



CLEANING GUIDE

for Key Holder

Cafection **Symbol**



Need Assistance?

Contact your service provider.

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Important Notices

This guide is designed to help you keep 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
- 16-ounce container (preferably reusable)

**Air drying is the only drying method approved by Cafecion 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
- Verify the filter paper level and change the roll if empty

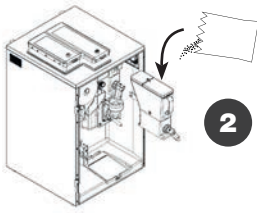
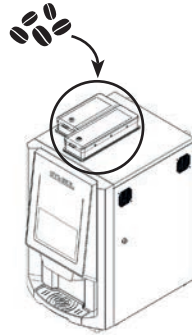
END OF THE DAY

- 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*.

Make sure to avoid cross-contamination.

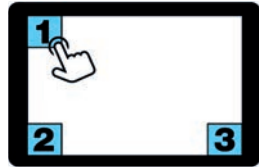


- 2 Pull the soluble canisters* out of the brewer and place them on a flat, clean surface.

Open the lids **one at a time** and fill the canisters up, then reinstall the canisters in the machine.

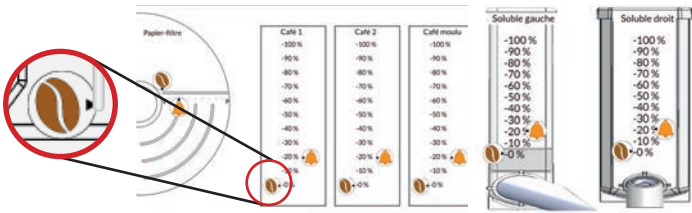
- 3 Access Service mode:

1. Tap the 3 corners of the screen.
2. Enter your PIN (default: 5657).



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

Then, exit Service mode.

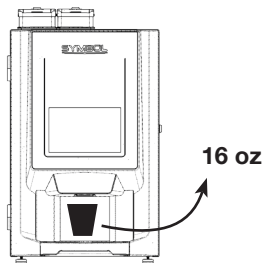


- 5 Make sure your cup and condiment dispenser is full with stirrers, sugars, cups, etc.

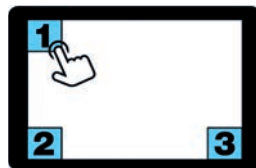
**Product availability may vary depending on the model.*

Performing a Rinse

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



- 2 Access Service mode:
 1. Tap the 3 corners of the screen.
 2. Enter your PIN (default: 5657).



- 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.

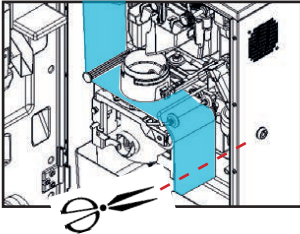
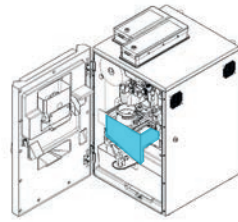
- 4 Empty the container. Be careful, the water is **VERY HOT**.

Do not drink this water.



Emptying the Waste Bin

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

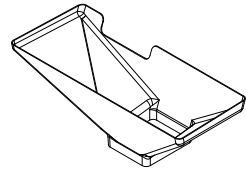


- 2 Cut the filter paper 6 inches below the yoke assembly with scissors.

DO NOT YANK ON THE PAPER.

- 3 **MACHINE WITH COFFEE CHUTE**

Change the bag of the waste bin under the counter. Reinstall the protective panel and close the brewer door.

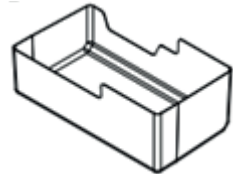


MACHINE WITH INTERNAL WASTE BIN

Remove the internal waste bin from the unit and empty it. Put the waste bin back in the unit.

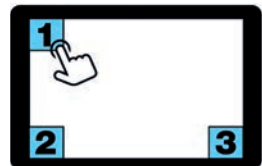
DO NOT USE A PLASTIC BAG.

Reinstall the protective panel and close the brewer door.



- 4 Access Service mode:

1. Tap the 3 corners of the screen.
2. Enter your PIN (default: 5657).

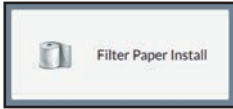
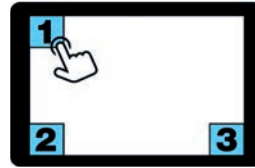


Reset the waste bin counter, then exit Service mode.

Changing the Filter Paper (if Empty)

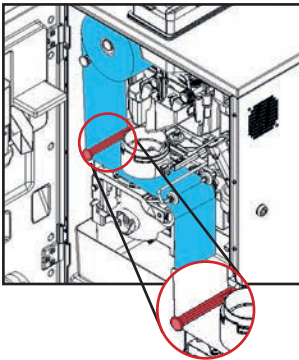
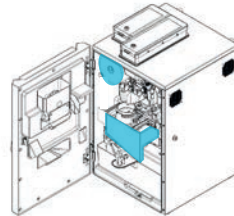
1 Access Service mode:

1. Tap the 3 corners of the screen.
2. Enter your PIN (default: 5657).



Tap "Filter Paper Install".

2 Open the brewer door, remove the protection panel and remove the empty filter paper roll.



3 Install the new roll. Feed 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 protective panel and close the brewer 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.



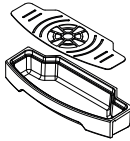
Cleaning the Unit

1 CLEANING

To minimize scratching and preserve a neat appearance, Cafectation 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's components.



Empty the drip tray, 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.

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
- Drip tray
- Waste bin
- Metal surfaces (outside)
- Door
- Inside door
- Front panel (inside)
- Inside of the unit
- Cabinet or counter

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 that 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 chute or internal waste bin
- Clean the soluble canister(s) elbow(s)

VISUAL INSPECTIONS

- Soluble ingredients whipper assembly
- Soluble ingredient canisters
- Bean hoppers

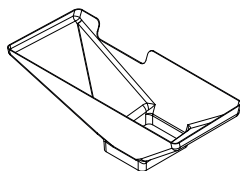
Cleaning the Waste Chute or Internal Waste Bin

- 1** Open the brewer door, remove the brew group protective panel and cut the filter paper (refer to **step 1 and 2** of the “Emptying the Waste Bin” section on **page 9**).

- 2 MACHINE WITH WASTE CHUTE**

Remove and clean the chute inside the brewer.

Put the chute back into the unit, reinstall the protective panel and close the brewer door.

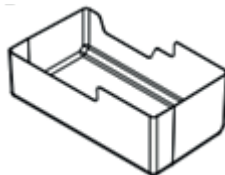


- MACHINE WITH INTERNAL WASTE BIN**

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

DO NOT USE A PLASTIC BAG.

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

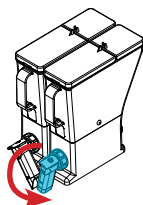
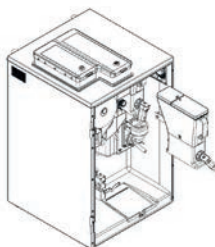


- 3** Access Service mode and reset the waste bin counter (refer to **step 4** of the “Emptying the Waste Bin” on **page 9**).

Cleaning the Elbow(s) of the Soluble Ingredient Canister(s)*

1 Open the brewer door.

2 Pull every soluble canister out of the brewer and place them on a flat, clean surface.



3 Remove each soluble elbow out of their canister 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 elbow(s) on their proper soluble ingredient canister.

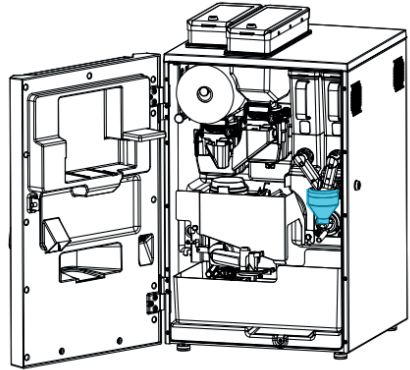
6 Reinstall all soluble canisters into the machine.

**Product availability may vary depending on the model.*

WEEKLY VISUAL INSPECTIONS

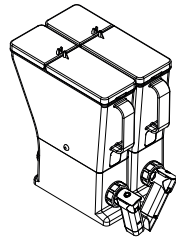
- Soluble ingredients whipper assembly

The soluble ingredient's whipper should not be clogged nor blocked.



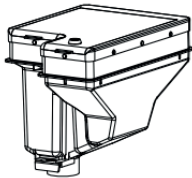
- Soluble ingredient canisters*

The soluble ingredient canisters should be clean and the nozzles should be free from clogs.

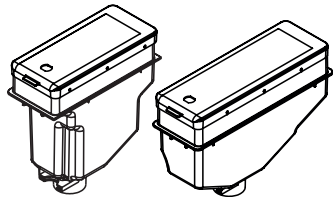


- Bean hoppers*

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



1-Bean Model



2-Bean Model

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

**Product availability may vary depending on the model.*



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