

Product Instructions: Insulated Coffee Urns

1. **Brew.** Coffee must be brewed at a minimum of 200° F. The hotter the brewing temperatures, the better the serving results.
2. **Preheat.** To preheat the body of the urn, fill the urn to the very top with boiling water. Put the lid on for five minutes. Remove water from preheated urn.
3. **Transfer.** You are now ready to pour your brewing coffee into the urn. To prevent heat loss, transferring the coffee should be done as quickly as possible. A direct pour from your coffee brewing system into the preheated urn is most recommended. A second alternative is using a hose attached to the coffee brewer spout and the other end into the urn. Place the lid on the insulated urn immediately to minimize heat loss. Do not attempt to transfer brewed coffee one pitcher at a time into the urn. Doing so will result in a tremendous heat loss.
4. **Size counts.** Do not use a 5-gallon urn and fill it only with three gallons of coffee. The urn was constructed to function and maintain temperatures only if it starts completely filled.
5. **No peeking!** Do not lift off lid to sneak a peek. Doing so will result in heat loss.

Use & Care: Use water based spray or non-abrasive cleaner. For silver or copper, use non-abrasive liquid polish.