

# [Guide] Decommissioning the Bevi Counter Top Models

## Overview

This document is intended for Bevi technicians and other qualified personnel to provide step by step instructions on how to decommission Counter Top (CT) Bevi machine models. The following contains instructions for both v.0 and v.1 CT units.

## Frequently Asked Questions

Q: What does it mean to decommission a Bevi machine?

A: *Decommissioning of the Bevi unit is the process of breaking the unit down and preparing it for shipment.*

Q: Why is decommissioning necessary?

A: *In order to ship the Bevi without damage it must be properly decommissioned.*

## Questions Answered in this Document

Q: [How do I shut off the water source?](#)

Q: [How do I release pressure in the lines?](#)

Q: [How to drain the carb without a pump?](#)

## Required Tools & Materials

- Booster pump Part # 720-0006



- $\frac{3}{8}$ " tubing (~6')
- Tube cutter
- $\frac{3}{8}$ " shutoff valve

- $\frac{3}{8}$ " stoppers



- Phillips screwdriver or drill with phillips bit
- Shop Towel/Shammy/Paper Towels

## Task 1: Turning off Water to the Bevi Machine

**NOTE: If the intention is to redeploy the Bevi at a later date, be sure to follow the instructions located in the [\[Guide\] Storage, Test, and Redeployment of Bevi Machines](#) document before proceeding.**

1. Locate the Bevi unit.
2. Locate the water source by following the incoming water line:
  - a. Counter top models have the water line entering directly into the carbonator/chiller unit.
  - b. Water source shut offs are often located under a nearby sink or coming directly out of the wall near the unit. An example of one valve type is shown below.



3. Turn the water source shutoff valve to the "off" position.
4. Return to the Bevi.

## Task 2: Releasing Pressure From Water Lines

1. After the water has been turned off, the next step is to turn off the carbonator/chiller.
  - a. For counter top units, the carbonator/chiller is located directly below the head unit in the cabinet space beneath (there are very few exceptions).
  - b. The carbonator on/off switch is green and is located on the side, near the power cord.
  - c. Once the carbonator/chiller is off, use the touchscreen to dispense still and sparkling water until there is no longer any water in the lines.

### Task 3: Removing Co2 and Flavor BIBs

1. Disconnect flavor bibs from their associated bib connectors and dispose of all except for (2) bib boxes (internal bags should be removed and disposed of).
2. Neatly bunch up the bib connectors and place inside a bib box.
3. If necessary, disconnect all components of the Opt-Connect, remembering to remove the antenna from the back of Bevi. Place the antenna in a bib box and bring the Opt-Connect back to your warehouse for processing into inventory.
4. Dispense carbonated water until you get nothing but Co2 dispensing from the line.
5. Close valve of Co2 tank and release pressure from the regulator by pulling the pin.
6. Disconnect the Co2 tank from the regulator with your adjustable wrench.

### Task 4a: Emptying the Carbonator Ice Bank With a Pump

**NOTE: Bevi utilizes two different carbonator/chiller models. One has the connections on the top, which we will refer to here as “Top Connection” (PN: 300-0001) and the other has connections on the front, which we will refer to here as “Front Connection” (PN: 100052-01).**



Front Connection Carbonator

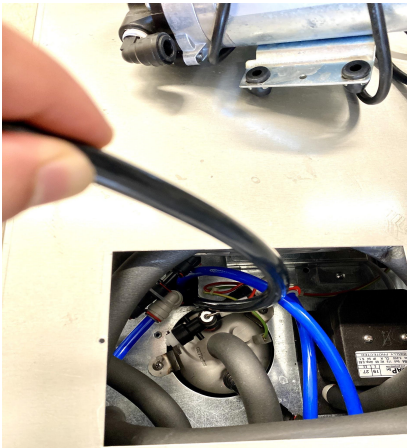


Top Connection Carbonator

1. Disconnect all tubing connecting the CT head unit to the carbonator:
  - a. Recirculation line
  - b. Sparkling water line
  - c. Still water line
2. Pull carbonator and carbonator drip tray out if needed.

### Top Connection Carbonator

1. Remove the carbonator to the point where you can access the protective cover located on the top front that has two Phillips head screws located on either side.
2. Remove the cover.



3. Insert pump tubing into the carbonator's ice bank and ensure tubing reaches the bottom of the carbonator.

**NOTE: Before pumping, check to ensure that arrows are aligned on the pump for proper directional flow. Additionally, check to see if the opposite end of the pump tubing is ready in your bucket/sink.**

4. Pump until completely empty.

### Front Connection Carbonator

1. Remove the carbonator to the point where you can access the front panel connections.
2. Disconnect "fill/empty ice bank" water line from the front of the carbonator.
3. Insert tubing of pump into "fill/empty ice bank" push connect insert.
4. To turn on the booster pump, plug it into an electrical outlet.

**NOTE: Before pumping, check to ensure that arrows are aligned on the pump for proper directional flow. Additionally check to see if the opposite end of the pump tubing is pointing toward your bucket/sink.**

5. Pump until completely empty.

## Task 4b: Emptying the Carbonator Ice Bank Without a Pump

### Top Connection Carbonator

1. With the carbonator powered off, locate the recirculating lines and disconnect them.



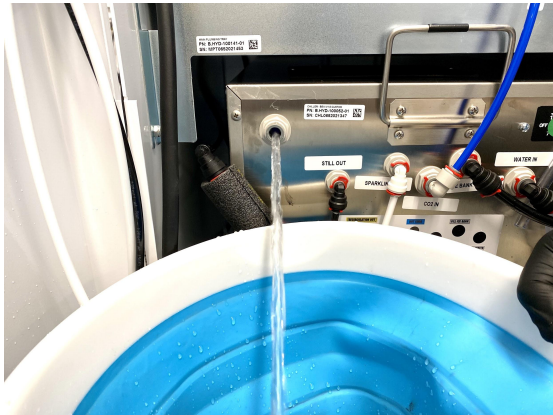
2. Place the two lines coming from the carbonator in the bucket and turn the carbonator on. This will turn on the recirculating pump which will push water out of one of the lines into the bucket. Continue until no more water is coming out.
3. Turn off the carbonator when complete.

### Front Connection Carbonator

1. With the carbonator powered off, locate the recirculating lines and disconnect them from the carbonator.



2. Hold a bucket right underneath the fittings and turn the carbonator on. Water should now be pumping into the bucket. Continue until no more water is coming out.



### **Task 5: Disconnecting unit and water lines from source**

1. Trace water line back to the source, taking care to remove any mounting materials holding the line.
2. Disconnect the water line from the source.
3. Disconnect the water line from the back of the Bevi.

4. Unplug Bevi electronics
  - a. Surge protector from wall outlet
  - b. CT head unit power brick from surge protector
  - c. Carbonator power cord from surge protector
5. Finally, remove the carbonator from the cabinetry, being careful not to damage the millwork or flooring.
6. Stage the carbonator with the Bevi head unit and bib boxes with parts in a safe location.



**NOTE: Check with the customer contact before staging Bevi components. They must confirm the location is suitable.**

7. Show the decommissioned Bevi to the customer contact and explain what work was done. Demonstrate that all other appliances are back up and running if applicable.

*As always, if you have any questions please feel free to contact our support team at [support@bevi.co](mailto:support@bevi.co).*