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CASIO

CASIO

CSF-4450
CSF-4650
CSF-4950

Owner's Manual

(E)

GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THIS UNIT IN THE U.S.A. (not applicable to other areas).

NOTICE

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.

FCC WARNING

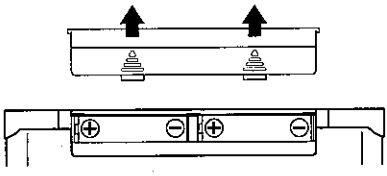
Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
Proper connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

Connector SB-62 ..... CSF Unit to CSF Unit

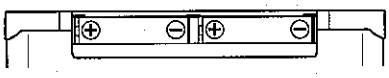
Before using the unit for the first time

Use the following procedure to load batteries and reset the unit before using it for the first time.

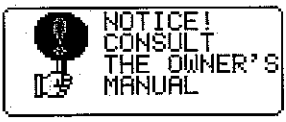
1. Press down at the two locations indicated by △, and slide in the direction indicated by the arrow.



2. Load two new batteries into the battery compartment.
   - Make sure that the positive (+) and negative (-) ends are facing correctly.



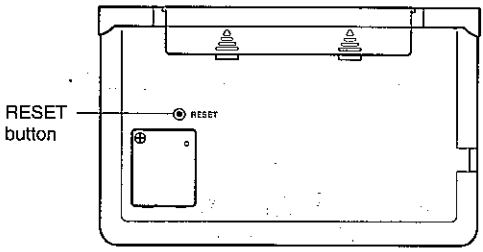
3. Replace main battery compartment cover.
4. Pull the insulating tape from the back-up battery by pulling in the direction indicated by the arrow printed on the tape.
   - At this time the following message should be on the display.



Note

- The first time you load batteries into the unit, figures on the display will appear quite dim. Use the procedure under "Adjusting the Display Contrast" on page 20 to make the figures darker.

5. Press the RESET button with a thin, pointed object.



- At this time the following appears on the display.

6. Press **1** to select **ALL RESET** and then press **OK**.
   - After the ALL RESET operation is complete, the LANGUAGE screen appears on the display.
7. Use the procedure under "Setting the System Language" on page 19 to select a system language.
   - After you set the system language, the Home Time Screen appears.
8. Check the Home Time setting and make changes if necessary (page 19).

Introduction

Congratulations on your selection of CASIO's new CSF-4450/4650/4950 (referred to as CSF Unit in this manual). Please keep your manual and all information handy for future reference.

Features

3-color display
The display shows data in three colors: orange, blue and green. Different colors can be used to highlight specific dates in the Calendar, and even the color of text data can be specified.

Desktop Menu System
Simply point to the item that represent the function you want to use and press a button.

Do Today Function
Every time you turn on the unit, any Schedule Keeper items scheduled for that date appear on the display.

Powerful data bank functions
Telephone Directory, Business Card Directory, Memo, To Do, Expense Manager, Reminder, and Schedule Keeper.

Secret Drawer
A convenient place to lock up confidential information using a secret password.

Calendar - Schedule Keeper - Reminder - To Do linking
Reminder and To Do items are automatically displayed in the applicable Schedule Keeper dates. Markers appear on the Calendar display to indicate dates for which Schedule Keeper, Reminder, and To Do items are scheduled.

Timepiece with Home time and World Time
Dual timekeeping for two different locations.

Powerful alarm functions
In addition to the standard daily alarm, you can also set alarms for Schedule Keeper, Reminder, and To Do items.

Calculator
A 12-digit arithmetic calculator is just the thing for those quick, on-the-go calculations.

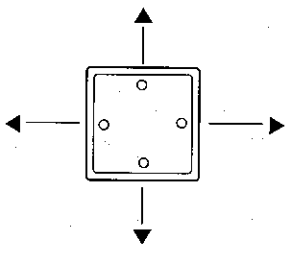
Data Communication
Exchange data with another CSF Unit or with a CASIO SF Unit.

- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss resulting from the use of this manual.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties which may arise through the use of the CSF Unit.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or battery replacement. Be sure to back up all important data on other media to protect against its loss.

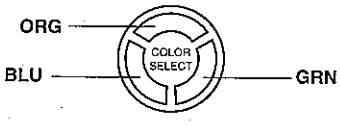
Manual conventions

This manual uses the following conventions when mentioning key operations and functions within text.

- Keys are indicated upper-case bold characters **LIKE THESE**.
- When a key has more than one function, only the function under discussion at that time will be noted. With the **ON/CLEAR** key, for example, **ON** will be used to indicate switching the CSF Unit on, while **CLEAR** will be used to indicate the clear operation.
- Text that appear on the display of the unit is represented in this manual using a font that is different from the explanatory text. The display text "NAME?" for example represented as: NAME?.
- Note that the cursor key itself is not actually marked with arrows. To make the explanations in this manual as easy to understand as possible, however, we will refer specific cursor keys as noted in the illustration below.



- The three color select keys that can be used to select text color are shown in this manual as **ORG** (orange), **BLU** (blue), and **GRN** (green).



- Note that operation of this unit's **SHIFT** key is different from that normally found on a computer's keyboard. For the operation **SHIFT COPY**, for example, you should not hold down the **SHIFT** key while you press **COPY**. Instead, you should press and then release the **SHIFT** key, and then press the **COPY** key.

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Read this first!

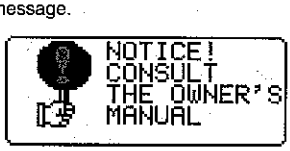
You must be familiar with the following information in order to use the CSF Unit correctly. It tells you what to do in order to avoid losing important data stored in memory. Please be sure to read the following before using the CSF Unit!

Make back up copies of important data!

Your CSF Unit employs electronic memory, which makes it possible to store large volumes of data and to recall stored data quickly and easily. Data is retained as long as power is supplied by the batteries. This means that should batteries go dead, or if you make a mistake while replacing batteries, the data stored in memory may be damaged or lost entirely. Data contents can also be damaged or lost due to strong electrostatic charge, strong impact, or extremes in temperature and humidity.
All of this means that you should always keep back up copies of important data by writing it down in a notebook.

About the "NOTICE!" message...

Whenever you turn on the power of the CSF Unit, it performs a self-check before beginning operation. If a problem is discovered during the self-check, the CSF Unit displays the following message.



Note

- The above message always appears in English, regardless of the system language setting.

If this is the first time you ever turned on the CSF Unit...
Perform the ALL RESET operation described under "To perform ALL RESET" on page 14.

If this is not the first time you are using the CSF Unit...
There is probably a problem with the data in memory (data error). Note that once data is lost it cannot be recovered. Such data errors are generally caused by one of the following problems.

- Interruption of battery power.

- Severe electrostatic charge, impact, change in temperature, or change in humidity.
- Hardware problem.

After a data error is discovered, you will not be able to input or edit data, though you will be able to recall data after pressing **CLEAR** to clear the error message. In order to return memory to normal (allowing further input and editing of data), you must perform the RESET operation to clear the memory of all data. Before doing so, you may want to recall important data and write it down (if you don't already have a copy). You can then re-input the data after clearing the memory.
If you still have trouble after trying the RESET operation, you may have a hardware problem. If so, consult with your nearest CASIO dealer.

General Precautions

- Never try to take the CSF Unit apart.
- Avoid strong impact and sudden temperature changes.
- At very low temperatures, the display response time may slow down or the display may fail completely. This is temporary and correct operation should return at normal temperature.
- To avoid serious damage to the CSF Unit caused by leaking batteries, replace batteries once every five years, regardless of how much you use the CSF Unit during that time.
- Never use thinner, benzine or other volatile agents to clean the exterior of the CSF Unit. Instead, wipe it off with a soft cloth dampened in a solution of water and a mild, neutral detergent. Wring the cloth out until it is almost dry.
- If the CSF Unit is exposed to strong electrostatic charge, the display may dim or the CSF Unit may lock up. To correct this situation, switch power off, and then remove and then replace the batteries.
- Do not press the keys with a pen, pencil or other sharp object.
- The CSF Unit may cause interference with radio or television reception. Keep it away from such appliances when you are using it.

About the Power Supply

The CSF Unit is powered by two AAA-size batteries, and its memory is protected by a single CR2032 lithium battery. If a low battery power message appears on the display or if the display remains blank when you switch power on, replace batteries as soon as possible.

Caution

- **All data stored in memory is lost if you remove main batteries and the back-up battery at one time.**
- **Be sure that you keep a separate copy of all important data that you store in the CSF Unit.**

Weak Battery Messages

Various messages appear on the display to warn you when the main batteries or back-up battery power drops below a certain level. Should battery power drop too low, data in memory may be corrupted or lost. Whenever a low battery power message appears on the display, be sure to stop operation of the CSF Unit and replace batteries as soon as possible.

Important!
Whenever the message "ALL BATTERIES GETTING WEAK! REPLACE BACK-UP BATTERY FIRST!" appears, be sure to replace the back-up battery first. After that it is safe to replace the main batteries.

Battery Precautions

Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the CSF Unit. Note the following precautions.

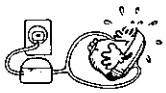
- Be sure that the positive (+) side of each battery is facing in the correct directions.

- Never mix batteries of different types.

- Never mix old batteries and new ones.

- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.

- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use the CSF Unit for a long period.
- Replace batteries at least once every five years, no matter how much you use the CSF Unit during that period.
- Never try to recharge the batteries supplied with the CSF Unit.



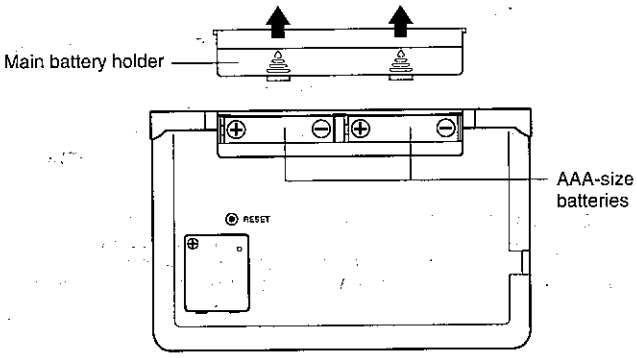
- Should a battery leak, clean out the battery compartment of the CSF Unit immediately, taking care to avoid letting the battery fluid come into direct contact with your skin.

Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.

Replacing the Main Batteries

Before replacing the main batteries, note the following precautions:
- Do not remove the main batteries from the CSF Unit while back-up battery is removed.
- Be sure to replace both batteries at the same time, and do not use an old battery with a new one.

1. Press **OFF** to switch power OFF.
2. Press down at the two locations indicated by △, and slide in the direction indicated by the arrow.

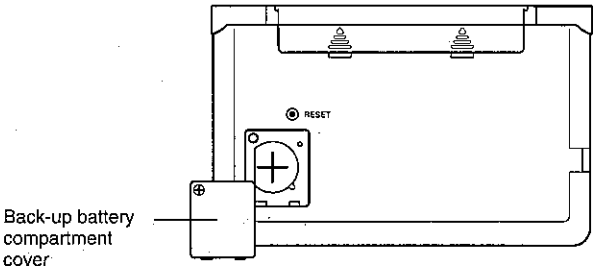


3. Remove both old batteries and replace them with two new ones.
   - Make sure that the positive (+) and negative (–) ends are facing correctly.
4. Replace the holder.
5. Turn on power.
   - The Home Time screen always appears whenever you turn power on for the first time after replacing batteries.
6. Check the Home Time setting and make changes if necessary (page 19).

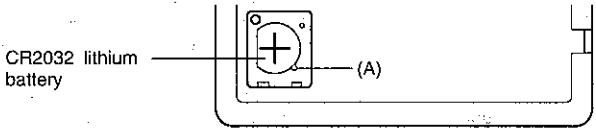
Replacing the back-up battery

Before replacing the back-up battery, note the following precautions:
- Do not remove the back-up battery from the CSF Unit while main batteries are removed.
- Be sure to replace the back-up battery at least once every five years. Otherwise, you run the risk of losing data stored in memory.

1. Press **OFF** to switch power OFF.
2. Remove the screws that hold the back-up battery compartment cover in place, and remove the cover.



3. Insert a thin, pointed object into (A) and remove the old battery.



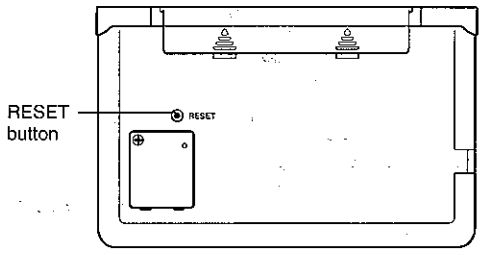
4. Insert a new battery into the unit, making sure that the positive (+) side of the new battery is facing up (so you can see it).
5. Replace the battery compartment cover and secure it by tightening its screw.
   - Be careful that you do not over tighten the screw.

Resetting the CSF Unit's Memory

You can use either SECRET RESET or ALL RESET to initialize the CSF Unit. ALL RESET deletes all data stored in memory, while SECRET RESET deletes only the data stored in the secret drawer.

To perform ALL RESET

1. Press **ON** to switch power ON.
2. Press the RESET button with a thin, pointed object.



Warning!
The next step deletes all data stored in the CSF Unit's memory. Make sure that you really want to delete the data before you continue!

3. Press **1** to select **ALL RESET**.

Note
- The above message always appears in English, regardless of the system language setting.

4. Press **OK** to reset the memory and delete all data or **ESC** to abort the reset operation without deleting anything.
   - After the ALL RESET operation is complete, the LANGUAGE screen appears on the display.
5. Use the procedure under "Setting the System Language" on page 19 to select a system language.
   - After you set the system language, the Home Time Screen appears.
6. Check the Home Time setting and make changes if necessary (page 19).

Following the all reset operation, the CSF Unit settings are initialized as noted below.

Home Time:	LON 1996/1/1 MON 12:00 AM 12-hour format
World Time:	NYC
Daily Alarm:	12:00 PM
Sound:	Data alarm (Schedule alarm, Reminder alarm and To Do alarm) — ON Daily alarm — OFF Key — ON
Messages:	English
Character input:	CAPS

To perform SECRET RESET

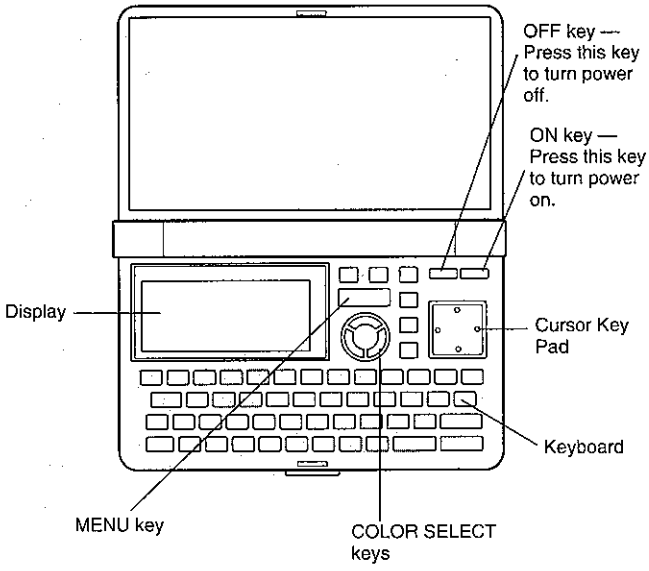
Important!
- The following procedure erases all data stored in the secret drawer. Make sure you do not need any of the data in the secret drawer before deleting it. You can transfer data you might need to the desktop (page 17) before performing this procedure.
- Note that this unit has no procedure for deleting the password only (and leaving secret drawer contents) or secret drawer contents only (and leaving the password).

To perform a SECRET RESET, follow the same procedure as that described under "To perform ALL RESET" on page 14, except you should select "**SECRET RESET**" in step 3.

Getting Started

This part of the manual contains important information you need to know in order to get the most out of your 3-color CSF Unit. In addition to advice on basic operations, it tells you how to set the built-in clock and select the system language. Make sure you read this part of the manual before trying to do anything else.

General Guide



About the Demonstration feature...

The CSF Unit comes with a Demonstration feature that shows sample screens and input data for each of its functions. When the Demonstration feature is turned on, the CSF Unit automatically shows the various demonstration screens in sequence each time you turn it on.

- You can interrupt an ongoing demonstration at any time by pressing any key.

To turn the Demonstration feature on and off

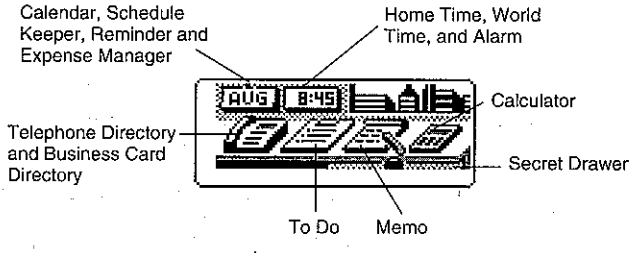
1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select **SYSTEM**.
3. Press ▼ to display the second **SYSTEM** Menu.
4. Press **2** to select **START UP**.
5. Use ▲ and ▼ to move the pointer to **DEMO**.
6. Use ◀ and ▶ to turn the Demonstration feature on and off.
7. After making the setting you want, press **OK**.

Note

- The demonstration feature screens will not be displayed when the Do Today feature (page 41) is turned on.

About the desktop...

The desktop gives you point-and-select access to the data management features of the CSF Unit. Whenever you want to return to the desktop, simply press the **MENU** button.



- Note that one of the icons on the desktop is flashing. This means that the icon is selected.

How to use the desktop

1. Use the cursor keys to move the flashing around the desktop until the one you want is selected (flashing).
2. After selecting an icon, press **OK** to access the functions of that icon.
   - Selecting some icons (like the Clock and Telephone) cause another selection screen to appear.
   - Details on actually using the features and functions that you access from the desktop are described in the other sections of this manual.

Changing the Desktop Screen's Window Scenery

You can change the scenery that is outside the desktop screen's window to any one of the scenes shown below. Simply display the desktop screen and press the **COLOR SELECT** key that corresponds to the scenery you want to select.

ORG: Night-time city scene
BLU : Daytime city scene
GRN: Beach scene

Setting Up the Unit

Be sure to perform the following procedures before using the CSF Unit for the first time.

Setting the Built-in Clock

Before you actually set the time and date, you have to select a time zone as your Home Time Zone. This is an important step, because the times for all the other time zones are based on the settings in your Home Time Zone.

Important!

- This section contains only basic information on setting the clock. For details on other available timekeeping functions, see "Using the Built-in Clock" on page 22.

To display the Home Time screen

1. On the desktop, select the clock icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to , and press **OK**.

To select a Home Time Zone

1. While the Home Time screen is on the display, press **FUNC** twice.

2. Press **2** to select ZONE CHANGE.

- The currently selected Home Time Zone is the one located in the center of the world map on the display.
- See the City Code List on page 26 for information on the meaning of the city codes that appear on the Home Time screen.

3. Use ◀ and ▶ to move the cursor to the time zone that you want to set as your Home Time Zone.
   - To abort the procedure without changing anything, press **ESC** or **CLEAR**.
4. When the zone that you want is selected, press **OK**.

To change the Home Time setting

1. While the Home Time screen is on the display, press **EDIT**.
   - The hour setting flashes on the display because it is selected.
   - You can use ◀ and ▶ to move the flashing selection around the display between the year, month, day, hour, and minute settings.
2. Input numbers for the year, month, day, hour, and minutes.
   - Input the year as four digits within the range of 1901 through 2099.
   - Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format. See "To switch between 12-hour and 24-hour timekeeping" on page 23 for information on selecting a timekeeping format.
   - All illegal input (26 for the hour, 65 for the minutes) is ignored.
3. If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
4. After you are finished making the settings you want, press **OK**.
   - Pressing **OK** resets the seconds count to "00".

Setting the System Language

The CSF Unit is capable of producing messages in any one of five different languages (English, German, French, Italian, Spanish). Use the following procedure to select the language that you want.

To select the system language

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select SYSTEM.
3. Press **2** to select LANGUAGE.
   - The currently selected system language is highlighted on the display.

4. Press the number key that corresponds to the language that you want to use.

   1: German 2: English 3: Spanish
   4: French 5: Italian

- You can also select language by using ▲ or ▼, to move the highlighting around the menu until language you want is highlighted.

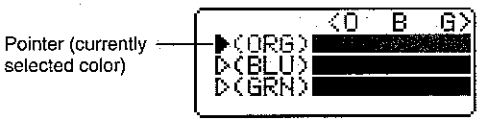
5. While the language you want to use is selected (highlighted), press **OK**.
- To exit the language-selection menu without changing the current setting, press **ESC**.
- The system language automatically changes to English whenever you perform the RESET operation (page 14).

Adjusting the Display Contrast

The following procedure describes how to adjust the color contrast, which controls the relative darkness and lightness of each color on the display.

To adjust the display contrast

1. While the desktop is on the display, press **FUNC**.
2. Press 1 to select **SYSTEM**.
3. Press ▼ to display the second **SYSTEM** menu.
4. Press 1 to select **CONTRAST**.



5. Use ▲ and ▼ to move the pointer to the color whose contrast you want to set.
6. Use ◀ and ▶ to adjust the contrast of the currently selected color.
- You can adjust the overall contrast of the display by pressing ▲ or ▼.
- Whenever you press one of the **COLOR SELECT** keys, the color contrast is returned to its initial default setting.

7. After you finish adjusting the display contrast, press **OK**.
- Color contrast settings are registered as soon as you make them. Because of this, pressing either **OK** or **ESC** quits the color contrast procedure only. Pressing **ESC** does not return the color contrast setting to what it was.

Notes

- Temperature changes can cause changes in the background color and the tint of display colors.
- Low battery power can also cause flickering of the display and changes in the tint of display colors

Turning the Key Input Sound On and Off

When the key input sound is turned on, the CSF Unit emits a beep each time you press one of its keys.

To turn the key input sound on and off

1. While the desktop is on the display, press **FUNC**.
2. Press 1 to select **SYSTEM**.
3. Press 1 to select **SOUND**.

4. Use ▲ and ▼ to move the pointer to **KEY**.
5. Use ◀ and ▶ to turn the key input sound on and off.
6. After you finish making the setting you want, press **OK**.

Using the Built-in Clock

The built-in clock of the CSF Unit controls three timekeeping functions: Home Time, World Time, and various alarms. Certain Calendar, Schedule Keeper, Expense Manager, Reminder, and To Do functions are also controlled by the built-in clock. This section tells you how to use Home Time, World Time and alarm functions of the CSF Unit. It also tells you how to change the animated figures that appear on the display in the Home Time Mode.

Using the Home Time Function

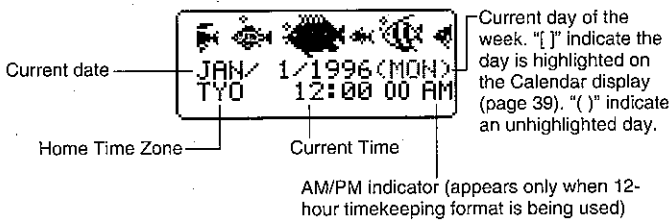
The Home Time function shows you the current time and date in the time zone you preset as your Home Time zone (page 18). You also can set a Daily Alarm that sounds at the same time each day and control the animated figures that appear on the Home Time screen.

Important!

- All of the procedures in this section assume that you have already selected a Home Time Zone (page 18) and set the current time in your Home Time Zone (page 18). If you have not made these settings, do so now before continuing any further with this section.

To display the Home Time screen

1. On the desktop, select the clock icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to , and press **OK**.



To change the Home Time screen's animated figures

While the Home Time screen is on the display, press the **COLOR SELECT** key that corresponds to the animated figures you want.

ORG - City scene
BLU - Airport scene
GRN - Tropical fish

To switch Home Time between standard time and daylight saving time

1. Display the Home Time screen.
2. Press **FUNC** to display the function menu.
3. Press **2** to select **DST ON/OFF**.

- The standard/DST setting is set up as a toggle setting. This means that each time you select the DST ON/OFF item in the function menu, the Home Time display switches from its present setting to the opposite one.
- A **"DST"** indicator appears on the Home Time display while daylight saving time is on.

To switch between 12-hour and 24-hour timekeeping

1. While the Home Time screen is on the display, press **FUNC** twice to display the function menu.
2. Press **1** to select **12/24 HOURS**.

- The 12/24-hour setting is set up as a toggle setting. This means that each time you select the 12/24 HOURS item in the function menu, the timekeeping format switches from its present setting to the opposite one.
- The time format you select is applied for Home Time, World Time, Schedule Keeper, Reminder, To Do, and Alarm screens.

To select the date format

1. While the Home Time screen is on the display, press **FUNC** to display the function menu.
2. Press **3** to select **DATE FORMAT**.
3. Press the number key that corresponds to the date format you want to use.

- The following shows and example of each format.

  M/D/Y: JAN/1/1996 MON
  D/M/Y: 1/JAN/1996 MON
  Y/M/D: 1996/1/1 MON

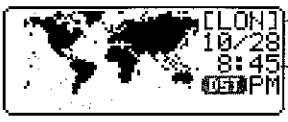
- The date format you select is applied for Home Time, World Time, Schedule Keeper, Reminder, Expense Manager, To Do, and Alarm screens.
- To exit the date format menu without changing the current setting, press **ESC**.

Using the World Time Function

With World Time you can view the current time in any one of 29 time zones around the world. The times and dates that appear in World Time displays are based on the current Home Time setting.

To view World Time Zones

1. On the desktop, select the clock icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to [icon], and press **OK**.



- The currently selected Home Time Zone is the one located in the center of the world map on the display.
- See the City Code List on page 26 for information on the meaning of the city codes that appear on the Home Time screen.

3. Use ◀ and ▶ to move the time zone selection left and right.

To switch a World Time zone between daylight saving time and standard time.

1. Display the World Time zone whose time you want to switch between standard time and daylight saving time.
2. Use the same procedure starting from step 2 and 3 under "To switch Home Time between standard time and daylight saving time" on page 23.
- The setting you make with this procedure is applied to the displayed World Time zone only.

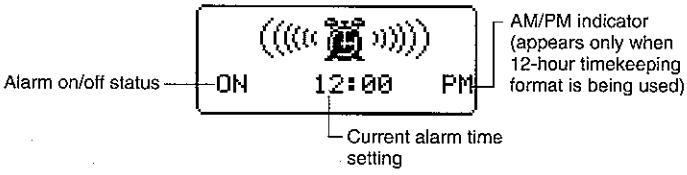
Using the Daily Alarm

Once you set the Daily Alarm, it sounds at the same time every day, as long as it is turned on. When the Daily Alarm time is reached, the alarm sounds for 20 seconds and the Daily Alarm display appears, even if the CSF Unit is turned off. Press any key to stop the alarm and return to the display that was shown before the alarm began to sound.

To display the Daily Alarm screen

1. On the desktop, select the clock icon and press **OK**.

2. Use ◀ and ▶ to move the highlighting to [icon], and press **OK**.



To set the Daily Alarm

1. Display the Daily Alarm screen.
2. Press **EDIT**.
- This causes the left digit of the Daily Alarm's hour setting to flash, because it is selected.
3. Input numbers for the hour and minutes.
- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format. See page 23 for information on selecting a timekeeping format.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
4. After you are finished making the settings you want, press **OK**.

To switch the Daily Alarm on and off

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select **SYSTEM**.
3. Press **1** to select **SOUND**.
4. Use ▲ and ▼ to move the pointer to **DAILY AL**.
5. Use ◀ and ▶ to turn the Daily alarm on and off.
6. After you finish making the setting you want, press **OK**.

Note the following important points when you are using the Daily Alarm.

- The alarm does not sound if the alarm time is reached during data communications.
- The alarm may fail to sound if battery power is too low.

City Code List

City Code	City Name	Time Difference	Other Cities in Zone
– 11	(GMT – 11)	– 11	Midway
HNL	Honolulu	– 10	
ANC	Anchorage	– 09	
LAX	Los Angeles	– 08	San Francisco, Seattle, Las Vegas
DEN	Denver	– 07	El Paso
CHI	Chicago	– 06	Dallas, Mexico City, Houston
NYC	New York	– 05	Washington D.C., Boston, Montreal
CCS	Caracas	– 04	Santiago
RIO	Rio de Janeiro	– 03	Sao Paulo, Buenos Aires
– 2H	(GMT – 2)	– 02	
– 1H	(GMT – 1)	– 01	Azores
LON	London	± 00	Greenwich Mean Time
PAR	Paris	+ 01	Rome, Madrid, Amsterdam, Berlin
CAI	Cairo	+ 02	Athens, Helsinki, Beirut
JRS	Jerusalem	+ 02	
JED	Jeddah	+ 03	Kuwait, Nairobi
THR	Tehran	+ 03:30	Abadan, Shiraz
DXB	Dubai	+ 04	Abu Dhabi
KBL	Kabul	+ 04:30	
KHI	Karachi	+ 05	
DEL	Delhi	+ 05:30	Bombay, Calcutta, Colombo
DAC	Dhaka	+ 06	
RGN	Yangon	+ 06:30	
BKK	Bangkok	+ 07	Jakarta, Hanoi
HKG	Hong Kong	+ 08	Beijing, Taipei, Singapore, Manila
TYO	Tokyo	+ 09	Seoul, Pyongyang
ADL	Adelaide	+ 09:30	Darwin
SYD	Sydney	+ 10	Guam
NOU	Noumea	+ 11	Port Vila
WLG	Wellington	+ 12	Auckland

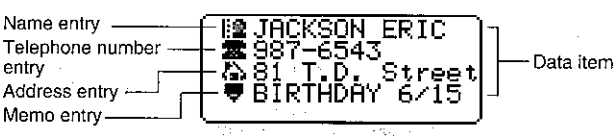
Data Management Functions

A selection of powerful data management functions put a host of personal data management tools at your fingertips. This part of the manual tells you how to input text, as well as how to effectively use the Telephone Directory, Business Card Directory, Memo, Calendar, Schedule Keeper, Reminder, To Do, and Expense Manager functions.

Inputting Text

The following describes the basic input operations for the CSF Unit. In all of the following operations, the input or correction is performed at the current cursor location.

About "data items" and "entries"



The above shows a typical Telephone Directory data item, which is made up of a number of entries. When you are inputting data, prompts appear on the display to tell you what entry needs text input.

To move the cursor around the display

Use the ▲, ▼, ◀, and ▶ cursor keys to move the cursor around the display. Press **SHIFT** and then ◀ to make the cursor jump to the first character of an entry, or **SHIFT** ▶ to jump to the end of an entry.

Notes

- The maximum number of characters you can input for each data item is 384. Separator (◢) and new-line (↵) symbols are also counted as input characters.
- When the number of characters you are inputting in the current data item exceeds 374, the shape of the cursor changes from "_" to "■". This indicates that you can input 10 more characters in the current data item before running out of space.

To input letters and numbers
Press the key that is marked with the letter or number that you want to input.

To input upper-case letters
Press **CAPS** to switch the keyboard between upper-case and lower-case letters. The indicator "CAPS" on the display shows that the keyboard is shift-locked for upper-case letters.

- The upper-case/lower-case setting you make with **CAPS** remains in effect until you change it, even when you turn the CSF Unit off.

To shift the keyboard
Press **SHIFT** to temporarily shift the keyboard between upper-case and lower-case letters. The indicator "SHIFT" on the display shows that the keyboard is shifted.

- If the keyboard is shift-locked for upper-case input, pressing **SHIFT** shifts to lower-case. If the keyboard is set for lower-case letters (by the **CAPS** key), pressing **SHIFT** changes to upper-case.
- With **SHIFT**, the keyboard remains shifted for input of one character only. As soon as you input one character, the keyboard unshifts back to the status set by **CAPS**.

To input symbols not marked on the keyboard
1. While inputting text, press the **SYMBOL** key.
   - Pressing **SYMBOL** displays Symbol Menu 1.
   - There are a total of nine symbol menus.

Menu 1.....	§	!	"	#	$	%	&	'
Menu 2.....	(	)	*	+	,	−	.	/
Menu 3.....	:	;	<	=	>	?	@	[
Menu 4.....	\	]	^	{	¦	}	~	¡
Menu 5.....	¿	IJ	Æ	Ç	Å	Ø	ß	¶
Menu 6.....	¢	ij	æ	ç	å	ø	£	¥
Menu 7.....	Ω	ª	º	×	÷	±	°	²
Menu 8.....	³	µ	½	¼	¾	ƒ	!	Fr
Menu 9.....	←	→	√					

   - Pressing **SHIFT SYMBOL** displays Symbol Menu 9 first.
2. Use ▲ and ▼ to scroll through the symbol menus.
   - You can press **SYMBOL** in place of ▼ when scrolling through symbol menus.
3. When the menu that contains the symbol you want is on the display, press the number key that matches the number to the left of the symbol on the display.
   - To exit the symbol menus without inputting anything, press **ESC**.

To input accented characters
Press the **ACC** key and confirm that the "ACC" indicator is on the display. Next, input the character. The following character accents are available.

- Umlaut (Ë) ..... **ACC V**
- Acute Accent (É) ..... **ACC Z**
- Grave Accent (È) ..... **ACC X**
- Circumflex (Ê) ..... **ACC C**
- Tilde (Ñ) ..... **ACC B**

About newline symbols and separator marks
You can input more than one line of data into an entry by pressing ↵ at the end of each line. Each press of ↵ inputs a newline symbol (┘).
Don't confuse the newline symbol with the separator mark (◢), which is automatically added at the end of data that you are inputting when you press **OK** to advance to the next entry.
Separator marks appear on the display only while you are inputting data. They are not shown when you recall stored data.

To change one character to another
1. Move the cursor to the location of the character you want to change.
2. Input the character you want to change to.

To delete a character
1. Move the cursor to the location of the character you want to delete.
2. Press **DEL**.
   - The character at the cursor location is deleted, and the space is filled in by sliding any following characters to the left.

To insert characters
1. Move the cursor to the location of the insertion.
2. Press **INS**.
   - Each press of **INS** opens up a space at the cursor location, sliding to the right any characters to the right of the cursor. Open up as many spaces as you need.
3. Input the characters you want in the space.

Inputting Dates and Times
Certain data management procedures require input of times and dates. Note the following general guidelines for inputting times and dates.

General

- Each time you input a number for a date or time, the cursor moves to the next digit to the right.
- You can also use the cursor keys to move the cursor around the date/time input screen.

Times

- The input format you use for the hours depends on the Home Time setting. Use 12-hour format if the Home Time is set for 12-hour format, or 24-hour format if the Home Time is set for 24-hour format.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- You do not have to input minutes if they are "00". The Schedule Keeper automatically assumes "00" as the minutes if you do not input anything.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.

Dates

- You can specify the date format as any one of three different styles (page 23). Once you specify a date format, you must use that format whenever inputting dates.
- Years can be input within the range of 1901 through 2099.
- You can enter 20th century years using only two digits (95 = 1995). 21st century years must be entered in four digits.
- All illegal input (13 for the month, 35 for the date) is ignored.

Specifying the Color of Data Item Text

You can assign any of the three available colors to the text of any data item that is stored using a data management function.

Notes

- You can use the procedure to assign a color to a Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data item text.
- Colors assigned to To Do item text also assign a relative priority to the item (page 50).
- Colors you assign affect the display text of the data item only. You cannot change the color of an icon.

To specify a color for data item text

Example: To assign the color orange (ORG) to a Telephone Directory data item.

1. Use the desktop to activate the data management function that contains the data item.
2. Select the item that you want.
   - For a Telephone Directory, Business Card Directory, or Memo data item, you can either select the item in the Index Display or call up the item's Data Display.
   - You cannot specify a color for data item text using the Employer Index of the Business Card Directory. To specify data item colors in the Business Card Directory, always use the Name Index.
3. Press the **COLOR SELECT** key that corresponds to the color you want to assign to the data item.

Display Formats

Two display formats (data display format and index display format) are used in order to make sure you can easily find the information you need whenever you need it. The following procedures can be used with all data management functions to switch between formats and to scroll the data on the display.

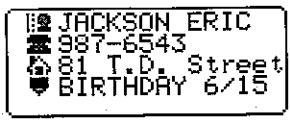
Note

- The following describes the two display formats and provides basic information about how to maneuver around them. Further information about using the two display formats can be found in the sections describing each data management function.

Index Display Format (Telephone Directory)

- The index display format shows a list of one representative entry only.
- Lists are grouped alphabetically according to the first letter of the main entry.
- Use ▲ and ▼ to move the highlighting line-by-line.
- Use ▲ while the highlighting is in the top line changes to the previous list of entries. Pressing ▼ while the bottom line is selected changes to the next list of entries.
- You can scroll page-by-page with ⇞ and ⇟.
- Use ◀ and ▶ to jump alphabetically between lists.
- If there is no data stored under a letter, that letter is skipped when you jump between lists.

Data Display Format (Telephone Directory)



- The data display format shows all of the entries for each data item.
- Use ▲ and ▼ to scroll through the data item entries line-by-line.
- Pressing ⇞ at any time displays the previous data item, while ⇟ displays the next data item.

To switch between the index and data display formats

- To switch from the index display to the data display, press **OK**.
- To switch from the data display to the index display, press **ESC**.
- See the sections on each data management function for full information on how to control what appears on the display when you change display formats.

Telephone Directory

The Telephone Directory lets you input names, telephone numbers, addresses, and other information for instant look up when you need them.

- Telephone Directory data is automatically sorted according to name entries. See "Auto Sort Sequence" on page 85 for information on how this unit sorts data.
- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

To display the Telephone Directory screen

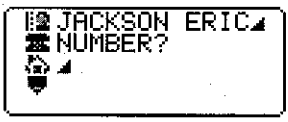
1. On the desktop, select the telephone icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to , and press **OK**.

- This is the initial Telephone Directory display.

To input Telephone Directory data

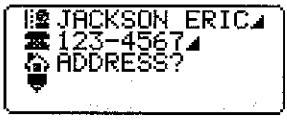
Example: To input the following data.
Name: ERIC JACKSON
Phone Number: 123-4567
Address: 570 Casio Avenue Seattle WA
Memo: Born June 10, 1968

1. Display the Telephone Directory screen.
2. Input the name last name first (since the data is sorted according to the name entry) and press **OK**.

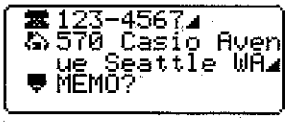


- The "**NUMBER?**" prompt appears to ask you to input the telephone number.

3. Input the telephone number and press **OK** to advance to address input.



4. Input the address and press **OK** to advance to memo input.



- The display scrolls automatically as you input more data.

5. Input the memo information and press **OK**.
- The data is automatically sorted alphabetically according to the name entry.

Note

- You must input a name. After that, you can skip any entry by pressing **OK** without inputting anything.

To recall Telephone Directory data

1. While the Telephone Directory screen is on the display, press ▲ or ▼ to display data that is already in memory.

- Data is displayed using the index display format (page 31).

2. Use ◀ and ▶ to select letter you want in the alpha index on the bottom of the screen.
   - When you select a letter, data items whose name entries start with the selected letter appear.
3. Use ▲ and ▼ to scroll through the data in the Index Display. You can also scroll page-by-page with ⏫ and ⏬.
4. When the data item you are looking for is highlighted, press **OK** to switch to the full data display.
   - See page 61 for full details on how to search for stored data.

Business Card Directory

The Business Card Directory is also a kind of telephone directory where you can store all the information that you might find on a person's business card.

- Business Card Directory data is automatically sorted according to employer name entries, and data for each employer is sorted according to personal name entries. See "Auto Sort Sequence" on page 85 for information on how this unit sorts data.
- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

To display the Business Card Directory screen

1. On the desktop, select the telephone icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to 📇, and press **OK**.

- This is the initial Business Card Directory display.

About Business Card Directory displays...

Unlike other data management functions, the Business Card Directory has two different Index Display formats, in addition to a Data Display format.

Employer Index Display

ESC ↑ ↓ OK

Name Index Display

ESC ↑ ↓ OK

Data Display

- Data stored in the Business Card Directory is automatically sorted according to their Employer entries. The Employer Index Display shows all of the employer names in the Business Card Directory, listed in alphabetical order.
- The Name Index Display shows all of the individuals whose names are stored under a specific employer, listed in alphabetical order.

To input Business Card Directory data

1. Display the Business Card Directory screen.
2. Input the company name and press **OK**.

3. Input the person's name, last name first (since the data is sorted according to the name entry), and press **OK**.

4. Input the telephone number and press **OK**.
5. Input the telex number, fax number, position, and department, pressing **OK** after each entry.
6. Press **OK** to skip P.O.box entry.

7. Input the address and press **OK** to advance to memo input.
8. Input the memo information and press **OK**.

Note

- You must input a company name and personal name. After that, you can skip any entry by pressing **OK** without inputting anything.

To recall Business Card Directory data

1. While the initial Business Card Directory screen is on the display, press ▲ or ▼ to display data that is already in memory.
   - Data is displayed using the Employer Index Display format (page 31).
2. Use ◀ and ▶ to select letter you want in the alpha index on the bottom of the screen.
   - When you select a letter, employers names that start with the selected letter appear.
3. Use ▲ and ▼ to scroll through the employer names and find the one you want. You can also scroll page-by-page with ⇞ and ⇟.
4. Use ▲ and ▼ to highlight the employer name you want.
5. Press **OK** to change to the Name Index Display for the selected employer.
6. Use ▲ and ▼ to highlight the name of the person you want to select.
7. Press **OK** to switch to the full data display.
   - See page 61 for full details on how to search for stored data.

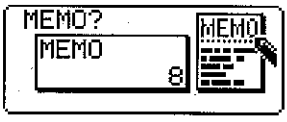
Memo

The Memo feature is just like a pad of electronic memo paper that lets you store information in any format you want. You can input Memo data by adding new memos to end of data already in memory, or you can insert new memo data between two existing Memo data items.

- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

To display the Memo screen

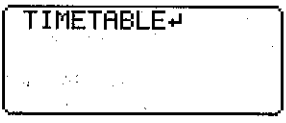
1. On the desktop, select the memo icon and press **OK**.



- This is the initial MEMO display. If you want to input new data, press **CLEAR**. If you want to view existing data, press ▼.

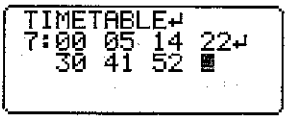
To input Memo data

1. Display the Memo screen.
2. Input the first line of memo and then press ↵.



- The first line is treated as the memo's name. Because of this, it is a good idea to use a short descriptive title as the first line.

3. Input the rest of the data.



4. After inputting all of the data, press **OK** to store it in memory.

Note

- You can also insert a new Memo data item between two existing Memo data items. Press **SHIFT** and then press **OK** in step 4, and the new data item is inserted immediately before the Memo data item you were viewing in step 1.

To recall Memo data

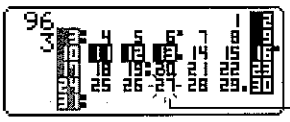
1. While the Memo screen is on the display, press ▲ or ▼ to display the names of memos that are already in memory.
   - Memo names are displayed using the index display format (page 31).
2. Use ▲ and ▼ to scroll through the memo names in the Index Display. You can also scroll page-by-page with ↟ and ↡.
3. When the name of the memo you are looking for is highlighted, press **OK** to switch to the full data display.
   - See page 61 for full details on how to search for stored data.

Calendar

The Calendar is pre-programmed to display full-month calendars of any month from January 1901 through December 2099. You can highlight days on the calendar using any one of the three available colors. Helpful markers appear on the calendar display to show you for what days during the month you have appointments scheduled in the Schedule Keeper, Reminder and To Do.

To display the Calendar screen

1. On the desktop, select the calendar icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to [▦], and press **OK**.



- This is the initial Calendar display. The current date (according to the Home Time setting) is flashing because it is selected by the date cursor.

Maneuvering Around Calendars

The following describes the basic operations for maneuvering around the calendars.

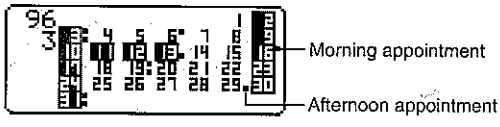
- Use ▲ to move the date cursor to the same day of the week in the previous week. Pressing ▼ moves the date cursor to the following week.
- Use ◀ and ▶ to move the date cursor left and right.
- Use ↟ to move the date cursor to the first day in the previous month. Pressing ↡ moves the date cursor to the following month.
- Holding down any of the cursor keys moves the date cursor at high speed.

To jump to a specific date

1. While a calendar is on the display, press **DATE**.
2. Input the date you want to jump to and press **OK**.
   - For information about inputting dates, see "Inputting Dates and Times" on page 29.
   - The date cursor jumps to the date you input.
   - To exit the date input screen without inputting anything, press **ESC**.
   - You can make the date cursor jump to the current date (according to the Home Time) at any time by pressing **CLEAR**.

About appointment markers

Appointment markers appear in the calendar next to each date that contains appointment data in the Schedule Keeper, Reminder or To Do.



Highlighting Calendar Dates

You can highlight calendar dates to indicate holidays or other special events to remember. Dates can be highlighted and unhighlighted individually, or as a groups. Three different colors are available for calendar date highlighting.

To highlight and unhighlight specific dates

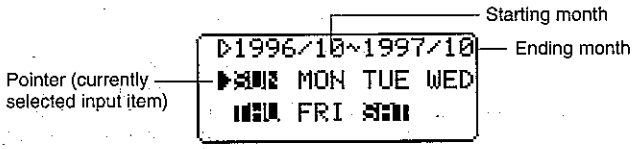
1. While the Calendar screen is on the display, move the date cursor to the date you want to highlight.
2. Press ↵ to highlight the date.
   - The initial color of the highlighting is blue.
3. To change the color of the highlighting, press one of the **COLOR SELECT** keys.
4. To unhighlight the date, press ↵ again.

To change the color of an unhighlighted date

1. While the Calendar screen is on the display, move the date cursor to the date whose color you want to change.
2. Press one of the **COLOR SELECT** keys to change the color of the date.

To highlight days of the week for multiple months

1. While the Calendar screen is on the display, press the **EDIT** key.
   - To clear this display without highlighting anything, press **ESC**.
2. Use ▲ and ▼ to move the pointer to the start and end dates in the top line of the display.
3. Input the month and year where you want the highlighting to start, and the month and year where you want it to end.
   - For information about inputting dates, see "Inputting Dates and Times" on page 29.
4. Use ▼ to move the pointer to the next line.



5. Use ▲, ▼, ◀, and ▶ to move the cursor to the day of the week you want to highlight.
6. Press one of the **COLOR SELECT** keys.
   - Each press of a **COLOR SELECT** key switches the selected day of the week between highlighted (using the color that corresponds to the **COLOR SELECT** key you press) and unhighlighted.
7. After making all of the changes you want, press **OK** to register them.

To unhighlight all dates in a specific month

1. Display the calendar that contains the highlighting you want to remove.
2. Press **FUNC** to display the function menu.
3. Press **3** to select **DELETE**.
4. Press **1** to select **MONTH**.
5. Press **OK** to delete the highlighting or **ESC** to abort the procedure without deleting anything.

Note

- The above procedure also changes the color of all the dates within the displayed month to blue.

To unhighlight all dates

1. While the Calendar screen is on the display, press **FUNC** to display the function menu.
2. Press **3** to select **DELETE**.
3. Press **2** to select **MODE DATA**.
4. Press **OK** to delete the highlighting or **ESC** to abort the procedure without deleting anything.

Note

- The above procedure also changes the color of all dates to blue.

Schedule Keeper

The Schedule Keeper lets you store information about your appointments to help keep you on time all the time. It lets you input the time and a description of your appointment, and even Schedule Alarms that remind you when it is time to get ready. When you input Schedule Keeper data, a marker appears next to the corresponding date on the Calendar to let you keep track of your schedule at a glance.

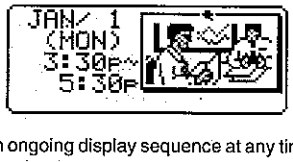
- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

To display the Schedule Keeper screen

1. Display the Calendar screen.
   - See "To display the Calendar screen" on page 38 for details.
2. Move the date cursor to the date whose Schedule Keeper data you want to view.
   - See "Maneuvering Around Calendars" on page 38 for details on using the Calendar's date cursor.
3. When the date you want is selected, press **OK** to display the Schedule Keeper screen for that date.

About "Do Today" feature...

The CSF Unit comes with a "Do Today" feature that automatically displays data items scheduled to the current date. When this feature is turned on, the CSF Unit automatically displays any Schedule Keeper items scheduled for the current date (as determined by the Home Time setting) each time you turn the unit on.



- You can interrupt an ongoing display sequence at any time by pressing any key.

To turn the Do Today feature on and off

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select **SYSTEM**.
3. Press ▼ to display the second **SYSTEM** menu.
4. Press **2** to select **START UP**.
5. Use ▲ and ▼ to move the pointer to **DIGEST**.
6. Use ◀ and ▶ to turn the Do Today feature on and off.
7. After making the setting you want, press **OK**.

Note

- The demonstration feature screens (page 17) will not be displayed when the Do Today feature is turned on.

About the initial Schedule Keeper display

The display that appears when you enter the Schedule Keeper depends on whether the date that is selected already contains Schedule Keeper data.

No data

- This is the data input screen.

Data already stored

- Pressing **CLEAR** while the above screen is shown changes to the data input screen under "No data" above.

Changing the Schedule Keeper date

You can change the Schedule Keeper date either by scrolling or by specifying the date you want to jump to.

To scroll to another Schedule Keeper date

While the Schedule Keeper screen is on the display, press ⇞ and ⇟.

- Pressing ⇟ jumps to the nearest future date that contains data. Pressing ⇞ jumps to the nearest past date that contains data.

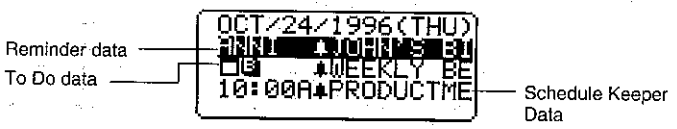
To jump to another Schedule Keeper date

Example: To jump to October 24, 1996

1. While the Schedule Keeper screen is on the display, press **DATE**.
2. Input the date you want to jump to and press **OK**. For information about inputting dates, see "Inputting Dates and Times" on page 29.

About Schedule Keeper data

Schedule Keeper information is stored under dates, with each date acting as a unit called a data item. Each data item is made up of a number of data entries (appointments). Reminder and To Do data also appears on the Schedule Keeper display.

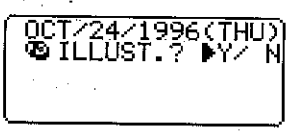


To input Schedule Keeper data

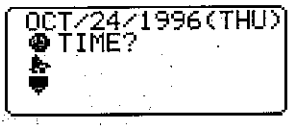
Example: Date: October 24, 1996
Time: 10:00AM to 3:00PM
Alarm Time: 9:50AM
Description: PRODUCT MEETING

Illustration:

1. Display the Schedule Keeper screen for the date where you want to input data.

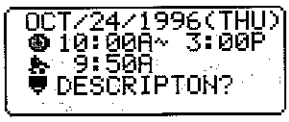


2. Press **CLEAR**.
   - If the currently displayed Schedule Keeper date does not already contain data, you do not have to press **CLEAR** because the "ILLUST?" prompt is displayed automatically.
3. Use ◀ and ▶ to select YES (use illustration) or NO (do not use illustration), and then press **OK**.
   - If you select YES, continue with step 4. If you select NO, skip step 4.
4. Use ◀, ▶, ▲, and ▼ to highlight the illustration you want to use, and press **OK**.



5. Input the start time and the end time of the appointment, and press **OK**.

   - For information about inputting times, see "Inputting Dates and Times" on page 29.
   - Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format. See page 23 for information on selecting a timekeeping format.
   - If you want to input only a start time, input the time and press **OK** without inputting an end time.
   - If you want to input only a description, without a start time or end time, press **OK** without inputting anything.
6. Input the alarm time, and press **OK**.



   - If you do not want to use an alarm time, simply press **OK** without inputting anything.

7. Input a description of the appointment.

8. Press **OK** to store it in memory.

About Schedule Alarms

When a Schedule Alarm time is reached, an alarm sounds for 20 seconds and the corresponding Schedule Keeper data appears on the display (even if the CSF Unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound. Note the following important points when you are using a Schedule Alarm.

- The alarm indicator and time are automatically cleared after the alarm time is reached.
- Alarms can only be set for Schedule Keeper data entries that include time data. If you set a Schedule Alarm for a Schedule Keeper entry with time data and then later clear the time data, the Schedule Alarm is also cleared automatically.
- If the alarm time is reached during data communications, the alarm does not sound until you complete the communications procedure.
- The alarm may fail to sound if battery power is too low.

To turn Schedule Alarms on and off

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select SYSTEM.
3. Press **1** to select SOUND.
4. Use ▲ and ▼ to move the pointer to DATA AL.
5. Use ◀ and ▶ to turn the Schedule Alarms on and off.
6. After you finish making the setting you want, press **OK**.

Important!

- This operation turns Schedule Alarms, Reminder Alarms, and To Do Alarms on and off.

To set, delete, or change a Schedule Alarm for an existing data entry

1. While the Schedule Keeper screen is on the display, recall the data whose alarm you want to change.
   - See page 61 for full details on how to search for stored data.

2. Press **EDIT**.
   - At this time, a dialog box appears to ask if you want to change the illustration of the data item.

   Press **1** to indicate no change in the illustration and proceed to the editing of the other entries.
   Press **2** to specify that you want to change the illustration. When you do, the illustration selection screen appears.
   Press **3** if you want to delete the existing illustration and proceed to the editing of the other entries.
3. Press ▼ until the alarm setting appears.
4. Input the alarm time you want to use.
   - For information about inputting times, see "Inputting Dates and Times" on page 29.
   - If you want to delete the alarm time, press **DEL**.
5. After making the changes you want, press **OK** to store them.

To recall Schedule Keeper data

Display the Schedule Keeper date you want to view.

- You can use the Calendar (page 38) to select a date, or you can jump directly to a date in the Schedule Keeper (page 41).
- Use ▲ or ▼ to scroll through the data for the date on the display.
- If the highlighting on the display is located in the top line of the data, pressing ▲ jumps to the previous day. If the highlighting on the display is located in the bottom line of the data, pressing ▼ jumps to the next day.
- Pressing ⏬ jumps to the nearest future date that contains data. Pressing ⏫ jumps to the nearest past date that contains data.

How Schedule Keeper Data is Sorted

The following shows how Schedule Keeper data is sorted within each date.

Sequence	Data Type	Remarks
1	Yearly Reminder data	Items with alarm times come first.
2	Monthly Reminder data	Items with alarm times come first.
3	To Do data	Items without deadline times come first.
4	No time data	
5	Start time only data	If start times are identical, items are stored in the sequence they are input.
6	Data with start time and end time.	Individual items are sorted according to the start time. If the start times are identical, they are sorted according to their end times. If both start and end times are identical, items are stored in the sequence they are input.

Reminder

The Reminder helps you keep track of events that occur once a year, once a month, or once a day. You can input a Reminder message that appears on the display at preset times.

- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

About Reminder data

There are three types of Reminders: Annual, Monthly, and Daily. Once you set a Reminder, the text that you input along with it appears in the corresponding date in the Schedule Keeper.

Annual Reminder

This type of Reminder appears in the Schedule Keeper on the same date every year. It is tagged "ANNI" (which means "anniversary") on the Schedule Keeper display. You can set an alarm that sounds once a year at a specific time.

- For an Annual Reminder, specify a month and day.

Monthly Reminder

This type of Reminder appears in the Schedule Keeper on the same date each month. It is tagged "MONTH" on the Schedule Keeper display. You can set an alarm that sounds once a month at a specific time.

- For a Monthly Reminder, specify a day only.

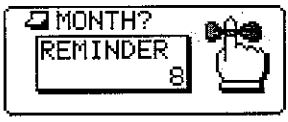
Daily Reminder

This type of Reminder does not appear in the Schedule Keeper. You can set an alarm that sounds every day at a specific time.

- For a Daily Reminder, specify neither a month nor a day.

To display the Reminder screen

1. On the desktop, select the calendar icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to [PIM], and press **OK**.



- The initial display is a demo display. If you want to input new data, press **CLEAR**. If you want to view existing data, press ▼.

To input Reminder data

1. Display the Reminder screen and press **CLEAR**.
2. Input the date of the Reminder and press **OK**.
   - To input an Annual Reminder, input both a month and day.
   - In the case of a monthly reminder, you would input "–" for the month.
   - In the case of a daily reminder, you would input "–" for both the month and the date.

   - For information about inputting dates, see "Inputting Dates and Times" on page 29.
3. Input the alarm time and press **OK**.
   - If you do not want to use an alarm time, simply press **OK** without inputting anything.
4. Input a description of the Reminder.

5. Press **OK** to store it in memory.

About Reminder Alarms

When a Reminder Alarm time is reached, an alarm sounds for 20 seconds and the corresponding Reminder data appears on the display (even if the CSF Unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound. Note the following important points when you are using a Reminder Alarm.

- If the alarm time is reached during data communications, the alarm does not sound until you complete the communications procedure.
- The alarm may fail to sound if battery power is too low.

To turn Reminder Alarms on and off

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select SYSTEM.
3. Press **1** to select SOUND.
4. Use ▲ and ▼ to move the pointer to DATA AL.
5. Use ◀ and ▶ to turn the Reminder Alarms on and off.
6. After you finish making the setting you want, press **OK**.

Important!

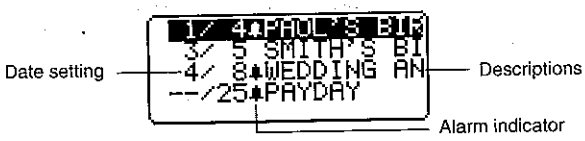
- This operation turns Schedule Alarms, Reminder Alarms, and To Do Alarms on and off.

To set, delete, or change a Reminder Alarm for an existing data entry

1. While the Reminder screen is on the display, recall the data whose alarm you want to change.
   - See page 61 for full details on how to search for stored data.
2. Press **EDIT**.
3. Press ▼ until the alarm setting appears.
4. Input the alarm time you want to use.
   - For information about inputting times, see "Inputting Dates and Times" on page 29.
   - If you want to delete the alarm time, press **DEL**.
5. After making the changes you want, press **OK** to store them.

To recall Reminder data

1. Display the Reminder screen and press ▼.



- Use ▼ or ▲ to scroll through the data.
- See page 61 for full details on how to search for stored data.

To Do

The To Do feature makes it possible for you to keep track of things you must do throughout the day. You can classify items according to priority, and even input a To Do message that appears on the display at preset times.

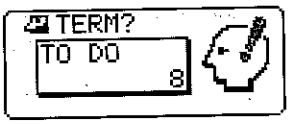
- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

About To Do data

When inputting To Do data, you can include a deadline date and time, an alarm time, and descriptive text. Check boxes are provided so you can check off items after they are finished. When a deadline date is included, the To Do item also appears on the corresponding date in the Schedule Keeper.
You can also assign a priority to each item using colors. Priority A is orange, Priority B is blue, and Priority C is green.

To display the To Do screen

1. On the desktop, select the To Do icon and press **OK**.

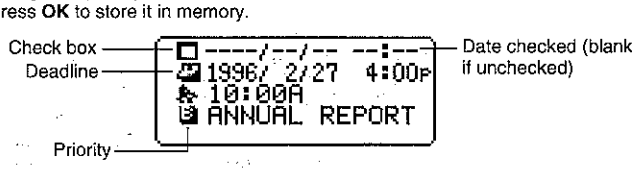


The initial display is a demo display. If you want to input new data, press **CLEAR**. If you want to view existing data, press ▼.

To input To Do data

1. Display the To Do screen and press **CLEAR**.
2. Input the date and time of the deadline and press **OK**.
   - You can input today's date by pressing **DATE** while "TERM?" prompt is displayed.

   - For information about inputting dates and times, see "Inputting Dates and Times" on page 29.
   - You don't have to input a deadline date or time. If you don't want to, press **OK** without inputting anything here.
3. Input the alarm time and press **OK**.
   - If you do not want to use an alarm time, simply press **OK** without inputting anything.
4. Input a description of the To Do.
5. Press the **COLOR SELECT** key that corresponds to the priority you want to assign.
   - Priority A=Orange; Priority B=Blue; Priority C=Green
   - You can press the **COLOR SELECT** keys at any time while inputting data to change the priority.
6. Press **OK** to store it in memory.



To check and uncheck To Do items

1. Display the To Do screen and press ▼.
2. Use ▲ and ▼ to highlight the data you want to check or uncheck.
3. Press the **CHECK** key to check or uncheck the selected data.

About To Do Alarms

When a To Do Alarm time is reached, an alarm sounds for 20 seconds and the corresponding To Do data appears on the display (even if the CSF Unit is switched off). Press any key to stop the alarm and then press **ESC** to return to the display that was shown before the alarm began to sound. Note the following important points when you are using a To Do Alarm.

- If the alarm time is reached during data communications, the alarm does not sound until you complete the communications procedure.
- The alarm may fail to sound if battery power is too low.

To turn To Do Alarms on and off

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select **SYSTEM**.
3. Press **1** to select **SOUND**.
4. Use ▲ and ▼ to move the pointer to **DATA AL**.
5. Use ◀ and ▶ to turn the To Do Alarms on and off.
6. After you finish making the setting you want, press **OK**.

Important!

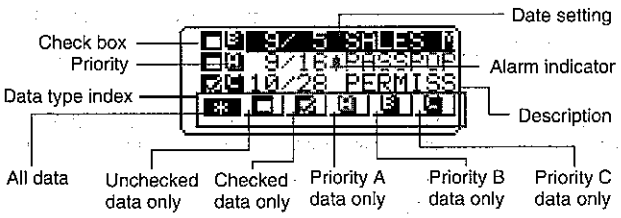
- This operation turns Schedule Alarms, Reminder Alarms, and To Do Alarms on and off.

To set, delete, or change a To Do Alarm for an existing data entry

1. While the To Do screen is on the display, recall the data whose alarm you want to change.
   - See page 61 for full details on how to search for stored data.
2. Press **EDIT**.
3. Press ▼ until the alarm setting appears.
4. Input the alarm time you want to use.
   - For information about inputting times, see "Inputting Dates and Times" on page 29.
   - If you want to delete the alarm time, press **DEL**. Next, press **OK** in response to the prompt "**ALARM TIME?**" that appears on the display.
5. After making the changes you want, press **OK** to store them.

To recall To Do data

1. Display the To Do screen and press ▼.



- Use ▼ and ▲ to scroll through the data on the screen.
- Use ◀ and ▶ to move the highlighting in the data type index and select the type of data to be displayed.
- See page 61 for full details on how to search for stored data.

Expense Manager

With the Expense Manager you can store expense data, including payment date, payment amount, payment method, expense type, and descriptive text. You can produce totals for any specific period.

Before using the Expense Manager

When inputting data about the payment type and expense type in the Expense Manager, you can use preset labels to make input quicker and easier. This means you should assign the text you want to the labels before actually using the Expense Manager. For details on how to do this, see "To change payment type and expense type label text" on page 54.

- For information on editing, deleting and copying data already stored in memory, see "Editing Data" on page 63.

About Expense Manager data

Expense Manager data consists of five different entries.

Date
This is the year, month, and day that the expense is incurred.

Amount
This is the amount of the expense, up to eight digits long.

Payment Type
You can select from among six different payment types. You can use preset payment types or input your own (page 55).

Expense Type
A selection of six expense types can be used to identify what incurred the expense. You can use preset expense types or input your own (page 56).

Description
You can input up to 331 characters of text to further describe the expense or for other information.

To display the Expense Manager screen

1. On the desktop, select the calendar icon and press **OK**.
2. Use ◀ and ▶ to move the highlighting to [icon], and press **OK**.

New Data Screen

- This screen appears when there is no data stored for the displayed date.

Index Screen

- This screen appears when there is already data stored for the displayed date.
- Either one of the two screens appears for the current date (according to the time being kept by Home Time).

To change payment type and expense type label text

1. While the Expense Manager screen is on the display, press **FUNC** twice.
2. Press **3** to select **LABEL EDIT**.
3. Press **1** to select **PAYMENT TYPE** or **2** to select **EXPENSE TYPE**.
   - In this example we will press **1** for **PAYMENT TYPE**.
4. Use ▲ and ▼ to move the cursor to the item whose label text you want to change.
5. Make the changes you want.
   - You can input up to 14 characters for each label.
6. Repeat steps 4 and 5 to change other label text if you want.
7. After making your changes, press **OK** to store them.

Note
- When you change label text, your changes are applied to new input only. Labels that are already assigned to expense or payment types are not changed.

Changing the Expense Manager date

You can change the Expense Manager date either by scrolling or by specifying the date you want to jump to.

To scroll to another Expense Manager date

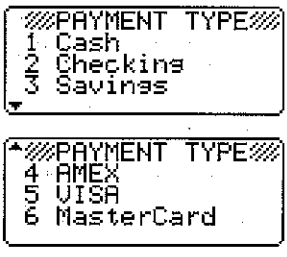
While the Expense Manager screen is on the display, press ▲ and ▼.
- Pressing ▼ jumps to the next date, while ▲ jumps to the previous date.

To jump to another Expense Manager date

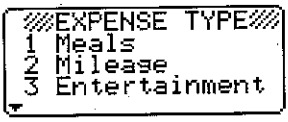
1. While the Expense Manager screen is on the display, press **DATE**.
2. Input the date you want to jump to and press **OK**. For information about inputting dates, see "Inputting Dates and Times" on page 29.
   - To exit the date input screen without inputting anything, press **ESC**.

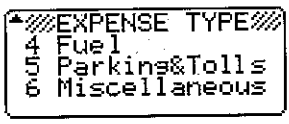
To input Expense Manager data

1. Display the Expense Manager screen for the date where you want to input data.
2. Press **CLEAR**.
   - You can skip this procedure.
3. Input the amount and press **OK**.
   - You can input up to eight digits. If you use a decimal, you can input an integer up to six digits long, plus two decimal places.

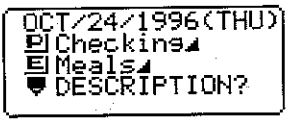


4. The list of payment type labels takes up to 2 screens. Use ▲ and ▼ to switch between screens. While a screen is displayed, input a number from **1** to **6** to specify the payment type.
   - You can skip this step by pressing **OK** without specifying a payment type.





5. The list of expense type labels takes up to 2 screens. Use ▲ and ▼ to switch between screens. While a screen is displayed, input a number from **1** to **6** to specify the expense type.
   - You can skip this step by pressing **OK** without specifying an expense type.



6. Input text for the description if you want.
   - If you do not want to input any text, simply press **OK** to store the data.

To recall Expense Manager data

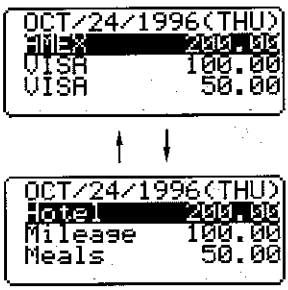
Display the Expense Manager screen.

- Use ▼ or ▲ to scroll through the data.
- If the highlighting on the display is located in the top line of the data, pressing ▲ jumps to the previous day. If the highlighting on the display is located in the bottom line of the data, pressing ▼ jumps to the next day.
- Pressing ▼ jumps to the next data, while ▲ jumps to the previous data.

To change the amount type

Use the following procedure to specify whether the payment or expense type should appear on the Index display.

1. Display the Expense manager screen.
2. Press **FUNC** three times to display the third function menu, and then press **1** to select **AMOUNT TYPE**.
3. Press 1 to select **PAYMENT** or **2** to select **EXPENSE**. As soon as you make a selection, the function menu is cleared from the display.

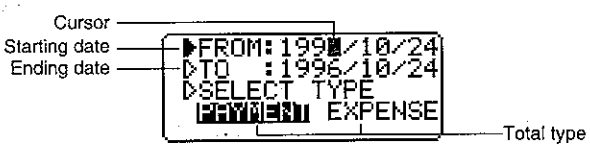


Calculating Periodic Totals

A simply operation lets you calculate total expenses or payments for a specific period.

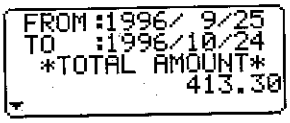
To calculate a periodic total

1. While the Expense Manager screen is on the display, press **FUNC** twice.
2. Press **2** to select **PERIOD TOTAL**.



- The starting and ending dates are the same that you specified when you last calculated a periodic total.
- To clear this display without calculating anything, press **ESC**.

3. Use ▲ and ▼ to move the cursor between the start date, end date, and total type and make any changes you want.
   - For information about inputting dates, see "Inputting Dates and Times" on page 29.
   - Use ◀ and ▶ to switch between payment total and expense total.
4. After making all of the changes you want, press **OK** to start calculation of the total.



5. Use ▲ and ▼ to scroll through the list of totals on the display.
   - All items that are not assigned an expense or payment type are totalled in an item titled "**OTHER**" at the bottom of the list.

About the total amount display

The amount for each type subtotal and the grand total can be an amount with an integer up to 10 digits long, plus a two-digit decimal part. This means that the maximum value is 9,999,999,999.99. Any value greater than this is displayed as "**AMT TOO LONG**".

Secret Drawer

The Secret Drawer ensures that your personal data is kept private, by providing you with the means to restrict access to those who know your secret password. You can store Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do and Expense Manager data in the secret drawer.

Desktop

Secret Drawer Contents

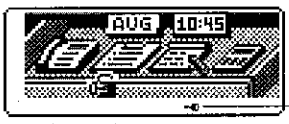
To register a password for the secret drawer

Note

- You must perform this procedure in order to open the secret drawer for the first time. You cannot open the secret drawer unless a password is registered.

1. On the desktop, select the secret drawer and press **OK**.

2. Enter the word you want to use as your secret password.
   - You can use up to 16 letters, numbers and symbols in a password.
3. Press **OK** again to store the password.
   - The secret drawer opens to display the icons inside.



This indicator is on the display while the secret drawer is opened.

Secret drawer contents

4. You can select functions and input, edit, and recall data in the secret drawer using the same procedures that you use for normal desktop operations.
5. To close the secret drawer and return to the desktop, select the secret drawer and press **OK**.
   - The "▬◧" indicator disappears from the display when the secret drawer closes.

To open the secret drawer

Note

- You can open the secret drawer only if you already have registered a password for it. If you have not already done so, use the procedure to register a password before continuing with this procedure.

1. Select the secret drawer and press **OK**.
2. Enter the password and press **OK**.
   - The secret drawer opens to display the icons inside.

To close the secret drawer

1. Any time while the secret drawer is open, press **MENU**.
   - This causes the secret drawer screen to appear.

2. Select the secret drawer and press **OK**.
   - The secret drawer closes and the desktop appears.
   - The "🔑" indicator disappears from the display when the secret drawer closes.

To change an existing password

1. Any time while the secret drawer is open, press **MENU**.
   - This causes the secret drawer screen to appear.
2. Select the secret drawer and press **EDIT**.
   - The password reappears on the display with the cursor. Make any changes in the password you want.
3. After editing the password, press **OK** to store it.

To transfer data from the desktop to the secret drawer

Note

- Here, the expression "from the desktop" actually means from a data management function that you select on the desktop.

1. Any time while the secret drawer is not open, display the data you want to move.
   - You can use this procedure to move Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data. Details on how to recall and display data can be found in the sections of this manual that explain these data management features.
2. Press **FUNC** twice to display the function menu.
3. Press 1 to select **TO SECRET AREA.**
   - At this time a prompt appears asking for the password.
4. Enter the password and press **OK**.
   - The message "**PASSWORD OK!**" appears for about a second, followed by the prompt "**TRANSFER?**".
5. Press **OK** to transfer the data from the desktop to the secret drawer, or **ESC** to abort the operation without transferring anything.
   - Pressing **OK** also opens the secret drawer and displays the newly transferred data.
   - When you transfer data to the secret drawer, it is automatically deleted from the desktop.

To transfer data from the secret drawer to the desktop

Note

- Here, the expression "from the secret drawer" actually means from a data management function that you select in the secret drawer.

1. Open the secret drawer.
2. Display the data you want to move.
   - You can use this procedure to move Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data. Details on how to recall and display data can be found in the sections of this manual that explain these data management features.
3. Press **FUNC** twice to display the function menu.
4. Press 1 to select **TO OPEN AREA.**
   - The prompt "**TRANSFER?**" appears.
5. Press **OK** to transfer the data from the secret drawer to the desktop, or **ESC** to abort the operation without transferring anything.
   - Pressing **OK** also closes the secret drawer and displays the newly transferred data.
   - When you transfer data to the desktop, it is automatically deleted from the secret drawer.

Searching for Data using text search

This section tells you how to locate specific text using a procedure called text search. Text search finds items that contain text you specify. The search produces an index display list (Employer Index for Business Card Directory data) of all items that match.

To search for data using text search

Example: To search for the Telephone Directory item whose name entry contains the letters "CAS".

1. Select the data management function that contains the text you want to search for.
   - Here we would select the Telephone Directory.

   - You can use this procedure to search for Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, or To Do data.
2. Press **CLEAR** to display the data input prompt ("**NAME?**" in the Telephone Directory, for example).

3. Input the text you want to find (search text) into the entry you want to use as a basis for the search (search entry).
   - Here you would input "CAS" in response to the Telephone Directory's "NAME?" prompt. You could also press **OK** until the prompt for another entry appears (such as "ADDRESS?" in the Telephone Directory, for example) and then input text.

   - You can input one or more characters as search text.
   - In the Reminder, you can input a date as the search text. See the notes following this procedure for details.
   - In the Schedule Keeper, you can input a time for the search text. See the notes following this procedure for details.
4. Press **SEARCH** or **SHIFT SEARCH** to start the search.
   - Pressing **SEARCH** finds all data items in which the search entry text contains with the search text you specified as the initial characters of the entry. In our example, specifying "CAS" in the name entry would recall items with names such as: CASIO, CASSANDRA, CASSANOVA, etc.
   - Pressing **SHIFT SEARCH** finds all data items in which the search entry text contains with the search text you specified anywhere within the entry. In our example, specifying "CAS" in the name entry would recall items with names such as: CASIO, CASSANDRA, CASSANOVA, LUCAS, O'CASEY, etc.
5. Now you can use standard index display procedures to scroll through the data (page 31) and to switch to the full data display (page 32).

When searching for Reminder data

- When searching for an annual reminder, be sure to input both the month and date. To search for an annual reminder for October 5, input 1 0 ▶ 5.
- When searching for a monthly reminder, be sure to input "–" for the month.
- When searching for a daily reminder, input "–" for both the month and the date.

When searching for To Do data

- Text search can be used to looks for data in the description entry only, even if you input search text for the date and time.

When searching for Schedule Keeper data

- To search for a starting time of 10:30 AM for example, input: 1 0 ▶ 3 0. This will recall all appointments that start at 10:30 AM.
- To search for an item using both a starting time and ending time, such as 10:30 AM to 11:30 AM, input: 1 0 ▶ 3 0 ▶ 1 1 ▶ 3 0. This will recall all appointments that start at 10:30 AM and end at 11:30 AM.

- Note that you cannot search for an item using the ending time only.
- Searches in the Schedule Keeper also check Reminder and To Do data that appears on Schedule Keeper screens.
- The following shows how data is recalled by a text search (**SHIFT SEARCH**) in the Schedule Keeper when you specify a time as the search data.

Data Stored in Memory:

10:00 AM	10:30 AM — 12:00 PM
10:00 AM — 11:00 AM	11:00 AM
10:30 AM	

Search Specification (specific time): 10:30 AM

Items found:
10:00 AM — 11:00 AM
10:30 AM
10:30 AM — 12:00 PM

Search Specification (time range): 10:00 AM — 11:00 AM

Items found:
10:00 AM
10:00 AM — 11:00 AM
10:30 AM
10:30 AM — 12:00 PM

Editing Data

Use the procedures described here to edit, delete and copy data that is already stored in memory.

To edit a data item

1. Select the data management function that contains the data you want to edit.
   - You can use this procedure to edit Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data.
2. Display the data item you want to edit.
   - You can use index search or text search to display the data item you want to edit.
3. On the index display, highlight the data item whose contents you want to edit.
   - In the Business Card Directory, use the Name Index to highlight the data item to be edited.
   - At this time you may want to switch to the full data display by pressing **OK**. The following steps are the same regardless of whether you are using the index display or data display.

4. Press **EDIT**.
   - At this time, the data stored in the item appears on the display, with a cursor under the first character of the first entry (the name entry in the case of the Telephone Directory).
   - In the case of the Schedule Keeper, a dialog box appears to ask if you want to change the illustration of the data item.

   Press **1** to indicate no change in the illustration and proceed to the editing of the other entries.
   Press **2** to specify that you want to change the illustration. When you do, the illustration selection screen appears.
   Press **3** if you want to delete the existing illustration and proceed to the editing of the other entries.

5. Make any changes you want.
   - Use ◀ and ▶ to move the cursor around the entry where it is currently located.
   - Use ▲ and ▼ to move the cursor between entries or between the lines of an entry that contains more than one line.
   - To exit the editing operation without making any changes, press **ESC** or **CLEAR**.
6. After making the changes you want, press **OK** to store the data item with its new changes.

To delete a single data item

1. Perform the first three steps under "To edit a data item" on page 63 to select the data item you want to delete.
   - You can use this procedure to delete Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data.
2. Press **FUNC**.
3. Press **3** to select **DELETE**.
4. Press **1** to select **ONE ITEM**.
   - A message appears to confirm if you really want to delete the data.
5. Press **OK** to delete the data or **ESC** to abort the operation without deleting anything.
   - The delete operation cannot be undone.

To delete all data items for a data management function

1. Select the data management function whose data you want to delete.
2. Press **FUNC**.
3. Press **3** to select **DELETE**.
4. Press **2** to select **MODE DATA**.
   - A message appears to confirm if you really want to delete the items.
5. Press **OK** to clear the data items you selected or **ESC** to abort the operation without deleting anything.
   - The delete operation cannot be undone.

To copy a data item

The copy function lets you duplicate selected data. This function helps to cut down input time when you have multiple data items with similar data. You simply copy the original and then make any necessary changes to create a new data item.

1. Select the data management function that contains the data you want to copy.
   - You can use this procedure to copy Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Reminder, To Do, or Expense Manager data.
2. Display the data item you want to copy.
   - You can use index search or text search to display the data item you want to copy.
3. On the index display, highlight the data item whose contents you want to copy.
   - In the Business Card Directory, use the Name Index to highlight the data item to be copied.
   - At this time you may want to switch to the full data display by pressing **OK**. The following steps are the same regardless of whether you are using the index display or data display.
4. Press **SHIFT COPY**.
   - At this time, the copy of the data you selected in step 3 appears, along with the cursor.
5. Make any changes you want.
   - Use ◀ and ▶ to move the cursor around the entry where it is currently located.
   - Use ▲ and ▼ to move the cursor between entries or between the lines of an entry that contains more than one line.
   - To exit the copying operation without making any changes, press **CLEAR**.
6. After making the changes you want, press **OK** to store the data item with its new changes.

Checking the memory status

Follow the steps below to check the memory status of the CSF Unit.

1. While the desktop is on the display, press **FUNC**.
2. Press **1** to select **SYSTEM**.
3. Press **3** to select **CAPACITY**.
4. To exit the capacity screen, press **OK** or **ESC**.

Calculator

Using the Calculator

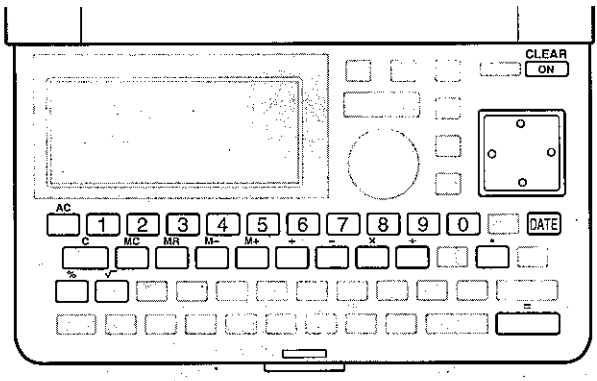
Whenever you enter the Calculator Mode, some of the keys on the CSF Unit keyboard take on calculator functions.

To enter the Calculator Mode

To enter the Calculator Mode, select the calculator icon on the desktop and press **OK**.

About the Calculator Mode keys...

The following illustration shows the CSF Unit keys that are used in the Calculator Mode.



- **AC** — clears the calculator completely (except the calculator memory).
- Use **C** to clear a value if you have not yet entered the operator following that value.
- **CLEAR** — clears the calculator

- Use the number keys (**0** through **9**) to enter values. Press • to input a decimal point.
- Use **+**, **−**, **×** and **÷** to specify the arithmetic operation that is marked on each key.
- **=** — executes a calculation and displays its result.
- Use **MC**, **MR**, **M−**, and **M+** for calculator memory operations.
  MC — clears the calculator memory.
  MR — recalls the current calculator memory contents.
  M− — subtracts the currently displayed value from the current memory contents. You can also press **M−** to execute a calculation, with the result being subtracted from the memory contents.
  M+ — adds the currently displayed value to the current memory contents. You can also press **M+** to execute a calculation, with the result being added to the memory contents.
- Use **%** for percentage calculations.
- Use **√** for square root calculations.
- **▶** shifts the displayed value to the right, cutting off the rightmost digit.
- **DATE** — used for date calculation.

To perform calculations

	[AC]		0.
53 + 123 − 63 =	53 [+] 123 [−] 63 [=]		113.
963 × (23 − 56) =	23 [−] 56 [×] 963 [=]		− 31779.
(56 × 3 − 89) ÷ 5.2 + 63 =	56 [×] 3 [−] 89 [÷] 5.2 [+] 63 [=]		78.1923076923
123456 × 741852 =	123456 [×] 741852 [=]		91586080512
√3 × 5 =	3 [√] [×] 5 [=]		8.6602540378
12 + 23 =	23 [+] [+] 12 [=]	K+	35.
45 + 23 =	45 [=]	K+	68.
78 + 23 =	78 [=]	K+	101.
7 − 5.6 =	5.6 [−] [−] 7 [=]	K−	1.4
2 − 5.6 =	2 [=]	K−	− 3.6
2.3 × 12 =	12 [×] [×] 2.3 [=]	K×	27.6
4.5 × 12 =	4.5 [=]	K×	54.
45 ÷ 9.6 =	9.6 [÷] [÷] 45 [=]	K+	4.6875
78 ÷ 9.6 =	78 [=]	K+	8.125
12% of 1500	1500 [×] 12 [%]		180.
Percentage of 660 against 880	660 [÷] 880 [%]		75.
15% add-on of 2500	2500 [×] 15 [%] [+]		2875.
25% discount of 3500	3500 [×] 25 [%] [−]		2625.
What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%?	480 [+] 25 [%] [−]		640. 160.
If you made $80 last week and $100 this week, what is the percent increase?	100 [−] 80 [%]		25.
80 × 9 = 720 −) 50 × 6 = 300 20 × 3 = 60 480	[AC] [MC] 80 [×] 9 [M+] 50 [×] 6 [M−] 20 [×] 3 [M+] [MR]	M=720. M=420. M=480. M=480.	720. 300. 60. 480.

To perform constant calculations

1. On the desktop, select the calculator icon and press **OK**.

3 [+] [+] 2

2. Enter the calculation, pressing the arithmetic operator key twice. This will causes the "K" indicator to appear on the display to indicate a constant calculation.
   - You can use this constant calculation technique for addition, subtraction, multiplication, and division.

[=]

3. Press = to display the initial result (in this case, 5).

[=]

4. Press = again to add 3 to the result (in this case, 5 + 3 = 8)
   - You can repeat the above operation as many times as you like. Each time you press =, the previous result obtained is added to, subtracted from, multiplied by, or divided by the value to the left of the arithmetic operator.
   - To clear a constant calculation, press **AC**.

To correct errors in calculations

If you enter a wrong value, press **C** and then enter the correct value.
If you press the wrong arithmetic operator key (+, −, ×, ÷), simply press the correct key before entering anything else.

About calculation errors...

Whenever an error occurs, the indicator "E" appears on the display.

- When the number of digits in the mantissa of an intermediate or a final result exceeds 12 digits.
- When the number of digits in the mantissa of a value stored in memory exceeds 12 digits. In this case, the CSF Unit automatically retains the last value stored that did not exceed 12 digits.
- Division by zero.

To clear errors

Press **C** to continue with the same calculation. If you want to clear the calculation and start again, press **AC**.

Performing date calculations

The CSF Unit lets you perform calculations involving dates within the range of January 1, 1901 through December 31, 2099. If you try to use dates outside this range, the "E" indicator appears on the display to indicate an error. Note that you can use constant calculation techniques and calculation memory when performing date calculations.

To calculate the number of days between two dates

1. On the desktop, select the calculator icon and press **OK**.

1994 [DATE] 7 [DATE] 3

2. Enter the later date, pressing **DATE** after the year, month, and day entries.
   - Here, we will calculate the number of days between December 5, 1993 and July 3, 1994.

[−]

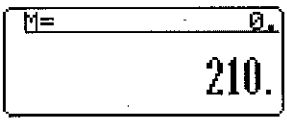
3. Press − for the subtraction operation.

1993 [DATE] 12 [DATE] 5 [DATE]

4. Enter the earlier date, pressing **DATE** after the year, month, and day entries.

[=]

5. Press = to display the result.



To calculate the date that is a specific number of days after another date

1. On the desktop, select the calculator icon and press **OK**.

2010 [DATE] 12 [DATE] 20

2. Enter the date, pressing **DATE** after the year, month, and day entries.
   - Here, we will calculate the date that comes 300 days from December 20, 2010.

[+]

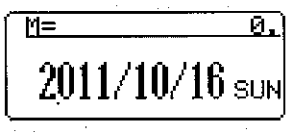
3. Press + for the addition operation.

300

4. Enter the number of days.

[=]

5. Press = to display the result.



- Use subtraction instead of addition to calculate a date that is a specific number of days before a date.

Data Communication

Data communications capabilities let you transfer data between two CASIO CSF Units, between a CSF unit and a CASIO SF Unit, or between a CSF unit and a personal computer. You can perform data communications while in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder or Expense Manager.

About data compatibility

Whenever you exchange data with a CASIO SF Unit, there are certain restrictions concerning data compatibility.

Send data

- You cannot send data to the CASIO SF-A Series Units (SF-A10, etc.).
- Some SF Units do not have modes that are included with this unit. For example, some units do not have a Reminder mode. Data from a mode cannot be received by an SF Unit unless that SF Unit also has the same mode.
- When sending data from the CSF Unit to an SF Unit that has multiple FREE entries in the Telephone Directory and Business Card Directory, the CSF Unit's MEMO entry is transferred to the FREE 1 entry of the SF Unit.
- Deadline data (date and time), alarm time data, and To Do priority rankings are unique to the CSF Unit. Such data is not sent when you send data to an SF Unit.
- When sending data to SF Units, data concerning text color and calendar date color specifications is not sent and calendar dates that are orange or green become highlighted dates.

Receive data

- You cannot receive data from the CASIO SF-A Series Units (SF-A10, etc.).
- Some CSF Units/SF Units have modes that are not included with this unit. Data from such modes cannot be received by this unit.
- The Schedule Keeper of some CSF Units/SF Units is capable of storing multiple-date data items. Whenever you transfer such a data item to the CSF Unit, it is automatically converted to a single-date data item. The date used is the one that starts the original multiple-date data item.
- Some SF Unit models have a mark protection feature to protect against accidental erasure of data. This unit does not feature mark protection, and so such data is received by this unit disregarding the mark protection.
- The text of data received from an SF Unit is always blue.

- The Telephone Directory and Business Card Directory of some SF Units have six FREE entries, numbered FREE 1 through FREE 6. When multiple FREE entries are received, they are all inserted into the MEMO entry of the corresponding CSF Unit Mode. Each FREE entry is on a separate line.
- Any Expense Manager entries equipped on SF Units that are not included with the CSF Unit are not transferred.
- All To Do data received from an SF Unit is input without a deadline entry (date and time) and alarm time entry. They are ranged as Priority B.

Exchanging Business Card Data

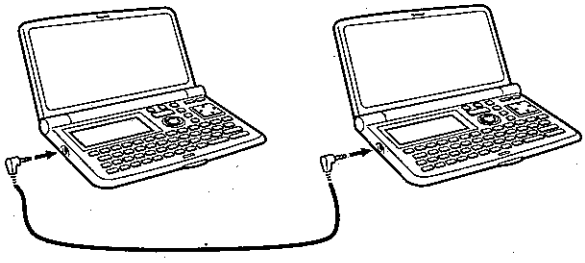
When performing a data communication operation to send a Business Card data item with more than 380 characters, data past the 380th character may be cut off.

Setting Up for Data Communications

The following describes what you should do to set up for data communications between two CSF Units or between the CSF Unit and a personal computer.

To connect the CSF Unit to another CSF Unit

1. Make sure that the power of both units is switched off.
2. Remove the covers from the data communications jacks on the two CSF Units.
3. Connect the two units using the SB-62 cable.



Important!

- Be sure to replace the connector covers on the CSF Units when you are not performing data communications.

Performing data communications between CSF Unit and a personal computer

You must purchase an optional CASIO Data Communication Package in order to perform data communication between your CSF Unit and a personal computer. Please note that there are a number of different CASIO Data Communication packages to suit various computer and CSF or SF Unit types. Because of this, you should note the following important points when purchasing a Data Communication Package. If you have any question about which package you need, consult with your dealer.

- Make sure the Data Communication Package is designed for use with your particular model of personal computer.
- If the proper Data Communication Package is not yet available in your area, consult with your dealer to find out when it is scheduled to go on sale.
- For information on how to connect the CSF Unit with a personal computer, see the user's manual that comes with a Data Communication Package.

To set the CSF Unit hardware parameters

1. While an initial screen is displayed, press **FUNC**.
   - You can perform the above operation in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder or Expense Manager.
2. Press **2** to select **DATA COMM**.
3. Press **3** to select **SET UP PAR**.

   - The highlighted items on the display are the parameters that are currently set.
   - The PARITY parameter is flashing because it is *selected*.
4. Use the ▲ and ▼ cursor keys to change the selected parameter on the display.
5. Use the ◀ and ▶ cursor keys to change the highlighted setting of the currently selected parameter.
6. When the parameters are set the way you want them, press **OK** to store them in memory.

About communications parameters...

Communications parameters make it possible for two communicating units to understand each other. The following explanations are provided for your information only. The only thing you need to remember is that the parameters of the send unit and the receive unit must be identical. Otherwise you will not be able to transfer data successfully.

Parity

Parity is used for error detection during data exchanges. You can set the CSF Unit parity as even (E), odd (O), or none (N).

Bit Length

The bit length parameter states how many bits are to be used for each character. You can set the CSF Unit bit length as 7 bits or 8 bits.

BPS

The letters "BPS" stand for "bits per second," and this setting represents the speed at which data is sent. The CSF Unit lets you set a speed of 4800 or 9600 bps.

To set up the CSF Unit to receive data

1. While an initial screen is displayed, press **FUNC**.
   - You can perform the above operation in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder or Expense Manager.
   - If you want the received data to be stored in the secret drawer, you should open the secret drawer before pressing **FUNC**. If you are in the desktop on the receiving unit, received data is stored into the desktop.
2. Press **2** to select **DATA COMM**.
3. Press **2** to select **RECEIVE**.

   - This message indicates that the receive unit is standing by for data. Perform the procedures required on the sending device to start sending data. See the manual that comes with the Data Communication Package for details.
     See the owners manual that comes with the receiving equipment for details on how to set it up to receive data.
   - To abort the receive operation at any time, press **ESC**.

- This procedure is the same regardless of whether the data is received from another CSF Unit/SF Unit or from a personal computer.

Sending Data

This section tells you how to operate the CSF Unit to send data to another CSF Unit, SF Unit or to a personal computer. There are a number of possible procedures you can use, depending on the mode and how many data items you want to send. Note that the following information is for the CSF Unit only. Consult with your owner's manuals for the correct operation of your other CSF Unit, SF Unit or personal computer.

About data transfer types...

There are a number of different ways you can transfer data.

All Data Items
With this method, you can send all data items stored in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder or Expense Manager from the CSF Unit.

Mode Data Items
This method is used to send all data items stored in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calender, To Do, Reminder or Expense Manager from the CSF Unit.

One Data Item
This transfer method lets you send a single Telephone Directory, Business Card Directory, Memo, Schedule Keeper, To Do, Reminder or Expense Manager item from the CSF Unit.
For the Calendar, this procedure lets you send the highlight and color data in the Calendar for a specific month.

Note
- If an alarm (Daily Alarm, Schedule Alarm, To Do Alarm or Reminder Alarm) is reached while data is being sent, the alarm does not sound until the data send operation is complete.

To send all data items

1. While an initial screen is displayed, press **FUNC**.
   - You can perform the above operation in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder or Expense Manager.
   - Note that this operation sends all desktop data or all secret drawer data. Make sure you are in the area (desktop or secret drawer) before proceeding.
2. Press **2** to select **DATA COMM**.
3. Press **1** to select **SEND**.
4. Press **3** to select **ALL DATA**.
5. Press **OK** to start the send operation or **ESC** to abort the operation without sending anything.
   - Data is sent in the sequence: Telephone Directory, Business Card Directory, Memo, Schedule Keeper, Calendar, To Do, Reminder, Expense Manager.
   - To abort the send operation at any time, press **ESC**.
6. After the send operation is complete, the display returns to the desktop screen (or secret drawer screen).

To send one data item

1. Press ▲ or ▼ to show an index display of items stored in memory.
   - You could also use text search to locate the data you want to send.
2. Use ▲ and ▼ to scroll through the index display until the item you want to send is highlited.
3. Press **OK** to switch to the data display of the selected item.
4. Press **FUNC**.
   - You can perform the above operation in the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, To Do, Reminder, Expense Manager.
   - If you want to send a data item from the secret drawer, you should open the secret drawer before pressing **FUNC**.
5. Press **2** to select **DATA COMM**.
6. Press **1** to select **SEND**.
7. Press **1** to select **ONE ITEM**.
8. Press **OK** to start the send operation or **ESC** to abort the operation without sending anything.
   - After the send operation is complete, the display returns to the desktop screen (or secret drawer screen). From there you can repeat steps 1 through 8 to send another data item.
   - To abort the send operation at any time, press **ESC**.
   - You cannot send Reminder Mode data or To Do data listed under a Schedule Keeper date.

To send one month of Calendar data (highlights)

1. Display the calendar whose highlights you want to send.
   - You can use the procedures described on "To jump to a specific date" on page 39 to display the calendar you want.
2. While the Calendar is displayed, press **FUNC**.

3. Press **2** to select **DATA COMM.**
4. Press **1** to select **SEND.**
5. Press **1** to select **MONTH.**
6. Press **OK** to start the send operation or **ESC** to abort the operation without sending anything.
   - If the corresponding calendar in the receiving unit already contains highlighted dates, the received data is ignored. You have to clear the corresponding data in the receiving unit before it can receive highlight data.
   - To abort the send operation at any time, press **ESC**.

To send all data items in a Data Management function

1. In the Telephone Directory, Business Card Directory, Memo, Schedule Keeper, To Do, Expense Manager, Reminder or Calendar, press **FUNC**.
   - If you want to send data from the secret drawer, you should open the secret drawer before pressing **FUNC**.
2. Press **2** to select **DATA COMM.**
3. Press **1** to select **SEND.**
4. Press **2** to select **MODE DATA.**
5. Press **OK** to start the send operation or **ESC** to abort the operation without sending anything.
   - To abort the send operation at any time, press **ESC**.
6. After the send operation is complete, the display returns to the desktop screen (or secret drawer screen).

Technical Information

Keys

Key Cap	Name	Function
ACC	Accent key	Use this key to input accented characters.
CAPS	Caps key	Press this key to shift-lock the keyboard between upper-case and lower-case characters.
CHECK	Check key	Press this key to check and uncheck a To Do data item.
DATE	Date key	Press this key to enter values that represent years, months, or dates.
COLOR SELECT	Color Select key	Press this key to set the color of the text of a data item.
CON-TRAST	Contrast keys	While the desktop is displayed, use these keys to adjust the brightness of the display.
EDIT/ COPY	Edit/Copy key	• Press this key to edit a data item. • Press **SHIFT** and then this key to copy a data item.
DEL	Delete key	Press this key to delete the character at the current cursor position. Holding down this key deletes characters at high speed.
ESC	Escape key	• Press this key to interrupt any operation. • Press this key to switch from the data display to the index display.
FUNC	Function key	Press this key to display function menus.

Key Cap	Name	Function
INS	Insert key	Press this key to open a space at the current cursor position. Holding down this key inserts spaces at high speed.
MENU	Menu key	Press this key to display the desktop screen.
OFF	Off key	Press this key to switch power off.
OK	OK key	Press this key to execute operations such as storing input data into memory, etc.
ON/ CLEAR	Power On/Clear key	• Press this key to switch power on. • Press this key to clear the display.
SEARCH	Search key	Press this key to start a search for data stored in memory.
SHIFT	Shift key	Press this key to temporarily shift the keyboard for one character.
SPACE	Space key	Press this key to input a space.
SYMBOL	Symbol key	Press this key to display a menu of symbols on the bottom of the display.
▶	Cursor Right key	Press this key to move the cursor to the right.
◀	Cursor Left key	Press this key to move the cursor to the left.
▲	Cursor Up key	Press this key to move the cursor up, or to scroll the display.
▼	Cursor Down key	Press this key to move the cursor down, or to scroll the display.

Key Cap	Name	Function
↵	Newline key	Press this key to create a new line within a data entry.
A ~ **Z**	Letter keys	Press these keys to enter the corresponding letter. Use the **CAPS** and **SHIFT** key to switch between upper-case and lower-case letters.
1 ~ **0**	Number keys	Press these keys to enter the corresponding number.

For information on the **AC**, **C**, **MC**, **MR**, **M−**, **M+**, √‾, **%**, **+**, **−**, **×**, **÷**, and **=** keys, see "About the Calculator Mode keys..." on page 67.

Symbol Menus

The following shows the symbol menus that become available when you press **SYMBOL**. Use the ▲ and ▼ cursor keys to scroll through the menus, and press a number key to select the symbol you want.

§	!	"	#	$	%	&	'
(	)	*	+	,	−	.	/
:	;	<	=	>	?	@	[
\	]	^	{	¦	}	~	¡
¿	ĲJ	Æ	Ç	Å	Ø	ß	¶
¢	ij	æ	ç	å	ø	£	¥
Ω	ª	º	×	÷	±	°	²
³	µ	½	¼	¾	ƒ	¦	Fr
←	→	√					

Accented Characters

To input an accented character, first use one of the following keys to input the accent and then press the key for the letter to be accented.

- Umlaut (Ä, Ë, Ï, Ö, Ü, ä, ë, ï, ö, ü) ..... **ACC V**
- Acute Accent (Á, É, Í, Ó, Ú, á, é, í, ó, ú)..... **ACC Z**
- Grave Accent (À, È, Ì, Ò, Ù, à, è, ì, ò, ù) ..... **ACC X**
- Circumflex (Â, Ê, Î, Ô, Û, â, ê, î, ô, û) ..... **ACC C**
- Tilde (Ã, Õ, Ñ, ã, õ, ñ) ..... **ACC B**

Memory Capacity

Memory capacity differs according to model. The following shows the memory capacity for each available model.

Model	Memory
CSF-4450	32K bytes (27,337 bytes)
CSF-4650	64K bytes (60,105 bytes)
CSF-4950	128K bytes (125,641 bytes)

The following shows the number or items that can be stored in each model (CSF-4450/4650/4950).

Telephone Directory

Approximately 1,200/2,700/5,700, under the following conditions:
- 8-character name
- 10-character telephone number

Approximately 600/1,300/2,900, under the following conditions:
- 8-character name
- 10-character telephone number
- 20-character address

Business Card Directory

Approximately 300/700/1,500, under the following conditions:
- 10-character employer name
- 8-character personal name
- 10-character telephone number
- 10-character position
- 10-character department
- 20-character address

Memo

Approximately 1,100/2,600/5,400, 20-character memos.

To Do

Approximately 700/1,600/3,400, under the following conditions:
- 20-character description
- Deadline set

Schedule Keeper

Approximately 700/1,500/3,200, under the following conditions:
- 20 characters description
- Illustration used
- Starting time specified, alarm time set

Approximately 900/2,000/4,100, under the following conditions:
- 20 characters description
- Illustration not used
- Starting time specified, no alarm time

Reminder

Approximately 1,500/3,300/6,900, under the following conditions:
- 10 characters description
- Alarm time set

Approximately 1,700/3,700/7,800, under the following conditions:
- 10 characters description
- No alarm time

Expense Manager

Approximately 800/1,800/3,800, under the following conditions:
- 10 characters description
- Expense type and payment type set

Auto Sort Sequence

Telephone Directory and Business Card Directory data items are automatically sorted in alphabetical order according to the first letter in the NAME entry. The following table shows the sequence used for data sorts.

1	§	31	=	61	[	91	{	121	â	151	ij
2	(space)	32	>	62	\	92	¦	122	ê	152	æ
3	!	33	?	63	]	93	}	123	î	153	ç
4	"	34	@	64	^	94	~	124	ô	154	å
5	#	35	A	65	a	95	Á	125	û	155	ø
6	$	36	B	66	b	96	É	126	¿	156	£
7	%	37	C	67	c	97	Í	127	Ä	157	¥
8	&	38	D	68	d	98	Ó	128	Ë	158	Ω
9	'	39	E	69	e	99	Ú	129	ï	159	ª
10	(	40	F	70	f	100	À	130	Ö	160	º
11	)	41	G	71	g	101	È	131	Ü	161	×
12	*	42	H	72	h	102	Ì	132	Ã	162	÷
13	+	43	I	73	i	103	Ò	133	Õ	163	±
14	,	44	J	74	j	104	Ù	134	Ñ	164	°
15	—	45	K	75	k	105	Â	135	IJ	165	²
16	.	46	L	76	l	106	Ê	136	Æ	166	³
17	/	47	M	77	m	107	Î	137	Ç	167	µ
18	0	48	N	78	n	108	Ô	138	Å	168	½
19	1	49	O	79	o	109	Û	139	Φ	169	¼
20	2	50	P	80	p	110	¡	140	ß	170	¾
21	3	51	Q	81	q	111	á	141	¶	171	ƒ
22	4	52	R	82	r	112	é	142	¢	172	¦
23	5	53	S	83	s	113	í	143	ä	173	Fr
24	6	54	T	84	t	114	ó	144	ë	174	←
25	7	55	U	85	u	115	ú	145	ï	175	→
26	8	56	V	86	v	116	à	146	ö	176	√
27	9	57	W	87	w	117	è	147	ü		
28	:	58	X	88	x	118	ì	148	ã		
29	;	59	Y	89	y	119	ò	149	õ		
30	<	60	Z	90	z	120	ù	150	ñ		

Message Table

Message	Meaning	Action
NO DATA!	Search operation attempted when no data is stored in memory.	Current search operation cannot be performed.
DATA ITEM NOT FOUND!	Data specified in search operation does not exist in memory.	Change specification or cancel search.
MEMORY FULL!	No more room in memory for storage of data.	Delete unnecessary data items from memory.
ALARM TIME ALREADY USED!	Attempt to set a Schedule Keeper, a Reminder or a To Do alarm time that is already used for another entry.	Set a different alarm time or change the existing alarm time to another one.
ALARM TIME ALREADY PASSED!	Attempt to set a Schedule Keeper, a Reminder or a To Do alarm time for a time/date that is already passed.	Set a different alarm time (for a future time/date).
SECRET DATA!	Alarm for a secret memory area data item is sounding.	Enter the secret memory area to view details of the alarm.
PASSWORD MISMATCH!	Attempt to enter the secret memory area using a password that does not match the one preset for the secret area.	Use the correct password.
TRANSMIT ERROR!	Error during data communications.	Cancel the data communications operation and try again.
STOPPED!	Data communication has been interrupted.	Stop the data communication procedure and try again.

Message	Meaning	Action
SAME TYPE ALREADY USED!	Attempt to store a label that is identical to one already stored.	Use a different label.
NOTICE! CONSULT THE OWNER'S MANUAL!	• This message appears when this is the first time you ever turned on the CSF Unit. • Data corrupted by strong impact, electrostatic charge, etc.	Perform the ALL RESET operation (page 14). See page 9 of this manual.

Specifications

Model:CSF-4450/4650/4950

Main Modes:

Telephone Directory, Business Card Directory, Memo, Schedule Keeper, To Do, Expense Manager, Reminder, Calendar, Home Time, World Time and Calculator

Data storage:

Storage and recall of telephone, business card, memo, schedule, to do, expense, reminder data; calendar display; secret drawer; editing; memory status display

Clock:

Worldtime; reminder alarm; schedule alarm; to do alarm; daily alarm; accuracy under normal temperatures: ±3 seconds average

Calculation:

12-digit arithmetic calculations; arithmetic constants (+, −, ×, ÷); independent memory; percentages; square roots; 24-digit approximations; date calculations; other mixed calculations

General:

Display element: 16-column × 4-line LCD

Memory capacity: CSF-4450: 32KB (27,337)
CSF-4650: 64KB (60,105)
CSF-4950: 128KB (125,641)

Main component: LSI

Power supply:

Main: Two AAA-size batteries (Type: R03 (UM-4) or LR03 (AM4))

Back-up: One CR2032 lithium battery

Battery life:

Main: Approximately 100 hours continuous display in Telephone Directory (approximately 180 hours on type LR03 (AM4)); approximately 80 hours repeating one minute of input and 10 minutes of display in Telephone Directory (approximately 150 hours on type LR03 (AM4))

Back-up: 5 years if main batteries are replaced as soon as they becomes weak. 2 year if dead main batteries are left in the unit.

Power consumption: 0.06W

Auto power off: Approximately 6 minutes after last key operation

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

Dimensions:

Unfolded: 10.5H × 145W × 176.5D mm ($^{7}/_{16}$"H × $5^{11}/_{16}$W" × $6^{15}/_{16}$"D)

Folded: 14.2H × 145W × 95D mm ($^{9}/_{16}$W" × $5^{11}/_{16}$W" × $3^{3}/_{4}$"D)

Weight: 142.2g (5 oz) including batteries