

Getting to know the Timer

*You will need to fully understand how to operate the Timer mechanism (“lights”, “preset time listings” and “number panel”) prior to explaining your role as the Timer. Practice **Part 1** as noted below prior to describing **Part 2**.*

Part 1

Press the start button and the green #1 button; the green light should come on. Do the same for the yellow and red buttons.

Explaining your role:

My responsibility as the timer is to keep time of three different segments during the meeting. Table Topics is the first segment, this is impromptu speaking, and if called upon you must speak for 1 - 2 minutes. Segment 2 is the speeches; they vary according to the manual used. You will see the speech times on the agenda. Segment 3 is the evaluations; each will be between 2 – 3 minutes.

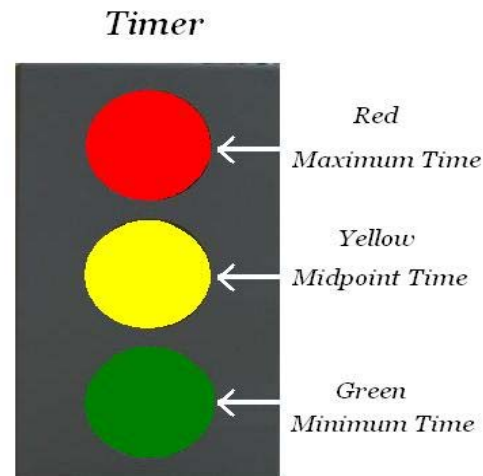
Part 2

You will see the green light come on at the minimum time, the yellow light at the midpoint and the red light at the maximum time. Thirty (30) seconds after the red light you will hear a chirp, and disqualification will occur for voting.

Note the following regarding Sides 1, 2 and 3 of the Timer mechanism.

Side 1– Lights

Verify the speaker can see the timer, move any items in front of you that may interfere



Side 2– Preset Time Listings

Programmed for particular roles during the meeting. Preset 1 is ALWAYS used for Table Topics Preset 3 is ALWAYS used for Evaluations You MUST locate other preset numbers prior to speeches. Listed on the agenda should be speech times. If not contact each speaker prior to meeting for specified speech time.

Preset	Green	Yellow	Red	Over	
1	1:00	1:30	2:00	2:30	Topics
2	1:00	2:00	3:00	3:30	
3	2:00	2:30	3:00	3:30	Evals
4	2:00	3:30	5:00	5:30	
5	2:30	3:00	3:30	4:00	
6	3:00	4:00	5:00	5:30	
7	4:00	4:30	5:00	5:30	
8	4:00	5:00	6:00	6:30	
9	5:00	6:00	7:00	7:30	
10	6:00	7:00	8:00	8:30	
11	6:30	7:00	7:30	8:00	
12	7:30	8:00	8:30	9:00	
13	8:00	9:00	10:00	10:30	
14	8:30	9:00	9:30	10:00	
15	9:30	10:00	10:30	11:00	
16	10:00	11:00	12:00	12:30	
17	12:00	13:00	15:00	15:30	
18	13:00	14:00	15:00	15:30	
19	15:00	17:30	20:00	20:30	
20	20:00	25:00	30:00	30:30	
21	20:00	30:00	40:00	40:30	
22	30:00	35:00	40:00	40:30	

Preset 1 for Table Topics

Preset 2 for Evaluations

Side 3 – Number Panel

View this side to verify speech times.

Turn on timer Table Topics

Press the preset button and the #1 button

Speeches

See agenda for information

Evaluations

Press the preset button and the #3 button.

Press the start button when the speaker begins. Press the stop button when the speaker is finished. Repeat this for each segment.

View the display window at the top to verify the speaker has met the required time.



← Display Window

← Preset Buttons No. 1 - No. 22

← Preset Button

← Start Button

← Stop Button

← Enter Button

← On / Off Switch