

WITTENBORG

CLEANING GUIDE

for Key Holder

Wittenborg **9100 3 Coffee**



Need Assistance?

Contact your service provider.

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Important Notices

This guide is designed to help you maintain your machine clean and in good condition by suggesting simple and easy steps.



Do not perform advanced maintenance if you did not receive an adequate technical training.

Parts are **not** dishwasher safe.

All parts in contact with food must be air dried **completely** before reinstalling.*

RECOMMENDED TOOLS AND CLEANING MATERIAL:

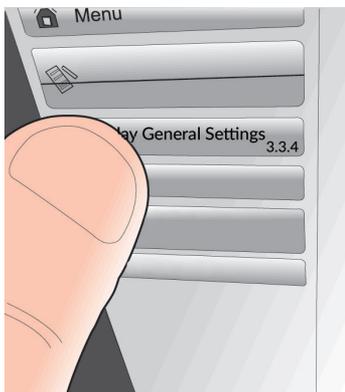
- Small brush, suitable for food-contact surfaces and hot water
- Brush for coffee grounds, suitable for food-contact surfaces
- Scissors
- Water-resistant and lint-free towel
- 100% cotton soft cloths
- Mild non-abrasive cleaner
- Two (2) 16-ounce container (preferably reusable)

**Air drying is the only drying method approved by Cafectio | Evoca to prevent contamination. In the event you use a towel, make sure to follow the manufacturer cleaning instruction.*

ENABLE THE *FAST ACTIONS* SCREEN

In order to perform maintenance in the easiest way possible, Cafecton|Evoca strongly suggests to activate the *Fast Actions* screen.

Press on the Wittenborg logo at the top left corner of the screen, then enter the technician password (default: 4444).



Under the *Machine Settings* Menu 3, select *Display Settings* Menu 3.3, then *Display General Settings* Menu 3.3.4.

Scroll down and activate the “Fast action dialog” checkbox, then press on the “Save” button.



VERIFY LEVEL OF PRODUCTS

You can always check the level of products in the brewer in the *Machine status* panel by pressing the top of the screen and dragging down



Daily Routine

BEGINNING OF THE DAY

- Fill up coffee ingredients
- Fill up soluble ingredients

DURING THE DAY, WHEN REQUIRED

- Perform a rinse
- Empty the waste bin

END OF THE DAY

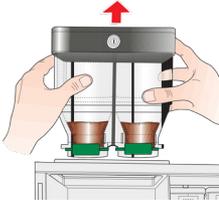
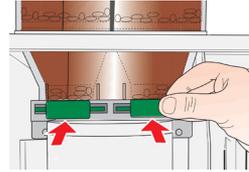
- Clean the interior and exterior of the unit
- Empty and clean the drip tray and the cup holder
- Tidy up the coffee area

Filling Up Coffee Ingredients

- 1 Unlock the door of the unit, then enter the technician password (default: 4444).



- 2 **FILL BEAN HOPPER**
Firmly press on each green bean outlet flaps to close them.



Pull the hopper out of the machine and place it on a flat, clean surface.

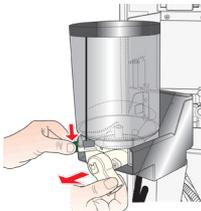
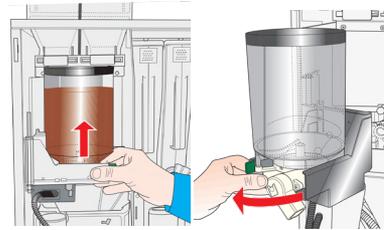
Open the lids **one at a time**, then fill with coffee beans.



Make sure to avoid cross-contamination.

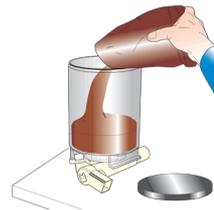
FILL GROUND COFFEE CANISTER

Lift internal coffee shelf up, then pull it outward.



Firmly press on the green lever and pull out canister, then place it on a flat, clean surface.

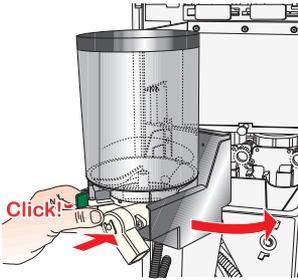
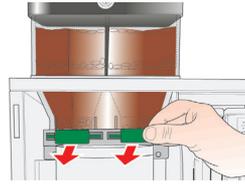
Open the lid, then fill with coffee grounds.



- 3 Clean the exterior of the bean hopper and the ground coffee canister.

Filling Up Coffee Ingredients (continued)

- 4 Reinstall the bean hopper back in the unit and open the two green bean outlet flaps by pulling them outward.



- 5 Reinstall the ground coffee canister on its shelf and push it back in place.

Make sure to hear the green outlet flap of the canister click.

Turn the shelf back in the machine.

- 6 Press the  icon in the lower left corner of the screen to display the *Fast Actions* window.

Press the “Have you reloaded ?” button and adjust the level(s) of product(s) accordingly, then press the “Save” button to exit the menu.



- 7 If applicable, make sure your cup and condiment dispenser is full with stirrers, sugars, cups, etc.

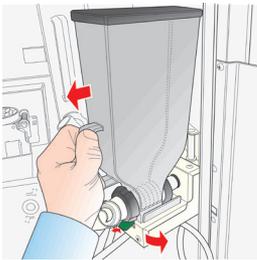
Filling Up Soluble Ingredients

- 1 Unlock the door of the unit, then enter the technician password (default: 4444).



- 2 Push the white plastic nozzles of the soluble canisters up from bottom until square-like cutout shows.

Using the handle, lift up and slide each canister out and put them on a flat, clean surface.



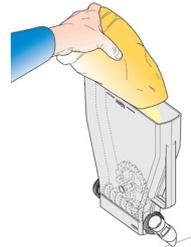
MACHINE WITH 4TH SOLUBLE CANISTER (OPTIONAL)

Turn the 4th soluble canister (swing arm) shelf outward and push white plastic nozzle of the canister up from bottom until square-like cutout shows.

Press on the green lever, then pull the canister outward and put it on a flat, clean surface.

- 3 Open the lids **one at a time**, then fill each canister with the appropriate product.

Make sure to avoid cross-contamination.



- 4 Wipe the interior shelf with a clean, dry cloth.

Clean the exterior of each canister.

Filling Up Soluble Ingredients (continued)

- 5** Reinstall filled soluble canisters into the machine, ensuring the tab on top of each canister fits into its corresponding guide slot.



Push each canister nozzle down so cutout does not show.

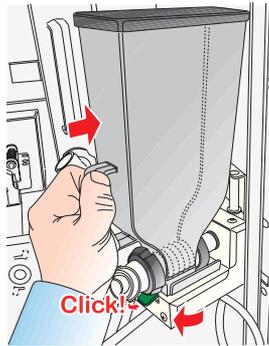


MACHINE WITH 4TH SOLUBLE CANISTER (OPTIONAL)

Reinstall the canister on its shelf and push it back in place.

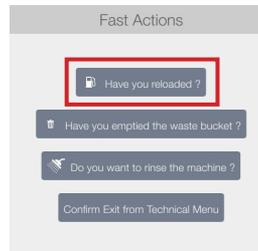
Make sure to hear the green outlet flap of the canister click.

Push the canister nozzle down so cutout does not show and turn the shelf back in the machine.



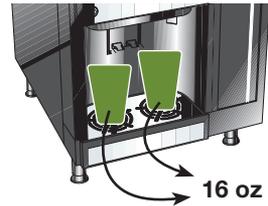
- 6** Press the  icon in the lower left corner of the screen to display the *Fast Actions* window.

Press the “Have you reloaded ?” button and adjust the level(s) of product(s) accordingly, then press the “Save” button to exit the menu.



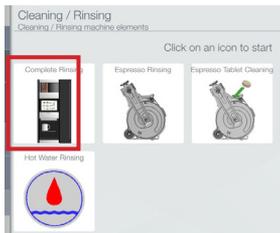
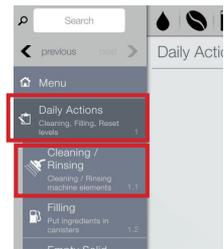
Performing a Rinse

- 1 Place an empty container under each spouts. Make sure they can hold a minimum capacity of 16 oz.



- 2 Access the technical menu:
 1. Press and hold the Wittenberg logo (top left corner of the screen).
 2. Enter the technician password (default: 4444).

- 3 Under the *Daily Actions* Menu 1, access the *Cleaning / Rinsing* Menu 1.1.



- 4 Tap the "Complete Rinsing" button.

- 5 Verify if your container is well positioned and tap the "OK" button on the popup window.



Wait until water has completely finished dripping. Be careful, the water is **VERY HOT**.



Once the rinse is completed, exit the technical menu by pressing on the  icon.

- 6 Empty the container. Be careful, the water is **VERY HOT**.

Do not drink this water.



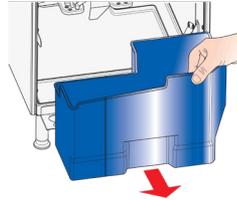
Emptying the Waste Bin

- 1 Unlock the door of the unit, then enter the technician password (default: 4444).



- 2 Remove the drip tray.

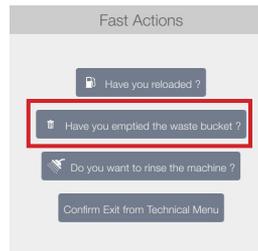
- 3 Remove the waste bin from the unit and empty it.



- 4 Put the waste bin back in the unit, reinstall the drip tray and close the brewer door.

- 5 Press the  icon in the lower left corner of the screen to display the *Fast Actions* window.

Press the “Have you emptied the waste bucket ?” button and press the “Reset solid waste counter” button, then press the “Save” button to exit the menu.



Cleaning the Unit

1 CLEANING MACHINE INTERIOR AND EXTERIOR

To minimize scratching and preserve a neat appearance, Cafectation | Evoca recommends using a **soft cloth** to clean the surfaces.

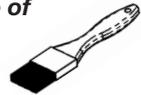
Use a non-abrasive cleaner to clean the exterior of the unit and the base cabinet.

Always spray the cleaner on the cloth, never directly on the machine components.



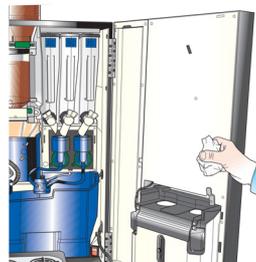
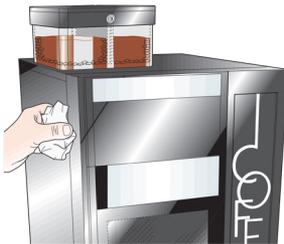
Brush the inside of the unit to remove any bean, soluble powder or other residues.

Do not use soap or cleaner to clean the inside of the brewer. Use only hot water if necessary.



Non food-contact parts you need to verify and clean:

- Touch screen
- Metal and plastic surfaces (outside)
- Door (inside and outside)
- Inside of the unit
- Cabinet (optional) or counter



Cleaning the Unit (continued)

2 CLEANING THE DRIP TRAY

Unlock the door of the unit and remove the drip tray.



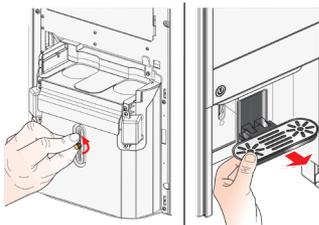
Empty it, then rinse the tray and its grill under hot water. If needed, use a soft soap.

WARNING! Drip tray may be full of hot liquid.

3 CLEANING THE CUP HOLDER

Unscrew the knurl that fixes cup holder and clean it with a wet wipe.

Resinstall the cup holder on the unit and close the door.



4 TIDYING UP THE AREA

Make sure the cups are safely displayed and the condiments are stored in the cup & condiment dispenser (optional).

Leave the coffee area clean and organized.

Weekly Routine

AT THE END OF THE WEEK

- Clean the waste bin
- Clean the soluble canisters elbows

VISUAL INSPECTION

- Soluble ingredients whipper assembly
- Soluble ingredients canisters
- Ground coffee canister
- Bean hopper
- Coffee diffuser

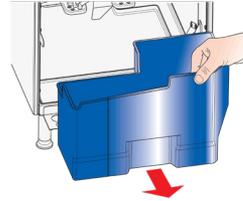
Cleaning the Waste Bin

- 1 Unlock the door of the unit, then enter the technician password (default: 4444).



- 2 Remove the drip tray.

- 3 Remove the waste bin from the unit.



- 4 Empty the waste bin, then clean it under hot water. If needed, use a soft soap.

DO NOT USE A PLASTIC BAG.

- 5 Put the waste bin back in the unit, reinstall the drip tray and close the brewer door.

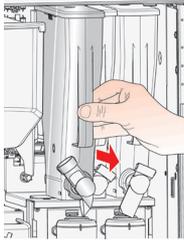
- 6 Press the  icon in the lower left corner of the screen to display the *Fast Actions* window.

Press the “Have you emptied the waste bucket?” button and press the “Reset solid waste counter” button, then press the “Save” button to exit the menu.



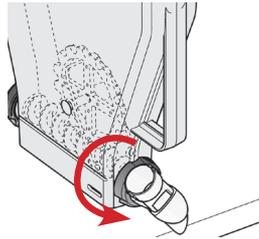
Cleaning the Elbows of the Soluble Ingredients Canisters

- 1 Unlock the door of the unit, then enter the technician password (default: 4444).



- 2 Remove all canisters from the machine and place them on a flat, clean surface (refer to **step 2** of the “*Filling Up Soluble Ingredients*” on **page 9**).

- 3 Pull the soluble elbows out of the canisters by turning them counterclockwise.

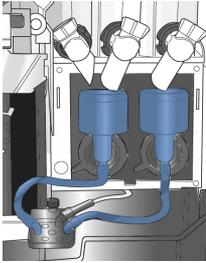


- 4 Clean each elbow under hot water until all food residues have been removed.

- 5 Air dry completely, then reinstall the elbows on their proper soluble ingredients canisters.

- 6 Replace all soluble canisters into machine (refer to **step 5** of the “*Filling Up Soluble Ingredients*” on **page 10**).

WEEKLY VISUAL INSPECTION



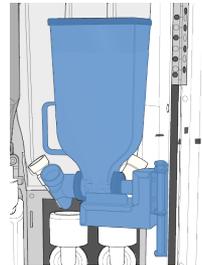
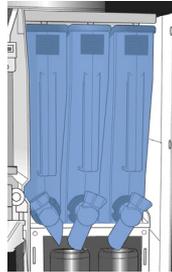
- Soluble ingredients whipper assembly

Each soluble ingredients whipper should not be clogged nor blocked.

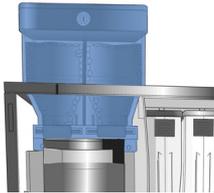
The hoses and their supports are clean and not leaking.

- Soluble ingredients canisters

The soluble ingredients canisters should be clean and the nozzles free from clogging.



**OPTIONAL*

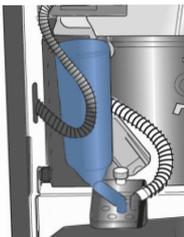
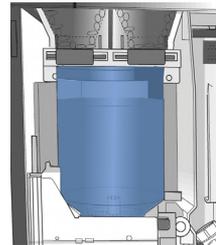


- Bean hopper

The bean hopper should be clean and free from coffee oil.

- Ground coffee canister

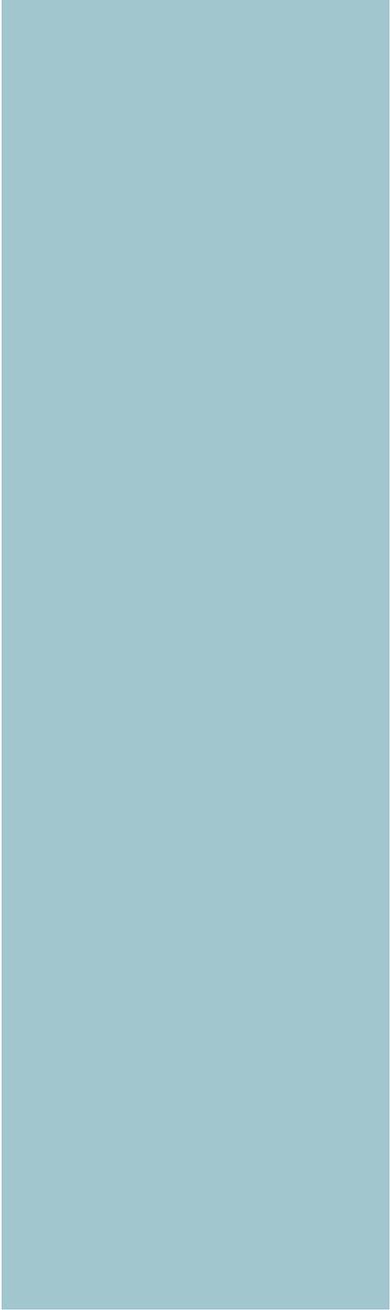
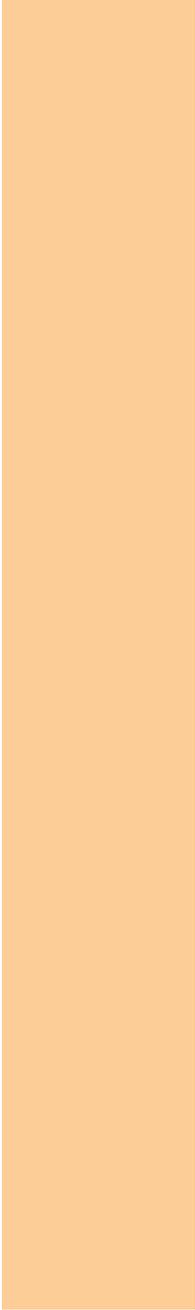
The ground coffee canister should be clean and free from clogging.



- Coffee diffuser

The diffuser is clean and working properly.

If you notice any issue with one or more of these parts, contact your service provider to get technical assistance.



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