



138 Mountain Brook Drive  
Canton, GA. 30115  
Telephone: (770) 345-8900  
Toll Free: (800) 753-1707  
Fax: (770) 345-8142  
Visit our web site: [www.prisonphones.com](http://www.prisonphones.com)

## **OTC-2120D Programming Instructions**

- Step 1: Open up the OTC-2120D housing using a 5/32-inch security screwdriver or bit.**
- Step 2: Connect the OTC-2120D to your telephone line by connecting your telephone wire to the terminal strip connector located inside of the housing.**
- Step 3: Lift the handset off hook and verify that a dial tone is heard. Do not hang up yet.**
- Step 4: Push and release the Programming button. (The Programming button is located inside the housing on PCB # 84-1220D-00)**
- Step 5: Using the OTC-2120D internal keypad, key in the pre-designated telephone number. Please note that you will continue to hear the dial tone, but you will not hear any DTMF tones during this process.**
- Step 6: Press and release the Programming button again to confirm the entry.**
- Step 7: Press and release the Speed Dial button located on the front of the OTC-2120D housing. This completes the programming process.**
- Step 8: Before you close the OTC-2120D housing, test to verify that you are reaching the pre-designated number by pressing the Speed Dial button. If you do not reach the pre-designated number, hang up the handset and repeat steps 3 through 8 again.**
- Step 9: Close the OTC-2120D housing.**