

**AQUA  
TO GO**  
PREMIUM SPRING WATER

# AQUA

## CHILLED & AMBIENT BENCH TOP WATER COOLER

Thermo electric cooling, suits  
home or light use

2 taps, chilled and ambient

Chills water 8°C to 12°C

Fits all standard water cooler  
bottles

1 year warranty

\* See top carton flap for operating conditions and water temperature performance. Bottle not included. Ambient temperature tap dispenses closer to ambient temperature. Terms and conditions apply.



FRAGILE HANDLE WITH CARE

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# QUICK START SUMMARY

## 1. UNPACK

Carefully remove all packaging and put all parts in one safe place.

## 2. CHECK ALL PARTS AND ENSURE IT'S WORKING

Check that you have received all required parts. In the unlikely event that some part is missing or the water cooler is not working then please contact our Service Centre asap.

AQUA TO GO contact details – ph 1300 760 474 or [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

## 3. REGISTER YOUR WARRANTY NOW

Please register, within 2 days of purchase, your product warranty at [www.aquatogo.com.au](http://www.aquatogo.com.au)

## 4. COOLER PLACEMENT

Place your water cooler in an area that is:

- Close to a power point, out of significant direct sunlight. Do not plug it in yet.
- Well ventilated and dust/dirt free. Place cooler at least 10cm away from any wall.
- Able to safely support the weight of the cooler with a bottle of water fitted.
- Water safe for when usage drips occur or in the unlikely event of leakage. E.G. do not place near other electrical equipment or on flooring that may be damaged by water.

**Note:** Never lift or carry your cooler by its taps or with bottle installed. Such action may damage the taps and will void the product warranty.

## 5. PRE RINSE

Your water cooler has been pre cleaned but the tank and water lines should be flushed. Gently twist the spike anticlockwise and lift off the top cover. Slowly pour fresh tap or spring water into the tank so that the water tank is nearly full. Using the grey tap first, and when the water stops use the blue tap, empty this water into a bucket. Taste the water now and if it has a bad taste then please refer to cleaning instructions – see page 9. If everything is ok then ensure that the top cover is properly secured back on - place into the slots, hold the spike and gently twist clockwise. Any issues please contact Aqua To Go.

## 6. INSTALLING A BOTTLE

Gently lower your AQUA TO GO water bottle onto the water intake spike. Please read any installation instructions found on the bottle/cap. Store all spare bottles in a cool place, out of direct sunlight.

## 7. WATER TEMPERATURE

Let your water cooler run for 60 minutes to achieve optimal cold water temperature. Press the blue tap for cold water and the grey tap for closer to room temperature water.

## YOU ARE NOW READY TO ENJOY YOUR PREMIUM SPRING WATER

Please also read, in particular, the following sections: Cleaning, Troubleshooting

**AQUA TO GO CUSTOMER SERVICE**

**HAVE A QUESTION?**

Ph: 1300 760 474

Or email [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

# PARTS AND FEATURES

## SPECIFICATIONS

Model Name:	AQUA Cold/Room Beach Water Cooler
Model Number:	ATGABTCOOL
Voltage:	220-240V AC/1PH/50 Hz.
Water Cooler Size:	37cm (H), 27.5 cm (W), 25cm (D)
Shipping Weight:	3.7kg approx
Rated Frequency:	50Hz
Rated Power Input (total):	75W
Rated Power Input (cooling):	0.34A
Climate Class:	ST
Protection Class:	I

Note: Specifications and content of this manual are subject to update and change without notice.

## UPON RECEIVING YOUR COOLER

Thank you for purchasing an AQUA TO GO water cooler. Your cooler has been inspected in accordance with our factory's comprehensive Quality Assurance Checklist. Inspect your cooler and should you find any material defects or have any queries please read Trouble Shooting p.11 and contact our customer service centre promptly on ph 1300 760 474 or [service@aquatogo.com.au](mailto:service@aquatogo.com.au), before you contact Officeworks.

## IMPORTANT SAFETY INSTRUCTIONS

To reduce the risk of fire, electrical shock or injury, please follow these basic precautions when using your cooler:

- This cooler is designed to be safe in the use for which it was planned provided that it is installed, started up and maintained in accordance with the instructions contained in this manual. Please carefully read this manual before using the water cooler.
- Leave cooler standing for 2 hours, and then dispense a cup of water from both taps, before plugging into the power and turning on the power switches on the back.
- Remove all packaging before using the water cooler.
- This cooler must be stored and transported upright.
- This cooler contains electrical components that operate at mains voltage, 240v. It therefore must be isolated from the electrical supply before being serviced.
- All maintenance operations that require internal access to the cooler must be carried out by a suitably qualified technician who has a thorough understanding of all necessary precautions associated with servicing the cooler. All panels must be re-installed after carrying out any maintenance work.
- Any electrical work must only be carried out by a qualified electrician.
- Electrical connection should be in accordance with all the relevant local safety standards for wiring safety.
- Do not have the rear power switch on without water in tank.
- Don't use mechanical devices or other means to accelerate the defrosting process.
- Never clean parts with flammable fluids. The fumes can create a fire hazard or explosion.
- Do not store or use petrol or any other flammable vapors and liquids in the vicinity of any water cooler. The fumes can create a fire hazard or explosion.
- Do not use this cooler to chill any liquids other than approved spring water.
- Improper use of the grounded plug can result in the risk of electrical shock. Don't cut or remove the 3<sup>rd</sup> (ground) prong from the power cord under any circumstances.
- If the electric supply cord is damaged the cooler must not be used and the cord or plug must first be replaced by a qualified electrician.

- Plug the cooler into an exclusive properly installed and grounded electrical power outlet that is identical in voltage, cycle and phase to that specified on the serial number plate of the rear of the cooler.
- This water cooler is not suitable for outdoor use.

**This appliance is intended to be used in household and similar applications such as:**

- staff kitchen areas in shops, offices and other working environments;
- homes and farm houses;
- by clients in hotels, motels and other residential type environments;
- bed and breakfast type environments.

This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with this appliance.

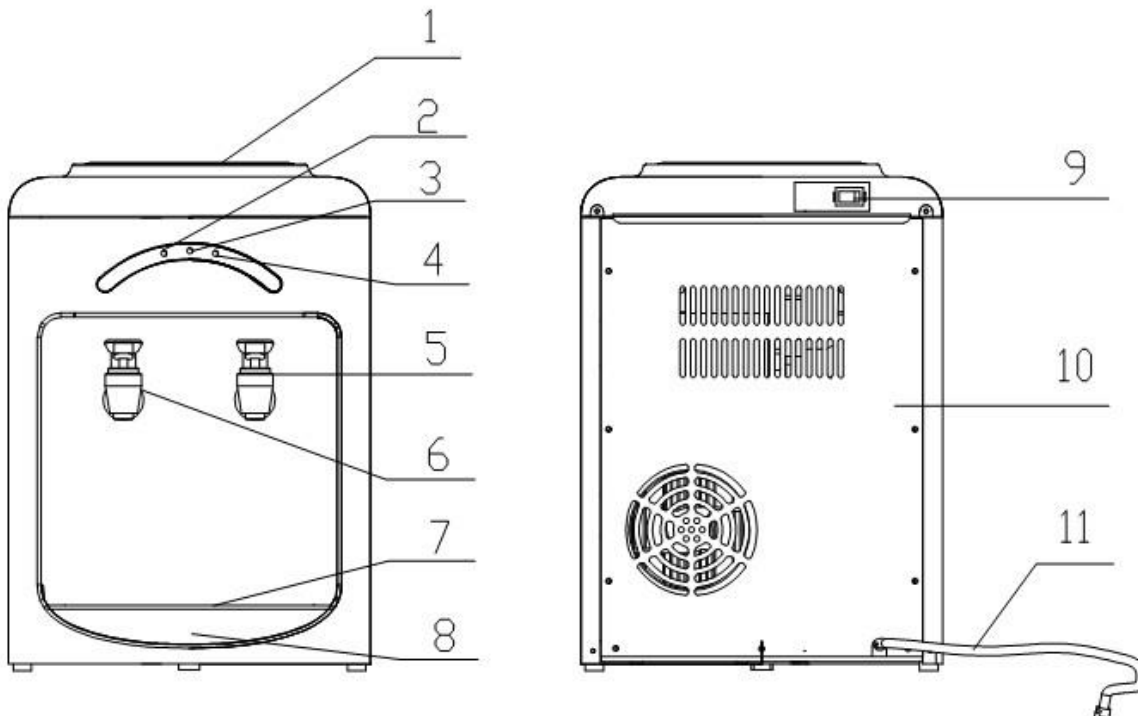
**CERTIFICATION**

This unit has been tested to AS/NZS60335.2.24 for electrical safety.  
 This unit has been tested for electromagnetic interference.

On the rear of the unit there are three marking plates:

- a) Serial number plate - stating the model, service contact details, voltage, amperage.
- b) Warranty numbers - which enables AQUA TO GO to trace back the date of manufacture and also obtain other information regarding its production and sale.

c) CE mark – the tick and



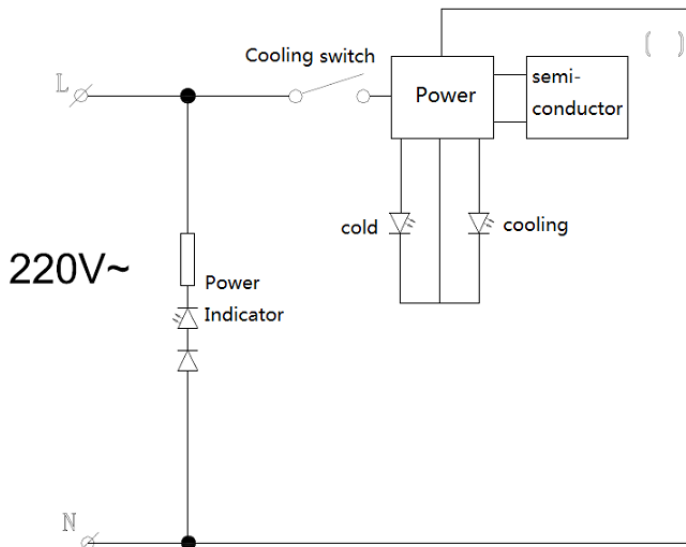
number indicates that the unit has passed EMC testing for electrical interference.

**WATER COOLER COMPONENTRY**

- |                            |                              |                       |
|----------------------------|------------------------------|-----------------------|
| 1. WATER INTAKE AND SPIKE  | 5. COLD WATER TAP (BLUE)     | 9. POWER SWITCH       |
| 2. POWER INDICATOR LIGHT   | 6. AMBIENT WATER TAP (GREY)  | 10. VENTILATION GRILL |
| 3. COOLING INDICATOR LIGHT | 7. REMOVABLE DRIP TRAY COVER | 11. POWER CORD        |
| 4. COLD INDICATOR LIGHT    | 8. REMOVABLE DRIP TRAY       |                       |

**WIRING DIAGRAM**

**PLEASE INSERT WIRING DIAGRAM**



**INSTALLATION GUIDELINES**

**COOLER PLACEMENT**

Place your water cooler, with height adjusted base attached, in an area that is:

- Close to a power point. Do not, however, plug it in yet.
- Inside and out of significant direct sunlight and away from any heating appliance.
- Well ventilated. Place cooler 5cm away from any wall.
- Able to safely support the weight of the cooler with a bottle of water fitted.
- Flat stable floor, which is dust and dirt free.
- Water safe for when usage drips occur or in the unlikely event of leakage.
- Always above freezing temperature (0°C).

Note: Always keep in mind safe manual handling procedures when moving the unit. Never lift or carry your cooler by its taps or with bottle installed. Such action may damage the taps and will void the product warranty.

### **A WATER SAFE AREA**

The purchaser (owner) acknowledges that water, like other liquids, can cause damage to surfaces and also create slip hazards. Do not place the water cooler on flooring or near electrical or other items that may get damaged by water. The purchaser takes full responsibility for placing the cooler in an appropriate position as per the guidelines above. The purchaser also acknowledges that any failure to address drips, leaks or spills is at their own risk.

### **LIFTING AND CARRYING YOUR WATER COOLER**

Don't lift or carry the cooler by its taps as this may cause them to break. Don't carry your cooler with a bottle fitted. Always carefully lift the cooler using your legs and not your back.

### **DON'T LET YOUR COOLER RUN DRY**

Never have the rear power switch on without water in the tank.

### **PRE RINSE INSTRUCTIONS**

Your water cooler has been pre-cleaned but the reservoir and water lines should be flushed with fresh tap or spring water AFTER it has been left to stand upright for 15 minutes.

- Keep the cooler unplugged from the power socket.
- Gently twist the water intake spike anticlockwise and lift off the top cover.
- Slowly pour into the water tank spring or fresh tap water until the water level is at least 5cm higher than the internal plastic plate. Let water settle for about two minutes.
- Press the grey and blue taps until water comes out from both.
- Plug the cooler into the electrical outlet and ensure the rear power switch is on. Both the power and cooling indicator lights on the front will light up at first.
- Now unplug the dispenser from the electrical outlet. Proceed to drain the water from the taps, one at a time, until no more water remains. To facilitate this procedure, use a large container/bucket.
- To put top cover back on, place into the slots, hold the spike and gently twist clockwise. Lift spike gently upwards to test that the top cover is now properly secured on the cooler.

**Note:** Your water dispenser has already been cleaned and sanitized, but in the unlikely case that there is a slight taste issue, place two tablespoons of baking soda into a bucket of hot fresh tap water, fill the water tank again, leave it over night, and then repeat the above pre rinse instructions.

### **FITTING AN AQUA TO GO PREMIUM SPRING WATER BOTTLE**

- Place your water cooler in an appropriate position.
- Read instructions on the bottle label and cap. Use a clean cloth to wipe over the cap and shoulder of the bottle.
- Carefully lift the bottle using your legs and not your back.
- Gently place and then lower the bottle onto the water intake spike and allow it to sit for 10 minutes.
- Plug in the power cord. Ensure the cooling power switch at the rear of the cooler is on.
- Press down on each tap to ensure water flows correctly. Grey for room temperature water, Blue tap for cold water.
- The Power LED light & Cooling LED light will initially be lit and when the cold water reaches its optimal temperature (allow up to 60 minutes) the Cold LED light will be lit.
- Store all spare bottles in a cool place, out of direct sunlight.
- Now you are ready to use your water cooler – Enjoy!



## **LED INDICATORS – POWER, COOLING, COLD**

To turn on the cooling operation, plug in the power cord, turn on the switch at the power outlet and on the back of the cooler.

- Power light (red) stays on when the machine is plugged into the power, power point is on and rear power switch is on.
- Cooling indicator (yellow) turns on when the machines thermo electric cooling system is running and turns off when the water reaches its factory set cooling temperature.
- Cold indicator (green) turns on when the machine has finished cooling and the water in the tank is at the factory set optimal drinking temperature. This light will turn off when the water in the tank warms up and the cooling system starts again.

## **TEMPERATURE CONTROL**

The thermostat is set to deliver water generally in the range 9°C to 12°C for cold water in a non humid room which is no greater than 25°C. Unit must be placed away from direct sunlight and any heater.

Water temperature will depend upon usage, room temperature and when the thermo electric cooling system last activated. Accurate temperatures are measured from the water flow and not from within the container that the water is dispensed. Any queries please contact the AQUA TO GO Service Centre ph 1300 760 474 or [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

## **ELECTRICAL CONNECTION**

- Plug the appliance into an exclusive, properly installed, grounded wall outlet. Do not under any circumstances alter this power plug.
- This appliance requires a standard 220-240-volt, 50Hz electrical outlet with three-prong ground.
- The cord should be secured behind the appliance and not left exposed or dangling as this might cause accidental injury.
- Do not use an adapter plug with this appliance.
- Do not use an extension cord with this appliance. If the power cord is too short, have a qualified electrician install an outlet near the appliance.

## **CLEANING YOUR WATER COOLER OR IF THERE'S A BAD TASTE**

We suggest you give your cooler a general clean at least every 2 months or earlier if you experience a bad taste in the water. In between general cleans we recommend that you remove and clean the spike disc and water tank with standard dishwashing detergent.

### General cleaning warning

DO NOT immerse the cooler in water. Do not hose the cooler. To prevent damage to the plastic parts, avoid abrasive cleaning aids such as steel wool. Before cleaning always unplug the cooler from the power socket and move to a water safe area in case you splash or water leaks. The top cover with spike, drip tray, and the cooler plastic casing can be cleaned in warm water with any non-abrasive household cleaner, such as a mild dishwashing liquid. Do not use bleach. Once a month inspect the plastic grill vents located on the back of the dispenser. When turned off, remove any accumulation of dust.

### To clean the stainless steel cooling tank and taps:

- Unplug the water cooler from the power and turn off both power switches on the rear of the cooler.
- Remove bottle and dispense all remaining water from both taps.
- Move water cooler to an area outside where when water flows no damage is caused.
- Unscrew the rear drain cap, which is located near the bottom of the water cooler casing. Be careful as the water will flow out and may make a mess.
- Leave the unit outside, and unplugged from the power, whilst you do the rest of the below steps.
- Hold onto the spike disk, twist it anti-clockwise and lift to reveal the water tank.



- Put tap water into the tank and flush through a couple of litres through the unit, which will come out the rear drain cap and the rest you can dispense from the taps.
- Now screw back on the rear drain cap.
- Mix 10ML (1/2 cap) of Milton anti-bacterial cleaning solution (available from most supermarkets) into 1 litre of hot water and pour this into the water tank until it is full. At this time please also clean the sides of the water tank. Now let the cooler sit over night with this cleaning solution in it.  
Alternatively – Fill the tank with hot tap water and mix in two tablespoons of baking soda, leave it overnight.
- Next morning unscrew the rear drain cap and flush through at least 2 litres of tap water, dispensing the rest of the water through the taps.
- Screw the drain cap back on.
- Put the water cooler back inside in the desired location and put a bottle back on the water cooler.
- Very Important – Now dispense a cup of water from blue tap, before you turn power on.
- Only then plug it back into the power and turn the rear power switch on.

Like all food grade dispensing products it is very important that your water cooler is always kept hygienically clean. Should you require any further cleaning advice please visit [www.aquatogo.com.au](http://www.aquatogo.com.au) or contact our customer service centre ph 1300 760 474 or [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

### STORING YOUR WATER COOLER

If the water dispenser will not be used for a long period of time:

- Unplug the power cord from the electrical outlet.
- Drain the water through the taps and then store away.

**Note:** Only transport and store your water cooler in an upright position.

### DISPOSAL OF WATER COOLER

At the end of its life this unit must be disposed of in a proper fashion. Any queries please contact your local waste disposal centre.

### TROUBLE SHOOTING GUIDE

Many common water cooler problems are easily fixed. Please read the below and if you still have an issues please call AQUA TO GO ph 1300 760 474 or [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

PROBLEM	POSSIBLE CAUSE
Water cooler does not operate.	Not plugged in or power switch off. Power switched off at rear of the water cooler. Power point not working. A circuit breaker has tripped or a fuse has blown.
Water cooler is not cold enough.	The water cooler does not have the correct clearances from the wall. Check that the cooling switch on rear of the cooler is ON. See page 8, Temperature Control.
Water cooler hot water is not hot enough.	Check that the heating switch on rear of the cooler is ON.
Cooling system turns on and off frequently.	The room temperature is hotter than normal. The temperature control is not set correctly. The water cooler does not have the correct clearances from the wall.
Water has bad taste, either at startup or after time when the cooler needs a clean.	Should you experience a bad taste please refer to cleaning instructions page 9. Your water dispenser has been cleaned and sanitized before leaving the factory, but in case a taste problem develops, fill the tank with hot water and mix in two tablespoons of baking soda, leave overnight and rinse out with

	fresh tap water the next day. Further issues please ph 1300 760 474.
Water doesn't flow from tap.	Let the water cooler sit with a bottle on top for 1hr. It can take up to a 2 minutes for the first cup of water to flow from either taps. There may be air blockage: a) Lift the bottle up and let air into bottle. b) Slowly rock the bottle and water cooler from side to side. Not sufficient water in tank or bottle. Water intake may be blocked. A water tube may have a kink. Please contact Aqua To Go service centre ph 1300 760 474.
Water leak from bottom of the cooler.	Bottle may have a small pin hole leak. Remove bottle and drain water from the cooler via the taps. Let cooler sit overnight and then try a new bottle.
Water leak from taps.	Taps may be loose. Tighten the leaking tap slightly by turning clockwise or if this doesn't work remove bottle, drain the water, unscrew the tap anticlockwise fully. Examine the inside of the tap to see if it is clear of blockage and then put it back on screwing it clockwise. If you need a new tap please contact us ph 1300 760 474 or <a href="mailto:service@aquatogo.com.au">service@aquatogo.com.au</a>
Vibrations.	Check to ensure that the water cooler is level. Try your water cooler on another floor surface and see if the vibrations stops.

### LIMITED WARRANTY

#### AQUA TO GO "AQUA" COLD/AMBIENT COOLER. MODEL: ATGABTCOOL

#### PLEASE REGISTER WARRANTY NOW

At time of purchase please register your water cooler warranty at [www.aquatogo.com.au](http://www.aquatogo.com.au) . When you register you will be automatically entered into the AQUA TO GO monthly prize draw.

A complete set of terms and conditions, and further care and maintenance information, can be viewed at [www.aquatogo.com.au](http://www.aquatogo.com.au)

For any queries or concerns please contact the AQUA TO GO Service Centre. Please have ready at this time your cooler serial and batch number, which are the numbers located on the small warranty sticker on the rear of your cooler, and your proof of purchase receipt.

#### TERMS AND CONDITIONS

This warranty is "limited" to a water cooler installed within restricted locations, such as residences or

offices. This warranty does not cover components that are not factory installed nor if this water cooler is resold or rented.

### **INSTALLATION AND OPERATION**

This Limited Warranty applies only when the water cooler is installed and operated in accordance with these written instructions and as per any information found at [www.aquatogo.com.au](http://www.aquatogo.com.au)

This warranty does not apply to the cooler if, on examination by the place of purchase or an agent of AQUA TO GO, it is found to have been subject to an accident, modifications, unauthorized adjustments to factory settings, abuse, misuse, misapplications, corrosive type atmospheres, abnormal/excessive use or operated without water.

### **WARRANTY TERM**

AQUA TO GO warrants the complete water cooler unit excluding taps, which are considered to be a consumable, to be free from material defects under normal use for a period of 1 year from date of purchase. A proof of purchase receipt must be provided at time of a warranty claim.

### **OWNER/CUSTOMER OBLIGATION**

The owner has the obligation and responsibility to diagnose and/or make minor adjustments if specifically requested to do so by AQUA TO GO or its agent. Where deemed appropriate, parts may be sent to the owner for fitting by the owner. The owner agrees to reimburse the authorized service centre/agent for any repair not covered by the terms of this Limited Warranty. The owner also has the obligation and responsibility to return the cooler, with proof of purchase receipt, to its place of purchase if it is found to be defective during the warranty period.

### **PRIOR TO THE RETURN OF THIS PRODUCT**

Please contact the AQUA TO GO Service Center to discuss your concern or query prior to contacting the place where you purchased the product.

### **AQUA TO GO CUSTOMER SERVICE CENTRE CONTACTS**

#### **HAVE A QUESTION?**

For the most up to date information about this product and the rest of the AQUA TO GO product range please visit [www.aquatogo.com.au](http://www.aquatogo.com.au)

Ph: 1300 760 474

Or email [service@aquatogo.com.au](mailto:service@aquatogo.com.au)

Imported and limited warranty provided by Crafiti (HK) Co Ltd, under AquaToGo licence

# AQUA<sup>®</sup> TO GO

PREMIUM SPRING WATER

## AQUA TO GO - The Healthier Bottle

-  **BPA Chemical Free** Whereas the standard blue polycarbonate water cooler bottle contains BPA and is reused and refilled. Bisphenol A (BPA) has been linked to cancer, heart disease and diabetes, and has been banned in some products in some countries. Read more at [www.aquatogo.com.au](http://www.aquatogo.com.au)
-  **Hygienic One Use**
-  **100% Recyclable**

### AQUA TO GO - Delivery Made Easy

Phone 1300 633 423 – [www.officeworks.com.au](http://www.officeworks.com.au)

Or pickup from any Officeworks store.

### AQUA TO GO – Register Your Warranty

Please now validate your product warranty and enter our competition at [www.aquatogo.com.au](http://www.aquatogo.com.au)