

HOT & COLD

HOUSING CARE

Use mild soap or any *non-abrasive* household cleaner. Clean the screen at the back of the cooler with a damp cloth to avoid dust build-up. Hand wash drip tray and water valve with mild soap.

CLEANING YOUR WATER DISPENSER

It's easy to keep your high-quality water dispenser in clean condition year-round. Just keep several basic cleaning items on hand, and set aside a few minutes to clean your dispenser every 3-6 months (recommended). Be sure to have the following items within reach before you begin cleaning your dispenser:

- Clean pair of rubber gloves
- Paper towels
- Clean scrub brush or cleaning pad
- Boiling water

Purify your water dispenser:

Note: Always wait until water bottle is empty before starting the cleaning process.

WASH

1. Unplug the dispenser's electrical cord from the outlet. Remove the water bottle from the top of the dispenser unit.
2. If included, remove the no-spill device by turning it to the right and lift it out. Remove baffle (the plastic funnel that the bottle neck rests in) by inserting index finger and thumb into the holes and pull out. Empty the remaining water in reservoir through the faucets. Remove the faucets from the dispenser by turning counter clockwise.
3. Wearing rubber gloves, use a clean scrub brush or soft cloth and wash the baffle, faucets and faucet gaskets and if installed wash the no-spill device completely with approximately 1 oz. of mild dish soap to 1 quart of clean water. NEVER USE CLEANING FLUID, STEEL WOOL OR OTHER ABRASIVE MATERIAL TO CLEAN THE UNIT.
4. Rinse all parts with clean running water at room temperature. Put all part aside in clean area, except for the faucets and faucet gaskets. Install faucet gaskets and faucets back on unit.
5. Fill the reservoir with approximately 1 oz. of mild dish soap to 1 quart of clean water. Use a clean scrub brush or soft cloth and completely clean the inside of the reservoir.

RINSE

6. To rinse thoroughly, fill the reservoir with clean water and drain water through both faucets equally, if the dispenser has a hot tank drain the water from the hot tank drain in the back of the dispenser.
7. Repeat at least 3 times or until there is no evidence of an off taste or odor. Be sure to close drain completely.
8. Drain water from the reservoir completely.

SANITIZING INSTRUCTIONS

9. Remove the faucets and faucet gaskets.
10. Fill a clean container with clean newly boiled water and place baffle, faucets, faucet gaskets and if installed the no-spill device in the newly boiled water for 5 minutes. Always use care around hot water!
11. Install baffle, faucet gaskets and faucets back on unit and completely fill the reservoir with the clean newly boiled water. Let stand in the reservoir for 5 minutes. Always use care around hot water!
12. Drain all the water from the cooler through both faucets equally or if the dispenser has a hot tank drain the water from the hot tank drain in the back of the dispenser. Be sure to close drain completely.
13. Install the no-spill device.
14. Place a new, full bottle of water on top of the dispensing unit.
15. Remove air from the tank by pressing the hot water button until water flows freely. To activate, push the safety lever to the left and press button.
16. Plug in the dispenser and wait a few minutes for the water to heat up and cool.

Enjoy your clean dispenser!

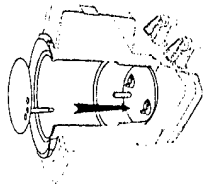
Note: Wait until all air has been removed from your water dispenser before plugging it back into an electrical outlet. Always use a grounded electrical outlet receptacle.

WHAT IS THE BAFFLE AND HOW TO REMOVE IT

The baffle directs the room temperature water toward the taps (cold and room temperature water models) or toward the water heater (hot and cold water models).

To remove the baffle, lift it from one of the two holes.

Two-tap models feature two wing nuts at the bottom of the reservoir. If you're facing the cooler, one wing nut is to the left, the other, to the right. Lead the baffle tube toward the left wing nut. Place the baffle tube over the tube located in the center of the wing nut.



TROUBLESHOOTING

Water cooler leaks on the outside (by the top).	Bottle is cracked. The defect may be invisible to the naked eye. Replace bottle.
Water cooler leaks on the inside.	Unplug water cooler and remove bottle immediately. Remove the baffle. Check that nuts at bottom of reservoir are properly tightened.
Water is not cold enough.	Water should be at 4-6°C (39°-43°F) with room temperature at 20°C (68°F). Raise thermostat setting screw 1/8 turn clockwise. Thermostat is located at back of cooler. If this does not work, contact Customer Service.
Faucet drips.	Bonnet of faucet is not properly screwed on. Tighten. Small obstruction in faucet seat. Disassemble faucet, clean and reassemble.
No water comes out of cooler.	Ice build up inside reservoir. Lower thermostat setting 1/8 turn counterclockwise.
Cooler does not heat or chill water.	First, check all electrical circuits, fuses, circuit breakers and switches. The thermostat may be broken. If the situation does not improve, contact Customer Service.
Water cooler is noisy.	The water cooler is equipped with a refrigeration system. It is, therefore, normal to hear a refrigerator-like vibrating sound as part of the operating cycle. For hot water models, it is also normal to hear boiling sounds at regular intervals.
Water is not hot enough.	The hot water heater thermostat is factory-set to 80°-90°C (175°-194°F). Water takes several minutes to heat; if the water is still not hot after several minutes, contact Customer Service.
No water flows from the hot water tap.	Air bubbles are preventing the water heater from filling up. Check the reservoir water level – after removing the bottle, there should be some 2.5 cm (1 in.) of water above the baffle. If this is not the case, insert a full bottle onto the cooler and check again. If the water level is adequate, reinstall the bottle. Turn on the hot water tap for a few seconds to let the air out. If water still fails to flow out of the tap, place a 6-liter container below the drain located at the back of the cooler. Warning: the water might be very hot! Unscrew the drain a quarter turn and pull. Once the water flow is regular, close the drain by pushing in and screwing a quarter turn.