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## USING YOUR SYSTEM FOR THE FIRST TIME

Equipment will need to be primed before being used for coffee. (This is required for first-time use only.)

### To Prime Equipment

- Remove all equipment from box
- Plug in the brewer and switch on
- Remove lid from thermos
- Place a thermos onto the brewer, ensuring that it fits up to the stoppers at the back
- Fill the small glass jug with cold, fresh water to within an inch of the top
- Lift the hatch at the top of the brewer and fill with the water in the glass jug
- Replace the hatch
- Once the brewer has stopped (5 min,) throw away the water

### To Brew Coffee

- Plug in the brewer and switch on
- Remove lid from thermos
- Place a thermos onto the brewer, ensuring that it fits up to the stoppers at the back
- Pull forward the coffee hopper, found at the top front of the brewer
- Place a filter paper in the hopper, ensuring that this fits close to the sides (to avoid leaks as the coffee brews)
- Using the 'notch' to tear the packet of coffee, empty the entire packet into the hopper
- Fill the small glass jug with cold, fresh water to within an inch of the top
- Lift the hatch at the top of the brewer and fill with the water in the glass jug
- Replace the hatch
- Once the coffee has stopped brewing (5 min,) remove the flask and secure its top
- Remove hopper and dispose of used coffee grounds

### General

To cater for larger numbers, simply repeat and store coffee flasks, for up to 4 hours. The coffee will not stew. If one or two people want weaker coffee, simply add a little hot water to their cups or, for a larger number, why not think about changing to a lighter coffee blend? 98% of our customers use our Fair-trade Colombian blend - but that, of course, does not mean that **you** have to!

Make sure that everyone using the system follows the instruction poster, taking care to use a single filter paper at a time and to use a consistent quantity of coffee.

***Consistency is the key.***