

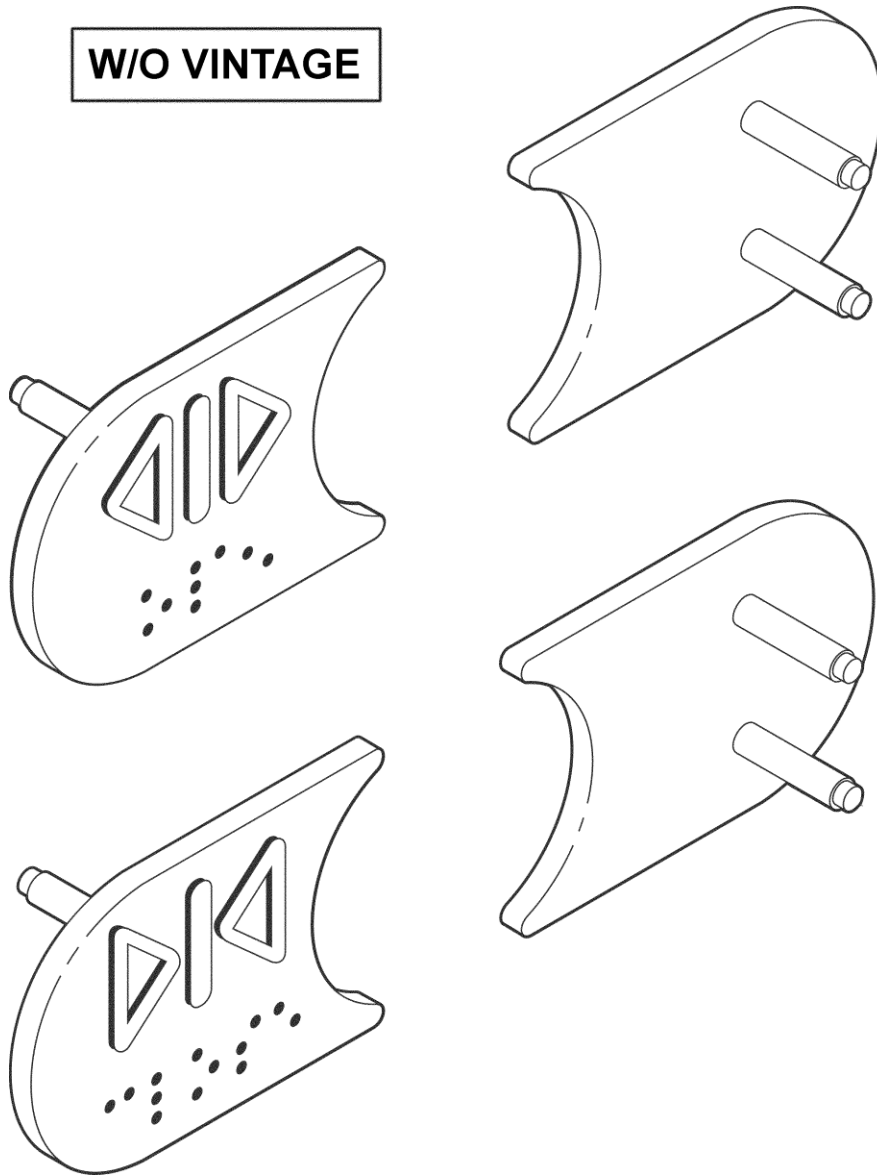
**Plastic Graphic Inserts:  
AAA250Q, AAA250R,  
AAA250S, and AAA250V**

**Spare Parts Leaflet**

**31-AAA250Q**

February 22, 2023 / Page 1 of 9

W/O VINTAGE



This document does not contain any technical data subject to EAR or ITAR

**SERVICE ENGINEERING**  
**Otis Elevator Company**  
**Bloomfield, Connecticut USA**

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**Leaflet Description**

This leaflet provides parts information for AAA250Q, AAA250R, AAA250V and AAA250S graphic inserts. These Braille graphic inserts are **plastic**, molded composite, with standard white alphanumeric/symbols on black background, rather than metal painted graphic inserts as in AAA250G and AAA250K.

**Leaflet Revisions**

<b>Date Revised</b>	<b>Subject Matter Expert</b>	<b>Reason for Revision</b>
October 5, 2009	Michael Bertini	Added text "Plastic" for all the graphic inserts.
August 1, 2012	Joseph Zych	Added p/ns AAA250R1-DOOR STOP, AAA250R1-DOOR RESET, and AAA250R1-PUSH TO CALL on p. 5
April 1, 2015	Joseph Zych	Corrected illustration on p. 5; Updated document template
February 1, 2017	Joseph Zych	Added AAA250V phone graphic on new p. 7
January 8, 2020	Solomon Wanyonyi	Added AAA250R1-IPHONE3 phone graphic on p. 5 Added AAA250V1-IPHONE3 and AAA250V1-IPHONE4 phone graphics and Note on p. 7
March 30, 2022	Vadzim Fedarenka	Updated p/ns AAA250R2-ISTAR & AAA250R2-FISTAR (Ref.1) and corrected illustration on p. 4
February 22, 2023	Vadzim Fedarenka	Added new pp. 6 and 7 for AAA205R3 and AAA250R4. Added AAA250V2-IPHONE3 and AAA250V2-IPHONE4 on p. 9

**Related Drawings**

<b>Drawing No.</b>	<b>Title</b>	<b>Drawing No.</b>	<b>Title</b>
AAA250Q	Graphic Inserts	AAA250R	Braille Plate
AAA250S	Insert, Graphic	AAA250V	Braille Plate

**Related Documents**

<b>Document ID</b>	<b>Title</b>
SPL 31-AAA250G	Advanced Fixtures: Graphic Inserts

**Subject Matter Expert**

<b>Name</b>	<b>Department</b>
Vadzim Fedarenka	OSC Service Engineering

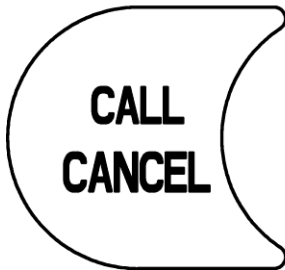
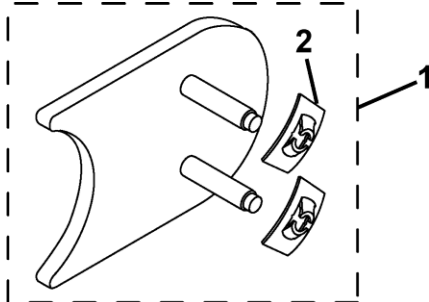
**About Spare Parts Leaflets...**

This document lists the lowest replaceable units (LRUs) for the standard version of the product. The LRUs are chosen by a team of Otis associates representing engineering and manufacturing.

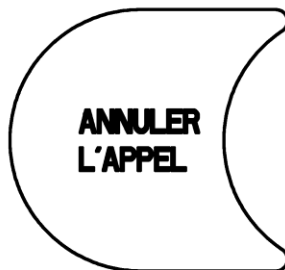
While goal of this document is to make parts identification as easy as possible, the document cannot be all-inclusive. Elevator and escalator contracts classified as "special" or "custom" are not addressed here. For such contracts, please refer to specified information, the contract folder, TIPS, Field Education Articles, Construction Letters, etc. for further information.

If you have any suggestions about this document, please contact the subject matter expert listed on this page.

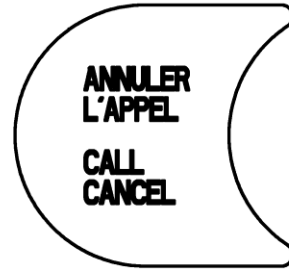
Plastic  
Graphic Inserts  
Include 2 Nuts



AAA250Q1-CALCAN



AAA250Q1-CALCAN-FR



AAA250Q1-CALCAN-BI

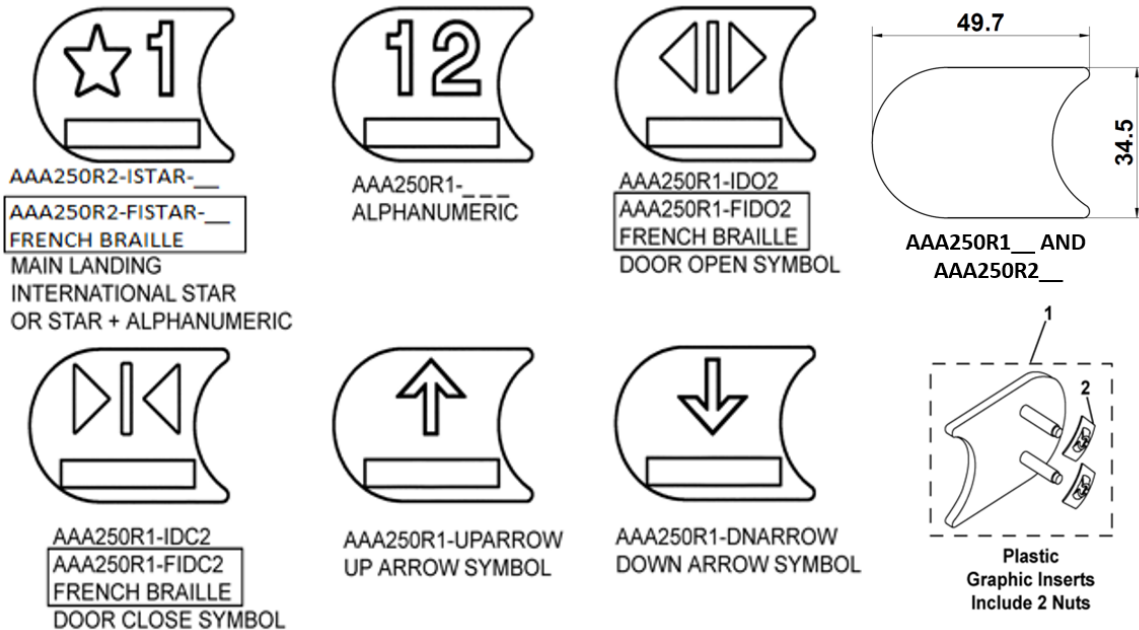
	W/O VINTAGE	
REF. No.	PART No.	DESCRIPTION
1	AAA250Q1	Insert, Plastic Graphic, (blank)
	AAA250Q1-CALCAN	Insert, Plastic Graphic, (call cancel, English)
	AAA250Q1-CALCAN-FR	Insert, Plastic Graphic, (call cancel, French)
	AAA250Q1-CALCAN-BI	Insert, Plastic Graphic, (call cancel, both English & French)
2	72CE1	Nut, Speed

**NOTE:** All AAA250Q inserts are plastic with white alphanumeric characters on black background.

**NOTE:** If ordering these inserts in SDC system, type the base number AAA250R1- and the alphanumeric to search for the desired insert markings. The variations of the markings are determined by the suffix. Illustrations of these inserts are found on page 4.

**Example:** AAA250R1-UPARROW = a black insert with a white up-pointing arrow

AAA250R1-TPHONE2 = a black insert with a phone icon



W/O VINTAGE		
REF. No.	PART No.	DESCRIPTION
1	AAA250R1	Insert, Plastic Graphic, (blank)
	AAA250R1- _ _ _	Insert, Plastic Graphic, Alphanumeric
	AAA250R1-ISTAR- _ AAA250R2-ISTAR- _	Insert, Plastic Graphic, (star plus floor number, English Braille)
	AAA250R1-FISTAR- _ AAA250R2-FISTAR- _	Insert, Plastic Graphic, (star plus floor number, French Braille)
	AAA250R1-IDO2	Insert, Plastic Graphic, (door open, English Braille)
	AAA250R1-FIDO2	Insert, Plastic Graphic, (door open, French Braille)
	AAA250R1-IDC2	Insert, Plastic Graphic, (door close, English Braille)
	AAA250R1-FIDC2	Insert, Plastic Graphic, (door close, French Braille)
	AAA250R1-UPARROW	Insert, Plastic Graphic, (up arrow)
	AAA250R1-DNARROW	Insert, Plastic Graphic, (down arrow)
2	72CE1	Nut, Speed

**NOTE:** All AAA250R inserts are plastic with white alphanumeric characters/symbols on black background.

(Continued on next page)

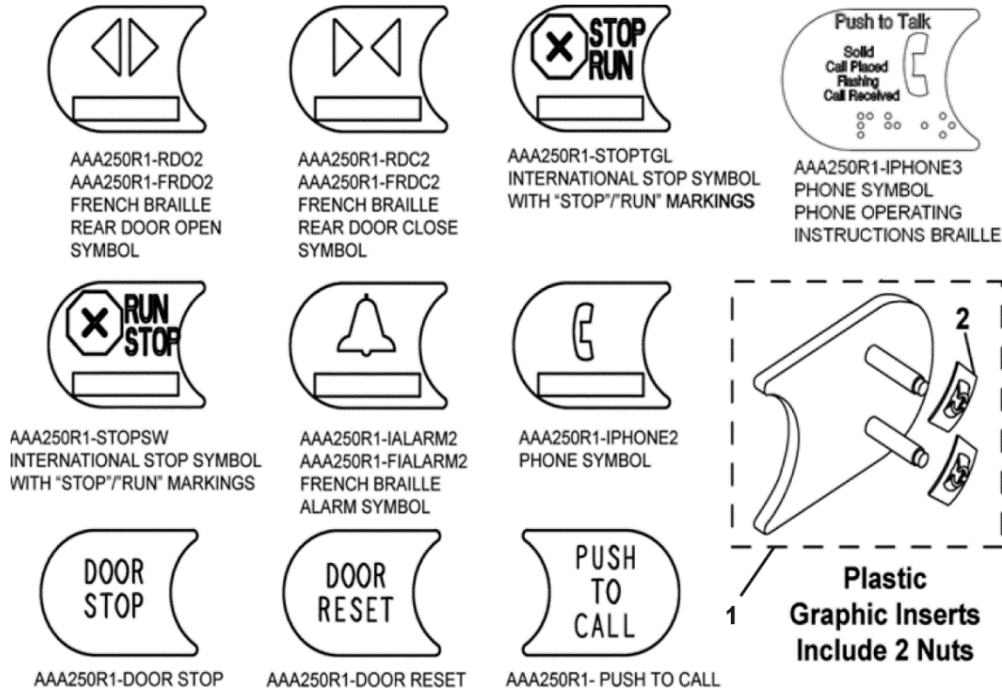
# AAA250R Plastic Graphic Inserts

**31-AAA250Q**

**NOTE:** If ordering these inserts in SDC system, type the base number AAA250R1- and the alphanumeric to search for the desired insert markings. The variations of the markings are determined by the suffix. Illustrations of these inserts are found on page 4.

**Example:** AAA250R1-UPARROW = a black insert with a white up-pointing arrow

AAA250R1-TPHONE2 = a black insert with a phone icon.



W/O VINTAGE		
REF. No.	PART No.	DESCRIPTION
1	AAA250R1-RDO2	Insert, Plastic Graphic, (rear door open, English Braille)
	AAA250R1-FRDO2	Insert, Plastic Graphic, (rear door open, French Braille)
	AAA250R1-RDC2	Insert, Plastic Graphic, (rear door close, English Braille)
	AAA250R1-FRDC2	Insert, Plastic Graphic, (rear door close, French Braille)
	AAA250R1-STOPTGL	Insert, Plastic Graphic, (international stop symbol w/ "STOP / RUN" markings)
	AAA250R1-STOPKSW	Insert, Plastic Graphic, (international stop symbol w/ "RUN / STOP" markings)
	AAA250R1-IALARM2	Insert, Plastic Graphic, (alarm)
	AAA250R1-FIALARM2	Insert, Plastic Graphic, (alarm, French Braille)
	AAA250R1-IPHONE2	Insert, Plastic Graphic, (phone symbol)
	AAA250R1-DOOR STOP	Insert, Plastic Graphic (door stop)
	AAA250R1-DOOR RESET	Insert, Plastic Graphic (door reset)
	AAA250R1-PUSH TO CALL	Insert, Plastic Graphic (push to call)
	AAA250R1-IPHONE3	Insert, Plastic Graphic (Phone Instructions, Phone Symbol, Braille)
2	72CE1	Nut, Speed

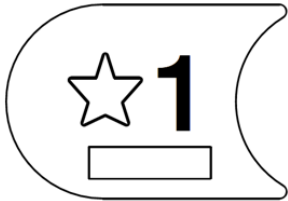
(Continued on next page)

**NOTE:** If ordering these inserts in SDC system, type the base number AAA250R3- and the alphanumeric to search for the desired insert markings. The variations of the markings are determined by the suffix.

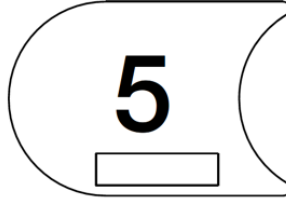
**Example:** AAA250R3-5 = a black insert with a white 5 alphanumeric.

AAA250R3-IDO2 = a black insert with door open symbol

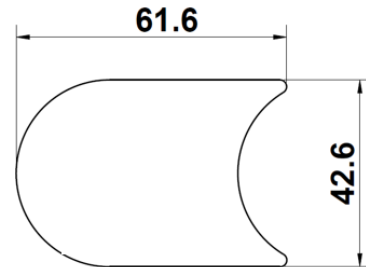
AAA250R3-IDC2-FR = a black insert with door close symbol and French braille



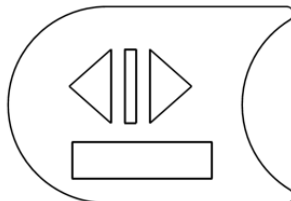
AAA250R4-ISTAR-  
AAA250R4-FISTAR-  
FRENCH BRAILLE  
MAIN LANDING  
INTERNATIONAL STAR  
OR STAR + ALPHANUMERIC



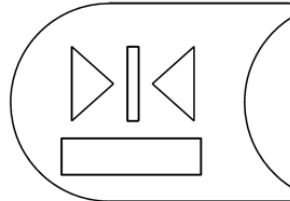
AAA250R3-  
ALPHANUMERIC  
AAA250R3-  
ALPHANUMERIC  
FRENCH BRAILLE



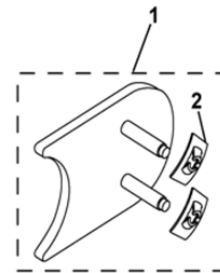
AAA250R3- AND  
AAA250R4-



AAA250R3-IDO2  
AAA250R3-FIDO2  
FRENCH BRAILLE  
DOOR OPEN SYMBOL



AAA250R3-IDC2  
AAA250R3-FIDC2  
FRENCH BRAILLE  
DOOR CLOSE SYMBOL



Plastic  
Graphic Inserts  
Include 2 Nuts

W/O VINTAGE		
REF. No.	PART No.	DESCRIPTION
1	AAA250R3	Insert, Plastic Graphic, (blank)
	AAA250R3-_-_-	Insert, Plastic Graphic, Alphanumeric
	AAA250R4-ISTAR-_-	Insert, Plastic Graphic, (star plus floor number, English Braille)
	AAA250R4-FISTAR-_-	Insert, Plastic Graphic, (star plus floor number, French Braille)
	AAA250R3-IDO2	Insert, Plastic Graphic, (door open, English Braille)
	AAA250R3-FIDO2	Insert, Plastic Graphic, (door open, French Braille)
	AAA250R3-IDC2	Insert, Plastic Graphic, (door close, English Braille)
	AAA250R3-FIDC2	Insert, Plastic Graphic, (door close, French Braille)
2	72CE1	Nut, Speed

**NOTE:** All AAA250R inserts are plastic with white alphanumeric characters/symbols on black background.

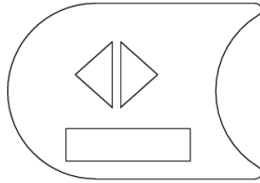
(Continued on next page)

**NOTE:** If ordering these inserts in SDC system, type the base number AAA250R3- and the alphanumeric to search for the desired insert markings. The variations of the markings are determined by the suffix.

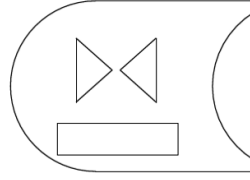
**Example:** AAA250R3-5 = a black insert with a white 5 alphanumeric

AAA250R3-IALARM2 = a black insert with bell symbol

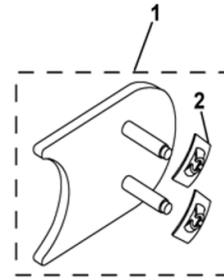
AAA250R3-FIALARM2 = a black insert with bell symbol and French braille



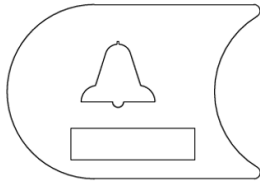
AAA250R3-RDO2  
AAA250R3-FRDO2  
FRENCH BRAILLE  
DOOR OPEN SYMBOL



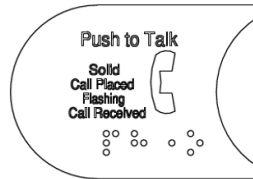
AAA250R3-RDC2  
AAA250R3-FRDC2  
FRENCH BRAILLE  
DOOR CLOSE SYMBOL



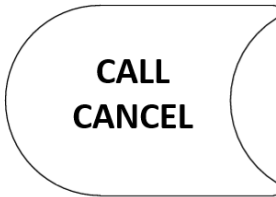
Plastic  
Graphic Inserts  
Include 2 Nuts



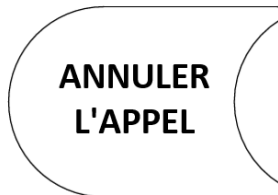
AAA250R3-IALARM2  
AAA250R3-FIALARM2  
FRENCH BRAILLE  
ALARM SYMBOL



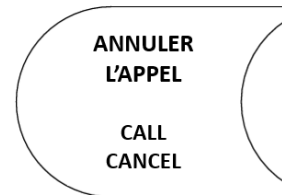
AAA250R3-IPHONE3  
PHONE SYMBOL  
PHONE OPERATING  
INSTRUCTION BRAILLE



AAA250R3-CALCAN

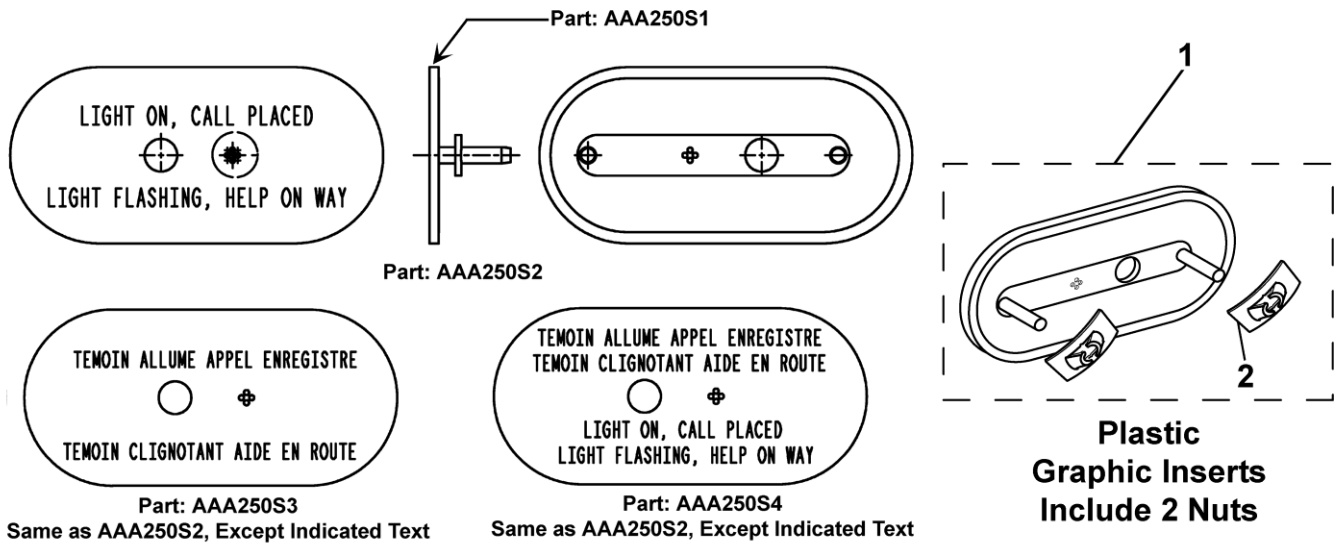


AAA250R3-CALCAN-FR

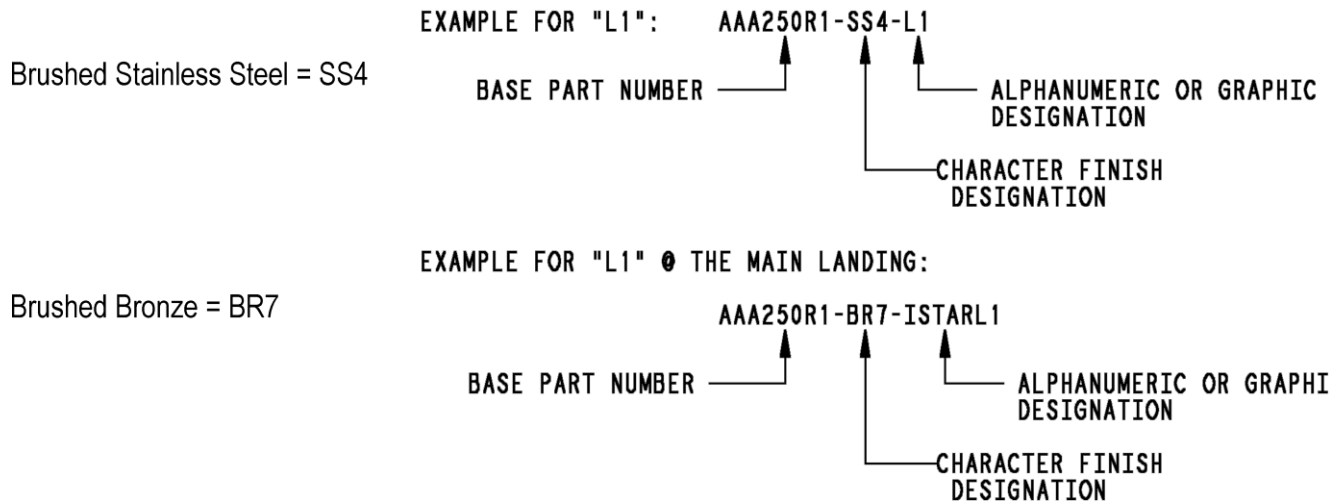


AAA250R3-CALCAN-BI

W/O VINTAGE		
REF. No.	PART No.	DESCRIPTION
1	AAA250R3-RDO2	Insert, Plastic Graphic, (rear door open, English Braille)
	AAA250R3-FRDO2	Insert, Plastic Graphic, (rear door open, French Braille)
	AAA250R3-RDC2	Insert, Plastic Graphic, (rear door close, English Braille)
	AAA250R3-FRDC2	Insert, Plastic Graphic, (rear door close, French Braille)
	AAA250R3-IALARM2	Insert, Plastic Graphic, (alarm)
	AAA250R3-FIALARM2	Insert, Plastic Graphic, (alarm, French Braille)
	AAA250R3-IPHONE3	Insert, Plastic Graphic (Phone Instructions, Phone Symbol, Braille)
	AAA250R3-CALCAN	Insert, Plastic Graphic, (call cancel, English)
	AAA250R3-CALCAN-FR	Insert, Plastic Graphic, (call cancel, French)
	AAA250R3-CALCAN-BI	Insert, Plastic Graphic, (call cancel, both English & French)
2	72CE1	Nut, Speed



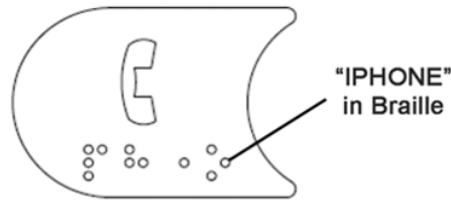
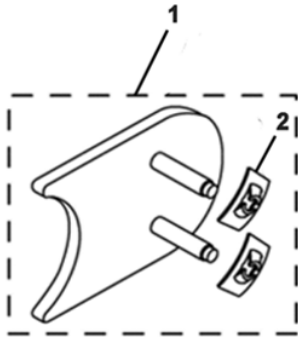
Identification for Black Background with In-Mold-Decorating Character Finish:



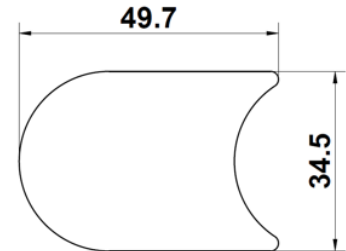
REF No.	PART No.	DESCRIPTION
1	AAA250S1	Insert, Plastic Graphic, (blank)
	AAA250S2	Insert, Plastic Graphic, English (light on call placed, light flashing help on way)
	AAA250S3	Insert, Plastic Graphic, French (light on call placed, light flashing help on way)
	AAA250S4	Insert, Plastic Graphic, English & French (light on call placed, light flashing help on way)
2	72CE1	Nut, Speed

**NOTE:** All AAA250S inserts are plastic with white alphanumeric characters on black background.

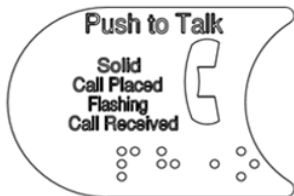




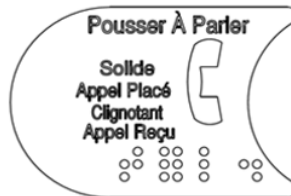
AAA250V1-IPHONE2



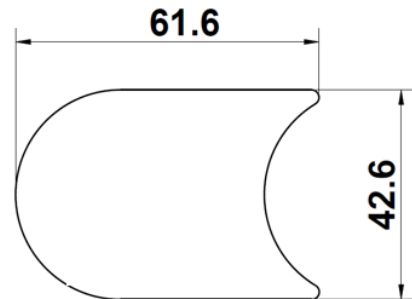
AAA250V1\_



AAA250V1-IPHONE3  
OR  
AAA250V2-IPHONE3  
PHONE SYMBOL  
PHONE OPERATING  
INSTRUCTION BRAILLE



AAA250V1-IPHONE4  
OR  
AAA250V2-IPHONE4  
PHONE SYMBOL  
PHONE OPERATING  
INSTRUCTION BRAILLE



AAA250V2\_

W/O VINTAGE		
REF No.	PART No.	DESCRIPTION
1	AAA250V1-IPHONE2	Insert, Plastic Graphic, (phone symbol)
	AAA250V1-IPHONE3	Insert, Plastic Graphic, (Phone Instructions, Phone Symbol, English Braille)
	AAA250V1-IPHONE4	Insert, Plastic Graphic, (Phone Instructions, Phone Symbol, French Braille)
	AAA250V2-IPHONE2	Insert, Plastic Graphic, (phone symbol)
	AAA250V2-IPHONE3	Insert, Plastic Graphic, (Phone Instructions, Phone Symbol, English Braille)
	AAA250V2-IPHONE4	Insert, Plastic Graphic, (Phone Instructions, Phone Symbol, French Braille)
2	72CE1	Nut, Speed

**NOTE:** All AAA250V inserts are plastic with white alphanumeric characters on red background.