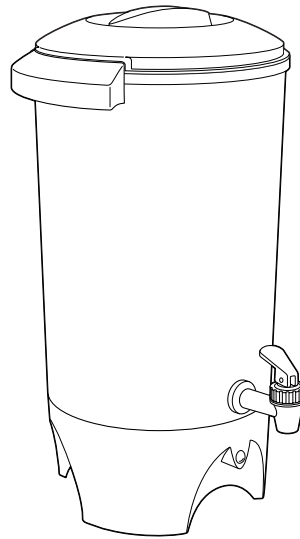


**Hamilton Beach®**

*Coffee Urn*



English.....	2
USA: 1-800-851-8900	
Canada : 1-800-267-2826	

840095700

## IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons, including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs. Care must be taken, as burns can occur from touching hot parts or from spilled, hot liquid.
3. To protect against fire, electric shock, and injury to persons do not place cord, plug or coffee urn in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when either the coffee urn is not in use and before cleaning. Allow to cool before putting on or taking off parts and before cleaning the appliance.
6. Coffee urn must be operated on a flat surface away from the edge of counter to prevent accidental tipping.
7. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions or is dropped or damaged in any manner. Call our toll-free customer service number for information on examination, repair, or adjustment.
8. The use of accessory attachments not recommended by Hamilton Beach/Proctor-Silex, Inc. may result in fire, electrical shock or personal injury.
9. Do not use outdoors.
10. Do not let cord hang over edge of table or counter or touch hot surfaces, including stove.
11. Be certain cover is securely in place during brew cycle and when serving coffee. Scalding may occur if cover is removed during brew cycle.
12. Do not place coffee urn on or near a hot gas or electric burner or in a heated oven.
13. Always attach plug to appliance first, then plug cord into wall outlet. To disconnect coffee urn, remove plug from wall outlet, then unplug from coffee urn.

14. Warning: To reduce the risk of fire or electric shock, do not remove the bottom cover. No user serviceable parts are inside. Repair should be done by authorized service personnel only.
15. Do not use appliance for other than intended use.

## SAVE THESE INSTRUCTIONS!

### CONSUMER SAFETY INFORMATION

**This appliance is intended for household use only.**

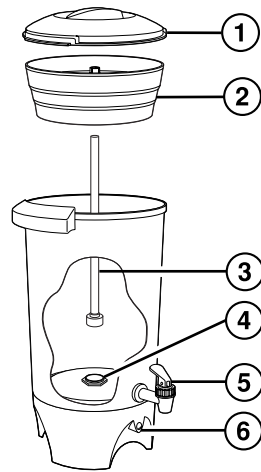
Your coffee urn may have a grounded type 3-wire cord (3-prong plug). If it does, this type of plug will only fit into an electrical outlet made for a 3-prong plug. This is a safety feature. If the plug should fail to fit, contact an electrician to replace the obsolete outlet. Do not attempt to defeat the safety purpose of the grounding pin, part of the 3-prong plug.

The length of the cord used on this appliance was selected to reduce the hazards of becoming tangled in, or tripping over a longer cord. If a longer cord is necessary an approved extension cord may be used. If your coffee urn has a 3-prong plug, and an extension cord is used, the extension cord must also be a grounded-type 3-wire cord. The electrical rating of the extension cord must be equal to or greater than the rating of the coffee urn. Care must be taken to arrange the extension cord so that it will not drape over the countertop or tabletop where it can be pulled on by children or accidentally tripped over.

To avoid an electrical circuit overload, do not use another high wattage appliance on the same circuit with your coffee urn.

## Parts and Features

1. Cover
2. Coffee Basket
3. Stem
4. Heating Unit Well
5. Serving Spout
6. Ready Light



## To Make Coffee

**Before First Use:** Clean the coffee urn by following the steps in “How To Clean.”

1. To make coffee, remove cover, coffee basket and stem. Fill coffee urn with cold water to desired level as indicated by numbered servings on inside of urn.
2. Place stem into coffee basket. Then holding the center post of the coffee basket place large end of stem into heating unit well.
3. Measure ground coffee into coffee basket. Avoid getting ground coffee in the stem. Refer to the Coffee Making Chart that follows. Spread coffee evenly in basket.

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4. Place cover onto coffee urn and turn to lock.
5. Plug cord into the coffee urn then plug the cord into electrical outlet. The unit automatically turns on.
6. The coffee urn will stop automatically when the coffee has finished brewing, and the Ready light will glow. Allow about 1 minute per cup for brewing time.
7. Using a hot mitt, remove cover then carefully remove coffee basket with HOT grounds and stem. Replace cover.
8. The coffee urn will remain at serving temperature until it is unplugged. To serve, place a cup under the serving spout. Push down and hold the lever until the cup is filled, then release the lever. For a constant flow, to empty the urn, or fill a carafe, lift the lever straight up. The lever will stay in the open position until the lever is pushed down.
9. When finished serving coffee, unplug the coffee urn from the electrical outlet. Then remove cord from the coffee urn.

## Coffee Making Chart

Water Level	Amount of Ground Coffee
42 cups	2½ cups
36 cups	2¼ cups
30 cups	1¾ cups
24 cups	1½ cups
18 cups	1 cup
12 cups	¾ cup

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**NOTE:** We recommend using coffee that has been ground specifically for use in a **percolator-type** coffee maker. However, coffee marked “For All Coffee Makers” is acceptable. If using a coffee grinder and whole beans, percolator coffee should be a coarse grind. A finely ground coffee may cause the coffee basket to overflow.

### **To Heat Water**

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Use heated water to make instant coffee, hot cocoa, or tea.

1. To heat water, remove cover, coffee basket and stem. Fill coffee urn with cold water to desired level as indicated by numbered servings on inside of coffee urn.
2. Place stem into coffee basket then place large end of stem into heating unit well. (Using the stem and basket will speed heating time.)
3. Place cover onto coffee urn and turn to lock. Plug in coffee urn and let go through complete perk cycle. Water is hot when the Ready light glows.

### **How To Clean**

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1. After each use, unplug cord from outlet then remove cord from the coffee urn. Let cool before cleaning.
2. Remove cover, coffee basket and stem. Wash these in hot soapy water. Rinse and dry. These parts can also be placed in dishwasher. Do not put coffee urn in dishwasher.
3. Fill the coffee urn half full with hot water. Add a drop of liquid dishwashing detergent and wash the inside of the coffee urn. Use a scouring pad and clean the inside of the heating unit well. This part must be properly cleaned to maintain the proper operation of the coffee urn.

4. Drain the soapy water then fill the coffee urn with hot water to rinse. Open serving spout and let hot water flow through to clean the spout. Repeat with another hot water rinse then dry.
5. Clean outside of coffee urn with a damp cloth. Do not use abrasive scouring pads or cleansers.

### **To Remove Mineral Deposits and Build-Up**

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If the coffee urn is used daily follow these instructions every other week. Fill the coffee urn with 1 quart cold water and 1 quart white vinegar. Assemble with stem, coffee basket, and cover.

Plug in and let go through the perk cycle. When perking has stopped let sit another 15 minutes. Unplug and drain the coffee urn. Let cool then clean according to “How To Clean.”

### **To Remove Discoloration**

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To lighten discolored metal inside the coffee urn, fill the urn to the 42 cup level. Assemble with stem and coffee basket. Place 2 tablespoons plus 1 teaspoon cream of tartar into basket (found in the spice section of supermarket). Place cover onto coffee urn.

Plug in and let go through the perk cycle. When perking has stopped let sit another 15 minutes. Unplug and drain the coffee urn. Let cool then clean according to “How To Clean.”

## Customer Service

If you have a question about your coffee urn, call our toll-free customer service number. Before calling, please note the model, type, and series numbers and fill in that information below. These numbers can be found on the bottom of your coffee urn. This information will help us answer your question much more quickly.

**MODEL:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_ **SERIES:** \_\_\_\_\_

### LIMITED WARRANTY

This product is warranted to be free from defects in material and workmanship for a period of two (2) years for Hamilton Beach Portfolio products or one (1) year for Hamilton Beach products from the date of original purchase, except as noted below. During this period, we will repair or replace this product, at our option, at no cost. THE FOREGOING WARRANTY IS IN LIEU OF ANY OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED, WRITTEN OR ORAL INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ANY LIABILITY IS EXPRESSLY LIMITED TO AN AMOUNT EQUAL TO THE PURCHASE PRICE PAID, AND ALL CLAIMS FOR SPECIAL, INCIDENTAL AND CONSEQUENTIAL DAMAGES ARE HEREBY EXCLUDED. There is no warranty with respect to the following, which may be supplied with this product: glass parts, glass containers, cutter/strainer, blades, and/or agitators. This warranty extends only to the original consumer purchaser and does not cover a defect resulting from abuse, misuse, neglect, use for commercial purposes, or any use not in conformity with the printed directions. This warranty gives you specific legal rights, and you may also have other legal rights which vary from state to state, or province to province. Some states or provinces do not allow limitations on implied warranties or special, incidental or consequential damages, so the foregoing limitations may not apply to you.

If you have a claim under this warranty, DO NOT RETURN THE APPLIANCE TO THE STORE! Please call our CUSTOMER SERVICE NUMBER. (For faster service please have model, series, and type numbers ready for operator to assist you.)

### CUSTOMER SERVICE NUMBERS

In the U.S. 1-800-851-8900

In Canada 1-800-267-2826

Web site address: [www.hamiltonbeach.com](http://www.hamiltonbeach.com)

**KEEP THESE NUMBERS FOR FUTURE REFERENCE!**

HAMILTON BEACH PROCTOR-SILEX, INC.  
263 Yadkin Road, Southern Pines, NC 28387

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Picton, Ontario K0K 2T0

840095700

Web site address: [www.hamiltonbeach.com](http://www.hamiltonbeach.com)

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