



HOW TO USE THE

ANSWERING SET NO 1

THE ANSWERING SET NO 1

The Answering Set No. 1 enables you, by means of a recorded message, to announce your absence to telephone callers and advise them when and where they may get in touch with you. Normally your ordinary telephone is used for making recordings but on certain types of installation a separate telephone will be provided.

The announcement must be restricted to:

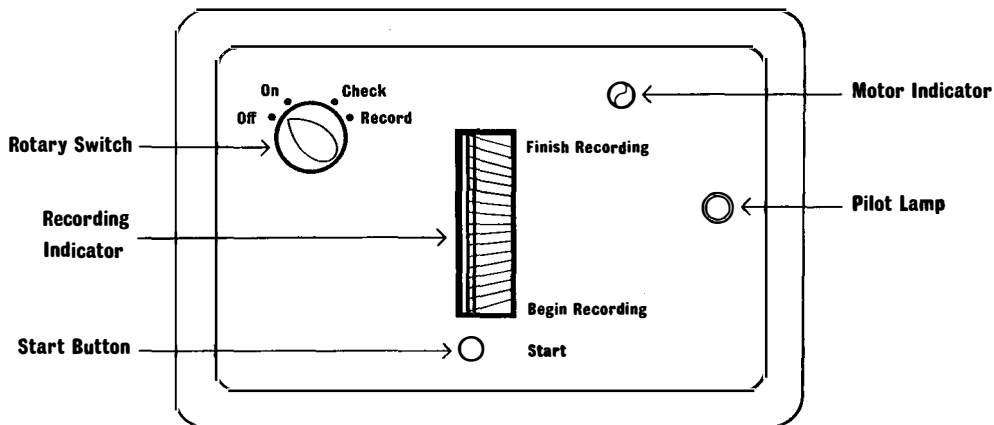
- A** Your telephone number and name.
- B** The statement "This is a recorded announcement."
- C** An explanation of your absence and your expected time of return.
- D** Any alternative telephone number at which you may be called or at which a telephone message will be accepted.

The message duration is approximately 20 seconds and it is advisable to continue recording for the whole of that period so that the break between the announcement and its repetition to callers is as small as possible. If the announcement you wish to make is only a short one it may be wholly or partially repeated in order to fill the message time.

Following is a typical message: "Fairway 6199, Dr. White. This is a recorded announcement. Dr. White will be out until 6 o'clock tonight. Please leave any urgent messages with Fairway 7019".

THE ANSWERING SET No. 1

Layout Of The Panel



THE PANEL EQUIPMENT

THE ROTARY SWITCH *has four positions:*

- off** in this position the Answering Set is disconnected from your telephone which may be used in the normal way for incoming and outgoing calls.
- on** The Answering Set is connected to your telephone line. On an incoming call the set will allow your telephone bell to ring a few times in case you have returned and failed to turn the switch to the "Off" position. It will answer the call and play the recorded message twice to the caller. The set will then be automatically made ready to answer the next caller.
- record** for recording your message.
- check** for listening to the recorded message to check that it is satisfactory.

THE PILOT LAMP indicates that the power supply is connected to the Answering Set. The lamp should glow with the Rotary Switch in any position except "Off".

THE RECORDING INDICATOR travels upwards from "Begin Recording" to "Finish Recording" when you are recording a message. The space between the two positions is divided to show you how much recording time you have used and how much is left available.

THE MOTOR INDICATOR is provided to show you when the set is running: it is visible through a small window on the right of the panel.

THE START BUTTON is used to start the machine when making or checking a recording.

HOW TO USE THE ANSWERING SET NO 1

1. TO MAKE A RECORDING

- A** Confirm that the power supply to the Answering Set is switched on.
- B** Turn the rotary switch to “Record” and wait a few seconds.
- C** Lift the handset.
- D** Press the start button firmly and release.
- E** When the recording indicator reaches “Begin Recording”, speak into the telephone mouthpiece in the normal manner—it is not necessary to speak loudly. Any previous recording is automatically erased.
- F** Continue recording until the indicator reaches “Finish Recording”. Leave the rotary switch at “Record” until the motor indicator comes to rest.

2. TO CHECK THE RECORDING AT ANY TIME

- A** Ensure that the motor indicator is at rest.
- B** Turn the rotary switch to “Check”.
- C** Press the start button firmly and release.
- D** Listen to the recording on the telephone until the motor indicator stops.

If the recording is unsatisfactory in any way or if it fails to occupy most of the available time you should make a fresh recording and check again.

3. TO CONNECT THE ANSWERING SET TO YOUR TELEPHONE LINE

When the motor indicator is at rest turn the rotary switch to “On”.

4. ANSWERING INCOMING CALLS WHILST A RECORDING IS BEING MADE OR CHECKED

With the rotary switch at “Record” or “Check”, an incoming call will ring your telephone bell in the normal way. To answer the call, turn the switch to “Off” and lift the handset.

- A** If the incoming call interrupted you whilst making a recording, it is necessary to make a completely fresh recording. To do this:
 - (i) Turn the rotary switch to “Record”.
 - (ii) Press the Start button and allow the recording indicator to travel to “Finish Recording” and the motor indicator to come to rest.
 - (iii) Make a fresh recording as described in paragraph 1.
- B** If the incoming call interrupted the checking of a recording, turn the rotary switch to “Check” and complete the checking of the recording as described in paragraph 2. If this is not done then the first caller will hear the unchecked portion of the message and then the complete message once only. The recording indicator will be restored to normal when the first call is answered by the set.

5. IF YOU ANSWER A CALL OR ATTEMPT TO MAKE AN OUTGOING CALL WHILST THE RECORDING IS BEING PLAYED TO A CALLER

After completion of the call restore the Answering Set to normal by using the checking procedure described in paragraph 2. The message must be allowed to run to its completion otherwise the next caller will hear the complete message once only.

6. HOW TO REPORT A FAULT

This is described in the preface to the telephone directory or in your dialling code information.

A 1311 The Answering Set No. 1

SP Ltd. 999/134 41/45535 Wt. 72890 5M 12/60.