RESET

Perform reset procedure when using the Personal Organizer for the first time.
Reset deletes all data including the secret password if used.
Press reset button on the back of the unit with a small instrument ,"RESET?"
will show on the display.
Press ENTER to delete all data.

LANGUAGE

7 languages can be displayed:ENGLISH, SPANISH, FRENCH, GERMAN,
ITALIAN, PORTUGUESE and DUTCH.
After reset, the characters on the display will return to English
1. Press (SHIFT) L (LANG) to enter the language format mode.
   Not available on CAL/CONV functions.
2. Use ∧ or ∨ to select desired language.
3. Press ENTER

CHANGE CASE

Press CAPS key to change alphabet in capital or lower case.

HOME TIME ZONE

Before setting the time, set HOME TIME ZONE first :

OPERATION	DISPLAY
Press (鐘) (display without * symbol)	LON SAT 2000- 1- 1 A 12-00-00
Press ∧ or ∨ until city of your time zone appears. For examples : NYC	NYC FRI 1999-12-31 P 7-01-17
Press (SHIFT) S (T.SET) and (鐘)	NYC FRI 1999-12-31 P 7-01-20

CHANGING the DATE FORMAT

OPERATION	DISPLAY
Back to HOME TIME	* NYC FRI 1999-12-31 P 7-01-22
Press (SHIFT) (D) (D.SET)	YYYY/MM/DD
Press ∧ or ∨ to view each format MM/DD/YYYY DD/MM/YYYY YYYY/MM/DD choose DD / MM / YY	DD / MM / YYYY
Press ENTER to save the displayed format	* NYC FRI 31-12-1999 P 7-02-28

TIME MODE

BEFORE SETTING TIME:
- Press [B.] to switch to day light savings time (when DST is set, # symbol will display).
- Press [N.] to toggle between 12 and 24 hour clock.

OPERATION	DISPLAY
Press [⌚] to select Home Time (display with * symbol), then touch [SHIFT] [S.].	* NYC FRI 31-12-1999 P 7-02- 33
Press ∧ or ∨ until a city of your time zone appears, and you can also type the city name (Max. 6 characters). For example: T A I P E I Press ▼ (M.CK/VIEW) to move to the 2nd line, if your time zone is less than 6 characters.	* TAIPEI FRI 31-12-1999 P07-02 50
Enter Calendar Date 26 01 2000.	* TAIPEI FRI 26-01-2000 P07-03-10
Press [B.] to select AM or PM (A=a.m. P=p.m.)	* TAIPEI FRI 26-01-2000 P07-03-10
Enter time HH-MM 02-30 then press [ENTER]. The correct day shows automatically.	* TAIPEI WED 26-1-2000 P 2-30 01

WORLD TIME SEARCH

1. Press [⌚] for world-time mode (display without * symbol).
2. Press ∧ or ∨ to select the desired city.
3. There are 40 major cities world time.

TIME ZONE	CITY NAME	ABBREVIATION	TIME DIFFERENCE
1	LONDRES	LON	+0
2	LISBONNE	LIS	+0
3	PARIS	PAR	+1
4	BERLIN	BER	+1
5	ROME	ROM	+1
6	AMSTERDAM	AMS	+1
7	BARCELONE	BCN	+1
8	HELSINKI	HEL	+2
9	CAIRE	CAI	+2
10	MOSCOU	MOW	+3
11	RIYADH	RUH	+3
12	TEHRAN	THR	+3.5
13	DUBAI	DXB	+4
14	KABUL	KBL	+4.5
15	KARACHI	KHI	+5
16	DELHI	DEL	+5.5
17	DHAKA	DAC	+6
18	YANGON	RGN	+6.5
19	BANGKOK	BKK	+7
20	BEIJING	BEI	+8
21	HONG KONG	HKG	+8
22	SINGAPOUR	SIN	+8
23	TOKYO	TYO	+9
24	ADELAIDE	ADL	+9.5
25	SYDNEY	SYD	+10
26	NOUMEA	NOU	+11
27	WELLINGTON	WLG	+12
28	TONGA	TNG	+13
29	MIDWAY	MID	-11
30	HONOLULU	HNL	-10
31	ANCHORAGE	ANC	-9
32	LOS ANGELES	LAX	-8
33	DENVER	DEN	-7
34	CHICAGO	CHI	-6
35	NEW YORK	NYC	-5
36	TORONTO	YYZ	-5
37	CARACAS	CCS	-4
38	RIO DE JANEIRO	RIO	-3
39	-----	-2H	-2
40	AZORES	AZO	-1

TELEPHONE MODE

There are 2 kinds of telephone director-BUSINESS & PERSONAL
Press 🔲 key once for PERSONAL and twice for BUSINESS mode.
Data Size: 36 characters or numbers (upper line) and 36 digits
(middle and lower line).

KEY OPERATION	DISPLAY	
Touch 🔲 key to select BUSINESS mode.	BUSINESS?	CAPS
	B	
Enter the name and press ▼ (M.CK/VIEW)	ADDRESS?	CAPS
	B	
Enter the address and press ▼ (M.CK/VIEW)	E-MAIL?	
	B	
Input e-mail address. To get @, press (SHIFT) (X) (CHR) then input the point with the calculator keypad	jsmith@hinet.com	
	B	
Press ▼ (M.CK/VIEW)	URL?	
	B	
Input an URL	www.lexibook.com	
	B	
Press ▼ (M.CK/VIEW) Input 1 1 1-3 4 3-4 2 3 0	NUMBER?	CAPS
	11-343-4230_	
	B	
Press ▼ (M.CK/VIEW) Input 333-345-1234	NUMBER?	CAPS
	111-343-4230	
	333-345-1234_	
	B	
Press (ENTER)	STORED!	
After 2 seconds the display returns to the original screen	BUSINESS?	CAPS
	B	

Various symbols can be accessed by pressing (SHIFT) (SHIFT) (X) (CHR), Key
Symbols: @, #, $, £,€ , (,) , ~ , ' , : , / , \ , _ , &, >, < ,ß, !, ?, ¡, ¿ by pressing
(X) (CHR) repeatedly.
Special characters can be accessed by pressing (SHIFT) (SHIFT) then press the
alphabetical key of with special symbol repeatedly to get the special characters.

DATA SEARCH

Sequential Search:
Press ∧ or ∨.
Press ▼ (M.CK/VIEW) for finding e-mail, address.
Press 🔲 for finding e-mail and URL message directly.
Direct Search:
Input first character(s) of data, then touch ∧ or ∨ .

VIEW THE DATA AFTER SEARCH

Press ◀ (DEL) or ▶ (INS) to view an upper line longer than 12 characters.
Hold ◀ (DEL) or ▶ (INS) key for 3 seconds to start upper line auto scroll in
business or personal. Press ◀ (DEL) once to stop scroll, and again to start
scroll. Press (SHIFT) (CE/C) to un-lock auto scroll.
Press ▼ (M.CK/VIEW) for finding e-mail, address.
Press 🔲 for finding e-mail and URL message directly.

DATA EDITING/DELETING

For Editing Data:
1. Retrieve the file to be edited, touch (SHIFT), then either ◀ (DEL) or ▶ (INS)
   keys to move the cursor to the character or number to be edited.
   Press (SHIFT) ◀ (DEL) for deleting or (SHIFT) ▶ (INS) for inserting data.
2. When finished, press (ENTER) .

For Deleting Data:
1. Find out the data to be deleted.
2. Press (CE/C) key. " DELETE? " appears on display.
3. Press (ENTER) . " DELETE " displays and data is deleted.
Note: If (CE/C) has been touched in error, simply touch any other key
except the (ENTER) key to avoid deletion.

PERSONAL MODE

Same as BUSINESS mode

SCHEDULE MODE

1. 1st line: Data size is up to 36 characters. 2nd line : date of schedule.
   3rd Line: Time of scheduled appointment.

OPERATION	DISPLAY
Press 📝 to select schedule mode	SCHEDULE?
Input O F F I C E then press (SPACE) Input L U N C H and press ▼ (M.CK/VIEW)	OFFICE LUNCH 00-00-0000 A 00 - 00
Input 24 , 06,2000 (Day, Month, Year) 12 , 30 (Hour, Minute) and [B.] press (ENTER)	OFFICE LUNCH 24 - 06 - 2000 P 12 - 30
Press 🔔 key until ((☉)) appears. Press 📝 and then press (🔍)	SCHEDULE? ((☉))

DATA SEARCH

1) SEQUENTIAL SEARCH - by pressing ∧ or ∨ .
2) DIRECT SEARCH - Same as telephone mode.

DATA EDITING/DELETING

Same as telephone mode

MEMO MODE

Example : JOHN BIRTHDAY 04-16-1966
1. Press 📝 till display shown " MEMO ?"
2. Enter JOHN (SPACE)   BIRTHDAY ▼ (M.CK/VIEW)
3. Enter 04-16-1966
4. Press (ENTER) .

DATA SEARCH

1. SEQUENTIAL SEARCH - by pressing ∧ or ∨ .
2. DIRECT SEARCH - Same as telephone mode.

DATA EDITING/DELETING

Same as telephone mode

ALARM FUNCTION

Alarm Types:
Time Alarm ((•))
Hourly Alarm ⌂
Schedule Alarm ((☉)(Schedule Mode)
To set alarm to 3:30 A.M.:

| OPERATION	DISPLAY
Press 🕒 select HOME TIME press ((•)) to enter ALARM mode	ALARM A 12 - 00
Press (SHIFT) [S]	ALARM SET A 12 - 00
Set Time Alarm Input 0 3 3 0	ALARM SET A 03 - 30
Press (ENTER)	ALARM A 3-30
Press (🔍) till ((•)) display	ALARM A 3 – 30 ((•))

SECRET MEMORY

A separate list of data can be secured by using the Secret Mode , which is
available in theTEL, MEMO and SCHEDUAL modes. The password can not
be more than 6 characters.

Example: set up a new password of "Sugar" under the Schedule Mode.

OPERATION	DISPLAY
Press 📝 , select SCHEDULE mode	SCHEDULE?
Press ●━━	PASSWORD? ●━━
Set Password of Maximum of 6 characters Input S U G A R	SUGAR ●━━
Press ●━━	SCHEDULE? ●━━
Press ●━━ ●━━ to quit secret mode	SCHEDULE?

TO STORE SECRET DATA

For example: input ABC 23695 (Tel No.) 24639 (Fax No.) under Business.

OPERATION	DISPLAY
Touch 🔒 , select BUSINESS mode.	BUSINESS? CAPS B
Input ABC and press ▼ (M.CK/VIEW) four times To input numbers dirctely	NUMBER? CAPS B
Input 23695 and press ▼ (M.CK/VIEW) then input 24639	NUMBER? CAPS 23695 24639 B
Press ●━━ and secret symbol is displayed	NUMBER? CAPS 23695 24639 ●━━ B
Press ENTER to store the secret data	BUSINESS? CAPS B

## TO RE - OPEN SECRET FUNCTION

a. Press ●━━ then type password (SUGAR).

b. Press ●━━ .

c. Now the secret function is open.

When the secret function is open , it can search, edit , delete secret data but can't store new data.

Press ●━━ twice to quit the secret mode or 🕐 , €, ✐ to quit.

MODIFY PASSWORD

a. Reopen secret function, then touch ●━━ and the password (SUGAR) displayed.

b. Press SHIFT ◀ (DEL) or ▶ (INS) to move cursor to desired position.

c. Input new Password and press ●━━ to save.

d. Press ●━━ key again to close the secret function

CALCULATOR MODE

Compound calculation:

Example: 340 + 50 -180 x 2 ÷ 4

OPERATION	DISPLAY
Press ✐ to select CAL mode.	0.
Input 340	340.
Input +	+ 340.
Input 50 -	- 390.
Input 180 x	X 210.
Input 2 ÷	÷ 420.
Input 4 =	= 105.

CONVERSION MODE

Press € key once for currency conversion , twice for EURO conversion and three times for metric conversion.

1. Setting the new currency rate.

OPERATION	DISPLAY
Press € to select the currency conversion	EURO → USD CAPS 0.
Press ∧ or ∨ key to select another currency conversion	JPY → USD CAPS 0.
Press (SHIFT)(S) (T.SET) key to enter the rate setting mode, "J" flashes	JPY → USD CAPS 0.
Key in HKD NTD, then press (ENTER) and "0" flashes	HKD → NTD CAPS 0.
Input 3.659 then press (ENTER)	HKD → NTD CAPS 3.659

Example : ? HKD = 500 NTD

OPERATION	DISPLAY
Press ∧ or ∨ search key to find the desired convert set in currency convert mode	HKD → NTD CAPS 3.659
Input 500	HKD → NTD CAPS 500.
Press ◀ (DEL)	HKD → NTD CAPS 136.65

2. Converting EURO.

Example : 500 EURO = ? ATS

Press € to select the euro conversion	EURO → ATS CAPS 13.7603
Press ∧ or ∨ search key to find the desired EURO conversion	EURO → ATS CAPS 13.7603
Input 500	EURO → ATS CAPS 500
Press ▶ (INS)	EURO → ATS CAPS 6880.15

3. Using the metric conversion function.

Example : 25°F = ? °C

OPERATION	DISPLAY
Press € key to select metric conversion	INCH → CM CAPS 2.54
Press ∧ or ∨ key till the desired conversion set appears	°C → °F CAPS 1.8
Press 2 5 then press ◀ (DEL) key	°C ← °F CAPS -3.8888888

Game Mode

There are two games for your choice: Lottery Game and Keyboard Wiz.

Lottery game

OPERATION	DISPLAY
Press (✐) key two times to select Lottery game	15 16 18 CAPS 28 27 03
Press (SHIFT)(S) (T.SET) for setting range of number 20~99	SET NUMBERS CAPS 30
Set the desired number range Input 50	SET NUMBERS CAPS 50
Press (ENTER)	24 26 15 CAPS 26 16 42

- Press (ENTER) repeatedly, 6 set lottery numbers display by random from 01 to 50.
- The numbers should be different at the same display.

Keyboard Wiz

With 20 levels(from 01 to 20) fast speed.(level will automatically rise once level has been successfully completed).
It can prompt numbers (0,1~9) and letters of alphabet (A~Z) at random.

OPERATION	DISPLAY	
Press 🖉 key three times to select Keyboard Wiz	KEYBOARD WIZ 1	CAPS
Set the desired level Input 5	KEYBOARD WIZ 5	CAPS
Press ENTER to start the game	Start!	CAPS
After 2 seconds, numbers and characters display sequentially from right-hand direction	5XB 9	CAPS

- Character will disappear if correct key is pressed and will keep displaying if the wrong key is pressed.
- The level will rise after 12 characters have been prompted and the prompted speed will be faster.

When the screen has the full 12 characters, the game is lost. "Game Over!" will prompt and sad face icons will display.

When all the characters of level 20 have been correctly inputted, the game has been won. "You Win!" will prompt and the display will show smiley face. The display automatically goes back to level 01.

CHANGING BATTERIES

1. Turn off the power and remove the battery cover from the back of the unit.
2. Remove the battery from the unit.
3. Insert the new battery one by one into the slot with the + polarity facing up.
4. Replace the cover.
5. "RESET?" will appear, touch any key except ENTER .
6. Be sure to complete the replacement of each battery within 1 minute.

Power automatically turns off after 7 minutes from the last key pressed.
OPERATION TEMPERATURE: 0ºC to 40ºC (32ºF to 104ºF).
BEEP TONE: Can be turned on/off by pushing SHIFT V ♪ .
BALANCE MEMORY CHECK: By pressing SHIFT ▼(M.CK/VIEW), display will show the available balance capacity.

WARRANTY

This product is covered by our one-year warranty.
For any requirement of the warranty or after sales service, please contact your local retailer with your proof of purchase. Our warranty covers all manufacturer defaults but does not cover deterioration caused by non-respect of the Instruction Manual or bad handling of the product (i.e. sun or water exposure or dismantling of the product).

The warranty does not cover batteries.

Freephone Helpline: 0808 100 3015
http://www.lexibook.com