

Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

[manuals.plus](#) /

› [KOTLIE](#) /

› [KOTLIE EM-308A Single Cup Coffee Maker Instruction Manual](#)

KOTLIE EM-308A

KOTLIE EM-308A Single Cup Coffee Maker Instruction Manual

Brand: KOTLIE | Model: EM-308A

1. INTRODUCTION

This manual provides detailed instructions for the safe and efficient operation and maintenance of your KOTLIE EM-308A Single Cup Coffee Maker. This versatile machine is designed to brew a variety of coffee types, including espresso, Americano, cappuccino, and more, using multiple capsule adapters or ground coffee.

2. SETUP

2.1. Unboxing and Initial Placement

Carefully remove all components from the packaging. Place the coffee maker on a stable, flat, and heat-resistant surface near a power outlet. Ensure adequate ventilation around the unit.

2.2. Filling the Water Tank

The KOTLIE EM-308A features a 1-liter (34 oz) removable water tank. Lift the water tank from the back of the machine. Fill it with fresh, clean water up to the 'MAX' line. Avoid overfilling. Reinsert the water tank securely into its position.

2.3. Adapter Installation

Your coffee maker comes with multiple adapters for various coffee types. Select the appropriate adapter for your desired coffee. The available adapters include:

- K-Cup Capsule Adapter
- Nespresso Original Capsule Adapter
- Dolce Gusto Capsule Adapter
- Powdered Coffee Combo Adapter (includes powdered coffee filter + ESE 44mm filter)

To install, open the lever on the top of the machine, insert the chosen adapter into the brewing chamber, and close the lever firmly. Ensure the adapter is correctly seated.



For N*spresso Original Capsule



For D*Ice Gusto Capsule



For KEU* K-Cup Capsule



For 44mm ESE&Ground Coffee



Image: KOTLIE Single Cup Coffee Maker with multiple capsule adapters for Nespresso Original, Dolce Gusto, K-Cup, and 44mm ESE/Ground Coffee.

For a visual guide on setup and adapter usage, please refer to the video below.

Video: This video demonstrates the unboxing, setup, and various adapter installations for the KOTLIE EM-308A 5-in-1 Espresso Coffee Maker, including how to fill the water tank and insert different capsule types.

3. OPERATING INSTRUCTIONS

3.1. Power On and Preheating

Plug the machine into a suitable power outlet. Press the power button (usually indicated by a universal power symbol) on the control panel. The machine will begin preheating, indicated by flashing lights. Wait until the lights stabilize, indicating the machine is ready for brewing.

3.2. Selecting Coffee Type and Pre-Soak Function

After inserting your chosen capsule or ground coffee adapter, you can select additional brewing options. The control panel features a coffee bean icon for the pre-soak function. Pressing this button can enhance the flavor and intensity of your brew by pre-wetting the coffee grounds.

3.3. Adjusting Temperature Settings

The KOTLIE EM-308A offers 4 temperature settings to suit your preference:

- **Blue Light:** Ambient/Cold coffee (ideal for iced coffee when adding ice to your cup).
- **Green Light:** Medium-low temperature.
- **Yellow Light:** Medium-high temperature.
- **Red Light:** High temperature (recommended for espressos and hot coffee).

Select your desired temperature by pressing the temperature button on the control panel.



Image: KOTLIE coffee maker control panel showing power, pre-soak, temperature, and brew buttons, along with indicators for cold, medium-low, medium-high, and high temperature settings.

3.4. Adjusting Water Volume

Customize your coffee strength with 7 water volume settings. Use the sliding touch buttons on the control panel to select the desired water level. Each level corresponds to approximately 1 to 1.5 ounces, depending on the grind, pressure, and temperature.



To increase water amount for the cup, slide from the bottom up or Click on the lines, and watch the lines light up

Please note:

1. Please keep your fingers warm and dry
2. When clicking, do not touch both lines at the same time
3. When sliding, slide slowly from bottom to top, not too fast
4. After all, an very compact Espresso Machine, so if you need more than 10oz of coffee, repeat the brew!

Water Level (Laboratory data, for reference only)	Coffee Powder	ESE pod (44mm)	For Dolce Gusto	For Nespresso Original	For Kcup Capsules
	ml	ml	ml	ml	ml
First level	33.7	25.9	24.7	25.4	21.7
Second level	65	40.7	56.4	32.4	52.5
Third level	96.3	50	85.1	50.6	95.2
Fourth level	121.4	66	118.3	65	130.2
Fifth level	155.5	86.1	138.6	81.6	168.6
Sixth level	185.1	102.4	157.6	99.8	206.7
Seventh level	214.6	118	181.7	121.7	253.7

Image: Diagram showing how to adjust water volume on the KOTLIE coffee maker and a table detailing recommended water levels for various coffee types.

3.5. Brewing Coffee

Once the water tank is filled, the adapter is installed, and temperature/volume settings are selected, place your cup under the spout. Press the brew button (usually indicated by a coffee cup icon) to start brewing. The machine will automatically stop once the selected volume is dispensed.

3.6. Specialty Drinks

The KOTLIE EM-308A supports various specialty drinks:

- **Iced Coffee:** Select the blue light (ambient/cold) temperature setting. Brew directly over a cup filled with ice cubes.
- **Lattes & Cappuccinos:** For milk-based drinks, use Dolce Gusto milk capsules or separately froth milk. Brew your espresso shot, then combine with frothed milk.



Image: KOTLIE Single Cup Coffee Maker in glossy black, brewing iced coffee into a glass.

How to Make a Mellow Latte or Cappuccino

01---Brewing Milk Capsules First; 02---And then coffee capsules;



Tips:

1. Please use SB*UX or DG* Milk Capsule series + Espresso capsule.
2. Please refer to the tips on the capsule surface or visit the capsule manufacturer's website for fancy coffee ratios.



Image: Diagram illustrating how to make a latte or cappuccino using milk capsules and coffee capsules with the KOTLIE coffee maker.

4. MAINTENANCE

4.1. Cleaning

Regular cleaning ensures optimal performance and taste. The removable drip tray and water tank allow for effortless disassembly and cleaning. All removable parts should be hand-washed with mild soap and warm water. The main unit can be wiped clean with a damp cloth. The machine is **not** dishwasher safe.

4.2. Descaling

Over time, mineral deposits can build up inside the machine. The KOTLIE EM-308A will alert you when descaling is necessary. Follow the descaling instructions provided in the full product manual or on the manufacturer's website to remove calcium buildup and maintain machine efficiency.

5. TROUBLESHOOTING

If the machine is not brewing, check if the water tank is filled and properly seated. Ensure the correct adapter is inserted and the lever is fully closed. If an 'Add Water' indicator is lit, refill the water tank. For

persistent issues, consult the full product manual or contact customer support.

6. SPECIFICATIONS

Feature	Detail
Brand	KOTLIE
Model Name	EM-308A
Color	Black
Product Dimensions	13"D x 5"W x 12"H
Item Weight	9.57 pounds
Capacity	1 Liters
Coffee Maker Type	Espresso Machine
Operation Mode	Semi-Automatic
Coffee Input Type	Capsule, Ground, Pod
Special Features	Auto Shut-Off, Removable Tank, Single Cup Brew, 4 Temperature Settings, 7 Water Volume Levels, 19 Bar Pressure
Included Components	Dolce Gusto Capsule Adapter, K-Cup Capsule Adapter, Nespresso Original Capsule Adapter, Powdered Coffee Combo Adapter (includes powdered coffee filter + ESE 44mm filter)
Dishwasher Safe	No
Power Source	AC adapter

Small Machine Big Changes



Image: KOTLIE coffee maker shown with dimensions, emphasizing its compact size and ability to accommodate different cup heights.

7. WARRANTY AND SUPPORT

For warranty information, product registration, or customer support, please refer to the official KOTLIE website or contact their customer service department. Keep your purchase receipt for any warranty claims.