

Confetti Party Rentals – Coffee Urn Instruction Sheets

- Keep cord away from hot parts of the appliance and hot surfaces during operation.
- Close supervision is necessary when this appliance is used by or near children.
- Do not let cord hang over edge of table or counter, or touch hot surfaces.

SAVE THESE INSTRUCTIONS

INSTRUCTIONS FOR MAKING COFFEE

1. Before using the coffeemaker for the first time, clean it thoroughly. Refer to "Cleaning your Coffeemaker."
2. Always use the coffeemaker on a dry, level, heat-resistant surface, away from any edge.
3. With the basket and stem removed, fill the coffeemaker with COLD water to just above the faucet. Check for any dripping. If dripping occurs between the faucet and the coffeemaker body, tighten the nut inside the coffeemaker. If the dripping occurs from the faucet spout, tighten the faucet bonnet. If there is no dripping present, or has been stopped, fill the coffeemaker with cold water to the desired cup level. Marks on inside of the coffeemaker show cup levels. Do not fill past maximum cup level.
4. Place the stem and basket in the coffeemaker. For models with a plastic basket, you may find it easier to insert the stem in the opening in the basket then squeeze the top of the basket to hold the stem in place. Place the stem into the heating well in the bottom of the coffeemaker. Or, place the stem into the heating unit well, angle the stem away from you, then place the basket on the stem. When they're connected, let the basket and stem tip upright. Add electric perk or regular grind coffee to the basket using the chart below for the amount to use depending on the cup level. Spread the grounds evenly in the basket. Use standard measuring cups to measure the grounds. Do not let any grounds fall into the stem opening. *Do not use "Drip" or finely ground coffee because the basket can flood.* The amount of ground coffee recommended will make mild-strength coffee which most people prefer. The amount of coffee used can be adjusted to suit your preference.
5. Place the cover on the coffeemaker and turn to lock into the handle slots. Note the arrows on the cover for correct turning. To reduce coffee spills, especially if the coffeemaker is tipped over, make sure that the cover has been turned clockwise until the cover is completely locked into the handle slots. **Note:** While moving an appliance containing hot liquids is not recommended, if you must move the coffeemaker, extreme caution should be used because the cover only temporarily reduces coffee from spilling if the coffeemaker is tipped over.
6. Plug the cord into a 120 volt AC grounded electric outlet ONLY. If applicable, set the "ON/OFF" switch to "ON."
7. The coffeemaker will stop perking automatically (each cup requires no longer than 1 minute brewing time). Coffee is ready when the light in the base glows. Coffee will remain at serving temperature as long as the coffeemaker is plugged in (and the switch is "ON"). Before serving, turn the cover to remove the basket and stem. Using a hot pad, remove the coffee basket, and stem. If the coffee basket and stem are not removed, bitter oils from the extracted grounds will drip into the coffee. Replace the cover making sure it is completely locked into the handle slots.

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- For cup-on-saucer filling, press the faucet handle down. Release the handle when filled. For continuous flow when filling the coffee server, lift handle straight up until it locks into the open position. Lower the handle when the server is filled.
- When about 3 cups of coffee remain in the coffeemaker, or when the coffee can no longer be seen in the view tube, turn the switch "OFF" and unplug the cord from the electrical outlet. **Note:** Liquid must always cover the inside bottom of the appliance at all times. Falling below the minimum level could cause overheating and damage to internal components and will void the warranty.

SPECIAL NOTE ON GRINDING COFFEE BEANS: If you grind your own coffee beans, grind to medium coarseness for best results. DO NOT grind too fine (powder-like) because this can cause the basket to flood.

100-CUP MODEL

| Water Level | Measure of Ground Coffee |
|-------------|--------------------------|
|-------------|--------------------------|

| | |
|----------|----------|
| 100 cups | 6 ¼ cups |
| 80 cups | 5 cups |
| 60 cups | 4 cups |
| 40 cups | 2½ cups |

Do not make less than 40 or more than 100 cups of coffee at one time.

60-CUP MODEL

| Water Level | Measure of Ground Coffee |
|-------------|--------------------------|
|-------------|--------------------------|

| | |
|---------|---------|
| 60 cups | 3½ cups |
| 50 cups | 3 cups |
| 40 cups | 2½ cups |
| 30 cups | 2 cups |

Do not make less than 30 or more than 60 cups of coffee at one time.

55-CUP MODEL

| Water Level | Measure of Ground Coffee |
|-------------|--------------------------|
|-------------|--------------------------|

| | |
|---------|---------|
| 55 cups | 3½ cups |
| 45 cups | 2¾ cups |
| 35 cups | 2 cups |
| 25 cups | 1½ cups |

Do not make less than 25 cups or more than 55 cups of coffee at one time.

36-CUP MODEL

| Water Level | Measure of Ground Coffee |
|-------------|--------------------------|
|-------------|--------------------------|

| | |
|---------|---------|
| 36 cups | 2 cups |
| 30 cups | 1¾ cups |
| 24 cups | 1½ cups |
| 18 cups | 1¼ cups |
| 12 cups | 1 cup |

Do not make less than 12 cups or more than 36 cups of coffee at one time.

INSTRUCTIONS FOR HEATING WATER FOR INSTANT BEVERAGES

Plain water may be heated in your coffeemaker for use with instant beverages. Simply fill the clean coffeemaker with cold water to the desired cup level, insert the stem and the clean, empty basket into position the same as for making coffee.

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Secure the cover in place and plug the coffeemaker in. If applicable, set the “ON/OFF” switch to “ON.” Heat the water until perking stops and the light on the base glows. Remove the cover, lift out the basket and stem with a hot pad, and replace the cover, making sure it is locked in place. Unplug the coffeemaker when less than 3 cups of water remain. The inside of the coffeemaker may darken after heating water, which is normal and does not affect the coffeemaker or the water heated.

Other than making coffee or heating water, no other liquid should be heated in the coffeemaker because damage to the heating unit can occur.

When the coffeemaker is used to heat water only, it must be cleaned well after each use in addition to special weekly cleaning with white distilled vinegar for removal of mineral deposits. If these deposits are not removed, pitting of the metal can occur and result in damage to the coffeemaker. See “Special Cleaning – Every Two Weeks” in this manual.

Improper cleaning of the coffeemaker, especially the heating unit well, will affect the performance, resulting in weak, lukewarm coffee and may even cause the coffeemaker to stop perking. To keep the coffeemaker working properly, it is very important to follow the regular and special cleaning instructions.

HELPFUL HINTS

- Never make less than the minimum or more than the maximum amount of coffee for your coffee urn.
- Do not use soft water, as flooding of the basket may occur.
- Use regular electric perk grind coffee or coffee ground for all coffeemakers for best results. Do not use drip or finely ground coffee as flooding of the coffee basket can occur. If grinding your own coffee beans, grind to medium coarseness for best results. Do not grind coffee too finely, powder-like, as this can cause the coffee basket to flood.
- Remove coffee basket with grounds as soon as the brewing cycle is completed. This also helps maintain the coffee flavor. Use the coffee maker cover as a carrying tray when disposing of wet grounds.
- If dripping occurs between the faucet and the coffeemaker body, tighten the nut inside the coffeemaker. If the dripping occurs from the faucet spout, tighten the faucet bonnet. If the faucet continues to drip or is damaged, contact customer service; see information on warranty page.
- Liquid must always cover the inside bottom of the appliance at all times. Falling below the minimum level could cause overheating and damage to internal components and will void the warranty.
- A small amount of smoke or odor may occur upon heating due to the release of manufacturing oils – this is normal.
- Some minor expansion or contraction sounds may occur during heating and cooling – this is normal.
- Do not allow ground coffee to fall into the stem.
- If more coffee is immediately desired, partially fill the coffeemaker with cold water to reset the thermostat. Empty the water out of the coffeemaker, then repeat steps 3-9.

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IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons, including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs. Care must be taken as burns can occur from touching hot parts or from spilled, hot liquid.
3. To protect against fire, electric shock, and injury to persons, do not place cord, plug, or urn in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from wall outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts and before cleaning the appliance.
6. Coffee urn must be operated on a flat surface away from the edge of counter to prevent accidental tipping.
7. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions or is dropped or damaged in any manner. Call our toll-free customer service number for information on examination, repair, or adjustment.
8. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electrical shock, or personal injury.
9. Do not use outdoors.
10. Do not let cord hang over edge of table or counter or touch hot surfaces, including stove.
11. Lock cover securely in place during brew cycle and when serving coffee.
12. Scalding may occur if lid is removed during brew cycle.
13. Do not place coffee urn on or near a hot gas or electric burner or in a heated oven.
14. To disconnect coffee urn, remove plug from wall outlet.
15. **WARNING!** To reduce the risk of fire or electric shock, do not remove the bottom cover. No user-serviceable parts are inside. Repair should be done by authorized service personnel only.
16. Do not use appliance for other than intended use.

SAVE THESE INSTRUCTIONS!

Other Consumer Safety Information

This appliance is intended for household use.

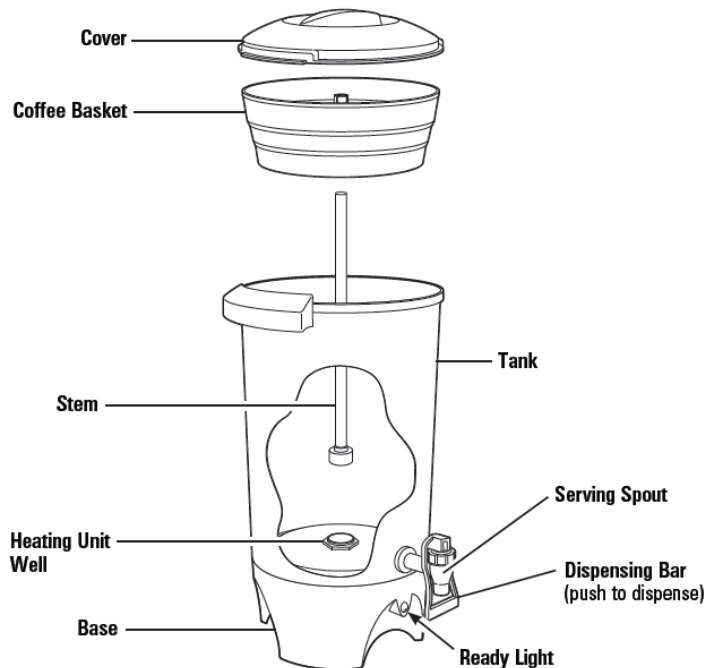
WARNING! Shock Hazard: This appliance has a polarized plug (one wide blade) that reduces the risk of electric shock. The plug fits only one way into a polarized outlet. Do not defeat the safety purpose of the plug by modifying the plug in any way or by using an adapter. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, have an electrician replace the outlet.

The length of the cord used on this appliance was selected to reduce the hazards of becoming tangled in or tripping over a longer cord. If a longer cord is necessary, an approved extension cord may be used. The electrical rating of the extension cord must be equal to or greater than the rating of the appliance. Care must be taken to arrange the extension cord so that it will not drape over the counter-top or tabletop where it can be pulled on by children or accidentally tripped over.

To avoid an electrical circuit overload, do not use another high-wattage appliance on the same circuit with this appliance.

2

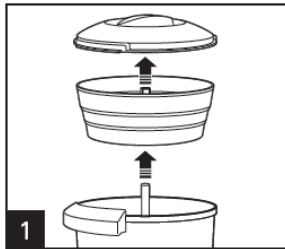
Parts and Features



3

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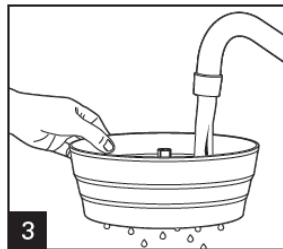
How to Make Coffee



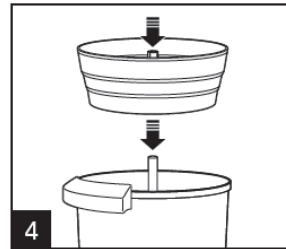
1 Remove cover, coffee basket, and stem.



2 Fill urn to desired water level. You must brew a minimum of 12 cups. Do not fill beyond 42-cup line.



3 Wet coffee basket (to help keep small particles of ground coffee from sifting through).



4 Make sure stem is properly seated in heating unit well in center or urn may not percolate.

| Water Level* | Amount of Ground Coffee* |
|--------------|--------------------------|
| 42 cups | 2½ cups (625 ml) |
| 36 cups | 2¼ cups (562.5 ml) |
| 30 cups | 1¾ cups (437.5 ml) |
| 24 cups | 1½ cups (375 ml) |
| 18 cups | 1 cup (250 ml) |
| 12 cups | ¾ cup (175 ml) |

*Always keep water and coffee amounts between the minimum and maximum for your urn size.

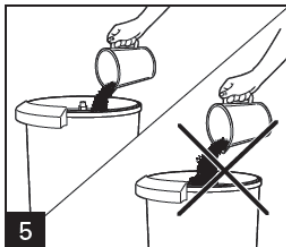
4

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

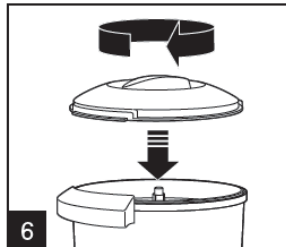
NOTE: For best results, always use cold, fresh tap water.

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. Finely ground coffee may cause the basket to overflow and result in grounds in the coffee.

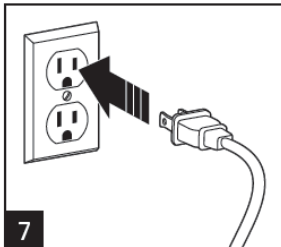
How to Make Coffee (cont.)



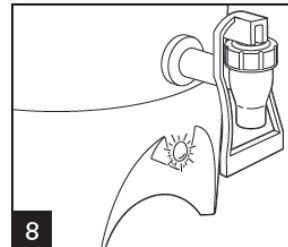
5 Do not spill coffee grounds in stem.



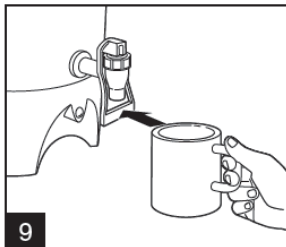
6 Replace cover.



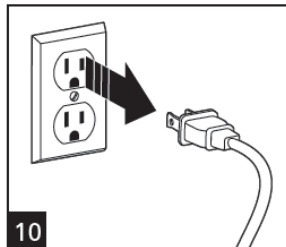
7 **NOTICE:** To avoid damage, do not plug in when there is no liquid inside.



8 The coffee urn will stop automatically when the coffee has finished brewing, and the ready light will glow. Allow about 1 minute per cup for brewing time.



9 Press a cup against the dispensing bar to dispense coffee.
NOTE: Do not lift or pull dispensing bar away from unit.



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NOTES:

- Urn will remain at serving temperature until unplugged. If keeping coffee warm for a long period, remove coffee basket and stem when cycle is complete. This will prevent bitter oils in the grounds from affecting the flavor of the coffee.

WARNING! Burn Hazard. The metal urn parts will be hot. Use a pot holder or oven mitt to remove the cover, coffee basket, and stem.

- To make additional coffee, rinse cover, coffee basket, stem, and tank with cold water and repeat Steps 1 through 9.

- To reheat coffee, remove coffee basket and stem. Lock cover in place and plug in unit; then turn on for 20 to 60 minutes, depending on amount of coffee remaining. Do not reheat if less than 20 cups are left in the urn.

TO HEAT WATER:

(for instant coffee, hot cocoa, or tea)

1. Remove cover, coffee basket, and stem. Fill urn with cold water to desired level.
2. Do not replace coffee basket or stem. Water will heat best without these parts.
3. Place cover onto coffee urn and turn to lock. Plug in urn and let it complete a perk cycle. Water is hot when the ready light glows.

5

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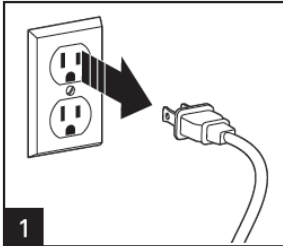
How to Clean

▲ WARNING

Electrical Shock Hazard.

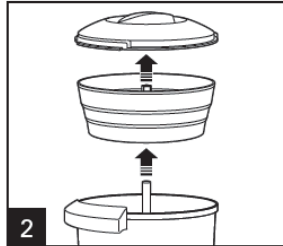
Do not immerse the base or tank in water.

Periodically clean coffee urn with water and white vinegar solution. See "How to Clean Mineral Deposits and Buildup."



1

Unplug unit.



2

Remove cover, coffee basket, and stem. **WARNING! Burn Hazard.** The metal urn parts will be hot. Use a pot holder or oven mitt to remove the cover.



3

Clean inside of coffee urn with warm, soapy water.



4

Wipe exterior of urn with a damp cloth. **NOTICE:** To avoid damage to the urn, do not use abrasive cleaners or pads on any part of the coffee urn.

6

Troubleshooting

PROBLEM

Coffee not brewing/
coffee stops brewing/
unit will not turn on.

Coffee difficult to dispense.

PROBABLE CAUSE

- Mineral deposits have built up. Clean the urn following instructions in "How to Clean."
- Water tank is empty.
- Unit is unplugged.
- Power outage.
- Stem is not aligned with heating unit well.
- Flush coffee grounds from serving spout.

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