

FOUR STEPS TO A POT OF COFFEE (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. **Check to see that the FUNCTION KNOB is turned to AUTO OFF.** You usually will not need to set times for coffee to brew, that means you do NOT have to turn the function knob to PROG(ram) or set brewing times. Just go ahead.
 - B. **Turn the TEMP knob to either High, Medium or Low,** depending how hot you want the brew. If you like the way the last person left it, leave it alone.
 - C. **FILL THE WATER RESERVOIR.** If it isn't already filled, lift it out (rear, LEFT hand side) and go upstairs to the 5th floor, where there is a water cooler with great fresh water. Bring it back and put it in place.
 - D. **Put the glass carafe in position** on the heater plate with the top cover closed.
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BREW THE COFFEE

1. SET YOUR PREFERENCES

- a. Push the BOLD button if you want stronger coffee. The BOLD button will illuminate.
- b. Turn the Carafe Temperate dial to Low (L), Medium (M) or High (h) and it will keep coffee at the temperature you select.

2. ADD THE GROUND COFFEE (It's in the glass jar)

- a. Remove the filter basket by grasping the handle and lifting straight up. Insert a #4 paper filter.
- b. Add one level scoop of ground coffee per cut. The max capacity is 15 tablespoons. DO NOT PUT MORE THAN THAT IN THE BASKET. IT WILL OVERFLOW.

3. TURN THE FUNCTION KNOB TO BREW AND PRESS THE BREW/WARM BUTTON.

The blue indicator light will flash slowly.

4. WAIT FOR FIVE BEEPS.

Finally, when the brewing cycle has been completed, coffee will continue to stream from the filter for several seconds. When the streaming stops, **FIVE BEEPS WILL SOUND.** Pour and enjoy.

IF YOU ARE THE LAST ONE OUT OF THE ROOM, PLEASE EMPTY THE WATER RESERVOIR IN THE COFFEE MAKER INTO THE WATER FOUNTAIN DRAIN IN THE HALL AND LET IT AIR DRY.

DON'T LET ALGAE GROW IN OUR WATER!