

Programming Instructions for Phone with Built-in Hot Dialer

Model 323-2GHQ

Note: Your Hotline dialer has been programmed to auto dials **911**



Remote Programming Instructions:

These instructions apply to all wall-mount or desk with built-in hot dialers. To program (or re-program) your Hot Dialer (HD) phone, connect it to a phone line using the LINE socket, then call the phone from another phone (calling phone) e.g. your cell phone or another landline phone. When you here it ringing through your handset, wait 2 rings and then pick up the HD phone handset e.g. answer the call. At this time, enter the following sequence using the dialpad of the calling phone keypad:

Step 1. * # **1234** — wait to hear 'BEEP' sound — log in the system*.

Step 2. * * * — wait to hear 'BEEP' sound -- Set programming mode

Step 3. * * **9** * * — wait to hear 'BEEP' sound — wait to hear 'BEEP' – enters setup mode.

Step 4. * **9** * **1** * * **200** * **NUMBER** * * — wait to hear 'BEEP' sound – enter hotline number.

Step 5. * * **27#** * — wait to hear 'BEEP' sound – enables DTMF dialing mode

Step 6. * * **235** * — wait to hear 'BEEP' sound – enables auto dialing mode

Hang-up the calling phone. Done!

Note (1): The NUMBER is the phone number you wish the dialer to auto dial when you lift off the handset. This dialer accepts any string of numbers 0-9 and # (except *).

Note (2): Wait 2 rings before answering the incoming call. Then, start dialing the digits (*#1234) within 1 second after lifting up the handset.

Note (3): In case the above remote programming does not work*, you may need to program your dialer locally. To do this, open the case, access the dialer, then connect the phone line in the LINE (black) jack and any handset on the TEL1 or TEL2. Then follow steps 2 to 5 above.

Note (4): NUMBER = The phone number you wish to program as the 'auto dial'.

Note (5): If at any time during the programming you hear 2 beeps, hang up and start again.

Reset instructions: To reset the dialer to factory settings (e.g. removes the number to be dialed), you need to have a telephone with a dialpad connected to the TEL 1 or TEL2 sockets on the dialer. Then lift off the handset, wait 2 seconds (or until it finish dialing) and enter the following:

Step 1. * # **1234** wait to hear 'BEEP' — log in the system.

Step 2. * * **9** * * Wait to hear 'BEEP' — resets dialer. Now you can re-program the hot dialer.

Hang-up the calling phone. Done!

Local Programming (Recommended): When remote programming is not possible due to compatibility issues among the phone equipment between the 2 calling parties, you may need to program your hotline dialer locally. To do this, follow these steps: (1) Access the hotline dialer circuit from inside the hotline phone (undo 2 screws on the bottom/back plate and carefully remove shell), (2) Locate the hotline dialer (e.g. small circuit board or case with 3 RJ11 sockets labeled Line, Tel1, Tel2) and unplug the 2 RJ11 cables, (3) Connect the LINE socket of the hotline dialer directly on a phoneline with dialtone, and connect any phone with keypad on TEL1 or TEL2 socket, (4) Follow programming steps 2 – 6 above (skip step 1). (5) Unplug phoneline and phone, plug the 2 RJ11 cables from the base back on the dialer, and close the phone. Done!

For any additional question or if you need technical support programming or using your [hotline dialer](#), please visit hqtelecom.com or call us at 786-221-5997 (Monday-Friday, 11am – 7pm).