

Setting up and Installing Water Coolers

Setting up the water cooler at your premises

1. Examine the packaging for signs of damage – report any damage to the haulier.
2. Remove the carton from the cooler – lie the cooler on its side, cut open the tape sealing the bottom flaps of the carton and replace the cooler in the upright position. Lift the carton from the cooler.
3. Remove the shipping bag from the cooler
4. Carry out a general inspection of the cooler, ensuring that :
 - a) There are no marks or physical damage to the cooler.
 - b) That all accessories are present.
 - c) That the faucets are tight and in an upright position.
 - d) That all the wires and electrical connections are in place at the back of the cooler.
 - e) That the cold control is set to the maximum cold position.
 - f) That the hot tank switch is in the “OFF” position.
 - g) That the cooler is clean and dust free.
5. Sanitise the water cooler.
6. Replace the shipping bag over the water cooler.
7. Replace the carton over the top of the cooler.
8. The cooler is now ready for transportation to the customer’s premises.

NOTE: Whenever you transport the cooler to or from your premises, you should ensure that a shipping bag is placed over the cooler. This will prevent damage to the cabinet caused by coolers rubbing against one another in the back of the van or lorry

Installing the water cooler at your customer’s premises

1. Carry the cooler in the upright position to the customer’s premises - use the handle at the rear of the unit. DO NOT LIFT THE UNIT BY THE FAUCETS.

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2. At the customer's premises, ensure that there are no marks or visible damage to the carton.
3. Remove the cooler from the carton.
4. Remove the shipping bag from the cooler.
5. Carry out a general inspection of the cooler, ensuring that :
 - a) There are no marks or physical damage to the cooler.
 - b) That all accessories are present.
 - c) That the faucets are tight and in an upright position.
 - d) That all the wires and electrical connections are in place at the back of the cooler.
 - e) That the cold control is set to the maximum cold position.
 - f) That the hot tank switch is in the "OFF" position.
 - g) That the cooler is clean and dust free.
6. Place a bottle of water on top of the unit. As soon as the bottle is in place, ensure that the hot faucet is pressed open and the appropriate time is allowed until the hot tank is full – i.e. water flows out of the hot faucet and air stops going back into the bottle.
7. Check that water flows through the cold faucet.
8. Connect the unit to the electricity supply using the power cord.
9. Switch on the hot tank and allow the unit to operate for 25 minutes.
10. Using a flash light, check through the back of the cooler for water leaks.
11. After the unit has operated for 25 minutes, check that there is hot water from the hot faucet and cold water from the cold faucet.
12. Recheck the cooler for water leaks.
13. Ensure that the cooler is in the customer's desired location, and that all the accessories are attached to the water cooler.