

# DIY: HOW TO CLEAN YOUR WATER DISPENSER

100 SERIES  
pure water dispenser®

Your water dispenser should be thoroughly cleaned at least twice a year. If your dispenser hasn't been used in a while, we recommend [flushing](#) the equipment prior to cleaning. Here are instructions for do-it-yourself cleaning:

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

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

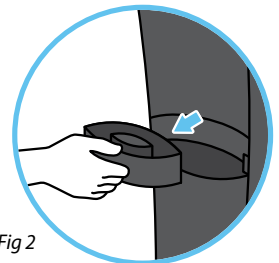
## WHAT YOU'LL NEED:

- 70% rubbing alcohol or disinfecting wipes
- Dishwashing soap
- Clean cloth or soft brush
- Disposable non-latex gloves
- Hot water (about a gallon)
- Heat-resistant container, like a metal pot
- Towels to absorb any water spills

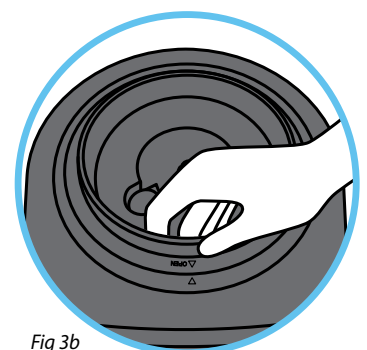
 **WARNING:** Always use caution when handling hot water.

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. (**NOTE:** If your dispenser does not dispense hot water, you can proceed immediately to Step 2.)
2. Remove the water bottle and drain the water reservoir by dispensing water through the hot and cold spigots.
3. 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.
4. 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 2*).

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



5. Remove the no-spill dispenser insert.
  - If your insert has a notch, remove by pulling up on the notch located on the top rear of the dispenser (*Fig 3a*).
  - If your dispenser insert has arrows, twist the insert to align the "Open" arrows. Pull up (*Fig 3b*).



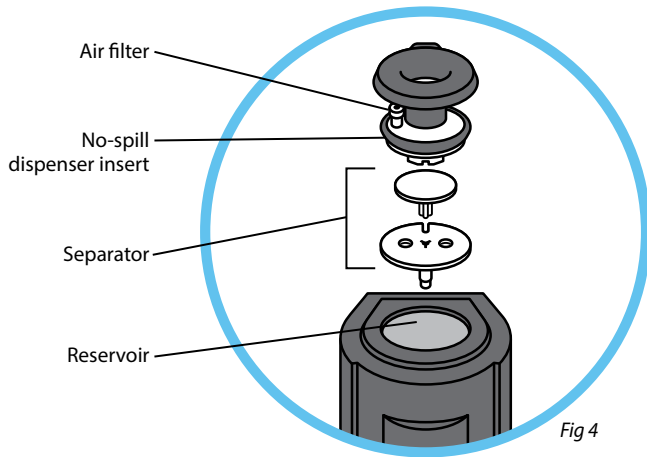


Fig 4

- Remove the separator by pulling it straight out. Make note of the separator positioning before removing so that it can be re-installed correctly. Clean these parts with dishwashing soap and let them dry thoroughly (Fig 4).

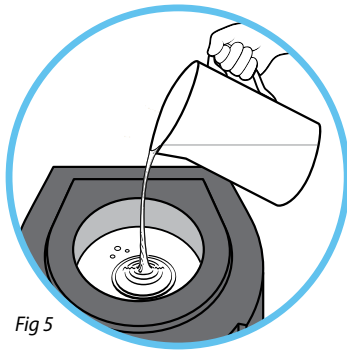


Fig 5

- Carefully pour hot water into the reservoir until it is  $\frac{3}{4}$  full. Let the water sit for 5 minutes (Fig 5). Always use caution when handling hot water.

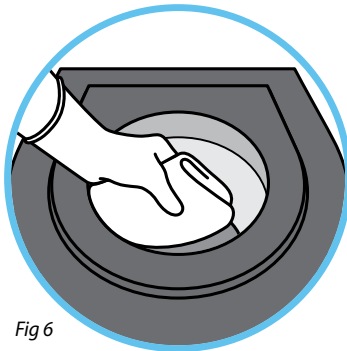
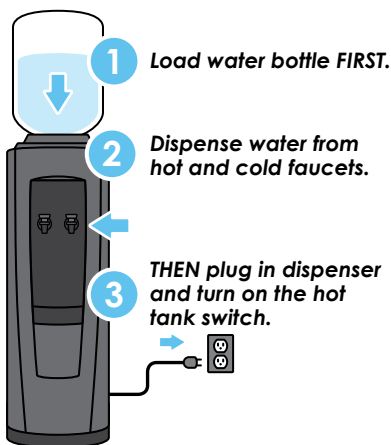


Fig 6

- Wearing disposable non-latex gloves, wipe the inside of the reservoir with a clean cloth or soft brush. Use caution as the water may still be hot to the touch (Fig 6).
- Completely drain the water from the reservoir by dispensing the water through the hot and cold spigots into a container.
- Repeat steps 7 and 9 to completely flush the dispenser. It is not necessary to wipe the inside of the reservoir a second time.
- Replace the separator and the no-spill dispenser insert. Wipe down the dispenser and the surrounding area to dry any water spills.
- Wash your hands thoroughly with soap and water for at least 20 seconds. Install a full water bottle on the dispenser. Dispense water through the hot and cold spigots. **Plug it in and turn on the hot tank heater switch located at the rear of the dispenser.**



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