

## Igloo Top Loading Water Cooler

# Igloo Top Loading Water Cooler - Hot & Cold Dispenser Instruction Manual

## 1. INTRODUCTION

This manual provides essential information for the safe and efficient operation of your Igloo Top Loading Water Cooler. This appliance dispenses both hot and cold water, accommodating 3 and 5-gallon water bottles. Please read all instructions carefully before use.





Figure 1: Igloo Top Loading Water Cooler with a 5-gallon bottle.

## 2. SAFETY PRECAUTIONS

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- Always ensure the appliance is plugged into a grounded electrical outlet.
- Do not operate the water cooler if the power cord is damaged.
- Keep the appliance away from direct sunlight and heat sources.
- The hot water dispenser is equipped with a child safety lock. Always engage this lock to prevent accidental burns.
- Ensure proper ventilation around the unit. Do not block air vents.



Igloo water coolers include a child safety lock and separate spigots for hot and cold water, making them safe and easy to use.

Figure 2: Hot water dispenser with child safety lock for enhanced safety.

### 3. SETUP AND INSTALLATION

#### 3.1 Placement

Place the water cooler on a flat, stable surface in a cool, dry location. Ensure there is adequate space (at least 4 inches) from walls to allow for proper air circulation around the back of the unit.

#### 3.2 Loading the Water Bottle

1. Remove the protective seal from the neck of a 3 or 5-gallon water bottle.
2. Carefully invert the water bottle and place it securely onto the top-loading receptacle of the dispenser. Ensure it is seated firmly to prevent leaks.
3. Allow the water to fill the internal reservoirs for a few minutes before plugging in the unit.



Figure 3: The water cooler supports both 3 and 5-gallon water bottles.

### 3.3 Initial Power-On

1. Once the water bottle is loaded and reservoirs are filled, plug the power cord into a grounded electrical outlet.
2. Locate the hot and cold power switches on the back of the unit. Turn both switches to the 'ON' position.
3. Allow approximately 15-20 minutes for the water to reach optimal hot and cold temperatures. Indicator lights on the front panel will illuminate when ready.



Figure 4: Rear switches for controlling hot and cold water functions.

## 4. OPERATING INSTRUCTIONS

### 4.1 Dispensing Cold Water

Place your cup under the blue cold water spigot. Press the blue paddle to dispense cold water. Release the paddle to stop the flow.

### 4.2 Dispensing Hot Water

Place your cup under the red hot water spigot. To dispense hot water, you must first slide the child safety lock (usually a small button or lever above the red paddle) and then press the red paddle. Release the paddle to stop the flow.

# Easy Push Paddle Dispensers



Steaming  
Hot Water



Refreshingly  
Cold Water

\*Hot water child  
safety lock prevents  
accidental pouring



Figure 5: Hot and cold water dispensing paddles with child safety lock on the hot water side.

## 4.3 Indicator Lights

- **Hot Water Indicator:** Illuminates when the hot water is heating and turns off when the desired temperature is reached.
- **Cold Water Indicator:** Illuminates when the cold water is cooling and turns off when the desired temperature is reached.
- **Power Indicator:** Indicates the unit is powered on.

## 4.4 Product Videos

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Video 1: A user review demonstrating the easy and safe operation of the Igloo Water Dispenser.

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Video 2: A detailed review of the Igloo Top Loading Hot and Cold Water Dispenser.

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Video 3: A user's review of the Top Loading Water Cooler.

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## 5. CARE AND MAINTENANCE

### 5.1 Drip Tray Cleaning

The water cooler features a removable drip tray for easy cleaning. Regularly remove and empty the drip tray to prevent overflow and maintain hygiene. Wash with mild soap and water, then rinse thoroughly and replace.



Figure 6: The removable drip tray simplifies cleaning.

### 5.2 General Cleaning

Wipe the exterior of the dispenser with a soft, damp cloth. Do not use abrasive cleaners or solvents. For internal cleaning, consult the full product manual for detailed instructions on sanitizing the water reservoirs.

## 6. TROUBLESHOOTING

If you experience issues with your water cooler, please refer to the following general advice:

- **No Water Dispensing:** Ensure the water bottle is correctly seated and not empty. Check that the

power cord is securely plugged in.

- **Water Not Hot/Cold Enough:** Verify that the hot and cold switches on the back of the unit are in the 'ON' position. Allow sufficient time for the unit to reach temperature.
- **Leaks:** Check the water bottle for cracks or improper seating. Ensure the drip tray is correctly installed.

For more detailed troubleshooting, please refer to the comprehensive manual provided with your product or contact customer support.

## 7. PRODUCT SPECIFICATIONS

Feature	Specification
Brand	Igloo
Model	Top Loading Water Cooler
Color	Stainless
Material	Stainless Steel
Capacity	3 & 5 Gallons (bottles not included)
Product Dimensions	12.8"D x 13.14"W x 37.8"H
Weight	25 Pounds (unit only)
Wattage	580 watts
Installation Type	Freestanding
Access Location	Top
Number of Settings	2 (Hot, Cold)
Upper Temperature Rating	212 Degrees Fahrenheit (Hot)
Power Source	Corded Electric
UPC	810061703570



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Perfect for Offices, Kitchens,  
Dorm Rooms, Homes, & More








Figure 7: Dimensions of the Igloo Top Loading Water Cooler.

## 8. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the warranty card included with your product or visit the official Igloo website. Keep your purchase receipt for warranty claims.

**Related Documents - Top Loading Water Cooler**

	<p><a href="#">Igloo Hot, Cold &amp; Room Temperature Top Load Water Dispenser With Ice Maker - User Manual</a></p> <p>Detailed instructions, safety guidelines, operating procedures, cleaning, maintenance, and warranty information for the Igloo Hot, Cold &amp; Room Temperature Top Load Water Dispenser With Ice Maker (Model IWCTLICM353CRHBKS).</p>
	<p><a href="#">Igloo IWCTL352CHBKS Hot &amp; Cold Top Load Water Dispenser: User Manual and Instructions</a></p> <p>Comprehensive user manual for the Igloo IWCTL352CHBKS Hot &amp; Cold Top Load Water Dispenser, covering safety, operation, maintenance, and warranty information.</p>
	<p><a href="#">Igloo Retro Hot, Cold &amp; Room Temperature Bottom Load Water Dispenser User Manual</a></p> <p>Comprehensive user manual for the Igloo Retro Hot, Cold &amp; Room Temperature Bottom Load Water Dispenser (Model IRTWCBL353CRH SERIES). Includes safety instructions, operation guide, assembly, maintenance, troubleshooting, and warranty information.</p>
	<p><a href="#">Igloo IWCBL353CRHBKS Bottom Load Water Dispenser User Manual</a></p> <p>Comprehensive user manual for the Igloo IWCBL353CRHBKS Bottom Load Water Dispenser, covering safety, operation, maintenance, and warranty information.</p>
	<p><a href="#">IGLOO Retro Hot &amp; Cold Bottom Load Water Dispenser User Manual</a></p> <p>User manual for the IGLOO Retro Hot &amp; Cold Bottom Load Water Dispenser (model IRTWCBL353CRH), including safety instructions, operation, maintenance, and warranty information.</p>

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**IGLOO**<sup>®</sup>

[Igloo Bottom Load Water Dispenser IWCBL352CHBKS User Manual and Instructions](#)

Comprehensive instructions and safety information for the Igloo Bottom Load Hot & Cold Water Dispenser (Model IWCBL352CHBKS) from Nostalgia Products LLC. Learn about setup, operation, cleaning, and warranty.