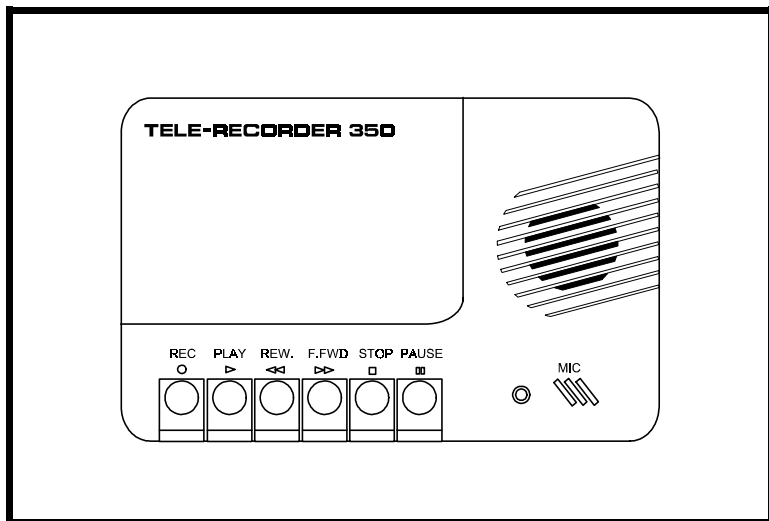


# ***TT SYSTEMS***

## **TELE-RECORDER<sup>®</sup> 350**

### **USER INSTRUCTION MANUAL**



## **FEATURE LIST**

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- DUAL TAPE SPEED (NORMAL AND HALF SPEED)
- ONE TOUCH RECORDING CONTROL
- REWIND / FAST FORWARD
- CUE AND REVIEW
- TAPE PAUSE
- VOLUME CONTROL
- CALL MONITOR FEATURE
- AUTOMATIC END OF TAPE SHUTOFF (PLAY AND RECORD)
- BUILT-IN MICROPHONE FOR NON-PHONE RECORDING
- POWER INDICATOR LED
- AC OR BATTERY OPERATION (BATTERIES NOT INCLUDED)
- EARPHONE JACK FOR PRIVATE LISTENING
- BUILT-IN MODULAR TELEPHONE CONNECTION
- FCC APPROVED
- UL / CSA APPROVED POWER ADAPTER INCLUDED
- SUPPLIED WITH 60 CASSETTE TAPE, AND MODULAR TELECORD

## GENERAL INFORMATION

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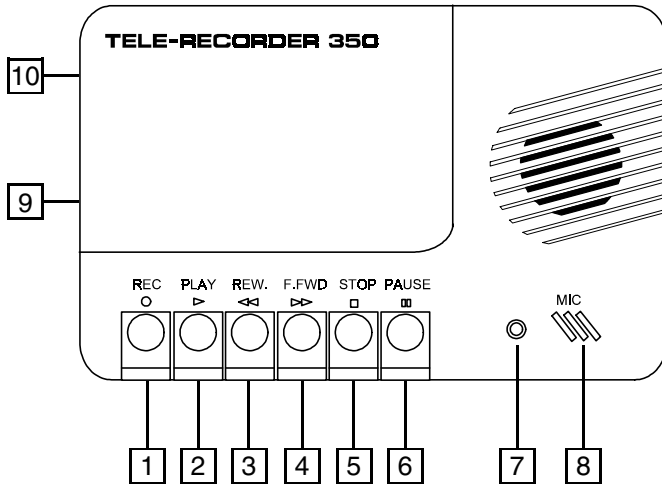
The TELE-RECORDER<sup>®</sup> 350 allows you to make automatic taped records of all your phone calls.

- The TELE-RECORDER<sup>®</sup> 350 is compact, and is simple to install, just plug into existing modular telephone jack.
- TELE-RECORDER<sup>®</sup> 350 can be powered by a AC power adapter (supplied), or with four AA size batteries (not supplied).
- C-60 cassette tape, and modular telecord included.
- The TELE-RECORDER<sup>®</sup> 350 will automatically start recording your telephone conversation whenever the telephone handset is picked up to answer or make a call.
- The TELE-RECORDER<sup>®</sup> 350 cassette tape will automatically stop when the telephone handset is hung-up.
- The TELE-RECORDER<sup>®</sup> 350 can be used with most telephones including KSU type multi-line systems if installed as per the instructions found in this manual.

# CONTROL FUNCTIONS

FIGURE 1

TOP PANEL CONTROLS



1. RECORD BUTTON
2. PLAY BUTTON
3. REWIND BUTTON
4. FAST FORWARD BUTTON
5. STOP BUTTON

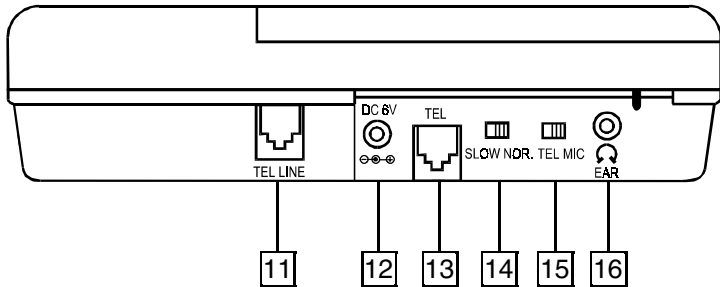
6. TAPE PAUSE BUTTON
7. POWER INDICATOR LED
8. BUILT-IN CONDENSER MICROPHONE
9. CASSETTE TAPE COMPARTMENT
10. VOLUME CONTROL

## CONTROL LOCATIONS - continued

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FIGURE 2

### REAR PANEL CONTROLS



- 11. TELEPHONE LINE JACK
- 12. 6V DC POWER JACK
- 13. TELEPHONE JACK

- 14. TAPE SPEED CONTROL
- 15. TEL / MIC SELECT
- 16. EARPHONE JACK

## BATTERY INSTALLATION

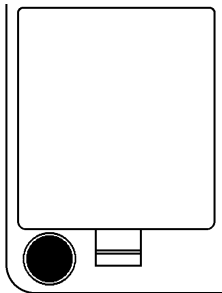
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Four 1.5 volt, AA size batteries can be used instead of the AC power adapter supplied with the TELE-RECORDER® 350.

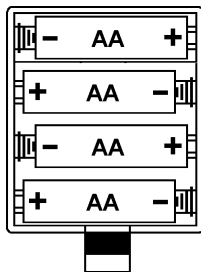
- Remove the battery compartment cover located on the bottom surface of the unit.
- Insert 4 AA size alkaline batteries, making certain to insert each battery in the correct direction. Be sure to observe the correct polarity markings which can be found inside the battery compartment. (See Figures 3 and 4).
- If the TELE-RECORDER® 350 is to be stored for long periods of time, or mainly used with the external AC power adapter, remove the batteries to prevent leakage.

### BATTERY COMPARTMENT VIEW

**FIGURE 3**



**FIGURE 4**



## **IMPORTANT BATTERY INFORMATION**

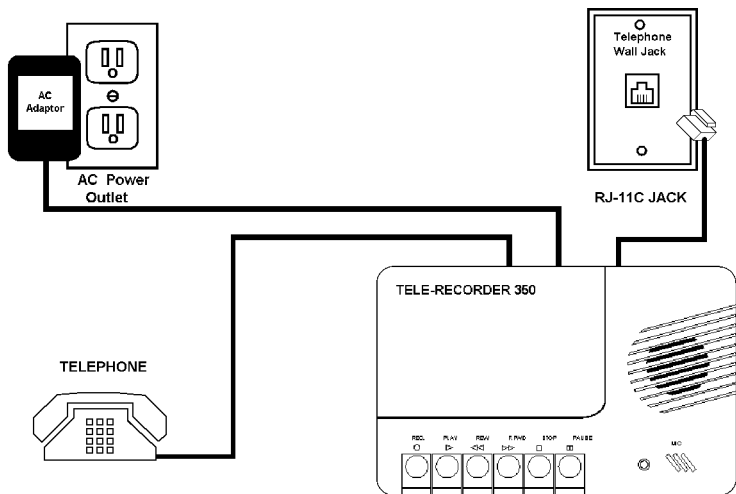
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- Use only the type of batteries specified.
- Do not mix old and new batteries in this product.
- Do not dispose of the batteries in a fire which may cause the cell to explode. Check with local codes for possible special disposal instructions.
- Do not open or mutilate the batteries. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
- Exercise care in handling batteries in order not to short the battery with conducting materials such as rings, bracelets and keys. The battery or conductor may overheat and cause burns.

# INSTALLATION INSTRUCTIONS

FIGURE 5

## SINGLE LINE TELEPHONE LINE HOOKUP



The TELE-RECORDER<sup>®</sup> 350 must be connected to the same telephone line that you want to record.

- All conversations can be recorded from any extension telephone connected to the same telephone line as the TELE-RECORDER<sup>®</sup> 350.

## **INSTALLATION INSTRUCTIONS - continued**

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- Locate existing RJ-11 modular wall jack and confirm that it is connected to the phone line you are going to record. (See Figure 5)
- Remove your telephone line cord from the wall jack, and plug it into the **TEL LINE** jack located at the rear of the TELE-RECORDER® 350.
- Plug one end of the modular line cord supplied with the TELE-RECORDER® 350 into the **TEL** jack located in the rear of the unit.
- Plug the remaining end of the modular telephone line cord into the RJ-11 modular wall jack.

### **CONNECTING TO MULTI-LINE TELEPHONE SYSTEMS**

The TELE-RECORDER® 350 can be used with multi-line telephone systems. Conversations can be recorded from any multi-line extension telephone that is connected to the same telephone line as the TELE-RECORDER® 350.

- A modular jack must be installed on the telephone company side of your multi-line telephone system.
- Locate the existing modular wall jack that is connected to the phone line you are going to record telephone conversations.
- Unplug the telephone system modular line cord from the modular wall jack.

## **INSTALLATION INSTRUCTIONS - continued**

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- Plug the modular line cord from your telephone into the **TEL LINE** jack located at the rear of the TELE-RECORDER® 350.
- Plug one end of the modular line cord supplied with the TELE-RECORDER® 350 into the **TEL** jack located in the rear of the unit.
- Plug one end of the modular telephone cord supplied with the TELE-RECORDER® 350 into the **TEL** jack located in the rear of the unit.
- Plug the remaining end of the modular telephone line cord into the modular jack.

# CONTROL FUNCTIONS

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## 1. RECORD

Depressing the **REC** key engages the cassette tape deck mechanism as well as the recording circuitry to create clear, precise recordings. Built-in Automatic Record Level (ARL) circuitry eliminates the need for additional recording controls.

**IMPORTANT:** Prior to depressing the **REC** key, make sure that a tape (with it's record tab intact) has inserted into the cassette compartment.

- When the tape reaches it's end, recording will stop and the **REC** key will automatically disengage. Rewind the tape to resume normal operation.

## 2. PLAY

Depressing the **PLAY** key engages the cassette tape deck mechanism and playback circuitry for the flawless reproduction of previously recorded tapes.

- When the tape reaches it's end, playback will stop, and the **PLAY** key will automatically disengage. Rewind the tape to resume normal operation.

## **CONTROL FUNCTIONS - continued**

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### **3. REWIND KEY**

Depress the **REWIND** key to rapidly rewind a cassette tape to the beginning or any previous point.

Depress the **STOP** key to stop the tape at the desired location.

**IMPORTANT:** The **STOP** key must be pressed to disengage the **REWIND** key after a tape has finished rewinding to the beginning of the tape.

### **4. FAST FORWARD**

Depress the **F.FWD** key to rapidly advance the cassette tape to any stop the tape at the desired location.

**IMPORTANT:** The **STOP** key must be pressed to disengage the **F.FWD** key after a tape has finished fast forwarding to the end of the tape.

### **CUE / REVIEW**

The TELE-RECORDER® 350 has cue and review features that can be used when reviewing recordings.

## CONTROL FUNCTIONS - continued

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During playback of the tape, the **REWIND** or **F.FWD** key can be partially depressed to rewind or fast forward the tape slowly while reviewing a recorded tape.

### 5. STOP

Depressing the **STOP** key will stop the motion of the cassette tape at any point on the tape. This places the recorder in a standby mode, awaiting further action by the user.

### 6. PAUSE

Depressing the **PAUSE** key once stops the forward motion of the cassette tape instantaneously during playback or record operation.

- Depressing the **PAUSE** key a second time resumes tape operation.

### 7. POWER INDICATOR LED

The **POWER INDICATOR LED** illuminates whenever any tape function key is depressed. This confirms the recorder is connected to a AC power source and is ready for operation.

- In battery powered mode, the **POWER INDICATOR LED** functions only when the tape is moving.

## CONTROL FUNCTIONS - continued

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### 8. BUILT-IN CONDENSER MICROPHONE

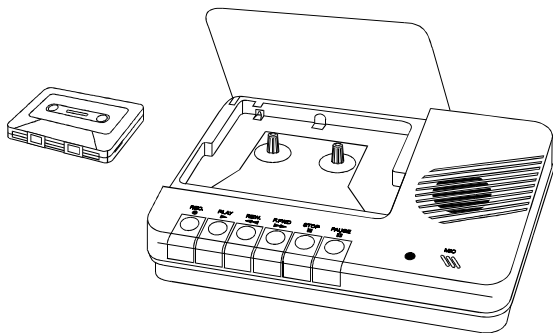
The sensitive built-in condenser microphone allows conference and memoranda recording without using an external microphone.

- To record through the microphone, set the **TEL MIC** switch located at the rear of the unit to the **MIC** position.

### 9. CASSETTE TAPE COMPARTMENT

The cassette tape compartment houses the cassette tape. When removing or installing a cassette tape, make certain none of the tape deck function buttons are depressed.

**FIGURE 6**



## CONTROL FUNCTIONS - continued

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- Open the cassette tape compartment cover and insert a blank tape cassette. The exposed tape side of the cassette must be facing toward the front of the unit.
- Confirm that the cassette tape is properly seated, before closing the cassette tape compartment cover.

### 10. VOLUME CONTROL

To hear your calls while in playback mode, adjust the rotary **VOLUME** control located on the left side of the TELE-RECORDER® 350 to a point between the **MIN** and **MAX** positions.

- When playing back previously recorded tapes, adjust the **VOLUME** control to a comfortable level.

**IMPORTANT:** The **VOLUME** control must be set to minimum position if you plan to speak on a nearby extension telephone while recording from the telephone line. Failure to do so may result in audio feedback being introduced into the telephone line during the recording of your conversation.

### 11. TELEPHONE LINE JACK

The **TEL. LINE** jack located at the rear of the unit is used to connect the TELE-RECORDER® 350 to the telephone line.

## CONTROL FUNCTIONS - continued

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- Plug one end of the modular telephone cord (supplied) into the TELE-RECORDER® 350 **TEL. LINE** jack.
- Plug the remaining end of the modular telecord into any modular jack that is connected to the telephone line to be recorded.

### 12. DC 6V POWER JACK

The **DC 6V** jack is provided to operate the TELE-RECORDER® 350 from the supplied 6 volt DC power adapter.

### 13. TELEPHONE JACK

The **TEL** jack located on the rear control panel of TELE-RECORDER® 350 is used to plug your telephone into if an additional modular jack is not available.

### 14. SLOW NOR TAPE SPEED SWITCH

The **SLOW NOR** switch located on the rear control panel of the TELE-RECORDER® 350 is used to select either normal or slow tape speed.

- When additional recording time is required, set the **SLOW / NOR** switch to the **SLOW** position. This increases the recording capacity of the supplied C-60 tape to approximately 60 minutes per side.

## CONTROL FUNCTIONS - continued

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- Tapes recorded with the **SLOW NOR.** switch set to the **SLOW** position must be played back on the TELE-RECORDER® 350 to assure acceptable legibility.
- Use a cassette tape larger than a C-90 is not recommended. Larger tapes such as the C-120 have very thin and may break easy or cause damage to the tape drive mechanism.

### 15. TEL MIC SWITCH

The **TEL MIC** switch is located on the rear control panel of the TELE-RECORDER® 350. The **TEL MIC** switch is used to select either the built-in microphone or the telephone line as a recording source.

- Set the **TEL MIC** switch to the **MIC** position to record from the built-in microphone.
- Set the **TEL MIC** switch to the **TEL** position to record from the telephone line.

### 16. EARPHONE JACK

Optional earphones (not included) utilizing a 1/8" phone plug may be inserted into the **EAR** jack for private listening.

# OPERATING INSTRUCTIONS

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## RECORDING USING THE BUILT-IN MICROPHONE

The TELE-RECORDER® 350 has a built-in microphone and can be used as a regular tape recorder. Open the cassette tape compartment cover and insert a blank tape.

- Set the **SLOW NOR** switch to the **NOR** position. If extended recording time is require, set the **SLOW NOR** switch to the **SLOW** speed position.
- Set the **TEL MIC** switch located at the rear of the unit to the **MIC** position.
- Depress the **REC** key to start recording. Depress the **STOP** key to stop recording.

**IMPORTANT:** When playing back your recording, set the **TEL MIC** switch to the **TEL** position.

## RECORDING FROM THE TELEPHONE LINE

**IMPORTANT NOTE:** DO NOT USE THE TELE-RECORDER® 350 ON A PARTY LINE, SINCE IT WILL RECORD THE CONVERSATIONS OF ALL PARTIES. THIS WOULD BE UNLAWFUL. FEDERAL LAW REQUIRES THE CONSENT OF ALL PARTIES IN A CONVERSATION BEFORE THE CONVERSATION CAN BE RECORDED. CHECK YOUR STATE AND LOCAL REGULATIONS FOR FURTHER GUIDELINES.

## OPERATING INSTRUCTIONS - continued

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When recording from the telephone line, the **TEL MIC** switch located at the rear of the unit must be set to the **TEL** position.

- Set the **SLOW NOR** switch to the **NOR** position for normal tape speed. If extended recording time is required, set the **SLOW NOR** switch to the **SLOW** position for half tape speed.
- Set the rotary **VOLUME** control to its minimum (counter-clockwise) position if you plan to speak on a nearby extension telephone while recording from the telephone line.
- If you wish to monitor a call while it is being recorded, you can adjust the **VOLUME** control to a comfortable level.
- If you are speaking from a telephone located near the TELE-RECORDER<sup>®</sup> 350, set the **VOLUME** control to the minimum position. This will prevent audio feedback (a squealing sound) from occurring.
- Depress the **REC** key to place the TELE-RECORDER<sup>®</sup> 350 into automatic telephone record mode. Depress the **STOP** key to cancel automatic record mode.
- The TELE-RECORDER<sup>®</sup> 350 will start recording when the handset of any telephone connected to the same line is picked up.
- The TELE-RECORDER<sup>®</sup> 350 will stop recording when the telephone handset is hung up.

## OPERATING INSTRUCTIONS - continued

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- When the tape is full, the end of tape autostop will automatically disengage the **REC** key. The TELE-RECORDER® 350 will stop recording and go to standby mode. The tape must be rewound and reviewed before additional recording can occur.

### PLAYBACK

When playing back recordings from the cassette tape, the **TEL MIC** switch located at the rear of the unit must be set to the **TEL** position.

- Depress the **REWIND** key to rewind the tape as much as necessary to listen to all your recording.
- Rewind your tape to the beginning to assure that you have not missed any recordings.
- Depress the **STOP** key before depressing the **PLAY** key to listen to your recordings.
- If necessary, adjust the **VOLUME** control to a comfortable listening level.
- During playback of the tape, the **REWIND** or **F.FWD** key can be partially depressed to rewind or fast forward the tape slowly.
- When you have finished listening to your recordings, rewind the tape to the beginning. As you make new recordings, the old recordings will be replaced.

## MAINTENANCE

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Periodically clean the TELE-RECORDER® 350 tape heads, guides and pinch roller with a soft or a cotton swab moistened with denatured alcohol.

- Tape heads and guides also become magnetized over a period of time, and should be demagnetized periodically using a commercially available head demagnetizer.
- When cleaning the cabinet, use a soft cloth slightly dampened with a mild solution of detergent and water. Never use scouring pads, scouring powders, harsh chemicals or petroleum product.
- Weak batteries can leak and cause corrosion. If the recorder won't be used for a long period of time or if it is to be used extensively with an external AC adapter, remove the batteries.
- Extended use of this unit in areas of extreme heat or humidity should be avoided.

# IMPORTANT SAFETY INSTRUCTIONS

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- 1 When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:
- 2 Read and understand all instructions.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
- 6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 8 This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
- 9 Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
- 10 Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
- 11 Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 12 To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassemble can cause electric shock when the appliance is subsequently used.
- 13 Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions :
  - a. When the power supply cord or plug is damaged or frayed.
  - b. If liquid has been spilled into the product.
  - c. If the product has been exposed to rain or water.
  - d. If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified

technician to restore the product to normal operation.

- e If the product has been dropped or the cabinet has been damaged.
  - f If the product exhibits a distinct change in performance.
- 14 Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
  - 15 Do not use the telephone to report a gas leak in the vicinity of the leak.

## **BATTERY CAUTIONARY INSTRUCTIONS**

**CAUTION: To Reduce the Risk of Fire or Injury to Persons, Read and Follow these Instructions.**

1. Use only the following type and size battery.
2. Do not dispose of the batteries in a fire. The cell may explode. Check with local codes or possible special disposal instructions.
3. Do not open or mutilate the battery. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
4. Exercise care in handling batteries in order not to short the battery with conductors such as rings, bracelets, keys. The battery or conductor may overheat and cause burns.
5. Do not attempt to recharge the batteries provided with or identified for use with this product by heating them. The battery may leak corrosive electrolyte or may explode.
6. Do not attempt to rejuvenate the batteries provided with or identified for use with this product by heating them. Sudden release of the batteries electrolyte may occur causing burns or irritation to eyes or skin.
7. All batteries should be replaced at the same time. Mixing fresh and discharged batteries could increase internal cell pressure and rupture the discharged batteries.
8. When inserting batteries into this product, the proper polarity or direction must be observed. Reverse insertion of batteries can cause charging, and that may result in leakage or explosion.
9. Remove the battery from this product if the product will not be used for a long period of time (several months or more) since during this time the battery could leak in the product.
10. Discard dead batteries as soon as possible since dead batteries are more likely to leak in a product.
11. Do not store this product, or the battery provided with or identified for use with this product, in high temperature areas. Batteries that are stored in a freezer or refrigerator for the purpose of extending shelf life should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature prior to use after cold storage.

## FCC INFORMATION

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This equipment has been registered with the Federal Communications Commission for direct connection to the telephone network only via telephone company installed jacks. FCC regulations require that upon request of the telephone company, you should supply the FCC registration number and ringer equivalence number (REN), which can be found on the bottom of the unit.

If you have either a party line or pay telephone, the telephone company will not allow installation of the because it will not work correctly with these types of equipment.

Should the equipment cause harm to the network, the telephone company shall, if possible notify the customer that the discontinuance of service may be required. However, where prior written notice is not possible, the telephone company may temporarily discontinue service without notice, if such action is necessary under the circumstances.

The telephone company may make changes in its communications facilities, equipment, and operations procedures, where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations of the Federal Communications Commission.

If trouble is experienced, disconnect this equipment from the telephone line to determine if it is causing the malfunction. If the equipment is determined to be malfunctioning, its use shall be discontinued until the problem has been corrected.

## FCC INFORMATION - continued

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Under the FCC registration program, no customer is authorized to repair this equipment. This applies to equipment both in and out of warranty. If such unauthorized repair is performed, the registration of the equipment will be null and void. If the equipment is still in warranty, the remainder of the warranty period will also be null and void.

It is the responsibility of users requiring service to report the need for service to TT Systems LLC. They will make the necessary arrangements for repair or replacement.

Should you have any questions about the operation of your TELE-RECORDER® 350, please call 914-968-2100, between the hours of 9:00 A.M. to 12 NOON and 1:00 P.M. to 4:30 P.M. Eastern time, **Monday** through **Friday**. You may contact TT Systems LLC for technical assistance via our Internet Website: <http://www.ttsystems.com>.

# LIMITED WARRANTY

- A. TT Systems LLC warrants that the TR-350 sold by TT Systems LLC within the continental limits of the United States, Hawaii and Alaska, is free from defects in materials and workmanship under normal use and service for the period of ninety days. This warranty is applicable only to the original purchaser of the TR-350, and when accompanied by a sales receipt stating the date of purchase and name of the company from which purchased. This warranty is in lieu of and excludes all other warranties, expressed or implied, including any implied warranty of merchantability or fitness, and of any other obligation on the part of TT Systems LLC.
- B. If the TR-350 shall prove to be defective, then TT Systems LLC shall either replace or repair the TR-350 at its discretion as follows:
1. At no cost to the original purchaser, within 90 days of the date of purchase.
  2. You may return the TR-350 Tele-Recorder with a copy of your proof of purchase and a check or money order for the amount of \$7.50 to cover shipping and handling to:

**TT Systems LLC  
7 Odell Plaza  
Yonkers, New York 10701**

Shipping charges are at the customer's expense.

- C. There is no informal dispute settlement mechanism available.
- D. Some states do not allow limitations on how long an implied warranty lasts, and / or do not allow the exclusions or limitations of incidental or consequential damages, so the above limitations or exclusions may not apply to you.
- E. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.
- F. This warranty does not extend to any TR-350 sold by TT Systems LLC which has been subjected to misuse, neglect, accident, improper application, improper installation or to use in violation of the instructions furnished by TT Systems LLC.
- G. This warranty does not extend to, or apply to any TR-350 which has been repaired or altered by any persons who have not been expressly approved by TT Systems LLC.
- H. TT Systems LLC shall not be liable for any special or consequential damages or for loss or expense directly or indirectly arising from the use of the TR-350 or any inability to use it either separately or in combination with other equipment or from any other cause.
- I TT Systems LLC reserves the right to make changes in the design of the TR-350 and to make additions or improvements to its TR-350 without incurring any obligation to modify any units previously sold.

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