PS-6760Si, PS-6860Si,
PS-6960Si
Personal Organizers

TEXAS INSTRUMENTS

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TEXAS INSTRUMENTS

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Get Started

The organizer keeps three main types of information: Reminders, Addresses, and Notes. Within these three areas, there are many different ways to store and recall information. The organizer's memory is flexible, giving you the freedom to make entries as large as you need them and to enter information where you need it most.

The organizer itself has many options so you can set it up and use it the way that suits you best. The Getting Started section covers many of these basic topics.

Change the Display Language

English is the default language for the organizer display. However, you may select to display the words in the menus and prompts on the screen in Spanish, French, Italian, or German.

1. Press Options to display the first screen of the Options menu.

2. Press 5 to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

3. Press ▤ to display the second screen of the Custom Options menu.

4. Press 9 to select SELECT A LANGUAGE. The screen is displayed.

5. Press a number to select the language you want to display: 1 for English, 2 for Spanish/Español, 3 for French/Français, 4 for Italian/Italiano, or 5 for German/Deutsch.

Get Started (Continued)

Set the Display Contrast

To turn on the organizer, press On/Off in the upper-left corner of the keyboard.

If the organizer's screen is too light or dark to read easily, you can adjust the display contrast.

1. Press Options to display the first screen of the Options menu.

```
 MAKE A SELECTION:
> 1. SET DISPLAY CONTRAST
  2. LOCK/UNLOCK THE UNIT
  3. SET DAILY ALARMS
  4. SET DATE AND TIME
  5. SET CUSTOM OPTIONS
```

2. Press 1 or Enter to display the SET DISPLAY CONTRAST: screen.

3. Press and hold ⌃ to darken the display or ⌄ to lighten it. Release the key when the display is at the desired contrast.

4. Press Enter or Save.

Turn On the *INDIGLO*® night-light

To light the display, press and hold the INDIGLO night-light key. You can make entries while the display is lighted. When you release the INDIGLO night-light key, the light stays on for ten seconds.

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Select from a Menu

A menu is a screen that displays a numbered list of tasks; for example, press Options to display the first screen of the Options menu.

```
 MAKE A SELECTION:
> 1. SET DISPLAY CONTRAST
  2. LOCK/UNLOCK THE UNIT
  3. SET DAILY ALARMS
  4. SET DATE AND TIME
  5. SET CUSTOM OPTIONS
                          ▼
```

To select from a menu, you can either:

- Press ▽ or △ to move the ≽ pointer to the task you want. Then press Enter.
- Press the number key for the task you want. You do not have to press Enter.

When a menu has more than five selections, the ▼ symbol at the bottom of the screen lets you know that the menu continues to a second screen.

- You can press ▤ to move to the second screen and then make your selection.
- If you know the number of the task you want on the second screen, you can press the number key from the first screen.

Prompts, like MAKE A SELECTION: on the screen above, are usually displayed on the top line of a screen. They tell you what to do next.

Get Started (Continued)

Set the Date and Time

Before you can use the organizer's features that require date and time, such as Reminder entries, alarms, or the cities and times feature, you must set the date and time.

1. Press Options to display the first screen of the Options menu.

```
 MAKE A SELECTION:
 ――――――――――――――――――――――――
>1. SET DISPLAY CONTRAST
 2. LOCK/UNLOCK THE UNIT
 3. SET DAILY ALARMS
 4. SET DATE AND TIME
 5. SET CUSTOM OPTIONS
```

2. Press 4 to select SET DATE AND TIME.

```
 SET DATE AND TIME:
 ――――――――――――――――――――――――
 SET DATE:  __/__/__
             (MM/DD/YY)

 SET TIME:  __:__ AM
             (12 HOUR)
```

3. Enter the current date in MM/ DD/YY format, keying in two digits each for the month, day, and year.

4. Key in the current time in 12-hour format. If the first digit you key in is 2, 3, 4, 5, 6, 7, 8, or 9, it automatically moves to the second space for the hour. Then key in the minutes.

   If necessary, press AM (the A key) or PM (the P key).

Set the Date and Time (Continued)

5. When you finish entering the date and time, press `Enter`.

```
SET DATE AND TIME:_____
_____
TO SET FORMATS, PRESS ✓.
MONTH/DAY:
✓ MM/DD  ❑ DD/MM
HOURLY:
✓ 12 HR  ❑ 24 HR
```

6. Press ⌣, ⌢, ⟩, or ⟨ to move between
    selections. Press ✓ (the ⊠ key) to mark the
    format you prefer.

    For example, for November 29, 1996, you can
    choose MM/DD to display 11/29/96, or DD/MM to
    display 29/11/96.

    You can also choose either 12-hour time with AM
    and PM, or 24-hour time.

    Note: Examples in this guidebook use DD/MM
    and 12-hour formats.

7. When you finish, press `Enter`.

```
SET DATE AND TIME:_____
_____
TIME SET:       8:30 AM

IS THIS DAYLIGHT SAVINGS
TIME?
❑ YES  ✓ NO
```

8. Press ✓ to mark whether or not the time you set
    is daylight savings time. The ⋆ symbol displayed
    after a time indicates daylight savings time.

9. When you finish, press `Enter`.

Get Started (Continued)

Enter an Appointment Reminder

The following example shows how to enter an appointment with a time.

For the purpose of this example, the current date is shown as March 12, 1996, and the time is 8:30 AM. It is not daylight savings time.

1. Press Reminders to display the Reminders menu.

```
 12/3/96 TUE     8:30 AM
_____
➢ 1. SHOW REMINDERS
  2. ENTER NEW REMINDER
  3. ENTER YEARLY REMINDER
  4. SHOW CALENDAR
  5. CHANGE TO 12/03/96
```

   Note: To change the date on the top line, press
   ▣ or ▣.

2. Select ENTER NEW REMINDER by either:
   ► Pressing ②.
   ► Pressing ▽ to move the ➢ pointer to 2. and
     then pressing Enter.

```
 ENTER DATE:
_____
 12/3/96
```

Enter an Appointment Reminder (Continued)

3. To enter the date June 14, 1996, press ⓪⑥①④⑨⑥.
    The day of the week is automatically displayed.

```
ENTER START - END TIME:
_____
6/14/96 FRI
__:__ AM - __:__ AM
```

4. To enter 11:30 for the start time, press ①①③⓪.
    AM is assumed for this time.

5. Press ⑨ to move to the first space for the ending
    time. To key in 1:30, press ⓪①③⓪. PM is
    assumed for this time.

6. Press ▲ Alarm to set an alarm to ring as a
    notification of the appointment. ♪ is displayed.

    **Note: You can set the alarm any time during the
    entry after entering a valid start time.**

7. Press Enter.

```
ENTER DESCRIPTION:
_____
6/14/96 FRI
11:30 AM - 1:30 PM
```

(continued)

Get Started (Continued)

Enter an Appointment Reminder (Continued)

8. **Key in the description LUNCH MEETING WITH PAUL and press** Enter**.**

   When entering a description, remember that part of the first line will be displayed in the summary lists. These lists are displayed when you press Day Scan **or** Scans**.**

   Note: If you make a mistake, press ⟨ **or** ⟩ **to move to the incorrect character. Then type over it or use** Ins **or** Del**.**

   ```
   ENTER 0-15 DAYS NOTICE
   _____
   14/6/96 FRI
   11:30 AM - 1:30 PM      ≜
   LUNCH MEETING WITH PAUL
   00 DAYS NOTICE
   ```

   Note: If the description is longer than two lines, it temporarily moves up to make room for DAYS NOTICE**. It returns after the number of days notice is entered.**

9. **Press** 5 **for an advance notice five days before the meeting.**

   The specified number of days before the appointment, the organizer will display an "advance notice" (indicated by ⋮ **) in the Day Scan summary list.**

10. **Press** Save**. Your entry is displayed.**

Set the Key Tone

You have three choices for the sound made each time you press a key: a click, a beep, or no sound.

1. Press ⌑Options⌑ to display the first screen of the Options menu.

2. Press ⌑5⌑ to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

```
 SELECT A CUSTOM OPTION:
 ‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
> 1. SET/CHANGE PASSWORD
  2. SET KEY TONE
  3. ENTER/EDIT A KEYWORD
  4. SET UP ADDRESS LISTS
  5. SET UP TASK REMINDERS
```

3. Press ⌑2⌑ to select SET KEY TONE.

```
 SET KEY TONE:
 ‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
 TO SET TONE, PRESS  ✓.

 ON/OFF: ✓ ON    ☐ OFF

 TONE:   ✓ CLICK ☐ BEEP
```

4. Press ⌑▽⌑, ⌑△⌑, ⌑▷⌑, or ⌑◁⌑ to move between selections. Press ⌑✓⌑ (the ⌑X⌑ key) to mark your choices.

5. Press ⌑Save⌑.

Important Information about Reminders

There are three types of reminders.

- **Appointments**—entered for a specific date and time. You can set an alarm for an appointment.
- **Tasks**—entered for a specific date, but no time. You can set tasks to carry forward to subsequent days if they are not checked off as completed.
- **Yearly reminders**—entered for the same date each year. Yearly reminders may or may not have a time.

All reminders are stored together in a master list in the following order: yearly reminders with a time, yearly reminders without a time, appointment reminders, task reminders that have not been checked off, and task reminders that have been checked off. Within each group, they are stored in chronological order, first by date, then by time.

In addition to the master list of reminders, you have two keys for scanning various summary lists of reminders.

- The Scans key lets you view several different summary lists. You can see a list of appointment reminders with alarms, reminders by week, reminders by month, yearly reminders, or task reminders by week.
- The Day Scan key shows you a summary list of all reminders for one day.

In the summary list entries are stored in the same order as in the master list, with one addition. Reminders you have marked with an advance notice are displayed first on the day you requested the advance notice. Advance notices are not displayed in the master list.

Enter a Reminder

Enter an Appointment Reminder

See Getting Started, page **8**.

Enter a Task Reminder

This procedure shows how to enter a reminder that does not have a time associated with it.

1. Press ⌷Reminders⌷ to display the Reminders menu.

2. Press ⌷2⌷ to select ENTER NEW REMINDER.

3. Key in the date. The day of the week is displayed and the cursor moves to the time.

4. For a task, do not enter a time. Press ⌷Enter⌷ to continue.

   Note: Because a task does not have a time associated with it, you cannot set an alarm.

5. Key in a description of the task and then press ⌷Enter⌷. 00 DAYS NOTICE is displayed.

   Note: If the description is longer than two lines, it temporarily moves up to make room for DAYS NOTICE. It returns after the number of days notice is entered.

6. Key in the number of days (0 to 15) before the date of the task that you want the organizer to notify you of it.

7. If necessary, use the cursor keys (⌷⌂⌷, ⌷⌄⌷, ⌷⟨⌷, or ⌷⟩⌷) to go back to any part of the entry you need to change. Type over it or use ⌷Ins⌷ or ⌷Del⌷.

8. Press ⌷Save⌷. _(✓ WHEN COMPLETE.) will be displayed so that you can check off the task when it is completed.

Enter a Reminder (Continued)

Check Off Tasks

A "check blank" is displayed with tasks in the master list and in the summary lists. This distinguishes tasks from appointments and allows you to check off a task when it is completed.

To check off a task:

- In the master list, display the entry and press ☑ (the ⊠ key).
- In a summary list, move the ⊰ pointer to the item and press ☑ (the ⊠ key).

The entry you checked is automatically sorted and stored with other checked-off tasks.

Even though a task is checked off, it remains in the organizer on the date checked until you delete it.

Set Up Task Reminders

You can keep tasks current by setting the option to have them carry forward to subsequent days if they are not checked off as completed.

1. Press ⌊Options⌋ to display the first screen of the Options menu.

2. Press ⑤ to select SET CUSTOM OPTIONS. The Custom Options menu is displayed.

3. Press ⑤ to select SET UP TASK REMINDERS. A screen is displayed so you can choose to roll task reminders to subsequent days if they are not checked off.

4. Press ☑ to mark your selection.

5. Press ⌊Save⌋.

Enter a Yearly Reminder

Yearly reminders appear on the same date every year and may or may not have a time. Those without a time do not carry forward day to day, but do carry forward year to year.

1. Press ⌐Reminders⌐ to display the Reminders menu.

2. Press ③ to select ENTER YEARLY REMINDER.

3. Key in the month and day. The year and day of the week are automatically displayed. (They will automatically change with each year.)

4. You can either:

   ► Key in a starting time and, if necessary, an ending time. Press Ⓟ for PM or Ⓐ for AM.

   ► Press ⌐Enter⌐ without entering a time.

5. If you have entered a yearly appointment with a time, you can set an alarm. Press ♠⌐Alarm⌐. ♪ is displayed.

6. Key in a description and press ⌐Enter⌐.

7. Key in the number of days (0 to 15) before the date of the reminder that you want to be notified of it.

8. If necessary, use the cursor keys (⌐, ⌐, ⌐, or ⌐) to go back to any part of the entry you need to change. Type over it or use ⌐Ins⌐ or ⌐Del⌐.

9. Press ⌐Save⌐.

Set Alarms

You can set an alarm to notify you of an appointment, and you can set up to four separate daily alarms.

You can also set the number of minutes before the appointment times that you want alarms to ring, or turn off all alarm sounds temporarily.

Set Reminder Alarms

You can set reminder alarms to ring from 1 to 99 minutes ahead of set appointment times.

1. Press ⌞Options⌟ to display the first screen of the Options menu.

2. Press ⌞5⌟ to select `SET CUSTOM OPTIONS`. The first screen of the Custom Options menu is displayed.

3. Press ⌞⌟ to display the second screen of the menu.

4. Press ⌞6⌟ or ⌞Enter⌟ to select `SET UP REMINDER ALARM`.

5. Key in the number of minutes (1 to 99) before appointment times that you want alarms to ring. (Press ⌞⟨⌟ before entering a two-digit number.)

6. Press ⌞Save⌟.

Set Daily Alarms

You can set up to four daily alarms.

1. Press Options to display the first screen of the Options menu.

2. Press 3 to select SET DAILY ALARMS.

3. Press 1, 2, 3, or 4 to select the daily alarm you want to set.

4. Key in the alarm time you want. For example, to enter an alarm for 8:30 AM, key in 8 3 0.

5. Press P for PM or A for AM.

6. Press Save.

    The organizer returns you to the SELECT ALARM TO SET: screen so you can set other alarms.

Turn All Alarm Sounds Off or On

You can temporarily turn off all alarm sounds. When you turn the alarm sounds back on, alarms for future times will sound.

1. Press Options to display the first screen of the Options menu.

2. Press 7 to select TURN ALARMS ON/OFF.

3. Press ✓ to mark your choice, ON or OFF.

4. Press Save.

Set Alarms (Continued)

Acknowledge Alarms

When an alarm time arrives, the alarm sounds and the ▲ indicator flashes, even if the organizer is turned off. To stop both the alarm sound and the flashing indicator, press any key.

- If the alarm is for an appointment, the entry is displayed.
- If the alarm is for a daily alarm, DAILY ALARM is displayed along with the set alarm time.

If you are entering or editing an entry when an alarm time arrives, the alarm sounds and the indicator flashes, but the entry you are working on remains in the display.

If you do not press a key to acknowledge an alarm immediately, the alarm sound stops after approximately 30 seconds. However, the indicator continues to flash until you press ▲ Alarm to acknowledge the alarm.

View Reminders

Display Reminders for the Current Date

1. Press ⬚Reminders⬚ to display the Reminders menu. The current date is on the top line.

2. Press ⬚1⬚ or ⬚Enter⬚ to select SHOW REMINDERS. The first reminder for the currently set date is displayed.

3. To see additional reminders for this date, press ⬚. To see reminders for later or earlier dates, continue pressing ⬚ or ⬚.

Display Reminders for Another Date

To display reminders for another date, you must change the date on the top line of the Reminders menu. You can do this through the Reminders menu or the calendar.

Change the Date on the Reminders Menu

1. Press ⬚Reminders⬚ to display the Reminders menu.

2. You can either:

   ► Press ⬚ or ⬚ to change the date on the top line.
   ► Press ⬚5⬚ to select CHANGE TO 12/03/96. Key in the date you want and press ⬚Enter⬚.

3. When the date you want is on the top line, press ⬚1⬚ or ⬚Enter⬚ to select SHOW REMINDERS for the new date. The first reminder for that date is displayed.

4. To see additional reminders for this date, press ⬚. To scroll to reminders for later or earlier dates, continue pressing ⬚ or ⬚.

Note: To return to the previously set date at any time, press ⬚Reminders⬚ twice.

View Reminders (Continued)

About the Calendar

You can view a calendar for any month from January, 1960, to December, 2059.

The calendar and the Reminders menu share the same date. If you display the calendar after changing the date on the Reminders menu, the displayed calendar is for the same date that was on the Reminders menu screen.

Also, if you press Reminders after some activity in the calendar mode, the date displayed on the top line of the Reminders menu is the same as the month and day you specified in the calendar mode.

Change the Date Using the Calendar

1. Press Reminders to display the Reminders menu.

2. Press 4 to select SHOW CALENDAR. The calendar for the current month is displayed. The current date blinks.

   Some months cannot be completely displayed on one screen. If ▼ or ▲ is displayed, press ▽ as necessary to scroll to the last day(s) of the month, or △ to scroll to the first day(s).

3. To move around the calendar, press:

   ► 〉 or 〈 to move a day at a time.

   ► ▽ or △ to move a week at a time.

   ► ▤ or ▤ to move a month at a time.

4. Highlight the date you want and press Enter. The Reminders menu is displayed with the date you specified on the top line.

Note: To return to the previously set date at any time, press Reminders twice.

Scan Reminders

You can always access a complete master list of your reminder entries when you select `SHOW REMINDERS` from the Reminders menu. You can also view different summary lists by pressing `Day Scan` and `Scans`.

Use the `Day Scan` Key

To display a summary list of entries for the current date, press `Day Scan`.

For example, if the current date is March 12, 1996, and you press `Day Scan` at 8:30 in the morning to check your reminders for that day, a list similar to the following might be displayed.

```
 12/3/96 TUE     8:30 AM
_____
>!15/03 _DO WEEKLY REPORT
 ⊕ANNIVERSARY
 9:30-11 STAFF MEETING
 ♣1-2 MEET WITH NORM
 _GET INFO TO PEGGY
```

! symbol indicates an advance notice.
⊕ symbol indicates a yearly reminder.
♣ symbol indicates an alarm.

To display reminders for a different date, change the date as described on page 21. Then press `Day Scan`.

Scan Reminders (Continued)

Use the Scans **Key**

When you press Scans, the Reminders Scan menu is displayed. You can choose to scan:

- Appointment reminders with alarms.
- Reminders by week.
- Reminders by month.
- Yearly reminders.
- Task reminders by week.

Select the list you want to scan the same way you make a selection on any other menu. Either:

- Press the number key for the selection you want.
- Press ▽ or △ to move the ⯈ pointer to the selection you want; then press Enter.

To display reminders for a different date, change the date as described on pages 20 and 21. Then press Scans.

Move from the Summary List to an Entry

From a summary list, you can select an item for which you want to see the complete entry in the master list.

Move the ⯈ pointer beside the item you want and press Enter. The complete entry in the master list is displayed.

Enter an Address

All address entries are stored together in a master list in alphabetical order.

In addition to the master address list, you can name and assign address entries to one, two, or all three "custom" address lists. You can even set up the organizer so entries are automatically assigned to the list(s) of your choice. These lists allow you to personalize and organize your address entries in the way that suits you best.

To enter a new address:

1. Press [Addresses] to display the Addresses menu.

2. Press [2] to select ENTER NEW ADDRESS. ENTER NAME: is displayed on the top line.

3. Key in the name. For personal names, you might want to enter the last name first.

4. When you finish, press [Enter]. ENTER PHONE NUMBER(S): is displayed on the top line.

5. Key in as many phone numbers as you need. Press [≣] after each number to move to the next line for the next phone number.

   The first 13 digits of the first phone number will be displayed in the Phone Scan list.

Enter an Address (Continued)

6. Press `Enter`. ENTER ADDRESS AND INFO: **is displayed on the top line.**

7. **Enter one or more addresses and as much information as you need.**

   Press ⊜ **as needed to move to the next line.**

8. Press `Enter`. CHOOSE ADDRESS LIST(S): **is displayed on the top line.**

   If necessary, the entry temporarily moves up to make room for the address list choices. You can assign the entry to one, two, all, or none of the three custom address lists.

   Note: If you have not named your lists, LIST 1, LIST 2, **and** LIST 3 **are displayed. For naming instructions, see page 26.**

9. **Press** ⊝, ⌂, `)`, **or** `(` **to move between the lists or** `Enter` **to move down the lists. Press** ☑ **(the** X **key) to mark your choice(s).**

10. **If necessary, use the cursor keys (**⊝, ⌂, `(`, `)`**) to go back to any part of the entry you need to change. Type over it or use** `Ins` **or** `Del`.

11. **Press** `Save`.

Name the Address Lists

In addition to the master address list, you can assign address entries to three custom address lists. For example, you might create one custom list for all of the members of your project team at work, and another list for the people on your soccer team.

1. Press `Options` to display the first screen of the Options menu.

2. Press `5` to select SET CUSTOM OPTIONS.

3. Press `4` to select SET UP ADDRESS LISTS.

4. Press `1` or `Enter` to select ENTER/EDIT LIST NAMES.

5. Press `1`, `2`, or `3` to select the list you want to name. ENTER OR EDIT LIST NAME: is displayed.

6. Key in a name of up to 11 characters and press `Enter` or `Save`.

    The SELECT LIST TO NAME: screen is displayed with the newly named list.

Assign Default Address Lists

If you do not want to make custom address list assignments each time you make an entry, you can choose to have entries assigned to a custom list automatically.

1. Follow steps 1 through 3 above.

2. Press `2` to select CHOOSE ADDRESS LIST DEFAULTS. SET LIST DEFAULTS: is displayed.

3. Press `⌄`, `⌃`, `⟩`, or `⟨` to move between the lists. Press `✓` (the `X` key) to mark your choice(s).

4. Press `Save`.

View Addresses

View the Master Address List

1. Press ⟦Addresses⟧ to display the Addresses menu.

2. You can either:

   - ► Press ⟦1⟧ or ⟦Enter⟧ to select SHOW ADDRESSES to access the master alphabetical list of all address entries. The first entry is displayed.
   - ► Press a letter key to display the first entry beginning with that letter.

3. To see other address entries you can either:

   - ► Press ▤ to move through the list in alphabetical order.
   - ► Press a letter key to display the first entry beginning with that letter.

   If an entry is too long to be displayed on one screen, ▼ or ▲ is displayed. You can press ▽ or ◠ to see the remainder of the entry.

Use the Addresses Scan Key

The Addresses Scan key lets you view an abbreviated alphabetical list of names and phone numbers from your Address entries.

When you press the Addresses Scan key, a list similar to the following may be displayed.

```
  PRESS A LETTER OR ENTER!
 --------------------------
> ALEXANDER   908-555-5656
  BOWERS P    817-555-1234
  JORDAN M    719-555-2091
  MOCK M      214-555-7119
  WILLIAMS C  415-555-3859
```

To move through the list you can either:

- Press ▽ or △.
- Press a letter key to move to the first entry beginning with that letter.

Move Between the Scan List and an Entry

From the Phone Scan list, you can select a name and phone number for which you want to see the complete entry in the master address list.

Move the ▷ pointer beside the entry you want and press Enter. The complete entry in the master list is displayed.

To get back to the summary List from the entry, press the Addresses Scan key. The summary list is displayed with the ▷ pointer beside the same entry, which is displayed at the top of the screen. Press △ or ▽ to continue scrolling through the list.

View the Custom Address Lists

You can easily view the entries you have assigned to each of the three custom address lists.

1. Press ⌷Addresses⌷ to display the Addresses menu.

2. Press ③ to select SELECT AN ADDRESS LIST.

   Note: If you have named your lists, the names you entered are displayed. For naming instructions, see page 26.

3. Press the number key for the custom list you want to see.

   For example, to see the third list, press ③. The 3 indicator, in addition to the Address indicator, is displayed with the list.

4. To move through the list you can either:
   ► Press ▽ or △.
   ► Press a letter key to move to the first entry beginning with that letter.

Enter a Note

Note entries hold the kind of information you would keep as a list or personal record. Notes are stored alphabetically by title which you assign.

1. **Press** Notes **to display the Notes menu.**

2. **Press** 2 **to select** ENTER NEW NOTE. ENTER NOTE TITLE: **is displayed.**

3. **Enter a title for the note and press** Enter. ENTER NOTE: **is displayed.**

   The title can be longer than one line. However, only one line of the title will show in the summary list of titles displayed when you press the Notes Scan **key.**

4. **Key in as much information for the note as you need.**

5. **If necessary, use the cursor keys (** △, ▽, ◁, **or** ▷ **) to go back to any part of the entry you need to change. Type over it or use** Ins **or** Del.

6. **Press** Save.

   The organizer automatically adds UPDATED, **along with the current date, to the end of the note when you press** Save. **This happens the first time you enter the note and whenever you edit it.**

View Notes

View the Master Notes List

1. Press Notes to display the Notes menu.

2. Press 1 or Enter to select SHOW NOTES.

3. The first note entry is displayed. To see other note entries you can either:

   ► Press 🔲 or 🔲 to move through the list in alphabetical order by title.

   ► Press a letter key to display the first entry with a title beginning with that letter.

   When ▼ is displayed at the bottom of the screen, the note is longer than can be displayed on one screen. Press 🔲 or 🔲 to see the complete entry.

Use the Notes Scan Key

To display an alphabetical list of the titles of your notes, press the Notes Scan key. To move through the list you can either:

- Press 🔲 or 🔲.
- Press a letter key to display the first title beginning with that letter.

Move Between the Scan List and an Entry

From the Title Scan list, you can select the title for which you want to see the complete entry in the master note list.

Move the ⯈ pointer beside the entry you want and press Enter. The complete entry in the master list is displayed.

To get back to the summary list from the entry, press the Notes Scan key. The summary list is displayed with the ⯈ pointer beside the same entry, which is displayed at the top of the screen. Press 🔲 or 🔲 to continue scrolling through the list.

Secret Notes

Enter a Secret Note

Secret notes are stored in a "locked" area separate from regular notes. You must enter a password to view secret notes. When you leave secret notes, they are automatically locked and protected.

You assign each secret note a title, just as you do a regular note, and they are stored alphabetically by title. However, secret note titles do not appear in the Title Scan list.

1. **Press** Notes **to display the Notes menu.**

2. **Press** 3 **to select** GO TO SECRET NOTES.
   ► **If you have not entered a password, a screen is displayed telling you how to do so. See page 40 for instructions.**
   ► **If you have a password, a screen is displayed prompting you to enter it.**

3. **Key in your password and press** Enter.

4. **Press** 2 **to select** ENTER NEW SECRET NOTE. **Enter the note as you would a regular note.**

View Secret Notes

1. **Follow steps 1 through 3 above.**

2. **Press** 1 **or** Enter **to select** SHOW SECRET NOTES.

3. **The first secret note is displayed. You can show and scroll through secret note entries just as you do through regular note entries. See page 31 for information.**

Find Words In an Entry

The organizer gives you the ability to search through your entries for specific characters or words up to 24 characters. You can search one area or all four areas at once.

1. Press Find. The SELECT LIST TO SEARCH: menu is displayed.

2. Press the number key for the list you want to search. For example, to search addresses, press 3.

   Note: If you select SECRET NOTES or ALL FOUR LISTS and have a password, the ENTER THE PASSWORD: screen is displayed. Enter the password to continue.

3. Key in the character(s) or word(s) you want to find and press Enter.

4. When a match is found, the entry is displayed. You can either:

   ► Press 🖳 or Enter to continue the search.

   ► Press Edit to edit the displayed entry. The CANCEL SEARCH? screen is displayed. You may cancel the search to edit the entry.

   ► Press Del to delete the entry. You can continue the search.

5. To cancel the search at any time, press Cancel. The CANCEL SEARCH? screen is displayed.

   ► To continue the search and go on to the next entry, press 1.

   ► To cancel the search, press 2.

   ► To return to the previous entry, press 3. The previous entry is displayed and the search is canceled.

Enter and Select Keywords

Keywords are words or phrases that you use frequently when making entries, such as "meet with" or "call." The keywords feature lets you enter five keywords or phrases for quick recall when making an entry. A keyword or phrase can have up to 22 characters.

Enter or Edit Keywords

1. Press [Options] to display the first screen of the Options menu.

2. Press [5] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

3. Press [3] to select ENTER/EDIT A KEYWORD. SELECT KEYWORD TO EDIT: is displayed.

   Note: If you have already entered keywords, they are shown instead of WORD 1, WORD 2, etc.

4. Press the number key for the keyword you want to enter or edit.

   For example, to enter or edit the first keyword, press [1]. ENTER OR EDIT KEYWORD: is displayed to prompt you.

5. Key in a word or phrase of up to 22 characters.

6. Press [Save]. The SELECT KEYWORD TO EDIT: screen is displayed with the keyword or phrase you entered in place. You can enter or edit more keywords.

Enter and Select Keywords (Cont.)

Select a Keyword

When entering or editing an entry, you can insert a keyword from the list you created. The keyword will be inserted wherever the cursor is in the entry.

1. Position the cursor where you want the keyword inserted.

2. Press Keywords to display the list of keywords. (Your entry is temporarily overwritten.)

   For example:

   ```
    SELECT A KEYWORD:
   _____
   >1. MEET WITH
    2. MEETING IN
    3. THIS IS DUE
    4. CALL
    5. WORD 5
   ```

3. Press the number key for the keyword you want. For example, to choose the third keyword, press 3.

4. The entry reappears and the keyword you selected is copied to the entry.

5. Continue entering or editing the entry.

Note: You can press Keywords to show the list of keywords any time you are entering or editing an entry.

Select a Symbol to Use in an Entry

When you are entering or editing an entry, you can insert a special character from the symbols list. The symbol will be inserted where the cursor is in your entry.

1. Position the cursor where you want the symbol inserted.

2. Press ⌧Symbols⌧ to display the first screen of the symbols list.

```
 SELECT A SYMBOL:_____
 1=!      6=^      A=Å     F=¡
 2=▨      7=&      B=Ä     G=¿
 3=#      8=*      C=Ç     H=?
 4=$      9=(      D=¶     I="
 5=%      0=)      E=£     J=<
```

3. Press the number or letter key for the symbol you want. For example, to choose $ press ⌧4⌧. To choose ¡, press ⌧F⌧.

4. The entry reappears and the symbol you selected is copied to the entry.

5. Continue entering or editing the entry.

Note: You can press ⌧Symbols⌧ to show the list of symbols any time you are entering or editing an entry.

Edit and Delete Entries

Edit an Entry

1. Display the entry you want to edit.

2. Press ⌷Edit⌷. The cursor is displayed and the prompts reappear to guide you.

3. Move to the part of the entry you want to change. Then you can either:
   - ► Type over existing information.
   - ► Press ⌷Ins⌷ to activate the insert cursor ⌁ and insert information.
   - ► Press ⌷Del⌷ to delete a character.

4. When you have finished making changes, either:
   - ► Press ⌷Save⌷ to save the changed entry.
   - ► Press ⌷Cancel⌷ to display a menu that allows you to cancel the changes or keep the changed entry.

Delete an Entry

1. Display the entry you want to delete.

2. Press ⌷Del⌷. The DELETE ENTRY? screen is displayed.

3. You can either:
   - ► Press ⌷1⌷ to keep the entry.
   - ► Press ⌷2⌷ to delete the entry.

Note: You cannot delete an entry from a scan list.

The Calculator

To display the calculator screen, press ▣ Calc.

Calculator functions are printed above the first row of letter keys and above the S and D keys. Use the period key . to enter a decimal.

Entries and results are displayed with a maximum of 10 digits.

- A minus sign (−) is displayed to the left of a negative number.
- ▯ is displayed when a value other than zero is stored in memory.
- E is displayed when an error condition occurs.

Note: If you selected the DD/MM/YY format for dates, numbers are displayed with decimals and commas in this format: 12.345.678,90.

- To clear an error condition (E), press CE/C twice. Then re‑enter the calculation.
- To clear an incorrectly entered digit, press Del.
- To clear an incorrect entry, press CE/C once. Then enter the correct number and continue your calculation.
- To clear the current calculation, press CE/C twice.
- To clear the memory, press MRC twice.
- To clear the display and memory, press MRC MRC CE/C CE/C.

Note: The calculator does not retain any displayed value or value in memory when you exit the calculator.

The Calculator (Continued)

Examples	Enter/Press	Display
Addition and Subtraction		
23.79 + 0.54 − 6	23.79 ⊞ .54 ⊟ 6 ⊟	18.33
−12.3 + 7.9 + 1.6	12.3 ⊬ ⊞ 7.9 ⊞ 1.6 ⊟	−2.8
Multiplication and Division		
12 × 13 ÷ 6	12 ⊠ 13 ⊡ 6 ⊟	26
28 ÷ 0.5 × 76	28 ⊡ .5 ⊠ 76 ⊟	4,256
Percentage Calculations		
5% of 250	250 ⊠ 5 ⧖	12.5
250 + 5%	250 ⊞ 5 ⧖	262.5
250 − 5%	250 ⊟ 5 ⧖	237.5
Memory Operations		
$(4 \times 11.99) +$ (12×0.98)	MRC MRC 4 ⊠ 11.99 M+ 12 ⊠ .98 M+ MRC	 M 47.96 M 11.76 M 59.72
$\dfrac{7.9 + 8.1}{-(5.2 + 2.8)}$	MRC MRC 5.2 ⊞ 2.8 M− 7.9 ⊞ 8.1 ⊡ MRC ⊟	 M 8 M 16 M −2

Protect Information

Setting a password allows you to enter information in secret notes or lock the organizer to protect all information from access by other people. You can change the password at any time.

Set the Password

1. Press [Options] to display the first screen of the Options menu.

2. Press [5] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

3. Press [1] or [Enter] to select SET/CHANGE PASSWORD.

4. Key in a password of up to six characters and press [Enter]. The password is set.

Change the Password

1. Follow steps 1, 2, and 3 above. ENTER CURRENT PASSWORD: is displayed.

2. Key in the current password and press [Enter]. CHANGE THE PASSWORD TO: is displayed.

3. Key in the new password and press [Enter].

Note: If you have secret notes and press [Save] or [Enter] to exit without a valid password, you will get an error message and be returned to the password screen. You cannot have secret notes without having a password.

Protect Information (Continued)

Lock and Unlock the Organizer

Once you have entered a password, you can lock the organizer to protect information in the organizer from access by other people. When the organizer is locked, the 🔒 indicator is displayed.

To lock or unlock the organizer:

1. Press Options to display the first screen of the Options menu.

2. Press 2 to select LOCK/UNLOCK THE UNIT.

   ► If you have not entered a password, a screen is displayed instructing you to do so.

   ► If you have entered a password but the organizer is not locked, THE UNIT IS UNLOCKED! is displayed. To lock the organizer, key in your password and press Enter.

   ► If you have entered a password and the organizer is already locked, THE UNIT IS LOCKED! is displayed. To unlock the organizer, key in your password and press Enter.

Set Up Cities and Times List

You can create a list of five cities (your home city and four other cities around the world) for which you want to see the time.

Important! You must set the home city before you can set any other cities in the list.

Note: These instructions assume you are setting HOME CITY, but the procedure for setting CITY 2, CITY 3, CITY 4, or CITY 5 is the same. The screen headers will change to correspond to the city you are setting.

Select Cities and Times

1. Press ⌞Options⌟ to display the first screen of the Options menu.

2. Press ⑤ to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

3. Press ⌞⌟, then press ⑦ to select SELECT CITIES/TIMES.

4. Press ① to select HOME CITY.

5. You can either:

   ► Press ① to choose from a city list. To do this, go to page 43.
   ► Press ② to enter an unlisted city. To do this, go to page 44.

Set Up Cities and Times List (Cont.)

Choose from the City List

The organizer has a list of 62 cities that represent the 24 time zones around the world. You can choose from this list to create your own custom list.

The following steps assume you have already been through the steps on page 42.

1. Press ① to select CHOOSE FROM CITY LIST. The first screen of the city list is displayed.

   Note: The number of hours difference from Greenwich mean time (GMT) is displayed to the right of each city. For example, Anchorage (-9) is nine hours earlier than Greenwich mean time, while Auckland (+12) is twelve hours later.

2. To select a city from the city list you can either:

   ► Scroll through the list until the ⟩ pointer is beside the city you want.

   ► Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.

3. When the ⟩ pointer is beside the city you want, press Enter.

   ► If setting HOME CITY, the city is set and the SELECT A CITY: screen returns to the display.

     OR

   ► If setting CITY 2-5, the city and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME? **Press ☑ to mark** YES **or** NO, **then press** Enter. The city is set, and the SELECT A CITY: screen returns to the display.

   You can continue setting cities and times.

   Note: For your home city, the time displayed is the time currently set in the organizer. For other cities, the displayed time is adjusted according to your home city time.

Enter an Unlisted City

The following steps assume you have already been through the steps on page 42.

1. Press ☐2 to select ENTER UNLISTED CITY.
   ENTER CITY NAME: is displayed.

2. Key in a city name of up to 11 characters and press ☐Enter. The first screen of the city list is displayed.

3. Select a city in the same time zone as the city you keyed in so the organizer can calculate the time for the city you entered. You can either:
   ► Scroll through the list until the ▷ pointer is beside the city you want.
   ► Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.
   For example, if you keyed in Cardiff for the city name, you would select London from the city list because Cardiff and London are in the same time zone.

4. When the ▷ pointer is beside the city you want, press ☐Enter.
   ► If setting HOME CITY, the city is set and the SELECT A CITY: screen returns to the display.
     OR
   ► If setting CITY 2-5, the city and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME? Press ☐✓ to mark YES or NO, then press ☐Enter. The city is set, and the SELECT A CITY: screen returns to the display.

   You can continue setting cities and times.

   Note: For your home city, the time displayed is the time currently set in the organizer. For other cities, the displayed time is adjusted according to your home city time.

View Cities and Times List

Once you have created your list of cities (your home city and up to four other cities around the world), you can view the list at any time.

1. **Press** Options **to display the first screen of the Options menu.**

2. **Press** ▤**, then press** 0 **to select** SHOW CITIES AND TIMES.

3. **The list of cities you created is displayed, along with the current date and time for each city.**

Memory Space

Check Memory Space

To avoid running out of memory while making an entry, check the organizer's memory occasionally to see how much memory you are using.

1. Press Options to display the first screen of the Options menu.

2. Press ≋ to display the second screen of the Options menu.

3. Press 8 to select CHECK UNIT MEMORY.

The approximate percent of memory used and number of bytes still available are displayed.

Optimize Memory Space

If the organizer's memory used is nearing 100%, you can increase the amount of available memory by optimizing memory space.

> **Warning:** Do **not** optimize memory space if you are linking the organizer to your Personal Computer. Optimizing memory space will destroy the synchronization with the PC!

1. Press Options to display the first screen of the Options menu.

2. Press ≋ to display the second screen of the Options menu.

3. Press 9. The OPTIMIZE MEMORY SPACE? screen is displayed.

4. You can either:

   ► Press 1 to cancel the request.
   ► Press 2 to optimize memory space.

Linking to a Personal Computer

Linking the Organizer to a PC

It is often useful to exchange information between the organizer and a Personal Computer. For example, if you already have address entries in a software program such as Lotus Organizer, it is easier to transfer the existing information to your pocket organizer than to re-enter the information into the organizer. You can also backup your organizer's memory to the PC for safekeeping.

Available separately, the PS-6155 PC Connectivity Kit lets you exchange information between your organizer and an IBM®-compatible PC. The software operates in Microsoft® Windows. For more information, contact your Texas Instruments retailer.

You can also contact Texas Instruments by e-mail at:

ti-cares@ti.com

Synchronizing the Organizer to a PC

This organizer has been designed with a special synchronization feature. When the organizer is connected to a PC using the PS-6155 PC Connectivity Kit, a single keystroke on the PC automatically compares and updates both PC and organizer entries to ensure that the same information exists in both locations.
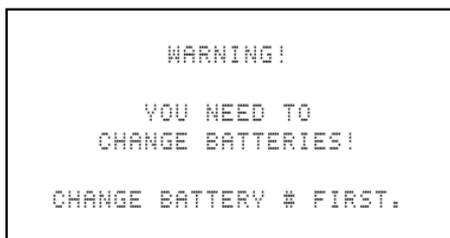
Battery Information

Check the Batteries

1. **Press** Options **to display the first screen of the Options menu.**

2. **Press** ⊜ **to display the second screen of the Options menu.**

3. **Press** 6 **to select** CHECK BATTERIES.

4. **A screen is displayed to let you know the current status of the batteries.**

Warning to Change the Batteries

If battery power is low, the LOW **indicator is displayed to let you know it is time to replace the batteries.**

If battery power becomes so low that you are in danger of losing information, the organizer briefly displays the following screen when you press On/Off **to turn the calculator on.**

```
        WARNING!

      YOU NEED TO
   CHANGE BATTERIES!

CHANGE BATTERY # FIRST.
```

Instead of the # **symbol,** 1 **or** 2 **is displayed to let you know which battery to change first.**

If battery power becomes so low that the organizer cannot retain stored information much longer, the clock stops running to conserve power.

Battery Information (Continued)

When to Replace the Batteries

Important! Never replace batteries one minute before or after midnight. Never remove both batteries at the same time. Either of these actions will result in loss of data.

Replace both batteries when:

- The `LOW` indicator is displayed.

- The display contrast will not adjust.

- The display becomes erratic or slow.

- The `CHECK BATTERIES:` screen indicates that one or both batteries need to be replaced.

- The `WARNING!` screen is displayed when you press `On/Off` to turn the organizer on.

- The clock stops running.

To prevent loss of data, replace batteries:

- As soon as the `LOW` indicator is displayed, before the old ones are completely discharged.

- One at a time and in the order indicated on the `WARNING!` screen.

- Within a short time to minimize the length of time the organizer is without full power.

- Without touching any keys during the procedure.

You can replace batteries without losing data, but it is a good idea to retain a record of your data.

The organizer uses two of the following batteries:

- **Duracell DL2032**
- **Panasonic CR2032**
- **Toshiba CR2032**
- **Eveready E-2032**
- **Ray-O-Vac CR2032**
- **Or the equivalent**

How to Replace the Batteries

1. Press ⌐On/Off¬ to turn the organizer off. Then close the case and turn the organizer over so that the back is facing you.

2. Notice the two battery compartments on the back of the organizer labeled ① and ②.

   Important! Replace batteries in the order indicated on the WARNING! screen. **Never remove both batteries at the same time.**

3. Notice the slide switch above the battery compartments. Slide the switch to the left or right to remove the opposite battery compartment cover. For example:

   ▶ To replace battery ①, slide the switch toward battery ②.
   ▶ To replace battery ②, slide the switch toward battery ①.

4. Remove the battery compartment cover. Press firmly on the arrow and push or pull in the direction of the arrow. After the cover partially opens, lift the cover off.

5. Use a pen or paper clip to **gently** pry the battery out of the battery compartment.

6. Place a new battery in the compartment with the + symbol facing upward.

7. Replace the battery compartment cover.

8. Move the slide switch and replace the other battery in the same way.

9. When you have finished replacing both batteries, move the slide switch to the center to lock both battery compartment covers.

Caution: Do not incinerate old batteries or leave them within reach of small children.

Battery Information (Continued)

Set Automatic Power Down

To prolong the life of the batteries, the Automatic Power Down (APD™) feature turns off the organizer automatically if you have not pressed any keys for several minutes. You can set the number of minutes before the organizer automatically powers down.

1. Press [Options] to display the first screen of the Options menu.

2. Press [5] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

3. Press [▤] to move to the second screen of the Custom Options menu; then press [8] to select SET POWER DOWN TIME.

4. Press the appropriate number key to enter the number of minutes (1 through 7) you want the organizer to remain on before it automatically powers down.

5. Press [Save].

TI Product Service and Warranty Information

TI Product and Services Information

For more information about TI products and services, contact TI by e-mail or visit the TI calculator home page on the world-wide web.
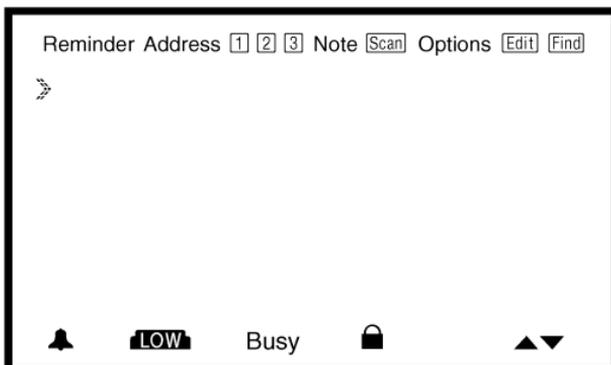
e-mail address: **ti-cares@ti.com**

internet address: **http://www.ti.com/calc**

Service and Warranty Information

For information about the length and terms of the warranty or about product service, refer to the warranty statement enclosed with this product or contact your local Texas Instruments retailer/distributor.

Appendix: Display Indicators

The organizer's display has indicators to let you know what is going on. Several indicators may be on at the same time.

```
Reminder  Address ⊡ ⊡ ⊡ Note Scan Options Edit Find
  ≫



   🔔      LOW      Busy        🔒              ▲▼
```

Indicator	Meaning
Reminder	**You have pressed** Reminders, Scans, **or** Day Scan **to access Reminder entries.**
Address	**You have pressed** Addresses **or the Addresses** Scan **key to access Address entries.**
⊡	**Displayed with** Address **when you are viewing LIST 1.**
⊡	**Displayed with** Address **when you are viewing LIST 2.**
⊡	**Displayed with** Address **when you are viewing LIST 3.**
Note	**You have pressed** Notes **or the Notes** Scan **key to access Note entries.**

Indicator	Meaning
Scans	**You have pressed a key that displays one of the summary lists:** • **Displayed with Reminder when you press** Scans **or** Day Scan. • **Displayed with Address when you press the Addresses** Scan **key.** • **Displayed with Note when you press the Notes** Scan **key.**
Options	**You have pressed** Options **to select a basic or custom option.**
Edit	**You are making a new entry or have pressed** Edit **to revise the currently displayed entry.**
Find	**You have pressed** Find **to search for one or more words in your entries.**
🔔	**Flashes to notify you that a reminder alarm or daily alarm time has arrived.**
LOW	**The power is getting low in at least one battery. See Battery Information section.**
Busy	**The organizer is processing and will not respond to key presses.**
🔒	**You have entered a password and "locked" the organizer to prevent access to information by other people.**
▲ ▼	**The currently displayed entry, menu, or list is longer than can be displayed on one screen and extends above and/or below it.**
⟩	**Displayed to the left of a number on a menu screen to indicate the current selection.**