CLEANING AND SANITIZING

Your water dispenser exterior should be thoroughly cleaned at least twice a year, and your SmartFlo™ water cartridge replaced every 12 months. 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 disinfecting wipes
- Clean cloth or soft brush
- Disposable non-latex gloves

⚠️ WARNING: Always use caution when handling hot water.

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

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

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

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).

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.

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).

7. Pull up on the SmartFlo™ water cartridge (Fig 6). Do not squeeze the water reservoir as water could leak out.

💡 TIP: Have a bucket nearby to dispose of the used SmartFlo™ cartridge and bottle tube, which will contain water.
8. With the dispenser top still open, open the coffee pod holder (Fig. 7).

9. Remove the coffee cup holder (brown) (Fig. 8) and machine wash (top rack only).

10. Turn the red twist locks on each side to release the coffee pod holder (Fig. 9).

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

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

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

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.
Load water bottle FIRST.

Dispense water from hot and cold faucets.

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.

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

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