



USER MANUAL
TELEPHONE ANSWERING MACHINE



ENGLISH





Dear customer,

Congratulations!

You have just bought the telephone answering machine TOPCOM DOMO.

The TOPCOM DOMO is a user friendly quality product.

The manual enables you to utilize all possible functions in a practical way.
Therefore it is necessary to go through this booklet before
you make use of your answering machine.

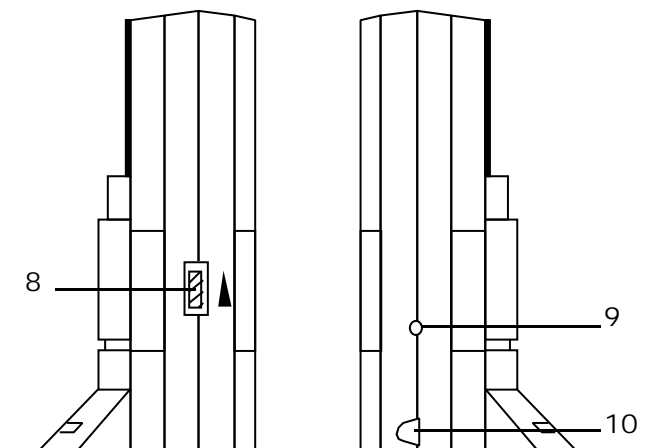
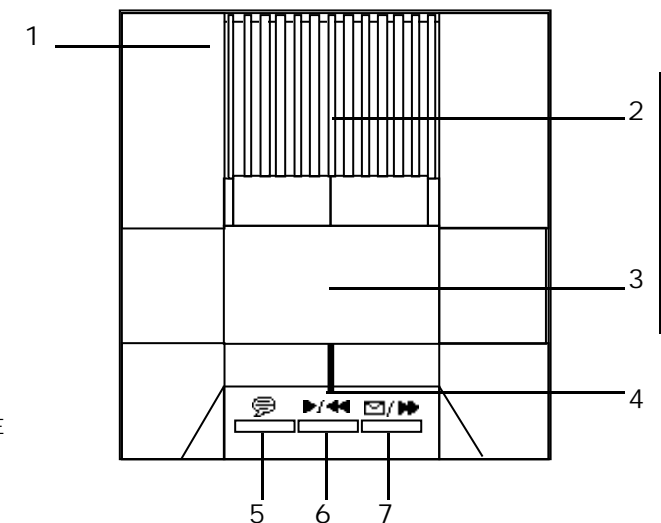
Good luck!

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DESIGN

- (1.) MICROPHONE
- (2.) SPEAKER
- (3.) CASSETTE COMPARTMENT
- (4.) MESSAGE INDICATOR (LED)
- (5.) • OUTGOING MESSAGE (OGM)
- (6.) • PLAY
- REWIND
- (7.) • MEMO
- FAST FORWARD
- (8.) • VOLUME KNOB
- ON-OFF
- (9.) TELEPHONE LINE CORD CONNECTION
- (10.) ADAPTER LINE CORD CONNECTION



ENGLISH





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ENCLOSURE: GUARANTEE CARD



1. IMPORTANT SAFETY INSTRUCTIONS

Before using your telephone answering machine take the following safety instructions into account :

1. Read carefully the manual
2. Never place your TOPCOM DOMO on an unstable ground
3. Do not install the device in a moist and dusty environment
4. Do not place the answering machine near a source of heat such as a stove or a radiator
5. Use only a slightly damped cloth for the cleaning
6. Never remove screws or lids to repair the machine yourself. Leave this to the technical department of TOPCOM
7. Pull the plug out of the outlet immediately
 - a. In case the power supply plug or the cord have been damaged
 - b. In case a fluid spilled into the machine
 - c. If the answering machine has been dropped and has severely been damaged
8. Slots and openings in the device are provided for ventilation to protect the machine from overheating. These openings may not be blocked with the installment of the device.

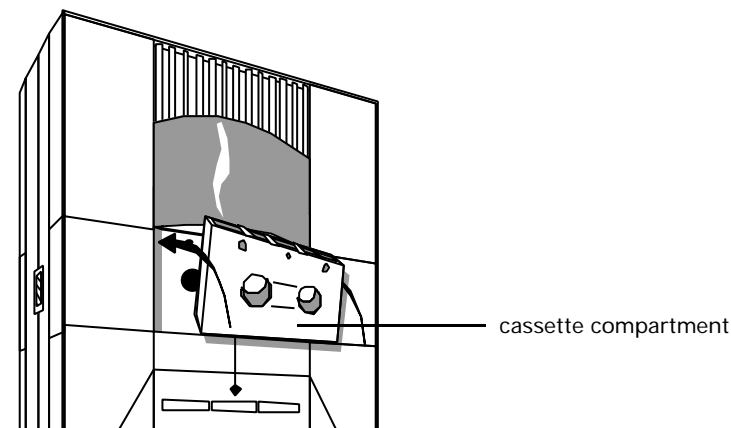
2. INSTALLATION

2.1. LOCATION

Place your TOPCOM DOMO on a hard, flat surface as close as possible to a wall telephone modular jack and a power outlet (230v)

2.2. INSERT THE CASSETTE

1. Push the front panel of the cassette compartment upwards.
2. Insert the cassette into the answering machine as follows:
 - The upper side of the cassette has to lean against the cassette tape holder of the tape deck mechanism.
 - The reel holes of the cassette have to fit into the playwheel of the tape deck when you push the underside of the cassette downwards into the playwheel mechanism



Caution:

The cassette has to be placed into the machine with the text on it directed downwards (upside down)
Mechanical defaults caused by a wrong insertion of the cassette are not guaranteed.



Remarks:

- Always pull the plug out of the outlet when you clean, replace or turn the cassette
- If the power supply is switched on again, the cassette will check itself. After this check, you have to record your message again.
- The cassette needs replacement if:
 - The messages are not intelligible anymore
 - The machine rewinds and fast forwards slowly
 - The tape is broken
- Clean the tape mechanism every six months as follows:
 - Take the cassette out of the answering machine. Clean the heads and the mechanism with a cotton cloth or a swab moistened with isopropyl alcohol.
 - Let the mechanism dry. Close the lid.
 - Insert the cassette back into the device.

2.3. CONNECTION _____

2.3.1. Connect the adapter _____

Important:

Before you connect the adapter, the microcassette has to be installed (with the text on the cassette directed downwards).

1. Plug the adapter into the power outlet.
2. Plug the end of the adapter cord in the provided power jack on the left side of your TOPCOM DOMO

The led (4) flash will switch on and the device will check on itself. After this selftest the led (4) flash will switch off. There will be a beep every five seconds to indicate that there is no message on the tape.

Remark:

Use only the adapter which was provided with your device.

2.3.2. Connect the telephone line cord _____

Insert the telephone plug into your net line outlet.

2.3.3. Connect your telephone to your TOPCOM DOMO _____

Insert the plug of your telephone on top of the intermediate outlet of your TOPCOM DOMO.



3. RECORD THE MESSAGE (OGM) _____

Your message is the text the caller will hear when your Topcom Domo answers the phone.

EXAMPLE:

"Hi, An and Jan Peeters are not here for the moment. We ask you to leave a message after the beep. We will call you back as soon as possible. Thank you."

3.1. RECORD THE MESSAGE ON TAPE

1. Press the  key (message) (5) and hold down.
2. When the led (4) starts flashing, speak in your message on the tape (no more than 1 minute long).
3. Release the  key (message) (5) to end the recording of the outgoing message.



4. The recorded message will automatically be rewinded.
5. The answering machine is ready to register incoming messages.

3.2. CHECK THE MESSAGE _____

Press and release the  key (message) (5).
Your message will be reproduced after 2 seconds.

Note :

- Your device has to be switched on during the recording or checking of your message.
- Turn the volume knob downwards if you want to listen to the message loudly and clearly.
- To decrease the volume, turn the volume knob upwards.

4. INCOMING MESSAGES (ICM) _____

Toll saver:

Your unit will answer after 2 rings if you have received messages and after 4 rings if there are no messages. Hang up after the third ring to save time and phone charges

Remark :

If your TOPCOM DOMO has not been switched on, incoming messages are answered after 10 rings.

Note:

We deliver the telephone answering machine as a standard device with a microcassette of 20 minutes, of which 1 minute is being used for your outgoing message. This means that the remaining 19 minutes can be used for the recording of incoming messages (maximum 1 minute per message).

4.1. SWITCH YOUR TOPCOM DOMO ON _____

Tune the ON-OFF/VOLUME knob (8) downward. The red led (4) switches on.

4.2. SWITCH YOUR TOPCOM DOMO OFF _____

Tune the ON-OFF/VOLUME knob (8) upward until you hear a click. The red led (4) switches off.

5. VOLUME ADJUSTMENT _____

To be able to listen to your outgoing message and the other incoming messages loudly and clearly, you have to turn the volume knob on the left side of your device downwards. To decrease or to switch off the volume you have to turn the volume knob upwards.

6. CALL SCREENING OF INCOMING MESSAGES _____

Adjust the volume of your TOPCOM DOMO in order to be able to listen attentively. You can just listen to the incoming messages or you can answer them by picking up the receiver. In the last case your TOPCOM DOMO receiver will automatically stop recording the message.

7. INDICATION OF RECORDED MESSAGES BY MEANS OF THE LED (4) FLASH _____


The led (4) flash shows whether messages have been recorded.





8. POWER FAILURE INDICATION

If there has been a power failure and some messages have been recorded, the led (4) will flash constantly.

Play the message by pushing the  key (play/rewind) (6). The device will automatically reset itself to the standby position.


9. VOX CONTROL

Your TOPCOM DOMO will automatically stop recording the incoming message if there has been no voice for more than 7 seconds.



10. TAPE FULL INDICATION

If your tape is full, an incoming message will only be answered after 20 rings. The caller will not be able to leave a message. You have to listen to all the calls before you are able to record messages again.

11. PLAYBACK OF RECORDED MESSAGES

- Press and release the  key (play/rewind) (6).
- All recorded messages will be reproduced. At the end of the tape you will hear a beep. The cassette will automatically rewind.

11.1. SAVE MESSAGES

- After listening to the recorded messages, push the  key (play/rewind) (6). Press and hold down the key until the led (4) switches off.
- Release the  key (play/rewind) (6). The led (4) will flash again. The messages are being saved. The new, incoming messages will be recorded after the ones already saved.



11.2. ERASE MESSAGES.

If you press no key after playing the messages, the already recorded messages will automatically be erased with the recording of new incoming messages.

11.3. PAUSE DURING THE PLAYBACK OF THE RECORDED MESSAGES

- Turn the ON-OFF/VOLUME knob (8) in the off- position, the playback of the recorded messages will stop.
- Turn the ON-OFF/VOLUME knob (8) in the on-position to continue the playback of the recorded messages.

11.4. REWIND DURING THE PLAYBACK OF THE RECORDED MESSAGES

- Press and hold down the  key (play/rewind) (6) until the tape has been completely rewinded.
- When you, release the  key (play/rewind) (6), you resume playback.



11.5 FAST FORWARD DURING THE PLAYBACK OF THE RECORDED MESSAGES

- Press and hold down the key (memo/fast forward) (7).
- When you have reached the message concerned, release the key (memo/fast forward) (7) and the playback will resume.

Remark:

If you press and hold down the key (memo/fast forward) (7) until the end of the tape, your TOPCOM DOMO will automatically rewind and stop. To listen to the recorded messages again, release the key (play/rewind) (6).

11.6 MEMO RECORDING

Press the key (memo/fast forward) (7) and start speaking. After your message, press the key (memo/fast forward) (7) to stop recording. Your memo will be recorded just like an incoming message and will playback as the other messages.

12. THE REMOTE CONTROL

Your TOPCOM DOMO can be used from a distance through any dtmf (beep) telephone. The decoder can be received in option.

At the back of your device there is a code existing out of three digits (look at the sticker). You need this code in order to use your remote control.

12.1. THE TOPCOM DOMO IS SWITCHED ON

- Dial the phone number (from any address) to which your TOPCOM DOMO is connected.
- You will hear a message followed by a beep. The length of this beep depends on the number of recorded messages.
- Before you proceed, you can leave a short message which will remind you later that you have already listened to the messages (this message may not take more than 1 minute).

In either case, whether you have left a message or not

- After the beep or after that you have left a message, press your 3-digits code on the keypad (dtmf/tone).
- While rewinding the tape, you will hear a series of short beeps (with a pause of 3 seconds between each series of beeps).
- If you do not hear this beep, press your 3-digits code again.
- From now on all messages will be played back. You will hear a short beep between each message.
- When you have listened to all recorded messages, your TOPCOM DOMO will produce a series of short beeps, indicating that you have heard all the messages.

- AFTER THESE BEEPS YOU CAN:

1. Save the recorded messages

Put down the receiver after or during the playback of the recorded messages.

or

2. Erase the recorded messages

Press your remote code and put down the receiver after two short beeps.



- 5 SECONDS AFTER THESE BEEPS YOU WILL HEAR A LONGER BEEP. *Now you can*
 3. Leave a message for yourself or other people that also have access to your TOPCOM DOMO. This message may not be longer than 1 minute.
 - or
 4. Play back the recorded messages by entering your remote code.

12.2. THE TOPCOM DOMO IS SWITCHED OFF

If your TOPCOM DOMO is not switched on, but you nevertheless want to use it or switch it on with your remote control, you have to do the following:

- Let your TOPCOM DOMO ring 10 times.
- Your TOPCOM DOMO will automatically switch on.
- From now on you can use your device with your remote control or you can put down the receiver.

12.3. INTERRUPTION OF THE PLAYBACK ON REMOTE

OPERATION

While listening to the recorded messages by means of your remote control, you will hear a long beep after 2 minutes and 30 seconds. The device will stop playing. To continue the playback, you have to re-enter your remote control code. This procedure has to be repeated every 2 minutes and 30 seconds. If you do not enter your code, the line will be interrupted.

13. IN CASE OF DIFFICULTIES

- Your TOPCOM DOMO does not work at all!

- Have you plugged the telephone line cord of your TOPCOM DOMO into the wall telephone jack?
- Have you connected the adapter cord to the power supply outlet?
- You hear a beep every 5 seconds!
 - Have you inserted the cassette in the right way?
 - The cassette needs replacing.
 - Have you recorded an outgoing message?
- The function keys do not work!
 - Have you recorded an outgoing message?

14. GUARANTEE

The TOPCOM DOMO has been manufactured and tested in order to offer you complete satisfaction. Topcom secures this device against material and fabrication defects during a period of 12 months, reckoning from the date of purchase of the first distributor. The warranty is valid if the guarantee card has been correctly filled in and if it has been provided with the date and signature. The guarantee card has to be sent to TOPCOM no later than within 10 days after your purchase.

The guarantee does not include the adapter, the cassette and possible defects caused by insufficient maintenance and use of the device.

The guarantee completely expires if other people than those of the technical department of TOPCOM have repaired or modified the machine.

If you find defects in the operation, you are asked to restore the unit in its original packing to the sales department of TOPCOM. You also have to send the guarantee card and a copy of your purchase invoice.

Any dispatch costs will be debited to the purchaser.

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