Personal Electronic Organizer

This manual details the features and functions of your Electronic Organizer for the models AM399B(18KB), AM399C(34KB) and AM399D(64KB). We recommend that you read through this manual before using your Organizer to better understand its features. Please refer to this manual for assistance when needed.

ATTENTION!

We strongly recommend that separate permanent printed records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, we assume no responsibility for data lost or otherwise rendered unusable, whether as a result of improper use, repair, battery replacement, use after the specified battery life has expired or similar causes.

CONTENTS

GETTING STARTED

Unpacking Your Organizer

Remove the battery insulation tape. Pull out the battery insulation tape over the battery.

Opening The Cover

Press down lightly with your index finger on the center front of the cover, and with your thumb under the lip, open the front cover.

CHANGING BATTERIES

The Organizer is powered by 2 x 3.0 V lithium cells (CR-2032). There is a back-up lithium cell (1 x 3.0 V CR-2032) which protects the memory when changing batteries.

The main batteries need to be changed when the "LOW BATTERY" indicator appears on the middle row of the display. To change the batteries, do the following:

BACK-UP BATTERY

MAIN BATTERIES

RESET HOLE
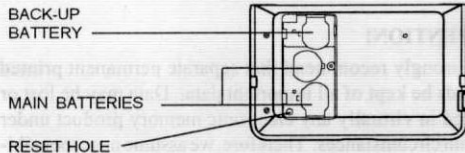
1. Remove the battery cover on the back side of the unit by using a screwdriver to unfasten the screw.

2. Remove the two main batteries and insert 2 fresh CR-2032 batteries with the "+" side facing you.

3. Replace the battery door and resume normal operation.

CAUTION: a. Do not press the reset button while changing batteries. Pressing the reset will clear the unit's memory.

b. Do not remove the back-up battery while changing the main batteries. Doing so will result in the loss of all data that has been programmed.

NOTE: Replace the back-up battery at least once a year to ensure proper back-up battery power. Both main power batteries must be in the unit when changing the back-up battery otherwise all data that has been programmed will be lost.

Other Features

- **TELEPHONE / BUSINESS CARD MEMORY** stores name, company, address, phone and fax numbers and note information. 3 separate directories are available.

- **SCHEDULER** reminds you of important appointments by an alarm.

- **WORLD TIME** shows the date and time of any one of 32 cities in time zones around the world.

- **HOME TIME CLOCK** displays your local date and time.

- **DAILY ALARM** reminds you of daily routines.

- **10 DIGIT CALCULATOR** can perform memory and standard arithmetic operations.

- **TO-DO** keeps track of important tasks.

- **MEMO** stores important information.

- **EXPENSE MANAGER** can be programmed to track personal or household expenses

- **CALENDAR** spans from January 1, 1901 to December 31, 2099.

- **SECRET** key locks in all your entries for TELE-PHONE, SCHEDULE, MEMO, EXPENSE and TO-DO with a password. Also offers an alternative to the non-secret accessible memory.

- **AUTOMATIC SHUT OFF** extends the battery life by turning off the unit after 6 minutes of non-use.

- **SELECTABLE ON/OFF KEY TONE** allows you to turn off the key tone output.

- **LINK** allows unit-to-unit data communication via infrared or PC link cable.

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KEYS AND FUNCTIONS
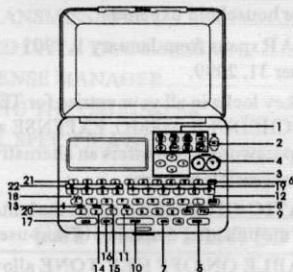
1. FUNCTION/MODE KEYS:
   PHONE Key
   SCHD Key
   CALC Key
   SECRET Key
   TIME Key
   MEMO/TO-DO Key
   CAL Key
   EXPENSE Key

2. ON/OFF Key

3. <, >, Λ, V Cursor Keys - Touch these keys to move left, right, up or down.

4. SEARCH Λ (Up) or SEARCH V (Down) Keys - Touch these keys to search the data or locate previous/next data item.

5. ENTER Key - Touch this key to confirm new information entry.

6. PROG Key - Touch this key to enter in new information.

7. INSERT Key - Touch this key to insert characters in the Edit Mode.

8. SYMBOL Key - Touch this key to scroll through following characters:" - ", " . ", " $ ", " £ ", " ¥ ", " / ", " , ", " ' ", " : "

9. EDIT Key - Touch this key to update existing data.

10. SPACE Key

11. (♪) TONE Key (Located above the letter "V" key) - Touch in Home Time Mode to toggle key tone out put, touch in Schedule Mode to toggle ON/OFF schedule alarm and touch in alarm mode to toggle ON/OFF daily alarm.

12. RETURN Key - Touch this key to advance the cursor to the next line.

13. 12/24 Key (Located above the "Z" key) - Touch this key to select 12-hour or 24-hour mode in setting the Home Time.

14. AM/PM Key (Located above the "X" key) - Touch this key to select AM or PM status in setting the Home Time, while in the 12-hour mode.

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15. DST Key (Located above the "C" key) - Touch this key to select daylight savings time in the Home Time mode.

16. LINK Key - Touch this key when using the data link function.

17. C/CE key - Touch the key to delete a character

18. +/- Key - Touch this key to change the sign from "+" to "-" or vice versa.

19. +, -, x, ÷ Keys - Touch these keys to perform standard calculations in the Calculator Mode.

20. A to Z Keys - Touch these keys to perform alphabetic entries.

21. 0 to 9 Keys - Touch these keys to perform numerical entries.

22. MC, MR, M-, M+ (Memory) Keys - Touch these keys to perform standard calculations in the Calculator Mode.

DISPLAY
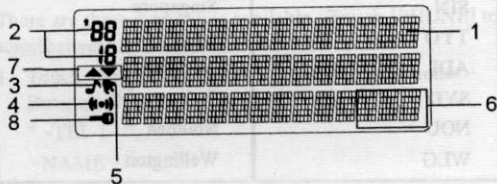
1. Dot matrix display, 3 x 14 characters
2. Year/Month digits for calendar
3. Key tone output indicator
4. Daily Alarm indicator indicators
5. Schedule Alarm indicator
6. Daylight Savings Time (summertime) indicator
7. Scroll indicator
8. Secret mode indicator

HOME TIME FUNCTION

Follow these steps to select your Home City, Date and Time:

1. Touch [ON/OFF] to turn the unit ON. The display defaults to the Home Time Function.

2. Touch [PROG]. LON will show in the top row of the display (default home city is London). The seconds digits will flash.

3. Touch SEARCH [Λ] or [V] to scroll through the time zones until you find the city in your time zone (refer to World Time for city abbreviations).

4. Touch the right or left cursor keys and use the alphabet keys to enter the date and time.

5. Touch [12/24] to select the 12 or 24 hour format.

6. Touch [AM/PM] to toggle between AM and PM in the 12 hour format.

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7. Touch [DST] to select daylight savings time on or off.
8. Touch [ENTER] to store the information.

Switching The ON/OFF Key Tone Output

When first turning ON, the unit will generate a key tone to confirm key strokes. The ♪indicator will appear on the display when the key tone output is ON. Touching [TONE] will toggle the ON/OFF key tone output.

WORLD TIME CITY LISTING

CITY CODE	CITY NAME
HNL	Honolulu
ANC	Anchorage
LAX	Los Angeles
DEN	Denver
CHI	Chicago
NYC	New York
YYZ	Toronto
CCS	Caracas
RIO	Rio De Janeiro
LON	London

CITY CODE	CITY NAME
PAR	Paris
BER	Berlin
ROM	Rome
HEL	Helsinki
CAI	Cairo
MOW	Moscow
RUH	Riyadh
THR	Tehran
DXB	Dubai
KBL	Kabul
KHI	Karachi
DEL	Delhi
DAC	Dhaka
RGN	Rangoon
BKK	Bangkok
HKG	Hong Kong
SIN	Singapore
TYO	Tokyo
ADL	Adelaide
SYD	Sydney
NOU	Noumea
WLG	Wellington

VIEWING THE TIME AROUND THE WORLD

Follow these steps to view the time in 32 cities and time zones around the world:

1. Touch the [TIME] key for the World Time Function. The date and time and 3 letter airport abbreviation for the last selected city/time zone will appear on the display.

2. Touch SEARCH [∨] or [∧] to scroll through the 32 cities/time zones.

3. Touch [DST] to toggle the ON/OFF summertime (daylight savings time) setting.

NOTE: If you have already turned on the Daylight Savings function, the unit will automatically adjust the time of all world cities accordingly.

USING THE TELEPHONE/BUSINESS CARD FUNCTION

There are three directories available. Touch [PHONE] to scroll between directories.

1. Touch the [PHONE] key to enter the Telephone/ Business Card Function. Display shows

" -TEL 1- ".

NAME ?

2. Touch [PROG]. Display shows available memory and then prompts "NAME?".

3. Enter the name and touch [ENTER]. Display prompts "COMPANY?".

4. Enter the company name and touch [ENTER].

5. Enter the address and touch [ENTER].

6. Enter the telephone number and touch [ENTER]. To enter a hypen (-), touch [SYMBOL] followed by the cursor [>] key.

7. Enter the fax, pager or second number and touch [ENTER].

8. Enter the note or related information and touch [ENTER] to save the record. Display shows available memory and then prompts "NAME?" for the next record entry. Follow the above instructions to input additional telephone data.

9. Touch [PROG] to return to the telephone directory.

NOTE: a. 48 characters can be entered each for the Name, Company, Telephone and Fax/Pager# and Note fields. 96 characters can be entered in the address field.

b. All letters, numbers and [SYMBOL] characters are valid entries .

c. The Name or Company field must have data to store a record.

SEARCHING FOR TELEPHONE/BUSINESS CARD DATA RECORDS

Sequential Search by Name

Follow these steps to search for Telephone/Business Card records:

1. Touch the [PHONE] key to enter the Telephone/Business Card Function.

2. Touch the SEARCH [∨] key to display data starting with the first record. Use the Cursor [∧] or [∨] keys to view the complete record.

3. Touch the SEARCH [∨] key to view the next record in alphabetical sequence sorted by name. Touch the SEARCH [∧] key to view the previous record.

Sequential Search by Company

1. Touch the [PHONE] key to enter the Telephone/Business Card Function.

2. Touch [ENTER]. "COMPANY?" will be displayed.

3. Touch the SEARCH [∨] key to display the data starting with the first record. Use the Cursor [∧] or [∨] keys to view the complete record.

4. Touch the SEARCH [∨] key to view the next record in alphabetical sequence sorted by company. Touch the SEARCH [∧] key to view the previous record.

Direct Search by Name

1. Touch the [PHONE] key to enter the Telephone/Business Card Function.

2. Enter characters of the desired name, for example [S] [M] [I].

3. Touch the SEARCH [∨] key to search for names beginning with SMI. The name beginning with SMI will appear on the display. If the matching record is not found, "NOT FOUND" will appear on the display. Use the Cursor [∧] or [∨] keys to view the complete record.

4. Touch SEARCH [∧] or [∨] to view the following or previous record.

Direct Search by Company

1. Touch the [PHONE] key to enter the Telephone/Business Card Function.

2. Touch [ENTER]. "COMPANY?" will be display.

3. Enter characters of the desired company.

4. Touch the SEARCH [∨] key to display the data starting with the first record. If the matching record is not found, "NOT FOUND" will appear on the display. Use the Cursor [∧] or [∨] keys to view the complete record.

5. Touch SEARCH [∧] or [∨] to view the following or previous record.

Editing Telephone/Business Card Data Records

1. Recall the record to be edited by following the previous instructions.

2. Touch the [EDIT] key to enter the Edit Mode. The first character of the name will flash.

3. Enter corrections to Name field and touch [ENTER] to advance to the Company field.

4. Enter any corrections and touch [ENTER] to advance to the Address field.

5. Enter any corrections and touch [ENTER] to advance to the TEL field.

6. Enter any corrections and touch [ENTER] to advance to the FAX/PAGER# field.

7. Enter any corrections and touch [ENTER] to advance to the NOTE field.

8. Enter any corrections and touch [ENTER] to save changes and exit the Edit Mode.

NOTE: Touching any function, [ON/OFF] or [EDIT] in the Edit Mode will not save any changes.

Deleting a record from the Telephone/Business Card Function

1. Recall the specific record to be deleted.

2. Touch [DELETE].

3. Touch [Y] to delete the data record.

USING THE SCHEDULE FUNCTION

The Schedule Function allows you to enter scheduled reminders with alarms. Follow these steps to enter Schedule data records.

Entering the Schedule Data Records and Setting the Schedule Alarms

1. Touch the [SCHD] key to enter the Schedule Function. "NO SCHEDULE" or "SCHEDULE" appears on the display.

2. Touch [PROG] to enter the schedule information.

3. Enter the date (MM-DD-YYYY) and time (HH:MM).

4. Touch [ENTER] and input the schedule description of up to 96 characters.

5. Touch [ENTER] to store the schedule data record. Display shows available memory and then the date and time for next entry. Follow the above instructions to input additional schedule data records.

NOTE: a. The Schedule Alarm will sound for 15 seconds when the Home Time reaches the scheduled alarm time. Touch any key to stop the alarm.

b. If the unit is off, when the Home Time reaches the schedule time, the Schedule Alarm will automatically turn the unit on and the alarm will sound for 15 seconds.

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Switching the Schedule Alarm ON/OFF

The Schedule Alarm will sound for entered appointments only if the schedule alarm is turned on. Follow these steps to toggle the schedule alarm indicator on/off:

1. Touch the [SCHD] key to enter the Schedule View Mode.
2. Touch the [TONE] key to toggle on/off the Schedule Alarm. ☞ appears on the display when the Schedule Alarm is ON.

Reviewing Schedule Data Records (Appointments)

The Scheduler sorts entered appointments chronologically. Follow these steps to review the Schedule appointments:

1. Touch [SCHD] to enter the Schedule Function. Use the search [∨] key to view the schedule data records nearest to the current time and date which has not yet passed will appear on the display. Use the Cursor [∨] or [∧] keys to view the complete record.
2. Touch SEARCH [∨] to access the next schedule entry.

Editing Schedule Data Records

1. Search for the specific schedule data record by following the previous instructions.
2. Once the desired record is on the display, touch [EDIT] to enter the Edit Mode. The first character position of the

first row of the display will begin to flash. The display will show only the date and time.

3. Use the [<] or [>] keys to move the cursor to make any changes. The display will show only the date and time.
4. Use [DELETE] to delete characters or [INSERT] to insert a space.
5. Touch [ENTER] to change schedule activity.
6. Touch [ENTER] again to confirm.

Deleting Schedule Data Records

1. Search for the specific schedule record to be deleted.
2. Touch [DELETE] to delete the target schedule record.
3. Touch [Y] to delete the schedule record.
4. "DELETE..." appears on the display while deleting the record.

VIEWING SCHEDULES IN THE CALENDAR MODE

When viewing the calendar, two dots will appear to the right of any date containing a schedule item. In the calendar mode, locate the date with schedule with the cursor keys and touch [SCHD] to show what is scheduled on the specific date.

USING THE DAILY ALARM

The Daily Alarm allows you to set an alarm that will sound every day at the specified time. When the Home Time reaches the Daily Alarm time, the buzzer will beep for 15 seconds. Follow these steps to set the Daily Alarm:

1. Touch the [SCHD] key twice to enter the Daily Alarm Mode.
2. Touch [PROG]. The left most hour digit will begin to flash.
3. Enter the daily alarm time (HH:MM) with AM/PM indication for 12 hour format.
4. Touch [ENTER] to confirm and turn on the Daily Alarm. Touching enter confirms the new Daily Alarm time.
5. When Home Time reaches the Daily Alarm setting, an alarm will sound for 15 seconds. Touch any key to turn off the alarm.
6. Touch the [TONE/V] key to toggle ON/OFF the Daily Alarm in the Alarm view mode. ((•)) indicator will appear on the display when the Daily Alarm setting is ON.

CALENDAR

Follow these steps to review dates from January 1, 1901 to December 31, 2099:

1. Touch the [CAL] key. Today's date is will be flashing on the display.
2. Touch SEARCH [∧] or [∨] to review the calendar of the previous month or the following month.
3. Touch [<] to move the cursor to the previous day or [>] for the next day.
4. Touch [∧] to move the cursor to the previous week or [∨] for the next week.
5. There are several digits on the top left hand corner to represent the year and month. The top 2 digits represent the year. The " ' " indicates the year 19XX. Otherwise it represents the year 20XX. The bottom 2 digits represent the month.

HINT: If a schedule is programmed (denoted by two dots on the right hand side of the date) move the cursor to the scheduled date and touch [SCHD] to view the scheduled information.

USING THE MEMO FUNCTION

Touch [MEMO/TO DO] to toggle between the Memo and To-Do modes. Follow these steps to store and retrieve Memo data records:

Entering Information

1. Touch the [MEMO/TO DO] key. Display shows "MEMO?".

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2. Touch [PROG]. The display shows available memory then prompts "MEMO?".

3. Input the Memo information and touch [ENTER] to store the data record. The display shows available memory and then "MEMO?" for the next record entry. Follow the above instructions to input additional memo data records.

NOTE: a. 96 characters can be entered for each memo record.

b. Records are sorted alphabetically.

c. After entering the memo information at "MEMO?" prompt, touch [PROG] to return to the memo view mode or any function key to quit the memo entry.

Recalling Memo Data Records

Follow these steps to recall Memo data records.

Sequential Search

1. Touch the [MEMO/TO DO] key. "MEMO?" appears on the display.

2. Touch SEARCH [∨] to see the first Memo data record.

3. Touch SEARCH [∨] to view the next data record in alphabetical sequence. Touch SEARCH [∧] to view the previous data record.

Direct Search

1. Touch the [MEMO/TO DO] key. The display will prompt "MEMO?".

2. Enter the characters or desired memo, for example "MEETING".

3. Touch SEARCH [∨] to search for the first memo starting with the word "meeting". The first memo starting with the word "meeting" will appear on the display. If a matching record is not found, "NOT FOUND" will be displayed.

NOTE: Touch the Cursor [∨] to scroll down the record or Cursor [∧] to scroll up the record.

Editing a Memo Data Record

1. Recall the desired data record to be edited by following the previous instructions.

2. Touch [EDIT] to enter the Edit mode.

3. Enter the corrections to the Memo data record and touch [ENTER] to confirm.

Deleting a Memo Data Record

1. Recall the specific record to be deleted.

2. Touch [DELETE]. Delete prompt "DELETE?(Y/N)" is displayed.

3. Touch [Y] to delete.

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USING THE TO-DO MODE

Touch the [MEMO/TO DO] key twice to toggle between the Memo and To-Do modes. Follow the steps same as "MEMO" mode for data retrieval or entries.

SECRET MEMORY FUNCTION

The Secret Memory Function allows you to keep confidential data in the Telephone/Business Card, Schedule, Expense, Memo and To-Do function areas. Follow these steps to lock in your information or display items in the secret mode. NOTE: Stored data records cannot be automatically transferred into the Secret Memory mode.

Entering a Password

1. Touch the Telephone/Business Card, Schedule, Expense, Memo or To-Do function keys and touch the [SECRET] key to enter the Secret Data Mode. The display prompts "PASSWORD?".

2. Enter a secret password up to 8 characters and touch [ENTER]. The display will then show "TEL 1 NAME?" and ━◐ indicator appears on the bottom of the display. The organizer is now ready to enter or view the data in the Secret Memory Mode.

NOTE: a. ━◐ indicator will remain on the display while the Secret Data Mode is active.

b. Touch any function key EXCEPT [PHONE], [SCHD], [MEMO/TO DO] or [EXPENSE] to exit the Secret Data Mode. Touching [PHONE], [SCHD], [MEMO/TO DO] or [EXPENSE] while in the Secret Data Mode will not exit the Secret Data Mode.

c. Only the secret data can be input, recalled or edited in the Secret Memory Mode.

Changing the Secret Password

1. Touch one of the PHONE, SCHD, MEMO, EXPENSE or TODO function keys.

2. Touch the [SECRET] key to enter the secret memory mode. The display prompts " PASSWORD?". Enter the correct password and touch [ENTER].

3. Touch [SECRET] again. The display will show "PASSWORD?".

4. Enter the new password and touch [ENTER] to confirm the new password and resume the Secret Memory Mode operation.

WARNING:

PLEASE WRITE DOWN YOUR SECRET PASSWORD IN A SAFE PLACE. THE SECRET AREA CANNOT BE ACCESSED WITHOUT ENTERING THE CORRECT

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PASSWORD. IF YOU FORGET YOUR PASSWORD
THE ORGANIZER WILL HAVE TO BE RESET. RESET-
TING THE ORGANIZER WILL ERASE ALL DATA IN
THE ORGANIZER.

Resetting the Secret Memory

If the secret code cannot be recalled, and you would like to
reset the secret data memory, please refer to RESETING
THE ORGANIZER.

USING THE CALCULATOR

You can use the Organizer to do standard arithmetic
calculations and memory calculations. The calculator
calculates up to 10 digits.

Standard Calculation

For standard calculations (+, -, x, ÷), touch the keys in the
order they appear in the arithmetic operation.

Memory Calculation

The memory calculation feature lets you easily do multi-step
calculations. Use the following keys for memory calcula-
tions:

* Touch [MC] to clear the memory.

* Touch [M+] to total a calculation and add the total to
  memory.

* Touch [M-] to total a calculation and subtract the total
  from the value in memory.

* Touch [MR] to recall (display) the value in memory.

For example:	You touch:		You see:
	[4] [x] [5] - [M+]		20
	[2] [8] [+] [2] - [M+]		30
	[7] [-] [2] - [M-]		5
	[7] [5] [+] [5] - [M+]		80
	[MR]		125

NOTE: In calculator error, the display shows " E " in the
      top row of the display. Touch C/CE to continue
      calculator operation.

DATA TRANSMISSION

Data can be transmitted between units via the built-in wire-
less infrared data transfer or unit to unit cable. Telephone,
Schedule, Expense, Memo and To-DO data records can be
sent to and from (received by) units. Data can only be
transferred between the same functions, for example Tele-
phone data records can only be received by another unit set
up to receive Telephone data records.

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Before any data transmission, a proper setup for the protocol is required on the unit. Follow the steps below for the protocol setup:

1. Touch any one of the function keys: [PHONE], [MEMO / TO-DO], [SCHD] or [EXPENSES], say [PHONE].

2. Touch [LINK], the display will show:

   - TEL -

   TX. / RX. / LINK?

   (T / R / L)

3. Touch [L] to select Link. The display will show:

   - TEL -

   LINK SERIES:

   (B / C / D) ?

There are three types of protocols that can be selected from the organizer, namely series B, C and D. Key in [D] to select the protocols and then touch [ENTER] to confirm.

INFRARED DATA TRANSMISSION

When the transmission of data is conducted by infrared communication, the units should not be moved during transmission. Doing so may disrupt communication between the units and invalidate the transmission. To transmit data by infrared wireless communication, the two units must be placed next to each other. Make sure the IR Transmit on the sending unit is aligned with the IR Receiving on the receiving unit. The infrared units must be no more than ¼" - ½" apart.

To transmit data between organizers follow these steps:

1. Position the units as shown on the following page, with the transmitting (sending) unit on the left and the receiving unit on the right.

2. On the sending unit, touch the mode key to access the information directory to be transmitted (TEL 1, 2 or 3, SCHD, MEMO, EXPENSE or TO-DO). To transfer an individual data record, use the SEARCH [∨] key to access the desired data record.

3. On the sending unit, touch [LINK]. "TX./RX./LINK?" appears.

   (T/R/L)

4. On the receiving unit, access the mode key you are transmitting to (TEL 1, 2 or 3, SCHD, MEMO, EXPENSE or TO-DO).

5. On the receiving unit, touch [LINK]. "TX./RX./LINK?" appears.

   (T/R/L)

6. On the receiving unit, touch the [R] key. "1.IR 2.CABLE" appears.

7. On the receiving unit, touch [1] to indicate an infrared transmission and the unit shows "RECEIVING...".

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8. On the sending unit, touch [T] to start the transmission. If there is a delay of more than 8 seconds, the receiving unit displays "ERROR..." for 2 seconds.

9. To cancel the transmitting process, touch [C/CE] key of the transmission unit.
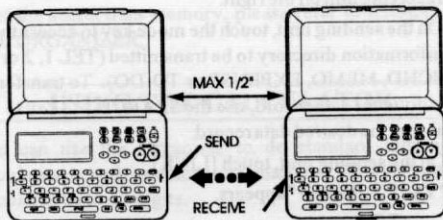
NOTE: To send and receive data you must first prepare the receiving unit to accept data, then immediately transmit data from the sending unit.

THE EXPENSE MANAGER

The Expense Manager tracks personal or household expenses and provides daily, weekly or monthly expense summaries. User can enter, view, search and edit the expense records in "Expense" mode. Each expense record has six fields: date, expense type, amount, payment type, receipt and note.

ENTERING EXPENSE MANAGER DATA

1. Touch [EXPENSES] function key and the display will show:

   - EXPENSES -
   1. EXPENSES
   2. REPORT
   3. RENAME

Note: the item 3 will not be shown until you press the [cursor down] key twice.

2. Touch [1] to select "EXPENSES". Touch [ENTER] to confirm.

3. The display will show the expense date. The default date is today's date.

4. After entering the expense date, touch [PROG] key to add the expense record on the specified date.

5. There are 8 user's programmable expense types,

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namely: 1) MEALS, 2) HOTEL, 3) CAR, 4) PHONE, 5) FARES, 6) ENTER'T(stands for entertainment), 7) TIPS and 8) MISC.(stands for miscellanous). Use the keys [cursor up], [cursor down], [search up] and [page down] to select the appropriate expense type, or press the type number. Press [ENTER] to confirm.

6. Enter the expense amount and touch [ENTER].

7. Four payment types are available: 1) CASH, 2) CHECK, 3)CARD and 4) OTHER.
   Touch [cursor up], [cursor down], [search up], [search down] or enter the payment type number to select the payment type, and touch [ENTER] to confirm.

8. The display will show: "RECEIPT Y/N?" for receipt field. Touch [Y] or [N], and then press [ENTER] to confirm.

9. Enter the note field, and touch [ENTER] to save the whole expense entry.

10. The organizer will ask you to enter the new expense date. The default date is the last entry date. Enter the new expense date and touch [ENTER] and repeat the steps from 5 to 10.

11. To exit the program mode, touch [PROG].

EXPENSE MANAGER DATA SEARCH

Expense records are sorted by data. Follow the steps below to search for expense record by data.

1. Touch [EXPENSE] to show the expense menu.

2. Select the "1. EXPENSES" from the menu

3. Key in the expense date and touch [SEARCH UP] or [SEARCH DOWN] to search the records.

4. If expense records are found on a specified date, the expense record will be displayed. Touch [cursor up] or [cursor down] to view the record. Touch the search keys to scroll to previous or next records.

   If there is no expense record on a specified date, "NOT FOUND" will be displayed.

EDITING EXPENSE MANAGER DATA

Follow the steps below to edit the expense record:

1. Touch [EXPENSE] function key to access expense manager.

2. Select the [EXPENSES] mode from the expense display menu.

3. Search the expense record to be edited.

4. Touch [EDIT] key to edit the displayed record.

5. You can modify the expense record sequentially on fields of expense date, expense type, amount, payment, receipt and note. After each modification, an [ENTER]

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key should be touched to confirm the change. The whole record will be saved after the modification on the "note" field.

SUMMARIZING ALL EXPENSES OF A SPECIFIC PERIOD

You can generate a summary report of total expenses for a day, a week, a month or in any specified period.

1. Touch [EXPENSES] function keys
2. Select the item "2. REPORT" from the display menu by using a cursor key or type the mode number and then confirm by touching the [ENTER] key.
3. Input the date for the period to be summarized and touch [ENTER] to confirm.
4. The report will then be displayed. Use the cursor keys to view the report.
Note: At the bottom of the summary report, the total of the 8 expense types are calculated. If the total is greater than 8 digit number, "E" will be displayed.

CUSTOMIZING THE EXPENSE TYPES

User can change eight default names of expense type as they like. Follow the steps below to change the expense type:

1. Touch [EXPENSE] to show the expense menu on the display.

2. Select "3. RENAME" from the display menu by using [cursor up] or [cursor down] keys and press [ENTER] to confirm.
3. Use [cursor up] or [cursor down] key to select the expense type to be renamed and press [ENTER] key.
4. Modify the name of expense type and touch [ENTER] key to confirm.
5. Repeat the steps from 3 to 4 for the other expense types.

RESETTING THE ORGANIZER

Should the product function erratically due to electromagnetic interference or electrostatic discharge, or upon installation of new batteries(first time only) or to clear all data including secrete data, it is required to perform RESET procedure as following:

1) Use a paper clip to push the RESET button in the battery compartment located at the back of the unit.
2) The display will prompt: "RESET? (Y/N)".
3) Press keys other than [Y] will skip data reset function and go to Home Time Display.
4) Press [Y], the display will prompt: "DELETE SECRET?"
5) Press [Y] to delete all secret data as well as the previous password. Afterwards, the unit go to Home Time Display.

Press keys other than [Y] will skip secret data reset, and the display will prompt:

"DEL ALL DATA?"

6) Press [Y] to reset whole unit as well as Home Time, and then go to Home Time display.

Press keys other than [Y] will skip all data reset and then go to Home Time display.

NOTE: Auto Power-Off function will turn the unit off and skip all the data reset operation if there is a delay for an input over a specified time.

Caution:

Resetting the Organizer erases all data stored in memory.

GENERAL SPECIFICATIONS:

Main component:	CMOS LSI
Power supply:	Three lithium batteries (CR2032). 2 Main and 1 Backup
Auto power off:	Approximately 6 minutes after last key operation
Ambient temperature range:	0°C - 40°C (32°F - 104°F)
Dimensions:	78.0 x 125.0 x 11.0 mm 3 1/16" x 4 15/16" x 7/16"
Weight:	Approximately 65g (2.3 oz) including batteries