

KEURIG K-Duo ESSENTIALS

Use & Care Guide

Get the most from your new Keurig' brewer



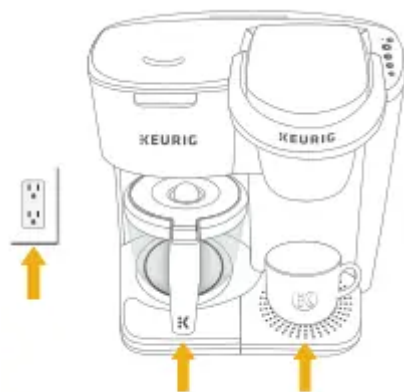
Before You Brew

1. Plug & Place

Remove packing tape from brewer and plug into an outlet.

Single Cup - Place a large mug (120z minimum) on the drip tray.

Carafe - Rinse the carafe and place it on the heating plate.



2. Rinse & Fill

Remove the water reservoir lid, then lift the reservoir straight up to remove it.

If you have a Keurig® Water Filter, install it now. Refer to your Water Filter Starter Kit for instructions.

Fill the reservoir with fresh water to the MAX fill line.

Replace water reservoir, making sure the lock tabs engage with the brewer.



3. Cleansing Brew - Single Cup

Press the OZ button to power on the single cup side. Do not insert a K-Cup® pod. Press the 8 button to start the cleansing brew - the OZ button will pulse green while the brewer is heating. Once heated, the OZ button will turn solid green and the cleansing brew will begin. Pour the hot water into the sink

NOTE: Between brew cycles, the brewer may take about a minute to reheat

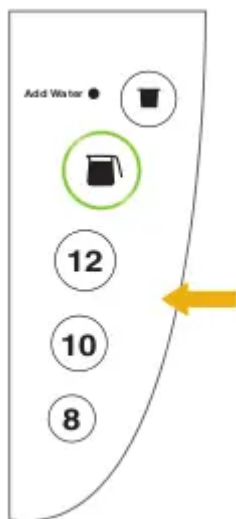
4. Power On - Carafe

Fill the reservoir to the MAX fill line, and then press the CUPS button to power on the carafe side. Do not fill filter basket with coffee grounds. The CUPS button will illuminate green and the 3 brew size buttons will blink blue



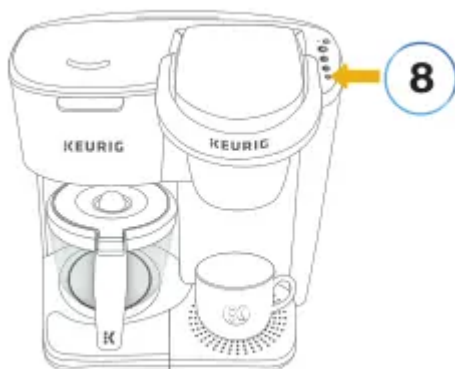
5. Cleansing Brew - Carafe

Press the 8 button to start a cleansing brew ~ the button will (illuminate blue).



The CUPS button will illuminate red to indicate the heating plate is on when the cleansing brew is complete. Press and hold the CUPS button to turn the heating plate off. and pour the hot water into the sink.

The one-time single cup setup process is now complete and you are ready to brew!



Brew Your First Single Cup

1. Place Mug & Pod

Place a mug on the drip tray.

If using a travel mug, remove the drip tray and place the mug on the drip tray base. Lift the handle and place a K-Cup® pod in the K-Cup® pod holder. Lower the handle completely to close the lid.

High Altitude Brewing: While holding the brewer handle up, push down slowly on the K-Cup® pod in the pod holder until the bottom of the K-Cup® pod is punctured by the exit needle.

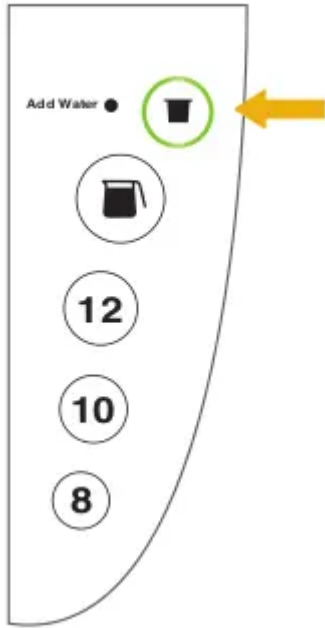


2. Brew & Enjoy

Press the OZ button, then select your brew size. The OZ button and brew size button will remain illuminated while brewing - about 1 minute. Brewing is complete when the brew size button is no longer illuminated. Lift the handle and dispose of the used K-Cup® pod. The brewer will be ready to brew another cup in about a minute.

We recommend using a Keurig® Rinse Pod or running a cleansing brew immediately after brewing hot cocoa or other sweetened pods to keep the needles clean.

NOTE: After 60 seconds, the brew buttons will be disabled. To reactivate, press OZ or CUPS.



Brew Your First Carafe

1. Place Carafe & Fill Basket

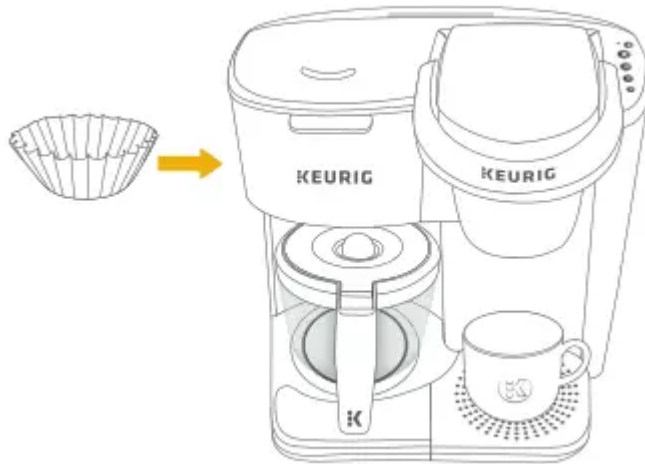
Fill the water reservoir to the MAX fill line. Remove the filter basket drawer by pulling outward and insert a 12 cup paper filter into the filter basket. Add the desired amount of ground coffee (1 tablespoon of ground coffee per cup is recommended). Reinsert the filter basket drawer completely and make sure the carafe is on the heating plate.

NOTE: The maximum capacity for regular ground coffee is 15 tablespoons and 12 tablespoons for decaf. Exceeding this amount may cause overflow.

2. Brew & Enjoy!

Press the CUPS button and select your brew size. Once the brew is complete, the heating plate will automatically turn on and remain on for 2 hours - the CUPS button will illuminate red. To turn off the heating plate, press and hold the CUPS button until the light is no longer illuminated.

If you accidentally shut the heating plate off, press and hold the CUPS button until the red light illuminates to turn it back on.



Brewer Features

Smart Start heats then brews in one simple process. No need to wait for the brewer to heat before selecting brew size. Power on your brewer. add coffee. then select your brew size. The brewer will heat. then automatically begin brewing.

Single Cup Auto Off automatically turns your brewer off 60 seconds after the last brew for energy savings.

Carafe Auto Off automatically turns your heating plate off 2 hours after the last brew for energy savings.

Pause & Pour a cup mid-brew while brewing a carafe using the 20 second automatic pause feature.

NOTE: Removing the carafe for more than 20 seconds may cause the filter basket to overflow.

Caring For Your Brewer

Regular cleaning keeps your brewer running smoothly. Always be sure to turn off and unplug your brewer before cleaning. We recommend using a Keurig Rinse Pod or running a cleansing brew immediately after brewing hot cocoa or other sweetened pods to keep the needles clean.

CAUTION: Parts are not dishwasher safe.

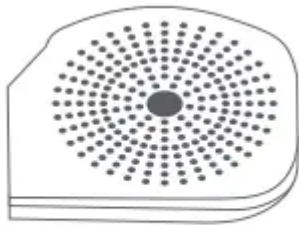
Brewer Exterior

Keep your Keurig brewer looking its best by cleaning the exterior from time to time. Just clean with a damp, soapy, lint-free, non-abrasive cloth. Never immerse the brewer in water or other liquids.



Drip Tray

The drip tray can hold up to 8 ounces of overflow and should be emptied and cleaned occasionally. To remove, slide it toward you, keeping it level to avoid spilling. Clean with a damp, soapy, lint-free, non-abrasive cloth.



Carafe & Carafe Lid

The carafe and carafe lid should be cleaned after each brew. Rinse and clean with a damp, soapy, lint-free, non-abrasive cloth.



Heating Plate

Once the heating plate has cooled completely, gently wipe with a clean, damp cloth. Never use rough, abrasive materials or cleansers to clean the heating plate.

Water Reservoir & Reservoir Lid

The water reservoir lid and water reservoir should be cleaned periodically with a damp, soapy, non-abrasive cloth. Rinse the reservoir thoroughly after cleaning. This will ensure that no cleaning solutions remain in the area as they may contaminate the water supply. After rinsing, fill the reservoir with clean water and return it to the brewer. Do not dry the inside of the water reservoir with a cloth as lint may remain. The water reservoir lid and water reservoir should not be put into the dishwasher.

NOTE: If you are using a water filter inside the water reservoir, remove it before cleaning. The filter cartridge should be replaced regularly as needed per filter instructions.



Filter Basket & Filter Basket Drawer

Remove the filter basket drawer from the brewer. Remove and discard the paper filter and ground coffee. The filter basket and filter basket drawer should be washed in warm, soapy water and rinsed thoroughly. Dry all parts after use.

NOTE: Coffee grounds should be discarded and the filter basket should be rinsed clean after brewing, or in part with the daily cleaning routine.



K-Cup Pod Holder

To remove the K-Cup pod holder from the brewer, lift the handle and grasp the top of the K-Cup pod holder with one hand while pushing up on the bottom of the K-Cup pod holder from underneath with the other until it releases. After cleaning, align the K-Cup pod holder with the opening using the two front ribs as a guide and snap into place from the top.

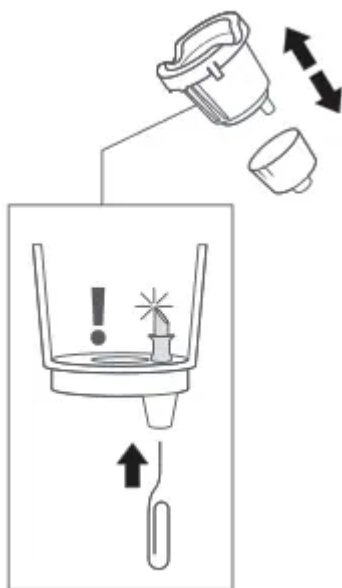
CAUTION: There are sharp needles that puncture the K-Cup pod above the K-Cup pod holder and in the bottom of the K-Cup pod holder. To avoid risk of injury, do not put your fingers in the K-Cup pod holder.

NOTE: Used K-Cup pod should be removed from the K-Cup Pod Holder after brewing, or in part with the daily cleaning routine.



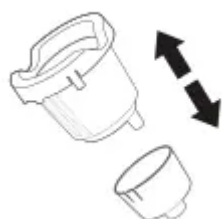
Exit Needle

Remove the pod holder assembly and detach the funnel. Locate the exit needle on the inside bottom of the K-Cup pod holder. Insert a straightened paper clip into the exit needle to loosen any coffee grounds.



Funnel

The funnel can be removed from the K-Cup pod holder by pulling on it until it pops off. To replace it, orient the snaps to the indent and just snap it back onto the K-Cup pod holder.



Entrance Needle

Lift the brewer handle and locate the entrance needle on the underside of the lid. To clean all three holes in the needle, hold the brewer handle in the upward position and with your other hand, carefully insert a straightened paper clip into all three holes. Gently move it around to loosen any coffee grounds. Lower the handle completely and run two water-only brew cycles. Do not insert a K-Cup pod.

TIP: Refer to support. keurig.com for video instructions on cleaning the entrance exit needles.

Descaling your Brewer

As part of your preventative maintenance routine, you should descale your brewer every 3 months (or if you experience low coffee volume or slower performance). Properly follow the descaling procedure.

Depending on the mineral content of your water, calcium deposits or scale may build up in your brewer. Scale is non-toxic but if left unattended can hinder brewer performance. Regularly descaling your brewer every 3 months helps maintain the heating element, and other internal parts that come in contact with water. Calcium deposits may build up faster, making it necessary to descale more often.

Descaling Procedure

Before you begin, you will need a large ceramic mug, fresh water, Keurig Descaling Solution, and access to a sink. Do not use a paper cup. Ensure that there is no beverage pod in the K-Cup pod holder. Please allow approximately 75 minutes for the descaling procedure.

Empty the water from the water reservoir. If using a Keurig Water Filter, remove and set aside.

STEP 1: Descaling Solution Rinse

Power the brewer off.

Pour the entire bottle of Keurig Descaling Solution into an emptied water reservoir. Then, fill the empty bottle with water and pour into the water reservoir. Do not add any K-Cup pods or ground coffee.

Place a large mug on the drip tray. then press the OZ button to turn on the single cup side. Press the 12 button to start a single cup rinse brew. Pour the hot liquid into the sink.

Make sure the carafe is on the heating plate. Press the CUPS button to turn on the carafe side. then press the 12 button to start a carafe rinse brew. When the brew is complete. pour the hot liquid into the sink. Press and hold the CUPS button to turn off the heating plate.

STEP 2: Rinse & Rest

Let brewer stand for at least 30 minutes.

After 30 minutes. discard any residual solution from the water reservoir and rinse thoroughly.

STEP 3: Fresh Water Rinse

Fill the water reservoir with fresh water to the MAX fill line.

Make sure the carafe is on the heating plate. Press the CUPS button to turn on the carafe side. then press the 12 button to start a carafe water brew. When the brew is complete. press and hold the CUPS button to turn off the heating plate. Pour the hot liquid into the sink.

Fill the water reservoir to the MAX fill line. Repeat the 12-cup carafe rinse 3 more times for a total of 4 brews. Refill the water reservoir and place a large mug on the drip tray. Press the OZ button to turn on the single cup side. then press the 12 button to start a single cup water brew. Repeat the 12 oz brew process three more times for a total of 4 brews.

NOTE: The cleaning action of Keurig® Descaling Solution may result in a “foam” dispensed from the brewer. This is natural, as the solution is reacting with the scale inside. For a brewer that is heavily scaled, the brewer may not fill properly after the descaler is added. If this occurs, you may see only a small or no output dispensed, followed by the sound of air blowing out. If this occurs:

+ Turn off and unplug the brewer

+ If there is Keurig Descaling Solution in the water reservoir. discard the contents. rinse the water reservoir thoroughly and refill with water.

+ Plug the brewer back in. power on. and repeat the Step 3 Fresh Water Rinse cycle. The brewer should begin to function normally as the solution is rinsed out and the scale is removed. If problem persists. allow brewer to sit unplugged for at least 30 minutes before continuing with the rinse.

Troubleshooting

Grounds in Your Coffee

Grounds may have gathered in the exit or entrance needles and can be cleaned using a straightened paper clip or similar tool.

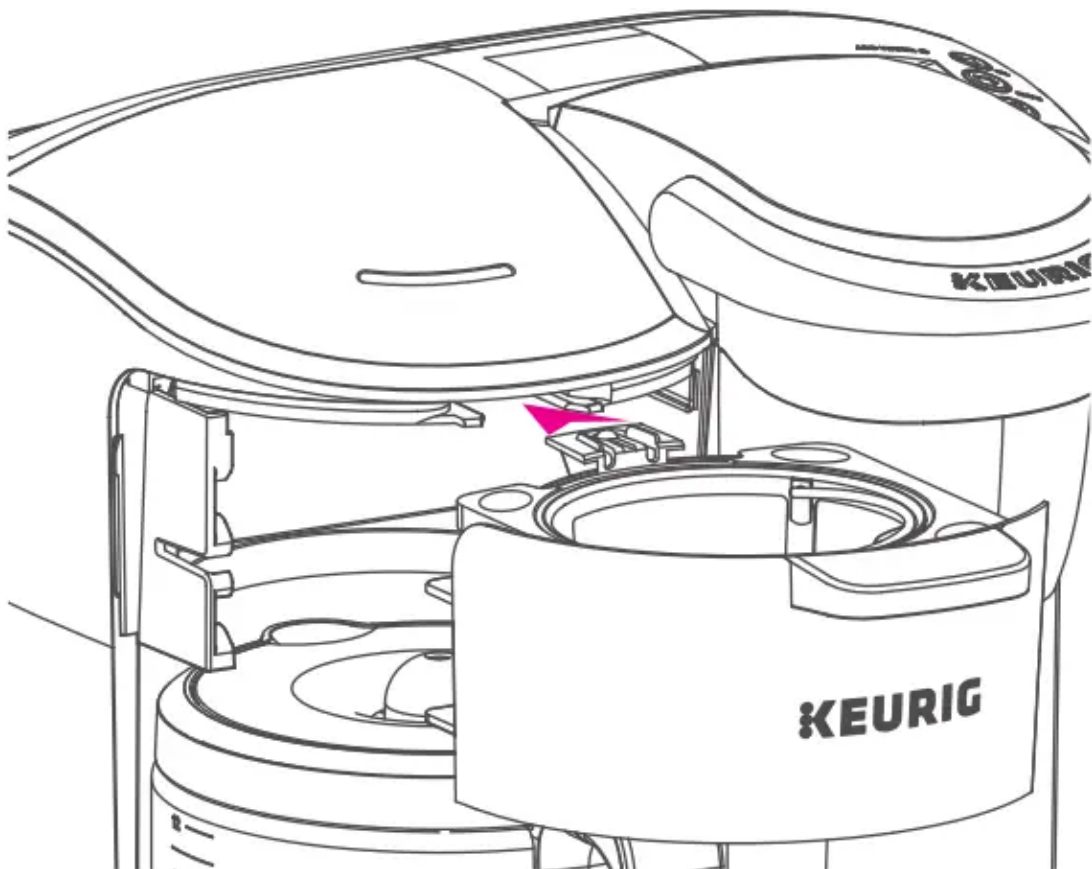
+ Clean the exit needle of the K-Cup pod holder. Refer to the Exit Needle care instructions.

+ Clean the brewer entrance needle. Refer to the Entrance Needle care instructions.

+ Carafe brewing - The maximum capacity for regular ground coffee is 15 tablespoons and 12 tablespoons for decaf. Exceeding this amount may cause overflow.

Reinserting the Filter Basket Drawer

To reinsert the filter basket drawer, line up the tab on the filter basket drawer with the rails on the front of the brewer. Insert the tab to the rails and push in firmly until it clicks.



Brewer Will Not Brew

+ After placing the K-Cup pod in the K-Cup pod holder, make sure that the handle is pushed down securely.

+ If the add water light is illuminated, add water to water reservoir. Fill to and not beyond the MAX fill line. Make sure the water reservoir is seated properly in its base. If the add water light continues to be illuminated even after refilling, contact Customer Service.

+ If all of the buttons blink simultaneously, contact Customer Service.

Brewing a Partial Cup or Carafe

- + Make sure there is enough water in the water reservoir to perform the selected brew size.
- + The exit needle may be clogged. Refer to the Exit Needle care instructions.
- + The water reservoir may have been removed during brewing. Replace the water reservoir and perform a rinsing brew without a K-Cup pod.
- + The brewer may need to be descaled. If you have repeated the descale procedure on your brewer two times and it is still only brewing a partial cup. contact Customer Service.
- + The drip stop may be clogged. Remove the filter basket drawer and filter basket and rinse thoroughly to remove any grounds in the plunger.
- + If you live at a high altitude and experience short carafe brews. please contact Customer Service.

Brewer Does Not Have Power or Shuts Off

- + Make sure that you have pressed the OZ button or the CUPS button to turn the brewer on.
- + Plug brewer into its own grounded outlet. If the electric circuit is overloaded with other appliances. your brewer may not function properly. The brewer should be operated on its own circuit. separate from other appliances.
- + For energy savings. your brewer is set to turn off automatically 60 seconds after your last brew.
- + If the brewer still doesn't have power. contact Customer Service.

Helpful Hints

Water quality varies greatly. If you notice an undesirable taste in your beverage (such as chlorine or mineral tastes). we recommend using bottled or filtered water. Do not use distilled water. You can also install a Keurig Water Filter to help remove water impurities and improve beverage taste.

Carafe Brewing

- + The maximum capacity for regular ground coffee is 15 tablespoons and 12 tablespoons for decaf. Exceeding this amount may cause overflow.
- + When inserting a paper filter to the filter basket. make sure it is properly seated flat.
- + If the brewer is not used for a few days. run a full carafe rinse brew to flush out the internal water.

Service

Beyond these recommended cleaning and maintenance procedures. this brewer is not user serviceable. For service. please refer to the Warranty section of this guide.

Storage

Empty the water reservoir before storing or transporting and take care to ensure that you store your brewer in a safe and frost free environment. Please be sure to store your brewer in its upright position to avoid water leakage from the inner tank. If you store the brewer in a cold environment, you run the risk of water freezing inside the brewer and causing damage. When you prepare to use it after storage, we recommend rinsing the water reservoir with fresh water and running three rinsing brews without a K-Cup pod, as well as running a 12 cup carafe brew with no ground coffee.

If you plan to move your brewer to a different location, turn the brewer off, unplug it, and empty the water reservoir.

If your brewer has been in an environment below freezing, please be sure to let it warm to room temperature for at least 2 hours before using.

CAUTION: Please ensure brewer is powered off and heating plate is cooled to room temperature before storing.

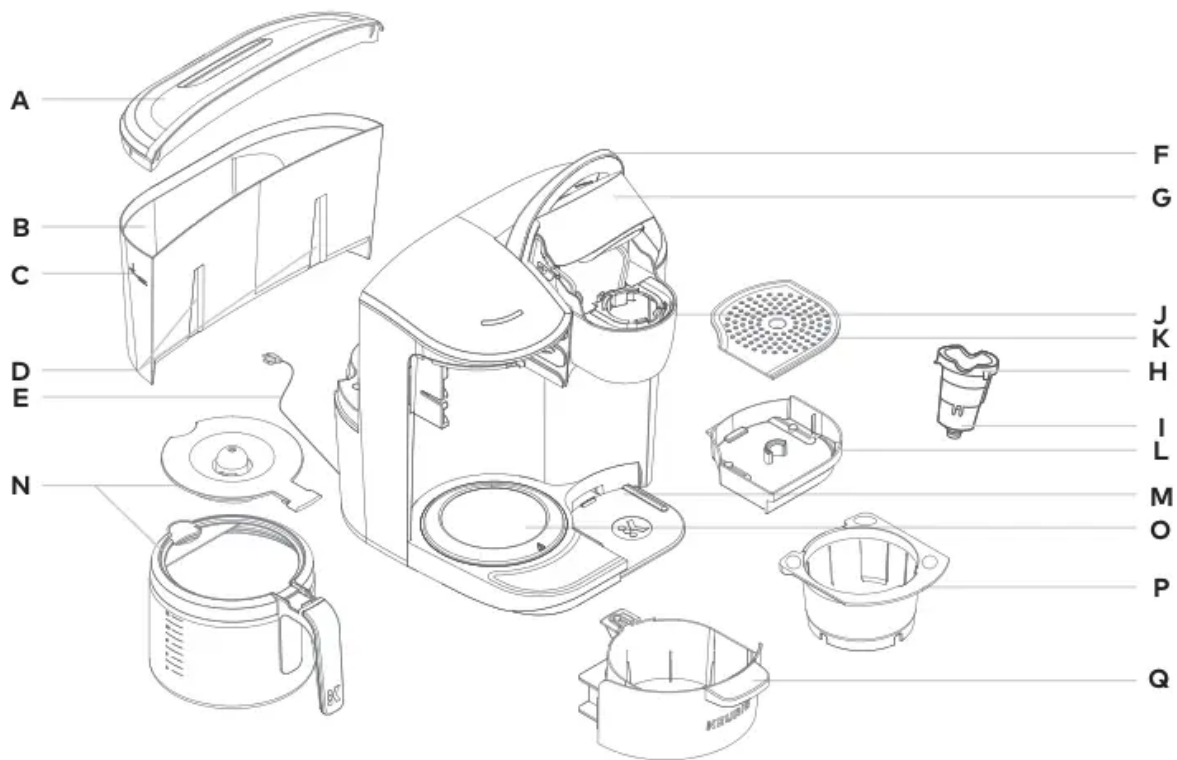
NOTE: If the brewer needs to be stored for an extended period of time (a few months or more), a full descaling can be conducted before and after storage to ensure the brewer is in its best condition.

Customer Service Keurig

Still Need Help?

Give us a call at 1-866-901-BREW (2739)

K-Duo Essentials Coffee Maker Informations



- A. Water Reservoir Lid
- B. Water Reservoir
- C. MAX Fill Line
- D. Water Reservoir LockTab Slots
- E. Power Cord
- F. Handle
- G. Lid
- H. K-Cup Pod Holder (H and I are the K-Cup Pod Holder Assembly)
- I. Funnel
- J. K-Cup? Pod Assembly Housing
- K. Drip Tray Plate
- L. Drip Tray
- M. Drip Tray Base
- N. Carafe and Lid
- O. Heating Plate
- P. Filter Basket
- Q. Filter Basket Drawer

Warning

This content is compiled from multiple sources and is provided for reference purposes only. It may not be complete or fully applicable to all situations. If you are unable to resolve your issue, please contact the product manufacturer or an authorized service provider for official support.

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