



OPERATING INSTRUCTIONS

Your Zenith Ward Beverage Trolley has been designed to give you a simple and efficient method of providing your patients with a high-quality choice of drinks. To get the best out of the system, please read these instructions before you use the trolley and keep them in a safe place for future reference.

FILLING THE WATER TANK

Make sure that the trolley is NOT plugged-in. Lift the filler-flap and remove the red bung using a plastic water-jug, fill up with cold drinking water, until the water-level indicated in the sight-tube reaches its maximum. Refit the bung and wipe up any spillage. Plug the trolley in to the mains and switch-on.

The *Power-On* light will come on

The Water *Ready* light will show when the water is at the right temperature and the trolley is ready to use. Always leave the trolley full of water and plugged in between drinks rounds. This will enable drinks to be served at any time they are needed without waiting for the water to heat up. Make sure to **unplug** the trolley before taking it round the wards.

FILLING WITH INGREDIENTS

Unlock the dispenser door and open fully. With the dispenser-arms raised, take out the canister(s) to be filled and hold between both hands whilst levering off the lid using both thumbs. Turn the canister lid upside down on a flat surface and stand the base of the canister in the lid for stability. Fill the canister to a level about two inches below the rim and replace the lid securely. Refit the canister in its correct position inside the dispenser housing noting the colour coded labels.

PLEASE NOTE THE DISPENSER WILL NOT OPERATE UNLESS THE DISPENSER-ARMS ARE LOWERED AND THE HAMMER IS LOCATED ON TO THE PEG ON THE IMPACT BUTTON ON THE CANISTER.

MAKING A DRINK

Place a suitable cup under the dispenser chute beneath your selected drink and push the button firmly all the way in. for **IN-CUP** pull the lever to the right to dispense a cup filled with your chosen ingredient. Add hot water from the tap and stir. For a pot of tea, take one multi-cup tea bag and put it in the pot and add hot water; stir and leave to brew for three to four minutes. If an individual cup is required, use a 1 cup tea bag and make the drink in a suitable cup.

CLEANING SCHEDULE

IMPORTANT: Before cleaning any part of the equipment make sure that it is not plugged in to mains electricity.

ONLY USE THE HOSPITAL'S APPROVED CLEANING SOLUTIONS

AFTER EVERY USE DO THE FOLLOWING

- Wipe the trolley surfaces the underside of the worktop and ingredient housing clean
- Empty the teapot(s) and rinse-out.
- Refill the water to the required level, ready for the next ward round.
- Refill ingredient canisters as required, if empty replace with a new canister and clean the old one.

EVERY DAY DO THE FOLLOWING

- Drain, flush and refill the water tank ensuring the clip and bung are replaced.

EVERY WEEK DO THE FOLLOWING

- Remove the ingredient canisters and dispenser mount, remove clean and replace the red dispense chutes, clean the inside of the dispenser housing and wash the dispenser-mount in clean warm water, rinse dry and replace in the dispenser housing.
- If required empty ingredients into corresponding clean canister and wash the used canisters in clean warm water Rinse, wipe off excess moisture and allow to dry thoroughly.
- Refit the new canisters into the dispenser-housing making sure that they are placed in the correct position.
- Remove all the trays and clean in warm water Rinse and wipe off excess moisture.
- Clean underside of the trolley and around draw slides before replacing the clean trays.