

PRE-INSTALLATION



DANGER! ELECTRICAL SHOCK HAZARD.

*Only qualified personnel who have read and understand this entire manual should attempt to install, or service this **i14 Ice and Water Dispenser**, failure to do so could result in death or serious injury. DO NOT plug into an electrical supply until specifically instructed.*



WARNING! ALWAYS SANITIZE BEFORE USE.

Sanitize before use to eliminate any potential microbiological contaminates.

Materials Needed:

- Personal Protective Equipment. Rubber or Nitrile Safety Gloves and Protective Eyewear
 - Phillips Screwdriver
 - Temperature Gauge
 - Water Pitcher or Container to collect water from the faucet
 - 5-gallon container or drain basin
 - Sanitizer - Household Bleach (5.25% Sodium Hypochlorite) or Citric Acid Based Cleaner
 - ¼" Plastic Tubing, at least 10 feet in length, and assorted ¼" quick connect fittings
 - TDS Meter and Test Strips for measuring chlorine – Optional
1. Unpack the **Wellsys i14 Ice and Water Dispenser** and check exterior for damage.



CAUTION! FILTER FLUSH REQUIRED.

i14's Ice and Water Dispensers are supplied with filters. The frequency of filter changes depends upon your water quality and your water usage. For example, if there is a lot of sediment and/or particles in your water, then you will have to change your filters more frequently than a location with little to no sediment. Be sure to replace your filters whenever you notice a decline in the performance, whether it is a drop of flow rate and/or pressure or an unusual taste in the water.

2. Flush filters thoroughly per filter manufacturers' recommendation with fresh water to drain. More details provided in the **Filter Flushing** section further down.

NOTE: Filters should not be flushed prior to 24 hours before installation to limit Microbial Growth inside of filters.

NOTES ON INSTALLATION

1. Do not install the product at the following locations:
 - Near Fires
 - Near Flammables
 - In Humid Places
 - In front of air conditioners
 - Where exposure to rain or snow is possible
 - Outdoors or in direct sunlight
 - Near chemicals (volatile materials, organic solvents, etc.)
 - Near toilets
 - Anywhere the temperature may fall below 50°F.
2. Use source water within following quality range:
 - Water pressure: 50-70psi
 - Water temperature: 39-100°F (4-38°C)
 - Turbidity: 0.5 NTU or less
 - pH: 5.8-8.5
 - Hardness: 300ppm or less
 - Water Quality: Water quality meeting the Drinking Water Quality standard

*Please consult your distributor if source water quality is out of the specified range.

*The warranty will be void if the product is connected to source water that is out of the specified range.

*This product is not equipped with internal filtration. It is intended to be connected only to a potable water source.

3. When transporting the product, do not tilt it more than 45° from vertical.
 - *Severe tilting can cause a performance degradation.
4. Install the product on a flat surface and adjust the level of the unit using a level gauge.
 - *If the product is tilted more than 3°, overflow may occur.
5. Source water should not be above 100°F (38°C)
 - *Hot water may cause performance degradation or system failure.
6. Keep the sides and rear of the unit at least 5 inches (127mm) away from walls or other objects for ventilation.
7. Do not bend the source water or drain hose or place heavy objects on them.
 - *If either are blocked, the water will not flow smoothly to and from the unit, and may cause performance degradation.
8. Do not place any heating system near the rear of the unit.
9. The power supply, source water, and drain must be directly connected to the unit.

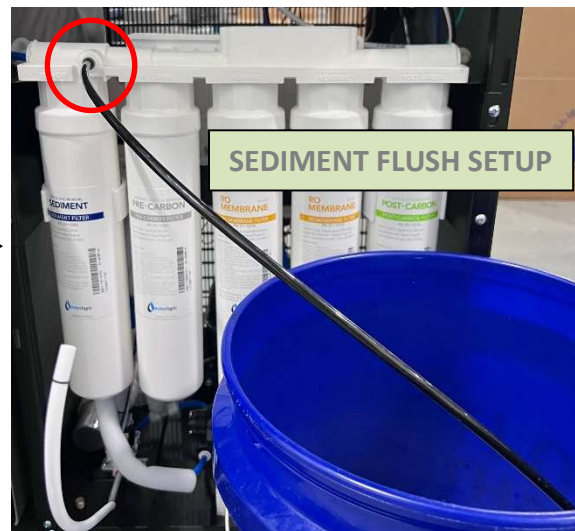
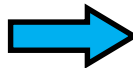
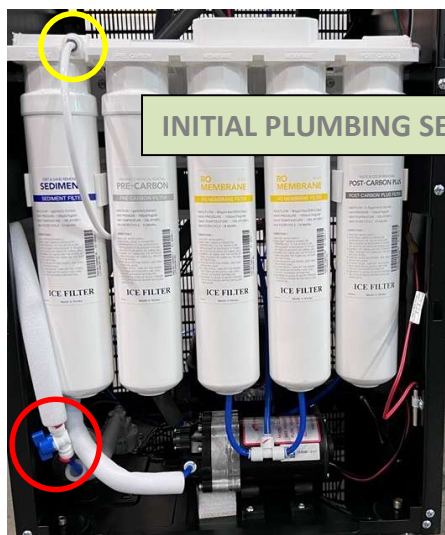
FILTER FLUSHING PROCEDURE

It is important to flush all filters inside the i14 unit prior to installation. This will flush any carbon fines and preservative from the filters and extend the life of the filters as well reduce the potential of blockages and improve the quality of the water.

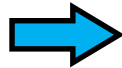
Shown below are the filters installed as they come in the unit from the factory.



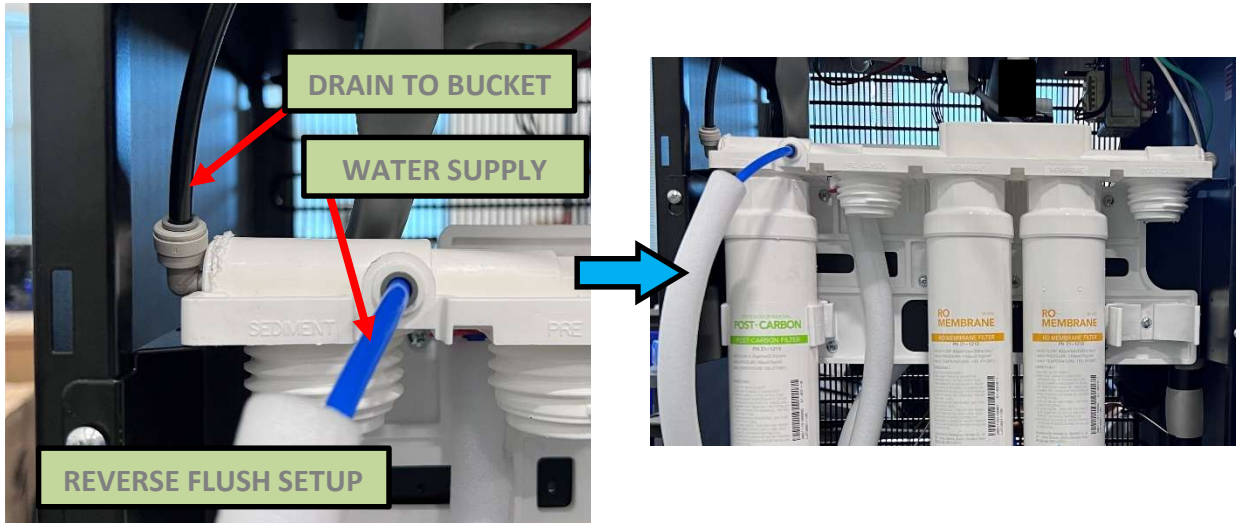
1. Shut off the 1/4-turn valve just before the water reaches the filter manifold circled in red in the photo below. Connect the water supply to the machine using LLDPE 1/4" tubing and turn on the supply. Disconnect the white tube at the location circle in yellow.
2. Take a 2-3ft piece of 1/4" LLDPE tubing, and place it into the same port, run the other end to a drain or bucket, as shown below.



3. Turn on the ¼-turn valve, that was shut off in the previous step. This will begin to flush water through the **sediment filter** and into the bucket. Allow the water to flush through the filter for 3min, which in most cases will be about 2-3 gallons. Shut off the ¼-turn valve.
4. Remove the sediment filter by turning it counter-clockwise. ***ONCE REMOVED, BE SURE TO NOT LOSE THE TWO BLACK O-RINGS INSIDE THE TOP OF THE FILTER.**
5. Remove the Pre-Carbon Filter and the Post-Carbon Filter the same way.
6. Install the **Pre-Carbon Filter** into Filter Head #1 (see below). With the flush tube still running to drain, open the ¼-turn valve and allow water to flush the filter for 3 min. Once complete, shut the ¼-turn valve off.



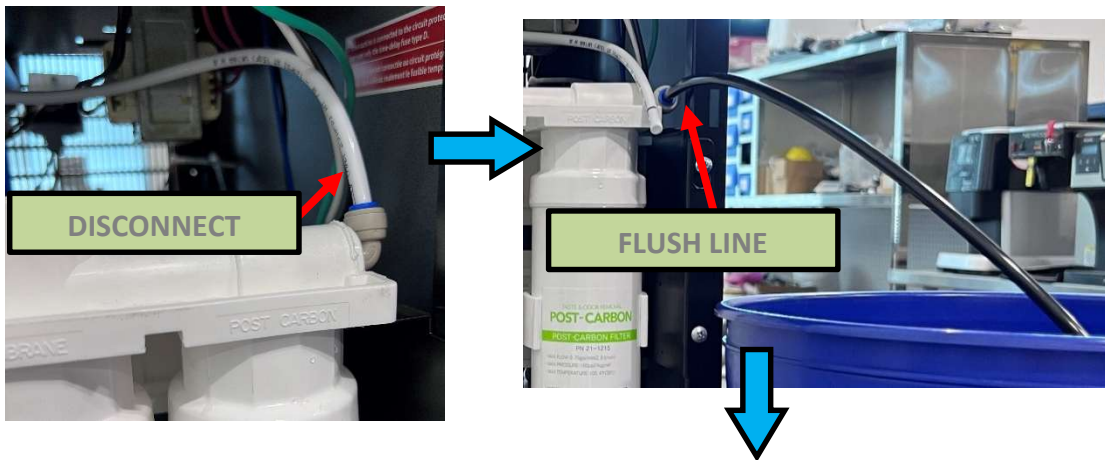
- Remove the Pre-Carbon filter and install the Post-Carbon Filter into Filter Head #1 (see below). **This part is very important: Disconnect the flush tube from the front of the manifold, then disconnect the water supply line running into the left side of the manifold. Now reinstall these tubes in the opposite ports they were removed from. The water supply should plug into the front port, and the drain line (running to a bucket) should be plugged into the left port. This will allow you to “reverse flush” the Post-Carbon.** With the flush tube still running to drain, open the ¼-turn valve and allow water to flush the filter for 3 min. Once complete, shut the ¼-turn valve off.



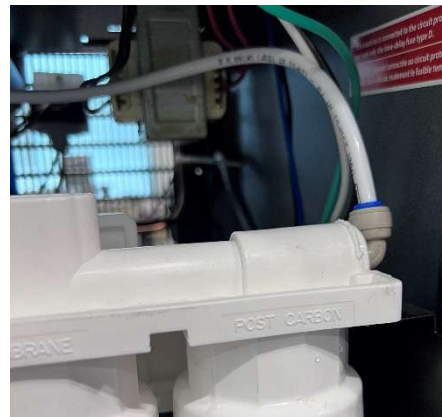
- With the ¼-turn valve shut off, remove the flush line from the manifold and return the water supply to the left side port. Return all filters to their original position. Ensure all filters retained both black o-rings and firmly tighten. **Return the white tube to the front port of the manifold.**



- Disconnect the line at the outlet port (right side port) of the manifold, and insert the tube used to flush to the bucket. Open the ¼-turn valve and allow the whole series of filters to flush for 3min to the bucket.



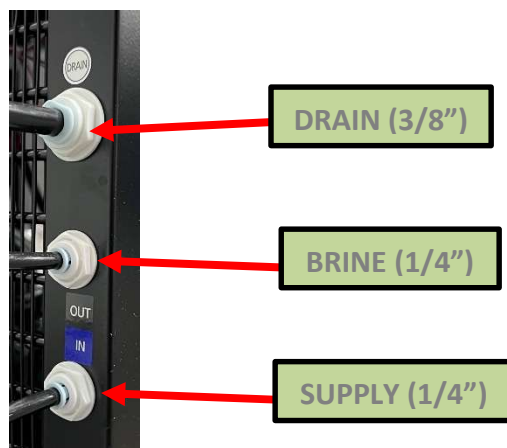
- Once flushed, shut off the ¼-turn valve. Disconnect the drain to bucket line, and reinstall the original plumbing line to the right side outlet port of the manifold. Once this is done, the flushing procedure is complete.



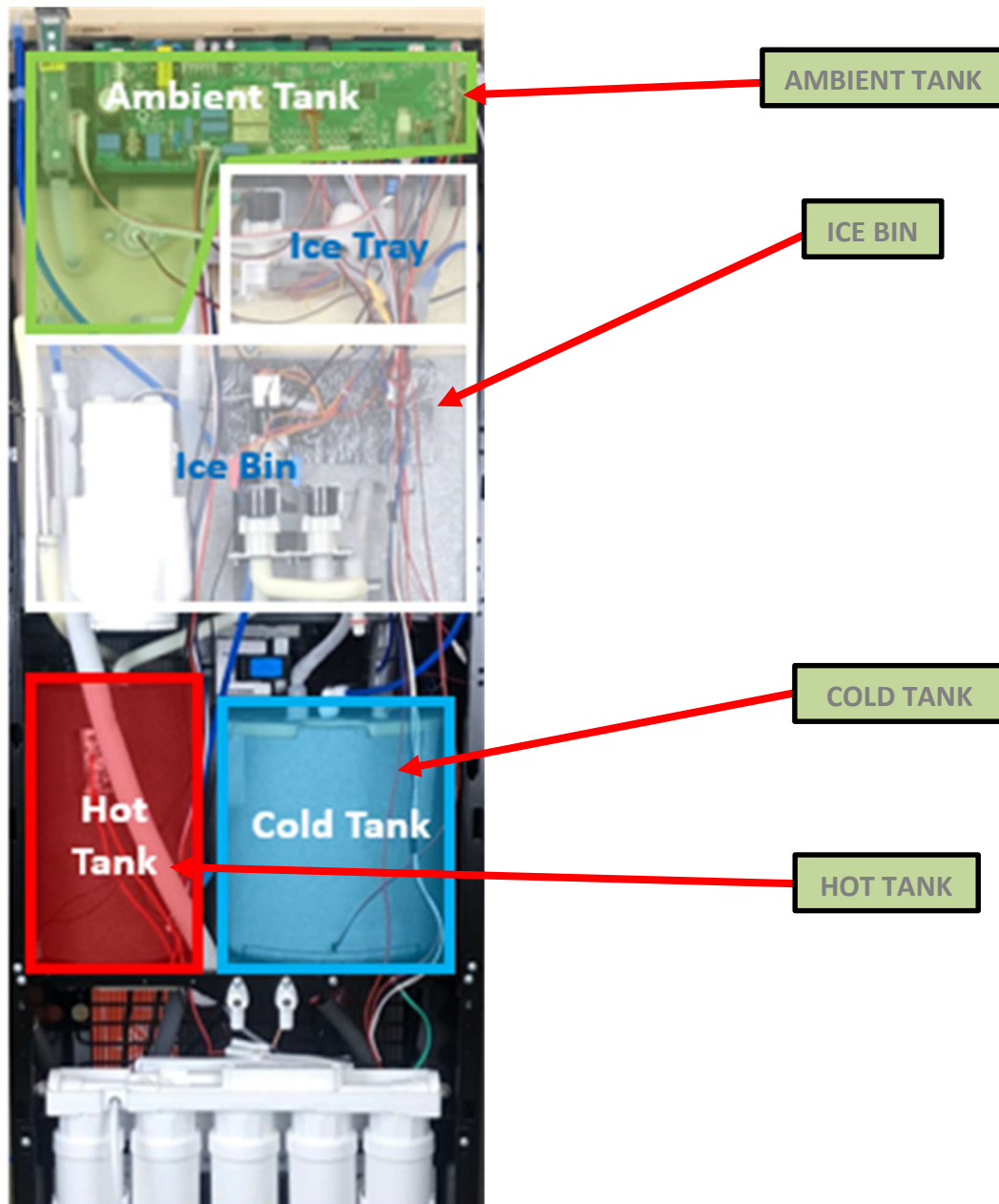
INSTALLATION

It is very important to follow all instructions listed. Failure to do so may cause the system to not operate properly and may impact the long-term reliability of the system.

1. Always check local plumbing codes before tapping into water supply line and drain line. Tap into the water source with an approved connector.
2. Check incoming water pressure and ensure it is between 50-70PSI. If the water pressure is above 70PSI then a pressure reducing valve must be installed and set to lower the pressure to the optimal water pressure between 50-70PSI.
3. Determine the best installation location. Consider user convenience, electrical access, and water access. The unit performs optimally if within 2- feet of a cold-water supply line. Connect only to a cold-water supply. Do not install Feed Water Assembly on the Hot Water Line. Do not place unit where it will be exposed to rain, freezing temperatures or direct sunlight.
4. The rear of the unit should be installed at least 2" from any vertical surface to ensure proper air circulation.
5. Check the available power supply to assure proper electrical service. In the U.S., the voltage specification is 110/120V 60Hz. Voltage outside of this specification will affect the system performance.
6. Connect the water supply line (1/4" LLDPE Tubing) to the "IN" port on the back of the machine. Using the same type of tubing, connect the "BRINE" port to a drain, OR to a condensate pump if using one. Using 3/8" LLDPE Tubing, connect the "DRAIN" port to a drain, OR to the same condensate pump if using one. [The filters must be flushed before allowing the machine to fill with water. Refer to the previous section which outlines how to flush the filters while installed.](#) With the filters flushed, turn on the water supply and ensure the 1/4-turn valve just before the filters is open.



7. Allow the system to fill. This should take roughly 30 minutes. Water will fill the hot tank first, then the cold, and then the ambient tank will be the last to fill.



8. The i14 **WILL NOT** dispense cold water until the Cold Tank has completely filled. This may take up to 30-35min (from the water being turned on) to fill the tank, at which time cold will become selectable as a dispense option. Once the cold water is chilled, the ice process will begin, and the first batch of ice should be heard falling within an hour of turning the water on.
9. After an hour, dispense hot and cold water and ice. Ensure all functions operate properly.

SANITIZING AND SERVICE

Sanitize the reservoir using your preferred sanitizing agent (4:1 ratio water to 3% Household Hydrogen Peroxide, quat agent, IMS-III Sanitizing Concentrate, etc.). Follow all instructions on sanitizing and flush with fresh water through the drain until odor and taste is acceptable.

⚠️ WARNING! USE PROPER PERSONAL PROTECTIVE EQUIPMENT

Always ensure proper ventilation and use proper personal protective equipment such as gloves and eye protection when using chemicals. Refer to Material Safety Data Sheet for specific requirements of each chemical product. Take all necessary precautions to prevent sanitizer from contacting eyes, clothing, and any other surfaces in could damage (carpets).

⚠️ DANGER! ELECTRICAL SHOCK HAZARD.

Do not plug in unit unless qualified. Only qualified personnel who have read and understand this entire manual should attempt to install or service this unit.

Accessing the Ambient Tank

During the following steps you should check for any leaks or loose fittings.

1. Pull the unit away from wall to access the back. Remove the two screws at the back of the top cover. Slide backwards and lift away from the unit. Set this cover aside.



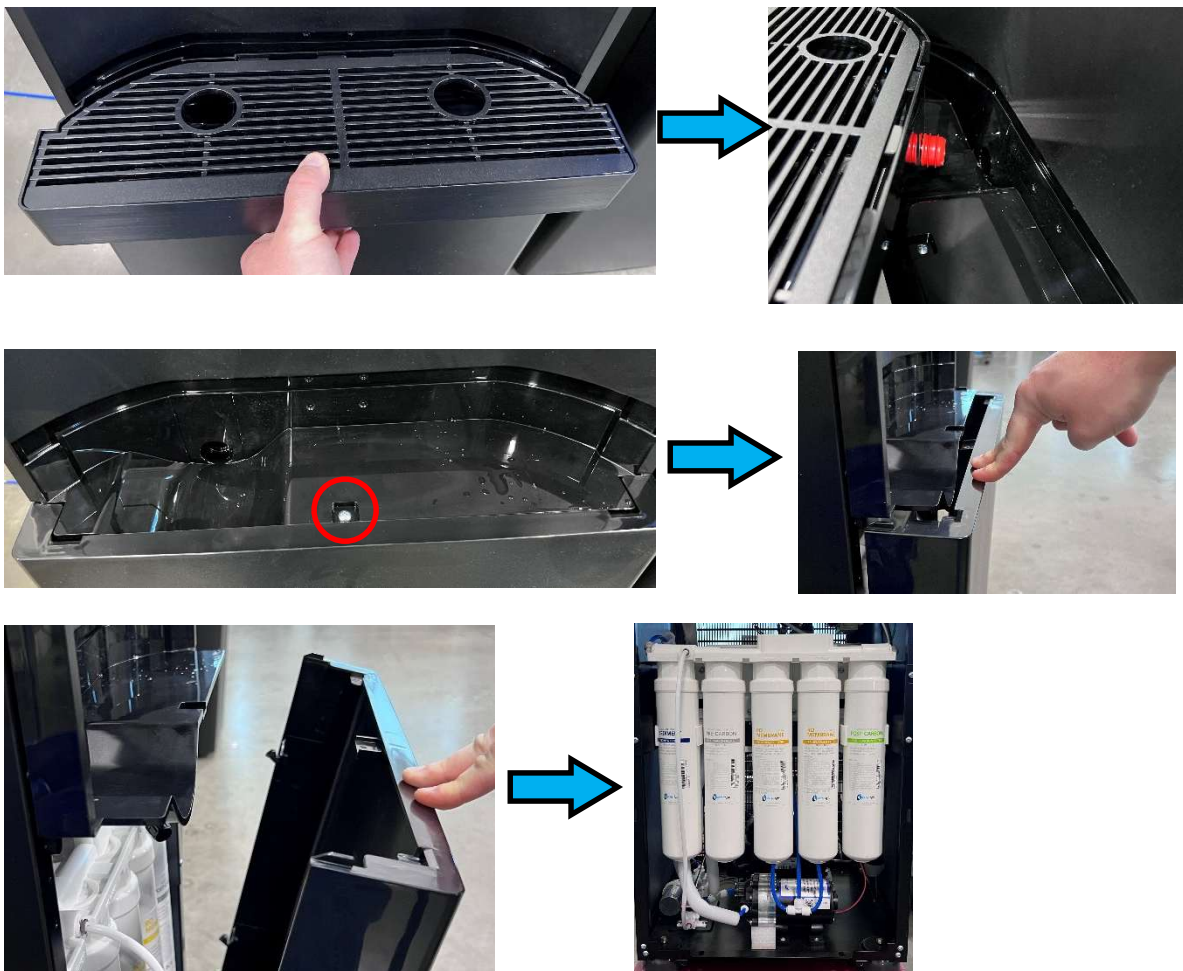
2. Rotate the center cap by twisting counter clock-wise. The Ambient tank should be full of water. If not, add several gallons of water to the tank or allow to fill via supply water. Add an appropriate amount of approved cleaning agent to the inside of the tank. If scrubbing is required, completely remove lid by disengaging tabs around perimeter of lid to gain access to the ambient tank. Allow the mixture of cleaning agent and water to sit in tank for several minutes.



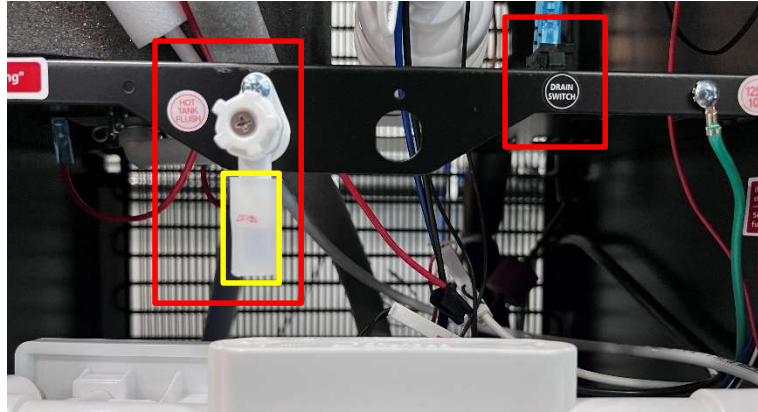
Sanitizing the Ambient, Cold, and Hot Tanks

3. Place a pitcher under the dispense nozzle. Using the front panel interface, select Cold Water and dispense about a quart of water from the Cold Tank. This will fill the cold tank with the cleaning solution from the ambient tank. Now, dispense the same amount of Hot Water using the front panel interface.

4. Remove the front lower panel of unit. To do this, remove the Drip Tray by pulling out and away from unit. Ensure that the Red Seal stays with the Drip Tray. Remove the screw behind where the drip tray sat. Press down on the top of the lower front panel and tilt the top edge outward, then lift the panel up and away from unit.



5. Locate the Drain Valve, just above the filter manifold. Locate the Drain Switch located on the underside of the shelf that the Drain Valve is mounted to and turn the switch “ON.” The unit should begin a repetitive chime indicating it is in Drain Mode. The unit will not replenish water while this switch is activated.



6. Remove the silicone cap covering the Drain Valve. Using 3/8” poly-hose, attach the hose to the Drain Valve nipple and run to drain or a bucket. Open the Drain Valve (turn counter clock-wise) and allow the water and cleaner mixture to drain into the bucket. Close the Drain Valve when water has drained. Empty the bucket into the drain.

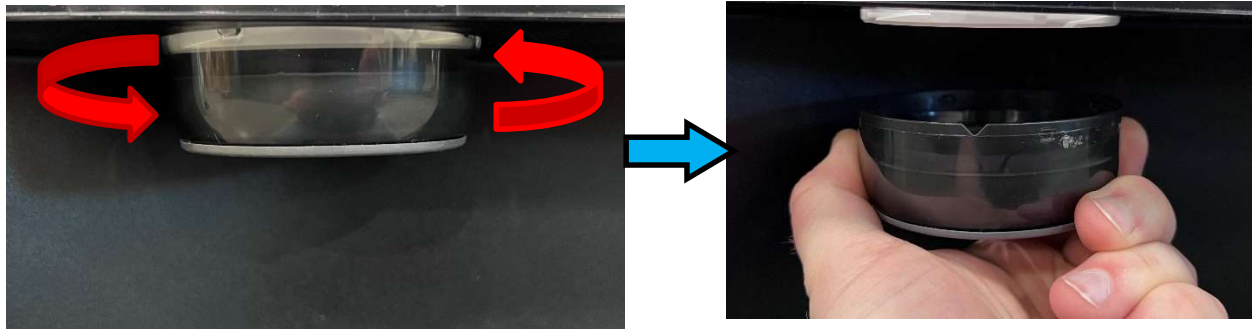


7. Using the bucket, or the water supply line, refill the Ambient Tank from the top. Repeat step 6, and allow fresh water to drain from the Ambient Tank through the Hot Tank and into the bucket. Repeat this process 1 more time with fresh water. Once finished, close the Drain Valve.

8. Fill the Ambient Tank with fresh water again from the top. Now dispense Cold Water using the front panel interface until the Cold Tank is depleted. Repeat this step one more time. Once complete, turn the Drain Switch “OFF,” and allow the machine to refill with RO water.
9. Check all water temperatures for taste and smell before reassembly. Return lower front panel, the ambient tank lid, and the top cover to original positions.

Ice Dispensing Spout Cleaning Method

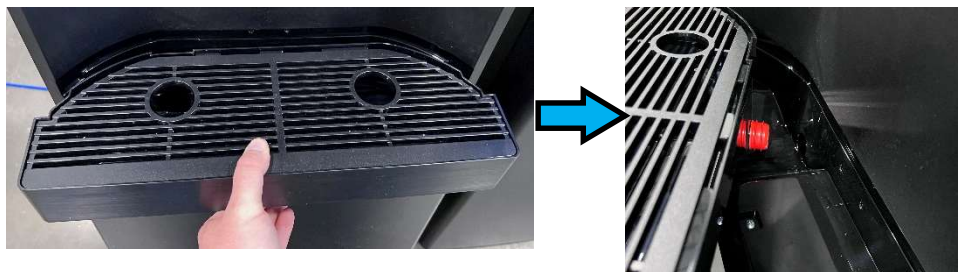
1. Turn the ice dispense faucet to the left, unscrew from spout and remove.



2. Wipe the inside of the faucet with a soft cloth and cleaning agent.
*DO NOT use detergents, thinners, benzene, or wax for cleaning. This may cause discoloration or peeling off and may cause health problems.
3. After cleaning, assemble the ice dispense spout by turning it to the right and screwing it back on.

Drip Tray Cleaning

1. Pull the drip tray out for cleaning. The rear nozzle of the drip tray has a double gasket and may require a firm pull to remove.



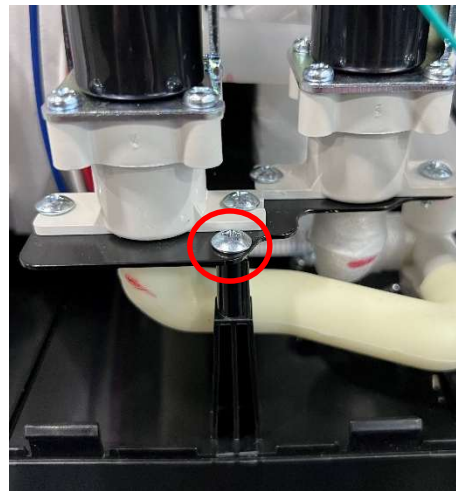
2. Clean the drip tray and grill with a soft cloth or sponge with hot running water and approved cleaning agent. Dry off.
3. Push the drip tray back into the unit.

Water Dispensing Spout Cleaning Method

1. First, remove the two screws at the back of the top cover and remove by sliding the cover towards the back and lift away. There are two screws behind the top corners of the front upper panel, remove these. Lift and pull the front panel away from machine, and place on top temporarily.



2. Locate the two screws holding the Dispense nozzle assembly in place and remove them. Pull the nozzle assembly out of the Dispense Spout and push aside.



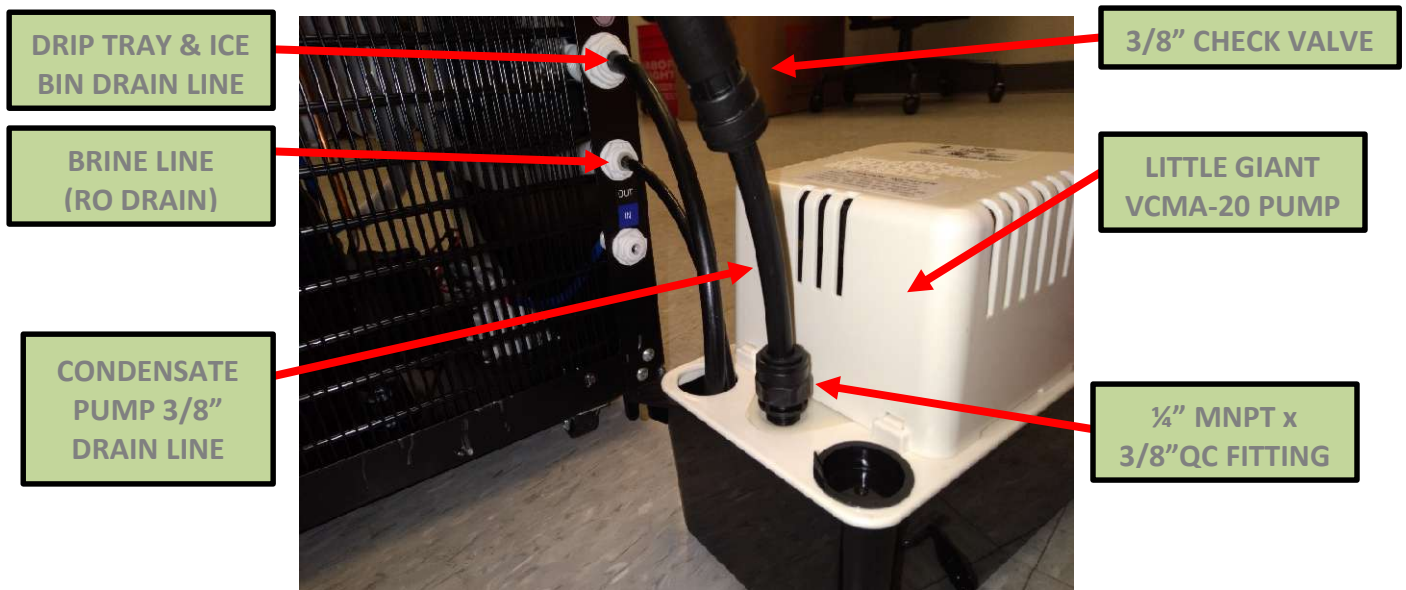
3. Remove the three screws holding the Dispense Spout to the Panel. Remove the Spout. Clean the Dispensing Spout with a soft cloth or sponge, hot running water, and an approved cleaning agent. Dry off. Reinstall the Dispense Spout and reassemble the unit.



CONDENSATE PUMP SETUP

The *Wellsys i14 Ice and Water Dispenser* should have its drain and brine line plumbed to a drain, but a condensate pump can also be installed externally to aid in pumping the water from these two lines to drain access. It is recommended to use a “Little Giant VCMA-20” but any condensation pump should work. Follow the steps below to setup the pump behind the main unit.

1. The condensate pump will require connection to a 120V power source. It is recommended to setup the pump behind the main unit and connect to the same power source.
2. Run the Drain (3/8”) and Brine (1/4”) lines from the ice and water unit into the open receptacles at the corner of the pump.
3. Install a 1/4” MNPT x 3/8” QC fitting into the center port of the pump. Insert 3/8” LLDPE tubing into the 3/8” QC port of the fitting and run to drain access.
4. Be sure to install a 3/8” check valve on the drain line between the pump and drain access.



FINAL INSPECTION

After installation and sanitization, verify the following:

1. There are no leaks or loose components.
2. The hot water is over 160°F.
3. The cold water is below 50°F.
4. Confirm acceptable product water flow.
5. If the system is not filling, then check the water supply and also make sure the leak stop has not been tripped. ***The leak stop can be reset by removing the cap below the unit and draining the water out.**
6. Ensure the systems exterior is clean and all components are in place.

Other items to check:

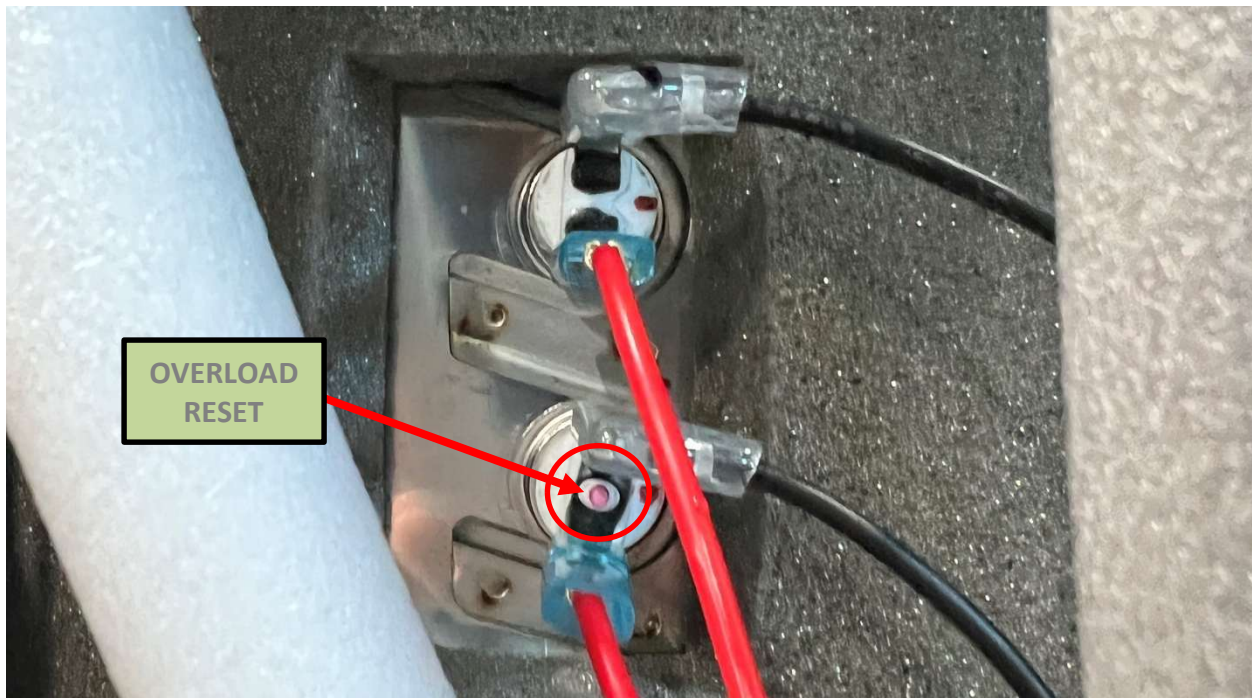
1. Once the system has been flushed it should remain plugged in and water should, at a minimum, be dispensed occasionally. ***Avoid storing in your vehicle or warehouse with residual water in the tank, this will result in a bad taste after installation.**
2. Always drain the system before moving it. It is not necessary to drain the hot tank completely if installing the same day. Leaving water in the hot tank will allow you to turn the hot tank on immediately after installation of the system but if left overnight may result in a taste complaint.
3. Never lay the system on its side.

RESETTING THE HOT TANK OVERLOAD THERMOSTAT

In the event of a “dry heat” scenario during installation, or if the water supply is blocked to the hot tank, overload thermostats are installed on the Hot Tank to prevent an unsafe heating situation and prevent damage to the unit. If these thermostats sense heat that is too high, they will trip and break the power circuit to the heating element. When this happens, the Overload Thermostat must be manually reset.

CAUTION!: Disconnect the machine from its power source before attempting the next steps. Failure to do so could cause electrical shock.

To do this, remove all front panels of the unit and locate the hot tank. On the surface of the hot tank, where a section of insulation is cut away, the overload thermostat is mounted to the metal round of the tank. There is a small red/pink button in the center of the thermostat that must be pressed to reset the thermostat. Doing so will restore a continuous path for power to reach the heating element. Before doing so, ensure that water dispenses from the unit during the hot water dispense operation. If water flows from the hot tank, the tank is primed and full of water. Continue with resetting the thermostat. Water will begin heating, and hot water should be available within 5-10 minutes.



PREVENTATIVE MAINTENANCE

The following is an outline of preventative maintenance that should be performed on yearly or semi-yearly basis to keep the unit running in top shape.

1. Change filters according to the filter change schedule. Always rinse new filters using the same procedure as the original filters.
2. Drain the system and use an approved cleaning agent to sanitize the system as outlined in the sanitization section.
3. Check all fittings for signs of scale or wear and replace as needed.
4. Check solenoids for proper function. Dripping solenoids should be replaced immediately.

Every 5 years, in addition to the above, perform the following:

- Replace all internal fittings and tubing.
- Replace solenoids.

SYSTEM INSPECTION

When changing filters or performing service, the following items should be completed:

- Visual Inspection
- Hose & Fitting Inspection
- Electrical Inspection
- Pressure and Flow Test
- Clean the exterior of system and condenser coils on rear of system.
- Temperature Check (Cold water should be below 50°F, Hot water should be above 160°F)
- TDS Check
- Hot Tank Switch On
- Site Cleanup

WARRANTY PROCEDURE

Procedure for I14 warranty evaluation:

Contact WELLSYS technical support and provide the following information:

- Serial number
- Failure
- Full details around failure
- Water pressure into the system
- Tap TDS
- TDS out of the cold and hot tanks
- Pictures

Depending on the situation, technical support may request more information. Upon approval, WELLSYS will process warranty credit or replacement part to be fulfilled