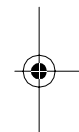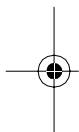Cat. No. 43-747

OWNER'S MANUAL
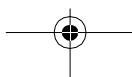
Please read before using this equipment.

TAD-1007

**Multi-User Digital Telephone Answering System
with Day/Time Voice Stamp**

Radio Shack

FEATURES

Your Radio Shack TAD-1007 Multi-User Digital Telephone Answering System with Day/Time Voice Stamp is a sophisticated, fully digital message center that groups recorded messages for up to four different users. The caller can choose to leave a message for a specific person or department.

The TAD stores all messages on a computer chip — there are no tape mechanisms to wear out and no tapes to bother with. This gives you capabilities that tape-based answering machines don't have. For example, you can delete individual messages.

The TAD-1007's 26-minute memory capacity lets you store more messages than many other TADs. And, its unique, space-saving design makes it ideal for any office or nightstand. Your TAD's remote control features let you retrieve messages from almost any touch-tone phone. With an optional pocket tone dialer, you can even use it from a rotary phone.

Your TAD's features include:

Four User Mailboxes — let you store and play back messages for up to four different users.

Voice Time/Day Stamp — announces the time and day when each message was recorded.

User-Selectable 3-Digit Remote Operation Security Code — helps prevent unauthorized remote operation.

Digital Outgoing Message — gives you a clear outgoing message.

Memory Backup — protects messages stored in memory in case of a power failure.

Toll Saver — lets you set the TAD to answer after two rings if there are new messages or four rings if there are not. This lets you hang up before the TAD answers to avoid charges when you call by long-distance to check your messages.

Room Monitor — lets you listen from a remote phone to the room where you installed the TAD.

ANSWER Button — lets you turn the TAD on or off without disconnecting it.

Call/Message Counter — displays the number of messages recorded.

Call Screening — lets you listen to incoming calls so you can decide whether or not to answer.

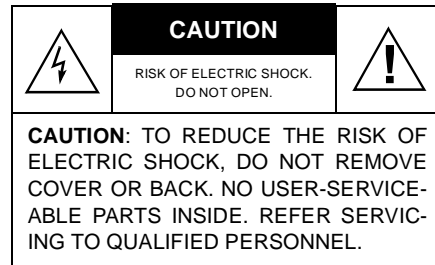**Phone Pick-Up Detection** — automatically stops the TAD if you answer a call after the TAD answers.

DELETE Button — lets you quickly delete messages individually or all at once.

Memo Recording — lets you leave memos for your family, roommates, or co-workers as messages on the TAD.

To take advantage of all the TAD's features, we recommend that you read this manual completely before you use the TAD.

This TAD has been tested and certified to comply with applicable UL and FCC standards.

Warning: To prevent fire or shock hazard, do not expose this product to rain or moisture.

CAUTION

RISK OF ELECTRIC SHOCK.
DO NOT OPEN.

CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE COVER OR BACK. NO USER-SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED PERSONNEL.

This symbol is intended to alert you to the presence of uninsulated dangerous voltage within the product's enclosure that might be of sufficient magnitude to constitute a risk of electric shock. Do not open the product's case.

This symbol is intended to inform you that important operating and maintenance instructions are included in the literature accompanying this product.

3

READ THIS BEFORE INSTALLATION

We have designed your TAD to conform to federal regulations, and you can connect it to most telephone lines. However, each device you connect to the phone line draws power from it. This power draw is the device's Ringer Equivalence Number, or REN. The REN is shown on the bottom of the TAD.
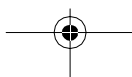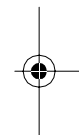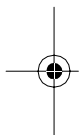
If you use more than one phone or other device on the line, add up all the RENs. If the total is more than five (or three in rural areas), your phone(s) might not ring and your TAD might not answer. If ringer operation is impaired, remove one of the devices from the line.

FCC STATEMENT

Your TAD complies with Part 68 of *FCC Rules*. You must, upon request, provide the FCC registration number and the REN to your telephone company. Both numbers are shown on the bottom of the TAD.

Note: You must not connect the TAD to:

- Coin-operated systems
- Party-line systems
- Most electronic key telephone systems

4

CONTENTS

INSTALLATION

CHOOSING A LOCATION

Select a location that is near a modular telephone jack and an AC outlet.

Your TAD connects directly to a modular telephone line jack. If your telephone wiring does not have a modular jack, you can update the wiring yourself or have the telephone company update it for you.

- Radio Shack stores sell jacks and adapters to convert older wiring methods to modular wiring.

- The telephone company charges to install the necessary jacks.

- The USOC number of the jack to be installed is RJ11C.

CONNECTING TO THE TELEPHONE LINE

To connect the TAD to the phone line, plug one end of the supplied telephone cord into the **TEL LINE** jack on the back of the TAD. Then plug the other end into a modular phone jack.

You can also connect an extension telephone to the **TEL SET** jack on the back of the TAD using a second telephone cord (not supplied).

CONNECTING TO POWER

Insert the supplied adapter's barrel plug into the **AC 9V** jack on the back of the TAD. Then plug the AC adapter's other end into a standard AC outlet.

Caution: Only use an adapter that supplies 9 volts AC, delivers at least 780 milliamps, and has a plug which properly fits the TAD's **AC 9V** jack. The supplied AC adapter meets these specifications. Using an adapter that does not meet these specifications might damage the TAD or the adapter.

When you first connect power, — — flashes on the display while the TAD automatically runs a self-test. You cannot operate the TAD during this test. When the test is complete, the TAD beeps once. **Lo** and **00** alternately flash on the display until you install the backup battery.

INSTALLING THE BACKUP BATTERY

During an AC power failure, a 9-volt battery (such as Cat. No. 23-553, not supplied) provides backup power so the TAD can maintain the correct time and memory information. However, the TAD cannot answer incoming calls and record messages without AC power.

Follow these steps to install the battery.

1. Slide the battery compartment cover (located on the bottom of the TAD) in the direction of the arrow and lift it off.

7

2. Snap the battery's terminals to the connector inside the compartment. Then place the battery inside.

USING RESET

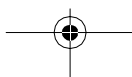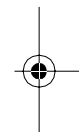If the TAD does not work, press **RESET** on the back of the TAD to reset the answering machine.

Note: The outgoing message and all information stored in memory are deleted when you press **RESET**.

3. Replace the cover

When **Lo** and the number of calls in memory alternately flash on the display, replace the battery. Be sure the AC adapter's cord is plugged in so you do not lose the TAD's stored information.

PREPARATION

SETTING THE DAY AND TIME

The TAD records the day and time of the call with each phone message. Follow these steps to set the day and time.

Notes:

- To avoid having to reset the day and time if AC power is lost, we recommend you install a backup battery before you set the day and time.

- If you do not press a button within 8 seconds at each step, the TAD sounds a three-tone beep and stops setting the day and time.

- The day and time are not set until you complete Step 7.

1. Press and hold **SET** until the TAD beeps. The TAD announces, "Sunday," and **01** flashes on the display.

   Note: If necessary, adjust **VOLUME** at the right side of the TAD to the desired listening level.

2. To change the day of the week, within 8 seconds after releasing **SET**, repeatedly press **REPEAT** to move backward or **SKIP** to move forward until the TAD announces the desired day of the week.

3. Press and release **STOP**. The TAD beeps once and announces the time format, "AM" or "PM."

4. To change the hour, repeatedly press **REPEAT** to move backward or **SKIP** to move forward to the desired hour.

5. Press and release **STOP**. The TAD beeps once to confirm the hour setting.

9

6. To change the minutes, repeatedly press **REPEAT** to move backward or **SKIP** to move forward to the desired minute setting.

   Note: To rapidly change the minutes, press and hold **REPEAT** or **SKIP** until the desired digits appear.

7. After you set the day of the week, the hour, and the minutes, press **STOP** to confirm the settings. The TAD beeps and announces the day and time.

To check the current day/time at any time, press **SET**.

RECORDING THE OUTGOING MESSAGE

Before you can set the TAD to answer calls, you must record the outgoing message (OGM) the caller hears when the TAD answers a call.

Note: The maximum outgoing message length is 30 seconds.

Since the TAD can receive and save messages for up to four different users, the outgoing announcement should explain how to leave a message for a particular person. For example:

"You have reached the Jones residence. We are unable to come to the phone right now, but you may press: **1** to leave a message for John, **2** to leave a message for Mary, **3** to leave a message for Susan, **4** to leave a message for Helen, or you can wait until after the beep to leave a message for John. Please include your name and phone number in your message."

Important: Do not tell callers that you are not home. Instead, say that you cannot come to the phone right now.

Follow these steps to record your outgoing announcement.

1. Press and hold down **ANN**. The TAD beeps.

   Note: When memory is full, the TAD announces, "Memory is full," and you cannot record the outgoing message. You must delete some messages before you can record the outgoing message (see "Deleting Messages").

2. While holding down **ANN**, speak in a normal voice about 8 inches away from the microphone (located on the front of the TAD). Ask for the caller's name, phone number, and message. The display shows how much time is left for recording.

3. When you finish recording, release **ANN**. The TAD automatically beeps and repeats the outgoing message so you can verify it.

4. Adjust **VOLUME** at the right side of the TAD to the desired listening level.

To play the outgoing message at any time, press and release **ANN**. If no outgoing message is recorded, the TAD says "No announcement."

SETTING 2/4/TS

2/4/TS on the back of the TAD controls how long the TAD waits before it answers a call.

2 — The TAD answers after 2 rings.

4 — The TAD answers after 4 rings.

TS (Toll Saver) — If there are no new messages, the TAD answers after four rings. If there are new messages in any mailbox, the TAD answers after about two rings. This lets you avoid unnecessary toll charges when calling by long-distance to check your messages. If you hear more than two rings, the TAD has no new messages. Hang up before the TAD answers so you will not be charged for the call.

11

BASIC OPERATION

SETTING THE TAD TO ANSWER CALLS

To set the TAD to answer calls, press **ANSWER**.

• If an outgoing message is recorded, the TAD announces, "Answer on," and the indicator in the call/message counter window lights.

• If no outgoing message is recorded, the TAD says, "Answer off, no announcement." (See "Recording the Outgoing Message.")

To have the TAD not answer calls, press **ANSWER** again. The TAD says "Answer off," and the indicator turns off.

RECORDING INCOMING MESSAGES

After the TAD answers a call, the outgoing message plays. After the TAD beeps at the end of the announcement, the caller must select a mailbox by entering a number (1-4). The TAD announces, "Record Mailbox" and the mailbox number. If the caller does not select a mailbox, the recorded message is left in Mailbox 1.

The maximum incoming message recording length is 60 seconds. If a recording reaches 55 seconds, the TAD beeps once to notify the caller that time will be up soon. If a recording reaches 60 seconds, the TAD beeps three times, then disconnects.

The TAD automatically stops and hangs up if it detects silence for over 8 seconds.

If the memory is full, the TAD announces, "Memory is full" and displays **FL**, then disconnects.

SCREENING CALLS

Your TAD lets you listen as callers leave messages. If you want to speak to a caller, pick up any phone on the same line and begin speaking. The TAD detects when you pick up the phone and automatically resets to answer the next call.

Note: If you pick up the phone exactly when the TAD answers, you might need to press **STOP** to stop the TAD, or hang up momentarily, then pick up the phone again.

If you do not want to take the call, do not pick up the handset, and let the TAD finish recording the caller's message.

PLAYING MESSAGES

The TAD stores each message in one of the four mailboxes, depending on which mailbox the caller selected. If there are new messages in a mailbox, the mailbox's indicator flashes until all the new messages have been played. The display shows the total number of messages in all mailboxes.

To play all the messages in a mailbox, press **PLAY**. The display shows **PL**. Then press the selected mailbox button.

(Or, to play only the new messages, press and hold down the mailbox button.) The TAD announces "Mailbox __" and the number of messages (or new messages) stored in that mailbox.

Notes:

- If you check all messages and there are no messages stored in the selected mailbox, the TAD says, "Mailbox __, no message."

- If you check new messages and there are no new messages stored in the selected mailbox, the TAD says, "Mailbox __, no new message."

The TAD announces the mailbox number and the total number of messages for that mailbox. Before playing each message, the TAD announces the message number and the day and time when each message was recorded. After all messages play, the TAD says, "End of message(s)" and saves all the messages.

13

Repeating Messages

To review a message while you are listening to it, press **REPEAT.** The current message starts again from the beginning.

To hear an earlier message, repeatedly press **REPEAT** until the desired message's number appears. The TAD plays the message.

Pausing Message Playback

To pause while listening to messages, press **STOP**. **PA** appears on the display. Wait at least 2 seconds, then press **STOP** again to resume playing messages.

Note: If you do not resume playing messages within 60 seconds, the TAD beeps, the total number of messages appears, and the TAD stops playback.

Skipping Messages

To skip to the next message while you are listening to a message, press **SKIP** once. The next recorded message plays.

Stopping Message Playback

To stop playing messages, press **STOP** twice within 2 seconds. The TAD beeps once and stops playback.

14

DELETING MESSAGES

Deleting a Single Message

To delete a specific message, press **DE-LETE** once while the message is playing. The TAD beeps once and immediately deletes the current message, then plays the next message or announces, "End of messages" (if that message was the last one).

Deleting All Messages in a Mailbox

Follow these steps to delete all messages from a particular mailbox.

1. Press **DELETE** . **dE** appears on the display.

2. Press and hold down the desired mailbox button to delete the messages in that mailbox. The TAD sounds a long beep and the display shows how many messages are left. If there are new messages that have not been played, the TAD announces, "New messages."

Note: The TAD does not delete messages that have not been played.

RECORDING A MEMO

A memo is a message you can record at the TAD, without having to call in on a phone. You can record a memo in any of the mailboxes.

Notes:

- The maximum memo length is 60 seconds.

- If the TAD's memory is full (**FL** appears on the display), you must delete some messages before you can record a memo (see "Deleting Messages").

Follow these steps to record a memo.

1. Press and release **MEMO**. **rE** (record) appears on the display.

2. Press and hold down the selected mailbox button. The TAD beeps. Speak into the microphone in a normal voice. The display shows how much time is left for recording.

   Note: If you do not press the mailbox button within 8 seconds, the TAD beeps three times and you must begin again at Step 1.

3. Release the mailbox button when you finish recording the memo. The TAD beeps once and the message number indicator increases by one.

The memo is recorded along with the incoming messages. To hear the memo, simply play back the messages in that mailbox.

16

REMOTE OPERATION

You can operate the TAD from almost any touch-tone phone, or from a rotary phone using a pocket tone-dialer (available at your local Radio Shack store). The TAD's remote operation security code is preset to **747**. You can operate your TAD remotely with this code; however, we recommend that you set your own code.

Notes:

- When the memory is full, the TAD answers the call after two rings and announces, "Memory is full."

- To bypass the outgoing message and begin recording a message immediately when you call the TAD from a remote phone, you can press] on touch tone phones (or a pocket tone dialer if you use a rotary phone) when the announcement begins. The TAD skips the rest of the announcement, beeps once, and begins recording.

CHANGING THE REMOTE OPERATION SECURITY CODE

Notes:

- You can set the security code to any number from 500 to 999.

- Be sure to set each digit within 8 seconds. Otherwise, you must start over from Step 1.

- Do not use three identical digits (such as 999) for the security code. Numbers like this are too easy for others to guess!

- If AC power fails and no battery is installed or if the backup battery becomes weak, the remote operation security code automatically resets to 747.

1. Press and hold **CODE** for about 2 seconds. The TAD beeps, and the first digit of the preset code appears on the display.

2. Press **SKIP** or **REPEAT** to set the first digit, then press **STOP**. The TAD beeps and the second digit flashes.

3. Press **SKIP** or **REPEAT** to set the second digit, then press **STOP**. The TAD beeps and the third digit flashes.

4. Press **SKIP** or **REPEAT** to set the third digit, then press **STOP**. The TAD beeps.

To see the new code, press and release **CODE**.

REMOTE ANSWER-ON

Note: You must record an outgoing message before you can remotely set the TAD to answer calls.

Follow these steps to remotely set the TAD to answer calls.

1. Dial your phone number.

   If the TAD is set to answer-off, it answers the call after 60 seconds and announces, "Answer off."

2. Enter the remote operation security code within 8 seconds. The TAD beeps.

   Note: If you do not enter each digit of the security code within 8 seconds, the TAD hangs up.

3. Press **#**. The TAD beeps and announces, "Answer on."

4. You can hang up at this point and have the TAD answer calls, or you can enter other remote command(s) (see "Using Remote Commands").

USING REMOTE COMMANDS

To use remote commands, you must enter the remote operation security code within 8 seconds after the TAD answers the call. After the TAD beeps once to verify you entered the code correctly, you can enter the number(s) for the function(s) you want the TAD to perform.

Press	Command	Function
0	Stop	Stops message play, message recording, and room monitoring.
1	Play Outgoing Message	If an outgoing message is recorded, the TAD beeps and says, "Play announcement," then plays the out-going message. After the message plays, the TAD beeps once. If no outgoing message is recorded, the TAD beeps, then announces, "No announcement."
2	Change Outgoing Message	Records a new outgoing message. When the TAD beeps and announces, "Record announcement," begin your new outgoing message. When you finish, press **0**. The TAD beeps.
3	Room Monitor	Monitors the room where the TAD is located. The TAD announces, "Room Monitor." After 30 seconds, the TAD beeps and monitoring stops. To stop monitoring the room sooner, press **0**.
4 1 4 2 4 3 4 4	Play All Messages in a Specific Mailbox (To see what commands you can use at this point, see the table on Page 20)	Plays all the recorded messages. Press **41** for Mailbox 1, **42** for Mailbox 2, **43** for Mailbox 3, or **44** for Mailbox 4. When messages are recorded, the TAD beeps and announces, "Maibox __" and the number of messages, then plays them. If no message is recorded, the TAD beeps and says, "Mailbox (number), no message."

Press	Command	Function
5 1 5 2 5 3 5 4	Play New Messages in a Specific Mailbox (To see what commands you can use at this point, see the table below)	Plays only new messages that have not already been played. When new messages are recorded, the TAD beeps, announces, "Mailbox __" and the number of new messages, then plays them. If there are no new messages, the TAD beeps and says, "Mailbox (number), no new message."
6 1 6 2 6 3 6 4	Delete All Messages	If some messages (but no new messages) are recorded in a specific mailbox, the TAD sounds a short beep then a long beep and deletes all messages in that mailbox. If new messages are recorded, the TAD announces, "New messages" but does not delete all messages. If no messages are recorded, the TAD beeps and announces, "No Message."
#	Answer On/Off	Sets the TAD to answer or not answer calls. The TAD beeps and announces, "Answer on" or "Answer off."

Note: The TAD sounds a 3-tone beep if you press a wrong button.

After you press **41**, **42**, **43**, or **44** (to play all messages), or **51**, **52**, **53**, or **54** (to play new messages), you can enter the following commands.

Press	Command	Function
6	Delete	Deletes the current message.
7	Replay Previous	Replays the previous message.
8	Replay	Replays the current message.
9	Skip	Skips forward to the next message.
0	Stop	Stops message playback.

20

TROUBLESHOOTING

If you experience problems with your TAD, try the suggestions in this section. If you still have problems, contact your local Radio Shack store for assistance.

The incoming message is incomplete.

- Be sure the memory is not full.

- The caller's message was longer than 60 seconds.

- The TAD recorded over 8 seconds of silence.

The incoming message is unclear.

- Be sure **VOLUME** is turned up.

The TAD does not answer after two or four rings.

- Be sure the TAD is set to answer calls.

Lo flashes on the display

- The backup battery is weak or missing. Replace the battery (see "Installing the Backup Battery").

You cannot record an incoming message.

- Be sure the TAD is set to answer calls.

- Be sure you have recorded an outgoing message.

The TAD does not respond to the remote operation security code.

- Make sure the phone you used to dial the TAD is a touch-tone phone. (If it is not, you can use a pocket tone dialer to call your TAD.)

- Re-enter your security code, pressing each button for 2 seconds.

- Make sure the remote operation security code you entered is correct.

- Try the default remote operation security code (747).

No messages appear on the display.

- This could be caused by a power failure. Reset the TAD by removing the AC adapter and the battery from the TAD, then reinstalling them.

21

CARE AND MAINTENANCE

Your Radio Shack TAD-1007 Multi-User Digital Telephone Answering System with Day/Time Voice Stamp is an example of superior design and craftsmanship. The following suggestions will help you care for the TAD so you can enjoy it for years.

Keep the TAD dry. If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits.

Handle the TAD gently and carefully. Dropping it can damage circuit boards and cases and can cause the TAD to work improperly.

Use and store the TAD only in normal temperature environments. Temperature extremes can shorten the life of electronic devices and distort or melt plastic parts.

Keep the TAD away from dust and dirt, which can cause premature wear of parts.

Wipe the TAD with a damp cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the TAD.

Modifying or tampering with the TAD's internal components can cause a malfunction and might invalidate your TAD's warranty and void your FCC authorization to operate it. If your TAD-1007 Multi-User Digital Telephone Answering System with Day/Time Voice Stamp is not performing as it should, take it to your local Radio Shack store for assistance. If the trouble is affecting the phone lines, the phone company might ask you to disconnect your TAD until you have resolved the problem.

THE FCC WANTS YOU TO KNOW

In the unlikely event that your TAD causes problems on the telephone line, the telephone company attempts to notify you in advance. If advance notice is not practical, the telephone company notifies you as soon as possible and advises you of your right to file a complaint with the FCC.

Also, the telephone company can make changes to its lines, equipment, operations, or procedures that could affect the operation of this TAD. The telephone company notifies you of these changes in advance so you can take the necessary steps to prevent interruption of your telephone service.

Your TAD complies with the limits for a Class B digital device as specified in Part 15 of *FCC Rules*. These limits provide reasonable protection against radio and TV interference in a residential area. However, your TAD might cause TV or radio interference even when it is operating properly.

To eliminate interference, you can try one or more of the following corrective measures:
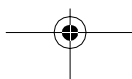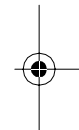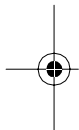
- Reorient or relocate the receiving radio or TV antenna.

- Increase the distance between the TAD and the radio or TV.

- Use outlets on different electrical circuits for the TAD and the radio or TV.

Consult your local Radio Shack store if the problem still exists.

LIGHTNING

Your TAD has built-in protection circuits to reduce the risk of damage from surges in telephone and power line current. These protection circuits meet or exceed the FCC requirements. However, lightning striking the telephone or power lines can damage your TAD.

Lightning damage is not common. Nevertheless, if you live in an area that has severe electrical storms, we suggest that you unplug the TAD during storms to reduce the possibility of damage.

23

RADIO SHACK LIMITED WARRANTY

This telephone product is warranted against manufacturing defects in material and workmanship for one (1) year from the date of purchase from Radio Shack company owned stores and authorized Radio Shack franchisees and dealers. Within this period **bring your Radio Shack sales slip** as proof-of-purchase date to any Radio Shack store.
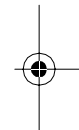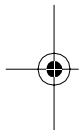
This warranty does not cover damage or failure caused by or attributable to Acts of God, abuse, misuse, improper or abnormal usage, faulty installation, improper mainte-nance, lightning or other incidence of excess voltage, or any repairs other than those provided by a Radio Shack Authorized Service Facility, or transportation costs. **Radio Shack is not responsible or liable for indirect, special, or consequential damages arising out of or in connection with the use or performance of the product or other damages with respect to loss of property, loss of revenue or profit, or costs of removal, installation or reinstallation.**

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This warranty gives you specific legal rights and you may also have other rights which vary from state to state.
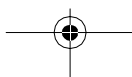
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