



### **Refill Instructions for your MC Series Complete**

1. By-pass the system
2. Unplug the valve
3. Disconnect the system from the main water line (your union connections will make this easy)
4. Unscrew the valve – remove and set it aside
5. Use a ShopVac and suck out as much water as possible
6. You will need a bucket or container to pour the old media into/tip the tank on it's side and pour out the old media
7. Once all the media out – use a garden hose and spray out the inside of the tank
8. Re-center the riser tube
9. Cover the riser tube with a piece of tape (this will prevent media from entering the tube while filling)
10. Use a funnel and pour in the gravel first (marked garnet – salt & pepper looking)
11. Then pour in all the Catalox
12. Remove the piece of tape
13. Use a garden hose and fill the tank covering the media
14. You can let the media soak while you are reconnecting the system
15. Screw the control module back on and connect it back to main plumbing line
16. Plug the control valve in
17. Put the system back on line
18. Press the recycle button – the water will run black at first and will clear up after one or two backwash cycles

Please call us toll free @ 888-491-4100 if you have any questions or concerns along the way.