Changing your bottleless filter: For videos and more info, go to bottleless.com/support

1. Turn the water off
   Locate the water shut off valve. It may be behind the cooler or under the closest sink. Turn water off.

2. Drain cold water
   Using a bucket or trashcan, drain the water from the cold faucet.

3. Remove Filter
   Move trash can or bucket under the filter to catch drips. While holding the filter head, rotate the filter in a clockwise direction. Then, pull filter down away from...

4. Write today’s date on the new filter
   The filter should be changed every 6 months. To be sure of this, write today’s date on the filter label.

5. Insert filter into to filter head
   Push filter up into filter head by rotating it around until it “fits”. Then, push all the way up.

6. Rotate filter until it stops
   While holding the filter head, rotate the filter in a counter clockwise direction until it stops.

7. Turn water on
   Turn water on by rotating valve so that it is parallel with the waterway and see if the cooler is working.

8. flush filter
   Place bucket or trash can under cold faucet. Drain about 2-3 gal. of water into bucket to flush any carbon fines that can come loose during shipping. Allow the water 20-30 minutes to cool back down. That’s it! Enjoy!

Water in off position

Find your filter
   Your filter may be mounted to the back of your cooler or under the sink...

Find your filter
   …or the filter may be inside the cooler. If you don’t know how to open the cooler, please visit bottleless.com/support

You’ll need a bucket or a trashcan
   The only tool you’ll need (in most instances) is a bucket or a trashcan

You’ll need 10-15 minutes
   Changing your filter should only take 10-15 minutes.

Water in on position