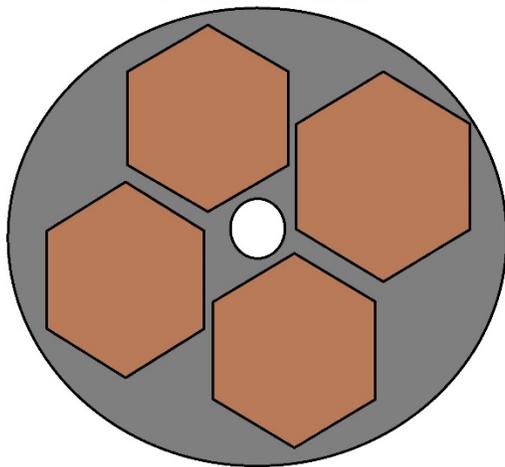


# COFFEE HOUR – QUICK REFERENCE GUIDE

## Brewing Coffee

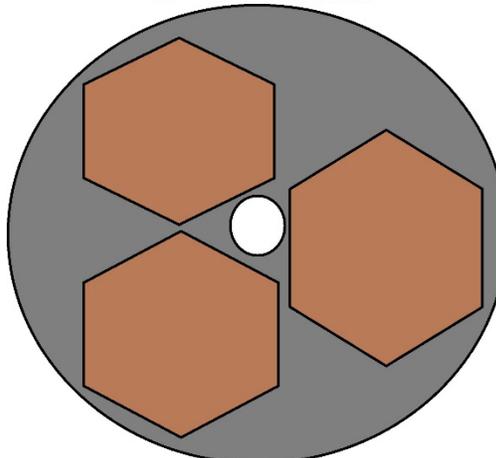
1. Grab the Coffee urns out from underneath the sink.
2. Remove the basket, rod, and lid from inside each urn.
3. Fill the urns with warm (not hot) water. Fill to the stain lines (15 cups below max).
  - Using hot water will result in weak coffee but using cold water will result in longer brewing times as it has to warm up the water first. So use warm water.
4. (Optional) Add 4 filters into the basket for the large regular coffee urn and 3 filters to the basket for the other regular coffee and decaf coffee.
  - Using filters makes the baskets easier to clean but are not required as grounds can go directly into the basket. If you do not plan to clean the basket out yourself, use filters please!
5. Add coffee to the baskets. About  $\frac{3}{4}$  cup of grounds per 10 cups of water.
6. Place the rod through the center of the basket. The large coffee urn **MUST** use a rod with a spring attached to it or the basket will fall to the bottom and you will have grounds in your coffee.
7. Place the lid on top and it rotates shut under the black handles. If it wont rotate shut, you might need to rotate it the other direction.
8. Load Coffee Urns onto the large dark cart, be mindful of the spouts as to not pour water.
9. Grab any needed power cords from the drawer to the left of the sink and place that on the cart.
10. Grab the two large power strips marked for coffee hour behind the fridge and place on the cart. Note, if it is raining outside, coffee must be brewed on the counter there (not the kitchen counter but the main counter). See the coffee setup section for plugging in the coffee to brew outside.

### 4 - FILTERS



3-5 CUPS COFFEE GROUNDS  
30 TO 70 CUPS BREWED COFFEE

### 3 - FILTERS



2 - 4 CUPS COFFEE GROUNDS  
20 TO 56 CUPS BREWED COFFEE

**1 CUP GROUNDS = 10 - 14 CUPS BREWED**  
**1 FILTER = 3/4 CUP TO 1\_1/4 CUPS GROUNDS**

Recommended volume: 4 filter for the large urn, 3 filters for the other two urns. Filters filled 3/4 cup with grounds