

Turning on the machine

If the machine is on and ready it will show a GREEN light at the top right corner. If the machine is off, you can switch it on at the right rear behind it. The light will remain RED until the temperature of the water is correct.



Preparing the Carafe



Each Carafe has a pump inside and needs to be opened up so the pump can be removed for brewing. The carafe will already be clean. *If not cleaned - report it to staff at the first opportunity.*

Measuring the Coffee



There is a small plastic measuring cup available on the shelf above the machine. Filters are also located on the shelf. Two full measures will produce very strong coffee. One and a half is a 'bold' coffee and one cup is a 'light' brew.

Cleaning

Cleaning the Carafe

After you have poured out the last of the coffee into the dishwashing station you only need to rinse the Carafe and leave it for the staff to clean it. These should not be cleaned in the dishwashing station or put into the Sanitizer.

Cleaning the machine

If there are drips or spills on the counter you can wipe those up and clean the immediate area. The machine itself does not need emptying or cleaning but the filter tray can be rinsed after the used grounds have been disposed of in the food scraps bin near the dishwashing station.



Making Coffee

A very short guide to using the Coffee Maker



Fitting the Filter

Remove the filter tray and place one paper filter into the tray. Add coffee. Then slide it firmly into place on the machine. It will lock into place once the brewing cycle begins.



Stage One

The machine will wet the grounds to begin the process. You may see some drips but the water will flow more in the next stage.

Stage Two

Brewing begins with more water going into the grounds until dripping becomes a stream into the Carafe.

Stage Three

Brewing will stop but dripping will continue until brewing completes. *Leave the Carafe in place until the system stops.*

Stage Four

Remove the Carafe and assemble it for use. Sample the brew to ensure it is satisfactory or make adjustments on the next brew.

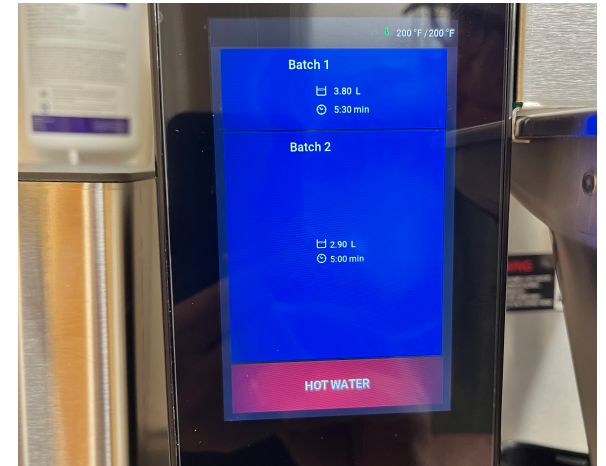
Positioning the Carafe



The Carafe space has guides which help fit it correctly under the filter tray. The top of the carafe must be away from the filter tray.

You may want to put a cloth or paper towel on the counter below the carafe to catch any stray drips after it is removed as full.

Choosing the Brew



The machine has a touch screen control. Simply press the name of the brew you wish to use. Then press start when you are ready to brew. It will show the progress of the cycles and time until completed.

Each item is programmed to operate with either Light or Dark coffee which is determined by how much coffee you measured into the filter. You cannot alter the menus as they require a password.