



Coffee Urn Instructions

- Always use the coffeemaker on a dry, level, heat resistant surface away from any edge.
- With the basket and stem removed, fill the coffeemaker with COLD water to just above the faucet. Check for any dripping. If dripping occurs between the faucet and body, tighten the nut inside the coffeemaker. If dripping occurs from faucet, tighten the faucet bonnet. If no dripping occurs, fill the coffeemaker with cold water to the desired cup level. Do not fill past the maximum cup level.
- Insert the stem into the heating unit well at the bottom of the coffeemaker and put the basket on the stem. Add regular grind coffee to the basket using the chart below and spread the grounds evenly in the basket. Do not use finely ground coffee because the basket can flood.
- The amount of coffee recommended is for mild/medium strength coffee. The amounts can be adjusted to suit your preference.
- Place the cover on the coffeemaker and turn to lock into the handle slots.
- Plug the cord into a 120 volt AC grounded outlet ONLY. If applicable, set the on/off switch to on.
- Each cup requires no longer than 1 minute to brew, the coffeemaker stops automatically. Coffee is ready when the light in the base glows. The coffee will remain at serving temperature as long as the coffeemaker is plugged in and the switch is on.
- Before serving, turn the cover and using a hot pad, remove the stem and basket to avoid bitter oils from the grounds dripping into the coffee. Replace the cover and serve.
- To fill cups, press the faucet handle down and release when filled. Lifting the handle up will lock it in the open position.
- When about 3 cups remain or when coffee can no longer be seen in the view tube, turn the switch to off and unplug the cord from the outlet.
- Liquid must always cover the inside bottom of the coffeemaker to avoid overheating and damage.
- If you are grinding your own beans, medium to coarse grind works best, a fine grind will cause the basket to flood.

<u>Water Level</u>	<u>Ground Coffee</u>	<u>Brew Time</u>
12 cups	1 cup	10-12 minutes
18 cups	1 ¼ cups	16-18 minutes
25 cups	1 ½ cups	25 minutes
30-35 cups	2 cups	30-35 minutes
40-45 cups	2 ½ cups	40-45 minutes
50-55 cups	3 cups	50-55 minutes
60 cups	3½ cups	60 minutes
80 cups	4 cups	80 minutes
100 cups	6¼ cups	90-100 minutes