

HP-3500 Programing Instructions

1. Open the HP-3500 by removing the 5/32" security screw
2. Connect the HP-3500 to a telephone line.
3. Lift handset off-hook and verify dial tone is present. Do not hang up.
4. Push and release F2 on internal keypad.
5. Using the HP-3500 internal keypad, enter the desired "Hot Line" telephone number exactly as it would normally be dialed from the location of the phone.
6. Press and release F1 on the internal keypad.
7. Go back on-hook. This completes the programming process.
8. Before closing the HP-3500 phone, place a test call by going off hook and pressing the Speed Dial button. Verify that you reach the desired "Hot Line" number that was programmed into the phone

IMPORTANT NOTICE: If your phone has been pre-programmed to dial 911, we recommend notifying your local emergency center before performing a Speed Dial test.

9. Close the HP-3500 and fasten the 5/32" security screw.