



GAI-TRONICS® CORPORATION
A HUBBELL COMPANY

Piezo Switch Assembly Replacement Kit for 300 Series Telephones

MODELS 12520-011 AND 12520-012

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General Information

The Model 12520-011 (red) and 12520-012 (black) Piezo Switch Assembly Replacement Kits are intended for use in GAI-Tronics 300 Series Telephones equipped with the cold weather option (-003 and -004).

The Model 12520-011 is for use on the Model 393, 393AL, 394AL, 396, 397, and 398 Series Telephones. The Model 12520-012 is for use on the Model 394AL, 396, and 398 Series Telephones. The replacement procedures are the same for both kits.

Kit Components

Qty.	Description	Required Tools
1	Piezo Switch Assembly	<ul style="list-style-type: none"> • #1 Phillips screwdriver
1	O-Ring	<ul style="list-style-type: none"> • 1-1/4-inch box wrench
1	Tie Wrap	<ul style="list-style-type: none"> • Model 233-001 Security Screwdriver • Wire cutters

Model 393, 393AL, and 394AL Series Telephones

Removing the Old Piezo Switch Assembly

1. Use a Model 233-001 Security Screwdriver to loosen the four front cover screws. Save the screws for re-assembly.
2. Lift the front cover assembly away from the back box.
3. Disconnect the telephone line cord and strobe wires, if applicable.

4. Place the front cover assembly face down on a flat surface.
5. Use the wire cutters to snip the tie wrap that is securing the push-button assembly cable to the other wires.
6. Unplug the piezo switch cable assembly connector from the PCBA. Be sure to note the location of the connection for re-assembly.
7. Remove #4-40 screws securing PCBA to standoffs using #1 Phillips screwdriver. Pull PCBA away.

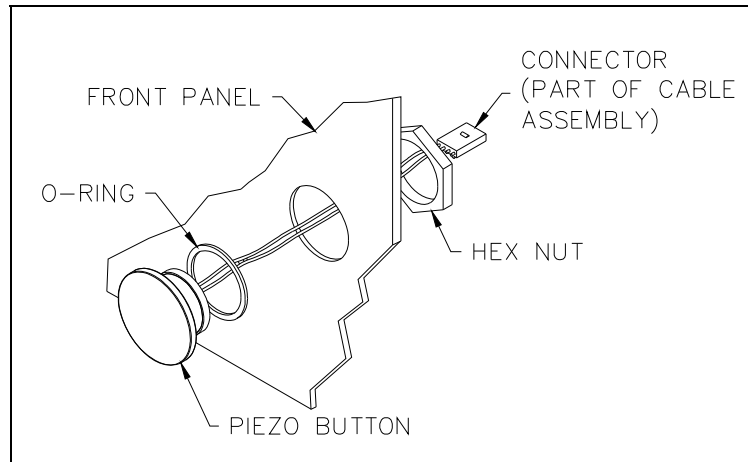


Figure 1. Piezo Push-Button Switch Assembly, Exploded View

8. Using the 1-1/4 inch box wrench, loosen the hex nut. See Figure 1 for location.
9. Remove and discard the hex nut and piezo switch assembly. Remove any residual gasket material from the front cover.

Installing the New Piezo Switch Assembly

1. Slide the O-ring over the piezo switch threads to the undercut location.
2. From the front side of the panel, push the new push-button assembly through the hole. See Figure 1.
3. Secure the piezo switch assembly to the front cover using the hex nut. See Figure 1.
4. Use the enclosed tie wrap to secure the push-button assembly cable to the other wires, and attach to the anchor.
5. Replace the #4-40 screws that secure the PCBA to the standoffs.
6. Plug the push-button assembly cable into the PCBA at the proper location noted earlier.
7. Reconnect the telephone line cord, and strobe wires, if applicable.
8. Align the front cover with the rear enclosure, and use the Model 233-001 Security Screwdriver to secure four front cover screws (previously saved).

Model 396, 397 and 398 Series Telephones

Removing the Old Piezo Switch Assembly

1. Use a Model 233-001 Security Screwdriver to remove the six front panel screws. Save the screws for re-assembly.
2. Lift the front panel assembly away from the back box approximately 6 to 8 inches.
3. Unplug the telephone line cord from the modular block in the back box, and disconnect the strobe wires, if applicable.
4. Remove the front panel assembly, and place it face down on a flat surface.
5. Use the wire cutters to snip the tie wrap that is securing the push-button assembly cables to the other wires.
6. Unplug the piezo switch assembly cable from the PCBA. Be sure to note the location of the connection for re-assembly.
10. Using the 1-1/4 inch box wrench, loosen the hex nut. See Figure 1.
11. Remove and discard the hex nut and piezo switch assembly. Remove any residual gasket material from the front cover.

Installing the New Piezo Switch Assembly

1. Slide the O-ring over the piezo switch threads to the undercut location.
2. From the front side of the panel, push the new push-button assembly through the hole. See Figure 1.
3. Plug the piezo switch assembly cable into the PCBA at the proper location.
4. Use the enclosed tie wrap to secure the piezo switch assembly cable to the other wires.
5. Plug the telephone line cord into the modular block in the back box, and reconnect the strobe wires, if applicable.
6. Align the front cover with the rear enclosure, and use the Model 233-001 Security Screwdriver to secure six front panel screws (previously saved).

Warranty

Equipment. GAI-Tronics warrants for a period of one (1) year from the date of shipment, that any GAI-Tronics equipment supplied hereunder shall be free of defects in material and workmanship, shall comply with the then-current product specifications and product literature, and if applicable, shall be fit for the purpose specified in the agreed upon quotation or proposal document. If (a) Seller's goods prove to be defective in workmanship and/or material under normal and proper usage, or unfit for the purpose specified and agreed upon, and (b) Buyer's claim is made within the warranty period set forth above, Buyer may return such goods to GAI-Tronics nearest depot repair facility, freight prepaid, at which time they will be repaired or replaced, at Seller's option, without charge to Buyer. Repair or replacement shall be Buyer's sole and exclusive remedy. The warranty period on any repaired or replacement equipment shall be the greater of the ninety (90) day repair warranty or one (1) year from the date the original equipment was shipped. In no event shall GAI-Tronics warranty obligations with respect to equipment exceed 100% of the total cost of the equipment supplied hereunder. Buyer may also be entitled to the manufacturer's warranty on any third-party goods supplied by GAI-Tronics hereunder. The applicability of any such third-party warranty will be determined by GAI-Tronics.

Services. Any services GAI-Tronics provides hereunder, whether directly or through subcontractors, shall be performed in accordance with the standard of care with which such services are normally provided in the industry. If the services fail to meet the applicable industry standard, GAI-Tronics will re-perform such services at no cost to buyer to correct said deficiency to Company's satisfaction provided any and all issues are identified prior to the demobilization of the Contractor's personnel from the work site. Re-performance of services shall be Buyer's sole and exclusive remedy, and in no event shall GAI-Tronics warranty obligations with respect to services exceed 100% of the total cost of the services provided hereunder.

Warranty Periods. Every claim by Buyer alleging a defect in the goods and/or services provided hereunder shall be deemed waived unless such claim is made in writing within the applicable warranty periods as set forth above. Provided, however, that if the defect complained of is latent and not discoverable within the above warranty periods, every claim arising on account of such latent defect shall be deemed waived unless it is made in writing within a reasonable time after such latent defect is or should have been discovered by Buyer.

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Return Policy

If the equipment requires service, contact your Regional Service Center for a return authorization number (RA#). Equipment should be shipped prepaid to GAI-Tronics with a return authorization number and a purchase order number. If the equipment is under warranty, repairs or a replacement will be made in accordance with the warranty policy set forth above. Please include a written explanation of all defects to assist our technicians in their troubleshooting efforts.

Call 800-492-1212 (inside the USA) or 610-777-1374 (outside the USA) for help identifying the Regional Service Center closest to you.