

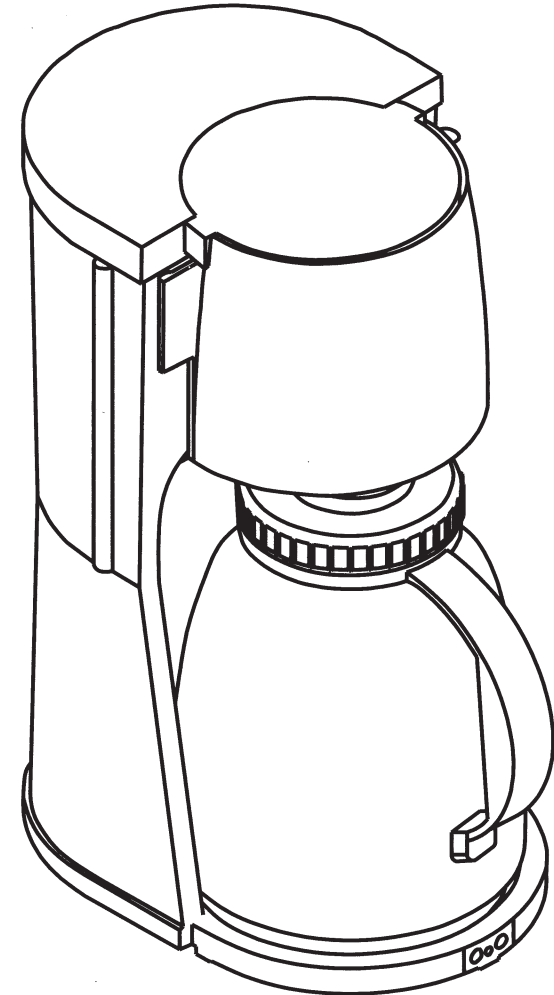
## WARRANTY

Newco coffee brewers are warranted against defects in workmanship or materials, under normal use, for 90 days from the date of purchase. Brewer parts are warranted against defect for 12 months from date of purchase. Liability in all events is limited to the purchase price paid and liability under the aforesaid warranty is limited to replacing or repairing any part or parts which are defective in material or workmanship, and returned to our factory, shipping cost prepaid. No warranty expressed or implied, other than the aforesaid is made or authorized by Newco Enterprises, Inc. Prompt disposition will be made if item proves to be defective, within warranty. Before returning any item, write or call Newco, or the dealer, from whom the product was purchased, giving model number, serial number, and date of purchase, and describe the nature of the defect. If damage was incurred during transit to you, file claim with the carrier.

## MODEL OCS-12 COMMERCIAL COFFEE and TEA BREWER



**Operating  
Instructions**



**Electrical Rating  
1400W, 120VAC, 11.7A**

**WITH PERSONAL CARAFE**

## 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 operating or using the appliance.
2. Do not touch hot surfaces. Use handles and knobs.
3. To protect against electrical shock, do not place cord, plugs or appliance in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when brewer is 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.
7. The use of accessory attachments not recommended by Newco Enterprises may cause hazards or injuries.
8. Do not let cord hang over edge of table or counter, or touch hot surfaces.
9. Do not place on or near a hot gas or electric burner or in a heated oven.
10. Do not move entire unit when appliance is on or when thermal carafe contains hot liquids.
11. Do not use appliance for other than intended use.
12. **WARNING:** To reduce the risk of fire or electric shock, do not remove bottom cover. No user-serviceable parts are inside. Repair should be done by authorized personnel only.
13. Use on a hard flat level surface only to avoid interruption of airflow underneath appliance.

14. Special instructions for the thermal carafe:

- A. The thermal carafe is designed for use with this appliance only. It must never be used in any other drip-type coffeemaker, on range top or in a microwave oven.
- B. Do not set a hot thermal carafe on a wet or cold surface. Do not put thermal carafe in water. Do not place on hot surface.
- C. Do not use a cracked thermal carafe or a thermal carafe having a loose or weakened handle
- D. Do not clean thermal carafe with cleaners, steel wool pads or abrasive material. Do not place sharp or hard objects in the thermal carafe.

### SPECIAL CORD SET INSTRUCTIONS

A 5 foot power-supply cord is provided to reduce the risks of becoming entangled in or tripping over a longer cord. Extension cords are available and may be used if care is exercised in their use. If an extension cord is used, the marked electrical rating of the extension cord should be at least as great as the electrical rating of the appliance, and the cord should be arranged so it will not drape over the counter top or table top where it can be pulled on by children or tripped over.

This appliance has a grounded plug (3 prong). It is not polarized and can fit into an outlet only one way. If it will not fit your outlet contact a qualified electrician. Do not modify the plug in any way.

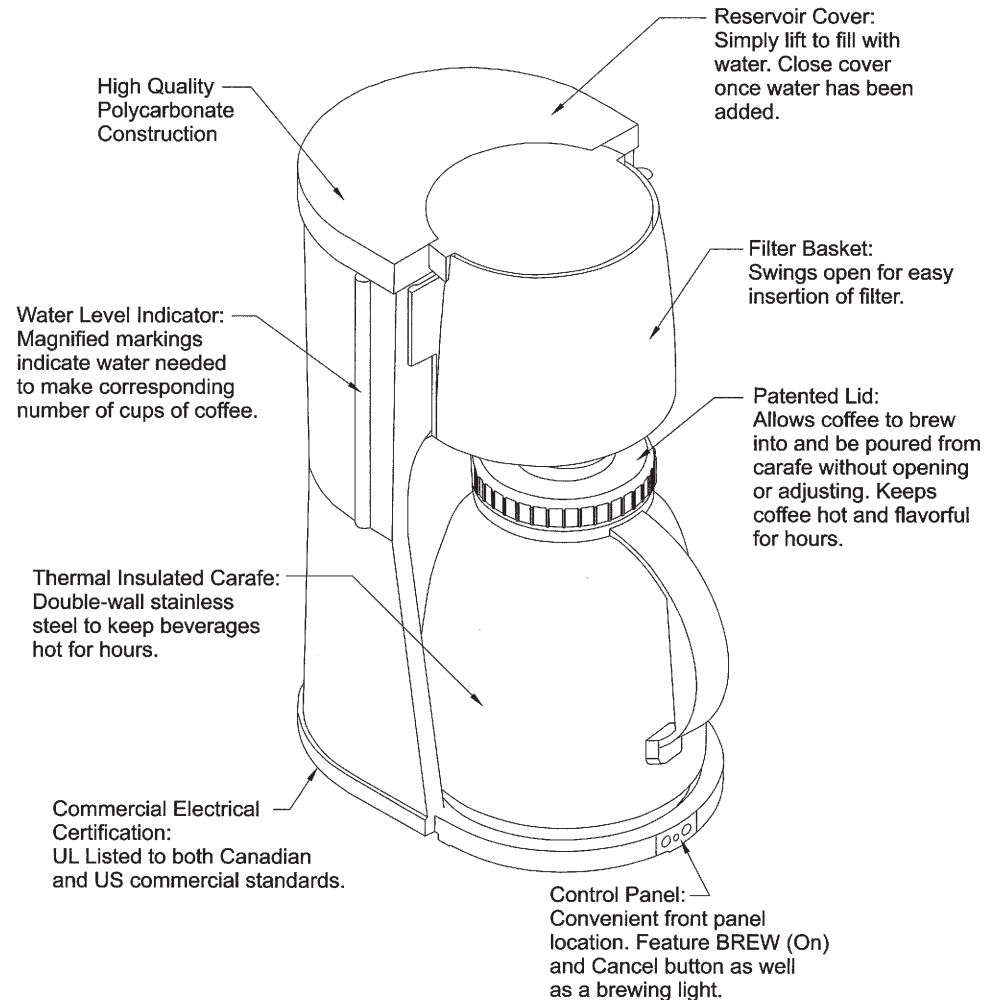
### IF SERVICE IS REQUIRED...

Contact: Newco Enterprises  
3650 New Town Boulevard  
St. Charles, MO 63301  
1-800-325-7867

To assist us in serving you, please have the model number (OCS-12), date of purchase, and serial number (if available) prior to calling. Before returning any equipment to Newco you must call and get an RA #.

### SAVE THESE INSTRUCTIONS

## FEATURES AND BENEFITS



## INTRODUCTION

Your thermal carafe coffeemaker brews fresh, filtered coffee in minutes. It can also easily heat water for instant beverages. The thermal carafe contains a vacuum liner which delivers the best heat retention of all containers used with drip coffeemakers and allows the full flavor of the coffee to be retained.

## PREPARATION FOR USE

Before the first use, clean the thermal carafe and coffeemaker by completing a brew cycle as described below **without** using coffee or a coffee filter.

## COFFEE PREPARATION

1. Place coffeemaker on a solid flat surface. Plug into 120V outlet.
2. Open thermal carafe lid by turning it in the direction of "OPEN" arrow and lifting off. Fill the thermal carafe with cold, fresh water to within 1 inch of the rim. Open hinged water reservoir cover; pour water into reservoir opening. Markings on water level indicator show amount of water needed to make the desired number of cups of coffee. **DO NOT EXCEED THE 12-CUP LEVEL ON THE WATER LEVEL INDICATOR.** Close reservoir cover.
3. Before thermal carafe is returned to platform, pre-warm carafe by running warm water through carafe. In addition to preventing damage to the liner, pre-warming the carafe will also help keep the coffee warmer longer.
4. Return lid to thermal carafe. To close lid, turn lid in direction of "CLOSE" arrow until lid fits tightly on carafe. Return empty thermal carafe to brewing platform. Be certain thermal carafe lid is in "CLOSED" position and is securely in place during brew cycle.

5. Open filter basket by grasping basket handle and swinging outward. Insert a filter into filter basket; assure filter fits snugly in basket. Use a fresh filter for each carafe of coffee.
6. After placing ground coffee or tea into filter, return basket to closed position. To assure safe operation, make sure basket is closed securely.
7. With thermal carafe and basket securely in place, press green "BREW" button; orange LED will light. **CAUTION:** Coffeemaker becomes very hot during brew cycle; handle with extreme care as hot parts and escaping steam may cause burns.
8. The Brew-Through lid allows coffee to drip from coffeemaker through closed lid. When coffee has completely stopped dripping into thermal carafe and water level indicator is empty, brew cycle is complete. When dripping stops, Brew-Through lid will seal so coffee freshness and temperature are preserved.
9. An audible "beep" tone will signal when the brew cycle is complete. Coffeemaker will switch off automatically.
10. After coffee grounds have cooled, carefully open filter basket and discard used coffee Filter and grounds. To remove filter basket from coffeemaker, (A) grasp basket handle and swing basket outward, and (B) with basket in far right position, lift up and pull basket hinge.
11. The personal carafe has a brew-through lid which allows coffee to be poured with the lid in the "CLOSED" position so coffee freshness and temperature can be preserved. **NEVER POUR LIQUID FROM THERMAL CARAFE UNLESS LID IS IN "CLOSED" POSITION.**

## PAUSE & SERVE

This feature allows a cup of coffee to be poured before the brew cycle has finished. Carefully remove thermal carafe, and the Pause & Serve feature will be automatically activated, temporarily stopping the flow of coffee into the thermal carafe. Return thermal carafe to platform immediately after pouring coffee, and the brewing process will resume.

**IMPORTANT:** Carafe must be returned to its brewing position within 30 seconds to prevent the filter basket from overflowing.

**NOTE:** Strength of coffee poured mid-cycle may vary from the finished brew.

**CAUTION:** During brew cycle, basket must be closed securely as basket in improper position may cause hot water or coffee to overflow.

## PRECAUTIONS

1. Do not place a cloth or otherwise restrict airflow beneath the coffeemaker.
2. To avoid accidents, make sure thermal carafe lid is in "CLOSED" position during brewing and while pouring; do not pour in the direction of people.
3. When pouring, hold thermal carafe by the handle only.
4. **CAUTION:** Burns may result from spilled, hot liquid and/or contact with hot parts.

## THERMAL CARAFE PRECAUTIONS

Your thermal carafe contains a vacuum liner. Improper use will damage the liner. Please follow these instructions:

1. Clean inside of carafe with lukewarm water. Turn carafe upside down and allow to dry.
2. Never clean inside of carafe with a hard implement, scouring pad or other abrasive cleaners; rinse only with water.

3. Never insert your hand into carafe for cleaning.
4. Never stir inside of carafe with a spoon or other utensils.
5. Never fill carafe to the rim. Fill to a maximum of one inch from the top of liner.
6. Before adding very hot or very cold liquid to carafe, first rinse with warm or cold water, depending upon what is being prepared.
7. Never use ice cubes in carafe.
8. Never fill carafe with carbonated beverages.
9. Never drink directly from carafe.

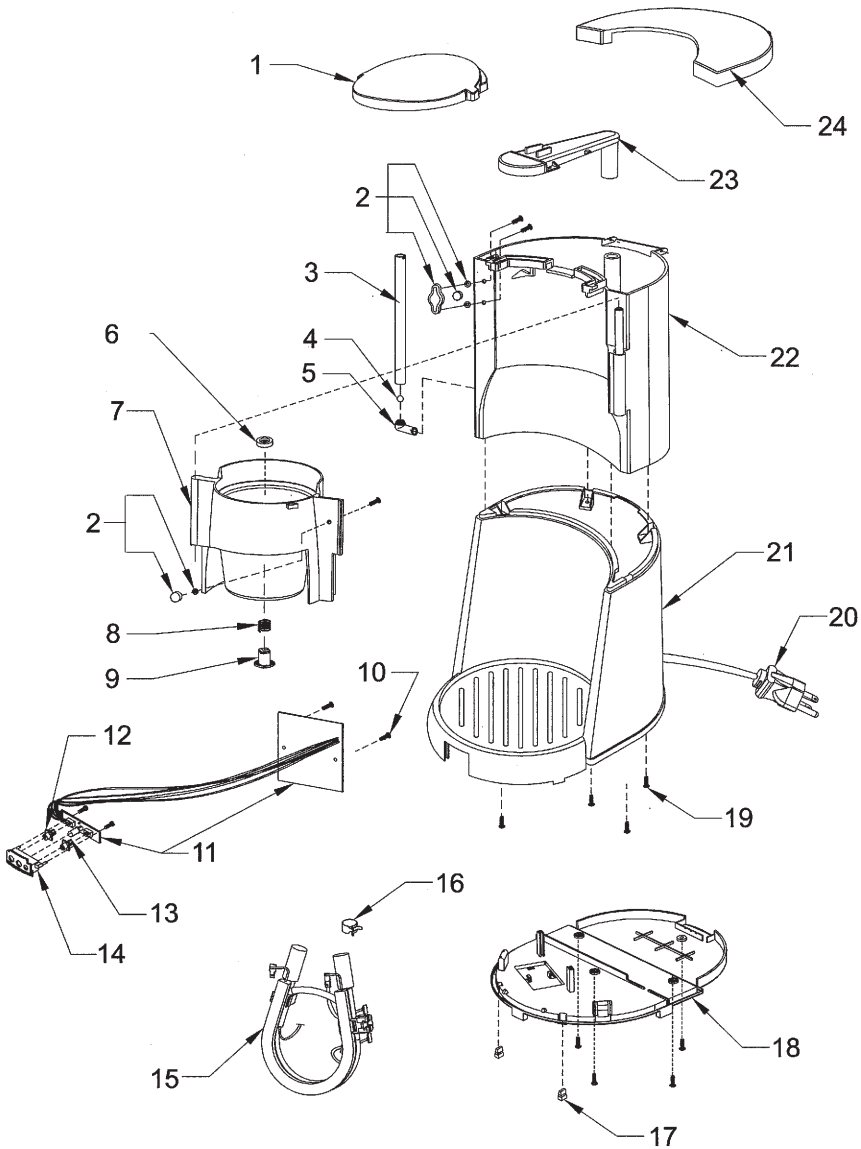
## CLEANING AND MAINTENANCE

### Daily

Always unplug coffeemaker and allow to cool before cleaning. Wash filter basket and carafe lid in hot, sudsy water. Rinse inside of thermal carafe with lukewarm water. Wipe coffeemaker and outside of thermal carafe with damp cloth and dry. Never put coffeemaker or thermal carafe in water or in the dishwasher. For hard to remove stains, use a plastic mesh pad or a cloth dampened in vinegar. Do not use metal cleaning pad or abrasive cleaners.

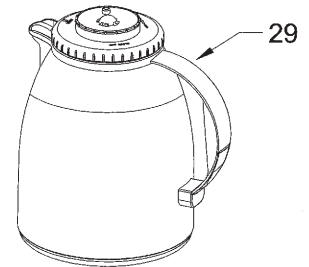
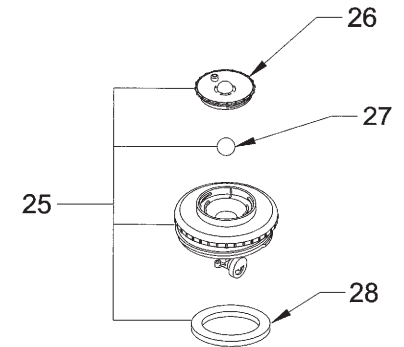
### Monthly

Minerals found in water can clog coffeemaker or reduce its efficiency. To prevent this use Newco Scale Kleen, part number 101014-1. Add Scale Kleen and water mixture to water reservoir. **DO NOT OVERFILL.** Place empty thermal carafe (with lid securely closed) on platform and press "BREW" button. After mixture has been cycled through, press "OFF" button. Rinse by cycling through 2 or 3 more carafes of plain cold tap water. Do not pour any liquid other than cold tap water or Scale Kleen mixture into reservoir opening when cleaning.



## REPLACEMENT PARTS

Item	Part No.	Description
1	111001	Cover, Brew Zone
2	109358	Magnet Assembly
3	111004	Tube, Indicating, Gauge
4	111005	Ball, Level Indicating
5	111006	Elbow, Indicating Tube
6	111011	Gasket, Silicone, Valve
7	111009	Basket, Filter, Flat
8	111012	Spring, Drip Valve
9	111013	Valve, Drip
10	111023	Screw, M2.6 X 8 BT
11	109359	Boards, Main & Switch Assy
12	111017	Button, Off, "O", Red
13	111018	Button, On "I", Green
14	111019	Bracket, Switch Panel
15	111020	Heater Assembly
16	111021	Clamp, Tube
17	111022	Feet, Rubber
18	111014	Cover, Base Bottom
19	111024	Screw, M3 X 10 BT
20	111015	Cord, Power, Assy
21	111008	Stand, Brewer Base
22	111007	Tank, Water Reservoir
23	111002	Sprayhead
24	111000	Water Tank Cover
25	111025	Lid, Personal Carafe, Assy
26	111026	Cap, Drip
27	111027	Ball, Plastic
28	111028	Gasket, Cap
29	111870	12-Cup Thermal Carafe Assy



SPECIFY COLOR WHEN ORDERING  
MOULDED PLASTIC PARTS