Keypad Seal Kit
for 246C, 256C, 246-001 & 256-001 Phones

Model 12613-001

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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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>Keypad mounting panel assembly</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
<td>PPHTF screws #4 × ¼-inch</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
<td>Keypad seal</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Keypad spacer plate</td>
</tr>
<tr>
<td>E</td>
<td>2</td>
<td>.062-inch flat nylon washer</td>
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</tbody>
</table>

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 drive 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 × ¼-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
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