



# Installation and Setup



LB3200 Colibri

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## Self Fill Lavazza Colibri no changeiver



Congratulations on choosing to drink great coffee using the unique Lavazza pod vending system. The machine is easy to use. Follow the simple steps listed here and your organization will enjoy great tasting coffee every day.

If you need assistance at any point, please call 1 800 800 255 or visit our self help troubleshooter at [www.bluepod.com.au/support](http://www.bluepod.com.au/support)

**Before proceeding, please note the machine should NOT be powered up until instructed.**

**The boiler may be damaged and require a replacement machine sent out.**





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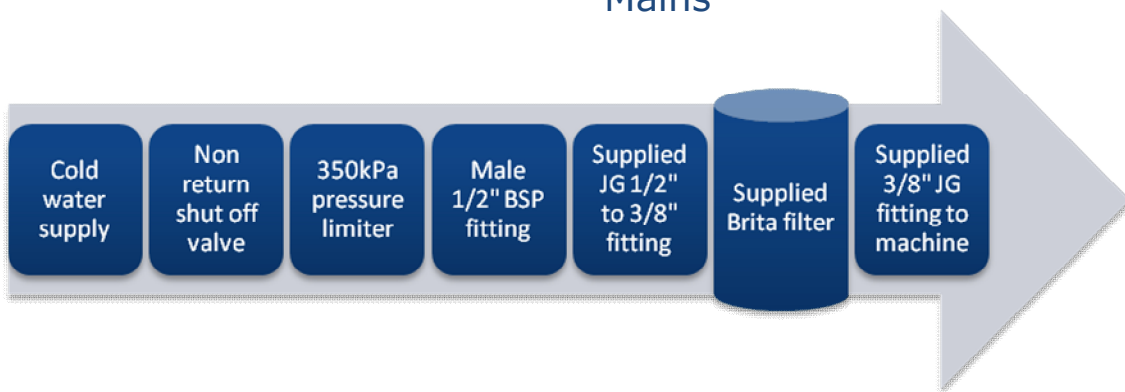
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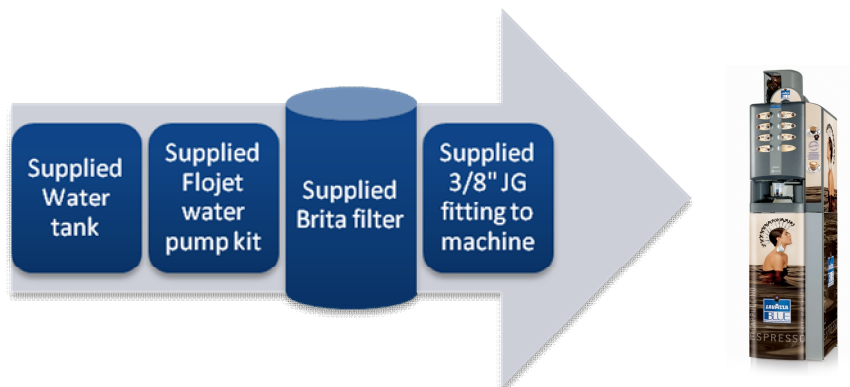
## Initial installation

Each customer is aware before delivery of requirements for plumbing and power. There are 2 plumbing configurations, mains fill and tanked supply:

### Mains



### Tanked



Locate all parts for your configuration as listed above. Connections between these components are to be made using the blue John Guest water line included. 2m is supplied, cut to length as needed.

The 3/8" to 3/4" female fitting for the rear water connection to the machine will be packed in the white envelope inside the machine or in the small grey drawer on the lower right inside of the machine. All other JG fittings are mounted ready for use.





1. Plan the installation. In particular, the Brita filter (A) supplied **must** be used regardless of mains or tank fill.
2. It must be located between the mains water outlet/Flojet pump outlet and the machine. If your machine has a metal base cabinet, provision is built in for mounting the filter via 2 screws prefitted.

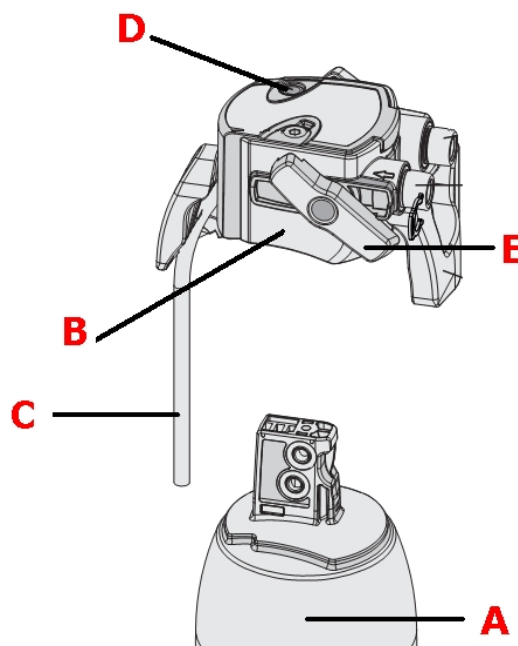
For example, the following shows a Brita filter unit (B) installed **between** the Flojet outlet (C) and coffee machine inlet (A):



If your machine is **not** fitted with a base cabinet, the filter must be located in a suitable place such as below the counter or a nearby cupboard. It can be mounted in any orientation.



- The filter **must** be flushed before use. This is achieved using the small grey rubber discharge hose inside the filter head unit (C). Remove this from its storage location inside the head (B) **before** mounting. The filter head is removed from the filter body by rotating the lock handle (E) observing the padlock symbols on the side. When the grey tube is free, refit the filter head on the filter, paying attention to the 3 o rings on the filter body that must remain in place. Rotate the lock handle to the lock position.



- Place machine and filter/mount bracket in their final positions. Secure the mounting bracket with screws/bolts. Cut and push fit the supplied blue JG water line as required from the mains water connection or Flojet water pump outlet.
- Turn on the water supply or pump and check for leaks.
- Flush/purge air from Brita filter. This is achieved by placing the grey rubber discharge tube (C) into a jug/bucket and gently depressing the flush button (D) on the filter head until the water flowing out is steady and clear.
- Once the water circuit is complete and free from leaks and flushed, proceed with the setup but at this point, do **NOT** supply electrical power the machine.



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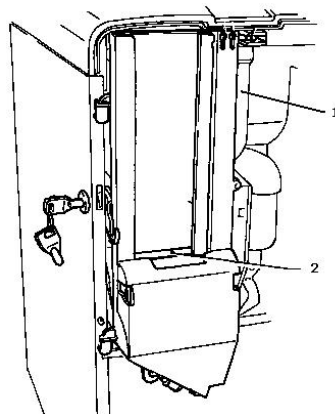
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## Initial Setup after installation

1. Ensure the electricity supply is **OFF** and the water supply is **ON**
2. Machines are supplied with a Brita water filter, this **must** be fitted and **flushed** before using the machine. Do not proceed further until this is carried out.
3. Open the main machine door with the long silver key. It should be taped inside the cup dispenser area behind the plastic door.

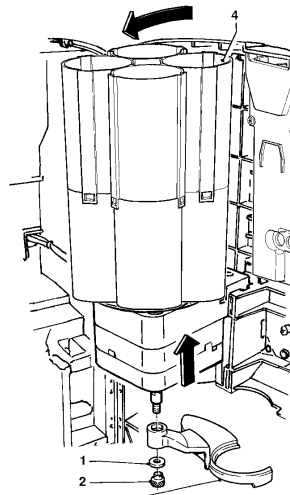
You will see a small storage drawer on the lower right side inside. Here you will find the round security key for the base cabinet door (if fitted) as well as the yellow plastic service key. If the bottom cabinet key is lost, you will need to obtain a second one from Blue Pod. It is unique and cannot be duplicated at a locksmith

4. The 2 grey lids on the top of the machine can now be opened. They are used to fill the coffee and milk/chocolate canisters. These lids cannot be opened with the door closed.
5. The left lid is the coffee pod hopper lid. Fill the hopper with coffee pods, it takes up to 140. Leave **at least 2cm** clearance from the top. **DO NOT FORCE PODS IN.** The pods need space to sort within the hopper. Do not drop cardboard pieces from the pod box into the hopper, they can jam the pod mechanism.
6. The milk and chocolate compartments on the right side of the pod hopper will take up to a bag of product each. Fill with product. **Do not overfill** as the lid will not close and the machine will not operate.
7. Rotate the sugar /stirrer mechanism outwards to access the sugar container (1)  
Lift the lid and fill using normal sugar. Do not use castor sugar.





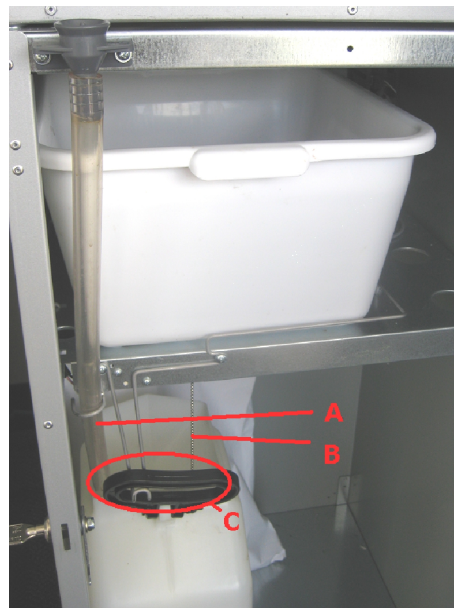
8. Remove the metal bar from the stirrer mechanism (2). Slide a pack of **wrapped** stirrers in. Place a finger on top of the stirrer pack. While applying light pressure, tear and remove the paper band completely. Replace metal weight on top of stirrers. Rotate and clip the unit gently back into its original position.
9. Insert **3** stacks of paper cups into the grey carousel on inner side of main door. **Do not fill the tube directly above the cup dispensing arm.** The cup carousel can be tilted towards you to access the tubes by lifting slightly then tipping outward.



10. Fill the cup tubes from the top. Do not fill above the top of the carousel. This will damage the cups and the door will not close. Only use cups supplied by Blue Pod, they made specially to work in this machine.



11. If your machine has a metal base cabinet, ensure the clear plastic drip tray hose (A) **and** waste container float/chain (B) are placed within the white waste water container (C)



12. Close the machine door. Switch on the mains electricity supply. The front LCD will power up and the machine will run a short diagnostic program. Water may flow from the dispensing nozzles; this will run into the drip tray/waste container.
13. "Temperature" should appear on the LCD display for some minutes after which it will show "Ready for use". Make 1 hot chocolate and 1 cappuccino and discard. These will prime the powder conveyers.
14. Your machine is now setup and ready. Enjoy a drink! You may select short black, long black, cappuccino, latte, mokaccino, hot chocolate or hot water.



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## Daily Action

1. Check/refill pods in the hopper.
2. Check/refill the powder canisters as necessary.
3. Check/refill cups and stirrers.
4. Clean the drip tray by removing, wash and reinsert.
5. Clean and wipe the exterior.
6. Ensure LED display reads "Ready for use"

If the machine needs refilling, take the opportunity to perform the weekly cleaning procedure while the machine is open. It takes only 5-10 minutes.



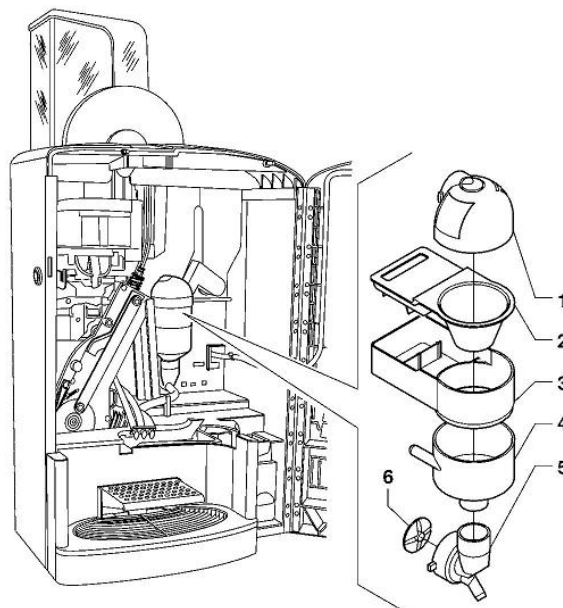




## WEEKLY CLEANING CYCLE

The following should be carried out each week (or more often at busy sites) to maintain the high reliability of the machine:

1. Open the machine door, place the yellow service key into the slot at the top centre of the machine, and turn the key 90 degrees clockwise. This will restore power to the machine and the machine will now operate with the door open.
2. **It is important to clean the mixing bowl assembly in order to prevent bacteria build up.**



3. Gently push downward on section 4 and firmly pull out the centre section 3 to remove. Clean 2, 3 and 4 of all parts of powder residue using warm water and detergent. Section 5 may be cleaned by rotating then pulling outward to remove. Reassemble in reverse order. **Do not** clean any parts in a dish washer as this will cause damage.



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4. On the inside of the door are 2 buttons, the left button is the rinse button.
5. Ensure the display reads "Ready for use". Press the rinse button; this will rinse the mixing bowl and pipes as well as rinsing the filter in the coffee brew unit. You should see hot water pouring out of the water spouts into the waste tray. Once it has stopped, press again to repeat this process.
6. Remove the drip tray and clean. Lift the tray at the front and pull towards yourself. The drip tray can be separated for cleaning by pressing the two release tabs located at the rear of the tray. **Do not wash in a dishwasher**, this will damage the tray.
7. If your machine is benchtop mounted, remove rear used pod drawer. Empty, clean and insert when LCD indicates. Refit drip tray making sure it is aligned properly.
8. If fitted, open the bottom cabinet using the round key.
9. Empty the white plastic used pod container which sits in the upper section of the bottom cabinet, clean and replace.
10. Empty waste container, clean and replace making sure that the float and the drain hose from the drip tray are both inside the waste bucket.
11. Remove yellow service key and store inside the machine, the small storage drawer is ideal. Close and lock both top and bottom doors.
12. The machine will now self test and heat. Please wait for the LCD to show "Ready for use"





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## Problem Solving

**LCD display shows "out of order"** - Press any button on the front of the machine, after a short delay, the LCD will display a failure reading. If the error is not reflected on the list below, visit our support website [www.bluepod.com.au/support](http://www.bluepod.com.au/support) or call 1800 800 255.

**Machine display reads "Coffee Sel Out"** - Ensure there are pods in the pod hopper. If it is empty, replenish as necessary. If pods are present in hopper, there may be a crushed pod at the base of the hopper. Open the main machine door, lift the hopper body directly upwards. Check the clear round carousel for crushed pods then replace hopper. Ensure the round white plastic pod rotator at bottom of hopper is engaged with the drive spindle.

### Machine displays "Waste cont full"

'Waste Cont full' is **NOT** a malfunction or error. The machine simply requires emptying.

If your machine has a base cabinet:

1. use the round key, open the lower door.
2. Empty/clean the upper used pod container and lower waste water container.
3. Ensure both waste water pipe and float/chain are in the waste container
4. The machine will reset and is ready to use

If your machine is counter/benchttop mounted:

1. Open the machine, insert the yellow service key.
2. Wait for the display to read 'Ready for use'.
3. Remove both the front drip tray and rear waste container.
4. Empty and clean both.
5. **DO NOT** replace immediately. Wait until LCD display reads 'Insert tray'.
6. Once the message appears, insert rear waste container and front drip tray
7. Remove yellow key, close and lock the door.

The machine is now be reset and will vend 50 pods. Then the message will reappear and this procedure will need to be followed once again.





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**Machine display reads "Water failure"** - Ensure water supply to machine is on and that water has not been shut off to the entire building. If your machine runs from a tank, check/refill. If the tank was empty, the machine may need restarting 2-3 times to prime the pump.

**No cups dropping** - Remove all cups and check for damaged or irregular shaped ones. Remove any faulty cups, then carefully reload cups, following the instructions above.

**Chocolate tastes weak** - Chocolate powder canister empty. Replenish as necessary.

**No Milk in drink** - Milk powder canister empty. Replenish as necessary. Possible blockage in mixing bowl. Check/clean as per the instructions listed above.

**Stirrers not dropping** - Check level of stirrers. Replenish if empty. If stirrers are present then remove any broken stirrers from the bottom of the stirrer dispenser area that may be causing a jam.

**Water leaking from the machine** - Ensure the drip tray is fitted correctly. Check the drip tray for cracks. If fitted, open lower cabinet door and ensure waste water hose is correctly inserted in waste container. Ensure water supply connector is tight. If water still continues to leak then close water supply to the machine, turn off the mains power and call Bluepod service.

**Bad smell emanating from the machine** - Empty/clean used pod container. Empty/clean drip tray and waste container.

**Machine not dispensing sugar** - Sugar canister empty. Refill as necessary. If there is sugar present in the canister, lift canister lid and stir using a spoon. Inspect clear sugar delivery hose and white plastic sugar dispensing nozzle for blockages, clear if possible.

