



GAI-TRONICS®  
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"> <li>• #1 Phillips screwdriver</li> </ul>                                    |
| 1    | O-Ring                | <ul style="list-style-type: none"> <li>• 1-1/4-inch box wrench</li> </ul>                                      |
| 1    | Tie Wrap              | <ul style="list-style-type: none"> <li>• Model 233-001 Security Screwdriver</li> <li>• Wire cutters</li> </ul> |

## 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.

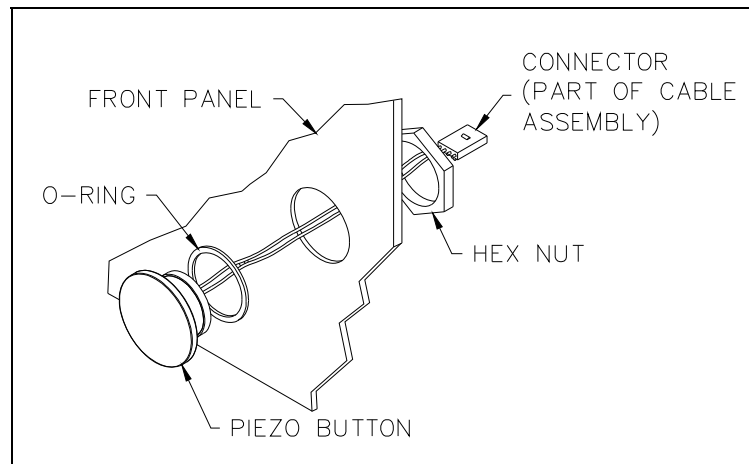


Figure 1. Piezo Push-Button Switch Assembly, Exploded View

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).