

Bunn Coffee Maker – Air Pots

- Plug coffee maker in 30 minutes prior to making 1st pot
- All supplies can be found on top shelf of cabinet below the unit and pots
- Prepare coffee basket with coffee filter add a Generous ½ cup of coffee (**using Silver measuring cup**)
- Always matching coffee and pots
 - i.e.: Decaf Coffee to Decaf Pot
 - i.e.: Regular Coffee to Regular Pot (unmarked)
- Slide empty pot with top in up position under basket – all the way back to bumpers
- Once the basket and pot are in place – pour one full pitcher of cold water into top of Bunn Maker - plus water to the bottom line - Pot will begin to fill
- Once pot is full – Remove and insert pump and close lid
- Repeat until you have 4 pots made
- Take all 4 pots to the front coffee station– Place the 2 extra pots on the library desk until needed
- Once pots are placed on the rack – Clip lid in up position to activate the pump
- Place black storage unit beside the pots – You will find it stored in the cabinet section of the serving cart
- Before restoring - please prepare and refill cups, lids, creamers, etc in the unit for next Sunday – placing back in the bottom of the serving cart
- Clean all surfaces and rinse coffee basket and pots thoroughly – leaving the pot lid in an up position
- Place all pumps in the basket on the cabinet shelf
- Thank you for your Help – Have a Blessed Day!!