

# **BREWING GUIDE**

# **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 hasket
- 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 COMPLETLY DISSOLVED.
- 5. Immediately place the lid on the dispenser. **DISCARD PRODUCT AFTER 8** (EIGHT) **HOURS.**



# **BREWING GUIDE**

# **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 throughly 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.

# TROUBLESHOOTING

## **PROBLEM**

#### BREW CYCLE WILL NOT START.

#### **REMEDY**

Make sure the water lines & valves are open.

Make sure brewer is plugged in.

Check circuit breaker, and make sure the ON/OFF switch is working.

WEAK OR BITTER TASTING TEA.

Make sure the correct brew button is selected.

Replace the sprayhead or brew funnel tip.

Clean & sanitize the sprayhead and basket.

If dirty dispenser faucet — disassemble, clear & sanitize the dispenser faucet.

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

<sup>\*</sup>For in-depth cleaning information please refer to the ITCB-DV DAILY CLEANING INSTRUCTIONS