

ALL OCCASIONS

PARTY & EVENT RENTALS

COFFEE URN INSTRUCTIONS

Precautions

- Make sure switch is turned off before plugging it into the wall outlet. If the machine has no switch, make sure the coffee maker contains water and coffee grounds before plugging it in.
- Do not leave the coffee maker plugged in when it is not being used.
- The coffee maker should always be unplugged before cleaning.
- Do not let the cord touch hot surfaces or hang off the edge of the counter or table.
- Make sure the cover, basket and stem are properly attached before the coffee maker is plugged in. No part of the coffee maker should be removed during the brewing cycle.
- Do not use the coffee maker outside, immerse them in liquid or place them near a gas burner or oven.
- Do not touch coffee maker when it is hot. Please use both handles or knobs.
- Never allow children or anyone who is incapable of operating the unit near it.
- Please return the coffee urn in the crate that was provided.

Instructions for making coffee

- Always use the coffee maker on a dry, level surface and make sure your hands are dry.
- With the basket and stem removed, fill the coffee maker with COLD water to the desired cup level. (Marks on the side of the coffee maker show cup levels)
- Press the stem into the heating unit "well" in the bottom of the coffee maker; put the basket in the coffee maker onto the stem. Fill the basket with coffee grounds. Use percolator grind or coarse grind only. Do not let any coffee fall into the stem opening.
- Brewing time: Allow approximately 1 minute per cup of coffee.
- The coffee maker will stop perking automatically. The coffee is ready when the light on the base glows. Before serving, use a potholder to carefully remove the stem and basket containing coffee grounds. Rinse the basket and stem and replace the lid making sure it is locked in.

Water and coffee measurements

Water level	Strong	Mild
<u>36 cup</u>		(Aprox. Brewing time: 1 minute per cup)
36 cups	3.25 cups	2 cups
30 cups	2.75 cups	1.75 cups
24 cups	2.25 cups	1.5 cups
18 cups	1.75 cups	1.25 cups
<u>55 cup</u>		(Aprox. Brewing time: 1 minute per cup)
55 cups	5 cups	3.5 cups
45 cups	4 cups	2.75 cups
35 cups	3.25 cups	2 cups
25 cups	2.25 cups	1.5 cups
<u>100 cup</u>		(Aprox. Brewing time: 1 hour)
100 cups	8 cups	6.25 cups
80 cups	6.5 cups	5 cups
60 cups	5 cups	4 cups
40 cups	3.5 cups	2.5 cups

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