

**OLYMPIA® OL3022**

**OWNER'S MANUAL**

**OLYMPIA** 

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# **IMPORTANT SAFETY INSTRUCTIONS**

BEFORE USING YOUR TELEPHONE EQUIPMENT, BASIC SAFETY PRECAUTIONS SHOULD ALWAYS BE FOLLOWED TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK AND INJURY **TO PERSONS**, INCLUDING THE FOLLOWING

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation. To protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
8. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be damaged by persons walking on it.
9. Do not overload wall outlet extension cords, as this can result in the risk of fire or electric shock.
10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on this product.
11. To reduce the risk of electric shock, do not disassemble this product. Instead, when some repair work is required, take the unit to a qualified technician. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
12. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - i) When the power supply cord or plug is damaged or frayed.
  - ii) If liquid has been spilled into the product.
  - iii) If the product has been exposed to rain or water.
  - iv) If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - v) If the product has been dropped or cabinet has been damaged.
  - vi) If the product exhibits a distinct change in performance.
13. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electrical shock from lightning.
14. Do not use the telephone to report a gas leak in the vicinity of the leak.

**SAVE THIS INSTRUCTIONS**

# **Part I InfoGlobe Operation**

## **1 InfoGlobe Features**

15. CID name and number display Caller ID records - up to 54 records
16. Real-time Clock
17. Floating Messages (up to 30 characters)
18. Built-in Year-round Greetings
19. 6 User Programmable Alert Messages
20. Automatic Daylight Savings Time Adjustment
21. Demonstration Mode
22. Captivating animation
23. Programmable Timer on/off

## **2 InfoGlobe Control Keys**

### **LEFT**

Power ON / OFF – Hold **LEFT** down to turn Globe On and Off. Press and hold key for at least 1 second.  
Press to go to left character setting.  
Start/stop rotation in CID list view.  
Press to exit menu and return to standby.

### **RIGHT**

Press and hold to start Demonstration Mode.  
Press to go to right character setting.  
Delete record(s) in CID list view.  
Press to exit menu and return to standby.

### **SELECT**

Press to enter into menu selection. Use UP/DOWN keys to locate desired setting.  
Press to confirm a menu entry.  
Press again after confirmation to go back to main menu.

### **UP/DOWN**

Press to select previous / next page or character in setting.

## 3 Powering Up

24. After **OL3022** and the Base Unit is powered up, **OL3022** should be placed in the cradle of the Base Unit for setting a new security code.
25. Each time **OL3022** is placed on the cradle of the Base Unit, the Base will generate and transmit a new security code to **OL3022**.
26. The completion of a successful security code transfer operation will be indicated by a flash of the 'In Use' LED on the Base Unit and **OL3022**.
27. In the event you do not receive the visual indicators, check to ensure **OL3022** and Base is powered. Return **OL3022** to the Base cradle.

## 4 Getting Started

28. Place the **OL3022** on a firm and level surface.
29. To optimize the dramatic effect of the display, position the unit against a dark background, such as books or plants. This will enhance the floating effect and display contrast.
30. Connect the power adapter into matching jacks on the under side of the base.
31. Plug the adaptor to the socket-outlet which near the equipment and shall be easily accessible.
32. The rotor inside the device starts rotation.
33. Once rotation is steady, the LED turns on with the standby display.
34. The **OL3022** is now in the normal standby mode.

## 5 Normal Standby Mode

During normal standby mode the following data is displayed:

### Caller ID Information

35. Preset Message

#### **Holds 5 Caller ID records**

36. New Calls

The number of new calls in the call log will be indicated as shown:

**There are 5 New Calls in Call Log**

37. Details of Latest Caller ID record

**Timothy 1-866-537-0384**

**Note:** When there are no CID records in the Call Log, **OLYMPIA INFOGLOBE** is displayed as part of the normal standby mode rotation.

38. Message Waiting

**Message Waiting**

**Note:** Voice Messaging Service requires subscription from your local Telephone Company.

39. Time Display

This shows the time and date as set.

## **6 Pre-programmed Messages**

Daily and Year-round Holiday/Special Occasion Greetings:

**Good Morning**

During 00:00 ~ 11:59 (12:00AM ~ 11:59AM)

**Good Afternoon**

During 12:00 ~ 16:59 (12:00PM ~ 4:59PM)

**Good Evening**

During 17:00 ~23:59 (5:00PM ~ 11:59PM)

### **Year-round Holiday/Special Occasion Greetings**

Date	Holiday	Greetings
January 1	New Year's Day	Happy Holidays Happy New Year Wishing You A Prosperous New Year
January 2-3		
February 14	Valentine's Day	Happy Valentine's Day
April 1	April Fool's Day	April Fool's Day! Have a Fun Day
2 <sup>nd</sup> Sunday in May	Mother's Day	Happy Mother's Day
Friday – Monday of Memorial Day weekend	Memorial Day	Have a Happy Memorial Day Weekend
3 <sup>rd</sup> Sunday in June	Father's Day	Happy Father's Day
July 4	Independence Day	U.S. Independence Day Celebration
Friday – Monday of Labor Day Weekend	Labor Day	Have a Happy Labor Day Weekend
Sunday after Labor Day	Grandparent's Day	Have a Grand Grandparent's Day
October 31	Halloween	Boo.... Have a SPOOKY Halloween
4 <sup>th</sup> Thursday in November	Thanksgiving Day	Turkey Days are Here! Happy Thanksgiving
Day after Thanksgiving to December 28		Happy Holidays

December 29-31	New Year's Day	Happy Holidays Wishing You A Prosperous New Year
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## **7 Demonstration Mode**

This allows the user to view a selection of displays. This includes:

40. Date format
41. Time format
42. Preprogrammed seasonal greetings
43. CID Information
44. Preprogrammed daily greetings

To activate and deactivate Demonstration Mode press **RIGHT** key for at least 1 second.

**Note:** Caller ID information can still be received in this mode.

The **SELECT** key is disabled in this mode.

## **8 Time & Date**

### **Setting Time Mode**

The clock can be set to run on a 12-hour or 24-hour basis.

45. Press **SELECT** to enter the menu.
46. Use **UP** or **DOWN** to select **SET TIME MODE** in the menu.
47. Press **SELECT** again.
48. Use **UP** or **DOWN** to toggle between 12- and 24-hour clock.
49. Confirm your selection by pressing **SELECT**.

### **Setting Date Format**

Users can choose to have the order of month and day set in the date.

50. Press **SELECT** to enter the menu.
51. Use **UP** or **DOWN** to select **SET DATE FORMAT** in the menu.
52. Press **SELECT** again.
53. Use **UP** or **DOWN** to choose **Month/Day** or **Day/Month** format.
54. Confirm your selection by pressing **SELECT**.

### **Setting Time and Date**

55. Press **SELECT** to enter the menu.
56. Use **UP** or **DOWN** to select **SET DATE TIME** in the menu.
57. Press **SELECT** again.
58. The Month (or Day) field is blinking. Use **UP** or **DOWN** to select the correct Month (or Day).
59. Press **RIGHT** to move to the next location.
60. The Day (or Month) field is blinking. Use **UP** or **DOWN** to select the correct Day (or Month).
61. Press **RIGHT** to move to the next location.
62. The Year field is blinking. Use **UP** or **DOWN** to select the current Year.

63. Press **RIGHT** to move to the next location.
64. The hour field is blinking. Use **UP** or **DOWN** to select the current hour (**be careful of am/pm**).
65. Press **RIGHT** to move to the next location.
66. The minute field is blinking. Use **UP** or **DOWN** to select the current minute.
67. Press **SELECT** to confirm your programming.

**Note:** The order of Day and Month will depend on how you set the Date Format.

Time is also set upon receiving Caller ID information (**however, you must set the year manually**).

## **9 Daylight Saving Time**

The Info Globe features a hundred-year calendar with an automatic Daylight Saving Time (DST) adjustment.

Daylight Saving Time begins at 2am on the first Sunday of April. Time reverts to standard time at 2am on the last Sunday of October.

That is, on the first Sunday of April, the clock increments from 1:59am to 3am. On the last Sunday of October, the clock falls back from 1:59am to 1am. This is done automatically when the feature is enabled. If the feature is off, the clock increments normally from 1:59am to 2am.

68. Press **SELECT** to access the menu.
69. Use **UP** or **DOWN** to select **SET DST** in the menu, then press **SELECT** again.
70. You will see: **DST: OFF** (or **ON**) The ON/OFF field is blinking.
71. Press **UP** or **DOWN** to toggle between ON and OFF.
72. Press **SELECT** to confirm your selection.

**Note:** The default value after a power failure is DST: Off.

## **10 Personal Messages**

### **Programming Personal Messages**

You can program up to **6** personal messages:

73. Press **SELECT** to enter the menu.
74. Use **UP** or **DOWN** to select **SET MESSAGE** in Menu.
75. Press **SELECT** again.
76. The **MSG1** envelope icon is blinking.
77. Use **UP** or **DOWN** to choose the desired location (1 – 6).
78. Press **SELECT** on the chosen location.

### **Set Message Frequency**

You are now asked to select message frequency. Use **UP** or **DOWN** to choose either:

**DAILY** Your message is repeated every few minutes, along with the other categories of information, such as time, date and Caller ID.

**DATE** Your message is displayed only the specified date. Perfect for birthdays or anniversaries.

Use **UP** or **DOWN** to toggle between **Daily** and to program a specific Date.

79. To select Daily, press **SELECT** when **Daily** flashes. To program a **date**, press **SELECT** when the **month** flashes.
80. To set the message date, use **LEFT** and **RIGHT** to toggle between Month and Date.
81. The chosen field will blink; use **UP** and **DOWN** to program the desired Month and Date.
82. Press **SELECT** to confirm message frequency; you are now ready to enter your message.

## **Entering Your Message**

83. Use **UP** and **DOWN** on the blinking field to scroll through the upper and lower case letters of the alphabet, numbers 0-9 and punctuation marks.
84. Use the **RIGHT** key to move onto the next character. The **LEFT** and **RIGHT** keys may also be used to find the desired location for reselecting, editing, or deletion.
85. Hold **SELECT** down to delete flashing character. If it is at the beginning of the line, it deletes all the characters.
86. When your message is complete, press **SELECT** to confirm.

**Note:** During programming, after 20 seconds of inactivity, or an incoming call will return the device to Standby mode. The setting is saved.

## **11 Erase All Memories**

The following procedure erases the **Caller ID** list and **user programmed messages**. Date, Time, Time Mode, Date Format, and DST are retained.

87. Press **SELECT**; press **UP** to find **ERASE MEMORY** in the Menu.
88. Press **SELECT** again. **ERASE ALL?** appears.
89. Press **SELECT** key to confirm.
90. The word **ERASED** appears, and then the InfoGlobe returns to Standby Mode.

## **12 Caller ID**

(**Note:** This section applies if you subscribe to Caller ID service)

The InfoGlobe will show Caller ID with the inbound ringing. Twenty seconds after Caller ID information is received, the display will return to Standby.

- Caller ID information will be received and stored in the call log which has a maximum number of 54 memory locations; each location holds up to 16 digits and 18 characters.
- The last Caller ID received will be the first to be shown in the list.
- When the Caller ID list is full the oldest Caller ID is automatically deleted and the most recent Caller ID is added.

The following are possible Caller ID messages:

<b>UNAVAILABLE</b>	Call from an area that does not provide caller ID information
<b>PRIVATE</b>	The other party is blocking name and number information
<b>PUBLIC</b>	Call from public pay phone
<b>LONG DISTANCE</b>	Long distance phone call
<b>MESSAGE WAITING</b>	There is a message left by a caller (requires subscription to voice messaging service).

### **Viewing CID List**

Press **SELECT**. **CID LIST** appears. Press **SELECT** again.

The most recent Caller ID record is shown first.

The following are messages that may be shown:

**01>11/04 12:30am - 186-653-7038 Timothy**

CID with Name and Number

**02>11/04 12:30am - 1-866-537-0384**

CID with Number Only

**03>11/04 12:30am - Private**

CID information blocked by caller.

**04>11/04 12:30am - Message Waiting**

No CID data; a Message was left with your voicemail service.

**05>11/04 12:30am - MW 186-653-7038**

Message Waiting and Number available.

**06>11/04 12:30am - MW 123-456-7890 David Jones**

Message waiting; Name and Number

#### **No CID**

There is no CID information.

**Note:** For records that have a total number of characters and digits exceeding the storage capacity, part of the data will be truncated.

Pressing **UP** displays the previous record in the Caller ID list. At the beginning of the Caller ID List, pressing **UP** will go to the last record.

Pressing **DOWN** displays the next record in the Caller ID list. At the end of the Caller ID List, pressing **DOWN** will go to the top of the list.

Pressing **RIGHT** once will delete the current displayed record.

Pressing and holding **RIGHT** for 2 seconds during Caller ID browsing will display:

#### **DELETE ALL?**

Pressing **RIGHT** again will delete all CID records.

If the **RIGHT** key is not pressed for 10 seconds, the InfoGlobe will return to the Caller ID review mode

## **13 Setting Timer On/Off**

The unit can be programmed to turn on and off at a set time; e.g. turned off at 10:30pm and turned on at 6:00am.

91. Press **SELECT** to enter the menu. Press **UP** or **DOWN** and scroll to **SET ON/OFF TIME**.
92. Press **SELECT** again. The current setting will be shown, e.g.

**ON:HH:MMTT OFF:HH:MMTT**

93. The hour setting **HH** for the ON time will be blinking. Use **UP** or **DOWN** to select the hour. If you are in 12-hour mode, make sure you have the correct hour programmed (am or pm)!!!! If you are in 24-hour mode, am/pm is not an issue.

94. Use the **RIGHT** key to move to the minute location **MM**.

95. Use **UP** or **DOWN** to set the desired minute.

Use the **RIGHT** key to move to the locations for setting the ‘**Timer OFF**’ time in the same manner as above.

96. Confirm the setting by pressing **SELECT**.

**Note:** Caller ID information will not be received when the InfoGlobe is turned off.

## **14 Troubleshooting the InfoGlobe**

### **1. There is no rotation and display after plugging into an electrical outlet.**

Ensure that the AC adapter is plugged in properly.

### **2. There is no Caller ID information being received.**

Caller ID is a subscription service from your local telephone company. Ensure that telephone cord is plugged in correctly.

### **3. There are sounds of vibration coming from base.**

Vibrations coming from the Info Globe are normal. However, check that the device is standing firmly on a level surface and that there are no other objects close to the unit that may be producing the sound.

### **4. Floating display looks faint.**

Check that AC adapter has been plugged in properly. Place unit against a dark background to obtain maximum illumination from floating display.

## **Part II Consumer Information**

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back of this equipment is a label that contains, among other information, a product identifier in the format US: DDKW900BOL5800. If requested, this number must be provided to the telephone company.

An applicable certification jacks Universal Service Order Codes (USOC) for the equipment is provided (i.e., RJ11C) in the packaging with each piece of approved terminal equipment.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details in section (2).

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: DDKW900BOL5800. The digits represented by 00 are the REN without a decimal point (e.g., 03 is a REN of 0.3). The REN is separately shown on the label too.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

Please follow instructions for repairing if any (e.g. battery replacement section); otherwise do not alternate or repair any parts of device except specified.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

This product meets the applicable Industry Canada technical specifications.

### **NOTICE:**

97. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this phone does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.
98. According to telephone company reports, AC electrical surges, typically resulting from lightning strikes, are very destructive to telephone equipment connected to AC power sources. To minimize damage from these types of surges, a surge arrestor is recommended.

**WARNING:** Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**CAUTION:** The Ringer Equivalence Number is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

**NOTE:** This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Privacy of communications may not be ensured when using this phone. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the belt clip supplied or designated for this product. Use of other accessories may not ensure compliance with FCC RF exposure guidelines. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Should you experience trouble with this equipment, please contact US Returns Center, Wave Industries, for assistance. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

**STOP!!!!** If you are having trouble with your product or have any questions, **DO NOT** return it to your dealer. Call our **Help Desk** at **1-866-537-0384** for assistance.

## **Warranty**

This warranty covers any defect in material or workmanship for a period of one year from date of purchase. At our option we will repair or replace your unit.

To enforce warranty call Wave Customer Service at **866.537.0384** for a return authorization. Upon receipt of authorization pack your unit properly including all cables and accessories included with your original purchase. Include in the packaging a copy of the original sales receipt or other evidence of date of original purchase. Print your name and address, along with a description of the defect and include this in the package. Please include payment for any service or repair not cover by warranty, as determined by Wave Industries. **WAVE INDUSTRIES WILL NOT HONOR ANY RETURNED PRODUCT THAT IS SHIPPED WITHOUT THE PROPER DOCUMENTATION, WHICH INCLUDES A VALID RETURN AUTHORIZATION NUMBER CLEARLY PRINTED ON THE OUTSIDE OF THE PACKAGE.**

Warranty does not cover batteries, damage from misuse or neglect, or acts of nature (lightning, floods, power surges, etc.) It also does not cover units, which have been modified or incorporated into other products, units which have been serviced by a facility not expressly authorized by Wave, or products purchased more than 12 months previous.

This warranty gives you specific rights. You may also have other rights, which vary from state to state.