

HOW TO OPERATE

Before first use, carefully unpack your COFFEE URN, remove all packaging materials, and then follow the cleaning instructions under the CLEANING & MAINTENANCE section.

TO MAKE COFFEE:

- Place the urn upright on a dry, sturdy and heat-resistant surface near an electrical outlet.
- Remove the Lid by grasping the Knob and twisting counterclockwise until the lock symbol moves from locked (🔒) to unlocked (🔓) and the locking tabs completely clear the handles on each side of the Water Tank. Lift out the Filter Basket and Stem and set aside.
- Fill the Water Tank with cold water to match the number of cups you wish to brew.
NOTE: Do not overfill (more than 30 cups) or underfill (less than 10 cups) the urn.
- Replace the Stem and Filter Basket. Make sure the Stem Well is seated into the cavity at the bottom of the Water Tank.
- Add ground coffee to the Filter Basket. Follow the chart below to determine the amount of ground coffee to add. Do not spill coffee grounds in the stem.

Cups to Brew	Amount of Ground Coffee to Use (Tablespoons)	Amount of Ground Coffee to Use (Measuring Cups)
10	8-11 tbsp.	½ cup
20	18-21 tbsp.	1 cup
30	22-31 tbsp.	1½ cups

NOTE: 1 Cup Brewed Coffee = 5 Fluid Ounces

- Place the Lid back onto the urn. Grasp the Knob and twisting clockwise until the unlocked symbol moves from unlocked (🔓) to locked (🔒).
- Plug the urn into the electrical outlet.
NOTE: To avoid damage, do not plug into outlet when there is no liquid inside.
- Soon the urn will begin to perk coffee. When done brewing, the Indicator Light will illuminate.
CAUTION! Water Tank gets very hot during operation.
CAUTION! Hot steam escaping from the Lid during operation may cause scalding.
- To serve, place a cup under the Faucet. Push down and hold the Faucet 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.
- To make additional coffee, rinse the Lid, Filter Basket, Stem and Water Tank with cold water, then follow the same process to make more coffee.
- When finished serving coffee, unplug the coffee urn from the electrical outlet. Allow all parts to cool before cleaning.

TO HEAT WATER:

(for instant coffee, hot cocoa, or tea)

- Place the urn upright on a dry, sturdy and heat-resistant surface near an electrical outlet.
- Remove the Lid by grasping the Knob and twisting counterclockwise until the lock symbol moves from locked (🔒) to unlocked (🔓) and the locking tabs completely clear the handles on each side of the Water Tank. Lift out the Filter Basket and Stem and set aside.
- Fill the Water Tank with cold water to match the number of cups you wish to heat.
NOTE: Do not overfill (more than 30 cups) or underfill (less than 10 cups) the urn.

4. Do not replace the Filter Basket and Stem. Place the Lid back onto the urn. Grasp the Knob and twisting clockwise until the unlocked symbol moves from unlocked (🔓) to locked (🔒).
5. Plug the urn into the electrical outlet.
NOTE: To avoid damage, do not plug into outlet when there is no liquid inside.
6. Soon the urn will begin to heat water. When done heating, the Indicator Light will illuminate.
CAUTION! Water Tank gets very hot during operation.
CAUTION! Hot steam escaping from the Lid during operation may cause scalding.
7. To serve, place a cup under the Faucet. Push down and hold the Faucet 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.
8. When finished serving hot water, unplug the urn from the electrical outlet. Allow all parts to cool before cleaning.

HELPFUL TIPS

- For best results, use medium ground coffee. Do not use drip or finely ground coffee as flooding of the Filter Basket can occur.
- Use your urn to make more than just coffee - try heating water to make hot apple cider, hot chocolate, tea and more.
- Never plug in the urn without water or liquid inside.
- DO NOT overfill or underfill the urn with water. Liquid must always cover the inside bottom of the urn at all times during use. Falling below the minimum level could cause overheating and damage to internal components.
- You may want to place a plastic mat underneath the Faucet to protect furniture and to avoid staining of table cloth.

CLEANING & MAINTENANCE

1. Unplug your urn and allow it to cool. Drain any leftover coffee out of the urn.
2. Wash the Lid, Filter Basket, and Stem in warm, soapy water. Dry with a soft, non-abrasive cloth.
NOTE: Filter Basket may also be washed in the top rack of a dishwasher.
3. Clean the interior of the urn by filling with warm water to about one-third of its capacity. Add dish soap and wash with a non-abrasive sponge or cloth. Pay special cleaning attention to the Stem Well. **The Stem Well must be kept clean for the urn to operate properly.** Rinse the interior with warm water, then dry with a soft, non-abrasive cloth.
4. Wipe the exterior of the urn with a soft, damp cloth and dry with a soft, non-abrasive cloth.
5. NEVER immerse the Body or Base in water.
6. After repeated use, accumulation of oil and coffee stains may cause a bitter taste. These stains can be removed with a special urn cleanser. Make sure cleanser is safe to use with this product. Follow the directions on urn cleanser packaging. Be sure to rinse well.