Microphone Assembly Replacement Kit for 297 & 298 Series Telephones

Model 12521-003

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General Information

The Model 12521-002 Microphone Assembly Replacement Kit is used in all 293 and 294 Series Phones. This kit includes the following components:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grille</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Microphone Mounting Block</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>Microphone Assembly</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>Microphone Gasket</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>Microphone Mounting Bracket</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>KEPS Nuts</td>
<td>6</td>
</tr>
<tr>
<td>1</td>
<td>Tie Wrap</td>
<td></td>
</tr>
</tbody>
</table>

Installation

Removing the Old Microphone Assembly

1. Use a Model 233-001 Tamper-Resistant Screwdriver to loosen and remove the six front panel tamper-resistant screws. Note that field wiring will restrict complete removal of the front panel. Note all field wiring terminations to unit and disconnect field wiring to allow front panel to be placed on a working surface.

2. Carefully cut the tie wrap that secures the speaker, hookswitch, and microphone wires together.

3. Unplug the microphone connector from J4 on the printed circuit board assembly (PCBA).
4. Remove the 2 KEPS nuts from the microphone assembly and lift old microphone off the front panel. Carefully remove old microphone grille. See Figure 1.

![Microphone Assembly Diagram]

Figure 1. Microphone Assembly

**Installing the New Microphone Assembly**

Refer to Figure 1.

1. Place new microphone grille (1) onto the two mounting studs on the front panel.

2. Place new microphone mounting block (2) onto the two mounting studs over the top of the grille from step 1.

3. Thread microphone assembly (3) wire leads through the microphone gasket (4) and through the microphone mounting bracket (5).

4. Position the microphone assembly (3) into the microphone mounting block (2) and then place microphone mounting bracket (5) over the assembly and onto the studs on the front panel. Place KEPS nuts onto studs and tighten.

5. Plug the microphone wire leads into J4 on the PCBA.

6. Secure the speaker, hookswitch, and microphone wires together with supplied tie wrap.

7. Reconnect all field wiring as noted in step 1 of the “Removing the Old Microphone Assembly” section.

8. Place the front panel onto back box, tighten the tamper-resistant screws, and make a test call from the unit.

**NOTE:** Installation of a new microphone may require the volume level to be readjusted. In this case, see the unit’s original installation manual for adjustment instructions.
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