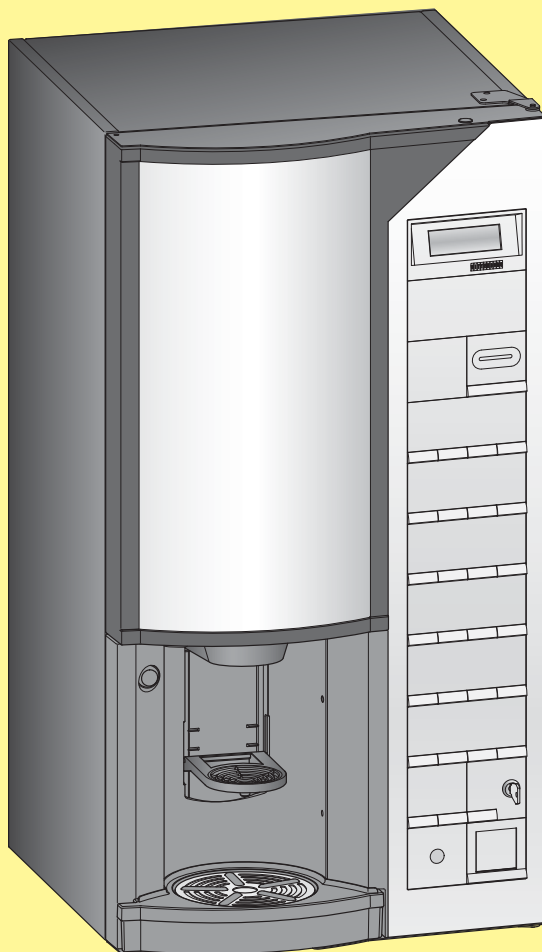


# Quick Reference Guide IN 7100

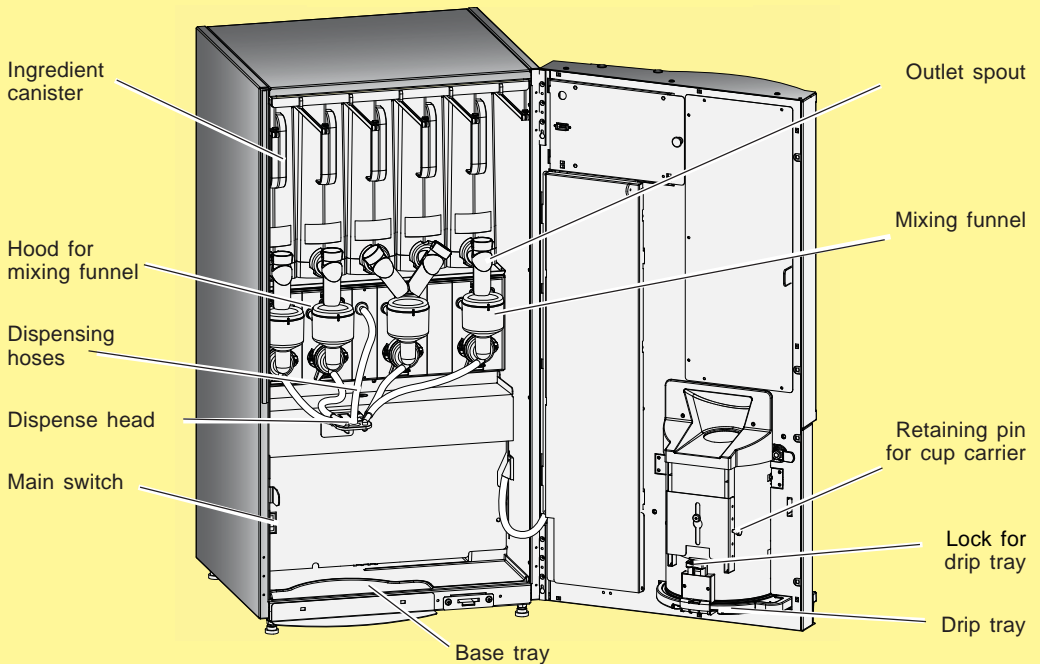
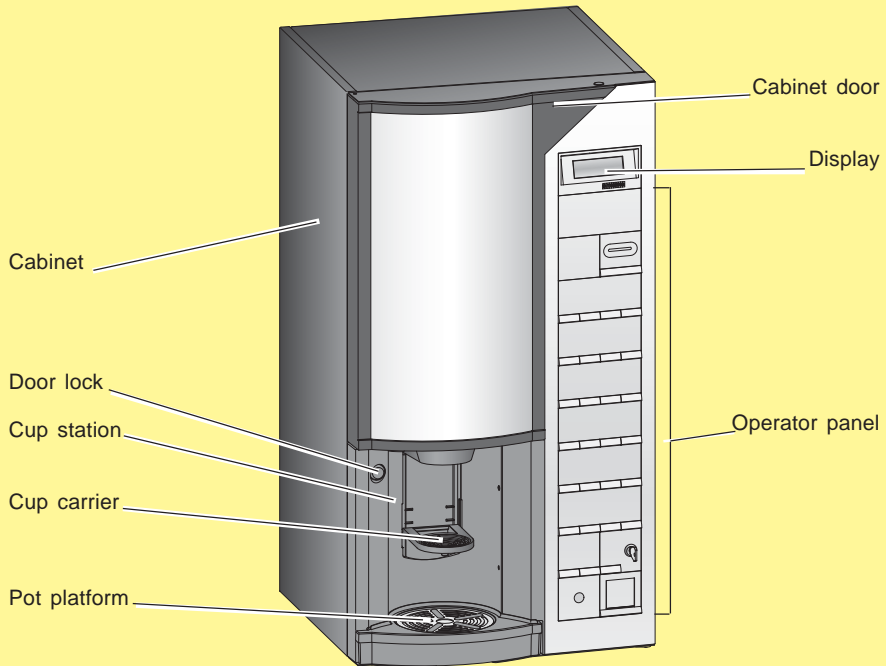


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# Description of the Machine Components



# Reference Card Error Types

Display message	Possible cause	Possible action
Drip tray full	Drip tray is full.	Empty the drip tray and wipe dry the sensor.
Base tray full	Liquid in base tray.	Remove the base tray, wipe it off and insert the drip tray.
Temperature low	The machine has been turned on recently.	Wait until the water is heated sufficiently (maximum 13 minutes).
Rinse in progress..	Rinse function.	Wait until machine has finished the automatic rinse function.

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

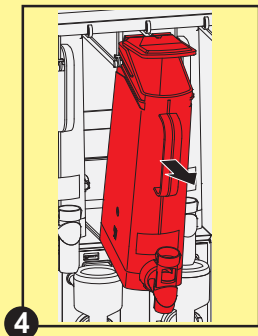
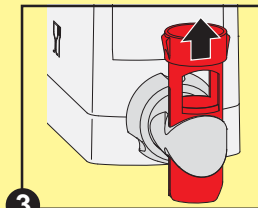
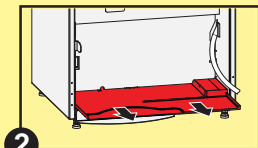
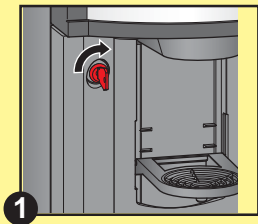
## Reference Card Error Types (continued)

Error types	Possible cause	Possible action
No display or machine not operating	Sensor in drip tray is wet. No power.  Check if door is properly closed.	Empty drip tray and dry sensor. Check fuses outside of machine/power cord. Close door properly.
No ingredient	Canister empty. Canister not correctly connected. Ingredient sticking to auger drive mechanism. Closed spout.	Refill canister. Reinsert canister correctly. Remove canister, clean auger drive mechanism and reinsert. Open spout.
Leak in mixing system or Mixing system overflows	Mixing funnels/hoses not correctly connected. Whipper seal leaking or not installed. Blockage in mixing funnels or dispensing tubes.	Reinstall and reconnect components. Replace whipper seal.  Replace / clean blocked part/s.
Drip tray full	Water dripping from hoses.  Drip tray full Mixing funnels blocked	Water tank and valves must be descaled / replaced. Empty drip tray. Clean mixing funnels
Machine does not shut down when drip tray is full	Foreign body clogging sensor	Clean sensor.
Poor flavour of drink	Wrong ingredients. Canisters not located in their correct places.	Use correct ingredients. Place canisters in correct places.
Inadequate quantity of drink	Ingredient residues clogging dispensing outlet system. Kink in outlet hose.	Replace/clean clogged component/s.  Install hose of correct length.
Coins sticking	Coin mechanism sticking	Press coin return button. Cf. manual of supplier. Wait for 10 seconds.
Machine dispenses free drinks	Price set to 0.00. Price set to free vend.	Set correct price. Switch off free vend.

# Regular Cleaning \*)

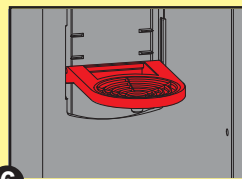
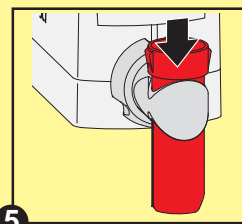
## Opening and disconnecting

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



## Ingredient canisters

- Pull base tray (2) forward.
- Push the outlet tubes upwards to close the outlet spouts of the canisters (3).
- Take the canisters by the handles and pull them forward to the end stop in guiding rails (4). 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 canisters with ingredients.
- Press lid slightly down and push back canisters.
- Push the outlet tubes downwards to open the outlet spouts of the canisters (5).



## Cleaning parts

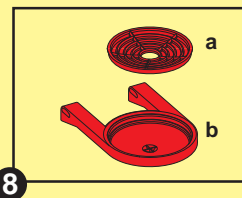
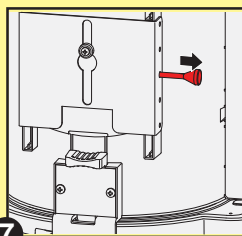
### Base Plate

- Wipe the base plate clean and push it back in place.

### 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 (6) and remove the corresponding retaining pin (7), situated on the rear side of the cup station, with your left hand.
- Clean the drip grid (8a) and tray (8b) in hot water with cleaning agent and dry parts.




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

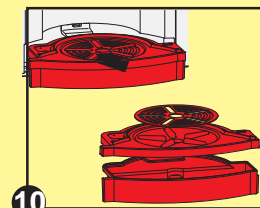
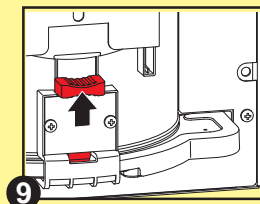
(see overleaf)

## Regular Cleaning (continued)

### Drip tray

- Pull upwards lock for drip tray (9).
- Take out drip tray (10). Remove lid and empty tray. Remove grid from lid and clean parts in hot water with cleaning agent, and wipe parts dry.

 Wipe sensor in lid dry.



### Cleaning inside and outside

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

### Mounting the cleaned parts

- Remount all parts.



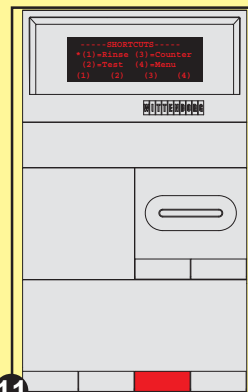
**There is the risk of being scalded by hot water.**

**Observe the safety precautions in the operator manual.**

- Have an empty pot (min. 1.5 l) ready to place on the pot platform.
- Turn to the display and perform a machine rinse using the preselection buttons (11).
  - Press button '1' to enter [Rinse]-function.
  - Close door and place pot on pot platform (12).
  - Press 'Sel' to start the rinse function. Follow the information on display.
- Repeat the rinse procedure min. once more.
- Press the button 'Esc' until the machine leaves programming mode.
- Remove and empty the pot.

### Last check

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



# Deep Cleaning \*)

## Opening and disconnecting

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

## Ingredient canisters

- Pull base tray (2) forward.
- Push the outlet tubes upwards to close the outlet spouts of the canisters (3).
- Fill ingredient canisters with ingredients (4) and push canisters back in place (see *Regular Cleaning*).
- Leave the outlet spouts closed.

## Cleaning

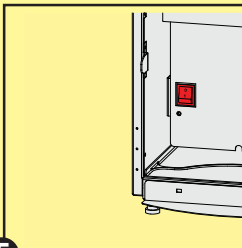
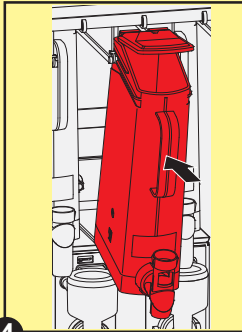
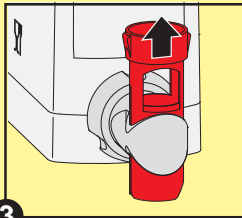
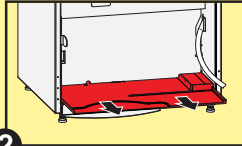
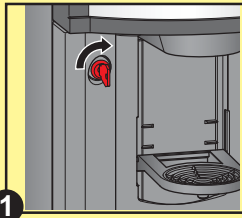
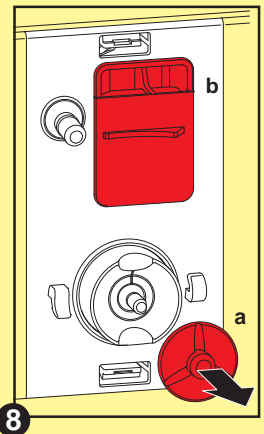
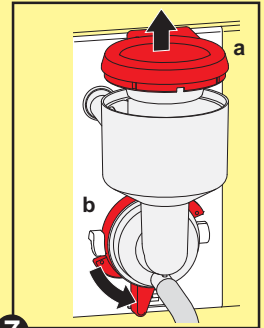
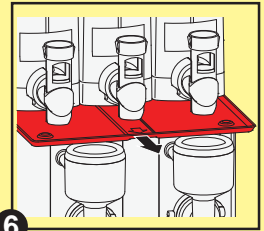
*It is recommended to have an exchange kit (hygiene kit), cf. operator manual.*

*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 (5).

## Ingredient mixers

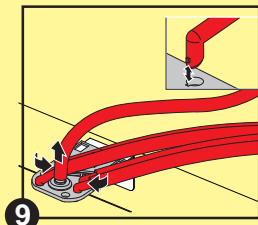
- Remove and clean the ingredient waste tray (6).
- Relocate undertray.
- Remove the mixing hoods (7a).
- Remove mixing units: Loosen locking ring by pressing release lever (7b) anti-clockwise, and pull out mixing funnel leaving the hoses back on.
- Pull off the whipper wheels (8a).
- Remove and clean the powder traps (8b).
- Disassemble mixing funnels, hoses and dispense head before soaking the parts.



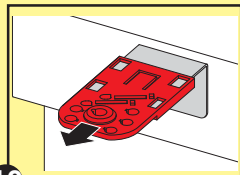
\*) All parts to be deep cleaned are designed in a light and dark blue colour. All parts of action are supplied in a green colour.

(see overleaf)

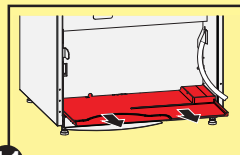
## Deep Cleaning (continued)



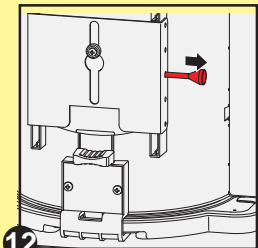
9



10



11



12

### Cleaning parts

#### Dispense head

- Remove hoses from dispense head: turn each hose spout until its locking tab can be released through the notch of the corresponding hole in dispense head (9).
- Remove the dispense head by pulling it forwards (10).

#### Base tray

- Remove and clean the base tray (11).

#### Cup carrier

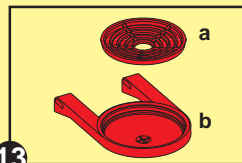
- Remove the cup carrier (12).
- Clean the complete cup carrier (13a,b) (see *Regular Cleaning*).

#### Drip tray

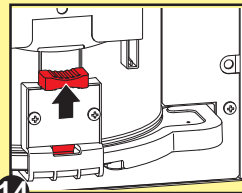
- Release lock for drip tray (14) (see *Regular Cleaning*).
- Remove the drip tray (15) and empty it. clean and dry parts. (see *Regular Cleaning*).



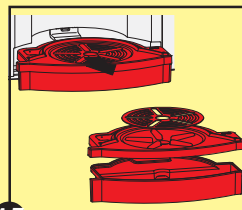
Wipe sensor in lid dry.



13



14



15

### 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.



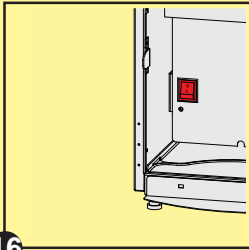
Check that no dirt or cleaning agent remains on the parts.

- Dry all parts with a dry cloth.

(see overleaf)



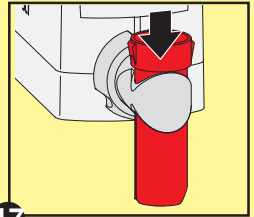
## Deep Cleaning (continued)



16

### Mounting the cleaned parts

- Remount all parts.
- Turn the main switch of machine **on (16)**.
- Push the outlet tubes downwards to open the outlet spouts of the canisters **(17)**.



17

### Rinsing and last check



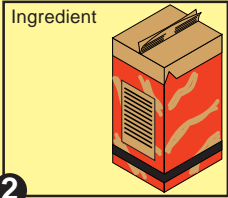
**There is the risk of being scalded by hot water. Observe the safety precautions in the operating instructions.**

- 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.

# HACCP Guidelines



1



2

## 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.

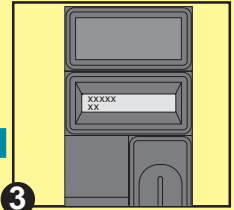
## HACCP guidelines

### Handling of 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 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.
- Ingredients should be stored separated from cleaning products.
- The ingredient container should be cleaned occasionally (see operating instructions).
- Do not fill more 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).



3

(see overleaf)

## HACCP Guidelines (continued)



### 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 instructions.

[illegible]

Monthly management check	
Date	
Signature	
Comment	

**KEEP THIS CARD WITH THE IN 7100 MACHINE**  
**(and file when completed)**