



# Serenade™ Single Cup Brewer

## Daily & Weekly Cleaning Instructions

Use this guide for your daily and weekly cleaning instructions. The front page displays a quick overview to use as a checklist. The additional pages show detailed steps for the cleaning processes.

### DAILY CLEANING CHECKLIST

(for details, proceed to page 2)

- ☐ **Clean Machine Interior & Exterior**
  - Brush away coffee grounds around the brew funnel
  - Wash Exterior Surfaces
  - Rinse with warm water
- ☐ **Wash Parts**
  - Wash drip tray and cover
  - Wipe down front panel, door and cabinet
- ☐ **Automated Machine Rinse**
  - Perform at least once a day

### GENERAL MAINTENANCE

(for details, proceed to page 3)

- ☐ **Replacing Paper Filter**
  - Insert filter paper into machine
  - Feed filter paper through machine
  - Close machine and go to the Service Access screen
  - Press and hold the Advance Paper button

### WEEKLY CLEANING CHECKLIST

(for details, proceed to page 4)

- ☐ **Automated Machine Cleaning**
  - Must be performed once a week
- ☐ **Soluble Whipping Chamber**
  - Remove hopper
  - Remove chamber, disk and base
  - Wash and reassemble

### MONTHLY CLEANING CHECKLIST

(for details, proceed to page 6)

- ☐ **Brew Funnel**
  - Disconnect hose and remove funnel
  - Wash funnel and reassemble
  - Reattach hose
- ☐ **Soluble Hoppers**
  - Remove hoppers, augers, agitator disks & mixing blades.
  - Disassemble all parts and clean
  - Allow all parts to air dry completely.  
Any moisture left in the hopper will result in clumping of the soluble product which will cause clogging.
  - Reassemble parts

## Daily Cleaning Instructions

### MACHINE INTERIOR & EXTERIOR

The use of a damp cloth rinsed in any mild, non-abrasive, liquid detergent is recommended for cleaning all surfaces on the Serenade™ Single Cup Brewer.

**Interior Surfaces:** Keeping the area under the brew funnel clear of coffee grounds is important for the machine to function properly and reduce down time.

1. Open the machine door
2. Using the brush hanging on the inside of the door, sweep coffee found under the brew funnel and on top of the brew box, towards the waste chute/bin area.



#### Exterior Surfaces:

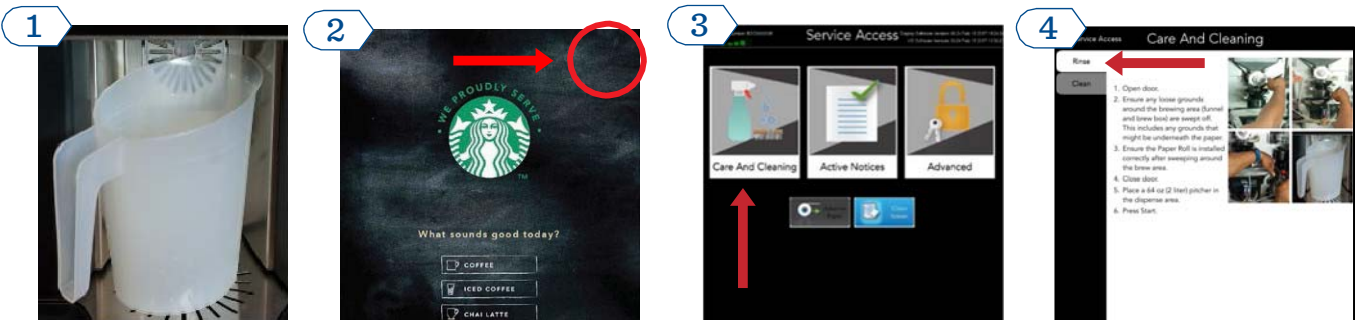
1. Wash the stainless steel interior surfaces of the dispenser with warm, soapy water.
  - Do not use any abrasive materials.
  - Use a soft, dry cloth to wipe down the exterior surfaces of the dispenser.
2. Rinse with warm clear water. If the water is hard, wipe the dispenser dry with a soft cloth to prevent spotting.

#### Parts Washing:

Remove and wash the drip tray and drip tray cover in a mild detergent solution. Rinse and dry thoroughly. Wipe the lower front panel, door, and cabinet with a clean damp cloth.

### AUTOMATED MACHINE RINSE

- A machine rinse should be performed at least once a day. Additional machine rinses are recommended for machines that experience high usage.
- When a daily machine rinse is needed, you will be prompted by the machine via an "Customer Care Notice" at the bottom of the main screen. To perform a machine rinse and clear the "Customer Care Notice", follow the directions below.



BEFORE starting the rinse cycle, make sure to have an empty container that can fit under the dispense spout and can hold a minimum of 64oz of liquid.

From the Menu Build screen, press and hold the upper right corner of the screen (about 15 seconds) until the "Service Access" screen appears.

Select the "Care and Cleaning" folder.

From the "Care and Cleaning" page, select the "RINSE" tab. Follow the instructions on the screen until the RINSE cycle is complete. (approx. 3 min)

**CAUTION: Hot water will be dispensed during this process. Use caution when executing.**

**YOUR DAILY CLEANING PROCESS IS COMPLETE.**

## General Maintenance

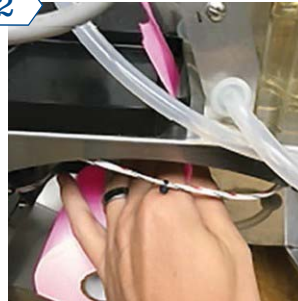
### INSTALLING FILTER PAPER ROLL

1



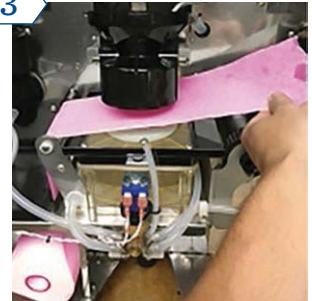
Place a new roll of filter paper in the machine's filter paper compartment located at the bottom left of the machine. Make sure that the end of the filter paper comes from underneath the paper roll. **NOTE: If this is done incorrectly, the paper will not advance properly and tear.**

2



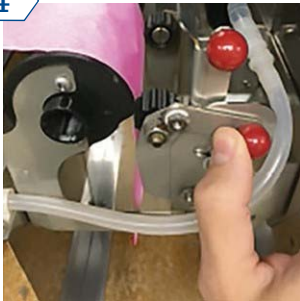
Feed the end of the filter paper through the slit on the under- side of the internal drip tray.

3



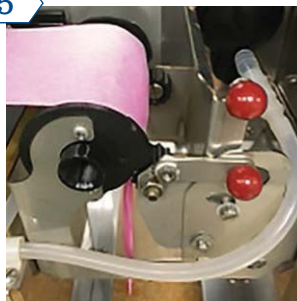
Pull the filter paper across the screen of the brew box and under the raised brew funnel.

4



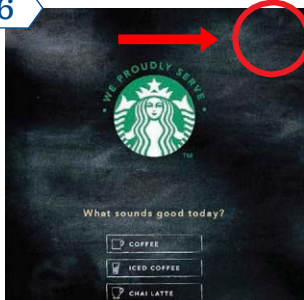
Pull back the red knob of the tractor drive and feed the filter paper between the rubber tractor drive gears, so that the end of the paper is aligned with the machine's internal waste bin or waste chute.

5



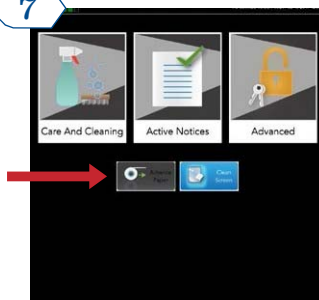
Release the red knob of the tractor drive making sure that the tractor drive's rubber gears are in contact with the filter paper. **NOTE: If the tractor drive's rubber gears are not properly engaged with the filter paper, the filter paper will not advance and an "Active Notice" will appear on screen.**

6



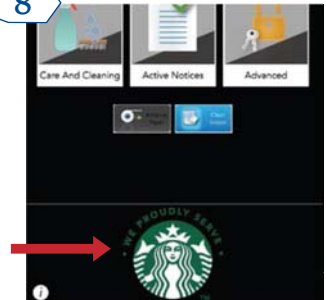
Close the machine door. From the Menu Build screen, press and hold the upper right corner of the screen (about 15 seconds) until the "Service Access" screen appears.

7



Press and hold the "Advance Paper" button until you hear the tractor drive motor stop. **NOTE: Failure to advance the paper after installing a new roll will result in an "Active Notice" stating that the machine is out of paper.**

8



Exit out of the "Service Access" screen by pressing or swiping the Starbucks logo in the center of the screen.

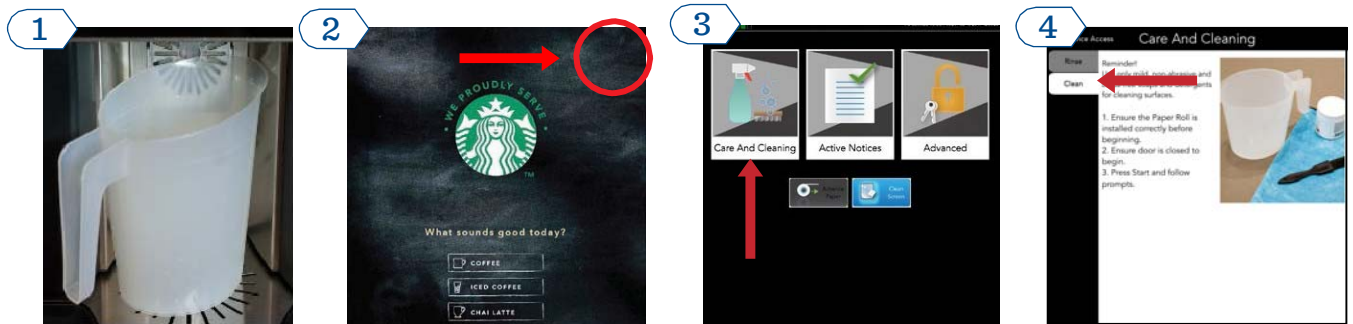
**PROCESS IS COMPLETE.**

## Weekly Cleaning Instructions

### AUTOMATED MACHINE CLEANING

The Serenade™ Single Cup Brewer's internal components need to be cleaned weekly. This process uses a cleaning tablet and hot water to break down and remove coffee oils and deposits that have accumulated within the coffee system.

When a weekly cleaning is needed, you will be prompted by the machine via a "Customer Care Notice" at the bottom of the main screen. To perform a weekly cleaning and clear the "Customer Care Notice", follow the directions below.

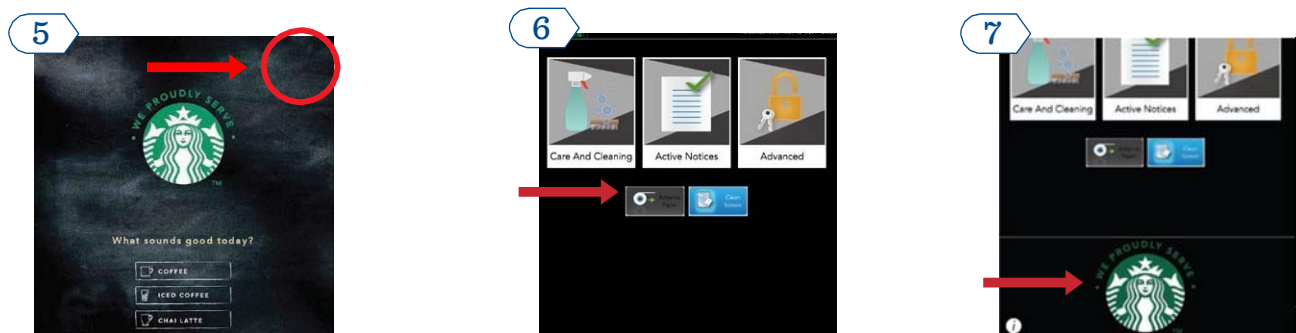


BEFORE starting the rinse cycle, make sure to have an empty container that can fit under the dispense spout and can hold a minimum of 64oz of liquid.

From the Menu Build screen, press and hold the upper right corner of the screen (about 15 seconds) until the "Service Access" screen appears.

Select the "Care and Cleaning" folder.

On the "Care and Cleaning" screen, select the "CLEAN" tab. Follow the instructions on the screen until the weekly machine cleaning cycle is complete. (approx. 6 min)



Weekly Cleaning Instructions  
Once the system cleaning process is complete, advance the filter paper by pressing and holding the upper right corner of the screen (about 15 seconds) until the "Service Access" screen appears.

Press and hold the "Advance Paper" button until you hear the tractor drive motor stop.

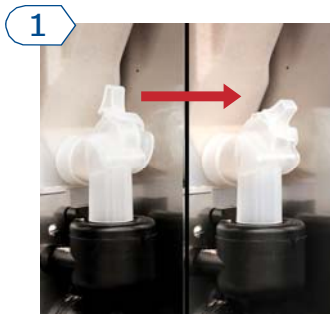
Exit out of the "Service Access" screen by pressing or swiping the Starbucks logo in the center of the screen.

**CAUTION: Hot water will be dispensed during this process. Use caution when executing.**



## Weekly Cleaning Instructions

### SOLUBLE WHIPPING CHAMBER



Close the soluble hoppers by turning down the tab on the dispense elbow.



Remove the hopper from the machine.



Remove dispense hose from whipping chambers.



Rotate tab at the base of the whipping chamber counter clock-wise to release the base.



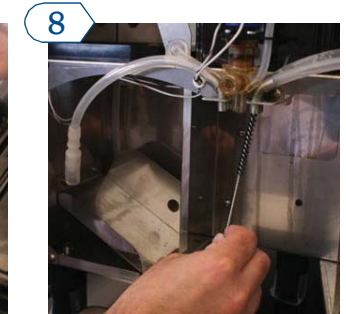
Remove whipping chambers by rotating them counter clock-wise. Remove tops from whipping chambers.



Remove frother disk from shaft by pulling straight out.



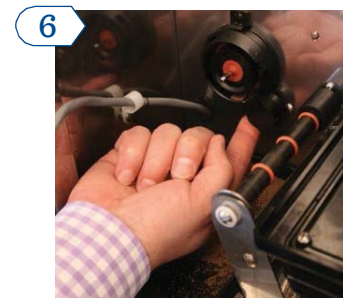
Rotate tab on mixing chamber base counter clock-wise, and remove from shaft by pulling straight out. Remove O-ring.



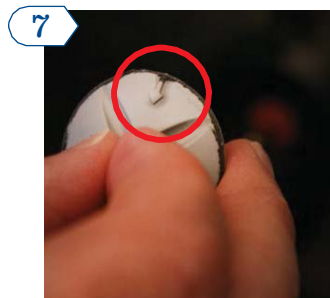
Use Bunn P/N 11685.0000 cleaning brush provided to clean bores and orifices.

**\*CAUTION: To avoid loosing the O-ring, put it in a safe place until time to reassemble whipping chamber.**

**5** Clean all parts removed in warm soapy water. Rinse in cold water. Prepare one-gallon (3.8 liter) of sanitizing solution with at least 100 ppm of available chlorine in 120°F (48.9°C) water. Soak all cleaned parts in sanitizing solution for 5 minutes, then rinse thoroughly in cold water, and dry



When reassembling parts, **be sure to reinstall O-ring on mixing chamber base** then rotate tab on whipper base clock wise to the vertical position.



When reassembling the frother disk, align arrow on frother disk with flat on whipper motor shaft.

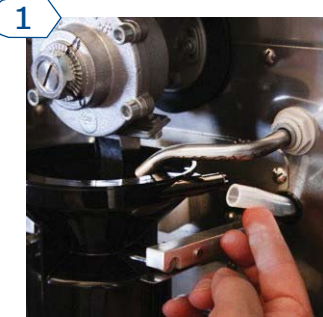


Reassemble whipper chambers parts, reinstall, and rotate tab on whipper base clock wise to the vertical position to lock mixing chamber. **Reinstall dispense hoses and elbows to hoppers.**

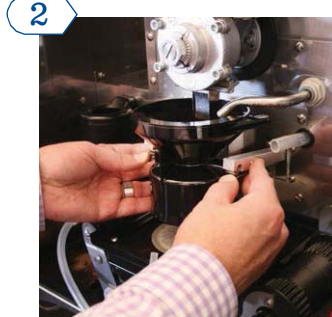
**YOUR WEEKLY CLEANING PROCESS IS COMPLETE.**

## Monthly Cleaning Instructions

### BREW FUNNEL



Gently slide the rubber hose connected to the funnel's inlet fitting, towards the rear of the machine until it's disconnected.



Using both hands, press down on the flat springs located under the metal funnel arms.



Gently pull the funnel down and forward until it releases from the funnel arms.

4

Wash the brew funnel using any mild, non-abrasive liquid detergent.  
NOTE: The use of abrasive cleaning detergent will damage the surface of the brew funnel.  
Thoroughly rinse and dry the brew funnel.

5



Reinstall the brew funnel, tip the top edge of the funnel under the coffee chute and place the metal pins on the flat springs.

6



Push the funnel down and towards the rear of the machine until it snaps in place in the funnel arms.

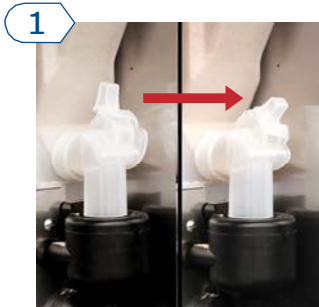
7



Reconnect the rubber hose by sliding it over the funnel inlet fitting. **Ensure that the hose is fully engaged.** Close the machine door to resume normal operation.

## Monthly Cleaning Instructions

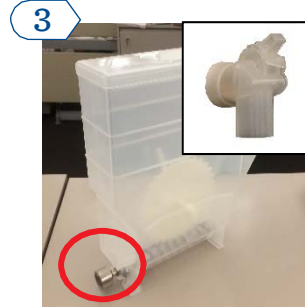
### SOLUBLE HOPPER



Close the soluble hoppers by turning down the tab on the dispense elbow.



Remove the hopper from the machine. Remove the lid and empty the hopper of product.



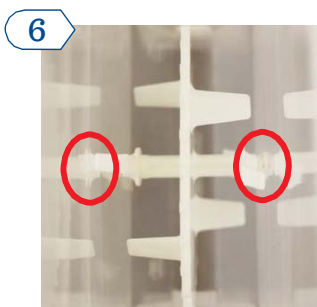
Remove the dispense elbow from the hopper by twisting slightly and gently pulling. Set aside.



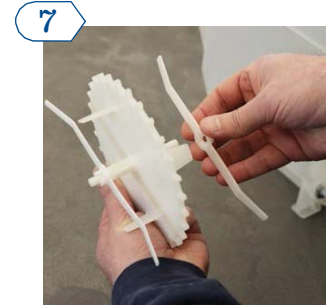
Firmly hold the auger wire with one hand and remove the auger drive coupling by turning it clockwise



Remove the auger wire and auger drive shaft by pulling them out the front of the hopper



Remove the agitator disk and mixing blades inside the hopper by slightly spreading the hopper walls and pulling the agitator disk shaft ends one at a time from the hopper wall pivots.



Pull off both agitator disk arms.

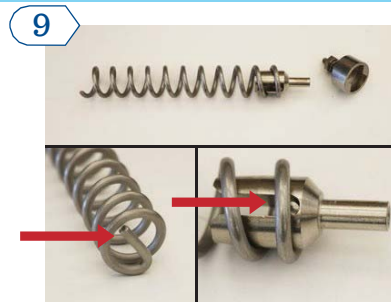
#### **Do NOT place parts in a dish washer.**

Soak all parts in a sink or warm water and food grade multi-purpose cleaner for a few minutes. Use a scrub brush as needed. Allow all parts to COMPLETELY air dry overnight.

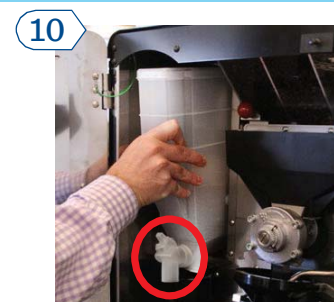
**NOTE:** Any moisture left in the hopper will result in clumping of the soluble product which will cause clogging.



Once all the parts are COMPLETELY dry, reassemble the hopper.



**NOTE:** The slot in the auger drive shaft fits only on one end of the auger wire. See images for correct placement. **Failure to reinstall the auger wire correctly will result in product not dispensing.**



With the dispense elbow in the closed position, reload the hopper with product and reinstall it into the machine. **Open the dispense elbow by pushing the tab up.**

Repeat process for the remaining hopper

**YOUR MONTHLY CLEANING PROCESS IS COMPLETE.**