



For any needed assistance please call 1-866-872-5722

Aquverse Water Cooler Installation and Troubleshooting Instructions

****Warning do not plug water cooler in until water bottle is in place and dispensing water through the faucets****
Installation can be completed easily even without much knowledge of basic hardware and plumbing.

If you do not own the property where the unit will be installed, you need to contact the owner and obtain approval before you install your cooler. If you are not comfortable with the installation procedure it is recommended to have a plumber complete the install for you.

Items You Need



- Phillips head screw driver
- Very sharp pair of scissors or a very sharp knife to cut tubing
- Zip Ties (provided in water line kit)
- Poly Tubing (provided in water line kit)
- Water filter

- Angle stop fitting (size depends on your water source, adaptable fitting provided in water line kit)
- Adjustable crescent wrench
- Quick connect (2 sided coupler for poly line, provided in water line kit)
- Drill with a 3/8 bit

Note: You will not need plumbers tape for any of the parts

Cooler Set Up

First Steps
Determine where your cooler is going to be located and place it close to the determined area
DO NOT PLUG IN
A local handyman can perform the install or you can obtain the following items at your local hardware store:
If you have not purchased the water line kit, and would like to do so please go to www.costco.com (keyword search = Aquverse Water Line Kit)
If you have purchased The water line kit or obtained the necessary parts please proceed with installation instructions


Attaching Filter

STEP 1		Remove the drip tray by pulling towards you
STEP 2		Remove the two screws located at the bottom of the cabinet on the front of the cooler
STEP 3		Push the cabinet cover down and pull towards you
STEP 4		Attach filter to filter head by pushing in, and turning to the right until it stops


Re-attaching Front Cabinet

Place the bottom of the cabinet cover over the plastic L-shaped clips at the bottom of the cooler and press down gently		STEP 1	
Push the top of the cabinet cover into place and let slide up naturally		STEP 2	
Insert the two previously removed screws into the bottom of the cabinet cover		STEP 3	
Re-attach the drip tray by pushing in		STEP 4	


Locate Water Source

STEP 1  A water source looks like this. It can be typically found underneath the closest sink to where you would like to place your cooler

Locate the cold water source

STEP 1  Make sure that the water source you will work with is connected to the cold faucet on your sink by a water line hose. The cold faucet can be determined by turning on the cold faucet and connecting to that water line hose


To confirm you are using the cold water please shut off the water source valve and turn on your cold water faucet. No water should come out.

 STEP 2













Confirm Your Water Source Is Off

STEP 1  Turn the valve clockwise to shut off the water

Drain the water from the faucet by turning on the hot and cold faucets until no water is running

 STEP 2



Installing Water Line Kit




STEP 1 	Unscrew the cold water line hose from the shut off valve (you will have a few ounces of water remaining in the hose that will drip out)	Run tubing from water source to cooler. If water source is located in a cabinet then you will need to drill a small 3/8 inch hole into the front corner to run the tubing underneath the cabinet.		STEP 7
STEP 2 	Attach the angle stop to the shut off valve, if the fittings connect correctly skip the next step	Use the Water Line Kit clips to affix the tubing underneath the cabinet alongside kick plate, or along wall to help keep out of sight.		STEP 8
STEP 3 	If the fittings do not connect then you most likely have a 3/8 inch fitting and will need the required adapter	Determine if you have excess waterline running from your water source, and if so cut the poly tubing to the correct length		STEP 9
STEP 4 	To use the adapter simply screw the adapter into the end of the angle stop that will connect to the water source hose	Connect the two sided quick connect to the water line running out of the bottom back corner of your water cooler.		STEP 10
STEP 5 	Attach the cold water line hose to the angle stop	Connect the tubing into the two sided quick connect provided in the waterline kit.		STEP 11
STEP 6 	Insert water line kit tubing into quick connect on angle stop	Once the water lines are connected, turn the water source back on and check for leaks. You might here a filling noise from the cooler, but this is temporary, and will not occur often		STEP 11

When finished with the above steps you should have tubing running from the angle stop

that is attached to the water shut off valve(water source) to the filter. Then tubing from the filter into the cooler.

Wait a minimum of 30 minutes after you turn on the water source before plugging in filter

Prep cord for plug in			
STEP 1		UnscREW the back of the top of your cooler 1/2 way (you do not need to unscrew completely)	Remove cord and plug into an outlet
STEP 2		Depress the back of the top of the cooler and pull up.	Install the to cover of cooler back in its original position
			<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;">NO IMAGE AVAILABLE</div> <div style="text-align: right;">STEP 3</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;">STEP 15</div> </div>




Flushing the Filter			
STEP 1		You must flush water through the filter to wash excess carbon out before drinking (this is commonly referred to as priming the filter, and is required)	<p>There is no danger in drinking the water with the carbon residue discoloring the liquid, however for the freshest tasting and looking water it is beneficial to flush the system.</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;">NOTE</div> </div>
STEP 2		To do this please flush two gallons (approximately 10 glasses of water) through the cooler until the water is clear in color	

Begin Using Your Cooler


You may begin to use the cooler immediately however it can take approximately 1 hour for the cold tank, and hot tank to take effect and chill or heat the water in your cooler

Cooler Set Up


What To Do If

Cooler Is Not Dispensing any Water			
STEP 1		Confirm that cooler is not frozen by checking inside water tank, and determining if water is frozen. If frozen unplug the water cooler and let thaw, then proceed to the next step. If your cooler is not frozen skip ahead to step 3	<p>Check faucets to determine if water is blocked by any obstructions</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;">STEP 3</div> </div>
STEP 2		Only if your cooler has frozen turn the cold water thermostat down by turning a 1/4 turn counter clockwise.	


Cooler is dispensing water but it is not chilled

<p>STEP 1</p> 	<p>Check that cold water thermostat is not turned to the off position (picture shows thermostat in factory set "ON" position. The "OFF" position would be a 1/3 turn counter clockwise</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 3</p>
<p>STEP 2</p> <p>NO IMAGE AVAILABLE</p>	<p>Determine whether the compressor is working by putting your ear close to the top of the cooler (if you hear silence, the compressor is not working, if you hear a humming noise the compressor is working)</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 4</p>


Cooler is dispensing water but it is not Hot










<p>STEP 1</p> 	<p>Check the back of the cooler, and make sure the hot tank switch is in the on position</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 4</p>
<p>STEP 2</p> <p>NO IMAGE AVAILABLE</p>	<p>If hot tank switch is on then you will need to reset the hot tank (this can be tripped to the off position much like a circuit breaker, if the cooler is plugged in before water is filled into the tank)</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 5</p>
<p>STEP 3</p> <p>NO IMAGE AVAILABLE</p>	<p>Reset the hot tank by first unplugging the water cooler, then proceed to the next steps</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 6</p>

Water Is Leaking











<p>STEP 1</p> <p>NO IMAGE AVAILABLE</p>	<p>Identify the source of the leak (i.e. internal, faucets, or top)</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 3</p>
<p>STEP 2</p> 	<p>If the faucets are the source of the leak, check to make sure the faucets have been screwed on completely. If still leaking, drain the cooler of water and remove the faucets, and make sure the gaskets around the water spigots are in good condition</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 4</p>

Cleaning Your Water Cooler

<p>STEP 1</p> <p>NO IMAGE AVAILABLE</p>	<p>Turn the water source off</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 9</p>
<p>STEP 2</p> <p>NO IMAGE AVAILABLE</p>	<p>Unplug cooler</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 10</p>
<p>STEP 3</p> 	<p>Drain water out of the hot faucet until the water reaches room temperature (note that water is going to be hot when you begin draining)</p>	<p>NO IMAGE AVAILABLE</p> <p>STEP 11</p>

STEP 4		Remove top cover of cooler	Drain this water through the cooler by opening the hot water faucet (this may take more time than through the cold water faucet as done previously)	 STEP 12
STEP 5		Remove the magnetic float valve from the top of the cold water tank (not the position as you will need to re-install when cleaning is completed)	Insert the cleaned baffle back into the cold water tank	 STEP 13
STEP 6		Remove the drain plug from the rear of the cooler (water will drain out of the cooler immediately, so you will need a bucket or receptacle to catch the water)	Install the magnetic float valve back to its original placement as noted before	 STEP 14
STEP 7		Remove the baffle from the cooler and clean with a clean dish towel, and water (do not use bleach or any cleaners, you may use a small amount of soap if desired)	Install the top cover of cooler back in its original position	 STEP 15
STEP 8		Clean the cold tank with a clean dish towel, and water (do not use bleach or any cleaners, you may use a small amount of soap if desired)		

Replacing Your Water Filter

STEP 1		Remove the drip tray by pulling towards you	Attach the new filter to filter head by pushing in, and turning to the right until it stops	 STEP 6
STEP 2		Remove the two screws located at the bottom of the cabinet on the front of the cooler	Place the bottom of the cabinet cover over the plastic L-shaped clips at the bottom of the cooler and press down gently	 STEP 7
STEP 3		Push the cabinet cover down and pull towards you	Push the top of the cabinet cover into place and let slide up naturally	 STEP 8
STEP 4		Remove the attached filter by turning to the left until it stops	Insert the two previously removed screws into the bottom of the cabinet cover	 STEP 9
STEP 5		Pull down gently on the filter until it is removed	Re-attach the drip tray by pushing in	 STEP 10

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