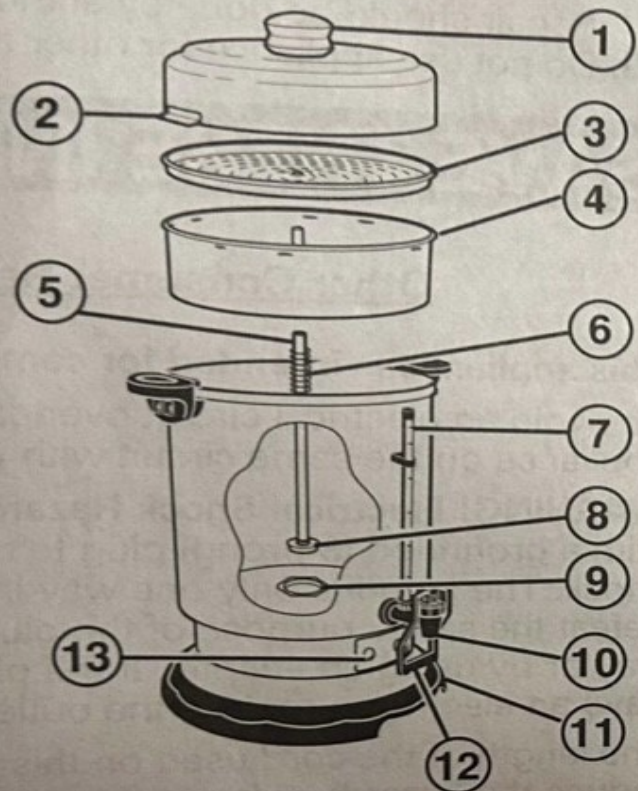


## Parts and Features

1. Lid with Knob
2. Locking Tabs
3. Spreader
4. Coffee Basket
5. Pump Tube
6. Spring
7. Water Level Indicator
8. Washer
9. Heat Well
10. Serving Spout
11. Ready Light (green)
12. Cup Trip Handle
13. Power ON Light (red)



## To Make Coffee

**BEFORE FIRST USE:** Clean the coffee urn by following the steps in "How To Clean."

1. To remove the lid, grasp the knob and turn counterclockwise until the locking tabs completely clear the handles on each side of the body, then lift up. Take out the basket, spreader, and tube assembly. For best results, always fill with cold, fresh tap water to the level indicator mark inside the body for the number of cups\* desired. Your coffee urn makes 20-60 cups of coffee. **Always make at least 20 cups.**

**NOTE:** The maximum capacity is 60 cups. **DO NOT OVERFILL THE COFFEE URN.**

\*1 cup = 5.3 ounces



## To Make Coffee (cont.)

2. Wet the basket (this helps to keep small particles of coffee grinds from sifting through). Use a standard dry measure cup and tablespoon to add regular- or percolator-grind coffee to the basket. The chart on page 6 suggests the amount of coffee for regular brew. The amount of coffee can be varied to suit your taste; use less for weaker coffee or more for stronger coffee.
3. Make sure the spring is on the pump tube; then place the basket on the pump tube and cover with spreader. Then, holding the top of the pump tube, lower it into the coffee urn until the bottom of the pump tube is properly seated in the heat well in the center (if not, the coffee urn may not percolate).
4. Place the lid on the body of the coffee urn so that the locking tabs are at the front and back of the coffee urn.
5. Hold the knob and turn the lid clockwise until the locking tabs are fully engaged inside the handles on both sides of the coffee urn. **Never** plug in the coffee urn without the lid in place and the locking tabs fully engaged inside the handles.
6. Plug the coffee urn into a grounded, 3-prong, 120 V AC wall outlet. The red Power ON light will illuminate and coffee brewing will begin within seconds. The urn will begin to percolate within 8 minutes.

**Do NOT plug in the coffee urn when there is no water or other liquid inside.**

7. When the brewing cycle is complete, percolation stops and the green READY light illuminates to indicate the coffee is ready to serve. The coffee urn automatically switches to the Keep Warm cycle and will maintain fresh, hot coffee until it is unplugged. If brewed coffee is to be kept warm for a long period of time, the basket, spreader, and pump tube should be removed as soon as brewing is complete. This will prevent bitter oils in the coffee grounds from affecting the flavor of the coffee.

**CAUTION! Burn Hazard.** The knob and other parts of the urn will be HOT. Use a pot holder or oven mitt to remove the lid.



## To Make Coffee (cont.)

8. Disconnect plug from wall outlet and allow the coffee urn to cool before washing.

### NOTES:

- The urn will begin to percolate within 8 minutes.
- **To make additional coffee**, rinse the coffee urn and parts with cold water and repeat steps 1 through 7.
- **To reheat coffee**, remove the basket, spreader, and pump tube. Lock the lid in place and plug in the unit for 20 to 60 minutes, depending on the amount of coffee remaining. Do not reheat if less than 20 cups are left in the coffee urn.

## Coffee-Making Chart

Water Level	Amount of Ground Coffee
60 cups (318 oz.)	$3\frac{2}{3}$ – $3\frac{3}{4}$ cups
50 cups (265 oz.)	$3$ – $3\frac{1}{4}$ cups
40 cups (212 oz.)	$2\frac{1}{3}$ – $2\frac{1}{2}$ cups
30 cups (159 oz.)	$1\frac{3}{4}$ – $2$ cups
20 cups (107 oz.)	1 cup + 1 tbsp.– $1\frac{1}{3}$ cups

\*1 cup = 5.3 ounces

**NOTE:** We recommend using coffee that has been ground specifically for use in a **percolator-type** coffeemaker. However, coffee marked "For All Coffeemakers" 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 and result in grounds in coffee.



## How to Clean

### **WARNING** Electrical Shock Hazard.

Do not immerse base, cord, or plug in water or other liquid.

1. After each use and before washing, unplug power cord from wall outlet and allow the unit to cool.
2. Carefully remove lid and all internal parts. Parts, coffee grounds, and remaining coffee may still be hot.
3. Wash the inside of the coffee urn and the parts with warm, soapy water. Do NOT immerse the base of the coffee urn in water. The pump tube (with spring), basket, spreader, and lid can be washed in a dishwasher. When washing the pump tube, make sure the washer on the bottom remains loose. If coffee grounds are trapped in this area, hold the pump tube under running water or use a wooden toothpick to remove them.
4. Wipe the outside of the coffee urn with a damp cloth and dry with a towel. Store the coffee urn with the lid off.
5. After repeated use, there may be some coffee stains and accumulation of oils that can cause a bitter taste. Periodically use a coffee-stain remover or special cleanser and follow package directions for cleaning. Rinse well after cleaning. DO NOT use abrasive cleaners or pads on any part of the coffee urn.