

# How to Make a New Pot of Coffee

## Step 1

### DETERMINING IF COFFEE NEEDS TO BE BREWED

If the coffee pot is empty, or close to empty, it will be necessary to brew a new pot. The reasons for this are twofold:

1. Other people enjoy coffee, and they appreciate it when there is some available
2. The coffee-making fairy does not exist

Determining if additional coffee needs to be brewed is very simple. Some people can actually look at the remaining coffee and correctly deduce whether more coffee needs to be made. If you are not one of these people then you will need to refer to the table below.



Figure A

**If the coffee pot looks like this:**

**Then it is considered:**

**And you need to do this:**



Figure B

Full

No additional action is necessary. There is sufficient coffee to fill another cup.



Figure C

Empty

Brew another pot of coffee. Continue with step 2 below.



Figure D

Empty enough

Brew another pot of coffee. Continue with step 2 below.



Figure E

A puppy

Find the coffee pot and start over.

## Step 2

# BREWING COFFEE

Find the filter basket. It should look something like Figure F. If you have trouble finding it, you may refer to Figure A, and look in the area indicated by the arrow after the word “Basket.” If the filter basket is not there, it is possible (though unlikely) that someone actually washed it. Perhaps it is drying in the sink. Once you have located the filter basket, you may discover that there are already coffee grounds in there. THESE HAVE MOST LIKELY ALREADY BEEN USED. IF THEY ARE DAMP, OR THEY APPEAR THAT THEY WERE AT ONE TIME WET, THROW THEM AWAY IMMEDIATELY.



Figure F

Next you will need to locate the paper filters (figure G). These may be stored in a stack, and you will need to select one to use in conjunction with the above-mentioned filter basket. Which one you select is entirely up to you; many people use the one on top, although others will use the second one from the top. Here is your chance to show your creativity – pick one from the middle of the stack, or take the bottom one! Once you have selected your paper filter, place it in the empty filter basket.



Figure G

Now you will need to find the coffee. This is one of the key ingredients to a successful pot of coffee. In many places of business, the coffee comes in individual pouches. (If your place of business does not have individual packages of coffee, you will need to measure an appropriate amount. Unfortunately for you, the instructions for this are beyond the scope of this document.) Each pouch contains enough coffee for exactly ONE pot of coffee. Dump the entire contents of the package into the filter that you placed in the filter basket. Place the filter basket in the appropriate location in the coffee maker (see figure A). You are almost ready to brew!

A clean coffee pot is a happy coffee pot. If you're feeling really ambitious, you can wash the coffee pot with soap and hot water. If you are comfortable with a small degree of nastiness in your coffee (which you'd better be, because nobody else washes the coffee pot with soap and water), you can just rinse out the coffee pot. If you are incredibly lazy, at least dump out any remaining coffee in the coffee pot.

Finally, after replacing the clean/rinsed/emptied coffee pot beneath the filter basket, you are ready to start the coffee maker. You now need to locate the “START” button (see figure A). Your coffee maker may vary - it may be located in a different location, but it will most likely have the word “START” or “BREW” next to it. Many times it is red in color. After you have located the START button, you will need to press it.

Congratulations! You have now successfully brewed a pot of coffee!