

# *Tea Tray*



## *Owner's Manual*

Model #TT8W & RHTT8W

# IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against fire, electric shock and injury to persons do not immerse cord, plugs, or appliance in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. 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.
6. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or has been damaged in any manner. Contact Consumer Service for examination, repair or adjustment.
7. The use of accessory attachments not recommended by the appliance manufacturer may result in fire, electric shock or injury to persons.
8. Do not use outdoors.
9. Do not let cord hang over edge of table or counter, or touch hot surfaces.
10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. To disconnect, turn any control to OFF position, then remove plug from wall outlet.
12. Do not use appliance for other than intended use.
13. Be certain Lid is securely in place before operating appliance.
14. Scalding may occur if the Lid is removed during heating.

## SAVE THESE INSTRUCTIONS

For Household Use Only

## ADDITIONAL IMPORTANT SAFEGUARDS

**WARNING: This appliance generates heat and escaping steam during use. Proper precautions must be taken to prevent the risk of burns, fires, or other injury to persons or damage to property.**

1. All users of this appliance must read and understand this Use and Care Guide before operating or cleaning this appliance.
2. The cord to this appliance should be plugged into a 120V AC electrical outlet only.
3. Use water only in this appliance! Do not put any other liquids or food products in this appliance. Do not mix or add anything to the water placed in this appliance, except as instructed in the User Maintenance Instructions to clean the appliance.

4. To avoid accidental scalding or burns, use extreme caution while moving this appliance when it contains hot water, and while pouring hot water from this appliance.
5. Keep appliance at least 4 inches away from walls or other objects during operation. Do not place any objects on top of appliance while it is operating. Place the appliance on a surface that is resistant to heat.
6. If this appliance begins to malfunction during use, immediately unplug the cord. Do not use or attempt to repair the malfunctioning appliance.
7. If this appliance falls or accidentally becomes immersed in water or any other liquid, unplug it immediately. **Do not reach into the water! Do not use this appliance after it has fallen into or has become immersed in water.** Contact Consumer Service for examination and repair.
8. Do not leave this appliance unattended during use.
9. Always pour water into Kettle before plugging in and heating up the appliance. Never pour water into heated Kettle.
10. Be sure Kettle is filled with water to at least the “MIN” marking level. Do not operate appliance without water or with an insufficient amount of water. Also, do not fill above the “MAX” water level. If the Kettle is over filled, there is a risk that boiling water may be ejected.
11. Do not block the steam from emitting from the Spout during use.
12. Do not use this appliance if it is cracked or damaged. Contact Consumer Service for examination and repair.
13. Do not place this appliance in a microwave oven.
14. Do not use if the Tea Pot is cracked or chipped.

### **Grounded 3-Conductor Plug**

This appliance is equipped with a grounded-type 3-wire cord (3-prong plug). This plug will only fit into an electrical outlet made for a 3-prong plug. This is a safety feature. If the plug should fail to fit the outlet, contact an electrician to replace the obsolete outlet. Do not attempt to defeat this safety feature.

### **Short Cord Instructions**

A short power-supply cord is provided to reduce the risk resulting from becoming entangled in or tripping over a longer cord. Do not use an extension cord with this product.

### **Electric Power**

If the electrical circuit is overloaded with other appliances, your appliance may not operate properly. It should be operated on a separate electrical circuit from other appliances.

### **Plasticizer Warning**

**CAUTION: To prevent Plasticizers from migrating from the finish of the countertop or tabletop or other furniture, place NON-PLASTIC coasters or placemats between the appliance and the finish of the countertop or tabletop.**

**Failure to do so may cause the finish to darken, permanent blemishes may occur or stains can appear.**

## GETTING TO KNOW YOUR TEA TRAY

Your product may vary slightly from illustration

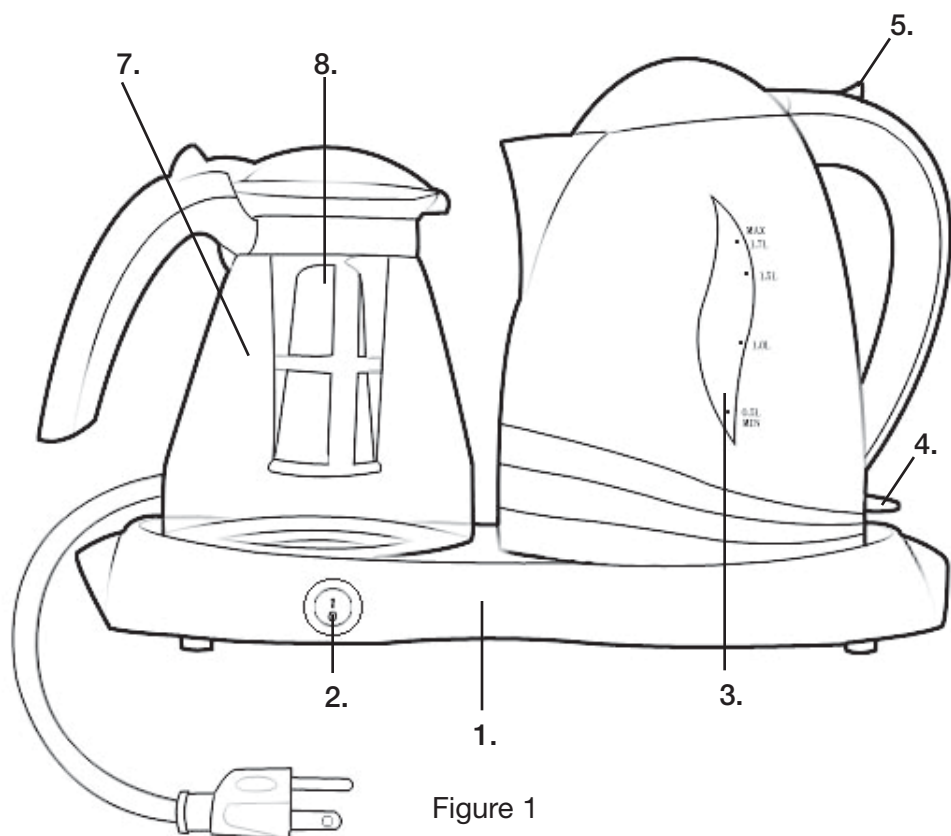


Figure 1

1. Power Base with Cord
2. On/Off Button
3. Water Level Window
4. On/Off Lever and Power Indicator Light
5. Lid Release Button
6. Kettle Filter (not shown) (P/N 31460)
7. Tea Pot (P/N 31461)
8. Removable Tea Filter (P/N 31462)
9. Warming Tray (not shown)

## BEFORE USING FOR THE FIRST TIME

1. Carefully unpack the Tea Tray removing all packaging materials.
2. Boil a Kettle of water following the Operating Instructions below. Discard the water.
3. Wash the Tea Pot and the Removable Tea Filter in warm soapy water. Rinse and dry thoroughly.
4. Make sure the cord is unplugged and the On/Off Lever is in the OFF position.
5. Wipe the Power Base clean with a moistened cloth. Dry thoroughly.

## OPERATING INSTRUCTIONS

**CAUTION: Do not immerse Power Base, power cord, or plug in water or any other liquid.**

1. Place Power Base on a level surface such as a countertop or table. The Power Base must be dry before use.
2. Raise the ON/OFF Lever into the OFF position.
3. Remove Kettle from the Power Base by lifting up.
4. Open the Lid by pressing down the Lid Release Button located on top of the handle. Fill the Kettle with the desired amount of water while continuing to press the Button. DO NOT fill ABOVE the MAX level or BELOW the MIN level as indicated on the Water Window. Release Button to lower Lid. Wipe excess water off the Kettle.

**CAUTION: Do not fill above the MAX water level. This could cause boiling water to splatter out.**

**NOTE:** If the Kettle is accidentally switched ON without sufficient water, a boil-dry protection device will automatically turn the unit OFF. (See boil-dry protection explanation.)

**CAUTION: To avoid the risk of splashing while pouring hot water, make sure the Lid is securely closed onto the Kettle before operation.**

5. Place the Kettle on the Power Base, engaging the connector into the bottom of the Kettle. Be careful not to spill any water onto the Power Base.
6. Plug the Power Base into a 120V ~ 60 Hz electrical outlet.
7. Press the ON/OFF Lever down, into the ON position. The Indicator Light inside the Lever will come on.
8. When the water comes to a boil, the Kettle will automatically shut off and the Indicator Light will turn off.

**NOTE:** The Kettle can be turned OFF any time during the heating process by lifting the ON/OFF Lever up.

**WARNING:** This appliance generates heat and escaping steam during use. Proper precautions must be taken to prevent the risk of burns, fires, or other injury to persons or damage to property. Keep hands and face clear of the area above the Kettle.

9. Remove the Kettle from the Power Base before pouring.

**CAUTION:** Always make sure the Kettle is OFF before removing it from the Power Base.

**CAUTION:** To avoid a risk of splashing, make sure the Lid is securely closed onto the Kettle before operation. Pour slowly and don't over tilt the Kettle.

**CAUTION:** Do not touch hot surfaces! When you lift the Kettle from the Power Base you may notice moisture on the Power Base surface. This is the steam used to switch the Kettle OFF automatically, which then condenses and escapes through the vents in the underside of the Kettle. This is normal and should be ignored.

10. Lift the lid off the Tea Pot and add loose tea into the Removable Tea Filter, then add the desired amount of water.

11. Brew for 3-4 minutes then serve.

12. To reheat water in the Kettle, check the water level to ensure it is above the MIN water level. If necessary, add more water, and then place Kettle back onto Power Base. Be careful not to spill any water onto the Power Base. Press ON/OFF Lever down, into the ON position.

**CAUTION:** When refilling, take care when lifting the Lid, as the Kettle, if hot, may be full of steam. Keep your face, hands, etc. clear of the opening.

13. Unplug the Power Base when not in use. Allow it to cool before reuse. Empty the Kettle after each use. Do not leave water in the Kettle overnight.

## **BOIL-DRY PROTECTION**

A safety thermostat will automatically operate should your Kettle be accidentally plugged in without any water, or if the Kettle is without sufficient water, or if the Kettle is allowed to boil dry. To reset the boil-dry protection device, you must remove the Kettle from the Power Base and allow it to cool before refilling with water.

## USER MAINTENANCE INSTRUCTIONS

This appliance requires little maintenance. It contains no user serviceable parts. Do not try to repair it yourself. Any servicing requiring disassembly must be performed by a qualified appliance repair technician.

### CLEANING YOUR TEA TRAY

**CAUTION: Do not immerse Kettle or Power Base in any liquid, or place in a dishwasher to be cleaned.**

1. Raise the ON/OFF Lever into the OFF position and unplug unit. Allow unit to cool before cleaning.
2. Open the Lid by pressing the Lid Release Button located at the top of the handle.
3. Remove the Kettle Filter from inside the Kettle (located just inside the spout) by lifting it up and out from the inside of the Kettle. Rinse under running water and use a soft brush if necessary. (Do not use a metal brush.) Do not wash in dishwasher. Place Scale Filter back into position.
4. Rinse inside of kettle with water and wipe it with a damp cloth.

**NOTE:** Do not use highly corrosive or abrasive cleaning agents or brushes.

5. Wipe the Power Base unit with a damp cloth.

**NOTE:** Mineral deposits can form a coating inside the Kettle and may cause an off flavor in the water or lengthen the boiling time. Use the following cleaning method:

6. In a bowl, mix a diluted solution of one part vinegar to four parts water and pour into Kettle. Do not boil the solution in the Kettle, as it may damage the Kettle.
7. Allow the solution to soak in the Kettle for 30 minutes. Then clean with a soft, non-abrasive brush.
8. Empty out solution. Fill the Kettle with clean water and rinse thoroughly.

# LIMITED ONE YEAR WARRANTY

**Warranty Coverage:** This product is warranted to be free from defects in materials or workmanship for a period of one (1) year from the original purchase date. This product warranty is extended only to the original consumer purchaser of the product and is not transferable. For a period of one (1) year from the date of original purchase of the product, our Repair Center will, at its option, either (1) repair the product or (2) replace the product with a reconditioned comparable model. These remedies are the purchaser's exclusive remedies under this warranty.

**Warranty Service:** To obtain warranty service, you must call our warranty service number at 1-800-233-9054 for return instructions on how to deliver the product, in either the original packaging or packaging affording an equal degree of protection to the Repair Center specified below. You must enclose a copy of your sales receipt or other proof of purchase to demonstrate eligibility for warranty coverage.

**To return the appliance,**  
ship to:  
ATTN: Repair Center  
708 South Missouri Street  
Macon, MO 63552 USA

**To contact us,** please write to, call, or email:  
Consumer Relations Department  
PO Box 7366  
Columbia MO 65205-7366 USA  
1-800-233-9054  
E-mail: [consumer\\_relations@toastmaster.com](mailto:consumer_relations@toastmaster.com)

**What Is Not Covered:** This warranty does not cover damage resulting from misuse, accident, commercial use, improper service or any other damage caused by anything other than defects in material or workmanship during ordinary consumer use. This warranty is invalid if the serial number has been altered or removed from the product. This warranty is valid only in the United States and Canada.

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