

KS-19245, LIST 1 TELEPHONE ANSWERING SET
OPERATION

1. **GENERAL**

1.01 This section tells how to operate the KS-19245, List 1 telephone answering set (Fig. 1).

1.02 This section is reissued to:

- Change Fig. 1, 3, 4, and delete 5 and 6
- Add information on automatic answer and record
- Add information on KS-19245, List 12 backspace unit.

1.03 It is intended that CD- and SD-99306-01 be used with this section.

Caution: Damage to the message tape and its mechanism will result if the message tape end is not properly secured in the snap retainer of the answering set.

2. **ANNOUNCEMENT RECORD**

2.01 Procedure for Recording Announcement (See Fig. 1.)

(1) Set function selector to ANN-REC.

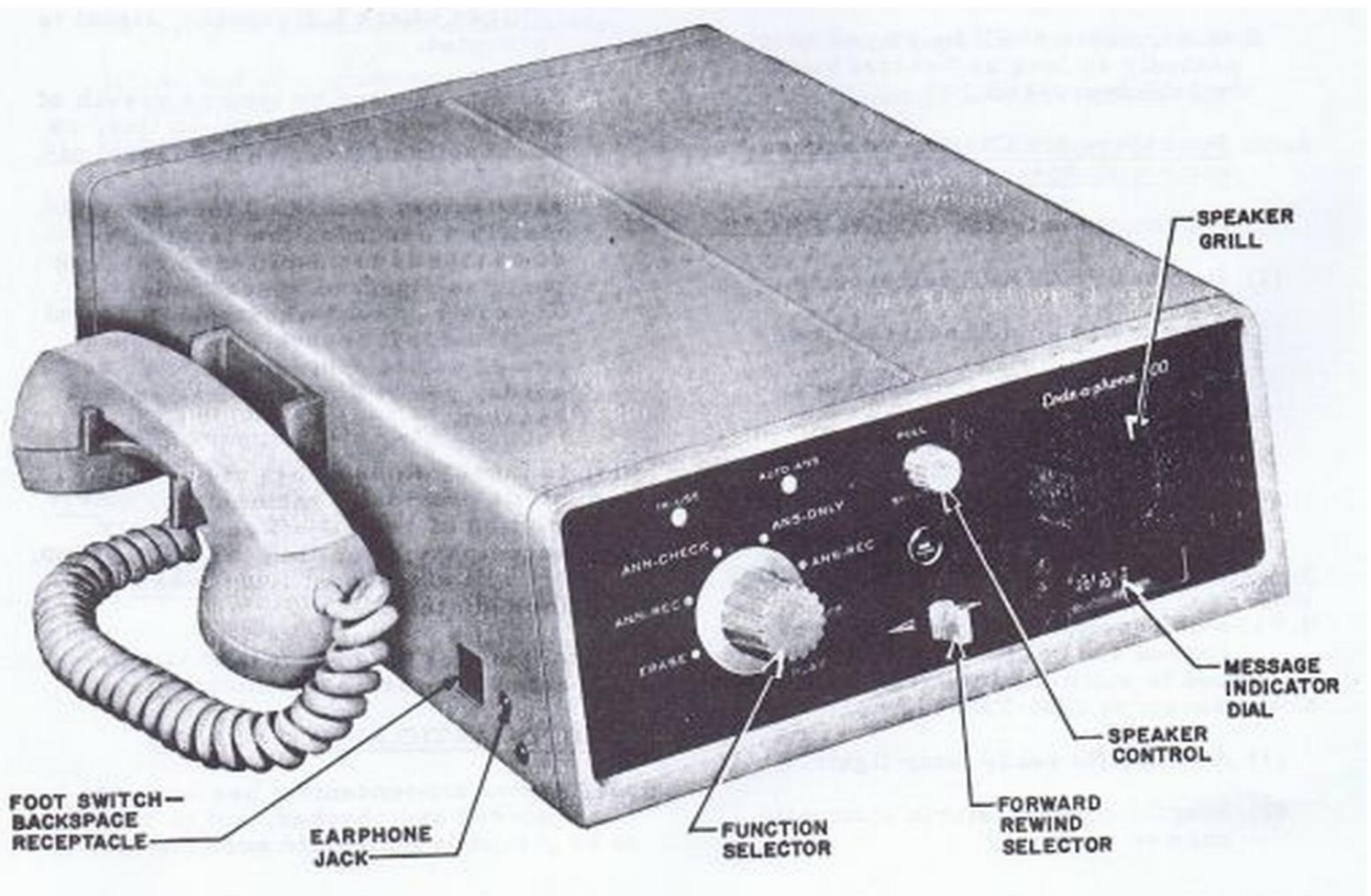


Fig. 1 - KS-19245, List 1 Telephone Answering Set

- (2) Lift handset, depress and hold handset button. Commence dictating announcement when IN-USE lamp lights.
- (3) As new announcement is recorded, old announcement will be erased. Release handset button immediately after announcement is complete.
- (4) If announcement is too long, IN-USE lamp will extinguish. Announcement must be shortened and rerecorded.

3. ANNOUNCEMENT CHECK

3.01 Procedure for Checking Announcement with Handset (See Fig. 1.)

- (1) Set function selector to ANN-CHECK.
 - (2) Lift handset, depress and hold handset button.
- Announcement will be played repeatedly as long as handset button is held depressed.

3.02 Procedure for Checking Announcement with Speaker (See Fig. 1.)

- (1) Set function selector to ANN-CHECK.
- (2) Pull out SPEAKER control knob.
- (3) Depress and hold handset button.
- (4) Rotate SPEAKER control knob to adjust volume.

- Announcement will be played back repeatedly as long as handset button is held depressed.

4. AUTOMATIC ANSWER AND RECORD

4.01 After announcement has been recorded and checked, set is ready to be placed in automatic answer. Set function selector to ANS-REC (Fig. 1).

- (1) AUTO-ANS ready lamp lights.
- (2) Ringing current starts automatic answer cycle.

- (a) IN-USE lamp lights and AUTO-ANS lamp extinguishes, indicating incoming call.
- (b) A dc termination which trips ringing is automatically placed across line.
- (c) Recorded announcement is reproduced on line.
- (d) At end of announcement, a single short beep tone will be transmitted to calling party as an indication for calling party to start talking.
- (e) Message is recorded on message tape.

(3) Connection of telephone answering set to line is under control of a voice-operated circuit, and also dc calling party control for central offices where a disconnect signal is provided.

(4) Set will record as long as speech of proper level is present on line, up to capacity of tape. When level of speech is lower than required for satisfactory recording for approximately 4 seconds, low level talk-down tone is transmitted to calling party as signal to speak louder. Tone is removed when speech level is raised. If speech level is not raised within approximately 8 seconds, set will automatically disconnect.

(5) In installations where the central office provides a momentary interruption of central office battery accompanying calling party hang-up, set will disconnect from the line immediately.

(6) Amount of tape recorded is indicated by message indicator dial.

5. AUTOMATIC ANSWER ONLY

5.01 After announcement has been recorded and checked, set is ready to be placed in automatic answer. Set

function selector to ANS-ONLY. (See Fig. 1.)

- (1) AUTO-ANS ready lamp lights.
- (2) Ringing current starts automatic answer cycle.
 - (a) IN-USE lamp lights, and AUTO-ANS lamp extinguishes, indicating incoming call.
 - (b) A dc termination which trips ringing is automatically placed across line.
 - (c) Recorded announcement is reproduced on line.
 - (d) In installations where the central office provides a momentary interruption of central office battery accompanying calling party hang-up, set will disconnect immediately.
 - (e) At end of announcement, set disconnects from line.

6. FORWARD OR REWIND

6.01 Transporting Message Tape at High Speed to Forward or Rewind (See Fig. 1.)

- (1) Set function selector to PLAY.
 - (a) To rewind, operate forward-rewind lever to the left.
 - (b) To transport tape forward, operate forward-rewind lever to the right.

7. ERASE MESSAGE

7.01 Erasing Message at High Speed in Forward or Rewind (See Fig. 1.)

- (1) Set function selector to ERASE.

- (a) Rewind erase: operate forward-rewind level to the left.
- (b) Forward erase: operate forward-rewind lever to the right.

8. MESSAGE PLAYBACK

8.01 Monitoring Recorded Message With Handset (See Fig. 1.)

- (1) Set function selector to PLAY.
- (2) Rewind tape as outlined in 6.01.
- (3) Lift handset; depress and hold handset button.

8.02 Monitoring Recorded Message With Speaker

- (1) Set function selector to PLAY.
- (2) Rewind tape as outlined in 6.01.
- (3) Pull out SPEAKER control knob.
- (4) Rotate SPEAKER control knob to adjust volume.

9. MESSAGE INDICATOR DIAL

9.01 Message indicator dial, is used to locate position of a particular message or to determine amount of tape available for message recording.

10. TURNING TELEPHONE ANSWERING SET OFF

10.01 Set the function selector to OFF. Set will be disconnected from both ac power and telephone line.

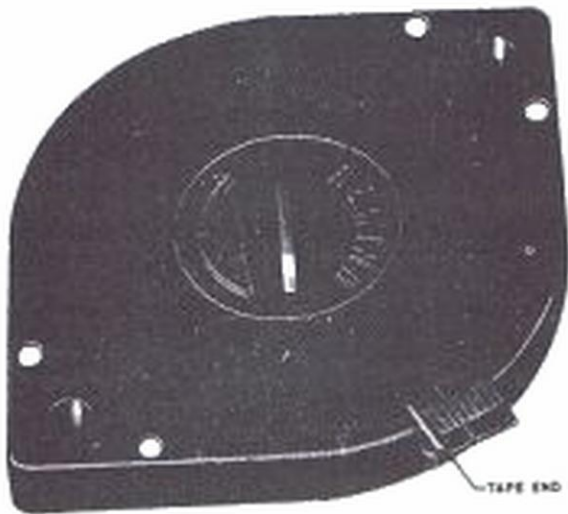


Fig. 2 - KS-19245, List 6 Cartridge

11. CARTRIDGE INSTALLATION

- (1) Set function selector to OFF.
- (2) Place cartridge (Fig. 2) over cartridge lock pins and hub (Fig. 3) and snap down into place.
- (3) Slide tape end (Fig. 2) through tape slot (Fig. 3) into slot of take-up reel and snap into place.

12. CARTRIDGE REMOVAL (See Fig. 3.)

- (1) Rewind tape into cartridge (0 setting on tape indicator). Refer to 6.01.
- (2) Set function selector to OFF.
- (3) Remove tape end from take-up reel by depressing and backing out of slot.

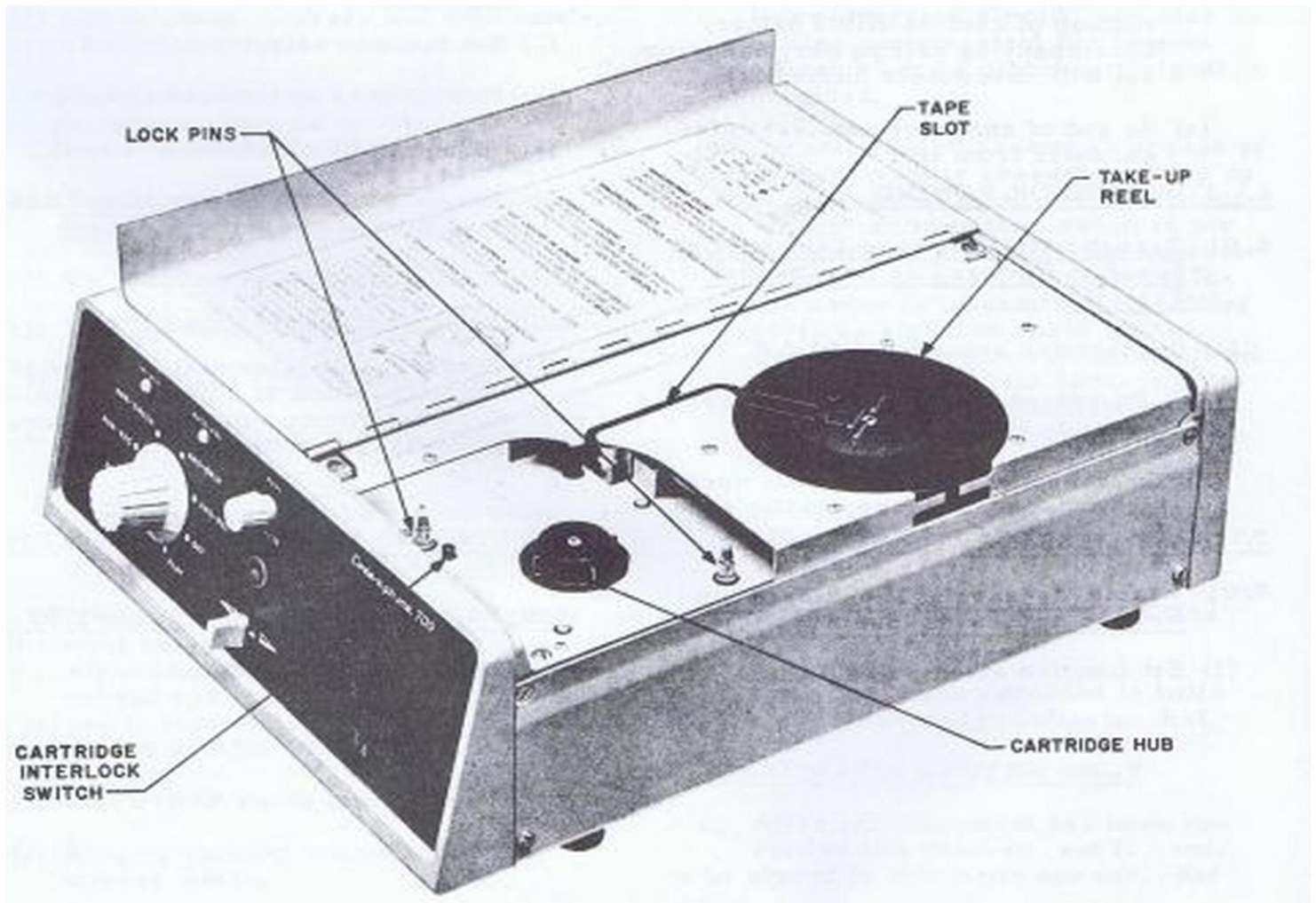


Fig. 3 - KS-19245, List 1 Telephone Assembly (List 6 Cartridge Removed)

(4) Turn cartridge hub clockwise by hand to rewind remaining tape into cartridge.

(5) Grasp cartridge and lift up.

13. ACCESSORIES

13.01 Foot Switch Operation

- (1) Insert foot switch plug into foot switch receptacle (Fig. 1).
- (2) Set function selector to PLAY.
- (3) For playback, depress foot switch to first position.
- (4) For rewind, depress foot switch all the way down.

14. EARPHONE KS-19245, LIST 9

14.01 To monitor recorded message with earphone for transcribing in foot switch operation:

- (1) Set function selector to PLAY.
- (2) Insert foot switch plug into foot switch receptacle (Fig. 1).
- (3) Plug earphone into earphone jack (Fig. 1).
- (4) Operate foot switch as described

(5) Rotate SPEAKER control knob to adjust volume.

15. KS-19245, LIST 12 BACKSPACE UNIT

15.01 To monitor recorded messages with adjustable backspace feature (Fig. 4):

- (1) Set function selector to PLAY.
- (2) Push in speaker control knob.
- (3) Insert backspace unit into foot switch - backspace receptacle and earphone jack on answering set.
- (4) Insert foot switch plug into foot switch receptacle on backspace unit.
- (5) Insert earphone into earphone jack on backspace unit.
- (6) Adjust backspace control on backspace unit for automatic backspace of desired interval. Maximum backspace interval equivalent to approximately a dozen words may be obtained with the backspace control in maximum setting.
- (7) Automatic backspace may be disabled by turning backspace control

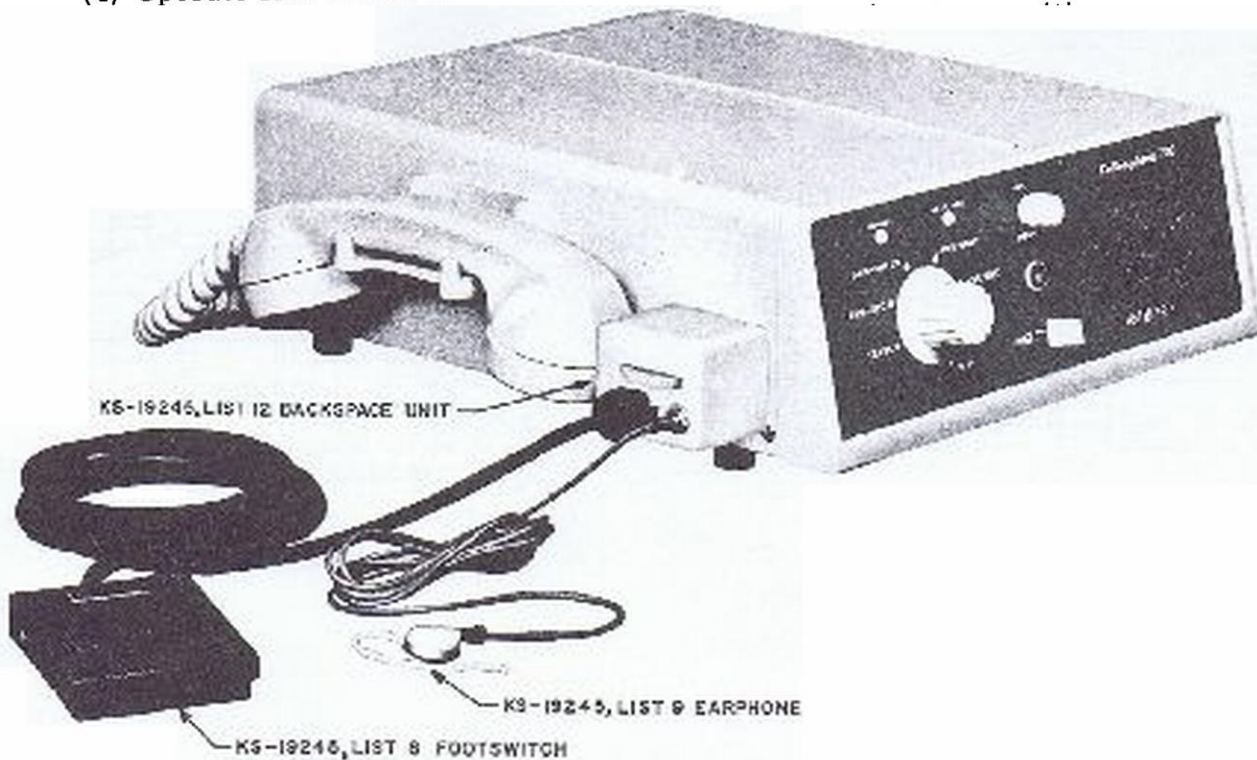


Fig. 4 - KS-19245, List 1 Telephone Answering Set with Accessories