



## Coffee Urn Instructions

### Tools Needed:

- Regular Ground Coffee - Your Favourite Brand

*Suggested Measurements (we all like our coffee differently)*

Cups Served	Quantity Needed
30 Cups	3 cups regular grind
36 Cups	3.5 cups regular grind
40 Cups	4 cups regular grind
55 Cups	4.5 cups regular grind
100 Cups	1 pound regular grind
<i>Reduce amounts for weaker brew</i>	

### Brewing Time:

Cups Served	Brewing Time
30-60 Cups	Approximately 45-60 minutes
90-100 Cups	Approximately 75-90 minutes

### Operating Tips:

#### **DO NOT USE EXTENSION CORD FOR BREWING**

Coffee Urns take a great deal of energy to brew and require a full circuit of power, sharing an outlet will cause the Coffee Urn NOT to brew and could also result in blown circuits

1. Fill coffee urn to desired level with cold water
2. Add Regular Grind coffee according to chart
3. Plug the coffee urn into proper electrical outlet
4. DO NOT USE AN EXTENSION CORD
5. Turn switch to ON

### Cleaning Instructions:

1. Empty coffee grounds from basket, rinse basket
2. Empty leftover coffee from coffee urn
3. NEVER IMMERSSE IN WATER, THIS WILL DAMAGE THE COFFEE URN - damage fees will apply