

For your convenience, Keurig provides laminated Daily Cleaning Cards that can be given to the housekeeping staff for their cleaning carts. The following instructions detail how to clean the Keurig Brewer for daily use:

Daily Cleaning Instructions

RECOMMENDED MAINTENANCE SCHEDULE

1. Remove used K-Cup if necessary
2. Inspect K-Cup holder; clean if necessary
3. Inspect water tank
4. Rinse and clean drip tray and drip plate
5. Wipe down brewer's exterior surfaces

Daily



1. Remove used K-Cup® from brewer

- Push "Press To Open" Button
- Remove used K-Cup if necessary



OPEN BREWER



REMOVE USED K-CUP

2. Inspect K-Cup Holder

- If there are grounds in K-Cup holder, remove and rinse thoroughly

Note: Removing K-Cup holder: Grasp the top of the K-Cup holder with one hand while pushing up on the bottom of the K-Cup holder from underneath with the other hand until K-Cup holder releases.

- Snap K-Cup holder back into place from the top

CAUTION: There are sharp needles that puncture the K-Cup above the K-Cup holder and in the bottom of the K-Cup holder. To avoid risk of injury, do not put your fingers in the K-Cup Chamber.



REMOVE K-CUP HOLDER

3. Inspect Water Tank

- Lower handle completely (water fill lid will open)
- If there is water in tank, empty tank as follows
 - Drain via "Brew" button
 - ⊗ Close water tank lid
 - ⊗ Place cup on drip tray
 - ⊗ Push and hold "Brew" button until completely drained (unit must be plugged in)-takes 5 seconds before water flows
 - ⊗ Release button when no more water flows



Lower Handle



Drain Brewer

4. Rinse & Clean Drip Tray and Drip Plate

- Empty and rinse in sink if necessary
- Wipe down with soft, damp cloth
- Replace drip tray into brewer



Drip Plate

Removable Drip Tray

5. Wipe Down Brewer

- Clean brewer with soft, damp cloth
- For best results use a lint free cloth and avoid use of cleaning agents

Other than annually de-scaling, your Keurig Brewer will require very little maintenance. Based on the type of water used in the water tank, you should maintain an annual schedule for descaling all your brewers.

Procedure to De-Scale the Brewer - at least annually

Depending on the mineral content of the water in your area, calcium deposits or scale may build-up in your brewer. Descaling your brewer helps maintain the heating surface and other internal parts that come in contact with water. If you find the brewer is taking more than 4 minutes to brew, you should de-scale it.

Step 1: Make sure you have at least 8 ounces of liquid Citric Acid on hand. If you are using a powder based Citric Acid cleaner, mix according to the manufacturer's instructions. You will also need a 10 oz. ceramic cup (do not use a paper cup) and access to a sink.

Step 2: Fill water tank with 8 liquid ounces of Citric Acid up to the FILL LEVEL mark. Place a ceramic cup on the drip tray.

Step 3: Close the lid, and perform a brew into the ceramic cup without adding a K-Cup.

Step 4: Pour the contents of the ceramic cup into the water tank (caution: the liquid will be hot), and close the lid. Start a brew, but power off the brewer just after it starts to dispense, and then allow it to sit for at least 30 minutes.

Step 5: After the prescribed period of time, perform a brew without adding a K-Cup. Empty the contents of the ceramic cup into the sink (caution: contents may be hot).

Step 6: Fill the water tank with 8 ounces of fresh, cold water (bottled recommended), close the water fill lid, place a cup on the drip tray and perform a brew.

Step 7: Repeat Step 6 three times (with no K-Cup in place) to cleanse the brewer's plumbing and get rid of any residual taste from the Citric Acid. Please note, you may need to repeat the de-scaling procedure to fully de-scale the brewer.

Trouble Shooting

Please refer to the following "troubleshooting" guidelines, should any issues arise with the daily operation of your Keurig Brewers.

Brewer Will Not Brew

1. Check that Brewer is Plugged in.
2. Is there Water in the Water Tank?
Pour up to 8 ounces of water into water tank and close lid. – Press brew button.
3. Is the "Place Cup" Light Flashing?
Yes-
 - Place a cup or mug on drip tray of brewer. Press brew button.
 - If mug/cup is present on drip tray, try another mug/cup. If the problem persists, contact your distributor.

No, and there is no mug on drip tray -
- Cup sensor is not functioning. Contact your distributor.

4. Check for Grounds that Clog the K-Cup Holder Exit Needle

Follow directions in Use and Care manual on page 3 to clear clogged exit needle, then rinse with water thoroughly and snap K-Cup Holder back in place. Make sure you replace funnel in K-Cup holder.

5. Check for Grounds in the Water Tank

In the event that coffee grounds are poured directly into the B130 water tank, you will need to service and clean the brewer to keep it operational.

If coffee grounds are present in the water tank, you must vacuum out the water tank with the Keurig wet vacuum cleaner adaptor. Please follow instructions included with the adaptor, or on the following page of this guide.



The Keurig K-Cup® Portion Pack

Note: To brew K-Cup® Portion Packs, **DO NOT REMOVE** the foil lid, or puncture. K-Cup should be placed in brewer with the foil lid on.

