

Ninja Luxe Cafe Cleaning/Maintenance Checklist

After Each Use

- ① Wipe steam wand
- ① Purge steam wand
- ① Rinse portafilter and basket

Weekly/Bi-weekly

- ① Empty and clean the main drip tray
- ① Wipe down center drip tray
- ① Rinse the grouphead

Monthly/Bi-monthly

- ① Clean the grinding chute
- ① Clean the conical burr grinder*
- ① Clean bean hopper*
- ① Clean steam wand tip
- ① Clean drip tray fill indicator

When Prompted/Needed

- ① Run a clean cycle
- ① Run a descale cycle
- ① Replace reservoir water filter
- ① Replace rubber gasket

*Must be dry before reinstalling

Cleaning Instructions

Cleaning your steam wand: To maintain a clean steam wand, it is recommended that the wand be wiped down immediately after use with a rag or paper towel dampened with warm water. Scrub the wand until all the milk residue has been removed. If there is still residue that you are unable to get off, you can fill your milk jug to the max fill line with cold or room temp water and run a medium froth cycle. This will help loosen up any remaining residue. Once it is done, take a paper towel and carefully soak a corner in the hot water and use it to remove the leftover residue. If there is a lot of residue, you can add a bit of dish soap to the water before running the froth, but make sure to clean off any soap before using the frother again and allow the steam wand to purge after.

Cleaning your drip tray: After emptying the drip tray, thoroughly rinse/wipe all of the parts to remove any coffee ground residue.

Rinse the shower screen: To flush out any coffee ground buildup in the shower screen, run a double shot brew of just water.

Cleaning the steam wand tip: Over time, material can build up in the steam wand.

1. Remove the cap on the bottom of the cleaning brush to access the needle.
2. Use the needle to remove any material from the steam wand tip.
3. For a deeper clean, use the wrench in the middle of the cleaning brush to remove the steam wand tip.
4. Use the needle to remove any material from inside the steam wand and steam wand tip.
5. After cleaning, run a purge to clear out any excess material.

Rinsing the grouphead:

It is good to run a double espresso cycle with just water every week or two to flush out any coffee grounds that may have accumulated on the machine.

Removing the shower screen and replacing the rubber gasket: If you notice your brew quality diminish over time, remove the shower screen and clean it thoroughly. If you experience leaking around the portafilter during a brew when the handle is fully tight, you may need to replace the gasket. Be sure that the machine is turned off and unplugged before proceeding.

1. Using a Phillips-head screwdriver, remove central screw on shower screen, then remove the shower screen.
2. Once removed, clean the shower screen with soap and water.
3. Remove rubber gasket from group head with flathead screwdriver. Inspect gasket for any wear or tearing, and replace with a new gasket if needed (available for purchase on ninjakitchen.com/accessories).
4. Insert shower screen back into group head and secure position with screw.

Cleaning Instructions (cont.)

Cleaning the conical burr grinder and grinding cradle: Be sure that the machine is turned off and unplugged before proceeding.

1. Remove all beans from the bean hopper. See **Switching out Beans** on the Owners Guide for reference.
2. Remove bean hopper by lifting handle and turning to counterclockwise.
3. Remove upper burr by rotating counterclockwise, aligning the orange arrow on the burr grinder with the orange arrow labeled **ALIGN** on the machine. Once aligned, lift upper burr out.
4. Clean removed burr grinder with brush.
5. Then, clean burr grinder attached to machine with cleaning brush.
6. Be sure to clean the inside of the grinding cradle with the brush as well.

Note: Do not allow burrs to come into contact with water. When cleaning the burr grinder attached to the machine, only use the cleaning brush.

Replacing the reservoir water filter:

1. Soak Water Filter for 5 minutes.
2. Rinse water filter and mesh for 60 seconds.
3. Remove filter housing from reservoir and remove the end-cap. Discard the old water filter.
4. Insert the new filter and clip end-cap back onto filter housing to secure filter in place.
5. Set date 2 months ahead by turning the dial on the housing.
6. Install filter housing into reservoir.

Cleaning drip tray indicator:

1. Remove the main drip tray and remove the main grate and pour cover.
2. Lift the orange drip tray indicator and pull until it comes off.
3. Wash the indicator with warm water and soap and allow to dry off.
4. To reinsert the indicator, align the piece with the drip tray and push it back in. Ensure it is placed correctly by lightly pulling it up. It should be able to slide up freely without coming off.

Cleaning Instructions (cont.)

Running a clean cycle:

1. Ensure the main drip tray is completely empty as the water brewed from the clean cycle will be deposited into the main drip tray. **Not emptying the main drip tray may cause overflow.**
2. Fill the water reservoir up to but not exceeding the Max Fill line.
3. Insert the double basket in the portafilter.
4. Place the cleaning disc on top of the double basket, with the handle facing up.
5. Place 1 cleaning tablet in the center of the cleaning disc.
6. Fasten the portafilter in the group head.
7. Press the CLEAN button, then press the center dial to start the clean cycle.
8. The machine will start the process of backflushing the shower screen and group head and depositing the water and sediment from the clean cycle into the main drip tray.
9. The clean cycle will take approximately 6 minutes to complete. The machine will beep when the clean cycle is complete.
10. After the clean cycle is complete, remove both the portafilter and main drip tray with caution, as there may be water in both. Hand-wash with warm soapy water.

Running a descale cycle:

1. Ensure the main drip tray is completely emptied, as some of the water brewed from the descale cycle will be deposited into the main drip tray. **Not emptying the main drip tray may cause overflow.**
2. Dissolve the provided Ninja descale powder in a separate container with 37 fl oz of water. Pour solution mixture into water reservoir.
3. Insert the double basket into the portafilter.
4. Fasten the portafilter into the group head.
5. Ensure milk jug is placed on the milk jug platform with the steam wand inside.
6. Place an empty cup (at least 18 oz.) under the portafilter. You may have to remove the center drip tray.
7. Press the DESCAL button, then press the center dial to start the descale cycle.
8. The machine will start the descale cycle. The machine will flush solution through the steam wand and portafilter for approximately 90 minutes. The machine will count down the remaining time on the control panel.
9. The machine will beep indicating when the descale cycle is complete.
10. After the cycle is complete, remove the portafilter, main drip tray, and milk jug with caution, as there will be water in each.
11. Empty the contents of each and hand-wash with warm, soapy water to remove any solution that could affect the flavor of your coffee.
12. Fill the reservoir with fresh water up to, but not exceeding, the Max Fill line.
13. Install the main drip tray back on the machine and install the portafilter in the group head. Do not install the milk jug.
14. Flush the group head by running a 12 oz CLASSIC brew.
15. Then, with the milk jug uninstalled, flush the steam wand by pressing the PURGE button.