



For any needed assistance please call 1-866-872-5722

## Aquverse Water Cooler Installation and Troubleshooting Instructions

**WARNING: YOU MUST OBSERVE ALL LOCAL GOVERNING CODES AND ORDINANCES**

**If you do not own the property where the unit will be installed, you need to contact the owner and obtain approval before you install your cooler. If you are not comfortable with the installation procedure it is recommended to have a professional licensed plumber complete the install for you.**

\*\*\*\*Warning do not plug water cooler in until water line is in place and dispensing water through the faucets\*\*\*\*  
Installation can be completed easily even without much knowledge of basic hardware and plumbing.

**WARNING: This product is intended for indoor use only. Outside temperatures can cause damage to all systems. Please use only inside your home or office.**

### Items You Need

	Phillips head screw driver		Angle stop fitting (size depends on your water source, adaptable fitting provided in water line kit)
	Very sharp pair of scissors or a very sharp knife to cut tubing		Adjustable crescent wrench
	Zip Ties (provided in water line kit)		Quick connect (2 sided coupler for poly line, provided in water line kit)
	Poly Tubing (provided in water line kit)		Drill with a 3/8 bit
	Water filter		Safety Glasses (Wear these at all times during installation)

### Cooler Set Up

#### First Steps

Determine where your cooler is going to be located and place it close to the determined area  
**DO NOT PLUG IN**  
A professional licensed plumber can perform the install or you can obtain the following items at your local hardware store:

#### Filter Specifications

This drinking water system must be maintained in accordance with the manufacture's instructions (see instructions that are provided with filter)  
Maximum PSI = 10-125 psi/Capacity = 1500 gallons/Temperature = 35-100 F

#### Attaching Filter

STEP 1		Remove the drip tray by pulling towards you
STEP 2		Remove the screw located at the bottom of the cabinet on the front of the cooler
STEP 3		Push the cabinet cover in at the top and pull down then towards you
STEP 4		Attach filter to filter head by pushing in, and turning to the right until it stops

#### Re-attaching Front Cabinet

STEP 1		Place the bottom of the cabinet cover over the plastic L-shaped clips at the bottom of the cooler and press down gently
STEP 2		Push the top of the cabinet cover into place and let slide up naturally and click into position
STEP 3		Insert the previously removed screw into the bottom of the cabinet cover
STEP 4		Re-attach the drip tray by pushing in

#### Locate Water Source

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**STEP 1**



A water source looks like this. It can be typically found underneath the closest sink to where you would like to place your cooler

**Locate the cold water source**

**STEP 1**



Make sure that the water source you will work with is connected to the cold faucet on your sink by a water line hose. The cold faucet can be determined by turning on the cold faucet and connecting to that water line hose

To confirm you are using the cold water please shut off the water source valve and turn on your cold water faucet. No water should come out.

**STEP 2**



**Confirm Your Water Source Is Off**

**STEP 1**



Turn the valve clockwise to shut off the water

Drain the water from the faucet by turning on the hot and cold faucets until no water is running

**STEP 2**



**Installing Water Line Kit**

<b>STEP 1</b>		Unscrew the cold water line hose from the shut off valve (you will have a few ounces of water remaining in the hose that will drip out)	Run tubing from water source to cooler. If water source is located in a cabinet then you will need to drill a small 3/8 inch hole into the front corner to run the tubing underneath the cabinet.		<b>STEP 7</b>
<b>STEP 2</b>		Attach the angle stop to the shut off valve, if the fittings connect correctly skip the next step	Use the Water Line Kit clips to affix the tubing underneath the cabinet alongside kick plate, or along wall to help keep out of sight.		<b>STEP 8</b>
<b>STEP 3</b>		If the fittings do not connect then you most likely have a 3/8 inch fitting and will need the required adapter	Determine if you have excess waterline running from your water source, and if so cut the poly tubing to the correct length		<b>STEP 9</b>
<b>STEP 4</b>		To use the adapter simply screw the adapter into the end of the angle stop that will connect to the water source hose	Connect the two sided quick connect to the water line running out of the bottom back corner of your water cooler.		<b>STEP 10</b>
<b>STEP 5</b>		Attach the cold water line hose to the angle stop	Connect the tubing into the two sided quick connect provided in the waterline kit.		<b>STEP 11</b>
<b>STEP 6</b>		Insert water line kit tubing into quick connect on angle stop	Once the water lines are connected, turn the water source back on and check for leaks. You might here a filling noise from the cooler, but this is temporary, and will not occur often. You will need to periodically check your water line, and all connections for leaks.		<b>STEP 11</b>

When finished with the above steps you should have tubing running from the angle stop that is attached to the water shut off valve (water source) to the filter. Then tubing from the filter into the cooler.

Wait a minimum of 30 minutes after you turn on the water source before plugging in filter

Flushing the Filter	
STEP 1	<p>NO IMAGE AVAILABLE</p> <p>You must flush water through the filter to wash excess carbon out before drinking (this is commonly referred to as priming the filter, and is required)</p>
STEP 2	<p>NO IMAGE AVAILABLE</p> <p>To do this please flush two gallons (approximately 10 glasses of water) through the cooler until the water is clear in color</p>

There is no danger in drinking the water with the carbon residue discoloring the liquid, however for the freshest tasting and looking water it is beneficial to flush the system.

NOTE

**Begin Using Your Cooler**

You may begin to use the cooler immediately however it can take approximately 1 hour for the cold tank, and hot tank to take effect and chill or heat the water in your cooler

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**Cooler Troubleshooting**

**What To Do If**

Cooler Is Not Dispensing any Water	
STEP 1	<p>NO IMAGE AVAILABLE</p> <p>Confirm that cooler is not frozen by checking inside water tank, and determining if water is frozen. If frozen unplug the water cooler and let thaw, then proceed to the next step. If your cooler is not frozen skip ahead to step 3</p>
STEP 2	<p>NO IMAGE AVAILABLE</p> <p>Only if your cooler has frozen turn the cold water thermostat down by turning a 1/4 turn counter clockwise.</p>
	<p>Check faucets to determine if water is blocked by any obstructions</p>
	<p>STEP 3</p> <p>NO IMAGE AVAILABLE</p>

Cooler is dispensing water but it is not chilled	
STEP 1	<p>NO IMAGE AVAILABLE</p> <p>Check that cold water thermostat is not turned to the off position (picture shows thermostat in factory set "ON" position. The "OFF" position would be a 1/3 turn counter clockwise</p>
STEP 2	<p>NO IMAGE AVAILABLE</p> <p>Determine whether the compressor is working by putting your ear close to the top of the cooler (if you hear silence, the compressor is not working, if you hear a humming noise the compressor is working)</p>
	<p>If compressor is not functioning, call 1-866-872-5722 to receive additional support</p>
	<p>Turn the thermostat a 1/3 turn clockwise to resemble the picture shown</p>
	<p>STEP 3</p> <p>NO IMAGE AVAILABLE</p>
	<p>STEP 4</p> <p>NO IMAGE AVAILABLE</p>

**Cooler is dispensing water but it is not Hot**

STEP 1		Check the back of the cooler, and make sure the hot tank switch is in the on position	Turn the cooler around so you are facing the back (wire caged portion) of the cooler		STEP 4
STEP 2	NO IMAGE AVAILABLE	If hot tank switch is on then you will need to reset the hot tank (this can be tripped to the off position much like a circuit breaker, if the cooler is plugged in before water is filled into the tank)	Locate the hot tank through the back cage, and then locate the hot tank reset button on the right side of the hot tank		STEP 5
STEP 3	NO IMAGE AVAILABLE	Reset the hot tank by first unplugging the water cooler, then proceed to the next steps	Using a chopstick or screwdriver, depress the hot tank reset button (water should be hot in 30 minutes time, see figure below which pictures hole used to access hot tank reset button)		STEP 6

### Water Is Leaking

STEP 1	NO IMAGE AVAILABLE	Identify the source of the leak (i.e. internal, faucets, or top)	If leaking is occurring from the nozzle of the faucets please contact customer service at 1-866-872-5722 for replacement	NO IMAGE AVAILABLE	STEP 3
STEP 2		If the faucets are the source of the leak, check to make sure the faucets have been screwed on completely. If still leaking, drain the cooler of water and remove the faucets, and make sure the gaskets around the water spigots are in good condition	If the leak is internal, please contact customer service at 1-866-872-5722	NO IMAGE AVAILABLE	STEP 4

### Cleaning Your Water Cooler

STEP 1	NO IMAGE AVAILABLE	Turn the water source off	Fill the cold water tank with approximately four glasses of water		STEP 9
STEP 2	NO IMAGE AVAILABLE	Unplug cooler	Drain this water through the cooler by opening the cold water faucet		STEP 10
STEP 3		Drain water out of the hot faucet until the water reaches room temperature (note that water is going to be hot when you begin draining)	Fill the cold water tank again with approximately four glasses of water	NO IMAGE AVAILABLE	STEP 11
STEP 4		Remove top cover of cooler	Drain this water through the cooler by opening the hot water faucet (this may take more time than through the cold water faucet as done previously)		STEP 12
STEP 5		Remove the magnetic float valve from the top of the cold water tank (not the position as you will need to re-install when cleaning is completed)	Insert the cleaned baffle back into the cold water tank		STEP 13
STEP 6		Remove the drain plug from the rear of the cooler (water will drain out of the cooler immediately, so you will need a bucket or receptacle to catch the water)	Install the magnetic float valve back to its original placement as noted before		STEP 14

STEP 7		Remove the baffle from the cooler and clean with a clean dish towel, and water (do not use bleach or any cleaners, you may use a small amount of soap if desired)	Install the to cover of cooler back in its original position	 STEP 15
STEP 8		Clean the cold tank with a clean dish towel, and water (do not use bleach or any cleaners, you may use a small amount of soap if desired)		

## Replacing Your Water Filter

STEP 1		Remove the drip tray by pulling towards you	Attach the new filter to filter head by pushing in, and turning to the right until it stops	 STEP 6
STEP 2		Remove the screw located at the bottom of the cabinet on the front of the cooler	Place the bottom of the cabinet cover over the plastic L-shaped clips at the bottom of the cooler and press down gently	 STEP 7
STEP 3		Push the cabinet cover down and pull towards you	Push the top of the cabinet cover into place and let slide up naturally and click into position	 STEP 8
STEP 4		Remove the attached filter by turning to the left until it stops	Insert the previously removed screw into the bottom of the cabinet cover	 STEP 9
STEP 5		Pull down gently on the filter until it is removed	Re-attach the drip tray by pushing in	 STEP 10

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