

1. Rinse out coffee urn thoroughly before use.
2. Remove cover and basket. Fill urn with cold, fresh tap water (automatic brewing cycle is timed to begin with cold water start.)
3. Wet coffee basket to help keep small particles of coffee from sifting through. Add desired amount of coffee to basket and place on the pump tube. Pump tube must be resting in center well. The following chart suggests amount of coffee to use for medium brew; amounts can be varied to suit personal taste and particular coffees.

<u>CUPS TO BE BREWED</u>	<u>AMOUNT OF GROUND COFFEE TO USE</u>
18	1 ¼ cups
24	1 ½ cups
36	2 cups
48	2 ½ cups
60	4 cups
72	4 ½ cups
84	5 ½ cups
90	6 ¼ cups

4. Replace the urn cover and secure into position by turning cover clockwise until cover tabs fit into handle slots
5. Plug into standard household 120 volt AC wall outlet only. To avoid unnecessary strain on the heating mechanism, plug in coffee urn after the water and coffee are added.
6. When coffee brewing is completed, percolating will stop and the red indicator light will come on. The urn automatically switches to 'keep warm' setting to preserve fresh tasting coffee at hot, ready to serve temperature. For best flavor, remove coffee basket and pump tube when brewing is completed. Remove parts carefully, coffee is hot.