

BUNN® 3 GALLON THERMAL SERVER EQUIPMENT CARD

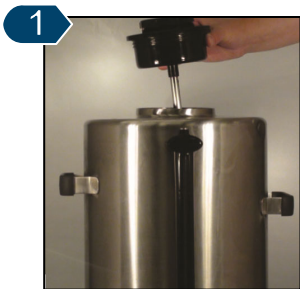
On this card you will find directions for operating, cleaning and repairing minor problems you may have with your Thermal Server. By regularly cleaning your servers and using the trouble shooting guide you will ensure consistent quality in the cup with little or no downtime.



Instructions

Always pre-heat server(s) with hot water for at least 10 minutes before using.

Rinse inside of server between each batch. Or at the end of the day run a batch into server without coffee and close lid and server is ready to go the next morning.



Make sure brew through cap with stem is in pre-heated server.



Remove lid on brew through cap to brew coffee.



Replace lid when finished brewing or transporting to retain heat.

Brewed Coffee Hold-Time Standard

2 hours - When using pre-heated airpots.

Tip - Set a timer or write (with an erasable marker) the time the coffee was brewed on the back of the server so you know when to discard the brewed coffee.

Server Cleaning

Daily



- Wipe off exterior of server once a day with a damp, non-abrasive rag or towel.

Weekly

Clean sight glass with provided brush once a week.



- Unscrew sight glass cap to insert sight glass brush.



- Insert sight glass brush and move up and down several times to clean.



- Remove funnel and clean inside of server once a week with Urnex® or like product. Pour contents of package into server as noted on the package, add hot water and soak for 15 minutes. Drain and rinse thoroughly.

Brewer & Server Troubleshooting Guide

PROBLEM	POSSIBLE CAUSE	SOLUTIONS
Server leaking from sight tube	Server overflowed	Make sure server is empty before brewing
	Lower gasket	Replace lower gasket. Remove top cap by screwing counter clockwise, remove sight glass, remove and replace bottom rubber gasket. Replace sight glass and top cap
	Liquid trapped behind sight tube	Make sure exterior is dry and no liquid is trapped in gap behind sight tube
Dripping from spigot	Blockage in spigot	Remove spigot handle. Make sure no coffee is in server, unscrew spigot handle, remove rubber seat cup and clean, clear and replace rubber seat cup and spigot handle
	Seat cup	Remove spigot and replace seat cup
Coffee not hot enough	Lid off	Replace lid
	Server not pre-heated	Pre-heat server
	Coffee remains in server more than 2 hours	Use coffee within 2 hours
Coffee will not come out of spigot	Vent closed on blocking lid	Open vent on locking lid
Coffee is not visible in sight glass, server is full	Vent on top of sight glass is closed	Open vent

