



# CLEANING GUIDE

*for Key Holder*

Cafection **Encore Lite**



### **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 for tubes and nozzles, 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
- 16-ounce container (preferably reusable)

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

# Daily Routine

## BEGINNING OF THE DAY

- ☐ Fill up the ingredient canisters and condiments dispenser

## DURING THE DAY, WHEN REQUIRED

- ☐ Perform a rinse
- ☐ Empty the waste bin

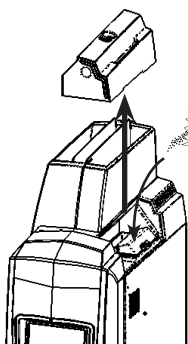
## END OF THE DAY

- ☐ Clean the unit
- ☐ Empty and clean the drip tray and grill
- ☐ Tidy up the coffee area

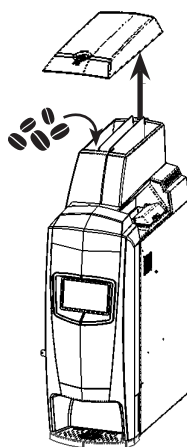
# Filling Up Ingredients

- 1** Unlock and remove the top lid, then fill up the bean hoppers (also accessible from the inside).

**Make sure to avoid cross-contamination.**



- 2** Remove the plastic hood. Use the flipping cover to access one or the other canister, then fill them up **one at a time**. Reinstall the hood.

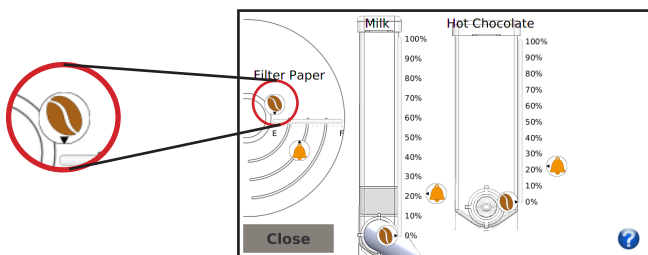
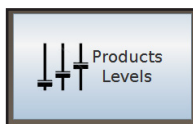


- 3** Access Service mode:

1. Open the door.
2. Press on the SW1 button (white) on the main board.

- 4** Access the Product Levels screen and adjust the levels using the bean icon.

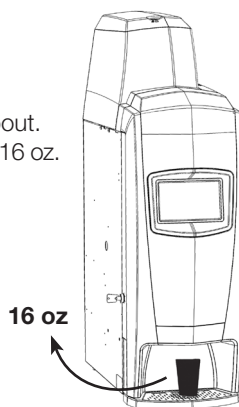
Exit Service mode.



- 5** Make sure your cup and condiment dispenser is full with stirrers, sugars, cups, etc.

## Performing a Rinse

- 1 Place an empty container under the spout. Make sure it has a minimum capacity of 16 oz.

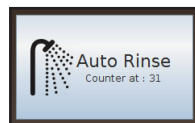


- 2 Access Service mode:

1. Open the door.
2. Press on the SW1 button (white) on the main board, then close the door.

- 3 Perform an auto rinse.

Verify if your container is well positioned and tap the “Rinse” 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 Service mode.

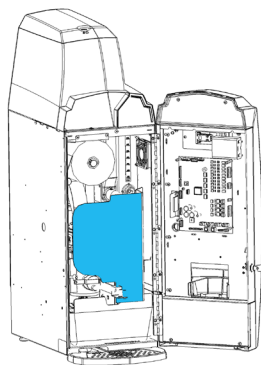
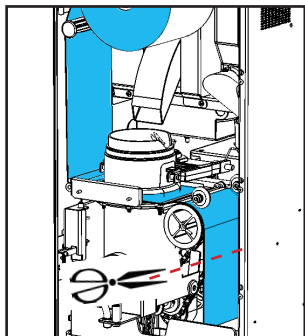
- 4 Empty the container. Be careful, the water is **VERY HOT**.

***Do not drink this water.***



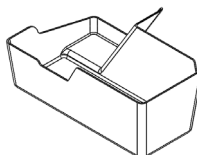
# Emptying the Waste Bin

- 1 Open the brewer door and remove the brew group protective panel.



- 2 Cut the filter paper 4 inches below the brew group with scissors.

**DO NOT YANK ON THE PAPER!**

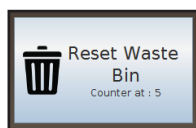


- 3 Remove the waste bin from the unit, empty and clean it.

Put the waste bin back in the unit, reinstall the protective panel and close the brewer door.

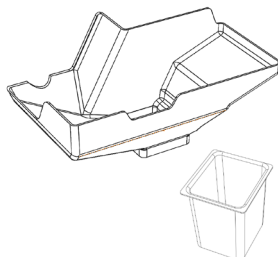
- 4 Access Service mode:

1. Open the door.
2. Press on the SW1 button (white) on the main board.



Reset the waste bin counter, then exit Service mode.

**Is your machine equipped with a chute kit? Change the bag of the waste bin under the counter and clean the chute inside the brewer.**





# Cleaning the Unit

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

- ☐ Touch screen
- ☐ Plastic top lid
- ☐ Cabinet (optional) or counter
- ☐ Metal surfaces (outside)
- ☐ Plastic door (inside and outside)
- ☐ Front panel (inside)
- ☐ Drip tray
- ☐ Inside of the unit

## 1 CLEANING

To minimize scratching and preserve a neat appearance, Cafection 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.

Empty the drip tray, then rinse the tray and its grill under hot water.

***WARNING! Drip tray may be full of hot liquid.***

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.***



## 2 DRYING

After removing all food residues, thoroughly **dry each parts with a clean, soft cloth.**

## 3 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

## DURING THE WEEK, WHEN REQUIRED

- ☐ Verify the filter paper level and change the roll if empty

## ON FRIDAY

- ☐ Clean the soluble canisters elbows

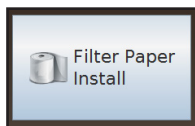
## VISUAL INSPECTION

- ☐ Soluble ingredients whipper assembly
- ☐ Grinder
- ☐ Brew chamber and funnel

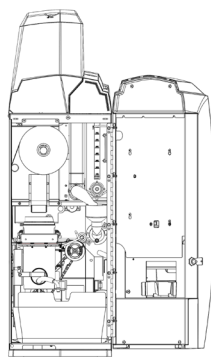
# Changing the Filter Paper (If Empty)

## 1 Access Service mode:

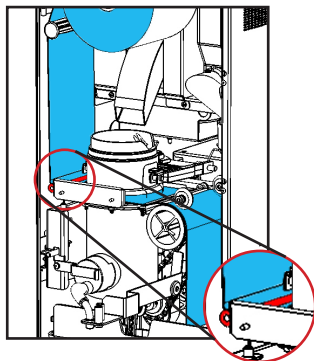
1. Open the door.
2. Press on the SW1 button (white) on the main board.



Tap "Filter Paper Install".



## 2 Remove the brew group protective panel, then remove the old filter paper roll.



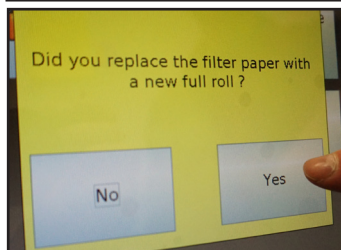
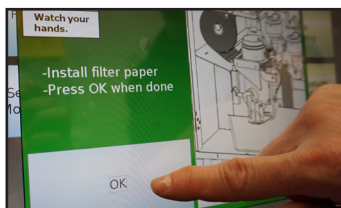
## 3

Install the new roll. Pass the paper under the left guide bracket of the brew group, under the brew chamber and under the wheel guides by gently lifting them using the yoke. Reinstall the front pannel and close the door.

## 4 Tap "OK" on the installation popup window.

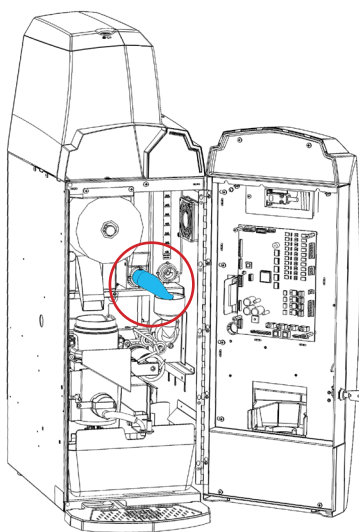
Choose "Yes" to the question "Did you replace the filter paper roll with a new full roll?"

Exit Service mode.



## Cleaning the Soluble Ingredient Canisters Elbow

- 1** Open the brewer door. Carefully pull the elbow out of the soluble ingredients canister.
- 2** Clean the elbow under hot water until all food residues have been removed.

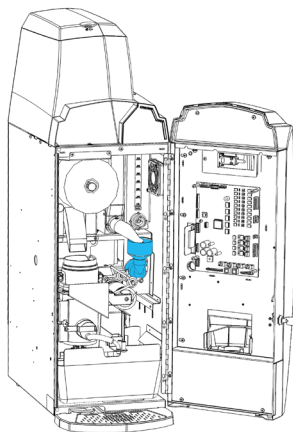


- 3** Air dry completely, then reinstall the elbow on its soluble ingredients canister. Close the door.

## WEEKLY VISUAL INSPECTION

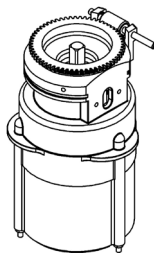
- ☐ Soluble ingredients whipper assembly

*Each soluble ingredients whipper should not be clogged nor blocked.*



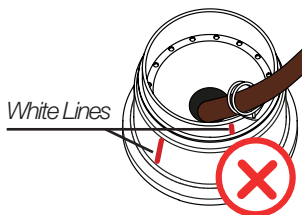
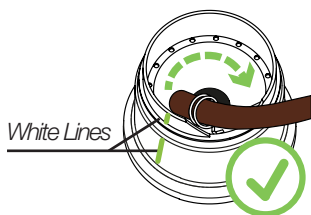
- ☐ Grinder

1. Brew a coffee to make sure the grinder is working properly.
2. There should not be any coffee ground build up inside the grinder.



- ☐ Brew chamber and funnel

*The brew chamber and water tube must be well positioned. The white lines must be aligned and the water tube placed so that the water forms a circular motion when dispensed.*



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

# Monthly Routine

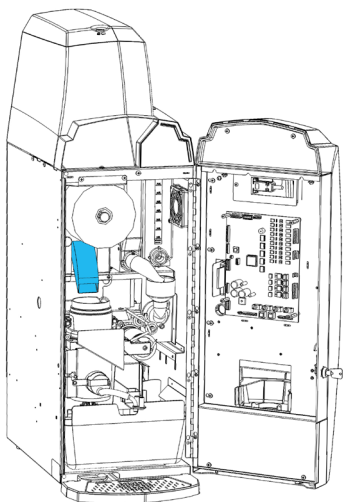
## ONCE PER MONTH

- ☐ Clean the stainless coffee chute

## VISUAL INSPECTION

- ☐ Soluble ingredients canisters
- ☐ Bean hopper

# Cleaning the Stainless Coffee Chute



- 1 Open the brewer door and remove the brew group protective panel.



- 2 Insert the chute cleaning brush (included with the machine) up to the very end of the chute.

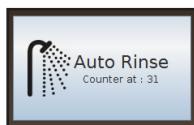
Brush the walls from left to right, and up and down.

***To avoid damages, make sure the metal portion of the brush does not touch the walls of the chute.***

- 3 Get the brush out and wipe it clean, then brush the chute a second time.

- 4 Perform a rinse cycle.

Reinstall the protective panel and close the door.

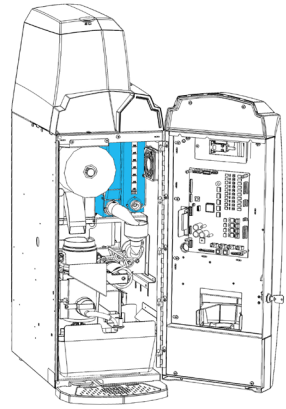




## MONTHLY VISUAL INSPECTION

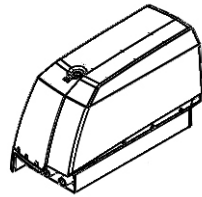
- ☐ Soluble ingredients canisters

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



- ☐ Bean hopper

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



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

