

all in one
*Party*SHOP
event rentals
www.allin1partyshop.com

Create. Decorate. Celebrate.

Comox Valley
861 Shamrock Pl Comox 250 338 6678 cv@allin1partyshop.com

Campbell River
1360 Homewood Rd Campbell River 250 287 8159 cr@allin1partyshop.com

FRESH
HOT
COFFEE

COFFEE URN GUIDE

PLEASE READ FULLY BEFORE OPERATING.

IMPORTANT

NEVER LIFT OR MOVE URN WHILE IT IS PLUGGED IN, BREWING OR FILLED.
ALWAYS USE URN ON A DRY, LEVEL SURFACE.

MEASUREMENT GUIDE

CUPS	COFFEE	APPROX TIME
12	¾ CUP	12 MINUTES
24	1½ CUPS	20 MINUTES
36	2¼ CUPS	25 MINUTES
48	3 CUPS	29 MINUTES
60	3¾ CUPS	42 MINUTES
72	4½ CUPS	46 MINUTES
84	5¾ CUPS	55 MINUTES
100	6¼ CUPS	70 MINUTES

BREWING INSTRUCTIONS

WITH BASKET AND STEM REMOVED, USE A PITCHER OR JUG TO FILL URN WITH COLD WATER TO DESIRED LEVEL. NEVER USE HOT WATER TO BREW COFFEE.

INSERT STEM INTO HEATING UNIT WELL IN THE BOTTOM OF URN, PLACE BASKET ON STEM AND FILL WITH THE APPROPRIATE AMOUNT OF COFFEE. DO NOT LET GROUNDS FALL THROUGH STEM.

PUT COVER ON URN AND PLUG INTO 120 VOLT AC GROUNDED OUTLET ONLY TO BEGIN BREWING. THE URN WILL STOP PERKING AUTOMATICALLY AND IS READY TO SERVE WHEN THE READY LIGHT TURNS ON. BREWED COFFEE WILL REMAIN AT SERVING TEMPERATURE WHILE PLUGGED IN.

BEFORE SERVING, USE A POTHOLDER TO REMOVE BASKET OF GROUNDS & STEM OR COFFEE WILL BECOME BITTER.

TO FILL AN INDIVIDUAL CUP, PRESS FAUCET HANDLE DOWN. FOR A CONTINUOUS FLOW LIFT HANDLE STRAIGHT UP UNTIL IT IS IN THE LOCKED & OPEN POSITION.

UNPLUG WHEN COFFEE MAKER EMPTIES.

PLEASE NOTE: COFFEE URN MUST BE COOLED DOWN PRIOR TO MAKING A SECOND BATCH OF COFFEE. IF YOU WISH TO MAKE A SECOND BATCH IMMEDIATELY, FILL THE URN WITH COLD WATER TO COOL IT DOWN QUICKLY.

CLEANING INSTRUCTIONS

REMOVE GROUNDS AND RINSE OUT BASKET AND UNIT WHEN DONE. DO NOT SUBMERGE URN BASE IN WATER. NEVER PUT COFFEE OR TEA BAGS DIRECTLY INSIDE AN URN.

WWW.ALLIN1PARTYSHOP.COM