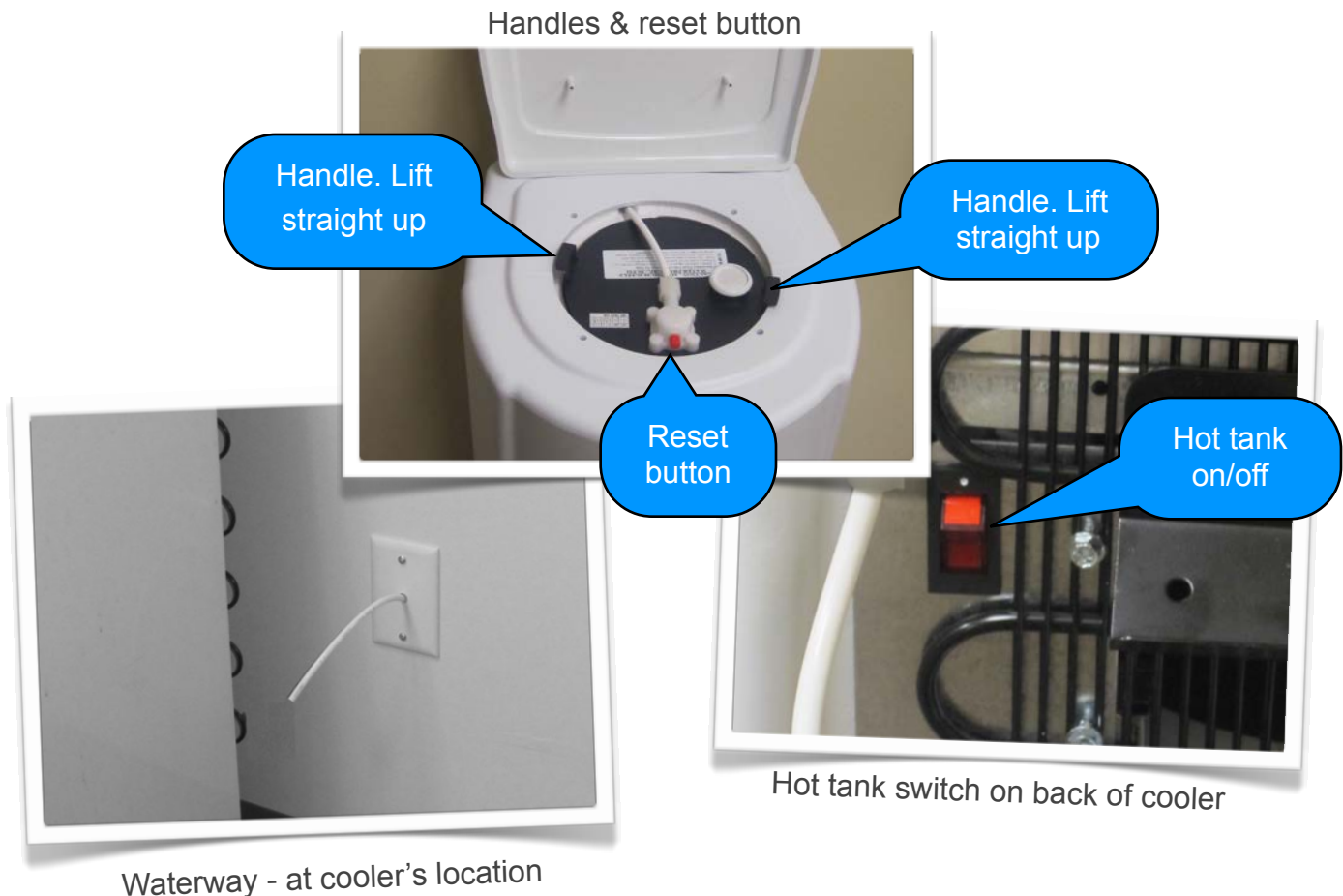


# XO BottleLess Cooler Set-Up Manual: XO1

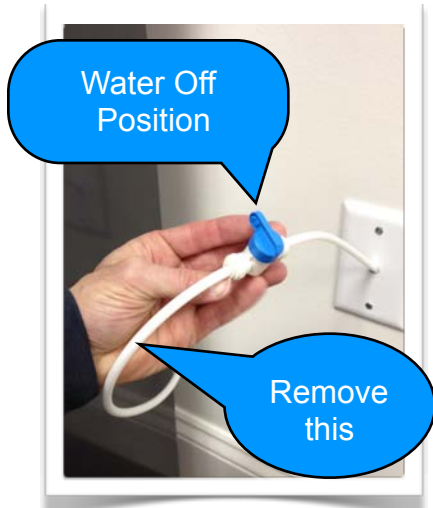


This manual shows you step-by-step how to set up your new XO BottleLess water cooler.

This manual assumes that you already have water at the location where the cooler will go. For information on how to “run” waterways to your cooler, please see the website sent with your purchase receipt.

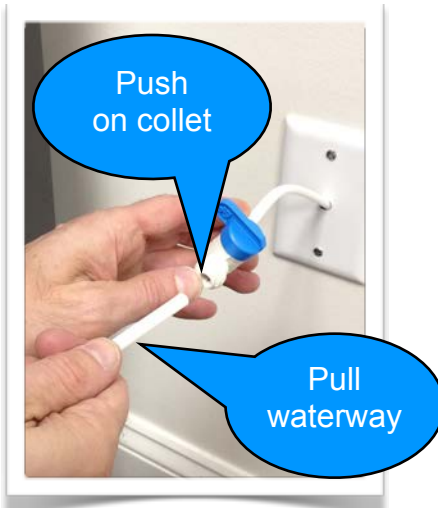
If you have any questions, please call our office: 1-888-299-6144.

# To Remove Existing (“Old”) BottleLess Cooler



## 1) Turn Off Water

**FIRST:** Unplug the cooler from the electrical outlet. Then, find the shut off valve. It is usually behind the cooler. Turn off the shut off valve by turning it perpendicular to the waterway.



## 2) Remove waterway

To remove waterway that goes FROM the shutoff valve to your “old” cooler, push in the collet (the plastic ring around the hole). While you are holding it pushed in, pull on the waterway at the same time.



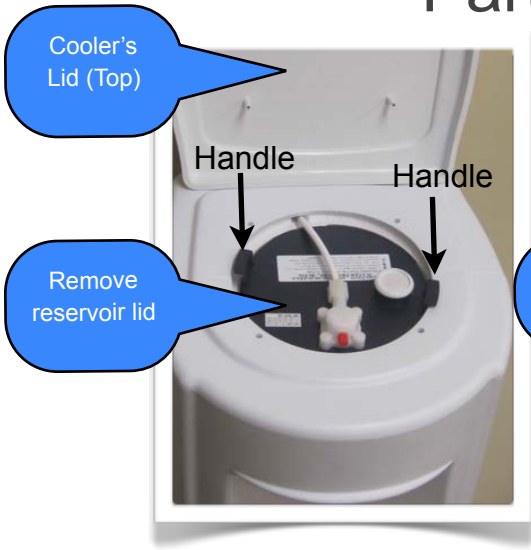
## 3) Drain cold water

It's easier to transport the cooler if water is drained out of it. You can empty all of the water from the cold reservoir by draining it into a bucket or trash can. It's lighter - so you can now move the cooler to another part of your building.

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**BEFORE YOU BEGIN:**  
**ELECTRICAL INFORMATION**  
**IMPORTANT - DO NOT PLUG YOUR NEW**  
**COOLER INTO ELECTRICAL OUTLET**  
**UNTIL YOU HAVE COMPLETED THESE**  
**INSTRUCTIONS. THERE MUST BE WATER**  
**COMING OUT OF THE HOT FAUCET**

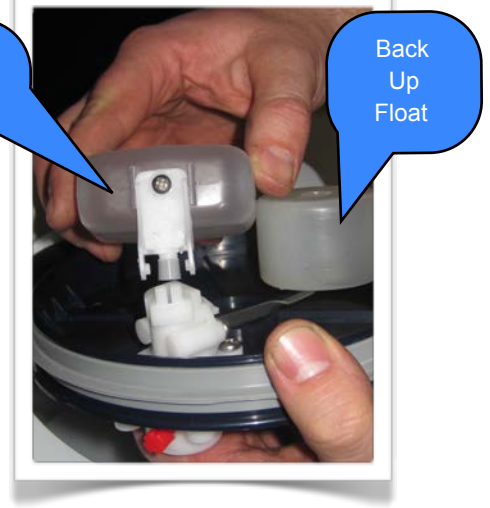
# Part 1: Check Your Cooler



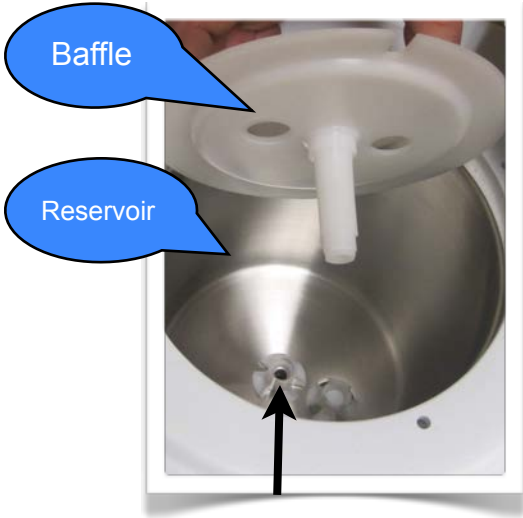
**1) Remove reservoir lid**  
Lift up the cooler's top. You will see the Reservoir Lid. Remove the reservoir lid by grabbing the two handles and pull straight up. This will allow you to check to make sure everything is working properly.



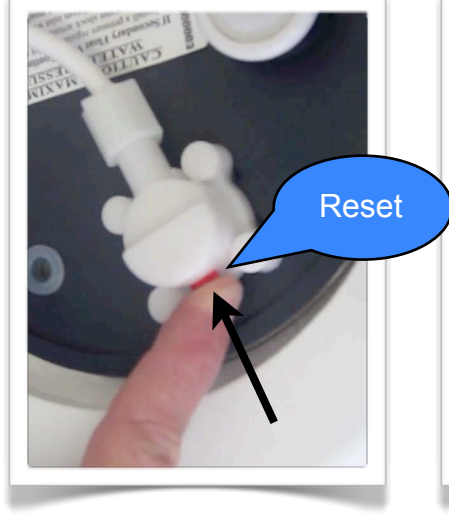
**2) Check the "floats"**  
XO coolers have a main "float" (square) that shuts off the water flow when reservoir is full. The cooler **also** has a backup safety float (round) if the first float fails. Sometimes, floats detach in transportation. They need to be attached. Check the floats to make sure they are attached to the Reservoir Lid.



**3) Reattach floats if loose**  
If the floats are not attached, just click them back into place. Make sure that they can freely move up and down.



**4) Check baffle**  
Look inside the reservoir to make sure that the baffle is secure. If it isn't secure, it can rise up and trip the float. The baffle is pushed into the center hole in the bottom of reservoir (shown by the arrow).

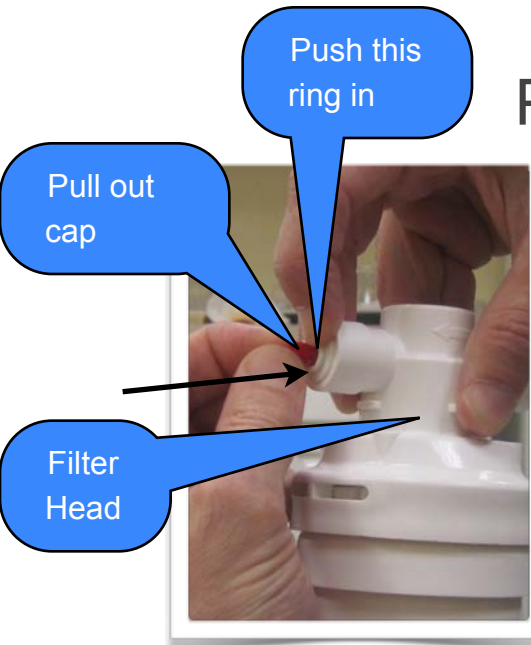


**5) Push red reset button**  
If the backup float (round) is tripped, it shuts off all water to the cooler. This can happen in transportation and can happen if the cooler gets bumped (after it is installed). To reset, just push the red button. **Push the reset button now to be sure it's not tripped.**



**6) Replace reservoir lid**  
Now, push the lid with the floats back into the reservoir to seal it.

## Part 2: Filter Set Up Information



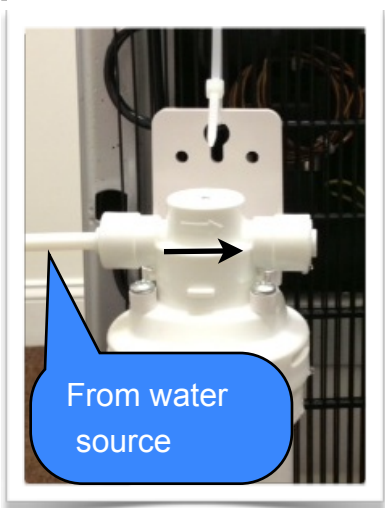
### 1) Remove filter "caps"

To release the protective caps, push in the ring that is around the hole (towards the filter head). Then, grab the cap and pull it out at the same time. Remove both caps. Once you push the waterway into the hole, it automatically seals - and can not come out (without pushing on the ring) \*If filter head did not ship with "caps" - do not remove rings\*



### 2) Attach filter head to back of cooler

Use the pull ties to attach the filter head to the condenser (the metal bars) in the back of the cooler. Thread the pull ties through a horizontal bar on the condenser and then through the hole in the bracket, pull the pull ties so the bracket is secure.



### 3) Have arrow point with water flow direction

Make sure the arrow on the filter head is pointed in the same direction as the water flow. **Sometimes these face Right and sometimes Left.** Just look for the arrow. Push the waterway coming from the water source into the inlet side of the filter head.



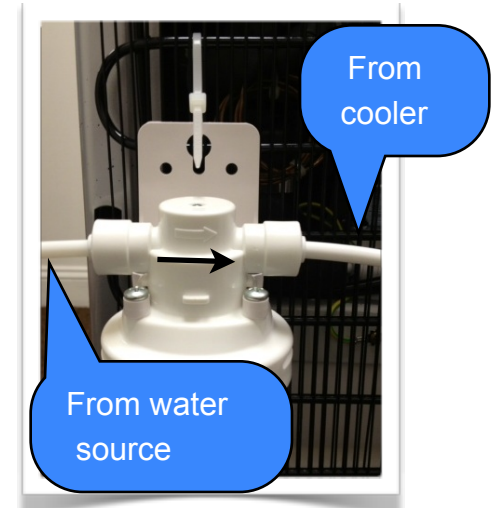
### 4) Attach the filter

To attach the filter simply push the filter up into the filter head until it fits snugly and then twist to the right or until it stops. The filter has a built-in water on/off switch. If the water source is turned on, water will start to flow from the filter. To stop the water, turn the filter back to the left. The water shuts off.



### 5) Flush the filter

To flush the filter turn on the water at the water source and flush 3 - 5 gallons of water through the filter into a bucket or trashcan. When done, simply un-twist the filter from the filter head. The system automatically turns the supply water off when the filter is turned back to it's original position.



### 6) Push in the waterway

Push the waterway that comes from the top of the cooler into the open outlet of the filter head.



# Filter Set Up Information



## 7) Turn on the water

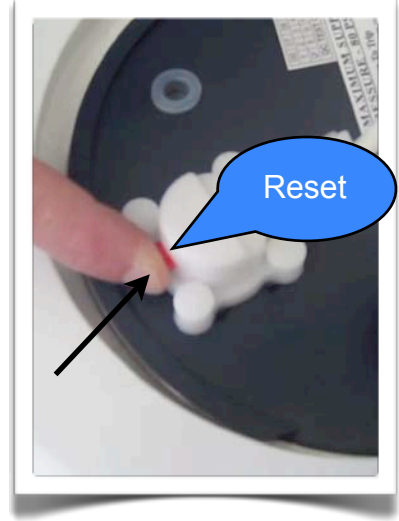
To turn on the water supply to the cooler push the filter up into the filter head until it fits snugly - and then turn it to the right until it stops.



## 8) Fill up cooler & turn on

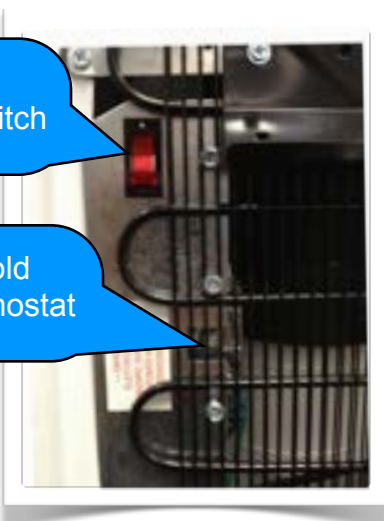
To fill up cooler, squeeze together and hold down hot faucet until water comes out. It may take a minute or two. **You must completely fill up hot tank before plugging the cooler into electrical outlet.**

**AFTER** water comes out of hot faucet, plug the cooler into the electrical outlet.



## 9) Push red reset button

When cooler is set up completely, push reset button under lid one more time. It may have "tripped" during the set up process- which would prevent the cooler from refilling.



## 10) Temperature

Once your cooler is set up, you can turn the hot water function on by flipping the red switch on the back of the cooler.

If needed: You can also adjust the temperature of the cold water by turning the screw on the cold thermostat. Clockwise is colder.