# Café Executive

Operator's Guide

www.nationalvendors.com

6880016

September, 1999

# Café Executive Operator's Guide Table of Contents

FEATURES	1
Machine Configuration	1
Coin Mechanism	1
Options	1
Brewing System	1
SPECIFICATIONS	2
Capacities	2
Selections	2
Dimensions	2
Machine	2
Optional Base Cabinet	2
Water Tank	2
Weight	2
Power Requirements	2
External View Usage Key	4
Internal View Usage Key	
INSTALL WATER FILTER	7
Everpure Brand	8
INSTALL FILTER PAPER	
Load The Filter Paper Housing	9
Feed Paper Through The Brewer	10
SWITCHES	11
Door Switch	
Main Power Switch	11
LOAD PRODUCTS	12
Filling Canisters	12
Installing Canisters	
CONTROLS AND DISPLAYS	13
Controls And Displays Usage Key	
Grounds Pail Safety Feature	
Setting Time And Date	15
Operation	
Make A Single Drink	16
Making A Carafe	
SERVICE KEYPAD	
ROUTINE MAINTENANCE	20
Empty The Liquid Drain Tray	
Empty The Grounds Pail	
Change Fuses	21

CLEANING AND SANITATION	22
How Do I Sanitize?	22
A Good Place To Start Your Sanitation Kit	23
Sanitation Procedures	24
Food-contact Parts	24
Non Food-contact Parts	26
Overall Cleaning	
Preventive Maintenance Cleaning	
Clean The Brewer	
Sanitation Intervals	31

# **FEATURES**

#### **MACHINE CONFIGURATION**

- Fresh brew (FB) coffee, FB decaf, blended coffee, espresso, cappuccino, hot chocolate, and hot water.
- A soluble product, such as soup, whitener (with whipper), or International coffee (with whipper).
- 5 oz to 12 oz drinks may be served.
- Choice of small or large drink volume may be served for each selection.
- · Consumer's own mug or cup must be used.
- Consumer may use a multi-cup carafe.
- Carafe mode is available for all drink types.

#### MICROPROCESSOR CONTROLLED FUNCTIONS

- Machine configuration and data retrieval.
- · Multiple pricing.
- · Drink timing and recipe settings.
- · Water temperature setting.
- Diagnostic messages.

#### **COIN MECHANISM**

None standard, but your machine can easily be converted to a coin-operated unit.

- 24 VDC, 15 Pin connector "Dumb" mech. (Mars #TRC-6010XV, Coin Acceptors #9302-LF).
- · Executive coin mech. interface.
- MDB interface.

#### **OPTIONS**

- Electric water pump kit (for installing plumbing to bottled water).
- Choice of Hydrolife or Everpure water filter.
- Insulated 60 oz thermal carafe.
- Matching base cabinet with large capacity waste containers, removable floor liner.

#### **BREWING SYSTEM**

- Award winning continuous flow brewing system.
- Brewing with filter paper to maximize the quality of each drink
- · Adjustable steep times.
- Cup by cup brewer, ensuring every cup is freshly made.

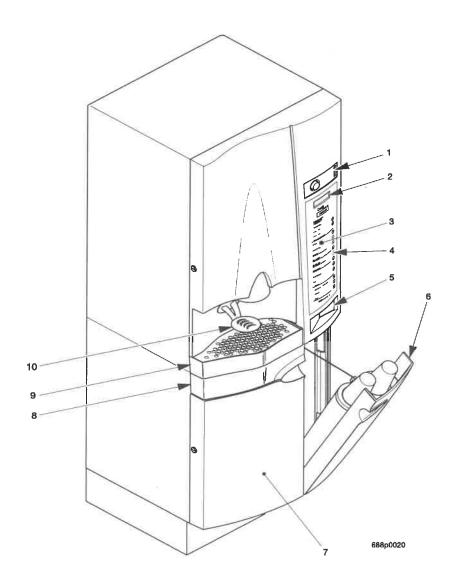
6880016 July, 1999

# **SPECIFICATIONS**

	J. 2011 10711101110
-	CAPACITIES
<ul><li>Freeze-dry co</li><li>Hot chocolate</li></ul>	e, regular or decaf
	SELECTIONS
: • 1	8 variable product selections: 2 drink sizes of the following: Coffee, Decaf Coffee, Blended Coffee, Espresso, Mochaspresso®, Hot Chocolate, International Coffee, and Hot Water
- 2	8 variable product selections: 2 drink sizes of any of the above plus Coffee with whitener, Cafe' Mocha, Cappuccino, Caffe' Latte, and others
	DIMENSIONS
MACHINE	
• Width	
OPTIONAL BASE	CABINET

### 

#### INDOOR USE ONLY



#### **EXTERNAL VIEW**

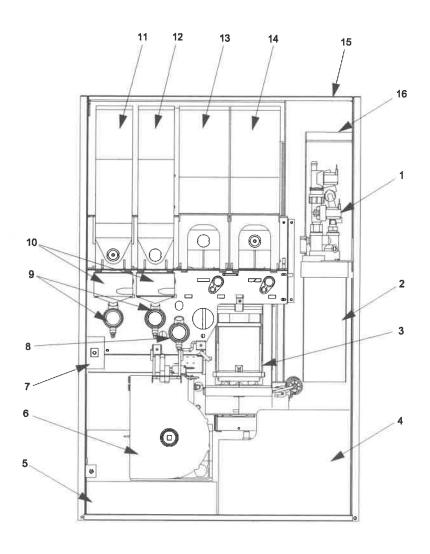
6880016 July, 1999

Page 3

### EXTERNAL VIEW USAGE KEY

The items on the previous page are identified as follows:

ITEM NUMBER	DEFINITION
1	Coin insert and Coin return button
2	Message display
3	Drink selection menu
4	Selection and programming keypad
5	Coin return cup
6	Pull-out cup dispenser
7	Base cabinet door
8	Pull-out condiment tray
9	Carafe platform and liquid drain tray
10	Cup platform



688p0026

INTERNAL VIEW

6880016 July, 1999 Page 5

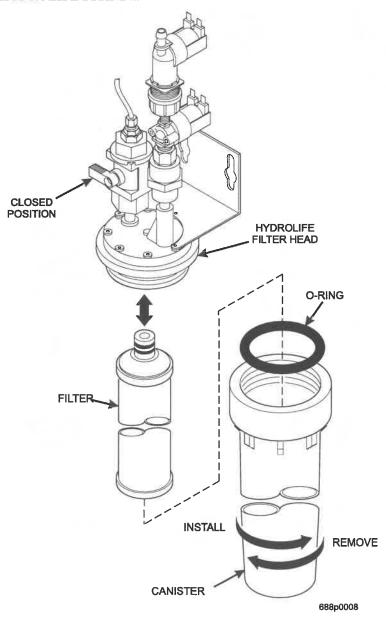
#### INTERNAL VIEW USAGE KEY

The items on the previous page are identified as follows:

ITEM NUMBER	DEFINITION			
1	Inlet water valves			
2	Water filter assembly			
3	Brewer			
4	Coffee grounds pail			
5	Liquid drain tray			
6	Filter paper housing			
7	Door switch			
8	Coffee whipper			
9	Ingredient whippers			
10	Mixing bowls			
11	Soluble product canister			
12	Chocolate ingredient canister			
13	Decaf canister			
14	Coffee canister			
15	Hinged lid (opens for easy product loading)			
16	Water tank			

# **INSTALL WATER FILTER**

HYDROLIFE BRAND...



6880016 July, 1999

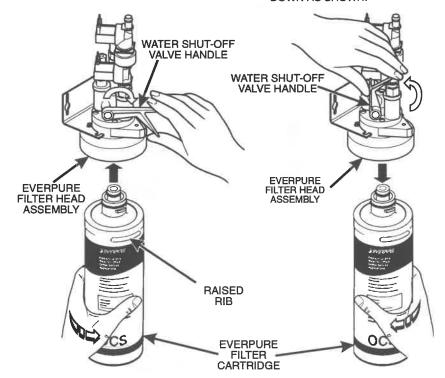
#### EVERPURE BRAND...

#### TO INSTALL FILTER:

- ALIGN RAISED RIB ON FILTER CARTRIDGE WITH MATING SLOT IN HEAD ASSEMBLY.
- 2. FIRMLY INSERT FILTER CARTRIDGE INTO HEAD ASSEMBLY AND ROTATE COUNTER-CLOCKWISE 1/4 TURN TO THE STOP.
- 3. OPEN THE WATER SHUT-OFF VALVE BY PUSHING THE HANDLE TO THE HORIZONTICAL POSITION AS SHOWN BELOW.

#### TO REMOVE FILTER:

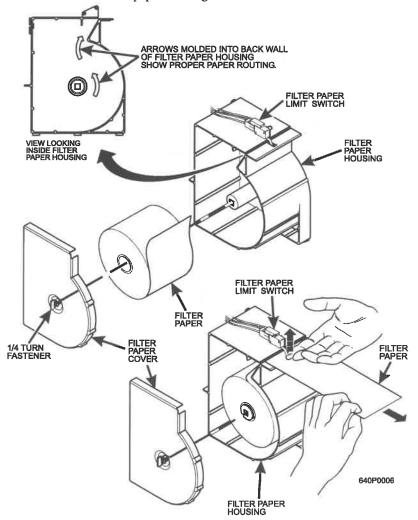
- 1. CLOSE THE WATER SHUT-OFF VALVE BY LIFTING THE HANDLE TO THE VERTICAL POSITION AS SHOWN BELOW.
- 2. ROTATE THE FILTER CLOCKWISE AND PULL DOWN AS SHOWN.



# INSTALL FILTER PAPER

#### LOAD THE FILTER PAPER HOUSING...

- 1. Turn the fastener 1/4 turn counterclockwise and remove the filter paper cover.
- 2. Insert filter paper in the filter paper housing as shown.
- 3. Feed the paper out of the housing as shown by the arrows molded into the back wall of the filter paper housing.

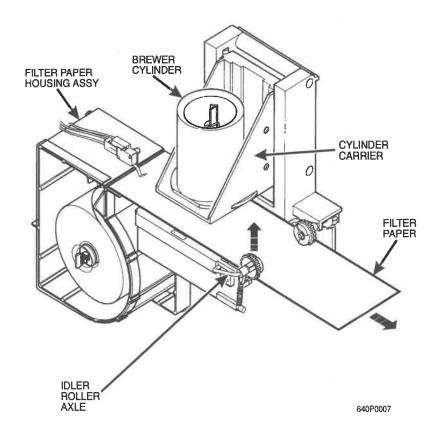


- 4. Lift up the limit switch and feed the paper past it as shown. Release the limit switch.
- 5. Replace the cover.

6880016 July, 1999

#### FEED PAPER THROUGH THE BREWER...

- 1. Hold the idler roller axle up out of the way as shown.
- 2. Route the paper under the brewer cylinder and the idler rollers.
- 3. Release the idler roller axle, capturing the filter paper.
- 4. Route the paper into the grounds bucket. For machines with base cabinets: Feed filter paper through the upper bucket into the lower grounds bucket.



# **SWITCHES**

#### DOOR SWITCH

The door switch has two positions:

DOOR OPEN

Access to programming modes is provided when the door is

open.

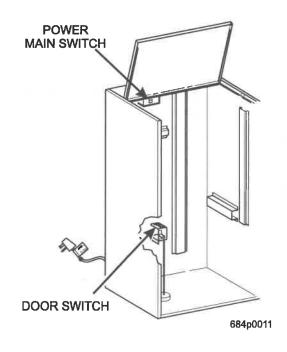
DOOR CLOSED

Machine returns to the vending mode.

#### MAIN POWER SWITCH

The main power switch turns off the machine. The main power switch should be turned off when servicing any AC line voltage component.

WHEN SERVICING ANY COMPONENTS WITHIN THE POWER PANEL ASSEMBLY, ALWAYS UNPLUG THE MACHINE FROM THE WALL RECEPTACLE



# LOAD PRODUCTS

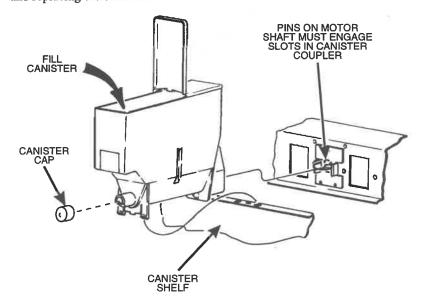
#### **FILLING CANISTERS**

- 1. Flip open the machine lid to gain access to the product canisters.
- 2. Open each canister lid and carefully pour product into the canister.
- 3. Close or replace each canister lid after filling.

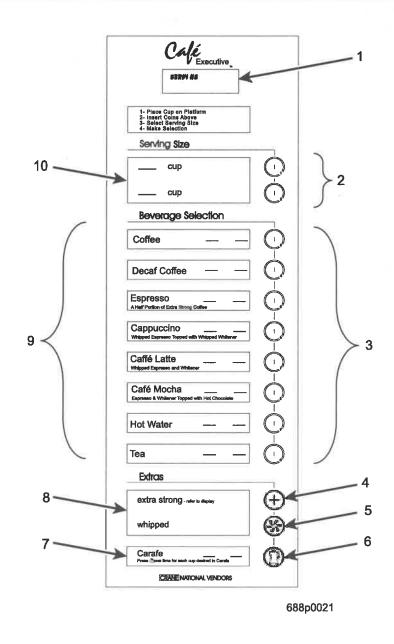
#### **INSTALLING CANISTERS**

- 1. Place the canister in position as shown.
- 2. Engage the pins on the motor shaft with the slots in the canister coupler.
- 3. Fit tabs on the front canister feet into the slots on the canister shelf.
- 4. To ensure canister is correctly engaged with the rear mounting bracket, gently push down on the front edge of the canister lid.
- 5. Replace stainless steel product chutes.

Canister Caps. The parts bag contains a number of red vinyl caps. Place these caps over the canister nozzles as shown to avoid spilling product when removing and replacing the canisters.



# **CONTROLS AND DISPLAYS**



#### CONTROLS AND DISPLAYS USAGE KEY

The items on the previous page are identified as follows:

ITEM NUMBER	DEFINITION		
1	Display		
2	Drink size selection keys		
3	Drink selection keys		
4	"Extra strong" selection keys		
5	"Whipped drink" selection keys		
6	Carafe selection keys		
7	Carafe instruction insert		
8	"Extras" selection insert		
9	Menu inserts		
10	Instruction insert		

#### **GROUNDS PAIL SAFETY FEATURE**

Each cup of brewed coffee produces waste grounds and filter paper which are automatically dumped into a grounds pail. To prevent the pail from overflowing, the machine's computer counts the number of cups brewed and shuts the brewer function off after 80 cups have been brewed. This factory set value of 80 can be changed to any number between 5 and 995 in increments of 5. A setting of 0 will disable this function, allowing an overflow problem. The higher settings are used with a base cabinet.

#### NOTE

Entering a zero (0) will disable this function, causing a potential overflow problem.

#### SETTING TIME AND DATE

- 1. Open the door.
- 2. Enter TIME/DATE mode by pressing followed by 6. The display shows SET-4:29PN. (The currently set time is 4:29 in the afternoon.) The colon will be flashing to indicate a live display.
- 3. Enter the correct time by pressing the number keys. While entering a new time, the colon will stop flashing to indicate the clock is being changed.
- Select AM, PM, or 24-hour mode by pressing until your choice is displayed.
- 5. To set the date, press and proceed to step 6. If you don't want to set the date, press twice to exit the function. Either keypress will lock in the time you have set.
- 6. The display shows 5ET-8/24/99. (The currently set date is August 24, 1999.)
- 7. Enter the correct date using the number keys.
- 8. To select between the U.S. date format (mm/dd/yy) and the European date format (dd-mm-yy), press until your choice is displayed.
- 9. Your new date is saved as soon as it is entered. If you accidently enter an invalid date, the display will return to the original date.
- 10. Press twice to exit the function.

#### **OPERATION**

#### MAKE A SINGLE DRINK

- 1. Place a cup or mug on the cup platform.
- 2. Press to select a regular size drink, or to select a large size drink.
- 3. Press the desired selection. For example, press to select the product in canister #1. For extra strong, press . To whip your drink,

### MAKING A CARAFE

Any valid drink shown on the menu may be served into a carafe as follows:

- 1. Place your carafe on the carafe platform. (This will push the cup platform inside the machine and out of your way.)
- 2. Press The display shows either:

EUP51 = No code is required to vend a carafe; continue with step 3.

- OR -

 $EODE\ XXX = A$  code is required to vend a carafe; enter it now and continue with step 3.

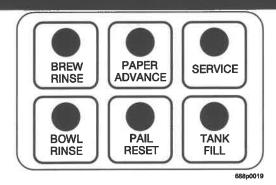
3. Continue pressing until the number of cups your carafe will contain is displayed.

#### **HELPFUL HINT:**

If, for example, your machine is set up to vend 8-ounce regular drinks and 12-ounce large drinks, a 60-ounce carafe will fill up faster if you select five large drinks instead of seven regular drinks.

- 4. Press (1) or (1), then your selection. The display shows the cup number counting down. If you decide you don't want as much in your carafe as you first selected, you may press (1) at any time to stop. Dispensing stops after the current cup is complete.
- 5. When the last cup has vended, the machine goes back to the single vend mode. To fill another carafe, return to step 1.
- 6. If your machine has a coin mechanism, deposit at least enough money to pay the cost of the number of cups you are going to vend. If you have change coming, the machine will pay the change after the last cup is vended. If you didn't deposit enough money, the machine will not vend. You must deposit sufficient credit to cover the number of cups requested.

# SERVICE KEYPAD



The service keypad gives you easy one-push access to certain troubleshooting and maintenance functions. Press the appropriate key to do the following:

BREW RINSE...... Rinses the brewer.

PAPER ADVANCE.. Runs the brewer and advances the filter paper.

BOWL RINSE ...... Rinses the mixing bowl(s).

PAIL RESET.....Resets the grounds pail count to zero.

**SERVICE** ......Press once to view the water tank temperature.

TANK FILLFills the water tank and/or clears a TANK ERR message.

When certain errors occur, you will see a message scrolling on the display. These messages call attention to conditions which can be remedied by someone at the location without the need of a service technician. The following table lists the message and what can be done about it.

#### SCROLLING MESSAGES

DISPLAY	CORRECTIVE ACTION
NO FILTER PAPER	Add filter paper (if empty). Check to see that the paper is properly positioned under the empty switch and under the paper rollers.
DRAINTRAYIS FULL	The drain tray is filled with liquids - empty the tray. If the tray is empty, the float is most likely resting on the platform and not hanging in the float well. Position the float so it hangs freely in the well. It will slightly touch the bottom of the drain tray.
GROUNDS PAIL IS FULL	Empty the coffee grounds pail and press the PAIL RESET key.

# Café Executive Operator's Guide scrolling messages (continued)

DISPLAY	CORRECTIVE ACTION			
COLD WATER - TRY LATER	Check for leaks, pinched water line, closed water valve, or a closed water filter valve. If these are ok, press the TANK FILL key.			
RESETTHE BREWER	The brewer is in the CLAMP position. Press the PAPER ADVANCE key to cycle the brewer.			
MAKE ANOTHER SELECTION	This display occurs when selections are locked out. Perform the Lock Out Selections procedure in the MAINTENANCE section to unlock selections as appropriate. If all selections are locked out the display will read ALL SELECTIONS LOCKED OUT.			

# **ROUTINE MAINTENANCE**

#### NOTE

Some of these functions can be reached directly using the service keypad. See that section for more details.

Before performing the following steps, open the door.

#### EMPTY THE LIQUID DRAIN TRAY

- 1. Lift the float and chain assembly out of the drain tray.
- 2. Pull the drain tray straight out of the machine.
- 3. Empty the drain tray in a suitable location, and clean it in accordance with the sanitation instructions. The plastic carafe platform is removable for easy cleaning by lifting it out of the tray.
- 4. Replace the drain tray in the machine.

#### EMPTY THE GROUNDS PAIL

- Remove and empty the drain tray (see above). Be careful not to spill any liquid.
- 2. Tear off filter paper at brewer housing. Place all used grounds and paper in the grounds bucket.
- 3. Remove the grounds pail from the machine.
- 4. Empty the grounds pail and clean it in accordance with the sanitation instructions.
- 5. Replace all parts in reverse order of disassembly.
- 6. Clear the grounds pail count.
- 7. Re-feed filter paper as explained previously.

#### **CHANGE FUSES**

#### NOTE

An internal 4-amp fuse ONLY protects the electronics inside the machine.

FUSE TYPE: 4A, 250V, MDL4 Time Delay Glass Cartridge REPLACE FUSE WITH ONE OF THE SAME TYPE AND RATING

- 1. Unplug the machine.
- 2. Remove all canisters (see above). Remove valve cover.
- Loosen the two screws holding the cabinet electronics cover. Remove the cover.
- 4. The fuse is located in a clip near the left side of the cabinet controller.
- 5. Remove the old fuse by pulling straight out of the clips. Install new fuse.
- 6. Replace all parts in reverse order of assembly. Plug in the machine.

# **CLEANING AND SANITATION**

#### CLEANING

Cleaning means "making free of visible soil". In cup vending machine servicing, cleaning is also done to maintain product quality and to remove food soils, oils, and mineral stains that could affect product taste, aroma, and appearance.

#### SANITIZING

Sanitizing means the reduction, to safe levels, of the number of disease-causing bacteria that remain on the surface **after** cleaning. Therefore, cleaning and sanitizing are done in separate steps, as prescribed by health regulations and good industry practice.

Anybody who services vending machines must use proper sanitizing procedures. Health regulations require that hands be clean when cups, commodities, and food-contact parts are handled or serviced.

In addition, Federal and State Health Departments require regular cleaning and sanitizing procedures for food contact parts.

The information in this section will explain how to clean and sanitize the machine on a day to day basis. A clean and well maintained machine will provide a better product and greater safety for your customers.

#### HOW DO I SANITIZE?

You can sanitize by using either of these two methods:

**Chemicals** The object to be sanitized is treated with a bactericidal compound.

Heat

Raise the temperature of the object high enough to kill bacteria. Water must be at least 170° F.

Unplug the machine before using water on the machine.

In either case, the object must be thoroughly clean and completely rinsed in order for the sanitizing process to work. Caked-on soils not removed by cleaning, for example, may shield bacteria from a sanitizing solution.

#### A GOOD PLACE TO START -- YOUR SANITATION KIT

You need to be sure that each machine is clean, safe, and functioning when you leave it. In order to properly do this, you need to have a complete set of the right tools. In addition to the screwdrivers, pliers, and test equipment necessary to repair a machine, you need to have the tools to clean the machine.



Here is a checklist of the items needed for a good sanitation kit:

- ✓ Sanitation pail
- ✓ Tube and nozzle brushes for food contact surfaces
- ✓ Utility brush for dry spillage around canisters, etc.
- ✓ Disposable towels, wet-strength and lint-free

#### **NOTE**

Wiping with towels can re-contaminate sanitized food-contact parts. Therefore, towels should not be used to dry food-contact surfaces. Instead, these parts should be air dried.

- ✓ Spray detergent, diluted to desired strength
- ✓ Urn cleaner packets for coffee stains and oils
- ✓ Odor control chemicals for pails
- ✓ Replacement parts (if the exchange method is used)
- ✓ Cabinet polish or window cleaner for the outside of the machine Feel free to add some items to this list. For example, you may want to use a portable vacuum cleaner.

#### SANITATION PROCEDURES

Your machine has been specially designed for easy disassembly without tools. Refer to the recommended cleaning and sanitation interval table on the final page of this section. For each item, complete the procedure as outlined here.

#### FOOD-CONTACT PARTS

#### NOTE

All food-contact parts must be cleaned and sanitized. Air dry, do not wipe dry.

<u>Canisters</u> - Empty and wash the canisters, augers, and spouts. Sanitize with hot water and allow to air dry completely before returning to cabinet.

<u>Mixing Bowls</u> - The inside of all mixing bowls can be rinsed as follows:





until the display shows BOWL RIN.

#### **CAUTION**

Rinse water is **hot**. Be careful not to get any on you during the following steps.

Place a cup or other suitable container below the dispensing nozzles to catch the **HOT** rinse water.







to rinse the bowl. Hot water runs through all mix-

ing bowls, each whipper runs, and the display shows RINSING, then returns to BOUL RIN.

**Beverage Discharge Nozzles** - Disconnect the beverage dispensing tube from the nozzles. Remove the nozzles from the mounting bracket. Remove the cap from the nozzle, wash clean and sanitize the nozzles and cap.

Brewer -

Press until the display shows BREURIN.

#### CAUTION

Rinse water is **hot**. Be careful not to get any on you during the following steps.

Place a cup or other suitable container below the dispensing nozzles to catch the **HOT** rinse water.



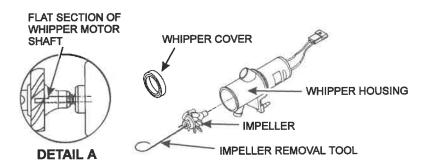


to rinse the brewer. The brewer closes, hot water

runs through the brewer, the pump and coffee whipper run, and the display shows RINSING, then returns to BREWRIN.

<u>Ingredient Chutes</u> - Remove the chute(s), wash clean, and sanitize by rinsing with hot water. Air dry before reinstalling.

#### Whippers and Impellers -



- a. Remove the whipper cover.
- b. Using the impeller removal tool (located in the plastic bag assembly), remove the impeller from the whipper housing as shown.
- c. Wash the cover, impeller, and impeller housing. Sanitize with hot water and allow to air dry before reassembling.
- d. To reassemble, see detail A. Note that the whipper motor shaft has a flat section. Make sure this flat section lines up with the "D" shaped hole in the impeller. Press the impeller all the way onto the whipper motor shaft. Replace the cover.

<u>Brewer Mechanism Cleaning</u> - Remove the brewer assembly to clean. See **CLEAN THE BREWER.** 

#### NON FOOD-CONTACT PARTS

**Exhaust Fan Filter** - Remove the filter from its housing. Wash with soap and water, rinse, wring dry, and replace into housing.

Grounds Pail - Empty and rinse the grounds pail.

<u>Liquid Drain Tray</u> - Empty, wash, and rinse with hot water. Sprinkle detergent powder in the bottom of the tray to help control odors. You might want to save this until last, because the waste water from rinsing the bowls and brewer will collect here.

#### **OVERALL CLEANING**

Inspect your machine both inside and out. Be sure to check corners and all less visible parts of the machine.

Clean where needed.

Allow the inside of the cabinet to dry thoroughly before you close the door. National Vendors recommends using the following supplies:

A mild detergent and warm water on the cabinet, brewer, and other NON ELECTRICAL components.

#### **CAUTION**

The plastic parts in your machine should be cleaned with mild detergent and warm water. The use of other cleaning agents may damage the material, and should be avoided.

#### PREVENTIVE MAINTENANCE CLEANING

Periodically, you should visually inspect your machine's hot water tank for excessive lime and scale buildup. This buildup on the tank walls, water valves, and heater element will vary dramatically, depending upon water quality. You should develop a cleaning and deliming schedule based on the apparent local water quality.

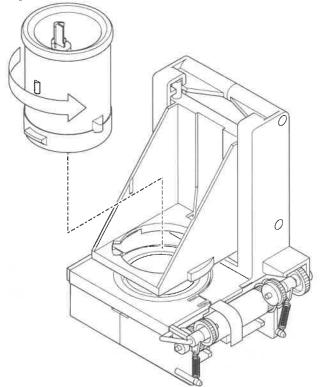
#### NOTE

To aid in removing scale from your machine, National Vendors has a service kit available: part number 6400080. In addition, if your machine has the Everpure water inlet filter system option, a second kit (part number 6400086) is also available.

#### **CLEAN THE BREWER**

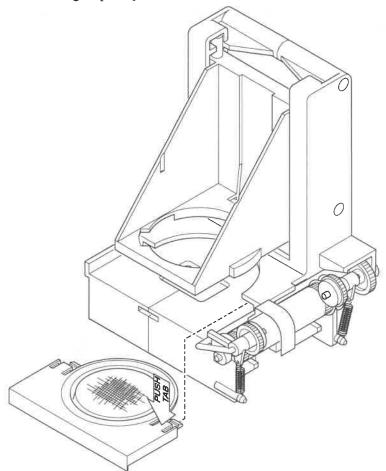
The brewer has two main parts you can remove: the brew barrel and the screen and seal assembly. You can remove them with the brewer in the machine, or the entire brewer can be removed as one unit.

- 1. On the left side of the brewer, cut off and discard the filter paper.
- 2. Remove the hose at the top of the brew barrel.
- 3. Grasp the top of the brew barrel, and turn it ¼ turn to the left as shown. Lift straight up and remove.



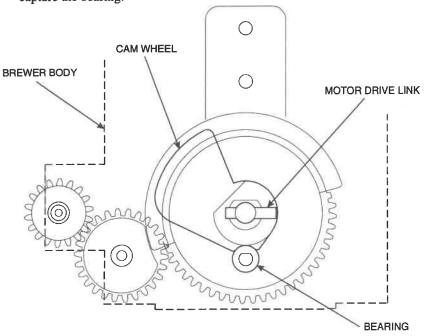
4. Remove the hose from the bottom of the screen and seal assembly.

- 5. At this point, you can remove the brewer or leave it in the machine.
  - a. To remove the brewer, pivot the bottom of the unit up toward you, lift upward slightly, and pull straight out.
- 6. Remove the screen and seal assembly as shown:
  - a. Press down on the tabs with your fingers, and slide straight back.
  - b. Lift straight up and pull out.



- 7. Thoroughly wash all parts using soap and water. Sanitize by rinsing thoroughly with hot water. Air dry, or blow dry with compressed air (if available).
- 8. If you removed the brewer, make sure the motor drive link is aligned as shown.

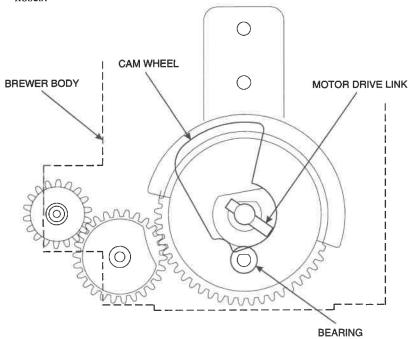
If the motor drive link is aligned properly, the notch in the cam wheel will capture the bearing.



If the motor drive link is not aligned properly...

The notch in the cam wheel is turned away from the bearing. You must manually turn the cam wheel to capture the bearing in the notch.

- 9. Assemble in the reverse order of disassembly. **NOTE:** when replacing the screen and seal assembly, make sure you hear *TWO CLICKS* as you push it all the way in.
- 10. Feed new filter paper through the brewer, and don't forget to connect the hoses!



### SANITATION INTERVALS

#### RECOMMENDED CLEANING AND SANITATION INTERVALS

CATEGORY	ITEM	DAILY	WEEKLY	MONTHLY
BREW SECTION	Brewer Cylinder, Funnel	R		
	Brewer Mecha- nism			
	Mixing Bowl	R		
	Whippers	R		
DRY SECTION	Ingredient Can- isters			C/S
	Ingredient Chutes		C/S	
WASTE	Liquid Drain Tray	С		
	Exhaust Fan Fil- ter & Screen			С
SECTION	Grounds Pail	С		
	Cup Support & Drain Tray Cover	С		
WATER SECTION	Beverage Dis- charge Nozzles		C/S	
	Water Filter Ser- vice			Check

this interval

interval

S = Sanitize at R = Rinse at this C = Clean only at this

interval

Make copies of this cleaning record, cut it out, and keep it in a safe place. It will be your record of cleaning all four areas of your machine.

	REC		F CLEA	NING	
	BREW SECTION	DRY SECTION	WASTE SECTION	WATER SECTION	BY
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL				:	
AUG					
SEP					
OCT					
NOV					
DEC					