



RESTART: FILTER COFFEE MACHINE

Check that you have all the appropriate supplies: Large bottle brush, clean towels, Urnex Cafiza®

1. If the water source to the machine has been shut off, **turn the water ON** before powering up the machine.

NOTE: If the Machine has been off for more than 30 days the filtration may need to be replaced

2. **Once the water source has been turned on, proceed to turn on the main power on the coffee machine.** Depending on the size of your machine it will take 15-30 minutes the machine to heat up. The machine will have a ready light or indicate on the display when it is ready

3. Remove the brew basket and clean with hot water and a 2 Tabz® or 2 tsp. of Cafiza® remove any residue

4. Put 1 Tabz® or 1tsp of Cafiza® into the brew basket (s) and slide it back on the Machine

5. While the machine is heating; open the thermal servers and inspect each one. Make sure they are empty. If there is any remaining coffee discard it.

6. When the machine is heated place the thermal server under the brew basket and run a **full brew cycle.** (if it is a dual brewer run both sides)

7. When the cycle is finished, empty the server **through the tap**

8. **Repeat steps 6 and 7 for each server.** Inspect the inside of each server, if there is significant black residue in the server, **go to step A. If not, skip to step B**

- a. **Repeat step 6,** and let the server sit for 15 minutes. After 15 minutes, scrub the inside with a bottle brush, empty the water and rinse thoroughly.

- b. **If the server is clean,** rinse thoroughly.

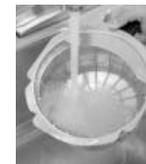
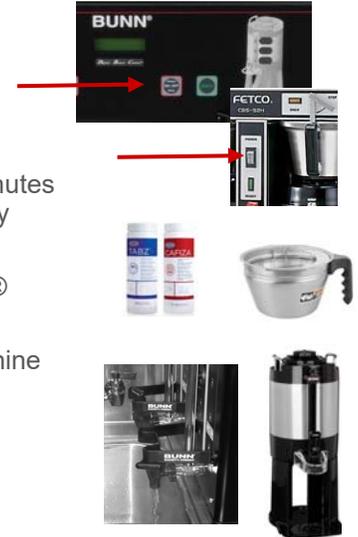
9. Remove the brew basket (s) and rinse thoroughly

10. With the brew baskets removed, wipe down the spray head area with a clean damp cloth.

11. Wipe down the exterior of the machine

12. Prepare a full Batch of coffee and taste. (see Preparation Guide)

NOTE: if using beans and a grinder; Before making coffee, first refer to the 'Reopening with Filter Coffee Grinder' document on the following page.



If you experience any technical problems, please contact Illy Caffè Technical Service at 1(800) 872-4559 to initiate a service call. One of our team members will contact you to troubleshoot the issue



RESTART: FILTER COFFEE GRINDER

Check that you have all the appropriate supplies.: Bean tin key, clean towels, Urnex Cafiza® or Tabz®, Urnex Grindz® if applicable

1. Discard any open tins of coffee and open a new one. (see attached guide)
2. If there is coffee left in the grinder :
 - a. **If you have a grinder with removable hoppers;** Remove the hopper, discard the beans and grind through the remaining beans
 - b. **If you have a grinder with non-removable hoppers:** Use a cup to scoop out as many beans from the hopper that you can and grind through the remaining beans



3. While the hopper is empty, wipe down the inside with a soft clean cloth. Then, if applicable, put the hopper back on the grinder



Note: if there is stubborn build up Inside the hopper make a solution of 1 tsp. Cafiza® or 1 Tabz® and 16oz of hot water. Wet the corner of a clean towel with the solution and ring the towel so it is damp not wet. Use the corner to clean off the build-up and wipe clean with the dry side of the towel



4. **If you stock Urnex Grindz® grinder cleaner:** Pour 2 capfuls of the Grindz® cleaner into the hopper and grind the product through. Then wipe down the hopper with a clean towel. Fill the hopper 1/4 full with fresh coffee. Grind through 1 full batch of coffee. (See attached guide for Grindz® instructions)

- 4A. **If you do not stock Grindz®;** Fill the hopper 1/4 full with fresh coffee. Grind through 2 full batches of coffee.



5. With a clean dry cloth wipe down the underside of the grinder where the ground coffee exits .

Removable Hoppers



Non-removable Hoppers



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CARE AND OPENING THE 3K AND 1.5K TIN FOR FILTER COFFEE

Before opening, the coffee should be stored in a cool dry place –
Never in the refrigerator or freezer.

Unopened, the 3 kilo and 1.5 kilo tin have a shelf-life of 3 years.

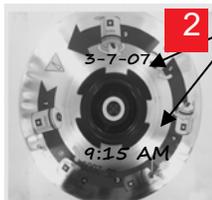
Once opened, the coffee must be used within 5 days. To ensure best quality, store coffee properly.

THE TIN MUST BE OPENED AND DEGASSED 8 HOURS BEFORE



1

With the pointed end of the bean tin key, remove the white rubber seal from the cap. (Do not discard the rubber seal!) This will release the pressurized gas from the tin.



2

Mark the date and time it was opened on the top of the tin. Keep tins properly rotated.

An open tin must be used within 5 days of opening

TINS MUST BE DEGASSED 8HRS BEFORE USE



3

Attach the round end of the bean key on the cap and slowly twist counterclockwise to open.



4

Pour only what you will need for 1 hour into the filter coffee grinder hopper.



5

Put the white rubber seal back onto the cap and twist the cap clockwise to secure on the tin.

.Store the tins in a cool dry place. Keep coffee tins properly rotated.

Any beans left in the grinder hopper at the end of the day should be placed back in the tin and closed tightly.

The same 1.5 Kilo Decaf Tin can be used for both Espresso and for the filter drip coffee. Fill the filter coffee grinder with as much decaf as is needed for 1 day.

FILTER COFFEE STANDARDS

Formula

1 gram of fresh ground illy coffee for each liquid ounce of water.

(1 gal. (128 oz) = 128 gm) | Water brewing temperature: 205°F



Standards

- Always store filters paper properly. Filters should be kept in the original plastic that will maintain their shape and protect from moisture and odors.
- Do not store paper filters on top of the brewer where it is hot
- Grinder should be clean, hoppers free of oil build-up and the chute clear of grounds
- Brewing equipment should be clean. Brew baskets and spray-head area are clean and free of build-up.
- Containers must be clean and pre-heated before use.
- Never grind coffee or open frac-packs to load the basket with ground coffee in advance. Grind or open packs only if you are ready to brew.
- If using Frac-packs, always use the proper number of bags for the batch size.
- Allow the coffee to finish the brew and dripping cycles before removing the basket.
- Never draw coffee until the brew and dripping cycles are complete. This causes an unbalanced brew.
- Never re-use spent grounds.
- Always discard old coffee and rinse container before brewing fresh coffee.
- Coffee is best served within 30 minutes of brewing. Maximum holding time is 2 hours.
- Never reheat coffee.



DAILY CLEANING – BUNN AXIOM BREWERS

With removable hopper grinders, return the coffee to the tin and seal. Wipe out the oily residue from the inside of the hoppers and wipe down the surfaces of the machine with a dry soft cloth.

With a fixed hopper grinder wipe out the oily residue from the inside of the hopper.



PROCESS



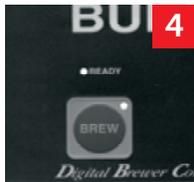
1 Add 1 tsp of Cafiza cleaner or 1 Tabz cleaning tablet into the brew basket.



2 Slide brew basket all the way back along its tracks.



3 Place empty server under brew basket.



4 Run a brew cycle. When cycle is complete remove container and let sit for 1/2 hour. Repeat process with all servers.



5 Remove brew basket and rinse clean.



6 Wipe spray head area thoroughly with a clean non-abrasive cloth.



7 With a clean nonabrasive cloth, wipe down the surface areas of the machine.



8 Using a large bottle brush scrub the inside of the airpot.



9 Empty the containers.



10 To rinse containers, repeat step 3 without cleaner and empty servers.

SPRAYHEAD CLEANING



Periodically the spray-head should be removed and checked for blockage.



The holes can be cleared with a paperclip.



The sprayhead must be put back before brewing coffee.

Never send containers through the dishwasher! This can cause damage reducing its ability to hold heat.

DAILY CLEANING – BUNN DTB BREWERS

With removable hopper grinders, return the coffee to the tin and seal. Wipe out the oily residue from the inside of the hoppers and wipe down the surfaces of the machine with a dry soft cloth.

With a fixed hopper grinder wipe out the oily residue from the inside of the hopper.



PROCESS

-  **1** Add 1 tsp of Cafiza cleaner or 1 Tabz cleaning tablet into the brew basket.
-  **2** Slide brew basket all the way back along its tracks.
-  **3** Place empty server under brew basket.
-  **4** Run a brew cycle. When cycle is complete remove container and let sit for 1/2 hour. Repeat process with all servers.
-  **5** Remove brew basket and rinse clean.
-  **6** Wipe spray head area thoroughly with a clean non-abrasive cloth.

-  **7** With a clean nonabrasive cloth, wipe down the surface areas of the machine.
-  **8** Using a large bottle brush scrub the inside of the airpot.
-  **9** Empty the containers.
-  **10** To rinse containers, repeat step 3 without cleaner and empty servers.

NEVER SEND CONTAINERS THROUGH THE DISHWASHER! THIS CAN CAUSE DAMAGE.

DAILY CLEANING – BUNN BREWERS

With removable hopper grinders, return the coffee to the tin and seal. Wipe out the oily residue from the inside of the hoppers and wipe down the surfaces of the machine with a dry soft cloth.

With a fixed hopper grinder wipe out the oily residue from the inside of the hopper.



PROCESS



1 Add 1 tsp of Cafiza cleaner or 1 Tabz cleaning tablet into the brew basket.



2 Slide brew basket all the way back along its tracks.



3 Place empty server under brew basket.



4 Run a brew cycle. When cycle is complete remove container and let sit for 1/2 hour. Repeat process with all servers.



5 Remove brew basket and rinse clean.



6 Wipe spray head area thoroughly with a clean non-abrasive cloth.



7 With a clean nonabrasive cloth, wipe down the surface areas of the machine.



8 Empty the servers.



9 To rinse servers, repeat step 3 without cleaner and empty servers.

SPRAYHEAD CLEANING



Periodically the spray-head should be removed and checked for blockage.



The holes can be cleared with a paperclip.



The sprayhead must be put back before brewing coffee.



Never submerge containers in water.



Never send containers through the dishwasher! This can cause damage reducing its ability to hold heat.

DAILY CLEANING – BUNN TITAN BREWER

Wipe out the oily residue from the inside of the hoppers and wipe down the surfaces of the machine with a dry soft cloth. With a brush, clean the coffee chute on the underside of the grinder.

NEVER SEND CONTAINERS THROUGH THE DISHWASHER! THIS CAN CAUSE DAMAGE.



PROCESS



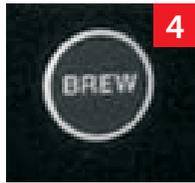
1 Add 2 tsp of Cafiza cleaner or 2 Tabz cleaning tablet into the brew basket. Slide brew basket all the way back along its tracks.



2 Place empty server under brew basket.



3 Choose full batch option on brewer



4 Run a brew cycle. When cycle is complete remove server and let sit for 1/2 hour. Repeat process with all servers



5 Wipe spray head area thoroughly with a clean non-abrasive cloth. See cleaning Instructions.



6 With a clean nonabrasive cloth, wipe down the surface areas of the machine.



7 Empty the servers and rinse thoroughly with hot water



8 Remove brew basket and rinse clean.

SPRAYHEAD CLEANING



Periodically the spray-head should be removed and checked for blockage.



The holes can be cleared with a paperclip.



The sprayhead must be put back before brewing coffee.

Never send containers through the dishwasher! This can cause damage reducing its ability to hold heat.

SMALL WARES CLEANING AND MAINTENANCE



GRINDZ

Grinder Cleaning

Daily, use one capful for each grinder.

For the dual grinder for drip coffee, 1 capful per hopper

1. For espresso: Remove the tin from the grinder and remove the tin adaptor from the tin. Reseal the tin with the original cap. Place the adaptor back on the top of the grinder
2. Put 1 capful of 'Grindz' directly into the adaptor or in the hopper of the grinder.
3. Grind the 'Grindz' cleaner through completely.
4. Remove the adaptor / hopper from the grinder. Using the grinder brush and a microfiber cloth, wipe down the inside of the adaptor / hopper
5. Put adaptor / hopper back on the grinder
6. Wipe down exterior of grinder.
7. For drip grinder empty remaining coffee back in the tin and use 1 capful for each hopper grind through, remove and clean hoppers with a dry soft cloth wipe down all the exterior surfaces and slide hopper back onto the grinder

Before making coffee for consumption, run some coffee beans through the grinder to remove any remnants of the Grindz