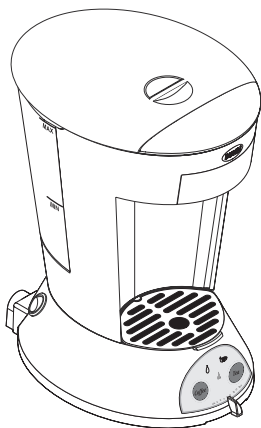


USE AND CARE OF YOUR

**BUNN**<sup>®</sup>

# My Café<sup>™</sup> Automatic Tea & Coffee Pod Brewer



**Model MCA**

**COMMERCIAL TYPE**

The Bunn logo is a registered trademark of Bunn-O-Matic Corporation.  
My Café is a trademark of Bunn-O-Matic Corporation.

## **RECORD MODEL & SERIAL NUMBER**

*In order to receive accurate and timely warranty assistance, it is important to record the Model and Serial Number information located on the bottom of the brewer. A space is provided below for this information.*

MODEL: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

**Record these numbers from the  
bottom of the brewer, before  
filling the brewer with water.**

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This symbol alerts you to the risk of fire or electrical shock in the accompanying message.



**Hazardous Voltage!**

**Can Cause Fire Or Electrical Shock!**

Do Not Disassemble The Brewer!

There Are No User Serviceable Parts Inside!

Repair Should Be Done By Authorized Service Personnel!

(Refer to page 25)

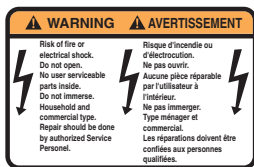
Keep this booklet for future reference.



This symbol alerts you to important operating and service instructions.

## USER NOTICES

Carefully read and follow all notices on the equipment and in this manual. They were written for your protection. All notices on the equipment should be kept in good condition. Replace any unreadable or damaged labels by calling BUNN® at 1-800-870-0894 or visit our web site at [www.bunn.com](http://www.bunn.com).



# 37267.0000

# 37280.0000



# 37282.0000



# 37281.0000



## INTRODUCTION

The BUNN® My Café™ Automatic Tea & Coffee Pod Brewer is designed to personalize your brewing experience by allowing a single cup brew of perfectly balanced coffee or tea.

BUNN® brewers are recognized in homes, offices and restaurants throughout the world as the very finest.

## SPECIFICATIONS

**Electrical** - This brewer has an attached, 3-prong grounded cord set and requires 2-wire service with ground, rated 120 volts ac, 12 amps, single phase, 60 Hz. Components include a 1450-watt tank heater.

**NOTE:** Do not operate brewer on the same outlet as other electrical appliances.

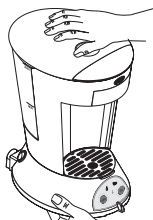
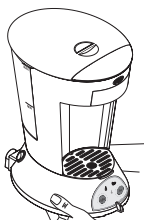
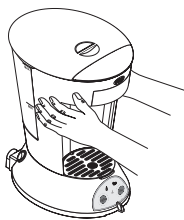
**Dimensions** - 13 <sup>1</sup>/<sub>16</sub> in. High; 7 <sup>13</sup>/<sub>16</sub> in. Wide; 11 <sup>1</sup>/<sub>16</sub> in. Deep.

**Brew Capacity** - Approx. 4 oz. to 12 oz. serving in one ounce increments. Reservoir holds 46 oz. of water.

**Weight** - 8 <sup>1</sup>/<sub>16</sub> pounds; includes pod brewer, pod holder, lid, reservoir, drip tray and drip tray grate.

## IMPORTANT HANDLING INFORMATION

To avoid dropping and damaging the brewer or reservoir, do not attempt to pick the brewer up by the reservoir or lid. Always grasp the brewer by the sides, bottom, or top and bottom of the brewer.



P3027

## IMPORTANT SAFEGUARDS



*Follow these basic safety precautions when using electrical appliances to reduce the risk of fire, electric shock, and/or personal injury:*



- Read all instructions.
- Do not touch hot surfaces. Use handles or knobs.
- To protect against electric shock, do not place cord, plug, or brewer in water or liquid.
- Close supervision is necessary when the brewer is used by or near children.
- Unplug from outlet when not in use for extended periods of time and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning.
- Do not operate the brewer with a damaged cord or plug, or after the brewer malfunctions or has been damaged in any manner. Return the brewer to an Authorized Service Facility for examination, adjustment, or repair. (Refer to page 25)
- The use of an accessory not evaluated for use with this brewer may cause injuries and is not authorized.
- For indoor use only. Do not use outdoors.
- Do not let the power cord hang over edge of table or counter, or touch hot surfaces.
- Do not place the brewer on or near a hot gas or electric burner, or in a heated oven.
- Do not use brewer for other than its intended use.
- Do not insert or remove pod holder while brewing. Press the coffee or tea button to stop or cancel a brew cycle.
- A canceled brew cycle is not held in memory. The next brew cycle will dispense full volume based on the volume setting.
- To avoid container overflow, empty mug before each brew cycle.
- Never place hands directly under the pod holder. Hot water and steam can be present.
- Do not place brewer in a sink or near other water source. Remove reservoir and fill separately or use the slide lid.
- When the brewer is idle, the lid should be in the closed position.
- Always use a mug or bowl that is larger than the brew volume selected.
- Keep hands away if container overflows. Wait until brew finishes, let liquid cool, then lower volume setting or use a larger mug.
- Never brew without the pod holder insert in place. Excessive pressure on the pod could result in coffee or tea escaping from the holder and into the container. Hot liquid splash and burns could occur.
- Use cold water only.
- Do not place torn pods or use ground coffee in pod holder.



## SAVE THESE INSTRUCTIONS



- A short power-supply cord is used to reduce the risks resulting from becoming entangled in or tripping over a longer cord.
- If an extension cord is used, the marked electrical rating of the extension cord should be at least as great as the electrical rating of the brewer, and the cord should be arranged so that it will not hang over the edge of the table or counter where it can be pulled on by children or tripped over.
- The extension cord must be of the 3-pronged, 3-socketed, grounding type, 3-wire cord. (Including grounding conductor).



## GENERAL INFORMATION



*Improper installation could result in permanent damage and void the limited warranty. Read & follow instructions on page 9 or 10.*

- Use **CAUTION** when dispensing hot water from the brewer. The water from your BUNN® Pod brewer is approximately 200°F. This is approximately 50°F hotter than the hot water from your faucet and must be handled with care.
- This brewer is designed to remain plugged in at all times (except during initial installation, cleaning, or when brewer will not be used for an extended period of time).
- A power switch is provided on the lower left side to completely shut off all electrical components when your plans take you away from the brewer for three or more days. Safety features, designed into the BUNN® Pod brewer, make the daily use of this switch unnecessary.
- Whenever the brewer has been shut off or unplugged for an extended period of time, rinse the reservoir and refill with fresh cold water before using. It is also recommended that the brewer be cycled. (See page 18)
- Your BUNN® Pod brewer has a specially designed tank to keep the water inside at the proper temperature. This constant supply of hot water assures the correct method of brewing in less than one minute.
- When inserting a pod into the pod holder, it is important to seat the pod all the way into the holder cavity. Leaks could occur if the pod is too large, or does not seat completely into the holder cavity. Ensure that all of the paper edge and any tabs of the pod are inserted into the holder cavity.
- While brewing, the newest water in the tank is also being heated to the proper temperature and held until needed.
- The brewer is equipped with a 120 volt, 3-prong grounded cord set. The plug is provided with a round grounding pin. This is a safety feature and allows the plug to fit into a properly grounded outlet. If the plug does not fit into the outlet, contact an electrician to update your outlet. Attempting to bypass the safety aspect of this plug will void the warranty.
- The sprayhead may become loose over time. Unplug the machine and allow it to cool down before tightening or removing the sprayhead. Use extreme caution not to burn yourself. Tighten or remove the sprayhead with your fingertips. (Refer to page 17)
- **CAUTION:** Never apply force to remove the pod holder. If the holder does not slide out easily, wait 10 minutes and try again. Burns resulting from hot water splash could occur if the holder is forcibly removed from the brewer.
- Use **CAUTION** to avoid burns during consumption of any freshly brewed beverage. Servings are extremely hot.
- To stop a brew cycle in process, press the Coffee or Tea button again. (See “Brew Cancel” on Page 8)
- When operating the brewer on a standard household outlet, do not attempt to power other appliances on the same circuit. Circuit overload could occur.

# FEATURES & CONTROLS

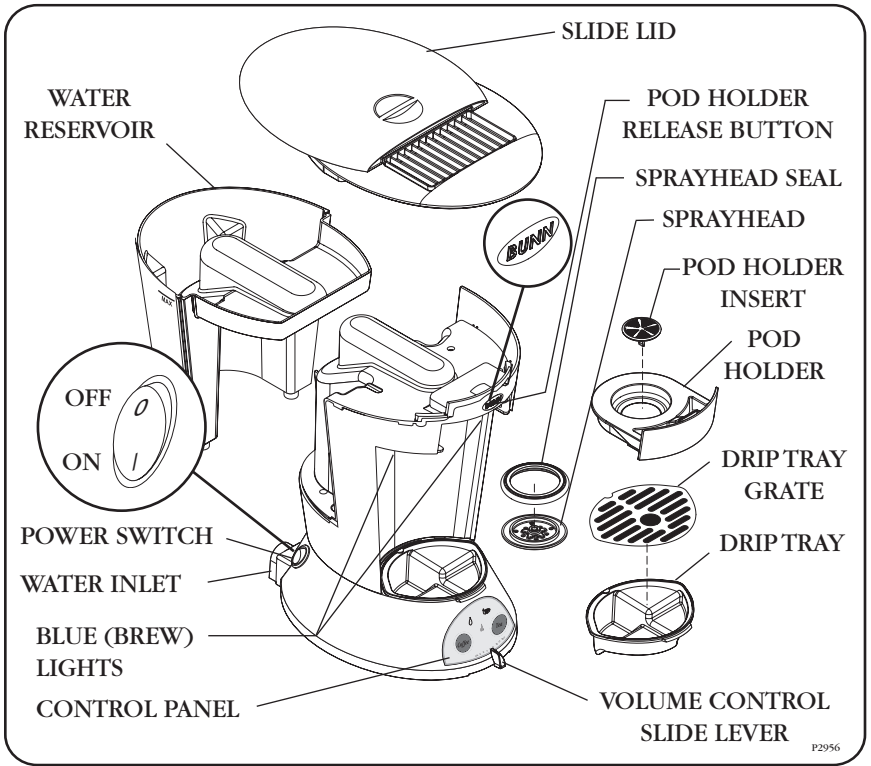


FIG 1. Exploded View

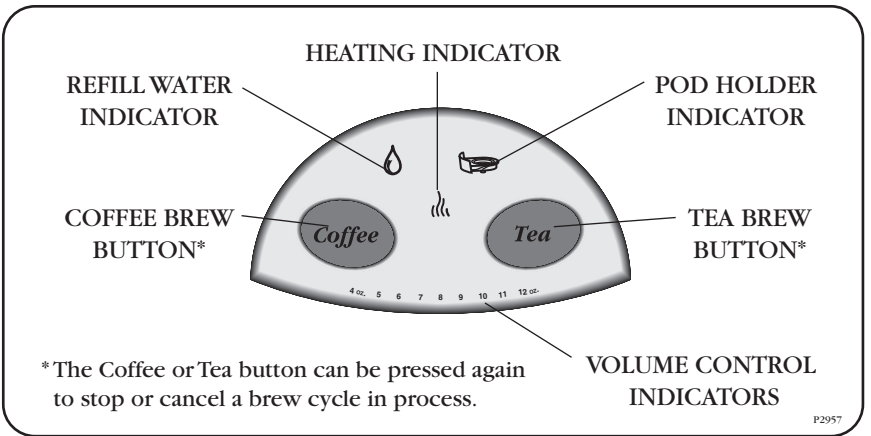


FIG 2. Control Panel

# DEFINITIONS

## COMPONENTS

- **WATER RESERVOIR** - Holds reserve water for brewing. The reservoir can be removed and filled separately at a sink or other clean water source or by pouring water through the slide lid. (Holds 46 oz. to the maximum line.)
- **SLIDE LID** - The slide lid allows access to the reservoir. Water can be poured through the opened lid and into the reservoir without removing the reservoir.
- **POD HOLDER RELEASE BUTTON** - Push to unlock and release the pod holder. When there is power to the brewer, this button will illuminate red in color, showing the trademark BUNN name. This light will go out during a brew cycle and when the brewer has gone into Sleep Mode. (Refer to the “Features” section on page 8 for more information.)
- **BLUE (BREW) LIGHTS** - Blue colored lights are located near the pod holder area and light up to indicate that a brew cycle is in process.
- **SPRAYHEAD SEAL** - The seal keeps water under pressure from escaping, while a brew cycle is in process. If leaks are present during a brew cycle, consult the “Troubleshooting” section on page 19.
- **SPRAYHEAD** - Designed to distribute water evenly across the coffee pod or tea bag/pod to extract the proper flavor.
- **POD HOLDER INSERT** - A color-coded, removable screen designed to allow proper flow rates and steeping capabilities for the type of brew desired.
- **POD HOLDER** - Holds the coffee pod or tea bag/pod.
- **DRIP TRAY GRATE** - A removable part that allows any spilled liquid to drip through into the drip tray.
- **DRIP TRAY** - Removable tray that is designed to catch any spilled liquid.
- **POWER SWITCH** - Turns on and off all electrical service to the brewer. This button is only to be used when the brewer will not be used for several days. (In the “I” position the power is on. In the “O” position the power is off.)
- **WATER INLET** - This fitting allows a quick connect to existing water lines to allow a constant supply of water to the brewer.
- **VOLUME CONTROL SLIDE LEVER** - Adjusts the amount of water dispensed through the pod holder. Sliding it left will produce a smaller serving. Sliding it to the right will produce a larger serving. The brewer will dispense approximately 4 oz. to 12 oz. in one ounce increments.
- **CONTROL PANEL** - Controls for brewing coffee or tea and various indicators are located on the control panel. (FIG. 2) See specific definitions below.

## CONTROL PANEL

- **COFFEE BREW BUTTON** - Depress this button to brew a serving of coffee. **Pressing it again will cancel a brew cycle in process.**
- **REFILL WATER INDICATOR** - If the water in the reservoir is running low, and either the Coffee or Tea Brew button is pressed, this indicator will flash for a few seconds to show that the water reservoir needs to be refilled. A brew cycle cannot be started until the reservoir has been refilled.

## **CONTROL PANEL (Cont.)**

- **HEATING INDICATOR** - This light indicates that the heater is bringing water up to temperature. A brew cycle cannot be started until the indicator has gone out. (During a brew cycle, this light will come on indicating the tank heater is warming the new water entering the tank.)
  - **POD HOLDER INDICATOR** - This indicator identifies a missing or unlocked pod holder. Before a brew cycle can be started, the pod holder must be inserted and locked into place.
  - **TEA BREW BUTTON** - Depress this button to brew a serving of tea or coffee. **Pressing it again will cancel a brew cycle in process.** You will notice that the water flow will pulse on and off when brewing with this setting. This is normal. (Can also be used to brew a stronger more robust serving of coffee.)
  - **VOLUME CONTROL INDICATOR** - The markings on the bottom of the control panel correspond to the VOLUME CONTROL SLIDE LEVER and are used for setting the brew volume. (Approximately 4 oz. to 12 oz. servings in one ounce increments can be brewed based on the setting of the lever.)
- NOTE:** *Because some pods will absorb more water than others, the finished serving size may vary slightly.*

## **FEATURES**

- **SLEEP MODE** - If the brewer has been idle for 6 hours, it will reduce power to conserve energy. After 2 weeks, the brewer will shut down completely. When either of these two sleep modes occur, the Pod Holder Release Button will no longer be glowing red. To wake the brewer up, press either the Coffee or Tea Brew button, or eject the pod holder. The light and heater will come back on.
- **BREW CANCEL** - If it is necessary to cancel a brew cycle, this can be done by pressing either the Coffee or Tea button again. Although some water may drip out, the pump will immediately stop forcing water through the pod holder. Always wait for hot liquid to stop before removing the pod holder.

**CAUTION:** *When a brew cycle is canceled, it will not finish dispensing its previous brew volume when the button is pressed again. The memory is reset and the brewer will dispense a full volume as indicated by the Volume Control Lever. This could cause a container to overflow if it is not emptied prior to pressing the button a second time.*

- **MIN & MAX MARKINGS** - The side of the water reservoir bears the markings "MIN" and "MAX". These markings indicate the minimum and maximum amount of water that can be placed in the reservoir. If the minimum amount of water is not in the reservoir, the brewer will not operate. These markings are referenced throughout this booklet.
- **PULSE BREW™** - Using the Tea Button will cause the brewer to perform a pulse brew operation. A Pulse Brew cycles the water on and off to effectively steep the tea to extract the proper flavor. The "On-Off-On" water flow is normal. Always wait for the blue (brew) lights to go out, and the red BUNN light to come back on before carefully removing the mug or pod holder. Pressing either brew button during this operation will stop the brew cycle. (See the "Brew Cancel" feature above for more information.)



## WATER INLET SET-UP

The My Café™ Automatic Pod Brewer is designed for businesses and office applications, where a pressurized water system can be utilized to feed the brewer with a constant water supply. If the machine will not be used with plumbing, proceed to the “Pour-Over” Section on page 12.

**IMPORTANT NOTE:** *If the brewer is to be used as a pour-over, the grey plug and clip (provided in the fittings bag) must be installed in the water inlet fitting, located in the rear of the brewer. (See FIG. 3) Otherwise, prepare the existing water line as defined in “Plumbing Requirements” and then follow the instructions provided below.*

### PLUMBING REQUIREMENTS

If used as an automatic, this brewer must be connected to a cold water system with operating pressure between 20 and 90 psi (138 and 620 kPa) from a 1/2" or larger supply line. A shut-off valve should be installed in the line before the brewer. Install a regulator in the line when pressure is greater than 90 psi (620 kPa) to reduce it to 50 psi (345 kPa). The water inlet fitting on the strainer is 1/4" flare.

**NOTE:** *Bunn-O-Matic recommends 1/4" copper tubing for installations of less than 25 feet and 3/8" for more than 25 feet from the 1/2" water supply line. A tight coil of copper tubing in the water line will facilitate moving the brewer to clean the countertop. Bunn-O-Matic does not recommend the use of a saddle valve to install the brewer. The size and shape of the hole made in the supply line by this type of device may restrict water flow.*

**This equipment must be installed to comply with the Basic Plumbing Code of the Building Officials and Code Administrators International, Inc. (BOCA) and the Food Service Sanitation Manual of the Food and Drug Administration (FDA).**

### PLUMBING HOOK-UP

1. Attach the Quick Connect fittings to each end of the strainer/flow control.
2. Flush the water line and securely attach it to the fitting on the inlet of the strainer/flow control and install a clip.

**NOTE:** *Ensure the flow arrow depicted on the label of the strainer/flow control is facing toward the brewer.)*

3. Insert one end of the water hose (provided with the brewer) on the front of the strainer/flow control and install one clip.
4. Place the other end of the hose into the water inlet on the back of the brewer and install a second clip.
5. Turn on the water supply.

**CAUTION:** *The Strainer/Flow Control must be installed to prevent damage to the brewers internal water lines.*

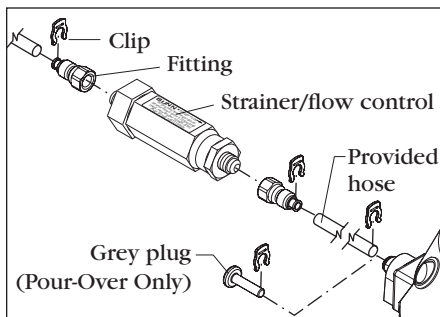


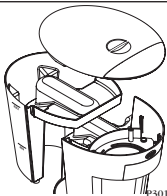
FIG 3. Plumbing

# “AUTOMATIC SECTION”

## INITIAL BREWER SET-UP

For pour-over set-up, go to “Pour-Over Section” on page 12.

1. Remove the lid and water reservoir.

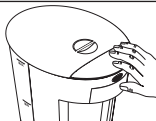


(CAUTION: Do not place the brewer in a sink or other water source.)

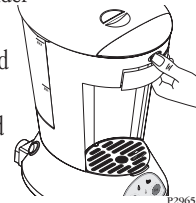


2. Thoroughly rinse the water reservoir.

3. Replace the reservoir and lid and close the slide lid.

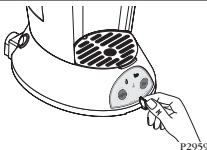


4. To ensure the Pod Holder is locked in place, use thumb to press the pod holder release button to eject the holder and then press all the way in to lock.

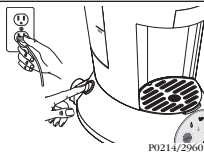


(CAUTION: You should hear a clicking sound when the pod holder locks in place.)

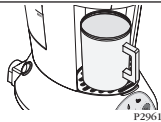
5. Slide the volume control lever to the maximum setting.



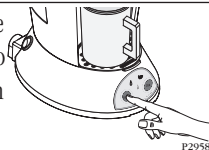
6. Plug in the brewer and turn on the power switch.



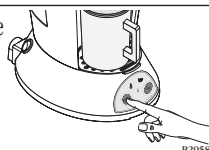
7. Place a mug or bowl that will hold at least 14 fluid oz. onto the drip tray.



8. Press and release the coffee brew button to fill the reservoir with water.



9. Press and release the coffee brew button again to fill the internal water tank.



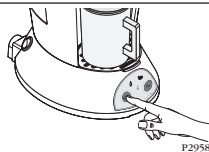
(CAUTION: Water may not immediately flow from the brewer. Never remove pod holder from brewer during a brew cycle.)

10. Empty any water in the mug or bowl and place the mug back on the drip tray grate.

(NOTE: Wait for Heating Indicator to go out before proceeding to Step #11.)



11. Press and release the coffee brew button a third time.



(CAUTION: Water should flow from the pod holder. Wait until water drip out has finished before removing the pod holder.)

You are now finished preparing the brewer for it's first use. Proceed to the “Brewing Delicious Coffee Or Tea” section.

# BREWING DELICIOUS COFFEE OR TEA



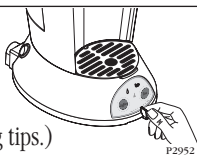
**WARNING:** Never place hands directly under pod holder outlet. Hot water can be present.

**WARNING:** Never remove the holder with force. If stuck, wait 10 minutes and try again.

**WARNING:** Never brew without the pod holder insert in place.

1. Adjust the volume control lever to the desired volume.

(See page 14 for brewing tips.)

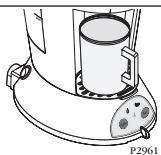


P2952

(NOTE: Minimum volume is approx. 4 oz. Maximum is approx. 12 oz. Settings are in one ounce increments.)

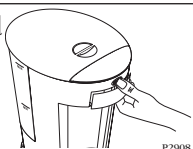


2. Place a mug, larger than the volume selected, on the drip tray grate below the pod holder.



P2961

3. Press and hold the pod holder release button while sliding the pod holder out.



P2908

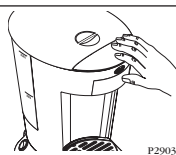
4. Press a pod into the pod holder.



P2909

(NOTE: For best results, center pod in holder and gently press the pod completely into holder cavity.)

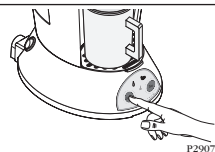
5. Insert the loaded pod holder into the brewer and press all the way in to lock holder.



P2903

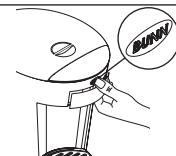
(NOTE: You should hear a clicking sound when the pod holder locks in place.)

6. Press and release the Coffee or Tea button.



P2907

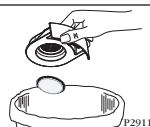
7. When brewing has stopped, press and hold the pod holder release button while sliding the pod holder out.



P2908

(NOTE: The red BUNN light will come back on indicating the brew cycle has finished.)

8. Dispose of the used pod.  
**Do Not Touch Hot Pod!**



P2911

(NOTE: Use care not to dispose of pod insert.)

**Enjoy!**  
**(Caution: Beverage is very hot.)**

# “POUR-OVER SECTION”

## INITIAL BREWER SET-UP

For Automatic set-up, go to “Automatic Section” on page 10.

1. Remove the lid and water reservoir.

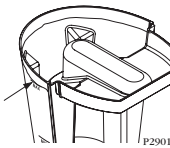


(CAUTION: Do not place the brewer in a sink or other water source.)

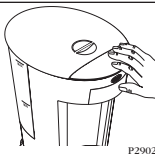


2. Thoroughly rinse the water reservoir.

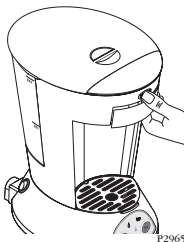
3. Fill the reservoir to the maximum line with fresh cold water.



4. Replace the reservoir and lid and close the slide lid.

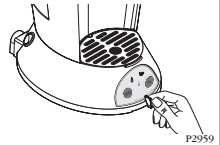


5. To ensure the Pod Holder is locked in place, use thumb to press the pod holder release button to eject the holder and then press all the way in to lock.

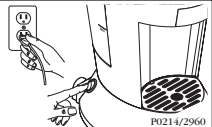


(CAUTION: You should hear a clicking sound when the pod holder locks in place.)

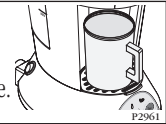
6. Slide the volume control lever to the maximum setting.



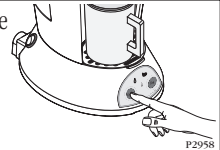
7. Plug in the brewer and turn on the power switch.



8. Place a mug or bowl that will hold at least 14 fluid oz. onto the drip tray grate.



9. Press and release the coffee brew button to fill the internal water tank.



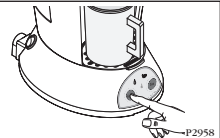
(CAUTION: Water may not immediately flow from the brewer. Never remove pod holder from brewer during a brew cycle.)

10. Empty any water in the mug or bowl and place the mug back on the drip tray grate.

(NOTE: Wait for Heating Indicator to go out before proceeding to Step #11.)



11. Press and release the coffee brew button a second time.



(CAUTION: Water should flow from the pod holder. Wait until water drip out has finished before removing the pod holder.)

You are now finished preparing the brewer for it's first use. Proceed to the “Brewing Delicious Coffee Or Tea” section.

# BREWING DELICIOUS COFFEE OR TEA

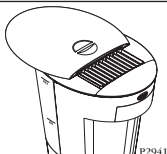


**WARNING:** Never place hands directly under pod holder outlet. Hot water can be present.

**WARNING:** Never remove the holder with force. If stuck, wait 10 minutes and try again.

**WARNING:** Never brew without the pod holder insert in place.

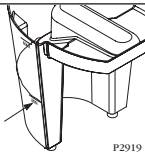
1. Open the slide lid.



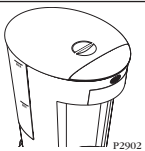
(CAUTION: Do not place brewer in sink or other water source.)



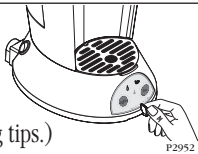
2. Fill the reservoir above the minimum line, up to the maximum line with fresh cold water.



3. Close the slide lid.



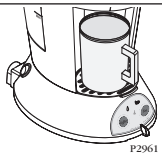
4. Adjust the volume control lever to the desired volume.



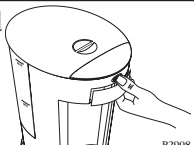
(See page 14 for brewing tips.)

(NOTE: Minimum volume is approx. 4 oz. Maximum is approx. 12 oz. Settings are in one ounce increments.)

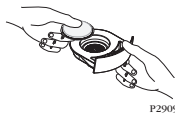
5. Place a mug, larger than the volume selected, on the drip tray grate below the pod holder outlet.



6. Press and hold the pod holder release button while sliding the pod holder out.

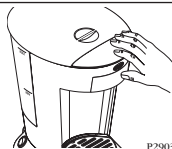


7. Press a pod into the pod holder.



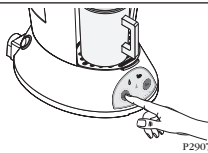
(NOTE: For best results, center pod in holder and gently press the pod completely into holder cavity.)

8. Insert the loaded pod holder into the brewer and press all the way in to lock holder.

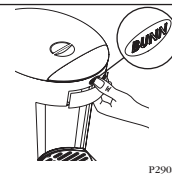


(NOTE: You should hear a clicking sound when the pod holder locks in place.)

9. Press and release the Coffee or Tea button.

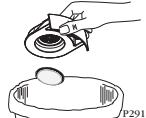


10. When brewing has stopped, press and hold the pod holder release button while sliding the pod holder out.



(NOTE: The red BUNN light will come back on indicating the brew cycle has finished.)

11. Dispose of the used pod.  
**Do Not Touch Hot Pod!**



(NOTE: Use care not to dispose of pod insert.)

**Enjoy!**  
**(Caution: Beverage is very hot.)**

## HOT WATER

The same basic steps used to brew coffee or tea can be used to obtain hot water by leaving the coffee pod or tea bag/pod out of the pod holder. **CAUTION:** *The water from your BUNN® Pod brewer is approximately 200°F. This is hotter than the hot water from your faucet and must be handled with care.*

## COFFEE FUNDAMENTALS

Brewing delicious coffee is similar to cooking any favorite food. Both require a good recipe. Proper coffee making requires quality equipment to precisely control water temperature, volume, and brew time. The BUNN® Pod brewer assures consistency in your recipe by controlling all of these elements. The only variables remaining in the recipe are the amount of coffee and the volume of hot water used to extract the desired flavor.

The amount of coffee is generally determined by the pod size. (Pod size can vary and is determined by the manufacturer.) For best results, we recommend following the chart provided in the “Golden Cup Standard” section. (See Fig. 4, Page 15)

Hot water extracts many elements from the coffee, some desirable, some not. The amount of coffee used and the amount of water passed through the coffee determines strength. Increasing the amount of coffee (by using a larger pod) results in a stronger beverage. Decreasing the amount of coffee (by using a smaller pod) with the same amount of water, results in a weaker beverage. Too much water and too little coffee can result in over-extraction. Over-extracting the coffee can cause an unwanted bitter taste.

As the amount of coffee decreases, you'll note an increase in the bitterness of the beverage. This happens because the hot water begins to remove the undesirable elements after all of the desirable elements have been extracted.

Fresh coffee gives the best results. Always store the coffee pods in a sealed, air tight container. Store in a cool, dry area away from other food items with strong odors.

## BREWING TIPS

When properly brewed, the difference between the best quality coffee and a poor quality coffee becomes very dramatic. Proper brewing requires little effort with the BUNN® Pod brewer.

You'll always have a great coffee experience if you follow these tips:

- 1) Always start with clean equipment.
- 2) Always use fresh cold water.
- 3) Use the chart in the “Golden Cup Standard” section to achieve a consistently great serving of coffee with a full-bodied flavor and aroma. However, the real criteria is personal taste. **Adjust the recipe until it suits you. If you need to make a stronger serving of coffee, experiment with less water or larger pods. The serving size range is 4 oz. to 12 oz. as indicated on the Volume Control Indicator.**

# WATER QUALITY

Install a water conditioner if your water contains excessive amounts of sediment, taste, or odors.

## GOLDEN CUP STANDARD

You might find it interesting that the Specialty Coffee Association of America (SCAA), has established standards for the perfect serving of coffee, or Golden Cup Standard. It can be achieved using your BUNN® Pod brewer by following the chart provided below.

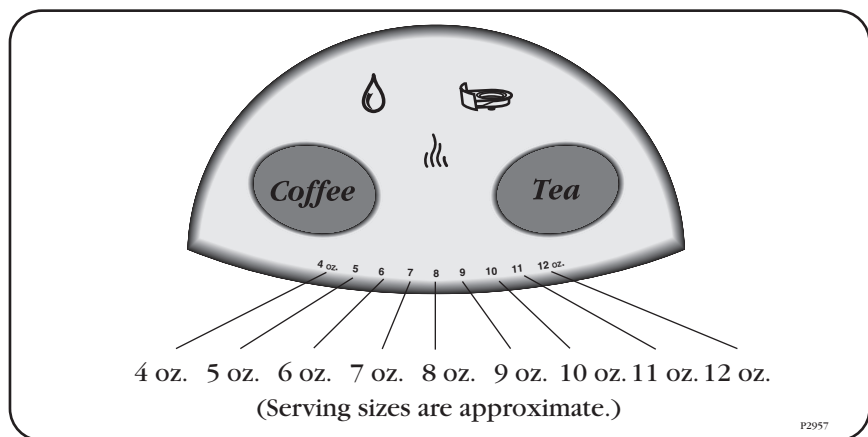
POD SIZE	GOLDEN CUP SERVING SIZE
6.5 to 7.5 grams (gm.)	4 ounces (oz.)
9 to 10 grams (gm.)	6 ounces (oz.)
12 grams (gm.)	8 ounces (oz.)

P2918

FIG 4. Serving Size Chart

Use the chart above as a guide to brewing the Golden Cup Standard. Make sure the pod size and volume control slide lever match. (See FIG 5.) (Also see definitions on page 7 for more information on volume control adjustment.)

Remember, good coffee is determined by personal taste. Adjust the recipe until it suits you.



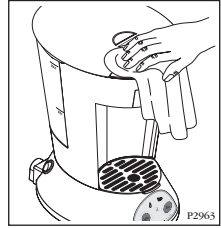
P2957

FIG 5. Volume Control Indicators

## ROUTINE CLEANING

*Before beginning any cleaning procedure, unplug the brewer to avoid the accidental start of a brew cycle.*

Clean the pod holder, drip tray and drip tray grate after each use, using a damp cloth and mild detergent and rinse. With the pod holder and drip tray removed, use a damp cloth with mild detergent to wipe the area below the pod holder and into the drip tray area. Occasionally, wipe the outside of the brewer with a damp cloth. (The reservoir, slide lid, pod holder, drip tray and drip tray grate are dishwasher safe.)



## PERIODIC CLEANING/DESCALING

**(Recommended At Least Once a Month.)**

Periodically, you should clean and descale the brewer to clear any mineral deposits that may have accumulated due to impurities in the water source. If these deposits are not removed, they can impair the operation of the brewer and reduce the product life.

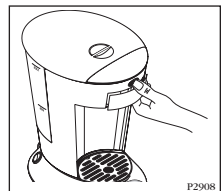
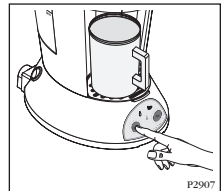
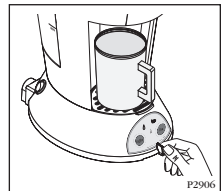
There are several products available specifically for descaling. We recommend using URNEX® Activated Descaler or JavaClean2 Cleaner and Descaler, available on our web site: [www.bunn.com](http://www.bunn.com). (White vinegar can be used to descale if a descaling product is not available.)

**Follow the directions as printed on the manufacturer's package.**

- 1) Fill the reservoir with descaling product as described by the manufacturer's directions, or 1 quart (32 oz.) of white vinegar. **Do not add powder mix directly to the reservoir. Descaling product must be mixed into a solution before it is added to the reservoir.**
- 2) Place an empty pod holder into the brewer. Be sure the holder is locked into place, and set the VOLUME CONTROL SLIDE LEVER to the maximum position. (12 oz.)
- 3) Place an empty container or bowl on the drip tray grate that will hold at least 14 oz. of liquid, and press the COFFEE BREW BUTTON to start a brew cycle.
- 4) Once the brew cycle has finished, empty the container and set it back onto the drip tray grate. Press the COFFEE BREW BUTTON again to start a second brew cycle.
- 5) Once the brew cycle has finished, empty the container and the remaining solution, or vinegar from the reservoir. Remove the Pod Holder; clean the reservoir and pod holder thoroughly using a mild detergent, then rinse.

**NOTE:** *There is now descaling solution in the internal tank. Follow the manufacturer's directions if the solution must be left in the tank for any period of time. For vinegar, allow the solution to sit for at least two, but no more than four hours.*

- 6) Fill the reservoir to the maximum line with fresh clean cold water and





## PERIODIC CLEANING/DESCALING (Cont.)

- place the pod holder back into the brewer.
- Place the empty container back onto the drip tray grate and press the **COFFEE BREW BUTTON** to begin a brew cycle.
- When the cycle has finished, empty the container. Repeat step 7 at least two more times to remove the solution from the tank.
- Clean the pod holder with a mild detergent and rinse thoroughly.
- Proceed to the "Cleaning The Sprayhead/Seal" section.

### CLEANING THE SPRAYHEAD/SEAL



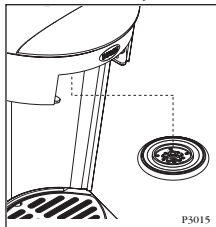
- Press the Power Switch into the off "O" position.
- Unplug the brewer and allow it to cool down. (Minimum of 1 hour.)
- After the unit has been allowed to cool, remove the pod holder and set aside.
- Using your fingers, rotate the sprayhead/seal assembly clockwise until the sprayhead and seal are removed.

**NOTE:** If the sprayhead and seal are separated, they must be reassembled as they were when removed from the brewer.

**CAUTION:** Improper reassembly could result in personal injury from scalding water.

**NOTE:** See "Assembling Sprayhead/Seal" (Page 17) & "Inspecting Sprayhead Seal" (Page 18) for more information.

- Clean the sprayhead and seal with a mild detergent and rinse thoroughly.
- Using your fingers, rotate the sprayhead/seal assembly counter-clockwise until it is finger tight.
- Replace the pod holder.
- Plug in the brewer and press the Power Switch to restore power to the brewer.



### ASSEMBLING THE SPRAYHEAD/SEAL

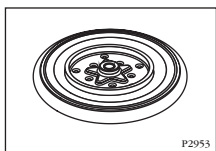
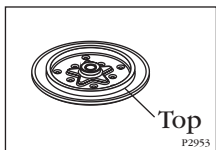
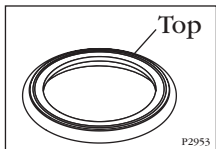


If the sprayhead and seal are separated during removal or cleaning, they must be reassembled properly.

- Identify the top of the seal. The top of the seal that seats against the roof of the sprayhead ramp has a rough ridge that can be felt by running your fingers across the surface of the seal. The bottom is smooth.
- Identify the top of the sprayhead. The top of the sprayhead has a star pattern and a threaded hole where the sprayhead attaches to the brewer.
- While carefully stretching the seal, guide the sprayhead into the channel of the seal. Make sure it is completely in the channel.

When properly assembled, the sprayhead will slide easily into the channel of the seal and will not cause any buckles in the surface of the seal. If the sprayhead seems to be difficult to seat, and you must stretch the seal more than a slight tug, the assembly is not together correctly.

**CAUTION:** Improper reassembly could result in personal injury from scalding water.



## INSPECTING THE SPRAYHEAD SEAL



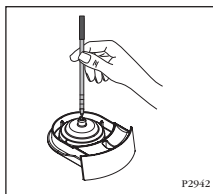
When disassembling your brewer for cleaning, inspect the sprayhead seal for cracks, tears and holes. Although the seal should last for an extended period of time, damage can occur through handling.

**CAUTION:** *The seal confines the hot liquid to the pod holder. Replace the seal if it becomes damaged. Parts are available at [www.bunn.com](http://www.bunn.com).*

## CLEANING THE POD HOLDER

To prevent residue build up, it is a good idea to periodically disassemble the pod holder/screen assembly and clean it with a mild detergent.

- 1) Press and hold the POD RELEASE BUTTON while sliding the pod holder out.
- 2) Flip the POD HOLDER upside down and place the holder cavity over the palm of your hand.
- 3) Using a small object, press the tab of the POD HOLDER INSERT through the hole in the bottom of the pod holder to remove.
- 4) Clean the screen and holder using a mild detergent and rinse. (Dishwasher Safe)
- 5) Press the insert back through the hole in the bottom of the POD HOLDER.



## CYCLING THE BREWER

If the brewer has not been used for an extended period of time, it is a good idea to cycle your brewer before brewing a serving of coffee or tea.

- 1) Remove the reservoir and pod holder from the brewer, clean with a mild detergent and rinse.
- 2) Refill the reservoir to the maximum line.
- 3) Insert an empty pod holder into the brewer.
- 4) Set the volume control lever to the maximum setting.
- 5) Place a container on the drip tray grate that will hold at least 14 oz.
- 6) Press the coffee brew button.
- 7) When the brew cycle has ended and water drip out has stopped, carefully remove the pod holder and remove any excess water.

**CAUTION:** *Water is hot!*

**You are now ready to brew.**

## STORING THE BREWER

Unplug the brewer and wait for it to cool. If your Pod brewer has been used, it must be stored above 32° F / 0° C to prevent damage to the internal water tank. Empty and dry the water reservoir before storing.

**NOTE:** *Water will remain in the internal tank. If stored for an extended period of time, refer to "Cycling The Brewer" section before using.*



## TROUBLESHOOTING



### SITUATION

---

**Nothing happens when the COFFEE BUTTON or TEA BUTTON is pressed.**

### EXPLANATION

---

*This is the first time you have used your brewer.*

The Initial Brewer Set-up procedure must be performed first. Please follow the directions on page 10 (Automatic) or page 12 (Pour-Over) before attempting to run a brew cycle.

*Your brewer is not plugged in.*

Check to make sure the brewer is plugged in and the POWER SWITCH has been turned on. (The POD HOLDER RELEASE BUTTON - also known as the BUNN Indicator - will be illuminating red, indicating power to the brewer.)

*The HEATING INDICATOR is lit.*

Wait until the indicator goes off before pressing one of the brew buttons. The brewer will not start a brew cycle until the water in the internal tank is heated to the proper temperature.

*The POD HOLDER INDICATOR is lit.*

Check to make sure the POD HOLDER is inserted into the brewer.

If the POD HOLDER is inserted into the brewer, carefully remove and replace the POD HOLDER to ensure the POD HOLDER is locked in place.

Listen for a clicking sound. The click indicates that the holder has locked into place.

*The REFILL WATER INDICATOR is lit.*

The reservoir has run low on water and needs to be filled above the minimum mark indicated on the side of the reservoir.

## SITUATION

---

## EXPLANATION

---

**The REFILL WATER INDICATOR has come on.**

**Pour-Over only:**

*The WATER RESERVOIR has run low on water.*

Slide the lid open and pour additional water into the reservoir, or remove the reservoir and fill it at a sink, or other water source.

*CAUTION: Do not place the brewer in a sink or other water source. Do not fill past the Maximum fill line.*

**Automatic only:**

*The WATER RESERVOIR has recently been removed from the brewer and replaced empty.*

Press the Coffee or Tea brew button to activate fill the water reservoir.

*CAUTION: To avoid accidental burns, always have a cup on the drip tray grate when pressing either brew button. Do not place hands under the pod holder outlet.*

**The POD HOLDER INDICATOR has come on.**

*The POD HOLDER is missing.*

Place the pod holder into the machine and press it firmly into place.

*The POD HOLDER is not locked in place.*

Carefully remove and re-insert the pod holder into the machine while listening for a clicking sound. The POD HOLDER INDICATOR on the control panel should go out.

**The water shuts off and comes back on again when brewing.**

*The TEA BREW BUTTON has been pressed to start the brew cycle.*

**Do NOT press the TEA BREW or COFFEE BREW button during the brew cycle. This will stop the brew cycle.** The brewer is using a Pulse Brew™ technology to steep tea properly.

*(Continued)*

## TROUBLESHOOTING (Cont.)

### SITUATION

*(Continued)*

**The water shuts off and comes back on again when brewing.**

### EXPLANATION

The water will shut off and turn on again. This is normal and will take about 45 seconds to complete. Wait for the blue lights to go out.

*NOTE: Although the pulse brew process can be used for coffee or tea, it is designed to brew tea. Because the process of brewing tea is different than coffee, the brewer works differently when the TEA BREW BUTTON is used. An “On-Off-On” cycle is used to steep the tea and provide the maximum flavor extraction. This is normal.*

**The Pod Holder will not come out of the brewer.**

*The pod in the POD HOLDER may have swelled to a point where the holder does not slide out easily.*

Wait at least 10 minutes and then try carefully removing the pod holder again.

**CAUTION:** Hot liquid may be present.

**Water is appearing on the counter around the base of the brewer.**

*The WATER RESERVOIR has been removed to be filled with water and was not seated properly when it was replaced.*

Remove the lid from the top of the brewer. With firm, but not forceful pressure, press down on both sides of the reservoir to ensure that the seal in the bottom of the reservoir seats properly. Replace the lid and watch for additional water around the base of the brewer. If a problem persists, contact Customer Service. (Refer to page 23 or 25 for customer assistance.)

**Water leaks out around the sprayhead.**

*Replace a damaged seal or tighten a loose sprayhead.*

Refer to “Assembling The Sprayhead/ Seal” & “Inspecting The Sprayhead/Seal” sections for detailed information on how to resolve sprayhead leaks.

**CAUTION:** Wait for hot liquid to cool.

## SITUATION

---

## EXPLANATION

---

**The BUNN® (POD HOLDER RELEASE BUTTON) indicator is not on all of the time.**

*When the BUNN® button (Also known as the POD HOLDER RELEASE BUTTON) is lit, this indicates that the power to the machine is on.*

No action is required. The BUNN® Pod brewer is ready to brew.

*When the brewer enters a sleep mode the POD HOLDER BUTTON will not be glowing.*

Pressing any button or the POD HOLDER RELEASE BUTTON will wake up the brewer.

**NOTE:** *If the brewer does not operate, refer to the first situation listed in the beginning of this troubleshooting section, on page 19.*

**The HEATING INDICATOR comes on when the COFFEE or TEA button is pressed.**

*The HEATING INDICATOR will glow when the tank is bringing water up to brew temperature.*

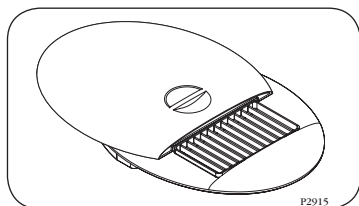
Wait for the HEATING INDICATOR to go out. When the Indicator has gone out, a brew cycle can be started.

**The HEATING INDICATOR comes on during a brew cycle.**

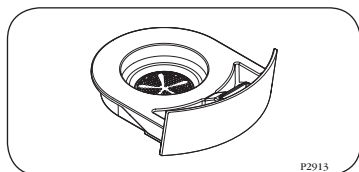
*The water entering the internal tank is being heated for the next brew cycle.*

No action is required. As the heated water is being emptied to brew a serving, new water enters the internal tank. The brewer senses this new water and activates the tank heater to heat the water for the next brew cycle. The indicator coming on during a brew cycle is normal.

# BUNN® REPLACEMENT PARTS



**SLIDING LID**  
Dishwasher Safe.



**POD HOLDER**  
Dishwasher safe.



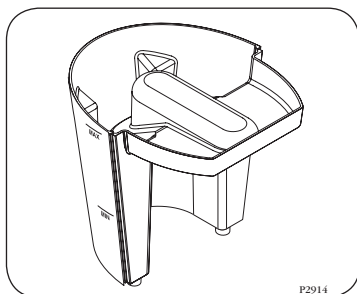
**POD HOLDER INSERTS**  
Available in black or blue. Color code your pod holder to identify coffee and tea holders. Helps prevent flavor transfer.



**SPRAYHEAD**  
Precision Jetstream™ sprayhead for full flavor extraction.



**SPRAYHEAD SEAL**  
Used to seal the sprayhead area and ensure proper pod pressure and flavor extraction.



**WATER RESERVOIR**  
Holds 46 oz. of fresh water for quick brewing. Dishwasher safe.



**DRIP TRAY AND GRATE**  
Dishwasher safe. Catches up to 6 oz. of liquid.



**DESCALER/LIME INHIBITOR**  
Recommended products to descale your BUNN® My Café™ pod brewer are available at [www.bunn.com](http://www.bunn.com).

**To purchase replacement parts, visit our web site at [www.bunn.com](http://www.bunn.com) or contact the BUNN® Consumer Service at 1-800-870-0894.**

## LIMITED WARRANTY

Bunn-O-Matic Corporation ("Bunn" or "we") warrants to the original user (the "buyer" or "you") of this Pod Brewer that the Pod Brewer is free from defects in material and workmanship existing at the time of manufacture and appearing within two years of the date of original purchase of the Pod Brewer.

If such a defect appears during the warranty period, you must notify us promptly by either (1) calling us toll-free at 800-870-0894, (2) contacting us through our web site ([www.bunn.com](http://www.bunn.com)) or (3) writing us at Bunn-O-Matic Corp., Attn. Warranty Administrator, P.O. Box 3227, Springfield, IL 62708-3227.

If we determine, in our sole discretion, that the unit is not in the warranted condition during the warranty period, we will (at our exclusive option) either (1) arrange for the unit to be repaired, at no cost to you for parts or labor, by a Bunn Authorized Service Representative, (2) replace the unit at no charge to you or (3) refund the purchase price you paid for the unit.

Coverage under this warranty is conditioned on you (1) providing us with prompt notice of any condition for which you seek warranty coverage, (2) providing us, if we request, with proof of the price and date of your purchase, (3) returning the unit at your expense, if we request, to a Bunn Authorized Service Representative for inspection or repair, (4) obtaining our prior authorization for any repair of the unit, and (5) having any repair work performed only by a Bunn Authorized Service Representative.

This warranty does not cover claims resulting from misuse, neglect, alteration, improper installation or operation, improper maintenance or repair, damage or casualty.

THIS WARRANTY SHALL BE EXCLUSIVE AND SHALL BE IN LIEU OF ANY OTHER EXPRESS WARRANTY, WRITTEN OR ORAL, INCLUDING BUT NOT LIMITED TO ANY EXPRESS WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE DURATION OF ANY IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS EXPRESSLY LIMITED TO THE TWO-YEAR PERIOD OF DURATION OF THE EXPRESS WARRANTY SET FORTH ABOVE. No one, including the employees of Bunn or its agents or dealers, is authorized to modify this express warranty or to make additional oral or written express warranties on our behalf. Accordingly, you should not rely on any such statements as creating oral or written express warranties that are binding on us.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

YOUR EXCLUSIVE REMEDY FOR BREACH OF THIS WARRANTY OR OF ANY IMPLIED WARRANTY OR OF ANY OTHER OBLIGATION ARISING BY OPERATION OF LAW OR OTHERWISE SHALL BE LIMITED AS SPECIFIED HEREIN TO REPAIR, REPLACEMENT OR REFUND, AT OUR SOLE OPTION. IN ANY EVENT, WE WILL NOT BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specified legal rights, and you may have other rights which vary from state to state.





If any parts are missing or defective,  
**DO NOT RETURN** this product.  
For assistance, please contact BUNN-O-MATIC;  
(US or CANADA) 1-800-870-0894  
To receive full assistance, please have your  
serial number ready. (located on bottom of brewer)

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To purchase standard replacement parts or companion products,  
refer to page 23. For repair or service, contact an Authorized  
Service Center.

## **BUNN-O-MATIC CORPORATION**

1400 STEVENSON DRIVE  
SPRINGFIELD, ILLINOIS 62703

**www.bunn.com**

If you need any assistance, please call us at:

**1-800-870-0894**

## **AUTHORIZED SERVICE**

**For Service Information Contact:**

**Bunn-O-Matic Corporation**

**1-800-870-0894**

To receive full assistance, please have Serial Number ready when calling for service.  
(Located on the bottom of your brewer)

### **Service Center Locations:**

**Bunn-O-Matic Corporation**

**900 E. Townline Rd.**

**Creston, Iowa 50801**

**Bunn-O-Matic Corporation**

**16431 Carmenita Road**

**Cerritos, California 90701**

**(800) 637-2866**

Visit our web site at **www.bunn.com**