



**5 Cup**

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COFFEE MAKER



**Models ME5CB, ME5CW**

# IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons, including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against fire, electric shock, and injury to persons, do not immerse cord, plug, or Coffee Maker in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts, and before cleaning the appliance.
6. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner. Contact Consumer Service for examination, repair or adjustment.
7. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock, or injury to persons.
8. Do not use outdoors.
9. Do not let cord hang over edge of table or counter, or touch hot surfaces.
10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. To disconnect, press the Power Switch OFF, then remove plug from wall outlet.
12. Do not use appliance for other than intended use.
13. Be certain Lids are securely in place before operating appliance.
14. Scalding may occur if the Lid is removed during the brewing cycles.
15. This Carafe is designed for use with this Coffee Maker. It must never be used on a range top.
16. Do not set a hot Carafe on a wet or cold surface.
17. Do not use a cracked Carafe or a Carafe having a loose or weakened handle.
18. Do not clean Carafe with cleansers, steel wool pads, or other abrasive material.

## SAVE THESE INSTRUCTIONS

For Household Use Only

# ADDITIONAL IMPORTANT SAFEGUARDS

**WARNING:** This appliance generates heat and escaping steam during use. Proper precautions must be taken to prevent the risk of burns, fires, or other injury to persons or damage to property.

1. All users of this appliance must read and understand these Use & Care instructions before operating or cleaning this appliance.
2. The cord to this appliance should be plugged into a 120V AC electrical outlet only.
3. Use water only in this appliance! Do not put any other liquids or food products in this appliance. Do not mix or add anything to the water placed in this appliance, except as instructed in the USER MAINTENANCE INSTRUCTIONS to clean the appliance.
4. DO NOT attempt to move an appliance containing hot liquids. Allow appliance to cool completely before moving.
5. Keep appliance at least 4 inches away from walls or other objects during operation. Do not place any objects on top of appliance while it is operating. Place the appliance on a surface that is resistant to heat.
6. If this appliance begins to malfunction during use, turn the Power Switch to the OFF position, then immediately unplug the cord. Do not use or attempt to repair the malfunctioning appliance.
7. If this appliance falls or accidentally becomes immersed in water or any other liquid, unplug it immediately. Do not reach into the water! Do not use this appliance after it has fallen into or has become immersed in water. Contact Consumer Service for examination and repair.
8. Do not leave this appliance unattended during use.
9. DO NOT put Carafe into a microwave.
10. DO NOT leave empty Carafe on Warming Plate when appliance is turned ON, as the Carafe may crack or become otherwise damaged.

**CAUTION:** To prevent injury when utilizing Auto Pause and Pour, replace Carafe within 20 seconds of removing during brewing process.

## **Polarized Plug**

This appliance has a polarized plug (one blade is wider than the other). 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 in 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.

## **Short Cord Instructions**

A short power-supply cord is provided to reduce the risk resulting from becoming entangled in or tripping over a longer cord.

Do not use an extension cord with this product.

## **Plasticizer Warning**

**CAUTION:** To prevent Plasticizers from migrating from the finish of the counter top or table top or other furniture, place NON-PLASTIC coasters or place mats between the appliance and the finish of the counter top or table top.

Failure to do so may cause the finish to darken. Permanent blemishes may occur or stains can appear.

## **Electric Power**

If the electrical circuit is overloaded with other appliances, your appliance may not operate properly. It should be operated on a separate electrical circuit from other appliances.

## **Coffee Yield**

5 Cup Coffee Maker: 5 (5-oz.) cups.

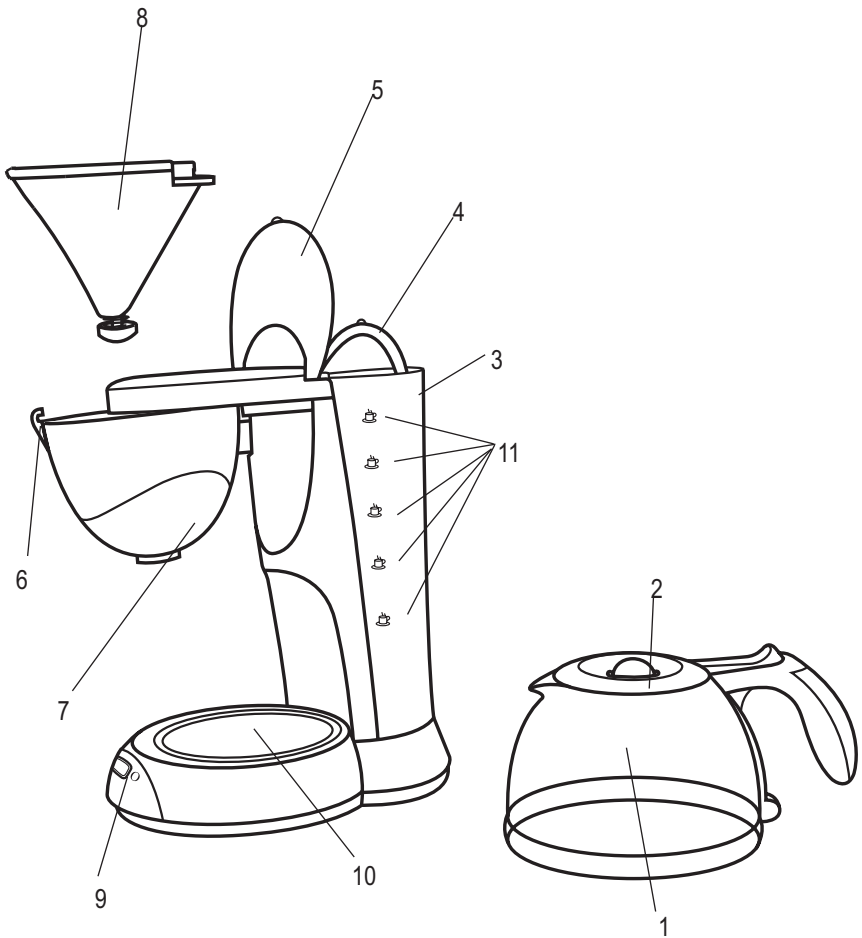
**NOTE:** A 5-oz. cup is the American industry standard and is used by most Coffee Maker manufacturers. To fill your favorite mug, fill Coffee Maker reservoir with enough water for 2 cups (10 ounces).

## **WARNING**

**TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT REMOVE THE BOTTOM COVER. NO USER-SERVICEABLE PARTS INSIDE. REPAIR SHOULD BE DONE BY AUTHORIZED SERVICE PERSONNEL ONLY.**

# Getting To Know Your 5 Cup Coffee Maker

Product may vary slightly from illustrations.



1. Glass Carafe (P/N 31424 or 31424W)
2. Carafe Lid (P/N 31425 or 31425W)
3. Water Reservoir (P/N 31426 or 31426W)
4. Water Reservoir Handle (P/N 31427 or 31427W)
5. Water Reservoir Lid
6. Filter Holder Release Tab
7. Filter Holder Cavity (P/N 31428 or 31428W)
8. Removable Filter Holder (P/N 31429 or 31429W)
9. Power Switch with Indicator Light
10. Warming Plate
11. Water Level Indicator

## **Before Brewing Coffee for the First Time:**

**CAUTION:** To protect against electric shock, do not immerse the Coffee Maker or allow AC cord to come into contact with water or other liquids.

1. After carefully unpacking from carton, the inside of your Coffee Maker and Glass Carafe must be cleaned. Remove any labels from the outer surfaces.
2. Brew 5 (5-oz.) cups of fresh water only. Follow the OPERATING INSTRUCTIONS, but do not add coffee grounds to the filter.
3. When all the water has brewed into the Carafe, switch the Coffee Maker OFF. The ON Light will turn off.
4. Allow the Coffee Maker to cool for 15 minutes, discard the water from the Carafe, then repeat steps 2 and 3.
5. After the second pot of water has cooled, discard the water and thoroughly wash the Removable Filter Holder, Glass Carafe and Carafe Lid in warm, soapy water. Dry all parts thoroughly.

## **Coffee Filters**

Cone-shaped paper filters are available locally at grocery stores and where coffeemakers are sold.

**We recommend using Melitta #2 cone-shaped filters.**

The use of basket-style paper filters is not recommended, since they do not conform to the shape of the Removable Filter Holder and may cause coffee to back up and spill over during brewing.

# OPERATING INSTRUCTIONS

## Brewing Coffee

1. Lift the Water Reservoir by its handle up from the Coffee Maker and fill the Water Reservoir with cold water to the level for the desired number of (5-oz.) cups (1-5).
2. Replace Water Reservoir in its original position on the back of the Coffee maker by sliding it down and making sure it locks into place.
3. Pull the Filter Release Tab out and away from the unit to swing out the Filter Holder Cavity. Grasp the Removable Filter Holder and lift straight up and out of the Filter Cavity. Insert a #2 paper coffee filter inside the Removable Filter Holder.

**We recommend using Melitta #2 cone-shaped filters.**

4. Place coffee grounds in the filter, using one level tablespoon of drip grind coffee for each cup of brewed coffee.
5. Replace the Removable Filter Holder by pushing it down into the Filter Holder Cavity. When properly seated, it will snap securely into place. Swing Filter Holder Cavity back into place until the Filter Holder release Tab snaps into place.
6. When you replace the Carafe onto the Warming Plate, the Carafe will snap easily into position under the Auto Pause and Pour assembly.
7. Plug the appliance into a standard 120V AC electrical outlet.
8. Slide the Power Switch to the ON position. The Indicator Light will glow Red as the Coffee Maker begins brewing the coffee.
9. When brewing is completed, the Coffee Maker switches to a Keep Warm mode which will hold coffee at the proper serving temperature. To keep the coffee hot, place the Carafe back on the Warming Plate when not serving.
10. When finished using the unit press the Power Switch to OFF position and unplug from electrical outlet.

**WARNING: Warming Plate is hot! Do not touch bottom of Carafe or Warming Plate during or after brewing.**

**NOTE:** The amount of coffee in the Carafe may be slightly less than the amount of water placed in the Water Reservoir, since some of the water is absorbed by the coffee grounds.

## **Auto Pause and Pour Feature**

The Auto Pause and Pour feature lets you pour a cup of coffee before brewing is complete. Simply remove the Carafe from the Warming Plate. Always keep the Carafe Lid on the Carafe down when pouring the coffee.

**IMPORTANT:** When using the Auto Pause and Pour Feature while the Coffee Maker is still brewing, the Carafe must be replaced on the Warming Plate, under the Filter Holder Cavity within 20 seconds to prevent the Filter Holder from overflowing.

Replacing the Carafe will restart the brewing process.

## **To Brew a Second Pot of Coffee**

To brew a second pot of coffee, turn the Coffee Maker off for 15 minutes and allow it to cool. Empty used coffee grounds and repeat steps for brewing coffee.

**CAUTION:** Failure to allow Coffee Maker to cool completely may cause water to overheat and spray hot steam. The hot steam can cause severe burns.



## Hints For Best Results

- We recommend using coffee which has been ground specifically for automatic drip coffee makers. This type of coffee is prepared specifically for your Coffee Maker's brewing system and promotes fuller extraction to provide rich, full-bodied coffee.
- Use only cone-shaped filters with this Coffee Maker. Cone-shaped paper filters are available locally at grocery stores. Use standard, #2 filters. Do not use basket-style paper filters.

### **We recommend using Melitta #2 cone-shaped filters.**

- A clean Coffee Maker is essential for making great tasting coffee. Regular cleaning, as specified in the User Maintenance Instructions, is highly recommended.
- Always use fresh, cold water in your Coffee Maker.
- Store coffee in a cool, dry place. Once coffee has been opened, keep it tightly sealed in the refrigerator to maintain freshness.
- For optimum coffee, buy whole beans and grind them finely just before brewing.
- Do not re-use coffee grounds since this will greatly impair coffee flavor.
- Reheating coffee is not recommended. Coffee is at its peak flavor immediately after brewing.

# User Maintenance Instructions

This appliance requires little maintenance. It contains no user serviceable parts. Do not try to repair it yourself. Contact a qualified appliance repair technician if the product requires servicing.

## Use and Care For Your Glass Carafe

1. Do not allow all liquid to evaporate from Carafe while on the Warming Plate. Do not heat Carafe when empty. If this happens, discard Carafe.
2. Discard Carafe if damaged in any manner. A chip or crack could result in breakage.
3. Never use abrasive scouring pads or cleansers as they will scratch and weaken the glass.
4. Do not place the Carafe on or near a hot gas or electric burner, in a heated oven, or in a microwave.
5. Avoid rough handling and sharp blows.

## Cleaning Instructions

**NOTE:** Do not place anything other than water or the vinegar cleaning solution specified in this manual into the Water Reservoir.

1. To clean your Coffee Maker after brewing coffee, be sure the Coffee Maker is turned OFF, unplugged and is cool. Discard the paper filter.
2. Wipe the outside of your Coffee Maker and the Warming Plate with a soft, damp cloth and dry. Do not use abrasive cleaners or scouring pads.
3. Hand wash Removable Filter Holder in warm, sudsy water.  
DO NOT PLACE IN DISHWASHER.
4. The Glass Carafe and Lid may be washed in warm, soapy water.  
DO NOT PLACE IN DISHWASHER.

**WARNING:** Never immerse the Coffee Maker body in water or other liquid.

**WARNING:** Rinse Water Reservoir with cold water periodically. NEVER use a cloth to clean or dry the Water Reservoir as the cloth will leave a lint residue and may clog and cause damage to your Coffee Maker.

## Mineral Deposits / Decalcifying

Your Coffee Maker must be cleaned when you begin to notice excessive steaming or the brewing time increases considerably. This condition is caused by a buildup of lime and mineral deposits from your water. If the pumping action stops before all the water has been pumped out of the machine, then the appliance requires decalcification.

The frequency of decalcification depends on the hardness of water used. It is suggested that this unit be descaled according to the following intervals:

- Soft water: every 80 brewing cycles
- Hard water: every 40 brewing cycles

## How To Decalcify Your Coffee Maker

1. Place a paper filter into the Removable Filter Holder. Make sure the Removable Filter Holder fits securely back into the unit.
2. Fill Carafe with a solution of 2 tablespoons white vinegar to one Carafe of cold water. Pour the water and vinegar solution into the Water Reservoir.
3. Place the empty Carafe on the Warming Plate. Plug the Coffee Maker into an outlet and switch the Coffee Maker ON.
4. Keep the Coffee Maker ON until the Carafe is half full. Switch the Coffee Maker OFF and let cool for 1/2 hour.
5. After 1/2 hour, pour the water and vinegar solution back into the Coffee Maker.
6. Place the empty Carafe on the Warming Plate. Switch the Coffee Maker ON and let all the water and vinegar solution flow through.
7. Discard the solution and the paper filter.
8. After allowing the Coffee Maker to cool for 15 minutes, flush out all the traces of vinegar by pouring a Carafe full of cold water into the Water Reservoir. Make sure to insert a fresh filter into the Filter Holder before brewing and place the empty Carafe on the Warming Plate. Switch the Coffee Maker ON and allow it to cycle through.
9. At the end of the brew cycle, switch the Coffee Maker OFF. Discard water in the Carafe. Repeat steps 8 - 9. Unplug the Coffee Maker when finished.

# LIMITED ONE-YEAR WARRANTY

**Warranty Coverage:** This product is warranted to be free from defects in materials or workmanship for a period of one (1) year from the original purchase date. This product warranty is extended only to the original consumer purchaser of the product and is not transferable. For a period of one (1) year from the date of original purchase of the product, our Repair Center will, at its option, either (1) repair the product or (2) replace the product with a reconditioned comparable model. These remedies are the purchaser's exclusive remedies under this warranty.

**Warranty Service:** To obtain warranty service, you must call our warranty service number at 1-800-233-9054 for return instructions on how to deliver the product, in either the original packaging or packaging affording an equal degree of protection to the Repair Center specified below. You must enclose a copy of your sales receipt or other proof of purchase to demonstrate eligibility for warranty coverage.

**To return the appliance, ship to:**

ATTN: Repair Center  
708 South Missouri Street  
Macon, MO 63552 USA

**To contact us, please write to, call, or email:**

Consumer Relations Department  
PO Box 7366  
Columbia, MO 65205-7366 USA  
Phone: 1-800-233-9054  
Email: [consumer\\_relations@toastmaster.com](mailto:consumer_relations@toastmaster.com)

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