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Coffee Urn Operation

1. Fill coffee urn with **COLD** water to desired amount. **Do not use hot water** or coffee urn will not brew.
2. Pour coffee into basket (For recommended coffee measurements, see reverse).
3. Insert wide end of stem into heating well at the bottom of coffee urn and insert opposite end of stem into center of basket.
4. Plug coffee urn into a standard electrical outlet. Coffee urns consume considerable amounts of power. **Urns are to be plugged in different outlets and on different circuits.**
5. When coffee has finished brewing, remove basket containing coffee grounds. The urn will continue to keep the coffee hot.

Before Returning

- **Cleaning Charges** will be applied if urns are not returned in the same condition they were received.
- To avoid cleaning charges, remove any residue coffee and coffee grounds and rinse out the basket and the interior of the urn. **Never immerse the coffee urn in water!**

Trouble Shooting Tips

- **IF URN IS LEAKING, CHECK TO MAKE SURE THAT THE GAUGE CAP, LOCATED AT THE TOP OF THE VIEW TUBE IS TIGHT OR THE DISPENSING FAUCET IS TIGHT.**
- **IF THERE IS NO POWER, ENSURE THAT THE URN IS SWITCHED ON OR THAT THE OUTLET IS GENERATING POWER.**
- **IF AN EXTENSION CORD IS TO BE USED WITH THE COFFEE URN, IT MUST BE 12-GAUGE OR GREATER.**

*Should any problems arise or if you have any questions,
 contact us at (780) 435 – 2211 or
 after hours on our pager at (780) 951-8082*

Coffee Brewing Time & Measurements

100 CUP URN

Brewing time: approx. 1 hour, 30 minutes

Measure of Ground Coffee		
Water Level	strong	mild
100 cups (max.)	8 cups	6 ¼ cups
80 cups	6 ½ cups	5 cups
60 cups	5 cups	4 cups
40 cups (min.)	3 ½ cups	2 ½ cups

Do not make less than 40 cups or more than 100 cups of coffee at one time.

55 CUP URN

Brewing time: approx. 1 hour, 15 minutes

Measure of Ground Coffee		
Water Level	strong	mild
55 cups (max.)	5 cups	3 ½ cups
45 cups	4 cups	2 ¾ cups
35 cups	3 ¼ cups	2 cups
25 cups (min.)	2 ¼ cups	1 ½ cups

Do not make less than 25 cups or more than 55 cups of coffee at one time.

36 CUP URN

Brewing time: approx. 1 hour

Measure of Ground Coffee		
Water Level	strong	mild
36 cups (max.)	3 ¼ cups	2 cups
30 cups	2 ¾ cups	1 ¾ cups
24 cups	2 ¼ cups	1 ½ cups
18 cups	1 ¾ cups	1 ¼ cups
12 cups (min.)	1 ¼ cups	1 cup

Do not make less than 12 cups or more than 36 cups of coffee at one time.

Thank you for your cooperation. Have a great event!!!