

Coffee Center Directions

1. Be sure both machines are plugged in (may have been unplugged for safety)
2. Turn on toggle switch behind brewer to fill and heat the water...heating should take about 10 minutes.
3. Take out the air pots you need...each one is labeled for the type of coffee that goes into it. There are two extra pots not labeled if you need them. (For Sunday mornings we usually do a full pot of each of two Door County flavors and one full pot of House Blend regular and ½ pot of Fool's Gold Decaf-so 4 pots used altogether.)
4. While waiting for water to heat, you can grind your beans. In the cabinet under the grinder are the filters to use. The measurements for half or full pots are on the cups provided. Open lid to grinder and drop beans in. Put the **filter in place** so that it fits on the exit chute. Press the 'on' button and leave it on until beans are ground, then turn off. There is a little lever that you can flip up and down releasing any leftover grounds until nothing else comes down the chute. (Skip this step if you already have pre-ground coffee.)
5. After your grounds are in the filter, place filter in the brew basket making sure that the filter is tucked against the outside edges. If this is not done, the filter will be caught by the water dropping down and all the grounds end up in your pot. (You may use already ground coffee.)



6. When the screen looks like this, the brewer is ready to operate.



7. Tap the XTS part of the screen and it will then look like this:



You have two options-#1 full pot or #2 half pot. Be sure your filter basket is in place and your matching air pot is tucked under and into the inside corner. Then press the arrow of your size option until you hear a slight click (maybe 2 seconds total). Arrow will auto. switch to 2nd side.

8. Each pot has a timer setting automatically. When the brew is complete, take out the filter immediately and drop it into the garbage can located in cabinet just under the brewer. Take to kitchen and rinse out the filter baskets so there is no coffee residue left.
9. Put pots out on the tray designated for each type of coffee. Lift the silver flap in the middle of the lid so people can use that to draw their coffee out of the air pot.
10. After the event, take air pots into the kitchen and rinse out the pots. Bring pots back out of the kitchen leaving them on top of counter next to brewer to air dry. Eventually they will be placed back under the counter when they are dried. Air drying pots should look like this:



FINALLY BE SURE TO TURN OFF THE SWITCH ON THE BACK OF THE BREWER.

BECAUSE OF SAFETY FOR CHILDREN, ONLY ADULTS SHOULD RUN THE MACHINERY. Children should not be behind the counters at all!!!