

Coffee Pot Instructions

Please Note: These coffeemakers require quite a bit of power. For best results, be certain to use appropriately rated, not overloaded, outlets. Avoid operating more than a single Coffee Pot on a circuit.

1. Fill the urn with **COLD** water to the fill line on the inside of the coffee urn.
2. Insert the stem firmly into the receptacle at the bottom of the urn. In some models, the stem will not appear above the basket. Place the basket over the stem.
3. **Paper filters are not needed.** The measurement for the amount of coffee is: 1 cup of grounds for every 20 cups of water. Evenly distribute the grounds in the basket.
4. Plug cord into outlet, turn power switch to “On” if the model used incorporates one, then allow approximately one minute per cup of water for brewing time.

Some units have red indicator lights that turn on when plugged in and will turn **green** when done.

5. When the red light at the bottom of the coffeemaker comes on (or turns green) the coffee is ready.
6. Please dump used grounds, rinse the basket, and pour out unused coffee.

If you experience any difficulty with the rental equipment please call: 360-754-7368. Thank you for including us in your event.