

USING YOUR TRANSFER SWITCH:

NEVER run portable generators indoors or in garages, basements, or sheds. Portable generators should always be used at least 5 feet away from windows, doors, vents, or any other opening. Carbon Monoxide (CO) from a generator is deadly and can kill you in minutes. Read and follow all generator directions before use.

A. Transferring from Utility Power to Generator Power:

1. Move generator outdoors.
2. Connect male plug of Power Cord into 125/250V receptacle (L14-30) on the generator. Turn ON circuit breaker for the outlet plugged into.
3. Plug in female connector of the Power Cord to the Power Inlet Box. Turn all circuit breakers in the transfer switch to their OFF position.
4. Start the generator outdoors, following the procedures described in the generator's owner's manual. Turn ON the GENERATOR MAIN circuit breaker in the transfer switch. Turn ON circuit breakers in the manual transfer switch one at a time alternating from phase "A" and phase "B". Watch the meters as you turn on successive circuits so that the meters do not continuously exceed the maximum wattage of the generator. It may be necessary to alternate the use of larger loads (furnace motors, well pumps, freezers, etc.) to avoid overloading the generator. To promote generator life, loads should be balanced on Phase "A" and "B" so that the wattage reading on each meter is within about 1000 watts of the other.
5. Test your circuits by using the watt meters or determine wattage from that shown on each appliance. Make a note of any excessive loads which must be removed from a given circuit during generator operation in an emergency. [Note: Watt meters do not show power at very low levels.]

B. Transferring from Generator Power to Utility Power:

1. On the transfer switch, turn the GENERATOR MAIN breaker OFF. Then shut down the generator, following the procedures in the generator Owner's Manual.
2. On the transfer switch, turn the UTILITY MAIN breaker ON. Then Turn ON any branch circuit breakers in the transfer switch that are OFF.
3. Unplug the power cord from the generator and the power inlet.
4. Cool off the generator and store in a dry, secured location.

****To ensure that your generator will work properly when you need it, it is important to start and run your generator under load regularly and keep the tank filled with fresh fuel. Perform the above steps at least ONCE A MONTH to keep the generator properly "exercised." It is not necessary to turn off any circuits in the MAIN load center when operating/testing the transfer switch.**