



**Pod Brewing System Instruction Manual
Model PC100**

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SAVE THESE INSTRUCTIONS FOR HOUSEHOLD USE ONLY IMPORTANT SAFEGUARDS

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

1. Read all instructions and warnings before using the Pod Brewing System.
2. Do not touch hot surfaces. Use lever when lifting the lid.
3. To protect against electrical shock do not immerse cord, plugs or appliances in water or other liquid.
4. Close supervision is necessary when any appliance is used near children. This appliance is not to be used by children.
5. When unit is not in use and before cleaning, unplug the appliance from wall outlet.
6. Do not operate any appliance with a damaged or frayed cord or plug, or after the appliance malfunctions or has been damaged in any manner. Contact Ginny's customer returns for details on returning your coffee maker.
7. Do not allow anything to rest on or interfere with the cord. Do not let the cord hang over edge of table or counter, or touch hot surfaces, including the stove.
8. Do not place appliance on or near a hot gas or electric burner or in a heated oven. Do not place on unsteady or cloth covered surface.
9. Do not use appliance outdoors or for commercial purposes.
10. Do not use accessories or attachments not supplied by or recommended by the manufacturer and not supplied for or provided for this specific product.
11. To unplug, grip the plug and pull plug from wall outlet. Never pull on the cord.
12. Do not use appliances for other than intended use.
13. Never fill water reservoir with warm or hot water. Always use cold water.
14. Do not lift or remove cover during the brewing cycle as scalding may occur.

SAVE THESE INSTRUCTIONS FOR HOUSEHOLD USE ONLY

ADDITIONAL IMPORTANT SAFEGUARDS

15. **CAUTION! HOT SURFACE:** This appliance generates heat and steam, which may escape during the brewing process. Proper precautions must be taken to prevent the risk of burns, fires or other injury to people or damage to property.
 16. During and after brewing, the internal and external parts of the Coffee Maker are HOT. Keep out of reach of children and do not touch to avoid possible injury.
 17. Ensure a cup is placed under the drip sprout before turning the unit on and brewing tea or coffee.
 18. Do not clean your coffee maker with steel wool pads, harsh powder cleaners or other abrasive materials.
- Anyone who has not read the operating instruction and understood all operating and safety precautions and instructions is not qualified to operate this appliance; all users of this appliance must read and understand this instruction manual before operating or cleaning this appliance.
 - Use water only in this appliance! Do not put any other liquids or food products in this appliance. Do not mix or add anything to the water placed into this appliance except as instructed in the User Maintenance Instructions to clean the appliance
 - If this appliance falls or accidentally becomes immersed in water, unplug the appliance from the wall outlet immediately. **Do not reach into the water!**
 - Do not operate this appliance near curtains, walls, wall coverings, clothing, dish towels or flammable materials.
 - When using this appliance, provide adequate air space above and on all sides for air circulation.
 - Do not leave this appliance unattended during use.

ADDITIONAL IMPORTANT SAFEGUARDS CONTINUED

- Always use fresh, cool water in your Coffee Maker. Warm water or other liquids except for those listed in the cleaning section may cause damage to the appliance
- If this appliance begins to malfunction during use, immediately unplug the cord. Do not use or attempt to repair a malfunctioning appliance.
- The cord for this appliance should only be plugged into a 120V AC electrical outlet.
- Do not use this appliance on an unstable surface.

SHORT CORD INSTRUCTIONS: A short power supply cord is provided to reduce the risk resulting from becoming entangled in or tripping over a longer cord.

Do not use an extension cord with this product.

ELECTRIC POWER: If an electric circuit is overloaded with other appliances, your Pod Brewing System may not operate properly. The appliance should be operated on a separate electrical circuit from other appliances in operation.

POLARIZED PLUG: This appliance has a polarized plug; one blade is wider than the other. To reduce the risk of electric shock, this plug is intended to fit into a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to modify the plug in any way.

Read All Directions Before Using The Product!

BEFORE FIRST USE CLEANING INSTRUCTIONS:

Carefully unpack your new Pod Brewing System and remove all of the packaging materials. To remove any dust that may have accumulated during packaging, you should wipe the body of the coffee maker with a clean, damp cloth or sponge.

NEVER IMMERSE THE POD BREWING SYSTEM, CORD OR PLUG IN WATER OR ANY OTHER LIQUID.

We recommend cleaning the Water Tank and the Drip Spout as well as the Pod Chamber and Pod Holder, before using your Pod Brewing System for the first time.

Turn on the appliance for a full cycle using water only. See following steps.

IMPORTANT: this appliance will not filter coffee or tea unless the pump has been primed by following the steps below.

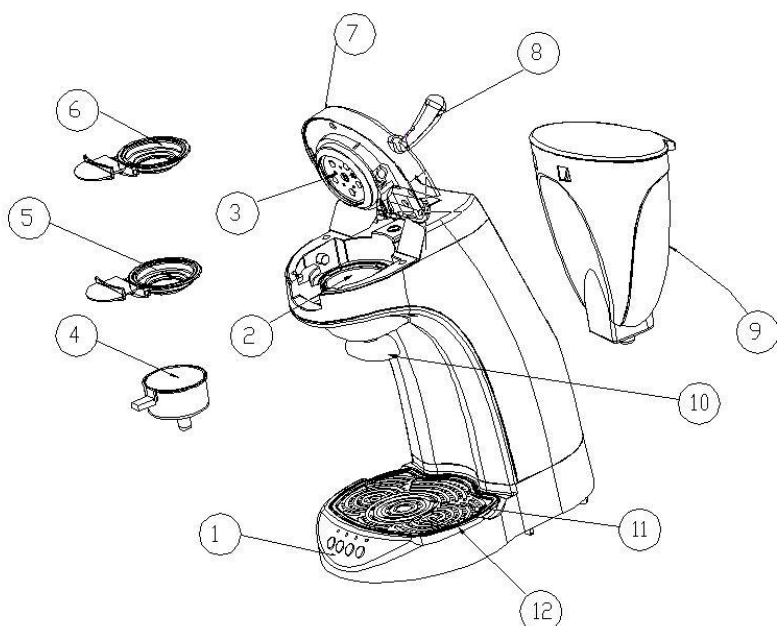
1. Remove the Water Tank by pulling up and then outward to remove from base.
2. Fill the Water Tank with fresh water up to the MAX fill line and fit back into base (inward and down) until it snaps into place.
3. Lift lid by rotating the Lever upwards. The Lid will pop up and open. Gently push back the Lid so it is in the fully raised position.
4. Place Single Pod Holder inside the Pod Chamber. Do not place a Pod in the Holder at this time.
5. Close the Lid, press down firmly on the top of the Lid and hold in place while pulling the Lever down so the Lid locks into place.
6. Place a cup or container, at least 10oz in size, below the Drip Spout to collect the water.
7. Press the Power Button to turn the appliance on. Then press the 8oz Serving Button once. The green light will flash showing the water is heating up. The water from the Water Tank will begin to cycle through the Pod Brewing System once the green light stops blinking.
8. Empty the water and repeat the process one more time. You are now ready to brew tea or coffee.

NOTE: if you do not use the Pod Brewing System for three or more days, please repeat the steps 1 through 7.



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GETTING TO KNOW YOUR POD BREWING SYSTEM



GETTING TO KNOW YOUR POD BREWING SYSTEM

- | | |
|-----------------------|-------------------|
| 1) Control Panel | 7) Lid |
| 2) Pod Chamber Cavity | 8) Lever |
| 3) Shower Head | 9) Water Tank |
| 4) Pod Chamber | 10) Drip Spout |
| 5) Single Pod Holder | 11) Drip Tray |
| 6) Double Pod Holder | 12) Overflow Tray |



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OPERATING INSTRUCTIONS

BREWING COFFEE OR TEA

CAUTION: Before brewing in your Pod Brewing System for the first time, complete the steps listed under BEFORE FIRST USE CLEANING INSTRUCTIONS to ensure your machine functions properly.

1. Fill the Water Tank with water up to the MAX fill line. Never pour other liquids such as milk or hot water into the Water Tank. A full tank will yield up to 40 ounces of coffee or tea.
2. Press the Power Button
3. To open the Lid, rotate the Lever upwards. Gently raise the Lid to the open position.
4. Place the Pod Holder inside the Pod Chamber.

NOTE: The desired amount of coffee or tea will determine what Pod Holder to use. Use the following guidelines for the best results.

SINGLE POD HOLDER

Use the Single Pod Holder if the desired amount of coffee or tea is 5 or 8 ounces

DOUBLE POD HOLDER

Use the Double Pod Holder if the desired amount of coffee or tea is 14 ounces.

NOTE: The Pod Brewing System provides you with the flexibility to adjust the tea or coffee taste based upon personal preference. For example; use the Double Pod Holder with two pods and the 5 or 8 ounce setting for a stronger coffee or tea and use the single Pod Holder with one Pod and the 14ounce setting for a weaker coffee or tea.

Experiment to find your perfect brew.



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OPERATING INSTRUCTIONS CONTINUED

5. Place the tea or coffee pod inside the Pod Holder. Press lightly on the pod to make sure it sits evenly inside the Pod Holder.



IMPORTANT: Make sure the paper lip of the Pod is contained within the Pod Holder and does not hang over the rim.

CAUTION: Use only specially designed tea or coffee pods. **DO NOT USE** ESE pods which are specially designed for espresso pod machines. The use of loose ground tea or coffee not designed for a Pod Brewing System may result in poor tea or coffee and could potentially damage the appliance.

NEVER use torn pods as this could clog the appliance and damage it. Each pod is pre portioned with the optimal amount of tea or coffee required per serving.

6. To close the Lid, press down firmly on top of the Lid and hold in place while pulling the Lever down so the Lid locks into place.
7. Place a mug or cup under the Drip Spout.

NOTE: If using the 5 and 8 ounce setting the cup should hold at least 7 to 10 ounces of liquid.

NOTE: if using the 14 ounce setting the cup should hold at least 16 ounces (travel mug size), or two 10 ounce mugs can be positioned beneath the Drip Spout to brew two 7.5 ounce cups at the same time.

NOTE: The Drip Spout is height adjustable. Make sure the Drip Spout is positioned all the way up in order to fill your favorite travel mug. When using smaller cups or mugs, it is recommended to gently pull the Drip Spout down as far as possible in order to prevent splattering of tea or coffee while brewing.

NOTE: the drip spout can pull pulled down approximately 3/4". Do not try to pull it down any further.



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OPERATING INSTRUCTIONS CONTINUED

8. If the Red Power Light flashes at rapid intervals, see the TROUBLESHOOTING section of this manual.
9. Press the desired Serving Button for a 5-ounce, 8-ounce or 14 ounce serving. The Indicator Light for the size selected will begin to flash as the water is heating up. Heating takes approximately 1 minute. The Pod Brewer will begin the brewing process. At the beginning of the brewing cycle, a small amount of water is dispersed to saturate the Pod (s) to ensure full extraction. Following a pause, the Pod Brewer will begin to brew. You can manually stop the brewing process at any time by pressing the Power Button. Please note, it may take a couple of seconds for the process to actually stop.
CAUTION: Dripping may occur between brewing cycles.
10. Dispose of the pods after use by removing the Pod Holder from the Pod Chamber and emptying it. Do not use a pod more than once. Repeated use may cause the pod to burst and result in weak and inferior tea or coffee.
NOTE: regular rinsing of the Pod Holder will optimize the flavor of the tea or coffee being brewed.

HINTS

For optimal results use fresh water daily. If you haven't used your Pod Brewing System for a few days, follow the cleaning steps in the BEFORE FIRST USE CLEANING INSTRUCTIONS section of this manual.



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CLEANING INSTRUCTIONS

Do not immerse cord, plug or appliance in water or other liquid.

1. To clean your Pod Brewing System, be sure the appliance is turned OFF, is unplugged from the wall and is cool to touch.
2. Clean the outer surface of the unit and Shower Head with a damp cloth. Do not use abrasive cleaners or scouring pads.
3. Remove the Pod Holder, Pod Chamber and Drip Spout.

NOTE: to remove the Drip Spout rotate the Spout clockwise until it falls out of place. To assemble do the reverse, aligning the tabs on the Spout with the opening of the unit and turn counter clockwise.

4. Remove the Drip Tray.
5. Remove the Water Tank from the unit. Clean the Water Tank, Pod Holder, Pod Chamber, Drip Spout, Drip Tray and Overflow Tray with warm, sudsy water.

NOTE: The Pod Holder, Pod Chamber, Drip Spout, Drip Tray and Overflow Tray may be placed in the top rack of a dishwasher. **DO NOT** place on lower shelf and do not place Water Tank in the dishwasher.

6. Rinse all parts with fresh water after cleaning.

WARNING: NEVER use a cloth to clean or dry the Water Tank as the cloth will leave a lint residue and may clog and cause damage to your Pod Brewing System.



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TROUBLE SHOOTING

Should a problem occur, you may be able to find an answer in the chart below. If the chart is not helpful or if you require further information, please contact Customer Service,

PROBLEM	POSSIBLE SOLUTION
The tea or coffee is too weak or too strong	The Pod Brewing System provides the flexibility to adjust the taste based upon personal preferences. For example, if using the Single Pod Holder for the 5 or 8 ounce setting and a stronger tea or coffee taste is desired, try using the Double Pod Holder with two pods for the 5 or 8 ounce setting.
There is steam releasing from the Pod Brewing System during the brew cycle.	It is normal for some steam to escape from the unit during the brew cycle. This is due to the high temperature of the water as it makes contact with the Pod. If excessive, heavy steam occurs, check to make sure the Pod is properly positioned in the Pod Holder.
Water Drips from the Pod Brewing System	• Some water may drip from the Drip Spout for about 10 seconds after the brew cycle has completed. This is normal due to water condensation in the unit. • Make sure the Pod Holder is properly placed within the Pod Chamber and the Lever is in the locked position. • The Water tank must not be filled above the MAX line. • The Pod Holder may be clogged. Rinse under tap water to unclog the screen. If necessary, you may also use a scrubbing brush or a pin. • The Pod must be properly placed so it sits evenly in the Pod Holder. Press it down into the Pod Holder. • Some water droplets on your countertop are normal and may be caused by filling and replacing the Water Tank.



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TROUBLE SHOOTING

PROBLEM	POSSIBLE SOLUTION
There is less water than normal brewing from the Pod Brewing System into the cup	• The Pod Holder may be clogged. Rinse under tap water to unclog the screen. If necessary, you may also use a scrubbing brush or pin. • Only Pods should be placed in the Pod Brewing System. The use of coffee grounds or loose tea or tea bags is not recommended and can cause severe damage to the appliance. • Make sure the Pod Holder is properly placed within the Pod Chamber. • Calcium and mineral deposits could be building up in the appliance. Follow the descaling instructions in this manual. • Check for and clear any blockages in the water path, Water Tank, Pod Holder, Pod Chamber and Drip Spout.
Tea/Coffee is splattering as it enters the cup from the Drip Spout	• The Drip spout is adjustable which enables you to use a variety of cup/mug sizes. If brewing into a small cup, adjust the Drip Spout as far down as possible to minimize splattering, or try using a taller cup size.



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TROUBLE SHOOTING

PROBLEM	POSSIBLE SOLUTION
The Lid will not close properly	• Check to make sure the correct amount of Pods are used for the corresponding Pod Holder. A single Pod Holder can only hold one Pod and a Double Pod Holder holds two Pods. • Make sure the Pod Holder and Pod Chamber are properly positioned. • The Pod must be properly placed so that it is even in the Pod Holder. Press lightly on the Pod to make sure it sits evenly inside the Pod Holder.
The Lid will not open	Turn the Pod Brewing System off and unplug the unit. Wait for the unit to cool (about 30 minutes) and try opening the Lid again. Clean all removable parts.
The Red Power Indicator Light is rapidly flashing	• Make sure the Water Tank is properly positioned on the base of the unit. • There must be enough water in the Water Tank for the unit to function. Fill water to the Max fill line. • There is a water sensor located at the bottom of the Water Tank. This piece should be floating to allow water to flow into the unit.
The serving Indicator Light is flashing rapidly	• When this light is flashing, it typically means water is heating. • If the Indicator Light is flashing rapidly for more than 4 minutes contact Customer Service. • Room temperature must be above 40 degrees F.



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1 YEAR LIMITED WARRANTY

Ginny's warrants this product free from defects in material and workmanship for one year from provable date of purchase. Within this warranty period, Ginny's will repair or replace, at its option, defective parts at no charge, provided the product is returned, freight prepaid with proof of purchase to Ginny's. Allow 2-4 weeks for return shipping.

This warranty does not cover improper installation, misuse, abuse or neglect on part of the owner. Warranty is also invalid in any case that the product is taken apart or serviced by an unauthorized service station.

This warranty gives you specific legal rights and they may vary from state to state.

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

GINNY'S Customer Returns

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