

# 30 Cup Coffee Urn

USE AND CARE GUIDE  
MODELS TU30/TU30CAN



# READ AND SAVE THESE INSTRUCTIONS

**WARNING:** A risk of fire and electrical shock exists in all electrical appliances and may cause personal injury or death. Please follow all safety instructions.

## IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed, including the following:

- ◆ Read all instructions.
- ◆ Do not touch hot surfaces. Use handles or knobs.
- ◆ To protect against electrical hazards, do not immerse cord, plugs, or base in water or other liquid.
- ◆ Close supervision is necessary when any appliance is used by or near children.
- ◆ Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning appliance.
- ◆ Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner. Return appliance to the nearest authorized service facility for examination, repair or adjustment.
- ◆ The use of accessory attachments not recommended or sold by Toastmaster may cause hazards.
- ◆ Do not use outdoors.
- ◆ Do not let cord hang over edge of table or counter, or touch hot surfaces.
- ◆ Do not place on or near a hot gas or electric burner, or in a heated oven.
- ◆ Do not use appliance for other than intended use.
- ◆ In replacing the cover, make sure that it is seated all around the rim of the body. To remove, grasp knob and lift off. For models with cover locking device, replace cover by seating it on the urn with tabs exposed and turning it in a clockwise direction until cover tabs enter completely into slots of handles. To remove, grasp knob, turn in a counter-clockwise direction to release tabs from handles and lift off.
- ◆ Scalding may occur if the lid is removed during the brewing cycles.



# SAVE THESE INSTRUCTIONS

**CAUTION:** A short power supply cord is provided to reduce the risk of personal injury resulting from becoming entangled in or tripping over a longer cord. Extension cords are available from local hardware stores and may be used if care is exercised in their use. If an extension cord is required, special care and caution is necessary. Also the cord must be: (1) marked with an electrical rating of 125 V, and at least 13 A., 1625 W., and (2) the cord must be arranged so that it will not drape over the countertop or tabletop where it can be pulled on by children or tripped over accidentally.

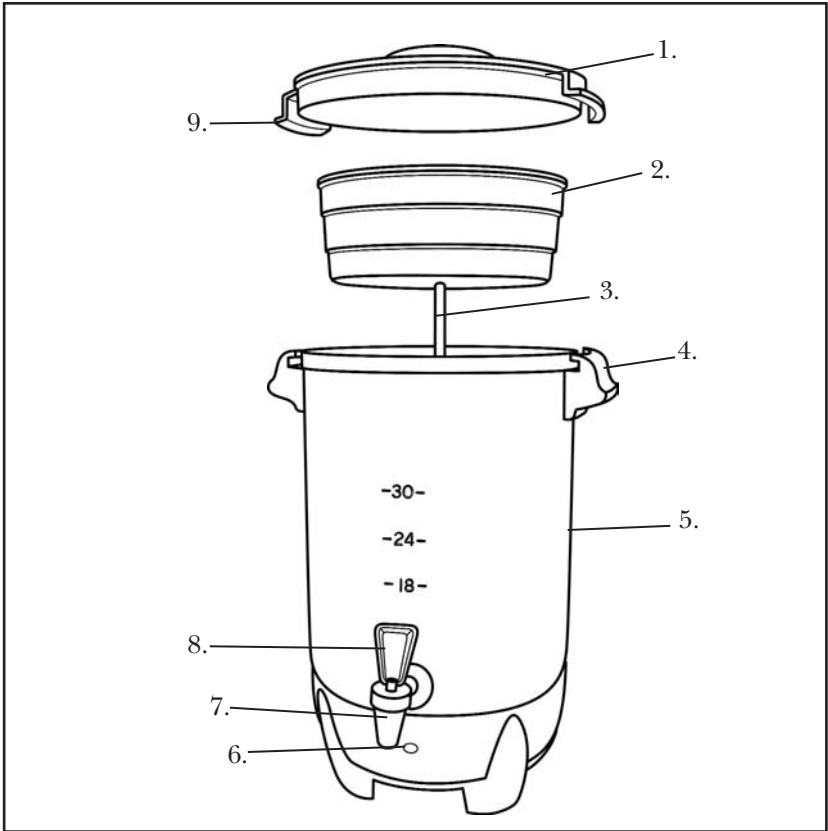
**POLARIZED PLUG:** This appliance has a polarized plug, (one blade is wider than the other). As a safety feature to reduce the risk of electrical shock, this plug is intended to fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.

**ELECTRIC POWER:** If electric circuit is overloaded with other appliances, your appliance may not operate properly. It should be operated on a separate electric circuit from other appliances.

This product is for household use only.

# Getting to Know Your Coffee Urn

Note: Product may vary slightly from illustrations.



- |                                |                   |
|--------------------------------|-------------------|
| 1. Cover (P/N 30868 TM)        | 6. Power ON Light |
| 2. Basket (P/N 30869 TM)       | 7. Spigot         |
| 3. Pump Tube<br>(P/N 30870 TM) | 8. Spigot Lever   |
| 4. Handles                     | 9. Locking Tabs   |
| 5. Body                        |                   |



# Using the Coffee Urn

1. Wash the Coffee Urn thoroughly before using for the first time. (See “Care and Cleaning Instructions” section in this use and care guide.)
2. Remove cover, pump tube, and basket. Check to see that spigot is closed. Use cold, fresh tap water to fill Coffee Urn. **DO NOT OVERFILL OR UNDERFILL.** Fill according to markings on inside of Urn for number of cups desired. Use cold tap water as the automatic brewing cycle is timed to begin with a cold water start. It brews hot rich coffee at a cup-a-minute speed, and automatically keeps it hot and fresh tasting.  
**NOTE:** Do not brew less than 12 cups of coffee.
3. Wet basket to help keep small particles of coffee from sifting through. Add desired amount of regular or percolator grind coffee to basket. (Do not use drip or finely ground coffee.)

The following chart suggests amount of coffee to use for medium brew; amounts can be varied to suit personal taste and particular coffees.

<b>CUPS TO BE BREWED</b>	<b>AMOUNT OF GROUND COFFEE TO USE*</b>
12	1 cup
18	1½ cups
24	2 cups
30	2½ cups

1 cup brewed coffee = 5 fluid ounces

\*Use standard measuring cups

4. Place the basket on the pump tube. Then, by holding the top end of the basket to secure the pump tube, place it into the Coffee Urn. Make sure the bottom of the pump tube is properly resting in the percolator well in the center.
5. Add the cover and secure in position by turning cover clockwise until locking tabs fit into handle slots.
6. Plug into 120 volt, 60 Hz, AC wall outlet. The Power ON light will come on. To avoid unnecessary strain on the heating mechanism, **PLUG IN COFFEE URN AFTER THE WATER AND COFFEE ARE ADDED AND THE COVER IS SECURELY IN PLACE. NEVER PLUG IN COFFEE URN WITHOUT WATER INSIDE.**
7. When coffee brewing is complete, percolating will stop. The Urn automatically switches to “keep warm” setting to preserve fresh-tasting coffee at hot, ready-to-serve temperature.

*For best flavor, carefully remove coffee basket and pump tube when brewing is completed.*

**REMOVE PARTS CAREFULLY: COFFEE URN AND PARTS WILL BE HOT! ALWAYS USE OVEN MITTS OR POT HOLDERS.**

8. The 2-way spigot allows you to pour one cup of coffee at a time by pressing down on the spigot lever. For continuous pouring, extend the spigot lever up.
9. When finished, unplug and allow to cool, see CARE AND CLEANING INSTRUCTIONS.

**NOTES:**

- ◆ To make additional coffee, rinse the inside of the coffee urn and parts with cold water and repeat steps 1 through 7.
- ◆ To preserve taste, it is not recommended to reheat coffee.

**Unplug the Urn when only 1 or 2 cups of coffee remain.**

## User Maintenance Instructions

This appliance requires little maintenance. It contains no user serviceable parts. Do not try to repair it yourself. Refer it to a qualified appliance repair technician if servicing is needed.

## Care and Cleaning Instructions

1. After each use and before washing, unplug power cord from wall outlet and allow the unit to cool.
2. Remove cover and all internal parts carefully - parts, coffee grounds, and remaining coffee may still be hot.
3. Wash the inside of the coffee urn and the parts with warm, soapy water. Rinse thoroughly and dry. **DO NOT IMMERSER THE BODY OF THE COFFEE URN IN WATER.** If coffee grounds are trapped in the pump tube, hold under running water.
4. Wipe outside with damp cloth and dry with a towel. Remove urn cover before storing.
5. After repeated use, there may be some coffee stains and accumulation of oils that may cause a bitter taste. Periodically, use a coffee-stain remover or special cleanser and follow package directions for cleaning. Rinse well after cleaning. Do not use abrasive cleaners or pads on outside, inside or any parts of the coffee urn as scratching will occur.

**Any servicing requiring disassembly other than the above cleaning must be performed by a qualified appliance repair technician.**



## 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  
1-800-233-9054

E-mail:  
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](http://www.maxim-toastmaster.com).

## Keep Dated Sales Receipt for Warranty Service.

Keep this booklet. Record the following for reference:

Date purchased \_\_\_\_\_

Model number \_\_\_\_\_

Date code (stamped on bottom) \_\_\_\_\_

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- 12-30 cup capacity
- Twist lock lid
- Two-way dripless faucet
- Heat resistant handles, cover, faucet and base
- Power light
- Interior water level markings



## **Questions**

Call toll free 1-800-233-9054

Monday–Friday, 8:00 a.m.-5:30 p.m. CST

[www.toastmaster.com](http://www.toastmaster.com)

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