

# WITTENBORG

# 9100

## FILLING & CLEANING GUIDE



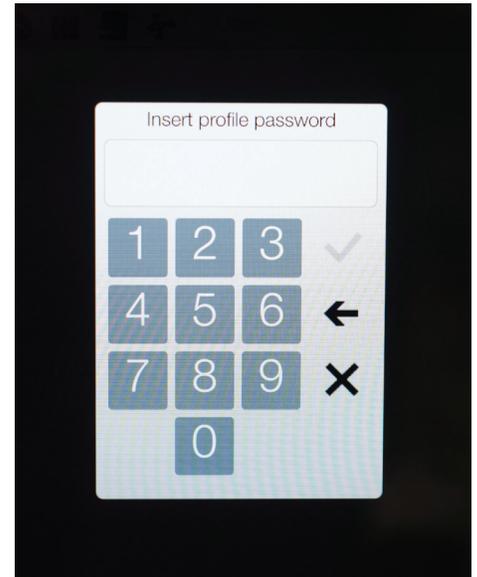
# SERVICE MACHINE - DAILY TASKS

## Access Machine

1.1 Insert key in lock and turn **clockwise** to unlock.



1.2 Open door and on keypad, touch 'X' or enter provided password.



## Fill Machine with Product and Clean Parts

2.1 Push white plastic nozzles up from bottom until square-like cutout shows on canisters to be filled or refilled.



2.2 Remove soluble canisters by using handle and lifting out of machine. Hook on inside of door. Canisters can also be placed on a clean flat surface.



# SERVICE MACHINE - DAILY TASKS

## Fill Machine with Product and Clean Parts - cont'd

2.3 Use scissors to cut corner of bag. Then, carefully pour product into canister.



2.4 Wipe interior shelf with a clean dry cloth. Then, return filled canister(s) to machine, ensuring that tab on top of each canister fits in its corresponding guide slot as shown. Push each nozzle down.



2.5 Lift lid on top of machine and allow to rest on top of machine. Then, open bean hopper, fill with desired coffee beans, and close lid on hopper.



2.6 Remove drip tray assembly from bottom of machine. Then, remove drip platform and clean drip tray with mild soap and warm water. Dry thoroughly, reinstall drip platform, and set aside.



# SERVICE MACHINE - DAILY TASKS

## Fill Machine with Product and Clean Parts - cont'd

- 2.7 Remove blue grounds container (waste bucket) and empty contents. Use a paper towel to clean the inside of the container.



- 2.8 If needed, pull black tray forward at bottom of machine and wipe clean. Then, push tray forward and return waste bucket to machine.



- 2.9 Reattach drip assembly to bottom of machine.



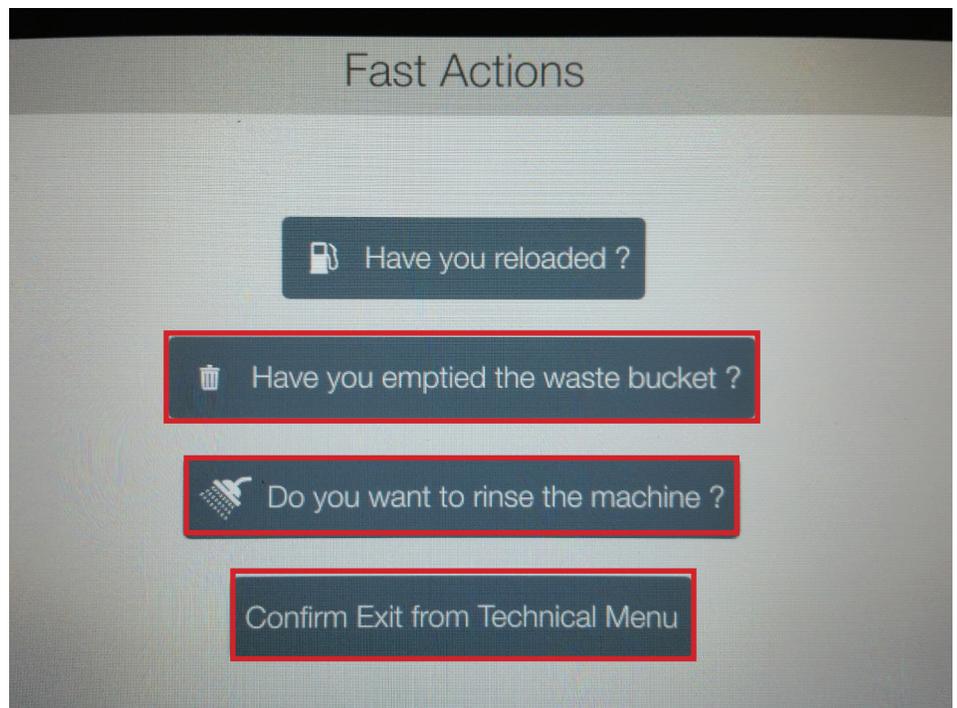
# SERVICE MACHINE - DAILY TASKS

## Complete Fast Actions Operations

- 3.1 Close door and touch icon in lower left corner to display *Fast Actions* screen.



- 3.2 To reset waste bucket, touch question, **“Have you emptied the waste bucket?”** and allow machine to complete cycle. Touch icon in lower left corner to display **Fast Action** screen from Step 3.1. Next, touch question, **“Do you want to rinse the machine?”** and touch appropriate buttons to wash mixers and other functions as needed. Then, touch icon in lower left corner and touch **“Confirm Exit from Technical Menu”** on *Fast Actions* screen.



**NOTE:** Wipe cup area with cloth and soft cleanser after completing *Fast Actions* tasks.

# SERVICE MACHINE - WEEKLY TASKS

## Replace Mixing Bowls and Powder Traps

4.1 After opening door, remove soluble canisters by using handle and lifting out of machine. Hook on inside of door. Canisters can also be placed on a clean flat surface.



4.2 Disconnect blue tubes from mixing bowls. Then, for each mixing bowl, turn green ring counterclockwise about 1/8 turn.



4.3 Firmly pull mixing bowl forward to remove from machine. Then, remove powder trap.



4.4 Wash mixing bowls with warm water and soft cleanser or dish detergent; dry with paper towel. Reattach round cap to mixing bowls. Then, replace powder traps.



# SERVICE MACHINE - WEEKLY TASKS

## Replace Mixing Bowls and Powder Traps - cont'd

4.5 Position and align parts on mixing bowls to matching parts in machine. Next, turn green ring clockwise to lock in place. Then, reconnect blue tubes to mixing bowls.



4.6 Remove waste bucket. Then, wipe waste bucket tray with dry cloth and then clean lower part of machine and inside of door.



4.7 Return grounds tray container to machine. Reattach drip tray assembly to bottom and close door.



4.8 Follow steps 3.1 and 3.2 in **“Complete Fast Actions Operations”** on Page 4.

