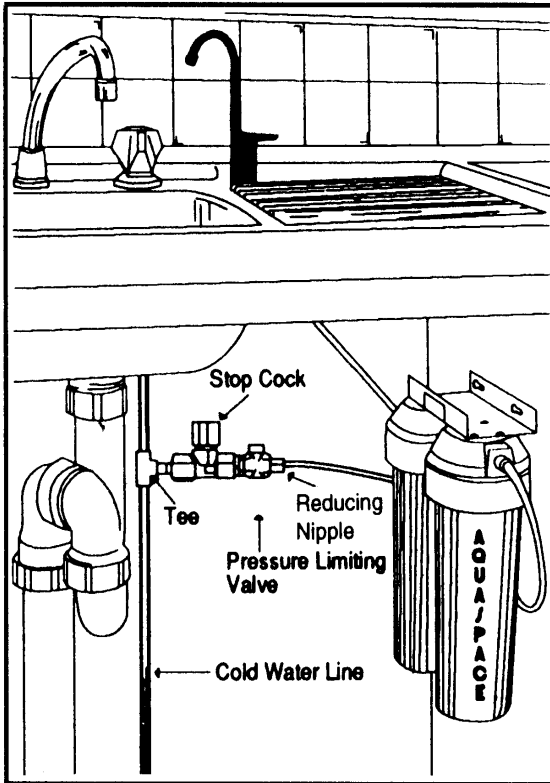


CHANGING FILTERS – Standard Single and Twin Housings

Important: Turn off the Water supply before attempting to open.

Before commencing this operation, this ensure that you are able to turn off the water supply to the filtration system and that you are aware of the location of the mains water tap also in case you need to turn off the whole house supply in an emergency. It would be helpful to have a towel and sponge to mop up any small spills that may occur you will require the housing spanner supplied with your system.



System Description

Your filter Housing consists of two main parts:

- A. The Head or Cap -water flows in and out of this section.
- B. The Sump - this contains the Filter Cartridges and is designed to seal the cartridge at the top and the bottom. These two parts are called a Housing when connected together and will be connected to a bracket.

Please be aware that there are a variety of filter connections and sizes available and it is important to ensure that your cartridge is of the correct length before commencing.

Turning Off the Water Supply

Trace the tubing from the filter inlet, until you locate the water supply connection and turn off any Stop Cock, Isolation Tap or Ball Valve located at this point. **YOU DO NOT NEED TO TURN OFF THE MAINS WATER TAP TO COMPLETE YOUR SERVICE, IF IT IS CONNECTED WITH ITS OWN ISOLATION VALVE.**

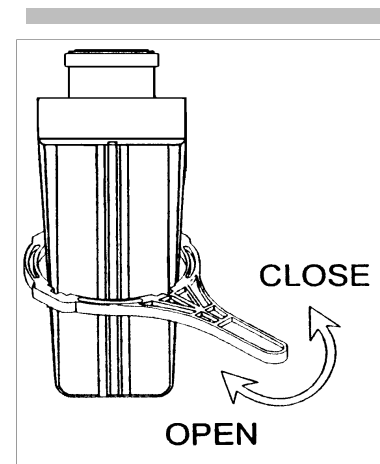
Release the pressure from the system, by opening the filter tap on the sink to the on position, some water may come out initially then the flow will stop. You can leave the filter tap open while servicing.

1. Undoing the Housings – Removing the Sump

Slide the plastic housing spanner over the bottom of the sump. It is best to lay the system down, this allows you to achieve a better grip. Loosen the sump by turning it in from right to left (front view) this may require you to remove it from the wall if mounted. Lift the system up and off the bracket.

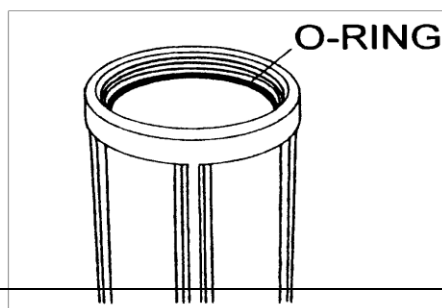
NOTE: The housings are full of water. Stand them upright after loosening if working in the cupboard. It is advisable to lay the housings down in the sink when opening the rest of the way to allow the water to drain out. Drain the housings and remove the cartridges.

A lot of newer system use a series of quick connect fitting that



2. Clean and inspect the Housings

Remove the rubber circular O rings from the Sump using a pointed object. Be careful not to pierce or cut the O ring. Inspect the Housing for any fine lines or visible crack. Check around the inside and outside at the bottom of the Sump and threads of the Sump and the Cap/Head and the inlet and outlets. If any fine cracks are visible replace the housing immediately. Rinse the housing and fill about 1/3 with water. Add 2 tablespoons of bleach and scrub inside with a dishwashing brush. Rinse thoroughly with tap water before moving on to the O ring replacement phase.



3. Inspect and Reseat the ORings

If replacing the existing O rings insert the new O ring. ***If not replacing***, wipe the existing O ring clean and apply a thin coating of food grade silicone lubricant or clean Vaseline petroleum jelly.

Reseat the O-ring back into the Sump and press it into the groove. This step is important to ensure proper filter seal. Make sure the O ring is seated level in the groove by running your finger around the top of the O ring.

NOTE: When opening the filter housing to change the cartridge, the O ring may lift out of the housing and stick to the cap. O rings are not all the same so they may not fit if the original housing was not supplied by The Water Shop see your local supplier for replacement parts.

CAUTION: If the O ring appears damaged or crimped it should be replaced at this time. Most manufacturers recommend replacement every year.

4. Replacing the Filters

**Twin Filters – The Pre (sediment) filter is the first stage of the filtration process
The Post (Crabon) filter is the second/last stage of the filtration process**

5. Ceramic Pre-Filters (Doulton Sterasyl- Bacterial removal)

The Doulton Sterasyl cartridge does not require replacement every year. If in a non-change cycle this filter can be removed and scrubbed clean with a scotch-brite style nylon scourer or kitchen brush, (that has not been in contact with food) Scrub while holding under cold running water until it is a clean off-white colour.

Take care not to drop this filter, visually inspect the exterior to ensure there are nor fine cracks or pitted areas. It is recommended that this filter be replaced every 2 years under normal conditions. Longer periods can be obtained dependant upon conditions. If in doubt, contact the Water Shop staff and they will be happy to advise you.

When replacing the Doulton filters including the Doulton Ultracarb, ensure that they are placed in the Sump so you can see the manufacturer's written label as you replace the Head.

Standard Pre-Filters

A standard pleated or poly-spun sediment filter requires changing annually and cannot be scrubbed clean. They are unable to remove bacteria. The Water Shop recommends the Doulton Ceramic as a far superior choice and is standard on all twin systems.

6. Carbon Post Filters

Remove any plastic wrapping from the cartridge and insert it into the housing sump. Screw the housing sump onto the cap and hand-tighten DO NOT OVER-TIGHTEN. You can give it a small nudge with the plastic housing spanner to further tighten slightly. Over tightening causes the O rings to flatten and makes resealing the unit more difficult. When you first turn on the water you may see some gray/black colouring this is just the carbon fines, carbon dust and is completely non-toxic.

7. Turn Water On and Flush System

Turn on the water supply slowly to allow the housing to fill with water. Check for leaks. Let the system run for a few minutes to allow air to displace. Please note that the appearance of tiny air bubbles may appear in you water for a few days after the cartridge change. These air bubbles may make the water appear milky but they will disperse from the glass and in no way affect the quality of your drinking water.

Further Information:

- ◆ To ensure efficient operation the system must be maintained and the filter cartridges changed periodically as recommended.
- ◆ Please record the date of installation to remind you when cartridges need changing.
- ◆ For further information please phone **The Water Shop** on **(02) 9458 1111** and speak to one of our consultants in the customer service department who will be more than happy to access your details on our database.