



**GAI-TRONICS®**  
A HUBBELL COMPANY

# Keypad Seal Kit

## for 246C, 256C, 246-001 & 256-001 Phones

### Model 12613-001

## Confidentiality Notice

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## General Information

The Model 12613-001 Keypad Seal Door Kit is for use on the GAI-Tronics Model 246C, 256C, 246-001 and 256-001 Industrial Phones. This kit includes the following components:

Item	Qty.	Description
A	1	Keypad mounting panel assembly
B	8	PPHTF screws #4 × ¼-inch
C	1	Keypad seal
D	1	Keypad spacer plate
E	2	.062-inch flat nylon washer

## Installation

Unpack the material and compare the included parts to the list above to ensure that all parts are present.  
**NOTE:** Large and small tip Phillips head screw drivers and ¼-inch nut driver are required for installation of this kit.

## Disassembly

1. Unscrew front panel of phone from enclosure/back box and carefully disconnect the field wiring. Please make note of all field wiring connections.
2. See Figure 1. The printed circuit board assembly (PCBA) is mounted with six screws. Four screws mount to the keypad mounting panel below and two mount to standoffs on the phone front panel. Remove the two 4-40 × ¼-inch screws from the hex standoffs and save for reassembly later. Unscrew the other four screws about ¼ inch or until they disengage from the keypad mounting panel below. (These screws will also be reused when re-assembly later.)

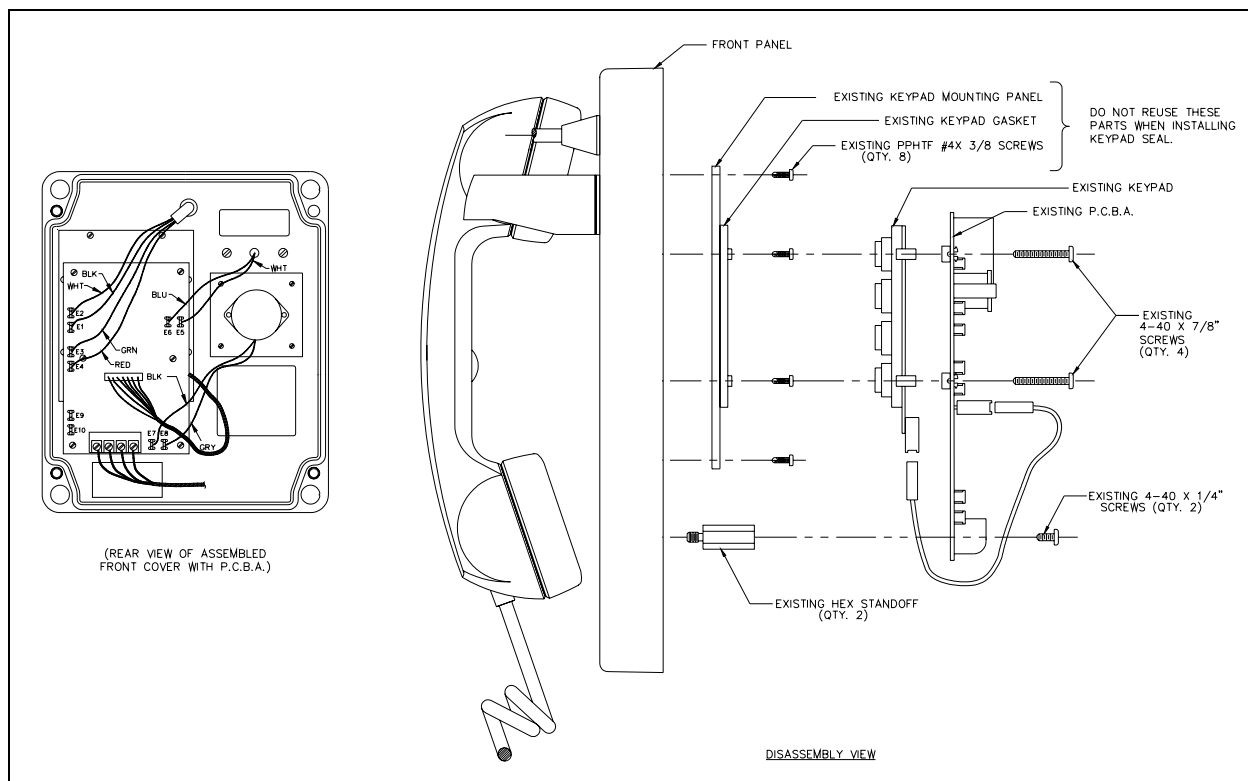


Figure 1. Disassembly View

3. Carefully flip PCBA up and away from obstructing access to the keypad and keypad mounting panel.
4. Lift keypad off the keypad mounting panel. There may be some resistance due to the keypad sticking to the gasket on the keypad mounting panel.
5. Remove the eight screws holding the keypad mounting panel to the phone front panel. These screws will NOT be reused in reassembling the keypad assembly.
6. The keypad mounting panel may be stuck to another gasket on the phone front panel and may require some force to lift it up and off. Once dislodged from the phone, the front panel it will NOT be reused.

## Reassembly

1. See Figure 2. Install supplied keypad mounting panel (A) with eight supplied PPHTF #4 × ¼-inch screws (B) as shown in Figure 2. Make sure that screws are uniformly tightened in a crisscross pattern to ensure even pressure with the phone front panel gasket.
2. Press keypad seal (C) into the keypad mounting panel grid (A). Make sure that keypad seal numbers are in the correct orientation with the phone front panel. Verify that each key position of the seal is seated completely in each grid square and around the standoffs on the keypad mounting plate.
3. Place keypad spacer plate (D) over the keypad seal and standoffs on the keypad mounting panel.
4. Unscrew the two ¼-inch hex standoffs mounted to the phone front panel. Place one nylon washer (E) under each standoff and screw the standoffs back into position on the phone front panel.

5. Place keypad onto keypad spacer plate.
6. Carefully flip PCBA back over and into place lining up the four long mounting screws through the mounting holes in the keypad and into the keypad mounting bracket (A). Make sure all four screws are engaged before tightening. Once they are all engaged tighten in a crisscross pattern to ensure even pressure with the keypad spacer plate (D) and keypad seal (C).
7. Install the two 4-40  $\times$  1/4-inch screws from step 2 of the disassembly procedure.
8. Hold phone panel in upright position and press each key on keypad to verify that each button has movement.
9. Check for any loose wire connections on the PCBA.
10. Connect field wiring from step 1 of disassembly procedure and screw the front panel to enclosure/back box.

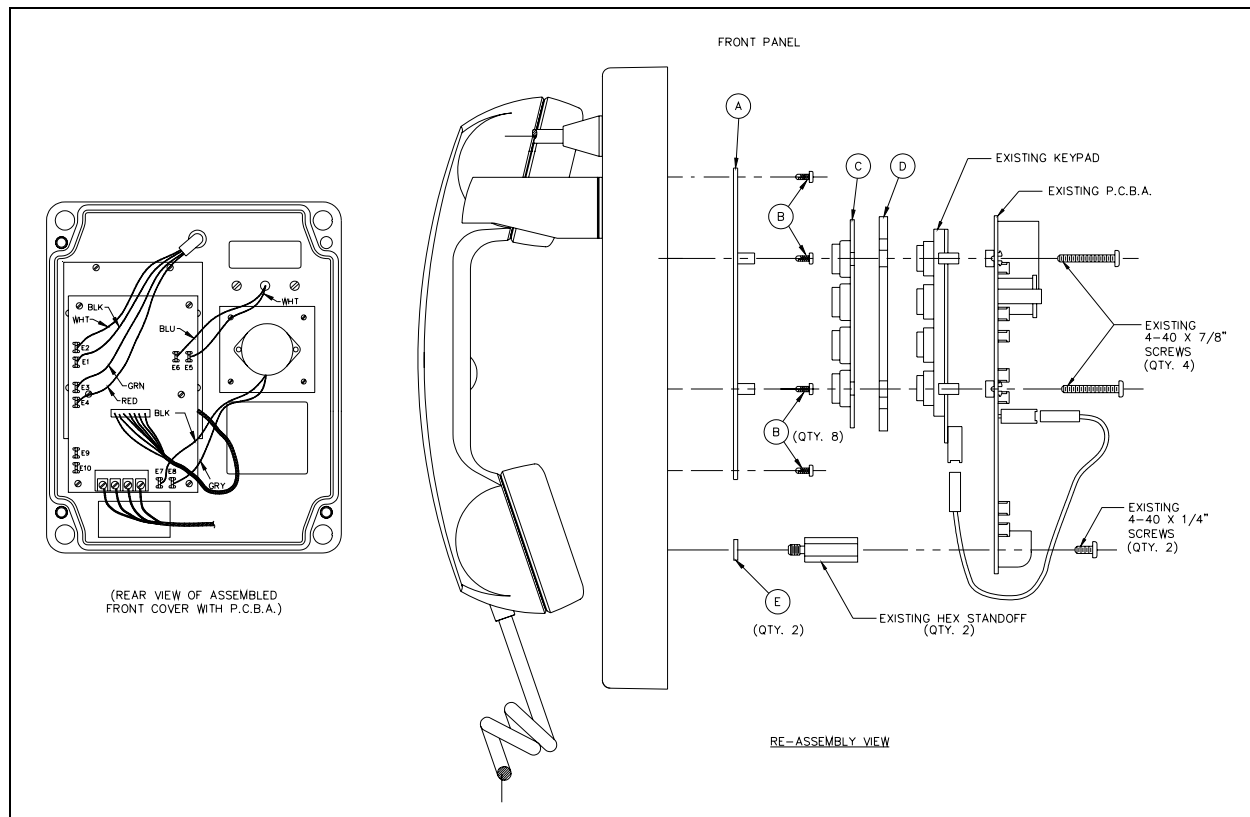


Figure 2. Reassembly View

# Warranty

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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

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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.