Adding Water to the Pool (via River Pump)

Before starting:

☐ *Ensure the valve on the river pump intake line (on the ground to right of pool house) is in the 'open' position (blue handle is in line with the hose)*

☐ *Move the small freestanding cartridge filter close enough to the edge of the pool so the free end of the hose can reach into the water*

☐ *Plug the river pump unit into the outlet on the back wall of the pool house*

Step	Details
1. Check /clean river pump filter basket if needed	If debris can be seen through the river pump filter cover open it and empty the basket. Re-prime the pump before closing the lid by pouring in water from the pool.
2. Start river pump, bleed air from filters, and empty dirty water from hose	Use the 'on' switch to turn the pump on, letting the initial water flow onto the pool deck to clear it of dirt. 'Bleed' the air from the filter units by slightly unscrewing the small round valve on top of each unit, waiting for water to come out (be careful it will spray!), then closing the valve again.
3. Place hose into pool water to fill, monitor level	Once the water is running clear put the free end of the hose into the pool water. The fill rate is typically a little over an inch per hour. **IMPORTANT:** Monitor the level of water added, do not fill above the skimmer opening in the pool!
4. Turn river pump off and unplug when done	When the water fill level is good use the switch on the unit to turn the river pump off then unplug it from the wall outlet in the pool house.
5. Drain the cartridge filter tanks	Remove the drain plug at the bottom of each cartridge filter unit and allow water to drain onto the pool deck.
6. Replace used cartridge filters	Unscrew the top of each cartridge filter unit and remove the 'used' filters. Replace with the 'clean' ones from the pool house and reattach the top of each unit.
7. Clean used cartridge filters & return to pool	Take the cartridge filters home and use a garden hose, ideally one with a sprayer, to remove as much dirt as possible from between the 'fins' of the filters. Return 'clean' filters to the pool house when done.