FIVE SIMPLE STEPS TO BREWING GREAT COFFEE
**INCREASE PROFITS IN YOUR COFFEE PROGRAM**

You’ll find it always pays to have the best coffee and the best coffee equipment.

Use this chart to find the BUNN coffee brewing system that works best for you. 1) Locate your particular beverage serving environment, 2) Determine how and where your coffee is served, 3) Estimate your weekly coffee usage, 4) Our Quick Response Fax Service can then give you complete specifications and dimensions for all BUNN Equipment in just minutes... Just Dial 1-800-250-8248 (in Canada 1-800-215-1486). Enter the 4-digit Quick Fax # for the sheet(s) you want (as listed below), and then enter the fax number where you want the sheet(s) sent. You can also find all of these sheets on the internet in PDF format at www.bunnomatic.com.

**BEVERAGE SERVICE ENVIRONMENT**

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<th>HIGH 50+ LBS</th>
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THE DO’S & DON’TS OF COFFEE BREWING!

DO:
Make sure you’re getting the good water you need. Check your water source for softened or hard water. If necessary, run your water through a water treatment filter.

Keep all coffee stored in a clean, dry place away from heat registers and vents or extreme cold for maximum freshness.

Know the correct operation of your coffee brewing equipment for maximum performance.

Use only quality controlled paper filters designed to fit your brewing equipment.

Make sure decanters and/or pots used at serving stations are kept clean every day.

Dispose of filter and grounds immediately after brewing to prevent drip-through of unwanted flavors trapped in used coffee grounds.

Clean your brewing equipment regularly (especially the spray head area)—at least once a week.

DAILY CLEANING:
- Rinse out filter basket and brew pots between each use

END OF DAY CLEANING:
- Scrub & rinse brewers, coffee funnels and brew pots

WEEKLY CLEANING:
- Use recommended cleaning compound to scrub the outside of brewer
- Rinse equipment thoroughly with cold water
- Check spray head for clogging
- Thoroughly clean brew basket
- Clean out grinder

DON’T:
Mix fresh brewed coffee with previously brewed coffee because this will dilute the taste and affect the flavor of the whole pot.

Brew over previously used coffee grounds since all of the designed flavor has already been completely extracted.

Re-heat any coffee for serving that has dropped to a temperature below 175°.

Serve coffee using beans or ground coffee past the freshness date.

Let coffee “bake” on a serving station or brewer. Twenty to thirty minutes is the maximum time allowable for an open pot to deliver a perfect cup of coffee.

Serve coffee in pots or decanters that haven’t been properly cleaned — acids and other organic materials can taint even the best brewed coffee.
COARSE
CHOOSE THE RIGHT GRIND FOR YOUR BREWING TIME.

STEP TWO:
MATCH THE RIGHT GRIND TO YOUR BREWING TIME.

No matter what coffee beans you use, the right grind for brewing great coffee depends on the brewing cycle of your coffee equipment. If you don’t know your equipment’s brewing cycle, take a watch and time how long it takes for the water to pass through the coffee grounds and fill the decanter. Once you know your brewing cycle, match this with the correct grind of coffee bean in the chart.

Let’s say you use a coarse grind of coffee in a filter-drip brewer with a short (2-4 minute) brewing cycle. With a coarse grind’s larger particle size, the resulting brew will be weak and tasteless because very little of the coffee’s true flavor has been extracted by the brew water. On the other hand, using a fine grind in a coffee brewer with a longer (4-6 minute) brewing cycle can result in bitter tasting coffee.

To serve a great cup of coffee every time, know your brewing cycle time, then match it with the right grind.

THE FIVE SIMPLE STEPS TO BREWING GREAT COFFEE

1. Good Water
2. Proper Amount & Correct Grind of Coffee
3. Controlled Brew Process in Time & Temperature
4. The Right Equipment For Quality Filtration & Extraction
5. Holding Time

If your beans come ground fresh from a grinder, you can check your grind by squeezing a pinch of the ground coffee between your thumb and forefinger and rub it around. If the grind packs tightly and sticks to your fingers, it’s a fine grind. If the grind packs slightly into clumps, it’s a drip grind. If the grind won’t pack at all and feels sandy, it’s a coarse grind.

STEP ONE:
GREAT COFFEE BEGINS WITH GOOD WATER.

As water makes up 98% of any coffee beverage, using good water is a critical part of brewing delicious coffee. Regular tap water contains dissolved minerals and organic compounds as well as tastes and odors that contribute to your coffee’s taste. Too much inorganic material can degrade the taste of your coffee no matter how flavorful the beans are or how great your brewing equipment works.

While slightly hard water makes the best coffee, water treatment greatly improves your coffee’s flavor by removing unwanted chemicals, such as chlorine. Tap water (hard or soft) ran through an activated carbon or charcoal filter that simply attaches to your brewing equipment’s water delivery system can eliminate these unwanted taints.

BUNN offers a full line of EasyClear™ water treatment filters calibrated for optimum water conditioning. These filters simply attach to the water delivery system entering your coffee brewing equipment.
WHAT'S THE RIGHT AMOUNT OF COFFEE TO USE?

What coffee beans you use is a matter of personal taste depending on the beans used in the blend decided upon by you and your roaster. But the real secret to great coffee comes in the correct “Coffee-to-Water” ratio—how much water is used over how much coffee is in the filter.

As a rule of thumb, remember that too little ground coffee brewed with too much water results in an under-developed, weak-tasting coffee flavor. Whether you’re using a 10 gallon server or a 1/2 gallon coffee pot, your optimum brewing formula will fall in this recommended coffee to water ratio, using traditional ground roast coffee brewed to your personal taste.

2 to 4 Ounces of Coffee for Every 1/2 Gallon of Water

STEP THREE: KNOW THE COFFEE BREWING PROCESS

Brewing great coffee is a simple process where flavor is extracted from ground coffee beans using hot water as the catalyst. However, there’s a craft to brewing good coffee; capturing all the color, aroma, body and great taste your customers deserve and expect.

So, if brewing coffee is so simple, what’s the big secret? To get the peak of flavor, it’s all in the brewing process—the right combination of ground coffee beans, good water, quality brewing equipment and the right brewing cycle.

- During the extraction process, up to 70% of the flavoring compounds of coffee (both sweet & bitter) enter the brew water.
- Coffee stored in a heated, open vessel will increase in strength as water evaporates from the brew. Applied heat of warmer causes chemical compounds to change coffee flavor.
- If kept on a warmer fresh brewed coffee will only keep its optimum flavor a maximum of 30 minutes.
- Wetting process begins with good water at approximately (200°F) sprayed over coffee grounds.
- Bed of 1” to 2” of ground coffee leveled in coffee filter allows hot water to pass through grounds evenly.
STEP FOUR: THE RIGHT EQUIPMENT FOR QUALITY FILTRATION & EXTRACTION

With so many sizes, shapes, and models available, the right coffee brewing equipment for your operation is an individual choice. Whatever equipment you do use must have the capability of delivering all of your chosen coffee's flavor created by the bean roasting process. There are four criteria all quality coffee brewing equipment must meet:

1. **Water Temperature** - A coffee brewer must deliver a steady supply of hot water and maintain a brewing temperature from 195°F – 205°F. During the brewing cycle, you may use a thermometer to check the water temperature as it leaves the spray head.

2. **Water Delivery** - The brewing equipment must be capable of wetting the entire bed of coffee grounds thoroughly and evenly in the first stages of the brewing process. Carefully check to see that spray head hasn't clogged and is spraying evenly.

3. **Brewing Time** - The coffee brewer must provide a consistent brewing time for the type of grind used. Use a stopwatch to time the brewing cycle from the first entry of water into the basket until the decanter is full.

4. **Brew Basket and Filter** - Both the brew basket size and shape, and the paper coffee filter, must work together to achieve the required balance between strength and extraction in your coffee. Available for all models, BUNN coffee filters, the original cup-fluted filters, are factory tested for quality, porosity, flow rate, and structure.

STEP FIVE: WHAT’S THE RIGHT HOLDING TIME FOR YOUR COFFEE?

The amount of time your coffee will stay fresh after brewing is called the Holding Time. Holding the coffee between 175˚ - 190˚ (80˚ - 88˚ C) will maintain its fresh brewed flavor over a specified period of time.

When a coffee decanter is placed on a warmer, the brew begins to break down with the application of direct heat. After 20-30 minutes your coffee begins to lose its fresh brewed flavor and may no longer be considered acceptable. Beyond 30 minutes, the flavor can deteriorate to the point of being objectionable. If you keep fresh brewed coffee in an airport or other closed and insulated container without application of intense heat, the coffee will stay fresh longer.

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<tr>
<th>TIME</th>
<th>QUALITY</th>
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<tr>
<td>1 to 10 Minutes</td>
<td>BEST</td>
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<tr>
<td>10 to 20 Minutes</td>
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<tr>
<td>20 to 30 Minutes</td>
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<td>Over 30 Minutes</td>
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The SCAA Coffee Brewing Handbook ©1996 recommends holding coffee between 175˚ - 185˚.