



Let's get
brewing.



KEURIG
COMMERCIAL
K-4500TM
Coffee Maker
Quick Start Guide

IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should be followed, including the following:



1. READ ALL INSTRUCTIONS

2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against fire, electric shock, and injury to persons do not immerse appliance, cord, or plugs in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool (90 min) before putting on or taking off parts, and before cleaning the appliance.
6. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged in any manner. Contact a Keurig Authorized Distributor to report any malfunction of or damage to the coffee maker.
7. The use of accessory attachments not authorized by the appliance manufacturer may result in fire, electric shock, or injury to persons.
8. Do not use outdoors.
9. Do not let cord hang over edge

of table or counter, or touch hot surfaces.

10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. Always attach plug to appliance first (if not permanently attached), then plug cord into the wall outlet. To disconnect, turn any control to "off" (if applicable), then remove plug from wall outlet.
12. Do not use appliance for other than intended use.
13. Use coffee maker in upright position only.
14. The appliance must be grounded using a properly grounded 3-hole outlet.
15. Only use pods intended for this appliance. If the pod does not fit, do not force the pod into the appliance.
16. **WARNING:** There is extremely hot water under pressure in the K-Cup® pod holder during the brew process. To avoid risk of injury do not lift the handle or otherwise open the handle during the brew process.

17. SAVE THESE INSTRUCTIONS

ADDITIONAL SAFEGUARDS

1. **WARNING:** Keep all plastic bags away from children.
2. **WARNING:** Used K-Cup® pods should be removed from the pod holder, and the drip tray and water reservoir (if applicable) should be rinsed clean regularly, or in part with the daily cleaning routine.
3. **CAUTION:** Keurig® recommends using only Keurig® K-Cup® pods in this appliance. Non-Keurig® brand pods may cause coffee maker malfunction or injury.
4. **CAUTION:** There are five sharp needles that puncture the pod, one above the K-Cup® pod holder and the other in the bottom of the K-Cup® pod holder. To avoid risk of injury, be aware of the needle locations.
5. **POWER CORD INSTRUCTIONS:**
 - a. A short power-supply cord is provided to reduce risks resulting from becoming entangled in or tripping over a longer cord.
 - b. Longer detachable power-supply cords or extension cords are available and may be used if care is exercised in their use.
- c. If a long detachable power-supply cord or extension cord is used:
 - i. The marked electrical rating of the detachable power-supply cord or extension cord should be at least as great as the electrical rating of the appliance.
 - ii. If the appliance is of the grounded type, the extension cord should be a grounding type 3-wire cord.
 - iii. The longer cord should be arranged so that it will not drape over the counter top or table top where it can be pulled on by children or tripped over.
6. **CAUTION: HOT COCOA/OTHER NON-COFFEE PODS:** Immediately after using a hot cocoa/other pod, run a brewer rinse cycle without a pod to avoid the possibility of clogging the exit needle. DO NOT assume the next user will do this.



Plumbing Instructions

CAUTION: This coffee maker is designed to handle local water pressures from 40 psig up to 125 psig. Consult a licensed plumber for water pressures in your area. Use plumbing fittings and tubing specified to withstand 125 psig.

WARNING: Keurig® requires the use of an external water filter such as the Omnipure KQ8A Water Filter, available from Keurig®. Failure to use a filter invalidates the coffee maker warranty.

NOTE: The equipment shall be installed with adequate backflow protection to comply with applicable federal, state, and local codes.

1. Remove all pieces of packing tape from the coffee maker and drip tray. Remove the clear plastic film from the touch screen.

NOTE: An external filter (KQ8A, #5572) can be mounted on the rear surface of the coffee maker using the mounting screws provided.

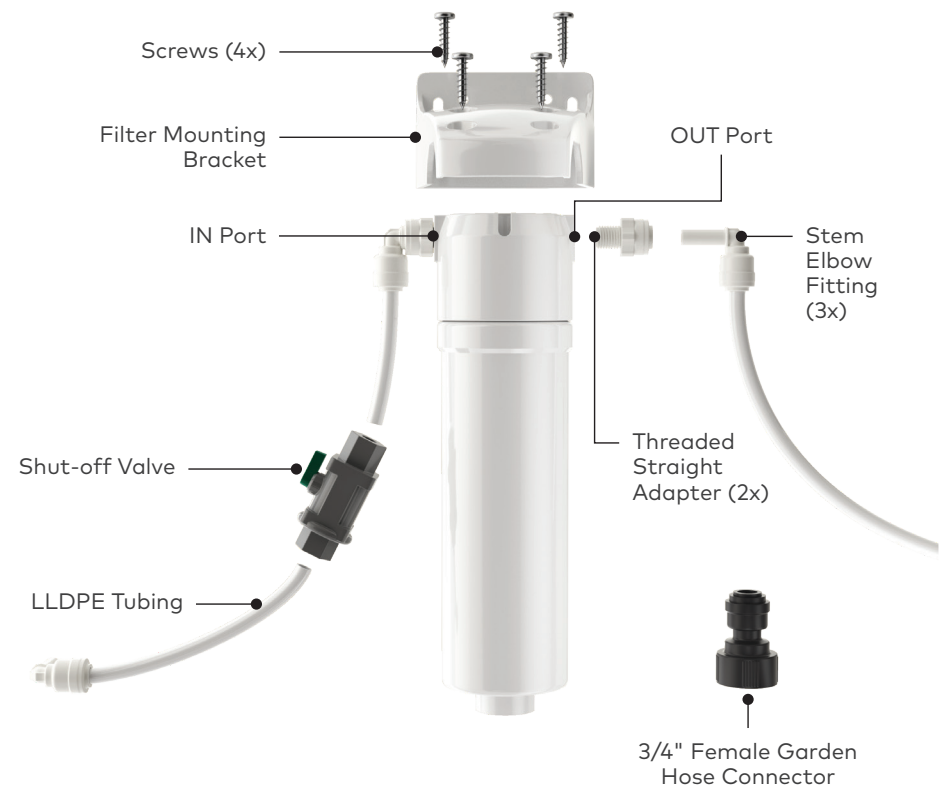
2. Attach a threaded straight adapter to both the IN and OUT ports on the Omnipure KQ8A Water Filter and tighten using an 11/16" (18 mm) wrench. Make sure the connections are secure, but do not overtighten.

3. Attach the filter mounting bracket to the Omnipure KQ8A Water Filter using the four screws provided.

NOTE: The top of the Omnipure KQ8A Water Filter has two ports labeled IN port and OUT port. Make sure these ports are aligned with the filter mounting bracket.

4. Loosen the two mounting screws located on the upper rear of the coffee maker and hang the filter kit assembly. Tighten the screws but be careful not to overtighten.

NOTE: The filter kit assembly comes with 1/4" FPT ports for both inlet and outlet, and the plumbed water inlet to the coffee maker is 3/4" female garden hose thread (Invensys solenoid valve). 1/4" OD LLDPE (Linear Low Density Polyethylene) tubing is recommended (NSF® compliant) between the filter kit assembly and the coffee maker. NSF® compliant fittings such as High Density Polypropylene type are recommended.



5. Connect a stem elbow fitting to the IN port of the filter kit assembly by pushing the stem elbow fitting into the previously attached adapter. Push firmly until the connection is secure. Secure LLDPE tubing to the stem elbow fitting in the same fashion and connect it to the local water supply.
6. You may wish to install a shut-off valve between the water source and the Omnipure KQ8A water filter. To do this, cut some LLDPE tubing to the needed size and connect it by pushing the tubing into the shut-off valve until secure.
7. Connect a long length of tubing to the OUT port of the filter kit assembly. Do not connect the coffee maker yet.
NOTE: The Omnipure KQ8A Water Filter needs an initial flush to clear any carbon deposit.
8. Place the open end of the long length of tubing in a container or sink.
9. Turn on water supply and allow at least four gallons of water to flush through the filter. Turn off water supply.
10. Cut the tubing to the length needed and connect a stem elbow fitting to the cut end of tubing. Thread the ¾" female garden hose connector onto the coffee maker inlet valve located at the lower rear of the coffee maker. Push the stem elbow fitting into the connector until secured firmly. Then, turn on the water supply.

NOTE: Water and waste piping and connections must comply with the latest code from the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO).



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Please visit

<https://commercial.keurig.com>
for additional information.



Power On and Confirm Water Supply

Locate the power switch on the back of the coffee maker and turn it on by pressing "I".

If the water supply is already hooked up and water is turned on, the coffee maker will automatically begin to fill the internal hot water tank. Make sure the coffee maker is plumbed and the water supply is on in order to proceed.



Heat Up

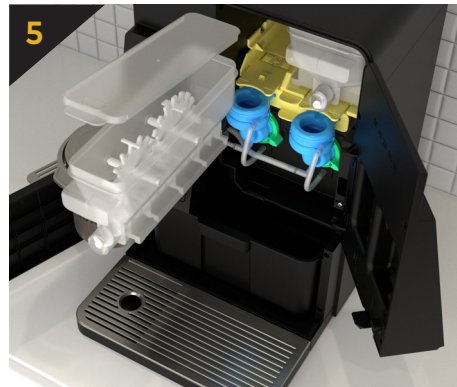
Once the coffee maker fills the internal hot water tank, it will begin heating the water. The heating process will take about three minutes.

NOTE: This will only happen when the coffee maker is first turned on or when it comes out of standby mode.



Follow Instructions on Screen

The screen will guide you through setting up your coffee maker for the first time.



Rinse Brew

When prompted to select your beverage, press **12 oz.** and then the **Ⓚ** button to start the brewer rinse cycle. Repeat brewer rinse cycle 2 or more times. When the brewer rinse cycle is complete, discard the hot water from the mug. The coffee maker will enter standby mode and will be ready to brew your first K-Cup® pod.

CAUTION: During the brewing process, there is extremely hot water passing through the K-Cup® pod holder. To avoid injury, do not lift the handle during the brewing process.

Filling Powder Hoppers

To fill the powder hoppers, open the pod bin door. Open the door with the display by using the button found on the left-hand side under the touch screen door. Push down on the clips that hold the powder hoppers and pull the hoppers forward. Remove the lids to the powder hoppers and pour the milk powder into the larger hopper and the flavor powder into the smaller hopper. Replace the lids. Push the powder hoppers back in and close the door.



Place Mug & Pod

Place a mug on the drip tray plate. Lift the handle, and place a K-Cup® pod in the K-Cup® pod holder.

Lower the handle completely to close the lid.

NOTES:

Do not remove the foil lid on the K-Cup® pod.

This appliance is not compatible with reusable pods.



Select Beverage

The screen will show a menu of beverages based on the K-Cup® pod you inserted. You can customize your coffee (3 strengths and 3 temperature settings) or you can select a specialty beverage.

CAUTION: While brewing, there is extremely hot water in the K-Cup® pod holder. To avoid injury, do not lift the handle during the brewing process.



Enjoy!

Brewing is finished when you see the screen display "Brewing Complete."



Coffee Maker Features

Specialty Beverages: This coffee maker includes two hoppers to brew specialty beverages; one hopper for milk, and a second hopper for chocolate or French Vanilla powder.

MultiStream Technology: Innovative new MultiStream Technology extracts full flavor and aroma from your favorite K-Cup® pods for an exceptionally flavorful experience in every cup. This coffee maker is not compatible with reusable pods, the five needles above the K-Cup® cannot puncture the plastic lid.

Strong Brew: Increases the strength and bold taste of your coffee's flavor. For bolder coffee, press the **Strong** or **Extra Strong** button; the selected button will be highlighted in brown.

Separate Delivery Path: For hot water; allows you to dispense outside of the coffee delivery path. Press the button for hot water, select your brew size, and then press the  button.

Commercial Rating: Ensures that the K-4500™ coffee maker will stand up to the demands of your coffee station. Enjoy the convenience of a touch screen, an industrial-grade easy-grip handle, and a plumbed water tank for back-to-back brewing.

Brewing Iced Beverages: Fill a 16 oz. cup (do not use glass) to the top with ice and place a K-Cup® pod into your coffee maker. Select your brew size—we recommend selecting 6 oz. or 8 oz. on **Strong**.

High Altitude Brewing: When brewing in higher altitudes (5,000 feet), please enable the High Altitude Brewing mode on your coffee maker. To enable this mode, you will need to access the Technician Menu. This is located by pressing the top-right corner of the screen. For more information on the Technician Mode, please contact your Keurig® Authorized Distributor.

Travel Mug Friendly: Move the flip-up drip tray up or remove the drip tray to accommodate a travel mug.

Temperature: You can increase the temperature of your coffee. For hotter coffee, press the **Hotter** or **Extra Hot** button to be highlighted in brown.

NSF® Rating: This coffee maker is certified by the National Sanitation Foundation (NSF) for use in foodservice outlets. (NSF -4)

Energy Save Mode: The coffee maker will automatically go to sleep after 8 hours when not in use.

COFFEE MAKER CARE

Regular cleaning keeps your coffee maker running smoothly. **Always be sure to turn off your coffee maker before cleaning.** For detailed coffee maker cleaning instructions, videos, and the full Use & Care Guide, visit commercial.keurig.com.

If the coffee maker has been in storage, or hasn't been used for days, run a cleansing brew before brewing your beverage.

Periodically **hand-wash** the drip tray with warm, soapy water. Rinse clean.

CAUTION: The drip tray is the only part that is dishwasher safe. It is preferred that you hand-wash, but it is okay to use in the dishwasher.



Keurig Green Mountain, Inc. warrants to the original purchaser that its coffee maker will be free of defects in materials or workmanship under normal use for one year from the date of purchase. Keurig, a Keurig Authorized Distributor or Service Agent will, at their option, repair or replace a defective coffee maker under this warranty without charge upon its receipt of proof of the date of purchase. If a replacement coffee maker is necessary to service this warranty, the replacement coffee maker may be new or reconditioned. If a replacement coffee maker is sent, a new limited one-year warranty will be applied to the replacement coffee maker. This warranty only applies to coffee makers operated in the United States and Canada. This warranty gives the original purchaser specific legal rights, and you may also have other rights that vary from state to state and, in the case of Canada, from province to province. If you obtained this coffee maker through sale or rental from a Keurig Authorized Distributor, you may also want to refer to your distributor's warranty policies. Only the use of Keurig® K-Cup® brand pods and accessories will guarantee the proper functioning and lifetime of Keurig® K-Cup® coffee maker. Any damage to or malfunction of your coffee maker resulting from the use of non-Keurig® K-Cup® brand pods and accessories may not be covered by this warranty or may result in a service fee if the damage or malfunction is determined to be caused by such use.

What is not covered by the Limited Warranty?

THIS WARRANTY DOES NOT COVER CONSEQUENTIAL OR INCIDENTAL DAMAGES SUCH AS PROPERTY DAMAGE AND DOES NOT COVER INCIDENTAL COSTS AND EXPENSES RESULTING FROM ANY BREACH OF THIS WARRANTY, EVEN IF FORESEEABLE. Some states or provinces do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you depending on the state or province of purchase. Nor does this warranty cover damages caused by use of non-Keurig® K-Cup® brand pods or accessories, services performed by anyone other than Keurig or its authorized service providers, use of parts other than genuine Keurig® parts, or external causes such as abuse, misuse, inappropriate power supply, or acts of God.

Other Limitations

THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ANY OTHER EXPRESS WARRANTY, WHETHER WRITTEN OR ORAL. IN ADDITION, KEURIG HEREBY SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO YOUR K-4500™ COFFEE MAKER, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Some states or provinces do not allow disclaimers of such implied warranties or limitations on how long an implied warranty lasts, so the above limitation may not apply to you depending on the state or the province of purchase.

How do You obtain warranty service?

Keurig® coffee makers are high-quality appliances and, with proper care, are intended to provide years of satisfying performance. However, should the need arise for warranty servicing, simply call your Keurig® Authorized Distributor (KAD) who originally sold you the coffee maker or your Keurig® Authorized Service Provider (KASP) for full support. To be reconnected with your KAD or KASP, please call Keurig at 1.888.287.2739 ext. 5.

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Open Source Compliance

For information on the open source compliance for this coffee maker, please visit <https://commercial.keurig.com/compliance>.

Authentic, full-flavored coffeehouse taste.



One perfect cup at a time, anytime.

Have questions?

We're here to help.

Visit Commercial.Keurig.com for troubleshooting videos, maintenance recommendations, and the full Use & Care Guide.

Still need help?

Give us a call at 1.888.287.2739 ext. 5