G-TEL CS400 Courtesy / Speed Dial Phone Instructions

INSTALLATION (Mounting Diagram on Page 2)

1. Ensure the telephone wire is routed to the location of where the phone is to be installed prior to installation.
2. Insert the key into the lock located at the top of the phone. Turn the key one quarter turn clockwise to unlock the phone. Open the front section of the phone.
3. This phone accepts two methods of routing the telephone wire to the phone. The most secure method is to route the telephone wire behind the phone through the interior of a wall. It can also be routed from above the phone along the exterior of the wall. If routing via the exterior of the wall, the phone provides a small line wire indention at the top of the phone to prevent the phone from pinching the line wire. With either routing method, the line wire will enter the phone's rear panel through one of two line wire entrance holes.
4. Position the rear of the phone at the desired installation location of the wall and trace each of the three mounting holes. If the line wire is being routed through the interior of the wall, you will also need to trace one of the line wire entrance holes. The line wire entrance hole can have a larger drilled opening than the three mounting holes to give better access with pulling the line wire through the wall.
5. Remove the phone and drill the holes at the traced points on the wall.
6. While holding the phone near the installation location, pull the line wire through the appropriate line wire entrance hole at the rear of the phone.
7. Anchor the rear panel of the phone to the drilled points of the wall using appropriate mounting hardware (not supplied). If the line wire is being routed via the exterior of the wall, ensure that the line wire is positioned within the small indention at the top of the phone before securing the phone to wall to prevent the phone from pinching the line wire.
8. Connect the proper active pair of telephone wire that originates from the Telco interface or PBX to the two terminal screws located at the bottom of the main Printed Circuit Board (the PCB is located on the inside of the front section of the phone). Once the line connection is made, take the handset off-hook to ensure dial tone is present.
9. Close the top section of the phone and lock it with the key.

PROGRAMMING SPEED DIAL NUMBERS

1. Open the front cover of the phone.
2. Locate the red dip-switch box on the main PCB and switch "1" to the ON setting.
3. Take the handset off-hook and check for dial tone.
4. Enter the 1st speed dial number you wish to store. Enter the number exactly as it would normally be dialed from this line / location. (Please Note: Maximum length of each stored speed dial number is 15 digits; # cannot be the leading digit).
5. Once the full speed dial number is entered, press the appropriate speed dial button S1 thru S4 that you wish to associate with the 1st speed dial number.
6. Repeat steps 4 and 5 to program additional speed dial numbers. Ensure that you assign different, unused S1~S4 keys to each new speed dial number being programmed.
7. When you have completed programming the speed dial numbers, switch the "1" switch back to the original position (opposite of ON).

ACCESSING SPEED DIAL NUMBERS

1. Take the handset off-hook and check for dial tone.
2. Press any key S1~S4 which is associated to the speed dial number being accessed.

ERASING SPEED DIAL NUMBERS

1. Open the front cover of the phone.
2. Locate the red dip-switch box on the main PCB and switch "1" to the ON setting.
3. Take the handset off-hook and check for dial tone.
4. Press the appropriate S1 thru S4 key that is associated with the speed dial number you wish to erase.
5. Repeat step 4 to erase additional speed dial numbers.
6. When you have completed erasing the speed dial numbers, switch the "1" switch back to the original position (opposite of ON).

G-TEL CS400 Mounting Diagram