
POCKET DIRECTORY

RFPP-12

POCKET PLANNER

RF411-12

User's Guide

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Getting Started

Before you start using this organizer, do the following:

1. **Turn your organizer over and carefully pull the battery insulation tape to remove it.**

Now, you should perform a system reset.

Warning! A system reset erases any user-entered information and clears all settings.

2. **Press ON/OFF to turn the organizer off.**
3. **Use a thin, pointed object (e.g., a paper clip) to press the reset button on the back of the organizer.**
4. **Press ENTER to reset the organizer.**

✓ **Keep Written Copies of Important Data**

This organizer stores your information as long as the batteries supply power.

Warning! If the batteries lose power or are removed, all your information will be lost. Information can also be lost or corrupted if you make a mistake while operating this organizer. Therefore, always keep written copies of your important information in case it is corrupted or lost.

Key Guide



Function Keys

- TEL** Toggles between the business and personal phone directories.
- SCHD** Selects the scheduler.
- T.SET** (🔑) Lets you set the home time, world time, alarm clock, password, and exchange rates; also activates/deactivates the secret mode.
- HT/WT** Toggles between the home and world time.
- ALM** Selects the alarm clock and then cycles through the daily, hourly, and schedule record alarms to activate/deactivate them. Also turns off a sounding daily or schedule record alarm.
- CAL/CONV** Toggles between the calculator and the converter.

Other Keys

- C (ce/c)** Shifted, deletes a record.
- ENTER** Stores an entered record.

Key Guide

- G (DST AM/PM)** When viewing the home or world time, toggles to or from daylight savings. When setting the home time or the daily alarm, toggles to or from a.m. or p.m.
- GLO** Turns the backlight on or off.
- H (12/24)** Toggles the home and world time between 12- and 24-hour displays.
- ON/OFF** Turns the organizer on or off.
- SHIFT** Pressed once, shifts a key to perform the function printed above the key. Pressed twice, engages the shift lock.
- SPACE** Types a space.
- V (✓)** Shifted, toggles the keytone on and off.
- X (SYM)** Shifted, lets you type symbols (e.g., \$, :, #).

Direction Keys



Unshifted, moves cursor. Shifted, ◀(DEL) deletes a character, ▶(INS) inserts a space, and ▼(M.CK) displays the memory remaining. Displays records.

Calculator Function Keys

- C (CE/C)** Clears a calculation.
- E (M-)** Stores a negative number in the memory.
- F (%)** Calculates a percentage.
- L (+/-)** Toggles numbers to or from positive or negative.
- Q (MC)** Clears the calculator memory.
- R (M+)** Adds a positive number to the memory.
- W (MR)** Retrieves the number in the memory.
- Z (AC)** Clears calculations and calculator memory.

Using the Clock

This organizer keeps two times: a home time and a world time. **Important!** You should set the home time before setting the world time or using the scheduler.

To Use the Home Time

1. Press HT/WT until the home time appears.

| | |
|------------|-----|
| *LON | SUN |
| 1995-03-04 | |
| 11-23-17 | |

The home time has an asterisk at the upper left.

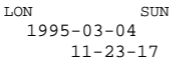
2. To set the home time, press T.SET (🔑).
3. Press ⏴ or ⏵ until a city in your time zone appears.
Or type a city name of up to six characters.
Note: The day of the week automatically changes when you save your settings.
4. If needed, press ▼ to go to the next line and then type the date.
Use the solid triangle keys to move the cursor.
5. Press ▼ to go to the next line and then type the time.
6. To change the time to or from a.m. or p.m., press G (DST AM/PM).
7. Press ENTER to save your settings.
8. To change the home time to or from a 12- or 24-display, press H (12/24).
9. To change the home time to or from daylight savings time, press G (DST AM/PM).

To Use the World Time

You can use the world time to view the times in other world cities.

Note: The world time is based upon hours added to or subtracted from the home time. It is not a separate clock that can be set independently of the home time.

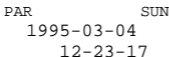
1. Press HT/WT until the world time appears.



LON SUN
1995-03-04
11-23-17

The world time has no asterisk next to the city name.

2. Use or to change the city and time zone.



PAR SUN
1995-03-04
12-23-17

The city, hour and, eventually, the day of the week changes.

3. To change the world time to or from a 12- or 24-display, press H (12/24).

4. To change the world time to or from daylight savings time, press G (DST AM/PM).

The # next to the day of the week indicates daylight savings time.

Using the Alarms

To Set the Daily Alarm (☎)

Note: The daily alarm is based upon the home time.

1. Press **ALM**.
2. Press **T.SET** (🔑).
3. Type an hour and minutes.
If needed, use ◀(DEL) and ▶(INS) to move the cursor.
4. To change the time to or from a.m. or p.m., press **G** (DST AM/PM).
5. Press **ENTER** to save your settings.

The ☎ icon indicates that the daily alarm is set.

To Enable/Disable the Hourly Alarm (🔔/🔕)

To enable the hourly alarm, press **ALM** until the bell icon appears at the bottom right of the screen. To disable the hourly alarm, press **ALM** until the bell icon disappears.

To Enable/Disable the Schedule Record Alarm (📅)

To set an alarm to sound whenever a schedule record occurs, press **ALM** until the 📅 icon appears. To disable the schedule record alarm, press **ALM** until the 📅 icon disappears.

To Turn off the Daily or Schedule Record Alarm

When the daily alarm or a schedule record alarm sounds, press **ALM** to turn off the sound.

Entering Records

To Enter a Business or Personal Phone Directory Record

Business and personal phone directory records have three lines of information. You can type up to 36 characters in each line. In the first line, you can letters and numbers. In the second and third lines, you can type numbers.

1. Toggle TEL until **BUSINESS** or **PERSONAL** appears.
2. In the first line, type a name or other information and then press ▼.

To type symbols (e.g., \$, :, #), press SHIFT twice to engage the shift lock, press X (SYM) until the symbol you want appears, and then press SHIFT.

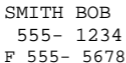
Use the solid triangle keys to move the cursor.

To delete or insert a character, press SHIFT and then press ◀(DEL) or ▶(INS) .

3. In the second line, type a phone number and then press ▼.

To type a hyphen, press the minus key. To represent an asterisk or a pound sign in a telephone number, press SHIFT and then press J or K.

4. In the third line, type another phone number if you want.



```
SMITH BOB
  555- 1234
F 555- 5678
```

5. Press ENTER to store the record.

To Enter a Schedule Record

Schedule records have three lines of information. The first line can hold up to 36 characters. The second and third lines hold numbers.

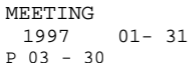
Note: You can also set an alarm to sound whenever a scheduled event occurs. To learn how, read "To Use the Schedule Record Alarm" under "Using the Alarms."

1. Press **SCHD**.
2. In the first line, type an event description and then press **▼**.

To type symbols (e.g., \$, :, #), press **SHIFT** twice to engage the shift lock, press **X** (**SYM**) until the symbol you want appears, and then press **SHIFT**.

To change a character, use **◀**(**DEL**) and then retype it.

3. In the second line, type the year, month, and date of the event, and then press **▼**.
4. In the third line, type hour and minutes.



```
MEETING
 1997      01- 31
P 03 - 30
```

This is a sample schedule record.

5. Press **G** (**DST AM/PM**) to change the time to or from a.m. and p.m.

Note: To change a.m. and p.m., the flashing cursor must be positioned at a time digit (hour or minute) and the home time must be in the 12-hour display mode.

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

Finding, Editing, & Deleting Records

You find, edit, and delete business and personal phone directory records, as well as schedule records, in the same manner.

To Find a Record

- 1. Toggle TEL or press SCHED.**
- 2. Do one of the following:**
 - Use **⏪** or **⏩** to cycle through the records alphabetically,
 - Or type the first character(s) of a record and then use **⏪** or **⏩** until the record that you want appears.

To Edit a Record

- 1. Find a record. (To learn how, see above.)**
- 2. Press SHIFT.**
- 3. Use **⬅**(DEL) and **➡**(INS) to move the cursor.**
- 4. Type your changes.**
- 5. Press ENTER to store the changes.**

To Delete a Record

- 1. Find a record. (To learn how, see above.)**
- 2. Press SHIFT.**
- 3. Press C (CE/C).**
- 4. Press ENTER to delete it. Or press any other key if you do not want to delete it.**

Using a Password

This organizer has a secret mode, which lets you create secret business phone directory records, personal phone directory records, and scheduler records that only someone with the password you set can use.

Warning! Your secret records can be viewed only if you remember your password, so always write down your password and keep it in a separate location.

To Set the Password

1. Toggle TEL or press SCHD.
2. Press T.SET (🔑).

KEY WORD?

3. Type a password of up to six characters.

Remember to write down your password and keep it in a separate location.

4. Press T.SET (🔑) to store the password and activate the secret mode.

The key icon on the screen indicates that the secret mode is activated.

5. To deactivate the secret mode, press T.SET (🔑) twice.

To Enter Secret Records

1. Toggle TEL or press SCHD.
2. Type a record.

To learn how, read “Entering Records.”

Using a Password

3. Press T.SET (🔑) to activate the secret mode.

Notice that the key icon appears on screen.

4. Press ENTER to store the secret record.

To View Secret Records

Important! To view your secret records, the secret mode must be activated and the business or personal directory, or the scheduler, must be selected.

1. If the secret mode is not activated, press T.SET (🔑) until the flashing key icon appears and then enter your password.

The key icon indicates the secret mode is activated.

2. Toggle TEL or press SCHD.

3. View any secret records.

To learn how, read “Viewing, Editing, & Deleting Records.”

To Change the Password

Important! To change the password, the secret mode must be activated.

1. If the secret mode is not activated, press T.SET (🔑) until the flashing key icon appears and then enter your password.

2. Press T.SET (🔑).

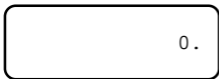
3. Press SHIFT.

4. Use ◀(DEL) and ▶(INS) to move the cursor, type your changes, and then press T.SET (🔑).

Using the Calculator

To Make Basic Calculations

1. Press **CAL/CONV** until the calculator screen appears.



2. **Type a number.**
You can type up to 10 digits. To change the number to or from positive or negative, press **L (+/-)**.
3. **Press the addition, subtraction, multiplication, or division key.**
4. **Type another number.**
5. **Press = to make your calculation.**
6. **To clear the calculation, press C (C/CE).**
Or press **F (%)** to calculate a percentage.

To Use the Calculator Memory

1. **Make a calculation as shown above or simply type a number in the calculator.**
2. **Press R (M+) to add the result to the memory as a positive number or E (M-) to add it to the memory as a negative number.**
3. **To retrieve the number from memory, press W (MR).**
4. **To clear the calculator memory, press Q (MC).**
To clear the calculation and the calculator memory, press Z (AC).

Converting Measures and Currency

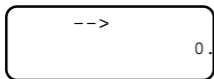
To Perform Metric Conversions

1. Press **CAL/CONV** until the inches-to-centimeters conversion screen appears.
2. Press \downarrow or \uparrow until the desired conversion appears.
3. To change the direction of the conversion, press \blacktriangleleft (DEL) or \blacktriangleright (INS).
4. Type a number.
5. Press **ENTER** to convert it.

To Set Exchange Rates

You can set more than one exchange rate and convert currencies in both directions.

1. Press **CAL/CONV** until the inches-to-centimeters conversion screen appears.
2. Press \downarrow or \uparrow until the blank conversion screen appears.



This is the blank conversion screen.

3. Press **T.SET** (⌂).
4. Type a short abbreviation for the source currency (e.g., *USD* for U.S. dollars).
5. Press \blacktriangleright (ins).
6. Type a short abbreviation for the target currency

Converting Measures and Currency

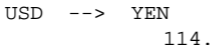
(e.g., *YEN*) and then press ENTER.

7. Type an exchange rate (units of the target currency per one unit of the source currency).
8. Press ENTER to save the exchange rate.

To Convert Currencies

Note: To convert currencies, you must first set their exchange rates. To learn how, read "To Set Currency Exchange Rates" above.

1. Press CAL/CONV until the inches-to-centimeters conversion screen appears.
2. Press \odot or \triangle until the appropriate conversion screen appears.



USD --> YEN
114.

3. To change the direction of the conversion, press \blacktriangleleft (DEL) or \blacktriangleright (INS).
4. Type units of the source currency.
5. Press ENTER to convert it to the target currency.

This organizer may change operating modes due to electrostatic discharge. Normal operation of this organizer can be re-established by pressing the ON/OFF key.

Using Other Functions


To Use the Backlight


1. Press GLO.

The backlight will automatically turn off in a few seconds.

Note: Overuse of the backlight will drain the batteries of power more quickly.

To Disable/Enable the Keytone

The keytone sounds whenever you press a key. A  at the upper left of the screen indicates that the keytone is enabled.

1. To disable the keytone, first press SHIFT and then press V (.

2. To re-enable keytone, repeat these steps.

To Check the Memory

1. Press SHIFT.

2. Press ▼ (M.CK).

CAPACITY

11905

The number indicates bytes remaining.

Replacing the Batteries

This organizer uses two CR2025, 3-volt lithium batteries. Before you follow these steps you should have a small Phillips screwdriver and the new batteries at hand.

Warning! When no batteries are installed, this organizer will save your information for only about 30 seconds. So quickly install the new batteries when you remove the old ones.

- 1. Turn off the organizer and turn it over.**
- 2. With the Phillips screwdriver, remove the two screws at the top of the battery cover and then remove the lid.**
Do not remove the screws at the sides of the organizer.
- 3. Remove the old batteries and quickly replace them with the new batteries, with their plus (+) signs facing you.**
- 4. Replace the battery cover.**

Warning! If *RESET?* appears when you next turn on the organizer, do not press ENTER unless you want to reset the organizer and erase all your information (see below).

To Reset the Organizer

Warning! Resetting the organizer permanently erases all the information entered in it. Perform a reset only when you want to erase and lose all your information.

- 1. If needed, turn the organizer on.**
- 2. Using the pointed end of a paper clip, press the recessed reset button on the back of the organizer.**
RESET? should appear on the screen.
- 3. Press ENTER to reset the organizer. Or press any other key to cancel the reset.**

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609-386-2500

Specifications

Models RF411-12 and RFPP-12

Size: 11.8 x 7.1 x 1.1 cm • Weight: 2.5 oz

•Batteries: Two CR2025 lithium • Storage capacity: 1200 items

Cleaning This Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

FCC Notice

Complies with the limits for a Class B computing device pursuant to Subpart B of Part 15 of FCC Rules. Operation is subject to the following two conditions (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesirable operation.

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Patents Pending

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Products purchased outside the United States that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

For sales and customer service, please call 1-800-266-5626.

REP-28001-00

P/N 7201855

Rev. C

Please Note

The backlight of your ROLODEX® Electronics 12k organizer uses a separate battery from the rest of the organizer features. Because of this, the backlight may stop working while the other organizer features continue to operate. This arrangement helps your organizer to safeguard your information.

To restore operation of the backlight, follow the battery changing instructions provided in the User's Guide. In order to avoid the loss of information, it is important that these steps are followed whenever the batteries are changed.