

# Sunbeam®

## User Manual **12-Cup Coffeemaker**

MODELS:

**6960-33, 6961-33, 6971-33, 6972-33**



# IMPORTANT SAFEGUARDS

To reduce the risk of fire, electric shock and/or injury to persons, basic safety precautions should always be followed when using electrical appliances, including the following:

1. READ ALL INSTRUCTIONS BEFORE USING THE COFFEEMAKER.
2. Do not touch the coffeemaker's hot surfaces. Use handles or knobs and do not open the lid or cover while brewing. Scalding may occur if the lid is removed during brewing cycles.
3. To protect against fire, electric shock, and injury to persons, do not immerse the power cord, power plug or coffeemaker in water or in any other liquid.
4. Close adult supervision is necessary when this appliance is used by or near children.
5. Turn the coffeemaker OFF and unplug the power cord from the power source when the coffeemaker and clock are not in use and before cleaning. Allow the coffeemaker parts to cool before putting on or taking off parts and before cleaning the appliance.
6. Do not operate any appliance with a damaged power cord or power plug, or operate it after the appliance malfunctions, or has been damaged in any manner. Return this appliance only to the nearest Authorized Service Center for examination, repair or adjustment.
7. The use of accessory attachments other than Sunbeam® brand products may cause hazards or injuries.
8. Do not use the coffeemaker outdoors.
9. Do not let the power cord hang over edge of table or counter, or allow it to come into contact with hot surfaces.
10. Do not place this coffeemaker on or near a hot gas stove or electric burner or in a heated oven.
11. To disconnect the coffeemaker, turn it OFF, then remove the power plug from the power supply.
12. Place the appliance on a hard, flat level surface to avoid interruption of airflow underneath the coffeemaker.
13. Avoid contact with any moving parts.
14. This coffeemaker is designed for household use only.
15. Do not use appliance for other than intended use.
16. Scalding may occur if the decanter lid is removed during brewing cycles.

**WARNING:** To reduce the risk of fire or electric shock, do not remove any service covers. There are no user serviceable parts inside the coffeemaker. Only authorized personnel should repair the coffeemaker.



## DECANTER USE AND CARE

Follow the instructions below to reduce or eliminate the chance of breaking the glass decanter:

- This decanter is designed for use with your Sunbeam® coffeemaker and therefore must never be used on a range top or in any oven, including a microwave oven.
- Do not set a hot decanter on a wet or cold surface.
- Do not use a cracked decanter or a decanter having a loose or weakened handle.
- Do not clean the decanter with abrasive cleaners, steel wool pads or other abrasive materials.
- Discard the decanter immediately if it is ever boiled dry.
- Protect the decanter from sharp blows, scratches or rough handling.

# SAVE THESE INSTRUCTIONS

Please read **ALL** of the instructions in this manual carefully before you begin to use this appliance. Proper care and maintenance will ensure a long life and a trouble-free operation for this appliance. Please save these instructions and refer to them for cleaning and care tips.

## INTRODUCTION

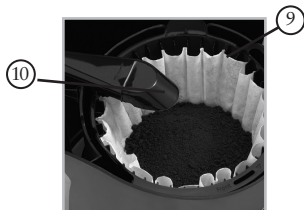
Welcome and congratulations on the purchase of your new Sunbeam® Coffeemaker. Your new coffeemaker will wake up with you in the morning and provide you breaks and treats during your hectic daily activities. How you enjoy your Sunbeam® Coffeemaker is up to you!

## SPECIAL CORD SET INSTRUCTIONS

1. For your convenience the plug is stored inside the cord storage.
2. A short power supply cord is provided to reduce the hazards resulting from a person or pet becoming entangled in, or tripping over, a longer cord.
3. An extension cord may be purchased and used if care is exercised in its use.
4. If an extension cord is used, the marked electrical rating of the extension cord must be at least 10 amps and 120 volts. The resulting extended cord must be arranged so that it will not drape over a countertop or tabletop where it can be pulled on by children or tripped over accidentally.
5. 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 in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not modify the plug in any way. You can customize the length of the power cord so that it is the exact length you desire. To increase the length of the power cord: grasp the power cord (not the power plug) and gently lift it out of the slot, then pull it away from the coffeemaker. To decrease the length of the power cord: Grasp the power cord (not the power plug), lift it out of the slot and gently feed it into the coffeemaker. Lock the cord in the slot when finished.

# diagram of parts

- 1 Dual Water Windows
- 2 Water Reservoir
- 3 Filter Basket Lid
- 4 Pause 'n Serve
- 5 Cord Storage
- 6 Warming Plate
- 7 Control Panel (see detail below)
- 8 Glass Decanter
- 9 Removable Filter Basket
- 10 Shower Head



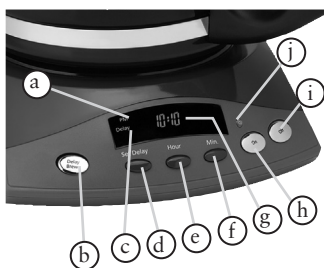
## ⑦ Control Panel, Switch Models Only

- a. On/Off Switch with On Indicator Light



## ⑦ Control Panel, Programmable Models Only

- a. PM Indicator
- b. Delay Brew Button
- c. Delay Indicator
- d. Set Delay Button
- e. Hour Button
- f. Minute Button
- g. Clock Display
- h. On Button
- i. Off Button
- j. On Indicator Light



## COFFEEMAKER FEATURES AND BENEFITS

Your new Sunbeam® coffeemaker has the following features:

- **Brewing Capacity** – 12 cups – Glass decanter series
- **Brew Basket with Removable Filter Basket** – Lifts out for fast and easy cleaning and filling.
- **Pause ‘n Serve** – Allows you up to 30 seconds to pour a cup of coffee while the coffeemaker is still brewing. Carefully remove the decanter and the Pause ‘n Serve feature will be automatically activated, temporarily stopping the flow of coffee into the decanter.
- **Dual Water Windows** – Show amount of water in the reservoir for accurate filling.
- **Non-Stick Warming Plate** – Allows you to keep your coffee hot after brewing. The non-stick attribute prevents the decanter from sticking to the surface of the warming plate.
- **Cord Storage** – Safely stores excess cord to keep your countertop neat.
- **On/Off Indicator Light** – Lets you know when your coffeemaker is “on.”
- **Additional Programmable Control Features (programmable models only)**
  - **Clock** – The LED clock serves as a handy kitchen clock and allows you to set the Delay Brew feature.
  - **Delay Brew** – Allows you to preset when you would like the coffeemaker to automatically brew your coffee, up to 24 hours in advance.
  - **Two-Hour Auto Shut-Off** – Keeps your coffee warm for 2 hours after you brew, then automatically turns off (on programmable models).

**NOTE:** If you have selected any of the operating functions, the coffeemaker will act upon the last operation selected if the power is restored within 10 seconds after a power outage.

## CLEAN YOUR COFFEEMAKER BEFORE USING THE FIRST TIME

Make sure your first cup of coffee is as good as can be by cleaning your Sunbeam® Coffeemaker before its first use. Just follow these simple steps:

1. Wash the decanter, decanter lid and the filter basket in a mixture of mild detergent and water. Rinse each thoroughly (please refer to the parts diagram).
2. Replace all the parts and close the lid. Then, run a brew cycle with water only, without adding coffee and coffee filter.
3. When brewing is complete, turn your coffeemaker off, discard the water in the decanter and rinse the decanter, decanter lid, and filter basket.

Your coffeemaker is now ready to use. Enjoy it!

## SETTING THE CLOCK AND DELAY BREW TIME

For Programmable Models Only

### To Set the Clock:

1. Plug the power cord into a standard electrical outlet. The clock will flash on the control panel to indicate that the time has not been set yet.
2. Press and hold the HOUR and MINUTE buttons until you reach the current time. The PM indicator will light on the left of the display.

**NOTE:** Pressing any button before setting the clock will cause the clock to start keeping time from 12:00 a.m. You must set the clock if you want to use the Delay Brew feature.

### To Set the Delay Brew Time:

After setting the clock, simply press and hold the SET DELAY button (*Figure 1*), and set the brew time by pressing the HOUR and MINUTE buttons. The PM indicator will light up on the clock display.

**NOTE:** To activate the DELAY BREW cycle, see the “Brewing Coffee Later” section.

To check the programmed time, push the SET DELAY button. The display will show the time you have programmed the coffee to brew.



(Figure 1 – Set Delay)

## PREPARING FOR USE

### Selecting and Measuring Ground Coffee:

For best results, use a level tablespoon for ground coffee measurement. Make sure you use medium grind coffee for a perfect brew.

### Suggested Coffee Measurement Chart:

To Brew	Ground Coffee	
12 Cups	9 tbsp.	1 level tablespoon (tbsp) = 5 gr./0.17 oz. 1 cup = 5 fl. oz. of brewed coffee Use more or less coffee to suit your taste.
10 Cups	7.5 tbsp.	
8 Cups	6.5 tbsp.	
6 Cups	4.5 tbsp.	
4 Cups	3 tbsp.	

## Adding Water and Ground Coffee:

1. Lift and open the filter basket lid. For your convenience, you can lift out the removable filter basket.
2. Place a 10-12 cup paper basket-style filter into the removable filter basket. (*Figure 2*)



*(Figure 2 – Adding water and ground coffee)*

- NOTE:** If using paper filters, it is important that the sides of the filter fit flush against the side of the filter basket. If filter collapse occurs, dampen the filter before placing in the filter basket and adding ground coffee.
3. Add the desired amount of coffee and gently shake to level the coffee. See the “**Suggested Coffee Measurement Chart**”.
  4. Fill the decanter with cold, fresh water to the desired capacity (1 cup equals 5 ounces). For easy and accurate filling, the water markings on the glass decanter and on the dual water windows show the amount of water needed to make the corresponding desired number of cups. Do not fill past the “MAX line” or water will flow out of the overflow hole in the back of the water reservoir.

The amount of coffee brewed will always be slightly less than the amount of water poured in the water reservoir. This is due to the minimum absorption of water by the coffee grounds.

5. Pour the water into the water reservoir. Close the lid and place the empty decanter onto the warming plate.

**NOTE:** Make sure the decanter is fully placed on the warming plate or the water and the grounds will overflow from the filter basket. An overflow may cause personal injury or damage to property.



**CAUTION!** To reduce the risk of damaging the decanter and/or the risk of personal injury, do not add cold water to the decanter if the decanter is already hot. Allow the decanter to cool before using.

## BREWING COFFEE NOW

1. After completing the steps in the “**Adding Water and Ground Coffee**” section and with the decanter and the filter basket securely in place, turn the coffeemaker on.

**For Programmable models:** Press the ON Button to begin the brewing cycle. The green indicator light will turn on to signal that the coffeemaker is brewing. When the brewing cycle is complete the coffeemaker switches over to the warming mode.

Your coffeemaker will keep your coffee hot for 2 hours, then automatically shut off. While the coffee is brewing, the Pause n’ Serve feature allows you to sneak a cup of coffee from the decanter. **REPLACE THE DECANTER ON THE WARMING PLATE WITHIN 30 SECONDS TO PREVENT OVERFLOW AND POSSIBLE INJURY.**

To turn the coffeemaker off, push the OFF button.

**For Switch models:** Press the ON/OFF Switch on the control panel so the green indicator light illuminates. The light indicates that the coffeemaker is on and that the brew cycle will begin.

While the coffee is brewing, the Pause n’ Serve feature allows you to sneak a cup of coffee from the decanter. **REPLACE THE DECANTER ON THE WARMING PLATE WITHIN 30 SECONDS TO PREVENT OVERFLOW AND POSSIBLE INJURY.**

To turn off the coffeemaker, push the switch so the light is no longer illuminated.



**If the brew basket overflows or fails to empty into the decanter, do not open the brew basket. Turn off the coffeemaker. Unplug the coffeemaker and wait for the contents to cool before handling.**

2. After the used coffee grounds have cooled, carefully discard them.
3. Make sure the decanter is empty before starting to brew coffee.
4. Be sure to turn your coffeemaker off when no longer using it.

## BREWING COFFEE LATER

For Programmable Models Only (Delay Brew)

1. You must first set the time when you would like the coffeemaker to begin brewing your coffee as described in “**Setting the Clock and the Delay Brew Timer**” section.
2. Prepare your coffeemaker as described in “**Adding Water and Ground Coffee**” section.
3. To activate DELAY BREW and program your coffeemaker to brew coffee at a later time, press the Delay Brew button. The DELAY indicator light will illuminate. The coffeemaker is now set to automatically brew coffee at the pre-set later time.
4. At the pre-set time the green indicator light will turn on and the DELAY light will turn off, indicating the brewing has started.
5. The coffeemaker warming plate will keep your coffee hot for 2 hours and then will automatically turn off.

As a safety feature, **your coffeemaker will NOT start again automatically the next day. If you want your coffee to brew at the same time the following day, simply add a new filter, coffee and water and set DELAY BREW, by repeating Steps 2 and 3 above.**

**To cancel DELAY BREW:** Press the OFF button. The DELAY BREW green indicator light will turn off.



# CLEANING AND MAINTAINING YOUR COFFEEMAKER

## Daily Cleaning:

Always unplug the coffeemaker and allow to cool before cleaning.

Remove the filter basket, decanter and decanter lid and wash them in a solution of hot water and mild liquid soap.

Never use abrasive cleansers, steel wool pads or other abrasive materials. Dishwasher top rack safe parts: glass decanter and lid and filter basket.



**CAUTION!** Never immerse the coffeemaker itself in water, in any other liquid or place in the dishwasher.

## Regular Cleaning and Maintenance:

### Decalcifying your Sunbeam® Coffeemaker

Minerals (calcium) found in water will leave deposits in your coffeemaker and will affect it. It's recommended that you regularly remove these deposits by using Sunbeam® Cleaner or vinegar. Sunbeam® Cleaner is available at many retail stores.

1. Follow package instructions to prepare one batch of Sunbeam® Coffeemaker Cleaner. Pour the mixture into the water reservoir.

**NOTE:** 4 cups or 20 fl. oz. of undiluted, white household vinegar may be used as a substitute for the cleaner.

2. Place an empty 10-12 cup basket-style paper filter into the filter basket and close lid.
3. Place the empty decanter back in the unit, centered on the warming plate.
4. Brew three cups of cleaning solution through the coffeemaker.
5. Turn the coffeemaker off and let stand for 30 minutes.
6. Run the remainder of the cleaning solution through the coffeemaker.
7. Discard the cleaning solution and rinse the decanter thoroughly with clean water.
8. Fill the water reservoir with clean, fresh water.
9. Place the empty decanter back on the coffeemaker, centered on the warming plate.
10. Remove and discard the paper filter used during the cleaning cycle.
11. Begin brewing and allow the full brew cycle to complete.
12. Repeat Steps 8 through 11 one more time.

Your coffeemaker is now clean and ready to brew the next pot of delicious, hot coffee!

**Suggested Decalcifying Interval:**

<u>Type of Water</u>	<u>Cleaning Frequency</u>
Soft Water	Every 80 Brew Cycles
Hard Water	Every 40 Brew Cycles

**Cleaning the Decanter:**

Hard water can leave a whitish stain on the decanter, and coffee may then turn this stain brown.

To remove decanter stains:

1. Fill the decanter with a solution of equal parts water and vinegar and let the solution stand in the decanter for approximately 20 minutes.
2. Discard the solution, then wash and rinse the decanter.

Do not use harsh abrasive cleaners that may scratch the decanter, scratches may cause the decanter to break.

# TROUBLESHOOTING YOUR COFFEEMAKER

Your Sunbeam® Coffeemaker has been carefully designed to give you many years of trouble-free service. In the unlikely event that your new coffeemaker does not operate satisfactorily, please review the following potential problems and try the steps recommended BEFORE you call an Authorized Sunbeam Service Center.

PROBLEM	POSSIBLE CAUSE	SOLUTION
THE ON LIGHT DOES NOT LIGHT UP	The appliance is unplugged.	PLUG UNIT IN.
	There's a power outage.	WAIT FOR POWER TO BE RESTORED.
THE COFFEE IS NOT BREWING	The appliance is unplugged.	PLUG UNIT IN.
	There's a power outage.	WAIT FOR POWER TO BE RESTORED.
	The water reservoir is empty.	CHECK THE WATER WINDOWS.
	The filter basket is not properly inserted.	INSERT FILTER BASKET CORRECTLY.
	The decanter is not placed all the way in on the warming plate.	PLACE DECANTER CORRECTLY ON WARMER PLATE.
THE COFFEEMAKER ONLY BREWS WATER	There are no coffee grounds in the filter basket.	ADD THE DESIRED AMOUNT OF COFFEE.
THE COFFEEMAKER BREWS SLOWLY	The coffeemaker needs cleaning.	CLEAN COFFEEMAKER AS DESCRIBED IN "CLEANING AND MAINTAINING" SECTION.
THE FILTER BASKET OVERFLOWS	The filter basket is not properly inserted.	INSERT FILTER BASKET CORRECTLY.
	The decanter is not placed all the way in on the warming plate.	PLACE DECANTER CORRECTLY ON WARMING PLATE.
	The decanter lid is not on decanter.	PLACE LID ON THE DECANTER.
	Too many coffee grounds were placed in the filter.	REMOVE FILTER, DISCARD GROUNDS. IF PAPER FILTER, REPLACE. IF PERMANENT FILTER, RINSE. BEGIN BREWING PROCESS AGAIN.
	The decanter was removed from the warming plate for more than 30 seconds.	TURN OFF AND UNPLUG THE UNIT. ALLOW TO COOL. WIPE UP THE SPILL. DO NOT SET HOT DECANTER BACK ON THE WET WARMING PLATE OR IT MIGHT CRACK.
THE COFFEE IS NOT HOT	There's a power outage.	WAIT FOR POWER TO BE RESTORED.
	Auto SHUT-OFF has been activated. (Programmable models only)	FOR BEST RESULTS, BREW A FRESH POT OF COFFEE.
THE COFFEE TASTES BAD	Coffee grounds other than for an automatic drip coffeemaker were used.	USE COFFEE GRIND RECOMMENDED FOR AUTOMATIC DRIP COFFEEMAKERS.
	The ground coffee-to-water ratio was unbalanced.	USE CORRECT GROUND COFFEE-TO-WATER RATIO.
	The coffeemaker needs cleaning.	CLEAN COFFEEMAKER AS DESCRIBED IN "CLEANING AND MAINTAINING YOUR COFFEEMAKER" SECTION.
THE GROUNDS ARE IN THE COFFEE	The filter is not properly seated in the basket.	SEAT FILTER PROPERLY WITHIN THE FILTER BASKET.

Do you still have questions? You can call us toll-free at the Jarden Consumer Solutions Consumer Service Department. In the U.S.: 1-800-334-0759. In Canada: 1-800-667-8623 or you can visit us at [www.sunbeam.ca](http://www.sunbeam.ca).

## SERVICE AND MAINTENANCE

### Repairs:

If your coffeemaker requires service, do not return it to the store where you purchased it. All repairs and replacements must be made by Sunbeam® or by an authorized Service Center. If you live in the U.S. or Canada, please call us at the following toll-free telephone numbers to find the location of the nearest authorized service center:

**In the U.S.: 1-800-334-0759**

**In Canada: 1-800-667-8623**

You may also visit our website at [www.sunbeam.ca](http://www.sunbeam.ca) for a list of service centers.

To assist us in serving you, please have the coffeemaker model number and date of purchase available when you call. The model number is on the bottom of the coffeemaker.

We welcome your questions, comments or suggestions. In all your communications, please include your complete name, address and telephone number and a description of the problem.

## ***One-Year Limited Warranty***

Sunbeam Products, Inc. doing business as Jarden Consumer Solutions or if in Canada, Sunbeam Corporation (Canada) Limited doing business as Jarden Consumer Solutions (collectively “JCS”) warrants that for a period of one year from the date of purchase, this product will be free from defects in material and workmanship. JCS, at its option, will repair or replace this product or any component of the product found to be defective during the warranty period. Replacement will be made with a new or remanufactured product or component. If the product is no longer available, replacement may be made with a similar product of equal or greater value. This is your exclusive warranty. Do NOT attempt to repair or adjust any electrical or mechanical functions on this product. Doing so will void this warranty.

This warranty is valid for the original retail purchaser from the date of initial retail purchase and is not transferable. Keep the original sales receipt. Proof of purchase is required to obtain warranty performance. JCS dealers, service centers, or retail stores selling JCS products do not have the right to alter, modify or any way change the terms and conditions of this warranty.

This warranty does not cover normal wear of parts or damage resulting from any of the following: negligent use or misuse of the product, use on improper voltage or current, use contrary to the operating instructions, disassembly, repair or alteration by anyone other than JCS or an authorized JCS service center. Further, the warranty does not cover: Acts of God, such as fire, flood, hurricanes and tornadoes.

### **What are the limits on JCS’s Liability?**

JCS shall not be liable for any incidental or consequential damages caused by the breach of any express, implied or statutory warranty or condition.

Except to the extent prohibited by applicable law, any implied warranty or condition of merchantability or fitness for a particular purpose is limited in duration to the duration of the above warranty.

JCS disclaims all other warranties, conditions or representations, express, implied, statutory or otherwise.

JCS shall not be liable for any damages of any kind resulting from the purchase, use or misuse of, or inability to use the product including incidental, special, consequential or similar damages or loss of profits, or for any breach of contract, fundamental or otherwise, or for any claim brought against purchaser by any other party.

Some provinces, states or jurisdictions do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusion may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights that vary from province to province, state to state or jurisdiction to jurisdiction.

### **How to Obtain Warranty Service**

#### **In the U.S.A.**

If you have any question regarding this warranty or would like to obtain warranty service, please call 1 800 334-0759 and a convenient service center address will be provided to you.

#### **In Canada**

If you have any question regarding this warranty or would like to obtain warranty service, please call 1 800 667-8623 and a convenient service center address will be provided to you.

In the U.S.A., this warranty is offered by Sunbeam Products, Inc. doing business Jarden Consumer Solutions located in Boca Raton, Florida 33431. In Canada, this warranty is offered by Sunbeam Corporation (Canada) Limited doing business as Jarden Consumer Solutions, located at 20B Hereford Street, Brampton, Ontario L6Y 0M1. If you have any other problem or claim in connection with this product, please write our Consumer Service Department.

**PLEASE DO NOT RETURN THIS PRODUCT TO ANY OF THESE ADDRESSES OR TO THE PLACE OF PURCHASE.**



For product questions:  
Sunbeam Consumer Service  
USA : 1.800.334.0759  
Canada : 1.800.667.8623  
[www.sunbeam.ca](http://www.sunbeam.ca)

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