**COFFEE PERCOLATOR GENERAL INSTRUCTIONS**

**WASH INSIDE OF COFFEEMAKER WITH HOT SOAPY WATER**

Rinse with hot water and dry completely before using for the first time and after each use. Do the same with the cover and basket. Clean the percolating tube with a tube brush or pipe cleaner and hot, soapy water to remove manufacturing oils. Wipe dry with a clean towel.

To assemble, insert tube into basket hole. Wipe outside of coffee maker with a damp cloth, then dry with a soft towel. DO NOT IMMERSE BASE IN WATER.

**MEASURE WATER**

Remove cover and basket assembly. Fill with fresh, cold tap water to desired fill line located on inside of coffeemaker. Do not fill beyond top fill line. Never use hot water to make coffee.

**MEASURE COFFEE**

Measure REGULAR GRIND COFFEE into basket according to chart. Place basket assembly into coffeemaker heating well. DO NOT FORCE TUBE INTO PLACE. Place cover on unit. Specially designed cover distributes water over ground coffee, no perforated basket is required.

NOTE: The amount of coffee used can be adjusted to personal taste by adding or reducing recommended quantities.

**COFFEE MEASURING GUIDE**

Finished Brew Regular Grind Coffee Approx Brewing Time

(5oz serving (8oz dry measure)

12 ¾ cups 17 minutes

20 ¼ cups 22 minutes

24 1 ½ cups 24 minutes

30 1 ¾ cups 27 minutes

36 2 ¼ cups 30 minutes

40 2 ½ cups 32 minutes

48 3 cups 36 minutes

55 3 ½ cups 40 minutes

60 3 ¾ cups 43 minutes

72 4 ½ cups 49 minutes

84 5 ¾ cups 55 minutes

101 6 ½ cups 64 minutes

1lb regular grind coffee equals 5 cups.

NOTE: Allow approximately 1 minute per cup of coffee when brewing less than 55 cups. Allow 45-50 secs per cup for 55 cups and over.

**BREWS AUTOMATICALLY**

Plug cord into any AC outlet. Use 220 Volt AC only. DO NOT USE ON DIRECT CURRENT OR 110-120 VOLT LINE (Voltage changes or variations in water temperature will affect brewing time). Turn on/off switch on 101 cup model to ‘on’ position to start brewing cycle. 55 cup model begins brewing as soon as it is plugged in. Signal light on large model glows when coffee is ready to serve. After brewing cycle is complete the unit automatically reduces heat and maintains coffee at serving temperature until unplugged or the on/off switch (on large model) is turned to the ‘off’ position. NEVER plug in coffeemaker without water or liquid coffee in it. This will damage the coffeemaker and void the warranty.

**SERVE**

Pull faucet forward to open and hold until cup or container is filled. Release faucet and it shuts off automatically. Press down on faucet to lock it in place for continuous pouring.

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**CARE AND CLEANING**

Improper cleaning can result in lower coffee temperatures, poor pumping action and slicking of tube in heating well.

Important: Before cleaning, unplug unit, discard remaining coffee and allow it to cool. Do not run until dry.

**DAILY CLEANING**

After each use, wash the basket, percolating tube and interior of the coffeemaker with hot soapy water. The heating well should be scoured with a soapy abrasive cleaning pad. Thoroughly rinse interior and dry wipe exterior with a damp cloth and then dry with a soft towel. DO NOT IMMERSE BASE IN WATER.

To clean percolating tube, use a long narrow brush to remove mineral deposits. Be careful not to damage any part of the tube.

Clean faucet after each use by filling coffee maker with hot water and running it through the faucet.

**WEEKLY CLEANING**

The entire faucet mechanism should be cleaned on a weekly basis if unit if used daily. To clean faucet bonnet, unscrew bonnet, remove silicone seal cup and wash pads in war, soapy water. Use a small bottle brush to clean inside of faucet and connection to coffeemaker. Rinse all parts in hot water, dry and reassemble. Be sure bonnet is firmly retightened to prevent leaks.

NOTE: Never insert brush in assembled faucet as it will puncture seal cup.

The heating well inside the unit should be thoroughly cleaned each week, especially if the unit is used daily. Use a steel wool pad with vinegar and water solution to remove lime build up from inside heating well. Fill coffeemaker with white vinegar to pour spout level and turn on. Allow unit to run until brewing cycle has been completed, then unplug and let cool. Pour vinegar out and scour interior, particularly the heating well, with a non-chlorinated cleanser until all mineral deposits have been removed. Rinse interior thoroughly with hot water and dry.

Important: If coffeemaker is used to heat water only, cleaning should be done daily.

**BI-WEEKLY CLEANING**

To remove oils, coffee stains and stubborn mineral deposits, the entire unit should be thoroughly cleaned every two weeks if unit is used daily, or less frequently if unit is used less often. Fill coffeemaker with cold water to top fill line and dissolve one quarter cup of cream of tartar in water. Insert percolating tube and empty basket. Cover unit and plug in. After brewing cycle is completed, unplug unit. Allow it to cool and pour out cream of tartare mixture. Wash with hot, soapy water and rinse interior, basket and tube thoroughly, then dry with a soft cloth.

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**HELPFUL HINTS**

Make at least 12 cups of coffee at one time to ensure best coffee flavour. Remove coffee basket and grounds as soon as the brewing cycle is completed. This also helps maintain coffee flavour.

Before brewing a second pot, cool coffee maker by rinsing it thoroughly with cold water.

Use coffeemaker cover as a drop catcher when removing basket and discarding wet coffee grounds.

To reheat cold coffee, remove basket and percolating tubs before plugging unit in.

If faucet drips, check faucet bonnet to be sure it is firmly tightened. If tightening bonnet does not stop leaks, unscrew bonnet and remove silicone seal cup. If cup is damaged in any way, order a replacement from a Regal Authorized Service Centre.

NOTE: 101 cup model includes an on/off switch. Switch must be in the ‘on’ position for brewing and warming.

**CAUTION:**

Use ONLY on 220 Volt AC Current. Never use on 110-220 volt line or DC.

NEVER run unit dry.

NEVER immerse base in water.

Clean coffeemaker regularly.

**IMPORTANT SAFEGUARDS**

When using electrical appliances basic safety precautions should be followed;

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against electrical hazards, do not immerse cord, plugs or coffeemaker in water or other liquids.
4. Supervision is necessary when any appliance is used near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.
6. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged. Return appliance to the nearest authorized service facility for examination, repair or adjustment.
7. The use of accessory attachments not recommended by the appliance manufacturer may cause hazards.
8. Do not use outdoors.
9. Do not let cord hang over edge of counter, or touch hot surfaces.
10. Do not place on or near a hot burner, or in a heated oven.
11. Extreme caution must be used when moving an appliance containing any hot oil or other hot liquids.
12. Always plug cord into the wall outlet before turning any control on. To disconnect, turn any control to OFF, then remove plug from wall outlet.
13. Do not use appliance for other than intended use.
14. Scalding may occur if lid is removed during brewing.
15. Remove and replace cover carefully.