



**KEURIG®**  
Premium Coffee Systems



## **USE & CARE GUIDE**

# **OFFICEPRO™**

**B145 SINGLE-CUP BREWING SYSTEM**  
BREWING EXCELLENCE ONE CUP AT A TIME™

Please read and save these instructions.

Pour des directives en français, veuillez vous reporter à la page 13.

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# SAFE OPERATION & USE IMPORTANT SAFEGUARDS

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

1. Read all instructions before using.
2. Do not touch hot surfaces. Use handles and knobs when available.
3. This appliance must be properly installed and located in accordance with these instructions before it is used.
4. The use of an accessory not evaluated for use with this appliance may cause injuries.
5. Do not place on or near a hot gas or electric burner, or in a heated oven.
6. Do not use outdoors.
7. To protect against electric shock, do not immerse cords, plugs, or the appliance in water or any other liquid.
8. Do not overfill the Water Reservoir with water.
9. Use **only water** in this appliance! Do not put any other liquids or foods in the Water Reservoir except as instructed in the Cleaning Instructions in this guide.
10. Unplug the coffee brewer before cleaning or making repairs. Allow to cool before putting on or taking off parts and before cleaning the appliance.
11. For best operation, plug the appliance into its own electrical outlet on a dedicated circuit to prevent flickering of lights, blowing of fuses or tripping a circuit breaker.
12. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions or is damaged in any manner. Contact Keurig Customer Service to arrange for replacement or repair.
13. Do not let the cord hang over the edge of the table or counter, or touch hot surfaces.
14. To disconnect, press the Power Button on the top of the Brewer to 'OFF' status and then remove the plug from the wall outlet.
15. Close supervision is necessary when any appliance is used by or near children.
16. Do not lift the Handle to open the Lid of the Brewer while brewing is in progress.
17. Always keep the Water Reservoir Cover on the Water Reservoir unless you are refilling it.
18. This appliance is equipped with a power cord having a grounding wire with a grounding plug. The appliance must be grounded using a 3-hole properly grounded outlet. In the event of an electrical short circuit, grounding reduces the risk of electrical shock.
19. If the outlet is a standard 2-prong wall outlet, it is your personal responsibility and obligation to have it replaced with a properly grounded 3-prong wall outlet.
20. Do not, under any circumstances, cut or remove the third (ground) prong from the power cord or use an adapter.
21. Consult a qualified electrician if the grounding instructions are not completely understood, or if doubt exists as to whether the appliance is properly grounded.
22. Do not use the appliance for other than its intended use.

**SAVE THESE  
INSTRUCTIONS.**

**CAUTION:** There are two sharp needles that puncture the K-Cup® portion pack, one above the K-Cup® Holder and the other in the bottom of the K-Cup® Holder.

To avoid risk of injury, do not put your fingers in the K-Cup Chamber.

**CAUTION:** There is extremely hot water in the K-Cup® Holder during the brew process.

To avoid risk of injury, do not lift the Handle or open the K-Cup® Chamber during the brew process.

THIS PRODUCT IS FOR **COMMERCIAL USE ONLY.**

If an extension cord is used, (1) the marked electrical rating of the cord set or extension cord should be at least as great as the electrical rating of the appliance, (2) the cord should be arranged so that it will not drape over the countertop or tabletop where it can be pulled on by children or tripped over unintentionally and (3) the extension cord must include a 3-prong grounding plug.

**WARNING:** This product contains chemicals, including lead, known to the State of California to cause cancer, birth defects or other reproductive harm.



**WARNING:** TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT REMOVE THE BOTTOM COVER. NO USER SERVICEABLE PARTS ARE INSIDE. REPAIR SHOULD BE DONE BY AUTHORIZED SERVICE PERSONNEL ONLY.

## KEURIG® GOURMET SINGLE CUP BREWING SYSTEM

OFFICEPRO™

Model B145 Use & Care Guide

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Pour des directives en français, veuillez vous reporter à la page 13.

Record your serial number here.  
The serial number is located on the label on the back of the brewer.

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# SECTION 1

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## SET-UP & OPERATION

### Helpful Hints

#### 1. Keep your Brewer turned 'ON' at all times.

To brew a fresh cup of coffee or tea anytime you want, we suggest you keep your Brewer turned 'ON' all the time.

However, you can set the Brewer to automatically turn off two hours after your last brew.

Follow the [simple](#) instructions in Section 2, page 8 to make using the Brewer convenient for you.

#### 2. For the best tasting gourmet coffee or tea, Keurig recommends using bottled or filtered water.

Water quality varies from place to place. If you notice an undesirable taste in your cup of coffee such as chlorine or other mineral taste, we recommend you consider using bottled water or water from a filtration system.

#### 3. Plug Brewer into its own grounded outlet.

If the electric circuit is overloaded with other appliances, your Brewer may not function properly. If possible, the Brewer should be operated on its own circuit, separate from other appliances.

#### 4. Brewing into a travel mug.

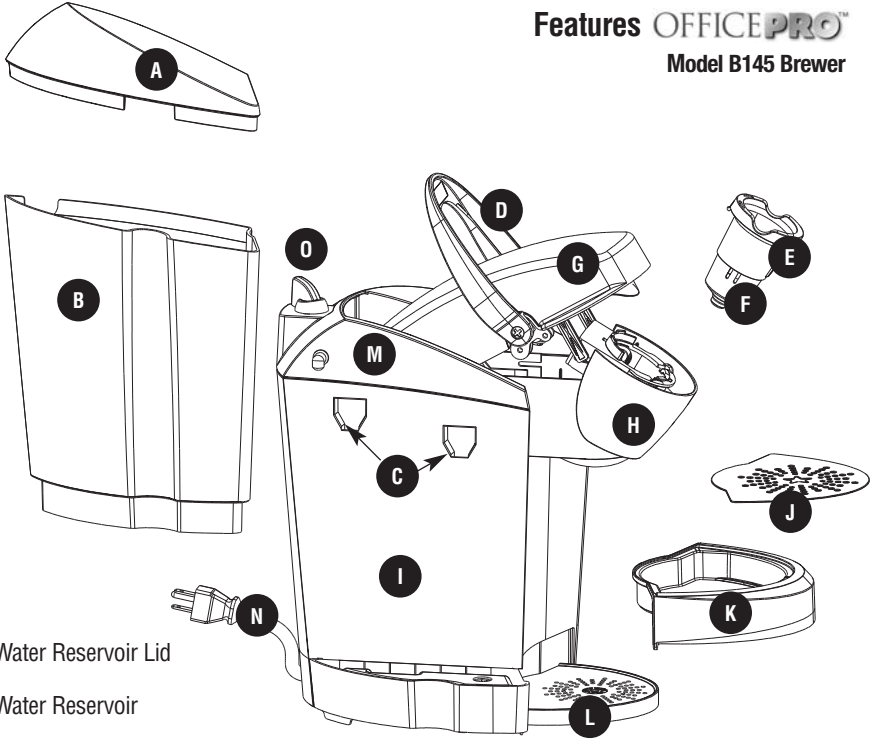
To brew into a travel mug, simply remove the Drip Tray Assembly and place the travel mug on the Drip Tray Base.

### Unpacking Instructions

1. Place Brewer box on a large steady surface (such as a table or countertop) or on the floor. Open the box.
2. Remove the Quick Start Guide, Use & Care Guide and other literature.
3. Turn the box on its side with top of box facing you.
4. Reach into the box and grasp the plastic bag that contains the Brewer.
5. Carefully pull the plastic bag (and packaging materials) toward you and out of the box. The Brewer will still be encased in the polyfoam.
6. Remove the polyfoam packaging material.
7. Carefully place the brewer upright on a flat, steady surface.
8. Lift plastic bag off of Brewer.
9. Write the serial number of the brewer on [page 3 of this manual](#). The serial number is located on the label on the back of the brewer.
10. Place the Brewer upright on a flat, steady surface. Remove tape holding Water Reservoir in place.

We recommend you save all packing materials in case future shipping of the product is necessary.

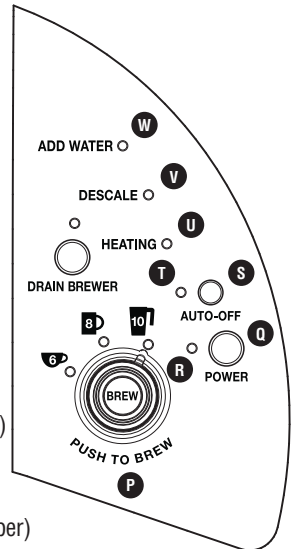
**WARNING:** Keep all plastic bags away from children.



- A** Water Reservoir Lid
- B** Water Reservoir
- C** Water Reservoir Lock Tab Slots
- D** Handle
- E** K-Cup® Portion Pack Holder (E and F are the K-Cup Holder Assembly)
- F** Funnel
- G** Lid
- H** K-Cup® Portion Pack Assembly Housing
- I** Housing
- J** Drip Tray Plate
- K** Drip Tray
- L** Drip Tray Base
- M** Vent
- N** Power Cord
- O** Brew/Drain Selector Switch

**Controls and Indicators**

- P** Brew Button
- Q** Power Button
- R** Power Light (Green)
- S** Auto Off Button
- T** Auto Off Light (Green)
- U** Heating Light (Red)
- V** De-Scale Light (Amber)
- W** Add Water Light (Blue)



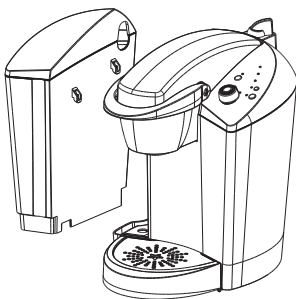
## Set-Up & First Brew

**IMPORTANT:** You cannot use your Keurig brewer until it has been primed for its first use as set forth below.

**NOTE:** If Brewer has been exposed to temperatures below freezing, allow Brewer at least two hours to reach room temperature before priming. A frozen or extremely cold brewer will not prime properly and can cause damage.

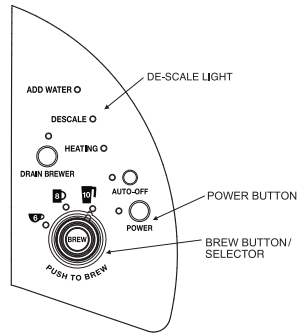
### Priming your Brewer

1. Unwrap cord and plug the brewer into a grounded outlet.
2. Ensure Brew/Drain is set to Brew.
3. Place a cup or mug on the Drip Tray Plate.
4. Remove the Water Reservoir from Brewer by first removing Lid from Reservoir, then lifting Reservoir straight up and away from Brewer (may be tight). Rinse with fresh water.
5. Fill Water Reservoir with fresh water so that the water level reaches the line just below the top edge of the clear viewing area. (Be careful not to over fill.)
6. Place Water Reservoir base into the left side of the Brewer and be sure the Water Reservoir Lock Tabs engage with the Brewer. Replace Lid on Water Reservoir.



7. Press Power Button found on upper right panel of the Brewer. The green light next to the Power Button will become illuminated.
8. The green brew size selector lights on the LED Control Center will flash to indicate the Brewer needs to be primed. Make sure the handle is all the way down before continuing.

Please note, a K-Cup® should not be used for the Priming Sequence.



9. Press the flashing Brew Button.

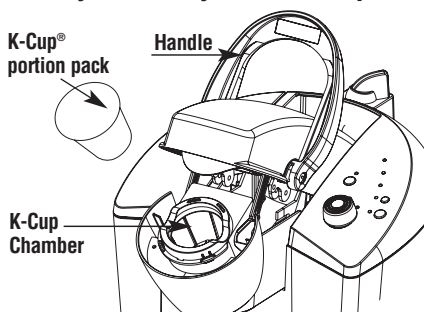
**NOTE:** If the Water Reservoir is empty or not in place on the Brewer, then the blue light next to 'ADD WATER' on the LED Control Center will be illuminated. The Brew Button will not be activated until water is added to the Water Reservoir.

10. The Brewer will automatically fill with water (priming it) and then the water will be heated. This will take less than 5 minutes. During the heating period the red light next to 'HEATING' on the LED Control Center will become illuminated. Once the water is heated, the red light will turn off.

**NOTE:** You may see small amounts of water coming from the Vent and dripping into the Water Reservoir during this and subsequent heating – this is normal.

11. Raise the handle, then press the flashing back lit blue Brew Button to start a cleansing brew, during which hot water will flow into your cup or mug. Pour the hot water into the sink.
12. The Brewer will take less than 20 seconds to refill and reheat water between brews during which time the red light next to 'HEATING' on the LED Control Center may be illuminated. When the water has heated, the red light will turn off.
13. The priming process is now complete and you are ready to brew!

## Ready to Brew your First Cup



1. The green light next to the Power Button on the LED Control Center will be illuminated to indicate the Brewer is powered on.
2. Place a cup or mug on the Drip Tray Plate.
3. Lift the Handle and the K-Cup® Holder will open toward you.

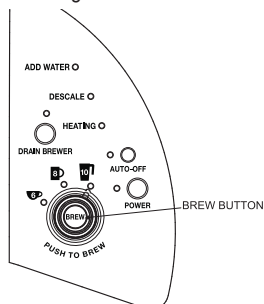
**CAUTION:** There are two sharp needles that puncture the K-Cup® portion pack, one above the K-Cup Holder and the other in the bottom of the K-Cup Holder. To avoid risk of injury, do not put your fingers in the K-Cup Chamber.

4. Select a K-Cup® portion pack.

**NOTE:** Do not remove the foil lid or puncture the K-Cup® portion pack.



5. Place a K-Cup® portion pack in the K-Cup Holder (as shown in exhibit at top of page).
6. Lower the Handle completely to close the Lid.
7. Select the brew size you want using the rotary selector switch.
8. Press the flashing blue Brew Button on the LED Control Center. This will yield a serving of the selected size; small 6 oz. medium 8 oz. and large 10 oz. nominal sizes.



**NOTE:** If you do not push the flashing Brew Button in 60 seconds, the Brew Button will be disabled to prevent accidental activation. Re-activate the Brew Button by raising and lowering the Handle completely, without removing the unused K-Cup®.

9. The blue Brew Button on the LED Control Center will be on while brewing.

**CAUTION:** There is extremely hot water in the K-Cup Holder during the brew process. To avoid risk of injury, do not lift the Handle or open the K-Cup® Chamber during the brew process.

10. There may be a short pause before the brewing process begins. The entire brew process lasts for approximately 40 to 50 seconds and ends with a burst of air to remove all liquid coffee or tea from the K-Cup®. The blue Brew Button will go off.
11. Lift the Handle to remove and dispose of the used K-Cup®. **CAUTION: K-Cup® will be hot.**
12. Enjoy your first cup of Keurig Brewed® gourmet coffee or tea!
13. The red light next to 'HEATING' on the LED Control Center may light as the water is heated for the next brew cycle. The Brewer will be ready for use in approximately 20 seconds.

**NOTE:** Following the brew, your Brewer will fill in preparation for the next brew. The pump will make a vibrating sound. This is normal.

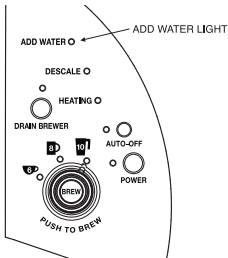
## Stopping the Brew Process

If you need to stop the brewing after the process has started, press the Power Button to turn the Brewer 'OFF'. The flow of coffee or tea will stop, the heating element will shut off and the green light next to the Power Button will extinguish.

**NOTE:** You may get less coffee or tea in your cup during your next brew. We recommend that you perform a cleansing brew without a K-Cup® after a terminated brew or when a prime sequence has been completed. Then your NEXT brew will be the proper selected volume.

## Adding Water

The LED Control Center of your Brewer will indicate when the water level in the reservoir is low or if the Water Reservoir has been removed by illuminating the blue light next to 'ADD WATER'. The Brewer will not allow you to brew when the blue 'ADD WATER' light is illuminated.



The Water Reservoir can be filled in two ways.

1. Lift off the Water Reservoir Lid and pour water directly into the Water Reservoir while it is still attached to the Brewer, then replace the Lid.
2. Remove the Water Reservoir from Brewer by first removing Lid from Reservoir, then lifting Reservoir straight up and away from Brewer. Fill with water. Place the Water Reservoir back on the Brewer and replace the Lid.
3. The blue ADD WATER light will go out 3 seconds after installing or refilling the tank. This delay is normal.

**IMPORTANT:** Do not remove the Water Reservoir during the brewing process.

## Draining the Brewer

The Hot Water tank of the B145 can be completely drained. We recommend that the Brewer be drained if it is to be transported or stored for an extended period.

1. The Brewer must be powered on and ready to brew.
2. Empty the Cold Water Reservoir and place it back into the brewer. The add water LED will be flashing.
3. Turn the Brew / Drain selector at the rear of the brewer to the "DRAIN" position. The green Drain light will be flashing to indicate that you may start draining the brewer.

4. Press and hold the Drain button. Water will start to flow from the vent nozzle into the Water Reservoir. It will continue to flow for as long as the button is depressed. Flow of water stops when the drain button is released.

**CAUTION:** The water may be very hot!

**NOTE:** The process to drain a Hot Water Tank from idle state takes about a minute.

5. Release the Drain button, when the flow of water stops. The brewer's internal hot water tank is now empty.
6. Turn the valve to the 'BREW' position and turn off the brewer.

## Brewing Hot Water

Your Brewer is able to produce a cup of hot water for making hot chocolate, for use in cooking, for making soups, etc. Simply raise and lower the handle on the Brewer without adding a K-Cup® portion pack. The blue brew button light will flash... Be sure to have a mug or cup on the Drip Tray, select a brew size and then press the Brew Button.

**If you are experiencing any problems with your Brewer, please contact Customer Service at 1-866-901-BREW (2739).**

## SECTION 2 CONTROLS & INDICATORS

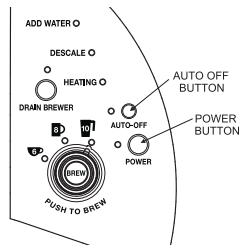
### LED Control Center

#### Activating the Auto off Timer Feature

To set the Brewer to turn off two hours after the last brew.

- a. Press the Power Button to turn on the Brewer.
- b. Press the black button above the Power Button to turn the Auto-Off Timer feature on. The green light next to 'AUTO OFF' will become illuminated. When the Auto-Off Timer is enabled, your Brewer will automatically turn off two hours after your last brew.

- c. To turn off the Auto-Off Timer, simply press the black button again and the green light next to 'AUTO OFF' will turn off.





# SECTION 3

## CLEANING & MAINTENANCE

### Cleaning External Parts

Regular cleaning of the Brewer's external components is recommended.

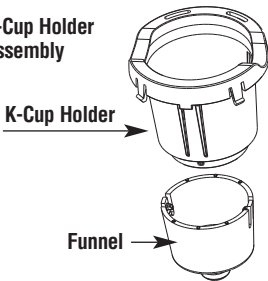
1. Never immerse the base unit in water or other liquids. The Housing and other external components may be cleaned with a soapy, damp, non-abrasive cloth.
2. The Drip Tray can accumulate up to 230 ml (8 oz) of overflow. The Drip Tray and Drip Tray Plate should be periodically inspected and rinsed clean. To remove the Drip Tray Assembly, simply slide it toward you, keeping it level at all times to avoid spilling. The Drip Tray and Drip Tray Plate are dishwasher safe.

### Cleaning the K-Cup® Portion Pack Holder Assembly

#### 1. Cleaning the Parts

The K-Cup® Holder Assembly is dishwasher safe. To remove from the Brewer, open the cover by lifting the Handle. Grasp the top of the K-Cup® Holder with one hand while pushing up on the bottom of the K-Cup® Holder from underneath with the other until it releases. After cleaning, align the K-Cup® Holder with the opening using the two front ribs as a guide and snap into place from the top.

K-Cup Holder Assembly



#### 2. Cleaning the Funnel

The Funnel can be removed from the K-Cup® Holder by pulling on it until it snaps off. The Funnel is dishwasher safe. To replace it just snap it back onto the K-Cup® Holder Assembly.

#### 3. Cleaning the Exit Needle

The Exit Needle is located on the inside bottom of the K-Cup Holder Assembly. Should a clog arise due to coffee grinds, it can be cleaned

using a paper clip or similar tool. Remove K-Cup® Holder, insert the paper clip into the Needle to loosen the clog and remove it. The K-Cup® Holder is dishwasher safe.

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

### Cleaning the Water Reservoir and Water Reservoir Lid

The Water Reservoir Lid should be cleaned with a damp soapy non-abrasive cloth. Lid should **not** be put into the dishwasher.

The Water Reservoir can be placed into the dishwasher for cleaning or can be cleaned with soapy water and rinsed thoroughly.

Do not dry the inside of the Water Reservoir with a cloth as lint may remain.

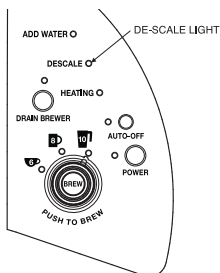
**CAUTION: Please rinse the Water Reservoir thoroughly after cleaning to ensure that no cleaners or cleaning solutions remain in this area as they may contaminate the water supply in the Brewer.**

### De-Scaling Your Brewer

Mineral content in water varies from place to place. Depending on the mineral content of the water in your area, calcium deposits or scale may build up in your Brewer. Scale is non-toxic, but left unattended, it can hinder Brewer performance. De-scaling your Brewer helps maintain the heating element, and other internal parts of the Brewer that come in contact with water.

The Brewer should be de-scaled every 6 months to ensure optimal performance. It is possible for calcium deposits to build up faster, making it necessary to de-scale more often.

This Brewer is equipped with sensors to detect when scale buildup is interfering with the performance of the Brewer. When this is detected, the amber light next to 'DE-SCALE' will be illuminated.



**NOTE:** The Brewer will continue to function even when the amber 'DE-SCALE' light is illuminated. **However, if you do not de-scale soon after it is displayed, continued scale build-up could damage the Brewer.** If this occurs, the amber light next to 'DE-SCALE' will begin to blink to alert you to the potential damage to the Brewer if you do not de-scale immediately.

You should promptly de-scale using the procedures outlined below once the 'DE-SCALE' light illuminates on the LED Control Center.

## De-Scaling

### a. PREPARE

**Step 1:** Make sure you have at least 48 ounces (1.4 L) of undiluted white vinegar on hand. You will also need an empty sink and a ceramic cup (do not use a paper cup.)

**Step 2:** Empty the water in the Water Reservoir.

### b. FILL AND CLEAN

**Step 1:** Pour the white vinegar into the Water Reservoir and fill it to the line just below the top edge of the clear viewing area.

**Step 2:** Place a ceramic cup in the Drip Tray and run a brew cycle. **DO NOT USE A K-CUP® portion pack** just press the Brew Button. Pour the contents of the cup into the sink.

**Step 3:** Repeat the brew process until the "add water" LED is ON (Water Reservoir is empty), pouring the contents of the cup into the sink after each cycle. We suggest using the largest brew size to speed the process. Remember to open and close the lid between each cycle so the blue Brew light will flash.

**Step 4:** Rinse the Water Reservoir thoroughly and fill with fresh water.

**Step 5:** Now let the Brewer stand for 4 hours

while still on. (The Auto-Off feature should be turned off).

### c. RINSE

**Step 1:** Now perform a drain process.

**Step 2:** Empty and re-fill the water reservoir with fresh water.

**Step 3:** Re-prime the brewer and re-fill the water reservoir.

**Step 4:** Place a ceramic cup on the Drip Tray and run a regular brew cycle without using a K-Cup®. Pour the contents of the cup into the sink. (remember, the hot water tank still has white vinegar in it).

**Step 5:** Repeat the brew process, without K-Cups® until the Water Reservoir is empty, pouring the contents of the cup into the sink after each cycle. We suggest using the largest brew size to speed the process. Remember to open and close the lid between each cycle so the blue Brew light will flash.

**Step 6:** You may need to perform additional rinse cycles if you notice any residual taste.

**NOTE:** If the amber 'DE-SCALE' light is still illuminated on the LED Control Center after completing the procedure, repeat the de-scaling procedure above.

## Storage

Empty the Water Reservoir and drain the brewer before storing and take care to ensure that you store your Brewer in a safe and frost free environment. It is suggested to store your brewer in the upright position. 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 cleansing brews without a K-Cup®. If you plan to move your Brewer to a different location, turn the Brewer off, unplug it, empty the Water Reservoir and drain the brewer. If your Brewer has been in an environment below freezing, please be sure to let it warm to room temperature for 2 hours before using. If the brewer is going to be exposed to freezing temperatures the hot water tank should be drained (see Section 1, page 8).