



Filter Media Change Guide

Please review this start-up guide entirely before beginning to install your system and follow the steps outlined for best results.

Filter media contains dust. Use paper mask and ventilate area to avoid breathing dust when first pouring the media into the tank.

For assistance call: 1-831-462-8500 M-F 8AM to 4PM PST

Email us: support@cleanwaterstore.com

More information online: www.cleanwaterstore.com

Remove Old Media

1. Shut off water to filter and open hose bib or faucet downstream to relieve water pressure.
2. If your system has bypass valves, put control on bypass by turning both bypass valves to bypass position.
3. Unplug power cable from control valve.
4. Unscrew control valve by hand
5. Siphon water out of distributor tube and tank if possible.
6. Lay tank down on its side on a large plastic tarp or sheeting.
7. Run a garden hose down distributor tube until water and media start to flow out opening.
8. If possible, lift the bottom base of tank and place on a block so bottom of tank is elevated by 1 or 2 feet higher than top opening of tank.
9. Continue to run garden hose and remove distributor tube
10. Flush out all old media in the tank on to the tarp or plastic sheet.
11. Gather old media, OK to dispose in trash, it is not toxic.
12. Add a ½ cup of bleach and 2 – 3 gallons of water to tank and clean out tank.

Add Filter Media and Re-install Control Valve

1. **Make sure you “test fit” distributor tube, find divot that keeps tube centered, before adding gravel so distributor tube does not extend past top of tank.**
2. There are two styles of funnel that we ship, depending on availability; you get either the blue or black funnel.
3. If blue funnel, cover top of distributor tube with black electrical tape, duct tape or masking tape so no gravel or media will go down distributor tube when adding media.
4. Leave a folded tab of tape so you can easily pull off tape after filling the tank.
5. Hold the tube center until there is enough gravel and media to support the tube. The top of the distributor tube should be level with the top opening of the filter tank.

Make sure top of distributor tube
is level with top of tank



6. Add the filter gravel that came with your order. The gravel should cover the bottom distributor screen before adding the new filter media.
7. Next, add the filter media.
8. The tank should be about 2/3 full of media, do not fill much more than 2/3 full, even if there is media left over. We ship the correct amount of media to fill your tank for most orders.
9. Remove tape from top of distributor tube. Be careful not to pull up distributor tube.
10. Lubricate control valve o-rings with silicone grease (only). Don't use other lubricants, Teflontape or joint compound.
11. Install control valve and follow start instructions that came with your system.

Need your original start up instruction manual? Contact us at support@cleanwaterstore.com and we will email you the link.