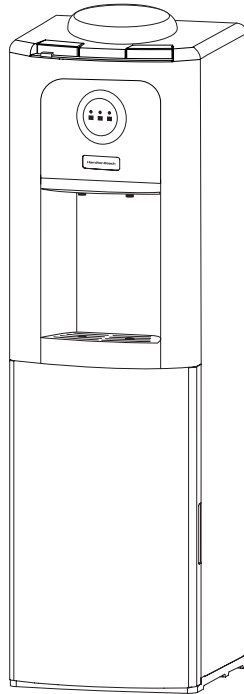


Hamilton Beach®

Top-Loading Water Cooler **Instruction Manual**

To ensure proper use and for your safety, please read the following instructions completely before operating this appliance.



Top-Loading Dispenser with Cabinet

Congratulations, you have acquired a high-quality Hamilton Beach™ Water Dispenser for bottled water. This product allows you to enjoy a cool drink or a hot beverage and has many features that you will find convenient to use. Please remember to record the model number and series code which can be found on a label in the back of the unit.

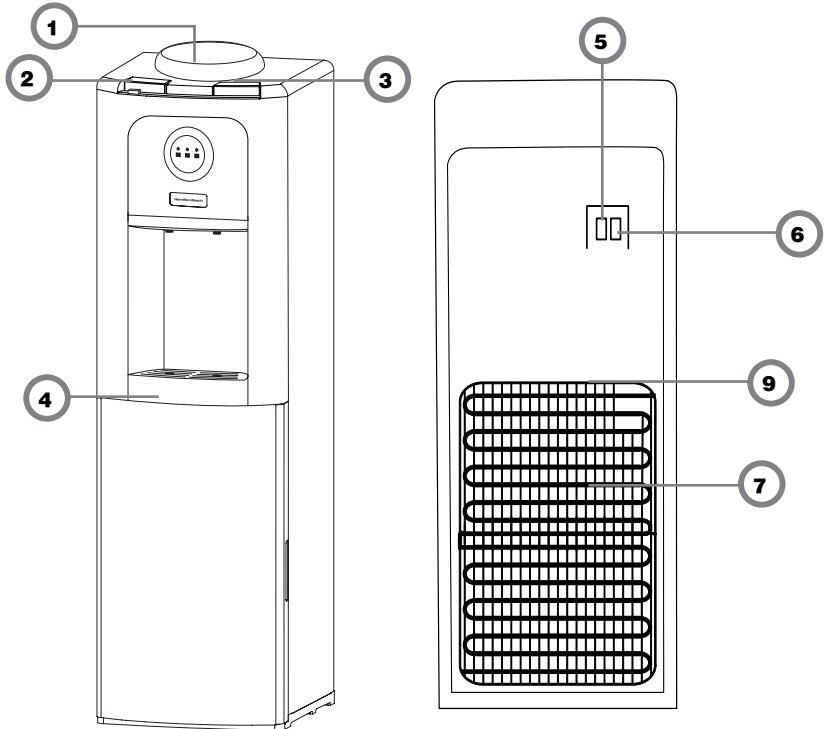
Model number

Series code

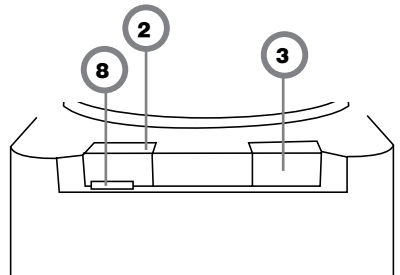
Date of purchase

READ ALL INSTRUCTIONS BEFORE USING!

Parts and Features



- 1 Bottle support collar
- 2 Hot water button
- 3 Cold water button
- 4 Removable drip tray
- 5 Cold water switch
- 6 Hot water switch
- 7 Condenser coils
(rear of dispenser)
- 8 Child Safety lock
- 9 Stability Cable



IMPORTANT SAFEGUARDS

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

- **WARNING! BURN HAZARD:** The product heats water to a temperature of approximately 95° C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children, the disabled and the elderly are at highest risk of being scalded. Children should be supervised by an adult when using this product.
- **WARNING! FIRE HAZARD:** Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance. Do not operate dispenser with a damaged cord. Do not use with an underrated extension cord.
- **WARNING! SHOCK HAZARD:** Unplug the water dispenser before cleaning or wiping up spilled water on unit. Do not attempt to service the dispenser. Do not operate dispenser with a damaged cord.
- **WARNING! CRUSH HAZARD:** Always attach stability cable using the supplied directions to prevent accidental tip-over.
- Never turn the product upside down or tilt more than 45 degrees. If the unit has been resting on its side for a long period of time, you must position the water cooler in the upright position for approximately 12 hours before turning it on.
- Never use this dispenser with water that is unsafe to drink or is from an unknown source.
- Never use any other liquid in this dispenser than bottled water.
- Install this water dispenser in a dry place away from direct sunlight. For indoor use only.
- Never put anything flammable close to the dispenser.
- Leave a minimum of 2" (5 cm) around the back and sides of the dispenser for proper ventilation.
- Regular cleaning of the water dispenser is required for proper operation
- Clean the dispenser every 4 months using the instructions in this manual.

SAVE THESE INSTRUCTIONS!

Grounding Instructions

WARNING! SHOCK HAZARD: Follow the following precautions:

- This appliance must be grounded. In the event of an electrical short circuit, grounding reduces the risk of electric shock.
- This appliance is equipped with a power cord that has a grounding wire with a grounding plug. The plug must be plugged into an outlet that is properly installed and grounded.
- Consult a qualified electrician if the grounding instructions are not completely understood, or if doubt exists as to whether the appliance is properly grounded.
- Do not under any circumstances cut or remove the third (ground) prong from the power cord.
- Do not use an adapter plug with this appliance.
- Do not use an extension cord with this appliance. If the power cord is too short, have a qualified electrician install an outlet near the appliance.
- For best operation, plug the appliance into its own electrical outlet on a dedicated circuit to prevent flickering of lights, blowing of fuse, or tripping of circuit breaker.

Getting Familiar with Your Hamilton Beach Water Dispenser

Features

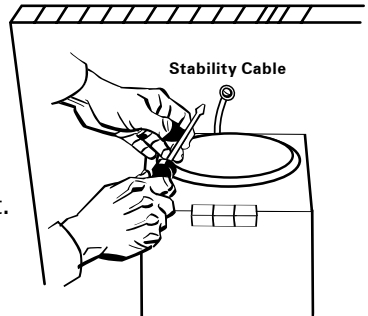
- Designed for in-home or office use.
- Compact space saver design.
- Fits 3 or 5 gallon bottles.

Proper Installation and Location

- This dispenser is for indoor use only. Do not use outdoors.
- Place the dispenser on a level surface that can support its weight with a full water bottle installed.
- To ensure that your water dispenser works at the maximum efficiency, leave at least 5 cm / 2 inches of clearance between all sides of the dispenser and any walls.

- To avoid tipping hazard, the water cooler may be attached to the wall using the stability cable:

1. Attach the cable to the dispenser by clipping the plastic end to the condenser coils on the back of the unit.
2. Fasten the other end of the cable to the wall using the screw provided as shown in the diagram.



- To prevent damage to the dispenser, do not plug dispenser into the power outlet until reading the instructions first!

Preparing, Loading and Operating Your Dispenser

1. Make sure that the dispenser is not plugged into the electrical outlet.
2. The water bottle will have a cap. The cap may have a stopper that is intended to be pushed into the bottle. (Sometimes these stoppers are covered by a removable paper/foil seal.) If your bottle has a cap with a stopper, simply hold the water bottle vertically straight upside down and place the water bottle into the support collar on top of the water dispenser. The post in the collar will push the stopper into the bottle. For bottles that don't have a cap, quickly turn bottle vertically and place into collar.
3. Plug the dispenser into the outlet.

4. Turn on the hot and cold water switches (#5 and #6 in Parts and Features section).

5. Allow 1 hour for water to reach hot and cold temperatures.

WARNING! BURN HAZARD: The product heats water to a temperature of approximately 95° C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children, the disabled and the elderly are at highest risk of being scalded. Children should be supervised by an adult when using this product.

6. The hot water temperature is preset to 95° C / 203° F. The hot water spigot is equipped with a child-resistant guard that reduces the risk of hot water being dispensed accidentally or by small children.



7. To dispense cold water, depress the cold water button (#3 in Parts and Features section).

8. To dispense hot water, slide the red child safety lock (#8 in Parts and features section) to the side, then depress the hot water button (#2 In Parts and Features section).



9. When the water bottle is empty, vertically pull it out by two hands, and then replace it with another bottle.

Proper Care and Cleaning of Dispenser

- To maintain maximum efficiency and to prevent bacterial growth in the water dispenser, we strongly recommend cleaning every 4 months.

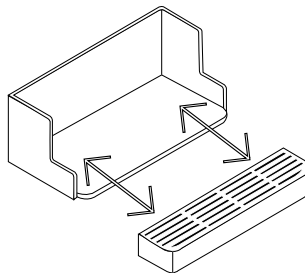
Cleaning the Outside of the Dispenser

- Wipe the outside of the dispenser with a mild soap and water mixture. Never use harsh chemicals or abrasive cleaners. Rinse thoroughly with clean water and dry all surfaces.
- Do not immerse the dispenser in water.

Cleaning the Drip Tray and Grill

The drip tray and grill should be emptied and cleaned regularly to remove spotting and mineral deposits.

1. To remove the drip tray, pull the tray forward to dislodge it from the guides. Drain and clean.
2. Use cleaning solution or a mild soap and water mixture. For tough deposits, add vinegar and let soak until the deposits come loose. Then wash, rinse and dry thoroughly.
3. To replace the drip tray, put the grill back on tray and slide the tray onto the guides.



the

NOTE: The drip tray is not dishwasher safe.

Cleaning the Condenser

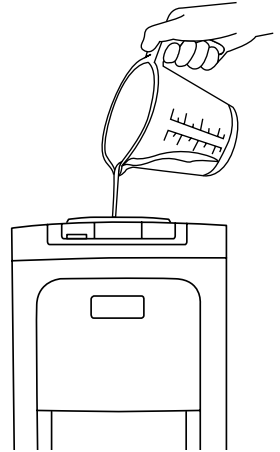
To improve cooling and efficiency, vacuum or sweep away the dust from the condenser coils on the back of the dispenser. You can purchase a brush designed specifically for this purpose from your local appliance stores.

Sanitizing and Cleaning the Water Tanks

Important: Periodically the water dispenser tanks must be sanitized to prevent unpleasant tastes in the water and cleaned to remove mineral deposits that can impair flow.

1. Empty the water bottle, and then remove it from the dispenser.
2. **DO NOT ADD BLEACH FIRST OR DIRECTLY TO THE DISPENSER.** Concentrated bleach may damage plastic.
3. Add 2.5 ml / ½ teaspoon of ordinary 6.0% maximum household bleach to a 2 liter / 2 quart pitcher filled with tap water.
4. Pour the solution in the opening at the top of the dispenser.

5. Repeat last two steps until the dispenser is full.
6. Press the hot and cold spigots until the water just begins to flow from the faucets.
7. Allow to sit for 15 – 20 minutes.
8. Rinse out the bleach solution by pouring approximately 4 liters / 1 gallon of fresh tap water into the top and drain by pressing the hot and cold taps.
9. Flush with an additional 4 liters / 1 gallon of fresh tap water and drain by pressing the hot and cold spigots.
10. Install a fresh water bottle (see Preparing and Loading Your Dispenser for Use).
11. Plug in the dispenser.
12. Dispense 1 liter / 1 quart of water from each spigot and make sure the bleach solution has been completely removed.
13. If you continue to taste the chlorine from the bleach solution, repeat steps 8 through 12 until the taste is gone.



To Remove Mineral Deposits

To remove mineral deposits, follow the instructions for Cleaning and Sanitizing the Water Tanks, substituting either 2 liters / 2 quarts of water mixed with 2 liters / 2 quarts of vinegar OR 4 liters / 1 gallon of water mixed with 454 grams / 16 ounces of citric acid crystals. Bleach does not remove mineral deposits.

Troubleshooting

Problem	Possible Causes	Solution
No hot or cold water.	<ol style="list-style-type: none"> 1. Dispenser is not plugged in. 2. The fuse is blown/circuit breaker is tipped. 3. Cold/Hot Water switch is not turned on. 4. Over consumption of cold or hot water in a short period of time. 	<ol style="list-style-type: none"> 1. Push plug completely into outlet. 2a. Replace house fuse/reset circuit breaker. 2b. If too many items are plugged into a single circuit, move some items to a different circuit. 3. Turn on Cold/Hot water switch (#5/#6 on the Parts and Features list). 4. Wait 30 minutes before using again.
No water running out of spigots.	<ol style="list-style-type: none"> 1. Empty water bottle. 2. Inlet of water bottle supporter blocked by bottle seal. 3. Mineral deposits clogging tank. 	<ol style="list-style-type: none"> 1. Replace with new bottle. 2. Remove water bottle and check inlet. Clean out waste paper and insert bottle again. 3. See Care and Cleaning.
Water dispenser leaks from the outside.	Crack or pin hole in water bottle	Replace with new bottle
Water has poor taste or odor.	Tank needs to be cleaned or sanitized	See "Sanitizing and Cleaning" instructions

LIMITED WARRANTY

This warranty applies to products purchased and used in the U.S. and Canada. This is the only express warranty for this product and is in lieu of any other warranty or condition.

This product is warranted to be free from defects in material and workmanship for a period of one (1) year from the date of original purchase. During this period, your exclusive remedy is replacement of this product or any component found to be defective at our option; however, you are responsible for all costs associated with returning the product to us and our returning a product or component under this warranty to you. If the product or component is no longer available, we will replace with a similar one of equal or greater value.

This warranty does not cover glass, filters, wear from normal use, use not in conformity with the printed directions, or damage to the product resulting from accident, alteration, abuse, or misuse. This warranty extends only to the original consumer purchaser or gift recipient. Keep the original sales receipt, as proof of purchase is required to make a warranty claim. This warranty is void if the product is used for other than single-family household use or subjected to any voltage and waveform other than as specified on the rating label (e.g., 120V ~ 60 Hz).

We exclude all claims for special, incidental, and consequential damages caused by breach of express or implied warranty. All liability is limited to the amount of the purchase price. Every implied warranty, including any statutory warranty or condition of merchantability or fitness for a particular purpose, is disclaimed except to the extent prohibited by law, in which case such warranty or condition is limited to the duration of this written warranty. This warranty gives you specific legal rights. You may have other legal rights that vary depending on where you live. Some states or provinces do not allow limitations on implied warranties or special, incidental, or consequential damages, so the foregoing limitations may not apply to you.

To make a warranty claim, do not return this appliance to the store. Please call 1.800.256.8169 or 716.235.1300 in the U.S. Canada or visit hamiltonbeach.com in the U.S. or hamiltonbeach.ca in Canada. For faster service, locate the model, type, and series numbers on your appliance.

Hamilton Beach®

PRS Enterprises
3349 Monroe Ave.
Suite 328
Rochester NY 14618
716-235-1300
800-256-8169

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SAVE THESE INSTRUCTIONS!