Turn the dripper cone upside down and remove the four screws in the base using a Phillips-head screw driver. Then remove the center of the base, exposing the lever mechanism.

Remove the small screw holding the lever handle in place and remove the lever handle. Notice the position of the pin on the underside of the handle.

Then remove the screw and washer with the spring, holding the middle piece of the lever in place and remove the rest of the lever.

Replace the middle piece of the lever mechanism on the post in the base. Place the spring and washer over the post and secure them with the screw. It is best to do this with the lever turned to the ‘open’ position.

Rotate the middle piece of the lever mechanism to the closed position. Fit the lever handle through the slot in the base. Make sure that the pin on the handle fits into the slot on the mount and the notch on the handle fits in the pin on the mount, then secure it with the screw.

Replace the outer portion of the base and secure it with four screws.