



## TIME TO MAKE THE COFFEE

To begin: Our Bunn coffee maker is *always on and has a full internal water reservoir.*

### To brew coffee

- Use coffee grounds that have been measured out into single-serving baggies stored along with filters above the prep sink.
- Put a coffee filter and premeasured amount of coffee into the brewer's basket.
- Place an empty coffee pot under the basket.
- Fill the opaque, Bunn water pitcher to the fill line with tap water.
- Pour that pitcher of water into the machine.

**Coffee brews into the empty pot almost immediately. A full pot is ready in three minutes.**

- Pour brewed coffee into the pump pot for serving.
- Empty the brewer's basket.
- Do the same thing with decaf grounds in place.

**Voila - two pots of coffee in under 7 minutes!**

Pump pots hold ALMOST two full brew pots. Make two regular + one decaf. Expect to refill the regular for a large gathering.

## **To heat water for tea**

- Plug the base of the tea pot in.
- Fill the pot with water to the fill line.
- Place the pot on its base.
- Press the on button under the pot's handle.
- Water will heat and tea pot will turn off automatically
- Pour hot water into the usual white insulated carafe.
- Do not serve hot water from the electric tea pot.
- Unplug the tea pot and leave the lid open to allow to dry.

**Voila Again - Hot tea water in 6 minutes!**