HOW TO USE THE

PORTABLE
CONFERENCE
TELEPHONE

A GENERAL DESCRIPTION

The Portable Conference Telephone is designed to meet many educational and business communication needs. It delivers sufficient acoustic power so that it can easily be heard in a conference room or classroom and is equipped with several microphones. The set permits a group of people to talk over a telephone connection with other individuals or groups. A typical use is in a school where a teacher can conduct one or more remote classes as well as a local class. Another use is in connection with business meetings where a speaker from a remote location can address a group by telephone without the expense of traveling. For that matter, by using two Portable Conference Telephones two business groups can have a joint meeting via telephone.

Your Portable Conference Telephone consists of the components shown in Fig. 1, all of which pack into a convenient carrying case.

Fig. 1

1. Control Unit containing a loudspeaker, a built-in microphone, manual controls and equipped with a TRIMLINE® telephone handset with a rotary dial.

2. A telephone line cord that connects to the control unit on one end and plugs into any modular or four-prong telephone jack.

3. Two lavaliere assemblies to be attached to the microphones for hands-free operation.

4. Two plug-in extension microphones with removable holders.

5. An ac power cord that plugs into any 117 volt, 60 cycle outlet, preferably one that cannot be turned on and off by a wall switch.

THE CONTROL UNIT

Fig. 2 is a front view of the control unit showing six control buttons (described below), the TRIMLINE telephone handset, the VOLUME control, and the built-in "SET MIKE" microphone (behind the grill slots). The VOLUME control affects the loudspeaker sound level but **does not** change the outgoing voice level.

Fig. 2

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OFF button	— When the set is in the conference mode this button will light up. Depressing this non-locking button while the handset is in its cradle will terminate a call.
MIKE buttons	— When any of the three locking microphone buttons (GREEN MIKE, GOLD MIKE, or SET MIKE) are depressed while the handset is in its cradle, the corresponding microphone is activated (any combination of microphones can be activated at one time by simultaneously depressing the appropriate buttons).
AUX DIAL button	— Depressing this locking button will activate the auxiliary dial input jack so that a TOUCH-TONE® telephone set or dial unit plugged into this jack can be used to send out tone signals.
MIKES OFF button	— Depressing this locking button will turn off all microphones without terminating a call; the incoming speech will still be heard.
VOLUME	— Adjustment for loudspeaker level. Desired transmission of one-way lectures is "O" adjustment.

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Fig. 3 is a rear view of the control unit showing the various jacks, the location of the loudspeaker, and the PA adjustment control.

LOUDSPEAKER

Fig. 3
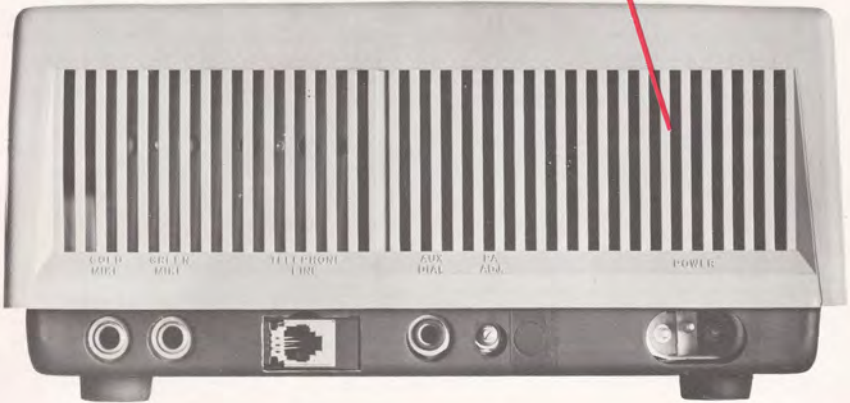
SETTING UP THE PORTABLE CONFERENCE TELEPHONE SET

■ Remove the control unit from its carrying case and place it on a level surface at table or desk height. For optimum acoustic performance, the loudspeaker should face the audience. Placing the control unit with the loudspeaker up close to a wall or other obstructions will degrade the loudspeaker quality.

■ Remove the telephone cord from the carrying case, insert the miniature plug into the jack marked TELEPHONE LINE on the control unit, and put the other plug into a telephone wall jack.

■ Remove the power cord from the carrying case, insert the three-holed plug into the jack marked POWER on the control unit, and then put the three-pronged plug into a 117 volt, 60 cycle outlet.

■ If you desire to use the extension microphones, remove them from the carrying case and plug them into the appropriate jacks (marked GREEN MIKE and GOLD MIKE) on the control unit.

■ If you desire to use the table microphone holders or the lavaliere assemblies, slip them onto the microphones from the cord end as shown in Figs. 4 and 5.
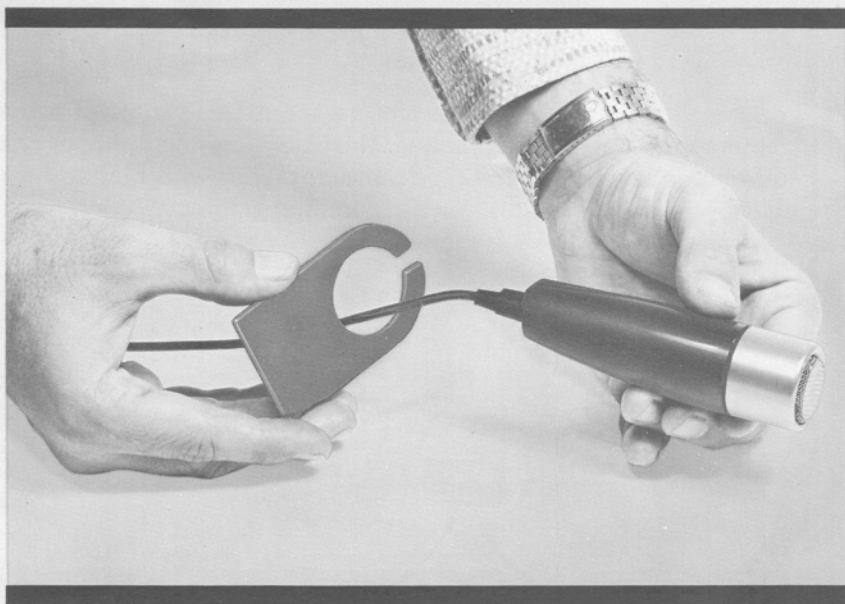
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Fig. 4 Installing the microphone holders

Fig. 5 Installing the lavaliere assemblies

SOME TYPICAL ARRANGEMENTS

The Portable Conference Telephone can be set up in a variety of room arrangements and operating situations. The extension microphones can be hand-held, placed on conference tables, or worn with the lavaliere assemblies, whichever is most suitable for the particular conditions. Some typical arrangements are shown in Figs. 6, 7 and 8.
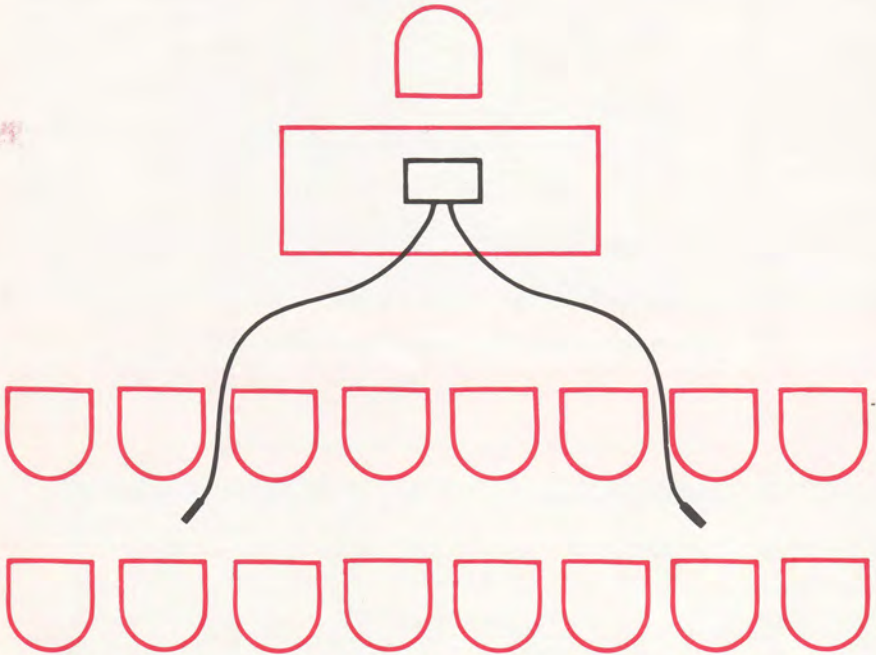
Fig. 6 Classrooms and Lectures

Notes:
1. Maximum effective distance in any direction from each extension microphone is approximately 2 feet.

2. SET MIKE is directional and the user should be in front of the set, the extension microphones are not directional so any orientation is permissible.
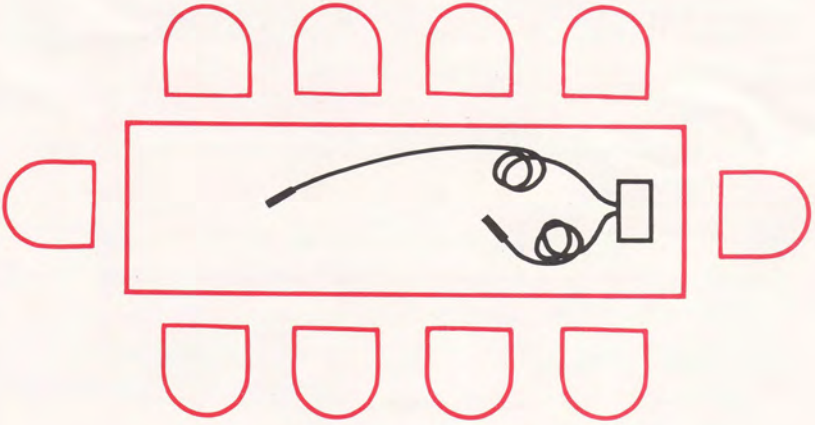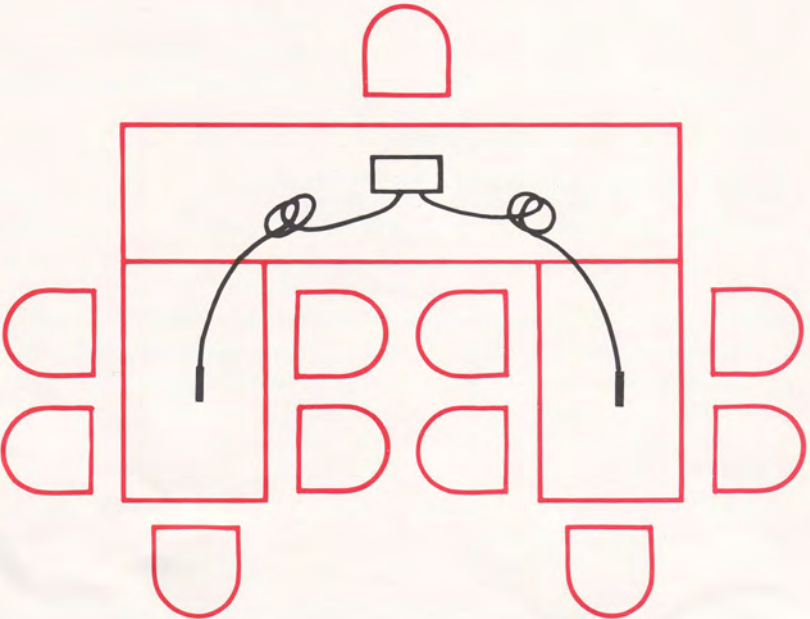
Fig. 7 Business Conferences

Fig. 8 Business Conferences

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FOR
CONFERENCE TELEPHONE MODE

To Place a Call:

A Lift the handset, listen for dial tone, then dial the desired number with the handset dial.

B After dialing is completed, depress the SET MIKE, GOLD MIKE, or GREEN MIKE button, or any combination, depending on the arrangement to be used.

C Replace the handset in its cradle on the control unit. The off button should light up. If it does not, check to see that the power cord is properly plugged in at both ends.

D Speak at normal levels approximately one to two feet **in front of** the SET MIKE or at one to two feet in any direction from the GOLD MIKE or GREEN MIKE depending on the combination being used.

E Adjust the loudspeaker sound level by rotating the thumb wheel of the VOLUME control to provide adequate listening volume. For best results, do not adjust the level higher than necessary.

F To switch from one microphone to another simply depress the appropriate button, thus releasing the one previously depressed. If it is desired to activate more than one microphone at a time, the appropriate buttons must be depressed simultaneously.

G To terminate a call, depress the OFF button.

To Receive a Call:

Upon hearing a ringing signal, an incoming call may be answered by depressing the SET MIKE, GOLD MIKE, or GREEN MIKE button depending on which microphone is to be used (the handset is left in its cradle). Then follow instructions **D** to **G** as given above.

FOR PRIVACY

The Portable Conference Telephone can be used as a regular telephone. Just place or receive calls with the handset in the normal manner.

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If privacy is desired during a call while the set is in the conference mode, lift the handset from its cradle and the call will switch to it automatically. When the handset is replaced, the call will revert to the conference mode as long as one of the MIKE buttons is depressed.

SOME HELPFUL HINTS

IMPORTANT: The Portable Conference Telephone cannot transmit and receive simultaneously. Therefore more satisfactory results will be achieved if the background noise level in the room is kept low and the following recommendations are observed.

- Do not speak at the same time the distant party is speaking; this is likely to result in choppy reception.

- When a lecturer is speaking into a Portable Conference Telephone for extended periods of time, reception at the remote location will be clearer if the lecture's volume control is set at 0. If questions are asked by the remote audience, it will be necessary for the lecturer to advance his volume control to a suitable level.

- If the distant party is giving a talk or lecture, it is advisable to depress the MIKES OFF button in order to avoid the possibility of interruptions caused by local room noise or conversations.

- Avoid placing an extension microphone too close to the loudspeaker.

- When using the set in a teaching/lecturing situation some special care in speaking techniques are helpful to the remote audience because they cannot see facial expressions or gestures.

- It is also helpful to provide visual aids before a lecture and to refer to them frequently throughout the talk. This can save the need for lengthy verbal descriptions.

- Charts, slides, and Vu-graphs can also be employed to enhance a presentation. It is necessary to arrange for an assistant to change the material in each remote location at the spoken request of the lecturer.

There is additional information about lecturing by telephone on page 10 of this booklet.

USE OF THE MICROPHONES

The given situation will largely dictate how the microphones are used. The following suggestions can be considered when planning a Portable Conference Telephone call.

■ When lecturing, use of a lavaliere assembly will permit both hands to be free while moving around and will also result in consistent transmission levels to the distant listeners.

■ For questions and answers with large groups or classes a hand-held extension microphone should be used at talking distances of about one foot.

■ In a conference room the extension microphones should be located on the conference table so that all conferees are within two feet from a microphone. To avoid the transmission degradation at greater talking distances, move an extension microphone close to the person speaking.

SOME ADDITIONAL FEATURES

Provision is made for the connection of the Portable Conference Telephone to a customer provided public address system by means of two screw terminals on the bottom of the control unit (see Fig. 9). **Connection to these terminals is the responsibility of the customer.** A shielded pair that is grounded only at the customer's equipment should be used. If the Portable Conference Telephone is used in the same room as the PA system, the control marked PA ADJ must be adjusted to provide the desired amount of reinforcement while maintaining an adequate margin against howling. The gain of the PA system should be adjusted so the VOLUME control on the conference telephone can be used over its normal range for controlling the volume of the distant talker. Typical levels for receiving and transmitting at the PA terminals are —50 dBV depending on the settings of the VOLUME and PA ADJ controls. The output impedance is 600-ohms.

The internal loudspeaker may be disconnected by opening the shorting strap between the two screw terminals on the bottom of the control unit (see Fig. 9). This may be desirable when using the Portable Conference Telephone in the same room with a PA system.

The AUXILIARY DIAL feature permits an external TOUCH-TONE telephone set or dial unit to be used for computer data input in areas where

TOUCH-TONE service is not available. The external set or unit is plugged into the AUX DIAL jack on the control unit. The external TOUCH-TONE dial can be used without lifting either handset from its cradle while in the conference mode.
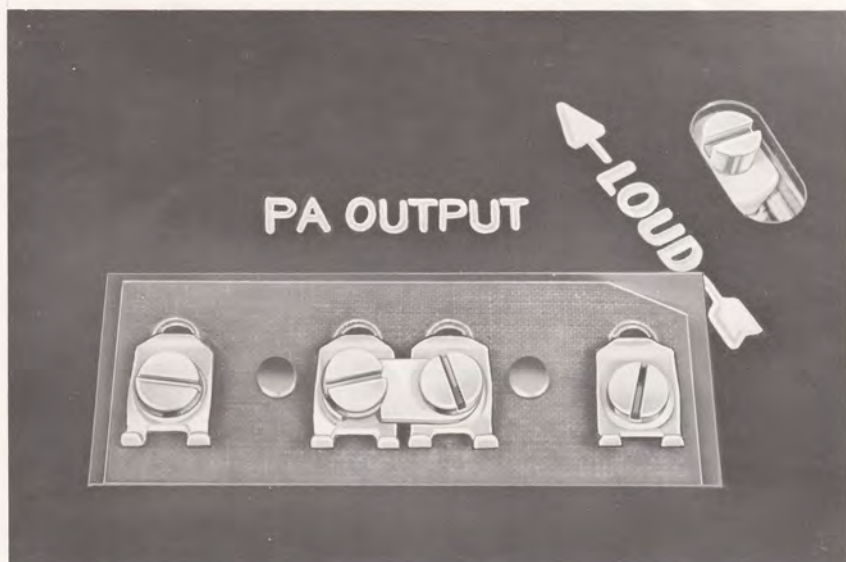

PA OUTPUT

LOUD

Fig. 9

SETTING UP A MULTISTATION CONFERENCE NETWORK

The Portable Conference Telephone can be used for multistation conferencing. Multistation conferencing is where three or more stations or locations are connected at the same time. The best results will be obtained by observing the following rules:

1 If time permits, make arrangements beforehand with the conference operator and the participants so as to avoid delays in establishing the conference network.

2 Inform the conference operator that you have **loudspeaker conference equipment** at your station, so that she may follow the special procedures outlined for such units.

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3 After all locations are connected into the network, call the roll to make sure each station can hear and be heard correctly. Remind the person at each station to use their microphones properly. If any station has difficulty during the call, the person at the trouble location should hang up his Portable Conference Telephone. This will signal the conference operator and she will recall that station. She should then be asked to reconnect that station to the conference call.

Private conference networks are also available where frequency of use justifies the cost. With them, delays in setting up the conference are avoided and the consistency and quality of the service is generally more satisfactory.

CLEANING THE SET

Your Portable Conference Telephone is constructed of rugged, wear resistant materials to give many years of good service. To clean your set, simply use a mild soap on a clean cloth moistened with water. Do not use detergents, treated cloths, harsh cleaning agents, or sprays as these items can be harmful to the set.

If you have further questions about the use of this set, please call your Telephone Company Business Office. Their Service Adviser will be pleased to assist you.

TELEPHONE
LECTURING TECHNIQUES

Lecturing to a remote audience through the use of an amplified telephone set has become a widely used technique for disseminating and sharing information in education, business and industry. Several variables influence the way telephone lectures are presented; the setting, the audience and the lecturer. While lecturing techniques in general are discussed in the many textbooks written on the subject, telephone lecturing is unique in that the audience normally cannot see the lecturer. To supplement the information that is available on lecturing techniques in general, the next few pages include some suggestions specifically directed to maximize the effectiveness of telephone lecturing.

PRIOR PREPARATION

Where possible, the lecturer should:

- Obtain information on the type of audience to be addressed; their background, interests, knowledge of the subject and familiarity with the lecturer and his work.

- Provide introductory material about his background and the subject to be discussed.

ORGANIZATION OF MATERIAL

Since distractions are potentially more significant when the lecturer is not in the room with the audience, it is advisable to have the lecture organized so it can be easily followed. One suggestion is to use an outline technique of indicating the main topics, discussing them in the same order and concluding with a summary.

VISUAL AIDS

Visual aids are particularly valuable with a telephone lecture and serve to reduce the length of the lecture as well as maintain a higher level of audience attention. Visual material in the form of hand-outs can be distributed before the lecture and Vu-Graphs, slides or film strips can also be used. For the latter, an assistant will be required at the remote locations to change the materials on request from the lecturer. Visual aids can save much time that would otherwise be spent on verbal descriptions that may be monotonous.

A recent development which can be used effectively with the Portable Conference Telephone, is a telewriting system which provides instant written communication that is projected on a screen or TV monitor. With this equipment a lecturer can write notes, formula, etc. that are immediately projected before the distant audience. The effect is similar to that of using a blackboard. For further information on this service, contact the local Telephone Company Business Office.

PERSONAL PRESENTATION SKILLS

At the start of a lecture, there is little difficulty getting the attention of the audience. However, to maintain a high attention level for the dura-

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