

Operating Instructions

Melitta® Cafina® CT8

Melitta Professional
Coffee Solutions





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1 General

1.1 Manufacturer information

Melitta Professional Coffee Solutions GmbH & Co. KG
Zechenstr. 60
32429 Minden
Germany
Internet: www.melitta-professional.de

1.2 About these instructions

These instructions are included with the equipment. Always keep these instructions in legible condition at the place of use of the product.

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1.3 Description

This machine is a coffee machine for dispensing coffee, coffee milk and milk products for high daily dispensing levels in gastronomy.

The following products can be dispensed depending on the machine equipment:

- Coffee, coffee milk and milk products
- Instant products
- Hot water and vapor

The housing consists of stainless steel and high quality plastic. The design of this machine permits the following operator requirements to be observed:

- HACCP hygiene regulations
- Accident prevention regulations for electrical safety in the commercial area

The machine has a touch screen for operation.

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2 Safety

2.1 Purpose

This machine is intended for the following operating modes:

- Usage by trained personnel
- Supervised self-service operation (self-service)
- With fixed water connection
- Pressure-free operation via freshwater and waste water canister
- Permanent installation within dry, enclosed rooms

This machine is not intended for the following operating modes:

- In areas with high humidity (e.g. flash steam area) or outdoors
- On board vehicles or in mobile applications (please check with the manufacturer)

The nameplate is located inside the grounds drawer door (see Chapter 6.6 on page 12).

2.2 Safety instructions

The following safety instructions relate only to the machine.

There may also be legal operator requirements, e.g. relevant food hygiene and work safety.

▲ DANGER

Danger of death due to electrical voltage!

There is a danger of death if live parts are touched.

- Never open covers unless explicitly requested to do so.
- Never remove bolts and the housing parts they are attaching.
- Do not operate the machine and all accessories outdoors.
- The device is not suitable for positioning on a surface where a jet of water may be used.
- Do not clean the machine or the installation area for the machine with a water jet or high pressure cleaner.
- Never pour water over the machine.
- Only clean the machine with a damp cloth.



⚠ CAUTION

Risk of burning due to hot liquids!

There is a risk of scalding when hot liquids are issued.

This occurs in the following situations:

- After switching on,
- When beverages are dispensed,
- With automatic cleaning,
- During the rinsing process when switching off.

Note the following;

- Do not reach into the beverage dispensing area.
- Always touch hot cups with care.
- Only touch the steam lance on the relevant handle.

⚠ CAUTION

Risk of crushing!

There may be a risk of crushing if anyone reaches into a machine opening when the machine is in operation.

- Never reach into a machine opening (e.g. an open reservoir) when the machine is in operation.

⚠ WARNING

Malfunctions!

In the event of visible damage or detected malfunctions, important safety functions may be interrupted.

Mains cables and plugs, as well as covers, may be damaged.

Detected malfunctions are water leaks, odors and heat, as well as error messages on the display.

- Remove the mains plug.
- Turn off the water intake.
- Contact customer services.
- Have the machine checked and repaired by customer services.

Repairs and maintenance work is only permitted to be carried out by customer services or by experts approved by the manufacturer!

CAUTION

Machine damage!

The machine may be damaged by penetrating water.

- Never position the machine on damp surfaces or operate or store it in a damp environment.
- Only clean the surfaces of the machine with a damp cloth.
- The unit is not suitable for positioning on a surface where a jet of water may be used.
- Do not clean the machine or the installation area for the machine with a water jet or high pressure cleaner.
- Never pour water over the machine.



Note

Observe all intervals for cleaning, testing and maintenance as given in the instructions. Impairments in terms of safety, correct functioning and durability may otherwise result.



3 Technical data

Equipment data

Dimensions (W x D x H)	350 x 650 x 810 mm
Weight	Approx. 70 kg
Coffee reservoir	2 x approx. 1300 g
Instant reservoir	1 x approx. 1000 g
Grounds drawer capacity	For approx. 40 portions

Operating data

Output per hour	approx. 40 l hot water
Permitted ambient temperature	+ 5-30 °C
Permitted air humidity	< 80 % non-condensing

Connections

Power supply	3N AC 400 V
Power intake	Maximum 7 kW
Fuse protection provided by customer	3 x 16 A (required)
Connection	1.8 m power cable with power plug as required (e.g.: CEE 16 A)
Freshwater connection	Min. 2.5 bar (250 kPa, dynamic) at approx. 2 l/min; at over 6 bar (600 kPa), a pressure reducer is required
Carbonate removal system	No measures required at 1-3 °dKH, carbonate removal system (Brita Purity) required over 4 °dKH, contact the manufacturer below 1 °dKH
Waste water connection	At least DN 25 - NW 1"
Noise level	< 70 dB(A)

3.1 Accessories

3.1.1 Accessories supplied

This coffee machine is supplied with the following accessories:

- 2 green user chip keys
- 1 yellow user chip key
- 1 cleaning container, 2 liter
- 1 microfiber cloth
- 1 tin of Melitta® Cafina® Combi-Tabs (art. no. 24719)
- 10 bags of Melitta® Cafina® AMC cleaner (art. no. 25363)
- 1 x operating instructions

4 Installation

The machine is set up, installed and handed over ready for use, by customer services.

Any modifications to the installation or setup must only be permitted to be carried out by customer services due to the associated hazards.

4.1 Prerequisites

Ensure that the prerequisites given below are observed before the machine and any accessory units are used.

4.1.1 Water connection

The water connection must be easy to shut off at all times during operation (shut-off tap). Any relevant national regulations must be observed when connecting this equipment to the water supply, e.g. EN 61770.

The limit values for water pressure and carbonate hardness as given in the technical data must be observed.

Only use a new tube set! It is not permitted to connect old or used tube sets.

It is only permitted for the water drain to be fitted via a permanent connection with odor seal and that is protected against blockages and return flow.

This avoids impurities entering the machine due to return flow waste water.



4.1.2 Electrical connection

The supply voltage must match the details on the nameplate.

The supply lead must be fuse-protected by the customer with 3 x 16 A. The connection must also be protected with a ground fault circuit breaker (max. 30 mA).

If the equipment has a permanent connection, a switch with at least three millimeters of contact isolation must be provided by the customer with all-pole isolation.

For connection via a mains plug, the socket must be easily accessible during operation so that the plug can be disconnected in the event of a fault.

Due to the high load, a single socket is required for the machine and for each accessory unit.

4.1.3 Personnel

Repairs and maintenance work is only permitted to be carried out by customer services or by experts approved by the manufacturer! Access to the area reserved for use by customer services is only permitted for persons with the knowledge and practical experience of the equipment, particularly in regard to safety and hygiene.

Settings, cleaning work and preparation work on the machine as well as all accessory units are only permitted to be carried out by the setup engineer or persons trained by the manufacturer.

The machine and all accessory units are only permitted to be operated by persons (in self-service or waiter mode) who are familiar with the general level of care required when using heat-generating household devices.

This equipment can be used by children of 8 years and over, and by persons with reduced physical, sensory or mental abilities or of a lesser level of experience and knowledge when they are supervised or have been trained in the safe use of the equipment.

Children are not permitted to play with the equipment. Cleaning and user service is only permitted to be carried out by children when under supervision.

4.1.4 Installation site

The machine and all accessory units cannot be installed and used outdoors, but only in enclosed, dry spaces.

Humidity and temperature effects may impair the functional capability and safety of the equipment.

The machine is only permitted to be installed and stored in frost-free locations.

The installation area must provide sufficient distance from walls and objects due to the heat generated and for operation of the machine.

Distances

Toward the back	At least 5 cm
Upward	At least 20 cm

In self-service mode, the machine must be installed so that it can be supervised at all times by trained personnel.

The machine must be positioned level and free of vibrations. The adjustable equipment feet can be used for alignment on slightly uneven surfaces.

4.1.5 Product material

Coffee beans must be suitable for use in commercial coffee machines.

Foreign bodies such as pieces of wood, stones or metal must be removed to avoid damage to the grinding equipment.

Ground coffee or instant powder must be suitable for use in commercial coffee machines. Only use dry and free-flowing (never lumpy) material.

For the best possible cold milk foam quality, use UHT milk cooled to 3 °C (± 2 °C).

4.2 Canister operation (option)

If your machine is not being connected to the fresh and waste water system, you can also operate it using two canisters.

When doing this, also observe the limit values for the water carbonate hardness. If necessary, the freshwater supply must be filled via a water filter (Brita Purity).

The canister is only permitted to be carried out by customer services.

► Note

Special care in terms of hygiene is required for canister operation. Observe the instructions in Chapter 9.3 on page 24.

Follow the points given below for installation to use canister operation:



Fig. 1: Canister operation

1. Plug the quick-connect coupling on the supply tube (1) onto the connection on the freshwater canister.
 2. Plug the drain tube (2) onto the connection on the waste water canister.
- ✓ The canister installation is complete.

Always keep the plug connection clean and free of burr to avoid damage to the coupling ring seal. You can unfasten the plug connection by simply pushing the ring on the coupling backwards.

5 Chip key

Included with the machine are two green user chip keys and one yellow manager chip key.

5.1 Green user chip keys

The green user chip keys can be used to carry out the following actions:

- Switch the machine on/off (see Chapter 6.2 on page 10).
- Change the filling levels (see Chapter 6.5 on page 12).
- Carry out full cleaning of the machine (see Chapter 9 on page 23).
- Clean the touch screen (see Chapter 9.7 on page 29).

5.2 Yellow user chip key

The yellow manager chip key provides the same options as the user chip key.

The following additional actions can be carried out:

- Carry out settings on the machine (see Chapter 8 on page 17).
- Edit dispensed products (see Chapter 8.3 on page 17).
- Create/edit product groups (see Chapter 8.3.2 on page 18).
- Display consumption and product statistics (see Chapter 8.7.1 on page 22).

5.3 Without chip key

5.3.1 Waiter operation

Without a chip key the following options are available in waiter operation:

- Dispense preset products (see Chapter 7 on page 13).
- Output vapor.
- Switch the machine off (see Chapter 6.3 on page 11).
- Change the fill levels (see Chapter 6.5 on page 12).
- Carry out complete cleaning of the machine (see Chapter 9 on page 23).
- Clean the touch screen (see Chapter 9.7 on page 29).

5.3.2 Self-service operation

Without a chip key, you can only dispense preset products in self-service operation.

6 Preparation

The initial commissioning process is carried out by customer services.

If you want to put the machine itself back into operation after a standstill, run a cleaning process (see Chapter 9 on page 23).

- ▶ **Note**
Before switching on the machine, all reservoirs must be inserted and filled as otherwise no products can be dispensed.

6.1 Filling

6.1.1 Milk container

If your machine has a milk system, run the following steps:

- ▶ **Note**
Note that the machine may have one or two milk containers depending on the equipment level.

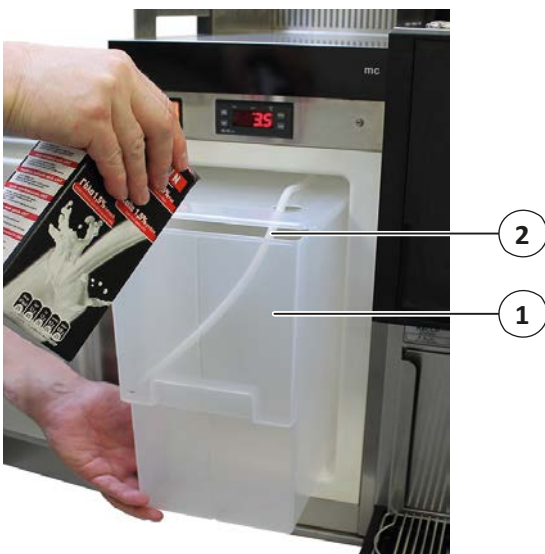


Fig. 2: Filling the milk container

1. Fill the container (1) with milk.
 - You can also use an already filled container.
 2. Place the container (1) into a refrigerator (e.g. the optional refrigerator available).
 3. Plug the milk intake tube (2) into the milk container.
- ✓ The filling of the milk container is complete.

6.1.2 One coffee supply container

If your machine has a supply container, run the following steps:

- Open the cover on the bean container.
 - Depending on the application, you can decide yourself which bean grade you want to use.

- ✓ The filling of the coffee supply container is complete.

6.1.3 Two coffee supply containers

If your machine has two supply containers, run the following steps:



Fig. 3: Filling two coffee supply containers

1. Open the covers on the bean containers.
 2. Fill the espresso beans in the "Bean container 1" ((1) on the left).
 3. Fill the coffee beans in the "Bean container 2" ((2) on the right).
 4. Open the covers back up.
- ✓ The filling of the coffee supply containers is complete.

6.1.4 Filling the instant powder

- **Note**
If you have a lockable instant container, use the key to open and close the lid.

Follow the steps below to fill the instant powder:



Fig. 4: Filling the instant powder

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1. Open the cover on the instant container.
 2. Fill the container without exerting any pressure.
 - The instant container has a protective cover that is not permitted to be removed.
 3. Close the cover.
- ✓ The filling of the instant container is complete.

6.2 Switching on



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Fig. 5: Switching on the machine

1. Check that the water tap is open.
2. Open the machine door using the key (1).
3. Switch the machine on using the main switch (2).
4. Close the machine door.
5. Hold one of the chip keys (1) in front of the contact surface on the machine (see Fig. 6 on page 11) so that the contacts are fully in contact.
6. Then continue as described in Chapter 6.2.1 on page 10 (self-service operation).

- ✓ The machine is ready for operation.

The main switch can be used to switch the machine off entirely, e.g. during extended standstills.

6.2.1 Stand-by operation

In daily operation, it is sufficient to switch the machine on and off via the display only (stand-by operation). The following options are available to do this:

Waiter operation

1. Touch the display.
 - The question "Switch on unit?" is shown on the display.
2. Then continue as described in Fig. 7 on page 11 (self-service operation).

Self-service operation

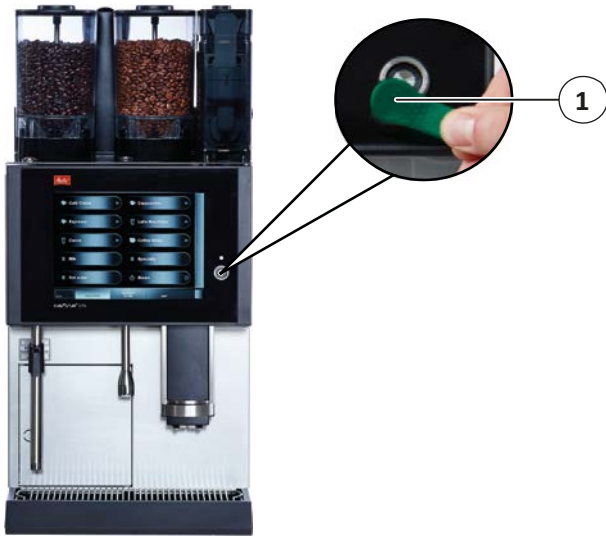


Fig. 6: Stand-by operation

1. Hold one of the chip keys (1) in front of the contact surface on the machine (see) so that the contacts are fully in contact.
 - The question "Switch on unit?" is shown on the display.

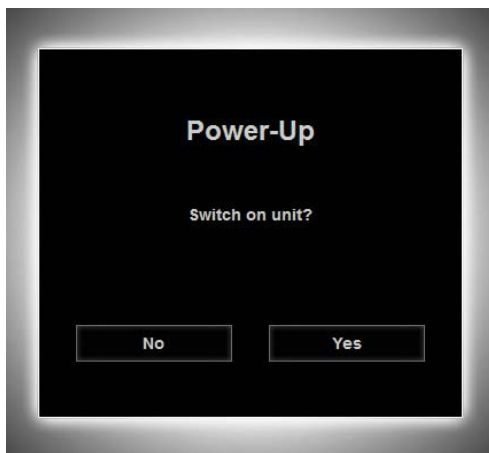


Fig. 7: Confirming the prompt

2. Confirm this using "Yes".

After switching on, the machine heats up and runs a self-test. It takes several minutes until the machine is ready for dispensing.

The heating process is displayed by a green LED via the chip key contact surface. The LED lights up white when the machine is heated and ready for dispensing.

If a message to clean the machine appears after switching on, run this as described (see Chapter 9 on page 23).

6.3 Switching off



Note

The machine is only permitted to be switched off in cleaned condition for hygiene reasons. Only use the "Switch off" function if cleaning has been carried out and no more product has been dispensed.

6.3.1 Waiter operation

You can switch off the machine in waiter operation. Carry out the following steps:

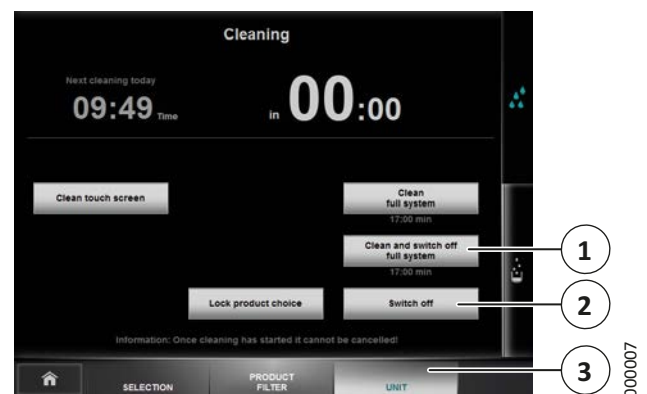


Fig. 8: Switching off the machine

1. On the display, touch the "Unit" button (3).
2. Select an option from the following menu options:
 - Select the "Clean and switch off full system" button (1) if you want to clean the machine before switching off.
 - Select the "Switch off" button (2) if you want to switch off the machine immediately.
- ✓ The machine is switched off.

6.3.2 Self-service operation



Note

The shutdown in self-service operation is only possible using a chip key.

1. Hold one of the chip keys (1) in front of the contact surface on the machine (see Fig. 6 on page 11) so that the contacts are fully in contact.
2. Then continue as described in Chapter 6.3.1 on page 11.

6.4 Lock product selection

You can lock product dispensing temporarily. To do this, carry out the following steps:

1. On the display, press the "Unit" button.
2. On the display, press the "Lock product choice" button.

✓ The product selection is locked.

To release the product dispensing again, hold one of the chip keys in front of the contact surface on the front of the machine. Both contact surfaces must be in contact.

6.5 Confirming the fill levels

After each time a supply container is filled, this must be confirmed on the machine.

Carry out the following steps:

1. First open the "Maintenance" menu by selecting one of the following options:
 - **In self-service operation:** Hold one of the chip keys in front of the contact surface and then press the "Unit" button.
 - **In waiter operation:** Press the "Unit" button without the chip key.

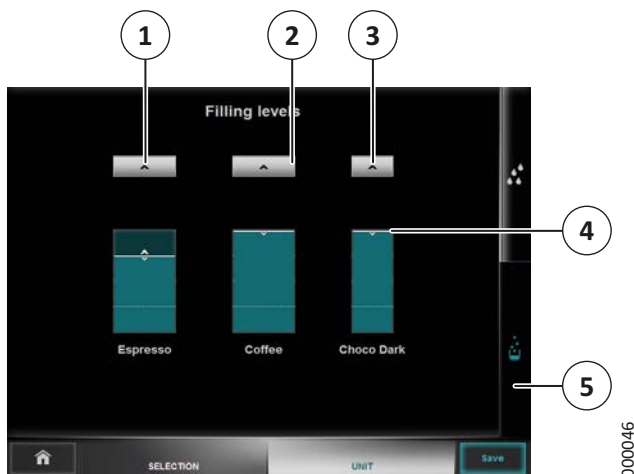


Fig. 9: Confirming the fill levels

2. Select the "Filling" function (5).
3. Select one of the following options:
 - Press the required "▲" button over the following displays to mark the container as full:
 - Left bean container (1) corresponds to "Bean container 1"
 - Right bean container (2) corresponds to "Bean container 2"
 - Instant container (3) corresponds to "Instant container 1"

- Move the relevant bar (4) to set the precise fill level.
4. Save your changes using the "Save" button.
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.

Go back to the start screen by selecting one of the following options:

- In **Self-service operation**, press the "Logout" button.
- In **Waiter operation**, press the "Selection" button.

6.6 Emptying the grounds drawer

The following must be observed if the coffee grounds disposal is not carried out via the optional container, but in the grounds drawer.

► **Note**
Each time the supply container is filled, the grounds drawer should also be emptied.

When the grounds drawer is almost full or full, the message is displayed that the grounds drawer must be emptied:

- If the grounds drawer is 75 % full, only a few more brewing operations can be carried out.
- If the grounds drawer is 100 % full, only products that do not release coffee grounds can be dispensed. All other products are grayed out and cannot be selected.



Fig. 10: Emptying the grounds drawer

Empty the grounds drawer into normal household waste. To do this, carry out the following steps:

1. Swivel the steam lance (1) (optional) forwards.
2. Gently press the grounds drawer door (3) until it opens.
3. Pull out the grounds drawer (2).
4. Empty the grounds drawer (2).
5. Push in the grounds drawer (2).
6. Close the grounds drawer door (3).

✓ The grounds drawer is emptied.

If the grounds drawer has been pulled out for longer than three seconds, a question as to whether or not the grounds drawer has been emptied appears on the display after re-insertion:

- Respond to the question by pressing the button "Yes" or "No".
 - If the grounds drawer has been removed, a message is shown on the display.
 - This message is displayed when the grounds drawer is pulled out and has not yet been correctly re-inserted.

6.7 System message

6.7.1 Messages in waiter operation

In waiter operation, system messages are displayed such as missing product material (e.g. "Bean container empty") directly on the display.

6.7.2 Messages in self-service operation

In self-service operation, system messages are indicated by a notice symbol (1).



Fig. 11: System messages

If the symbol (1) appears, you can view the system messages by pressing the symbol.

7 Dispensing products

Once the machine has been heated up, the products that can currently be dispensed are shown on the display.

If products are not available, e.g. due to a fault, these are shown grayed out.

In self-service and waiter modes, related products can be sorted in groups.

7.1 Positioning receptacles

Underneath the dispenser for coffee/milk products, individual cups can be positioned centrally or two cups next to one another.

Note
With the hot water lance not installed, hot water is also dispensed via the outlet for coffee/milk products.

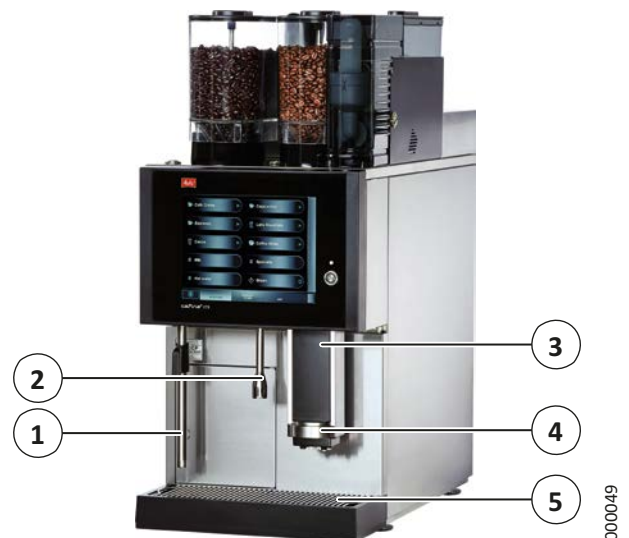


Fig. 12: Overview of the product dispenser

- To position a cup, perform one of the following options:
- For coffee, coffee/milk and milk products, position the cups, pots or glasses on the drip tray (5).
 - The coffee outlet (3) is height-adjustable via sliding.
 - To dispense hot water, position small and large containers underneath the hot water lance (2) (optional) onto the drip tray (5).
 - Hold the relevant container underneath the steam lance (1) for foaming, e.g. of milk.

To move the coffee outlet, note the following steps and carry them out:

1. Press and hold the locking button (4) and move the coffee outlet (3).
 2. Release the locking button (4) at the required height.
 - Ensure that the coffee outlet (3) engages audibly.
- ✓ The coffee outlet has been moved.

After each steam outlet, press the steam button again to clear the steam line. This prevents the steam nozzle becoming blocked.

Also wipe the steam tube after every use on the outside using a clean and damp cloth to remove milk residues.

7.2 Product dispensing in self-service operation

To dispense a coffee/milk product or hot water, press the displayed product on the display.



Fig. 13: Product dispensing in self-service operation

Your preferred display language by pressing the language selection field (1).

7.3 Product dispensing in waiter operation

To dispense a coffee/milk product or hot water/steam, press the displayed product on the display.

You can select dispensing products by opening the specified groups via touch, to access the required product for dispensing.



Fig. 14: Product dispensing in waiter operation

Dispensing variants and product groups are identified using the following symbols:

- The "≡" symbol identifies a product group (1).
 - Open this by tapping the group.
- Press the "▶" symbol to dispense the product shown (3).
 - After each dispensing operation, the machine returns to the start screen.
- Pressing and holding the "o" symbol dispenses the product (2) until contact is ceased.

After the dispensing operation, use the "Selection" button (4) to return to the start screen, or wait for a short while until the start screen appears automatically.

7.4 Canceling the product dispensing



Fig. 15: Canceling the product dispensing

Depending on the product preset, you can cancel the ongoing product output by pressing "X" (1) during dispensing.

7.5 Product dispensing with the quick start bar

Depending on the preset in the manager menu, the quick start bar provides the option of dispensing preset products (e.g. hot water, steam) in parallel with normal product dispensing.

The quick start bar is opened and closed by carrying out the following steps.

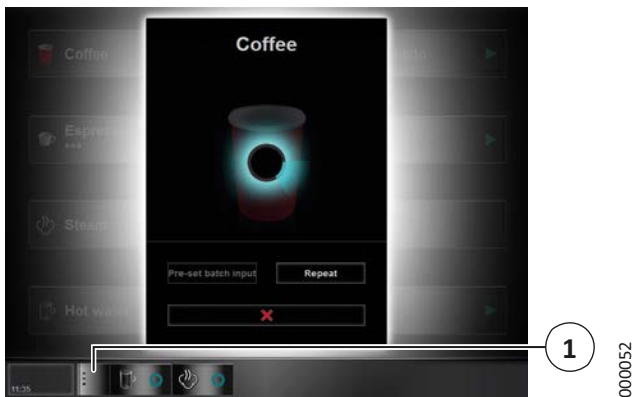


Fig. 16: Product dispensing with the quick start bar

- Press the "Quick start" button (1).
 - With the quick start bar open, press the corresponding symbol to select the product that is also to be dispensed in addition to the current product.

7.6 Dispensing a double product

If approved by customer services and set up, you can dispense coffee/milk products as a double product.

The following options are available:

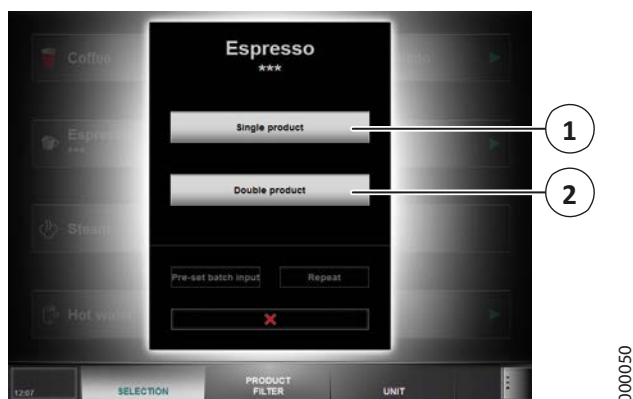


Fig. 17: Dispensing a double product

- Press the "Double product" button (2) so that the product is dispensed into two small cups next to one another.
- Press the "Single product" button (1) so that the product is dispensed as a single product.



Note

If neither the "Double product" button nor the "Single product" button is pressed, the product is dispensed automatically as a single product after a short time.

7.7 Batch mode

Batch mode can be used to preselect multiple products and dispense them in sequence.

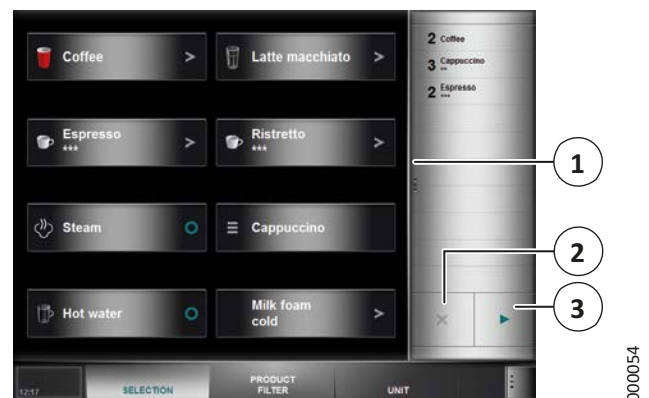


Fig. 18: Batch mode

Depending on the preset in the manager menu (see Chapter 8.1 on page 17), the batch mode (1) can be switched on and off by default.

To switch the batch mode itself on or off, press the batch mode bar (1) on the right of the display.

1. With batch mode switched on, press the products to be dispensed in sequence.
2. Start the dispensing of the first product by pressing the start button "▶" (3).
3. When a product is dispensed from the batch, remove it and position a suitable container for the next product underneath the corresponding beverage outlet.



Fig. 19: Product dispensing

4. Press the start button "▶" (1) to continue dispensing the product.
 - Once all products from the batch have been dispensed, the machine returns to the start screen.
- ✓ Batch mode is ended.

Deleting products in batch mode

To remove or add products from the batch during ongoing product dispensing, press the "Pre-set batch input" button (2).

Delete the products in the dispensing batch by selecting the product on the display and press the cancel button "X" (2) (see Fig. 18 on page 15) as follows:

- Tap to delete a product.
- Press to delete this group on multiple selection of a product.

7.8 Product dispensing via product filter

In product dispensing via the product filter, use various selection criteria to select the required product dispensing.

Depending on the preset in the manager menu (see Chapter 8.1 on page 17), the following criteria are available.

Criteria	Dispense setting
Size	Portion size
Coffee	Products with/without coffee or with decaffeinated coffee
Milk type	Milk type, products without milk
Instant	With/without instant powder or relevant instant powder
Syrup	With/without syrup (manual addition required)

Heat milk	Products with heated or cold milk
Milk temperature levels	With warm/hot milk
Froth consistency	Mousse, normal or firm milk foam
Preparation	With milk/milk foam



Fig. 20: Product dispensing via product filter

1. Select the required product for dispensing using these criteria in the product filter (1).
 - Only products that match your criteria will be displayed. If multiple products for dispensing are possible using your preselection options, these are displayed across multiple pages.
 2. Press the required product on the display (2) to dispense the product.
- ✓ The product is dispensed.

8 Settings

The machine is preset so that it can be used straight away for normal user operation.

The functions described here are only accessible if they have been approved by customer services.

8.1 Opening/closing manager menu

The manager menu provides access to various setting options on the machine.

Button	Function
Selection	Activate products for dispensing, create/manage product groups (see Chapter 8.3 on page 17)
Product filter	Edit selection criteria for the product filter in waiter menu (see Chapter 8.4 on page 19)
Product	Edit dispensed products (see Chapter 8.5 on page 20).
Unit	Clean/switch off the machine and change the fill levels (see Chapter 8.6 on page 21)
Operation	Set up the machine, dispensing statistics and display important events (see Chapter 8.7 on page 22)

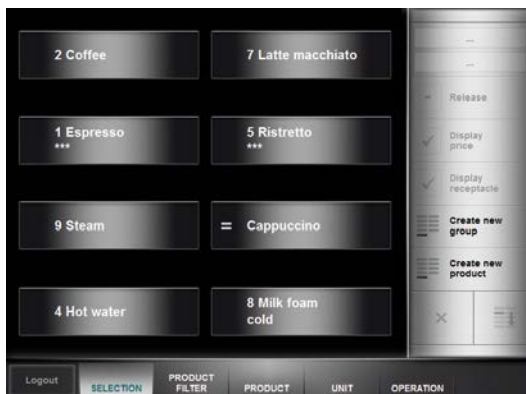


Fig. 21: Manager menu

- Hold the yellow manager chip key in front of the contact area on the front of the device.
 - The contact surfaces must be in contact.
 - The manager menu is shown on the display.
- Complete the required function.

- Once the required function has been carried out, exit the manager menu by pressing the "Logout" button.

- ✓ The manager menu has been opened and closed.

8.2 Carrying out inputs

The machine allows you to enter designations and quantities via a screen keyboard.

When the screen keyboard appears on the display, you can use the following functions:



Fig. 22: Carrying out inputs

- Write using the letter/number field (3).
- Delete the entered characters backwards (2).
- Save the input (4).
- Switch between upper and lower case (5).
- Cancel the input (1).

Some keys are also assigned with special characters (e.g. key "S"). Press the keys for a longer time to display the special characters.

8.3 Menu option "Selection"

Here you can set which pre-programmed products are displayed for dispensing. Products can be grouped into product groups.

For self-service and waiter mode, and for the quick start bar, you can manage or create different dispensing products and product groups.

Always first select the dispensing type for which you want to create, delete or edit products or product groups.

8.3.1 Product groups

In self-service and waiter modes you have the option to group related products together. This means you can display and output more than ten assigned products.

8.3.2 Creating product groups

Follow these steps to create a new product group:



Fig. 23: Creating product groups

1. On the display, press the "Create new group" button (3).
 - A new group appears on the display.
 2. Press the button "1st Group description" or "2nd Group description" (1).
 - This means that product groups can be named anything required. Press the required product group. This is selected and can be named.
 - Change the name using the screen keyboard (see Chapter 8.2 on page 17).
 3. Press the "Release" button (2) to confirm the created group for dispensing.
 - If no confirmation is given, the group will not be displayed on the dispensing interface.
- ✓ The new product group is created.

8.3.3 Deleting product groups

You can delete displayed product groups and the dispensing products displayed in them.

To do this, follow the steps below:

1. Press the required product group.
2. Press the button "X".
3. If prompted to confirm the deletion, select from the following options:
 - Select "Cancel" if you want to cancel the deletion process.
 - Select "Delete" if you want to confirm the deletion process.

▶ **Note**
Only the display is cleared from the screen. The products remain stored on the machine.

- ✓ The product group is deleted.

8.3.4 Editing product groups

The following buttons can be used to edit a product group:

Button	Function
Release	Release/block the selected group for dispensing operation
Display price	Show/hide the price for the selected group in self-service mode
Display receptacle	Show/hide the icon for the receptacle type in dispensing mode

8.3.5 Adding dispensing products

Self-service and waiter operation modes

1. Select for the self-service and waiter operation modes a product group where you want to add a dispensing product.
2. Open the required product group by pressing the symbol twice.
3. Press the "Create new product" button (4) (see Fig. 23 on page 18).

4. Select the required dispensing product by pressing it in the product list.
 5. Press the "Release" button to confirm the created product for dispensing.
 - If no confirmation is given, the product will not be displayed on the dispensing interface.
- ✓ The dispensing product has been added.

Quick start bar

1. Tap a free assignment position.
 2. Open it by tapping.
 3. Select the required dispensing product by tapping it in the open product list.
 - Products to be displayed in this list must be marked as "quick start compatible".
 4. Press the "Release" button to confirm the created product for dispensing.
- ✓ The dispensing product has been added.

8.3.6 Deleting dispensing products

You can delete displayed dispensing products by selecting the required product by pressing it, then pressing the "X" button.

► Note

Only the display is cleared from the screen. The products remain stored on the machine.

8.3.7 Sorting dispensing products

You can sort dispensing products as required.

Carry out the following steps:

1. Select the product by pressing on it.
 2. Press the "Down" button (5) (see Fig. 23 on page 18) to move the dispensing product downward.
 3. Sort the dispensing products.
 - Start with the last dispensing product at the bottom and end with the first dispensing product at the top.
- ✓ The sorting of the dispensing products is complete.

8.4 Menu option "Product filter"

Here you can set the selection criteria for filtering dispensing products available in waiter mode.

A list of all possible main criteria can be found in Chapter 7.8 on page 16.

8.4.1 Adding main criterion

If you want to add a main criterion (e.g. Size) for selection, following the steps below:

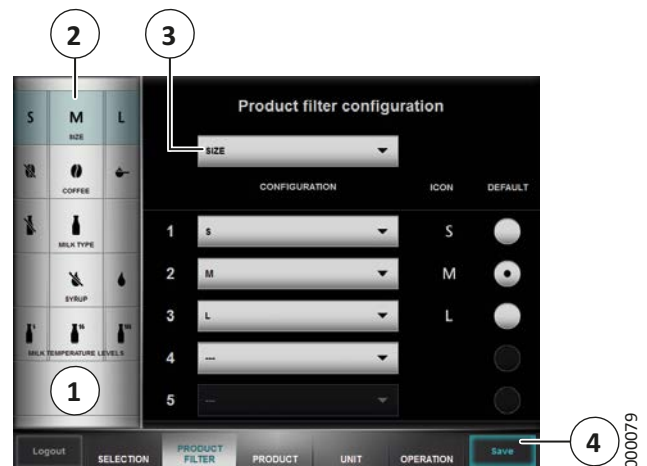


Fig. 24: Main criteria

1. Press on an empty entry (1).
 2. Select the required criterion (3) here:
 - If all possible criteria have already been added, it is not possible to add another criterion.
 3. Add filters as described in Chapter 8.4.3 on page 20.
- ✓ The main criterion has been added.

8.4.2 Deleting main criterion

If you want to delete a main criterion (e.g. Coffee) from the selection, following the steps below:

1. Select the required main criterion (2).
 2. Select the entry "---" (3).
 3. Save your changes using the "Save" button (4).
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.
- ✓ The main criterion has been deleted.

8.4.3 Editing main criteria

Here you can edit the main criteria by assigning different filters.

For this carry out the following steps:

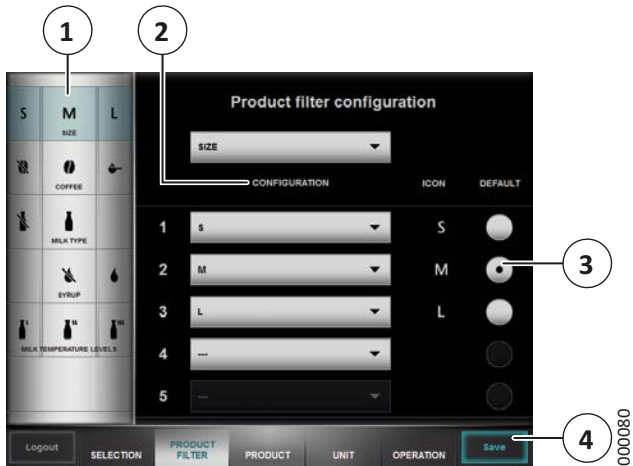


Fig. 25: Editing main criteria

1. Select the required main criterion (1).
2. Use the buttons under "Configuration" (2) to select the filters you want to confirm for pre-selection in waiter operation (e.g. no coffee component, coffee, decaffeinated coffee).
 - Selecting the entry "---" means that the filter is not enabled in waiter operation.
3. Set the filter to be preselected by default (3) (e.g. Coffee).
4. Save your changes using the "Save" button (4).
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.

✓ The main criterion has been edited.

8.5 Menu option "Product"

Here you can change the values for product components, if approved by customer services.

1. Select the "Product" menu to display a list of all products.
2. Move the list using the "▲▼" button to display all programmed products.
3. Press on a product to edit it.
4. Scroll to the different setting options using the "▲▼" buttons.
5. Select the component to be changed (e.g. Grind) or the value to be changed (e.g. Price, Item number).
6. Change the values for the product using the screen keyboard.



Note

Products identified with a * in the ID cannot be edited. These products are pre-programmed in the basic settings for the machine.

7. Save your changes using the "Save" button.
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.

✓ The values of the product components are changed.

8.5.1 Duplicating a product

To use an existing product as the starting product to create a new product, select the required product from the product list.

For this carry out the following steps:



Fig. 26: Duplicating a product

1. Press the button (1).
 - The question "Duplicate product?" appears on the display.
2. Confirm the question with "Duplicate".

You can now change the different values for the duplicated product. Proceed as described in Chapter 8.5 on page 20.

3. Save your changes using the "Save" button.
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.

✓ The product is duplicated.

8.6 Menu option "Unit"

Here you have the option of cleaning the machine and adjusting the fill levels.

8.6.1 Menu option "Filling"

Here you can adjust the fill levels of the containers or carry out settings for the filling process.

For this carry out the following steps:

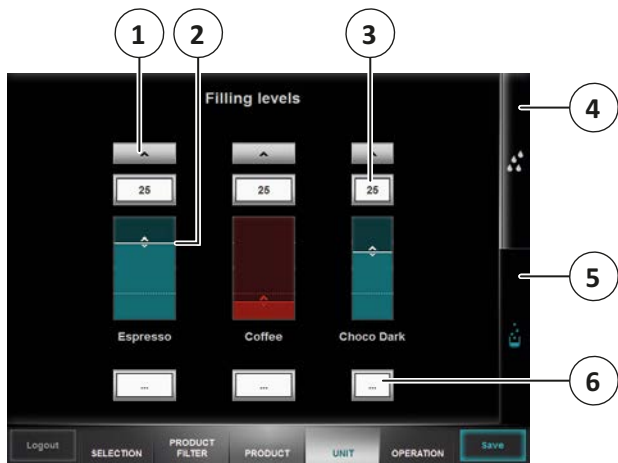


Fig. 27: Filling

1. Select the "Filling" menu (5) and select an option.
 - Change the fill level to 100 % using the "▲" button (1).
 - Move the bar (2) for a precise setting of the fill level.
 - The button (6) can be used to change the name of the bean and instant containers.

Once the fill level for a consumable drops below a set value, a warning appears on the display.

2. The button (3) is used to set a percentage at which a warning is issued for the fill level.
 - Enter "Zero" to switch this warning off.
 3. Save your changes using the "Save" button.
 - Otherwise you will be prompted to confirm whether you want to reject the changes or you want to go back to save the changes.
- ✓ The fill levels or the settings for filling have been changed.

8.6.2 Menu option "Maintenance"

Here you have the option of cleaning the machine or switching it off. There is also information available on when the last cleaning operation was carried out.

A time until the next clean and the time of the next prompt for cleaning are shown on the display.

Follow the steps below to set the individual options:

1. Press the "Maintenance" button (4) (see Fig. 27 on page 21).

The following options are available:

Option	Options
Clean full system	Clean the milk and brewing system, then continue machine operation
Clean and switch off full system	Clean the milk and brewing system, then switch off the machine
Switch off	Switches off the machine

- **Note**
The machine is only permitted to be switched off in cleaned condition for hygiene reasons. Only use the "Switch off" function if cleaning has been carried out and no more product has been dispensed.

2. Carry out the required option.
- ✓ The selected option is carried out.

8.7 Menu option "Operation"

Here you can read off the consumption and product statistics and carry out settings on the machine.

8.7.1 Usage and product statistics

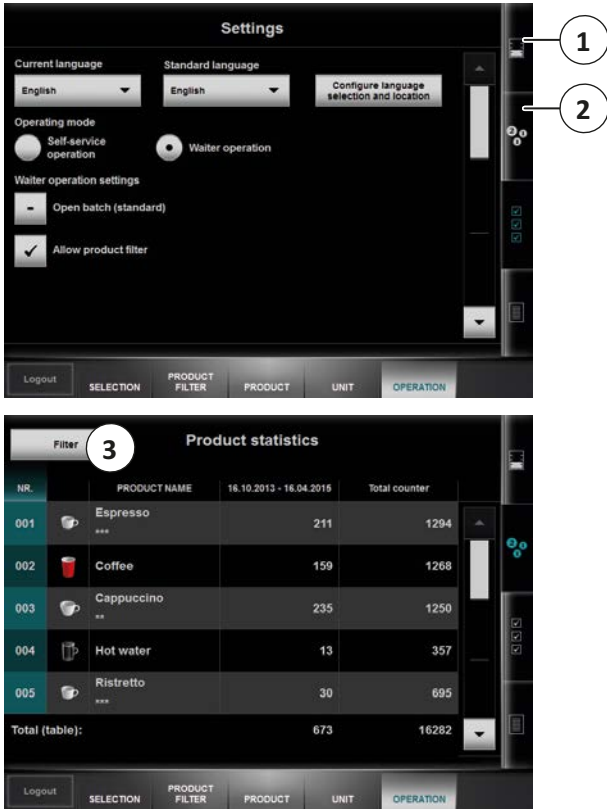


Fig. 28: Usage and product statistics

8.7.2 Machine settings



Fig. 29: Machine settings

Carry out the following steps for the machine settings:

1. Select the "Settings" menu (1) to display and edit the basic settings for the machine.
2. Move the list using the "▲▼" button to display all setting options.

The following settings are available:

Button	Settings
Current language	Set the display language.
Standard language	Language to be displayed by default in self-service operation. If a different language has been set, this language will be displayed again after five minutes without any input.
Configure language selection and location	Select the languages for "Current language" and "Standard language" and set the location (country).
Operating mode	Set the default mode for the machine: Self-service or waiter operation.
Waiter operation settings:	In waiter operation, set whether or not the batch processing is to be open by default and whether or not the product filter is available and if the quick start bar is displayed.
Date	Set the current date using the screen keyboard.
Time	Set the current time using the screen keyboard.
Summer time	The selection between the settings "Automatic" and "No".

The following menus are available:

Menu	Options
Usage statistics (1)	Read off the consumption of the individual machine components (e.g. coffee grind volume)
Product statistics (2)	Read off how often which product was dispensed.

1. Select the required menu.
2. Move the list using the "▲▼" buttons to display all consumption levels or programmed products.
 - Pressing the "Filter" button (3) means you can display the products sorted by different criteria.

Cleaning time	Set cleaning time "1" or "2" for the automatic cleaning prompt on the display; With only one cleaning time, cleaning times "1" and "2" must be identical.
Display brightness	Set display brightness.
Display brightness (stand-by)	Set display brightness in stand-by mode.
Dispensing lighting	Set the brightness of the dispensing lighting.
Front light color	Set the color of the front lights.
User interface	Select the visual style of the display from various templates.

8.7.3 Event display



Fig. 30: Event display

Select the "Logging" menu (1) to display important events or error messages on the machine.

9 Cleaning

Clean the coffee machine carefully in accordance with the following requirements to maintain its value and the hygiene of the machine.

► **Note**
The following website provides all specific information on the machine and cleaning agents:
www.planerhandbuch.de

9.1 Cleaning intervals

Observe the following points:

- Before switching off is critical for hygiene reasons to clean all systems used.
- After each use of the steam lance, steam must be issued for approx. two seconds and then clean the steam lance using a clean, damp cloth.
- Daily cleaning is required for all systems that have been used at least once, and the coffee grounds drawer must also be emptied daily.
- At higher usage levels of individual systems, a second cleaning is required daily.
- Clean the outlet on the bottom with a damp brush and a clean cloth at least once a week and as needed.
- If the machine or the system has not been used for more than one week, cleaning must be carried out before the next operation.
- The housing parts and the filter should be cleaned every month in the fresh water inlet (optionally available if there is no water filter is installed).

9.1.1 Cleaning prompt

The cleaning prompt appears on the display when one of the programmed cleaning times is exceeded.

- Confirm the message.
 - The products are still available for dispensing for a short time.

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9.1.2 Automatic dispensing lock

The products are no longer displayed and dispensing is locked until the next cleaning if the following conditions have been met:

- After displaying the cleaning prompt, more than 50 products have been issued or more than three hours have passed.
- The last cleaning for this unit is more than a week ago.

To reset the cleaning prompt or dispensing lock, the unit must first be cleaned.

9.2 Cleaning agents

Only use the cleaning agents listed as these are optimum for the automatic cleaning program:

- Melitta® Cafina® Combi-Tabs (art. no. 24719).
- Melitta® Cafina® AMC cleaner (art. no. 25363).

⚠ CAUTION

Potential health risk from cleaning agents!

The components of the cleaning agent may cause eye and skin irritation, and may damage health if breathed in or swallowed.

- Always keep cleaning agents out of the reach of children.
- Only use the cleaning agents given in the instructions, otherwise the legal warranty will be voided.
- Wear gloves.
- Observe warning notes on the cleaning agent containers.
- Observe the recommended quantities for use.

9.3 When using canisters for operation

Observe the following points:

- Empty both canisters every day. Do not leave any traces of water, as even fresh water can quickly become contaminated.
- During canister operation, also note the limits for the water carbonate hardness. If necessary, the freshwater supply must be filled via a water filter (Brita Purity).
- Before each filling, clean the fresh water canister and its lid area with commercial dishwashing detergent and rinse the product residues thoroughly.
- Also clean the waste water tank daily with detergent to prevent unpleasant odors due to organic waste in the waste water.

- If necessary, also clean the filter mesh in the fresh water canister. To do this, turn and remove the cap and rinse out the strainer.
- Ensure that the fresh water canister is filled with sufficient water and the waste water canister is empty before you start the cleaning program.

9.4 Daily cleaning

During cleaning, no product dispensing is possible. Only after all containers have been re-fitted can product dispensing be continued.

⚠ DANGER

Danger of death due to electrical voltage!

There is a danger of death if live parts are touched.

- Never open covers unless explicitly requested to do so.
- Never remove bolts and the housing parts they are attaching.
- Do not operate the machine and all accessories outdoors.
- The device is not suitable for positioning on a surface where a jet of water may be used.
- Do not clean the machine or the installation area for the machine with a water jet or high pressure cleaner.
- Never pour water over the machine.
- Only clean the machine with a damp cloth.

⚠ CAUTION

Risk of burning due to hot liquids!

There is a risk of scalding when hot liquids are issued.

This occurs in the following situations:

- After switching on,
- When beverages are dispensed,
- With automatic cleaning,
- During the rinsing process when switching off.

Note the following;

- Do not reach into the beverage dispensing area.
- Always touch hot cups with care.
- Only touch the steam lance on the relevant handle.

CAUTION

Machine damage!

The machine may be damaged by penetrating water.

- Never position the machine on damp surfaces or operate or store it in a damp environment.
- Only clean the surfaces of the machine with a damp cloth.
- The unit is not suitable for positioning on a surface where a jet of water may be used.
- Do not clean the machine or the installation area for the machine with a water jet or high pressure cleaner.
- Never pour water over the machine.

9.4.1 Cleaning the grounds drawer

In the event of coffee grounds disposal not carried out via the optional container, but in the grounds drawer, carry out the following steps:

1. Open the grounds drawer door.
2. Pull out the grounds drawer behind it, as shown in Chapter 6.6 on page 12.
3. Empty the grounds container in household waste.
4. Remove loose dirt, also any dirt in the grounds drawer shaft.
 - Otherwise it may be that it has not been inserted correctly and a fault occurs.
 - For stubborn dirt, the grounds container may be washed in a dishwasher at max. 60 °C.

If the grounds drawer has been pulled out or not properly installed, a message appears on the display.

If the grounds drawer is missing for longer than three seconds, a prompt will be displayed as to whether or not the grounds drawer has been emptied.

5. Slide the grounds drawer back into the machine.
6. Close the grounds drawer door.
7. Confirm that the grounds drawer is empty by pressing the "Yes" button.

✓ The grounds drawer has been cleaned.

9.4.2 Starting the cleaning program

The cleaning program for the machine runs mainly automatically. The following points should be carried out nevertheless:

1. Clean all milk tubes protruding from the machine with a damp cloth.
2. Clean the inside of the refrigerator (if fitted), the door and door seals with a commercial cleaner.
 - Leave the door open during the entire cleaning process. Condensation forms that can otherwise lead to impaired function.

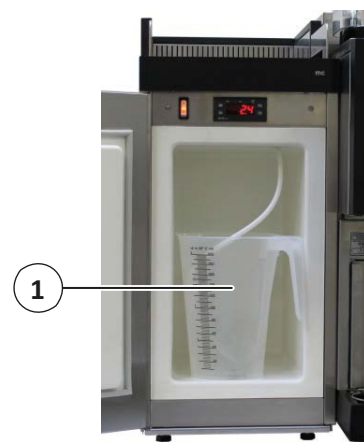


Fig. 31: Cleaning program

To start the cleaning program, perform the following steps:

3. Replace the milk container with the empty cleaning container (1).
4. Depending on the machine equipment level, insert one or both milk tubes into the cleaning container.

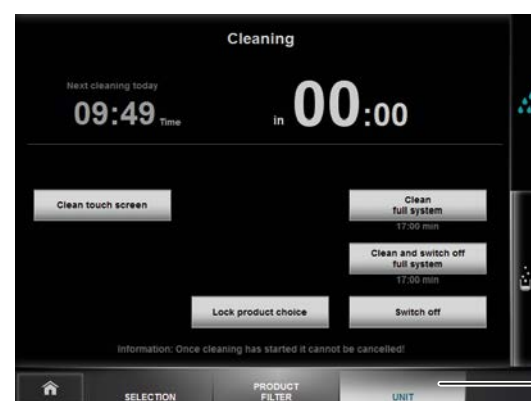


Fig. 32: Starting the cleaning program

5. On the display, press the "Unit" button (1) and select from the following options:

Button	Function
Clean and switch off full system	Cleans the milk and brewing system; then the machine switches off
Clean full system	Cleans the milk and brewing system; then continues machine operation

If prompted to clean the instant system first, carry this out first of all (see Chapter 9.5 on page 27) and then confirm the full re-assembly.

6. First press "Instant system is cleaned" and then "Instant system installed".

When "Cleaning agent milk system" appears on the display, perform the following steps:

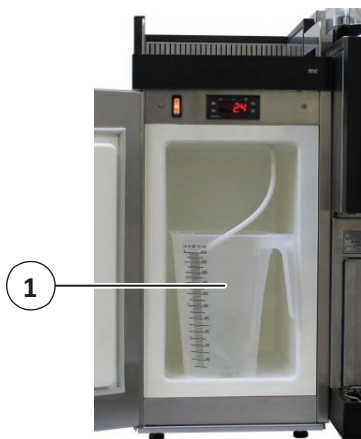


Fig. 33: Cleaning the instant system

1. Insert a cleaning tablet into the prepared cleaning container (1).
2. Use the "Cleaning agent is inserted" button to confirm that a cleaning tablet has been inserted.

Note

Replace the cleaning tablet for the milk system every seventh clean (but not less than once a week) with the AMC-cleaner. This causes acidic cleaning of the milk part and prevents limescale and milk particle deposits forming.

When "Cleaning agent brewing system" appears on the display, perform the following steps:



Fig. 34: Cleaning tablet

1. Open the unit door with the key.
2. Remove the tab holder (2) with a quarter turn counter-clockwise.
3. Insert a cleaning tablet (1) into the tab holder (2).
4. Turn the tab bracket (2) a quarter turn clockwise firmly back into the machine and close the unit door.
5. Confirm the insertion of the cleaning tablet on the display by pressing the "Cleaning tablet is inserted" button.
 - Only after both cleaning tablets have been inserted does the machine start the automatic cleaning process.

Once the automatic cleaning is finished, clean the dispensing area (see Chapter 9.8 on page 29).

After the cleaning process is finished, the machine switches off or returns to dispensing standby – depending on your selection.

If you want to continue operating the machine, place one or two containers of milk in the fridge, depending on your machine's equipment level, and insert a milk tube into each milk container.

9.5 Cleaning the instant system

This is required every day the instant system is used.



Fig. 35: Cleaning the instant system

1. Open the instant container cover using the key (2).
2. Pull the cover (1) forwards.
3. Perform the steps in the following chapters.

9.5.1 Removing the mixer unit

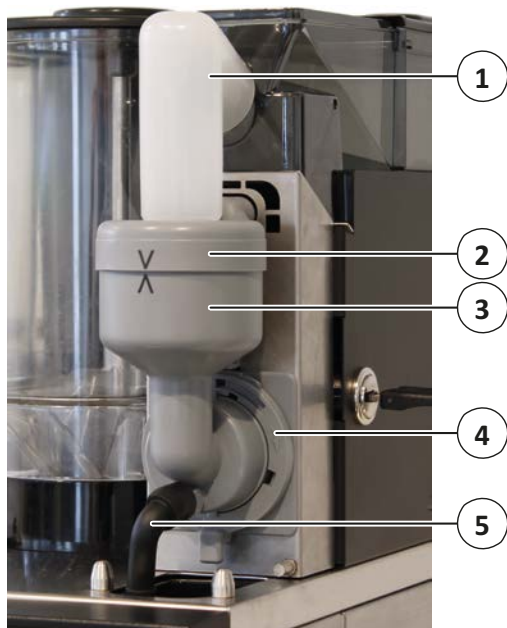


Fig. 36: Removing the mixer unit

1. Pull off the powder slide (1) from the instant container.
 - To avoid instant powder falling into the machine when removing the powder slide, you can first rotate the powder slide upward and remove the instant container from the machine.
2. Pull the instant beverage tube (5) from the mixer housing and on the beverage outlet.
3. Turn the mixer flange (4) counter-clockwise as far as it will go.
4. Pull the entire mixer housing (3) forwards.
5. Remove the mixer housing cover (2).

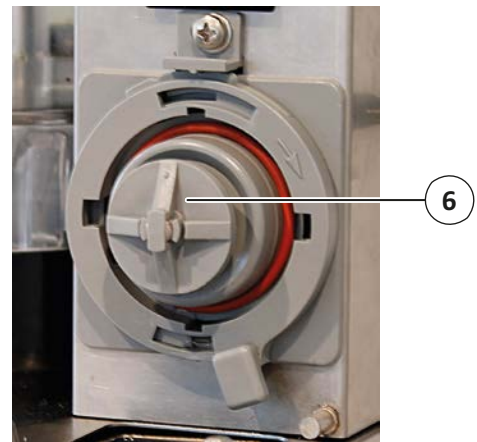


Fig. 37: Mixer impeller

6. Remove the mixer impeller (6) from the axle.
- ✓ The mixer unit has been removed.

9.5.2 Cleaning the mixer unit

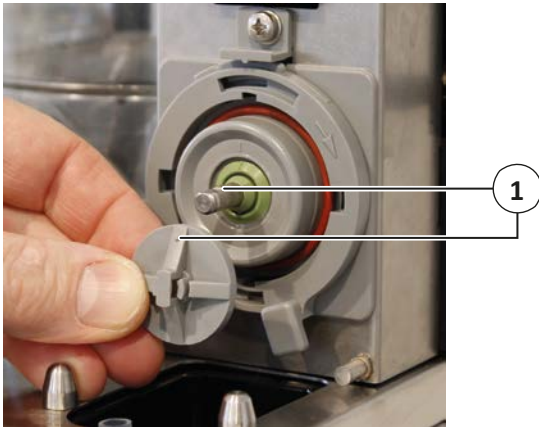
Follow the steps below to clean the mixer unit:

1. Clean all parts thoroughly with hot water and a cleaner suitable for milk products.
 - Cleaning in a dishwasher is possible at max. 60 °C.
2. Rinse all parts with clean water.
3. Dry the parts completely.
 - This avoids the instant powder clumping.
4. Clean the area around the axle with a damp cloth.
 - This is the area where the mixer impeller is fitted.

✓ The mixer unit has been cleaned.

9.5.3 Assembling the mixer unit

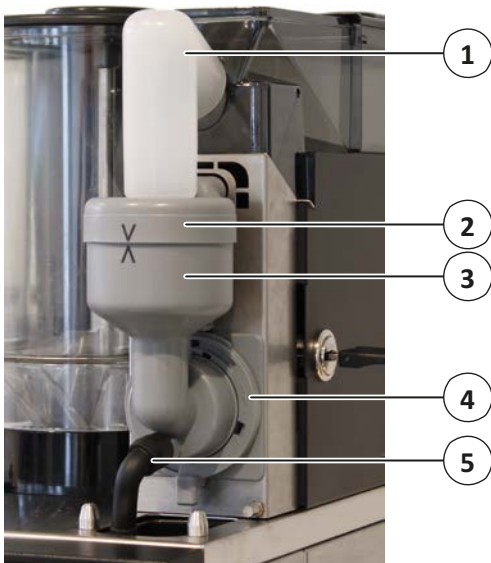
Everything can now be reassembled in the reverse order. To do this, carry out the following steps:



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Fig. 38: Attaching the mixer impeller

1. Fit the mixer impeller onto the axle as far as it will go.
 - Ensure that the flat side lines up with the mark (1) on the mixer impeller.



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Fig. 39: Fully assemble the mixer unit

2. Re-fit the mixer housing cover (2).
3. Insert the mixer housing (3).
4. Turn the mixer flange (4) clockwise as far as it will go.
5. Fit the instant beverage tube (5) fully onto the neck of the mixer unit and the beverage outlet.

6. Fit the powder slide (1).
 - Do not touch the cleaned powder slide with your fingers when doing this!
 - Ensure that the powder slide protrudes into the mixer housing.
- ✓ The mixer unit has been installed.

9.6 Cleaning the bean container

Switch the machine off and allow it to cool down.

Carry out the following steps once cooled down:



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Fig. 40: Cleaning the bean container

1. Remove the cover from the bean container.
2. Turn the lever (1) counter clockwise to release the bean container.
3. Remove the container.
4. Rinse these parts in hot water with detergent.
 - Cleaning in a dishwasher is possible at max. 60 °C.
5. Dry the parts completely.
6. Re-fit the parts.
7. Turn the lever (1) clockwise to lock the bean container.
8. Fit the cover.
 - The bean container covers can only be replaced if the bean containers are correctly locked.

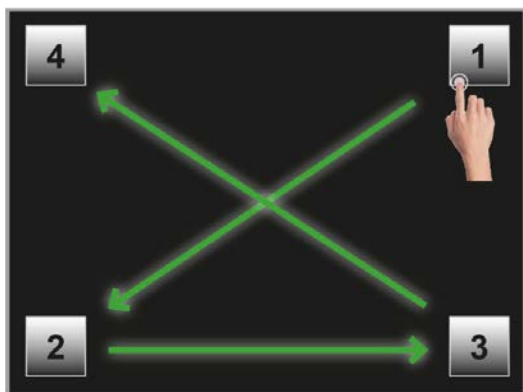
✓ The bean containers are cleaned.

9.7 Cleaning the touch screen

Cleaning is required if there is any visible dirt.

Carry out the following steps for the cleaning process:

1. In waiter operation, press the "Unit" button.
2. Press the "Clean touch screen" button.
 - The display is blocked for inputs.
3. Clean the screen with a microfiber cloth or a damp cloth.
 - If you use a damp cloth, make sure that the touch screen is completely dry and free of streaks before you continue using the unit.
4. After cleaning, enable the display for inputs again by touching the numbers 1-4 in the corners of the display.



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Fig. 41: Cleaning the touch screen

- ✓ The cleaning of the touch screen has been completed.

9.8 External cleaning



Note

Do not use abrasive cleaning agents or sharp objects.

For external cleaning, carry out the following steps:

1. Wipe down plastic parts, painted areas and surfaces regularly with a damp cloth.



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Fig. 42: External cleaning

2. Remove the drip tray (3) when dirt is visible.
 3. Wipe the drip tray (1) thoroughly with a damp cloth.
 4. Clean the coffee outlet (2) on the bottom with a commercial brush.
- ✓ The external cleaning is complete.



10 Maintenance

If you have any questions regarding servicing, maintenance or disposal, please contact your local branch. Repair and maintenance work is only permitted to be carried out by customer services or by personnel authorized by the manufacturer.

10.1 Intervals

After every 45,000 cups or twelve months of operation (whichever occurs first), machine maintenance and all accessory units must be carried out by customer services (for a fee).

- Ensure that these appointments are arranged in good time to avoid unnecessary wear.
- Monitor your upstream water filter for effectiveness, as described in the relevant documentation.
- Replace all water filters at least every twelve months to prevent contamination and water pollution.

On request, the manufacturer offers a comprehensive maintenance contract that also ensures compliance with all inspection and maintenance intervals.

The statutory inspection of the system every four years for commercial operators by an authorized electrician for proper condition must be performed and documented.

This can be performed and certified by customer services (no further testing is required before the initial commissioning process).

10.2 When faults occur

▲ WARNING

Malfunctions!

In the event of visible damage or detected malfunctions, important safety functions may be interrupted.

Mains cables and plugs, as well as covers, may be damaged.

Detected malfunctions are water leaks, odors and heat, as well as error messages on the display.

- Remove the mains plug.
- Turn off the water intake.
- Contact customer services.
- Have the machine checked and repaired by customer services.

Repairs and maintenance work is only permitted to be carried out by customer services or by experts approved by the manufacturer!

11 Recycling and disposal

This machine and all accessory units are designed and manufactured to permit environmentally friendly disposal.

11.1 Disposal of waste

The waste produced during brewing are purely organic and as a result are not permitted to be disposed of in normal household waste.

11.2 Disposal of waste water

The waste water produced during the brewing and cleaning processes comply with the definitions of general domestic waste water and is therefore permitted to drain into normal sewers.

11.3 Disposal of cleaning agents

The cleaning agents recommended in these instructions conform to legal requirements when used correctly and for this reason are permitted to drain into the normal sewerage system with the rinse water without further measures.

11.4 Disposal of the machine

This machine and all accessory units include high quality raw materials that are supplied for re-use.



Do not dispose of equipment in domestic waste!

During disposal, observe the corresponding local and regional laws and directives.

12 Special accessories

Accessories available

Cup warmer	Art. no. 22547
Milk cooler for a milk type	Art. no. 22956
Milk cooler for two milk types	Art. no. 23827
Grounds disposal	Container release, art. no. 27696

All accessory units are set up, installed and handed over ready for use, by customer services.

Any modifications to the installation or setup must only be permitted to be carried out by customer services due to the associated hazards.

Melitta macht Kaffee zum Genuss[®]



Melitta Professional Coffee Solutions GmbH & Co. KG • Zechenstr. 60 • 32429 Minden • GERMANY
Phone: +49 571 5049-0 • Fax: +49 571 5049-233 • professional@melitta.de • www.melitta-professional.de