# MSpa After-sales Service Training

**!! Service policy** 

Service procedure

Case study

**Product introduction** 

Standard & Optional Parts

## **Tracing & Repair**

Filter & Transformer Bubble generator O<sub>3</sub> generator Heater & Temp. Sensor PCB(Printed Circuit Board) Control panel Other situations Attachments







## Ouestionnaire

Questionnaire	
Number of staff in your company handling MSpa after-sales service. Service/hotline(website)/parts/ repair	
Number of MSpa control boxes repaired by your team.	
Number of claims received so far. Have you record down the claim report?	
Number of complete set of spas returned to you. Have you tested the spa?	
How to avoid returning of complete set spas with failure caused by customer abuse?	
Time needed to repair a control box. (20 minutes?)	
Do you have an online warranty management system?	
Do you have a designated area for MSpa parts storage & reparation/testing?	







### **Checking List for After-sales Service Files**

- 1. MSpa service policy
- 2. MSpa After-sales Service Training
- 3. Mspa FAQs guiding
- 4. Mspa Spare parts consumption report (stock list)
- 5. Mspa Warranty service report summary (2020)
- 6. Service Manual (including the part catalog)
- 7. Checking Flow
- 8. Video links
- 9. Spare (Warranty) parts list
- 10. Testing pool usage instruction
- 11. Website suggestion







**M**M



### 1. Warranty Period to Mspa Distributors

Warranty Starting Date:

MSpa distributor/importer warranty starts from the arrival date at destination port.

For MSpa Lite/Comfort/Delight Inflatable Spa

- Nine(9) months (including three(3) months of storage period) for the spa pool
- Fifteen(15) months (including three(3) months of storage period ) for the electric part

For MSpa® Premium/Urban/Muse/Frame Inflatable and Portable Spa

- Fifteen(15) months (including three(3) months of storage period ) for the spa pool
- Fifteen(15) months (including three(3) months of storage period ) for the electric part
- Twenty-seven(27) months (including three(3) months storage period) for the rigid wall frame







For Service Parts including spa tub and electric parts which are used as replacement part for the Product under warranty or purchased by the end users for the Product out of warranty, ORPC provides a warranty period of ninety (90) days starting from the replacement date or the purchasing date.

For optional spare parts such as inflatable cusion sets, ice boxes, spa covers, comfort sets,heater preservation foam mats, canopies, wicker conversation sets, wicker storage units, floating lamp, and any other small parts subject to wear normal in time or the damage of a product replaced to an unsuitable wearing can not be recognized as a manuaucturing defect.





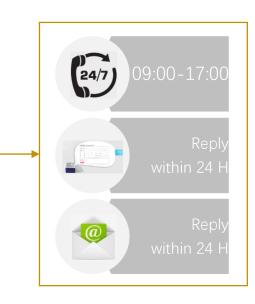


### 2. Obligations of Mspa service partners/Distributors

ORPC authorized Mspa service partner/distributor is obliged to provide after-sales service to end consumers by taking the following activities:

- Mspa service partner/distributor shall hire salaried staffs to execute the after-sale service in the Territory.
- Mspa service partner/distributor shall equip the after-sale service staffs with necessary equipments and tools to carry out the after-sale service in the Territory.
- Mspa service partner/distributor shall set up and maintain a workshop or workshops for after-sale service testing and repairing activities.
- Mspa service partner/distributor shall establish an after-sales service hotline phone number for the customers to call for warranty or non-warranty service.
- Mspa service partner/distributor shall verify the validity of each warranty claim according to ORPC's warranty policy. Only verified valid warranty shall be honored free warranty service. Non-warranty claim shall be solved at the customers' own expense.
- If the customer has the ability and is willing to repair the Product by himself or herself, Mspa service partner/distributor shall instruct the customer to repair the warranty Products with the free replacement parts from ORPC initial stock.
- If the customer does not have the ability or the willingness to repair the Product by himself or herself, Mspa service partner/distributor shall request the customer to return the warranty Products for testing and repairing at the workshop.
- Mspa service partner/distributor is solely responsible for all the courier cost related to the Product's valid warranty after-sale service in the Territory













- Mspa service partner/distributor shall avoid warranty Products to be returned to ORPC's
  designated FOB customers stores in the Territory by the customers for refund, by solving the
  customers warranty claims in an efficient and professional manner.
- Mspa service partner/distributor shall prepare monthly warranty service report in ORPC's template and submit to OPRC's after-sale service department on every second Monday of the following month.
- Mspa service partner/distributor shall maintain an accurate record of warranty spare parts consumption. Upon ORPC's request, Mspa service partner/distributor shall provide this warranty spare parts consumption record within two(2) business days.
- Mspa service partner/distributor shall maintain a good business reputation and provide survey reports of consumer satisfaction.
- No full refund or full replacement of Mspa products is allowed without verification &

authorization of ORPC service team.

- Purchase and keep a certain stock of spare parts based on the claim rate for potential claims(spare parts list is attached)
- Provide daily support to solve problems effectively and smoothly through emails or phone calls
- Upon ORPC's request, Mspa after-sales service partner/distributor shall return all free spare parts sent by ORPC, which are not used or not used toward valid distributor claims warranty.







### 3. ORPC Warranty Obligations to Mspa service partners/distributors

As manufacturer, ORPC provides sufficient support to the authorized after-sale service partner/distributor to carry out the warranty service by the following activities:

- Provide free spare part to the after-sale service partner/distributor for valid distributor warranty claims.
- Provide and update the service manual and other technical documents regularly. Provide training on warranty policies, procedures and other technical service issues.
- Provide daily technical support to solve warranty problems effectively and smoothly through email or phone calls.
- Provide technical service training at Shanghai headquarter upon after-sale service partner/distributor's request.
- Collect, summarize and analyze the regional/territory service reports for future improvements in regards to product quality or service.

### 4. Ownership of the spare parts:

ORPC provides certain rates of free spare parts to Mspa distributors/ service partners with order shipment and ORPC is the owner of such free spare parts stocked in Mspa distributors/service partners' warehouse.







### 5. Who can get free service parts?

For customers who place full container orders, ORPC provides free service parts along with the 1st container as initial stock.

For repeat order, no free service parts are to be provided, unless MSpa distributor/service partner's spare-parts replenishment application is verified and accepted by MSpa after-sales service department.

#### 6. What are the free service parts for?

Free spare parts are only provided for service to customers within valid manufacturing warranty period.

### 7. What are provided as free service parts?

Mspa service partners/distributors are requested to do reparation or spare parts replacement by making full use of spare parts. Therefore, initial spare parts list consists of key components only, including filter pump, heater, bubble generator, power panel, spa liner, etc. Apart from key electric components, one piece of control box is to be provided as a "rolling service control box". For urgent case, MSpa distributor/service partner can send this control box to end-user to replace the defective control box. After repair the returned control box, distributor/service partner can keep it in stock for future service.







### 8. What do MSpa service partners need to do after receiving free service parts?

MSpa distributors/service partners are obligated to submit monthly warranty report and spare parts consumption report to MSpa after-sales service department. Without timely provided report, no service parts replenishment will be honored by MSpa after-sales service department.

### 9. Service parts replenishment policy

For service parts replenishment, MSpa distributors/service partners shall raise a spare parts replenishment proposal and send to ORPC 45 days before expected shipment date. MSpa after-sales service department will check and confirm the qty after cross-check with regular monthly warranty report and spare-parts consumption report provided by the distributor/service partner.

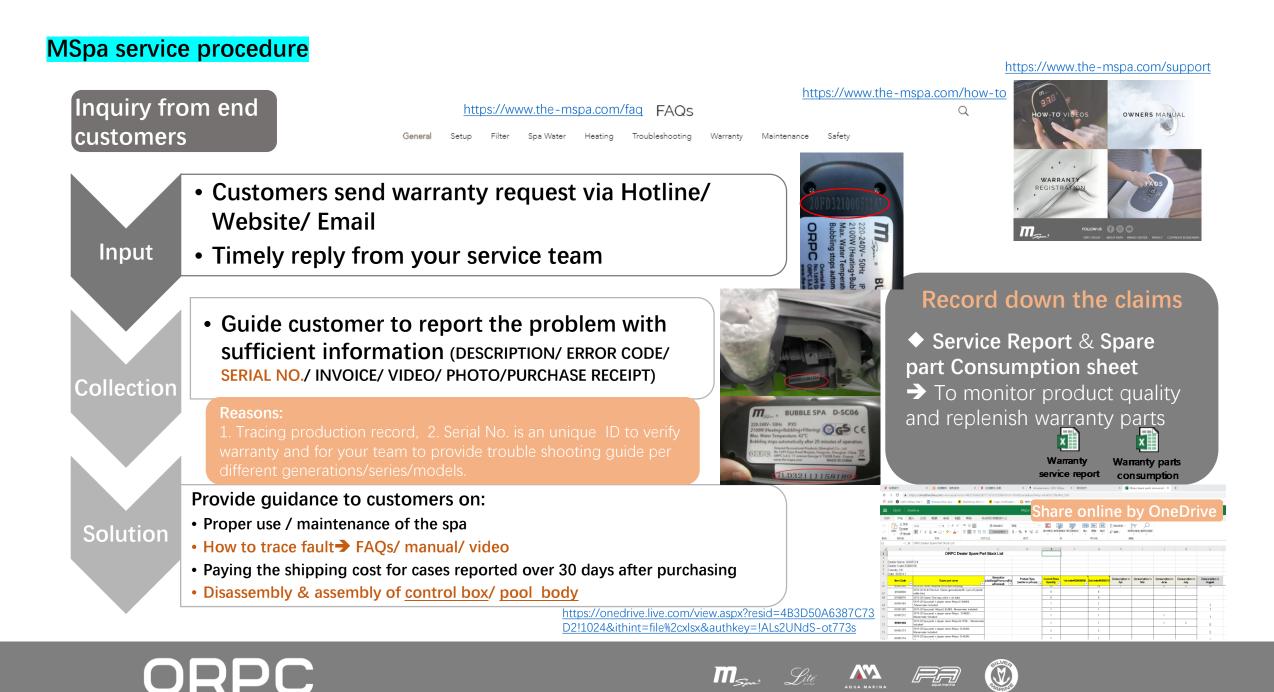
If no monthly report is provided, or no sufficient proofs are provided for spare parts replenishment, MSpa distributors/service partners shall be obliged to purchase spare parts from ORPC.

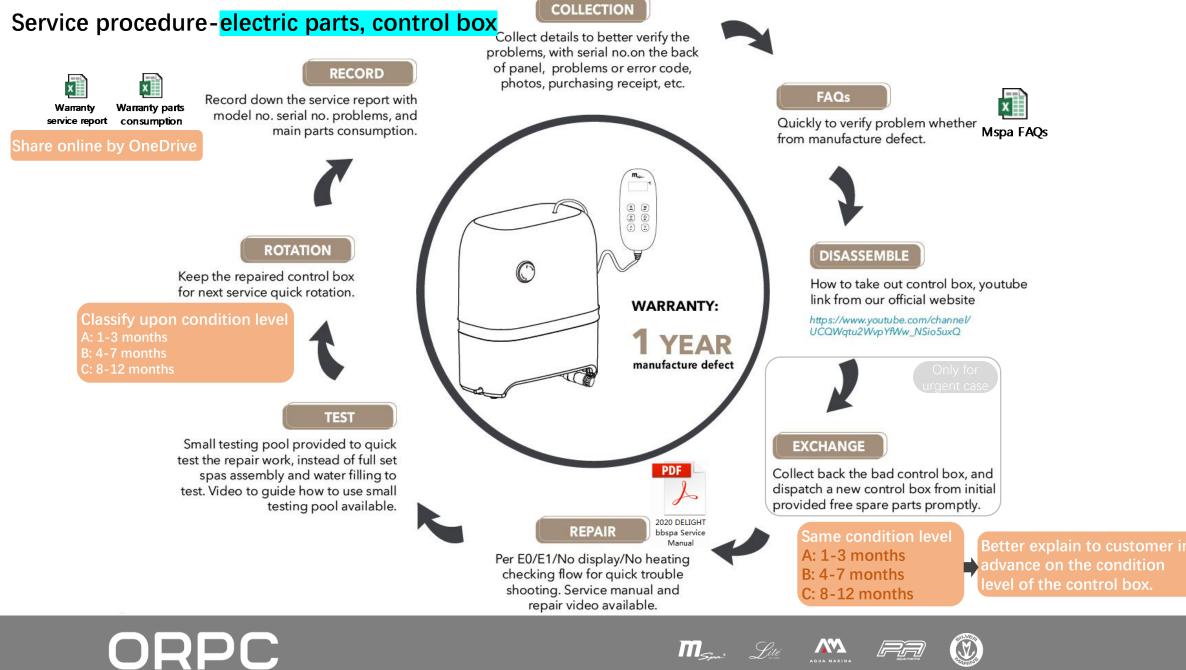








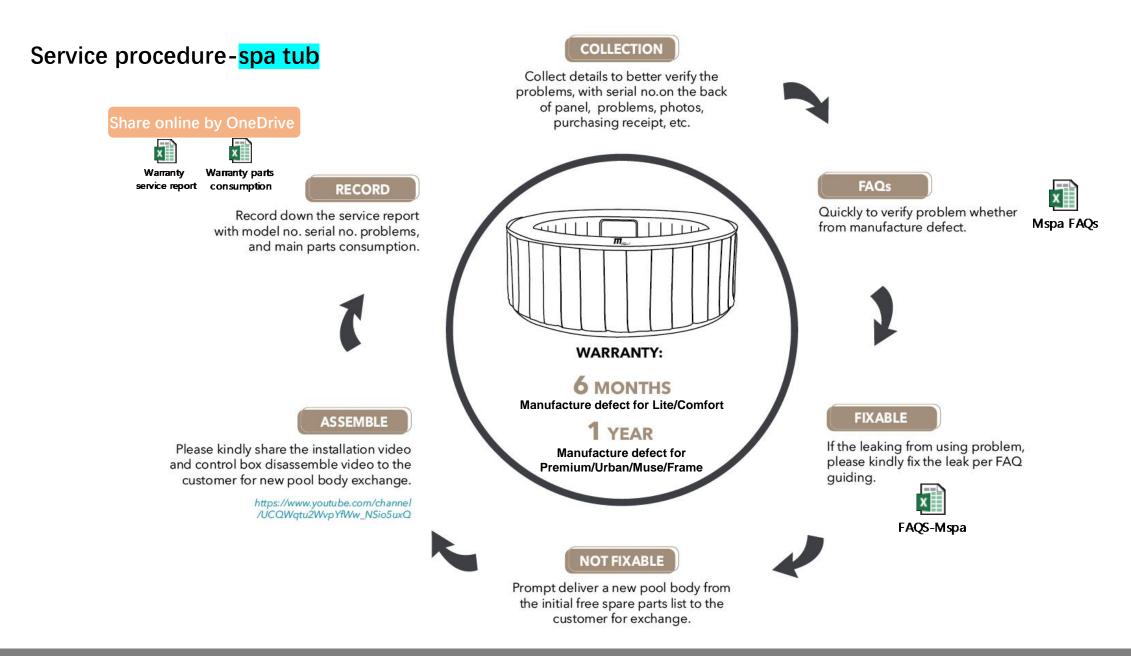




II. Sitë













**M**M

### Service procedure-Other parts













How to answer question on no bubbling

Subject: Faulty hot tub

#### Hi,

We bought and had delivered on Monday a alpine 4 man hot tub. We filled it and left it all day and night to heat and then used it once yesterday morning. The bubbles lasted the said 20 minutes but then for the rest of the day the bubble function did not work. I contacted mspa advice line ( the wrong one apparently for my series number) but they advices me that the spa was faulty and were going to send me a new power pack motor for me to replace it. An engineer looked at a video I sent and confirmed the fault. When I gave them the serial number they told me they could not help and I needed to contacted you. Please find attached the video, the proof of purchase for your info.

Hi		
Please keep the attack	hed FAQs guiding for record. Below is	the bubble failure trouble shooting guide.
	Inflation knob is in "ON" position, not turned to "OFF"	Turn the Knob to "OFF" position and turn on the bubble button again.
	Auto-off 10 minutes after it works every 20 mins	It's normal that the spa is programed to Auto-off 10 minutes after it works every 20 mins Wait for 10 mins to restart the bubble
Bubble air blower does not work	Bubble fails to inflatable	Take out the control box (heater/blower engine) to the local service partner a new power board & bubble generator needs to be replaced. Video guide: https://youtu.be/lhOkbOFGgWk
	Bubble function doesn't work while all other functions works	Take out the control box (heater/blower engine) to the local service partner a new bubble generator needs to be replaced. Video guide: https://youtu.be/lhOkbOFGgWk







**M**M

- Recommend optional accessories for better spa experience
- How to answer question on air leaking

Hope you're doing well.

I've had two messages through Amazon from customers about their spas. Can you please advise on the following messages?

First question is about the Alpine Delight 6 Bathers

1- What type of lid comes with this inflatable hot tub? What is the best lid to get for it to keep the heat in. Mines the 4 + 2 one.

For the second message is there anything you can suggest for this customer to try? It's for the Tekapo Delight 6 Bathers

2- Hi, we received the hot tub which was fab service, the day after! We assembled as required and left for 20hours to inflate, which took us to Saturday, today we came outside to it find it deflated

Thank you

Hi

Please refer to my answers as below in blue:

First question is about the Alpine Delight 6 Bathers

1- What type of lid comes with this inflatable hot tub? What is the best lid to get for it to keep the heat in. Mines the 4 + 2 one.

-----> There is only one aluminium foil for the standard bubble cover. For better heat preservation, we'd suggest an extra inflatable bladder purchasing to the customer.

Please refer to the attached photos for better verify.

For the second message is there anything you can suggest for this customer to try? It's for the Tekapo Delight 6 Bathers

2- Hi, we received the hot tub which was fab service, the day after! We assembled as required and left for 20hours to inflate, which took us to Saturday, today we came outside to it find it deflated

----->If from completely new spa's leaking, would you please guide the customer to screw up and tight the air valve. Below is the trouble shooting guide for air leaking.

Spa looses air	Air valve got loosen	Screw up tight the air valve	
		Re-glue help or contact service partner to replace a new pool body: https://youtu.be/szF-4t0Ff5Q	Ver







How to answer question on missing parts

Hi Mary,

I hope you are well!

I have a customer who ordered an alpine spa, but is saying that she is missing a Manometer, how do i go forward with this query?

Regards

Hi

We put some free spare parts list in your container together to back up the daily service. Below is the part number for manometer sending. Would you please have a check with your warehouse for the parts status? You may store them sperately for future warranty service support.

I will ask Sam to send the whole spare parts list in your 1st container tomorrow, so that you can keep them on hand for better looking into.

B9301394

SS20 new Manometer (yellow+green+white section)

Thank you.









## What to do when filter light always on

Hi Mary,

Hope you are well, I have a customer who is saying that on her tepako, the filter light will not go off at all and just stays on.

Please could you advise me on what to do, the customer has just purchased this item a few days ago and by law has 30 days to return this item, so I will need to give a response within 24 hours to the customer, I will send you over a attachment of the customers message.

Regards

Hi

I reviewed the message from the end consumer. This is normal working for the spa if working with heater together. When the heating function is turned off, filtration will be stopped after 30 seconds. Hope that clarifirs for you? Here attached the Mspa service manual for your study also.



### Heater Button: Press HEATER button to start or stop heating.

The filter will automatically be running for 15 seconds to test the working condition once the HEATER function is started. If there is no abnormality, the heater will keep working until the water temperature reaches the set value. After the water temp is lower than the set temp, the heater will restart to heat the water automatically. The HEATER button displaying red means that the heating system is activated. The HEATER button displaying green means that the system is at rest and keeping the water in set temp.



**Filter Button:** Press FILTER button to turn the function on/off. The light of FILTER button display green when activated.

**NOTE:** Filtration cannot be turned off when heating function is on (whether the heater is running or <u>at rest</u>). When the Heating function is turned off, Filtration will be stopped after 30 seconds. Filtration function can be then activated separately.

NOTE: Auto-filtration system automatically activated every 4 hours.







### **Product Introduction** Product Map **Constructions & Functions**

### FRAME SERIES





TUSCANY 6P





CARLTON 6P

OTIUM 6P













SOHO 6P



PREMIUM

SERIES



TEKAPO 4P/6P



OTTOMAN 6P



STARRY 6P











11111111111111111111111



VITO 6P





NEST 2P

....

EXOTIC 4P/6P

ORPC





Product N	Instruction Map & Constru		Ç		FRAME SERIES MUSE SERIES	All-in-one Control Box	Heat Tech	Variable-speed Bubble Variable-speed Bubble	O <sub>3</sub> Ozonator	UVC Sanitizer	Energy Saving Timer	Smart Filtration	Children Safety Lock	Anti-icing System	Antibacterial Fabric	Antibacterial Fabric
					URBAN SERIES	Wired Controller	Heat Tech	Variable-speed Bubble	O <sub>3</sub> Ozonator	UV Sanitizer	Energy Saving Timer	Smart Filtration	Children Safety Lock	Anti-icing System	Antibacterial Fabric	
					PREMIUM SERIES	Wired Controller	Heat Tech	Variable-speed Bubble	O <sub>3</sub> Ozonator	Energy Saving Timer	Smart Filtration	Children Safety Lock	Anti-icing System	Antibacterial Fabric		
					COMFORT SERIES	Wired Controller	Heat Tech	Air Jet Bubbles	UV Sanitizer	Energy Saving Timer	Smart Filtration	Children Safety Lock	Anti-icing System	Antibacterial Fabric		
		Specification									30					
FRAME SERIES	MUSE SERIES		PREMIUM SERIES	COMFOR SERIES	RT/ Lite						Com.					
• Heater	• Heater	• Heater	• Heater	• Heater												
• Massage Air Blower (3 levels)	• Massage Air Blower	• Massage Air Blower	• Massage Air Blower	• Massage Blower	e Air											
• Filter Pump	• Filter Pump	• Filter Pump	• Filter Pump	• Filter Pu	Imp											
• Integrated Ozone Generator (EU Only)	<ul> <li>Integrated</li> <li>Ozone Generator</li> </ul>	<ul> <li>Integrated</li> <li>Ozone Generator</li> </ul>	<ul> <li>Integrated</li> <li>Ozone Generator</li> <li>(EU Only)</li> </ul>													
• UVC	• UVC	• UVC		• UVC												
	• Jet Pressure															



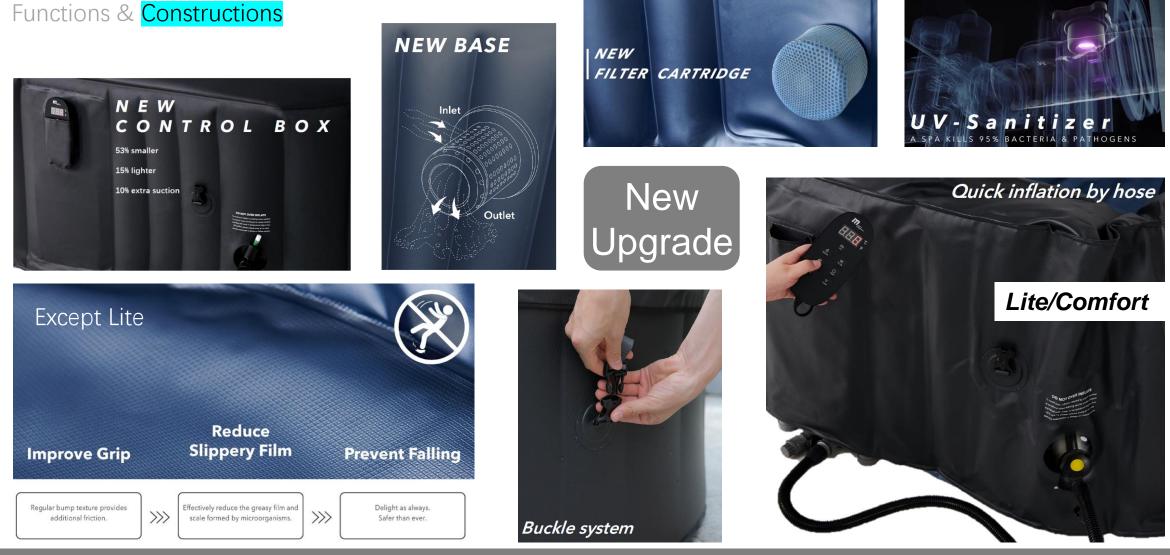






### 2021 Lite/Comfort

### Product Instruction Catalog Functions & Construction





Men Lité



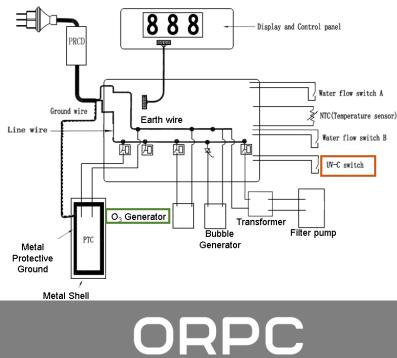


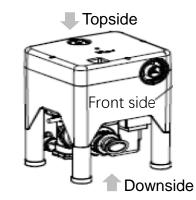
### 2021 Lite/Comfort/Premium

### **Product Instruction** Catalog Functions & Constructions

Main parts of the MSpa (Frequent quick-wear parts)								
Part Name Pcs Part Name Pc								
• PCB	1	<ul> <li>Transformer</li> </ul>	1					
Heater (protector)	1	• Filter Pump	1					
PRCD/GFCI	1	Flow Switch	2					
Temperature sensor	1	<ul> <li>O3 Generator</li> </ul>	1					
Bubble Generator	1							
• UVC	1							

Input:220VAc/50Hz





Transformer

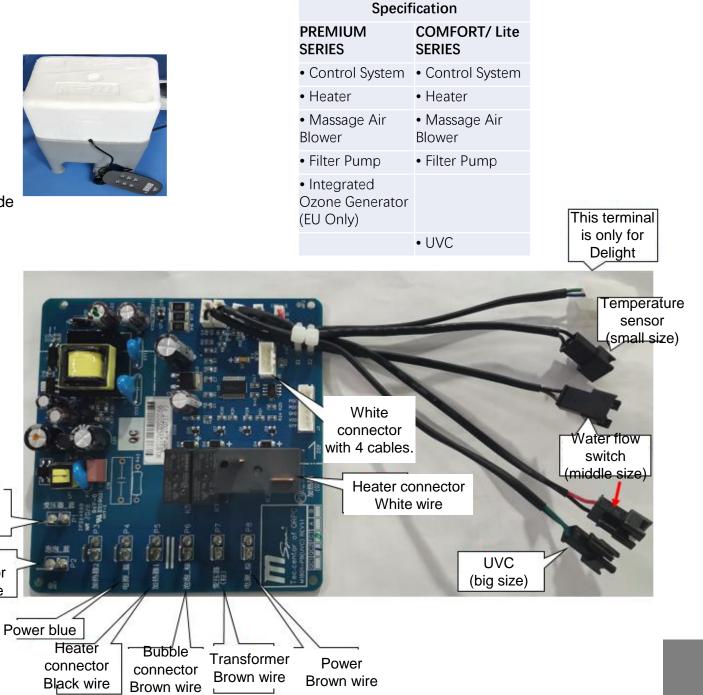
Blue wire

Bubble

connector

Blue wire



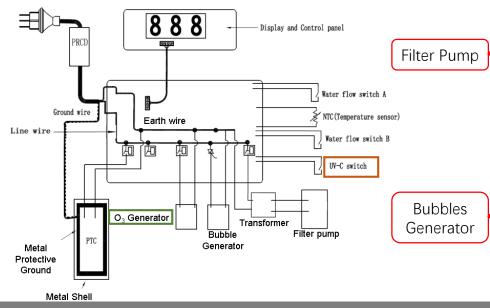


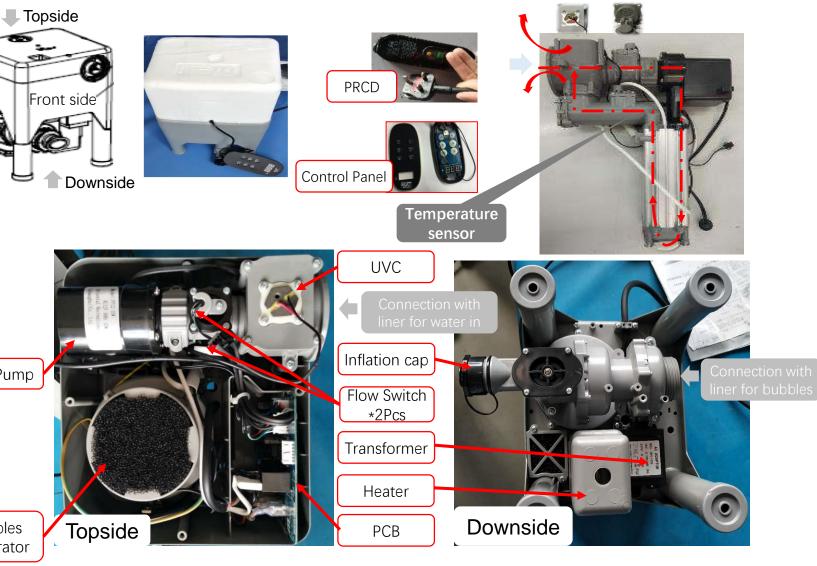
### 2021 Lite/Comfort/Premium

Product Instruction Catalog Functions & Constructions

Main parts of the MSpa (Frequent quick-wear parts)							
Part Name	Part Name Pcs Part Name P						
• PCB	1	<ul> <li>Transformer</li> </ul>	1				
Heater (protector)	1	• Filter Pump	1				
PRCD/GFCI	1	Flow Switch	2				
• Temperature sensor	1	<ul> <li>O3 Generator</li> </ul>	1				
Bubble Generator	1						
• UVC	1						

Input:220VAc/50Hz

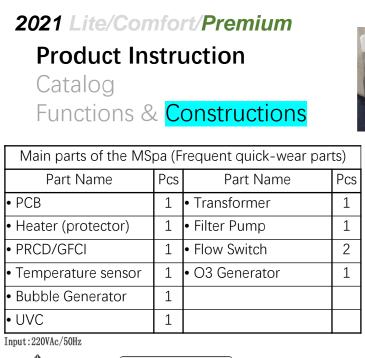




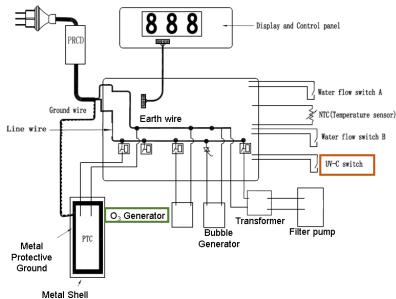
ORPC

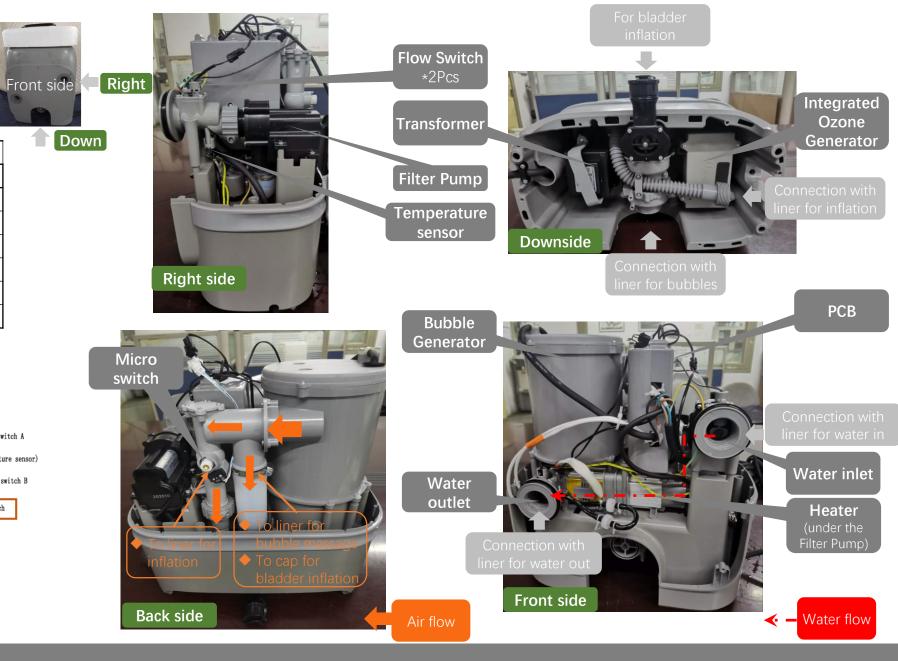
Men Lite August Marina





1





ORPC







2021 Frame/Muse/Urban Product Instruction Catalog Functions & Constructions

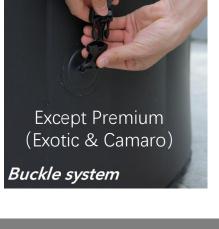


















X

### 2021 Frame/Muse/Urban

**Product Instruction** 

Catalog Functions & Constructions

## M-ONE AUTO INFLATION

#### From simpler to the simplest

This is a truly innovation that makes MSpa the only inflatable hot tub that will get people satisfied before stepping into it.

From unboxed to well installed, the only thing you need to do, is to press the button for just one time. The spa will automatically start and stop inflation. You are free to leave the spa, treat yourself with a cup of coffee, send a twitter, make a phone call, or whatever you want to do.



The integrated gauge will constantly monitor the air pressure and stop inflation automatically when ideal pressure level is reached. No need to read the manometer. No risk of over inflation.





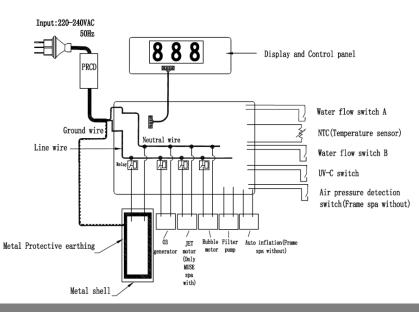


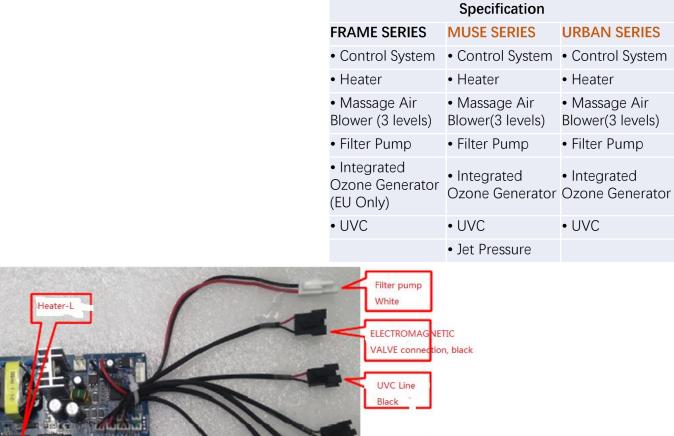


## 2021 Frame/Muse/Urban Product Instruction Catalog Functions & Constructions

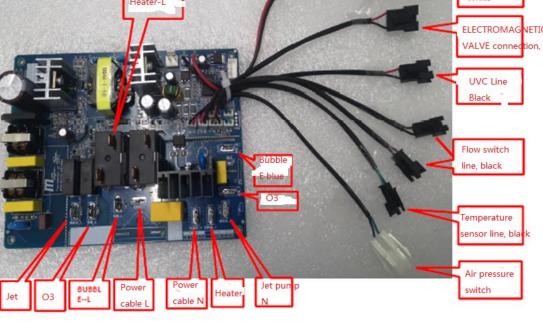


Main parts of the MSpa (Frequent quick-wear parts)							
Part Name	Pcs Part Name P						
• PCB	1	<ul> <li>Transformer</li> </ul>	1				
<ul> <li>Heater (protector)</li> </ul>	1	• Filter Pump	1				
PRCD/GFCI	1	<ul> <li>Flow Switch</li> </ul>	2				
Temperature sensor	1	• O3 Generator	1				
<ul> <li>Bubble Generator</li> </ul>	1	<ul> <li>Jet assembly</li> </ul>	2				
• UVC	1						





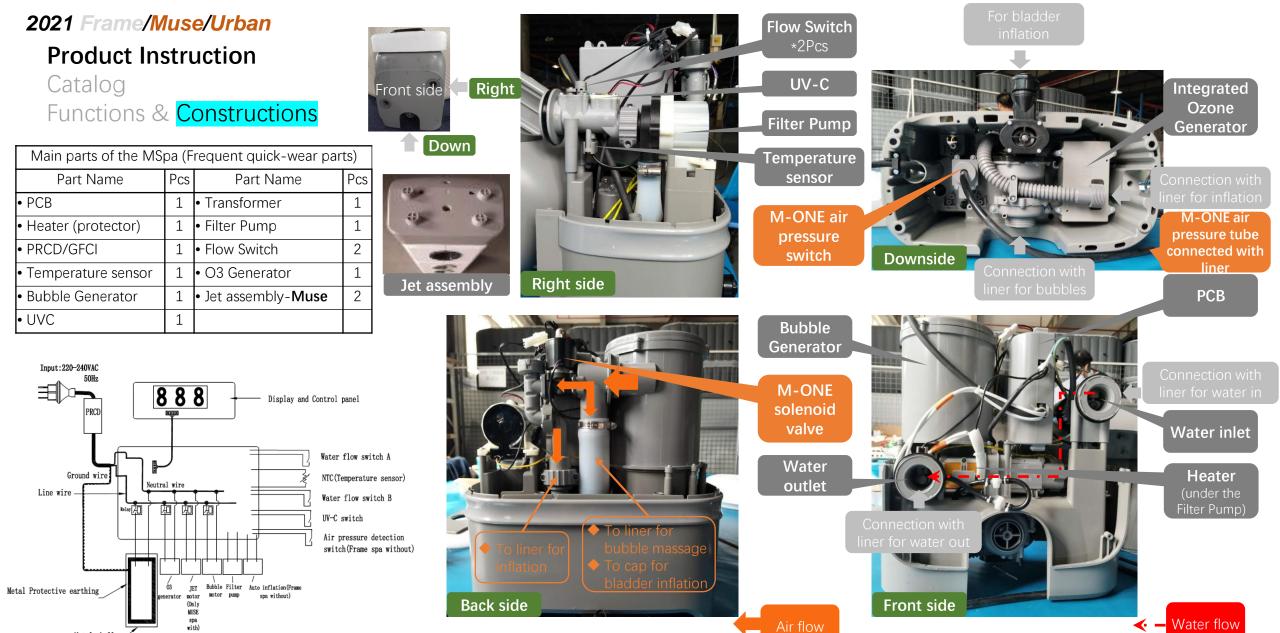
X



Men Lite

M





ORPC

Metal shell

Men Lite

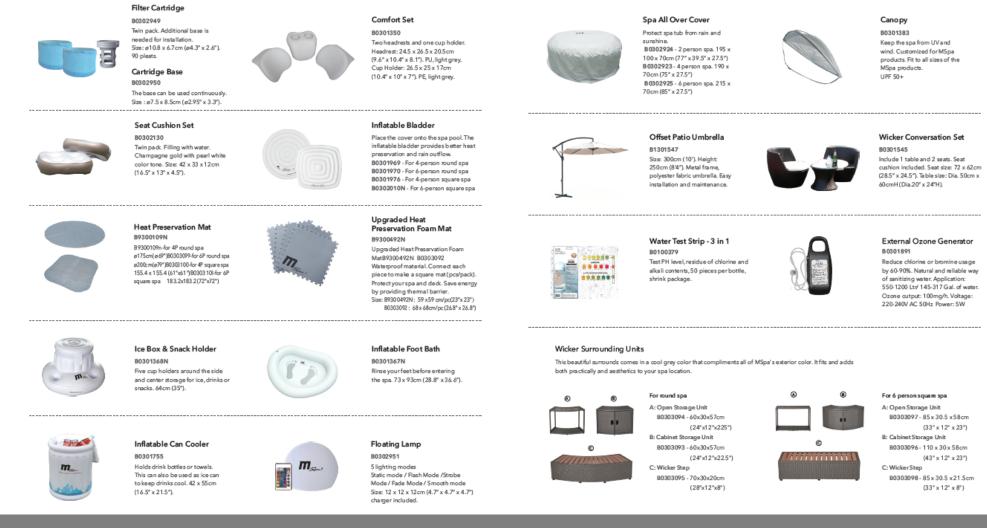






## **Standard & Optional Accessories**

### Standard Accessories Optional Accessories



Mar Site

**A**M



Tracing & Repair -Principle

MSpa control system consists of control panel, filter pump, heater, bubble generator, transformer, UVC, GFCI plug(PRCD and plug), valves and pipes; and jet pump and ozone generator for selected models.

- **Plug with GFCI/PRCD**: checks ground connection and provide the power to PCB then to all electrical parts.
- **PCB:** sends commands and provides power to transformer/bubble generator/heater/jet pump/ozone generator.
- **Transformer** (Only for Lite/Comfort/Premium) : provides 12V power to filter pump.
- **Control panel:** as a interface to control the MSpa.
- Filter pump: circulates water.
- **Heater**: heats the water. When heater's on, filter pump will be activated automatically.
- **Bubble generator:** generates the compressed air for inflation and air bubbling massage.
- Jet pump: provides hydrotherapy water jets.
- **Ozone generator**: generates O3 by high voltage.
- **UVC:** kills microorganisms and pathogens.

## ORPC





## Tracing & Repair from FAQs

Filter Pump & Transformer (Lite/Comfort/Premium)

Bubble generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) UVC Control panel

888

Display and Control panel

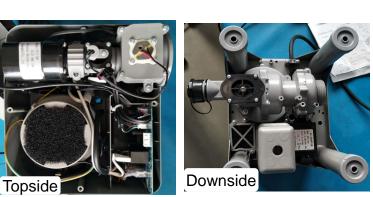
Water flow switch A

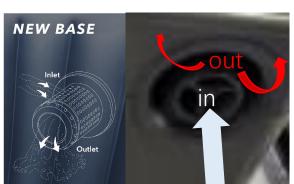
Input:220VAc/50Hz

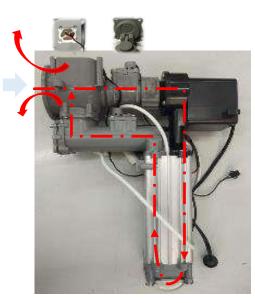
Line wire

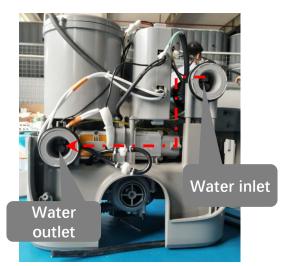
Metal

Ground









Lite/Comfort

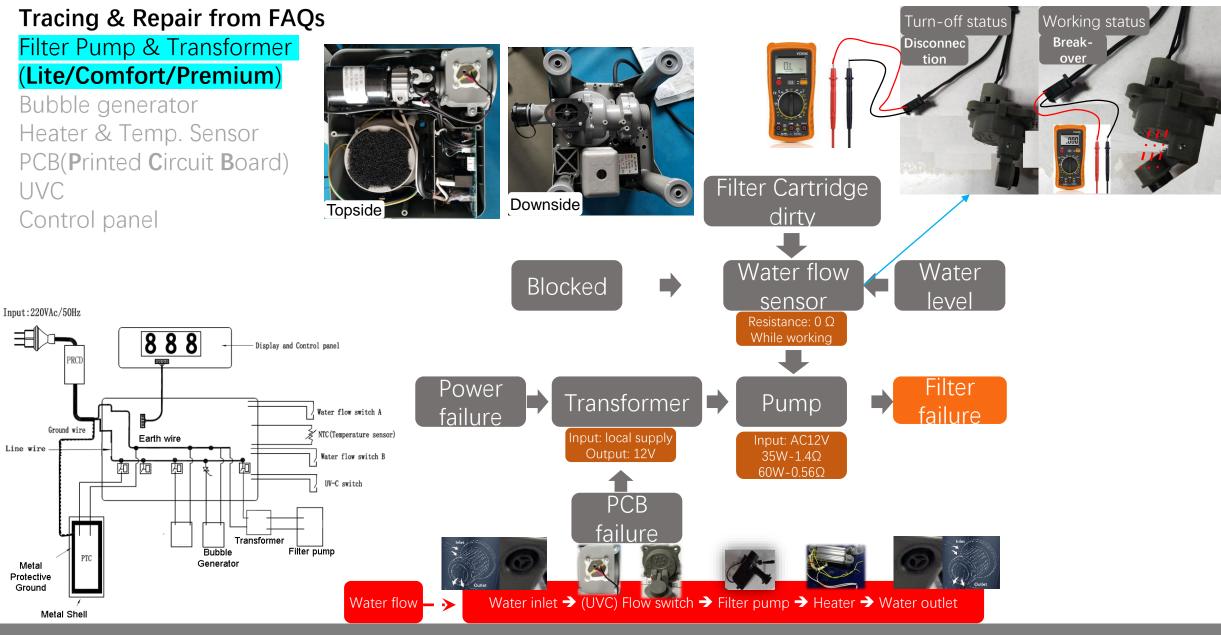
Premium











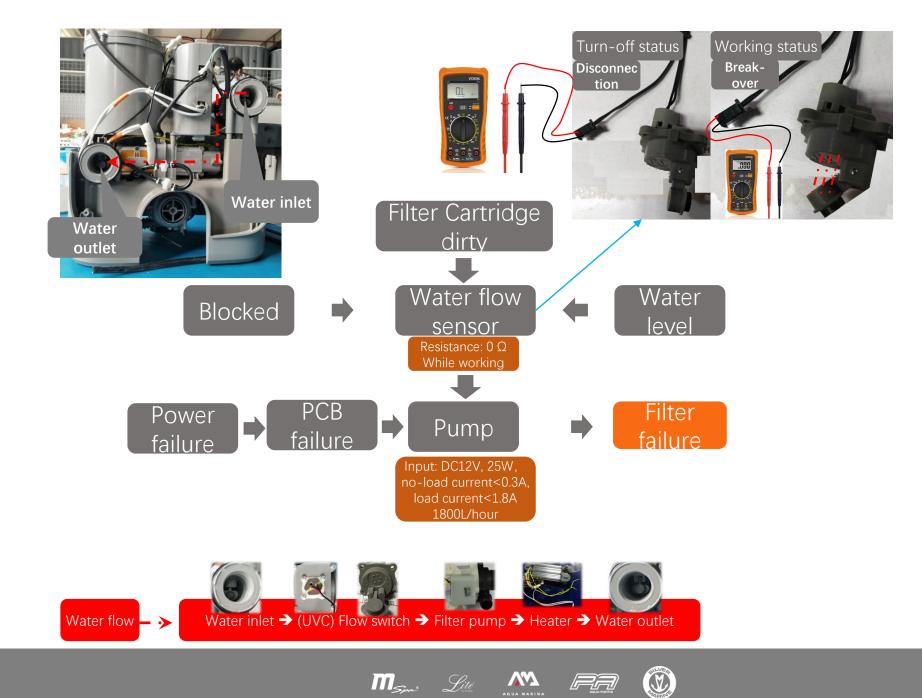
## ORPC





## Tracing & Repair from FAQs Filter Pump & Transformer (Muse/Urban/Frame)

Bubble generator O3 generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) UVC Jet Control panel





## Tracing & Repair from FAQs

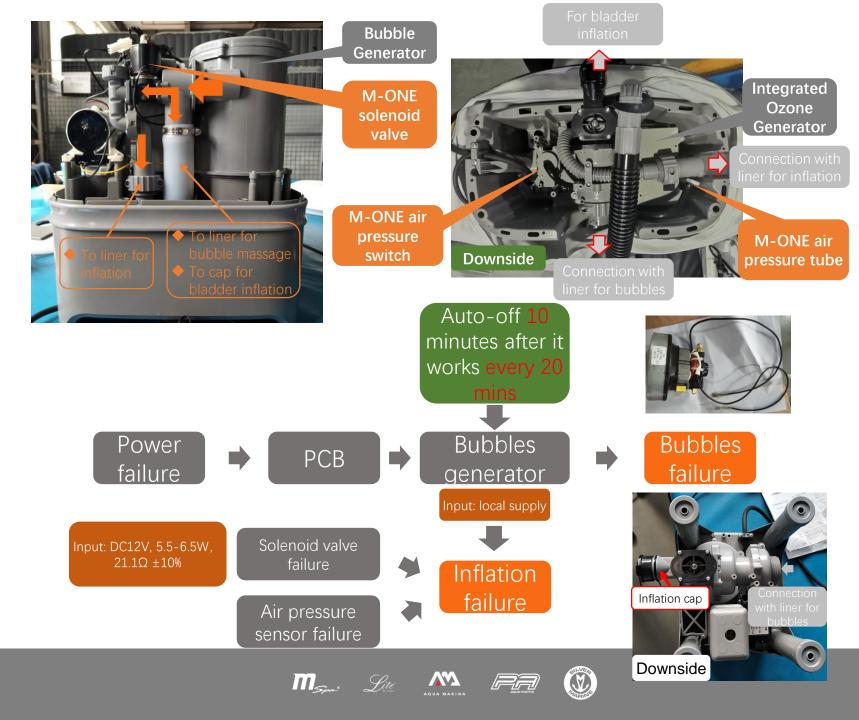
Filter & Transformer Bubble generator

M-ONE inflation

O3 generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) UVC Jet Control panel



ORPC



## Tracing & Repair from FAQs

Filter & Transformer Bubble generator

O<sub>3</sub> generator Except Lite/Comfort

Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) UVC Jet Control panel



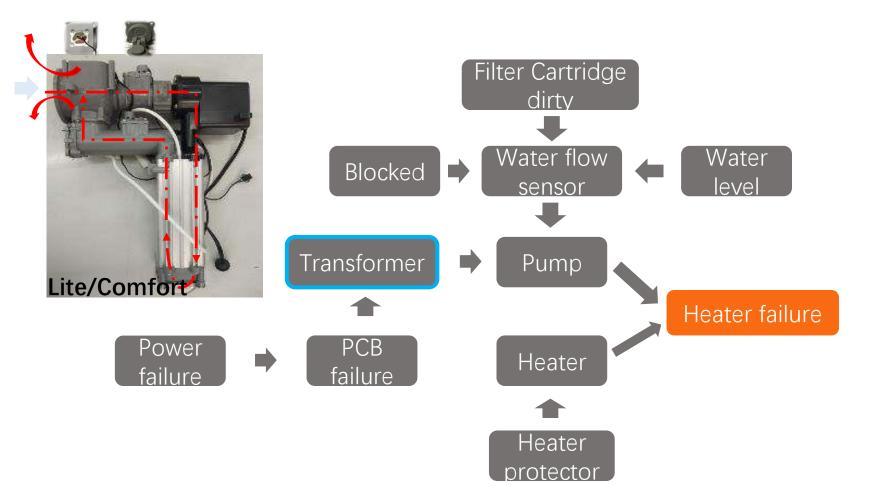






X

Filter & Transformer Bubble generator O3 generator Heater & Temp. Sensor PCB(Printed Circuit Board) Jet Control panel



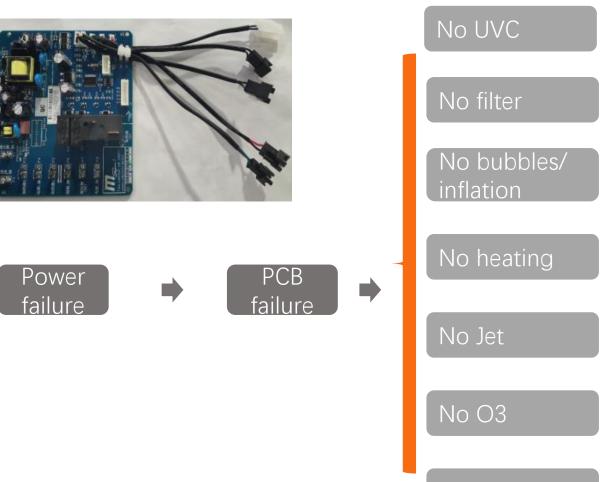






Filter & Transformer Bubble generator O3 generator Heater & Temp. Sensor PCB(Printed Circuit Board)

Jet Control panel



No display



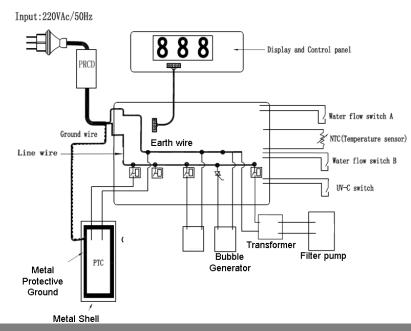




Filter & Transformer Bubble generator Heater & Temp. Sensor PCB(Printed Circuit Board) UVC Control panel











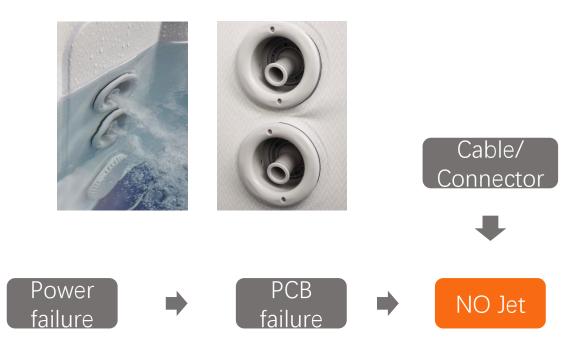




Filter & Transformer Bubble generator O3 generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard)

Jet Muse

Control panel





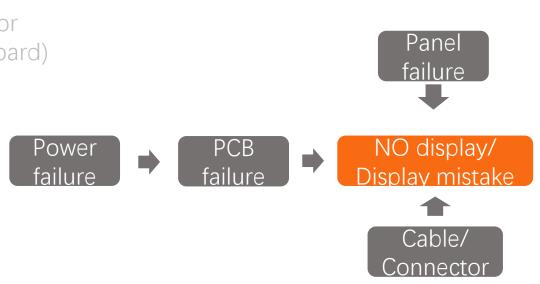




### Tracing & Repair

Filter & Transformer Bubble generator O3 generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) Jet

**Control** panel













### Tracing & Repair

Filter & Transformer Bubble generator O3 generator Heater & Temp. Sensor PCB(**P**rinted **C**ircuit **B**oard) Jet Control panel **Other situations** 





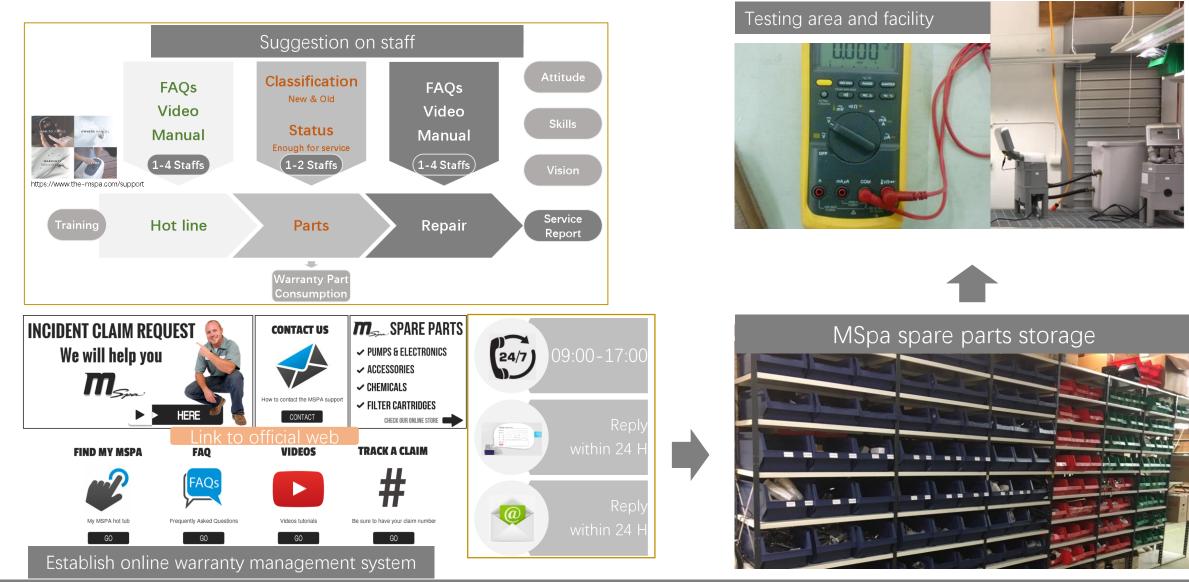
Refer to the trouble shooting guide named : SS21 Error trouble shooting







#### Attachment-service tips





Mesone Lité



M



# Not willing to pay the 1<sup>st</sup> shipping cost

- Send 2 cartridges or equal value product
- Chemical kit



### Zipper cover broken

- Buckle cover
- Liner (inflatable tub with zipper cover included) if needed



### Ask for a replacement or refund

• Try to persuade to send back for refurbishment







## Attachment-service report

	Mspa Warra	nty Service	Summary	y Report	FY-2020v	version)			
	Distributor/Servic	e Centre Name:							
	Report Date:								
No.	Product Type	Model Number	Serial Number	Purchase Date	Warranty Claim Date	Warranty Solution date	Defect type	Defect Description	Repaired or Replaced Part Name
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
	Delight	D-SC04					Electric parts (control box)	No heating	
	Lite	etc					Panel	Bubble Generator	
	Premium						pool / cover	PCB (main power boa	rd)
	Elite						missing parts	Filter pump	
	Concept						others	Ozone generator	
	Tuscany							Electric leaking	
	UL US							no indication of contro	l panel
	AU new 2+							error code on control	
								panel / controller:	
								E0,E1,E2,E3,E4	
	etc							plug XXXX	
								air / water leak of spa	
								over inflation / deforma	tion
								spa cover problem	
								missing XXXX spare pa	arts
								defective accessories	
								others	





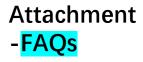


ORPC Dealer Spare Part Stock and Consumption Sheet								
Dealer Name:								
Dealer Code:								
Country:								
Date:								
Item Code	Spare part name	Generation (Lite/Deligt/Premium /Elite/Concept)	Product Type (bubble or jet spa)	Current Stock Quantity		C till 2020-10-05	С	R
					pcs			
					pcs			
					pcs			
					pcs			
					pcs			
Note:								
1."C" is for consumption and	should be input as a minus numl	ber.						
2."R" is for replenishment as	initial stock from ORPC;							









Refer to the trouble shooting guide named : MSpa general official FAQs







