



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

Aquaverse Water Cooler Installation and Troubleshooting Instructions

**WARNING: YOU MUST OBSERVE ALL LOCAL GOVERNING CODES AND ORDINANCES FOR INSTALLATION, OR THE WARRANTY WILL BE VOIDED.**

**\*\*\*Warning do not plug water cooler in until water line is in place and dispensing water through the faucets\*\*\***

**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 use a saddle valve for installation or the warranty will be voided**

**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



Very sharp pair of scissors or a very sharp knife to cut tubing



Zip Ties (provided in water line kit)



Poly Tubing (provided in water line kit)



Water filter

Angle stop fitting (size depends on your water source, adaptable fitting provided in water line kit)



Adjustable crescent wrench



Quick connect (2 sided coupler for poly line, provided in water line kit)



Drill with a 3/8 bit



Safety Glasses (Wear these at all times during installation)



To find the Aquaverse warranty please go to [www.aquaverse.com](http://www.aquaverse.com)

Cooler Set Up	
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## 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 behind the drip tray

### STEP 3



Push the cabinet cover down and pull towards you

#### STEP 4



Attach filter to filter head by pushing in, and turning to the right until it stops

## Re-attaching Front Cabinet

Place the bottom of the cabinet cover over the plastic L-shaped clips at the bottom of the cooler and press down gently

Push the top of the cabinet cover into place and let slide up naturally and click into position

Insert the previously removed screw into the bottom of the cabinet cover

Re-attach the drip tray by pushing in

## STEP 1



## STEP 2



### STEP 3




## STEP 4



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

**Locate Water Source**

STEP 1



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

**Locate the cold water source**

STEP 1

NO IMAGE AVAILABLE

Make sure that the water source you will work with is connected to the cold faucet on you sink by a water line hose. The cold faucet can be determining which faucet is 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

NO IMAGE AVAILABLE

**Confirm Your Water Source Is Off**

STEP 1







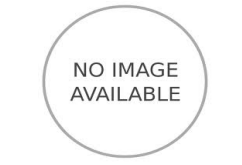

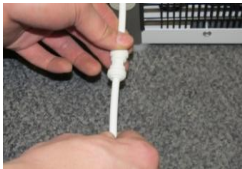



Turn the valve clockwise to shut of the water

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


STEP 2

NO IMAGE AVAILABLE

Installing Water Line Kit				
STEP 1		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.	
STEP 2		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.	
STEP 3		Attach the cold water line hose to the angle stop	Determine if you have excess waterline running from you water source , and if so cut the poly tubing to the correct length	
STEP 4		Insert water line kit tubing into quick connect on angle stop	Connect the two sided quick connect to the water line running out of the bottom back corner of you water cooler.	
STEP 5		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.	Connect the tubing into the two sided quick connect provide in the waterline kit.	
				
				
				
				
				

**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	<div>NO IMAGE AVAILABLE</div>	<div><div><div>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.</div><div></div></div><div>NOTE</div></div>
STEP 2	<div>NO IMAGE AVAILABLE</div>	




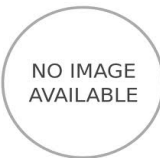

**Begin Using Your Cooler**

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


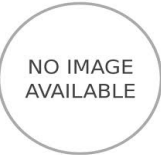








What To Do If

Cooler Is Not Dispensing any Water				
STEP 1		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	Check faucets to determine if water is blocked by any obstructions	STEP 3
STEP 2		Only if your cooler has frozen turn the cold water thermostat down by turning a 1/4 turn counter clockwise.		
Cooler is dispensing water but it is not chilled				
STEP 1		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	If compressor is not functioning, call 1-866-872-5722 to receive additional support	STEP 3
STEP 2		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)		STEP 4
			Turn the thermostat a 1/3 turn clockwise to resemble the picture shown	






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	STEP 3
STEP 2		Top check if the faucets are the source of the leak, you will need to remove the faucet cover by pulling down and the out	If the leak is internal, please contact customer service at 1-866-872-5722	STEP 4
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		STEP 4









Cleaning Your Water Cooler





STEP 1		Turn the water source off	Fill the cold water tank with approximately four glasses of water		STEP 9
STEP 2		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		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 then through the cold water faucet as done previously)		STEP 12
STEP 5		Remove the 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 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		<b>TURN OFF WATER!</b> 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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