HOT TANK CLEANING INSTRUCTIONS FOR OASIS BOTTLE WATER COOLERS WITH NON-REMOVABLE RESERVOIR

CLEANING INSTRUCTIONS
Bottle water coolers need to be cleaned periodically to prevent mineral build-up inside the heating tank. The frequency of cleaning is determined by the quantity of minerals in the bottle water and the amount of water used.

Heating tanks may require cleaning when:
1. Normal hot water flow appears restricted.
2. Noisy heating cycles are heard.
3. Water in the cooling tank is very warm.
4. Mineral build-up has imparted a taste to the water.

PLEASE READ AND FOLLOW ALL DIRECTIONS TO PREVENT DAMAGE TO THE UNIT AND TO THE USER.

CAUTION: Because the cleaning process involves very hot water that may scald, the use of rubber gloves is recommended. KEEP CHILDREN AWAY.

MATERIALS YOU WILL REQUIRE
1. Four ounces (113 grams) of citric acid crystals. Your local drug store or grocery store should have this. Citric acid crystals are also available in four-ounce and fifty-pound quantities from the address at the end of this instruction sheet.
2. A pair of rubber gloves.
3. A bucket or pan with a two gallon capacity.
4. One 1/4" (7mm) socket wrench. See #5 under "Cleaning Procedure".
5. A funnel with a 1 1/2" (38mm) diameter at the end.
6. A quart-measuring container for hot liquids.

CLEANING PROCEDURE
1. Unplug the service cord.
2. Draw water from the hot faucet until the water is cool.
3. Remove the bottle from the unit.
   CAUTION: A nearly full bottle of water weight over forty pounds and can be awkward to handle. It may be necessary for you to drain water from the bottle unit if it becomes manageable.
4. Remove the plastic baffle
5. DRAIN HOT TANK.
   Depending on the type and location of the drain plug, a side panel may have to be removed. If a metal plug, use a wrench to remove plug. If a black valve, turn the valve's petcock CCW to open. Some models have a white cap that is removed to drain the tank.
6. Drain all of the water remaining in the cooling tank through the cold faucet.
7. Replace cap or plug in the drain valve to a closed position when tank is empty.
8. Mix 4 ounces of citric acid crystals with one quart of very hot water. (Wearing rubber gloves is recommended.)
9. Place a funnel inside the cooling tank at the center fitting. Carefully pour the hot solution into the funnel. BE CAREFUL NOT TO SCALD YOUR HANDS.
10. Remove the funnel and fill the cooling tank with bottled water until the water level is about 3" (76mm) from the top. To allow the hot tank to fill, open the hot faucet until water begins to flow, then close faucet.
11. Plug the service cord into the grounded fused outlet.
12. Let the unit stand for at least twenty minutes.
13. While the citric acid solution is cleaning the hot tank, it is a good time to clean the rest of the unit.
14. Clean the bottle ring or gasket, plastic baffle and drip receptacle with a mild liquid detergent and water.
   NOTE: RINSE THE PARTS VERY WELL TO AVOID SOAP FROM ENTERING THE DRINKING WATER.
15. Immerse the back of the unit for lint or dirt on the wire and tube condenser. If it is dirty, clean it with a non-wire stiff brush or a vacuum cleaner.
16. Unplug the service cord.
17. Using rubber gloves and being cautious of water that may scald, draw water from the hot faucet until the flow ceases. Open the heating tank drain catching the water in a pan or bucket. The water will be discolored.
   NOTE: THIS DRAIN WATER SHOULD IMMEDIATELY BE POURD DOWN A DRAIN TO PREVENT ACCIDENTAL SPILLING; THIS WATER WILL STAIN.
18. If sanitizing is required, see SANITIZING INSTRUCTIONS.
19. Pour at least one gallon of bottled water into the cooling reservoir and allow this water to drain out the heating tank drain. Drain all remaining water in the cooling tank through the cold faucet.
20. Replace cap or plug in the drain valve to a closed position when tank is empty.
21. Replace side panel.
22. Replace the top, bottle ring or gasket, and receptacle.
23. Replace the baffle and place a bottle of water on the unit. Open the hot faucet to allow the tank to fill.
24. Plug the service cord back into the grounded, fused outlet.
25. After the unit has run for ten to fifteen minutes, draw at least one quart of water from each hot and cold faucet.

Your heating tank should now be clean. If the flow of water or the noisy cycles have not been improved, you should have the unit repaired at an authorized service center.

Cleaning the unit in this manner will not only make the unit run more efficiently, but will make the water taste better.