



## CLEANING YOUR WATER COOLER INSTRUCTIONS

### CAUTION

Turn machine OFF & unplug

Only use cold water and a clean

Once cleaned

**CHECK** water running through HOT tap before turning back

You will need

A bucket

Chux cloth NEW

Toothbrush for cleaning

Drip tray, Ceramic domes & fluoride filters

Pipe cleaner in cleaning internal taps

Remove bottle set of water cooler, lift up the float valve to stop water flow, place in bucket or sink etc

Empty all water out of cold & hot tanks, you can place a pair of pliers in both taps to empty faster have bucket underneath both taps

**IF** Hot water is cooled you can also clean out the hot pot reservoir via bung plug located back of water cooler.



**IF** doing this best to place water cooler on sink facing backwards, and check again for water cooler to be unplugged and turned OFF

Remove the spindle inside tank, place fingers in the two holes twist and pull up to release.

Wipe out the entire cold tank with a clean chux  
Then may be a calcium build up here.

IF hard to remove calcium, pour some hot water into the cold reservoir to clean, then empty via taps or cloth

Wipe over spindle and return to cold tank, use holes to align the spike to spindle connection

Now to clean bottle set,

Remove Lid from top bottle set place on sink

Place top bottle set on sink

Empty out any water from top bottle set discard

IF changing a filter also whilst cleaning

Place filter into jug

Empty water from bottom bottle set over filter in jug, as this is already filtered water



Unscrew and remove the float valve from bottom of bottle set, Hold the nut located inside the bottom of bottle set and twist anti clock wise to unscrew,

**IF** this is hard to undo is easier if use a tea towel for gripping the float valve, or wait a bit longer for it to dry out. Place in drip tray with water to fill

Rise and wipe out, all bottle set parts, including white plate and dome with cold water and new chux

Clean float valve thoroughly with toothbrush  
Put all parts back together

Reassemble float valve, screw back onto bottom of bottle set, making sure the washer is in place  
Unscrew filter from top bottle set, turn anti clock wise  
Unscrew the nut via top bottle set to unscrew dome

**IF** you have a ceramic dome rise and clean with toothbrush

Rinse & wipe clean top bottle set with chux  
Inside dome is a black and white cloth, to remove and rise, or replace with new one, remove cage, by giving a twist and pulling up



Return or replace black and white cloth, with white facing upwards place cage in place and push to lock in

Check washer is in place under the dome

Check filter flow, lift up filter and see if all 5 holes underneath are flowing freely,

**IF** so screw to the underneath of top bottle set.

**IF** no flow through filter, use water in jug and pour 1/3 over filter, give filter a tap at the top to help loose the filter media, as it can be very tightly compacted.

Lift and check the 5 holes again,

**IF** flowing nicely add to the underneath of top bottle set,

**IF** flow is still slow repeat with the flushing of water from the jug, one or 2 more time until minimum of a 1 hole flowing thoroughly and 2 -3 holes water tricking through.

Add filter to underneath of top bottle set

Screw float valve to bottom of bottle set

Place bottom bottle set with float valve onto water cooler, add the white plate,

Screw dome to top bottle set, screw goes underneath the bottle set



Screw filter in place, the underneath of top bottle set, check to see if rubber seal, is flat and it position at the bottom of the filter thread

Add top bottle set, with filter and dome in position  
Twist bottle set until you feel a slight lock into position

Clean internal pipe with pipe cleaner if needed  
Start filling with water, best to fill over the dome for the air locks to release

**IF** you see water dripping on the outside of the filter, unscrew filter again, take off the rubber ring, and re position and make sure it is flat and tighten a little more

Check water is flowing from hot tap, before you turn on your water cooler

**Check setting Cold best set between 6 – 8 deg  
Hot best turned over during sleeping hours**