

Metro Water Filter of the South

Toll free 1-888-604-8043

Instructions for changing 10" & 20" Sediment & Carbon Filter Cartridges

Service to be done every 6 months. If you need further information, call Metro Water Filter of the South.

Preliminary Notes

☞ This operation should take about 10 – 20 minutes. The water will be off for that period of time.

☞ Determine if you'll need a carbon or sediment cartridge and have one on hand. We carry them all. Home Depot, Lowe's, and Ace Hardware also carry the 10" ones, but might not carry the 20" ones.



Carbon/sediment cartridges

☞ Find the black plastic wrench that came with the filter. You'll use the wrench to remove and install the canister.



Filter wrench

☞ You'll need a bucket to catch water spills and a towel for spills.

Valve Positions

The OPEN/CLOSED positions of the valves that we use are as follows.



Valve in the 'opened' position.



Valve in the 'closed' position.

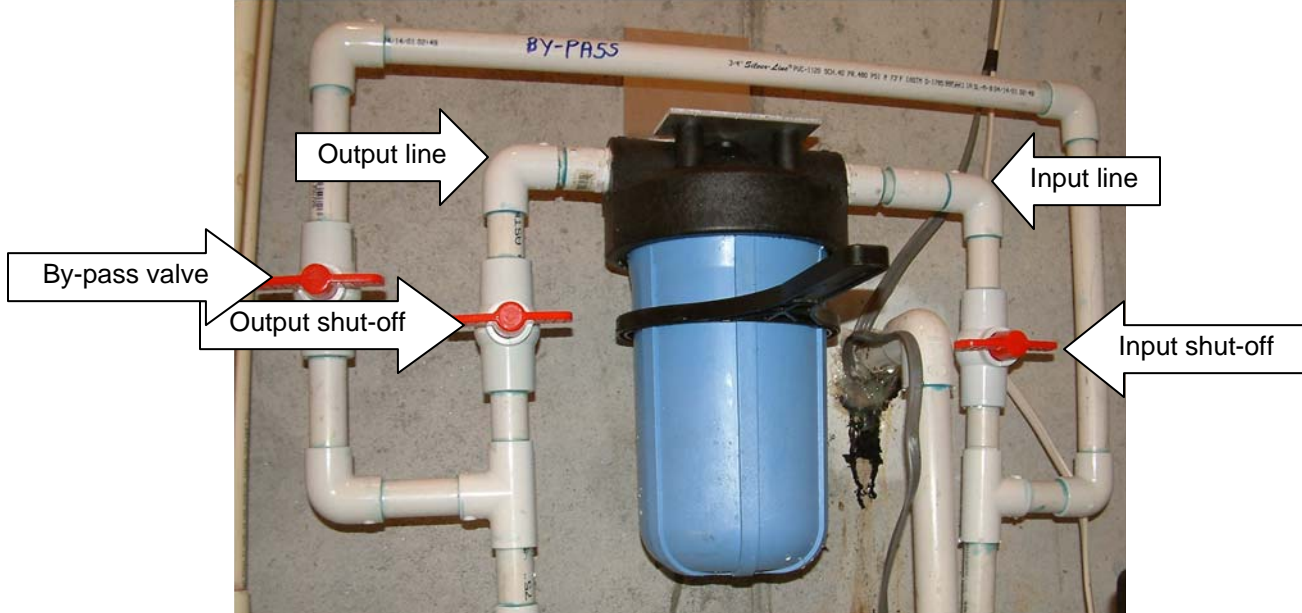
Step 1 | Place the bucket under the filter.
Water will spill out of the filter. (The bucket is there to catch what spills out.)

Step 2 | Turn off the water entering the filter.
Typically this will be a red handled valve, attached some where along the **input line**. Do not

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| confuse this valve with the By-pass Valve! (See next page for photo.)



Input and Output valves shown in the closed position. By-pass also shown closed.

Step 3 | Turn off the water coming from the filter.
Again, this should be a red handled valve, similar to the one in the previous step, attached some where along the output line.

Step 4 | If you have a By-pass Valve, and don't want to temporarily shut all water off to the house, turn the By-pass Valve, otherwise, you can leave the By-pass Valve as is.

Step 5 | Relieve pressure on the filter by pressing and holding down the red button that's located on the top of the filter.

A small amount of water will squirt out from the red button, but it should stop almost immediately.



CAUTION!

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The canister is filled with water and heavy. If you're changing a 20" filter, the canister will be very heavy. Please use extreme caution when removing the canister!

Step 6 Using the black plastic filter wrench, loosen the filter canister, but don't remove it yet.

The canister will unscrew in a clockwise direction. If the canister has been put on too tightly, it will be difficult to turn. This is not normal! It should be easy to turn, using the wrench.



Step 7 **Use both hands** to remove the canister (blue) from the top (black).

Remember, the canister is very heavy and full of water. Place one hand under the canister to support it and use the other hand to continue unscrewing it. Some water will spill out when the canister comes loose!

Step 8 Remove the old cartridge from the canister.

Step 9 Clean the inside of the canister, removing any sediment.

On carbon filters, be sure the old, white washer and the black washer have been removed. Occasionally the white washer will remain in the bottom of the canister. Be sure to remove it.



Empty, clean canister showing the black 'O' ring.

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White washer (bottom of carbon cartridge)



Black washer (top of carbon cartridge)

- Step 10 | If needed, clean and reseal the 'O' ring.
The 'O' ring should have a sticky, gel like substance on it. This is silicone lube and should be left on the 'O' ring.
- Step 11 | Insert the new cartridge into the canister.
If you are installing a carbon cartridge, be sure the end with the black washer is up.
- Step 12 | Seat the cartridge.
Screw the canister back into the top of the filter. Be careful that the cartridge does not slip to one side. If you feel the canister tightening, while most of the threads are still showing, back the canister off a bit. While it's still slightly screwed in, wiggle it to realign the cartridge and resume tightening the canister. The canister should tighten up but you should not feel much resistance until all the threads are no longer showing.
- Step 13 | Tighten the canister down by hand as tight as you can get it.
- Step 14 | Now using the black wrench, tighten the canister snug. (Usually only about an eighth of a turn.)
Be careful not to over tighten or you will deform the 'O' ring and cause the unit to leak. Also, it makes it difficult to remove the canister the next time.
- Step 15 | Slowly turn the water leading into the filter back on.
- Step 16 | Make sure there are no leaks.
- Step 17 | Slowly turn the water coming from the filter back on.

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Step | Again, check to make sure there are no leaks.
18 |

Step | If you turned the By-pass Valve, assuming you have one, be sure to turn the By-pass Valve
19 | back to its original (closed) position.

That's it. You're done!