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RP7510

Telephone
& Digital Answering
Machine

RP7510

ADAPTOR FLEX

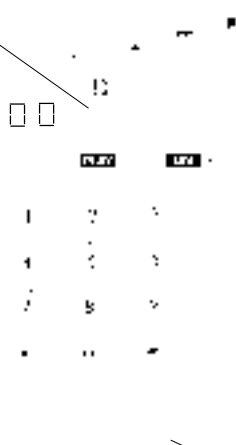
RINGER SWITCH

RED LIGHT

MESSAGE
DISPLAY

MICROPHONE

VOLUME
CONTROL



Index

General and safety information	1
Setting up	2
Fitting the battery	2
Setting the clock	3
Outgoing messages (OGMs)	4
Setting the number of rings you want the machine to answer after	5
Setting the ringer loudness	5
Plug the machine into the telephone socket	6
Telephone use	7
What do the buttons do?	7
Basic answering machine use	8
Setting either OGM1 or OGM2	8
Switching the answering machine on or off	8
Listening to messages	8
Tones or end of call signals after messages	8
If the memory's full	9
Monitoring calls	9
Leaving a memo	9
Advanced answering machine use: remote access	10
General	10
Security code	10
Listening to messages	11
Listening to OGMs and recording new ones	11
Leaving a message in a specific mailbox	11
11	
Switching the machine on or off	12
Setting OGM1 instead of OGM2	12
Remote access card details	13
Troubleshooting	14
Guarantee/Additional Safety	15
Approvals	16

RP7510

Congratulations on choosing a Geemarc RP7510. We at Geemarc want you to get the most out of our product. And that's why we've developed a manual that's easier to use. So please take the trouble to read it - and enjoy your RP7510 to the full.

What you can use your RP7510 with and what you can't

You can use your RP7510 with:

- private lines
- business lines
- compatible, approved PABXs. If you have a problem, contact your PABX supplier.

Your line must accept tone dialling. If you have a problem, contact your telephone company.

Do **not** use your RP7510 with:

- shared service or party lines
- 1+1 carrier systems
- a payphone unless it's a private payphone with the 'green spot' approval mark.

Safety (also see 'Additional safety', page 15)

- Before plugging in, make sure your electricity supply is 230v 50Hz AC.
- Never use outdoors.
- Never change the length of the adaptor flex or use a different adaptor.

Where to put your RP7510 and how to look after it

- To wall-mount your RP7510, use the template at the back of the manual. Run the flexes through the channels underneath the machine. After wall mounting the unit, slide out, turn over and slide back in, the handset clip (this can be found in the base unit just below where the earpiece locates), to ensure that the handset stays firmly in position when placed in the cradle.
- Keep it away from heat, dust and damp.
- Clean it with a soft cloth (try not to press the buttons).
- Never use polish or cleaning agents - they could damage the finish or the electrics inside.

Note - We advise that the machine be placed on a table cloth or similar, as rubber feet can mark some surfaces.

How much telephone equipment can you have in your home?

Each item is marked (usually on the base) with a REN number. For example, your RP7510 is REN 1 and most BT phones are REN 1. The REN numbers of all your equipment, added up, must not exceed 4. Otherwise you'll overload your line and your equipment may not work properly.

Thunderstorms

Unplug your RP7510 from the telephone socket during thunderstorms: if lightning strikes your phone line, it could damage the machine. Your guarantee does not cover lightning damage.

Setting up

Setting up: follow steps 1-7

Step 1: plug into the mains

- Plug the adaptor lead into the back of the machine (be sure to push the plug fully in). Set the volume control to mid-position. Then plug the adaptor into the wall socket and switch on. Don't plug into the telephone socket yet.
- The red light comes on, the display will count to 41; there'll be a beep. Then '00' flashes. alternately with 'Lo'. Wait for the beep before continuing.

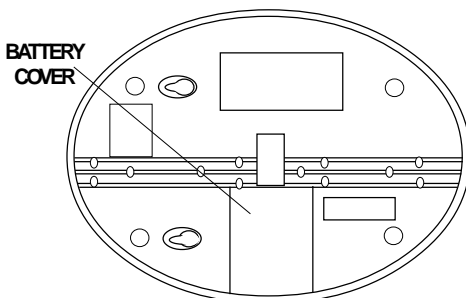
Step 2: fit a leak-resistant, alkaline, PP3 battery

Why? Because if you have a power cut (or the mains supply is disconnected or switched off), when power is restored or switched on again,

- you won't have to re-set the clock;
- you won't lose your messages; and
- you won't lose any outgoing message you recorded yourself. (The machine comes with standard outgoing messages but you can record your own instead.)

The battery will come into use only when the power is cut off and will support the memories for several hours. The battery will eventually run down if power is not restored. (NB If you plan to switch the power to the machine off for lengthy periods, disconnect the machine from the telephone socket and remove the battery. You'll have to set the clock and record any personal outgoing messages when switching the machine on again and refitting the battery).

- Remove the battery cover (make sure the telephone is not connected to the telephone socket).
- Fit the PP3 battery. The connector will only fit the correct way round.
- Put the cover back on. '00' will flash.
- If the battery is low, 'Lo' flashes. Unplug from the telephone socket and replace the battery as above.
- Dispose of batteries carefully. Never burn them or let children play with them.



Setting up

Step 3: set the clock

The machine speaks. If you set the clock, the machine will announce the time and day that each message was left.

What you need to know before you start

- Don't leave more than 15 seconds between button presses. otherwise you'll have to start again.
- To programme a setting, you use **OGM1** and **OGM2**. **OGM1** takes you to a higher setting; **OGM2** takes you to a lower setting. The machine calls out the settings.
- Ensure MESSAGE DISPLAY is on. If not, press **ON/OFF**.

- 1 Set the volume to medium.
- 2 Hold down **SKIP** until the machine calls out 'Sunday'. Then release **SKIP**.
- 3 Press **OGM1** or **OGM2** to set the day. Then press **SKIP**.
- 4 Press **OGM1** or **OGM2** to set the hour. Then press **SKIP**.
- 5 Press **OGM1** or **OGM2** to set the minutes. Then press **SKIP**.

The machine will call out your setting.

- To hear the setting at any time, press **SKIP**.
- To change a setting, repeat steps 2-5.

Setting up

Step 4: outgoing messages (OGMs)

The machine already has two outgoing messages: OGM1 and OGM2. You can use these messages or record new ones.

OGM1 lets the caller leave a message.

OGM2 does not let the caller leave a message. A new OGM2 could be: 'The surgery is now closed. Please call again between 9am and 5pm.'

You can set the machine to use OGM1 or OGM2. OGM2 also cuts in automatically if the memory's full.

- Ensure MESSAGE DISPLAY is on. If not, press **ON/OFF**.

Press **OGM1** to hear OGM1 ('A1' appears). Wait until '00' appears, then press **OGM2** to hear OGM2 ('A2' appears). If you're happy with these messages, go to Step 5; if you want to record new ones, see below.

To record *new* outgoing messages

What you need to know before you start:

- Plan what you want to say. Hint: callers prefer short messages.
- Your message must be longer than 4 seconds.
- Speak 20cm from the microphone at the front of the machine.
- During recording, '—' flashes.

Need Help?.....

**For product support and help, visit our
website at : www.geomarc.com
or telephone : 01707 384438
or fax : 01707 372529**

Setting up

To record a new OGM1

- 1 Hold down **OGM1** - speak after the beep - then release **OGM1**.
The machine will play your message and 'A1' appears.
- 2 To hear OGM1 at any time, press **OGM1**.

To record a new OGM2

- 1 Hold down **OGM2** - speak after the beep - then release **OGM2**.
The machine will play your message and 'A2' appears.
- 2 To hear OGM2 at any time, press **OGM2**.
 - To change your message, just record another.
 - If you don't record a new OGM1, '00' flashes.

Step 5: after how many rings do you want the machine to answer?

There are three settings:

- '2': the machine will answer after 2 rings; or
 - '4': the machine answer after 4 rings; or
 - 't' (toll saver). If you're away and ringing in for your messages, toll saver can save you the cost of a call. It'll answer after 2 rings if you have any new messages, or after 6 rings if you don't. So if it rings more than 2 times you can hang up, knowing you have no messages.
- 1 Press **OGM1**.
After the message, '2', '4' or 't' will flash.
 - 2 Press **OGM1** again until the setting you want appears.
 - 3 Press **STOP**.

Step 6: set the ringer loudness

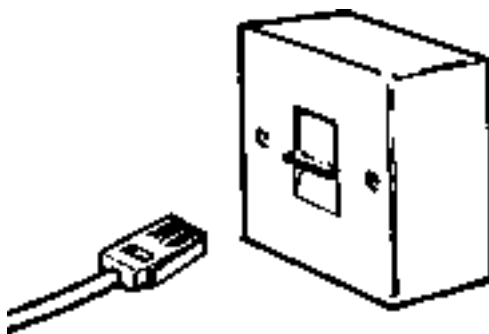
There are three settings:

- 'LO': quiet
- 'HI': loud
- 'OFF': silent

Setting up

Step 7: plug the machine into your telephone socket

- The plug only fits in one way round.
- If the little plug doesn't fit your telephone socket, contact BT or your telephone company.



Telephone use

What do the buttons do?

REDIAL

Press **REDIAL** to call the last number you dialed (useful if it was engaged).

MUTE

Hold down **MUTE** if you don't want the other person to hear you (but you can still hear them).

RECALL, *,#

These are for new telephone services. To find out more, call your telephone company.

Basic Answering machine use

To set either OGM1 or OGM2

Hold down **ON/OFF** for 2 seconds until you hear a beep.

- If the red light's on, OGM1 is set.
- If the red light's flashing, OGM2 is set. (OGM2 doesn't let the caller leave a message.)

To switch the answering machine on or off

Press **ON/OFF** briefly.

- If the message display ('00' etc) is on, the machine is on and ready to answer.
- If the message display is off, the machine is off.
- If the machine is off, it'll 'answer' calls after 15 rings and play OGM2. (Most callers will hang up well before 15 rings.) This lets you ring in and switch the machine on: see page 10.

To listen to your messages

The display shows the message total.

- Press **PLAY**.
- To pause, press **MEMO**. To continue, press **MEMO** again.
- To skip to the next message, press **SKIP**.
- To skip to the previous message, press **REPEAT**.
- To erase a message, press **ERASE** before it ends.
- To erase all messages: after playing them, hold down **ERASE** until you hear a beep.
- To stop, press **STOP**.

Points to remember:

- Mailbox messages and memos are played last.
- An 'erased' message isn't erased immediately. It's erased after the machine says 'end of messages'. Up until this time you can still hear an 'erased' message again.
- To hear only the new messages, not the old ones, hold down **PLAY** until you hear a beep.
- Don't let the memory become full - erase the messages you don't need to keep.
- The longest message the machine accepts is 2 minutes. It'll send the caller a warning beep just before.

Tones or end of call signals after messages

On some systems, particularly cable telephone networks, you may hear short periods of tone or 'end of call' signals after playing back messages. This can be quite normal but if it is a cause for concern, please contact your local telephone service provider who may be able to make an adjustment to your particular telephone line.

Basic answering machine use

If the memory's full

When the memory's full, 'FL' appears. 'FL' alternates with the message total.

- If the memory's full, the machine will answer after 15 rings using the OGM2 you recorded.
- The memory can hold 14 minutes of messages. Erase messages to make room for new ones.

To monitor calls when you're at home

When you're at home, you can listen to callers leaving a message. '-' flashes during recording.

To speak to a caller, pick up the phone.

- If you pick up another phone and the machine keeps recording, press and release the hang-up switch.
- To refuse an incoming message, press **STOP**.

To leave a memo (like leaving a note) for someone you live with

What you need to know before you start

- Speak 20cm from the microphone.
- Hold down **MEMO** - speak after the beep - then release **MEMO**.
- Your memo is added to the message total.
- To listen to memos, press **MEMO**. If there aren't any memos you'll hear 5 beeps.

Need Help?.....

Please call: 01707 384438

Or Fax: 01707 372529

Advanced answering machine use

Remote access :

ringing in from outside and operating the machine

With remote access you can:

- listen to (and erase) messages and memos
- listen to OGMs and record new ones
- leave a message in a specific mailbox
- switch the machine on or off
- set OGM1 instead of OGM2

You need to use:

- a phone with Tone dialling; or
- a Tone Dialler. But if the seal between the Tone Dialler and the mouthpiece isn't perfect, you won't get perfect results.

What you need to know before you start

- For most functions you'll need to enter your security code. Your security code is set to 125 but you can change it: see below.
- If your phone lets you, send generous tones, not short ones.
- Give the machine time to respond but don't leave longer than 15 seconds between button presses. Otherwise you'll be cut off.
- The machine beeps twice when it receives a command.
- If the memory's full, the machine will answer after 15 rings and play OGM2 instead of OGM1. If you erase messages the machine will accept new ones again.

Your security code

Your security code is set to 125 but you can change it. Never change it to 999 or 112 - these are emergency numbers.

To check your security code

- 1 Ensure MESSAGE DISPLAY is on. If not, press **ON/OFF**.
- 2 Press **REPEAT**.

To change it your security code

- 1 Hold down **REPEAT** until you hear a beep.
The machine will call out the security code. Wait for the first digit to freeze.
- 2 Press **OGM1** or **OGM2** to change the digit. Then press **REPEAT**.
- 3 When the second digit freezes, change it by repeating step 2. Then do the same with the third digit.

The machine will call out your new code.

- If you unplug the machine and remove the batteries, the code will change back to 125.

Advanced answering machine use

To listen to your messages remotely

- 1 Dial your number.
- 2 During the OGM, press *****.
You'll hear 3 beeps.

- 3 Enter your security code.

After 2 beeps you'll hear all your messages. Or, to hear only the new messages, press **6** within 4 seconds.

Points to remember:

- Mailbox messages are played last.
- After 2-3 minutes the machine will beep and stop. Press **7** to continue.
- To **pause**, press **7**. To continue, press **7** within 15 seconds.
- To skip to the **previous** message, press **2**.
- To skip to the **next** message, press **5**.
- To **erase** a message, press **3** during it.
- To make sure you've heard it all, it's best to skip backwards (press **2**) and erase it when you hear it again.
- An 'erased' message isn't erased immediately. It's erased after the machine says 'end of messages'. Up until this time you can still hear an 'erased' message again.
- To **erase all** messages: after the machine says 'end of messages', press **33**. You'll hear 5 beeps to confirm deletion.

After hearing your messages, you can do the following:

- **To listen to messages in a specific mailbox:** press **S** then the mailbox number (**1, 2, 3** or **4**).
- **To listen to memos:** press ***1** (memos are stored in mailbox 1).
- **To listen to OGMs:** press **4 1** (for OGM1) or **4 3** (for OGM2). This only works for OGMs you recorded yourself, not for the OGMs the machine comes with.
- **To listen to all messages again,** press **7**.
- **To record a new OGM:** press **4 7** (for OGM1) or **4 9** (for OGM2). Speak after the 4 beeps, **then press 7**. To hear the new OGM, press **4 1** (OGM1) or **4 3** (OGM2).

To leave a message in a specific mailbox

There are 4 mailboxes.

- 1 Dial your number.
- 2 Listen to your OGM. After the beep, press **#**, then **1, 2, 3** or **4** (the mailbox number).
- 3 After the 2 beeps, leave your message.

Advanced answering machine use

To switch the machine on or off remotely

- 1 Dial your number.
If the machine's off, it'll answer after 15 rings.
- 2 *During the OGM, press **S**.
You'll hear 3 beeps.
- 3 Enter your security code.
You'll hear 2 beeps.
- 4 Within 4 seconds press **0** to switch on, or **88** to switch off.

*If you're switching **on**, the machine plays the OGM2 that it comes with, even if you recorded a new one.

To set OGM1 instead of OGM2 remotely

You can only do this if the answering machine is switched on.

- 1 Dial your number.
- 2 During OGM2, press **S**.
You'll hear 3 beeps.
- 3 Enter your security code.
You'll hear 2 beeps.
- 4 Within 4 seconds press **1**.
 - You can only set OGM2 instead of OGM1 by switching the machine off (see above). If you do this, the machine will answer calls after 15 rings and play OGM2.

Remote access

If you require the use of remote operation, please make a note of your remote access number, which can be found on the underside of your unit and keep one of these cards safely in your purse/wallet at all times.

To record a new outgoing message (OGM)

- 1 Dial your number.
- 2 During the OGM, press *****. You'll hear 3 beeps.
- 3 Enter your security code. You'll hear 2 beeps.
- 4 Within 4 seconds, press **47** (for OGM1) or **49** (for OGM2).
- 5 Speak after the 4 beeps, then press **7**.
- 6 To hear the new OGM press **41** (OGM1) or **43** (OGM2).

To switch the machine on or off

- 1 Dial your number. if the machine's off it'll answer after 15 rings.
- 2 During the OGM press *****. You'll hear 3 beeps.
- 3 Enter your security code. You'll hear 2 beeps.
- 4 Within 4 seconds, press **0** to switch on or **88** to switch off.

RCFRP7510 Issue 6 1/0657

REMOTE ACCESS CARD

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Write down your security code.

To listen to messages

- 1 Dial your number.
- 2 During the OGM, press *****. You'll hear 3 beeps.
- 3 Enter your security code. Your messages will be played back.
 - To **pause**, press **7**. To continue, press **7**.
 - To skip to **previous** message press **2**.
 - To skip to **next** message press **5**.
 - To **erase** all messages: after you hear 'end of messages' press **33**.
 - To **repeat** playback at end press **7**.
 - To stop, press **7** and hang up.
 - If the machine stops, press **7** to continue.

Troubleshooting

What do I do if ... ?

	see page
Nothing happens when you dial	
• Is the machine plugged into your telephone socket?	6
• Does your line accept tone dialling	1
'00' flashes	
This means the machine's using its own OGM1 outgoing message.	4
If you record a new OGM1, '00' stops flashing.	5
'Lo' flashes	
There's no battery or the battery's low.	2
The machine won't answer calls	
• Is it plugged into the telephone socket?	6
• Is it plugged into the mains and switched on?	2
• Is it switched to answer calls? Press ON/OFF so that the message display ('00' etc) is on.	8
• If 'FL' is displayed, the memory's full.	8
The machine answers but won't take messages	
• Check OGM1 is set, not OGM2. (If OGM2 is set, the red light flashes.)	8
• Is it switched to answer calls? Press ON/OFF so that the message display ('00' etc) is on.	8
• If 'FL' is displayed, the memory's full.	8
The machine keeps recording ('-' keeps flashing) when you pick up another phone	
• Press and release the hang-up switch	9
Your messages are announced with the wrong time and day	
• Press SKIP to hear the time and day setting. If it's wrong, reset the clock.	3
Remote access problems	
• Are you using a phone with Tone dialling?	10
• Try to use a phone which sends a tone for as long as you hold down the button. Most mobile phones have a 'long tone' setting.	10
• Did you leave more than 15 seconds between button presses?	10
• Are you using the correct security code?	10

Guarantee (UK only)

From the moment your Geemarc product is purchased, Geemarc Telecom Ltd guarantee it for the period of one year. During this time, all repairs or replacements (at our option) are free of charge.

Should you experience a problem then contact our helpline or the retailer from whom you purchased your Geemarc product.

The guarantee does not cover accidents, negligence or breakages to any parts. The product must not be tampered with or taken apart by anyone who is not an authorised Geemarc representative.

The guarantee of Geemarc Telecom Ltd in no way limits your legal rights.

IMPORTANT: YOUR RECEIPT IS PART OF YOUR GUARANTEE AND MUST BE RETAINED AND PRODUCED IN THE EVENT OF A WARRANTY CLAIM

Please note: The guarantee applies to the United Kingdom only.

Additional safety

The apparatus does not incorporate an integral power on/off switch. To disconnect the power, either switch off the supply at the mains power socket or unplug the AC adaptor. When installing the apparatus, ensure that the mains power socket is readily accessible.

The interconnection point between the AC adaptor output lead and the apparatus power socket carries a Safety Extra-Low Voltage (SELV) and indirectly, a Telecommunication Network Voltage (TNV). Do not connect any apparatus to the socket other than the Type 751 AC adaptor supplied.

The battery connector carries a Telecommunication Network Voltage (TNV) and the apparatus must be disconnected from the telephone line before the battery compartment cover is removed to fit or change the battery.

Approvals

The apparatus has been approved for the use of the following facilities:

- Simple telephone operation with ability to make calls to the 999 and 112 Emergency Services.
- Multi Frequency (tone) dialling.
- Automatic storage of last number dialled.
- Timed break recall.
- Telephone ringer off/lo/hi control.
- Microphone mute.
- Answering and recording of incoming messages with message counter.
- Answering only.
- Call screening by loudspeaker.
- Day/time stamping of incoming messages.
- Memo message recording.
- 2-4-Toll saver ringer selection.
- Remote access using tone dialling.
- Battery back-up for answering system memory support.

Any other usage will invalidate the approval given to the apparatus if as a result, it then ceases to conform with the standards against which approval was granted.

The apparatus is approved for connection to direct exchange lines and to approved, compatible PABXs. It cannot be guaranteed that the apparatus will operate correctly under all conditions when connected to some PABXs. If difficulties are experienced, please contact your supplier initially.

The apparatus has been approved for use with the Type 751 AC Adaptor. Use of an alternative adaptor may invalidate this approval and lead to a safety hazard or damage.

DECLARATION: Hereby Geemarc Telecom Ltd declares that this telephone is in compliance with the essential requirements and other relevant provisions of the Radio and Telecommunications Equipment Directive 1999/5/EC and in particular article 3 section 1a, 1b and section 3.





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or telephone : 01707 384438
or fax : 01707 372529**

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