

BN-10
BN-20

User's Guide

10.4-2
中村
海外部
リソグラフィ



Before using the BN-10/BN-20 for the first time...

GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THIS UNIT IN THE U.S.A.
(not applicable to other areas).

NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. Proper connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

Mini Cradle BN-10/20 to Windows PC
Modem BW-100 (available some time in the future) BN-10/20 to Telephone Network

Declaration of Conformity

Model Number: BN-10/20
Trade Name: CASIO COMPUTER CO., LTD.
Responsible party: CASIO, INC.
Address: 570 MT. PLEASANT AVENUE, DOVER, NEW JERSEY 07801
Telephone number: 973-361-5400

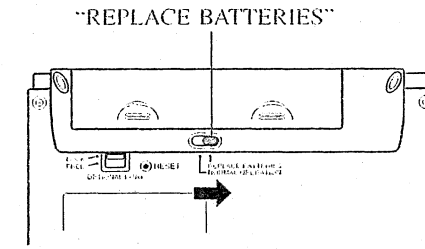
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss resulting from the use of this manual.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties which may arise through the use of the BN Unit.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or battery replacement. Be sure to back up all important data on other media to protect against its loss.

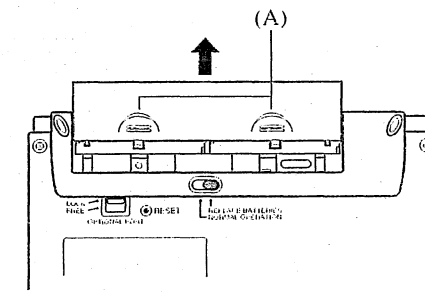
Windows is a registered trademark of Microsoft Corporation.

Use the following procedure to load batteries before using it for the first time.

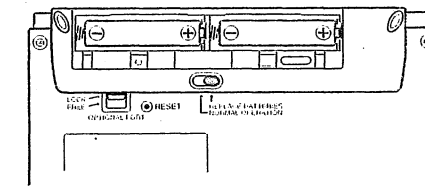
1. Slide the battery switch on the back of the BN Unit to the REPLACE BATTERIES position.



2. While pressing at the points marked (A) in the illustration, slide the battery compartment cover in the direction indicated by the arrow to remove it.



3. Load two new batteries, making sure that their positive (+) and negative (-) ends are facing in the proper directions.



4. Taking care not to damage its tabs, replace the battery compartment cover back onto the BN Unit.
5. Slide the battery switch back to the NORMAL OPERATION position.

Important!

- Always make sure the battery switch is the NORMAL OPERATION at all times, except when loading batteries.
 - See "To replace the batteries" on page 14 for details on replacing batteries.
6. Press the power on key (BN-10: ON, BN-20: ON/OFF) to turn on power.
 - This causes the contrast adjustment screen to appear.
 7. Use the ◀ and ▶ cursor keys to adjust the contrast of the display, and then press **OK**.
 - If nothing appears on the display after you press the power on key, remove the batteries and then reload them into the BN Unit, making sure you follow proper procedures. If this does not solve the problem, refer to "Troubleshooting" on page 164.
 8. In response to the message that appears (**CHECK YOUR HOME TIME SETTING AND CORRECT IT IF NECESSARY!**), press **OK**. This enters the **CLOCK** Mode.
 9. Check the Home Time setting and make changes if necessary (page 134).
 10. Perform the procedure under "To set the on-screen message language" on page 40 to specify the message language you want to use.

About the EL backlight (BN-20 only)

- The BN-20 is equipped with an EL backlight that allows easy viewing of display contents in a theater, or anywhere else where lighting is dim.
- Note, however, that frequent or extended use of the EL backlight shortens battery life.

The following shows how backlight use affects battery life under controlled test conditions*.

Backlight Operation	Battery Life
3 minutes per hour	Approximately 65 hours
15 minutes per hour	Approximately 35 hours

*** Test Conditions**

- "Battery Life" is the number of hours before battery failure when the unit is left on with 5 minutes of a processing operation and 55 minutes of continuous display only (no processing operation) per hour in the **CONTACTS** Mode, plus the backlight operation described below. The above values assume ambient temperature of 20°C, starting with a fresh set of new batteries.
- "Backlight Operation" is the number of minutes the backlight is turned on per hour during the display only (no processing operation) period.
- Be sure to use alkaline batteries. Manganese batteries provide very short battery life.

Important!

- Note that pressing **SHIFT** and then **LIGHT** causes the backlight to light and stay lit as long as you continue to operate the BN Unit, or until you press **LIGHT** again to turn it off manually.
Leaving the backlight on for long periods greatly reduces battery life!

Contents

Before using the BN-10/BN-20 for the first time... 1

Chapter 1 Getting Ready 9

Make backup copies of important data!
Important Precautions
Data Errors
Power Supply
Turning Power On and Off
Resetting the Unit

Chapter 2 Getting Acquainted 21

General Guide
Display Indicators
Fields and Items

Chapter 3 General Operations 25

Modes
Using the Cursor Keys
Screen Scrolling
Using the Menu Bar
Backlight Operation (BN-20 Only)
Input Screens
Inputting Text
Other Keys Used for Data Input
Inputting Dates and Times
Text Input Tools
Editing Data
Duplicating an Item

Chapter 4 BN Unit Setup 39

Basic Settings
Memory Status
Memory Management

Chapter 5 SCHEDULER 45

Entering the SCHEDULER Mode
Inputting New SCHEDULER Data
SCHEDULER Mode Alarms
Recalling SCHEDULER Data
Deleting SCHEDULER Data
Specifying the Calendar Format
Date Highlighting
Managing TO DO Categories
Jumping to a Specific Date
Jumping Between Dates that Contain Data
Searching for SCHEDULER Data

Chapter 6 CONTACTS 71

Entering the CONTACTS Mode
CONTACTS Data Types and Screen Formats
Changing Between Data Types
Inputting New CONTACTS Data
Recalling CONTACTS Data
Deleting CONTACTS Data
Searching for CONTACTS Data

Chapter 7 **MEMO** **83**

- Entering the MEMO Mode
- MEMO Screen Formats
- Inputting MEMO Data
- Recalling a Memo
- Deleting MEMO Data
- Changing the Appearance of the MEMO Screen
- Using Tabs
- Rearranging the Sequence of Stored Memos
- Searching for MEMO Data

Chapter 8 **EXPENSE MANAGER** **93**

- How to Use the EXPENSE MANAGER Mode
- Entering the EXPENSE MANAGER Mode
- Setting Up an Account
- Inputting Transaction Data
- Transferring Money Between Accounts
- Recalling EXPENSE MANAGER Data
- Calculating Periodic Totals
- Deleting EXPENSE MANAGER Data
- Searching for EXPENSE MANAGER Data
- Managing Expense Types
- Copying an Account

Chapter 9 **SPREADSHEET** **113**

- Entering the SPREADSHEET Mode
- Spreadsheet Basics
- Inputting Data into a Cell
- Opening, Saving, and Exiting Spreadsheets
- Editing SPREADSHEET Data
- Deleting SPREADSHEET Data
- Cut, Copy, and Paste
- Spreadsheet Errors

Chapter 10 **Secret Function** **129**

- Creating a New Secret Memory Area
- Using the Secret Memory Area

Chapter 11 **CLOCK Mode** **133**

- Entering the CLOCK Mode
- Selecting a Time Zone
- Setting the Home Time
- Other CLOCK Mode Settings
- Using the Daily Alarm

Chapter 12 **Pop-Up Tools** **141**

- Pop-Up Tool Availability
- Using the Calculator
- Using the Clock Window

Chapter 13 **Dual Window** **149**

- Clipboard Window Formats
- Using Dual Window Clipboards

Chapter 14 **Data Communication** **155**

Chapter 15 **Technical Reference** **157**

- Storage Capacity
- Auto Sort Sequence
- Error Messages
- Troubleshooting
- Specifications

Appendix **168**

- City Name List
- Command Reference



Getting Ready

Read this first!

Be sure to read this part of the User's Guide before doing anything else! It includes important information that you need to know in order to use the BN-10/BN-20 (hereinafter referred to as the "BN Unit") correctly.

Important!

Please keep this User's Guide and all information handy for future reference.

Note

The screen shots shown in this User's Guide may differ slightly from the displays actually produced by your BN Unit.

Make backup copies of important data!	10
Important Precautions	10
Data Errors	11
To reset after viewing data	11
To reset immediately	12
Power Supply	12
Low Battery Warning	12
Battery Precautions	12
To replace the batteries	14
AC Adaptor	16
To connect the AC adaptor	17
Turning Power On and Off	17
To turn power on and off	17
Initial Screen	18
Auto Power Off	18
Resetting the Unit	18
To reset the BN Unit	18

Make backup copies of important data!

Your BN Unit employs flash memory, which makes it possible to store large volumes of data and to recall data quickly and easily. Data is retained when power is turned off and even when batteries go dead, but it can be corrupted or lost entirely due to operational mistakes or malfunction. Data contents can also be corrupted or lost due to strong electrostatic charge, strong impact, or extremes in temperature and humidity. All of this means that you should always keep back-up copies of important data by transferring it to a personal computer or by writing it down somewhere.

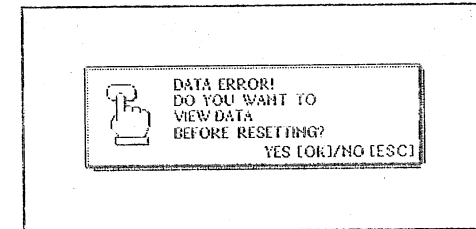
Important Precautions

Note the following important precautions whenever using your BN Unit.

- Never expose the BN Unit to fire.
- Avoid temperature extremes. Do not locate the BN Unit in direct sunlight, near a window, near a heater, etc.
- In very low temperatures display response may slow down or fail entirely. This condition is temporary and operation should resume under normal temperatures.
- Avoid areas subject to excessive moisture, dirt, and dust.
- Avoid dropping the BN Unit and otherwise subjecting it to strong impact.
- Never bend or twist the BN Unit.
- Never try to take the BN Unit apart.
- Do not use a pen, pencil, or other sharp object to press keys.
- To clean the exterior of the BN Unit, wipe it with a soft cloth dampened in a weak solution of a mild neutral detergent and water. Be sure to wring out any excess moisture from the cloth before wiping off the BN Unit. Never use benzene, thinner, or any other volatile agent to clean the unit. Doing so can remove the figures printed on the case or otherwise damage the case finish.
- Never connect any device other than a CASIO specified option to the option port. Doing so can create the danger of malfunction, fire, and electrical shock.
- The contents of this manual are subject to change without notice.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties that may arise from the use of this product.

Data Errors

The BN Unit performs a self-check routine whenever you turn it on. The message shown below appears if the BN Unit detects a problem with data stored in its memory.



Once data is lost due to a data error it cannot be recovered. Data errors are generally caused by one of the following problems.

- Interruption of battery power
- Severe electrostatic charge, strong impact, changes in temperature, or changes in humidity
- Hardware problems

When the above message appears, you can do one of the following:

- Reset after viewing data stored in memory
SPREADSHEET Mode data cannot be recalled after a data error. Also note that in the case of a severe data error, you may not be able to view other mode data stored in memory.
- Reset immediately

Continued problems after performing the RESET operation can indicate a serious hardware problem. Contact your nearest CASIO dealer if problems persist.

To reset after viewing data

1. After the **DATA ERROR** message appears, press **OK** (Yes).
2. In response to the message that appears (**DATA ERROR! CONSULT YOUR USER'S GUIDE FOR CORRECT PROCEDURE.**), press **OK**.
 - This enters the **CLOCK** Mode.
3. Now you can enter other modes to recall data and make handwritten copies if you want.
4. After recalling the data you want, perform the **RESET** operation under "To reset the BN Unit" on page 18.

To reset immediately

1. After the **DATA ERROR** message appears, press **ESC** (No).
2. Continue from step 3 under "To reset the BN Unit" on page 18.

Power Supply

Your BN Unit can be powered by two AA-size alkaline batteries (LR6(AM3)) or the following optional AC adaptor.

Optional AC Adaptor: AD-A70140

Important!

- Normally the flash memory of the BN Unit retains its data when power is turned off and even when batteries go dead. Misoperation or other problems, however, can cause data to become corrupted or lost. Always keep separate copies of important data.

Low Battery Warning

The message **BATTERIES ARE GETTING WEAK! REPLACE THEM AS INSTRUCTED IN THE USER'S GUIDE.** appears whenever battery power drops below a certain level. Replace the batteries immediately after this message appears.

Important!

- If you continue using the BN Unit after the low battery warning message appears, power may suddenly turn off or the contrast adjustment screen may suddenly appear. Should this happen, replace batteries immediately.
- Be sure to use alkaline batteries. Manganese batteries provide very short battery life.

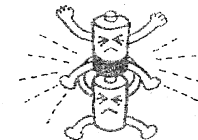
Battery Precautions

Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the BN Unit. Note the following precautions.

- Be sure to use alkaline batteries only to power this BN Unit.
- Be sure that the positive (+) side of each battery is facing in the correct directions.



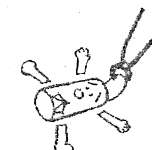
- Never mix batteries of different types.



- Never mix old batteries and new ones.



- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.



- Never leave dead batteries in the battery compartment.



- Remove the batteries if you do not plan to use the BN Unit for a long time.
- Replace batteries at least once every 1 year, no matter how much you use the BN Unit during that period.
- Never try to recharge the batteries that come with the BN Unit.



- Should a battery leak, clean out the battery compartment of the BN Unit immediately, taking care to avoid letting battery fluid come into direct contact with your skin.

Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.

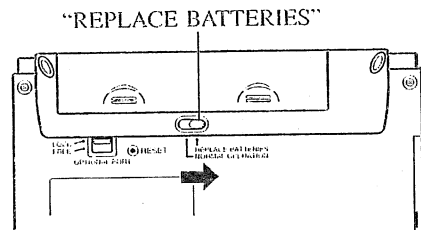
- Frequent data synchronization using the PC sync for Windows application that comes with the BN Unit shortens battery life.
- Frequent data communications using the separately available modem shortens battery life.
- The batteries that come with the BN Unit may spend considerable time in transit and on the shelf after being packed at the factory. Because of this, you may not get the full battery life from these batteries.

To replace the batteries

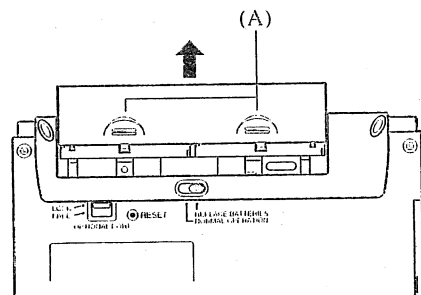
Important!

- Always unplug the AC adaptor from the BN Unit before replacing batteries.
- Always make sure the battery switch is the **NORMAL OPERATION** at all times, except when replacing batteries.

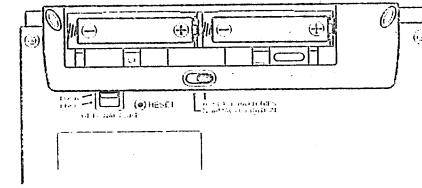
1. Turn off BN Unit power.
2. Slide the battery switch on the back of the BN Unit to the **REPLACE BATTERIES** position.



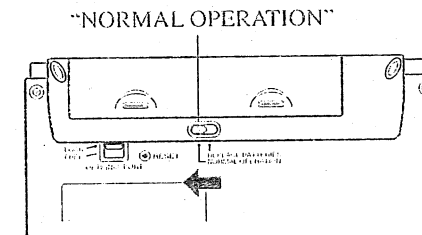
3. While pressing at the points marked (A) in the illustration, slide the battery compartment cover in the direction indicated by the arrow to remove it.



4. Remove both of the old batteries.
5. Load two new batteries, making sure that their positive (+) and negative (-) ends are facing in the proper directions.



6. Taking care not to damage its tabs, replace the battery compartment cover back onto the BN Unit.
7. Slide the battery switch back to the **NORMAL OPERATION** position.



8. Press the power on key (BN-10: **ON**, BN-20: **ON/OFF**) to turn on power.
 - This causes the contrast adjustment screen to appear.
9. Use the ◀ and ▶ cursor keys to adjust the contrast of the display, and then press **OK**.
 - If nothing appears on the display after you press the power on key, remove the batteries and then reload them into the BN Unit, making sure you follow proper procedures.
 - If this does not solve the problem, refer to "Troubleshooting" on page 164.
10. In response to the message that appears (**CHECK YOUR HOME TIME SETTING AND CORRECT IT IF NECESSARY!**), press **OK**. This enters the **CLOCK Mode**.
11. Check the Home Time setting and make changes if necessary (page 134).
12. Perform the procedure under "To set the on-screen message language" on page 40 to specify the language you want to use.

AC Adaptor

Caution!

- Use the AC adaptor only with a power outlet whose voltage matches that marked on the adaptor. Do not plug the adaptor into an extension shared by other appliances. Doing so creates the danger of fire and electrical shock.
- Use only the AC adaptor model specified for the BN Unit in this manual. Use of another adaptor creates the danger of fire and electrical shock.
- Do not allow the electrical cord of the AC adaptor to become damaged or cracked. Never modify, sharply bend, twist, or pull on the cord. Do not place heavy objects on the cord or expose it to heat. Use of a damaged electrical cord creates the danger of fire and electrical shock.
- Should the electrical cord ever become severely damaged (to the point that wires are exposed or broken), contact your nearest CASIO dealer about repair or replacement. Use of a damaged electrical cord creates the danger of fire and electrical shock.
- Never touch the AC adaptor while your hands are wet. Doing so creates the danger of electrical shock.
- Never pull on the power cord when unplugging the AC adaptor. Doing so can damage the cord and create the danger of fire and electrical shock. Always hold onto the AC adaptor unit when unplugging it from the wall outlet.
- Unplug the AC adaptor from the wall outlet whenever you plan to leave the BN Unit unattended for very long periods.
- After using the BN Unit, turn off power and unplug the AC adaptor from the wall outlet.

Important!

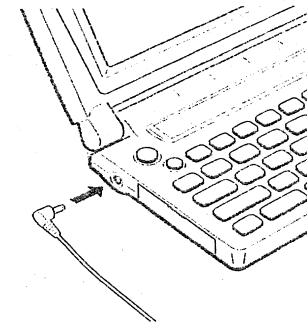
- Use only the following optionally available AC adaptor model with this product:
AD-A70140.
- Use of an AC adaptor model other than that specified above can result in serious damage to the AC adaptor or the BN Unit, or other serious problems.
- Always turn off the BN Unit before connecting the AC adaptor.
- The AC adaptor may become warm to the touch after very long term use. This is normal and does not indicate malfunction.

To connect the AC adaptor

Important!

- Be sure to have batteries loaded in the BN Unit, even when using the AC adaptor unit for power. The BN Unit is designed to disable operation if an attempt is made to operate it under AC adaptor power, while batteries are not loaded or battery power is low. This is done in order to protect against corruption of memory contents caused by a sudden drop in power when the AC adaptor is unplugged from the BN Unit.
- Always unplug the AC adaptor from the BN Unit before replacing batteries.

1. Connect the AC adaptor into the jack on the left side of the BN Unit.



2. Plug the AC adaptor into a standard household AC outlet.

Turning Power On and Off

After you load batteries, use the following procedure to turn power on and off.

To turn power on and off

1. Press the power on key to turn power on.
 - If you are using a BN-10 Unit, press **ON**.
 - If you are using a BN-20 Unit, press **ON/OFF**.
2. To turn power off, press the power off key.
 - If you are using a BN-10 Unit, press **OFF**.
 - If you are using a BN-20 Unit, press **ON/OFF**.

Initial Screen

Turning on power displays the last screen that was on the display when you last turned off power.

Auto Power Off

The Auto Power Off function automatically turns off power whenever you do not perform any key operation for about 6 minutes. Use the procedure described under "To turn power on and off" to turn power back on.

Resetting the Unit

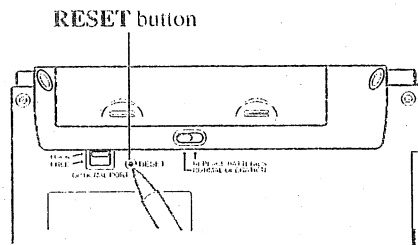
Warning!

The following procedure erases all data stored in the memory of the BN Unit. Perform this operation only when you want to delete all data and initialize the settings of the BN Unit.

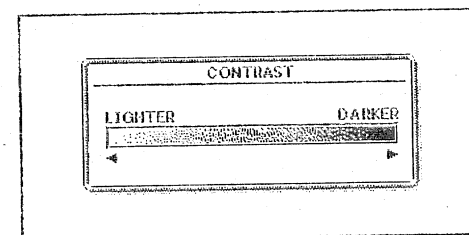
Remember - you should always keep copies of important data by writing it down, or by transferring it to a personal computer.

To reset the BN Unit

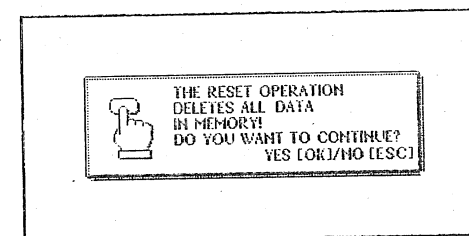
1. Press the power on key (BN-10: **ON**, BN-20: **ON/OFF**) to turn on power.
2. Use a thin, pointed object to press the **RESET** button on the back of the BN Unit.



- This causes the contrast adjustment screen to appear.



- If the contrast adjustment screen does not appear when you press the **RESET** button, slide the battery switch to the **REPLACE BATTERIES** position and remove the battery compartment cover. Use a thin, pointed object to press the **P** button and then replace the battery compartment cover. Slide the battery switch back to the **NORMAL OPERATION** position and then press the **RESET** button.
3. Use **◀** and **▶** to adjust the contrast of the screen, if necessary, and then press **OK**.



4. In response to the message that appears, press **OK** to reset the BN Unit and clear all memory contents, or **ESC** to abort the reset procedure without doing anything.
 5. If you pressed **OK** in the above step, a second confirmation message appears. Press **OK** to reset the BN Unit and clear all memory contents, or **ESC** to abort the reset procedure without doing anything.
- Pressing **OK** in the above step starts the actual reset procedure.

Getting Acquainted

6. After the reset procedure is complete, use the ▲ and ▼ cursor keys to highlight the display message language you want to use.
 7. Press **OK** to complete the procedure. This enters the **CLOCK Mode**.
 8. Check the Home Time setting and make changes if necessary (page 134).
- Following are the initial settings of the BN Unit after you perform the **RESET** operation.

Home Time: London
 JAN/1/1998
 AM 12:00
 12-hour format

World Time: New York

Daily Alarm: PM 12:00

Sound: Daily Alarm off, all others on

Messages: English

Character input: CAPS

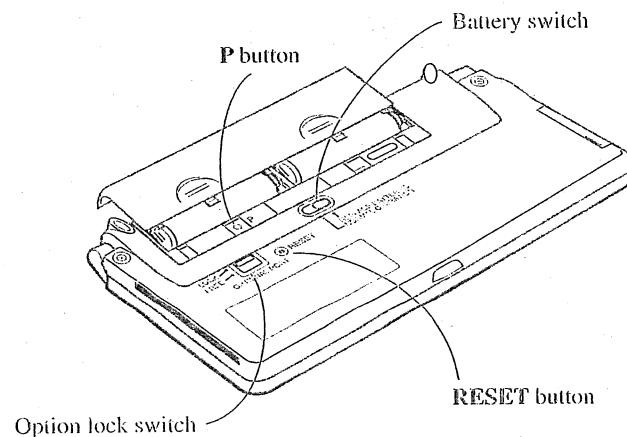
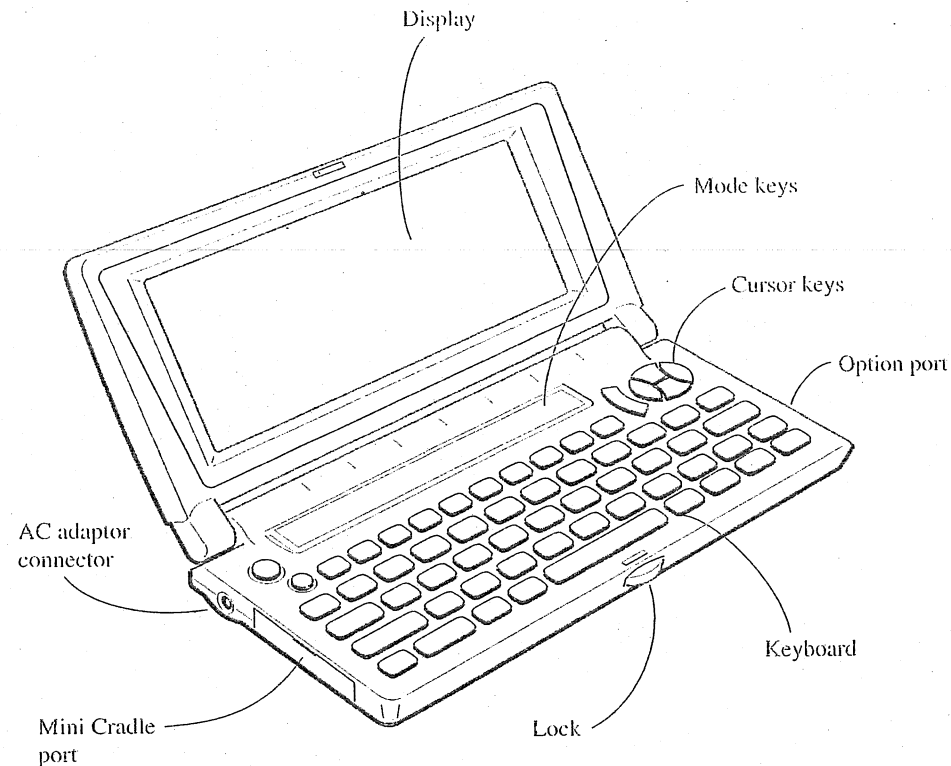
Your BN Unit is designed to provide you with the most powerful pocket-compatible personal data processing available, in a user-friendly configuration that is simple to use. Before getting into actual operational procedures, take a few moments to go through the following information to become acquainted with some of the basic terminology and concepts that we will be using throughout the rest of this User's Guide.

General Guide 22

Display Indicators 23

Fields and Items 23

General Guide



Display Indicators

The following shows the names of the various indicators that appear on the display and explains what they mean.

▲: Data runs off the top of the screen. Scroll displayed data by pressing ▲, ▼, ▲ and ▼.

SHIFT: Keyboard is shifted between upper-case and lower-case input. The punctuation marked above the keys in blue can also be input while the keyboard is shifted.

CAPS: Keyboard is shift-locked so all text input is upper-case. All text input is lower-case when this indicator is not on the display.

ACC: Indicates the ACC key was pressed. While this indicator is on the display, pressing Z, X, C, V, or B inputs the accent marked above the key.

COMMAND: Indicates the COMMAND key was pressed, so the next character will be interpreted as a command.

SEARCH: Indicates that the displayed data is the result of a search operation.

▬: Low battery warning

☞: Indicates you are currently in the secret memory area.

▼: Data runs off the bottom of the screen. Scroll displayed data by pressing ▲, ▼, ▲ and ▼.

Fields and Items

In the sections that cover the personal data storage functions of the BN Unit, you will come across the terms *field* and *item*.

Generally, a *field* is an area on the screen where you actually input the text, numbers, dates, and times you want to store. Some fields, however, provide you with a set of fixed options from which you can choose one.

An *item* (which is actually short for *data item*) is a set of specific fields that forms the basic unit for the storage of the data you input. In the CONTACTS Mode, for example, you input data into NAME, ADDRESS, and PHONE (H) fields. The complete set of data for each person makes up an item.

General Operations

This chapter provides important general information that you need to know when using your BN Unit. Be sure to read it before trying to use the BN Unit for the first time.

Modes	26
To enter a mode by pressing a mode key	26
To enter a mode using the Mode Menu	26
Using the Cursor Keys	27
Screen Scrolling	27
Using the Menu Bar	27
To execute a command from a pull-down menu	28
Backlight Operation (BN-20 Only)	29
To turn on the backlight for 15 seconds	29
To leave the backlight on as long as you input data	30
Input Screens	30
To move between fields	30
To move the input cursor inside a field	30
Inputting Text	31
To input letters and numbers from the keyboard	31
To input upper-case letters	31
To temporarily shift the keyboard	31
To input punctuation	32
To input accented characters	32
To input other characters and symbols	32
Other Keys Used for Data Input	33
Inputting Dates and Times	34
Text Input Tools	34
To select a block of text	34
To cut a block of text	35
To copy a block of text	35
To paste text from the buffer	36
To delete a block of text	36
Editing Data	36
To edit an item	36
Duplicating an Item	37
To duplicate a data item	37

Modes

In order to use the powerful features and functions of the BN Unit, you must first enter one of the following modes.

- SCHEDULER
- CONTACTS
- MEMO
- EXPENSE MANAGER
- SPREADSHEET
- CLOCK
- MAIL/FAX*

You can enter a mode by pressing its mode key, or by using the Mode Menu.

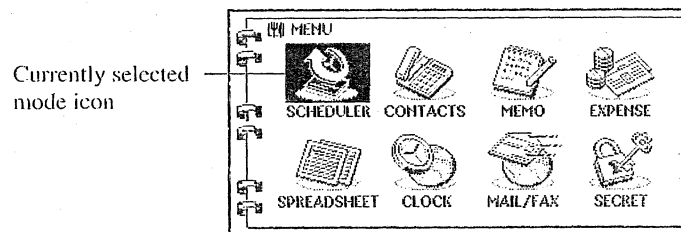
* An optional modem is required to perform the operations in the MAIL/FAX Mode. If a modem is not connected to the BN Unit, it will not enter the MAIL/FAX Mode when you press the **MAIL/FAX** key or when you select **MAIL/FAX** from the Mode Menu. See the manual that comes with the modem for operating procedures and other details.

To enter a mode by pressing a mode key

Press one of the mode keys located under the BN Unit's display to enter the corresponding mode.

To enter a mode using the Mode Menu

1. Press the **MENU** key to display the Mode Menu.



2. Use the **▲**, **▼**, **◀**, and **▶** cursor keys to select the icon you want.
3. Press **OK** to enter the mode whose icon is selected.

Important!

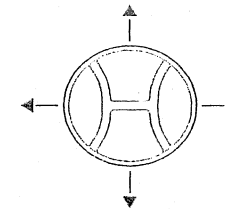
- All the examples shown in this User's Guide use the mode keys to enter modes.

Using the Cursor Keys

Use the large round cursor key located in the upper right corner of the BN Unit's keyboard whenever you have to perform any operation that requires movement up, down, left, or right.

In addition to actually moving the input cursor, the cursor key is also used to select menu bar menus and the commands inside of a menu.

In this User's Guide, we will use black arrows to indicate which part of the cursor key you should press to move the cursor in a given direction, even though the cursor key itself is not marked with such arrows.



Screen Scrolling

Appearance of the **▲** or **▼** indicator on the left side of the display indicates that data runs off the top or bottom. The following describes how to scroll data.

- Use the **▲** and **▼** cursor keys to scroll line-by-line.
- Use the **▲** and **▼** keys to scroll a page, day, or week at a time.
- Note that with most screens, not all of the contents scroll. Only the portion of the screen that has multiple lines scrolls (such as the **DESCRIPTION** field of a **SCHEDULER** item), while other parts (such as **TIME** and **DATE** fields) remain unchanged.

Using the Menu Bar

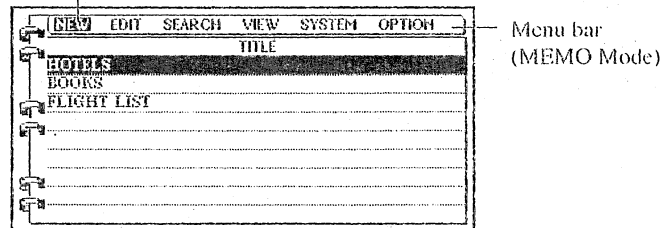
The menu bar provides you with a selection of pull-down menus containing commands that are very similar to those found in many desktop computer applications.

The availability of the menu bar, the type of pull-down menus it contains, and the contents of the pull-down menus depend on the mode you are in and the type of operation you are currently performing. See the Appendix at the back of this User's Guide for a full list of commands that appear in each menu.

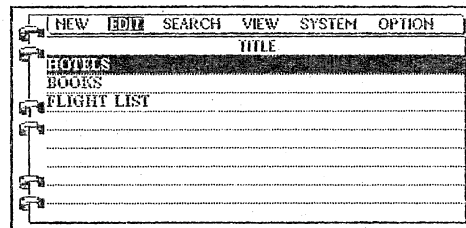
To execute a command from a pull-down menu

1. Press **MENU BAR** to display the menu bar.

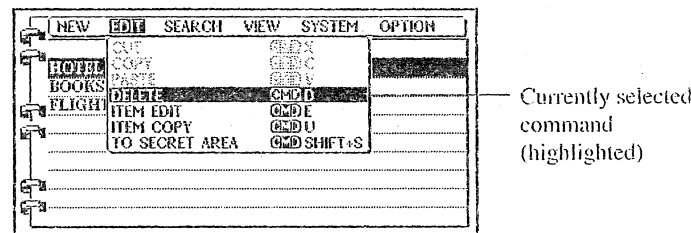
Currently selected menu (highlighted)



2. Use the cursor key (◀, ▶) to move the highlighting to the menu that contains the command you want to execute.

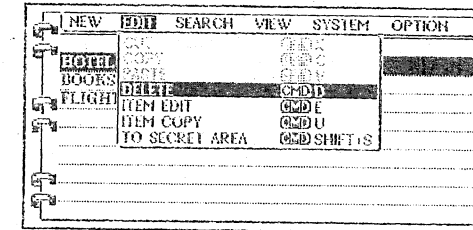


3. Press ▼ or ▲ to pull down the menu.



4. Use the cursor key (▼, ▲) to move the highlighting to the command you want to execute.
5. Press **OK** to execute the command.
 - The menu closes and the menu bar is cleared from the display when you execute a command.

- The BN Unit also supports use of hot key combinations using the **COMMAND** key. This means you can press the **COMMAND** key and input a letter to execute a pull-down menu command, without actually opening the pull-down menu. The letters that correspond to each command can be seen in the pull-down menus.



The above menu shows the following hot key combinations.

- DELETE: **COMMAND D**
- ITEM EDIT: **COMMAND E**
- ITEM COPY: **COMMAND U**
- TO SECRET AREA: **COMMAND SHIFT+S**

See the Appendix at the back of this User's Guide for a complete list of **COMMAND** key combinations.

Backlight Operation (BN-20 Only)

The electro-luminescent backlight of the BN-20 Unit helps to keep your on-screen data bright and easy to read at all times. There are two different operations you can use to turn on the backlight. One turns the backlight on for about 15 seconds, while the other procedure leaves the backlight on as long as you keep operating the keyboard.

Leaving the backlight on for long periods greatly reduces battery life!

To turn on the backlight for 15 seconds

Press the **LIGHT** key to turn on the backlight. The backlight will turn off automatically after about 15 seconds.

Pressing **LIGHT** while the backlight is lit turns it off.

To leave the backlight on as long as you input data

Press **SHIFT** and then **LIGHT** to turn on the backlight. In this case the backlight will remain on as long as you continue to press keys. It turns off automatically if you do not perform any key operation for about 15 seconds.

Notes

- The backlight will turn off automatically and not turn on when the **LIGHT** key is pressed while data communication operation is in progress.
- The backlight may also suddenly turn off and fail to turn back on whenever battery power is low.

Input Screens

An *input screen* is any screen that has a cursor for data input, regardless of whether you are inputting new data or editing existing data. The following procedures describe how to move between fields, and how to move the cursor inside of a field in the SCHEDULER, CONTACTS, MEMO, and EXPENSE MANAGER Modes.

To move between fields

Use the **TAB** key to jump forward to the next field, and **SHIFT TAB** to jump back to the previous field.

Important!

- It is important to remember that data you input into a field is not actually stored in memory until you store the entire item by pressing **OK**.

To move the input cursor inside a field

The input cursor is a small blinking vertical line that shows where the next character will be input when you press a key. Use the cursor keys to move the cursor left and right. If the field contains more than one line, you can use the ▲ and ▼ cursor keys to move up and down.

Inputting Text

This section tells you how to input the letters, numbers and symbols that make up text data.

This section covers general input procedures only. You will also find information related to data input in the sections that describe operations for each mode.

Note

- The text input procedures described in this section apply both to input of new data and to editing of data.

To input letters and numbers from the keyboard

Press the key marked with the letter or number you want to input.

To input upper-case letters

Press **CAPS** to toggle the keyboard between upper-case and lower-case input. The indicator **CAPS** is on the left side of the display while the keyboard is shift-locked for upper-case input.

- The upper-case/lower-case setting you make with the **CAPS** key remains in effect until you change it.
- The shift-lock operation using **CAPS** affects the letter keys only. It does not shift the number keys.

To temporarily shift the keyboard

Press **SHIFT** to temporarily shift the keyboard between upper-case and lower-case letters. The indicator **SHIFT** is on the left side of the display while the keyboard is shifted.

- If the keyboard is shift-locked for upper-case input (**CAPS** indicator on the display), pressing **SHIFT** shifts to lower-case for the next input. If the keyboard is set for lower-case input (no **CAPS** indicator), pressing **SHIFT** changes to upper-case for the next key input.
- With **SHIFT**, the keyboard remains shifted for input of one character only. As soon as you input one character, the keyboard switches back to the status set by the **CAPS** key.
- Note that pressing **SHIFT** also shifts the other keys allowing input of the punctuation symbols marked above them in blue.

To input punctuation

Keyboard keys are provided for the most commonly used punctuation: comma, period, slash. Other punctuation can be input by pressing **SHIFT** and then the key over which the desired punctuation symbol is marked in blue.

To input accented characters

Press the **ACC** key to input the accents marked above the keyboard keys shown below.



The indicator **ACC** is on the left side of the display when the keyboard is set to input accents. If you change your mind about inputting an accented character, press **ACC** again to clear the **ACC** indicator.

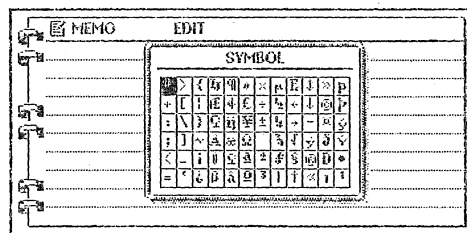
Here are a few examples to give you an idea of how to use the **ACC** key to input accented characters.

ACC B SHIFT N Ñ (ñ)
ACC V O ö (ö)

- The **ACC** indicator is cleared automatically when you press a character key.

To input other characters and symbols

Pressing the **SYMBOL** key displays a menu of symbols.



After the menu is displayed, use the cursor keys to select the symbol you want to input, and then press **OK**.

- The symbol menu is cleared automatically when you press **OK**.
- To close the symbol menu without inputting anything, press **ESC**.

Other Keys Used for Data Input

This section describes a number of other keys that perform special functions during data input.

DEL

This key deletes the character at the current cursor position and shifts all characters to the left over to fill in the space.

BS

This deletes the character immediately to the left of the current cursor position and shifts all characters to the left over to fill in the space.



Press this key to insert a “newline” character (↵) inside of a data field. Newline characters are shown only when you are inputting and editing data, but not when you are normally viewing data after recalling it. Remember, though, that newline characters are counted as characters when calculating memory capacity.

TAB

- Pressing **TAB** normally causes the input cursor to jump to the next input field, while **SHIFT TAB** jumps back to the previous input field.
- In the **MEMO Mode** you can set one tab stop to indent text. Pressing **TAB** in the **MEMO Mode** causes the cursor to jump to the tab stop.

ESC

This key cancels the operation that is currently in progress and returns to the screen that was shown before you entered the current operation. You can think of the **ESC** key as a kind of “interrupt key.”

OK

Press this key when you want to execute a command operation, or to store the data you are inputting into memory. It is important to remember that none of the data you are inputting is actually stored in memory until you press **OK**.

Inputting Dates and Times

Use the **TAB** key to move the input cursor to a time or date field and then use the number keys to input the time or date you want. The following rules always apply for time and date input.

Time

- The BN Unit does not accept illegal inputs (25 for the hour, 64 for the minutes).
- Use the same time format (12-hour or 24-hour) that you select in the **CLOCK Mode**.
- When you are using the 12-hour format, press **A** to specify "am" (morning) or **P** to specify "pm" (afternoon, evening).
- Whenever the input cursor is located inside of a time field, you can use ◀ and ▶ to move between the hour and minutes digits.

Date

- Dates can be input in the range of 1901 through 2099.
- The BN Unit does not accept illegal inputs (35 for the day, 14 for the month).
- Use the same date format that you select as your date format in the **CLOCK Mode**.
- Whenever the input cursor is located inside of a date field, you can use ◀ and ▶ to move between the year, month, and day digits.

Text Input Tools

A collection of text editing tools helps to make data input and editing quicker and simpler.

To select a block of text

1. Move the cursor to either the beginning or the end of the block of text that you want to select.
2. Press **SHIFT** and then use the cursor keys to move the cursor, selecting text as you do.
 - Pressing the ▲ or ▼ cursor key moves the cursor to the previous or next line of text, selecting everything between the previous cursor position and the new cursor position.

- The range of text that is selected by the above operation becomes highlighted.

CONTACTS	EDIT	BUSINESS
NAME	Smith, Ted	
EMPLOYER	QD MOTORS	
PHONE (B)	820-670-3366	
FAX (B)	820-670-3377	
ADDRESS (B)	QD Building, 10250 QD Road, Chicago	
E-MAIL	ted92863@aaaa.bb.cc.dd	
POSITION	Sales Manager	
DEPARTMENT	Latin America Region	
PHONE (H)	885-276-6579	
FAX (H)	885-276-6580	

- If you make a mistake and go too far, you can move the cursor in the opposite direction, which unhighlights text.
- After selecting a block of text you can cut, copy, or delete it.
- To deselect the block of text without performing any operation on it, press **ESC**.
- If you press a letter, number, or symbol key while text is selected (highlighted), the text is deselected (highlighting turns off) and the corresponding character is input at the current cursor location.

To cut a block of text

1. Select the block of text you want to cut.
2. Use the menu bar to select the **EDIT** menu's **CUT** command.
 - The block of text is cleared from the screen and stored in a buffer.
 - Any data previously in the buffer is replaced by the data you cut.
 - The text remains in the buffer until you perform another cut or copy operation.
 - The buffer can hold up to 2,048 characters.
 - You can use the **PASTE** command to paste the contents of the buffer in another location.

To copy a block of text

1. Select the block of text you want to copy.
2. Use the menu bar to select the **EDIT** menu's **COPY** command.
 - A copy of the block of text is stored in a buffer.
 - Any data previously in the buffer is replaced by the data you copy.
 - The text remains in the buffer until you perform another cut or copy operation.
 - The buffer can hold up to 2,048 characters.
 - You can use the **PASTE** command to paste the contents of the buffer in another location.

To paste text from the buffer

1. Move the input cursor to location where you want to paste the text.
2. Use the menu bar to select the **EDIT** menu's **PASTE** command.
 - The text stored in the buffer is inserted at the current input cursor location.
 - If you execute the **PASTE** command while text is selected (highlighted), the text is deselected (highlighting turns off) and the text from the buffer is pasted at the current cursor location.

To delete a block of text

1. Select the block of text you want to delete.
2. Press **DEL** to delete the block of text.

Editing Data

The following describes general data editing procedures. These procedures apply to all modes except the **SPREADSHEET** Mode. See the part of this User's Guide that covers the **SPREADSHEET** Mode for details on editing its data.

To edit an item

1. Enter the mode whose data you want to edit.
2. Select the item you want to edit.
 - See the sections of this User's Guide that describe operations for each mode for details on how to recall an item.
3. Use the menu bar to select the **EDIT** menu's **ITEM EDIT** command.
 - This causes the cursor to appear.
4. Use the input procedures described earlier in this section to edit the data.
5. After you are finished, press **OK** to store your changes.

Duplicating an Item

Often a data item is similar to another one we have already input. The following procedure lets you duplicate an existing data item, which you can then edit to create a new item.

To duplicate a data item

1. Enter the mode whose data you want to duplicate.
2. Select the item you want to duplicate.
 - You can select an item by displaying its data screen or by highlighting it in a list screen.
3. Use the menu bar to select the **EDIT** menu's **ITEM COPY** command.
 - A copy of the original item appears, with the cursor blinking in its first field, ready for editing.
4. Use the input procedures described earlier in this section to make any changes in the data that you want.
5. After you are finished, press **OK** to store the item.

BN Unit Setup

This chapter tells you how to make a number of general settings to configure your BN Unit to your needs. It also tells you how to check on how much memory is left for storage of data.

Basic Settings	40
To set the on-screen message language	40
To turn the key input tone on and off	40
To adjust display contrast	41
Memory Status	41
To check memory status	41
Memory Management	42
To perform memory management	42


Basic Settings

Use the following procedures to configure the hardware features of the BN Unit.

To set the on-screen message language

1. Press **MENU BAR** to display the menu bar.
2. Use **▶** to highlight **SYSTEM**, and then press **▼**.
3. Use **▼** to highlight **LANGUAGE**, and then press **OK**.
4. In the dialog box that appears, use **▼** and **▲** to select the language you want to use.
5. Press **OK** to register your setting and close the dialog box.
 - Pressing **ESC** in the above step closes the dialog box without changing anything.

To turn the key input tone on and off

1. Press **MENU BAR** to display the menu bar.
2. Use **▶** to highlight **SYSTEM**, and then press **▼**.
3. Use **▼** to highlight **SOUND**, and then press **OK**.
4. In the dialog box that appears, use **▼** to select **KEY TONE**.
 - The selected setting is the one whose on or off setting appears as .
5. Use **◀** and **▶** to turn the key input tone on and off.
6. Press **OK** to register your setting and close the dialog box.
 - Pressing **ESC** in the above step closes the dialog box without changing anything.
 - Turning on the key input tone causes the BN Unit to beep any time one of its keyboard keys is pressed.

To adjust display contrast

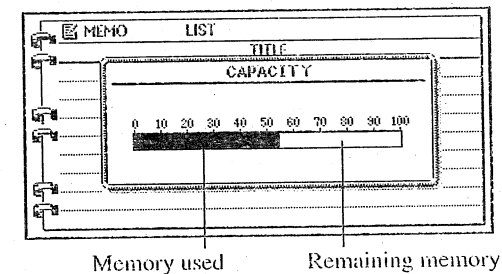
1. Press **MENU BAR** to display the menu bar.
2. Use **▶** to highlight **SYSTEM**, and then press **▼**.
3. Use **▼** to highlight **CONTRAST**, and then press **OK**.
4. In the dialog box that appears, press **◀** to make the screen lighter, and **▶** to make it darker.
5. After you are finished making the setting, press **OK** or **ESC** to close the dialog box.

Memory Status

You can use the following procedure at any time to check the current status of BN Unit memory.

To check memory status

1. Press **MENU BAR** to display the menu bar.
2. Use **▶** to highlight **SYSTEM**, and then press **▼**.
3. Use **▼** to highlight **CAPACITY**, and then press **OK**.



4. Press **ESC** to close the dialog box.

Memory Management

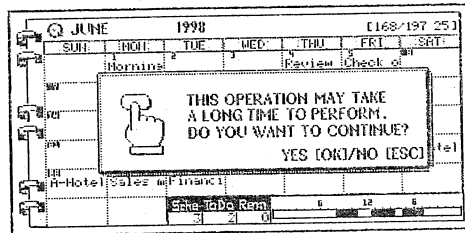
The memory of your BN Unit is designed to make your normal data input and recall operations as quick and efficient as possible. After repeated storage and deletion of data, however, you may find that you are unable to store new data, even after you have deleted some data from memory. When this happens, you need to perform the following "memory management" procedure, which cleans up and rearranges unused memory to make it available for storage of more data.

Note

- When you need to perform memory management depends entirely how often you delete data from memory and store new data. The more you delete and store, the sooner you will need to perform the memory management procedure.

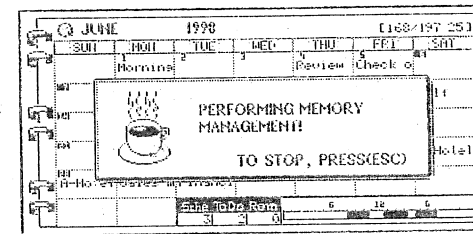
To perform memory management

1. Execute the **SYSTEM** menu's **MEMORY MANAGEMENT** command.



2. In the dialog box that appears, press **OK** to start memory management or **ESC** to close the dialog box without doing anything.

- The following dialog box appears after you press **OK** to start memory management.



- You can press **ESC** at any time to stop the memory management procedure.

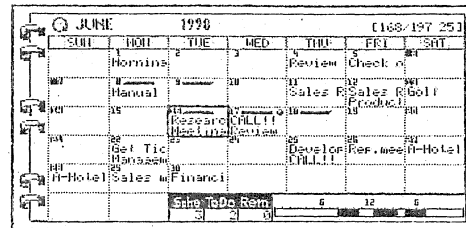
SCHEDULER

The SCHEDULER Mode provides you with a selection of powerful schedule management tools that help to keep you on time all the time. In addition to SCHEDULE, TO DO, and REMINDER list tools, you can select from among a variety of different screens to view your appointments on a monthly, weekly, or daily basis. You can even set alarms to help make sure you never miss an important appointment or event.

Entering the SCHEDULER Mode	46
Inputting New SCHEDULER Data	46
To input single-date SCHEDULE data	46
To input multiple-date SCHEDULE data	48
To input TO DO data	49
To check and uncheck TO DO items	50
About TO DO item checkboxes	50
To input REMINDER data	51
REMINDER Type Dialog Box	52
About REMINDER Types	54
SCHEDULER Mode Alarms	54
To turn SCHEDULER Mode alarms on and off	54
Recalling SCHEDULER Data	55
Screen Organization	55
Calendar Screens	56
Periodic Schedule Screens	57
SCHEDULE Data Screen	60
TO DO Screens	61
REMINDER Screens	62
Deleting SCHEDULER Data	64
To delete one item using DEL	64
To delete one item using the DELETE command	64
To delete SCHEDULER data	65
Specifying the Calendar Format	65
To specify the calendar format	65
Date Highlighting	66
To highlight or unhighlight a single date	66
To highlight multiple dates	66
To unhighlight multiple dates	67
Managing TO DO Categories	68
To assign a name to a TO DO category	68
To change a category name	68
Jumping to a Specific Date	69
To jump to a specific date	69
Jumping Between Dates that Contain Data	69
To jump to the next date that contains data	69
Searching for SCHEDULER Data	70
To search for SCHEDULER data	70

Entering the SCHEDULER Mode

Press **SCHEDULER** to enter the SCHEDULER Mode. When you do, the Monthly Calendar screen appears on the display.



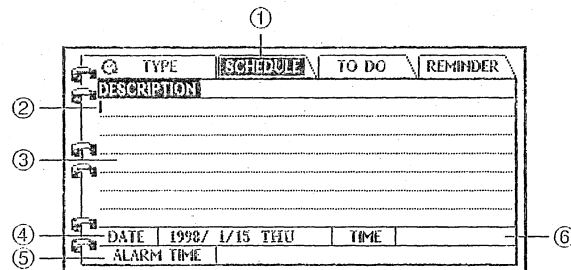
Now you can maneuver around the SCHEDULER Mode to input and recall data.

Inputting New SCHEDULER Data

This section describes how to input SCHEDULE, TO DO, and REMINDER data. Note that a SCHEDULE item can be input as a "single-date" item (an appointment that starts and ends on the same day) or a "multiple-date item" (an appointment that spans more than one day). Also, you can change to a different data type (SCHEDULE, TO DO, REMINDER) while inputting data.

To input single-date SCHEDULE data

1. In the SCHEDULER Mode, execute the **NEW** menu's **SCHEDULE** command.



- ① Data type indicator
- ② Cursor
- ③ Description text field
- ④ Appointment date
- ⑤ Alarm time
- ⑥ Appointment time (start and end times)

2. Input text to describe the SCHEDULE item.
 - Note that you *must* input description text or a start time. The BN Unit will refuse to store the item when you press **OK** below if it does not contain any description text or a start time.
 - You can input up to 2,046 characters for the description text. The BN Unit stops accepting further input after 2,046th character for the description.
3. Press **TAB** to advance to the DATE field, and then input the date of the appointment.
 - The BN Unit automatically inputs the date of the item that was on the display when you executed the **NEW** menu's **SCHEDULE** command. You can leave this date as it is or change it to a different one.
4. Press **TAB** to advance to the TIME field and then input the time of the appointment.
 - You can input either a start time only, or a start time and end time.
5. Press **TAB** to advance to the ALARM TIME field, and then input an alarm time.
 - If you did not input an appointment time into the TIME field, pressing **TAB** here jumps to the data type indicator.
 - You don't have to input an alarm time if you do not want to set an alarm.
 - If you input an alarm time and then change your mind, you can clear the time by pressing **DEL**.
6. Press **OK** to store the item.
 - After the item is stored, the SCHEDULE Data screen for the newly input item is displayed.
 - Before pressing **OK** in the above step, you can press **TAB** or **SHIFT TAB** to move between fields and make further changes in the data before storing it.
 - Note that pressing **TAB** from the ALARM TIME field or **SHIFT TAB** from the DESCRIPTION field selects the data type indicator. You can press **◀** and **▶** while the data type indicator is selected to change to a different data type.
 - You can press **OK** to store an item regardless of the location of the cursor, as long as the item contains description text or a start time.

To input multiple-date SCHEDULE data

1. In the SCHEDULER Mode, execute the **OPTION** menu's **MULTI-DATE ITEM** command.

TYPE	SCHEDULE
DESCRIPTION	
START DATE	1998/ 1/ 1 THU
END DATE	1998/ 1/ 1 THU

- | | |
|--------------------------|--------------|
| ① Data type indicator | ④ Start date |
| ② Cursor | ⑤ End date |
| ③ Description text field | |

2. Input text to describe the SCHEDULE item.
 - Note that you *must* input description text. The BN Unit will refuse to store the item when you press **OK** below if it does not contain any description text.
 - You can input up to 2,046 characters for the description text. The BN Unit stops accepting further input after 2,046th character for the description.
3. Press **TAB** to advance to the **START DATE** field, and then input the start date of the appointment.
 - The BN Unit automatically inputs the date of the item that was on the display when you executed the **OPTION** menu's **MULTI-DATE ITEM** command. You can leave this date as it is or change it to a different one.
4. Press **TAB** to advance to the **END DATE** field, and then input the end date of the appointment.
5. Press **OK** to store the item.
 - After the item is stored, the SCHEDULE Data screen for the newly input item is displayed.

To input TO DO data

1. In the SCHEDULER Mode, execute the **NEW** menu's **TO DO** command.

TYPE	SCHEDULE	TO DO	REMEMBER
DESCRIPTION			
DUE DATE	1998/ 1/ 1 THU	PRIORITY	A B C
ALARM DATE		ALARM TIME	
CATEGORY	BUSINESS		
CHECK			

- | | |
|--------------------------|--------------|
| ① Data type indicator | ⑤ Alarm date |
| ② Cursor | ⑥ Category |
| ③ Description text field | ⑦ Priority |
| ④ Due date | ⑧ Alarm time |

2. Input text to describe the TO DO item.
 - Note that you *must* input description text. The BN Unit will refuse to store the item when you press **OK** below if it does not contain any description text.
 - You can input up to 2,046 characters for the description text. The BN Unit stops accepting further input after 2,046th character for the description.
3. Press **TAB** to advance to the **DUE DATE** field, and then input the due date.
 - The BN Unit automatically inputs the date of the item that was on the display when you executed the **NEW** menu's **TO DO** command. You can leave this date as it is or change it to a different one.
4. Press **TAB** to advance to the **PRIORITY** field.
5. Use the **◀** and **▶** cursor keys to set the priority of the item to A, B, or C.
6. Press **TAB** to advance to the **ALARM DATE** field, and then input the alarm date of the item.
 - You can skip this step if you do not want to set an alarm.
 - If you input an alarm date and then change your mind, you can clear the date by pressing **DEL**.
7. Press **TAB** to advance to the **ALARM TIME** field, and then input an alarm time.
 - If you did not input an alarm date into the **ALARM DATE** field, pressing **TAB** here jumps to the **CATEGORY** field.
 - If you input an alarm time and then change your mind, you can clear the alarm by pressing **DEL**.

8. Press **TAB** to advance to the **CATEGORY** field.
9. Use the **▲** and **▼** keys to select a category, and then press **OK**.
 - You can edit category names using the procedure on page 68.
10. Press **OK** to store the item.
 - After the item is stored, the **TO DO** Data screen for the newly input item is displayed.
 - The BN Unit will refuse to store a **TO DO** item that does not have any description text.
 - Before pressing **OK** in the above step, you can press **TAB** or **SHIFT TAB** to move between fields and make further changes in the data before storing it.
 - Note that pressing **TAB** from the **CATEGORY** field or **SHIFT TAB** from the **DESCRIPTION** field selects the data type indicator. You can press **◀** and **▶** while the data type indicator is selected to change to a different data type.
 - You can press **OK** to store an item regardless of the location of the cursor, as long as the item contains description text.

To check and uncheck TO DO items

1. Select the **TO DO** item you want to check or uncheck.
 - You can select a **TO DO** item by displaying its data screen, or by highlighting the item in the **TO DO** List, **Daily Schedule**, or **Weekly Schedule** screen.
2. Execute the **OPTION** menu's **CHECK ITEM** command to toggle the item status between checked and unchecked.

About TO DO item checkboxes

The checkbox of a **TO DO** item indicates the status of that item, as shown below.

Unchecked

An unchecked item is one that is still not complete, and whose due date has not yet been reached.

Checked

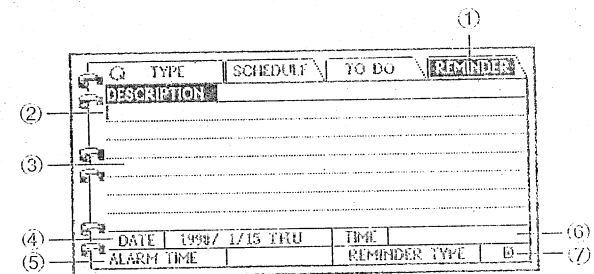
A checked item is one that has been completed.

Pending

A pending item is one that is still not completed, but whose due date has already passed.

To input REMINDER data

1. In the **SCHEDULER** Mode, execute the **NEW** menu's **REMINDER** command.



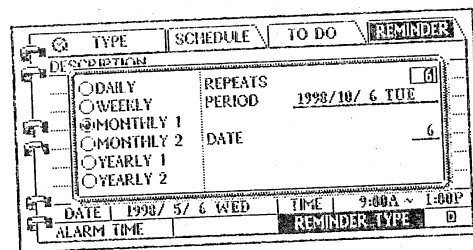
- | | |
|----------------------------|--|
| (1) Data type indicator | (5) Alarm time |
| (2) Cursor | (6) REMINDER time
(start and end times) |
| (3) Description text field | (7) REMINDER type indicator |
| (4) REMINDER date | |

2. Input text to describe the **REMINDER** item.
 - Note that you *must* input description text or a start time. The BN Unit will refuse to store the item when you press **OK** below if it does not contain any description text or a start time.
 - You can input up to 2,046 characters for the description text. The BN Unit stops accepting further input after 2,046th character for the description.
3. Press **TAB** to advance to the **DATE** field, and then input the **REMINDER** date.
 - The BN Unit automatically inputs the date of the item that was on the display when you executed the **NEW** menu's **REMINDER** command. You can leave this date as it is or change it to a different one.
4. Press **TAB** to advance to the **TIME** field, and then input the **REMINDER** time.
 - You can input either a start time only, or a start time and end time.
5. Press **TAB** to advance to the **ALARM TIME** field, and then input an alarm time.
 - If you did not input a **REMINDER** time into the **TIME** field, pressing **TAB** here jumps to the **REMINDER** type.
 - You can skip this step if you do not want to set an alarm.
 - If you input an alarm time and then change your mind, you can clear the alarm by pressing **DEL**.
6. Press **TAB** to display the **REMINDER** type dialog box.
7. Use **▲** and **▼** to select a **REMINDER** type, and then input a value from 1 to 60 to specify how many times you want to **REMINDER** item to repeat.
8. Press **OK** to register the **REMINDER** type and return to the data input screen.

9. Press **OK** to store the item.

 - After the item is stored, the REMINDER Data screen for the newly input item is displayed.
 - The BN Unit will refuse to store a REMINDER item that does not have any description text or a start time.
 - Before pressing **OK** in the above step, you can press **TAB** or **SHIFT TAB** to move between fields and make further changes in the data before storing it.
 - Note that pressing **TAB** from the REMINDER TYPE field or **SHIFT TAB** from the DESCRIPTION field selects the data type indicator. You can press **◀** and **▶** while the data type indicator is selected to change to a different data type.
 - You can press **OK** to store an item regardless of the location of the cursor, as long as the item contains description text or a start time.

REMINDER Type Dialog Box



The REMINDER type dialog box appears during input of REMINDER data. Pressing **TAB** expands the REMINDER type dialog box so more detailed settings can be made.

The following table shows the meaning of each item that can appear in the right side of the REMINDER type dialog box. The actual contents of the right side of the dialog box depends on the reminder type you select in the left side of the dialog box.

Setting	Description
REPEATS	How many times the REMINDER item should repeat before it is cleared automatically. This setting is made by you.
PERIOD	The date up to which the REMINDER item is in effect. This setting is made automatically in accordance with the date you input into the data item's DATE field and the REPEATS you specify for the REMINDER item. Though the REMINDER item no longer appears after this date, its data remains stored in memory until you delete it.
MONTH	The month the REMINDER appears each year. This setting is made automatically in accordance with the date you input into the data item's DATE field.
DATE	The date the REMINDER appears each month or year. This setting is made automatically in accordance with the date you input into the data item's DATE field.
WEEK	The week of the month the REMINDER appears. This setting is made automatically in accordance with the date you input into the data item's DATE field.
Day of the Week	The day of the week the REMINDER appears each week, month, or year. This setting is made automatically in accordance with the date you input into the data item's DATE field.

Important!

- Remember that multiple REMINDER items input using the REPEATS setting are separate, individual items. This means that if you later need to delete them, they must be deleted one by one.

About REMINDER Types

The following describes how each REMINDER type works.

- DAILY** Reminder repeated every day.
- WEEKLY** Reminder repeated same day of the week each week.
- MONTHLY 1** Reminder repeated same day of the month each month.
- MONTHLY 2** Reminder repeated same day of the week of a specific week each month.
- YEARLY 1** Reminder repeated the same date each year.
- YEARLY 2** Reminder repeated the same day of the week of a specific week of a specific month each year.


SCHEDULER Mode Alarms

When you set an alarm time for a SCHEDULE, TO DO, or REMINDER item, an alarm sounds for about 20 seconds when the alarm time is reached on the date that is also specified for the data item. You can stop the alarm after it starts to sound by pressing any key.

Note the following important points when using SCHEDULER Mode alarms.

- Alarms may fail to sound when battery power is low.
- If the alarm time is reached for a data item stored in the secret memory area, the message **CHECK THE SECRET MEMORY AREA!** appears on the display. In this case you must enter the secret memory area to see what the alarm is for.

To turn SCHEDULER Mode alarms on and off

1. Execute the **SYSTEM** menu's **SOUND** command.
2. In the dialog box that appears, use **▼** and **▲** to select **ALARM**.
 - The selected setting is the one whose on or off setting appears as .
3. Use **◀** and **▶** to turn the alarms on and off.
4. Press **OK** to register your setting and close the dialog box.
 - Pressing **ESC** in the above step closes the dialog box without changing anything.
 - The above procedure turns all SCHEDULE, TO DO, and REMINDER alarm on and off.

Recalling SCHEDULER Data

The SCHEDULER Mode provides a variety of screens that you can use to recall SCHEDULE, TO DO, and REMINDER data. This section describes the various data recall screens available in the SCHEDULER Mode, and provides information about how to navigate between them.

Screen Organization

The screens used for recall in the SCHEDULER Mode are arranged as shown in the following table.

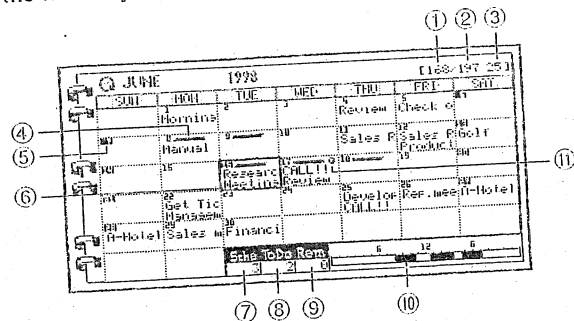
Type	Screen Name	Description
Calendar	<ul style="list-style-type: none"> • Monthly Calendar • 6-Month Calendar 	<ul style="list-style-type: none"> • One-month calendar • Six calendars
Periodic Schedule	<ul style="list-style-type: none"> • Daily Schedule • Weekly Schedule 	<ul style="list-style-type: none"> • Overview of appointments on a specific day • Overview of appointments in a specific week
SCHEDULE	<ul style="list-style-type: none"> • SCHEDULE Data 	<ul style="list-style-type: none"> • Details of an individual SCHEDULE item
TO DO	<ul style="list-style-type: none"> • TO DO Data • TO DO List 	<ul style="list-style-type: none"> • Details of an individual TO DO item • List of all TO DO items
REMINDER	<ul style="list-style-type: none"> • REMINDER Data • REMINDER List 	<ul style="list-style-type: none"> • Details of an individual REMINDER item • List of all REMINDER items

Calendar Screens

Use the calendar screens to quickly locate a specific date to recall its SCHEDULER data.

Monthly Calendar Screen

The Monthly Calendar screen appears first whenever you enter the SCHEDULER Mode. Use the Monthly Calendar screen to select a date for recall of its data.



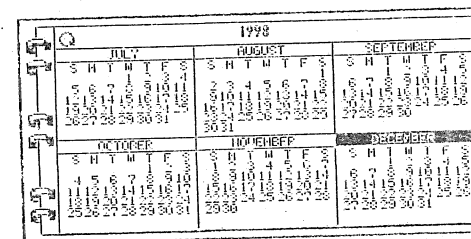
- ① Days passed in the year
- ② Days remaining in the year
- ③ Week number for the year
- ④ Multiple-date indicator
- ⑤ Highlighted date
- ⑥ Current date (as kept in the CLOCK Mode)
- ⑦ Number of appointments scheduled
- ⑧ Number of TO DO items
- ⑨ Number of REMINDER items
- ⑩ Time bar
- ⑪ Date cursor (currently selected date)

- ◀ and ▶ move the date cursor left and right.
- ▲ and ▼ move the date cursor up and down.
- ▲ and ▼ scroll from month to month.
- OK switches to the Daily Schedule for the date where the date cursor is currently located.
- The current date (as kept in the CLOCK Mode) is indicated by a heavy black frame around the date.
- The initial seven characters of up to two SCHEDULER items are displayed for each date. If there are more than two, data is sorted in the sequence: SCHEDULE data, TO DO data, REMINDER data.

6-Month Calendar Screen

The 6-Month Calendar screen provides you with a full half year of calendars from which you can select the one you want.

To display the 6-Month Calendar screen, enter the SCHEDULER Mode and then execute the VIEW menu's 6-MONTH command.



- To change back to the Monthly Calendar screen from the 6-Month Calendar screen, execute the VIEW menu's 1-MONTH command.
- ◀, ▶, ▲ and ▼ change the month selection in the corresponding direction.
- ▲ changes to the previous six months, while ▼ changes to the following six months.
- OK displays the Monthly Calendar for the currently selected month.

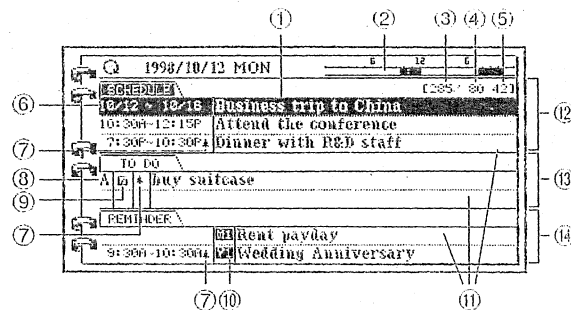
Periodic Schedule Screens

The periodic schedule screens give you a quick overview of your scheduled appointments. You can view all your appointments for a specific day or week.

Daily Schedule Screen

The Daily Schedule screen gives you an overview of your appointments, TO DO items, and REMINDER items for a particular day.

To display the Daily Schedule screen, select the date you want to view on the Monthly Calendar screen and then press OK. Instead of pressing OK, you can also execute the VIEW menu's DAILY command.

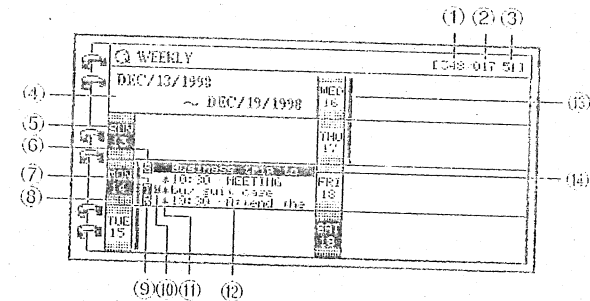


- | | |
|--|----------------------------|
| ① Highlighting
(currently selected item) | ⑦ Alarm indicator |
| ② Time bar
(black bars indicate appointments) | ⑧ Priority |
| ③ Days passed in the year | ⑨ Checkbox |
| ④ Days remaining in the year | ⑩ REMINDER type indicators |
| ⑤ Week number for the year | ⑪ Descriptions |
| ⑥ Start and end times | ⑫ SCHEDULE area |
| | ⑬ TO DO area |
| | ⑭ REMINDER area |

- The Daily Schedule screen is divided into three areas for each of the SCHEDULER data types: SCHEDULE, TO DO, REMINDER.
- **TAB** moves the highlighting between data type areas (SCHEDULE, TO DO, REMINDER).
- **▲** and **▼** move the highlighting between items within a data type area (SCHEDULE, TO DO, REMINDER).
- Double booking of the same time between two different appointments causes the black bars in the time bar to overlap. The overlapped portions appear in a lighter shade.
- The description shows only the amount of text that can fit within the single line of space provided. The entire description field can be viewed in the data screen.
- In the case of a SCHEDULE item that extends over multiple dates, the start and end dates are shown in the Daily Schedule screen in place of the start and end times.
- **OK** switches to the data screen for the currently highlighted data type (SCHEDULE, TO DO, REMINDER).
- **ESC** returns to the Monthly Calendar screen.

Weekly Schedule Screen

The Weekly Schedule screen shows you your schedule for an entire week, including SCHEDULE, TO DO, and REMINDER items. To display the Weekly Schedule Screen, execute the **VIEW** menu's **WEEKLY** command.



- | | |
|------------------------------|-----------------------------|
| ① Days passed in the year | ⑧ Currently selected day |
| ② Days remaining in the year | ⑨ REMINDER indicator |
| ③ Week number for the year | ⑩ Checkbox |
| ④ Current week | ⑪ Alarm indicator |
| ⑤ Highlighted date | ⑫ Appointments |
| ⑥ SCHEDULE indicator | ⑬ Multiple-date indicator |
| ⑦ TO DO indicator | ⑭ First line of description |
- The week that is initially displayed in the Weekly Schedule screen is the one that contains the date whose data is selected when you execute the **WEEKLY** command.
 - Only the starting time is shown for SCHEDULE items.
 - **TAB** advances to the next day, while **SHIFT TAB** moves back to the previous day.
 - **▲** jumps to the previous week, while **▼** jumps to the following week.
 - **OK** changes to the data screen (SCHEDULE, TO DO, REMINDER) for the currently highlighted item.
 - **ESC** returns to the Monthly Calendar screen.

SCHEDULE Data Screen

The SCHEDULE Data screen shows currently stored SCHEDULE items.

SCHEDULE DATA	
DESCRIPTION	Attend the conference
DATE	1998/1/15 THU
TIME	9:00 ~ 13:00
ALARM TIME	9:00

- ① Description text field
- ② Appointment date
- ③ Alarm time
- ④ Appointment time

- The ▲ and ▼ indicators appear on the left side of the display when description text runs off the top or bottom of the screen.
- **ESC** returns to the Daily Schedule screen.

TO DO Screens

The two TO DO screens show currently stored TO DO items. The TO DO Data screen shows full details of each item, while the TO DO List is a collection of one-line summaries of TO DO items that can be used for quick location of a specific item.

TO DO Data Screen

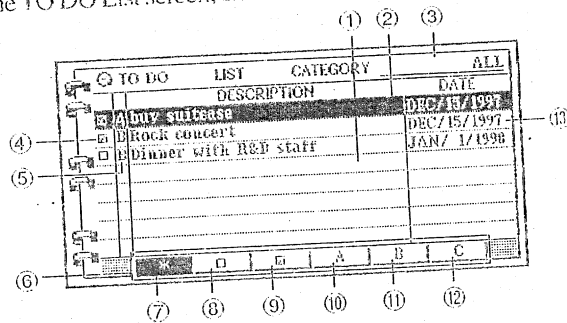
TO DO DATA	
DESCRIPTION	buy suitcase
DUE DATE	1998/1/15 THU
PRIORITY	EX B C
ALARM DATE	1997/12/31 WED
ALARM TIME	13:00
CATEGORY	BUSINESS
CHECK	<input type="checkbox"/> 1998/1/15 THU

- ① Description text field
- ② Due date
- ③ Alarm date
- ④ Category
- ⑤ Checkbox
- ⑥ Check date
- ⑦ Priority
- ⑧ Alarm time

- The ▲ and ▼ indicators appear on the left side of the display when description text runs off the top or bottom of the screen.
- **ESC** returns to the Daily Schedule screen.

TO DO List Screen

To display the TO DO List screen, execute the VIEW menu's TO DO LIST command.



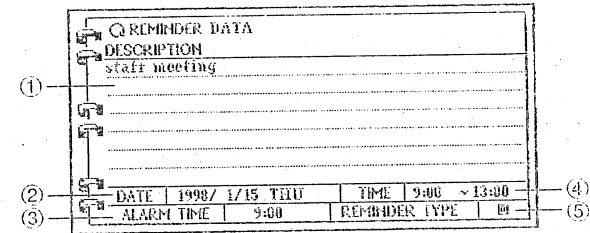
- ① Description text field
- ② Currently selected item (highlighted)
- ③ Category
- ④ Checkboxes
- ⑤ Priority
- ⑥ Data filter indicators
- ⑦ All items
- ⑧ Unchecked and pending items only
- ⑨ Checked items only
- ⑩ Priority A items only
- ⑪ Priority B items only
- ⑫ Priority C items only
- ⑬ Due date

- ▲ and ▼ move the highlighting for item selection up and down.
- ◀ and ▶ move the highlighting for data filter selection left and right.
- TAB changes the category.
- Items are displayed in chronological order according to the due date.
- OK changes to the TO DO Data screen for the currently highlighted item.
- ESC returns to the Daily Schedule screen.

REMINDER Screens

The two REMINDER screens show currently stored REMINDER items. The REMINDER Data screen shows full details of each item, while the REMINDER List is a collection of one-line summaries of REMINDER data items that can be used for quick location of a specific item.

REMINDER Data Screen

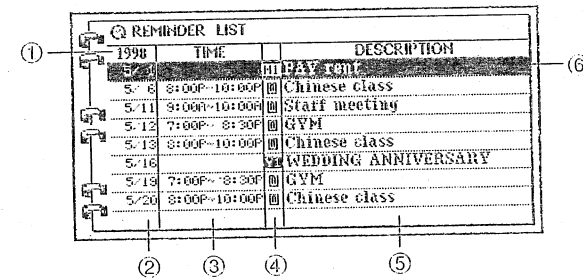


- ① Description text field
- ② REMINDER date
- ③ Alarm time
- ④ REMINDER time
- ⑤ REMINDER type indicator

- The ▲ and ▼ indicators appear on the left side of the display when description text runs off the top or bottom of the screen.
- ESC returns to the Daily Schedule screen.

REMINDER List Screen

To display the REMINDER List screen, execute the VIEW menu's REMINDER LIST command.



- ① REMINDER year
- ② REMINDER date
- ③ REMINDER time
- ④ REMINDER type indicator
- ⑤ Description text field
- ⑥ Currently selected item (highlighted)

- REMINDER items are stored in chronological order.
- ▲ and ▼ move the highlighting for item selection up and down.
- OK changes to the REMINDER Data screen for the currently highlighted item.
- ESC returns to the Daily Schedule screen.

Deleting SCHEDULER Data

The procedures in this section can be used to delete data stored in the SCHEDULER Mode. The following is a list of delete procedures that are available in the SCHEDULER Mode.

- Deleting one item with the **DEL** key
- Deleting one item with the **DELETE** command
- Deleting all SCHEDULE data
- Deleting checked TO DO items only
- Deleting all TO DO items
- Deleting all REMINDER items
- Deleting all SCHEDULER data

To delete one item using DEL

1. In the SCHEDULER Mode, select the item you want to delete.
 - You can select an item by displaying its data screen, or by highlighting the item in the Daily Schedule, Weekly Schedule, or list screen.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

To delete one item using the DELETE command

1. In the SCHEDULER Mode, select the item you want to delete.
 - You can select an item by displaying its data screen, or by highlighting the item in the Daily Schedule, Weekly Schedule, or list screen.
2. Execute the **EDIT** menu's **DELETE** command.
3. In the dialog box that appears, use **▲** and **▼** to select **SINGLE DATA ITEM** and then press **OK**.
4. In the confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

To delete SCHEDULER data

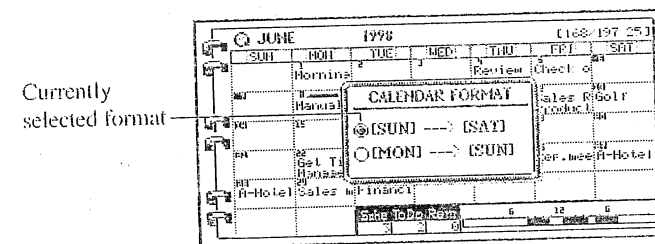
1. In the SCHEDULER Mode, execute the **EDIT** menu's **DELETE** command.
2. In the dialog box that appears, use **▲** and **▼** to specify the type of data you want to delete, and then press **OK**.
 - The dialog box lets you select one of the following:
 - All SCHEDULE data (**SCHEDULE DATA ITEMS**)
 - Checked TO DO items only (**DONE DATA ITEMS**)
 - All TO DO items (**ALL TO DO DATA**)
 - All REMINDER items (**REMINDER DATA**)
 - All SCHEDULER data (**ALL SCHEDULER DATA**)
3. In the final confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

Specifying the Calendar Format

Use the following procedure to specify either Sunday through Saturday or Monday through Sunday as the calendar format. Note that the format you specify is applied to the 1-month calendar, 6-month calendar, and Weekly Schedule screen.

To specify the calendar format

1. While the Monthly Calendar screen is on the display, execute the **OPTION** menu's **CALENDAR FORMAT** command.



2. Use **▲** and **▼** to select the format you want to use.
3. Press **OK**.

Date Highlighting

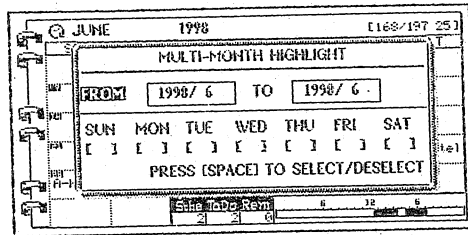
A date can be highlighted to specify it as a holiday or some other special-event. You can highlight dates one-by-one, or you can specify highlighting for certain days of the week over a specific period.

To highlight or unhighlight a single date

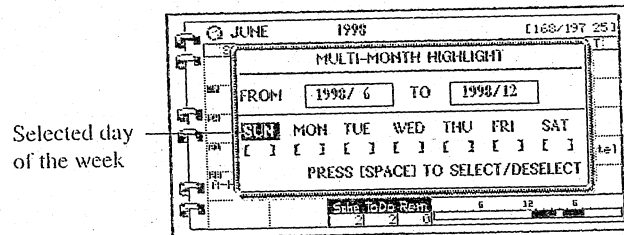
1. In the Monthly Calendar, move the date cursor to the date you want to highlight or unhighlight.
2. Press **TAB** to toggle date highlighting on and off at the current date cursor position.

To highlight multiple dates

1. In the SCHEDULER Mode, execute the **OPTION** menu's **MULTIPLE HIGHLIGHT** command.

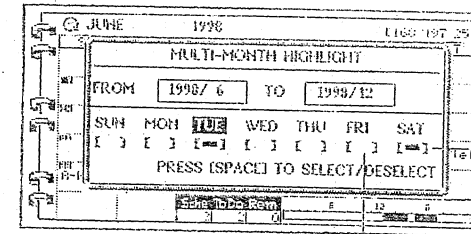


2. Input the starting date and the ending date of the period for which you want the highlighting applied.
3. Press **TAB**.



4. Use **◀** and **▶** to select a day of the week.

5. Press **SPACE** to toggle highlighting for the currently selected day of the week on or off.
 - You can specify highlighting for more than one day of the week.



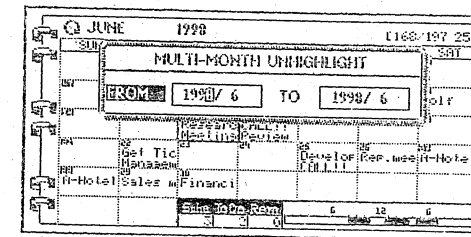
Highlighting turned on

Highlighting turned off

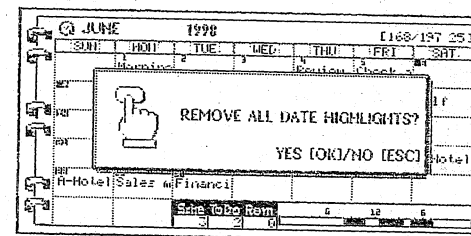
6. After you are finished making your day of the week specifications, press **OK** to register them.

To unhighlight multiple dates

1. In the SCHEDULER Mode, execute the **OPTION** menu's **UNHIGHLIGHT** command.



2. Input the starting and the ending year and month of the period for which you want the unhighlighting applied.
3. Press **OK**.



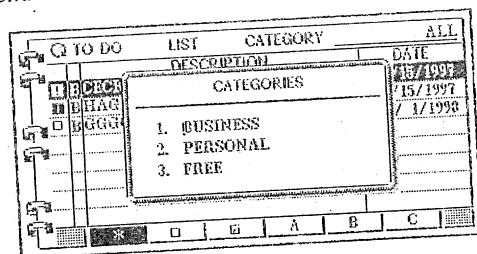
4. In the confirmation dialog box that appears, press **OK** (to unhighlight) or **ESC** (to close the dialog box without unhighlighting anything).

Managing TO DO Categories

TO DO data categories let you group TO DO data according to type. You can set up three different categories for your TO DO data.

To assign a name to a TO DO category

1. While the TO DO Data screen or TO DO List screen is on the display, execute the **OPTION** menu's **CATEGORIES** command.



2. Use **TAB** to select the category (CATEGORY 1 through CATEGORY 3) to which you want to assign a name.
 - The following are the default names for each category: CATEGORY 1 = BUSINESS, CATEGORY 2 = PERSONAL, CATEGORY 3 = FREE. You can use the default names as they are or you can change them to other names if you want.
3. After selecting a category, input the name you want to assign it.
 - You can input up to 12 characters for a category name.
4. After you finish naming categories, press **OK** to register the names.

To change a category name

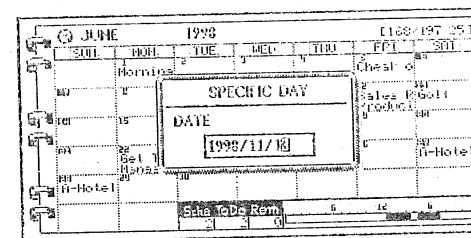
1. While the TO DO Data screen or TO DO List screen is on the display, execute the **OPTION** menu's **CATEGORIES** command.
2. Use **TAB** to select the category whose name you want to change.
3. After selecting a category, input its new name.
4. After you finish naming categories, press **OK** to register the names.

Jumping to a Specific Date

You can use the following procedure to display the calendar of the month that contains the date you specify.

To jump to a specific date

1. Execute the **OPTION** menu's **SPECIFIC DAY** command.



2. Input the date you want to jump to, and then press **OK**.

Jumping Between Dates that Contain Data

The following procedures let you jump to the next future or past date that contains data in the 1-month Calendar or Weekly Schedule screen.

To jump to the next date that contains data

While the 1-month Calendar or Weekly Schedule screen is on the display, execute the **SEARCH** menu's **NEXT** command to jump to the next future date that contains data, or **PREV** command to jump to the next past date that contains data.

- The message **DATA ITEM NOT FOUND!** appears when there is no data stored for any of the dates in the direction you are trying to jump. Press any key to clear the message.
- If the next data is part of a multi-day item, the above operations jump to the first date of the item.
- If the currently displayed date is inside of a multi-day item, executing **PREV** jumps to the first day of the multi-day item, while **NEXT** jumps to the next future day outside of the multi-day item that contains data.

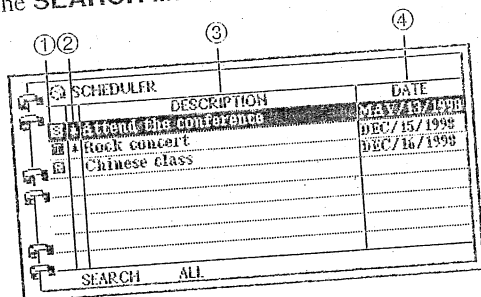
CONTACTS

Searching for SCHEDULER Data

Use the following procedure to locate the SCHEDULER data you want. Note that the search operation looks for the text you specify in the description fields of SCHEDULE, TO DO, and REMINDER data items.

To search for SCHEDULER data

1. In the SCHEDULER Mode, execute the **SEARCH** menu's **FIND** command.
2. In the dialog box that appears, use the **◀** and **▶** keys to specify either initial character search (**INITIAL**) or general search (**GENERAL**).
 - Initial character search checks only if the initial characters of the description field matches the characters you specify.
 - General search checks for matches anywhere within the description field.
3. Press **TAB** to move to the text specification field.
4. Input up to 32 characters of text as your search specification.
5. Press **TAB** to move to the data type specification.
6. Use the cursor keys to specify the data type you want to search.
7. Press **OK** to start the search.
 - All the data items containing text that matches your specification appear in a List screen, with the **SEARCH** indicator lit on the left side of the display.



① Data type indicators
(S = SCHEDULE, T = TO DO,
R = REMINDER)

② Alarm indicator
③ Description
④ Date

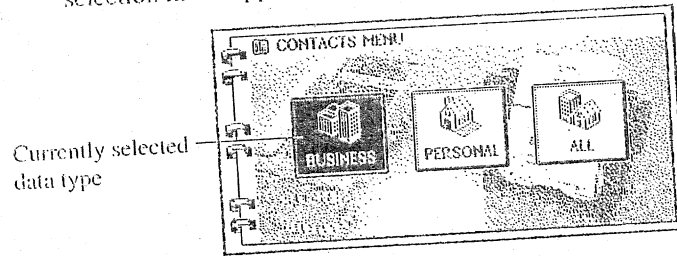
- Now you can select the item you want and change to its data screen to view its contents.
- Press **ESC** to clear the list of found items and return to the Daily Schedule screen.

The **CONTACTS** Mode is the easy way to organize, store, and manage all your business and personal contact data. Fields are provided for name, address, phone number, fax number, e-mail address, and more. Business data is grouped under employer name, so you have instant at-a-glance access to information on everyone who works for the same employer.

Entering the CONTACTS Mode	72
CONTACTS Data Types and Screen Formats	72
CONTACTS LIST Formats	72
Data Screen Formats	75
Changing Between Data Types	77
To change between data types using the initial screen	77
To switch between PERSONAL and BUSINESS data using the VIEW menu	77
Inputting New CONTACTS Data	77
To input CONTACTS data	77
Recalling CONTACTS Data	79
To recall CONTACTS data	79
Deleting CONTACTS Data	79
To delete one item using DEL	79
To delete one item using the DELETE command	80
To delete CONTACTS data	80
Searching for CONTACTS Data	81
To search for CONTACTS data	81

Entering the CONTACTS Mode

1. Press **CONTACTS** to enter the CONTACTS Mode. When you do, a data type selection menu appears.



2. Use **◀** and **▶** to highlight and select the type of data you want to view.
3. Press **OK** to display the CONTACTS LIST for the type of data you selected.

CONTACTS Data Types and Screen Formats

There are two types of CONTACTS Mode data: BUSINESS and PERSONAL. The number of input fields and their names are identical for both BUSINESS and PERSONAL data. The only difference is the type of data that appears in the CONTACTS LIST and the sequence of the fields that appear in the input screen and the data screen.

CONTACTS LIST Formats

The format of the CONTACTS LIST depends on the data type you select when you enter the CONTACTS Mode.

BUSINESS CONTACTS LIST

CONTACTS		BUSINESS
EMPLOYER & NAME		PHONE (6)
GOODWELL TEXTILE		
Griffiths Billy		015-516-7235
Norman Billy		075-563-7235
JACKSON & BROS		
Mason Susan		506-257-3384
Taylor Richard		506-257-3384
OD MOTORS		
Smith Ted		820-678-3366
Williams John		820-678-3366

- ① Data type indicator
- ② Selected item

- ③ Employer headings and personal names
- ④ Business phone numbers

- All individuals who have the same data in the EMPLOYER field are grouped under the employer's name.
- Employer headings are in alphabetical sequence, and personal names are sorted under each employer name.
- **▲** and **▼** move the highlighting (selection) up and down.
- Inputting a letter, number, or symbol causes the highlighting to jump to the next employer name whose first character most closely matches the character assigned you input.
- **▼** and **▲** scroll the list screen by screen.
- **OK** displays the data screen of the currently selected item.
- **ESC** returns to the initial CONTACTS Mode screen.

PERSONAL CONTACTS LIST

CONTACTS	PERSONAL
NAME	PHONE (H)
Anderson Jack	234-228-8333
Benson Thomas	567-645-8990
Bush Mary	234-228-8227
Jackson Eric	567-645-8990
Lloyd James	234-228-5421
Palmer Jean	567-645-3232
Smith Diana	588-723-1071
Water Gary	234-228-4321
Wilson Ken	

- ① Data type indicator
- ② Selected item

- ③ Personal names
- ④ Home phone numbers

- Personal names are in alphabetical sequence.
- ▲ and ▼ move the highlighting (selection) up and down.
- Inputting a letter, number, or symbol causes the highlighting to jump to the next name whose first character most closely matches the character you input.
- ▼ and ▲ scroll the list screen by screen.
- OK displays the data screen of the currently selected item.
- ESC returns to the initial CONTACTS Mode screen.

ALL DATA CONTACTS LIST

CONTACTS	ALL
NAME	PHONE
Anderson Jack	234-228-8333
Benson Thomas	567-645-8990
Bush Mary	234-228-8227
Garlette Emily	875-563-7235
Jackson Eric	567-645-8990
Lloyd James	606-297-3384
Mason Susan	875-563-7235
Norman Billy	234-228-5421
Palmer Jean	

- ① Data type indicator
- ② Selected item
- ③ Data type indicator (B=BUSINESS, P=PERSONAL)

- ④ Personal names
- ⑤ Phone numbers

- This CONTACTS LIST shows both BUSINESS and PERSONAL items.
- Personal names are in alphabetical sequence.
- The NUMBER column shows either business phone numbers (for BUSINESS items) or home phone numbers (for PERSONAL items).
- ▲ and ▼ move the highlighting (selection) up and down.
- ▼ and ▲ scroll the list screen by screen.
- OK displays the data screen of the currently selected item.
- ESC returns to the initial CONTACTS Mode screen.

Data Screen Formats

The format of the data screen depends on the data type you select when you enter the CONTACTS Mode. Note that the same fields appear for both BUSINESS data and PERSONAL data, but the sequence that they are listed is different. The following list describes all the fields of the BUSINESS and PERSONAL data screens.

Field Name	Description
NAME	Name of the person whose data is contained in the item.
PHONE (H)	Home phone number
PHONE (B)	Business phone number
FAX (H)	Home fax number
FAX (B)	Business fax number
MOBILE	Cell phone or pager number
ADDRESS (H)	Home address
E-MAIL	e-mail address
EMPLOYER	Employer name
ADDRESS (B)	Business address
DEPARTMENT	Department or section where the person works
POSITION	Position of the person within the company
NOTE	Additional notes or details

BUSINESS Data Screen

CONTACTS		BUSINESS
NAME	Smith Ted	
EMPLOYER	CD MOTORS	
PHONE (CD)	820-676-3366	
FAX (CD)	820-676-3777	
ADDRESS (CD)	CD Building, 10250 CD Road, Chicago	
E-MAIL	ted9206300000@cd.com	
POSITION	Sales Manager	
DEPARTMENT	Latin America Region	
PHONE (CD)	885-276-6579	
FAX (CD)	885-276-6580	

- ① Data type indicator
 ② Field names
 ③ Data

- ∇ and \blacktriangle jump to the next item.
- The \blacktriangle and ∇ indicators appear on the left side of the display when list items run off the top or bottom of the screen.
- **ESC** returns to the CONTACTS LIST screen.

PERSONAL Data Screen

CONTACTS		PERSONAL
NAME	Jackson Eric	
PHONE (CD)	223-223-8227	
FAX (CD)	223-223-8230	
MOBILE	855-450-3438	
ADDRESS (CD)	1710 Y.E. Street, Los Angeles, CA	
E-MAIL	jac03263@xxx.vv.zz.co	
EMPLOYER	GOODWELL TEXTILE	
PHONE (CD)	875-563-7235	
FAX (CD)	875-563-7236	
POSITION	Vice President	

- ① Data type indicator
 ② Field names
 ③ Data

- ∇ and \blacktriangle jump to the next item.
- The \blacktriangle and ∇ indicators appear on the left side of the display when list items run off the top or bottom of the screen.
- **ESC** returns to the CONTACTS LIST screen.

Changing Between Data Types

There are two methods that you can use to change between data types in the CONTACTS Mode.

To change between data types using the initial screen

1. Press **ESC** to return to the CONTACTS Mode initial screen.
- From a data screen press **ESC** twice, and from a CONTACTS LIST press **ESC** once to return to the initial screen.
2. Use \blacktriangleleft and \blacktriangleright to select the data type you want and then press **OK**.

To switch between PERSONAL and BUSINESS data using the VIEW menu

1. In the CONTACTS Mode, pull down the menu bar's **VIEW** menu and highlight the data type to which you want to change.
2. Press **OK** to change to the selected data type.

Inputting New CONTACTS Data

This section describes how to input new CONTACTS data. Note that the data you input and the procedure you use to input it is the same for both BUSINESS and PERSONAL data.

To input CONTACTS data

1. Press **CONTACTS** to enter the CONTACTS Mode.
2. Use \blacktriangleleft and \blacktriangleright to select either BUSINESS or PERSONAL as the data type, and then press **OK**.
- The data type you select should match the type of data you are going to input.

3. Execute the **NEW** menu's **NEW DATA** command.

- ① Cursor
② Data type indicator
③ Input field names

- The above sample screen shows the field sequence for **BUSINESS** data. See page 76 for the **PERSONAL** data field sequence.
 - Note that the **NEW** menu's **NEW DATA** command is disabled if you select **ALL** as the data type in step 2, above.
4. Input data for each of the fields.
- Note that you *must* input **NAME** data for a **PERSONAL** item, and **EMPLOYER** and **NAME** data for a **BUSINESS** item. The BN Unit will refuse to store the item when you press **OK** below if it does not contain the minimal required data.
 - Press **TAB** to advance to the next field, or **SHIFT TAB** to move back to the previous field.
 - You can input up to 2,036 characters for each **CONTACTS** data item (total of all data input in all the fields of a data item). The BN Unit stops accepting further text input after the 2,036th character.
5. After you finish inputting all the data that you want, press **OK** to store it.
- After the item is stored, the **CONTACTS** Data screen for the newly input item is displayed.
 - You can press **OK** to store an item regardless of the location of the cursor, as long as the item contains the minimal required data.

Recalling CONTACTS Data

Use the procedure described below to recall the **CONTACTS** data you want.

To recall CONTACTS data

1. Press **CONTACTS** to enter the **CONTACTS** Mode.
2. Use **◀** and **▶** to select either **BUSINESS**, **PERSONAL** or **ALL** as the data type, and then press **OK**.
3. Use **▲**, **▼**, **▲**, and **▼** to highlight the item in the displayed **CONTACTS** list to select the one you want.
 - Inputting a letter, number, or symbol on the keyboard jumps to the item in the list whose initial character most closely matches the one you input.
 - **▲** and **▼** move the highlighting (selection) up and down.
 - **▼** and **▲** scroll the list screen by screen.
4. Press **OK** to display the detailed data screen for the selected item.
 - While a data screen is displayed, you can use **▼** and **▲** to scroll between items.
 - Pressing **ESC** returns to the **CONTACTS LIST** screen.

Deleting CONTACTS Data

The procedures in this section can be used to delete data stored in the **CONTACTS** Mode. The following is a list of delete procedures that are available in the **CONTACTS** Mode.

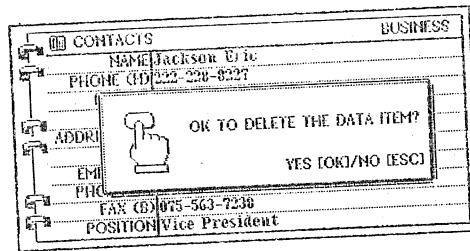
- Deleting one item with the **DEL** key
- Deleting one item with the **DELETE** command
- Deleting all **BUSINESS** data
- Deleting all **PERSONAL** data
- Deleting all **CONTACTS** data

To delete one item using DEL

1. In the **CONTACTS** Mode, select the item you want to delete.
 - You can select an item by displaying its data screen or by highlighting the item in the **CONTACTS LIST** screen.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

To delete one item using the DELETE command

1. In the CONTACTS Mode, select the item you want to delete.
 - You can select an item by displaying its data screen or by highlighting the item in the CONTACTS LIST screen.
2. Execute the EDIT menu's DELETE command.
3. In the dialog box that appears, use ▲ and ▼ to select SINGLE DATA ITEM and then press OK.



4. In the dialog box that appears, press OK (to delete the data) or ESC (to close the dialog box without deleting anything).

To delete CONTACTS data

1. In the CONTACTS Mode, execute the EDIT menu's DELETE command.
2. In the dialog box that appears, use ▲ and ▼ to select the delete operation you want to perform and then press OK.
 - The dialog box lets you select one of the following:
 - All BUSINESS data
 - All PERSONAL data
 - All CONTACTS data
3. In the confirmation dialog box that appears, press OK (to delete the data) or ESC (to close the dialog box without deleting anything).

Searching for CONTACTS Data

Use the following procedure to locate the CONTACTS data you want. The following describes the types of data searches you can perform in the CONTACTS Mode.

Initial Character Search

Initial character search checks only if the initial characters of the field matches the characters you specify. The field that is checked by initial character search depends on the type of data that is displayed when you execute the FIND command.

- Executing FIND while PERSONAL or ALL data is displayed searches the NAME field of that data.
- Executing FIND while BUSINESS data is displayed searches the EMPLOYER field of BUSINESS data.

General Search

General search checks for matches anywhere within all the data in the CONTACTS Mode.

To search for CONTACTS data

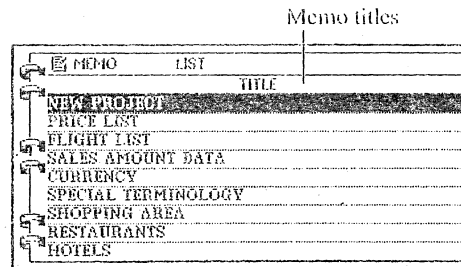
1. In the CONTACTS Mode, execute the SEARCH menu's FIND command.
 - If you are going to perform an initial character search, make sure that the data on the screen when you execute the FIND command matches the data you want to search for.
2. In the dialog box that appears, use the ◀ and ▶ keys to specify either initial character search (INITIAL) or general search (GENERAL).
3. Press TAB to move to the text specification field.
4. Input up to 32 characters of text as your search specification.
5. Press OK to start the search.
 - All the data items containing matches appear in a list screen, with the SEARCH indicator lit on the left side of the display.
 - Now you can select the item you want and change to its data screen to view its contents.
 - Press ESC to clear the list of found items and return to the CONTACTS LIST screen.

The MEMO Mode works much like a basic word processor. It lets you store files that contain up to 2,048 characters of text for later recall using one of a variety of powerful search tools.

Entering the MEMO Mode	84
MEMO Screen Formats	84
Inputting MEMO Data	85
To input new MEMO data	86
Recalling a Memo	86
To recall a memo	86
Deleting MEMO Data	87
To delete one memo using DEL	87
To delete one memo using the DELETE command	87
To delete all MEMO data	87
Changing the Appearance of the MEMO Screen	88
To change the MEMO screen font	88
To turn the MEMO display's lines on and off	89
To turn the full screen display on and off	89
Using Tabs	89
To set a tab stop	90
To indent memo text	90
Rearranging the Sequence of Stored Memos	90
To rearrange the sequence of stored memos	91
Searching for MEMO Data	92
To search for MEMO data	92

Entering the MEMO Mode

Press **MEMO** to enter the MEMO Mode. When you do a list of memo titles appears on the display.

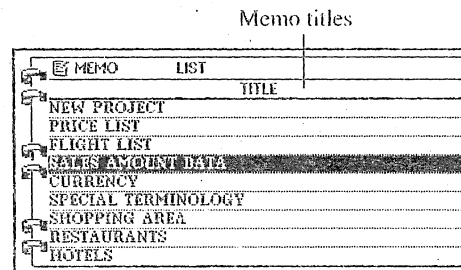


Now you can select the name of the memo you want to view and then press **OK** to display its full text.

MEMO Screen Formats

The MEMO Mode has three different screen formats: the LIST screen, the DATA screen, and the EDIT screen. The current screen format is indicated in the upper left corner of the screen.

LIST Screen

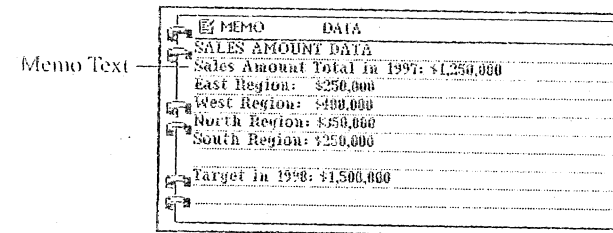


Currently selected memo (highlighted)

The LIST screen is a list of the names of all memos currently stored in memory.

- ▲ and ▼ scroll the LIST screen a page at a time.
- ▲ and ▼ move the highlighting line-by-line.
- **OK** displays the DATA screen of the memo whose title is highlighted (selected) in the LIST screen.

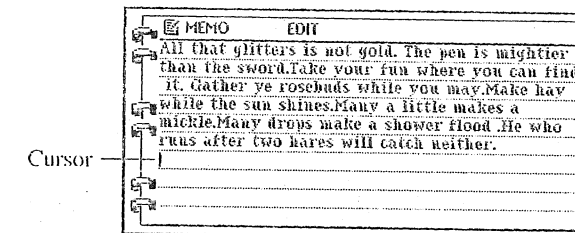
DATA Screen



The DATA screen shows the text data contained within a specific memo.

- ▲ and ▼ scroll between memos stored in memory.
- ▲ and ▼ scroll line-by-line.
- **ESC** returns to the LIST screen.

EDIT Screen



The EDIT screen is for input of new data and for editing of existing data.

Inputting MEMO Data

Let's say you want to input the following text into a memo named "DIRECTIONS."

North on Main Street.
Right at the intersection in front of City Hall.
4-story building on the left.

To input new MEMO data

1. Press **MEMO** to enter the MEMO Mode and display its LIST screen.
 - The LIST screen shows the titles of all memos currently stored in memory.
 - You can continue with the next step from the LIST screen or from an existing memo's DATA screen.
2. Execute the **NEW** menu's **NEW DATA** command.
3. Input the text of the memo.
 - As you input the memo text, keep in mind that the first line of the memo will appear in the LIST screen as the memo's title.
 - You can use the **EDIT** menu's **CUT**, **COPY**, and **PASTE** commands when inputting data.
 - You can input up to 2,048 characters of text for each memo. The BN Unit stops accepting further text input after the 2,048th character.
4. After the text is the way you want it, press **OK** to store it.
 - After the memo text is saved, the screen changes to the DATA format (no cursor).
 - Now you can perform other input or recall operations, or return to the LIST screen by pressing **ESC**.

Notes

- Pressing **ESC** before pressing **OK** to store the data clears the input screen without saving anything.
- You cannot save a memo that does not contain any text.

Recalling a Memo

Use following procedure to recall a memo.

To recall a memo

1. Enter the MEMO Mode and display its LIST screen.
2. Use **▲**, **▼**, **▲**, and **▼** to highlight the title of the memo you want to recall.
3. Press **OK** to display the DATA screen of the selected memo.

Deleting MEMO Data

The procedures in this section can be used to delete data stored in the MEMO Mode. The following is a list of delete procedures that are available in the MEMO Mode.

- Deleting one memo with the **DEL** key
- Deleting one memo with the **DELETE** command
- Deleting all MEMO data

To delete one memo using DEL

1. In the MEMO Mode, select the memo you want to delete.
 - You can select a memo by displaying its data screen or by highlighting the memo in the LIST screen.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the memo) or **ESC** (to close the dialog box without deleting anything).

To delete one memo using the DELETE command

1. In the MEMO Mode, select the memo you want to delete.
 - You can select a memo by displaying its data screen or by highlighting the memo in the LIST screen.
2. Execute the **EDIT** menu's **DELETE** command.
3. In the dialog box that appears, use **▲** and **▼** to select **SINGLE DATA ITEM**, and then press **OK**.
4. In the dialog box that appears, press **OK** (to delete the memo) or **ESC** (to close the dialog box without deleting anything).

To delete all MEMO data

1. In the MEMO Mode, execute the **EDIT** menu's **DELETE** command.
2. In the dialog box that appears, use **▲** and **▼** to select **ALL DATA ITEMS**, and then press **OK**.
3. In the confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

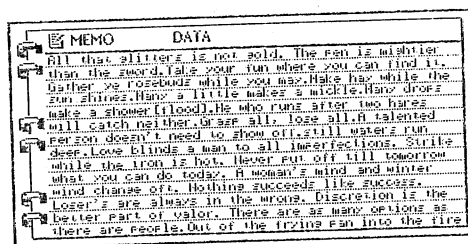
Changing the Appearance of the MEMO Screen

The MEMO Mode includes a variety of functions that let you change the appearance of the DATA screen.

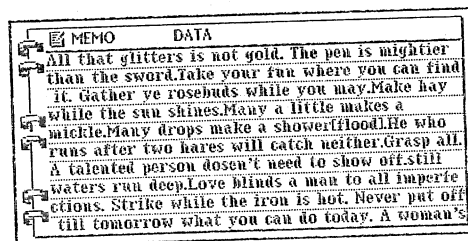
To change the MEMO screen font

1. In the MEMO Mode, execute the **OPTION** menu's **FONT** command.
 - You can perform this operation from either the **LIST** screen or the **DATA** screen.
2. In the dialog box that appears, use **▲** and **▼** to select the font you want to use.
3. Press **OK** to register your selection and close the dialog box.

Fixed width



Proportional width



- The font setting you make affects all data in the MEMO Mode.
- You cannot mix two different fonts within the same item.
- You can only change the display font for a stored memo. You cannot change the font while inputting or editing data.
- Note that font size changes are applied to the **DATA** screen only. They do not affect the **LIST** screen.

To turn the MEMO display's lines on and off

1. In the MEMO Mode, execute the **OPTION** menu's **LINES** command.
2. In the dialog box that appears, use **▲** and **▼** to turn the lines on and off.
3. Press **OK** to register your selection and close the dialog box.

To turn the full screen display on and off

1. In the MEMO Mode, execute the **VIEW** menu's **FULL SCREEN** command.

All that glitters is not gold. The pen is mightier than the sword. Take your run where you can find it. Gather ye rosebuds while you may. Make hay while the sun shines. Many a little makes a mickle. Many drops make a shower. Flood. He who runs after two hares will catch neither. Grasp all, lose all. A talented person doesn't need to show off. Still waters run deep. Love blinds a man to all imperfections. Strike while the iron is hot. Never put off till tomorrow what you can do today. A woman's mind and winter wind change oft. Nothing succeeds like success. Loser's are always in the wrong. Discretion is the better part of valor. There are as many opinions as there are people. Out of the frying pan into the fire. Nothing comes off from nothing. It is a long lane that has no turning. He that sows to let the reaper, care filled the ear. Horry is often the cause of illness. Rome was not built in a day. History repeats itself. Do not do to others what you would not have them do to you. People who live in glass houses

- As can be seen above, the full screen area of the BN Unit is used for display of memo text.
- 2. To return to the standard MEMO Mode view, press **ESC**.

Using Tabs

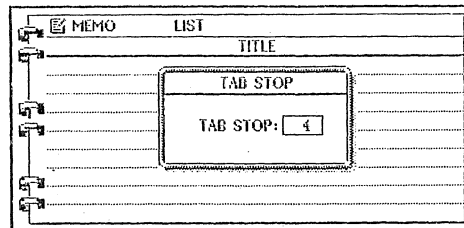
The BN Unit lets you set a single tab stop for quick and easy indenting of memo text. During data input and editing, the cursor jumps to the tab stop whenever you press the **TAB** key.

Note

- Pressing the **TAB** key actually inserts a series of spaces between the current cursor position and the tab stop. If your tab stop is set to 5, pressing **TAB** while the cursor is at the left margin inputs five spaces. When deleting a **TAB** key operation in this case, you must delete all five spaces. When moving the cursor across a **TAB** key operation in this case, you must press the cursor key (**◀** or **▶**, depending on the direction) five times.

To set a tab stop

1. While in the MEMO Mode, execute the **OPTION** menu's **TAB STOP** command.



2. Input a value that represents the tab stop position, which is the number of spaces from the left margin of the memo text.
3. Press **OK** to register the setting.
 - You can have only one tab stop setting at any time in the MEMO Mode. This means the tab stop is applied to all memos, and that you cannot make settings for individual memos.

To indent memo text

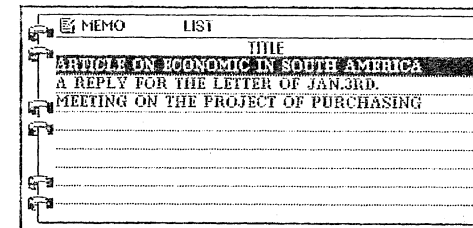
1. While inputting or editing text, move the cursor to the beginning of the line you want to indent.
2. Press **TAB** to indent the line up to the tab stop.
 - The above procedure assumes that you have already set a tab stop.

Rearranging the Sequence of Stored Memos

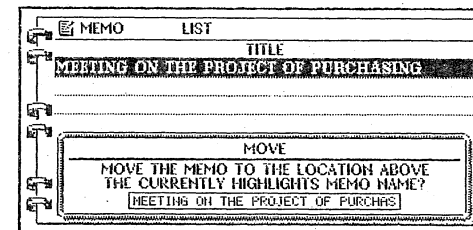
Memos are normally stored in memory in the same sequence they are input. The following procedure lets you move memos around to arrange them in the sequence that is most convenient for you.

To rearrange the sequence of stored memos

1. In the MEMO Mode, display the LIST screen.



- In this example we will move the memo titled "MEETING ON THE PROJECT OF PURCHASING" from the line 3 to line 1 in the LIST screen.
2. Highlight the title of the memo you want to move.
 3. Execute the **OPTION** menu's **MOVE** command.



4. Use the **▲** and **▼** cursor keys and the **▲** and **▼** keys to move the highlighting so it is located at the memo title above which you want to insert the memo whose title you selected in step 2.
5. In the confirmation dialog box that appears, press **OK** (to move the data) or **ESC** (to close the dialog box without moving anything).
 - Since the memo is moved to the location above the memo title you select in step 4, it is impossible to move a memo to the last (bottom) line of the LIST screen.

EXPENSE MANAGER

Searching for MEMO Data

Use the following procedure to find the MEMO data you want.

To search for MEMO data

1. In the MEMO Mode, execute the **SEARCH** menu's **FIND** command.
2. In the dialog box that appears, use the ◀ and ▶ keys to specify either initial character search (**INITIAL**) or general search (**GENERAL**).
 - Initial character search checks only if the initial characters of the memo matches the characters you specify.
 - General search checks for matches anywhere within the memo.
3. Press **TAB** to move to the text specification field.
4. Input up to 32 characters of text as your search specification.
5. Press **OK** to start the search.
 - All the memos containing text that matches your specification appear in a list screen, with the **SEARCH** indicator lit on the left side of the display.
 - Now you can select the memo you want and change to its data screen to view its contents.
 - Press **ESC** to clear the list of found memos and return to the **LIST** screen.

The **EXPENSE MANAGER** is like having your own personal bookkeeper along with you wherever you go. After you set up the accounts you need, you input transaction data as it occurs. Later, you can calculate periodic totals for each individual account or for all accounts. Your **EXPENSE MANAGER** even helps you reconcile your accounts against printed statements. It's the easy way to keep track of your finances day by day.

How to Use the EXPENSE MANAGER Mode	94
Maneuvering Around the EXPENSE MANAGER Mode	94
Entering the EXPENSE MANAGER Mode	96
Setting Up an Account	96
To set up a new account	96
Inputting Transaction Data	97
To input transaction data	97
Transferring Money Between Accounts	99
To transfer money between accounts	99
Money Transfer Result	101
Money Transfer Account Types	101
Recalling EXPENSE MANAGER Data	102
To recall account data	102
To recall transaction data	103
Calculating Periodic Totals	104
To calculate a periodic total	104
Periodic Total Calculation Screens	105
Deleting EXPENSE MANAGER Data	106
To delete one account using DEL	106
To delete one transaction using DEL	106
To delete one account using the DELETE command	107
To delete one transaction using the DELETE command	107
To delete EXPENSE MANAGER data	107
Searching for EXPENSE MANAGER Data	108
To search for EXPENSE MANAGER data by date	108
To search for EXPENSE MANAGER data by text	109
Managing Expense Types	110
To create an expense type	110
To edit an expense type	111
To delete an expense type using DEL	111
To delete an expense type using the DELETE command	111
To delete all user expense type data	112
Copying an Account	112
To copy an account	112

How to Use the EXPENSE MANAGER Mode

The following is a general overview of the steps required to keep track of your expenses with the EXPENSE MANAGER Mode.

1. Set up your accounts.
 - Bank, credit cards, cash on hand, etc.
2. Input your transaction data.
 - Detailed records of bank, cash, and credit card transactions
 - Transfer of funds between accounts
3. Recall transaction and account data.
 - Account and transaction data recall when required
4. Calculate periodic totals.
5. Edit your transaction data.
 - Transaction data editing as required
6. Delete account and transaction data.
 - Deletion of data when it is no longer needed
7. Manage your expense type names.
 - Expense type name addition, editing, and deletion as required

The following sections describe how to accomplish all of the above steps.

Maneuvering Around the EXPENSE MANAGER Mode

The following shows how to maneuver between the various displays available in the EXPENSE MANAGER Mode. These screens and their contents are explained in detail in the following sections.

Account List Screen

EXPENSE ACCOUNT			
NAME	TYPE	DESCRIPTION	BALANCE
CHK BANK	BANK		2000.00
THO BANK	BANK		1532.00
ZXY CARD	C.CARD		-514.50
TOTAL BALANCE			3,017.50

Currently selected account

- This is the screen that appears when you first enter the EXPENSE MANAGER Mode.
- You can also display this screen at any time by executing the **VIEW** menu's **ACCOUNT LIST** command while in the EXPENSE MANAGER Mode.
- Use the **▲** and **▼** cursor keys to move the highlighting up and down.
- Press **OK** to display the Transaction List screen for the currently selected account.

Transaction List Screen

EXPENSE TRANSACTION			ZXY CARD
DATE	PAYEE	EXPENSE TYPE	
1998			-514.50
06/01	MOTEL	TRAVEL	-100.00
05/01	TAXI	TAXI	-25.00
05/05	TICKET CO	Entertainment	-63.00
06/18	WEST COAST	SHOPPING	-84.00

Currently selected transaction

- Use the **▲** and **▼** cursor keys to move the highlighting up and down.
- Press **OK** to display the Transaction Data screen for the currently selected transaction.
- Press **ESC** to return to the Account List screen.

Transaction Data Screen

EXPENSE TRANSACTION		ZXY CARD
DATE	1998/06/18	
PAYEE	WEST COAST	
AMOUNT	84.00	
EXP TYPE	SHOPPING	
TYPE	CHARGE	
CLEARED	NOT CLEARED	
NOTE		

- Press **ESC** to return to the Transaction List screen.

Entering the EXPENSE MANAGER Mode

Press **EXPENSE** to enter the EXPENSE MANAGER Mode. When you do, the Account List screen appears on the display.

EXPENSE ACCOUNT			
NAME	TYPE	DESCRIPTION	BALANCE
CHY BANK	BANK		2000.00
THO BANK	BANK		1532.00
ZXY CARD	C CARD		-514.50
TOTAL BALANCE			3017.50

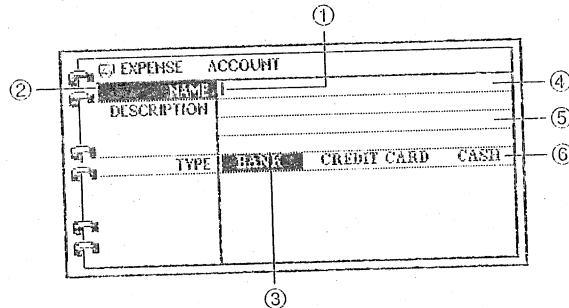
Now you can maneuver around the EXPENSE MANAGER Mode to input and recall data.

Setting Up an Account

This section details how to set up a new account. Note that you cannot edit the data for an existing account. You can only create a totally new account, copy an account under a different name, and delete existing accounts.

To set up a new account

1. In the EXPENSE MANAGER Mode, execute the **VIEW** menu's **ACCOUNT LIST** or **ACCOUNT DATA** command.
2. Next, execute the **NEW** menu's **NEW DATA** command.



- ① Cursor
- ② Currently selected field
- ③ Currently selected account type
- ④ Account name field
- ⑤ Description text field
- ⑥ Account type

3. Input up to 15 characters for the name of the account.
 - Input the name of your credit card company, bank, etc.
 - Note that you must input an account name. Otherwise the BN Unit will refuse to store the account data when you press the **OK** key.
4. Press **TAB** to advance to the **DESCRIPTION** field, and then input up to 40 characters to describe the account.
 - You can skip this step if you want.
5. Press **TAB** to advance to the **TYPE** setting, and then use the cursor **◀** and **▶** keys to move the highlighting to the account type designation you want to assign to the account.
6. Press **OK** to store the account data.
 - You can press **OK** to store account data regardless of the location of the cursor, as long as the account data includes account name data.
 - When you create a new account, its name is automatically added to the expense type selection menu that appears when you are inputting transaction data.
 - The BN Unit will refuse to store any new account whose name is identical to a previously existing account. In this case, you must either use a different name for your new account, or delete the account whose name you want to use.

Inputting Transaction Data

Once you have your accounts set up, you can start inputting transaction data and keep track of your daily expenses.

To input transaction data

1. In the EXPENSE MANAGER Mode Account List screen, highlight the account whose transaction you want to input, and then press **OK** to display the account's Transaction List screen.
 - You could also perform the next step from the Transaction Data screen.

2. Execute the **NEW** menu's **NEW DATA** command.

EXPENSE	TRANSACTION	ZXY CARD
DATE	1998/01/01	
PAYEE		
AMOUNT	0.00	
NUMBER		
EXP TYPE		
TYPE	CHARGE	PAYMENT
CLEARED	NOT CLEARED	
NOTE		

- | | |
|----------------------------|----------------------------|
| ① Account name | ⑥ Expense type field |
| ② Transaction date field | ⑦ Transaction type field |
| ③ Payee field | ⑧ Transaction status field |
| ④ Transaction amount field | ⑨ Notes field |
| ⑤ Reference number field | |

- The BN Unit automatically inputs the current date as the transaction date. You can leave this date as it is or change to a different date.
- Input up to 40 characters for the **PAYEE** field.
 - Press **TAB** to advance to the **AMOUNT** field, and then input up to 8 digits for the transaction amount.
 - You can have up to two digits to the right of the decimal place.
 - Press **TAB** to advance to the **NUMBER** field, and then input up to 6 characters for the number if you want.
 - You can input a check number, bill number, or any other reference number here.
 - Press **TAB** to advance to the **EXP TYPE** field.
 - Press the **▼** cursor key to display a menu of available expense types and accounts. Next, use **▼** and **▲** to highlight the one you want to select.
 - Instead of selecting an expense type from the menu, you can input a new expense type name from the keyboard. If you do, that expense type is automatically added to the expense type menu.

- Press **OK** to register the selected expense type or **ESC** to close the expense type menu without selecting anything.
 - If you input an expense type on the keyboard, you can skip this step.
- Press **TAB** to advance to the **TYPE** field, and then use **◀** and **▶** to highlight the transaction type you want to specify.
 - Make sure that you specify the transaction type correctly. The specification you make here affects how the transaction amount is used (whether it is added or subtracted) when calculating other totals.
- Press **TAB** to advance to the **CLEARED** field, and then use **▼** and **▲** to select a status from the drop-down menu that appears.
 - NOT CLEARED** indicates that a payment still has not cleared yet.
 - CLEARED** indicates that a payment has cleared.
 - RECONCILED** indicates that a payment has been duly reported by a statement and cross checked by you.
- Press **OK** to register the selected status.
- Press **TAB** to advance to the **NOTE** field, and then input note text if you want.
- Press **OK** to store the item.
 - After the item is stored, the Transaction Data screen for the newly input item is displayed.
 - Before pressing **OK** in the above step, you can press **TAB** or **SHIFT TAB** to move between fields and make further changes in the data before storing it.
 - You can press **OK** to store an item regardless of the location of the cursor, as long as the item contains **DATE** and **AMOUNT** data.

Transferring Money Between Accounts

The ability to transfer money between two different accounts makes it possible to record the following types of transfers.

- Transfer of funds from your bank account to cash
- Payment of a credit card bill from your bank account
- Cash advances from your credit card to your bank account or cash

To transfer money between accounts

Example: Payment of a credit card bill from a bank account.

- In the **EXPENSE MANAGER** Mode Account List screen, highlight either of the accounts involved in the transfer and then press **OK** to display the account's Transaction List screen.
 - In our example, you could select either the applicable credit card account or the bank account.
 - You could also perform the next step from the Transaction Data screen.

2. Execute the **NEW** menu's **NEW DATA** command.
3. Input the applicable data for the **PAYEE**, **AMOUNT**, and **NUMBER**.
 - See the procedure under "To input transaction data" for details on how to input the above data.
4. Press **TAB** to advance to the **EXP TYPE** field.
5. Press the **▼** cursor key to display a menu of available expense types and accounts. Next, use **▼** and **▲** to highlight the other account involved in the transfer.
 - If you selected the applicable credit card account in step 1 of our example, you would specify the applicable bank account here.
 - Note that we strongly recommend that you select the account name by highlighting it in the expense type and account menu. Though it is possible to specify the name of an existing account by inputting it on the keyboard, you must input the account name **EXACTLY** as it appears in the menu. If you input a name that does not match any of the account names in the menu, the BN Unit will create a new expense type using the name you input.
6. Press **OK** to register the account or **ESC** to close the expense type menu without selecting anything.
7. Press **TAB** to advance to the **TYPE** field, and then use **◀** and **▶** to highlight the transaction type you want to specify.
 - Make sure that you specify the transaction type correctly. The specification you make here affects how the transaction amount is used (whether it is added or subtracted) when calculating other totals.
 - If you selected a credit card account in step 1 and a bank account in step 5 of our example, you should specify **PAYMENT** here. If you selected a bank account in step 1 and a credit card account in step 5, you should specify **WITHDRAWAL** here.
8. Input the applicable information for the **CLEARED** and **NOTE** fields.
 - See the procedure under "To input transaction data" for details on how to input the above data.
9. Press **OK** to store the item.

Money Transfer Result

Whenever you transfer money from one account to another, the data you input for one of the accounts (Account A) is used to automatically create an entry in the other account (Account B). The following table shows how the contents of Account B's data is generated.

Field	Contents
DATE	Same as input for Account A
PAYEE	Same as input for Account A
AMOUNT	Same as input for Account A
NUMBER	None
EXPENSE TYPE	Name of Account A
TYPE	Opposite of Account A TYPE (see table below)
CLEARED	NOT CLEARED
NOTE	<TRANSFER>

Money Transfer Account Types

Proper bookkeeping requires that an entry on one side of the ledger (an increase) must be accompanied by a corresponding opposite entry on the other side of the ledger (a decrease). This ensures that the totals of both sides of the ledger are identical and your books are in balance.

The **EXPENSE MANAGER** ensures that your books are always balanced by automatically selecting the appropriate **TYPE** entry when you transfer money from one account (Account A) to another (Account B). The following table shows how this is done.

Account A		Account B			TOTAL AMOUNT
		BANK	CREDIT CARD	CASH	
BANK	WITHDRAWAL (-)	DEPOSIT (+)	PAYMENT (+)	IN (+)	Decrease (-)
	DEPOSIT (+)	WITHDRAWAL (-)	CHARGE (-)	OUT (-)	Increase (+)
CREDIT CARD	CHARGE (-)	DEPOSIT (+)	PAYMENT (+)	IN (+)	Decrease (-)
	PAYMENT (+)	WITHDRAWAL (-)	CHARGE (-)	OUT (-)	Increase (+)
CASH	OUT (-)	DEPOSIT (+)	PAYMENT (+)	IN (+)	Decrease (-)
	IN (+)	WITHDRAWAL (-)	CHARGE (-)	OUT (-)	Increase (+)

Recalling EXPENSE MANAGER Data

Use the procedures described in this section to recall account and transaction data. After you recall data you can edit it (transaction data only), delete it, or duplicate it.

To recall account data

- In the EXPENSE MANAGER Mode, execute the VIEW menu's ACCOUNT DATA command.

EXPENSE ACCOUNT	
NAME	ZXY CARD
DESCRIPTION	
TYPE	CREDIT CARD
BALANCE	-514.50

- ① Account name
- ② Descriptions

- ③ Account type
- ④ Account balance

- Use ▲ and ▼ to change to another account.

To recall transaction data

- While the Account List screen is on the display, use ▲ and ▼ to select the account whose transactions you want to recall.
- Press OK to display the Transaction List screen for the selected account.

EXPENSE TRANSACTION		ZXY CARD		
1998	PAYEE	EXPENSE TYPE		
05/01	MORRISON HOTEL	R	-342.50	
05/01	TAXI	TAXI	R	-25.00
05/05	TICKET CO	Entertainment	N	-63.00
06/10	WEST COAST	SHOPPING	N	-84.00

- ① Account name
- ② Transaction dates
- ③ Payees
- ④ Expense types

- ⑤ Transaction status indicators (N=NOT CLEARED, C=CLEARED, R=RECONCILED)
- ⑥ Transaction amounts
- ⑦ Account balance
- ⑧ Currently selected transaction

- To return to the Account List screen, press ESC.
 - Use ▲ and ▼ to move the highlighting up and down.
 - Use ▲ and ▼ to scroll the list a page at a time.
- Press OK to view the details of the highlighted transaction.

EXPENSE TRANSACTION		ZXY CARD	
DATE	1998/06/10		
PAYEE	WEST COAST		
AMOUNT	84.00		
NUMBER			
EXP TYPE	SHOPPING		
TYPE	CHARGE		
CLEARED	NOT CLEARED		
NOTE			

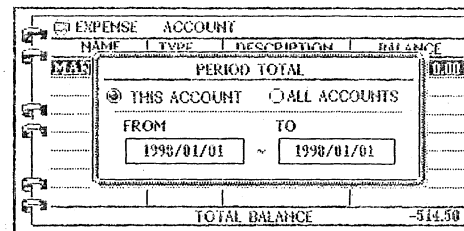
- See the procedure under "Inputting Transaction Data" for full details on the Transaction Data screen.
- To return to the Transaction List screen, press ESC.

Calculating Periodic Totals

This section describes how to calculate total for a specific period you specify. You can calculate a periodic total for a specific account or for all accounts.

To calculate a periodic total

1. In the EXPENSE MANAGER Mode, execute the **OPTION** menu's **PERIOD TOTAL** command.



2. Use the cursor ◀ and ▶ keys to specify whether you want to calculate the total for the current account or for all accounts.
 - The current account is the one whose data was selected in the screen from which you executed the **PERIOD TOTAL** command.

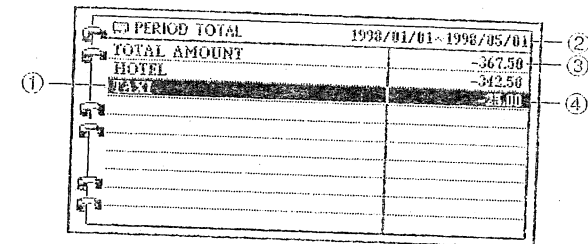
Starting Screen	Current Account
Account List	Account whose name is highlighted
Account Data	Account whose data is displayed
Transaction List	Account to which the transactions belong
Transaction Data	Account to which the transaction data belongs

3. Press **TAB** to move down to the date specification boxes.
4. Input the starting date and ending date of the period for which you want to calculate a total.
5. Press **OK** to start the calculation.

Periodic Total Calculation Screens

Calculation of a periodic total produces one of the screens shown below. The Expense Type screen is produced when you calculate a periodic total for a specific account, while the Account screen is produced when you calculate a periodic total for all accounts.

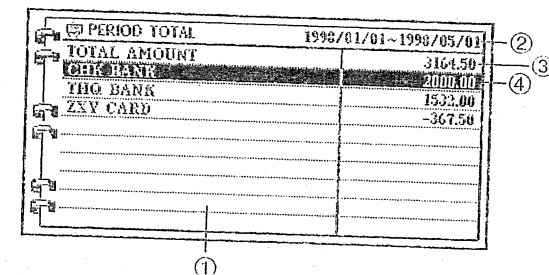
Expense Type Screen



- ① Expense types
- ② Period
- ③ Total amount for this account
- ④ Total amounts for each expense type

- User-defined expense type entries are also shown individually.
- The total of all transactions for which an expense type is not defined is shown under the title "OTHER."

Account Screen



- ① Account names
- ② Period
- ③ Total amount for all accounts
- ④ Total amounts for each account

- If the total amount in either screen is longer than 12 digits, the amount is replaced by asterisks and the message **AMOUNT IS TOO LONG** appears in place of the period dates.

Deleting EXPENSE MANAGER Data

The procedures in this section can be used to delete data stored in the EXPENSE MANAGER Mode. The following is a list of delete procedures that are available in the EXPENSE MANAGER Mode.

- Deleting one account with the **DEL** key
- Deleting one transaction with the **DEL** key
- Deleting one account with the **DELETE** command
- Deleting one transaction with the **DELETE** command
- Deleting all transaction data up to a specific date
- Deleting all transaction data
- Deleting all EXPENSE MANAGER data

In addition to the above, you can also delete user-defined expense types, as described under "Managing Expense Types" on page 110.

To delete one account using DEL

1. In the EXPENSE MANAGER Mode, select the account you want to delete.
 - You can select an account by displaying its data screen or by highlighting the account in the Account List screen.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the account) or **ESC** (to close the dialog box without deleting anything).

To delete one transaction using DEL

1. In the EXPENSE MANAGER Mode, select the transaction you want to delete.
 - You can select a transaction by displaying its data screen or by highlighting the transaction in the Transaction List screen.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the transaction) or **ESC** (to close the dialog box without deleting anything).

To delete one account using the DELETE command

1. In the EXPENSE MANAGER Mode, select the account you want to delete.
 - You can select an account by displaying its data screen or by highlighting the account in the Account List screen.
2. Execute the **EDIT** menu's **DELETE** command.
3. In the dialog box that appears, use **▲** and **▼** to select **ONE ACCOUNT** and then press **OK**.
4. In the confirmation dialog box that appears, press **OK** (to delete the account) or **ESC** (to close the dialog box without deleting anything).

To delete one transaction using the DELETE command

1. In the EXPENSE MANAGER Mode, select the transaction you want to delete.
 - You can select a transaction by displaying its data screen or by highlighting the transaction in the Transaction List screen.
2. Execute the **EDIT** menu's **DELETE** command.
3. In the dialog box that appears, use **▲** and **▼** to select **ONE TRANSACTION** and then press **OK**.
4. When the confirmation dialog box that appears, press **OK** (to delete the transaction) or **ESC** (to close the dialog box without deleting anything).

To delete EXPENSE MANAGER data

1. In the EXPENSE MANAGER Mode, execute the **EDIT** menu's **DELETE** command.
2. In the dialog box that appears, use **▲** and **▼** to specify the type of data you want to delete and then press **OK**.
 - The dialog box lets you select one of the following:
 - All transaction data up to a specific date (**REMOVE TRANSACTION**)
 - All transaction data (**ALL TRANSACTIONS**)
 - All EXPENSE MANAGER data (**ALL DATA ITEMS**)
 - The dialog box also provides an item for deleting an expense type. See page 111 for details on deleting expense types.
3. If you specified delete all transaction data up to a specific date, input the date up to which you want to delete data.
4. In the final confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

Searching for EXPENSE MANAGER Data

Use the following procedure to locate the EXPENSE MANAGER data you want. You can specify either a date or text to be search for.

To search for EXPENSE MANAGER data by date

1. In the EXPENSE MANAGER Mode, execute the **SEARCH** menu's **FIND** command.
 2. In the dialog box that appears, use the ◀ and ▶ keys to specify **BY DATE**.
 3. Press **TAB** to move to the date specification field.
 4. Input the date whose data you want to recall.
 5. Press **OK** to start the search.
- All the data items with a date entry that matches the one you specify appear in a List screen, with the **SEARCH** indicator lit on the left side of the display.

EXPENSE		1998/01/05	
ACCOUNT	PAYEE		
ZYX CARD	DINNER	N	-120.00
ZYX CARD	LUNCH	N	-35.00
	DINNER		-155.00

- ① Date you specified
- ② Account names
- ③ Payees
- ④ Transaction status indicators
- ⑤ Transaction amounts
- ⑥ Total amounts for date you specified

- Now you can select the item you want and change to its data screen to view its contents.
- Press **ESC** to clear the list of found items and return to the screen that was on the display when you executed the **FIND** command.

To search for EXPENSE MANAGER data by text

1. In the EXPENSE MANAGER Mode, execute the **SEARCH** menu's **FIND** command.
 2. In the dialog box that appears, use the ◀ and ▶ keys to specify **FOR TEXT**.
 3. Press **TAB** to move to the text field.
 4. Input the text you want to search for whose data you want to recall.
 5. Press **OK** to start the search.
- All the data items with text that matches the one you specify appear in a List screen, with the **SEARCH** indicator lit on the left side of the display.
 - The search operation looks for matches anywhere in the **PAYEE**, **NUMBER**, **EXP TYPE**, and **NOTE** fields.

EXPENSE		DINNER	
ACCOUNT	PAYEE		
ZYX CARD	DINNER	N	-120.00
VW CARD	DINNER	N	-70.00
	DINNER		-190.00

- ① Text you specified
- ② Account names
- ③ Payees
- ④ Transaction status indicators
- ⑤ Transaction amounts
- ⑥ Total amounts for text you specified

- Now you can select the item you want and change to its data screen to view its contents.
- Press **ESC** to clear the list of found items and return to the screen that was on the display when you executed the **FIND** command.

Managing Expense Types

Your BN Unit comes with a selection of built-in expense types that you can specify for your transactions. You can use these as they are, or you can create your own expense types. You can even specify what the default TYPE field setting should be anytime you use your expense type.

The following procedures describe how to add, edit, and delete expense types.

- There is no real limit on the number of expense types you can create, as long as memory is available.

To create an expense type

1. In the EXPENSE MANAGER Mode, execute the **OPTION** menu's **EXPENSE TYPE** command.
2. Execute the **NEW** menu's **NEW DATA** command.

EXPENSE	ACCOUNT	EXPENSE TYPE	AMOUNT
NAME			100.00
CH		USER EXPENSE TYPE	.00
TR			.00
UC			.00
XY			.00
ZX			.50
TOTAL BALANCE			1,960.50

3. Input up to 15 characters for the name that you want to assign to the expense type.
 - The name you assign here is the one that appears in the expense type menu when you are inputting transaction data.
4. Press **TAB** to move down to the default TYPE setting.
5. Use **◀** and **▶** to specify whether the default TYPE setting should be a decrease or increase.
 - The actual name used for the TYPE setting depends on the type of account where you are inputting data: **WITHDRAWAL** (decrease) or **DEPOSIT** (increase) for a bank account, **CHARGE** (decrease) or **PAYMENT** (increase) for a credit card account, **OUT** (decrease) or **IN** (increase) for a cash account.
 - The specification you make here determines which of the two available TYPE settings is selected first whenever you select this expense type while inputting transaction data.

6. Press **OK** to create the expense type or **ESC** to close the dialog box without storing anything.
 - Before storing the expense type, you can use **TAB** to move between the two settings and make any changes you want.
 - You can also create a new expense type during transaction data input. See the procedure under "To input transaction data" for details.

To edit an expense type

1. In the EXPENSE MANAGER Mode, execute the **OPTION** menu's **EXPENSE TYPE** command.
2. In the expense type menu that appears, use **▲** and **▼** to highlight the name of the expense type that you want to edit.
3. Press **MENU BAR** to display the menu bar.
4. Execute the **EDIT** menu's **ITEM EDIT** command.
5. In the dialog box that appears, make any changes in the expense type name and default TYPE setting that you want. Use **TAB** to move between the expense type name and default TYPE setting.
6. After making your changes, press **OK** to store them.

To delete an expense type using DEL

1. In the EXPENSE MANAGER Mode, execute the **OPTION** menu's **EXPENSE TYPE** command.
2. In the expense type menu that appears, use **▲** and **▼** to highlight the name of the expense type that you want to delete.
3. Press **DEL**.
4. In the confirmation dialog box that appears, press **OK** to delete the highlighted expense type or **ESC** to close the dialog box without deleting anything.

To delete an expense type using the DELETE command

1. In the EXPENSE MANAGER Mode, execute the **OPTION** menu's **EXPENSE TYPE** command.
2. In the expense type menu that appears, use **▲** and **▼** to highlight the name of the expense type that you want to delete.
3. Press **MENU BAR** to display the menu bar.
4. Execute the **EDIT** menu's **DELETE** command.
5. In the confirmation dialog box that appears, press **OK** to delete the highlighted expense type or **ESC** to close the dialog box without deleting anything.

SPREADSHEET

To delete all user expense type data

1. In the EXPENSE MANAGER Mode, execute the **EDIT** menu's **DELETE** command.
2. In the dialog box that appears, use **▲** and **▼** to specify **USER EXPENSE TYPE** and then press **OK**.
3. In the final confirmation dialog box that appears, press **OK** (to delete the data) or **ESC** (to close the dialog box without deleting anything).

Copying an Account

You can use the procedure below to copy an account under a different name. Note that copying an account also copies all of that account's transactions as well.

Note

- If copying an account causes available memory capacity to become full, the copy operation is not performed.

To copy an account

1. In the EXPENSE MANAGER Mode, select the account you want to copy.
 - You can select an account by displaying its data screen or by highlighting the account in the Account List screen.
2. Execute the **OPTION** menu's **SAVE ACCOUNT AS** command.
 - This causes the Account Data screen to appear for changing the name of the account.
3. Change the account name.
4. Press **OK** to store the copy of the account under its new name.
 - The result of this operation is to have two accounts with identical contents under two different names.

The SPREADSHEET Mode provides you with basic spreadsheet capabilities on the go. In addition to the ability to create your own spreadsheets from scratch, a selection of five built-in templates help you to create useful spreadsheet applications quickly and easily.

Entering the SPREADSHEET Mode	114
Spreadsheet Basics	114
To open a spreadsheet	115
To change the active cell	116
To select a range of cells	116
Inputting Data into a Cell	117
General Input Rules	117
Cell References	117
Mathematical Expressions	118
Special Cell Functions	120
Opening, Saving, and Exiting Spreadsheets	122
To open a spreadsheet	122
To save a newly created spreadsheet	122
To save a previously saved spreadsheet	122
To exit a spreadsheet.....	123
Editing SPREADSHEET Data	123
To edit the contents of a cell	123
To input completely new cell data	123
To change the name of a spreadsheet	124
Deleting SPREADSHEET Data	124
To delete cell data	124
To delete one spreadsheet using DEL	124
To delete one spreadsheet using the DELETE command ..	125
To delete all spreadsheets	125
Cut, Copy, and Paste	125
To cut cell data	125
To copy cell data	126
To paste cell data	126
Copying a Relative Cell Reference	126
Copying an Absolute or Mixed Cell Reference	127
Spreadsheet Errors	127

Entering the SPREADSHEET Mode

Press **SPREADSHEET** to enter the SPREADSHEET Mode. When you do the Spreadsheet List screen appears on the display.

SPREADSHEET	
SHEET NAME	SIZE

Spreadsheet names

Spreadsheet sizes

(The maximum capacity of a single spreadsheet is approximately 32KB.)

- Spreadsheet names are listed in the sequence that the spreadsheets were created.

Spreadsheet Basics

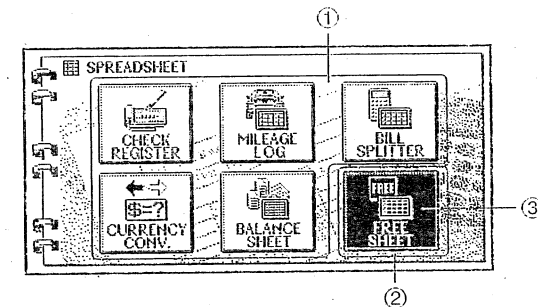
With the BN Unit, you can open up a blank spreadsheet, a spreadsheet whose data you have recalled from an existing file (page 122), or a spreadsheet created by one of the following built-in templates.

- Check Register
- Mileage Log
- Bill Splitter
- Currency Conversion
(You must input current exchange rate data before using the Currency Conversion template.)
- Balance Sheet

The following sections use a newly created blank spreadsheet to describe basic spreadsheet operations. See the other sections of this chapter for full details on using other SPREADSHEET mode features.

To open a spreadsheet

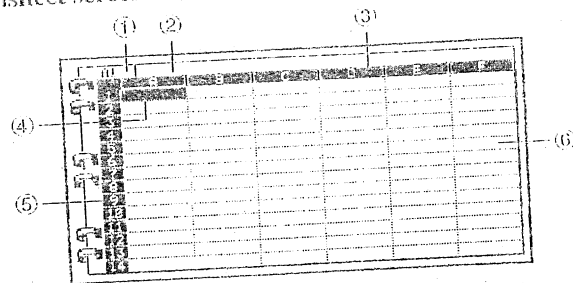
1. While the Spreadsheet List screen is on the display, execute the **NEW** menu's **NEW SHEET** command.



- ① Built-in template icons
- ② Blank spreadsheet icon
- ③ Currently selected template

- This is the Template Selection Screen.
2. Use the cursor **◀**, **▶**, **▲**, and **▼** keys to select the icon for the type of spreadsheet you want to open, and then press **OK**.
 - Select the **FREE SHEET** icon if you want to open a blank spreadsheet.
 - The **FREE SHEET** icon is always selected first whenever you display the Template Selection Screen.
 - To return to the Spreadsheet List screen without selecting a template, press **ESC**.
 - See the other sections in this chapter for details on how to input, save, and recall spreadsheet data.

The spreadsheet screen



- (1) Active cell reference
 (2) Input field
 (3) Column names
 (4) Active cell
 (5) Row numbers
 (6) Cells

- Columns are named using the letters of the alphabet, and rows are numbered sequentially.
- A cell is referred to using its cell reference, which is made up of the cell's column name and row number. This means that the cell reference of the upper left cell in the above spreadsheet is A1, and the cell reference of the lower right cell is F14.
- The active cell is the one that is currently selected for input. The active cell is indicated by highlighting, and by the active cell reference.

To change the active cell

Use the cursor keys to move the active cell selection frame to the cell you want. You can also scroll the spreadsheet a page at a time using \blacktriangle and \blacktriangledown .

To select a range of cells

1. Use the cursor keys to move the active cell selection frame to a cell that will be located at one of the corners of the block of cells you want to select.
2. Press the **SHIFT** key and then use the cursor keys to move the active cell selection frame.
 - As the active cell moves, any cells in passes through remain selected.
3. Now any operation you perform affects the entire range of cells.
 - To deselect the range of cells without changing their contents, press **ESC**.

Important!

- You can select a range of cells to delete their contents or to copy their contents. You cannot input data from the keyboard into a selected range of cells.

Inputting Data into a Cell

This section explains the rules and procedures for inputting text, values, and mathematical expressions into spreadsheet cells. It also contains detailed information on the various cell functions that are available.

There are a number of general rules that you should be familiar with before you try to actually input data.

General Input Rules

- Anything you enter on the keyboard is input into the spreadsheet's active cell.
- You can input up to 24 characters into each cell.
- Mixing text and numbers inside of the same cell causes everything in the cell to be treated as text.
- Do not manually input commas as separators inside values. Doing so interferes with correct display of calculation results. Use the **OPTION** menu's **COMMA** command to turn on automatic comma separators.

Cell References

The term *cell reference* means calling the contents of one cell into another cell. The BN Unit supports three types of cell references: *relative*, *absolute*, and *mixed*.

Whether a cell reference is relative, absolute, or mixed does not make any difference in the result it normally produces. The cell reference type matters only when the contents of the cell are copied and then pasted in another location. Because of this the following shows only how to input cell references. For full details on how they act during cut, copy, and paste operations, see "Cut, Copy, and Paste" on page 125.

Relative Cell References

As its name suggests, a relative cell reference is one that references a cell in relation to the cell where the reference is made. Note the following examples.

Relative Cell Reference	Meaning
A1	Contents of cell A1
A1:A10	Contents of cells A1 through A10
A1:E1	Contents of cells A1 through E1

Absolute Cell References

An absolute cell reference is one that references a specific cell, no matter where it is located in relation to the cell where the reference is made. A reference is made absolute by inserting a dollar sign in front of its column name and row number. Note the following examples.

Absolute Cell Reference	Meaning
\$A\$1	Contents of cell A1. Both column (\$A) and row (\$1) references are absolute.
\$A\$1:\$A\$10	Contents of cells A1 through A10. All column and row references are absolute.
\$A\$1:\$E\$1	Contents of cells A1 through E1. All column and row references are absolute.

Mixed Cell References

A mixed cell reference is one in which one component (column name or row number) is relative, and the other component is absolute. Note the following examples.

Mixed Cell Reference	Meaning
\$A1	Contents of cell A1. Column reference (\$A) is absolute, but row reference (1) is relative.
A\$1	Contents of cell A1. Column reference (A) is relative, but row reference (\$1) is absolute.

Mathematical Expressions

You can set up a cell to perform arithmetic operations (addition, subtraction, multiplication, division) and other useful functions such as SUM, MIN, and COUNT. You can also set up parentheses operations to ensure that operations are performed in the proper sequence.

- Inputting a mathematical expression causes its result to be displayed in the cell. The mathematical expression itself is not shown except in the input field.
- The results of mathematical operations are normally displayed in the cell flush right.
- If the result of a mathematical expression is longer than the cell that contains it, the contents of the cell change to a string of # marks. This is to tell you that the cell contains a value, but the value cannot be displayed. If this happens, try making the cell wider (page 120).

- Input an asterisk (*) as the multiplication sign. The "x" symbol will not work for multiplication.
- Input a slash (/) as the division sign. The "÷" symbol will not work for division.

To input a mathematical expression

1. Make the cell where you want to input the mathematical expression the active cell.
2. Press **SYMBOL** to display the symbol menu, select =, and then press **OK** to input an equals sign.
- Inputting an equals sign as the first character indicates that what follows is a mathematical expression.
- Spreadsheet functions can be input quickly and easily with the symbol menu.
3. Input the mathematical expression.
4. Press **OK** to store the mathematical expression in the cell.

Examples

The following are some examples of the arithmetic expressions that can be input into cells.

Cell Contents	Displayed Result
=(1+2)*(3+4)	21
=(A1+B5)*2	Result of expression using cell contents
=SUM(A1:D5)	Sum of cells A1 through D5
=1+2-3	0
=\$A\$1+B2	Contents of cell A1 + Contents of cell B2
=MAX(A1:D5)	Maximum value of those in cells A1 through D5
=MIN(A1:D5)	Minimum value of those in cells A1 through D5
=AVE(A1:D5)	Average of values in cells A1 through D5
=COUNT(A1:D5)	Number of values in specified range
=ABS(A1)	Absolute value of value in specified cell

Note

- Any blank cell in the range specified for the AVE function is considered to have a value of zero.

Text

Text (letters and numbers) can be input into the active cell by entering the letters on the BN Unit's keyboard.

- Input made up entirely of numbers (including a decimal point) is treated as a numeric value. Inclusion of even a single non-numeric character (alpha-character or symbol) causes the input to be treated as text.
- Text is normally aligned in the cell flush left, while numbers are aligned flush right.
- If a text string is longer than the cell that contains it, the extra text is allowed to extend into the next cell to the right in the spreadsheet display, as long as the neighboring cell does not contain any data. If it does, the excess characters are cut off in the spreadsheet display.
- If an input value is longer than the cell that contains it, the contents of the cell change to a string of # marks. This is to tell you that the cell contains a value, but the value cannot be displayed. If this happens, try making the cell wider.
- If the first character in the cell is an equals sign, the text is considered to be part of a mathematical expression.
- To input a value or mathematical expression as a character, input a space before the value or symbol.

Special Cell Functions

This section describes the special cell functions you can use to control the appearance of your spreadsheets.

Cell Width

Use the following procedure to change the width of a specific cell.

1. Make the cell whose width you want to change the active cell.
2. Execute the **OPTION** menu's **WIDTH** command.
3. In the dialog box that appears, use the cursor keys to select the cell width you want to use: 4, 6, 8, 10, 12, 14.
4. Press **OK** to register your selection and close the dialog box.

Comma

Values are normally displayed with commas every three digits. Use the following procedure to turn the commas on and off for the entire spreadsheet.

1. While a spreadsheet is on the display, execute the **OPTION** menu's **COMMA** command.
2. In the dialog box that appears, use **▲** and **▼** to select **ON** or **OFF**.
3. Press **OK** to register your selection and close the dialog box.

Number of Decimal Places

Values are normally displayed with two decimal places. Use the following procedure to change the decimal place setting for a specific column.

1. Make any cell inside the column whose decimal place you want to change the active cell.
2. Execute the **OPTION** menu's **DECIMAL POINT** command.
3. In the dialog box that appears, use **▲** and **▼** to select cut off, two decimal places, or unlimited.
4. Press **OK** to register your selection and close the dialog box.

Insert

Use the following procedure to insert one or more row or column into a spreadsheet.

1. Make any cell inside the row or column where you want to insert a new row or column the active cell.
2. Execute the **OPTION** menu's **INSERT** command.
3. In the dialog box that appears, use **▲** and **▼** to select insert column or insert row.
4. Press **OK** to register your selection and close the dialog box.

Delete

Use the following procedure to delete one or more row or column from a spreadsheet.

1. Make any cell inside the row or column you want to delete the active cell.
2. Execute the **OPTION** menu's **DELETE** command.
3. In the dialog box that appears, use **▲** and **▼** to select delete column or delete row.
4. Press **OK** to register your selection and close the dialog box.

Opening, Saving, and Exiting Spreadsheets

Use the following procedures to open a spreadsheet that is already stored in memory, to store a spreadsheet after you make changes to it, and to exit a spreadsheet.

To open a spreadsheet

SPREADSHEET	
SHEET NAME	SIZE
OVERSEAS SALES	1264
BALANCE SHEET	5952
STOCK QUANTITY	1264

Selected spreadsheet

1. While the Spreadsheet List screen is on the display, use ▲, ▼, ▲, and ▼ to select (highlight) the name of the spreadsheet you want to open.
2. Press **OK** to open the spreadsheet whose name is selected.
 - Depending on how much data it contains, it may take considerable time to open a spreadsheet.

To save a newly created spreadsheet

1. After inputting data into the spreadsheet, press **OK**.
2. In the dialog box that appears, input up to 16 characters as the name that you want to give to the spreadsheet.
3. Press **OK** to save the spreadsheet or **ESC** to close the dialog box without saving anything.

To save a previously saved spreadsheet

1. After inputting new data or changing the existing data in the spreadsheet, press **OK**.
2. In the dialog box that appears, change the existing name of the spreadsheet or leave the existing name as it is.
 - Inputting a new name leaves the original spreadsheet unchanged under its existing name, and saves the changed spreadsheet under the new name.
 - Leaving the existing name as it is replaces the original data with the changed spreadsheet.
3. Press **OK** to save the spreadsheet or **ESC** to close the dialog box without saving anything.

To exit a spreadsheet

1. Press **ESC** to exit a spreadsheet and return to the Spreadsheet List screen.
 - If there are unsaved changes in the spreadsheet, pressing **ESC** displays a dialog box that asks if you want to save the spreadsheet before exiting it. Enter a name and press **OK** if you want to save the spreadsheet, or press **ESC** to exit the spreadsheet without saving anything.

Editing SPREADSHEET Data

This section explains how to edit the contents of a spreadsheet's cells and how to change the name of a spreadsheet without opening it.

Note that you can change the contents of a cell by editing its existing contents or by inputting completely new data.

To edit the contents of a cell

1. Open the spreadsheet whose contents you want to edit.
2. Use the cursor keys to make the cell whose contents you want to edit the active cell.
3. Execute the **EDIT** menu's **EDIT** command.
 - This displays the current contents of the cell in the input field, along with the cursor.
4. Change the contents of the input field.
5. After you are finished, press **OK** to store the new cell contents.

To input completely new cell data

1. Open the spreadsheet whose contents you want to edit.
2. Use the cursor keys to make the cell whose contents you want to edit the active cell.
3. Input the new data.
 - Inputting new data replaces any data that was previously in the cell.
4. After you are finished, press **OK** to store the new cell contents.

To change the name of a spreadsheet

1. In the Spreadsheet List screen, use ▲, ▼, ▲, and ▼ to highlight the spreadsheet name you want to change.
2. Execute the **EDIT** menu's **RENAME ITEM** command.
3. In the name input dialog box that appears, input up to 16 characters as the new name for the spreadsheet.
4. After you input the name, press **OK** to register the new name or **ESC** to close the dialog box without changing anything.

Deleting SPREADSHEET Data

The procedures in this section can be used to delete data stored in the SPREADSHEET Mode. The following is a list of delete procedures that are available in the SPREADSHEET Mode.

- Deleting data in the cells of a spreadsheet
- Deleting one spreadsheet with the **DEL** key
- Deleting one spreadsheet with the **DELETE** command
- Deleting all spreadsheets

To delete cell data

1. Open the spreadsheet whose cell data you want to delete.
 2. Make a single cell the active cell or select a range of cells.
 3. Press the **DEL** key to delete the data in the cells you selected in step 2.
- Note that the above procedure deletes the data in the selected cell or cells as soon as you press **DEL**. There is not warning message.

To delete one spreadsheet using **DEL**

1. In the Spreadsheet List screen, select the name of the spreadsheet you want to delete.
2. Press **DEL**.
3. In the confirmation dialog box that appears, press **OK** (to delete the spreadsheet) or **ESC** (to close the dialog box without deleting anything).

To delete one spreadsheet using the **DELETE** command

1. In the Spreadsheet List screen, select the name of the spreadsheet you want to delete.
2. Execute the **EDIT** menu's **DELETE** command.
3. In the dialog box that appears, use ▲ and ▼ to select **SINGLE DATA ITEM**.
4. Press **OK** to register your selection and close the dialog box.
5. In the confirmation dialog box that appears, press **OK** (to delete the spreadsheet) or **ESC** (to close the dialog box without deleting anything).

To delete all spreadsheets

1. In the Spreadsheet List screen, execute the **EDIT** menu's **DELETE** command.
2. In the dialog box that appears, use ▲ and ▼ to select **ALL DATA ITEMS**.
3. Press **OK** to register your selection and close the dialog box.
4. In the final confirmation dialog box that appears, press **OK** (to delete all the spreadsheets) or **ESC** (to close the dialog box without deleting anything).

Cut, Copy, and Paste

This section describes how to use the **CUT**, **COPY**, and **PASTE** commands in the SPREADSHEET Mode. With these commands, cell references are treated differently depending on whether they are relative or absolute references.

Note

- Cells that are cut or copied in the SPREADSHEET Mode cannot be pasted in another mode.

To cut cell data

1. Open the spreadsheet whose cell data you want to cut.
2. Make a single cell the active cell or select a range of cells.
3. Execute the **EDIT** menu's **CUT** command.
 - The cell data is cleared from the screen and stored in a buffer.
 - The buffer can hold up to 2,048 bytes.
 - You can use the **PASTE** command to paste the contents of the buffer in another location.
 - When you paste a cell that has been cut, any values or references inside the cell do not change and all references to the cut and pasted cell continue to reference the cell at its original location.

To copy cell data

1. Open the spreadsheet whose cell data you want to copy.
2. Make a single cell the active cell or select a range of cells.
3. Execute the **EDIT** menu's **COPY** command.
 - The cell data is copied into a buffer and the original cell data remains on the screen.
 - The buffer can hold up to 2,048 bytes.
 - You can use the **PASTE** command to paste the contents of the buffer in another location.

To paste cell data

1. Make a single cell or a range of cell where you want to paste the data the active cell.
2. Execute the **EDIT** menu's **PASTE** command.

Copying a Relative Cell Reference

With a relative cell reference, the cell reference changes automatically to maintain the same relationship between the calling cell and the cell being called. Note the following example.

	A	B	C
1	=A2+B2+C2+D2		
2		PASTE	
3			
4		=B5+C5+D5+E5	
5			

As you can see in the above, the cell references are relative to their location, and so they change automatically whenever the expression is moved using a copy and paste operation.

Copying an Absolute or Mixed Cell Reference

Since absolute cell references are "absolute," they remain the same even when the expression is moved by copy and paste. With mixed cell references, the absolute part remains the same, while the relative part changes according to the location of the expression.

Note the following example.

	A	B	C
1	=\$A\$2+\$B2+C\$2+D2		
2		PASTE	
3			
4		=\$A\$2+\$B5+D\$2+E5	
5			

As you can see, any column name or row number preceded by a dollar sign remains the same. Any relative column or row references change automatically when the expression is moved.

Spreadsheet Errors

The message **#ERR** appears inside of a cell anytime any one of the following operations is attempted with the cell.

- Division by zero
- Any mathematical operation that produces a value that is longer than 12 digits
- Any mathematical operation in which a cell references itself
- Insertion of a row or any other operation that causes the length of an expression to exceed 24 characters
- Referencing of a cell that is located outside of the spreadsheet or a cell that no longer exists

Notes

- When a cell in which the **#ERR** message is displayed is referenced from another cell, the value of the **#ERR** cell is always zero.
- Calculations that involve a range of cells are performed starting from the upper left cell and ending with the lower right cell. The amount of time it takes to complete such a calculation depends on whether the cells contain mathematical expressions or values.

Secret Function

Your BN Unit lets you set up a secret memory area that keeps your data safe and secure under a password you specify. After you enter the secret memory area you can enter the SCHEDULER, CONTACTS, MEMO, and EXPENSE MANAGER modes and perform any operations you want in those modes. The only difference is that you have to enter the secret memory area before recalling, editing or deleting any data you input there.

Creating a New Secret Memory Area	130
To create a new secret memory area	130
Using the Secret Memory Area	130
To enter an existing secret memory area	131
To exit the secret memory area	131
To change your password	131
To transfer data from the open memory area to the secret memory area	131
To transfer data from the secret memory area to the open memory area	132


Important!

- All of the operations described in this chapter can be performed in the SCHEDULER, CONTACTS, MEMO or EXPENSE MANAGER Mode only. Nothing happens when you press the **SECRET** key in any other mode.
- You can have only one secret memory area at any one time.
- All secret data for all modes is stored in the same secret memory area, regardless of what mode you were in when you created the secret memory area.
- Make sure you do not forget your password! There is no way to look up a password if you forget it. You will have to reset the BN Unit and clear all its memory contents in order to clear a forgotten password and create a new secret memory area.

Creating a New Secret Memory Area

Use the following procedure to create a new secret memory area. Note that this operation can be performed only if there is no secret memory area already in existence in memory.

To create a new secret memory area

1. While in one of the modes whose data can be stored in a secret memory area, press **SECRET**.
2. In the new password dialog box that appears, input up to 16 characters for the password you want to use.
3. Press **OK** to register your password.
 - Registering a password creates and immediately enters your secret memory area.
 - The  symbol on the left side of the display indicates that you are currently in the secret memory area. This symbol is not shown when you are in the open memory area.



Using the Secret Memory Area

The following describes the operations you can perform after you create a secret memory area. It describes how to enter and exit the secret memory area, how to change your password, and how to transfer data between the secret and open memory areas.

To enter an existing secret memory area

1. While in one of the modes whose data can be stored in a secret memory area, press **SECRET**.
2. In the password input dialog box that appears, input the correct password.
3. Press **OK**.
 - The password input dialog box reappears if your input does not match the registered password. Try inputting the password again or press **ESC** to close the password input dialog box.

To exit the secret memory area

1. While in the secret memory area ( symbol displayed), press the **SECRET** key.
2. In the dialog box that appears, use **▲** and **▼** to select **TO OPEN AREA**.
3. Press **OK**.
 - The BN Unit returns to the open memory area, so the  symbol disappears from the display.

To change your password

1. Enter the secret memory area.
2. Press **SECRET**.
3. In the dialog box that appears, use **▲** and **▼** to select **PASSWORD EDIT**, and then press **OK**.
4. In the next dialog box that appears, input the new password and then press **OK** to register it.
 - To close the password input dialog box without changing anything, press **ESC**.

To transfer data from the open memory area to the secret memory area

1. Enter the mode whose data you want to transfer to the secret memory area.
2. Select the data item you want to transfer.
 - You can select a data item by highlighting its name on the mode's list screen or by displaying the data screen that contains the data item.
 - See the chapters of this User's Guide that cover the SCHEDULER, CONTACTS, MEMO, and EXPENSE MANAGER modes for details on using their list and data screens.

CLOCK Mode

- Note that with the EXPENSE MANAGER Mode, you can transfer data only while the Account List or Account Data screen is on the display.
 - When you transfer an account, all of the transaction data in that account is also transferred.
3. Execute the **EDIT** menu's **TO SECRET AREA** command.
 4. In the dialog box that appears, input the password to enter the secret memory area, and then press **OK**.
 5. In the confirmation dialog box that appears, press **OK** to transfer the data or **ESC** to close the dialog box without transferring anything.
 - The above step enters the secret memory area with the data item you transferred on the display.
 - In the EXPENSE MANAGER Mode, a warning dialog box appears if an account with the same name already exists in the memory area to which you are transferring. Press **ESC** to clear the dialog box and return to the open memory area screen you started from in step 2.

To transfer data from the secret memory area to the open memory area

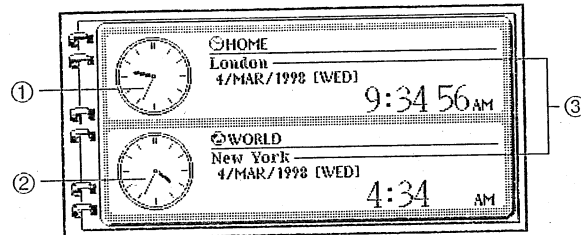
1. Enter the secret memory area.
2. Enter the mode whose data you want to transfer to the open memory area.
3. Select the data item you want to transfer.
 - You can select a data item by highlighting its name on the mode's list screen or by displaying the data screen that contains the data item.
 - See the chapters of this User's Guide that cover the SCHEDULER, CONTACTS, MEMO, and EXPENSE MANAGER modes for details on using their list and data screens.
 - Note that with the EXPENSE MANAGER mode, you can transfer data only while the Account List or Account Data screen is on the display.
4. Execute the **EDIT** menu's **TO OPEN AREA** command.
5. In the confirmation dialog box that appears, press **OK** to transfer the data or **ESC** to close the dialog box without transferring anything.
 - The BN Unit remains in the open memory area with the data item you transferred on the display.
 - In the EXPENSE MANAGER Mode, a warning dialog box appears if an account with the same name already exists in the memory area to which you are transferring. Press **ESC** to clear the dialog box.

The dual time capabilities of the CLOCK Mode let you keep track of the time simultaneously in two time zones. You can select from among the BN Unit's built-in time zones. Settings can be made to control time format, daylight saving time, and more.

Entering the CLOCK Mode	134
Selecting a Time Zone	134
To select a zone	134
Setting the Home Time	135
To set your Home Time and date	136
Other CLOCK Mode Settings	136
To switch between 12-hour and 24-hour time formats	136
To switch between standard time and daylight saving time	137
To select a date format	138
Using the Daily Alarm	138
To set an alarm time	138
To turn the Daily Alarm on and off	139

Entering the CLOCK Mode

Press **CLOCK** to enter the CLOCK Mode. When you do, an initial dual clock screen appears, which shows the current time in your Home Time zone and a World Time zone.



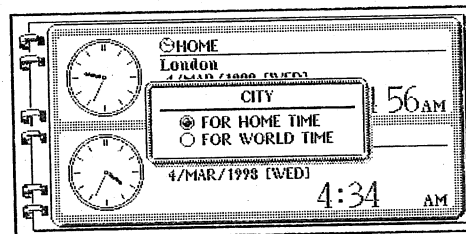
- ① Home Time clock
- ② World Time clock
- ③ City name

Selecting a Time Zone

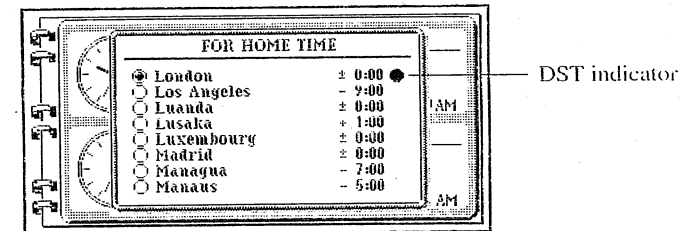
You can select a *Home Time* zone for the place where you normally work and live, and a second *World Time* zone for simultaneous time keeping in two locations on the globe.

To select a zone

1. In the CLOCK Mode, execute the **EDIT** menu's **CITY** command.



2. Use **▲** or **▼** to move the highlighting to **FOR HOME TIME** or **FOR WORLD TIME**, and then press **OK**.



- The DST indicator shows which cities for which daylight saving time is turned on. See page 137 for details on turning daylight saving time on and off.
3. Use **▲** and **▼** to select the name of the city you want to use as your Home Time city or World Time city.
 - Press **▲** and **▼** to scroll the list of city names page by page.
 - To jump to a city name, input the letter that the name begins with.
 - See the Appendix at the back of this User's Guide for a complete list of available city names.
 4. Press **OK** to register your selection.

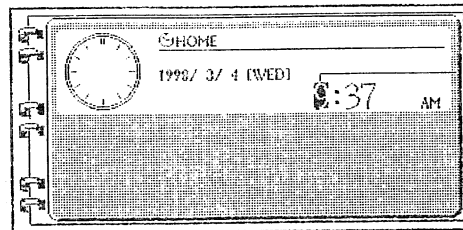
Setting the Home Time

Use the following procedure to set the time and date for your Home Time. The times for all other time zones are calculated based on your Home Time setting.

- You can set the date within the range of January 1, 1901 through December 31, 2099.

To set your Home Time and date

1. In the CLOCK Mode, execute the **EDIT** menu's **HOME TIME SETTING** command.



Currently selected setting (flashing)

2. Use **◀** and **▶** to move the selection (flashing) between the hour, minutes, year, month, and day.
3. While a setting is flashing, input the number you want to change it to.
 - If you are using the 12-hour time format, be sure to press the keyboard's **A** key to indicate "am" or **P** key for "pm".
4. After you are finished making the settings you want, press **OK** to store them.
 - Pressing **OK** resets the seconds count to "00".

Other CLOCK Mode Settings

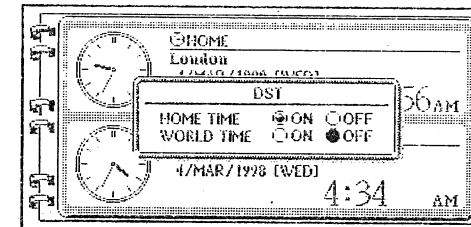
The following procedures describe how to make other settings that help you configure the CLOCK Mode suit your needs.

To switch between 12-hour and 24-hour time formats

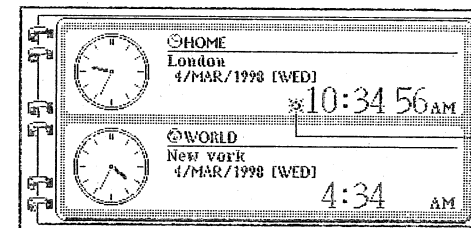
- In the CLOCK Mode, execute the **EDIT** menu's **12/24-FORMAT** command.
- Executing the above command toggles the time format between 12-hour and 24-hour.

To switch between standard time and daylight saving time

1. In the CLOCK Mode, execute the **EDIT** menu's **DST** command.



- Note that you can make separate settings for your Home Time and World Time.
2. Use **◀** and **▶** to turn daylight saving time for your Home Time on and off.
 3. Press **▼** to select the World Time setting.
 4. Use **◀** and **▶** to turn daylight saving time for the World Time on and off.
 5. After making the settings you want, press **OK** to register them.

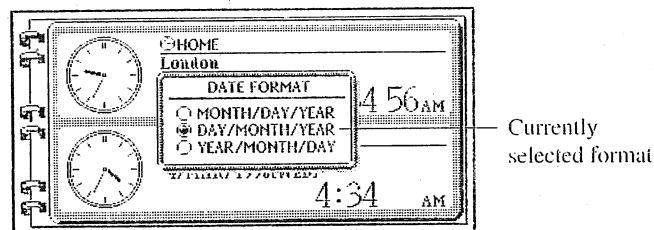


Daylight saving time indicator

- Turning on daylight saving time causes the standard time to be advanced by one hour.
- Note that daylight saving time cannot be turned on for GMT.

To select a date format

1. In the CLOCK Mode, execute the **EDIT** menu's **DATE FORMAT** command.



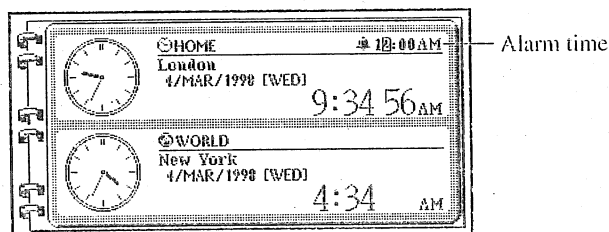
2. Use **▲** and **▼** to select the date format you want to use.
3. Press **OK** to register your setting.
 - The date format you select with the above procedure is applied anytime a date appears on the display of the BN Unit.

Using the Daily Alarm

You can set an alarm time to cause an alarm to sound whenever that time is reached in your Home Time city.

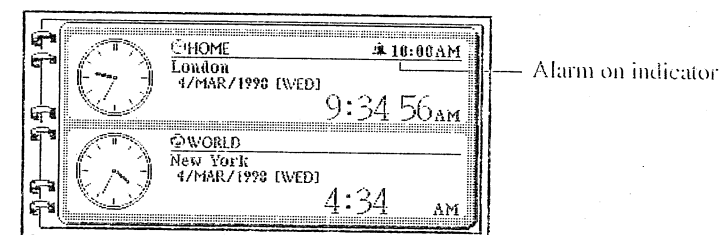
To set an alarm time

1. In the CLOCK Mode, execute the **EDIT** menu's **ALARM TIME** command.




2. Input the hour and minutes of the alarm time you want to set.
 - Use **◀** and **▶** to move the selection (flashing) between the hour and minutes.
3. If you are using the 12-hour time format, be sure to press the keyboard's **A** key to indicate "am" or **P** key for "pm".

4. After you set the alarm time you want, press **OK** to store it.



- The above procedure automatically turns on the Daily Alarm.
- Whenever the alarm time is reached while the Daily Alarm is on, a buzzer sounds for about 20 seconds or until you press any of the BN Unit's keys.

To turn the Daily Alarm on and off

1. Execute the **SYSTEM** menu's **SOUND** command.
2. In the dialog box that appears, use **▼** to select **DAILY**.
 - The selected setting is the one whose on or off setting appears as .
3. Use **◀** and **▶** to turn the alarm on and off.
4. Press **OK** to register your setting and close the dialog box.
 - Pressing **ESC** in the above step closes the dialog box without changing anything.

Pop-Up Tools

The Pop-Up Tools of the BN Unit provide you with instant access to a calculator and clock, whenever you need them.

Pop-Up Tool Availability	142
Using the Calculator	142
To display the calculator	142
Calculator Keys	143
To perform calculations	144
To perform constant calculations	145
To correct entries during calculations	145
About calculation errors	145
To clear an error	146
Using the Clock Window	146
To display the clock window	146



Pop-Up Tool Availability

Pressing the **POP-UP TOOL** key displays the Pop-Up Tool dialog box only while any of the screens listed below are on the display.

- LIST Screen
- DATA Screen
- Data Input Screen (new data or editing)

Pop-Up Tools are not available under any of the following conditions.

- While the menu bar is displayed
- While a dialog box is displayed
- While the Dual Window is displayed
- While the Mode Menu is on the display
- While the data type selection menu in the CONTACTS Mode is on the display
- In the SPREADSHEET Mode
- In the CLOCK Mode

Important!

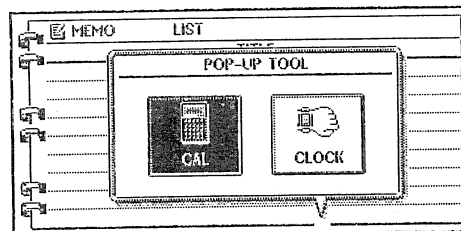
- You can use only one Pop-Up Tool at a time. This means the calculator will not appear while the clock is on the screen and vice versa.

Using the Calculator

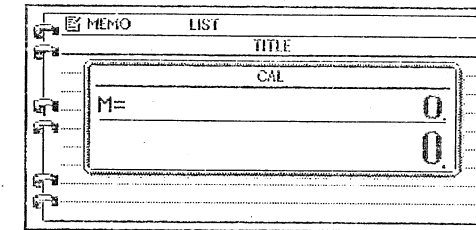
The calculator provides you with a 12-digit calculator that can perform normal numeric calculations.

To display the calculator

1. Press **POP-UP TOOL** to display the Pop-Up Tool dialog box.



2. Use \blacktriangleleft to select the **CAL** icon, and then press **OK**.



3. After you are finished using the calculator, you can clear it from the display by pressing **ESC**.

Calculator Keys

The following shows the BN Unit keys that you use when operating the calculator. The markings shown below appear above keyboard keys in orange.

- Use the number keys to input values.
- Press \cdot to input a decimal point.
- **MC** clears calculator memory.
- **MR** recalls calculator memory contents.
- **M-** subtracts the currently displayed value from memory contents. Pressing **M-** in place of = at the end of a calculation subtracts its results from memory contents.
- **M+** adds the currently displayed value to memory contents. Pressing **M+** in place of = at the end of a calculation adds its results to memory contents.
- Press +, -, \times , and \div to input the corresponding arithmetic operation.
- = executes the calculation and displays its results.
- **AC** clears the calculator (except the calculator memory).
- **C** clears a value if you have not yet entered the operator following that value.
- Use $\sqrt{\quad}$ for square root calculations.
- Use % for percent calculations.

To perform calculations

$53 + 123 - 63 =$	$53 \boxed{+} 123 \boxed{-} 63 \boxed{=}$	0.
$963 \times (23 - 56) =$	$23 \boxed{-} 56 \boxed{\times} 963 \boxed{=}$	113.
$(56 \times 3 - 89) \div 5.2 + 63 =$	$56 \boxed{\times} 3 \boxed{-} 89 \boxed{\div} 5.2 \boxed{+} 63 \boxed{=}$	-31779.
$1234567890 \times 741852 =$	$1234567890 \boxed{\times} 741852 \boxed{=}$	78.1923076923
	\boxed{C}	E 915.866658332
	\boxed{AC}	915.866658332
$\sqrt{3} \times 5 =$	$3 \boxed{\sqrt{\quad}} \boxed{\times} 5 \boxed{=}$	0.
$12 + 23 =$	$23 \boxed{+} \boxed{+} 12 \boxed{=}$	8.6602540378
$45 + 23 =$	$45 \boxed{=}$	K + 35.
$78 + 23 =$	$78 \boxed{=}$	K + 68.
$7 - 5.6 =$	$5.6 \boxed{-} \boxed{-} 7 \boxed{=}$	K + 101.
$2 - 5.6 =$	$2 \boxed{=}$	K - 1.4
$2.3 \times 12 =$	$12 \boxed{\times} \boxed{\times} 2.3 \boxed{=}$	K - -3.6
$4.5 \times 12 =$	$4.5 \boxed{=}$	K \times 27.6
$45 \div 9.6 =$	$9.6 \boxed{\div} \boxed{\div} 45 \boxed{=}$	K \times 54.
$78 \div 9.6 =$	$78 \boxed{=}$	K \div 4.6875
12% of 1500	$1500 \boxed{\times} 12 \boxed{\%}$	K \div 8.125
Percentage of 660 against 880	$660 \boxed{\div} 880 \boxed{\%}$	180.
15% add-on of 2500	$2500 \boxed{\times} 15 \boxed{\%} \boxed{+}$	75.
25% discount of 3500	$3500 \boxed{\times} 25 \boxed{\%} \boxed{-}$	2'875.
What will the selling price and profit be when the purchasing price of an item is \$480 and the profit rate to the selling price is 25%?	$480 \boxed{+} 25 \boxed{\%}$	2'625.
If you made \$80 last week and \$100 this week, what is the percent increase?	$100 \boxed{-} 80 \boxed{\%}$	640.
	$\boxed{MC} 80 \boxed{\times} 9 \boxed{M+}$	160.
$80 \times 9 = 720$	$50 \boxed{\times} 6 \boxed{M-}$	25.
$-) 50 \times 6 = 300$	$20 \boxed{\times} 3 \boxed{M+}$	
$20 \times 3 = 60$	\boxed{MR}	
$\hline 480$		M = 720. 720.
		M = 420. 300.
		M = 480. 60.
		M = 480. 480.

To perform constant calculations

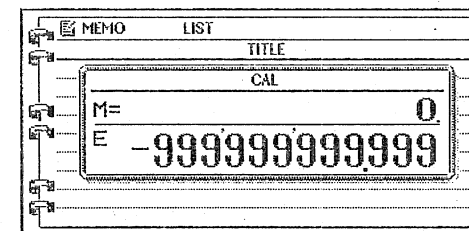
1. Display the Pop-Up Tool calculator.
2. Input the first value of the operation, press an arithmetic operator key twice, and then input the second value of the operation.
 - You can perform a constant calculation using +, -, \times , or \div .
 - The first value you input (the one to the left of the arithmetic operator) is the one that will be used as the constant.
 - Pressing an arithmetic operator key twice causes the indicator **K** to appear on the display to indicate that a constant calculation is being performed.
3. Press = to display the result of the operation.
 - Inputting $4 \times \times 2 =$ would produce a result of 8.
4. Press = again to multiply the result by the constant.
 - Pressing = again with the example shown under step 3 would produce a result of 32 (8×4).
 - Each subsequent press of = multiplies the last result obtained by the constant. Continuing with the above example, pressing = would produce the following results: = 128 (32×4), = 512 (128×4), = 2048 (512×4), and so on.

To correct entries during calculations

- If you enter a wrong value, press **C** to clear the value and then input the correct one.
- If you press the wrong arithmetic key (+, -, \times , \div), simply press the correct arithmetic key before inputting anything else.

About calculation errors

An error indicator appears on the display and further calculation becomes impossible whenever an error occurs.



Any of the following conditions produces an error.

- Whenever the number of digits in the mantissa of an intermediate or final result exceeds 12.
- Whenever the number of digits in the mantissa of a value in calculator memory exceeds 12 digits. In this case, the BN Unit automatically retains the last value stored that did not exceed 12 digits.
- Division by zero
- Attempting to calculate the square root of a negative value

To clear an error

Press **C** to clear an error and continue with the same calculation from the point immediately before the error occurred.

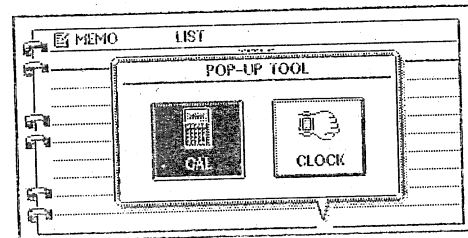
To clear the entire calculation and start again, press **AC**.

Using the Clock Window

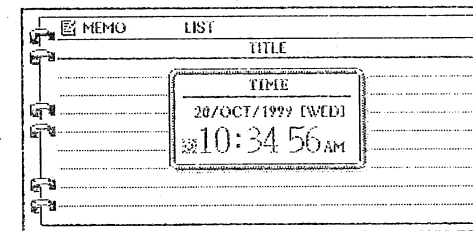
Selecting the **CLOCK** icon from the Pop-Up Tool dialog box displays a small clock window that shows the current date and time.

To display the clock window

1. Press **POP-UP TOOL** to display the Pop-Up Tool dialog box.



2. Use **▶** to select the **CLOCK** icon, and then press **OK**.



3. You can clear the clock from the display by pressing **ESC**.
 - The date and time that appear in the clock window match the time being kept by the BN Unit's built in clock.

Dual Window

The Dual Window of the BN Unit is a kind of multi-topic clipboard that can hold copies of data until you need them for look up or pasting. The Dual Window displays clipboard data using one of three different window formats: a Clipboard List window, a Clipboard Data window and a Field Detail window.

Clipboard Window Formats	150
Using Dual Window Clipboards	152
To view Dual Window clipboard contents	152
To copy data to a Dual Window clipboard	152
To paste data from a Dual Window clipboard	153
To delete a Clipboard List window item	153

Important!

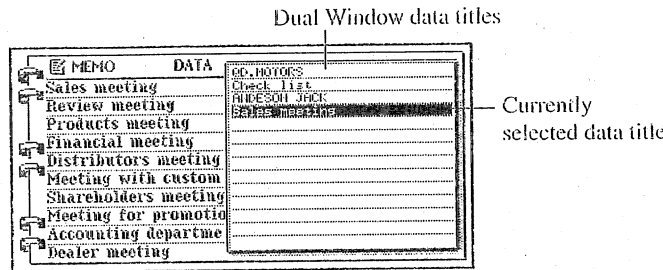
- All of the operations described in this chapter can be performed in the SCHEDULER, CONTACTS, MEMO, EXPENSE MANAGER, MAIL, and FAX modes only. Nothing happens when you press the **DUAL WINDOW** key in any other mode.
- In the MAIL and FAX modes, you can only display and paste Dual Window clipboard data. You cannot copy data to the Dual Window clipboard.
- The total capacity of data stored in the Dual Window clipboards is 2,048 bytes (approximately 2 kbytes).

Clipboard Window Formats

The following describes the three different window formats that you can use to view Dual Window clipboard data, and the various operations that are available with each.

Clipboard List Window

The Clipboard List window shows just the title of each of the items stored in a Dual Window clipboard. It appears whenever you open the Dual Window by pressing **DUAL WINDOW**.



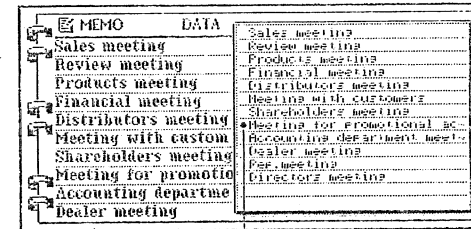
- ▲ and ▼ scroll the highlighting for selecting an item up and down.
- ▲ and ▼ scroll the window contents a page at a time.
- Data titles show up to 28 characters.
- DEL deletes the currently selected item from the list.
- OK displays the Clipboard Data window for the selected item.

Important!

- The Dual Window clipboard becomes full when the Clipboard List window contains 50 data titles. To store more data, you have to delete one or more of the existing items to make room.

Clipboard Data Window

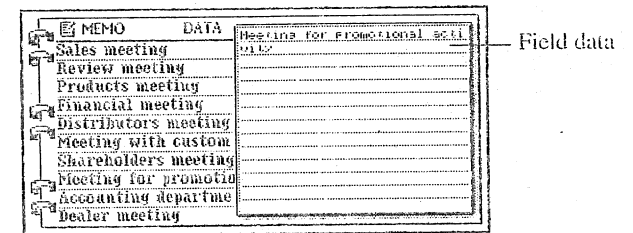
The Clipboard Data window shows up to 27 characters of data for each field under a Clipboard List title. It appears when you press **OK** while the Clipboard List window is open.



- The pointer shows the currently selected field of data.
- ▲ and ▼ scroll the pointer up and down.
- ▲ and ▼ scroll the window contents one data item at a time.
- The Clipboard Data window displays 27 characters for each field.
- OK pastes the data of the currently selected field at the point where the cursor was located when you pressed **DUAL WINDOW**.
- ESC returns to the Clipboard List window.

Field Detail Window

The Field Detail window shows all of the data contained in a field, with up to 28 characters per line. It appears when you press ► while the Clipboard Data window is open.



- ▲ and ▼ scroll the data up and down.
- ▲ and ▼ scroll the window contents a page at a time.
- OK pastes the data of the field at the point where the cursor was located when you pressed **DUAL WINDOW**.
- ESC returns to the Clipboard Data window.

Using Dual Window Clipboards

The following procedures describe how to use Dual Window clipboards in the SCHEDULER, CONTACTS, MEMO, EXPENSE MANAGER, MAIL, and FAX modes. They describe how to view Dual Window clipboard contents, how to copy data to a Dual Window clipboard, and how to paste data from a Dual Window clipboard.

Important!

- In the MAIL and FAX modes, you can only display and paste Dual Window clipboard data. You cannot copy data to the Dual Window clipboard.

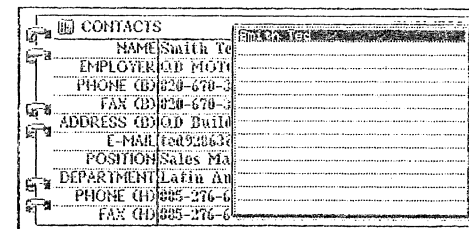
To view Dual Window clipboard contents

1. Anytime in the SCHEDULER, CONTACTS, MEMO, EXPENSE MANAGER, MAIL or FAX Mode, press **DUAL WINDOW** to display the Clipboard List window.
 2. Use ▲, ▼, ▲, and ▼ to highlight the title of the item in the list that contains the data you want to view.
 3. Press **OK** to display the Clipboard Data window for the currently selected item.
 4. Use ▲, ▼, ▲, and ▼ to move the pointer to the field you want.
 5. Press ► to display the Field Detail window for the currently selected field.
 6. Use **ESC** to return to the Clipboard Data window and Clipboard List window.
 7. Press **ESC** again to close the Clipboard List window.
- To close Dual Window (regardless of the window format), press **DUAL WINDOW**.

To copy data to a Dual Window clipboard

1. In the SCHEDULER, CONTACTS, MEMO, or EXPENSE MANAGER Mode, select the item whose data you want to copy.
- You can select an item by displaying its data screen or by highlighting it in a list screen.
 - Note that you can copy data to a Dual Window clipboard only while you are recalling mode data. You cannot copy data while inputting mode data.

2. Press **COMMAND** and then **DUAL WINDOW** to copy the selected data to a Dual Window clipboard.
- The Clipboard List window appears at this time with the title of the newly copied data highlighted at the bottom.



- To switch to the Clipboard Data window, press **OK**.
3. Press **ESC** to close the Clipboard List.

To paste data from a Dual Window clipboard

1. While inputting or editing data in the SCHEDULER, CONTACTS, MEMO, EXPENSE MANAGER, MAIL or FAX Mode, move the cursor to the field in the input screen where you want to paste the Dual Window clipboard data.
 2. Press **DUAL WINDOW** to display the Clipboard List window.
 3. Use ▲, ▼, ▲, and ▼ to highlight the title that contains the data you want to paste.
 4. Press **OK** to display the Clipboard Data window for the currently selected data title.
 5. Use ▲, ▼, ▲, and ▼ to move the pointer to the field whose data you want to paste.
- If you want to view all of the data in the field before pasting it, you can press ► to display the Field Detail window.
6. Press **OK** to paste the selected field's data at the cursor position.

To delete a Clipboard List window item

1. While the Clipboard List window is open, use ▲, ▼, ▲, and ▼, to highlight the title of the item you want to delete.
2. Press **DEL** to delete the selected item.

Data Communication

Data communication capabilities let you transfer data between a BN Unit and a personal computer. You can perform data communication operations in the SCHEDULER, CONTACTS, MEMO, EXPENSE MANAGER, and SPREADSHEET modes.

Data Communication 156

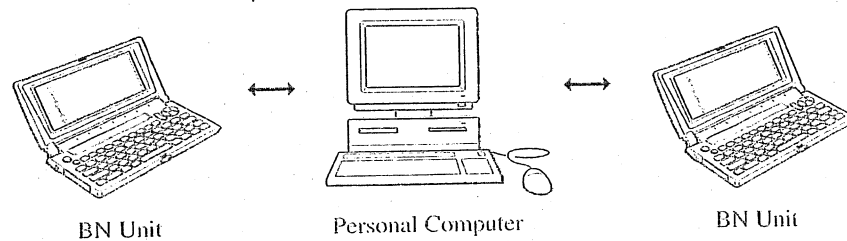
Technical Reference

Data Communication

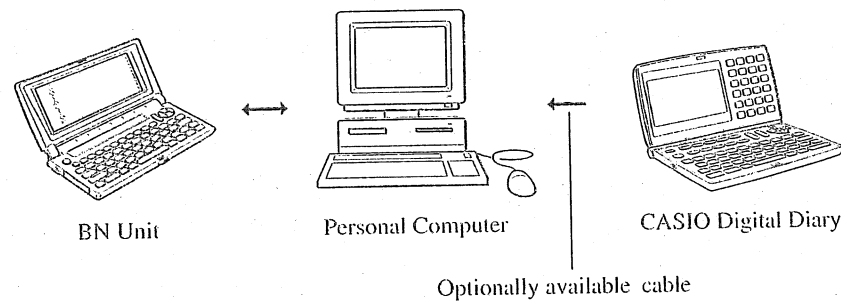
You can exchange data between your BN Unit and a personal computer using PC sync for Windows. This provides the data communication capabilities illustrated below.

- See the manual that comes with PC sync for Windows for details on connecting to a computer and setting up for communication.

■ Exchanging Data with Another BN Unit



■ Importing Data from Another CASIO Digital Diary Model



- PC sync for Windows cannot be used to send data from your computer to another CASIO Digital Diary model.
- See the manual that comes with PC sync for Windows for a list of supported CASIO Digital Diary models, required PC system configuration and cable requirements.

Note

- If an imported spreadsheet has more than 32kb of data, anything over 32kb is automatically deleted.

This chapter contains technical information to which you can refer when required.

Storage Capacity	158
Auto Sort Sequence	159
Error Messages	160
Troubleshooting	164
Specifications	166

Storage Capacity

The 2-Mbyte memory capacity of the BN-20 (1-Mbyte for the BN-10) includes a 1,499,136-byte user area (687,104-byte for the BN-10). The following shows examples of what this means for the storage of data in each mode.

SCHEDULER

Approximately 23,424 items (10,736 for the BN-10) with 20-character description

Approximately 11,712 items (5,368 for the BN-10) with 50-character description

CONTACTS

Approximately 23,424 items (10,736 for the BN-10), under the following conditions.

- 8-character name
- 10-character home phone number
- 10-character home fax number
- 20-character home address

Approximately 7,808 items (3,578 for the BN-10), under the following conditions.

- 8-character name
- 10-character business phone number
- 10-character business fax number
- 40-character business address
- 20-character employer name
- 20-character department
- 20-character position

MEMO

Approximately 1,377 items (631 for the BN-10), 1,024-character memos.

EXPENSE MANAGER

Approximately 11,711 items (5,367 for the BN-10), under the following conditions.

- One 5-character account name
- 10-character payee name per transaction
- Expense type set

Auto Sort Sequence

The following table shows the sequence used for alphabetical data sorts.

1	(space)	34	A	67	b	100	Ú	133	Ã	166	²
2	!	35	B	68	c	101	À	134	Ö	167	³
3	"	36	C	69	d	102	È	135	Ñ	168	μ
4	#	37	D	70	e	103	Ì	136	Ï	169	½
5	\$	38	E	71	f	104	Ò	137	Æ	170	¼
6	%	39	F	72	g	105	Û	138	Ç	171	⅓
7	&	40	G	73	h	106	Â	139	À	172	∫
8	'	41	H	74	i	107	Ê	140	Φ	173	
9	(42	I	75	j	108	Î	141	Β	174	Fr
10)	43	J	76	k	109	Ô	142	¶	175	←
11	*	44	K	77	l	110	Ù	143	ϕ	176	→
12	+	45	L	78	m	111	ì	144	ä	177	√
13	,	46	M	79	n	112	á	145	ë	178	§
14	-	47	N	80	o	113	é	146	ï	179	↑
15	.	48	O	81	p	114	í	147	ö	180	↓
16	/	49	P	82	q	115	ó	148	ü	181	↓
17	0	50	Q	83	r	116	ú	149	ã	182	-
18	1	51	R	84	s	117	à	150	õ	183	ÿ
19	2	52	S	85	t	118	è	151	ñ	184	®
20	3	53	T	86	u	119	ì	152	ij	185	«
21	4	54	U	87	v	120	ò	153	æ	186	»
22	5	55	V	88	w	121	ù	154	ç	187	©
23	6	56	W	89	x	122	â	155	â	188	π
24	7	57	X	90	y	123	ê	156	φ	189	∂
25	8	58	Y	91	z	124	î	157	£	190	Ð
26	9	59	Z	92	{	125	ô	158	¥	191	ı
27	:	60		93	;	126	û	159	Ω	192	Ɔ
28	:	61	\	94	}	127	ç	160	®	193	Ɔ
29	<	62]	95	~	128	Ë	161	®	194	ÿ
30	=	63	^	96	Á	129	È	162	×	195	ÿ
31	>	64	—	97	É	130	Ï	163	÷	196	•
32	?	65	`	98	Í	131	Ö	164	±	197	ı
33	@	66	a	99	Ó	132	Û	165	°		

Error Messages

THAT ALARM TIME IS ALREADY PASSED!	
Cause: The time you are trying to set for an alarm is already passed.	Action: This is merely a warning message that appears for about one second. After that, the dialog box closes and the data is stored without the alarm.
THAT ALARM TIME IS ALREADY USED!	
Cause: The time you are setting for an alarm is already used.	Action: Change the alarm time to one that is not yet used.
100 ALARMS ARE ALREADY SET!	
Cause: The maximum allowable limit of 100 alarms are already set.	Action: Wait until some of the existing alarms are used, or delete alarms you do not need to make room for new ones.
CHECK THE SECRET MEMORY AREA!	
Cause: An alarm time has been reached for secret memory area data.	Action: Enter the secret memory area to view details about the alarm.
ACCOUNT DATA CANNOT BE MODIFIED!	
Cause: This message appears whenever you create a new account.	Action: This is a reminder message, so no action by you is required.
THIS TRANSACTION CAUSES THE TOTAL LIMIT OF THIS ACCOUNT TO BE EXCEEDED!	
Cause: The transaction you are registering will cause the total amount for the account where the transaction is being registered to exceed the allowable limit of 12 digits (11 digits for negative value).	Action: Make the amount smaller or divided it between two or more transactions.
THIS TRANSACTION CAUSES THE TOTAL LIMIT OF THE OTHER ACCOUNT TO BE EXCEEDED!	
Cause: The transfer of money between accounts you are registering will cause the total amount for the account to which the money is being transferred to exceed the allowable limit of 12 digits (11 digits for negative value).	Action: Make the amount smaller or divide it between two or more accounts.
DUAL WINDOW CLIPBOARD IS FULL! DELETE ITEMS YOU NO LONGER NEED TO MAKE ROOM FOR MORE.	
Cause: You are trying to copy data to the Dual Window clipboard while it is already full.	Action: Delete Dual Window clipboard data you no longer need to make room for new data.

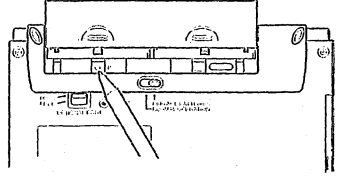
WRONG PASSWORD!	
Cause: The password you input while trying to enter the secret memory area does not match the password that is registered.	Action: Input the correct password.
DATA ITEM NOT FOUND!	
Cause: None of the data in memory matches the characters you specified for a search operation.	Action: Check the characters you specified to make sure you did not make a mistake, or try searching for different characters.
MEMORY IS FULL!	
Cause: You are trying to input data while memory is already full.	Action: First try performing the memory management operation to see if more memory can be made available. If this message still appears, it means that memory is really full. Delete data you no longer need to make room for more data.
CELLS IN THE RANGE YOU ARE DELETING CONTAIN DATA. DELETE THEM ANYWAY?	
Cause: Some of the cells in a range you are deleting in the SPREADSHEET Mode contain data.	Action: Press OK to delete the cells and the data they contain, or press ESC to close the dialog box without deleting anything.
THIS OPERATION WILL PUSH SOME DATA OUTSIDE THE SPREADSHEET. CONTINUE?	
Cause: The SPREADSHEET Mode operation you are performing will cause some of the cells of the spreadsheet to be pushed outside the range of the spreadsheet. This causes the data in the cells to be deleted.	Action: Press OK to go ahead with the operation, or ESC to close the dialog box without doing anything.
SPREADSHEET IS TOO BIG!	
Cause: The spreadsheet you are working with in the SPREADSHEET Mode is larger than the allowable maximum.	Action: Reduce the amount of data contained in the spreadsheet or divide the data between two or more spreadsheets.

THE RESET OPERATION DELETES ALL DATA IN MEMORY! DO YOU WANT TO CONTINUE?	
Cause: You are about to perform the RESET operation, which deletes all data stored in memory and returns all settings to their initial defaults.	Action: Press OK to perform the RESET operation and delete all data, or ESC to close the dialog box without deleting anything.
THE NEXT STEP STARTS DATA DELETION AND UNIT RESET! OK TO CONTINUE?	
Cause: This is the final warning before execution of the RESET operation, which deletes all data stored in memory and returns all settings to their initial defaults.	Action: Press OK to execute the RESET operation and delete all data, or ESC to close the dialog box without deleting anything.
CHECK YOUR HOME TIME SETTING AND CORRECT IT IF NECESSARY!	
Cause: This message appears after an operation that can affect your Home Time settings.	Action: Since all alarms and other timekeeping related operations are based on your Home Time, be sure to check it and make corrections as necessary whenever this message appears.
DATA ERROR! DO YOU WANT TO VIEW THE DATA BEFORE RESETTING?	
Cause: A data error requires that you perform the RESET operation, which deletes all data stored in memory and returns all settings to their initial defaults.	Action: Press OK to close the dialog box. You can then recall data stored in memory to make written copies before it is cleared by the RESET operation. Press ESC to go immediately into to the RESET operation, which will delete all data stored in memory.
DATA ERROR! CONSULT YOUR USER'S GUIDE FOR CORRECT PROCEDURE.	
Cause: An internal data error has corrupted memory data.	Action: See page 11 of this User's Guide for the correct procedure.
BATTERIES ARE GETTING WEAK! REPLACE THEM AS INSTRUCTED IN THE USER'S GUIDE.	
Cause: Battery power is getting weak.	Action: Replaces batteries as explained on page 14 of this User's Guide.

AN ACCOUNT WITH THE SAME NAME ALREADY EXISTS!	
Cause: An account moved between the secret memory area and open memory area and open memory area has the same name as an account that already exists in the memory area being moved to.	Action: Make a copy of the account being moved and give it a name that is different from the accounts in the memory area you are moving it to.
A TRANSACTION CANNOT BE PERFORMED WITHIN THE SAME ACCOUNT!	
Cause: The account you selected in the EXPENSE TYPE field is the same account for which you are inputting transaction data.	Action: Select something else for the EXPENSE TYPE field.

Troubleshooting

■ Power Supply

Problem: Nothing appears on the display when power is turned on.	
Possible Causes	Recommended Actions
<ol style="list-style-type: none"> 1. The battery switch on the back of the unit is set to REPLACE BATTERIES. 2. Battery power is low. 3. Display contrast is too light. 	<ol style="list-style-type: none"> 1. Slide the battery switch to NORMAL OPERATION. 2. Replace batteries (page 14). 3. Adjust display contrast (page 41).
Problem: The BN Unit does not operate normally after batteries are replaced.	
Possible Cause	Recommended Action
Problem with BN Unit operational settings	<p>Perform the following procedure.</p> <ol style="list-style-type: none"> 1. Slide the battery switch to the REPLACE BATTERIES position, and remove the battery compartment cover. 2. Use a thin, pointed object to press the P button inside the battery compartment.  <ol style="list-style-type: none"> 3. Replace the battery compartment cover, and slide the battery switch back to NORMAL OPERATION. 4. Use a thin, pointed object to press the RESET button on the back of the unit. See "To reset the BN Unit" for details on the reset procedure. 5. After adjusting the display contrast and confirming that a message is visible on the screen, press ESC to clear the message.

■ Display Contrast

Problem: Display is totally black.	
Possible Cause	Recommended Action
Display contrast is too dark.	Adjust display contrast (page 41).

■ Operation

Problem: Nothing happens when keys are pressed.	
Possible Causes	Recommended Actions
<ol style="list-style-type: none"> 1. Battery power is low. 2. Exposure of the BN Unit to some external condition is interfering with proper operation. 	<ol style="list-style-type: none"> 1. Replace batteries (page 14). 2. Press the P button and then the RESET button. See procedure above.
Problem: Power suddenly turns off or contrast adjustment screen suddenly appears.	
Possible Cause	Recommended Action
Battery power is low.	<p>Replace batteries (page 14).</p> <ul style="list-style-type: none"> • If any of the above does not restore your BN Unit to normal operation, contact your nearest CASIO dealer for servicing.

Specifications

Model: BN-10/BN-20

Main Modes:

SCHEDULER (SCHEDULE, TO DO, REMINDER); CONTACTS; MEMO; EXPENSE MANAGER; SPREADSHEET; CLOCK (Home Time, World Time); Pop-Up Tool (Calculator, Clock)

Data storage:

Storage and recall of SCHEDULE, TO DO, REMINDER, CONTACTS, MEMO, EXPENSE data; calendar display; secret memory area; editing; memory status display

Clock:

World Time; SCHEDULE alarm; TO DO alarm; REMINDER alarm; Daily Alarm; accuracy under normal temperatures: ± 3 seconds per day

Calculations:

12-digit arithmetic calculations; arithmetic constants (+/-/×/÷); independent memory; percentages; square roots; 24-digit approximations; other mixed calculations

General:

Display: 319 × 160 dots

Memory capacity: 1MB (BN-10)
2MB (BN-20)

Main component: LSI

Power supply: Two AA-size alkaline batteries (Type: LR6 (AM3)) or optional AD-A70140 AC adaptor

Battery life: (Ambient Temperature: 20°C)

- BN-10:
 - Approximately 100 hours of continuous display only in the CONTACTS Mode
 - Approximately 80 hours with 55 minutes of continuous display only and 5 minutes of processing operation per hour in the CONTACTS Mode
 - Approximately 500 minutes, continuous connection of optional fax modem
- BN-20:
 - Approximately 100 hours of continuous display only in the CONTACTS Mode
 - Approximately 80 hours with 55 minutes of continuous display only and 5 minutes of processing operation per hour in the CONTACTS Mode
 - Approximately 65 hours with 55 minutes of continuous display only and 5 minutes of processing operation per hour in the CONTACTS Mode, plus 3 minutes of backlight operation per hour during continuous display only period
 - Approximately 500 minutes, continuous connection of optional fax modem

Power consumption: 0.6W

Auto power off: Approximately 6 minutes after last key operation

Operating temperature: 0°C ~ 40°C (32°F ~ 104°F)

Dimensions:

Unfolded: 11H × 167W × 162.5D mm ($\frac{3}{8}$ "H × $6\frac{5}{8}$ "W × $6\frac{3}{8}$ "D)

Folded: 22H × 167W × 88D mm ($\frac{1}{8}$ "H × $6\frac{5}{8}$ "W × $3\frac{1}{2}$ "D)

Weight:

BN-10: Approximately 270 g (9.5 oz) including batteries

BN-20: Approximately 275 g (9.7 oz) including batteries

Appendix

City Name List

City Name	Time Difference	City Name	Time Difference	City Name	Time Difference
Abidjan	± 0:00	Brisbane	+10:00	Frankfurt	+ 1:00
Abu Dhabi	+ 4:00	Broken Hill	+ 9:30	Freetown	± 0:00
Acapulco	- 6:00	Brussels	+ 1:00	G.M.T.	± 0:00
Accra	± 0:00	Bucharest	+ 2:00	Geneva	+ 1:00
Addis Ababa	+ 3:00	Budapest	+ 1:00	Georgetown	- 4:00
Adelaide	+ 9:30	Buenos Aires	- 3:00	Guam	+10:00
Aden	+ 3:00			Guatemala	- 6:00
Al Manamah	+ 3:00	Cairo	+ 2:00		
Algiers	+ 1:00	Calcutta	+ 5:30	Hamburg	+ 1:00
Alice Springs	+ 9:30	Canberra	+10:00	Hannover	+ 1:00
Amman	+ 2:00	Cape Town	+ 2:00	Hanoi	+ 7:00
Amsterdam	+ 1:00	Caracas	- 4:00	Havana	- 5:00
Anchorage	- 9:00	Casablanca	± 0:00	Helena	- 7:00
Andorra	+ 1:00	Cayenne	- 3:00	Helsinki	+ 2:00
Ankara	+ 2:00	Chatham Island	+12:45	Hermosillo	- 7:00
Antananarivo	+ 3:00	Cheyenne	- 7:00	Hong Kong	+ 8:00
Asuncion	- 4:00	Chicago	- 6:00	Honolulu	-10:00
Athens	+ 2:00	Cincinnati	- 5:00	Houston	- 6:00
Atlanta	- 5:00	Cleveland	- 5:00		
Auckland	+12:00	Colombo	+ 6:00	Indianapolis	- 5:00
Azores	- 1:00	Conakry	± 0:00	Istanbul	+ 2:00
		Copenhagen	+ 1:00		
Baghdad	+ 3:00			Jacksonville	- 5:00
Baltimore	- 5:00	Dakar	± 0:00	Jakarta	+ 7:00
Bangkok	+ 7:00	Dallas	- 6:00	Jeddah	+ 3:00
Barcelona	+ 1:00	Damascus	+ 2:00	Jerusalem	+ 2:00
Basel	+ 1:00	Dar es Salaam	+ 3:00	Johannesburg	+ 2:00
Beirut	+ 2:00	Darwin	+ 9:30		
Belgrade	+ 1:00	Delhi	+ 5:30	Kabul	+ 4:30
Bergen	+ 1:00	Denver	- 7:00	Kampala	+ 3:00
Berlin	+ 1:00	Detroit	- 5:00	Kansas City	- 6:00
Birmingham	- 6:00	Dhaka	+ 6:00	Karachi	+ 5:00
Bismarck	- 6:00	Dubai	+ 4:00	Kathmandu	+ 5:45
Bogota	- 5:00	Dublin	± 0:00	Khartoum	+10:00
Boise	- 7:00	Dusseldorf	+ 1:00	Khartoum	+ 2:00
Bonn	+ 1:00			Kingston	- 5:00
Boston	- 5:00	Edmonton	- 7:00	Kinshasa	+ 1:00
Brasilia	- 3:00			Kuala Lumpur	+ 8:00
Brazzaville	+ 1:00	Fernando de Noronha	- 2:00	Kuwait	+ 3:00
		Fort Worth	- 6:00		
				La Paz	- 4:00

City Name	Time Difference	City Name	Time Difference	City Name	Time Difference
Lagos	+ 1:00	New York	- 5:00	San Jose	- 6:00
Las Palmas	± 0:00	Niamey	+ 1:00	San Juan	- 4:00
Lilongwe	+ 2:00	Norfolk	- 5:00	San Salvador	- 6:00
Lima	- 5:00	Norfolk Island	+11:30	Sanaa	+ 3:00
Lisbon	± 0:00	Noumea	+11:00	Santa Fe	- 7:00
Lome	± 0:00			Santiago	- 4:00
London	± 0:00	Oklahoma City	- 6:00	Santo Domingo	- 4:00
Los Angeles	- 8:00	Omaha	- 6:00	Sao Paulo	- 3:00
Luanda	+ 1:00	Oslo	+ 1:00	Seattle	- 8:00
Lusaka	+ 2:00	Ottawa	- 5:00	Seoul	+ 9:00
Luxembourg	+ 1:00			Shanghai	+ 8:00
		Panama	- 5:00	Singapore	+ 8:00
Madrid	+ 1:00	Papeete	-10:00	Sofia	+ 2:00
Managua	- 6:00	Paramaribo	- 3:00	St Petersburg	+ 3:00
Manaus	- 4:00	Paris	+ 1:00	Stockholm	+ 1:00
Manila	+ 8:00	Peking (Beijing)	+ 8:00	Sydney	+10:00
Maputo	+ 2:00	Perth	+ 8:00		
Marseille	+ 1:00	Philadelphia	- 5:00	Taipei	+ 8:00
Melbourne	+10:00	Phnom Penh	+ 7:00	Tampa	- 5:00
Memphis	- 6:00	Phoenix	- 7:00	Tegucigalpa	- 6:00
Mexico City	- 6:00	Pittsburgh	- 5:00	Tehran	+ 3:30
Miami	- 5:00	Port Louis	+ 4:00	Tijuana	- 8:00
Midway	-11:00	Port Moresby	+10:00	Tokyo	+ 9:00
Milan	+ 1:00	Port au Prince	- 5:00	Toronto	- 5:00
Milwaukee	- 6:00	Port of Spain	- 4:00	Tripoli	+ 2:00
Minneapolis	- 6:00	Portland	- 8:00	Tunis	+ 1:00
Mogadishu	+ 3:00	Prague	+ 1:00		
Monrovia	± 0:00			Vancouver	- 8:00
Montevideo	- 3:00	Quito	- 5:00	Vienna	+ 1:00
Montreal	- 5:00			Vientiane	+ 7:00
Moscow	+ 3:00	Reykjavik	± 0:00		
Mumbai	+ 5:30	Rio de Janeiro	- 3:00	Warsaw	+ 1:00
Munich	+ 1:00	Riyadh	+ 3:00	Washington, D.C.	- 5:00
Muscat	+ 4:00	Rome	+ 1:00	Wellington	+12:00
				Winnipeg	- 6:00
Nadi	+12:00	Saint Louis	- 6:00		
Nairobi	+ 3:00	Salt Lake City	- 7:00	Yangon	+ 6:30
Nashville	- 6:00	Salzburg	+ 1:00	Yaounde	+ 1:00
Nassau	- 5:00	San Antonio	- 6:00		
New Orleans	- 6:00	San Diego	- 8:00	Zurich	+ 1:00
		San Francisco	- 8:00		

Command Reference

The following is an alphabetical list of all commands that are available using the menu bar. It also includes the **COMMAND** key operations that can be used to execute commands without displaying the menu bar.

Note that this list contains all commands for all modes and screens. Not all of the commands appear in every mode or for every screen.

NEW Menu	NEW DATA – COMMAND N This CONTACTS, MEMO, EXPENSE MANAGER Mode command creates a new data item.
	NEW SHEET – COMMAND N This SPREADSHEET Mode command opens the Template Selection Screen for specification of a spreadsheet type.
	REMINDER – COMMAND R This SCHEDULER Mode command creates a new REMINDER data item.
	SCHEDULE – COMMAND N This SCHEDULER Mode command creates a new SCHEDULE data item.
	TODO – COMMAND T This SCHEDULER Mode command creates a new TO DO data item.

EDIT Menu	12/24-FORMAT This CLOCK Mode command switches timekeeping between 12-hour (00:01am to 11:59pm) and 24-hour (00:01 to 23:59) format.
	ALARM TIME This CLOCK Mode command displays the alarm time so you can set it setting.
	CITY This CLOCK Mode command displays a dialog box for selecting a Home Time or World Time city.
	COPY – COMMAND C Copies text selected on the display screen, without deleting the text on the screen. The text is copied to a buffer, replacing any text that was originally in the buffer. The PASTE command can be used to input copied text at the current cursor location.
	CUT – COMMAND X Cuts text selected on the display screen, deleting the text on the screen. The text is copied to a buffer, replacing any text that was originally in the buffer. The PASTE command can be used to input cut text at the current cursor location.

EDIT Menu	DATE FORMAT This CLOCK Mode command displays a dialog box for selecting a date format.
	DST This CLOCK Mode command displays a dialog box for turning daylight saving time (summer time) on and off for the Home Time or World Time.
	DELETE – COMMAND D Opens a dialog box for selection of the range of items (such as single data item, all data items in a mode, etc.) to be deleted.
	EDIT – COMMAND Q This SPREADSHEET Mode command displays the current contents of a cell in the input field where they can be edited.
	HOME TIME SETTING This CLOCK Mode command displays a dialog box for setting the Home Time.
	ITEM COPY – COMMAND U Creates a duplicate copy of a data item and opens a window for editing of the duplicate data.
	ITEM EDIT – COMMAND E Changes to the editing screen for the current data item, which can be used to change the contents of the data item.
	PASTE – COMMAND V Pastes text data placed into the buffer by the COPY or CUT command. Data is input at the current cursor location in an input or editing screen.
	RENAME ITEM – COMMAND SHIFT R This SPREADSHEET Mode command opens a dialog box that allows input of a new name for the currently selected spreadsheet.
	TO OPEN AREA – COMMAND SHIFT O Moves the currently open data item from the secret memory area to the open memory area.
TO SECRET AREA – COMMAND SHIFT S Moves the currently open data item from the open memory area to the secret memory area.	

SEARCH Menu	FIND – COMMAND F Displays a dialog box for selection of a data search type (initial character search or general search).
	NEXT – COMMAND B This SCHEDULER Mode command causes the date cursor of the 1-month Calendar or Weekly Schedule screen to jump to the next future date that contains data.
	PREV – COMMAND Y This SCHEDULER Mode command causes the date cursor of the 1-month Calendar or Weekly Schedule screen to jump to the next past date that contains data.

VIEW Menu	1-MONTH – COMMAND 3 This SCHEDULER Mode command displays the calendar for a single month.
	6-MONTH – COMMAND 4 This SCHEDULER Mode command displays six months of calendars.
	ACCOUNT DATA – COMMAND 1 This EXPENSE MANAGER Mode command displays the Account Data screen.
	ACCOUNT LIST – COMMAND 2 This EXPENSE MANAGER Mode command displays the Account List screen.
	ALL – COMMAND 3 This CONTACTS Mode command displays the All Data Contacts List screen.
	BUSINESS – COMMAND 1 This CONTACTS Mode command displays the Business Contacts List screen.
	DAILY – COMMAND 1 This SCHEDULER Mode command displays the Daily Schedule screen.
	FULL SCREEN – COMMAND 0 This MEMO Mode command expands the display area of the screen so more memo text can be viewed.
	PERSONAL – COMMAND 2 This CONTACTS Mode command displays the Personal Contacts List screen.
	REMINDER LIST – COMMAND 6 This SCHEDULER Mode command displays the REMINDER List screen.
	TO DO LIST – COMMAND 5 This SCHEDULER Mode command displays the TO DO List screen.
	TRANSACTION – COMMAND 3 This EXPENSE MANAGER Mode command displays the Transaction List screen.
	WEEKLY – COMMAND 2 This SCHEDULER Mode command displays the Weekly Schedule screen.

SYSTEM Menu	CAPACITY – COMMAND SHIFT I Displays a dialog box that shows how much memory is used and how much is still available.
	CONTRAST Displays a dialog box for adjustment of display contrast.
	LANGUAGE Displays a dialog box for selecting the language to use for display to on-screen messages.
	MEMORY MANAGEMENT – COMMAND SHIFT M Starts the memory defragmentation operation, which can possibly free up more memory for data storage.
SOUND – COMMAND SHIFT Q Displays a dialog box for turning alarms and the key input tone on and off.	

OPTION Menu	CALENDAR FORMAT – COMMAND SHIFT D This SCHEDULER Mode command displays a dialog box for selecting the format of the calendar (Monday through Sunday or Sunday through Saturday).
	CATEGORIES – COMMAND SHIFT U This SCHEDULER Mode command opens a dialog box that you can use to edit a TO DO category.
	CHECK ITEM – COMMAND M This SCHEDULER Mode command checks and unchecks TO DO items.
	COMMA – COMMAND SHIFT K This SPREADSHEET command displays a dialog box for turning 3-digit commas for numbers on and off for the entire spreadsheet.
	DECIMAL POINT – COMMAND SHIFT J This SPREADSHEET Mode command displays a dialog box for selecting the number of decimal places for numeric values.
	DELETE – COMMAND K This SPREADSHEET Mode command displays a dialog box for deleting one or more rows or columns from the spreadsheet.
	EXPENSE TYPE – COMMAND SHIFT E This EXPENSE MANAGER Mode command opens a dialog box for creating your own expense types.

FONT – COMMAND J

This MEMO Mode command displays a dialog box for switching the memo text font between fixed width and proportional width.

INSERT – COMMAND I

This SPREADSHEET Mode command displays a dialog box for inserting one or more rows or columns into a spreadsheet.

LINE – COMMAND SHIFT L

This MEMO Mode command opens a dialog box for turning display lines on and off.

MOVE – COMMAND SHIFT W

This MEMO Mode command opens a dialog box for rearranging the sequence of memo names in the LIST screen.

MULTI-DATE ITEM – COMMAND O

This SCHEDULER Mode command displays an input screen for input of a multiple-date SCHEDULE item.

MULTIPLE HIGHLIGHT – COMMAND SHIFT H

This SCHEDULER Mode command displays a dialog box for specifying a period for highlighting specific days of the week.

PERIOD TOTAL – COMMAND SHIFT P

This EXPENSE MANAGER Mode command displays a dialog box for specifying whether you want to calculate the total for the current account or for all accounts, and for specifying the period for which you want to calculate the total.

SAVE ACCOUNT AS – COMMAND SHIFT B

This EXPENSE MANAGER Mode command creates a duplicate of the currently display account. You can change the name of the duplicate to create a new account, but you cannot change the contents of the account. Note that duplicating an account also creates duplicate copies of all the transactions under the original account. Duplicated transactions can be deleted if you want.

SPECIFIC DAY – COMMAND L

This SCHEDULER Mode command opens a dialog box for inputting a date to jump to that date.

TAB STOP – COMMAND SHIFT T

This MEMO Mode command opens a dialog box for setting the tab stop for inputting memo text.

UNHIGHLIGHT – COMMAND SHIFT F

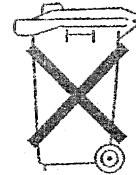
This SCHEDULER Mode command opens a dialog box for unhighlighting dates.

WIDTH – COMMAND W

This SPREADSHEET Mode command opens a dialog box for specifying the width of a column.



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