

# User Manual

## Coffee Urn

**Model No. PA0220**



**READ THESE INSTRUCTIONS BEFORE USE AND  
SAVE FOR FUTURE REFERENCE**

### HOW TO USE

1. Always use the coffee urn on a flat level surface.
2. Remove all packing material before use. You must clean your urn before the first use.  
To clean the urn, fill with water to the "MAX" level. Boil and drain the water and then rinse. Repeat the procedure several times to remove any dust or residue from the urn.
3. Turn the lid counter clockwise to open.
4. Open the lid and fill with water. Make sure the water is below the "MAX" level.
5. Connect the plug to the socket. Place the percolator tube and the filter basket in the tank and put the desired amount of coffee in the basket. Make sure that the percolator tube is installed correctly inside the Coffee Urn to ensure proper operation.
6. Only use medium to coarse ground coffee. Do not use a finely ground or powder-like ground coffee.
7. Switch the urn ON. The heating indicator light will illuminate. The water will start to heat up. The water will spout from the tube and pour over the ground coffee. It continually works this way until the heating indicator goes out and the "keep warm" illuminates letting the operator know that the coffee is ready to serve.
8. Use the tap to dispense coffee.
9. When about 3 cups of coffee remains in the tank, turn the appliance off and unplug it from the electric outlet.
10. Always make sure at least 3 cups of liquid are remaining in the tank to prevent a boil-dry accident.
11. The urn is very heavy when filled with water or coffee. Urns should not be carried or moved when full of water as the weight and unsteady load can cause injury or strain. Urns should be placed in their position of use and filled through the use of a hose or several trips with a smaller manageable container.
12. Remove the coffee basket and grounds as soon as brewing is completed while discarding the grounds and cleaning the filter basket.

- a. This helps maintain coffee flavor.
  - b. The urn's lid can be used as a carrying tray when disposing of wet coffee grounds.
13. Before brewing a second time, allow urn to cool and rinse it out.
14. Clean coffee stain immediately or a malfunction may occur.

### SAFETY CUT OUT

Urns feature a boil dry protection system, which will switch off the element if the water level is too low. To reset the safety cut out, switch off and unplug the urn and allow it to cool. Empty out the water and press the RESET button underneath the urn. Refill with cold water and switch the urn back on again. The urn will automatically reboil.

## IMPORTANT SAFETY INFORMATION

- Do not touch metal parts of the urn as they become hot during use.
- Be mindful of hot steam coming from the lid vents
- Do not leave electrical appliances unattended when in use
- Always put the urn on a clean, level surface that can withstand the weight of the urn - including water.
- Always switch off and disconnect the urn from the outlet before cleaning or when not in use.
- NEVER attempt to move the urn when it is full of hot (or cold) water.
- Do not allow the urn to be immersed in liquid.
- Do not attempt to disassemble the urn – there are no user serviceable parts inside.
- ALWAYS disconnect from the outlet and allow the water to cool completely before attempting to clean or descale the urn.
- NEVER OVERFILL THE URN
- Do not allow cold water to sit in the urn for more than 2 days as it could become stagnate and stale. If this occurs, empty the water out completely and refill with freshwater.
- Your appliance must never be switched on through an external timer or any kind of separate remote control system.

- The urn is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge.

**DO NOT POSITION THE URN SO THAT THE TAP HANGS OVER THE COUNTER EDGE. IT IS NOT DESIGNED TO BE USED THIS WAY AND COULD LEAD TO SERIOUS SCALDS SHOULD THE TAP BE SWITCHED ON BY MISTAKE.**

### POWER SUPPLY

- If the unit uses a mains supply, ensure that the plug is securely inserted into the mains socket and it is easily accessible.
- Protect the power lead from sharp objects, excessive heat and damp or wet locations.
- Check the power lead periodically, and replace if damaged.
- Check that the voltage on the rating plate of your product corresponds with your local electricity supply which must be A.C. (Alternating Current).
- Any repairs should only be carried out by a fully qualified electrician or an authorised service agent.
- If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.

### ELECTRIC CIRCUIT DIAGRAM

