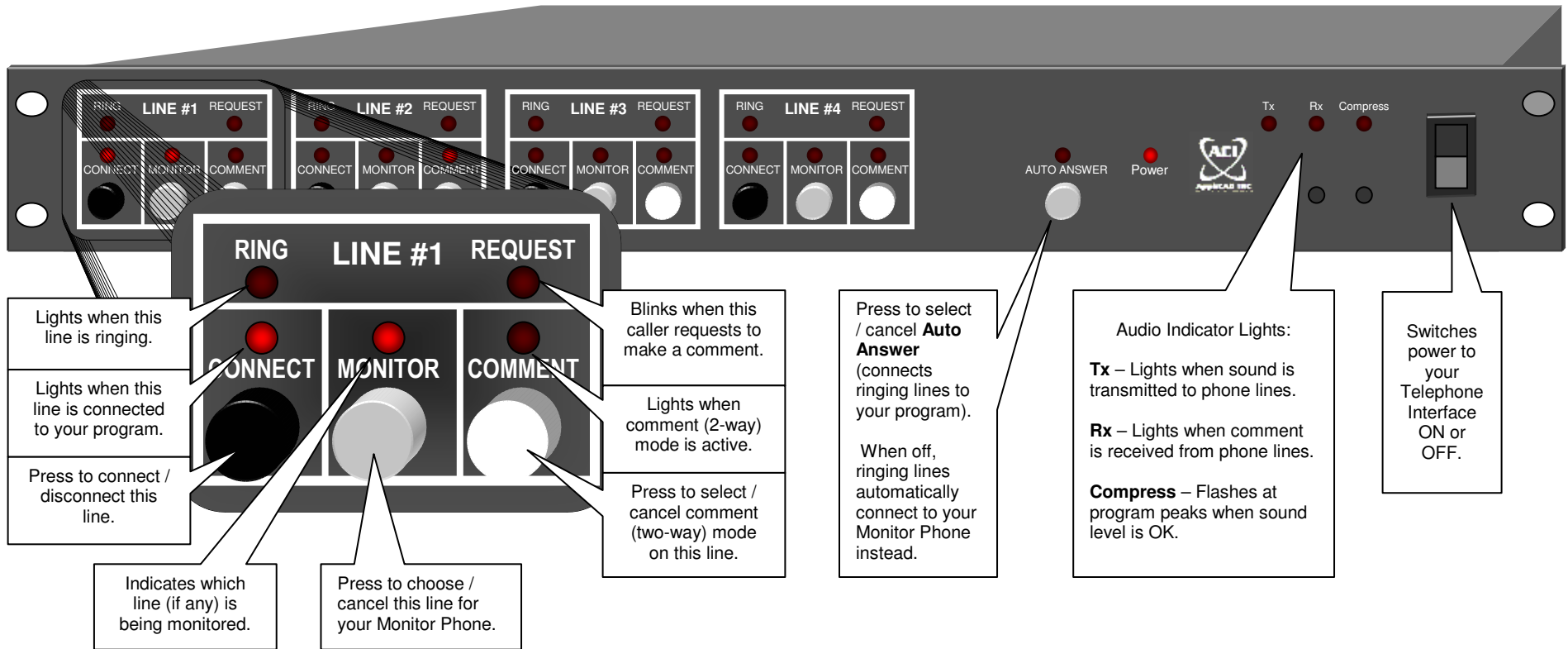


TIF-401 Front Panel Layout

Here's what all the front panel controls do. See the other side of this card for operating instructions.



TIF-401 Operation Card

Refer to front panel layout on reverse side.

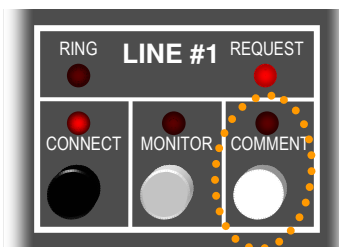
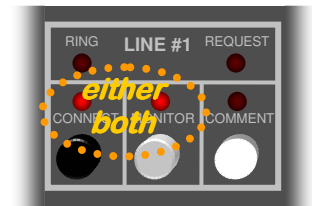


Auto Answer – Choose **AUTO ANSWER** whenever you need to connect callers to the program automatically. To cancel Auto Answer, press its button again.

Manual Answer – When someone calls in with **AUTO ANSWER** off, your phone (the **Monitor Phone**) rings. You can answer and speak with them. The illuminated **MONITOR** LED indicates the line you’re conversing on. To connect the caller to the program, press the **CONNECT** button for that line. You can now cradle the Monitor Phone.

Tip – Playing background music while connecting callers reassures them that they are actually connected. For the same reason, try to have at least one mic or sound source live throughout your program. Otherwise, the resulting “dead air” may be disconcerting to your telephone listeners, who may conclude that something’s wrong.

To keep a party on the line – Either keep them connected to the program, or have them on the Monitor Phone. The **CONNECT** function and the Monitor Phone act like “extensions” on a particular line. As long as either is active, the call on that line stays alive.



When a Telephone Listener Offers a Comment: The **REQUEST** LED for that line blinks. The meeting chairman can recognize the caller and ask for the caller’s comment.

To enable the caller to speak, press the **COMMENT** button under the blinking **REQUEST** LED (it keeps blinking for 10 seconds during the request so you won’t miss it).

After a Caller Concludes their Comment – Press that line’s **COMMENT** button again to end comment mode. The **COMMENT** LED goes out.

To Speak with Any Caller – At any time you can speak to a caller by pressing that line’s **MONITOR** button, and then picking up the Monitor Phone. To silence the program, press that line’s **CONNECT** button. To return the caller to the program, press **CONNECT** to re-connect them *before* you cradle the Monitor Phone.

When a Caller Hangs Up – After about ten seconds, their line’s **CONNECT** LED goes out. They can call back on the same line should their call drop for any reason.

For Confidential Meetings – To prevent telephone listening, cancel **AUTO ANSWER** and don’t connect anyone. Switch power off to disable all **TIF-401** functions, including audio feed to any external device(s) (such as a connected FM transmitter or recorder).