



**18 CUP PROGRAMMABLE  
COFFEE MAKER**

Instruction Manual



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# IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed including the following:

1. **Read all instructions.**
2. Do not touch hot surface. Use handles or knobs only.
3. This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
4. Close supervision is necessary when any appliance is used by or near children.
5. In order to minimize the risk of property damage, never place the Coffee Maker under cabinets. Make sure the area several feet above the Coffee Maker is clear from all furniture or cabinetry.
6. Do not open top cover while coffee is brewing. Scalding may occur if the cover is lifted or removed during the brewing cycle.
7. Do not use outdoors.
8. Unplug unit from outlet when either the appliance or display clock is not in use, and before cleaning. Allow unit to cool before putting on or taking off parts, and before cleaning.
9. To protect against electrical shock, do not immerse cord, plugs, or appliance in water or other liquids.

10. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner. Return appliance to the nearest authorized service facility for examination, repair or adjustment.  
**NOTE: DO NOT ATTEMPT TO REPAIR THE UNIT YOURSELF. THIS WILL VOID THE WARRANTY.**
11. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock or injury to persons.
12. Never move the appliance by pulling the cord. Do not let the cord hang over the edge of a table or counter or touch hot surfaces.
13. Stand the appliance on a table or flat surface.
14. Do not use a cracked glass carafe or a carafe having a loose or weakened handle.
15. Only use the glass carafe with this appliance. Handle with care as the glass may become hot.
16. Snap lid securely onto glass carafe before serving coffee.
17. Never use your Coffee Maker without water in it.
18. Do not place appliance on or near a hot gas or electric burner or in a heated oven.
19. The carafe is designed for use with this appliance. It must never be used on a range top.
20. Do not set hot glass carafe on a wet or cold surface.
21. Do not clean glass carafe with cleaners, steel wool pads, or other abrasive material.

22. Press the BREW/OFF button to turn the appliance OFF during a brew cycle. Unplug the power cord from the electrical outlet when the appliance is not in use, left unattended, or when the carafe is empty.
23. Do not use this appliance for other than its intended use.
24. Scalding may occur if the lid is removed during the brewing cycles.
25. To reduce the risk of fire, do not mount unit over or near any portion of a heating or cooking appliance.
26. To reduce the risk of electric shock, do not mount over a sink.
27. To reduce the risk of fire, do not store anything directly on top of the appliance surface when the appliance is in operation.

## **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 this Instruction Manual 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, 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.

8. The appliance must be left to cool down sufficiently before adding more water to avoid exposure to steam.
9. Always use fresh, cool water in your appliance. Warm water or other liquids, except as listed in cleaning section, may cause damage to the appliance.
10. DO NOT put carafe into a microwave oven.
11. DO NOT leave empty carafe on warming plate when appliance is turned ON, as the carafe may crack or become otherwise damaged.
12. The flow valve is located on the bottom of the removable filter holder and is activated when the carafe is removed. This design makes it possible for you to remove the carafe and pour a cup of coffee before the entire carafe is brewed.
13. **CAUTION:** To prevent injury when utilizing the auto pour and serve feature, replace carafe within 30 seconds of removing during brewing process.

## SAVE THESE INSTRUCTIONS



## **NOTES ON THE PLUG**

This appliance has a grounded 3-prong plug. Connect to a properly grounded outlet only. If the plug does not fit fully into the outlet, contact a qualified electrician. Do not attempt to modify the plug in any way

## **NOTES ON THE CORD**

- a) A short power-supply cord (or detachable power-supply cord) is provided to reduce risks resulting from becoming entangled in or tripping over a longer cord.
- b) Longer detachable power-supply cords or extension cords are available and may be used if care is exercised in their use.
- c) If a long detachable power-supply cord or extension cord is used:
  - 1) The marked electrical rating of the detachable power-supply cord or extension cord should be at least as great as the electrical rating of the appliance;
  - 2) If the appliance is of the grounded type, the extension cord should be a grounding- type 3-wire cord; and
  - 3) The longer cord should be arranged so that it will not drape over the counter top or table top where it can be pulled on by children or tripped over.

## **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.

## CARAFE SAFETY PRECAUTIONS

1. Do not use a cracked carafe or any carafe with a loose or weakened handle.
2. This carafe is designed to be used only on the warming plate of your Coffee Maker. Do not use in a conventional oven.
3. To avoid breakage, handle carafe with care. Avoid impact. Glass will break as a result of impact. Use care when filling with water to avoid hitting faucet.
4. Do not place hot carafe on cool or wet surface. Allow carafe to cool before washing or adding liquids.
5. Do not set empty carafe on a hot heating surface. Do not clean with steel wool pads, abrasive cleanser, or any other materials that may scratch.
6. Do not bump or scratch the carafe. Remove carafe from the warming plate to avoid burning or scorching. Never operate the Coffee Maker with a carafe that has boiled dry.
7. Discard carafe if it is cracked, scratched, or heated while empty for an extended period of time.

## COFFEE YIELD

18 Cup Coffee Maker: 18 (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 over-sized mug, fill Coffee Maker reservoir with enough water for 3 to 4 cups (15 to 20 ounces).

**NOTE:** The amount of brewed coffee will always be less than the amount of water placed into the water reservoir; as much as 10% may be absorbed by coffee grounds and steam loss.

**WARNING:** To avoid the risk of fire or electric shock, do not unscrew the under side cover. there are no user-serviceable parts inside. repair should be done by authorized service personnel only.

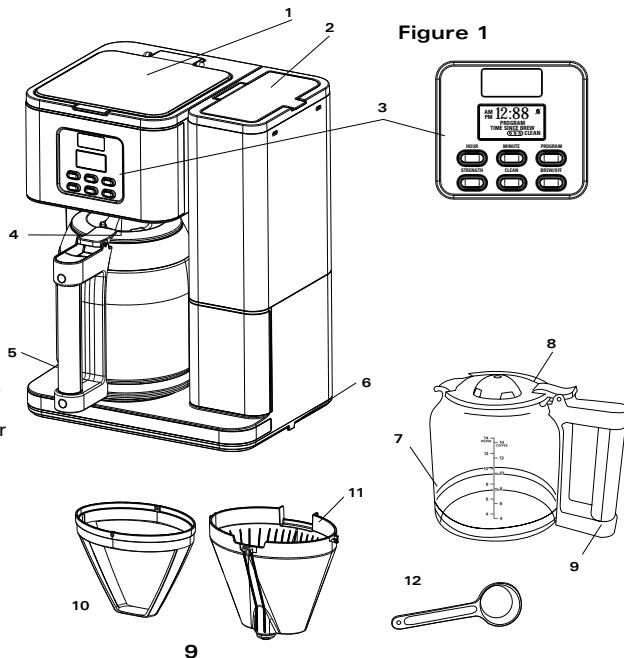
## PERMANENT COFFEE FILTER BASKET

The permanent coffee filter basket takes the place of disposable paper filters. Simply place the permanent coffee filter basket into the removable filter basket holder. Unfold and use handle to lift basket of used coffee grounds up and out of the Coffee Maker; fold handle down to close the water reservoir lid.

## GETTING TO KNOW YOUR 18 Cup Coffee Maker

Product may vary slightly from illustration

1. Coffee Maker Lid
2. Water Reservoir
3. Control Panel
4. Pause and Serve Valve (not shown)
5. Warming Plate
6. Cord Storage (not shown)
7. Carafe
8. Carafe Lid
9. Carafe Handle
10. Permanent Coffee Filter
11. Removable Filter Holder
12. Coffee Scoop



## BEFORE USING FOR THE FIRST TIME

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

1. Remove all packing material and labels from the inside and outside of the Coffee Maker. Place the unit on a flat, clean surface.
2. Before preparing coffee, thoroughly clean the glass carafe with lid, removable filter holder and permanent coffee filter in hot, sudsy water. Rinse and dry. Replace disassembled parts. See Care & Cleaning Instructions for a detailed description.

**NOTE:** The permanent filter and removable filter holder are all top rack dishwasher safe. The reusable scoop is also dishwasher safe but it should be placed in the machine alongside the cutlery.

3. Clean the inside of the Coffee Maker by brewing 2 full carafes of tap water (see “setting up the machine”). Do not add the permanent coffee filter or ground coffee for this initial cleaning.
4. Brew a second carafe of fresh water.

## SETTING UP THE MACHINE

**IMPORTANT:** Before brewing, always check to make sure water level is past the MIN line and add water if needed. Never exceed the MAX fill line.

**NOTE:** The amount of brewed coffee will always be less than the amount of water placed into the water reservoir; as much as 10% is absorbed by coffee grounds and filter.

1. Lift to open the Coffee Maker lid. Fill carafe with cold water and pour into water reservoir on the side of the unit. The transparent water gauge can be easily viewed inside unit.
2. Place empty carafe on the warming plate.
3. Place the permanent filter in the removable filter holder. Measure 2 level tablespoons or 1 scoop with the provided scooper cup, of drip or regular ground coffee for each cup of coffee desired. For stronger or milder coffee, adjust amount of coffee to suit your taste.

4. Lower the filter holder down into the housing. Close the lid.
5. Plug the power cord into 120V/60HZ power supply socket, all icon will show on LCD display & all LED light on for 2 seconds with one beep sound. The “Strength with one bean” will be solid, the “PM” & “time” will flash for 5 seconds.
6. Press the BREW/OFF button. The Coffee Maker will begin the brew cycle.

**NOTE:** To interrupt the brew process at any time, press the BREW/OFF button until you hear a beep.

7. Upon completion of the brew cycle, wait at least 1 minute until the dripping coffee from the flow valve into the carafe has stopped. The unit will beep 3 times. The carafe lid should be kept in place to facilitate safe serving and help keep coffee at a proper serving temperature. Tilt the carafe slightly and pour the hot coffee very slowly, so that the flow of the brewed coffee does not exceed the width of the spout.

Once the brew cycle is complete, the LCD screen will show the TIME SINCE BREW icon and 0:00 will begin counting up. This represents the time since the brew cycle finished. To shut down the unit, press the BREW/OFF button.

8. Press BREW/OFF button to turn the Coffee Maker OFF when the carafe is empty or when unit is not in use.

## **SETTING THE CLOCK**

1. When the coffee maker is plugged in “AM 12:00” will flash.
2. Press HOUR button to select the Hour. Press and hold HOUR to toggle quickly.
3. Press MINUTE button to select the minutes. Press and hold MINUTE to toggle quickly.
4. Press on the PROGRAM button to confirm the time
5. To re-set the clock: press and hold the HOUR or MINUTE button until the previously set time flashes. Then follow the clock setting method. In 5 seconds, if no button pressed, the current time will be displayed.

## BREW STRENGTH SELECTION

1. To select the strength of coffee push on the strength button.
  2. For regular strength press once.
  3. For gourmet strength press twice. The gourmet setting adjusts the brewing cycle of a full pot of coffee to extract a higher percent of solubles. This results in a more flavorful pot of coffee.
  4. For bold strength press three times. The Bold setting adjusts the brewing cycle of a full pot of coffee, allowing more time for the coffee to “steep” to extract further oils and flavor from the coffee bean. This results in a bolder tasting pot of coffee.
  5. For 1-4 cup mode press 4 times. Automatically adjusts the brewing process for maximum flavor when brewing small quantities. Ideal for brewing 4 cups of coffee.
  6. After selecting a particular strength, the icon will flash for 5 seconds to confirm the selection.
- \* If 18 cups of water are poured into the water tank then 18 cups of coffee will brew.

## SETTING THE AUTO START

Press the PROGRAM button. The clock will flash 12:00 AM. Follow the clock setting method to set hour and minute. To confirm your selection, press the program button. In 5 seconds, if no buttons are pressed, the auto start time will be confirmed and “program” button light up. The unit will display the current time along with the word PROGRAM. Once the current time reaches the set time for the auto brew, the unit will automatically start the brewing cycle.

## PAUSE AND SERVE

If you wish to serve a cup of coffee before the brew cycle is complete, simply remove carafe from the warming plate. Dripping will automatically cease. Return the carafe onto the warming plate; dripping will resume.

**CAUTION:** To prevent injury when utilizing the pause and serve feature, replace carafe within 30 seconds after removing during the brewing process.

1. After approximately 2 cups of coffee have been brewed, the carafe may be slowly removed and the coffee will stop dripping.

2. The flow valve is located on the bottom of the filter holder and is activated when the carafe is removed. (See Figure 1.) This design makes it possible for you to remove the carafe and pour a cup of coffee before the entire carafe is brewed.

**IMPORTANT:** When replacing the filter holder, the flow valve must be properly inserted into the front hole of the machine, so that it can be seen as it sits on the top of the carafe lid. (See Figure 1.)

3. When using this feature, make sure that the carafe is replaced under the filter holder within 30 seconds to prevent overflow.

## **TIME SINCE BREW**



When the brew cycle is complete, TIME SINCE BREW will appear on the LCD display and the TIME SINCE BREW will count up from 0:00 to the selected KEEP WARM TIME to let you know how fresh your coffee is. After the KEEP WARM TIME is reached, the coffee maker will beep and the TIME SINCE BREW icon will disappear. The current time will reappear on the LCD display.

## **AUTO SHUT OFF**

The coffee maker will automatically shut off once the keep warm time has elapsed after brew.

To set the auto-off time, hold and press “BREW-OFF” button for 3 seconds, the coffee strength will show on the LCD display and the auto-off time flashes. Then you can use “HOUR” and “MINUTE” button to adjust the keep warm time (0:00–4:00, 15 mins increment). After setting the time, the time will continuous flash for 5 seconds for confirmation and then the appliance will return to standby mode.

## **TO TURN OFF OR TURN ON THE BEEP**

To turn off the beep, simultaneously hold and press “PROGRAM” and “MINUTE” buttons for 3 seconds, the icon “” shown in the LCD illuminates. To turn on the beep, simultaneously hold and press “PROGRAM” and “MIN” buttons for 3 seconds again, the icon “” will disappear from LCD.

## BREWING A SECOND CARAFE OF COFFEE

1. To brew another carafe of coffee, press the BREW/OFF button to turn the Coffee Maker OFF. Remove plug from wall outlet.

**CAUTION:** Failure to allow Coffee Maker to cool sufficiently could cause hot steam and spray when the water is added to the water reservoir. The hot steam can cause severe burns.

2. Lift the Coffee Maker lid. Unfold the handle, lift and remove the permanent coffee filter; discard used coffee grounds, rinse.
3. Lift the removable filter holder up and out of the Coffee Maker.
4. Rinse the glass carafe and removable filter holder in cool, clean water.

**IMPORTANT:** Before brewing a second carafe, always check to make sure water level is past the MIN line; add the desired amount of cold water into the water reservoir.

5. Place empty carafe on the warming plate.
6. Place the permanent filter into the removable filter holder. Measure 2 level tablespoons of drip or regular grind coffee for each cup of coffee desired.
7. Place the filter holder down into the housing. Close the lid.
8. Plug Coffee Maker into a 120V AC electrical wall outlet.
9. Press the BREW/OFF button. Brewing will begin.

## HINTS FOR GREAT TASTING COFFEE

- A clean Coffee Maker is essential for making great tasting coffee. Regular cleaning, as described in the Care & Cleaning Instructions and Descaling sections of this Instruction Manual is highly recommended.
- Always use fresh, cold water in your Coffee Maker.
- Finer grinds, such as drip coffee, promote fuller extraction and provide rich, full-bodied coffee. Regular grind will require slightly more coffee per cup to provide the strength of a finer grind.



- 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 flavor, 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.
- Small oil droplets on the surface of brewed, black coffee is due to the extraction of oil from the coffee grounds. Oiliness may occur more frequently if heavily roasted coffees are used. Overextraction may also cause oiliness, indicating a need to clean your Coffee Maker.

## USER MAINTENANCE INSTRUCTIONS

This appliance requires little maintenance. It contains no user-serviceable parts.

Any servicing requiring disassembly other than cleaning must be performed by a qualified appliance repair technician.

## CARE & CLEANING INSTRUCTIONS

1. Always make sure Coffee Maker is unplugged and the warming plate is cool before attempting to clean.
2. After every use, remove the permanent coffee filter, discard used coffee grounds, rinse thoroughly.
3. Wash the removable filter holder and glass carafe in hot, sudsy water. If necessary, scrub the inside of the carafe lid with a soaped kitchen brush. The permanent filter and removable filter holder are all top rack dishwasher safe. The reusable scoop is also dishwasher safe but it should be placed in the machine alongside the cutlery.

**WARNING:** To avoid breakage, handle carafe with care. Avoid impact. Glass will break as a result of impact. Use care when filling with water to avoid hitting faucet.

4. Wipe the exterior with a damp cloth to remove superficial stains. For stubborn stains, use a nylon or plastic pad with a non-abrasive cleanser. Do not use metal scouring pads or abrasive cleansers.

5. Dry and replace disassembled parts. Make sure the removable filter holder drops down and is properly seated into the housing.
6. Close the lid.

## **AUTO CLEAN AND DESCALING**

Special cleaning of your Coffee Maker is recommended at least once a month, depending on frequency of use and quality of water used in the unit. If water in your area is especially hard, the following cleaning procedure should be performed every 2 weeks, since minerals in water can detract from the flavor of the coffee and possibly lengthen brew time.

1. Combine 6 cups of white vinegar and 4 cups of cold water in carafe.
2. Pour into water reservoir.
3. Place an 8 to 12 cup cone style paper filter in the removable filter basket. Insert filter basket into filter basket holder and close lid.
4. Make sure the lid of the carafe is in place and place the empty carafe on the keep warm plate.
5. Press the CLEAN button until CLEAN appears on the LCD.
6. Press the BREW/OFF button to start the cleaning cycle. The light around the BREW/OFF button will turn on and the unit will beep.
7. Once the cleaning cycle is complete, the light around the BREW/OFF button will turn off and the unit will beep.
8. Discard all water/vinegar solution from carafe & water tank.
9. Repeat the brew cycle 2-3 times with cold water before brewing coffee again

## **STORING INSTRUCTIONS**

1. Unplug unit and allow to cool.
2. Store Coffee Maker in its box or in a cool, dry place.
3. Never store unit while it is still plugged in.

## Limited Two-Year Warranty

SENSIO Inc. hereby warrants that for a period of **TWO YEARS** from the date of purchase, this product will be free from mechanical defects in material and workmanship, and for 90 days in respect to non-mechanical parts. At its sole discretion, SENSIO Inc. will either repair or replace the product found to be defective, or issue a refund on the product during the warranty period.

### Exclusions:

The warranty does not cover normal wear of parts or damage resulting from any of the following: negligent use of the product, use of improper voltage or current, improper routine maintenance, use contrary to the operating instructions, disassembly, repair, or alteration by anyone other than qualified SENSIO Inc. personnel. Also, the warranty does not cover Acts of God such as fire, floods, hurricanes, or tornadoes. SENSIO Inc. shall not be liable for any incidental or consequential damages caused by the breach of any express

The warranty is only valid for the original retail purchaser from the date of initial retail purchase and is not transferable. Keep the original sales receipt, as proof of purchase is required to obtain warranty validation. Retail stores selling this product do not have the right to alter, modify, or in any way revise the terms and conditions of the warranty.

or implied warranty. Apart from the extent prohibited by applicable law, any implied warranty of merchantability or fitness for a particular purpose is limited in time to the duration of the warranty. Some states, provinces or jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, and therefore, the above exclusions or limitations may not apply to you. The warranty covers specific legal rights which may vary by state, province and/or jurisdiction.

## **How To Obtain Warranty Service:**

You must contact Customer Service at our toll-free number: 1-866-832-4843. A Customer Service Representative will attempt to resolve warranty issues over the phone. If the Customer Service Representative is unable to resolve the problem, you will be provided with a case number and asked to return the product to SENSIO Inc. Attach a tag to the product that includes: your name, address, daytime contact telephone number, case number, and description of the problem.

Also, include a copy of the original sales receipt. Carefully package the tagged product with the sales receipt, and send it (with shipping and insurance prepaid) to SENSIO Inc.'s address. SENSIO Inc. shall bear no responsibility or liability for the returned product while in transit to SENSIO Inc.'s Customer Service Center.









**For customer service questions or comments**  
**1-866-832-4843**  
**[bellahousewares.com](http://bellahousewares.com)**

Sensio Inc.  
New York, NY 10016/USA