

Coffee Maker Instructions

1. Place the coffee urn on a dry, level, heat-resistant surface, away from any edge. Be sure hands are dry.
2. Remove basket and stem assembly, and fill the urn with COLD water to desired cup level. Marks on inside of urn show cup levels. Do not fill past maximum cup level. Never use hot water to make coffee.
3. Place stem into heating unit well in bottom of coffeemaker, then put basket on stem. **DO NOT FORCE TUBE INTO PLACE.** To basket, add electric perk ground coffee or coffee ground for all coffeemakers. See Chart for recommended amount of ground coffee to use depending on number of cups being made.
 A filter is not needed in the bottom of the basket. Spread grounds evenly in basket. Use standard measuring cups to measure coffee. **DO NOT let any grounds fall into opening. *DO NOT use "Drip" or finely ground coffee as 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.

Coffee Measuring Guide:

Finished Brew (5oz. servings)	Measure of ground Coffee (cups)	Approximate Brewing Time (minutes)
12	$\frac{3}{4}$	12
24	1-1/2	20
36	2-1/4	26
48	3	29
60	3-3/4	42
72	4-1/2	48
84	5-3/4	55
100	6-1/4	70

4. Place cover on urn and turn to secure in place inside handles. Note arrows on cover for correct turning. To reduce coffee spills, make sure cover has been turned clockwise until it is completely secured into the handle slots. Care should still be used when moving as the cover only temporarily reduces coffee from spilling if coffeemaker is tipped over.
5. Plug cord into a 120 volt AC grounded electric outlet **ONLY**. Turn switch "ON" and the coffee will start brewing.
6. The coffee urn will stop perking automatically. Coffee is ready when light in base glows. Coffee will remain at serving temperature as long as the urn is plugged in and switch is still on the "ON" position. Before serving, turn cover to remove, and remove basket and stem with a hot pad to avoid the bitter taste from the extracted grounds. Replace cover securely into the slots of handles.
7. Press faucet down to pour the coffee into cup. When filled, release the handle and the coffee will stop pouring.

8. When about three cups of coffee remain in coffeemaker, or when coffee can no longer be seen in view tube, unplug cord from electric outlet and turn switch "OFF".
9. To reheat cold coffee, simply plug coffeemaker in and turn switch "ON". Be sure basket and stem are removed. There must be at least 12 cups of coffee to reheat.

Helpful Hints

- ❖ Make at least 12 cups of coffee at one time to ensure best coffee flavour. Remove the coffee basket and grounds as soon as the brewing cycle is completed. This also helps maintain coffee flavour.
- ❖ Before brewing a second pot, cool coffee maker by rinsing it thoroughly with cold water.
- ❖ Use coffee maker cover as a drip catcher when removing basket and discarding wet coffee grinds.
- ❖ If faucet drips, check faucet bonnet to be sure it is firmly tightened. If tightening bonnet does not stop leak, call GNS PARTY RENTALS at 416-288-1977.

Important Safeguards

When using electrical appliances, basic safety precautions should always be followed, including the following:

1. Read all instructions.
2. Plug coffeemaker into 120 volt AC grounded electric outlet ONLY.
3. Do not touch hot surfaces. Use handles or knobs.
4. To protect against electrical hazards, do not immerse cord, plugs or coffee maker in water or other liquid.
5. Close supervision is necessary when any appliance is used by or near children.
6. Unplug from outlet when not in use. Allow to cool before putting on or taking off parts.
7. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged in any manner.
8. Do not use outdoors, immerse in liquids, placed near a hot electric or gas burner or placed in a heated oven.
9. Extreme caution must be used when moving an appliance containing any hot liquids.
10. To disconnect, turn any control to "OFF," then remove plug from wall outlet.

***IMPORTANT – PLEASE TURN OFF COFFEE MAKER WHEN FINISHED IF COFFEE MAKER IS LEFT ON WITH NO LIQUID INSIDE, YOU WILL NOT ONLY RUIN THE ELEMENT BUT ALSO MAY CAUSE A FIRE.**

****ANY DAMAGE TO THE COFFEE MAKER IS YOUR RESPONSIBILITY!**

If you have any questions, please contact GNS Party Rentals at 416-288-1977.