

Hot Dialer Programming Instructions

Model 323-2GHQ

Preparation – Getting the dialer ready for programming when the dialers is pre-installed on telephone unit (applies to wall-mount or desk phones):

Please remove the cover from the phone (wall or desktop models) to access the dialer. Please be careful when taking the cover off to prevent breaking any wires.

The dialer is attached with Velcro on the cover shell of the phone. So, you can pull the dialer out (e.g. white box as shown above) carefully. Please make sure you do not pull the wires!

Next, unplug both RJ11 plugs from the dialer LINE and TELX port. Please make sure you know how to plug it back in the same way it is. Once you have the dialer in hand, continue to the programming steps below:

Programming:

1. To add the number to be dialed out: Using the telephone connected to the 'PHONE' socket, lift off the handset and enter the following:

1. Lift off the handset to hear dialtone
2. Enter: ******* wait to hear 'BEEP' — log in the system
IMPORTANT: You must start entering the above sequence within 1-2 seconds after hearing dialtone.
3. ***9**** wait to hear 'BEEP' — wait to hear 'BEEP' — enters setup mode.
4. ***9*1**200*ACCESS NUMBER**** — wait to hear 'BEEP' — enter phone number to be auto dial.
5. ****27#*** — wait to hear 'BEEP' — enables mute dialing
6. ****235*** — wait to hear 'BEEP' — enables auto dialing mode

Hang up

Note (1): This dialer accepts any string of numbers 0-9 and # (except *).

Note (2): You need to start inputting the digits using a dial-pad of your analog phone **within 1 second** from lifting up the handset. Otherwise, the dialer will automatically dial the number in stored.

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:

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

Now you can re-program the hot dialer using the steps 1-6 above.

REMOTE PROGRAMMING:

You can remotely program your dialer by calling in the phone line where the dialer is installed from another phone e.g. cell phone. You will need someone to pick-up the handset where the dialer is installed at the other end in order to program it remotely. Then, call the phone number where the dialer is installed, and follow the RESET instructions, and then the PROGRAMMING instructions.

For any additional question or if you need technical support programming or using your [hotline dialer](http://hotline.dialer), please visit hqtelecom.com