

AQUA[®] TO GO

PREMIUM SPRING WATER

COLD/AMBIENT WATER COOLER-VITA

IMPORTANT

- 🌀 **Before Use** - Please read and follow all safety and operating instructions.
- 🌀 **Queries or Faults** - Please read trouble shooting page and contact Aqua To Go Service before contacting Officeworks. Ph 1300 760 474 or service@aquatogo.com.au
- 🌀 **Water Delivery** - Please call 1300 633 423 or www.officeworks.com.au/aquatogo
- 🌀 **Warranty** - Don't forget to register your warranty at www.aquatogo.com.au
- 🌀 **Extension Base** - Fit base before inserting a bottle.
- 🌀 **Water safe** - Place your water cooler where it will not cause harm should it leak or drip water.
- 🌀 **Don't Run Dry** - Don't leave the rear power switch on without water in the tank.
- 🌀 **Safe Carrying** - Never lift or carry your cooler by the taps, nor move with bottle installed.
- 🌀 **Cup Dispenser** - Officeworks sell this, it's specially designed to fit your cooler.



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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

3. REGISTER YOUR WARRANTY NOW

Please register, within 2 days of purchase, your product warranty at 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 15cm 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. FIT BASE EXTENSION – see page 7 & 8

6. 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.

7. 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.

8. TURNING ON AND WATER TEMPERATURE

Let your water cooler sit for 1hr then turn on rear power switch. Allow your water cooler to 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

PARTS AND FEATURES

SPECIFICATIONS

Model Name:	Vita Cold/Ambient Floor Standing Water Cooler
Model Number:	VITA
Voltage:	220-240V AC/1PH/50 Hz.
Water Cooler Size:	30*32*98CM
Shipping Weight:	13.5kg approx
Rated Frequency:	50Hz
Rated Power Input (total):	88W
Rated Power Input (cooling):	0.7A
Climate Class:	T
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, 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 3rd (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

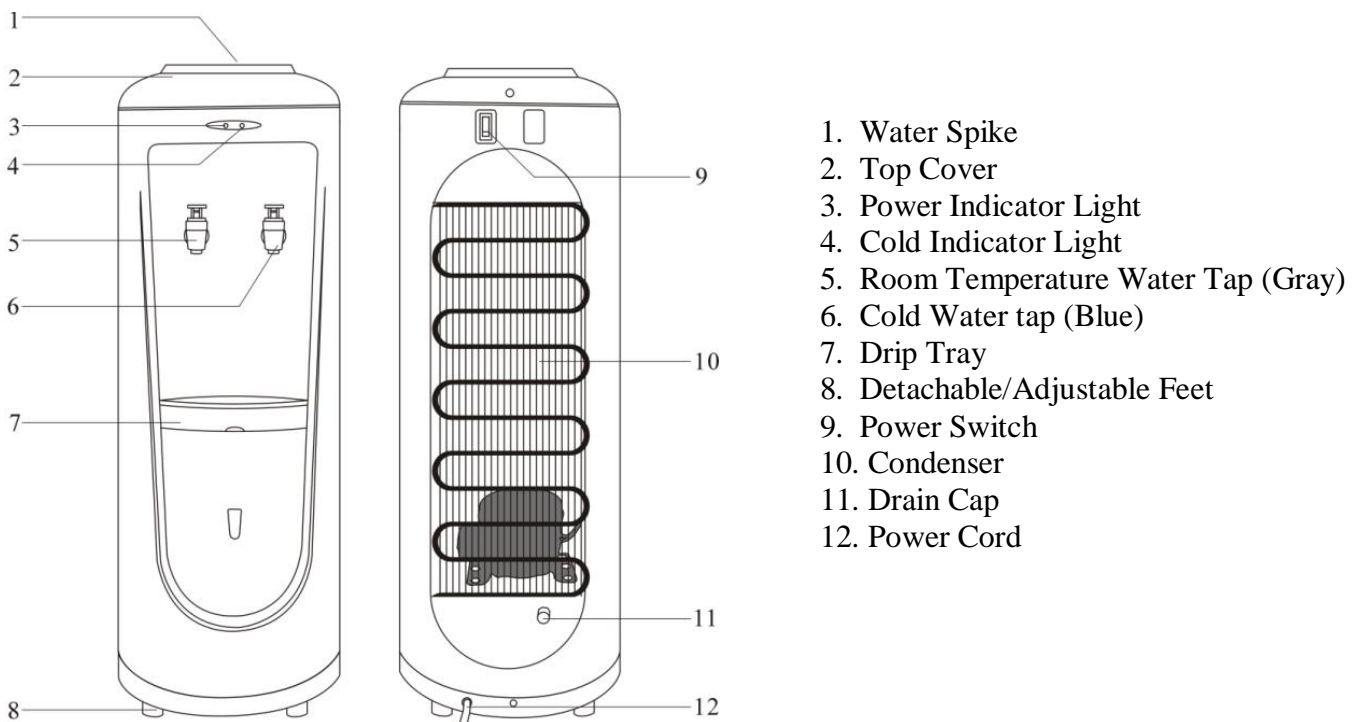
This unit has been tested to AS/NZS60335.2.24 for electrical safety.

This unit has been tested for electromagnetic interference.

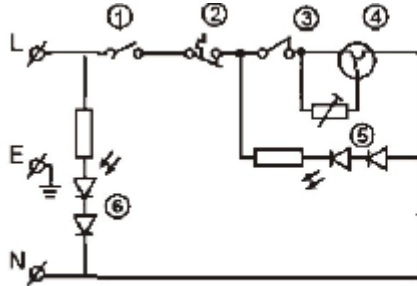
On the rear of the unit there are three marking plates:

- 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



WIRING DIAGRAM



1	COOLING SWITCH (GREEN)
2	COOLING THERMOSTAT
3	OVER HOT PROTECTOR
4	COMPRESSOR
5	COLD INDICATOR (GREEN)
6	COOL INDICATOR (GREEN)

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 15cm 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.

FITTING THE HEIGHT EXTENSION BASE

Your water cooler has been supplied with a height adjustment base to improve water tap accessibility. The base requires simple assembly as shown below.

Parts provided:

1 Front Panel and 1 Back Panel

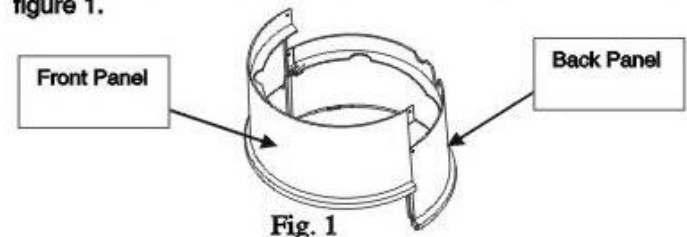
1 Stability Ring (located on the top foam cover, underneath the top box flaps)

2 Thick Screws and 2 Thin Screws (located in the bag with this instruction manual)

Remove all parts and packaged materials from the box.

1) Align both the front and the back panels of the base and assemble as shown in Figure 1.

figure 1.

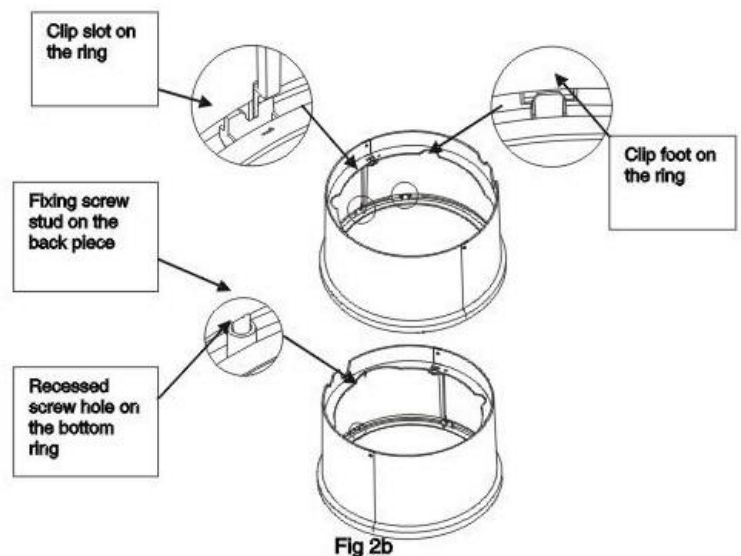
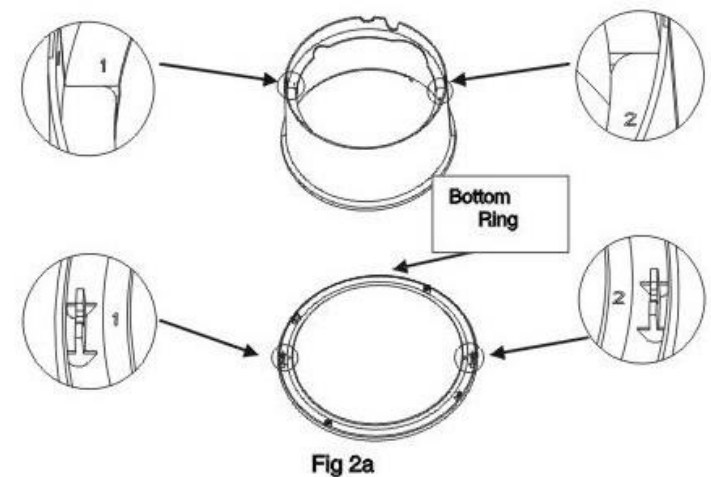


2a) Align the assembled base to the bottom stability ring as shown in Figure 2a. Make sure

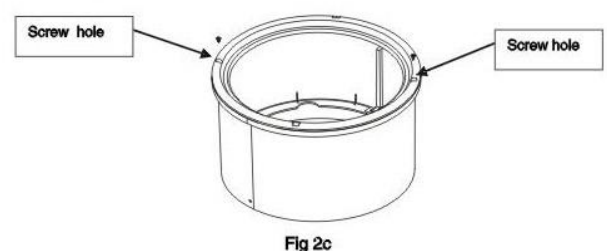
the markings "1" and "2" on the base match the "1" and "2" markings on the stability ring.

Note: These parts must be aligned correctly for the unit to be properly assembled. If the base is not aligned to the stability ring correctly, the retaining clips can be permanently damaged and cause the base to be un-useable.

2b) Make sure that the clips on each side of the base and the screw holes align correctly. Then insert the clips into their respective slots on the stability ring, as shown in Fig 2b.



2c) Once you have joined the assembled base and the stability ring together, use the 2 thin screws provided to firmly secure the stability ring to the base as shown in Fig 2b (above) and Fig 2c.



3) Place the water cooler on the assembled base. Be sure

the power cord fits securely through the cutout in the back panel. Line up the join-line in the cooler casing with the join-line in the extension base, so as to find the screw hole. Firmly secure the base to the water cooler using the 2 thick screws provided.

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 1hr.

- 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 one tablespoon of baking/bi-carb soda into a bucket of hot fresh tap water, fill the water tank again, leave it overnight, 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 & Cold 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 turn off.
- 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 AND 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 (yellow) stays on when the machine is plugged into the power, power point is on and rear power switch is on.
- Cold indicator (green) turns on when the machines cooling system is running and turns off when the water reaches its factory set cooling temperature.

TEMPERATURE CONTROL

The thermostat is set to deliver cold water generally in the range 6°C to 10°C, with the unit in a 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 cooling system last activated. Accurate temperatures are measured from the water flow and not from within the container that the water is dispensed. If you feel that the water temperature is not cold enough or have any queries please contact the AQUA TO GO Service Centre ph 1300 760 474 or 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 thorough 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 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 coils located across the back of the dispenser. Vacuum any accumulation of dust or clean it with a hard brush.

To clean the stainless steel cooling tank and taps:

- Unplug the water cooler from the power and turn off power switch 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 30ML (1 & 1/2 caps) of Milton anti-bacterial cleaning solution (available from most supermarkets) into 3 litres 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 overnight with this cleaning solution in it. Alternatively – Fill the tank with hot tap water and mix in two tablespoons of baking/bi-carb 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 experience any concerns or require further cleaning advice please visit www.aquatogo.com.au or contact customer service on ph 1300 760 474 or service@aquatogo.com.au

FITTING THE AQUA TO GO CUP DISPENSER (optional purchase)

A cup dispenser may be installed by using the mounting holes located on either the left or right side panels of the cooler. The AQUA TO GO cup dispenser is specifically designed for this model's curved shape and comes equipped with a special mounting bracket. Along with cups it can be purchased from Officeworks.

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

PROBLEM	POSSIBLE CAUSE
Water cooler does not operate.	Not plugged in or wall power switch off. Power switched on 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 9, Temperature Control or call 1300 760 474 service@aquatogo.com.au
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. Further issues please ph 1300 760 474.
Water doesn't flow from tap.	Let bottle sit on top for 30 minutes then it can take up to 2 minutes for the first cup of water to flow from either taps. Air blockage – lift bottle up to let air in or let water flow from rear drain cap. If this doesn't fix it then please contact Aqua To Go. 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.
The water cooler seems to make too much noise.	The rattling noise may come from the flow of the refrigerant, which is normal. As each cycle ends, you may hear gurgling sounds caused by the flow of refrigerant in your water cooler, which is normal. Contraction and expansion of the inside walls may cause slight popping and crackling noises, which is normal. The water cooler is not level.
Water leak from bottom of the cooler. Water leak from taps.	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. Or you can remove the spike, pour tap water directly into the tank and see if it still leaks i.e. no bottle on top. 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 service@aquatogo.com.au
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 COLD/AMBIENT COOLER MODEL:VITA

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 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

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

Ph: 1300 760 474

Or email service@aquatogo.com.au

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AQUA[®] 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)

 **Hygienic One Use**

has been linked to cancer, heart disease and diabetes, and has been banned in some products in some countries.

 **100% Recyclable**

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