

# NINJA

HOT & COLD BREWED

## SYSTEM™

## CP301

Series

### OWNER'S GUIDE



ninjakitchen.com

THANK YOU  
for purchasing the Ninja® Hot & Cold Brewed System™



REGISTER YOUR PURCHASE

- registryourninja.com
- 1-877-646-5288
- Scan QR code using mobile device

RECORD THIS INFORMATION

Model Number: \_\_\_\_\_

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

Date of Purchase: \_\_\_\_\_  
(Keep receipt)

Store of Purchase: \_\_\_\_\_

THIS BOOK COVERS MODEL  
NUMBER:

CP301, CP301A, CP301BRN

TECHNICAL SPECIFICATIONS

Voltage: 120V~, 60Hz  
Power: 1550 Watts  
Water Reservoir  
Capacity: 50 Ounces

PLEASE READ CAREFULLY AND  
KEEP FOR FUTURE REFERENCE.

These instructions are designed to help you get a complete understanding of your new Ninja Hot & Cold Brewed System™.

If you have any questions, please call our Customer Service line at 1-877-646-5288.

**TIP:** You can find the model and serial numbers on the QR code label located on the back of the unit by the power cord.

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# IMPORTANT SAFEGUARDS

HOUSEHOLD USE ONLY • READ ALL INSTRUCTIONS BEFORE USE

**Read all instructions before using your NINJA HOT & COLD BREWED SYSTEM™**

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

## ⚠ WARNING

To reduce the risk of fire, electric shock, serious injury, death, or damage when using this appliance, follow these basic safety precautions.

### General Precautions

- 1 DO NOT** allow young children to operate the appliance or use as a toy. Close supervision is necessary when any appliance is used near children.
- To reduce the risk of electric shock, this appliance has a polarized plug (one blade is wider than the other). As a safety feature, this plug will fit into a polarized outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. **DO NOT** force into outlet or try to modify to fit.
- To protect against fire, electric shock, and injury to persons, **DO NOT** immerse cord, plugs, or body of machine in water or other liquid.
- NEVER** carry the appliance by the power cord or yank it to disconnect from electrical outlet; instead grasp the plug and pull to disconnect.
- DO NOT** operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been dropped or damaged in any manner. Contact SharkNinja Operating LLC for service.

- For household and counter top use only. **DO NOT** let the power cord hang over the edge, or touch hot surfaces such as the stove.
- To avoid risk of fire, electrical shock, or damage to the unit, **DO NOT** store or use unit in an appliance garage or under a wall cabinet.
- Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning the appliance.

### Operating Notice

- The use of an accessory not recommended by the manufacturer may create an overflow condition and scalding hazard, or result in fire, electric shock, or personal injury.
- ALWAYS** use appliance on a clean, dry, level surface.
- DO NOT** place on or near a hot gas or electric burner or in a heated oven.
- DO NOT** use this appliance for anything other than its intended use. **DO NOT** use outdoors.
- DO NOT** touch hot surfaces. Use handles or knobs.
- To avoid contact with steam and hot surfaces, **DO NOT** reach across top of brewer to froth.
- ALWAYS** place a vessel beneath the brew basket to receive the brewed coffee or tea.

- Scalding may occur if brew basket is opened during a brew or clean cycle.
- DO NOT** remove the vessel while the appliance is running without the Drip Stop in the closed position. Return the vessel quickly and open the Drip Stop to continue the brew.
- DO NOT** overfill the water reservoir. Fill water only to the Max Fill line.
- DO NOT** run the appliance without water.
- Maximum brew basket capacity is 14 rounded tablespoons or 7 Ninja Big Scoops. Exceeding this amount or using fine ground coffee may cause overflow.

### Glass Carafe

- The carafe is designed for use with this appliance only. **DO NOT** place carafe on or near a hot gas or electrical burner, or in a heated oven.
- DO NOT** set a hot carafe on a wet or cold surface.
- DO NOT** use a cracked or scratched carafe or a carafe that has a loose or weakened handle.
- DO NOT** clean carafe with abrasive cleaners, steel wool pads, or other abrasive materials.
- DO NOT** place carafe in microwave.
- DO NOT** expose carafe to extreme temperature changes.

- DO NOT** drink directly from the carafe. Liquid from the carafe may be very hot.
- DO NOT** use the carafe to store food when not in use.
- Ensure the carafe is completely empty before starting a cleaning or brewing cycle. Starting a cycle with water, coffee, or tea in the carafe will cause an overflow.

### Care & Maintenance

- Allow the appliance to cool before removing any parts and before cleaning.
- To prevent illness from bacterial growth in the appliance, follow all cleaning instructions in the Care & Maintenance section of this Owner's Guide.
- Clean the system on a weekly basis.
- If the product is not operating properly, visit [ninjakitchen.com](http://ninjakitchen.com) or contact SharkNinja Operating LLC at 1-877-646-5288 for examination, repair, or adjustment.

### Cord Statement

- A short power-supply cord is provided to reduce the risks resulting from becoming entangled in or tripping over a longer cord.
- DO NOT** use extension cords with this product.

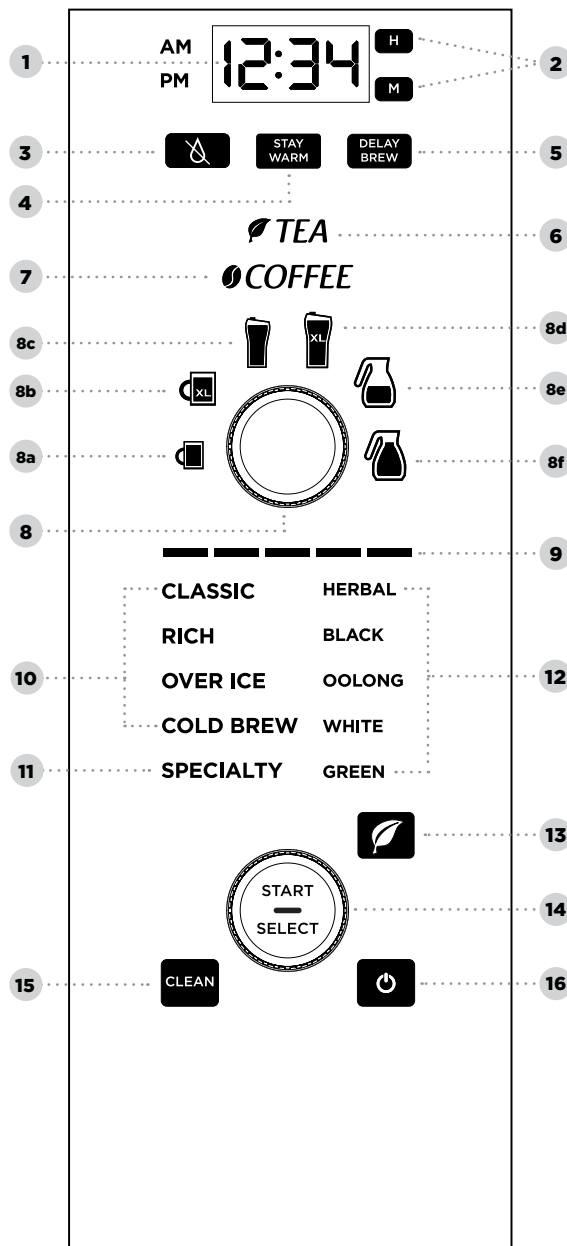
## SAVE THESE INSTRUCTIONS

## PARTS

- A** Brewer  
(power cord & storage not shown)
- B** Flip-Top Water Reservoir Lid
- C** Removable Water Reservoir
- D** Showerhead
- E** Control Panel
- F** Single-Serve Cup Platform
- G** Swinging Brew Basket
- H** Removable Tea Filter Holder
- I** Tea Permanent Filter
- J** Removable Coffee Filter Holder
- K** Coffee Permanent Filter
- L** Integrated Frother
- M** Frother Whisk
- N** Brew-Through Lid
- O** Ninja® Glass Carafe
- P** Ninja Smart Scoop™
- Q** Intelligent Warming Plate



## USING THE CONTROL PANEL



- 1 Programmable Digital Clock
- 2 Hour & Minute Buttons
- 3 Drip Stop Button
- 4 Stay Warm Button
- 5 Delay Brew Button
- 6 Tea Mode Indicator
- 7 Coffee Mode Indicator
- 8 Multi-Serve Dial
  - a Cup
  - b XL Cup
  - c Travel Mug
  - d XL Multi-Serve
  - e Half Carafe
  - f Full Carafe
- 9 Progress Bar
- 10 Custom Brew Types
  - Classic Brew
  - Rich Brew
  - Over Ice Brew
  - Cold Brew
- 11 Ninja® Signature Brew Specialty Brew
- 12 Tea Types
  - Herbal
  - Black
  - Oolong
  - White
  - Green
- 13 Tea Button
- 14 Start/Select Dial
- 15 Intelligent Clean Cycle Indicator/Button
- 16 Power Button

## FEATURES

### of the Ninja® Hot & Cold Brewed System™

- **Coffee & Tea Brewing** – Brew coffee and steep tea with one machine.
- **Two Removable Filter Holders** – Specially designed baskets for coffee and tea to keep the flavors separate.
- **Smart Basket Sensing** – The Ninja Hot & Cold Brewed System automatically knows which filter holder has been placed in the brew basket. The control panel will change between Coffee & Tea settings depending on which filter holder is inserted into the brew basket.
- **Coffee Permanent Filter** – A reusable filter that preserves the natural coffee oils and small coffee particles to provide a robust flavor, similar to what you would experience when using a French press.
- **Tea Permanent Filter** – Specially designed to deliver the right amount of flavor from your tea.
- **Tea Type Selection** – Choose between Herbal, Black, Oolong, White, or Green tea.
- **Thermal Flavor Extraction® Technology** – Unlocks the full flavor potential of your coffee and tea by combining precision water delivery with automated controls for calibrated temperature, pre-infusion, saturation, and flavor richness.
- **Auto-iQ®** – The Ninja Hot & Cold Brewed System knows how much water to use, and at what temperature, for each size and brew type—both coffee & tea.
- **Brew Sizes** – Brew directly into your favorite cup, travel mug, or carafe.
- **Brew Types** – Control the strength and style of your coffee or tea:
  - Classic Brew for smooth, balanced, traditional flavor.
  - Rich Brew for a richer, never-bitter flavor that stands up to milk, cream, or flavoring.
  - Over Ice Brew for a smooth, rich, freshly brewed iced coffee or tea that's not watered down.
  - Cold Brew is brewed at a lower temperature and for a longer time over ice for an ultra-smooth, deep, naturally sweet, refreshing coffee or tea.
  - Specialty Brew is a super-rich concentrate used to make coffee-based drinks like a cappuccino or latte, or tea-based beverages like chai or matcha.

- **Single-Serve Cup Platform** – Pull down the platform to brew directly into your favorite cup or mug.
- **Removable Water Reservoir with Easy-Access Flip-Top Lid** – For quick and easy filling.
- **Stay Warm Button** – Your warming plate will automatically turn on after brewing a carafe on Classic or Rich Brew, and turn off after 2 hours. The Stay Warm button allows you to manually turn off the warming plate.
- **Adjustable Intelligent Warming Plate** – Automatically adjusts the temperature of the warming plate to keep your coffee or tea at the ideal drinking temperature without burning it. Adjust to stay on for up to four hours.
- **24-Hour Programmable Delay Brew** – Easily schedule automatic brewing.
- **Automatic Drip Stop** – The drip stop automatically closes after a brew is complete. Press the Drip Stop button  to sneak a cup, then press the Drip Stop button  again to finish the brew.
- **Clean Function** – When your system senses there is hard-water calcium buildup that can affect the flavor of your coffee and tea, the CLEAN light will illuminate. Follow the cleaning instructions in the Care & Maintenance section.
- **High-Altitude Calibration** – The calibration brew automatically adjusts your brewer's boiling point based on the conditions where you live to achieve a consistent brew.
- **Auto Shut-Off** – Your unit will automatically power off after one hour of inactivity.

Brew into a cup, travel mug, or carafe.



## BEFORE FIRST USE

**PLEASE KEEP THIS IMPORTANT SAFEGUARD IN MIND WHEN USING THE APPLIANCE:**

**IMPORTANT: DO NOT** run the appliance without water.

- 1 Remove all packaging material and stickers from the brewer.
- 2 Wash the water reservoir, glass carafe, removable filter holders, and coffee and tea permanent filters in warm, soapy water with a soft cloth.
- 3 Rinse parts and dry thoroughly.
- 4 Before first use, prime the system by running two Full Carafe, Classic Brew cycles with water only. After each cycle is complete, discard the water.

## SETTING THE CLOCK

- 1 Plug the power cord into an electrical outlet. The clock will flash on the control panel to indicate that the time has not been set (**Fig. 1**).
- 2 Press the hour (H) or minute (M) button until you reach the current time. The AM or PM indicator will illuminate on the left side of the display as you are setting the time.
- 3 After 5 seconds, the clock will stop flashing and the clock will be set.

**NOTE:** If the clock stops flashing and does not display the correct time of day, pressing the hour (H) or minute (M) button at any time will cause the clock to flash again. You can now reprogram the correct time by following the previous steps.

**NOTE:** If you unplug the brewer or in the event of an extended power loss, you will need to reset the clock the next time the brewer is plugged in.



Fig. 1

## PRIMING YOUR NINJA HOT & COLD BREWED SYSTEM™

- 1 To fill the water reservoir, use the hand grips to lift it to the right and up off the brewer (**Fig. 2**). Flip the reservoir lid open or remove the entire lid, then add fresh, filtered water up to, but not exceeding, the Max Fill line (**Fig. 3**). Return the water reservoir to the brewer (**Fig. 4**). **DO NOT** fill water reservoir with anything other than water, as other liquids may damage your brewer.

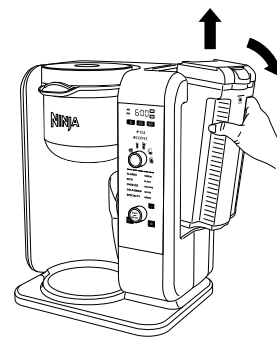


Fig. 2



Fig. 3

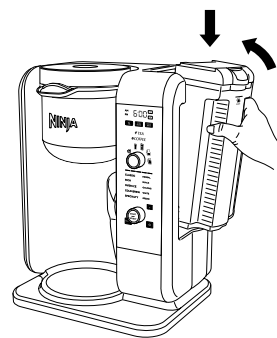


Fig. 4

- 2 Ensure one of the removable filter holders is nested inside the brew basket (**Fig. 5**). Once in place, slide the brew basket all the way in until you hear a slight click (**Fig. 6**).

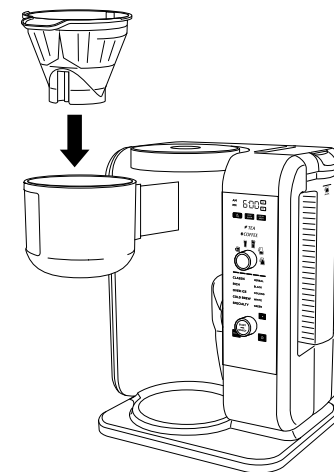


Fig. 5

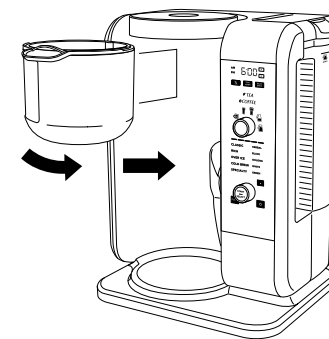


Fig. 6



# PRIMING YOUR NINJA HOT & COLD BREWED SYSTEM™ – CONT.

- 3 Twist the brew-through lid clockwise onto the carafe to lock into place (Fig. 7) and center the carafe below the brew basket (Fig. 8).

**NOTE:** Do not place any ground coffee or tea in the brew basket for the first two cycles.

- 4 Once all parts are securely in place and the unit is powered on, select the Full Carafe size and Classic Brew setting, then press the START/SELECT dial (Fig. 9).
- 5 When the cycle is complete, discard the water in the carafe. Repeat, beginning with step 1. You are now ready to use your Ninja Hot & Cold Brewed System to brew.

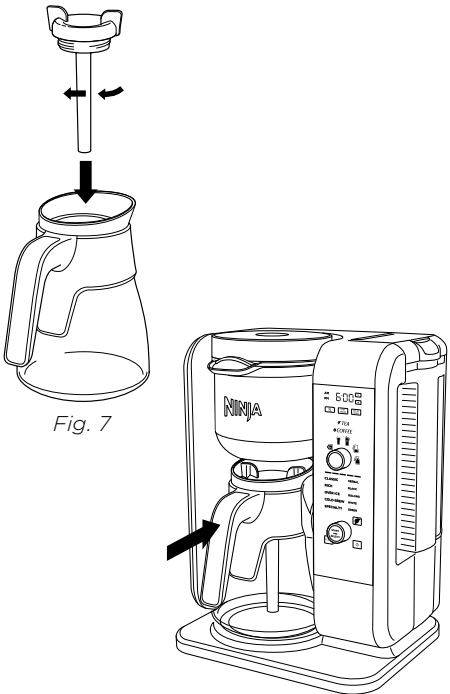


Fig. 8

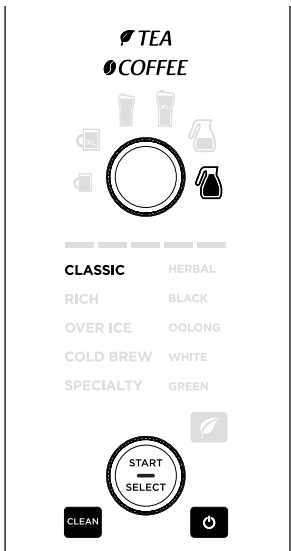


Fig. 9

## HIGH-ALTITUDE CALIBRATION (OPTIONAL, BUT RECOMMENDED FOR USERS IN HIGH-ALTITUDE AREAS)

Because water boils at lower temperatures at higher altitudes, running a calibration cycle before your first brew allows the unit to detect the boiling point of water at your location. Running a calibration cycle will help deliver a consistent brew each time.

1. Fill the water reservoir up to, but not exceeding, the Max Fill line.
2. Place an empty filter holder into the brew basket, and an empty vessel in the machine.
3. Press and hold both the Drip Stop button and the Tea button until the clock display begins a two-minute countdown.
4. A calibration cycle will begin. When complete, the unit will beep and End will appear on the clock display. Discard the water in the vessel.

**NOTE:** Pressing the Drip Stop button, Tea button, or Power button will cancel the calibration cycle.

# PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™

## HOW MUCH DO YOU GET IN YOUR CUP?

Each size and brew type produces a different amount of coffee and tea to optimize strength and taste.

**NOTE:** The coffee grounds and tea will absorb some of the water that is brewed, resulting in slightly less brewed coffee or tea than water used.

## APPROXIMATE BREW VOLUMES

Size	Classic	Rich	Over Ice & Cold Brew	
			coffee/tea only	filled with ice
Cup	9.5 oz.	8.7 oz.	4.8 oz.	9.5 oz.
XL Cup	11.5 oz.	10.3 oz.	5.8 oz.	11.5 oz.
Travel Mug	14 oz.	13.2 oz.	7.0 oz.	14 oz.
XL Multi-Serve	18 oz.	16 oz.	9.0 oz.	18 oz.

You don't need to adjust the size for Specialty Brew—it always yields 4 oz. of coffee and 6 oz. of tea (with the exception of Green tea, which yields 2 oz.).

## COFFEE MEASUREMENT CHART

Serving Size	Ninja Smart Scoop™	Tablespoons
Cup/XL Cup	2-3 small scoops	2-3 Tbsp.
Travel Mug/XL Multi-Serve	3-5 small scoops	3-5 Tbsp.
Half Carafe	3-4 big scoops	6-8 Tbsp.
Full Carafe	4-6 big scoops	8-12 Tbsp.
Specialty (4 oz.)	2 big scoops	4 Tbsp.

**NOTE:** For Cold Brew coffee, add one extra scoop.

**NOTE:** Exceeding the recommended medium grind size for whole beans may cause the brew basket to overflow.

## TEA MEASUREMENT CHART

Serving Size	Ninja Smart Scoop™ Loose Leaf Tea	Tea Bags
Cup/XL Cup	1 small scoop	1 tea bag
Travel Mug/XL Multi-Serve	1-2 small scoops	2 tea bags
Half Carafe	2-3 small scoops	4 tea bags
Full Carafe	3-4 small scoops	6 tea bags
Specialty (6 oz.)*	1 big scoop	3 tea bags

\*With the exception of Specialty Green tea, which yields 2 oz.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™

### FILLING THE COFFEE BREW BASKET

For best results, use the coffee measurement chart to determine how much ground coffee to use for each brew size. The amount of ground coffee for each size will remain the same for any brew type you select. For example, if you select Cup and Classic Brew, you will use the same amount of coffee grounds as if you select Cup and Over Ice Brew. The only exception is Cold Brew, which requires one extra scoop of coffee, regardless of the size.

- 1 Open the brew basket by sliding it out of the brewer (**Fig. 10**). Ensure you have the COFFEE filter holder in the machine, denoted by the orange handle with the coffee bean icon.
- 2 Place the coffee permanent filter or a #4 paper cone filter in the COFFEE filter holder. If using a paper filter, first ensure the permanent filter is removed from the filter holder. Then fold the paper filter along the seams, open it fully, and firmly press it into the filter holder making sure it is fully seated (**Fig. 11**).
- 3 Use the Ninja Smart Scoop™ and follow the measurements in the chart to fill the brew basket (**Fig. 12**). These measurements are based on level scoops—adjust to your preferred taste. We suggest using a medium-sized grind if grinding whole beans.
- 4 Slide the brew basket back into the brewer until it clicks into place.

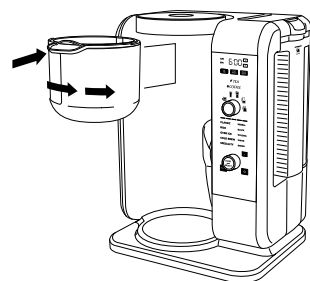


Fig. 10

### FILLING THE TEA BREW BASKET

For best results, use the tea measurement chart to determine how many tea bags or how much loose leaf tea to use for each brew size. The amount of tea for each size will remain the same for any brew type you select.

- 1 Open the brew basket by sliding it out of the brewer (**Fig. 10**). Ensure you have the TEA filter holder in the machine, denoted by the green handle with the tea leaf icon.
- 2 Place the tea permanent filter in the TEA filter holder (**Fig. 11**). When using tea bags, you may remove the tea permanent filter if more space is needed in the brew basket.
- 3 Use the Ninja Smart Scoop™ and follow the recommended measurements in the chart to fill the brew basket, adjusting to your preferred taste (**Fig. 12**).
- 4 Slide the brew basket back into the brewer until it clicks into place.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™

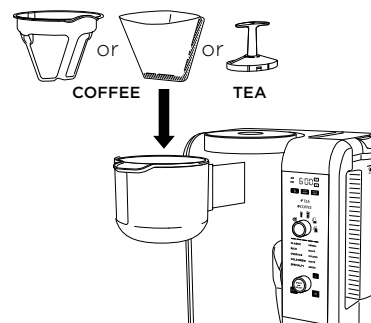


Fig. 11

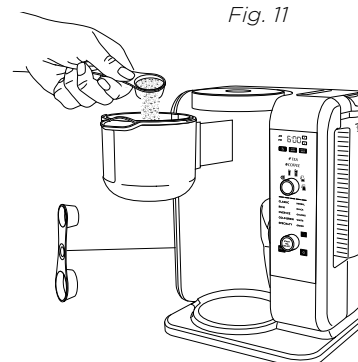






Fig. 12

### AUTOMATIC DRIP STOP


The system is equipped with an automatic drip stop. When the Drip Stop button  is illuminated, the drip stop is closed and no coffee or tea will flow out of the brew basket.


When brewing a half or full carafe, press the Drip Stop button  to pause the brew cycle and pour a cup. Promptly replace the carafe and press the Drip Stop button  again to complete the brew (**Fig. 13a**).


**NOTE:** If you forget to press the Drip Stop button  to resume the brew, the unit will pause the brew, and after 30 seconds it will give you a friendly audible reminder. After 5 minutes, the brew will be canceled.

### DRIP STOP TIME SETTING

After a brew is complete, the drip stop will automatically close. Some types of coffee, such as finely ground or decaf, can take a little longer to fully drain from the brew basket. To extend the amount of time the drip stop remains open after a brew, follow these instructions:

- 1 Press and hold the Drip Stop button  (**Fig. 13a**) until the clock display flashes either dFLt (default) or the previously specified time.
- 2 Press either the hour (H) or minute (M) button until the desired extension time is shown: dFLt (default), :15 (+15 seconds), :30 (+30 seconds), :45 (+45 seconds), :60 (+60 seconds), or OFF (**Fig. 13b**).

**NOTE:** When OFF is selected, the drip stop will remain open after a brew is complete. You can close the Drip Stop at any time by pressing the Drip Stop button  again. dFLt (default) is the machine's default time setting.

- 3 Press the Drip Stop button  to set the new time. Or wait 5 seconds, and the unit will beep, signifying that the new extension time has been set.

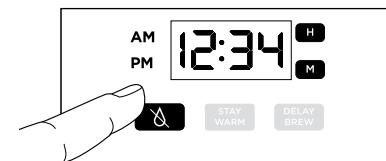


Fig. 13a

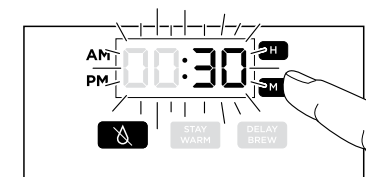


Fig. 13b



## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™



Fig. 14

### INTELLIGENT WARMING PLATE

The Intelligent Warming Plate will automatically turn on during a Half or Full Carafe size of Classic or Rich Brew. The Intelligent Warming Plate will adjust the heat it produces to avoid burning the coffee over time.

**IMPORTANT:** The HOT SURFACE light will illuminate when the warming plate is hot.

### STAY WARM BUTTON

Press STAY WARM after the brew to turn the Intelligent Warming Plate off. You can turn the Intelligent Warming Plate back on by pressing STAY WARM again (Fig.14).

### TIME & TEMPERATURE ADJUSTMENT

You can adjust how long the Intelligent Warming Plate remains on (up to 4 hours) and/or set the temperature to High or Low.

By default, the Intelligent Warming Plate is set to remain on for 2 hours, and is set to High to keep your coffee and tea hot. The Low setting keeps your brew at a slightly lower temperature to preserve flavor longer.

**NOTE:** The setting you choose will apply to both Coffee and Tea.

To change the time/temperature settings of your warming plate, follow these instructions:

- 1 Press and hold STAY WARM until the clock begins to flash the current warming time.
- 2 Quickly press the hour (H) and/or minute (M) buttons to increase the time up to 4 hours or decrease the time to 0 hours. Press STAY WARM to set the new time. Or wait 5 seconds, and the unit will beep, signifying the new time has been set.
- 3 Next, the clock will display the current warming plate temperature. To keep the same temperature, press STAY WARM, or wait 5 seconds for the same temperature to lock in. To change the temperature, press the hour (H) or (M) buttons, then press STAY WARM, or wait 5 seconds for the temperature to lock in.

**NOTE:** If you set the warming time to 0 hours, it will skip the warming temperature menu.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™



Fig. 15a



Fig. 15b



Fig. 16a



Fig. 16b

### BREWING

**NOTE:** Some brews have a pre-infusion cycle with varying times. The brewing cycle will begin, then there will be a pause for a short period before resuming. This process is used to evenly saturate the coffee grounds or tea.

### CUSTOM BREWS

#### CLASSIC BREW & RICH BREW



**NOTE:** Rich Brew will use slightly less water and yield slightly less brewed coffee or tea than Classic Brew.

- 1 After filling the water reservoir, place either the COFFEE or TEA filter holder into the brew basket. Add the ground coffee, loose leaf tea, or tea bags to the filter.
- 2 Close the brew basket, ensuring it is securely in place. The control panel will display either COFFEE (Fig. 15a) or TEA (Fig. 15b) settings based on the filter holder that has been inserted.

**NOTE:** If the brew basket is closed with no filter holder in place, both COFFEE and TEA will flash.

- 3 Use the Multi-Serve dial to select the brew size. Place the empty vessel you would like to brew into under the brew basket.

**NOTE:** If making a single cup, lower the Single-Serve Cup Platform and set your vessel in the center of it. Please ensure you are using at least a 12 oz. cup for the Cup size, 14 oz. cup for the XL Cup size, 16 oz. travel mug for the Travel Mug size, and 20 oz. travel mug for the XL Multi-Serve size.

- 4 Turn the START/SELECT dial to choose either Classic Brew or Rich Brew (Fig. 16a, Fig. 16b). If brewing tea, press the Tea button  to toggle to the tea menu, and use the dial to choose your tea type. To change your brew style while in the tea menu, press the Tea button  again.
- 5 Press the START/SELECT dial to start the brew. A progress bar on the control panel will show the status of the brewing cycle. To cancel the brew at any time, press the dial again or press the Power button.
- 6 The unit will beep and the clock will display End when the brew is complete.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™

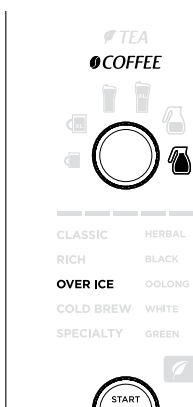


Fig. 17a



Fig. 17b



Fig. 18

### OVER ICE BREW & COLD BREW

**NOTE:** Cold Brew takes about 15 minutes for a Full Carafe.

**NOTE:** Glassware may be used with the Cold Brew setting, but not the Over Ice Brew setting.



- 1 After filling the water reservoir, insert either the COFFEE or TEA filter holder into the brew basket. Add the ground coffee, loose leaf tea, or tea bags to the filter.

**NOTE:** For COLD BREW coffee **ONLY**, add an additional scoop of coffee grounds to the brew basket.

- 2 Close the brew basket, ensuring it is securely in place. The control panel will display either COFFEE (Fig. 15a) or TEA (Fig. 15b) settings based on the filter holder that has been inserted.

- 3 Fill your desired vessel to the top with ice cubes and place the vessel below the brew basket. Use the Multi-Serve dial to select the brew size.

**NOTE: DO NOT** add ice to the water reservoir.

- 4 Turn the START/SELECT dial to choose either Over Ice Brew or Cold Brew (Fig. 17a, Fig. 17b). If brewing tea, press the Tea button  to toggle to the tea menu, and use the dial to choose your tea type. To change your brew style while in the tea menu, press the Tea button .
- 5 Press the START/SELECT dial to start the brew. A progress bar on the control panel will show the status of the brewing cycle. To cancel the brew at any time, press the dial again or press the Power button.
- 6 The unit will beep and the clock will display End when the brew is complete.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™



### SIGNATURE BREW

#### SPECIALTY BREW

**NOTE:** Specialty always yields 4 oz. of coffee and 6 oz. of tea (with the exception of Green tea, which yields 2 oz.).

- 1 After filling the water reservoir, insert either the COFFEE or TEA filter holder into the brew basket. Add the ground coffee, loose leaf tea, or tea bags to the filter.
- 2 Close the brew basket, ensuring it is securely in place. The control panel will display either COFFEE (Fig. 15a) or TEA (Fig. 15b) settings based on the filter holder that has been inserted.
- 3 Place the empty vessel you would like to brew into under the brew basket.

**NOTE:** If brewing an iced blended drink, fill the desired vessel with the amount of ice recommended in the recipe before brewing.

- 4 Turn the START/SELECT dial to choose SPECIALTY (Fig. 18). If brewing tea, press the Tea button  to toggle to the tea menu, and use the dial to choose your tea type. To change your brew style while in the tea menu, press the Tea button  again.
- 5 Press the START/SELECT dial to start the brew. A progress bar on the control panel will show the status of the brewing cycle. To cancel the brew at any time, press the dial again or press the Power button.

**NOTE:** The brewing cycle will begin, then pause for a short period before resuming. This process is used to evenly saturate the coffee grounds or tea.

- 6 The unit will beep and the clock will display End when the brew is complete.

### SETTING THE DELAY BREW

**NOTE:** The unit must remain on for the Delay Brew function to work. **DO NOT** power off after setting Delay Brew.

- 1 Turn the unit on by pressing the Power button.

**NOTE:** The clock will remain on even if the unit is turned off. Ensure the unit is powered on to set Delay Brew.

- 2 After filling the water reservoir and adding ground coffee or tea to the correct filter holder, be sure the reservoir, brew basket, and filter are securely in place. Place the appropriate-size vessel under brew basket.

**NOTE:** The brew basket must be securely closed with either the COFFEE or TEA filter inserted to set Delay Brew.

## PREPARING & USING THE NINJA HOT & COLD BREWED SYSTEM™ - CONT.

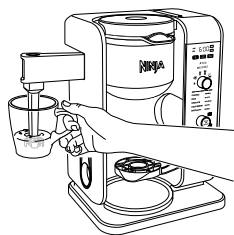


Fig. 20

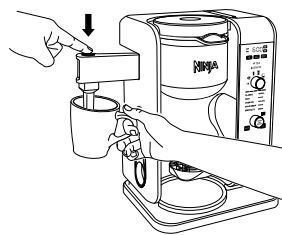


Fig. 21

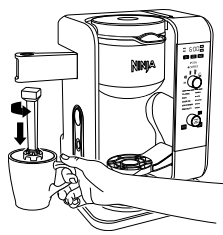




Fig. 22

- 3 Press DELAY BREW. DELAY BREW will illuminate and the clock will begin to flash "12:00" or the last Delay Brew time that was set (**Fig. 19**).
- 4 While the clock is flashing, press the hour (H) or minute (M) button to set the time that you would like the Delay Brew to begin. The AM or PM indicator will illuminate on the left side of the display as you are setting the desired time.
- 5 Once the proper time has been set, select the size of the vessel that you would like to brew into.
- 6 Turn the START/SELECT dial to choose your brew style. If brewing tea, press the Tea button  to toggle to the tea menu, and use the bottom dial to choose your tea type. To change your brew style while in the tea menu, press the Tea button  again.

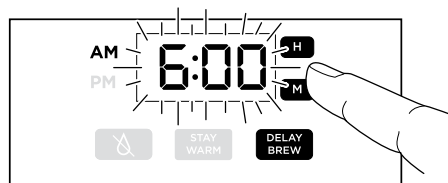


Fig. 19

- 7 Once the time, brew size, brew style, and tea type (if applicable) have been set, allow DELAY BREW to stop flashing, or press DELAY BREW to activate. When activated, the unit will beep and DELAY BREW and your selected options will remain illuminated. To cancel, press DELAY BREW again.

**NOTE:** If you attempt to change your selections while Delay Brew is set, the unit will beep and DELAY BREW will flash. To change your selections, cancel the Delay Brew.

### FROTHING MILK

- 1 Pour milk into cup, until it is about  $\frac{1}{3}$  full. (Use more or less milk depending on your preference.) Microwave for 45 to 60 seconds for hot milk.
- 2 Move the frother into the ready position by swinging the arm toward the front.
- 3 Hold the cup under the frother and submerge the whisk just below the surface of the milk. This allows air to fold into the milk for the frothiest results (**Fig. 20**).
- 4 Press and hold the frothing button for 30 to 45 seconds (**Fig. 21**).
- 5 You can easily remove the frother whisk by twisting it clockwise. To avoid spills, keep your cup below the whisk and carry it to your sink or dishwasher for cleaning (**Fig. 22**).

## CARE & MAINTENANCE

### CLEANING AFTER A BREW

**NOTE:** For best results, we recommend rinsing the reservoir after brewing and refilling with fresh water for the next brew.

- 1 After the unit has cooled, remove the filter holder from the brew basket. If using a paper coffee filter, discard it. If using either the coffee or tea permanent filter, wash it thoroughly with soap and warm water or place on top rack of dishwasher.
- 2 Clean the frother whisk after each use. Hand-wash thoroughly or place on top rack of dishwasher.
- 3 Wash the carafe and brew-through lid with soap and warm water. Use a bottle brush or a cloth to wash the inside of the carafe. **DO NOT** use a wire brush.

**NOTE:** The glass carafe, brew-through lid, coffee and tea permanent filters, removable filter holders, water reservoir, flip-top lid, frother whisk, and scoop are top-rack dishwasher safe.

- 4 After the brewer has cooled, wipe down the main unit, showerhead, and water reservoir shelf with a cloth and warm water. **DO NOT** immerse the brewer in water.

### CLEANING YOUR WATER RESERVOIR

Empty the water reservoir and hand-wash or place in your dishwasher.

### CLEANING YOUR CARAFE

We recommend cleaning your carafe with warm, soapy water.

If you want to clean the carafe more thoroughly, we recommend using a soft foam brush. **DO NOT** use a wire brush.



Fig. 23

## CARE & MAINTENANCE - CONT.

### CLEANING & DESCALING YOUR BREWING SYSTEM

The CLEAN button will illuminate when a cleaning cycle is recommended for your unit, as calcium scale buildup could be affecting the flavor of your coffee or tea.

To clean and descale your Ninja Hot & Cold Brewed System™:

**NOTE:** The clean cycle takes approximately 60 minutes.

- 1 Select the Full Carafe size and set the empty carafe beneath the brew basket.
- 2 Use a descaling solution specifically formulated for coffeemaker cleaning and follow the directions on the package. Fill the water reservoir up to, but not exceeding, the Max Fill line (50 oz.).

**OR**

Fill the water reservoir to the Travel Mug line (16 oz.) with white vinegar, then fill the rest of the reservoir with water up to, but not exceeding, the Max Fill line.

**IMPORTANT:**  
Use only white vinegar.

- 3 Once the water reservoir is filled with your cleaning solution and water mixture, press the CLEAN button (**Fig. 23**).

**NOTE:** To cancel the clean cycle, press the Power button or CLEAN button once. The unit will beep and stop brewing through the cleaning mixture. Continue to follow the instructions starting at Step 6.

**IMPORTANT:** If you cancel the clean cycle, your machine will not be properly descaled.

- 4 The clock will display and count down the remaining clean cycle time, which takes approximately 60 minutes to complete. Your unit will deliver a small amount of cleaning solution to distribute it through the system. It will then pause, deliver additional cleaning solution, and continue for 60 minutes. The extended pauses allow for maximum cleaning and descaling.

**IMPORTANT: DO NOT** remove the carafe at any time throughout the clean cycle.

- 5 Upon completion, the brewer will beep, the clock will display End, and the CLEAN light will turn off.
- 6 Empty and thoroughly clean the carafe and water reservoir with warm, soapy water to remove any cleaning solution that could affect the flavor of your coffee or tea.
- 7 Fill the reservoir with fresh water up to, but not exceeding, the Max Fill line and set the empty carafe beneath the brew basket.
- 8 Flush the system by running a Full Carafe, Classic Brew cycle with water only. After the cycle is complete, discard the water and thoroughly clean the carafe.

**NOTE:** If the CLEAN light illuminates again, then calcium buildup is still present. Repeat the cleaning cycle instructions from the beginning, and the CLEAN light will automatically turn off when your brewer is clean.

## TROUBLESHOOTING GUIDE

### There's sediment in my coffee.

- If using a permanent filter, the sediment at the bottom of the brewed coffee may be due to using finely ground coffee.
- To reduce the amount of sediment in the brewed coffee, use a slightly coarser grind or use a paper filter.

**NOTE:** We **DO NOT** recommend using a paper filter in conjunction with the permanent filter, as clogging and backing up of water and/or coffee in the filter basket can occur.

### OVER ICE Brew and COLD BREW are not cold.

- Ensure your cup, travel mug, or carafe is filled all the way to the top with ice cubes before brewing. Your Ninja Hot & Cold Brewed System™ will brew at elevated temperatures to lock in the best flavor, then the ice will cool the brewed coffee or tea to the perfect temperature.

### Coffee or tea is too weak.

- **COFFEE:** For stronger coffee, use the RICH brew setting, try darker roast beans, or use the permanent filter rather than a paper filter. If you want an even bolder flavor, you can add more coffee grinds to the brew basket. Additional grinds do absorb liquid, so you will have a more concentrated, smaller cup of coffee.
- **TEA:** For stronger tea, use the RICH brew setting, or add more tea to the brew basket.

### Coffee or tea is too strong.

- **COFFEE:** For milder coffee, use the CLASSIC brew setting, use lighter roast beans, or use a paper filter rather than the permanent filter. If you want an even milder flavor, you can put fewer coffee grinds in the brew basket.
- **TEA:** For milder tea, use the CLASSIC brew setting, or use less tea in the brew basket.

### Brew cycle is too slow.

- Depending on your settings, your brew time will vary from around 4 minutes to 18 minutes. The progress bar on the control panel will indicate brew status.

### Cup or travel mug overflowed.

- Ensure you are using at least a 12 oz. cup for the Cup size, 14 oz. cup for the XL Cup size, 16 oz. travel mug for the Travel Mug size, and 20 oz. travel mug for the XL Multi-Serve size.

### Brew basket overflowed.

- The bottom of the filter holder may be clogged. This can happen with finely ground coffee or too many coffee grinds in the brew basket. Medium-ground coffee is recommended.

**NOTE:** When using a paper filter, do not use the permanent filter.

## TROUBLESHOOTING GUIDE - CONT.

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### **There's water left in my reservoir.**

- The water reservoir markings are minimum fill lines that indicate the amount of water needed for that brew size. However, all brew styles use different amounts of water to create the proper flavor and concentration, leaving some water to remain.

### **My Ninja Hot & Cold Brewed System is leaking.**

- After removing the water reservoir, there may be a small amount of water in the reservoir valve. This can be easily removed with a dry cloth.
- If the leak is coming from the brew basket, make sure all parts are assembled correctly and securely. If the leak is coming from the bottom of the brewer, call Customer Service at 1-877-646-5288.

### **CLEAN light is on.**

- Run a clean cycle. If you have recently completed a clean cycle, you may need to run a second cycle to remove additional mineral buildup that occurs naturally over time.

### **There's no Rooibos or Pu'erh tea type setting.**

- Use the Herbal tea setting for Rooibos and the Black tea setting for Pu'erh.

### **CLOCK DISPLAY MESSAGES:**

#### **“Add” “Wtr”**

- The system does not have enough water in the reservoir to complete your brew. Add fresh water to the reservoir and then press the START/SELECT dial to resume.

#### **“CLn”**

- The system has detected that a clean cycle needs be run immediately to remove calcium scale buildup in the boiler. See 'Cleaning & Descaling Your Brewing System' for instructions.

#### **“Hot” “Wtr”**

- The system has detected that hot water has been added to the water reservoir. Remove the reservoir and empty the hot water. Refill the reservoir with fresh, cool water and return it to the base of the system. Wait until the display no longer shows “Hot” “Wtr” before using the system again.

### **ERROR MESSAGES:**

#### **“Er”**

- If the clock displays “Er” and then a number (ex. “Er 03”), contact Customer Service at 1-877-646-5288.

## REPLACEMENT PARTS

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To order additional parts and accessories, visit [ninjaaccessories.com](http://ninjaaccessories.com) or contact Customer Service at **1-877-646-5288**.

## PRODUCT REGISTRATION

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Please visit [registeryourninja.com](http://registeryourninja.com) or call 1-877-646-5288 to register your new Ninja® product within ten (10) days of purchase. You will be asked to provide the store name, date of purchase, and model number along with your name and address.

The registration will enable us to contact you in the unlikely event of a product safety notification. By registering, you acknowledge you have read and understood the instructions for use and warnings set forth in the accompanying instructions.

## Shark NINJA ONE (1) YEAR LIMITED WARRANTY

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The 1-Year Limited Warranty applies to purchases made from authorized retailers of SharkNinja Operating LLC. Warranty coverage applies to the original owner and to the original product only and is not transferable.

SharkNinja warrants that the unit shall be free from defects in material and workmanship for a period of 1 year from the date of purchase when it is used under normal household conditions and maintained according to the requirements outlined in this instruction manual, subject to the following conditions and exclusions.

### What is covered by my warranty?

1. The original unit and/or non-wearable components deemed defective, in SharkNinja's sole discretion, will be repaired or replaced for up to 1 year from the original purchase date.
2. In the rare event that a replacement unit is issued, the warranty coverage ends 6 months after the receipt date of the replacement unit or the remainder of the existing warranty, whichever is greater. If the unit is replaced, SharkNinja reserves the right to replace the unit with one of equal or greater value.

### What is not covered by my warranty?

Our Customer Service and Product Specialists are available to provide all the warranty service options available to you, including the possibility of upgrading to our VIP Warranty Service Options for select product categories.

1. Normal wear and tear of wearable parts (including filter holders, permanent filters, frother whisk, carafe and brew-through lid, water reservoir and flip-top lid, and Ninja Smart Scoop™) that require regular maintenance and/or replacement to ensure the proper functioning of your unit, are not covered by your warranty.
2. Any unit that has been tampered with or used for commercial purposes.
3. SharkNinja will cover the cost for the customer to send the unit to us for repair or replacement. A fee of \$19.95 for return shipping costs will be charged at the time of return shipment of the repaired or replacement unit.
4. Damage caused by misuse, abuse, or negligent handling, or damage due to mishandling in transit.
5. Consequential and incidental damages.
6. Defects caused by or resulting from damages from shipping or from repairs, service, or alteration to the product or any of its parts that have been performed by a repair person not authorized by SharkNinja.
7. Products purchased, used, or operated outside of North America.

### Problems with your unit/How to get service:

If your appliance fails to operate properly while in use under normal household conditions within the warranty period, visit [ninjakitchen.com](http://ninjakitchen.com) for product care/maintenance self-help. Our Customer Service and Product Specialists are also available at 1-877-646-5288 to assist with product support and warranty service options.

### How to initiate a warranty claim:

You can call 1-877-646-5288 to have a Customer Service Specialist assist you. Please note, you must call 1-877-646-5288 to initiate a warranty claim. Return and packing instruction information will be provided at that time.

For Customer Service hours, visit [ninjakitchen.com](http://ninjakitchen.com).

Replacement parts are available for purchase at [ninjaaccessories.com](http://ninjaaccessories.com). For more information on what are classified as wearable and non-wearable parts, visit [ninjakitchen.com/warranty](http://ninjakitchen.com/warranty).

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Some states do not permit the exclusion or limitation of incidental or consequential damages, so the above may not apply to you.





**SharkNinja Operating LLC**  
**US: Needham, MA 02494**  
**1-877-646-5288**  
**ninjakitchen.com**

Illustrations may differ from actual product. We are constantly striving to improve our products, therefore the specifications contained herein are subject to change without notice.

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