



KEURIG

Let's get
brewing.

K-3500™

Quick Start Guide

IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should be followed, including the following:



1. **READ ALL INSTRUCTIONS**

2. For commercial use only.
3. Scalding may occur if the handle is opened during the brewing process.
4. Do not touch hot surfaces. Use handles or knobs.
5. To protect against fire, electric shock, and injury to persons do not immerse appliance, cord, or plugs in water or other liquid.
6. Close supervision is necessary when any appliance is used by or near children 12 years or younger.
7. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning the appliance.
8. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged in any manner. Contact a Keurig Authorized Distributor to report any malfunction of or damage to the brewer.
9. The use of accessory attachments not authorized by the appliance manufacturer may result in fire, electric shock, or injury to persons.
10. Do not use outdoors.

11. Do not let cord hang over edge of table or counter, or touch hot surfaces.
12. Do not place on or near a hot gas or electric burner, or in a heated oven.
13. Always attach plug to appliance first (if not permanently attached), then plug cord into the wall outlet. To disconnect, turn any control to "off" (if applicable), then remove plug from wall outlet.
14. Do not use appliance for other than intended use.
15. Use brewer in upright position only. Allow brewer to cool (90 min) prior to turning it in any position other than upright.
16. Do not immerse brewer in water.
17. The appliance must be grounded using a properly grounded 3-hole outlet.
18. Only use pods intended for this appliance. If the capsule does not fit, do not force the pod into the appliance.

19. **SAVE THESE INSTRUCTIONS**

1. **WARNING:** Keep all plastic bags away from children.
2. **WARNING:** To avoid the risk of injury, do not open the brew chamber during the brew process.
3. **CAUTION:** Keurig® recommends using only Keurig® K-Cup® pods in this appliance. Non-Keurig® brand pods may cause brewer malfunction or injury.
4. **CAUTION:** There are two sharp needles that puncture the pod, one above the K-Cup® pod holder and the other in the bottom of the K-Cup® pod holder. To avoid risk of injury, be aware of the needle locations.
5. **CAUTION:** There is extremely hot water under pressure in the K-Cup® pod holder during the brew process. To avoid risk of injury do not lift the handle or otherwise open the handle during the brew process.
6. **POWER CORD INSTRUCTIONS:**
 - a. A short power-supply cord is provided to reduce risks resulting from becoming entangled in or tripping over a longer cord.
 - b. Longer detachable power-supply cords or extension cords are available and may be used if care is exercised in their use.

- c. If a long detachable power-supply cord or extension cord is used:
 - i. The marked electrical rating of the detachable power-supply cord or extension cord should be at least as great as the electrical rating of the appliance.
 - ii. If the appliance is of the grounded type, the extension cord should be a grounding type 3-wire cord.
 - iii. The longer cord should be arranged so that it will not drape over the counter top or table top where it can be pulled on by children or tripped over.
7. **CAUTION: HOT COCOA/OTHER NON-COFFEE PODS:** Immediately after using a hot cocoa/other pod, run a hot water brew cycle without a pod to avoid the possibility of clogging the exit needle. DO NOT assume the next user will do this.



Plumbing Instructions

CAUTION: This brewer is designed to handle local water pressures from 40 psig up to 125 psig. Consult a licensed plumber for water pressures in your area. Use plumbing fittings and tubing specified to withstand 125 psig.

WARNING: Keurig® requires the use of an external water filter such as the Omnipure KQ8A Water Filter, available from Keurig®. Failure to use a filter invalidates the brewer warranty.

1. Remove all pieces of packing tape from the brewer and drip tray. Remove the clear plastic film from the touch screen.

NOTE: An external filter (KQ8A, #5572) can be mounted on the rear surface of the brewer using the mounting screws provided.

2. Attach a threaded straight adapter to each of the ports on the Omnipure KQ8A water filter and tighten using an 11/16" (18mm) wrench. Make sure the connections are secure, but do not overtighten.

3. Attach the filter mounting bracket to the Omnipure KQ8A water filter using the four screws provided.

NOTE: The top of the Omnipure KQ8A water filter has two ports labeled in port and out port. Make sure these ports are aligned with the filter mounting bracket.

4. Loosen the two mounting screws located on the upper rear of the brewer and hang the filter kit assembly. Tighten the screws but be careful not to over tighten.

NOTE: The filter kit assembly comes with ¼" FPT ports for both inlet and outlet and the plumbed water inlet to the brewer is ¾" female garden hose thread (Invensys solenoid valve). ¾" OD LLDPE (Linear Low Density Polyethylene) tubing is recommended (NSF compliant) between the filter kit assembly and the brewer. NSF compliant fittings such as High Density Polypropylene type are recommended

5. Connect a stem elbow fitting to the port of the filter kit assembly by pushing the stem elbow fitting into the previously attached adapter. Push firmly until the connection is secure. Secure LLDPE tubing to the stem elbow fitting in the same fashion and connect it to the local water supply.

6. You may wish to install a shut-off valve between the water source and the Omnipure KQ8A water filter. To do this, cut some LLDPE tubing to size and connect it by pushing the tubing into the shut-off valve until secure.

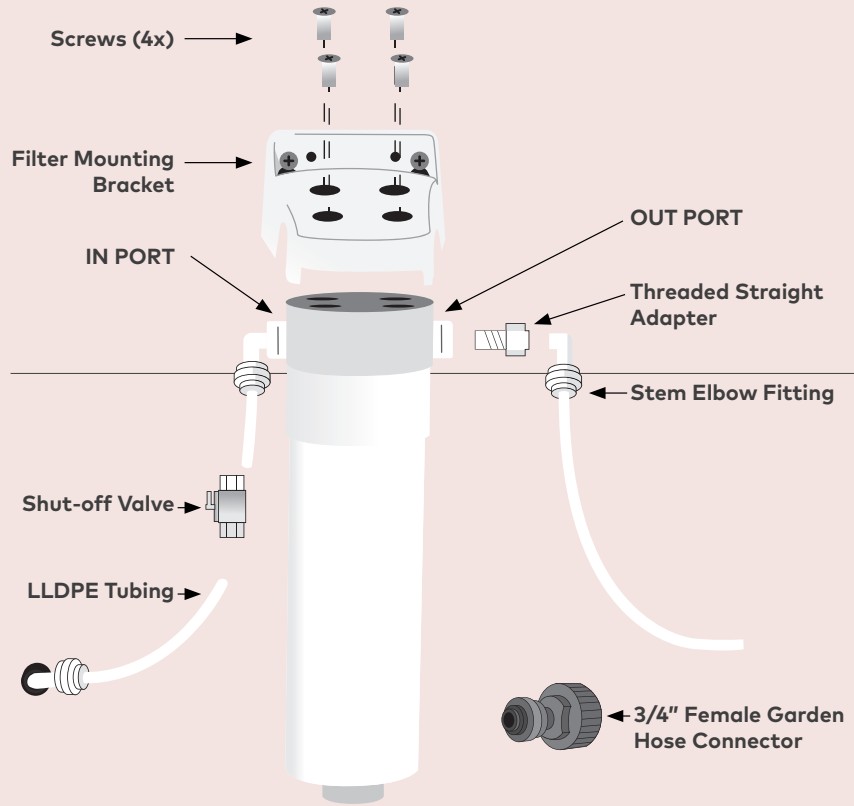
7. Connect a long length of tubing to the out port of the filter kit assembly. Do not connect the brewer yet.

8. The Omnipure KQ8A water filter needs an initial flush to clear any carbon deposit. Bring the long length of tubing to a container or sink.

9. Turn on water supply and allow at least four gallons of water to flush through the filter. Turn off water supply.

10. Cut the tubing to the proper length and connect a stem elbow fitting to the cut end of tubing. Thread the 3/4" female garden hose onto the brewer inlet valve located at the lower rear of the brewer. Push the stem elbow fitting into it until secured firmly. Then, turn on water supply.

NOTE: Water and waste piping and connections shall comply with the International Plumbing Code 2003, International Code Council (ICC) or the Uniform Plumbing Code 2003, International Association of Plumbing and Mechanical Officials (IAPMO).



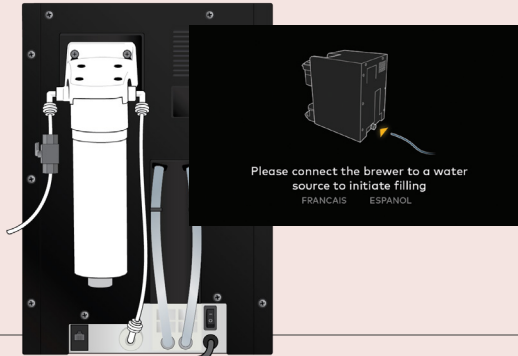
Authentic, full-flavored coffeehouse taste.

One perfect cup at a time, anytime.

Have questions? We're here to help.
Visit commercial.keurig.com for troubleshooting
videos, maintenance recommendations,
and the full Use & Care Guide.

Still need help?
Give us a call at 1.888.287.2739 ext 5

Before You Brew



1 Power On

Turn the brewer on. The power switch is located at the bottom left-hand side of the brewer on the back. The brewer's touch screen will display "Please connect the brewer to a water source to initiate filling".

2 Heat Up

The brewer will automatically fill the internal hot water tank with water and then the water will be heated. This will take about three minutes. During the heating period, "Brewer is heating" will be displayed on the touch screen.

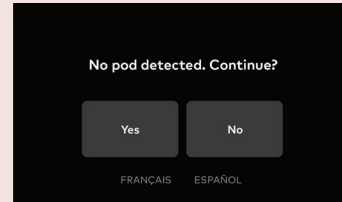
CAUTION: While brewing, there is extremely hot water in the K-Cup® pod holder. To avoid injury, do not lift the handle during the brewing process.



3 Lift & Lower

Place a 12 oz. mug on the drip tray plate and then fully raise the handle. Lower the handle to close the lid over the K-Cup® pod holder.

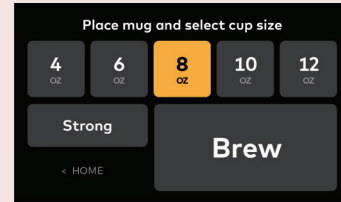
NOTE: A K-Cup® pod should not be used for this sequence.



4 Cleansing Brew

The touch screen will now display "No pod detected. Continue?" Press "Yes" and then select a size to start the cleansing brew. When the cleansing brew is complete, discard the hot water from the mug. The brewer will go into its idle state and will be ready to brew your first K-Cup® pod.

Brew Your First Cup



1 Place Mug & Insert

Place a mug on the drip tray. Lift the handle. Place a K-Cup® pod in the K-Cup® pod holder. Do not remove the foil lid on the K-Cup® pod.

Lower the handle completely to close the lid. The display will show a choice of 4, 6, 8, 10, and 12 oz. brew sizes, as well as an option to brew on strong. Select your brew size by pressing the corresponding button on the touch screen. You may choose to press the "STRONG" button either before or after selecting your brew size.

2 Brew & Enjoy!

When your desired selections are highlighted in yellow, press the "Brew" button. Brewing is complete when you see the display "Brewing is complete, enjoy your beverage."

Lift the handle; the used K-Cup® pods are automatically ejected into the internal K-Cup® pod bin. When the bin requires emptying, the brewer will display "Empty Pod Bin."

Brewer Features

Strong Brew increases the strength and bold taste of your coffee's flavor. For bolder coffee, press the **STRONG** button and select your brew size.

A separate delivery path for hot water allows you to brew outside of the coffee delivery path. To brew, press the button for hot water, select your brew size, and then press "Dispense Hot Water."

Commercial Rating ensures that the K-3500™ brewer will stand up to the demands of your coffee station. Enjoy the convenience of a touch screen, an industrial easy-grip handle, and a plumbed water tank for back-to-back brewing.

Brewing Iced Beverages: Fill a 16 oz. cup (do not use glass) to the top with ice and place a K-Cup® pod into your brewer. Select your brew size—we recommend selecting 6 oz. or 8 oz. Press Brew!

High Altitude Brewing: When brewing in higher altitudes (5,000 feet), please enable the High Altitude Brewing mode on your brewer. To enable this mode, you will need to access the Technician Menu.

Travel Mug Friendly: Remove the drip tray to accommodate a travel mug.

Caring for your Brewer

Regular cleaning keeps your brewer running smoothly. Always be sure to turn off your brewer before cleaning. For detailed brewer cleaning instructions and videos, visit commercial.keurig.com. For service, please refer to the Warranty section.

K-Cup® Pod Holder Assembly and Needles

The K-Cup® Pod Holder Assembly (PHA) should be removed from the Puncture Mechanism (PM) for cleaning. To remove the PHA, remove the half rim, then squeeze the two snap tips on the rear of its flip seat to release.

The PHA can be cleaned by submerging it in Keurig® Descaling solution, or a vinegar solution (1:3), for 12 hours or more. There may be residual coffee grounds in the groove and the flip seat. If required, take a cotton swab to clean the area. Thoroughly rinse the PHA before restoring it into the flip seat, then to the half rim to lock in place.

There are two sharp needles in the PM that puncture the K-Cup® pod. The Entrance Needle is located underneath the lid of the handle, and the Exit Needle is inside the PHA. These needles may get clogged over time due to the build up of scale or residual pod ingredients.



If clogging occurs, both needles can be cleared by inserting a straightened paper clip into the hole. Gently move it around to loosen any coffee grounds, then follow with a rinse brew with water. Please refer to the Use and Care Guide for more detailed instructions on how to clean the PHA and PM.

CAUTION: To avoid risk of injury, please be careful of the two sharp needles when cleaning the PHA and PM.

K-Cup® Pod Bin

The used K-Cup® pods are automatically ejected into the internal K-Cup® pod bin. When the K-Cup® pod bin requires emptying, the brewer touch screen will display “Empty Pod Bin.”

To empty the K-Cup® pod bin, open the brewer door by grasping the handle and swinging the door fully open to remove the K-Cup® pod bin from the drawer. Dispose used K-Cup® pod and replace the K-Cup® pod bin.

NOTE: At the end of each day, we recommend emptying the K-Cup® pod bin, along with running a rinse brew with water. It is recommended to follow these instructions immediately after the use of hot cocoa or other milk-based pods to avoid the possibility of a clogged needle.

Warranty

Keurig Green Mountain, Inc. warrants to the original purchaser that its brewer will be free of defects in materials or workmanship under normal use for one year from the date of purchase. Keurig, a Keurig Authorized Distributor or Service Agent will, at their option, repair or replace a defective brewer under this warranty without charge upon its receipt of proof of the date of purchase. If a replacement brewer is necessary to service this warranty, the replacement brewer may be new or reconditioned. If a replacement brewer is sent, a new limited one-year warranty will be applied to the replacement brewer. This warranty only applies to brewers operated in the United States and Canada. This warranty gives the original purchaser specific legal rights, and you may also have other rights that vary from state to state and, in the case of Canada, from province to province. If you obtained this brewer through sale or rental from a Keurig Authorized Distributor, you may also want to refer to your distributor's warranty policies. Only the use of Keurig® K-Cup® brand pods and accessories will guarantee the proper functioning and lifetime of Keurig® K-Cup® brewer. Any damage to or malfunction of your brewer resulting from the use of non-Keurig® K-Cup® brand pods and accessories may not be covered by this warranty or may result in a service fee if the damage or malfunction is determined to be caused by such use.

What is not covered by the Limited Warranty?

THIS WARRANTY DOES NOT COVER CONSEQUENTIAL OR INCIDENTAL DAMAGES SUCH AS PROPERTY DAMAGE AND DOES NOT COVER INCIDENTAL COSTS AND EXPENSES RESULTING FROM ANY BREACH OF THIS WARRANTY, EVEN IF FORESEEABLE. Some states or provinces do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you depending on the state or province of purchase. Nor does this warranty cover damages caused by use of non-Keurig® K-Cup® brand pods or accessories, services performed by anyone other than Keurig or its authorized service providers, use of parts other than genuine Keurig® parts, or external causes such as abuse, misuse, inappropriate power supply, or acts of God.

Other Limitations

THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ANY OTHER EXPRESS WARRANTY, WHETHER WRITTEN OR ORAL. IN ADDITION, KEURIG HEREBY SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO YOUR K3500 BREWER, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Some states or provinces do not allow disclaimers of such implied warranties or limitations on how long an implied warranty

lasts, so the above limitation may not apply to you depending on the state or the province of purchase.

How do you obtain warranty service?

Keurig® brewers are high-quality appliances and, with proper care, are intended to provide years of satisfying performance. However, should the need arise for warranty servicing simply call your Keurig Authorized Distributor (KAD) who originally sold you the brewer or your Keurig Authorized Service Provider (KASP) for full support. To be re-connected with your KAD or KASP, please call Keurig at 1.888.287.2739 ex 5. Keurig Green Mountain, Inc., 33 Coffee Lane, Waterbury, VT 05676.

Open Source Compliance

For information on the open source compliance for this brewer, please visit <https://commercial.keurig.com/compliance>.