
**Installation Instructions for
The D182647-Kit of Parts
For Analog Secure Location
and the D182363-Kit of Parts
For Hotel/Motel Conversion
(For the 8102 and 8110 Telephones)**



**8110 telephone with the
D182363-Kit parts in place**

**COMCODE 106457583
555-015-140
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INTRODUCTION

The D182647-Kit of Parts for Analog Secure Location allows you to remove the PROGRAM and PAUSE buttons.

The D182363-Kit of Parts for Hotel/Motel Conversion allows you to remove the PROGRAM and PAUSE buttons and the 2 topmost programmable dialing buttons.

These instructions will help you remove these buttons and then use the kit of parts to cover the buttons in order to prevent users from making unauthorized changes to the telephone's programmable dialing button assignments.

PACKAGE CONTENTS

Before you begin, make sure you have the following parts. See **Figure 1**. (**Figure 1** shows the Button Designation Card and Plastic Cover for the D182363-Kit, although the card and cover for the D182647 are very similar.)

- Plastic Transparent Cover: D182363-Kit COMCODE: 846548204
D182647-Kit COMCODE: 846822302
- Button Designation Card: D182363-Kit COMCODE: 846562742
D182647-Kit COMCODE: 846822310

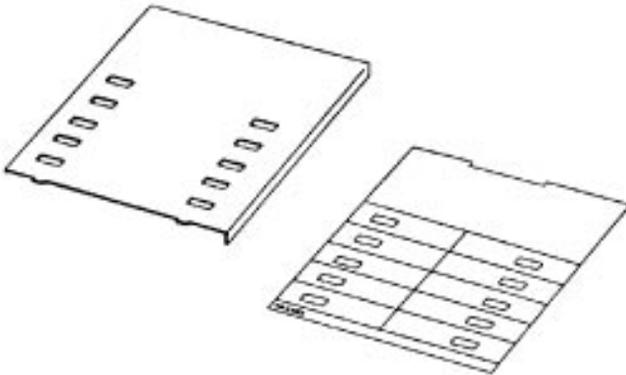


Figure 1. D-Kit Parts for the 8102 and 8110 Telephones

PROGRAMMING THE TELEPHONE'S PROGRAMMABLE DIALING BUTTONS

You may use the programmable dialing buttons on the telephone for storing telephone numbers or access codes so that the user can dial the numbers or codes with one touch. *Before* you begin the set of tasks described in these instructions, program some or all of these buttons with numbers or codes appropriate for the potential telephone user. (For programming procedures, use the directions listed in the *8102 and 8110 Telephones User's Manual* shipped with each telephone.)

Note: If you are using a Hotel/Motel Conversion D182363-Kit, you can program only the 10 lower programmable dialing buttons. Those using the D182647-Kit for Analog Secure Location can program all 12 buttons.

REMOVING THE TELEPHONE FROM OPERATION

Before you remove the PROGRAM and PAUSE buttons (D182363-Kit of Parts users must also remove the 2 topmost programmable dialing buttons), you *must* first remove the telephone from operation.

- 1 Unplug the line cord from the modular wall jack.

Note: You may also need to unplug adjunct equipment.

- 2 Lift the handset off the telephone. See **Figure 2**.
- 3 Unplug the handset cord from the handset cord jack. See **Figure 2**.
- 4 Turn the telephone upside down so that you can see the bottom of the telephone.
- 5 Remove the line cord from the routing channel and unplug the line cord from the line jack. If you are using an 8102 telephone, see **Figure 3** for the location of the line jack and the routing channel. If you are using an 8110 telephone, see **Figure 4**.

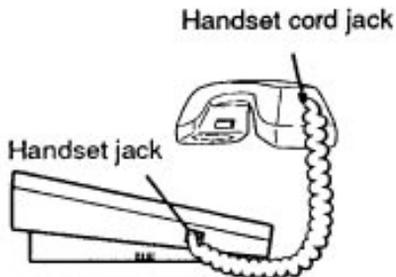


Figure 2. The Location of the Handset Jack and Handset Cord Jack .sp

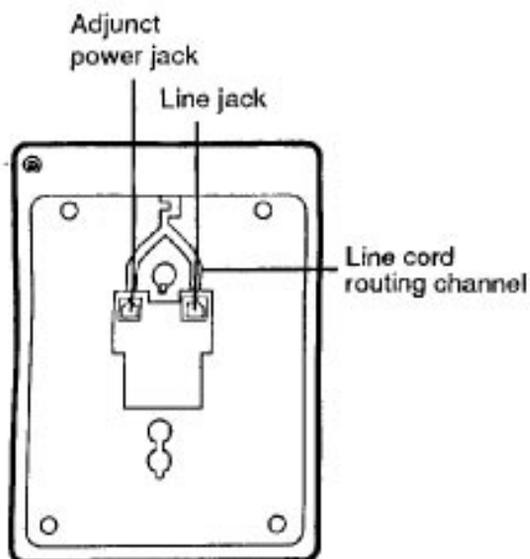


Figure 3. The 8102 Telephone: Bottom View

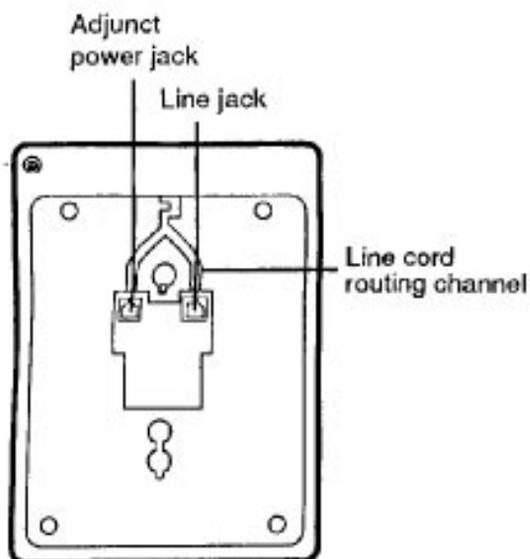


Figure 4. The 8110 Telephone: Bottom View

REMOVING THE PROGRAM AND PAUSE BUTTONS (AND THE 2 TOPMOST PROGRAMMABLE DIALING BUTTONS)

Remember: Only users of the Hotel/Motel Conversion D182363-Kit must remove the 2 programmable dialing buttons.

- 1 Turn the telephone upright so that you can see the front of the telephone.
- 2 Remove the plastic cover that comes with the telephone by placing your finger in the finger slot on the right side of the telephone and lifting up. See **Figure 5**.
- 3 Remove the button designation card that is under the plastic cover.

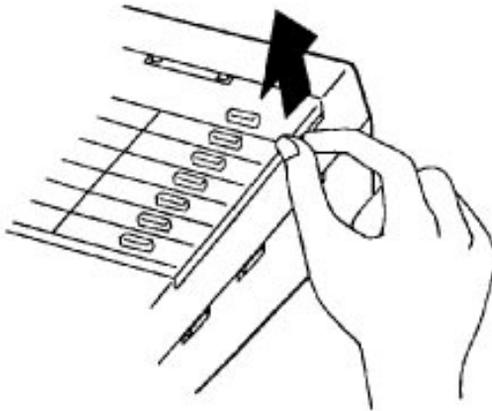
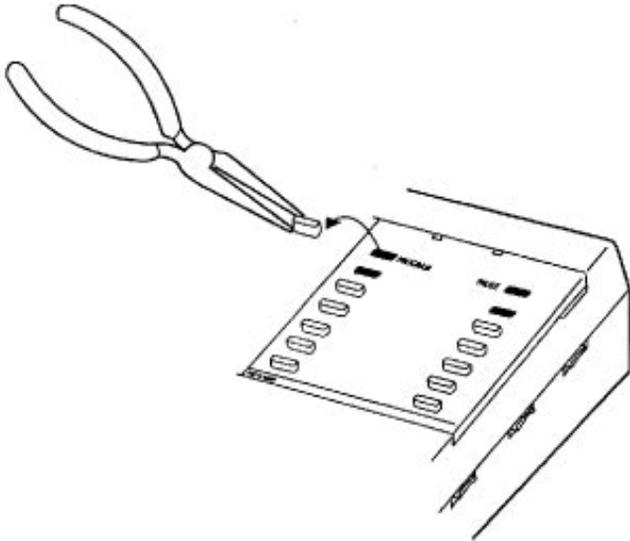


Figure 5. Removing the Plastic Cover

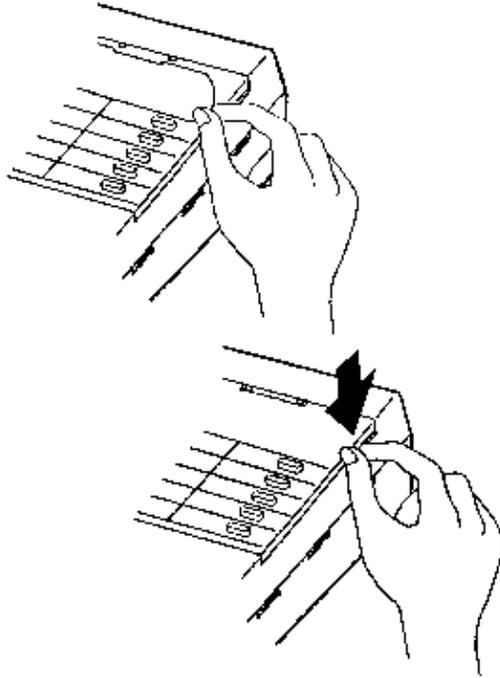
- 4 Grasp the PROGRAM and the PAUSE buttons firmly (you will probably want to use a set of needlenose pliers for this task) and lift them up and out of their slots. See **Figure 6**.
- 5 If you have a Hotel/Motel Conversion D182363-Kit of Parts, you will also, in the same way, remove the top 2 programmable dialing buttons (the top button in each column). See **Figure 6** for the location of these 2 buttons.



**Figure 6. Removing the Buttons from the Telephone
(including the PROGRAM and PAUSE buttons)**

INSTALLING THE NEW PLASTIC COVER AND BUTTON DESIGNATION CARD

- 1 Take the button designation card and plastic cover from the D-Kit package.
- 2 In the blank spaces on the D-Kit button designation card, next to the appropriate programmable dialing button, write or type the name, telephone number, or dialed feature that you want to store there.
- 3 Place the D-Kit button designation card on the telephone. Place the plastic cover that comes with the D-Kit over the designation card by fitting the cover's bottom tabs into the slots on the telephone and pressing down, allowing the tabs on the top to snap into place. See **Figure 7**.



**Figure 7. Installing the D-Kit Plastic Cover and Button Designation Card
(The D182363-Kit is shown here)**

PUTTING THE TELEPHONE BACK IN OPERATION

When you have placed the new button designation card and plastic cover on the telephone, you may reconnect the telephone cords. (See **Figure 2** and either **Figure 3** or **Figure 4** for the location of the jacks.)

- 1 Turn the telephone upside down so that you can see the bottom of the telephone.
- 2 Plug one end of the line cord into the line jack on the bottom of the telephone.
- 3 Feed the line cord through the cord routing channel.
- 4 Turn the telephone upright and place it on your desk or table.
- 5 Plug one end of the coiled handset cord into the handset jack on the side of the telephone.

- 6 Plug the other end of the handset cord into the handset.
- 7 Hang up the handset.
- 8 Plug the free end of the line cord into a modular wall jack.
- 9 Lift the handset and listen for dial tone.

REPROGRAMMING THE PROGRAMMABLE DIALING BUTTONS (WITHOUT REPLACING THE PROGRAM AND PAUSE BUTTONS)

Although you have removed the PROGRAM and PAUSE buttons, you can still reprogram the telephone's programmable dialing buttons. Reassign numbers or codes to the programmable dialing buttons by using the point of a pencil or pen to press down on the rubber within the empty slot of the PROGRAM and PAUSE buttons (and the programmable dialing buttons if you have removed them also).

RETURNING THE TELEPHONE TO ITS ORIGINAL FUNCTIONALITY

Be sure to keep the 4 buttons, the old button designation card, and the plastic transparent cover that you removed from the telephone. Then, if you later choose to return the telephone to its former operation, you can easily reinsert the 4 buttons, the card, and the plastic cover in their original position on the face of the telephone. Replacement parts are also available.

A NOTE ON REMOVING THE AUTO ANSWER BUTTON (OPTIONAL) (FOR THE 8110 TELEPHONE)

You may also want to remove the Auto Answer button (*Auto*) on the 8110 telephone so that no one can activate the feature accidentally. In order to complete this procedure, use the slot cover shipped in the box with the telephone and follow the directions included in *8102 and 8110 Telephones User's Manual*.

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