.



Follow the instructions as displayed and press confirm.



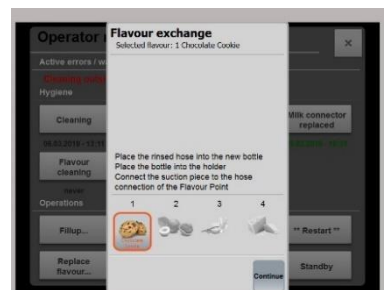
Remove the bottle and disconnect the hose connection.

Clean the hose and connections with lukewarm tap water.



Unscrew the bottle cap.

Write the date of opening on the new bottle.



Place the hose onto the new bottle.

NOTE Do not touch with your hands, but use a napkin

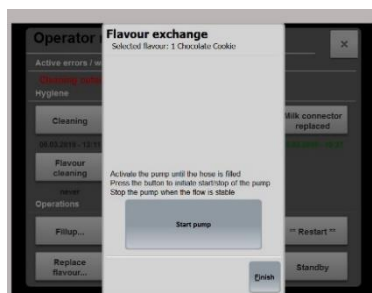
Place the new bottle into the drawer and reconnect the hose to the dispenser.



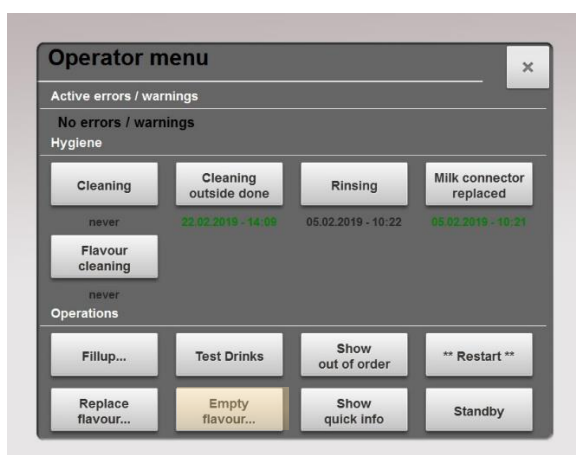
Place the drawer back into the cabinet, and close the furniture.
NOTE Ensure that the hoses are not squeezed in any way.

To disable a syrup

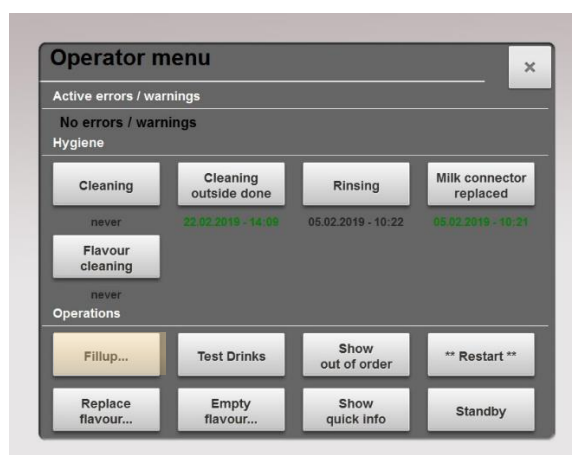
When a syrup is temporarily not available, disable the syrup as follows.



Press '**continue**' to start filling the hose.
 Press '**stop pumping**' if the hose is filled. (i.e. until drip appears in the outlet)
 Press '**Finish**' to complete.



To disable a flavour syrup:
 Open the operator mode and press 'empty syrup bottle'



To reactivate a flavour syrup:
 Press the 'Fill-up' button to confirm exchanging / filling.

3.5 Daily cleaning procedure

Before starting

- Cleaning of the machine (including coffee and milk system) must be done daily. Always check the cleaning and refilling schedule and/or the operator/chef menu to know if cleaning has already been done or not.
- During cleaning waiting times, take the opportunity to proceed with cleaning of machine exterior and refilling of ingredients and ancillaries.

Required materials

- Cleaning container
- Cleaning tablet (coffee brewing system cleaning)
- Cleaning tablet (milk system cleaning)
- Paper towel / Clean cloth / Cleaning agent for machine exterior
- Cleaning agent for milk container
- Cleaning brush (external parts) / cleaning brush for brewer area cleaning

Note: Always use personal protecting equipment when handling cleaning agents according to the MSDS.

Full procedure in detail

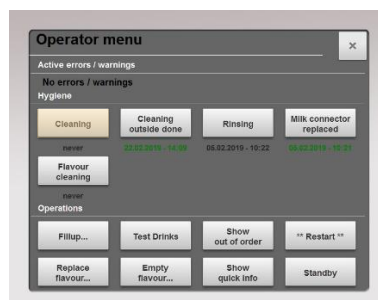


Remove the black, flexible part inserted in the outlet.
(pull downward)



Clean both sides with hot water and a brush.

Tip You can also put the part in the cleaning container during cleaning.



Access the operator menu and press cleaning



The display will show: "Remove the grounds container"

Empty and clean the grounds container. (Start within 5 sec.)



Remove the cover panel behind the outlet (Push upwards).



Clean the brewing system with the included brush.
Remove all coffee grounds from the machine interior



Re-install the cover panel and grounds container.

NOTE Tilt the grounds container slightly up when sliding back into the machine.



The display will show "Insert cleaning tablet".

Insert a cleaning tablet (Suma Café Tab 2.2.) in the manual coffee insert on top of the machine, and confirm with the button "ok".

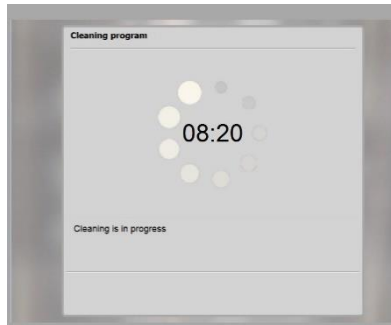


The display will show "remove milk container".

Remove the milk container. **The remaining milk in the container must be discarded and the container must be cleaned.** Press "continue".



Place the cleaning container with 1 milk system cleaning tablet (Suma Café MilkClean Tabs C3.7). Press "continue".



The machine adds hot water to the tablet and starts the cleaning process.

Caution: hot water!



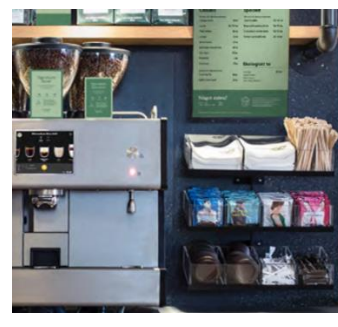
Clean the bottom side of the outlet with a brush while hot water is flowing out.



The rinsing process takes approximately 9 min. During rinsing proceed with refilling steps :
Refill the coffee beans hoppers. If the last refill of beans was more than 48hours ago, discard the remaining beans and refill the hoppers.



Refill the different types of cups in the furniture.



Refill the ancillary products.



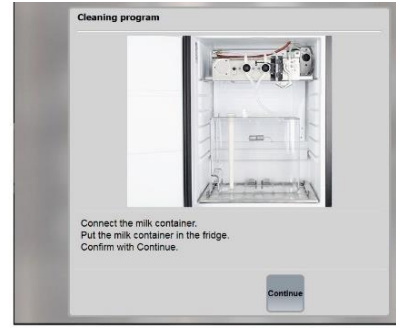
Wait for the display message: "remove and rinse the container".

Remove and clean the cleaning container.

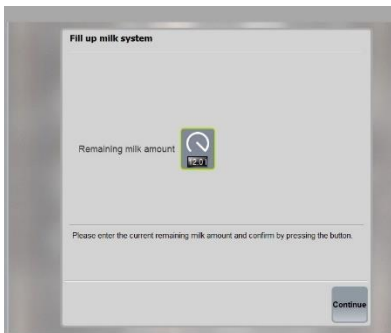


Clean the refrigerator with a clean cloth.

Empty the evaporator tray and wipe the refrigerator interior dry with a paper cloth.

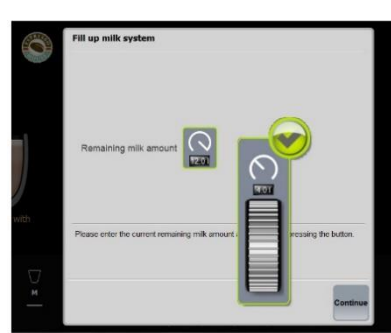


Fill the milk container and place it back into the refrigerator. Press "**continue**" in the display.

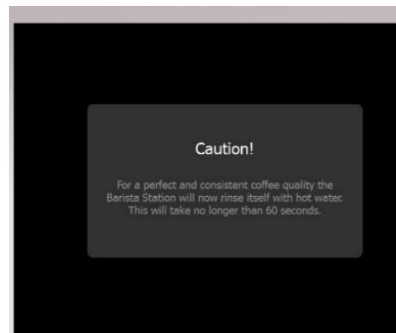


Press "**continue**" in the display.

The display will thereafter indicate that the milk hoses are being refilled.



An adjustment dial is displayed. Enter the actual volume, Press the green V symbol (if not, the entered value is lost). Press **continue**.



The machine will automatically start a milk rinsing procedure. Wait until completed. (approx. 60 seconds)
Caution: hot water!



Reinstall the flexible part.

NOTE Ensure that the 4 transparent syrup tubes remain in place. (i.e. fully protrude as shown in the image)



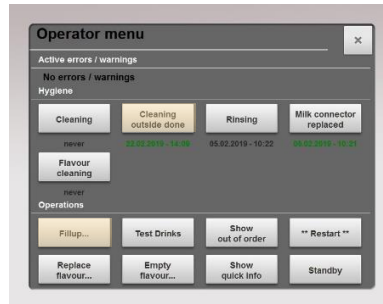
Clean/remove the drip grid and clean the drip tray.



Clean the machine exterior with a clean cloth.



Test the operation of the machine: dispense a cappuccino. (operator menu > test drinks)



Enter the operator menu and confirm the exterior cleaning, and ingredient refills.



Open the middle door of the furniture. Clean the lower part of the grounds chute with a paper towel.



Remove the grounds waste bin. Exchange the garbage bag.

3.6 Weekly cleaning procedures

3.6.1 Hot water outlet pipe



Turn the hot water outlet counterclockwise to remove (WHEN COOLED DOWN!) Remove the sieve from the outlet piece.



Clean and descale the outlet and sieve in a solution of lukewarm water and 1 Tablet Milk system cleaning product (Suma Café MilkClean Tabs C3.7).



Put the sieve back into the outlet, and remount onto the pipe.

3.6.2 Coffee bean hoppers



Remove the locking mechanism on the bottom of the hopper: Gently slide the locking mechanism out



Replace the locking mechanism with the metal plate that comes with the machine.



Ensure the plate is fully inserted.

The plate closes the hopper and prevents beans from falling out.



Lift the hopper out.



Empty and clean the hopper.



Place the hopper back in the mount on the machine.

The metal plate must be positioned correctly in the cut-out.

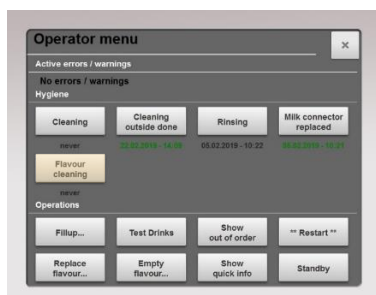


Press the hopper in place and remove the metal plate.

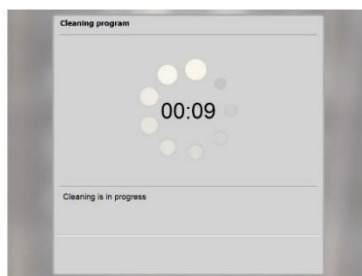


Slide the locking mechanism back in place.

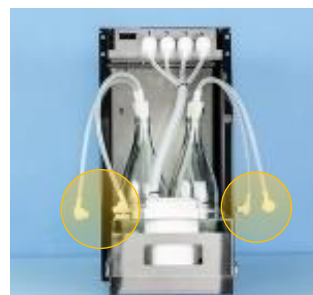
3.6.3 Flavour Syrup module



Open the operator menu and press 'Syrup cleaning'.
Syrup inside the hoses flows back into the bottles.



Syrup inside the hoses flows back into the bottles.



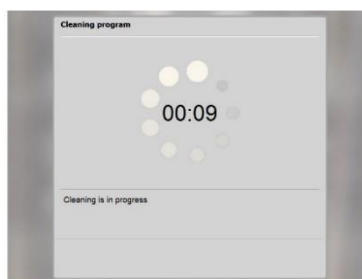
Disconnect the connectors and put the hoses aside.

TIP Use a plastic bag to prevent spillage of syrup flowing from the tubes.

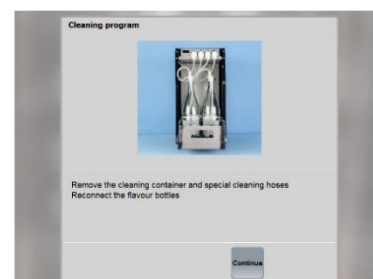


Fill the cleaning container with hot water

Connect the hoses of the cleaning kit.

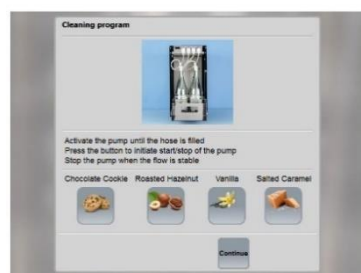


Press 'Continue'.
Rinsing will now start (approx. 1:30 min.)



After rinsing: disconnect the cleaning hoses and remove the container.

Clean the connections in the frame with a clean moist cloth if necessary



Reconnect the flavour syrup hoses. The display shows the correct position.



Clean the top of the bottles and caps to avoid sugar crystals forming.



Press 'refill' of the first syrup to start filling the hose.
Press 'stop pumping' if the hose is filled. (drips are flowing from the outlet).
Repeat for all syrups.



Press 'Continue' and follow the instructions on the screen.
Take a test drink via the operator menu.

If you spot spilled syrup:

Clean the drawer or cabinet with a clean cloth and food grade cleaning agent.

3.7 Opening and closing checks

3.7.1 Opening checks

Please observe the following items at the beginning of every visit :

- Coffee machine and fridge are working properly and safe to work with.
- Check if any alert is showing in the operator menu that would need to be acted upon or communicated to an engineer.
- Check the HACCP registration card and Operator menu in the machine to know if:
 - Full cleaning has been done already or needs to be done.
 - Cleaning of other parts need to take place (weekly cleaning).
- Check what ingredients and ancillaries need a refill.

3.7.2 Closing checks

Please observe the following items at the end of every visit :

- No spilled ingredients on, in or near the machine.
- No used cups present on the countertop.
- Clean drip tray and drip grid.
- Clean machine, fridge and furniture exterior, no finger prints.
- Coffee ground bin has been emptied.
- Cross selling trays are refilled according to the reference card and clean, no finger prints.
- Bean hoppers, milk and flavour syrups are refilled.
- Amounts of ingredients mentioned in the quick info menu are correct.
- Ingredients that passed their expiry date have been replaced.
- All cleaning agents have been properly stored.
- All cleaning and refilling activities have been registered in the HACCP cards and digitally in the operator/chef menu.
- Operator/chef card has been removed from the insert and stored.
- Cabinet doors are locked and keys have been removed.
- Machine is ready to sell all drinks in the menu and no alerts are showing on the screen.
- Payment module (when present) is in operation.
- The machine is safe to be used by consumers.