

R S L

Refreshment Systems Ltd.

Cleaning Guide

Neo



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This cleaning guide is for **advice only**

Please refer to the operative manual for complete safety information and instruction when considering any maintenance on the machine.

DAILY HYGIENE

FLUSHING THE MACHINE

Ensure that the following flushing instructions are carried out at least once a day and that mixing system and brewer cleaning is carried out at least once a week.

To Flush Machine:

- (1) Open machine as instructed and ensure machine is switched on.
- (2) Press the flush button. The machine will flush all the whipper and mixing bowl assemblies with clean hot water.
- (3) Repeat as necessary.
- (4) Once flushing has ceased, the machine will be ready for use.

To Flush Brewer(s):

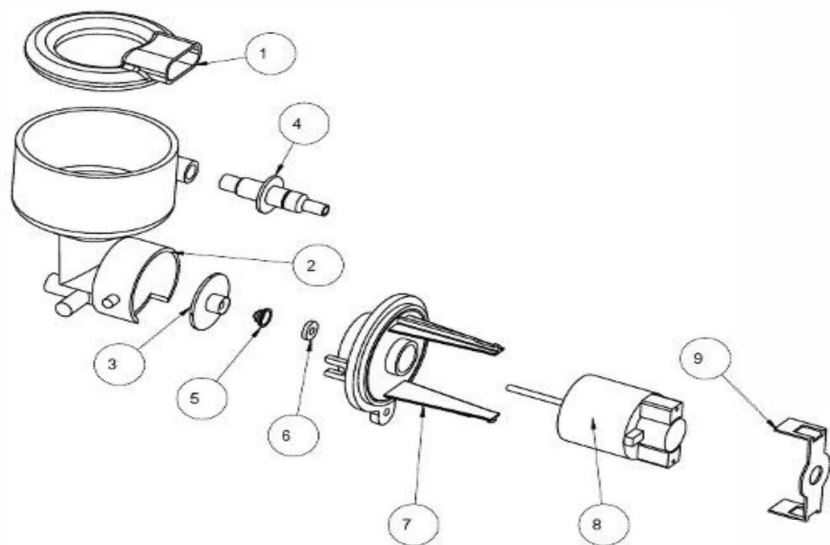
- (5) Open machine as instructed and ensure machine is switched on.
- (6) Ensure that hands and loose clothing are clear of the brewer.
- (7) Press the brewer flush button. The machine will flush the brewer(s) with clean hot water.
- (8) Repeat as necessary.
- (9) Once flushing has ceased, the machine will be ready for use.

WASTE BUCKETS

- (1) Open the machines door and turn the machine off.
- (2) Once this is done you can remove the front waste water bucket and dispose of the liquid.
- (3) Then remove the rear bucket, remove the waste bag containing waste coffee and tea grouts, dispose of the bag and fit a new one. Once done refit all buckets

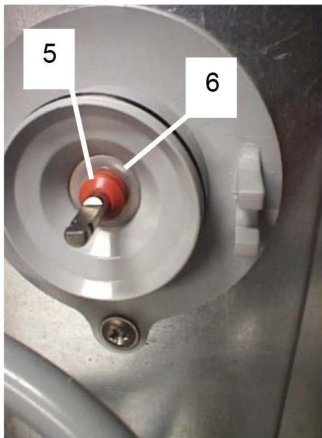
CLEANING THE MIXING SYSTEMS

- (1) Open the door of the machine and switch machine off using the main switch.
- (2) Rotate the canister nozzles then remove the ingredient canisters. Wipe clean the exterior surfaces of the canister assembly and dry thoroughly.
- (3) Disconnect the pipes from the mixing bowls and remove the dispense nozzles from the dispense head. Wash and dry these items.
- (4) Rotate and lift off the whipper steam hood ①
- (5) For each mixing system in turn remove the mixing system ② by pulling towards yourself.





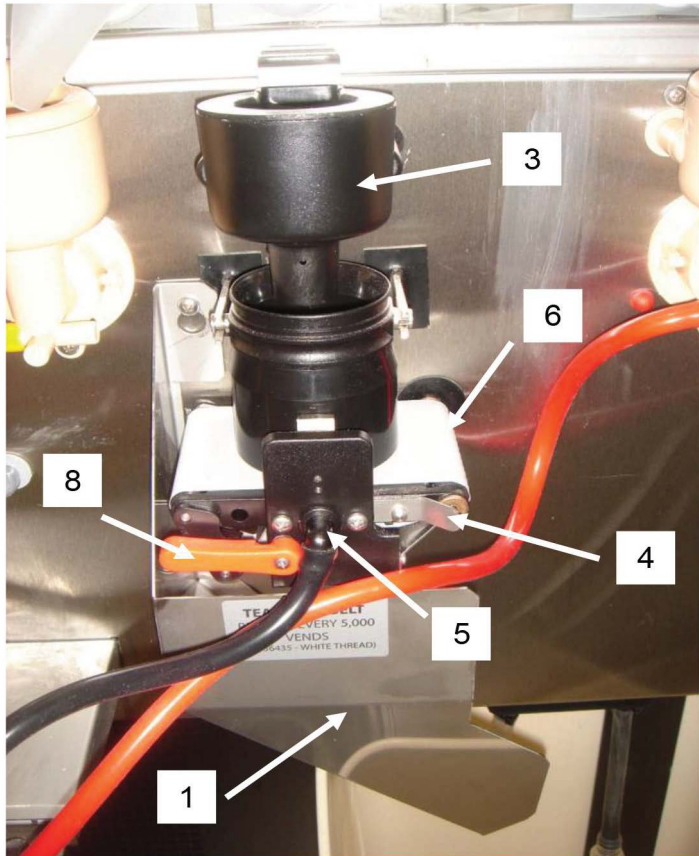
- (6) Remove the impellor disk ③ by pulling it in the direction shown.
- (7) Remove the whipper seal ⑤ and PTFE Washer ⑥ ensure that the running surface is smooth and free of ingredient residues.
- (8) Inspect whipper seal for damage and replace as necessary.
- (9) Wash all the removed mixing system components in destaining fluid and then rinse thoroughly with clean water.
- (10) Reassemble the mixing systems by following the reverse procedure..



- (11) Ensure that both locking pegs ⑦ on the mixing system are correctly located by pressing firmly on the lower part of the mixing system.
- (12) When all mixing system components have been refitted, switch on the machine and perform a flush operation. Check the mixing systems for leaks and listen for abnormal sounds that may indicate incorrect assembly.

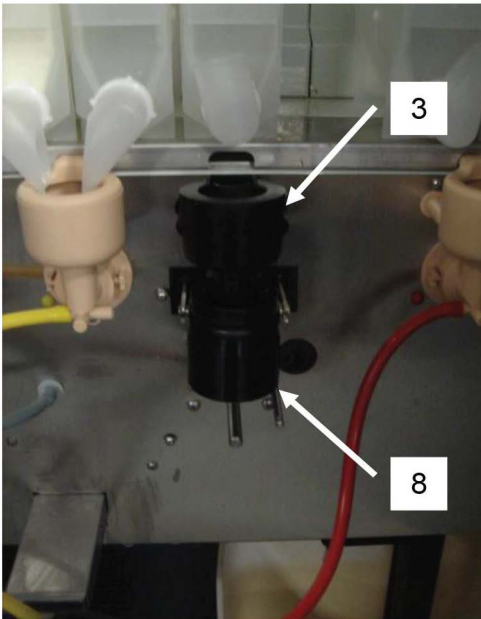
WEEKLY HYGEINE

CLEANING THE TEA BREWER

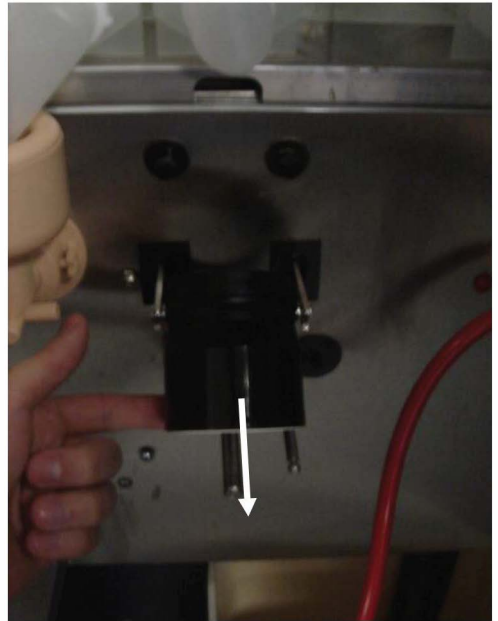


- (1) Open the door of the machine and switch machine off using the main switch.
- (2) Turn tea canister dispense chute upwards to prevent ingredients being spilled onto the floor of the machine.
- (3) Remove the tealeaf waste chute ① by lifting it upwards and towards you.
- (4) Remove outlet elbow⑤, by pulling gently whilst turning the elbow slightly.

- (5) Raise the brewer release lever ④ to unlock the carriage assembly.
- (6) Gently slide carriage assembly ⑥ towards you and remove it from the machine.



- (7) Remove mixing bowl ③
- (8) Remove the brewer cylinder ⑧ by swinging it upwards and then gently pulling forward in the direction indicated.



- (9) Wash the brewer and cylinder in de-staining fluid and rinse with clean water.

REFITTING THE TEA BREWER

- (10) Refit brewer cylinder.
- (11) Refit the mixing chamber.
- (12) Refit brewer carriage onto machine. If it does not locate correctly, gently turn filter belt using the studded roller until it slides into place.
- (13) Lock the carriage in place by returning the release lever ④ to the horizontal position; ensure that the groove on the lever engages with the slot on the shaft and that the carriage is secure.
- (14) Refit the tealeaf waste chute ① followed by the outlet elbow ⑤ and mixing bowl ③
- (15) Turn tea canister dispense chute downward into mixing bowl.
- (16) Switch machine back on. Ensure that hands and loose clothing are clear of the brewer(s).
- (17) Close and lock the machine door as instructed.
- (18) Once machine has reset, test at least one Tea.

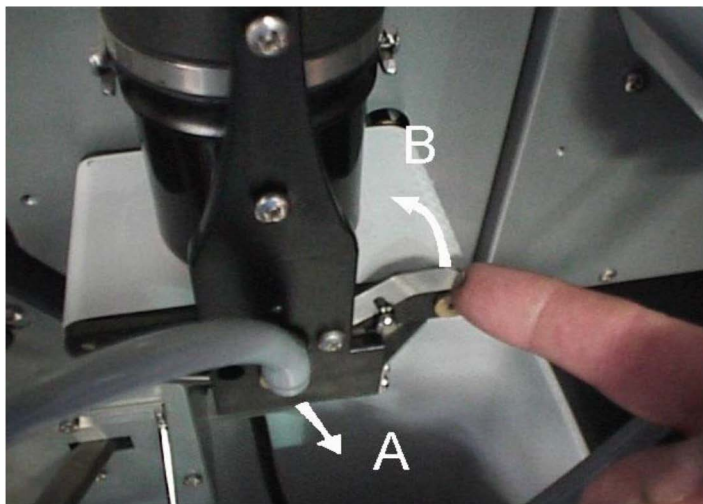
CLEANING THE COFFEE BREWER UNITS

WARNING

KEEP CLEAR OF ALL BREWER UNITS WHEN IT IS IN MOTION.

Cleaning

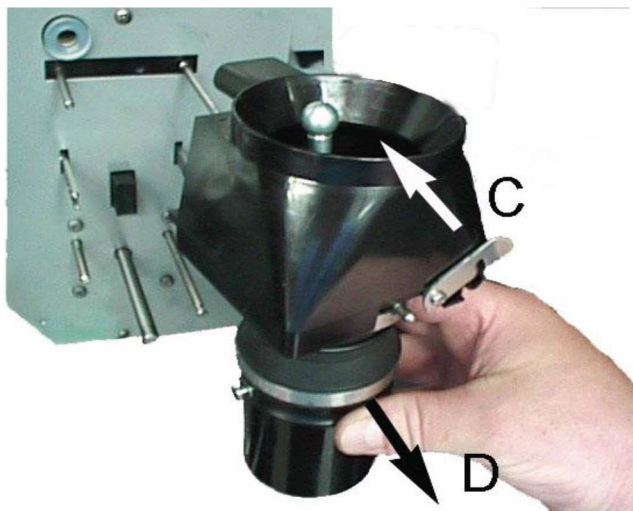
- (1) Set the On/Off switch on the machine to OFF and isolate the mains electrical supply from the machine. Unlock and open the cabinet door.
- (2) Remove the waste tray and grille. Empty the contents of the tray and wash and dry the tray and grille.
- (3) Remove the coffee grouts bin. Empty the contents of the bin and wash and dry it.
- (4) Disconnect the tube connecting the coffee brewer to the mixing bowl by pulling the black right-angled fitting (A) away from the brewer itself. Remove the coffee brewer safety cover and lift the lower carriage locking lever (B) to the vertical, (unlocked position). Remove the carriage assembly by pulling it gently towards the front of the machine.



- (5) Disconnect the ball and socket coupling visible inside the coffee brewer extract chamber. This is accomplished by pulling the lower vertical rod towards the front of the machine.

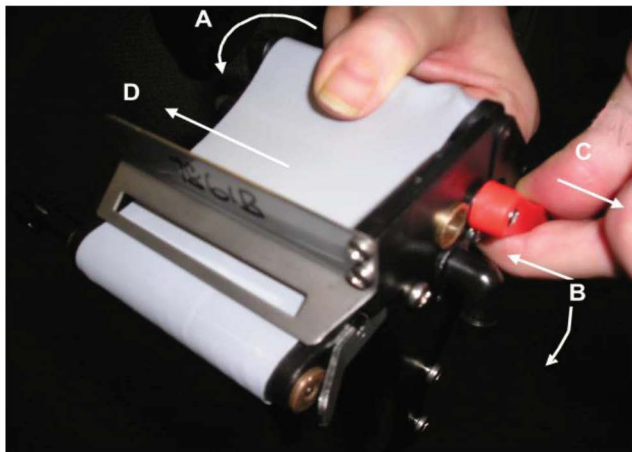


- (6) Move the upper locking lever (C) to the vertical, (unlocked position) and remove the brew chamber assembly (D) by pulling it gently towards the front of the machine.



- (7) Wash and dry the carriage and brew chamber assembly.

- (8) Inspect the filter belt and if necessary remove and clean or replace it. Anticipated belt life is 2000 operations depending on the coffee grind, water hardness and frequency of washing. Belts may be washed in clean warm water or a de tanning agent to prolong their life. However replacement will become necessary to avoid the brewer becoming blocked. Belt removal can only be done with the carriage removed. The procedure is to compress the tension roller between left hand forefingers and thumb (A). Then push in and rotate the red lever approximately an $1/8^{\text{th}}$ turn clockwise (B). Having rotated the lever allows it to return in direction (C) to lock the tension rollers in the compressed position. The belt should be free to rotate and can be removed by sliding it back and forth whilst pulling it in direction (D).
- (9) To replace the belt follow the first part of the above procedure to compress the tension roller. Then refit the new / cleaned belt. Release the tension roller by pressing the red lever in (B). It is not necessary to rotate the lever. It is spring tensioned.



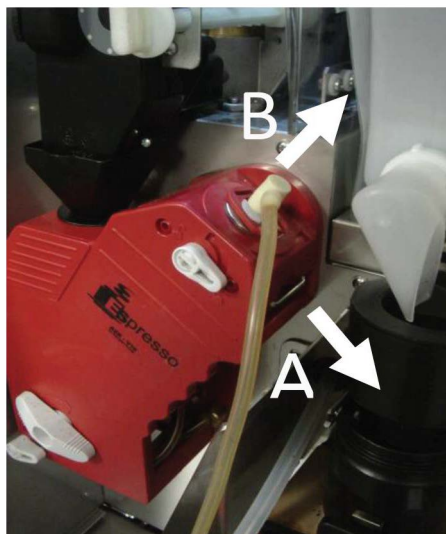
- (10) Disconnect the pipes from the mixing bowls and dispense head. Remove the mixing bowls, tubes and dispense nozzles, and also the whipper paddle and whipper base. Wash and dry these items.
- (11) Wash and dry the dispense area
- (12) Wipe clean all accessible inner and outer surfaces of the machine. Wipe dry.
- (13) Refit the whipper bases, paddles, mixing bowls, tubes and dispense nozzles and brewer parts. The assembly procedure for the brewer is the reverse of the disassembly procedure. Ensure that both brewer-

locking levers are in the locked, (horizontal position) before proceeding to the next section.

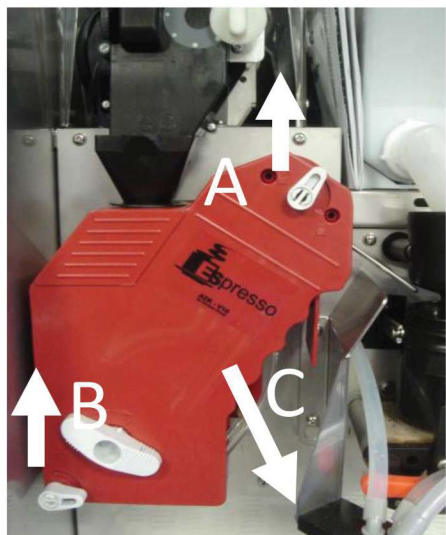
- (14) Replace the grouts collection bin and refit the front cover, ingredient canister
- (15) Turn on the power. Note the brewer will cycle to reach its home position.
- (16) Carry Out a FLUSH operation, see below. Check that there are no leaks and that the brewer indexes properly. A container with a capacity of at least ½ liter should be placed beneath the dispense point to catch the liquid dispensed during the flush operation.

CLEANING THE “ESPRESSO” BREWER UNIT

- Remove the top piston from the brewer by pulling the lock (A) angled down away from the group towards the tea brewer. Once done slide the piston (B) up out of the body of the group.



- Unlock the body of the group from the machine by turning the white clips (A & B) to the unlock position (A already in unlocked position) then pull the whole group towards the front of the machine to remove (C)



- Once the group has been removed the whole system can be cleaned with warm clean water.
- Replace the Brewer, ensure the brewer is locked correctly with the white clips (A & B).

FLUSHING THE “ESPRESSO” BREWER.

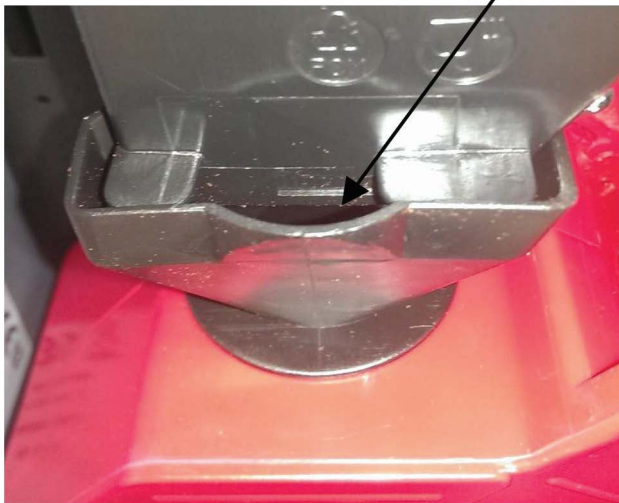
- Ensure both the water waste and grout buckets are in place as they are both used during this process. The total process will take approximately 5 minutes to complete.
- Press the “FLUSH BREWERS” button on the internal keypad.
- The machine will continually beep and the internal display will show: (if there is a Tea brewer present this will flush at the same time)



- The brewer will move to various positions and will dispense water in to the grout bucket.
- Once this initial flush has completed the machines beep will change and the internal display will show:



- Insert the tablet into the brewer and press Enter, pressing ESC or any other key will terminate the cleaning process.



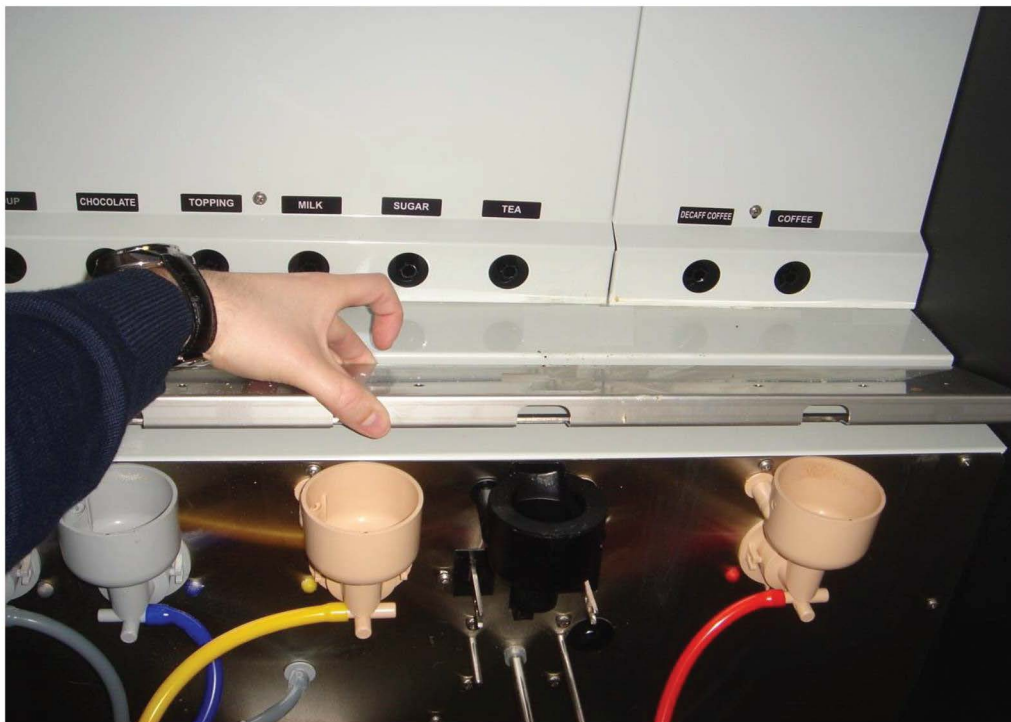
- The internal display will now show:



- The cleaning of the “Espresso” brewer will now continue, at the end of the cycle the machine will do three black coffees to ensure all of the residue from the tablet has be purged from the system.

EXTRACT DUCT CLEANING

- (1) Open the door of the machine and switch machine off using the main switch.
- (2) Turn the ingredient nozzles upwards to prevent ingredient spillage and remove all canisters and extract hoods.
- (3) When all the canisters and hoods have been taken out, the extract duct cover can be removed by lifting it upwards and then forwards toward the front of the machine.



- (4) Thoroughly clean both the extract duct and its cover.
- (5) Refit the cover & replace the canisters.
- (6) Ensure all ingredient chutes are correctly positioned.
- (7) Switch on the machine and perform a flush operation.