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> Proctor Silex 4-Slice Toaster Oven (Model 31116R) Instruction Manual

## Proctor Silex 31116R

# Proctor Silex 4-Slice Toaster Oven (Model 31116R)

Instruction Manual

## INTRODUCTION

Thank you for choosing the Proctor Silex 4-Slice Toaster Oven. This manual provides important information for the safe and efficient operation, maintenance, and care of your appliance. Please read these instructions thoroughly before use and keep them for future reference.



The Proctor Silex 4-Slice Toaster Oven in white, featuring a clear glass door and control knobs on the right side. Four slices of toast are visible on the wire rack inside.

## IMPORTANT SAFETY INFORMATION

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

- Read all instructions.
- Do not touch hot surfaces. Use handles or knobs.
- To protect against electrical shock, do not immerse cord, plug, or toaster oven in water or other liquid.
- Close supervision is necessary when any appliance is used by or near children.
- Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.
- Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions or has been damaged in any manner.
- The use of accessory attachments not recommended by the appliance manufacturer may cause injuries.
- Do not use outdoors.
- Do not let cord hang over edge of table or counter, or touch hot surfaces.
- Do not place on or near a hot gas or electric burner, or in a heated oven.
- Extreme caution must be used when moving an appliance containing hot oil or other hot liquids.
- To disconnect, turn any control to OFF, then remove plug from wall outlet.
- Do not use appliance for other than intended use.
- Oversize foods or metal utensils must not be inserted in a toaster oven as they may create a fire or risk of electric shock.
- A fire may occur if the toaster oven is covered or touching flammable material, including curtains, draperies, walls, and the like, when in operation.
- Do not place any materials other than manufacturer's recommended accessories in this oven when not in use.
- Do not place any of the following materials in the oven: paper, cardboard, plastic, and the like.
- Do not cover crumb tray or any part of the oven with metal foil. This will cause overheating of the oven.
- Extreme caution should be exercised when removing tray or disposing of hot grease.
- This appliance is for household use only.

## PRODUCT OVERVIEW

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Familiarize yourself with the components of your Proctor Silex Toaster Oven.

1. **Temperature Control Dial:** Used to set the desired cooking temperature.
2. **Function Selector Dial:** Allows selection between Toast, Bake, and Broil functions.
3. **Timer Dial:** Sets the cooking time, up to 15 minutes, with an automatic shutoff and ready bell.
4. **Power Indicator Light:** Illuminates when the oven is in operation.
5. **Glass Door:** Provides visibility of food during cooking.
6. **Wire Rack:** For holding food items during toasting, baking, or broiling.
7. **Bake Pan:** Included for baking and broiling various foods.
8. **Drop-Down Crumb Tray:** Located at the bottom for easy removal and cleaning of crumbs.



A side view of the toaster oven highlighting the temperature and timer control dials, with two small pizzas baking on the rack inside.

## SETUP

### 1. Unpacking

- Remove all packaging materials and any labels from the toaster oven.
- Check that all accessories are present: wire rack, bake pan, and crumb tray.

### 2. Placement

- Place the toaster oven on a flat, stable, heat-resistant surface.
- Ensure there is at least 4 inches (10 cm) of space on all sides of the oven for proper ventilation.
- Do not place the oven near the edge of a countertop or near flammable materials.

### 3. Initial Cleaning

- Before first use, wipe the interior and exterior of the oven with a damp cloth.
- Wash the wire rack, bake pan, and crumb tray in warm, soapy water. Rinse and dry thoroughly.
- Insert the crumb tray into the bottom slot of the oven.



A close-up view of the Proctor Silex Toaster Oven showing the removable crumb tray at the bottom, designed for easy cleaning.



The interior of the Proctor Silex Toaster Oven, showing the wire rack positioned for cooking.

## OPERATING INSTRUCTIONS

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### 1. General Operation

1. Place the wire rack in the desired position. For most items, the lower rack position is suitable.
2. Place food directly on the wire rack or on the bake pan, depending on the recipe.
3. Close the glass door.

### 2. Toasting

- Place up to four slices of bread directly on the wire rack.
- Turn the Function Selector Dial to the 'Toast' setting.
- Turn the Timer Dial past the 5-minute mark, then back to your desired toast shade (light to dark). The oven will automatically shut off and ring a bell when toasting is complete.

### 3. Baking

- Place food on the bake pan and insert it onto the wire rack.

- Turn the Temperature Control Dial to the desired temperature (e.g., 350°F for a 9-inch personal pizza).
- Turn the Function Selector Dial to the 'Bake' setting.
- Turn the Timer Dial to the desired baking time, up to 15 minutes. For longer baking times, you may need to reset the timer. The oven will automatically shut off and ring a bell when baking is complete.

#### 4. Broiling

- Place food on the bake pan. For best results, position the wire rack in the upper slot.
- Turn the Temperature Control Dial to 'Broil'.
- Turn the Function Selector Dial to the 'Broil' setting.
- Turn the Timer Dial to the desired broiling time, up to 15 minutes. Monitor food closely as broiling can be very fast. The oven will automatically shut off and ring a bell when broiling is complete.



The Proctor Silex Toaster Oven in operation, with two small pizzas cooking on the bake pan inside, demonstrating its baking capacity.

## MAINTENANCE AND CLEANING

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Regular cleaning will help maintain the performance and longevity of your toaster oven.

## 1. Before Cleaning

- Always unplug the toaster oven from the electrical outlet and allow it to cool completely before cleaning.

## 2. Cleaning the Crumb Tray

- Pull out the drop-down crumb tray from the bottom of the oven.
- Discard any accumulated crumbs.
- Wash the crumb tray in warm, soapy water. Rinse and dry thoroughly before returning it to the oven.

## 3. Cleaning Interior and Exterior

- Wipe the interior walls and glass door with a damp cloth and mild detergent. Avoid abrasive cleaners or scouring pads.
- For stubborn stains, a non-abrasive cleaner designed for oven interiors may be used.
- Wipe the exterior surfaces with a damp cloth. Dry thoroughly.
- Do not immerse the toaster oven in water or any other liquid.

## 4. Cleaning Accessories

- The wire rack and bake pan can be washed in warm, soapy water. Rinse and dry completely.

## TROUBLESHOOTING

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If you encounter issues with your toaster oven, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Oven does not turn on.	Not plugged in; power outage; timer not set.	Ensure the oven is securely plugged into a working outlet. Check household circuit breaker. Turn the Timer Dial to the desired setting.
Food is not cooking evenly.	Incorrect rack position; uneven food placement.	Adjust the wire rack position. Ensure food is spread evenly on the rack or pan. Rotate food halfway through cooking if necessary.
Smoke or burning smell during operation.	Food residue on heating elements or crumb tray; new appliance odor.	Unplug and allow to cool. Clean the crumb tray and interior thoroughly. A slight odor during first use is normal and should dissipate.
Toast is too light or too dark.	Timer setting incorrect.	Adjust the Timer Dial to a lighter or darker setting for future use.

## SPECIFICATIONS

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Feature	Detail
Model Number	31116R
Product Dimensions	14.8 x 18.8 x 9.3 inches
Item Weight	7.61 pounds
Capacity	4 slices of toast or a 9-inch personal pizza

Feature	Detail
Timer	15-minute timer with automatic shutoff and ready bell
Functions	Toast, Bake, Broil
Included Accessories	Bake pan, Wire rack, Drop-down crumb tray

