

# event essentials

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To ensure a trouble free rental experience, please note:

*Start with cold water.* Filling the urn with warm or hot water can cause the thermostat to lock, keeping them from functioning properly.

*Add coffee.* Put the appropriate amount of coffee directly into the basket. No filter is required. Suggested amounts:

55 cup coffee urn	3.5 cups of coffee
100 cup coffee urn	6 cups of coffee

*Plug in and turn on.* Each urn draws approximately 15 amps. If you encounter difficulty, check to see if other appliances are on the same circuit and remove them. Do not plug the urn into an outlet that is controller by a dimmer switch.

*Brewing.* Brewing time varies with the size of the urn. You can expect:

55 cup coffee urn	40-50 minutes
100 cup coffee urn	60-90 minutes

*Caution: The sides of the urn get extremely hot.  
Be careful to avoid touching the urn or the steam that it produces.*

When the "ready" light comes on the brewing is complete. Remove basket and empty coffee grounds.

*Cleaning.* Remove grounds, empty brewed coffee, and rinse the basket and the inside of the coffee urn with clean water. Do not use abrasive cleaners. Do not immerse in water.