



Installation and Setup



LB3200 Colibri

DATE OF ISSUE: 27/01/2011

Self Fill Lavazza Colibri with change giver



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

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.





Installation and Setup



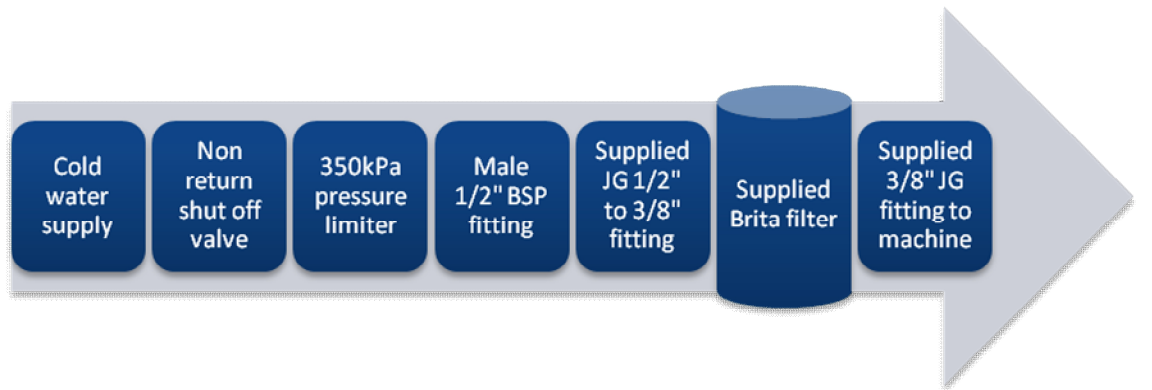
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Initial installation

Each customer is aware before delivery of requirements for plumbing and power.

Mains supply



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 in the base cabinet, cut to length as needed.

The 3/8" to 3/4" female fitting for the rear water connection to the machine will be packed inside the top cabinet within the small grey drawer on the lower right side. The yellow plastic service key and round bottom cabinet key will also be found there.

All other JG fittings are mounted ready for use.





Installation and Setup



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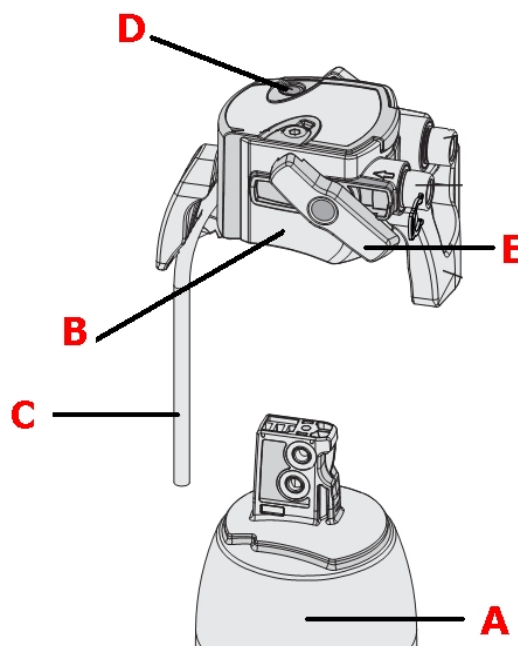
1. Plan the installation. In particular, the Brita filter (A) supplied **must** be used to ensure the long term reliability of the machine.
2. The filter **must** be located between the mains water outlet and the machine.
3. Your machine has a metal base cabinet. Provision is built in for mounting the filter via 2 screws prefitted using its mounting bracket.

For example, see Brita filter unit (B) installed on the rear of the cabinet between mains supply (C) and coffee machine inlet (A):





- 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.

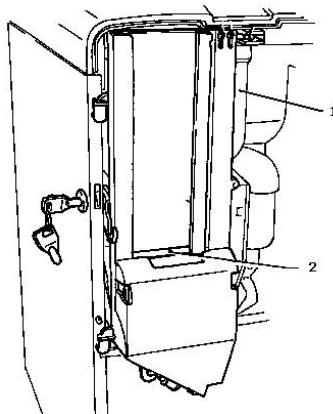


- Place machine and filter/mount bracket in their final positions. Secure the mounting bracket with screws/bolts. Cut and push fit the supplied blue JG water line as required from the mains water connection.
- Turn on the water supply and check for leaks.
- Flush/purge air from Brita filter. This is 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.



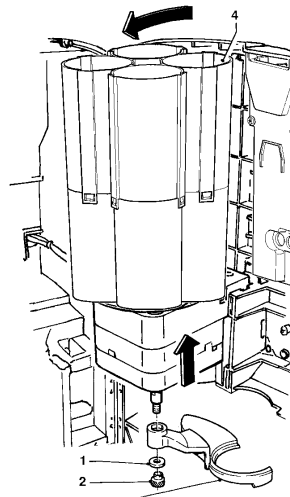
Initial Setup after installation

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 top main machine door.
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.





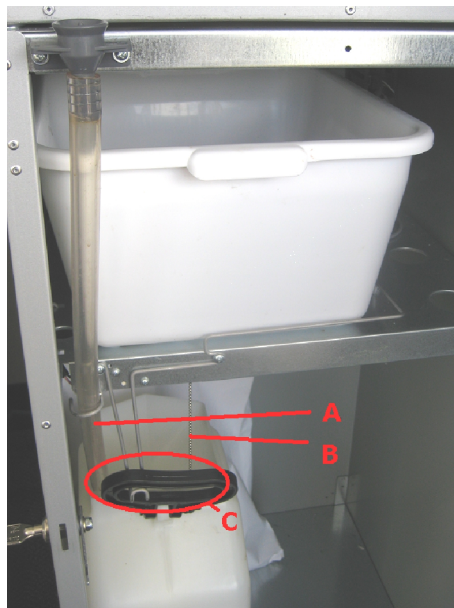
8. Remove the metal bar from the stirrer mechanism (2). Slide a pack of **wrapped** stirrers in. Place a finger on top of the stirrer pack. While applying light pressure, tear and remove the paper band completely. Replace metal weight on top of stirrers. Rotate and clip the unit gently back into its 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. Open the lower metal base cabinet door with the round key, 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 bottom door, store the key safely then close the top 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.



Installation and Setup



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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.

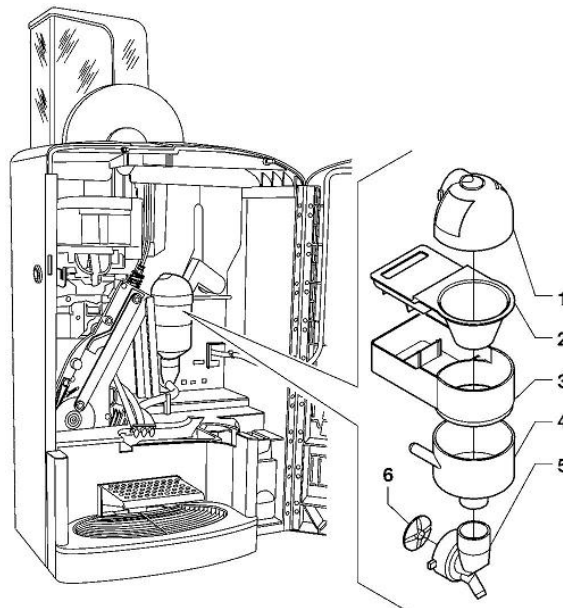




WEEKLY CLEANING CYCLE

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.



Installation and Setup



LB3200 Colibri

DATE OF ISSUE: 27/01/2011

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. Refit and replace drip tray making sure the waste hole aligns with the waste pipe.
7. Open the bottom cabinet using the round security key.
8. Empty the white plastic used pod container which sits in the upper section of the bottom cabinet, clean and replace.
9. Empty waste container in the lower section, clean and replace making sure that the float/chain and the drain hose both inside the waste container.
10. Close the base cabinet. Store the round key inside the top cabinet, the small grey storage drawer is ideal. Remove the yellow service key and store with the cabinet key. Close the top door and store the key safely.
11. The machine will now self test and heat. Please wait for the LCD to show "Ready for use"





Installation and Setup



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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 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 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.





Installation and Setup



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DATE OF ISSUE: 27/01/2011

Change Giver Problem Solving

Machine not registering money on the LCD screen?

Money dropping straight through? Machine giving incorrect change?

For issues like these, please open the lower cabinet and locate the coin mechanism on the inside of the door.

It will display a green light if functioning correctly. If there is a fault, there will be an orange light that will flash in a sequence of 1 to 4 flashes.

A sequence of 1 flash then a pause, 1 flash then a pause - indicates a possible blockage at the top of the coin mechanism. Remove any visible coins or foreign objects. Depress the blue reject lever and hold down, then use thumb and forefinger to lift and swing out upper front part of coin mechanism from left to right (cashflow 690 series sticker) and clear any coins or foreign objects. Swing panel back firmly into place.

A sequence of 2 flashes then a pause, 2 flashes then a pause - indicates a problem with the coin discriminator. Please call the Service Dept for assistance.

A sequence of 3 flashes then a pause, 3 flashes then a pause - indicates a possible problem with coins in the coin cassette, check visually to see if all coins are sitting flat inside the coin tubes, 50 cent pieces sometimes do not sit flat and will not dispense properly. Remove coin cassette by using thumb and forefinger to press together both left and right blue tabs, these tabs are located on either side of the white sticker with the flashing sequences for the orange light. With blue tabs pressed together, pull out towards you the top of the coin cassette and then lift out and up.

If there are coins that are not sitting flat then empty coin cassette and refill. Before replacing coin cassette check the clear plastic chute that sits behind the coin cassette for any coins that may have backed up inside. If this chute is full of coins then call the Service Dept. When all is clear, replace coin cassette by placing the bottom of the cassette into place first then pushing the top, ensuring it clicks into place.

A sequence of 4 flashes then a pause, 4 flashes then a pause - indicates a problem with the dispensing of coins, remove the coin cassette as per previous section, remove any stuck coins. Reset the dispensing arms by pressing the yellow button twice then replace the coin cassette.

By pressing the blue A, B, C, or D, buttons, coins will be dispensed from the A, B, C, D, tubes of the coin cassette. Press each button 2 or 3 times to determine if each coin tube is dispensing correctly. If any coin tube is not dispensing check the relevant tube for damaged or bent coins. Remove damaged coins and do not put them back into coin mechanism!

If the LCD display shows 'clean me' -press the 'yellow' button once and then press the 'A' button twice to clear this message. This message appears on the LCD display when the coin mechanism has rejected someone's coins too many times.

