



SPIRIT[®] Communications System

Model 308/616

616 EXPANSION UNIT

INSTALLATION INSTRUCTIONS

The **SPIRIT** Communications System controller provides service for up to three incoming lines and eight telephones. This expansion unit doubles the line and telephone set capacity of the system. Installation and wiring of the complete system is explained in your Customer Installation Instructions.

What You Should Find in The Expansion Unit Box:

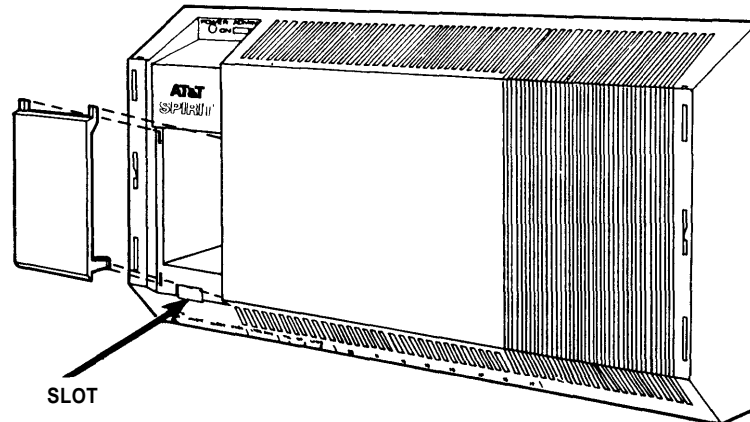
Expansion Unit
Three 7' line cords

■ **STEP 1 Unplug the System Controller**

IMPORTANT: FAILURE TO UNPLUG THE CONTROLLER AC POWER CORD FROM THE ELECTRICAL OUTLET BEFORE INSTALLING THE EXPANSION UNIT MAY CAUSE HARM TO BOTH UNITS.

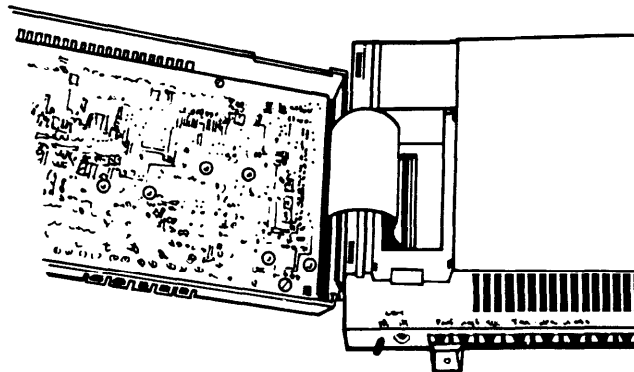
■ **STEP 2 Expose the Interface Connector**

The interface connector for the expansion unit is in the 308 controller, protected by a snap-in cover (see picture). Insert a small screwdriver in the slot at the bottom of the cover and pry gently to remove. Store the cover for possible future use.



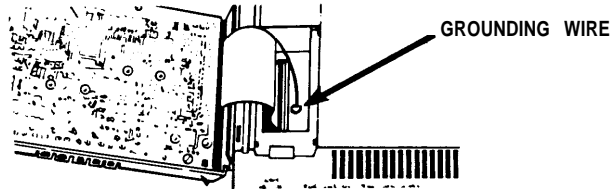
■ **STEP 3 Connect the Cable**

On one end of the expansion unit is a short flat cable. Hold the expansion unit in your left hand, near the left side of the controller, with the modular jacks positioned at the bottom. With your right hand plug the cable into the interface connector (see picture). Make sure the cable is fully inserted.



■ **STEP 4 Connect the Grounding Wire**

Adjacent to the cable on the expansion unit is a grounding wire. While still holding the expansion unit in your left hand, insert the grounding wire into the small eyelet hole just to the right of the interface connector on the control unit. This wire **must be connected** to ensure lightning protection.



■ **STEP 5 Mount Expansion Unit on Controller**

Position the expansion unit next to the 308 controller. Carefully insert the four edge tabs of the expansion unit into the four edge slots on the 308 controller. Slide the expansion unit down until it locks in place.

■ **STEP 6 Record Installation Date**

Write the date on the date installed (DATE INST:) label located on the cord labels that came with the controller. Place the label on the side of the expansion unit.

■ **STEP 7 Reconnect Controller to AC Outlet**

Plug the controller power cord back into the AC outlet (must be grounded) and your controller with expansion unit is ready to use.

■ **STEP 8 Testing and System Administration**

You may test the installation of the expansion unit by performing the test procedures included in the SPIRIT Communications System Customer Installation Instructions.

System administration of the additional lines and intercom extensions is identical to the procedures described in the System Administration Manual for the **SPIRIT** Communications System.

Removing the Expansion Unit

If you should ever have to remove the expansion unit, first unplug the controller from the electrical outlet and unplug all the cords from the modular jacks. Be sure the wiring is labeled.

Using your right hand, insert a dime under the tab on the right side of the expansion unit. While gently prying the tab outward, push upon the right side of the expansion unit with your left hand. The unit must move up a little over ¼-inch to free the hook tabs at the top and bottom.

Repeat the procedure on the left side of the expansion unit, using your left hand to pry the tab outward and your right hand to push up on the expansion unit.

Unplug the cable from the interface connector on the controller. If the expansion unit is not being replaced, the snap-in cover that was removed from the controller when the expansion unit was installed should be reinstalled.

