step 1: coffee filter

- place a new disposable coffee filter
- wet it to prevent coffee from tasting like paper!





step 2: ground coffee

- grab TWO packs of coffee
 (if you grab one, coffee will not be strong enough. Trust us, we designed an experiment and tested it out.)
- there should be coffee in the lounge, but if there isn't then ask for more in the main office





step 3: brew coffee

- slide handle in the machine (make sure it's attached securely)
- place coffee jug beneath (make sure it's directly below so coffee doesn't spill)
- click the BREW START button once
- coffee will start dripping a few seconds later





step 4: place jug

- wait for coffee to stop dripping (should not take long after starting brew)
- carefully place the jug on the dispenser
- to serve some coffee, push the grey button





step 5: cleanup

- when moving the jug, leave a paper towel to catch the last drips
- when cold / before next brew, dispose of the paper filter and coffee in the compost bin
- once jug is empty, give it a rinse and leave to dry!



