



GAI-TRONICS®
A HUBBELL COMPANY

Round Push-Button Assembly Replacement Kit for 300 Series Telephones

MODELS 12520-009 AND 12520-010

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General Information

The Model 12520-009 and 12520-010 Kits are intended for use on GAI-Tronics 300 Series standard telephones (-001 and -002). The Model 12520-009 is a 2-inch red push-button assembly kit used on the standard Model 393, 393AL, 394AL, 396, 397, and 398 Telephones. The Model 12520-010 is a 1-inch black push-button assembly kit used on the Model 392, 394AL, 396, and 398 Telephones. The installation procedures are the same for both kits.

Kit Components

Qty.	Description	Required Tools
1	Push-button Switch Assembly	<ul style="list-style-type: none"> #1 Phillips Screwdriver
1	Mounting Nut	<ul style="list-style-type: none"> 1/8-inch Straight Slot Screwdriver
1	Mounting Ring	<ul style="list-style-type: none"> Model 233-001 Security Screwdriver
1	Tie Wrap	<ul style="list-style-type: none"> Wire Cutters

Model 393, 393AL, and 394AL Series Telephones

⚠ ATTENTION ⚠ Installation should be performed by qualified personnel and only in accordance with the National Electrical Code or applicable local codes.

Removing Old Push-Button 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 wire, 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 push-button assembly cable 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 the PCBA away.

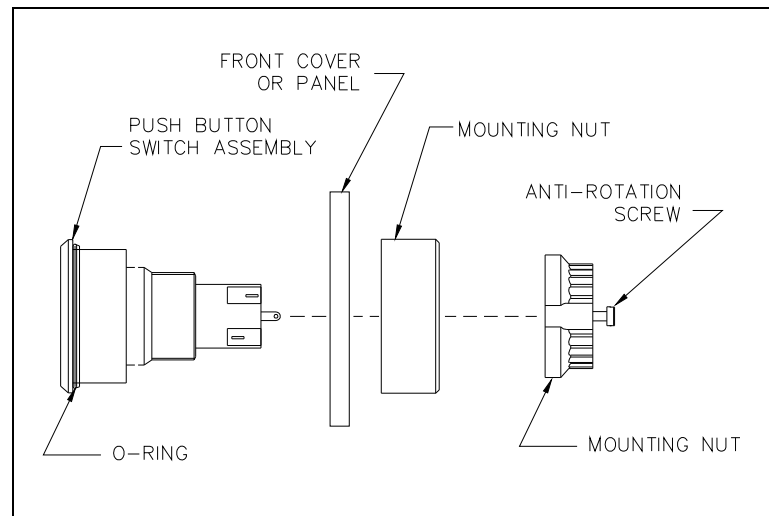


Figure 1. Push-Button Switch Assembly, Exploded View
(Black Emergency Push Button shown.)

8. Using the appropriate screwdriver, loosen the anti-rotation screws on the mounting nut. See Figure 1 and Figure 2.
9. Remove and discard the mounting nut, the mounting ring, and the push-button assembly.

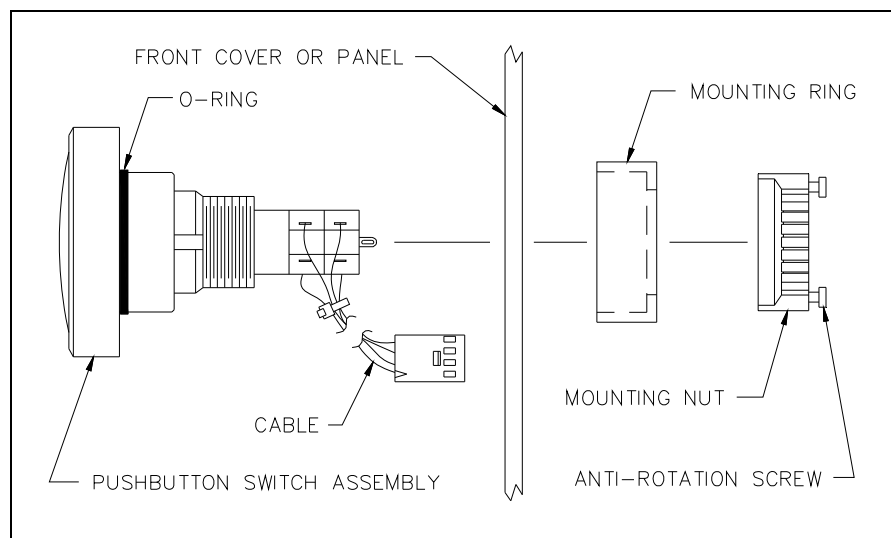




Figure 2. Push-Button Switch Assembly, Exploded View
(Red Emergency Push Button shown.)

Installing New Push-Button Assembly

1. From the front side of the panel, push the new push-button assembly through the hole. See Figure 1 and Figure 2.
2. Secure the push-button assembly to the front cover using the mounting ring and the mounting nut. See Figure 1 and Figure 2.
NOTE: Ensure that the O-ring seal is in its proper location, as shown in Figure 1 and Figure 2.
3. Tighten the anti-rotation screws on the mounting nut.
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 392, 396, 397, and 398 Series Telephones

 **ATTENTION**  **Installation should be performed by qualified personnel and only in accordance with the National Electrical Code or applicable local codes.**

Removing the Old Push-Button 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 push-button assembly cable from the PCBA. Be sure to note the location of the connection for re-assembly.
7. Using the appropriate screwdriver, loosen the anti-rotation screws on the mounting nut.
8. Remove and discard the mounting nut, the mounting ring, and the push-button assembly.

Installing the New Push-Button Assembly

1. From the front side of the panel, push the new push-button assembly through the hole. See Figure 1 and Figure 2.
2. Secure the push-button assembly to the panel using the mounting ring and the mounting nut. See Figure 1 and Figure 2.

NOTE: Ensure that the O-ring seal is in its proper location, as shown in Figure 1 and Figure 2.

3. Tighten the anti-rotation screws on the mounting nut.
4. Plug the push-button assembly cable into the PCBA at the proper location.
5. Use the enclosed tie wrap to secure the push-button assembly cable to the other wires.
6. Plug the telephone line cord into the modular block in the back box, and reconnect the strobe wires if applicable.
7. Align the front cover with the rear enclosure, and use the Model 233-001 Security Screwdriver to secure six front panel screws (previously saved).