

## Replacing a Pre-filter Cartridge

*Depending on the quality of your water supply, pre-filter cartridge changes should be completed approximately 3 times a year. If the cartridge is left in too long, you will likely notice a drop in household water pressure. Filter cartridges should be changed prior to any sort of noticeable pressure loss to avoid strain on the softener system. It is recommended that filter cartridge changes be tracked and completed on a regular basis.*

1. Get a bucket and place it underneath filter housing.
2. Using the wrench provided, turn the top black valve from the FILTER position to the BYPASS position (ensure the arrows align). **A small amount of water may exit between the levels as this is a depressurizing method.**
3. Again using the wrench, turn the bottom blue filter collar clockwise so it becomes loose. Manually unscrew the collar entirely and remove filter housing from the manifold body. Use the bucket to collect any water that may spill during this step.
4. Discard used filter cartridge & wash filter housing as necessary.
5. Lubricate the o-ring with a small amount of clean silicone grease\* while leaving the o-ring in its place.
6. Insert new filter cartridge into housing ensuring the cartridge slips over the raised portion at bottom of housing.
7. Screw the filter housing back onto the manifold and hand-tighten the blue collar. **DO NOT USE THE WRENCH OR OVER-TIGHTEN.**
8. Turn the top black valve to the FILTER position in one motion.
9. Check pre-filter system for leaks before leaving area.



**\* ALWAYS BE SURE O-RINGS ARE PROPERLY LUBRICATED WITH SILICONE GREASE. SILICONE GREASE CAN BE FOUND AT MANY LOCAL HARDWARE STORES. DO NOT USE VASELINE.**