

# OPERATING & SAFETY GUIDE

## WATER COOLER & DISPENSER

The logo for Blue Sky, featuring the words "BLUE" and "SKY" in a bold, white, sans-serif font, stacked vertically inside a blue rounded rectangle with a white border.

### GENERAL SAFETY

Contact Blue Sky Event Solutions for information and advice on the suitability and safety of this type of equipment. There is a risk of injury if you do not follow the instructions printed in this guide.

This equipment should only be used by a competent adult who has read and understood these instructions. Anyone with a temporary or permanent disability should seek expert advice before using the equipment.

Keep all children, animals and bystanders away from the work area. Ensure the floor of the work area is free from trip hazards and non-slip. Never use the equipment if you are ill, tired or under the influence of alcohol or drugs.

Never operate electrical switches with wet hands. Always switch off and unplug the equipment from the power supply before moving or cleaning.

Check the equipment before use, if it shows signs of damage request a replacement.

### ELECTRICAL SAFETY

The equipment is designed to plug directly into a standard 240volt, 13 amp socket. Make sure the equipment and power socket are switched off before plugging into the power supply.

If the equipment fails to operate or the power cable or plug becomes damaged, contact Blue Sky Event Solutions. **Do not try to repair it yourself.**

Keep the power cable out of harm's way. Extension leads should be unwound fully, never run them through water, over sharp objects or where they may be a trip hazard.

Use a suitable RCD (Residual Current Operated Device) to reduce the risk of electric shock.

Ensure the water boiler and power socket are switched off before plugging in.

### OPERATING GUIDE

#### Set Up:

Position the water cooler on a flat and even surface. Unsteady cooler may cause noise and vibration.

Make sure there is at least 5cms of space between the back of the water cooler and the wall.

Avoid placing the water cooler near any heat source such as a stove, heat/vent radiator or direct sunlight. Heat source may lower the cooling efficiency.

### OPERATING GUIDE cont'd

#### Identify which type of cap is on your water bottle:

*Regular Cap* – Remove the circular “non-spill” lid from the water cooler. Remove the cap from the water bottle and carefully invert onto the water cooler.

*“Non-Spill” Cap* – (Special non-spill valve under the sticker. Remove the protective sticker on top of the water bottle cap.

Carefully invert the water bottle and place onto the water cooler. **Water bottle MUST be installed and system purged BEFORE cooler is plugged in.**

#### To purge the cooler:

Place a container under the spigots and push each lever until water flows out.

When the set-up preparations are complete, plug the cooler into the wall socket and switch on. (Green on/off switch is situated on the back of the cooler).

Allow 90 minutes for water to chill. The water cooler is now ready for use.

#### Water cooler care and safety:

Use the water cooler only for its intended use.

Do not introduce any liquids other than bottled water into the water cooler.

Do not place objects on top of the water cooler or bottle. Keep the water cooler free of dust, debris, sprays and vapours.

Do not use the water levers for lifting; they are only for dispensing water.

Disconnect the plug from the socket prior to cleaning or replacing parts.

After unplugging the water cooler, wait at least 4 minutes before restarting.

The water cooler should be cleaned on a regular basis.

Unplug the water cooler when the water bottle and reservoir are empty.

Do not operate the water cooler until a new full bottle is in place.