

## How to change batteries on a PA/VA system

<b>Product Range:</b>	VIGIL2
<b>Product Code (if applicable):</b>	Not Applicable
<b>Description of activity:</b>	Changing the batteries on a VIGIL PA/VA system
<b>Description of likely fault(s):</b>	PSU/DC power fault

### IMPORTANT - this product forms part of a life-safety system

Please Note: Periodic inspection and servicing needs to be carried out by a competent person with specialist knowledge of VASs, relevant current training and experience, and with adequate access to spares and sufficient information regarding the system. (BS5839-8).

### Description of rectification works:

**IT IS RECOMMENDED WHEN CHANGING BATTERIES TO WRITE THE NEW INSTALL DATE ON THE BATTERIES OR INSIDE THE PANEL. WHEN CARRYING OUT MAINTENANCE IT IS VITAL TO NEW TO AGE OF THE BATTERIES AS BATTERIES OVER 5 YEARS OLD NEED TO BE CHANGED.**

1. When in front of the PA/VA System and have located the batteries (these can usually be found at the bottom of the rack) undo the M6 Bolts to remove the panel to gain access to the batteries.
2. Now disconnect the AC and DC power so the system is safe to work on.
3. Disconnect the batteries first by either removing the fuse or removing the battery link.
4. Once the batteries are disconnected then disconnect the AC power. This can be turned off by an external spur that the AC power comes from into the rack.
5. Use a multimeter to measure the AC power to make sure it's dead. Follow any relevant lock off procedures.
6. When certain that the system is dead, carefully disconnect the battery connections making sure not to short out, either with an insulated spanner or a screwdriver (depending on what batteries you have).
7. Remove and store the batteries safely covering both terminals to prevent accidental arcing.
8. Install the new batteries by connecting the negative to one battery and positive to the other battery. DO NOT connect the battery link until the AC power is restored.
9. Once happy that the new battery terminations are safely connected you can restore the AC power.
10. The PA/VA system should now turn back on and create a fault 'PSU Fault'.
11. All battery chargers will display 'Low Battery Volt' as the batteries links have not been applied.
12. Now carefully connect the battery links between the pair of batteries, taking care not to short the links to any other conductor.
13. It can take up to two minutes for the 'Low Battery Volt' LEDS to clear from the battery chargers and the 'PSU Fault' should now clear and the system will stay healthy.

<b>Author:</b>	Oliver Smith	<b>Doc Reference:</b>	5.0009
<b>Approved by:</b>	Tom Holder, Steve Bladon	<b>Edited by:</b>	N/A
<b>Release Date:</b>	24/04/17	<b>Updated:</b>	21/01/22

**For further help:**

**Manuals & Guides:** Technical manuals, installation guides and more are available for download on our website: [baldwinboxall.co.uk/downloads](http://baldwinboxall.co.uk/downloads).

**Telephone:** Technical help line (0)1892 664422 (then press 3 for after sales technical help).

**Training:** We hold a range of courses. To find out more, or place a booking, please call us or visit our website: [baldwinboxall.co.uk/training](http://baldwinboxall.co.uk/training).



**BALDWIN BOXALL**  
LEADING THE WAY TO SAFETY

Baldwin Boxall Communications Ltd  
Wealden Industrial Estate, Farningham Road,  
Crowborough, East Sussex, TN6 2JR, United Kingdom

T: +44 (0) 1892 664422  
E: [mail@baldwinboxall.co.uk](mailto:mail@baldwinboxall.co.uk)  
W: [www.baldwinboxall.co.uk](http://www.baldwinboxall.co.uk)