

# Coffee machine - Halo



Operator to wear PVC or disposable apron and gloves when cleaning the machine.  
Ensure electrics do not get wet during cleaning – cloths to be well wrung out.  
Ensure 'Cleaning in progress' signage is placed in front of the machine until the cleaning has finished



## DAILY

**1** Locate the clock at the top of the touchscreen and tap three times to enter the cleaning screen. Select the coffee and milk system cleaning sequence. Press OK to start the cleaning program, then follow the instructions on the screen.  
Slide out the grounds drawer and remove all debris. Clean with M1 Cleaning Detergent solution. Using a M1 dampened cloth wipe out the exposed area. Replace the drawer when dry.

When prompted, place the designated coffee cleaning tablet in the chute between the 2 bean hoppers. Automated cleaning cycle will commence.

**2** To clean the milk system, remove the milk containers the machine fridge. Clean with M1 Cleaning Detergent solution followed by M2 Sanitiser solution.  
Place the milk tubes in the cleaning bucket in the fridge, add the required amount of Milk Cleaning Solution, then follow the instructions on the touch screen.  
When cleaning cycle finished remove milk tubes and place in a designated container of diluted Milk Cleaner alongside the Coffee Outlet and leave to soak overnight. (see instructions on how to clean Coffee Outlet)  
Clean the fridge with a M1 dampened cloth followed by M2 dampened cloth.  
Remove the drip trays on the machine and clean with M1 Cleaning detergent.  
Replace all cleaned removed items.

**3** To clean the Coffee Outlet, ensure the machine is in sleep mode.  
Slide the silver cover up to reveal the nozzles, remove the outlet nozzles from the machine, and separate in its 2 components. Using the designated brush and M1 Cleaning Detergent clean the nozzles and then place to whole Outlet to soak with the milk tubes and go through the cleaning cycle.  
Replace all removed items once cleaned.

## WEEKLY

1

All weekly task to be performed when the machine is in sleep mode,  
Slide the locking plate under the coffee bean holders and release the bean holders. Remove the lids to the hoppers.

Old coffee beans to be disposed of, New coffee beans to be kept in suitable container.

Wipe out the internal and external surfaces of the hopper with M1 Cleaning Detergent solution followed by M2 Sanitiser solution.

Allow to dry, replace removed hoppers and refill with beans.

2

To clean the chocolate hopper and dispenser, turn off the chocolate module.  
Slide the locking plate out to release hopper, then remove the hopper and lid. Dispose of old chocolate and keep new chocolate in designated container.

Remove the dispenser nozzle.

Clean all surfaces with M1 Cleaning Detergent, followed by M2 Sanitiser. Allow to dry.

Wipe over exposed surfaces with an M1 dampened cloth.

Replace all removed parts. Refill with chocolate powder.

3

To clean the chocolate mixer unit, remove the dispensing outlet tube from the front of the chocolate mixer unit.

Turn the mixer unit mounting ring slightly from left to right to release the mixer unit. Remove the mixer unit.

Clean all removed items with M1 Cleaning Detergent followed by M2 Sanitiser.

Wipe over external surfaces and exposed internal surfaces with a cloth dampened with M1 Cleaning Detergent followed by a cloth dampened with M2 Sanitiser.

Replace all removed items when fully dried.