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Instructions Telephone Headset Patch THP-700SY

The THP-700SY is an interface for recorders from telephones and Automatic Call Directors with Headsets. It allows clear recording of both sides of your conversation, and automatically disconnects your headset between calls, allowing you to avoid recording in-room side talk. Only the telephone calls will be recorded. This unit inserts a Beep Tone on the line every 15 Seconds while the call is connected. The output to the recorder is amplified by 21db gain.

The THP-700SY detects an incoming or outgoing call and then connects the headset. An LED on the THP-700SY indicates to the operator that the headset is connected. Also an auxiliary alert tone is heard by the operator. The THP-700SY keeps the headset connected as long as the conversation continues. The headset and the LED will go OFF after an adjustable period of silence (Factory set to 10 seconds, installer adjustable from 5 to 30 seconds delay). Once installed, operation of the THP-700SY is completely automatic, except for a "Talk" switch (labeled RESTART) which allows the user to reconnect the headset if cutoff, for example after a long period "on hold". Every time the headset is reconnected the auxiliary alert tone is heard by the operator.

Three adjustment controls are provided so the installer can adjust the unit if necessary. They are factory set to work with most systems. **It is recommended that they not be changed unless absolutely necessary.** If adjustment is deemed necessary after installation and testing following the instructions below, carefully adjust according to the "Adjustment Controls" and "To Adjust" sections.

Installation: (See diagram)

1. Disconnect headset cord from base of telephone (Dual Pin Plug or Modular Plug).
2. Plug headset cord into dual pin jack on left side of the THP-700SY, or the modular jack on the front of the unit. Connecting two headsets or one handset and a headset simultaneously is not recommended.
3. Insert the modular cord from the rear of the THP-700SY into the modular headset jack on the phone base. If the headset jack is dual pin, use the modular to dual pin adapter (P/N 43174, order if needed).
4. Connect cable going to recorder audio input to the large modular jack (RJ-11) on rear of THP-700SY (audio is on center pair).

Instructions
Telephone Headset Patch
THP-700SY

5. Connect plug-in power supply to power jack on rear of THP-700SY. Plug into any adjacent AC power outlet.
6. If unit does not perform as described, check for proper connection and installation. Call factory (1-800-525-6925) for assistance if necessary.

Operation:

The THP-700SY is almost completely automatic. The only user operation needed is to press the Restart Talk Switch if a long pause in the conversation causes the THP-700SY to cut off the headset. Users should be aware that while the headset is ON, anything said by the user will be recorded. All sounds on the incoming line at any time will also be recorded. To avoid recording private conversations in the room, wait until the LED (Talk Light) goes out.

System Test:

- A. With the LED on the THP-700SY OFF, have someone route a call to your extension.
- B. The headset should connect when the call comes through. Note: An ACD must be programmed to provide an alerting signal such as zip tone so that the operator is aware that a call is coming in.
- C. Carry on a normal conversation. Your headset should remain active, unless there are long periods of silence. If not, simply push the "Talk" switch on the unit.
- D. Now hang up. After 10 seconds of silence, the Talk light on the THP-700SY should go OFF, and your headset should go dead. Now your conversations in the room will not be recorded.
- E. Push the "Restart" switch on the THP-700SY. Your headset should reconnect and you should hear the auxiliary alert tone.
- F. Place an outgoing call. When Dial tone or similar tone is on the outgoing line the Headset should reconnect automatically and you can place the call. Your THP-700SY is now fully tested and ready to use.
- G. If you have problems with the above test, read the directions again carefully, and repeat the test. If the problem persists, adjustment may be necessary. If so, continue with the following directions.

Adjustment Controls:

The adjustment controls are factory preset for standard applications. Once the unit has been installed per the instructions above, they normally should not require adjustment. They should be adjusted only if necessary. They are located as follows, front to back:

- A. Alert Tone & Beep Tone Volume Control - Sets level of the auxiliary alert tone heard by operator, which indicates that a call is coming in, and the Beep Tone. Factory preset at 1/2 volume (CW increases volume). Adjust for comfortable level.

Instructions
Telephone Headset Patch
THP-700SY

B. Time Delay Control - Sets Headset disconnect shut off time delay, from 5 to 30 seconds after talk path goes quiet. Factory preset at 10 seconds (CW increases time).

C. Audio Sensitivity Control - Sets incoming and talk path audio detection sensitivity. Factory preset to a nominal setting for most applications (CCW increases sensitivity). The headset should reconnect automatically and you can place the call.

To Adjust:

The controls are accessible through three small holes in the right side of the THP-700SY. Insert the tip of a paper clip into the slot below the holes and slide back the cover.

Then insert a small screwdriver into the desired hole, and adjust the control as described below. Again, please do not adjust these controls unless necessary.

NOTE: Run test calls through the phone system, not through a test set.

A. Auxiliary Alert Tone

The frontmost control sets the auxiliary alert tone volume. To adjust, simply turn the control until the desired alert tone volume level is reached, clockwise louder, counter-clockwise softer.

B. Time Delay

The second control from the front sets the shutoff time delay. To set this, disconnect the THP-700SY modular cord from the phone base and push the Restart switch. The Talk light will remain ON for the set time period, and then shut OFF. Clockwise increases delay time, from a minimum of 5 to a maximum of 30 seconds. Remember to re-connect THP-700SY modular cord or dual prong plug to the phone when finished.

C. Audio Sensitivity to Connect

The rearmost control sets the audio sensitivity. Do not adjust unless absolutely necessary. Adjustment is required only if unit shuts OFF in the middle of conversations, or if unit never shuts OFF, even when the line is silent for long periods. If adjustment is needed, set control by the following procedure:

- a. Place a call to someone who can assist you, using your headset.
- b. Note position of the time delay control. Turn it fully counter-clockwise, to shorten delay time for the test.
- c. Turn audio threshold control fully counter-clockwise. This increases sensitivity to maximum. Push Restart switch.
- d. With silence on the line, other than normal background noise, slowly turn control clockwise until the Talk light turns OFF. This is the point where line noise will not reset time delay to reconnect the Headset.
- e. Press the Restart switch and carry on a normal quiet conversation. Verify that the Talk light stays ON. Remember the time delay is set short, so pauses in the

Instructions
Telephone Headset Patch
THP-700SY

conversation may turn it OFF inadvertently and invalidate the test. Be sure to talk without pauses for the test.

- f. If the Talk light goes OFF during normal conversation, turn the control slightly counter-clockwise increasing sensitivity. If the Talk light never turns OFF, even with silence on the line, turn the control slightly clockwise, until a proper balance is reached.
- g. Return the time delay control to its original position. The adjustments are complete.

Instructions Telephone Headset Patch THP-700SY

