



# 40 & 100 CUP STAINLESS PERCOLATOR

## *Operating Instructions*

### Canton Chair Rental

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330-477-7719 • 800-686-4331

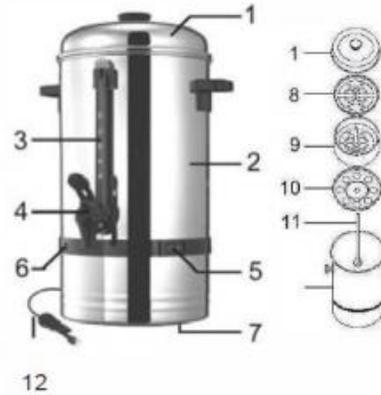
After Hours Pager: 330-737-1227

www.cantonchairrental.com

## TO BREW COFFEE:

Brewing time will take approximately 1 minute per cup of water.

1. Always use the coffeemaker on a dry, level, heat resistant surface, away from any edge.
2. Remove the inside assembly and fill the coffeemaker with COLD water to just above the faucet. Check for any dripping. If dripping occurs, tighten the nut inside the coffeemaker, the faucet cap, and the level indicator cap as needed. If there is no dripping present, fill the coffeemaker to the desired level. Do not fill less than half of the total capacity or fill past maximum cup level.
3. Center the Percolator Tube (11) into the Basket Tray (10) and make sure the foot of the tube is positioned firmly in the well of the urn. Place the Filter Basket (9) onto the Basket Tray. (NOTE: 40 cup Percolator does not include Basket Tray. Only use the Filter Basket.)
4. Add ground coffee to the basket according to the suggested coffee amount chart. Spread the grounds evenly in the basket. Use standard measuring cups to measure the grounds. Do not let any grounds fall into the percolator tube. Do not use "drip" or finely ground coffee or the basket may flood. (NOTE: If you grind your own coffee beans, grind to medium coarseness for best results. DO NOT grind to powder-like.) Place the Basket Cover (8) onto the basket, and cover the urn with lid.
5. Plug the cord into a dedicated 20 amp circuit and turn the Power Switch (5) ON. The switch will light up, starting the brewing process. DO NOT remove the lid, as scalding water may splash and burn if the lid is removed during the brewing cycle.
6. When the Indicator Lamp (6) lights up, the brewing process is complete and the coffeemaker will stop perking automatically. At this time you may choose to remove the basket and stem from the urn. Use extreme caution as these parts will be very hot. Handle using hot pads or oven mitts. (If the basket and stem are not removed, oils from the extracted grounds may drip into the coffee, causing a bitter taste). Replace the lid.
7. The coffee is ready to be served. Coffee will remain at serving temperature as long as the coffeemaker is plugged in and the switch is turned ON.
8. When there are only about 3 cups of coffee left in the urn, turn the power switch OFF and unplug the cord from the electric outlet.
9. To reheat cold coffee, there must be at least 12 cups of coffee in the urn. Simply plug in the cord and turn the power switch ON.



### Percolator Parts:

1. Lid
2. Urn Body
3. Level Indicator
4. Faucet
5. Power Switch
6. Indicator Lamp
7. Urn Base
8. Basket Cover
9. Filter Basket
10. Basket Tray (100 cup only)
11. Percolator Tube
12. Cord

## SUGGESTED COFFEE AMOUNTS

*The amount of ground coffee recommended will make mild-strength coffee.  
The amount of coffee used can be adjusted to suit your preference.*

Water	Ground Coffee
20 Cups	1 ¼ Cups
40 Cups	2 ½ Cups
75 Cups	4 ¾ Cups
100 Cups	6 ¼ Cups

There may also be measurements given on your coffee package. These can be used as well.

## CLEANUP AND RETURN:

Please dispose of used coffee grounds and rinse out the urn and basket. **Do NOT immerse urn in water.**

Please ensure that all parts have been put into the urn. Place urn into box provided and return to Canton Chair Rental.

## WARNING:

- NEVER immerse the machine in water. If this occurs, let it dry completely before operating.
- DO NOT pour any water on or near the power cord.
- When the machine is in use, parts of the machine become very hot. Make sure to use oven mitts or hot pads when handling parts.
- Stay in the vicinity of the machine while in operation.
- Always use handles to transport the machine.



# IMPORTANT!

**We can ALWAYS be reached to assist you!**

If you are experiencing problems with a rental item, please call us!

During business hours: **330-477-7719** or **1-800-686-4331**

After hours, weekends, or holidays: **330-737-1227**

**We want your event to run smoothly and will work to solve your problem quickly! If you fail to contact us at the time you are experiencing problems, we may not be able to adjust your invoice once an item is returned.**

## A NOTE ABOUT ELECTRICAL EQUIPMENT:

### PLUGGING IN:

- We recommend that you plug our equipment directly into a wall outlet.
- If you **MUST** use an extension cord, please use a heavy-duty cord (at least 12 gauges). Please refer to national and local electrical codes.
- If the equipment has a three prong-grounding plug, it must be plugged into a three holed grounded receptacle.
  - **Do not use a three-to-two prong adapter**, as this could reduce safety components and increase the risk of electric shock.
  - **Do not attempt to alter the electrical plug**. Serious injury or electrocution may result.
  - **A \$10 FEE WILL BE ASSESSED IF THE EQUIPMENT'S GROUND PLUG HAS BEEN TAMPERED WITH!**

### CIRCUITS AND FUSES:

- Each of our electrical rental items (especially concession equipment, coffee makers, roasters, hot boxes and fountains) should be on its own 20-amp circuit. Even though some equipment may be rated at nine or ten amps, the machine may draw more power while it is starting up.
- **REMEMBER**, overloading an outlet may blow fuses or circuits. We recommend that you locate the proper power source hours before your event starts so you are sure to not have any surprises. You may run into problems using this equipment if it is not plugged into its own dedicated outlet. If you are experiencing problems, try using a different outlet.

## BEFORE YOUR EVENT:

You have rented an item that has passed our electrical testing. We are unable to determine if the facility where you are using the unit has proper power. To ensure this equipment will work correctly for your event, we recommend that you do the following several hours prior to the start of your event:

Audio/Visual Items	Plug in and test (be aware of where spare bulb is in case you have one burn out).
Beverage Fountain	Plug in and fill with water. Make sure the light turns on and that the fountain flows correctly.
Chocolate Fountain	Assemble the fountain. Plug in and melt chocolate 1-2 hours prior to the start of your event. Start the fountain to insure proper chocolate flow. <b>Once started, leave the fountain running throughout the event.</b>
Coffeemaker	Plug in and fill with water. Make sure the water begins to heat.
Concession Equipment	Make a test batch.
Heat Lamp	Plug in and make sure bulb heats up.
Hot Box	Plug in and heat up.
Lighted Column	Plug in and light up.
Lighted Ice Tray	Plug in and light up.
Roaster	Plug in and make sure the roaster begins to heat up.

**PLEASE CALL US RIGHT AWAY IF YOU EXPERIENCE ANY PROBLEMS!**

**WE WILL MAKE IT RIGHT!**