

# PodioX1

## Installation Guide



V1.1

**COSTA**  
COFFEE  
PROFESSIONAL



PODIO





# What's in the box?



- 1 1 Espresso cup stand with drip tray (inside capsule bin).
- 2 1 Tall cup drip tray\*.
- 3 1 Capsule bin.
- 4 1 Water tank.
- 5 1 Water tank lid.

## Additional items:

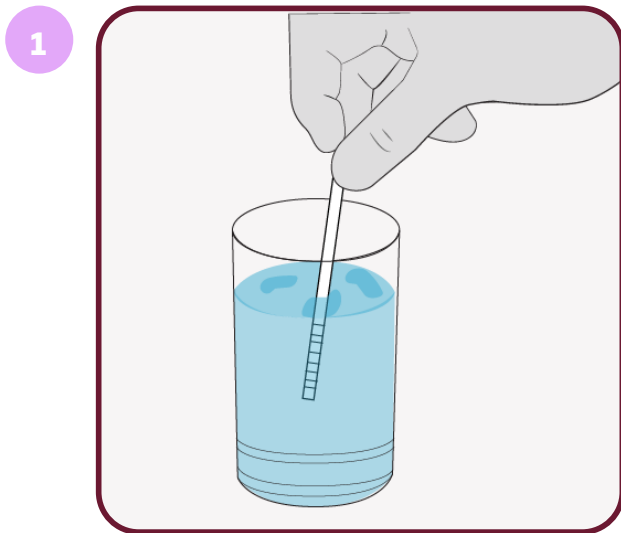
- 1 Water hardness measuring strip (inside Installation Guide).
- 1 Water filter (inside water tank).
- 1 tent card for capsule and machine button guidance.
- 1 Welcome and set up guidance postcard with QR code.
- QR code sticker on bottom left side of machine for customer/consumer website for support and guidance.

\*The tall cup drip tray can be used in place of the espresso cup stand subject to preference.

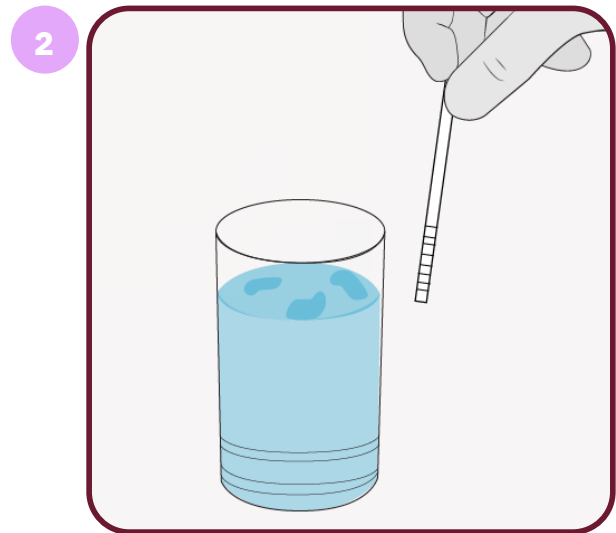
# 1. Installation

## 1.1 Water hardness measurement

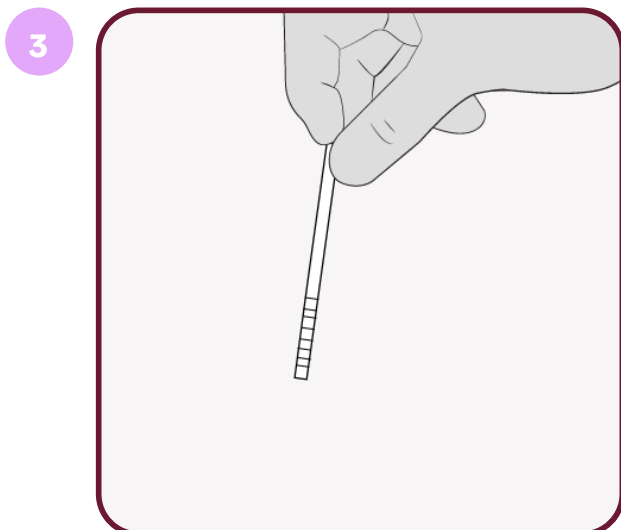
Limescale is the worst enemy of the machines and its presence is indicated with an index of hardness. Water hardness can be measured in various ways. The simplest and most immediate method is with the test strip. The following instructions are for correct use of the test strip (optional) for water hardness.



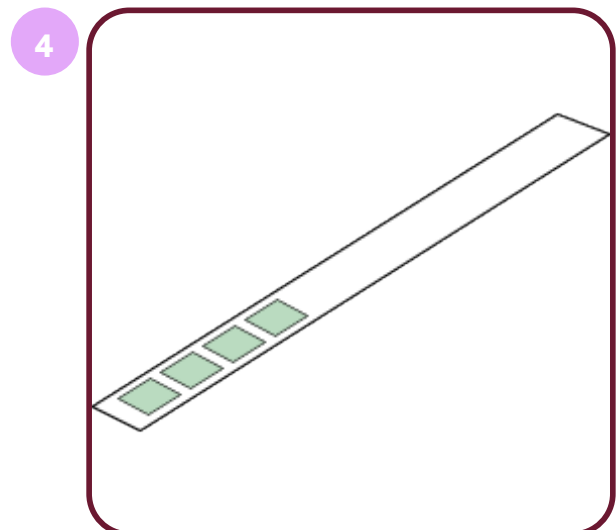
Open the test strip (found inside Installation Guide) and immerse completely in a glass containing water to be used in the machine at room temperature (20C).



After 4-5 seconds remove the test strip from the glass.



Shake the test strip to remove any drops of water.



Place the test strip horizontally. After about 60 seconds check the colours.

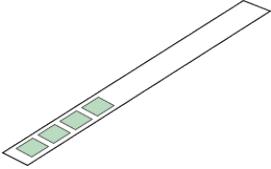
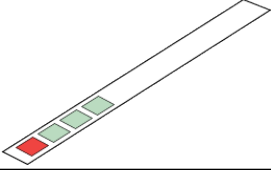
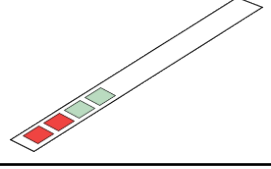
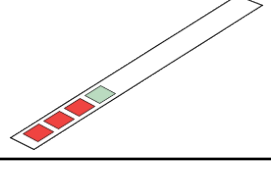
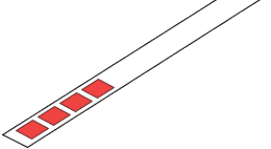
# 1. Installation

## 1.1 Water hardness measurement (continued)



**Before continuing it is necessary to conduct a water hardness test for the water that you will be using to fill the water tank in the machine.**

- Take note of the result of your water hardness test, below shows guidance on how to read the result:

Test Strip Colours	Water Hardness rating	Recommendation
	<b>4 green squares = Soft</b>	No filter required. proceed to section <b>1.3 page 8.</b>
	<b>1 red square = Soft</b>	Filter required. Proceed to <b>next step.</b>
	<b>2 red squares = Medium</b>	
	<b>3 red squares = Hard</b>	It is recommended to use bottled water or pre-treated water from a filtered jug. Use water at approx. 12° French Degrees (°f) of hardness. Proceed section <b>1.3, step 1.</b>
	<b>4 red squares = Hard</b>	

# 1. Installation

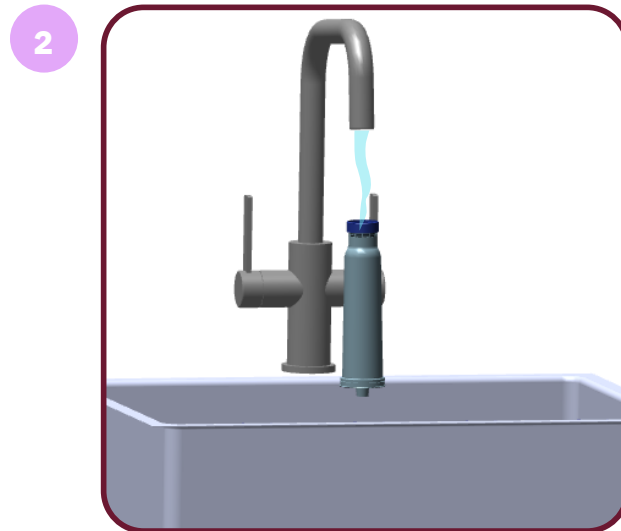
## 1.2 Softener filter installation & activating/deactivating the filter control software



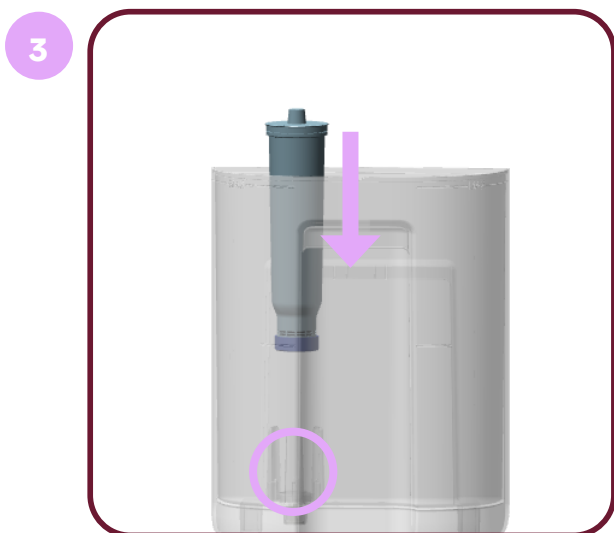
**Attention!** Read the precautions contained in the softener filter package.



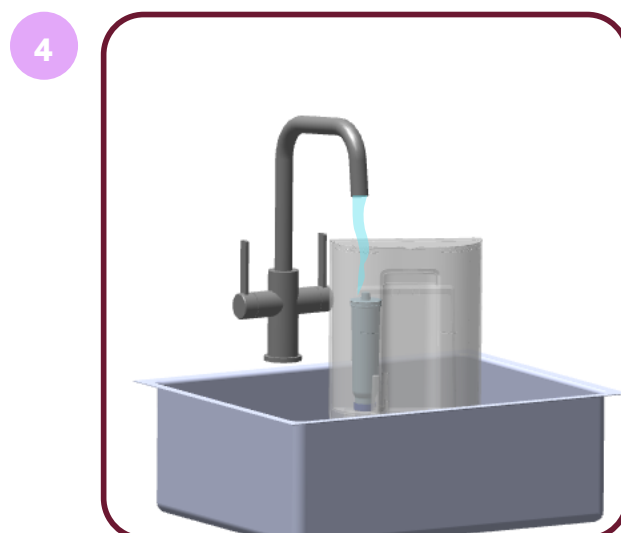
Ensure the machine is off and unplugged.



Remove the cartridge from its pack, check that the rubber seal exposes water inlet holes and hold filter under running water for 60 seconds (wetting the gasket).



Remove the black filter from circled area. Place the new filter in the water tank, making sure it is secure.



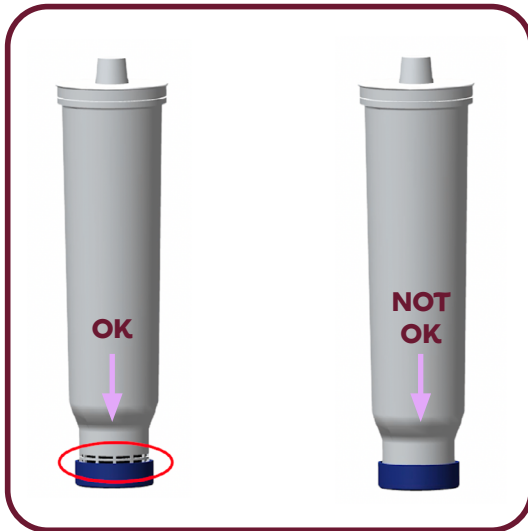
Fill the water tank with cold drinking water.

# 1. Installation

## 1.2 Softener filter installation & activating/deactivating the filter control software (continued)



**Attention!** Ensure the below is correct before proceeding:



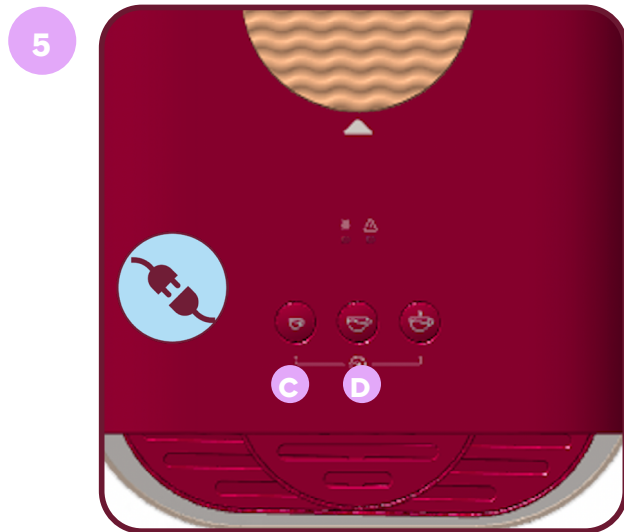
Ensure the water filter seal is pulled down so that the filter inlet is visible.



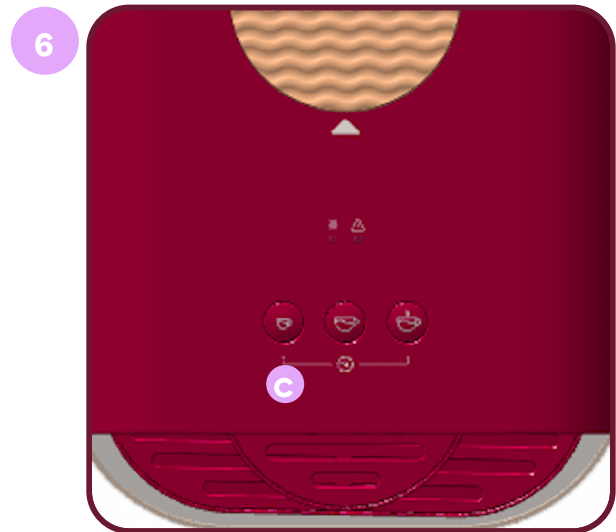
When placed into the water tank, ensure the filter inlet is visible

# 1. Installation

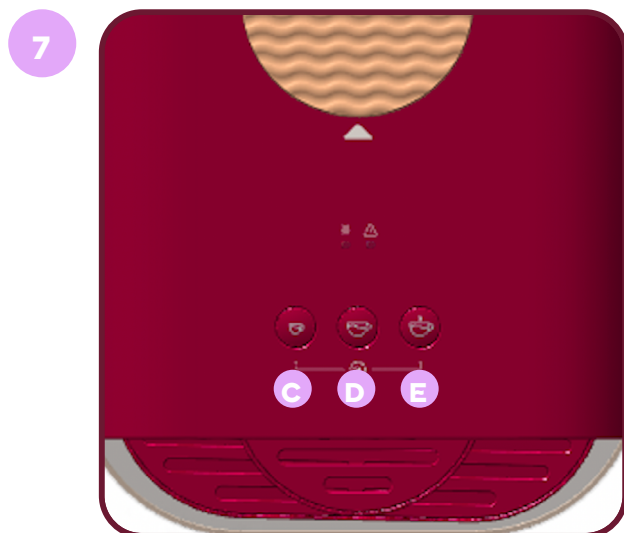
## 1.2 Softener filter installation & activating the filter control software (continued)



Keeping buttons **C-D** pressed, plug the machine in to switch it on; wait to hear a beep.



Release buttons **C-D**. To activate the filter hold button **C** for **3 seconds**.



Buttons **C, D & E** light up steady to indicate the filter has been activated.



Place a 500ml container under the dispense head. Press and hold button **D** for 3 seconds. The machine will now dispense approx 500ml water.



**Info:** This function must be activated only if the filter is installed; in any other case it must be deactivated, because the machine may undergo a malfunction not covered by the warranty.

# 1. Installation

## 1.2 Softener filter installation & activating the filter control software (continued)

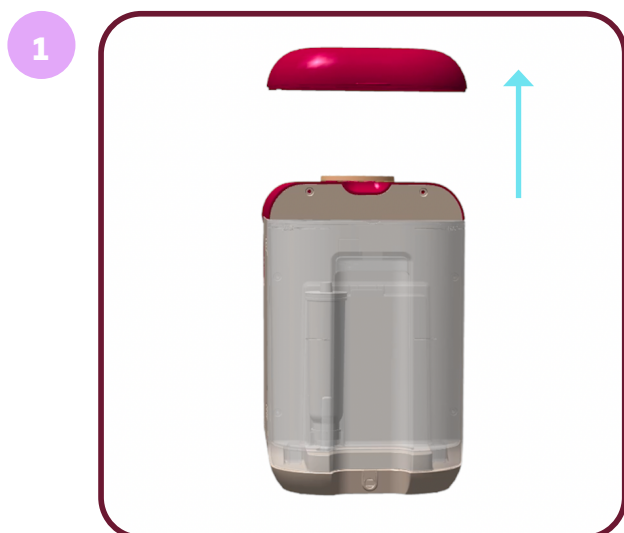


With no buttons pressed, switch the machine off by unplugging it to store the setting. Then, switch the machine on again by plugging it in.

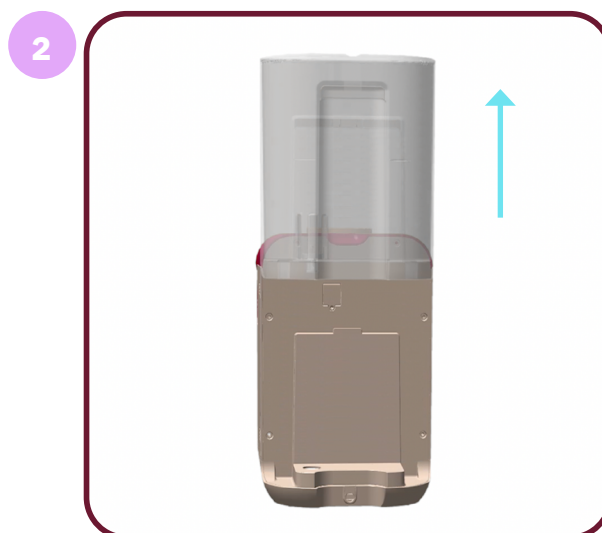
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**Info:** This function must be activated only if the filter is installed; in any other case it must be deactivated, because the machine may undergo a malfunction not covered by the warranty.

## 1.3 First use or after a long period of non-use



Remove the water tank lid.



Remove the tank from the machine.

# 1. Installation

## 1.3 First use or after a long period of non-use (continued)

3



Fill the tank with fresh, non-carbonated water. Never exceed the maximum level indicated in the tank.

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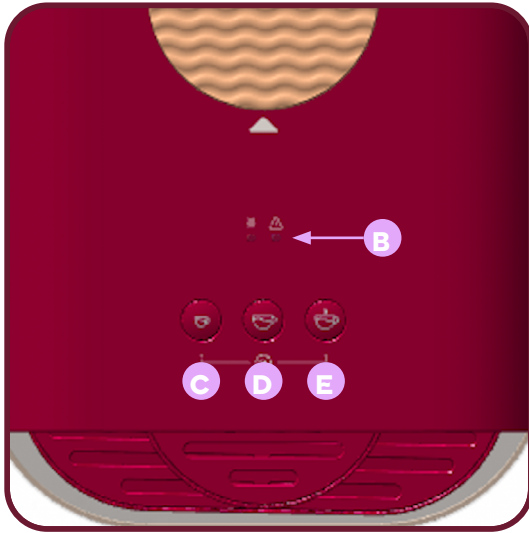
**Info:** Topping up with a small amount of water can be done without removing the tank. Remove the top cover.

4



Insert the plug into the power socket; the appliance switches on.

5



Buttons **C-D-E** will blink rapidly; indicator **B** blinks **RED** alternately.

# 1. Installation

## 1.3 First use or after a long period of non-use (continued)



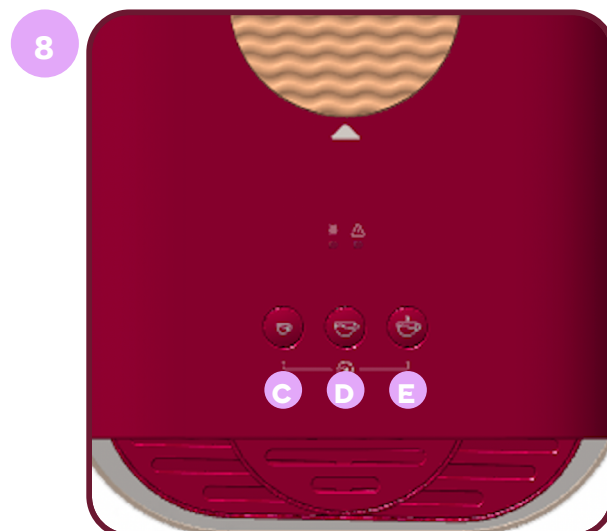
Place a large container (at least 500ml) under the dispense head.



Press one of the buttons **C-D-E** and wait for the machine to complete the water filling cycle. Indicator **B** will turn off.

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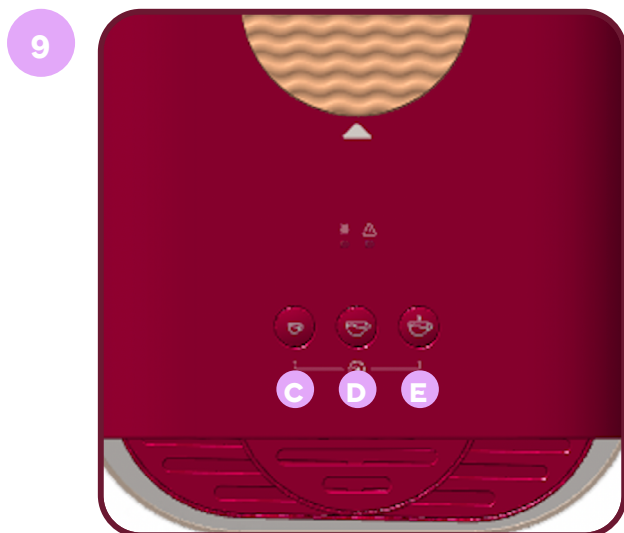
**Info:**  
If indicator **B** continues to blink **RED** after the filling cycle, repeat the steps of the previous point.



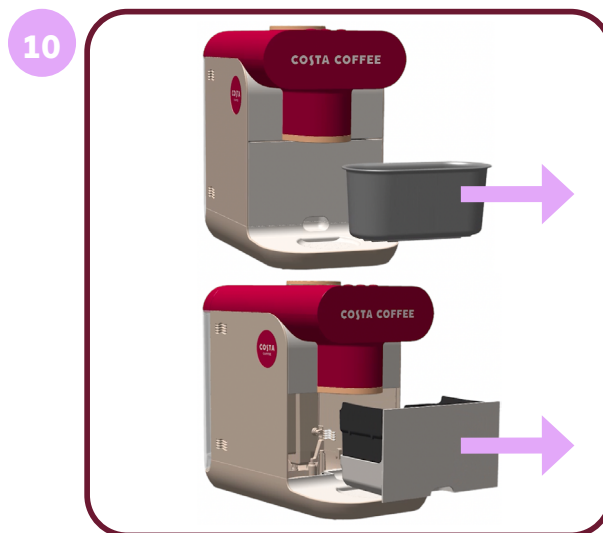
Buttons **C-D-E** will blink slowly at the same time; the machine is heating up.

# 1. Installation

## 1.3 First use or after a long period of non-use (continued)



When buttons **C-D-E** light up steady; the machine will do a rinse cycle and dispense water from the dispense head.



After the rinse cycle; remove the container from under the dispense head and dispose of water. Remove and empty the capsule bin.

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**Info:** Your machine is ready to go! To ensure everything is functioning smoothly, it's a good idea to dispense an espresso as a quick check. Sit back and enjoy!

# Version control

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Version	Date	Author	Changes
1.1	22.09.25	S.C.B	<ul style="list-style-type: none"><li>• Added in "What's in the box" p.3.</li><li>• p.6 changed image on step 4 to include showing filter in the water tank.</li></ul>
1.0	17.06.2025	S.C.B	<ul style="list-style-type: none"><li>• Separated out Installation from the Operator Manual.</li><li>• Added in additional instruction for 1.2 step 6 to press button to initiate rinse after filter has been activated.</li><li>• p3. Changed the 3 red squares from medium to hard to avoid confusion when installing the filter.</li><li>• p10. Info instruction added to dispense an espresso to check that the machine is working as expected after installing the filter.</li></ul>





# PodioX1

## Installation Guide

