

## 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:** Only use a rubber spatula to stir the tea to prevent damage to the 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.



**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. Remove tube before recycling.

# SAFTEA® LINER USAGE TIPS

## TIP #1

To prevent contamination, do not place your hands inside of the liner when installing. Always handle from the exterior to place the liner, and feed the tube through the spigot opening.

## TIP #2

Do not pull on the tube when inserting into the spigot as this may cause separation from the liner. You can gently readjust, with minimal force.

## TIP #3

Difficulty pushing tube through the urn / spigot? Slightly loosen dial under the spigot handle.



## TIP #4

To stir the tea, a rubber spatula is recommended as metal and hard plastic utensils may damage the liner.

## TIP #5

Inspect the inside of your urn for sharp edges that may cause a tear in the liner, resulting in leaking.

## TIP #6

When inserting a fresh liner, it should be positioned so that it does not gather and block the flow to exit the spigot.



## TIP #7 - FINE TUNING YOUR SPIGOT

If the liquid is pouring too slowly:

1. Place a cup under the spout to catch any drips.
2. Keep the lever in the closed position.
3. Very slowly loosen the dial under the pour lever.
4. You should just start to see the spigot begin to drip.
5. Now, very slightly tighten the dial to prevent any dripping.

Your spigot is now tuned for performance!

