




BASIC INSTRUCTIONS

• How to make normal coffee drinks

- Place a cup under both coffee spouts
- Lower the coffee spouts to avoid spilling
- Rotate the dial for desired amount of water: 1oz to 8 oz.
- Press the 1-CUP button , once, twice, or three times for MILD, NORMAL or STRONG coffee


• Decaf coffee

- Like above except for last step. Instead:
- Put up to 2 scoops ground coffee in chute at top center of machine (black scoop provided, ground coffee in freezer – never use instant coffee or sugar coated coffee)
- Press the “Pre-ground-coffee” button  once, then the 1-CUP button  once

• Some common drinks

- Espresso: 1 to 2 oz. of coffee
- Americana Coffee: 5 to 8 oz. Of coffee
- Cappuccino: Hot frothed milk plus 3 to 4 oz. of coffee.
- Latte: Steamed milk plus 3 to 5 oz. of coffee.

• Frothing, Steaming & Cleaning

- Push the Steam button . Display shows HEATING.
- After 15-30 secs, display shows STEAM READY.
- Immerse the tip of the frother in to the milk and turn the Steam/Water selector to the Steam symbol.
- With the frother cylinder up, you steam. Good to heat up.
- With the frother cylinder down, you froth. Good for foam.
- The display shows for how long. You can rotate the dial to change between 3 to 120 secs.
- Turn the selector back to the cup symbol when you are done
- **NOTE: clean the frother immediately and thoroughly.**
 - Place a cup underneath the frother and turn the stream/water selector to the water symbol.
 - Let water run through for 3 secs to clean milk inside frother
 - Thoroughly clean the outside of the frother with wet tissue/paper.

COMMON MESSAGES AND WHAT TO DO


• “FILL BEANS”

- When the display shows FILL BEANS add coffee beans to the bean container (top right of machine).
- Use coffee from the cabinet below the coffee machine.
- Never put frozen beans in the bean container as they will damage the grinder.

• “FILL WATER”

- When the display shows FILL WATER you must add water to the water container (top left of machine).
- Lift the water reservoir out of the machine (or use the pitcher)
- Use the reverse osmosis water from the black tap in the sink.

• “PRESS RINSE”

- Press the rinse button  once

• “EMPTY GROUNDS”

- When the display shows EMPTY GROUNDS you must empty the used coffee container.
- Carefully lift and remove drawer and tray (below spouts) since there is water in it.
- Empty the coffee container and the drawer
- Place the used coffee container on the tray and carefully push the drawer back into the machine.

• “CLEAN MACHINE”

- This can be ignored, machine will continue to make coffee
- Coffee Czar will run machine through its cleaning cycle soon

Email coffee@cs or stop by 6378 if other problems arise.