

# *Personal Organizer*

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# *Organizador Personal*

**User's Guide**

**Manual del usuario**

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# Notice

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## Recommendations

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

## Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

# Getting Started

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## Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the organizer over and carefully pull the battery insulation sheet to remove it.
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.

Caution: Do not use an object with a breakable or sharp tip.

A rounded rectangular box with a black border, containing the text "RESET?" in a serif font.

3. Press ENTER to reset the organizer.

### ◆ Auto Shut-Off

When none of the keys have been pressed for approximately 7 minutes, the organizer automatically turns the power off to save the battery. Press ON/OFF to resume. The actual life of the battery depends on the usage.

### ◆ Changing the Language

This organizer can display prompts and other messages in seven languages. To select a language, do the following:



1. Press .

\* NYC WED  
2000-09-20  
A 12-00

\* Indicates Home Time mode.

2. Press ALT + L.


ENGLISH

3. Press  (Search up) or  (Search down) to cycle through English, Nederlands (Dutch), Português (Portuguese), Italiano (Italian), Deutsch (German), Français (French), and Español (Spanish).

4. When the language you want is displayed on the screen, press ENTER to select it.

The unit automatically returns to the Home Time mode.

### ◆ Turning the Keytone Off or On

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on, an icon () appears at the upper left of the screen. To turn the keytone on or off, do the following:

1. Press ALT.
2. Press V ()

### Combination Keys

Press and release **ALT** before pressing the next key.

**ALT** is displayed. To lock **ALT**, press it twice. **LOCK** indicates that the keys are now shifted.

- A** (12/24) Toggles times between 12- and 24-hour time displays.
- C** ((••)) Selects the alarm clock and then cycles through the daily, hourly, and reminder alarms to activate/deactivate them.
- D** (DST) When the Home time is displayed, turns daylight savings (#) on or off.
- F** (MCK) Shows memory available.
- L** (Lang) Changes the prompt language.
- S** (AM/PM) Toggles times between a.m. and p.m.
- V** (♪) Turns the keytone on or off.
- SET** Sets the Home and World times, daily alarm, the secret mode, and conversion rates.
- (Edit/Ins) Edits user information. In the edit mode, inserts a character or number on the cursor.
- (Del) Deletes a character to the left of the cursor.
- (Next) Displays next record.

### ◆ About Symbols


**SYM** gives you the option of entering any of 21 symbols. Press **ALT** twice to lock it, then press **SYM** repeatedly to cycle through the following symbols: @ # \$ £ ¥ < > ( ) ~ ' : / \ \_ & B ! ? ¡ ¢.

# Using the Clocks

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The clock lets you set a Home time and view local times around the world. You should set the Home time before viewing the World times or using the Schedule, because World times are based on Home time.

## Setting Home Time



1. Press  (TIME) until the Home time screen appears.

\* indicates Home time. New York (NYC) is the default Home city.

Press **D** (DST) if you want to see daylight savings time. # is displayed. To turn it off, press **ALT** and then **D** again.

2. Press **SET** to start editing.

\*NYC      SAT  
2000-01-01  
A 12-00-00

3. Use  (Search up) or  (Search down) to cycle through the list of 40 cities.
4. When you see one in your time zone, press **ENTER** to choose it as your Home city.

Note: If you wish to change the label of your Home city, type the name you want using up to 6 letters.



## Using the Clocks


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5. Press **♥** and enter the date and Home time. For example, to enter 2000-09-25, 10:15 p.m., type **200009251015**.

\*NYC MON  
2000-09-25  
A 10-05-00



6. Press **ENTER** to confirm your settings.

### Setting World Time

1. Press  (TIME) until the World time screen appears.

The absence of a \* indicates the World time screen.

There are 40 built-in cities of different zones.

2. Use  (Search up) or  (Search down) to cycle through the list of cities and view their corresponding times.

*SYD*      *MON*  
*2000-09-25*  
*P 09-26-00*

The city you last viewed will be the first city you see when you next return to World time.



### ◆ Time Format

When setting time, press **S** (AM/PM) to toggle between a.m. and p.m.

When viewing time, press **A** (12/24) to toggle between the 12-hour and 24-hour format.

# Setting the Alarms

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There are three kinds of alarms: the daily alarm, indicated by ((●●)), the hourly chime, indicated by , and the Schedule alarm, indicated by .

## Setting the Daily Alarm

1. Press  and then SET.

ALARM SET

A 12-00

2. Use the numbered keys to enter a time, for example enter 1015, and press S (AM/PM) to select either a.m. or p.m.

In the 24 hour format you will have to enter 2215 for the example given above.




3. Press ENTER to confirm your settings and press C until ((●●)) is displayed.

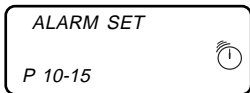
ALARM SET


P 10-15

((●●))

### Setting the Hourly Chime

1. Press .
2. Press **C** () until  is displayed.



Press **C** () to cycle through four alarm selections:

#### Alarm

#### Icon

No alarm

No icon

Hourly chime



Daily alarm



Schedule alarm



Hourly chime, daily  
alarm and Schedule alarm



3. To cancel the alarm, press **C** () until no icon is displayed.

# Using the Telephone Directories

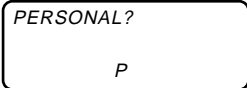
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There are two telephone directories, a Business phone directory and a Personal phone directory. There are five fields in each telephone directory: Name, Address, E-mail, URL and Number.

## Entering a Phone Record

1. Press  to enter a personal telephone record.

Press  to enter a business telephone record.



*PERSONAL?*

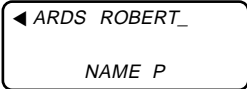
*P*

You can enter a maximum of 36 characters, including letters, numbers and symbols.

Press **ALT** first, then **SYM** to cycle through the list of symbols. Stop when you see the one you want.

2. Type a name, for example type **EDWARDS ROBERT**.

Note: To alphabetize your entries by the last name, you must type the last name first.



◀ *ARDS ROBERT\_*


*NAME P*

## Using the Telephone Directories

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Note: If the display exceeds 12 characters, it begins to scroll to the left and the cursor (◀) appears.

3. Press **♥** to enter the Address.
4. Press **♥** to go to the next field.
5. Type an E-mail and URL address.

You can type up to 36 characters in each field. Press  to see the E-mail and URL address field.

6. Press **♥** to go to the next field.

*NUMBER?*

—

You can enter a phone number and a fax number here. Type **P** first and then a number for a phone number, and type **F** and then the number for a fax number. In each number field you can enter a maximum of 36 characters including numbers, hyphens and **P** and **F**.

Press **U** to type a hyphen.

It is not necessary to complete each field. Skip an unwanted field and move on to the next one by pressing **♥**,

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

To learn how to view and edit records, please refer to "Searching and Editing Records".

# Using the Scheduler

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In each schedule record, you can enter the name and type of event and the date and time when the event is going to occur.

## Entering a Schedule Record

1. Press .



*SCHEDULE?*


2. Type the name of the event. For example, type **STAFF MEETING**.

You can enter a maximum of 36 characters, including letters, numbers and symbols.



◀ *AFF MEETING\_*



Note: If the display exceeds 12 characters, it begins to scroll to the left and the cursor (◀) appears.

3. Press  to type the date and time. For example, to enter **2000-09-20, 11:30**, type **200009201130**.

Press **S** to change the time from a.m. to p.m. if needed.


### 4. Press **ENTER** to store the data.

When the schedule alarm is set, the alarm will sound at the time of the appointment. The organizer will turn on (if it was off), displaying the relevant schedule record.

To turn the alarm off, press **ALT** and then . The  icon will disappear.

To learn how to view and edit records, please refer to "Searching and Editing Records".

### ◆ **Gauging the Memory**

Press  and then **ALT** to see the memory in your organizer. If you have no data entered, you see the total memory available. After you enter data, you see how much memory your organizer has left in which to store information.

Should there not be enough memory remaining to either store or create a new record, the message **MEMORY FULL** will appear on the screen and the information you typed will not be stored. You will need to delete old records before you can enter new ones. To learn how, read "Deleting a Record".



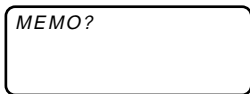
# Using the Memo Directory

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You can enter three lines of data in a memo record. You can type a maximum of 36 characters including letters, numbers and symbols on line one, and 36 numbers each on lines 2 and 3.

## Entering a Memo Record

1. Press .



*MEMO?*

2. Type your data.

Press **SPACE** to insert spaces in your data.

3. Press **▼** to move the cursor to the next line.
4. Press **ENTER** to store your data.

To learn how to view and edit records, please refer to "Searching and Editing Records".

## ◆ About Screen Illustrations


Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning.


# Searching and Editing Records


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Telephone and Memo records are listed alphabetically. Schedule records are listed in chronological order. You can search for them either directly or sequentially. You can review your records, edit them or delete them.



## Searching for a Record




1. Press  to search for a personal telephone record.

Press  to search for a business telephone record.



Press  to search for a schedule record.




Press  to search for a memo record.

2. Press  (Search up) or  (Search down) to view the records in the order that they appear.

For telephone and Memo records, you can also type the first letter in the name field. The organizer will display the first record starting with that letter (if any), or the next closest record. You can then use  or  to scroll through the records. In the phone directories, you can press  to see the E-mail and URL address field.

## Viewing a Record

1. Find the record you want to view.
2. Press  or  to scroll through any field that has more than 12 characters.

You can start auto scrolling by pressing and holding  for about 3 seconds. To stop the auto-scrolling, press either  or .

3. Press **▲** or **▼** to view other fields in a record.

### Editing a Record

1. Find the record you want to edit.

To learn how, read "Searching for a Record".

2. Press **ALT** and then **◆** (Edit/Ins).

3. Move the cursor to the character you want to edit.

4. Press **ALT** and then **◆** (Edit/Ins) to insert a character in front of the cursor.

Press **ALT** and then **●** (Del) to delete a character at the cursor.

5. Press **ENTER** to store your changes.

### Deleting a Record

1. Find the record you want to delete.

To learn how, read "Searching for a Record".

2. Press **C/Ce**.



*DELETE?*

3. Press **ENTER** to delete the record.

To exit without deleting, press any key other than **ENTER**.

# Using a Password

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You can have a secret area in your organizer by setting a password in the Telephone, Memo and Schedule mode.

Warning: Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your organizer. To bypass the password, you will have to perform a system reset, which will clear the password and erase all the data stored in memory. To learn how to perform a system reset, read "Getting Started".

## Setting the Password

1. Press , ,  or .

You need only one password for all the features.


2. Press SET ()


PASSWORD?



3. Type your password.

Your password can have any combination of 6 letters and numbers.

 is displayed on the screen to indicate that your password is in effect.


To deactivate your password, press SET () twice and see the key icon disappear from the display.

### Entering Confidential Data

Make sure that the key icon is not displayed on the screen before you begin to type your confidential data.

1. Select the directory you want and type your data.
2. Press SET (🔑).
3. Press ENTER to store your data in secret memory.

### Viewing Confidential Data

1. Select the directory you want. For example, press  to select Schedules.
2. Press SET (🔑).

PASSWORD?



3. Type your password.
4. Press SET (🔑) again.

SCHEDULE?



You can now view your confidential data. To learn how, read "Viewing a Record".

# Using the Calculator

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## Making a Calculation

1. Press  $\boxed{\begin{matrix} + & - \\ \div & \times \end{matrix}}$  until the Calculator screen appears.



2. Type a number.

You can type up to 10 digits. To type a decimal, press **O** (.).

To clear a number, press **C/Ce**.

3. Press **I** (+), **U** (-), **Y** (x) or **T** ( $\div$ ) to add, subtract, multiply, or divide, respectively.

Or press **K** ( $\sqrt{\quad}$ ) to calculate a square root.

4. Type another number.

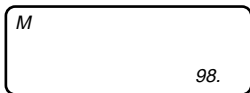
5. Press **ENTER** (=) to calculate.

Or press **J** (%) to calculate the percentage.

6. Press **C/Ce** to clear the calculations.

### Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.
2. To add the number on the screen to the number stored in memory, press **R** (**M+**). To subtract the number on the screen from the number stored in memory, press **E** (**M-**).



M indicates the number is stored in memory.

Note: The memory is cleared when you turn the unit off.

3. To retrieve the number from memory, press **W** (**MR**).
4. To clear the memory, press **Q** (**MC**).

Note: When the integer part of a calculation result, or any integer in the memory, exceeds 10 digits, or any other invalid operation is attempted, a calculator error will occur and "-E-" will appear on the display. Press **C/Ce** to clear the error.

# Using the Converter

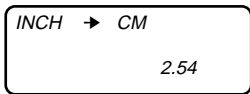
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## Doing Metric Conversions

Use your organizer to do the following built-in conversions:

Inches	↔	Centimeters
Yards	↔	Meters
Miles	↔	Kilometers
C°	↔	F
Feet	↔	Meters
Ounces	↔	Grams
Pounds	↔	Kilograms
US gallons	↔	Liters
UK gallons	↔	Liters

1. Press  until the Converter screen appears.






2. Press  (Search up) or  (Search down) to select a conversion category.
3. Press  or  to select the conversion direction.
4. Type the number to be converted.
5. Press  or  to convert it.



### Creating Custom Conversion Rates


You can enter your own units and conversion rates, to do currency conversions. For example:

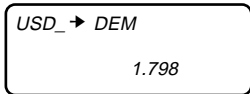
1. Press  until the **Converter** screen appears.
2. Press  (Search up) or  (Search down) till you see the following screen:



3. Press **SET** and type the first unit's name. For example, type **USD** for U.S. Dollars.

You can enter a maximum of 4 characters.

4. Press  and type the second unit's name. For example, type **DEM** for German Marks.
5. Press **ENTER** and type the conversion rate.



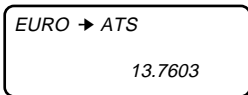
6. Press **ENTER** to store the conversion rate.







Your conversion rate will now appear on the built-in conversion rates menu.

### Doing Euro Currency Conversions

Once you have set the conversion rates, you can do currency conversions.

1. Press  until the Converter screen appears.



2. Press  (Search up) or  (Search down) to select a conversion category.
3. Press  or  to select a conversion direction.
4. Type the number to be converted.
5. Press  or  to convert it.

# Replacing the Battery

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This organizer uses one CR2032, 3-volt lithium battery. Before you follow these steps you should have a small Phillips screwdriver and the new battery at hand.

**Warning!** When no battery is installed, this organizer will save your information for only about 30 seconds. So quickly install the new battery when you remove the old one.

1. Turn the organizer off and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the lid.

Do not remove the screws at the sides of the organizer.

3. Remove the old battery and quickly replace it with the new battery, with the positive (+) sides facing up.
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.

## ◆ Keep Written Copies of Important Data

This organizer stores your information as long as the battery supplies power.

**Warning!** If the battery loses power or is 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.

# Specifications

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## **Model RF-3a**(Mfg#00EX)

Size: 11.5 x 9.0x1.0 cm • Weight: 3 oz.

Battery: One CR2032 lithium • Storage capacity: 3 KB

ISBN 1-56712-526-3

## **Model RF-48a**(Mfg#00EX)

Size: 11.5 x 9.0x1.0 cm • Weight: 3 oz.

Battery: One CR2032 lithium • Storage capacity: 48 KB

ISBN 1-56712-527-1

## **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.

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# FCC Notice

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**NOTE:** 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.

**NOTE:** This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

**NOTE:** The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.