# **SHARP**<sup>®</sup>

# ELECTRONIC ORGANIZER OPERATION MANUAL



#### CONTENTS

Using the Organizer for the First Time	1
Auto Power Off Function	
Backlight	2
Adjusting the LCD Contrast	
Turning the key sound On and Off	
Memory Check	
Display Symbols and Part Names	
Entering Characters	
Built-in Calendar and Clock	
Clock Mode	6
Alarm	
Telephone Mode	
Calendar Mode	11
Schedule Mode	

Anniversary Mode	14
To Do Mode	15
Memo Mode	17
Expense Mode	
Editing Listings	
Deleting Listings	20
Word Translator Mode	
Calculator Mode	
Conversion Mode	23
Secret Function	25
Game Mode	
Battery Replacement	
Specifications	
Appendices	

#### NOTICE

- SHARP 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, SHARP 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.
- SHARP 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 SHARP approved service facility.

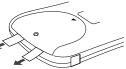
#### NOTES

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

# 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.

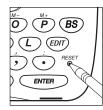


The Organizer starts operation.

(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  $\blacktriangle$  or  $\bigtriangledown$  to darken/lighten the display (within 1 through 8).
- 3. When done, press ENTER.

# Turning the key sound On and Off

- 1. Press <u>2nd MENU</u>, select "KEY TONE" by using ▲ or ▼, and press <u>ENTER</u>.
- 2. Select the key sound function on/off by using  $\blacktriangle$  or  $\overline{\blacktriangledown}$ .
- 3. When done, press ENTER.

### **Memory Check**

Press 2nd MENU, select "MEMORY CHECK" by using  $\blacktriangle$  or  $\bigtriangledown$ , 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 and Part Names**

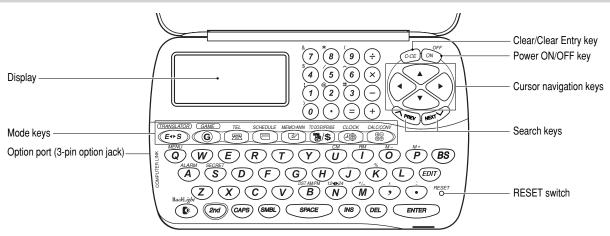
# **Display Symbols**

- Hourly Alarm: The Hourly Alarm is ON and will sound every hour.
- Schedule sign: Appears when the Home clock time reaches a 目》 Reminder time or a Start time of a schedule listing. Disappears when the time reaches the End time of the listing.
- 幽
- 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 **V**.)
- CAPS CAPS LOCK sign: Capital (uppercase) letters will be entered. To enter small (lowercase) letters, press CAPS to turn "CAPS" off.
- Beep sound: Key touch sound (beep) is ON. A
- **EDIT** EDIT mode: The listing on the display can be edited.

- **2nd** 2<sup>nd</sup> function: Indicates that 2nd has been pressed. You can enter characters or activate functions in red color above some keys.
- ((10)) 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.)
- - Orno 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.



### **Key Assignments**

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



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 kev

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:

 $\overset{\&}{\longrightarrow} \rightarrow \overset{\&}{\otimes}$  : Indicates the "&" key.

 $\rightarrow$ [7] : Indicates the numeric "7" kev.

### **Entering Characters**

### **Moving the Cursor**

Move the cursor by pressing  $\blacksquare,$   $\blacktriangleright,$   $\blacksquare,$  or  $\blacksquare$  .

### **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 CAPS. 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
2nd 0	)	2nd 1	!	2nd 2	@
2nd 3	#	2nd 4	\$	2nd 5	/
2nd 6	٨	2nd 7	&	2nd 8	*
2nd 9	(	2nd ,	,	2nd •	:

#### Other characters

Press <u>SMBL</u> 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 <u>SMBL</u> the appropriate number of times at the position where you would like to insert it.

Characters assigned to SMBL :

@.#\$£¥()~',:/\\_&<>B!?;¿\*ÆæØø þpĐð

### **Making Corrections**

#### 1. Inserting or Overwriting characters

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

#### 2. Deleting characters

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

DEL and BS can be used for deletion of characters.

DEL can also be used to delete listings.

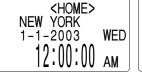
### Built-in Calendar and Clock

### 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  $\fbox{CLOCK}$  is pressed.



Home Clock Mode



# Setting the Home Clock

1. 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".
- 2. Press EDIT .

The Organizer will enter the clock setting mode.

3. 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.
- 6. Press ▼ to move the cursor to the Hour position.
- 7. Enter the appropriate hour.





8. Enter the minutes and seconds in the same manner.

9. Select AM or PM using  $\fbox{AM/PM}$  .

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10.Press ENTER to set the Clock.

The clock starts from exactly the set time.



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

- 1. Press <u>2nd</u> <u>MENU</u>, select "DATE FORMAT" by using ▲ or ▼, and press <u>ENTER</u>.
- 2. Select the desired date format by using  $\blacktriangle$  or  $\bigtriangledown$ , and press ENTER.

Mode	Month-Day-Year	Year-Month-Day	Day-Month-Year
	(MM-DD-YYYY)	(YYYY-MM-DD)	(DD-MM-YYYY)
Jan 24,2003	01-24-2003	2003-01-24	24-01-2003

#### 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

24 hour

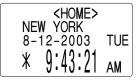




In the 12-hour system, 12:00 AM represents midnight while 12:00 PM indicates noon.

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

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



# 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  $\fbox{CLOCK}$  once or twice to display the World clock.
- 2. To set the new home city, select the desired city by using  $\fbox{NEXT}$  or  $\fbox{PREV}.$
- 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:

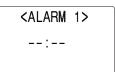
- 1. Daily Alarm...... Sounds every day at the specified time (for approx. 1 minute), when "(((•)))" is displayed. Up to 3 alarms can be set separately (Alarm1, Alarm2, and Alarm3).
- 2. Hourly Alarm......Sounds every hour precisely (every time minutes reach "00"), when " $\Lambda$ " is displayed.
- 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.

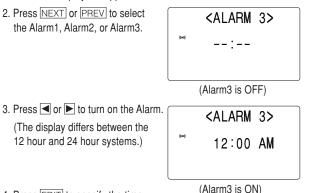
#### Note:

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.



- 4. Press EDIT to specify the time.
- 5. Enter the desired time.

#### 6. Press ENTER.

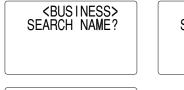
#### Note:

- 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 let to display the time (ON) or to hide the time (OFF). When turned off, the Alarm will not sound even when the "(((•))" is displayed.
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### Telephone Mode

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

Press TEL, select the desired category by using  $\blacktriangle$  or  $\fbox$ , and press ENTER.



<PERSONAL> SEARCH NAME?



Each entry has the following 14 fields.

		Maximum number of
	Field Name	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

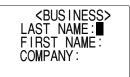
#### <Example>

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

The Business search display will appear.



The display will change to the record input mode.



<BUS INESS>

SEARCH NAME?

3. Enter the Last name.

For example, "Smith".

- 4. Press 🔽 , then enter the First name. For example, "John".
- 5. Press T 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.

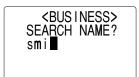
The search display will appear.

2. Press NEXT or PREV to search for the target listing in alphabetical order.

### Last Name Direct Search

- 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.



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

Entering Characters	5
Editing Listings	
Deleting Listings	



# 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.

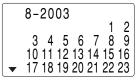
The current day will be flashing.

Navigate the calendar using the following keys:

NEXT PREV : displays the following or previous month.

Go to previous day

- E: Go to next day
- A: Go to the previous week
- ▼: Go to the next week



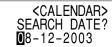
•  $\blacksquare$ ,  $\blacktriangleright$ ,  $\blacktriangle$  and  $\blacktriangledown$  cursors can move only within the month displayed.

# Directly go to the target month

1. At the Calendar mode, press  $\equiv$ .

Date input display will appear.

- 2. Enter the target date.
- 3. Press ENTER.



The monthly calendar of the target date will appear.

#### 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, 2003

1. Press <u>SCHEDULE</u> 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.

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



- 3. Enter the target day/year in the same manner.
- Press ▼, and enter 10:00AM for Start time.



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

END

END

- 6. Enter 11:00AM for the End time, and press V.
- 7. Press NEXT or PREV to select "Yes" or "No" for Alarm setting, and press V.

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

#### Note:

Enter the number in two-digit format.



ALARM: <YES>

05 MIN. BEFORE

REMINDER:

PLAN:

:11:00 AM

START:10:00

ALARM: <YES>

REMINDER:

:11:00

00 MIN. BEFORE

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

Up to 96 alphanumeric characters can be entered.

10.Press ENTER to store the schedule listing.

#### Note:

AM

AM

 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.



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### 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.



START:10:00 AM

:11:00

AM

9 - 11 - 2003

ALARM: YES

REMINDER:

FND

 Press ENTER to search for the target schedule listing of the specific date.

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

#### See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

#### 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.





- 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 (答) 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

Entering Characters	5
Editing Listings	20
Deleting Listings	20

# 🐞 To Do Mode

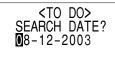
In the To Do mode, you can store your important To Do items with a priority index.

### 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.



### 2. Press EDIT.

The To Do entry display will appear.

#### ■8-12-2003 PRIORITY:<1> <PENDING> DESCRIPTION:

3. Enter 12 into the month field and enter 10 and 2003 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  $\fbox{\sc to \sc constraint}$  once or twice to enter the To Do mode.
- 2. Press  $\fbox{NEXT}$  or  $\fbox{PREV}$  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.



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  $\fbox{NEXT}$  or  $\fbox{PREV}$  to select the To Do items.
- 3. Press EDIT  $\bigtriangledown$  to enter the status field.
- 4. Press NEXT or PREV to select "DONE", then press ENTER.

#### See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

# 💌 Memo Mode

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

# Entry

#### <Example>

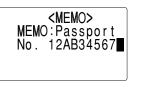
Enter your passport number: 12AB34567

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



2. Press EDIT and enter as follows.

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 <u>MEMO/ANN</u> 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.



#### 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, 2003.

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

- 1. Press TO DO/EXPENSE once or twice to enter the Expense mode.
- 2. Press ▲ or ▼ to select "EX-PENSE", 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.



08-18-2003 CATEGORY:

AMOUNT :

<Meals

>

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 🔽.
- Select the expense category using <u>NEXT</u> or <u>PREV</u>.
   There are 8 preset categories to select.

Meals → Hotel → Car → Phone → Fares → (Enter't) Entertainment → Tips → (Misc) Miscellaneous →...

 Press ▼, and enter 1200. Up to 12 digits can be entered.

8. Press 💌.

9. Select the payment using <u>NEXT</u> or <u>PREV</u>.

There are 4 preset payment systems to select.

Cash 🗯 Check 🗯 Card 🗯 Others 🐃...



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- 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.

# Recall

### **Sequential Search**

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

AMOUNT :

PAYMENT :

RECEIPT: <YES>

1200.

<CHECK >

- Press ▲ or ▼ to select "EXPENSE", then press ENTER. The Expense search display will appear.
- 3. Press <u>NEXT</u> to view the next record, <u>PREV</u> 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.

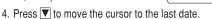
Scroll the page using  $\blacktriangle$  or  $\blacktriangledown$ .



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



- 2. Press ▲ or ▼ to select "RE-PORT", then press ENTER.
- 3. Enter the first date from you wish to summarize the expense. (July 10, 2003)



- 5. Enter the last date at you wish to summarize the expense. (August 10, 2003)
- 6. Press ENTER.

Total amount report during the period will be displayed.

Scroll the page using  $\blacktriangle$  or  $\bigtriangledown$ .

TOTAL	440 E
Meals	443.5
▼ Hotel	53.5



# 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.

 Press ▲ or ▼ to select "CATEGORY", then press ENTER. The edit category display will appear.



- 3. Select the category you wish to change using  $\blacktriangle$  or  $\bigtriangledown$ .
- 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.

# ers Word Translator Mode

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

1. Press  $\mathbb{E} \mathbb{E} \mathbb{S}$  to enter the English  $\rightarrow$  Spanish translation mode.

Press  $\blacksquare \blacksquare$  twice to enter Spanish  $\rightarrow$  English mode.

2. Enter the desired source word

and press ENTER.

<ENG→SPA> E:∎ S:

The matching English or Spanish word will then be displayed.

Spanish field

English field

- 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 <u>SMBL</u>.

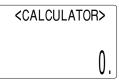
Key	Letters	Key	Letters
A	á à â ä	N	ñ
С	Ç	0	óòôö
E	éèêë	U	úùûü
Ι	ÍÌÎÏ	Y	ýÿ

· Activate "CAPS" ON to enter capitalized letters.

### Calculator Mode

The Organizer's built-in calculator can perform arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing CALC/CONV the appropriate number of times.



Each time you press the key, the display switches as follows:

Calculation mode I Currency Conversion mode Metric Conversion mode ....

Before performing any calculations, press  $\boxed{C \cdot CE}$  twice to clear the display.

 An error occurs if the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("E" is displayed.)

Press  $\boxed{C \cdot CE}$  to clear the error message.

Example	Operation	Display
(-24+2) ÷ 4=	Mixed calculation $24 + 2 \div 4 =$	-5.5
34 + 57 = 45 + 57 =	Constant/repeat calculation The second figure is a constant value $(+ \text{ addition}, - \text{ subtraction}, \div \text{ division})$ 34 + 57 = 45 =	91. 102.
68 x 25 = 68 x 40 =	The first figure is a constant value $(\boxtimes$ multiplication) 68 $\boxtimes$ 25 $\equiv$ 40 $\equiv$	1700. 2720.
10% of 200 Percentage 9 of 36 10% mark-up 20% discount	Percentage 200 ★ 10 % 9 ÷ 36 % 200 + 10 % 200 - 20 %	20. 25. 220. 160.
$\sqrt{25-9}$	Root 25 - 9 - V	4.
4 <sup>3</sup>		64.
1/8	Unit division 8 ÷ =	0.125
25 x 5 = -) 84 ÷ 3 = +) 68 +17 (Total) =	Memory function           CM         25 ≤ 5 M+           84 ÷ 3 M-           68 + 17 M+           RM	M 125. M 28. M 85. M 182.
123456789098 x 145 = 17901234419210	123456789098 ⊠ 145 ≡ ∈17 (17.9012344192 x 10 <sup>12</sup> = 1790123441920	.9012344192 0)

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## Conversion Mode

Each time you press CALC/CONV, the display switches as follows: Calculation mode - Currency Conversion mode -Metric Conversion mode ....

#### **Conversion Table**

Conversion Pattern				
Unit 1		Unit 2		
5 currency co	5 currency conversions are available.			
Metric Co	nversior	n 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 (I US)		
UK gallon (gal)	$\Leftrightarrow$	liter (I 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

- 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. Press EDIT.

The setting mode will appear.

The preset currency names can be renamed here.

4. Rename the left currency if necessary, then press **>**.

#### Note:

- Up to 4 characters can be entered for the name of the currency unit.
- 5. Rename the right currency if necessary, then press  $\overline{\mathbf{V}}$ .



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.



7. Press ENTER to store the setting.

### Currency conversion

Be sure to set the rate before starting a conversion.

# <e.q. £ 👐 \$>

- 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)



5. Enter the amount. (e.g. \$120)

6. Press <

Use I or I to change the conversion direction.

Press C•CE to clear the calculation result.

<currenc GBP+USD</currenc 	Y>
GDF -03D	50. 70 E
	12.3

<CURRENCY>

82.75862068

120.

GBP+USD

# Metric Conversion Mode

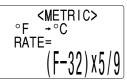
Metric conversion is capable of 12-digit calculation.

### Convert metric unit

### <Example>

Calculate 68°F to °C

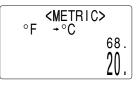
- 1. Press CALC/CONV the appropriate number of times to select the Metric Conversion mode.
- 2. Press NEXT or PREV to select the appropriate conversion stage.



- 3. Enter the amount. "68".
- 4. Press ►.

(68°F=approx. 20°C)

Press C•CE to clear the calculation result.



(\$120=approx. £82.76)

#### 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.
- Select "EDIT PASSWORD" by using ▲ or ▼, then press ENTER.



- 5. Enter a new password.
- 6. Press ENTER.
- 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.
- 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.

### **G** Game Mode

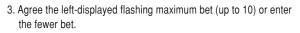
Press GAME once or twice to play the game "BLACKJACK" or "ALPHA ATTACK".

Each time you press  $\fbox{GAME}$  , the display switches between "BLACK-JACK" and "ALPHA ATTACK".

# BLACKJACK (Twenty-one)

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

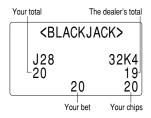
- 1. Press GAME once or twice to display the following Game mode screen.
- 2. Press ENTER to start a game. The left 2 cards are dealt for you. (One is faced up and the other is faced down.)



<BLACKJACK> 30

- 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 "BLACK-JACK", 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.



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:  $E \to Y \to 3 \to K \to W.)$
- 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  $\fbox{C-CE}$  or any mode key.

#### **Battery Replacement**

#### **Batteries used**

Туре	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 "EATT" 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.
- Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.



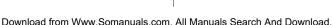
- 3. Remove one used battery using a ball-point pen or similar object.
  - Do not use a mechanical pencil or sharp pointed object.
- 4. Install one new battery with the positive side (+) facing up.
- 5. Repeat step 3 and 4 for replacing both batteries, if necessary.
- 6. Replace the holder cover and 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-6990		
Product name:	Electronic 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	Power supp	
Anniversary mode:	Entry and recall of month, day and description of anniversaries	Backligh	g battery: 3.0V (DC) (Lithium battery CR2032 x 1) t battery: 3.0V (DC) (Lithium battery CR2032 x 1) wer Off Function:
To Do mode:	Entry and recall of To Do listings (Due Date, Priority and Description)	Battery li	Approx. 7 minutes
Memo mode: Expense mode:	Entry and recall of memo listings 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		<ul> <li>g battery (at 25°C/77°F)</li> <li>Approx. 1200 hours When data is continuously displayed.</li> <li>Approx. 800 hours When data is searched for 5 minutes and displayed for 55 minutes per hourly use.</li> <li>Approx. 1 year When turned off and the clock is running.</li> </ul>
Word translator mode:	English from/to Spanish, approx. 10000 words for each language	Backligh	t battery (at 25°C/77°F) • Approx. 4000 times
Calculator mode:	12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.	Weight:	When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute. Approx. 111 g (0.245 lb.) (Including batteries)
Currency/Unit conve		Dimensions Open:	
Game mode: Secret function: Power consumption:	2 games Protects listings with a password 0.05 W	Closed: Accessorie	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) s:2 lithium batteries (installed), operation manual

### A. Names and zone numbers of the cities in the clock

Zone No.	City	Zone No.	City
0	TONGA	11	CAIRO
1	AUCKLAND		HELSINKI
	WELLINGTON	12	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

# B. Using the PC Link mode

# Exchanging Data with a PC

If the Organizer comes bundled with the PC Link software and a cable, use the software to exchange data between the Organizer and your PC.

To set up the Organizer for use with the PC Link:

- 1. Turn off your PC and the Organizer.
- 2. Connect the Organizer and the PC. (See the PC Link manual for details.)
- 3. Turn on your PC and the Organizer.
- 4. Press 2nd MENU, select "PC LINK" by using ▲ or ▼, and press ENTER.

Your Organizer is now ready for data transferring (the PC Link mode). Consult the PC Link manual regarding subsequent data transferring procedures.

#### Note:

 To exit the PC Link mode, press ON at any time. Be noted that under the PC Link mode, the Organizer will consume extra power out of the operating battery while setting the Auto Power Off function deactivated. If the PC Link mode is entered by mistake, make sure to leave the PC Link mode by pressing ON to conserve the battery power.

### memo

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# In U.S.A.:

#### **Declaration of Conformity**

Electronic Organizer : EL-6990

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.

#### Responsible Party:

SHARP ELECTRONICS CORPORATION Sharp Plaza, Mahwah, New Jersey 07430-1163 TEL: 1-800-BE-SHARP

Tested To Comply With FCC Standards



#### FOR HOME OR OFFICE USE

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: 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. 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.

Note: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

#### In Europe:

This equipment complies with the requirements of Directive 89/336/ EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/ 336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/ 336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest'apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE, modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

#### In Canada:

This Class B digital apparatus complies with Canadian ICES-003.



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