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How to change your water filter/cartridge

1. Turn off water supply to filter. If unit is Valve-In-Head style, rotate handle on top of housing to OFF position.
2. Depress pressure release button (if present) to relieve pressure in filter housing.
3. Unscrew housing using spanner wrench. **Note:** When opening filter housing to change cartridge, it is common for O-ring/Gasket to lift out of housing and stick to cap.
4. Remove used cartridge and discard. Rinse out housing and fill about 1/3 full with water. Add about 2 to 3 tablespoon of bleach and scrub thoroughly with brush or sponge. Rinse thoroughly.
5. Remove O-ring/Gasket from sump and wipe groove and O-ring/Gasket clean. Lubricate O-ring/Gasket with a coating of clean silicone grease. Place O-ring/Gasket back in place and press O-ring down into the groove with two fingers (or place gasket on rim of sump). **Note:** This step is important to ensure proper filter seal. Make sure the O-ring is seated level in the groove (or gasket is on rim of sump). **Caution:** If O-ring/Gasket appears damaged or crimped it should be replaced at this time.
6. Insert a new cartridge into the sump making sure that it slips down over the sump standpipe.
7. Screw the sump onto the cap and hand tighten. DO NOT OVER-TIGHTEN. Make sure cartridge slips over the cap standpipe.
8. Turn on the water supply slowly to allow housing to fill with water. When using a Valve-In-Head, rotate handle slowly to the ON (filter) position.
9. Depress the pressure release button (if present) to release trapped air from filter.
10. Check for leaks before leaving installation.

Note: An activated carbon cartridge (Taste/Odor) may contain a small amount of carbon fines (very fine black powder) and a new cartridge, after installation, should be flushed with sufficient water to remove the fines before using the water. Each time you use water from your filtrated water tap for drinking or cooking purposes, it is recommended that you run the tap at least 10 seconds prior to using water. This is particularly important if the water tap is not used daily.

Note: Certain types of harmless bacteria will attack cellulose material. Cartridges containing cellulose may seem to disintegrate, produce a "musty" or "moldy" odor, or form a black precipitate due to the bacteria. If you notice any of the above while using cellulose media cartridges, switch to a synthetic media cartridge or consult manufacturer.