

VIH (Valve-in-Head) Housing Filter Replacement Instructions

Maintenance Schedule

Your system contains filters which must be replaced periodically for proper operation. The replacement schedule will vary depending on your incoming water quality and the type of filter you have installed. The most common application for these systems is the use of a carbon filter installed on a clean municipal water supply to remove bad taste and odor caused by chlorine. The typical recommended filter change frequency would be six months for this type of application. If you notice a drop in water production or water quality this is often a sign your filters require replacement. We recommend you change all filters on an annual basis at a minimum if not before.

Changing Filters

When handling filter cartridges be sure hands are clean and sanitized or wear food grade rubber gloves.

1. Close filter housing bypass valve to either the 'Off' or 'Bypass' position by turning the top of the housing clockwise from the 'Filter' position until the blue arrow points at either service position. The 'Off' position will not allow any water to travel through the plumbing system beyond this point. The 'Bypass' position will allow non-filtered water to still be used during the maintenance procedure or for any other reason such as a clogged filter that is reducing pressure to the homes outlets. Either position can be used for filter changes.
2. Open faucet to de-pressurize system
3. Loosen and remove filter housing by hand or using wrench provided. It is handy to have a bucket underneath to collect water from housing.
4. Remove and discard filter cartridge.
5. Wash the inside of the housing using a mild detergent and cloth. Thoroughly rinse all soap before reassembly.
6. It is recommended that you sanitize the system each time you change filters. At a minimum it should be done on an annual basis. If you choose not to sanitize skip to Step i below. To sanitize:
 - a. Using a 4% unscented household bleach (i.e. Clorox), add one cap (approx.. 2 tsp or 10 ml) into the housing
 - b. Carefully re-install housing without a filter
 - c. Slowly turn housing valve blue arrow to 'Filter' position. This will allow the housing to fill with water and mix with the bleach.
 - d. Open furthest faucet and allow water to fill lines. Close faucet when water begins to come from faucet.



- e. Let water stand in lines for approximately 20 minutes
- f. After 20 minutes turn the housing valve position to 'Off' or 'Bypass'
- g. Open faucet to relieve water pressure
- h. Carefully remove housing and empty water
- i. Remove protective wrap from new replacement filter and install in filter housing. When handling filter cartridges be sure hands are clean and sanitized or wear food grade rubber gloves.
- j. Be sure to check o-ring is in place prior to reinstalling housing. Damaged or incorrectly positioned o-rings will cause leaks. Hand tighten housing and snug with wrench if necessary. Do not over tighten.
- k. Slowly turn blue arrow to the 'Filter' position. Check for leaks.
- l. Turn on nearest tap and allow to run for several minutes to flush and fine particulate from new filter cartridge.
- m. Turn off faucet and system is ready for reuse.

Precautions

This filter is designed to operate at water pressure up to 100 psi. Normal municipal water pressure is 40 – 60 psi. Plastic housing parts must not be subjected to freezing, excessive heat or direct sunlight. These conditions may cause failure. Install filter with a minimum 3” of clearance (top, bottom and sides). Do not over-tighten fittings when installing this unit.

All plumbing must be completed in accordance with provincial/state and local plumbing codes. Some municipalities may require installation by a licensed plumber. Check local authority prior to installation.