**INSTRUCTIONS FOR THE COFFEE MACHINE.**

At the beginning of a session if the coffee machine is to be used make sure the coffee dispenser is in the highest position; open the door and you will see the green switch at the back on the left-hand side; close the door and lower the dispenser.

Open the milk fridge check the freshness of the milk and if necessary, replace. Spare milk will be found in the galley fridge, make sure the milk holder is clean. Place the tube to the bottom of the milk bottle and close the door.

On the menu screen you will see the range of coffees when the bar under each picture has completed its warm up cycle the name of the coffee will appear.

By swiping across the screen, it will display additional types of drinks i.e. decaffeinated coffee, hot chocolate, hot milk etc.

The symbol will indicate which size cup to use place the cup under the dispenser press the symbol and the drink will flow. It is possible to have two 2 drinks of the same sort dispensed simultaneously swipe the screen until you see the appropriate symbol.

Place the cup onto a saucer, add a spoon and a biscuit, sugar is kept in bowls on top of the bar fridge to the right.

Occasionally the machine will do a rinse cycle especially if a lot of coffee has been served. Sometimes a note will appear to empty the coffee draw; push the dispenser to the top open the door and remove the box empty rinse and replace.

**Twenty minutes** bore the end of a shift ask for last orders for coffee this is to allow you time to clean the machine before closing.

At the end of the shift push the dispenser to the highest position. In the top right-hand corner of the screen is a small white triangle, press it and the screen will show symbols along the top left, press them all, a mini video will show how to place a wash tablet into the internal dispenser (remove the wrapper).

There is a black box to the left of the machine near the sink taps place this under the dispenser make sure it aligns with the hot water dispenser connect the milk tube to the left of the box; add the Eco Jetstream; (a bottle of blue liquid, found next to the sink taps); pour the measured mount into the space beside the milk tube attachment. A green arrow should appear press it four times and the cleaning cycle should start. The Full cycle take about 20 minutes.

Replace the milk tube into the milk box but NOT the bottle this is to stop the milk going off in the tube. Open the door and turn off the machine. Job done.

Additional supplies of coffee and drinking chocolate are kept in the fridge.