Emergency Manual Power Transfer

IF Generator Does Not Start or Automatic Transfer Switch is Not Working - Follow These Steps:

1. Before doing anything else – turn off the breakers / disconnect switches located in the generator shed - for every house individually.
2. Determine if the Automatic Transfer Switch (A.T.S.) is in the “Normal” power position. This means it is expecting power from the Utility Company.
3. If so, leave it there. If NOT, Manually rotate the A.T.S. into the “Normal” or “Neutral” position. **DO NOT CRANK THE GENERATOR with A.T.S. in “EMERGENCY” Position!**
4. Attempt to crank the generator using the manual start switch located on its control panel. *If this fails, use the bypass key-switch located on the side, to start the generator. Check battery if it does not crank with switch.
5. Once cranked and running smoothly, IF the A.T.S. does not rotate to “Emergency” power automatically, manually rotate the switch to “Emergency” or Generator power.
6. If generator continues to run smoothly, individually turn on the first house at the breaker / disconnect you previously used to turn it off.
7. Once the generator picks a house up and is running smoothly, turn on the next house – do this one by one until every house is back on line.
8. CAUTION! - When the generator has to be started or transferred with manual procedures, the automatic controls may have been damaged and the generator’s automatic safety features may not work. Careful observation of the entire system is necessary while in this state of operation. It is important to CONTACT A PROFESSIONAL SERVICE PERSON IMMEDIATELY!

GENERATOR SERVICE PERSON: ________________________________
EMERGENCY CONTACT NUMBER: ____________________________

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