



OWNER'S MANUAL



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INSTALLING THE TEA URN LINER



1
Unthread existing faucet



2
Install the new faucet by securing the thread



3
Move faucet to the open position



4
Place the liner in the urn and feed the white tube through the opening in the urn and through the faucet



5
Pull the tube until it is snug



6
Pull liner over the edges of the tea urn, making sure the opening to the tube is not obstructed

PROGRAMMING YOUR MACHINE



A

ENABLE BREW (ON/OFF) SWITCH

Pressing the ENABLE BREW (ON/OFF) switch pad will alternatively turn the brewer on and off. Pressing this pad during the brew cycle will interrupt the brew cycle, stopping the flow of water. Pressing this pad during programming of the brewer will exit the setup and return to the main screen.

B

PROGRAMMING (LEFT)

This hidden pad can be used to scroll backwards through the function list while in programming mode.

C

BREW (A, B, C) AND FUNCTION

When the ENABLE BREW is ON and the brewer is on the main screen (not in programming mode), momentarily pressing and releasing this pad will begin a brew cycle. These are also used to program the brewer when in the programming mode.

D

PROGRAMMING (RIGHT)

Pressing and holding this pad allows entry into the programming menus. Pressing and releasing the pad steps through each function screen while in the programming mode.

E

BATCH SELECTOR PADS

Pressing the pad corresponding to the Half or Full batch selects the amount of product to be brewed. Pressing a different pad after a brew cycle has been initiated does not change the brew batch in progress. Light indicates the selected batch to brew. Also used in programming to adjust settings on both batch sizes.

F

FUNCTION SCREEN

This is the display which shows the various functions of the brewer and allows the programming to be accomplished.



PROGRAMMING YOUR MACHINE



- 1) Hold hidden button D for 3 seconds. Keep it pressed through the message **BREW LOCKOUT** until SET LANGUAGE appears..
- 2) SET LANGUAGE: Select NO.
- 3) UNITS: Select DONE.
- 4) REVIEW RECIPES: Select YES.
 - a. **SWEET TEA**
 - i. Select **MODIFY**
 - ii. **BREW OZ:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **68**
 2. Full Brew: Change to **96**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 - iii. **DILUTE OZ:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **128**
 2. Full Brew: Change to **288**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 - iv. **DILUTE DELAY:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **4 minutes**
 2. Full Brew: Change to **6 minutes**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 5. A temporary message will appear **BREW DILUTE DELAY** that lists the settings. Don't press any buttons and it will automatically move to the next step.
 - v. **SET PULSE BREW:** Select **NO**.
 - vi. **DRIP TIME:** Select **DONE**
 1. **2 BATCHES DONE?** Select **YES**
 - vii. **SWEETENER:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **6**
 2. Full Brew: Change to **12**
 3. Press hidden button D.
 - viii. **SWEET TEA:** Select **NEXT**
 - b. **UNSWEETENED TEA**
 - i. Select **MODIFY**
 - ii. **BREW OZ:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **68**
 2. Full Brew: Change to **96**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 - iii. **DILUTE OZ:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **128**
 2. Full Brew: Change to **288**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 - iv. **DILUTE DELAY:** (Select appropriate brew size by pressing the brew size button "E" on control panel).
 1. Half Brew: Change to **4 minutes**
 2. Full Brew: Change to **6 minutes**
 3. Select **DONE**.
 4. **2 BATCHES DONE?** Select **YES**
 5. A temporary message will appear **BREW DILUTE DELAY** that lists the settings. Don't press any buttons and it will automatically move to the next step.
 - v. **SET PULSE BREW:** Select **NO**.
 - vi. **DRIP TIME:** Select **DONE**
 1. **2 BATCHES DONE?** Select **YES**
 - vii. **UNSWEETENED TEA:** Select **NEXT**
 - c. **LEFT SIDE:** Select **NEXT**
 - d. **RIGHT SIDE:** Select **NEXT**
 - e. **FLAVORED TEA:** Select **NEXT**
 - f. **ICED COFFEE:** Select **NEXT**

- 5) **ASSIGN RECIPES:** Select **YES**.
 - a. **SELECT RECIPE BREW SWITCH A**
 - i. Make sure the recipe name is **SWEET TEA**
 - ii. Select **DONE**.
 - b. **SELECT RECIPE BREW SWITCH B**
 - i. **DISABLED:** Select **DONE**
 - c. **SELECT RECIPE BREW SWITCH C**
 - i. Make sure the recipe name is **UNSWEETENED TEA**
 - ii. Select **DONE**.
- 6) SET TEMP 205°: Select **DONE**.
- 7) READY DEGREE 5°: Select **DONE**.
- 8) ENABLE ADS?: Select **DONE**.
- 9) ENABLE SANITATION: Select **DONE**.
- 10) ENABLE ENERGY SAVER: Select **DONE**.
- 11) ENABLE FRESH TIMER: Select **DONE**.
- 12) REFILL: Select **DONE**.
- 13) SPRAY OZ/M: Select **DONE**.
- 14) L DILUTE OZ/M: Select **DONE**.
- 15) R DILUTE OZ/M: Select **DONE**.
- 16) CALIBRATE FLOW?: Select **NO**.
- 17) BREW COUNTERS: Select **NO**.
- 18) ENTER ASSET #: Select **NO**.
- 19) ENTER SERVICE #: Select **NO**.
- 20) SERVICE TOOLS: Select **NO**.
- 21) FACTORY DEFAULTS: Select **NO**.

BREWING ICED TEA WITH YOUR ICED TEA BREWER



Press the ON/OFF button to turn the brewer on. The yellow light on the top right corner will illuminate when the brewer is on.



Insert the tea filter into the brew funnel.



Pour the packet of fresh loose leaf Derby Tea into the filter. Level the bed of tea leaves by gently shaking.

1 PACKET = HALF BREW 2 PACKETS = FULL BREW



Slide the funnel into the funnel rails until it stops. Remove the urn lid before brewing.



UNSWEET TEA Turn the brew filter to the far **RIGHT** before brewing.



SWEET TEA Turn the brew filter to the far **LEFT** before brewing.

BREWING ICED TEA WITH YOUR ICED TEA BREWER



To brew a Full Brew (3 gallons) press the **FULL** Brew Button



To brew a Half Brew (1.5 gallons) press the **HALF** Brew Button



BREWING SWEET TEA Press the Blue "A" button on the left and the brewing will begin.



BREWING UNSWEET TEA Press the Yellow "C" button on the right and the brewing will begin.

Following the brew will be a countdown of drip time. The message **DRIPPING** will appear on the screen, showing the time remaining until the tea no longer drips from the funnel tip.

Carefully remove the brew funnel and discard the tea leaves and filter only after visible dripping stops.

Only keep fresh brewed iced tea up to eight (8) hours.
Please discard and brew fresh iced tea.



ICED TEA BREWER DAILY CLEANING INSTRUCTIONS



BUNN®

ITB **DAILY CLEANING INSTRUCTIONS**

BREWER



STEP 1

Once a day, clean and sanitize both of the brew funnels, funnel tip and screen assembly.



STEP 2

Wipe the sprayhead panel clean with a damp cloth. Wipe down the entire outside surface of the brewer with a clean damp cloth.

TEA RESERVOIR



STEP 1

Once a day, turn the faucet in a counterclockwise direction and remove the faucet from the dispenser. Unscrew the faucet cap from the faucet body and disassemble all faucet parts.



STEP 2

Transfer these parts to a three compartment sink for cleaning. Fill the first sink with a soap solution using a mild detergent, the second sink is used for clean rinse, and the third sink with a sanitizer solution (75°F warm chlorine solution of at least 50-100 ppm).



STEP 3

Use a bristle brush (BOM #00674.0000) to thoroughly scrub the faucet body.



STEP 4

Allow the parts to soak in a sanitizer solution for a minimum of ten minutes.



STEP 5

Remove the faucet parts from the sanitizer solution and rinse thoroughly. Allow parts to air dry over night.

IF USING A TEA URN LINER, STEPS 1-5 & STEP 10 ON THIS PAGE ARE NOT REQUIRED AND DO NOT APPLY TO YOUR EQUIPMENT



STEP 6

Thoroughly clean the entire inside surface of the dispenser and the faucet shank using a small brush (BOM #00674.0000) mild detergent and water solution. Thoroughly rinse the dispenser with clean water.



STEP 7

Prepare a sanitizer solution in a clean bucket (1/4 gallon). Use a commercial sanitizer that has 50-100 ppm of available chlorine with a concentration level of at least 3% available chlorine (KAY-5 Sanitizer). Follow the mixing instructions to ensure 100 ppm of available chlorine.



STEP 8

Pour a small amount of sanitizer solution into the dispenser. Use a bristle brush (BOM #00674.0000) to clean all the way through the faucet shank. Repeat several times.



STEP 9

Thoroughly rinse the dispenser with clean water. Allow the dispenser to air dry over night



STEP 10

Assemble the faucet components and attach the faucet to the dispenser turning clockwise.

DO NOT KEEP BREWED BEVERAGES OVERNIGHT

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ICED TEA BREWER WEEKLY CLEANING INSTRUCTIONS



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ITB **WEEKLY CLEANING INSTRUCTIONS**

BREWER



STEP 1

Once a week, remove the sprayhead.



STEP 2

Remove and thoroughly rinse the sprayhead. The holes must be open and clear of any mineral deposits.



STEP 3

Use the long end of sprayhead cleaning tool to clean the sprayhead outlet fitting.



STEP 4

Re-install the sprayhead.

TEA RESERVOIR



STEP 1

Once a week, fill the dispenser with a chlorine solution (75°F warm chlorine solution of at least 50-100 ppm).



STEP 2

Draw a small amount (2 oz.) of presoak through the faucet making contact with the faucet components. Allow the dispenser to soak over night. The next morning, perform the daily cleaning procedures on the faucet and dispenser.

MONTHLY CLEANING INSTRUCTIONS

TEA RESERVOIR



STEP 1

Once a month, replace the faucet seat cup (B.O.M. #00600.0000). Discard the old seat cup.



STEP 2

The faucet assembly (B.O.M. #03260.0001) can be ordered for replacement.

**IF USING A TEA URN LINER,
STEPS 1 & 2 OF MONTHLY
CLEANING ARE NOT REQUIRED
AND DO NOT APPLY TO
YOUR EQUIPMENT**

DO NOT KEEP BREWED BEVERAGES OVERNIGHT

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BREWING ICED TEA WITH YOUR COFFEE BREWER

1½ GALLON BREW (HALF BREW)



Insert the tea filter into the tea brew funnel. Make sure to not use the same funnel that is used for coffee to avoid cross contamination.



Pour one (1) packet of fresh loose leaf Derby Tea into the coffee filter.



Slide the funnel into the funnel rails until it stops. Place glass coffee decanter under the brew funnel.



Press the brew button on your coffee brewer. This will brew one half gallon (64 ounces) of iced tea concentrate.



Pour the entire contents of brewed tea concentrate into tea urn.



Fill glass coffee decanter with water and pour into the tea urn. **REPEAT** a second time, resulting in 1½ gallons of iced tea.



SWEET TEA ONLY: Add ½ bottle (16 ounces) of CC Beverage Iced Tea Sweetener. Stir contents well.

½ GALLON OF TEA CONCENTRATE + 1 GALLON OF WATER

Carefully remove the brew funnel and discard the tea leaves and filter only after visible dripping stops.

Only keep fresh brewed iced tea up to eight (8) hours.
Please discard and brew fresh iced tea.

BREWING ICED TEA WITH YOUR COFFEE BREWER

3 GALLON BREW (FULL BREW)



Insert the tea filter into the tea brew funnel. Make sure to not use the same funnel that is used for coffee to avoid cross contamination.



Pour two (2) packets of fresh loose leaf Derby Tea into the coffee filter.



Slide the funnel into the funnel rails until it stops. Place glass coffee decanter under the brew funnel.



Press the brew button on your coffee brewer. This will brew one half gallon (64 ounces) of iced tea concentrate.



Pour the entire contents of brewed tea concentrate into tea decanter. **Place glass coffee decanter under brew funnel & repeat steps 4 & 5 using the same fresh loose leaf Derby Tea.**



Fill the glass coffee decanter with water and pour into the tea urn. **REPEAT** three (3) more times, resulting in 3 gallons of iced tea.



SWEET TEA ONLY: Add one bottle (32 ounces) of CC Beverage Iced Tea Sweetener. Stir contents well.

1 GALLON OF TEA CONCENTRATE + 2 GALLONS OF WATER

Carefully remove the brew funnel and discard the tea leaves and filter only after visible dripping stops.

Only keep fresh brewed iced tea up to eight (8) hours.
Please discard and brew fresh iced tea.



QUESTIONS? CALL (800) 238-2460

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