Round, Black, Single-Pole Push-Button Assembly Replacement Kit for 200 and 300 Series Telephones

**MODEL 12520-013**

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General Information

The Model 12520-013 Kit is intended for use on GAI-Tronics 200 and 300 Series standard telephones (-001 and -002). This kit can be used to replace the black push-button assembly used on the Model 294AL, 298, 392, 2394AL, 396, and 398 Telephones.

Kit Components

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<th>Description</th>
<th>Required Tools</th>
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<td>Push-button Switch Assembly</td>
<td>#1 Phillips Screwdriver</td>
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<td>1</td>
<td>Mounting Nut</td>
<td>1/8-inch Straight Slot Screwdriver</td>
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<td>1</td>
<td>Mounting Ring</td>
<td>Model 233-001 Security Screwdriver</td>
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<td>Tie Wrap</td>
<td>Wire Cutters</td>
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Model 294AL and 394AL Series Telephones

Removing the 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.

8. Using the appropriate screwdriver, loosen the anti-rotation screw on the mounting nut. See Figure 1.

9. Remove and discard the mounting nut, the mounting ring, and the push-button assembly.

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

2. Secure the push-button assembly to the front cover using the mounting ring and the mounting nut. See Figure 1.
   
   **NOTE:** Ensure that the O-ring seal is in its proper location, as shown in Figure 1.

3. Tighten the anti-rotation screw 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 298, 392, 396, and 398 Series Telephones

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.

2. Secure the push-button assembly to the panel using the mounting ring and the mounting nut. See Figure 1.

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

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).
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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.