

A. E. CO. TYPE 301 PABX ATTENDANT'S POSITION
MAINTENANCE

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1. GENERAL

1.01 This Section provides information on caring for attendant turrets and/or attendant floor consoles used as the attendant's position in Type 301 PABX installations.

2. TURRET (OR FLOOR CONSOLE) MAINTENANCE

2.01 Routine inspections of the equipment at regular intervals will, in many cases, prevent breakdowns by revealing minor defects which may be corrected before they cause serious trouble. The information covered in the following paragraphs will serve as a guide for removal, replacement, and cleaning of the various components of the attendant turret (or console).

Face Removal

2.02 Most general maintenance procedures require removal of the turret face. Removal of the turret face provides access to key strip assemblies, lamp strip assemblies, and keysender keyset components.

2.03 Two chrome-plated stainless steel channels hold the plastic lamp strip covers and the paper face plate in place. See Figure 1. The upper channel will slide to the right and up, and the lower channel will slide to the left and down. With the channels slid out of place, plastic lamp strip cover and paper face plate may be removed (Figure 2). Tabs on both sides of the metal face plate fit under the end castings and hold the face plate in place. To remove the metal face plate, first remove the flat head screw located to the left of the keypad. With the screw removed, the metal face plate may be removed by lifting out in the center. This will cause the face plate to bow, allowing the tabs to slide out from under the end casting.

Lamp Replacement

2.04 To replace lamps in the key strip assemblies, it is necessary to remove the metal light shield by gently prying up at each end (Figure 3). These lamps may then be removed by gently prying them out of their spring clips. When inserting new lamps, press only on the glass portion of the lamp. Pressure on the metal base may cause breakage. For lamps in the lamp strip assembly, a lamp extractor (Automatic Electric Company part number H-885224-1) must be used.

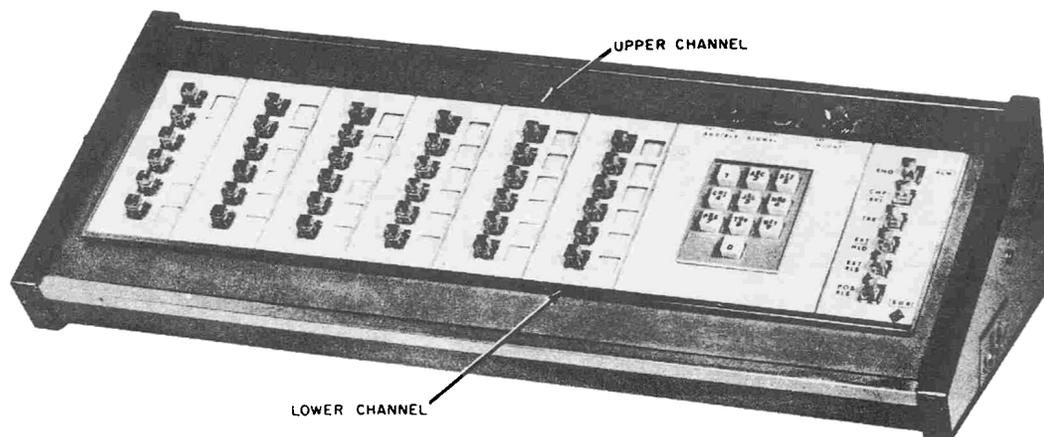


Figure 1. Attendant Turret, Showing Upper and Lower Channels.

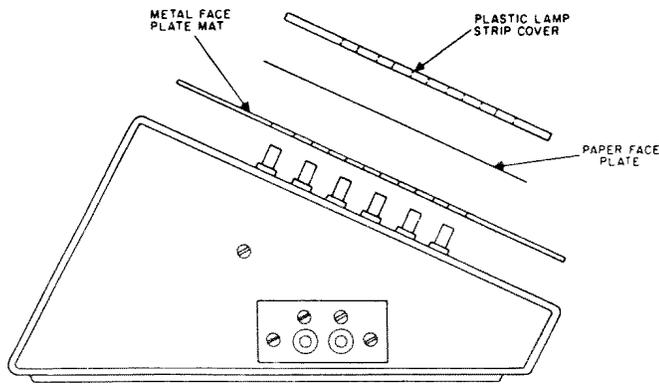


Figure 2. Side View of Turret Face Assembly, Showing Order of Assembly.

Removing Key Strip Assembly

2.05 After removal of the face plates, each key strip assembly may be individually removed by loosening the two mounting screws at the extreme top and bottom of each unit. With screws loosened, carefully lift up on the assembly to unplug it before attempting to lift it out of the turret. See Figure 4.

Cleaning Key Strip Assembly

2.06 If it is suspected that the malfunctioning of the key strip assembly can be corrected by a general cleaning, air pressure of less than twenty pounds should be used to blow out dust particles and other foreign matter. Parts and surfaces may be wiped clean with a damp cloth. For disassembly

of the unit, follow instructions in Paragraphs 2.08 and 2.09. DO NOT use lubricants or solvents of any kind. If malfunctioning persists, unit must be replaced. Adjustment of springs should not be attempted.

Replacing Key Strip Assembly

2.07 Remove faulty key strip assembly as explained in Paragraph 2.05. When replacing the key strip, or inserting a new key strip assembly, do not apply pressure until the assembly is placed approximately in its proper mounting alignment. This precaution will prevent possible damage to the plug-in components. The paper face plate should be used as a template to assure correct alignment before tightening mounting screws. When installation of the key strip assembly is completed, each of the six keys should be thoroughly tested before assuming normal functioning. This can be accomplished by placing test calls from the turret.

Replacing Key Strip Buttons

2.08 If it should become necessary to remove or replace any of the plastic buttons on the key strip assembly, first remove the key strip assembly as explained in Paragraph 2.05 and replace it with a spare. The receptacle assembly, which includes the buttons and lamps, is the uppermost portion of the key strip assembly. Loosen the two receptacle assembly mounting screws and lift off the assembly. The metal retaining strip across the bottom of the receptacle assembly is removed while holding the assembly upside

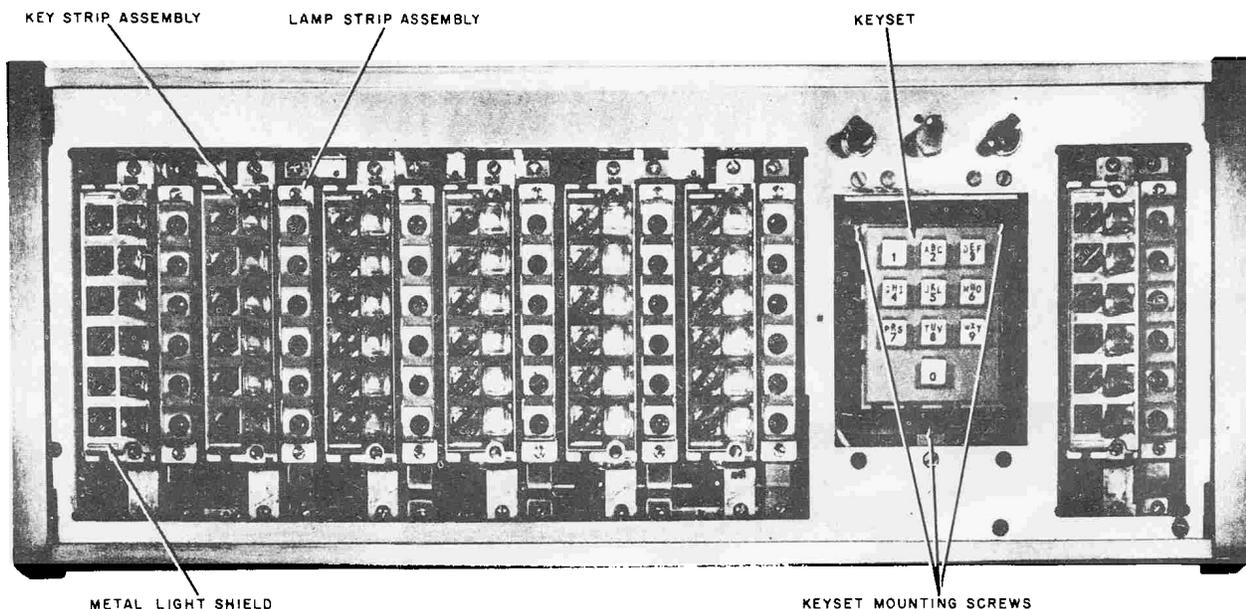


Figure 3. Attendant Turret, Showing Face Assembly Removed.

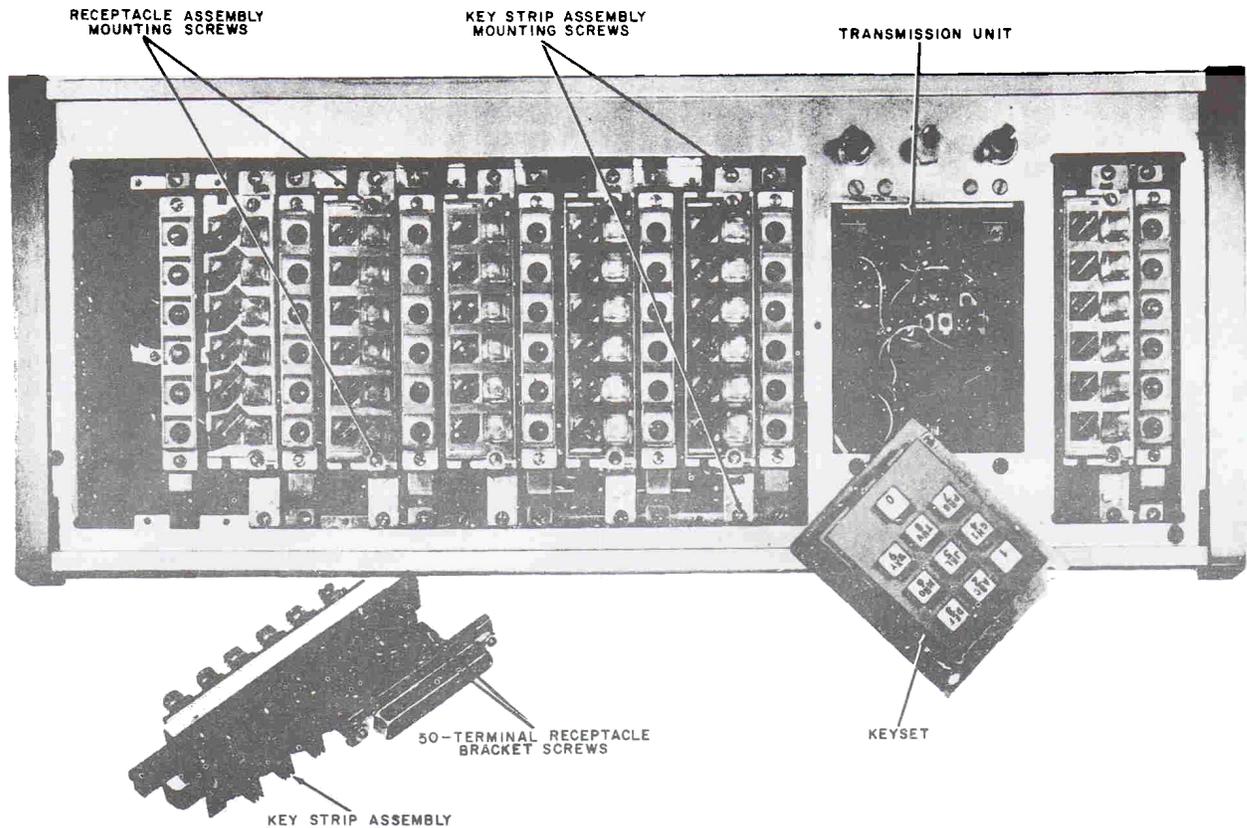


Figure 4. Attendant Turret, Showing Keystrip Assembly and Keypad Removed.

down, to avoid spilling the keys. With the metal retaining strip off, remove the damaged button by pushing up from underneath. Insert new button and reverse the procedure. To replace a pushbutton collar, it is necessary to first remove the adjacent key strip lamp. Removal of key strip lamp is explained in Paragraph 2.04.

NOTE: This function should only be attempted in a repair shop or other approved location.

Replacing Key Strip Plungers

2.09 The key strip plungers are housed in the ladder assembly, which is located directly under the receptacle assembly. Remove the key strip assembly as explained in Paragraph 2.05. Loosen the two screws which mount the 50-terminal receptacle and remove the receptacle from the key spring assembly. Now, remove the key spring assembly by loosening the mounting screw at each end. The retaining strip which holds the plungers in place may now be removed by loosening the two screws which mount it on the ladder assembly frame. With the retaining strip off, the plungers and coil

springs may be removed for cleaning or replacement. For reassembly, reverse the procedure.

NOTE: This function should only be attempted in a repair shop or other approved location.

Removing Keypad

2.10 Remove the face plates as explained in Paragraph 2.03. Two mounting screws at the extreme top of the mounting plate, and one at the bottom, hold the keypad in place. With these screws loosened, the unit may be lifted partially out to expose the wiring connections to the transmission unit. Loosen the six terminal screws which connect the six leads of the keypad and remove each spade clip. Refer to Paragraph 2.12 for proper wiring connections when remounting or replacing the keypad.

Cleaning the Keypad

2.11 Malfunctioning of the keypad may be due to poor contact caused by dust accumulation. Therefore, a thorough cleaning with air pressure of less than twenty pounds is a

necessary inspection step. The face plate may be removed for cleaning by lifting up on either the right or left edge with enough pressure to open the plastic tab locks. With the face plate removed, apply the air stream while working the push keys to loosen any trapped dirt. DO NOT use solvents or lubricants of any kind. If malfunctioning persists, unit should be replaced. Adjustments of springs should not be attempted.

NOTE: This function should only be attempted in a repair shop or other approved location.

Replacing Keypad

2.12 Each terminal screw on the transmission unit is numbered. When installing a new keypad, connect the six color-coded leads to the transmission unit as follows:

- (a) Red lead to terminal 8.
- (b) White lead to terminal 15.
- (c) Brown lead to terminal 6.
- (d) Black lead to terminal 9.
- (e) Yellow lead to terminal 16.
- (f) Blue lead to terminal 20.

2.13 With the spade clip of each lead firmly connected to the corresponding terminal, the new keypad may be mounted. If spring clips are provided on the keypad (for mounting plastic cover plate), make sure that they are properly seated before proceeding with assembly.

Replacing Rotary Dial

2.14 For the rotary dial, there are four color-coded leads to the transmission unit. When installing a new rotary dial, connect the four leads to the transmission unit as follows:

- (a) Blue lead to terminal 20.
- (b) Yellow lead to terminal 16.
- (c) White lead to terminal 15.
- (d) Red lead to terminal 8.

Mounting Cradle Hook

2.15 The cradle hook for the handset is mounted on the extreme left side of the turret housing. To mount the cradle hook, remove the two mounting screws of the jack assembly and mount the cradle clamps on the same mounting bracket. Before tightening the mounting screws, the cradle hook should be approximately centered.