

Please make sure to read the enclosed Ninja® Owner's Guide prior to using your unit.

**NINJA®**

**Single Serve**

**GROUND & PODS**

**HOT & ICED COFFEE MAKER  
with Rapid Cold Brew**

# **QUICK START GUIDE**

# BEFORE YOUR FIRST BREW

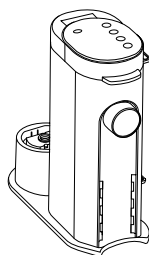
**IMPORTANT:** Ensure you prime your coffee maker before your first brew.

## TO PRIME YOUR COFFEE MAKER:

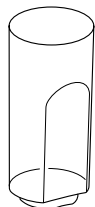
- 1 Clean all accessories before your first brew.
- 2 Plug in the power cord and the coffee maker will turn on automatically.
- 3 Lift the water reservoir off its base. Remove the reservoir lid. Fill the reservoir up to at least the 24 oz. line with fresh water and place it back on the base.
- 4 Open the coffee maker lid, remove the Ninja Pod Adapter and insert the Permanent Filter. Do not add coffee; close the lid.
- 5 Place a 24 oz. cup under the nozzle and prime the system by running a 24 oz. Classic brew with water only.
- 6 Once the brew is complete, discard the water; coffee maker is now primed for use.

**NOTE:** If using the brewer in a high-altitude area, running a calibration brew is required. Not running a high-altitude calibration brew in a high-altitude area will result in excessive steaming during brewing. Refer to page 3 of the Owner's Guide for instructions on running a high-altitude calibration brew.

## WHAT'S IN THE BOX



**NINJA PODS & GROUNDS  
COFFEE MAKER**



**56 OZ. REMOVABLE  
WATER RESERVOIR**



**ADJUSTABLE CUP TRAY**



**BREW BASKET**

Comes fully installed in the brewer. It must always be inserted when brewing pods or grounds.



**NINJA® POD ADAPTER**

Comes fully installed in the coffee maker. Ninja Pod Adapter must always be inserted in the brew basket when brewing pods.



**PERMANENT FILTER**

Located in the adapter storage on the right side of the unit. Permanent Filter must always be inserted in the brew basket when brewing grounds.



**ADAPTER STORAGE BIN**



**NINJA SMART SCOOP™**

Use this to measure coffee grounds.



**DE-CLOG TOOL**

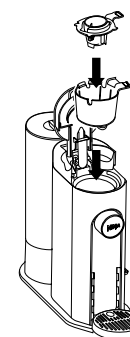
## USING THE NINJA POD ADAPTER AND PERMANENT FILTER

The Ninja Single-Serve Pods & Grounds Coffee Maker comes with the unique Ninja Pod Adapter already installed and a Permanent Filter in the Adapter Storage Bin located on the right side of the coffee maker. Always ensure the Ninja Pod Adapter or Permanent Filter is installed in the brew basket.



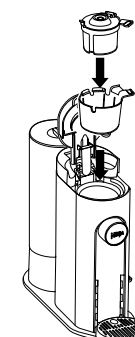
### INSTALLING THE NINJA POD ADAPTER

Place the Ninja Pod Adapter in the brew basket, ensure the handle is aligned with the brew basket handle, and press down on the Ninja Pod Adapter firmly until it clicks into place.



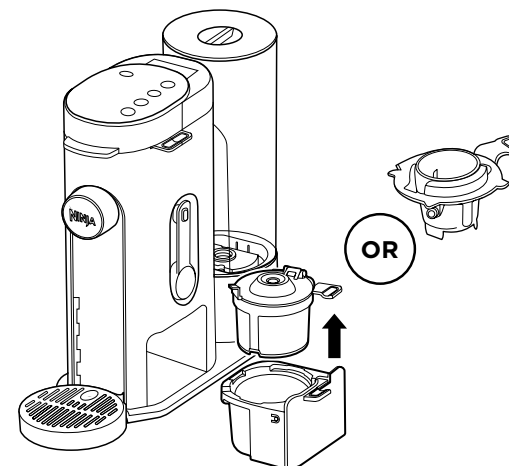
### INSTALLING THE PERMANENT FILTER

Place the Permanent Filter in the brew basket and ensure the handle is aligned with the brew basket handle.



## ADAPTER STORAGE BIN

The adapter storage is located on the right side of the unit and can be used for both the Permanent Filter and Ninja Pod Adapter.



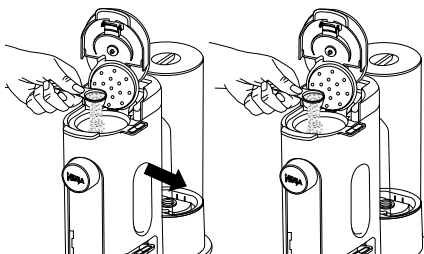
## HOW TO BREW

### 1 CHOOSE A METHOD



#### GROUND S

- 1 Place the Permanent Filter in the brew basket.
- 2 Using the Ninja Smart Scoop, measure out grounds following the measurements on the scoop or in the chart below.



#### COFFEE MEASUREMENT CHART

Serving Size	Ninja Smart Scoop
6 oz.	2-3 Scoops
8 oz.	
10 oz.	
12 oz.	3-5 Scoops
14 oz.	
18 oz.	
24 oz.	5-7 Scoops

- 3 Close the Permanent Filter and then the coffee maker lid.

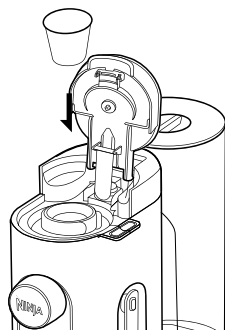
OR



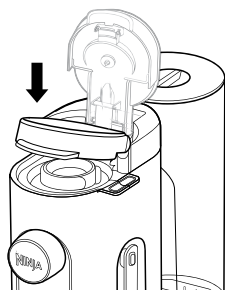
#### PODS

- 1 Place the Ninja Pod Adapter in the brew basket.
- 2 Place a pod in the Ninja Pod Adapter.

**IMPORTANT:** Ensure the pod is not damaged, torn, or expired. **DO NOT** remove the top of the K-Cup Pod.



- 3 Press the coffee maker lid down firmly to pierce the pod and ensure that the lid is completely closed. There will be an audible click and some resistance when closing the handle as the needles puncture the pod.



**IMPORTANT:** There is a chance the needles could become clogged after multiple uses. If you find that your needles seem clogged, refer to page 11 of the Owner's Guide for instructions on how to clean.

### 2 SELECT A BREW STYLE



#### CLASSIC

Smooth, well-balanced flavor.



#### OVER ICE

Specially designed to brew hot over ice for freshly brewed iced coffee that is not watered down. **Always fill your vessel to the top with ice cubes before brewing Over Ice.**



#### RICH

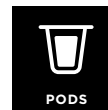
More intense flavor that stands up to milk, cream, or flavoring.



#### COLD BREW

Brewed at a lower temperature over ice for an ultra-smooth, deep, and sweet flavor. **Always fill your vessel to the top with ice cubes before brewing Cold Brew.**

### 3 SELECT A SIZE



#### PODS

6 oz. 8 oz. 10 oz. 12 oz.



#### GROUND S

6 oz. 8 oz. 10 oz. 12 oz. 14 oz. 18 oz. 24 oz.

\*Approximate brew volumes based on Classic brew. Rich brew will produce slightly less output. Refer to the Approximate Brew Volumes chart in the Owner's Guide for more information.

### 4 BREW



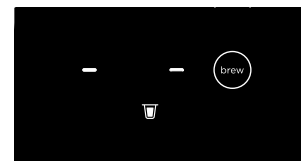
brew

Press the **BREW BUTTON** to start brewing. A confirmation beep will sound and the progress bar on the control panel will illuminate to indicate the status of the brew.

**NOTE: THE BREW MAY PAUSE ONCE OR MULTIPLE TIMES DURING THE BREW CYCLE. THIS IS NORMAL.** Pausing allows the coffee grounds to fully extract and unlock the full flavor of the brew style.

**During a pod brew, the machine may stop and display this message.**

This means that your machine may have loose grounds in it.

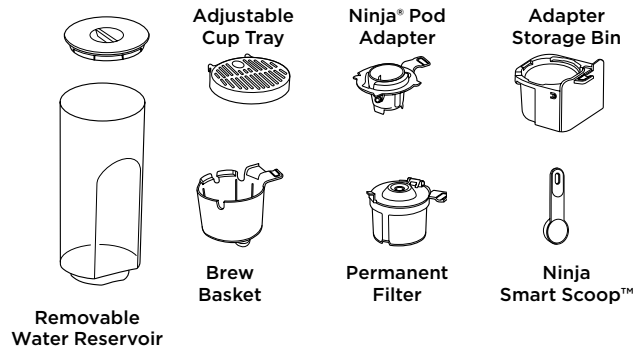


- 1 To resolve this, remove the pod and take the Ninja Pod Adapter out.
- 2 Wash Ninja Pod Adapter thoroughly with water to remove any leftover grounds.
- 3 Remove brew basket. Be sure to clean out any grounds from brew basket, then insert back into machine.
- 4 Place Ninja Pod Adapter back in brew basket. Run a water-only brew by brewing a 12 oz. classic drink. Once the brew is complete, you are now ready to brew another drink. For best results, use bottled water and first-party pods.

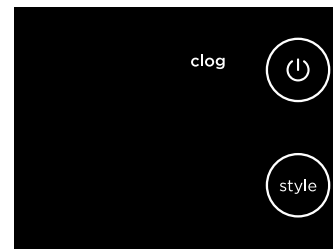
## CLEANING & MAINTENANCE

### DISHWASHER-SAFE PARTS

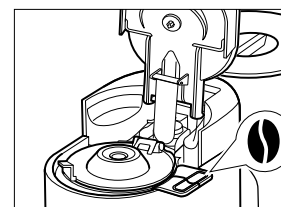
All parts (excluding the main unit) are dishwasher safe. We recommend cleaning used parts after each brew.



## DE-CLOGGING INSTRUCTIONS

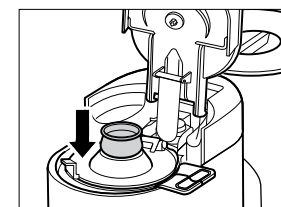


Check the top and bottom needles regularly for coffee ground buildup. If the clog light is illuminated or you are experiencing inconsistent brews, there may be a clog in the needles.



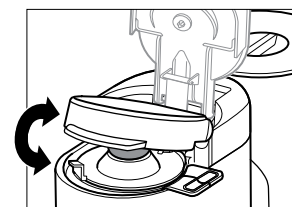
1. Power off the coffee maker.

Open the lid of the coffee maker and remove the Ninja Pod Adapter. Place the Permanent Filter inside the machine.



2. Place the De-Clog Tool into the Permanent Filter with the open side of the De-Clog Tool facing up. Push down the De-Clog Tool until it snaps into place.

Carefully fill up De-Clog Tool with water until it is full.



3. Gently close the lid until it makes contact with the De-Clog Tool, then pump down 10 times. **(Do not close the lid all the way.)**

4. Open the lid and remove the De-Clog Tool; discard any water.
5. With the permanent filter and brew basket installed, fill the water reservoir up to at least the 12 oz. line with fresh water. Do not add coffee to the Permanent Filter; close the lid.
6. Power on the coffee maker. Place a large cup under the nozzle and run a water-only 12 oz. brew to clear the system.
7. Once the brew is complete, discard any water. If the brew is not successful, power off the coffee maker and repeat these steps. If the problem persists, please contact Customer Service for assistance.

# NINJA®

Single Serve

## GROUND & PODS

**HOT & ICED COFFEE MAKER  
with Rapid Cold Brew**

**For questions or to register your product, contact us at  
1-877-646-5288 or visit us online at [ninjakitchen.com](https://ninjakitchen.com)**



**@ninjakitchen**

PB045\_QSG\_REV\_MV21

© 2025 SharkNinja Operating LLC

NINJA is a registered trademark of SharkNinja Operating LLC.  
NINJA SMART SCOOP is a trademark of SharkNinja Operating LLC.