

coffee maker (36, 55 & 100 cup urns)

To prevent personal injury or property damage read and follow the instructions and warnings in this care and use instruction manual.

care & use instructions

important safeguards

- Use electricity safely and wisely. Observe safety precautions when using your coffee maker including the following:
- Read all instructions before using
- Be sure switch is turned "OFF" before plugging cord into wall outlet. If coffeemaker does not have a switch, be sure coffee maker contains water or brewed coffee before plugging in. Do not leave coffeemaker plugged in when it is not being used.
- Plug coffee maker into 120 volt AC **grounded** electric outlet ONLY. The cord has a three-prong plug which mates with a standard three-prong grounded wall outlet. Do not cut or remove the third prong from the plug. If an adaptor is used, be sure adaptor wire and wall outlets are grounded. If there is any doubt as to whether the outlet is grounded, check with a qualified electrician.
- Coffee maker should always be unplugged and allowed to cool before cleaning.
- Do not let cord touch hot surfaces or hang over the edge of a counter, table, or other surface area.
- Make sure cover, basket and stem are properly attached before coffeemaker is plugged in. No part of the coffeemaker should be removed during the brewing cycle. Scalding could occur.
- Your coffeemaker, its cord and plug should not be used outdoors, immersed in liquids, placed near a hot electric or gas burner or place in a heated oven.
- Do not touch coffeemaker when it is hot. Use handles or knobs.
- Supervise closely when coffeemaker is used by or near children.
- Do not use your coffeemaker if it or its cord is damaged or not working properly. Return it to ptg | event services for examination and/or repair.

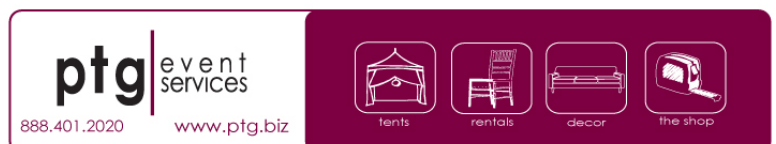
save these instructions

Your coffeemaker needs no special care other than cleaning. If servicing becomes necessary, please return your coffeemaker to ptg | event services. Do not attempt to repair it yourself.

Model 43536 coffeemaker is suitable for both household and commercial use.

warning: To prevent personal injury or property damage caused by fire, always unplug this and other appliances when not in use. **For household use only.**

instructions for making coffee



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caution: To prevent personal injury or electric shock, do not immerse coffee maker, its base, its cord or plug in water or other liquid.

1. Before using coffeemaker for the first time, clean it thoroughly. Refer to Regular Cleaning Instructions in this booklet.
2. Always use coffee maker on a dry, level, heat-resistant surface, away from any edge. Be sure hands are dry.
3. With basket and stem removed, fill coffeemaker with COLD water to desired cup level. Marks on inside of coffeemaker show cup levels. Do not fill past maximum cup level.
4. Place stem into heating unit well in bottom of coffeemaker, then put basket onto stem. To basket, add electric perk ground coffee or coffee ground for all coffeemakers. See Chart for recommended amounts of ground coffee to use depending on number of cups being made. A filter is not needed in the bottom of the basket. Spread grounds evenly in basket. Use standard measuring cups to measure coffee. Do not let grounds fall into stem opening. *Do not use "Drip" or finely ground coffee as basket can flood.* The amount of ground coffee recommended will make mild-strength coffee which most people prefer. The amount of coffee used can be adjusted to suit your preference.

special note on grinding coffee beans

- If grinding your own coffee beans, grind to medium coarseness for best results. **DO NOT** grind too fine (powder-like) as this can cause basket to flood.

100 -CUP MODEL

WATER MEASURE OF	LEVEL GROUND COFFEE
100 cups	6 ¼ cups
80 cups	5 cups
60 cups	4 cups
40 cups	2 ½ cups

- Do not make less than 40 or more than 100 cups of coffee at one time.

55-CUP MODEL

WATER MEASURE OF	LEVEL GROUND COFFEE
55 cups	3 ½ cups
45 cups	2 ¾ cups
35 cups	2 cups
25 cups	1 ½ cups

- Do not make less than 25 cups or more than 55 cups of coffee at any one time.

36-CUP MODEL

WATER MEASURE OF	LEVEL GROUND COFFEE
36 cups	2 cups
30 cups	1 ¾ cups
24 cups	1 ½ cups
18 cups	1 ¼ cups
12 cups	1 cup

- Do not make less than 12 cups or more than 36 cups of coffee at one time.

5. Place cover on the coffeemaker and turn to secure in place inside handles. Note arrows on cover for correct turning. To reduce coffee spills, especially if coffee maker is tipped over, make sure cover has been turned clockwise until the cover is completely secured into the handle slots. Care should be used when moving the coffeemaker as the cover only temporarily reduces coffee from spilling if coffeemaker is tipped over.

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instructions for making coffee {cont.}

6. Plug cord into a 120 volt AC grounded electric outlet ONLY. Also turn switch "ON" for models 13500 and 33600.

CAUTION: Your coffeemaker has a long cord for easy access to electric outlet. To prevent personal injury or property damage, do not allow long cord to drape or hang over the edge of a countertop, tabletop or surface area where it can be pulled by children or tripped over. Do not allow children to be near or use this coffeemaker without close adult supervision.

7. Coffeemaker will stop perking automatically (each cup requires no longer than 1 minute brewing time). **Coffee is ready when light in base glows.** Coffee will remain serving temperature as long as coffeemaker is plugged in (and switch is "ON"). Before serving turn cover to remove basket and stem. Using a hot pad, remove coffee basket, and stem. If coffee basket and stem are not removed, bitter oils from the extracted grounds will drip into coffee. Replace cover making sure it is completely secured into the handle slots.
8. For cup-on-saucer filling, press faucet handle down. Release handle when filled. For continuous flow when filling coffee server, lift handle straight up until it locks into open position. Lower handle when server is filled.
9. When about 3 cups of coffee remain in coffeemaker, or when coffee can no longer be seen in the view tube, unplug cord from electric outlet and turn switch "OFF".
10. To reheat cold coffee, simply plug coffeemaker in and turn switch "ON". Be sure basket and stem are removed. There must be at least 12 cups of coffee in the coffeemaker to reheat.

instructions for heating water for instant beverages

- *Plain water may be heated in your coffeemaker for use with instant beverages.*
1. Simply fill the clean coffeemaker with cold water to the desired cup level and place stem and clean empty basket into position as for making coffee.
 2. Secure cover in place and plug coffeemaker in. Also turn switch to "ON" position for models 13500 and 33600. Heat water until perking stops and light on base glows.
 3. Remove cover, lift out basket and stem, with a hot pad, and replace cover, making sure it is secured in place.
 4. Unplug coffeemaker when less than 3 cups of water remain. Inside of coffeemaker may darken after heating water which is normal and does not affect the coffeemaker or the water heated.

Other than making coffee or heating water, no other liquid should be heated in coffeemaker as damage to heating unit can occur.

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When a coffeemaker is used to heat water only, it must be cleaned well after each use in addition to special weekly cleaning with white distilled vinegar for remove mineral deposits. If these deposits are not removed, pitting of the metal can occur and result in damage to the coffeemaker. See Special Cleaning Instructions in this booklet.

instructions for cleaning coffeemaker

- *Improper cleaning of coffeemaker, especially the heating well, will affect the performance, resulting in weak, lukewarm coffee and may even cause coffeemaker to stop perking. To keep coffeemaker working properly, it is very important to follow the regular and special cleaning instructions.*

regular cleaning—after each use

- *CAUTION: To prevent personal injury or electric shock, do not immerse coffeemaker base, its cord or plug in water or other liquid.*
1. Unplug coffeemaker and allow to cool. Drain any coffee out of the coffeemaker.
 2. Wash basket, stem and cover in hot soapy water with a dishcloth or sponge. Rinse and dry. Coffee stains on metal can be removed with a scouring pad. Do Not Clean These Parts In Dishwasher As They Can Discolor.
 3. Clean inside of coffee maker by filling with hot water about one-third its capacity. Add dish soap and wash with sponge or cloth. Scour heating unit well (into which stem fits) with special cleaning tool provided and scouring pad such as Scotch Brite® or Brillo®. Twist pad inside unit well to clean. **Heating unit well must be kept clean for coffeemaker to work properly.** Rinse with hot water after cleaning and dry.
 4. Clean outside of coffeemaker with damp cloth and dry with soft cloth. Do not use abrasive metal scouring pads or cleansers on outside of coffeemaker as scratching will occur.

special cleaning – every two weeks

- *If coffeemaker is used daily, a special cleaning every 2 weeks OR every week if used for heating water, is necessary to thoroughly clean the heating unit well. If not kept clean, coffeemaker will not work properly.*
1. Fill coffeemaker with 1 quart EACH of water and white distilled vinegar. (If a white mineral buildup has formed on inside of coffeemaker, use an additional 2 cups of vinegar). Place stem and empty basket in place and secure cover onto coffeemaker. Plug cord into outlet and turn switch ON for models 13500 and 33600. Allow coffeemaker to complete perking cycle, then let stand 20 minutes.
 2. Turn OFF and unplug cord from outlet. Drain coffeemaker and allow unit to cool. Then wash the inside and the parts following the regular cleaning instructions, *making sure to clean heating unit well thoroughly.*
 3. On occasion, clean coffee level view tube on models 13500 and 33600 with a soft brush. Unscrew gauge cap and lift out tube. Wash in hot soapy water with brush and rinse. Replace tube, secure with gauge cap.

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4. To clean faucet, unscrew handle. Move a small brush up and down through faucet, then insert brush through opening inside coffeemaker to clean faucet connection. Wash faucet handle in hot soapy water and rinse. Replace faucet.

DO NOT USE BAKING SODA TO CLEAN COFFEEMAKER AS IT CAN DISCOLOR AND PIT THE METAL REPLACEMENT PARTS

coffee maker diagrams

