

# Telephone Reader Step-by-Step: At Home

## Set Up

1. Plug in the keypad and wait at least one minute for it to charge, OR plug the headset into the headphone jack of your phone.
2. Read the ***Instruction Sheet*** for the assignment you are reading. This sheet tells you where to begin, what to read, what not to read, which category and article numbers to use, etc.
3. Scan your assigned reading material to decide which article to begin with, look for odd headlines, difficult pronunciations, marked-out articles, etc.
4. Dial any of the following TR access numbers. If you get a busy signal or cannot get through, try a different number or try again in a few minutes. There are a limited number of users per line.
  - Kansas City Metro area **913 897 8787**
  - Topeka area **785 887 8025**
  - Lawrence area **785 864 7474**
  - Springfield area **417 719 1125**
  - Anywhere **800 335 1221**
5. When the system answers, enter **8462** to indicate that you are a reader.
6. Enter the *Real System ID* number for home readers: **1144**
7. Enter the *Security Code* for home readers: **1144**

## Recording

1. Enter the PUBLICATION NUMBER listed on your instruction sheet (this will be a one or two-digit number).
2. The publication number will be repeated back to you, press any key (except #) to begin the recording process.
3. Enter the four-digit message number. This is the first of the four-digit numbers assigned to your section of the paper.
4. The message number will be repeated back to you, press 1, wait for the beep and begin reading.
5. At the end of the article, press 4 to PAUSE the system.
6. You now have two choices:
  - a) For additional articles within this section of the paper, press 7. The system will move to the next consecutive number, repeat it to you, press 1 to record it. Do this for each article within the section.
  - b) For articles in a different section of the paper, press 6. Enter the four-digit message number for the section you want to read. Continue with steps 6-8 until you complete your reading assignment.

## Correcting Mistakes

- Press 4 to PAUSE the system as soon as you make the mistake.
- Press 2 to REWIND your recording by 10 seconds for each push.
- Press 3 to PLAYBACK your recording.
- Press 4 to PAUSE the system where you want to start recording again.
- Press 4 again to CONTINUE RECORDING.

## When You Are Finished

1. Press the # key to exit the system.
2. Press the on/off button to turn off the keypad.