



PERSONAL ORGANIZER

Owner's Manual



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NOTICE

- RadioShack Corporation strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, RadioShack Corporation assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- RadioShack Corporation assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

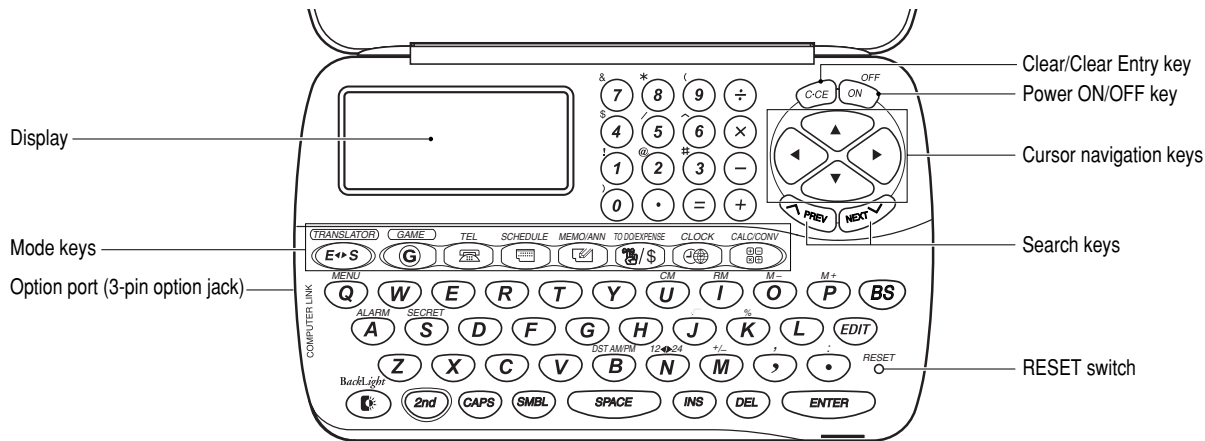
CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a RadioShack Corporation approved service facility.

NOTES

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

Part Names



Key Assignments

- ENTER** : ENTER key
- EDIT** : EDIT key
- DEL** : DELETE key
- BS** : BACK SPACE key
- INS** : INSERT key
- SMBL** : SYMBOL key

2nd : 2nd Function key
Activate the second function specifically assigned to the next key pressed. Also functions for special characters assigned to the number keys.

CAPS : CAPS key
Functions as CAPS LOCK. It is used to select capital (uppercase) or small (lowercase) letters.

In this manual the keys are represented by symbols, for example:

& → **&** : Indicates the "&" key.

7 → **7** : Indicates the numeric "7" key.

Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

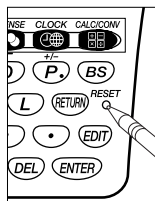
1. Pull out the battery insulation sheets from the battery compartment on the back of the unit.

The Organizer starts operation.

(The battery insulation sheets were inserted at the factory to prevent battery wear.)

2. Open the cover and press the **RESET** switch.

A message, "RESET?" is displayed.



3. Press **2nd**, then **ENTER**.

The message will appear as "RESET!".

The Organizer is now initialized. Proceed to set the date and time of the clock (see page 6).

Note:

- Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.

If a malfunction occurs under abnormal conditions

If the Organizer is subjected to strong extraneous electrical noise or shock during use, on rare occasions, all the functions will not work properly and data may be displayed incorrectly. In such cases, follow the procedures as shown below.

1. Press the **RESET** switch.
2. When a message, "RESET?" is displayed, press any key EXCEPT FOR **2nd** or **ENTER**.

If the first procedure doesn't work, follow the next procedure to initialize the Organizer's memory. In this case, all the stored data will be deleted.

1. Press the **RESET** switch.
2. When a message, "RESET?" is displayed, press **2nd**, then **ENTER**.

Auto Power Off Function

When none of the keys has been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the operating battery.

Backlight

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing **[BackLight]** once illuminates the display for as long as you continue to use the Organizer; if no key activities are detected within the specified interval, it will be turned off automatically.

- To turn the Backlight off, press **[BackLight]** again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function in the PC Link mode.

Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the backlight battery, excessive use of the Backlight will significantly reduce the life of your battery.

Setting up the Backlight

- The Backlight can be set to turn off at a specified interval.
1. Press **[2nd] [MENU]**, select "BL TIME SET" by using **[▲]** or **[▼]**, and press **[ENTER]**.
 2. By using **[▲]** or **[▼]**, select a desired interval (10, 20, or 30 seconds) and press **[ENTER]**.

Adjusting the LCD Contrast

1. Press **[2nd] [MENU]**, select "LCD CONTRAST" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Press **[▲]** or **[▼]** to darken/lighten the display (within 1 through 8).
3. When done, press **[ENTER]**.

Turning the key sound On and Off

1. Press **[2nd] [MENU]**, select "KEY TONE" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Select the key sound function on/off by using **[▲]** or **[▼]**.
3. When done, press **[ENTER]**.










Memory Check




Press **[2nd] [MENU]**, select "MEMORY CHECK" by using **[▲]** or **[▼]**, and press **[ENTER]**.

The memory check display will appear and indicate the remaining memory space.

The previous screen will appear after 2 seconds.

Display Symbols

-  Hourly Alarm: The Hourly Alarm is ON and will sound every hour.
-  Schedule sign: Appears when the Home clock time reaches a Reminder time or a Start time of a schedule listing. Disappears when the time reaches the End time of the listing.
-  Anniversary sign: Appears when a special day will arrive within days as set in Anniversary Reminder.
-  UP sign: More information exists above the current display. (Press )
-  DOWN sign: More information exists below the current display. (Press )
- CAPS** CAPS LOCK sign: Capital (uppercase) letters will be entered. To enter small (lowercase) letters, press  to turn "CAPS" off.
-  Beep sound: Key touch sound (beep) is ON.
- EDIT** EDIT mode: The listing on the display can be edited.

- 2nd** 2nd function: Indicates that  has been pressed. You can enter characters or activate functions in red color above some keys.
-  Daily Alarm: The Daily Alarm is ON and is set to go off at the specified time every day.
- BATT** Low Battery sign: Indicates that the battery level is extremely low. (Replace the operating battery with a new one immediately.)
-  Secret sign: Secret function is in effect. (Listings cannot be recalled without a password.)
- The display examples in this manual show only the symbols required for each explanation.

Entering Characters

Moving the Cursor

Move the cursor by pressing , , , or .

Entering Characters

1. Entering letters and numbers

The initial setting for entering letters is small (lowercase) letters. To enter capital (uppercase) letters, turn “CAPS” on by pressing . To enter numbers, press each numeric key.

2. Entering graphic symbols and special characters

Key map for special characters

Key	Display	Key	Display	Key	Display
)		!		@
	#		\$		/
	^		&		*
	('		:

Other characters

Press to display the symbol entry mode, allowing a total of 32 symbols and characters to be selected. To select the desired symbol/special character, press the appropriate number of times at the position where you would like to insert it.

Characters assigned to :

@ . # \$ £ ¥ () ~ ' , : / \ _ & < > ß ! ? ¡ ¨ * Æ æ Ø ø þ ð ð ð

Making Corrections

1. Inserting or Overwriting characters

Press , once or twice, to insert or overwrite characters.

2. Deleting characters

can be used for deletion of data in Calculator mode and Rate figure in Conversion mode.

and can be used for deletion of characters.

can also be used to delete listings.

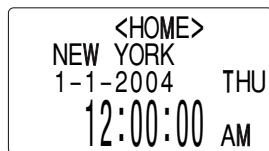
Built-in Calendar and Clock

Precautions

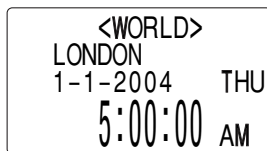
- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1950 and Dec. 31, 2150.
- If an attempt is made to store an invalid time or date, you will not be able to move the cursor to date entering, or store the time and date by pressing **[ENTER]**. Enter the correct value and press **[ENTER]** again.
- The Organizer has 43 cities according to the time zones (see page 31).

Clock Mode

The Organizer has both Home Clock and World Clock modes. The display switches between Home and World clock each time **[CLOCK]** is pressed.



Home Clock Mode



World Clock Mode

Setting the Home Clock

- If the display is in other mode or World Clock mode, press **[CLOCK]** to enter the Home Clock mode.

Note:

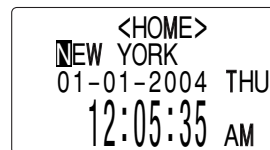
- During the period of the Daylight Saving Time (summer time), set the DST ON beforehand as described on page 7, "Setting Daylight Saving Time ON/OFF".

- Press **[EDIT]**.

The Organizer will enter the clock setting mode.

- Select your Home city using **[NEXT]** or **[PREV]**.

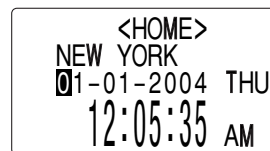
City names can be edited, if necessary.



- Press **[▼]** to move the cursor to the Month position.

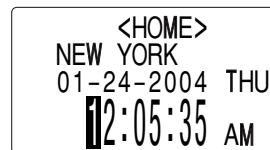
- Enter the appropriate month.

Enter the day and then year in the same way.



- Press **[▼]** to move the cursor to the Hour position.

- Enter the appropriate hour.



- Enter the minutes and seconds in the same manner.

- Select AM or PM using **[AM/PM]**.

10. Press **[ENTER]** to set the Clock.

The clock starts from exactly the set time.

<HOME>
NEW YORK
1-24-2004 SAT
10:16:15 AM

Selecting the date format (Default: Month-Day-Year)

1. Press **[2nd]** **[MENU]**, select "DATE FORMAT" by using **[▲]** or **[▼]**, and press **[ENTER]**.
2. Select the desired date format by using **[▲]** or **[▼]**, and press **[ENTER]**.

Mode	Month-Day-Year (MM-DD-YYYY)	Year-Month-Day (YYYY-MM-DD)	Day-Month-Year (DD-MM-YYYY)
Jan 24,2004	01-24-2004	2004-01-24	24-01-2004

Note:

- The selected date format affects each mode in the Organizer.

Selecting the 12- or 24-hour time system (Default: 12 hour)

1. Press **[12••24]** the appropriate number of times to select the 12 hour or 24 hour system.

12 hour

<HOME>
NEW YORK
1-24-2004 SAT
3:23:17 PM

24 hour

<HOME>
NEW YORK
1-24-2004 SAT
15:23:17

In the 12-hour system, 12:00 AM represents midnight while 12:00 PM indicates noon.

Setting Daylight Saving Time (DST: Summer time) ON/OFF

1. Press **[DST]** once to switch the DST setting. When the DST is ON, "*" appears.

<HOME>
NEW YORK
8-12-2004 THU
* 9:43:21 AM

Changing the World Clock city to the Home Clock city

You can change the home city for a city in another time zone without adjusting the stored correct time.

1. Press **[CLOCK]** once or twice to display the World clock.
2. To set the new home city, select the desired city by using **[NEXT]** or **[PREV]**.
3. Press **[EDIT]** to change the cities between the Home and the World clocks.
 - The previous home city is now set as the world city.
4. Press **[CLOCK]** to check the home city.
 - The selected city in step 2 is now set as the home city.

Alarm

The Organizer has 3 kinds of alarm:

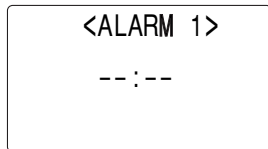
1. Daily Alarm..... Sounds every day at the specified time (for approx. 1 minute), when "🔔" is displayed. Up to 3 alarms can be set separately (Alarm1, Alarm2, and Alarm3).
2. Hourly Alarm..... Sounds every hour precisely (every time minutes reach "00"), when "🕒" is displayed.
3. Schedule Alarm... Sounds at the specified times of schedule listings (see page 12).

Press any key to stop the Alarm sounding.

Turning the Daily and Hourly Alarms ON/OFF

The Daily and Hourly Alarms can sound when the respective symbols ("🔔" and "🕒") are displayed.

1. Press [2nd] [ALARM] in the Home Clock mode.
The Alarm display will appear.



2. Press [2nd] [Z] appropriate times. Each time you press [2nd] [Z], the combination of symbols switches.

Note:

- Alarms will sound even when the Organizer is turned off.

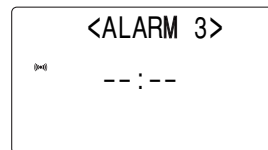
Setting the Daily Alarm time

Set up the Daily Alarm to go off at a specified time.

1. Press [2nd] [ALARM] in the Home Clock mode.

The Alarm display will appear.

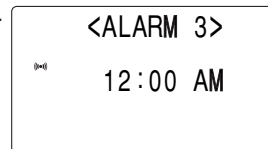
2. Press [NEXT] or [PREV] to select the Alarm1, Alarm2, or Alarm3.



(Alarm3 is OFF)

3. Press [◀] or [▶] to turn on the Alarm.

(The display differs between the 12 hour and 24 hour systems.)



(Alarm3 is ON)

4. Press [EDIT] to specify the time.
5. Enter the desired time.
6. Press [ENTER].

Note:

- You can turn the respective alarms (Alarms 1 to 3) ON/OFF. Display the desired Alarm following the above steps 1 and 2, then press [◀] or [▶] to display the time (ON) or to hide the time (OFF). When turned off, the Alarm will not sound even when the "🔔" is displayed.



Telephone Mode

There are three telephone listing categories: Unfiled, Personal, and Business. Each listing can be simply classified for easy access to the data.

Press **TEL**, select the desired category by using **▲** or **▼**, and press **ENTER**.

<UNFILED>
SEARCH NAME?

<PERSONAL>
SEARCH NAME?

<BUSINESS>
SEARCH NAME?

Each entry has the following 14 fields.

	Field Name	Maximum number of alphanumeric characters
1	Last name:	48
2	First name:	48
3	Company:	96
4	Home#:	48
5	Office#:	48
6	Fax#:	48
7	Mobile#:	48
8	E-mail:	48
9	Address:	96
10	City:	48
11	State:	48
12	Zip code:	48
13	Country:	48
14	Note:	96

Entry

<Example>

1. Press **[TEL]**, and select "BUSINESS", then press **[ENTER]**.

The Business search display will appear.

```
<BUSINESS>
SEARCH NAME?
```

2. Press **[EDIT]**.

The display will change to the record input mode.

```
<BUSINESS>
LAST NAME:█
FIRST NAME:
COMPANY:
```

3. Enter the Last name.

For example, "**Smith**".

4. Press **[▼]**, then enter the First name. For example, "**John**".

5. Press **[▼]** to move the cursor to the Company field and enter "**ABC International Co.**".

6. Press **[▼]** to move the cursor to the Home # field.

7. Enter "**585-4280**".

8. Press **[▼]** to move the cursor to the Office # field and enter "**619-542-7320**".

9. Enter each field in the same manner.

10. At the Note field, press **[ENTER]** to store the telephone listing.

The Business search display will appear.

Search

Last Name Alphabetical Search

1. Press **[TEL]** and select the Category by using **[▲]** or **[▼]** key, then press **[ENTER]**.
The search display will appear.
2. Press **[NEXT]** or **[PREV]** to search for the target listing in alphabetical order.

Last Name Direct Search

1. Press **[TEL]** and select the Category (Business, in this example) by using **[▲]** or **[▼]** key, then press **[ENTER]**.
The search display will appear.
2. Enter some of the last name letters in order.
Up to 10 letters can be entered.

```
<BUSINESS>
SEARCH NAME?
smi █
```

3. Press **[ENTER]** to search for the target listing.
If there is no data matched, "NOT FOUND!" will appear, and then the screen will return to the initial display.

See also

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Calendar Mode

Navigating the Monthly Calendar Display

1. Press **[SCHEDULE]** once or twice to enter the Calendar mode.

The monthly calendar of the current month will appear.

The current day will be flashing.

Navigate the calendar using the following keys:

[NEXT] **[PREV]** : displays the following or previous month.

[◀]: Go to previous day

[▶]: Go to next day

[▲]: Go to the previous week

[▼]: Go to the next week

8-2004						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
▼ 22	23	24	25	26	27	28

- **[◀]**, **[▶]**, **[▲]** and **[▼]** cursors can move only within the month displayed.

Directly go to the target month

1. At the Calendar mode, press .

Date input display will appear.

2. Enter the target date.

3. Press .

The monthly calendar of the target date will appear.

```
<CALENDAR>
SEARCH DATE?
08-12-2004
```

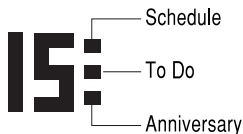
Note:

- In the Calendar mode, monthly calendars from January 1950 to December 2150 are available.

Confirmation of the Schedule, To Do, and Anniversary Mode entries

You can see the dates to which you assigned a Schedule, To Do or Anniversary on the monthly calendar display.

The indication marks are displayed as follows:




Schedule Mode

Entry

<Example>


A project meeting will be held from 10:00 AM to 11:00 AM on September 11, 2004

1. Press  once or twice to enter the Schedule mode.

The Schedule search display will appear.


The current date will be displayed and the cursor at the first number flashes.

The first number depends on your Date Format selection. These examples are in the MM-DD-YYYY format.

2. Press . The Schedule entry display will appear. Enter 09 for month.

```
09-12-2004
START:05:54 PM
END :05:54 PM
ALARM:<YES>
▼ REMINDER:
```

3. Enter the target day/year in the same manner.

4. Press , and enter 10:00AM for Start time.

```
09-11-2004
START:10:00 AM
END :05:54 PM
ALARM:<YES>
▼ REMINDER:
```

5. Press **▼**.

The End time will automatically change to 30 minutes after the Start time. (However, the End time will remain within the specified day.)

6. Enter 11:00AM for the End time, and press **▼**.

7. Press **NEXT** or **PREV** to select "Yes" or "No" for Alarm setting, and press **▼**.

If you select "Yes", the Schedule Alarm will sound at the time set in Reminder minutes before the Start time. If you select "No", Schedule Alarm will not sound.

Note:

- If you select "No" in step 7, "PLAN" will appear instead. Go step 9 to continue.

```
▲ START:10:00 AM
  END  :11:00 AM
  ALARM:<YES>
  REMINDER:
▼ 00 MIN. BEFORE
```

```
▲ END  :11:00 AM
  ALARM:<NO >
  REMINDER:-----
  00 MIN. BEFORE
  PLAN:█
```

8. Enter the appropriate time for Reminder and press **▼**. Schedule Alarm will sound at the entered time before the Start time. You can select any number from 00 to 99.

```
▲ END  :11:00 AM
  ALARM:<YES>
  REMINDER:
  05 MIN. BEFORE
  PLAN:█
```

Note:

- Enter the number in two-digit format.

9. Enter the name of the scheduled item into the PLAN field. (Project meeting)

Up to 96 alphanumeric characters can be entered.

10. Press **ENTER** to store the schedule listing.

Note:

- When the Home clock time reaches a Reminder time, the Schedule Alarm will sound for approx. 30 seconds even when the power is turned off. Press any key to stop the Alarm sounding. When **ENTER** is pressed, the listing can be seen in detail in the Schedule mode.

Search

Sequential search

1. Press **SCHEDULE** once or twice to enter the Schedule mode.
2. Press **NEXT** or **PREV** to search for the target schedule listing. The listings stored in the Organizer will be displayed in chronological order.

```
8-12-2004
START:12:15 PM
END  :12:45 PM
ALARM: YES
▼ REMINDER:
```

Date search

1. Press **[SCHEDULE]** once or twice to enter the Schedule mode.

2. Set the desired date.

Select the month, day and year field, and enter the desired number.

```
<SCHEDULE>
SEARCH DATE?
09-11-2004
```

3. Press **[ENTER]** to search for the target schedule listing of the specific date.

Pressing **[NEXT]** or **[PREV]** can display the listings on that day.

```
9-11-2003
START:10:00 AM
END :11:00 AM
ALARM: YES
REMINDER:
▼
```

See also

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Anniversary Mode

In Anniversary mode, you can specify the month and day (such as wedding anniversaries and birthdays).

Once data is stored as an anniversary, a flag appears on the date set in the calendar (see page 12). And when within the specified period, the anniversary sign will appear.

The maximum number of characters for each description is 96 alphanumeric characters.

Entry

<Example>

"Nancy's Birthday" is on February 12th.

1. Press **[MEMO/ANN]** once or twice to enter the Anniversary mode.

2. Press **[EDIT]**.

The Anniversary entry display will be displayed and Date will appear.

3. Enter the date, 02 for month and 12 for day.

4. Press **[▼]**.

Reminder date will be flashing.

```
<ANNIVERSARY>
SEARCH DATE?
08-12
```

```
DATE:02-12
REMINDER:
5 DAYS BEFORE
DESCRIPTION:
```


5. Enter the Reminder date from 0 to 9.
6. Press **▼**.
7. Enter "Nancy's Birthday".
8. Press **ENTER** to store the anniversary listing.
The anniversary sign (🎂) will not appear until the day is set in Reminder.

Search

Sequential search

1. Press **MEMO/ANN** once or twice to enter the Anniversary mode.
2. Press **NEXT** or **PREV** to search for the listing.

Date search

Enter the date to go to the target date in the above step 2 and then press **ENTER**.

See also

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To Do Mode

In the To Do mode, you can store your important To Do items with a priority index.

Entry

<Example>

You have to visit the HK Exhibition by December 10, 2003.

1. Press **TO DO/EXPENSE** once or twice to enter the To Do mode.

```
<TO DO>
SEARCH DATE?
08-12-2004
```

2. Press **EDIT**.
The To Do entry display will appear.

```
08-12-2004
PRIORITY: <1>
<PENDING>
DESCRIPTION:
```

3. Enter 12 into the month field and enter 10 and 2004 respectively.
4. Press **▼** and select the Priority number from 1 (High) to 9 (Low) using **NEXT** or **PREV** (or enter the number), then press **▼**.

5. Press **▼** to let the status as "PENDING".
6. In the description field, enter what you have to do by the target day.
Enter **"Visit HK Exhibition"**.
Up to 96 alphanumeric characters can be entered.
7. Press **ENTER** to store the To Do listing.

Search

Sequential search

1. Press **TO DO/EXPENSE** once or twice to enter the To Do mode.
2. Press **NEXT** or **PREV** to search for the target To Do listing.
The To Do listings are stored in the order of date, pending/done status, and priorities.

Date search

1. Press **TO DO/EXPENSE** once or twice to enter the To Do mode.
 2. Select the month, day or year field, and enter the desired date.
- <TO DO>
SEARCH DATE?
12-10-2004
3. Press **ENTER** to search for the target To Do listing of the specific date.

DONE Completed Items

1. Press **TO DO/EXPENSE** once or twice to enter the To Do mode.
2. Press **NEXT** or **PREV** to select the To Do items.
3. Press **EDIT** **▼** **▼** to enter the status field.
4. Press **NEXT** or **PREV** to select "DONE", then press **ENTER**.

See also

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Memo Mode

You can store memos using the Memo mode. Up to 96 alphanumeric characters can be entered per one listing.

Entry

<Example>

Enter your passport number: 12AB34567

1. Press **[MEMO/ANN]** once or twice to enter the Memo mode.

```

<MEMO>
SEARCH?
█

```

2. Press **[EDIT]** and enter as follows.
Passport No. 12AB34567

```

<MEMO>
MEMO:Passport
No. 12AB34567█

```

3. Press **[ENTER]** to store the memo listing.

Search

Sequential Search

1. Press **[MEMO/ANN]** once or twice to enter the Memo mode.
The Memo mode search display will appear.
2. Press **[NEXT]** or **[PREV]** to search for the listing.

Direct Search

1. Press **[MEMO/ANN]** once or twice to enter the Memo mode.
The search display will appear.
2. Enter the first letter(s) of the desired memo (ex. "pass").
Up to 10 letters can be entered.
3. Press **[ENTER]** to search for the target listing.

```

█Passport No.
12AB34567

```

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

\$ Expense Mode

The Expense record function is an easy-to-use method of tracking personal and business expense information. The Expense Report allows you to see the total expenses for a single day or for a certain period.

- 1 Expense:** Item-by-item expense entry and view mode
- 2 Report:** Display the total expenses for a single day or a certain period
- 3 Category:** Assign a new category name (up to 7 characters for each)

Entry

<Example>

The date is August 18, 2004.

You bought flight tickets for a business trip costing \$1200.

1. Press **[TO DO/EXPENSE]** once or twice to enter the Expense mode.

```
<EXPENSE>
>EXPENSE
REPORT
CATEGORY
```

2. Press **[▲]** or **[▼]** to select "EXPENSE", then press **[ENTER]**.

The Expense search display will appear.

3. Press **[EDIT]**.

The Expense record entry display will appear. The current date will be displayed.

```
08-18-2004
CATEGORY :
      <Meals >
AMOUNT :
      0.
```

The first number depends on your Date Format selection. These examples are in the MM-DD-YYYY format.

4. Enter the date, if necessary.
5. Press **[▼]**.
6. Select the expense category using **[NEXT]** or **[PREV]**.

There are 8 preset categories to select.

Meals **⇒** Hotel **⇒** Car **⇒** Phone **⇒** Fares **⇒**
(Enter ') Entertainment **⇒** Tips **⇒** (Misc) Miscellaneous **⇒**...

7. Press **[▼]**, and enter 1200.
Up to 12 digits can be entered.

8. Press **[▼]**.

9. Select the payment using **[NEXT]**
or **[PREV]**.

There are 4 preset payment systems to select.

Cash **⇒** Check **⇒** Card **⇒** Others **⇒**...

```
▲      <Fares >
AMOUNT :      1200.
PAYMENT :
▼      <CHECK >
```

10. Press **▼**, and select "YES" or "NO" using **NEXT** or **PREV** in the "RECEIPT" field.

11. Press **▼**, and enter "Flight ticket" in the "MEMO" field.

12. Press **ENTER** to store the data.

```
▲ AMOUNT :
      1200.
PAYMENT :
      <CHECK >
▼ RECEIPT : <YES>
```

Recall

Sequential Search

1. Press **TO DO/EXPENSE** once or twice to enter the Expense mode.
2. Press **▲** or **▼** to select "EXPENSE", then press **ENTER**.
The Expense search display will appear.
3. Press **NEXT** to view the next record, **PREV** to view the previous record.

Date Search

1. Press **TO DO/EXPENSE** once or twice.
2. Press **▲** or **▼** to select "EXPENSE", then press **ENTER**.
The Expense search display will appear.
3. Enter the date you wish to search.
4. Press **ENTER**.
Scroll the page using **▲** or **▼**.

Summary Report

1. Press **TO DO/EXPENSE** once or twice to enter the Expense mode.

```
<EXPENSE>
▶ EXPENSE
  REPORT
  CATEGORY
```

2. Press **▲** or **▼** to select "REPORT", then press **ENTER**.

3. Enter the first date from you wish to summarize the expense. (July 10, 2004)

```
<EXPENSE>
--REPORT--
FM: 08-18-2004
TO: 08-18-2004
```

4. Press **▼** to move the cursor to the last date.

5. Enter the last date at you wish to summarize the expense. (August 10, 2004)

6. Press **ENTER**.

Total amount report during the period will be displayed.

Scroll the page using **▲** or **▼**.

```
TOTAL
      443.5
Meals
      53.5
▼ Hotel
```

Edit the Category

You can change the category name for your convenience.

1. Press **[TO DO/EXPENSE]** once or twice to enter the Expense mode.

2. Press **[▲]** or **[▼]** to select "CATEGORY", then press **[ENTER]**.

The edit category display will appear.



3. Select the category you wish to change using **[▲]** or **[▼]**.

4. Press **[EDIT]**.

5. Delete the preset category name using **[DEL]** or **[BS]**.

6. Enter the new category name. (e.g. Books)

Up to 7 characters can be entered for the category name.

7. Press **[ENTER]**. Repeat the steps 3 to 7, if necessary.

8. Press **[ENTER]**.

All the revisions are stored.

Note:

- Entries previously stored under the former category will appear under the new category after the revisions are made.

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

Editing Listings

1. Edit

1. Recall a listing in the desired mode.

2. Press **[EDIT]**.

The display will change to the edit mode.

3. Edit the data.

[◀] **[▶]** **[▲]** **[▼]**: move the cursor to left, right, up or down, respectively

[DEL] **[BS]**: can be used to delete characters

[INS]: changes between the INSERT mode and the OVERWRITE mode

4. Press **[ENTER]** to store.

Deleting Listings

Delete

1. Recall a listing in the desired mode.

2. Press **[DEL]**.

The confirmation display will appear.

- To cancel deleting, press **[C-CE]**.

3. Press **[ENTER]** to delete the listing.

This device offers an English-Spanish bi-directional word translation function.

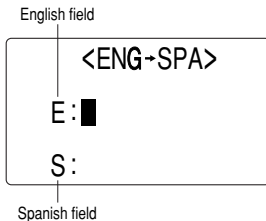
1. Press **[E↔S]** to enter the English → Spanish translation mode.

Press **[E↔S]** twice to enter Spanish → English mode.

2. Enter the desired source word and press **[ENTER]**.

The matching English or Spanish word will then be displayed.

- When the small symbol “◀” or “▶” is turned on, more letters exist. To view the remaining letters of long words that cannot be accommodated on the screen, use **[◀]** or **[▶]** to scroll.
- If there is no matching word, “NOT FOUND!” is displayed. The word next in alphabetical order will then be displayed.
- Press **[NEXT]** or **[PREV]** to scroll through the word list, or enter a new word using the keyboard, and press **[ENTER]** for another search.



Notes:

- Indications are set as follows:
 (Am): American English
 (Br): British English
 (adj): Adjective
 (adv): Adverb
 (n): Noun
 (pron): Pronoun
 (v): Verb
 (f.): Feminine form
 (m.): Masculine form
- Sometimes, two identical words may appear in the word list.
- Enter European characters and spaces correctly. Otherwise, the unit may not be able to complete the search.
- In the Spanish field, you can enter the following letters. Press respective letter key repeatedly after pressing **[SMBL]**.

Key	Letters	Key	Letters
A	á à â ã	N	ñ
C	ç	O	ó ò ô õ
E	é è ê ë	U	ú ù û ü
I	í ì î ï	Y	ý ÿ

- Activate “CAPS” ON to enter capitalized letters.



Conversion Mode

Each time you press **CALC/CONV**, the display switches as follows:

Calculation mode \Rightarrow Currency Conversion mode \Rightarrow

Metric Conversion mode \Rightarrow ...

Conversion Table

Conversion Pattern		
Unit 1		Unit 2
5 currency conversions are available.		
Metric Conversion Patterns		
inch	\leftrightarrow	centimeter (cm)
yard	\leftrightarrow	meter (m)
mile	\leftrightarrow	kilometer (km)
Fahrenheit (°F)	\leftrightarrow	Celsius (°C)
feet	\leftrightarrow	meter (m)
ounce (oz)	\leftrightarrow	gram (g)
pound (lb)	\leftrightarrow	kilogram (kg)
US gallon (gal)	\leftrightarrow	liter (l US)
UK gallon (gal)	\leftrightarrow	liter (l UK)

Note:

- The conversion result may have a slight calculation error as a result of rounding off the number. Use the result for reference only.

Currency Conversion Mode

Currency conversion has 5 stages of programmable conversion. Each stage is capable of 12-digit calculation.

Setting a new currency conversion rate

<Example> Set the following rate: £1 = \$1.45

- Press **CALC/CONV** the appropriate number of times to select the Currency Conversion mode.
- Press **NEXT** or **PREV** to select the appropriate currency conversion stage.

<CURRENCY>
CAD \rightarrow USD
RATE=

1.

- Press **EDIT**.

The setting mode will appear.

The preset currency names can be renamed here.

- Rename the left currency if necessary, then press **▶**.

Note:

- Up to 4 characters can be entered for the name of the currency unit.

- Rename the right currency if necessary, then press **▼**.

6. Enter the rate; 1.45.

Up to 12 numeric characters can be entered for the rate.

If you need to clear the rate number, press **C•CE**.

<CURRENCY>
GBP → USD
RATE=
1.45

7. Press **ENTER** to store the setting.

Currency conversion

Be sure to set the rate before starting a conversion.

<e.g. £ → \$>

1. Press **CALC/CONV** the appropriate number of times to select the Currency Conversion mode.
2. Press **NEXT** or **PREV** to select the appropriate currency conversion stage.
3. Enter the amount. (e.g. £50)
4. Press **▶**.
(£50=approx. \$72.5)

<CURRENCY>
GBP → USD
50.
72.5

<e.g. \$ → £>

5. Enter the amount. (e.g. \$120)
6. Press **◀**.
(\$120=approx. £82.76)
Use **◀** or **▶** to change the conversion direction.
Press **C•CE** to clear the calculation result.

<CURRENCY>
GBP → USD
120.
82.7586206896

Metric Conversion Mode

Metric conversion is capable of 12-digit calculation.

Convert metric unit

<Example>

Calculate 68°F to °C

1. Press **CALC/CONV** the appropriate number of times to select the Metric Conversion mode.
2. Press **NEXT** or **PREV** to select the appropriate conversion stage.

<METRIC>
°F → °C
RATE=
(F-32) x 5/9

3. Enter the amount, "68".

4. Press **▶**.
(68°F=approx. 20°C)

Press **C•CE** to clear the calculation result.

<METRIC>
°F → °C
68.
20.

Secret Function

The Secret function allows you to protect listings with a password, so that no unauthorized person can reach them.

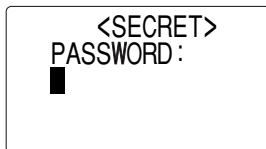
You can use up to a 6 characters as its password.

Registering a Password

As a safeguard, make a written record of the password. Also, be aware that the password is case-sensitive.

1. Press [2nd] [SECRET] in the Home Clock mode.

The password entry display will appear.



2. Enter the characters you wish to use.
3. Press [ENTER].
4. When the display "RECONFIRM!" appears, reenter the password, then press [ENTER]. The Secret function will be turned on.

Accessing listings

If the Secret function is on, when you press [TEL], [MEMO/ANN], [TO DO/EXPENSE] or you enter the Schedule mode etc., the password entry display will appear.

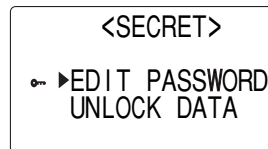
1. Enter the password, then press [ENTER].
Be aware that the password is case-sensitive.
The screen of the target mode will be displayed.

Changing the Password

1. In the Home Clock mode, press [2nd] [SECRET].

The password entry display will appear.

2. Enter the current password.
3. Press [ENTER]. The Secret function setting display will appear.
4. Select "EDIT PASSWORD" by using [▲] or [▼], then press [ENTER].



5. Enter a new password.
6. Press [ENTER].
7. When the screen "RECONFIRM!" appears, reenter the password, then press [ENTER].

Turning the Secret Function Off

1. In the Home Clock mode, press [2nd] [SECRET].

The password entry display will appear.

2. Enter the current password, then press [ENTER].
3. Select "UNLOCK DATA" by using [▲] or [▼], then press [ENTER].
"UNLOCK DATA?" will be displayed.
4. Press [ENTER] to delete the password and to turn the Secret function off.

Game Mode

Press **[GAME]** once or twice to play the game "BLACKJACK" or "ALPHA ATTACK".

Each time you press **[GAME]**, the display switches between "BLACKJACK" and "ALPHA ATTACK".

BLACKJACK (Twenty-one)

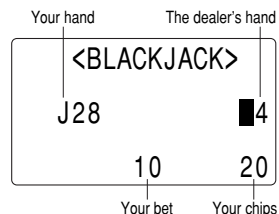
Make your "hand" (the total of the numbers on the cards) close to 21, without going over 21.

1. Press **[GAME]** once or twice to display the following Game mode screen.
2. Press **[ENTER]** to start a game. The left 2 cards are dealt for you. (One is faced up and the other is faced down.)
3. Agree the left-displayed flashing maximum bet (up to 10) or enter the fewer bet.



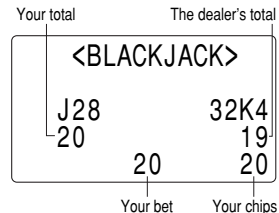
4. Press **[SPACE]** to see your hand. Each time you press **[SPACE]**, a new card is dealt.

- "J", "Q", and "K" are counted as 10.
- "A" can be counted as 1 or 11.
- When first 2 cards are "A" and a face card ("J", "Q", or "K"), your hand is "BLACKJACK".



5. Press **[ENTER]** to stop being dealt and hold your hand. The dealer's hand and the results are displayed.

- When you win, your total flashes and your bet is doubled.
- When you win with "BLACKJACK", your bet is tripled.



6. Press **[ENTER]** and display the Game mode screen.
 - When you have no more chips to bet, the game is over.
 - To quit the game, press any mode key. Your chips are stored for the next time.
 - To set your chips back to 30, press **[DEL]** and press **[ENTER]** on the Game mode screen.

ALPHA ATTACK

Type in characters (A to Z, 0 to 9) displayed on the bottom line to clear them. The game is divided into 20 levels in speed.

1. Press **[GAME]** once or twice to display the following Game mode screen.
2. Enter the level number (2 digits from 01 to 20).
 - 01: slow, 20: fast
3. Press **[ENTER]** to start a game.

```
<ALPHA ATTACK>
LEVEL : 01
```

```
<ALPHA ATTACK>
LEVEL : 03
CAPS
EYKW
```

4. Press the same key as the first character at the left end of the bottom line. (In this case, press keys in the order: E → Y → 3 → K → W.)
 - Pressing the correct keys in the correct order deletes the characters.
 - When 12 characters are displayed in each level, the game continues in the faster level (up to 20).
 - When no more characters can be displayed, the game is over. The Game mode screen with the level when the game is over is displayed.
 - To quit the game, press **[C•CE]** or any mode key.

Managing the Organizer's Memory

Use the memory management function to utilize the Organizer's memory more efficiently.

Note:

- Before performing memory management, back up your data.
- While the memory management is in progress, do not press the RESET switch. Doing so may result in losing all the data stored in the Organizer.

1. Tap **[2nd]** **[MENU]**, select "MANAGE MEMORY" by using **[▲]** or **[▼]**, and press **[ENTER]**.

2. A dialog "MANAGE MEMORY YES/NO" appears.

Select "Yes" using **[▲]** or **[▼]**, then press **[ENTER]** to continue, or select "No" using **[▲]** or **[▼]**, then press **[ENTER]** to go back to the list of Menu items.

3. When "Yes" is selected, a message "PLEASE WAIT..." appears to indicate that the memory management is in progress.

When done, the display will return to indicate the clock mode.

Note:

- By performing memory management, the amount of reusable memory (indicated in "MEMORY CHECK" under **[MENU]**) will be utilized.

Using the Included PC Software

The CD-ROM contains software to enable exchange of data with a PC.

The software consists of:

Synchronization Software:

Can be used to synchronize Microsoft® Outlook® data, such as Contacts, Calendar, Task, and Memo, with the Organizer.

Desktop Utilities:

Can be used to backup/restore data in the Organizer, and export/import data to different file formats.

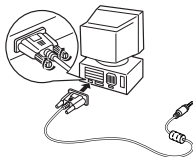
Minimum System Requirements:

- IBM PC or 100% compatible
 - Microsoft® Windows® 98/98SE/2000 Professional/Me/XP
 - Pentium®300MHz or higher
 - 50MB free hard disk space
 - 64MB RAM for Microsoft® Windows® 98/98SE/2000 Professional/Me
 - 128MB RAM for Microsoft® Windows® XP
 - One available 9-pin serial port
 - CD-ROM drive
 - Mouse or compatible pointing device
- Additional System Requirements:

- Microsoft® Outlook® 97/98/2000/2002 must be installed to utilize the Synchronization Software between the Organizer and your PC.

Connecting the Organizer to Your PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC-Link cable to the PC's serial port.
 - Using a 25-pin connector will require an additional adapter. (Commercially available)
3. Connect the other end of the PC-Link cable to the Organizer's option port.
4. Turn on the PC and the Organizer.



Connecting to the Option port of an Organizer.

Installing

1. Insert the PC software CD-ROM into your CD-ROM drive. Installation process should automatically start.
If the PC software screen does not appear, double-click "My Computer" to locate the CD-ROM drive directory, then double-click to launch "install.exe" found on the CD-ROM.
2. Click the "Install" button.
3. Follow the installation instructions that appear on the screen.

Note:

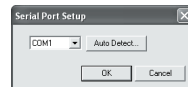
- For Windows2000® Professional and Windows® XP, install/uninstall programs after logging on as an Administrator.
- When the installation is complete, click the "Finish" button to finish the installation process.

Serial Port Setup

The serial port setting dialog box appears after you have finished software installation.

Click "Auto Detect..." to allow the Synchronization to automatically detect the appropriate serial port. Make sure that the unit is physically connected with the PC first, then click this button.

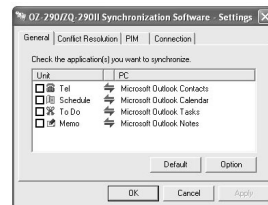
If the desired serial port is not found, manually select the serial port from the drop-down list.



Synchronization Software

After the Serial Port Setup is complete, the Settings window will appear.

To bring up the Settings window manually, right-click on the Synchronization icon on the Windows® system tray, then select "Settings..." in the menu.



General tab

This tab allows you to select the application that you want to synchronize with the PC.

- Click on the checkbox for each application to enable synchronization.
- Use the "Option..." button, or double-click the desired settings row to configure the communication method.
- Click the "Default" button to reset the Options settings.

Synchronization action:

- ↔: Merges the data between the PC and the unit.
- ←: PC overwrites the data of the unit.
- : The unit overwrites the PC data.

The Conflict Resolution Tab

The Synchronization software's Conflict Resolution tab allows you to select the way data conflicts are resolved when data modifications are made and the "Synchronize" option is selected on the General tab.

- Add all conflicting items: Each modification on both the unit and the PC is reflected and saved respectively after synchronization.
- Unit overwrites PC data: The PC data will be overwritten. The modifications made on the unit are reflected on the PC after synchronization.
- PC overwrites unit data: The unit data will be overwritten. The modifications made on the PC are reflected on the unit after synchronization.

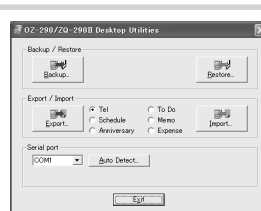
The PIM Tab

The PIM tab allows you to configure the download settings of the PIM data.

- Use Outlook HOME 'Address' and 'Fax number': Downloads or synchronizes only data of HOME addresses and FAX numbers.
- Use Outlook WORK 'Address' and 'Fax' number: Downloads or synchronizes only data of WORK addresses and FAX numbers.
- Today forward: Downloads or synchronizes only data of today and forward.
- All: Downloads or synchronizes all schedule data.

Desktop Utilities

Launch "Desktop Utilities" from the Start menu, or right-click on the Synchronization icon on the Windows® system tray, then select "Desktop Utilities..." in the menu. Utilize the Desktop Utilities via the following graphic interface:



Backup/Restore

The Backup/Restore menu of the Desktop Utilities allows you to make a backup file of the unit data, or to restore it back to the internal memory of the unit. Be noted that the setup parameters won't be backed up.

- Backup: Select "Backup..." from button, then enter the desired name of the file to be backed up.
- Restore: Select "Restore..." from button, then select the desired name of the file to be restored.

Export/Import

The Export/Import menu of the Desktop Utilities allows you to import data created by each application to the unit, or export data created on the PC to the unit by application data.

- Export: Select the desired application name, then click "Export...", then enter the desired filename to which you wish to export data.
- Import: Select the desired application name, then click "Import...", then enter the desired filename from which you wish to import data.

Battery Replacement

Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	1	Unit operation
Lithium battery	CR2032	1	Backlighting

- Be sure to write down any important information stored in the memory before replacing the batteries.

Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- If fluid from a leaking battery accidentally gets into your eyes, it may result in serious injury. Should this occur, flush your eyes with clean water and consult a physician immediately.
- Should fluid from a leaking battery come into contact with your skin or clothes, immediately wash with clean water.
- If the Organizer will not be used for an extended period of time, to avoid damaging the Organizer remove batteries and store in a safe place.
- Do not leave exhausted batteries inside the Organizer.
- Do not use different types of batteries or partially used batteries.
- Insert the battery with its positive side (+) correctly orientated.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

Operating Battery Replacement

Battery replacement time

When "**BATT**" is displayed, immediately replace the operating battery with a new one. Follow the steps on page 29.

The operating battery holder is indicated as "OPERATION" under the battery holder cover.

If the battery level is low, the alarm may not sound, or similarly the Backlight may not function or remain on for less than the set interval. Continued use of the Organizer with low battery can alter or clear the memory contents. Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

Caution:

- PC-LINK may not be available when the battery level is low.
- Expense Report (Summary Report) may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

Backlight Battery Replacement

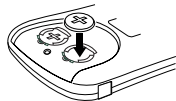
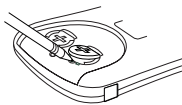
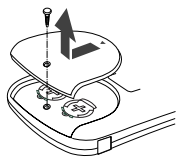
When the Backlight cannot be turned on (except when "**BATT**" is displayed or the Organizer is in the PC Link mode), replace the backlight battery. Follow the steps on page 29.

The backlight battery holder is indicated as "BACKLIGHT" under the battery holder cover.

Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press **ON** until the battery replacement procedure is completed.

1. Press **ON** to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
 - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing both batteries, if necessary.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after **ON** is pressed.
8. Set the clock to the correct time.



Caution:

- Clock settings and/or other settings and listings may be lost when batteries are removed for a long time. Replace the batteries as quickly as possible.
- Make sure to confirm all settings are set correctly after replacing the batteries.

Specifications

Model:	EL-6996
Product name:	Personal Organizer
Display:	14 columns x 5 lines with the Backlight
Memory capacity:	256 KB Flash memory
User area:	Approx. 250 KB
	A) In case of telephone listings only: Max. 290 listings
	B) In case of the other listings only: Max. 2000 listings
	Listings can be stored until the total of both types (A and B) reach 250 KB.
Clock mode	
Accuracy:	±60 seconds/month (at 25°C/77°F)
Display:	Year, month, day, day of the week, hour, minute, second, AM/PM, city name
Clock system:	12-hour/24-hour format (switchable), 3 types of date format (switchable), World clock function, daylight saving time/summer time display function, daily/hourly/schedule alarm function
Telephone mode:	Entry and recall of Last name, First name, Company, Home#, Office#, Fax#, Mobile#, E-mail, Address, City, State, Zip code, Country, Note
Calendar mode:	From Jan., 1950 to Dec., 2150, Confirmation of the Schedule, To Do, and Anniversary mode entries can be made by the indication marks seen on the right side of the date

Schedule mode:	Entry and recall of schedule (year, month, day, hour and minute), schedule alarm and Description
Anniversary mode:	Entry and recall of month, day and description of anniversaries
To Do mode:	Entry and recall of To Do listings (Due Date, Priority and Description)
Memo mode:	Entry and recall of memo listings
Expense mode:	Entry and recall of Expense listings (Date, Category, Amount, Payment, Receipt and Memo) and Summary Report during a specified period to display the total amount spent in a preset category, Meals, Hotel, Car, Phone, Fares, Entertainment, Tips and Miscellaneous, that can be changed with the selection of edit Category
Word translator mode:	English from/to Spanish, approx. 10000 words for each language
Calculator mode:	12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.
Currency/Unit conversion mode:	12 digits, 14 combinations of currencies (5) and metric (9) conversions
Game mode:	2 games
Secret function:	Protects listings with a password
Power consumption:	0.05 W

Operating temperature: 0°C ~ 40°C (32°F ~ 104°F)

Power supply:

Operating battery: 3.0V ∴ (DC) (Lithium battery CR2032 x 1)

Backlight battery: 3.0V ∴ (DC) (Lithium battery CR2032 x 1)

Auto Power Off Function:

Approx. 7 minutes

Battery life:

Operating battery (at 25°C/77°F)

- Approx. 1200 hours
When data is continuously displayed.
- Approx. 800 hours
When data is searched for 5 minutes and displayed for 55 minutes per hourly use.
- Approx. 1 year
When turned off and the clock is running.

Backlight battery (at 25°C/77°F)

- Approx. 4000 times
When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute.

Weight: Approx. 111 g (0.245 lb.) (Including batteries)

Dimensions:

Open: 143.0 mm (W) x 169.5 mm (D) x 9.5 mm (H)
5-5/8" (W) x 6-11/16" (D) x 3/8" (H)

Closed: 143.0 mm (W) x 88.0 mm (D) x 13.25 mm (H)
5-5/8" (W) x 3-15/32" (D) x 17/32" (H)

Accessories: 2 lithium batteries (installed), operation manual

Names and zone numbers of the cities in the clock

Zone No.	City	Zone No.	City
0	TONGA	11	CAIRO
1	AUCKLAND	12	HELSINKI
	WELLINGTON		BARCELONA
2	NOUMEA		AMSTERDAM
3	GUAM		ROME
	SYDNEY		BERLIN
3.3	ADELAIDE		PARIS
4	TOKYO	13	LISBON
5	SINGAPORE		LONDON
	HONG KONG	14	AZORES ISLANDS
	BEIJING	15	—
6	BANGKOK		MID ATLANTIC
6.3	YANGON	16	RIO DE JANEIRO
7	DHAKA	17	CARACAS
7.3	DELHI	18	TORONTO
8	KARACHI		NEW YORK
8.3	KABUL	19	CHICAGO
9	DUBAI	20	DENVER
9.3	TEHRAN	21	LOS ANGELES
10	RIYADH	22	ANCHORAGE
	MOSCOW	23	HONOLULU
		24	MIDWAY ISLANDS

Limited One-Year Warranty

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