

Cat. No. 65-719

**OWNER'S MANUAL**

Please read before using this equipment.

**EC-295**

**3K Electronic  
Organizer**



**RadioShack®**

## FEATURES

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Your RadioShack EC-295 3K Electronic Organizer is a pocket-size data organizer. It's great for the person on the go, combining a telephone directory, alarm clock, schedule alarms, a calculator, and more in one compact, easy-to-use package. Its features include:

**Three-Row Display** — lets you see up to three lines of data at once.

**Phone Directory** — puts names, phone numbers, fax numbers, and e-mail addresses at your fingertips.

**Schedule Alarms** — remind you of meetings and other important events.

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**Metric Converter** — lets you perform conversions to and from metric measurements.

**Currency Converter** — makes it easy to convert between currencies.

**Home Time/World Time** — shows you the current time in your local time zone and in 24 other cities around the world.

**10-Digit Calculator** — lets you perform arithmetic and currency conversion calculations.

**Daily Alarm** — sounds daily at a time you set.

**Password** — prevents unauthorized access to your information.

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**Automatic Power-Off** — conserves battery power by turning off the organizer about 4 minutes after you stop using it.

**3K Memory** — gives you ample space for storing phone numbers, addresses, and schedules.

**Account Manager** — lets you keep track of up to three accounts.

**Important:** Tandy Corporation assumes no responsibility for any loss or claims that might arise through use of this organizer or for damages incurred as a result of information loss due to malfunctions, repairs, battery replacement, or misuse. You should maintain physical records of important information to protect against such loss.

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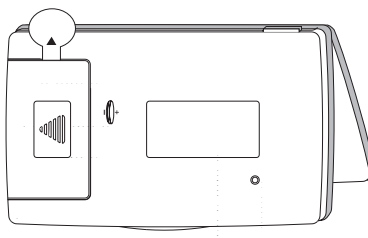
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## **BEFORE YOU BEGIN**

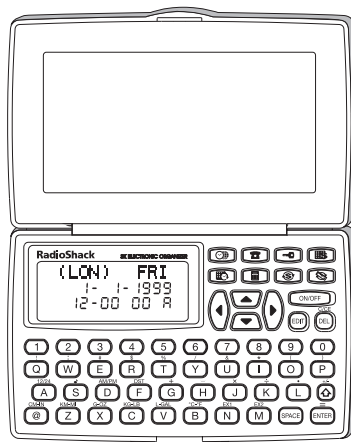
### **REMOVING THE INSULATION STRIPS**

Before you can use the organizer, you must remove the protective insulation strip from inside the battery compartment. To remove the slip, grasp the end and gently pull it out in the direction of the arrows.



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## A QUICK LOOK AT THE ORGANIZER'S FEATURES





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**Directional Controls** ▲, ▼, ◀, and ▶


— search forward or backward through records, and move the cursor within records.


**Number Keys** — enter numbers.


**Mode Keys** — help you organize your information into categories.

 — keeps track of home time as well as time in 24 other world cities.


 — organizes phone records and general information about contacts.


 — locks specific records.


 — keeps track of up to three different accounts.

 — sets appointment times and reminders.

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 — performs standard, metric conversion, and currency conversion calculations.


 — keeps track of two different currency conversion rates.

 — converts between common standard and metric units of measurement.

**Special Keys** — help you display, edit, rearrange, and organize your information.

**EDIT** — allows you to update information in various records.

**DEL (C/CE)** — deletes characters to the right of the cursor; clears calculator entries.

 — accesses special characters and secondary functions (as labeled above some keys).

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**F (DST)** — enters the letter F and toggles between standard and daylight-savings time.

**D (AM/PM)** — enters the letter D and toggles between AM and PM.

**S (♪)** — enters the letter S and turns the key tone on and off.

**A (12/24)** — enters the letter A and toggles between the 12- and 24-hour time formats.

**ENTER (=)** — stores information and totals an arithmetic operation.

**SPACE** — enters a space.

**N (EX1)** — enters the letter N and stores a currency exchange rate.

**M (EX2)** — enters the letter M and stores a currency exchange rate.

**@ (CM-IN)** — enters the @ symbol and performs centimeters to inches conversion.

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**Z (KM-MI)** — enters the letter Z and performs miles to kilometers conversion.

**X (G-OZ)** — enters the letter X and performs grams to ounces conversion.

**C (KG-LB)** — enters the letter C and performs kilograms to pounds conversion.

**V (L-GAL)** — enters the letter V and performs liters to gallons conversion.

**B (°C-°F)** — enters the letter B and performs Celsius to Fahrenheit conversion.

## **OPERATION**

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### **TURNING THE EC-295 ON AND OFF**

To turn the organizer on, press **ON/OFF**. Press **ON/OFF** again to turn it off.



To conserve battery power, the organizer automatically turns off about 4 minutes after you stop using it.

### **TURNING THE KEY TONE ON AND OFF**

Your organizer is preset so a tone sounds each time you press a key. You can turn off the key tone.

With the organizer turned on, press  so the home date and time appear and the home city is in parenthe-

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ses. To turn the key tone off or on, press  S).  appears when the key tone is on.

**Note:** You can only turn the key tone on or off when the display shows the current date and time. When you reset the organizer, key tone defaults to on.

## **SETTING/VIEWING THE HOME DATE AND TIME**

There are 24 cities listed in the organizer. You must select a city as your home time. If your city is not listed, use a city in the same time zone as yours.

When you set the time and date for your home time zone, all other world times are set automatically.

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<b>City Name</b>	<b>City Code</b>
London	LON
Paris	PAR
Cairo	CAI
Moscow	MCW
Dubal	DXB
Karachi	KHI
Dhaka	DAC
Bangkok	BKK
Hong Kong	HKG
Tokyo	TYO
Sydney	SYD
Noumea	NOU

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City Name	City Code
Auckland	AKL
Midway	MID
Honolulu	HNL
Anchorage	ANC
Los Angeles	LAX
Denver	DEN
Chicago	CHI
New York	NYC
Caracas	CCS
Rio De Janeiro	RIO






**Note:** As you scroll through the world cities list, **-1H** and **-2H** appear; however, no major cities correspond with



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Greenwich Mean Time –1H (hour) or –2H. You can still choose either of these settings if (for example) you know you are in that specific time zone.

To choose a city for your home time and set the time and date, follow these steps.

1. Repeatedly press  until  appears.
2. Press   select your city.
3. Press **ENTER (=)** to store the setting.
4. Repeatedly press  until the city you have chosen appears in parentheses.
5. Hold down **EDIT** until **EDIT** appears and the cursor flashes.

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6. Press **◀ ▶** select the digits you want to change, then use the number keys to enter the year, month, day, hour, and minute digits.
  7. Press **AM/PM (D)** to choose AM or PM. (**A** or **P** appears only in the 12-hour format.)
  8. Press **ENTER** to store the setting.





**Notes:**

- If the information you enter is invalid (for example, you enter 15 for the month), the invalid digit flashes on the display after you press **ENTER**. Enter the correct digit(s), then press **ENTER**.
- Press **DST(F)** to turn daylight saving time on or off. **DST** appears when daylight saving time is on.

- 
- Press **12/24** any time to choose the 12-hour or 24-hour format.

## VIEWING WORLD TIMES

Once you set your home time, you can follow these steps to view the time in 24 other cities around the world.

1. Repeatedly press  until  and the date and time in the last selected city appears.
2. Repeatedly press   select the desired city.
3. To turn daylight-saving time on or off for the currently selected time zone, press **DST**.

**Note:** Not all cities use daylight-saving time.

## ENTERING DATA/ USING RECORDS

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You enter data in each mode (☎, 📊, and 📄) in the same way. When entering data, the display shows 11 characters on a single line and up to three rows at a time.

- When ▶ appears on the right side of the record, there are more characters to the right of the last displayed character. Press ▶ view the next 12 characters. When ◀ appears on the left side of the record, you can press ◀ move back.
- When ▲ ▼ appear on the last line of a record, you can repeatedly press or hold ▲ or ▼ to move to the first or last field of that record.

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When you enter data:




- Press **SPACE** to enter a space.
- Press  to select a symbol located above certain keys.
- If you make an incorrect entry, press  or  to move to the character you want to change, then type the correct character.
- To skip a field, press **ENTER**.



**Note:** If there is not enough memory available for the record you have entered, **FULL** appears. Delete phone records or schedule alarms to free additional space. (See “Deleting a Record” on Page 24.)

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## RECALLING A RECORD

1. Press the desired mode key (, for example) so the desired directory prompt appears.
2. Press  or  to view the records in sequence, starting with the first or last record.

Or, enter the first few characters of the record you want to find, then press  or . The first matching record appears.

## EDITING A RECORD

1. Recall the record you want to edit.
2. Press **EDIT**. **EDIT** appears. A flashing cursor appears on the first character of the record.

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- 
3. Press ◀ or ▶ to move the cursor to the character you want to edit. To change a character, simply enter the correct character.
    - Press **SPACE** to enter a space in place of a character.
    - To delete a character, press **DEL(C/CE)**.
    - If a record has more than one field, press ⬅ or ▼ to view the other fields.
  4. When you finish editing a field, press **ENTER**. The next field in the record appears on the first line of the display.
  5. Repeat Steps 3 and 4 to edit other fields in the record.
  6. To store the edited record, press **ENTER**. **STORE . .** appears.

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7. Repeat Steps 1–6 to edit additional records or press another mode key to exit.

## **DELETING A RECORD**

1. Recall the record you want to delete.
2. Press **DEL**. **DELETE? Y/N** appears.
3. To delete the record, press **Y**. (**DELETE . .** briefly appears.) To exit, press **N**.




## **ALARMS**

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### **DAILY ALARM**

You can set an alarm to remind you of a daily event, such as a phone call.

When the daily alarm is on,  appears on the display and a tone sounds for about 20 seconds at the set time.



To silence the alarm sooner, press any key.

**Note:** Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.


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### Setting the Daily Alarm

1. Repeatedly press  until **ALARM** appears in the display.
2. Press **EDIT**. **EDIT Y/N** appears and the first hour digit flashes.
3. Use the number keys to enter the alarm hour and minute digits.
4. In the 12-hour format, press **AM/PM** to set the alarm time to AM or PM.
5. To store the alarm time, press **Y**.  appears. Otherwise, press **N**.

### Turning the Alarm On and Off

1. Repeatedly press  until **ALARM** appears.

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2. Press **EDIT**. **EDIT** appears to the left and **Y/N** appears at the top.
  3. To turn on the alarm, press **Y**.  
 appears when the alarm is set to sound.

To turn off the alarm, press **N**.  
 disappears.

**Note:** Turning the daily alarm on or off does not affect schedule alarms (see "Schedule Alarms").

## SCHEDULE ALARMS

Schedule alarms help you stay in control of your busy schedule by reminding you of meetings and other important events. For each schedule alarm, you can enter an alarm message of up to 32 characters. The orga-

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nizer can store up to 58 schedule alarms.

At the set alarm time, the alarm sounds for about 20 seconds and your stored message appears on the display. If the organizer is off at the alarm time, the organizer turns on, sounds the alarm, and displays the alarm message.

To silence the alarm sooner, press any key.

See "Entering Data/Using Records" on Page 20 to recall, edit, and delete schedule alarms.



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**Notes:**

- Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.
- If the alarm sounds and the alarm message appears while you are entering information, the information you are entering might not be stored.

## **ENTERING A SCHEDULE ALARM**

1. Press , **SCHED?**, the amount of available memory, and  appear.

- 
2. Enter the alarm message (up to 32 characters).
  3. Press **ENTER**. The first digit of the month flashes.
  4. Enter the alarm date (month, day, year).
  5. Enter the alarm time.  
**Note:** In the 12-hour format, press **AM/PM** to select AM or PM time.
  6. Press **ENTER**. **ALM ON Y/N?** appears. To set the schedule alarm to sound, press **Y**; otherwise, press **N**.

To enter another schedule alarm, repeat Steps 2–6.

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### Turning Schedule Alarms On and Off



1. Recall the desired schedule alarm.
2. Hold down **EDIT** until **EDIT** appears.
3. Press **ENTER** twice so **ALM ON Y/N?** appears.
4. To set the alarm to sound, press **Y**; otherwise, press **N**.

## **PHONE DIRECTORY**

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You can store contacts' names, telephone numbers, fax numbers, and e-mail information in the organizer's phone directory. The organizer can store up to 124 phone records.

To enter a phone record, follow these steps.

1. Press . **NAME?** the amount of available memory, and  appear.
2. Enter the name (up to 20 characters) and press **ENTER**. (Since the organizer stores names alphabetically, you might want to enter the last name first.)
3. Enter each bit of information as the organizer prompts you for it (**E-MAIL** – up to 36 characters; **TEL** and **FAX** – up to 20 num-




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bers) and press **ENTER** to move to the next field.

4. Press **ENTER** to store the record. **STORE . . .** briefly appears.

To enter another phone directory record, repeat Steps 2–4.

To recall a phone directory record, follow these steps.





1. Press . **NAME?** appears.
2. Press **▼**. The name, phone number, and fax number of the first phone record appear.
3. Press **ENTER** to see the e-mail address, or press **↵** to see the other phone records.  
See “Entering Data/Using Records” on Page 20 to edit and delete phone records.

## **ACCOUNT MANAGER**

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You can use the organizer to help manage your money. The organizer is set up to keep track of up to three different accounts and their balances.

To enter an account record, follow these steps.

1. Press   appears.
2. Repeatedly press  or  to select the desired account (**ACCT1**, **ACCT2**, or **ACCT3**).
3. *To record a deposit*, press + (**G**), then use the number keys to enter the desired amount.

*To record a withdrawal*, press – (**H**), then use the number keys to enter the desired amount.



- 
4. Press **ENTER** to store the transaction. The adjusted amount appears.

**Notes:** The balance in each of the three accounts can be up to \$9,999,999,999. The original balance will appear if you try to enter a transaction totalling more than this.

## **LOCKED RECORDS**

You can block unauthorized access to confidential phone directory, schedule alarm, and account records by setting a password.

### **Setting the Password**




1. Press . **LOCK?** appears.
2. Enter a password up to four characters long, then press **ENTER**.  and the home date and time appear.

**Notes:**

- Your password can include any combination of letters, numbers, or symbols.

- 
- Be sure you can remember your password. If you forget it, you must reset the organizer, which clears all of your records.

### **Storing Records**

Once you have set your password, press , , or  then enter the desired information. See “Entering Data/Using Records” on Page 20 to recall, edit, and delete records.


Once you have set the password, all records are accessible. Once you turn the organizer off and back on, however, all phone, schedule, and account records are only accessible after you enter your password.

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## Cancelling the Password

You can cancel your password so all records are accessible.

1. Press **ON/OFF** to turn off the organizer. Then press **ON/OFF** to turn on the organizer again.
2. Press . **UNLOCK?** \_ \_ \_ \_ appears.
3. Enter the current password.
4. **LOCK?** \_ \_ \_ \_ appears.
5. To cancel the password so all records are accessible, press **ENTER**. Otherwise, enter the password again so records remain password protected.

## CALCULATOR

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Press  use the calculator.  
**CALC** and **0.** and  appear.

Press the keys in the order they appear in the arithmetic operation.

For example:

You press	You see
$3 + 4 =$	7.
$8 \times 3 - 4 =$	20.
$6 \div 3 + 2 =$	4.

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Press **C/CE (DEL)** once to clear the last entry. Press **C/CE** twice to clear all pending calculations. Press **+/-** to change the displayed number from positive to negative and vice versa.

**Note:** If the result of a calculation has more than 10 digits, or if you try to divide by 0, **E** (error) appears. To clear the error, press **C/CE**.



## **CONVERSIONS**



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### **METRIC CONVERSIONS**

The organizer can convert between the following:

- degrees Celsius to degrees Fahrenheit (**°C-°F (B)**)
- miles to kilometers (**KM-MI (Z)**)
- gallons to liters (**L-GAL (V)**)
- ounces to grams (**G-OZ (X)**)
- pounds to kilograms (**KG-LB (C)**)
- inches to centimeters (**CM-IN (@)**)

To convert between standard and metric measurements, follow these steps.

1. Press , **METRIC 0.** and  appear.
2. Enter the number you want to convert.

- 
3. Press **CM-IN**, **KM-MI**, **G-OZ**, **KG-LB**, **L-GAL**, or **°C-°F** to select the desired measurement units to convert.
  4. Press ◀ to convert from standard to metric units, or ▶ to convert from metric to standard units.

For example, to convert inches to centimeters, press **CM-IN**, then press ◀. To convert centimeters to inches, press ▶.

## **CURRENCY CONVERSIONS**



You can use your organizer to store two exchange rates and convert between different currencies.


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## Storing Exchange Rates

Follow these steps to store or replace exchange rates.



1. Press . **CURRENCY**,  and **1** appear.
2. Press the desired exchange rate (**EX1 (N)** or **EX2 (M)**).
3. Enter the exchange rate (up to 4 digits).
4. Press **ENTER** to store the rate.



For example, to enter an exchange rate between U.S. dollars and French francs, press  then **EX1**, enter **6.115**, and press **ENTER**.

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## Converting Currencies

1. Press .
2. Enter the amount that you want to convert. (For example, \$10 U.S. dollars into French francs.)
3. Press either **EX1** or **EX2** (where the desired exchange rate is stored).
4. *To convert into the exchange rate*, press . The organizer displays the amount.

For example, to convert 10 U.S. dollars into French francs (as described in storing on “Storing Exchange Rates” on Page 43), press , enter **10**, press **EX1**, then . Ten U.S. dollars equals about 61.15 French francs.

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*To convert from the exchange rate, press ◀.*

For example, to convert 10 French francs into U.S. dollars, press , enter **10**, press **EX1**, then press ◀. Ten French francs equal about \$1.63.

## **CARE**

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To enjoy your EC-295 3K Electronic Organizer for a long time:

Keep the organizer dry. If it gets wet, wipe it dry immediately.

- Use and store the organizer only in normal temperature environments.
- Handle the organizer gently and carefully. Don't drop it.
- Keep the organizer away from dust and dirt.
- Wipe the organizer with a damp cloth occasionally to keep it looking new.

Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not perform-

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ing as it should, take it to your local RadioShack store for assistance.

**Notes:**

- At very low temperatures, the display's response time might slow down or the display might fail completely. This is only temporary. The organizer works normally again when it returns to normal temperature.
- If the organizer is exposed to strong static electrical charges, the display might become dim or the organizer might fail to respond. This rarely happens, but if it does, reset your organizer (see "Resetting the Organizer" on Page 50).

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## REPLACING THE BATTERIES

Your organizer is powered by two 3-volt CR2025 lithium batteries. When the display dims or stops working properly, replace the batteries one at a time.

### **Warnings:**

- Always dispose of old batteries promptly and properly. Never bury or burn them.
- Do not allow children to play with a battery. Swallowing a lithium battery could be fatal.

### **Caution:** To avoid losing stored data:

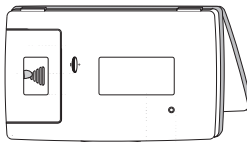
- Turn off your organizer when replacing the batteries.



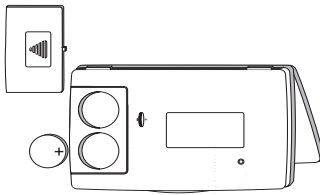
- 
- Remove and replace the batteries one at a time.
  - Remove all old batteries and install the new ones as quickly as possible.

Follow these steps to replace the batteries.

1. Press **ON/OFF** to turn off the organizer.
2. Slide the battery compartment cover in the direction of the arrow to remove it.



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3. Remove the old batteries **one at a time**, and install the new ones with the positive (+) side facing up.



4. Replace the cover.

## RESETTING THE ORGANIZER

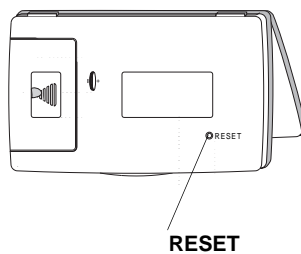
If the organizer stops operating properly, try resetting the memory.

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**Caution:** Resetting the memory clears all information stored in the organizer.

To clear the organizer's memory, follow these steps.

1. Use a pointed object (such as a straightened paper clip) to press the **RESET** button on the bottom of your organizer. **RESET Y/N?** appears on the display.



- 
2. Press **Y** to clear all the information stored in the organizer. Otherwise, press **N**.
  3. Re-enter any settings, such as key tone, date and time, daily alarm, and schedule alarms.

## **SPECIFICATIONS**

Power Source ..... 3V Lithium  
Batteries (2)  
Type: CR2025

Battery Life ..... About 1 Year

Automatic Power-Off: About 4 Minutes

Working Temp. .... 32 to 104°F  
(0 to 40°C)

Dimensions (HWD):  
 $4\frac{1}{2} \times 3\frac{11}{16} \times \frac{1}{2}$  in  
(114.3 × 94 × 13 mm)

Weight (with Batteries) ..... 4.05 oz  
(115 g)

Specifications are typical; individual units might vary. Specifications are subject to change and improvement without notice.

## **NOTES**

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### Limited Ninety-Day Warranty

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for ninety (90) days from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN. EXCEPT AS PROVIDED HEREIN, RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some states do not allow the limitations on how long an implied warranty lasts or the exclusion of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

In the event of a product defect during the warranty period, take the product and the RadioShack sales receipt as proof of purchase date to any RadioShack store. RadioShack will, at its option, unless otherwise provided by law: (a) correct the defect by product repair without charge for parts and labor; (b) replace the product with one of the same or similar design; or (c) refund the purchase price. All replaced parts and products, and products on which a refund is made, become the property of RadioShack. New or reconditioned parts and products may be used in the performance of warranty service. Repaired or replaced parts and products are warranted for the remainder of the original warranty period. You will be charged for repair or replacement of the product made after the expiration of the warranty period.

This warranty does not cover: (a) damage or failure caused by or attributable to acts of God, abuse, accident, misuse, improper or abnormal usage, failure to follow instructions, improper installation or maintenance, alteration, lightning or other incidence of excess voltage or current; (b) any repairs other than those provided by a RadioShack Authorized Service Facility; (c) consumables such as fuses or batteries; (d) cosmetic damage; (e) transportation, shipping or insurance costs; or (f) costs of product removal, installation, set-up service adjustment or reinstallation.

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

RadioShack Customer Relations,  
200 Taylor Street, 6th Floor, Fort Worth, TX 76102

*We Service What We Sell*

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