



**DUAL CARAFE COFFEE MAKER**  
**MODEL: CM-302**  
**WWW.GINNYS.COM**

# IMPORTANT SAFEGUARDS

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

1. READ ALL INSTRUCTIONS.
2. Do not touch hot surfaces. Use any handles or knobs.
3. To protect against fire, electrical shock, or injury to persons DO NOT immerse cord, plug or appliance in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts and before cleaning the appliance.
6. 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.
7. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock or injury to persons.
8. Do not use outdoors.
9. Do not let cord hang over edge of table or counter or touch hot surfaces.
10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. Extreme caution must be used when moving an appliance containing hot food, hot oil, water or other hot liquids.
12. Do not use appliance for other than intended use.
13. To disconnect, turn Off, then remove plug from wall outlet.
14. The glass container is designed for use with this appliance. It must never be used on a range top. Do not set a hot container on a wet or cold surface. Do not use a cracked container or a container having a loose or weakened handle. Do not clean container with cleansers, steel wool pads or other abrasive materials. Do not place in microwave oven.
15. The lid on the glass carafe must be closed for brewing.
16. Fill the water reservoir of this appliance with water only. Do not fill with other liquids or foods.
17. Scalding water may occur if the lid is removed during the brewing cycle.
18. See illustration on page 7 for instructions on placement and removal of the carafe lid.

# SAVE THESE INSTRUCTIONS

# OPERATING INSTRUCTIONS

PRODUCT MAY VARY SLIGHTLY FROM ILLUSTRATIONS

1. Lid
2. Showerhead
3. Water Window
4. Carafe
5. Filter Basket
6. On/Off Switch



This appliance is for HOUSEHOLD USE ONLY. It may be plugged into an AC electrical outlet (ordinary household current). Do not use any other electrical outlet.

DO NOT OPERATE APPLIANCE IF THE LINE CORD SHOWS ANY DAMAGE, OR IF APPLIANCE WORKS INTERMITTENTLY OR STOPS WORKING ENTIRELY.

A short power-supply cord is to be provided to reduce risks resulting from becoming entangled in or tripping over a longer cord. Longer detachable power-supply cords or extension cords are available and may be used if care is exercised in their use. If a longer 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, and;
2. The longer cord should be arranged so that it will not drape over the countertop or tabletop where it can be pulled on by children or tripped over unintentionally.

## POLARIZED PLUG

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

## LINE CORD SAFETY TIPS

1. Never pull or yank on cord or the appliance.
2. To insert plug, grasp it firmly and guide it into outlet.
3. To disconnect appliance, grasp plug and remove it from outlet. Do not pull on the line cord.
4. Before each use, inspect the line cord for cuts and/or abrasion marks. If any are found, this indicates that the appliance should be serviced and the line cord replaced.
5. Never wrap the cord tightly around the appliance, as this could place undo stress on the cord where it enters the appliance and cause it to fray and break.

## IMPORTANT

During the first few minutes of initial use, you may notice smoke and/or a slight odor. This is normal and should quickly disappear. It will not recur after appliance has been used a few more times.

**WARNING: To reduce the risk of fire or electric shock, do not remove the bottom cover. No user serviceable parts inside. Repair should be done by authorized service personnel only.**

## UNPACKING:

1. Carefully unpack the Coffee Maker and all parts. Remove any tape, labels or packaging materials.
2. Wash filter basket, glass carafe and carafe lid with warm, soapy water. Rinse well and dry thoroughly.
3. Wipe exterior surfaces of the product with a soft, moist cloth to remove dust particles collected during packing and handling. **NEVER IMMERSER THE COFFEE MAKER, CORD OR PLUG IN WATER OR ANY OTHER LIQUID.**
4. Place Coffee Maker on a solid, level, heat-resistant surface.

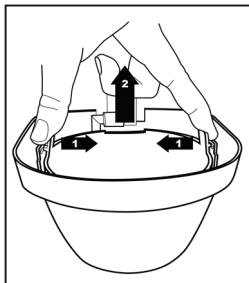
# PREPARING FOR USE

## CLEANING THE COFFEE MAKER:

Before the first use, the Coffee Maker should be rinsed with clean water by running a brew cycle.

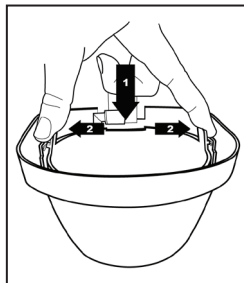
1. Fill the glass carafe to **MAXIMUM FILL LINE** with cool water and pour it into the water reservoir.
2. Make sure the filter basket is properly seated with tabs aligned and engaged .  
**NOTE: Allow water to cycle through without coffee, this will clean the water reservoir and filter basket.**
3. Plug the Coffee Maker into an electrical outlet. Ideally, the Coffee Maker should be operated on its own circuit, separate from other appliances.
4. Push the ON / OFF button to the ON position. The red light in the switch will illuminate and the brew cycle will begin. The brew cycle will take approximately 10 to 12 minutes to complete.
5. After the cycle is complete, push the ON / OFF button to the OFF position.
6. The Coffee Maker is now ready for use.

## FILTER BASKET:



### To remove the filter basket:

1. Squeeze the tabs of the filter basket toward the center until they release from the latches.
2. Lift the filter basket upward.



### To replace the filter basket:

1. Lower the filter basket into place.
2. While gently squeezing tabs of the filter basket align them with the latches to secure basket in place.

## BREWING COFFEE

1. Make sure the Coffee Maker is on a dry, level, heat-resistant surface.
2. Fill the glass coffee carafe to **MAXIMUM FILL LINE** with cool water and pour into the water reservoir.
3. Make sure the filter basket is properly seated and the tabs on the filter basket are aligned and properly engaged (See illustrations on Page 5).
4. Follow the coffee manufacturers recommended serving size and add coffee to the coffee filter for each cup desired, increasing or decreasing to suit individual taste. A paper cone filter #4 is the recommended filter size.
5. Push the ON / OFF button to the ON position. The red light in the switch will illuminate and the brew cycle will begin.
6. After the brew cycle is complete, push the ON / OFF button to the OFF position.  
**NOTE: If the ON / OFF button is pressed to the OFF position while the Coffee Maker is in the process of brewing, this will cancel the brew cycle. To restart, empty the carafe and insert a new paper filter with ground coffee. Check the water level in the water reservoir for any remaining water to prevent over-filling on the next brew cycle.**

## KEEP WARM

After brewing the Coffee Maker will switch to a keep warm function. During this function, the warming plate stays hot to keep the brewed coffee at a suitable serving temperature. The Coffee Maker will automatically shut off after 2 hours.

## FOR A SECOND POT

Turn the coffee machine off and allow to cool for 10 minutes before brewing a second pot of coffee. Replace the coffee filter and add new coffee grounds. Place carafe on warming plate and use another container to pour cold water into water reservoir. Use the water level indicator to determine water level.

## PAUSE AND SERVE

If at any time during the brewing process the glass carafe is removed from the warming plate, the brewing process will pause until the carafe is placed back onto the warming plate. This feature ensures that coffee will not drip if carafe is removed from the warming plate to serve a cup of coffee while it is brewing. To use this feature, be sure carafe is properly positioned on warming plate, and allow it to fill with at least one or two cups of freshly brewed coffee before removing. After pouring, immediately replace carafe on warming plate.

**WARNING: TO AVOID DAMAGE TO THE UNIT, SPILLS OR BURNS, USE THE PAUSE AND SERVE FEATURE ONLY AS DIRECTED. DO NOT PLACE A MUG OR CUP DIRECTLY UNDERNEATH THE WATER OUTLET.**

## USER MAINTENANCE INSTRUCTIONS

This appliance contains no user serviceable parts. Do not try to repair it yourself. Refer it to qualified service personnel if servicing is needed. The Coffee Maker should be cleaned on a regular basis to prolong the life of the machine and to guarantee optimal brewing results.

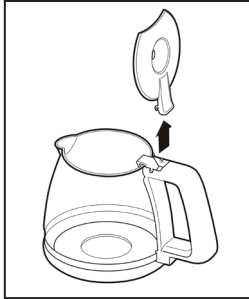
### TO CLEAN:

- Remove paper filter and coffee grounds from the filter basket.
- Fill the coffee carafe with cool water and pour into the water reservoir.
- Press the ON / OFF button to run a brew cycle with only clean water.
- Turn off the Coffee Maker and unplug from the wall outlet.
- Wipe down the outside surfaces of the Coffee Maker with a damp cloth and dry thoroughly. **NEVER** use harsh chemicals or abrasive cleaning pads. **NEVER** immerse the Coffee Maker in water or any other liquid and **NEVER** place the appliance under running water.
- Remove the filter basket, and carafe and wash in warm soapy water. Do not use harsh chemicals or abrasive cleaners. Dry thoroughly prior to use.
- FOR A MORE THOROUGH CLEANING, pour one cup of white vinegar into carafe. Add cold water until carafe is filled to the MAX marking. Pour water and vinegar mixture into water reservoir. Place a filter in the filter basket and place the carafe on the warming plate and press the ON / OFF button. Allow to steam and drip until carafe is half full. Turn Coffee Maker off, remove carafe from warming plate and let it sit for 15 minutes.
- When carafe is cool, pour liquid back into water reservoir, place carafe back on warming plate, and press the ON / OFF button again. Allow all liquid to drip into carafe. Turn Coffee Maker OFF, and discard the liquid in the carafe.
- Allow Coffee Maker to cool for 10 minutes; then rinse by filling the water reservoir with clean, cold water, inserting a new filter and allowing water to drip into carafe. Turn Coffee Maker OFF and discard water. Wash and dry carafe and filter basket. When Coffee Maker has cooled, wipe with a dry cloth.

### TO STORE:

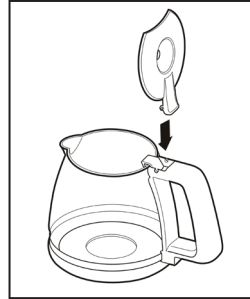
- Be sure all parts are clean and dry before storing. Store appliance in its box or in a clean, dry place. Never store it while it is hot or wet. Never wrap cord tightly around the appliance.
- **ALWAYS** store the Coffee Maker in an upright position.

### PLACEMENT AND REMOVAL OF CARAFE LID:



#### To remove the carafe lid:

1. Open the lid to the vertical position.
2. Gently pull the lid upward to allow the tabs on the carafe lid to release from the notches on the carafe handle.



#### To replace the carafe lid:

1. Align the tabs on the lid with the notches on the carafe handle.
2. Gently press the lid down until the tabs on the carafe lid engage with the notches on the carafe handle.

# ONE YEAR LIMITED WARRANTY

Ginny's warrants this product free from defects in material and workmanship for one year from provable date of purchase.

Within this warranty period, Ginny's will repair or replace, at its option, defective parts at no charge, provided the product is returned, freight prepaid with proof of purchase to Ginny's. Allow 2-4 weeks for return shipping.

This warranty does not cover improper installation, misuse, abuse or neglect on part of the owner. Warranty is also invalid in any case that the product is taken apart or serviced by an unauthorized service station.

This warranty gives you specific legal rights and they may vary from state to state.

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

GINNY'S Customer Returns  
2000 Harrison Drive, Suite 100  
Clinton, IA 52732-6676  
Phone: 608-324-4660  
8:00 am to Midnight, Monday through Friday or  
Fax: 608-324-5907  
[www.ginnys.com](http://www.ginnys.com)