



# Fast Cup®

*Bean-to-Cup Single Serve Brewer*

**with Auto Clean**



After Initial Setup, if you have a USB Stick with custom configuration files, see install steps starting on page 25.

## INSTALLATION & OPERATING GUIDE

For Technical Service, contact Bunn-O-Matic Corporation at 1-800-286-6070.

**Bunn-O-Matic Corporation**  
Post Office Box 3227, Springfield, Illinois 62708-3227  
Phone (217) 529-6601 | Fax (217) 529-6644

# BUNN-O-MATIC COMMERCIAL PRODUCT WARRANTY

Bunn-O-Matic Corp. ("BUNN") warrants the BUNN Fast Cup® as further described below for a warranty period of 1 year parts and labor.

For customers subscribed to BUNNlink®, BUNN reserves the right to periodically auto-push critical software updates that will enhance functionality or performance of the BUNN equipment, unless the customer requests advance notice of such software updates from BUNN in writing.

These warranty periods run from the date of installation. BUNN warrants that the equipment manufactured by it will be commercially free of defects in material and workmanship existing at the time of manufacture and appearing within the applicable warranty period. This warranty does not apply to any equipment, component or part that was not manufactured by BUNN or that, in BUNN's judgment, has been affected by misuse, neglect, alteration, improper installation or operation, improper maintenance or repair, non periodic cleaning and descaling, equipment failures related to poor water quality, damage or casualty. This warranty is conditioned on the Buyer 1) giving BUNN prompt notice of any claim to be made under this warranty by telephone at (217) 529-6601 or by writing to Post Office Box 3227, Springfield, Illinois 62708-3227; 2) if requested by BUNN, shipping the defective equipment prepaid to an authorized BUNN service location; and 3) receiving prior authorization from BUNN that the defective equipment is under warranty. Additionally, the following is excluded from the warranty period:

## Warranty Exclusions:

- Parts such as, but not limited to, hoppers and lids, drip trays, touch screens (fail due to damage), hinges and plastic parts damaged due to improper handling or cleaning agents.
- Replacement of wear items such as, but not limited to, O-rings, gaskets, filter screens, silicone tubes, hoses, and valve seats.
- Repairs made necessary due to poor water quality such as dispense valves, water inlet valves, scaling in hot water boilers (Carbonate Hardness range of 40 - 140 ppm constant).
- Improper voltage, (See equipment operations manual for voltage specifications).
- Failure to use BUNN approved cleaning supplies constitutes improper maintenance.
- Failure to have required preventive maintenance performed by a BUNN technician or authorized Fast Cup service provider.
- Parts replaced under the terms of this warranty carry the remainder of the machine's parts warranty term, or 90 days, whichever is greater.

**THE FOREGOING WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ANY OTHER WARRANTY, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF EITHER MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

The agents, dealers or employees of BUNN are not authorized to make modifications to this warranty or to make additional warranties that are binding on BUNN. Accordingly, statements by such individuals, whether oral or written, do not constitute warranties and should not be relied upon.

If BUNN determines in its sole discretion that the equipment does not conform to the warranty, BUNN, at its exclusive option while the equipment is under warranty, shall either 1) provide at no charge replacement parts and/or labor (during the applicable parts and labor warranty periods specified above) to repair the defective components, provided that this repair is done by a BUNN Authorized Service Representative; or 2) shall replace the equipment or refund the purchase price for the equipment.

**THE BUYER'S REMEDY AGAINST BUNN FOR THE BREACH OF ANY OBLIGATION ARISING OUT OF THE SALE OF THIS EQUIPMENT, WHETHER DERIVED FROM WARRANTY OR OTHERWISE, SHALL BE LIMITED, AT BUNN'S SOLE OPTION AS SPECIFIED HEREIN, TO REPAIR, REPLACEMENT OR REFUND.**

In no event shall BUNN be liable for any other damage or loss, including, but not limited to, lost profits, lost sales, loss of use of equipment, claims of Buyer's customers, cost of capital, cost of down time, cost of substitute equipment, facilities or services, or any other special, incidental or consequential damages.

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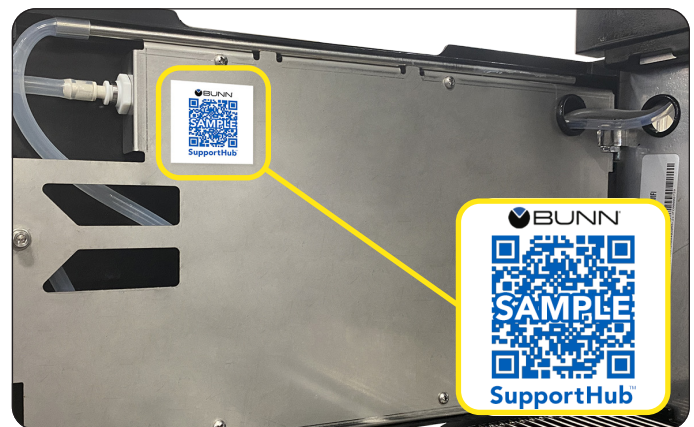
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## SUPPORT

### BUNN SupportHub®

BUNN SupportHub provides easy access to comprehensive information and resources tied to the specific serial number for this product. Scan the QR code with any smart device for access to manuals, product information, training videos, service support and other related information.



## **NORTH AMERICAN REQUIREMENTS**

- This appliance must be installed in locations where it can be overseen by trained personnel.
- For proper operation, this appliance must be installed where the temperature is between 41°F to 95°F (5°C to 35°C).
- Appliance shall not be tilted more than 10° for safe operation.
- An electrician must provide electrical service as specified in conformance with all local and national codes.
- This appliance must not be cleaned by pressure washer.
- This appliance can be used by persons if they have been given supervision or instruction concerning use of the appliance in a safe way and if they understand the hazards involved.
- Keep the appliance and its cord out of reach of children.
- Appliances can be used by persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved.
- If the power cord is ever damaged, it must be replaced by the manufacturer or authorized service personnel with a special cord available from the manufacturer or its authorized service personnel in order to avoid a hazard.
- Machine must not be immersed for cleaning.
- This appliance is intended for commercial use in applications such as:
  - staff kitchen areas in shops, offices and other working environments
  - by clients in hotel and motel lobbies and other similar types of environments
- Access to the service areas permitted by Authorized Service personnel only.

## **CE REQUIREMENTS**

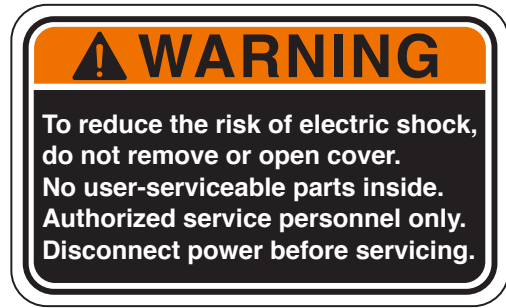
- This appliance must be installed in locations where it can be overseen by trained personnel.
- For proper operation, this appliance must be installed where the temperature is between 5°C to 35°C.
- Appliance shall not be tilted more than 10° for safe operation.
- An electrician must provide electrical service as specified in conformance with all local and national codes.
- This appliance must not be cleaned by water jet.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given instructions concerning use of this appliance by a person responsible for its safety.
- This appliance is intended to be used for commercial applications, for example in kitchens of restaurants, canteens, hospitals and in commercial enterprises such as bakeries, butcheries, etc., but not for continuous mass production of food.
- Children should be supervised to ensure they do not play with the appliance.
- If the power cord is ever damaged, it must be replaced by the manufacturer or authorized service personnel with a special cord available from the manufacturer or its authorized service personnel in order to avoid a hazard.
- Machine must not be immersed for cleaning.
- Machine rated IX P1.

## USER NOTICES

Carefully read and follow all notices on the equipment and in this manual. They were written for your protection. All notices are to be kept in good condition. Replace any unreadable or damaged labels.



00986.0000



37881.0000



35710.0000



00824.0002



00656.0001

## WARNINGS

- Unplug the machine or turn off the main switch before servicing the interior components of the machine.
- Never operate the machine without water.
- Never touch brew module, spouts, and hot water dispense pipes. They are HOT and could cause burns.
- The machine must be operated with clean water. Make sure to use water filters and/or softeners as needed.

# SITE REQUIREMENTS

## Plumbing

Brewer must be connected to a cold water system with operating pressure between 30 and 90 psi (0.206 and 0.620 MPa) from a 1/2" or larger supply line. Install a regulator in the line when pressure is greater than 90 psi (0.620 MPa) to reduce it to 50 psi (0.345 MPa).

NOTE: Bunn-O-Matic recommends 3/8" 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 counter top. 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.

WATER TREATMENT - for best results include:

1. No Chlorine.
2. Water hardness 6 to 10 grains or less total hardness.
3. Water Filtration System. *BUNN Filter EQHP-10L (PN 39000.0001)*

## FOR INDOOR USE ONLY

### Counter

1. Counter able to support at least 200 pounds (90kg).
2. Counter area large enough for machine.
3. Minimum clearance of 2" around machine.
4. Machine must be level within 2° for proper operation.
5. Confirm all legs are flat on counter surface.

NOTE: Legs can be twisted to raise or lower.

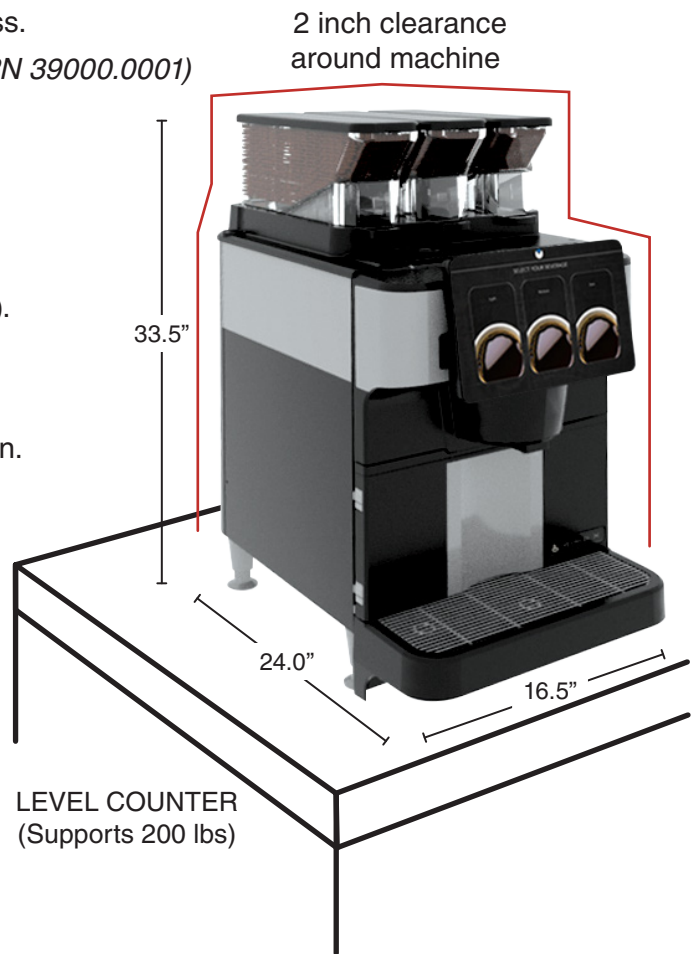
## WARNING

The brewer must be disconnected from the power source until specified in Initial Setup. Refer to Data Plate on the Brewer, and local/national electrical codes to determine circuit requirements.

## Electrical Hook Up

**CAUTION: Improper electrical installation will damage electronic components.**

1. An electrician must provide electrical service as specified.
2. Using a voltmeter, check the voltage and color coding of each conductor at the electrical source.
3. Connect the dispenser to the power source.
4. If plumbing is to be hooked up later be sure the dispenser is disconnected from the power source. If plumbing has been hooked up, the dispenser is ready for Initial Fill & Heat.



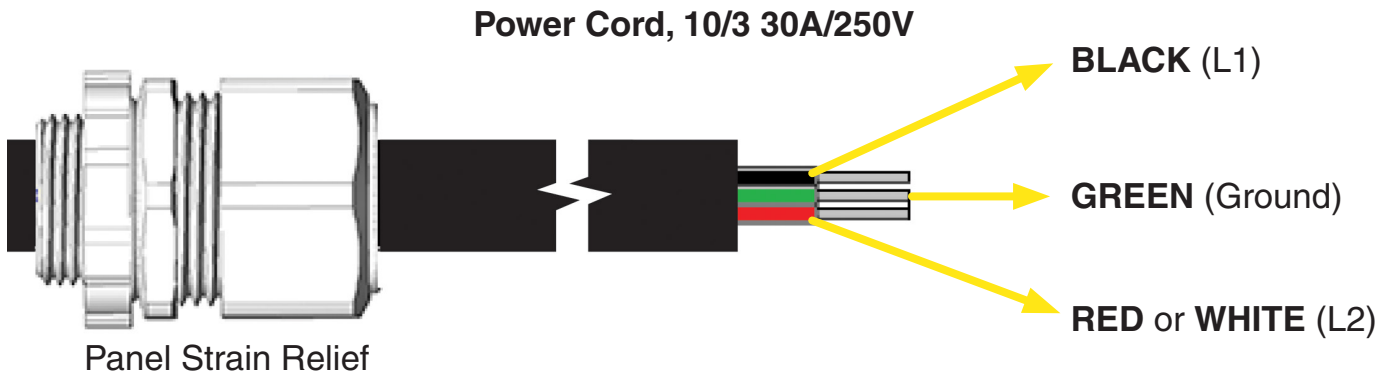
## SITE REQUIREMENTS

### Electrical Configuration

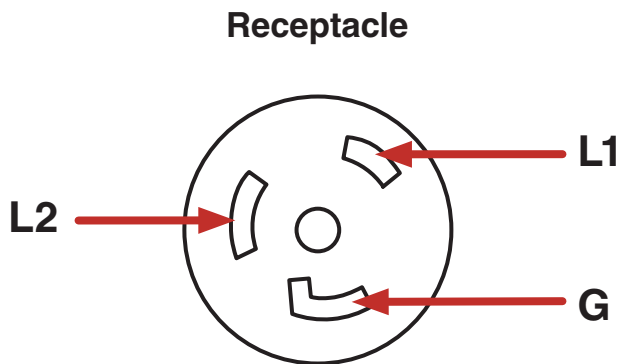
- 208VAC circuit (voltage range +5/-10%)
- Dedicated 30-amp circuit: cord cap, receptacle, and breaker
- Machine is supplied with a power cord (PN 46908.0002) AWG 10/3 30A/250V with Plug L1, L2, G.

NOTE: (N) no neutral wire/conductor used.

- Receptacle within 4.5 feet (1.4 meters) of the machine. (Note: the length of the power cord is regulated by the machine's UL certification; the length and type of cord cannot be substituted.)
- Machine total amp draw 24.0 amps at 208VAC
- Determine the available on-site electrical service.



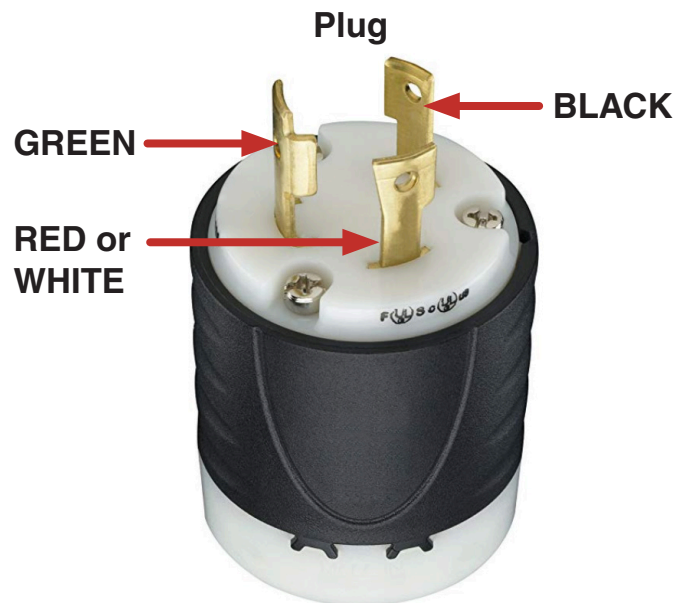
### EXAMPLE



NEMA L6-30R

### Voltmeter

L1 - L2 = 208VAC  
L1 - G = 120VAC  
L2 - G = 120VAC



NEMA L6-30P

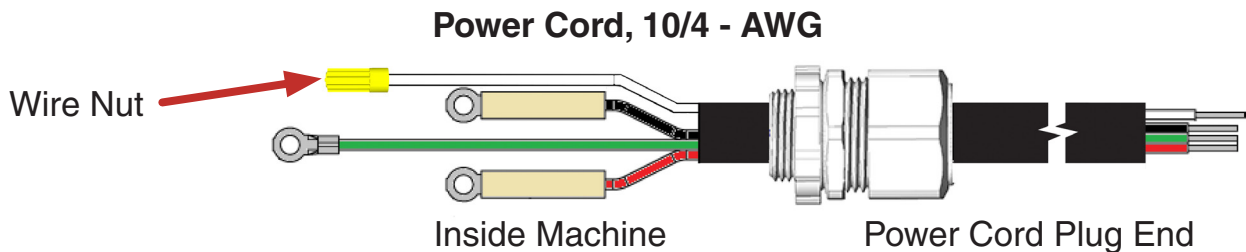
## OPTIONAL FIELD WIRING

### Location Receptacle Configuration

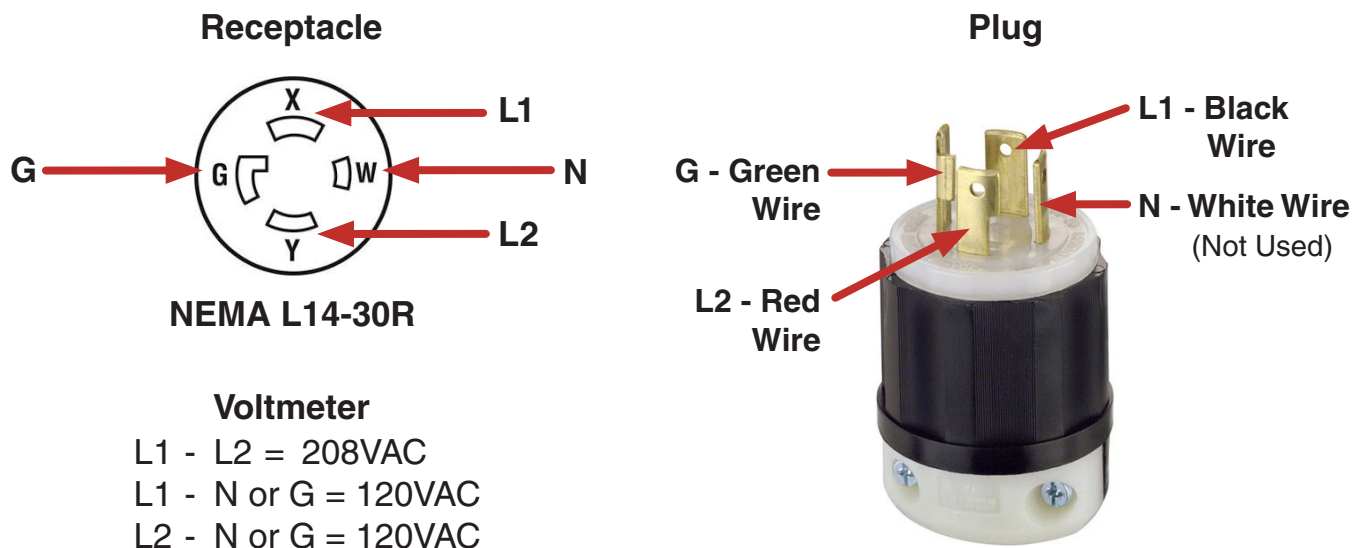
In the event the current location has an 1PH, 3 Wire plus Ground, 30 Amp electrical receptacle, the machine power cord/plug (PN 46908.0002) will need to be removed and replaced with a power cord and plug to match the location receptacle configuration.

### Electrical Configuration

- 208VAC circuit (voltage range +5/-10%)
- Dedicated 30-amp circuit: cord cap, receptacle, and breaker
- Determine the available on-site electrical receptacle is 1PH, 2 Wire plus Ground or 1PH, 3 Wire plus Ground.
- Machine is supplied with a power cord (PN 46908.0002) AWG 10/3 30A/250V with Plug L1, L2, G for use with 1PH, 2 Wire plus Ground receptacle.  
NOTE: (N) no neutral wire/conductor used.
- If location electrical receptacle is a 1PH, 3 Wire plus Ground receptacle, see the attached Optional Field Wiring decal on the machine and the following "Example" below.
- Remove supplied power cord and install AWG 10/4 30A/250V powercord with correct plug to match location receptacle configura
- NOTE: (N) NEUTRAL WIRE/CONDUCTOR (WHITE WIRE) FROM THE POWERCORD WILL NEED TO BE CAPPED OFF IN THE MACHINE.
- Use the appropriate size of wire nut inside the machine over the powercord Neutral Wire (White) end and push into the wire while twisting the nut clockwise. See Example.
- Receptacle within 4.5 feet (1.4 meters) of the machine. (NOTE: The length of the power cord is regulated by the machine's UL certification.)
- Machine total amp draw 24.0 amps at 208VAC



### EXAMPLE (Optional Field Wiring)



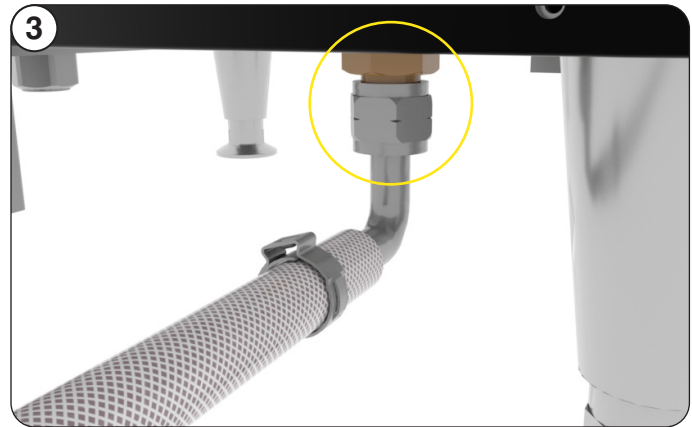
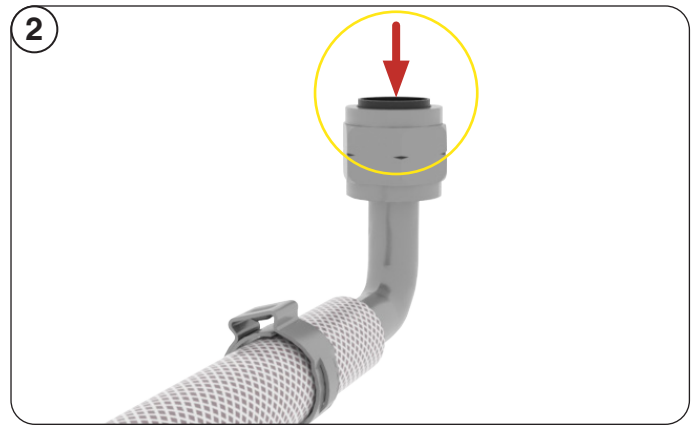
## INITIAL SETUP

### Plumbing Hook Up

The plumbing connection is a 3/8" male flare fitting located on the lower, left, rear of the machine as shown.

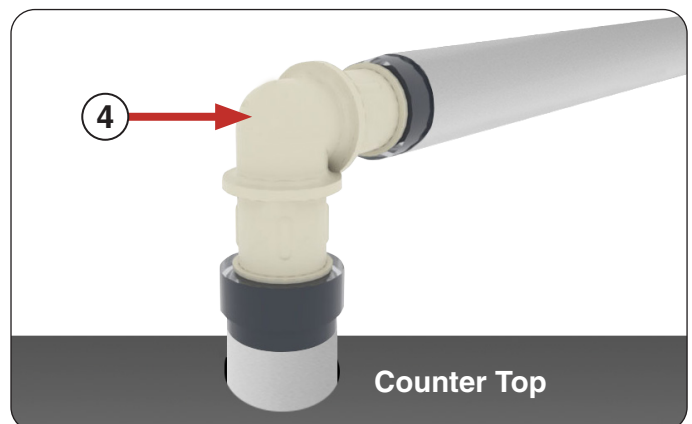
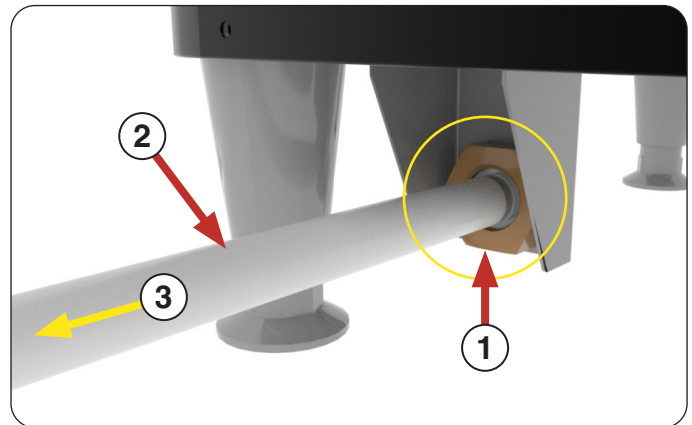
**NOTE:** Water pipe connections and fixtures directly connected to a potable water supply shall be sized, installed, and maintained in accordance with federal, state, and local codes.

1. Main water supply shut off valve should be present between water supply and machine.
2. Place Nylon Gasket (find in separate bag) into end of water line as shown. (PN 33149.0000).
3. Flush the water line and securely attach it to the inlet fitting at the rear of the brewer.
4. Turn on the water supply and check for leaks.



### Drain Hook Up

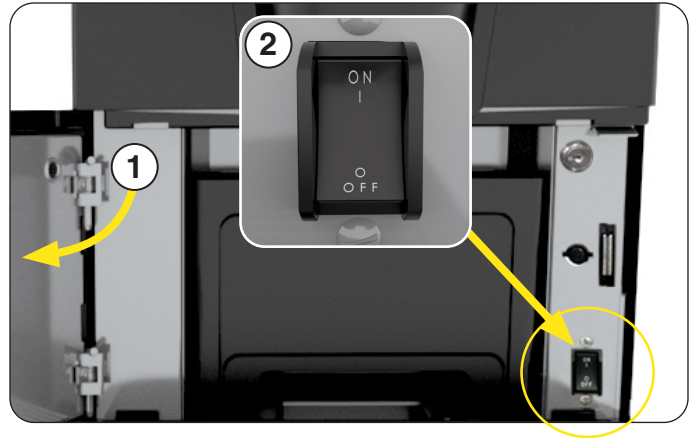
1. The drain connect is a barb fitting located at the back, right leg.
2. The drain hose must be rated to withstand temperatures of 190°F (87.8°C) and higher.
3. Installation of drain hose must be gradually sloped and routed without any kinks or rise in the tubing going to the nearest open drain.
4. For Through Counter drain hook up; use the included 90° Elbow Fitting (PN 38553.0001) to route hose down, through the counter.



## INITIAL SETUP

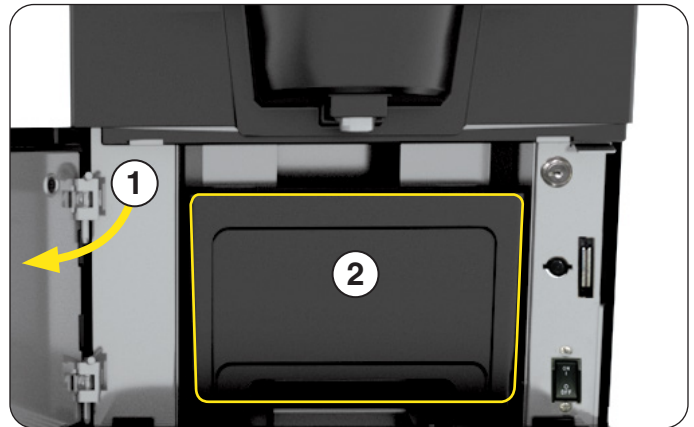
### Power Switch

1. Open Customer Access door.
2. The switch is located on the lower, right side.



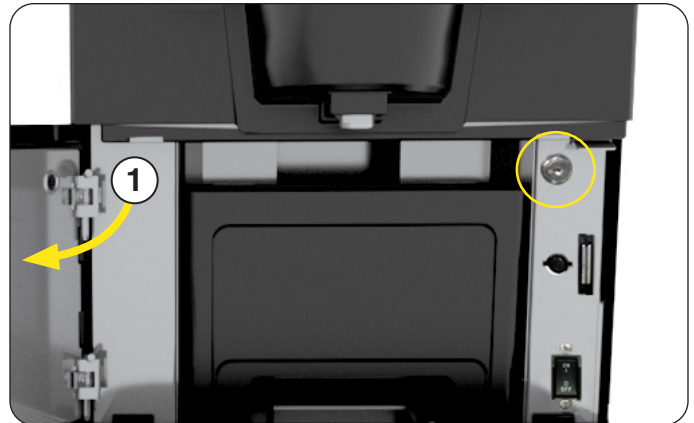
### Grounds Bin

1. Open Customer Access door.
2. Remove packing and tape from Grounds Bin.



### Keys (for Service Access Door)

1. Open Customer Access door.
2. Lock is located on right side of Grounds Bin.



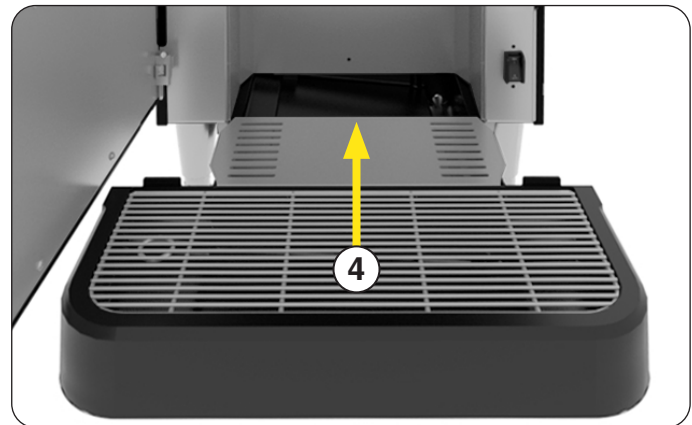
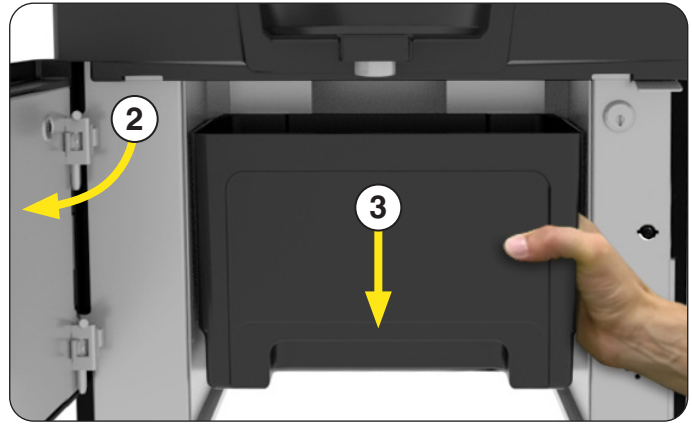
3. Remove Grounds Bin.
4. Keys are taped inside Grounds Bin.



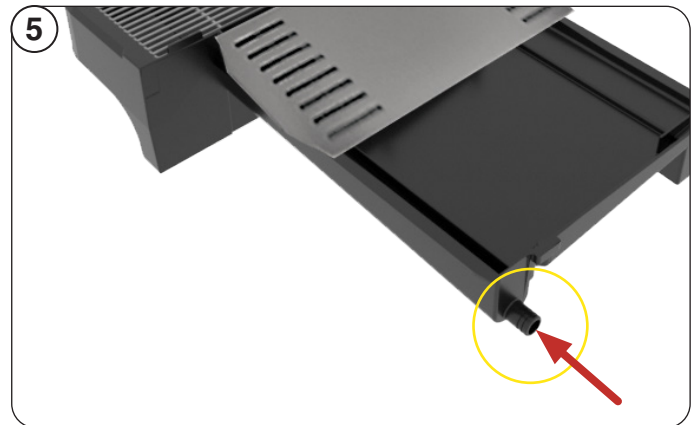
## INITIAL SETUP

### Drip Tray

1. Unpack the drip tray assembly.
2. Open Customer Access door.
3. Remove Grounds Bin.
4. Insert drip tray into the cut-out in the door.



5. The drip tray is equipped with a drain outlet that will automatically connect to the drain line when the tray is installed in the correct position under the brewer.



As directed in the International Plumbing Code of the International Code Council and the Food Code Manual of the Food and Drug Administration (FDA), this equipment must be installed with adequate back flow prevention to comply with federal, state and local codes. For models installed outside the U.S.A., you must comply with the applicable Plumbing /Sanitation Code for your area.

### Filling Internal Cleaner Container

1. Unpack the 1 gallon bottle of Clearly Coffee™ cleaning liquid (PN 58602.0001) to fill the Internal Cleaner Container.
- NOTE: The type of liquid cleaner used is important. The system will only recognize an approved type. If an incorrect cleaner is used, the machine will notify you to change cleaner.

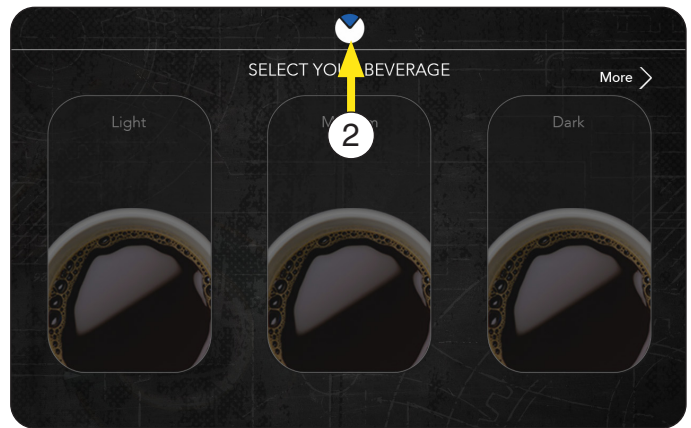


# INITIAL SETUP

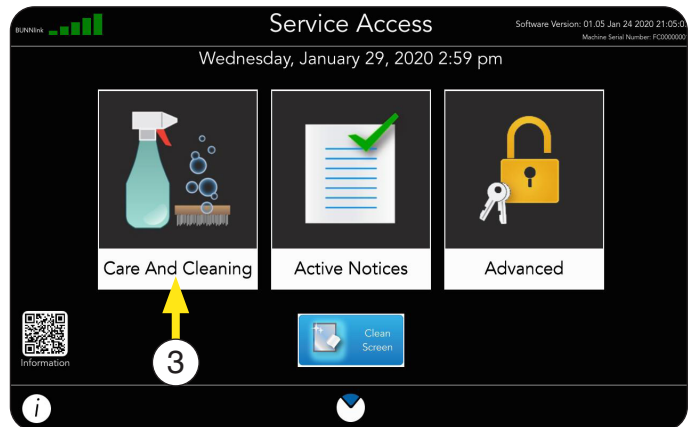
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## ACCESSING CARE AND CLEANING

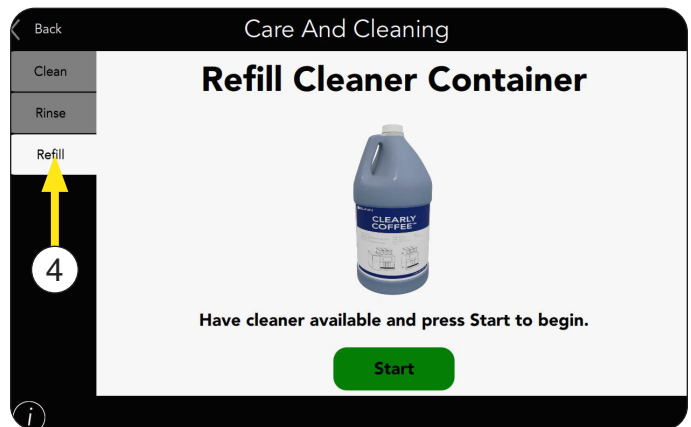
2. Press the BUNN logo for a few seconds until the Service Access screen appears.



3. From the Service Access screen, press the Care and Cleaning button.

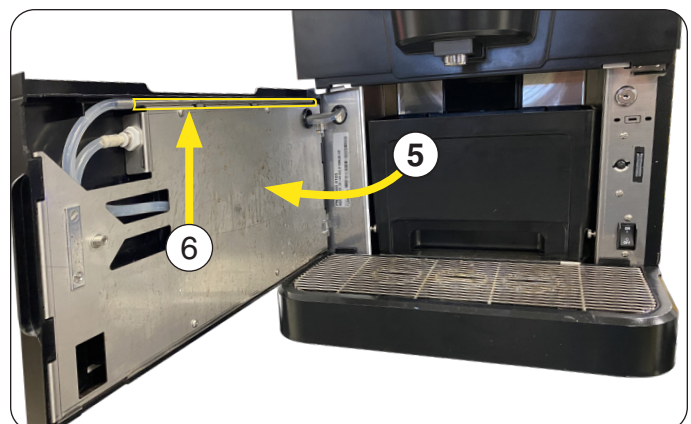


4. Press the Refill tab.



5. Open Lower Door.

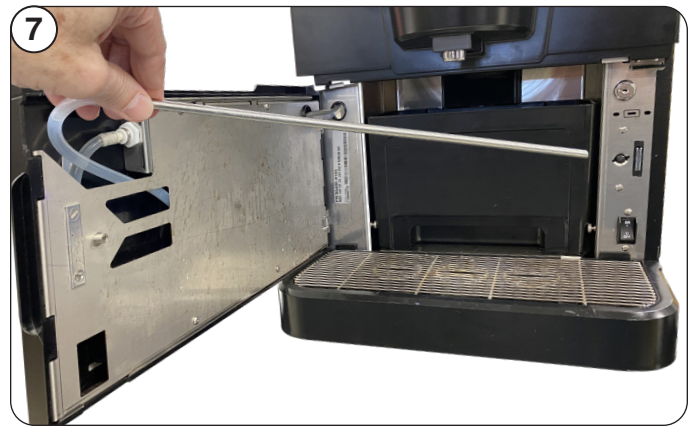
6. Find Cleaner Wand in top edge of Lower Door.



## INITIAL SETUP

*continued from previous page*

7. Remove Cleaner Wand from Lower Door.



8. Close Lower Door with Cleaner Wand positioned in notch on the door.

The door should latch and the tube should not be crimped or pinched if positioned correctly.



9. Remove the lid from the Clearly Coffee cleaner bottle and place the Cleaner Wand in the bottle.

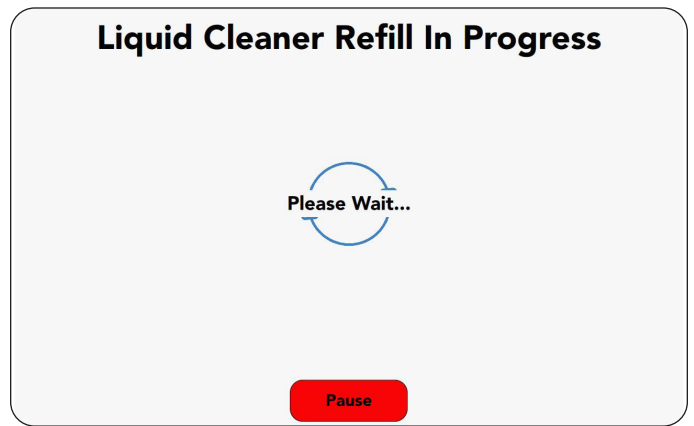


10. Press Start button.



## INITIAL SETUP

NOTE: Press Pause button if needed.

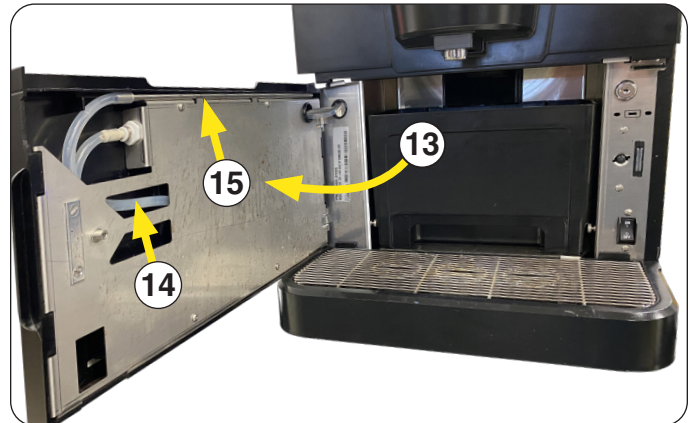


11. When complete, remove Cleaning Wand from bottle.

12. Open Lower Door.

13. Place excess tubing in door.

14. Place Cleaning Wand in top edge of door.



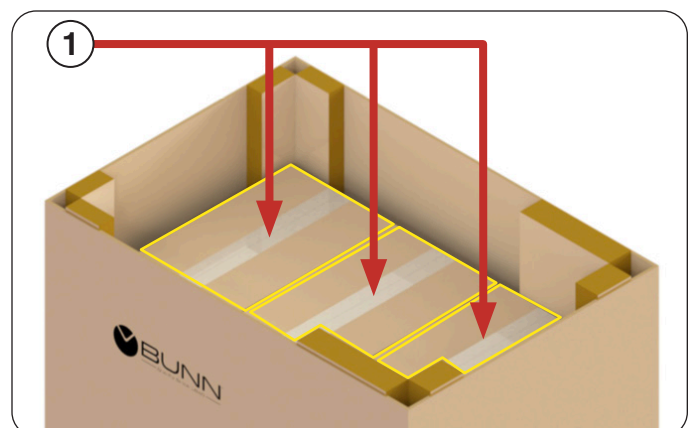
15. Close Lower Door.

Filling Internal Cleaning Container is complete.



### Bean Hoppers

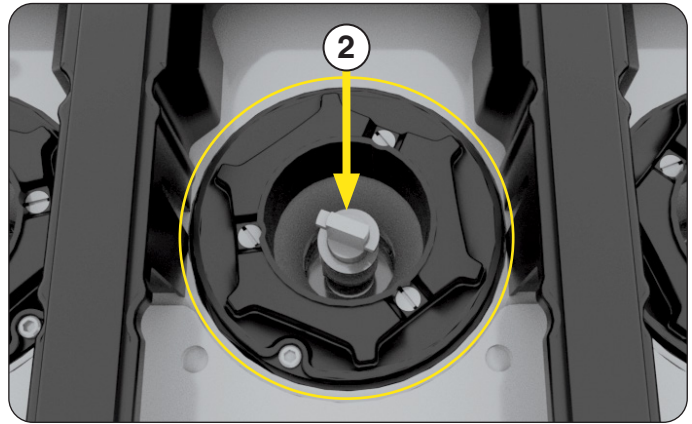
1. Remove the three individual boxes containing the bean hoppers.



## INITIAL SETUP

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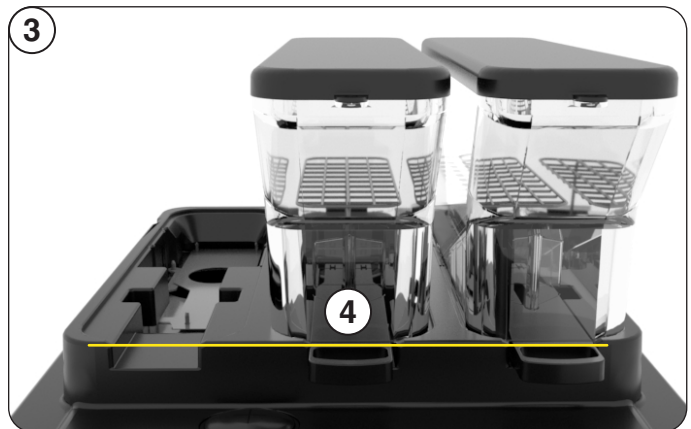
2. Prior to installing the bean hoppers, visually verify that there is no debris or obstruction blocking the bean chutes or bean detection sensors.



3. Install the bean hoppers in any order.

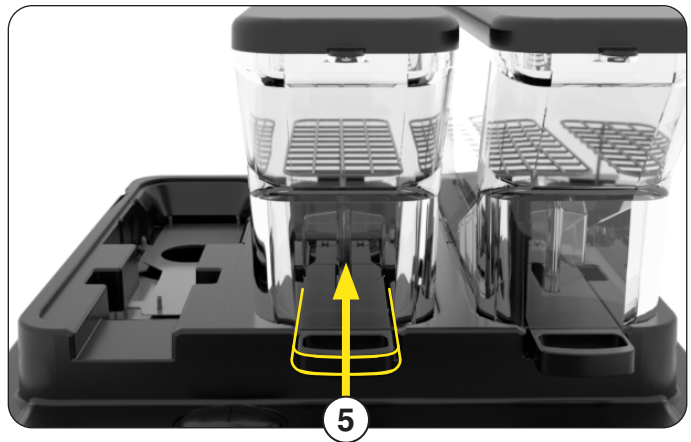
NOTE: Each hopper holds approximately 3.7 lbs (1.68 kg).

4. Hoppers should sit flat when in place correctly.



5. Push the hopper Locking Lever to the back. This locks the hopper in place and allows beans to flow down into the grinder.

6. Repeat Steps 3 thru 5 for the remaining hoppers.



7. The hoppers are ready to be filled with beans.



## INITIAL SETUP

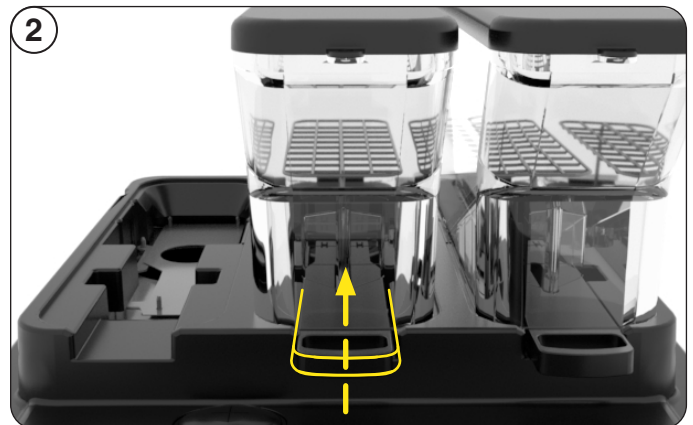
### Filling Bean Hoppers

If bean hoppers are already locked in place, go to Step 3.

1. Place an empty hopper in opening on top of machine.

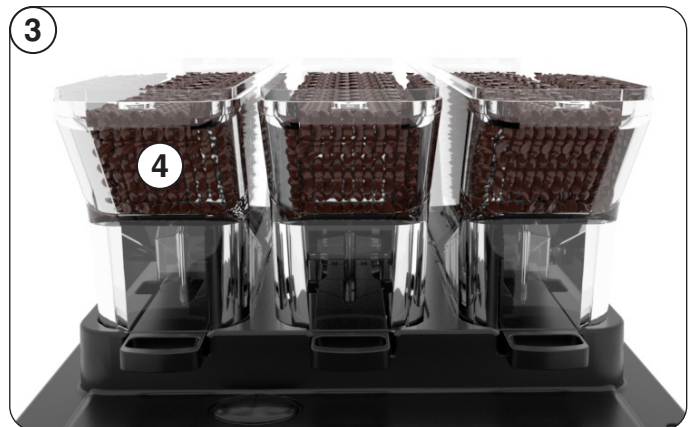


2. When placed, push gate handle back.



3. Remove lid(s).

4. Pour whole coffee beans in hopper(s).  
NOTE: Apply roast decals if available.

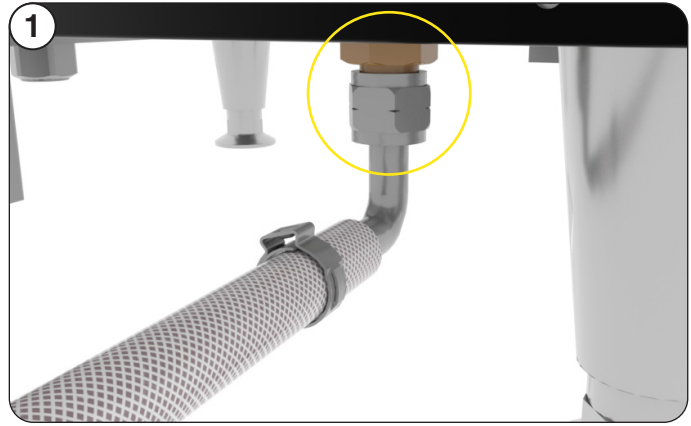


5. Once full, place lid back on top of hopper(s).

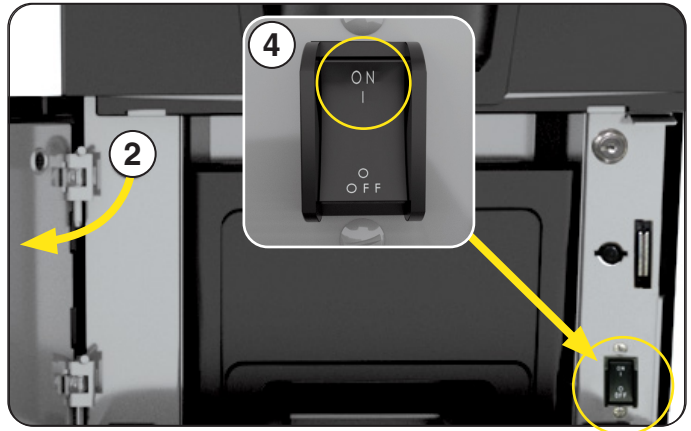


## INITIALIZING

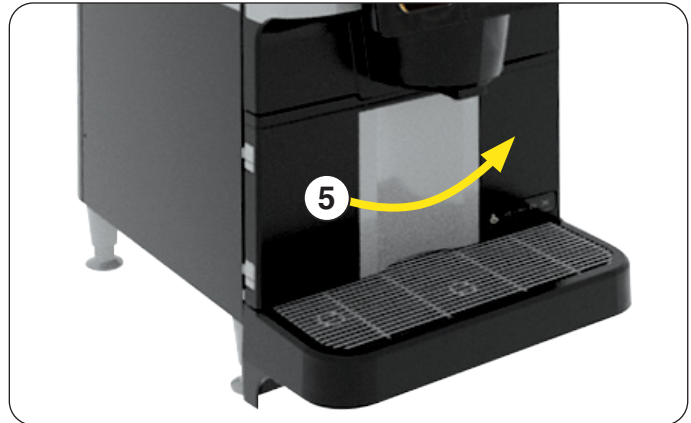
1. With the water supply line connected to the unit, turn the water on & check for leaks.



2. Open Customer Access door.
3. Connect the unit to the power source (plug it in).
4. Turn the unit on by setting the power switch to the ON position.



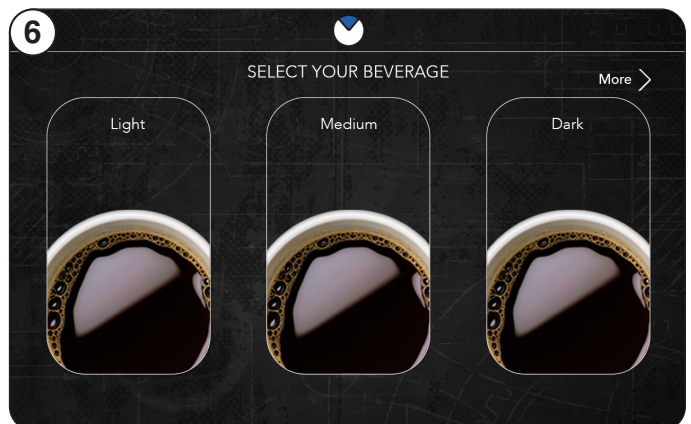
5. The door must be closed to begin the initialization sequence, it may take 60-90 seconds, and the machine will reset in preparation for user operation.



6. Once the initialization sequence is complete, the User Interface screen will appear.

NOTE: Reminders for **Daily** and **2 Week** cleaning are set for Monday at 1:00 AM as a default.

If you want to change these parameters, see Schedule Cleaning section for steps to revise.

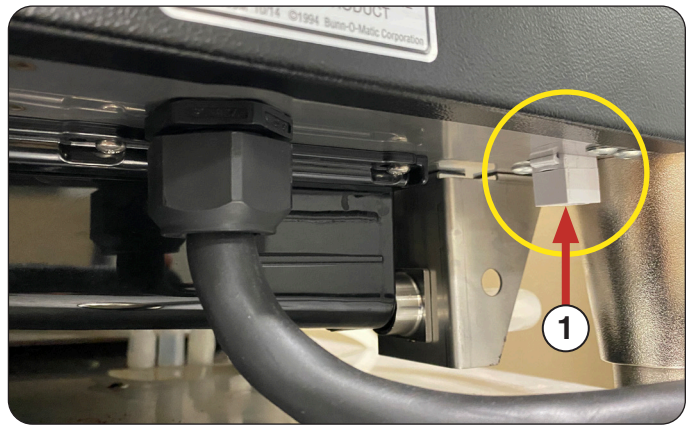


# BUNNLINK ACTIVATION

## Ethernet WI-FI Board Activation

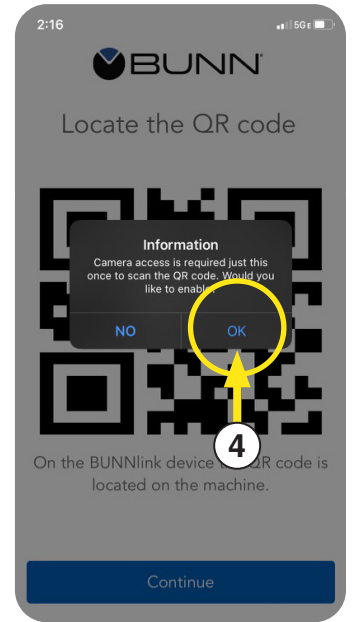
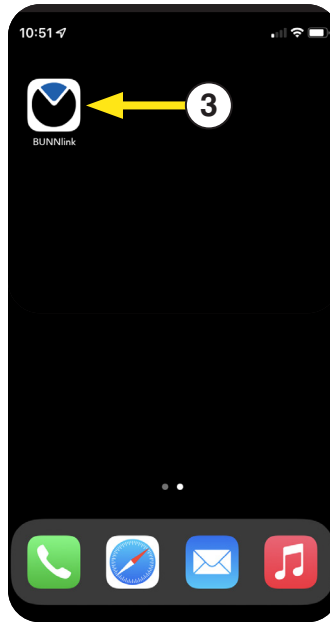
These instructions are for connecting BUNNlink from a compatible machine through WiFi using an Ethernet connection.

1. If you are connecting to an Ethernet cable, locate the Ethernet cable port.  
If you are using WiFi only, proceed to next step.
2. Download the latest version of the BUNNlink Mobile App to your smart phone through either the Apple® App store for IOS or Google Play® store for Android.



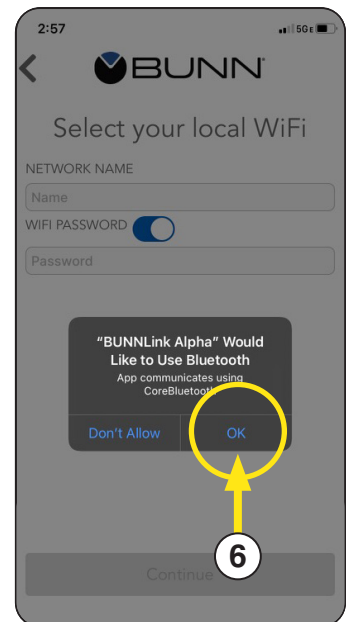
NOTE: It will appear with the BUNN logo icon.

3. Open App when complete.
4. The app will ask you to enable the camera to scan the QR code.  
Select OK.



5. This screen will display once accessed.  
Press the CONTINUE button.

6. The app will ask permission to use Bluetooth.  
Select OK.



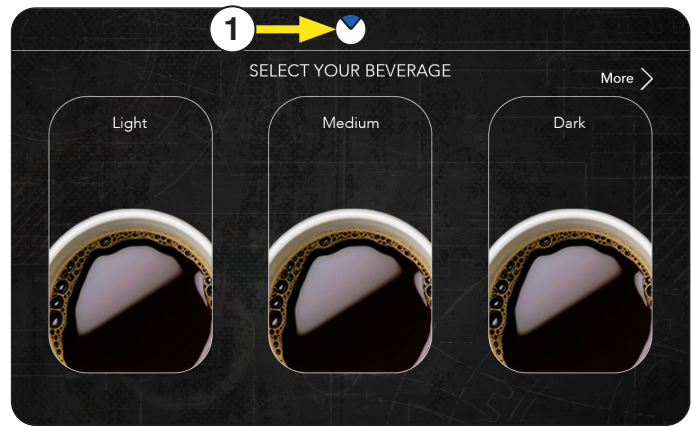
# BUNNLINK ACTIVATION

The location's Wi-Fi network name and password is required before BUNNlink activation.

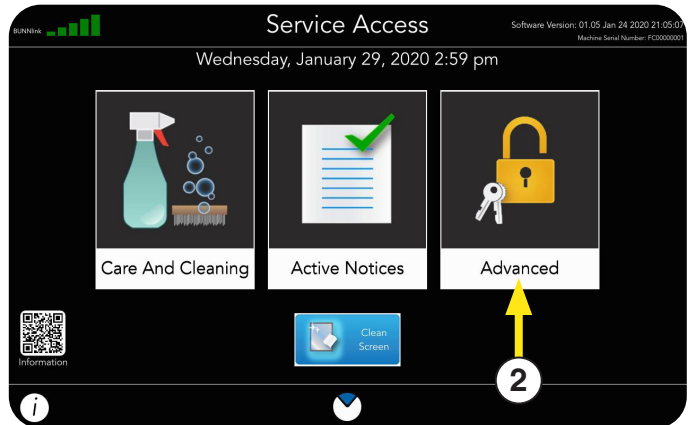
If you experience any issues with activation; contact BUNN Tech Services at (800) 286-6070 or email: [bunnlink@bunn.com](mailto:bunnlink@bunn.com).

Steps to find out:

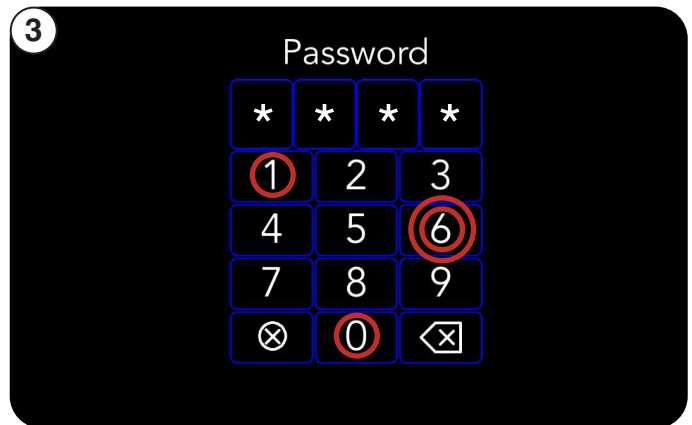
1. Press the BUNN Logo to open Service Access screen.



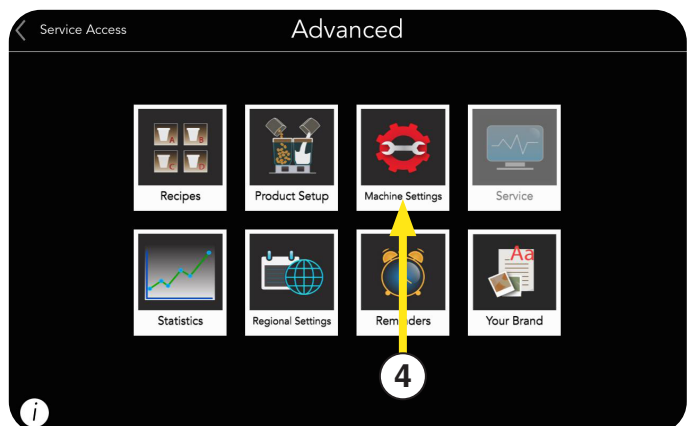
2. Select Advanced button



3. Select 6601 for Password.



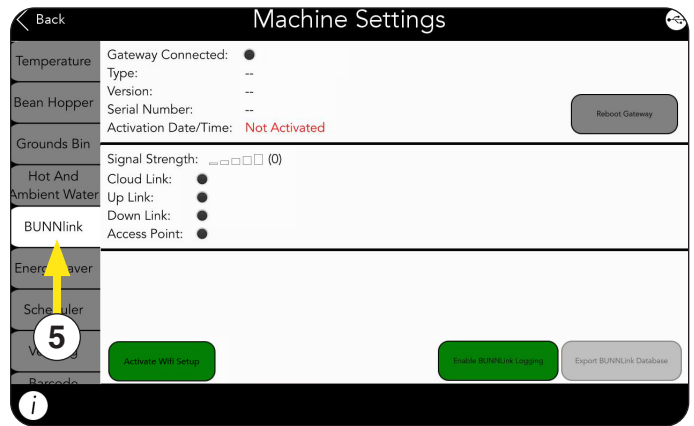
4. Select Machine Settings.



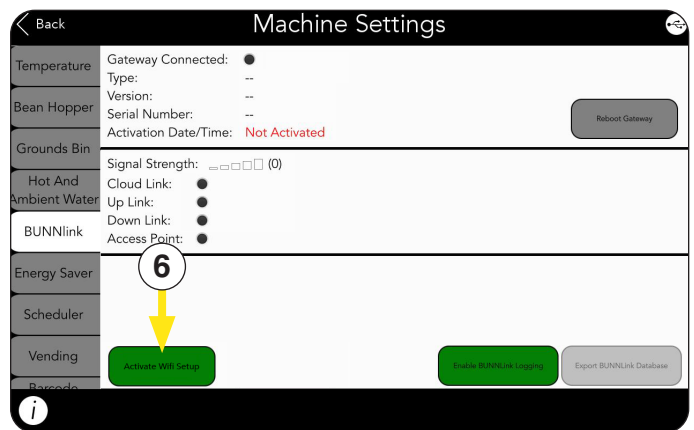
# BUNNLINK ACTIVATION

continued from previous page

5. Select BUNNlink Tab.



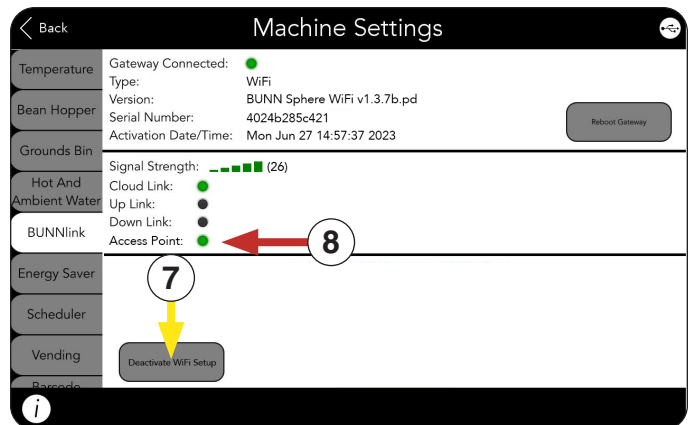
6. If not active, click on the Activate WiFi Setup button.



7. The button should change to grey and say Deactivate WiFi Setup.

8. The Access Point dot should turn green.

NOTE: If Access Point is dark, power cycle the machine for 5 minutes and start over.



# BUNNLINK ACTIVATION

continued from previous page

## BUNNLINK TAB INFORMATION WHEN ACTIVE

- a. Gateway Connected should be green to indicate the machine and BUNNlink gateway see each other.
  - b. Type of board shown as WiFi.
  - c. Sphere WiFi type should appear with/its software version.
  - d. The Serial Number that appears on this screen is the Mac Address for a Bunnlink WiFi board.
- NOTE: If whitelisting is needed, this is the 12-digit Mac Address that should be added to the list.
- e. Activation Date/Time when BUNNlink was first enabled on the machine's interface.

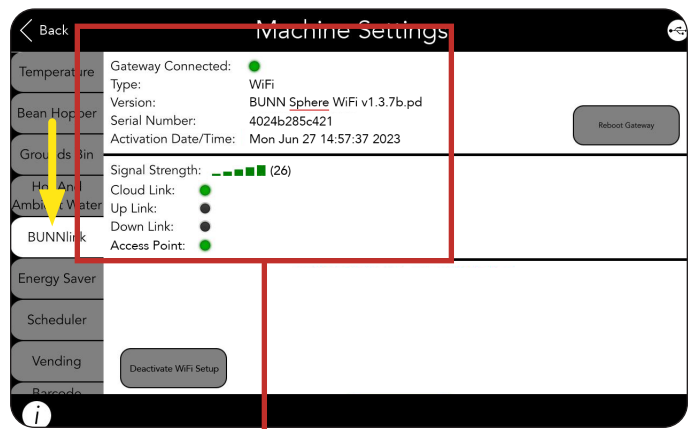
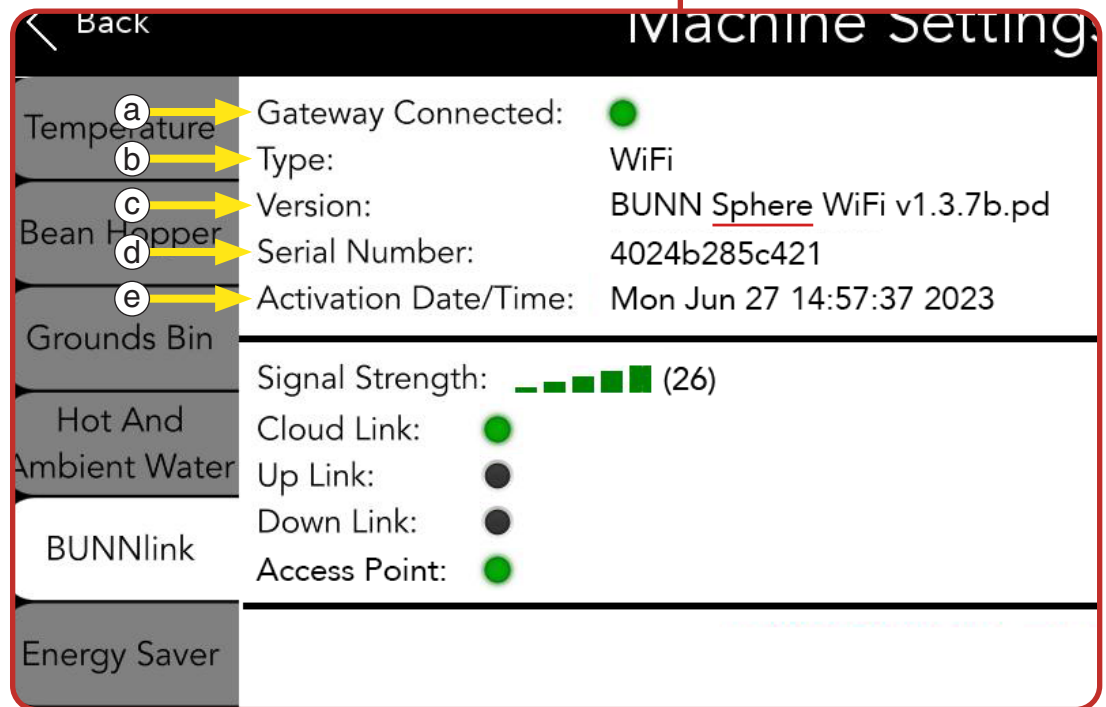


Fig. 1



# BUNNLINK ACTIVATION

*continued from previous page*

9. Locate the QR Code decal either behind the display or behind the door.

The decal should say it is for an Ethernet WiFi Board and include a Serial Number with 12 alpha numeric characters underneath the QR code image.

NOTE: The Serial Number that appears on the decal should match the one on the screen example in Fig. 1 (d).

NOTE: New kits will have a decal behind the board, on the anti-static packaging, plus a spare decal to stick on the machine when replacing or installing a board.

10. From the machine, go to the BUNNlink tab. The Access Point should be green. Proceed to step 12.

11. If the Access Point is not green, click on the Activate WiFi button. When Access Point is green, proceed to step 12.

12. Scan the QR code using the BUNNlink Mobile App.

NOTE: It may take a couple of attempts.

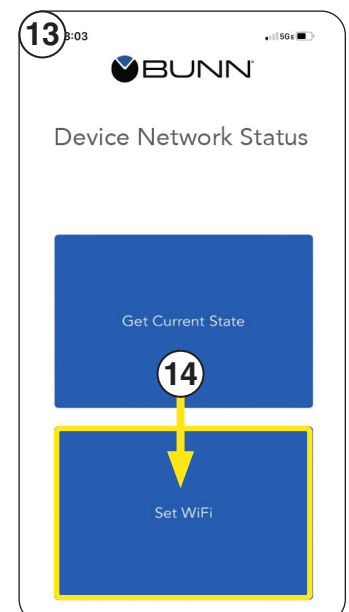
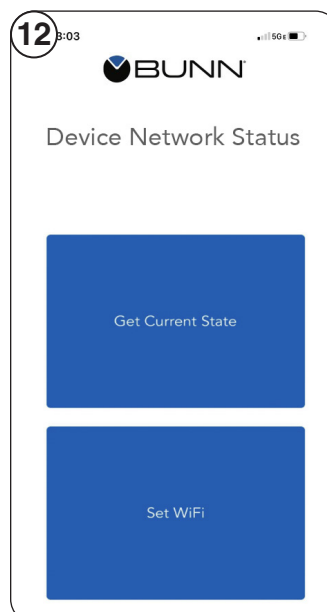
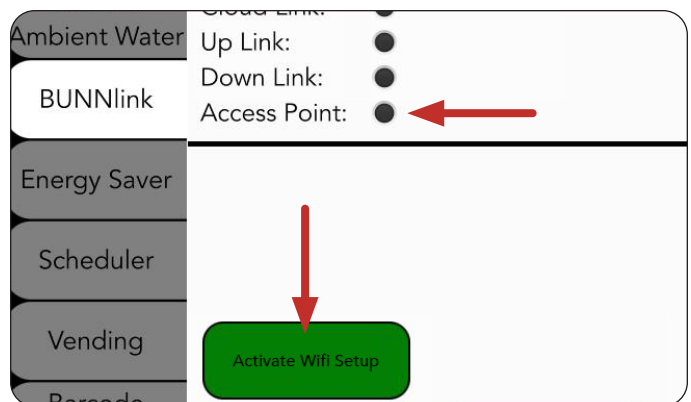
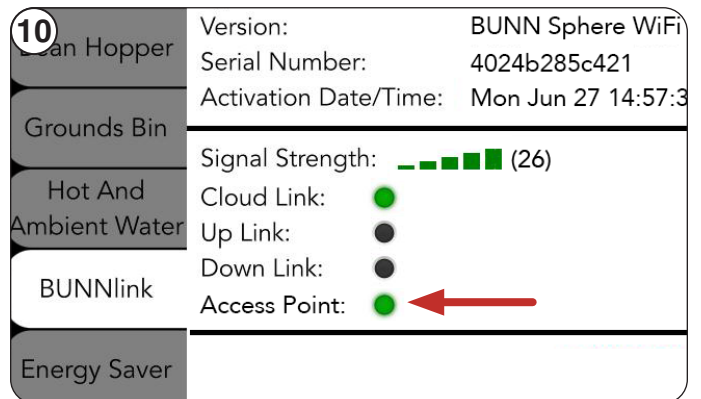
Sometimes pulling back away from the image while scanning works better than trying to get the camera too close.

If you can't scan the QR code, contact [bunnlink@bunn.com](mailto:bunnlink@bunn.com) or 217-331-8428.

Leave a message if necessary. Your call will be returned.

13. Connect to the WiFi Board. After a successful QR Code scan, two buttons will appear on the mobile app – Get Current State and Set WiFi on the Device Network Status screen.

14. On the mobile app, click on Set WiFi.



# BUNNLINK ACTIVATION

*continued from previous page*

15. If you are connecting to a hidden network, enable the Hidden toggle located on the app before Scanning for WiFi.

If successful, a list of available networks will appear.

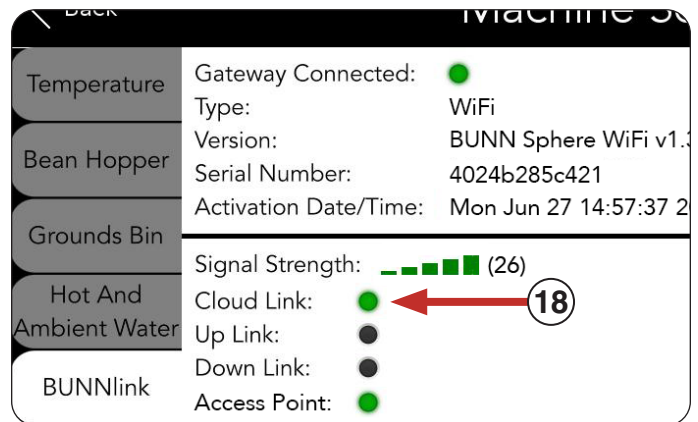
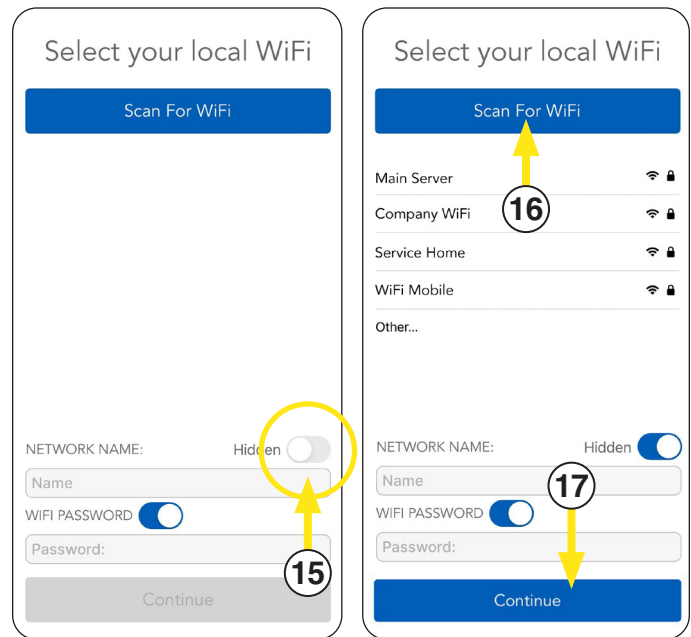
16. If you have the location's network name and password, you may enter it manually, or select the name from the list of available networks and enter the password.

17. Click Continue.

NOTE: If it fails, see Troubleshooting section.

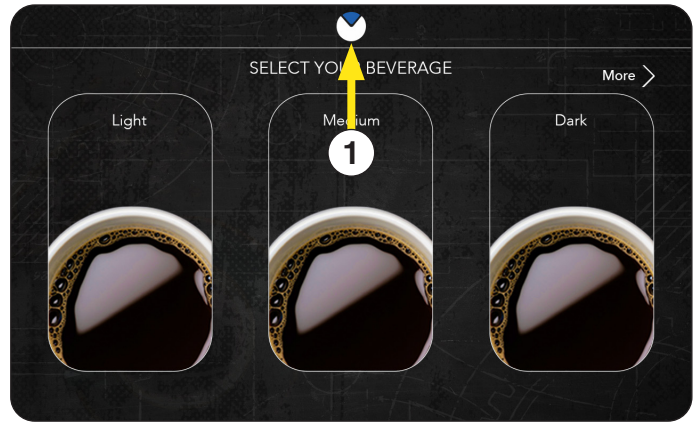
18. If successful, Cloud Link will turn green and become steady, signal strength will show green bars.

**YOUR CONNECTION IS NOW COMPLETE.**

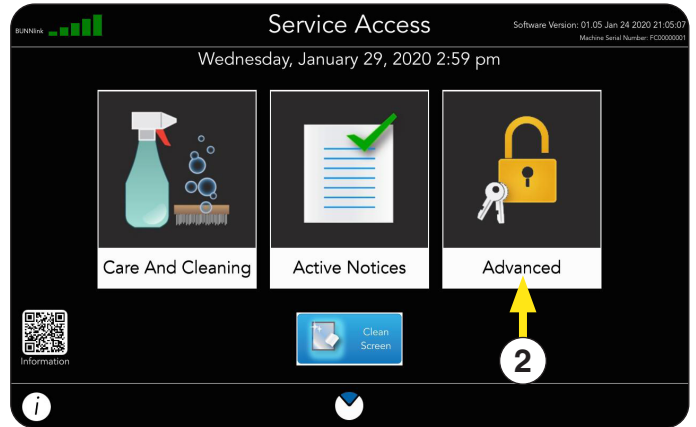


# PRODUCT AND RECIPE SETUP

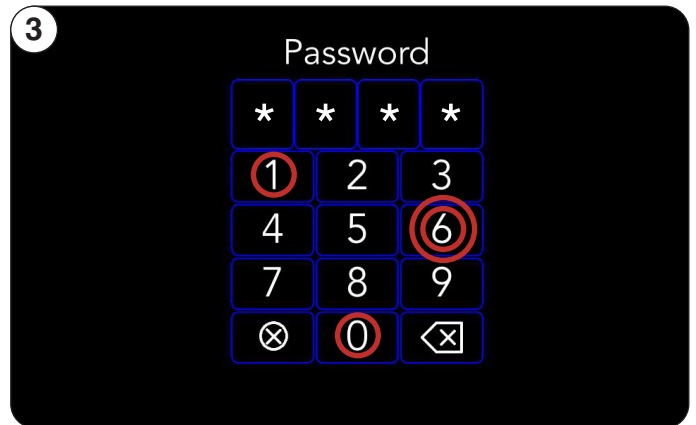
1. Touch and hold the BUNN logo for a few seconds until Service Access appears on the display.



2. Select the Advanced icon.



3. Next, enter the passcode 6601.

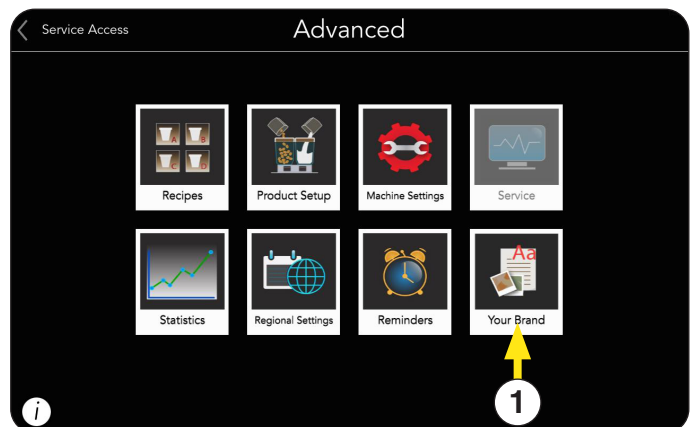


## Importing Custom Configuration Files

If you have a USB stick with custom files; follow these steps.

If not, go to Product Setup on page 23.

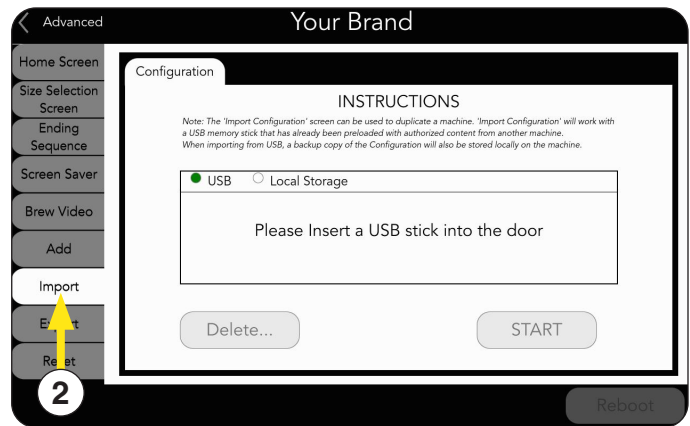
1. Touch the Your Brand icon.



# PRODUCT AND RECIPE SETUP

continued from previous page

2. Press the Import tab.

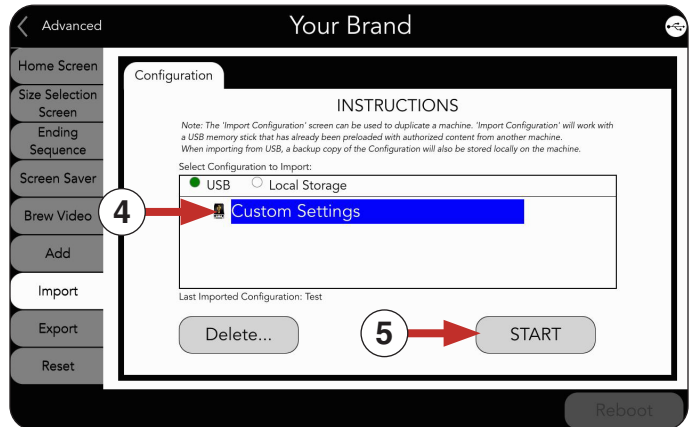


3. Insert USB Stick.

NOTE: The USB port is located behind left side of the touch screen.



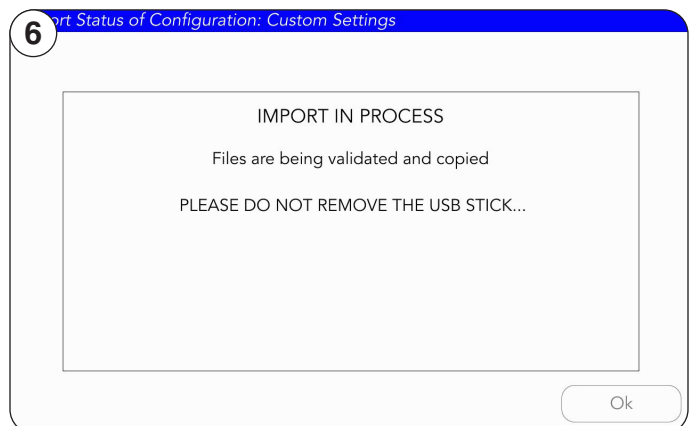
4. Select new Configuration file.



5. Press Start button.

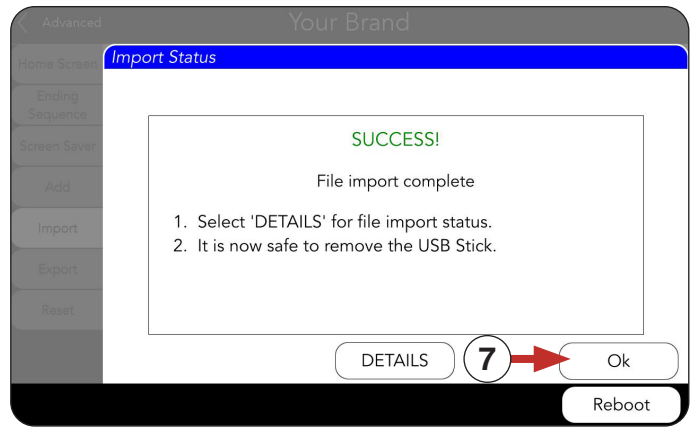
6. Screen will show progress of file import.

NOTE: Do not remove USB Stick while files are copying.



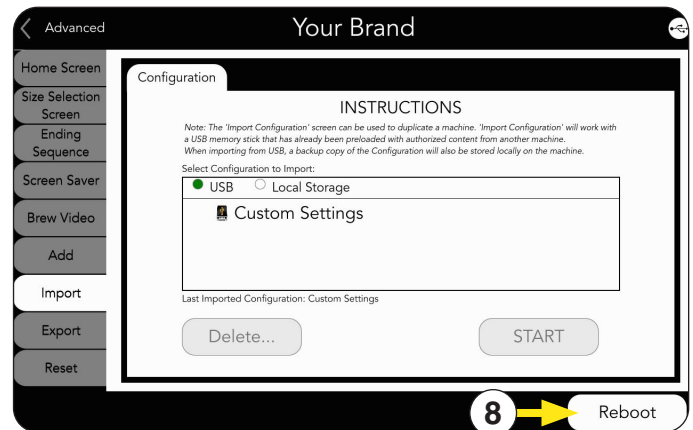
# PRODUCT AND RECIPE SETUP

7. When the import is completed, the OK button can be selected and the USB Stick can be safely removed.



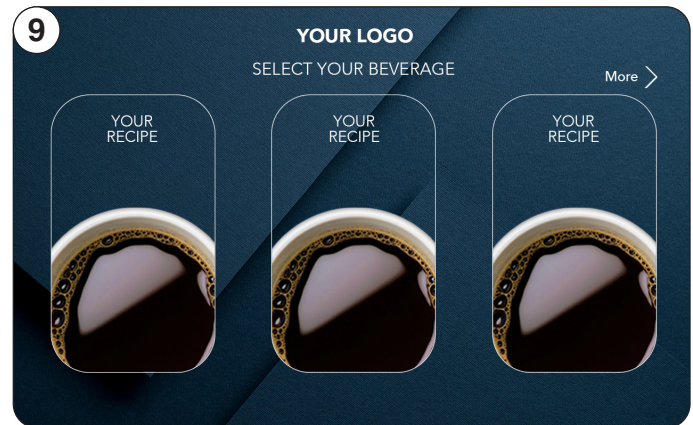
8. Press Reboot button to complete import.

NOTE: This will restart the machine's operating system.



9. The machine will update with your custom Configuration files.

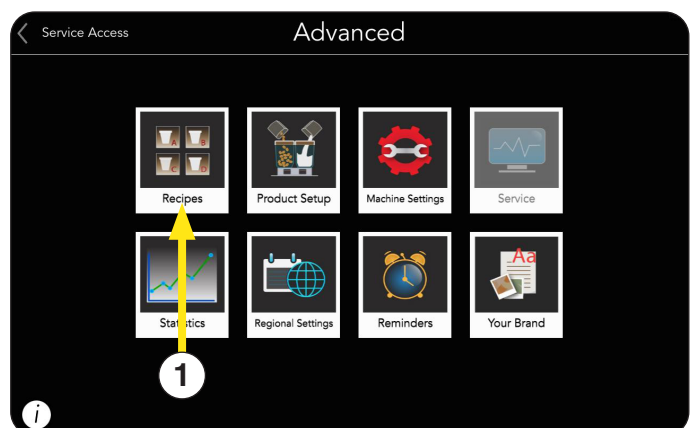
After the machine updates, the Home screen should appear, and the Products and variables you imported should be available.



## Product Setup

First we will setup a coffee Product.

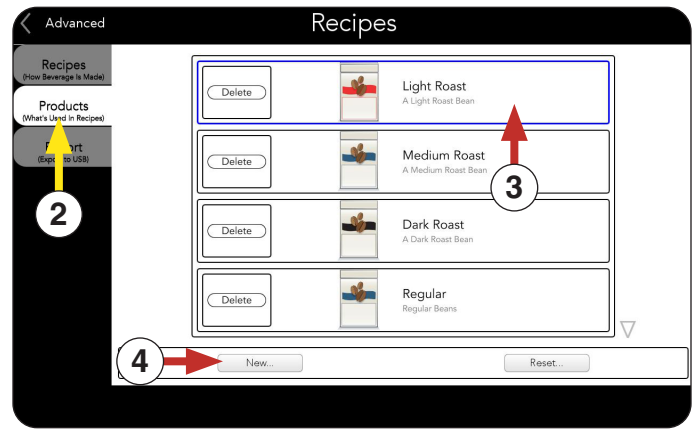
1. Touch the Recipes icon.



# PRODUCT AND RECIPE SETUP

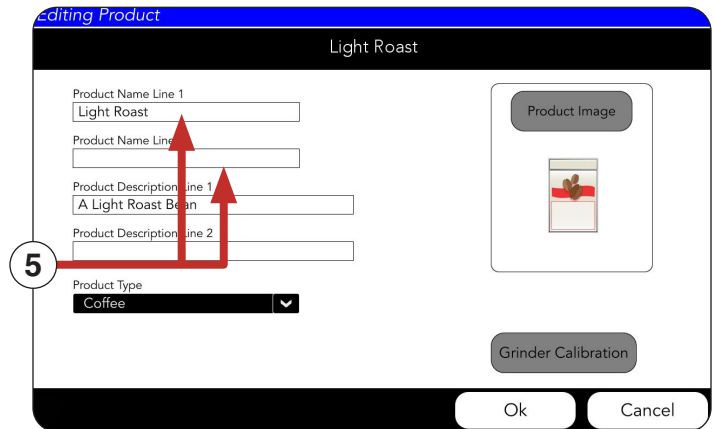
continued from previous page

2. Next, touch the Products tab.
3. Choose a product to edit.
4. Or, create a New Product.  
We will use the "Light Roast" as an example.

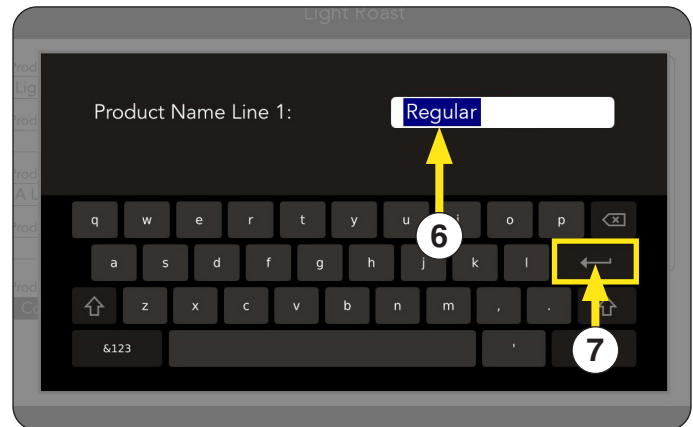


5. Next, choose the Product Name Line 1 field.

NOTE: There is a second field if you need more space to name your product.

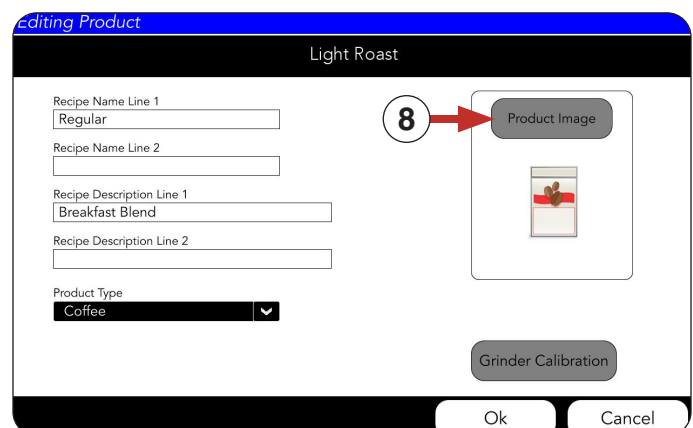


6. Type the name of your coffee, for example "Regular"
7. Press Return.



NOTE: The Product Name Line 1 and Product Description Line 1 have been updated for this example.

8. Now, choose a Product Image, or use the existing badge.

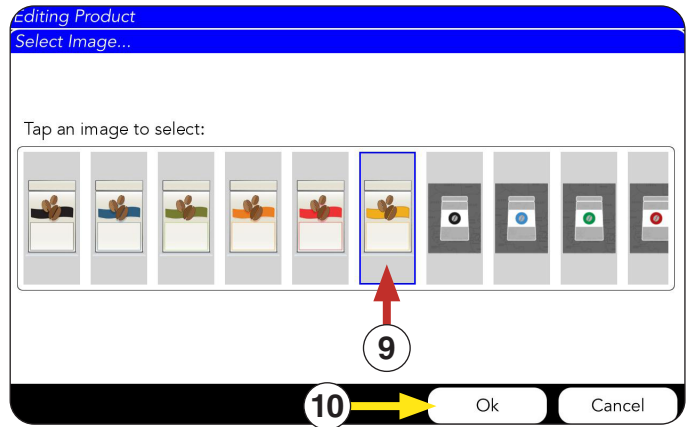


# PRODUCT AND RECIPE SETUP

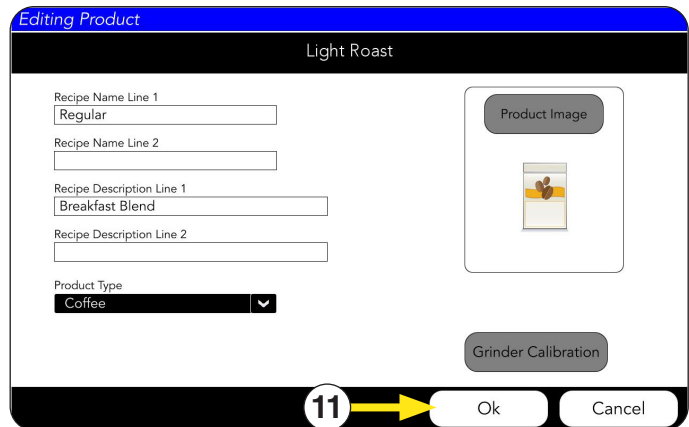
9. Next, scroll side-to-side to see the available images.

Press the chosen Product Image.

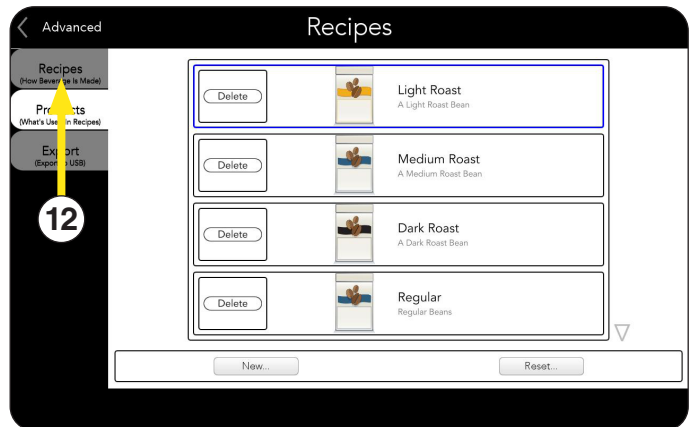
10. If a new image is chosen, press OK.



11. Press OK to complete this Product creation.

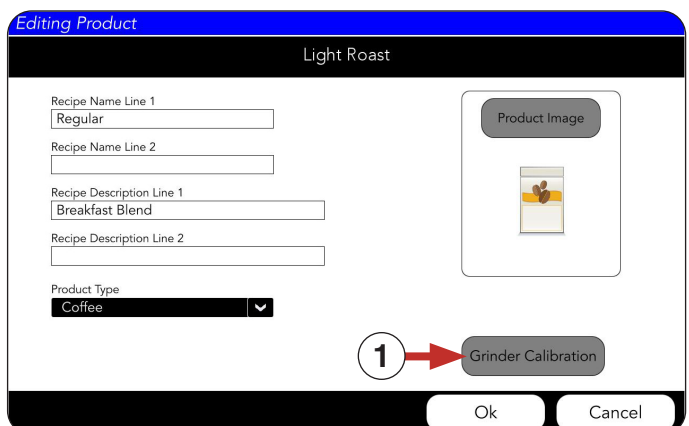


12. You can choose to edit or create new Products, or move on to creating or editing a coffee Recipe by pressing the Recipe tab.



## Grinder Calibration

1. Select the Grinder Calibration button.



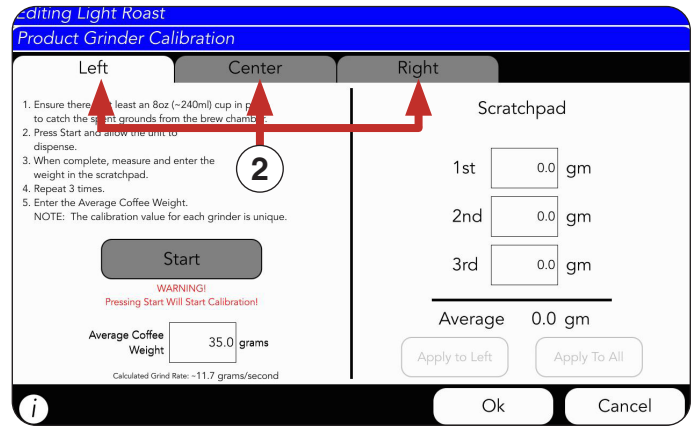
# PRODUCT AND RECIPE SETUP

continued from previous page

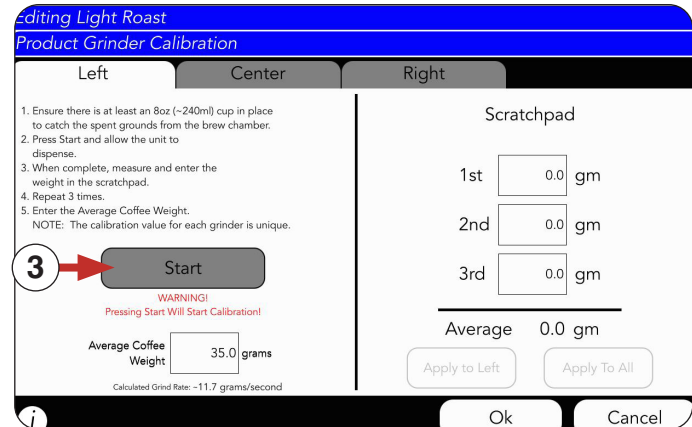
- Choose a hopper from the tabs. The default is the left hopper.

**NOTE:** Choosing the hopper during calibration is simply telling the machine which grinder to turn on. A unique calibration is stored for each product.

**WARNING:** All three hoppers must be locked in position before starting.



- Next, press the Start button to prime the grinder with beans.



- Follow on-screen prompts.



- Tare (zero) empty receiving container (Grounds Bin) or cup on digital weigh scale.
  - Select Tare
  - Select grams.

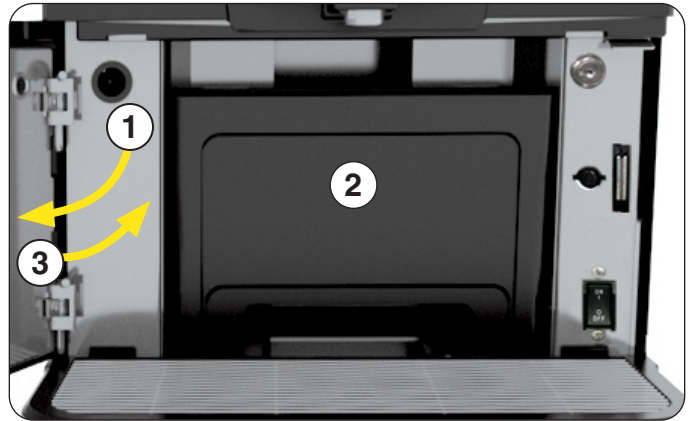


## PRODUCT AND RECIPE SETUP

*continued from previous page*

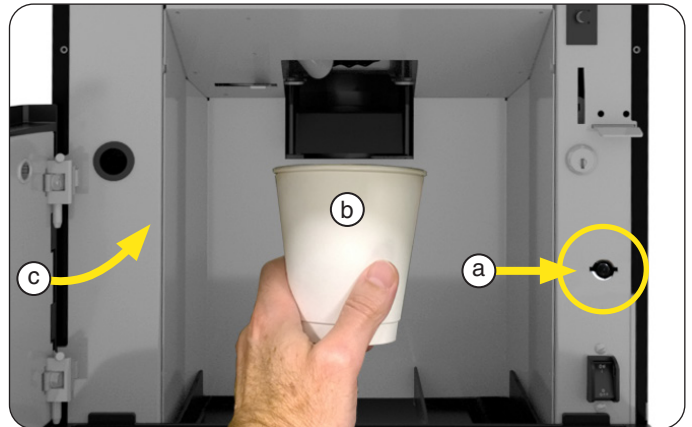
It's time to Calibrate the grinder.

1. First, open the machine door.
2. Place a container, like the Grounds Bin, under the Coffee Chute.
3. Close door and return to Calibration screen.



### OPTION 2

- a. Use the Service Key to unlock the door interlock so the door does not need to be closed completely.
- b. Hold an empty cup under the Coffee Chute.
- c. Return to Calibration screen.

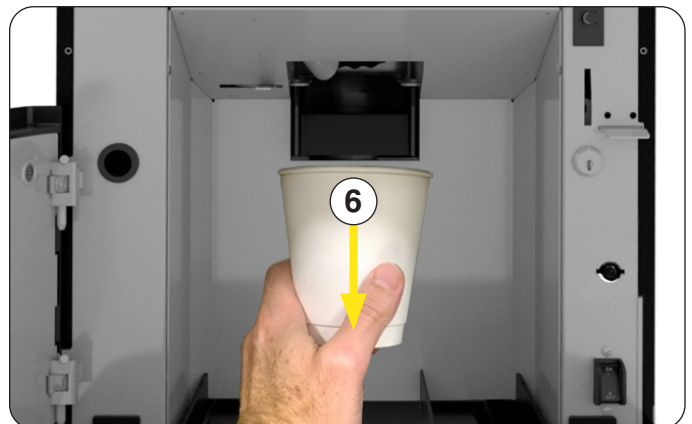


4. Press Start button.



5. The Calibration screen will appear again when finished.

6. Take the cup or container out.



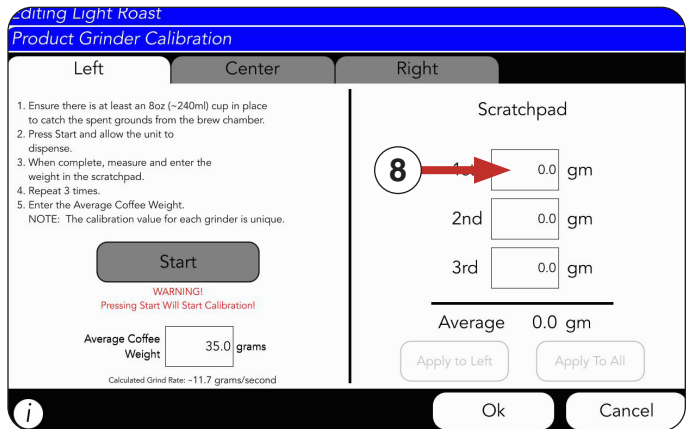
# PRODUCT AND RECIPE SETUP

continued from previous page

7. Weigh cup.



8. Then, press the 1st Field to log the weight of the coffee in the cup.

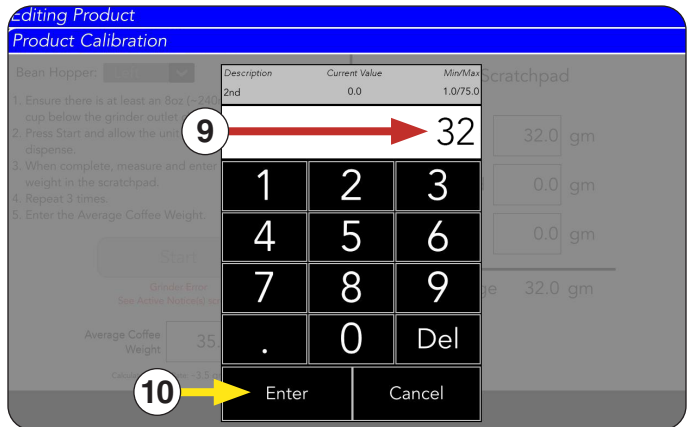


After pressing the 1st Field to log the weight of the coffee in the cup, the Input Screen will appear for you to input in these numbers.

9. Type the weight of the cup

10. Press Enter.

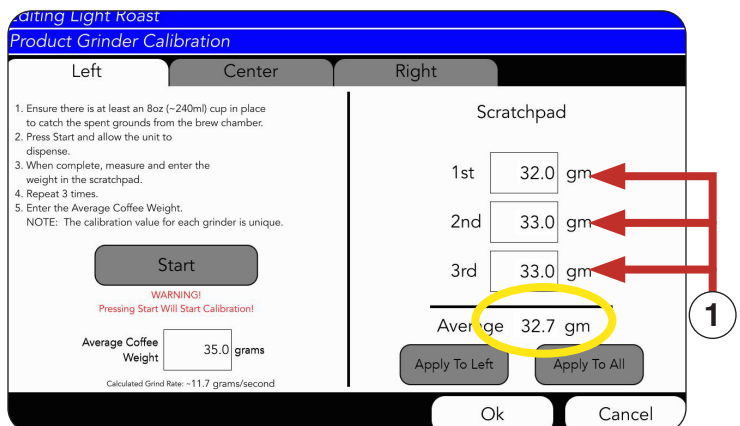
REMINDER: Remove door interlock Cheat Key after completing calibration.



Empty the cup, then repeat steps 1 - 10 two more times to fill in all 3 weight fields.

1. Note the Average Weight of the three tests.

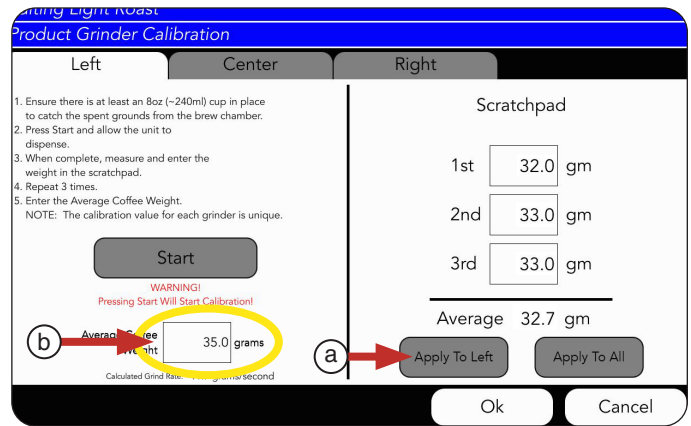
For this example it's 32.7 grams.



# PRODUCT AND RECIPE SETUP

continued from previous page

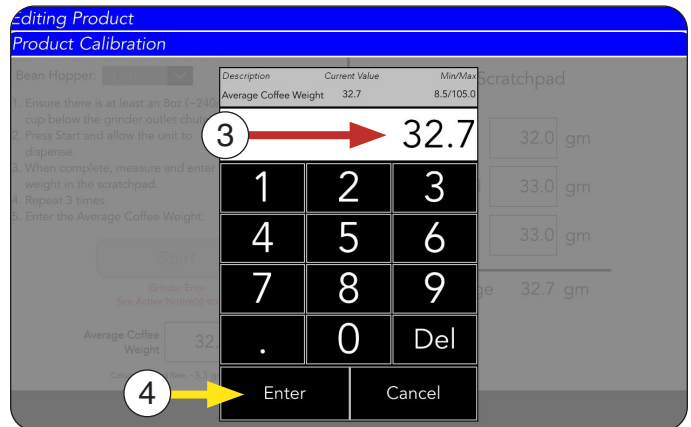
2. a. Press Apply To Left button to automatically input average.  
OR  
b. Manually press on the Average Coffee Weight field to fill in this amount.



3. The input screen will appear. Type average weight.

4. Press Enter.

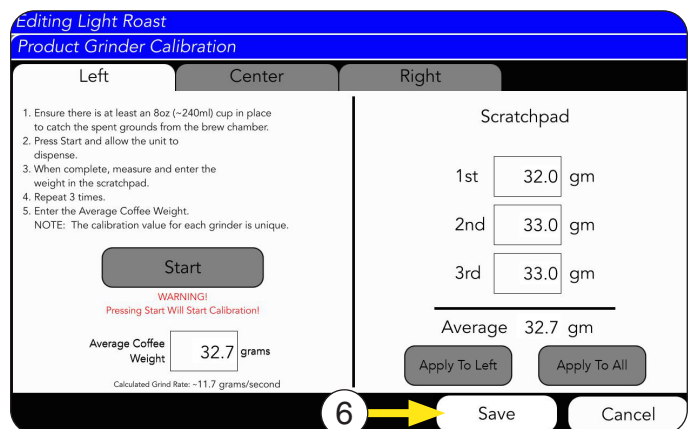
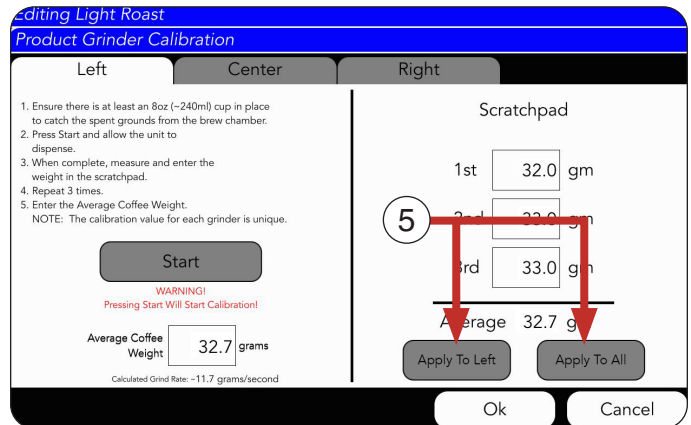
NOTE: Steps 2, 3, and 4 do not need to be done for each hopper if Step 5 (Apply to All button) is selected.



**IMPORTANT:** A grinder calibration for a specific product can be applied to the grinder selected (The Left grinder is the default), or applied to All.

If this step is completed and the Apply to Left Center, or Right button is selected, the recipe will need to be re-calibrated if it's moved from the specified grinder to either of the other two grinders. Or, it can be applied to All.

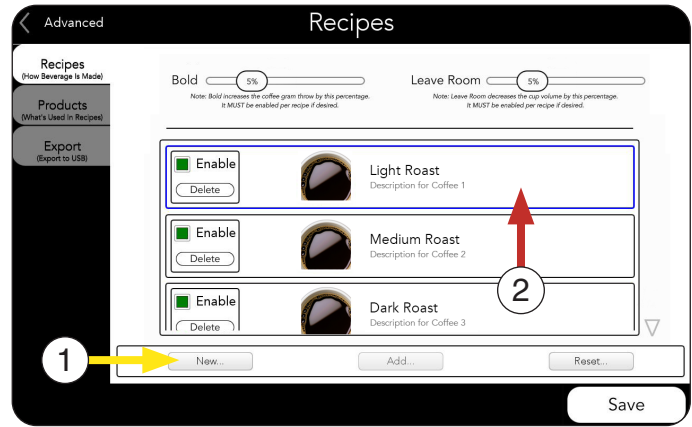
5. Choose to Apply To Left or Apply To All.
6. Press Save to complete Grinder Calibration.



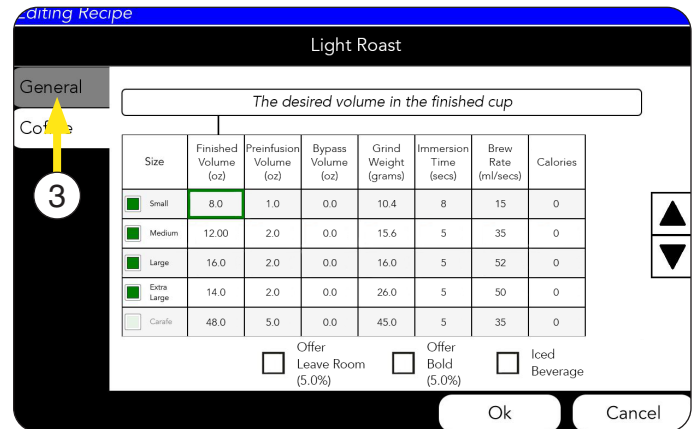
# PRODUCT AND RECIPE SETUP

## Recipe Setup

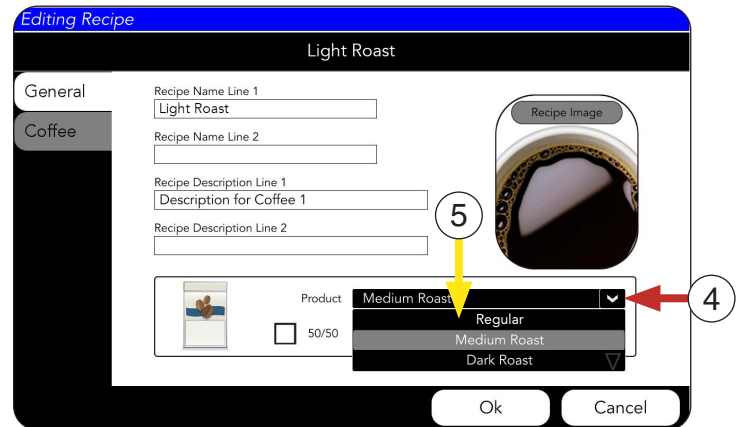
1. Press the New button.
2. Or, edit an existing Recipe.  
For this example, we will select Light Roast to edit.  
**NOTE:** Definitions for sliders at top of screen. (They MUST be enabled per recipe if desired).  
Bold - increases the coffee throw weight by the percentage shown.  
Leave Room - decreases the cup volume by the percentage shown.
3. Now choose the General tab to edit the recipe for Light Roast.



3. Now choose the General tab to edit the recipe for Light Roast.

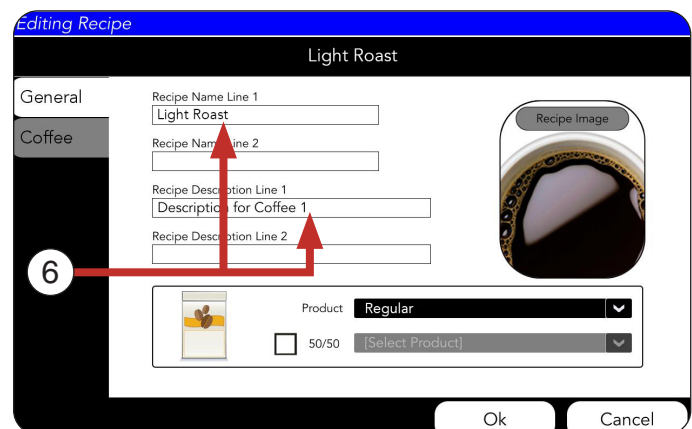


4. Use the drop down menu to select the preferred coffee Product.
5. We will use the Product called "Regular" for this example.



6. Edit the Recipe Name Line 1 and Recipe Description Line 1 by pressing on the text field.

There are two fields for each if more space is needed.

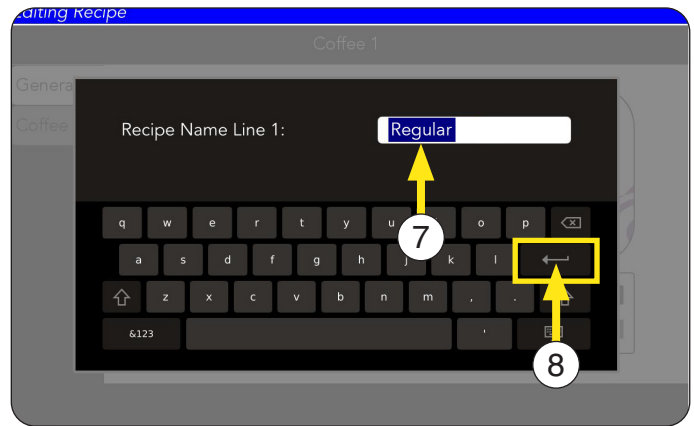


## PRODUCT AND RECIPE SETUP

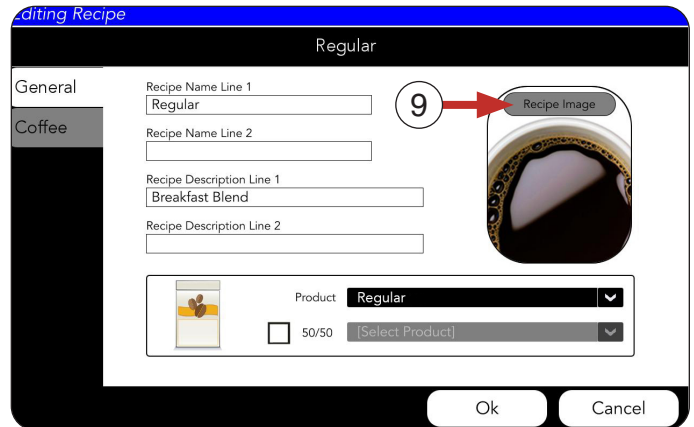
*continued from previous page*

By pressing the Recipe Name Line 1 and Recipe Description Line 1 text fields, an input screen will appear.

7. Type the description.
8. Press the Return key to complete.

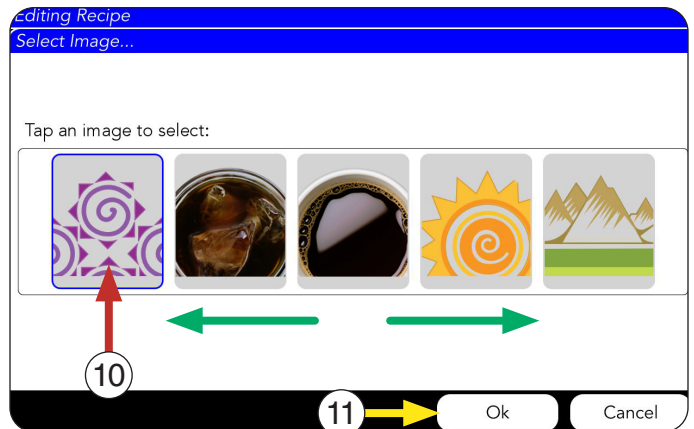


9. Next, the Recipe Image can be changed, if preferred.



10. By swiping side-to-side, you can see the icon library.

11. Select the image, and press OK.

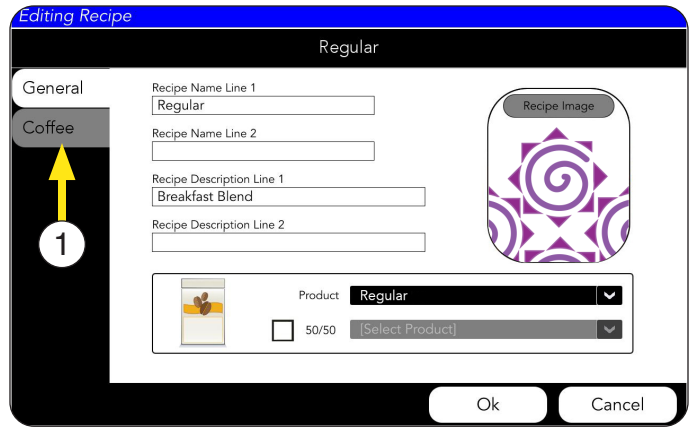


# PRODUCT AND RECIPE SETUP

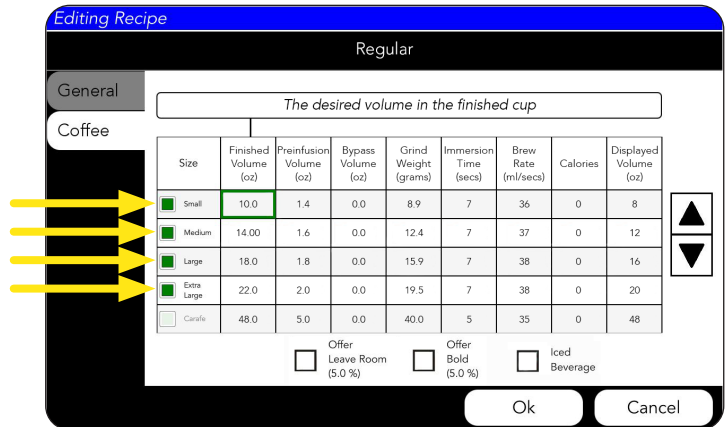
## Editing Coffee Recipes

You can make changes to Recipes for the sizes enabled.

1. Press the COFFEE tab to start.



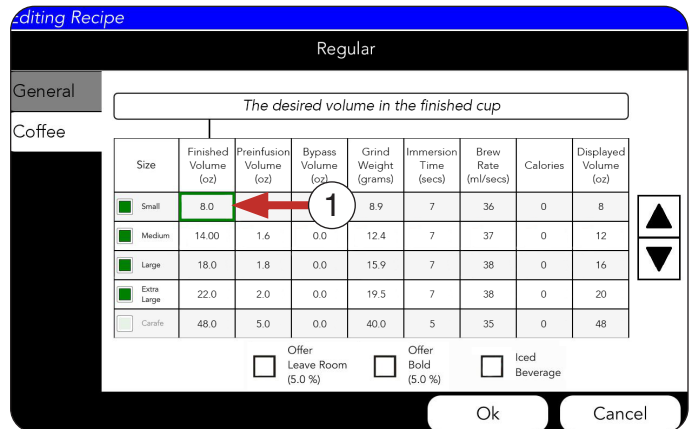
Example: Each size with a green box is enabled.



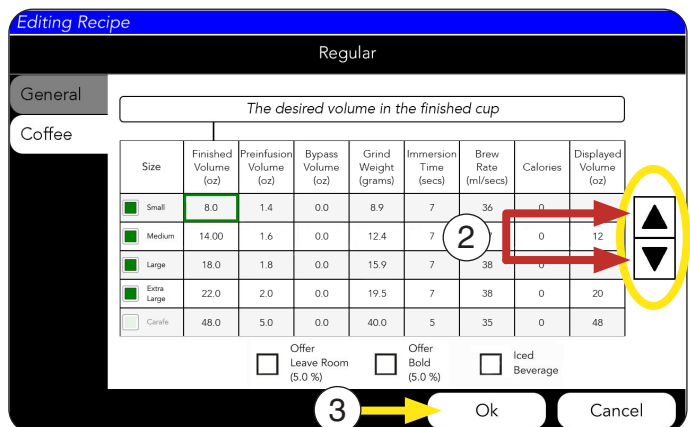
## VOLUME, WEIGHT OR TIME

Coffee Recipes can be edited from this screen by clicking any of the numbers in the table cells.

1. For this example the Small Volume is being revised as shown by the green border.



2. The arrows on the right side of the screen can increase or decrease the selected number by decimal points. *Example: 8.0 to 8.1, 8.2. 8.3, etc.*



3. Press OK if changes are made.

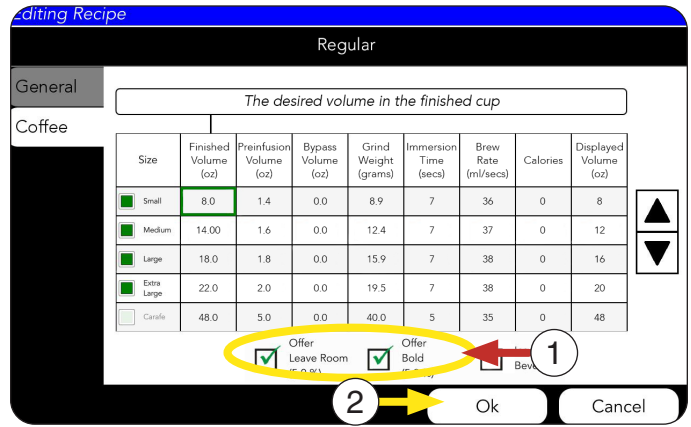
# PRODUCT AND RECIPE SETUP

continued from previous page

## ENABLE BOLD OR LEAVE ROOM

The option to make a Bold beverage, or to Leave Room, can be enabled from this screen.

- Press the square for either (as shown).
  - Leaving Room in a beverage means using 1 - 10% less total water volume, starting with the bypass.
  - A Bold beverage uses 1 - 10% more ground coffee above the normal grind weight.
- Press OK if changes are made.

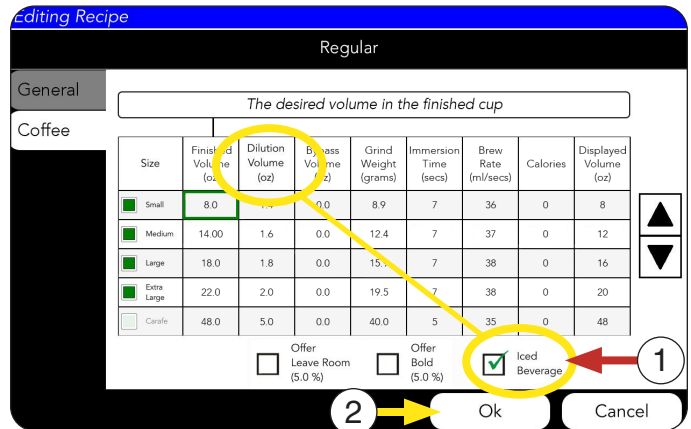


An Iced Beverage can be enabled from this screen.

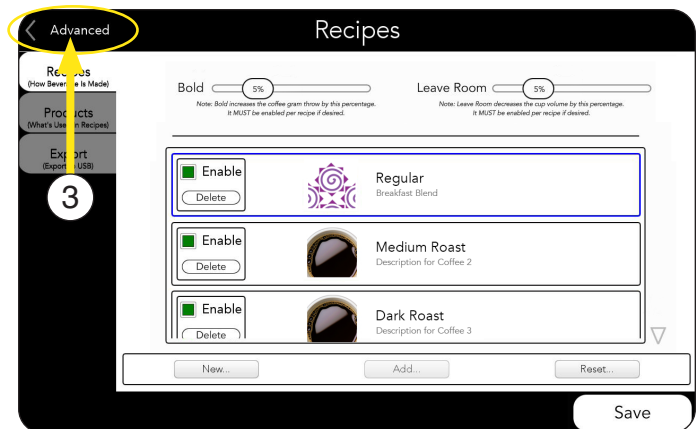
- Press the square labeled Iced Beverage.

NOTE: This programs the machine to send the finished drink through the chiller before dispensing.

- Press OK if changes are made.



- When you have all your Products and Recipes saved, press the Advanced link to return to the Advanced menu.

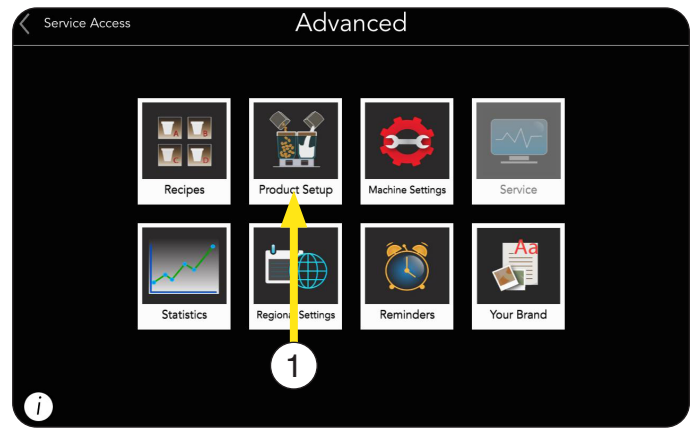


# PRODUCT AND RECIPE SETUP

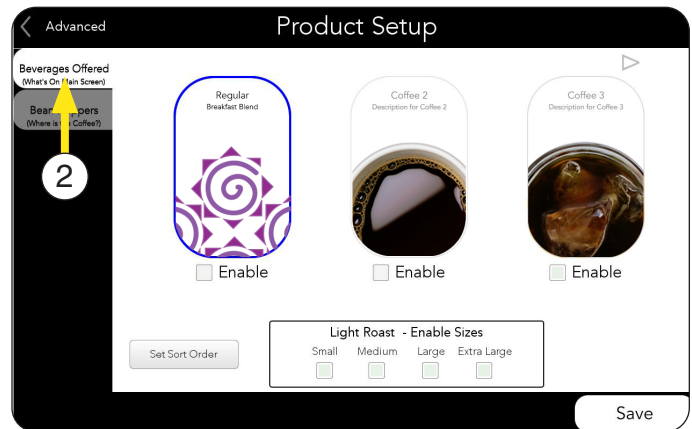
## Enabling Products

1. Next, select the Product Setup button to enable and setup the hoppers.

NOTE: The Graphic User Interface will be set up through the Product Setup button.

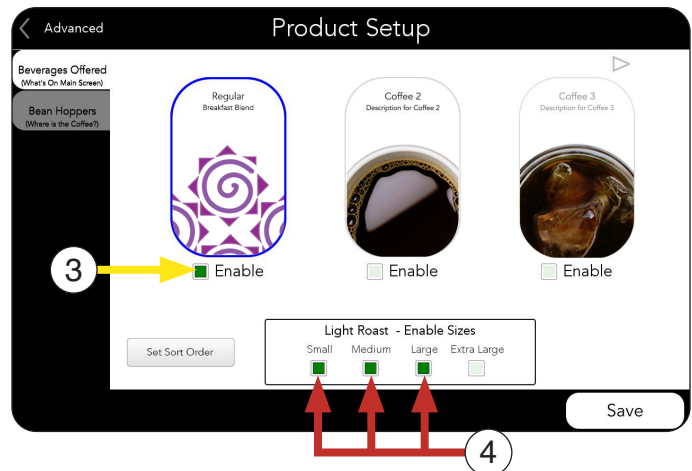


2. Next, select the Beverages Offered tab.

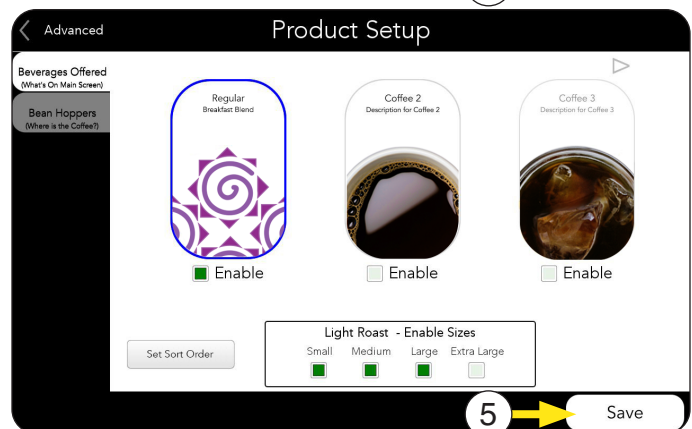


3. Choose the Enable boxes for the beverages you want available to brew.

4. Also, choose the size(s) you want available for each beverage.



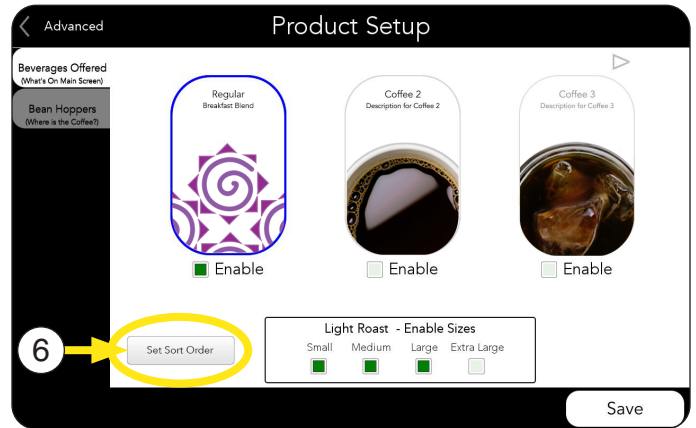
5. Press SAVE if changes are made.



# PRODUCT AND RECIPE SETUP

continued from previous page

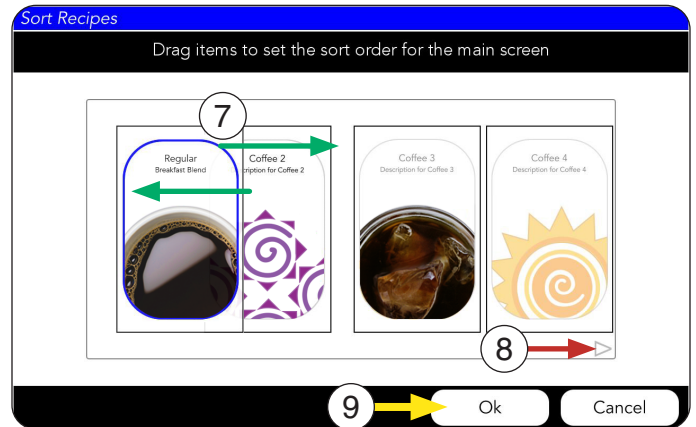
- You can organize the way the customer will view the coffees offered by pressing the Set Sort Order button.



- By pressing and sliding, you can move through the entire icon library. Then, drag the icon chosen to the preferred position.
- Or, to scroll side-to-side, press the arrow in the lower corner.

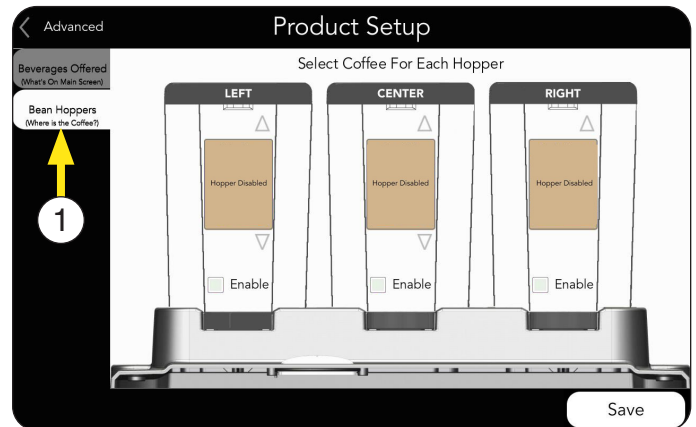
NOTE: Beverages will be shown in the order displayed on this screen.

- Press OK when finished.

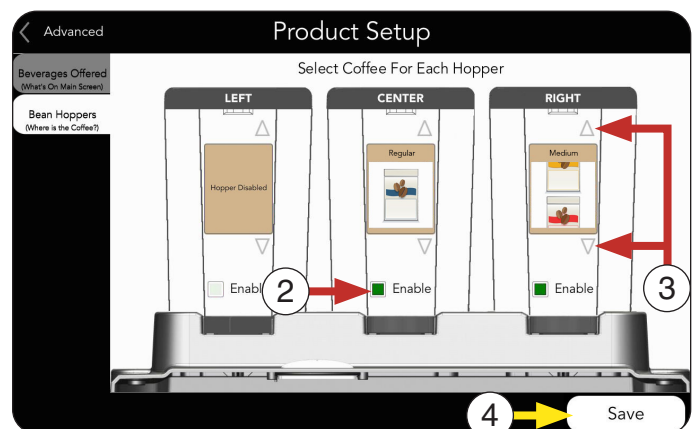


## Bean Hoppers Setup

- Select the Bean Hoppers tab to assign which Product goes in which hopper.



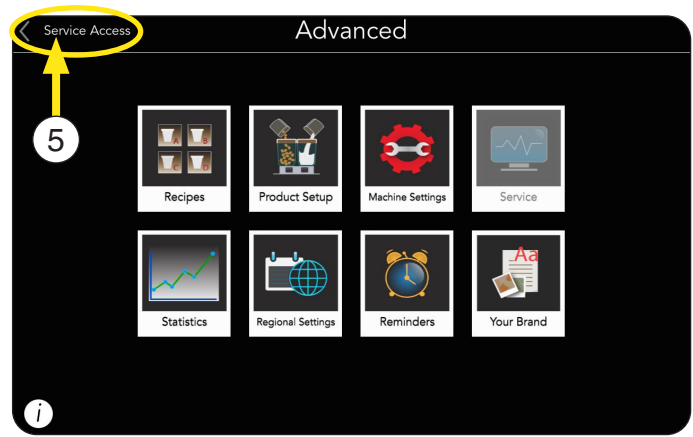
- Press the Enable box to select which hopper to use.
- After Enabling a hopper, you can use the up and down arrows to select an icon for the Product in that hopper.
- Press Save when finished.



## PRODUCT AND RECIPE SETUP

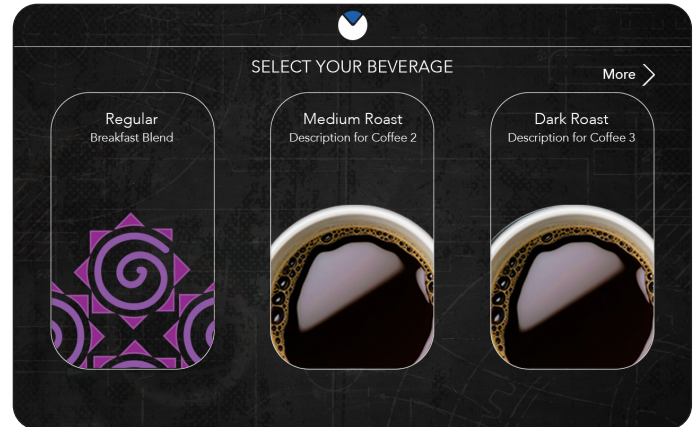
*continued from previous page*

5. Select Service Access to return to Home screen.



The Home screen should appear, and the Products and variables you just created should be available.

You are ready to serve.

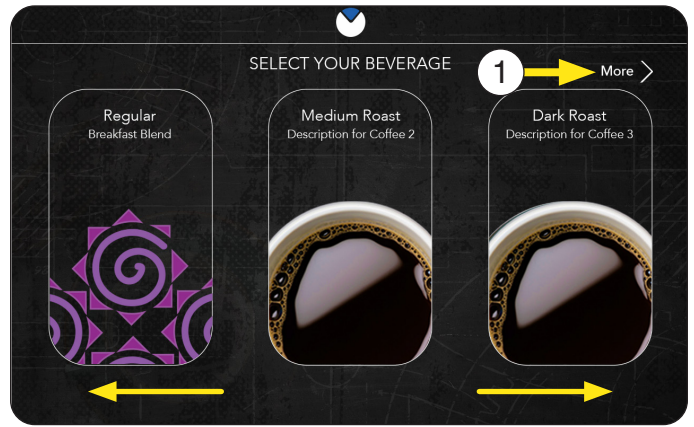


# OPERATING INTERFACE

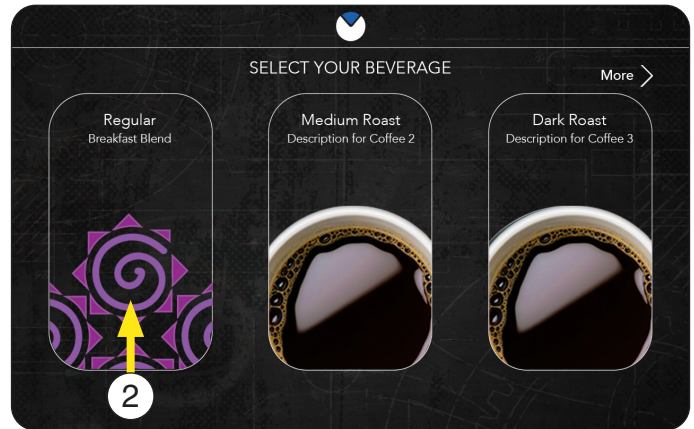
## User Interface

The first screen to appear is the User Interface screen, also known as the beverage Carousel.

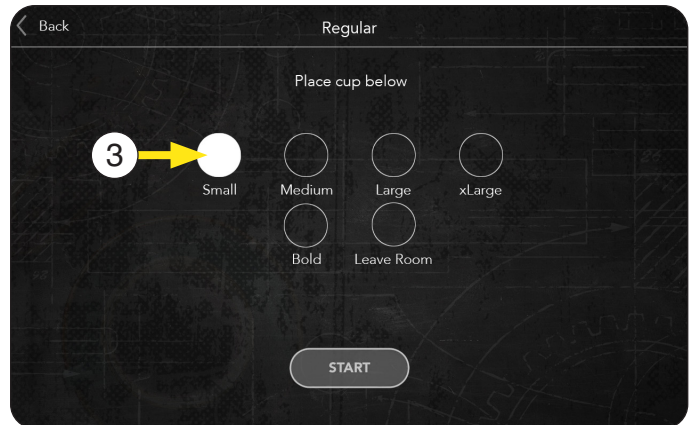
1. Available drinks are accessed by swiping left or right across the screen, or by touching the arrow located at the top right of the screen.



2. Next, press the desired drink icon. The border will change when selected.



3. The user is prompted to select a desired beverage size.



4. Next, place the beverage container (cup) on tray below.

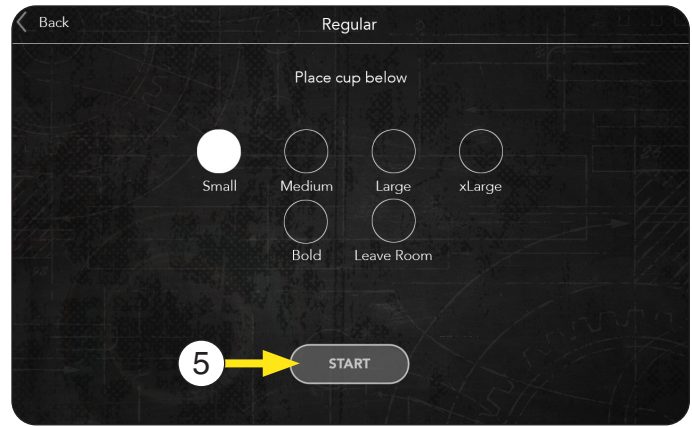


# OPERATING INTERFACE

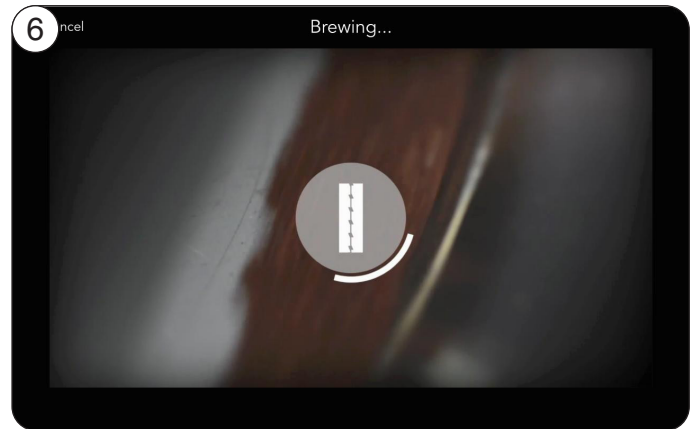
continued from previous page

5. Next, press the START button to begin.

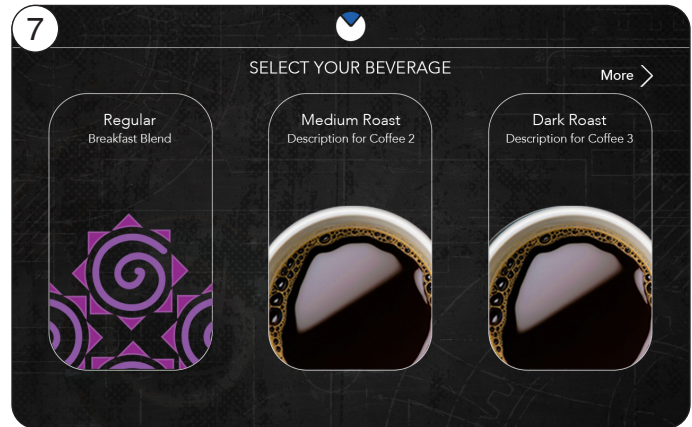
NOTE: If the beverage selected is an iced beverage, the screen will prompt the user to fill the cup with ice prior to placing the beverage container (cup) on the tray.



6. Next, the chosen beverage preparation is shown in step-by-step visuals... Grinding... Immersion... Brewing... and dispensing.



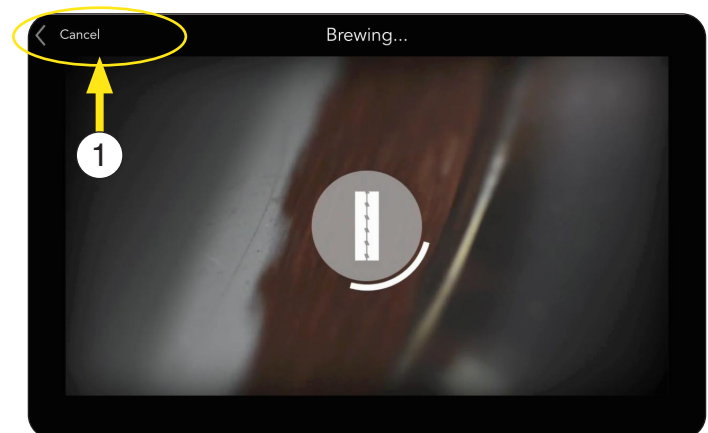
7. The user will then be returned to the original selection screen to choose again.



## Canceling Beverage Preparation

The user can stop a beverage preparation during processing.

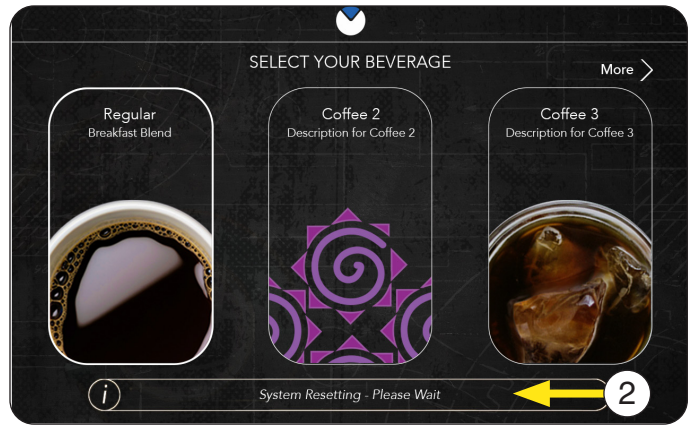
1. Press Cancel.



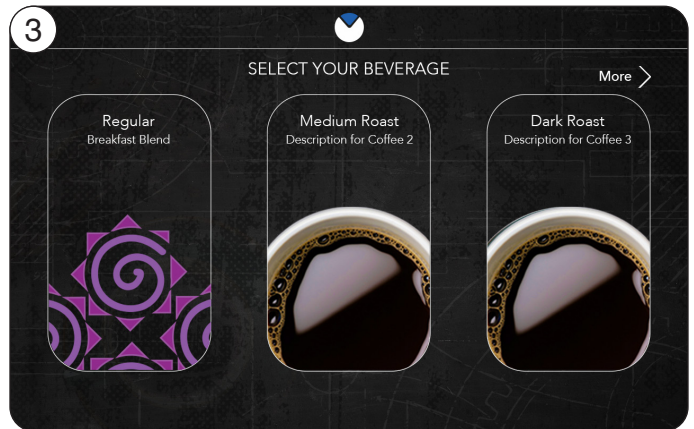
# OPERATING INTERFACE

*continued from previous page*

2. The user will be presented with a new Customer Care Alert indicating that the machine is Resetting.

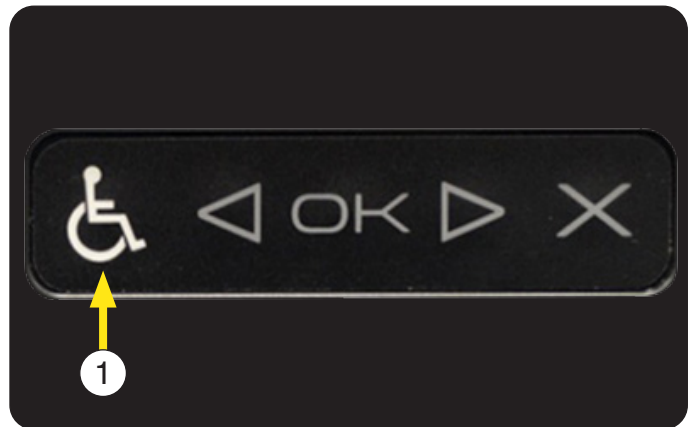


3. The user will then be returned to the original selection screen to choose again.

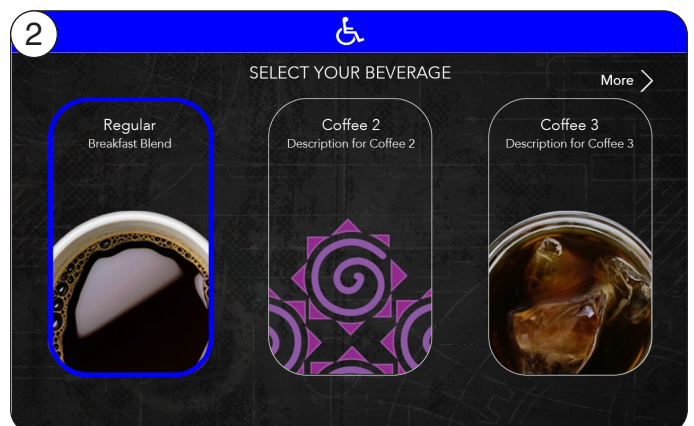


## ADA Interface

1. To activate the ADA screen interface, the user must press the Accessibility symbol (wheelchair icon).



2. When activated, the screen will have a blue banner across the top, and a blue highlight around the item being selected.



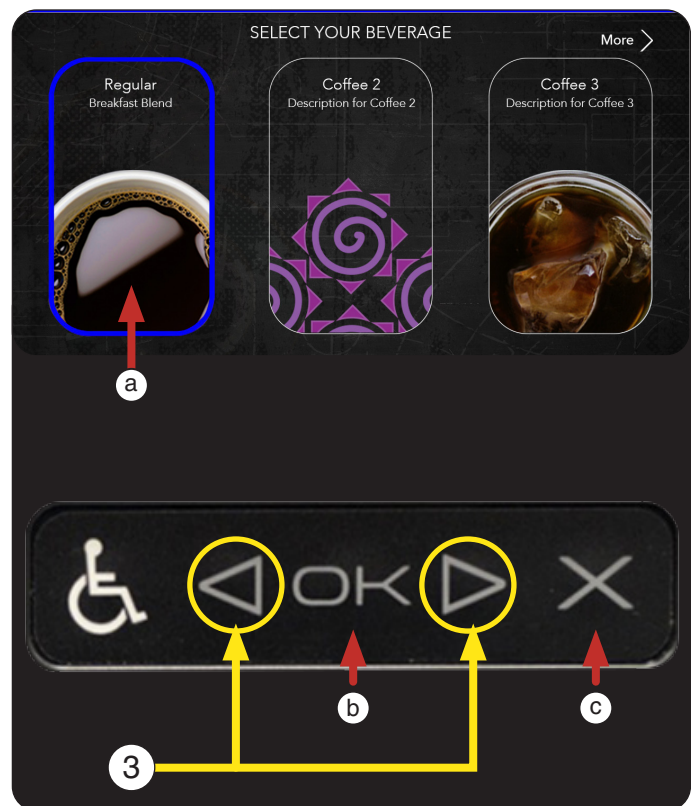
## OPERATING INTERFACE

*continued from previous page*

3. Navigate around the screens using the Left and Right arrows on the ADA interface.

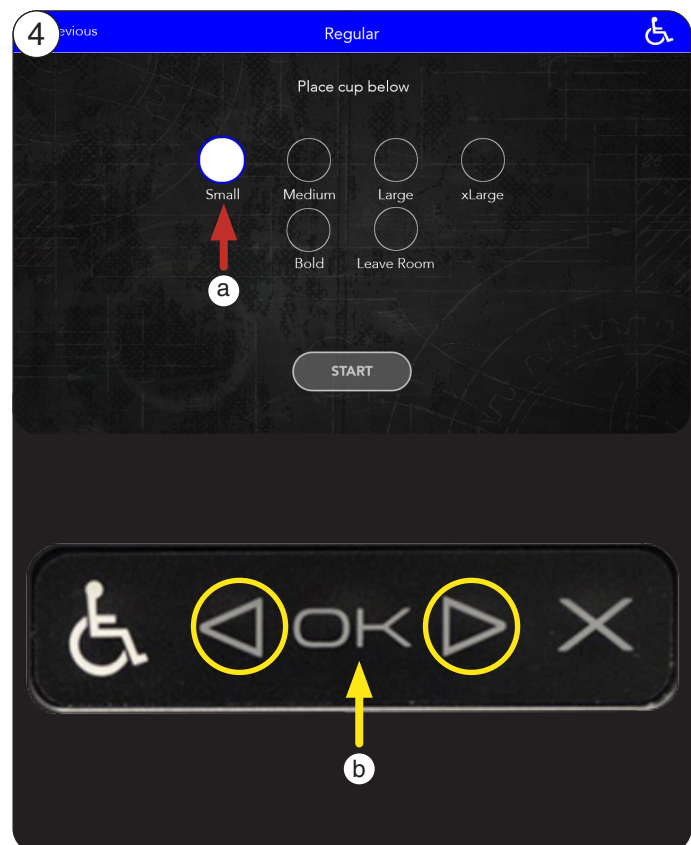
- a. Select a beverage.
- b. Press the OK button to confirm.
- c. Pressing the X cancels the selection.

NOTE: If the beverage selected is an Iced Beverage, the screen will prompt the user to fill the cup with ice prior to placing the beverage container (cup) on the tray.



4. Selections available through the ADA interface on this screen; Previous, Small, Medium, Large, Extra Large, Bold, Leave Room and Start.

- a. Next, using the ADA arrows, choose a beverage size.
- b. Press OK to enter selection.

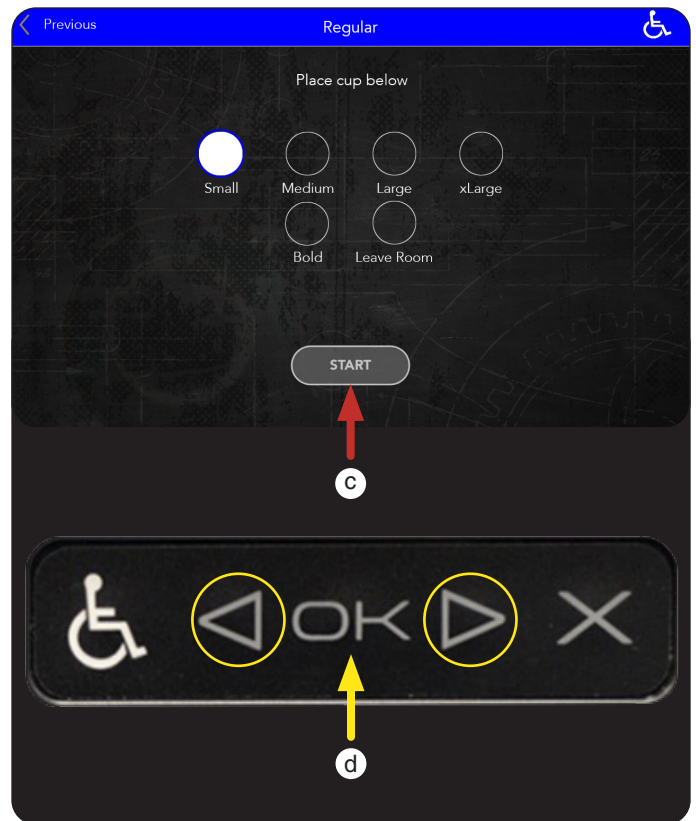


## OPERATING INTERFACE

*continued from previous page*

c. Navigate to the Start button using the ADA arrows.

d. Press OK to complete selection.



# OPERATING INTERFACE

## VirtualTOUCH®

VirtualTOUCH is a beverage dispensing experience that is powered by BUNNlink®, our state-of-the-art cloud based IoT (Internet of Things) solution. Your customers now have the option of selecting and dispensing a beverage on their favorite bean to cup machine using the most convenient device, their personal smartphone.

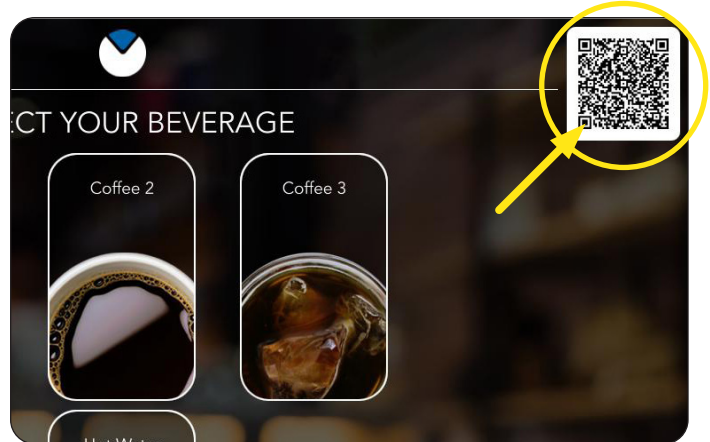
What is needed:

- Installed and registered BUNNlink connectivity on the machine.
- VirtualTOUCH feature enabled on the machine
- Smartphone that can read QR codes (most of the smartphones today are already capable or you can easily download a free QR code app)

BUNN VirtualTOUCH requires a QR code scanner to access the application to dispense a drink. Depending on what brand tablet or smartphone you carry, it may require you to download a QR code app before using VirtualTOUCH.

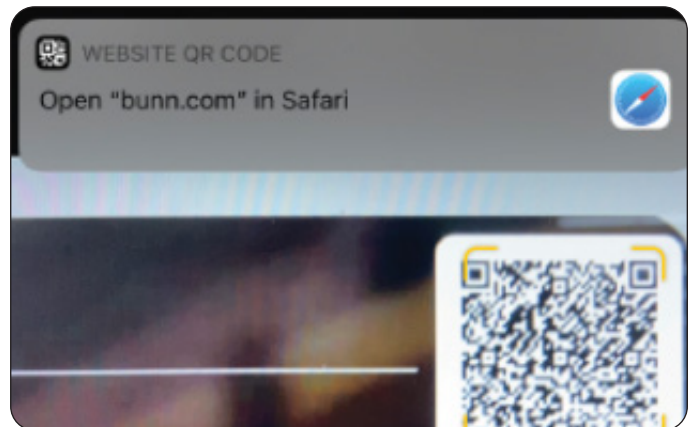
How to use VirtualTOUCH:

1. Use the smartphone to scan the QR Code visible on the display of the machine.

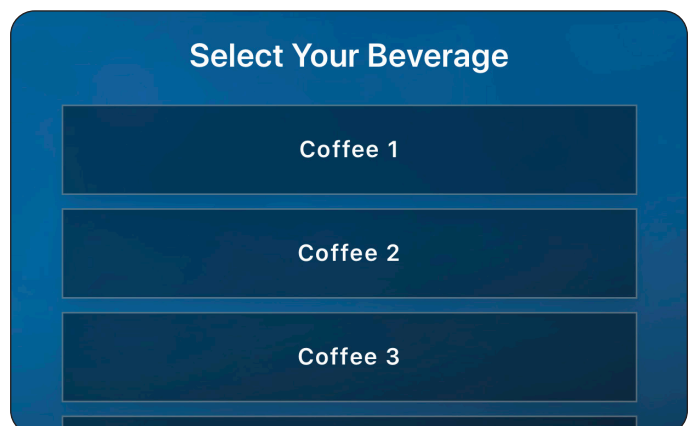


2. When prompted click on the link to open the BUNN VirtualTOUCH webpage: ([www.bunn.com/clean-contact-solutions](http://www.bunn.com/clean-contact-solutions)). It acts just like an APP without the need to install one from an app store.

NOTE: Your default web browser will vary.



3. Select your favorite beverage shown on the VirtualTOUCH webpage.

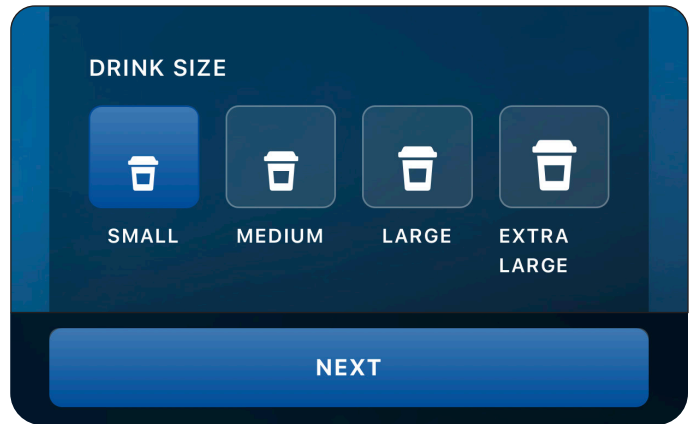


# OPERATING INTERFACE

continued from previous page

4. Select Size.

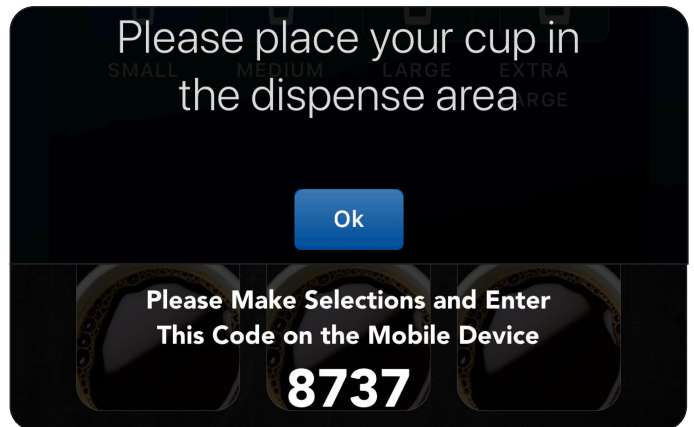
Press Next.



5. Place your Cup in position. For iced beverage, place cup with ice in position. Press OK.

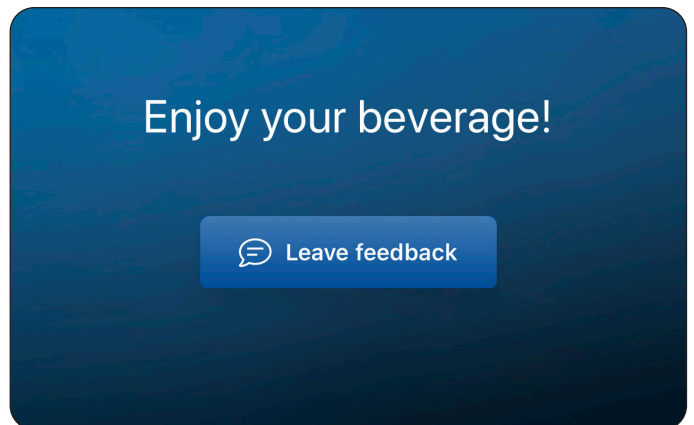
6. Enter the 4-digit code as it is shown on the display of the machine and press Dispense.

NOTE: This is to confirm that you are standing in front of the machine and ready to take the drink.



7. Allow time for the beverage to finish dispensing before removing the cup.

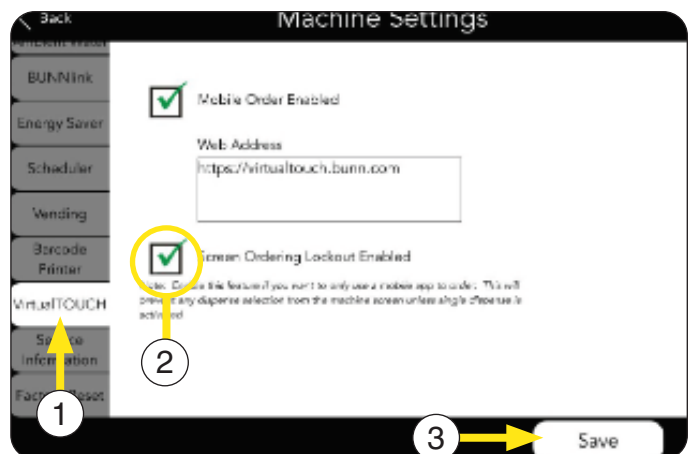
Enjoy!



## Screen Ordering Lockout

Allows you to enable lockout for touchless dispensing only.

1. In MACHINE Settings select VirtualTOUCH tab.
2. Select Checkbox next to Screen Ordering Lockout Enabled to use this feature.
3. Press Save.



# CARE AND CLEANING

## Supplies

Cleaning supplies included with machine:  
Microfiber Cloth (PN 53465.0000) for touchscreen,  
Cleaning Tube (PN 48236.1001) and 1 gallon bottle  
Clearly Coffee Cleaner (PN 58602.0001).

## General

The use of a damp cloth rinsed in any mild,  
non-abrasive, liquid detergent is recommended for  
cleaning all surfaces on Bunn-O-Matic equipment.



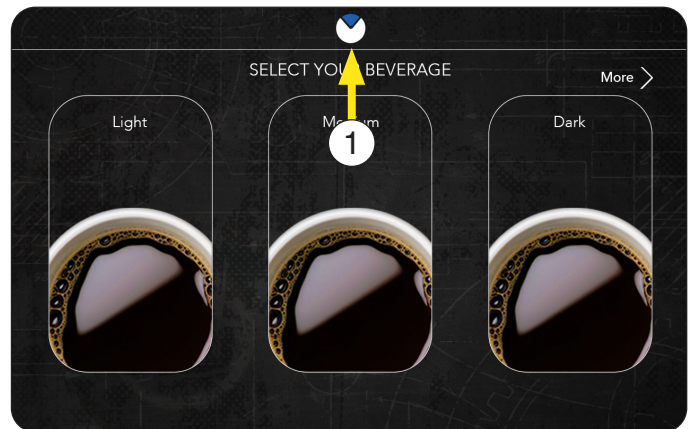
## Interior and Exterior Surfaces

- Do not use any abrasive materials.
- Use a soft, dry cloth to wipe down the exterior surfaces of the dispenser to maintain the luster of the stainless steel finish.
- Wash the stainless steel interior surfaces of the dispenser with warm, soapy water. Rinse with warm, clear water. If the water is hard, wipe the dispenser dry with a soft cloth to prevent spotting.
- Use cleaning cloth provided, to clean the acrylic door panel.

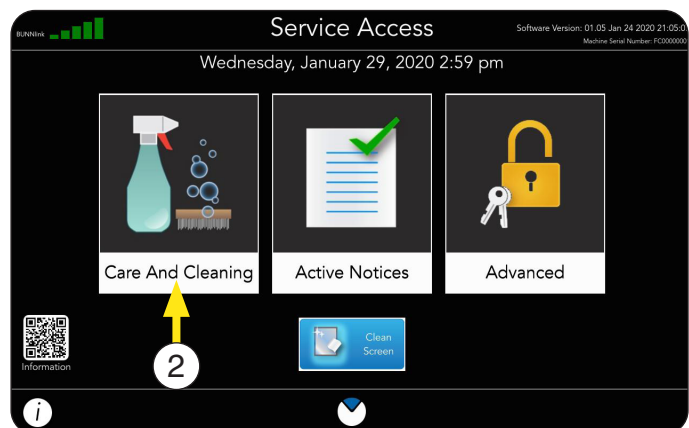


## ACCESSING CARE AND CLEANING

1. Press the BUNN logo for a few seconds until the Service Access screen appears.



2. From the Service Access screen, press the Care and Cleaning button.



# CARE AND CLEANING

## CLEANING TAB DESCRIPTIONS

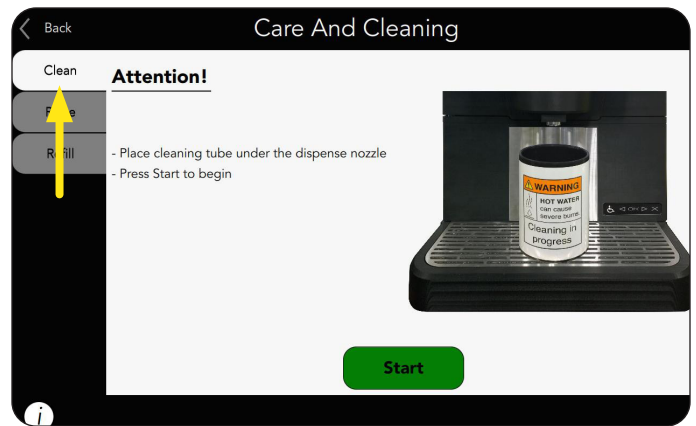
Three cleaning tabs: Clean, Rinse, and Refill.

### Clean Tab

Screen will walk through daily cleaning steps when Start button is selected.

Includes:

1. Wiping exterior and interior surfaces with Microfiber cloth.
2. Will give notice when Drip Tray needs cleaned.
3. Will give notice when liquid Cleaner needs refilled.



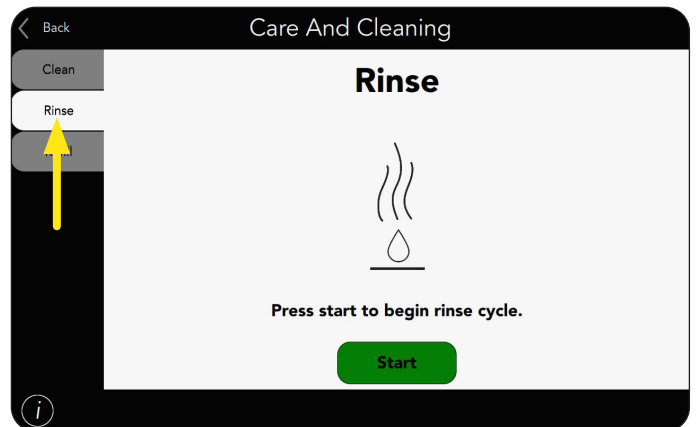
### Rinse Tab

Use when a Rinse Cycle is needed.

NOTE: Rinse cycles will run automatically as part of the cleaning cycle.

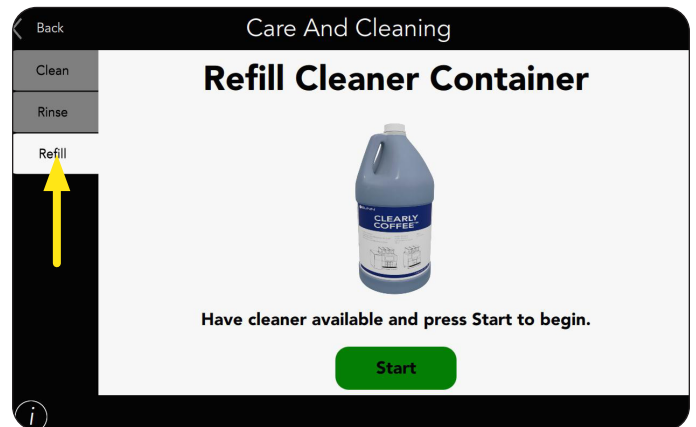
NOTE: You can set a reminder to run a rinse cycle after a certain amount of drink dispenses.

See Cleaning Reminders for more information.



### Refill Tab

Use when more Cleaner is needed.



## Cleaning Steps

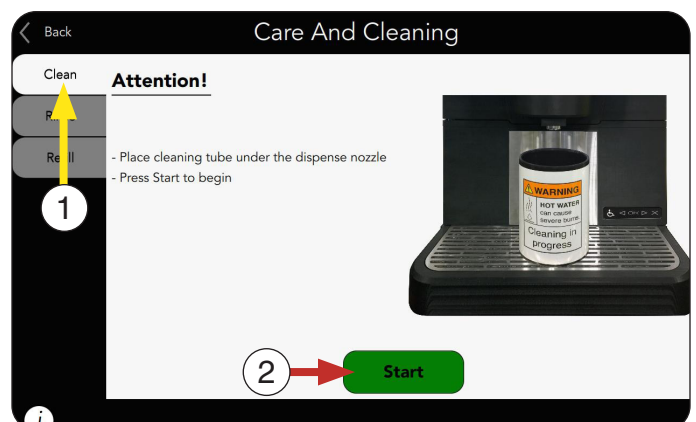
1. Press the Clean tab.

Follow directions shown on the screen.

NOTE: The Clean tab prepares the brew system for cleaning.

2. Press Next to continue.

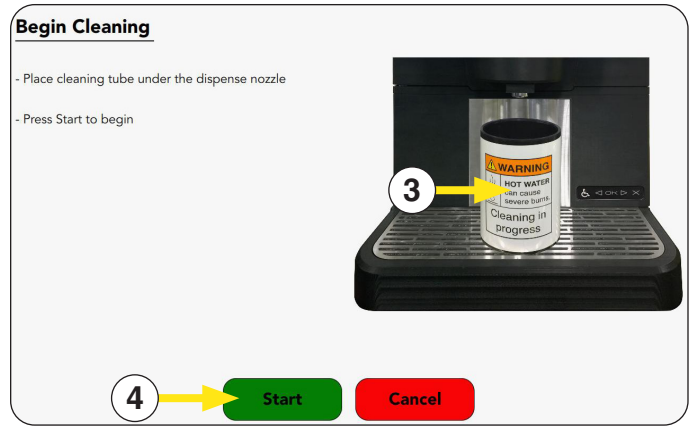
NOTE: If cleaning process has not been completed within 2 hours of the scheduled time; the machine will lock-out until cleaned.



# CARE AND CLEANING

*continued from previous page*

3. Place Cleaning Tube under dispense nozzle.
4. Place Cleaning Tube under dispense nozzle.

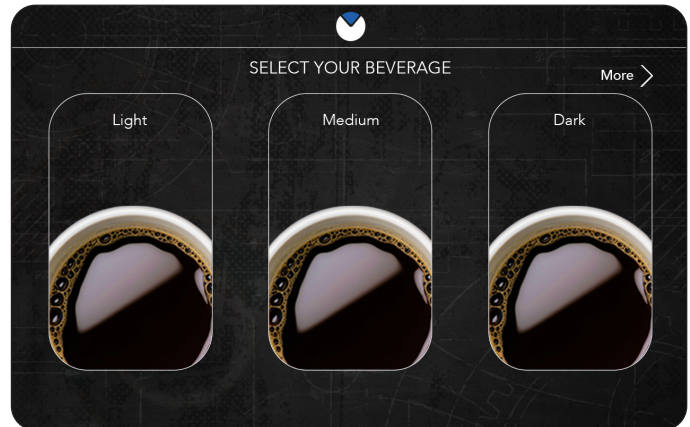


5. A Clean cycle will start and a progress bar will appear to keep the operator informed.

NOTE: This process can be interrupted by pressing the Pause button.



When Cleaning is complete the machine will exit back to the main screen.



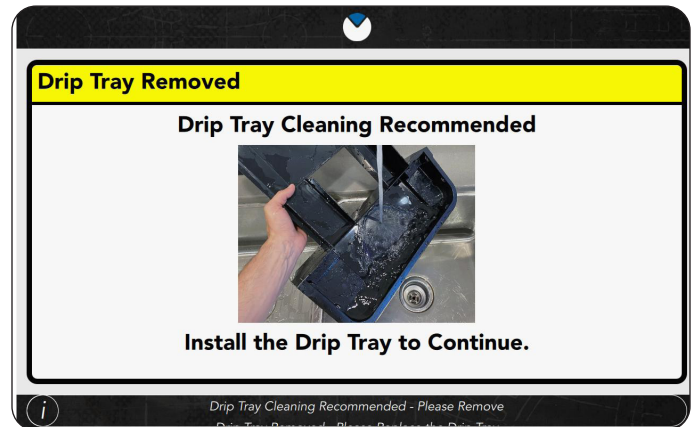
## CARE AND CLEANING

The Cleaning screen will show a Notice when the Drip Tray needs to be cleaned and, possibly to refill the Cleaner.

1. Select Clean tab.
2. Press Next button.  
Follow the steps on screen.

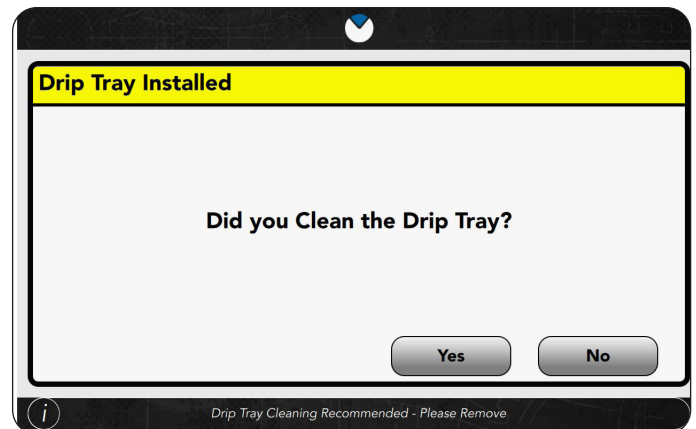


NOTE: When the Drip Tray is removed a Notice may appear saying that it due for cleaning before re-installing.



NOTE: When the Drip Tray is due for cleaning, a message to confirm that it was cleaned will appear when re-installed.

- If it has, then select the Yes button.
- If it has not, then select the No button.



NOTE: If the text is red, the Drip Tray, Cleaner, or both need attention promptly.




# CARE AND CLEANING

## DRIP TRAY CLEANING

1. Open Lower Door.

**Drip Tray Cleaning**

- Open lower door




**Cancel**

2. Remove Drip Tray.

**Drip Tray Cleaning**

- Remove drip tray





**Cancel**

3. Clean Drip Tray.

**Drip Tray Cleaning**

- Clean the drip tray  
- Re-install the drip tray




**Cancel**

4. Re-install Drip Tray.

5. Close Lower Door.

**Preparing...**

- Close door to prepare brew chamber

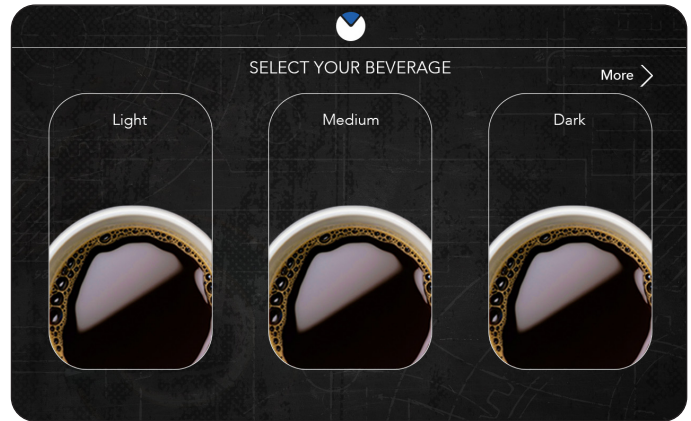


**Cancel**

# CARE AND CLEANING

*continued from previous page*

When Cleaning is complete the machine will exit back to the main screen.



## Rinse Tab

1. Selecting the Rinse tab from the Care and Cleaning screen will prepare the equipment for rinsing. Follow the directions shown on the screen.

NOTE: You can set a reminder to run a rinse cycle after a certain amount of drink dispenses.

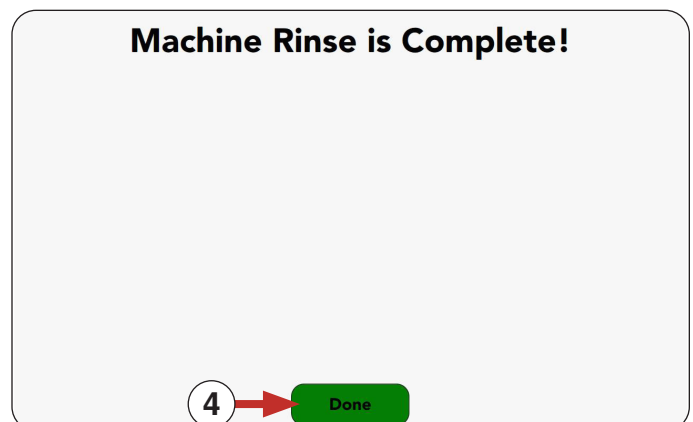
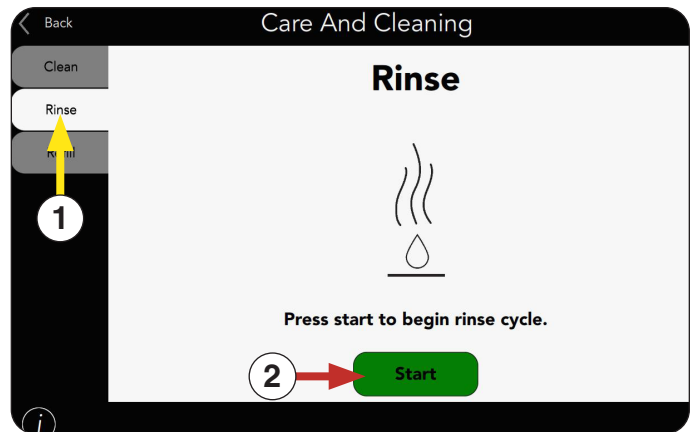
See "Schedule Rinsing by Drink Count" in Reminders section for more information.

2. Press the Start button.
3. "Rinsing in Progress" will appear.

A progress screen will appear to keep the operator informed.

NOTE: This process can be interrupted by pressing the Pause button.

4. When screen says "Machine Rinse is Complete", press Done button.



# CARE AND CLEANING

## Refill Tab

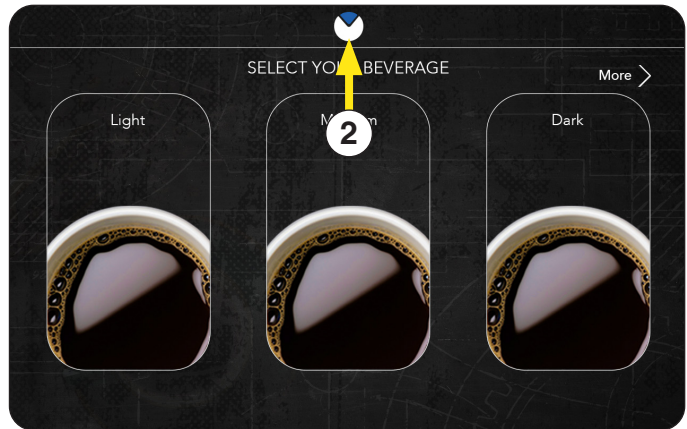
Select the Refill tab when more cleaner is running low.

Follow the directions shown on the screen.

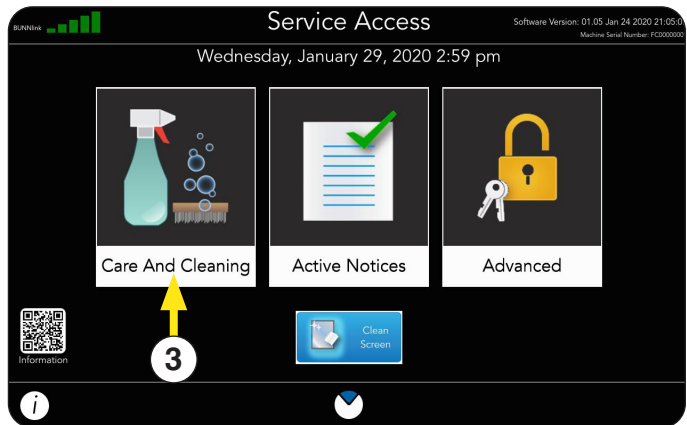
NOTE: Have the cleaning liquid to fill the Internal Cleaner Container.



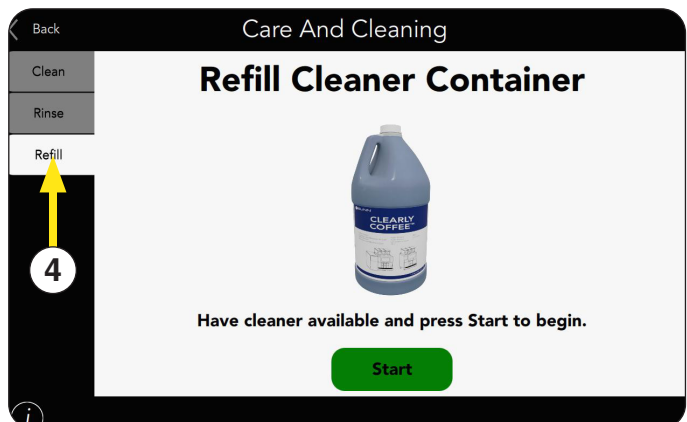
2. Press the BUNN logo for a few seconds until the Service Access screen appears.



3. From the Service Access screen, press the Care and Cleaning button.



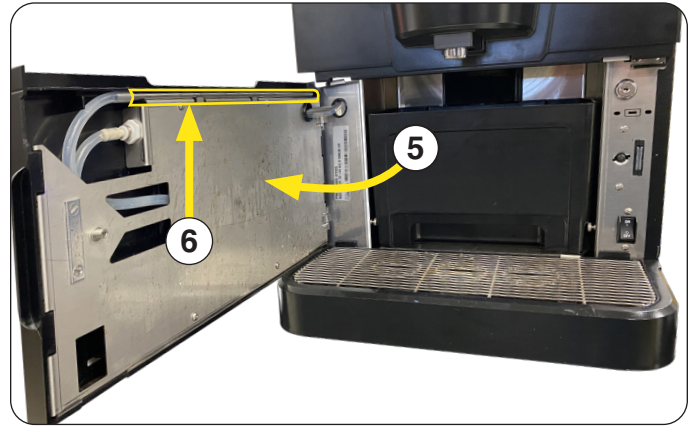
4. Press the Refill tab.



## CARE AND CLEANING

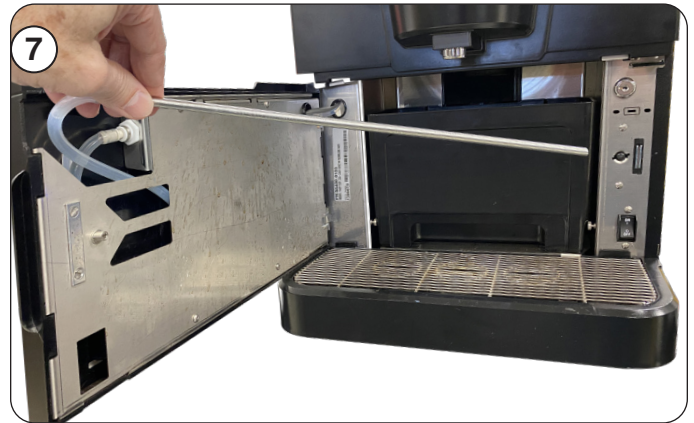
*continued from previous page*

5. Open Lower Door.



6. Find Cleaner Wand in top edge of Lower Door.

7. Remove Cleaner Wand from Lower Door.



8. Close Lower Door with Cleaner Wand positioned in notch on the door.  
The door should latch and the tube should not be crimped or pinched if positioned correctly.



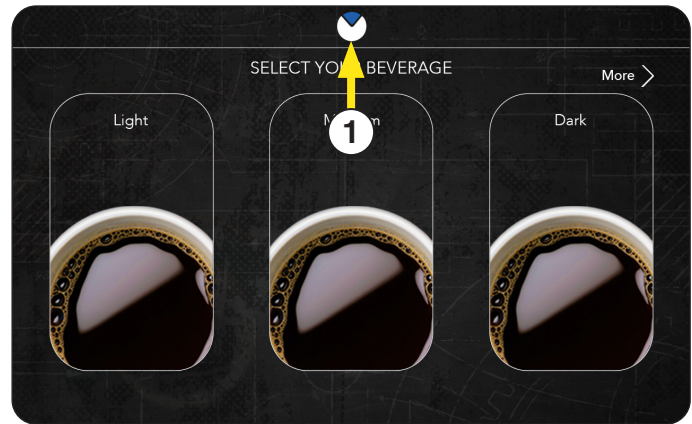
9. Remove the lid from the Clearly Coffee cleaner bottle and place the Cleaner Wand in the bottle.



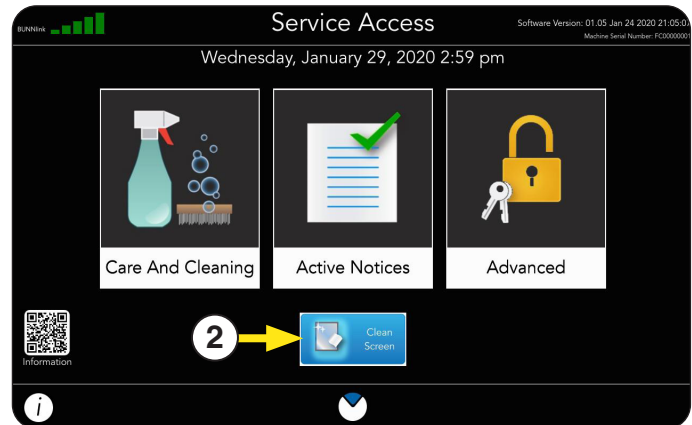
## CARE AND CLEANING

### Touch Screen (As Needed)

1. Press the BUNN logo for a few seconds until the Service Access screen appears.



2. From the Service Access screen, press the Clean Screen button.



3. During Touch Screen Cleaning a countdown screen will appear indicating the time remaining to clean the touchscreen.

NOTE: During this time, screen functions will be disabled.

Clean the touchscreen using the cloth provided in the cleaning products. Surface should be free of debris and dry to the touch once completed.

Once the allotted time for touch screen cleaning has expired, the system will reset, and return to the home screen.



# REMINDERS

## Schedule Cleaning

Setting a preferred Time for cleaning must be scheduled through the Service Access section called Reminders.

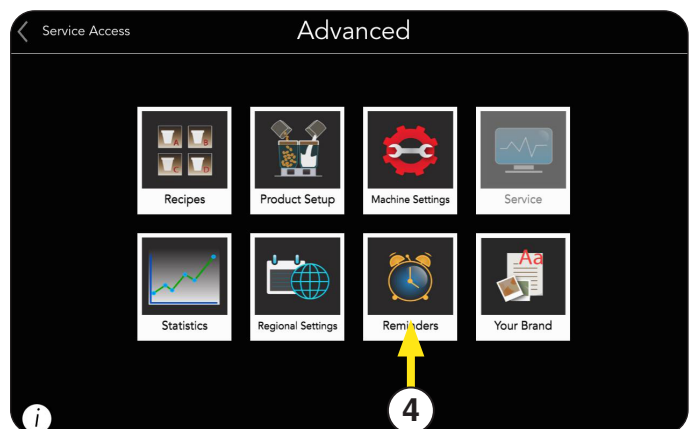
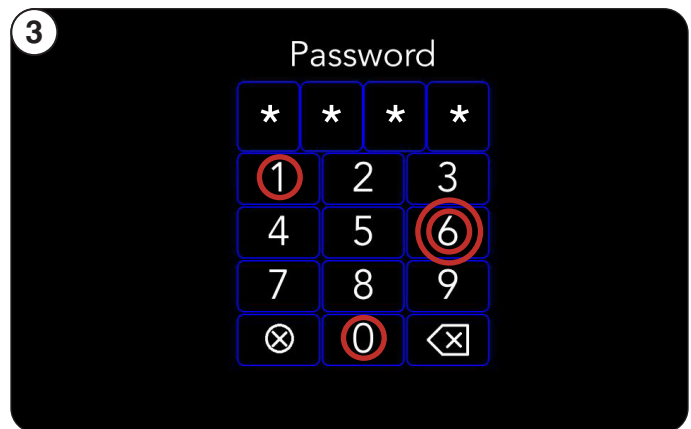
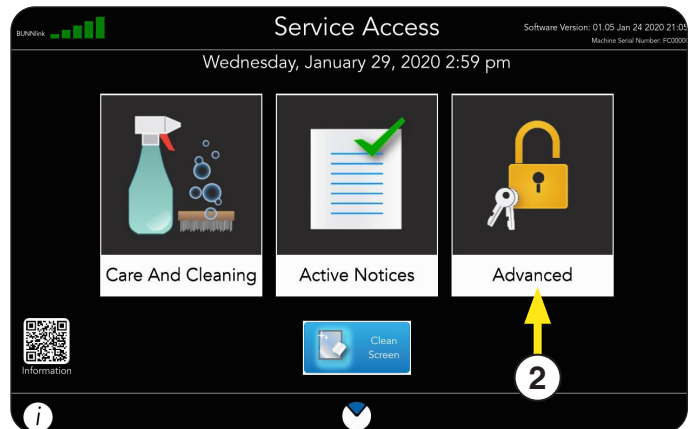
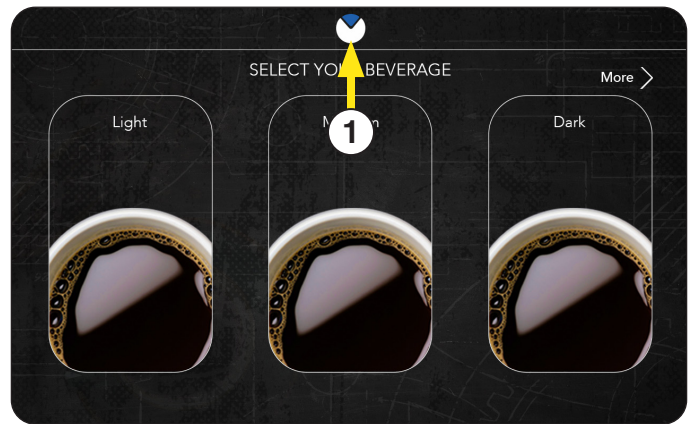
Here are the programming steps,  
(if not already setup):

1. Press the BUNN logo for a few seconds until the Service Access screen appears.

2. Select the Advanced icon.

3. Enter the passcode 6601.

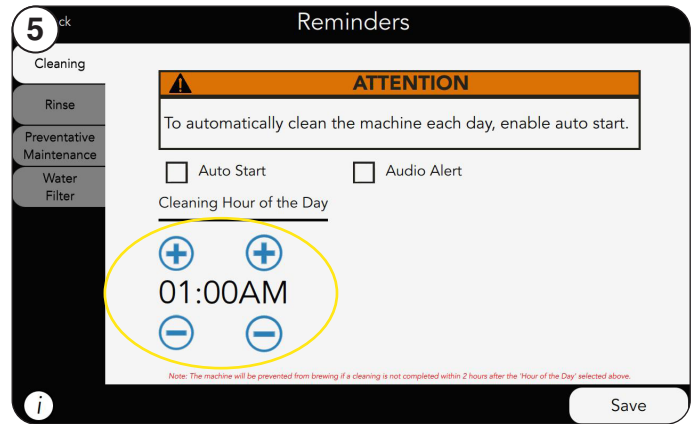
4. Press the Reminders icon.



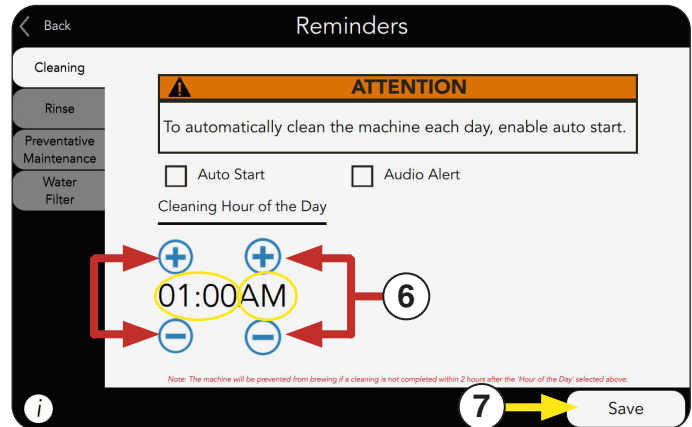
# REMINDERS

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5. Edit the preferred Time using the clock section of the screen.



6. Press the **+** and **-** symbols to change the Time, then AM or PM.



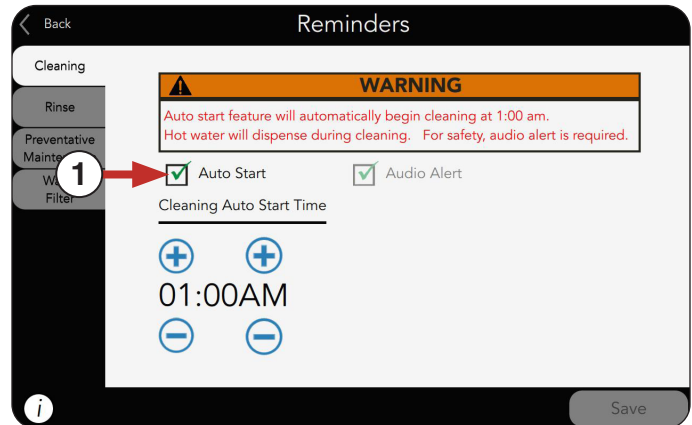
7. Press Save if changes are made.

## Enable Auto Start Cleaning

Auto Start Cleaning can be enabled from the Reminders screen.

1. Select the Auto Start check box.

NOTE: A warning will appear about “dispensing hot liquids while machine is unattended during cleaning...” if enabled.



2. A warning screen will appear asking for approval to proceed by checking the box.

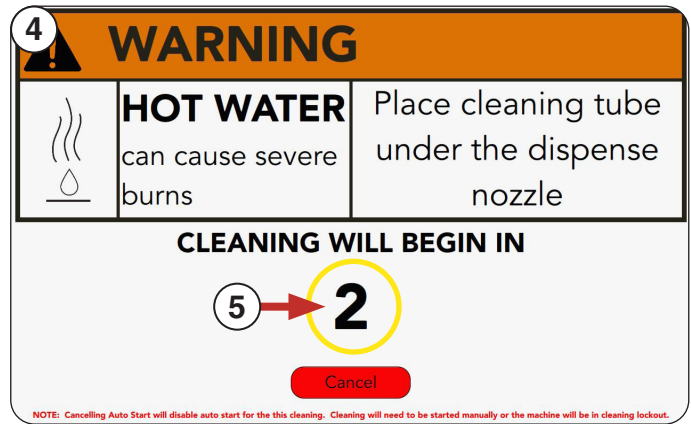
3. Press the Yes button to continue.



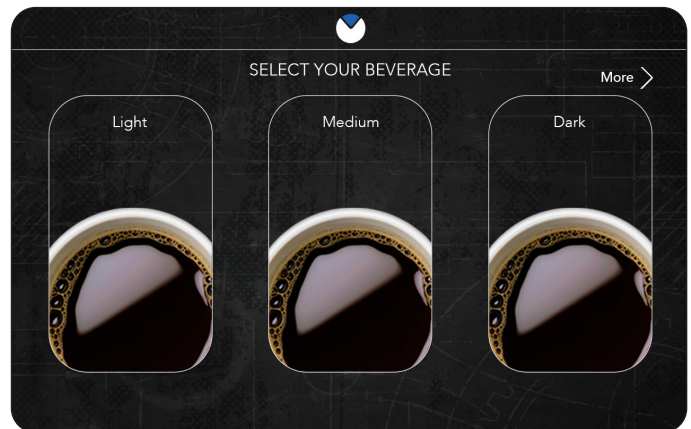
## REMINDERS

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4. When enabled, a warning screen will appear and ask that a cleaning tube be placed under the dispense nozzle (if not already there).
5. A 5 second count-down will show the time left before cleaning begins.
6. A Clean cycle will start.



When Cleaning is complete the machine will exit back to the main screen.



# REMINDERS

## Schedule Rinsing by Drink Count

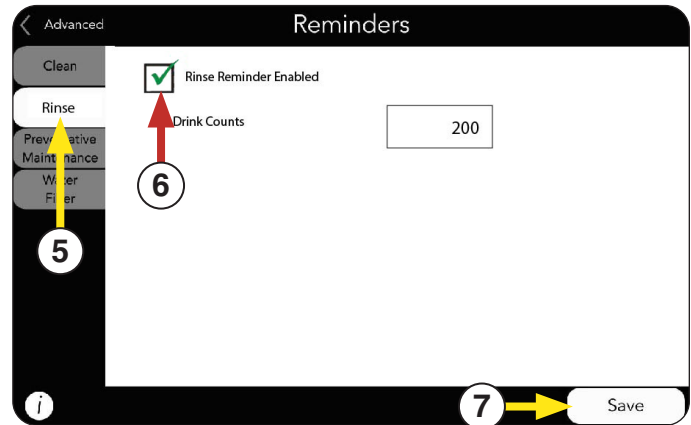
A Rinse Reminder can be enabled to remind when a Rinse cycle should run based on the number of drinks dispensed.

1. Use steps noted previously in the Reminders section to access Reminders icon.



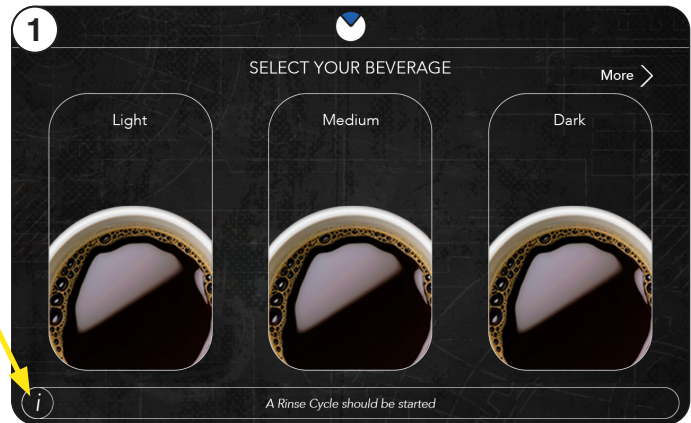
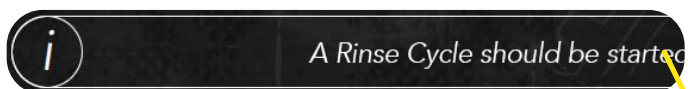
2. Select the Rinse tab

3. Use the checkbox to toggle the rinse reminder feature On or Off. The green checkmark indicates that the feature is turned On and allows the user to set the drink counts (number of drinks dispensed before the reminder appears).



4. Press Save if changes are made.

2. Based on the number of drinks chosen, a reminder will appear in the Information Bar at the bottom of the screen to let the operator know that a Rinse cycle should be started.



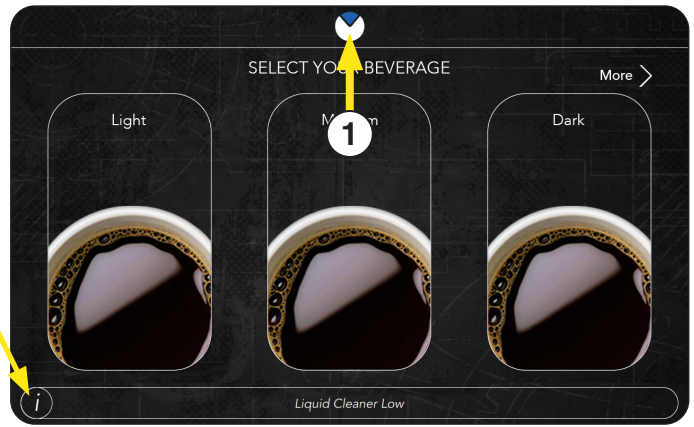
# ACTIVE NOTICES

Active Notices can be viewed to see the Cause of Alert, Suggested Actions and the Time and Date an Event happened.

Example: Notice at the bottom of the screen shows "Liquid Cleaner Low".



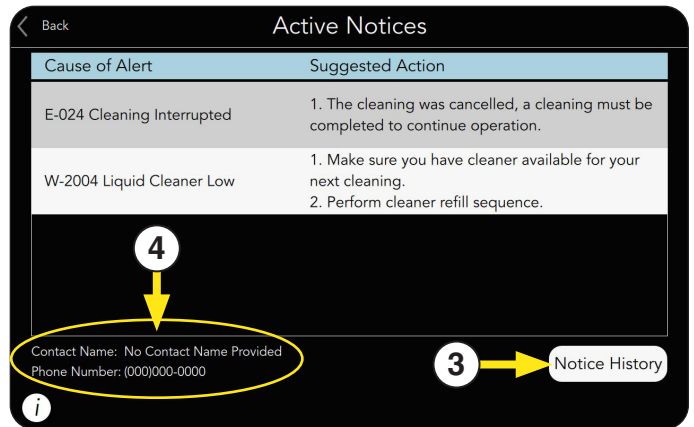
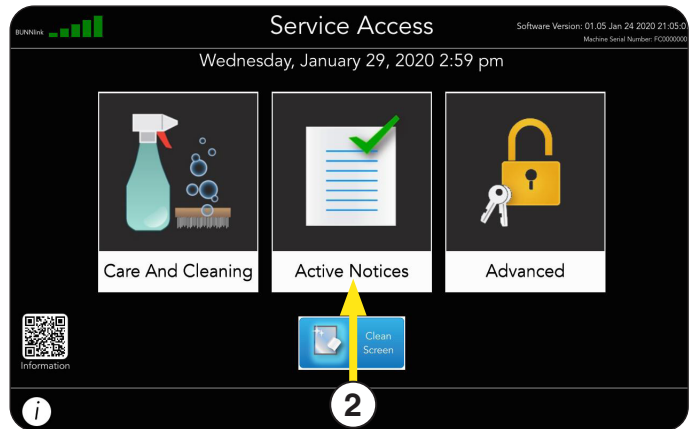
1. To access Active Notices press the BUNN logo for a few seconds until Service Access appears on the display.
2. From the Service Access screen, press the Active Notices icon.



3. The screen will display by Name & Description, any faults that have occurred, give probable causes, and a solution to clear the fault.

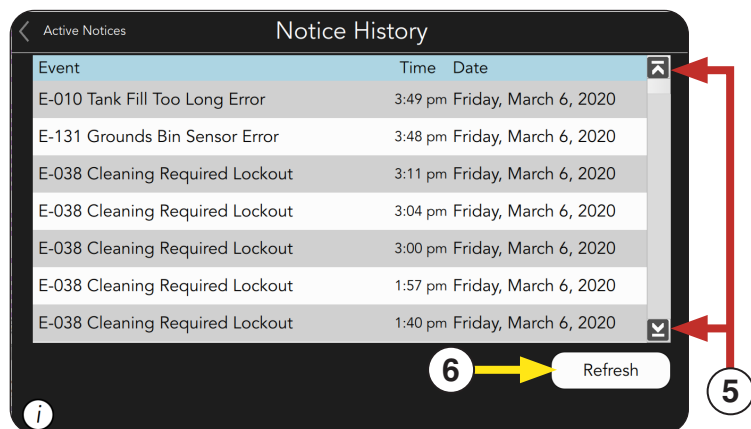
The Notice History button is located in the lower right corner of the screen, and can be used to view previous events (Notices).

4. Service Contact information is also provided.



5. Use the Up or Down Arrows shown on the right side of the screen to scroll through the events list.

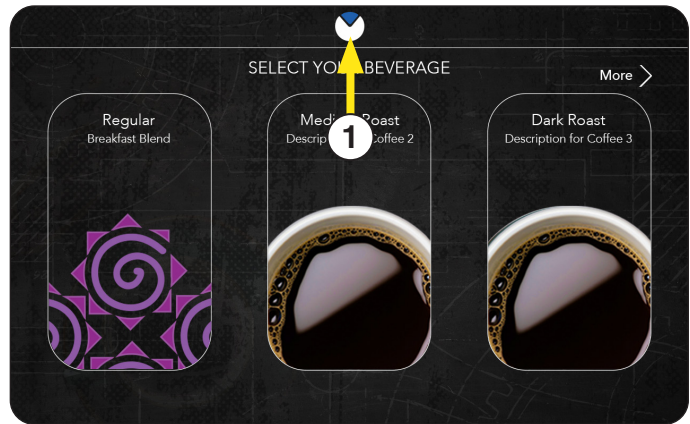
6. Press the Refresh button located in the lower right portion of the screen to refresh the list.



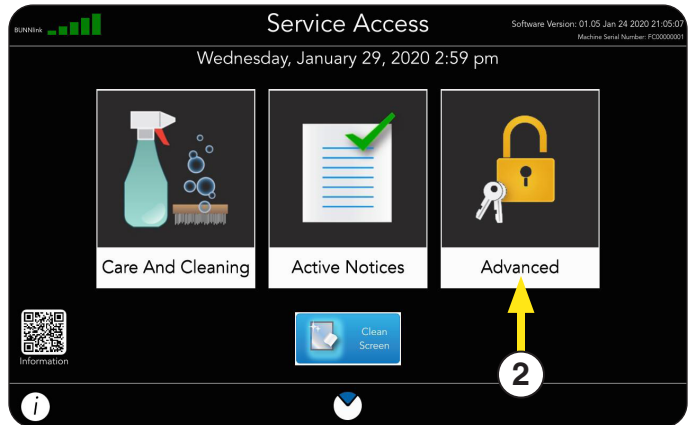
## YOUR BRAND

Use the Your Brand option to customize the look of your layout.

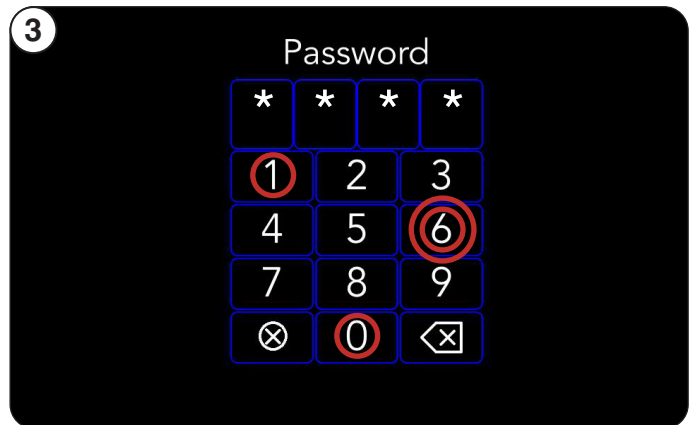
1. Touch and hold the BUNN logo for a few seconds until Service Access appears on the display.



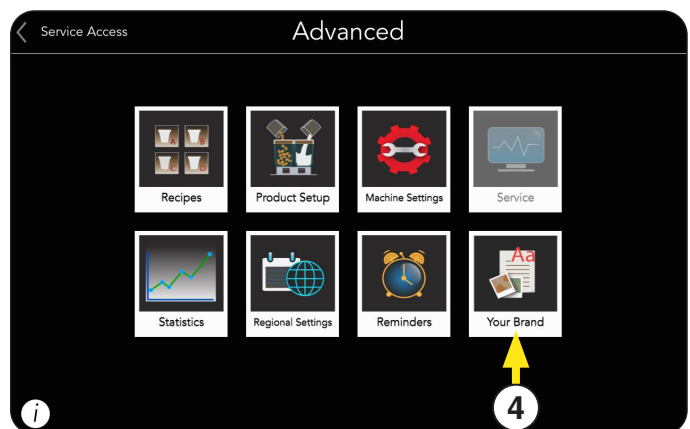
2. Select the Advanced icon.



3. Next, enter the passcode 6601.



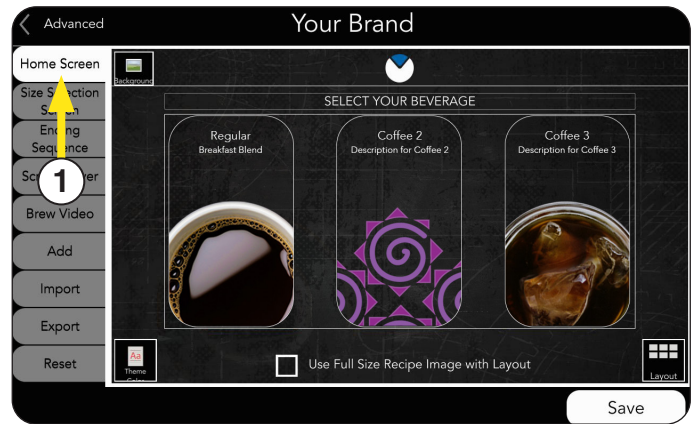
4. Touch the Your Brand icon.



# YOUR BRAND

## Home Screen Tab

1. Press Home Screen tab to select the area you want to customize.



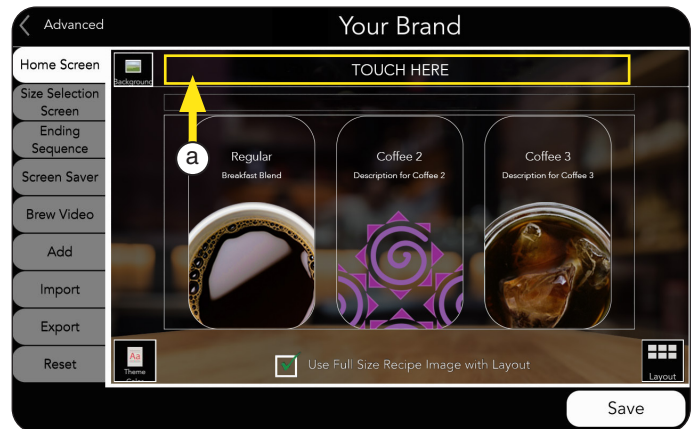
## Options Available:

### CHANGE BRANDING LOGO

- a. Select Logo field.

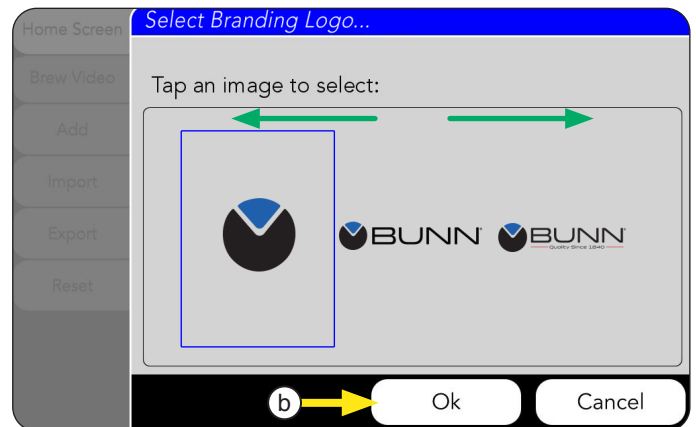
NOTE: Logo size should be up to 500 x 53 pixels.

NOTE: Additional logos need to be added first before the selection window will appear.



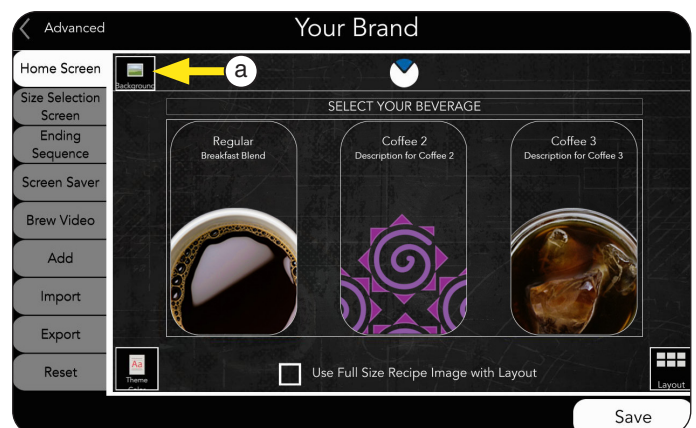
- b. The Branding Logo screen will appear. Scroll side-to-side to view image library. Select preferred image.

- c. If a new logo is chosen, press OK.



## BACKGROUND IMAGE

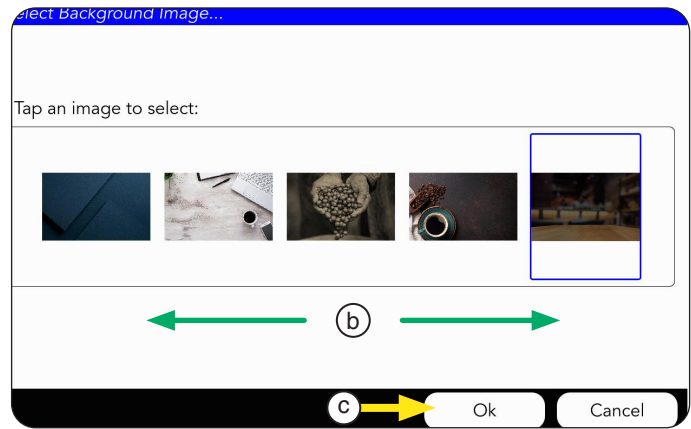
- a. Select Background Images icon.



# YOUR BRAND

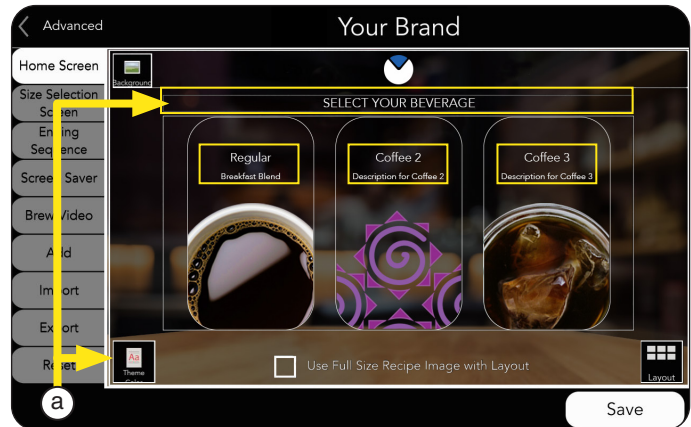
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- b. The Background Images screen will appear.  
By swiping side-to-side, you can see the image library.  
Press the chosen Background Image.
- c. If a new image is chosen, press OK.



## THEME COLOR

- a. Select icon to change Theme Color.  
  
NOTE: The Theme currently says "Select Your Beverage". If the Theme Color icon is selected, the color of this text and the beverage descriptions will be changed.

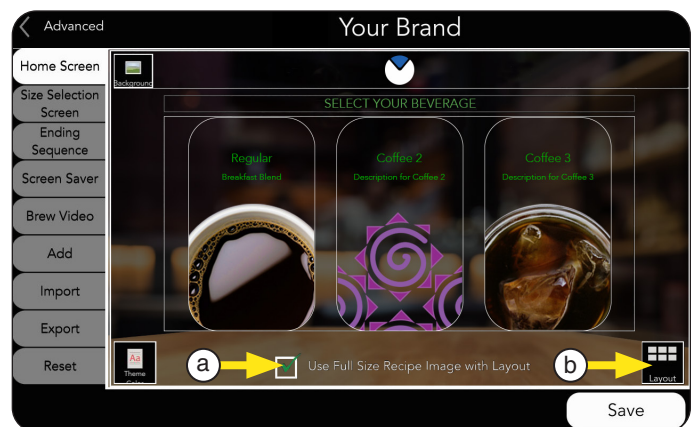


- b. The color picker will appear.  
Use the sliders to choose a color.
- c. If a new color is chosen, press Save.



## BEVERAGE ICON LAYOUT

- a. To change layout, the Full Size Recipe Image with Layout box must be checked to show the layout icon.
- b. Select Layout icon to change the layout of the Beverage Icons.  
  
NOTE: This example shows the current layout.



# YOUR BRAND

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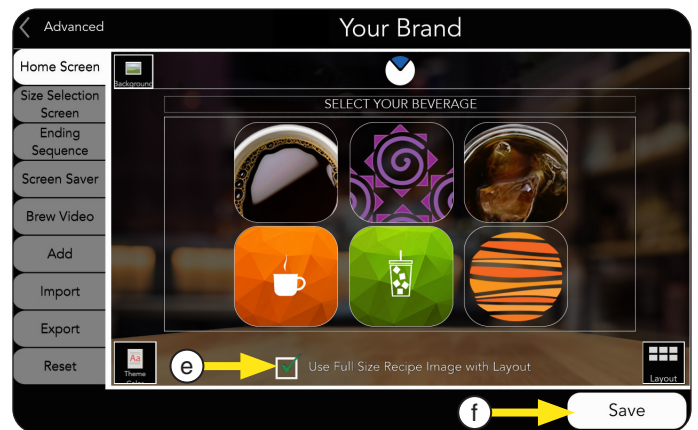
- b. Layout screen appears.
- c. To change the columns and rows of the beverage icons, select the Plus or Minus buttons to edit the numbers.

NOTE: Images will conform to the size selected. The optimal size for the layout selected is shown in the upper right corner of the screen.

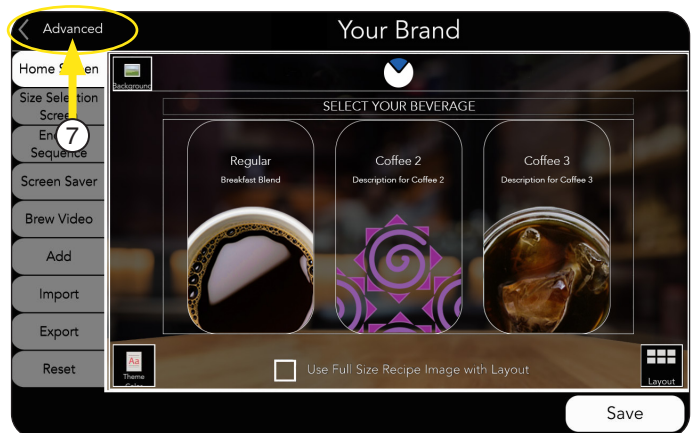
- c. If a new layout is chosen, press OK.

- e. To enable Full Size Recipe Images with Layout, check box.

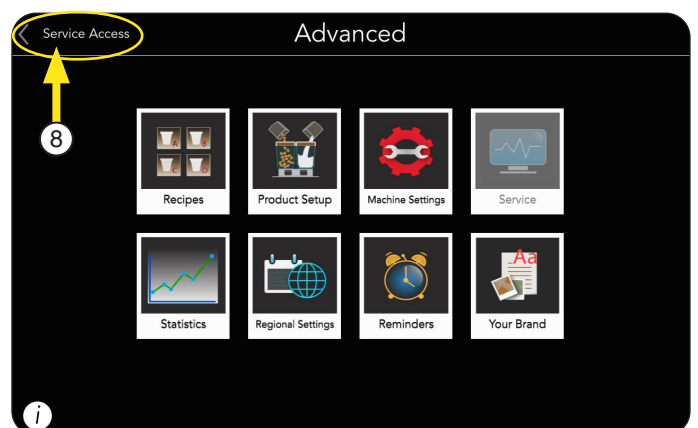
- f. Select Save if any changes were made.



- 2. Select Advanced to close out of Your Brand.



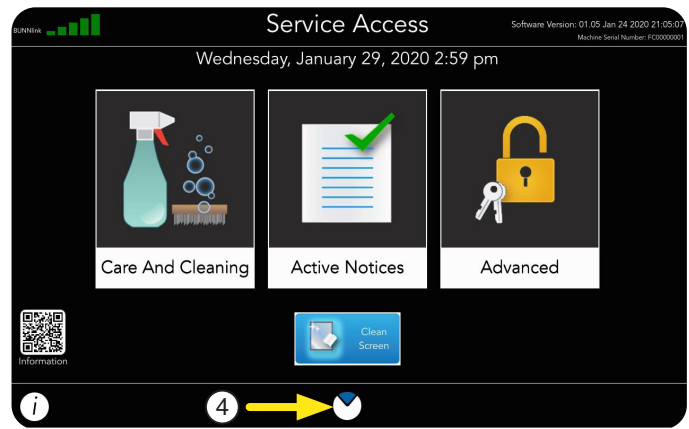
- 3. Select Service Access.



## YOUR BRAND

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4. Press the BUNN logo for a few seconds until the screen starts to reset.



After the machine updates, the Home screen will appear with any changes that were saved.

YOU ARE READY TO SERVE.

