

## STEP-BY-STEP GUIDE TO MAKING COFFEE FOR SOCIAL HOUR



**TWO-PART COFFEE MAKING!** Start large coffee maker at **9:45 a.m.** Start the **Braun counter-top machine** around **10:00 a.m.** to make extra regular (except on vacation/holiday Sundays, with low attendance, no need for extra coffee).

### Get Ready!

1. **Turn on the large coffee maker at 9:45 (or 45 minutes before service).** Switch is underneath the machine on the bottom right side. Red lights will come on at the bottom immediately, and the water will start heating up. (May bang a bit.) Initial heating takes about **25-30 minutes**. The unit is ready when green light at top right comes on.

### While the Machine is warming up: Get Set!

1. Set brew knobs at the top to 1 ½ gallons for each canister. (But: If it's a light Sunday – e.g., during holidays/school vacations -- set knob on **decaf** for just 1 gallon.)
2. Make sure round black lids are inserted on top of the coffee canisters & in locked position. Lids may be on counter. Slide out filter baskets to make room to insert them.
3. Remove filter baskets and place 1 white coffee filter in each. Filters are in the upper cabinet to the left of coffee machine.
4. Place regular and decaf coffee in filters and slide filter baskets back into the machine. (Note the **orange decaf sign** on the front of one of the canisters and place decaf grounds into that filter.) Regular and decaf coffee bags are in the lower drawers in cabinets, right of the sink. For 1 ½ gallons, use **1 large and 1 small** bag each of regular and decaf. (Light Sundays: if making 1 gal. of decaf, use just 1 large bag of decaf grounds.)
5. Tip: **Make sure black moveable handles above pouring spouts are in up (vertical) position. (Otherwise coffee will leak out when machine starts brewing.)**

### **Go! When the green light at the top comes on, machine is ready to brew**

You can start brewing any time – it will be kept warm.

(May be hard to tell when light is on – cup hand around it and look for a little cone of light.)

1. Press Enable Brew switch (top of machine) for **each** of the canisters you are using.
2. Then press and quickly release the adjacent Start switch for each canister. Water should pour out of the unit, into the filter, and into the canisters. (Banging is normal!) Coffee will gradually rise in the sight glass to the 1 ½ gallon mark. Any problems: just turn off the Enable Brew switch.

**On regular Sundays, use countertop Braun coffee maker to brew extra regular.**  
**Start about 10:00 a.m. Takes about 15 minutes.**  
**Directions are on machine and on other side of this sheet.**

**For 12 cups of extra coffee in the Braun coffee maker:**

Fill the glass pot with water up to the 12 cup mark, pour the water into the white compartment at the back of the machine, insert a small filter (cabinet to upper left of large coffee machine) and 8-9 scoops (tablespoons) of regular coffee grounds. Jar & scoop are stored in same cabinet as the coffee bags. Make sure the coffee machine is set to "4 ....12" cups. Press "on" button.

When done, fill a thermos with the coffee. **Put the thermos out on Parish Hall table now – it's easy to forget!**

If using large thermos: To open large thermos, press buttons on side of snout. When done pouring, insert white spout with tube into the thermos.