

INSTRUCTION MANUAL and WARRANTY

SYLENCER[®] and SMARTMIC[™]



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INTRODUCTION

The Sylencer[®] or Stenomask[®] is our *patented*, ergonomically designed, hand-held device used to contain or silence the user's voice. The Sylencer is available in a variety of different configurations for use with recorders and/or computers with speech recognition without being overheard by others. In essence, the Sylencer functions like a *portable sound booth* allowing quiet and private communication.

THE SYLENCER[®] SELECT FEATURES

- Convertible - 2 interchangeable, snap-in face pieces for covering mouth only or mouth and nose for better voice silencing.
- Ergonomically designed and engineered.
- Lightweight, quiet, contoured design.
- Breathing tube allows user to speak and breathe without removing mask from face.
- One year parts and labor limited warranty.

WARRANTY

Your new Sylencer[®] is engineered and designed to provide you with many years of reliable service. Talk Technologies Inc. (TalkTech[®]) warrants against defects in materials and workmanship for one year, from date of purchase, EXCEPT facepieces, carry cases and other accessory products. Accessory products carry a 90 day warranty. This warranty does not apply to physical damage, products that have been abused or misused or modified. If a product fails within the specified warranty period, TalkTech[®] will have the option of repairing or replacing the defective equipment.

If you experience difficulty with your Sylencer[®], call toll free for Customer Service - 1 - 888-811-9944. If it is necessary to return the product for service or replacement your Customer Service Representative will give you a Return Authorization Number (RAN) and shipping instructions. **Do not try to fix it yourself or use an unauthorized service center.**

**For warranty issues, contact the manufacturer, Talk Technologies Inc.
at 1-888-811-9944**

* INSTRUCTIONS FOR USE *

Talk Technologies' patented, voice-silencing microphone is marketed under both Sylencer[®] and Stenomask[®]. For simplicity, only the name Sylencer is used throughout this manual.

Holding the Sylencer

The ergonomic design of the Sylencer allows you to hold the mask naturally for comfort and with minimum effort.

Hold the Sylencer naturally in either hand with your thumb on the side and fingers lightly around the handle (see photo on front).

Place the facepiece snugly against your face... move around slightly to find the most comfortable fit. You are now in the proper position to begin speaking into the Sylencer microphone.

The Sylencer, voice silencing microphone, allows the air you expel naturally when speaking to escape without permitting the sound of your voice to be heard. **It is very important that the air does not escape between your face and the facepiece. If air escapes, sound escapes!**

Hold the Sylencer SNUGLY against your face and blow sharply. If you feel air escaping AROUND YOUR FACE, hold it more snugly or re-position the facepiece.

Proper Breathing Technique

It is very important that you learn how to expel used air as you speak and how to breathe fresh air while using the Sylencer.

Breathing while speaking into the Sylencer is done the same way as in ordinary conversation... we inhale through nose and/or mouth and then expel air through the mouth as we speak. Do exactly the same thing when speaking into the Sylencer.

Do Not try to hold your breath while speaking!

When you run out of breath, you must stop talking to inhale. The preferred method of inhaling air is to tilt the mask upward at the bottom, away from the chin, thus breaking the seal around your face. Breathe in fresh air and again press the facepiece snugly against your face, and resume speaking.

Of course, you also can breathe in fresh air through the air breather tube without removing the Sylencer from your face. However, breathing only through the Sylencer for an extended period of time is not recommended. During most breathing pauses, you will

find it more relaxing to tip the Sylencer away from the chin. During longer pauses, you can remove the Sylencer completely.

Hold the Sylencer snugly against your face and speak the following paragraph without stopping to take a breath:

"Four score and seven years ago our fathers brought forth on the continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal."

The next paragraph is definitely going to be too much for you to speak in one breath. Speak until you feel the normal desire to inhale. Then, tip the Sylencer away from the chin, inhale normally, press the mask back in place and continue speaking. This should be a smooth movement that, with practice, will become automatic. Remember - exhale as you speak.

"Four score and seven years ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that this nation might live. It is altogether fitting and proper that we should do this. But in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow this ground. The brave men, living and dead, who struggled here have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we say here. But it can never forget what they did here. It is for us, the living, rather, to be dedicated to the great task remaining before us. That from these honored dead, we take increased devotion to that cause for which they gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain, that this nation under God shall have a new birth of freedom, and that government of the people, by the people, for the people, shall not perish from the earth."

Keep in mind that trying to speak and breathe normally with something over your nose and mouth is a totally new experience. Before long, you won't even think about it. It is vital that the proper breathing technique be mastered before proceeding. Improper breathing will be reflected in difficulty with speaking.

Improper Breathing Techniques

1. Do not break the seal around the face even slightly when speaking. If you do, air will rush in from the sides and SOUND will rush out.
2. Do not take little "snips" or "snatches" of breath every few seconds. Inhale deeply enough so that you can talk for awhile.
3. Do not take an enormously deep breath. This can be physically uncomfortable and will tire you out very quickly. Moderation is the key.

Proper Speaking Technique

The second most important technique you will learn is how to speak clearly into the Sylencer. We have all formed individual patterns of speech in our everyday conversation. When speaking with friends and family, conversation is easy. No effort is made to speak with clear enunciation or grammatically correct precision. Words flow out in a stream and run together, with words beginning and ending either slurred or completely missing.

For example, how many of us say "as a matter of fact," pronouncing five separate words distinctly? Few of us! We say "smatteruhfac." This is **lazy talk**. The lips hardly move. If you want to be clearly understood, you need to speak clearly.

Remember: Each-time-you-speak-into-the-Sylencer, you-are-going-to-speak-each-syllable-of-each-word-clearly-and-distinctly.

The correct speaking voice is a soft one--as though speaking to a child. Speak softer than your normal voice but well above a whisper. If you want to whisper you should use our SmartMic™ microphone (see last page).

With a regular microphone, the key to speaking in the proper voice lies in lowering the volume (loudness) of your voice but maintaining the same voice level by softening the sound (pitch). In other words, speak in an undertone. For example, pretend you want to talk without disturbing a sleeping child. You will automatically lower the loudness of your voice and speak in a soft undertone.

Speaking softly also has these additional advantages:

1. You can speak more clearly.
2. You can talk faster.
3. You can talk for a longer period of time with one breath.
4. You will be better able to hear others speaking.
5. You will be quieter.

Using the Sylencer may seem a little unusual at first but this feeling will vanish rapidly with just a little bit of practice.

Hold the Sylencer snugly to your face and begin reading these instructions aloud in your **normal** voice. **DO NOT WHISPER! DO NOT SHOUT!**

If you feel air escaping around your face, press the facepiece more snugly against your face and try again.

Now, select any printed matter available -- newspaper, book or magazine -- and, for the next few minutes, read out loud into the Sylencer. Inhale by tipping the mask up or through the mask breather assembly whenever you feel the need. Don't hurry. Speak deliberately. Do so until you are comfortable with the use of your Sylencer.

Repeating What You Hear

Your concentration is now going to be directed along a new line -- **repeating what you hear spoken**. But first, be sure you have perfected your breathing and speaking techniques to the point where they are automatic reflexes.

Lagging Behind The Speaker

The secret to professional-sounding simultaneous repetition or interpretation is: Wait for the speaker to say several words before YOU begin repeating. Do not repeat the first word spoken as soon as you hear it. This technique enables you to eliminate "false starts."

For example: "Now, does --uh--let's see--where did I--er--ah--oh, yes, here it is--Now does everyone here have a copy of our agenda tonight?" You should not begin to repeat until at least the words "Now, does everyone here have..." Wait until the speaker has definitely launched into the presentation and then start repeating. You will catch up immediately.

Lagging behind offers another advantage. You will have more of a feeling for the "sense" of the question, answer or statement and will be able to inject more inflection, giving it some meaning, as opposed to simply mouthing each word as it is uttered.

In many situations, such as meetings, conferences, conventions and the like, you can exercise considerable discretion in omitting extraneous matter and, in fact, may be expected to do so.

There is no set rule as to how far to stay behind the speaker. Usually, five or six words are sufficient, but it will vary with the speed of the speaker.

For very slow speakers, stay well behind - ten or more words.

When repeating an extremely fast speaker, it is best to stay only a few words behind the speaker and repeat what you think you hear. If a word or phrase is not completely clear, do not stop to try and figure it out -- repeat what you think was said and move on.

Language Interpretation

Language interpretation is generally more difficult than dictation but all the same rules of breathing and speaking as discussed above, still apply.

Because of the difficulty of real time language translation it is more likely the translator will lag behind the speaker. In that case, it is best to prearrange with the speaker to slow down or stop when you raise your hand (or some other signal).

REMEMBER

1. DO NOT BREAK THE SEAL around the face even slightly WHEN SPEAKING.
2. DO NOT TAKE LITTLE "SNIPS" AND "SNATCHES" OF BREATH every few seconds. The person whose words you are repeating also has to stop talking to inhale-- no one can talk and inhale at the same time! It takes a half-second to inhale normally. The average speaker will only say two words in that half-second. You won't miss anything.
3. DO NOT TAKE A HUGE, DEEP BREATH. If you do, during pauses you will find yourself holding the air in your lungs in anticipation of the next word.

When not actually speaking into the Sylencer, move it away from your chin slightly. This is more comfortable during pauses and will help you to relax. Do not remove it completely from your face during short pauses. Simply tilt it slightly upward at the bottom, away from your chin, so that it breaks the seal around your face. It is then a simple matter to again press it snugly against your face when you resume speaking.

*** CARE AND MAINTENANCE ***

1. Be sure the Sylencer is disconnected from your recorder, transmitter or computer.
2. To remove the facepiece from the handle, place your thumb and finger on the inside and outside of the facepiece where it meets the handle--lift up gently and peel the facepiece away. Note: To keep the facepiece clean and sanitary, it should be removed and washed regularly.
3. Inside the handle you will find fitted pieces of acoustic foam. Always re-install the foam in the same way. The foam absorbs the moisture in your breath while speaking into the Sylencer. The foam also assists in keeping the Sylencer sanitary and helps to deaden the sound of your voice. Like the facepiece, the foam should be removed and

washed regularly. If you prefer, you can use 5-6 facial tissues instead of the foam, or some combination of these.

4. Note: Care should be taken to prevent the foam from being compressed around the microphone(s) - it should simply fit loosely around the mic(s) as it was shipped. Also note that the foam should not be pushed into the breathing tube opening.
5. To reseal the facepiece on the handle, the lines on the top of the handle and facepiece should align exactly. Then press around the outside edges of the facepiece where it meets the handle to ensure it is properly seated. Finally, check inside where the facepiece overlaps the handle to ensure the lip is seated all around the inside slot of the facepiece. The facepiece can be fitted on the handle upside down or downside up but most prefer the facepiece fitted the way it is shipped.
6. During periods of long, continuous use of the Sylencer some users may experience a build-up of condensation in the breathing tube. In extreme situations this moisture may drip out of the tube. Most users do not experience this situation, but if this does happen, there is a simple solution. Take a small piece, about one-quarter of a facial tissue (Kleenex), fold it over 1-4 times and place it over the top of the tube, even stuffing it **loosely** into the top of the tube. Discard and replace the tissue when it gets wet. The amount of tissue and how it is situated in the tube depends on your individual comfort and how much back-pressure you experience while speaking into the mask. Whether you are using the mouth-only or over-nose facepiece will also effect the back-pressure. Just experiment a bit to find what is comfortable for you. Finally, keep in mind that the moisture that collects in the mask and tube **is not spit or saliva**. Rather it is simply the normal water moisture from your breath.

Cleaning

Important: We Do Not recommend the use of Alcohol to clean the inside of your mask.

1. To prolong the life of your facepieces, wash them regularly in warm soapy water. The foam can be washed at the same time. Do not allow dirt or cosmetic stains to accumulate on the facepiece. If you use facial tissues in your mask replace them after each session.
2. When the foam is removed, wipe the interior walls of the handle as well as the other interior parts to keep them clean and sanitary. **CAUTION:** Do not wet the microphone. While the microphone is moisture-proof under normal speaking conditions, no assurance can be made that it will function properly if the microphone is saturated with any liquid.

THE SYLENCER® SMARTMIC™ INSTRUCTIONS FOR USE

First, like any speech recognition microphone, you must plug your mask into a USB adapter, which then goes to a USB port on your computer to obtain accurate speech recognition. During speech training for a new user set-up, the SmartMic can be tuned to your unique voice sensitivity level.

The SmartMic is factory pre-tuned to an average setting for most users. This may provide a satisfactory voice level for you, but do not hesitate to adjust the sensitivity level to attain the most accurate speech recognition. The SmartMic works well with the Andrea USB adapter.

To adjust your SmartMic for maximum speech recognition accuracy, you will be adjusting the small white tuning screw inside the mask, as shown in the photo below.



Second, remove the front piece of foam in the mask. The tuning screw is located inside the mask (see photo above) on the left side if you have a single SmartMic mask (SM100 series), or a SmartMic with back-up TT-900 mic (SM200 series). PLEASE USE CAUTION: This screw CANNOT be turned all the way around or non-warranty damage will occur. **Only use the tuning tool** provided with your SmartMic to turn the screw. Only VERY FINE ADJUSTMENTS are required. Turn clockwise to increase the sensitivity to your voice if you have a small voice, or counterclockwise to reduce voice sensitivity for louder voices. Once adjustment is complete, replace the foam.

After the microphone is properly tuned, you should not need to re-tune it unless your voice changes significantly *or* you want to whisper very quietly. Normally, you should not have to re-tune the microphone. However, if you notice that your level of recognition is degraded by a voice change then you should re-tune the microphone for your “other voice”.