

Change a Water Filter

- Remove the lower cover by removing the (four) screws on the underside of the cooler.
- Turn off the water supply; then dispense water to relieve pressure (through either the bubbler or the bottle filler).
- Turn the used filter clockwise quarter turn to remove from the filter head and dispose.
- Remove red cap from new filter.
- Insert the new filter into the existing filter head and turn fully counterclockwise. Make sure you can read the blue label on the front of the filter once it's installed.
- Turn on the water supply and run a minimum of two gallons of water through the filter to purge air and any fine carbon particles from the filter.

Reset the Filter Status Light

- On **newer models**, the filter status light will automatically reset once your new filter is properly installed.
- Here's how to reset the filter status on **older models**:
 - Remove the top cover of the bottle filling station by unscrewing the two Torx screws.
 - Depress the program button for approximately two seconds until the display changes and then release.
 - The display will scroll through two messages: "RST FLTR" – Reset Filter Monitor and "SETTINGS" – the System Settings Sub Menu.
 - Then the display changes to "RST FLTR", depress the button again. The display will change to show "FLTR = ".
 - Depress the button again and the display will show "FLTR =0".
 - The Green LED will indicate that the filter monitor has been reset.
 - Replace the top cover of the bottle filling station by replacing the two Torx screws.
 - Now replace the lower cover of the cooler using (four) screws.

Filter Status LED Lights Explained


FILTER CAPACITY

 **Green LED:** 100%-21%

 **Yellow LED:** 20%-1%

 **Red LED:** Replace Filter

Filter has reached 100% of its life or been in use for 12 months.

 **Flashing Red:** only applies to P-SKU's

Filter is installed backward or there is an issue with the NFC board in unit or tag on filter. Remove filter and reinstall 180° from original position. See also troubleshooting guide.

How Long do the Filters Last?

Our filters are rated for 3,000 gallons, which is about 24,000 16-ounce bottles. Actual filter life will depend on your water conditions. We also recommend changing the filter at least once a year.