



Coffee Machine

Refilling, Resetting, Rinsing, Cleaning Procedure

Refilling Product

- a) Open coffee machine by inserting black cover metal key
- b) Open the upright door slightly above the 3 ingredients - 1) coffee beans, 2) hot chocolate, 3) 2% milk
- c) Fill 3 compartments with its specific ingredients. **DO NOT fill to the top. Leave some space on the top of each compartment. DO NOT remove the coffee beans compartment.**

Resetting the Machine for Errors

- a) Open coffee machine by inserting black cover metal key
- b) Put the green color key in the slot which is located on the door (on the top left hand side)
- a) Coffee machine will restart & will display “Welcome to Bru Hub” message on the screen in the front or an **Error Message**
- c) On the door behind the screen press and hold the **Red Colour “Maintenance” button**. The screen will change to “Maintenance” mode. Now press the **“Long Espresso” or 1st button on the Right Hand Side** of beverage selection button. The machine will reset, and all minor errors should be gone.
- a) Remove the green key from the machine
- b) Close & lock the door
- c) If the Error persists, take a picture of the error and email it to info@bruhub.ca or text it to 403-970-7791. A team representative will call you as soon as possible



Every 3 days Rinsing the Machine

- b) Open coffee machine by inserting black cover metal key
- c) Put the green color key in the slot which is located on the door (on the top left hand side)
- d) Coffee machine will restart & will display “Welcome to Bru Hub” message on the screen in the front
- e) Place an empty cup underneath the coffee dispenser
- f) On the door behind the screen press the **Red Colour “Maintenance” button**. The screen will change to “Maintenance”. Now press the 4th menu button down from “Long Espresso” button which will be **“Mochaccino”**. The rinsing of the machine will start. After 1st rinsing cycle is completed start the 2nd rinsing cycle.
- g) After 2nd rinse press the Red Colour “Maintenance” button behind the screen again
- h) Discard the dirty water in the cup after rinsing process is complete
- i) Wipe the machine door from inside & outside
- j) Remove the green key from the machine
- k) Close & lock the door

Every 3 days – Cleaning

- a) Open coffee machine by inserting black cover metal key
- b) Remove the black waste basket & empty the used ground beans in the composting bin
- c) Remove the drip tray, rinse, clean, wipe the drip tray