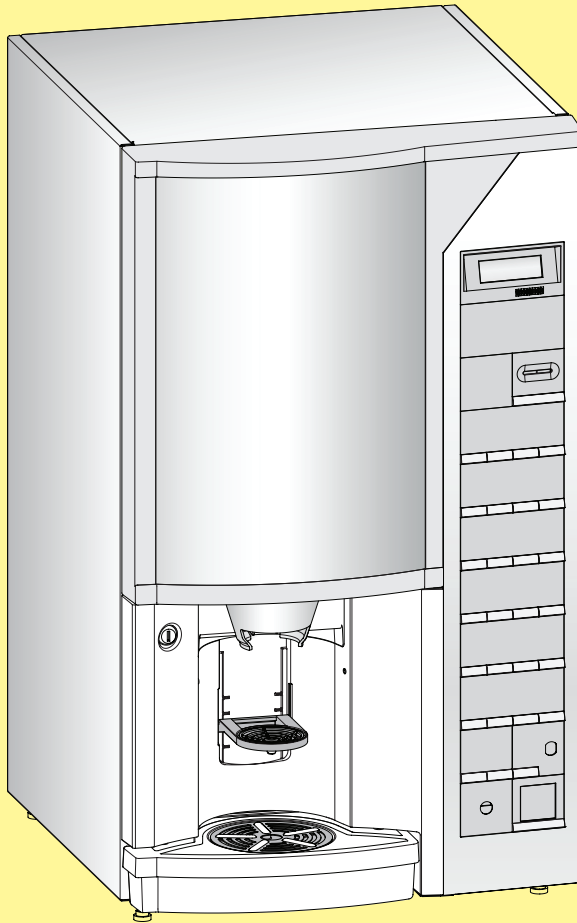
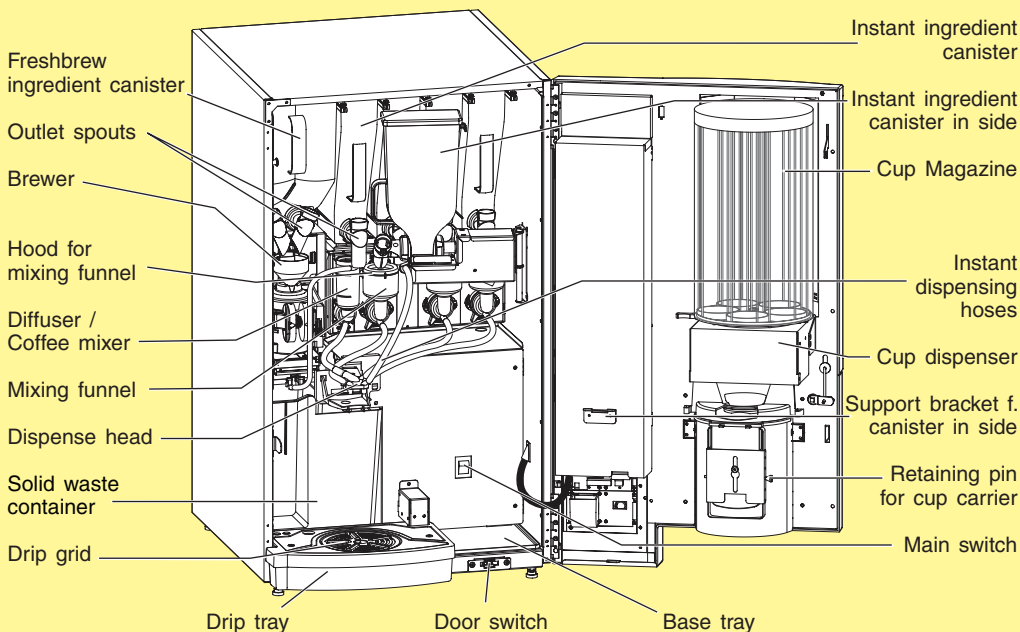
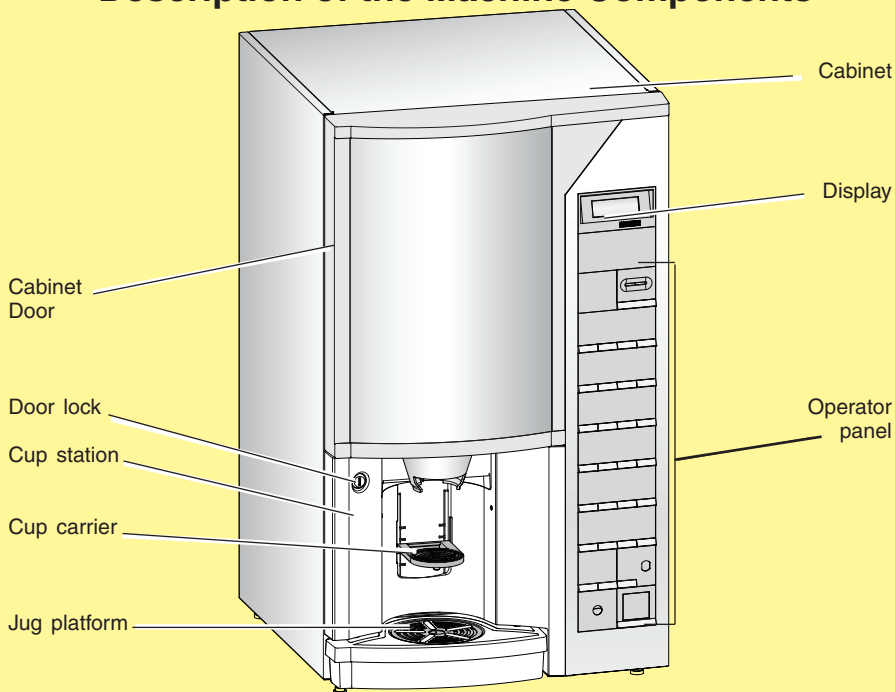


Quick Reference Guide

Gallery 310



Description of the Machine Components



Reference Card Error Types

Display message	Possible cause	Possible action
Base tray full	Base tray is full.	Empty and clean base tray. Wipe it dry.
Drip tray full	Drip tray is full.	Empty and clean drip tray. Wipe dry sensor.
Energy saving mode	An energy saving period is active.	The machine returns to vend mode, when a selection button is pressed. When the water is heated sufficiently, the machine is ready to dispense drinks.
No SB1 cyl. pressure	Upper valve in brewer cylinder is blocked.	Remove blocking object from upper valve of brewer cylinder.
Out of service	Machine has a problem.	Turn the machine off and on.
Rinse in progress ...	Rinse program is in progress.	Wait until machine has finished the automatic rinse function.
SB Piston error	The movement of the brewer piston is obstructed.	Clean the brewer unit.
SB Scraper error	The movement of the brewer scraper is obstructed.	Clean the brewer unit.
Temperature low	The machine has been turned on recently.	Wait until the water is heated sufficiently (maximum 13 minutes).

If it was impossible to remedy the fault, or other type of display message is shown, please contact the service.

Reference Card Error Types (continued)

Error types	Possible cause	Possible action
Coins sticking	Coins have difficulties being accepted.	Press the coin return button.
Wrong flavour of drink	Wrong ingredients used Canisters or hoses in dispense head switched by mistake. Freshbrew unit or dispensing system dirty.	Use correct ingredients. Ensure that canisters and hoses are located in correct positions. Ensure that components are clean.
Freshbrewer unit mal-function	Freshbrewer unit is not correctly assembled.	Assemble the freshbrewer unit correctly.
Liquid escaping from machine	Waste containers/trays or components of dispensing system placed incorrectly. Sensor of drip tray is soiled.	Ensure that solid waste container, trays, canisters, mixing funnels and dispensing hoses are positioned in correct places. Clean sensor.
Machine out of function	The door is not properly closed. The drip tray or base tray is full.	Ensure that the door is closed. Empty, clean and dry trays and sensors. Switch machine off and on.
Mixing system overflows	Mixing funnel(s) blocked or leak in system. Missing sealing ring in mixing funnel.	Replace or clean blocked part(s). Fit sealing ring in mixing funnel.
No drinks are dispensed	Mixing funnels or the coffee/tea filter are blocked.	Clean or replace blocked the parts.
Only water is dispensed	The ingredient spouts are closed. Ingredient canister is empty. Coupling not fitted in canister. Ingredient sticking to auger drive mechanism.	Open ingredient spouts. Refill the canister Ensure that coupling is fitted in canister. Remove canister, clean auger drive mechanism and reinsert.

If it was impossible to remedy the fault, please contact the service.

Regular Cleaning *)

Opening the machine

- Open the door by turning key clockwise (1).

Cup magazine and ingredient canisters

Cup magazine

- Activate the locking clip of the cup dispenser and tilt the cup dispenser forwards (2).
- Remove the lid and fill the cup magazine with cups.
- Put the lid back on and tilt back the cup dispenser.

Instant ingredient canisters

- Lift and take out the drip tray and place it outside of the machine (3).
- Pull slightly forwards the solid waste container and the base tray to prevent pollution (4).
- *If an ingredient canister is present in side of machine:*

- close the outlet spout of the ingredient canister (5).

- take hold of bracket for canister, raise it slightly upwards and swing it out with canister (6).

- press the green release lever on bracket for canister and remove the canister (7).

- hang the canister on its support bracket (8).

- remove the lid and fill the canister.

- put the lid back on and let the canister stay on the support bracket (8).

- Close the outlet spouts of the other canisters (9).

- Take the canisters by the handles and pull them forwards to the end stop in guiding rails (10). The lids are automatically triggered open.

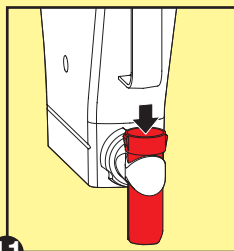
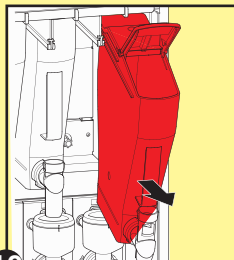
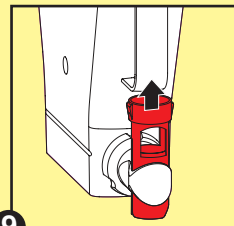
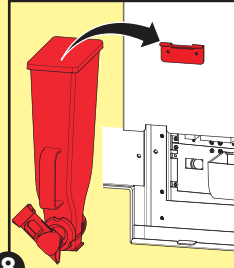
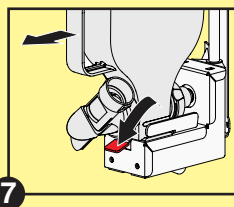
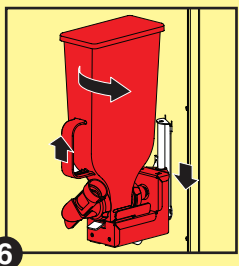
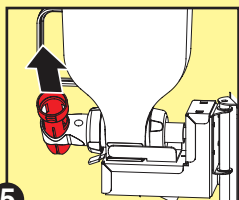
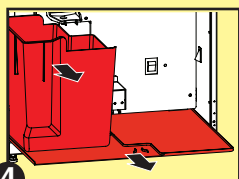
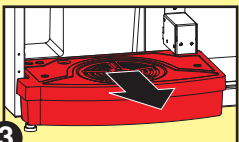
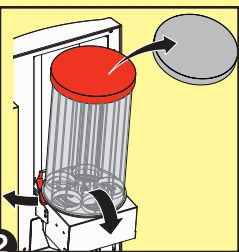
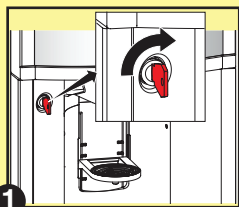
- If required, the canisters can be removed by lifting canisters upwards and pulling forwards over the end stops in guiding rails.

- Fill the ingredient canisters with ingredients.

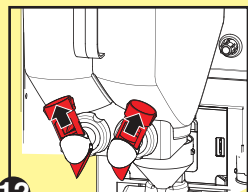
- Press the lid slightly down and push back the ingredient canisters.

- Open the outlet spouts of the canisters (11).

*) All parts to be cleaned are designed in a blue colour. All parts of action are supplied in a green colour.



Regular Cleaning (continued)



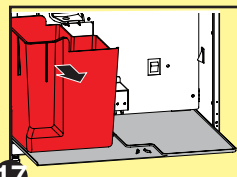
Freshbrew ingredient canister

- Close the outlet spouts of the canister (12).
- Pull forwards and take out the freshbrew ingredient canister (13).
- Open the lid and fill the canister with coffee (14).
- Close the lid.
- Push back the canister in place.



Check to make sure that it is locked in place

- Open the outlet spouts of the canister (15)



Cleaning parts

Drip tray, solid waste container and base plate

- Remove the drip grid and the lid from the drip tray (16).
- Empty the drip tray (16).
- Clean the drip tray and its parts.
- Clean the parts in hot water with cleaning agent, and wipe the parts dry.



Wipe the sensors in the lid dry (16a).

- Take out the solid waste container. Empty the container and insert a new liner (17).
 - Wipe clean the base tray.
- Push the base tray back in place (18).

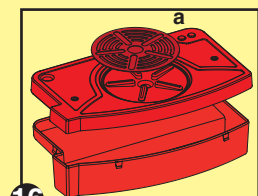
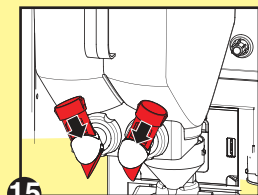
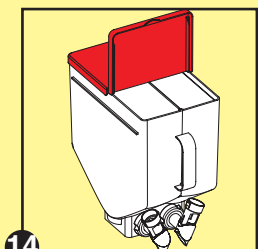
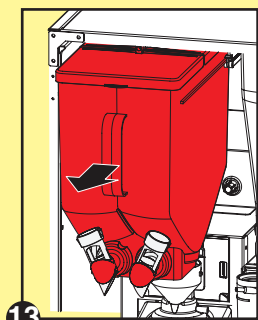
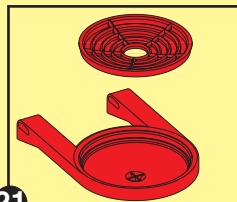
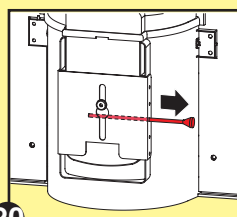
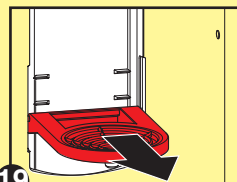
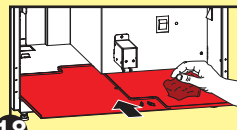
Cup carrier

It is recommended to have the cup carrier as an exchange kit (hygiene kit).

- Remove cup carrier: Take hold of the cup carrier with your right hand (19) and remove the corresponding retaining pin (20), situated on the rear side of the cup station, with your left hand.
- Clean the drip grid and the tray (21) in hot water with cleaning agent and dry parts.

Cleaning inside and outside

- Clean the door and housing inside and outside, and finally the bottom with a clean, damp cloth.



Regular Cleaning (continued)

Mounting the cleaned parts

- Remount all parts.

If present, relocate ingredient canister in side:

- insert it in its bracket in the side of the machine (22).
- lift up the bracket with ingredient canister and swing it back on proper place.
- open the outlet spout of the ingredient canister (23).



Ensure that solid waste container is mounted correctly. Front side facing forward.



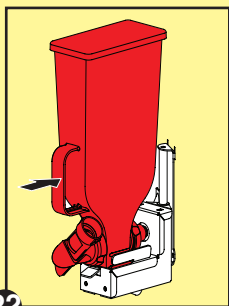
There is the risk of being scalded by hot water.

Observe the safety precautions in the operator manual.

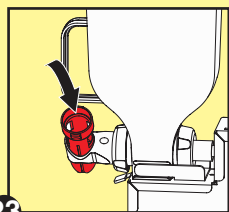
- Have an empty jug (min. 1.5 l) ready to place on the jug platform.
- Turn to the display and perform a machine rinse using the preselection buttons (24).
 - Press "1" to start the [Rinse]-function.
 - Close the door and place the jug on the jug platform (25).
- Follow the information on the display.
- Wait until the program has finished.
- Repeat the rinse procedure min. once more.
- Press the button 'Esc' until the machine leaves the programming mode.
- Remove and empty the jug.

Last check

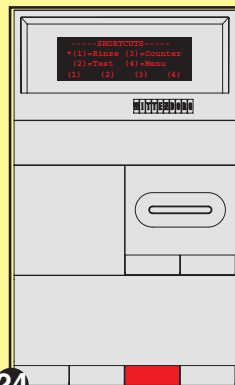
- Clean the machine with a damp cloth on the outside. Clean also the jug platform.
- Perform a test dispensing with a drink with milk and sugar.



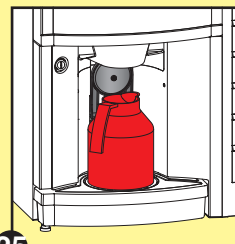
22



23



24



25

*) All parts to be cleaned are designed in a blue colour. All parts of action are supplied in a green colour.

(see overleaf)

Deep Cleaning *)

Opening the machine

- Open the door by turning key clockwise (1).

Filling cups and ingredients

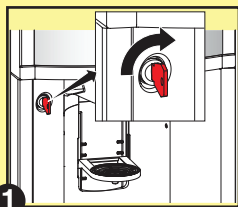
- Load cups (see *Regular cleaning*).
- Lift and take out the drip tray and place it outside of machine (2).
- Pull forwards the solid waste container and the base tray to prevent pollution (3).

Instant ingredient canisters

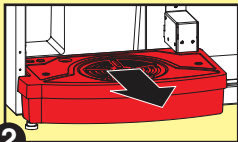
- If a canister in side of machine present:
 - close the outlet spout of the ingredient canister (4).
 - remove the canister (5) (see *Regular cleaning*).
 - hang the canister on its support bracket and fill canister (6). Let the canister stay on its support bracket (see *Regular cleaning*).
- Close the outlet spouts of the other instant ingredient canisters (7).
- Pull the ingredient canisters forwards and fill with ingredients (8) (see *Regular Cleaning*).
- Wipe clean the shelf under the instant ingredient canisters with a clean and moist cloth.
- Leave the outlet spouts closed, and push canisters back in place.

Freshbrew ingredient canister

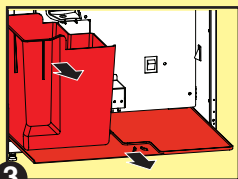
- Close the outlet spouts (9).
- Pull and take out the freshbrew ingredient canister (10) (see *Regular Cleaning*).
- Open lid and fill coffee canister with coffee.
- Close lid, and push canister back in place.
 - Check to make sure that it is locked in place.
- Open the outlet spouts (11).



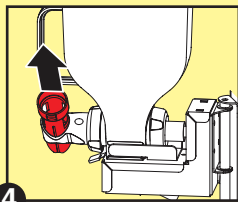
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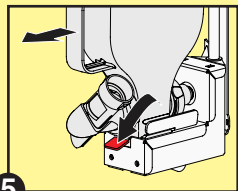
2



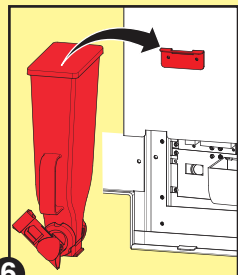
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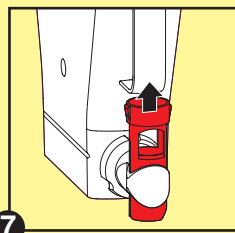
4



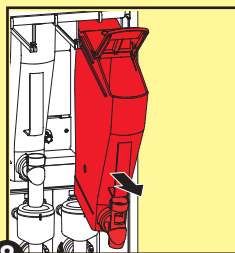
5



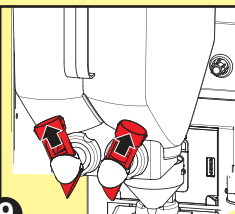
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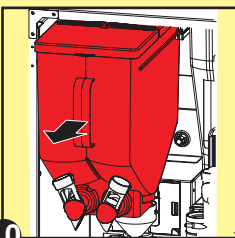
7



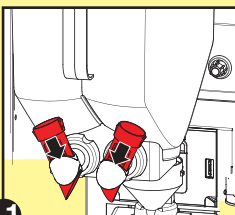
8



9



10



11

*) All parts to be cleaned are designed in a blue colour. All parts of action are supplied in a green colour.

Deep Cleaning (continued)

Cleaning parts

It is recommended to have an exchange kit (hygiene kit), see operator manual.

*Soak all parts, which will be disassembled, at least for 15 minutes in a bucket with hot water with cleaning agent**.*

- Turn machine **off** at the main switch (12).

Instant ingredient mixer units

- Remove the mixing funnel hoods (13a).
- Remove mixer units: Loosen locking ring by pressing release lever (13b) anti-clockwise, and pull out mixing funnel leaving the hoses back on.

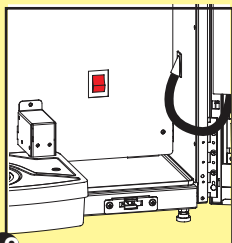
- Remove sealing rings (14a).
- Pull off the whipper wheels (14b).
- Remove and clean the powder traps (15).

Diffuser / Coffee whipper

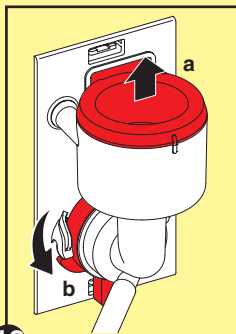
- Remove brewer hose from diffuser (16).
- Remove the hood for diffuser and the upper sealing ring (16).
- Remove diffuser (16): turn clockwise, and pull out diffuser leaving the outlet hose back on.
- Remove the lower sealing ring.
- If diffuser is acting as a coffee mixer, pull off the whipper wheel (16).

Dispense head and freshbrew unit

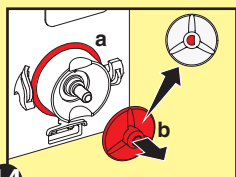
- Remove the outlet hoses from the dispense head (17).
- Unclip and remove the drip tray with drain hose under the dispense head (18).
- Remove the dispense head by turning the winghead stud and lifting off the dispense head (19).
- Disassemble mixing funnels, hoses, and dispense head before soaking the parts.
- Disassemble parts of freshbrew unit in the sequence indicated on page overleaf.



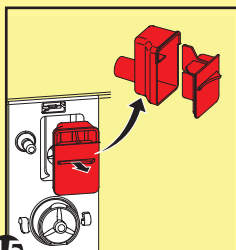
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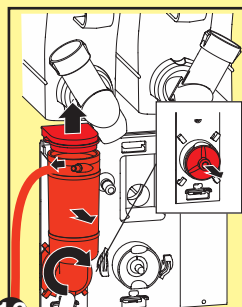
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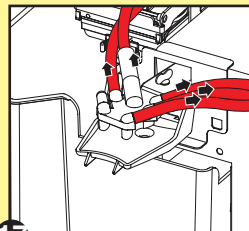
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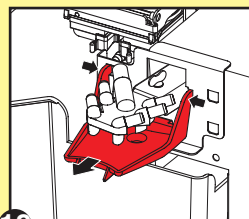
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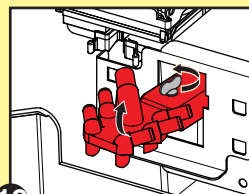
16



17



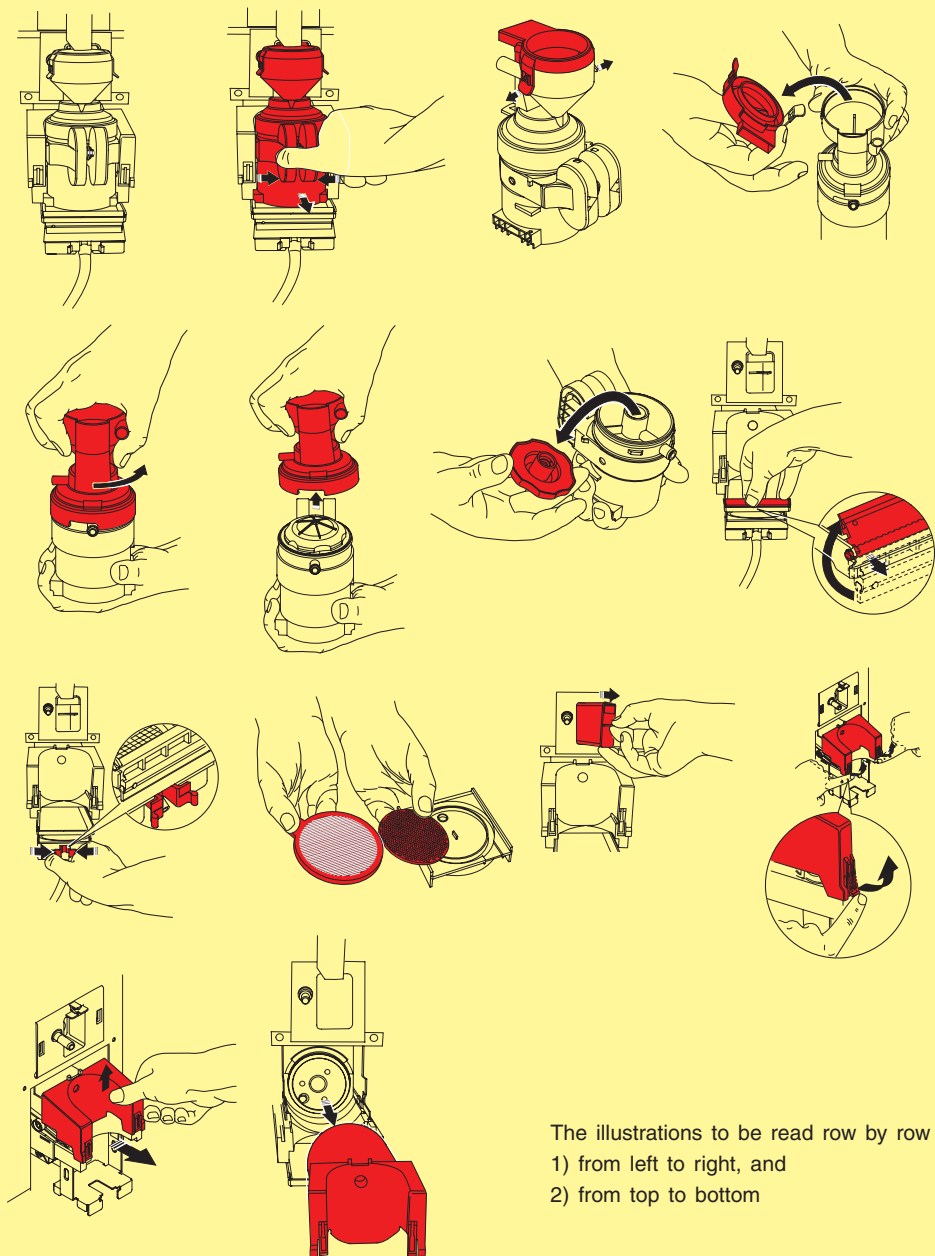
18



19

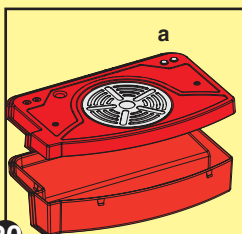
**) For cleaning and descaling: refer to the HACCP guidelines.

Disassembling the freshbrew unit



The illustrations to be read row by row
1) from left to right, and
2) from top to bottom

Deep Cleaning (continued)



Drip tray

- Remove the lid from the drip tray (20) and empty the drip tray.
- Clean the drip tray and its parts (see regular cleaning)



Wipe sensor in the lid dry (20a).

Solid waste container and base tray

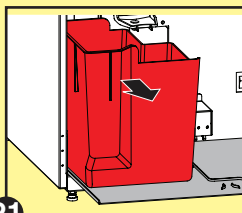
- Take out solid waste container (21). Empty container and insert a new liner.
- Remove the base tray from machine (22) and clean it.

Cup carrier

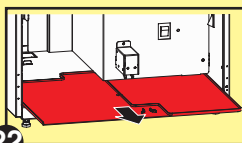
- Remove retaining pin (23) and cup carrier (24) (see *Regular Cleaning*).
- Clean the complete cup carrier (25a,b) (see *Regular Cleaning*).



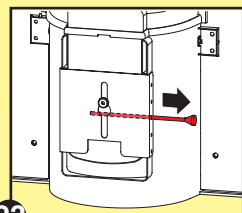
25



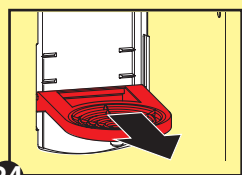
21



22



23



24

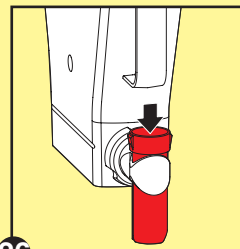
Cleaning inside and outside

- Clean the door and housing inside and outside, and finally the bottom with a clean, damp cloth.
- Flush all parts, which have been soaking, thoroughly with clean and warm water.

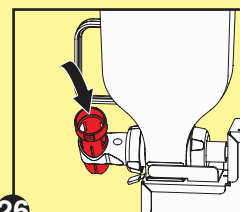


Check that no dirt or cleaning agent remains on the parts.

- Dry all parts with a dry cloth.



26



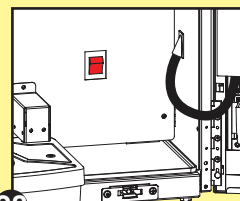
26

Mounting the cleaned parts

- Remount all parts (as to freshbrew unit, see overleaf).
- Open the outlet spouts of all the instant ingredient canisters (26)(27).
- Turn the main switch of machine **on** (28).



Ensure that solid waste container is mounted correctly. Front side facing forward.



28

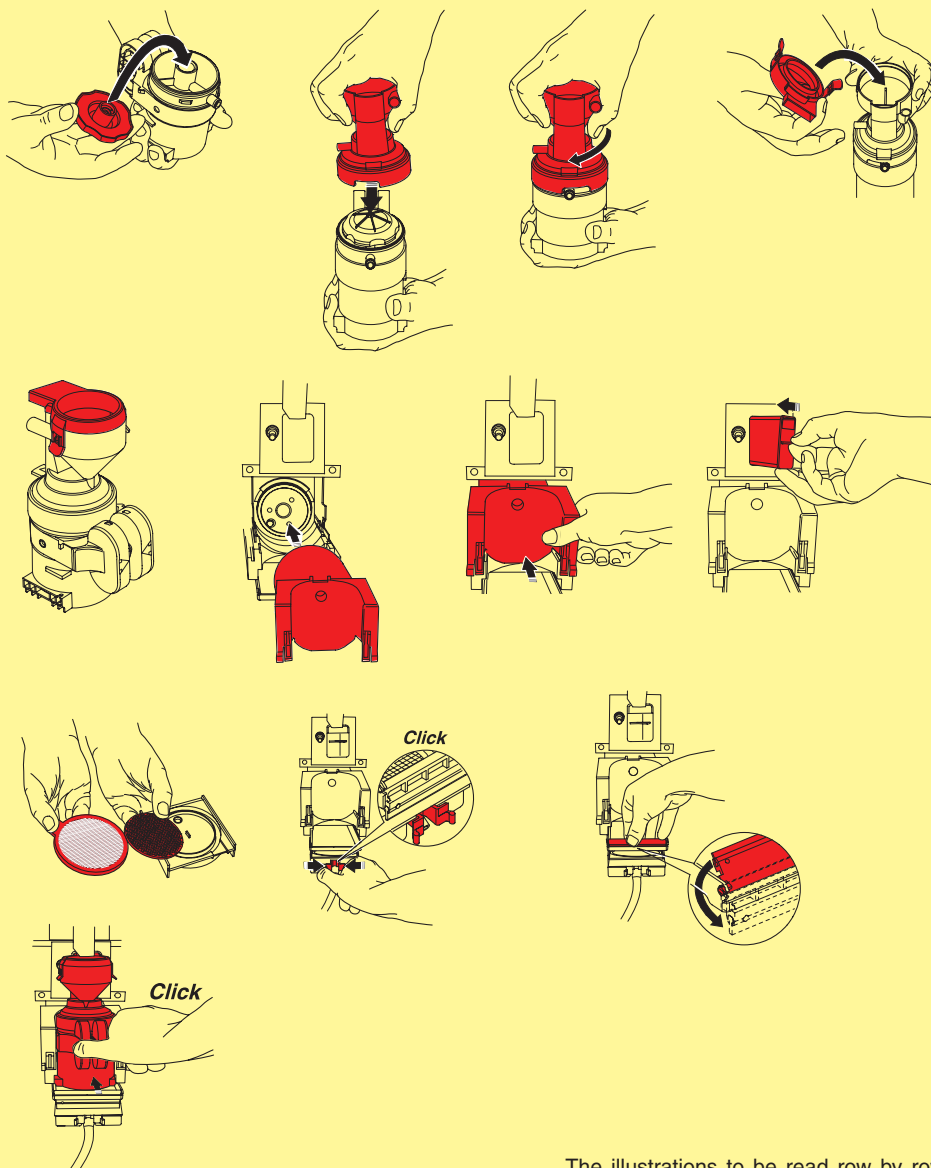
Rinsing and last check



There is the risk of being scalded by hot water. Observe the safety precautions in the operator manual.

- Rinse machine twice (see *Regular Cleaning*).
- Clean exterior of the machine (damp cloth).
- Perform a test dispensing by pressing a selection button e.g. coffee with milk and sugar.

Reassembling the freshbrew unit



The illustrations to be read row by row
1) from left to right, and
2) from top to bottom

HACCP Guidelines

Directives

- For correct operation of the machine, at least the mentioned guidelines must be taken into consideration. The operator is held responsible for the correct operation.

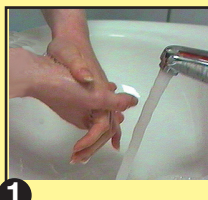
HACCP guidelines

Handling of coffee and ingredients

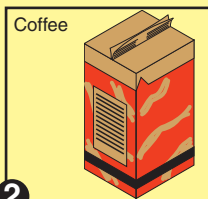
- Ensure hygienic handling:
 - wash hands, preferably with a disinfectant **(1)**
 - use hygienic gloves
 - after cleaning, do not touch surfaces of parts that may come into contact with food
 - always use a clean cloth when cleaning
 - keep the working area tidy.
- Check the package for integrity and damage **(2)**.
- Store the coffee and ingredients dry, cool and dark.
- Use the packages within the recommended time period (see the "best before"-date on the package).
- Always use packages according to the "first-in-first-out"-principle.
- Thoroughly close an opened package to keep the quality and preventing contamination.
- Coffee and ingredients should be stored separated from cleaning products.
- The ingredient container should be cleaned occasionally (see operator manual).
- Do not fill more coffee or ingredients than needed until the next cleaning.

Cleaning the machine

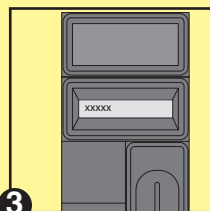
- Observe the cleaning instructions.
- Clean the machine preferably at the end of the day
- After cleaning, dispense and check a drink (see "Last check").
- Fill in the cleaning record card.
- When the display indicates an error message **(3)**, observe the display messages on the reference card.
- Only use the recommended cleaning agents that have been approved for the food industry (slightly disinfecting, preferably liquids, tabs, possibly grains. Avoid powders).



1

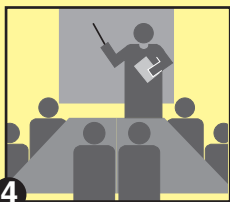


2



3

HACCP Guidelines (continued)



Descaling

- Depending on the hardness of water, the metal parts of the filter plate holder must be cleaned after approx. 1000 drinks.

Replacement

- Depending on the hardness of water, the nylon brewer filter or the gasket for a metal brewer filter must be replaced after a certain number of vends, even if apparently still efficient, see operator manual.

Filing

- After opening, write the date of opening on the package.
- File the "best before"-date of the package used to fill the machine.
- File service and maintenance reports.

Training

- Train staff on HACCP guidelines (4).
- Implement the activities in the work schedules.
- For further questions please contact your service representative.

Cleaning Record Card

Declaration: This machine has been cleaned in compliance with the cleaning instruc-

[illegible]

Monthly management check	
Date	
Signature	
Comment	

KEEP THIS CARD WITH THE GALLERY 310 MACHINE
(and file when completed)