

## INSTALLATION & REMOVAL OF LINERS



**1** Unscrew & remove the “standard” spigot, then replace with the Saftea® pinch-tube spigot.



**2** Fill out the information strip to track when to replace or remove liner.



**3** Open the Saftea® pinch tube spigot. (The “open” position is pulled fully forward & down.)



**4** Place liner into urn. Always handle liner from the outside to keep it contaminate free.



**5** Feed the white tube into the hole in the bottom of the urn until the tube protrudes through the spigot on the outside of the urn.



**6** Close the spigot. (The “closed” position is fully back & upright.)



**7** Drape the liner over the sides of the urn.



**8** Pour or brew directly into the lined urn.  
**Note:** Max brewing temperature is 185°. **Caution:** Do not stir tea with metal spoon/object, as this may cause tearing of liner.



**9** Slide the blue zip locking tab from side to side to seal the liner. Do not pull up on the blue tab as this may cause it to detach. (Liner will still seal if this happens.)



**10** Fold the top of the liner over with the label clearly visible and replace urn lid.



**To empty:** Slide the zip locking tab to open the liner, drape liner over the sides of the urn, and empty contents into sink.



**Removal:** Open spigot, reach into urn, pinch & pull the white tube out of the bottom of the urn. Discard or recycle liner.