

## **INSTRUCTIONS FOR OPERATING THE PORTABLE GENERATOR DURING A POWER OUTAGE.**

NOTE: READ THIS ENTIRE PROCEDURE BEFORE STARTING THE FIRST STEP.

1. No need to flip any switches in the basement until later, follow the steps below.
2. Pull portable generator to the cement driveway just outside of the Garage. Place to the west most area of the cement.
3. Orient the portable generator so the exhaust points away from the garage and the plugs on the side of the unit are pointing toward the garage.
4. Remove the white oil cap on the side of the engine and check the oil. The oil level should be close to the edge of the hole, almost ready to run out.  
If you have to add oil, add SAE 30  
Oil should be changed after 5 hrs initial operation, then every 24 hours of operation.
5. Look at the gas gage on the top of the generator. If it is full, the generator will run about 10 hours on that amount of gas. It holds 5 gallons of regular gas.  
**SAFETY NOTE: STOP THE GENERATOR AND LET IT COOL FOR AT LEAST FIVE MINUTES BEFORE ADDING GAS TO THE GENERATOR GAS TANK.**
6. Get the large black extension cord that is designed for the generator. If it is plugged into itself, unplug it. You may have to slightly twist the plug to get it to come apart.
7. Be careful not to drop the male end on the floor because it will bend the prongs.
8. Plug the male end into the generator. It is the round plug under the black rubber cover on the side of the generator. Note that the plug has one prong that is shaped like an "L". It will only fit one way into the plug.
9. Push the plug all the way in and twist slightly clockwise. It should lock into place. You should not be able to pull the plug back out without twisting it counterclockwise.
10. In the back of the garage, on the west side, there is a plug box. Open the hinged spring loaded door and plug the female end of the extension cord into the box. Again, twist the plug slightly until it locks snugly and does not come back out unless twisted.
11. Route the black extension cord so it will not be run over by a car.
12. Be sure the gas is turned on. See valve on the side of the generator above where the starting rope is. Follow instructions to be sure the valve is open.
13. Turn the motor on by operating the switch to the right of the starting rope. It is marked off / on so you know which way is on.
14. Move the choke to full. The choke lever is to the left of the starting rope.
15. Pull the starting rope until the engine starts.
16. Once engine starts move choke to off.
17. Once the engine is running smoothly, flip the rocker switch just below where you plugged the cord into the generator. When the switch is flipped on, a small white light will shine onto the plug area.
18. The generator is now supplying electricity to the transfer box. The next step is to flip switches in the transfer box so power flows to the circuits in the house.
19. Got to the basement and stand in front of the transfer switch.  
You will find a paper on the top of the box that gives you information on what switch controls what circuit. This is for your information only. The following instructions will lead you through turning the transfer box on.

20. You will see six switches on the face of the box. The switch positions are listed as Line, Off and Gen. They should be flipped down, in the Line position. You will be flipping them all up to Gen. in a few minutes.  
There is no need to flip any switches in the main electric panel. The transfer box will isolate the main box and the utility lines, from the generator.
21. Starting with the "A" switch, flip it up past Off and into the Gen position. Watch the wattmeter for the "ABC" switches. It may jump up. At no time while you are flipping switches should the wattmeter jump up above 2500 and stay there. If it does, shut down some of the electric appliances attached to the corresponding circuit.
22. Proceed to "B" switch then "C" switch watching the wattmeter.
23. Now watch the right hand "DEF" wattmeter for high wattage and proceed to switch "D", then "E" and finally "F" switch.
24. You should now be able to use the circuits listed on the instruction paper on top of the box.
25. Be careful when running high wattage appliances such as a toaster, frying pan, sweeper or other item to be sure it is not over taxing the generator.  
Remember, neither wattmeter should sustain a level over 2500.
26. Remember to stop the generator periodically to refill with gas (about every 10 hrs) and to check the oil each gas fill. Change the oil every 24 hours of operation. SAE 30 oil.

#### RESTORATION OF POWER

1. You will know when the utility power is restored because appliances and lights on the circuits not supplied by the generator will start to operate.
2. Go to the basement and flip the transfer box switches one at a time back to the line position. This will restore power from the utility back to these circuits
3. Go to the garage and flip the rocker switch below the plug on the generator to the off position and stop the engine by turning the switch to the off position next to the rope pull starter.
4. Unplug the extension cord from both the generator and the plug box. Be careful not to drop the male end of the floor and bend the prongs. Roll up the extension cord and plug the two ends into each other. Store it next to the plug box.
5. Once the generator has cooled, put it away and cover it.
6. Check the oil. Add oil or change as necessary.
7. Get gas for the next power outage.