

Instruction for Manually Transferring From Utility Power to Generator

- In the event of a power failure of greater than 1 minute, you need to start the generator.
- Go to the generator and move the [Run–Stop–Remote] switch to Run.
- Wait for the generator to come up to speed. It will take about a minute for the smoke to change to a steady blue.
- Go to the white power transfer cabinet located behind the dome.
- Unlock the cabinet and open the doors. Same B1B key as the dome door.
- **CAUTION: There is 480 VAC in this cabinet. DO NOT touch anything other than the T-Handle.**
- Grab the T-Handle and slowly rotate the handle counter-clockwise until you hear a loud click. Wait 5 seconds and then continue rotating the handle until you hear another click. The first click turns off the utility breaker and the second closes the generator breaker. **If the commercial power is off, i.e. it's a power outage, then you do not need to wait the 5 seconds. You must always wait the 5 seconds when going from utility to generator, if power is present on both sources, to allow any 3 phase motors time to un-synchronize from the power lines.**
- The arrow should be pointed down when finished.
- After about 30 seconds you should hear the UPS starter, located on the west side of the white cabinet, turn on; signified by a moderately loud thump. This indicates that power is being supplied to the site.
- See illustration on last page for locations of key components.
- Make sure all doors are closed and locked when finished.

Instruction for Manually Transferring From Generator back to Utility Power

- Make sure that utility power is good by checking the meters in the control room above the water fountain.
- Go to the white power transfer cabinet located behind the dome.
- Unlock the cabinet and open the doors. Same B1B key as the dome door
- **CAUTION: There is 480 VAC in this cabinet. DO NOT touch anything other then the T-Handle.**
- Grab the T-Handle and slowly rotate the handle counter-clockwise until you hear a loud click. **Wait 5 seconds** and then continue rotating the handle until you hear a second click. The first click turns off the generator breaker and the second closes the utility breaker. **You must always wait the 5 seconds when going from generator to utility to allow any 3 phase motors time to un-synchronize from the power lines.**
- The arrow should be pointed UP when finished.
- After about 30 seconds you should hear the UPS starter, located on the west side of the white cabinet, turn on. Signified by a moderately loud thump. This indicates that power has been returned to the site.
- See illustration on last page for locations of key components.
- Wait 20 minutes.
- Go to the generator and move the [Run–Stop–Remote] switch to Stop.
- The generator will stop.
- Make sure all doors are closed and locked when finished.

DANGER: High Voltage Everywhere up Here

Turn This Handle
to Transfer power:
**Two Clicks
to Transfer**

This arrow points UP
for normal and DOWN
for Generator

**Motor Fuse
removed to permit
manual operations
possible.**

