

Coffee maker (30, 50 & 100 cup urns)

To prevent personal injury or property damage read and follow the instructions and warnings in this care and use instruction manual. **Caution:** To prevent personal injury or electric shock, do not immerse coffee maker, its base, its cord or plug in water or other liquid.

Care & use instructions important safeguards

- Use electricity safely and wisely. Observe safety precautions when using your coffee maker.
- Read all instructions before using
- Be sure switch is turned "OFF" before plugging cord into wall outlet. If coffeemaker does not have a switch, be sure coffee maker contains water or brewed coffee before plugging in. Do not leave coffeemaker plugged in when it is not being used.
- Coffee maker should always be unplugged and allowed to cool before cleaning.
- Do not let cord touch hot surfaces or hang over the edge of a counter, table, or other surface area.
- Make sure cover, basket and stem are properly attached before coffee maker is plugged in. No part of the coffee maker should be removed during the brewing cycle. Scalding could occur.
- Your coffeemaker, its cord and plug should not be used outdoors, immersed in liquids, placed near a hot electric or gas burner or place in a heated oven.
- Do not touch coffee maker when it is hot. Use handles or knobs.
- Supervise closely when coffee maker is used by or near children.
- Do not use your coffeemaker if it or its cord is damaged or not working properly. Return it to Party Warehouse for examination and/or repair.

Instructions for making coffee

1. Always use coffee maker on a dry, level, heat-resistant surface, away from any edge. Be sure hands are dry.
2. With basket and stem removed, fill coffeemaker with COLD water to desired cup level. Marks on side of coffeemaker show cup levels. Do not fill past maximum cup level.
3. Place stem into heating unit well in bottom of coffee maker, then put basket onto stem. To basket, add perk ground coffee. See Chart (below) for recommended amounts 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 grounds fall into stem 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.

Special note on grinding coffee beans

If grinding your own coffee beans, grind to medium coarseness for best results. **DO NOT** grind too fine (powder-like) as this can cause basket to flood.

100 – CUP MODEL

WATER MEASURE	LEVEL GROUND COFFEE
100 cups	6 ¼ cups
80 cups	5 cups
60 cups	4 cups
40 cups	2 ½ cups

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

50-CUP MODEL

WATER MEASURE	LEVEL GROUND COFFEE
55 cups	3 ½ cups
45 cups	2 ¾ cups
35 cups	2 cups
25 cups	1 ½ cups

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

30-CUP MODEL

WATER MEASURE	LEVEL GROUND COFFEE
36 cups	2 cups
30 cups	1 ¾ cups
24 cups	1 ½ cups
18 cups	1 ¼ cups
12 cups	1 cup

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

- Place cover on the coffeemaker and turn to secure in place inside handles. Note arrows on cover for correct turning. To reduce coffee spills, especially if coffee maker is tipped over, make sure cover has been turned clockwise until the cover is completely secured into the handle slots. Care should be used when moving the coffeemaker as the cover only temporarily reduces coffee from spilling if coffeemaker is tipped over.
- Plug cord into an electric outlet and turn switch "ON"

CAUTION: Your coffeemaker has a long cord for easy access to electric outlet. To prevent personal injury or property damage, do not allow long cord to drape or hang over the edge of a countertop, table top or surface area where it can be pulled by children or tripped over. Do not allow children to be near or use this coffeemaker without close adult supervision.

- Coffeemaker will stop perking automatically (each cup requires no longer than 1 minute brewing time). Coffee will remain serving temperature as long as coffee maker is plugged in (and switch is "ON"). Before serving turn cover to remove basket and stem. If coffee basket and stem are not removed, bitter oils from the extracted grounds will drip into coffee. Replace cover making sure it is completely secured into the handle slots.
- For cup-on-saucer filling, press faucet handle down. Release handle when filled. For continuous flow when filling coffee server, lift handle straight up until it locks into open position. Lower handle when server is filled.
- When about 3 cups of coffee remain in coffeemaker, or when coffee can no longer be seen in the view tube, unplug cord from electric outlet and turn switch "OFF".
- 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 in the coffeemaker to reheat.