

# New RO Cartridge Cooler Servicing Instructions.



These instructions are only for the new RO Coolers that use the self-contained cartridges.



# *Metro Water Filter of the South*

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**Toll free 1-888-604-8043**

## **Step 1**

Remove the lower front cover that houses the cartridges.

Note: Pry the cover off from one side then from the other side.



## **Step 2**

Flip the water supply lever all the way to the left to turn the water off to the unit.

Note: Water will still come out of the spigots, from the holding tank. You do not need to dump the tank!



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## **Step 3**

Completely remove the 4 screws that hold the cartridge cover plate in place.



## **Step 4**

Remove the cartridge cover plate.

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## Step 5

Flip up the cartridge holding clamp.



## Step 6

Pull the top of the cartridge towards you to remove it. The cartridge will pivot on its bottom. Lift the used cartridge up and out.



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## **Step 7**

Remove the two rubber seals on the top of the new cartridge that is to be installed.



Note: These rubber seals should NEVER be removed until time of installation. They have been factory vacuum-sealed for protection against particles and bacteria.



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## **Step 8**

Insert the new cartridge, bottom end first.

Lift up the cartridge holding clamp and press the cartridge firmly into place.

Once the cartridge is firmly in place, snap the cartridge holding clamp back down until it snaps into place.



## **Step 9**

Repeat the above steps to change out each of the cartridges.

## **Step 10**

Once all of the cartridges have been changed, replace the cartridge cover plate and the 4 screws that hold it in place.

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## **Step 11**

Turn the water back on to the unit by moving the lever to the center position.



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## **Step 12**

Thoroughly check for any leaks around the cartridges.

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## **Step 13**

Replace the lower front cover by snapping it into place.

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## **Step 14**

Check under the upper cover for a possible carbon cartridge. Change it if present.

(The unit shown in these photos did not have the upper carbon cartridge.)

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