

# Installation Guide for Loading the Media

[Print this Guide Here \(Adobe PDF File\)](#)

Loading your own water softener or whole house backwashing filter is simple, and interesting! Please follow the step by step loading instructions below. Loading the units should only take about 10-15 mins.

## NOTICE:

If the unit you purchased is shipped with a small box of gravel, please put the gravel inside the resin tank around the riser tube first, and then add the softening resin or other media.

If you are loading a Multi-Media Sediment Auto-backwashing unit, please put the gravel into the mineral tank first, then the filter sand and finally the Filter-Ag media.

We recommend using a mask to cover your nose and mouth while loading media, especially with Carbon.

1. Look inside your resin tank, (the tank that is tall and slender with a 2 1/2" hole in the top of it), and there will be a 1" plastic tube inside. This is the "Riser Tube" that delivers conditioned water into your home through the Fleck valve. It should be about the same height as the resin tank.....and have a plastic plug on the top end of it, so nothing can fall down inside the tank while you are loading the media. (See Figure 1).
2. If there is not a plastic plug in the top of the riser tube, simply put a piece of tape over it, to keep the resin/media from falling inside the tube!
3. Next, stand back and look at your resin tank, and make sure it is standing straight up and not tilted to one side. Sometimes during shipment, the black "Boot" on the bottom of the tank will get knocked out of alignment and you will need to straighten it out before filling the tank with resin.
4. If your tank is a bit tilted, simply pick the tank up 2 - 3 inches off the floor and drop it gently but firmly down, favoring the side of the boot that needs to be adjusted to make the tank stand straight again.
5. Put the resin funnel we supply with every order, in the top of the resin tank with the riser tube still inside the resin tank. Make sure the top of the tube has a plastic plug or some tape over the end of it to keep resin/media out! (See Figure 2).
6. NOTE: Some units will have a small box of gravel sent with them. If your unit is supplied with a small box of gravel, simply pour the gravel in first..... before the resin/media. As you put the gravel inside the resin tank....keep a finger on top of the riser tube holding it down and in place, as the force of the gravel dropping down inside the tank, can sometimes get under the riser tube, forcing it up and out of



Figure 1.

the tank.

7. Next, scoop the resin/media into the funnel, slowly letting it fall down inside the resin tank around the riser tube. If you have a twin resin tank unit, simply divide the gravel/resin/media equally between the two tanks. (See Figure 3).
8. When you have scooped all of the resin/media into the resin tank, the tank should be at least 1/2 to 3/4 full.
9. NEXT.....REMOVE THE PLASTIC PLUG OR TAPE, FROM THE TOP OF THE RISER TUBE, BEFORE INSTALLING THE VALVE ON TOP OF THE RESIN TANK!!
10. Brush any loose resin/media off the top opening of the tank and apply a very, very light coat of regular cooking vegetable/olive oil to the top surface of the resin tank with your finger. This will help lubricate the large "O" ring on the bottom of the valve. DO NOT apply anything to the threads of the valve or to the inside of the resin tank threads! (See Figures 4 and 5).
11. Fill the resin tank with water until it is about 1" from the top of the tank. This will make it so there is very little air in the tank that will be forced out into your home plumbing lines. The unit will now be full of water when you first put it in the service position. (Note: If you're installing a Carbon Filter or Centaur Carbon Filter system, we recommend letting the tank sit for 24 hours before continuing after you've filled the tank with water).
12. Included with your valve is a Top Distributor Basket. (No Top Distributor Basket is required for Fleck 9000 or Fleck 2750 series valves using Fine Mesh Resin. Continue to Step 13). This basket insures that the media stays in the tank during backwash. The basket looks similar to the one at the bottom of the distributor tube that you installed in the tank earlier. (If you have Fine Mesh resin, this basket will be red). The basket has tabs on it that allow its connection to the bottom of the Fleck control valve. Simple attach to the bottom of the valve by twisting it into place using the tabs on the basket and the valve. (See Figure 6).
13. Look at the bottom of your Fleck valve and you will see a 1" opening with "O" rings inside. Tilt the valve over on top of the resin tank making sure the top of the riser tube inserts through the top distributor basket and into the opening in the bottom of the valve.
14. Screw the valve down onto the resin tank. Have someone hold the tank as you snugly tighten the valve onto the tank. Be sure to grasp the body of the valve..... Not the control head, as you tighten it onto the tank. Also, Do not over tighten the valve onto the tank. The large "O" ring will seal itself, and you will not be able to turn it any further. Tighten it snugly, then snug it a bit more and stop! (See Figure 7).
15. Your unit is now ready to install!



Figure 2.



Figure 3.



Figure 4.



Figure 5.



Figure 6.



Figure 7.