



540 S. St. Clair St. Toledo OH 43604  
419-720-8800  
Greatlakesparty.com

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## **Coffee Machine Instructions**

### **Step 1**

Fill coffee pot with COLD water to the desired amount. Always make at least 20 cups.

### **Step 2**

Add coffee to the basket (Reference the equivalent chart below)

### **Step 3**

Put top on and twist to lock into place, then plug coffee pot into standard electrical outlet. (Do not plug in until water has been added)

### **Step 4**

When coffee has finished brewing, remove the basket and tube. The pot will keep the coffee warm as long as it is plugged in.

### **Step 5**

When finished using the coffee pot, unplug the machine, then follow the cleaning tips listed below.

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## **Cleaning**

Rinse out the inside of the coffee pot, basket and tube before returning. Never immerse the coffee pot in water

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## **Brewing Time**

Allow approximately 30 minutes to brew 30-60 cups.

Allow approximately 60 minutes to brew 75-100 cups.

Number of cups	Amount of Ground Coffee
30	1- $\frac{3}{4}$ to 2 cups
60	3- $\frac{2}{3}$ to 3- $\frac{3}{4}$ cups
80	5 cups
100	6- $\frac{2}{3}$ cups