

# TB3, TB3Q & TDO-4

## DAILY BREWING & CLEANING INSTRUCTIONS

**BREWING****STEP 1**

Begin each brew cycle with a clean, empty funnel and server.

**STEP 2**

Insert **one tea pouch** into the funnel.

**STEP 3**

Slide the loaded brew funnel into the funnel rails until it stops. Place the power switch in the ON position. Momentarily press and release the START switch.

**STEP 4**

When tea no longer drips from the funnel tip, carefully remove the brew funnel and discard the used tea pouch. Return the power switch to OFF to prevent a false start. Thoroughly clean and sanitize the brew funnel and funnel tip screen.

**STEP 5**

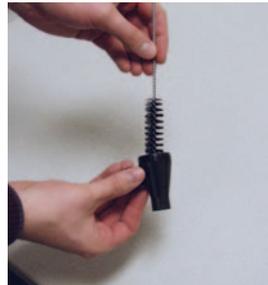
Fresh tea is available at the faucet. Drain the reservoir before starting another brew cycle.

**CLEANING****STEP 1**

Turn the faucet in a counter-clockwise direction and remove the faucet from the dispenser. Unscrew the faucet cap from the faucet body and disassemble all faucet parts.

**STEP 2**

Transfer these parts to a three compartment sink for cleaning. Fill the first sink with a soap solution using a mild detergent, the second sink is used for clean rinse, and the third sink with a sanitizer solution (75°F warm chlorine solution of at least 50-100 ppm).

**STEP 3**

Use a brush to thoroughly scrub the faucet body. (BOM #00674.0000)

**STEP 4**

Allow the parts to soak in a sanitizer solution for a minimum of ten minutes.

**STEP 5**

Remove the faucet parts from the sanitizer solution and rinse thoroughly. Allow parts to air dry over night.

# DO NOT KEEP BREWED BEVERAGES OVERNIGHT

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### CLEANING (Continued)



#### STEP 6

Thoroughly clean the entire inside surface of the dispenser and the faucet shank using a small brush (BOM #00674.0000) mild detergent and water solution. Thoroughly rinse the dispenser with clean water.



#### STEP 7

Prepare a sanitizer solution in a clean bucket (1/4 gallon). Use a commercial sanitizer that has 50-100 ppm of available chlorine with a concentration level of at least 3% available chlorine (KAY-5 Sanitizer). Follow the mixing instructions to ensure 100 ppm of available chlorine.



#### STEP 8

Pour a small amount of sanitizer solution into the dispenser. Use a small brush (BOM #00674.0000) to clean all the way through the faucet shank. Repeat several times.



#### STEP 9

Thoroughly rinse the dispenser with clean water.



#### STEP 10

Allow the dispenser to air dry over night



#### STEP 11

Assemble the faucet components and attach the faucet to the dispenser turning clockwise.



#### STEP 12

Once a week, fill the dispenser with a chlorine solution (75°F warm chlorine solution of at least 50-100 ppm).



#### STEP 13

Draw a small amount (2 oz.) of presoak through the faucet making contact with the faucet components. Allow the dispenser to soak over night. The next morning, perform the daily cleaning procedures on the faucet and dispenser.



#### STEP 14

Once a month, replace the faucet seat cup (B.O.M. #00600.0000). Discard the old seat cup.



#### STEP 15

The faucet assembly (B.O.M. #03260.0001) can be ordered for replacement.



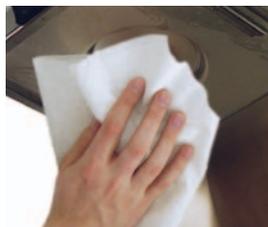
#### STEP 16

Clean and sanitize the brew funnel, funnel tip and screen assembly.



#### STEP 17

Remove and thoroughly rinse the sprayhead. The holes must be open and clear of any mineral deposits.



#### STEP 18

Wipe the sprayhead panel clean with a damp cloth.



#### STEP 19

Insert the deliming spring into the sprayhead tube until about an inch is visible and move it in and out five or six times. Insert the spring into the air vent hole in the sprayhead panel and move it in and out five or six times. Reinstall the sprayhead.



#### STEP 20

Wipe down the entire outside surface of the brewer with a clean damp cloth.