SPEAKERPHONE BEZEL REPLACEMENT INSTRUCTIONS

![Code Blue logo]

A Code Blue product feature that has become almost as recognizable as our Cylindrical Help Point® Tower is the customizable bezel that is part of the faceplate speakerphones we offer. These bezels offer clear and accessible details about the use for a specific Help Point®. One of the benefits to having these bezels integrated into our speakerphones is that our customers have the ability to change or update them without the need for an entirely new speakerphone. Whether a bezel needs to be replaced due to damage, environmental wear & tear, or simply because where the call is directed at the time of a button-press, we offer a convenient way to swap out your bezel on site. These instructions provide a step-by-step guide to help you replace a speakerphone bezel.

Replacing Speakerphone Bezels

Required Tools: Phillips Screwdriver, Code Blue Security Bit, 1/4″ Socket, 5/16″ Socket, 1″ Deep Well Socket or Open-End Wrench, 1-1/4″ Deep Well Socket or Open-End Wrench.

- **The following models are covered in these instructions:**
  - LS1000 Faceplate Speakerphone (Single Button, Double Button, & Keypad Options)
  - IA4100 Faceplate Speakerphone (Single Button, Double Button, & Keypad Options)
  - IP5000 Faceplate Speakerphone (Single Button, Double Button, & Keypad Options)

- **Removing the Faceplate Speakerphone**
  - Using a Code Blue Security Bit, remove the six security screws holding the faceplate speakerphone into the Help Point®.
  - Remove the faceplate speakerphone from the Help Point®.

Note: Before proceeding with any of the following steps, disconnect the faceplate speakerphone from it's power source. Failure to do so may result in electrical shock causing bodily harm.

  - Place the disconnected faceplate speakerphone face-down on a clean, flat surface, as shown in the photo below.
  - Place a cloth or foam between the work surface and the faceplate to help prevent damage to the faceplate.
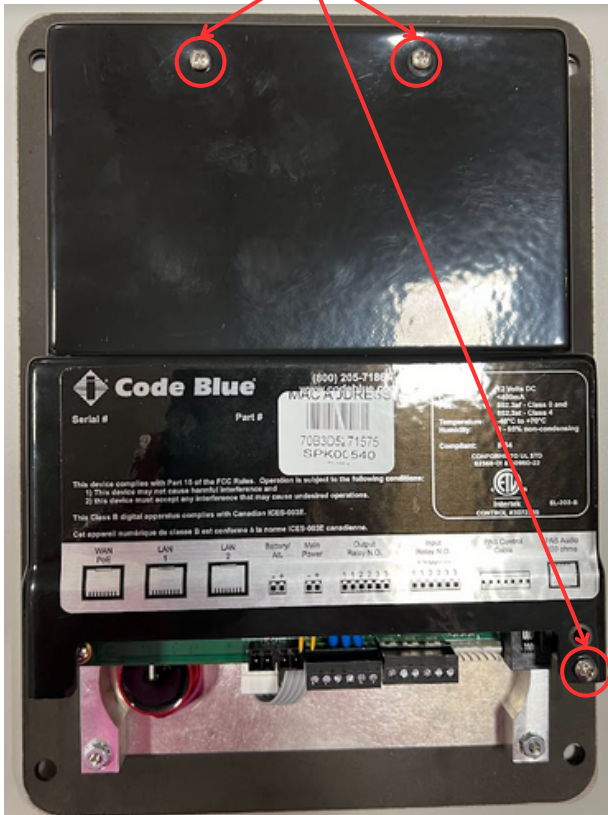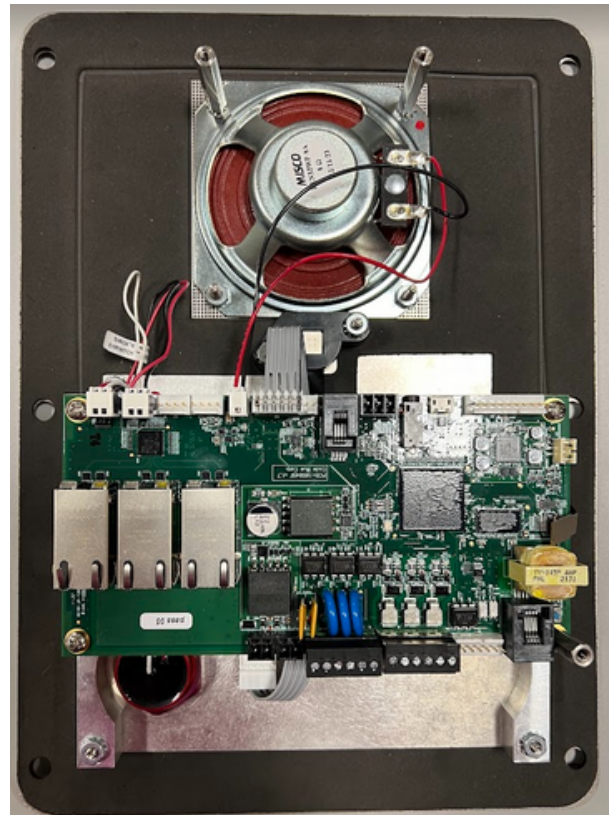

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- **Remove Back Cover**
  - Use a Phillips Screwdriver to remove the screws securing the back cover to the speakerphone.
  - Remove the back cover from the speakerphone.

Back Cover Screws   **Back Cover Removed**
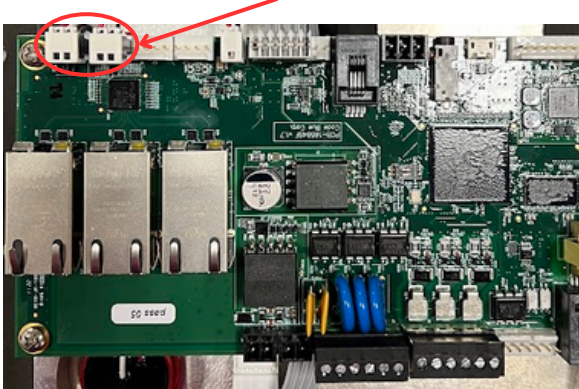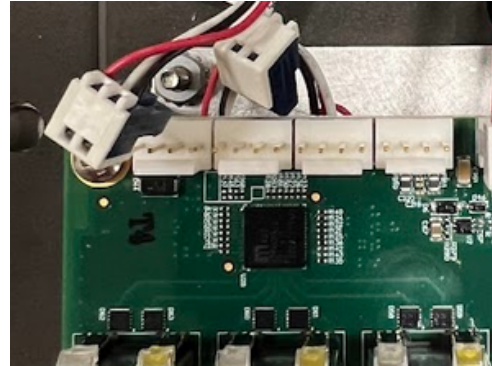

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- **Disconnect Button(s)**
    - Locate the call button connection(s) on the phone board.
    - Disconnect the button connector(s) from the board inputs.

LS1000
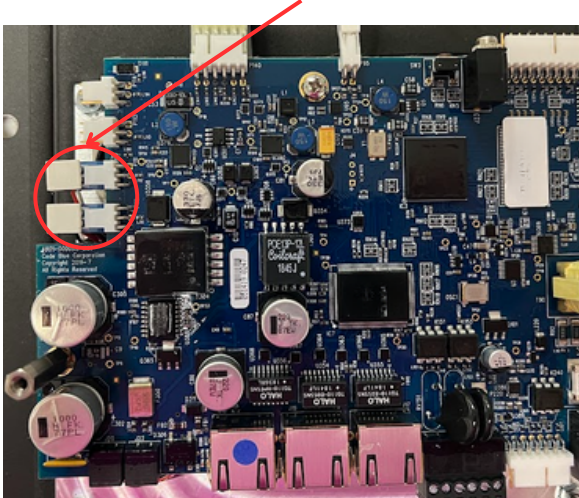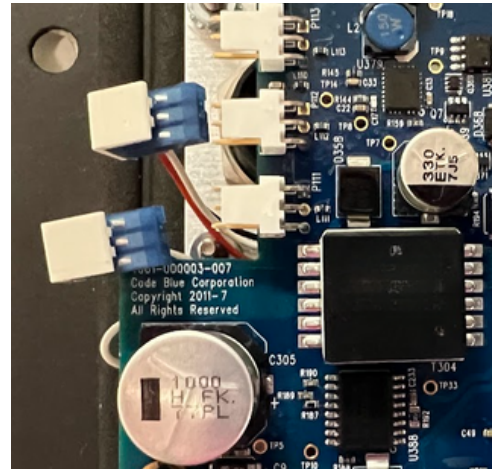
Button Connection Location(s)	Button(s) Disconnected

IP5000

Button Connection Location(s)	Button(s) Disconnected

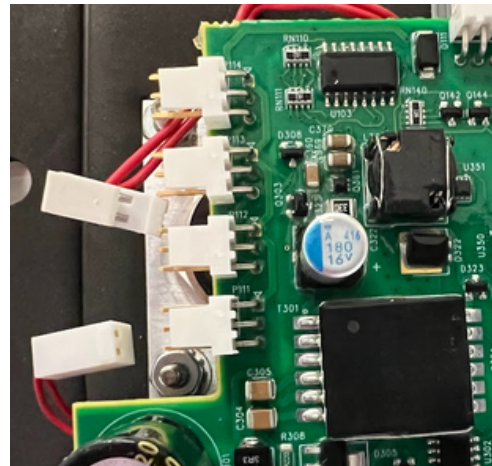### IA4100
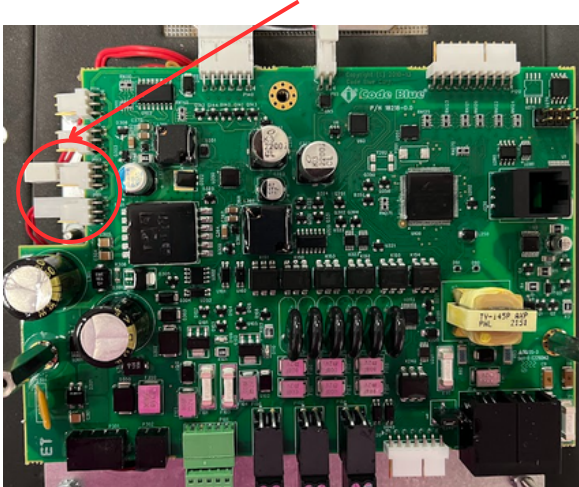
| Button Connection Location(s)	Button(s) Disconnected

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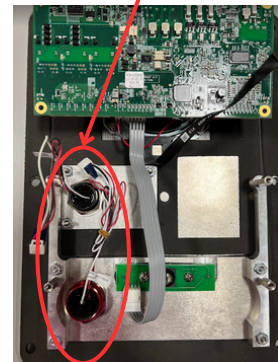
- **Remove Phone Board**
  - Locate the screws and standoffs that hold the phone board in place.
  - Remove the screws and standoffs to free the board from the speakerphone using a Phillips Screwdriver and 1/4″ socket.
  - Remove the board from it's mounting position, pivoting upwards so it can be carefully set aside, revealing the backside of the call buttons.
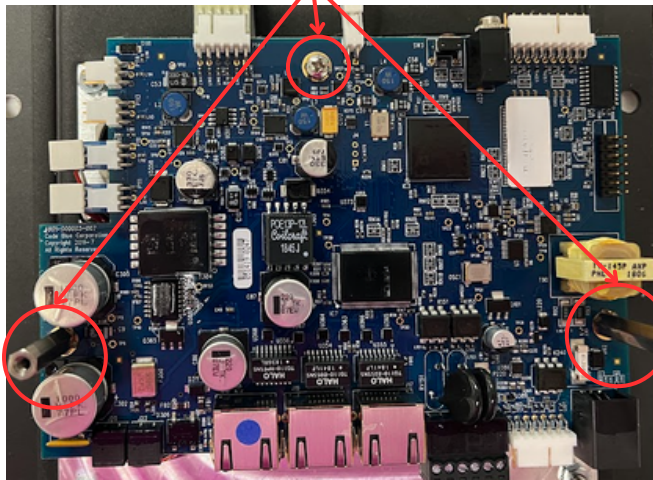
LS1000
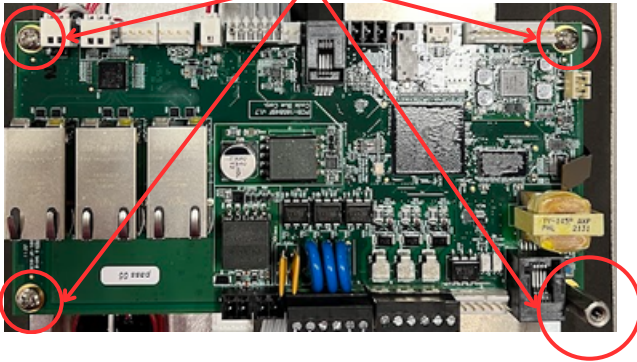
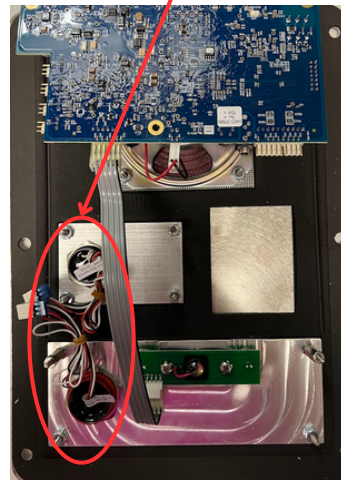**Screws & Standoffs**   **Backside of Buttons**

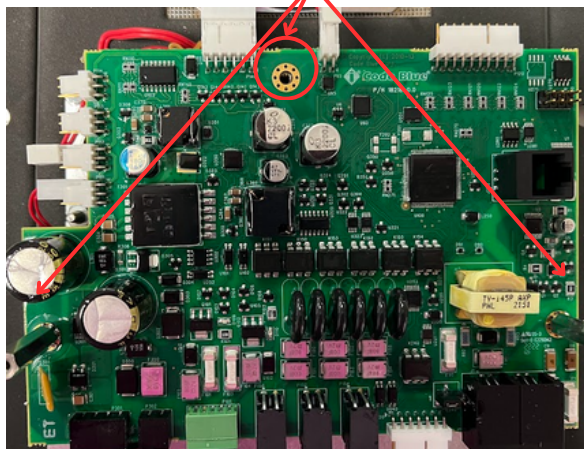### IP5000

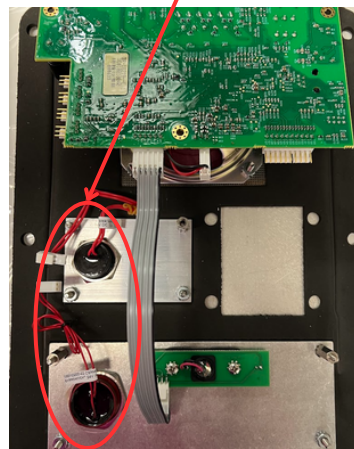**Screws & Standoffs**   **Backside of Buttons**

IA4100

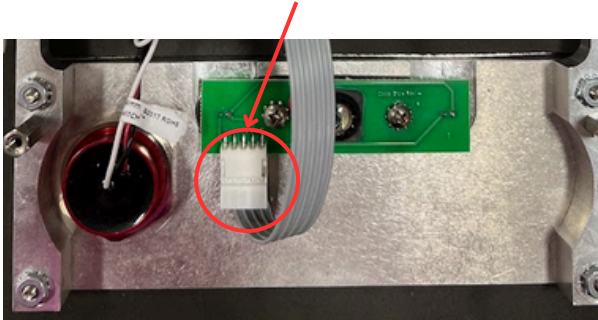**Screws & Standoffs**   **Backside of Buttons**
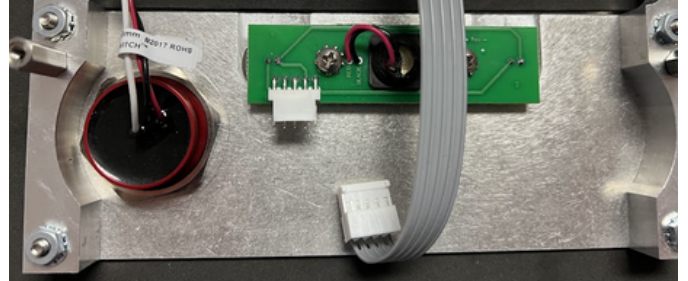

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- **Disconnect the Microphone Harness**
  - With the phone board out of the way, disconnect the microphone from the harness attached to it.

**Microphone Connection**   **Microphone Disconnected**

- **Remove the Microphone(if necessary)**
  - Most bezel assemblies come from Code Blue with a microphone already attached to it. If the replacement bezel has a microphone installed already, you can leave it attached to the bezel backplate. If the new bezel you are installing does not have a microphone, you will need to remove the existing on to be used with the new bezel.
  - To remove the microphone, remove the 2 screws holding it in place, using a Phillips screwdriver.
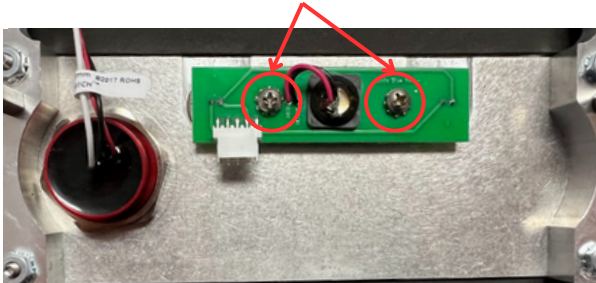
Microphone Screws   **Microphone Removed**

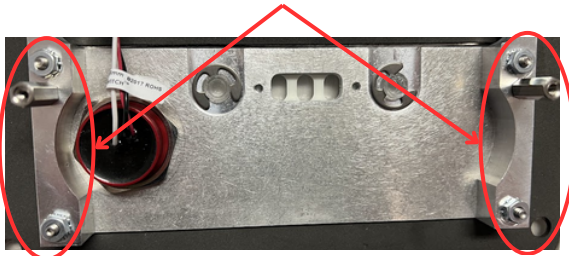- **Remove the Large Bezel Assembly**
  - Remove the nuts & standoffs holding the riser brackets in place using a 1/4″ socket and a 5/16″ socket.

Nuts & Standoffs   **Nuts & Standoffs Removed**

Note: Some speakerphone models have binding screws securing the riser brackets in place. These can be removed using a Phillips screwdriver.

Binding Screw ⟶

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- With the hardware now removed, remove the riser brackets from the speakerphone assembly.

Riser Brackets Removed

- After removing the riser brackets, the bezel can be removed from the faceplate.
- Press the bezel in from the front of the faceplate to pop it loose from the gasket material located between the bezel assembly and the faceplate.
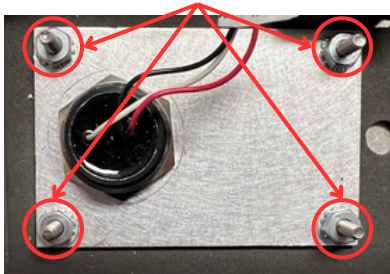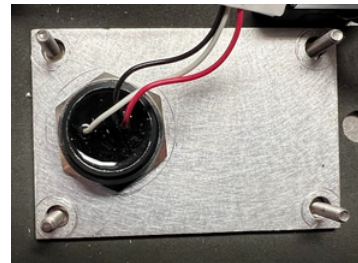
Bezel Removed from Faceplate

- **Remove the Small Bezel Assembly (if applicable)**
  - If your speakerphone contains a second button located within a small bezel, locate the 4 nuts holding the small bezel assembly in place.
  - Use a 5/16 socket to remove the nuts.

Small Bezel Nuts   **Nuts Removed**

- With the nuts removed, press the bezel in from the front of the faceplate to pop it loose from the gasket material located between the bezel assembly and the faceplate.

Small Bezel Removed

- **Button Removal (if necessary)**
  - Most replacement Bezel Assemblies will include to appropriate call button already attached. If you are reusing the existing buttons from you speakerphone, use a 1-1/4″ deep-well socket or open ended wrench to remove the large call button and a 1″ deep-well socket or open-ended wrench to remove the small call button.

- **Installing New Bezel(s)**
  - To install the new bezels after successfully removing the existing components, repeat the steps previously taken, in reverse order.
  - After completing the installation of your new new bezels, reconnect the faceplate speakerphone to the proper power source.
  - Perform a test call in order to confirm proper connections & functionality.

If you need additional assistance for installing bezels on your faceplate speakerphone, please contact Code Blue Technical Support via email at **technicalsupport@codeblue.com** or call **800-205-7186**.