



## INSTRUCTIONS

Use this guide for your daily and weekly cleaning instructions. The front page displays a quick overview to use as a checklist. The additional pages show detailed steps for the cleaning processes.

### DAILY CLEANING CHECKLIST

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- ☐ **Clean Machine Exterior**
  - Wash Exterior Surfaces
  - Rinse with warm water
  
- ☐ **Wash Parts**
  - Wash drip tray and cover
  - Wipe down front panel, door and cabinet
  
- ☐ **Machine Rinse**
  - Perform at least once a day

### WEEKLY CLEANING CHECKLIST

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- ☐ **Automated Machine Cleaning**
  - Follow instructions in Care & Cleaning folder

### GENERAL MAINTENANCE

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- ☐ **Replacing Paper Filter**
  - Insert filter paper into machine
  - Feed filter paper through machine
  - Close machine and go to the Service Access screen
  - Press the Advance Paper button

### MONTHLY CLEANING CHECKLIST

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- ☐ **Brew Funnel**
  - Disconnect hose and remove funnel
  - Wash funnel and reassemble
  - Reattach hose

[continued >](#)

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## DAILY CLEANING INSTRUCTIONS

### Machine Exterior

The use of a damp cloth rinsed in any mild, non-abrasive, liquid detergent is recommended for cleaning all surfaces on the brewer.



#### Exterior Surfaces:

1. Wash the stainless steel interior surfaces of the dispenser with warm, soapy water.
  - Do not use any abrasive materials.
  - Use a soft, dry cloth to wipe down the exterior surfaces of the dispenser.
2. Rinse with warm clear water. If the water is hard, wipe the dispenser dry with a soft cloth to prevent spotting.

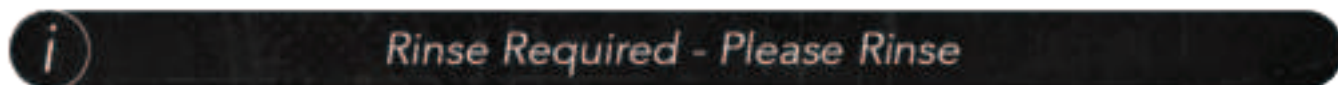
#### Daily: Parts Washing:

1. Remove and wash the drip tray and drip tray cover in a mild detergent solution. Rinse and dry thoroughly.
2. Wipe the lower front panel, door, and cabinet with a clean damp cloth.

### Automated Machine Rinse

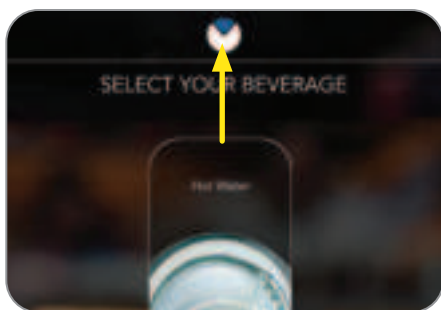
A machine rinse should be performed at least once a day. Additional machine rinses are recommended for machines that experience high usage.

When a daily machine rinse is needed, you will be prompted by the machine via a Customer Care Notice at the bottom of the main screen.

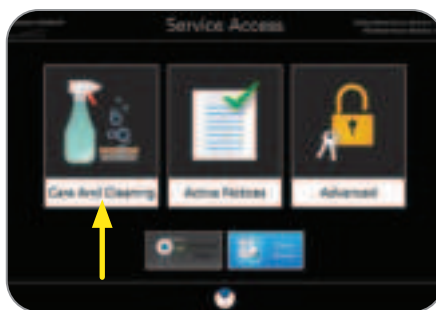


To perform a machine rinse and clear the Customer Care Notice, follow the directions below.

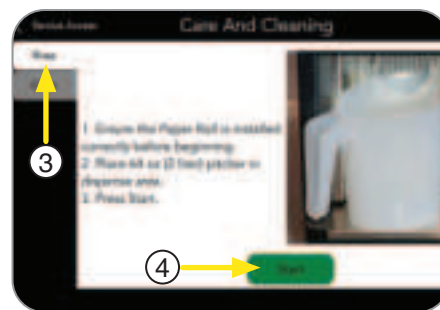
### Rinse Tab



1. Press and hold the BUNN logo at the top of the screen for 3 seconds to access the Service Access screen.



2. From the Service Access screen, press the CARE AND CLEANING button.



3. From the Care and Cleaning screen, select the RINSE tab.
4. Press the START button.

Follow the instructions on the screen until the Rinse cycle is complete (approx. 3 min).

**Daily cleaning process is complete.**

## GENERAL MAINTENANCE

### Installing Filter Paper Roll

After Initial Setup and once the initialization sequence is complete, the Filter Paper must be loaded.

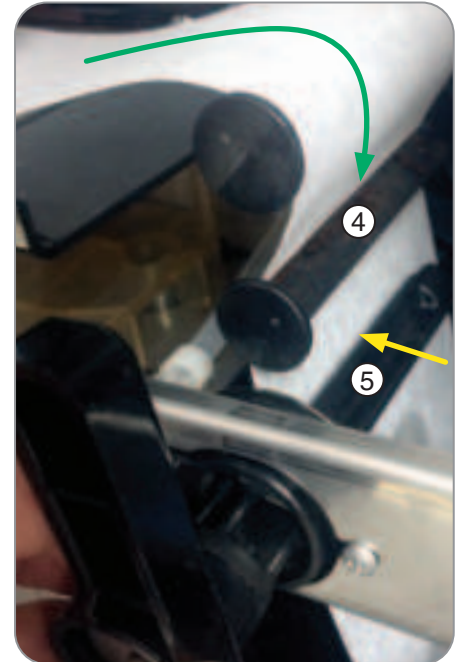
**NOTE:** If the Filter Paper is loaded incorrectly, the paper will not advance properly and tear.



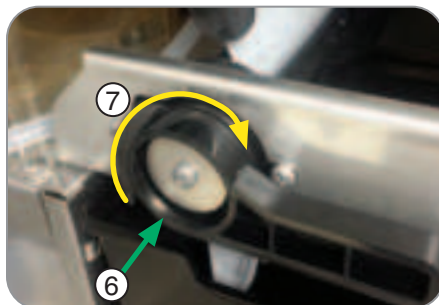
1. Open the door to access brewing system.
2. On the lower right, turn the Paper Roller handle to the vertical position, then pull forward to remove the paper take-up roller.



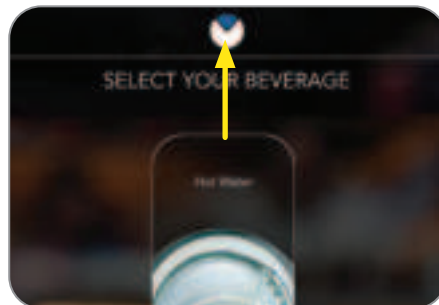
3. Load the Filter Paper.  
**NOTE:** Filter Paper should be at least three inches (3") past the take up roller position.



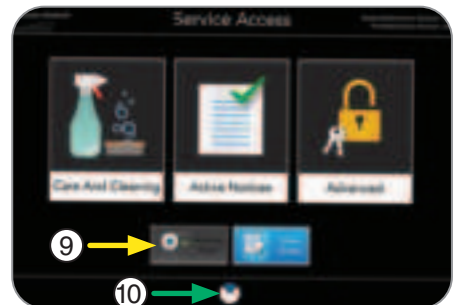
4. With the handle in the vertical position, slide the Filter Paper through the guide.
5. Next, pull the Filter Paper through the slot in the Paper Roller.



6. Push the Paper Roller in until it engages the roller drive.
7. Then turn the handle clockwise to the horizontal position.



8. Close the door, then press and hold the BUNN logo for 3 seconds or until Service Access appears on screen.



9. In the lower left corner of the Service Access screen, press and hold the ADVANCE PAPER button.

**NOTE:** It will stop when there is a sufficient amount of Filter Paper on the take-up roller.

10. Press the BUNN logo icon at the bottom of the screen to return to the home screen.

**Paper Filter Installation is complete.**

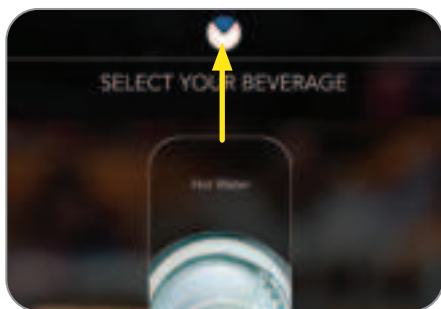
## WEEKLY CLEANING INSTRUCTIONS

### Automated Machine Cleaning

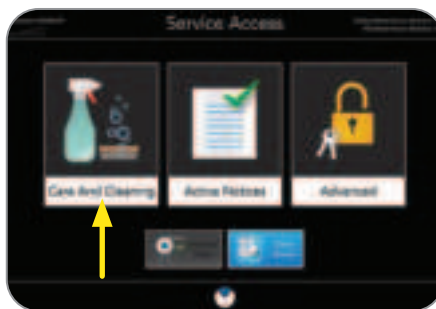
The brewer's internal components need to be cleaned weekly. This process uses a cleaning tablet and hot water to break down and remove coffee oils and deposits that have accumulated within the coffee system.

When a weekly cleaning is needed, you will be prompted by the machine via a Customer Care Notice at the bottom of the main screen. To perform a weekly cleaning and clear the Customer Care Notice, follow the directions below.

### Clean Tab



1. Press and hold the BUNN logo at the top of the screen for 3 seconds to access the Service Access screen.



2. From the Service Access screen, press the CARE AND CLEANING button.



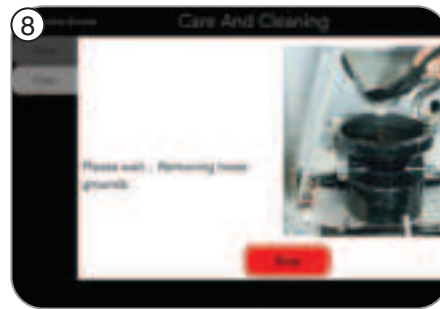
3. From the Care and Cleaning screen, select the CLEAN tab.
4. Press the START button.



5. Once the Start button has been pressed, a message saying "Please do NOT open door until prompted" will be displayed.
6. Press CONTINUE button.  
NOTE: Once a cleaning process has started, the user can not exit without completing the cleaning or performing a Stop/Reset.



7. Once the CONTINUE button has been pressed, the operator will be presented with a new screen indicating that the cleaning process has begun, and to "Please Wait... Removing Loose Grounds".



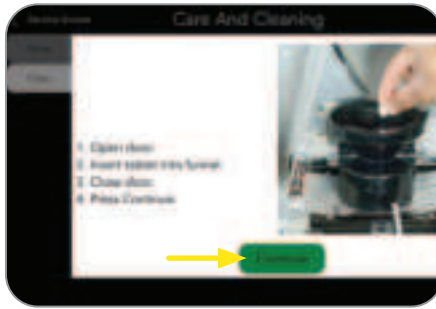
8. During the "Removing Loose Grounds" step, there is no operator interaction.  
After the step has been completed, the operator will be prompted with a new screen.  
NOTE: If at any time during the cleaning cycle, the process needs to be halted, press the STOP button.  
The machine will reset, and return to the original start-up screen.



## WEEKLY CLEANING INSTRUCTIONS



9. Press the CONTINUE button to resume the cleaning process.



10. The screen will show steps to add a CLEANING TABLET.

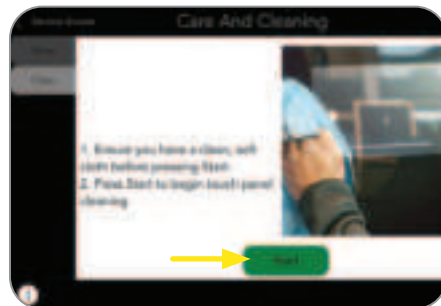
- Open door
- Insert Cleaning Tablet into Funnel
- Close door
- Press CONTINUE button



11. The operator will be shown a progress bar with the message "Please Wait... Cleaning".

When finished, the screen will return to the original startup screen.

## Touch Screen



With internal cleaning complete, the operator will be prompted to "Begin Cleaning Touch Panel".

1. Press START button.



2. Once the Start button is pressed, the Touch Screen is deactivated for 15 seconds. During this time, the screen will change and provide a countdown allowing it to be cleaned without activating any other operations.

NOTE: Clean the screen using the cloth provided in the cleaning products. The surface should be free of debris and dry to the touch when completed.

Once the allotted time for touch screen cleaning has expired, the system will reset, and return to the home screen.

**Weekly cleaning process is complete.**

## MONTHLY CLEANING INSTRUCTIONS

### Brew Funnel



1. Open front door to remove Brew Funnel.  
NOTE: Brew Funnel must be in the upper position to be removed.



2. Slide the Rubber Hose (attached to the Brew Funnel) towards the rear of the machine to disconnect it from the Brew Funnel.



3. While pressing down on both Flat Springs under the funnel arms, pull the funnel down and forward to release it from the funnel arms.

4. Wash the brew funnel using any mild, non-abrasive liquid detergent.  
NOTE: The use of abrasive cleaning detergent will damage the surface of the Brew Funnel. Thoroughly rinse and dry the Brew Funnel.



5. To reinstall the funnel, tip the top edge of the funnel under the Coffee Chute.



6. Place the Metal Pins on the Flat Springs.  
Push down and toward the rear of the machine to snap the funnel into the funnel arms.



7. Reconnect the Rubber Hose by sliding it over the funnel inlet fitting. The hose must be fully engaged on the fitting.
8. Close the front door to resume normal operation.

**Monthly cleaning process is complete.**