

Operating Instructions

Melitta® CT8

Melitta SystemService



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Translation of the original operating instructions

Please keep it near the machine, so that it is available for the operating personnel at any time should any questions arise.

Mach-No.: 26071302 www.poetter-dokumentation.de

Mat-Nr.: 26288 – Stand 07/2013

1. Description

This machine is a **fully automated coffee maker** for dispensing coffee and milk coffee products for an **increased daily demand** in gastronomy.

The following can be dispensed:

- Coffee and milk products
- Cold milk products
- Hot water

The housing is made of stainless steel and high-quality plastic. The design of the machine enables **compliance with the operator duties** from the ...

- HACCP hygiene guidelines.
- Accident prevention regulations for electrical safety in commercial applications.

For operating this machine has a touch-sensitive screen (**Touchscreen**).

2. Intended Use

This machine is **intended** ...

- for **operation** by instructed personnel,
- for unattended **self-service operation**,
- for fixed water connection,
- for **stationary** setup within dry, enclosed rooms.

This machine is **not intended** to be used ...

- in areas with **high relative humidity** (e.g. areas with heavy steam development) or outside,
- on board of **vehicles** or in mobile rooms (please consult the manufacturer).

3. Technical data

a) Unit data

Dimensions (WxDxH)	350 x 650 x 874 mm
Weight	approx 70 kg
Coffee stock	1x / 2x 1000 gr
Grounds drawer capacity	for 30 - 50 portions

b) Operating data

Hourly output	30-40 l hot water
Permitted ambient temperature: +5...30° C	
Permitted relative humidity	< 80%

c) Connections

Power supply	208 V
Fuse protection in building	30 A required
Freshwater connection	min. 2.0 bar (200 kPa) (dynamic) at approx. 3 l/min.; if higher than 6 bar (600 kPa) a pressure reducer is required.
Carbonate hardness tap water:	1° dKH – 5° dKH, > 3° dKH stabilizer (Brita water filter) required, < 1° dKH consult the manufacturer!
Waste water connection	min. DN 25 - NW 1"
Noise level	< 70 dB(A)

d) Optional accessories

Cup warmer	c35-cw
Milk cooler	c35-mc
Milk cooler narrow:	c35-mcs

4. Safety Instructions

These safety instructions refer only to the **product** itself. Apart from that there may be legal obligations of the operator, e.g. concerning food hygiene as well as health and safety.

- ⚠ In the beverage dispensing area there is danger of **scalding** when hot liquids are dispensed. This is the case ...
 - during **heating up** after switching on,
 - when **beverages are dispensed**,
 - during automatic **cleaning**.
- ⚠ **Danger of crushing** if somebody reaches into the provision container while the machine is running.
- ⚠ There may be **danger to life caused by electrical shock** as well as risk of injury due to hot or moving parts when housing parts or covers are opened.
 - Make sure that no person reaches into the machine while it is still switched on.
 - Never open any housing parts or covers unless instructed to do so. There are no operating elements inside the machine.
- ⚠ **Protect the machine from humidity!** There may be danger to life through electrical shock if water reaches machine parts other than those specifically intended for contact with water. You should in particular ...
 - **never** operate the machine **outdoors**,
 - **never** hose down the machine **with water**,
 - **never** hose down the installation area with water, e.g. using a hose or high-pressure cleaner.
- ⚠ **Do not continue using the machine if damages are visible or apparent malfunctions occur.** Important safety functions may in this case be disturbed. Have them first inspected and, if necessary, repaired by the customer service, e.g. ...
 - if the **housing** is damaged or covers do not close properly,
 - if **power cord** or **power plug** are damaged or if the fuse for the circuit of the machine trips repeatedly,
 - if **water** escapes from the machine,
 - if **error messages** appear in the display or if the machine does not function normally,
 - if **unusual odours** can be detected or heat development on the housing is apparent (the housing is normally only warm to the touch during operation).

- **In all of these cases, pull the plug out** of the socket and turn off the water. Then notify customer service.
- ⚠ **Comply with all intervals** for cleaning, inspection and maintenance, as specified in the instruction manual. Otherwise, the safety, functional reliability and durability may be impaired.

5. Installation

Customer service will set up, install and hand-over the device **ready for operation**. You should leave changes on the installation or setup only to customer service because of the associated hazards.

5.1 Prerequisites

Make sure that the following prerequisites are met before you use the machine:

a) Prerequisites for water connection

The water connection must be easy to turn off at any time during operation (stop valve) and must meet the requirements of **EN 61770**

The limiting values for water pressure and carbonate hardness, as specified in the technical data, must be complied with. The water supply must generally be equipped with a fine filter.

Only use the new **hose kit!** Old, previously used hose sets must not be connected anew.

The **waste water drain** must be installed as a fixed connection with odour trap, protected against back-water and backflow, in order to protect the machine against contamination from back flowing waste water.

b) Prerequisites for electrical connection

The **supply voltage** must match the specifications on the type plate.

The supply line must be **fuse-protected by the customer** using a **fault current circuit breaker (FCCB)** (max. 30 mA).

When connected via a **power plug**, the **outlet must be easily accessible** during operation to be able to pull the plug in case of malfunction.

c) Requirements on the personnel

Adjustments, cleaning and preparations on the machine must only be performed by the installer or by persons instructed by the manufacturer.

Any repair and maintenance work must only be performed by customer service or by professional personnel authorized by the manufacturer.

The machine must only be **operated (in the self-service or shop service operation)** by persons familiar with the general use of heat-generating household appliances. Without supervision or appropriate instructions the machine must not be used by children or persons unable to safely use the unit because of their physical, sensory or mental abilities or their lack of experience or subject knowledge.

d) Requirements on the installation location

The machine must only be installed and used in closed dry rooms, it must not be operated **outdoors!** The effects of humidity and temperature may adversely affect the function and safety of the machine.

The machine may only be installed or stored at locations safe from **freezing**.

The installation area must offer a sufficient amount of **free space** – 10 cm at the back because of the heat development, 20 cm at the top to be able to fill the machine.

For self-service operation the machine must be installed in such a way, that it can be **permanently monitored** by instructed personnel.

The machine must be in horizontal position and free of vibration. Adjustable **bases** are available for alignment on slightly uneven surfaces.

e) Requirements on the product material

Coffee beans must be suitable for use in commercial coffee makers.

Milk must always be stored fresh and in a cool place.

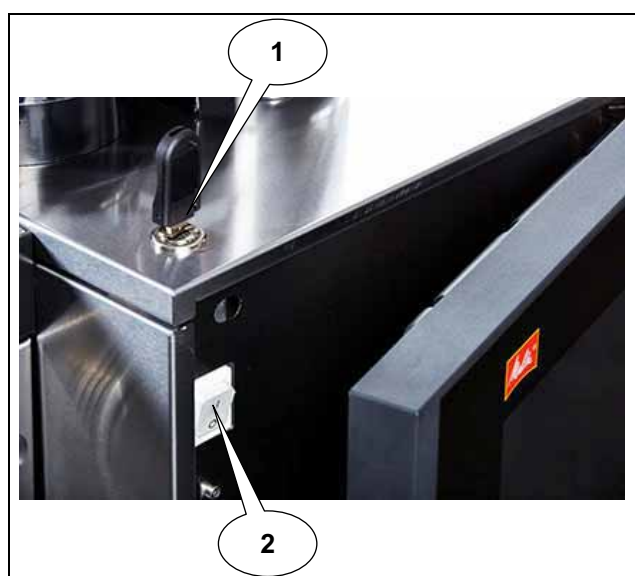
6. Preparation

Initial commissioning is performed by the customer service. If you want to restart operation after the machine has been out of operation:

- Check first whether cleaning is required as described under 8.1.

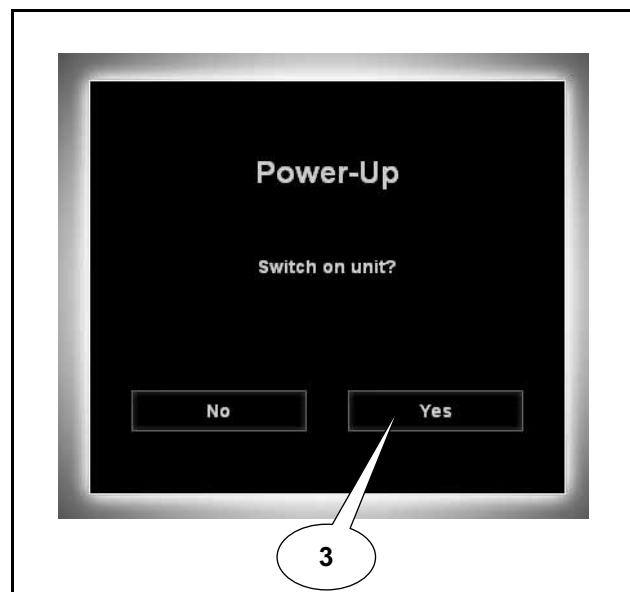
6.1 Filling up the coffee provision

- Open the lid of the **bean container** and fill ...
 - **Decaffeinated coffee beans** into the **right** and
 - **Coffee beans** in the **left** container.



6.2 Refilling with milk

- Ensure that the milk system has been cleaned, before using it (see 8.1.).
- Place a container with milk next to the machine (e.g. in the optional refrigerator) and place the milk suction hose in the milk container.



6.3 Switching On

- (1) Open the machine door with the key.
- (2) With the **Main switch** the machine can be switched off completely, e.g. for longer periods of rest.

However, for every day operation it is sufficient to switch the machine on and off only by the **menu in the display**. Touch the display to switch on.

- (3) The display shows the question "**Power up**". Confirm this with "**Yes**".

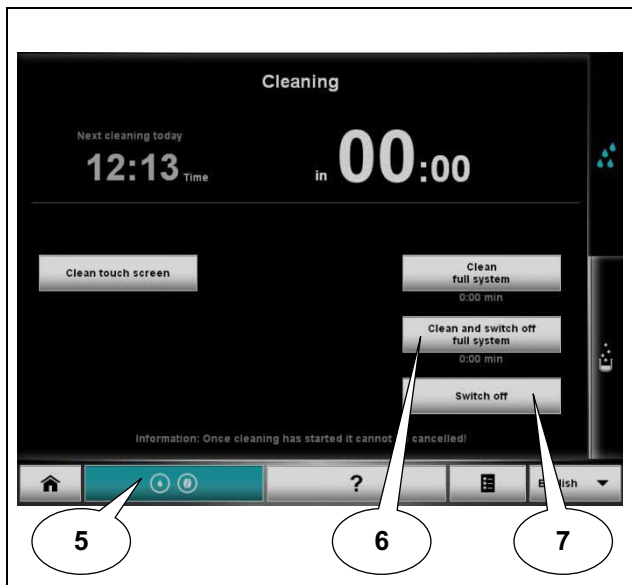
After switching on, the machine heats up and runs a self-test. It takes several minutes, until the machine is ready for dispensing.

If the machine notes to be clean after switching on, you do this as described under 8.3.

If you need any support for operating the machine, call up the help function via the **control button "?"**.

6.4 Switching Off

- (5) In the display touch the control button **"Menu"** and then ...
- (6) **"Clean and switch off"**, if the machine should automatically switch itself off after cleaning.
- (7) **"Switch off"** if you want to switch off the machine immediately.



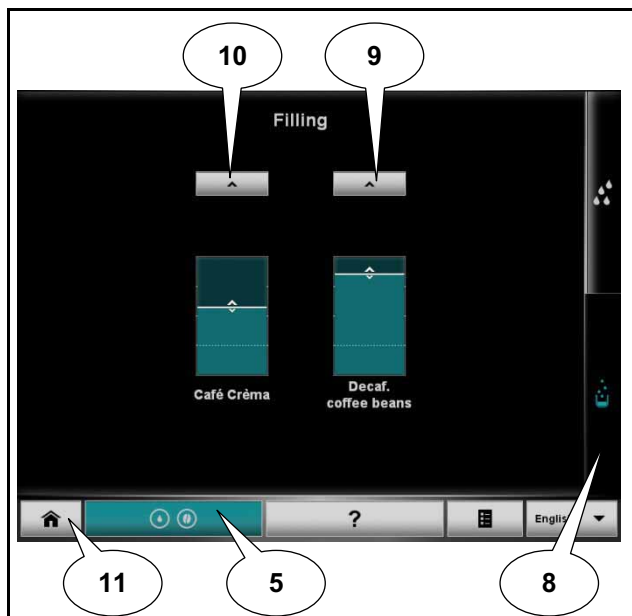
After you have called the **start screen** as described under 6.3 ...

- (5) select **"Menu"** and then ...
- (8) the symbol **"Filling levels"**.
 - Touch the control button **above** the displays ...
- (9) for the **right bean container** or ...
- (10) for the **left bean container** to mark the filling levels as full.
- You **quit** these settings and return to the Start screen by ...
- (11) touching the **control button "Home"**.



6.5 Confirming filling levels

Each **complete filling** of a provision container must be confirmed via the basic menu.



6.6 Emptying the grounds drawer

Whenever you fill the bean containers, you should also empty the grounds drawer. The symbol **"Empty grounds drawer"** appears if the grounds drawer ...

- is **75%** filled, this is just enough for a few brewing processes,
- is filled **100%**, no more brewing processes can be run until the grounds drawer has been emptied.

- (12) Empty the **grounds drawer** into the normal domestic refuse. For this purpose ...
- (13) open the **drawer door** and pull out the drawer, which is located behind it.

If the grounds drawer has been pulled out for more than 3 seconds, the display asks whether the grounds drawer has been **emptied** after it is reinserted.

- Respond by touching **"Yes"** or **"No"**.
 - The grounds drawer appears in the display as long as it is pulled out and has not been properly reinserted.

7. Dispensing products

As soon as the machine is heated up, the products that can be currently dispensed are shown in the display. Should products not be available, e.g. because of missing (e.g. coffee powder, milk), these products will not be displayed.

Depending on **pre-settings** by our customer service dispensing takes place as follows:

- **Product dispensing via groups** (7.2)
- **Product dispensing via product filter** (7.3).

7.1 Placing the vessel

- (1) You can place the individual cups centrally under the spout for **coffee products** or **hot water**, or you can stand two cups next to each other.
- (2) The dispenser is height-adjustable for large mugs, small pots or glasses.



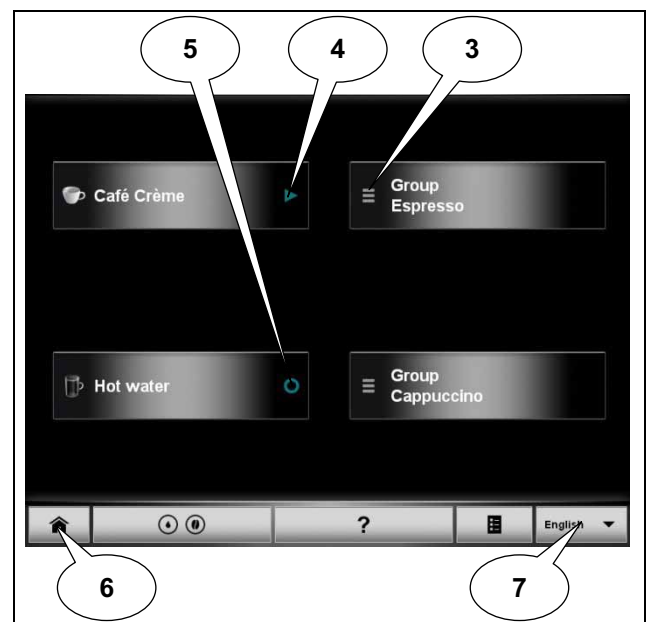
7.2 Product dispensing via groups

In case of product dispensing via groups, the **products to be dispensed are grouped** according to their criteria (e.g. size, coffee speciality, etc.).

You can **choose products to be dispensed** by touching and thus opening the specified groups to access the desired product for dispensing.

Product to be dispensed and product groups are highlighted with the following symbols:

- (3)  : This is a **product group**. You open it by simply touching the group.
- (4)  : This **product** will be dispensed by a **single touch** of the control button. After the dispensing process the machine will return to the start screen.
- (5)  : This **product** will be dispensed, **as long as** the control button in the display **is touched**. After the dispensing process you touch the control button "**Home**" to return to the start screen.
- (6) A **pre-selection** can be **aborted** at any time by touching the **control "Home"**. The machine will then return to the start screen.
- (7) To choose your preferred **display language** touch the pre-set language in the display.

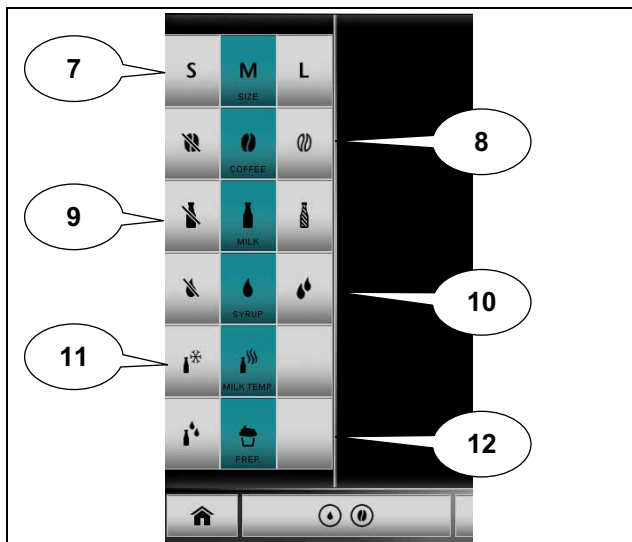


7.3 Product dispensing via product filter

For dispensing products via product filters you can select the desired product by using various selection criteria.

The following criteria are available:

- (7) **Size:** Here you set the pre-selectable portion size.
- (8) **Coffee:** Here you select whether the product is to be chosen with/without coffee or with decaffeinated coffee.
- (9) **Milk:** Here you select whether the product is to be chosen with/without milk.
- (10) **Syrup:** Here you select whether the product is to be chosen with/without syrup.
- (11) **Milk temperature:** Here you select whether the product is to be chosen with cold/warm milk.
- (12) **Milk consistency:** Here you select whether the product is to be chosen with milk or milk froth.



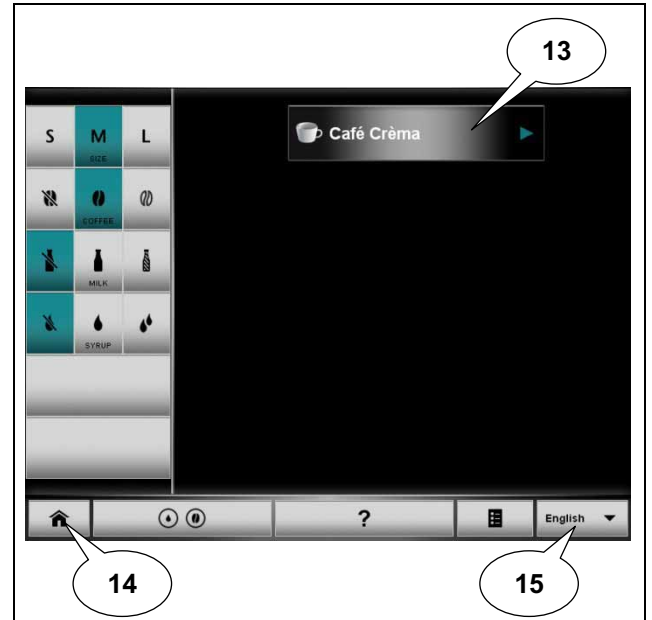
Once you have chosen the product to be dispensed by using the **pre-selected product criteria** ...

- (13) **touch** the product in the display to **dispense** the product.

Products to be dispensed are highlighted with the following symbols:

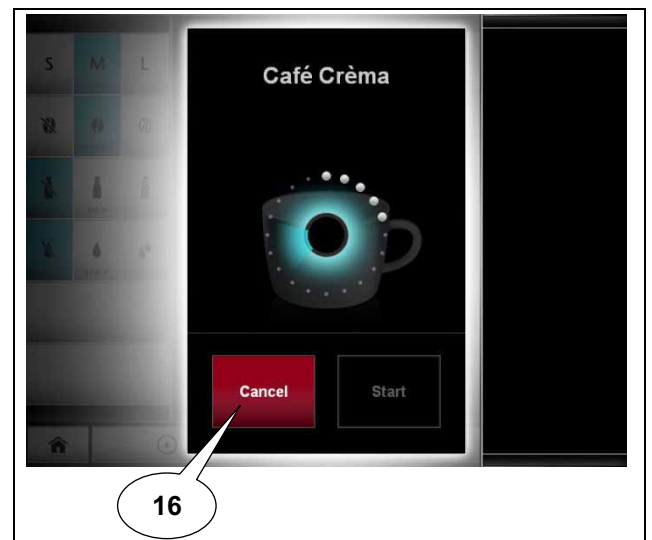
- ▶: This **product** will be dispensed by a **single touch** of the control button. After the dispensing process the machine will return to the start screen.
- : This **product** will be dispensed, **as long as** the control button in the display **is touched**. After the dispensing process you touch the control button **“Home”** to return to the start screen.

- (14) A **pre-selection** can be **aborted** at any time by touching the **control “Home”**. The machine will then return to the start screen.
- (15) To choose your preferred **display language** touch the pre-set language in the display.



7.4 Aborting the dispensing process

- (16) Depending on product pre-setting you can abort the running dispensing process by touching the **control button “Cancel”** during the dispensing process.



8. Cleaning

Clean the coffee maker carefully in compliance with the following instructions to maintain the value and hygiene of the unit.

8.1 Cleaning intervals:

- **Daily** cleaning of all systems, which have been used at least once, and emptying the grounds drawer is mandatory.
- If the machine or one of its systems **is not used for more than 1 week**, it must be cleaned before it can be restarted.
- Housing parts and strainer in the fresh water supply (if present) must be cleaned on a **monthly** basis.

a) Cleaning request:

This flashes in the display, if ...

- one of the cleaning intervals programmed has been **exceeded** ...
- **and** the machine has been operating for at least 1 hour since the last cleaning cycle ...
- **and** at least 1 product has been dispensed.

During the cleaning request the products partly remain visible in the background and can still be dispensed for a short period of time.

b) Automatic dispensing lock:

The products are no longer displayed and dispensing is **blocked** until the next cleaning, if ...

- **more than 50 products** have been dispensed **or more than 3 hours** have passed since the appearance of the cleaning request,
- or if **more than one week has passed** since the **last cleaning** of the system.
- In order to **reset** the cleaning request or the dispensing lock, **the machine must first be cleaned**.

8.2 Cleaning agents

- Use only cleaning agents mentioned in the instruction manual, because these have been optimally matched to the automatic cleaning program:
- Melitta Cafina Combi-Tabs
- Melitta Cafina AMC

Caution when using cleaning agents!

- ⚠ Cleaning agents may be a health hazard when swallowed, inhaled and in contact with skin. Make sure that ...
- Do not fill or feed or insert cleaning agents into containers other than the ones described in these instructions,
- any information on cleaning agents must be easily accessible also in emergency situations. If you are using the agents recommended by Melitta this information is enclosed with each of the products.
- Keep cleaning agents out of the reach of children.
- Wear suitable protective gloves.
- Follow the warning notes on the cleaning agent containers.

Warning!

When performing the cleaning activities, **make sure that the machine ...**

- is **never** subjected to pouring water and
- it is **never** spray clean with a hose.
- Also, **do not spray clean the installation area**, e.g. with a water hose or high-pressure cleaner.
- ⚠ Danger to life from electrical shock may otherwise occur from water entering the unit and touching live parts.
- First pull out the power plug and allow the machine to cool down before performing cleaning work on the machine by hand.
- ⚠ You thereby prevent the risk of injury from accidentally touching hot or moving parts during cleaning.

8.3 Cleaning process

Leave the machine switched on – only mechanically assisted cleaning sequences will first take place.

a) Cleaning the grounds drawer:

- Open the **drawer door** and pull out the grounds drawer located behind it, as described under 6.6. Empty it into the regular domestic refuse.
- Remove loose dirt, also from inside the **slot** of the grounds drawer. You may otherwise not be able to insert it properly and a malfunction may occur.
 - In case of persistent dirt the grounds drawer can be cleaned in a **dish washer**.

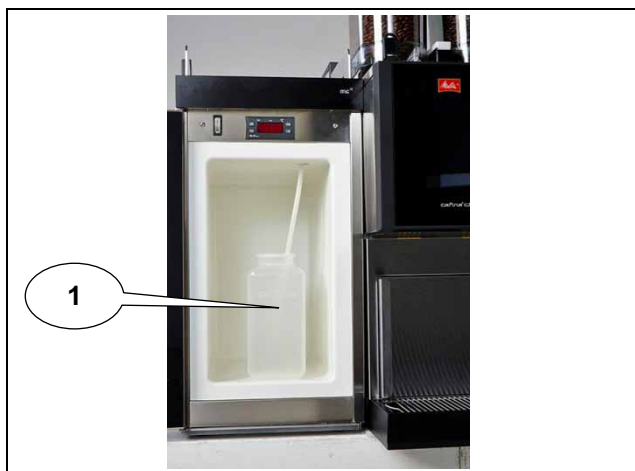
If the grounds drawer has been pulled out or has not been correctly inserted, the display will show a corresponding message. If this was the case for longer than 3 seconds, you will be asked whether the **grounds drawer is empty**:

- Press the **"Yes"** button if the grounds drawer has been emptied.

b) Starting the cleaning program

The machine cleans the milk section first and then the coffee section after. This process runs almost completely automatically.

- (1) Replace the **milk container** with an empty **cleaning container**.



- Clean the outside of the **milk hose**, which protrudes from the machine, with a damp cloth.
- Clean the **interior** of the refrigerator (if present) as well as the **door** and the **door seals** with a conventional domestic cleaning agent.
 - Leave the **door open** throughout the complete cleaning process. Condensation water will be generated, which would otherwise cause an impairment of the function.

- (2) In the display touch the control button **"Menu"** and then ...
 - **"Clean complete system and switch off"**, if you want to have the milk and brewing system cleaned and the machine finally switched off.
 - **"Clean complete system"**, if you want to have the milk and brewing system cleaned, but would like to continue operation after.



As soon as **"Prepare the cleaning agent"** appears in the display, ...

- (3) place a **cleaning tablet** into the prepared **cleaning container** and ...



- confirm the placement of the cleaning tablet in the display by touching **"Cleaning agent is prepared"**. The milk system is now being cleaned.

As soon as “Drop in cleaning tablet” appears in the display, ...

(4) insert a cleaning tablet into the slot and ...



(5) push the **inserting slide** back, until the cleaning tablet drops audibly into the cleaning shaft.



- Confirm the placement of the cleaning tablet in the display by touching “**Cleaning tablet is inserted**”. The coffee section is now being cleaned.

Once cleaning has been completed, the machine switches itself off again or returns to standby for dispensing – depending on the selection.

- Remove and empty the cleaning container.
- If operation of the machine is to be continued, place a container with milk next to the machine (e.g. in the optional refrigerator) and insert the milk suction hose in the milk container.

8.4 Cleaning bean containers

Switch off the machine as described under 6.4 and allow it to **cool down**.

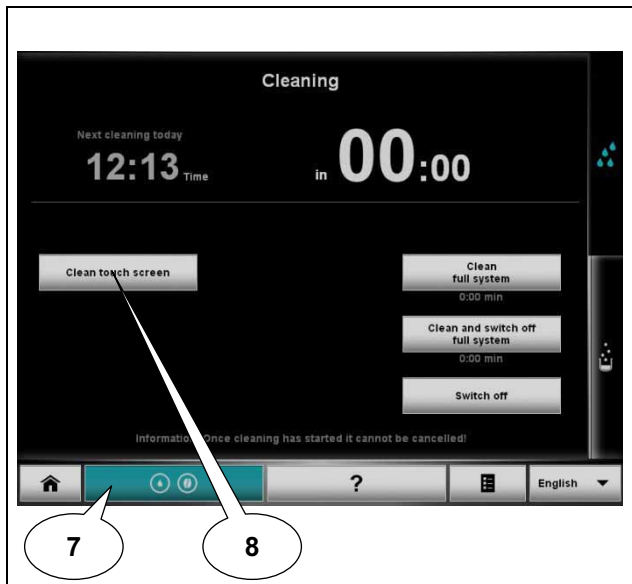
- Remove the lids of the bean containers.
- (6) Turn the **lever anti-clockwise** to loosen the bean container and **remove** the container.
- Clean this parts in hot water with a regular washing up liquid or in the dish washer.
- **Dry** all parts completely and reassemble them.
- (6) Turn the **lever clockwise** to **lock** the bean containers and put the lid back into place.



Note: the lids of the bean containers can only be put back into place, if the bean containers are properly locked.

8.5 Clean touch screen

This is necessary in case of visible contamination.



- (7) In the display touch the control button “Menu” and then ...
- (8) “Clean touchscreen” to lock the display against input.

■ **Clean** the touchscreen with a damp cloth.

After cleaning unlock the display play gain for input by successively touching the **numbers 1 – 4** in the corners of the display.

8.6 External cleaning

Wipe plastic parts, painted surfaces and stainless steel parts regularly with a wet cloth. Do not use any abrasive agents or sharp objects.

Caution: The cloth must not be dripping wet - risk of short-circuit! Detergent residues must be carefully wiped off in order to prevent undesired functions being triggered.

- (9) Remove the **drip grill** as soon as soiling is visible.

- (10) Then wipe out the **drip tray** with a damp cloth.



9. Preventive maintenance

- ⚠ Because of the associated dangers, repairs and preventive maintenance activities must only be performed by the customer service or professionals authorized by the manufacturer for this purpose.

9.1 Intervals

Always after 30.000 cups or 12 months of operation (whichever occurs first), a major **maintenance of the machine** must be carried out by the customer service (chargeable service).

- Take care to make such an appointment early on to avoid unnecessary wear.
- Monitor your upstream **water filters** for effectiveness, as described in their documents.
- Replace all water filters no later than every 12 months to prevent germ formation and water contamination.

Upon request, the manufacturer will offer a comprehensive maintenance contract which also ensures the observation of all inspection and service intervals.

The **inspection** – legally required for commercial operators – of the system every 4 years by an authorized electrician for proper condition must be performed and documented. This can be done and certified by the customer service (no additional inspection is required before the initial commissioning).

9.2 In case of defects:

- ⚠ First have **malfunctions or damages** inspected and, if necessary repaired, by the customer service before you continue using the machine.
- ⚠ **In all of these cases, pull the plug out** of the socket and turn off the water.

10. Disposal

The machine has been designed and manufactured to facilitate environmentally friendly disposal.

a) Waste disposal

The waste generated by brewing is purely organic and may therefore be disposed off with the regular domestic refuse.

b) Waste water disposal

The waste water generated by brewing and cleaning corresponds to the properties of general domestic waste water and may therefore be discharged through the normal sewer system.

c) Disposal of cleaning agents

The cleaning agents recommended in these instructions comply with the legal stipulations if used as instructed and may therefore be discharged with the waste water through the normal sewer system without additional measures.

d) Disposal of the machine

This coffee maker contains valuable raw materials which should be directed to **recycling**.



Do not dispose off the machine through the domestic waste!

Make sure to follow the applicable national and regional legislation and guidelines regarding disposal.

SERVICE-Scheckheft
SERVICE Confirmations

Wartungsvertrag abgeschlossen
Service contract existing

☐ ja / yes ☐ nein / no

Maschinen Nr. / *machine-no.*: _____

1. Inspektion / Wartung
1th Service / Maintenance

Datum der Erstinstitution / *date of first installation* _____

am: _____
Date

Unterschrift und Stempel Kundendienst
Signature and stamp Service Technician

INSPEKTION / WARTUNG
MAINTENANCE

Arbeiten durchgeführt bei:
SERVICE been effected

Nächste Inspektion / Wartung bei:
Next Service / Maintenance

- ☐ *Arbeiten gemäß Checkliste ausgeführt*
works been carried out according to check list
- ☐ Wasserfilter ersetzt
Waterfilter been replaced
- ☐ Verschleißteile ersetzt
wearing parts been replaced
- ☐ Maschine eingestellt und Funktion überprüft
machine been adjusted and function been checked

Datum: _____
Date

Datum: _____
Date

Name: _____
Name

Sonstige Arbeiten: _____
other works

INSPEKTION / WARTUNG
MAINTENANCE

Arbeiten durchgeführt bei:
SERVICE been effected

Nächste Inspektion / Wartung bei:
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Date

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Name

Sonstige Arbeiten: _____
other works

INSPEKTION / WARTUNG
MAINTENANCE

Arbeiten durchgeführt bei:
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Date

Datum: _____
Date

Name: _____
Name

Sonstige Arbeiten: _____
other works

INSPEKTION / WARTUNG
MAINTENANCE

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Datum: _____
Date

Datum: _____
Date

Name: _____
Name

Sonstige Arbeiten: _____
other works

