

# LITTLE JOE

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



## NEWCO CONTACT INFORMATION

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## MAINTENANCE INFORMATION

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

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

Company Information and Phone Number

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## 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.*

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# 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

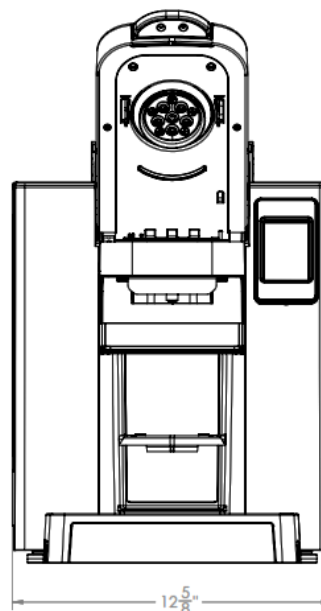
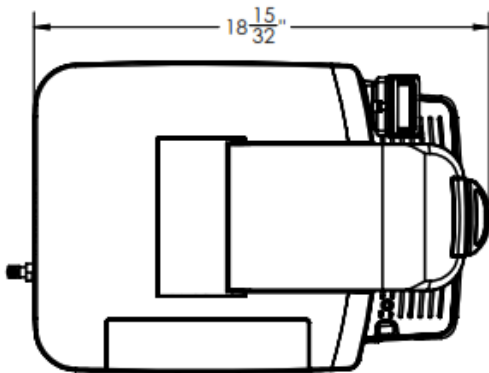
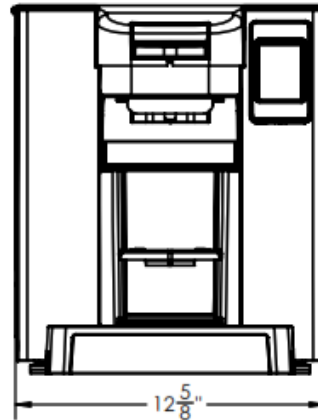
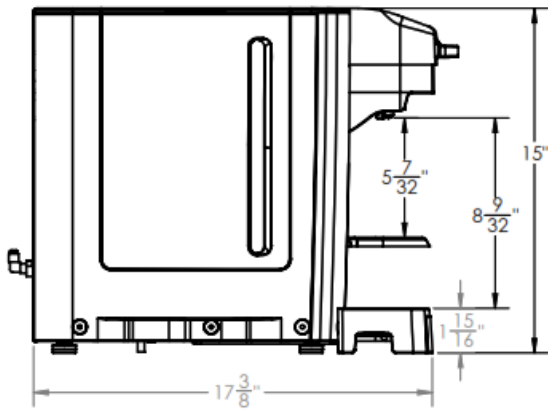
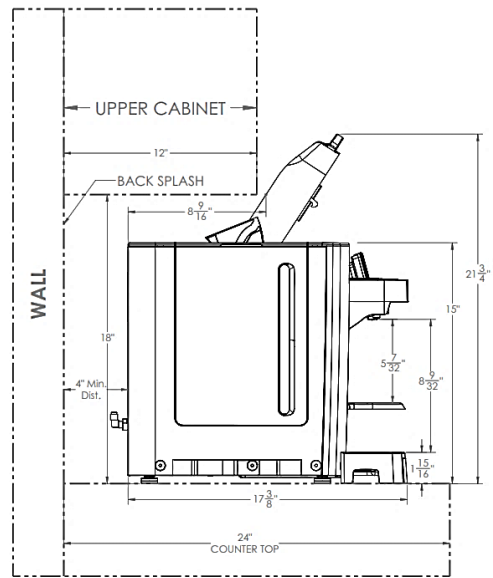
Approx. 30 pods

## CUP SIZE

2-16 oz

## SHIPPING WT

Approx. 35 lbs.



**Note:** Newco practices continuous product improvement. Product information and illustrations may vary from the 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

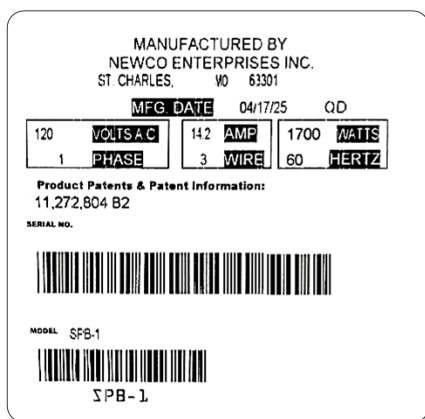
DESCRIPTION	VOLTS	WATTS	AMPS
LITTLE JOE, US PN: 153000	120 V	1700 W	14.2 A
LITTLE JOE, CAN PN: 153286	120 V	1400 W	12 A

## SERIAL TAG

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

This label contains the following information:

- Electrical & circuit requirements
- Brewer model
- Brewer serial number
- MFG date



**Refer to Serial Tag for electrical and circuit requirements PRIOR TO plugging the brewer in!**

# MACHINE SET UP

## PLUMBING

The Little Joe has two plumbing configuration options:

1. **Manual refill of side reservoir**
2. **Plumbed into a water line (auto refill)**

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

This sets the brewer up for manual refill configuration. To use brewer as a plumbed in unit, remove the block-off plate and install the provided water connection fitting. See section below for instructions on both plumbing configurations



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

### Manual Refill

This configuration requires manual filling of the side reservoir. Always use clean, fresh water. Do not fill side reservoir above the max fill line.

**Water inlet must remain covered when in manual refill mode. To cover inlet, install the provided 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.

A loose coil of copper tubing in the water line will allow movement of the machine to easily clean the countertop underneath.

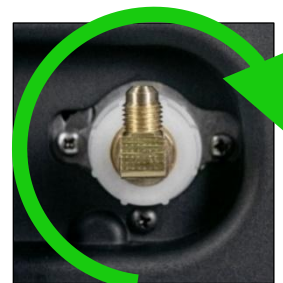
**Note:** Water pressure should be at least 20 lbs. For less than a 25 ft run, use 1/4" copper tubing and connect to 1/2" or larger water line. For longer runs, use 3/8" copper tubing & connect to 1/2" or larger water line and provide an adapter fitting for connection to the brewer. Newco does not recommend 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)

Included with the brewer is a water connection fitting with 1/4" valve flare connection. Follow the instructions below to remove the block-off plate from brewer and install the water connection fitting.

1. Remove the white cap attached to the inlet valve by rotating counterclockwise.
2. Remove the metal block off plate and the white gasket.
3. Insert the water connection fitting into the white cap, followed by the previously removed white gasket. Install the cap onto the inlet valve and rotate clockwise to secure.



# 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.

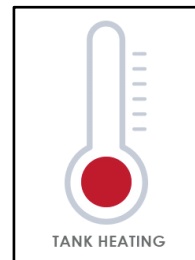
Install brewer on a clean flat surface, at least 4-6" away from any walls or appliances. This brewer is designed for indoor use only.

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.**"

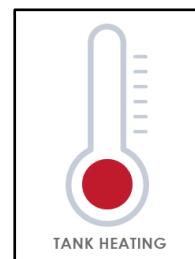
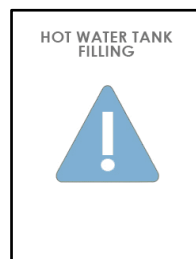
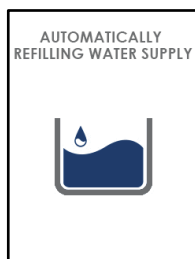
Once the hot water tank is filled, the machine will begin heating the tank.



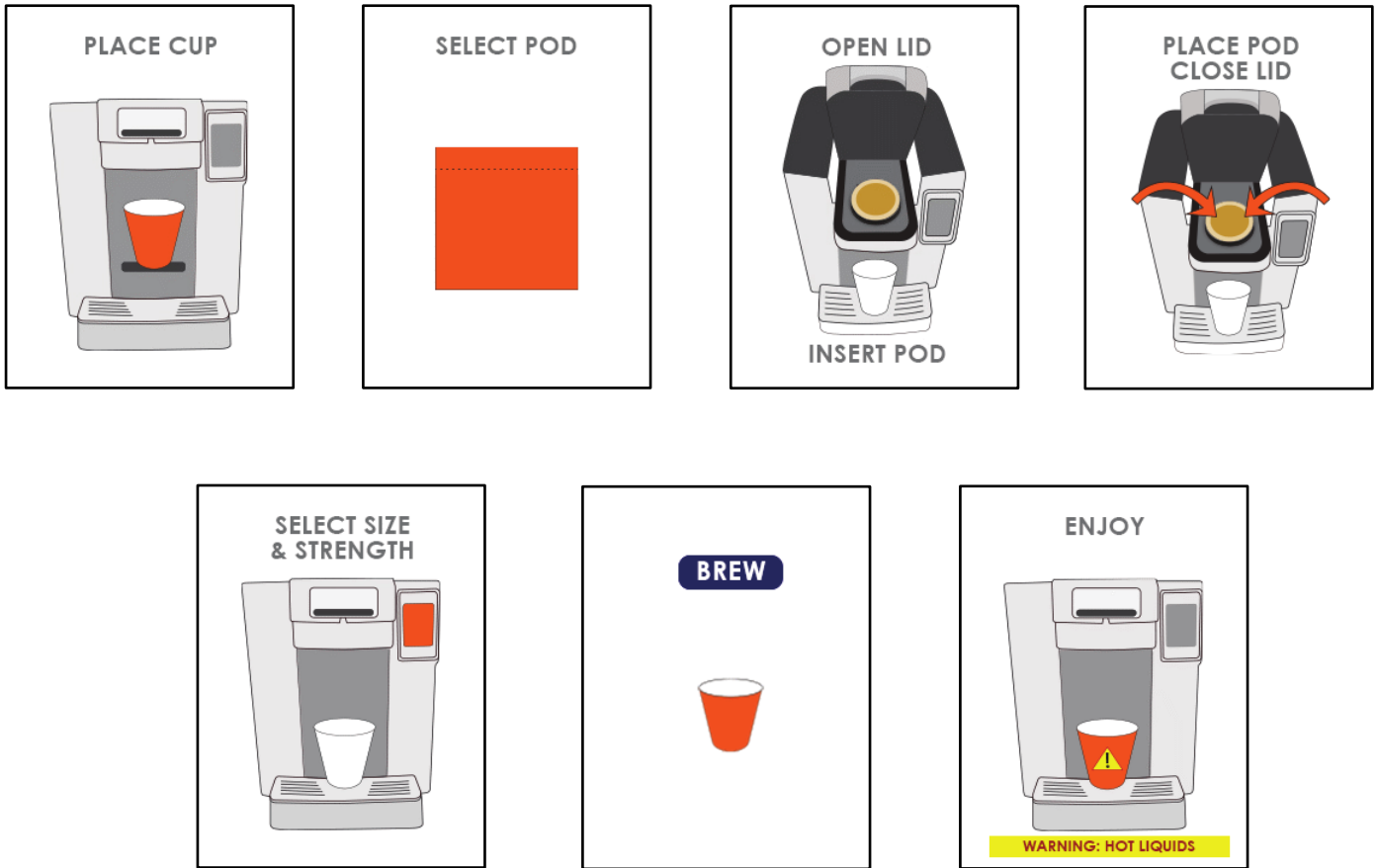
### For Manual Fill Brewers

If the machine is **not** plumbed in to a water line, the brewer will automatically close the inlet valve.

- Upon initial power-up, the brewer will attempt to fill the side reservoir via 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 and in place, the brewer will fill the hot water tank from the side reservoir. Machine will display "**Hot Water Tank Filling**"
- Once the hot water tank is filled, the brewer will automatically begin heating the tank.  
**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.



# BREWING INSTRUCTIONS

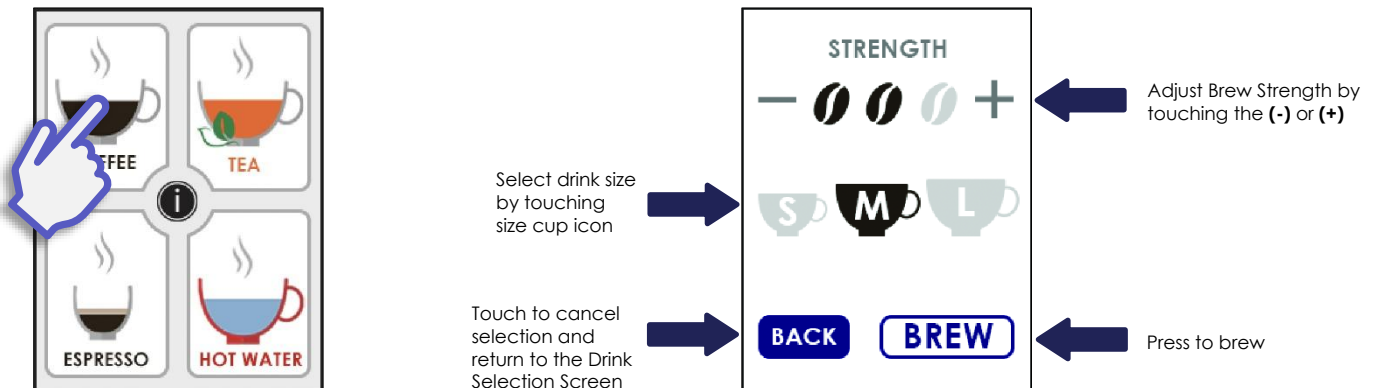


**Always place pod flat side up. Do not pinch or fold pod!**

## DRINK MENU & SUBMENU

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

The display will enter the selected drink's submenu. From the submenu, set desired Drink Strength and Drink Size. Touch **"Brew"** to initiate cycle.



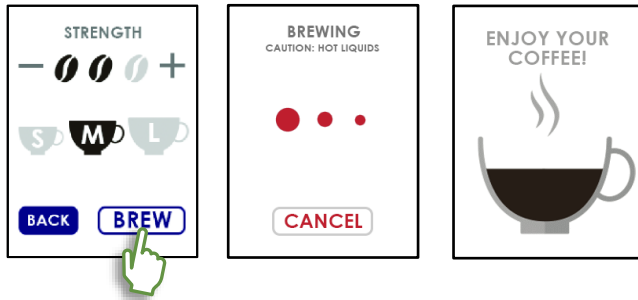
# BREWING INSTRUCTIONS

## DRINK TYPE SUBMENUS



Tap selection to enter Drink Submenu

### Coffee



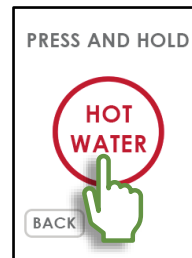
### Over Ice



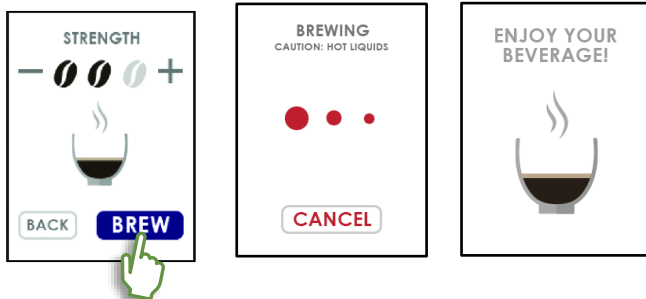
### Tea



### Hot Water

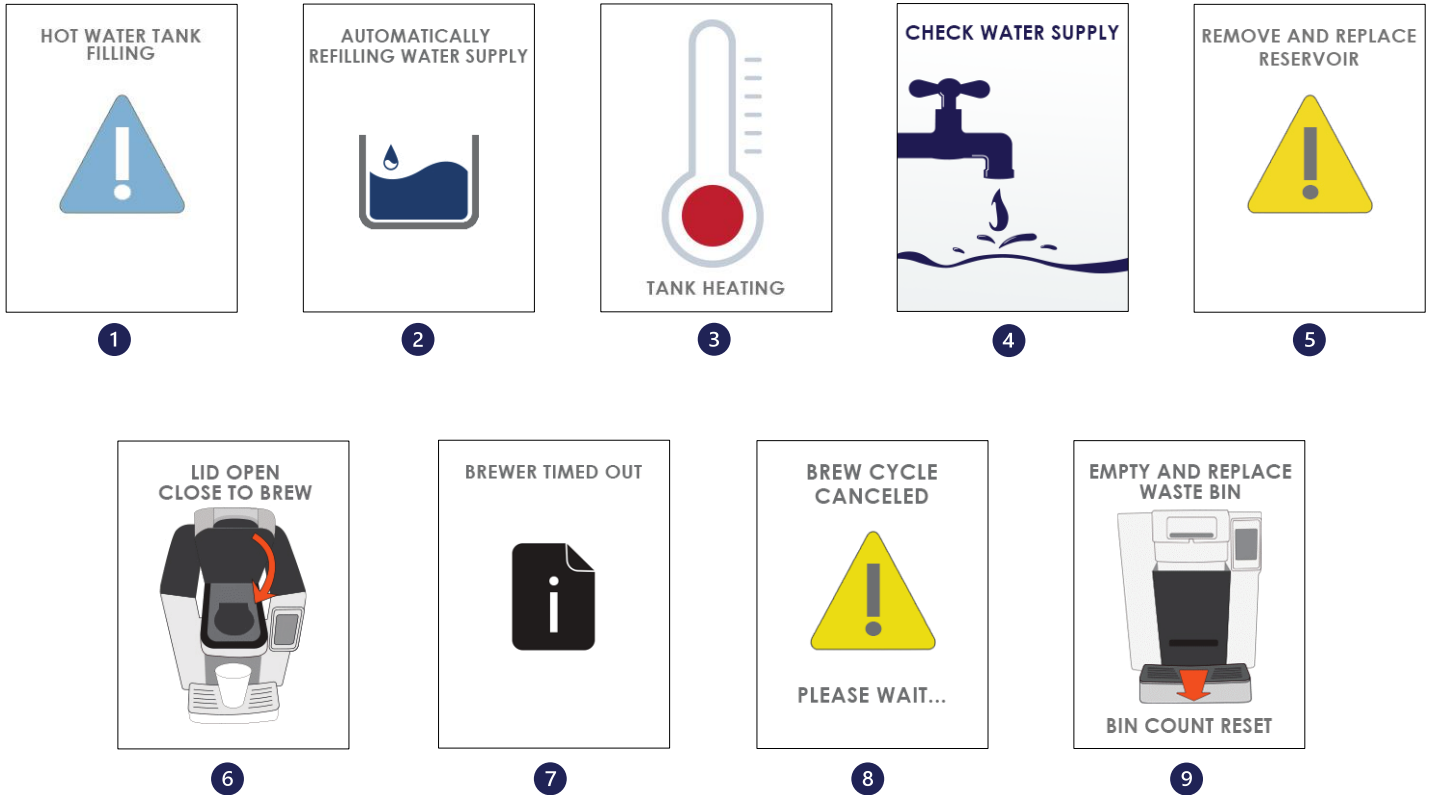


### Espresso



# BREWING INSTRUCTIONS

## INFORMATION ALERTS



	ALERT TYPE	TO CLEAR
1	Brewer is automatically filling the hot water tank.	No action needed. Message will clear when the tank is full.
2	Brewer is automatically refilling the side reservoir via the plumbed-in water line.	No action needed. Message will clear when the side reservoir is full.
3	Brewer is automatically heating the hot water tank.	No action needed. Message will clear when the tank reaches temperature.
4	The brewer attempted to automatically fill via the inlet valve and failed	<b>PLUMBED-IN BREWERS</b> Ensure that the float at the base of the side reservoir is fully seated and engaging with the inlet when reservoir is installed onto brewer. Float should freely move within its compartment in the reservoir base. Remove reservoir from brewer and gently shake it. If the float does not make a light rattling sound visually inspect it for calcium buildup or other obstructions.  Check the water supply line: Ensure line is properly connected to brewer. Ensure line is not damaged or compressed. Assess the inlet valve. Replace if faulty. <b>Inlet Valve PN: 201175</b>
		<b>MANUAL FILL BREWERS</b> Refill and replace side reservoir to clear message.
5	Reservoir is not in place or is not seated properly.	Replace / reseal reservoir clear message and resume brewing.
6	This message appears whenever "BREW" is pressed while the lid / brew mech is open.	Close lid to clear message and resume brewing.
7	The brewer will time out if the lid is open for too long or if "BREW" is not pressed.	Open / Close lid to clear message and resume brewing.
8	The brew cycle has been canceled.	No action needed. Resume brewing once drink selection screen returns.
9	The waste bin is full.	Empty and replace waste bin reset the Bin Count and resume brewing.

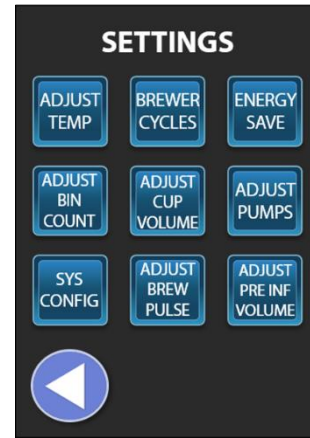
# MACHINE PROGRAMMING

## ENTER PROGRAMMING MENU

To access the Programming Menu, tap the upper left corner of the Newco Logo display screen.  
Turn brewer **OFF** / **ON** to access the Newco Logo. This screen appears temporarily during startup.



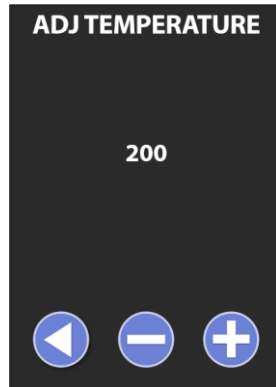
Touch to access  
Programming Menu



## PROGRAMMING QUICK GUIDE

	MENU	AVAILABLE OPTIONS	
1	Adjust Temperature	<b>Available Range:</b> 170°-203°F. <b>Default:</b> 200°F	
2	Brewer Cycles	This menu is not adjustable. Displays the number of cycles that the brewer has completed.	
3	Energy Save	<ul style="list-style-type: none"> <li>• Power Save</li> <li>• Power Down</li> </ul>	
4	Adjust Bin Count	<b>Default:</b> 30 pods <b>Maximum:</b> 50 pods	
5	Adjust Cup Volume	<b>Available Range:</b> 1.0 – 6.0	
6	Adjust Pumps	<b>Available Range:</b> 1 – 10, OFF <b>Default:</b> 8	
7	System Configuration	<b>Drink Selection Menu Icon</b> <ul style="list-style-type: none"> <li>• How to Use</li> <li>• Tea</li> <li>• Over Ice</li> </ul>	<b>Language</b> <ul style="list-style-type: none"> <li>• English</li> <li>• French</li> <li>• Dual</li> </ul>
8	Adjust Brew Pulse Time	<b>Available Range:</b> 0.3 – 30 seconds	
9	Adjust Pre Infusion Time	<b>Available Range:</b> 0.0 – 5.0	

# MACHINE PROGRAMMING



1.

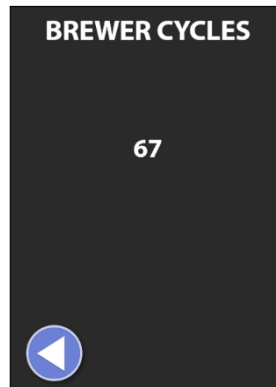
## 1. Adjust Temperature

Set the temperature of the water in the hot water tank.

**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.

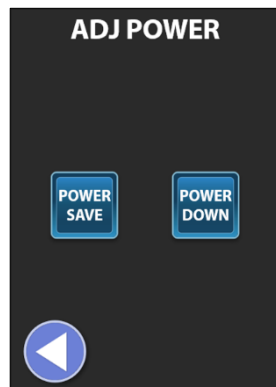


2.

## 2. Brewer Cycles

Displays the total number of cycles that the brewer has completed.

*This is a non-adjustable menu*



3.

## 3. Adjust Power

Adjust the length of time that the brewer will maintain the hot water tank temperature until it enters the selected energy save mode (from last brew cycle.) The following energy save modes are available:

### POWER SAVE

A partial power saving mode.

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

**Default:** 0 hours

**Range:** 0-4 hours

### POWER DOWN

A full power saving mode.

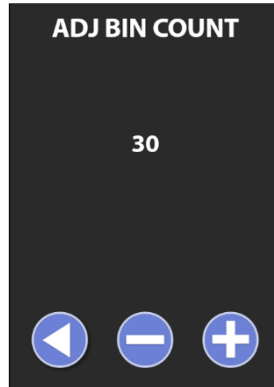
After the time set by the user has passed, the tank heater will turn **OFF**.

**Default:** 0 hours

**Range:** 0-4 hours

If brewer goes unused for 72 hours, the heater will automatically turn off. The heater will turn back on and heat the tank upon first interaction.

# MACHINE PROGRAMMING



4.

## 4. Adjust Bin Count

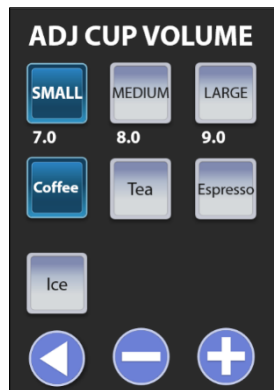
This setting determines the number of pods the brewer will hold before alerting that the bin is full.

**Default:** 30 pods

**Maximum:** 50 pods

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

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



5.

## 5. Adjust Cup Volume

Set the volume dispensed (*in ounces*) for each drink size option.

**Range:** 1.0 – 16.0 oz

**Default:** See charts below

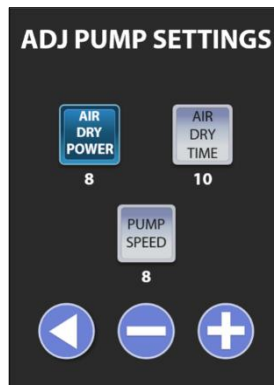


COFFEE		
Small	Medium	Large
7.0 oz	8.0 oz	9.0 oz

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



6.

## 6. Adjust Pumps

Set the Air Dry Power, Air Dry Time, and Pump Speed from this menu.

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

### AIR DRY POWER

**Range:** 1 – 10, OFF

**Default:** 8

### AIR DRY TIME

**Range:** 1 – 20, OFF

**Default:** 10

### PUMP SPEED

**Range:** 4 – 10

**Default:** 8

# MACHINE PROGRAMMING



7.

## 7. System Configuration

### a. Drink Selection Menu

Select to change the beverage type offering for the upper right icon on the Main Drink Selection Menu. The following options are available:

- Tea (default)
- Over Ice
- How to Use information

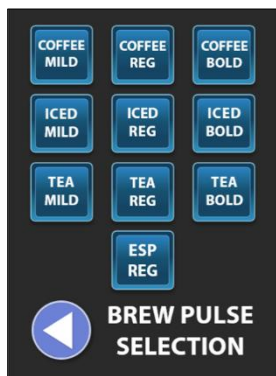
**Note:** Brewing instructions can also be accessed by pressing the “i” in the center of the screen.

### b. Language

Set the language used on brewer display screens.

- English
- French
- Dual (display will alternate between languages)

**Note:** Language settings are not available on all models. Brewer must be a multi-language model to access this setting.



8.

## 8. Adjust Brew Pulse Time

The brew pulse time is the duration of pauses, or ‘off’ pulses during the brew cycle. Increasing or decreasing the pulse time will affect the overall water contact time with the pod, resulting in a stronger or weaker strength of brew.

**Range:** 0.3 – 30 seconds

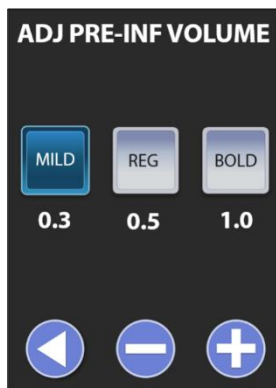
**Default:** The defaults vary depending on beverage type, size, and strength. See charts below.

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

OVER ICE		
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



9.

## 9. 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

## DAILY CLEANING

### Empty and Rinse Waste Bin

Remove the drip tray from brewer to access the waste bin. Pull bin out of compartment by grasping the top of the bin wall and 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.

### Wipe Brewer Exterior

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

### To 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.

The waste bin count will reset after bin is emptied and replaced.

See pg. 14 for information on setting/adjusting the bin count.



## DRAINING THE HOT WATER TANK



### **WARNING:**

Disconnect brewer from power & allow hot water to cool completely before attempting to drain 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 and give time for water in tank to cool completely.
2. Remove waste bin.
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.
  - Note:** The tube clamp on 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 and set drain plug back into its opening.



**STEP 3**

Locate drain plug



**STEP 4**

Gently pull plug to extend drain tube out of brewer compartment



**STEP 7**

Slide tube clamp to release water



### **CAUTION!**

Released water may be hot! Keep hands away from drain tube opening.

# SERVICING THE MACHINE

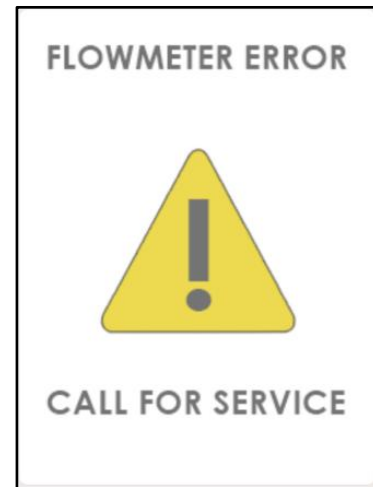
## ERROR MESSAGES

If the machine encounters an error during the brew cycle, it will show an alert message on the display screen with a brief description of the error.



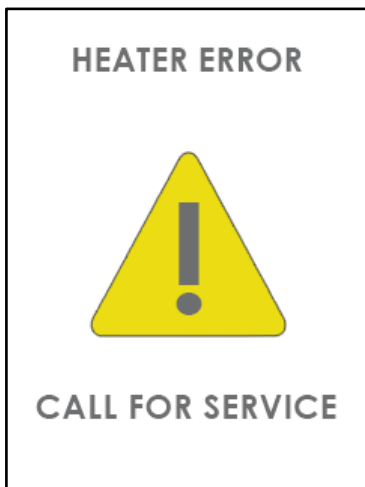
### THERMISTOR ERROR

Check thermistor connections.  
If all connections are secure,  
replace thermistor.



### FLOWMETER ERROR

Check all flowmeter connections and  
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 and on the display panel assembly.*)

If all connections are secure, replace  
the control board.



# WIRING DIAGRAMS

## OLD STYLE TANK ASSEMBLY

Wire colors subject to change based on availability.

