

# USER GUIDE

## Magrini Viva Espresso Machine with GTV



### Hot Beverage Guide 'the Perfect Serve'



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# Magrini VIVA GTV Espresso Machine

## ESPRESSO

- 1 >> Remove the correct handle from the machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 2 >> Remove the old coffee pod by knocking the handle against the plastic bar in the knockout box



Knockout Bar

- 3 >> Check the handle is clean  
>> Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle  
>> Ensure the pod selected is in a sealed pack  
>> Open the pack carefully making sure the pod is not torn  
>> Place the correct pod into the correct handle -  
>> **REMEMBER:** SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD



Single Coffee Pod



Double Coffee Pod

- 4 >> Before placing the handle into the machine press the single coffee button on and off to purge the group  
>> Place the handle into the machine



Single Coffee Button



Place Handle in Machine

- 5 >> Select the cup  
>> **CHECK:** No cracks or chips  
>> **CHECK:** Cup is clean and dry  
>> **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Espresso Cup

- 6 >> Place the cup under the handle  
>> Press the single button if single handle or double coffee button if double handle  
>> When the machine stops pouring place the cup on a saucer  
>> **Serve**  
>> **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Single Coffee Button



Finished Espresso Drink

## AMERICANO

- 1 >> Remove the correct handle from the machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 2 >> Remove the old coffee pod by knocking the handle against the plastic bar in the knockout box



Knockout Bar

- 3 >> Check the handle is clean  
>> Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle  
>> Ensure the pod selected is in a sealed pack  
>> Open the pack carefully making sure the pod is not torn  
>> Place the correct pod into the correct handle -  
>> **REMEMBER: SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD**



Single Coffee Pod



Double Coffee Pod

- 4 >> Before placing the handle into the machine press the single coffee button on and off to purge the group  
>> Place the handle into the machine



Single Coffee Button



Place Handle in Machine

- 5 >> Select the cup  
>> **CHECK:** No cracks or chips  
>> **CHECK:** Cup is clean and dry  
>> **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Americano Cup

- 6 >> Place the cup under the hot water nozzle and press the hot water button once  
>> Place the cup still with water in under the handle  
>> Press the single button if single handle or double coffee button if double handle  
>> If using a double handle place a cup under each spout of double handle  
>> When the machine stops pouring place the cup on a saucer  
>> **Serve**  
>> **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Hot Water Nozzle



Single Coffee Button



Finished Americano Drink

# Magrini VIVA GTV Espresso Machine

## LATTE using Milk Autofrother

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Place the milk jug next to the Autofrother
  - » Fill with milk to at least just above the bottom of autofrother and no more than  $\frac{2}{3}$  (This will make 1-2 drinks)



Milk Jug



Pour Milk Into Jug

- 2
  - » Press the autofrother button on and off to purge the steam wand
  - » Ensure that the autofrother cover is on
  - » Place the jug with milk under the autofrother
  - » Press the button to start the autofrother



Purge Steam Wand



Jug Under Autofrother

- 3
  - » Remove the correct handle from machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 4
  - » Remove the old coffee pod by knocking the handle against the plastic bar in the knockout box



Knockout Bar

- 5
  - » Check the handle is clean
  - » Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle
  - » Ensure the pod selected is in a sealed pack
  - » Open the pack carefully making sure the pod is not torn
  - » Place the correct pod into the correct handle -
  - » **REMEMBER:** SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD



Single Coffee Pod



Double Coffee Pod

- 6
  - » Before placing the handle into the machine press the single coffee button on and off to purge the group.
  - » Place the handle into the machine



Single Coffee Button



Place Handle in Machine



## LATTE using Milk Autofrother

- 7** » Select the cup
- » **CHECK:** No cracks or chips
  - » **CHECK:** Cup is clean and dry
  - » **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Latte Cup

- 8** » Place the cup under the handle
- » Press the single button if single handle or double coffee button if double handle.
  - » When the machine stops pouring place the cup on a saucer



Single Coffee Button

- 9** » Remove the milk jug from the autofrother when it automatically finishes



Remove Jug from Autofrother

- 10** » Press the autofrother button on and off to purge the steam wand
- » Remove the autofrother sleeve and run through with hot water
  - » Wipe the stainless steel arm



Clean Sleeve Under Hot Water



Wipe Stainless Steel Arm

- 11** » Place the coffee cup on a saucer
- » Pour the milk into the centre of the espresso, shake the jug slightly as the drink is finished
  - » **Serve**



Pour Milk Into Centre of Espresso

- » **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Finished Latte Drink

# Magrini VIVA GTV Espresso Machine

## CAPPUCCINO using Milk Autofrother

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Place the milk jug next to the Autofrother
  - » Fill with milk to just above the bottom of autofrother (This will make 1-2 drinks)



Milk Jug



Pour Milk Into Jug

- 2
  - » Press the autofrother button on and off to purge the steam wand
  - » Ensure the autofrother cover is on
  - » Place the jug with milk under the autofrother
  - » Press the button to start the autofrother



Purge Steam Wand



Jug Under Autofrother

- 3
  - » Remove the correct handle from the machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 4
  - » Remove the old coffee pod by knocking the handle against the plastic bar in the knockout box



Knockout Bar

- 5
  - » Check the handle is clean
  - » Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle
  - » Ensure the pod selected is in a sealed pack
  - » Open the pack carefully making sure the pod is not torn
  - » Place the correct pod into the correct handle -
  - » **REMEMBER:** SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD



Single Coffee Pod



Double Coffee Pod

- 6
  - » Before placing the handle into the machine press the single coffee button on and off to purge the group.
  - » Place the handle into the machine



Single Coffee Button



Place Handle in Machine

## CAPPUCCINO using Milk Autofrother

- 7** >> Select the cup
- >> **CHECK:** No cracks or chips
  - >> **CHECK:** Cup is clean and dry
  - >> **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Cappuccino Cup

- 8** >> Place the cup under the handle
- >> Press the single button if single handle or double coffee button if double handle.
  - >> When the machine stops pouring place the cup on a saucer



Single Coffee Button

- 9** >> Remove the milk jug from the autofrother when it automatically finishes



Remove Jug from Autofrother

- 10** >> Press the autofrother button on and off to purge the steam wand
- >> Remove the autofrother sleeve and run through with hot water
  - >> Wipe the stainless steel arm



Clean Sleeve Under Hot Water



Wipe Stainless Steel Arm

- 11** >> Place the coffee cup on a saucer
- >> Take the milk jug and knock on bar top 3 times
  - >> Swirl to mix milk and foam
  - >> Pour thick milk into the centre of the espresso
  - >> Dust with chocolate
  - >> **Serve**
- >> **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Knock Jug on Bar Top then Swirl



Pour Milk Into Centre of Espresso



Finished Cappuccino Drink

# Magrini VIVA GTV Espresso Machine

## HOT CHOCOLATE using Milk Autofrother

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Place the milk jug next to the Autofrother
  - » Fill with milk to at least just above bottom of autofrother and no more than  $\frac{2}{3}$  (This will make 1-2 drinks)



Milk Jug



Pour Milk Into Jug

- 2
  - » Press the autofrother button on and off to purge the steam wand
  - » Ensure the autofrother cover is on
  - » Place the jug with milk under the autofrother
  - » Press the button to start the autofrother



Purge Steam Wand



Jug Under Autofrother

- 3
  - » Select the cup
  - » **CHECK:** No cracks or chips
  - » **CHECK:** Cup is clean and dry
  - » **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Hot Chocolate Cup

- 4
  - » Put 2 teaspoons of hot chocolate powder into the cup



Powder & Cup

- 5
  - » Place the cup under the hot water outlet
  - » Press the hot water button on and off to dispense enough water to make a paste
  - » Mix the powder and water together



Dispense Hot Water



Mix to Make Paste

- 6
  - » Place the cup on a saucer
  - » Pour the milk into the centre of the drink and stir with a teaspoon
  - » **Serve**



Stir to Mix



Finished Hot Chocolate Drink

## TEA

- 1 >> Select teapot
  - >> **CHECK:** No cracks or chips
  - >> **CHECK:** Pot is clean and dry



Teapot

- 2 >> Place teabag in pot



Place Teabag in Pot

- 3 >> Place teapot under hot water outlet and press hot water button twice to fill teapot - levels may vary



Press Hot Water Button twice to Fill Teapot

- 4 >> Remove teapot and replace lid



Replace Lid

- 5 >> Fill milk jug with cold milk and serve with teapot and cup



Serve Milk Jug, Teapot & Cup

# Magrini VIVA GTV Espresso Machine

## LATTE using Manual Milk Arm

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Fill with milk to no more than 1/2 full - (This will make 1-2 drinks)
  - » Attach the thermometer to the milk jug



Milk Jug



Jug & Thermometer

- 2
  - » Make sure the manual steam arm tip is pointed towards the drip tray
  - » Turn the black steam tap 1/4 turn on and off again to purge the steam arm
  - » Using the black rubber grip position steam arm as shown



Point Tip to Drip Tray & Purge Steam Arm



Steam Arm Position

- 3
  - » Put the jug under the steam arm so the tip of the steam arm is just below the surface of the milk
  - » Turn the steam arm on fully



Tip of Steam Arm Just Below Surface of Milk



Turn Steam Arm on Fully

- 4
  - » Keep the jug in the same position until the milk temperature reaches 140°
  - » Turn off the black steam tap
  - » Remove the jug from the steam arm



Keep Jug in Same Position



Turn Off Steam Tap

- 5
  - » Wipe the steam arm with the probe wipes & turn the black steam tap to purge the arm
  - » Ensure the tip of the steam arm is pointed towards the drip tray



Wipe Steam Arm



Steam Arm Over Tray

- 6
  - » Remove correct handle from machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 7
  - » Remove old coffee pod by knocking handle against plastic bar in knockout box



Knockout Bar



## LATTE using Manual Milk Arm

- 8
- » Check the handle is clean
  - » Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle
  - » Ensure the pod selected is in a sealed pack
  - » Open the pack carefully making sure the pod is not torn
  - » Place the correct pod into the correct handle -
  - » **REMEMBER:** SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD



Single Coffee Pod



Double Coffee Pod

- 9
- » Before placing the handle into the machine press the single coffee button on and off to purge the group.
  - » Place the handle into the machine



Single Coffee Button



Place Handle in Machine

- 10
- » Select the cup
  - » **CHECK:** No cracks or chips
  - » **CHECK:** Cup is clean and dry
  - » **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Latte Cup

- 11
- » Place the cup under the handle
  - » Press the single button if single handle or double coffee button if double handle.
  - » When the machine stops pouring place the cup on a saucer



Single Coffee Button

- 12
- » Remove the thermometer from the jug
  - » Bang the jug 3 times on a flat surface keeping the base of the jug on the surface swirl the milk until it shines
  - » Place the coffee cup on a saucer
  - » Pour the milk into the centre of the espresso, shake the jug slightly as drink is finished
  - » **Serve**
  
  - » **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Knock Jug on Bar Top then Swirl



Pour Milk Into Centre of Espresso



Finished Latte Drink

# Magrini VIVA GTV Espresso Machine

## CAPPUCCINO using Manual Milk Arm

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Fill with milk to no more than 1/2 full - (This will make 1-2 drinks)
  - » Attach the thermometer to the milk jug



Milk Jug



Jug & Thermometer

- 2
  - » Make sure the manual steam arm tip is pointed towards the drip tray
  - » Turn the black steam tap 1/4 turn on and off again to purge the steam arm
  - » Using the black rubber grip position steam arm as shown



Point Tip to Drip Tray & Purge Steam Arm



Steam Arm Position

- 3
  - » Put the jug under the steam arm so the tip of the steam arm is just below the surface of the milk
  - » Turn the steam arm on fully



Tip of Steam Arm Just Below Surface of Milk



Turn Steam Arm on Fully

- 4
  - » Gradually lower the jug as the milk grows
  - » When the temperature reaches 140° turn off the black steam tap
  - » Remove the jug from the steam arm



Keep Jug in Same Position



Turn Off Steam Tap

- 5
  - » Wipe the steam arm with the probe wipes & turn the black steam tap to purge the arm
  - » Ensure the tip of the steam arm is pointed towards the drip tray



Wipe Steam Arm



Steam Arm Over Tray

- 6
  - » Remove the correct handle from the machine - single handle for one drink or double handle for two drinks



Single Handle



Double Handle

- 7
  - » Remove the old coffee pod by knocking the handle against the plastic bar in the knockout box



Knockout Bar

## CAPPUCCINO using Manual Milk Arm

- 8
- » Check the handle is clean
  - » Select the correct coffee pod – single (7g) for single handle or double (14g) for double handle
  - » Ensure the pod selected is in a sealed pack
  - » Open the pack carefully making sure the pod is not torn
  - » Place the correct pod into the correct handle -
  - » **REMEMBER:** SINGLE HANDLE, SINGLE POD - DOUBLE HANDLE, DOUBLE POD



Single Coffee Pod



Double Coffee Pod

- 9
- » Before placing the handle into the machine press the single coffee button on and off to purge the group.
  - » Place the handle into the machine



Single Coffee Button



Place Handle in Machine

- 10
- » Select the cup
  - » **CHECK:** No cracks or chips
  - » **CHECK:** Cup is clean and dry
  - » **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Cappuccino Cup

- 11
- » Place the cup under the handle
  - » Press the single button if single handle or double coffee button if double handle.
  - » When the machine stops pouring place the cup on a saucer



Single Coffee Button

- 12
- » Remove the thermometer from the jug
  - » Place the coffee cup on a saucer
  - » Take the milk jug and knock on bar top 3 times
  - » Swirl to mix milk and foam
  - » Pour thick milk into the centre of the espresso
  - » Dust with chocolate
  - » **Serve**



Knock Jug on Bar Top then Swirl



Pour Milk Into Centre of Espresso

- » **Remember the rule of 3:**  
**Single handle, single pod, single button**  
**Double handle, double pod, double button**



Finished Cappuccino Drink

# Magrini VIVA GTV Espresso Machine

## HOT CHOCOLATE using Manual Milk Arm

- 1
  - » Take the Milk jug
  - » **CHECK:** Milk jug is clean
  - » Fill with milk to no more than 1/2 full - (This will make 1-2 drinks)
  - » Attach the thermometer to the milk jug



Milk Jug



Jug & Thermometer

- 2
  - » Make sure the manual steam arm tip is pointed towards the drip tray
  - » Turn the black steam tap 1/4 turn on and off again to purge the steam arm



Point Tip to Drip Tray & Purge Steam Arm

- 3
  - » Using the black rubber grip position steam arm as shown



Steam Arm Position

- 4
  - » Put the jug under the steam arm so the tip of the steam arm is just below the surface of the milk
  - » Turn the steam arm on fully



Tip of Steam Arm Just Below Surface of Milk



Turn Steam Arm on Fully

- 5
  - » Keep the jug in the same position until the milk temperature reaches 140°
  - » Turn off the black steam tap
  - » Remove the jug from the steam arm



Keep Jug in Same Position



Turn Off Steam Tap

- 6
  - » Wipe the steam arm with the probe wipes & turn the black steam tap to purge the arm
  - » Ensure the tip of the steam arm is pointed towards the drip tray



Wipe Steam Arm



Steam Arm Over Tray

## HOT CHOCOLATE using Manual Milk Arm

- 7** >> Select the cup
- >> **CHECK:** No cracks or chips
- >> **CHECK:** Cup is clean and dry
- >> **CHECK:** Cup is warm – if not then rinse with hot water from the hot water outlet and empty out the water



Latte Cup

- 8** >> Put 2 teaspoons of hot chocolate powder into cup



Mix to Make Paste

- 9** >> Place cup under hot water outlet
- >> Press hot water button on and off to dispense enough water to make a paste



Dispense Hot Water

- 10** >> Mix powder and water together



Mix to Make Paste

- 11** >> Place cup on saucer
- >> Pour milk into centre of drink and stir with teaspoon
- >> **Serve**



Stir to Mix



Finished Hot Chocolate Drink

## BEST PRACTICE

- » Never wash coffee cups in the glass washer
- » Never leave the steam arms soaking in any liquid
- » Do not leave milk to dry on the steam arm
- » Wipe steam wand and clean sleeve after every use
- » Purge steam wand before and after foaming milk
- » Ensure cups are always warm, if not, warm quickly using hot water
- » Do not empty coffee pod into the bin until the next coffee is needed
- » If milk is not foaming correctly, check the following:
  - Level of milk in foaming jug is 10cm above the tip of the steam arm
  - The three holes as indicated in the cleaning instructions are clean
  - The milk being used is cold and has not already been foamed

### Coffee Pods

- » Coffee Pods contain ground coffee only
- » Coffee Pods should be in date and in a sealed bag
- » Do not store coffee pods on the cup warmer

### Milk

- » Milk should be used chilled from the fridge
- » Only use fresh milk that is in date

### 5 Point Check List

- » Purge both steam wands - you should see water/steam.  
If milk residue is present then site are not purging steam wand ✓
- » Appearance of steam wand - should not see milk residue ✓
- » Use consumables checklist to ensure all parts are at machine ✓
- » Have a drink - use best serve guide ✓
- » Take filter basket out of handle - you should see metal not black ✓

