

COFFEE MAKING INSTRUCTIONS

The first thing to do is start the little white electric hot water pot for tea. It's usually found below the serving window or over the carafes to the right of the coffee makers. The only trick is that you must push down the blue tab at the base of the handle to start it heating. Just putting the pot on the base does not turn it on. Push the blue start button again as the serving time draw near.

The coffee maker is "always on" but you need to switch on the bottom warmer.

The convention is that decaf is done in the machine on the right, with the orange handled pots.

IMPORTANT – The coffee makers need to be primed before you put coffee in them because their internal plumbing holds a quart or so of water and it evaporates during the week. If you forget to prime them, your first pot of coffee may be only half full.

To prime the coffee maker:

1. Make sure the filter holder is EMPTY (no coffee, no filter) and in place.
2. Put an empty pot under the filter holder
3. Pour one pot of water into the top of the coffee maker
4. Wait for water to make its way through the machine and finish draining into the lower pot. If nothing comes out, pour a little more water in the top until the pot is full.
5. Empty and replace the bottom pot.

To make coffee:

1. Make sure the bottom pot is empty and in place.
2. Put a fresh filter in the holder and add ONE FULL CUP of coffee.
3. With filter holder in place, pour one full pot of (cold) water into the top of the coffee maker.
4. When the receiving pot is full, put the coffee in the appropriate carafe. Each carafe will hold two pots of coffee.

Where things are:

Filters are in the cupboard below the coffee makers or in the cupboard above the microwave on top right.

One-cup measure should be in the silverware drawer (under coffee maker) or in cupboard.

Coffee is in the freezer (door). There is regular and decaf, make 2 pots of each. If church attendance is good, you may need to make more after the service.

There are carafes labeled for regular and decaf. Be sure they are empty and rinsed out to start off. Cups, tea bags, sugar, fake sugar, creamer, stirrers, etc are in the cupboards under the serving window.

Backup supplies for coffee are in Marian's office in a low white drawer.

Thanks for volunteering to do coffee!