

# PERFORMING ANNUAL OIL FILTER MAINTENANCE



The filter cartridge should be replaced at the beginning of each heating season. It is recommended to change the oil filter cartridge before servicing the oil burner. Use only genuine Gar-Ber or General Filters spin-on cartridges. Generic cartridges may result in poor performance or leaking; thereby voiding agency listing.

1. Turn off electricity to burner and close shut-off valve in fuel line.
2. Place E-Z change bucket or oil tray under filter. Using a filter wrench, loosen and spin-off old cartridge.
3. Place used filter cartridge in E-Z Change bucket upside down, so oil will drain.
4. Cut and remove old O-ring and replace it with the new O-ring supplied. Inspect threads for any signs of wear or damage and replace (head or entire filter) if required.
5. Apply a thin coat of petroleum jelly, or motor oil, to the gasket.
6. Check for dents, missing (chipped, scratched, peeled) paint, or other cartridge damage. Do not use cartridge if damaged.
7. Spin-on new filter cartridge.
8. Bleed air as recommended by pump manufacturer.

**IMPORTANT! The technician MUST ensure there are no leaks from any part of the filter assembly prior to completing the installation. It is the sole responsibility of the technician to ensure that any new parts have been properly installed with no leakage.**

## Bleeding One-Pipe Systems:

1. Close fuel shut-off valve.
2. Loosen filter vacuum port plug or gauge.
3. Open fuel shut-off valve briefly until oil shows at plug. Immediately close.
4. Tighten vacuum port plug or gauge.
5. Open fuel shut-off valve.
6. Loosen bleed port on fuel unit. Start burner and bleed system as recommended by pump manufacturer.

Important: Priming may be assisted by filling cartridge with clean fuel oil. One-pipe installations must be absolutely air tight or leaks and/or loss of prime may result. Bleed system for 15 seconds after the last air is seen from the pump's bleed port to be certain lines are air-free.

## Bleeding Two-Pipe System:

Bleeding two-pipe systems is often not necessary. Priming may be assisted by filling cartridge with clean fuel oil.

**RUN OIL BURNER AND CHECK FOR LEAKS. IF OIL TANK IS EMPTY, RUN BURNER AND RE-INSPECT AFTER TANK IS FIRST FILLED. KEEP RECORDS OF SERVICES AND INSPECTIONS.**

Clean oil tray, wipe out any spilled oil.