

# LITTLE JOE

NEWCO ENTERPRISES INC,  
3650 NEW TOWN BLVD SAINT CHARLES, MO 63301  
1-800-325-7867



## NEWCO CONTACT INFORMATION

### ADDRESS

NEWCO ENTERPRISES INC,  
3650 NEW TOWN BLVD  
SAINT CHARLES, MO 63301

### CUSTOMER SERVICE PHONE

1-800-325-7867

### TECHNICAL SERVICE PHONE

1-800-556-3926

### FAX

1-636-925-0029

### WEBSITE

[newcocooffee.com](http://newcocooffee.com)

### CUSTOMER SERVICE AND SALES EMAIL

[sales@newcocooffee.com](mailto:sales@newcocooffee.com)

## MAINTENANCE INFORMATION

Machine Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Company Information and Phone Number

---

---

---

---

## WARRANTY

*This warranty supersedes all other previous warranties that are currently in manuals. Newco warrants equipment manufactured by it for 1 year parts and labor. Dispensers and Display Tablets - 1 year parts only. Electronic Circuit and Control Boards- 1 year parts and labor.*

These warranty periods run from the date of sale Newco warrants that the equipment manufactured by it will be commercially free of defects in material and workmanship existing at the time of manufacture and appearing within the applicable warranty period. This warranty does not apply to any equipment, component or part that was not manufactured by Newco or that, in Newco's judgment, has been affected by misuse, neglect, alteration, improper installation or operation, relocation or reinstallation, improper maintenance or repair, incorrect voltage applied to the unit at any time, damage or casualty. This warranty does not apply to any equipment failures related to poor water quality, excessive lime and chlorine and non-periodic cleaning and descaling. Warranty is null and void if muriatic or any other form of hydrochloric acid is used for cleaning or deliming. In addition, this warranty does not apply to replacement of items subject to normal use including but not limited to user replaceable parts such as faucet seat cups, sight gauge tubes, washers, o-rings, tubing, seals and gaskets.

This warranty is conditioned on the Buyer 1) giving Newco prompt notice of any claim to be made under this warranty by telephone at (800) 556-3926 or by writing to **3650 New Town Blvd, Saint Charles, MO 63301**; 2) if requested by Newco, shipping the defective equipment prepaid to an authorized Newco service location; and 3) receiving prior authorization from Newco that the defective equipment is under warranty.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ANY OTHER WARRANTY, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF EITHER MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The agents, dealers or employees of Newco are not authorized to make modifications to this warranty or to make additional warranties that are binding on Newco. Accordingly, statements by such individuals, whether oral or written, do not constitute warranties and should not be relied upon.

If Newco determines in its sole discretion that the equipment does not conform to the warranty, Newco, at its exclusive option while the equipment is under warranty, shall either 1) provide at no charge replacement parts and/or labor (during the applicable parts and labor warranty periods specified above) to repair the defective components, provided that this repair is done by a Newco Authorized Service Representative; or 2) shall replace the equipment or refund the purchase price for the equipment.

THE BUYER'S REMEDY AGAINST NEWCO FOR THE BREACH OF ANY OBLIGATION ARISING OUT OF THE SALE OF THIS EQUIPMENT, WHETHER DERIVED FROM WARRANTY OR OTHERWISE, SHALL BE LIMITED, AT NEWCO'S SOLE OPTION AS SPECIFIED HEREIN, TO REPAIR, REPLACEMENT OR REFUND.

In no event shall Newco be liable for any other damage or loss, including, but not limited to, lost profits, lost sales, loss of use of equipment, claims of Buyer's customers, cost of capital, cost of down time, cost of substitute equipment, facilities or services, or any other special, incidental or consequential damages.

**WARNING:** *Read and follow installation instructions before plugging or wiring in machine to electrical circuit. Warranty will be void if machine is connected to any voltage other than that specified on the serial tag. Machine must be plugged into a grounded outlet.*

# TABLE OF CONTENTS

Specifications -----	5
Machine Set Up -----	6
Electrical -----	6
Plumbing -----	7
Initial Set Up -----	8
Brewing Instructions -----	9
Drink Submenu -----	9
Drink Type Submenus -----	10
Information Alerts -----	11
Cleaning Instructions -----	11
Waste Bin -----	11
Machine Programming -----	12
Enter Programming Mode -----	12
Adjust Temperature -----	12
Brewer Cycles -----	12
Energy Save -----	12
Adjust Bin Count -----	12
Adjust Cup Volume -----	12
Adjust Pumps -----	13
System Configuration -----	13
Language -----	13
Adjust Brew Pulse Time -----	14
Adjust Pre-Infusion Volume -----	14
Servicing the Machine -----	15
Draining the Hot Water Tank -----	15
Error Messages -----	16
Wiring Diagram -----	17

# SPECIFICATIONS

## TANK WATTAGES

USA- 1700W, 120V, 60Hz, 15A

CANADA- 1400W, 120V, 60Hz, 12A

## HOT WATER TANK CAPACITY

Approx. 26 oz

## SIDE RESERVOIR CAPACITY

Approx. 90 oz

## DRIP TRAY CAPACITY

Approx. 13 oz

## POD WASTE BIN CAPACITY

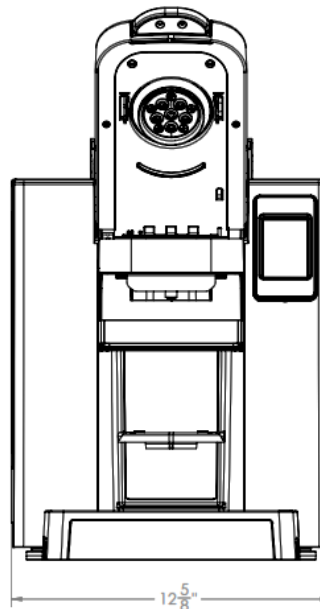
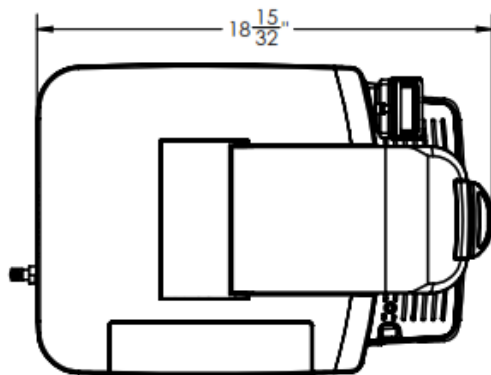
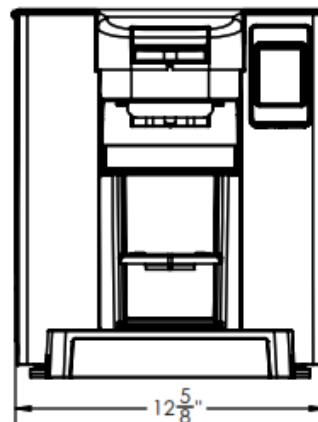
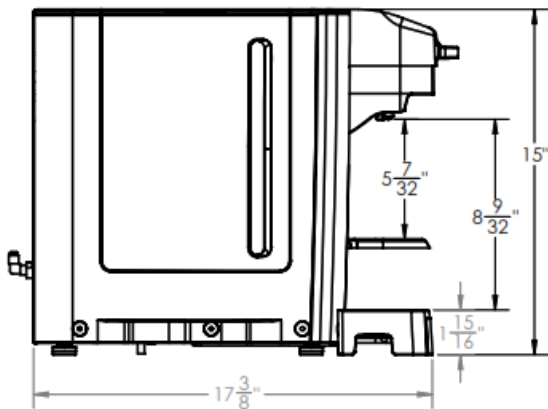
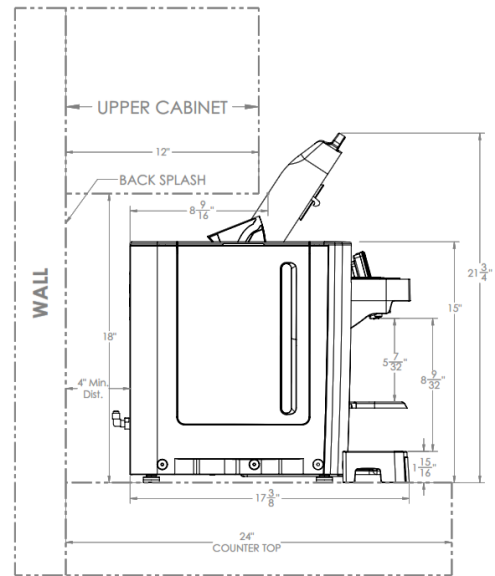
Approx. 30 pods

## CUP SIZE

2-16 oz

## SHIPPING WT

Approx. 35 lbs.



**Note:** Newco practices continuous product improvement. Product information & illustrations may vary from information contained in this guide.

# MACHINE SET UP

## ELECTRICAL



**CAUTION:**

The brewer must remain disconnected from the power source until specified in Installation Instructions. Read all installation instructions **BEFORE** plugging in to electrical circuit. **Machine must be plugged into a grounded outlet.**



**WARNING:**

Improper electrical installation will damage electronic components. **Warranty will be void if machine is connected to any voltage other than that specified on the serial tag.**

Determine the available on-site electrical requirements. Refer to Serial Tag on the brewer and local/national electrical codes to determine circuit requirements.

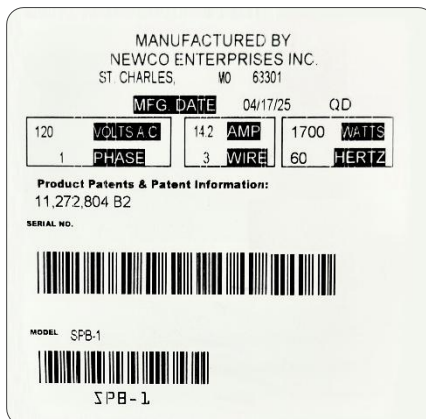
### Electrical Specifications

Description	Volts	Watts	Amps
LITTLE JOE, US PN: 153000	120V	1700W	12A
LITTLE JOE, CAN PN: 153286	120V	1400W	12A

### Serial Tag

The Serial Tag is located on the **BACK PANEL** of your machine

**Refer to Serial Tag for electrical & circuit requirements PRIOR TO plugging brewer in.**



# MACHINE SET UP

## PLUMBING

The Little Joe has two plumbing set-up options:

1. Manual refill of side reservoir
2. Plumbed into a water line

**Brewers are shipped with the block-off plate installed on Inlet Valve!**

(see Manual Refill instructions below.)

**To use brewer as a Plumbed In unit, remove block-off plate & install Water Connection Fitting.**

(see Plumbed In instructions below.)

### Manual Refill

Always use clean, fresh water. Do not fill side reservoir above the max fill line.

**Always keep water inlet covered when in manual refill mode by installing block-off plate.**

Block Off Plate PN: **153259**

### Plumbed In

Always flush at least 1/2 gallon of water through the waterline to remove any debris.

This machine must be connected to a cold-water system with operating pressure between 20 and 90 psi (138 and 620 kPa) from a 1/2" or larger supply line. A shut-off valve should be installed in the line before the machine. Install a regulator in the line when pressure is greater than 60 psi (620 kPa) to reduce it to 50 psi (345 kPa). The water inlet fitting is 1/4" male flare.

**Note:** Water pressure should be at least 20 lbs. For less than a 25 ft run, use 1/4" copper tubing & connect to 1/2" or larger water line. For longer runs, use 3/8" copper tubing & connect to 1/2" or larger water line and provide an adapter fitting for connection to the brewer. Newco does not recommend the use of a saddle valve to install the brewer. The size and shape of the hole made in the supply line by this type of device may restrict water flow.

This equipment must be installed to comply with the Basic Plumbing Code of the Building Officials and Code Administrators International, Inc. (BOCA) and the Food Service Sanitation Manual of the Food and Drug Administration (FDA). For models installed outside the U.S.A., comply with the applicable Plumbing/ Sanitation Code.

**To install the Water Connection Fitting (included with brewer), perform the following steps:**

1. Remove the white cap from the Block-Off Plate (attached to the inlet valve, located at the right rear of the brewer) by rotating counterclockwise.
2. Remove the gasket & metal plug.
3. Included with the brewer is a Water Connection Fitting with 1/4" valve flare connection. Insert the connection fitting into the cap, followed by the white gasket from the Block-Off Plate. Replace the cap onto the inlet valve by turning clockwise.



Block-Off Plate shown installed onto inlet valve. Inlet Valve located on back of brewer, **RIGHT** side.



# MACHINE SET UP

## INITIAL SET UP



### **WARNING:**

- Read all Set Up instructions **BEFORE** plugging machine into electrical circuit.
- **Warranty will be void if machine is connected to any voltage other than that specified on the serial tag.**
- Machine **must** be plugged into a grounded outlet.
- Machine **must** be installed on a flat level surface.

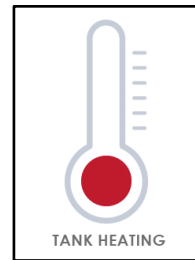
Install brewer on a clean flat surface, at least 4-6" away from any walls or appliances. This brewer is designed for indoor use only.

Once the brewer is installed to the appropriate electrical & plumbing connections, toggle the power switch (located on the back of machine next to the inlet valve) to the **ON** position.

### For Plumbed-In Brewers

The brewer will automatically fill the side reservoir via the inlet valve. Once the side reservoir is filled, the brewer will fill the hot water tank from the side reservoir. Brewer will display "**Hot Water Tank Filling**".

Once the hot water tank is filled, the machine will begin heating the tank.



### For Manual Fill Brewers

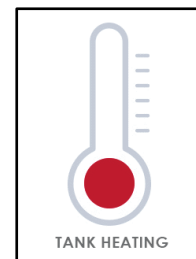
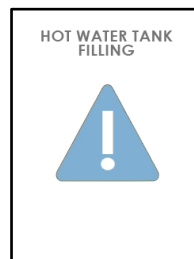
The machine will attempt to fill the side reservoir via the inlet valve. If the machine is **not** plumbed in to a water line, the brewer will automatically close the inlet valve. The display will show "**Check Water Supply or Fill Reservoir.**"

Once this screen displays, remove the side reservoir, fill with clean water, then replace.

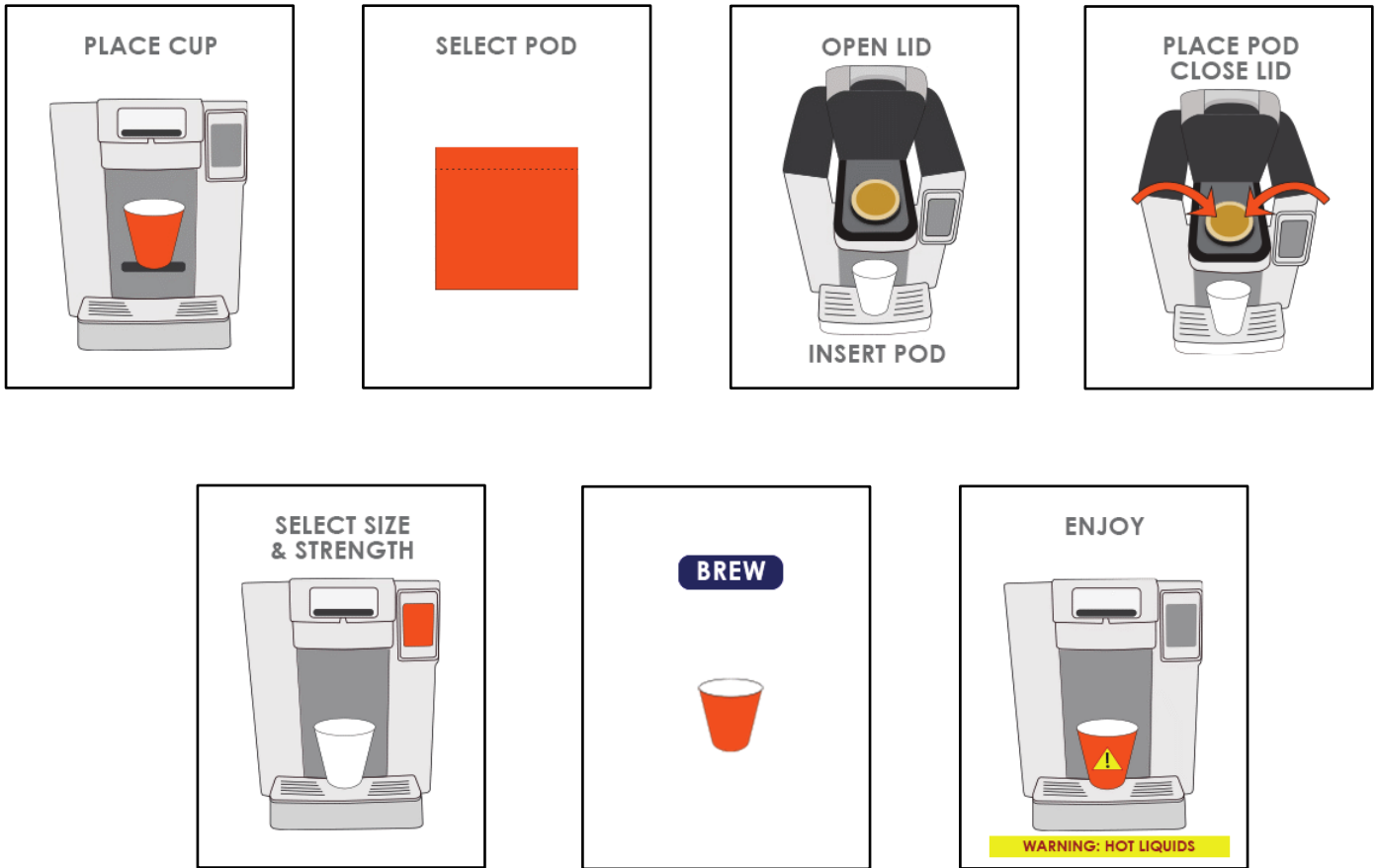
When the side reservoir is filled & in place, the machine will fill the hot water tank from the side reservoir. Machine will display "**Hot Water Tank Filling**".

**Note:** Once the inlet valve closes, the machine will only draw water from the reservoir. The inlet valve will not open again until the machine is restarted.

Once the hot water tank is filled, the machine will begin heating the tank.



# BREWING INSTRUCTIONS

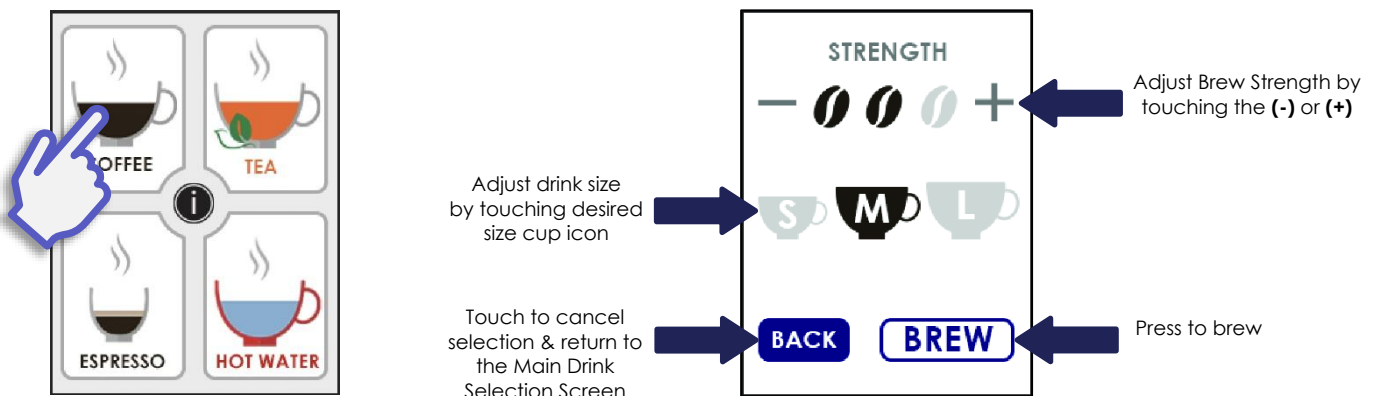


**Always place pod flat side up. Do not pinch or fold pod!**

## DRINK MENU & SUBMENU

Once you have placed a pod in the brew chamber & closed the lid, select a drink by touching the icon on the display screen for desired beverage.

The display will enter the selected drink's Submenu. From the Submenu, select desired Drink Strength & Size. Touch "**Brew**" to initiate cycle.



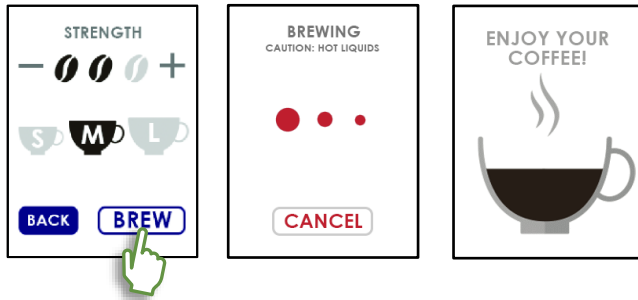
# BREWING INSTRUCTIONS

## DRINK TYPE SUBMENUS

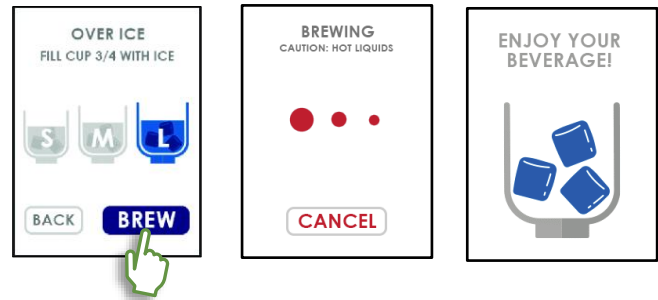


Tap selection to enter Drink Submenu

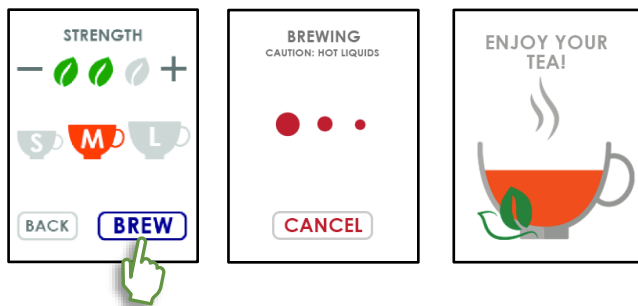
### Coffee



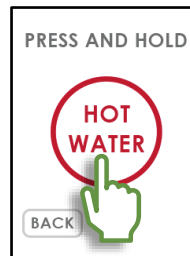
### Over Ice



### Tea



### Hot Water



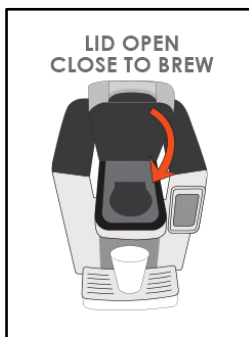
### Espresso



# BREWING INSTRUCTIONS

## INFORMATION ALERTS

Brewing is disabled when one of the following alerts is shown on the display.



If the lid is open when **"BREW"** is pressed, the machine will prompt operator to close the lid.



Reservoir is not in place or is not connected properly. Replace reservoir to continue.



Brewer is automatically refilling the side reservoir from plumbed-in water line.



If the lid is open for too long, or if **"BREW"** is not pressed, the brew cycle will need to be restarted.



The brew cycle has been canceled. The brew cycle can be restarted once the Main Drink Selection Screen returns.



The waste bin is full. Remove waste bin and empty to reset the Bin Count & resume brewing.

## CLEANING INSTRUCTIONS

Use a clean cloth to wipe the exterior of the brewer.

### WASTE BIN

Remove the drip tray from brewer to access the waste bin. Pull bin out of slot from the top of the bin wall & discard used pods. Empty the contents of the drip tray before cleaning brewer exterior.

**Note:** Brewer waste bin & drip tray are **not dishwasher safe**. Manufacturer recommends hand-washing these components daily.

### Reset Waste Bin Count

Once brewer reaches the set count of pods in waste bin, it will show a message on the display screen signaling that the Waste Bin is full.

Bin count will reset when bin is removed from brewer & emptied.

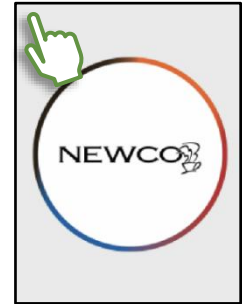
**See pg. 12 for information on Setting/Adjusting the Bin Count.**



# MACHINE PROGRAMMING

## ENTER PROGRAMMING MODE

To access the Programming Menu, touch the upper left hand corner of the display screen when Newco logo screen appears on startup.



Touch here to access Programming Menu

## ADJUST TEMPERATURE

**Range:** 170°-203°F.

**Default:** 200°F

**Note:** Those at a higher altitude may need to adjust their temperature.  
At 3000 ft, set to 199°F; at 5000 ft adjust to 195°F.

## BREWER CYCLES

This is a non-resettable count showing the number of cycles the brewer has completed.

## ENERGY SAVE

### Power Save

A partial power saving mode.

After the time set by the user has passed, the tank temperature will cool & hold at 170°F.

**Default:** 0 hours

**Range:** 0-4 hours

### Power Down

A full power saving mode.

After the time set by the user has passed, the tank heater will turn **OFF**.

**Default:** 0 hours

**Range:** 0-4 hours

**Note:** If brewer goes unused for 72 hours, the heater will automatically turn off. The heater will turn back on at first interaction.

## ADJUST BIN COUNT

This setting determines the number of pods the brewer will hold before alerting that the bin is full.

**Default:** 30 pods

**Maximum:** 50 pods.

Setting the pod count to any under 10 automatically turns off the Bin Count setting. This should only be done if using a custom ordered pass-through brewer.

**Note:** Manufacturer recommends a daily empty & rinse of the waste bin.



## ADJUST CUP VOLUME

Allows the operator to change how many ounces are dispensed for each size selection in drink submenu.

**Range:** 1.0 - 16.0

**Default:** See chart to the right.

COFFEE		
Small	Medium	Large
7.0 oz	8.0 oz	9.0 oz
OVER ICE		
Small	Medium	Large
4.0 oz	5.0 oz	6.0 oz
TEA		
Small	Medium	Large
7.0 oz	8.0 oz	9.0 oz
ESPRESSO		
Medium		
3.0 oz		

# MACHINE PROGRAMMING

## ADJUST PUMPS

### Air Pump Power

Range: 1-10, OFF

Default: 8

**Note:** Broken coffee pod may result from setting Air Pump Power too high.

### Air Dry Time

Range: 1-20, OFF

Default: 10

### Air Pump Speed

Range: 4-10

Default: 8

## SYSTEM CONFIGURATION

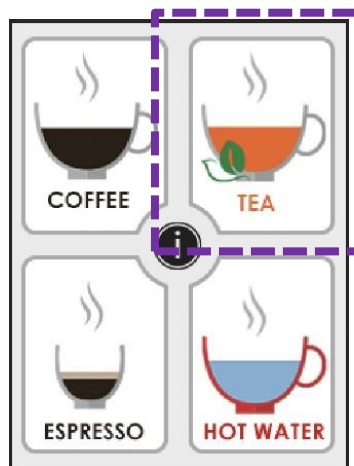
This setting allows you to change the offering in the upper right Main Drink Selection Menu.

**Available Options:** Tea, Over Ice, or Info.

**Note:** "How to Use" Info can also be accessed by pressing the "i" in the center of the screen.



How to Use



Tea  
(default)



Over Ice

## LANGUAGE

**Available Options:** Single language (*English only*), or Dual Language.

Dual Language can be set to any combination of French, English & Spanish. If brewer is set to dual language, the display will alternate languages.

**Note:** Language settings not available on all models.

# MACHINE PROGRAMMING

## ADJUST BREW PULSE TIME

The pulse time displayed is the duration of pauses, or “off” pulses during the brew cycle.

Increasing or decreasing the pulse time will increase or decrease the overall water contact time with the pod, resulting in a stronger or weaker strength of brew.

**Range:** 0.3 – 30 seconds

**Default:** The defaults are different for each beverage size & strength combination. See charts below.

COFFEE		
Mild		
Small	Medium	Large
3 sec	6 sec	9 sec
Regular		
Small	Medium	Large
9 sec	12 sec	15 sec
Bold		
Small	Medium	Large
14 sec	17 sec	20 sec

ICED		
Mild		
Small	Medium	Large
0.3 sec	5 sec	10 sec
Regular		
Small	Medium	Large
30 sec	30 sec	30 sec
Bold		
Small	Medium	Large
30 sec	30 sec	30 sec

TEA		
Mild		
Small	Medium	Large
0.3 sec	5 sec	10 sec
Regular		
Small	Medium	Large
10 sec	15 sec	20 sec
Bold		
Small	Medium	Large
20 sec	25 sec	30 sec

ESPRESSO
Mild
3 sec
Regular
16 sec
Bold
20 sec

## ADJUST PRE-INFUSION VOLUME

This setting adjusts the first pulse of water into the pod.

**Range:** 0.0-5.0

**Default:**

- Mild - 0.3
- Medium - 0.5
- Bold - 1.0

# SERVICING THE MACHINE

## DRAINING THE HOT WATER TANK



### **WARNING:**

Disconnect brewer from power & allow hot water to cool completely before attempting to drain water tank!

Perform the following steps to drain the hot water tank.

**Note:** Waste bin is designed to hold the water released by the system once all spent pods have been removed.

1. Disconnect brewer from power & allow hot water tank to cool completely.
2. Remove waste bin once machine has cooled.
3. Locate the drain plug behind the waste bin in the lower right corner of the back wall.
4. Gently pull on the plug & extend the drain tube.
  - a. The tube clamp attached to drain tube may need to be angled to maneuver it through drain plug opening.
5. Remove the drain plug from the end of the drain tube.
6. Direct drain tube into a container or drain. Ensure your hands are away from the end of the tube.
7. Slide the tube clamp to release the water.
8. Once the water has finished draining, slide the clamp back to close off the drain tube.
9. Insert the drain plug back onto the drain tube.
10. Push the drain tube back into the machine & push the drain plug back into its opening.



**STEP 3**  
Locate drain plug



**STEP 4**  
Gently pull plug & extend drain tube



**STEP 6**  
Direct tube into a container or drain BEFORE sliding tube clamp!



**STEP 7**  
Slide tube clamp to release water

# SERVICING THE MACHINE

## ERROR MESSAGES

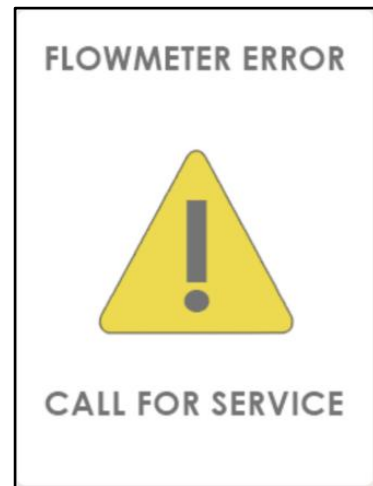
If the machine encounters an error during the brew cycle, it will show an alert icon on the display screen along with a brief description of the error & a message to call for service.



### THERMISTOR ERROR

Check thermistor connections.

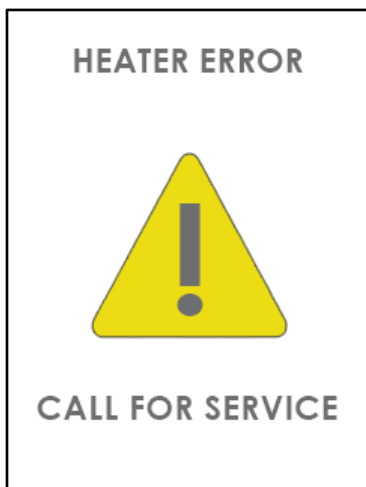
If all connections are secure, replace thermistor.



### FLOWMETER ERROR

Check all flowmeter connections & all plumbing connections.

Ensure side reservoir is fully set in place.



### HEATER ERROR

Heater has been on for 15 continuous minutes with no change in water temperature or hot water tank is overheated.

Check relay connections & all control board connections.



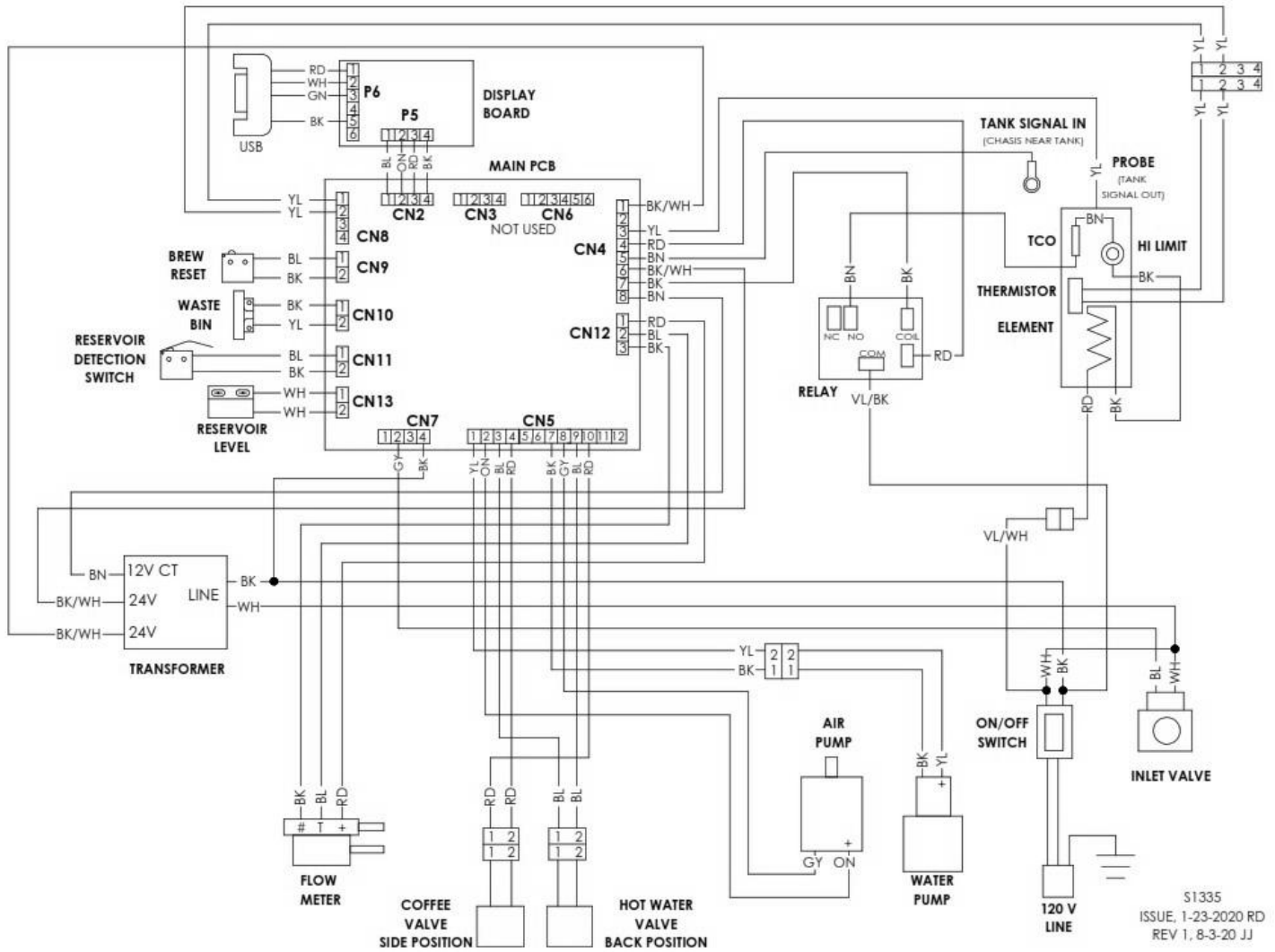
### COMM TIMEOUT

Check display cable harness. Ensure both connectors are plugged in to their respective terminals (*on the main board & on the display panel assembly.*)

If all connections are secure, replace the control board.

# WIRING DIAGRAM

Wire colors subject to change based on availability.



S1335  
ISSUE, 1-23-2020 RD  
REV 1, 8-3-20 JJ

*Page intentionally left blank.*

*Page intentionally left blank.*

