



GENERAL INSTRUCTIONS FOR COFFEE URN

MEASURE WATER:

Remove cover and basket assembly. Fill coffeemaker with fresh, **COLD** water to desired fill line.

Do not fill coffee maker past top fill line.

NEVER use hot water to make coffee.

MEASURE COFFEE:

Measure appropriate amount of coffee (see chart below) into coffee basket on percolating tube into heating well, but **DO NOT FORCE INTO PLACE**. Place cover on coffee maker and turn to secure in place.

COFFEE MEASURING GUIDE:

These are recommended amounts only – coffee strength can be adjusted to personal taste by adding or subtracting from these quantities.

<u>CUPS</u> (5 oz. serving)	<u>GROUND COFFEE</u> (8 oz. dry measure)
12-15	$\frac{3}{4}$ cup
20-25	1 $\frac{1}{2}$ cups
30-36	2 cups
40-45	2 $\frac{1}{2}$ cups
50-55	3 $\frac{1}{4}$ cups
60-65	3 $\frac{3}{4}$ cups
80-85	5 $\frac{1}{2}$ cups
95-100	6 $\frac{1}{4}$ cups

BEGIN BREWING:

Plug cord into any AC grounded outlet. **USE 110-120 VOLT ONLY**. On units featuring an **ON/OFF** switch, select the “**ON**” position to start brewing. All other models begin brewing as soon as they are plugged in. Coffeemaker stops perking automatically. Signal light glows when coffee is ready to serve. After brewing, coffeemaker switches to low heat and will keep coffee at proper serving temperature until unit is unplugged or the **ON/OFF** switch is turned to “**OFF**”. Before serving, turn cover to remove. Using a hot pad, remove coffee basket and percolating tube. If coffee basket and percolating tube are not removed, bitter oils from the extracted grounds will drip into coffee.

Replace cover making sure it is completely secured into handle slots. **NEVER** plug in coffeemaker without water or liquid coffee in it - this will damage the coffeemaker.

SERVE:

Push or pull faucet and hold until cup is filled; release and it's shuts off automatically.

