

## St. Luke Coffee Hour Hosts' Instructions

Before brewing the first pot of coffee, the hot water reserve needs to be primed because of evaporation during the week.

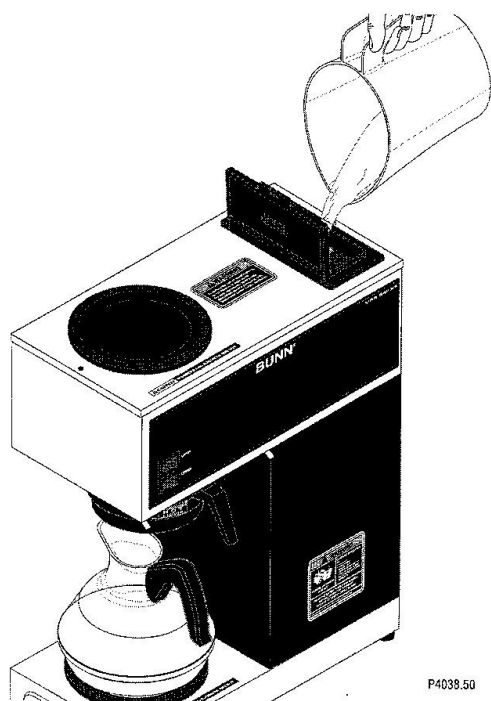
1. Slide the funnel into the funnel rails.
2. Place an empty dispenser beneath the funnel.
3. Open the flip lid on top of the brewer and pour in one pitcher of tap water.
4. When water has stopped flowing (about 2 minutes), use the hot water to warm the serving carafes.
5. The coffee maker is ready for use.

Add pre-measured ground coffee packets or add ½ cup of ground coffee to the filter. Make two pots of regular and one pot of decaf. Place in the thermal carafes.

Set out sugar, sugar substitute, creamer, stir sticks, cups, napkins, snack food, etc.

At the end of coffee hour, wash the dishes, rinse out the carafes and wipe down the counters.

Thank you



### COFFEE BREWING

1. Insert a BUNN® filter into the funnel.
2. Pour the fresh coffee into the filter and level the bed of grounds by gently shaking.
3. Slide the funnel into the funnel rails.
4. Place an empty dispenser beneath the funnel.  
**Models with warmers** - Turn on lower warmer switch.
5. Open the flip lid on top of the brewer and pour in one pitcher of tap water. FIG. 1
6. When brewing is completed, simply discard the grounds and filter.