

## **Decommissioning procedure**

If you take your coffee machine out of operation for a longer period of time we recommend the procedure described below. Please note that the corresponding preparation depends on the respective WMF device and its configuration.

Please additionally observe the instructions in the user manuals of WMF coffee machines, WMF add-on units and WMF accessories!

### **WMF Coffee Machine**

1. Please carry out a complete cleaning of your coffee machine (incl. milk system). Please repeat the complete cleaning cycle a second time.
2. Disconnect the machine from power supply (pull mains plug)
3. Close on-site water supply resp. empty water tank of tank machines (please note that the tank filter must be replaced when the machine is put back into operation, as it must not be dry)
4. Depending on machine type and configuration, please remove the removable parts such as, for example, milk foamer, milk hoses, steam nozzle, powder mixer, brewer, grounds container, bean/ground coffee/topping/choc hoppers according to instructions in user manual, clean them and allow them to dry outside the machine. These parts can then be reinstalled. **Please note: On some machines individual components cannot be removed! Observe user manual!**
5. Clean and dry machine interior behind the grounds container
6. In case of coffee machines with grounds disposal through counter, please clean the disposal and the container itself.
7. In case of coffee machines with external water supply, please empty the external fresh water and waste water tank and clean them according to instructions.
8. Place machines from locations where there is a risk of frost in a protected area resp. contact technician for frost protection.

### **Coolers and Cup&Cool units**

1. Switch off cooler resp. cup&cool and disconnect from power supply.
2. Empty and clean milk container. Store dry outside cooler.
3. Clean the interior of the cooler with a damp cloth, afterwards rub dry.
4. Leave the door of the cooler a bit open in order to avoid possible odour.

### **Syrup Station**

1. Carry out syrup cleaning (part of the coffee machine cleaning program)
2. Remove syrup bottles
3. Clean and dry syrup station
4. Leave syrup station with open door in order to avoid possible residual moisture.

### **External storage urn (thermal container)**

1. Please empty storage urns and clean them according to instructions in the user manual.

## **Recommissioning Procedure**

Please observe the following instructions for putting your coffee machine back into operation in addition to the instructions in the user manuals of the WMF equipment and the water filters in use. Possibly additional country-specific regulations, standards and laws must be observed.

A precondition for the correct operation of coffee machines is the use of water of drinking water quality. In order to ensure this, please observe the relevant country-specific regulations and requirements for on-site water pipes after pauses in operation before carrying out or ordering the recommissioning.

If after a longer interruption of operation due to corona measures you need assistance in recommissioning your WMF coffee machine or replacing the filter, we recommend to contact your responsible service organization in due course.

If the recommissioning is carried out by your qualified technical staff, please observe the steps described below. The precondition for this is that the necessary material (cleaning agent and, if necessary, filter cartridge) is available.

### **I. Preparatory steps at WMF coffee machines with water filter:**

If your coffee machine is operated with a WMF water filter or a BWT water filter recommended by WMF, **according to the now updated handling recommendations of the company BWT** the following procedure must be observed **before switching on the coffee machine:**

In general, it is important that first the on-site water pipes at the location are rinsed intensively so that the stagnation water in the pipes is replaced by fresh water. This can be done, for example, by completely opening all accessible water taps for about ten minutes.

#### **1A. Recommended procedure:**

##### **Exchange and use a new filter cartridge – after regular rinsing**

As a practice-proven procedure after an interruption of operation of 4 weeks or longer, it is still recommended to exchange the filter.

This recommendation is considered a preventive measure taking into consideration any problems with local water conditions.

After having installed the new filter, please rinse with the rinsing volume according to (A) in the table below (see rinsing procedure description below).

Advice for recommissioning carried out by the customer himself:

After the filter has actually been exchanged here, confirm the filter exchange in the maintenance menu to complete the recommissioning – this resets the filter capacity to "new".

As the confirmation is not possible for all machines by the customer, in this case please make an appointment with your service organization as soon as possible. The technician will then reset the display message and correct the remaining filter capacity in the software so that the next filter exchange will take place at regular intervals.

**1B. Alternative procedure:**

**Further use of existing filter cartridge - after intensive rinsing**

If no specific problems have occurred at the site in the past, such as typical blockages due to a high particle content or odour or taste problems caused by the local tap water, filters that have already been installed can be put back into operation after an interruption of operation with intensive rinsing as an alternative to changing the filter.

Advice for recommissioning carried out by the customer himself:

As the filter has not been exchanged here and the remaining filter capacity must be maintained to prevent the machine from scaling, the filter exchange must never be confirmed in the maintenance menu.

Therefore, please make an appointment with your service organization as soon as possible. The technician will then reset the display message and correct the remaining filter capacity in the software, so that the next filter exchange will take place at regular intervals.

**2. Procedure description filter rinsing**

- a. Close water supply, carefully unscrew the water hose to the coffee machine at the outlet of the filter head so that the pressure is slowly released (loosen nut / pay attention to seal)
- b. Rinse filter (filter head and cartridge) with the appropriate rinsing volumes according to the following table
- c. Screw water hose back on at the outlet of the filter head  
(Insert seal correctly / screw on nut. The tightening torque must not exceed 15Nm!)
- d. Check screw connection for tightness

The filter exchange is mandatory as soon as the specific filter capacity is reached, at the latest 12 months after the first installation.

<b>Recommended rinsing volumes of BWT water filters depending on the size valid for the following WMF products: Aqua Basic /Aqua Protect /Aqua Excellence</b>				
	<b>BWT filter cartridge size</b>			
	<b>V</b>	<b>M</b>	<b>XL</b>	<b>2XL</b>
<b>in litres</b>				
minimum rinsing volume (A)	<b>3</b>	<b>5</b>	<b>9</b>	<b>15</b>
maximum rinsing volume (B)	<b>30</b>	<b>50</b>	<b>90</b>	<b>150</b>

(A) Regular rinsing for commissioning a new filter cartridge

(B) Intensive rinsing after a longer operating pause

**II. Preparatory steps at WMF coffee machines with tank filters**

- a. Insert a new cartridge according to the instructions in the user manual.

### **III. Finishing steps for WMF coffee machines**

- a. Check whether all removed and cleaned parts have been reassembled correctly.
- b. Check whether the water supply is open and all pipes are connected correctly as well as tight.
- c. Make sure that the cleaned grounds container (possibly external collection container) has been reinserted.
- d. Fill fresh coffee beans resp. powder (Choc/Topping) into the cleaned and empty bean or powder hoppers.
- e. For coffee machines with a fresh milk system, check whether the milk container and milk lines are clean, afterwards fill the milk container (with cold water for the subsequent cleaning programs) and connect the milk lines.
- f. Connect the machine to the power supply and switch on the coffee machine. Check the current date and time - if necessary correct the data.
- g. Dispense at least one coffee/milk/choc and topping product each (depending on the machine configuration).
- h. Then carry out a complete machine cleaning with cleaning agent.
- i. Repeat steps g and h at least two more times.
- j. For coffee machines with a fresh milk system, empty the remaining water from the milk container and fill in milk.
- k. Now your coffee machine is ready for operation again.

#### **Note:**

Please note - as after every day of operation - to clean the coffee machine, close the water supply and disconnect the machine from the power supply (as specified in your user manual).