



Telephone Reader

AUDIO-READER

Sharing the Gift of Sight Through Sound

What is Telephone Reader?

Telephone Reader is a dial-in newspaper and magazine service for the blind and print-disabled. You will be reading for a group of listeners who, in most cases, have no other access to newspapers or the other publications available on Telephone Reader.

How Does It Work?

Everyday Audio-Reader volunteers record articles from the *Kansas City Star* and other publications. These recordings become digital files available through the telephone. Because the content is categorized, listeners can navigate directly to any article in any category, can skip articles, can move forward or backward in an article, speed up or slow the reading, and change the volume.

Most of our assignments are sections of daily newspapers, which need to be recorded from 6-10 am weekdays and 6-11 am on weekends.

Listening to Telephone Reader

It can be instructive to listen to your recording. Audio-Reader recommends that you dial in and listen to portions of your first few recordings. To listen for six minutes on a demonstration basis, call 785-864-7474, 785-887-8025 or 913-897-8787 and enter code **5887**.

Once you are connected follow the menu options to find the thing you read.

When *listening* to an article, you can do the following:

- Press **1** to return to the beginning of the article
- Press **2** to skip to the next article
- Press **6** to hear the last article in the category
- Press **0** to exit the category
- Press ***** to exit the publication
- Press **#** to exit Telephone Reader

Telephone Reader Guidelines

- Read your open ONLY at the beginning of your first article in each section.
- Do not give section/page/heading/story location information for each article. Readers find it EXTREMELY annoying.
- Never read advertisements unless they are specifically assigned by staff.

Describe accompanying photos, graphs or charts after reading the article and begin with the caption.

- Do not editorialize, comment on what you read, or mock the writer or the content. Do not use character voices or unnatural dialects. You are the messenger, not the message!
- Avoid long pauses and audible breaths as you begin an article. Take a deep breath and THEN press record.
- Read in a relaxed, engaged manner. If you enjoy your reading, your listeners will enjoy it, too.
- Do not read too QUICKLY. Our listeners want to hear what you are reading. Do not read too SLOWLY, either. You have a lot of content to read. Read at a comfortable pace, but keep it moving.
- If a noise or long pause occurs while you are recording, re-record that section. But do not try to be perfect. Do the best you can while reading at a comfortable pace. If you mispronounce something, you can correct it “on air” and keep going. You only need to go back and correct long pauses, really annoying errors, or loud noises.
- In stories with quotations, do NOT read the quotation marks.

Home Reader Frequently Asked Questions

Q: I plugged in my landline equipment and pressed the 'On-off' button on the front. Why don't I hear a dial tone?

A: These headsets draw from the telephone line. The first time (or anytime you unplug the headset for a period of time) you plug in the headset, it takes a minute to charge. When you first plug it in, you need to leave the headset to charge for about two minutes before pressing the 'On-off' button.

Q: I dialed in to read from home but I cannot get connected -- the system just keeps ringing and ringing. What should I do?

A: Try a different access number and/or wait 10 minutes and try again. Each phone number has a limited number of lines available. In the mornings there may be more volunteers calling in to record than there are lines. After trying different numbers and waiting 10 minutes and you still can't connect call Audio-Reader at 785-864-4600, there may be a problem with the system.

Q: I was recording from home and suddenly lost my connection to the system. What happened?

A: Your call was dropped, this is especially common with mobile phones. If this happens, wait 10 minutes and try to reconnect. Enter the four-digit number of the article you were reading and press **2** to append to the end of the article. That will put your pointer where you stopped reading. Press **4** to resume reading at that point and finish the article.

Q: I am no longer interested in reading for Telephone Reader. What do I do with my headset?

A: Please return your headset to Audio Reader. You can mail it to:

Audio Reader Network
1120 West 11th Street
Lawrence, KS 66044