



CLEANING GUIDE

for Key Holder

Necta **Krea Touch**



Need Assistance?

Contact your service provider.

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Important Notices

This guide is designed to help you maintain your machine clean and in good condition by suggesting simple and easy steps.



Do not perform advanced maintenance if you did not receive an adequate technical training.

Parts are **not** dishwasher safe.

All parts in contact with food must be air dried **completely** before reinstalling.*

RECOMMENDED TOOLS AND CLEANING MATERIAL:

- Small brush, suitable for food-contact surfaces and hot water
- Brush for coffee grounds, suitable for food-contact surfaces
- Scissors
- Water-resistant and lint-free towel
- 100% cotton soft cloths
- Mild non-abrasive cleaner
- 16-ounce container (preferably reusable)

**Air drying is the only drying method approved by Cafecion | Evoca to prevent contamination. In the event you use a towel, make sure to follow the manufacturer cleaning instructions.*

Daily Routine

BEGINNING OF THE DAY

- ☐ Fill up coffee ingredients
- ☐ Fill up soluble ingredients

DURING THE DAY, WHEN REQUIRED

- ☐ Perform a rinse
- ☐ Empty the waste bin

END OF THE DAY

- ☐ Clean the interior and exterior of the unit
- ☐ Empty and clean the drip tray
- ☐ Tidy up the coffee area

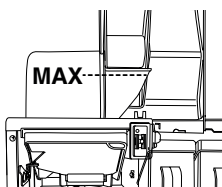
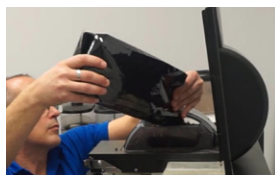
Filling Up Coffee Ingredients



- 1** Unlock the door of the unit and lift up the top panel.

2 BEAN HOPPER

Open the hopper lid and fill it with coffee beans. Then, close the lid.



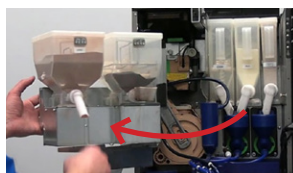
Do not overfill the hopper.

3 GROUND COFFEE CANISTER

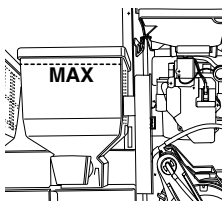
Rotate the internal shelf outward.



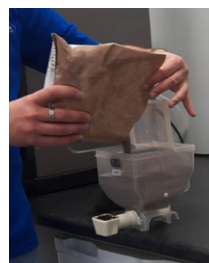
Pull out the ground coffee canister and place it on a flat, clean surface.



Open the lid, then fill with coffee grounds.



Do not overfill the coffee canister.

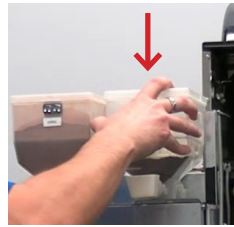
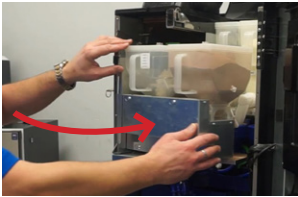


Carefully close the lid and clean the exterior of the canister.




Filling Up Coffee Ingredients (continued)

- 4 Wipe the interior shelf with a clean, dry cloth, then reinstall the coffee canister.

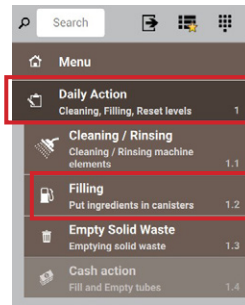


- 5 Turn the shelf back in the unit and close the top lid.

- 6 Press the  icon at the top of the screen to display the technical menu.

Under the *Daily Actions* Menu 1, select the *Filling* Menu 1.2.

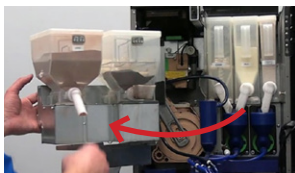
Adjust the level(s) of product(s) accordingly, then press the “Save” button and exit the technical menu.



- 7 If applicable, make sure your cup and condiment dispenser is full with stirrers, sugars, cups, etc.

Filling Up Soluble Ingredients

- 1** Unlock the door of the unit and lift up the top panel.



- 2** Rotate the internal shelf outward.

- 3 MAIN SOLUBLE CANISTERS (3)**
Push the white plastic nozzles of the soluble canisters up from bottom.



Using the handle, lift up and slide each canister out and put them on a flat, clean surface.



4TH SOLUBLE CANISTER

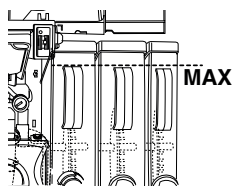
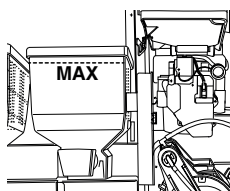
Pull out the 4th soluble canister (on the internal shelf) and place it on a flat, clean surface.



- 4** Open the lids **one at a time**, then fill each canister with the appropriate product.

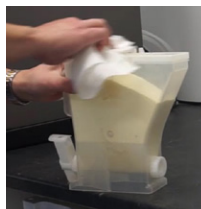
Make sure to avoid cross-contamination.

Do not overfill the soluble canisters.



Filling Up Soluble Ingredients (continued)

- 5** Clean the exterior of each canister.



- 6** Wipe the canister shelves with a clean, dry cloth.

- 7 MAIN SOLUBLE CANISTERS (3)**
Reinstall filled soluble canisters into the machine, ensuring each canister fits in its corresponding guide slot.

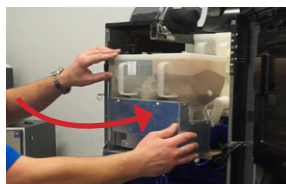
Push the white plastic nozzles of the soluble canisters down.




4TH SOLUBLE CANISTER

Reinstall the 4th soluble canister on the internal shelf.

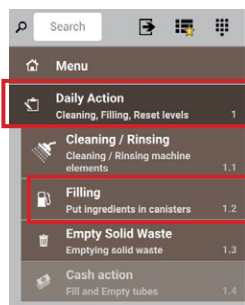
- 8** Turn the shelf back in the unit and close the top lid.



- 9** Press the  icon at the top of the screen to display the technical menu.

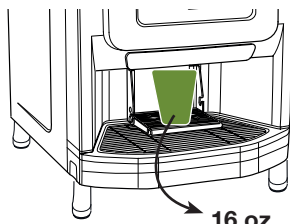
Under the *Daily Actions* Menu 1, select the *Filling* Menu 1.2.


Adjust the level(s) of product(s) accordingly, then press the “Save” button and exit the technical menu.



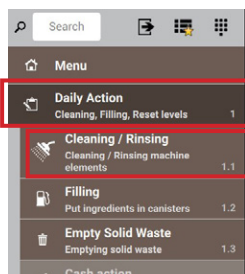
Performing a Rinse

- 1 Place an empty container under the spout. Make sure it can hold a minimum capacity of 16 oz.



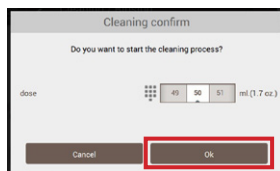
- 2 Press the  icon at the top of the screen to display the technical menu.

- 3 Under the *Daily Actions* Menu 1, access the *Cleaning/Rinsing* Menu 1.1.



- 4 Tap the “Complete Rinsing” button.

- 5 Verify if your container is well positioned and tap the “OK” button on the popup window.



- 6 Wait until water has completely finished dripping. Be careful, the water is **VERY HOT**.

Once the rinse is completed, exit the technical menu.

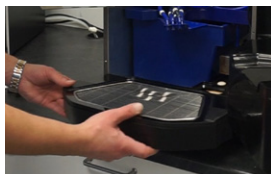
- 6 Empty the container. Be careful, the water is **VERY HOT**.

Do not drink this water.



Emptying the Waste Bin

- 1 Open the door of the unit.




- 2 Remove the drip tray.

- 3 Remove the waste bin from the unit and empty it.

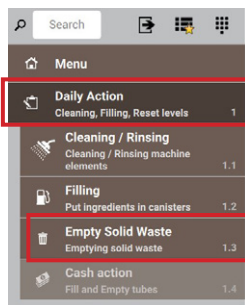


- 4 Put the waste bin back in the unit, reinstall the drip tray and close the brewer door.

- 5 Press the  icon at the top of the screen to display the technical menu.

Under the *Daily Actions* Menu 1, select the *Empty Solid Waste* Menu 1.3.

Press the “Reset solid waste counter” button, then exit the technical menu.



Cleaning the Unit

1 CLEANING MACHINE INTERIOR AND EXTERIOR

To minimize scratching and preserve a neat appearance, Cafectation | Evoca recommends using a **soft cloth** to clean the surfaces.

Use a non-abrasive cleaner to clean the exterior of the unit and the base cabinet.

Always spray the cleaner on the cloth, never directly on the machine components.



Brush the inside of the unit to remove any bean, soluble powder or other residues.

Do not use soap or cleaner to clean the inside of the brewer. Use only hot water if necessary.

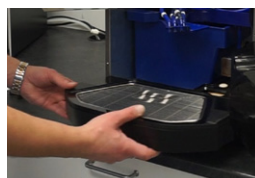


Non food-contact parts you need to verify and clean:

- ☐ Touch screen
- ☐ Metal and plastic surfaces (outside)
- ☐ Door (inside and outside)
- ☐ Inside of the unit
- ☐ Cabinet (optional) or counter

2 CLEANING THE DRIP TRAY

Unlock the door of the unit and remove the drip tray.



Empty it, then rinse each component under hot water.
If needed, use a soft soap.

WARNING! Drip tray may be full of hot liquid.

3 TIDYING UP THE AREA

Make sure the cups are safely displayed and the condiments are stored in the cup & condiment dispenser (optional).

Leave the coffee area clean and organized.

Weekly Routine

AT THE END OF THE WEEK

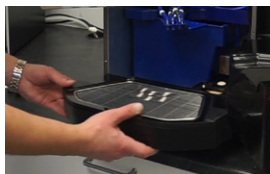
- ☐ Clean the waste bin
- ☐ Clean the soluble canisters elbows

VISUAL INSPECTION

- ☐ Soluble ingredients whipper assembly
- ☐ Soluble ingredients canisters
- ☐ Ground coffee canister
- ☐ Bean hopper
- ☐ Coffee diffuser

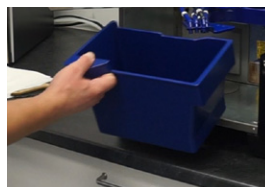
Cleaning the Waste Bin

- 1 Open the door of the unit.



- 2 Remove the drip tray.

- 3 Remove the waste bin from the unit.



- 4 Empty the waste bin, then clean it under hot water. If needed, use a soft soap.

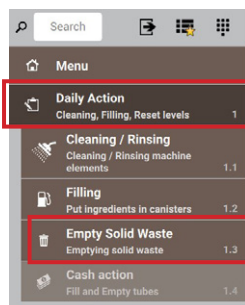
DO NOT USE A PLASTIC BAG.

- 5 Put the waste bin back in the unit, reinstall the drip tray and close the brewer door.

- 6 Press the  icon at the top of the screen to display the technical menu.

Under the *Daily Actions* Menu 1, select the *Empty Solid Waste* Menu 1.2.

Press the “Reset solid waste counter” button, then exit the technical menu.



Cleaning the the Elbows of the Soluble Ingredients Canisters

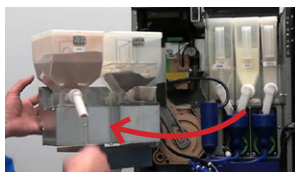
1

Unlock the door of the unit and lift up the top panel.



2

Rotate the internal shelf outward.



3

Remove all canisters from the machine and place them on a flat, clean surface (refer to **step 2** of the “*Filling Up Soluble Ingredients*” on **page 9**).

4

Pull the soluble elbows out of the canisters by turning them counterclockwise.



5

Clean each elbow under hot water until all food residues have been removed.



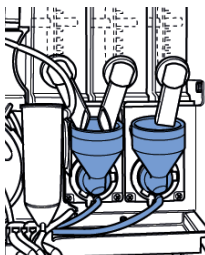
6

Air dry completely, then reinstall the elbows on their proper soluble ingredients canisters.

7

Reinstall all soluble canisters into machine (refer to **step 7** of the “*Filling Up Soluble Ingredients*” on **page 10**).

WEEKLY VISUAL INSPECTION



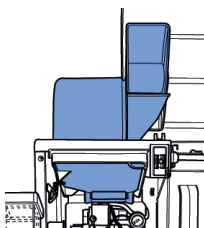
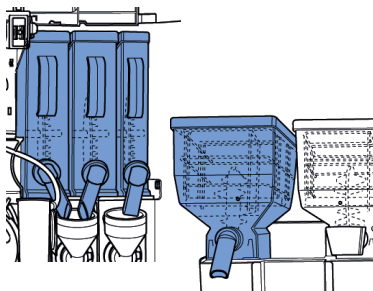
- ☐ Soluble ingredients whipper assembly

Each soluble ingredients whipper should not be clogged nor blocked.

The hoses and their supports are clean and not leaking.

- ☐ Soluble ingredients canisters

The soluble ingredients canisters should be clean and the nozzles free from clogging.

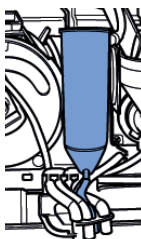
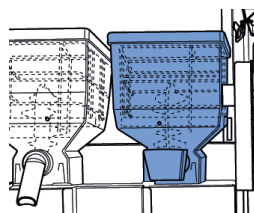


- ☐ Bean hopper

The bean hopper should be clean and free from coffee oil.

- ☐ Ground coffee canister

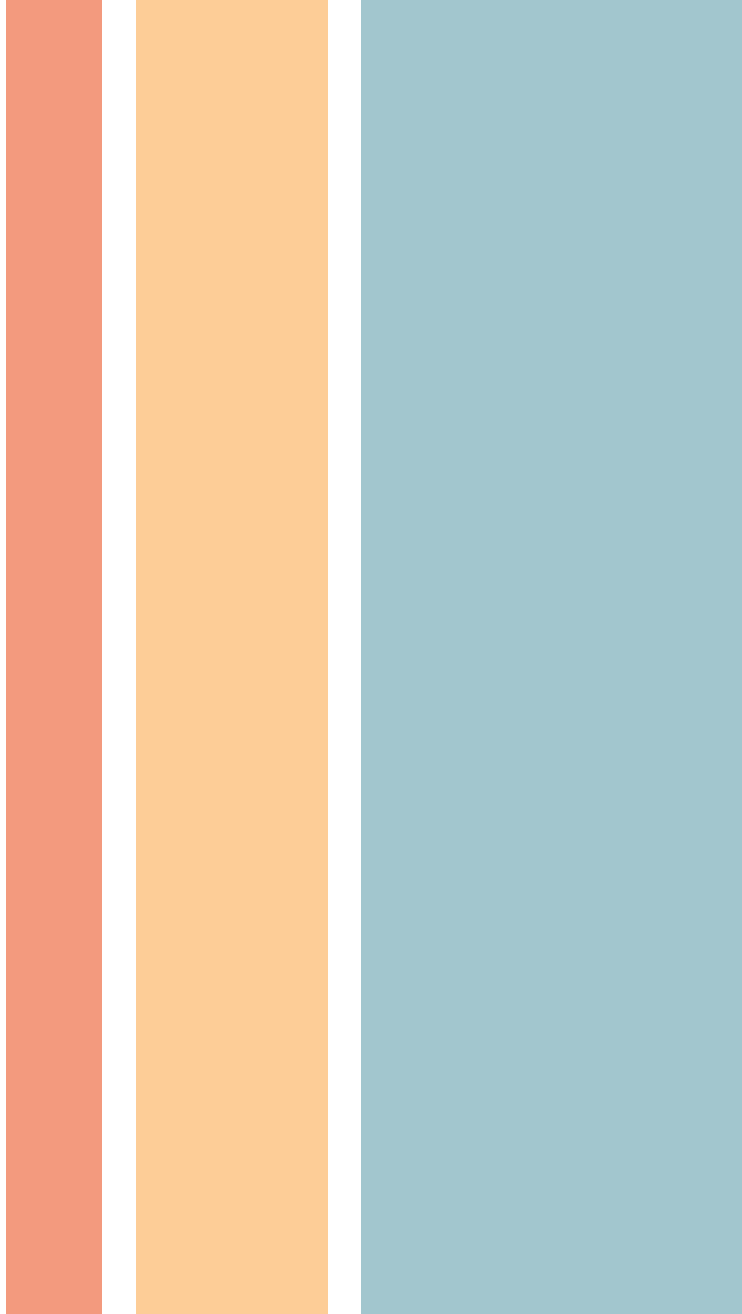
The ground coffee canister should be clean and free from clogging.



- ☐ Coffee diffuser

The diffuser is clean and working properly.

If you notice any issue with one or more of these parts, contact your service provider to get technical assistance.



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