

Gen/Switch™ and Pro/Tran® Surface Mount Models Instructions for Replacing Individual Switches

WARNING: Be sure the power from both the panel where the transfer switch is connected and the generator is turned off before starting this procedure. Failure to do so could result in serious injury or death.

WARNING: Switch installer should be a qualified electrician.

1. For the Gen/Switch™ Models (20216, 30216 and 30310), remove the two screws from the top front of the unit and the four on the bottom of the unit. For the Pro/Tran® Models (31406, 30408 and 31410), remove the wiring compartment cover and the two screws from the top of the unit.
2. For the Gen/Switch™ Models (20216, 30216 and 30310), pull the front plate straight forward until it clears the cabinet and tilt forward so the back of the front plate is accessible. For the Pro/Tran® Models (31406, 30408 and 31410), tilt the plate forward until the slot in the bottom clears the hook in the cabinet and then pull forward.
3. On some models, retaining strips were installed under the switch retaining tabs. If your unit has these strips, they must be removed before a switch can be removed. To remove the two strips, pull the switch retaining tabs slightly away from the switch so the ends are no longer wedged between the switch and the opening in the front plate, and are resting on the back of the front plate. This must be done for all of the four tabs for all the switches. After this is done, slide out the top and bottom retaining strips.
4. Disconnect the wires from the switch by grabbing the metal connector on the end of the wire and pulling straight out from the back of the switch. Do this for each of the three connections to the switch. Note where each was connected. This will be needed for step 8. **Warning:** Do not pull on the wire itself as this may loosen the connection between the wire and the connector.
5. Remove the switch from the front plate using one of two methods. For switches with retaining tabs, remove by flattening the four retaining tabs against the switch and pushing forward on the switch. Work the switch from side to side keeping the tabs flattened until the switch is free of the front plate. For switches (part number 7801) with a plastic retaining ring, insert a screw driver between the switch housing and the plastic retaining ring then twist breaking the retaining ring. Remove the retaining ring and then remove the switch.
6. Insert the replacement switch in the opening making sure the terminals on the back of the switch are oriented in the same way as the other switches. Push the switch in until it is flat against the front plate. For switches with the four retaining tabs, proceed to step 7. For switches with the plastic retaining ring, place the retaining ring over the back of the switch, and while holding the switch tightly to the front plate, push the retaining ring down around the switch housing as evenly as possible until it rests against the back of the front plate. Because of the close proximity of the other components, you may need to push on the corners of the retaining ring with a screw driver to fully seat the retaining ring. Proceed to step 8.
7. If retaining strips were removed, position retaining tabs as in step 3 above and insert the retaining strips the way they were. Push down on the retaining tabs on all switches until the ends are wedged between the edge of the opening and the switch. The retaining strips may have to be pushed away from the front plate in order for the tabs to be properly positioned.
8. Reconnect all the wires as they were connected on the original switch. Make sure there is some resistance felt when sliding the connectors on to the terminals. If little or no resistance is felt, disconnect and slightly decrease the gap in the connector where the terminal from the switch slides in. This usually can be done with a pliers. Repeat if necessary until a tight connection is made. **Warning:** Failure to make a tight connection could result in overheating and a subsequent electrical fire.
9. Slide the front plate back in the cabinet and replace the screws that were removed in step 1 above. For Pro/Tran® Models, replace wiring compartment cover that was removed in step 1.
10. Turn power on that was shut off for installation.



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