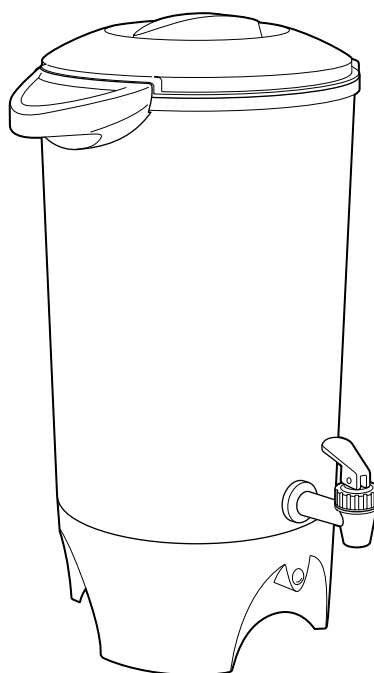




COFFEE URN



READ BEFORE USE

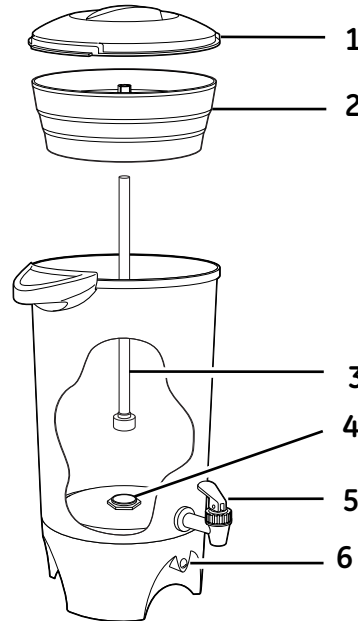
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**For Customer Assistance, call Customer Service at
1-877-207-0923 (US) or 01-800-343-7378 (México)**

PARTS AND FEATURES

1. Cover
2. Coffee Basket
3. Stem
4. Heating Unit Well
5. Serving Spout
6. Ready Light



TO MAKE COFFEE

Before First Use: Clean the coffee urn by following the steps in "How To Clean."

1. To make coffee, remove cover, coffee basket and stem. Fill coffee urn with cold water to desired level as indicated by numbered servings on inside of urn.
2. Place stem into coffee basket. Then holding the center post of the coffee basket place large end of stem into heating unit well.
3. Measure ground coffee into coffee basket. Avoid getting ground coffee in the stem. Refer to the Coffee Making Chart that follows. Spread coffee evenly in basket.
4. Place cover onto coffee urn and turn to lock.
5. Plug cord into the coffee urn then plug the cord into electrical outlet. The unit automatically turns on.
6. The coffee urn will stop automatically when the coffee has finished brewing, and the Ready light will glow. Allow about 1 minute per cup for brewing time.
7. Using a hot mitt, remove cover then carefully remove coffee basket with HOT grounds and stem. Replace cover.
8. The coffee urn will remain at serving temperature until it is unplugged. To serve, place a cup under the serving spout. Push down and hold the lever until the cup is filled, then release the lever. For a constant flow, to empty the urn, or fill a carafe, lift the lever straight up. The lever will stay in the open position until the lever is pushed down.
9. When finished serving coffee, unplug the coffee urn from the electrical outlet. Then remove cord from the coffee urn.

COFFEE MAKING CHART

Water Level	Amount of Ground Coffee
42 cups (10.5 L)	2½ cups (625 ml)
36 cups (9 L)	2¼ cups (562.5 ml)
30 cups (7.5 L)	1¾ cups (437.5 ml)
24 cups (6 L)	1½ cups (375 ml)
18 cups (4.5 L)	1 cup (250 ml)
12 cups (3 L)	¾ cup (175 ml)

NOTE: We recommend using coffee that has been ground specifically for use in a **percolator-type** coffee maker. Although, coffee marked "For All Coffee Makers" is acceptable. If using a coffee grinder and whole beans, percolator coffee should be a coarse grind. A finely ground coffee may cause the coffee basket to overflow.

TO HEAT WATER

Use heated water to make instant coffee, hot cocoa, or tea.

1. To heat water, remove cover, coffee basket and stem. Fill coffee urn with cold water to desired level as indicated by numbered servings on inside of urn.
2. Place stem into coffee basket then place large end of stem into heating unit well. (Using the stem and basket will speed heating time.)
3. Place cover onto coffee urn and turn to lock. Plug in coffee urn and let go through complete perk cycle. Water is hot when Ready light glows.

HOW TO CLEAN

1. After each use, unplug cord from outlet then remove cord from the coffee urn. Let cool before cleaning.
2. Remove cover, coffee basket and stem. Wash in hot soapy water, rinse and dry or place these parts in dishwasher. Do not put urn in dishwasher.
3. Fill the coffee urn half full with hot water. Add a drop of liquid dishwashing detergent and wash the inside of the coffee urn. Use a scouring pad and clean the inside of the heating unit well. This part must be properly cleaned to maintain the proper operation of the coffeemaker.
4. Drain the soapy water then fill the coffee urn with hot water to rinse. Open serving spout and let hot water flow through to clean the spout. Repeat with another hot water rinse. Dry.
5. Clean outside of coffee urn with a damp cloth. Do not use abrasive scouring pads or cleansers.

TO REMOVE MINERAL DEPOSITS AND BUILDUP

If the coffee urn is used daily follow these instructions every other week. Fill the coffee urn with 1 quart cold water and 1 quart white vinegar. Assemble with stem, coffee basket and cover.

Plug in and let go through the perk cycle. When perking has stopped let sit another 15 minutes. Unplug and drain the coffee urn. Let cool then clean according to "How To Clean."

TO REMOVE DISCOLORATION

To lighten discolored metal inside the coffee urn, fill the urn to the 42 cup level. Assemble with stem and coffee basket. Place 2 tablespoons cream of tartar into basket (found in the spice section of supermarket). Place cover onto coffee urn.

Plug in and let go through the perk cycle. When perking has stopped let sit another 15 minutes. Unplug and drain the coffee urn. Let cool then clean according to "How To Clean."