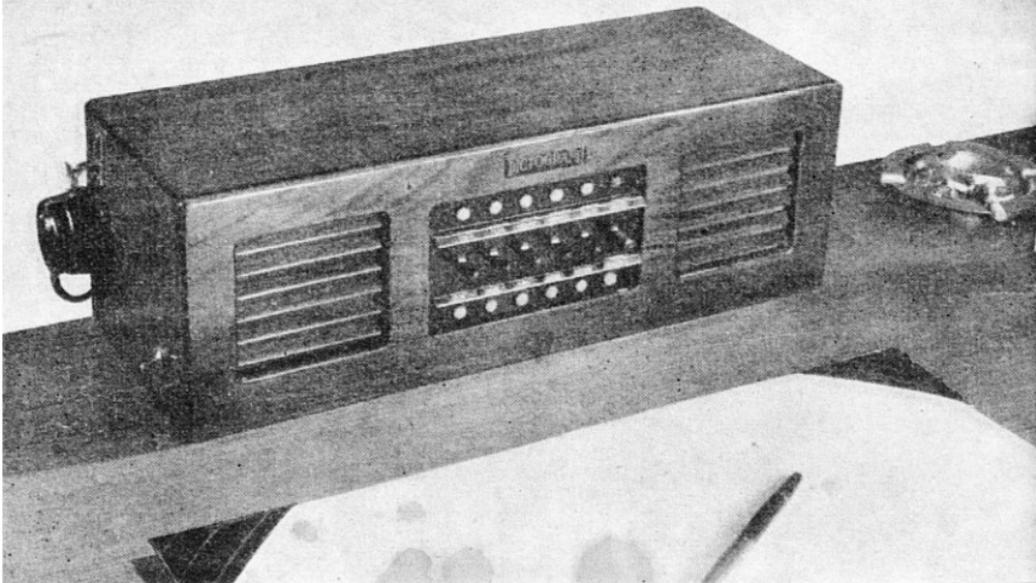




HOW TO USE YOUR

DICTOGRAPH

TELEPHONE



THE **DICTOGRAPH** MASTER STATION

The Dictograph Master Station shown above is model DL12, calling up to 12 other stations. The full range of Master Stations includes instruments calling over 40 other stations.

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How to use the Master Station

The Loud-speaking Executive Instrument

1 To call another station

Throw the key (up or down as the case may be) corresponding to the Station required. When the person at the other end replies, his voice will be heard through the loud-speaker. (See paragraphs 6 and 7 for Instructions about the use of the Handset.)

2 When you receive a reply

Talk in an ordinary conversational tone of voice, NOT TOO FAST and PLEASE DO NOT SHOUT.

3 Terminate a call

Restore the key to its normal position. If the lamp signal appears, this indicates that the caller at the other end has not rung off; if the signal continues, it is evident that he wishes to communicate with you further. In this case, either the key should be returned to the talking position, or the buzzer should be switched off. (See next paragraph.)

4 Use of buzzer switch

(a) **If you are busy and do not want to accept a call**, you can turn the Buzzer Switch to the "off" position, thus silencing the buzzer.

(b) If the lamp signal on the Master Station remains alight for an appreciable time after the buzzer has been switched off, it indicates that the caller is persevering with his call, which

must be presumed important, and consequently answered. **Do not forget to restore the buzzer switch to the "On" position** when the caller has rung off (indicate by the lamp signal).

5 To answer a call from a Sub-Station

When a sub-station calls the Master Station, its lamp signal will light on the Master Station, and the buzzer will sound. To answer, throw the "lit" key and communication will immediately be established.

6 To answer a call from another Master Station

When a Master-to-Master call is made, it is necessary for the User at one end or the other to use his handset instead of the loud-speaker. Under certain acoustic conditions the facility of loud-speaking at both Master Stations simultaneously can now be supplied at extra cost. . . .It is recommended that the **calling** Master Station uses the loud-speaker, with the called Master Station using the handset.

NOTE:-If desired it maybe mutually agreed that a certain person, e.g., senior partner or managing director, shall always use the loud-speaker on his Master Station, whether he is making a call or whether he is the person called.

7 "Private" Reception on Master Station

It is sometimes desirable to cut out the loud-speaker on a Master Station in order to obtain private reception, e.g., when there is a visitor in the room. This can be done automatically by lifting the handset.

8 Conference

If it is desired to communicate with two other stations at the same time, (i.e. "to call a Conference") contact first one party,

then the other; do not throw both keys simultaneously. . . . Should another Master Station be brought into Conference, it will be necessary for it to use the handset.... (Up to three stations can be brought into Conference.)

9 Interrupted Conversation

If, while you are speaking to a sub-station, another sub-station calls, the lamp indicator of the second sub-station will light and the buzzer will sound. You can either answer the second caller by operating his key and telling him that you are "Engaged" or alternatively switch off the buzzer (see paragraph 4) remembering to restore it later to the "on" position.

10 Code-Ringing

If it is desired to signal another station by means of a prearranged code, this can be done by moving the appropriate Master Station key Intermittently up or down as required.

11 Monitor Facilities (when fitted)

Many of the larger Dictograph Installations are "decentralised," i.e., they are not fully intercommunicating. When you want to contact a station with whom there is no direct connection, you call the "Monitor" Station (usually fitted at the telephone switchboard or in the general office) and ask to speak to the person required. The Monitor operator will proceed to locate the wanted person wherever he may be (**see page 11 for details of the Dictograph Staff Location Service**) and will advise you that your call is waiting. Then lift your handset, depress the conference key on your instrument and speak. (Loud-speaker reproduction is not possible over the conference line.) A conference of several executives may be summoned in this way, the more important persons being called in last.

NOTE:-Conference keys on Master Stations must be restored to normal after use.

12 "Portograph" Door Control (when fitted)

The "Portograph" Door Control is a device designed for use by Principals and normally consists of three units, the Door Panel, the Operating Key and the Pilot Lamp.

When a caller approaches the door, he should press the small push in the panel mounted outside the room (assuming that the panel does not show "Red" (ENGAGED) in which case only senior executives should presume to ask for entry).

The presence of the caller is indicated on the Master Station by a lamp indicator and the operation of a high pitched buzzer. If disengaged, you should signal "Green" (ENTER) by depressing the requisite key for a second or so. If "ENGAGED" you can signal the fact by lifting the key, which will remain in this position until restored. While the "Red" (ENGAGED) signal is alight, a red pilot lamp on the Master Station will glow as a reminder.

The Door panel of the Portograph outfit can be duplicated to the enquiry desk, telephone exchange, etc., in the latter case indicating that telephone calls shall not be put through unless urgent.

13 The "Hurryphone" (when fitted)

The "Hurryphone" consists of a loud-speaker in one office, connected to a Master Station (or a Sub-Station) in another office. The "Hurryphone" is useful for issuing a message or announcement when no reply is required, or to call someone to the Dictograph sub-station in an office where several people may be working together.

To issue a message over the "Hurryphone" circuit, lift the **Master Station handset**, operate the key marked "Hurryphone" and speak directly into the handset transmitter.... No "answer-back" facilities are normally available over the "Hurryphone" circuit. A pre-arranged code signal from the nearest Sub-station to the caller is suggested to indicate that the called party has received the message.

How to use the Sub-Station

IMPORTANT

To obtain the best results when using the Sub-station always keep the mouthpiece in front of the lips when speaking. Tilting the handset or holding it away from your face may make it difficult for you to be heard.

1 To call another Sub-Station

Lift the handset and operate the key corresponding to the station you require. (up or down according to the namestrip) then depress the red ringing key. When the station answers, simply speak. When conversation is finished replace handset and the key will be automatically restored to normal position.

2 To call a Master Station

Follow the instructions as for sub-stations, but do not depress the red ringing key.

3 To call Two Sub-Stations together

Lift handset and operate the appropriate keys as when calling one sub-station. Should the connections be on the same

THE **DICTOGRAPH** SUB-STATION



The Dictograph sub-station shown above is model HL 10/2, communicating with 10 other instruments. The full range of substations connect with between four and sixty-four stations. Other types are available to meet special intercommunication problems, details of which will be given on request.

key, i.e., on "up" and "down" positions, call one of them and ask the person thus called to connect his sub-station with the remaining party.

4 When called by another Sub-Station

When the buzzer sounds, lift the handset and give your name; do not move any key. If the lamp lights while you are talking, the Master Station is calling you. Terminate conversation with sub-station and depress Master Station key in order to speak to the Master Station calling you.... This will automatically cut you off from the sub-station.

5 When called by Master Station

The buzzer will sound and the lamp under the appropriate master key will remain alight until you answer. Lift handset depress the key above the lamp and speak directly into the mouthpiece giving your name or name of your department.

6 Monitor Sub-Station (when fitted)

Before reading the following instructions it is essential to read Direction No. II on page 5 regarding Monitor facilities. A call from any sub-station via the Monitor can be made in the manner there described.

The particular sub-station selected as the Monitor instrument requires special operation. According to the expected "traffic" either one, two or more conference lines will have been allotted, each being indicated by a Green Key-and in the case of the Monitor instrument a green pilot lamp also; this lamp glows whenever a line is engaged.

The Conference Operator (part-time) will receive a call in the usual way, and will be asked to connect for example Mr. A. to Mr. B. Operator will locate Mr. B. in his own room or elsewhere in the premises, and inform him that Mr. A. would like to speak to him on the Conference Line 1 (or 2 as the case may be). Mr. B. will thereupon throw his appropriate conference key (Green) and the operator will advise Mr. A. that Mr. B. is waiting on Conference Line 1.

Mr. A. will throw his Conference Line I key and connection will be automatically established. The green lamp on Conference Line 1 on operator's instrument will remain aglow until conversation is finished to show that line is engaged, but on completion of conversation and clearing of lines by A. and B. the circuit will be restored to normal without any further action by the operator.

A conference may be summoned by the operator in the above manner calling in the senior men last.

7 Further Information

Any further information regarding the operation of the system, special instruments and circuits, or attention to faults, will be immediately supplied upon application being made to our nearest Branch Office (see page 12).

A WORD OF WARNING

Some chemicals used to sterilize the mouthpieces of telephones are injurious to the special type of microphone fitted to Dictograph handsets. We cannot, of course, be responsible for damage caused by the use of these germicides.

OTHER **DICTOGRAPH** SERVICES

Staff Location Systems

Music for Industry

*Master Clock Controlled Time
Systems*

Unaffected by variation or failure of
mains

Automatic Time Signals Broadcast

Time Recorders & Job Costers

Our Local Divisional Office (address overleaf) will be pleased to let you have details of these services, which may be purchased outright or rented.

DICTOGRAPH

TELEPHONES LIMITED

HEAD OFFICE AND WORKS

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Telephone: Thornton Heath 2427 Telegrams: Dictelpha, Croydon

DIVISIONAL OFFICES

BELFAST

8, College Square North
Belfast, N: Ireland
Telephone: Belfast 23710

BIRMINGHAM.

21, St. Paul's Square, Birmingham, 3
Telephone: Colmore 4307

BRISTOL

28, Park Street, Bristol, 1
Telephone: Bristol 23951

CARDIFF

26, High Street, Cardiff
Telephone: Cardiff 27837

CORK

28, Marlborough Street, Cork
Telephone: Cork 21327.

DUBLIN

Shamrock Chambers
59-61, Dame, Street, Dublin
Telephone: Dublin 78874

GLASGOW

272, St. Vincent Street, Glasgow, C2
Telephone: Glasgow 9032

HUDDERSFIELD

Upperhead Mills,
Upperhead Row, Huddersfield
Telephone: Huddersfield 5215

LEEDS

Wilson's Chambers
7, Greek Street, Leeds, 1
Telephone: Leeds 24767

LIVERPOOL

41, Islington, Liverpool, 3
Telephone: North 0632

LONDON (Chief Sales Office)

Abbey House Victoria Street
Westminster, SW1,
Telephone: Abbey 5572

MANCHESTER

Deansgate House
274, Deansgate, Manchester, 3
Telephone: Blackfriars5260

NEWCASTLE

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Telephone: Newcastle-on-Tyne 22846.

SHEFFIELD.

264, Ecclesall Road, Sheffield, 11
Telephone: Sheffield 62447

SOUTHAMPTON

117 Park Road, Freemantle
Southampton
Telephone: Southampton 54527 & 72025

SERVICE DEPOTS: ABERDEEN, EDINBURGH, EXETER, HULL, LEICESTER,
NORWICH, NOTTINGHAM, PLYMOUTH, PRESTON, STOKE-ON-TRENT,

OVERSEAS AGENTS in AUSTRALIA, NEW ZEALAND, BELGIUM, S. AFRICA,
INDIA, PAKISTAN; CEYLON, MALAYA, E. AFRICA, PALESTINE, EGYPT, ETC.