AROMA®

24-Cup Coffee Urn

Instruction Manual

ACU-024, ACU-024B, ACU-024R, ACU-024S, 6974912, 6974911

Congratulations on your purchase of this AROMA 24-cup Coffee Urn. It will surely become one of the most useful and versatile appliances in your modern kitchen or office.

Please read all instructions carefully before your first use.

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IMPORTANT SAFEGUARDS

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

1. Read all instructions before use.
2. Do not touch hot surfaces. Use handles or knobs.
3. Do not open the lid when the coffee urn is in heating process as boiling water may splash and may cause serious burns.
4. Never turn on the coffee urn when there is no water in the urn as it may burn the product and cause permanent damage.
5. When filling with water, never exceed the maximum water line of the coffee urn.
6. To protect against electrical shock, do not immerse cord, plug and the product in water or any liquid.
7. This appliance is not intended to be used by children. Close supervision is necessary when the coffee urn is in use near children.
8. Unplug the coffee urn from outlet when not in use and before cleaning.
9. Allow the coffee urn to completely cool before putting on or taking off any parts, and before cleaning.
10. Do not operate this appliance when the power cord or the plug is damaged, if it malfunctions, or is dropped or has been damaged in any manner. Return the appliance to an authorized service station for examination, repair or electrical/mechanical adjustment.
11. Do not use outdoors.
12. Do not let cord hang over edge of table and counter.
13. Do not let cord touch hot surfaces.
14. Do not place the coffee urn on or near a gas or electrical burner, or a heated oven.
15. Do not move or try to move the coffee urn while in use or when coffee is hot.
16. Do not use appliance for other than intended use.
17. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock, or injury to persons.
18. To disconnect, turn any controls to OFF, then remove plug from wall outlet.

SAVE THESE INSTRUCTIONS

SHORT CORD INSTRUCTIONS

1. A short power-supply cord is provided to reduce risk resulting from becoming entangled in or tripping over a longer cord.
2. Longer extension cords are available and may be used if care is exercised.
3. If a longer extension cord is used:
   a. The marked electrical rating of the extension cord should be at least as great as the electrical rating of the appliance.
   b. The longer cord should be arranged so that it will not drape over the counter top or table top where it can be pulled by children or tripped over unintentionally.

POLARIZED PLUG

This appliance has a **polarized plug** (one blade is wider than the other); follow the instructions below:

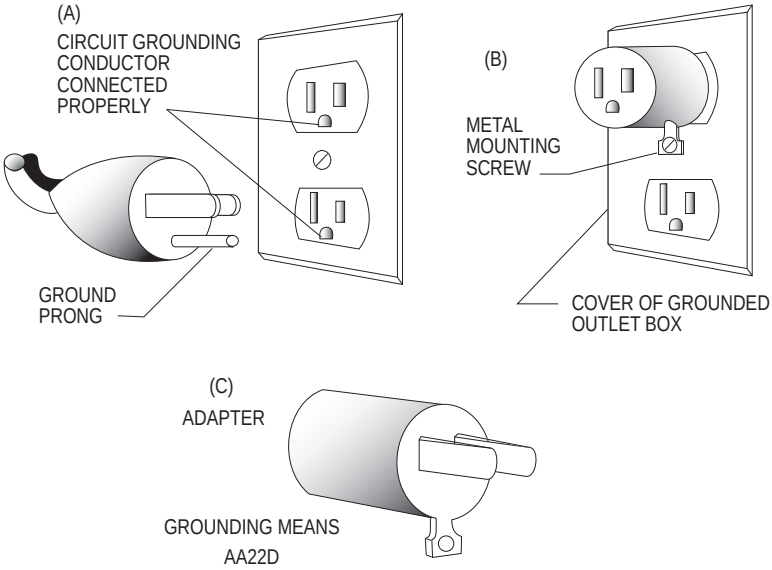
To reduce the risk of electric shock, this plug is intended to fit into a polarized outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to modify the plug in any way.

This appliance is for household use only.

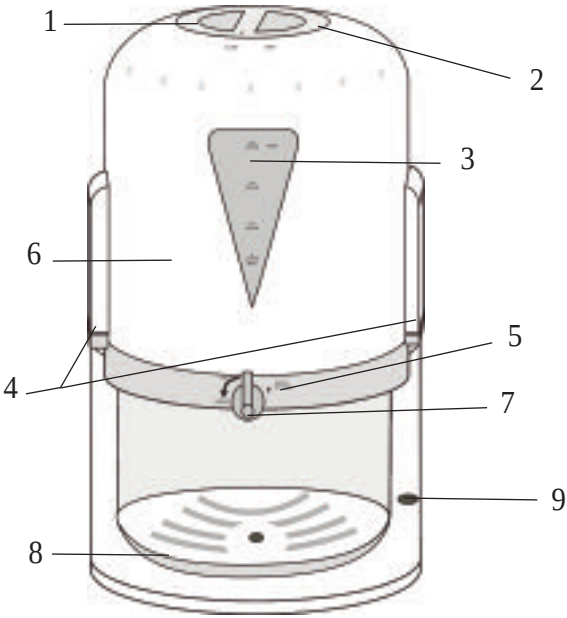
GROUNDING INSTRUCTIONS

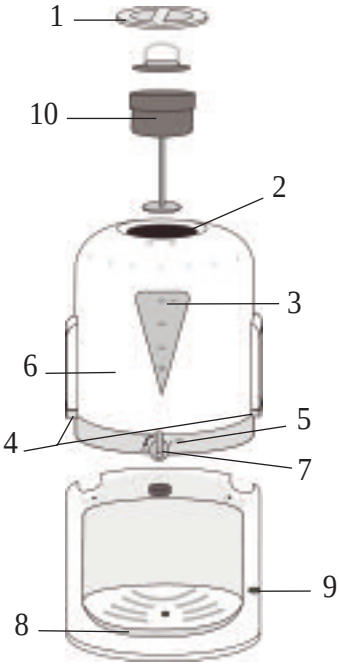
Grounding Instructions (For Canadian Users)

This appliance must be grounded while in use to protect the operator from electrical shock. The appliance is equipped with a 3-conductor cord and a 3-prong grounding-type plug to fit the proper grounding-type receptacle. The appliance has a plug that looks like sketch A. An adapter, sketch B, should be used for connecting sketch-A plug plugs to two-plugs to two-prong receptacles. The grounding tab, which extends from the adapter, must be connected to a permanent ground such as a properly grounded outlet box as shown in sketch C using a metal screw.



PARTS IDENTIFICATION





1. Twist-off lid
2. Opening for insertion of water
3. Large viewing window
4. Easy-grip handles
5. Heating/keep warm light
6. Detachable glass water tank
7. Non-drip dispensing spout
8. Removable cup tray
9. Power button
10. Permanent coffee filter

HOW TO USE

Before first use:

1. Read all the instructions and important safeguards.
2. Remove all packaging materials; make sure all your items are received in good condition.
3. Wash all the accessories with warm soapy water using a sponge or dishcloth.
4. Rinse thoroughly to remove soapy residue.
5. Wipe body clean with a damp cloth.

➢ **Do not use abrasive cleaners or scouring pads.**

➢ **Do not immerse the appliance, cord and plug in water at any time.**

To Use:

1. Place the coffee urn upright on a dry, sturdy and flat surface.
2. Remove the lid of the coffee urn and remove the entire coffee filter attachment.
3. Fill the urn with the desired amount of cold water.
4. Replace the coffee filter. Make sure it is centered and secure. Place coarsely ground coffee into the tray. Coarsely ground coffee must be used to prevent fine grains from floating to the surface, from going through the filter and into the glass tank, or overflow.
5. Twist the "locking-lid" in place. Make sure the lid is completely locked and set on “closed”.
6. Make sure the non-drip dispensing spout switch is set verticle to “Stop”.
7. Plug in the coffee urn. The "heating" indicator light illuminate and unit will start making coffee.
8. Once the coffee is done, the coffee urn will automatically stop.
9. The “Keep Warm” feature will keep your coffee warm as long as the coffee urn is plugged in.
10. Unplug the urn when it is not in use and when little coffee remains.

CAUTION:

- Never open the lid while the coffee urn is in boiling process.
- Avoid touching the coffee urn exterior while it is heating.

HOW TO CLEAN

Always unplug unit and allow to cool completely before cleaning.

We recommend that you clean inside of the coffee urn regularly for the best tasting coffee and performance.

1. Detach the glass tank from the base by pushing in the buttons on the sides.
2. Remove the "locking-lid" from the coffee urn.
3. Remove the entire coffee filter.
4. Wash the coffee filter with warm, soapy water. Rinse and dry well.
5. Wash the inside of the coffee urn with warm, soapy water and a sponge or dishcloth. Rinse and dry well.
6. Use non-abrasive cleaning pad and soapy water to clean the exterior. Wipe it dry with dishcloth.

CAUTION:

- Always unplug the unit and wait until the water cools completely before cleaning and disposing of the water.
- Use extreme caution when handling hot water.
- Do not immerse the water dispenser and the power cord in any liquid.
- Never pull on the power cord of the unit to turn it off. Turn off the heating switch first, grasp the plug and disconnect it gently from the wall outlet.
- Always rinse well to remove all cleaning solution.

LIMITED WARRANTY

Aroma Housewares Company warrants this product free from defects in material and workmanship for one year from provable date of purchase in continental United States.

Within this warranty period, Aroma Housewares Company will repair or replace, at its option, defective parts at no charge, provided the product is returned, freight prepaid with proof of purchase and U.S. $8.00 for shipping and handling charges payable to Aroma Housewares Company. Before returning an item, please call the toll free number below for return authorization number. Allow 2-4 weeks for return shipping.

This warranty does not cover improper installation, misuse, abuse or neglect on the part of the owner. Warranty is also invalid in any case that the product is taken apart or serviced by an unauthorized service station.

This warranty gives you specific legal rights and which may vary from state to state and does not cover areas outside the United States.

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