

# Minnesota BEP Vending Equipment Orientation Guideline

The vending equipment orientation training usually takes one week. This timeframe may vary depending on the BEP student's aptitude and their availability as well as the availability of the BEP technician providing the training.

During this training the student will learn how vending equipment works and how vending machines are cleaned, maintained and filled. The student will also learn how to troubleshoot common vending machine error messages and how to make common repairs.

This training orientation will consist of an overview of the common vending equipment, cash handling systems and accessibility tools, used by the BEP. Areas covered will include the similarities and differences in programming, product loading, equipment maintenance, cleaning and common trouble shooting of equipment failures to give each student a general understanding of the operation and service of vending machines. Below is an outline of the topics that will be covered during this orientation:

## Coin Mechanisms

1. Mars
2. Coin Co
3. Conlux

## Bill Acceptors

1. Mars
2. Coin Co
3. Conlux

## Credit Card Readers

Introduction and basic overview of credit and debit card readers.

Pop Machines

1. Vendo can and bottle machine
2. Vendo glass front merchandiser.

Snack Machines

1. National Vendors - Crane
2. Automatic Products (AP)
3. Automated Merchandising Systems (AMS)
4. U Select It (USI)

Cold Food Machines

1. Fastcorp Frozen
2. U Select It 3000 Combination (USI)
3. National Vendors – Crane 431
4. Automatic Products 6500 (AP)

Hot Drink Machines – Coffee

1. National Vendors - Crane 677
2. GPL 674
3. U Select It 3205 (USI)

The Following Information is Discussed and Shared with the Student:

- Vending Machine Maintenance and Repair Policy
- Vending Machine and Vending Machine Moves Policy
- Asset Inventory Policy
- Vending Machine Maintenance and Cleaning Checklists
- How to Take Vending Machine Meter Readings

BEP student, \_\_\_\_\_, has successfully completed the Vending Equipment Orientation.

Technician Trainer: \_\_\_\_\_ Date: \_\_\_\_\_