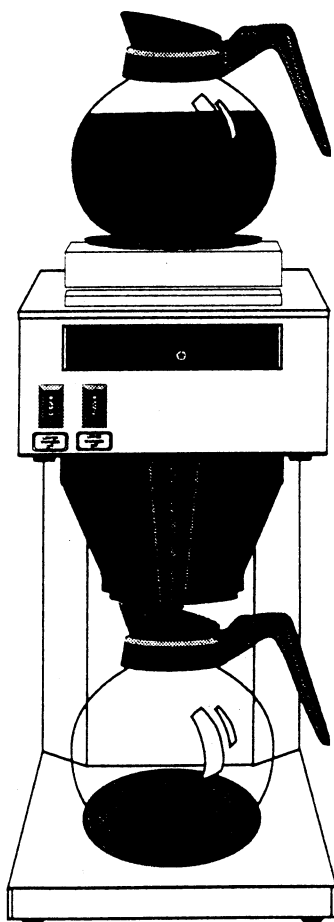


# Operating Instructions For The MR.COFFEE® Commercial Coffee Brewer

Model MRCTB

Mode D'Emploi  
Instrucciones



For best results,  
use only Mr. Coffee  
A8 commercial size filters.

# 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 before using your coffee brewer.**
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against electric shock, do not immerse cord, plugs, or machine in water or other liquid.
4. Do not permit children to use this appliance without close adult supervision.
5. Do not operate if this appliance has malfunctioned or has been damaged in any manner.
6. The use of accessory attachments not recommended by MR. COFFEE, inc. may cause hazards or injuries.
7. Do not use outdoors.
8. Do not let cord hang over edge of table or counter, or touch hot surfaces.
9. Do not place this appliance on or near a hot gas or electric burner or in a heated oven.
10. To disconnect, turn all switches to "off", then remove plug from wall.
11. Do not use appliance for other than intended use.
12. Use on a hard, flat level surface only, to avoid interruption of air flow underneath the appliance.
13. Do not place any combustible materials, such as paper products, on the warmer plates.
14. **Decanter Use and Care**
  - a. This decanter is designed for use with your Mr. Coffee commercial coffee brewer. Do not use on a range top or in any oven, including a microwave.
  - b. Do not place a hot decanter on a wet or cold surface.
  - c. Do not use a cracked decanter or decanter having a loose or weakened handle.
  - d. Do not clean the decanter with cleansers, steel wool pads, or other abrasive materials.
  - e. Discard decanter immediately if it is ever boiled dry.
  - f. Avoid sharp blows, scratches, or rough handling.
15. **WARNING:** To reduce the risk of fire or electric shock, do not remove any service covers. No user serviceable parts inside. Repair should be done by authorized personnel only.

## SAVE THESE INSTRUCTIONS

# Introduction

Your Mr. Coffee Commercial Coffee Brewer is a convenient method of preparing a 24-cup supply of freshly brewed, piping hot coffee.

This coffee brewer will make 12 cups of coffee in about four minutes and will store an additional 12 cups of hot water for coffee on demand. Your brewer features two restaurant-style decanters and two independently controlled warming plates.

Please take a few moments to read all of the instructions provided on the following pages. Proper care of your coffee brewer will provide years of trouble-free use.

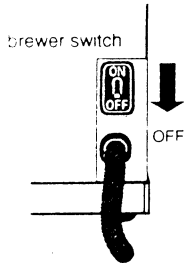
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# Installation Instructions

Warning: Read and follow installation instructions before plugging in machine.

**FILL BREWER TANK WITH WATER BEFORE CONNECTING TO POWER SUPPLY!**



1. Be sure that the brewer switch located in back of coffee brewer is in **OFF** position.

## **DO NOT PLUG IN MACHINE**

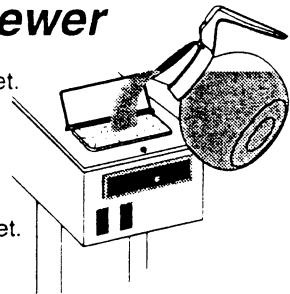
2. Place one decanter onto the warming plate under brew basket. Raise evaporation lid located at the top of your unit and, using the other decanter, pour three decanters of very hot tap water through the pour-in screen.

3. Plug power cord into wall outlet.
4. Turn brewer switch **ON**. Switch is located on rear of machine.  
In approximately 20 - 40 minutes, water will be heated to brewing temperature and thermostat will click off. (Additional water may drip from brew basket as a result of initial expansion of water in tank. This will not occur thereafter.)
5. Pour one-half decanter of tap water through pour-in screen.  
Water will flow into decanter under brew basket. Empty decanter.

Your coffee brewer is now ready to use. The brewer will periodically turn on to maintain water temperature in the tank.

## Using Your Coffee Brewer

1. Place a Mr. Coffee A8 commercial size filter into brew basket.
2. Spoon fresh, regular grind coffee into filter.  
Use either premeasured 1.25 to 2.0 oz. packs of coffee or measure 11 tablespoons (5 1/2 coffee scoops).
3. Slide the brew basket back into holder.
4. Place an empty decanter on warmer underneath brew basket.
5. Pour one decanter of cold tap water through pour-in screen.
6. Switch ON the lower warmer plate.
7. A full decanter of coffee will be brewed in about four minutes.
8. Turn on upper switch to keep extra decanter of coffee hot. Turn off when not in use.
9. Your coffee brewer will be ready to brew again in about 5 minutes.



**Note:** If the coffee brewer will not be used for an extended period of time, more than three days, turn off the brewer switch. If turned off for an extended period of time, allow 30 - 45 minutes for machine to reheat.

If coffee brewer is left on for several days, i.e., a long weekend, you may not get a full pot of coffee, due to water evaporation.

**Important:** Be sure to turn warming plates OFF when not in use.

# Cleaning

## Brew Basket Cleaning

To prevent a residue build-up that will eventually affect the taste of your coffee, clean the brew basket at least once each week.

1. Remove brew basket from unit and discard used grounds and filter. Rinse.
2. Wash brew basket with mild soap and water. Rinse thoroughly.

## Sprayhead Cleaning

Wipe the sprayhead daily with a paper towel or soft cloth to prevent build-up.

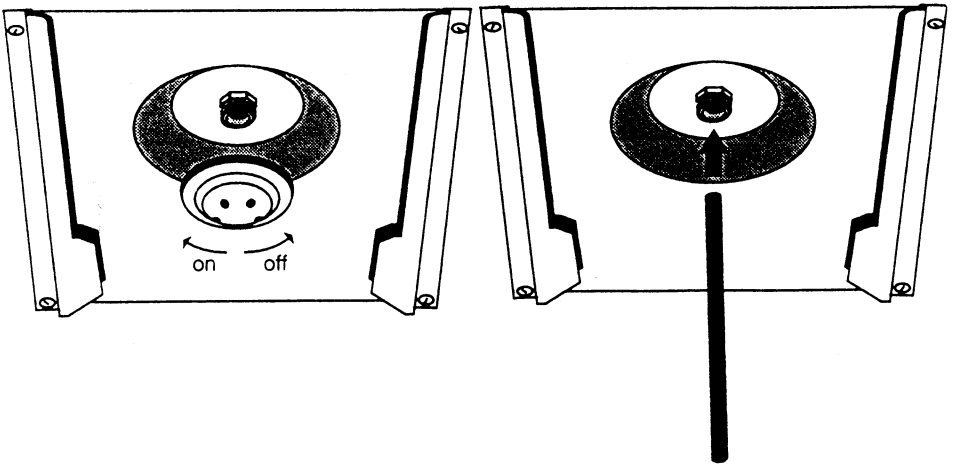
*Do Not Use Soap.*

## Deliming Coffee Brewer and Sprayhead

To remove the build-up of lime and other minerals in the tank fittings of your unit:

1. Remove brew basket
2. Unscrew sprayhead located above the brew basket.
3. Insert deliming spring (provided) all the way into the tank. (See illustration below)  
When inserted properly, no more than 10 inches of the spring should be visible at the sprayhead fitting.
4. Push deliming spring in and out five or six times. Remove spring.
5. Place decanter onto warming plate under brew basket and pour two decanters of tap water through the pour-in screen. This will flush any loose particles free of the tank, keeping fittings open and clear of mineral deposits.
6. Clean sprayhead, making sure that the holes are open. Flush out with water.
7. Replace sprayhead. Screw on until tight.
8. Replace brew basket.

We recommend that you delime your coffee brewer once every two weeks if you are in a hard water area.



**Warning:** Cleaning for the inside of this machine must be done by an Authorized Mr. Coffee Service Center Only! DO NOT attempt to clean this machine with a vinegar solution or the Mr. Coffee Cleaner. For an Authorized Mr. Coffee Service Center in your area, call 1-800-321-0370.

# ***Troubleshooting Guide***

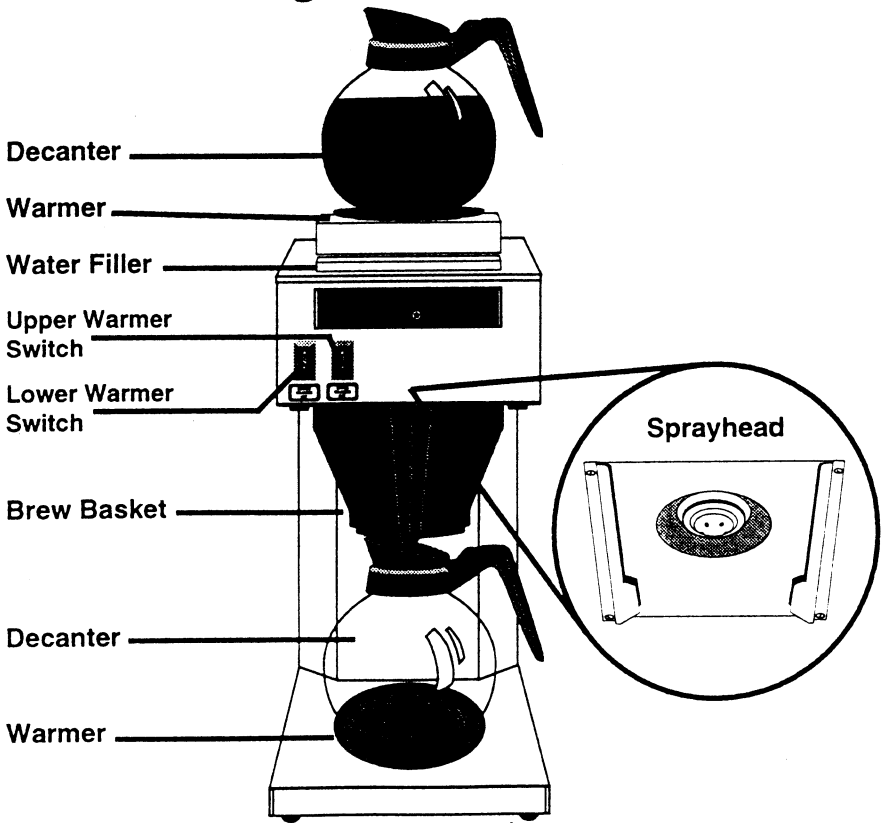
| <b>Symptom</b>                                    | <b>Possible Cause</b>  | <b>What to Check</b>   | <b>Solution</b>  |
|---|--|--|--|
| <b>Dripping</b>                                   | Water is not siphoning properly  | Water should flow freely from sprayhead  | Clean sprayhead<br><br>Check tightness of sprayhead on tube<br>See deliming instructions   |
| <b>Dry coffee remaining</b>                       | Filters<br><br>Not siphoning properly<br><br>Improper loading of brew basket   | Are correct filters being used<br><br>Refer to "Dripping"<br><br>Filter & coffee in brew basket                | Insert correct filter<br><br>Refer to "Dripping"<br><br>Filter should be centered in brew basket and coffee bed should be level                      |
| <b>Over flowing</b>                               | Receiving decanter not completely empty at start of brew cycle<br><br>Not siphoning properly<br><br>Soft water and/or decaf coffee | Operating instructions<br><br>Refer to "Dripping"<br><br>Water/coffee  | Always start brew cycle with receiving decanter empty<br><br>Refer to "Dripping"<br><br>Replace sprayhead by calling 1-800-MRCOFFEE (1-800-672-6333) |
| <b>Bad taste and/or oil film on top of coffee</b> | Build-up on sprayhead<br><br>Build-up on brew basket   | Refer to "Sprayhead" under the Cleaning Instructions<br><br>Refer to "Brew Basket" under Cleaning Instructions | Refer to "Sprayhead" under the Cleaning Instructions<br><br>Refer to "Brew Basket" under Cleaning Instructions                                       |

## ***Helpful Hints***

To keep your coffee brewer running smoothly and your coffee tasting fresh, please follow these suggestions:

- Always use fresh water when brewing your coffee
- Never reuse coffee grounds
- Use the correct grind of coffee
- Use correct style and size commercial filters (Mr. Coffee A8 commercial filters)
- Be sure to clean your coffee brewer regularly — once every two weeks in hard water areas

# Diagram of Parts



## If Service Is Required, Do Not Return to Your Store

For service, call 1-800-321-0370.

Monday through Friday, 8:30 a.m. to 5:00 p.m., Eastern Standard Time

To assist us in serving you, please have the model number (MRCTB) and date of purchase available.

All repairs must be made by Mr. Coffee or an authorized Mr. Coffee Service Center. Please call us for the authorized service center for your area.  
**Please do not return this appliance to your store.**

**We welcome your questions, comments or suggestions.**

Please include your complete name, address and telephone number and description of problem in all communications.

Please call us at 1-800-321-0370 or write to us at:

Consumer Affairs Department  
MR. COFFEE, inc.  
24700 Miles Road,  
Bedford Heights, OH 44146-1399

# ***Limited Warranty***

Mr. Coffee, Inc. warrants to the purchaser that Mr. Coffee's MRC Series commercial coffeemakers (except for cord set and glass parts) are free from manufacturer's defects in material and workmanship for a period of one year from the date of purchase when used in compliance with directions as outlined in the manufacturer's instructions, which will constitute reasonable and necessary maintenance by the purchaser.

In case of manufacturer defects in material or workmanship, Mr. Coffee, inc. agrees to repair or replace (remedy) a defective coffeemaker without charge. The purchaser's exclusive remedy against Mr. Coffee, inc. shall be for the repair or replacement of a defective Mr. Coffee Product.

All repairs must be made at an *authorized Mr. Coffee Service Center*. To locate a Mr. Coffee Service Center, Call 1-800-321-0370. As the purchaser, you assume all cost incurred in transporting your Mr. Coffee machine to and from the *authorized Mr. Coffee Service Center*. *Mr. Coffee, inc. shall not be responsible for any repairs made at any facility which is not an authorized Mr. Coffee Service Center.*

This warranty gives you specific legal rights, and you may have other rights which vary from state to state. Any implied warranty is limited in duration to the one year provided in this, the only, expressed warranty. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

**In no event shall Mr. Coffee, inc. be responsible for incidental or consequential damages;** nor damage due to misuse or the use of any unauthorized attachment; nor assumption of responsibility for damage caused by use of an electrical circuit not specified on the Mr. Coffee, inc. product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

**Mr. Coffee, inc.  
24700 Miles Road, Bedford Heights, Ohio 44146-1399**