

**EXTROM™**

**ELECTRONIC KEY TELEPHONE SYSTEM**

**HMS-612EE**

**INSTALLATION MANUAL**

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## 1. INSTALLATION

## PLANNING

1.01 Survey the area to be served by the HMS-612EE 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
- Meets 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 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 SMDU from its box until it is ready to be installed.

TABLE A

## ORDERING GUIDE--REPLACEMENT HARDWARE

QUANTITY REQUIRED	MOUNTING LOCATION	DESCRIPTION
1	KSU	Fuse, 3A
4		Screw, wood, phillips-head, M4.1 X 32S
1		Cable tie
2		User's Guide
1		Installation Manual
1	Station instrument	Card, directory
1		Card, operation guide
1		Tray, pull-out
1		key top, designation tab
1		Cover, designation
1	Power-failure transfer unit	Cable, power
1		Cable, modular, three-pair
2		Screw, wood, phillips-head, M3.1 X 16S
1	Wall-mounting kit	Bracket, wall-mounting
1		Hook, handset
1		Cord, adapter
2		Screw, phillips-head, M3 X 8S
4		Screw, wood, phillips-head, M4.1 X 16S
1	Adjustable bracket	Bracket
1		Screw, self-tapping, phillips-head, M3 X 12S
2	SNDU	Spacer, PCB-4L
2		Spacer, PCB-4S
1		Flat cable, S/C-13 X 508D
2		Screw, with small washer, M3 X 6S