



## **2300 SERIES DIAL TELEPHONES** **SIMPLIFIED PROGRAMMING INSTRUCTIONS** **-3002 PHONE**

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

### **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**

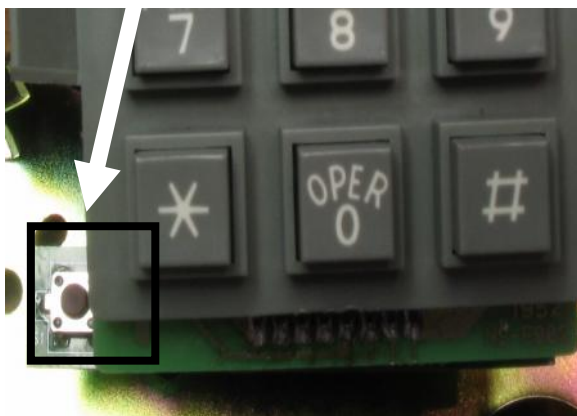
**Note:** When programming, ignore messages or busy tones from the phone system. Continue and finish programming.

- 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**



**Ringer Off/On**



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