

# Quick Start Guide:

## Read This First!

### Before you fill and power up your portable spa for the first time

Before you can use your spa, it will need to be placed on a proper foundation and wired with a dedicated electrical service.

If you have already done this, you can fill your spa by following this guide.

If you were not able to prepare the site for your spa before it was delivered, consult the pre-delivery guide for your spa.

### Before you can fill your portable spa, you must have:

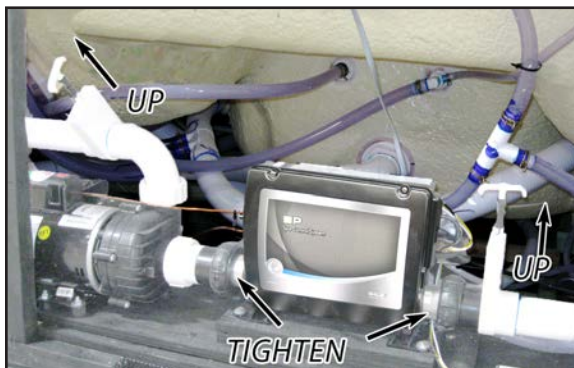
A four-inch thick concrete slab to place the spa on

A dedicated electrical service with GFCI



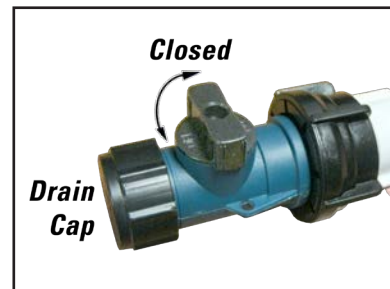
## Start here


### 1 Inspect the spa equipment.



Inspect all plumbing connections in the equipment area of your spa.

- Make sure unions in the equipment pack are tight. (Be careful not to over-tighten the plumbing fittings.)
- If your spa has gate valves, make sure they are all in the UP or OPEN position.
- Make sure the drain valve is closed and capped as shown above.



 Never run the spa with the gate valves closed or without water circulating for long periods of time.

2

Remove the cartridge from filter canister.

If you have a skimmer like this:

Grip the filter by the handle and unscrew it from the canister. Never try to pull the filter cartridge while the spa is running in low or high speed (i.e., any speed).



If you have a skimmer like this:

Remove the black skimmer cap and barrel, grip the filter by the handle and unscrew it from the canister.



Teleweir Mega filter skimmer

- 75 square feet filtration
- Smooth cap

If you have a skimmer like this:

Rotate and remove the black locking ring. Remove the black skimmer cap and barrel, grip the filter by the handle and unscrew it from the canister. Replace and lock the locking ring and slide the skimmer cap and barrel back in the canister.

Note: The skimmer cap and barrel were locked in place at the factory to prevent damage during shipment. It must be unlocked and replaced in the filter canister so that it can float when the spa is filled. If you do not remove the cap and barrel, your spa's filtration system will not perform as it was designed to.



Teleweir filter skimmer

- 50 square feet filtration
- Spoked cap



After you remove the filter, remove the plastic wrapper and soak it in water for 30 minutes before you replace it. A dry filter can allow air into the filtration system which can cause the pump to fail to prime.

3

Fill the spa.



Place a garden hose in the filter canister and fill your spa. **Always fill the spa through the filter canister.** Failure to do so may cause air to be trapped in the filtration system and prevent the pumps from operating properly.



Fill the spa until water level is about six inches from the top. If the water level is too low or too high, your spa will not operate properly. **Never fill your spa with soft water.**



Soft water makes it impossible to maintain the proper water chemistry and may cause the water to foam, which will ultimately harm the finish of the spa and void your warranty.

4

Turn on power to the spa.



When the spa is filled to the correct level, turn on the power at the GFCI breaker. (Ensure that the 120V spas are connected to the proper electrical outlet.)

5

Prime the pump.

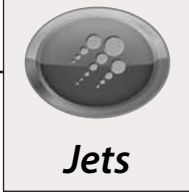
For VS300 and 5100 systems:

Your spa will perform a self-diagnostic check and go into priming mode, which is indicated by message **Pr** on the control panel.



Do the following:

- a. Press the JETS button to turn on the pump and let it run for 10 seconds. The pump should be running in low speed.
- b. Press the JETS buttons again and let the pump run in high speed for 10 seconds.
- c. Press the JETS button again to turn off the pump. The pump should be left off for 10 to 15 seconds.
- d. Repeat steps a through c until water is flowing through all the jets and all air is removed from the plumbing.

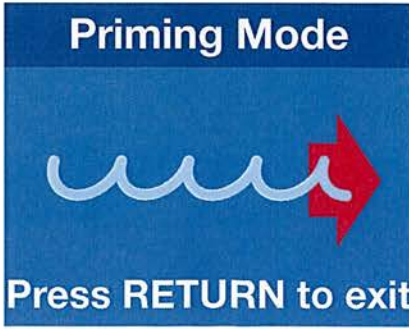


Running the pumps helps the pumps prime.

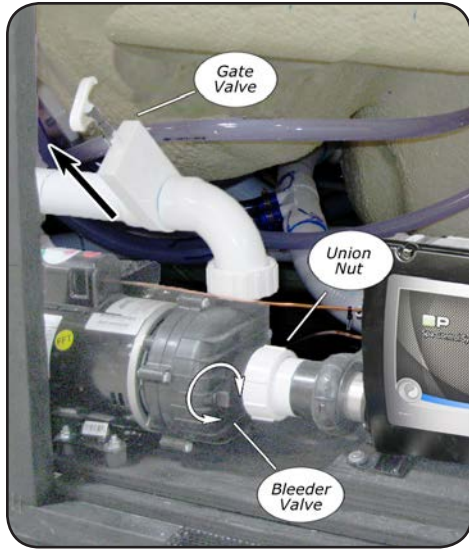
After two minutes, the pump should prime. When it does, continue with the next step. If the pump does not prime, follow the priming instructions on the next page.

Prime the pump (NEO Systems).

Priming the NEO System



The system will enter the priming mode. **Priming Mode** will display on the control panel. In Priming Mode, all devices such as jets and lights are operable. Jets can be turned on and off to help prime the pump. The system will exit Priming Mode and go to the Main display when the RETURN button is pressed, or after four minutes of inactivity.



### Manually priming the pump

- a. Shut off the power to the spa.
- b. Close the gate valve on the discharge side of the pump.
- c. Turn the bleeder valve counter clockwise with a small pair of pliers or a flat head screwdriver until the air has been released from the pump.
- d. If this is unsuccessful, loosen the white union nut on side of the pump with channel locks. When air is bled out, tighten the nut.
- e. Turn on power to the spa and press the JETS button. If there is still air trapped in the pump, repeat steps a through e until the pump primes.

When you are sure the pump has successfully primed, continue to step 6.



The pump will not work properly while air is trapped in it. Continuing to operate the pump in this way will cause damage.

## 6

### Install the filter into the filter canister.



Make sure the filter has soaked at least 30 minutes before you install it. Insert the filter all the way and screw it in. Do not over-torque the cartridge during installation, just hand tighten gently.

## 7

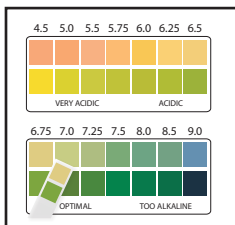
### Replace the equipment door.



If you have a drain in the door (1) pull it through the door then (2) screw the door in and finally (3) screw the corner panel back into place using the screws you removed earlier.

## 8

### Adjust water chemistry.



After the spa has run for two hours, test and adjust the water chemistry. See your owner's manual for instructions on water clarity.

## 9

### Let the spa heat up.



When the spa has finished priming, the heater will activate. Put the cover on and let the spa heat to the set temperature.

## USER GUIDES

Your [pre-delivery guide](#) will give you information on:

- Preparing the site where you want to place the spa
- Power and wiring requirements for your spa

Your [owner's manual](#) will give you information on:

- Priming the pump
- Operating your spa with the electronic control panel
- Keeping your spa water clean and fresh
- Draining and refilling your spa
- Cleaning and maintenance
- Troubleshooting