

Podio X3

Operator Manual



Operator machine guidance website

Scan the QR code for all Operator machine guidance



Access includes:



Guides

- Replenishment
- Alarm guide
- Drink Preparation



Compliance

- MSDS & COSHH
- Daily compliance log*
- Health & Safety



Videos

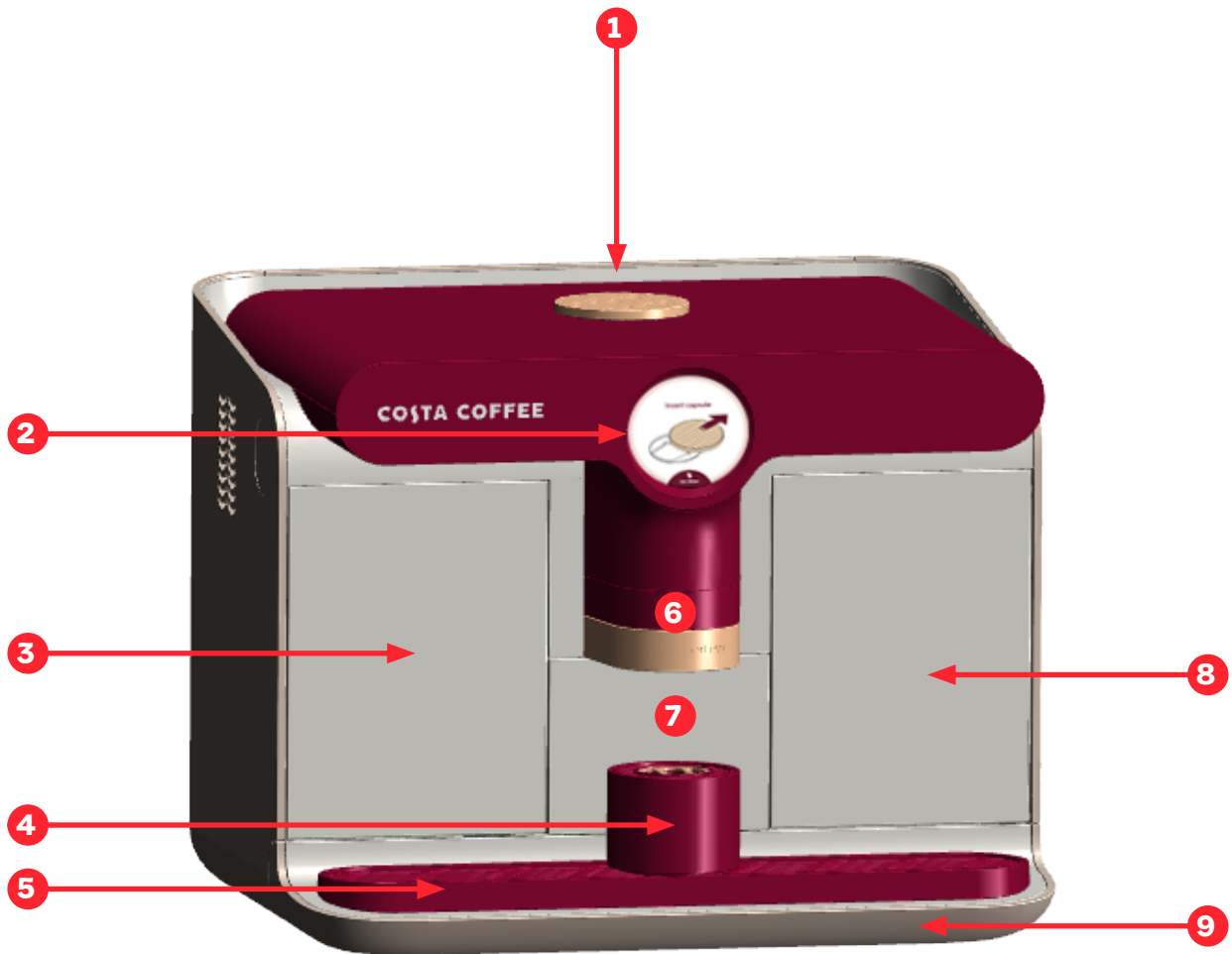
- Drink preparation
- Machine overview
- Daily cleaning
- Descale
- Filter change

*Subject to market set-up.

Contents

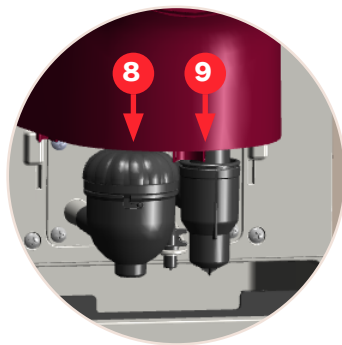
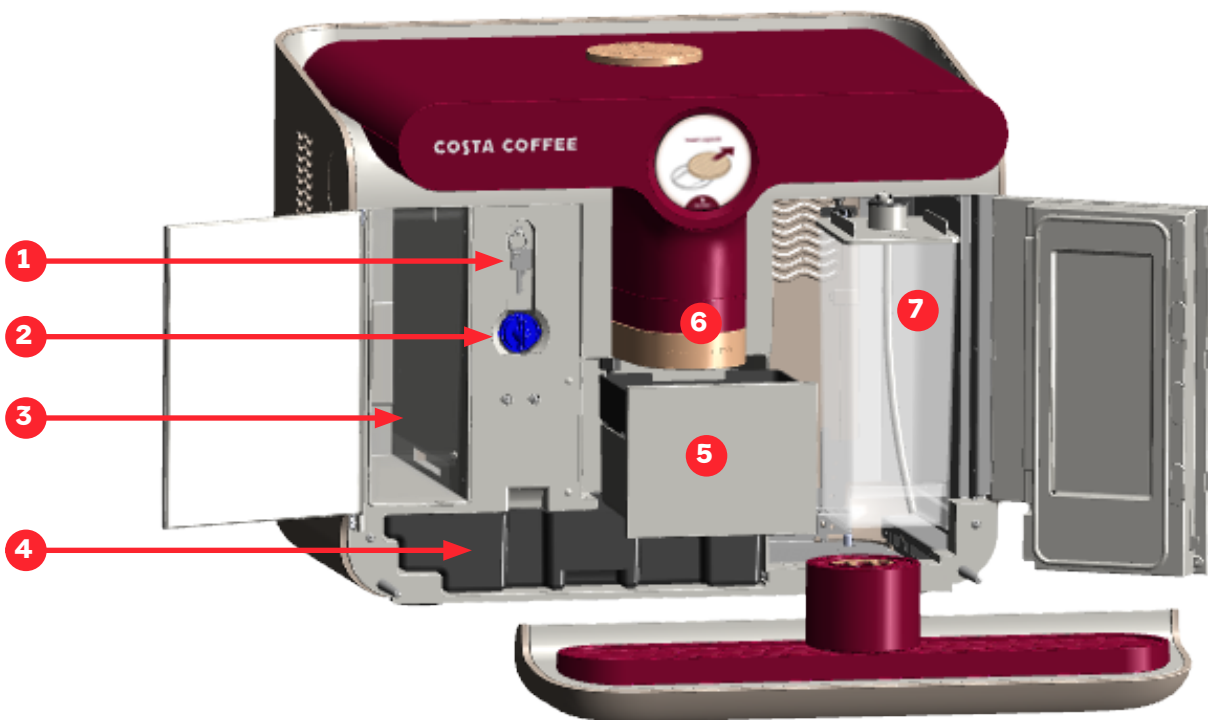
Machine Overview	4
1.1 Closed machine navigation	5
1.2 Open machine navigation	6
1.3 Technical data	7
Operation	8
2.1 Heating up	9
2.2 Rinsing the circuits	9
2.3 Machine ready to use	9
2.4 Select product to dispense	10
2.5 When dispensing a product	11
2.6 If dispensing is terminated	12
2.7 When the drink is ready	12
2.8 Hot water dispense	12
2.9 Filter change	13
Dispensing a product	15
3.1 Drink offering overview	16
3.2 Cup height adjustment	17
3.3 Correct drink selection	18
3.4 Dispensing a drink	18
Cleaning	19
4.1 Items required for cleaning:	20
It is recommended that the clean be completed at a quiet time/end of the day.	20
4.2 Starting the daily clean:	21
4.3 Completing the daily clean:	22
Descaling (non-plumbed machines ONLY)	24
5.1 Complete descale (non-plumbed machines ONLY):	25
5.2 Thermoblock descale (non-plumbed machines ONLY):	29

1.
Machine Overview



Glossary of Parts

- 1 Capsule insert & cover
- 2 Touch screen
- 3 Left door (access to water tank)
- 4 Espresso cup stand
- 5 Drip tray
- 6 Coffee spout/milk foamer cover
- 7 Capsule drawer
- 8 Fridge door (access to milk container)
- 9 Drip tray holder



Glossary of Parts

- 1** Key for fridge door
- 2** Cleaning key
- 3** Water tank
- 4** Internal drip tray
- 5** Capsule drawer
- 6** Coffee spout/milk foamer cover
- 7** Milk container
- 8** Milk foamer outlet
- 9** Coffee spout outlet
- 10** Water connection
(optional, right hand side on back of the machine)
- 11** Power cord socket
(right hand side on back of the machine)
- 12** Power cord
(right hand side on back of the machine)



Model	Podio X3
Dimensions H x W x D - (mm)	480 x 600 x 500
Weight (kg). (empty machine)	40 (44 when in box for shipping)
Max. Power Input (W)	See the technical data plate located inside the used capsule drawer.
Operating voltage (V)	See the technical data plate located inside the used capsule drawer.
Operating conditions	Temperature (Min. 10°C/50°F - Max. 40°C/104°F) Humidity (below 90%)
Water tank capacity	4 litres
Capsule drawer capacity	20
Pump pressure	Max. 2.0 MPa (20 bar)
Water supply pressure	See the technical data plate located inside the used capsule drawer.

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

2.
Operation

When the machine is switched on, the following screens will display before it is ready for use.

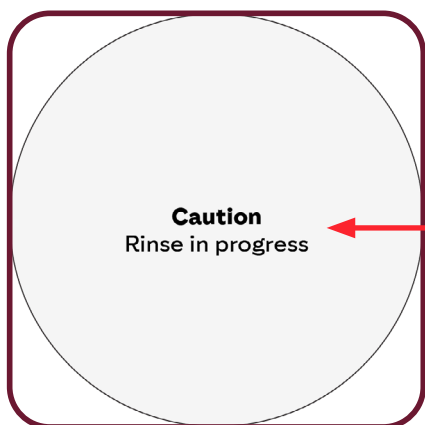
2.1 Heating up



Machine in heating up phase

The machine has been turned on and is heating up.

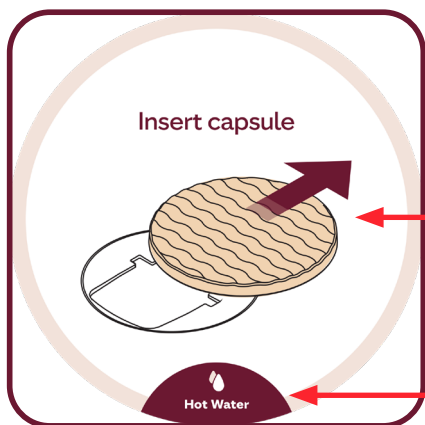
2.2 Rinsing the circuits



Rinse phase varies according to the machine status or use

After heating up, the machine performs a rinse cycle of all the circuits used for dispensing products. This screen is always shown when the machine is rinsing the internal circuits.

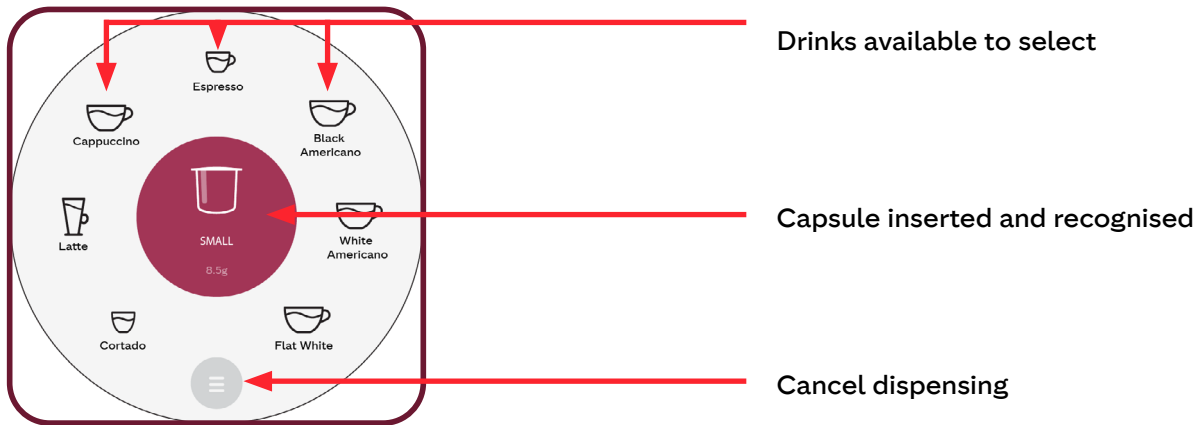
2.3 Machine ready to use



Machine is ready to use; insert capsule

Hot Water dispense only

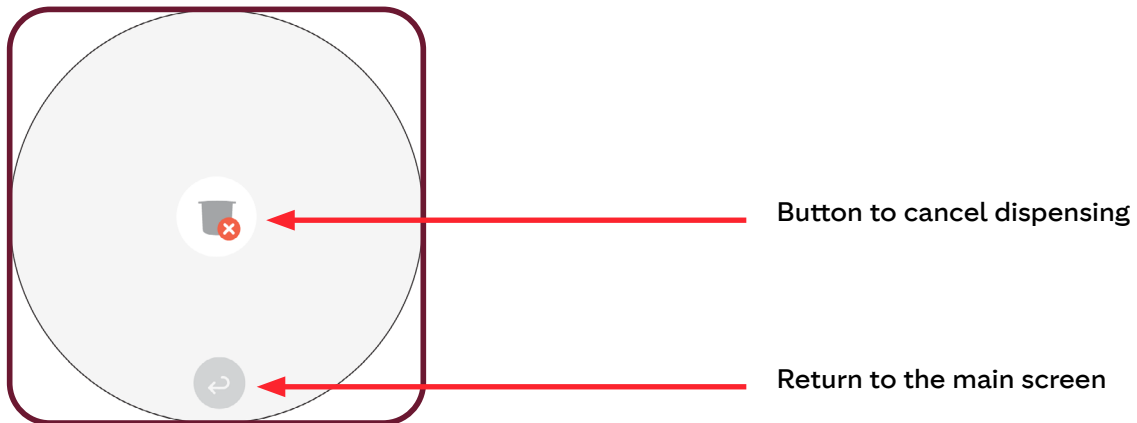
2.4 Select product to dispense



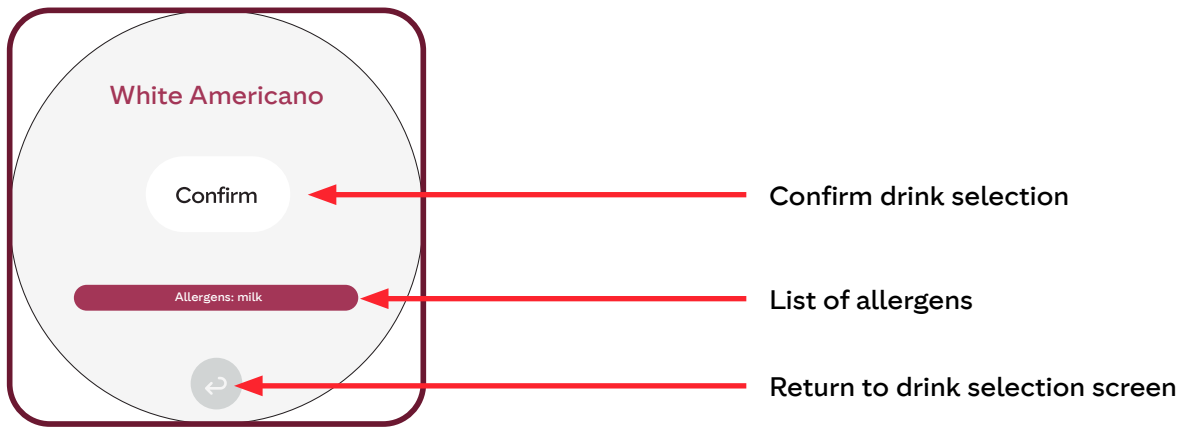
Once the capsule is inserted, the touch screen displays the drinks available based on the capsule type and size e.g. small/large.



Only drinks shown on the display can be selected.



Drink selection can be cancelled by pressing the “Cancel dispensing” button. If the user wants to cancel dispensing, press the central button: the machine will disregard the inserted capsule without dispensing the product.

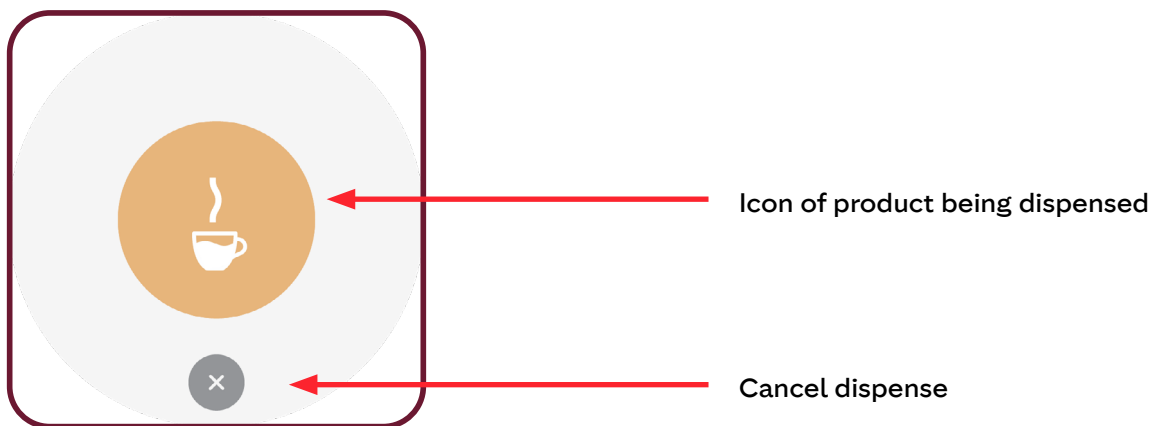


After selecting the product, confirm the selection or return to drink selection screen.



- **Before starting to dispense the product, check the list of allergens that are shown on the display and that will be present in the dispensed product; this is important to avoid substances that can cause allergic reaction.**
- **Allergen information displayed on the touch screen is correct as per the drink and ingredients the machine dispenses.**
- **Any additional ingredients added e.g. syrup will need to be managed at a local level and correct allergen information provided.**

2.5 When dispensing a product



The icon of the selected product is shown during the entire preparation phase.

2.6 If dispensing is terminated



Dispensing has been stopped by user

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Dispensing is also terminated if a machine component is removed e.g. used capsule drawer.

2.7 When the drink is ready

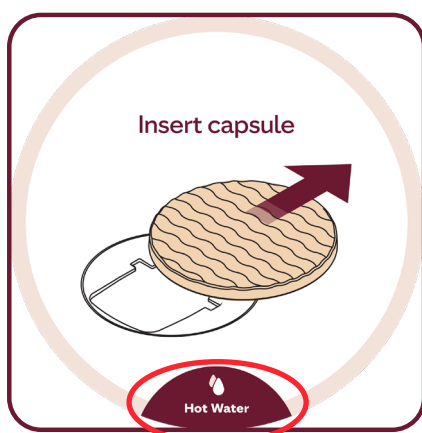


When the machine has successfully finished preparing the drink the above icon will display on the screen.

2.8 Hot water dispense

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When required, Podio can dispense hot water e.g. to make tea. Follow the below process:



Press the "Hot Water" button.



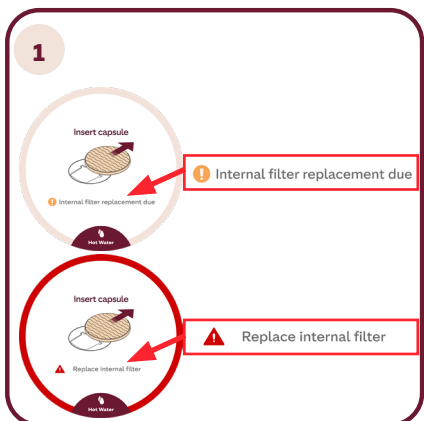
Place the cup and press "Start dispensing".



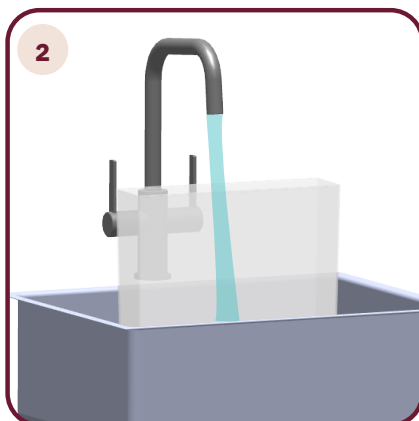
The machine dispense up to 175ml of hot water or stop when "Stop" is pressed.



The following is for **WATER TANK/NON-PLUMBED** machines that require a filter **ONLY**.



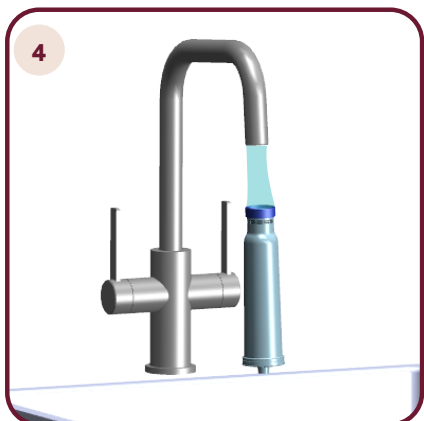
When the filter change is due/required the message will appear on the touch screen.



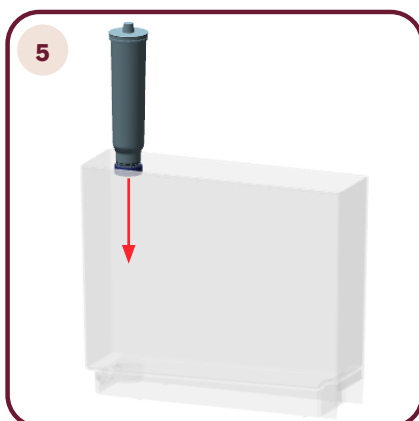
Rinse the **water tank** and place on a clean surface.



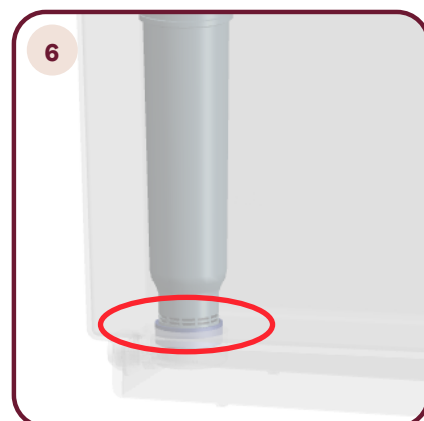
Unpack the **new filter** and check inlet holes are clearly visible.



Hold the **new filter** under cold running water for approx. 60 seconds to prime the filter.



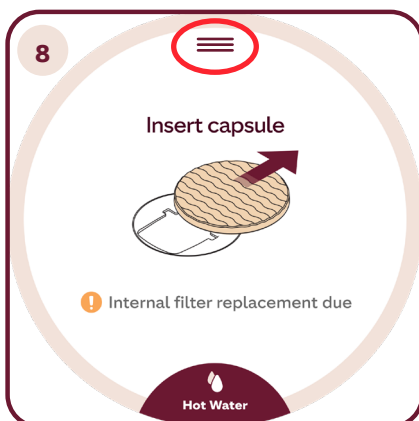
Insert the **filter** into the water tank.



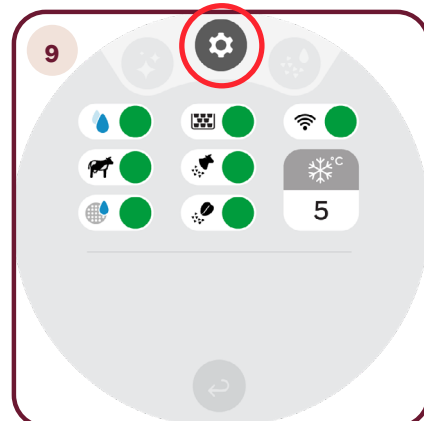
Check that the **inlet holes** are visible.



Refill the **water tank** with fresh water, return to the machine.



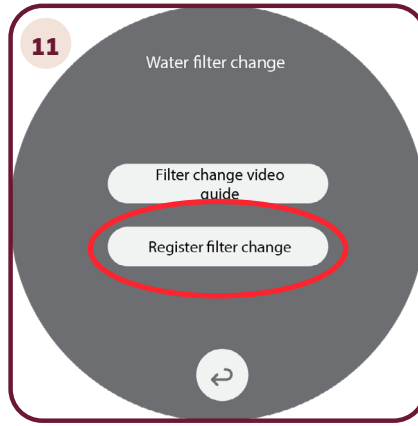
From the touch screen, press the **top button** to enter the operator menu.



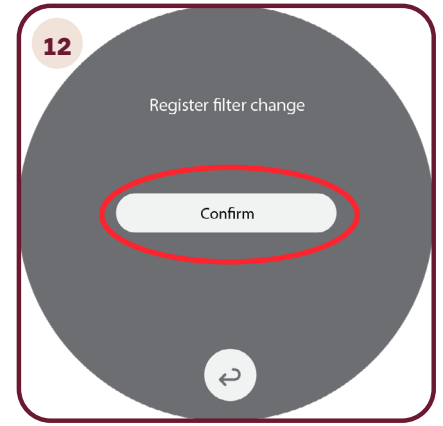
Enter **“Settings”**.



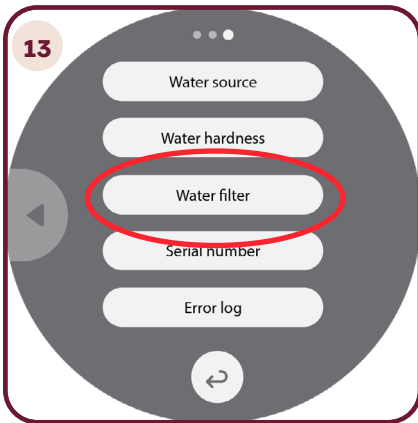
Press **“Water filter change”**.



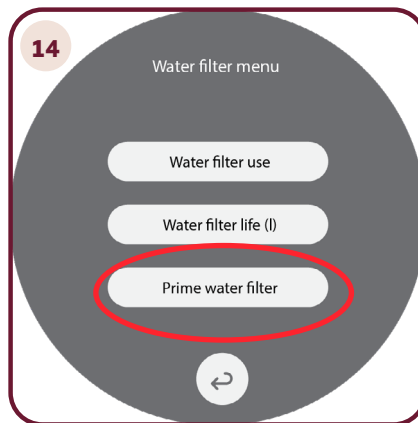
Press **“Register filter change”**.



Press **“Confirm”**.



Navigate to page 3 and press **“Water filter”**.



Press **“Prime water filter”**.



Place a **0.5 litre container** below dispense area to begin filter prime and press the tick. After priming, rinse container.

3.

**Dispensing a
product**



Drink offerings and capsule availability vary by market and machine setup.

Step 1: Choose drink

Step 2: Choose blend

Small Espresso-based coffees:

- Espresso
- Espresso Macchiatto
- Ristretto
- White Americano/Black Americano
- Cappuccino
- Latte



Signature blend
Medium Roast | Smooth & Nutty
Intensity: **8**



Signature blend
Dark Roast | Bold & Chocolatey
Intensity: **10**



Columbian
Medium Roast | Rich & Caramelly
Intensity: **7**



Decaf blend
Medium Roast | Caramelly & Chocolatey
Intensity: **6** **8.5g**

Large Espresso-based coffees:

- Espresso
- Espresso Macchiatto
- Cortado
- White Americano/Black Americano
- Cappuccino
- Latte
- Flat White



Signature blend
Medium Roast | Smooth & Nutty
Intensity: **8** **13g**

Long coffees:

- Caffé Crema One size only



Caffé Crema blend
Dark Roast | Nutty & Biscuity
Intensity: **9**

Something sweet:

- Hot Chocolate One size only



Hot Chocolate
Rich & Creamy

Scan the QR code to access allergen & nutrition information and drink preparation SOPs/videos.



Any deviation from the approved ingredient list automatically invalidates the Nutritional & Allergen Guide. Markets must not add or substitute ingredients outside the approved list, as this introduces allergen risk & inaccurate nutritional data.

Approved additions:	Non-approved additions:
Semi-skimmed milk	Alternative milk/s
	External syrups



Only Costa Podio capsules are compatible with this machine. Using other capsules may cause damage.



- **The cup sizes for the machine can depend on the selected drink.**
- **The espresso cup stand can be used for shorts drinks e.g. espresso and can slide left or right to allow for larger size cups for drinks e.g. cappuccino to be dispensed.**



To dispense a larger drink e.g. cappuccino, slide the espresso cup stand to either the left or right of the drink outlet.



For a better result when using espresso cups/small drinks, the espresso cup stand should be in place below the drink outlet and the cup placed on top.

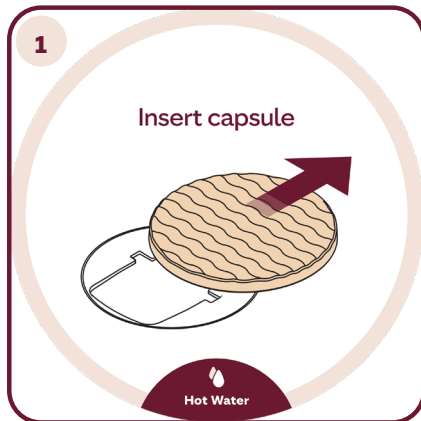
3.3 Correct drink selection



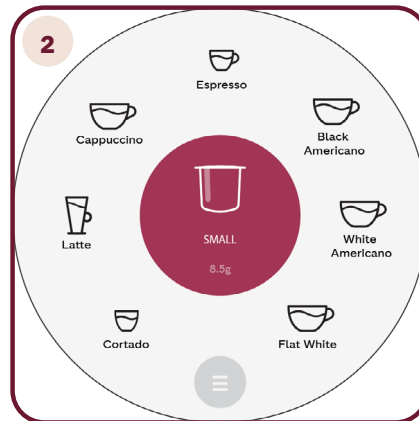
- For the correct dispensing of drinks, the machine uses a fully automatic system that displays up the most appropriate drinks per capsule.
- Once the capsule has been inserted, the machine will take around 5 seconds to register the barcode in order to display the available drinks (Please see page 16 for drink offering overview).
- If a capsule is not an original Costa Coffee capsule, the machine automatically rejects it and places it in the used capsule drawer.

3.4 Dispensing a drink

- Only use Costa Coffee branded capsules.
- Use a cup suitable for the drink being dispensed, to prevent spillage from the cup.



Slide the **capsule insert** back, insert the capsule into the machine, and then release. The capsule insert will slide back into position automatically.



After the capsule is inserted, the machine will display the drinks available for the capsule. **Press desired icon.**



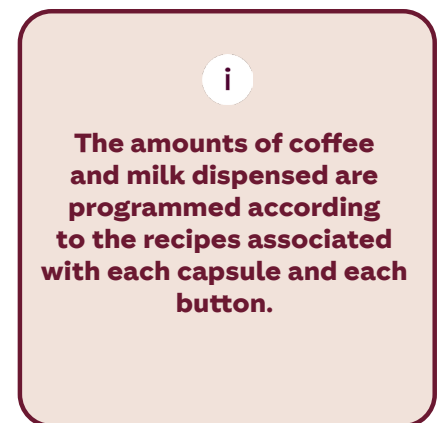
Place desired cup under the drink outlet.



This screen will display the chosen drink and any relevant allergen information. Press **“Confirm”** to continue.



The machine proceeds with preparation of the drink. After dispensing, the machine ejects the used capsule into the capsule drawer.



4.
Cleaning



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It is recommended that the clean be completed at a quiet time/end of the day.



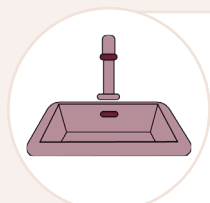
Personal Protective Equipment (PPE)

- When completing the cleaning cycle, protective gloves and goggles must be worn.
- PPE must not be shared. It is the employer’s responsibility to provide adequate supplies.
- Refer to Safety Data sheets for the safe handling of chemicals.



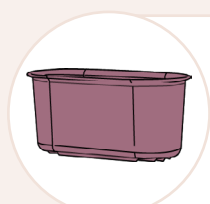
Costa Approved Sanitiser

- Must be diluted following manufacturers guidance.
- Ensure the manufacturers contact time is adhered to.



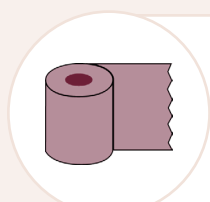
Sink

- In a food safe environment .
- Large enough to clean the water tank with hand hot, potable water.
- Dispenses non-carbonated drinking water , to refill the water tank/s (non-plumbed machines).



Cleaning container

- 500ml minimum capacity

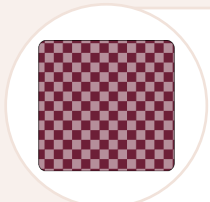


Disposable paper towels

- Always use a fresh, clean paper towel for each cleaning step.



Washing up liquid



Disposable cleaning cloths



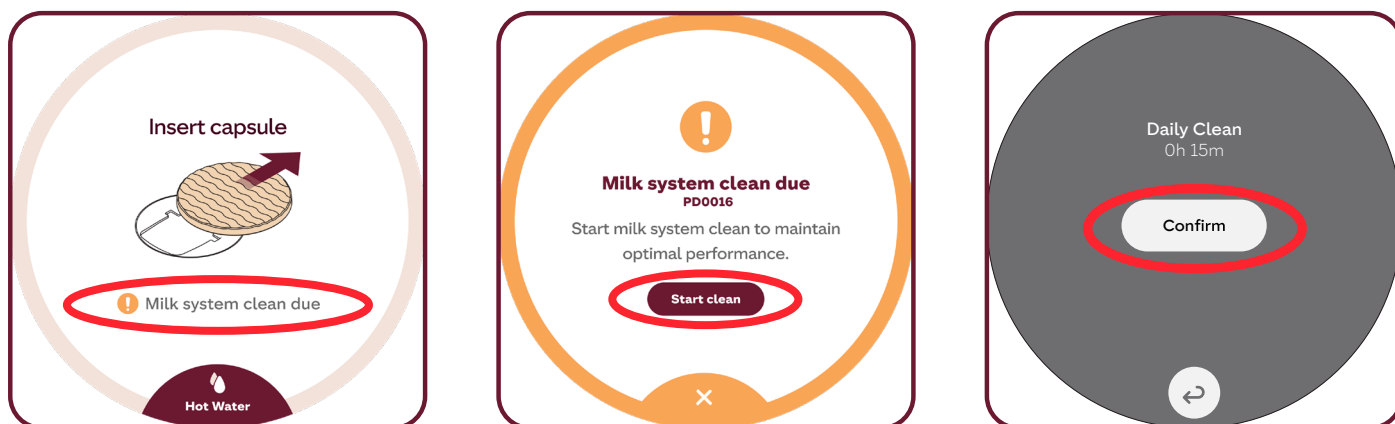
Puly Caff Plus NSF cleaning tablets

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The machine will disable drink dispensing when the fridge temperature rises above 8°C (46.4°F). However, immediately after a cleaning cycle, there is a 20-minute grace period during which drinks can still be dispensed while the fridge cools down.



Clean due:



- If the clean is due at 4 pm, an amber notification will appear one hour earlier (at 3 p.m.)
- The machine is still fully functional at this stage.
- Operator has choice to complete clean OR continue without clean.
- After pressing the **“Start clean”** button, confirm by pressing the **“Confirm”** button.

Daily clean required:

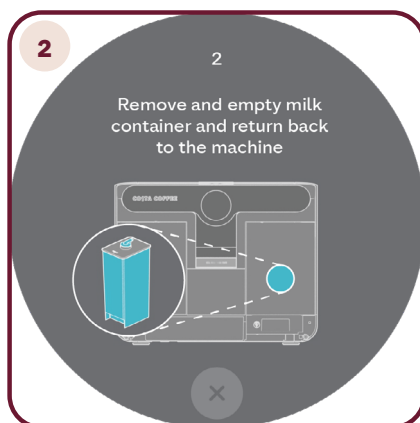


- When the clean is required the drink selection screen will show as all milk drinks unavailable, until the clean is completed.
- If pop-up is closed (X), it will return after 1 minute, OR after the next black coffee is dispensed as the clean must be completed at this time to dispense milk based drinks.
- After pressing the **“Start clean”** button, confirm by pressing the **“Confirm”** button.

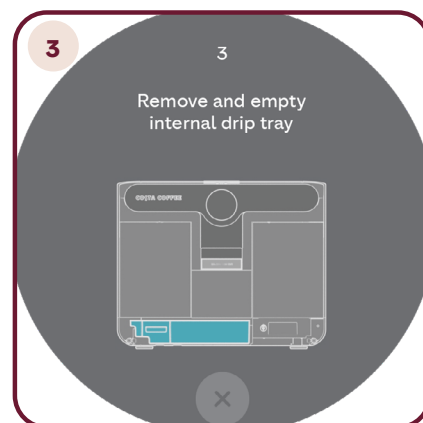
4.3 Completing the daily clean:



Remove and empty all **drip tray** elements including the **espresso cup stand**.



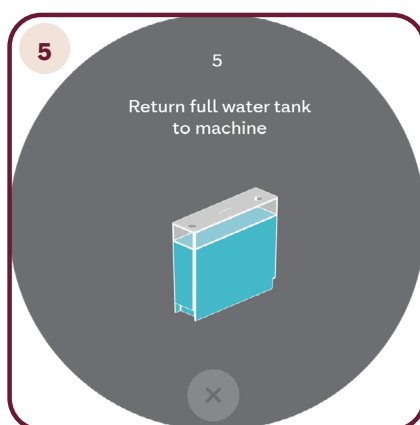
Remove and empty the **milk container**.



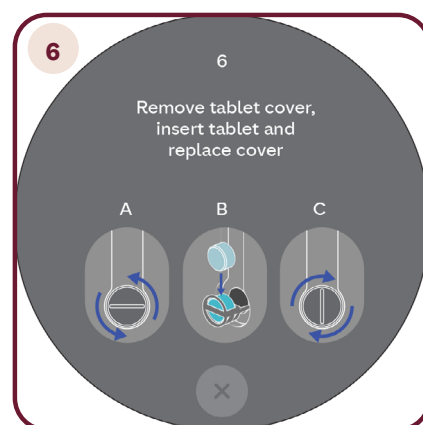
Remove and empty the **internal drip tray**.



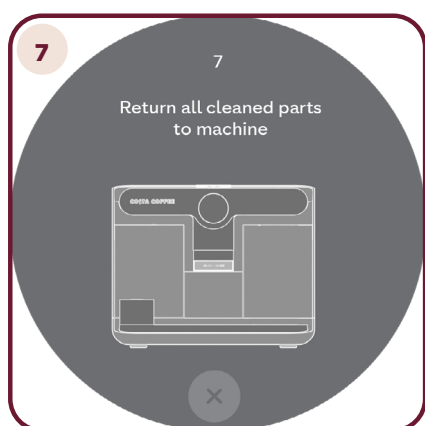
Remove and fill **water tank** with fresh drinking water.



Return full **water tank** to machine.



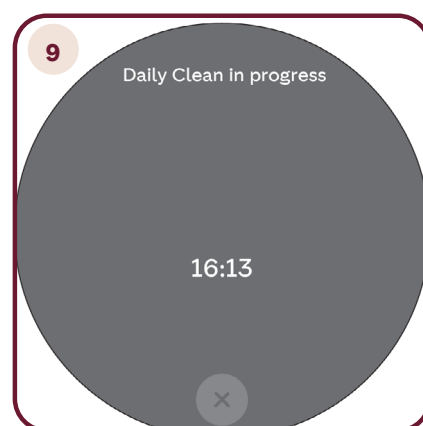
Remove **tablet cover**, insert tablet and replace cover.



Return all parts to machine.



Place the cleaning container below the outlet and initiate Daily Clean.



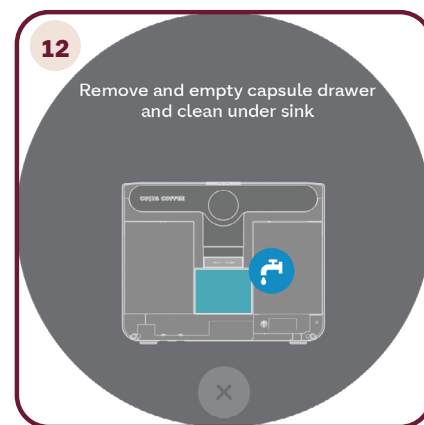
The machine will display the countdown timer.



Remove all **drip tray** elements including the **espresso cup stand**. Rinse under tap, wash with hot soapy water & cleaning cloth. Rinse excessive bubbles then spray with food safe sanitiser (leave for contact time & rinse).



Remove the **internal drip tray**. Rinse under tap, wash with hot soapy water & cleaning cloth. Rinse excessive bubbles then spray with Costa approved sanitiser (leave for contact time & rinse).



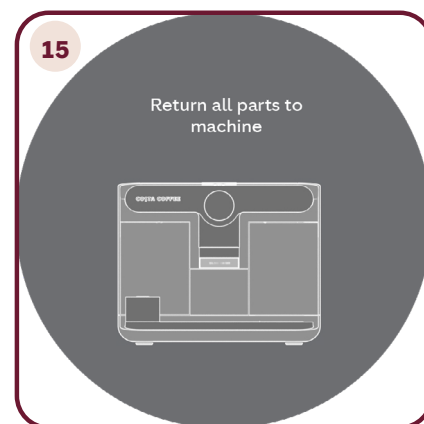
Remove the **capsule drawer**. Rinse under tap, wash with hot soapy water & cleaning cloth. Rinse excessive bubbles then spray with Costa approved sanitiser (leave for contact time & rinse).



Remove the **milk container**. Rinse under tap, wash with hot soapy water & cleaning cloth. Rinse excessive bubbles then spray with Costa approved sanitiser (leave for contact time & rinse).



Top up with cold milk to continue using machine. Press "skip step" if not dispensing drinks after the cleaning cycle is completed.



Return all parts to machine.



Wipe down all external surfaces of the machine with food safe sanitiser and blue roll. Dispose of blue roll after use.



Daily clean complete.



If milk has been filled up, a message will display. If milk has been replaced. Press “Confirm milk change”.

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Additional weekly cleaning task:

It is advised that the water tank is also cleaned weekly by rinsing under a tap, wash with hot soapy water & cleaning cloth. Rinse excessive bubbles then spray with food safe sanitiser (leave for contact time & rinse).

5.

Descaling

non-plumbed machines ONLY

5.1 Complete descale (non-plumbed machines ONLY):



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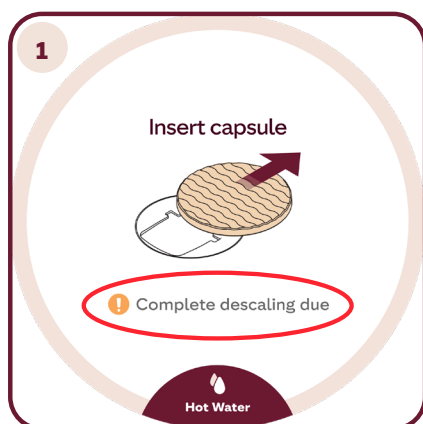
- The machine has an advanced program that checks how much water is used to dispense products. This measurement provides the user with indications as to when the machine needs a descaling cycle.
- Make sure to use Caffitaly System descaler, designed to respect the machine's technical characteristics, in full compliance with consumer safety.
- The descaling solution must be disposed of according to the manufacturer's instructions and/or the regulations in force in the country of use.



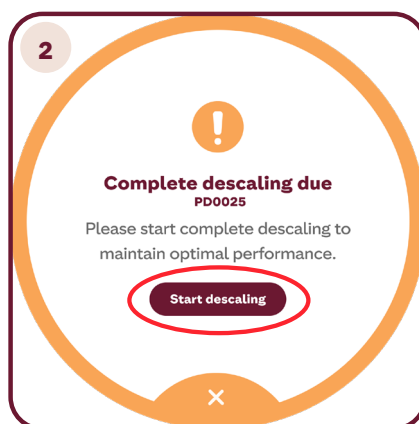
- Read the directions for use on the descaler package **CAREFULLY**.
- Avoid contact with eyes, skin and machine surfaces.
- Do not turn the machine off and do not insert capsules during descaling.
- A person must be present during the operation.
- Avoid using vinegar, as it may damage the machine.

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- When a complete descale is due an amber alert will appear on the main screen.
- The machine is still fully functional at this stage.
- It is advised to complete the complete descale as soon as possible once this alert shows.



An amber alert message will appear on the main screen.



Press the "Start descaling" button to continue. Press the X button to cancel.



A confirmation screen will pop up, indicating that the complete descale should take approx. 50 mins* to complete. Press "Confirm".

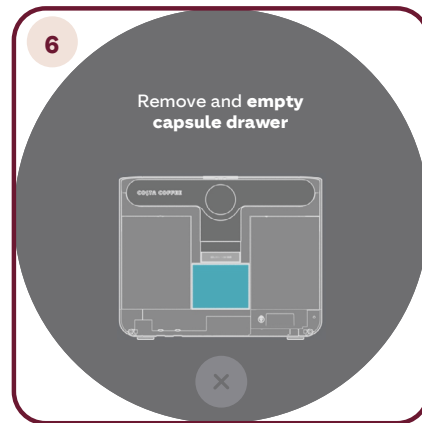
*50 mins is an approximation and includes removal of parts, rinsing and total time.



Remove and empty the **drip tray**.



Remove and empty the **internal drip tray**.



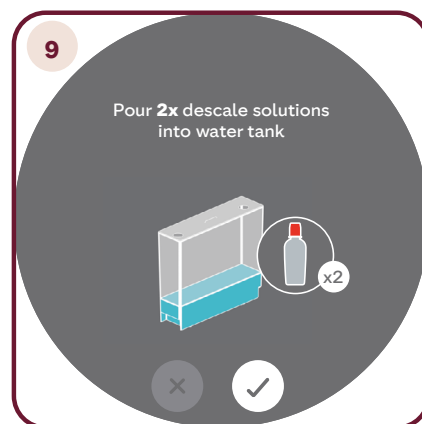
Remove and empty the **capsule drawer**.



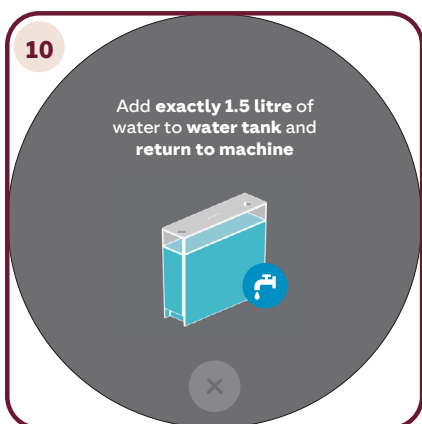
Remove and empty **water tank**.



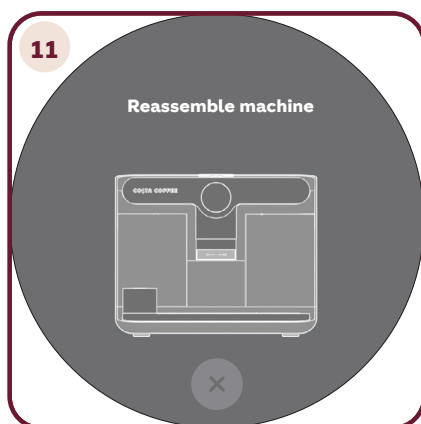
Remove **water filter** from **water tank**.



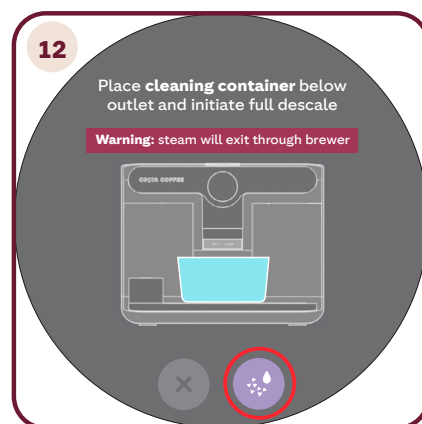
Follow on-screen instructions for amount of descale solution to add to the water tank.



Add **exactly 1.5 litre** of water to **water tank** and **return to the machine**.



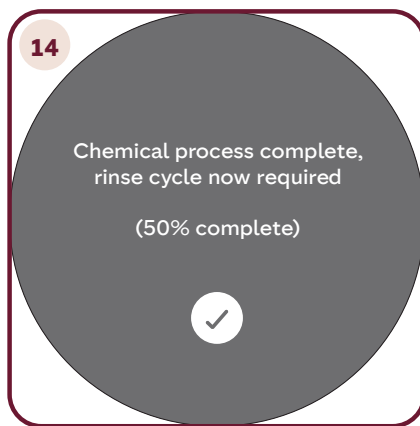
Reassemble the machine, ensuring the capsule drawer, internal drip tray & external drip tray are in place.



IMPORTANT: Steam will exit through the brewer. Place cleaning container below drink outlet and start full descale.



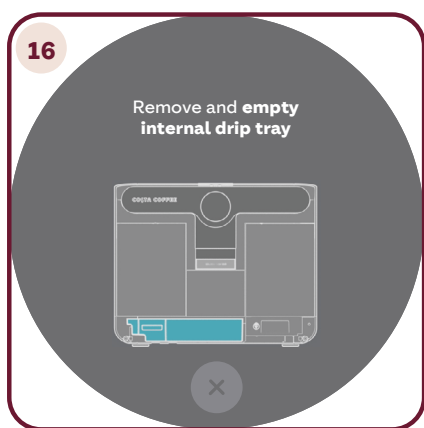
The touch screen will display the countdown timer.



The chemical process is complete, the machine will now need to do a rinse cycle.



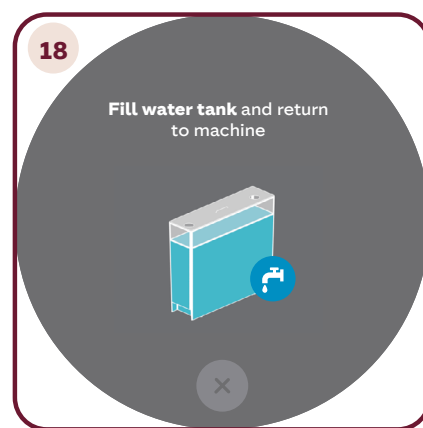
Remove and empty the **drip tray**.



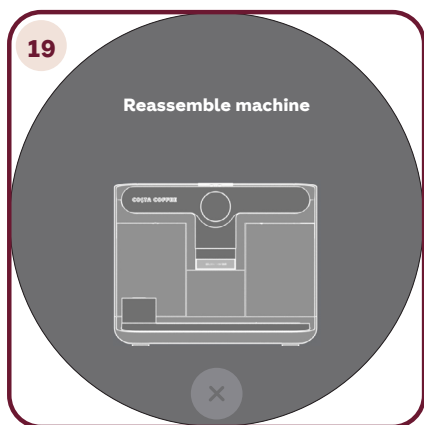
Remove and empty the **internal drip tray**.



Remove and clean the **water tank** using diluted washing up liquid.



Fill the **water tank** and return to the machine.



Reassemble the machine.



Place the **cleaning container** below the drink outlet and initiate "Descal rinse".



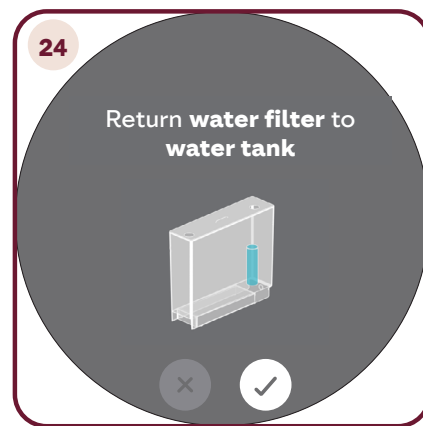
The touch screen will display the countdown timer.



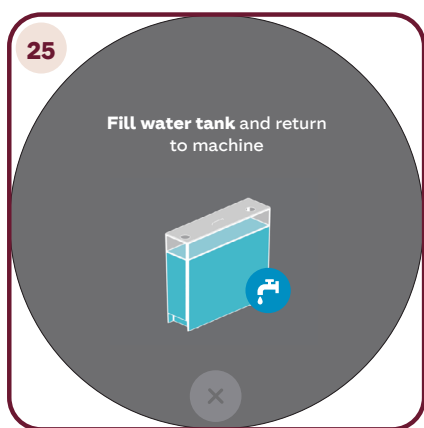
Remove and empty the **drip tray**.



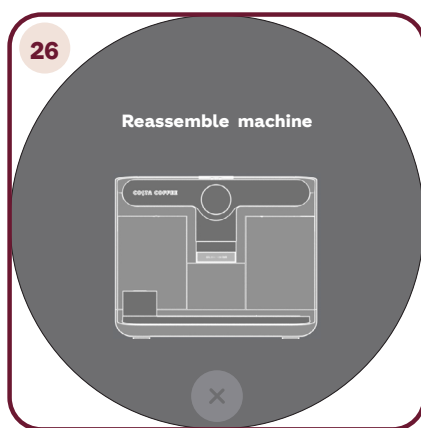
Remove and empty the **internal drip tray**.



Return **water filter** to water tank.



Fill **water tank** and return to machine.



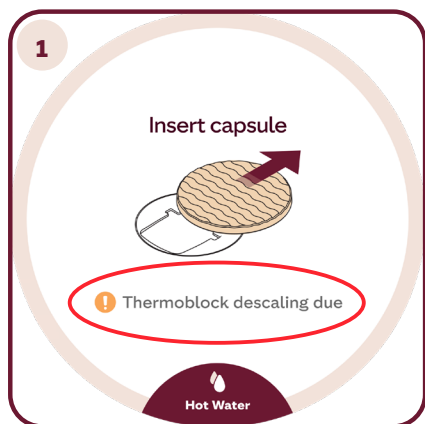
Reassemble machine.



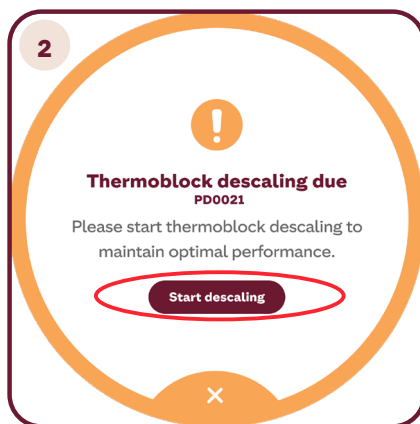
Full descale complete.



- When a Thermoblock descale is due an amber alert will appear on the main screen.
- The machine is still fully functional at this stage.
- It is advised to complete the complete descale as soon as possible once this alert shows.



An amber alert message will appear on the main screen.



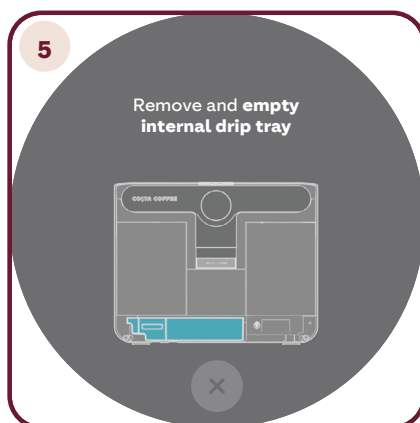
Press the **“Start descaling”** button to continue. Press the X button to cancel.



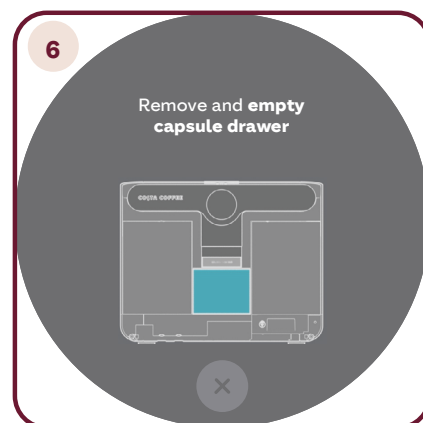
Press **“Confirm”**.



Remove and empty the **drip tray**.



Remove and empty the **internal drip tray**.



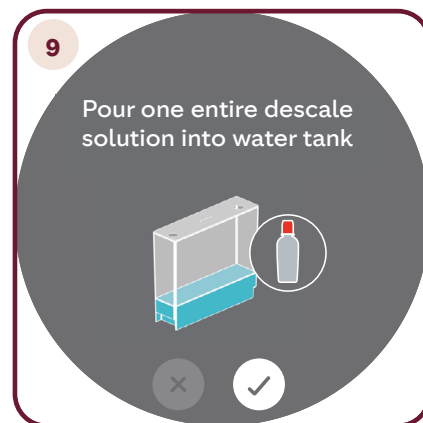
Remove and empty the **capsule drawer**.



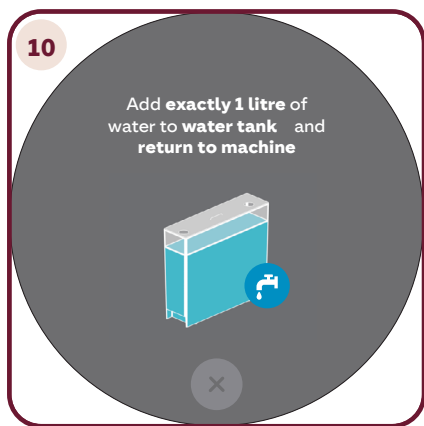
Remove and **empty water tank**.



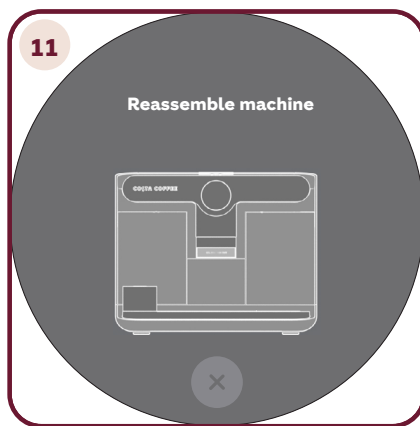
Remove the **water filter** from water tank.



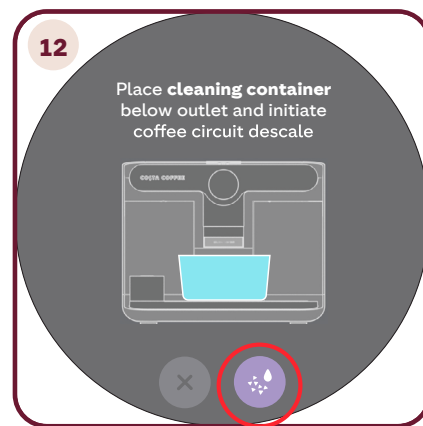
Follow on-screen instructions for amount of descale solution to add to the water tank.



Add exactly **1 litre** of water to water tank and return to machine.



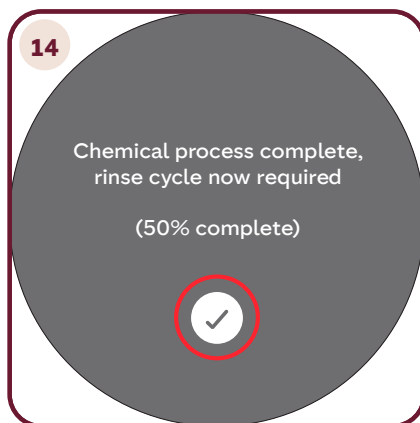
Reassemble the machine.



Place the cleaning container below the drink outlet and initiate the “**coffee circuit descale**” by pressing the button.



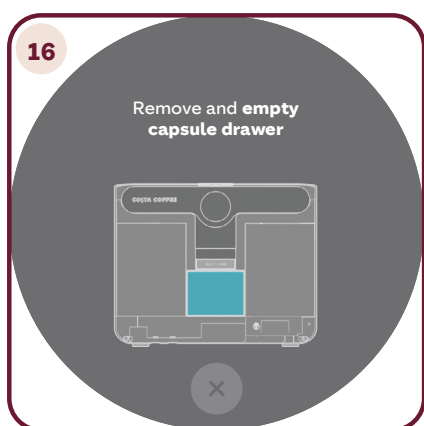
The touch screen will display the countdown timer.



Upon completion the machine will indicate that a rinse cycle is required. Press the tick button.



Remove and empty the **internal drip tray**.



Remove and empty the **capsule drawer**.



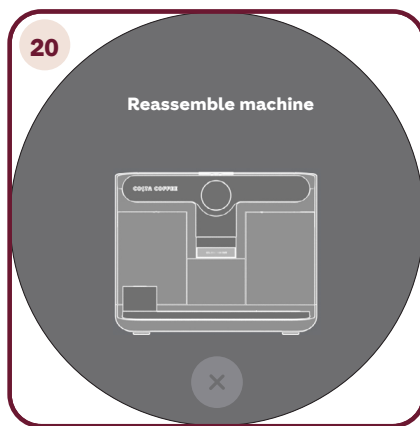
Remove and empty the **internal drip tray**.



Remove and clean **water tank** using diluted washing up liquid.



Fill **water tank** and return to the machine.



Reassemble the machine.



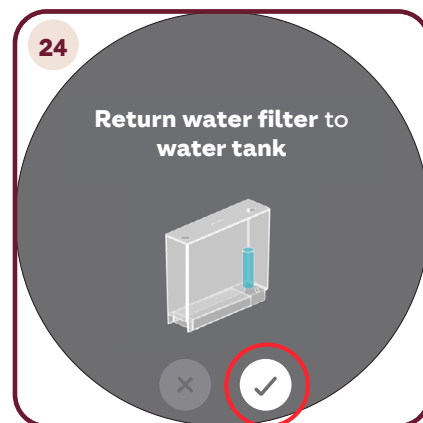
Place the **cleaning container** below the drink outlet and initiate the descale rinse.



The touch screen will display the countdown timer.



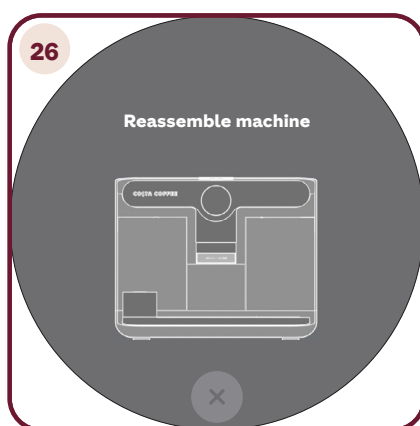
Remove and empty the **drip tray**.



Return the **water filter** to **water tank**.



Fill **water tank** and return to the machine.



Reassemble the machine, ensuring the **capsule drawer**, **internal drip tray** and **external drip tray** are in place.



The Thermoblock descale is now complete. Press the green tick button to continue.

