SHARP®

ELECTRONIC ORGANIZER
EL-6710

OPERATION MANUAL

NOTICE

- SHARP 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, SHARP 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.

- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, loss or alteration of stored data, etc.

- This Organizer is not designed to visit Web sites or transfer/receive e-mails by using the URL or E-mail addresses you will store.

- The information provided in this manual is subject to change without notice.

ball-point pen or similar object.
Do not use an object with a
breakable or sharp tip.

ENTER

2. Press (2nd) (ENTER).
   • The Telephone mode entry
     prompt will appear to
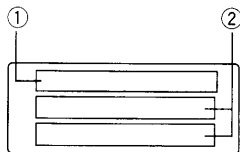   allow you to enter a
     telephone listing.

BUSI.:NAME ?

will respond. Press the **RESET** switch.
When "DATA PROBLEM" and "PRESS RESET!" are
displayed alternately, perform the above steps (1 and 2)
to clear all memories.

Entering Characters

① ② Alphanumeric letters and
symbols can be entered into
the dot display area (top row:
①). Numbers and some
alphabetic letters (only C, F,
and H) are entered into the

number display area (middle and bottom rows: ②). Letters are
all entered in capital. To minimize battery consumption, the
Organizer is designed to automatically turn off when no key
has been pressed for approximately 7 minutes.

Entering Symbols

The 20 symbols shown below can be entered. Press (SMBL)
until the desired symbol appears:

$∂ / _ ^ ~ ' & ! ? ( ) → ← # ✳ º Σ ¥ ¢ £$

Note
• @ and / can be entered directly with each button.

Making Corrections

Move the cursor to the number or letter to be corrected.
Enter the correct number or letter to replace the previous
one.

Cursor

The cursor (_ or ■) indicates the position for entry of a
character or a number. Move the cursor with the cursor
movement keys (◁, ▷, △, ▽).

Inserting characters

Each time (INS) is pressed, a space is inserted at the cursor
position to allow you to enter a character.

Deleting characters

Press (DEL) to delete the character at the cursor position.

Clock Mode

Home clock

Home city   Day of the week

```
NYC    SAT[H]
2000- 1- 1
    0:00  00
```

Date   Time

World clock

World city

```
LON    SAT[W]
2000- 1- 1
    5:00  00
```

Date   Time

Each time you press ⏰, the clock will alternate between the Home and World clocks.

1. Setting the Home Clock and Home City

1. Press ⏰ once or twice to display the Home clock.
2. Press EDIT to enter the edit mode.
3. Press PREV or NEXT to display the desired city name from the cities stored in the Organizer.

Zone number

```
NYC    18[H]
2000- 1- 1
  _0:00  00
```

4. Press ◁, ▷, △, or ▽ to move the cursor to the position to be changed and enter the date and time.

• The built-in calendar extends from January 1st, 1901, to December 31st, 2099.

• Press 12◀▶24 to select the 12-hour or 24-hour clock. The display switches between them every time 12◀▶24 is pressed. "**AM**" or "**PM**" is displayed for the 12-hour clock. As an example, set the 12-hour clock. (Note: 12:00 PM:noon, 12:00 AM:midnight)

5. Press ENTER.

Zone No.	Display	City	Zone No.	Display	City
0			10	MOW	MOSCOW
1	AKL	AUCKLAND	11	CAI	CAIRO
2	NOU	NOUMEA	12	PAR	PARIS
3	SYD	SYDNEY	13	LON	LONDON
3.3	ADL	ADELAIDE	14		
4	TYO	TOKYO	15		
5	HKG	HONG KONG	16	RIO	RIO DE JANEIRO
6	BKK	BANGKOK	17	CCS	CARACAS
6.3	RGN	YANGON	18	NYC	NEW YORK
7	DAC	DHAKA	19	CHI	CHICAGO
7.3	DEL	NEW DELHI	20	DEN	DENVER
8	KHI	KARACHI	21	LA	LOS ANGELES
8.3	KBL	KABUL	22	ANC	ANCHORAGE
9	DXB	DUBAI	23	HNL	HONOLULU
9.3	THR	TEHRAN	24	MID	MIDWAY

For zone numbers 0, 14, and 15 the city name display is blank.

The telephone listing can be used separately for convenience by switching 3 buttons: BUSINESS, PERSONAL or OTHER. Each telephone listing consists of name, phone number, E-mail address, and URL (web address) fields.

1. Storing Telephone Listings

1. Press BUSINESS (PERSONAL or OTHER) to display the Telephone mode screen.

   `BUSI.:NAME    ?`

2. Enter the name, e.g. **SMITH** SPACE **ROBERT**, and press ENTER.

3. Enter the phone number, and then the fax number if needed, e.g.
   012-345-6789
   F SPACE SPACE
   SPACE **345-6790**, and press ENTER.

   ```
   012-345-6789 ♦
   F    345-6790
   _
   ```

4. Enter the E-mail address, e.g. **SROB @ SHARPSEC.COM**, and press ENTER.

   `E-mail HARPSEC.COM_`

5. Enter the URL, e.g. **WWW. SHARP-USA.COM**, and press ENTER.

   `URL ARP-USA.COM_`

- The name and number will be displayed briefly, then the next entry prompt will be displayed. The telephone listing is now stored.

URLs (web addresses) and e-mail addresses are displayed in capital. Certain web addresses and e-mail servers may differentiate between upper- and lowercases. Please be aware that this Organizer will only display upper cases. When entering addresses into your browser or mail system you must enter them accordingly.

Field	Number of characters	Allowable characters
Name, URL	36 characters	Alphabetic letters, numbers, symbols, period, comma, hyphen, colon, space
E-mail address	48 characters	
Phone number	60 characters	Numbers, hyphen, colon, space, F (Fax), C (Cellular), H (Home)

Notes

- To skip entry of a phone number, E-mail address, or URL, press ENTER when "NUMBER ?", "E-MAIL ?", or "URL ?" is displayed. However, entry of a person's name cannot be skipped.

- Regardless of the entry order, telephone listings are stored by the first character of the person's names in the following order:

  , . + - × ÷ SPACE / _ ^ ~ ' & ! ? ( ) → ← # * ° 0~9 : = @ A-Z $ ¥ € £

- Pressing (E-MAIL) or (URL) recalls the same stored data showing the e-mail or URL data on the top row. This allows you to display the relevant data even after you have recalled the telephone listing.

The Schedule mode is used for storing schedule information (date [year, month, date, hour, minute], and schedule details [up to 36 characters]) in memory. Letters, symbols, numbers, period, comma, hyphen, colon, and space can be entered in the schedule entry. Numbers and spaces can be entered in the date entry.

1. Storing Schedule Listings

1. Press ""̇ to display the Schedule mode screen.
2. Enter the starting date and time.
   - To modify the entered date (year and date), use ◁, ▷, △ or ▽ to move the cursor to the position and enter the correct date (year and date).

   Schedules for the following years can be stored: January 1901 to December 2099.

```
   Year
2000┐
00-00   00:00

Date    Time
```

3. Press ENTER and then enter the schedule details.
4. Press ENTER to store in memory.

```
DESCRIPTION?
12-01  10:00ᴬᴹ
```

Note
- If an attempt is made to store without a date or an invalid date or time, "ERROR!" is displayed. Enter the correct date and time and press ENTER.

2. Alarms for Schedule Mode

When the schedule alarm is turned on, it is set for all the data containing the time. Beeping will sound for 20 seconds when the time for a scheduled data is reached. Press either ⊚, ALARM, C•CE, or OFF to turn off the alarm sound. The schedule alarm cannot be set for individual data.

Turning the alarms on and off
The schedule alarm will sound when " Δ " is on the display. Press 2nd ⒜ to turn " Δ " on and off.

Notes or other pieces of information which are not appropriate for the telephone directories can be entered for convenience.
You can enter up to 36 characters in the dot display area and 60 characters in the number display area. The characters that can be used in each area are the same as in the Telephone mode.

1. Storing Memo Listings

1. Press ""̇ to display the Memo mode screen.

```
MEMO  ?
```

2. Enter the data.
   Ex.) **UNION** SPACE
   BANK SPACE
   CHICAGO ▽
   272-0011223

```
UNION BANK C→
272-0011223_
```

   - Pressing △ and ▽ allows you to move between the dot display area and the number display area.
3. Press ENTER to store in memory.

- If the memory is full, "MEMORY FULL" will be displayed and the listing cannot be stored. Press C•CE to clear the error message.

- When the symbols, " ← ", " → ", " ↑ ", and " ↓ " are displayed, more information exists. Use ◁, ▷, △ or ▽ to scroll the display.

First press the desired mode key;
- BUSINESS (PERSONAL or OTHER) for Telephone mode,
- SCHEDULE for Schedule mode, or
- MEMO for Memo mode.

Sequential Search

Press NEXT or PREV in each mode.
- Hold NEXT or PREV down for rapid.
- The year and the day of the week in Schedule mode are recalled by pressing △ while a Schedule listing is being displayed.

Direct Search

Telephone mode
- Press C•CE, then enter the first letter(s) of the person's name and press NEXT (PREV). Then press NEXT (PREV) to continue performing a direct search.

Schedule mode
- Press C•CE ▽ to display the "DESCRIPTION ?" prompt and enter the first character(s) of the desired schedule item. Then press NEXT (PREV) to continue performing a direct search.

Memo mode
- Press C•CE, then enter the first letter(s) of the memo item. Then press NEXT (PREV) to continue performing a direct search.

E-mail Search (Telephone mode)

Press C•CE ✉ in Telephone mode, then enter the first letter(s) of the desired E-mail address and press NEXT (PREV). Then press NEXT (PREV) to continue performing the E-mail search.

URL Search (Telephone mode)

Press C•CE 🌐 in Telephone mode, then enter the first letter(s) of the desired URL and press NEXT (PREV). Then press NEXT (PREV) to continue performing the URL search.

Date Search (Schedule mode)

Press C•CE, then enter the date and press NEXT (PREV).

Editing

1. Recall the listing to be edited.
2. Press EDIT to enter the edit mode. The cursol will flash.
3. Press ◁, ▷, △ or ▽ to move the cursor to the position to be edited and enter the correct character.
   • Press INS to insert a space at the cursol position to **allow you to enter a character.**
   • To correct the E-mail address or URL in Telephone mode, press 📧 or 🌐 respectively to display the contents of each.

4. Press ENTER to finish editing.
   • Pressing 2nd ENTER creates a new listing without deleting the existing listing.

Deleting

1. Recall the listing to be deleted.
2. Press DEL.
   • "DELETE OK ?" will appear.
   • To cancel the deletion operation, press C•CE.
3. Press ENTER.

Calculator Mode

The Organizer can calculate numbers of up to 12 digits. Press CALC/CONV once or twice to select the calculator mode.

```
♪

              0.
```
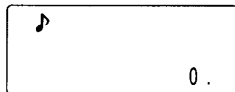
• " ♪ " is displayed if the key touch tone is on (see the following section "Turning the Key Touch Tone On and Off").

Calculation

Be sure to press C•CE, C•CE and CM to clear the display and memory before performing a calculation.
Note

• When ⊕, ⊖, ⊗, or ⊙ is pressed, the respective symbol, +, −, ×, or ÷ is displayed. When ⊜ or % is pressed, the symbol, =, is displayed. (In the examples in this manual, these symbols are not described.)

If an error occurs

If the calculation result or the integer section in the numerical value in the memory exceeds 12 digits or if a number is divided by zero (0), an error occurs ("−E−" is displayed).

Calculation examples

Example	Operation	Display
$(-24+2)\div4=-5.5$	C•CE ⊖ 24 ⊕ 2 ⊙ 4 ⊜	*-5.5*
$34+57=91$	34 ⊕ 57 ⊜	*91.*
$45+57=102$	45 ⊜	*102.*
$68\times25=1700$	68 ⊗ 25 ⊜	*1700.*
$68\times40=2720$	40 ⊜	*2720.*
$200\times10\%=20$	200 ⊗ 10 %	*20.*
$9\div36=25\%$	9 ⊙ 36 %	*25.*
$200+(200\times10\%)=220$	200 ⊕ 10 %	*220.*
$500-(500\times20\%)=400$	500 ⊖ 20 %	*400.*
$4^6=(4^3)^2=4096$	4 ⊗ ⊜ ⊜ ⊗ ⊜	*4096.*
$1/8=0.125$	8 ⊙ ⊜	*0.125*
$25\times5=125$	CM 25 ⊗ 5 M+	ᴹ *125.*
$-84\div3=28$	84 ⊙ 3 M-	ᴹ *28.*
$+68+17=85$	68 ⊕ 17 M+	ᴹ *85.*
$\overline{}\ 182$	RM	ᴹ *182.*
$\sqrt{25-9}=4$	25 ⊖ 9 ⊜ √	*4.*
123456789098×145	123456789098 ⊗	*-E-*
$=17901234419210$	145 ⊜	*17.9012344192*
	C•CE	*17.9012344192*
	$(17.9012344192\times10^{12}=17901234419200)$	

1. Setting a Currency/Unit and a Rate

1. Press CALC/CONV once or twice to select the conversion mode.

```
$  →  €
              0 .
              0 .
```

2. Press EDIT to enter the edit mode and enter the rate (up to 12 digits).
   Ex.) **120**

```
$  →  €
              0 .
```

3. Press △ to enter the currency and unit, and then press ▷ to move the cursor to the position to be changed or entered and enter the currency or unit.

```
$  →  ¥
            120 .
              0 .
```

   Ex.) **$ (→) ¥**

   • Press SMBL to enter " ¥ ".

4. Press ENTER.

2. Converting Currency/Unit

You need to set the conversion rate before the conversion. (In this example, use $1 = ¥120 for the rate.)

1. Enter the value to be converted.
   Ex.) **119.8**

2. Press ▷ to convert it.
   • Press ◁ to convert from ¥ to $.
   • The symbol, "→", is changed to " ▶ " and the conversion result is displayed.

```
$  ▶  ¥
            120 .
          14376 .
```

Memory Storage

1. Checking Memory Storage

1. Press 2nd M•CK in Telephone, Schedule, or Memo mode.

```
REMAIN
          6711
```

   • The number of remaining byte is displayed.

2. Press M•CK as many times as the desired listing is displayed.

Press M•CK to display the following:	
once	BUSINESS (BUSI.) and PERSONAL (PER.)
twice	OTHER (OTHER) and Schedule (SCH.)
3 times	Memo (MEMO)

3 . Press C•CE to complete checking.

Notes
• The Organizer can store up to 9864 bytes in memory (excluding the Calculator mode memory).
• 1 byte is required per character in the telephone, schedule, and memo item entries. 1 byte is required for 2 digits in the number part of telephone and memo entry. (When there is an odd number of digits in a number entry, the last digit occupies 1 byte.) 5 bytes are needed for starting year, date, and time entry in the schedule listing.

2. Deleting All the Memories

Perform the steps 1 and 2 as described in the section, "Using the Organizer for the First Time".

Turning the Key Touch Tone On and Off

The key touch tone is turned on and off by pressing 2nd ♪. When the tone is turned on, " ♪ " will be displayed in the Calculator mode.

1. Turning the Secret Function On and OFF

Up to 7 characters can be registered as the password.
Spaces are valid only if they are followed by other characters.

• One password is valid for Telephone, Schedule, and Memo modes.

If the password is forgotten, it will be necessary to clear the password and all secret listings from memory (See "5. Deleting the Password and Secret Listings" described below). As a safeguard, make a written record of the password.

Registering a password
1. Press (2nd) (SECRET) in Telephone, Schedule, or Memo mode.
   • Press (C•CE) first when you have entered characters in each mode.

| SET PASSWORD |

2. Enter the password.
   Ex.) **1234567**

| 1 2 3 4 5 6 7 |

3. Press (ENTER) to register it.
   • " [S] " is displayed indicating the Secret function is in effect.

Turning the Secret function off
1. Press (2nd) (SECRET) in Telephone, Schedule, or Memo mode.
2. Enter the password "1234567" and press (ENTER).
   • " [S] " disappears.
Notes
• If the incorrect password is entered, "PW. ERROR!" will appear. In this case, press (C•CE) and enter the correct password.
• Secret function can also be turned off by pressing (2nd) (SECRET) after you enter the password in Telephone, or Memo mode.

Turning the Secret function on
1. Press (2nd) (SECRET) in Telephone, Schedule, or Memo mode.
   • The password will be displayed.
   • Press (C•CE) first when you have entered characters in each mode.
2. Press (ENTER).
   • The Secret function is now on and " [S] " is displayed.
   • Turning off the power also turns on the Secret function.

2. Designating Listings as Secret

" * " next to a listing indicates it is secret. Secret listings

will not be recalled unless the Secret function is off.

Storing listings as secret
Press (2nd) (MARK*) while entering the listing. " * " will be displayed and the listing is designated as secret. Complete the entering procedure to store the listing.

Designating stored listings as secret
1. Recall the stored listing.
2. Press (EDIT).
   • The cursor will flash.
3. Press (2nd) (MARK*).
   • " * " is displayed.
4. Press (ENTER).
Note
• When searching for the listing while the Secret function is off, press (2nd) (MARK*) then (NEXT) ((PREV)) to recall only the secret listing.

```
SMITH ROBERT
012-345-6789
*F  345-6790
```

3. Changing Secret Listings to Non-Secret

1. Turn the Secret function off (See "Turning the Secret function off" described above).
2. Recall the desired secret listing stored with " * ".
3. Press (EDIT).
   • The cursor will flash.
4. Press (2nd) (MARK*).
   • " * " disappears.
5. Press (ENTER).
Note
• To edit the secret listing while keeping it secret, edit the listing after (EDIT) is pressed in step 3 and press (ENTER) to store the secret listing again.

4. Changing the Password

1. Turn the Secret function off (" [S] " disappears).
2. Press (C•CE) (2nd) (SECRET).
   • The password will be displayed.
3. Press (EDIT).
   • The initial character of the password will flash.
4. Enter a new password.
5. Press (ENTER).
   • The new password is now registered.

5. Deleting the Password and Secret Listings

Delete only the secret listings and its password.
1. Press (C•CE) (2nd) (SECRET).
2. Press (DEL).
   • To cancel the deletion operation, press (C•CE).
3. Press (2nd) (ENTER).

| ⌐ RESET OK? |

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.

- Since this product is not waterproof, do not use it or store it where fluids can splash onto it.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

Battery used

Type	Model	Quantity
Lithium battery	CR2032	1

- *Improper replacement of batteries may change or lose the memory contents.*
- *Be sure to write down any important information stored in memory before replacing the battery.*

1. Precautions

Since improper use of batteries may cause leakage or explosion, strictly observe the following instructions.
- Insert the battery with its positive side (+) correctly positioned, as indicated, in the holder.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of the reach of children.

Because the battery in the Organizer was installed at the factory, it may become depleted before the specified expiration time is reached.

2. Battery Replacement

If the display becomes dim and difficult to read, immediately replace the battery with a new one. Continued

use of the Organizer with an exhausted battery can alter or clear the memory contents.

- *Make sure the power is turned off before replacing the battery.*
- *Do not press ⑥N until the battery replacement procedure is completed.*
- *Do not leave the Organizer installed with the exhausted and new batteries simultaneously.*

1. Press (OFF) to turn the power off.
2. Loosen the screw and remove the battery holder cover on the back of the unit.
3. Install a new battery with the (+) side facing up into the upper or lower empty battery holder. (Fig.1)
4. Remove the exhausted battery by prying it out with a ball-point pen. (Fig.2)
5. Replace the holder cover and secure it with the screw.
6. Press ⑥N to turn the power on. If nothing appears on the screen, press the **RESET** switch and press ⑥N again.
7. Set the clock.
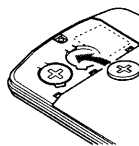
(Fig.1)
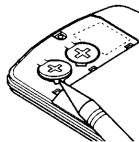
(Fig.2)

- **Model:** EL-6710
- **Product name:** Electronic Organizer
- **Display:** 3 lines of 12 digits
- **Memory capacity:** 9864 bytes
- **Clock mode:**
  Accuracy: ±30 seconds/month at 25°C/77°F
  Display: Year, month, date, day of the week, hour, minute, second, AM/PM
  Clock function: 12-hour/24-hour format (switchable), world clock function, daylight saving time/summer time display, daily alarm
- **Telephone mode (BUSINESS, PERSONAL, OTHER):** Entry and recall of telephone listing (name, number, E-mail address, URL)
- **Schedule mode:** Entry and recall of schedule (year, month, date, hour, minute, and item) , day of the week confirmation, schedule alarm
- **Memo mode:** Entry and recall of memo item
- **Calculator mode:** 12 digits (with calculation status symbols), arithmetic calculations, percentage, square root, memory calculation, etc.
- **Currency/unit conversion:** A kind of currency and unit (editable on the display)
- **Power consumption:** 0.003 W

- **Operating temperature:** 0°C to 40°C (32°F to 104°F)
- **Power supply:** 3V ⎓ (DC), (Lithium battery CR2032 × 1)
- **Auto-power off:** Approx. 7 minutes
- **Battery life:** Approx. 2 years at ambient temperature of 25°C/77°F, assuming the following daily use: 30 minutes display, alarm sounding for 20 seconds and key touch tone turned on/off 100 times.
- **Weight:** Approx. 115 g (0.26 lb.) (including battery)
- **Dimensions:**
  Open: 149.6 mm (W) × 176.5 mm (D) × 9.0 mm (H)
  5-7/8" (W) × 6-15/16" (D) × 11/32" (H)
  Close: 149.6 mm (W) × 91.0 mm (D) × 13.0 mm (H)
  5-7/8" (W) × 3-19/32" (D) × 1/2" (H)
- **Accessories:** 1 lithium battery (installed), operation manual