

The following are all separate steps that can be done in any order.

1. Programming Telephone Numbers

Note: When programming, ignore messages or busy tones from the phone system. Continue and finish programming.

- a. Plug phone line cord into active analog phone jack
- b. Press and hold **Program** button down and lift handset off hook then release **Program** button
- c. Press the “#” key 10 times, you will hear confirmation tones
- d. Press “3” then “#” then the phone number you wish to dial
- e. Press “*” then “#” to exit Programming Mode

2. Switchboard Telephone Line Programming

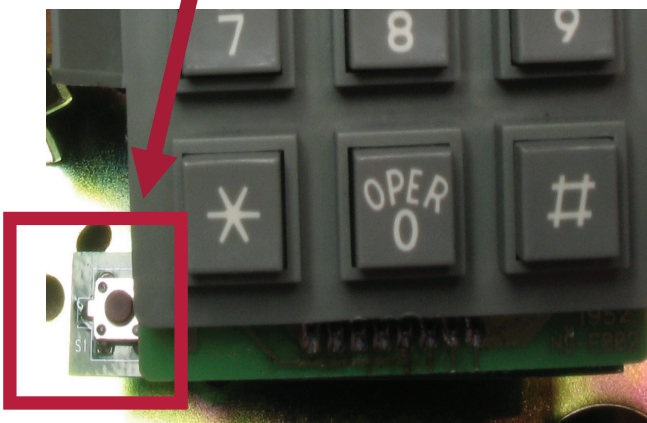
Note: When programming, ignore messages or busy tones from the phone system. Continue and finish programming

- a. Plug phone line cord into active analog phone jack
- b. Press and hold **Program** button down and lift handset off hook then release **Program** button
- c. Press the “#” key 10 times, you will hear confirmation tones
- d. Press “3” then “#” then press the access code for an outside line (usually 8 or 9)
- e. Press the “#” then “*”, enter the number to be dialed
- f. Press “*” then “#” to exit Programming Mode

3. Ring – Down Telephone Line Programming

- a. Plug phone line cord into active phone jack
- b. Press and hold **Program** button down and lift handset off hook then release **Program** button
- c. Press the “#” key 10 times, you will hear confirmation tones
- d. Press “3” then “#”
- e. Press the “#” then “*”
- f. Press “*” then “#” to exit Programming Mode

Program Button



Optional Ringer: On/Off

