

**AQUA
TO GO**
PREMIUM SPRING WATER

VERA

HOT AND CHILLED BENCH TOP WATER COOLER

Thermo electric cooling, suits
home or light use

Heats water 88°C to 95°C

Chills water 8°C to 12°C

Safety hot tap for tea & coffee

Metallic silver finish

Fits all standard water cooler
bottles

1 year warranty

* See top carton flap for operating conditions and water temperature performance. Bottle not included. 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. IF ANY FAULTS

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 before you contact Officeworks. AQUA TO GO contact details – ph 1300 760 474 or service@aquatogo.com.au

3. REGISTER YOUR WARRANTY NOW

Please register within 48hrs of purchase your product warranty at www.aquatogo.com.au

4. COOLER PLACEMENT

Place your water cooler in an area that is:

- Not humid and has a room temperature less than 26°C.
- Close to a power point. Do not, however, plug it in yet.
- Out of significant direct sunlight and away from any heating appliance.
- Well ventilated. Place cooler at least 10cm away from any wall.
- Able to safely support the weight of the cooler with a bottle of water fitted.
- Dust and dirt free. On a secure bench not on the ground.
- Water safe for when usage drips occur or in the unlikely event of leakage (see p.5).

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 about 2 litres of fresh tap or spring water into the tank and then empty this water into a large container using the red tap, then blue tap. Ensure the top cover is then properly secured back on - place into the slots, hold the spike and gently twist clockwise. If the water dispensed has a bad taste then please refer to cleaning section of this manual.

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. Store all spare bottles in a cool place, out of direct sunlight.

7. DISPENSE A CUP OF HOT WATER BEFORE YOU TURN ON POWER SWITCH

Dispense a cup of water from the red child safety hot tap prior to plugging into the power and turning on the heating and cooling switches on the back of the cooler. Never leave switches on without a full tank of water. To operate the red safety tap please read p5.

8. WATER TEMPERATURE

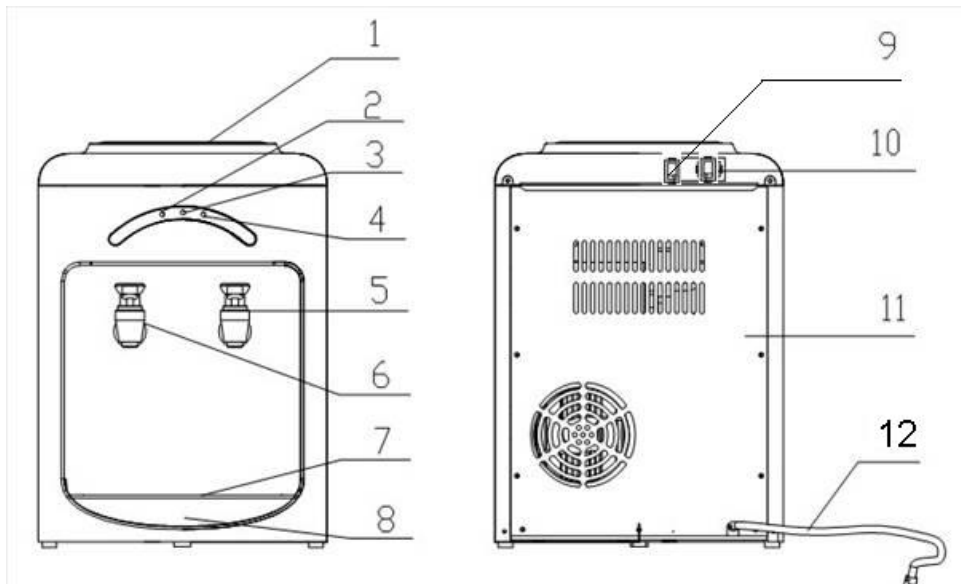
Let your water cooler run for 10 minutes to achieve optimal hot water temperature and 1 hour to achieve optimal cold water temperature. Press the blue tap for cold water and the red tap for hot water.

YOU ARE NOW READY TO ENJOY YOUR PREMIUM SPRING WATER

Please also read, in particular, the following sections:

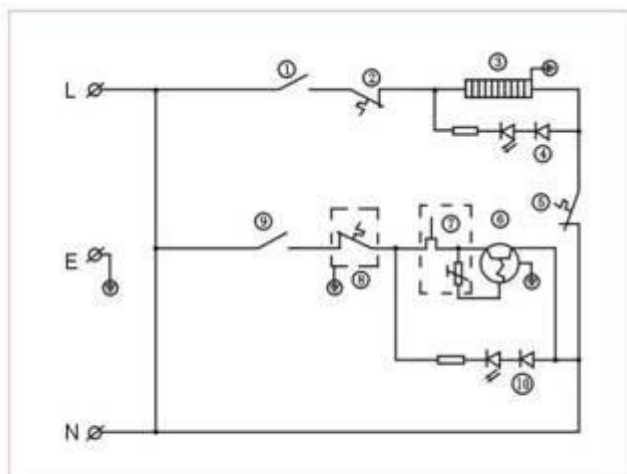
Cleaning (p.8), Troubleshooting (p.9), Limited Warranty (p.10), Customer Service Centre Contacts (p.10)

WATER COOLER COMPONENTRY



- | | | | |
|---|-------------------------|----|---------------------------|
| 1 | WATER GUARD | 7 | REMOVABLE DRIP TRAY COVER |
| 2 | POWER INDICATOR LIGHT | 8 | REMOVABLE DRIP TRAY |
| 3 | COOLING INDICATOR LIGHT | 9 | HOT SWITCH |
| 4 | COLD INDICATOR LIGHT | 10 | COLD SWITCH |
| 5 | HOT WATER FAUCET | 11 | VENTILATION GRILLE |
| 6 | COLD WATER FAUCET | 12 | POWER CORD |

WIRING DIAGRAM



PARTS AND FEATURES

SPECIFICATIONS

Hot/Cold Model:	ATGVBTCOOL
Voltage:	220-240V AC/1PH/50 Hz.
Water Cooler Size:	37cm (H), 27.5 cm (W), 25cm (D)
approx Shipping Weight:	3.7kg approx

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

CERTIFICATION

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

This unit has been tested for electromagnetic interference.

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 contact our customer service centre promptly (see page 10). Any such claim must be made within 72hrs of purchase.

REGISTER YOUR WARRANTY NOW

Please register within 48hrs of purchase your product warranty at www.aquatogo.com.au

At this time you will also be automatically be entered into the AQUA TO GO monthly competition.

CHILD SAFETY RED HOT TAP



Dispense a cup of water from the hot tap, before plugging into the power socket and turning on the heating and cooling switches on the back. Your cooler is fitted with a child safety hot tap. To operate this tap squeeze the back and front of the red lever together and at the same time push the lever down. It may take up to 30 seconds for the water to flow after installing a new bottle. Be careful as once the heating switch is on, the water will quickly become very hot.

IMPORTANT SAFETY INSTRUCTIONS

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

- Children should be supervised to ensure that they do not play with this appliance.
- Read all instructions before using the water cooler.
- 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 this or any other 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. If the power cord is damaged have it replaced by a certified electrician.
- Plug the cooler into an exclusive properly installed and grounded electrical power outlet.
- This water cooler is not suitable for outdoor use.

INSTALLATION GUIDELINES

COOLER PLACEMENT

Place your water cooler, in an area that is:

- Not too humid, with a room temperature less than 26°C.
- 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 and dust/dirt free. Place cooler at least 5 cm away from any wall.
- Secure bench that can 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.

Note: Never lift or carry your cooler by its taps or with bottle installed. Such action may void warranty.

A WATER SAFE AREA

The purchaser (owner) acknowledges that water, like other liquids, can cause damage to surfaces and also create slip hazards. 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. Such action may cause harm and void your product warranty.

DON'T LET YOUR COOLER RUN DRY

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

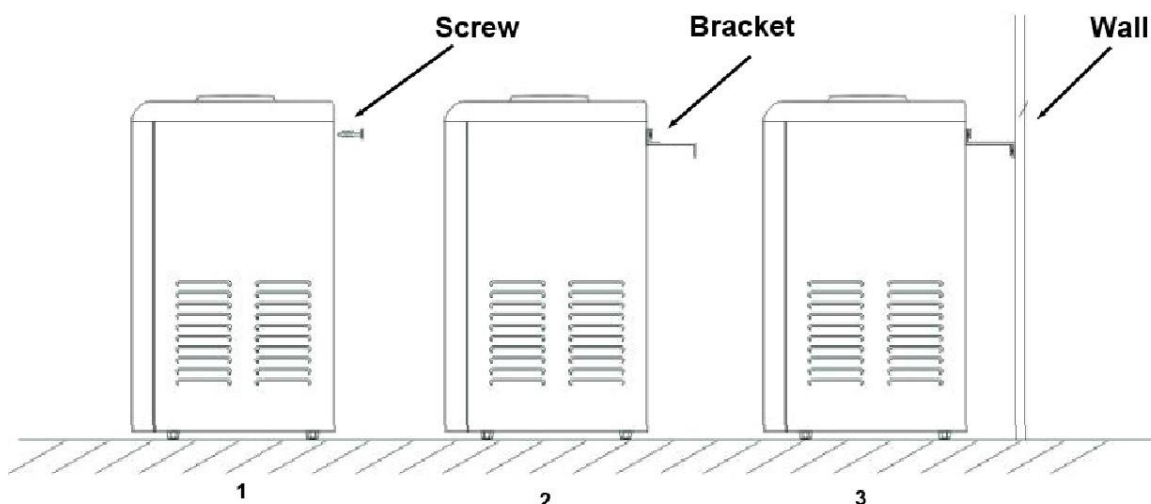
FIXING YOUR WATER COOLER TO A WALL

To create greater stability for your water cooler you can fix the unit to a wall or similar solid structure. Wall fixing parts, bracket and screw, are supplied in the box with your water cooler.

1. On the rear of your water cooler remove the top left screw, located to the far left of the hot and cold power switches (Diagram 1)
2. Install the bracket back onto the rear of the cooler body in the same place where you removed the screw, using the removed screw. Ensure that the screw is tight. (Diagram 2)
3. Fix the other end of the bracket onto a wall or similar solid structure. (Diagram 3)

Please Note: If you drill or screw into a wall it is critical to ensure that you do not interfere with any wiring, pipes or other matter inside of the wall. If you need assistance to do this please engage the services of a qualified tradesperson.

WALL FIXING DIAGRAMS



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.

- 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 about 2 litres of fresh water. Let water settle for about two minutes.
- Press the hot water safety tap (red) until water comes out (may take up to 30 seconds), then stop.
- Unplug the cooler from the electrical outlet. Proceed to drain the water by using the cold tap (blue) 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 sanitised, but in the unlikely case that there is a slight taste issue, mix two tablespoons of baking soda into a small bucket of warm/hot fresh tap water, fill the water tank with this, leave it in the cooler over night, and then repeat the (above) pre rinse instructions.

FITTING AN AQUA TO GO PREMIUM SPRING WATER BOTTLE

- Your cooler should be first be placed in its appropriate position.
- Read any instructions on the bottle and bottle cap.
- Use a clean cloth to wipe over the cap and shoulder of the bottle.
- Gently place and then lower the bottle onto the water intake spike.
- Allow the water to stand for about 2 minutes.
- Wipe off any water which may have splashed on the cooler casing. Do not let water run inside the casing.
- Dispense a cup of water from the red hot tap (it may initially take up to 30 seconds to flow).
- Plug in the power cord. Now turn on the power outlet switch and the two rear switches on the cooler.
- Allow up to 1hr to reach optimal temperature. Press down on each water tap to ensure water flows. Red tap – hot water. Blue tap – cold water.
- Store all spare bottles in a cool place, out of direct sunlight.
- Now you are ready to use your water cooler – Enjoy!

HOT WATER CONTROL

Dispense one cup of water from the hot tap prior to turning on the red heating switch on the rear of the cooler (never run your cooler dry). The red (hot) indicator will then be lit and the heating process will start. When the water reaches the appropriate temperature the red (hot) indicator will turn off. When the temperature goes down to approx 80°C, the red indicator will glow again and another heating process will start. To save electricity and extend the life of your water cooler you can turn off the hot power switch if you don't need hot water for any lengthy period of time, as it will heat quickly once turned on again. It's best though to leave the cold power switch on because the cooling system takes much longer to reach its optimal temperature.

COLD WATER CONTROL

To turn on the cooling operation turn on power outlet and the green switch on the back of the cooler. The green (cold) indicator will stay lit whilst the cooling process is on. Once the water reaches the appropriate temperature the green (cold) indicator will turn off and will remain unlit until the cooler starts the cooling process again.

TEMPERATURE CONTROL

Thermoelectric water coolers are designed to work in non humid environments, in rooms with temperatures no greater than 25°C. A harsh environment will have a significant impact on the performance of this model. In appropriate room conditions the thermostat is set to deliver water generally in the range of 8°C to 12°C for cold water. Water temperature will depend upon usage, room temperature, humidity and when the cooling system last cycled/activated. Accurate temperatures are measured from the water flow and not from within the container that the water is dispensed.

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 or power board 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 WATERCOOLER

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.
- Put the bottom 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 red hot tap, before you turn power on.

Only then plug it back into the power and turn the rear power switch on

STORING YOUR WATER COOLER

If your water cooler will not be used for a long period of time,

- Unplug the power cord from the electrical outlet.
- Drain the water through the drain caps underneath the water cooler base (be careful with the hot water and once fully drained do not forget to fix it back securely) and then store away.

- When you are ready use your water cooler again you must fill the tank and dispense a cup of water from the red hot tap before you turn the power back on.

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

ATTENTION - 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.

TROUBLE SHOOTING GUIDE

Any Queries? Please Contact Aqua To Go service@aquatogo.com.au or Ph: 1300 760474

PROBLEM	POSSIBLE CAUSE
Water doesn't flow from tap.	<p>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. Hot tap is a child safety tap – see below regarding how to use. 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.</p>
Water cooler is not cold enough.	<p>The water cooler does not have the correct clearances from the wall. Too much water has been dispensed within a short period of time. Wait for the cooling system to re-recycle. The room temperature is too hot (greater than 25°C) or too humid. Find a cooler location for your water cooler. See page 7, Temperature Control for more information.</p>
Hot water is not hot enough.	<p>Check that the heating switch on rear of the cooler is ON.</p>
Water leak from bottom of the cooler.	<p>One of the drain plugs underneath the water cooler may have come loose, please refit it securely. Bottle may have a small pin hole leak. Remove bottle and then try a new bottle.</p>
Water leak from taps.	<p>Taps may be loose. Tighten the leaking tap slightly by turning clockwise. A replacement tap will be supplied if required.</p>
Water has bad taste.	<p>Your cooler has been pre cleaned, but in the unlikely event that you experience a bad taste please refer to pre rinse instructions page 7. If this taste continues: (1) turn off the power (2) empty the unit from the drain plugs underneath - be very careful when opening the hot water drain plug (3) flush 2 litres of clean tap water right through the system (4) put plugs back in place securely (5) fill the tank with hot water and two table spoons of bi carb soda and leave over night. (6) next day follow steps 2 to 4 again. Now ensure you dispense a cup of water from the hot tap prior to turning the rear power switches back on.</p>
<p>Can't work the child safety red hot tap.</p> 	<p>Squeeze the back and front of the lever together and at the same time push the lever down. It may take 30 seconds initially for water to flow. Also ensure that there's a water bottle on top or that the water tank is nearly full, as otherwise the tap will not work. Caution: The water from the red hot tap and the hot drain pipe is very hot, so please be careful.</p>
Water cooler does not operate	<p>Not plugged in or power switch off. Power switched off at rear of the water cooler. Power point not working, try another point. A circuit breaker has tripped or a fuse has blown.</p>

LIMITED WARRANTY

AQUA TO GO BENCH TOP COOLER. MODEL: ATGVBTCOOL

PLEASE REGISTER WARRANTY NOW

At time of purchase please register your water cooler warranty at 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

For any queries or concerns please first contact the AQUA TO GO Service Centre (see below). Please have ready at this time your cooler serial and batch number, which are the numbers located on the small 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 homes or offices. This warranty does not cover resold or rented units nor where alterations to the unit have been made post factory.

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

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 rental, an accident, modifications, unauthorised adjustments to factory settings, abuse, misuse, misapplications, corrosive type atmospheres, harsh environments e.g. high humidity or ambient room temperatures >25°C, or abnormal/excessive use, or if the unit is operated without water first being dispensed from the hot tap i.e. no water in the hot tank and the unit is or has been boiled dry.

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 authorised 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 Officeworks.

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

Ph: 1300 760 474

Or email service@aquatogo.com.au

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PREMIUM SPRING WATER

AQUA TO GO-The Healthier Bottle

Chemical free
Hygienic One Use
100% Recyclable

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

AQUA TO GO - Delivery Made Easy

Phone 1300 633 423 – 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