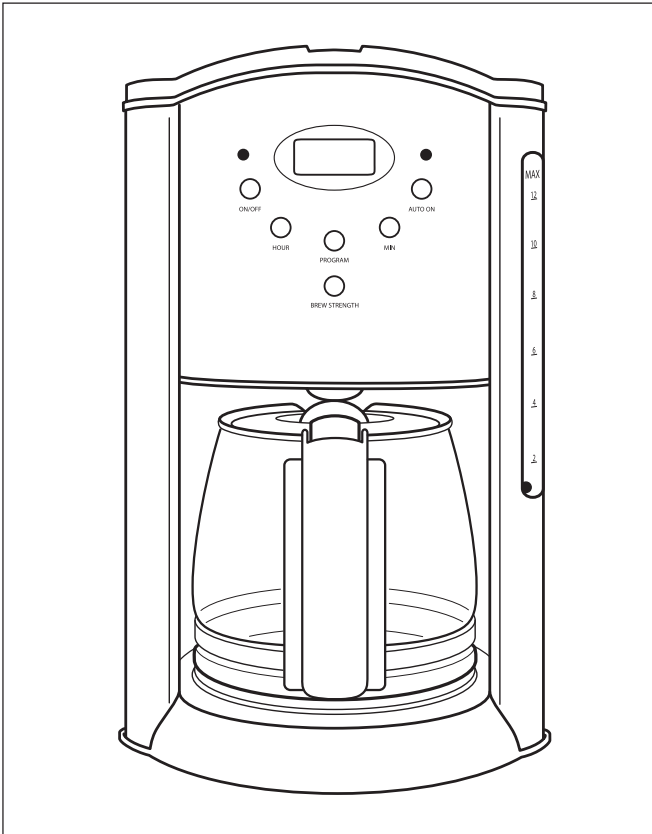


**READ AND SAVE THESE INSTRUCTIONS**



# 12 Cup Programmable Coffeemaker

**USE AND CARE GUIDE FOR  
MODEL ME12DPB**



# IMPORTANT SAFEGUARDS

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

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against electric shock, do not place cord, plugs or appliance 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 an accessory not evaluated for use with this appliance may cause injuries.
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, 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 Lids are removed during the brewing cycles.
15. The Carafe is designed for use with this appliance. 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 this Owner's Manual 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, 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 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.
14. **CAUTION:** To prevent injury when utilizing Drip Stop feature, 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.

## 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.

## Plasticizer Warning

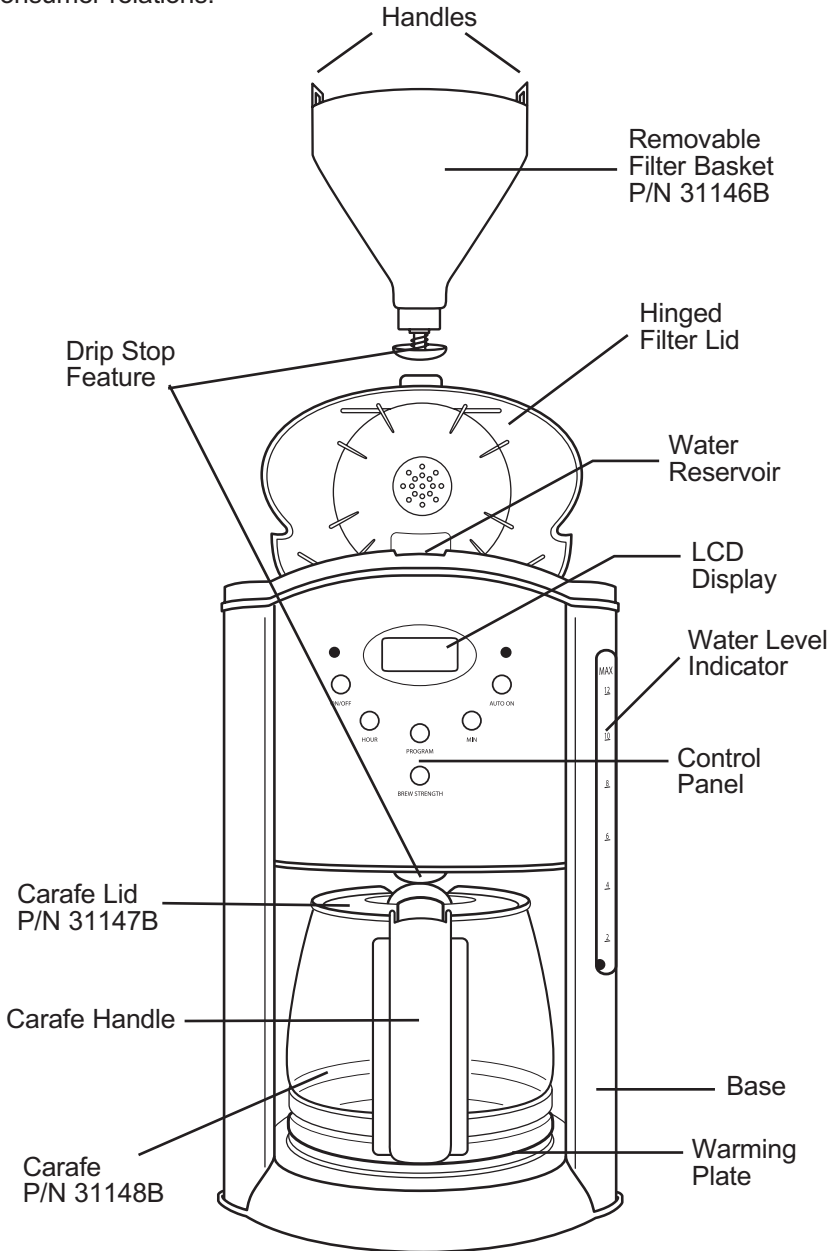
**CAUTION:** To prevent Plasticizers from migrating from the finish of the countertop or tabletop or other furniture, place NON-PLASTIC coasters or placemats between the appliance and the finish of the countertop or tabletop.

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

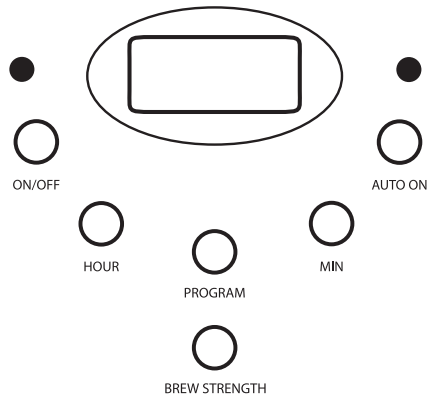
**WARNING:** TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT ATTEMPT TO REMOVE THE BOTTOM COVER. THERE ARE NO CONSUMER SERVICEABLE PARTS INSIDE. REPAIR SHOULD BE DONE ONLY BY AUTHORIZED SERVICE PERSONNEL.

# Getting To Know Your 12 Cup Programmable Coffeemaker

The box containing your 12 Cup Programmable Coffeemaker should include the following parts. If any of the following parts are missing contact consumer relations.



# Control Panel



**Power ON/OFF Button:** Use this button to turn the unit on and start the brewing process. You can also turn the unit off by pressing this button when the brewing cycle is complete.

**Hour Button:** Use this button to display the correct hour when setting the time.

**Minute Button:** Use this button to display the correct minute when setting the time.

**Program Button:** Use this button to program your Coffeemaker to start brewing at a specified time.

**Auto On Button:** Use this button to start brewing at the time you have pre-set. You may also press this button to make the unit turn on at the same pre-set time the next day.

**Brew Strength Button:** Use this button to select a stronger strength of brew.

## Operating Instructions

### Before First Use

**WARNING:** To reduce risk of fire or electric shock, do not immerse Cord, Plug or appliance in water or any other liquid.

1. Before preparing coffee in your new coffeemaker, thoroughly clean the Carafe, Carafe Lid and Removable Filter Basket in warm, soapy water. Rinse and dry. Replace disassembled parts.

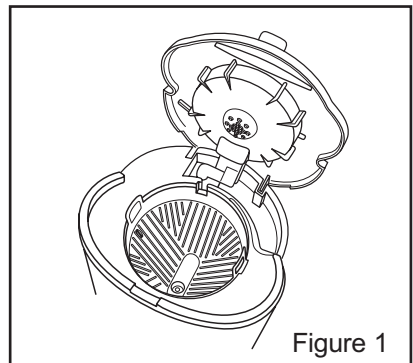


Figure 1

**Note:** The Removable Filter Basket must be placed into the coffeemaker with the two handles, located on the sides of the Filter Basket, aligning with the two notches on the inside of the unit (see Figure 1 on previous page). Press the Filter Basket down until it clicks into place.

2. Clean the inside of the coffeemaker by brewing two full Carafes of tap water (see Brewing Instructions). Do not place a filter or coffee in the Removable Filter Basket for this initial cleaning.

**Note:** At the end of the first brewing cycle, turn the Coffeemaker off and wait ten minutes for the appliance to cool. Turn unit on and brew second Carafe of cool water.

## Coffee Filters

Cone-shaped paper filters are available locally at grocery stores and where coffeemakers are sold. We recommend using Melitta #4 cone-shaped filters. Permanent gold filters may also be purchased, eliminating the need for disposable paper filters.

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

## Brewing Instructions

Note: The display on the clock will flash when you plug in the unit. You may set the clock at any time (see “Setting The Clock”) before or after brewing. Setting the clock will not affect normal brewing operation.

1. Place the Coffeemaker on a flat, level surface. Plug the unit into a 120V, AC electrical outlet.
2. Open the Lid by using the lip located on top of the Coffeemaker.
3. Place a #4 cone-shaped paper filter into the Removable Filter Basket. Measure one level tablespoon of drip or regular ground coffee for each cup of coffee desired. For stronger or milder coffee, adjust amount of grounds to suit your taste.

Note: We recommend using coffee ground specifically for automatic drip coffeemakers.

4. Fill the Carafe with cold water and pour it into the Water Reservoir (see callout on page 4) to the desired level. No less than two cups are recommended. Place the Carafe on the Warming Plate.

Important: Always use fresh, cool water in your appliance. Warm water or other liquids, except as listed in the Care and Cleaning Instructions, may cause damage to the appliance.

**Note:** The amount of brewed coffee will always be less than the amount of water placed into the coffeemaker, since about 10% is absorbed by the coffee grounds and filter.

5. Close the Lid.
6. In order to turn unit on, press the ON/OFF Button. The Red "ON" light will illuminate and the word "ON" will appear in the upper right hand corner of the LCD indicating that the brewing cycle has begun. Hot water will be dispensed gently and evenly through the coffee grounds.  
**Note:** If you prefer to use the Timer to pre-set the Coffeemaker, see the Using the Timer Control section.
7. To pour a cup of coffee before the brew cycle is complete, simply remove the Carafe from the Warming Plate and pour (see "Drip Stop Feature"). 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 Drip Stop feature, replace Carafe within 1 minute of removing during brewing process.
8. Upon completion of the brew cycle, wait until dripping has stopped before removing the Carafe. The Carafe Lid should be kept in place to facilitate safe serving.
9. To brew another Carafe of coffee, turn unit OFF and wait 10 minutes to allow heating element to cool.  
Important: If the unit is not allowed to cool before immediate repeated use, water placed in Water Reservoir may become overheated and a spray of steam may be released from the opening, creating a risk of burns.
10. When not in use, unplug the Base from the wall outlet. Allow the unit to cool completely before cleaning (see User Maintenance Instructions).

## Drip Stop Feature

The Drip Stop Feature lets you pour a cup of coffee before brewing is complete. There is an automatic drip stop that allows you to sneak a cup without the brew basket leaking. Simply remove the Carafe from the Warming Plate. Always keep the Carafe Lid on the Carafe when pouring the coffee.

**Important:** When using the Drip Stop Feature while the coffee maker is still brewing, the Carafe with Lid must be replaced on the Warming Plate, under the Filter Basket within 1 minute to prevent the Filter Basket from overflowing.

**CAUTION:** Do not pull out the Filter Basket when using this feature as it is filled with hot coffee. Be sure the Carafe is placed all the way back into the unit to continue brewing after sneaking a cup.

## Brewing A Second Pot Of Coffee

As mentioned above, it is recommended that the Coffeemaker should be OFF for 10 minutes between cycles, in order to allow unit to cool. While the unit is OFF, dispose of the used coffee filter and rinse the Carafe and the Removable Filter Basket in water. Place a fresh filter in the basket. Then repeat the brewing procedure.



## Using the Timer Control

Your Coffeemaker has a built in multifunction Timer. The following sections describe the proper use of the Timer.

### Setting The Clock

To set the clock, simply press the HOUR and MIN Buttons. First press the HOUR Button until the desired hour has been reached. Make sure the proper “AM/PM” indicator is shown on the left side of the LCD Display. Press the MIN Button until the desired minutes have been reached. You may press and hold the HOUR or MIN Buttons to display the correct time more rapidly.

**Note:** Unplugging the unit will reset the clock to 12:00.

### Auto On Feature

To pre-set your Coffeemaker to begin brewing at a later time, first follow steps 1-5 in the Brewing Instructions section. Check to make sure that the clock is set to the correct time. If it is not, follow the above instructions to set the clock. Press the PROGRAM Button once, the LCD Display will flash “PROGRAM”. Press the HOUR and MIN Buttons until the desired brew time is reached. Make sure the proper “AM/PM” appears on the left side of the LCD Display. Press the AUTO ON Button. The green “AUTO” light will illuminate in the upper right corner and the pre-set brew time will be displayed momentarily, indicating that the Coffeemaker is now waiting for the pre-set brew time to be reached before it begins the brewing cycle.

**Note:** If the AUTO ON Button is pressed during the brewing process, the brewing will stop and the unit will turn off.

**To Cancel Auto On:** Press the AUTO ON Button and the green light will shut off.

To re-set the Auto On time so the unit will turn on at the same pre-set time the next day, press the AUTO ON Button and the green “AUTO” light will illuminate.

**Note:** The Auto On Feature will turn off after completing the brewing process at the pre-set brew time. The AUTO ON Button must be pressed after each use in order for the unit to turn on at the same pre-set time the following day.

**Note:** In the event of a power outage or if the unit is unplugged, the clock will reset to 12:00 and the Auto On Feature will have to be reprogrammed.

### Brew Strength Feature

Use the Brew Strength Feature when you plan on brewing only a small amount of coffee. This feature slows down the brewing process so that the smaller amount of coffee will have the same taste quality as when you brew an entire Carafe.

The Brew Strength Feature can be activated before the unit is turned ON or during the brewing process by pressing the BREW STRENGTH Button. When this feature is activated, a coffee cup icon will be displayed in the LCD Display.

**Note:** To deactivate the Brew Strength Feature, press the BREW STRENGTH Button again and the coffee cup icon will disappear.

## Auto Shut-Off Feature

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

## Hints For Great Tasting Coffee

- A clean Coffeemaker is essential for making great tasting coffee. Regular cleaning, as specified in “User Maintenance Instructions” is highly recommended. Always use fresh, cool water in your Coffeemaker. Finer grinds, such as drip and ADC coffee, promote fuller extraction and provide rich, full-bodied coffee. Regular grind will require slightly more coffee per cup to provide the strength of a finer grind.
- 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 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.
- Small oil droplets on the surface of brewed, black coffee is due to the extraction of oil from the coffee grounds. Oiliness may occur more frequently if heavily roasted coffees are used. Over extraction may also cause oiliness, indicating a need to clean your Coffeemaker.

## User Maintenance Instructions

This appliance requires little maintenance. It contains no user-serviceable parts. Any servicing requiring disassembly other than cleaning must be performed by a qualified appliance repair technician.

**WARNING:** Unplug from wall outlet before cleaning.

## Care And Cleaning

1. Always make sure the Coffeemaker is unplugged and the Warming Plate is cool before attempting to clean.
2. After daily use, the Removable Filter Basket, Carafe and Carafe Lid should be washed in warm, soapy water.
3. If necessary, wipe the outside of the Coffeemaker with a soft, damp cloth and wipe dry.  
Do not use abrasive cleansers, scouring pads or steel wool. Never immerse the Coffeemaker in water or any other liquid.

## Caring For Your Carafe

1. Do not allow all liquid to evaporate from the Carafe while on the Warming Plate, or heat the Carafe when empty.
2. Discard the Carafe if damaged in any manner.
3. Never use abrasive scouring pads or cleansers; they will scratch the glass.
4. Avoid rough handling and sharp blows.

## Descaling

Special cleaning of your Coffeemaker is recommended at least once a month, depending on frequency of use and quality of water used in the unit. If water in your area is especially hard, the following cleaning procedure should be performed every two weeks, since minerals in water can detract from the flavor of the coffee and possibly lengthen brew time.

1. Fill the Carafe with one part white vinegar to three parts cold water. Pour water and vinegar solution into the Water Reservoir.
2. Place a paper filter in the Removable Filter Basket then close the Lid. Place the Carafe on the Warming Plate. Press the ON/OFF Button.

**Note:** During cleaning, more steam will occur than during normal brewing.

3. KEEP THE COFFEEMAKER ON UNTIL HALF THE WATER HAS CYCLED THROUGH THE COFFEEMAKER, AS CAN BE VIEWED THROUGH THE WATER LEVEL INDICATOR. Press the ON/OFF Button to turn the power off. When liquid stops dripping from the Removable Filter Basket into the Carafe, remove the Carafe and allow the liquid to cool for 10 minutes. When cooled, pour liquid back into the Water Reservoir.
4. Return Carafe to the Warming Plate.
5. Turn the Coffeemaker back ON and repeat this procedure, allowing all the cleaning solution to empty into the Carafe. After dripping has stopped, discard contents in the Carafe.
6. After allowing the Coffeemaker to cool for 10 minutes, rinse it out by brewing a Carafe full of cold water. Make sure to insert a fresh filter into the Removable Filter Basket before brewing.
7. At the end of the brew cycle, turn OFF the unit by pressing the ON/OFF Button. Discard water in the Carafe. Remove the used filter and wash the Carafe and Removable Filter Basket in warm, soapy water. Rinse and Dry.
8. When the Coffeemaker has cooled, wipe exterior with a dry cloth.

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

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

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).