

## ADDITIONAL USES OF THE COFFEE URN

### *Hot Chocolate Bar*

- 1 Prepare your Hot Chocolate bar on a sturdy table or counter. Use a table cloth to add some festive decor.
- 2 Decide where to place the coffee urn (either on the left or right side of the hot chocolate bar, where it can be plugged in). Then fill the urn with water and place it in the decided location. Turn it on so the water starts heating.
- 3 Prepare all accessories for your chocolate bar. This can include instant hot chocolate powder, Nutella®, shredded chocolate, whipped cream, toppings, etc. as well as cups and utensils. Leave the front section of your set-up clear to allow users enough space to prepare their personalized hot chocolate drinks.

### *Tea Serving Station*

- 1 Make sure the coffee urn has no traces of coffee and is completely clean. Fill with water to the desired line.
- 2 Optional: You may also slice a whole lemon (including the peel) and place this in the filter basket for additional flavor.
- 3 Place your tea (either loose-leaf or tea bags) into the top filter basket. Make sure you include enough to make the number of cups desired. You can roughly use the coffee measurement chart to determine how much to add, and adjust this to taste for the next batch.
- 4 Secure the lid and turn it on to start the brewing process.

### *Hot Apple Cider*

- 1 Make sure the coffee urn is perfectly clean with no traces of coffee. Place it where you will be brewing the cider.
- 2 Insert the percolating tube and grounds basket. Place 2 cinnamon sticks, 1/2 tbl whole cloves, 1 tbl whole cardamom, 1 tbl of whole star-anise, 2 dashes of all-spice, and an orange peel into the basket. You can adjust spices and amounts based on taste preference.
- 3 Pour about 150oz of apple juice through the filter basket into the urn. Secure the lid in place, plug in the unit, and start brewing.



## STAINLESS STEEL LARGE CAPACITY ELECTRIC COFFEE URN

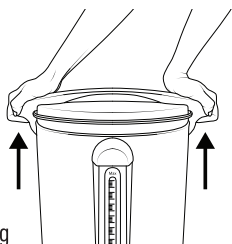


**USER MANUAL**

## SAFETY PRECAUTIONS

When using your Coffee Urn, basic safety precautions should always be followed. Read all instructions prior to using your Coffee Urn.

- 1 Do not touch hot metal surfaces while the coffee urn is in use. Use the plastic handles or knob.
- 2 To protect against electrical hazards and malfunctions, do not immerse cord, plugs or coffee urn base in water or other liquid.
- 3 Do not operate the coffee urn if the cord or plug have been damaged or after any damage or malfunction has occurred.
- 4 Unplug the coffee urn from electrical outlets when not in use and before cleaning. Allow it to cool before putting on or taking off parts.
- 5 Do not place on or near a hot burner, or in a heated oven.
- 6 Do not use outdoors.
- 7 Caution must be used when moving any appliance containing hot liquid.
- 8 Make sure cover, coffee basket, percolating tube and cord are properly attached at all times while in use. Scalding may occur if lid is removed during brewing.
- 9 Always remove and replace cover with caution to prevent scalding.
- 10 NEVER OPERATE THE COFFEE URN DRY. Liquid must always cover the bottom of the unit while in use to avoid damage.
- 11 Use your coffee urn as described in this booklet. The use of accessories or attachments is not recommended by the appliance manufacturer and may cause hazards.
- 12 Close supervision is necessary when any appliance is used by or near children.



## GENERAL INSTRUCTIONS

### CLEAN BEFORE EACH USE

Before using your coffee urn for the first time and after each use, wash the coffee basket, percolating tube and interior of the coffee maker with warm, soapy water. Rinse thoroughly and dry. Wipe exterior with a damp cloth and dry. NEVER IMMERSE BASE IN WATER.

### INSERT WATER

Remove cover, coffee basket and percolating tube and fill coffeemaker with fresh, cool water to desired fill line. Do not fill coffee maker past the top fill line. Never use hot water to make coffee.

### INSERT COFFEE

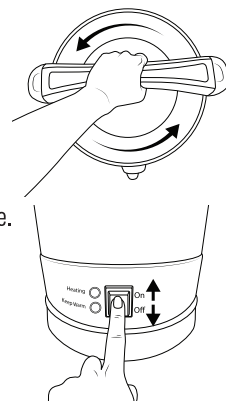
Wet the bottom of the coffee basket prior to adding coffee grounds to prevent the grounds from filtering into your brewed coffee. Measure the appropriate amount of coffee (see coffee measuring guide) into the coffee basket and set the coffee basket onto the percolating tube. Position the bottom of the percolating tube into the heating well, but do not force it.

### SECURE COVER

Place the cover on the coffeemaker and twist to secure it in the handle slots.

### BEGIN BREWING

Flip the ON switch to begin brewing your coffee. Allow approximately 1 - 1 1/2 minutes per cup in brewing time. Variations in water temperature will affect brewing time.

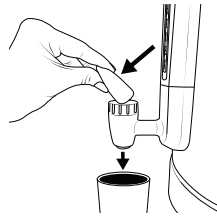


## COFFEE IS READY!

The Ready to Serve indicator light glows to inform you when the coffee brewing is complete. Once brewing is complete, your coffee urn automatically stops brewing, switches to low heat and will keep coffee at proper serving temperature until the unit is unplugged.

## SERVE

Push lever down on the faucet and hold until cup is filled; release and it shuts off automatically. For continuous pouring (to fill a large carafe or server), pull all the way forward to "lock" faucet into place. To stop, push back and return lever to regular serving position.



## COFFEE MEASURING GUIDE

### (5 oz. brewed coffee serving)

10-20 cups
20-30 cups
30-40 cups
40-50 cups
50-60 cups
60-70 cups
70-80 cups
80-90 cups
90-100 cups

### (8oz. coffee grounds dry measure)

1¼ cups
1½ cups
2 cups
2½ cups
3 cups
3½ cups
4 cups
4½ cups
5 cups

These are recommended amounts only – coffee strength can be adjusted to personal taste by adding or subtracting from those quantities to make coffee stronger or lighter.

## HELPFUL HINTS

Make at least 10 cups at a time to ensure best coffee flavor. Never make less than the minimum capacity or more than the maximum capacity of your coffeemaker.

Use regular coffee grounds for best results. Do not use drip or finely ground coffee as flooding of the coffee basket can occur. If you are grinding your own coffee beans, grind to medium coarseness for best results. Do not grind too fine (powder-like) as this can cause the coffee basket to flood.

Remove coffee basket and dispose of used grinds as soon as the brewing cycle is completed. This helps maintain coffee flavor for the next brew.

Before brewing a second pot, cool coffeemaker by rinsing it thoroughly with cold water.

If dripping occurs between the faucet and the coffeemaker body, tighten the nut inside the coffee maker.

## CARE & CLEANING INSTRUCTIONS

**WARNING!** If cleaning instructions are not followed, operation of this unit may be seriously impaired.

Before using your Coffee Urn for the first time and after each use, wash the coffee basket, percolating tube and interior of the coffee maker with warm, soapy water. Rinse thoroughly and dry. Wipe exterior with a damp cloth and dry. Before cleaning, unplug unit and pour out any remaining coffee. NEVER IMMERSER BASE IN WATER.

To clean coffee stains on the underside of the cover, scour with a damp cloth and a non-abrasive cleanser.

Clean faucet after each use by pouring clean, hot water into the coffeemaker and running it through the faucet.

The percolating tube should be frequently cleaned with a long, narrow brush to remove any mineral deposits which may impair the unit's operation. The oily coffee residue will also affect the flavor of the next pot of coffee if not cleaned.

The heating well of the coffeemaker should be cleaned thoroughly with an abrasive pad. Rinse thoroughly and dry. This will remove mineral deposits which may affect the coffee maker's operation and could eventually cause the percolating tube to stick in the heating well and break, if not cleaned.

To remove discolorations caused by coffee stains, oils and mineral deposits, clean the inside of the coffeemaker frequently by filling unit to the top fill line with cold water. Add 1/2 cup cream of tartar, insert percolating tube and the empty coffee basket. Cover unit and plug into wall outlet. Once brewing cycle is complete, unplug the unit, allow it to cool and discard the contents. Wash and rinse the coffee basket, percolating tube and inside of the coffeemaker thoroughly. If coffeemaker is used regularly, this procedure should be followed every two weeks.

If the coffeemaker is used daily, a special cleaning every 2 weeks is necessary to remove mineral deposits. Fill coffeemaker with 1 quart of water and 1 quart of distilled vinegar. (If a white mineral buildup has formed inside the unit, use an additional 2 cups of vinegar.) Place stem and empty coffee basket into place, secure cover and plug the unit in. Allow the coffeemaker to complete the brewing cycle, then let stand 10-15 minutes. Unplug and drain the coffeemaker. Allow to cool and follow general cleaning instructions.


Do not wash coffeemaker parts in an automatic dishwasher.

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### We Are Here For You

If you have a question or need support, let us know.

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