Personal Organizer

DF-3400 OPERATION MANUAL

SII ●
Seiko Instruments   C59UME1

Thank you for purchasing the DF-3400. Please read this operation manual carefully before using the product.

WARRANTY RECORD   DF-3400

ONE YEAR LIMITED WARRANTY

1. This product is warranteed to be free from defects in material or workmanship for one year from date of purchase.
2. Repair (or at our option, replacement) will be made on any unit which proves to be defective during this period. Carefully pack the unit along with proof of purchase and a completed copy of the Warranty Record you will find in this manual. Postage, insurance and shipping costs incurred in returning the product for warranty service are your responsibility.
3. This warranty does not extend to units which have been subjected to misuse, abuse, neglect, accidents or to units that have been used in violation of the operation instructions. If, in our judgement, the unit shows evidence of having been altered, modified or serviced without our authorization, it will be ineligible for service under this warranty.
4. Battery replacement is not included under this warranty.

Seiko Instruments Inc. shall not be liable for any direct, consequential or incidental damages arising out of use of this product. Seiko Instruments Inc. shall not be responsible for damages to this unit as a result of natural or unnatural disaster, except to the extent prohibited by applicable law. Any implied warranty of merchantability or fitness for a particular purpose on this product is limited in duration to the duration of the warranty.

* This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Proper Use

To ensure a long and useful life from this precision electronic instrument, do not expose the unit to the following:
• Extreme heat or cold
• Water or other liquids including spray cleaners
• Extreme pressure (such as carrying in a back pocket, like in a wallet)
Doing any or all of these things may:
• Render the unit inoperable
• Invalidate the warranty

Functions and Features

1. Organizer Capability
* For each entry you may input a title (or heading) of up to 24 characters, (2 lines x 12 characters), and multiple data entries, (each consisting of up to 24 characters)
* Approximately 2,000 characters can be stored in memory.
* Flexible, Easy-to-use data search lets you find your info quickly.

2. Conversion Functions (In Calculator)
* This function enables you to convert to and from metric units of length, weight, and liquid measure. It also has a currency converter which can be programed to calculate sales tax, tips, and other rate based information.
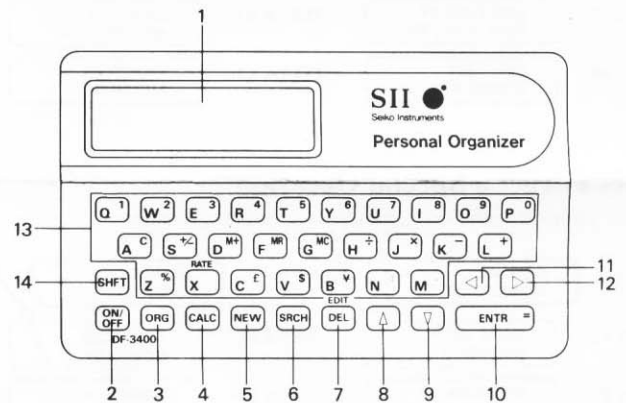
3. Calculator Functions
* You may add, subtract, multiply, divide and calculate percentages.
* Memory functions: M+, MC, and MR.
* "Running Total" keeps totals stored in the calculator memory even if power is turned off or organizer mode is used.
* Item counter - displays on left side of display total number of entries in your calculation.

NOTES :
• When the power is turned back on, the unit will show the display in the mode used before the power was last turned off.
• Unit displays upper case letters only.
• Unit will automatically turn off when not used for about 3 minutes.

Display, Keys and Their Functions

1. Dot Matrix Display
2. Turns power on and off.
3. Selects Organizer mode
4. Selects Calculator mode, Currency and Metric converters
5. For entering a new listing
6. Activates search capability
7. Activates delete and edit functions
8. For scrolling back up through the lists in the unit's memory
9. For scrolling down through the lists in the unit's memory
10. Executes the functions, switches between titles and data.
11. Allows left cursor movement/Backspace Erasure key
12. Allows right cursor movement / Enters one blank space when pressed once
13. Letter and numeral input keys
14. Shift key

Using the Organizer Mode

■ Entering a New Listing (Title)

1. Press the [ON/OFF] key and then press the [ORG] key.

TITLE
NO ENTRIES

2. Press the [NEW] key.
   Unit asks for new title.

TITLE
NEW TITLE ?

3. Enter a title.

TITLE
TO - DO - LIST_

* Numbers and signs are input after pressing the
  (SHFT) key. (Use the (K·) key to input hyphens.)
  Press the (SHFT) key once again to return to the letter
  input mode.
* You may enter up to 24 characters.
  Every character you try to enter after the 24th, will
  simply overwrite the 24th space in the display.
* The 13th character you enter will automatically be
  placed at the beginning of the 2nd line.
* Use the (▽) key when you want to jump to the
  beginning of line 2 in the display after entering less
  than 12 characters.
* All titles are automatically alphabetized.

4. Press the (ENTR) key.
   Unit asks you for 1st data entry.

   > DATA (1) ?   [DATA]

5. Enter the 1st data.
   You may enter up to 24 characters.
   Numbers and symbols are entered in the same way
   as described above when entering a title.

   > GYM   [DATA]
   > MON WED FRI

6. Press the (ENTR) key.
   Unit stores your data under the previously entered
   title, then asks you for another data.
   For any given title, its data entries are stored in the
   order which they are entered.

   > DATA (2) ?   [DATA]

   > MOVIES LIZ   [DATA]
   > WED EVE 8 PM

* When you have finished inputing data, press the (ENTR) key twice in
  succession and data entry will be complete. Your title will then be
  displayed. If you wish to add another title, (entry) press (NEW) and proceed
  again in the same manner.

■ Correcting Data in the Course of Input

Erase the characters one at a time from the last input character using the
(◁) key, and then enter the correct characters.

■ Finding an Entry

There are 3 ways to find information.

1. Scrolling Search

Press the (ON/OFF) key and then press the (ORG) key if not already in organizer
mode. The last Title or Data viewed will be displayed.

Using the (△) and (▽) arrow keys will allow you to scroll through
titles or datas.

If you push (SHFT) and then (▽), you'll jump to the last Title, (or the last
data if you're in data mode). Similerly, if you push (SHFT) and the (△),
you'll jump to the first title, (or the first data if you're in data mode).

The ▲ and ▼ marks will appear if there is other data either above or
below. When the last data is shown, pressing the (▽) key will result in
"END OF DATA" being momentarily displayed.

If you're viewing a title, you'll scroll through titles. If you're viewing a
data, you'll scroll through data entries. Use the (ENTR) key to flip back and
forth between title and data modes. If there is nothing in memory, you'll
see the message: "NO ENTRIES".

2. First Character Title Search

While in Title mode, touch the first letter of the word you are looking for
the first title beginning with that letter will appear. If that's not the one
you want, scroll down via the (▽) key to find the one you want.

3. Global Search

Once in the Organizer mode, if you press (SRCH),
the unit will ask: "SEARCH ?"

   > SEARCH ?

Enter any word, numbers, or combination of characters which you previ-
ously input into the unit and press (ENTR). The unit will search it's entire
memory and find every case where that combination of characters exists.
For example if you entered the word "LARGE" as part of the title:
LARGE PROJECTS, and also as part of a data: MARY - SIZE LARGE,
and again in LARGE TV. Each time you press (ENTR), the unit will find
one of those until there are no more.
If you had searched for "LAR", you would have found all of the above
mentioned, and any words containing those letters.
Examples: LARRY & GLARE

■ Changing an Existing Title or Data (EDIT)

1. Retrieve the Title or Data you wish to correct.

2. Press the (SHFT) key and then press the (DEL) (EDIT) key.
   The cursor begins to flash just right of the last character in the display.

3. Use the (◁) keys to backup and erase any characters, numbers or signs
   you may have entered incorrectly.

4. Type in the change you want.

5. Press the (ENTR) key to complete changes in that title or data.

* If you wish to correct another title or data, repeat steps 1 through 5
  from above.

■ Adding More Data to an Existing Entry

1. Retrieve the title you want.

2. Push the (ENTR) key to change to data mode.

3. Scroll through the data entries until you find the one that you want to
   precede the new one you're about to enter.

   Number of New Data
4. Press the (NEW) key and enter data.

   > DATA (2) ?   [DATA]

5. Press the (ENTR) key to complete that data.
   The unit will prompt you in case you want to add another data.

6. Enter another data if you wish, or press the (ENTR) key to complete
   adding data to that title.

■ Deleting an Entry

• Erasing all of a Listing

1. Retrieve the title you wish to delete.

2. Press the (DEL) (DEL) key.
   You will be asked " ERASE (Y/N) ? "

   > ERASE (Y/N) ?   [TITLE]
   > TITLE + DATA

3. If you are sure you wish to delete it, press the (Y) key, otherwise
   press (N) for NO.
   This will also delete all data stored under that title.

   The entire listing will be deleted and the title listed next will appear on
   the display.

• Deleting a Single Data Entry

1. Retrieve the data you wish to delete.

2. Press the (DEL) (DEL) key.
   You will be asked " ERASE (Y/N) ? "

   > ERASE (Y/N) ?   [DATA]
   > DATA

3. If you are sure you wish to delete the data,
   press the (Y) key.
   The data will be deleted from the listing and the data listed next will appear
   on the display.
   Pressing (N) avoids deletion.

■ Helpful Hints in Using the Product:

1. If you envision each title as the heading of a list, and each data entry as an
   item in that list, you can use the (ENTR) key to flip back and forth between
   titles and associated data entries.
   In understanding how the unit works, many of the procedures used for
   Titles; (New Listings, Global seatch, scrolling, Changing and Deleting
   them), also apply towards data entries.

2. Sometimes, you may have some data to enter which takes up more than the
   24 character display shows. Because your data entries are stored in the
   order you enter them, (and because you can insert a data anywhere into an
   existing list), you can use several data entries in sequence to store large
   blocks of information.
   Example:

   Title: > TOMY DAVIS
               > ACME ROCKETS

   Data 1:   > 503 - 555 - 1919
               > 123 MAIN ST

   Data 2:   > ARRON. OHIO
               > 12345

Using the Currency Metric Converter

1. Press the (CALC) key.

2. Enter the number you wish to convert.

3. Select from the conversion menu (shown below) by using the arrow keys. The ◁ and △ keys provide conversions TO foreign currency and various metric units. The ▷ and ▽ keys provide conversions FROM them.

4. Press the (ENTR) key to display the converted answer.

■ Currency Converter

Converts your own currency to and from foreign currencies easily.

• Inputing / Changing a Currency Conversion Rate

Example: Enter 2,500 pesos per dollar

1. Press the (CALC) key.

2. Input rate: 2,500

3. Press new rate (x) key.

The message " NEW RATE = " will be displayed for about one second and then the new rate will be displayed.

* If you don't enter a rate, it's factory setting is = to 1.

• Doing a Currency Conversion:

Example: Convert $5.00 to pesos:

1. Press the (CALC) key.

2. Enter amount: 5

3. Press △ key.

4. Press (ENTR) key for the answer.

■ METRIC / CURRENCY CONVERTER MENU:

The conversion menu is displayed in the following order:

```
              ▽              △
HOME CURRENCY ⟷ LOCAL CURRENCY
         MILE ⟷ K M (Kilometer)
        POUND ⟷ K G (Kilogram)
TEMP: F (Fahrenheit ) ⟷ C (Centigrade)
    Y D (Yard) ⟷ METER
    F T (Feet) ⟷ METER
         INCH ⟷ C M (Centimeter)
   O Z (Ounce) ⟷ GRAM
     GAL (US) ⟷ LITER
     GAL (UK) ⟷ LITER
      O Z (US) ⟷ ML
      O Z (UK) ⟷ ML
```

Using the Calculator Mode

The unit functions as a calculator with memory and percent capabilities when Calculator key is pressed.

The total number of entries in a calculation will appear at the top left side of display.

NOTE: If "E" appears in display:
• The answer to a calculation is more than 8 digits.
• The memory is full.
• 0 has been used as a divisor. / Press C (Clear) key to remove the "E" and continue.

* **Constant Multiplication Feature**

In the 1st calculation below, 3 is set as the constant which is then used in the next 2 calculations.

KEYSTROKES	(MATH)	ANSWERS
3 × 2 =	3 × 2 =	6
=	3 × 6 =	18
4 =	3 × 4 =	12

* **Constants for division and**
percentages work the same way.

* **Running Total feature keeps any**
total you store via the M+ key, safe in memory, even if you switch to organizer mode, or if the unit shuts off.

Specifications

Display : LCD dot matrix, 12 characters by 2 lines
Temperature range : 32°F to 104° F (0° C to +40° C)
Battery : Lithium CR2025 × 1 pc.
Battery life : approx. 2,500 hours (continuous use)
Automatic power off : approx. 3 minutes
Size : 104 (W) × 63 (H) × 7.9 (D) mm

* Specifications may change without notice in order to make product improvements.
* The life of the battery will vary depending on how the unit is used.

Changing Battery

The battery needs to be changed as soon as the display becomes dim. As a precaution, you should write down any important information stored in the unit before changing the battery.

* Note: while changing the battery, this unit will hold data in memory for about one minute (maximum).

1. Make sure the unit is off.
2. Turn the unit over.
3. Remove battery cover.
   (Make sure you have the new battery ready before removing the old one.)
4. Remove the old battery and insert the new one (CR2025) with "+" side facing you (within one minute of removing the old one).
5. Replace battery cover.

* If the unit does not operate properly after the battery has been replaced, or if at any time the unit fails to operate properly, gently press the "RESET" button on the bottom of the unit. (This will erase all your information !)
* Do not expose the battery to open flame or intense heat.
* Keep the battery away from children.

Many Ways To Use Your Personal Organizer

Your new Personal Organizer can be used for storing important information such as:

- Names, numbers and addresses
- Directions
- Emergency information
- Important dates (Birthdays, Anniversaries, etc.)
- Toll free numbers
- Travel plans

- Personal goals
- To-do lists
- Schedules
- Appointments
- Shopping lists
- Clothing sizes
- Deductible expenses

Stay in Touch With Personal Contacts
Store frequently used names, numbers and addresses:

TITLE:	SHARON DAVIS	TITLE:	DR. KENNETH COOKE, DDS
DATA #1:	A-1 TRAVEL AGENCY	DATA #1:	FAMILY DENTIST
DATA #2:	310-555-1212 FAX 555-1214	DATA #2:	818-889-1212 213-775-5500
DATA #3:	5853 MAIN ST NEW YORK, NY	DATA #3:	CALL FOR APPOINTMENT
DATA #4:	0001-1234 HOURS 8 - 5	DATA #4:	1 WEEK IN ADVANCE

Never Forget a Special Occasion
Provide yourself with easy reminders for important dates:

TITLE:	SPECIAL OCCASIONS	TITLE:	BUSINESS MEETING
DATA #1:	DADS 40TH BIRTHDAY	DATA #1:	THE ACME COMPANY
DATA #2:	SATURDAY APRIL 20	DATA #2:	TONY DAVIS SR. BUYER
DATA #3:	MAKE DINNER RESERVATIONS	DATA #3:	KINGS HEAD RESTAURANT
DATA #4:	BUY SHIRT SIZE 16 X 33	DATA #4:	3/20 7:00 PM BRING FILES

Store Your Important Numbers for Quick Reference
Provide easy access to personal account numbers:

TITLE:	FREQUENT FLYER NOS.	TITLE:	TRAVELER CHECK NOS.
DATA #1:	AMERICAN C 696 036	DATA #1:	AMERICAN EXPRESS
DATA #2:	UNITED UA034768198	DATA #2:	10 CHECKS $20 EACH
DATA #3:	DELTA DD9287265X12	DATA #3:	CHECK NOS. DD377330271
DATA #4:	US AIR 98756487-21	DATA #4:	THRU DD377330280

Travel With Confidence
Store important 'how to get there' information:

TITLE:	DIRECTIONS : JOHNS HOUSE	TITLE:	BUSINESS TRIP 4 /12
DATA #1:	405 NORTH TO 91 EAST	DATA #1:	AMERICAN AIRLINES
DATA #2:	EXIT ON MAIN ST.	DATA #2:	DEPARTING LAX
DATA #3:	GO WEST TO ORANGE BLVD.	DATA #3:	FLT. 305 7:30 PM
DATA #4:	TURN RIGHT: 2061 ORANGE	DATA #4:	ETA 8:30 PM SAN JOSE

Organize your business and personal information
Keep records of your deductible travel and vacation expenses:

TITLE:	NEW YORK TRIP	TITLE:	VACATION BUDGET
DATA #1:	AIR FARE $399 COACH	DATA #1:	HOTELS $700.00
DATA #2:	HOTEL $120 2 NIGHTS	DATA #2:	TRAVEL $650.00
DATA #3:	DINNER 2/26 $86.00	DATA #3:	MEALS $300.00
DATA #4:	TAXI FARE $11.45	DATA #4:	SHOPPING $250.00

Metric Converter
Use the metric converter to convert liters to gallons, miles to kilometers, grams to ounces, etc. This can be very useful when traveling in foreign countries or when converting international recipes.

Currency Converter
Converts to and from foreign currencies when you shop in another country. (See other side of manual for instructions.)

Other Useful Data You May Store In Your Personal Organizer:

TO - DO - LIST	SCHEDULES AND APPTS.	FRIENDS INFO
LAUNDRY HOMEWORK	1 - 26 BOBS BIRTHDAY	BILL WHITE 15 MAIN ST
CUT LAWN BUY GIFT	2-12 2:PM DENTIST	CARMEL NY 530 -8777
	NEXT OIL CHG 27K MILES	TONY DAVIS 213 -517 -7810

ACCOUNT NUMBERS	PERSONAL GOALS	FAMILY BIRTHDAYS
CHECKING G3656940	SAVE $1000	JOHNNY MAY 5 1977
AUTO CLUB C47 - 688 - 3	JOG 1 MILE EACH DAY	UNCLE BOB JANUARY 12
		MOM - APR 5 DAD - OCT 9

We hope you find this product useful for storing, organizing and retrieving various kinds of day-to-day information you need. Because your Personal Organizer is flexible and simple to use, you'll find additional uses we have not mentioned. If you care to, please write and tell us about them: Seiko Instruments USA Inc., Consumer Products Div., 2990 W. Lomita Blvd., Torrance, CA 90505, Attn: Organizer Product Manager