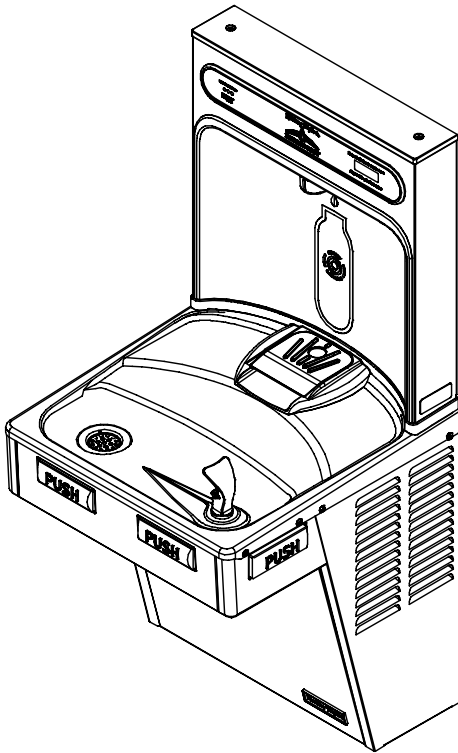


# *Halsey Taylor*<sup>®</sup> Installation/Care/Use Manual

## HTHB-HAC Retrofit Hydroboost Bottle Filling Station



### **IMPORTANT**

THIS IS AN INDOOR APPLICATION ONLY.  
ALL SERVICE TO BE PERFORMED BY AN  
AUTHORIZED SERVICE PERSON.

### **TOOLS REQUIRED**

#### **BUT NOT PROVIDED:**

SAFETY GLASSES  
GLOVES  
ELECTRIC DRILL  
3/4" WRENCH OR CRECENT WRENCH  
UTILITY KNIFE  
TAPE MEASURE  
PENCIL  
5/32" ALLEN WRENCH

### **IMPORTANT! INSTALLER PLEASE NOTE.**

THE GROUNDING OF ELECTRICAL EQUIPMENT SUCH AS TELEPHONE, COMPUTERS, ETC. TO WATER LINES IS A COMMON PROCEDURE. THIS GROUNDING MAY BE IN THE BUILDING OR MAY OCCUR AWAY FROM THE BUILDING. THIS GROUNDING CAN CAUSE ELECTRICAL FEEDBACK INTO A FOUNTAIN, CREATING AN ELECTROLYSIS WHICH CAUSES A METALLIC TASTE OR AN INCREASE IN THE METAL CONTENT OF THE WATER. THIS CONDITION IS AVOIDABLE BY USING THE PROPER MATERIALS AS INDICATED. ANY DRAIN FITTINGS PROVIDED BY THE INSTALLER SHOULD BE MADE OF PLASTIC TO ELECTRICALLY ISOLATE THE FOUNTAIN FROM THE BUILDING PLUMBING SYSTEM. WE SUGGEST THAT THE BOTTLE FILLING STATION AND WATER COOLER BE PROTECTED BY A GROUND FAULT CIRCUIT INTERRUPTER (GFCI).

### **INSTALLER**

HTHB-HAC Bottle Fillers are among the easiest to install on the market today. To insure you install these models easily and correctly, PLEASE READ THESE SIMPLE INSTRUCTIONS BEFORE STARTING THE INSTALLATION. CHECK YOUR INSTALLATION FOR COMPLIANCE WITH PLUMBING, ELECTRICAL, AND OTHER APPLICABLE CODES. After installation, leave these instructions with the Fountain for future reference.

## WATER COOLER PREPARATION

### NOTE:

- On Two Level Models, the Bottle Filling Unit **MUST** be mounted on the higher unit:
- Two Level Standard Models; high unit is on Left Hand(LH) side.
- Two Level Reverse Models; high unit is on Right Hand(RH) side.



Remove Front Panel

### 1) Remove Front Panel

- Remove lower front panel of water cooler by removing the four (4) screws, two at top and two at bottom. On Two Level Models, remove both front panels.
- **WARNING: Before proceeding. Disconnect electrical power supplying the water cooler. Switch circuit breaker "OFF" or remove fuse.**
- Unplug water cooler power cord from electrical outlet.
- Shut off water supply.



Loosen Drain Line

### 2) Loosen Drain Line

- Loosen Slip-Joint Nut at P-trap.
- **Note:** Have container/bucket readily available to catch water from lines.



Remove Basin Fasteners

### 3) Remove Basin Fasteners

Remove Basin Assembly by loosening eight (8) screws, four on each side of basin.

## WATER COOLER PREPARATION

### 4) Remove Bubbler Water Line

Disconnect water line from bubbler.



Remove Bubbler Water Line

### 5) Lift and Remove Basin.

Remove basin assembly by lifting straight up, disconnecting the drain line from the P-trap.



Lift and Remove Basin.

### 5) Exchange Drain hardware.

- Remove drain hardware from original basin.
- Verify that the rubber washers are also removed for reuse.
- Remove the drain tube from the elbow.
- Shorten the horizontal length of the drain tube by 7/8".
- Re-attach the drain tube to the elbow.
- Remove the protective covering from the basin.
- Attach the drain hardware onto the new basin ensuring drain is positioned exactly as original.



Exchange Drain hardware.

### 7) Exchange Bubbler hardware.

- Remove bubbler hardware from original basin.
- Verify that the rubber washers are also removed for reuse.
- Reinstall the bubbler hardware on to the new basin.
- Ensure the bubbler is properly positioned with the stream falling onto the center of splash ridge.



Exchange Bubbler hardware.

## HWF3000 WATERSENTRY PLUS FILTER INSTALLATION

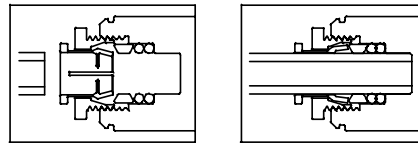
### WARNINGS:

- Do not use with water that is microbiologically unsafe or of unknown quality. For potable water only.
- Do not use with a hot water supply. Rated for water temperature: 33°-100°F(2°-38°C)
- Water line pressure must not exceed 100psi(690kPa). Use an inline water pressure regulator before filter to limit maximum pressure. Rated water supply pressure: 20-100psi(138-690kPa).
- Filter kits must be installed in compliance with all state and local laws and regulations governing the installation and use of this product.

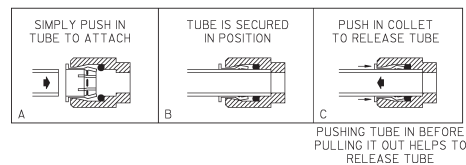
### NOTE:

- Ends of tubing must be cut square and free of burrs and sharp ends that could cut or nick the o-rings.
- Loosen the locknut and push tube end past both o-rings to a positive stop in the filter head recess - approx. 1".
- Locknut may have to be backed out a little more. Screw the locknut hand tight to seal.

Note: Screw the locknut hand tight to seal



### OPERATION OF QUICK CONNECT FITTINGS



Attach port fittings onto Filter Head



Single Level Models



Two Level Models

### 1) Attach port fittings onto Filter Head:

- Note: Refer to photos at left for proper alignment.
- Insert 3/8" 90° Elbow fitting into IN port,
- Insert 1/4" poly tube into OUT port. If necessary, insert a 1/4" x 90° Elbow.
- Adjust and tighten port fittings.

### 2) Attach Filter head assembly.

- If not already preassembled. Attach Filter head assembly to filter mounting bracket with four(4) screws supplied.

- Single Level Models
- Mount with 3/8" inlet on Right Side

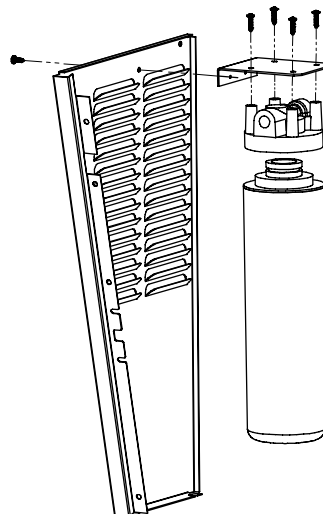
- Two Level Models
- Mount with 3/8" Inlet on Left Side

## HWF3000 WATERSENTRY PLUS FILTER INSTALLATION

### 3) Mount Filter Head Assembly

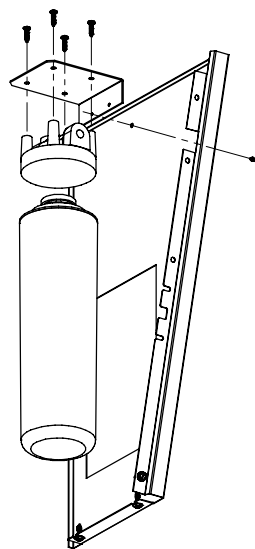
Mount Filter Head Assembly into Cooler Unit with single supplied screw :

- Single Level Models
- Mount on inside of left panel butted up against top lip.
- NOTE: The filter bracket is mounted with a single screw.



Single Level Models

- Two Level Models
- Mount in left hand cooler on the inside of the right panel, butted up against the top lip.
- NOTE: The filter bracket is mounted with a single screw.



Two Level Models

### 4) Connect Building water supply.

- Remove the 3/8" water inlet from the inline strainer
- Connect 3/8" polytubing between the inlet of the filter and the water inlet using the supplied 3/8" -3/8" union connector
- Discard inline strainer.

## RE-PLUMBING SINGLE STATION WATER CIRCUITS

**CAUTION:**

- This procedure MUST be performed on ALL SINGLE HALSEY TAYLOR WATER COOLERS or the bottle filling unit WILL NOT perform properly!
- When disconnecting water lines use a container to catch any water running out of the lines.

1) Connect Water Supply:

- Remove the evaporator 1/4" copper inlet tube from the outlet of the regulator
- Connect the Filter outlet using 1/4" poly tubing to the Evaporator 1/4" copper inlet using the supplied 1/4" union.

2) Add water supply to Bottle Filler:

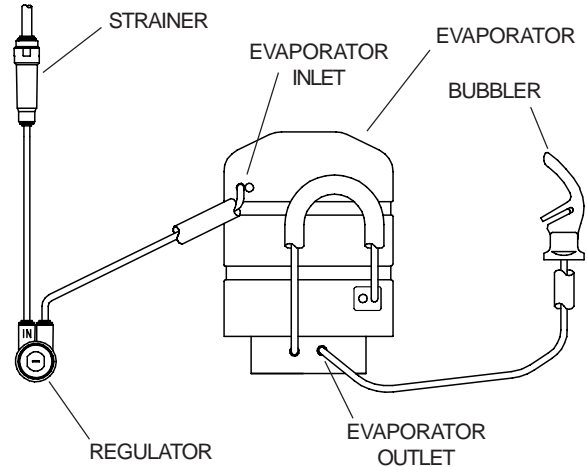
- Cut the Evaporator outlet 1/4" poly tubing 6" from the Evaporator outlet and insert the 1/4" Tee fitting between the two pieces.

3) Re-route water supply to Regulator:

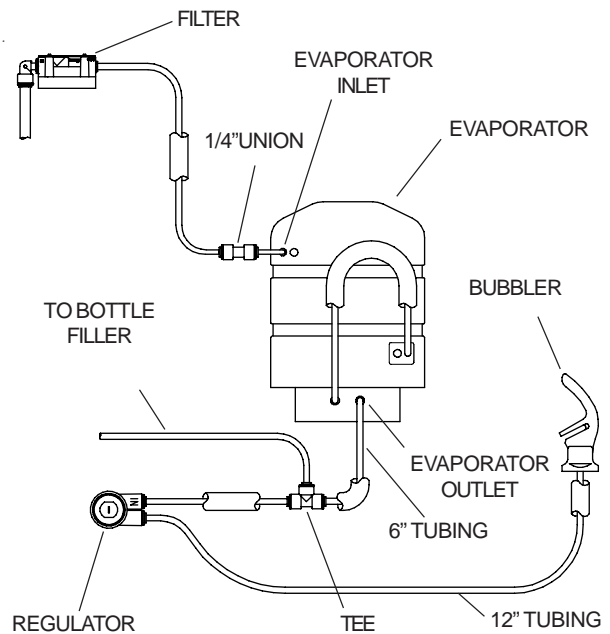
- Remove tubing from inlet side of Regulator.
- Insert end of 1/4" poly tubing from the Evaporator outlet in to the Regulator inlet. The inlet is marked with the word "IN" on the regulator.

4) Connect water supply from Regulator to Bubbler.

- Cut a 12" piece of 1/4" poly tube along with matching length of insulation.
- Insert 1/4" poly tube into insulation.
- Insert 1/4" poly tube into the Regulator outlet (unmarked).
- Opposite end of 1/4" poly tube will be inserted Later into the bubbler.



**STANARD HAC PLUMBING**



**HAC HYDROBOOST PLUMBING**

## RE-PLUMBING TWO LEVEL STATION WATER CIRCUITS

**CAUTION:**

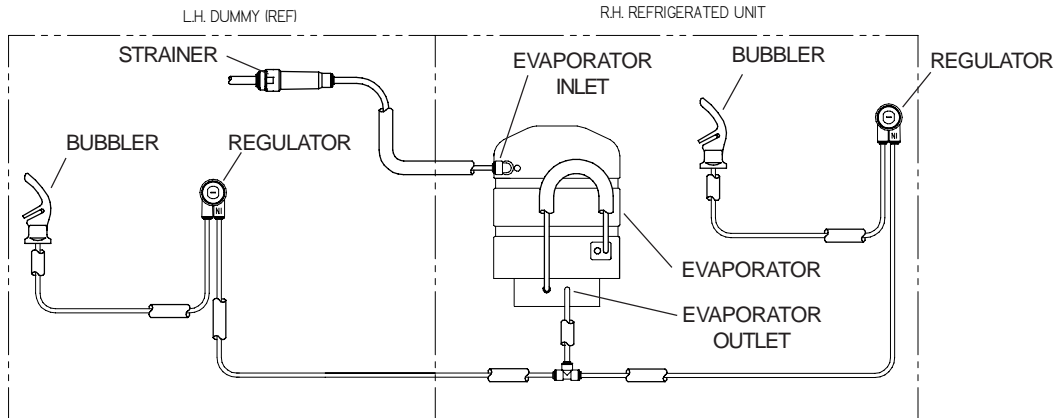
- This procedure **MUST** be performed on ALL TWO LEVEL HALSEY TAYLOR WATER COOLERS or the bottle filling unit WILL NOT perform properly!
- When disconnecting water lines use a container to catch any water running out of the lines.

1) Connect Water Supply:

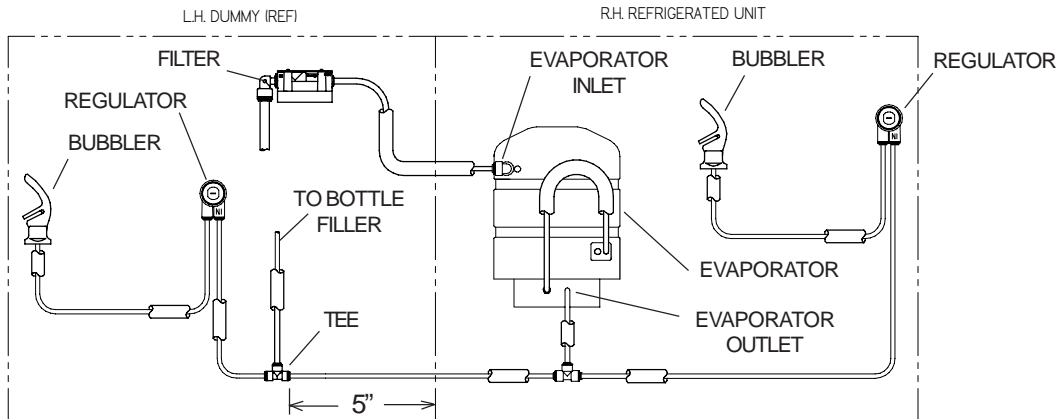
- In the left hand unit, connect the Filter outlet using 1/4" poly tubing to the Evaporator 1/4" copper inlet using the supplied 1/4" quick connect fitting.

2) Add water supply to Bottle Filler:

- In the left hand unit, cut the Evaporator outlet 1/4" poly tubing 5" from the access opening between the units and insert the 1/4" Tee fitting between the two pieces.



### STANARD HAC TWO LEVEL PLUMBING



### HAC TWO LEVEL HYDROBOOST PLUMBING

## BASIN ASSEMBLY PREPARATION

### **WARNING:**

- Plastic Bushing **MUST** be properly installed in Basin opening. This bushing protects the water line and power cord from sharp edge of basin.

### 1) Install Plastic Bushing

- If Plastic Bushing not already installed, install provided plastic bushing into basin hole by pushing into hole until it snaps into place.

### 2) Connect Water Line

- Connect water line from Regulator to Bubbler.



Connect Water Line

### 3) Install New Basin Assembly

- Reposition Basin Assembly (Basin with Drain and Bubbler hardware) back onto the cooler.
- Reattach drain line to P-trap and tighten.



Reattach drain line to P-trap

### 4) Fasten Basin Assembly in place.

- Insert and retighten the 8 screws, four per side.



Fasten Basin Assembly in place.



## BOTTLE FILLER INSTALLATION

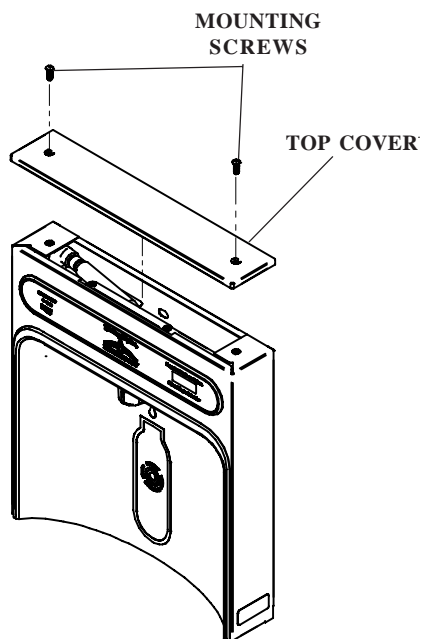


Fig. 1

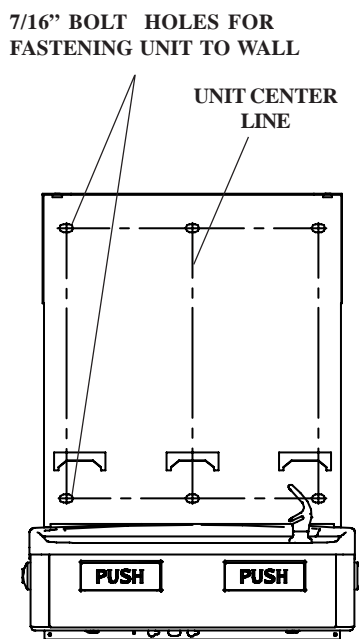


Fig. 2

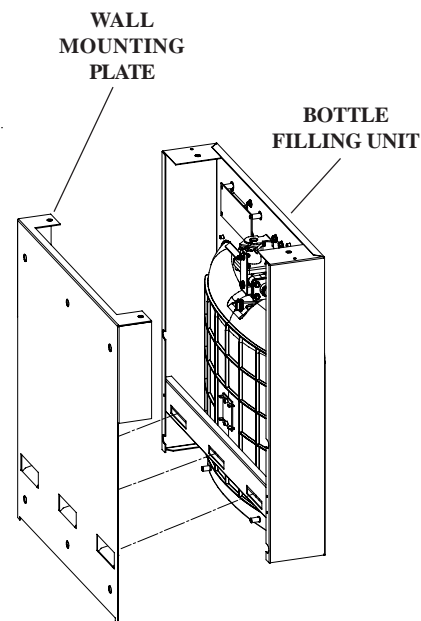


Fig. 3

### BOTTLE FILLER INSTALLATION

- 1) Remove two (2) mounting screws with 5/32" allen wrench holding top cover to Bottle Filler (See FIG. 1. Remove top cover. Note do not discard mounting screws, they will be needed to reinstall top cover.
- 2) Remove wall mounting plate from Bottle Filler. Place Wall plate against wall on top of HAC basin. Center the wall plate side to side with the HAC basin. Mark the six (6) mounting holes with a pencil (See FIG. 2).
- 3) Remove wall mounting plate from wall. **NOTE:** Mounting plate **MUST** be supported securely. Add fixture support carrier if wall will not provide adequate support.
- 4) Install wall mounting plate to wall using six (6) 7/16" obround mounting holes (mounting bolts not included) (See FIG. 2. Use appropriate fasteners for your wall type.
- 5) Locate plastic bushing in the basin and confirm that it is in place if not use the bushing provided and place in basin hole by pushing into hole until it snaps into place. This bushing protects the water line, and power cord from sharp edge of basin. **This part must be used.**
- 6) Place Drain Mat into position on the bottom of the Bottle Filler Unit.
- 7) Remove 3/8" to 1/4" reducing union from end of waterline, (do not throw away it will be needed later). Lay Bottle Filler on water cooler basin and cut insulation from tube even with bottom of unit, remove this insulation from the 3/8" tube, but do not discard. Fish the power cord, and waterline through the hole on top of water cooler. **NOTE:** To prevent scratching the basin place a towel or soft cloth over the entire basin when working above it.
- 8) With the power cord and waterline through hole on top of water cooler place Bottle Filler on the three (3) angled tabs protruding from the wall mounting plate, installed on wall (See Fig. 3). Make sure rubber Drain Mat is installed properly on bottom of Bottle filler (See Cover Illustration).
- 9) Once Bottle Filler is installed on wall plate tabs, drain mat, water line and power cord are installed properly, push top of Bottle Filler toward wall and line up top cover two (2) holes.
- 10) Reinstall Top Cover on Bottle Filler (See FIG. 1 with two mounting screws from step 1 above. Caution do not over tighten screws.
- 11) Install remaining tube insulation to the water line from bottle filler, connect Bottle Filler waterline inside of the water cooler by connecting the 3/8" water line with the 3/8" to 1/4" union and short piece of poly tube that was previously installed to the tee.
- 12) Install filter cartridge, remove filter from carton, remove protective cap, attach filter to filter head by firmly inserting into head and rotating filter clockwise. **NOTE:** If existing plumbing roughin locations (Drain, Water In, Electric Supply) do not allow the filter to be mounted inside the cooler cabinet the filter can be installed horizontally below the unit. A retrofit kit is available to mount the filter beneath the cooler.
- 13) Turn water supply on and inspect for leaks. Fix all leaks before continuing.
- 14) Once unit has been inspected for leaks and any leaks found corrected plug Bottle Filler and HAC unit into wall. Be sure to reinstall fuse to the circuit or switch the circuit breaker back to the "ON" position.
- 15) Once power is applied to Bottle Filler, the GREEN LED light should illuminate showing good filter status along with the LCD Bottle Counter.
- 16) Verify proper dispensing by placing cup, hand, or any opaque object in front of sensor area and verify water dispenses. Note: the first initial dispenses might have air in line which may cause a sputter. This will be eliminated once all air is purged from the line.
- 17) Once unit tests out, install Lower Panel back on HAC water cooler(s). Units are now ready for use.

### CHANGING THE FILTER AND RESETTING THE VISUAL FILTER MONITOR

The electronic sensor includes LED filter status indicators that are factory preset to monitor filter life. The sensor monitors the "ON" time of the water valve solenoid and keeps track of total time water is dispensed.

There are (3) LED's that indicate the following:

**Green:** LED (Good) indicates that the filter is operating within 0% - 80% of its life.

**Yellow:** LED indicates that the filter is operating within 80% - 100% of its life.

**Red:** LED (Replace) indicates that the filter needs to be replaced since it has reached end of filter life.

#### TO CHANGE THE FILTER:

- 1) Remove the lower front panel of the watercooler by removing the four (4) screws
- 2) Turn inlet water valve off.
- 3) Open bubbler to relieve pressure build-up in the system.
- 4) Remove filter from head by rotating filter counterclockwise.
- 5) Remove new filter from carton, remove protective cap; cap may be placed on old filter to reduce the chance of water spilling from filter housing.
- 6) Attach filter to filter head by firmly inserting into head and rotating filter clockwise.
- 7) Turn on water supply and hold open the bubbler on cooler until approximately 1 gallon of water is dispensed. This flushing procedure purges air and fine carbon particles from the filter.

#### TO RESET THE FILTER MONITOR:

- 1) In order to reset the visual filter monitor status LED's, you must remove the top cover of the bottle filler(See Fig. 4). Remove the two (2) screws with a 5/32 allen wrench holding top cover to Bottle Filler. Remove top cover. Do not discard mounting screws, they will be needed to reinstall the top cover.
- 2) With your finger, reach inside the opening and depress the program button located behind the LCD display outside of the electronics cover for approximately 2 seconds until the display changes then release. The display will change and scroll through three messages:

"RST FLTR" – Reset Filter Status LED

"RST BCNT" – Reset Bottle Count

"RNG SET" – Range Set for IR Sensor

If the program button is not pushed again the display will scroll through the three messages above for three cycles and then default back to bottle count and be back in run mode.

- 3) When the display changes to "RST FLTR", depress the button again. The display will change to show "FLT =". Depress the button again and the display will show "FLTR =0"
- 4) The Green LED should be illuminated indicating that the visual filter monitor has been reset. Reinstall the top cover.

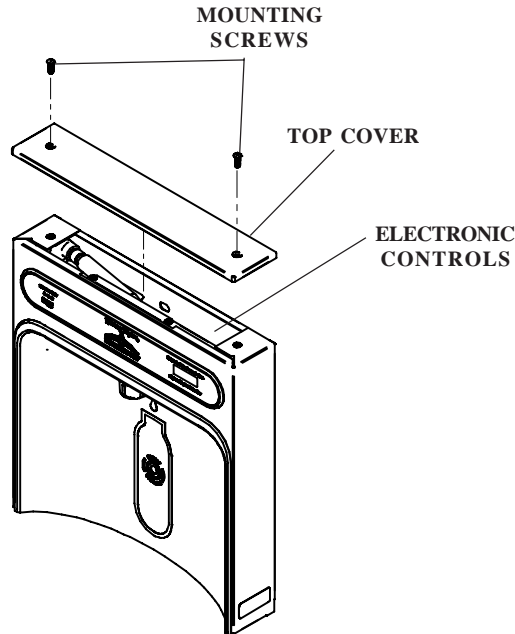


Fig. 4

**SETTING THE CONTROL BOARD - SETTING RANGE OF THE IR SENSOR**

- 1) In order to access the programming button, you must remove the top cover of the bottle filler. Remove the two (2) screws with a 5/32" allen wrench holding top cover to Bottle Filler. Remove top cover. Do not discard mounting screws, they will be needed to reinstall the top cover
- 2) With your finger, reach inside the opening and depress the program button located behind the LCD display outside of the electronics cover for approximately 2 seconds until the display changes then release. The display will change and scroll through three messages:  
**"RST FLTR"** – Reset Filter Status LED  
**"RST BCNT"** – Reset Bottle Count  
**"RNG SET"** – Range Set for IR Sensor

If the program button is not pushed again the display will scroll through the three messages above for three cycles and then default back to bottle count and be back in run mode.

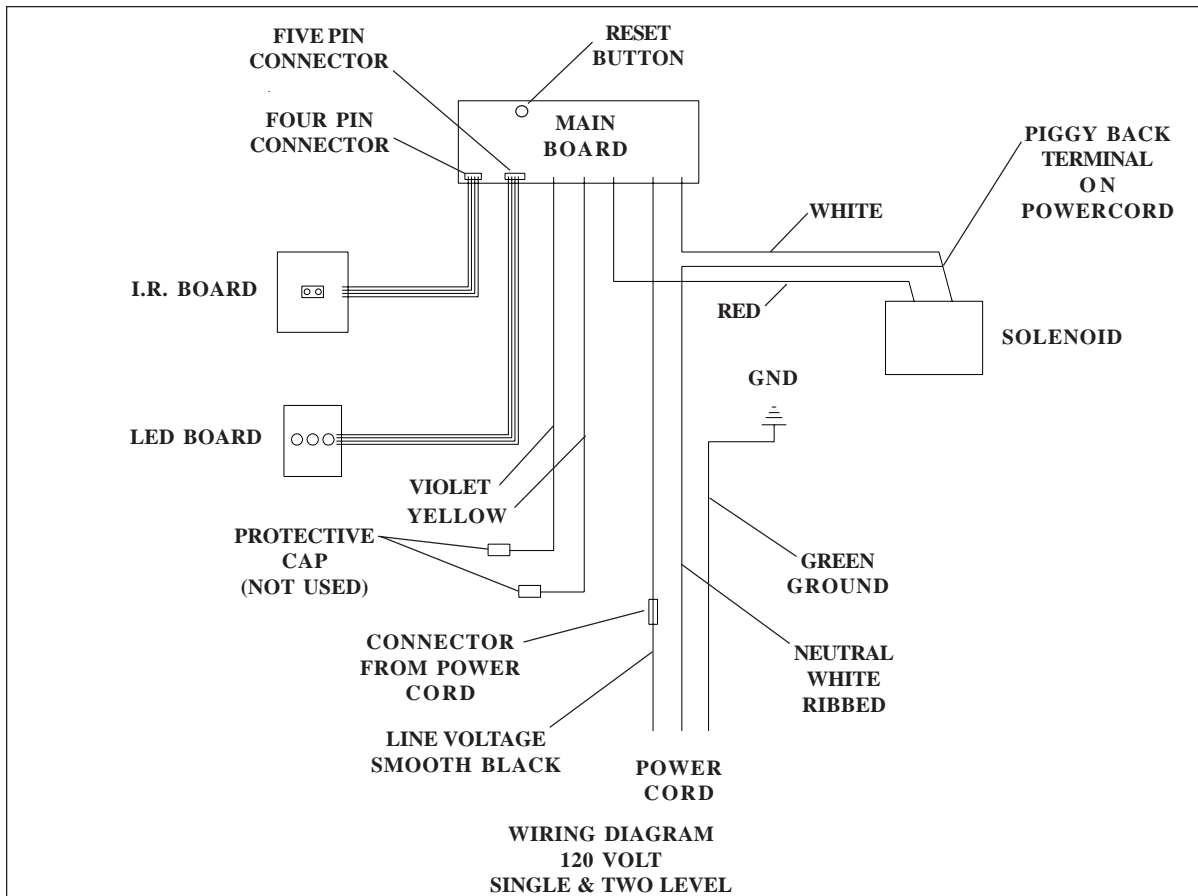
- 1) To set the RANGE of IR Sensor: when display shows "RNG SET" push program button once the display will show current value (can be 1 – 10) i.e. **"RNG = 3"**.
- 2) Once display shows current value push the program button to scroll through value of 1 – 10. Select the desired range setting.
- 3) Once range is selected allow approximately 4 seconds to pass and then the display will go back to bottle counter and be in run mode.
- 4) Test bottle filler by placing bottle or hand in front of sensor to make sure water is dispensed.

**SETTING THE CONTROL BOARD - RESETTING BOTTLE COUNT**

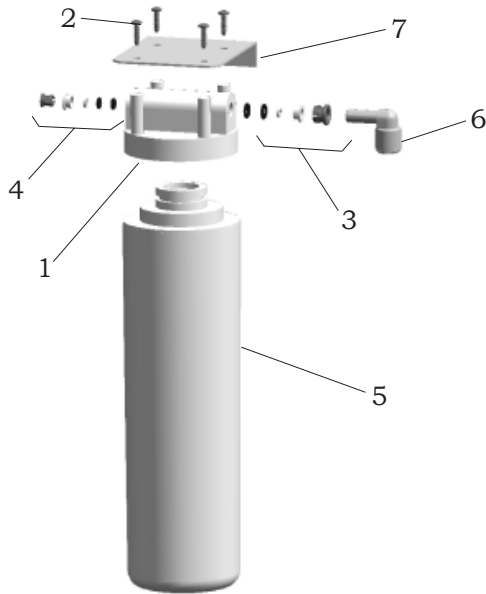
- 1) In order to access the programming button, you must remove the top cover of the bottle filler. Remove the two (2) screws with a 5/32 allen wrench holding top cover to Bottle Filler. Remove top cover. Do not discard mounting screws, they will be needed to reinstall the top cover
- 2) With your finger, reach inside the opening and depress the program button located behind the LCD display outside of the electronics cover for approximately 2 seconds until the display changes then release. The display will change and scroll through three messages:  
**"RST FLTR"** – Reset Filter Status LED  
**"RST BCNT"** – Reset Bottle Count  
**"RNG SET"** – Range Set for IR Sensor

If the program button is not pushed again the display will scroll through the three messages above for three cycles and then default back run mode which display bottle count.

- 3) To reset the BOTTLE COUNTER: when display shows "RST BCNT" push program button once the display will show current value i.e. "BC0033183".
- 4) Once display shows current value push the program button once more to reset back to 0. The display will show BTLCT = 0 for approximately 2 seconds and then return to run mode showing 00000000 bottles.
- 5) To test bottle counter, you can place bottle or hand in front of sensor for approx 5 seconds to see bottle counter count 00000001. (This is based on filling a 16 oz bottle)

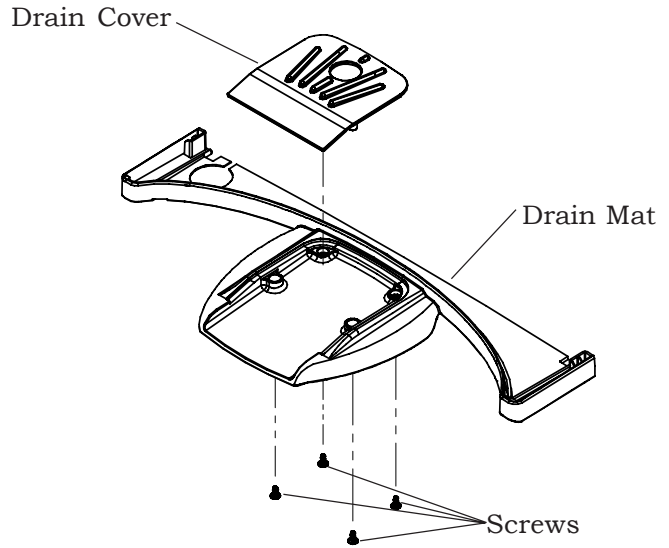


WATERSENTRY® PLUS FILTER PARTS LIST (See Fig. 7)			LISTA DE PIEZAS DEL FILTRO (Vea Fig. 7)	LISTE DES PIÈCES DU FILTRE (Voir Fig. 7)
ITEM NO.	PART NO.	DESCRIPTION	DESCRIPCIÓN	DESCRIPTION
1	51294C	Filter Head Assy.	Ensamblado de la Cabeza del Filtro	Ens. de tête de filtre
2	70792C	Screw #8-18 x .75 PH	Tornillo #8-18 x .75 PH	Vis #8-18 x .75 hp
3	70823C	Fitting - Superseal 3/8" (10 mm)	Accesorio - Supersello 3/8" (10mm)	Raccord - Superseal 3/8" (10mm)
4	70822C	Fitting - Superseal 1/4" (6 mm)	Accesorio - Supersello 1/4" (6 mm)	Raccord - Superseal 1/4" (6mm)
5	55898C	Filter Assy	Ensamblado del Filtro	Ens. filtre
6	70818C	Elbow - 3/8" (10mm)	Codo - 3/8" (10 mm)	Coude - 3/8" (10mm)
7	28641C	Bracket	Fijador	Support



**WATER FILTER EXPLODED VIEW**

Fig. 5



**DRAIN MAT EXPLODED VIEW**

Fig. 6

**DRAIN MAT ASSEMBLY AND CARE**

- 1) Place Drain Cover on mat and install the four screws as shown in Fig. 8.
- 2) It is recommended that the cover be removed and the drain cover be cleaned weekly. To dis-assemble or re-assemble the drain cover the mat can be picked up from the front to access the screws beneath.

REPLACEMENT PART KITS	
PART NO.	DESCRIPTION
98543C	Kit - Electrical Package
98544C	Kit - IR Sensor
98545C	Kit - Solenoid Valve Replacement
98546C	Kit - Aerator Replacement
98666C	Kit - Top Cover Replacement
98667C	Kit - Drain Mat & Cover Replacement
98549C	Kit - Hardware & Waterway Parts
98668C	Kit - Filter Mounting Cover PV
98669C	Kit - Filter Mounting Cover SS
98670C	Kit - Retro Filter Mounting

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