

INSTRUCTIONS FOR MAKING COFFEE

Before you begin, ensure the coffee urn is placed on a dry, level and heat resistant surface, away from any edge.

1. 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 the coffeemaker body, tighten the nut inside the coffeemaker. If the dripping occurs from the faucet spout, tighten the faucet cap. If there is no dripping present, or has been stopped, fill the coffeemaker with cold water to the desired cup level. Marks on inside of the coffeemaker show cup levels. Do not fill past maximum cup level.
2. Place the stem and basket in the coffeemaker. Place the stem into the heating well in the bottom of the coffeemaker, then place the basket on the stem. When they're connected, let the basket and stem tip upright. Add regular ground coffee to the basket using the chart below for the amount to use depending on the cup level. Spread the grounds evenly in the basket. Use standard measuring cups to measure the grounds. Do not let any grounds fall into the stem opening. Do not use "Drip" or finely ground coffee because the basket can flood. The amount of ground coffee recommended will make mild-strength coffee which most people prefer. The amount of coffee used can be adjusted to suit your preference.
3. Place the cover on the coffeemaker and turn to lock into the handle slots. Note the arrows on the cover for correct turning. To reduce coffee spills, especially if the coffeemaker is tipped over, make sure that the cover has been turned clockwise until the cover is completely locked into the handle slots. Note: While moving an appliance containing hot liquids is not recommended, if you must move the coffeemaker, extreme caution should be used because the cover only temporarily reduces coffee from spilling if the coffeemaker is tipped over.
4. Plug the cord into a 120 volt AC grounded electric outlet ONLY. If applicable, set the "ON/OFF" switch to "ON."
5. The coffeemaker will stop perking automatically (each cup takes no more than 1 minute to brew). Coffee is ready when the light in the base glows. Coffee will remain at serving temperature as long as the coffeemaker is plugged in (and the switch is "ON"). Before serving, turn the cover to remove the basket and stem. Using a hot pad, remove the coffee basket, and stem. If the coffee basket and stem are not removed, bitter oils from the extracted grounds will drip into the coffee. Replace the cover making sure it is completely locked into the handle slots.
6. For single-cup filling, press the faucet handle down. Release the handle when filled. For continuous flow when filling the coffee server, lift handle straight up until it locks into the open position. Lower the handle when the server is filled.
7. When about 3 cups of coffee remain in the coffeemaker, or when the coffee can no longer be seen in the view tube, turn the switch "OFF" and unplug the cord from the electrical outlet. **Note:** Liquid must always cover the inside bottom of the appliance at all times. Falling below the minimum level could cause overheating and damage to internal components and will void the warranty.

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SPECIAL NOTE ON GRINDING COFFEE BEANS: If you grind your own coffee beans, grind to medium coarseness for best results. **DO NOT** grind too fine (powder-like) because this can cause the basket to flood.

100-CUP UNIT	
WATER LEVEL	MEASURE OF GROUND COFFEE
100 CUPS	6 ¼ CUPS
80 CUPS	5 CUPS
60 CUPS	4 CUPS
40 CUPS	2 ½ CUPS
WARNING: DO NOT MAKE LESS THAN 40 CUPS OR MORE THAN 100 CUPS OF COFFEE AT ONE TIME	

55-CUP UNIT	
WATER LEVEL	MEASURE OF GROUND COFFEE
55 CUPS	3 ½ CUPS
45 CUPS	2 ¾ CUPS
35 CUPS	2 CUPS
25 CUPS	1 ½ CUPS
WARNING: DO NOT MAKE LESS THAN 25 CUPS OR MORE THAN 55 CUPS OF COFFEE AT ONE TIME	