

## **BREWING ONE CUP OF COFFEE: FOUR STEPS (after the preliminaries)**

**What Not to Worry About:** Yes, it looks like a complex set of controls, but there's little to worry about. The charcoal water filter has been installed, and it should last until September (or 60 uses). The clock has been set. We did an initial cleaning. It's READY.

---

### **GET READY: THE PRELIMINARIES**

- A. FILL THE WATER RESERVOIR.** If it isn't already filled, lift it out (rear, right hand side) and go upstairs to the 5<sup>th</sup> floor, where there is a water cooler with great fresh water. Bring it back and put it in place.
  
  - B. Put your mug or cup on the stand to receive the beverage.**
- 

### **BREW ONE CUP OF COFFEE (or single serve) or COCOA**

- 1. **Press the Power switch** if you haven't already done so. The buttons will illuminate.
  
- 2. Is the mug on the drip tray? Just checking . . .
  
- 3. **Select a capsule. ADD THE COFFEE OR COCOA POD OF YOUR CHOICE** (They are in the small black drawer to the right of the coffee center. Do not puncture the foil covering)
  
- 4. **CHOOSE THE AMOUNT THAT FITS YOUR MUG/CUP SIZE and push the button for 6 oz., 8 oz., or 10 oz. on the top front**
  - a. **Note: to cancel the brewing, simply press the selected brew size once again and the brewing process will be stopped.**

Once the coffee is fully dispensed, all lights will illuminate. Lift the handle, then remove and dispose of the HOT used capsule. Close the brew head.

NOTE: If you are the last person to leave the room, please take a moment to dump the water from the coffee center reservoir into the water fountain across the hall and leave the reservoir carafe on the counter to dry. Don't let algae form on our water!