MODEL: CCM-30

INSTRUCTION MANUAL
Before operating your new appliance, please read all instructions carefully and keep for future reference.

Questions? Elite’s customer service team is ready to help. Call us toll-free at 800-365-6133 ext. 120/107/105. For more Elite products, visit us at www.maxi-matic.com.
The Elite Brand takes consumer safety very seriously. Products are designed and manufactured with our valued consumers' safety in mind. Additionally, we ask that you exercise a level of caution when using any electrical appliance by following all instructions and important safeguards.

**READ ALL INSTRUCTIONS BEFORE USE AND SAVE FOR FUTURE REFERENCE**

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric hazard and injury to persons, including the following:

1. Do not touch hot surfaces. Use handles or knobs if applicable.
2. Remove all packaging plastics and other materials from unit before operating.
3. Wash all removable accessories before using for the first time.
4. To protect against electrical shock, do not immerse cord, plug or appliance itself in water or other liquids.
5. Close supervision is necessary when appliance is used by or near children.
6. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.
7. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions or has been damaged in any manner. Return the appliance to the nearest authorized service facility for examination, repair or adjustment.
8. The use of accessory attachments not recommended by the appliance manufacturer may cause injuries.
9. Do not use outdoors.
10. Do not let cord hang over edge of table or counter or touch hot surfaces.
11. Do not place on or near a hot gas or electric burner, or in a heated oven.
12. Always attach plug to appliance first, then plug cord into wall outlet. To disconnect, turn any control to OFF position, then remove plug from wall outlet.
13. Oversized foods or metal utensils must not be inserted in the appliance as they may cause a fire or risk of electrical shock.
14. A fire may occur if the appliance is covered or touching flammable material including curtains, draperies, walls and the like when in operation.
15. Do not clean with metal scouring pads. Pieces can break off the pad and touch electrical parts, involving a risk of electrical shock.
16. Extreme caution should be exercised when using containers constructed of other material other than metal or glass.
17. Do not store any materials other than manufacturer's recommended accessories in this unit when not in use.
18. Do not place any of the following materials in the unit: Paper, cardboard, plastic and other similar items.

**SAVE THESE INSTRUCTIONS**

**THIS PRODUCT IS FOR HOUSEHOLD USE ONLY**

Questions? We're here to help! Visit: www.maxi-matic.com for support on this product.
**SHORT CORD PURPOSE**

**NOTE:** A short power cord is provided to reduce the risk of personal injury resulting from becoming entangled in or tripping over a longer cord.

Longer power-supply cords or extension cords are available and may be used if care is exercised in their use.

If an extension cord is used: (1) the marked electrical rating of the extension cord should be at least as great as the electrical rating of the product; (2) the extension cord should be arranged so that it will not drape over the countertop or tabletop where it can unintentionally be pulled on or tripped over by children or pets.

**POLARIZED PLUG**

If this appliance is equipped with a **polarized plug** (one blade is wider than the other), please follow the below instructions:

To reduce the risk of electrical shock, this plug is intended to fit into a polarized outlet only one way. If you are unable to fit the plug into the electrical outlet, try reversing the plug. If the plug still does not fit, contact a qualified electrician. Never use the plug with an extension cord unless the plug can be fully inserted into the extension cord. Do not alter the plug of the product or any extension cord being used with this product. Do not attempt to defeat the safety purpose of the polarized plug.

**BEFORE FIRST USE**

1. Read all instructions and important safeguards.
2. Remove all packaging materials; make sure all your items are received in good condition.
3. Wash all the accessories with warm soapy water using a sponge or dishcloth.
4. Rinse thoroughly to remove soapy residue.
5. Wipe body clean with a damp cloth.

**NOTE:** Do not use abrasive cleaners or scouring pads.

**NOTE:** Do not immerse the appliance, cord or plug in water at any time.
1) Lid with safety lock
2) Cool touch handles
3) Water level markings
4) Cool-touch water dispenser
5) Ready to serve light
6) Removable coffee filter basket
7) Stem for basket
8) Stem base to insert into heating well unit
HOW TO USE YOUR BREAKFAST CENTER

1. Place the appliance upright on a dry, sturdy and flat surface.
2. Set coarsely ground coffee aside.
3. Remove the filter basket and stem. Fill the urn with COLD water (30 cups max.) in accordance with the amount of coffee needed. See coffee measuring chart. **NOTE:** Do not use hot water. **NOTE:** Do not add water beyond the max. level.
4. Place stem into heating unit in bottom of the coffee maker, then place filter basket on stem. Spread the recommended amount of ground coffee evenly into the basket. Do not use drip or finely ground coffee as flooding of the basket may occur.
5. Use standard measuring cup (250ml) for measuring coffee. The amount recommended will produce mild coffee. Adjust the amount of coffee slightly depending on individual preference. To make tea, follow the same instructions: substitute tea leaves or tea bags for coffee in basket and add water to desired level. **NOTE:** Do not add too much coffee, the top level of coffee should be lower than the edge of the coffee filter by 2 cm /1 inch or the coffee may flood out during heating.
6. Twist the “Lock-on-lid” in place on coffee urn. Make sure the lid has been turned clockwise until it is completely locked into the handle slots.
7. Plug in the coffee urn. The “heating” indicator light will be illuminated and the coffee urn will start making coffee. **NOTE:** Do not open the lid while brewing.
8. When the coffee is done boiling, the coffee maker will switch to keep warm automatically to keep the coffee inside at a suitable temperature. The Ready-to-Serve indicator light will turn on.
9. Before serving, use a protective hot pad or wear mitts to unlock lid and carefully remove filter basket and stem from coffee maker. **NOTE:** Use extreme caution: the basket, stem and ground coffee are very hot. **NOTE:** Do not touch the coffee urn exterior while in use.
10. After use, unplug the coffeemaker and follow the Care and Cleaning instructions.

*Water/Coffee/Tea Measuring Chart*

<table>
<thead>
<tr>
<th>Water Level</th>
<th>Coffee (ground)</th>
<th>Black Tea</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>1 3/4 cups</td>
<td>3 oz.</td>
</tr>
<tr>
<td>24</td>
<td>1 1/2 cups</td>
<td>2 1/4 oz.</td>
</tr>
<tr>
<td>22</td>
<td>1 1/2 cups</td>
<td>2 oz.</td>
</tr>
<tr>
<td>28</td>
<td>1 1/4 cups</td>
<td>1 3/4 oz.</td>
</tr>
<tr>
<td>12</td>
<td>1 cup</td>
<td>1 oz.</td>
</tr>
</tbody>
</table>

*Note: This chart is for reference only. Slightly adjust the amount of water, coffee and tea as needed.*

Questions? We’re here to help! Visit: www.maxi-matic.com for support on this product.
CAUTION: Unplug from electrical outlet and allow to cool thoroughly before cleaning. 

WARNING: Never immerse the main body, power cord or plug in any liquid.

1. Clean coffee basket, stem and lid in warm soapy water with a soft dishcloth, rinse and dry. Use a soft damp cloth to scour the stains or residues of lid by using non-abrasive cleaner.

2. To clean inside of the coffee maker: fill coffee maker at least 1/3 full with hot water and add one drop of liquid dishwashing detergent. Wash with a soft dishcloth and rinse thoroughly with warm water.

3. IMPORTANT: To clean the heating well unit (the hole that stem fits): Clean the heating well unit thoroughly with a scouring pad to remove coffee residue.

4. Wipe body dry with a soft dishcloth.

NOTE: the step of cleaning the heating well unit is important. If it is not cleaned properly and thoroughly, the coffee maker may stop percolating due to the built up coffee residue.
LIMITED WARRANTY* ONE (1) YEAR
WARRANTY IS ONLY VALID WITH A DATED PROOF OF PURCHASE

PLEASE DO NOT RETURN TO STORE.
If you have any problems with this unit, contact Consumer Relations for service.

1. Your small kitchen appliance is built with precision, inspected and tested before leaving our factory.
2. It is warranted to the original purchaser to be free from any manufacturing defects under normal use and conditions for one (1) year, cord excluded. This Warranty applies only to the original purchaser of this product.
3. Retail stores/merchants selling this product do not have the right to alter, modify, or in any way revise the terms and conditions of the warranty.
4. If you use your appliance for household use and according to instructions, it should give you years of satisfactory service.
5. At its sole discretion, Maxi-Matic USA will either repair or replace the product found to be defective during the warranty period.
6. The repaired or replacement product will be in warranty for the remaining balance of the one-year warranty period and an additional one-month period.
7. Consumer’s remorse is not an acceptable reason to return a product to our Service Center.
8. This limited warranty covers appliances purchased and used within the 50 U.S. states plus the District of Columbia and does NOT cover normal wear of parts or:
   - Damages caused by unreasonable use, neglect, normal wear and tear, commercial use, improper assembly or installation of product.
   - Damages caused in shipping.
   - Damages caused by replacement or resetting of house fuses or circuit breakers.
   - Defects other than manufacturing defects.
   - Breakage caused by misuse, abuse, accident, alteration, lack of proper care and maintenance, or incorrect current or voltage.
   - Lost or missing parts of the product. Parts will need to be purchased separately.
   - Damages of parts that are not electrical; i.e. cracked or broken plastic/glass, scratched/dented inner pots.
   - Damage from service or repair by unauthorized personnel.
   - Extended warranties purchased via a separate company or reseller.
   - Acts of God such as fire, floods, hurricanes, tornadoes, etc.

Maxi-Matic, USA shall not be liable for any incidental or consequential damages caused by the breach of any express 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.

*One Year Limited Warranty valid only in the 50 U.S. states plus the District of Columbia, excluding Puerto Rico and the Virgin Islands.
This warranty is effective only if the product is purchased and operated in the USA; product usage which is in violation of the written instructions provided with the unit will void this warranty.
For international warranty, please contact the local distributor.
This warranty gives you special legal rights and you may also have other rights to which you are entitled which may vary by state, province, and/or jurisdiction.
**Any instruction or policy included in this manual may be subject to change at any time.

MAXI-MATIC, USA
18401 E. Arenth Ave. City of Industry, CA 91748
Customer Support Hours of Operation MON-FRI 8:30 AM - 5:00 PM PST
(800) 365-6133 Ext: 120/107/105; (626) 912-9877 Ext: 120/107/105
Visit: www.maxi-matic.com for Live Chat Support and Contact Us Form
RETURN INSTRUCTIONS

RETURNS:

A. Any return of defective merchandise to the manufacturer must be processed accordingly by first contacting customer service (info@maxi-matic.com) to obtain an RA # (Return Authorization Number). We will not accept any returns of merchandise without an applicable RA #.

B. IMPORTANT RETURN INSTRUCTIONS. Your Warranty depends on your following these instructions if you are returning the unit to Maxi-Matic, USA:

1. Carefully pack the item in its original carton or other suitable box with sufficient cushioning to avoid damage in shipping.
2. Before packing your unit for return, be sure to enclose:
   a) Your name, full address with zip code, daytime telephone number, and RA#,  
   b) A dated sales receipt or PROOF OF PURCHASE,  
   c) The model number of the unit and the problem you are having (Enclose in an envelope and tape directly to the unit before the box is sealed,) and  
   d) Any parts or accessories related to the problem.
3. Maxi-Matic, USA recommends that you ship the package via UPS ground service for tracking purposes. We cannot assume responsibility for lost or damaged products returned to us during incoming shipment. For your protection, always carefully package the product for shipment and insure it with the carrier. C.O.D shipments cannot be accepted.
4. All return shipping charges must be prepaid by you.
5. Mark the outside of your package:
   MAXI-MATIC USA
   18401 E. ARENTH AVE.
   CITY OF INDUSTRY, CA 91748
6. Once your return has been received by our warehouse, Maxi-Matic, USA will repair or replace the product if it is defective in material or workmanship, subject to the conditions in paragraph B.
7. Maxi-Matic will pay the shipping charges to ship the repaired or replacement product back to you.
Elite Customer Service Center

Mail: Maxi-Matic, USA
18401 E. Arenth Ave
City of Industry, CA
91748-1227

Phone: 800-365-6133 ext. 120/107/105

Website: www.maxi-matic.com
Visit our website for Live Chat Support
& Contact Us Form

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Actual product may vary from the images/illustrations in this manual due to continual product improvement.

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