

ITCB BREWING INSTRUCTIONS

TEA BREWING

**STEP 1**

Begin each brew cycle with a clean, empty funnel and server. Insert a BUNN® filter into the funnel if using loose tea leaves.

**STEP 2**

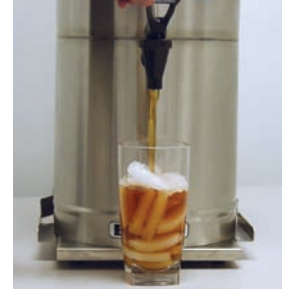
Lay a packet of fresh tea leaves into the funnel or loose tea leaves into filter. Level the bed of leaves by gently shaking. Slide the loaded brew funnel into the funnel rails until it stops.

**STEP 3**

Make sure the ON/OFF switch is ON. Press the switch of the desired batch size. Press the Brew Switch (A, B, or C) assigned to the desired product/recipe.

**STEP 4**

When tea no longer drips from the funnel tip, carefully remove the brew funnel and discard the used tea leaves. Press the ON/OFF switch to OFF to prevent a false start. Thoroughly clean and sanitize the brew funnel and funnel tip screen.

**STEP 5**

Fresh tea is available at the faucet. Drain the reservoir before starting another brew cycle.

CLEANING COFFEE AIRPOT

**STEP 1**

Open the airpot by pressing the buttons located on either side of the nozzle and lifting.

**STEP 2**

Remove the pump tube assembly.

**STEP 3**

Thoroughly rinse the entire server.

**STEP 4**

Use a clean damp cloth rinsed in mild, non-abrasive detergent to clean all surfaces.

MONTHLY CLEANING INSTRUCTIONS

**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.

DO NOT KEEP BREWED BEVERAGES OVERNIGHT

ITCB

DAILY CLEANING INSTRUCTIONS

CLEANING TEA RESERVOIR



STEP 1

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.



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.



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.



STEP 3

Clean and sanitize both of the brew funnels, funnel tip and screen assembly.



STEP 4

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



STEP 5

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