



# **SipWithMe Easy Instruction Guide**

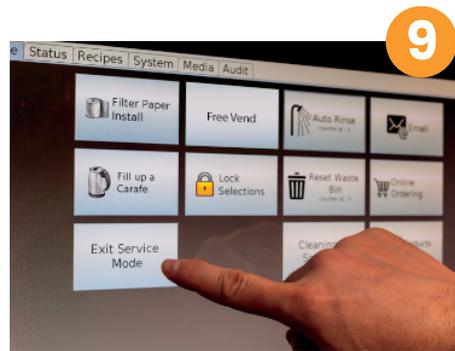
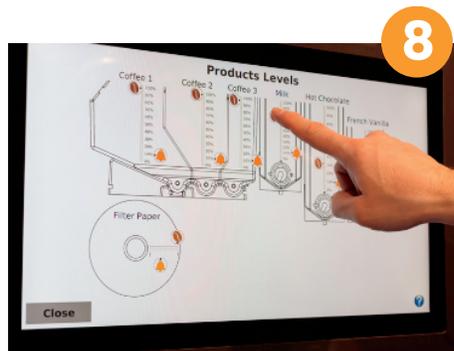
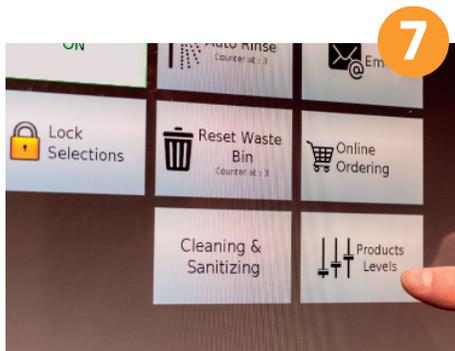
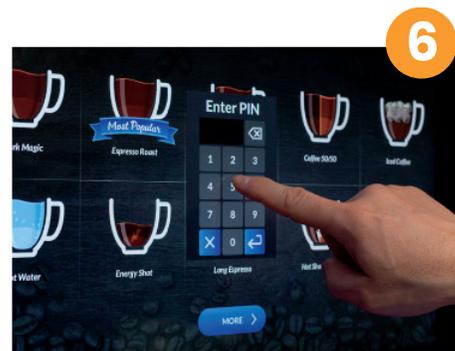
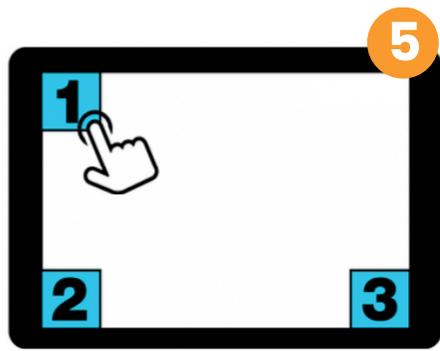




# Filling the Brewer Ingredients

## How to fill the brewer ingredients

1. Open the access door lid on top of the unit.
2. Fill the bean hoppers.
3. Remove the lids of the soluble canisters **one at a time**.
4. Fill the soluble canisters accordingly and reinstall the top access door lid.
5. To reset low product notifications, enter service mode by pressing the 3 corners of the screen.
6. Enter your PIN (factory default: 5657) and press the back arrow.
7. In service mode, press the "Products Levels" button.
8. Adjust the product levels accordingly, then press the "Close" button.
9. Press the "Exit Service Mode" button.

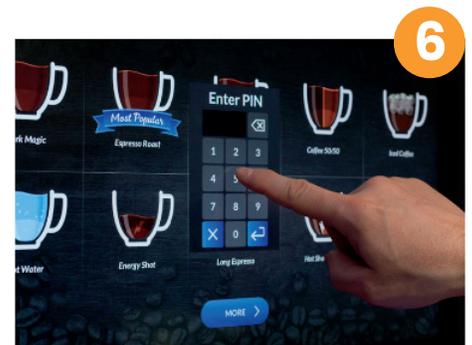
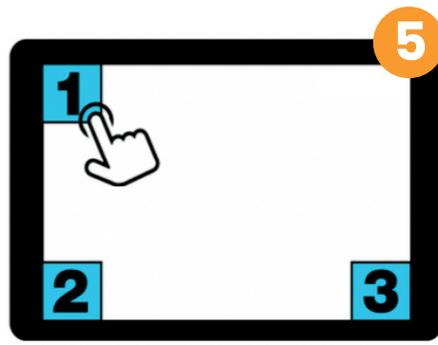
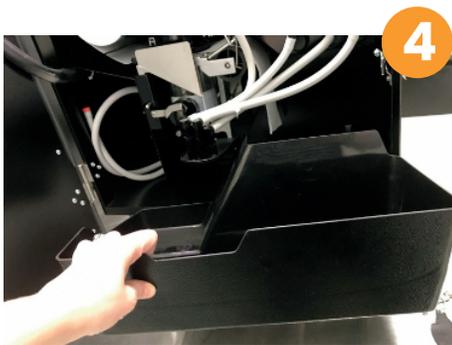
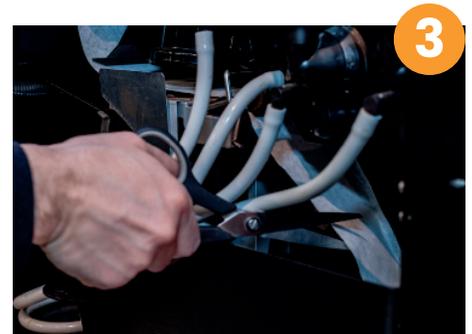




# Emptying the Waste Bin

## How to empty the brewer waste bin

1. Open the brewer door.
2. Remove the protective panel.
3. Cut the filter paper 6 inches below the yoke assembly with scissors.
4. Remove the waste bin from the unit. Empty and clean it.  
Put the waste bin back in the unit, reinstall the protective panel and close the brewer door.
5. Enter service mode by pressing the 3 corners of the screen.
6. Enter your PIN (factory default: 5657) and press enter.
7. In service mode, press the "Reset Waste Bin" button.
8. Press the "Exit Service Mode" button.

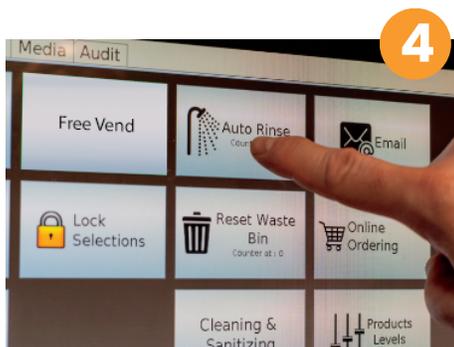
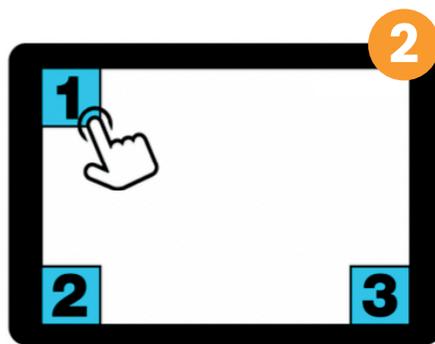




# Performing a Rinse Cycle

## How to perform a rinse cycle

1. Place an empty container under the spout. **Make sure it is large enough** (16 oz).
2. Enter service mode by pressing the 3 corners of the screen.
3. Enter your PIN (factory default: 5657) and press the back arrow.
4. In service mode, press the "Auto Rinse" button.
5. Verify that your container is well-positioned and press the "Rinse" button on the pop-up window.
6. Wait while water comes out of the spout. **Be careful. The water is VERY HOT.**
7. Once the rinse is completed, press the "Exit Service Mode" button.
8. Empty the container. **Be careful. The water is VERY HOT. Do not drink this water.**

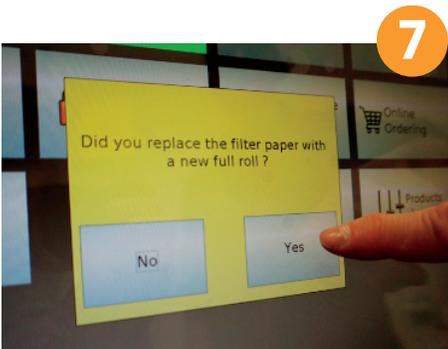
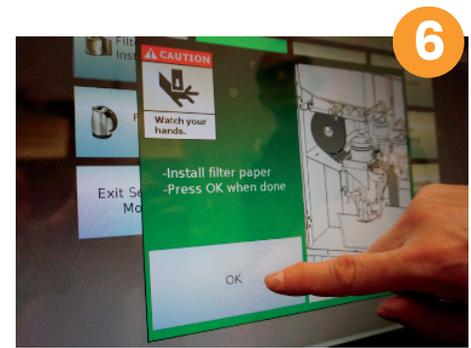
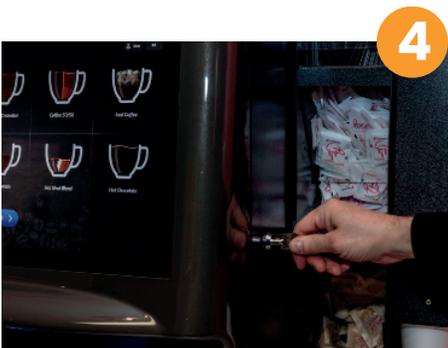
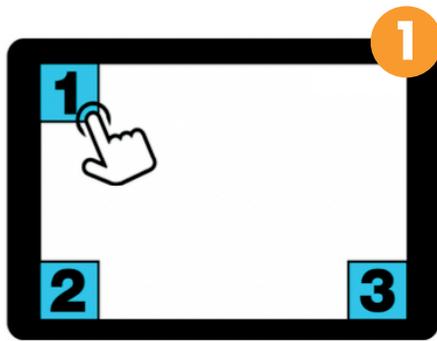




# Installing the Filter Paper

## How to install the filter paper roll

1. Enter service mode by pressing the 3 corners of the screen.
2. Enter your PIN (factory default: 5657) and press the back arrow.
3. In service mode, press the "Filter Paper Install" button.
4. Open the brewer door.
5. Feed the filter paper as shown on the screen and close the brewer door.
6. Press the "OK" button.
7. In the pop-up window, press the "Yes" button.
8. Press the "Exit Service Mode" button.

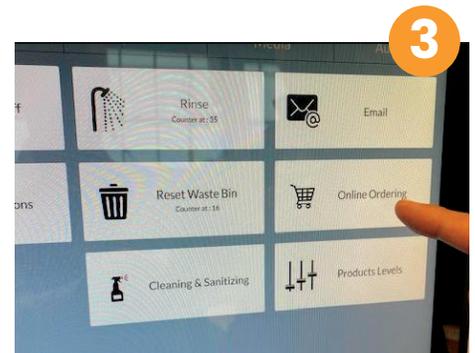
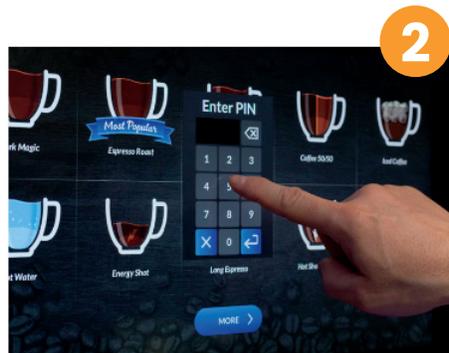
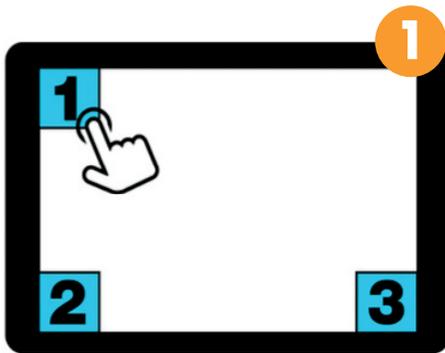




# How to Order Product

## How to order product online via the machine service tab

1. Enter service mode by pressing the 3 corners of the screen.
2. Enter your PIN (factory default: 5657) and press the back arrow.
3. Press the "Online Ordering" button to start the process.
4. Enter products / quantities you would like to order. If you need a product that is not in your order guide, add it by pressing "Add Additional Items."
5. Enter your email address to complete the order.
6. Hit "Send" to complete.
7. Shortly after pressing "Send," you will receive an email confirming the receipt of your order, and it will include an ETA for your product delivery.

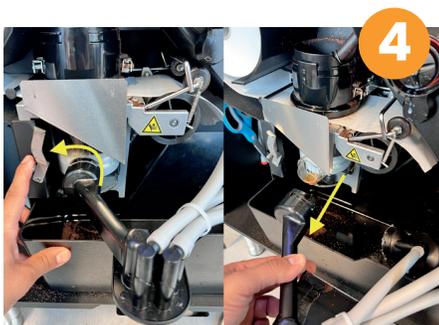




# Cleaning the Mixing Chamber Assembly

## How to clean the mixing chamber assembly

1. To remove, simply unlock the seal plate on the back of the housing by turning counterclockwise about an  $\frac{1}{8}$  of a turn.
2. Once the seal plate is unlocked, proceed to gently pull the mixing chamber completely out. **Make sure to remove all 3.**
3. Once all 3 mixing chambers have been pulled, proceed to remove the hot water hose by gently pinching, turning and pulling until it comes out.
4. To remove the dispense spout, lift the spout support lock and gently pull the spout until it comes completely out.
5. Take the entire assembly to the sink remove the steam traps (round top piece) by gently pulling up. Rinse thoroughly with running water.
6. Once the parts are completely clean, use cleaning towel or paper towel to dry (**steam traps MUST be 100% DRY**).
7. Proceed to install the mix housing assembly, starting with the dispense spout, hot water hose and all 3 mixing chambers and their respective steam traps (top round piece).
8. Make sure to lock the dispense spout and the seal plates (turn clockwise). Once everything has been assembled, gently pull to make sure the parts are properly locked in position.
9. To avoid the risk of clogging, this must be done **once a week!**

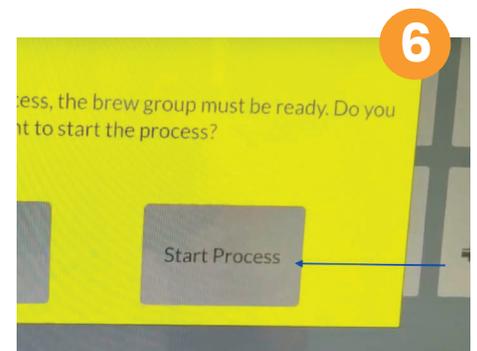
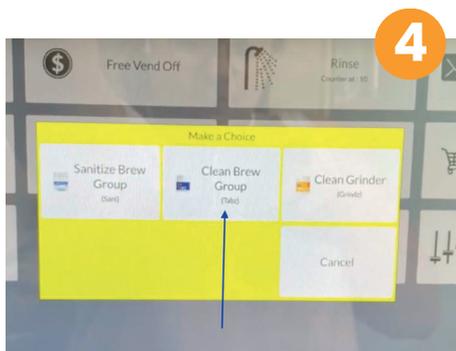
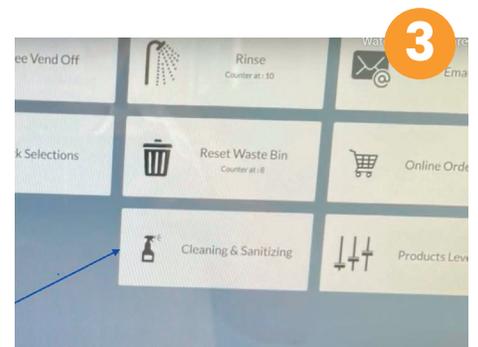
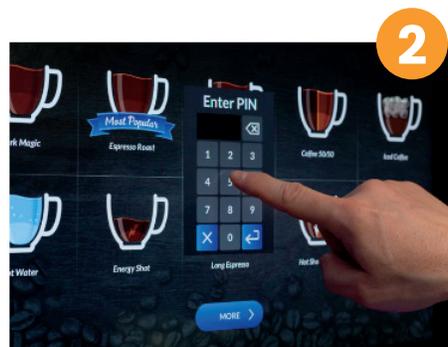
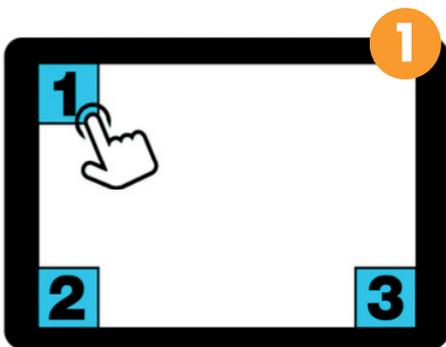




# How to Do a Monthly Tablet Cleaning

## How to do a brew cylinder cleaning with tablets

1. Enter service mode by pressing the 3 corners of the screen.
2. Enter your PIN (factory default: 5657) and press the back arrow.
3. Select the "Cleaning & Sanitizing" option.
4. Choose "Clean Brew Group."
5. Locate bottle of Urnex Tabz supplied.
6. Select "Start Process."





# How to Do a Monthly Tablet Cleaning

## How to do a brew cylinder cleaning with tablets (continued)

7. Place tablet inside the brew group.
8. Place the pitcher or rinse cup underneath liquid spouts in front of the machine.
9. Select "Continue (GO)." The cleaning process will take about 10 minutes to complete, which will give you time to clean the rest of the machine.
10. Follow instructions on the screen. The last step is to make sure the tablet has been completely dissolved in the brew chamber.
11. While tablet cleaning of the brew chamber is taking place, it is a good time to remove the mixing bowls and powder dispense elbows to do a thorough cleaning of these parts. It is extremely important that the mixing bowls and dispense elbows are completely dry before reinstalling them in the machine so they do not clog.
12. Once the tablet cleaning of the brew chamber is completed, acknowledge on the screen that the cleaning is completed.

