INTRODUCTION

Congratulations on purchasing this Multi-function Databank. Please read this manual carefully to familiarize yourself with the features, and to ensure years of reliable operation. Also, please keep it on hand for future reference.

NOTICE

- The manufacturer assume no responsibility for any damage or loss resulting from the use of this manual.
- It is recommended that you do not rely on your organiser as the only means of storing important information. Under certain circumstances, such as exposure to an electrostatic discharge, data may be lost or altered or the unit may become inoperative until reset. (You should, therefore, keep separate written records as a back up.)
- The manufacturer assume no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss of all alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

SYMBOLS USED IN THE MANUAL

The instructions in this manual are presented in a clear and concise manner. Symbols and diagrams are used extensively for easy identification of keys. The layout of instructions is as follows:

CLOCK The text in this area provides detail instructions. The symbol on the left indicates the key to press.

☞ SHIFT The hand symbol on the left indicates notes and/or options.

BASIC FEATURES

HOME & WORLD TIMES MODE

Real time clock with hour, minute and second.

Selection of 12 or 24-hour display format.

Selection of local time zone.

DST setting.

Daily alarm with snooze function.

WORLD TIME

Selection of 30 time zones.

Display of time difference with reference to GMT

DST setting for individual zone.

Zone name is editable.

CALENDAR MODE

Selection of date format (MD, DM or YM).

Auto calendar range from 1900-2099.

Days with schedule would be indicated by a mark on the calendar.

TELEPHONE MODE

Record can store up to a maximum of 256 characters.

Records are sorted in alphabetical order.

Direct or sequential search by name.

SCHEDULE MODE

Message length with a maximum of 256 characters.

Schedule and advance alarm to remind the scheduled event.

Records are sorted in chronological order.

Direct or sequential search by date or message.

Snooze function.

CALCULATOR MODE

12-digit calculator.

4 basic arithmetic calculations with %, √ , +/-, and memory functions.

ACCOUNTS MANAGER

4 bank or credit card accounts manager.

Editable account name and number.

CURRENCY CONVERSION

5 editable currency buffers with currency names.
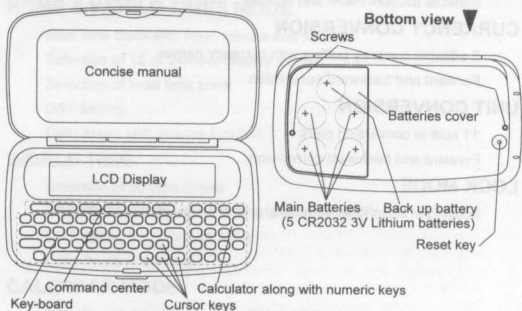
Forward and backward conversion.

UNIT CONVERSION

11 built-in conversion pairs.

Forward and backward conversion.

LOCK MODE

Locking of telephone, schedule, and account records for privacy.

BASICS

LOCATION OF PARTS

Getting to know your data bank

THE FIRST TIME INSTALLATION

Be sure to perform the following procedures before using the databank for the first time:

1. Remove the battery insulation strip by pulling it away from the unit.
2. Press the button 2 to reset the unit. (see INITIALIZATION/RESET for more information)

The unit is initialized and is ready to be used.

INITIALIZATION/RESET

To reset the unit, press the reset button with a pointed object. Refer to the figure above for the location of the reset key.

BATTERY REPLACEMENT

To access the batteries, loosen the screw that located right on the batteries cover. Remove the batteries cover in order to replace the main and the backup batteries.

☞ To prevent data loss, do not replace the backup and main batteries at the same time.

POWER ON/OFF

ON/OFF Press ON/OFF button to turn the unit on or off.

☞ If the keyboard remains inactive for about 5 minutes, the unit will automatically turn off to conserve battery power.

GENERAL PRECAUTIONS

1. Replace the batteries as soon as possible when the main battery is weak to prevent any data loss.
2. To avoid damage caused by leakage of battery fluid, replace the main batteries once every year and the backup battery once every two years regardless of how much the unit has been used during that time.
3. Do not mix old and new batteries.
4. Avoid use or storage in very high temperatures. This may cause display response to slow down or fail entirely. Very low temperatures can also shorten battery life.
5. Avoid use or storage in very high temperatures. Even prolonged exposure to direct sunlight can damage the unit. Leaving it on the dashboard of a closed car, or on a heater, is even worse.
6. Avoid using or storing the unit where there is high humidity or a lot of dust. Never allow liquids to come into contact with the unit.
7. Never try to take the unit apart.
8. An impact or a strong external electrical field may clear the display and leave none of the keys operational. Press the RESET button on the back.
9. Data stored in the unit may be lost due to external electrical field, so keep backup of important data.
10. Never use thinner, benzene or other volatile agents to clean the exterior of the unit.
11. Do not press the keys with a pen, pencil or other sharp object.
12. *Keep the unit off power and do not press any key while you are replacing the batteries. To prevent data loss, choose 'Exit' after reset.*

HELP MENU

In order to make this organizer more user friendly, help menus are designed in each and every function mode.

Home Time Mode

SPACE
```
1 SET TIME      WORLD TIME 4
2 SET ALARM     DST ON/OFF 5
3 CALENDAR         12/24 6
              🕐
```

Home Time Mode

SPACE
SPACE
```
LANGUAGE: ENGLISH
1 ENGLISH       ITALIANO 3
2 DEUTSCH       FRANÇAIS 4
              🕐
```

World Time Mode

SPACE
```
1 EDIT ZONE NAME
2 DST ON/OFF
3 CALENDAR
              🕐
```

Calendar Mode

SPACE
```
1 DATE SEARCH WORLD TIME 4
2 SCHEDULE
3 HOME TIME
              📅
```

Telephone Mode
Memory capacity screen

SPACE
```
1 ADD RECORD
2 SEARCH RECORD
3 SEND/RECEIVE
              ☎
```

Telephone Mode
Record viewing screen

SPACE
```
1 EDIT          STORE 4
2 DELETE       SEARCH 5
3 SEND/RECEIVE
              ☎
```

Telephone Mode
Memory capacity screen
Press and hold DEL button for 2 seconds

DEL
```
DELETE ALL RECORDS (TEL).
(Y/N)
              ☎
```

Schedule Mode
Memory capacity screen

SPACE
```
1 ADD RECORD
2 SEARCH RECORD
3 SEND/RECEIVE
              📖
```

Schedule Mode
Record viewing screen

SPACE
```
1 EDIT          STORE 4
2 DELETE       SEARCH 5
3 SEND/RECEIVE
              📖
```

Schedule Mode
Memory capacity screen
Press and hold DEL button for 2 seconds

DEL
```
DELETE ALL RECORDS (SCH).
(Y/N)
              📖
```

Calculator mode

SPACE
```
1 ACCOUNTS MANAGER
2 CURRENCY CONVERSION
3 UNIT CONVERSION
              🖩
```

Accounts Manager

SPACE
```
1 EDIT NAME/NUMBER
2 CURRENCY CONVERSION
3 UNIT CONVERSION
              💼
```

Currency Conversion

SPACE
```
1 SET RATE        UNIT 4
2 EDIT NAME   ACCOUNTS 5
3 CALCULATOR
              ₵
```

Unit Conversion

SPACE
```
1 CALCULATOR
2 ACCOUNTS MANAGER
3 CURRENCY CONVERSION
              ⇄
```

Lock mode

LOCK
```
1 CHANGE PASSWORD
2 CLEAR PASSWORD
              🔒
```

The function of SEND or RECEIVE is for future option, please do not select any item when the following screen appears, and press TIME to quit to home time mode.

```
SELECT ONE
1 SEND
2 RECEIVE
              ☎
```

If the screen displays "SENDING..." or "RECEIVING...", please press ON/OFF and TIME keys to quit to home time mode.

VIEWING HOME TIME

`TIME` Press TIME key to enter home time mode.

☞ `12/24 Z` Press Z button to toggle between 12 or 24 hours display format.

☞ `DST C` Press C button to toggle DST on and off.

☞ `M/D/Y X` Press X button to select different date format.

☞ `♪ V` Press V button to toggle the key tone on and off.

☞ `SPACE ESC` Press SPACE button to display a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to home time display.

HOME TIME SETTING

`SET STORE` Press the SET/STORE button in home time will ask for set time confirmation.

`Y N` Press the Y button to enter home time setting and press N or other buttons to quit and return to home time.

`◄ ►` Upon mode entry, the hour digit will start flashing. Press the left and right buttons to locate the hour, date and city name for setting. The setting sequence will be as followed:

hr ⇔ min ⇔ year ⇔ month ⇔ date ⇔ city ⇔ hr (cycle)

`▼▲` Press the up and down cursor keys to set the time, date or city name.

`SET STORE ENTER` Press SET/STORE or ENTER button to save the setting, then the day of week will be calculated automatically before returning to home time.

☞ Under the following conditions, the new entry will not be updated:

- Change to other modes during the setting.
- Press ESC key during the setting, and the home time display mode will be re-entered again.

MULTI-LANGUAGE

`TIME` Press TIME to access home time mode.

`SPACE SPACE` Press SPACE button twice to display the language changing display.

`1 ... 4 ESC` Press the corresponding number key to change all the prompt message to the selected language. Press ESC button to return to home time display.

DAILY ALARM SETTING

`B` Press B button to enter daily alarm setting.

`◄ ►` Press the left and right buttons to locate the hour and minute digit for setting. The setting sequence will be as follows:

hr ⇔ min ⇔ hr (cycle)

`▼▲` Press the up and down cursor keys to set the hour and minute.

`ESC` Press ESC button to quit the setting mode and return to home time without saving.

`SET STORE ENTER` Press SET/STORE or ENTER button to save the setting and return to home time. The daily alarm will be enabled automatically.

☞ Under the following conditions, the new entry will not be updated:

- Invalid date/time entry.
- Change to other modes during the setting.

`B` Press B button to enable or disable the alarm within alarm setting mode.

☞ Alarm sound will turn on at the preset time. If the unit is OFF, it will turn on automatically to show the home time clock at alarm time. Press any key to stop the alarm, and the snooze function will be entered automatically until no key is pressed. If no key is pressed, alarm will sound for 1 minute, then snooze function will be entered automatically. Alarm will sound again after 5 minutes. This process will repeat three times. If no key is pressed to stop the alarm sound at the third snooze alarm, the snooze will stop.

WORLD TIME

VIEWING WORLD TIME

`TIME` Press TIME button in home time to enter the world time.

`▼▲` Use the up and down cursor keys to view different cities.

☞ `DST C` Press C button to toggle DST on and off.

☞ `SPACE` `ESC` Press SPACE button to display a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to world time display.

ZONE NAME EDITING

`EDIT` Press EDIT button in world time to enter zone name editing.

`A...Z` `0...9` Using the character entry and editing features described in CHARACTERS/ EDITING, modify the selected city name.

☞ The maximum length of the city name is 20 characters.

TIME ZONE TABLE

CITY NAME	TIME ZONE (Different to GMT)	CITY NAME	TIME ZONE (Different to GMT)
Midway	-11	Moscow	+3
Honolulu	-10	Tehran	+3.5
Anchorage	-9	Dubai	+4
Los Angeles	-8	Kabul	+4.5
Denver	-7	Karachi	+5
Chicago	-6	New Delhi	+5.5
New York	-5	Dhaka	+6
Caracas	-4	Rangoon	+6.5
St. John's	-3.5	Bangkok	+7
Brasilia	-3	Hong Kong	+8
Salvador	-2	Tokyo	+9
Azores	-1	Adelaide	+9.5
London	GMT	Sydney	+10
Paris	+1	Noumea	+11
Cairo	+2	Wellington	+12

CALENDAR

VIEWING CALENDAR

`TIME` Press TIME button in world time to enter the calendar mode. A weekly calendar will display, and the blinking digit represent the current date.

`▼▲` Use up and down cursor keys to view the next and the previous week.

`◄►` Use left and right cursor keys to select a desired day.

☞ `SPACE` `ESC` Press SPACE button to display a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to weekly calendar display.

ACCESSING SCHEDULE MODE DIRECTLY

`Sch` In weekly calendar display, press Sch button to show the first schedule of the selected day. If no schedule is stored on that day, record entry mode is entered with the date set to the selected day of the calendar mode. (see SCHEDULE REMINDER for more information on storing, editing, or viewing schedule record.)

☞ The type of each schedule stored in each day will show by using two dots which are located on the right side of the selected day in the calendar mode. The upper dot shows that you have a schedule in the morning, and the lower dot shows that you have a schedule in the afternoon.

CALCULATOR

USING THE CALCULATOR

`CAL` Press CAL button in any mode except calculator mode to access the calculator.

`0 .. 9` `.` `+` The arithmetic keys on the left behave as in a typical calculator. The location of the corresponding keys on the keyboard are shown on the right.

`MRC` `M-` `M+`

`C/CE`
`DEL` The C/CE key performs three important functions:

- Press once to clear last entry.
- Press twice to clear all entries.
- Press to clear error status resulting from calculated value exceeding 999,999,999,999. An ERROR is displayed to indicate this overflow. Once overflow is occurred, the calculator and currency converter will not function properly unless C/CE is pressed.

`M+` Press M+ to initiate a calculation and add the result to the memory buffer.

`M-` Press M- to initiate a calculation and subtract the result from the memory buffer.

`MRC` Press MRC to recall the content of the memory buffer.

`MRC` Press MRC twice to erase the content of the memory buffer.

☞ Whenever the memory buffer is non-zero, M is displayed.

CURRENCY CONVERSION

USING THE CURRENCY CONVERTER

`CAL` The currency converter is accessed through the calculator. If the current mode as indicated is not calculator, then press CAL first to invoke the calculator.

`CAL`
`2` In calculator mode, press CAL or SPACE, 2 buttons in sequence to enter currency conversion.

`▼▲` Press the up or down cursor keys to select among the 5 preset currency conversion pairs.

☞ `►` Press right cursor key for forward conversion.

`◄` Press left cursor key for backward conversion.

`0 .. 9` Using the number keys, enter the amount to be converted.

`ENTER` Press ENTER button to do the conversion.

`SPACE` Press SPACE button to show a help menu.

`ESC` Press the corresponding number key to perform the function. Press ESC button to quit to currency conversion.

EDITING CURRENCY NAME

`▼▲` In currency converter, use the up and down cursor keys to select a currency conversion pair.

`EDIT` Press EDIT button to edit the currency names.

`A .. Z`
`0 .. 9` Using the character entry and editing features described in CHARACTERS/ EDITING, modify the first currency name.

☞ The maximum length of the currency name is 3 characters.

`ENTER` Press ENTER button to confirm editing the first currency name, then the cursor will move to the second currency name.

| A...Z |
| 0...9 | Using the character entry and editing features described in **CHARACTERS/EDITING**, modify the second currency name.

| ENTER | Press ENTER to confirm. The unit will then prompt user for the first currency rate.

| 0...9 | Using the character entry and editing features described in **CHARACTERS/EDITING**, enter the rate of the first currency.

| ENTER | Press ENTER to confirm. The unit will then prompt user for the second currency rate.

| 0...9 | Using the character entry and editing features described in **CHARACTERS/EDITING**, enter the rate of the second currency.

| ENTER | Press ENTER to confirm.

SETTING CURRENCY RATE

| ▼▲ | In currency converter, use the up and down cursor keys to select a currency conversion pair.

| SET | Press SET button to set the rate of the selected currency conversion pair.

| 0...9 | Use the numeric keys to set the rate of the first currency name.

| ENTER | Press ENTER button to confirm.

| 0...9 | Use the numeric keys to set the rate of the second currency name.

| DEL | Press DEL to clear incorrect entry.

| ENTER | Press ENTER button to confirm.

CURRENCY CONVERSION PAIRS

1 FFR	=	0.187	USD
1 SFR	=	0.765	USD
1 DM	=	0.643	USD
1 ITL	=	0.062	USD
1 GBP	=	1.538	USD

UNIT CONVERSION

USING THE UNIT CONVERTER

| CAL | The unit converter is accessed through the calculator. If the current mode as indicated is not calculator, then press CAL first to invoke the calculator.

| CAL |
| 3 | In calculator mode, press CAL or SPACE, 3 buttons in sequence to enter unit conversion.

| ▼▲ | Press the up or down cursor keys to select among the 11 built-in unit conversion pairs.

☞ | ► | Press right cursor key for forward conversion.

| ◄ | Press left cursor key for backward conversion.

| 0...9 | Using the number keys, enter the amount to be converted.

| ENTER | Press ENTER button to do the conversion.

| SPACE |
| ESC | Press SPACE button to show a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to unit conversion.

UNIT CONVERSION PAIRS

1.0	INCH	=	2.54	CM
1.0	YD	=	0.9144	M
1.0	MILE	=	1.609344	KM
1.0	OZ	=	28.349523	GRAM
1.0	LB	=	0.4535929	KG
1.0	TON	=	907.1847	KG
1.0	GAL	=	4.546	L
1.0	CAL	=	4.184	J
1.0	US CAL	=	3.785	J
1.0	HP	=	0.74569987	kW
1.0	°F	=	°C×9÷5+32	

ACCOUNTS MANAGER

USING ACCOUNTS MANAGER

CAL — The accounts manager is accessed through the calculator. If the current mode as indicated is not calculator, then press CAL first to invoke the calculator.

CAL
1 — In calculator mode, press CAL or SPACE, 1 buttons in sequence to enter accounts manager.

▼▲ — Press the up or down cursor keys to select among the 4 accounts.

☞ **S** (DEPOSIT) — Key-in the amount and press S(Deposit) button to add the amount to the account.

A (WITHDRAW) — Key-in the amount and press A(Withdraw) button to subtract the amount from the account.

SPACE
ESC — Press SPACE button to show the help menu. Press the corresponding number key to perform the function or press ESC button to quit to accounts manager.

ACCOUNTS NAME/ACCOUNT NUMBER EDITING

▼▲ — In accounts manager, press the up or down cursor keys to select among the 4 accounts.

EDIT — Press EDIT button to start editing the selected account name.

A...Z
0...9 — Using the character entry and editing features described in **CHARACTERS/ EDITING**, enter the name of the account.

ENTER — Press ENTER button to confirm.

A...Z
0...9 — Using the character entry and editing features described in **CHARACTERS/ EDITING**, enter the account number.

ENTER — Press ENTER button to confirm.

0...9 — Use the numeric keys to enter the balance of the selected account.

ENTER — Press ENTER button to confirm.

☞ The maximum length of the account name and number can be up to 26 characters.

CHARACTERS/EDITING

ALPHANUMERIC CHARACTERS

0...9
A...Z — Alphanumeric characters are entered by pressing the corresponding character key.

SYMBOLS/SPECIAL CHARACTERS

SYM — Press SYM button to display the special characters map.

◄►
▼▲ — Use the cursor keys to position the cursor to the desire symbol/special character. (see **CURSOR MOVEMENT** in the next section for more information on cursor movement.)

ENTER — Press ENTER to confirm, and the selected symbol/special character will be added to the desire screen.

CURSOR MOVEMENT

◄►
▼▲ — Use the 4 directions cursor keys to position the cursor for inserting and deleting.

INSERTING/DELETING

A...Z
0...9 — In order to insert a character, position the cursor to the desire location, then press any character to insert.

DEL — In order to delete a character, position the cursor to the desire character, then press DEL button to delete that selected character.

TELEPHONE DIRECTORY

ADDING A NEW TELEPHONE RECORD

`TEL` Press TEL to access Telephone directory.

☞ Initial display shows the total remaining memory space in number of bytes, and the corresponding percentage of the used memory.

☞ `SPACE` `ESC` Press SPACE button to show a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to memory capacity screen.

`STORE` Press STORE button to enter the telephone record input mode.

`A ... Z` `0 ... 9` Enter the name of the person by using the character entry and editing features described in **CHARACTERS/EDITING**.

`ENTER` Press ENTER to confirm.

`A ... Z` `0 ... 9` Enter the company name of the person by using the character entry and editing features described in **CHARACTERS/EDITING**.

`ENTER` Press ENTER to confirm.

`0 ... 9` Enter the telephone number by using the character entry and editing features described in **CHARACTERS/EDITING**.

`ENTER` Press ENTER to confirm.

`0 ... 9` Enter the fax number by using the character entry and editing features described in **CHARACTERS/EDITING**.

`ENTER` Press ENTER to confirm.

`A ... Z` `0 ... 9` Enter the address by using the character entry and editing features described in **CHARACTERS/EDITING**.

`ENTER` `ESC` Press ENTER to confirm. The second telephone record is then ready to be entered. Press ESC to return to the memory capacity screen.

☞ `ESC` If ESC or any mode button is pressed during telephone record editing, that record will not be added to the unit.

VIEWING RECORDS SEQUENTIALLY/DIRECTLY

`▼▲` In telephone memory capacity screen, use the up and down cursor keys to view through telephone record sequentially.

☞ All telephone records are sorted alphabetically.

`A ... Z` `0 ... 9` In order to view telephone record directly, in telephone memory capacity screen, use the character entry and editing features described in **CHARACTERS/EDITING**, enter the full or partial first 10 characters of the person name.

`▼▲` Press ENTER or up and down buttons to start searching the records by name.

☞ `SPACE` `ESC` Press SPACE button during record viewing to show a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to record viewing screen.

EDITING TELEPHONE RECORD

`EDIT` Press EDIT to edit a particular telephone record whenever its content is displayed. (see **VIEWING RECORD SEQUENTIALLY / DIRECTLY**.)

`A ... Z` `0 ... 9` Edit the telephone record by using the character entry and editing features described in **CHARACTERS/EDITING**.

`STORE` `ENTER` Press STORE button during editing in any field or press ENTER button when cursor is in Address/Misc. field to save the record.

☞ `ESC` Press ESC or other mode keys to abort the operation without saving the edited record.

DELETING TELEPHONE RECORD

`DEL` Press DEL to delete a particular telephone record whenever its content is displayed (see **VIEWING TELEPHONE RECORDS SEQUENTIALLY/DIRECTLY**), OR
Press and hold DEL for 2 second in memory capacity screen to delete all the telephone records.

`Y` Press Y button to confirm or any other keys to abort.

SCHEDULE REMINDERS

SETTING A SCHEDULE REMINDER

SCH   Press SCH button to access schedule mode.

☞   Initial display shows the total remaining memory space in number of bytes, and the corresponding percentage of the used memory.

☞   SPACE   Press SPACE button to show a help menu. Press the corresponding number key to perform the function. Press ESC   ESC button to quit to memory capacity screen.

STORE   Press STORE button to enter the schedule record input mode.

◄► ▼▲   Use the left and right cursor keys to move the cursor to the appropriate position and set the date by using the up and down cursor keys.

☞   For anniversary event, set year to 0000, and the alarm will go off every year.

ENTER   Press ENTER button to confirm the date.

◄► ▼▲   Use the left and right cursor keys to move the cursor to the appropriate digit (hour or minute) and set the schedule starting time by using the up and down cursor keys.

☞   AM/PM will toggle by itself every 12 hour when you are setting the hour digit of the starting time.

►   Press right cursor key when the cursor is in the minute digit of the starting time will display the schedule ending time. Then press the left and right cursor keys to move the cursor to the appropriate digit (hour or minute) and set the schedule ending time by using the up and down cursor keys.

☞   AM/PM will toggle by itself every 12 hour when you are setting the hour digit of the ending time.

ENTER   Press ENTER button to confirm.

☞   Press ENTER without entering the starting time and the ending time for non-time event which will be indicated in calendar mode as two dots for that day. (see CALENDAR for more information.)

▼▲   After the confirmation of the schedule time, the schedule alarm type will be displayed with the default setting of NONE.

▼▲   In order to change the type of alarm, press the up and down cursor keys. The various type of alarm are:

- Starting time - The alarm time is set at the schedule starting time.
- -24 HRS - An advance alarm to remind the event 24 hours ahead of time.
- NONE - Disable schedule alarm.

ENTER   Press ENTER button to confirm.

A...Z 0...9   Using the character entry and editing features described in CHARACTERS/ EDITING, enter the schedule reminder message.

ENTER ESC   Press ENTER button to confirm. The second schedule record is then ready to be entered. Press ESC to return to the memory capacity screen.

☞   ESC   If ESC or any mode button is pressed during schedule record editing, that record will not be added to the unit.

VIEWING RECORDS SEQUENTIALLY/DIRECTLY

▼▲   In the memory capacity screen of the schedule reminder, use the up and down cursor keys to view through schedule records sequentially.

☞   Schedule records are stored in chronological order with anniversary events listed on top of the list. So pressing down cursor key will display the first anniversary events if present.

A...Z 0...9   In order to view schedule record directly, in the memory capacity screen of the schedule reminder, use the character entry and editing features described in CHARACTERS/ EDITING, enter the full or partial first 10 characters of the schedule reminder message.

▼▲   Press ENTER or up/down cursor button to search the schedule records by message.

☞   SPACE ESC   Press SPACE button during record viewing to show a help menu. Press the corresponding number key to perform the function. Press ESC button to quit to record viewing screen.

EDITING SCHEDULE RECORD

EDIT   Press EDIT to edit a particular schedule record whenever its content is displayed. (see VIEWING RECORD SEQUENTIALLY / DIRECTLY)

	Edit the schedule record by using the character entry and editing features described in **CHARACTERS/EDITING**.
A...Z / 0...9	

STORE / ENTER	Press STORE button during editing in any field or press ENTER button when cursor is in Message field to save the edited record.

☞ ESC Press ESC or other mode keys during editing to abort the operation without saving the edited record.

DELETING SCHEDULE RECORD

DEL	Press DEL to delete a particular schedule record whenever its content is displayed (see **VIEWING SCHEDULE RECORDS SEQUENTIALLY/DIRECTLY**), OR Press and hold DEL for 2 second in memory capacity screen to delete all the scheduled records.

Y	Press Y button to confirm or any other keys to abort.

VIEWING RECORDS SEQUENTIALLY/DIRECTLY

EDITING SCHEDULE RECORD

CENTRAL LOCK

ENABLING CENTRAL LOCK

LOCK	Press LOCK button at any time to enter lock mode.

A...Z / 0...9	Use the character entry and editing features described in **CHARACTERS / EDITING**, enter a password of not more than 6 characters.

ENTER	Press ENTER to confirm the setting, and a key icon will appear at the bottom right corner of the display to indicate that the central lock is enabled.

☞ DEL If password is mis-typed, press DEL to backspace.

☞ Press any other mode buttons will exit activating central lock mode.

DISABLING CENTRAL LOCK

LOCK	To deactivate the central lock, press LOCK from any function menu and input the correct password by using the character entry and editing features described in **CHARACTERS /EDITING**.

LOCK	Press ENTER to confirm. If the password is correct, the display will return to home time clock, else it will stay in the password entry screen.

☞ • Notice that the key icon will disappear when the central lock is disabled.

• After disabling the central lock, the unit will re-enable the lock during the next power on cycle.

• Press any other mode button will exit disabling central lock mode.

CHANGING CENTRAL LOCK PASSWORD

LOCK / 1	To change password, first disable the central lock (see **DISABLING CENTRAL LOCK** for more information), then press LOCK, 1 buttons in sequence to enter central lock password changing mode.

A...Z / 0...9	Input a new password by using the character entry and editing features described in **CHARACTERS / EDITING**.

ENTER Press ENTER to confirm the setting, the unit will enter home time mode, and the key icon will appear at the bottom right corner of the display to indicate that the central lock is enabled.

CANCELING CENTRAL LOCK

LOCK
2
To cancel the password, disable the central lock (see **DISABLING CENTRAL LOCK** for more information), then press LOCK, 2 buttons in sequence to cancel the password. The unit will enter home time mode.

☞ • Notice that the LOCK symbol will disappear when the central lock is canceled

SECURITY CODE FORGOTTEN/DELETING ALL LOCKED RECORDS

If the security code is forgotten, any locked record will not be accessible and the unit can only be initialized. The initialization of the unit will effectively remove the central lock, the forgotten security code and all the data. *The data deleted is permanent and unrecoverable*. (To initialize the unit, please refer to the **INITIALIZATION/RESET** under the **BASICS** section for more information.)

IMPORTANT

THE FIRST TIME INSTALLATION - Be sure to perform the following procedures before using the databank for the first time:

1. Remove the battery insulation strip if one existed.
2. Press 2 to reset the whole unit.

IMPORTANTE

LA PRIMERA INSTALACION - Asegúrese de efectuar los siguientes procedimientos antes de utilizar su banco de datos por primera vez:

1. Quite la tira de aislamiento de las pilas en caso de que haya una.
2. Pulse 2 para reactivar el aparato entero.

IMPORTANTE

LA PRIMA INSTALLAZIONE - Assicuratevi di attuare il seguente procedimento prima di utilizzare il vostro organizzatore elettronico per la prima volta:

1. Rimuovere la striscia isolante della batteria, se esistente.
2. Premere 2 per azzerare completamente l'apparecchio.

WICHTIGER HINWEIS

ERSTMALIGE INBETRIEBNAHME - Stellen Sie sicher, daß die nachfolgenden Schritte ausgeführt wurden, bevor Sie die Datenbank zum ersten Mal einsetzen:

1. Nehmen Sie den Isolierstreifen für die Batterie heraus, wenn dieser vorhanden ist.
2. Betätigen Sie [2], um eine vollständige Rücksetzung des Gerätes durchzuführen.

BELANGRIJK

DE ALLEREERSTE INSTALLATIE - Verzeker u ervan de volgende handelingen uit te voeren vooraleer de databank voor de eerste maal te gebruiken:

1. Verwijder de batterij isolatie strip als er een aanwezig is.
2. Druk op 2 om het toestel volledig opnieuw in te stellen.

IMPORTANT

PREMIÈRE UTILISATION - Suivre attentivement les instructions suivantes avant d'utiliser la banque de données pour la première fois:

1. Enlever la bande de protection de la pile le cas échéant.
2. Appuyer sur 2 pour réinitialiser totalement l'appareil.

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