Contents

INTRODUCTION

Thank you for purchasing the Personal Electronic Organizer. It is easy to use and designed for people on the go who want to keep themselves organized and informed. With a large built in memory capacity, the personal electronic organizer stores and retrieves names, company names, telephone and numbers, addresses and more.

CHANGING BATTERIES

The Personal Electronic Organizer's power is supplied by 2 x 3.0 V lithium cells (CR-2032). There is a back-up lithium cell (1 x 3.0 V CR-2032) which protects RAM memory when changing batteries.

Back-up Battery

**Main Batteries**

Reset
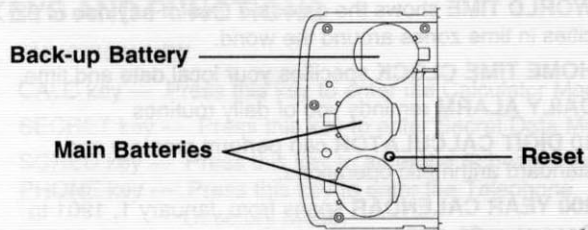
The main batteries need to be changed when the "LOW BATTERY" indicator appears on the top row of display when turning on the unit. To change the batteries, do the following:

1. Remove battery cover on back side of unit.

2. Remove the two main batteries and insert 2 fresh CR-2032 batteries with "+" side facing you.

3. Replace battery door and resume normal operation.

Remark: a. Do not press the reset button as you may mistakenly reset the Electronic Organizer memory.

b. Do not remove the back-up battery while changing main batteries. Doing so will result in loss of all data in memory.

c. Replace back-up battery at least once a year to ensure proper back-up battery power. Both main power batteries must be in unit when changing back-up battery otherwise all data memory will be lost.

Other features

- **SCHEDULE** reminds you of your important appointments
- **WORLD TIME** shows the date and time of any one of 32 cities in time zones around the world.
- **HOME TIME CLOCK** specifies your local date and time.
- **DAILY ALARM** reminds you of daily routines
- **10 DIGIT CALCULATOR** can perform memory and standard arithmetic operations.
- **200 YEAR CALENDAR** spans from January 1, 1901 to December 31, 2099.
- **SECRET** key locks in all your entries for TELEPHONE and SCHEDULE with a password.
- **AUTOMATIC POWER OFF** conserves battery power by turning off the unit after 6 minutes of non-use.
- **SELECTABLE ON/OFF KEY TONE** allows you to turn off key tone output in quiet areas such as libraries or theaters.
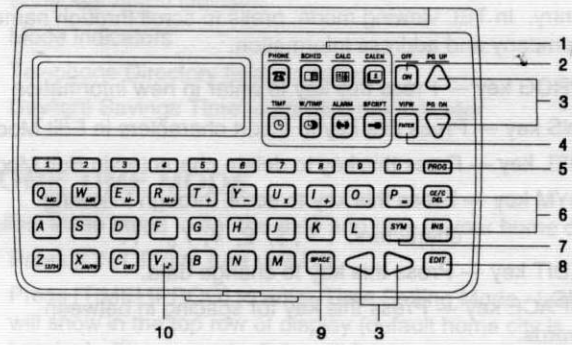
KEYS AND FUNCTIONS

1. FUNCTION KEY

CALC key — Press this key to enter the Calculator Mode.

SECRET key — Press this key to enter Secret Data Mode.

SCHED key — Press this key to enter the Schedule Mode.

PHONE key — Press this key to enter the Telephone Directory Mode.

W/TIME key — Press this key for the World Date and Time.

TIME key — Press this key for the home Date and Time.

ALARM key — Press this key for the Daily Alarm Mode.

CALEN key — Press this key for the Calendar Mode.

2. ON/OFF key — Press this key to switch the device on or off.

3. ▲, ▼, ◄, ► cursor keys. Press these keys to move up, down, right or left.

4. ENTER key — Press this key to confirm new information entry. In TEL viewing mode, press to scroll through name, company and address information.

5. PROG key — Press this key to enter in new information

6. INS key — Press this key to insert characters in Edit Mode.

   DEL key — Press this key to delete characters in Edit Mode.

7. SYM key — Press this key to scroll through following

   characters: . - , $, £, ¥, /, ' : .

8. EDIT key — Press this key to change data.

9. SPACE key — Press this key for spacing in between words.

10. [♪] TONE key -- Press in Home Time Mode to toggle key tune out put, press in Schedule Mode to toggle on/off schedule alarm.

Display
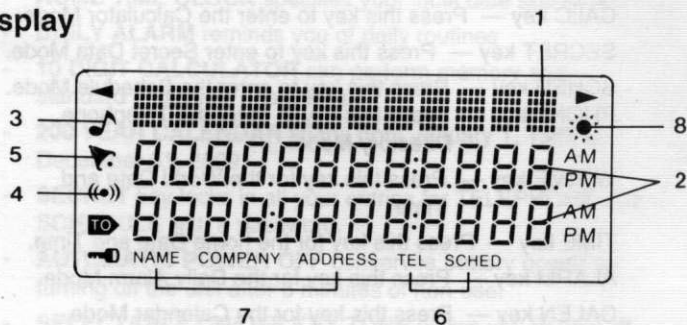
1. Dot matrix display, 1 x 12 characterds
2. Numeric character display, 2 x 12 characters
3. Key tone output indicator
4. Daily Alarm indicator

5. Schedule Alarm indicator
6. Mode indicators
7. Telephone Directory field indicators
8. Daylight Savings Time (summertime) indicator

HOME TIME MODE

Follow these steps to set the date and time in your home city.

1. Press [ON/OFF] to turn unit ON.

2. Press [TIME] [PROG] to enter Time Setting Mode. LON will show in the top row of display (default home city is London). The seconds digits will flash.

3. Press ▲ or ▼ to scroll through the time zones until you find city in your time zone (refer to World Time section for city abbreviations).

4. Press [DST] to switch between summertime (daylight savings time) or standard time.

5. Press [12/24] to toggle between 12 and 24 hour clock settings.

6. Press [◄] or [►] to set time and date. The seconds digits will disappear and first digit of hour or first digit of year will begin flashing respectively.

7. Input the correct home date and time first, then press [ENTER] to store the information.

NOTE: a. In 12 hour setting, press [AM] or [PM] keys to set time accordingly.

b. If home time entry is invalid, you must re-enter correct time and date.

Switching ON/OFF key tone output

In Home Time Mode, pressing [♪] will toggle on/off the key tone output. When ON, the unit will generate a key tone to confirm key stroke. ♪ indicator will appear on display when key tone output is ON.

VIEWING THE TIME AROUND THE WORLD

Follow these steps to view the time in 32 cities and time zones around the world.

1. Press [W/TIME] key for World Time Mode. The date and time and 3 letter airport abbreviation for the last selected city/time zone appear on the screen.
2. Press [▲] or [▼] to scroll through the 32 cities/time zones until desired city/time zone selected.
3. Press [DST] to toggle ON/OFF summertime (daylight savings time) setting.

NOTE: If you have already turned on the Daylight Savings function, the unit will automatically adjust the time of all world cities accordingly.

USING THE TELEPHONE DIRECTORY

Follow these steps to store and retrieve names, company names, addresses, telephone and fax numbers, etc.

1. Press [PHONE] key for the Telephone Directory Mode. Display shows "NO RECORD"
2. Press [PROG], displays shows available memory and then prompts "NAME?".
3. Input name and press [ENTER]. Display prompts "COMPANY?".
4. Input the company name and press [ENTER].

City Code	Ctiy Name
HNL	Honolulu
ANC	Anchorage
LAX	Los Angeles
DEN	Denver
CHI	Chicago
NYC	New York
YYZ	Toronto
CCS	Caracas
RIO	Rio De Janeiro
LON	London
PAR	Paris
BER	Berlin
ROM	Rome
HEL	Helsinki
CAI	Cairo
MOW	Moscow
RUH	Riyadh
THR	Tehran
DXB	Dubai
KBL	Kabul
KHI	Karachi
DEL	Delhi
DAC	Dhaka
RGN	Rangoon
BKK	Bangkok
HKG	Hong Kong
SIN	Singapore
TYO	Tokyo
ADL	Adelaide
SYD	Sydney
NOU	Noumea
WLG	Wellington

5. Input the address and press [ENTER].

6. Input first number and press [ENTER].

7. Input second number and press [ENTER] to store record. Display shows available memory and then "NAME ?" prompt for next record entry. Follow above instructions to input additional Telephone data.

NOTE: a. 24 characters can be entered each for Name, Company, TEL 1 and TEL 2. 48 characters can be entered for address.

       b. Records are sorted automatically in alphabetical order by Name and Company.

       c. If incorrect information entered, before confirming entry, press [◀] or [▶] keys to move the cursor and use alphabet keys make correction.

       d. If memory is full, after pressing [ENTER] "MEMORY FULL" will show on display and input information will not be stored.

       e. All letters, numbers and [SYM] characters are valid entries for name, company and address information. All number keys and " - " are valid entries for TEL 1 and TEL 2 information.

Recalling telephone directory information

Follow these steps to recall telephone directory information from the organizer.

Sequential Search

1. Press [PHONE] key to enter Telephone Directory Mode and press [▼] to see first record (sorted by name).

2. Press [VIEW] to display Company Name of current record. "Company" indicator appears on display

3. Press [VIEW] to display Address.

4. Press [▼] to view next record in alphabetical sequence, sorted by Name. Press [▲] to view previous record.

Direct Search

1. Press [PHONE] key to enter Telephone Directory Mode. Display will show first record, sorted by name, in alphabetical sequence. TEL 1 and TEL 2 will appear on display.

2. Enter characters of desired name, for example [S] [M] [I].

3. Press [VIEW] to search for names beginnning with SMI. The name closest to SMI will appear on the display.

4. Press [▼] or [▲] to view following or previous record.

5. Press [VIEW] to display Company information. Pressing [VIEW] again will display Address information.

6. If matching record not found, "NOT FOUND" will appear on display.

NOTE: [◀] or [▶] will appear on the display to indicate additional information in the direction indicated. Press [◀] or [▶] key according to arrow to display previous or next page of information.

Recalling Telephone Directory information sorted by Company field

Follow these steps to retrieve data sorted by Company field.

Sequential Search

1. Press [PHONE] to enter Telephone Directory Mode. Display prompts "SEARCH?". "Name" indicator appears on bottom of display

2. Press [VIEW] to show company information. "Company" indicator appears on bottom of display.

3. For direct search, input company name and press [▼] or [ENTER] to search for desired company.

4. For sequential search, press [▼] to scroll through records sorted by Company name in alphabetical order.

5. Once desired company record is found, press [VIEW] to display Name information. Press [VIEW] again to display Address information.

Editing Telephone Directory Information

1. Recall desired record to be edited following above instructions.

2. Press [EDIT] key to enter Edit Mode.

3. Enter corrections to Name field and press [ENTER] to advance to Company field.

4. Enter any corrections and press [ENTER] to advance to Address Field.

5. Enter any corrections and press [ENTER] to advance to TEL 1 Field.

6. Enter any corrections and press [ENTER] to advance to TEL 2 field.

7. Press [ENTER] to save changes and exit Edit Mode.

NOTE: a. Pressing any function, ON/OFF or [EDIT] key in Edit Mode will not save any changes.

   b. In Edit Mode, press [DEL] to delete individual characters.

   c. In Edit Mode, press [INS] to insert a space and move following characters one space to the right of the cursor.

Deleting a record from Telephone Directory Mode

1. Recall record to be deleted by direct or sequential search.

2. Press [DEL].

3. Press [Y] to delete, [N] to return to display mode.

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USING THE SCHEDULE MODE

The Scheduler allows you to set as many schedule reminders with alarms as you require in one day or far into the future (until display shows "MEMORY FULL") within one year. Follow these steps to set the Scheduler.

Setting the Schedule and Schedule Alarm

1. Press [SCHED] key to enter Schedule Mode. "NO SCHEDULE" appears on display.

2. Press [PROG] to enter schedule information, display prompts "SCHEDULE ?"

3. Enter schedule description up to 48 characters.

4. Press [ENTER] to confirm message and input date (MM:DD) of schedule and start time.

   The Schedule Alarm will sound for 15 seconds when the Home Time reaches the start time (TIME 1).

5. Input end date and time and press [ENTER] to confirm schedule setting. Display shows available memory and then returns to "SCHEDULE?" prompt to enter new schedule information.

6. Press [PROG] or any function key to terminate Schedule Alarm entry. Pressing [PROG] returns to schedule review mode.

NOTE: a. If no end time required, press [ENTER] to leave end time field blank and confirm record. [ENTER] must be pressed after setting end time field to confirm Schedule Alarm.

   b. You may use [◄] or [►] keys to move the cursor and correct errors during Schedule Alarm information insetting mode.

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c. The Schedule Alarm must contain at least DD-MM HH:MM information for TIME 1 to be a valid entry. If date or time information is invalid, the organizer will not accept entry, and wait for valid information.

d. The Schedule Alarm will sound for 15 seconds when the Home Time reached the start time. Press any key to stop the alarm.

e. If unit turned off, the Schedule Alarm will turn unit on and alarm will sound for 15 seconds.

Switching the Schedule Alarm ON/OFF

The Schedule Alarm will sound for entered appointments only if the schedule alarm is turned on. Follow these steps to toggle schedule alarm indicator on/off.

1. Press [SCHED] to enter Schedule Alarm review mode.

2. Press [♪] key to toggle on/off the Schedule Alarm. ♪ appear on the display when the Schedule Alarm is ON.

NOTE: a. The Schedule Alarm can be switched on or off at anytime in Schedule Alarm review mode.

b. If the Schedule Alarm is turned off, the Schedule Alarm will not sound when Home Time reached schedule appointment time.

Reviewing Schedule Alarm appointments

The Schedule Alarm sorts entered appointments chronologically by start time (TIME1). Follow these steps to review Schedule Alarm appointments.

1. Press [SCHED] to enter Schedule Alarm Mode. The next Schedule Alarm nearest to the current time and date which has not yet passed will appear on the display.

2. Press [▼] to display the following Schedule Alarm. Press [▼] to scroll through list of appointments. Pressing [▲] will scroll through list in reverse chronological order.

NOTE: If ◄ or ► indicators appear on display, press [◄] or [►] to display information additional information in direction indicated.

Editing Schedule Alarm information

1. Search for target Schedule Alarm record following above instructions.

2. Once target record is on display, press [EDIT] to enter Edit Mode. The first character position will begin to flash.

3. Use [◄] and [►] keys to move to cursor. Enter new schedule message information; use [DEL] to delete characters or [INS] to insert a space.

4. Press [ENTER] to confirm changes to Schedule Alarm message, then first character in DATE-TIME1 field begins to flash.

5. Make corrections to DATE-TIME1 as necessary and press [ENTER] to confirm. Then first character in DATE-TIME2 begins to flash.

6. Make corrections to DATE-TIME2 field as necessary and press [ENTER] to confirm and exit Edit Mode.

NOTE: Pressing any function or [EDIT] key in Edit Mode will exit Edit Mode without saving changes.

Deleting a Schedule Alarm record

1. Search for desired Schedule Alarm record to be deleted.

2. Press [DEL] to delete target schedule record.

3. Press [Y] to delete, [N] to return to display mode.

4. "DELETED!" appears on display after record deleted.

NOTE: Pressing [N] or any other key will return to Schedule Alarm review mode.

Using the Secret Schedule Alarm

The Secret Schedule Alarm allows you to protect confidential appointments in the secret data area. Follow these steps to use the Secret Schedule Alarm.

1. Press [SCHED] to enter Schedule Alarm mode.
2. Press [⬛] and enter your secret password (see below "Secret Data Mode" for reference).
3. In Secret Data Mode, follow same procedures described above to enter, review, edit and delete Schedule Alarm information.

NOTE: When Home Time reaches secret schedule appointment date and time, the Schedule Alarm will sound and the Schedule dates and times will appear on display. The appointment message will not appear on the display.

USING THE DAILY ALARM

The Daily Alarm allows you to set an alarm that will sound every day at the specified time. When the Home Time reaches the Daily Alarm time, the buzzer will beep for 15 seconds. Follow these steps to set the Daily Alarm.

1. Press [ALARM] key to enter Daily Alarm Mode.
2. Press [PROG] to enter setting mode. The 1 will begin to flash.
3. Enter daily alarm time (HH:MM) with AM/PM indication for 12 hour format.
4. Press [ENTER] to confirm and turn on the Daily Alarm. Only pressing [ENTER] can confirm new Daily Alarm time.

5. When Home Time reaches Daily Alarm setting, alarm will sound for 15 seconds. Press any key to turn off alarm.
6. Press [♪] key to toggle ON/OFF Daily Alarm. ((•)) indicator will appear on display when Daily Alarm setting is ON.

NOTE: a. If input alarm time is invalid, the unit will remain in setting mode. Please enter valid alarm time.

b. In Alarm Setting Mode, press any function key to escape without saving changes. Press [PROG] to return to Daily Alarm review mode without saving changes.

200 YEAR CALENDAR

Follow these steps to review dates spanning January 1, 1901 to December 31, 2099.

1. Press [CALEN] to display Calendar Mode. Display shows the calendar of the current week.
2. Press [◄] or [►] to display the previous or following week.
3. Press [▲] or [▼] to display corresponding week in previousor following month.

SECRET DATA MODE

Secret Data Mode allows you to keep confidential data in the Telephone Directory and Scheduler modes. Follow these steps to lock in your information.

Entering Password

1. In Telephone Directory or Scheduler Mode, press [⬛] to enter Secret Data Mode. Display prompts "PASSWORD ?"
2. If no password in memory, input secret password up to 8 characters and press [ENTER]. Password will remain on

display for 0.5 seconds. Display will then show "NO RECORD", and ━▒ indicator appears on bottom of display.

3. If password already entered, input password and press [ENTER] to confirm. Resume normal operation in Secret Data Mode.

NOTE: a. ━▒ indicator will remain on display while in Secret Data Mode.

b. Press any key EXCEPT [PHONE] or [SCHED] to exit Secret Data Mode. Pressing [PHONE] or [SCHED] while in SecretData Mode will remain in Secret Data Mode.

c. Only secret data can be input, recalled or edited in Secret Data Mode.

d. All data operations remain the same in Secret Data Mode as described above for non-secret operating mode.

Changing the Password

1. Press [PHONE] to enter Telephone Directory Mode.

2. Press [━▒] to prompt "PASSWORD ?" request on display. Input password and press [ENTER] to confirm and enter Secret Data Mode.

3. Press [━▒] again, display shows "PASSWORD?"

4. Input new password and press [ENTER] to confirm new password and resume Secret Data Mode operation

WARNING:

PLEASE WRITE DOWN YOUR SECRET PASSWORD IN A SAFE PLACE. THE SECRET AREA CANNOT BE OPENED WITHOUT ENTERING THE CORRECT PASSWORD. IF PASSWORD CANNOT BE REMEMBERED, SECRET DATA AREA CAN BE RESET. RESETTING SECRET DATA AREA WILL ERASE ALL SECRET DATA PREVIOUSLY STORED.

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Resetting Secret Data Memory

If secret code cannot be recalled, and you would like to reset secret data memory, follow these steps to reset secret data memory.

1. Press RESET button in battery compartment with tip of ballpoint pen or paper clip, display shows "RESET ?".

2. This prompt is to reset all of the data in the device.

PRESS ANY KEY EXCEPT [ENTER] TO SKIP ALL DATA RESET, display shows "RESET ?".

3. To confirm and erase all secret Telephone and Schedule information, press [ENTER].

4. To escape resetting secret data, press any other key. The display will return to Home Time display mode

USING THE CALCULATOR

You can use the organizer to do standard arithmetic calculations and memory calculations. The calculator calculates up to 12 digits.

Standard Calculation

For standard calculations (+, -, x, ÷), press the keys in the order they appear in the arithmetic operation.

Memory Calculation

The memory calculation feature lets you easily do multi-step calculations. Use the following keys for memory calculations.

* Press [MC] to clear the memory.

* Press [M+] to total a calculation and add to the total memory.

* Press [M-] to total a calculation and subtract the total fromthe value in memory.

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

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For example:

You press:

[4] [x] [5] — [M+]

[2] [8] [+] [2] — [M+]

[7] [-] [2] — [M-]

[7] [5] [+] [5] — [M+]

[MR]

You see:

20

30

5

80

125

NOTE: In case of calculator error, display shows "**E**" (Standard calculation) and "**ME**" (Memory calcula tion) in top row of display. Press **C/CE** to resume calculator operation.

RESETTING THE DEVICE

When the product functions erratically due to electromagnetic interference or electrostatic discharge, or upon installation of new batteries (first time only) or to clear all data, use the tip of a ball point pen, or paper clip, to push the RESET button in the battery compartment, and [ENTER] to confirm. Resetting the device erases all data stored in memory.

Specifications

Telephone Directory:

Memory of 10048 (10KB model) or 18248 (18KB model) bytes; secret function, auto sort function.

Schedule Alarm:

Memory of up to 10048 (10KB model) or 18248 (18KB model) bytes (message, month, date, hour, minutes); secret function.

Home Time and World Time functions:

Average accuracy of 0.5 seconds per day under normal temperatures; Home Time (year/month/date, am/pm, day of the week, Home Time city code, daylight saving (summer-time)/standard time); World Time (year/month/date, am/pm, day of the week, Home Time city code, daylight saving (summertime)/standard time); full automatic calendar with leap year adjustment.

Alarm Function:

Schedule alarm set in month, date, hour and minutes; Daily Alarm set in hour and minutes; 15 second electronic buzzer.

Calculator function:

10 digit arithmetic calculations; constant calculations, memory calculations.

General

Main Component	: CMOS LSI
Power supply	: Three lithium batteries (CR2032).... Main (2 pcs) and Backup (1pc).
Auto power off	: Approximately 6 minutes after last key operation
Ambient temperature range	: 0°C - 40°C (32°F - 104°F)
Dimensions	: 78.0 x 125.0 x 11.0 mm 3 1/16" x 4 15/16" x 7/16"
Weight	: approx. 65g (2.3oz) including batteries