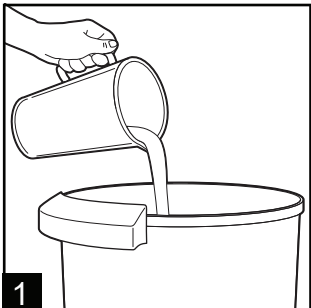
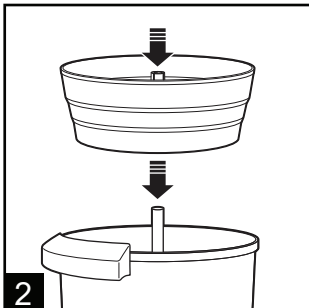


SPECIAL *Event* RENTALS

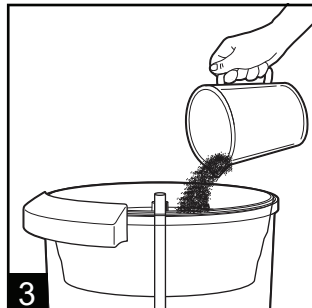
HOW TO MAKE COFFEE



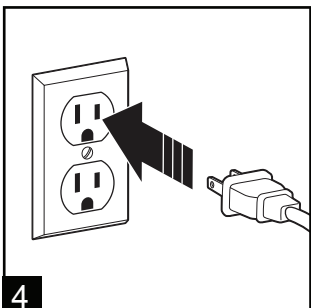
1 Fill coffee urn with cold water to recommended coffee measurements, see reverse. Do not use hot water or coffee urn will not brew.



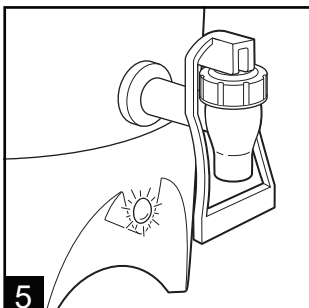
2 Insert wide end of stem into heating unit well at the bottom of coffee urn. Place coffee basket into the center of the opposite end of stem.



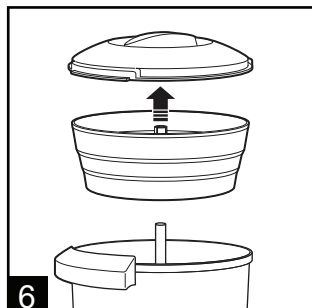
3 Pour coffee grounds into coffee basket. **NOTICE:** To avoid flooding of the basket, do not use drip or finely ground coffee.



4 Plug coffee urn into a standard electrical outlet. **NOTICE:** Coffee urns must be plugged in different outlets and 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"> Check to make sure that the stem is aligned with heating unit well and dispensing bar is tight.
<i>No power</i>	<ul style="list-style-type: none"> Ensure that the urn is not unplugged, switched on and that the outlet is generating power. If an extension cord is to be used with the coffee urn, it must be 12-gauge or greater.

SPECIAL *Event* RENTALS

BREWING TIME & MEASUREMENTS

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

110 CUP URN

Brewing time: Approximately 1 hour & 30 minutes.

WATER LEVEL	AMOUNT OF COFFEE GROUNDS*	
	STRONG	MILD
110 cups (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 cups (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 cups (max.)	3 ½ cups	2 ½ cups
30 cups	2 ¾ cups	1 ¾ cups
24 cups	2 ¼ cups	1 ½ cups
18 cups	1 ¾ cups	1 ¼ cups
12 cups (min.)	1 ¼ cups	1 cup

BEFORE RETURNING

- Cleaning charges will be applied if urns are not returned in the same condition they were received.
- To avoid cleaning charges, dispose of any residue coffee and coffee grounds. Remove cover, coffee basket and stem. Clean inside of coffee urn with warm, soapy water. Never immerse the coffee urn in water. Wipe exterior of urn with a damp cloth.