



SipWithMe Signature Instruction Guide



**For video instructions,
visit us online here
or scan the QR code below.**





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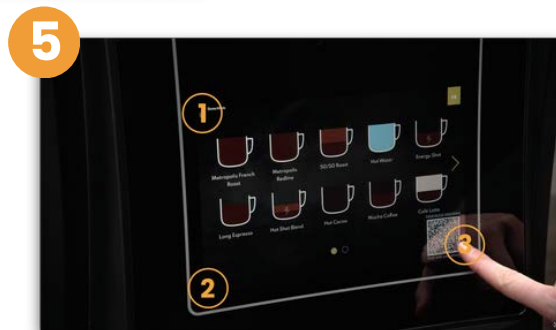
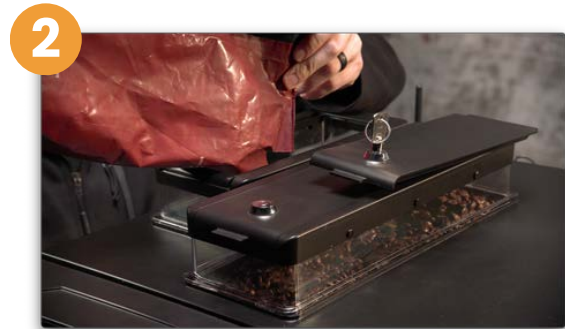
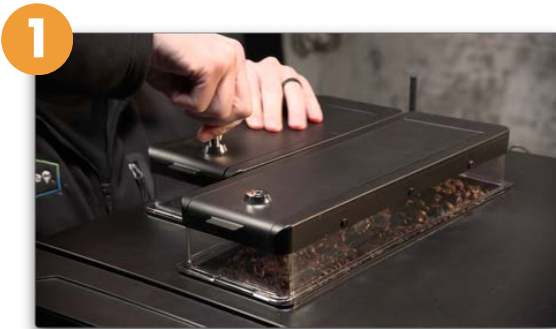


Filling the Brewer Ingredients



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1. Open the top-facing bean product access lids using the door key.
2. Fill the bean containers one at a time to prevent coffee beans from spilling into the secondary container.
3. Close powder container chutes and remove the powder containers one at a time.
4. Fill the powder containers and reinstall them. Ensure that the plastic guides at the canister's base are positioned behind the metal catch toward the front of the space. The container should be firmly in place and unable to move around. Ensure the containers are not overfilled, which will cause the powder to get packed.
5. To reset low product notifications, enter service mode by pressing the three corners of the screen.





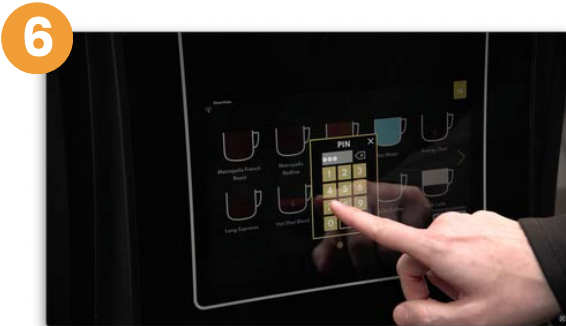
Filling the Brewer Ingredients (continued)



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6. Enter your PIN. The factory default is 5657. Press "OK."
7. In service mode, press the "Products Levels" button.
8. Adjust the product levels by sliding the coffee bean icon to the desired filled-to percentage level.
9. Press the "Save" button. If you do not save the newly adjusted levels before you exit, they will revert to the previous levels.
10. Exit by pressing the "Close" button.





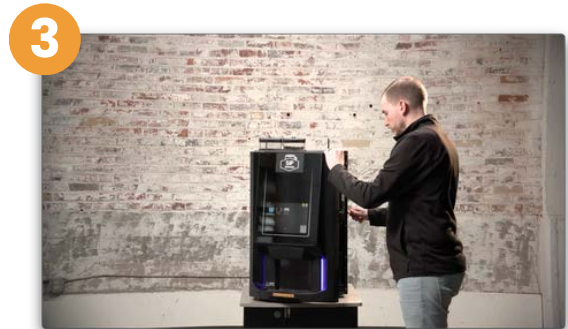
Waste Bin Full



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1. Once the bin reaches the limit count, a “Waste Bin Full” alert will immediately appear under the notifications tab, and dispensing will be disabled.
2. All coffee drinks will be disabled until the waste bin has been emptied and the waste bin count has been reset.
3. Open the brewer door.
4. Remove the meta splash guard.
5. Using scissors, trim the filter paper to the right of the brew group, ensuring the cut is made 6 inches below the yoke assembly.
6. Brush off any excess coffee grounds.
7. Remove the waste bin from the unit. Empty and clean it.



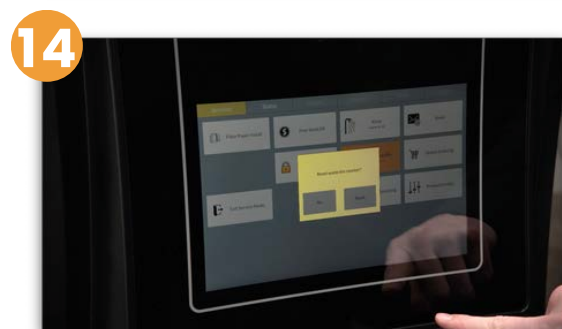
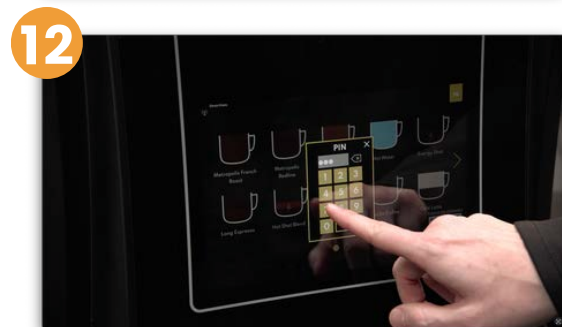
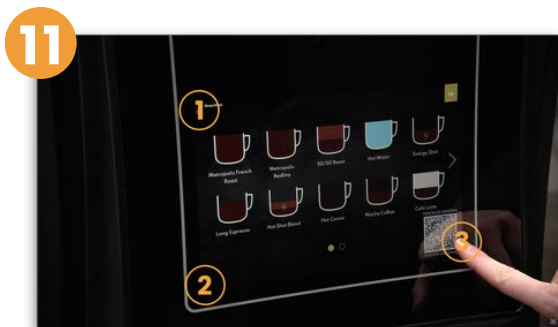
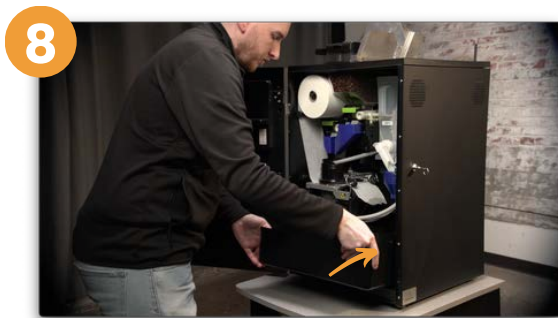


Waste Bin Full (continued)



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8. Replace the bin in the machine.
9. Replace the splash guard.
10. Close and lock the machine door.
11. Enter service mode by clicking on the three corners of the screen.
12. Enter your PIN. The factory default is 5657. Press "OK."
13. Tap "Reset Waste Bin."
14. You will be asked if you would like to perform another rinse. Select the appropriate option.
15. Once completed, the machine will resume dispensing beverages.





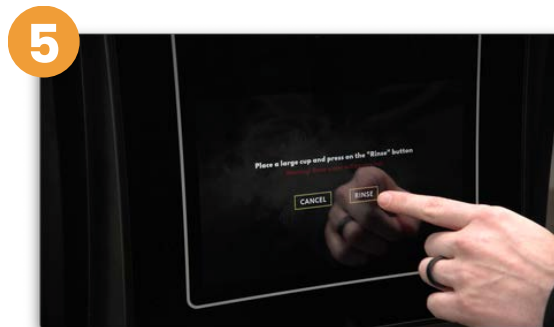
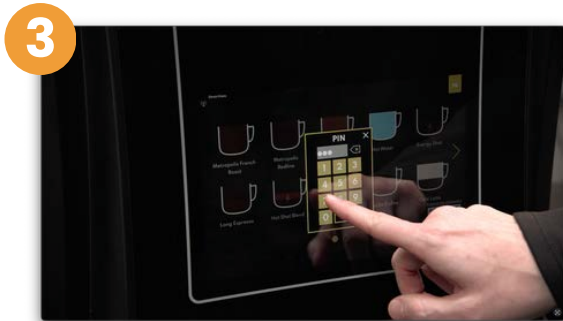
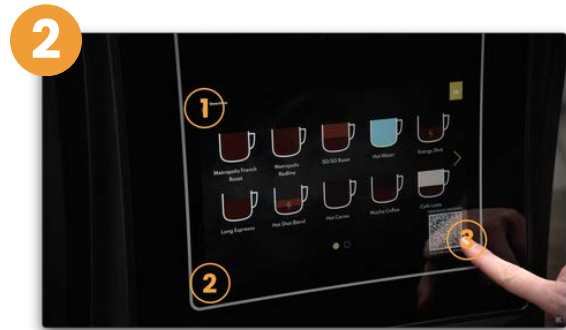
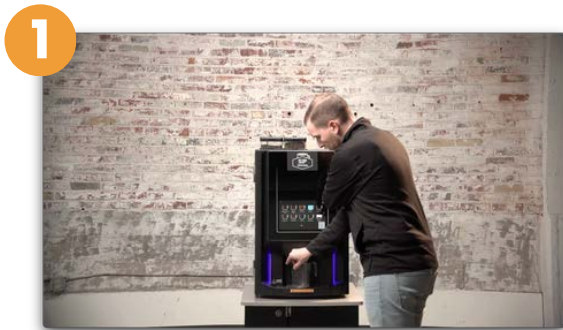
Performing a Rinse Cycle



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1. Place an empty container under the spout. **Make sure it is at least 16 oz.**
2. Enter service mode by pressing the three corners of the screen.
3. Enter your PIN. The factory default is 5657. Press the back arrow.
4. In service mode, press the “Rinse” button.
5. Verify that your container is well-positioned and press the “Rinse” button in the pop-up window.





Performing a Rinse Cycle (continued)



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6. Wait while water comes out of the spout. **The water is very hot!**
7. Do not remove the container until the rinse is complete.
8. Empty the container, and **be careful when handling it, because the water will be very hot.**
9. At a minimum, rinsing should be performed twice a day.

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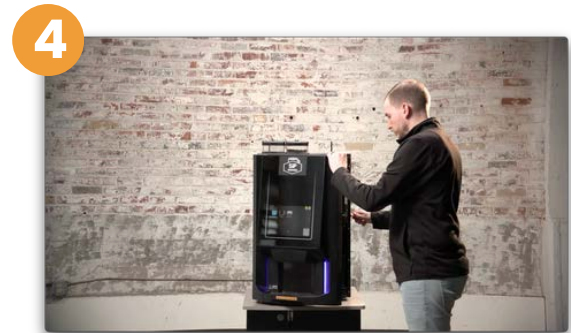
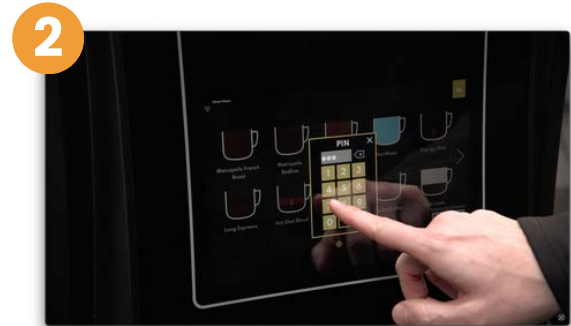
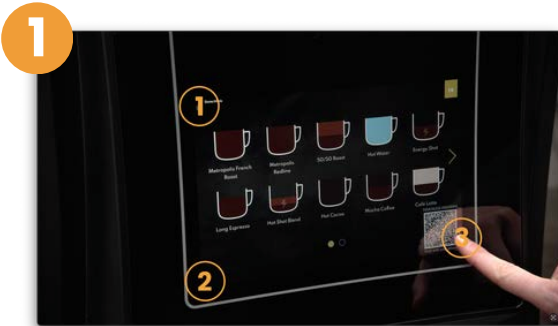
Installing Filter Paper



Click or scan the QR code for video instructions



1. Enter service mode by pressing the three corners of the screen.
2. Enter your PIN. The factory default is 5657. Press the back arrow.
3. In service mode, press the "Filter Paper Install" button.
4. Open the brewer door.
5. Remove the splash guard.
6. Follow the on-screen instructions to feed the filter paper correctly.



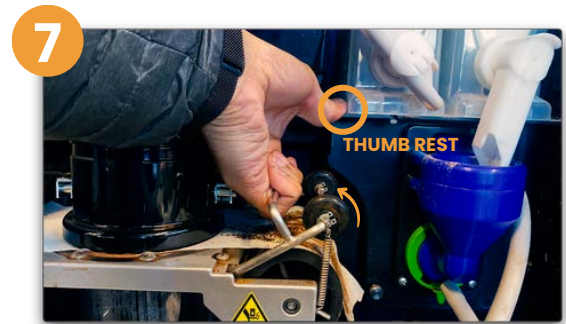
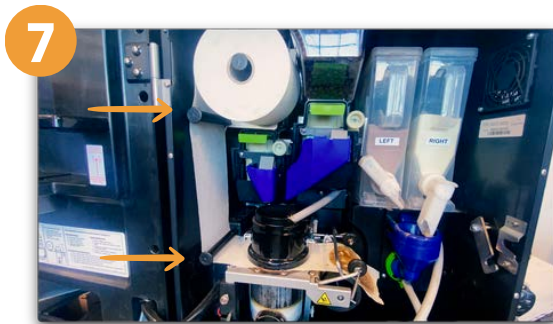


Installing Filter Paper (continued)



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7. Feed the filter paper outside the guiding spindles, and pull the filter paper flat under the drum wheels.
8. Ensure the filter paper roll is pushed all the way in until it touches the back pane and you hear a quiet, but audible, click.
9. Reinstall the splash guard and close the brewer door.
10. Press the "OK" button.
11. If you installed a new filter paper roll, press "Yes" in the pop-up window. If you did not install a new roll, press "No" to keep the cup count correct on the filter paper roll.
12. Press the "Exit Service Mode" button.





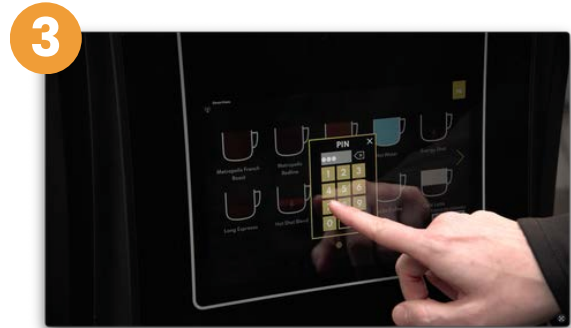
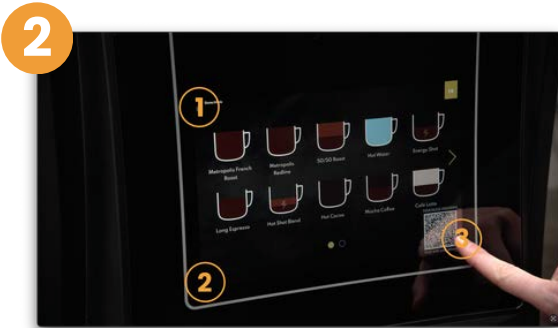
Filter Paper Error Resolution



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1. If the machine is not reading the filter paper roll when it has a full paper roll, start by removing it.
2. Enter service mode by clicking on the three corners of the screen.
3. Enter your PIN. The factory default is 5657. Press "OK."
4. Select "Filter Paper Install" on the screen to release the filter paper.
5. Once the brew group releases the filter paper, cut it on the left side of the brew group and remove it.





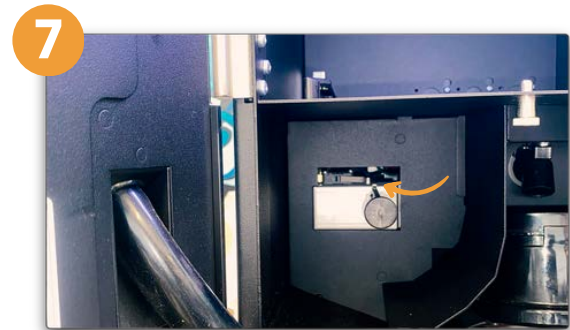
Filter Paper Error Resolution (continued)



Click or scan the QR code for video instructions



6. Remove the splash guard.
7. Once the filter paper roll is removed, you can access the filter paper switch in the back.
8. Adjust the switch by gently pulling on the metal leg to extend it. Then, place the filter paper roll back on the spindle, and slowly push the roll until you hear the switch click.
9. Once this has been completed, follow the filter paper install instructions.





Cleaning the Mixing Bowl



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1. Close the dispensing arm on the powder containers by sliding it upward.
2. Remove the powder containers one at a time by lifting up and out.
3. To remove the mixing bowl, unlock the green seal plate on the back of the housing by turning it counterclockwise, about an eighth of a turn.
4. Once the seal plate is unlocked, gently pull the blue mixing chamber out completely.
5. Once the mixing chamber has been removed, gently pinch, turn, and pull the hot water hose until it comes out.
6. To remove the dispensing spout, lift the spout support lock and gently pull the spout until it comes completely out.



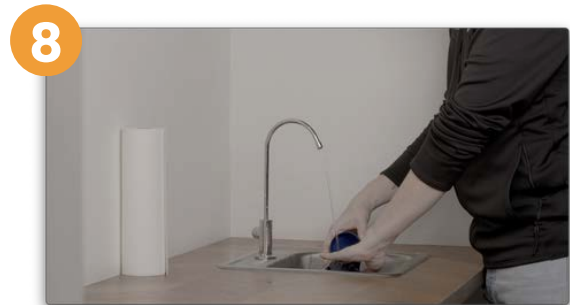


Cleaning the Mixing Bowl (continued)



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7. Take the entire assembly to the sink and gently pull up the steam trap (the round top piece) to remove it.
8. Thoroughly rinse everything with water.
9. Once the parts are completely clean, dry them with a towel or paper towel. **The steam traps MUST be 100% dry before reinstalling them.**
10. Install the mix housing assembly, starting with the dispensing spout, hot water hose, mixing chamber, and steam trap.
11. Turn the dispensing spout and the seal plates clockwise to lock them. Once everything has been assembled, gently pull to ensure the parts are correctly locked in position.
12. Reinstall the powder containers firmly so they are unable to move around.
13. **This must be done once a week** to avoid the risk of clogging.





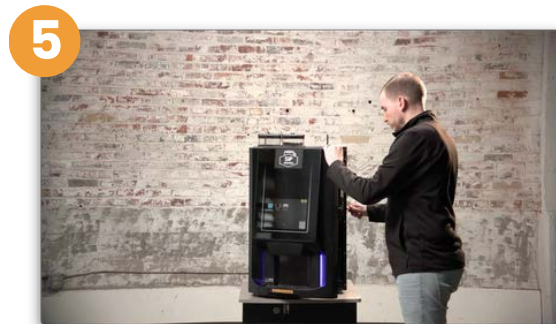
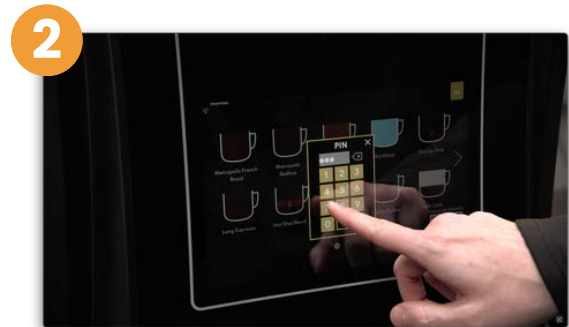
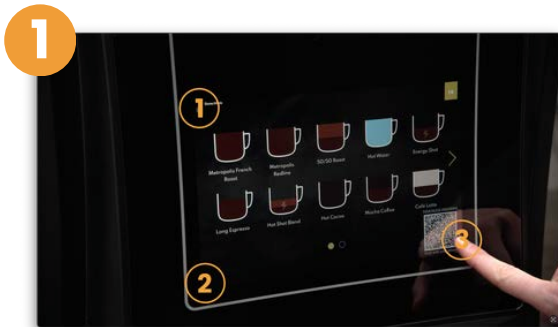
Doing a Machine Tablet Cleaning



Click or scan the QR code for video instructions



1. Enter service mode by clicking on the three corners of the screen.
2. Enter your PIN. The factory default is 5657. Press "OK."
3. Select the "Cleaning & Sanitizing" option.
4. Choose "Clean Brew Group."
5. Open the brewer door.





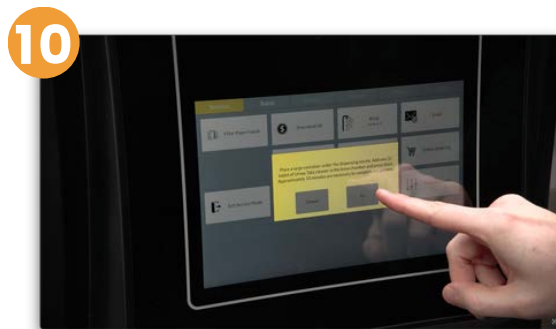
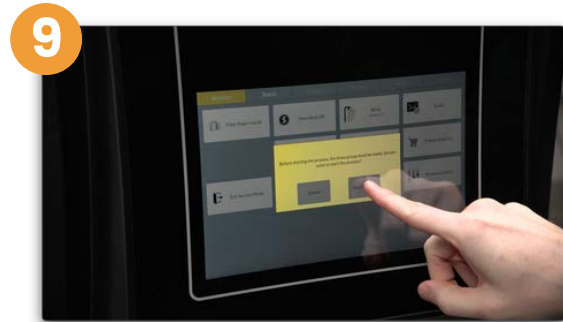
Doing a Machine Tablet Cleaning (continued)



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6. Place an empty container under the spout. **Make sure it is at least 16 oz.**
7. Remove the powder hoppers, mixing bowls, and powder dispense elbows.
8. Place one cleaning tablet inside the funnel cup on top of the brew cylinder.
9. Select "Start Process."
10. Select the "Go" button. This step will take approximately 10 minutes.





Doing a Machine Tablet Cleaning (continued)



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11. Follow the instructions on the screen.
12. Press "No" in the pop-up window if the filter paper is intact. If it is torn, press "Yes."
- 13 Select the "Go" button and wait until the water comes from the spout.
14. Empty the container, and **be careful when handling it, because the water will be hot.**

12



13



14





Doing a Machine Tablet Cleaning (continued)



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16. Replace the rinse cup and press "Go."
17. Empty the container.
18. The cleaning process is now complete.
19. Press "Close" and exit service mode.
20. Ensure the mixing bowls and powder dispense elbows are completely dry and replace them in the machine.
21. Close and lock the brewer door.





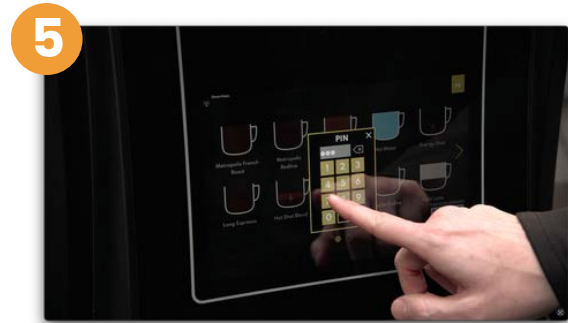
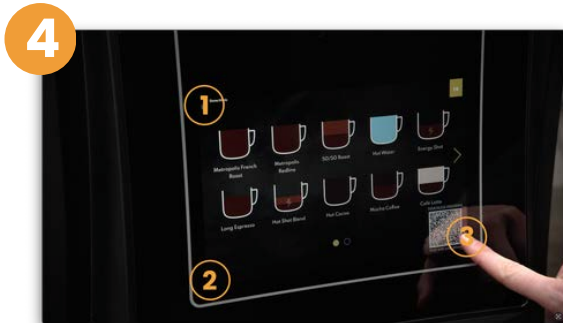
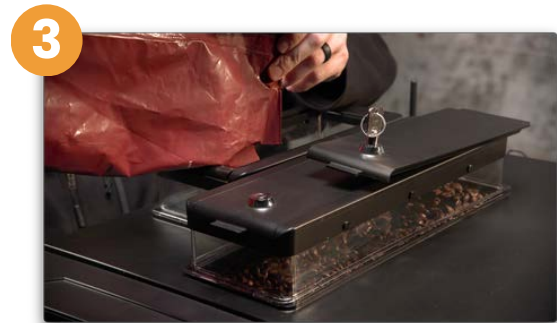
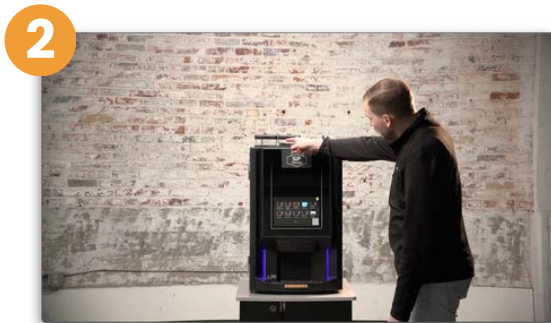
Machine Out of Product



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1. If the machine is out of product, you will receive an automated alert via email.
2. First, confirm the machine is low or out of any product.
3. Refill all of the coffee or powder bins that need more product.
4. To reset low product notifications, enter service mode by pressing the three corners of the screen.
5. Enter your PIN. The factory default is 5657. Press "OK."





Machine Out of Product (continued)



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6. In service mode, press the "Products Levels" button.
7. Adjust the product levels accordingly, then press "Save."
8. Press the "Close" button.
9. Press the "Exit Service Mode" button.





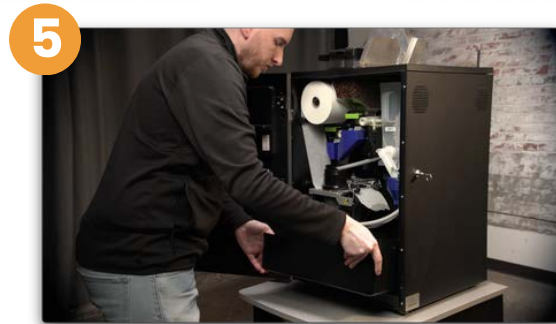
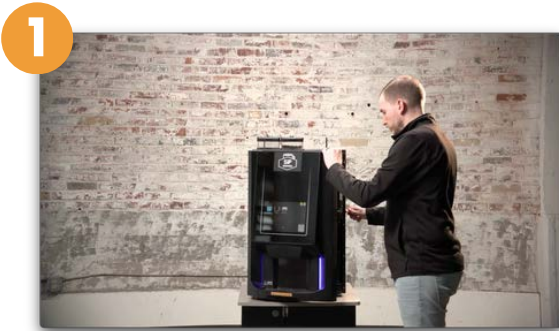
Overflow Tray Full



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1. Open the machine door.
2. Remove the splash guard.
3. Using scissors, cut the filter paper to the right of the brew group, ensuring the cut is made 6 inches below the yolk assembly.
4. Brush off any excess coffee grounds.
5. Remove the waste bin.



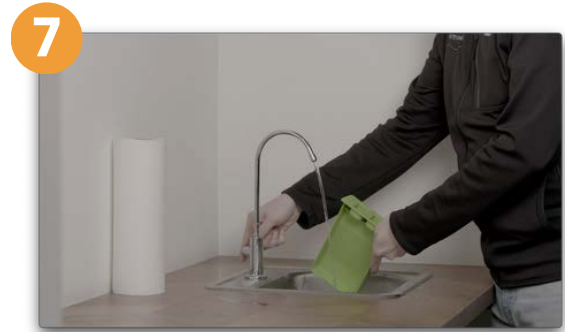


Overflow Tray Full (continued)



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6. Locate the green overflow tray behind your waste bin in the bottom left corner.
7. Remove and empty the overflow water drip tray, dry it with a towel, and return it to the machine.
8. Remember to replace the waste bin and the splash guard.
9. Restart the machine to clear the error.
10. Once complete, please restart the machine using the power switch located on the back of the machine (lower right side corner), 'Water in the Overflow Tray' error will be cleared.



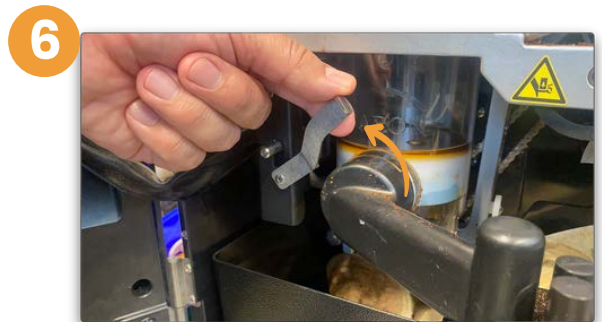
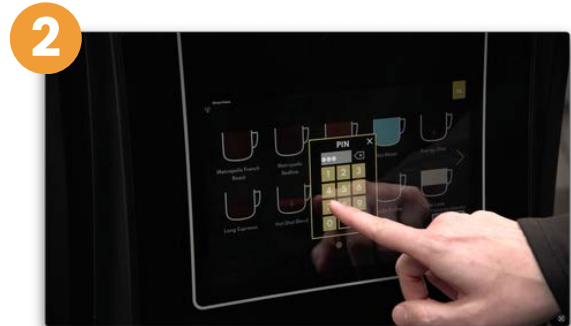
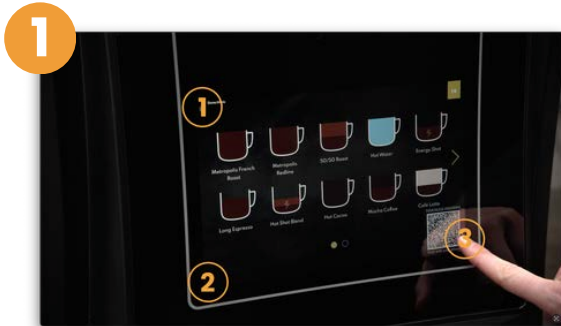


Removing the Brew Group



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1. Enter service mode by clicking on the three corners of the screen.
2. Enter your PIN. The factory default is 5657. Press "OK."
3. Select "Filter Paper Install" on the screen to release the filter paper.
4. Once the brew group releases the filter paper, cut it on the left side of the brew group and remove it.
5. Remove the splash guard and set it aside.
6. Move the spout support lock (a metal latch) counterclockwise to the left.



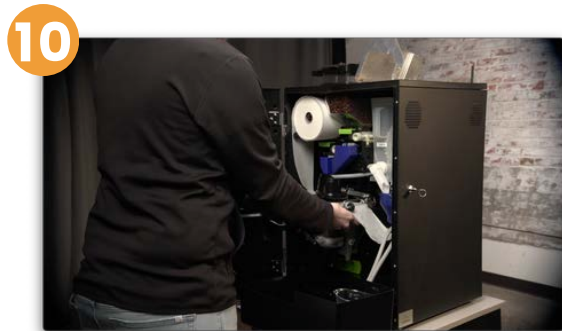
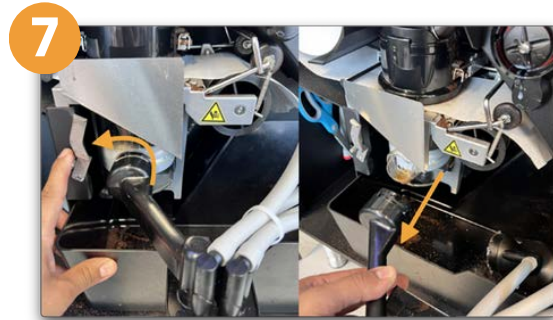


Removing the Brew Group (continued)



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7. Remove the black plastic dispense nozzle attached to the bottom of the brew group.
8. Remove the waste bin.
9. Locate the brew group spring lock lever. Push down and move it to the right until it stays in place. This will unlock the brew group.
10. Firmly grab the brew group assembly from the main frame and slowly pull out.
11. Take the brew group to the sink and rinse it completely.





Removing the Brew Group (continued)



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12. Make sure to dry excess water.
13. Once dry, reinsert the brew group by ensuring the main shaft pin matches the brew motor coupler in the back inside of the machine.
14. If it is no longer aligned, the main shaft pin in the rear of the brew cylinder can be adjusted by hand to ensure it locks in the coupler when inserted into the machine.
15. Make sure the spring lock has returned to the up position.
16. Reconnect the dispense nozzle and lock it into place by turning the spout support lock (a metal latch) clockwise to the right.
17. **Ensure the hot water brewer hose is securely attached to the metal loop inside the funnel cup.**
18. Reinstall the filter paper by following the filter paper installation instructions.

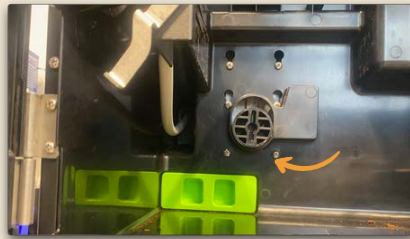
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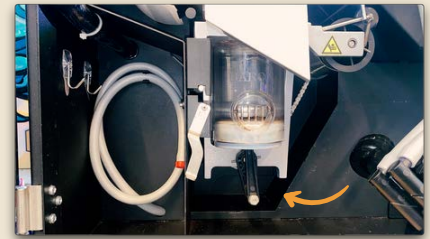
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Main Shaft Pin

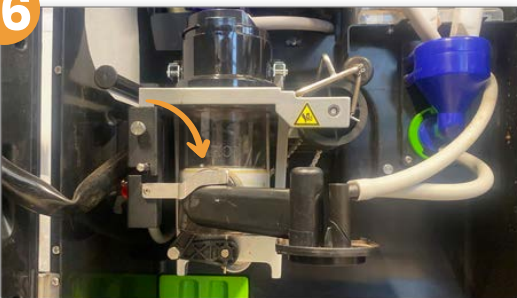


Brew Motor Coupler

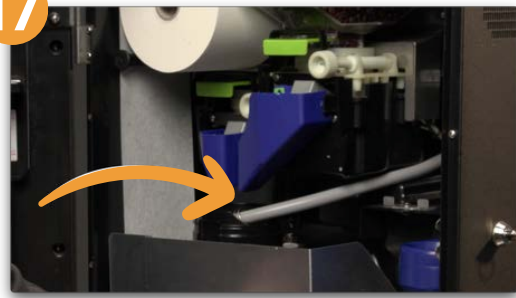


Adjust By Hand

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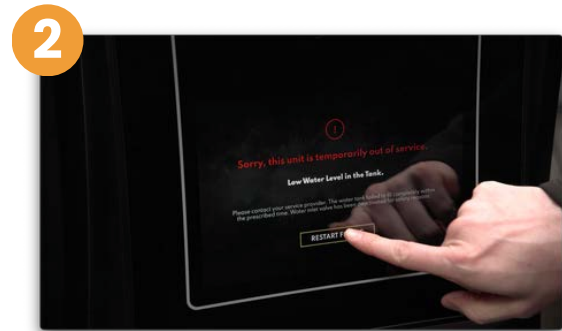
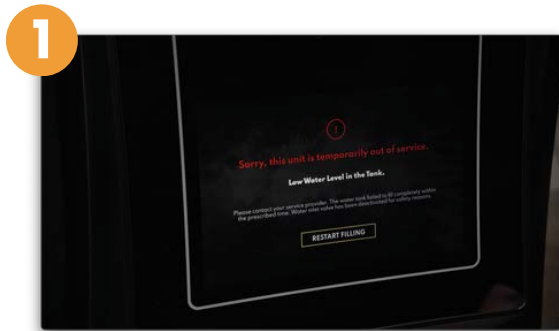
Low Water Level



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1. When the machine is not getting the appropriate amount of water, you will receive a “Low Water Level” notification on the machine.
2. If you use a water jug to supply the machine, replace the empty jug with a full one. Press “Restart” on the screen, and the machine will refill.
3. If a water supply line supplies your machine, ensure the valve is open. If it is closed, reopen it, and the machine will refill automatically.
4. If the machine does not start automatically refilling, power cycle the machine using the rear power switch.





Water Temp Too Low



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1. If you receive a water temperature error, the temperature is not high enough for the machine to brew.
2. The current machine temperature will be indicated on the screen.
3. The machine may take up to 2 minutes to return to the proper brewing temperature. It will automatically heat the water without any interaction needed.

1



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