

Ultima Filter Service Instructions

- 1) Turn off water supply line to the RO System. There May be a Blue ball valve connected to the cold water supply under the kitchen sink cabinet. (turn 1/4 turn to off)
- 2) Turn off the blue ball valve on top of RO storage tank.
- 3) Open the RO faucet. (water should stop **completely** within a few seconds, no drips).
- 4) Begin removing the Sediment filter housing and removing the sediment filter inside.
- 5) Replace with new sediment filter. (Be sure that o-ring is seated in sediment filter housing before re-assembly).
- 6) Replace carbon block filter(s) using the same process as above in step 4-5. (Four Stage RO systems will have 1 carbon block filter – Five stage systems will have 2 carbon block filters).
- 7) Close RO Faucet
- 8) Remove the 3/8" blue tube from the post filter (horizontal filter on top of membrane). Remove tubing by pressing in grey collar towards fitting, while pulling tube out of quick disconnect fitting. (If the tubing is not blue, remove the tubing from the side of filter that goes up to the RO faucet). Remove the fitting from the filter and wrap threads with Teflon tape.
- 9) Move to opposite side of Post filter (Side coming from the storage tank – red tubing). **GENTLY** Hold on to the quick disconnect fitting with pliers, and screw the filter out of fitting with free hand. Note the Arrow direction on the filter. (This allows you to keep the tubing intact without having to remove tubing from post filter). Wrap the threads of fitting with Teflon tape.
- 10) Continue to hold the fitting with pliers and screw new Post filter onto fitting, **DO NOT** overtighten, snug is good. (IMPORTANT!! - Arrow on Post filter should be pointing towards water flow to the RO faucet side, or away from the RO storage tank side).
- 11) Screw the quick disconnect fitting on faucet side into post filter and re-connect tubing. Push hard to fully seat into fitting.
- 12) Slowly turn on the water supply ball valve and RO storage tank ball valve. Open the RO faucet slightly to let pressure off. (Sputtering is normal, slowly continue to open RO faucet a little more until fully open). You will get some black/grey water for a few seconds this is normal carbon fines working off the new Post filter. Let water run freely from the RO faucet for 30 seconds.
- 13) DONE – Check for leaks!!!

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