



## One Touch Communion System

### *Automated Juice Dispenser*



**NCCS Group, LLC**  
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*Delivering creative solutions and advancement*

One Touch Communion System

*Automated Juice Dispenser*

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## **Special Delivery: The One Touch Has Arrived**

Welcome to the One Touch family! It is our sincere pleasure to serve your congregation in all of your communion preparation needs.

NCCS Group, LLC is driven by a passion to make communion preparation simple and seamless. It is our goal to use innovation and creativity to generate exceptional products to support church ministry. We are pleased you have chosen the **One Touch Communion System: *Automated Juice Dispenser***.

The One Touch is extraordinary. We had the heartbeat of ministry in mind when we built it. Our aim was to take something that was complicated and make it simple. With automation we are able to bring maximum efficiency to communion preparation. We invested the time and resources in order to deliver the best system. That puts time back into the volunteer's day.

To revolutionize an industry you have to start at the cutting edge and push the boundaries. One of the amazing things about the One Touch is its simplicity. It has a built in alignment system that makes the communion tray match the dispenser pattern. This allows a user to fill an entire communion tray with no spills in less than three seconds. By outfitting the system with an adjustable digital timer the user can control the volume dispensed thereby allowing for even liquid distribution among the cups. Because of our seamless top loading the process is never interrupted. It has the ability to fill two hundred and fifty trays in less than thirty minutes.

The One Touch changes the way you prepare for communion. One of its significant benefits is its portability. The One Touch can be used anywhere there is an electrical outlet. It's the most transportable dispensing system in the industry.

In the One Touch Automated Juice Dispenser, simplistic design found unity with innovative efficiency. We put our very best ideas into the One Touch. When you begin to use it, when you experience expedient preparation, it becomes so much more than a basic system. It becomes an invaluable resource. We've refined every detail with specific intention to serve the user.

NCCS Group, LLC not only had the heartbeat of ministry in mind but also the volunteers and staff who extend the love of God through their acts of service. We have developed tools to equip users to be successful with the System and we are available when you need us. To access these tools, please turn to *Contact Information: What NCCS Group Does For You* on page 37. You may also view how-to videos and print additional copies of this manual on our website at [www.onetouchcommunionssystem.com](http://www.onetouchcommunionssystem.com).

Enjoy all the benefits of your new **One Touch Communion System: *Automated Juice Dispenser***.

It is our prayer that the grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen. 2 Corinthians 13:14 *NKJV*

Abundant Blessings!

## Pictures of What's in the Box: The One Touch Automated Juice Dispenser

Unpack the box and verify all the components of the System:

1. Juice Container



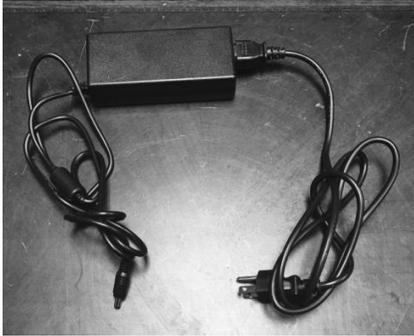
2. Tripod Stand



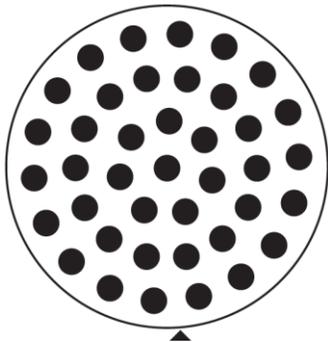
3. Control Box



4. Power Cord



5. Communion Tray Alignment Pattern



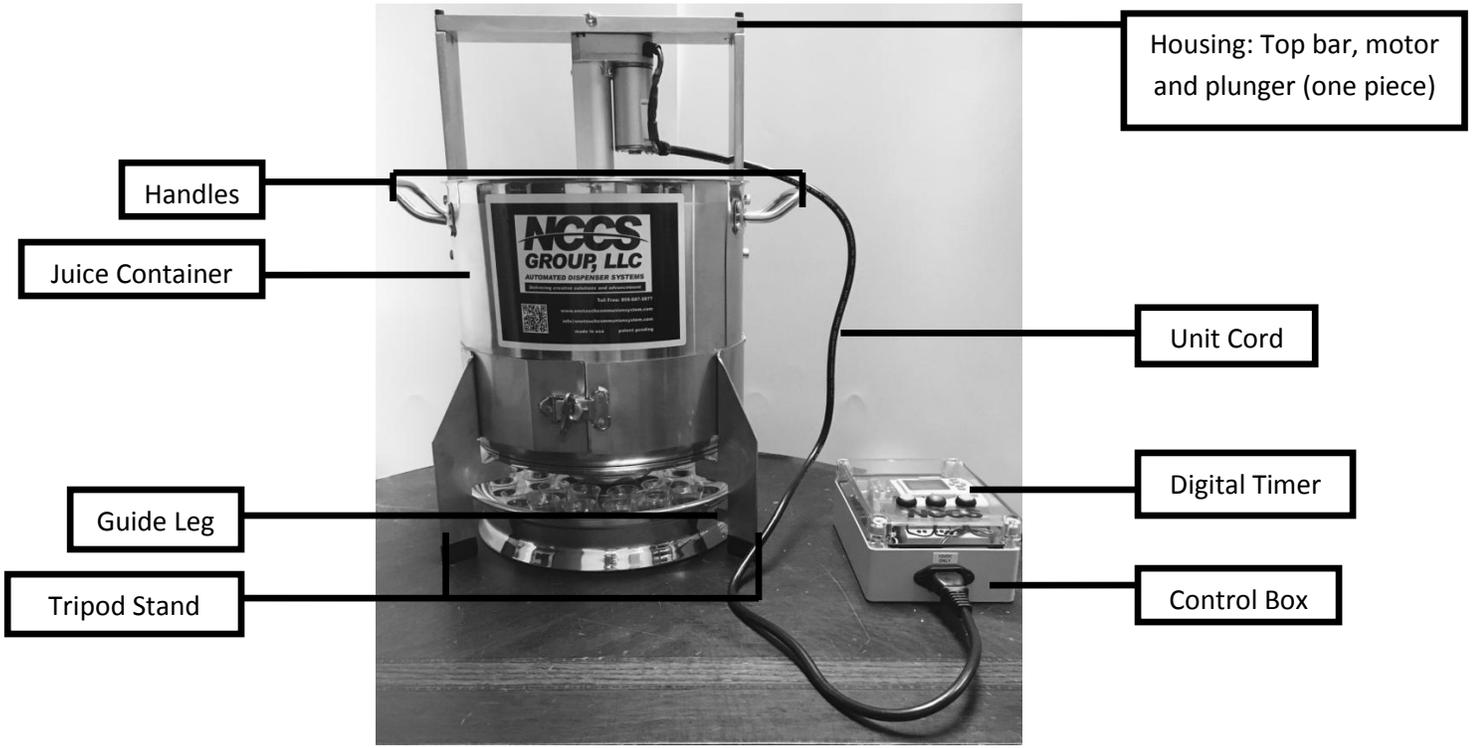
6. Strainer



7. Allen Wrench



**Diagrams of What's In The Box: The One Touch Automated Juice Dispenser**



**Fill Line**



Fill Line: top of posts located above the plunger plate on the inside of the Juice Container

**Pin and Notch**



Pin resting inside Notch allowing the Juice Container to sit on all 3 legs

## **Initial Wash**

DO NOT use abrasive or harsh chemicals or natural cleaning solutions to clean your System.  
Simply rinse with hot water.

DO NOT use any scrubbing agents such as steel wool pads, brushes or sponges.  
Simply rinse with hot water.



**NOTE: The System MUST air dry. Paper towels and cloth leave fibers that will clog the holes in the bottom of the Juice Container and be unsanitary.**

1. Using the Allen Wrench remove the 4 screws from the Housing.



2. Lift Housing out of the Juice Container by holding the Top Bar.



3. Rinse the bottom of the plunger with hot water and set the Housing on its side to air dry.



— This is the bottom of the plunger.

4. To unlatch the Tripod Stand, lift the Wing and turn counter clockwise.



5. Lift the Juice Container out of the Tripod Stand and rinse the Juice Container in the sink with hot water.
6. Air dry the Juice Container on its side supported by a handle in a well ventilated area.



7. Place the Tripod Stand on a stable surface. Attach the Clasp without tightening.



8. Reassemble the Dispenser System by placing the Juice Container in the Tripod Stand, resting the pin in the notch, allowing the Juice Container to sit on all 3 legs.



9. Tighten the Clasp on the Tripod Stand by turning the Wing clockwise. Lock the Wing into place by folding it against the Clasp.



10. Store the Automated Juice Dispenser in a safe, dry place.



**NOTE: DO NOT store any objects on top of the Automated Juice Dispenser.**

## **How Much Will You Need: For Whole Body Communion Trays (32 cups)**

For two people to

1. place a communion tray filled with cups under the Automated Juice Dispenser
2. dispense juice and move the tray aside
3. repeat until all the trays are full

it will take approximately...

# of Trays	# of Cups	Gallons of Juice	Fill Time
10 trays	320 cups	64 ounces	1 minute
20 trays	640 cups	1 gallon	2 minutes
30 trays	960 cups	1 gallon 64 ounces	3 minutes
40 trays	1,280 cups	2 gallons	4 minutes
50 trays	1,600 cups	2 gallons 64 ounces	5 minutes
75 trays	2,400 cups	3 gallons 96 ounces	7.5 minutes
100 trays	3,200 cups	5 gallons	10 minutes
125 trays	4,000 cups	6 gallons 32 ounces	12.5 minutes
150 trays	4,800 cups	7 gallons 64 ounces	15 minutes
175 trays	5,600 cups	8 gallons 96 ounces	17.5 minutes
200 trays	6,400 cups	10 gallons	20 minutes
225 trays	7,200 cups	11 gallons 32 ounces	22.5 minutes
250 trays	8,000 cups	12 gallons 64 ounces	25 minutes
275 trays	8,800 cups	13 gallons 96 ounces	27.5 minutes
300 trays	9,600 cups	15 gallons	30 minutes

## **How Much Will You Need: For Standard Communion Trays (40 cups)**

For two people to

1. place a communion tray filled with cups under the Automated Juice Dispenser
2. dispense juice and move the tray aside
3. repeat until all the trays are full

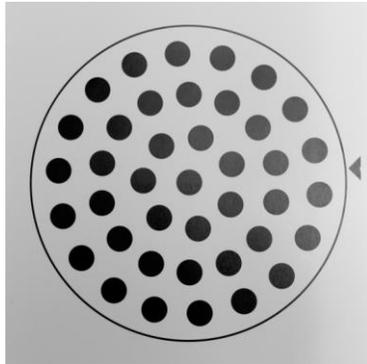
it will take approximately...

# of Trays	# of Cups	Gallons of Juice	Fill Time
10 trays	400 cups	80 ounces	1 minute
20 trays	800 cups	1 gallon 32 ounces	2 minutes
30 trays	1,200 cups	1 gallon 112 ounces	3 minutes
40 trays	1,600 cups	2 gallons 64 ounces	4 minutes
50 trays	2,000 cups	3 gallons 16 ounces	5 minutes
75 trays	3,000 cups	4 gallons 88 ounces	7.5 minutes
100 trays	4,000 cups	6 gallons 32 ounces	10 minutes
125 trays	5,000 cups	7 gallons 104 ounces	12.5 minutes
150 trays	6,000 cups	9 gallons 48 ounces	15 minutes
175 trays	7,000 cups	10 gallons 120 ounces	17.5 minutes
200 trays	8,000 cups	12 gallons 64 ounces	20 minutes
225 trays	9,000 cups	14 gallons 8 ounces	22.5 minutes
250 trays	10,000 cups	15 gallons 80 ounces	25 minutes
275 trays	11,000 cups	17 gallons 24 ounces	27.5 minutes
300 trays	12,000 cups	18 gallons 96 ounces	30 minutes

## **Communion Tray Alignment**

### **Marking Your Communion Trays**

- Communion tray inserts must first be marked with the Communion Tray Alignment Pattern provided with the Automated Juice Dispenser.
- To mark communion tray inserts:
  1. Place the pattern face up on a hard surface.



2. Lay the communion tray insert right side up over the pattern.



3. Turn the insert until the holes in the insert align with the circles on the pattern.



4. With a permanent marker or etching tool draw a line on the insert corresponding with the arrow on the pattern. This mark will align the communion tray to the Guide Leg.



**NOTE: Permanent marker will fade after use and washing.**

5. Place the insert in the communion tray.



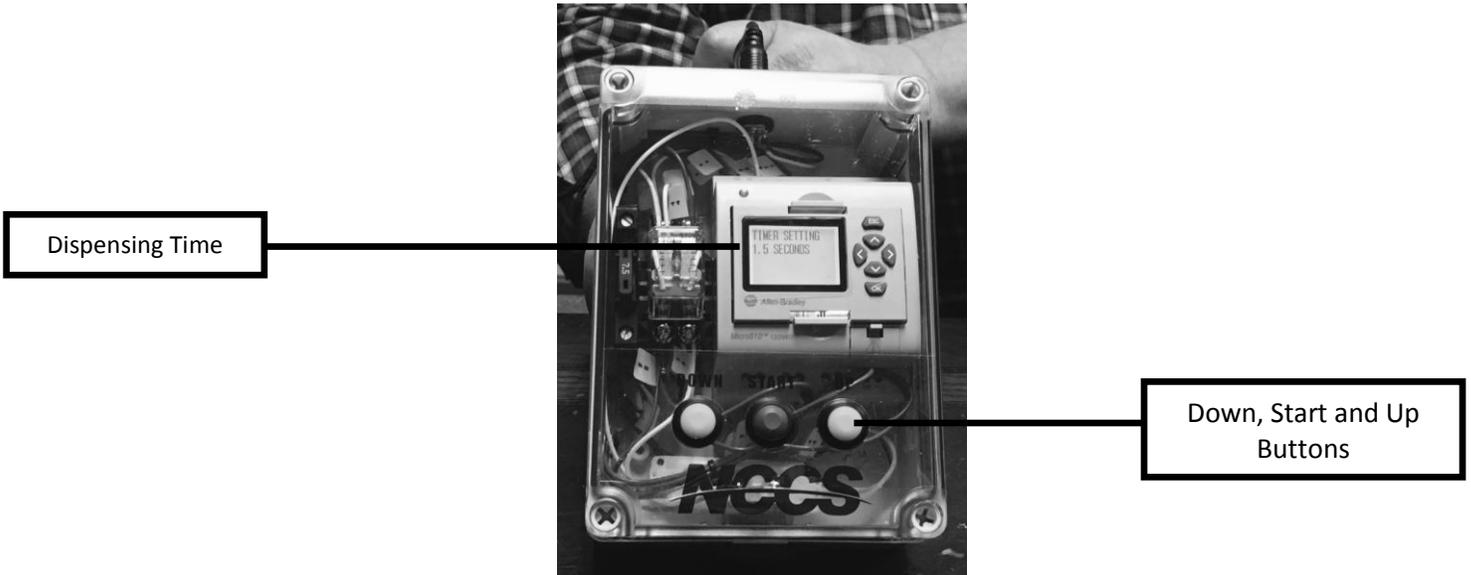
6. To position the communion tray filled with cups under the Juice Container, slide the tray through one of the side openings.



7. Pull the tray against the two front Legs and turn the tray until the mark on the insert lines up with the Guide Leg.



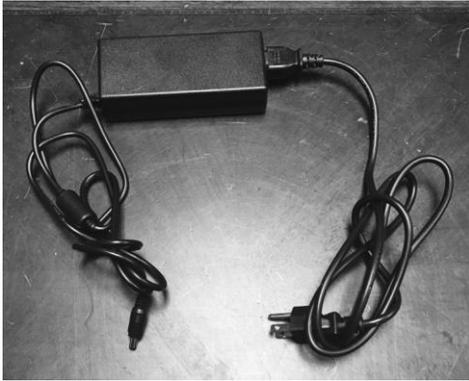
## Setting the Timer



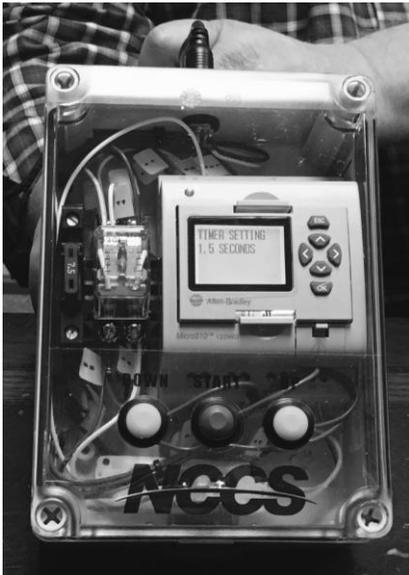
- The Timer controls the length of time that liquid flows.
  - The Digital Timer is located on the top of the Control Box.
1. Set the Control Box on a hard surface with the label facing the operator.



2. Plug the Power Cord into the wall and then into the Control Box.



3. After initializing, the preset time will be displayed on the Timer when the Power Cord is properly connected to the Control Box. It should read 1.5 seconds, which dispenses for 1.5 seconds.



4. To adjust the dispensing time:
  - a. Hold “down” and “up” until the PLC reads “set timer”
  - b. Press “down” to lower cycle time, “up” to raise cycle time
  - c. Press “start” to okay new time

5. After the time has been adjusted to the correct time setting plug the Unit Cord into the Control Box.



6. The preset time fills communion cups approximately half way as long as the liquid level in the Juice Container is maintained within the Fill Line, above the post.
  - a. When the liquid level goes below the post the flow of liquid from the Juice Container decreases.
  - b. When the liquid level goes above the post the flow of liquid from the Juice Container increases.

## **Assembling**

1. Set the Juice Container on a hard surface with the label facing the operator.
2. Holding the Top Bar, lower the Housing over the posts. Match the large hole with the large post and set the Housing down.
3. Using the Allen Wrench secure the four screws in place.



4. To position the communion tray filled with cups under the Juice Container, slide the tray through one of the side openings.
5. Pull the tray against the two front Legs and turn the tray until the mark on the insert lines up with the Guide Leg.



**NOTE:** Because there may be drips, a communion tray filled with cups should be positioned under the Juice Container at the beginning of the assembling process and removed from under the Juice Container after communion preparation is completed.

6. Set the Control Box next to the Juice Container with the label facing the operator.



7. Plug the Power Cord into the Control Box. When the Power Cord is properly connected, the Timer will turn on.



**NOTE: Refer to *Setting the Timer* on pages 19-21 if the timer does not read 1.5 seconds.**

8. Insert the Unit Cord plug from the Control Box.

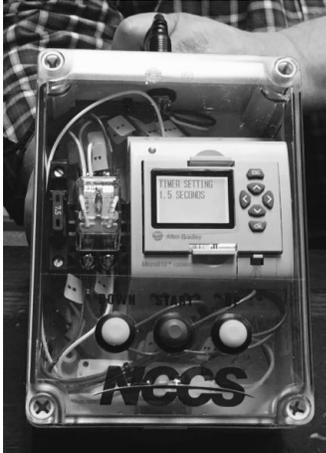


9. Pour the liquid into the Juice Container in the opening opposite of the Power Cord making sure that no liquid is poured over the center electrical components. Fill until the liquid is above the Fill Line, above the post. As covered in *Setting the Timer* on pages 19-21, the amount of liquid in the Juice Container controls the rate of the flow of liquid. Maintain the liquid level above the post while the System is in use.



## Dispensing

**NOTE:** In order to avoid disrupting communion preparation to reset the Timer, maintain the liquid level in the Juice Container within the Fill Line, above the post. At this Fill Line the Timer must be set at 1.5 seconds, which dispenses for 1.5 seconds, to fill communion cups half way.



After following directions for *Assembling* on pages 22-24 the System is ready to use.

1. With the communion cup tray in place push the Dispenser Button located on the Control Box. Juice will dispense.



2. Remove the full tray from underneath the Juice Container through one of the side openings.



3. To position the next communion tray filled with cups under the Juice Container, slide the tray through one of the side openings.
4. Pull the tray against the two front Legs and turn the tray until the mark on the insert lines up with the Guide Leg.



5. With the communion cup tray in place push the Button located on the Power Box. Juice will dispense.



6. Remove the full tray from underneath the Juice Container through one of the side openings.



7. Remember to check the liquid level throughout the dispensing process.
8. Repeat steps 3-6 until all the cups have been filled.

**NOTE: Because there may be drips, a communion tray filled with cups should be positioned under the Juice Container at the beginning of the assembling process and removed from under the Juice Container after communion preparation is completed.**

9. Leave the prepared communion cup tray under the Juice Container until the power source has been disconnected.



## **Cleaning and Storing**

DO NOT use abrasive or harsh chemicals or natural cleaning solutions to clean your System.  
Simply rinse with hot water.

DO NOT use any scrubbing agents such as steel wool pads, brushes or sponges.  
Simply rinse with hot water.



**NOTE: The System MUST air dry. Paper towels and cloth leave fibers that will clog the holes in the bottom of the Juice Container and be unsanitary.**

1. Using the Allen Wrench remove the 4 screws from the Housing.



2. Lift Housing out of the Juice Container by holding the Top Bar.



3. Rinse the bottom of the plunger with hot water and set the Housing on its side to air dry.



— This is the bottom of the plunger.

4. To unlatch the Tripod Stand, lift the Wing and turn counter clockwise.



5. Lift the Juice Container out of the Tripod Stand and rinse the Juice Container in the sink with hot water.
6. Air dry the Juice Container on its side supported by a handle in a well ventilated area.



7. Place the Tripod Stand on a stable surface. Attach the Clasp without tightening.



8. Reassemble the Dispenser System by placing the Juice Container in the Tripod Stand, resting the pin in the notch, allowing the Juice Container to sit on all 3 legs.



9. Tighten the Clasp on the Tripod Stand by turning the Wing clockwise. Lock the Wing into place by folding it against the Clasp.



10. Store the Automated Juice Dispenser in a safe, dry place.



**NOTE: DO NOT store any objects on top of the Automated Juice Dispenser.**

## **Questions & Answers: What If...Then...**

What if...my Automated Juice Dispenser begins to constantly drip?

*Then...always make sure that there is a communion tray filled with cups positioned underneath the Juice Container. Leave a communion tray filled with cups under the Juice Container until communion preparation is complete.*

**NOTE - Using your smart phone, record a video or take pictures of the drip. Forward content to [info@onetouchcommunionssystem.com](mailto:info@onetouchcommunionssystem.com).**

What if...the cups are being filled with too much juice?

*Then...make sure that the timer is set to read 1.5 seconds, which dispenses for 1.5 seconds.*

*Then...make sure that the juice level in the Juice Container is within the Fill Line, above the post. If the juice level is too high, reduce the time set on the timer. To do this, refer to Setting the Timer on pages 19-21.*

What if...the cups are not being filled with enough juice?

*Then...make sure that the timer is set to read .5 seconds, which dispenses for 1.5 seconds.*

*Then...make sure that the juice level in the Juice Container is within the Fill Line, above the post. If the juice level is not high enough, add more juice to the Juice Container.*

What if...my Timer does not read like the manual says that it should?

*Then...verify that your Timer is set to read 0.5 seconds, which dispenses for 1.5 seconds. Refer to Setting the Timer on pages 19-21 for more detailed instructions.*

What if...my Automated Juice Dispenser will not dispense?

*Then...make sure the electrical outlet used for the Control Box is functioning.*

What if...there are splashes on the communion tray insert after juice is dispensed?

*Then...make sure that the communion tray inserts are properly marked if using the Recurring Communion Insert Marking Method.*

*Then...make sure that the communion tray filled with cups is properly aligned with the Guide Leg.*

*Refer to Communion Tray Alignment on pages 16-18 for more detailed instructions.*

What if...I have other questions?

*Then...refer to the contact information on page 37 to get in touch with us and see What NCCS Group Does For You.*

## **Maintenance: What You Need To Do Regularly**

1. The System must be cleaned after every use. Refer to *Cleaning and Storing* on pages 28-31.

DO NOT use abrasive or harsh chemicals or natural cleaning solutions to clean your System. Simply rinse with hot water.

DO NOT use any scrubbing agents such as steel wool pads, brushes or sponges. Simply rinse with hot water.

**NOTE - The System MUST air dry. Paper towels and cloth leave fibers that will clog the holes in the bottom of the Juice Container and be unsanitary.**

2. The System must be sanitized every 6-8 weeks.
  - a. Spray the Juice Container with a sanitation rinse made of 10 parts water to 1 part bleach.
  - b. Rinse the Juice Container with hot water.
  - c. Place the Juice Container on a counter to air dry.
3. Before beginning the dispensing process ALWAYS verify that the Timer is set to 1.5 seconds, which dispenses for 1.5 seconds. Please read *Setting the Timer* on pages 19-21 for more information.
4. For Maintenance and Repair support from the manufacturer refer to the *Terms and Conditions* on page 35. Also see *Contact Information: What NCCS Group Does For You* on page 37.

## **Terms and Conditions: What You've Agreed Upon**

We, the Signatories (hereinafter referred to as the "Lessee") of this Lease and Maintenance Agreement (hereinafter referred to as the "Agreement") by our authorized signature(s) above hereby agree to participate in the Automated Communion Dispenser System program of NCCS Group, LLC (hereinafter referred to as the "Lessor") by this noncancelable Agreement for a minimum of 24 months, and agree to all of the foregoing and following terms and conditions.

### **Electronic Transmittal**

Lessee and Lessor agree that documents executed and transmitted electronically are recognized and hold the credibility of the original signatures and documents.

### **Billing**

The Lessor agrees to provide billing via e-mail. The Lessee agrees to provide a credit card to be held on file and to be charged according to the payment frequency stated in Payment Information. The Lessee agrees to pay first and last two months of initial lease term prior to shipment of Equipment.

### **Renewal & Redelivery**

If the Lessee fails to notify the Lessor, or having notified the Lessor fails to return the Equipment as provided herein, this Agreement shall automatically renew for an additional term of 12 months. Lessor reserves the right to adjust the price, upon written notice to Lessee, in the event of any renewal. It is the Lessee's responsibility to advise the Lessor in writing at least 30 days prior to expiration of the intention to either terminate the lease and return the Equipment or continue the lease. Provided the Lessee has given timely notice of the intention to return the Equipment, Equipment shall be returned, freight and insurance pre-paid to the Lessor, in good condition and working order, ordinary wear and tear excepted, in original box and packaging, to NCCS Group, LLC; 1105 South Airport Circle, Suite C; Euless, Texas 76040.

A default fee of \$200.00 will be charged to the Lessee's account if the Lease is in default. Default is defined by an account going 30 days or more past due. If the Lessee's account defaults and is not current within 45 days of the past due date, unless other written arrangements have been obtained from the Lessor, the Lessee agrees to ship leased Equipment in original box and packaging to NCCS Group, LLC; 1105 South Airport Circle, Suite C; Euless, Texas 76040. The Lessor agrees to pay for shipping of leased Equipment on defaulted account.

An early-termination/reset fee of \$400.00 will be charged to Lessee's account, in addition to the above-described default fee, if the Lease is terminated improperly.

### **True Lease**

NCCS Group, LLC is the Lessor of the Equipment and has title to the Equipment. This is a true lease and not a sale. The Lessee has no ownership rights to the Equipment or its design or utility. Both parties agree that the useful life of the Equipment exceeds the original term of the lease. To protect the rights of NCCS Group, LLC and the Equipment, in the event this is determined a security agreement, the Lessee grants the Lessor security interest in the Equipment and all proceeds, rents or profits therefrom. In states where permissible, the Lessee grants the Lessor permission to file a security agreement.

### **Location of Equipment**

Lessee will keep and use the Equipment only at the address provided on the Lease. Lessee agrees that the Equipment will not be removed from that address unless written permission is obtained in advance from the Lessor.

### **Indemnity**

The Lessor is not responsible for any losses or injuries caused by the use of the Equipment. Lessee agrees to indemnify the Lessor for and defend the Lessor and hold the Lessor harmless against any claims, losses or injuries including attorney's fees and costs caused by the Equipment or the use thereof.

### **Maintenance**

The Lessee agrees to follow all directions, use, clean and maintain the Equipment for its intended purpose as set forth in the manual. The Lessee agrees to notify the Lessor of any malfunctions of the Equipment immediately. The Lessor agrees to incur all shipping charges for maintenance issues including shipping leased Equipment and loaner Equipment between the Lessee and Lessor. Lessee agrees to ship Equipment in original box and packaging. If Equipment being in maintenance will hinder the Lessee's ability to prepare communion, the Lessor agrees to provide Lessee with loaner Equipment. Upon receipt of restored Equipment, the Lessee agrees to ship loaner Equipment in original box and packaging using Lessor's pre-paid shipping to NCCS Group, LLC; 1105 South Airport Circle, Suite C; Euless, Texas 76040.

If Lessee causes any harm to or fails to return leased Equipment while under Lessee's supervision, the Lessee agrees to pay all expenses for maintenance or replacement.

**Contact Information: What Your Church Does For You**

Communion Preparation Leader: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Communion Preparation Leader: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Church Name, Address, Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standard Communion Supply Order and Schedule:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Covenant Communion Supply, Inc. 866-902-2877  
*Communion supplies and churchware...from a dependable and friendly resource!*

**Notes: What We Need To Remember:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## **Contact Information: What NCCS Group Does For You**

- Website: Check Us Out

*-Including How to Videos and a printable version of this manual*

- [www.onetouchcommunionssystem.com](http://www.onetouchcommunionssystem.com)
- Scan our QR Code located on the front cover of this manual and on the label of the Automated Juice Dispenser

- Physical Address: Come See Us

1105 South Airport Circle, Suite C  
Eules, Texas 76040

- Mailing Address: Drop Us a Line

P.O. Box 914  
Bedford, Texas 76095

- Toll Free: Give Us a Call

855-687-2877

- Fax: Send Us a Fax

817-354-6006

- Email: Type Us a Note

- Customer Service and Sales: We'll Take Care of You
  - [info@onetouchcommunionssystem.com](mailto:info@onetouchcommunionssystem.com)
- Billing Inquiries: It's Worth It
  - [billing@onetouchcommunionssystem.com](mailto:billing@onetouchcommunionssystem.com)
- Maintenance and Repairs: We'll Fix It
  - [maintenance@onetouchcommunionssystem.com](mailto:maintenance@onetouchcommunionssystem.com)