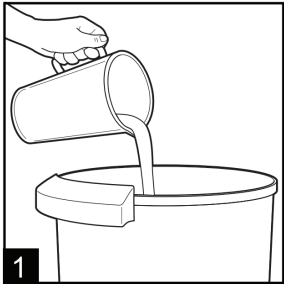
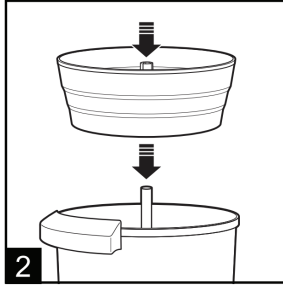


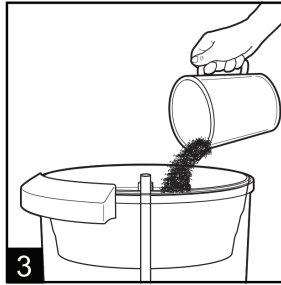
## COFFEE URN OPERATION



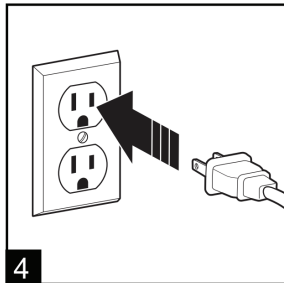
**1** Fill coffee urn with **COLD** water to desired amount. **Do not use hot water** or coffee urn will not brew.



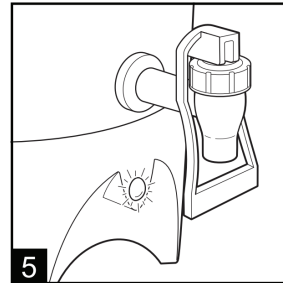
**2** Insert wide end of stem into heating unit well at the bottom of coffee urn. Place basket into the center of the opposite end of stem.



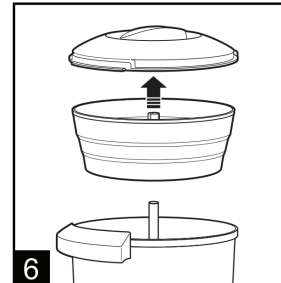
**3** Pour coffee into basket (See next page for recommended measurements). Do not use drip or finely ground coffee.



**4** Plug coffee urn into a standard electrical outlet. Coffee urns consume considerable amount of power. Urns are to be plugged into different outlets and on different circuits.



**5** The coffee urn will stop automatically when the coffee has finished brewing, and the ready light will glow.



**6** Remove cover and discard coffee grounds from coffee basket. Replace cover. The coffee urn will continue to keep the coffee hot.

## TROUBLESHOOTING

PROBLEM	QUICK FIX
<i>Leaking</i>	<ul style="list-style-type: none"> <li>Check to make sure gauge cap, located at the top of the view tube, is tight or the dispensing faucet is tight.</li> <li>Check to make sure the stem is aligned with the heating unit.</li> </ul>
<i>No power</i>	<ul style="list-style-type: none"> <li>Ensure that the urn is not unplugged, switched on and that the outlet is generating power.</li> <li>If an extension cord is to be used with the coffee urn, it must be 12-gauge or greater.</li> </ul>

## BREWING TIME & MEASUREMENTS

To avoid flooding the coffee basket, **DO NOT USE DRIP OR FINELY GROUND COFFEE**. Always keep water and amount of coffee grounds between the minimum and maximum for our urn size.

### 110 CUP URN

Brewing time: Approximately 1 hour & 30 minutes.

WATER LEVEL	AMOUNT OF COFFEE GROUNDS*	
	STRONG	MILD
110 cup (max.)	9 cups	7 ¼ cups
80 cups	6 ½ cups	5 cups
60 cups	5 cups	4 cups
40 cups (min.)	3 ½ cups	2 ½ cups

### 60 CUP URN

Brewing time: Approximately 1 hour & 15 minutes.

WATER LEVEL	AMOUNT OF COFFEE GROUNDS*	
	STRONG	MILD
60 cup (max.)	6 cups	4 ½ cups
45 cups	4 cups	2 ¾ cups
35 cups	3 ¼ cups	2 cups
25 cups (min.)	2 ¼ cups	1 ½ cups

### 40 CUP URN

Brewing time: Approximately 1 hour

WATER LEVEL	AMOUNT OF COFFEE GROUNDS*	
	STRONG	MILD
40 cup (max.)	3 ½ cups	2 ½ cups
20 cups	2 cups	1 ½ cups
12 cups (min.)	1 ¼ cups	1 cup

## BEFORE RETURNING

- A \$57.50 cleaning charge will apply to each urn if they are not returned in the same condition they were received.
- To avoid cleaning charges, remove any residue coffee and coffee grounds and rinse out the basket and the interior of the urn. **Never immerse the coffee urn in water!**