



802-524-4114

TO CHANGE DIRT & RUST WATER FILTER, EVERY 3-4 MONTHS
(or as needed, slow water indicates a plugged filter)

1. Put the Softener or other Water Equipment into Bypass, if applicable.
2. Shut off Valve – Water IN to the Water Filter.
3. Shut off Valve – Water OUT to the Water Filter.
4. Open the boiler drain OR push the button on top of the filter, to relieve the pressure & a little water – leave the boiler drain open.
5. Use your filter wrench, remove the old filter. Replace it with a new filter, hand tighten only (Remember the o-ring needs to be properly seated and lubricated well).
6. **Slowly**, open the Shut off Valve - Water IN to the Water Filter, to fill the filter, until water comes out of the boiler drain, Close the boiler drain.

OR

If yours has the button on top of the filter simply push it till all the air escapes out the button.
7. Check for leaks.
8. Open the Shut off valve - water OUT and run the water for 30 seconds in any sink.
9. Put the Softener or other Water Equipment into Service, if applicable.
10. You now can enjoy your water. If you have any questions, concerns, or just want to let us know how things went, don't hesitate to call.

Thank You,
Serving all of Franklin County and Beyond!