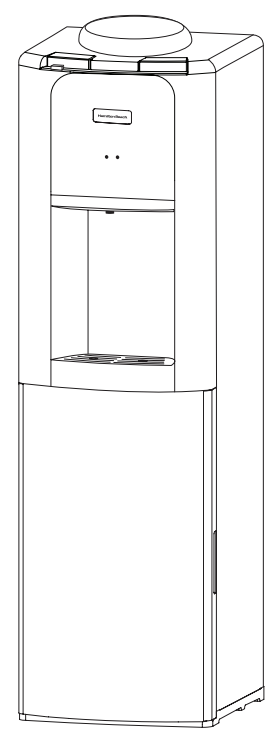


## Top-Loading Water Dispenser

### Instruction Manual

To ensure proper use and for your safety, please read the following instructions completely before operating this appliance.



TL Series

Congratulations, you have acquired a high quality Hamilton Beach™ Water Dispenser for bottled water. This product allows you to enjoy a cool drink or a hot beverage and has many features that you will find convenient to use. Please record the model number, serial number, and the manufacture date which can be found on the label on the back of the unit.

model number      serial number      manufacture date      date of purchase

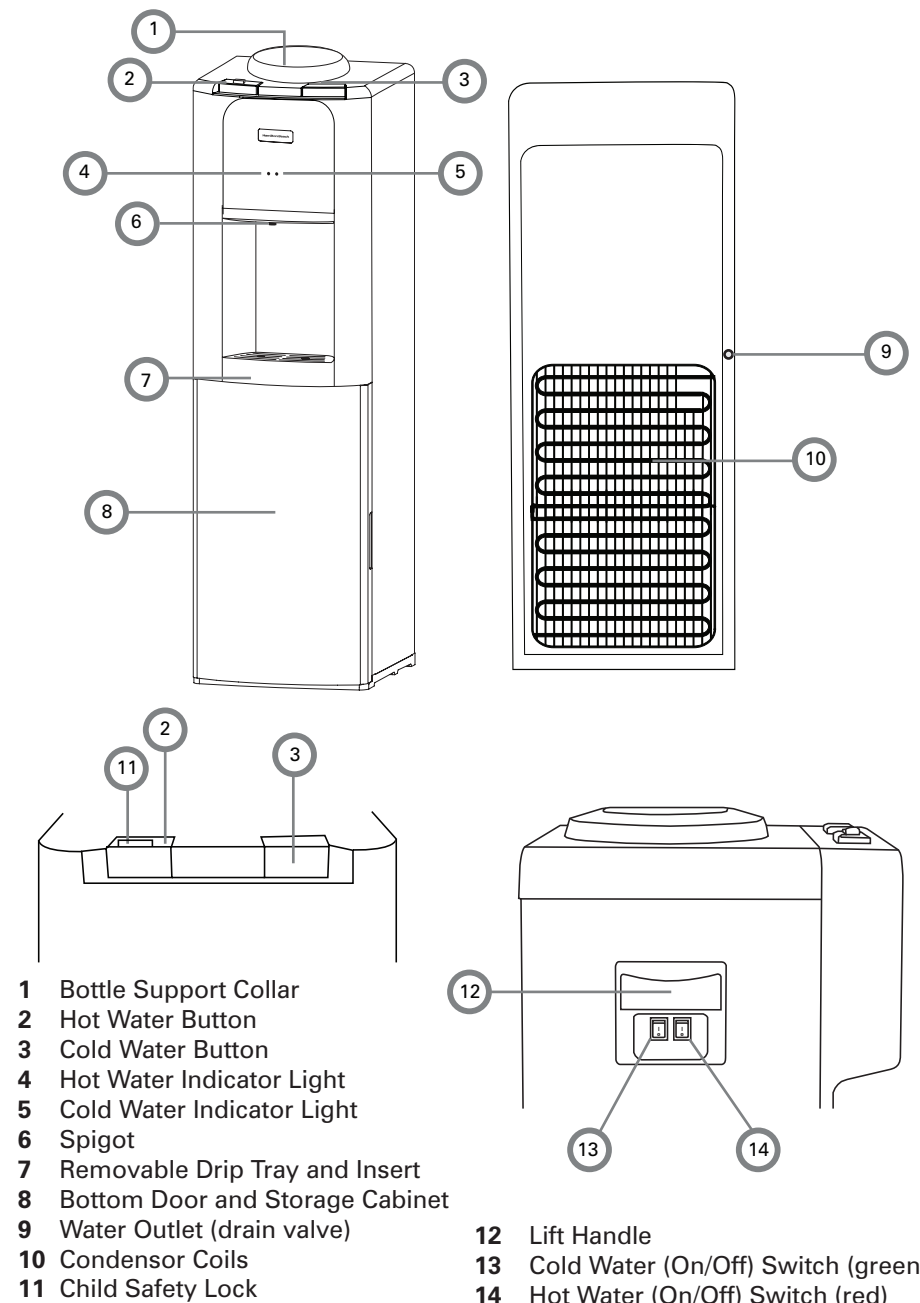
**READ ALL INSTRUCTIONS BEFORE USING!**

**SAVE THIS MANUAL FOR FUTURE USE!**

No product registration is required for this unit. When making a customer service call, please have the model number, manufacture date, and serial number (6 digit number on the Energy Star Label) on hand.

**CUSTOMER SERVICE: 716-235-1300**  
**Toll-Free 1-800-256-8169**

### Parts and Features



- 1 Bottle Support Collar
- 2 Hot Water Button
- 3 Cold Water Button
- 4 Hot Water Indicator Light
- 5 Cold Water Indicator Light
- 6 Spigot
- 7 Removable Drip Tray and Insert
- 8 Bottom Door and Storage Cabinet
- 9 Water Outlet (drain valve)
- 10 Condensor Coils
- 11 Child Safety Lock
- 12 Lift Handle
- 13 Cold Water (On/Off) Switch (green)
- 14 Hot Water (On/Off) Switch (red)

### IMPORTANT SAFEGUARDS

- When using electrical appliances, basic safety precautions should be followed, including the following:
  - **WARNING: BURN HAZARD.** The product heats water to a temperature of approximately 95° C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children should be supervised by an adult when using this product.
  - **WARNING: FIRE HAZARD.** Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance. Do not operate the dispenser with a damaged cord. Do not use with an underrated extension cord or an extension cord without a ground.
  - **WARNING: SHOCK HAZARD.** Unplug the water dispenser before cleaning or wiping up spilled water on unit. Do not attempt to service the dispenser. Do not operate dispenser with a damaged cord.
- Never turn the product upside down or tilt more than 45 degrees. If the unit has been resting on its side for a long period of time, you must position the water cooler in the upright position for approximately 12 hours before turning it on.
- Never use this dispenser with water that is unsafe to drink or is from an unknown source.
- Never use any other liquid in this dispenser than bottled water.
- Install this water dispenser in a dry place away from direct sunlight. For indoor use only.
- Never put anything flammable close to the dispenser.
- Leave a minimum of 2" (5 cm) around the back and sides of the dispenser for proper ventilation.
- Regular cleaning of the water dispenser is required for proper operation. Clean the dispenser every four months using the instructions in this manual.
- Never plug the unit in without water inside. If the bottle becomes empty, turn the Hot Water (On/Off) Switch (see # 14 on the Parts and Features list) to the OFF position, and then install a new bottle.

**SAVE THESE INSTRUCTIONS!**

### Grounding Instructions

**WARNING:** Modifying or defeating of the grounding plug can result in a risk of electric shock.

- This appliance must be grounded. In the event of an electrical short circuit, grounding reduces the risk of electric shock.
- This appliance is equipped with a power cord that has a grounding wire with a grounding plug. The plug must be plugged into a 3 prong outlet that is properly installed and grounded.
- Consult a qualified electrician if the grounding instructions are not completely understood, or if doubt exists as to whether the appliance is properly grounded.
- Do not under any circumstances cut or remove the third ground prong from the power cord.
- Do not use an extension cord with this appliance. If the power cord is too short, have a qualified electrician install an outlet near the desired location of the unit.
- For best operation, plug the appliance securely into its own electrical outlet on a dedicated circuit not shared with any other appliances to prevent blowing a fuse or tripping the circuit breaker.

### Getting familiar with your Hamilton Beach Water Dispenser

#### Features

- Designed for in-home or office use.
- Fits 3 or 5 gallon bottles.
- Two high-flow water dispensing buttons: Red for hot water and Blue for cold water.
- Compact space saver design with lower storage cabinet.
- Energy Saver switches located on the left side of the appliance (see # 13 and 14 on the Parts and Features list). Turn the RED switch to the OFF position to stop heating and turn the GREEN switch to the OFF position to stop cooling.

### Proper Installation and Location

- This dispenser is for indoor use only. Do not use outdoors.
- Place the dispenser on a level surface that can support its weight with a full water bottle installed.
- To ensure that your water dispenser works at the maximum efficiency, leave at least 2 inches (5 cm) of clearance between all sides of the dispenser and any walls.
- To prevent damage to the dispenser, do not plug dispenser into the power outlet until reading the instructions first!

### Preparing, Loading and Operating Your Dispenser

For use with 3 or 5 gal. (12 or 19L) water bottles.

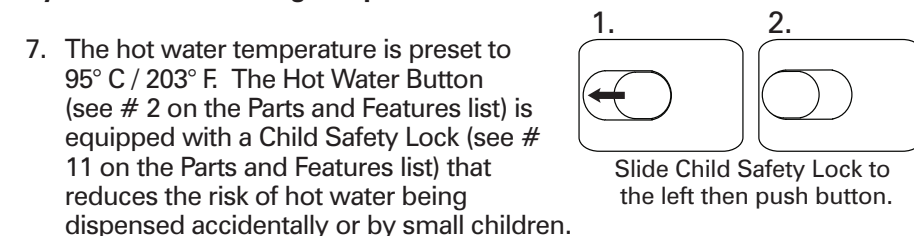
**DO NOT PLUG IN POWER CORD UNTIL WATER BOTTLE IS LOADED!**

**IMPORTANT:** Always wash your hands before handling water bottle. Clean the top of the water bottle with a damp cloth.

1. Make sure that the dispenser is not plugged into the electrical outlet.
2. Load the water bottle onto the dispenser. The water bottle will have a cap. The cap may have a stopper that is intended to be pushed into the bottle. (Sometimes these stoppers are covered by a removable paper/foil seal.) If your bottle has a cap with a stopper, simply hold the water bottle vertically straight upside down and place the water bottle into the support collar on top of the water dispenser. The post in the Bottle Support Collar (see # 1 on the Parts and Features list) will push the stopper into the bottle. For bottles that don't have a cap, quickly turn bottle vertically and place into Bottle Support Collar.
3. Once the reservoirs have filled, draw some water out of the Spigot (see # 6 on the Parts and Features list) using the Hot and Cold Water Buttons (see # 2 and 3 on the Parts and Features list). If water flows out from both buttons, continue onto the next step. If water doesn't flow from each button, stop use and call Customer Service.
4. Plug the dispenser into the outlet.

5. Turn on the HOT and COLD water switches (see # 12 and 13 on the Parts and Features list). The HOT and COLD indicator lights (see # 4 and 5 on the Parts and Features list) will turn on.
6. Allow up to 30 minutes for the Heating and Cooling cycles to complete. When the indicator lights turn off, the unit is ready to dispense HOT and COLD water.

**WARNING: BURN HAZARD. The product heats water to a temperature of approximately 95° C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children should be supervised by an adult when using this product.**



7. The hot water temperature is preset to 95° C / 203° F. The Hot Water Button (see # 2 on the Parts and Features list) is equipped with a Child Safety Lock (see # 11 on the Parts and Features list) that reduces the risk of hot water being dispensed accidentally or by small children.
8. Place a glass on top of the Removable Drip Tray and Insert (see # 7 on the Parts and Features list) and underneath the Spigot (see # 6 on the Parts and Features list).
9. To dispense cold water, depress the Cold Water Button (see #3 on the Parts and Features list).
10. To dispense hot water, slide the red Child Safety Lock (see #11 on the Parts and Features list) to the side, then depress the Hot Water Button (see #2 on the Parts and Features list).
11. When the water bottle is empty, remove it by pulling it vertically up and out using two hands, and then replace it with another bottle.

### Proper Care and Cleaning of the Dispenser

To maintain maximum efficiency and to prevent bacterial growth in the water dispenser, we strongly recommend cleaning every 4 months.

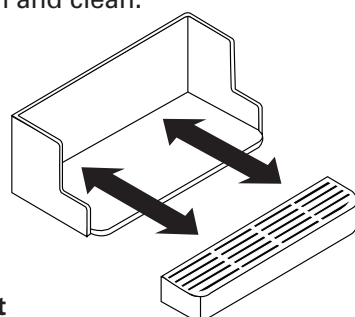
#### Cleaning the Outside of the Dispenser

- Make sure the unit is unplugged before attempting to clean.
- Wipe the outside of the dispenser with a mild soap and water mixture. Never use harsh chemicals or abrasive cleaners. Rinse thoroughly with clean water and dry all surfaces.
- Do not immerse in water.

#### Cleaning the Removable Drip Tray and Grate

The Removable Drip Tray and Insert (see # 7 on the Parts and Features list) should be emptied and cleaned regularly to remove spotting and mineral deposits.

1. To remove the Drip Tray (see # 7 on the parts and features list) pull the tray to dislodge it from the guides. Drain and clean.
2. Use a mild soap and water mixture. For tough deposits add vinegar and let soak until the deposits come loose. Then wash, rinse and dry thoroughly.
3. To replace the Drip Tray, put the Insert back on the tray and slide the tray on to the guides.



**NOTE: The Removable Drip Tray and Insert are not dishwasher safe.**

#### Cleaning the Condenser

- To improve cooling and efficiency, vacuum or sweep away the dust from the Condenser Coils (see # 10 on the Parts and Features list) on the back of the dispenser. You can purchase a brush designed specifically for this purpose from your local appliance store.

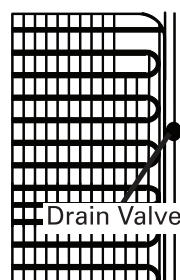
### Draining the Reservoirs

Drain the reservoirs before and after cleaning, before long vacations or if not using the dispenser for a long period of time.

1. Unplug the dispenser and let it sit for 1 hour.
2. Using the Hot and Cold Water Buttons (see # 2 and 3 on the Parts and Features list), empty any remaining water from the bottle and remove the bottle from the dispenser.
3. Place a container under the Spigot (see # 6 on the Parts and Features list). Press and hold the Hot and Cold Water Buttons until water no longer comes out of the Spigot.
4. Place a container directly under the Water Outlet (drain valve) on the back of the dispenser (see # 9 on the Parts and Features list).
5. Remove the drain valve cap and drain valve plug and let the water flow into the container until no more water comes out. Tilt the unit back on an angle to remove any last drips from the Water Outlet (drain valve).

**Note: Water coming from the drain plug may be hot. Let unit stand unplugged for 1 hour before removing drain plug and draining the water.**

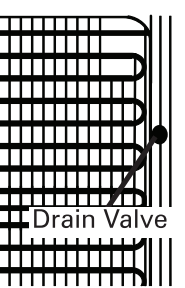
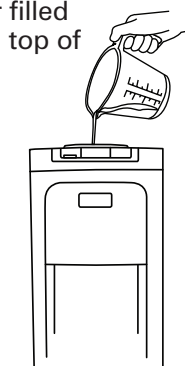
6. Replace the drain valve cap and drain valve plug.
7. Install a new water bottle.
8. Plug in the dispenser.



### Sanitizing and Cleaning Water Tanks

**Important:** Periodically the water dispenser tanks must be sanitized to prevent unpleasant tastes in the water and cleaned to remove mineral deposits that can impair flow.

1. Using a clean container, premix 2.5 ml / 1/2 teaspoon of ordinary 6.0% maximum household bleach to a 2 liter / 2 quart pitcher filled with tap water. Pour the solution into the opening at the top of the dispenser.
2. Repeat the previous step until the dispenser is full.
3. Press the Hot and Cold Water Buttons (see # 2 and 3 on the Parts and Features list) until the water begins to flow from the Spigot. Allow the cleaning solution to sit inside the dispenser for 20 minutes.
3. Place a 1 gallon jug container under the Spigot and press the Hot and Cold Water Buttons until the cleaning solution stops flowing. Discard cleaning solution.
4. Using a container, drain the remaining cleaning solution from the internal reservoirs at the Water Outlet (drain valve) by unscrewing the drain cap and removing the drain plug located on the back of the unit.
5. Flush the system using 0.5 gal / 2L clean water using the same procedure outlined in steps 1 through 4 above. When the rinse water stops flowing, reinstall the Water Outlet drain plug and drain cap and tighten. The sanitizing and cleaning process is now complete.



### To Remove Mineral Deposits

To remove mineral deposits, follow the instructions for Sanitizing and Cleaning the Water Tanks, substituting either 2 liters / 2 quarts of water mixed with 2 liters / 2 quarts of vinegar OR 4 liters / 1 gallon of water mixed with 454 grams / 16 ounces of citric acid crystals. Bleach does not remove mineral deposits.

### Troubleshooting the Water Dispenser

Problem	Possible Causes	Solution
No hot or cold water.	<ol style="list-style-type: none"> <li>1. Dispenser is unplugged.</li> <li>2. The fuse is blown/circuit breaker is tripped.</li> <li>3. Energy saver switches are not turned on.</li> </ol>	<ol style="list-style-type: none"> <li>1. Push plug completely into outlet.</li> <li>2a. Replace fuse or reset circuit breaker.</li> <li>2b. If too many items are plugged into a single circuit, move some items to a different plug.</li> <li>3. Turn energy saver switches on the back of the unit to the ON position.</li> </ol>
No water dispenses from spigot.	<ol style="list-style-type: none"> <li>1. Water bottle is empty.</li> <li>2. Inlet of Bottle Support Collar is blocked by bottle seal.</li> <li>3. Mineral deposits clogging tank.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace with new bottle.</li> <li>2. Remove water bottle and check inlet. Clean out waste paper and insert bottle again.</li> <li>3. See "To Remove Mineral Deposits" instructions.</li> </ol>
Water dispenser leaks from the outside.	<ol style="list-style-type: none"> <li>1. Minor dent, depression, crack or pin hole in water bottle.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace with new bottle.</li> </ol>
Water has poor taste or odor.	<ol style="list-style-type: none"> <li>1. Tank needs to be cleaned or sanitized.</li> </ol>	<ol style="list-style-type: none"> <li>1. See "Sanitizing and Cleaning" instructions.</li> </ol>
Water dispenser does not work.	<ol style="list-style-type: none"> <li>1. Empty water bottle.</li> <li>2. Mineral deposits are clogging tank.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace with new bottle.</li> <li>2. See "To Remove Mineral Deposits" instructions.</li> </ol>

### LIMITED WARRANTY

This warranty applies to products purchased and used in the US and Canada. This is the only express warranty for this product and is in lieu of any other warranty or condition.

This product is warranted to be free from defects in materials and workmanship for a period of one (1) year from the date of original purchase. During this period, your exclusive remedy is replacement of this product or any component found to be defective at our option; however, you are responsible for all costs associated with returning the product to us and our returning a product or component under this warranty to you. If the product or component is no longer available, we will replace with a similar one of equal or greater value.

This warranty does not cover glass, filters, wear from normal use, use not in conformity with the printed directions, or damage to the product resulting from accident, alteration, abuse, or misuse. This warranty extends only to the original consumer purchaser or gift recipient. Keep your original sales receipt, as proof of purchase is required to make a warranty claim. This warranty is void if the product is used for other than single - family household use or subjected to any voltage and waveform other than as specified on the rating label (e.g., 115V ~ 60 Hz).

We exclude all claims for special, incidental and consequential damages caused by breach of express or implied warranty. All liability is limited to the amount of the purchase price. **Every implied warranty, including any statutory warranty or condition of merchantability or fitness for a particular purpose, is disclaimed except to the extent prohibited by law, in which case such warranty or condition is limited to the duration of this written warranty.** This warranty gives you specific legal rights. You may have other legal rights that vary depending on where you live. Some states or provinces do not allow limitations on implied warranties or special, incidental, or consequential damages, so the foregoing limitations may not apply to you.

To make a warranty claim, do not return this appliance to the store. Please call 1.800.256.8169 or 716.235.1300 in the U.S. and Canada or visit [hamiltonbeach.com](http://hamiltonbeach.com) in the U.S. or [hamiltonbeach.ca](http://hamiltonbeach.ca) in Canada. For faster service, locate the model, type, and series number is on your appliance.



**Hamilton Beach**

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Rochester, NY 14618

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Ver. 1.0

**SAVE THESE INSTRUCTIONS!**