

Basic RO Filter Replacement



Note: These instructions pertain to most standard RO systems and may not apply to your specific system. You may need to refer to your owner's manual for specific instructions.



Step 1. Turn off the feed water supply line valve to the reverse osmosis system.

Step 2. Close the ball valve on the reverse osmosis storage tank. This is typically done by turning the blue ball valve on top of the tank a $\frac{1}{4}$ turn clockwise.

Step 3. If you have a line going to your refrigerator or ice maker from your RO system, turn off the ball valve on the line going to your ice maker.

Step 4. Open the RO faucet and allow the pressure in the system to bleed off.

Step 5. Place a shallow tray or pan under the filter housing to catch any water that may spill during the filter changing process.

Step 6. Unscrew the vertical filter housings from the cap and remove the used filter cartridge. If you have trouble removing the filter housing, a special filter housing wrench may be needed.

Step 7. Carefully remove the O-rings and place them on a clean surface. Wipe the O-rings clean with a soft clean towel and visually inspect for any nicks cuts or abrasions that may cause the O-rings to improperly seat in the filter housing. If an O-ring appears damaged, replace the O-ring.

Step 8. Rinse out the disconnected filter housings using warm water and a small amount of liquid soap. Be certain that all soap is thoroughly rinsed out of the filter housing before inserting the new filter and reattaching.

Step 9. Lightly lubricate the O-ring with a silicone lubricant. Insert the O-ring into the filter-housing O-ring groove. It is important to be sure the O-ring is properly seated into the groove as it provides the watertight seal between the filter housing and the filter housing cap.

Step 10. Measure the new filter to be sure it is the proper length. Remove the new filter from the plastic or paper packaging.

Step 11. Place the filter in the correct filter housing and carefully screw the filter housing back on to the cap of the filter housing, hand tightening only.

If your system includes an inline post-carbon filter (typically small horizontal filter on top of system) and/or the reverse osmosis membrane (typically the large horizontal filter on top) and you are also replacing these filters, please jump to the instructions for those filters below. If you are only replacing standard vertical filters, continue the following instructions to complete the filter change process:

Step 12. Turn the incoming water supply valve on and check the system for leaks.

Step 13. Turn on the reverse osmosis faucet. Within a couple minutes, you should get a small steady stream of water or a very fast drip, which means your new filters are working properly.

Step 14. Let several gallons run through the RO system and out the RO faucet with the storage tank valve still closed.

Step 15. Turn off the faucet and open the storage tank ball valve by turning the blue ball valve a ¼ turn counter-clockwise so that the blue handle is parallel with the tubing connected to the storage tank.

Step 16. If the storage tank is empty, it may take several hours for the tank to fill completely. You may hear water running while the tank is filling.

Step 17. If applicable, open the refrigerator or ice maker line, AFTER the tank is completely filled.

Step 18. Your system is now ready for use.

RO MEMBRANE Replacement Instructions

Standard reverse osmosis systems have one membrane located horizontally above the bracket holding the 2-3 vertical filters.



Step 1. Follow steps 1-5 above, if you have not already done so.

Step 2. Disconnect tubing from membrane housing cap (typically on the right-hand side of the housing) by pushing down on the small ring where the tubing connects to the cap. Press and hold the ring down while you pull the tubing out.

Step 3. Unscrew membrane housing cap from the membrane housing and remove the RO membrane. The membrane has often been there for 1-3 years and may be difficult to pull out. This may require needle-nose pliers to remove.

Step 4. If you would like to clean the membrane housing, disconnect the two tubes on the opposite end of the cap. Label each tube so that you can reconnect each tube to the correct spot later. There are typically two clips that hold the membrane housing in place. Remove the membrane housing from the clips and rinse the inside of membrane housing with warm soap water. Be sure all residual soap is thoroughly rinsed off.

Step 5. Insert the new membrane into the housing with the O-ring end first and the large outer rubber stopper closest to the open cap. Push the membrane in until you feel the o-rings seat securely into the membrane housing. You may need to move the membrane in a slight circular motion to center the membrane and provide some good pressure to ensure the membrane is fully seated. If the membrane is not properly seated, untreated water will flow unrestricted through the system.

Step 6. Replace and tighten the membrane housing cap. Reinstall the removed tubing to the appropriate fittings. To ensure tubing is properly secured, push the tubing into the appropriate fitting as far as possible, then pull lightly on the tube to lock it in place.

Step 7. If you removed the tubing on the opposite end of the membrane housing cap, reinsert each tube into the correct location and secure by following the instructions in step 6.

Step 8. If your system has a horizontal inline filter above or next to the RO membrane that you are replacing, follow the “Inline Post Filter Replacement Instructions” below. If not, return to Step 12 under “Standard Filter Replacement Instructions” to complete the installation process.

INLINE POST FILTER Replacement Instructions

Standard reverse osmosis systems typically have one inline post carbon filter located horizontally above or next to the RO membrane housing. Some inline filters have threaded fittings on each end and others have quick connect fittings. The fittings are sized for either 1/4" or 3/8" tubing.



Step 1. Follow steps 1-5 above, if you have not already done so.

Step 2. Disconnect tubing from each end of the filter, or from fitting connected to each end of the filter, by pushing down on the small ring where the tubing connects to the filter or fitting. Press and hold the ring down while you wiggle and pull the tubing out.

Step 3. If your filter has separate fittings screwed into each end of the filter, unscrew the fittings from the old filter after disconnecting the tubing. Wrap the male threaded end of each fitting with plumber's tape 2-3 times. Screw the threaded fittings into the new filter.

Step 4. Connect the tubing to the filter by pushing the tubing into the fitting or filter on each end as far as possible. Then, pull lightly on the tubing to ensure the tubing is securely locked in place. (If leaking occurs from these connections after turning on the feed water, it typically means the tubing was not pushed in far enough.)

Step 5. Step 5. Return to Step 12 under "Standard Filter Replacement Instructions" to complete the installation process.