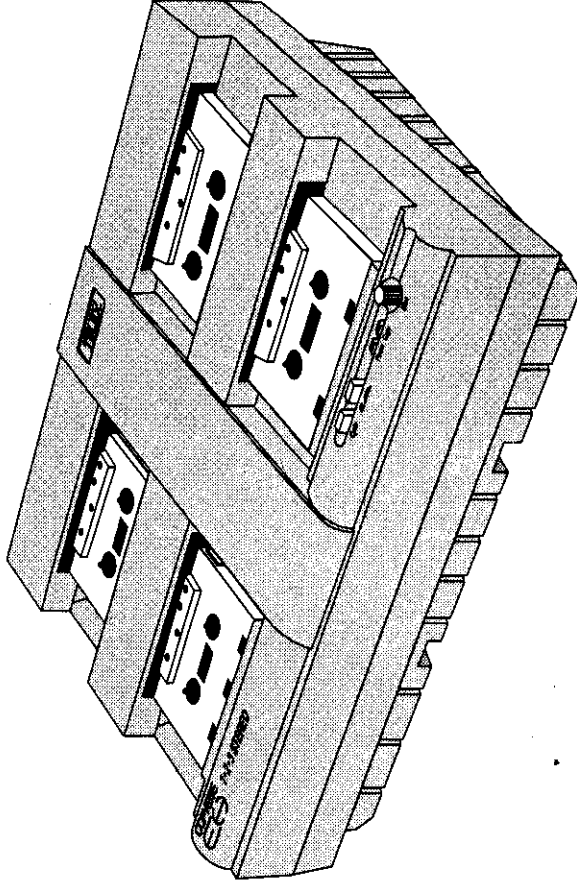


**Telex<sup>®</sup>**

# Operating Instructions



## Copyette™ 10203 EH Cassette Copiers

**TELEX<sup>®</sup>**

TELEX COMMUNICATIONS, INC. • 9600 Aldrich Ave. So., Minneapolis, MN 55420 U.S.A.

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## Introduction

Thank you for selecting the Telex Copyette™ Cassette Copier to meet your high-speed cassette duplicating needs. Please take the time to read this booklet and become familiar with your new duplicating equipment before its initial use.

## Recommended Tape Usage

Use only good-quality cassette tapes. Some inexpensive tapes can cause poor-quality recordings and premature tape head wear. Both master and copy cassettes should be normal bias, 120 µs cassettes (Type I). You may use C-30, C-60 or C-90 cassettes, but C-120 cassettes are not recommended as they are likely to stretch or break.

**High bias CrO2 (type II) and metal (type IV) tapes are not recommended for use with the Copyette.**

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5. Press the **Start** button to begin the copy cycle.

  - The Copyette automatically rewinds all tapes before copying.
  - When copying begins, the green **Copy** light will turn on.
  - When copying is finished, the **Copy** light will turn off and all cassettes will rewind.

## Additional Copying Information

### Copying a second master onto the second side of your copy cassettes (Side Select Switch in the A Position)

When the first master is finished copying, remove it and insert the second master with the side to be copied facing up. Turn all copy cassettes over. Press the **Start** button.

### Cassette Information

Copy cassettes should be equal to or longer than the master cassette. If copy cassettes are longer than the master, they should be blank or bulk erased before recording. This will ensure that there is no old program material left near the end of the copy tapes after recording.

Use good-quality cassette tapes. Some inexpensive tapes will not work properly and may result in premature wear to the tape heads.

### Uses of the Cycle Button

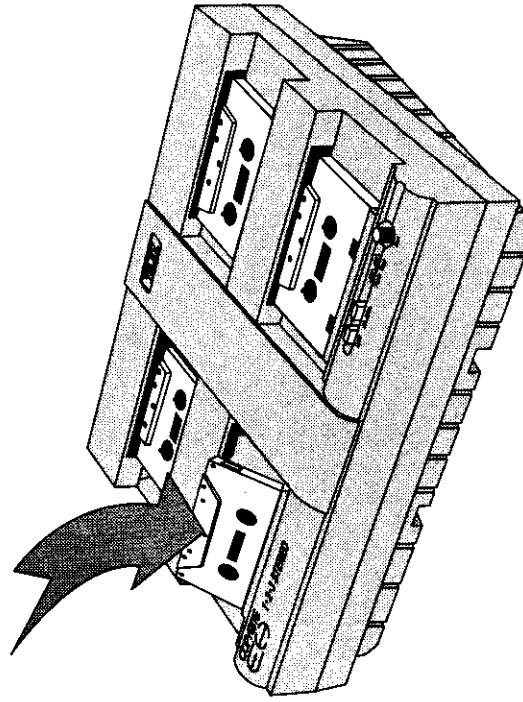
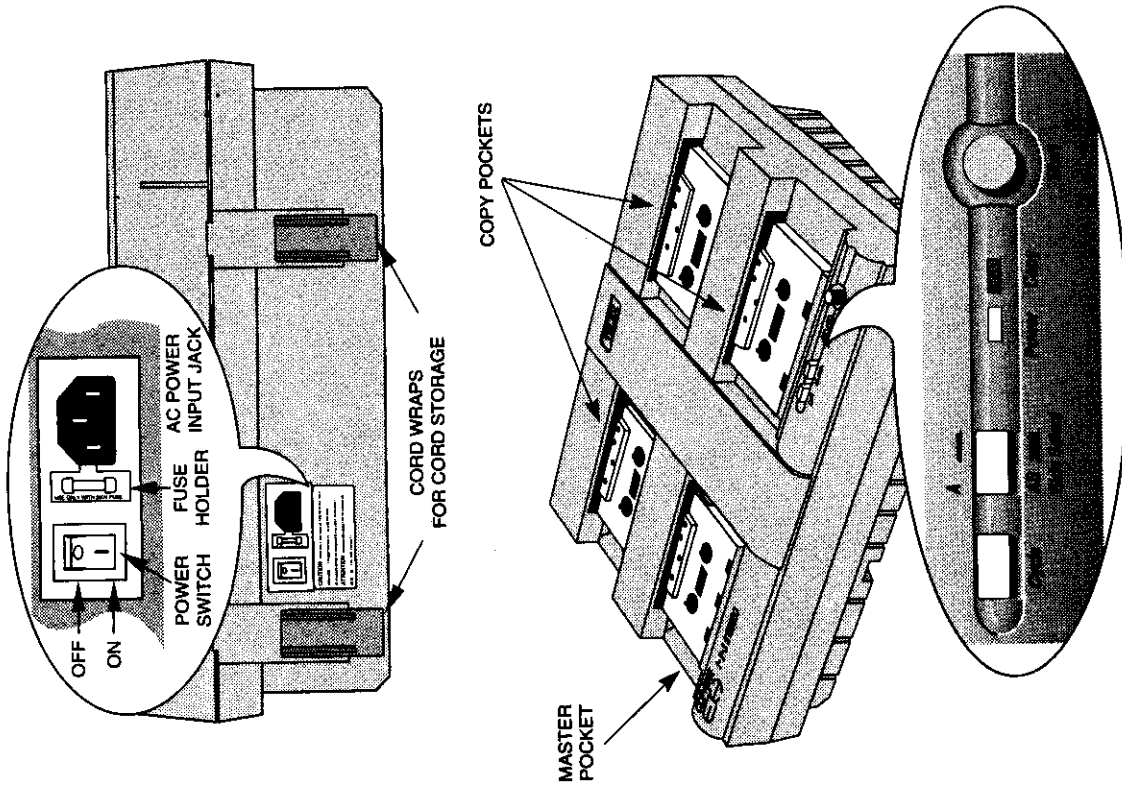
Pressing the **Cycle** button at any time during copying causes the Copyette to skip to the next part of the copy cycle.

- When recording a short amount of material from a master cassette onto copy cassettes, time is saved by pressing the **Cycle** button at the end of the master cassette material. This eliminates the wait for the master tape to reach the end-of-tape before rewinding.
- If a tape jams during the copy mode, press the **Cycle** button twice to stop the unit.
- If a tape jams during the rewind mode, press the **Cycle** button once to stop the unit.

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## Operation

1. Plug the power cord into the AC power input jack on the back of the Copyette and into an AC outlet.
2. Turn on the power switch. The yellow **Power** indicator should light.
3. To copy both sides of a cassette at the same time, place the **Side Select** switch in the **AB** position. To copy only one side, select the **A** position.
4. Insert cassettes as shown in Figure 1.
  - Place the cassette that you want to copy in the **Master** pocket.
  - Place 1 to 3 copy cassettes in the **Copy** pockets.



**Figure 1. Cassette Insertion**

**Note** If you are copying only one side of the master cassette, insert the cassette with that side facing up. This side will be copied onto the side of the copy cassettes that is facing up.

**Caution** If the master cassette is accidentally placed in a copy pocket and the **Start** button is pressed, the master cassette will be erased. Double-check before proceeding!

## Cleaning the Copyette

### Cautions

- Avoid using soap, water, cleaning solvents, or furniture wax on the Copyette.
- When cleaning the tape path, use only 90% pure (or better) isopropyl alcohol or a good quality liquid head cleaner. Other cleaning fluids may cause damage.
- Avoid using head cleaning cassettes. They use an abrasive cleaning material that can damage heads.
- Avoid touching the heads with any metal objects.
- Avoid exerting pressure on the heads as realignment may become necessary.
- Avoid using excessive cleaning fluid when cleaning the capstan shaft. Seepage of fluid into the capstan bearings could neutralize their lubrication and cause eventual damage.

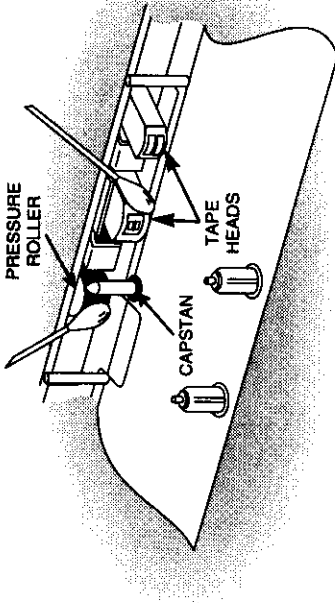
### Cleaning the Case

Wipe the case with a dry, lint-free cloth to remove dust and grime.

### Cleaning the Tape Path

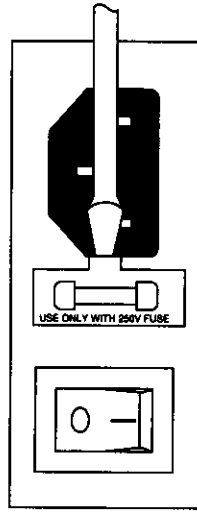
To ensure quality tape duplication, clean the tape path after about every hour of use (about 25-30 copy cycles). A quick wipe of the tape heads is also recommended after every 10-15 copies. Clean as follows:

1. Remove all cassettes.
2. Press the **Start** button to place the Copyette in copy mode.
3. Slightly dampen a cotton swab with isopropyl alcohol. (The swab should not be soaked.)
4. Clean the tape heads, capstans and pressure rollers in each pocket as shown in Figure 2. When cleaning the capstan and pressure roller, place the cotton swab in contact with the surface farthest away from the tape heads as shown.



**Figure 2. Cleaning the Tape Path**  
**Fuse Replacement**

Figure 3 illustrates fuse replacement. Remove the power cord and use a small screwdriver to pop open the fuse holder. Replace the fuse only with the same type and rating. If the Copyette repeatedly blows fuses, return it for servicing.



**Figure 3. Fuse Access**

## Malfunctions

Prior to returning the Copyette for servicing, examine the following list of common malfunctions. It may be possible to correct the problem.

### No Power . . .

- Check electrical outlet for power.
- Check fuse.
- Check for power switch actuation.

### Copies are weak . . .

- Use a better grade of normal bias copying tape.
- Clean tape heads.

### Only side "A" copied . . .

- Check the **Side Select** switch position. If both sides are to be recorded in one pass, the switch must be in the **AB** position.

### Loss of high frequencies on copies (too much bass) . . .

- Clean tape heads.
- Check that all cassettes are normal bias (120  $\mu$ s) types.
- Try different normal bias copy tape (better grade).

### Ticking or buzzing noise recorded . . .

- Do not use 2-prong cord adapter.
- Try another recording location. Building may be improperly grounded or light dimmers, etc., may be causing problem.

### Copy tape stops before master tape finishes . . .

- Tape may be jammed or broken.
- Copy tape short.

### Tape wraps around capstan or pressure roller . . .

- Clean capstan and pressure roller.

### Tapes rewind before master tape finishes . . .

- Try using a good-quality C30 or C60 master cassette.
- Check master cassette to assure it is not wound too tightly.

## Service Information

If service is required, it is recommended that you first contact the dealer from whom the Copyette was purchased. If returning the Copyette to the dealer or factory, it should be shipped in the original packing material or carefully packed in some other container with sufficient packing material to prevent damage.

Technical assistance is available from the Telex Customer Service Department at the following address:

Telex Communications, Inc  
9600 Aldrich Avenue South  
Minneapolis, Minnesota 55420 USA  
Telephone: (612) 884-4051  
(Collect calls not accepted)

Return equipment for factory repair to:

Service Department  
Telex Communications, Inc.  
West First Street  
Blue Earth, MN 56013 USA

All equipment returned for repair must be accompanied by documentation stating your return address, telephone number and proof of date of purchase, along with a description of the problem. In lieu of this, you may obtain a Return Authorization Form from our Customer Service Department.