EXECUTIVE SECRETARY DATA BANK
Tele Computer EC-3000
Instruction Manual

Thank you very much for purchasing our Tele Computer. Please read this instruction manual carefully before operating so that you can use the travel planner correctly. Please keep the guarantee certificate which is included this instruction manual.

Major Features of the Tele Computer

■World watch function
○ Displays the time and date of major cities and their respective time zones. Additional features include a display for summertime (daylight-saving time), and an alarm that can be set to local time (one setting in one 24-hour period).

■Schedule functions
○ Stores messages with 56 characters for one schedule (day, month, year, time) with a built-in calendar up to Dec. 31, 1999.
○ Alarm automatically sounds to tell you that the stored schedule-time has been reached.

■Telephone directory function
○ Up to 56 characters on the upper story can be input for each name and up to 16 numbers on the lower story can be input for telephone numbers.
○ The directory function is also useful for storing data such as bank account numbers, passport numbers, birthdays etc.

■Storage capacity
○ A maximum of 504 sets of records can be stored for telephone numbers, memos, and schedules. However, this capacity is subject to the following conditions :

Character/upper story	Record
8 or less	1
9-24	2
25-40	3
41-56	4

■Search function
○ Telephone Directory: Desired data can be searched initially, directly, and sequentially.
○ Schedule : Displays chronologically.

■Calculator function
○ Addtion, subtraction, multiplication and division functions up to 8 digits.

■Backup function
○ Input data will not be erased when batteries are being replaced.

■Auto power-off function
○ Power turns off automatically when the function is not used for three minutes.

Cautions in Handling

- Do not leave the Tele Computer in a dusty or humid location.
- Do not apply excessive while pressing the keys. This can cause the unit to malfunction.
- Do not use too much pressure on the liquid crystal display window. It is made of glass and can be damaged.
- Do not leave the Tele Computer in high temperature areas such as in direct sunlight or close to heating equipment.
- Do not throw used batteries into a fire.
- When cleaning the Tele Computer, use a soft, dry cloth. Never use a wet towel or flammable liquids such as benzene and solvents.
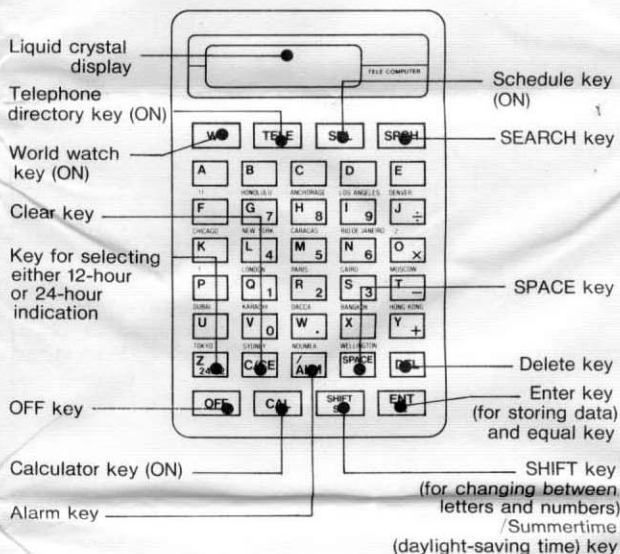
Before operating

Lightly press the reset button on the back panel with the tip of a pin or a mechanical pencil. This will erase all stored data. Do not press this button again unless you want to delete all stored data.

After pressing the reset button, | 1/2 LON / 10-00 00 | will be displayed. Now input the location and time.
This is explained under the heading "Setting the time".

Names and Fanctions

Liquid crystal display
Telephone directory key (ON)
World watch key (ON)
Clear key
Key for selecting either 12-hour or 24-hour indication
OFF key
Calculator key (ON)
Alarm key

Schedule key (ON)
SEARCH key
SPACE key
Delete key
Enter key (for storing data) and equal key
SHIFT key (for changing between letters and numbers) /Summertime (daylight-saving time) key

World Watch Function

[Setting the time]

1 First set the present locality. (All Tele Computers are set at London standard time when they are shipped from the factory.)
Press the **WT** key, Computer displays the date and time for London (LON). | 1/ 2LON / 10-00 00 |

2 Press **ENT** and "LON" will blink on and off. | LON / 10-00 |

3 Example : Let's now set Tokyo as the present location (TYO).
Press the **U** (the key for Tokyo). | TYO / 10-00 |

4 Press **ENT** to set Tokyo (TYO) as the present location.

5 When the present location is set, the Tele Computer is ready for the entry of day and time. Utilize the numeric keys to make the entry in the following order : year, month, day, hours, and minutes. | 01/02 88 / 10-00 |
(The item that is waiting to be input blinks on the display.)
Example : Here's how you would enter Nov.3, 1989, 10:30p.m.

H 8	I 9	Q 1	Q 1	V 0	S 3
CARACAS	RIO DE JANEIRO	KARACHI	KARACHI	SYDNY	BANGKOK

| 11/03 89 |
| 10-30 |

Q 1	V 0	S 3	V 0
KARACHI	SYDNY	BANGKOK	SYDNY

- When you press **SHIFT ST**, and the input time, it is set to summertime.

6 When the entries of the present location, date and time are complete, press the **ENT** key to close the entry. That also starts the count of seconds. | 11/ 3 TYO / 10-30 01 |

[Entering the Date and Time]

○ If you make a mistake in the entry, press the DEL key. That moves the entry position back one digit.

When you press the C/CE key, this returns you back to the previous data you have already entered.

○ If you want a character to stay as it is during an entry, press the ENT key. That enters the character and moves the entry position forward one digit.

○ If you enter a nonexistent date and time, the display will be changed automatically as in the following examples:

Year Display → 「88」
Month → 「12」 (When you enter 「00」 , it will be 「01」)
Day → According to which month it is, 30 or 31 will be used. (Also after discriminating whether the year is a leap year or not, 28 or 29 will be used for February.
Time → 「23」
Mimute → 「59」

Example: If you change the display time 「17:40」 to 「20:40」 by entering "2" in the "1" position of "17", the machine will automatically change the number to "23" since time "27" does not exist. At this point, enter "0" in the "3" position of "23".

[Changing the location]

1 Display the present time and location that you wish to change. (This is explained under the heading "Procedures for displaying time")
2 Refer to steps 2 through 6 of "Setting the time". Repeat the procedure step by step. You do not need to change steps 3 and 5 as the time is already set. You must press the ENT key to move the entry, and to close the entry.

[Procedures for displaying time]

Press the WT key, and it will display the date and time for the present set location.
Press the key that indicates the city name, and it will display the date and time for that city.

[Summertime (daylight-saving time) display]

Summertime, as it is known in the U.K. and throughout the commonwealth, and daylight-saving time, as it is known in the U.S., is the practice of advancing the clock one hour ahead of standard time to take advantage of the longer hours of daylight during the summer season.
Some cities adopt summertime and some do not. The period that summertime is applied also varies.
(See the table of time zones.)
How to display summertime : When the standard time is displayed, press the SHIFT ST key to display summertime in that particular city.
(Hyphen symbol (-) will appear on the left side of the display screen.)

[Switching 12-hour and 24-hour displays]

When the local time is set, the world watch counts time on a 24-hour system.
To switch the display from a 24- to a 12-hour display and vice-versa, press the Z 24/12 key.

○ During a 12-hour display, "AM" or "PM" appears to the left of the time.

[Alarm function]

○ Setting the alarm
Alarm can be set to local time (one setting in one 24-hour period).

1 Press the WT and /ALM keys, and "ALM" will be shown.

| ALM? |
| 00-00 |

Example Set the alarm to go off at 6:30 a.m.

2 Press the ENT key. THe schedule goes into standby waiting for the entry of the alarm time set.

| ALM? |
| 00-00 |

3 Enter the time.

V 0 / N 6 / S 3 / V 0
SYDNEY CAIRO BANGKOK SYDNEY

| ALM? |
| 06-30 |

4 Press the ENT key when you finish setting the alarm time. The display returns to the present time.

• The (((•))) mark appears in the upper right-hand corner of the liquid crystal display when the alarm is set.

○ Stopping the alarm
If it is not reset, the alarm rings every 24 hours.
To stop a ringing alarm, press any key. The alarm will continue to sound for 15 seconds. The alarm automatically stops after 15 seconds has elapsed.

○ Setting and switching off the alarm Press the WT and /ALM keys to display the alarm. Then press the /ALM key again to switch off the alarm. The alarm mark disappears. If you wish to set the alarm again, press the /ALM key one more time.

Schedule Functions

[Storing a schedule (SDL)]

Example: Store data for an appointment at company A at 4:30 p.m. on Dec. 25, 1989.

1 Press the SDL key to display the prompt "SDL?". This causes the SDL? for schedules to go into input standby.

| SDL? |

○ Any undeleted schedules will be displayed automatically at this time (This is explained under the heading "Search functions"). Press the SDL key again, and "SDL?" will be displayed.

2 Press the alphabet keys to enter the message "CONF-A" (conference at company A) into the upper row.

C / O × / N 6 / F / SHIFT ST / SPACE — / SHIFT ST / A
ANCHORAGE MOSCOW CAIRO CHICAGO —11

| CONF-A |

○ A message is entered in characters into the upper story. To change the status to a numerical value, press the SHIFT ST key again. To enter, press the SPACE — key in the numerical value.

To go back to the alphabet input status, just press the SHIFT ST key again.

○ If you want to have a space between letters, press the SPACE — key once for each space.

○ If you make a mistake in an entry:

Press the DEL key to delete the last character enterd, or press C/CE to delete all characters.

○ The display shows 8 characters at one time. Entry of the 9th character moves the entire display to the left.

3 Press ENT to store your message. The Tele Computer now enters into standby to wait for the entry of date and time.
(The display changes to today's date and the correct time.)

4 Let's now enter June 25, 1989, 4:30 p.m.
(This is explained under the heading "Entering the Date and Time)

H 8 / I 9 / V 0 / N 6 / R 2
CARACAS RIO DE JANEIRO SYDNEY CAIRO DACCA

| 06/25 89 |
| 16-30 |

M 5 / Q 1 / N 6 / S 3 / V 0
PARIS KARACHI CAIRO BANGKOK SYDNEY

5 When this is completed, the material is ready for storage. Press the ENT key. The Tele Computer now goes into standby waiting for the entry of the next schedule.

○ If the schedule being stored, exceeds storage capacity, the "FULL" appears on the display.

○ At the same time as the alarm sounds, the present time is also displayed. When the alarm sound stops, the most immediate contents of the schedule (message and time of day) are displayed.

[How to find a schedule that you have stored (Search function)]

First, press the SDL key.

1 If past schedules have not been deleted:
The oldest schedule is displayed first. Press the SRCH key again.
Every time you press the SRCH key, a schedule will be displayed chronologically.

2 If past schedules have been deleted (or if you have used the SRCH key to display all past schedules): "SDL" is displayed.
Every time you press the SRCH key, all future schedules will be displayed.

- The schedule that has been called up on the screen will be displayed in alternately with the message and time of day. If you want to stop the search at a certain position, press any key and continue to press for the desired length of time.

[Deleting stored schedules]
Use the search function to find a schedule that you want to delete.

Press the `C/CE` key. The question "CLR Y/N" will be displayed.

Press `Y +` (YES) to delete the schedule.

Press `N 6` (NO) if you do not want to delete the schedule.

CLR Y/N?

Telephone Directory Function

[Storing names and phone numbers (TELE)]
Example: To enter the name SUZUKI and his/her phone number 1234567.

1   Press the `TELE` key, and "NAME?" will be displayed.
2   Enter the name "SUZUKI" by pressing the alphabetical keys.
3   Press the `ENT` key to store the name in the memory, then "NUMBER?" appears on display for his/her phone number entry.
4   Enter the phone number by pressing the numerical keys.
5   Press the `ENT` key in order to register.

○ This procedure completes the registration of one name and phone number set. Repeat the procedure to store additional sets of names and phone numbers.
- You can store memos such as bank accounts, passport numbers ect., which consist of both alphabetical and numerical values.
Example:
Passport number: 12345678

Birthday: KEIKO, born on March 15.

PASSPORT
12345678
KEIKO/B
03 15

[Recalling a stored name and phone number (Search function)]
First, press the `TELE` key.

○ Sequential search

Press the `SRCH` key. Every time you press this key the stored data will appear in alphabetical order.
○ Initial search

Enter the first letter of the name that you want to find. Press the `SRCH` key. All of the data which begins with that letter will be displayed in alphabetical order.
○ Direct search

To find the desired data directly, enter the required full name, and press the `SRCH` key.
- Often, your data will take up two or more pages, thereby exceeding the 8 character limit. In this case the next page will automatically appear.

[Deleting a stored phone number]
- Please refer to the section on "Deleting schedules". The procedure is the same for deleting a stored phone number.

Calculator Function

Press the `CAL` key to add, subtract, multiply, and divide a maximum of 8 digits.
○ If you make a mistake and press the wrong number key, just press the `C/CE` key. That cancels the previous entry. Now enter the correct number again. If you want to clear all of the numerical entries you have made, press the `C/CE` key twice.
○ If the message "ERROR" appears on the display during input, press the `C/CE` key twice to clear.

Specifications

Device: CMOS CPU
Power Source: 2 CR2025 lithium batteries
Auto-power-off: In approximately 3 minutes
Battery life: About 10 months when operated for 30 minutes a day
Operational temperature range: $0°C \sim 40°C$
Size: $78(W) \times 122(H) \times 8(T)$mm
Weight: Appoximately 80 grams
Accuracy at normal temperatures: Average monthly rate within ± 30 seconds
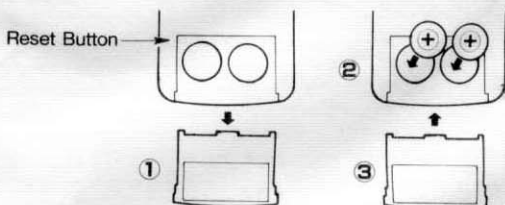Calendar: Automatic calendar

Replacing Batteries

Use 2 CR2025 (common world standard) lithium batteries for replacement. The use of completely dead batteries will destroy the registered memory. Replace both batteries with new ones at least once a year.
A memory backup battery (CR1220) is installed as standard equipment to protect stored data during battery replacement. (Use an oil-resistant marking pen to write the date on which the batteries were last replaced.)
[Changing the batteries]
When replacing the old batteries, remove the battery cover from the Tele Computer.

Reset Button

Time Zones

The underlined cities adopt "summertime" (The "summertime" differs from country to country. Also the summertime may change from year to year.)

Difference in time		Name of city displayed		Other cities in the same time zone
1	−11	−11	No chty	
2	−10	HNL	HONOLULU	
3	−9	ANC	ANCHORAGE	
4	−8	LAX	LOS ANGELES	SAN FRANCISCO/ VANCOUVER
5	−7	DEN	DENVER	EDMONTON
6	−6	CHI	CHICAGO	MEXICO CITY
7	−5	NYC	NEW YORK	TORONT/MONTREAL/ WASHINGTON/PANAMA
8	−4	CCS	CARACAS	SAN TIAGO
9	−3	RIO	RIO DE JANEIRO	BUENOS AIRES
10	−2	−2	No city	
11	−1	−1	No city	
12	0	LON	LONDON	CASABLANCA/DAKAR
13	+1	PAR	PARIS	ROME/FRANKFURT/ AMSTERDAM/TRIPOLI/ MADRID
14	+2	CAI	CAIRO	ATHENS/CAPE TOWN/ ISTANBUL/BERLIN/MILANO
15	+3	MOW	MOSCOW	RIYADH/KIEV/MECCA/ NAIROBI/KUWAIT
16	+4	DXS	DUBAI	
17	+5	KHI	KARACHI	NEW DELHI/CALCUTTA/ BOMBAY
18	+6	DAC	DACCA	
19	+7	BKK	BANGKOK	JAKARTA/PHNOMPENH
20	+8	HKG	HONG KONG	BEIJING/SINGAPORE/ MANILA/TAIPEI
21	+9	TYO	TOKYO	SEOUL/PYONG YANG
22	+10	SYD	SYDNEY	GUAM/KHABAROVSK
23	+11	NOU	NOUMEA	
24	+12	WLG	WELLINGTON	CHRIST CHURCH/FIJI

(As of 1988)