ELECTRONIC ORGANIZER

E N G L I S H

INTRODUCTION

Thank you for purchasing this electronic organizer. Please read this manual carefully to ensure you understand the operation and keep it for future reference.

NOTICE

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

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

CAUTION

- Do not carry the organizer in the back pocket of your trousers.
- Do not drop the organizer or apply excess force to it.
- Do not subject the organizer to extreme temperature.
- Clean only with soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration etc. will also cause the organizer to malfunction.
- This product would be lost memory and need manual reset under a strong electro-static environment.

IMPORTANT

Press into the **RESET** hole at the back of the organizer to wake up the unit after purchase it, "**RESET?**" will be shown on display, press **ENTER**, now you can start using it.

On/Off the Organizer

Press ⏻ to turn on or off the organizer. When no key is pressed for 6 minutes, the unit will turn off automatically for energy saving.

Select operation language

In home time mode, press **LANG**, press ⌃ or ⌄ to select language, press **ENTER** to confirm it.

Input data

- Press **ALT** to switch between letter keyboard and number keyboard.
  On letter keyboard: **A~Z, INS, DEL, SPACE**
  On number keyboard: **0~9, •, –, SMBL, INS, DEL, SPACE**
- Press **SMBL** repeatedly to select the symbols among @, $ % : ? _
- Press **INS** to insert character.
- Press **DEL** to delete character.
- Press **SPACE** to enter space.

Home Time Mode

- Press ⊙ (TIME) to enter home time mode, ⊙ icon will be on.
- Press **MD/DM** to toggle between month-day and day-month date format.

- Press 🔔 to toggle hour chime on or off.
- Press ♪ to toggle key tone on or off.
- Press **12/24** to toggle between 12 or 24 hour display format.
- Press **DST** to use day-light saving time.

Setting Home Time

- Press **EDIT** to enter setting mode.
- Edit the date and time. Press **AM/PM** to define AM or PM in 12-hour format.
- To set home time zone, move cursor to the city name, press ⌃ or ⌄ to search home city, press **A~Z** to edit the city name if desired.
- Press **ENTER** to confirm the setting.

World Time Mode

- Press ⊙ (TIME) to enter world time mode, till ⊙ icon is on.
- Press ⌃ or ⌄ to search other cities.
- Press **12/24** to toggle between 12 or 24 hour display format.
- Press **DST** to use day-light saving time.
- Press **EDIT** to edit the city name, then press **ENTER** to save it.

43 cities:

City Name	Abbreviation	City Name	Abbreviation
LONDON	LON	TOKYO	TYO
LISBON	LIS	ADELAIDE	ADL
PARIS	PAR	SYDNEY	SYD
BERLIN	BER	NOUMEA	NOU
ROME	ROM	WELLINGTON	WLG
AMSTERDAM	AMS	TONGA	TNG
BARCELONA	BCN	MIDWAY ISLANDS	MID
HELSINKI	HEL	HONOLULU	HNL
CAIRO	CAI	ANCHORAGE	ANC
MOSCOW	MOW	LOS ANGELES	LAX
RIY ADH	RUH	DENVER	DEN
TEHRAN	THR	CHICAGO	CHI
DUBAI	DXB	NEW YORK	NYC
KABUL	KBL	TORONTO	YYZ
KARACHI	KHI	CARACAS	CCS
DELHI	DEL	RIO DE JANEIRO	RIO
DHAKA	DAC	---	-2H
Y ANGON	RGN	AZORES ISLANDS	AZO
BANGKOK	BKK	AUCKLAND	AKL
BEIJING	BEI	GUAM	GUM
HONG KONG	HKG	MID ATLANTIC	MAT
SINGAPORE	SIN		

Daily Alarm

- Press 🔔 (ALARM) to enter daily alarm mode.
- **Editing alarm time**: Press **EDIT**, press 0~9 to edit the time, press **AM/PM** to define AM or PM in 12-hour format, press **ENTER** to confirm setting.
- Press 🔔 to toggle alarm on or off, 🔔 icon will be on or off accordingly.
- When it is alarm time, the unit will output alarm sound for 20 seconds, or press any key to stop the sound.
- **Snooze function**: If there is no any operation during and after the alarm sounds, it will alarm again in every 12 minutes.

Phone Book

- Press 📞 (TEL) to toggle between business and personal phone books.
- Each book has 10 fields to enter data: name, company, address, home phone, work phone, fax, cellular, pager, email and note.
- **Adding contacts**: Enter a name first, then use ▲ or ▼ to move to other desired fields to enter data. Press **ENTER** to save the contact.
- **Searching contacts**:
  a. **Search by name**: enter the first letter(s) of the name, then press ⌃ or ⌄.
  b. **Search by company**: press **ENTER** first, then enter the first letter(s) of the company, press ⌃ or ⌄.

Scheduler

- Press 📅 (SCHED) to enter schedule mode.
- Press 🔔 to toggle schedule alarm on or off, 📅 icon will be on or off accordingly.
- When the schedule is due and the schedule alarm is activated, alarm sound will be output for 20 seconds and the schedule will be prompt. You can also press any key to stop the sound.
- **Adding schedules**: Enter date, press ▼, enter time, press ▼, enter message, press **ENTER** to save record.
- **Searching records**:
  a. **Searching by date**: enter the date, press ⌃ or ⌄.
  b. **Searching by message**: press **ENTER** first, then enter the first letter(s) of the message, press ⌃ or ⌄.

Memo

- Press 📝 (MEMO) to enter memo mode.
- **Adding memo**: Input the message, press **ENTER** to save it.
- **Searching memo**: Input the first letter(s) of the memo, press ⌃ or ⌄.

Viewing contacts / schedules / memo
- After searching out the desired record, use ▲ or ▼ to scroll through the fields with data.
- Press ◄ or ► to scroll screen pages when the content exceeds 12 characters.
- Viewing contact, press 🖃 to jump to the email field.

Editing contacts / schedules / memo
- After searching out the record, press **EDIT**, then use ▲ or ▼ to go to the desired field, do editing, press **ENTER** to save changes.

Deleting contacts / schedules / memo
- After searching out the record, press **DEL**, "DELETE?" confirmation screen will be shown, press **ENTER** to confirm deletion or other letter keys to cancel deletion.

Bank A/C
- It keeps a number and the number will be shown when you enter the mode.
- Press 🖩 to enter bank account mode.
- Press 0~9 to input a new number or do calculation if necessary, press = to update the number.
- Pressing **C/CE** will cancel the calculation and show the stored number.

Calculator
- Press 🔲 (CALC) to use the calculator.
- It performs 10-digit calculation.
- When it is calculation error or overflow, 'E' will be shown, press **C/CE** to clear it.

Metric & Currency Conversion
Doing conversion
- Press 🔳 (CONV) to toggle between metric converter and currency converter.
- Press ≪ or ≫ to select the conversion pairs.
- Press ◄ or ► to select the conversion direction.
- Input a number, press **ENTER** to obtain conversion result.

Setting currency names and conversion rate
- Press 🔳 (CONV) till currency converter mode entered.
- Press ≪ or ≫ to select the currency pairs to be edited.
- Press **EDIT**.
- Press A~Z to edit two currency names, press **ENTER**.
- Input the rate, press **ENTER**.

8 built-in metric conversions.

Inch to Centimeter	INCH -> CM	2.54
Yard to Meter	YARD -> M	0.9144
Mile to Kilometer	MILE -> KM	1.609
Centigrade to Fahrenheit	C -> F	1.8
Feet to Meter	FT -> M	0.3048
Ounce to Gram	OZ -> GRAM	28.35
Pound to Kilogram	LB -> KG	0.4536
Gallon to Liter	GAL -> L	3.785

Game
- Press 🎮 (GAME) to enter game mode.
- Guess and input 4 digits (0~9), 4 digits must be unique, press **ENTER** to confirm.
- Two numbers of ■ and ❑ will be shown. ■ indicates that you have correct digit in right place, ❑ indicates that you have correct digit but in wrong place.
- You have 8 chances to guess the answer. Press ≪ or ≫ to read back the previous guesses. Use ◄ or ► to move cursor.
- When you guess out the correct answer within 8 trials, "YOU WIN!" will be shown. Otherwise, "YOU LOST!". Press **ENTER** to start new game.

Checking available memory
In home time mode, press **M.CHK**, available memory in percentage will be shown.

Using Password Lock
Important! Be sure to remember your password. If the password is forgotten, there is no way to access the stored data. The organizer must be reset to clear the password, but all data will be lost.

Set password
- Press ⏰ (TIME) to enter home time mode.
- Press ▬▬ , input password (max. of 6 digits), press **ENTER**.

Unlock the unit
- Enter phone mode, schedule mode or memo mode.
- Input correct password, press **ENTER**.

Change/Clear password
- Unlock the unit first.
- Enter home time mode.
- Press ▬▬ .
- Input new password, then press **ENTER**. / To clear password, press **ENTER** without inputting new password.

Changing batteries
When the display becomes dim, change the batteries accordingly to following procedures. This unit can operate with using one or two batteries(CR2032). If using two batteries for longer battery life, please replace both batteries at the same time and do not mix to use one new and one old battery.
1. Turn off the organizer.
2. Remove the screws of battery cover with a screwdriver.
3. Remove the old batteries with the stylus and insert the new batteries (+side must be up).
4. Replace the battery cover.
5. Press into the **RESET** hole at the back of the unit to restart it. 'RESET?' will be shown, press any mode key to reset it. Do **NOT** press **ENTER** unless you want to delete all records in the unit.

PC Link
To transfer data between your PC and the organizer, you must have PC Link program installed in the PC and connect the organizer to PC with the PC Link cable.

Receiving all records from PC Link
- On PC Link, click [Export All], then "Link" dialog box shows up, click [Start]. On organizer, in home time mode, press ▣◄▣, "RX?" is shown, press **ENTER**. All records in organizer will be overwritten by the records from PC Link.

Receiving one record from PC Link
- On PC Link, select the record to be sent, click [Export One or More], click [Start] on "Link" dialog box. On organizer, in home time mode, press ▣◄▣, "RX?" is shown, press **ENTER**. The record will be copied to the organizer.

Receiving multiple records from PC Link
- On PC Link, tick the 'Send Multiple Records' box, select the records to be sent, click [Export One or More], click [Start]. On organizer, in home time mode, press ▣◄▣, "RX?" is shown, press **ENTER**. The selected records will be copied to the organizer.

Sending all records to PC Link
- On PC Link, click [Import], click [Start] on "Link" dialog box. On organizer, in home time mode, press ▣◄▣, press ▲ or ▼ to have "TX?", press **ENTER**. All records will be sent to PC Link and overwrite all records in PC Link.

Sending one record to PC Link
- On PC Link, click [Import], click [Start] on "Link" dialog box. On organizer, search out the record to be sent, press ▣◄▣, "TX?" is shown, press **ENTER**. The record will be copied to PC Link.