Drinking Fountain Filter Replacement SOP



First, you must take a number two Phillips screwdriver and loosen the four screws three or four times in a stainless shroud should drop



After it is dropped, then you remove the shroud



Next step is to grab a hold of the filter turn it counterclockwise and it will pop off of the housing. Note that there will be some water spilling out of the housing not to worry that is normal.





If there is a leak on any of the piping coming out of the filter housing, you can shut the valve off by turning the valve either up or down the blue handle will be perpendicular with the valve when it is off



Then take a new filter with the current date written on the filter and turn it clockwise once it is secured the filter will fill with water



Then reinstall the stainless shroud, push up and tighten screws until snug



It is complete