



POST OFFICE

## How to use the loudspeaking telephone No. 4

### General

The loudspeaking Telephone allows speech to be sent in only one direction at a time. When you speak your voice switches it to send; when the distant party answers, it switches to receive.

If you both speak at once neither of you will be heard clearly. It may be helpful to explain to the distant party that you are using a loudspeaking telephone.

The microphone is at the right hand side of the front panel. Speak clearly and directly into it from a distance of about eighteen inches. If you are too far away or facing in another direction your voice may not be loud enough to switch the microphone to send and the other person may not hear you. The **MIC OFF** button is provided so that your microphone can be cut off at any time. This may be useful if you want to make a confidential aside to other people in the same room or when loud background noise interferes with reception.

Three buttons are provided to control the volume of incoming speech from the loudspeaker. The button marked with one dot provides the quietest volume, the three dot button the loudest. Only use the three dot button when incoming speech is very faint, as on this setting the telephone will automatically switch to receive at the slightest pause in your speech, which may sound disjointed to the distant party. Speaking close to the microphone will offset this.

A handset is provided so that calls can be made in the normal way, but the **ON/OFF** button must be pressed to obtain dial tone and also to end the call. The handset can be used at any time during a call-lift it from its rest. To revert to the loudspeaker, replace the handset.

The incoming call signal is provided by a 'tone caller' which may be adjusted to three positions. At the middle setting the tone will start at soft and then build up to loud.

If you use the Loudspeaking Telephone to conduct informal meetings between two points, you may find it useful to rent extension microphone and loudspeaker units thus enabling more people to take part. The units are provided with cords terminating on plugs which fit into sockets at the rear of main unit, behind the microphone and loudspeaker respectively.

Remember that the loudspeaking telephone generally performs better when there is a low level of background noise and when the room is well provided with soft furnishings such as curtains, carpets, etc.

**To make a call**, press the **ON/OFF** button and wait for dial tone or operator. The lamp below the button will light.

**To answer a call**, press the **ON/OFF** button and speak. The lamp below the button will light.

**Speak** clearly and directly into the microphone at the right hand side of the front panel from a distance of about eighteen inches.

**To adjust the loudspeaker volume**, so that incoming speech can be heard more clearly, select one of the three control buttons. The button with one dot provides the lowest volume, the three dot button the highest. Use the three dot button only on the faintest calls and then speak close to the microphone.

**The handset** may be used at any time during a call, lift it from its rest. You may replace it at any time and revert to the loudspeaker. **Remember**, at the end of a call you must press the **ON/OFF** button as well as replace the handset.

**The microphone** may be disconnected by holding down the **MIC OFF** button. To end a call, press the **ON/OFF** button. The lamp will go out.

**The tone caller volume** may be adjusted by using the control knob at the rear of the unit. When the middle position is selected the tone will build up from soft to loud.