Cat. No. 65-780
OWNER'S MANUAL

Please read before using this equipment.

256K Metal Case Organizer

with EL Backlight
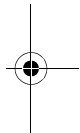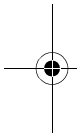
R
RadioShack®

FEATURES

Your RadioShack 256K Organizer is great for the person on the go. The pocket-size data organizer combines these features:
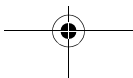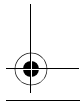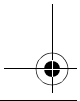
256K Memory — lets you store over 7,000 phone records.

Electroluminescent (EL) Backlight — makes reading the 5-row display easy, even in low light.

Phone Directories — put names, addresses, and numbers at your fingertips when you store them in the business, personal, or general directory.

Schedule Alarms — keep you in control of your busy schedule by reminding you of meetings and other important events.

**Memo and To-Do Functions** — let you write yourself notes and to-do lists of up to 512 characters each.

Expense Manager — helps you keep track of business and personal expenses.

Calendar — shows monthly calendars from January 1901 to December 2099.

World Time — shows you the current time in 32 cities around the world.

Daily Alarm — lets you set an alarm to re-mind you of an important daily event. The snooze feature lets you temporarily silence this alarm for about 10 minutes.
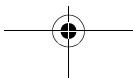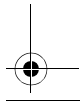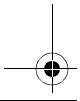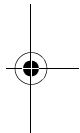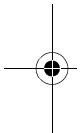
Information Transfer — moves records between this organizer and another one like it by infrared data transfer or between the organizer and a personal computer with an optional PC Link cable.

8-Digit Password — prevents unauthorized access to your private information.

10-Digit Calculator — to do standard arithmetic and memory calculations.

Automatic Power-Off — conserves battery power by automatically turning off the organizer if you do not press a key for about 7 minutes.

Caution: Do not place credit cards, automatic teller machine cards, or other cards with a magnetic strip on or near the organizer. The organizer's speaker contains a magnet that
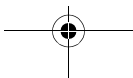
4
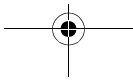
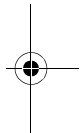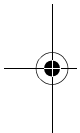could erase important information from these magnetic strips.

Note:

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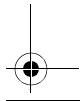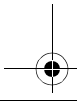
CONTENTS
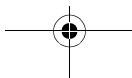
PREPARATION

REMOVING THE BATTERY INSULATOR

Your organizer comes with a battery insulator to preserve battery power during shipping. Before you can use your organizer, you must remove the battery insulator from the battery compartment.

Turn the organizer over so the bottom faces up. Use a Phillips screwdriver to remove the four screws, then carefully remove the cover. Remove the battery insulator by grasping it and pulling it away from the organizer. Then, replace the metal cover and secure it with the screws.
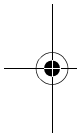
OVERVIEW

TURNING THE ORGANIZER ON AND OFF
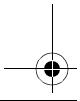
Press **ON/OFF** to turn on the organizer. The Main Menu appears. The organizer automatically turns off if you do not press a key for about 7 minutes. Press **ON/OFF** again to turn off the organizer sooner.

SELECTING A FUNCTION
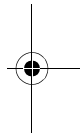
When the Main Menu appears, you can select a function by pressing the keyboard letter that appears above the desired icon. You can also use the arrow keys to highlight the desired icon, then press **ENTER**.

8
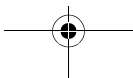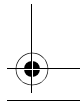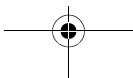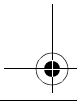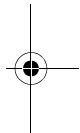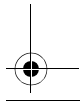
ADJUSTING THE DISPLAY CONTRAST

Press **MENU** so the Main Menu appears. Then press **SEARCH ▲** to increase the display contrast; press **SEARCH ▼** to decrease the display contrast.
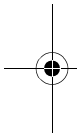
USING THE BACKLIGHT

To turn on the backlight, press ☼. The backlight automatically turns off after about 20 seconds. To turn off the backlight sooner, press ☼ again.

USING THE KEY TONE
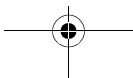
To set your organizer to sound a tone each time you press a key, from the Main Menu press **S** to select the Home Time function (or highlight ⌂ and press **ENTER**), then press **V**. A beep sounds and ♪ appears.

To turn off the key tone, select the Home Time function, then press **V** again. A beep sounds and ♪ disappears.

SETTING THE DATE AND TIME
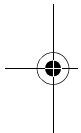
When you set the date and time for your home time zone, all other world times are set automatically.

10

1. Select the Home Time function. You see **London** and the default day, date, and time.

2. Press **SEARCH** ▲ or ▼ until a city in your time zone appears (see "Viewing World Times" on Page 13 for city names).

3. Press **12/24** (**Z**) to set the clock to 12- or 24-hour format. **AM** or **PM** appears after the time in the 12-hour format.

4. Press **EDIT**. The first digit in the month flashes.

5. Press ◁ or ▷ to move to the digit you want to change, then use the number keys to enter the month, date, year, hour, and minute.

11
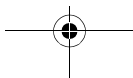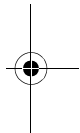
Notes:
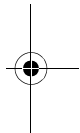
• If your area is currently observing Daylight Saving Time, set the time as if you were in Standard Time, then switch to Daylight Saving Time in Step 7.

• In the 12-hour format, press **AM/PM** (**X**) to choose AM or PM.

6. Press **ENTER** to store the settings.

   Note: If you enter invalid digits (for example, if you enter 15 for the month), the first digit in the month flashes after you press **ENTER**. Enter the correct digits, then press **ENTER** again.

7. Press **DST** (**C**) to select Daylight Saving Time. **DST** appears. Press **DST** again to turn return to Standard Time. **DST** disappears.

12
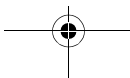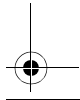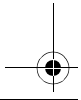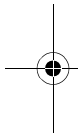
VIEWING WORLD TIMES

Once you set your home time, you can view
the time in 32 cities around the world.

Cities		
London	Karachi	Wellington
Paris	Delhi	Honolulu
Berlin	Dhaka	Anchorage
Rome	Yangon	Los Angeles
Helsinki	Bangkok	Denver
Cairo	Hong Kong	Chicago
Moscow	Singapore	New York
Riyadh	Tokyo	Toronto
Tehran	Adelaide	Caracas
Dubai	Sydney	Rio de
Kabul	Noumea	Janeiro

Follow these steps to view the time in one of
the cities listed.

13

1. From the Main Menu, press **D** to select the World Time function (or highlight ⊕ and press **ENTER**). The last-selected city name and that city's day, date, and time appear.

2. Repeatedly press **SEARCH** ▲ or **SEARCH** ▼ until you see the city name you want.

3. Press **DST** to turn on or off Daylight Saving Time.

   Note: Not all cities observe Daylight Saving Time. If you have already selected Daylight Saving Time, the organizer automatically adjusts the time for all world cities.

CHECKING AVAILABLE MEMORY

Follow these steps to find out how much usable memory is available.

1. From the Main Menu, press **SHIFT** then **SPACE**. The Configuration Menu appears.

2. Press **2** then **ENTER**. The percentage of available memory appears.

3. Press **MENU** to return to the Main Menu.

ENTERING RECORDS

You can enter several different types of records into your organizer. Each type of record has different uses and capabilities, but shares basic record entry features.

15

- To enter capital letters, press **CAPS**. **C** appears.

- To enter a space, press **SPACE**.

- To select a symbol, repeatedly press **SYMBL** until you see the symbol you want (/ , ' : $ £ ¥ @) (? ! \ # _). Then press to select the symbol.

- If you make an incorrect entry, press the arrow keys to move to the character you want to change, then type the correct character over the old one.

- To start a new line, press ↵.

- To insert a space before a character, press **INS**. If you want to enter a character in that space, simply press the appropriate key after you press **INS**.

16
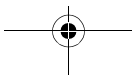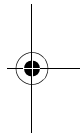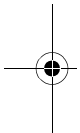
DELETING RECORDS

Follow these steps to delete a phone directory, schedule alarm, memo, to-do, or expense record.

1. Recall the record you want to delete.

2. Press **DEL**. **Delete? (Y/N)** appears. If you are sure, press **Y**. The record is deleted. Otherwise, press **N**. The record remains unchanged.
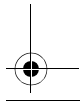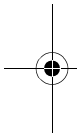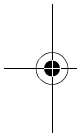
DAILY ALARM
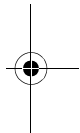
You can set an alarm to sound at a set time of day. When the daily alarm is on, ((•)) appears on the display and a tone sounds for about 20 seconds at the set time. Press any key to silence the alarm.

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

SETTING THE DAILY ALARM

1. Select the Daily Alarm function (**H** 🔔). The display shows 🔔.

2. Press **EDIT**. The first hour digit flashes.

3. Use the number keys to enter the alarm hour and minute.

4. In the 12-hour format, press **AM/PM** to set the alarm time to AM or PM.

18
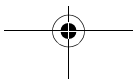
5. Press **ENTER** to store the alarm time. **((•))** appears on the display. The alarm is set to sound.

6. Press **MENU** to return to the Main Menu.

TURNING THE DAILY ALARM ON AND OFF

1. Select the Daily Alarm function (**H** 🔔).

2. Press **V** to turn the alarm on. **((•))** appears on the display when the alarm is set to sound. Press **V** to turn the alarm off. **((•))** disappears.

Note: Turning the daily alarm on or off does not affect the schedule alarms (see "Turning the Schedule Alarm On and Off" on Page 33).

19
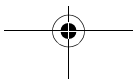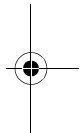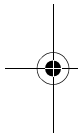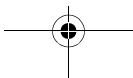
USING SNOOZE

When the alarm sounds, press **SPACE** to turn on the snooze function. The alarm turns off for about 10 minutes.

When the alarm sounds again, press any key except **SPACE** to silence the alarm. If no key is pressed, the alarm sounds again after 10 minutes then turns off until the next day at the set time.
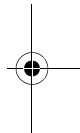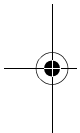
CALENDAR

Your organizer's calendar can display any date from January 1, 1901, to December 31, 2099.

Select the Calendar function (**A** ⌨). The current month appears on the display with the current date flashing.

The display shows one month at a time and the leftmost day of the week is Sunday.

To scroll through the calendar one month at a time, press **SEARCH** ▲ or **SEARCH** ▼.

A colon to the right of a date means there is a schedule alarm set for that date (see "Schedule Alarms" on Page 31).
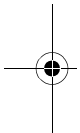
PHONE DIRECTORIES
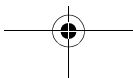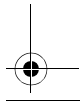
In each of the three phone directories, you can enter records containing name, company name, address, telephone numbers, E-mail address, and a note of up to 496 characters, including spaces.

ENTERING A PHONE DIRECTORY RECORD
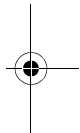
1. Select the phone directory you want: Business (**Q**), Personal (**W**), or General (**E**). ***Business***, ***Personal***, or ***General*** appears on the display.

2. Enter the contact's name.

22
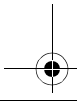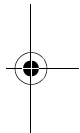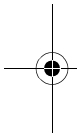
Notes:

- The organizer stores names alpha-betically, so you might want to enter the last name first.

- Press **ENTER** without entering data to skip a field.

3. Press **ENTER**. **Phone 1?** appears on the display.

4. Type the first phone number and press **ENTER**. **Phone 2?** appears.

5. Type the second phone number and press **ENTER**. **Phone 3?** appears.

6. Type the third phone number and press **ENTER**. **Company?** appears.

7. Type the company name and press **ENTER**. **Address?** appears.

23
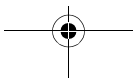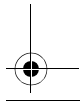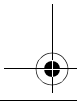
8. Type the address and press **ENTER**. **E-Mail?** appears.

9. Type the E-mail address and press **ENTER**. **Note?** appears.

10. Type the note and press **ENTER** to store the record. **Wait...** appears while the record is stored.

11. Press **MENU** to return to the Main Menu.

RECALLING A PHONE DIRECTORY RECORD

You can recall a phone directory record sequentially by contact name or company, directly by contact name or company, or by keyword search.

24
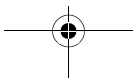
Note: If you entered a name in uppercase letters, you must use uppercase letters to search for that name.

If there are no records or no matching records stored in the directory, **Not Found!** appears briefly.
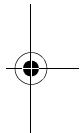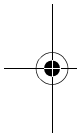
Sequential Recall by Contact Name

1. Select the desired phone directory.

2. Press **SEARCH** ▼ to view the first record sorted alphabetically by contact name.

3. Repeatedly press ▽ to view the whole record.

25
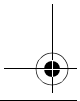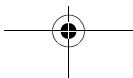
Sequential Recall by Company Name

1. Select the desired phone directory.

2. Press **ENTER** until **Company?** appears.

3. Press **SEARCH** ▼ to view the first record sorted alphabetically by company.

4. Repeatedly press ▽ to view the whole record.
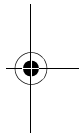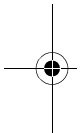
Direct Recall by Contact Name

1. Select the desired phone directory.

2. Type the first few characters (up to 8) of the desired contact name.

3. Press **SEARCH** ▼ to search for names that begin with the characters you entered. The first record that begins with those characters appears on the display.

4. Repeatedly press ▽ to view the whole record.

5. Press **SEARCH** ▲ or **SEARCH** ▼ to view the previous or next record.
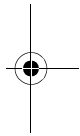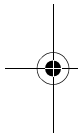
Direct Recall by Company Name

1. Select the desired phone directory.

2. Press **ENTER** until **Company?** appears.

3. Type the first few characters (up to 8) of the desired company.

27
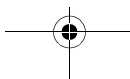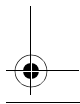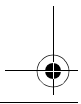
4. Press **SEARCH** ▲ or **SEARCH** ▼ to display the first record beginning with those characters.

5. Repeatedly press △ or ▽ to view the whole record.

6. Press **SEARCH** ▲ or **SEARCH** ▼ to view the previous or next record (alphabetically).
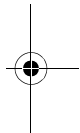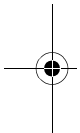
Keyword Search

1. Select the desired phone directory.

2. In any field, type the first few characters (up to 8) of any text to search.

3. Press **SHIFT** then **SEARCH** ▲ or **SEARCH** ▼ to display the first record that begins with those characters.

4. Repeatedly press △ or ▽ to view the whole record.

5. Press **SEARCH ▲** or **SEARCH ▼** to view the previous or next record (alphabetically).

EDITING A PHONE DIRECTORY RECORD

1. Recall the record you want to edit.

2. Press **EDIT**. A flashing cursor appears on the first character of the contact's name.

3. Press ◁ or ▷ to move to where you want to make your edits. (See "Entering Records" on Page 15.)

29

4. When you finish editing the contact's name, press **ENTER**. **Phone 1?** appears on the first line of the display.

5. Repeat Steps 3 and 4 to edit the phone numbers, company name, address, E-mail address, and note. Press **ENTER** without entering data to skip a field.

6. When you finish editing, press **ENTER** until **Wait...** appears. The edited information is stored. **Name?** appears on the display.
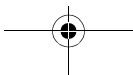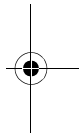
SCHEDULE ALARMS

Schedule alarms help you stay in control of your busy schedule by reminding you of meetings and other important events. For each schedule alarm, you can enter an alarm message of up to 512 characters.

At the alarm time, the alarm sounds for 20 seconds and the alarm message appears on the display. If the organizer is turned off at the alarm time, the organizer turns on, sounds the alarm, and displays the alarm message. Press any key to silence the alarm.

Notes:

- Since pressing any key turns off the alarm, the organizer might not sound (and the alarm message might not appear) if you are entering information at a schedule alarm time.

31

• If the alarm sounds and the alarm message appears while you are entering information, the information you are entering might not be stored.

ENTERING A SCHEDULE ALARM

1. Select the Schedule Alarm function (**Y**). The display shows 📇.

2. Enter the alarm date and time.

   Note: In the 12-hour format, press **AM/PM** (**X**) to set the alarm time to AM or PM.

3. Press **ENTER**. `Note?` appears.

4. Type the message you want to appear when the alarm sounds.

32
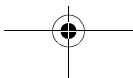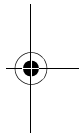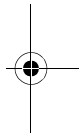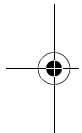
5. Press **ENTER**. The date and time reappear.

6. Press **MENU** to return to the Main Menu.

TURNING THE SCHEDULE ALARM ON AND OFF

To turn on the schedule alarm, select the Schedule Alarm function (**Y**), recall the schedule alarm, then press **V**. ☎ appears on the display.

To turn off the schedule alarm, select the Schedule Alarm function, then press **V** so ☎ disappears.
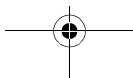
RECALLING A SCHEDULE ALARM

You can recall schedule alarm records using sequential recall by date, or by searching for a keyword in the note field.

Sequential Recall by Date

1. Select the Schedule Alarm function (**Y**).

2. Type the date, if it is different than the current date.

3. Press **SEARCH** ▼ to view the first schedule alarm for the selected date.

    Note: If no matching schedule record exists on that day, **NOT FOUND!** appears briefly and the next closest record will appear.

34
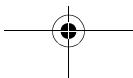
4. Repeatedly press △ or ▽ to view the whole record.

5. Press **SEARCH** ▼ to view the next record.

6. Press **MENU** to return to the Main Menu.

Keyword Search

1. Select the Schedule Alarm function (**Y**).

2. Press **ENTER**. **Note?** appears.

3. Enter a character pattern (up to 8 characters) that appears anywhere in the note you want to search for.

4. Press **SHIFT** then **SEARCH** ▲ or **SEARCH** ▼ to search for an alarm message that matches what you entered.

   Note: If no matching schedule record exists, **Not Found!** appears briefly.

35

5. Press **MENU** to return to the Main Menu.

VIEWING SCHEDULE ALARMS FROM THE CALENDAR

When you look at the calendar, a colon appears to the right of any date with a schedule alarm.

Use the arrow keys to move to the date you want, then press **ENTER** to see the desired schedule alarms for that date.
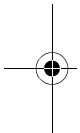
EDITING A SCHEDULE ALARM

1. Recall the schedule alarm record you want to edit.

2. Press **EDIT**. A flashing cursor appears on the first character of the display.

3. Use the arrow keys to move to where you want to make your edits. (See "Entering Records" on Page 15.)

4. Press **ENTER** to edit the note. The first character flashes.

5. Use the arrow keys to move to the character you want to change.

6. When you finish editing, press **ENTER** until **Wait...** appears. The date and time then reappear.
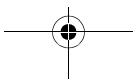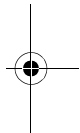
MEMO FUNCTION
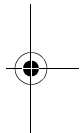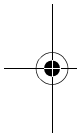
ENTERING A MEMO

Use the memo function to store important messages. You can enter a record of up to 512 characters. Memos are sorted alphabetically.

1. Select the Memo function (**R** ✑). The display shows **Memo?** ✑.

2. Enter your message.

3. Press **ENTER** to store your memo. **Memo?** reappears.

4. Press **MENU** to return to the Main Menu.

RECALLING MEMOS

You can recall memo records using sequential recall (alphabetical order), direct recall by content, or keyword search.
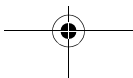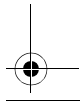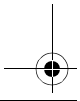
Sequential Recall

1. Select the Memo function (**R** 📝).

2. Press **SEARCH** ▲ or **SEARCH** ▼ to view the first memo in alphabetical order. Press **SEARCH** ▲ to view the previous memo or **SEARCH** ▼ to view the next memo.

Direct Recall by Content

1. Select the Memo function (**R** 📝).

2. Enter the first few characters of the desired memo.

3. Press **SEARCH** ▼ to search for the first memo starting with the characters that you entered.
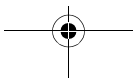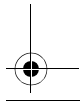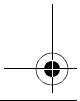
Notes:

- If no matching memo record exists,
  Not Found! appears briefly.

- Press **SEARCH ▲** or **SEARCH ▼** to
  scroll through the memos alphabeti-
  cally.

Keyword Search

1. Select the Memo function (**R** ✍).

2. Enter a character pattern (up to 8 char-
   acters) that appears anywhere in the
   desired memo.

3. Press **SHIFT** then **SEARCH ▲** or
   SEARCH ▼ to search the memo
   records for a memo that has the match-
   ing character pattern.

Note: If no matching record exists, `Not Found!` appears briefly.

4. Press **MENU** to return to the Main Menu.

EDITING A MEMO

1. Recall the memo you want to edit.

2. Press **EDIT**. A flashing cursor appears on the first character of the display.

3. Use the arrow keys to move to where you want to make your edits. (See "Entering Records" on Page 15.)

4. When you finish editing, press **ENTER** until `Wait...` appears. The edited memo is stored. `Memo?` appears.

5. Press **MENU** to return to the Main Menu.

41
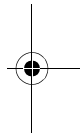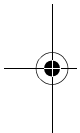
TO-DO FUNCTION

ENTERING A TO-DO RECORD

Use the To-Do function to list tasks you need to accomplish. You can enter a record of up to 512 characters and give it a priority level. To-do records are sorted first by priority, and then alphabetically.

1. Select the To-Do function (**T** ☑). The display shows **Todo?** ☑ .

2. Enter your task.

3. Press **ENTER**. **Priority?** appears.

4. Enter the priority level (**1**, **2**, or **3**). 1 is the highest priority, and 3 is the lowest.

5. Press **ENTER** to store your record. **Todo?** reappears.

6. Press **MENU** to return to the Main Menu.

42

RECALLING TO-DO RECORDS

You can recall to-do records using sequential recall, priority recall, or keyword search.

Sequential Recall

1. Select the To-Do function (**T ☑**).

2. Repeatedly press **SEARCH ▼** to view records in order of priority, or **SEARCH ▲** to view records in order of entry, last entered first.

Priority Recall

1. Select the To-Do function (**T ☑**).

2. Press **ENTER**.
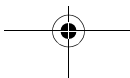
3. Enter a priority level (**1**, **2**, or **3**).

4. Press **SEARCH ▲** or **SEARCH ▼** to find the records having that priority.

   Note: If no matching record exists, `Not Found!` appears briefly.

5. Press **MENU** to return to the Main Menu.

Keyword Search

1. Select the To-Do function (**T ☑**).

2. Enter a character pattern (up to 8 characters) that is anywhere in the desired to-do record.

3. Press **SHIFT** then **SEARCH ▲** or **SEARCH ▼** to search the records for a record that has the matching character pattern.

Note: If no matching record exists, **Not Found!** appears briefly.

4. Press **MENU** to return to the Main Menu.

EDITING A TO-DO RECORD

1. Recall the to-do record you want to edit.

2. Press **EDIT**. A flashing cursor appears on the first character of the message.

3. Use the arrow keys to move to where you want to make your edits. (See "Entering Records" on Page 15.)

4. Press **ENTER**. The priority number flashes. Enter a new priority number, if desired.

5. Press **ENTER**. **Todo?** reappears.

6. Press **MENU** to return to the Main Menu.

45

SECRET RECORDS

You can keep confidential phone directory, schedule alarm, memo, to-do, and expense records. A password you choose protects the confidential information records.
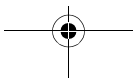
You must enter the password before you can store or recall secret records. You cannot change existing records into secret records except by re-entering them.
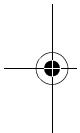
ENTERING SECRET RECORDS

1. Press **SHIFT** then **SPACE**. The Configuration Menu appears.

2. Select **1** then press **ENTER**. **Password?** appears.

46

3. Enter a password (up to 8 characters), then press **ENTER**. 🔑 appears on the display.

   Notes:

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

   • Be sure you can remember your password! If you forget it, you must reset the secret area, which clears all of your secret records. (See "Resetting the Secret Memory" on Page 77.)

4. Press **MENU**, then select the function (Phone, Schedule, Memo, To-Do, or expense) where you want to store secret records.

47
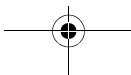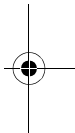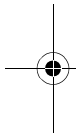
5. Enter the record (see "Entering a Phone Directory Record" on Page 22, "Entering a Schedule Alarm" on Page 32, "Entering a Memo" on Page 38, or "Entering a To-Do Record" on Page 42). When you turn off the organizer (or it automatically turns off), the organizer exits the secret area. To re-enter the secret area, repeat Steps 1 and 2.

RECALLING SECRET RECORDS

1. Press **SHIFT** then **SPACE**.

2. Press **1** then **ENTER**.

3. Enter the password, then press **ENTER**. ━━● appears.

4. Press **MENU** then select the Phone, Schedule, Memo, To-Do, or Expense Manager function.

5. Recall the record you want to see.

EDITING SECRET RECORDS

Recall the secret record you want to edit, then press **EDIT**. A flashing cursor appears on the first character of the display. See "Entering Records" on Page 15 to edit the record.

CHANGING THE PASSWORD

1. Press **SHIFT** then **SPACE**. The Configuration Menu appears.

2. Press **1** then **ENTER**.

49
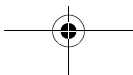
3. Enter the password, then press **ENTER**.

4. Press **1** then **ENTER**. **New Pass-word?** appears.

5. Enter a new password, then press **ENTER** to change the password.

6. Press **MENU** to return to the Main Menu.
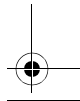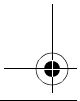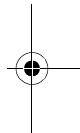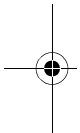
CALCULATOR

Select the Calculator function (**F** ⊞). The display shows ⊞.

Press the keys in the order they appear in the arithmetic operation. For example:

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

To clear a calculation, press **C/CE**.

Notes:

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

51

• If you enter a wrong number, press **C/CE** and re-enter the correct number before you press **=**.

SQUARE CALCULATIONS

To do square calculations, follow this example. To calculate 4^2:

You press:	You see:
$4 \times =$	16

MEMORY CALCULATIONS

The memory calculation feature lets you easily do multi-step calculations.

Use the following keys to perform memory calculations:

- Press **M+** to total a calculation and add the total to the value in memory.

- Press **M–** to total a calculation and subtract the total from the value in memory.

- Press **MR** to recall (display) the value in memory.

- Press **MC** to clear the memory.

For example: $(4 \times 5) + (28 + 2) - (7 - 2) + (75 \div 5)$:

You press:	Display's last line shows:
$4 \times 5 =$ M+	**M 20.**
$28 + 2 =$ M+	**M 30.**
$7 - 2 =$ M–	**M 5.**

53

You press:	Display's last line shows:
75 ÷ 5 = M+	**M 15.**
MR	**M 60.**
MC	**60.**

Note: M appears on the display when a value is stored in memory. **M** disappears when you clear the memory.

PERCENTAGE CALCULATIONS

To find a percentage of a number, type the number, then ×, the percentage, and %.

You press:	You see:
12 × 3 %	= 0.36

EXPENSE MANAGER

The expense manager can help you organize your business and daily expenses. The expense manager also creates an expense report by date and expense type.

The organizer has the following fields where you can enter, change, and explain the expense information.

- Date
- Expense Type
- Amount
- Payment Type
- With/Without Receipt

ENTERING EXPENSE RECORDS

1. Select the Expense Manager function (**G** [圖]). The Expense Manager Menu appears.

2. Press **1** then **ENTER**. The current date appears.

3. Use ◁, ▷, and the number keys to enter the expense date.

4. Press **ENTER**. **Expense Type?** appears.

5. Select the expense type by typing the number that appears next to that type.

   Note: Press **SEARCH** ▲ or **SEARCH** ▼ to view all of the types of expenses.

6. Press **ENTER**. **Amount:** appears.

7. Enter the amount.

   Notes:

   • The expense amount is limited to 10 numbers, plus the decimal point.

   • Press **+/–** (**Y**) to switch between a positive and negative number.

   • Press **C/CE** (**DEL**) to clear the amount entry.

8. Press **ENTER**. **Payment Type?** appears.

9. Select the payment type by pressing the number that appears next to that type.

10. Press **ENTER**. **Receipt Y/N?** appears.

11. Enter **Y** for Yes or **N** for No.

12. Press **ENTER**. **Note?** appears.

13. Enter the note (up to 512 characters).

14. Press **ENTER** to store the expense record.

15. Press **MENU** to return to the Main Menu.

RECALLING EXPENSE RECORDS

You can recall expense information by date or keyword search by note field information.

By Date

1. Select the Expense Manager function (**G** [$]).

2. Press **1** then **ENTER**.
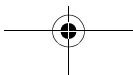
3. Use ◁, ▷, and number keys to enter the expense date.

4. Press **SEARCH** ▲ or **SEARCH** ▼ to recall the records for that date.

   Notes:

   - Press △ or ▽ to scroll through the record. Press **SEARCH** ▲ or **SEARCH** ▼ to display the previous or next record.

   - If there is no expense record for the specified date, **Not Found!** appears briefly.

By Keyword Search

1. Select the Expense Manager function (**G** 💲).

59

2. Press **ENTER** repeatedly until **Note?** appears.

3. Enter a character pattern (up to 8 characters) that is anywhere in the note.

4. Press **SHIFT** then **SEARCH** ▲ or **SEARCH** ▼ to search the expense records for a record that has the matching character pattern.

    Note: If no record match is found, **Not Found!** appears briefly.

5. Press **MENU** to return to the Main Menu.

EDITING EXPENSE RECORDS

1. Recall the expense record you want to change.

2. Press **EDIT**. **Edit Date?** appears. The first digit of the date flashes.

3. Use the ◁, ▷, and number keys to enter the correct date, then press **ENTER**. **Expense Type?** appears.

4. Select the expense type by typing the number that appears next to that type.

   Note: Press △ or ▽ to view all of the types of expenses.

5. Press **ENTER**. **Amount:** appears.

6. Type the correct amount and press **ENTER**. **Payment Type?** appears.

7. Enter the correct payment type, then press **ENTER**. **Receipt Y/N?** appears.

8. Enter **Y** for Yes or **N** for No, then press **ENTER**. **Note?** appears.

61
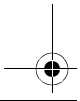
9. Enter the correct note.

10. Press **ENTER** to store the edited record.

11. Press **MENU** to return to the Main Menu.

VIEWING AN EXPENSE REPORT

The expense report displays totals of each expense category for a specified date or time span.

1. Select the Expense Manager function (**G** [$]).

2. Press **2** then **ENTER**.

3. Use the ◁, ▷, and number keys to enter the start date for the report, then press **ENTER**.
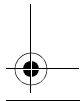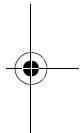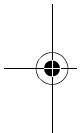
4. Use the ◁, ▷, and number keys to enter the end date for the report, then press **ENTER**. The organizer calculates and displays each expense type subtotal and an overall expense total of all expense types for the specified time period.

   Notes:

   • Press △ or ▽ to scroll through the report.

   • If the subtotal expense is more than 9 digits, **E** appears on the item line.

   • The total amount of the 8 expense types appears at the bottom of the report. If the total is more than 10 digits, **E** appears in the total line.

5. Press **MENU** to return to the Main Menu.

RENAMING AN EXPENSE TYPE

You can rename the expense types to personalize the organizer to your specific needs.

1. Select the Expense Manager function (**G** 🏦).

2. Press **3** then **ENTER**.

3. Press △ or ▽ to scroll through the expense types line-by-line, or use **SEARCH** ▲ or **SEARCH** ▼ to scroll through the expense types screen-by-screen. When the expense type you want to rename appears in the top line, press **ENTER**.

   Or, type the number of the expense type and press **ENTER**.

4. Enter the new expense type label (up to 7 characters).

5. Press **ENTER** to store the edited expense type label.

6. Press **MENU** to return to the Main Menu.
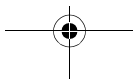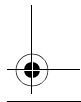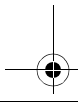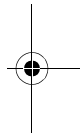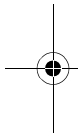
DATA TRANSMISSION

You can transfer telephone directory, schedule, memo, to-do, and expense records from your organizer to other 256K electronic organizers with infrared data transfer capability, or to a personal computer using an optional PC Link cable (available through RadioShack Unlimited).

BETWEEN ORGANIZERS

Notes:

- You must first prepare the receiving organizer to accept data and then immediately transmit data from the transmitting organizer.

- Do not move the organizers during data transfer. If you do, the transmission might be interrupted. **ERROR** appears in the receiving organizer's display.

66

1. Place the organizers side by side with the sending organizer on the left and the receiving organizer on the right. Align the **IR TRANSMIT** window on the sending organizer with the **IR RECEIVE** window on the receiving organizer.

2. On the sending organizer, select the function (Phone, Schedule, Memo, To-Do, and Expense Manager) for the records you want to transfer. All records from the selected function will be transmitted.
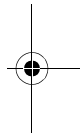
   To transmit an individual record, recall the desired record.

3. On the sending organizer, press **LINK**. **TX. RX.? (T/R)** appears.
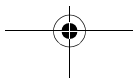
4. On the receiving organizer, select the function where you want the records stored (the same function you selected in Step 2).

5. On the receiving organizer, press **LINK**. **TX. RX.? (T/R)** appears.

6. On the receiving organizer, press **R**. **Receive by 1. IR. 2.Cable** appears.

7. On the receiving organizer, press **1** for infrared transfer. **Receiving...** appears.

8. On the sending organizer, press **T** to start the transfer. **Transmitting...** appears on the display.

   Note: If there is a delay of more than 8 seconds, the receiving organizer displays **Error...** for 2 seconds.
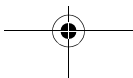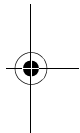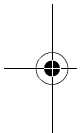
To cancel the transfer, press **C/CE** on the sending organizer. **Abort!** appears.

TO A PERSONAL COMPUTER

You can transfer data from your organizer to a computer by plugging a PC Link cable (available through RadioShack Unlimited) into the **PC PORT** jack on the organizer and connecting the cable's other end to the computer.

1. Load the PC Link software onto the computer according to the PC Link's Owner's Manual. Select "Model G" on the PC Link Menu.
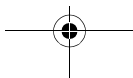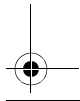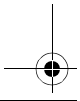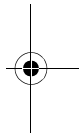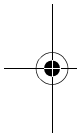
2. On the organizer, select the function (Phone, Schedule, Memo, To-Do, or Expense Manager) for the records you want to transfer. All records from the selected area will be transmitted.

   To transmit an individual record, recall the desired record.

3. Follow the directions in the PC Link's Owner's Manual to specify the serial port used to connect the computer and organizer, and to select the same function that you selected on the organizer.

4. Press **LINK**. **TX.RX.? (T/R)** appears.

5. Type **T** on the organizer to start the transfer. **Transmitting...** appears.

   To cancel the transfer, press **C/CE**.
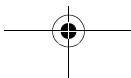
FROM A PERSONAL COMPUTER

You can transfer data from a computer to your organizer by plugging a PC Link cable (available through RadioShack Unlimited) into the **PC PORT** jack on the organizer and connecting the cable's other end to the computer.

1. Load the PC Link software onto the computer according to the PC Link's Owner's Manual. Select "Model G" on the PC Link Menu.

2. Follow the directions in the PC Link's Owner's Manual to specify the serial port used to connect the computer and organizer, and to select the data you want to transfer.

3. On the organizer, select the function (Phone, Schedule, Memo, To-Do, and Expense Manager) where you want to receive the records. All records from the selected area will be transmitted.

   To transmit an individual record, recall the desired record.

4. Press **LINK**. **TX. RX.? (T/R)** appears.

5. Press **R** on the organizer. **Receive by 1. IR. 2. Cable** appears.

6. Press **2** to select cable. **Receiving...** appears.
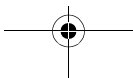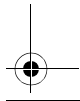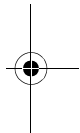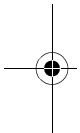
CARE

To enjoy your RadioShack 256K Organizer for a long time:

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

- Use and store the organizer only in normal temperature environments.

- Handle the organizer gently and carefully. Don't drop it.

- Keep the organizer away from dust and dirt.

- Wipe the organizer with a damp cloth occasionally to keep it looking new.

Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not performing as it should, take it to your local RadioShack store for assistance.

REPLACING THE BATTERIES

Your organizer is powered by three 3-volt CR2032 lithium batteries: two main batteries and one backup battery. When the display dims, stops working properly, or ⇌ appears on the display, replace the main batteries. To protect the data stored in your organizer, replace the backup battery once a year. We recommend RadioShack batteries.

Cautions:

- Never remove all three batteries from the battery compartment at the same time. If you do, you might lose stored information.

- Be sure to turn off your organizer when replacing any batteries. Otherwise, you might lose stored information.

74

Follow these steps to replace the batteries.

1. Press **ON/OFF** to turn off the organizer.

2. Use a Phillips screwdriver to remove the screws on the battery compartment cover, then carefully remove the cover.

3. Remove the old batteries and install the new batteries with the positive (+) side facing up.

   Caution: Be sure to keep the backup battery in the battery compartment when replacing the main batteries.

4. Replace the battery compartment cover and secure it with the screws.

Warnings:

- Always dispose of the old batteries promptly and properly.

- Never bury or burn batteries.

75
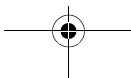
• Do not allow children to play with a battery. Swallowing a battery could be fatal.

RESETTING THE ORGANIZER

You can reset the organizer's display, the secret memory, or all memory.

Resetting the Display

If the display locks up, follow these steps to reset it.

Note: Resetting the display does not affect information stored in memory.
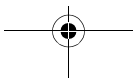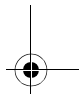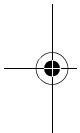
76

1. Insert a straightened paper clip into the **RESET** hole on the bottom of your organizer. **Reset?(Y/N)** appears.

2. Press any key except **Y**. The display returns to the Main Menu.

   Note: You must turn the on the key tone again after resetting the display.

Resetting the Secret Memory

If you forget the password, follow these steps to reset the organizer and clear the records stored in the secret memory.

Caution: Resetting the secret memory clears all information stored in secret memory and the key tone, but does not affect daily alarm settings, the current date and time, phone di-

77
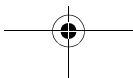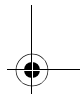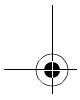
rectory, schedule, memo, or to-do records
stored outside the secret memory area.

1. Insert a straightened paper clip into the
   RESET hole on the bottom of your orga-
   nizer. **Reset? (Y/N)** appears on the
   display.

2. Press **Y**. **Delete Secret?** appears.

3. Press **Y**. **Delete...** appears then
   the display returns to the Main Menu. All
   the data stored in the organizer's secret
   memory is cleared.

   Note: You must turn on the key tone
   again after resetting the secret memory.

78

Resetting All Memory

If you want to clear all the records in the organizer, follow these steps to completely reset the organizer.

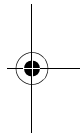**Caution:** Resetting all memory clears all information stored in the organizer.

1. Insert a straightened paper clip into the **RESET** hole on the bottom of your organizer. **Reset? (Y/N)** appears.

2. Press **Y**. **Delete Secret?** appears.

3. Press any key except **Y**. **Del All Data?** appears.

4. Press **Y** to reset all memory. **Reset...** appears followed by the Main Menu display. All the information stored in the organizer's memory (including records and alarms in the

79

secret area) is cleared. You must turn on the key tone again, re-enter daily alarm settings, and set the current date and time.
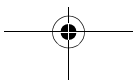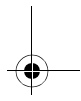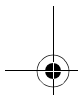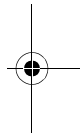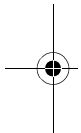
SPECIFICATIONS

Power Source:

    Main .... Two Lithium Batteries, 6V

    Backup .... One Lithium Battery, 3V

    Type CR2032

                 (RadioShack Cat. No. 23-162)

Battery Life:

    Main .... About 6 Months

    Backup .... About 1 Year

Automatic Power-Off .... About 7 Minutes

Operating Temperature .... 32–104°F

                              (0–43°C)

Dimensions (HWD): $4^{1}/_{3} \times 2^{5}/_{8} \times {}^{11}/_{16}$ Inches

                       ($110 \times 66 \times 18$ mm)

Weight (with Batteries) .... 4.83 oz

                           (136.9 g)

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

Limited One-Year Warranty

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN. EXCEPT AS PROVIDED HEREIN, RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

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

82

(Continued)

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

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

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.   *(Continued)*
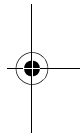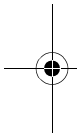
83

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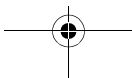6th Floor, Fort Worth, TX 76102

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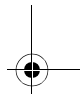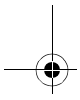
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