

SYBO SR-N-CP40BG

SYBO 45-Cup Commercial Coffee Urn Instruction Manual

MODEL: SR-N-CP40BG

Introduction

Thank you for choosing the SYBO 45-Cup Commercial Coffee Urn. This appliance is designed for heavy-duty use, capable of brewing 40-50 cups (4.5 liters / 1.2 gallons) of hot coffee or water efficiently. It is ideal for catering services, large families, restaurants, churches, schools, offices, and similar environments requiring high-volume beverage dispensing.

This manual provides essential information for the safe and effective operation, maintenance, and troubleshooting of your coffee urn. Please read it thoroughly before first use and retain it for future reference.

Important Safety Information

Always follow basic safety precautions when using electrical appliances to reduce the risk of fire, electric shock, and/or injury to persons.

- Read all instructions before operating the appliance.
- Do not touch hot surfaces. Use cool-touch handles and knobs.
- To protect against electrical hazards, do not immerse cord, plugs, or the appliance 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, and before cleaning the appliance.
- Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions or has been damaged in any manner. Contact customer service for examination, repair, or adjustment.
- 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.
- Always attach plug to appliance first, then plug cord into the wall outlet. To disconnect, turn any control to 'off', then remove plug from wall outlet.
- Do not use appliance for other than intended use.
- This appliance is ETL Intertek certified for safety and quality assurance.

Product Overview and Components

Familiarize yourself with the key components of your SYBO Coffee Urn:



The SYBO 45-Cup Commercial Coffee Urn, ready for dispensing coffee into a mug.

Brews Big, Serves Fast

**in
30
mins**

**Brew
40
Cups**

Perfecting 40 Cups in 30 Minutes for
Ultimate Commercial Excellence!

The coffee urn is designed to brew 40-50 cups in approximately 30 minutes, ideal for quick, high-volume service.

Stainless Strong, Safely Served

Food Grade 304 Stainless Steel



Durable Side Handles



Dent Resistant Body



Drip-free Spigot

SYBO commercial coffee urn guarantees safe, long-lasting performance with every pour.

Features include a food-grade 304 stainless steel interior, durable side handles for easy transport, a dent-resistant body, and a reliable drip-free spigot.

Simplified Refill Process

Save Money, Save Time



Exterior water level markings for easy refilling

You'll always know precisely how much water to add for refilling.

No paper filter needed!

Durable & Easy to clean duty
filter basket ready to go.



The urn features clear exterior water level markings for precise filling and a durable, removable filter basket, eliminating the need for paper filters.

Brew Safely, Serve Warm



CE Listed



ETL US &
Canada



NSF Listed



SYBO coffee urn offers automatic shut-off, keep-warm function, and a ready-to-serve indicator light.

The appliance is CE, ETL US & Canada, and NSF listed, ensuring safety and quality. It also includes 'Heating' and 'Keep Warm' indicator lights.

- **Stainless Steel Body:** Crafted with food-grade 304 stainless steel for durability and easy cleaning.
- **Cool-Touch Handles:** Ergonomically designed handles for safe transport, even when hot.
- **Spigot Dispenser:** High-quality, drip-free spigot for reliable and effortless dispensing.
- **Removable Filter Basket:** A durable, reusable filter basket that eliminates the need for paper filters.
- **Water Level Markings:** Clear markings inside the urn for easy and accurate filling.
- **Indicator Lights:** 'Heating' and 'Keep Warm' indicator lights to show operational status.

Setup

1. **Unpacking:** Carefully remove the coffee urn and all components from the packaging. Retain packaging for future storage or transport if needed.
2. **Initial Cleaning:** Before first use, wash the removable filter basket, lid, and the interior of the urn with warm, soapy water. Rinse thoroughly and dry. Wipe the exterior with a damp cloth.
3. **Placement:** Place the coffee urn on a stable, flat, heat-resistant surface, away from the edge of the counter and out of reach of children. Ensure there is adequate ventilation around the unit.
4. **Power Connection:** Ensure the voltage of your power outlet matches the appliance's requirements (110-120V). Plug the power cord into a grounded electrical outlet.

Operating Instructions

1. **Prepare Coffee Grounds:** For optimal results, use coarse-ground coffee. Do not use fine-ground coffee as it may clog the filter and overflow. For 40-50 cups, approximately 1.5 to 2 cups of coarse-ground coffee are recommended, but adjust to taste.
2. **Add Water:** Fill the urn with cold, fresh water up to the desired level indicated by the internal markings. Do not overfill or underfill.
3. **Insert Filter Basket:** Place the removable filter basket into the urn, ensuring it is seated correctly. Add the measured coffee grounds into the filter basket.
4. **Secure Lid:** Place the lid securely on top of the urn.
5. **Start Brewing:** Plug the urn into a grounded 110-120V electrical outlet. The 'Heating' indicator light will illuminate, signifying that the brewing process has begun.
6. **Brewing Time:** The urn will brew 40-50 cups in approximately 30 minutes. Do not open the lid during the brewing cycle, as this can affect the brewing process and result in cooler coffee.
7. **Keep Warm Function:** Once brewing is complete, the 'Heating' light will turn off, and the 'Keep Warm' light will illuminate. The urn will automatically switch to a keep-warm mode, maintaining the coffee at an optimal serving temperature.
8. **Dispensing:** To dispense coffee, place a cup under the spigot and press the spigot lever down. Release the lever to stop the flow.

Maintenance and Cleaning

Regular cleaning ensures the longevity and optimal performance of your coffee urn.

1. Daily Cleaning:

- Unplug the urn and allow it to cool completely before cleaning.
- Remove the lid and filter basket. Discard used coffee grounds.
- Wash the filter basket, lid, and the interior of the urn with warm, soapy water. Use a soft brush or sponge to remove any coffee residue.
- Rinse all parts thoroughly with clean water.
- Wipe the exterior of the urn with a damp cloth. Do not immerse the base of the urn in water.
- Dry all parts completely before reassembling or storing.

2. Descaling (Monthly or as needed):

Mineral deposits from water can build up over time, affecting performance. Descale your urn regularly:

- Fill the urn with a solution of equal parts white vinegar and water (e.g., 2 cups vinegar, 2 cups water).

- Place the lid on the urn and plug it in to start a brewing cycle.
- Allow the cycle to complete. Unplug the urn and let the solution sit for 20-30 minutes.
- Drain the solution through the spigot.
- Rinse the urn thoroughly by filling it with clean water and running several cycles of plain water through it to remove any vinegar taste or odor.

Troubleshooting

Problem	Possible Cause	Solution
Urn does not heat or brew.	Not plugged in; power outage; faulty outlet; unit malfunction.	Ensure unit is securely plugged in. Check circuit breaker. Try a different outlet. If problem persists, contact customer service.
Coffee is not hot enough.	Lid was opened during brewing; insufficient water; mineral buildup.	Do not open lid during brewing. Ensure proper water level. Descale the urn.
Coffee overflows or brews slowly.	Too much coffee grounds; fine-ground coffee used; clogged filter basket.	Reduce amount of coffee grounds. Use coarse-ground coffee. Clean filter basket thoroughly.
Spigot leaks.	Residue buildup around spigot; spigot not properly tightened.	Clean around the spigot. Ensure spigot is securely tightened.

Specifications

Feature	Detail
Model Number	SR-N-CP40BG
Capacity	4.5 Liters / 1.2 Gallons (40-50 Cups)
Product Dimensions	10.24"D x 10.24"W x 18.31"H (26 x 26 x 46.5 cm)
Weight	5.95 Pounds (2.7 kg)
Material	Food-Grade 304 Stainless Steel
Color	Gray
Voltage	110-120V
Coffee Maker Type	Percolator
Special Features	Cup Warmer, Portable, Thermal, Water Filter, Cool-Touch Handles, Drip-Free Spigot
Certifications	ETL Intertek, CE, NSF

Warranty and Support

Your SYBO coffee urn is built from best-in-class materials and boasts superior construction. While designed for durability,

if you encounter any issues or believe there's a problem with your SYBO product, please contact our customer service team immediately.

For support, please reach out to us via email atcs@sybo.us. Our team is ready to assist you with any questions or concerns regarding your coffee urn.

For more information about SYBO products, you can visit the official SYBO store [SYBO Store on Amazon](#).

Related Documents

	<p>SYBO Coffee Urn Troubleshooting Guide</p> <p>A troubleshooting guide for SYBO coffee urns, covering common issues like leakage, power problems, and heating malfunctions, with solutions for each.</p>
	<p>SYBO Commercial Coffee Maker Operating Instructions Installation & Maintenance Guide</p> <p>SYBO Commercial Coffee Maker operating instructions and maintenance guide. Learn how to install, operate, and clean your SYBO coffee machine, including models SF-CB-2GA, SF-UT1A, SF-UA1A, SF-CB-1AA, and SF-BALA. Features safety warnings and de-scaling procedures.</p>
	<p>Sybo Bain Marie Wet Heat Soup Warmer Instructions and Operation Guide</p> <p>Detailed instructions and operating guide for the Sybo Bain Marie Wet Heat Soup Warmer, including specifications, maintenance, safety warnings, and contact information for support and warranty claims.</p>