

Quick Reference Guide

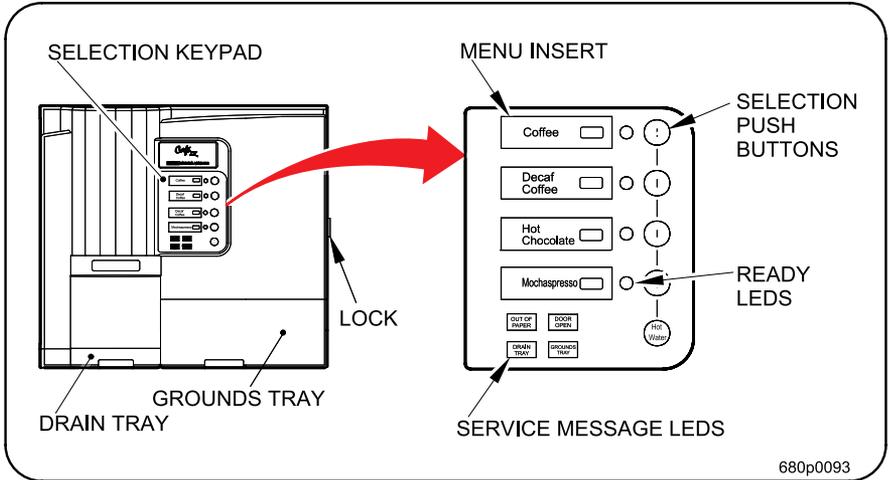
Keep with unit.

On initial startup, allow 20 minutes warmup time.

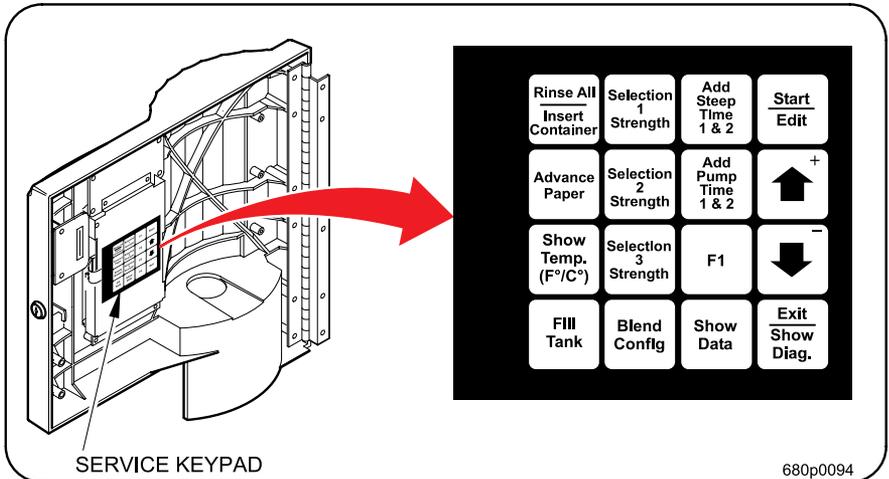
This Guide will help with daily operation after the unit has been properly installed by a trained professional. Please take the time to become familiar with the unit and its instruction manuals.

A Quick Tour of Key Components

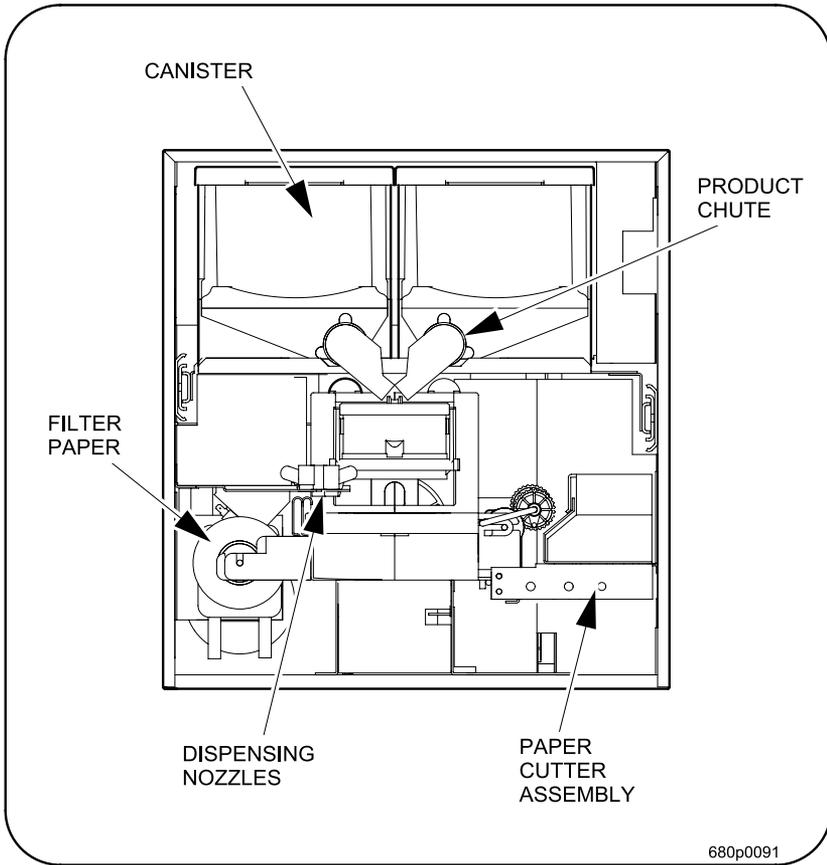
Looking at the Front (Café IV Shown)



Just Inside the Door



Looking Inside the Cabinet (Café III Shown)



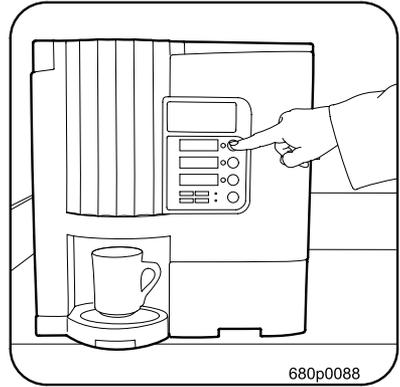
Safety First

Following a few simple guidelines will ensure safe use of this Café unit.

- 1 - Coffee, gourmet coffee, and hot chocolate require hot water. Temperatures can exceed 170°F. Be careful!—especially with the drain tray and freshly made drinks.
- 2 - Never remove covers on electrical components, and do not use spray cleaners inside the unit.
- 3 - The cutter assembly blade is very sharp. Use a plastic knife or spoon to clear the assembly.

Normal Operation

- 1 - Place cup on cup station and press the button for the desired drink selection. (Press the button twice for an extra strong drink.)
- 2 - Expect a short pause before brewing starts. Wait until the brewing and dispensing cycle stops. During the brewing cycle, the ready light will flash. (The ready light will flash at a different rate for an extra strong drink.)



Service Message LEDs call for specific action to bring the unit back to normal operation.

OUT OF PAPER

Replace filter paper roll.

DOOR OPEN

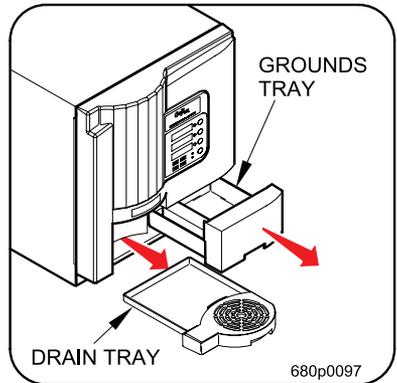
Close and secure the door.

GROUND'S TRAY

Empty and replace grounds tray.

DRAIN TRAY

Empty and replace drain tray.



- To empty either the grounds tray or the drain tray, pull the tray slowly, but firmly out from the unit. Exercise caution, since liquids in the trays may be very hot. ***The trays must stay out of the unit at least six seconds for unit to reset when they are replaced.***
- When replacing a tray be sure it is completely seated or the Service message LED will remain on and the unit will not operate.

Quick Checks

Watery Coffee or Hot Chocolate - Check canisters and chutes.

No Ready Lights - Check outlet plug and circuit breaker or fuse.

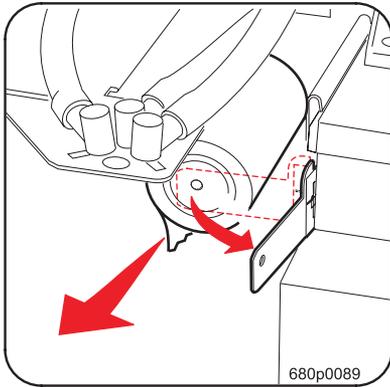
All Ready Lights Flashing - Water is heating.

No Ready Lights for Brewed Drinks - Check paper cutter for jams.

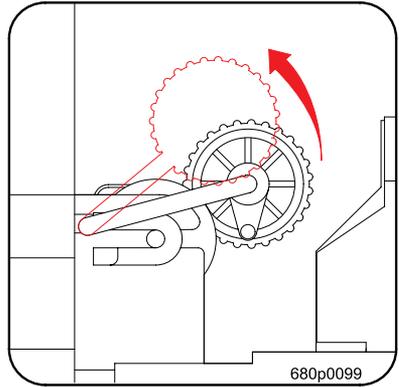
Loading or Replacing the Filter Paper

(Wash hands first.)

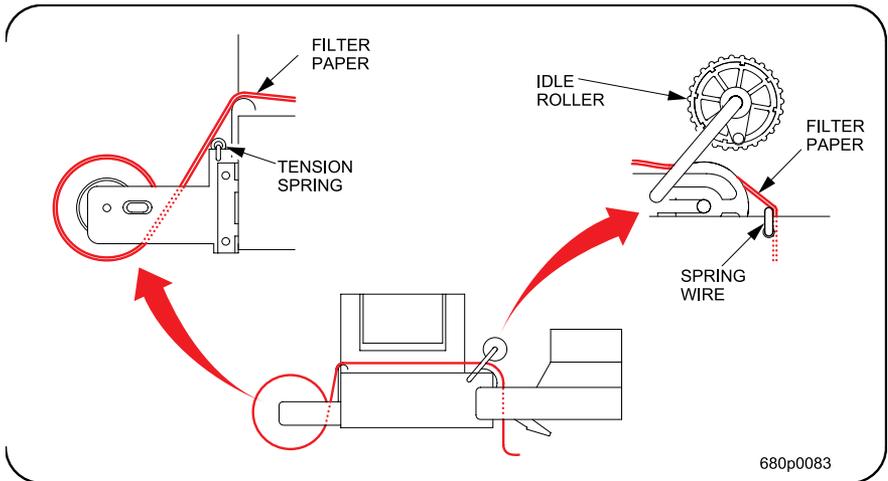
1 - Remove the spent filter paper roll:



- a. Swing the filter paper holder out and pull the spent roll from the shaft.



- b. Lift the idler roller as shown, freeing the paper.
c. Discard the spent filter paper.



2 - Install a new roll so it feeds from the bottom. ***Be sure it goes over the tension spring as shown.***

3 - Route the filter paper as shown. Lift the idler rollers, feeding the paper under them, but ***over the spring wire.***

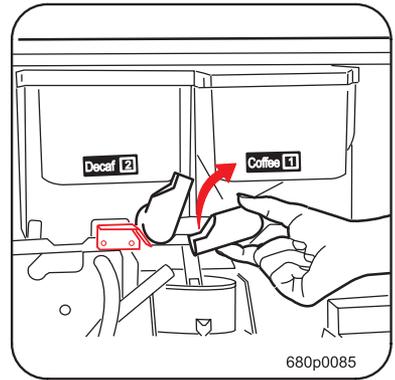
4 - Close the unit's door and make one test drink.

5 - Open the door and check to see if the filter paper advanced properly. Close the door for normal operation.

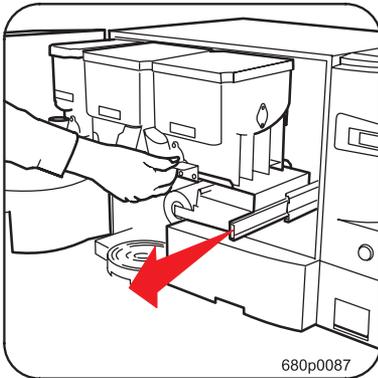
Filling the Canisters

(Wash hands first.)

- 1 - Turn the product chutes up to prevent spilling.

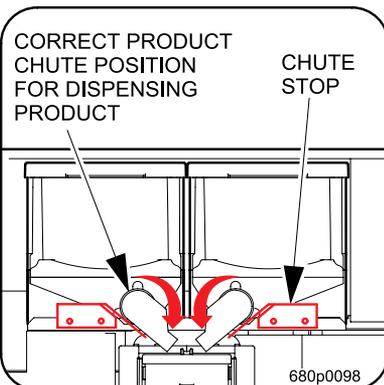
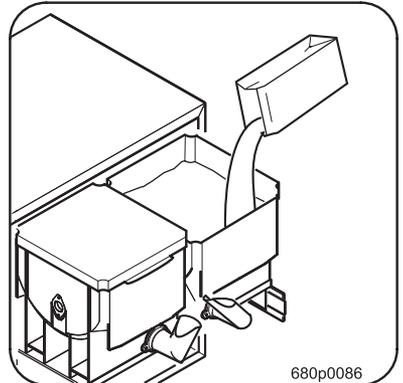


- 2 - Pull the canister shelf forward.



- 3 - Fill each canister. Maximum fill level is one inch below the top of the canister. **Do not overfill.**

- 4 - Push the canister shelf back into the cabinet until it “clicks” in place.



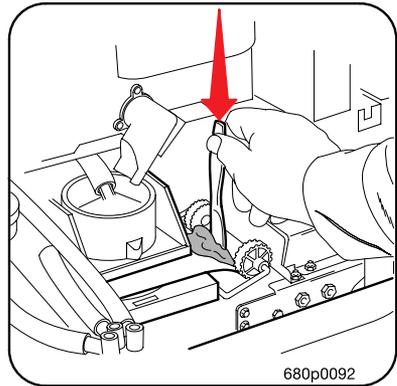
- 5 - **Turn the canister chutes back down.** The chutes must be resting on the chute stops or pointed straight down. Close the door for normal operation.

Cutter Clearing Procedure

If the paper cutter jams the Ready LEDs for brewed drinks will go out.

To clear the jam:

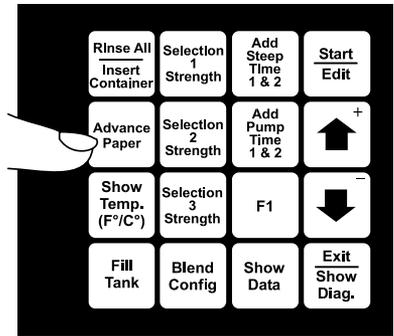
- 1 - Open the door. Do NOT touch any switches or buttons. Empty the grounds tray if needed.
- 2 - Clear the jam. Using a plastic knife or spoon, press the paper and grounds through the cutter assembly and into the grounds tray.



Warning:

The cutter assembly blade is very sharp.
Do NOT clear directly with a finger.

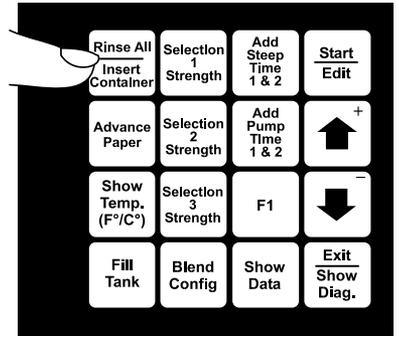
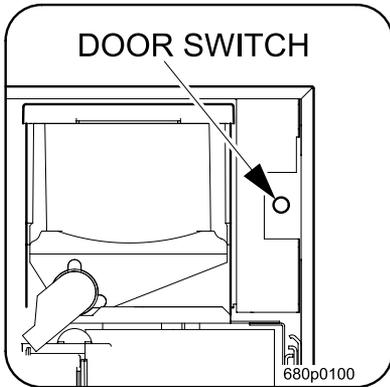
- 3 - Inspect the filter paper track to see that it is straight and clear of excessive grounds.
- 4 - On the service keypad press the **Advance Paper** Button to reset the machine. **NOTE: Paper will not advance.**
- 5 - Close the door. Brew a trial drink. Open the door to verify the paper and grounds advanced properly.



Clean the Machine Every Day

1 - Perform a rinse cycle.

- a. Put an empty container able to hold at least 24 ounces at the cup station. Pull out the door switch and press the **Rinse All/Insert Container** button.



b. The following occurs in sequence for all selections:

- For brewed selections, the brew barrel is flushed, then the filter paper advances and is cut.
- For non-brewed selections, the mixing bowl and whipper are flushed.

2 - Remove the drain tray and grounds tray. Empty and clean them.

3 - Wipe out the bottom of the cabinet with a clean damp cloth.

4 - Wipe off any spills on the inside of the door.

5 - Wipe off the outside of the machine and cup station.

6 - Replace the drain tray and grounds tray.