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55 Cup/100 Cup Coffee Maker Instructions

1. Always use coffee maker on a dry, level surface. Be sure hands are dry.
2. With basket and stem removed, fill coffee maker with **COLD** water. Marks on inside of coffee maker show water level.
3. Place stem and basket back into coffee maker. Add desired ground coffee to basket. Follow proper chart below for your rented coffee maker, these ratios are recommended by the manufacturer.

<u>55 Cup Model</u>			<u>100 Cup Model</u>		
<u>Water</u>	<u>Ground Coffee</u>		<u>Water</u>	<u>Ground Coffee</u>	
	<u>Strong</u>	<u>Mild</u>		<u>Strong</u>	<u>Mild</u>
55 Cups	5 cups	3.5 cups	100 Cups	8 cups	6.25 cups
45 Cups	4 cups	2.75 cups	80 Cups	6.5 cups	5 cups
35 Cups	3.25 cups	2 cups	60 Cups	5 cups	4 cups
25 Cups	2.25 cups	1.5 cups	40 Cups	3.5 cups	2.5 cups

4. Place cover on coffee maker, twisting to lock cover in place inside handles.
5. Plug cord into a 120 volt AC grounded electric outlet **ONLY**. **Do not use extension cords as they can damage the coffee maker.** If the electrical circuit is overloaded with other appliances, the coffee maker may not operate properly. It should be operated on a separate electrical circuit from other appliances.
6. The rate of brewing is approximately one cup per minute. Once the coffee has finished brewing, the coffee maker will stop perking automatically. Coffee will remain at serving temperature as long as the coffee maker is plugged in.
7. When about three cups of coffee remain in coffee maker, unplug cord from wall outlet and let coffee maker cool before handling.
8. Once cool, clean inside of coffee maker by filling with hot water to about one-third its capacity. Add detergent and wash with sponge or cloth. Repeat process for cleaning basket and stem. **DO NOT IMMERSE COFFEE MAKER, ITS CORD AND PLUG IN WATER OR OTHER LIQUID.** Do not let water contact electrical parts in base.

11/2008 SAM