



12 Cup

PROGRAMMABLE COFFEE MAKER



Models ME12DSB, ME12DSBCAN

IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons, including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against fire, electric shock, and injury to persons, do not immerse cord, plug, or Coffee Maker in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning the appliance.
6. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner. Contact Consumer Service for examination, repair or adjustment.
7. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock, or injury to persons.
8. Do not use outdoors.
9. Do not let cord hang over edge of table or counter, or touch hot surfaces.
10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. To disconnect, press the ON/OFF Button to turn the unit OFF, then remove plug from wall outlet.
12. Do not use appliance for other than intended use.
13. Be certain Lids are securely in place before operating appliance.
14. Scalding may occur if the Lid is removed during the brewing cycles.
15. This Carafe is designed for use with this Coffee Maker. It must never be used on a range top.
16. Do not set a hot Carafe on a wet or cold surface.
17. Do not use a cracked Carafe or a Carafe having a loose or weakened handle.
18. Do not clean Carafe with cleansers, steel wool pads, or other abrasive material.

SAVE THESE INSTRUCTIONS

For Household Use Only

ADDITIONAL IMPORTANT SAFEGUARDS

WARNING: This appliance generates heat and escaping steam during use. Proper precautions must be taken to prevent the risk of burns, fires, or other injury to persons or damage to property.

1. All users of this appliance must read and understand these Use & Care instructions before operating or cleaning this appliance.
2. The cord to this appliance should be plugged into a 120V AC electrical outlet only.
3. Use water only in this appliance! Do not put any other liquids or food products in this appliance. Do not mix or add anything to the water placed in this appliance, except as instructed in the USER MAINTENANCE INSTRUCTIONS to clean the appliance.
4. DO NOT attempt to move an appliance containing hot liquids. Allow appliance to cool completely before moving.
5. Keep appliance at least 4 inches away from walls or other objects during operation. Do not place any objects on top of appliance while it is operating. Place the appliance on a surface that is resistant to heat.
6. If this appliance begins to malfunction during use, press the ON/OFF Button to turn the unit OFF, then immediately unplug the cord. Do not use or attempt to repair the malfunctioning appliance.
7. If this appliance falls or accidentally becomes immersed in water or any other liquid, unplug it immediately. Do not reach into the water! Do not use this appliance after it has fallen into or has become immersed in water. Contact Consumer Service for examination and repair.
8. DO NOT leave this appliance unattended during use.
9. The appliance must be left to cool down sufficiently before adding more water to avoid splattering.
10. Always use fresh, cool water in your appliance. Warm water or other liquids, except as listed in the cleaning section, may cause damage to the appliance.
11. DO NOT put Carafe into a microwave.
12. DO NOT leave empty Carafe on Warming Plate when appliance is turned ON, as the Carafe may crack or become otherwise damaged.
13. DO NOT lift Hinged Filter Lid until brewing is complete, and all parts have cooled.

CAUTION: To prevent injury when utilizing Auto Pause and Pour, replace Carafe within 1 minute of removing during brewing process.

Polarized Plug

This appliance has a polarized plug (one blade is wider than the other). To reduce the risk of electric shock, this plug is intended to fit into a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to modify the plug in any way.

Short Cord Instructions

A short power-supply cord is provided to reduce the risk resulting from becoming entangled in or tripping over a longer cord.

Do not use an extension cord with this product.

Plasticizer Warning

CAUTION: To prevent Plasticizers from migrating from the finish of the counter top or table top or other furniture, place NON-PLASTIC coasters or place mats between the appliance and the finish of the counter top or table top.

Failure to do so may cause the finish to darken. Permanent blemishes may occur or stains can appear.

Electric Power

If the electrical circuit is overloaded with other appliances, your appliance may not operate properly. It should be operated on a separate electrical circuit from other appliances.

Coffee Yield

12 Cup Coffee Maker: 12 (5-oz.) cups

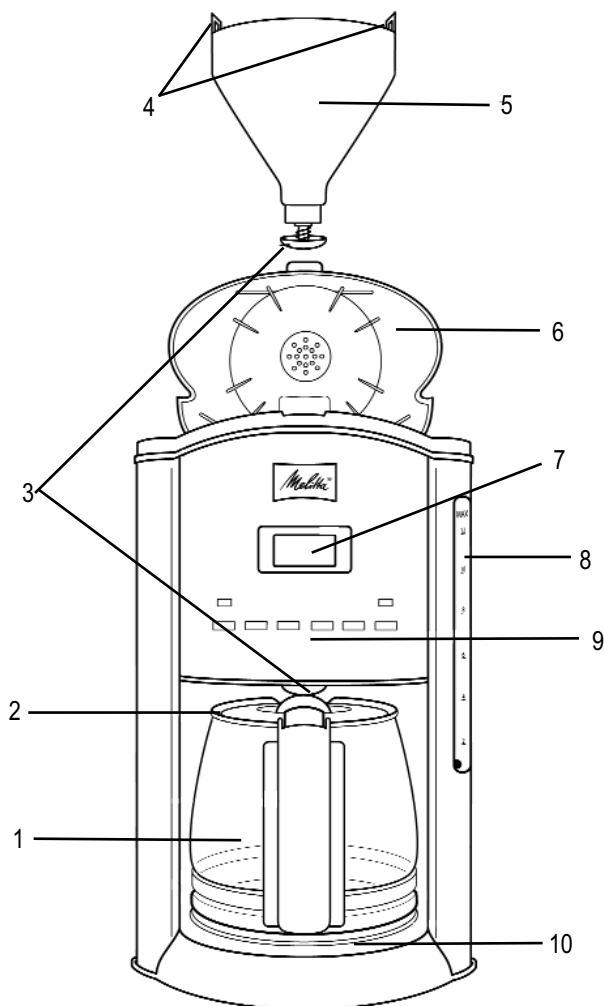
NOTE: A 5-oz. cup is the American industry standard and is used by most Coffee Maker manufacturers. To fill your favorite mug, fill Coffee Maker reservoir with enough water for 2 cups (10 ounces).

WARNING

TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT REMOVE THE BOTTOM COVER. NO USER-SERVICEABLE PARTS INSIDE. REPAIR SHOULD BE DONE BY AUTHORIZED SERVICE PERSONNEL ONLY.

Getting To Know Your 12 Cup Coffee Maker

Product may vary slightly from illustrations.



1. Carafe P/N 31148B

2. Carafe Lid P/N 31147B

3. Auto Pause & Pour Feature

4. Handles

5. Removable Filter Holder P/N 31146B

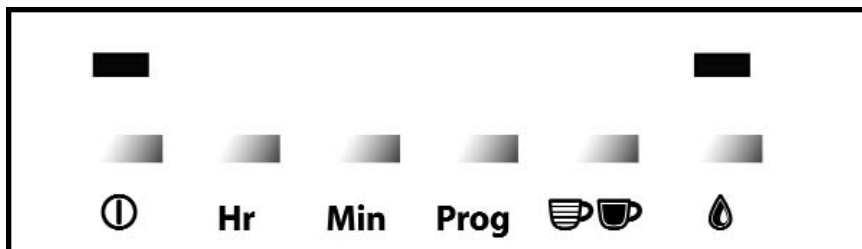
6. Lid

7. Digital Display

8. Water Level Indicator

9. Control Panel

10. Warming Plate



Control Panel

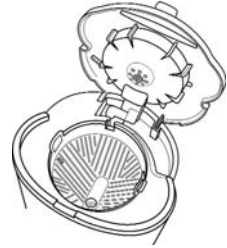
- ① Power Select ON/OFF Button** Press this Button to turn the unit ON to start the brewing process. You can also turn the unit OFF by pressing this Button when the brewing cycle is complete. The Red ON Light, above the ON/OFF Button, will illuminate when the Coffee Maker is ON. The Green AUTO Light, above the Drip Button, will illuminate when the Coffee Maker has been programmed.
- Hr HR Button** Use this Button to display the correct hour when setting the time.
- Min MIN Button** Use this Button to display the correct minute when setting the time.
- Prog PROGRAM Button** Use this Button to program your Coffee Maker to start brewing at a specified time.
- ☕ Brew Strength Button** Use this Button to select a stronger strength of brew. To ensure optimum flavor, the Brewing Strength Selector regulates the brewing process based upon the amount of coffee being prepared. When preparing 4 cups or less, press this Button. A cup will appear in the Display. This will slow down the flow of water into the Filter Holder to provide a rich coffee flavor by promoting a better saturation of grounds for smaller quantities. When preparing 5 or more cups, reset the selector. The cup will disappear from the window. This will prepare a full pot of coffee at the normal rate, allowing ample time for the grounds to be saturated, without imparting a bitter taste.
- 💧 Drip Button** This Button is used to initiate the programmed pre-set brew time. You may also cancel the pre-set brew time by pressing this Button as well.

Before Brewing for the First Time

CAUTION: To protect against electric shock, do not immerse the Coffee Maker or allow AC cord to come into contact with water or other liquids.

1. After carefully unpacking from carton, the inside of your Coffee Maker and Glass Carafe must be cleaned. Remove any labels from the outer surfaces.
2. Brew 12 (5-oz.) cups of fresh water only. Follow the OPERATING INSTRUCTIONS, but do not add coffee grounds or paper filter to the Removable Filter Holder.

NOTE: The Removable Filter Holder must be placed into the Coffee Maker with the 2 handles, located on the sides of the Filter Holder, aligning with the 2 notches on the inside of the unit. Press the Filter Holder down until it clicks into place.



3. When all the water has brewed into the Carafe, press the ON/OFF Button so the unit is turned OFF.
4. Allow the Coffee Maker to cool for 15 minutes, discard the water from the Carafe, then repeat steps 2 and 3.
5. After the second pot of water has cooled, discard the water and thoroughly wash the Removable Filter Holder, Glass Carafe and Carafe Lid in warm, soapy water. Dry all parts thoroughly.

Coffee Filters

Cone-shaped paper filters are available locally at grocery stores and where coffee makers are sold.

We recommend using Melitta #4 cone-shaped filters.

The use of basket-style paper filters is not recommended, since they do not conform to the shape of the Removable Filter Holder and may cause coffee to back up and spill over during brewing.

Setting the Clock

1. To set the clock, press the HR Button until the hour has been reached. Make sure the proper AM/PM indicator is shown on the left side of the Digital Display.
2. Press the MIN Button until the minutes have been reached. You may press and hold the HR or MIN Buttons to display the correct time more rapidly.

NOTE: Unplugging the unit will reset the clock to 12:00.

OPERATING INSTRUCTIONS

Brewing Coffee - Immediate Start

1. Plug the appliance into a standard 120V AC electrical outlet.
2. Open the Lid by using the lip located on top of the Coffee Maker.
3. Insert a #4 paper coffee filter inside the Removable Filter Holder.

We recommend using Melitta #4 cone-shaped filters.

4. Place coffee grounds in the filter, using one level tablespoon of drip grind coffee for each cup of brewed coffee.
5. Fill the Carafe with cold water and pour it into the Water Chamber. Fill to the desired level using the Water Level Indicator Window to measure. For the best tasting brewed coffee, is recommended that no less than 2 cups of coffee be brewed at a time. Place the Carafe on the Warming Plate.

NOTE: Brewing less than 2 cups is not recommended.

6. Close the Lid.
7. You may choose to brew your coffee at a stronger brew strength. To do so, press the Brew Strength Button. A filled coffee cup icon will appear in the Display indicating a stronger brew strength.
8. Press the Power Select ON/OFF Button. The Red ON Light will illuminate and the word "ON" will appear in the upper right hand corner, indicating that the brewing cycle has begun. Hot water will be dispensed gently and evenly through the coffee grounds.
9. To pour a cup of coffee before the brew cycle is complete, simply remove the Carafe from the Warming Plate and pour. Brewing will continue but dripping will automatically pause. Return the Carafe to the Warming Plate within 1 minute; dripping will resume.

CAUTION: To prevent injury when utilizing Pause & Pour (drip-stop) feature, replace Carafe within 1 minute of removing during brewing process.

10. When brewing is completed, the Coffee Maker switches to a Keep Warm mode which will hold coffee at the proper serving temperature. To keep the coffee hot, place the Carafe back on the Warming Plate when not serving.
11. Press the ON/OFF Button again to turn the unit OFF when not in use. When the brewing cycle is over, the Coffee Maker will automatically shut off after two hours.

12. To brew another Carafe of coffee, turn unit OFF and wait 10 minutes to allow heating element to cool.

WARNING: Warming Plate is hot! Do not touch bottom of Carafe or Warming Plate during or after brewing.

NOTE: The amount of coffee in the Carafe may be slightly less than the amount of water placed in the Water Chamber, since some of the water is absorbed by the coffee grounds.

Brewing Coffee - Programming Delay Timer

1. Follow steps 1 – 6 in Brewing Coffee – Immediate Start.
2. Be sure clock is set to the current time (see setting the clock instructions on Page 6).
3. Press the PROG Button once, the Digital Display will flash Program.
4. Press the HR and MIN Buttons until the desired brew time is reached. Make sure the proper AM/PM appears on the left side of the Digital Display.
5. Press the Drip Button. The Green AUTO Light will illuminate indicating that the Coffee Maker is now waiting for the preset brew time to be reached before it begins the brewing cycle. To cancel the Auto Brew, press the Drip Button and the green light will shut off.
6. If you want to brew at a stronger strength, press the Brew Strength Button. A filled coffee cup icon will appear in the Display.

Auto Shut-Off

As an added convenience, your Coffee Maker has been designed with an Auto Shut-Off feature. When the brewing cycle is complete, the Coffee Maker will automatically shut-off after 2 hours.

Auto Pause and Pour Feature

The Auto Pause and Pour feature allows you to pour a cup of coffee before brewing is complete. Simply remove the Carafe from the Warming Plate. Always keep the Lid on the Carafe down when pouring the coffee.

IMPORTANT: When using the Auto Pause & Pour Feature while the Coffee maker is still brewing, the Carafe with Lid must be replaced on the Warming Plate, under the Filter Holder Cavity within 1 minute to prevent the Filter Holder from overflowing.

Replacing the Carafe will restart the brewing process.

Brew Strength Feature

Use the Brew Strength feature to control the desired strength of your coffee. This feature regulates the flow of water to either slow down or speed up the brewing process depending on the strength you desire.

To Brew a Second Pot of Coffee

To brew a second pot of coffee, turn the appliance OFF for 10 minutes and allow it to cool. Empty used coffee grounds and repeat steps for brewing.

CAUTION: Failure to allow appliance to cool completely may cause water to overheat and spray hot steam. The hot steam can cause severe burns.

Hints For Best Results

- We recommend using coffee which has been ground specifically for automatic drip coffee makers. This type of coffee is prepared specifically for your Coffee Maker's brewing system and promotes fuller extraction to provide rich, full-bodied coffee.
- Use only cone-shaped filters with this Coffee Maker. Cone-shaped paper filters are available locally at grocery stores. Use standard, #4 filters. Do not use basket-style paper filters.

We recommend using Melitta #4 cone-shaped filters.

- A clean Coffee Maker is essential for making great tasting coffee. Regular cleaning, as specified in the USER MAINTENANCE INSTRUCTIONS, is highly recommended.
- Always use fresh, cold water in your Coffee Maker.
- Store coffee in a cool, dry place. Once coffee has been opened, keep it tightly sealed in the refrigerator to maintain freshness.
- For optimum coffee, buy whole beans and grind them finely just before brewing.
- Do not re-use coffee grounds since this will greatly impair coffee flavor.
- Reheating coffee is not recommended. Coffee is at its peak flavor immediately after brewing.

User Maintenance Instructions

This appliance requires little maintenance. It contains no user serviceable parts. Do not try to repair it yourself. Any servicing that requires disassembly must be performed by a qualified appliance repair technician.

Cleaning Instructions

NOTE: Do not place anything other than water or the vinegar cleaning solution specified in this manual into the Water Chamber.

1. To clean your Coffee Maker after brewing, be sure the Coffee Maker is turned OFF, unplugged and is cool. Discard the paper filter.
2. Wipe the outside of your Coffee Maker and the Warming Plate with a soft, damp cloth and dry. Do not use abrasive cleaners or scouring pads.
3. Hand wash Removable Filter Holder in warm, sudsy water. **DO NOT PLACE IN DISHWASHER.**
4. The Glass Carafe and Lid may be washed in warm, soapy water. **DO NOT PLACE IN DISHWASHER.**

WARNING: Never immerse the Coffee Maker body in water or other liquid.

WARNING: Rinse Water Chamber with cold water periodically. **NEVER** use a cloth to clean or dry the Water Chamber as the cloth will leave a lint residue and may clog and cause damage to your Coffee Maker.

Mineral Deposits / Decalcifying

Your Coffee Maker must be cleaned when you begin to notice excessive steaming or the brewing time increases considerably. This condition is caused by a buildup of lime and mineral deposits from your water. If the pumping action stops before all the water has been pumped out of the machine, then the appliance requires decalcification.

The frequency of decalcification depends on the hardness of water used. It is suggested that this unit be descaled according to the following intervals:

- Soft water: every 80 brewing cycles
- Hard water: every 40 brewing cycles

How To Decalcify Your Coffee Maker

1. Place a #4 cone-shaped paper filter into the Removable Filter Holder. Make sure the Removable Filter Holder fits securely into the unit.
2. Fill Carafe with a solution of 2 tablespoons white vinegar to one liter of cold water. Pour the water and vinegar solution into the Water Chamber.
3. Place the empty Carafe on the Warming Plate. Plug the Coffee Maker into an outlet and press the ON/OFF Button to turn the Coffee Maker ON.
4. Keep the Coffee Maker ON until the Carafe is half full. Press the ON/OFF Button to turn the Coffee Maker OFF and let cool for 1/2 hour.
5. After 1/2 hour, pour the water and vinegar solution back into the Coffee Maker.
6. Place the empty Carafe on the Warming Plate. Press the ON/OFF Button to turn the the Coffee Maker ON and let all the water and vinegar solution flow through.
7. Discard the solution and the paper filter.
8. After allowing the Coffee Maker to cool for 15 minutes, flush out all the traces of vinegar by pouring a Carafe full of cold water into the Water Chamber. Make sure to insert a fresh filter into the Filter Holder before brewing and place the empty Carafe on the Warming Plate. Press the ON/OFF Button to turn the Coffee Maker ON and allow it to cycle through.
9. At the end of the brew cycle, press the ON/OFF Button to turn the Coffee Maker OFF. Discard water in the Carafe. Repeat steps 8 - 9. Unplug the Coffee Maker when finished.

NOTES

LIMITED ONE-YEAR WARRANTY

Warranty Coverage: This product is warranted to be free from defects in materials or workmanship for a period of one (1) year from the original purchase date. This product warranty is extended only to the original consumer purchaser of the product and is not transferable. For a period of one (1) year from the date of original purchase of the product, our Repair Center will, at its option, either (1) repair the product or (2) replace the product with a reconditioned comparable model. These remedies are the purchaser's exclusive remedies under this warranty.

Warranty Service: To obtain warranty service, you must call our warranty service number at 1-800-233-9054 for return instructions on how to deliver the product, in either the original packaging or packaging affording an equal degree of protection to the Repair Center specified below. You must enclose a copy of your sales receipt or other proof of purchase to demonstrate eligibility for warranty coverage.

To return the appliance, ship to:

ATTN: Repair Center
708 South Missouri Street
Macon, MO 63552 USA

To contact us, please write to, call, or email:

Consumer Relations Department
PO Box 7366
Columbia, MO 65205-7366 USA
Phone: 1-800-233-9054
Email: consumer_relations@toastmaster.com

What Is Not Covered: This warranty does not cover damage resulting from misuse, accident, commercial use, improper service or any other damage caused by anything other than defects in material or workmanship during ordinary consumer use. This warranty is invalid if the serial number has been altered or removed from the product. This warranty is valid only in the United States and Canada.

LIMITATION ON DAMAGES: THERE SHALL BE NO LIABILITY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESS OR IMPLIED WARRANTY OR CONDITION ON THIS PRODUCT.

DURATION OF IMPLIED WARRANTIES: EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ALL IMPLIED WARRANTIES AND CONDITIONS, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE ON THIS PRODUCT ARE LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY.

Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, or allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may have other rights under the laws of your jurisdiction.

For more information on our products, visit our website: www.maxim-toastmaster.com.