

Reg. U. S. Pat. Off.
Nos. 2,529,069 2,855,461

EXECUTONE, INC.
PRINTED IN U. S. A.

Postage
Will Be Paid
by
Addressee

No
Postage Stamp
Necessary
If Mailed in the
United States

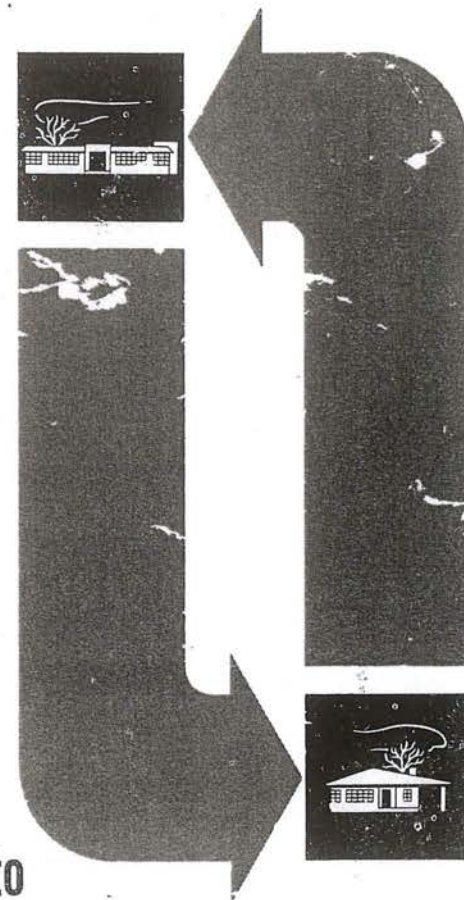
BUSINESS REPLY CARD

First Class Permit No. 26583 (Sec. 34.9 P. L. & R.) New York, N. Y.

**SPECIAL EDUCATION DIVISION
EXECUTONE, INC.**

29-10 Thomson Ave.,
Long Island City, N.Y. 11101.

TCI Library | www.telephonerecordings.info



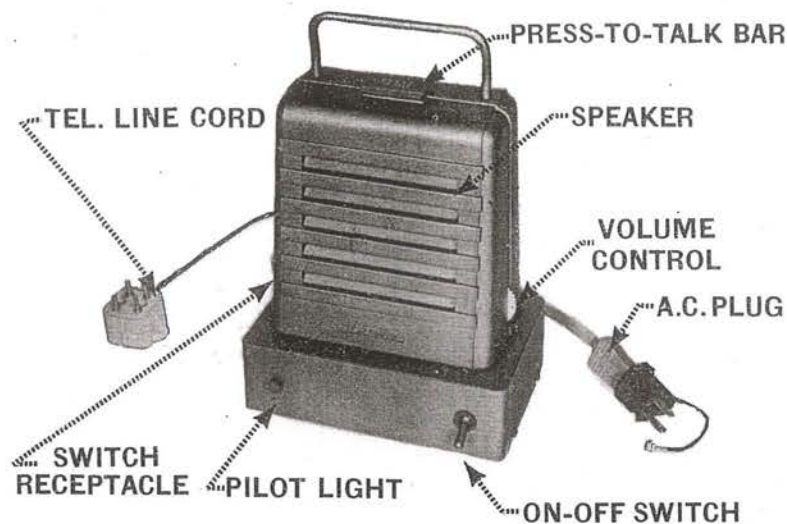
How to
operate the



**SCHOOL-TO-HOME
EQUIPMENT**

Executone inc.

29-10 Thomson Ave., Long Island City, N.Y. 11101.



HOW TO OPERATE THE SCHOOL-TO-HOME EQUIPMENT

The Model F182 Home Station and School Station are each equipped with a Press-to-Talk Bar on the top and a Volume Control disc on the lower right side. An On-Off Power Switch which illuminates a Pilot light is located on the Power Supply unit attached to the base of the Home Station and the School Station, (in some cases in the school, the Power Supply unit may be located in the principal's or custodian's office or switchboard room).

1. To Activate the System at both the School Station and the Home Station, the plugs must be inserted in the telephone jacks. Insert AC plug into wall outlet. The Power Switches must be turned on and the Volume Control discs must be adjusted to the desired level by rotating them in either direction. Power Switches at both stations can be turned off at the end of the day.

2. In the Home—Normally, the direction of voice transmission is from the School Station to the Home Station so that the shut-in child can listen to the teacher and class. To address the class, the shut-in student merely depresses the

Press-to-Talk Bar on his station, reversing the direction of voice transmission which enables him to be heard in the class. When he has finished talking, the shut-in releases his Press-to-Talk Bar so that he can continue to listen to the teacher and classroom discussion.

3. In the Classroom the teacher and classmates have two-way conversation with the shut-in student from any part of the room. It is not necessary for the teacher to manipulate the Press-to-Talk Bar on the Classroom Station at any time except *when it is necessary to interrupt the shut-in student*. Pressing the School Station Talk-Bar enables the teacher to break in on the shut-in while he is talking. The only other operation necessary in the Classroom Station is to remove the plug from the telephone jack at the end of the class period so that a fellow student can carry the portable Classroom Station to the next class (this is only necessary in multiple classroom installations). Privacy in the classroom may be achieved by turning off the Power Switch at the Classroom Station or pulling the plug out of the telephone jack. For small group discussions, the

Classroom Station attached to an 8 foot cord can be placed on a table or grouping of desks around which several students are seated.

4. For Maximum Audibility—When plugged in and turned on, the School Station will pick up all sound within the classroom—desired conversations and normal background noises. Extraneous background noises can be minimized if teacher and students cooperate by facing the Classroom Station while speaking distinctly in a clear voice and by keeping unnecessary noises at a reasonable minimum. For clarity, the Volume Control at the Home Station should be set at the lowest level allowing audibility of desired conversation.

5. Remote Press-to-Talk Switch—An optional accessory Model M518X is available for use at the Home Station in cases where, because of a disability, the shut-in student is unable to operate the Press-to-Talk Bar. Plugged into the F182 Home Station, and placed within easy reach, this geriatric switch attached to a 6 foot cord can be activated by slight pressure from any part of the body. Press to talk—Release to listen.

Notes:

(A) Where more than one Classroom

Station is available for use in a single system (for convenience where classrooms may be located in separate buildings), only one Classroom Station can be plugged into the telephone line jacks at the same time.

(B) When necessary, several shut-in students, each with his own Home Station may be connected to a single School Station in the same class or classes. In such multiple systems, each shut-in participates in the same manner. They can hear and talk to each other and to the teacher and class.

USE THE HANDBOOK, "HOW TO TEACH SHUT-IN STUDENTS BY TELEPHONE"

This booklet, edited by an Advisory Committee of educators, is based on surveys of the use of hundreds of installations. In separate sections, it contains helpful information for class and home teachers, administrators, physicians, parents and shut-ins. To assure effective use of the service, these sections should be carefully read by everyone who will be concerned with its use. Additional copies can be secured from your telephone company or direct from Executone, Inc. by requesting them on the attached Reply Card form.

Gentlemen:

☐ Please send _____ copies of the handbook, "How to Teach Shut-in Students by Telephone."

☐ Please put us on your mailing list.

☐ We will have _____ systems in use this year.

NAME _____ TITLE _____

SCHOOL _____

ADDRESS _____

CITY _____ STATE _____

Name and Address of local telephone company: _____