

# HOT BEVERAGE MACHINE SETUP INSTRUCTIONS

## MODELS

3205 FRESH BREW 120VAC  
3206 FREEZE DRIED 120VAC

## INTRODUCTION

This coffee machine is designed to be simple in construction, easy to use and reliable.

The coffee machine is pre-set at the factory for easy start up operation. Just remove the packaging material and connect to a water supply and electrical outlet. Then fill with cups, flavored mix and coffee. Fill the coin mechanism and the machine is ready for operation as soon as the water is hot.

This machine has wide feature flexibility but it is recommended that you become familiar the factory pre-sets before adjusting or refining them.

### FACTORY PRE-SET PRICING

Beverage	Reg Cup	Lg Cup	Beverage	Reg Cup	Lg Cup
1 Coffee	\$0.40	\$0.65	6 Espresso	\$0.40	\$0.65
2 DeCaf Coffee	\$0.40	\$0.65	7 Cafe Mocha	\$0.40	\$0.65
3 Gormet Coffee	\$0.40	\$0.65	8 Cappuccino	\$0.40	\$0.65
4 Hot Chocolate	\$0.40	\$0.65	9 Fr. Van. Cap.	\$0.70	\$1.00
5 Hot Tea	\$0.40	\$0.65	10 Eng. Tof. Cap.	\$0.70	\$1.00

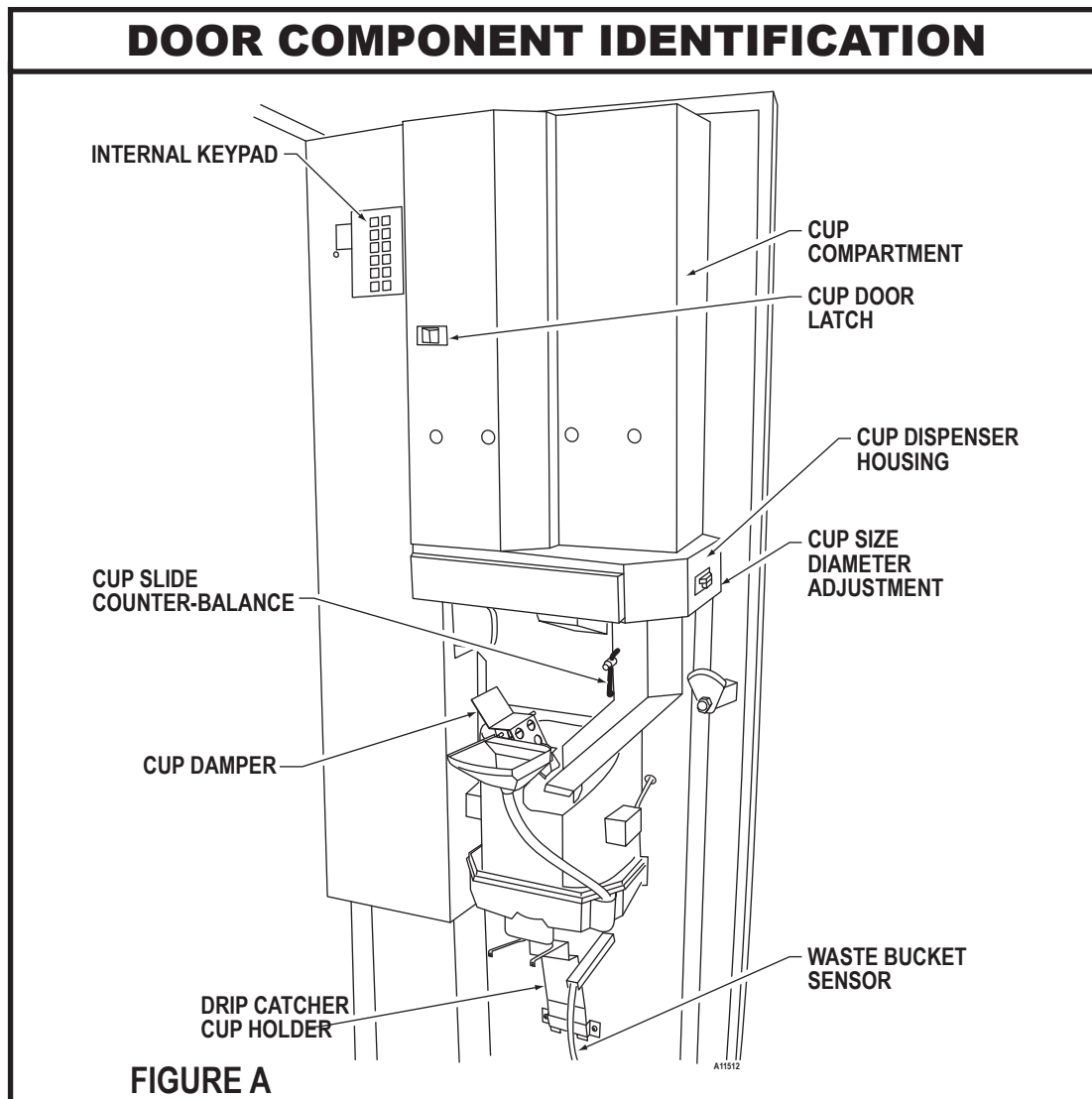
### OTHER OPTIONS

- Changing cup size.
- Changing cup volume.
- Changing regular cup price.
- Making the drink stronger or weaker.
- Setting the date and time.
- Turn on/off free vend option.

### COMPLETE THE STEPS IN ORDER TO PLACE THE MACHINE IN OPERATION

1. Unpack, Locate & Level.
2. Install Water Filter.
3. Connect Water and Electrical Power.
4. Set up Drain and Waste Buckets.
5. Flush the Whipper Bowls and Tank.
6. Fill Product Cannisters.
7. Fill Coin Mechanism
8. Fill Cup Compartment
9. Perform sample vends.
10. Machine is ready for use

# DOOR COMPONENT IDENTIFICATION



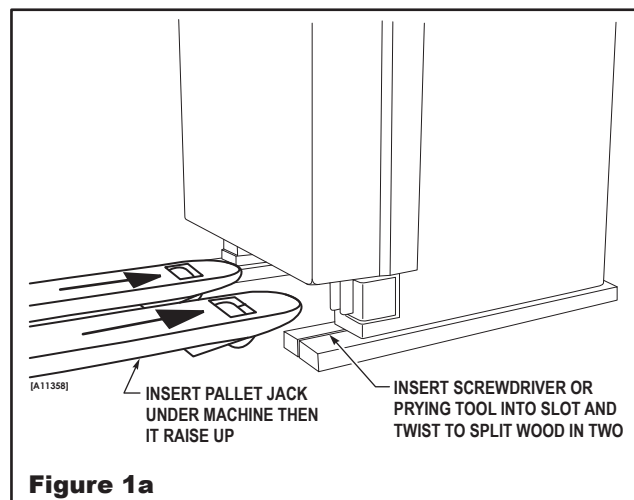
## 1. UNPACKING, LOCATING & LEVELING

### 1. UNPACKING

This machine has been thoroughly inspected before leaving the factory and the delivering carrier has accepted responsibility for this vendor. Any damage or irregularities should be noted at the time of delivery and reported to the carrier. Request a written inspection report from the claims inspector to file any claim for damage. File the claim with the carrier (not the manufacturer) within 15 days after receipt of the machine.

Remove the outside packing material, being careful not to damage the finish or exterior of the machine. Inspect the machine for concealed shipping damage. Report any damage hidden by the shipping material directly to the delivering carrier on a *hidden damage report*.

Remove the "knock-a-way" supports by sliding a pallet jack under the vendor and inserting a screwdriver or prying tool into the groove of the "knock-a-way" and splitting it in two as shown in **Figure 1a**. Turn the leveling screws as far in as possible.

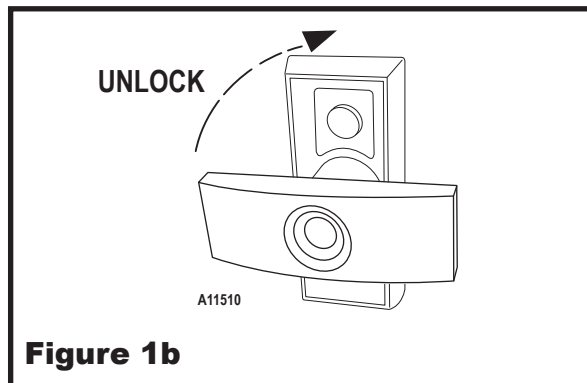


Record the model number and serial number of the machine for your records. Also write them down on the space provided below. These numbers can be found on the serial plate located on the rear of the cabinet. Refer to these numbers on all correspondence and inquiries regarding this vendor.

MODEL NO. \_\_\_\_\_

SERIAL NO. \_\_\_\_\_

Use the key shipped in the coin the return cup to unlock the T-handle. Rotate the T-handle counter-clockwise and open the machine door. See **Figure 1b**.



**WARNING:** The Hot Beverage Merchandiser is a heavy item. Ensure that sufficient personnel are available for lifting and transporting the machine. Use proper lifting procedures and equipment.

The Hot Beverage Merchandiser must be located close to the appropriate electrical and water outlets. There must be a minimum of 4" inch (100 mm) clearance between the rear of the cabinet and the wall to allow adequate ventilation. See **Figure 1c**.

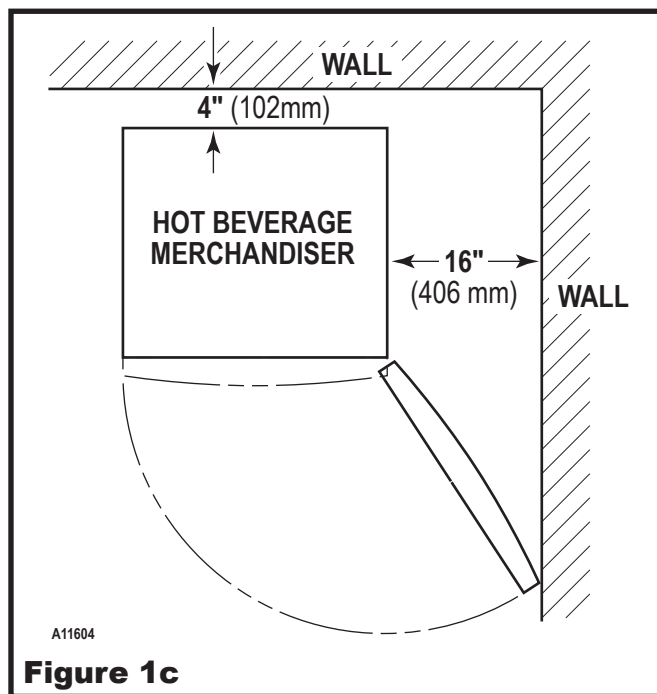
If placing in a corner location, there must be at least 16" inches (406 mm) of space to the right hand wall to allow the door to open properly.

### 3. LEVELING

The Hot Beverage Merchandiser **must** be level for the machine to operate properly.

Use a level as a guide and turn the machine's leg levelers as needed so that all levelers are touching the floor.

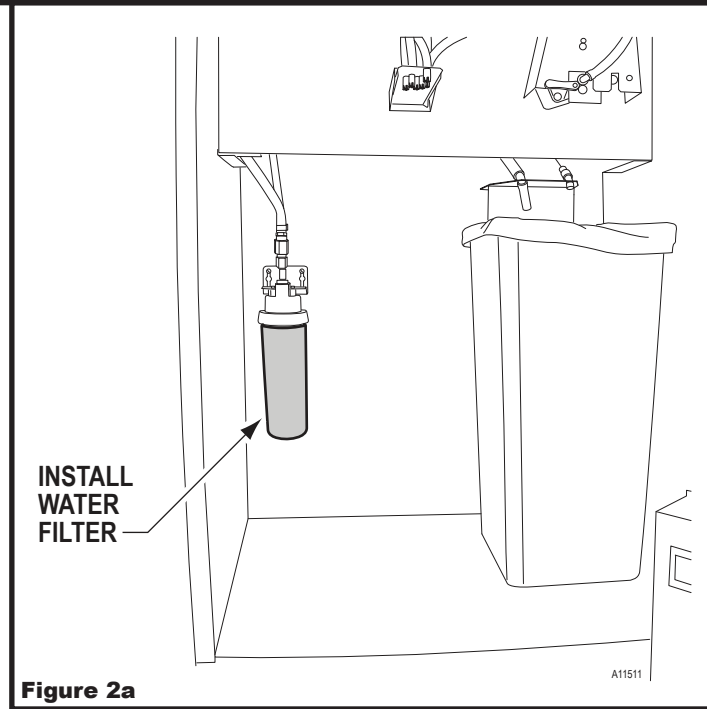
If it is properly leveled, it should not "rock" or "teeter" on any of the levelers. When the vendor is level, the door can be opened to any position and not move by itself. Try the door at various open positions before deciding that the machine is leveled.



## 2. INSTALL WATER FILTER CARTRIDGE

The water filter cartridge has been packaged inside the machine for shipment to prevent possible damage. (The filter reduces lime scale build-up and protects beverage flavor by filtering out fine particles.) Identify all package parts and remove all packing material from inside the machine.

Removal and Installation instructions are on or with the cartridge. Connect the water filter cartridge to the water purifier base as shown on Figure 2a.



## 3. CONNECT WATER & ELECTRICAL POWER

### SAFETY PRECAUTIONS

Refer to the Safety Manual and Installation Guidelines Manual (P/N 4206816) that shipped with this machine.

Consult local, state and federal codes and regulations before installation of the vendor. Before connecting the machine, the integrity of the main electrical supply must be checked for correct polarity, voltage, ground (earth) and circuit protection (amperage). The fuse or breaker protecting the circuit must be rated at 12 amps or greater.

It is recommended that these checks be repeated at six (6) month intervals with the routine safety electrical testing of the equipment itself. To correct negative voltage, amperage, polarity, or ground (earth) checks, consult a qualified electrician.

### WATER SUPPLY MUST BE CONNECTED BEFORE ELECTRICAL SUPPLY

#### 1. WATER

Main water supply must have 15 psi minimum and 116 psi maximum pressure.

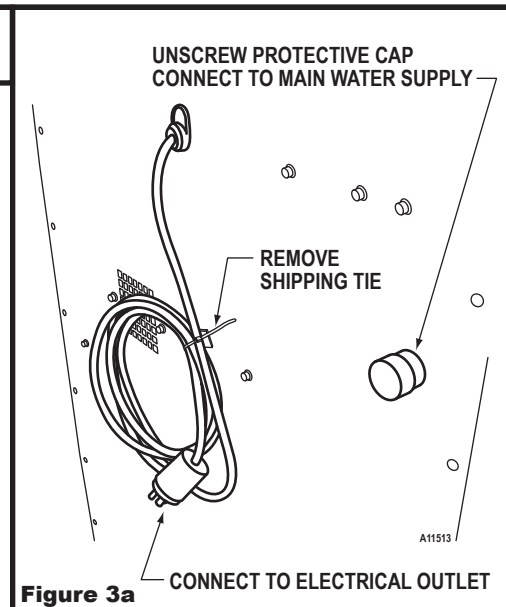
Located on the back of the machine is a standard 1/2" (13mm) male water hose connector. Remove the plastic protective cap by unscrewing it counter-clockwise. See Figure 3a.

Connect a water supply hose with 1/2" (13mm) female connectors to the water inlet connector and the main water supply. Turn on the water supply to the machine.

#### 2. ELECTRICAL

Main electrical must have a minimum 12 amp service. Refer to safety manual supplied with your machine.

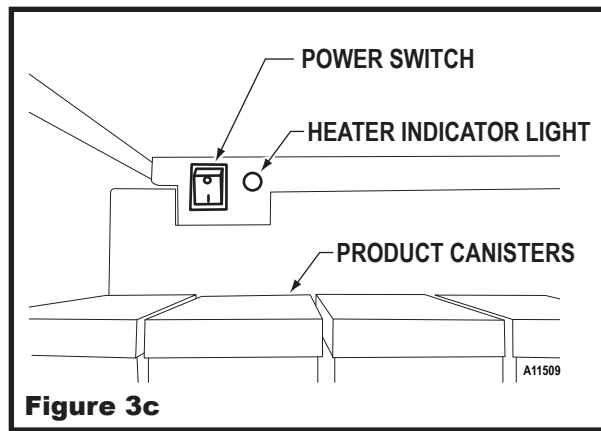
Located on the back of the machine is the power cord. Cut off the shipping tie around the power cord. Connect the power cord plug to the electrical outlet.



### 3. POWER SWITCH

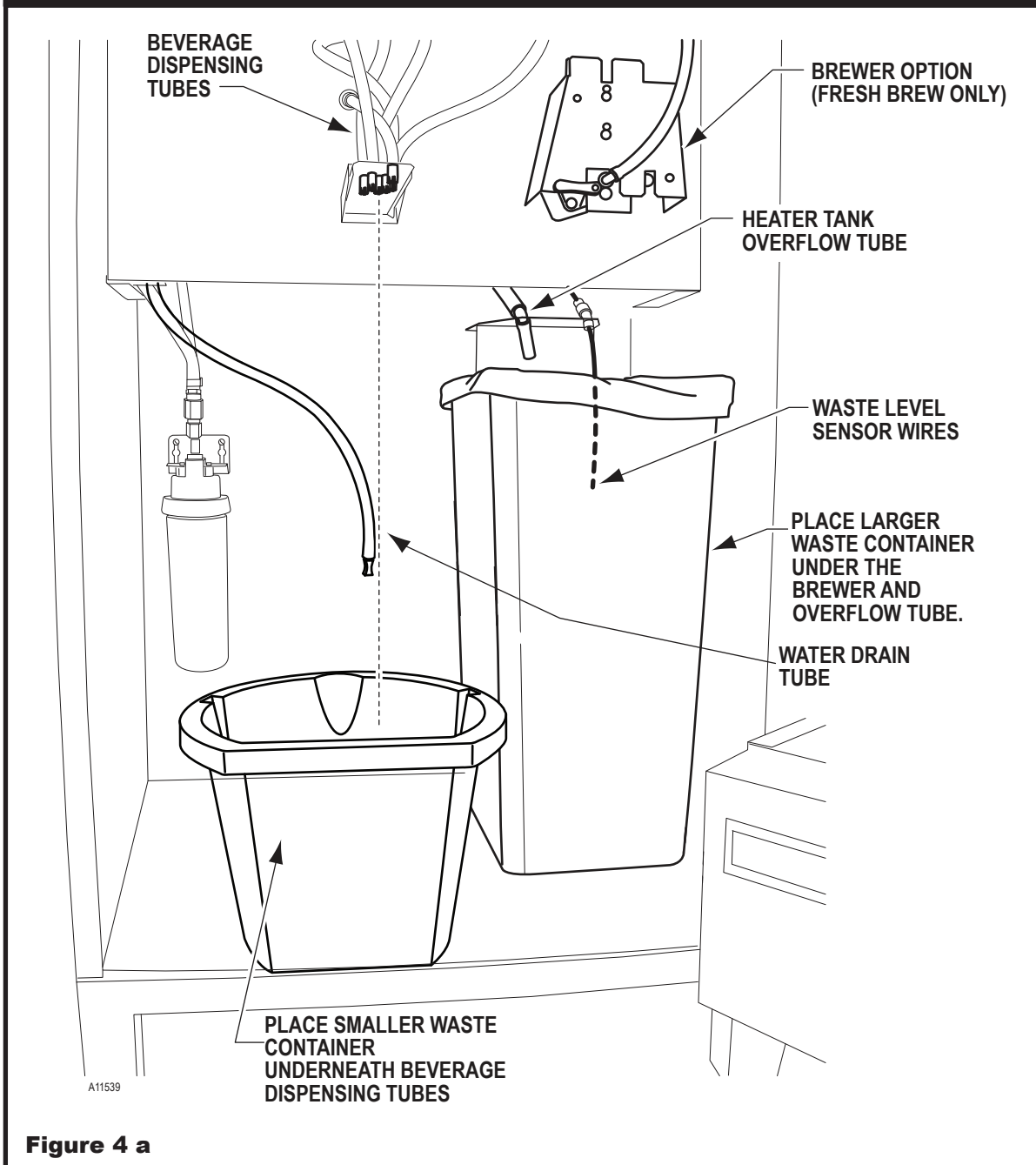
Open the machine door. Turn on the main power switch located on the top left corner of the machine above the product canisters. See **Figure 3c**. The lights and display on the front of the door should turn on.

Water will flow to the hot water tank. **Wait approx. 1 minute and the water will shut off (safety feature). Turn the power switch off, wait a few seconds, then turn the power back on. Water will continue to fill the tank.** When water reaches the probe level, the heater will turn on as indicated by the heater indicator light.



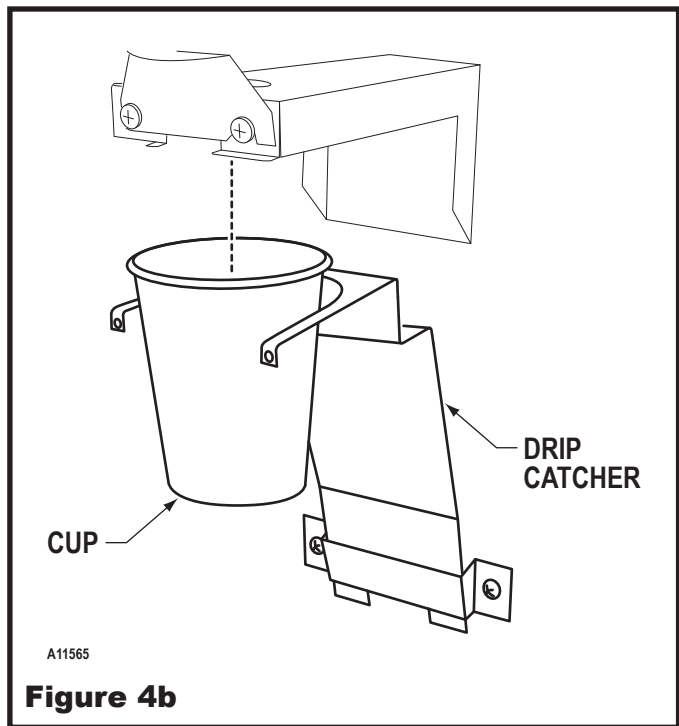
**Figure 3c**

### 4. SET UP DRAIN & WASTE BUCKETS



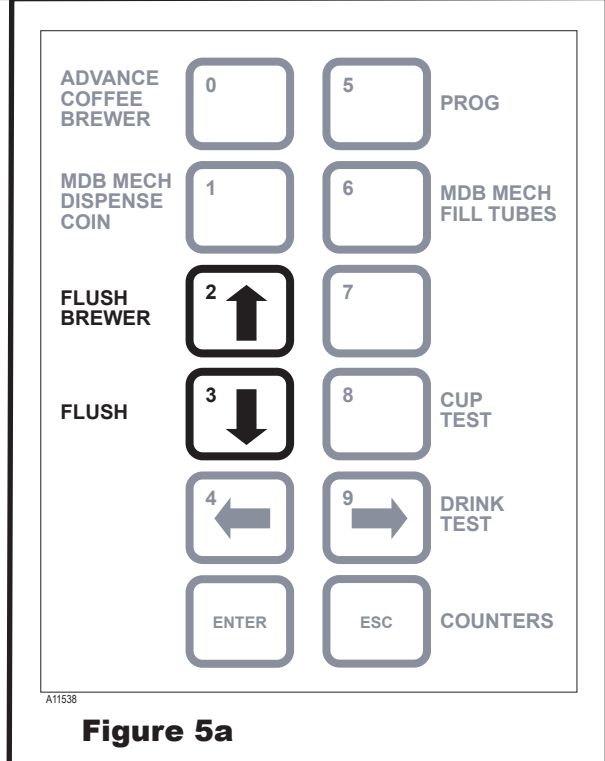
**Figure 4 a**

1. Place a trash liner (10 Gal) inside the large waste container. Place the waste container under the heater tank overflow tube and the brewer. See **Figure 4 a**.
2. Place the drain bucket under the beverage dispensing tubes.
3. Place a cup in the Drip Catcher Holder to catch any remaining liquid in the base of the cup station from dripping on to the floor when the door is opened during servicing. See **Figure 4 b**. (The Drip Catcher Holder is located on the back of the door underneath the Cup Station.)



## 5. FLUSH BOWL, BREWER & TANK

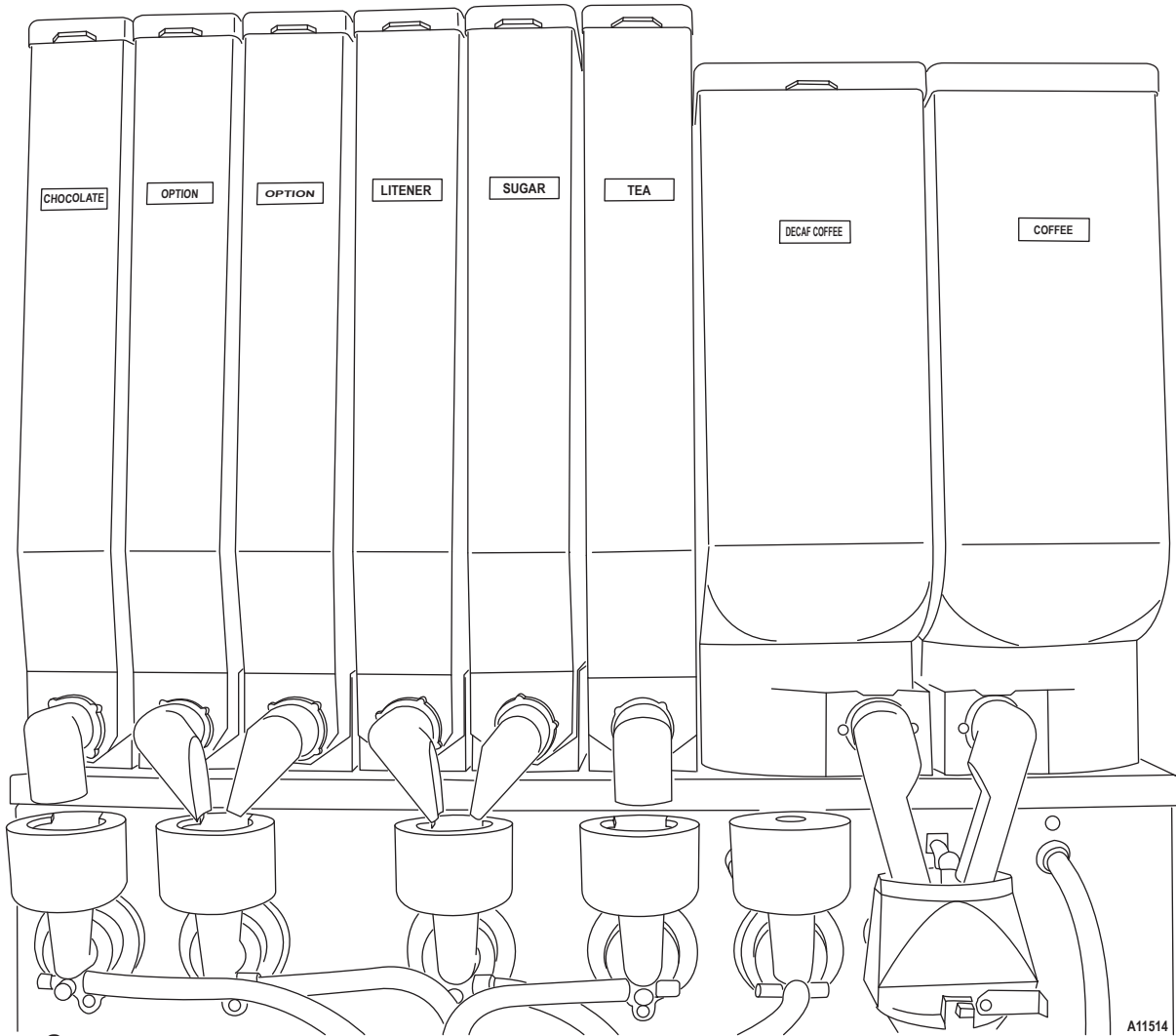
1. To clean the whipper bowls, press **3-FLUSH** (See **Figure 5a**) on the internal keypad (See **Figure 3a** for location).
2. For Fresh Brew Machine models only, ALSO press square **2** next to **FLUSH BREWERS** to clean the brewer and filter. See **Figure 5a**.
3. Turn off the Power Switch. Remove the plug from the tank drain tube and empty the tank into the drain bucket. See **Figure 4a**
4. Reinstall plug to the drain tube. Turn Power Switch back on.
5. Water will flow to the water tank. **Wait approx. 1 minute and the water will shut off** . Then turn the power switch off, wait a few seconds and turn the power back on. Water will continue to fill the tank. When water reaches the probe level, the heater will turn on as indicated by the heater indicator light.



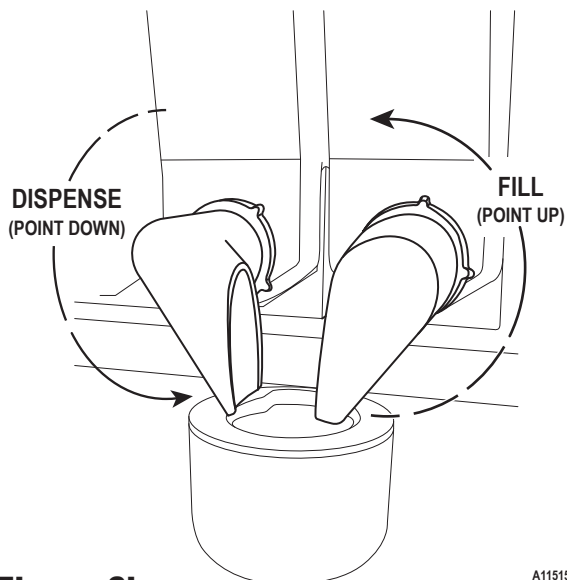
**NOTE: Water Tank MUST be allowed to preheat for 15 to 20 minutes before procedures 7. Fill COIN MECHANISM and 9.TEST VEND can be accomplished.**

# 6. FILL PRODUCT CANISTERS

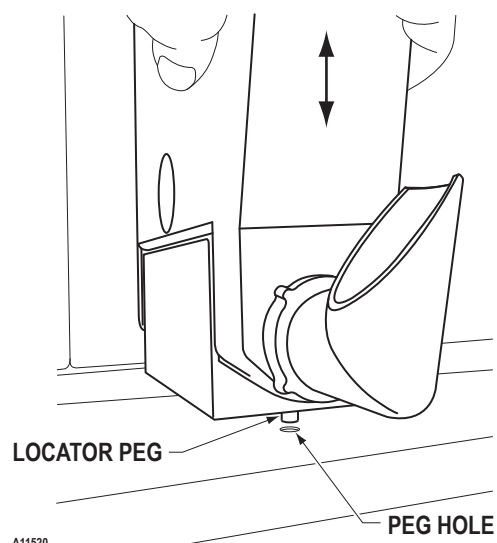
**CAUTION:** FILL PRODUCT CANISTERS WITH POWDERED INGREDIENTS ONLY.  
DO NOT USE LIQUID INGREDIENTS.



**Figure 6a**



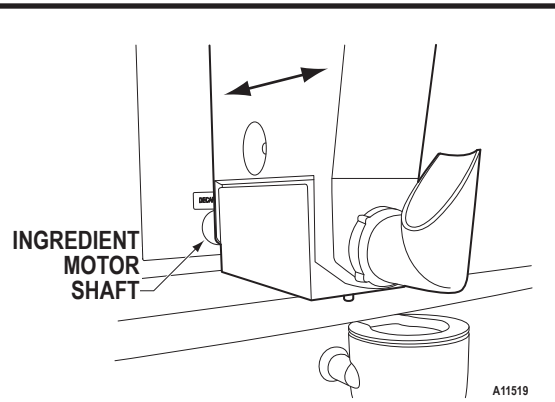
**Figure 6b**



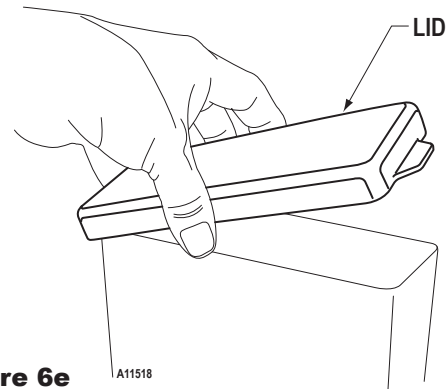
**Figure 6c**



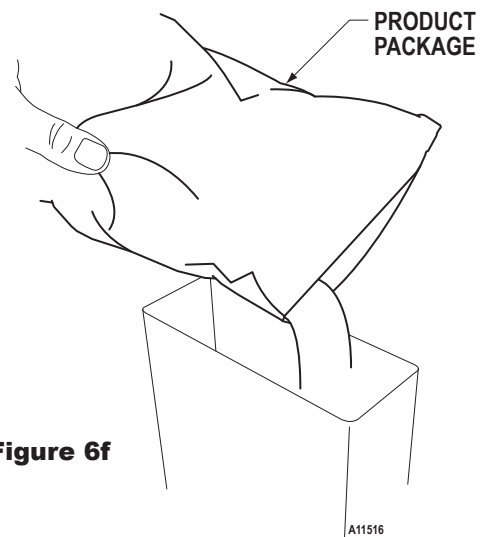
1. Rotate the product chute so that it points up (loading position). See **Figure 6b**.
2. When filling the canisters, hold the top and bottom of the canister and slowly lift it up so that the locator peg clears the peg hole. See **Figure 6c**.
- Slowly slide the canister forward until it is out of the ingredient motor shaft. See **Figure 6d**.
3. Place the canister on a sheet of paper or in a place that can be cleaned easily.
4. Remove the lid from the canister. See **Figure 6e**.
5. Take the product bag that matches with the name on the Canister Label (where applicable) and open it according to the instructions on the bag.
6. Slowly pour the product into the canister until the canister is almost full. See **Figure 6f**.
  - Product **must** be loose for product to dispense properly.
  - **DO NOT** tap the sides of the canister.
  - **DO NOT** compress or compact product into the canister.
  - Leave a gap from the top of the product to the lip of the canister. See **Figure 6g**.
7. Place the lid on the canister. See **Figure 6e**.
8. Hold the canister carefully at the bottom and top to prevent spilling and gently place filled canister back on the product shelf. See **Figure 6d**.
- The canisters must be arranged as shown in **Figure 6a**.
9. Line up the tube at the bottom rear of the canister with the ingredient motor shaft. See **Figure 6d**.
10. Slowly slide the canister towards the motor shaft until the locator peg falls inside the hole on the product shelf. See **Figure 6c**.
11. Rotate the product chute so that it points down (dispense position) to the Whipper bowl. See **Figure 6b**.
12. Repeat above steps for all other canisters.



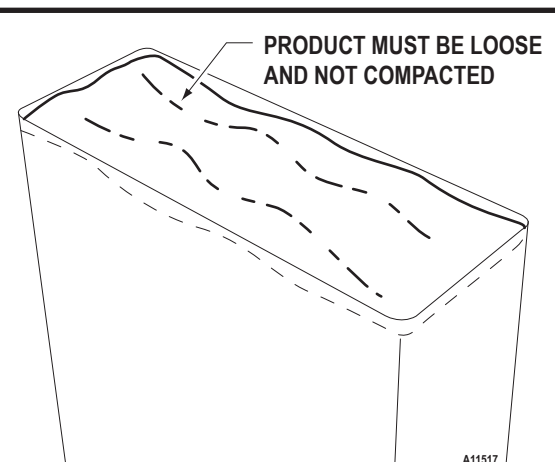
**Figure 6d**



**Figure 6e**



**Figure 6f**



**Figure 6g**



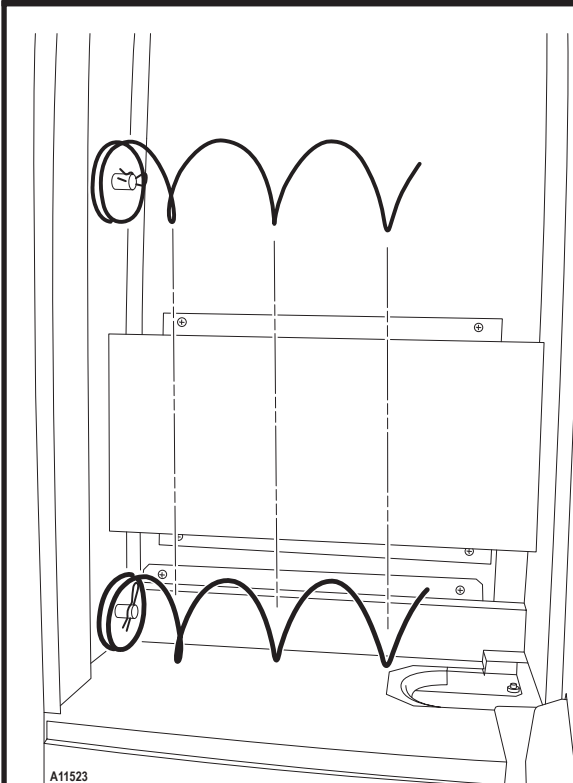
## 7. FILL COIN MECHANISM

Use this procedure to load the coin mechanism with nickels, dimes and quarters so that customers can receive change. The coin mechanism will keep track of the exact number of each coin as they are added through the coin insert on the front of the merchandiser door. Coins do not have to be added in a specific order. The controller will keep track of each coin as it is paid out.

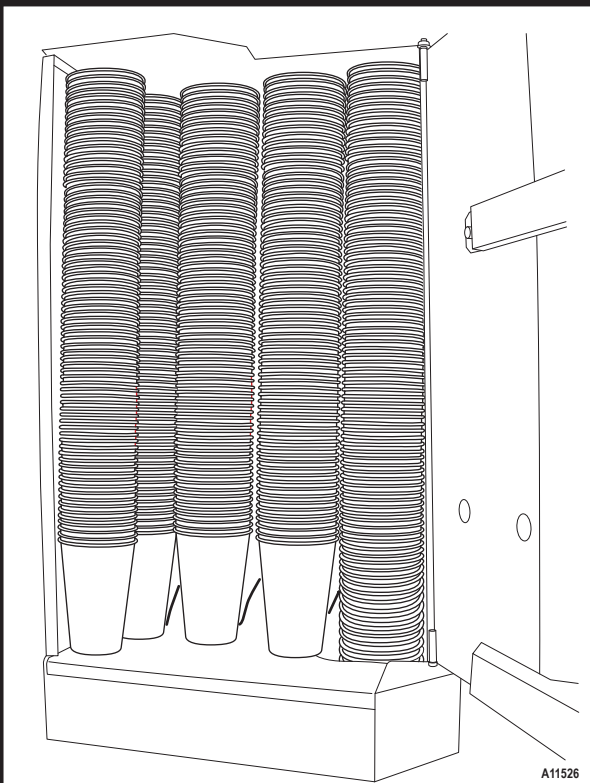
PERFORMING THIS STEP RESULTS IN →		THIS DISPLAY
1	On internal keypad, press <b>MDB MECH FILL TUBES</b> .	<b>INSERT FLOAT</b> <b>\$0.00</b>
2	Load nickels, dimes and quarters through coin slot on the front of the merchandiser door.	
3	Press <b>ESC</b> (escape) on the internal keypad.	<b>SELECT DRINK</b> <b>FROM MENU</b>

**IMPORTANT:** Your Hot Beverage machine has been factory-set for use of 8.25 oz. paper hot beverage cups. If your cups are not 8.25 oz., the machine can also be set up to use 7, 9, 10, or 12 oz. cups. If you are not using 8.25 oz. cups, you must reset the machine before continuing with your set up procedures. Please go to "**Changing Default Cup Size**" before continuing with step 8.

## 8. FILL CUP COMPARTMENT

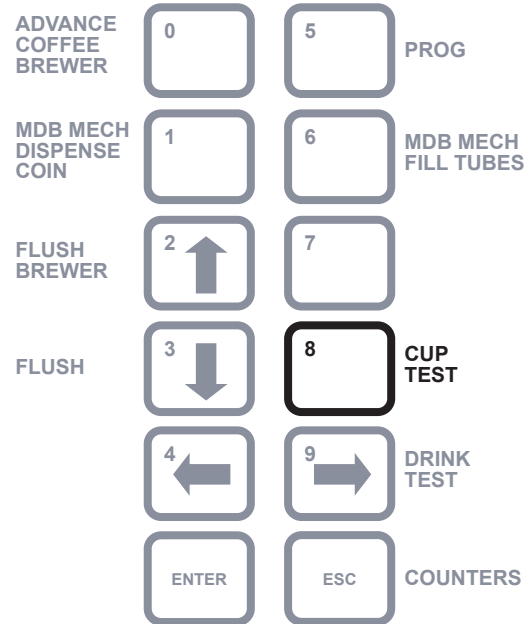


**Figure 8a**



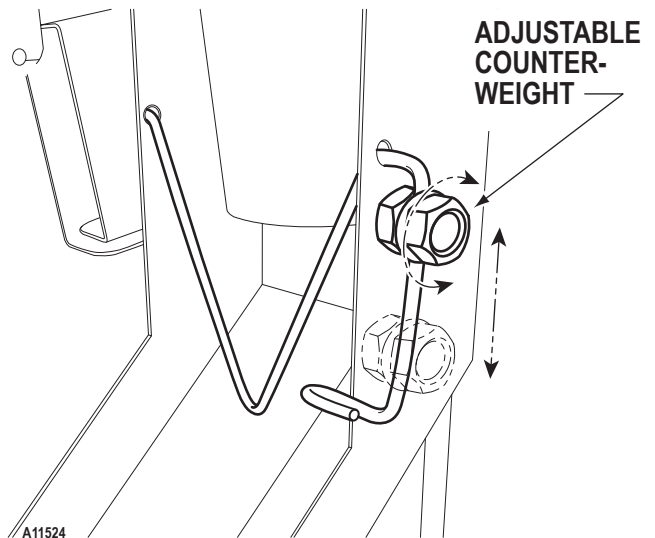
**Figure 8b**

1. Check that the top and bottom spirals are **aligned the same** and have room for three stacks of cups. See **Figure 8a**.
2. The cup compartment can have a total of 5 cup stacks. Load the compartment with cups starting at the far left. Load three cup stacks, leaving the cup dispenser mechanism empty at this time. See **Figure 8b**. You may add a 4th cup stack by placing it tight against the left side wall of the compartment. Stacks **must** be aligned with the spirals at top and bottom.
3. Close and latch the cup compartment door.
4. Find the internal keypad (See Figure A). The keypad is marked with various test features. Press the square marked "8" right next to "CUP TEST". See **Figure 8c**. This will advance a stack of cups into the cup dispenser.
  - 4a. Press "CUP TEST" again to drop one cup through the chute and onto the delivery platform. See **Figure 8e**. If more than one cup drops, or if the cup fails to drop, adjust the cup mechanism size. (See "Changing Cup Size" on the back of this sheet.)
  - 4b. If the cup gets stuck at the counter-balance wire, then loosen the counterweight and slide it up to lessen the weight against the cup. See **Figure 8d**. Repeat step 4.
  - 4c. When cup drops properly you are ready to move on to **Part 9**.



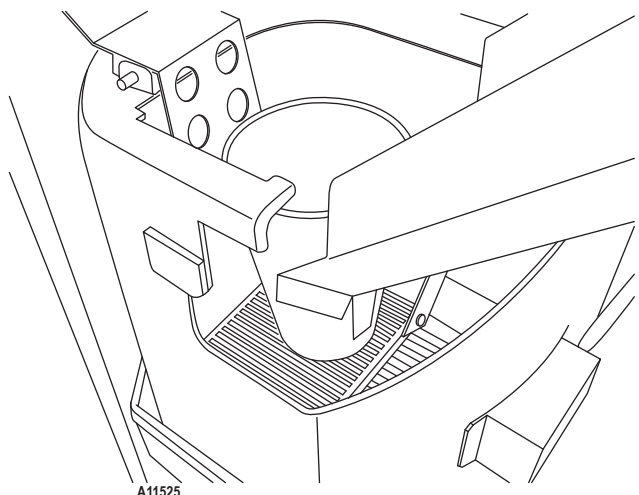
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**Figure 8c**



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**Figure 8d**

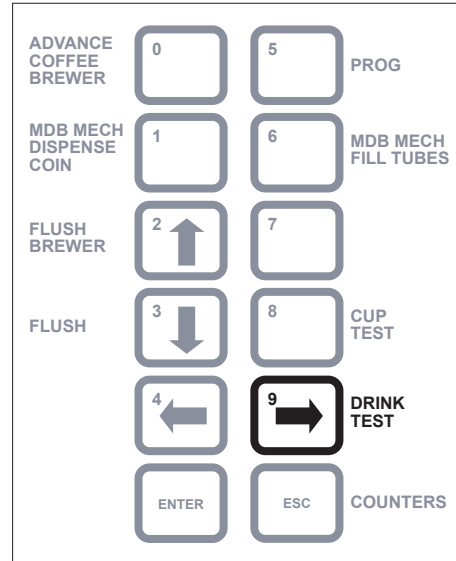


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**Figure 8e**

## 9. PERFORM SAMPLE VENDS

1. On the **internal** keypad, press **9-DRINK TEST**. See **Figure 9a**. The display will show **NOW IN DRINK TEST**. Close the door.
2. Make a selection using the **external** keypad.
  - The cup will drop into the cup station.
  - The machine will start the process of vending the selected product.
  - The display will show the progress and relative time remaining until vending is completed.
  - When the vend is completed, the cup station door will open automatically and the cup station light will turn on.



**Figure 9a**

3. The machine is now ready for a final test vend. Insert coins or dollar bill and make a selection. When it is finished vending, the Hot Beverage Merchandiser is ready for use.

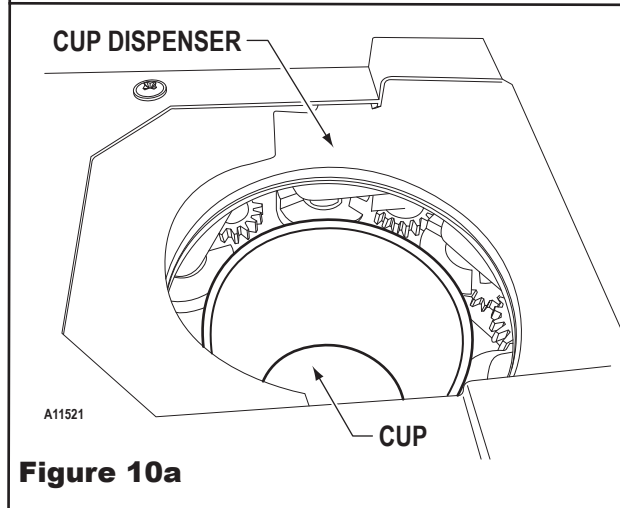
## CHANGING DEFAULT CUP SIZE

**THE CUP MECHANISM IS FACTORY SET FOR 8-1/4 OZ CUPS. Follow the instructions below to change the cup size setting.**

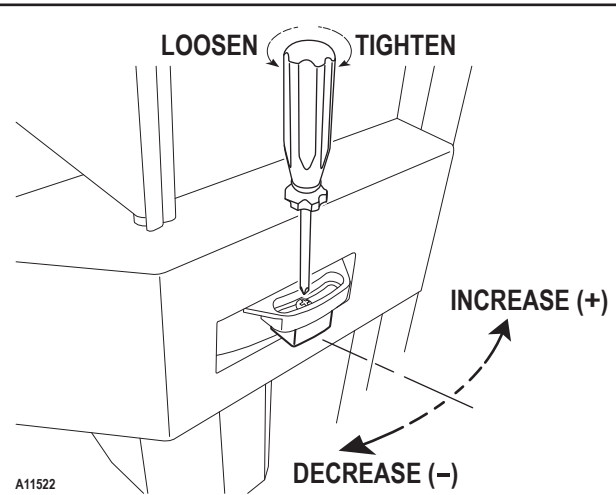
Programming New Default Cup	
THIS STEP RESULTS IN →	THIS DISPLAY
1. Press Program key on the internal keypad	ENTER CODE
2. Enter the Manager code on the external keypad	INGREDIENT TIMES
3. Using 2 or 8 cursor to Config MC	CONFIG MC
4. Press 0.	7 oz.
5. Using 2 or 8 cursor to the desired cup size	(7, 8.25, 9, 10, or 12 oz.)
6. Press 0 to confirm selection	
7. Press # to exit programming mode	
8. Proceed to Adjusting Cup Dispenser Opening	

**NOTE: When the cup size is changed, the product volume delivered is automatically adjusted accordingly. However, after changing the default cup size, the cup delivery mechanism MUST be adjusted to the new cup diameter. (See below)**

## Adjusting Cup Dispenser Opening

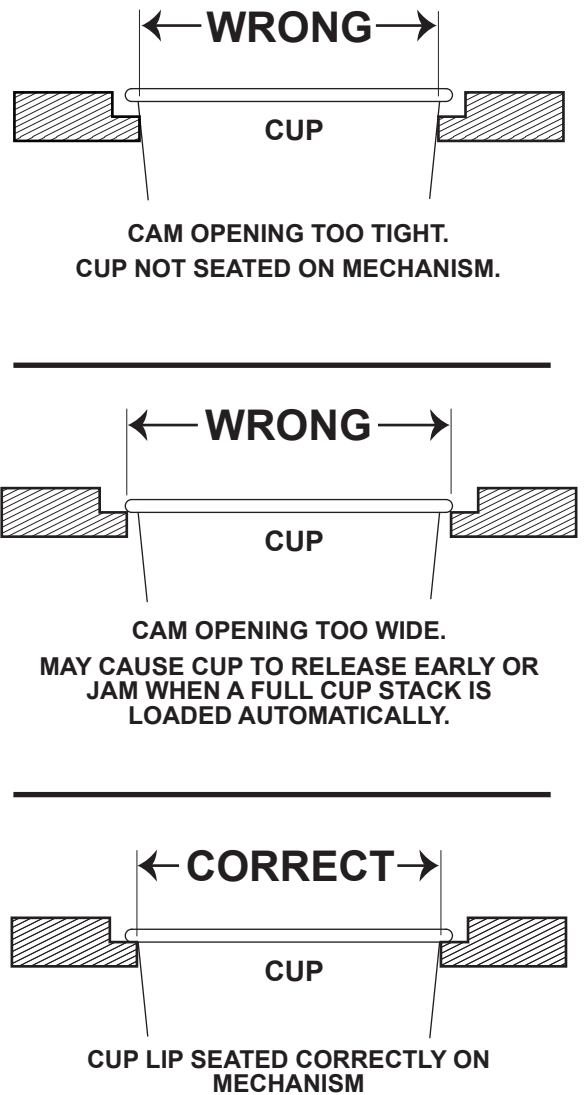


**Figure 10a**



**Figure 10b**

1. Open the door. Unlatch and open the cup compartment door.
2. Take a cup from the stack of cups that will be used in the machine and place the cup in the cup dispenser ring. See Figure 10a.
3. While facing the back of the door, find the cup dispenser adjustment screw located on the right side of the cup dispenser. See Figure 10b. Use a Phillips screwdriver to loosen the screw. **DO NOT** remove the screw.
  - 3a. Move the loosened adjustment tab until the cup lip rests on top of the circular cams that can be seen in the top of the cup dispenser mechanism. See Figure 10c.
  - 3b. Push or tap the cup from the bottom end. Then pull it lightly from the bottom. It should move up and down freely, but not fall through the mechanism. If the cup is too tight or too loose, go back to step 3a.
  - 3c. When satisfied with the tension of the cup, retighten the adjustment tab screw. See Figure 10b.



**Figure 10c**

4. Place a stack of cups to the left of the cup ring and press the cup test button. See Figure 6c. The entire cup stack should advance and drop into the cup ring. If cups fall through the cup ring at this point, return to step 3 and tighten the tension on the cup holder slightly.

NOTE: When working with the external keypad, 0 =enter/select; # =escape

## CHANGING SELECTION PRICE

THIS STEP RESULTS IN →	THIS DISPLAY
1. On <i>internal</i> keypad, press 5 PROG.	PLEASE ENTER ACCESS CODE
2. On <i>external</i> keypad, enter code 1111.	SET PRICING MODE
3. Press 2 or 8.	CHANGE PRICES
4. Press 0 (SELECT). ("NORMAL" indicates "regular" size drink)	NORMAL PRICES
5. Press 0. The price of the first selection will display.	COFFEE Price=\$0.40
6. To scroll to another selection, press 2 (up) or 8 (down).	
7. Press 0 to start changing the price.	Price=\$0.40
8. Press 4 (move cursor left) or 6 (move cursor right), or press 2 (increase) or 8 (decrease).	
9. Press 0 to accept the price set for regular filled cup.	COFFEE Price=\$0.40
10. Repeat steps 6 thru 9 to set price for other products.	
11. Press # (ESCAPE) ("NORMAL" indicates "regular" size drink)	NORMAL PRICES
12. Press 8 to view <b>empty cup</b> pricing.	CUP PRICE
13. Press 0.	CUP (Price=\$0.00)
14. Press 0.	Price=\$0.00
15. Press 0 to accept Cup Price ( <i>do not change empty cup price</i> ).	Cup Price
16. Press 8 to view large cup pricing.	LARGE PRICE
17. Press 0	
18. Press 0 to start changing the price of first selection	COFFEE Price=\$0.65
19. Press 4 (move cursor left) or 6 (move cursor right), and press 2 (increase) or 8 (decrease) price.	
20. Press 0 To accept large cup price.	Price=\$0.65
21. To scroll to other large cup products press 2 (up) or 8 (down).	COFFEE Price=\$0.65
22. Repeat steps 18 thru 21 to set price of other large cup products.	
23. Press # three times to exit programming mode.	SELECT DRINK FROM MENU

Note: Changing the selection price to \$0.00 will result in a free vend for that selection.

# CHANGING BEVERAGE TASTE and CHANGING INGREDIENT VOLUME

THIS STEP RESULTS IN →	THIS DISPLAY
1. On <i>internal</i> keypad, press 5 PROG.	PLEASE ENTER ACCESS CODE
2. On <i>external</i> keypad, enter code 3333.	INGREDIENT TIMES
3. Press 0.	DRINKS OF SIZE REGULAR
4. Press 0. The first product selection is displayed.	SET TIMINGS FOR COFFEE
5. To scroll to a different product selection, press 2 or 8 repeatedly until the product name is displayed.	
6. Press 0. The first ingredient setting is displayed.	OP: Sugar Mod 0%
7. To scroll to a different ingredient, press 2 or 8 repeatedly until it is displayed.	OP: Sugar Mod Value = 5%
8. Press 0. You are now ready to change the ingredient value.	
9. Press 4 (move cursor left) or 6 (move cursor right), or press 2 (increase) or 8 (decrease). Note: Value can only be changed in 5% increments up to plus or minus 25%.	OP: Sugar Mod 5%
10. Press 0 (enter) to accept the revised setting.	
11. To modify another ingredient in this product selection, repeat steps 7 thru 10. To modify another product selection, press # and repeat steps 5 thru 10.	
12. Press # three times to exit programming mode.	SELECT DRINK FROM MENU

**NOTE:**

1. When using these steps to change beverage volume, adjusting all ingredients in the beverage equally may help maintain original flavor.
2. Default settings will be 0%. Returning a changed setting to 0% will restore the factory default.

## SETTING THE DATE AND TIME

THIS STEP RESULTS IN →	THIS DISPLAY
1. On <i>internal</i> keypad, press 5 PROG.	PLEASE ENTER ACCESS CODE
2. On <i>external</i> keypad, enter code 3333.	INGREDIENT TIMES
3. Press 8.	SET DATE/TIME
4. Press 0 (enter).	SET TIME
5. Press 0 (enter) to begin changing the time.	SET TIME Time=23:32
6. Press 4 (move cursor left) or 6 (move cursor right), or press 2 (increase) or 8 (decrease). <i>Note:</i> The system uses a 24 hour international standard notation (military time). 06:00=6:00am, 13:00=1:00pm, 18:00=6:00 pm, etc.	
7. Press 0 to accept new time.	SET TIME
8. Press 2 (increase) or 8 (decrease).	SET DATE
9. Press 0 (enter) to begin changing the date.	SET DATE SUN 01/30/2006
10. Press 4 (move cursor left) or 6 (move cursor right), or Press 2 (increase) or 8 (decrease).	
11. Press 0 to accept new date.	SET DATE
12. Press # two (2) times to exit programming mode.	SELECT DRINK FROM MENU

## TURN ON/OFF FREE VEND OPTION

THIS STEP RESULTS IN →	THIS DISPLAY
1. On <i>internal</i> keypad, press 5 PROG.	PLEASE ENTER ACCESS CODE
2. On <i>external</i> keypad, enter code 3333	INGREDIENT TIMES
3. Press 8 two times.	SET PRICING MODE
4. Press 0.	PRICES APPLY
5. Press 8 or 2 to select from the two options: ALL DRINKS FREE = All selections are free. PRICES APPLY = Preset prices are in effect.	
6. Press 0 (enter) to accept.	SET PRICING MODE
7. Press # to exit programming mode.	SELECT DRINK FROM MENU

**Note:** Changing the selection price to \$0.00 also results in a free vend for that selection.



# SOME FREQUENTLY ASKED QUESTIONS

Question	Solutions
1. The heater light fails to come on	<p>1) Depending on the pressure provided by your water supply, you may have to turn the power switch on and off up to three time before the tank entirely fills, and the heater light turns on (see step 8.5).</p> <p>2) If the water reached the boiling point, the thermal cut-out on the drain hose turned off the heater. Reset the sensor (behind the rear panel) and the heater will resume operation. NOTE: Never open the back panel without unplugging the merchandiser!!</p>
2. How often should the water filter be changed? How about the product filters?	<p>1) Change the water filter canister after roughly 2,000 dispensing cycles.</p> <p>2) Each dispensing unit has its own product filter. These also should be changed about every 2,000 dispensing cycles.</p>
3. Why does my beverage volume seem to be getting smaller?	<p>No matter where your machine is located, lime will begin to build up in the water lines. This can constrict the amount of water flowing through the line to the mixer. It is important to flush (clean) the lines occasionally to prevent this problem.</p>
4. Why do the cups jam up even after proper adjustment of the cup holder?	<p>Sometimes the cup stack in the dispenser can lean to one side. This can cause side pressure in the dispensing mechanism and jam-ups. Tighten the cup dispensing mechanism slightly using the adjustment tool on the side of the dispenser (See "Changing Cup Size" on this set-up sheet). If cup jams continue, consult the Trained Technician.</p>



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