



One Gallon, (4 Liter) Glass Carafe  
**Instruction Manual**  
H2oLabs Model 300CG



## **SAFETY INSTRUCTIONS - Read Before Assembly**

**▲ CAUTION: Always handle the glass Carafe with care to avoid breakage and possible injury.**

▲ Discontinue use of the Carafe if it is cracked, chipped or damaged in any way.

▲ Broken glass should be carefully collected and placed into a rigid box or container so it can be handled and disposed of properly without injury.

▲ Follow Assembly Instructions accurately to ensure safety. An improperly assembled glass Carafe could cause damage to it or result in personal injury.

▲ Place a towel on the table surface underneath the Carafe to prevent sliding or damage during assembly or while cleaning.

▲ When using Carafe, use both hands for proper support.

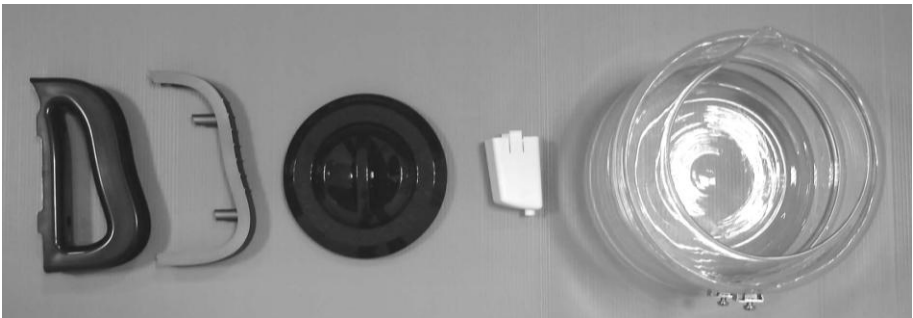
▲ When setting Carafe on any hard surface, (especially when full), take care to rest it gently on the surface to avoid damage.

## CARAFE ASSEMBLY INSTRUCTIONS

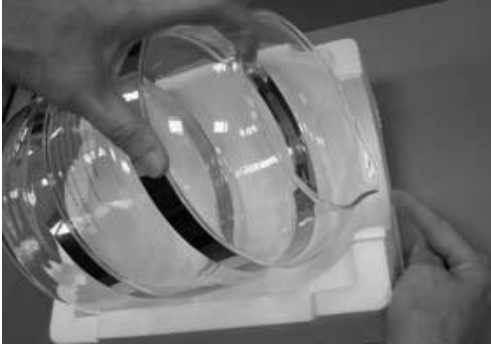
Only tool required: Phillips (Cross-Head) Screwdriver, (not included)

**Note: Please use caution when handling the glass Carafe.**

1. Remove all parts from the protective Styrofoam. Do not assemble if the Carafe is cracked, chipped or damaged in any way.

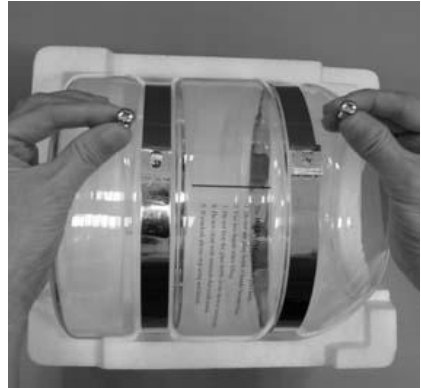


2. Check Styrofoam packaging to locate all parts as specified below:  
Handle  
Handle Cover  
Lid  
Activated Charcoal Sachet Housing  
Glass Carafe with 2-Stainless Steel Straps and 2-Phillips, (cross-head), screws attached.



3. Use the Styrofoam as an assembly platform. Place the Carafe spout facing down and the screws facing up.

4. Remove the screws from the stainless steel straps.



5. Align the right-hand side of the screw holes to the black reference line on the Carafe.

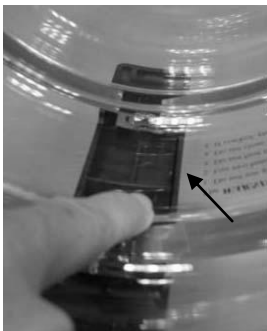
6. Position the Handle over the 2 screw holes and align it with the black reference line to the right of the handle.



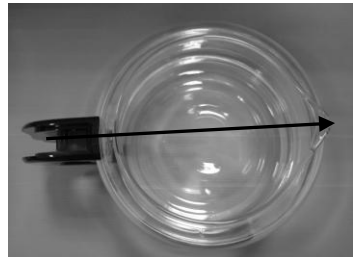


7. Insert the top screw first using a Phillips, (cross-head), screwdriver. Turn the screw until barely snug. Do not tighten yet.

8. Insert the lower screw next and turn it till barely snug. Move the handle to the right a little so that the black reference line is just covered evenly by the handle edge.



9. While making sure the handle is vertically aligned with the black reference line, tighten both screws. The handle should be opposite the spout. If necessary, loosen the screws to re-adjust.



10. Lift the Carafe by the handle a few inches above table surface and GENTLY shake the Carafe to verify that the handle is securely assembled. Tighten the screws more if the handle feels loose.





11. Clip the Handle Cover onto the handle. Push it all the way in.

12. Wash the Carafe thoroughly prior to use with a couple drops of dish soap and warm water. Place the lid on the Carafe with the opening facing the spout. The Carafe is now ready to use.



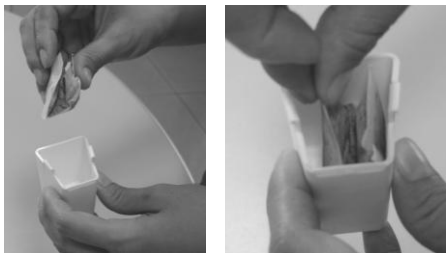
**Always handle the glass Carafe carefully and set it gently on hard surfaces as it is breakable.**



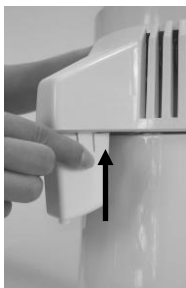
Since the Carafe is heavy when full, (approx. 9 lbs.), it should be lifted and carried with both hands. One hand should be holding the handle and the other hand supporting the bottom of the Carafe. An easy way to pour from a full Carafe is to allow it to rest on the counter-top, (thereby supporting the weight), while tilting it to fill a drinking glass, etc.

## **ACTIVATED CHARCOAL SACHET & SACHET HOUSING INSTRUCTIONS**

1. Each time a new Activated Charcoal Sachet is to be used for the first time, dip it in a cup of water a few times to remove the dust. (The activated charcoal dust is harmless.)



Fold the Activated Charcoal Sachet into a “V” and insert it into the Sachet Housing open end up.



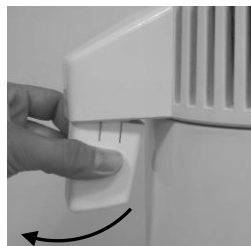
2. Insert the 2 raised edges of the Sachet Housing into the 2 slots under the Distiller Water Outlet.



3. Line up the Sachet Housing outlet with the spout of the glass Carafe to collect the distilled water. Position the Carafe accurately so that water will not drip on the side of the Carafe or onto the countertop.



The Activated Charcoal Sachet helps to reduce any noticeable taste or residual gases. Replace the Activated Charcoal Sachet monthly, or whenever there is any noticeable taste or odor. To replace the Sachet when necessary, press sides of the Housing and tilt out of the slots.



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(UK website: [www.H2oLabs.co.uk](http://www.H2oLabs.co.uk))

**or Call 1-800-990-3560**

*(Monday through Friday 8:00 AM to 5:00 PM Central U.S. time.)*

to order Activated Charcoal Sachets, Cleaning Crystals and Parts.

High Capacity Automatic Units and other helpful products, accessories and information can also be found at the **H2oLabs.com** website.