



# **12 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 ON/OFF button to turn the appliance OFF. 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 SAVE THESE INSTRUCTIONS**

### **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.

**CAUTION:** The coffee maker must be allowed to cool down sufficiently before adding more water to avoid splattering.

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 polarized plug (one blade is wider than the other). To reduce the risk of electric shock, this plug will fit in a polarized outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not modify the plug in any way.

## **NOTES ON THE CORD**

The provided short power-supply cord should be used to reduce the risk resulting from becoming entangled in or tripping over a longer cord. Do not use an extension cord with this product. Always plug directly into a wall outlet/receptacle.

## **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**

12 Cup Coffee Maker: 12 (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.

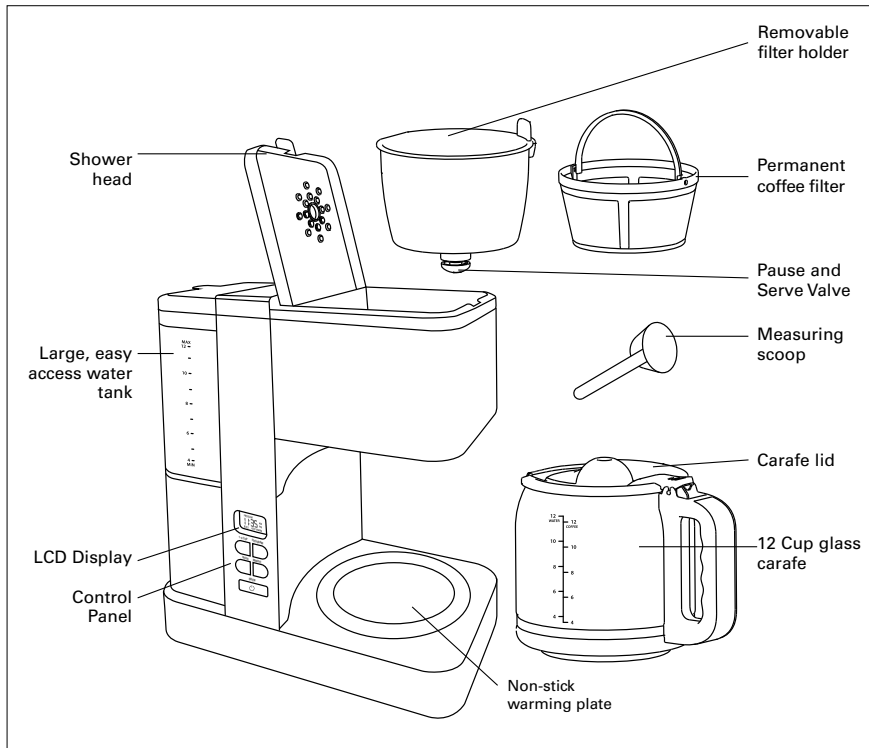
**WARNING: TO AVOID THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT UNSCREW THE UNDER SIDE COVER. THERE ARE NO USER-SERVICEABLE PARTS INSIDE. REPAIR SHOULD BE DONE BY AUTHORIZED SERVICE PERSONNEL ONLY.**

## **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 Programmable 12 cup coffee maker

Product may vary slightly from illustrations.



## 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.
3. Clean the inside of the Coffee Maker by brewing 2 full carafes of tap water (see BREWING COFFEE section for instructions). Do not add the permanent coffee filter or ground coffee for this initial cleaning.

**NOTE:** At the end of the first cycle, allow 15 minutes for the unit to cool.

4. Brew a second carafe of fresh water.
5. Wait an additional 15 minutes to allow the unit to cool before brewing your first carafe of coffee.

## SETTING THE CURRENT TIME

**NOTE:** You do not need to set the CURRENT time if you are not using the PROGRAM (future brew) feature.

1. Plug the Coffee Maker into a 120V AC electrical wall outlet. The LCD display will illuminate white.  
**NOTE:** By default, 12:00 AM will be displayed, and will be flashing.
2. Press the HOUR button to increase the hour. Once the desired hour is displayed, press the MIN button to increase minutes until the CURRENT time is displayed. Press and hold HOUR or MIN to toggle quickly.

**NOTE:** Pay attention to the AM and PM setting.

**NOTE:** The white backlit LCD display will advance to sleep mode within 15 seconds if no buttons are pressed. The CURRENT time can be changed at any time by simply repeating Step #2.

**IMPORTANT:** If you unplug and re-plug the Coffee Maker it will reset to the default time.

# BREWING COFFEE

## MAKING COFFEE IMMEDIATELY

**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 tap water and pour into water reservoir at the side of the unit. The water level can easily be seen from the side of the unit.

**NOTE:** Ensure water does not exceed the 12 cup line.

2. Place empty carafe on the warming plate.
3. Place the permanent filter in the removable filter holder. Measure 1 level tablespoon or 1 scoop of ground coffee with the provided measuring scoop, for each cup of coffee desired. For stronger or milder coffee, adjust amount of coffee to suit your taste. It is recommended to use freshly ground coffee on a medium ground setting.
4. Lower the filter holder down into the housing. Close the lid.
5. Plug the power cord into 120V/60HZ power supply outlet, the machine will beep once and press the ON/OFF button once; the light of BREW will be illuminated (white). The appliance will begin working.

**NOTE:** You can take out the carafe, pour and serve at any time. The appliance will stop dripping automatically, but the time cannot exceed 30 seconds.

**NOTE:** To cancel the brew cycle at any time, press the ON/OFF button.

**WARNING:** Do not open water reservoir lid when the coffee maker is operating.

6. When the brew cycle is complete 3 audible beeps will be heard and the Coffee Maker will advance to KEEP WARM function and the KEEP WARM icon will appear on the LCD display.
7. The light of BREW will remain illuminated and the clock will begin to count up to 2 hours indicating the time since brew.

**NOTE:** As safety is concerned, be sure to cover the lid of carafe when pouring.

**NOTE:** To keep the coffee warm, return the carafe to the warming plate after pouring the coffee. The coffee can be kept warm for up to 2 hours.

**NOTE:** To check the current time press the PROGRAM button. The KEEP WARM icon will disappear and the current time will appear for 5 seconds. Once the 5 seconds is reached, the time since brew and the KEEP WARM icon will reappear.

8. After 2 hours the appliance (and carafe warming plate) will turn off automatically and will beep 2 times. The KEEP WARM icon will disappear and the light of BREW will turn off. The current time will reappear on the LCD display.

**NOTE:** Unplug the power cord from the electrical outlet when the appliance is not in use, left unattended, or when the carafe is empty.

9. Wipe the outside of the coffee maker with a damp cloth.

**WARNING:** Never use solvents or any detergents that may scratch or damage the surface of the machine.

10. Clean the carafe and carafe lid with warm, soapy water. Handle with extreme care, as glass will become slippery when wet.

## **SETTING THE PROGRAM (FUTURE BREW) TIME**

Coffee Maker can be programmed to begin brewing up to 24 hours in the future.

1. Press the PROGRAM button until the word “PROGRAM” appears on the LCD display.

**NOTE:** By default, 12:00 AM will be displayed, and will be flashing. The white backlit LCD display will advance to sleep mode and the “PROGRAM” icon will disappear within 15 seconds if no buttons are pressed.

2. Press the HOUR button to increase the hour. Once the desired hour is displayed, press the MIN button. Press and hold HOUR or MIN to toggle quickly.
3. When the future auto PROGRAM time is displayed, press the PROGRAM button. An audible beep confirms the selection and “PROGRAM” appears in the display. The light of AUTO will illuminate blue.

**NOTE:** Pay attention to the AM and PM setting.

**NOTE:** Make sure the coffee maker is ready to brew by repeating steps 1-5 of the MAKING COFFEE IMMEDIATELY section.

4. When the preset time is reached, the light of BREW will illuminate white and brewing will begin as indicating above under the MAKING COFFEE IMMEDIATELY steps 6-8.

**IMPORTANT:** To cancel the PROGRAM (future brew) start time, press the PROGRAM button, the PROGRAM icon will disappear from the LCD display. To change the preset start time, simply press the PROGRAM button until “PROGRAM” appears in the display.

5. Following steps 1-3 as described above, adjust future brew time.

**NOTE:** To recall the future start PROGRAM time, press the PROGRAM button twice. If the future brew time is ok as is displayed, press the PROGRAM button once again until “PROGRAM” appears in the display.

**Tips:** to preset the previous future brew, simply press the PROGRAM button twice, the LCD will display PROGRAM and the light of AUTO will illuminate blue. The coffee maker is ready for future brew.

## SETTING THE BOLD FUNCTION

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.

1. Press and hold the PROGRAM button until the word BOLD appears on the screen.
2. To remove the BOLD function, simply press and hold the PROGRAM button until the BOLD function disappears.

## PAUSE AND SERVE

Using the pause and serve feature: If you wish to serve a cup of coffee before the brew cycle is completed, 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 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. 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.

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

## BREWING A SECOND POT OF COFFEE

To brew another pot of coffee, press the BREW NOW/AUTO OFF button to turn the coffee maker off. Wait 15 minutes to allow the heating element to cool.

Remove and dispose of the used coffee grounds; then rinse the carafe and filter basket with water and repeat the brewing procedure detailed in the “BREWING COFFEE” section.

**NOTE:** If you do not allow the appliance to cool completely before reuse, water in the water reservoir may overheat, causing steam to be released. This could result in burns and/or other personal injury.

## HINTS FOR GREAT TASTING COFFEE

- A clean Coffee Maker is essential for making great tasting coffee. Regular cleaning, as described in the Cleaning & Maintenance 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.
- 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. Over extraction 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.

## **CLEANING AND MAINTENANCE**

**CAUTION:** Be sure to unplug this appliance before cleaning. To protect against electrical shock, do not immerse cord, plug or unit in water or other liquid.

After each use, always make sure plug is first removed from wall outlet.

1. Clean filter basket, filter, carafe and carafe lid after each use in hot, sudsy water.
2. Wipe the appliance's exterior surface with a soft, damp cloth to remove stains.
3. Water droplets may build up in the area above the filter and drip onto the appliance base during brewing. To control the dripping, wipe off the area with a clean, dry cloth after each use of the product.
4. Use a damp cloth to gently wipe the warming plate. Never use an abrasive cleaner to clean it.

## 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. Fill carafe with 1 part white vinegar to 3 parts cold water. Pour water and vinegar solution into the water reservoir.
2. Brew the vinegar solution until the carafe is half full.

**NOTE:** During cleaning, more steam will occur than during normal coffee brewing.

3. Press the ON/OFF button to turn the Coffee Maker OFF. When liquid stops dripping from filter holder into the carafe, remove the carafe and allow liquid to cool for 15 minutes. When cooled, lift lid and pour liquid back into the water reservoir.
4. Close the lid. Return carafe to the warming plate.
5. BREW THE VINEGAR SOLUTION again, allowing all the cleaning solution to empty into the carafe. After dripping has stopped, discard contents of the carafe.
6. Allow Coffee Maker to cool for 15 minutes, rinse by brewing a carafe full of cold water. Insert the clean permanent coffee filter into the removable filter holder before brewing.
7. Repeat until no yellow liquid comes out and until no vinegar odor is left.
8. At end of brew cycle, press the ON/OFF button to turn the Coffee Maker OFF. Discard water in the carafe. Wash carafe, permanent coffee filter, and removable filter holder in hot sudsy water. Dry parts thoroughly.

NOTE: carafe, permanent coffee filter, and removable filter holder are top-rack dishwasher safe. The carafe lid is removable for easy cleaning.

9. When Coffee Maker has cooled, wipe exterior with a dry cloth.

## 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.

## **Auto Clean**

We recommend cleaning your coffeemaker once a month.

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 cupcake 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 and hold the KEEP WARM button until CLEAN appears on the LCD. The unit will beep.
6. Press the ON/OFF button to start the cleaning cycle. The light around the ON/OFF button will turn on and the unit will beep.
7. Once the cleaning cycle is complete, the light around the ON/OFF button will turn off and the unit will beep.

## 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)**

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