# Machine User Guide







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#### IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed including the following:

- a) Read all instructions.
- b) Portable To protect against risk of electrical shock do not put your machine in water or other liquid.
- c) This appliance is not intended for use by persons (including children) with reduced physical, sensory, or mental capabilities, or lack of experience and knowledge, unless they are closely supervised and instructed concerning use of the appliance by a person responsible for their safety.

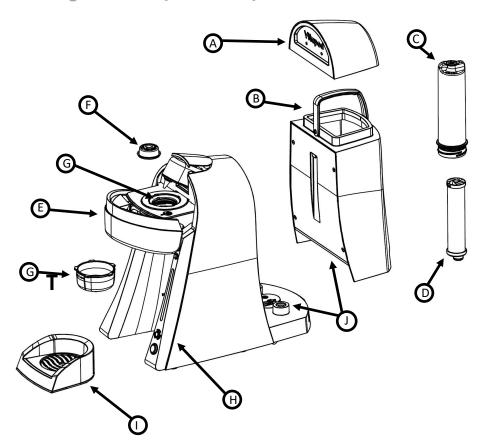
Close supervision is necessary when any appliance is used by or near children. Children should be supervised to ensure that they do not play with the appliance.

- d) Portable Turn the appliance OFF, then unplug from the outlet when not in use, before assembling or disassembling parts and before cleaning. To unplug, grasp the plug and pull from the outlet. Never pull from the power cord. Permanently installed make sure appliance is OFF when not in use, before putting on or taking off parts, and before cleaning.
- e) Avoid contacting moving parts. Keep hands, hair, clothing, as well as spatulas and other utensils away from beaters during operation to reduce the risk of injury to persons, or damage to the mixer.
- f) Portable Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or is dropped or damaged in any manner. Contact us at 1–800–VITAPOD for information on examination, repair, or adjustment.
- g) The use of attachments which are not recommended or sold by the manufacturer may cause fire, electric shock or injury.
- h) Do not use outdoors.
- i) Portable Do not let cord hang over edge of table or counter.

#### k) SAVE THESE INSTRUCTIONS

This appliance has a polarized plug (one blade is wider than the other). To reduce the risk of electric shock, this plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not modify the plug in any way.

# Getting to know your Vitapod machine...



# **FEATURES**

- A. Tank Lid
- B. Tank Handle
- C. Filter Cover
- D. Filter
- E. Pod Chamber
- F. Pod
- G. Removable Mix Chamber & Mix Paddle
- H. Controls
- I. Magnetic Drink Tray
- J. Water Inlet/Outlet Valves

# Set-Up

### **Unpacking Instructions**

- Place the Vitapod machine box on a large steady surface or on the floor.
   Open the box.
- 2. Remove the literature and magnetic spill tray.
- 3. Turn the box on its side.
- 4. Reach into the box and grasp the appliance and protective material that contains the Vitapod machine.
- Carefully pull both the Vitapod machine and the protective packaging towards you and out of the box.
- 6. Remove the protective material from the Vitapod machine.
- 7. Lift the plastic bag off of the machine.
- 8. Place Vitapod machine upright on a flat secure surface. Remove tape holding the lids and doors shut.
- 9. If you ordered the starter kit, please also remove your Vitapod bottle.
- 10. Install the magnetic drink tray in the cove at the front of the machine.
- 11. We recommend you save all packaging materials in case of future shipping/ storage of the product is necessary.

# Warning: keep plastic bags away from children

# **Helpful Hints**

- Plug the appliance into its own outlet, without other appliances. Turn 'ON' the on / off switch on the rear of the machine.
- 2. If the electrical circuit is overloaded with other appliances, your Vitapod machine may not function properly.
- 3. Keep machine turned "ON" except as noted.
- 4. Ensure the air vent on the side of the machine is not covered, restricted as it will reduce the performance of the cooling system.
- 5. Keep machine in a dry cool place out of direct sunlight.
- 6. Remove the spent pod after use and place into the recycling bag provided.



# Setting up your Vitapod machine

- 1. Remove the tank lid.
- 2. Lift the tank off the machine using the grey handle.
- 3. Install filter following the directions on the rear of the filter bag.
- 4. Fill the water tank with water using a jug or directly from the faucet.
- 5. Put the tank back onto your Vitapod machine (ensure it's pushed down fully) and replace the water tank lid.
- 6. Unwrap the power cord and plug the appliance into the outlet and turn on using the switch located where the power cord exits the machine.
- 7. The filtration system will start automatically. As this is happening, **press the** prime button located on the top of the filter cover until all air is released.
- 8. The machine will remain running for 10 minutes. When the filtration light turns off place your Vitapod bottle on the magnetic tray.
- Press and hold down the "GO" button until the bottle is full of water.
- 10. Empty the water out of the bottle and rinse the bottle so it is ready for use.

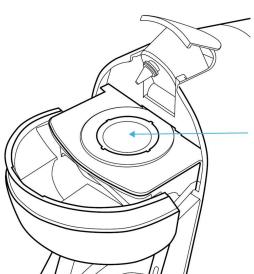
- 11. Remove the tank from the machine and discard the water. Your tank, filter and machine have been flushed and are ready for use.
- 12. Fill the tank with fresh water and put it back on the machine (the filtration will automatically start for 10 minutes). The machine is now ready!

# Cooling

- Press the cooling button once and it will enter turbo mode. Press once more
  and it will go into normal mode. Pressing once more will turn the cooling off.
   \*Once cooling has been turned off, it cannot be turned back on for 15
  minutes—this prevents damage to your machine\*
- 2. The Cooling button is used to bring the filtered water to the optimal hydration drinking temperature of 50°F–59°F.
- 3. To get chilled water you can add ice to the tank.

# Making your first drink

- Place your Vitapod bottle onto the magnetic tray below the mix chamber or adjust for the size of beverage you are making. Adjust tray height if necessary.
- 2. Open the Pod Chamber and insert a pod with the lid facing down. Close the Pod Chamber.
- 3. If desired beverage is less than 16.9oz, adjust dispense size selection button.
- 4. The "GO BUTTON" will now be flashing blue. Note-the machine defaults to 16.9oz.
- 5. Press the "GO BUTTON" and your Vitapod drink will be mixed and dispensed. The machine also rinses out the mix chamber while the drink is poured.



If for any reason you need to stop the water flow, just press the GO button once. \*The pod opening and mixing process cannot be stopped to prevent damage to your machine\*.

#### Pod Location

If you remove the water tank while the machine is working, all actions will stop and the "GO button" will turn red. DO NOT force open the front. Replace the tank and toggle the power switch on/off so that the machine can reset itself.

#### Control and Indicators

#### The GO Button:



- 1. The GO button is used to initiate the mixing cycle and pours your drink with one touch.
- 2. The icon on the GO button is normally blue. This indicates the unit is on and filtered water can be dispensed. Holding down the button will dispense cooled and filtered water.
- 3. When a pod is inserted, the GO button will flash blue for 30 seconds. When the GO button is pressed, it will start a mix cycle and dispense the default size of 16.9oz. The GO button will return to blue if no action is taken.

#### The Dispense Size Button:

- 1. This button allows you to toggle between 3 different pour sizes.
- 2. The default setting for the machine is the "full glass" icon that dispenses 16.9oz. Sized perfectly for your Vitapod Bottle and the perfect beverage.
- 3. The "half glass" icon will dispense an 8.5oz drink. This setting will produce a stronger, more concentrated beverage.
- 4. The "quarter glass" icon will dispense a 3.5oz shot. This setting is specially designed for our shot beverage.

# \*

#### The Cooling Button:

- This button allows you to toggle between 3 different cooling settings. Turbo/ Cool/Off.
- 2. One press of the Cooling button will place the machine into Turbo mode and it will cool the water in the tank to the optimum temperature of 50° 59°F.
- 3. A second press of the Cooling button will put the machine into Cool mode. This is the setting for energy efficient cooling.

#### The Filtration Button:

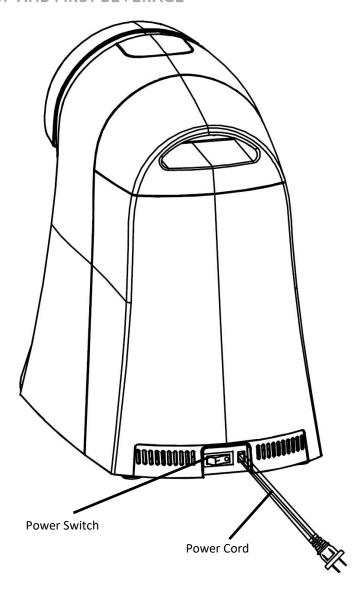
- 1. This button allows you to turn the filtration on or off. The filtration system turns on for 10 minutes automatically whenever the tank is filled.
- 2. The Filtration button will turn red when its time to order a new filter and flash red when the filter must be replaced.
- 3. Holding the Filtration button down for 5 seconds will reset the filter when a new filter is installed.

# Safe Operation & Use

When using electrical appliances, basic safety precautions should be followed:

- Read all instructions before using.
- This appliance is intended for household use only.
- This appliance must be properly installed and located in accordance with these instructions before it is used.
- Always ensure the vent is free from obstruction.
- The use of any aftermarket attachments are not recommended by the appliance manufacturer and may result in fire, electrical shock or injury.
- Do not place near a hot gas/electric burner or in a heated oven.
- Do not use outdoors.
- To protect against fire, electrical shock and injury, do not immerse cord or the appliance in water or any other liquid.
- Do not overfill the tank with water.
- Use ONLY WATER in this machine. Do not place any other liquid or foods in the water tank, except as instructed in the cleaning instructions.
- Turn off and unplug the machine before cleaning or maintenance.
- Do not operate any appliance with a damaged cord. If the appliance malfunctions or is damaged, in any manner, contact customer support at 1-800-VITAPOD.
- Do not let the power cord hang over the edge of a table or counter, or touch hot surfaces.
- DO NOT permit children to use this appliance unless there is adult supervision.
- Always keep the lid of the water tank closed unless you are refilling it.
- Do not use this machine for anything other than its intended use.
- Avoid contacting moving parts.

# SAVE THESE INSTRUCTIONS



**IMPORTANT:** You cannot use your Vitapod machine until it has been set-up for its first use as described previously.

**NOTE:** If the appliance has been exposed the temperatures below freezing allow the Vitapod machine at least two hours to reach room temperature before using. A frozen or extremely cold Vitapod machine will not operate properly.

The working temperature range of your Vitapod machine is 32°F - 140°F

#### **Cleaning and Maintenance**

#### **Cleaning External Parts:**

Never immerse the machine in water or any other liquid. The external components can be cleaned with a damp, soapy non-abrasive cloth.

# Cleaning the Mix Chamber and Mix Paddle:

- The Mix Paddle is removable, dishwasher safe and must be cleaned regularly. Open the Pod Chamber and lift the paddle upwards.
- 2. The clear Mix Chamber is also removable, dishwasher safe and must be cleaned regularly (see pod chamber cleaning below).
- 3. Simply rotate the Mix Chamber to the left and it will be released.
- 4. Once cleaned, reinstall the Mix Chamber by rotating to the right (if not installed correctly the GO button will flash red).
- 5. When reinstalling the Mix Paddle, ensure it is securely placed in the outer tabs. Your machine will not operate properly if it isn't installed correctly.

#### Cleaning the Pod Chamber:

- 1. Open the Pod Chamber and wipe until clean.
- 2. When the Mix Paddle and Mix Chamber are removed, clean all surfaces above and below the pod chamber with a damp cloth removing any residue.

#### Cleaning Your Vitapod Machine:

Depending on your location or water type, mineral content, calcium deposits or scale may build up in your machine. Scale is non-toxic, but if left unattended, it can hinder the machines performance. Regularly descaling and cleaning your machine every 2-4 weeks helps maintain all of the parts necessary to keep your Vitapod machine running well.

#### Cleaning Procedure:

- 1. Empty all water from the Vitapod machine by removing the tank, emptying it and removing the filter cover. Place the filter to one side.
- 2. The filter cover is dishwasher safe.
- 3. Clean the inside of the tank with warm soapy water on a sponge or cloth.
- 4. Rinse the tank and filter cover thoroughly and put the filter cover back inside the tank. Do not install the filter yet.
- 5. Now, refer to the automatic clean mode on the next page.

# **Cleaning and Maintenance**

#### Automatic clean mode:

Your Vitapod machine has an automatic clean mode that lasts 60 minutes. To activate this feature, follow the next steps:

- 1. Remove the filter from the tank. Ensure the filter cover is reinstalled without the filter.
- 2. Fill the tank with warm water and 10oz of white vinegar.
- 3. Place an empty 17oz container below the mix chamber.
- 4. Quickly press the Cooling button twice. The Water Level Indicator will start flashing.
- 5. Open the Pod Chamber and insert an empty pod, lid side down. Close the Pod Chamber.
- Press the GO button.
- The automatic cleaning will start and the Water Level Indicator will be flashing.
- 8. When complete, after approximately 60 minutes, the machine will enter standby mode and all lights will turn off.
- 9. Empty the tank and unscrew the filter cover.
- 10. Rinse the tank and filter cover under warm water.
- 11. Reinstall the filter and filter cover, fill the tank up with water, prime the system and allow to circulate for 10 minutes.

Your machine is now clean and ready for use

#### Service

Beyond these recommended cleaning and maintenance procedures, your Vitapod machine is not user serviceable. Please do not attempt repairs. Call us at 1-800-VITAPOD with any questions.

# Storage

Empty the water tank and dispose of the filter before storing. Store your machine in a safe and frost-free environment. Please be sure to keep your machine in an upright position to avoid water leakage from the inner areas.

#### **Troubleshooting**

#### If the GO button is red, your machine is not ready for use, check the following:

- Is there is sufficient water in the tank?
- Is the tank properly fitted?
- Is the mixing chamber securely in place?
- Is the pod placed correctly?

#### If your Vitapod machine does not have power, check the following:

- Ensure that the Vitapod machine is plugged in securely.
- Ensure that the power switch at the back of the machine is on.
- Plug the Vitapod machine into an independent outlet.
- Try plugging your machine into another independent outlet.
- Reset your circuit breaker, if necessary.

# If your Vitapod machine is taking a long time to cool down, check the following:

- Adding ice to the Water Tank will help it cool down faster.
- Ensure nothing is blocking the air vent on the side of the machine.
- The Vitapod machine cools water down to the optimum hydration temperature of 50°F-59°F with an ambient room temperature of 70°F.
- If you continue to have long cool down times please contact us:
   1-800-VITAPOD

#### If the paddle is not spinning during the mix cycle, check the following:

Open the Pod Chamber and manually rotate the Mix Paddle until free.

# For up to date troubleshooting and FAQ's please visit:

WWW.VITAPODWORLD.COM

#### Warranty: Limited One Year Warranty

Vitapod warrants that your machine will be free of defects in materials or work-manship under normal household use for one year from the date of purchase. Vitapod will repair or replace a defective machine without charge, upon receipt of proof of purchase. If a replacement machine is necessary to service this warranty, the replacement machine may be new or reconditioned. If a replacement machine is sent, a new limited one-year warranty will be applied to the replacement machine.

#### **Specifications**

#### INTENDED FOR HOUSHOLD USE ONLY

120V AC, single phase Rated Power 70w UL Listed Made in China

Designed in New York

#### Contact Us

#### Vitapod

5005 Veterans Memorial Highway Holbrook, NY 11741 United States Support@Vitapodworld.com

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- -- Reorient or relocate the receiving antenna.
- -- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- -- Consult the dealer or an experienced radio/TV technician for help.



# Vitapod®

Brilliant Hydration™

## Need help?

Contact Us: support@vitapodworld.com or 1-800-VITAPOD

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vitapodworld.com