

**EXTROM™**

ELECTRONIC KEY TELEPHONE SYSTEM

**HMS-1032 EE**

INSTALLATION MANUAL

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## 1. INSTALLATION

## PLANNING

1.01 Survey the area to be served by the HMS-1032EE Electronic Key Telephone System and select a location that fulfills the following requirements:

- Provides a safe working location.
- Has adequate light and is always accessible.
- Has sufficient clearance above the floor to avoid damage from water and avoid being struck by cleaning equipment.
- Is clean, dry, well-ventilated, and free from corrosive fumes?
- Is not subject to temperatures below 32 F (0°C) or above 104 F (40°C)?
- Is centrally located with respect to the stations to permit the shortest wiring runs?
- Is located within 900, 700, or 500 feet of the furthest station when using 22, 24, or 26 AWG wire, respectively?
- Is within 25 feet of the telephone company's terminal block?
- Is near a commercial ac power receptacle?
- Meet with the customer's approval.

1.02 Arrange for the customer to provide a commercial 115V ac power receptacle in accordance with the following:

- Is served by a separate fuse or circuit breaker?
- Is not under control of any switch?
- Is of the grounded three wire type?

## UNPACKING

1.03 To prevent damage to equipment and to avoid misplacing hardware items, the key telephone system shall be unpacked as follows:

- (1) Upon receipt of the shipment, check the equipment against the purchase order and packing list to ensure that the listed items have been supplied. Immediately file a shortage report with the supplier should any items be missing or incorrect.
- (2) Unpack the key service unit and remove it from the carton. Do not discard the KSU carton until all the equipment has been installed and the system fully tested.
- (3) Check that the miscellaneous KSU hardware items listed in Table A have been provided.
- (4) Inspect the KSU for:
  - Damaged or loose connectors
  - Broken or loose circuit cards
  - Broken wires
  - Damaged ac power cord
  - Broken or bent connector pins
  - Scratches or dents in the cabinet
  - Loose screws on the cover
- (5) Unpack the telephone instruments and handsets and remove them from their shipping cartons.
- (6) Locate all the miscellaneous items of telephone set hardware listed in Table A.
- (7) Inspect the telephone sets for damage to the keypad, handset cord line cord, modular connectors, jacks, and molded plastic parts.
- (8) Do not remove circuit board SXDU from its box until it is ready to be installed.

TABLE A

## ORDERING GUIDE--REPLACEMENT HARDWARE

QUANTITY REQUIRED	MOUNTING LOCATION	DESCRIPTION
2 4 4 1	KSU	Fuse, 4A Screw, wood, phillips-head, M4.1 X 32S User's Guide Installation Manual
1 1 1 1 1	Station instrument	Card, directory Card, operation guide Tray, pull-out key top, designation tab Cover, designation
1 1 2	Power-failure transfer unit	Cable, power, 2000L Cable, modular, three-pair Screw, wood, phillips-head, M3.1 X 16S
1 1 1 2 4	Wall-mounting kit	Bracket, wall-mounting Hook, handset Cord, adapter Screw, phillips-head, M3 X 8S Screw, wood, phillips-head, M4.1 X 16S
1 1	Adjustable bracket	Bracket Screw, self-tapping, phillips-head, M3 X 12S
4 2 1 1	E-16STU	Stand-off D Spacer, DLCBS-14N Flat cable, S/C-34 X 70BD Flat cable, S/C-18 X 110BD
2 2 1 2	SNDU	Spacer, PCB-4L Spacer, PCB-4S Flat cable, S/C-13 X 50BD Screw, with large washer, M3 X 6S
2 4	DPIU BOX	Cable, power, 2000L Screw, wood, phillips-head, M3.1 X 16S