

LINE POWERED

Emergency Telephone Guide

Use with Part Numbers 11-910 through 11-919





For Quick Set-Up go immediately to page 5!

Applies to Part Numbers: 11-910, 11-911, 11-912, 11-913, 11-915, 11-916, 11-919

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Getting Started

- 1. Carefully open the shipping box and remove contents.
- **2.** Inspect the telephone(s) for any damage.
- **3.** Make sure the microphone, speaker and LED are connected correctly to the pins. See drawing below for locations.

If there is any damage call us for advice at 800-837-1066 or call our tech line at 419-930-1066



Introduction

There are two ways to program the Wurtec S3C: 1) locally [using onboard keypad and battery or external power supply] or 2) remotely [accessing the S3C from another location by calling it]. **We recommend programming LOCALLY**.

Power Requirements: Analog telephone line with at least 24VDC and a 9V battery for programming.

Use the **program** keys on the onboard keypad to program Emergency Phone Numbers and Site ID Message. You can perform these programming procedures and access all available options by entering the Program Menu, which is explained on pages 8-17.

To leave any menu at any time press * then 0.

Before Programming the Wurtec S3 Communicator

- **STEP 1** When programming locally be sure to have a 9V battery with adequate charge connected to the phone. This will energize the keypad so it can be programmed. Keypad will NOT be active with telephone line power only.
- **STEP 2** Be sure to have all the information you need programmed ready before you begin programming the phone. The phone will repeat itself every three seconds until the information is programmed into the phone or you press then **O** to exit programming mode.
- STEP 3 Do NOT be afraid to program the S3 Communicator. The phone at any point can be programmed backed to factory defaults (see page 7) if a mistake is made. Also take note that if information is programmed incorrectly the first time, just follow the steps of programming again and it will overwrite the previous program. For example, if an incorrect phone number was programmed, follow the steps of programming the phone number again and the latest number programmed would be the one saved to the phone.
- **STEP 4** If you are having trouble getting the keypad to work for programming at this point, please see the trouble shooting section on page 20. The trouble shooting page also has our help line number for any questions or problems.

Quick Set-Up (from onboard keypad)

Programming Phone Numbers (The number(s) you want the S3C to autodial)

- **STEP 1** Press the **PHONE** button on the keypad.
- STEP 2 The phone will say "press 1 for first number, 2 for second number, 3 for third number." Choose which number you want to enter. The phone will ask you to enter the number followed by the *to the followed by the to the phone to autodial and press the to the phone to autodial and press the to the phone.* See page 9 for ring-down programming.
- STEP 3 Once the number is programmed, the phone will recite the number. If the number is correct and you are finished you may press then to exit program mode. If you have another number to program the phone will automatically revert back to the phone number program menu and you will hear an option to program phone numbers 2 and 3, follow the same steps to program those numbers if you choose to do so. Note: The first number will dial for 30 seconds, the second number will dial for 60 seconds, and the third number will dial for 120 seconds.

Programming Site Identification Message

- **STEP 1** Press the SITE ID button on the keypad.
- STEP 2 Press 1 to record. The phone will say "at the tone, record your message followed by by . After you heard the tone, record the message and press the . key when finished. A typical message consists of the address, name of the building the elevator is in, and the elevator number if more than one elevator is present, and a call back number. The site identification message should not exceed 16 seconds.
- STEP 3 If the message that has been recorded is correct you may press then o to exit programming mode. If the message is incorrect and needs to be recorded again, follow the steps for programming the site identification message again. The new recording will automatically overwrite the old recording. You can repeat this process until the message is correct.

Adjusting Onboard Volume

(volume of the programming menu voice)

- STEP 1 To increase the volume of the onboard programming menu voice press the TALK and the exact same time then release. You will hear a "beep" tone. Continue pressing and releasing TALK desired volume is reached. The "beep" tone will gradually increase. The phone will say "Invalid Entry" once it has hit its maximum volume.
- STEP 2 To decrease the volume of the onboard programming voice press the

 TALK
 and
 #

 Vector
 keys at the same time and then release. You will hear a "beep" tone.

 Continue to press and release the
 TALK

 is reached.
 The "beep" tone will gradually decrease.

 The "beep" tone will gradually decrease.
 The phone will say "Invalid Entry" one it has reached its lowest volume.

Adjusting Conversation Volume

- STEP 1 Be sure the phone is connected to a live telephone line and a 9V battery.
- STEP 2 To increase the volume of the person you are speaking to first press the TALK key. If you have a live telephone line, the phone will say "Please enter number to be dialed" and then you will hear a standard dial tone. DO NOT dial a number. Once you hear the dial tone, Press the TALK and Keys at the exact same time and then release. You will hear your dial tone increase in volume. Continue to press the TALK and Keys at the same time and then release until the desired volume is reached. The phone will say "Invalid Entry" once the maximum volume is reached. There are 8 volume settings. When finished press TALK to hang up the phone. (continued on next page)

Quick Set-Up (from onboard keypad) cont.

STEP 3 To decrease the volume of the person you are speaking to first press the TALK rend key. If you have a live telephone line, the phone will say "Please enter number to be dialed" and then you will hear a standard dial tone. DO NOT dial a number. Once you hear the dial tone, Press the TALK and then release the exact same time and then release. You will hear your dial tone decrease in volume. Continue to press TALK and then release until the desired volume is reached. The phone will say "Invalid Entry" once the lowest volume is reached. When finished press TALK to hang up the phone.

Resetting to Factory Defaults

- **STEP 1** To reset everything to factory defaults press the keys at the exact same time.
- STEP 2 The phone will say "Factory defaults, press 1 to reset to default, 2 to cancel, or then 0 to disconnect." To reset to default press the 1 button on the keypad. The phone will then say "Reset" and then shut off. At this point anything that has been programmed in the phone is erased and reset to factory defaults.

Factory Defaults are as follows: Voice Announcements - On Call Cancellation - Off Immediate Two-Way Conversation - Off Ring Count - 1 Ring Volume - Mid Level (4) Emergency Phone Numbers - None Site ID Message - None Announcements - None Talk Time - 180 seconds Touch Tone ID - None

Installation

Line Connection

- A. Connect the telephone line wires to the "TELCO" pins on the circuit board using the supplied connector. Check the phone line for a dial tone, touch tone capabilities and noise. You can do this by using the TALK putton. We suggest you call your emergency numbers and have them call you back. This will verify touch tone lines, phone numbers and line conditions.
- B. IMPORTANT! This step will save you time and unnecessary field trips! Carefully tape the shielding and any additional wires on the phone cable so they will not short out the electronics or the telephone line at the circuit board. NOTE: GROUND THE SHIELDING AT THE CONTROLLER OR SOURCE OF TELEPHONE LINE ONLY!

Power Requirements

- A. TELCO Voltage: 24-52 VDC
- B. TELCO Current: 23 mA
- C. Battery Voltage: 9 VDC

The S3 Communicator is not polarity sensitive.

Programming (Locally or Remotely)

To program Phone Numbers, Messages, Advanced Options and access Program Status press the Program Status press the Program Status press

Programming Phone Numbers

- STEP 1 Press PROG MENU button on the keypad.
- **STEP 2** Press **1** for phone numbers.
- STEP 3 Press 1 to program the first number you want the phone to autodial. Press 2 for the second number you want the phone to autodial. Press 3 for the third number you want the phone to autodial. If you only want one number programmed, continue to the next step. If you want more than one number programmed, repeat the following steps for each corresponding number slot. (continued on next page)

Programming (Locally or Remotely)

- STEP 4 Press 1 to program the number. Press 2 to review the number that was previously programmed. Press 3 to delete the number. # to return to the previous menu. Or the leave programming mode.
- STEP 5 Press 1 to program the number you want the phone to autodial. The phone will ask you to "Enter number followed by #. Enter the number and press the #. key. The phone will recite the number programmed. If the number is correct you can continue on to programming by pressing #. to return to the previous menu. If you are finished programming the number you can press then 0 to leave programming mode.

Programming Ring-Down Line

- STEP 1 Press PROG MENU button on the keypad.
- **STEP 2** Press **1** for phone numbers.
- STEP 3 Press 1 for first emergency number.
- STEP 4 Press 1 to program first emergency number. The phone will say "enter number followed by #.
 Since there is no number to dial on a ring-down line, program a for the number, then press #.
 The phone will then say "You entered star".
- **STEP 5** At this point you can press to return to the previous menu and continue with programming or you can press then **O** to exit program mode.

Programming Messages (Site ID)

Follow the steps below to program the Site ID message and local announcements. The Site ID must identify where the emergency call is coming from. It's played every time a call is placed to or from the S3C, if not in immediate two-way. It is very important that this message be recorded, as this is normally the way the call can be traced without verbal communication from the passenger.

There are three in car local announcements for notifying which of the possible three emergency numbers are being dialed.

- STEP 1 Press PROG button.
- STEP 2 Press 2 for message menu.
- STEP 3 Press 1 if you want to program the site identification message. Press 2 if you want to program for in car announcements. Press # to return the previous menu. Or * then 0 to exit program mode.
- STEP 4 To program the site identification message press 1. The phone says "at the tone, record your message followed by #. At the tone, record the message and then press #. If the message is correct you can press #. to get to the previous menu and continue programming, if you made a mistake and need to record again, simply follow the steps again and it will automatically record over the old message. If you are finished programming press ** then 0 to exit program mode.

Programming Messages (Announcements)

- STEP 1 Press PROG button.
- **STEP 2** Press **2** for message menu.
- STEP 3 To program the in car announcements press 2. The phone will then ask you to press 1 for first announcement, 2 for second announcement, or 3 for third announcement. These announcements coincide with the emergency numbers programmed into the phone. The message itself is played inside the elevator. For example if the phone is set to dial 911, you may record "calling police station." To program an announcement for the first number press 1 then press 1 again to record. The phone will say "at the tone record your message followed by #. Record your message then press #. (continued on next page)

Programming (Locally or Remotely)

STEP 4 If the message is correct you can press to return to the previous programming menu, you can follow the steps again to record your new message over the old message, or you can press then o to exit program mode.

Note: The recorded announcement should not exceed 6 seconds.

Programming (Locally or Remotely) | Advanced Options

In this group of menus you will have the option to choose user preferences, set talk time, enter an access code, enter touch tone ID, set ring count and review program status.

User Preferences - Announcements On/Off

Announcements are used to notify persons in the car which of the possible three emergency phone numbers are being dialed. Use these at your discretion.

- STEP 1 Press PROG MENU button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 1 for user preferences.
- STEP 4 Press 1 for announcements menu.
- STEP 5 Once in the announcements menu you can press 1 to turn on the announcements. Press 2 to review whether or not announcements are on or off. Press 3 to turn off announcements. Press 4 to return to the previous menu to continue programming. Or press 1 to turn 0 to disconnect.

Programming (Locally or Remotely) | Advanced Options

User Preferences - Immediate Two-Way Conversation On/Off

This feature allows the persons in the car to speak immediately with the called party after the emergency call is answered. Otherwise there is a voice prompt to press 1 to talk, then the Site ID message is played. Otherwise the operator must press 2 to play the site ID message.

- STEP 1 Press PROG button on the keypad.
- **STEP 2** Press **3** for advanced options.
- STEP 3 Press 1 for user preferences.
- STEP 4 Press 2 for immediate two-way conversation.
- STEP 5 Once in the immediate two-way conversation menu, you can press 1 to turn on immediate two-way conversation. Press 2 to review whether immediate two-way conversation is on or off (immediate two-way conversation is off by default). Press to return to the previous menu to continue on programming. Or press then to exit programming mode once you are finished.

User Preferences - Call Cancellation On/Off

When Call Cancellation is ON, the voice prompt states "Press button again to cancel" as soon as a call is made. Pressing the button again will abort the call.

- **STEP 1** Press PROG button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 1 for user preferences.
- STEP 4 Press 3 for call cancellation.
- STEP 5 Once in the call cancellation menu, you can press 1 to turn on call cancellation.
 Press 2 to review whether call cancellation is on or off (by default call cancellation is off). Press 3 to turn off call cancellation. Press 4 to return to the previous menu to continue programming. Press 5 then 0 to exit programming when finished.

Programming (Locally or Remotely) | Advanced Options

Talk Time

Talk Time is the period of time allowed for two-way conversations. Fifteen (15) seconds before the end of the time period the voice prompt will say "Timing out. Press **1** to avoid disconnection" on the operator end. Enter a number between 30 and 999 seconds. Factory set default is **180 seconds**.

- STEP 1 Press PROG MENII button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 2 for talk time.
- STEP 4 To program a different talk time than the default 180 seconds (3 minutes) press
- STEP 5 The phone will say "enter a number between 30 and 999 followed by #. The number you enter is in seconds. For example If you press 45, that would be 45 seconds.
- STEP 6 If you have entered the desired talk time correctly you can press to return to the previous menu to continue with programming, You can repeat the steps again to reenter a different number to overwrite the previous one, Or you can press then to exit programming if you are finished.

Access Code

This code enables password protection for programming from a remote location. Enter up to eight (8) digits. Factory set default is none.

- STEP 1 Press PROG MENU button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 3 for Access Code.
- STEP 4 Press 1 to program an access code. Press 2 to review what the already programmed access code is (by default there is no access code). Finally you can press 3 to erase the access code altogether.
- STEP 5 Press # to return to the previous menu and continue on programming. If you are finished programming you can press then 0 to exit program mode.

Programming (Locally or Remotely) | Advanced Options

Touch Tone ID

This feature is for programming with SoundNet capable call centers. If this feature is used make sure Announcements are turned OFF and Immediate Two-Way Conversation is turned ON. See pages 11 and 12 for those options.

- STEP 1 Press PROG MENU button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 4 for Touch Tone ID.
- STEP 4 Press 1 to program touch tone ID. Press 2 to review what the already programmed ID is (by default there is no ID). Press 3 to erase the Touch Tone ID altogether.
- STEP 5 Press # to return to the previous menu and continue on programming. If you are finished programming you can press then 0 to exit program mode.

Ring Count

Use this feature to program the number of rings to occur before the emergency telephone answers a call. Enter between zero (0) and nine (9). If you enter zero (0) the telephone will never answer an incoming call. Factory set default is 1.

- STEP 1 Press PROG MENU button on the keypad.
- STEP 2 Press 3 for advanced options.
- STEP 3 Press 5 for Ring Count.
- STEP 4 At this point you can press 1 to program desired ring count. Press 2 to review what the already programmed ring count is (by default the ring count is 1). Press to return to the previous menu to continue on programming. If you are finished programming you can press then 0 to exit programming.

Program Status

The Program Status feature will recite the menu settings that are currently programmed in the phone. The phone will recite in order the settings for:

- serial number
- S3 Communicator model number
- version number
- programmed phone numbers
- announcements on/off
- immediate two-way conversation on/off
- call cancellation on/off
- talk time
- access code
- touch tone ID
- ring count
- STEP 1 Press PROG MENU button on the keypad.
- **STEP 2** Press **4** and the phone will begin to recite the information stated above.
- STEP 3 At this point the phone will automatically revert back to the main program menu. You can choose any option to continue with programming. If you are finished you can press then **O** to exit program mode.

Calling Into Remote Phone

It is possible to program the S3Communicator from a remote location by calling into the telephone. Using a dedicated touch tone telephone, dial the phone number of the S3 Communicator.

- STEP 1 Once the phone answers you will hear the following: "This is an emergency telephone. Press 1 to talk, 2 to program, or the 0 to disconnect.
- STEP 2 Press 1, You will then be in a two way conversation with whomever is currently in the elevator. If you choose to press 2 it will take you into programming mode and may prompt for pasword if one is programmed Or you can choose to press then 0 which will hang the phone up.

Note: If the phone you are calling is line sharing with another S3 Communicator it may ask you to enter a unit number. At this point you would need to enter the unit number of the phone you are trying to reach. Also, if an access code has been programmed into the phone, it will ask you to enter it in order to continue on to the phone options stated above in steps 1 and 2.

If you do not know the Access Code you must go to the job site and gain access to the circuit board keypad and reset to factory defaults or change the access code. If you are unable to get to the job site, you can call Wurtec Inc. All phone numbers are listed on troubleshooting page 20.

Reset to Factory Defaults

- **STEP 1** Press the ***** and **#** keys at the exact same time.
- STEP 2 The phone will then give the option to press 1 to reset back to default. Press 2 to cancel resetting back to default. You also have the option to press then 0 to exit program mode.

Testing the Phone Line

To make sure you have a good telephone line, you can make an outside call from the S3 Communicator using the onboard keypad. This is a good time to verify emergency numbers. (continued on next page)

Testing the Phone Line (cont.)

STEP 1 Press TALK key on the keypad.

STEP 2 If you do not have a valid telephone line the phone will say "invalid telephone line". At this point you will need to trouble shoot the telephone line or call the telephone service provider. If your phone line is valid, the phone will say "Enter number to be dialed" and you should hear a standard dial tone. At this point you can dial the emergency number to verify it works or you can press TALK to hang up the phone.

Phone Line Volume

- STEP 1 Be sure the phone is connected to a live telephone line and a 9V battery.
- STEP 2 To INCREASE the volume of the person you are speaking to first press the FALK key. If you have a live telephone line, the phone will say "Please enter number to be dialed" and then you will hear a standard dial tone. DO NOT dial a number. Once you hear the dial tone, Press the FALK and Keys at the exact same time and then release. You will hear a beep and your dial tone increase in volume. Continue to press the FALK and Keys at the same time and then release until the desired volume is reached. The phone will say "Invalid Entry" once the maximum volume is reached. When finished press TALK to hang up the phone.
- STEP 3 To <u>DECREASE</u> the volume of the person you are speaking to first press the <u>TALK</u> key. If you have a live telephone line, the phone will say "Please enter number to be dialed" and then you will hear a standard dial tone. DO NOT dial a number. Once you hear the dial tone, Press the <u>TALK</u> and <u>#</u> keys at the exact same time and then release. You will hear a beep and your dial tone decrease in volume. Continue to press the <u>TALK</u> and <u>#</u> keys at the same time and then release until the desired volume is reached. The phone will say "Invalid Entry" once the lowest volume is reached. When finished press <u>TALK</u> to hang up the phone

Flowchart

Note: This flow chart is for programming the phone with the onboard keypad. When calling into the phone to program you can use this flow chart as well but you will have the added step of pressing **2** to enter program mode once the phone answers.



Troubleshooting

If you have any questions about the installation or operation of your S3 Communicator, please call us toll free at (800) 837-1066, 8:00 am—5:00 pm, Monday-Friday. You can also call our direct Tech Line at 419-930-1066.

Keypad Not Working

If you are programming before you connect the phone in the elevator be sure you have a fresh 9V battery connected to the phone. The 9V battery energizes the keypad when programming outside of the elevator. **CAUTION** when connecting the phone to external power be sure the 9V battery is rechargeable, otherwise you could damage the phone.

Keypad or Push Button Not Working

The push button uses the telephone line voltage to energize the phone. Check your telephone line connection on the phone and also do a telephone line diagnostic by pressing the TALK key on the keypad (be sure you either have a 9V battery connected to the phone or the external power connected to the phone to energize the keypad). Also be sure the push button is plugged into PBA on the circuit board.

Have a Good Telephone Line but Phone Says "Telephone Line Failure"

Wurtec supplies a 12VAC isolation transformer with the phone. This transformer should be used with the phone. If you are getting a power source directly from the controller, it can create a ground loop with the telephone line and cause the phone to malfunction. External building power is only needed if you are line sharing the phone or if you are going to take advantage of the maintenance announcements (page 13). If you ARE line sharing, use the supplied transformer. If you are NOT line sharing, simply disconnect the external power and be sure you have at least 24VDC on your telephone line and the phone should work properly.

Phone Does Not Respond to Touch Tone When Calling Remotely

Using a land line telephone, the S3 Communicator should respond to touch tones with no problems. If you are having a problem, check to be sure the phone you are using to call into the S3 Communicator is not set on "pulse" dialing. If you are having trouble programming remotely with a cellular phone it could just be because of the cellular phone reception or the nature of the phone itself. Some cellular phones work fine, some don't work at all. If you are having trouble with a cellular phone, the only options are to use a landline phone or to be on site and program the phone using the onboard keypad.

Phone Connects to Emergency Operator But There is Only Momentary Communication

When an operator picks up the phone, there WILL be a momentary instance where the person inside the elevator will hear the operator then contact will be cut off, unless immediate two-way conversation is enabled. What is happening is the operator at that point is getting the automated message of the phone and contact has been temporarily disabled. Once the operator presses 1 to accept the call, any Site ID message will be played, then two-way conversation will be re-established.

S3 Communicator Does Not Hang Up After Conversation Ends

This most commonly happens if the S3 Communicator is on a "Ring - Down" line. On most ring-down systems a "wink" signal is not sent to the phone to hang the phone up. If this is the case you have the following options: You can have the operator press the **O** before they hang up. You can also change the talk time to a lesser time so the phone stays online for less time. The operator will receive a message 15 seconds before the allotted talk time to press time. The operator will receive a message 15 seconds before the allotted talk time to press time. The operator will receive a message 15 seconds before the allotted talk time to press to continue the call. Each time **1** is pressed to continue, the talk time is reloaded.

Troubleshooting (cont.)

Call Into the Phone Remotely But the Phone Doesn't Say Anything

This typically happens when a phone is set up for line sharing and the unit number programmed into the phone is not set to 1. When line sharing, each phone must have a different unit number. Your first phone should be set up as unit 1, the next phone as unit 2, and so on. If for some reason unit one becomes unhooked or is not detected, the others on the line will pick up but not play anything. The phone will sit and wait on the line until the unit number is pressed. There can be up to 8 phones on a line so it can be any unit number between 2 and 8. If the incorrect unit number is pressed the phone will hang up and you will have to try again.

Note: The S3 Communicator requires an analog telephone line. The digital line must be ran through an analog port and must have at least 24VDC on the telephone line to work properly.

Glossary

Immediate Two-Way Conversation

This option disables the automated message the operator will get when an emergency call is placed from the S3 Communicator. If this option is enabled the operator will NOT automatically receive the site ID message, the operator will have to press 2 to receive the message. The operator will not be prompted to press 2. But you WILL be able to talk immediately.

Ring - Down Line

A ring down line is a phone line that does not require a number to be dialed. Once the phone is picked up or "on hook" the phone will automatically dial to a predetermined phone on the other end. When programming use a single to add a 2 second pause.

Site ID Message

This is a message that is recorded by the person programming the S3 Communicator. This is the message played for the operator automatically once the call is accepted. A typical site ID message should consist of: building name, address, elevator number if more than one is present, and a callback number.

Telco Telephone Line

"Wink" Signal

A wink signal is a momentary drop in voltage on a telephone line. This signal is something the phone detects and perceives it as the "hang up" signal. When a conversation is over, one person will hang up the phone on one end, a wink signal is sent which in turn hangs up the phone on the other end. This is an automatic process.

DAMAGES DURING SHIPPING

Should your package arrive damaged, you must contact the shipping company to place the claim. We cannot do this for you. Do not ship the material back before the carrier inspects the shipment or we cannot issue credit.

RETURN POLICY

A return goods authorization (RGA) number must be obtained from the sales department before returning goods for warranty reasons, repair service, or credit. Items received without authorization mat be returned at your expense.

WARRANTY

Wurtec Inc., Toledo, Ohio, warrants the manufactured products, to the original purchaser, to be free from defects, in materials and workmanship, during normal use and services, for a **period of one (1) year after installation**, subject to the following conditions:

- A. A defective product, shall be returned to Wurtec Inc. identified with our return authorization number and freight prepaid, within fifteen (15) days after discovery of possible defect. Wurtec Inc. reserves the right to request proof of purchase as well as other proof to document warranty claim.
- B. Specifically, this warranty does NOT cover products claimed to be defective which have been damaged or failed de to ordinary wear and tear, neglect caused by lack of proper maintenance or service, misuse, accidents, improper application or installation, alterations or Acts of God.
- **C.** Products of other manufacturers, supplied by Wurtec Inc., are covered by that manufacturers warranty.

Wurtec Inc.'s obligation under this warranty shall be limited to replacing or repairing, at our option, the parts or product subject to availability, which have been returned to us and deemed defective. Replaced or repaired parts or products shall be shipped, FOB, our plant. Any other damages or claims are hereby expressly waived by the purchaser.

This warranty is your assurance of a quality product. Wurtec Inc. is dedicated to customer satisfaction. You can expect prompt and courteous attention to your service needs from us.

Notes:

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