

Barrington Area Library  
Meeting and Zimmerman Room  
Coffeemaker Instructions

1. Press red **ENABLE** button to power up the machine. If the light is already on, the power is on.
2. Place paper filter in basket and add desired amount of coffee
  - i. ½ gallon (approx 10 cups) takes 1 bag of coffee.
  - ii. 1 gallon (approx 20 cups) takes 2 bags of coffee.
  - iii. Full server – 1.5 gallons (approx 30 cups) takes 3 bags of coffee.
3. Select serving size using the batch selector switch to the left of the brew button. Lowest button for ½ gallon, middle button for 1 gallon and top button for 1.5 gallons.
4. Make sure the server is stationed under the brew basket with the screw top opened.
5. Press the green **BREW** button.
6. When brewing is done, move the carafe out from under the brew basket and screw the top on.
7. Move the server to the serving table and slide the drain base into the server.

Instructions are also provided on the Quick Start Card posted in the kitchenette.

The coffee takes 12-15 minutes to brew and drip, regardless of the size. If the emergency power button has been turned off, then it will take approximately 25 minutes to heat the water in the tank and then twelve minutes to brew. **Never turn off the main power switch, on lower left of unit, unless there is an emergency**

The coffee in the coffee server will remain hot for a minimum of 4 hours.