PREPARATION

**FULL CONTAINER BREW**  *(3 GALLON)*

1. Use 2 *(two)* tea bags for each complete brew cycle.

2. Make sure to use the *grey colored quick brew*, brew basket.

3. Place the tea bags flat, level, & with minimal overlap in the center of the brew basket & place the basket in the brewer.

4. Ensure the display screen message indicates the equipment is ready to brew.

5. Press the button labeled “FULL” & make sure the indicator light comes on, then press the brew button to begin cycle.

**HALF CONTAINER BREW**  *(1.5 GALLON)*

1. Use 1 *(one)* tea bag for each complete brew cycle.

2. Make sure to use the *grey colored quick brew*, brew basket.

3. Place the tea bag flat, level, & with minimal overlap in the center of the brew basket & replace the basket in the brewer.

4. Ensure the display screen message indicates the equipment is ready to brew.

5. Press the button labeled “HALF” & make sure the indicator light comes on, then press the brew button to begin cycle.

BREW IT RIGHT

1. Allow the brew cycle to completely finish before adding sweetener.

2. Discard the tea bags from the brew basket immediately after the brew cycle is complete. *NEVER RE-USE TEA BAGS.*

3. For Green Tea, Raspberry Tea, and Lemon Herbal Tea, *stir the correct sweetener packets into the container.*

   **1 (ONE) SWEETENER PACKET FOR A HALF CONTAINER | 2 (TWO) SWEETENER PACKETS FOR A FULL CONTAINER**

4. Use a clean, stainless steel spoon sufficient in length to reach the bottom of the container to mix extremely well. *STIR UNTIL THE SUGAR IS COMPLETELY DISSOLVED.*

5. Immediately place the lid on the dispenser. *DISCARD PRODUCT AFTER 8 (EIGHT) HOURS.*
**CLEANING**

**DISPENSER**

1. **WASH, RINSE, AND SANITIZE TEA DISPENSERS AFTER EACH USE.**
   - Soak inside of the tea dispenser in hot water and dish detergent for at least 5 (five) minutes.
   - Scrub the tea dispenser with a brush to remove any residue build-up or stain.
   - Rinse thoroughly. Sanitize & allow to air dry.

2. **CLEAN DISPENSER FAUCET DAILY.**
   - Remove the dispensing faucet from dispenser.
   - Use small brush to thoroughly clean inside & around faucet shank (the opening where the faucet was removed).
   - Unscrew faucet cap from faucet body & disassemble all faucet parts.
   - Transfer parts to a three compartment sink & wash, rinse, & sanitize.
   - Use small brush to thoroughly scrub the faucet body.
   - Allow the parts to air-dry overnight.
   - Re-assemble faucet components and re-attach faucet to dispenser.

**BREWER**

1. **WIPE THE EXTERIOR OF THE MACHINE DAILY.**
2. **REMOVE THE SPRAYHEAD DAILY.**
   - Wash in hot water & dish detergent, rinse, sanitize, & air-dry.
   - Ensure sprayhead holes are not blocked.
   - Wipe the sprayhead area of the brewer.
3. **THOROUGHLY CLEAN THE BREW BASKET AFTER EACH USE.**
   - The funnel tip and screen must be free of any tea particles or residue.
   - Wash with dish detergent, rinse, sanitize, & air-dry.

*For in-depth cleaning information please refer to the ITCB-DV DAILY CLEANING INSTRUCTIONS

**TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>REMEDY</th>
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<tbody>
<tr>
<td>BREW CYCLE WILL NOT START.</td>
<td>Make sure the water lines &amp; valves are open.</td>
</tr>
<tr>
<td></td>
<td>Make sure brewer is plugged in.</td>
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<tr>
<td></td>
<td>Check circuit breaker, and make sure the ON/OFF switch is working.</td>
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<tr>
<td>WEAK OR BITTER TASTING TEA.</td>
<td>Make sure the correct brew button is selected.</td>
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<tr>
<td></td>
<td>Replace the sprayhead or brew funnel tip.</td>
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<tr>
<td></td>
<td>Clean &amp; sanitize the sprayhead and basket.</td>
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<tr>
<td></td>
<td>If dirty dispenser faucet — disassemble, clear &amp; sanitize the dispenser faucet.</td>
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</tbody>
</table>

For Bunn® ITCB & TB3Q Service Issues: 1 (800) 241-COKE