

Single Stage Drinking Water System Filter Instructions



STEP 1: Turn off the water supply.

Turn off all incoming water to the system (We recommend that you turn off both your hot and cold water). If your system has an inlet valve, please also turn the inlet valve to the off position (perpendicular to the valve). **NOTE: Many systems do not have an inlet valve.**



STEP 2: Remove any captured water from the system.

Once the water has been turned off, lift the drinking water spigot handle UP and release any water that has been captured in the system.. Once the water stops flowing from the drinking water spigot, push the handle back down and proceed to the next step.



STEP 3: Remove the old filter cartridge. Lay a towel under filter to catch any excess water that may be in the filter. Unscrew the old filter cartridge counterclockwise until it detaches from the manifold.



STEP 4: Remove the yellow protective cap from the new filter cartridge. If attached, remove the small yellow protective cap from the top of the new filter cartridge.

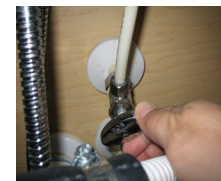


STEP 5: Screw in the new filter cartridge clockwise until it is lightly seated in the housing. Do not over tighten the new filter as it could damage the system.



STEP 6: Turn the water back on and purge the system of captured air. Once the filter cartridge has been changed, slowly turn on the incoming water to the system. **NOTE: If your system has an inlet valve, first turn on the inlet valve then the water valve(s).**

Allow the water to completely fill the filter cartridge housing. You will hear the water entering and filling the chamber. Once the filter cartridge has filled with water, press down the drinking water handle slowly to purge any captured air from the system.



IMPORTANT NOTE: We highly recommend you periodically check for leaks at least 48 hours after performing a filter change. Placing a baking sheet lined with some paper towels under the system for a few days allows you to quickly see if any problems develop. If a leak appears, please unscrew and then reattach your new filters using the process documented above. If the problem persists, please contact our Customer Support Department at **877-534-5837 x5**. After a filter change, it is normal for your water to appear milky or cloudy. Additionally, some small particulates (called filter fines) may appear. *These effects are NOT harmful to you, your family or the system.* Your water will return to normal within a few days once the filters have fully purged all the air out of the system.