
500 SERIES MICROPHONE STATIONS

STATIONS WITH GOOSENECK MICROPHONES

Announcements

1. Select the area to which the announcement is to be made by pressing and holding the appropriate button on the microphone station.
2. If Red BUSY LED begins to flash when the button is pressed, the portion of the system requested is busy. The station is automatically entered in queue. Release the button.
3. When the station gets to the top of the queue the Green READY LED will flash and beeper will beep four double beeps. Before the four double beeps are completed, press and hold the selected button on the microphone station.
4. Do not start announcement until Green READY LED turns on indicating that system is available.
5. Speak in a normal voice close to microphone. Do not shout. Some stations have a time limit. In those cases, the Green READY LED will begin to flash as a warning 8 seconds before the end of the time limit. If the time limit is exceeded, the announcement will be terminated or cancelled. Any 5 second delay or pause before, during, or at the end before releasing the button will cause the announcement to be terminated or cancelled.
6. Do not release button until finished speaking.
7. Some announcements are recorded, and will not be heard until after button is released.
8. To delete a recorded announcement before it plays back, continue to hold the button for an approximate 5 second silent period (no speech or other sounds reaching the microphone) until the Green READY LED goes off. Announcement will automatically be cancelled.

STATIONS WITH HANDHELD MICROPHONES

Announcements

1. Remove microphone from holder.
2. Select the area to which the announcement is to be made. The most frequently called area will be assigned to the push-to-talk button. For this area, no other button is required. For all other areas press the appropriate button on the microphone station, then press and hold the push-to-talk button.



3. If one or more Red BUSY LEDs begins to flash when the push-to-talk button or the selected button on the microphone station is pressed, the portion of the system requested is busy. The station is automatically entered in queue. Release the button.
4. When the station gets to the top of the queue the one or more Green READY LEDs will flash and beeper will beep four double beeps. Before the double beeps are completed, press and hold the push-to-talk button.
5. Do not start announcement until Green READY LED turns on indicating that system is available. If the push-to-talk button was used to select the area, all four green LEDs will turn on.
6. Speak in a normal voice close to microphone. Do not shout. Some stations have a time limit. In those cases, the Green READY LED will begin to flash as a warning 8 seconds before the end of the time limit. If the time limit is exceeded, the announcement will be terminated or cancelled. Any 5 second delay or pause before, during, or at the end before releasing the push-to-talk button will cause the announcement to be terminated or cancelled.
7. Do not release push-to-talk button until finished speaking.
8. Some announcements are recorded, and will not be heard until after push-to-talk button is released.
9. To delete a recorded announcement before it plays back, continue to hold the push-to-talk button for an approximate 5 second silent period (no speech or other sounds reaching the microphone) until the Green READY LED goes off. Announcement will automatically be cancelled.

ALL STATIONS

Prerecorded messages

1. Press the button to which the message is assigned. It will play back automatically, when the required zones are available.

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