



How to use

THE ANSWERING SET No 2A

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GENERAL

The Answering Set No 2A enables you to record a two-minute message and to replay the message to people who call your telephone number. (Some sets are equipped with a longer tape to take a three-minute recording.) If you have only one answering set the telephone associated with it is used for making recordings and also for making and receiving telephone calls. If you have more than one answering set the lines to which they are connected can be used only for the transmission of recorded messages. The telephone is fitted with a plug so that it can be connected to any machine, and it can be used only for making recordings.

The message should commence with your telephone number, or the name of the service, so that callers will know that they have been connected to the correct number. This preamble should be repeated to ensure that it will be heard after the period of pay-tone (15 seconds) that call-office users will hear.

The recording should occupy the whole of the two (or three) minutes available.

THE PANEL EQUIPMENT

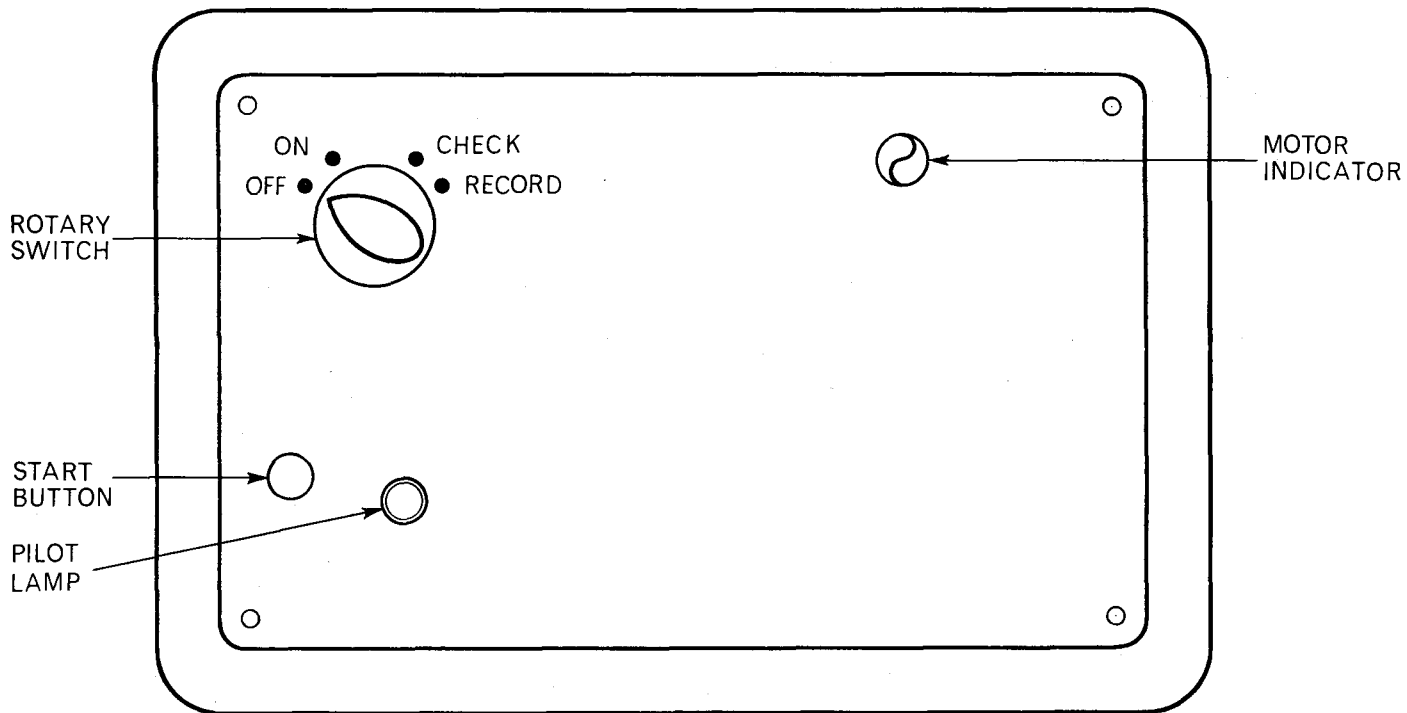
THE ROTARY SWITCH has four positions:

- Off In this position the Answering Set is disconnected from the telephone line.
- On In this position the Answering Set is connected to the telephone line. It will answer an incoming call and play the recorded message 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 when the Rotary Switch is in any position except 'Off'.

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 when only one set is provided

1 TO MAKE A RECORDING

Make sure that the power supply to the Answering Set is switched on.

Turn the rotary switch to 'Record' (Check that the pilot lamp lights) and wait a few seconds.

Lift the handset.

Press the start button firmly and release.

When the motor indicator begins to rotate speak into the telephone mouthpiece in the normal manner—it is not necessary to speak loudly. Any previous recording is automatically erased.

Continue recording for 2 minutes (3 minutes if your set is equipped with a longer tape). Leave the rotary switch at 'Record' until the motor indicator comes to rest.

2 TO CHECK THE RECORDING AT ANY TIME

Ensure that the motor indicator is at rest.

Turn the rotary switch to 'Check'.

Press the start button firmly and release.

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 the available time you should make a fresh recording and check again.

3 TO CONNECT THE ANSWERING SET TO THE TELEPHONE LINE

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

4 TO ANSWER AN INCOMING CALL 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. If the incoming call interrupted you whilst making a recording you cannot resume where you left off; it is necessary to restore the machine to the 'start record' position and make a completely fresh recording.

To do this:

Turn the rotary switch to 'Record'.

Press the 'Start' button and allow the motor indicator to rotate until it stops.

Make a fresh recording as described in paragraph 1.

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 only the unchecked portion of the message.

5 TO MAKE AN OUTGOING CALL

Check that the motor indicator is at rest. Turn the rotary switch to 'Off'.

Lift the telephone handset, wait for dialling tone and dial the number you require.

At the end of the call replace the handset and turn the rotary switch to 'On'.

If you lift the handset while the rotary switch is in the 'On' position and the recording is being played to a caller you will hear the recording. Replace the handset and allow the message to run to its completion.

6 TO ANSWER AN INCOMING CALL

When the rotary switch is in the 'Off' position an incoming call will ring the telephone bell and it can be answered by lifting the handset. A call answered in this way cannot be connected to the answering set for the caller to hear the recording.

If you lift the handset while the rotary switch is in the 'On' position and the recording is being played to a caller you will hear the recording. Replace the handset and allow the message to run to its completion or, if you wish to speak to the caller, turn the rotary switch to 'Off'. After the completion of the call restore the answering set to normal by using the checking procedure described in paragraph 2. If this is not done the next caller will not hear the complete message.

How to use the Answering Set when more than one set is provided

7 TO MAKE A RECORDING

Make sure that the power supply to the Answering Set is switched on. Select a free machine, i.e. one on which the motor indicator is not moving, and turn the rotary switch to 'Record' (check that the pilot lamp lights) and wait a few seconds.

Insert the telephone plug into the jack associated with the machine.

Press the start button firmly and release.

When the motor indicator begins to rotate speak into the telephone mouthpiece in the normal manner—it is not necessary to speak loudly. Any previous recording is automatically erased.

Continue recording for 2 minutes (3 minutes if your sets are equipped with longer tapes). Leave the rotary switch at 'Record' until the motor indicator comes to rest.

8 TO CHECK THE RECORDING AT ANY TIME

Ensure that the motor indicator is at rest.

Turn the rotary switch to 'Check'.

Insert the telephone plug into the jack associated with the machine.

Press the start button firmly and release.

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 the available time you should make a fresh recording and check again.

9 TO TRANSFER A RECORDING TO ANOTHER MACHINE

A patching cord, with a plug at each end, is provided to enable you to transfer a recording from one machine to another.

Insert the plug on one end of the patching cord into the jack of the machine from which the recording is to be transferred.

Turn the rotary switch to 'On'.

Ensure that the machine to which the recording is to be transferred is free and insert the plug on the other end of the patching cord into the jack associated with this machine.

Turn the rotary switch on this machine to 'Record'.

Press and release the start buttons on both machines simultaneously.

Leave the rotary switches at 'On' and 'Record' until the motor indicator on both machines comes to rest.

10 TO CHECK THE TRANSFERRED RECORDING

Remove the patching cord plug from the jack associated with the machine bearing the transferred recording and insert the telephone plug.

Turn the rotary switch to 'Check'.

Press the start button firmly and release.

Listen to the recording on the telephone until the motor indicator stops.

The plug on the other end of the patching cord should remain in the jack associated with the machine bearing the original recording to prevent the machine being engaged by a caller.

11 TO CONNECT A SET TO THE TELEPHONE LINE

When the motor indicator is at rest withdraw either the telephone or patching cord plug and turn the rotary switch to 'On'.

12 TO DISCONNECT A SET FROM THE TELEPHONE LINE

If a set becomes faulty turn the rotary switch to 'Off'.

