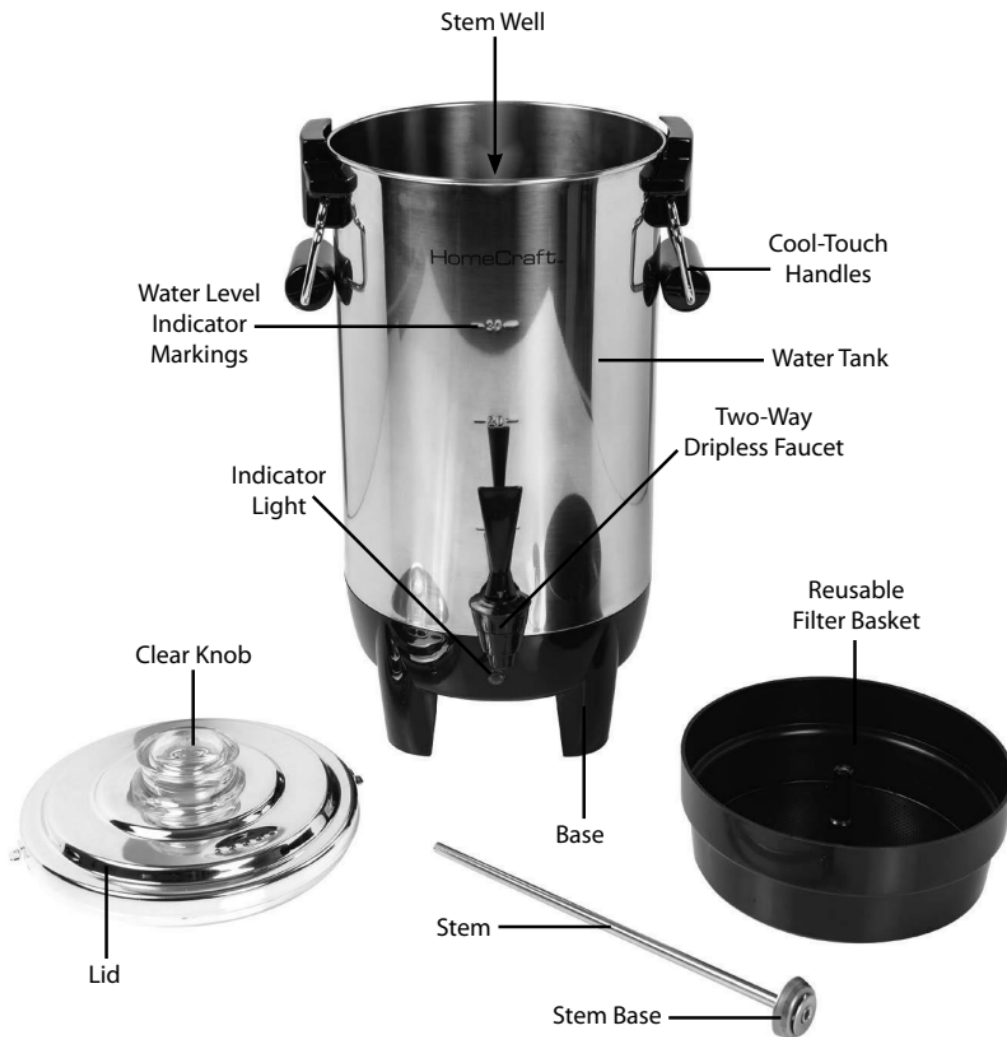


PARTS & ASSEMBLY

Your COFFEE URN requires little assembly. Prior to use, wipe down the outside of the unit with a damp cloth and dry. Wash remaining parts in warm soapy water, rinse, and then dry.

Do not attempt to assemble parts while the unit is running.

Always assemble parts while unit is unplugged.





HOW TO OPERATE

Before first use, carefully unpack your COFFEE URN, remove all packaging materials, and then follow the cleaning instructions under the CLEANING & MAINTENANCE section.



TO MAKE COFFEE:

1. Place the urn upright on a dry, sturdy and heat-resistant surface near an electrical outlet.

2. Remove the Lid by grasping the Knob and twisting counterclockwise until the lock symbol moves from locked () to unlocked () and the locking tabs completely clear the handles on each side of the Water Tank. Lift out the Filter Basket and Stem and set aside.
3. Fill the Water Tank with cold water to match the number of cups you wish to brew.
NOTE: Do not overfill (more than 30 cups) or underfill (less than 10 cups) the urn.
4. Replace the Stem and Filter Basket. Make sure the Stem Well is seated into the cavity at the bottom of the Water Tank.
5. Add ground coffee to the Filter Basket. Follow the chart below to determine the amount of ground coffee to add. Do not spill coffee grounds in the stem.

Cups to Brew	Amount of Ground Coffee to Use (Tablespoons)	Amount of Ground Coffee to Use (Measuring Cups)
10	8-11 tbsp	1½ cups
20	18-21 tbsp	1 cup
30	22-31 tbsp.	1½ cups

NOTE: 1 Cup Brewed Coffee = 5 Fluid Ounces

6. Place the Lid back onto the urn. Grasp the Knob and twisting clockwise until the unlocked symbol moves from unlocked () to locked ().

7. Plug the urn into the electrical outlet.

NOTE: To avoid damage, do not plug into outlet when there is no liquid inside.

8. Soon the urn will begin to perk coffee. When done brewing, the Indicator Light will illuminate.

CAUTION! Water Tank gets very hot during operation.

CAUTION! Hot steam escaping from the Lid during operation may cause scalding.





9. To serve, place a cup under the Faucet. Push down and hold the Faucet lever until the cup is filled, then release the lever. For a constant flow, to empty the urn, or fill a carafe, lift the lever straight up. The lever will stay in the open position until the lever is pushed down.

10. To make additional coffee, rinse the Lid, Filter Basket, Stem and Water Tank with cold water, then follow the same process to make more coffee.

11. When finished serving coffee, unplug the coffee urn from the electrical outlet. Allow all parts to cool before cleaning.

TO HEAT WATER:

(for instant coffee, hot cocoa, or tea)

1. Place the urn upright on a dry, sturdy and heat-resistant surface near an electrical outlet.
2. Remove the Lid by grasping the Knob and twisting counterclockwise until the lock symbol moves from locked () to unlocked () and the locking tabs completely clear the handles on each side of the Water Tank. Lift out the Filter Basket and Stem and set aside.
3. Fill the Water Tank with cold water to match the number of cups you wish to heat.
NOTE: Do not overfill (more than 30 cups) or underfill (less than 10 cups) the urn.
4. Do not replace the Filter Basket and Stem. Place the Lid back onto the urn. Grasp the Knob and twisting clockwise until the unlocked symbol moves from unlocked () to locked ().
5. Plug the urn into the electrical outlet.
NOTE: To avoid damage, do not plug into outlet when there is no liquid inside.
6. Soon the urn will begin to heat water. When done heating, the Indicator Light will illuminate.
CAUTION! Water Tank gets very hot during operation.
CAUTION! Hot steam escaping from the Lid during operation may cause scalding.
7. To serve, place a cup under the Faucet. Push down and hold the Faucet lever until the cup is filled, then release the lever. For a constant flow, to empty the urn, or fill a carafe, lift the lever straight up. The lever will stay in the open position until the lever is pushed down.
8. When finished serving hot water, unplug the urn from the electrical outlet. Allow all parts to cool before cleaning

HELPFUL TIPS

- For best results, use medium ground coffee. Do not use drip or finely ground coffee as flooding of the Filter Basket can occur.
- Use your urn to make more than just coffee - try heating water to make hot apple cider, hot chocolate, tea and more.
- Never plug in the urn without water or liquid inside.
- DO NOT overfill or underfill the urn with water. Liquid must always cover the inside bottom of the urn at all times during use. Falling below the minimum level could cause overheating and damage to internal components.
- You may want to place a plastic mat underneath the Faucet to protect furniture and to avoid staining of table cloth.

CLEANING & MAINTENANCE

1. Unplug your urn and allow it to cool. Drain any leftover coffee out of the urn.
2. Wash the Lid, Filter Basket, and Stem in warm, soapy water. Dry with a soft, non-abrasive cloth.
NOTE: Filter Basket may also be washed in the top rack of a dishwasher.
3. Clean the interior of the urn by filling with warm water to about one-third of its capacity. Add dish soap and wash with a non-abrasive sponge or cloth. Pay special cleaning attention to the Stem Well. The Stem Well must be kept clean for the urn to operate properly. Rinse the interior with warm water, then dry with a soft, non-abrasive cloth.
4. Wipe the exterior of the urn with a soft, damp cloth and dry with a soft, non-abrasive cloth.
5. NEVER immerse the Body or Base in water.
6. After repeated use, accumulation of oil and coffee stains may cause a bitter taste. These stains can be removed with a special urn cleanser . Make sure cleanser is safe to use with this product. Follow the directions on urn cleanser packaging. Be sure to rinse well.

30-CUP STAINLESS STEEL COFFEE URN / CU30SS

Should you have any questions, please contact us via email or at the customer service number listed below between the hours of 8:00 AM and 5:00 PM, Monday through Friday, Central Standard Time.

IMPORTANT SAFEGUARDS

A person who has not read and understood all operating and safety instructions is not qualified to operate this appliance. All users of this appliance must read and understand this Instruction Manual before operating or cleaning this appliance.

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

1. Read all instructions before operating this appliance.
2. DO NOT TOUCH the hot surfaces. Use handles or knobs.
3. This appliance is NOT A TOY.
4. Keep out of reach of children.
5. Unsupervised young children and cognitively challenged individuals should never operate this appliance.
6. Close supervision is necessary when any appliance is used by or near children.
7. To protect against electrical shock do not immerse cord, plug or any part of this unit in water or other liquids.
8. Do not operate this appliance when parts are missing or broken.

9. Unplug from outlet when not in use, before removing parts and before cleaning. Allow to cool before putting on or taking off any parts, and before cleaning.
10. DO NOT operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or if the appliance has been damaged in any manner. Return the appliance to the nearest repair shop for examination, repair or adjustment.
11. The manufacturer does not recommend the use of accessory attachments other than what is provided by the manufacturer. Use of attachments may cause injuries.
12. DO NOT use the appliance for other than its intended use.
13. DO NOT use outdoors. FOR HOUSEHOLD USE ONLY.
14. DO NOT place on or near a hot gas or electric burner, or in a heated oven.
15. DO NOT put any parts of this appliance in dishwasher.
16. DO NOT let cord hang over edge of table or counter, or touch hot surfaces.
17. NEVER leave unit unattended while in use or when plugged into an outlet.
18. Extreme caution must be used when moving an appliance containing hot food.
19. Always attach plug to appliance first, then plug cord in the wall outlet. To disconnect, turn any control to "off," then remove plug from wall outlet.

ADDITIONAL IMPORTANT SAFEGUARDS

Operating Safety Precautions

1. Some parts of appliance are hot when in operation. DO NOT touch with hands. Only use knobs or handles to touch.
2. Never use the appliance if the unit shows any signs of cracks or of having loose or weakened handles.
3. DO NOT let the coffee urn operate without water.
4. DO NOT open the Lid while appliance is in use.
5. Do not place coffee urn on or near a hot gas or electric burner or in a heated oven.

Instructions for the Electrical Cord and Plug

1. ELECTRICAL SHOCK HAZARD: Failure to follow these instructions can result in death, fire, or electrical shock.
 - Plug into a grounded 3 prong outlet.
 - DO NOT remove ground prong.
 - DO NOT use an adapter.
2. This unit MUST be grounded. In the event of an electrical short circuit, grounding reduces the risk of electric shock by providing an escape wire for the electric current.

This unit is equipped with a cord having a grounding wire with a grounding plug. The plug must be plugged into an outlet that is properly installed and grounded.

3. **WARNING:** Improper use of the grounding plug can result in a risk of electric shock. If the plug does not fit fully into the outlet, contact a qualified electrician. Do not attempt to modify the plug in any way.
4. A short power supply cord is provided to reduce the risk resulting from becoming entangled or tripping over a long cord.
5. Longer detachable power-supply cords or extension cords may be used if care is exercised in their use.
6. If a longer detachable power-supply cord or extension cord is used:
 - The marked electrical rating of the cord set or extension cord should be at least as great as the electrical rating of the appliance;
 - The cord should be arranged so that it will not drape over the countertop or tabletop where it can be pulled on by children or tripped over unintentionally; and
 - The cord set or extension cord should be a grounding-type 3-wire cord.
7. The manufacturer does not recommend using this machine in countries that do not support 120V AC even if a voltage adapter, transformer, or converter is in use.

SAVE THESE INSTRUCTIONS!

INTRODUCTION

Congratulations on your purchase of the 30-CUP STAINLESS STEEL COFFEE URN! Great for a variety of social gatherings, this unit quickly brews up to 30 cups of delicious coffee, tea, or hot chocolate for birthdays, offices, group meetings and more.

Features include:

- 30 cups total capacity
- Brews 1 cup of coffee per minute
- Keep warm mode automatically holds coffee at the perfect temperature for hours
- Two-way dripless faucet keeps surfaces clean
- Includes dishwasher-safe reusable filter
- Comfortable stay-cool handles allow for easy transport
- Heat resistant base
- LED ready indicator light
- Water level markings on water tank
- Stainless steel locking lid prevents spills

Warning

This content is compiled from multiple sources and is provided for reference purposes only. It may not be complete or fully applicable to all situations. If you are unable to resolve your issue, please contact the product manufacturer or an authorized service provider for official support.

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