

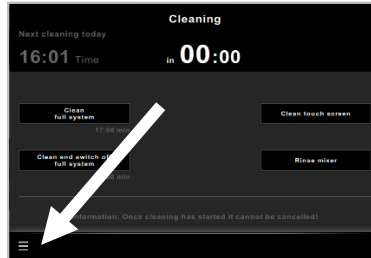
## Prepare Specialty Coffee | Melitta Cafina | Whole Beans

### Melitta Cafina | Specialty Coffee | Beans

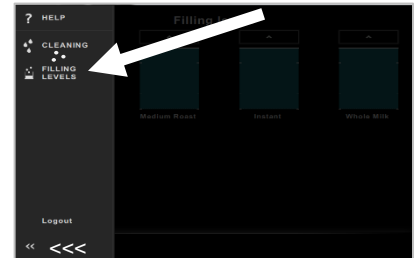
Wash hands and wear food service gloves on both hands before handling food, food equipment, and utensils.



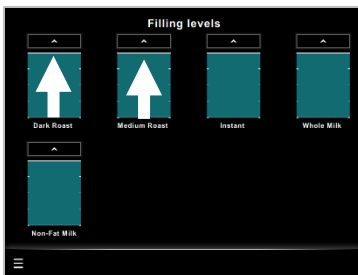
1. To access the menu, press the green sales associate key to the button on the front of the unit for 5 seconds.



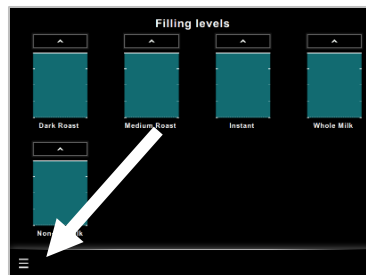
2. On the screen display, press the **3 lines** in the bottom left corner.



3. Press the **Filling Levels** on the left side of the screen.



4. Press the **arrow for Dark Roast and Medium Roast** to refill whole beans.



5. Press the **3 lines** in the bottom left corner.



6. Press **Log Out**.



7. Remove lid from bean container(s).



8. Use a coffee filter to remove coffee dust and oils.



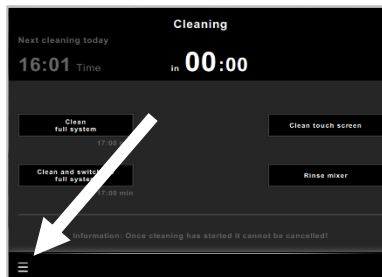
9. Put whole beans into container(s). Stop at the fill line.  
10. Replace lid on container(s).

### Melitta Cafina | Specialty Coffee | Cocoa Powder

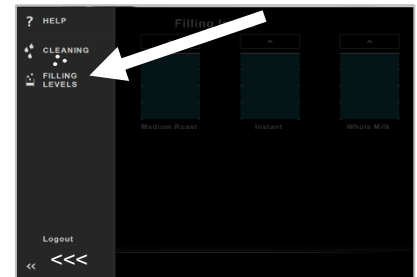
Wash hands and wear food service gloves on both hands before handling food, food equipment, and utensils.



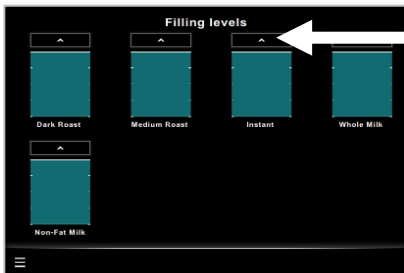
1. To access the menu, press the green sales associate key to the button on the front of the unit for 5 seconds.



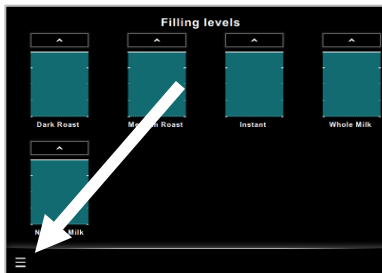
2. On the screen display, press the **3 lines** in the bottom left corner.



3. Press the **Filling Levels** on the left side of the screen.



4. Press the **arrow for Instant** to refill cocoa powder.



5. Press the **3 lines** in the bottom left corner.



6. Press **Log Out**.



7. Open the lid of the cocoa container.



8. Pour powdered cocoa into container. Stop at the fill line.

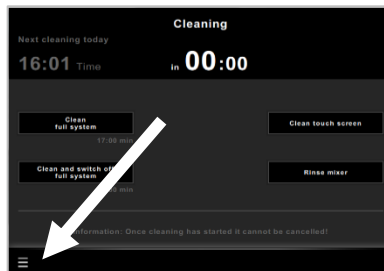


9. Replace lid on container.

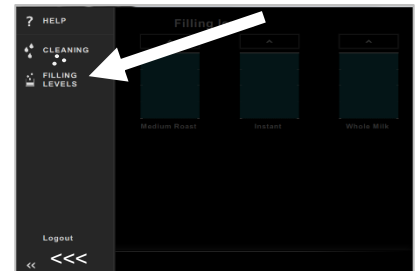
Wash hands and wear food service gloves on both hands before handling food, food equipment, and utensils.



1. To access the menu, press the green sales associate key to the button on the front of the unit for 5 seconds.



2. On the screen display, press the **3 lines** in the bottom left corner.



3. Press the **Filling Levels** on the left side of the screen.



4. Locate and unlock the refrigerator door.



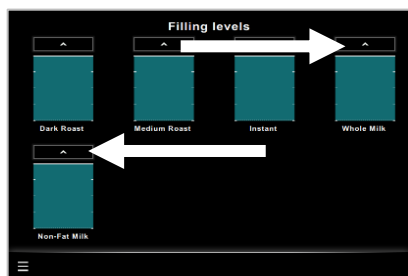
5. Remove the empty milk carton.



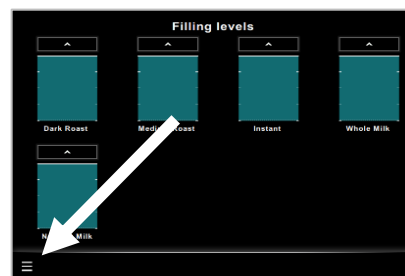
6. Write the discard date on a new milk carton: 3 days after opening.

7. Do not go past the discard date printed on the package.

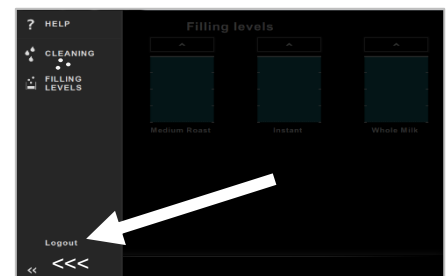
*Do not pour product from one container into another.*



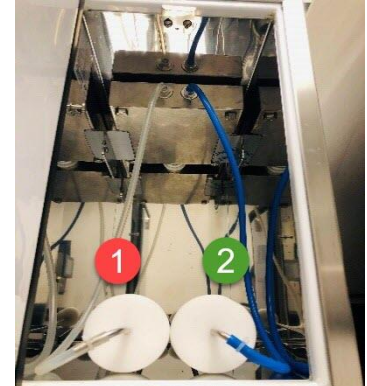
8. Press the **arrow** for either **Whole Milk** or **Non-Fat Milk**.



9. Press the **3 lines** in the bottom left corner.



10. Press **Log Out**.



11. Use the 3-bottle method to wash, rinse, and sanitize the milk probe and cap.

12. Reconnect the (1.) whole milk connector (clear line) to whole milk container and the (2.) nonfat connector (blue line) to the nonfat container.



13. Put milk in refrigerator. Close and lock door.



14. Spray stainless steel cleaner on the outside of the refrigerator.



15. Wipe the outside and door handle of the refrigerator. Let the unit air dry.



Clean and Sanitize the Melitta Cafina Espresso Coffee Machine

Clean and Sanitize Melitta Cafina | Bean Hoppers/Disassemble Unit

DAILY

Wash hands and wear food service gloves on both hands before handling food, food equipment, and utensils.

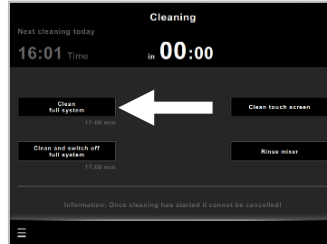
**WARNING**

The unit is locked during the cleaning cycle and customers cannot use the unit.

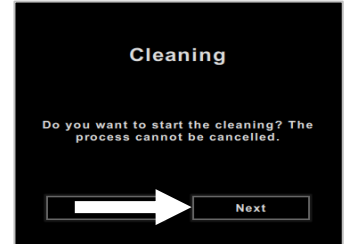
The unit must be cleaned every 24 hours, or it will not work until the cleaning is complete.



1. To access the menu, press the green sales associate key to the button on the front of the unit for 5 seconds.



2. Press **CLEAN FULL SYSTEM**.



3. Press **NEXT** to start the cleaning process.



4. The display will prompt you to remove the waste drawer.



5. Push the door **IN** to open.



6. Remove the waste drawer.



7. Put the used coffee in the trash.

Don't let the drawer touch the trashcan when removing used filters.



8. Wash, rinse, sanitize, and air-dry waste drawer in 3-compartment sink.



9. Put the clean, dry waste drawer back in machine.



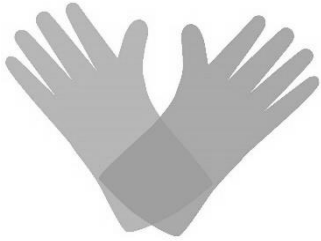
10. Close the machine door.



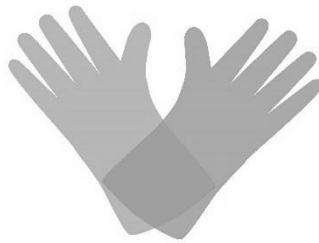
11. Confirm you emptied the drawer by pressing **Close**.

Clean and Sanitize Melitta Cafina | Bean Hoppers/Disassemble Unit

DAILY



1. Change food service gloves to avoid potential cross contamination.
2. Cleaning the instant system displays. Please clean according to the instructions.
3. Removed the lid(s) and unlock the bean hopper(s).
4. Turn the lever ¼ turn counter-clockwise. Remove the bean hopper(s).
5. Empty the bean container(s).



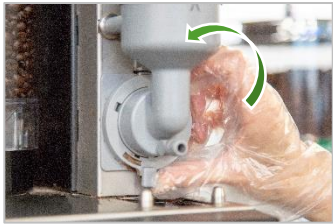
6. Wash, rinse, sanitize, and air dry the bean hopper(s).
7. Change food service gloves to avoid potential cross contamination.
8. Unlock the cocoa powder hopper and remove by pulling up and out.



9. Twist to remove elbow tube.
10. Disconnect the black plastic tube.

Clean and Sanitize Melitta Cafina | Bean Hoppers/Disassemble Unit

DAILY



11. Move thumb dial counter-clockwise until it stops.



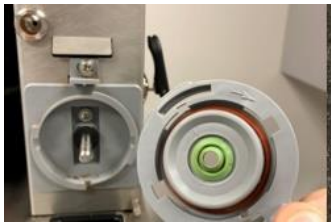
12. Pull mixing chamber straight towards you.



13. Separate the mixing chambers.



14. Using the mixing disc removal tool, remove the whippet chamber.



15. Remove the mixing disc.



16. Remove the grate from the drip tray.



17. Put the hopper back on to protect the unit from contamination and harm.



18. Lock the case.



19. Wash, rinse, sanitize, and air dry the parts.



20. Unlock the cocoa powder hopper and remove by pulling up and out.

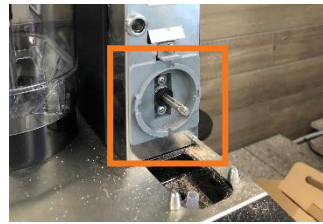
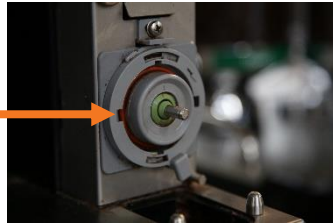


21. Adjust the SANITIZER spray bottle's nozzle to use fine mist for sanitizer; don't spray the chocolate powder.



Clean and Sanitize Melitta Cafina | Bean Hoppers/Disassemble Unit

DAILY

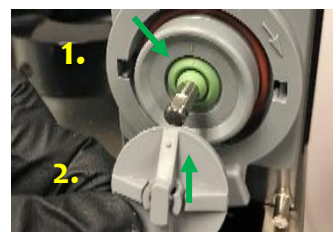
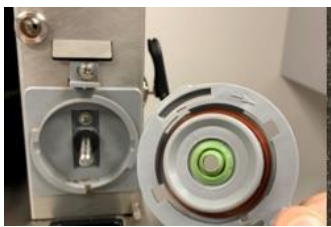


22. Use the 3-Bottle Cleaning method to wash, rinse and sanitize the area.

23. Use the 3-Bottle Cleaning method to wash, rinse and the area that held the whippet chamber.

24. Use the 3-Bottle Cleaning method to wash, rinse white-clear tube and the drain area.

25. Let the area air dry.



26. Put the mixing disc on the unit.

27. Replace the whippet chamber by aligning the dimple on the chamber with the flat side of the shaft.

Note that the flattened side on the shaft (1.) matches up with the marking (2.) on the mixer impeller

28. Put the mixing chamber back together. Make sure the arrows line up.



29. Replace the mixing chamber.

30. Move the thumb dial clockwise until it stops.

31. Replace both ends of the black plastic tube.

32. Replace the elbow tube; push down until it is seated.

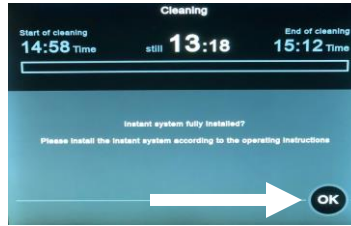


Clean and Sanitize Melitta Cafina | Bean Hoppers/Disassemble Unit

DAILY



33. Put the cocoa powder hopper back on and lock the case.



34. Instant system fully installed? Press **OK** to confirm.



35. Place the bean hopper on machine and turn handle clockwise to lock in place.



37. Put the lid on the hopper(s). Lock the lid.

36. Put beans in the hopper(s).



38. Use the 3-Bottle Cleaning method to wash, rinse and sanitize the bottom of the beverage outlet.



40. Let it air dry.



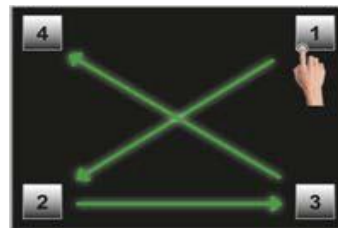
41. **Clean touch screen**  
To access the cleaning menu, press the green sales associate key to the button on the front of the unit for 5 seconds.



42. Press the **Clean touch screen** button to lock the screen for



43. Wipe the touch screen.



44. After cleaning, unlock the touch screen by touching the numbers in sequence "1, 2, 3, 4" on the display.



45. Spray Stainless Steel Cleaner on a paper towel.



46. Clean metal surfaces.

**NOTE** CLEAN AND SANITIZE THE UNIT DAILY. DELIME THE UNIT ON MONDAYS AND THURSDAYS.

## Clean and Sanitize Melitta Cafina | Milk Refrigerator

DAILY

Wash hands and wear food service gloves on both hands before handling food, food equipment, and utensils.



1. Unlock and open the refrigerator.



2. Remove the milk probes from the milk containers.



3. Insert both milk probes into the empty cleaning pitcher.  
4. Make sure the top cap of the probes reaches the bottom of the pitcher.



5. Use the 3-Bottle Cleaning method to wash, rinse and sanitize the top part of the probes.  
6. Close and lock the refrigerator.



7. Put an unused clean cup (i.e. courtesy or small coffee cup) over the top of the milk container to protect it from contaminants.  
8. Put in the vault immediately.



9. Unlock and open the refrigerator.



**Mondays and Thursdays use delimer.**



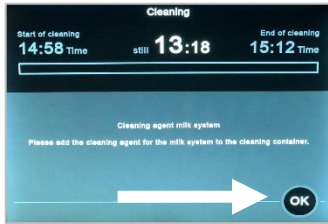
10. **Mondays and Thursday** use 1 delimer packet in place of 2 cleaning tablets in the cleaning pitcher. Make sure the top cap of the probes reaches the bottom of the pitcher.



11. Put the pitcher, with the milk probes, in the refrigerator.  
12. Close and lock the refrigerator door.

Clean and Sanitize Melitta Cafina | Milk Refrigerator

DAILY



13. Press **OK** cleaning agent was added. The machine will automatically (1) rinse the milk lines, (2) fill and (3) empty the cleaning container.



14. Open the unit door.



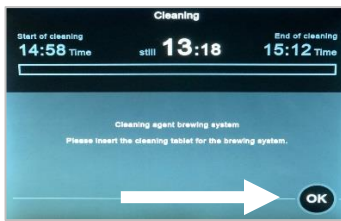
15. Remove the red plastic holder.



16. Put cleaning tablet in holder.



17. Put the holder back in the machine.



18. The menu will state **CLEANING AGENT BREWING SYSTEM**.  
19. Press **OK**.



20. Push the outlet handle down.



21. Unlock and open the refrigerator.



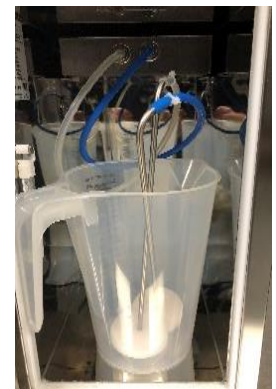
22. Keep the probes in the cleaning pitcher.



23. Spray WASH solution on sides, top, bottom of refrigerator, door and gaskets.



24. Wipe off WASH solution with clean, dry, food service paper towels.



25. Keep the probes and pitcher inside the refrigerator.





26. Keep refrigerator closed for 10 minutes get unit back to correct temperature.



27. Remove the milk from the vault. Throw away the cup you used as a cover.



28. 26. Reconnect the (1.) whole milk connector (clear line) to whole milk container and the (2.) nonfat connector (blue line) to the nonfat container.



29. Put milk in refrigerator. Close and lock door.  
30. Throw away remaining liquid from the pitcher.



31. Prepare one small cup of a latte with WHOLE MILK to clean any sanitizer solution in the line. Discard the drink.  
32. Prepare one small cup of a latte with NON-FAT MILK to clean any sanitizer solution in the line. Discard the drink.



33. Spray stainless steel cleaner on the outside of the refrigerator. Wipe the door and handle.

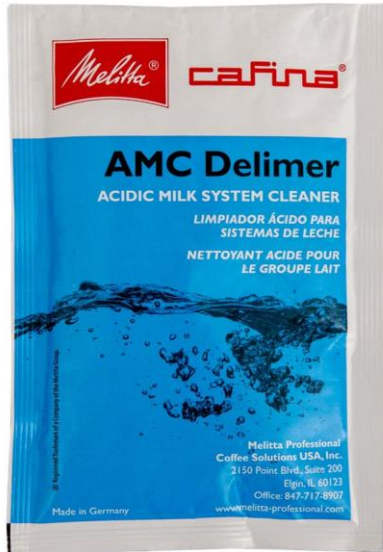


34. Take the container that held the probes to the 3-compartment sink. Wash, rinse, and sanitize the container.



## Cleaning Agents for the Melitta Cafina

The cleaning program prompts for a cleaning with AMC cleaner. This causes acidic cleaning of the milk part and prevents limescale and milk particle deposits from forming. Multi-TF cleaning tablets are designed to remove the coffee oils from the coffee system and milk protein from the milk system.



Melitta AMC Delimer

Melitta Multi TF- Cleaning Tablets

