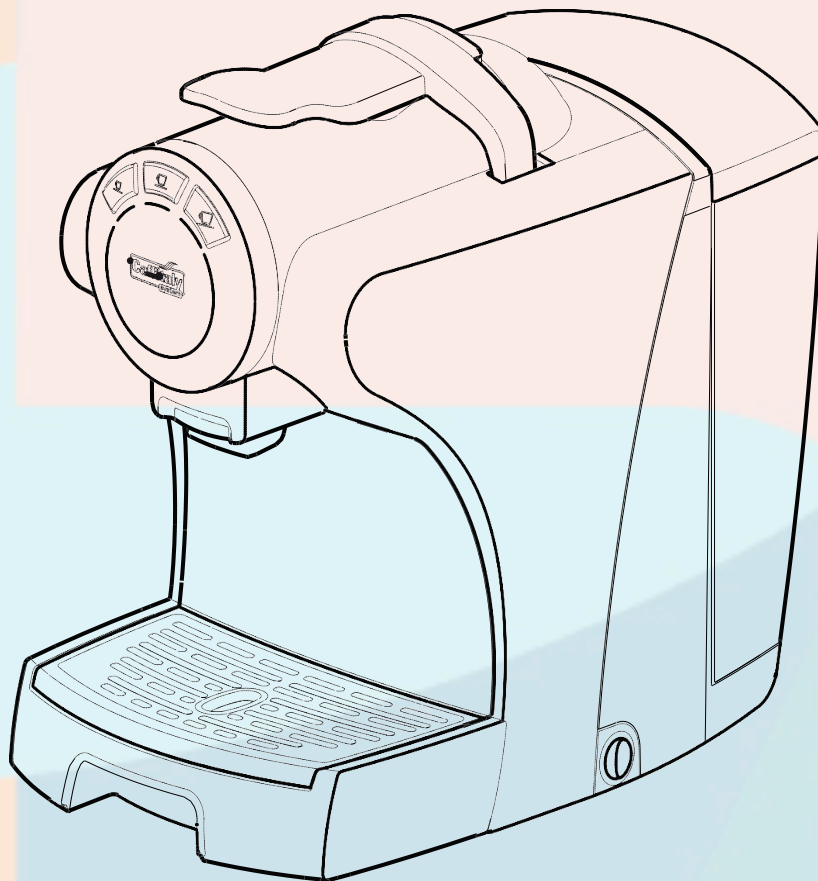
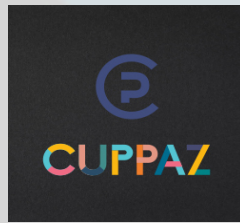


How to Use and Care for Your Loop



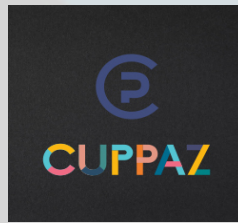


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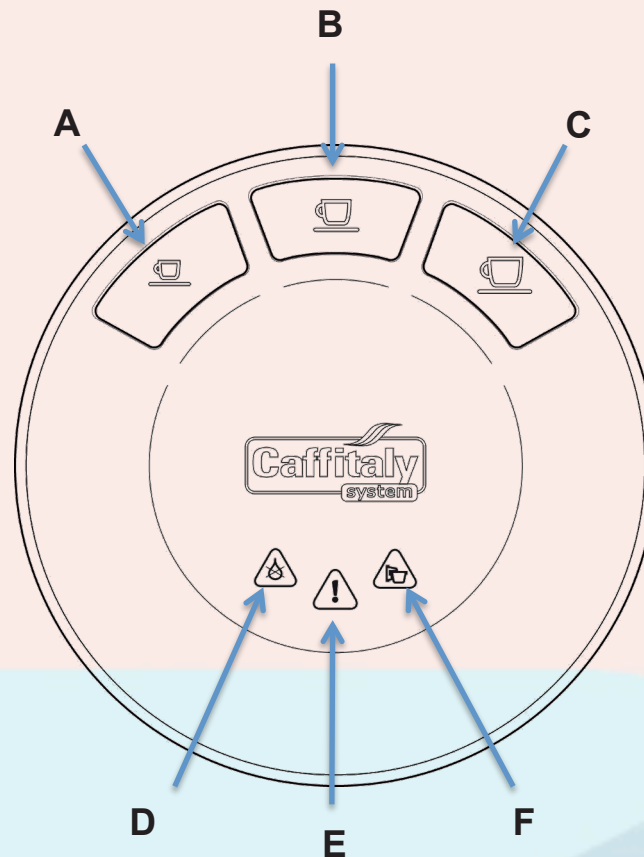
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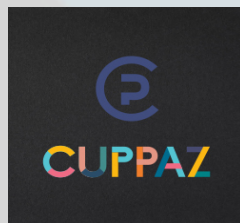
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**Get to know the important buttons & lights that will allow you and
The Loop to communicate!**

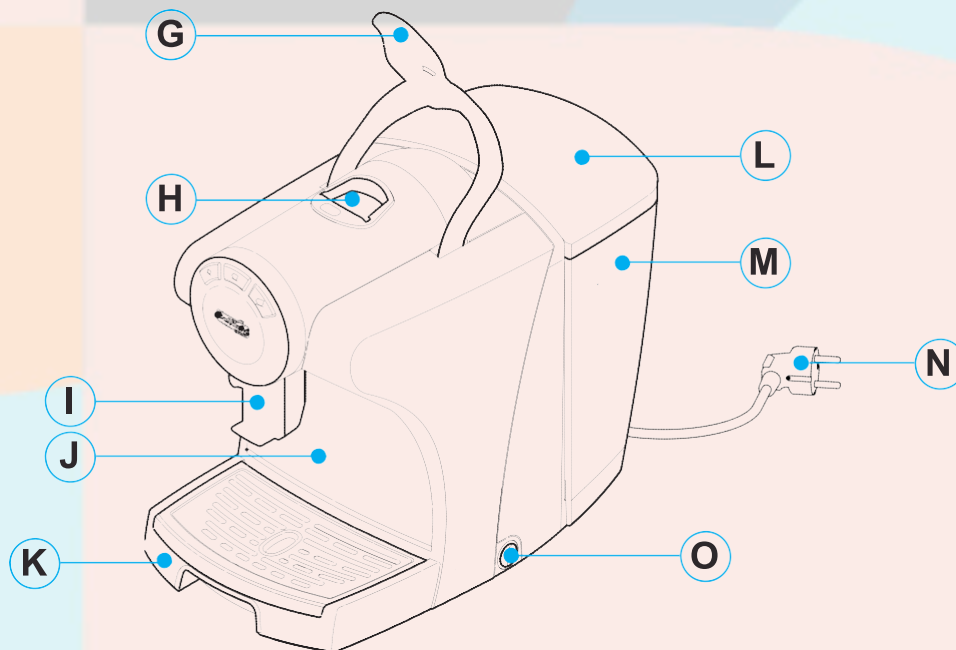


- A: "Small cup" button (pre-set at 50ml);
- B: "Medium cup" button (pre-set at 100ml with high pressure);
- C: "Large cup" button (pre-set at 100ml with low pressure);
- D: "No Water" indicator light;
- E: "Descaling" indicator light;
- F: "Capsule drawer full" indicator light;

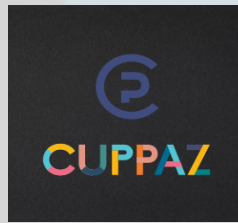




Get to know The Loop's key parts!



- G: Lever for opening / closing capsule compartment;
- H: Capsule compartment;
- I: Dispensing spout (adjustable);
- J: Used capsule drawer;
- K: Drip tray;
- L: Water tank cover;
- M: Water tank;
- N: Power cord;
- O: Power on/off switch;



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This part should be read carefully: it's about safety!

The Loop was designed for catering, bars, restaurants and office and similar purposes. For example the Loop likes it in staff kitchen areas in shops, offices and other workplaces. Also in hotels, lodges, motels, Bed & Breakfasts and other residential environments. The Loop can consume 30 to 50 capsules a day.

The Loop only recognizes **Cuppaz/Caffitaly System** capsules. The combination of the smart technology in these capsules and the technology in The Loop will make you a delicious beverage! Please don't try to give The Loop another type of capsule as this will not work and could lead to malfunctioning.

Please only use The Loop as directed here. It means that our guarantee to you can be fulfilled. When the Loop has been used improperly (in a way not explained here), our manufacturer can't be responsible for injury or damage. Sorry!

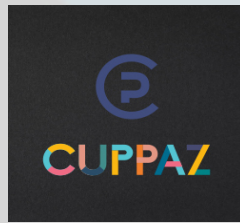
After removing the packaging, check that The Loop is not damaged. If damage is found, or upon the first sign of a defect (unusual noise or odors), or if any problem occurs inside The Loop, don't use it and contact Cuppaz at info@cuppaz.com or call the Cuppaz hotline at: 852 2812 0428. We'll get you an undamaged Loop right away!

Don't leave the packaging elements (plastic bags, etc.) within reach of children, as they are potential sources of danger for them.

Only use The Loop if the power cord is intact. If the cord is damaged you can get an electric shock, so please don't plug it in anywhere. Again: contact Cuppaz at info@cuppaz.com or call us at 852 2812 0428.

Only use and store The Loop indoors. Make sure the electrical elements, plug and cord, remain dry. Never submerge The Loop in water (it doesn't swim!).





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Protect The Loop from sprays and drips. Water and electricity together can cause danger of electrocution.

Only connect The Loop to power outlets complying with the requirements of the law. Make sure that the power supply voltage matches the rating shown on the data plate, located on the bottom of The Loop.

The surface on which The Loop is installed must be level, solid, stationary and heat resistant; the bearing surface must not exceed an angle of 2°. No wobbly surfaces for The Loop!

Do not allow The Loop to be used by children or persons with impaired mental, physical or sensory faculties or insufficient experience and/or skills, unless they are under the careful supervision and guidance of a person responsible for their safety. This is to avoid accidents.

Don't leave The Loop's power cord near hot surfaces, sharp edges or other sharp objects that can damage it.

Never place your hands inside the capsule compartment as this can cause injury.

Always close the lever of the Loop. Never open the lever while a beverage is being dispensed.

Never remove machine parts, except those indicated in this guide for daily maintenance.

Don't insert objects into the openings as this could cause electric shocks. Don't attempt any operation on The Loop that is not described in this guide. Contact Cuppaz for support at info@cuppaz.com or call us at 852 2812 0428.

Don't pull on the power cord to disconnect it. Remove the plug instead to avoid damaging it.





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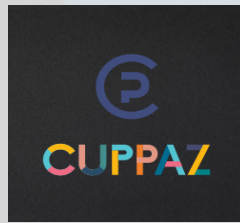
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Descale the appliance regularly, following the instructions provided. The Loop may be damaged if you skip descaling. The Loop will let you know when to descale.

Clean The Loop carefully and regularly following the guidelines. If it is not cleaned, the build-up that forms may be bad for your health. Unplug The Loop and allow it to cool before cleaning.

If you do not expect to use The Loop for a long period of time (leaving on vacation, etc.), please unplug it.

Thanks for helping us make your experience with The Loop a safe, pleasant, and inspiring one by following these safety guidelines!

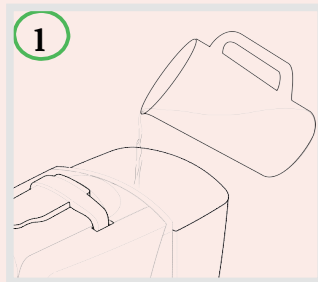


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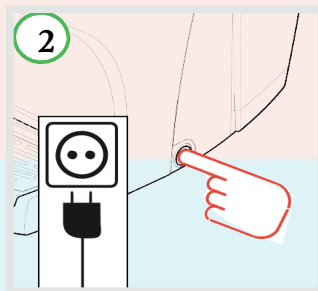
hotline: 852 2812 0428

First time using The Loop? Or haven't used The Loop in awhile? Follow these 5 steps for the priming cycle!

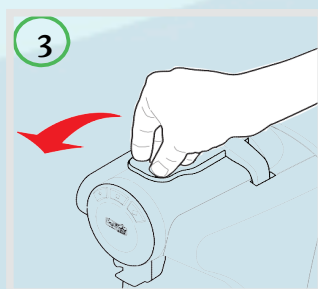
Fill the tank with fresh, still water.

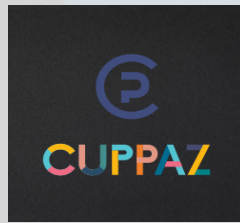


Plug in The Loop and turn it on.



Make sure the lever is closed.

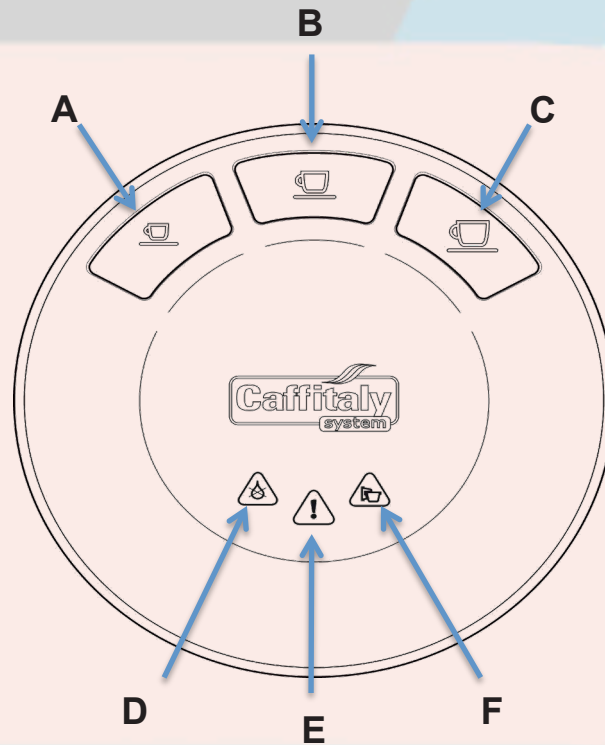




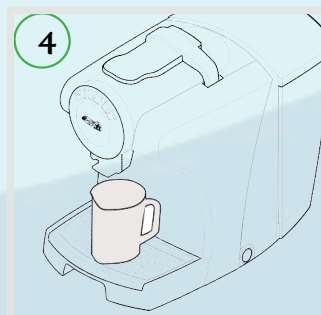
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As well as buttons **A**, **B**, and **C** (blinking white), warning light **D** also blinks **RED**.



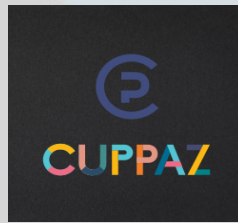
Place a large container (at least 250 ml) under the dispensing spout.



5. Press one of the buttons **A**, **B**, or **C**. Wait for The Loop to complete the priming cycle and fill with water. Warning light **D** will switch off.

NOTE: if, at the end of the priming cycle, buttons **A**, **B**, and **C** and warning light **D** continue to blink, repeat the procedures as listed in the previous step.

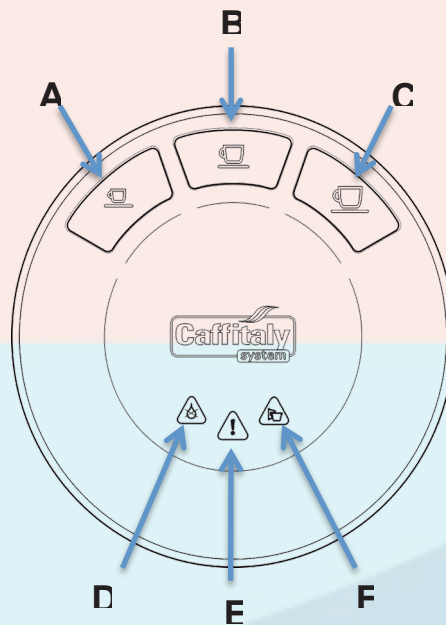




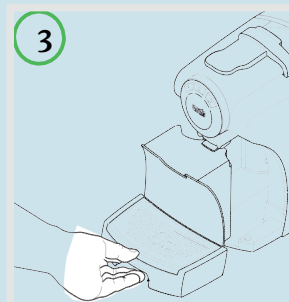
Rinsing in 3 steps after the priming cycle

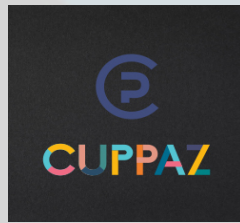
Buttons **A**, **B**, and **C** will blink simultaneously when The Loop is warming up.

1. When buttons **A**, **B**, and **C** turn on and remain steadily lit, perform a rinse by pressing button **B**.
2. Press the **B** button again to perform a second rinse. Wait for The Loop to complete the rinse cycle.



3. At the end of this operation, empty out the water from the used capsule drawer.



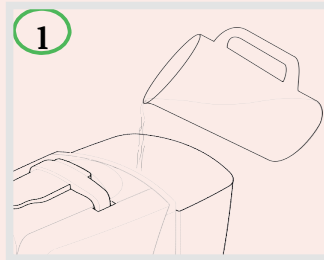


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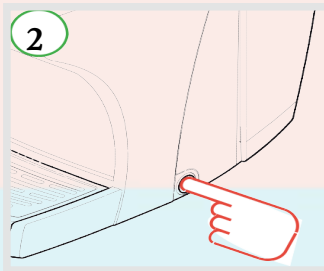
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Turning on The Loop in 2 steps

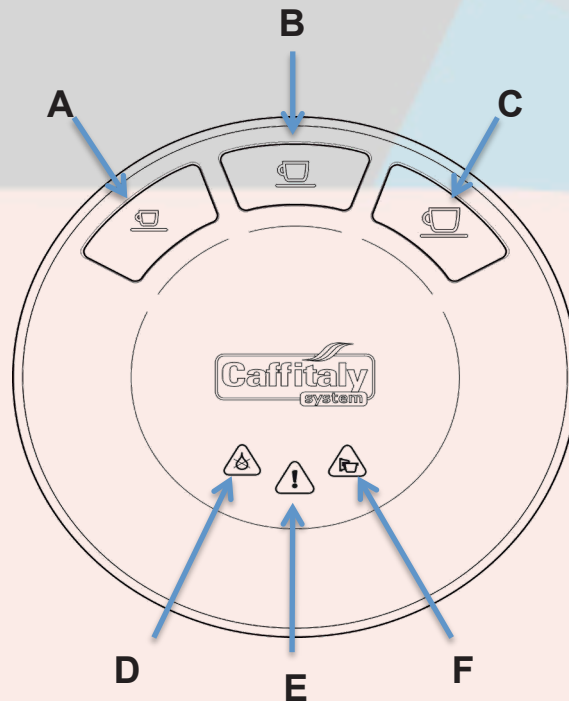
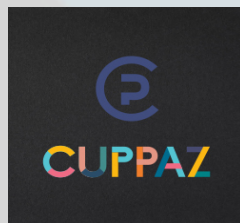
Fill the tank with fresh, still water.



Switch on The Loop by pressing the power on/off switch.

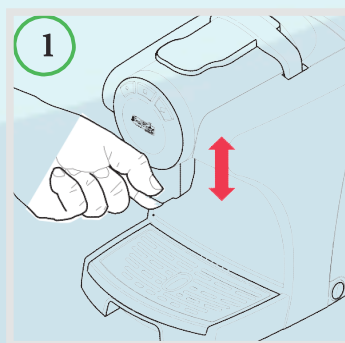


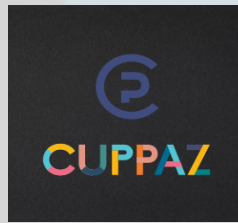
Buttons **A**, **B**, and **C** will blink simultaneously to tell you that The Loop is warming up. When the buttons remain steadily lit, The Loop is ready to use.



Adjusting the height of The Loop's dispenser in 1 step

The Loop can be adjusted for the use of large cups or small cups. The machine is initially set for the use of large cups. For the best results when using small cups, lower the end of the dispensing spout.





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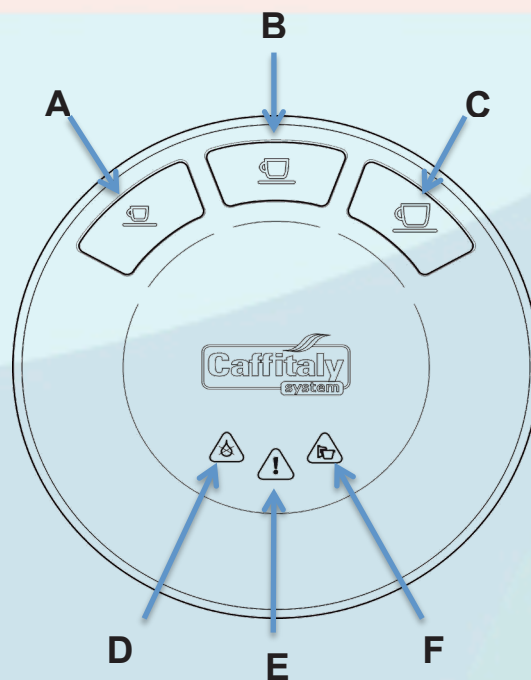
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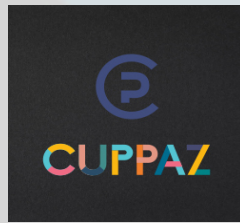
The Correct Use of Buttons A, B, or C

To dispense a beverage, use button **A**, **B**, or **C**. Please carefully read the top foil cover of the capsule to know which button we recommend you to press. Button **A** (1st from the left, lit in **WHITE**) is typically for espressos, Button **B** (2nd from the left, lit in **WHITE**) is typically for the milk and hot chocolate, and Button **C** (3rd from the left, lit in **WHITE**) is typically used for filter coffee or teas.

Do not use button **C** for espresso or any other coffee with an intense flavor. In this function the machine is set for low pressure and this reduces the "crema" (the thin creamy layer on top of the espresso), diminishes the flavor of the coffee, and could cause a break in the flow.

NOTE: Traces of the beverage just dispensed may remain in the circuit of The Loop. To retain maximum beverage flavor, when changing from one product to another, rinse it briefly. Rinsing is easy: simply dispense a beverage using button B without inserting a capsule.



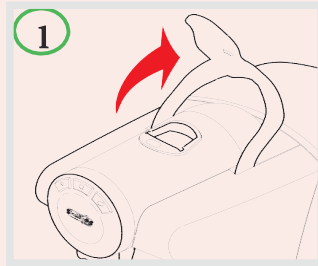


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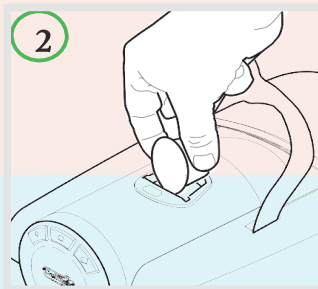
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Dispensing Your Beverage from The Loop in 7 steps

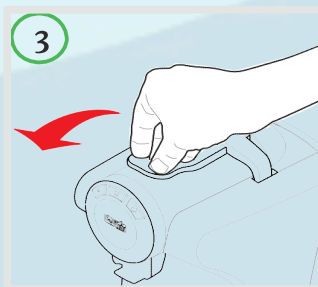
Raise the lever to open the capsule compartment.



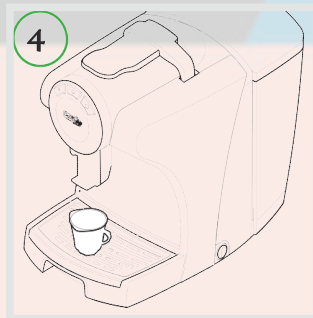
Read the top foil cover of the capsule to know which button you'll have to press and then insert the capsule into the capsule compartment, pressing gently.



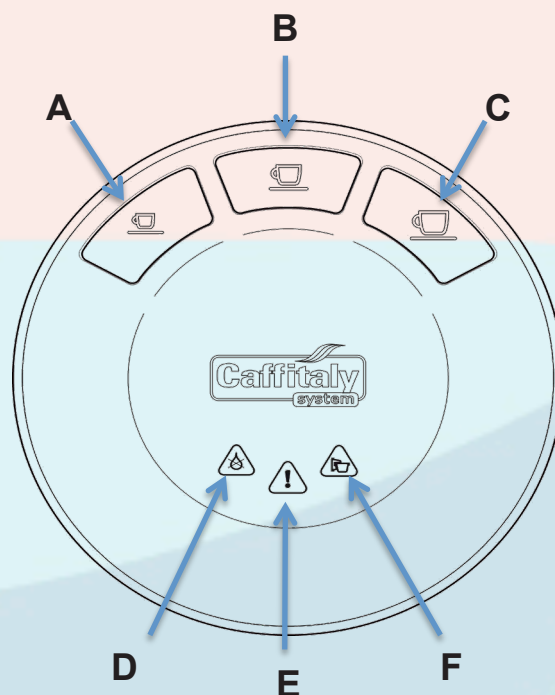
Close the lever fully.



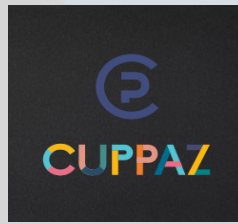
Place an appropriate sized cup under the dispensing spout.



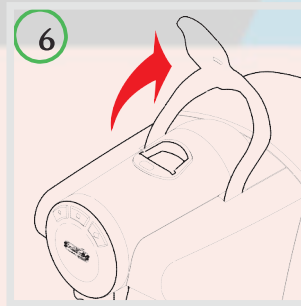
5. Press the correct sized button A, B, or C that was indicated on the top foil cover of the capsule.



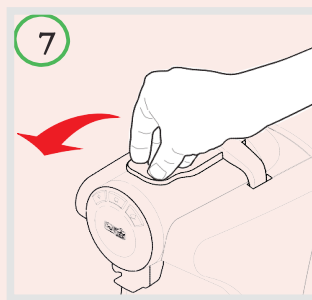
The pressed button will flash. The Loop will stop dispensing on reaching the programmed quantity and emit a beep.



Raise the lever to eject the used capsule into the drawer.



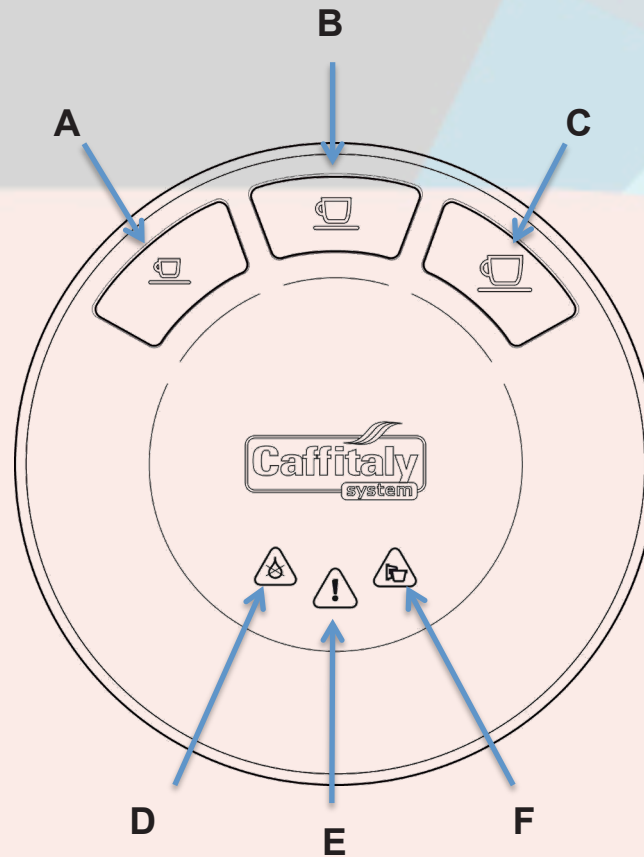
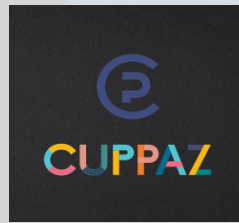
Close the lever.



Reprogramming the quantity of beverage

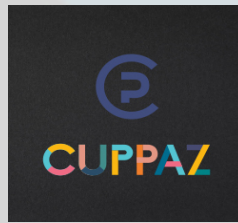
The Loop comes with factory-recommended quantity settings for each of A, B, and C, but you can reprogram this to personal taste and the size of the cups you're using. However the factory recommended settings are considered to be the optimal quantities to achieve a desirable and tasty beverage. Changing the quantities will change the taste of your beverage.

1. Follow steps 1 to 4 of “Dispensing your beverage from The Loop” and then do the following: Press **and hold** the button **A**, **B**, or **C** you want to reprogram.

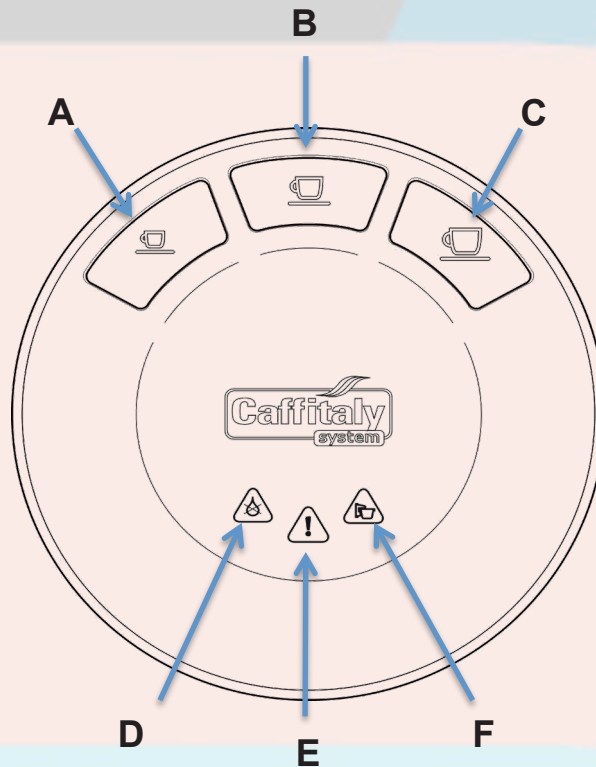


On reaching the desired amount of beverage, release the button.

Now the button is reprogrammed. **The quantity of beverage dispensed can be programmed from a minimum of 20ml up to a maximum of 250 ml.**



How the Loop communicates with you



“I need to be descaled”

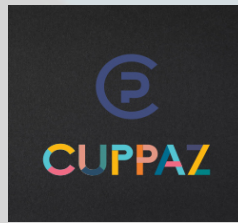
When warning light E blinks yellow and the machine beeps 3 times, a descaling cycle should be carried out (see section on “How to descale The Loop”).

“I am warming up”

Buttons A, B, and C blink simultaneously. Wait until they stop blinking.

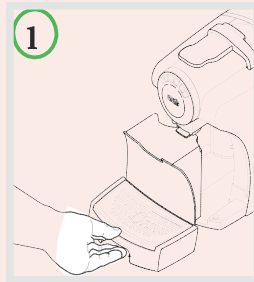
“I’ve run out of water”

When warning light D blinks red and the machine beeps 3 times, the water tank is empty (see section on refilling the water tank in 3 steps).



“My capsule drawer is full”

When warning light F blinks red, the used capsule drawer should be emptied.

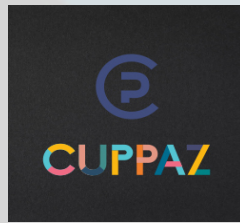


When warning light F is steadily lit in red, The Loop is disabled and the used capsule drawer must be emptied (same procedure as above). Please make sure that you slide the used capsule drawer and drip tray all the way back in to the machine in order for the light F to switch off and The Loop to be re activated.

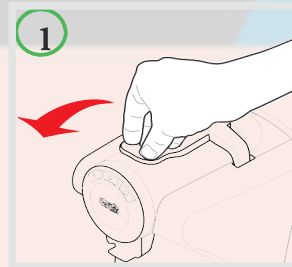
This procedure must be carried out while the machine is switched on so that The Loop registers that you've emptied the drawer. If this is done while the **machine is switched off**, the count of capsules deposited in the drawer will not be reset. As a result, the warning light may come on even if the capsule drawer is almost empty.

“You raised my lever while I was busy dispensing a beverage”

Raising the lever while dispensing a beverage may cause splashes of hot water and danger of scalding! Warning light E blinks red and the machine beeps. The Loop will immediately stop dispensing to be safe. To resolve, follow these 2 steps:



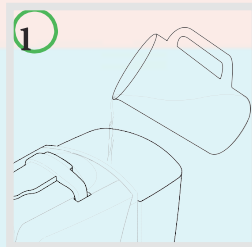
Close the lever.



2. Press one of the buttons **A**, **B**, or **C** to reset the alarm and The Loop is ready for use again.

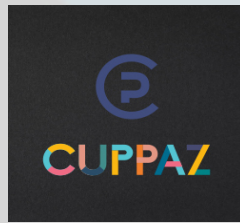
Refilling the water tank in 3 steps

1. Fill the water tank with fresh, still water.



2. Press one of the buttons **A**, **B**, or **C**. Wait for The Loop to complete the priming cycle and fill with water.

3. When buttons **A**, **B**, **C** turn on and remain steadily lit, The Loop is ready for use.

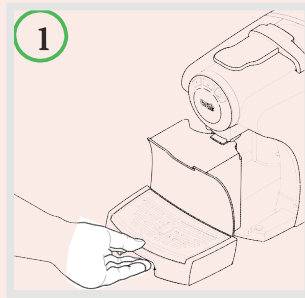


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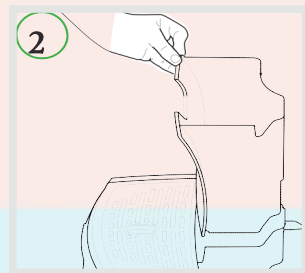
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Daily Cleaning and Maintenance of your Loop in 5 steps

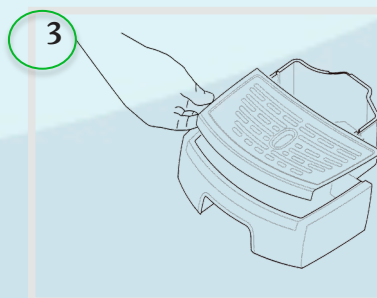
Remove the drip tray and used capsule drawer.

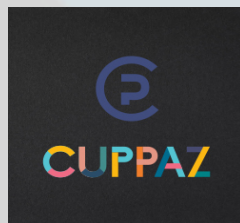


Lift the used capsule drawer and empty and rinse it.

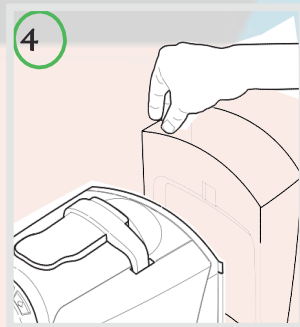


Remove the grid. Empty the drip tray and rinse it out with water.





Remove the water tank; empty and rinse it.



5. Use a soft cloth and a neutral detergent to clean the surfaces of The Loop. Do not use jets of water to clean The Loop.

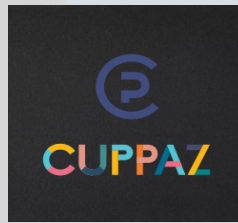


The plastic parts of The Loop, including the water tank, are **not** dishwasher safe. So please do not put these parts in the dishwasher.



The Loop helps you save energy

The Loop will automatically reduce consumption one hour after it was last used. Buttons **A**, **B**, and **C** blink slowly and sequentially. To restore normal operating conditions, press any button or raise the lever. The Loop will start warming up. When the buttons **A**, **B**, and **C** turn on and remain steadily lit, The Loop is ready for use.

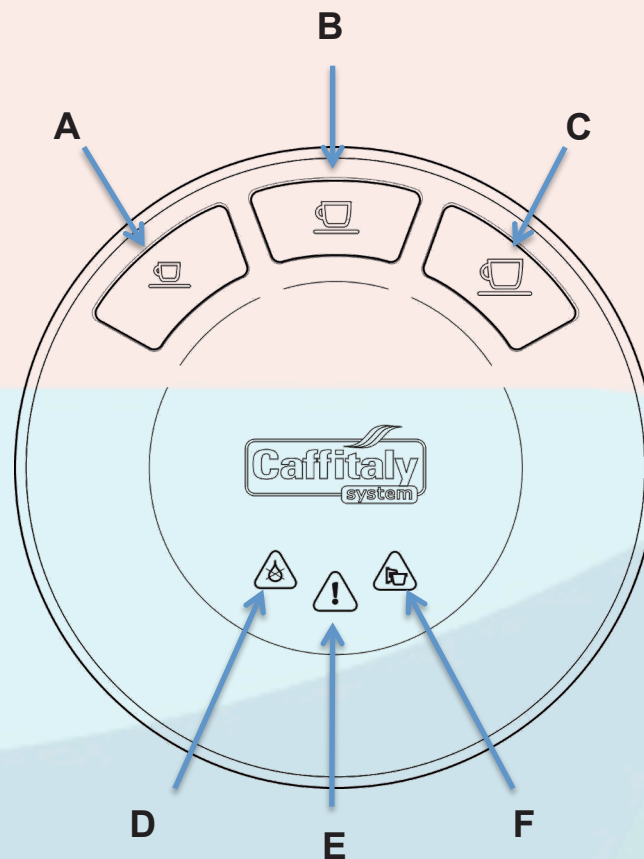


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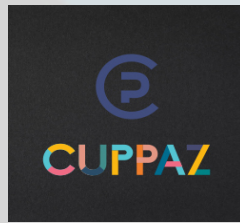
The Loop will let you know when its time to descale

The Loop features an advanced program that monitors how much water is used to dispense beverages. This measurement provides the user with indications as to when The Loop needs to be descaled. When warning light E blinks yellow and the machine beeps 3 times, a descaling cycle should be carried out, as illustrated below. It is advisable to use the Caffitaly System descaling agent. It is designed to comply with the technical characteristics of The Loop, in full observance of consumer safety.



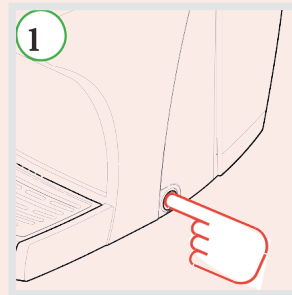
Please read the directions for use on the packaging of the descaling agent carefully. Avoid contact with eyes, skin and machine surfaces. A person must be present during the operation. **Do not use vinegar: it could damage your appliance!**



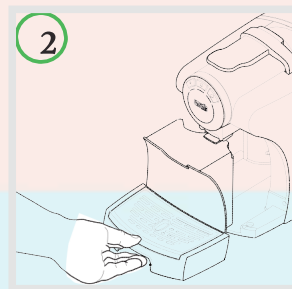


How to descale The Loop in 13 steps

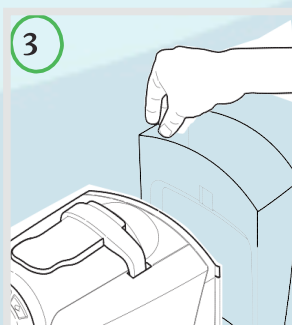
Switch The Loop off by pressing the power on/off switch.

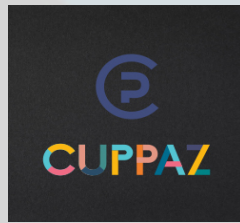


Empty and rinse out the used capsule drawer and drip tray.



Remove and empty the water tank.



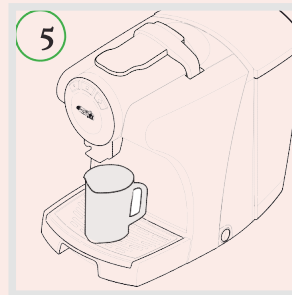


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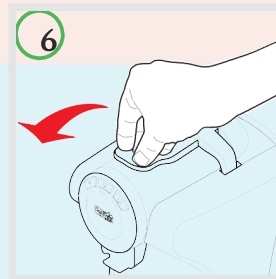
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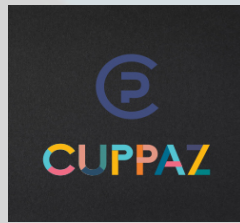
4. Mix the contents of a bottle of Caffitaly System descaling agent with approximately 750 cc. of water (a total volume of 1 liter) and pour into the tank.

Place a container (at least 1 liter) under the dispensing spout.



Make sure that the lever is lowered and there is not a capsule inside the capsule compartment.

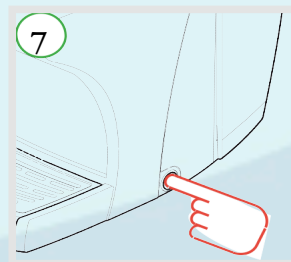
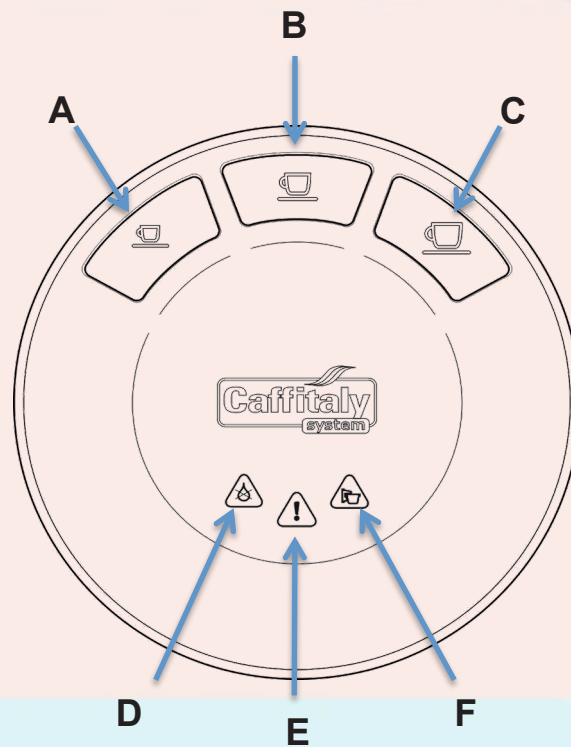




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7. Press and hold buttons A and B while switching The Loop on by pressing the power on/off switch.

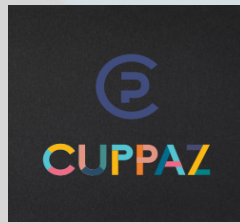


Button B will light up, while warning light E blinks yellow and red alternately.

8. Press button B to start the descaling cycle.

The Loop dispenses the descaling solution at intervals (5 doses with a 4-minute pause between each one, for a total duration of about 25 minutes). During this step, when the buttons must not be pressed, warning light E blinks yellow and red alternately.

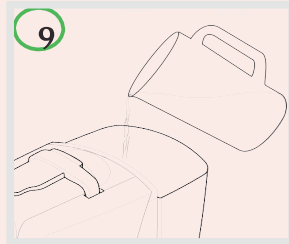




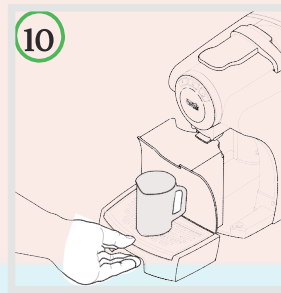
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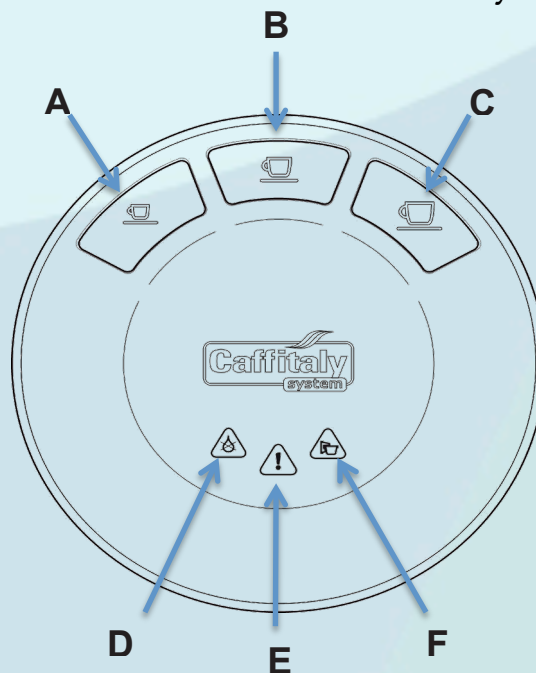
When the first phase is over, button B lights up and The Loop beeps repeatedly. The water tank is empty. Carefully rinse out the water tank and refill it with fresh water.

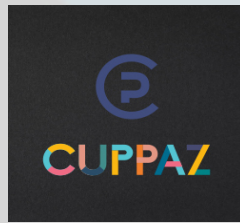


Empty and rinse the used capsule drawer, the drip tray and the container used and put all 3 back in place.



11. Press button B to start the rinse cycle.



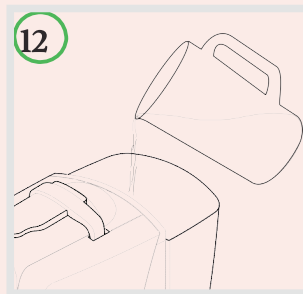


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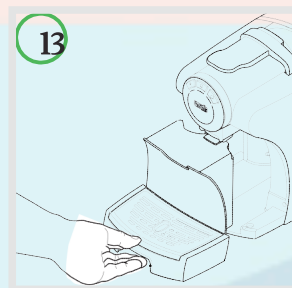
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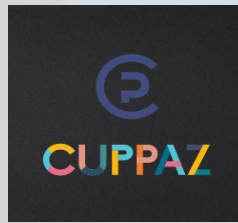
Rinse water (about 500 ml) will be run through The Loop. During this step, warning light E blinks alternately (twice yellow and twice red). When the rinse cycle is complete, the machine beeps and buttons A, B, and C blink at the same time. This means that The Loop is warming up. When the buttons turn on and remain steadily lit, The Loop is ready for use.

Carefully empty and rinse out the water tank and refill it with fresh, still water.



Empty and rinse out the used capsule drawer and drip tray.



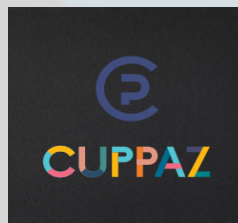


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Troubleshooting with The Loop











Problem	Possible Cause	Solution
No beverage is coming out. Warning light D blinks RED .	The water tank is empty.	Fill the tank with fresh water. Press a button A, B, or C to refill the circuit. When the buttons remain steadily lit, the appliance is ready for use.
The beverage is not hot enough.	- Cold cups. - Scale build-up in The Loop.	- Preheat the cup. - Descale The Loop.
The lever cannot be lowered.	- The used capsule drawer is full. - Capsule stuck inside the machine.	- Empty out the used capsule drawer. - Remove the used capsule.
Warning light E is lit steadily in RED .	Heating problems.	Switch The Loop off and on again. If the problem persists, contact Cuppaz at info@cuppaz.com or our Hotline: 852 2812 0428
When a button is pressed to dispense a beverage, The Loop seems to work but then stops without dispensing any beverage or only dispenses a tiny amount.	Incorrect quantity programming.	Reprogram the quantity associated with that button. See section on "Programming the quantity of beverage in a cup".
Espresso is dispensed very slowly, and is of poor quality.	Button C was used with an espresso capsule.	Use button A .



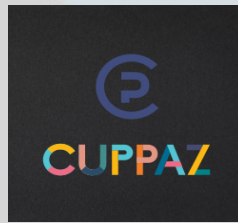
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Technical Data on The Loop

	See the data plate on the base of the machine.
	Max. 15 bar
	< 70dB A
	About 6 kg
	2 litres
	Ambient temperature: 10°C - 40°C
	 220 mm  340 mm  320 mm

The materials and objects in contact with food products comply with the requirements of European Regulation 1935/2004.



Recycling and Responsible Disposal



The Loop has been manufactured using high quality materials that can be reused or recycled. Dispose of The Loop in a suitable waste collection center.

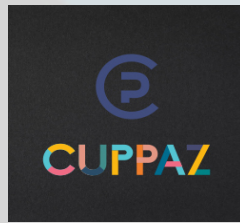


In Hong Kong there are recycle centers for electronic equipment. At the end of its useful life, The Loop should not be disposed of with unsorted household waste. It should be taken to a suitable selective waste collection center set up by the local authorities. More information can be found here:

<http://www.gov.hk/en/residents/environment/waste/wastedrecyc.htm>.

Separate collection of electrical household appliances help the environment because the materials of The Loop can be recovered so as to achieve significant savings of energy and resources. The crossed-out wheelie bin symbol highlights the need to dispose of electric appliances separately. The packaging is made from recyclable materials.

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