

INSTRUCTION MANUAL

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Warning

Notice

Before using the organizer for the first time, the memory must be reset. We strongly recommend keeping all important data on paper in the case of accidental loss through electrostatic discharge.

We cannot be held responsible for any financial loss or third party claims resulting from the use of this organizer and all its functions, such as the loss of credit card numbers and the loss or alteration of recorded data...

All information given might be subject to change without notice.

Warnings and reminders

Never leave your organizer in direct sunlight.

Do not use excessive force when pressing the buttons and icons on the organizer.

Avoid dropping the organizer. This could cause damage.

Do not scratch the touch sensitive keys on the screen by using pens or other objects than the stick given with the organizer.

Do not leave your organizer in a damp or dusty place. The organizer can be cleaned with a slightly damp soft cloth and cleaning product.

Do not leave your organizer in the rain – it is not waterproof.

Static could lead to errors. If this happens, the organizer must be reset:

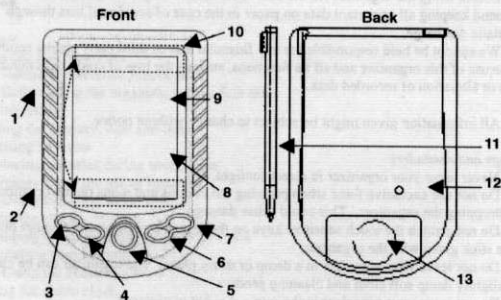
Press the 'reset' button at the back of the organizer,

Unplug the synchronisation cable (if connected),

Shut down the Galax_sync program or reboot the computer (if necessary),

Reconnect both ends of the synchronisation cable.

Chapter 1: Names and detailed functions



1. PC Sync socket
2. external keyboard socket
3. scroll left key
4. scroll right key
5. ok control button
6. scroll down key
7. scroll up key

8. Key pad
9. LCD panel with touch screen
10. Function selection
11. Stylus pen
12. Reset
13. Battery door

Chapter 2: Before using the organizer for the first time


Initialization

- Press the 'reset' button on the back of the organizer once, using the pen supplied. Then press the control button.





- Other procedures are the same as for changing the batteries.

Setting the country, date and time

- Tap the  icon to get into the time mode and to display town names, the date and the time,



- Tap the  icon, the letter H (home) will appear at the end of the town,
- Tap the  icon,
- A cursor will flash at the position of the town name,
- Tap keys [<] or [>] to select towns,
Note: During set up mode, the day of the week is not displayed. It is only displayed when set up has been completed.
- Change the date and time by clicking on the corresponding lines. A table displaying numbers will appear. Date format is as follows: year, month, day. Specify if it is the morning or the afternoon by using the AM/PM key to switch from one to the other,
- Confirm setting by tapping the [cfm] button,
- The reference town, day, date and time will be displayed.

Inserting batteries

- Before using the organizer you must get 1 CR2032 batteries and open the protective casing,
- Remove the cover and insert the new batteries,
- The positive end of the batteries must be placed upwards,
- Replace the cover and tighten screws with a screwdriver.




Replacing batteries during normal use

- Set the time, and select the town,
- **Do not try to synchronise data if the low battery sign is displayed.** Data could be lost. The user must synchronise data on a regular basis to avoid any loss.

Warnings about the use of batteries

- Keep batteries out of reach of children,
- Batteries supplied with the organizer are inserted just before transport and might be discharged by the time the product is used – batteries should not be left for too long in the organizer if the organizer is not in use, this could result in leakage and corrosion,
- Never dispose of batteries in a fire – they might explode.

Chapter 3: Using local and world time

- Tap the  icon to go into clock mode. By tapping the same icon again, time will change from the reference (home) time (H) to world time (W),



Using the clock

- The two default reference towns are 'London'. Refer to chapter 2 to set the time.

Changing the time format (12 to 24 hour clock)

- The time can be displayed as 12 or 24 hour clock,
- The format used has an impact on other modes such as the diary, alarm clock, and other modes linked to time. Make sure that the same format is used for the alarm clock and reference time.

Displaying summertime

- Summertime brings the time forward by one hour during the summer season,
- The user can set the summertime for the reference town and the second town by tapping the screen {DST},
- The {DST} icon will be displayed when the function is available.

Chapter 4: Using the alarm clock

- Tap the icon to go into the daily alarm clock mode.

Using the alarm clock

- The daily alarm clock will ring every day at the same time,



- 'ALARM ON' will be displayed when the alarm clock has been activated,
- The daily alarm clock can only be used with the reference time and not with the world time.

Setting the alarm clock

- Tap the icon to display the time setting for the alarm clock,
- Type in the time required for the alarm clock and press the [cfm] key to confirm the setting,
- 'ALARM ON' should appear on the screen,
- To deactivate the alarm clock, tap the icon.

Stopping the alarm clock

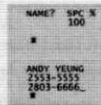
- The alarm clock will ring for 30 seconds and then stop automatically,
- The user can stop the alarm by pressing any key.

Chapter 5: Using the telephone directory

- Tap the icon to go into telephone directory

Data entry

- Each recording can contain the following data:
 NAME 60 characters
 PHONE1 24 characters
 PHONE2 24 characters
 EMAIL 48 characters
 WEBSITE 48 characters



- Tap the icon to create a new file,
- Type data into each field by selecting the line to be filled in, starting with the name, followed by 2 telephone numbers on the 2 consecutive lines, press the [cfm] key before typing in the email address and repeat the same instructions for the website
- Press the [cfm] key to save the data or [ESC] to exit. Tap the icon to go back to the date screen.

Searching for a number

- Numbers can be searched for in two ways: sequential or direct
- For sequential searches, use keys [^] and [v] to find the required number.
- Direct searches can be carried out using the name,
- Tap any key so that the keyboard is displayed, and type in the first few letters of the name,
- Press the [cfm] key to start the search.


Note: If the required file is not found, the closest matching file will be displayed. Tap the appropriate icon on the screen in order to display the email address and internet site.

If searching in confidential files, users must type in their password. If a wrong letter is typed in, it can be deleted by tapping the {←} icon.

Deleting numbers


- Call up the numbers in question by using one of the techniques described above,
- Touch the icon to display the selected data (flashing display)
- Press [cfm] to confirm.

Chapter 6: Using the memo

- Tap the  icon to go into memo mode. This will display the last memo in the list.



Entering data


- Each recording can contain the following data CONTENTS, NUMBERS
- Tap the  icon to create a new recording
- Type the information into each field and select the field in question via the appropriate line,
- Press the [cfm] key to save data or [ESC] to exit.

Searching for data


- Information can be searched for in two ways: sequential or direct
- Sequential searches*
- For sequential searches, use keys [^] and [v] to find the required information.
- Direct searches*
- Direct searches can be made by typing information on the keyboard. The keyboard is displayed by pressing the lower half of the screen,
- Press the [cfm] key to start the search.

Note: If the required file is not found, the closest matching file will be displayed
If searching in confidential files, users must type in their password.
If a wrong letter is typed in, it can be deleted by tapping the {←} icon.

Deleting numbers

- Bring up the data in question by using one of the techniques described above,
- Touch the  icon to display the selected data (flashing display)
- Press [cfm] to confirm.

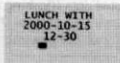
Chapter 7: Using the diary reminder


- Tap the  icon to go into calendar mode.

Entering reminders

- Each calendar data recording can contain the following information:

{ }Date
{ }Time
{ }Contents



- Tap the  icon to create a new recording,
- Touch each field directly to enter details. For the contents field, press keys [v] or [^] and the keyboard will appear so that contents can be entered,


- Press the [cfm] key to save data and [ESC] to exit.

Searching for data


- Information can be searched for in two ways: sequential or direct
- Sequential searches*
- For sequential searches, use keys [^] and [v] to find the required information.
- Direct searches*
- Direct searches can be made by typing in the dates and times via the keyboard,
- Press the [cfm] key to start the search.

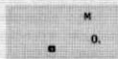
Note: If the required file is not found, the closest matching file will be displayed
If searching in confidential files, users must type in their password.
If a wrong letter is typed in, it can be deleted by tapping the {←} icon.

Deleting the recording

- Bring up the data in question by using one of the techniques described above,
- Touch the  icon to display the selected data (flashing display)
- Press [cfm] to confirm.

Chapter 8: Using the calculator

- Press the icon  to go into calculator mode,
- There are 4 types of calculation possible: standard calculator or converter



Standard Calculator

- The calculator can carry out the 4 basic calculations using up to 10 figure numbers. It also has memory, percentage and margin functions,

- The calculation sign memory and error symbol will be displayed on the first line throughout the calculation process

Example	Operation	Result
Arithmetic Calculations $4 \times 5 + (-23) = 5$	4 \times 5 $+$ (-) 23 $=$ 5	-0.6
Percent Calculations 10% of 1000 7% of 90 is 9	1000 \times 10 $\%$ 9 \times 90 $\%$	100 10
Add-On / Discount Calculations 30% add-on of 100 20% discount of 100	100 $+$ 30 $\%$ 100 $-$ 20 $\%$	130 80
Memory Calculations Summation $100 \times 3 =$ $+) 55 + 87 =$ $-) 200 - 5 =$	100 \times 3 $=$ 300 55 $+$ 87 $=$ 142 200 $-$ 5 $=$ 195	402 100 1000
Constant Calculations $10 \times 10 =$ $=$	10 \times 10 $=$ $=$	100 1000

- Key explanations are as follows:

M : displayed when the memory is not empty
 E : shows an error, i.e. the number has more than 10 digits
 M+ : adds the number displayed to memory
 N- : removes the number displayed from memory
 MR : brings up and displays contents of memory
 MC : deletes memory. Memory must be displayed before deleting.
 C.CE : deletes the last entry. If pressed twice, it deletes all calculations.

Converter

- This is used to convert one unit to another,
- Can be carried out using the [^] and [v] keys to scroll conversion options,
- Rates are displayed on the 2nd line,
- Figures should be entered on the third line,
- Press the [cfm] key to start searching,
- The results are also displayed on the third line.

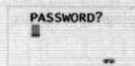


Chapter 9: Using the password function

- Press the [P] icon to go into the password function. The aim is to protect user information and to stop other people from unauthorized access.
- This data includes both the telephone directory, diary and memo.
- It is recommended to write down the password and keep it in a safe place so as not to forget it.

Recording a password

- Press the [P], [F], [M] or [D] icons, followed by the [P] icon to go into the password function.
 - Enter a password with up to 8 characters.
 - Press [cfm] to save.
 - The password will become activated automatically.
- Note: This safety measure will become operational immediately.



Deleting a password

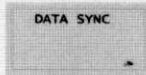
- Press the [P] icon to go into the password function.
- Enter the password '00000000'.
- Press [cfm] to delete the password.

Chapter 10: Synchronising data

- Press the [D] icon to go into synchronisation mode.

GalaxSync

- GalaxSync is specific technology which enables user to have the most recently updated version of data between the PC and the organizer.
- GalaxSync contains a program which enables data on the organizer to be managed. It also enables data to be synchronised with Microsoft® Outlook™.



Synchronising the organizer

- Run the Setup CD supplied and follow instructions. Choose 'COM 1, 2 or 3' for the communications port.
- Plug the synchronisation cable supplied into the port of the organizer (make sure it goes all the way in) and connect it to the PC.
- Run the program Galax-Sync on the PC and select the user name.
- Press the on/off button to turn the organizer on.
- Press the [D] icon.
- Press [cfm] to run the synchronisation program. The program will run automatically.

IN PROGRESS

- The organizer will display 'in progress' at the start of the synchronisation process.
- A beep will be emitted when synchronisation is finished.
- Unplug the cable when the synchronisation process is finished.

Note: at the first synchronisation you will be requested to give a 'profile': follow instructions. Do not choose 'Synchronise with Microsoft outlook' if you use another program for emails, such as Outlook express.

Keyboard instructions

All functions are available via the keyboard, by connecting the keyboard cable to the touch screen (lower socket).

Press icons at the top of the keyboard to go into the various functions.

The key at the bottom on the left hand side 'abc 123' is used to go from upper case to lower case and to number format.

To enter data in the telephone directory, type in the name, the 2 numbers, press 'enter' to continue with the email and website address.

When you are in search mode in the telephone directory, you can have access to email addresses and websites via the corresponding keys on the keyboard (email, top right and web on the right hand side).

Initialization

- Press the 'reset' button on the back of the keyboard once, using the pen supplied.

Replacing batteries

- You must get 1 CR2032 batteries and open the protective casing.
- Remove the cover and insert the new batteries,
- The positive end of the batteries must be placed upwards,
- Replace the cover and tighten screws with a screwdriver.

