

# Aquaflex Filter Change Procedure

*Highlighted is the process to pressurize your Aquaflex system.*

1. Bypass your filter system by switching the valves from open/closed to closed/open. The top valve should be open and the valves above the in and out should be closed.
2. With a bucket to catch the water underneath the elbow valve, open the valve to relieve pressure on the system. Leave the bucket in place and the valve open during the filter change.
3. Using the cap wrench remove the cap(s)
  - You can do one at a time or remove all caps at once, personal preference.
4. Using the filter grips remove filters
  - They can be put in a 5 gallon bucket
  - Left on the floor near a drain
  - Bagged and put in trash
    - i. Either way it is easier to put them in the trash when dry but not necessary.
5. Remove water left in each cylinder (If you would like) using a wet/dry vac.
6. Insert filters into their respective cylinder using filter grips or carefully drop in by hand. It is important to make sure the filter is centered on the bottom to ensure proper filter seal.
7. Before replacing cap be sure to inspect o-rings on the cap for debris or damage. There are two o-rings per cap. If needed re-lubricate with Molycote. If needed we are able to send some.
8. Hand tighten the top cap and then finish tightening with top cap wrench.
9. Close the bypass uppermost valve so that the system is no longer bypassed.
10. Once the caps are in place and tightened slowly open the IN valve to begin filling the unit with water. Do not open fully yet. As the unit fills with water air will be pushed out of relief valve.
11. Once water is coming out of relief valve close the valve.
12. With the water IN valve still partially open begin to slowly open water OUT valve. If the caps are seeping fully open OUT valve and then the IN valve.
13. Some seeping in the caps is normal and should stop as the system normalizes pressure. If they continue to seep follow steps below:
  - If the caps are seeping, close IN and OUT valves and slowly open the relief valve in the front to help relieve any air left in system then close valve again
  - Slowly open IN and OUT valves again to get the system under normal pressure.
14. If the system seems stable and all valves are in proper position (IN open, OUT open, Upper Valve Closed) replace faceplate
15. Open a faucet on the lowest level of the house for about 15 to 20 minutes to flush the filters and get remaining air out of the system.
16. Open the other faucets in the home to remove air from the plumbing.