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IF YOUR PAYPHONE DOES NOT DIAL OUT, SEE THE BOTTOM OF PAGE 4
Mounting the Backboard

**CAUTION**
The Personal Payphone weighs over 45 lbs. Select a sturdy, suitable location for wall mounting. Personal injury or damage to the phone or wall could occur if improperly installed.

1. Place the backboard against the wall at the desired height and mark the mounting holes to be used, (the backboard offers 10 mounting holes, although not all 10 must be used.) Use the diagram below to ensure the backboard is not upside down or backwards.

2. Drill through the marked holes on the wall using a drill bit similar to the size of the toggles or anchors being used. *It is recommended to use ¼” Toggle Bolts with washers to secure the backboard to the wall. The length of the toggle bolt depends on the thickness of the wall. Other anchor devices may be used as an alternative to Toggle Bolts. Mounting hardware for the wall is not supplied due to differences in mounting applications.*

3. Insert a washer and toggle bolt (without the toggle/anchor portion) through each mounting hole on the backboard that matches the holes drilled on the wall.

4. Attach a toggle anchor to the very end of each bolt.

5. Route a telephone line cord within the center recessed area on the backside of the backboard. One end of the line cord should be pulled through the line wire entrance hole with at least 12 inches of cord pulled through. This is the end that will connect with the Personal Payphone. The remaining line cord at the opposite end should exit through the center notch at the bottom rear of the backboard. This is the end that will connect to your home’s telephone jack. If possible, use masking or duct tape to keep the line cord tucked within the recessed areas on the rear of the backboard which will prevent it from being pinched between the wall and backboard.

6. Press the backboard against the wall and through the pre-drilled holes and secure it by tightening each toggle bolt head.
## Separating the Upper and Lower Housing of the Phone

1. Insert the T-Key into the horizontal T-Key insert on the upper left side of the phone and turn it 1/8 of a turn forward, until you hear the phone ‘snap’ open.

2. Slide the upper housing away from the lower housing (make sure the upper housing plug is disconnected from the circuit board.) Set the upper housing to the side.

3. Remove the T-Key by reversing the direction of the previous turn and then pulling it out.

## Removing the Vault Door and Coin Box

1. Insert the T-Key into the vertical T-Key insert located at the center of the vault door and turn it 1/8 of a turn counter-clockwise. The T-Key should now be connected to the vault door.

2. Pull the T-Key/Vault Door assembly away from the lower housing.

3. Remove the coin box from the vault area.

## Securing the Lower Housing to the Mounting Device

**CAUTION**

For safety reasons, we recommend that two people perform Steps 2 and 3.

1. Fasten two security studs to the rear of the lower housing.

2. Lift the lower housing close enough to the backboard so that the telephone line cord can be pulled through the line wire entrance hole of the lower housing.

3. Hang the lower housing onto the backboard by aligning and inserting the two security studs on the rear of the lower housing with the security stud holes on the backboard.

4. Fasten four $\frac{1}{4} \times 20 \times \frac{3}{4}$ mounting screws through the vault area of the lower housing and into the backboard’s $\frac{1}{4} \times 20$ threads.
**MOUNTING INSTRUCTIONS**

### Reinstalling the Coin Box and Vault Door

1. Insert the coin box into the vault area of the lower housing.
2. Make sure the cam on the backside of the vault door that turns with the T-Key is facing towards the right side of the phone.
3. Insert the T-Key/Vault Door assembly into the lower housing vault area and turn the T-Key 1/8 of a turn clockwise to secure it, then remove the T-Key.

### Connecting the Telephone Line

1. Connect the telephone line cord that was pulled through the line wire entrance hole to the female RJ11 plug located inside the Personal Payphone.
2. Connect the other end of the telephone line cord to a working RJ11 Telephone Jack.

### Re-Connecting the Upper and Lower Housing

1. Insert the T-Key into the horizontal T-Key insert on the upper left side of the phone and turn it 1/8 of a turn counter-clockwise, until the locking rails are fully in the down position.
2. While holding the upper housing in front of the lower housing, connect the round upper housing plug to the round connector on the ride side of the circuit board.
3. Connect the upper housing to the lower housing by sliding the bottom-lining of the upper housing along the lower housing’s track until the upper housing will not go any further.
4. Turn the T-Key 1/8 of a turn backwards until the upper housing ‘snaps’ close, then remove the T-Key.

### ATTENTION

Please note that although your Personal Payphone has been fully tested at our test station, due to a possible difference in polarity from our test station to your home, it may be necessary to reverse the telephone line connection inside your phone. If you find that the phone does not generate touch tone when you dial out or if you find that there is no dial tone, it will be necessary to reverse the red and green wires that connect the circuit board to the RJ11 plug inside the lower housing. To do this:

1. Re-open the upper housing, disconnect it, and set it to the side (per page 3).
2. Loosen the two screws on the Personal Payphone circuit board that connect to the red and green wires of the RJ11 plug.
3. Reverse the position of the two wires and re-tighten both screws.
4. Re-attach the upper housing per the instructions on this page.