

# Instruction Sheet

**Subject: FreshBlender Inventory**

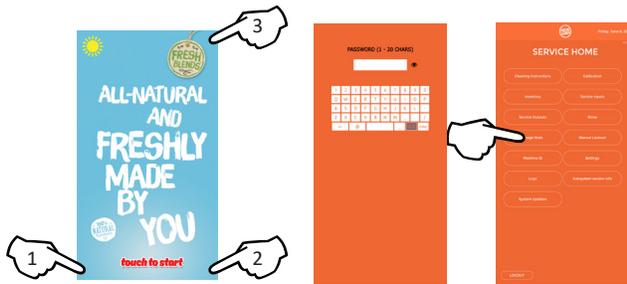
**SCOPE: ALL MULTIPLEX FRESHBLENDERS**

## INVENTORY TRACKING

Inventory is automatically calculated by unit. Loading product bag sets inventory level to 100%. Each time a drink is ordered, the unit automatically subtracts the amount of product used and updates the inventory level which can be seen in the INVENTORY / INVENTORY SETUP screen. Several factors can impact the inventory accuracy including not correctly loading product bag, loading partial bags, loading bags to wrong slot or inaccurate inventory adjustments.

## BAG REPLACEMENT AND LOADING

1. Unlock cabinet.
2. Enter the Employee, Manager or Service screen.



3. Select INVENTORY then INVENTORY SETUP.
4. Select the slot by pressing the circle under the flavor name or EMPTY.



NOTE: If assigning a different flavor press REMOVE BAG and follow onscreen instructions to unassign current flavor.

5. Press LOAD BAG.
6. If slot was EMPTY you will be prompted to select FLAVOR NAME. Select product thaw date.
7. Remove product bin from lower refrigerated cabinet, discard existing product bag if there is one.

8. Wipe down and clean the product bin before installing the new product bag into the bin.
9. Install the new product bag making sure the product pump is facing the correct way with the product elbow pointing towards the back of the bin and properly snapped into the bin.



10. Slide the loaded product bin into correct slot in the lower refrigeration cabinet and latch into place.



NOTE: Do not force the latch over the pump, if the latch does not snap into place adjust the motor shaft until the pump properly seats on the sanitation fitting and latches easily. See section MOTOR SHAFT ALIGNMENT for how to adjust motor shaft.

11. Close refrigeration door and lock.
12. Press PRIME if slot was empty, product was expired or a different flavor is loaded. Select SKIP if same flavor is loaded.
13. Verify inventory on INVENTORY SETUP screen has reset to 98-100%. (98% if unit has been primed once, 100% if not primed.)
14. Press BACK /LOGOUT to return to drink menu.

## BAG ROLLING

The product bag can be rolled to move product closer to pump and reduce waste.



1. Unlock unit and open lower refrigerated cabinet.
2. Push latch down off pump, hold clean towels under pump to prevent product spills and slowly pull bin out.
3. With product pump still snapped into bin, lift opposite end and gently push product down towards pump end.
4. Twist bag to keep product at pump end and then fold empty part of bag under end of bag that contains product.
5. Carefully push bin back into refrigerated cabinet and latch into place.

NOTE: Do not force the latch over the pump, if the latch does not snap into place adjust the motor shaft until the pump properly seats on the sanitation fitting and latches easily. See section MOTOR SHAFT ALIGNMENT for how to adjust pump.

6. Close and lock door.

### INVENTORY ADJUSTMENT

The product inventory can be increased if more drinks can be made from product bag.

NOTE: Adjusting inventory too high can result in drinks being made without enough product.

1. Set scale that measures in tenths of ounces on level surface and zero.
2. Remove product bag from cabinet and weigh on scale.
3. Enter the EMPLOYEE, MANAGER or SERVICE screen.
4. Select INVENTORY / INVENTORY ADJUSTMENT / LEVEL ADJUSTMENT.
5. Press the plus (+), minus (-) or number next to the flavor to adjust the product inventory. Pressing the number allows for manual entry of product ounces.
6. When complete, press BACK / LOGOUT to return to drink menu.
7. Install product bag back into cabinet.

### END OF BAG CONDITION

The machine will remove drink icon from drink menu when product inventory is below 8%. The bag can be visually inspected, rolled and an inventory adjustment can be completed if more drinks can be made.

### CALIBRATION

Product flavors, water or ice may need to be calibrated if machine is underfilling or overfilling the cups.

NOTE: You will need a digital scale that measures in tenths of ounces and clean empty cups.

1. Enter the Employee, Manager or Service screen.
2. Select the CALIBRATION button.
3. Select what is going to be calibrated: ICE, WATER or FLAVOR.
- 4.

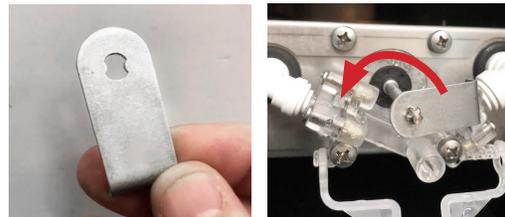
NOTE: If calibrating ice or water these will only dispense 1 time, flavors will take an average of 3 -5 dispenses.

5. Turn on scale and set to ounces or fluid ounces.
6. Place cup onto scale and press tare or zero button.
7. Follow the on screen instructions and place the cup in the dispense area.
8. Press the button to dispense when ready.
9. When dispense has finished weigh the cup and enter the weight of the dispense into the screen, then press enter.
10. Repeat this 3 - 5 times as prompted by the screen.
11. Once completed you will be returned to the main calibration screen.
12. The ice, water or flavor is now calibrated, go back to calibrate more flavors or press back and logout to go back to the drink making screen.

### MOTOR SHAFT ALIGNMENT

Product bag pump should fit securely over motor shaft so pump latch will snap into place. Motor shaft alignment is only needed when having trouble engaging new product bag pump onto motor shaft.

1. Place tool onto motor drive shaft as shown with bent part facing away from you.



2. Rotate tool counter-clockwise until back tab of tool makes contact with sanitation fitting spigot as shown.
3. Remove tool by sliding off shaft towards you without rotating shaft.



NOTE: Hands covered with cut resistant gloves can be used in place of the tool to turn shaft. Turn shaft until one of the edges/tines on the shaft is aligned at top of shaft.

