

Caution: When using for the first time, press **RESET** (on the back of the machine) and **Y (Yes)** once you have removed the safety tab from the batteries.

CHOOSING LANGAUGES

To choose the language used on the screen, press **[SHIFT]** then **[FUNCTION]** located above the **A**. Using the small arrows **[LANGUAGE]** then press **[ENTER]**. Choose the desired language using the small arrows and then press **[ENTER]**.

Congratulations!

You have just acquired a LEXIBOOK 2000 record capacity electronic organizer. Before using it, please read these instructions with care and remove the LEXIBOOK guarantee sticker from the back of the unit.

1. TO START

Your organizer is powered by two 3.0 V (CR-2025) lithium batteries. It also contains a back-up battery (CR-2025), protecting the memory when you change batteries.

When the batteries are low, the "BATTERY LOW!" message is displayed, informing you that you should replace the batteries at your earliest convenience.

Caution: never replace all 3 batteries at the same time. Simply replace the two main batteries.

The back-up battery should be replaced one each year to be sure that the current it supplies is sufficient.

Caution: when you remove the back-up battery, make sure that the two other recent power supply batteries are in place. Otherwise, your data will be lost.

2. ACTIVATING OR DEACTIVATING THE KEY SOUND SIGNAL

When the key sound signal is on, the organizer beeps whenever you press a key. To activate or deactivate this signal, simply press **[SHIFT]** and **[TONE]**.

3. RESET

If your organizer is knocked hard, or is in the presence of static electricity, operating problems may arise. In this case, simply press the **RESET** button in the back of the unit with a fine point then press **Y**. Beware, this will clear your data.

TELEPHONE MODE

In the telephone mode, you can memorize names, telephone numbers and memos to accompany them. In the telephone mode, there are three files into which you can enter data when the press the **[TEL]** key. You can give a name to each file to identify it.

Each entry (or recording) memorizes information in the following fields:

NAME
NUMBER
NOTE

Several lines of information can be stored in the selected fields by pressing the **[RTRN]** key after each line of information has been entered. With this procedure, you can enter a full address with the city, and the zip/post code in the **NOTE** field.

TO RENAME A FILE

1. Press **[TEL]** until the file name you want to rename is displayed.
2. Press **[SHIFT][EDIT]**. The cursor appears on the first character of the file name.
3. Type a file name comprising at least 10 characters.
4. Press **[ENTER]** to record the new name or **[C/C/E]** to abort

DATA ENTRY

Data can consist of letters, numbers, spaces or any other special symbol.

1. Press **[TEL]** until the desired file name is displayed.
2. You can enter data not exceeding 251 characters in length. Each field can contain several lines. Press **[RTRN]** after each line.
3. Enter your data in each field and press **[ENTER]** to move to the next field.
4. Use the **[<]**, **[>]**, **[^]**, **[v]** key to move the cursor where you want to make a modification, before saving the data.
5. Press **[ENTER]** to save the data in the last field or press **[ESC]** to abort at any time.

DATA SEARCH

Memorized data is sorted in the order 0 to 9, A to Z.

A. Sequential search

Sequential searching is carried out through the various elements making up the data, one by one, in alphabetical order.

1. Press **[TEL]** until the desired file name is displayed
2. Press **[v][^]** to display the data, one by one

B. Search by character string ("prefix")

Searching by prefix is a way of locating elements beginning with one to fourteen characters.

1. Press **[TEL]** until the name you want to display appears.
2. Type in between 1 and 14 characters (the "prefix")
3. Use the **[^]** **[v]** keys to carry out the search

DATA MODIFICATION

1. Display the elements to be modified (refer to "Data search")
2. Press **[SHIFT][EDIT]**. The first displayed data character will flash.
3. Use the **[<]**, **[>]**, **[^]**, **[v]** keys to move the cursor to the modification point required.
4. Use **[INS]** **[DEL]** or **[←]** and type the correct data over the original data
5. Press **[ENTER]** to confirm the correction or press **[ESC]** to abort

DATA DELETION

1. Display the elements you want to delete (refer to "Data search").
2. Press **[DEL]**. The message **DELETE? (Y/N)** appears (Delete? yes/no)
3. Press **[Y]** (yes) to delete the displayed data. Press **[N]** (no) or **[ESC]** to cancel the deletion and return to the initial element.

MEMO MODE

In the **MEMO** mode, you can memorize current data: schedule, flight schedule, list of prices, etc. In the **MEMO** mode, there are two files (**MEMO** and **TO DO**) into which you can enter information by pressing the **[MEMO]** key.

DATA ENTRY

1. Press the **[MEMO]** key until the file name you desire appears (**MEMO** or **TO DO**).
 2. The message "NOTE?" appears
 3. Enter the data, comprising 253 characters at the most
 4. Press **[ENTER]** to save the data. The "NOTE?" appears for the entry of the following data. To abort, press **[ESC]**.
- For searching, modifying or deleting data: see the telephone mode.

SCHEDULE MODE

In the **schedule mode**, you can enter appointments or programmed activities and trigger an alarm in order to save them in memory.

Appointments are memorized with the time and date. You can modify them and check them easily.

DATA ENTRY

1. Press [SCHE] to access the SCHEDULE MODE. The date field appears.
2. Enter your appointment date: 4 figures for the year, 2 for the month, 2 for the day. Then press [ENTER] and the time field will appear.
 - * if you are in the 12 hour mode, "HH:MM" am will appear
 - * if you are in the 24 hour mode "HH:MM" will appear
3. Enter two figures for the hour, two figures for the minutes, then press AM/PM. Press [ENTER] to move the cursor into the alarm activation and deactivation field (on/off).
4. Press [SPACE/SELECT] to activate or deactivate the alarm associated with the schedule mode and press [ENTER] to bring the cursor onto the note field.
5. Enter a description of the required program, not exceeding 237 characters.
6. Press [ENTER] to save the data or press [ESC] to abort.

DATA SEARCHING

All the elements forming data in this mode are memorized in chronological order.

Sequential search

1. Press [SCHE] to access the SCHEDULE MODE
2. Use the [Δ], [∇] keys to display the items making up the data

Search by date

1. Press [SCHE] to access the SCHEDULE MODE
 2. Enter the precise date. The format of the date can be in one of the following forms (depending on your chosen configuration):
 - year/month/day, month/day/year or day/month/year
 3. Use the [Δ], [∇] until the data being searched for appears.
- Modification and deletion of data: refer to the telephone mode.

SCHEDULE ALARM

The schedule alarm is set individually for each item. When the programmed activity time is reached and the alarm has been activated (ON), an audible signal will be heard for 15 seconds even if the unit is closed. When the alarm sounds, press any key to stop it.

CALENDAR MODE

The calendar mode can display calendars from January 1901 to December 2099.

TO DISPLAY A CALENDAR

1. Use the [Δ], [∇] keys to display the calendar of the previous month or of the next month.
2. Press [↔] to move the cursor to the previous week
3. Press [∇] to move the cursor to the following week.
4. Use [←] to move the cursor to the previous day
5. Use [→] to move the cursor to the next day

NOTES:

1. The day of the week appears at the top of the screen and is indicated by the English letters for the name of the day: SUN = Sunday, MON = Monday, TUE = Tuesday, WED = Wednesday, THU = Thursday, FRI = Friday and SAT = Saturday
2. The month is represented by two figures from 01 to 12.
3. The years indicated by an (*) denote years beginning with 20.

When there is no apostrophe, the year begins with 19. For instance '91 represents the year 2091 and 91 represents year 1991.

The dates for which the date have been memorized in the SCHEDULE mode include an "" in the top right-hand corner.
The dates for which the date have been memorized in the Anniversary mode include an "" in the lower right-hand corner.

TO DISPLAY THE CALENDAR FOR A SPECIFIC MONTH

1. Press [CALEND] to gain access to the calendar mode.
2. Press [ENTER]: the message "SEARCH DATE" with "1995/MM/DD" appears
3. Enter 4 figures for the year, two figures for the month and two figures for the day.
4. Press [ENTER] to search, the specific calendar will be display on the screen and the precise day will flash.

CONSULTING A BIRTHDAY OR A DATE PROGRAMMED FROM THE CALENDAR MODE

1. Display the calendar of the month you desire. (Refer to the DISPLAY CALENDAR FOR A SPECIFIC MONTH).
2. Use the [←], [→], [Δ], [∇] keys to move the cursor to a specific day.
3. Press [SCHE] or [ANNI] to display the date programmed for this specific date.

LOCAL TIME MODE

The local time mode displays the time and date corresponding to your current location.

TO CHOOSE THE LOCAL CITY

1. Press [TIME] for access to the local time mode.
2. Press [SHIFT] [EDIT] and use the [Δ], [∇] keys to select "SET HOME CITY" (choice of local city), then press [ENTER].
3. Use the [Δ], [∇] keys to select the city that you wish to use as local city then press [ENTER] to confirm it.

SETTING THE DATE AND TIME

1. Press [TIME] to access the local time mode.
2. Press [SHIFT] [EDIT] and use the [Δ], [∇] keys to select "SET HOME TIME" then press [ENTER]
3. The first digit of the time flashes. Use the [←], [→], [Δ], [∇] keys to move the cursor, type 4 digits for the year, 2 for the month, 2 for the day and 2 figures for the time and 2 for the minutes.
 - * Enter 11:59 AM/PM in the 12 hour mode. Press [AM/PM] to specify AM or PM.
 - * Enter 23:59 in the 24 hour mode
4. Press [ENTER] at the end of the adjustment

EDITING THE NAME OF A CITY

1. Press [TIME] to gain access to the local time mode.
2. Use the [Δ], [∇] keys to select "other time zones" (WORLD TIME) and select the city whose name you wish to change.
3. Press [SHIFT] [EDIT] and use the [Δ], [∇] keys to select "EDIT CITY NAME" then press [ENTER]
4. Type the name of the city then [ENTER] to confirm
5. Enter the time for the city and press [ENTER] to confirm

ALARM FUNCTION

The daily alarm will sound at the same time each day.

ADJUSTING THE DAILY ALARM

1. Press [TIME] twice to gain access to the DAILY ALARM mode.
2. Press [SHIFT] [EDIT]. The first hours figure flashes.
3. Specify the time at which you want the daily alarm to sound.
 - * Enter 11:59 AM/PM in the 12 hour mode. Press [AM/PM] to specify AM or PM
 - * Enter 23:59 in the 24 hour mode
4. Press [ENTER] to record the daily alarm time or [ESC] to abort

OTHER TIME ZONES MODE

The other time zones mode (WORLD TIME) will enable you to consult the current time and date in other cities in the world.

1. Press [TIME] to gain access to the local time mode.
2. Use the [^], [v] keys or the first character of the city name to display the current time in 24 different time zones.

SUMMER TIME

1. Press [TIME] to gain access to the local time/other time zone mode.
2. Use the [^], [v] keys to select the city for which you wish to set the summer time.
3. Press [DST]. Summer time appears.

Note: press [DST] again to return to the normal time

ANNIVERSARY MODE

The anniversary mode enables you to memorize any important date that you need to remember, or of which you would like a reminder.

DATA ENTRY

1. Press [ANNI]. The first figure of the month flashes.
 2. Enter two figures for the month and two for the day then press [ENTER] to move the cursor into the NOTE field.
 3. Enter a description of the anniversary date, not exceeding 248 characters
 4. Press [ENTER] to save the data. "MM/DD" appears for the entry of the following data.
- Searching, modifying and deletion of data: refer to the telephone mode.

EXPENSE MANAGEMENT MODE

The expense manager operates by memorizing financial operations; it can memorize each expense and give the total.

The expense manager includes three items which can be accessed by pressing the [EXPS] key. You can identify each item by a name.

TO RENAME AN ACCOUNT NAME

- Refer to the telephone mode.

DATA ENTRY

1. Press [EXPS] until the desired name appears with the date of the "YYYY/MM/DD" (year/month/day).
2. Type 4 figures for the year, 2 for the month, 2 for the day. Then press [ENTER]; the amount field and the currency used will appear.
3. Press [SELECT] to change currencies and enter the amount of the expense then press [ENTER] so that the note field appears
4. Enter a description of the expense comprising no more than 228 characters. Then press [ENTER] to save the data or press [C/CE] to abort.

Searching, modifying and deletion of data: refer to the telephone mode.

TOTAL OF ACCOUNT EXPENSES

1. Press [SHIFT] [AMOUNT] to access the total amount function
2. Use the [^], [v] keys to select the expenses file for which you want the total, then press [ENTER]
3. Type the range of dates concerned by the total and press [ENTER] to obtain the total amount spent between these two days.

NOTE: the amount is converted into the local currency selected in the system configuration and the rate of exchange corresponds to that of the currency conversion mode.

CALCULATOR MODE

The ten-digit calculator with a simple memory is used for performing simple addition, subtraction, multiplication, division and percentage operations.

METRIC CONVERSION MODE

The metric conversion mode enables you to convert distances, weight, areas and volumes.

Press [CONV] to access the conversion mode then press again to change the various conversion modes.

1. Use the [^], [v] keys to select the first unit you wish to convert then press [ENTER]. The unit you have chosen will be preserved on the second line.
2. Use the [^], [v] keys to select the second unit and press [ENTER].
3. Type the value to be converted. The numbers will appear on the lower row of the display.
4. Press [-] to convert the right to left value and [>] to convert the left to right value.

CURRENCY CONVERSION MODE

The currency conversion mode offers 8 currency exchange rate couples that you can consult quickly at any time.

ADJUSTMENT OF CURRENCY NAME AND RATE

1. Press [CONV] to access the conversion mode; press again to change the various conversion modes until the desired conversion mode appears. Select the currency with the [^], [v] keys.
2. Press [SHIFT] [EDIT]; the first character of the currency will flash. Correct the currency if necessary then press [ENTER] to confirm. The rate of exchange then changes to zero. Type the correct rate and press [ENTER]
3. Use the [^], [v] keys to select the other currency unit and proceed as indicated under 2 to define it.

TO PERFORM A CONVERSION

Refer to the "METRIC CONVERSION MODE"

SECRET MODE

The "secret" mode prevents any unauthorized access to confidential data in the telephone, memo, schedule, anniversary and expense management modes.

Note: be sure to keep a copy of your password in a safe place. If you forget it, it will be impossible to gain access to the protected files.

To enter your secret data in the TEL, SCHEDULE or MEMO mode:

1. Press SHIFT then SECRET.
2. Enter your code (8 characters maximum).
3. Press ENTER.
4. Enter your data.
5. Press the SHIFT, MARK then ENTER.
To exit from the secret mode, press SHIFT, SECRET then ESC.
To change your secret code.
Press SHIFT and SECRET.
Enter your secret code then press ENTER.
Press SHIFT and SECRET again.
Enter your new code and press ENTER.
- 6.

MISCELLANEOUS FUNCTIONS

SYSTEM CONFIGURATION

With this function, you can configure the date format, the time format as 12 hours or 24 hours, the time before automatic turning off and the local currency.

1. Press [SHIFT] [FUNCTION] to access the system configuration function.
2. Use the [^], [v] keys to select "SYSTEM SETUP" then press [ENTER]
3. Use [^], [v] and [SELECT] to define the date format, the time format as 12 hours or 24 hours, the time before automatic turning off, the local currency and the screen display language
4. Press [ESC] to exit.

MEMORY CHECK

The memory check function indicates the amount of memory that has been used and the number of entries memorized in the various modes (SCHEDULE, MEMO, TO DO, ANNIVERSARY, TEL 1-3, EXPENSES 1-3). When you have checked the memory, press [ESC] to return to the previous display.

1. Press [SHIFT] [FUNCTION] to access the system configuration function.
2. Use the [^], [v] keys to select "MEMORY CHECK" then press [ENTER].
3. Use [^], [v] to consult the state of the memory in the various modes.

NOTE: you can press [DEL] to delete all the data contained in a file when you are consulting the state of the memory.

LIQUID CRYSTAL DISPLAY CONTRAST

1. Press [SHIFT] and [FUNCTION] to access the system configuration function.
2. Press [^], [v] to select "LCD CONTRAST"
3. Use the [<], [>] keys to lighten or darken the display to suit your liking.
4. After adjusting the contrast, press [ESC] to exit.

COMMUNICATION LINK

With this function users can transfer data between two units or between a unit and a PC computer via an optionally available transfer cable.

All the transmitted data is stored in the organizer which receives data in the available memory space. Identical data previously transmitted is not overwritten.

Before transferring data between two units, first:

1. Make sure that both units are turned off.
2. Remove the cover masking the connector of each unit (located on the left of the unit).
3. Connect the two plugs of the cable into the respective connectors of each unit.
4. Press [ON/OFF] on each unit to switch both of them on.

Data reception

1. Press [SHIFT] and [FUNCTION] to access the COMM.LINK function (communication link).
2. Use the [^], [v] keys to select "RECEIVE DATA" and press [ENTER] to begin file transfer.
3. When reception is over, press [ESC] to exit.

Data transmission

1. Press [SHIFT] and [FUNCTION] to access the COMM. LINK function
2. Use the [^], [v] keys to select "TRANSMIT DATA" then press [ENTER]
3. Use the [^], [v] keys to select the transfer option then [ENTER] to begin file transfer
4. When the transfer is over, press [ESC] to exit.

GUARANTEE 1 YEAR

Dealer stamp/purchase date

LEXIBOOK LD 2000

Stick your Lexibook® guarantee sticker here (on back of unit)

TECHNICAL ASSISTANCE:

ELVECO Group

Consumers department

By fax: (33-1) 39 93 69 73