

COFFEE MAKING INSTRUCTIONS

Check to make sure that coffee pot switch is in the off position, and that the spout is closed, if you plug them in before filling with water.

Regular coffee

Fill larger pot to the 60 cup line with water, using the metal pitcher.

Replace metal rod and basket inside pot.

Use **2 3/4 cups of regular coffee**. Coffee in pull out cabinet to left of refrigerator.

(Some people leave opened coffee in fridge—check before opening a new container.)

Decaf coffee

Fill smaller pot to the 30 cup line with water. This one can fit under the faucet, or you can use the metal pitcher.

Replace metal rod and basket.

Use **1 3/4 cups of decaf coffee**.

Put top lid on securely.

IMPORTANT; DO NOT PLUG BOTH POTS INTO SAME OUTLET. FUSE WILL BLOW. SAFE OUTLETS ARE MARKED – one to left of sink and one to right.

Plug both pots in. Turn on switch on lower front of larger pot to “on”.

Remove basket of grounds before bringing pots upstairs. (Makes them a bit lighter.)

Throw grounds into trash can after they have cooled.

After coffee hour is over, wash out the coffee urns. Urns are **NOT IMMERSIBLE** – use pitcher if needed. Especially run clean water through the spouts. Leave urns upside down in dish drainer after washing. (Leaving any water in the bottom of the urn where the center stem fits can lead to mold.)