

HOW TO USE YOUR BREAKFAST CENTER

1. Place the appliance upright on a dry, sturdy and flat surface.
2. Set coarsely ground coffee aside.
3. Remove the filter basket and stem. Fill the urn with COLD water (30 cups max.) in accordance with the amount of coffee needed. See coffee measuring chart.
NOTE: Do not use hot water.
NOTE: Do not add water beyond the max. level.
4. Place stem into heating unit in bottom of the coffee maker, then place filter basket on stem. Spread the recommended amount of ground coffee evenly into the basket. Do not use drip or finely ground coffee as flooding of the basket may occur.
5. Use standard measuring cup (250ml) for measuring coffee. The amount recommended will produce mild coffee. Adjust the amount of coffee slightly depending on individual preference. To make tea, follow the same instructions: substitute tea leaves or tea bags for coffee in basket and add water to desired level.
NOTE: Do not add too much coffee, the top level of coffee should be lower than the edge of the coffee filter by 2 cm /1 inch or the coffee may flood out during heating.
6. Twist the "Lock-on-lid" in place on coffee urn. Make sure the lid has been turned clockwise until it is completely locked into the handle slots.
7. Plug in the coffee urn. The "heating" indicator light will be illuminated and the coffee urn will start making coffee.
NOTE: Do not open the lid while brewing.
8. When the coffee is done boiling, the coffee maker will switch to keep warm automatically to keep the coffee inside at a suitable temperature. The Ready-to-Serve indicator light will turn on.
9. Before serving, use a protective hot pad or wear mitts to unlock lid and carefully remove filter basket and stem from coffee maker.
NOTE: Use extreme caution: the basket, stem and ground coffee are very hot.
NOTE: Do not touch the coffee urn exterior while in use.
10. After use, unplug the coffeemaker and follow the Care and Cleaning instructions.

Water/Coffee/Tea Measuring Chart

Water Level	Coffee (ground)	Black Tea
30	1 3/4 cups	3 oz.
24	1 1/2 cups	2 1/4 oz.
22	1 1/2 cups	2 oz.
28	1 1/4 cups	1 3/4 oz.
12	1 cup	1 oz.

Note: This chart is for reference only. Slightly adjust the amount of water, coffee and tea as needed.

CLEANING AND MAINTENANCE

CAUTION: Unplug from electrical outlet and allow to cool thoroughly before cleaning.

WARNING: *Never immerse the main body, power cord or plug in any liquid.*

1. Clean coffee basket, stem and lid in warm soapy water with a soft dishcloth, rinse and dry. Use a soft damp cloth to scour the stains or residues of lid by using non-abrasive cleaner.
2. To clean inside of the coffee maker: fill coffee maker at least 1/3 full with hot water and add one drop of liquid dishwashing detergent. Wash with a soft dishcloth and rinse thoroughly with warm water.
3. **IMPORTANT:** To clean the heating well unit (the hole that stem fits): Clean the heating well unit thoroughly with a scouring pad to remove coffee residue.
4. Wipe body dry with a soft dishcloth.

NOTE: *the step of cleaning the heating well unit is important. If it is not cleaned properly and thoroughly, the coffee maker may stop percolating due to the built up coffee residue.*