Instructions for checking the portable audiometers
(It would take about 3 to 5 minutes to check one audiometer)

1. All portable audiometers should contain the following:
   a. a pair of headphones
   b. one bone conduction vibrator attached to a metal headband and a cord
   c. Power cord
   d. A listening check form

Here is one quick way of checking to see that an audiometer is working.
   a. Open the audiometer case and plug the power cord into an electrical outlet. Verify the other end of the power cord is plugged into the audiometer.
   b. Locate the power switch on the audiometer and turn the audiometer ON.
   c. Insert the red phone plug into the right phone socket and the blue phone plug into the left phone socket found on the back panel.
   d. Insert the bone conduction plug into the socket marked bone.
   e. Locate the frequency control dial or the switches and select 1000 Hz.
   f. Locate the attenuator (to change the sound presentation level) and select 40 or 50 dB level.
   g. Locate the toggle switch and select "phone"
   h. Locate the toggle switch and select "right"
   i. Make sure that the masking level dial is set to a blank level or -10 dB level.
   j. Place the headphones on your ears.
   k. Press the stimulus switch on the left side of the front panel and listen to see if you hear the sound in the right (red) headphone.
   l. Change the toggle switch to the "left" and press the stimulus switch to see if you hear the sound in your left (blue) headphone.
   m. Remove the headphones and hold the bone conduction vibrator behind your ear on the mastoid bone.
   n. Change the toggle switch from "Phone" to "Bone"
   o. Make sure the attenuator reading is between 30 and 40 and the frequency reading is still 1000 Hz.
   p. Press the stimulus switch on the panel and see if you hear the sound.
   q. Remove the headphone and bone conduction vibrator connections from the back panel and wrap their cords neatly around them allowing for some slack before the initial wrapping. Stow them in the audiometer case.
   r. Switch off the audiometer and close the audiometer case.