Microphone Assembly Replacement Kit for RED ALERT™ Emergency Telephones

Model 12521-004

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General Information

The Model 12521-004 Microphone Assembly Replacement Kit is used in the 39x Series RED ALERT™ Emergency Telephones. The kit includes two gasket types, only one of which will be used, depending on the type of telephone (flush-mount or wall-mount) being repaired. This kit includes the following components:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Microphone assembly with wiring (See Figure 3.)</td>
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<tr>
<td>1</td>
<td>Microphone shield</td>
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<tr>
<td>1</td>
<td>Microphone gasket (thick) for flush-mount telephone</td>
</tr>
<tr>
<td>1</td>
<td>Microphone gasket (thin) for wall-mount telephone</td>
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</tbody>
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Installation

Removing the Old Microphone Assembly

1. Use a Model 233-001 Security Screwdriver (Törx T-25 security tip) to loosen and remove the front panel security screws. 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. For the wall-mount telephone, remove the PCBA to allow access to the microphone assembly.
3. Refer to Figure 1 and Figure 2 for the microphone locations for flush-mount and wall-mount telephone, respectively. Remove the two screws holding the microphone assembly in place, and retain them.

![Figure 1. Microphone Location on Flush-Mount Telephone](image1)

![Figure 2. Microphone Location on Wall-Mount Telephone](image2)

4. Unplug the microphone wire connector and make note of the location.

5. Pull the microphone assembly apart from both sides of the panel. If residual pieces of the gasket material remain on the front panel, remove them.

**Installing the New Microphone Assembly**

Refer to Figure 3 and Figure 4 on page 3.

1. Apply the correct adhesive gasket to the back of the microphone shield, using the thicker gasket for a flush-mount telephone, or the thinner gasket for a wall-mount telephone.

2. Install the microphone shield with gasket through the front panel.

3. Install the microphone assembly through the rear of the front panel.

4. Install the two self-tapping screws through the rear of the microphone assembly’s pressure plate to secure. Cut the ties that keep the assembly together.

5. Plug in the wiring connector.

**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.
Figure 3. Microphone Assembly (as received)

Figure 4. Assembly of Microphone Kit to Front Panel (Exploded View)
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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.