



To Disassemble:

Important: Always disassemble and clean thoroughly prior to first use.

- Step 1** Open cover slide safety lock to “open” then gently push in the buttons on both sides at the same time. This disengages the cover’s latches from the airpot’s collar.
- Step 2** Remove the cover from the airpot base by depressing the release lever located at the back of the cover and slowly pull upward.
- Step 3** To remove the stem assembly for the airpot chamber, use one hand to securely hold the airpot in place, firmly grip the assembly with other hand and lift up.
- Step 4** Spigot portion and rubber gaskets of stem assembly can be removed for additional cleaning if needed.
- Step 5** Bellows inside cover can be remove bottom plate by gently applying pressure in opposite directions to on the inside back of lid. Downward pressure on the release lever (toward back of inside cover) may help in this process.
- Step 6** To reassemble bellows: (a) stretch bellows, (b) insert the end of the coiled spring into the hole of the bottom bellows. (c) Hold the bottom bellows in one hand and the top with the other (d) covering the holes on the bottom and top with the palms of your hands, push the top and bottom bellows together until they are firmly attached. Covering the holes on both sides of the bellows as you push them together should create a sealed chamber. To test the seal, you should be able to push the top and bottom together without depressing the bellows.

To Clean:

Important: Do not submerge airpot in water at any time.

Fill airpot chamber with hot water, pump button or lever to empty out water. If more thorough cleaning is required, add 1 teaspoon bleach to 1 gallon of water and pump through spigot. Repeat pumping action until mixture is completely dispensed, then repeat cycle using hot water to remove any residual bleach that may remain.

Stem assemble, bellows and cover can be cleaned in hot soapy water. Rinse thoroughly. Do not submerge cover or attempt to wash in a dishwasher. Surface may permanently discolor and water will get lodged in bellows (inside top cover). Excessive heat for dishwasher may cause rubber gasket and bellows to lose their elasticity or effect the fit or performance of components.

Clean interior portion of airpot with a damp cloth. Sterling silver polish may be used on stainless steel portion. Do not use scouring pads or powders.

To Use:

Note: Recommend to prewarm inside chamber with warm water prior to use*.

- 1) Slide safety lock to “open”, open cover
- 2) Firmly grip stem assemble and lift out
- 3) Fill chamber with hot beverage*
- 4) Gently close cover, make sure latches are secure
- 4) Use push button or lever to pump out contents
- 5) When contents are dispensed, slide safety lock to “close”



Step 1: Open cover



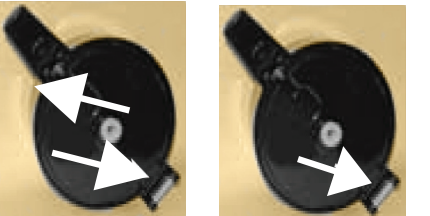
Step 2: Remove cover



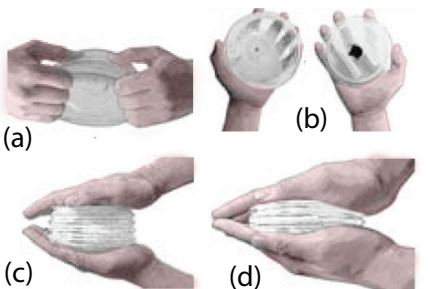
Step 3: Remove stem assembly



Step 4: Disassemble stem assembly



Step 5: Remove & disassemble bellows



Step 6: Reassemble bellows