
**The Take or Place N' Talk Series
#8701-P, 8702-P, 8703-P & 8704-P**

USER'S GUIDE

For Technical Support:

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Learning through actions – that is what our **Talk or Place N’ Talk Series** devices strive to achieve. There are five different models available to suite your needs. Each is a self-contained device which allows the user to record 4 different messages of up to five seconds each. You then play the message back by removing an item, or placing an item (of your choice) from/into one of the light sensitive compartments (photocells). Recessed compartments on the front panel of the unit can be used for placement of pictures, symbols, or objects (objects cannot be translucent/clear or white). The wall mounted models (#8701 and #8703) come complete with Velcro attachment sites within each compartment and wall mounting accessories. **All Take or Place N’ Talks come with a free suggested activities list that may be used to assist in developing IEP goals and objectives.**

Operation:

1. Carefully turn unit over and remove the small screw from the battery compartment. Slide the battery compartment cover off. Observing proper polarity, install four AA batteries into the holder. Use alkaline batteries only (e.g. Duracell or Energizer brand). Do not use rechargeable batteries or any other type of batteries because they supply lower voltage and the unit will not perform properly. Never mix old and new batteries together or different brands or types together. Replace the battery compartment cover and replace the screw.
2. Turn the unit on by turning the ON/OFF/VOLUME knob (black knob) clockwise. It will click into the on position. Make sure to turn it to an audible volume level.
3. You may hear some of the “test recordings.” This is all right. It is due to the light hitting the photocells. Do not worry.
4. It is very important that the photocells (the small dot in the middle of each compartment) be covered while trying to record. This usually can be accomplished simply by turning the unit over. If there is a lot of light in the room, and/or if there is a lot of movement in the room, you may need to cover the photocells in a more secure manner (i.e. tape colored paper over the photocells, etc.)
5. To record, simply press and hold the “RECORD” button (labeled “REC”) while simultaneously holding down one of the black buttons next to it. While continuing to hold the buttons down, speak your message. You should speak in a normal volume with your mouth approximately 6-8 inches from the microphone (the small black felt-like circle). Release both buttons when you finish recording. Record on the other buttons in the same way. You have 5 seconds for each recording so plan accordingly.
6. Once you have finished recording, turn the unit back over. Again, you may hear some of the messages play. This is simply due to the light hitting the photocells. Do not worry.
7. Now place your pictures, symbols, objects, etc. into the compartments. There are Velcro attachment sites provided with the two wall mounted models. Clear/translucent items (including skin) and white items WILL NOT WORK with these photocells. Use something that will completely cover the photocell and not allow light in.
8. You can choose to either have the recordings play when you TAKE an object from the compartment OR when you PLACE an object in the compartment. The toggle switch controls this. One side is for TAKING and the flip side is for PLACING.
9. **If you chose to have the recordings play when you TAKE the object:** When you remove the picture, symbol, item, etc. from the compartment, your message will play back to you. If you remove more than one item at a time, the first photocell exposed to light will be the only one that plays.
If you chose to have the recordings play when you PLACE the object: When you place the picture, symbol, item, etc. in the compartment, your message will play back to you. If you

place more than one item at a time, the first photocell cut off from the light supply will be the only one that plays.

10. You can then place the item back into the compartment, or remove it from the compartment again, if you choose.
11. The unit will retain recorded information indefinitely. Previously stored information will be erased only when a new recording is performed.
12. Playback volume can be adjusted using the “ON/OFF/VOLUME” control knob (black knob).

Important Notes:

- The memory of this unit is capable of holding up to a total of 20 seconds of speech information. This allows for 5 seconds per compartment. Please plan accordingly.
- Subdued/dim lighting may cause erratic operation. Normal room lighting is best. DO NOT leave in direct sunlight, as this will irreversibly damage the photocells and void out your warranty.
- Please take caution not to spill anything on the photocells, or expose the photocells to any liquid. When cleaning the unit, wipe around the photocells but do not actually wipe it.
- Do not put excessive pressure on the “REC” button or any of the black buttons.

Troubleshooting:

Problem: The unit fails to operate, or operates incorrectly.

Action #1: Make sure that you are using fresh alkaline batteries and that they are installed according to proper battery polarity.

Action #2: Make sure that the unit is turned up to an audible volume level. If it does seem to be up, you can try to “re-set” the unit by turning it off, waiting about 20 seconds, and then turning it back on.

Action #3: Make sure that the photocells have not been exposed to any liquids and/or direct sunlight.

Problem: The unit plays back the messages, but does not record new messages.

Action #1: Make sure that the batteries are installed according to proper polarity.

Action #2: Make sure that the microphone is not covered up while you are trying to record.

Problem: The sound quality of the recordings is not good.

Action #1: Make sure that you are recording using a normal speaking volume and your mouth is about 6-8” from the microphone. Speaking loudly will cause the sound to resonate.

Problem: The messages are playing erratically.

Action #1: Make sure that the pictures, symbols, items, etc. that you are using are (a) not clear, translucent or white, and (b) that they completely cover the photocell.

Action #2: Make sure that you have not exceeded the 5 seconds per compartment limit. If you do go over the 5 seconds, the messages will bleed over into each other and cause confusion. If this happens, it is best to start over again with recording, as opposed to trying to “fix” the bleed over.

Care of the Unit:

The Take or Place N’ Talks can be wiped clean with any household multi-purpose, non-abrasive cleaner and disinfectant. We recommend Simple Green, which is a non toxic biodegradable all-purpose cleaner. DO NOT CLEAN THE PHOTOCELLS – WIPE AROUND THEM!

Do not use abrasive cleaners, as they will scratch the surface of the unit.

Do not submerge the unit, as it will damage the electrical components.