

DIY: HOW TO CLEAN YOUR WATER DISPENSER

2000 SERIES
pure water dispenser®

Your water dispenser exterior should be thoroughly cleaned at least twice a year, and your CrystalFlo water cartridge replaced every 12 months. If you do not have a replacement cartridge handy, you can order one [here](#) and it will be delivered directly to you.

Before you start cleaning, wash your hands thoroughly with soap and water for at least 20 seconds.

 **TIP: The best time to replace your water cartridge and clean your dispenser is when the existing water bottle is empty.**

WHAT YOU'LL NEED:

- CrystalFlo replacement cartridge (if replacing)
- 70% rubbing alcohol or disinfecting wipes
- Clean cloth or soft brush
- Disposable non-latex gloves
- Bucket
- Heat-resistant container to fit under spigots
- Towels to absorb any water spills

If not replacing the CrystalFlo cartridge skip to steps 8-12

 **WARNING: Always use caution when handling hot water.**



Fig 1

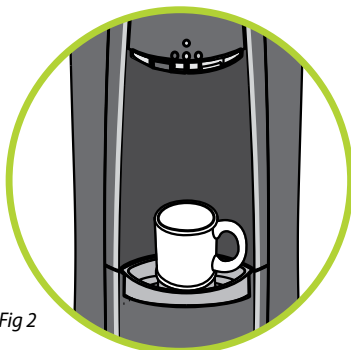


Fig 2

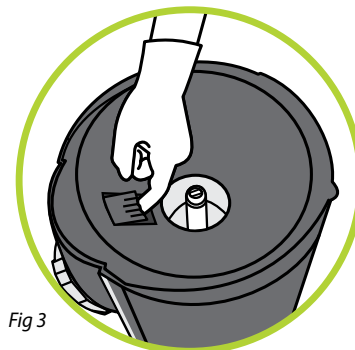


Fig 3

1. Turn off the hot tank heater switch on the back of the dispenser and unplug your unit (Fig 1). Let the unit stand for one hour before cleaning to allow the hot tank to cool.
2. Place a glass or other container below the water faucets to catch any drips (Fig 2).
3. Wearing gloves, press the cover lock on the top rim of the dispenser and pull up to open (Fig 3).

4. Pull CrystalFlo water cartridge upward to remove (Fig 4). Do not squeeze the water reservoir as water could leak out.

 **TIP: Have a bucket nearby to dispose of the used CrystalFlo cartridge, which will contain water.**

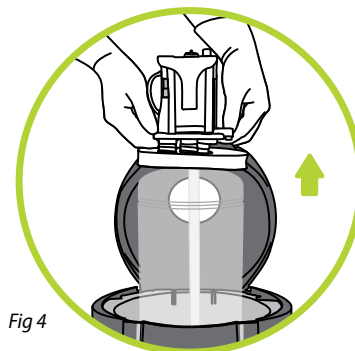


Fig 4

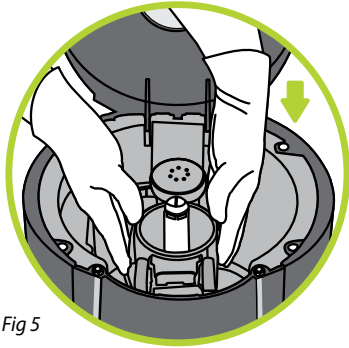


Fig 5

5. Before installing the new replacement cartridge, ensure that the seal is properly installed on the inlet/outlet tube of the CrystalFlo water cartridge assembly as it may have shifted during shipment or un-packaging.
6. Align the CrystalFlo water cartridge with openings in dispenser (Fig 5). With firm pressure, push downward to lock the water cartridge into place. Ensure that foam seal is pushed down and seals the reservoir completely.

7. Close the top cover by pushing down to lock into place (Fig 6). If cover does not close, check the CrystalFlo cartridge to make sure it is inserted completely.
8. Clean the cabinet, bottle receptacle and spigots with 70% rubbing alcohol or disinfecting wipes. Vacuum or wipe the grill on the back of the dispenser to remove any dust.



Fig 6

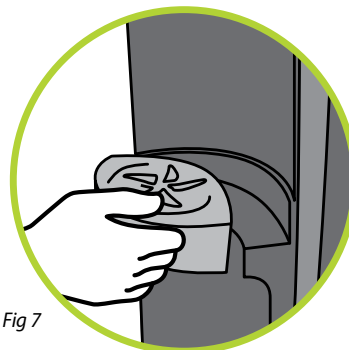
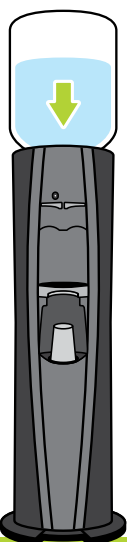


Fig 7

9. Clean the drip tray and grill by emptying the tray and cleaning the tray and grill with dishwashing soap or by placing them on the top rack of the dishwasher (Fig 7).


 **TIP: The drip tray and grill should be cleaned monthly.**

10. Wipe down the dispenser and the surrounding area to dry any water spills.
11. Wash your hands thoroughly with soap and water for at least 20 seconds. Wipe down new water bottle with 70% rubbing alcohol or disinfecting wipe and install on the dispenser.
12. Dispense water through the cold and hot spigots to prime the water dispenser.
Turn on the hot tank switch located at the rear of the dispenser.



1 Load water bottle **FIRST.**

2 Dispense water from hot and cold faucets.

 **WARNING: Dispense water through the hot and cold spigots before turning on the hot tank switch. Failure to follow proper installation instructions may cause damage to water dispenser.**