

# DIY: HOW TO CLEAN YOUR WATER DISPENSER



## CLEANING AND SANITIZING

Your water dispenser exterior should be thoroughly cleaned at least twice a year, and your SmartFlo™ cartridge replaced every 6 months.

**NOTE:** Areas with high TDS/mineral content water will require the SmartFlo™ cartridge to be changed more frequently than in areas with low/no TDS/mineral content.

If you do not have a replacement cartridge handy, you can order one [here](#) and it will be shipped directly to you. Your replacement kit will include a SmartFlo™ cartridge, bottle adaptor, lid key and plug for the bottle tube:

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 is when the existing water bottle is empty.

### WHAT YOU'LL NEED:

- SmartFlo™ replacement cartridge (if replacing)
- 70% rubbing alcohol or food surface approved disinfecting wipes
- Clean cloth or soft brush
- Disposable non-latex gloves
- Bucket
- Heat-resistant container to fit under spigots (i.e. coffee mug)
- Towels to absorb any water spills

**If not replacing the SmartFlo™ cartridge, skip to steps 20-22**

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

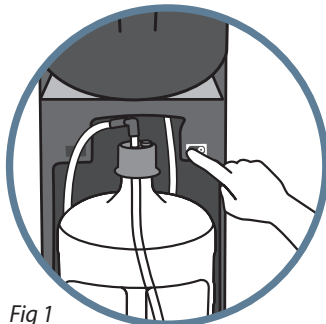


Fig 1

1. Slide the dispenser door up and turn off the hot tank switch (Fig 1). Let the unit stand for one hour before cleaning to allow the hot tank to cool.

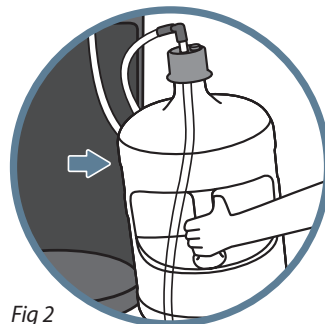


Fig 2

2. Remove the empty water bottle (Fig 2). Wipe interior cabinet with 70% rubbing alcohol or food surface quality disinfecting wipes.

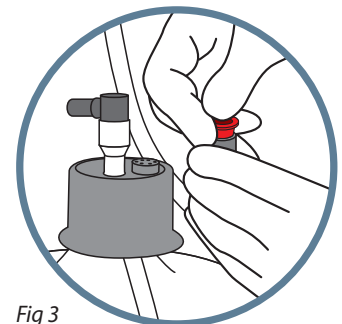


Fig 3

3. Unplug the bottle tube connected to the neck of the water bottle. Plug the bottle tube using the red plug provided in the SmartFlo™ replacement kit (Fig 3).

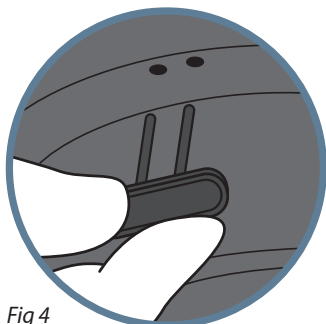


Fig 4

4. Remove cup holders, if applicable. Open the dispenser lid using the key provided in the replacement kit (Fig 4).
5. Close dispenser door. Place a glass or other container below the water faucets to catch any drips.

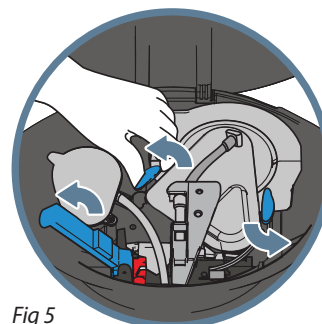


Fig 5

6. Remove the SmartFlo™ cartridge and bottle tube by unlatching the blue locking arm and rotating the two blue knobs to the open position (Fig 5).

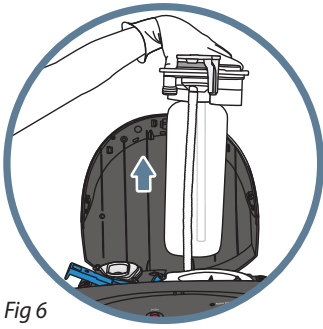


Fig 6

7. Pull up on the SmartFlo™ water cartridge (Fig 6). Do not squeeze

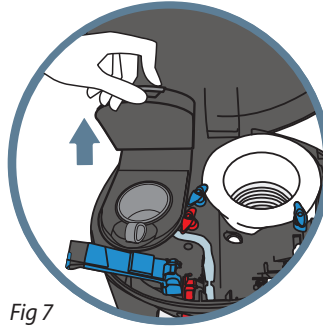


Fig 7

8. With the dispenser top still open, open the K-Cup® pod assembly lid (Fig. 7).

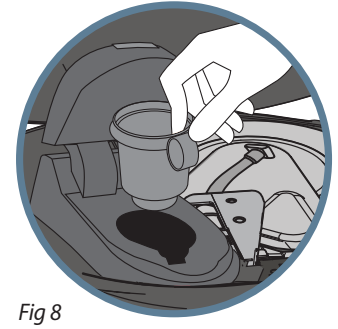


Fig 8

9. Remove the brown K-Cup® pod holder (Fig 8) and machine wash (top rack only).

**TIP:** Have a bucket nearby to dispose of the used SmartFlo™ cartridge and bottle tube, which will contain water.

**NOTE:** If SmartFlo™ cartridge doesn't move when pulling up, unplug the dispenser from the wall outlet and wait 5 minutes. Then plug the dispenser back in.

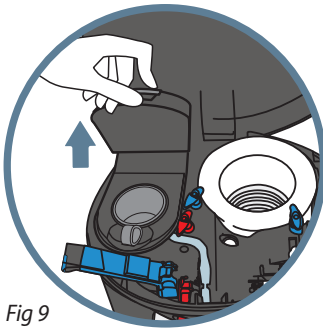


Fig 9

10. Turn the red twist locks on each side to release the front K-Cup® cafe assembly. (Fig. 9).

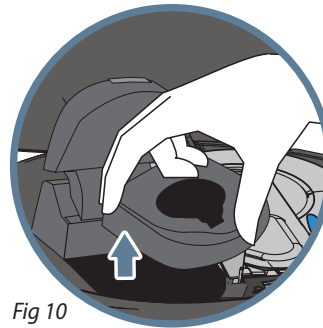


Fig 10

11. Lift out and machine wash (top rack only) (Fig. 10).

**WARNING:** There are two sharp needles that puncture the K-Cup® Pod Holder and the other in the bottom of the K-Cup® Pod Holder. To avoid risk of injury, do not put your fingers in the K-Cup® Pod Assembly Housing.

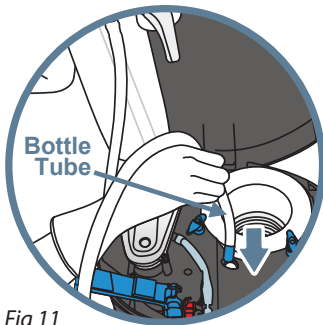


Fig 11

12. Wearing gloves, feed the new bottle tube through the hole indicated (Fig 11).

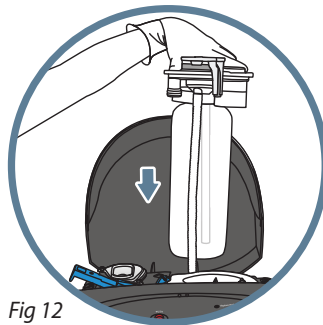


Fig 12

13. Insert the new SmartFlo™ cartridge and secure into place by pressing down (Fig 12).

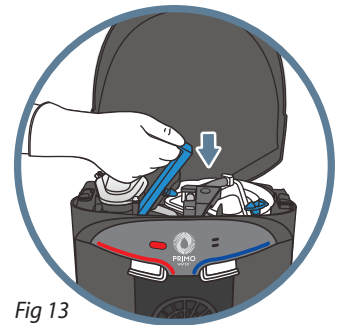


Fig 13

14. Rotate the blue knobs to the closed position. Close and latch the blue locking arm (Fig 13).
15. Close the dispenser lid by pushing down to lock into place.

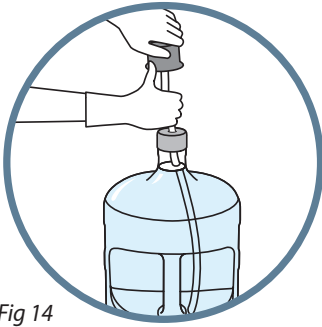


Fig 14

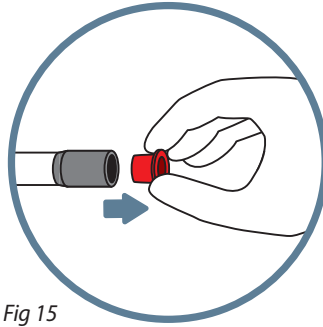


Fig 15

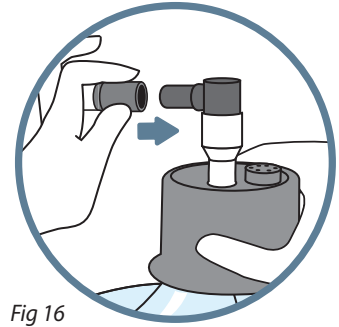


Fig 16

16. Wearing gloves, carefully unpack the new bottle adaptor. Pull the adaptor tube to straighten (Fig 14) and insert it into a new water bottle.
17. Feed the tube into the water bottle until it reaches the bottom.

18. Remove the red protective cap from the bottle tube (Fig 15). Install it into the bottle adaptor (Fig 16).
19. Slide water bottle into the cabinet and close the door.
20. Clean spigots, bottle receptacle and cabinet with 70% rubbing alcohol or food surface quality disinfecting wipes. Vacuum or wipe the grill on the back of the dispenser to remove any dust.

 **TIP: The dispenser exterior should be cleaned every 6 months.**

21. 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 17).

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

22. Wipe down the dispenser and the surrounding area to dry any water spills.
23. Wash your hands thoroughly with soap and water for at least 20 seconds.
24. Prime the dispenser to fill the reservoir by holding down the cold water spigot for 1 minute, or until water flows continuously. Repeat with the hot water spigot until water flows continuously. **Turn on the hot tank switch located under the front door top right.**

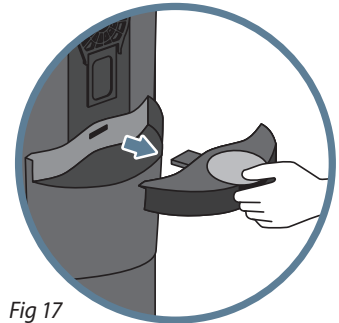
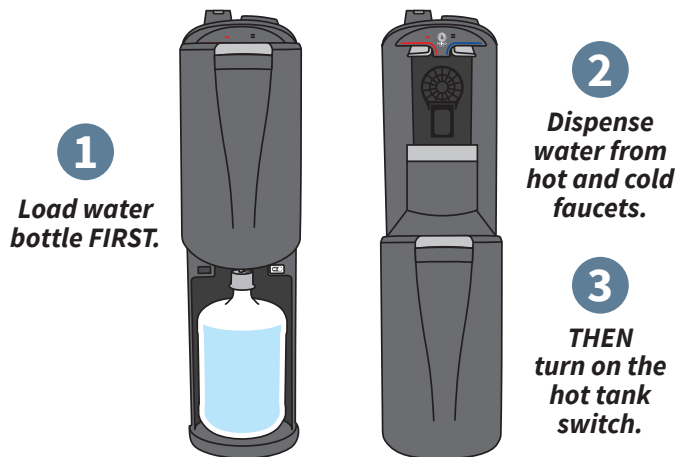



Fig 17



**1**  
Load water  
bottle **FIRST**.

**2**  
Dispense  
water from  
hot and cold  
faucets.

**3**  
**THEN**  
turn on the  
hot tank  
switch.

 **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.**