

INSTRUCTION MANUAL

MODE D'EMPLOI

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MANUALE D'USO

INSTRUCCIONES DE FUNCIONAMIENTO



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INSTRUCTION MANUAL

Model DB-388P

Electronic Organizer with infrared data transfer

Thank you for purchasing the Oregon Scientific organizer. This organizer has been designed specifically with performance and ease of use in mind. As with all Oregon Scientific products, this organizer is made to the highest quality standards using precision electronic components and should give you many years of trouble free use.

Please read the User's Guide carefully before use to ensure you get the best out of your new organizer.

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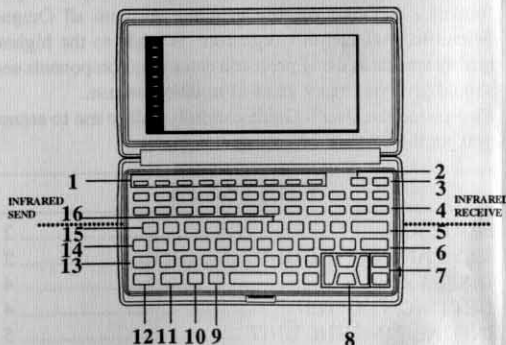
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FEATURES

- * **DATA TRANSFER** (infrared) allows sharing of information between units.
- * **CURRENCY CONVERSION** functions as a currency converter between 12 denominations with simultaneous conversion between all currencies.
- * **WORLD TIME** shows the date and time, and 12 month weather data and city reference information for 128 major cities around the world.
- * **HOME TIME CLOCK** specifies your local date and time, and shows minimum and maximum temperature data and average number of rainy days for each month for the home city.
- * **SCHEDULER AND APPOINTMENT REMINDER** reminds you of your important appointments.
- * **METRIC CONVERSION** converts nine different types of measurements.
- * **12 DIGIT CALCULATOR** can perform memory and percent calculations as well as standard arithmetic operations.
- * **PAPERLESS PRINTER** allows continuous arithmetic calculations with 32 operation memory and edit feature.
- * **240 YEAR CALENDAR** spans from January 1, 1900 to December 31, 2139.
- * **SECRET key** protects your secret information in Telephone, Memo and Expense Manager

- * **ANNIVERSARY** reminds you of annual events such as birthdays, special events, etc.
- With a built in 131072 memory, the unit stores and retrieves names, company names, addresses, telephone and fax numbers, credit card and bank numbers, appointments and schedules, memos, expenses, anniversaries and more.

KEYS AND FUNCTIONS



1. FUNCTION KEYS

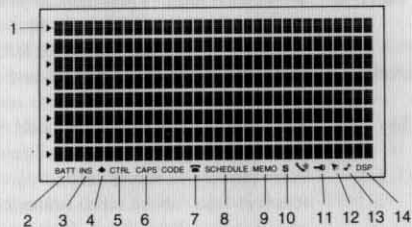
- a. **TEL key** - Press this key to enter the Telephone Directory mode.
- b. **SCHED key** - Press this key to enter the Scheduler mode.

- c. **CALEN key** - Press this key to enter Calendar mode.
- d. **WORLD key** - Press this key to enter the World Time mode.
- e. **HOME key** - Press this key to enter the Home Time mode. Toggles between Home Time and Daily Alarm modes.
- f. **CURR key** - Press this key to enter Currency Conversion mode.
- g. **MEMO key** - Press this key to enter the Memomode.
- h. **EXP. M. key** - Press this key to enter Expense Manager mode.
- i. **CALC key** - Press the key to enter Calculator mode and Paperless printer mode. Toggles between these two modes.
- 2. **ON key** - Press this key to switch on the device.
- 3. **OFF key** - Press this key to switch off the device.
- 4. **DSP** - Press this key to change display in review mode to show more information in data review modes and for World Time city information.
- 5. **ENTER key** - Press this key to input new information and direct search access.
- 6. **< <-> key** - Press this key to add additional line of information.

- 7. **^, v search keys** - Press these keys to scroll whole display up or down.
- 8. **▼, ▲, ◀, ▶ cursor keys** - Press these keys to move cursor up, down, right or left.
- 9. **DEL key** - Press this key to delete records and characters.
- 10. **INS key** - Press this key to enter insert mode.
- 11. **BS** - Backspace key.
- 12. **CTRL key** - Press this key to access second function keys above alpha-numeric and calculator keys. Press also to access European character accents.
- 13. **(⏏)** - Press this key to "shift" to upper case characters.
- 14. **CAPS key** - Press this key to capitalize all letters.
- 15. **EDIT key** - Press this key (CTRL + EDIT) to enter or change data.
- 16. **METRIC key** - Press this key to enter Metric Conversion mode.

NOTE: The Organizer supports the European character set. To input European characters, press <CTRL> and the correct accent mark above Z, X, C, V, or B and then press letter. For other European characters, press <CTRL> N, M, A, S or "," for characters above these keys.

DISPLAY



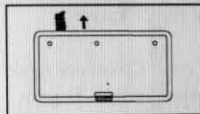
1. (►) - Display pointers
2. BATT - Appears when main battery power is low.
3. INS - Appears when <INS> key pressed.
4. (▲) - Appears when (▲) key pressed.
5. CTRL - Appears when <CTRL> key pressed
6. CAPS - Appears when CAPS key engaged.
7. (☎) - Appears when in Telephone Directory.
8. SCHEDULE - Appears when in Schedule mode.
9. MEMO - Appears when in Memo mode.
10. \$ - Appears when in Currency Conversion mode.
11. (🔑) - Appears when in Secret data mode.
12. (🔔) - Appears when daily alarm turned on.
13. (🎵) - Appears when key tone output turned on.
14. DSP - Appears after <DSP> key pressed in Telephone Directory review mode.

GETTING STARTED

Inserting Batteries

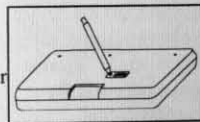
Three lithium batteries (CR2025) are already inserted in the unit with protective insulation tape to prevent battery drain during shipment. Two batteries are for main battery supply. One battery is used as the memory back-up battery.

Remove the insulating strip



This strip of insulation paper is used to prevent the batteries from discharging during shipment.

Remove the insulating paper before use.



Press the reset button on the side using a ball-point pen.



Adjust the angle of the screen in the direction of the arrow for clear viewing.

Note : The cover cannot be adjusted back again. If you have opened it too far, close it first and then open it again.

When you turn organizer on, the full display will appear only for a second.

INITIALIZING THE UNIT

Before using the product, initialize your Organizer by making your personal set up for date, time and temperature (data) formats, as well as setting the key tone and schedule alarm and display contrast settings.

1. Press <ON> to turn unit on.
2. Press <CTRL> <FUNCT> <3>
3. The first five set-up fields require confirmation of the original setting. To confirm the setting press <Y> or <N> to change the field to the alternative setting. To adjust display contrast for LCD use <+> or <->. Press <ENTER> to confirm and exit general set-up mode. The display returns to the function set-up. Any mode key can be pressed to exit the general or function set-up screen.

Set up can be accessed to change the settings at any time.

HOME TIME CLOCK MODE

The Home Time displays the home city time and date information. The home city can be selected from any of the 128 cities listed in the World Time and Home Time city list. If your home city is not in the list, select a city in the same time zone as your home city

Daylight savings time (summer time) may be displayed by pressing <CTRL> <DST> to toggle. DST appears on bottom right of display.

Pressing <CTRL> <12/24> toggles 12/24 hour time format. The time format on the general set up changes according to the setting made.

To set the home city and time:

1. Press <HOME><CTRL><EDIT><1> to set home city.
2. Press first letter of home city and press <▲>, <▼>, <^> or <v> to find home city and press <ENTER> to confirm.
3. Press <4> to set daylight savings time (summertime). Select flashing <Y> or <N> for correct setting.
4. Press <2> to set date and time.
5. Press <▲> or <▼> to select correct month.
6. Press <►> to go to date and time and input correct settings.
7. Press <v> to set the time. Press <^> to set the calendar. Input the correct time (12 or 24 hour format) and press <ENTER> to store.

8. Press <3> to confirm correct city, date and time.
Display screen then returns to Home Time set-up mode.
NOTE: Valid date and time must be entered or the unit will not accept the entry.

WORLD TIME CLOCK MODE

This mode displays the date and time of 128 cities around the world. The World Time will show current date and time for the world city. The World Time city list shows the city and time reference to GMT.

In addition, it can show the minimum and maximum average temperature and number of rainy days for each month for each city. City population, local currency, international telephone dialing codes, international airport reference information, and time difference to home city can also be displayed.

Since some of the data contained in the World City and Weather Function is subject to change, it may not always be the latest information.

Viewing City Weather Data and Reference Information

1. Press <WORLD> to see the default city London time and weather data.
2. Press <▲> or <▼> to scroll through the months to see the weather information for each.
3. Press <DSP> to see the city information for London.

4. Press <DSP> to return to London date, time and weather data.
5. Press <CTRL> <EDIT> to access world city list. Select another city by pressing the first letter of the city. This displays the first city which begins with this letter. Using the <▲>, <▼>, <^> or <v> keys move the display cursor to the city.
6. Press <DSP> to view the time and weather data information of the selected city.
7. Press <DSP> again to view the city reference information.
8. Press <DSP> to return to the world city list.
9. Press any mode key to exit. Press <WORLD> to view world city time and weather data for the Home City stored in memory.

Changing World Time City Display

1. Press <WORLD> to see the default city London.
2. Press <CTRL> <EDIT> to access world city list display. Select another city by pressing the first letter of the new city. Use the <▼>, <▲>, <^> or <v> to move to the new city.
3. Press <ENTER> to confirm selection of new city. This will update the world city in the unit's memory and display the date, time and information.
4. Follow the previous section's instruction to view city reference information and other world city weather and reference data.

TELEPHONE DIRECTORY

The organizer can help you store names, company names, addresses, telephone and fax numbers, and textual information. The information is stored and displayed in a compressed format by name, company and phone number for speedy retrieval of information. Pressing <DSP> instantly reveals the full record of information.

Each entry (or record) stores information in the following fields: Name, Company, Telephone, Address, and Text. Multiple names, numbers and text can be stored in each record by pressing <↵>. <ENTER> confirms the information entered in a field, and advances to the next field.

Pressing <ENTER> after confirming the TEXT field confirms the input record information.

Either a name or a company name must be entered to save a record.

Telephone records can be searched by name or company. Data information is stored alphabetically by the first letter input. Upper case entries precede lower case entries.

Telephone Directory Information Entry

1. Press <TEL> <ENTER>.
2. Input information into each field followed by <ENTER> to advance to next. Pressing the <BS> (back space) key deletes entered text in field.

3. After inputting TEXT information, press <ENTER> to confirm entry.

Searching for Telephone Directory Information.

You can search for entered information by name or company name.

A. Search by Name

Direct Search Method

1. Press <TEL> <ENTER>
2. Type the first name in the exact format as originally stored i.e. upper or lower case.
3. Press <^> or <v> to search for the name with closest match to the input name. If more than one name has been entered in a record, the unit can only search by the first name.
4. Press cursor keys to find correct record heading. Press <DSP> to view record information.
5. Press <▼> or <▲> to view additional information in record.
6. Press <DSP> to close the record and return to the Telephone Directory (sorted in name order)

Quick Search Method

1. Press <TEL> to access Telephone Directory list sorted in alphabetical order.
2. Press first letter of name in upper or lower case as originally stored in the memory.

3. Press <▲>, <▼>, <^> and <v> keys to find name.
4. Press <DSP> to view record information.
5. Press <DSP> to return to Telephone Directory list (sorted in name order).

B. Search by Company

Direct Search Method

1. Press <TEL> <ENTER> <ENTER>
2. Type in company name or first letter of the company in the exact format as originally stored.
3. Press <v> to search for company.
4. The Telephone Directory is sorted by company name. Use cursor and search keys to find company.
5. Press <DSP> to display information contained in record.
6. Press <▼> or <▲> to view additional information in record.
7. Press <DSP> to return to Telephone Directory (sorted by company).

Quick Search Method

1. Press <TEL> to access Telephone Directory list sorted by company in alphabetical order.
2. Press first letter of company name.
3. Press <▲>, <▼>, <^> and <v> keys to find name.
4. Press <DSP> to view record information.

5. Press <▼> or <▲> to view additional information in record.
6. Press <DSP> to return to Telephone Directory list (sorted in company order).

NOTE: After sorting by company, Telephone Directory will be sorted by company. To resume sorting by name, search for name record by direct search method.

When Telephone Directory is sorted by company, company names are sorted alphabetically. Companies with the same name are sorted in chronological order.

Pressing <TEL> key displays telephone directory list which shows only the last 10 digits of the entered telephone numbers. Press <DSP> key to see the full display of a particular telephone number.

Editing Telephone Information

1. Press <TEL> and search for record which needs to be edited.
2. Press <CTRL> <EDIT> to enter edit mode.
3. Press <ENTER> or cursor keys to move the edit cursor to the character to be amended.
4. Input the changes, or press <INS> and to insert and delete characters, and then press <ENTER> to confirm.

5. Complete the editing by pressing <ENTER> in the TEXT field.

Deleting Telephone Information

1. Press <TEL> and search for record to be deleted.
2. Press .
3. Press <Y> to confirm, or <N> to escape.
4. After pressing <Y>, "DELETED!" appears on the display.

MEMO

You can store and retrieve memo information in the organizer. After being input, memos are date stamped for reference, and sorted in alphabetical order. Memos can be up to 512 characters in length.

For future reference, it is recommended to input the first line of each memo as the title line. Then stored memos can be quickly accessed by the title.

Memo Information Input

1. Press <MEMO> <ENTER>.
2. Input memo information and press <ENTER> to confirm entry.
3. Memo is stored and display returns to compressed Memo Directory display.

Retrieving Memo Information

Direct Search

1. Press <MEMO> <ENTER>.
2. Type in memo name in exact format as originally stored.
3. Press <^> or <v> keys to search for memo.
4. Press <DSP> to see the entire memo.
5. Press <DSP> to return to Memo Directory display.

Quick Search

1. Press <MEMO> to access Memo Directory display.
2. Press first letter of memo in upper or lower case as originally stored.
3. Use cursor keys <▲> or <▼> to find memo in compressed mode.
4. Press <DSP> to display the entire memo record.
5. Press <▼> or <▲> to scroll up or down the display to view additional information in record.
6. Press <DSP> to return to Memo Directory display.

Editing Memo Information

1. Press <MEMO> and retrieve memo to be edited, and press <DSP>.
2. Press <CTRL> <EDIT> to enter edit mode.
3. Use cursor keys to move flashing cursor to the character to be amended.
4. Press <INS> and to insert and delete characters, <ENTER> to confirm changes and save.

Deleting Memo Information

1. Press <MEMO> and use cursor keys <▲> or <▼> to move display pointer to the memo to be deleted.
2. Press
3. Press <Y> to confirm, or <N> to escape.
4. After pressing <Y>, "DELETED!" appears on the display.

SCHEDULE AND APPOINTMENT REMINDER

The Schedule and Appointment Reminder allows you to set as many alarms as you require in one day or far into the future (until display shows "MEMORY FULL"), and will show you the number of appointments scheduled for each day in top right hand corner of the display.

Appointments are stored in date and start time order; the end time cannot be earlier than the start time.

An asterisk (*) to the right of the start time in review mode indicates the schedule alarm is set.

Schedule and Appointment Information Input

1. Press <SCHED> <ENTER> and enter the start date of the schedule item using number keys to set and cursor keys to advance field. Press <ENTER> to confirm date.
2. Input starting time and press <ENTER> to confirm.

3. Input ending time (as needed) and press <ENTER> to confirm.
4. Input schedule alarm time (as needed) and press <ENTER>.
5. Input schedule text information and press <ENTER> to confirm schedule record. It is recommended to input the first line of each schedule as the title line for quick and easy reference.

NOTE: When schedule alarm time is reached by home time, the schedule alarm time will sound for 1 minute or until any key is pressed to stop alarm.

Invalid dates will not be accepted by the unit. Input correct date and time information to proceed with schedule entry.

In 12 hour time format, press <AM/PM> to select AM or PM. In 24 hour time format, after inputting the time, the cursor will automatically advance to the next field without pressing <ENTER>.

Schedule and Appointment Information Review

1. In Calendar mode, move flashing calendar cursor to review date.
2. Press <SCHED> to enter Schedule mode to review daily scheduled appointments. The number of appointments appears in the upper right hand corner of display.

3. Press <▼> and <▲> keys to move display pointer to appointment to be reviewed. Press <DSP> to see individual appointment information.
4. Press <DSP> to return to the day's appointment log.
5. Press <^> and <v> to see Schedule information in date order.

Editing Schedule and Appointment Information

1. Retrieve individual Schedule record to be edited.
2. Press <CTRL> <EDIT> to enter edit mode.
3. Press <◀>, <▶>, <▲> or <▼> keys to move edit cursor and make corrections.
4. Press <ENTER> to confirm.

Deleting Schedule and Appointment Information

1. Press <SCHED> and move display pointer to the individual appointment to be deleted.
2. Press .
3. Press <Y> to confirm, or <N> to escape.
4. After pressing <Y>, "DELETED!" appears on the display.

240 YEAR CALENDAR

Follow these steps to review dates spanning 1900 to 2139.

1. Press <CALEN> key to display the Calendar mode. Display shows the calendar of the current month with today's date flashing.

2. Press <▲>, <▼>, <◀> or <▶> to move flashing date up, down, left or right within month.
3. Press <^> and <v> to scroll calendar forward and backward by months.
4. To quickly access a calendar date in the distant future or past, press <CTRL> <EDIT>, input date and press <ENTER> to go to that date.

NOTE: Dots next to the date indicate scheduled appointments on that date. A dot on the upper half of a day indicates a morning appointment. A dot on the lower half of a day indicates an afternoon appointment.

A "-" to the right of a calendar day indicates an Anniversary setting.

The week number and days passed/days to go are shown on the right hand side of display.

ANNIVERSARY

Anniversary mode allows you to store birthdays and special annual events. On the anniversary date, an alarm will sound, and the anniversary message will appear on the display everytime the unit is turned on that day.

Anniversary Information Input

1. In Calendar mode, move flashing cursor date to anniversary day.
2. Press <CTRL> <ANNIV> <ENTER>.

3. Input anniversary information and press <ENTER> to confirm. From now on, on that day, the anniversary will appear with the entered message.

Reviewing Anniversaries

1. Press <CTRL> <ANNIV> to enter anniversary mode.
2. Press <^> or <v> to review previous and upcoming anniversary events.

Editing Anniversary Information

To edit anniversary information, or to input more than one item on an anniversary date, do the following:

1. Access target date on calendar using cursor keys and press <CTRL> <ANNIV>.
2. Press <CTRL> <EDIT> to edit existing text, or move edit cursor to new line and input new information.
3. Press <ENTER> to confirm changes.

Deleting Anniversary Information

1. Access target date in Calendar mode and press <CTRL> <ANNIV>.
2. Verify anniversary information to delete and press .
3. Press <Y> to confirm, or <N> to escape.
4. After pressing <Y>, "DELETED!" appears on the display.

DAILY ALARM

The Daily Alarm allows you to set up to three alarms that will sound every day at the pre-set times. When the home time reaches the alarm setting, the alarm will sound for 1 minute or until any key is pressed. The <HOME> key toggles between the Home Time and Daily Alarm.

Setting Daily Alarms

1. Press <HOME> <HOME> or <CTRL> <ALARM> to access Daily Alarm mode.
2. Press <1> to set first daily alarm and input alarm time.
3. Press <Y> to confirm alarm on, <N> to disable alarm buzzer.
4. Set alarms 2 and 3 following above instructions.
5. Press any mode key to exit Daily Alarm setting.
6. Daily Alarm will sound every 24 hours for Daily Alarms turned on.

NOTE: The three alarm times can be input in any order. Remember time format (12 or 24 hour) selected when inserting alarm times.

Changing Daily Alarm Settings

1. Press <HOME> <HOME> or <CTRL> <ALARM> to access Daily Alarm mode.
2. Press the alarm number to be changed.
3. Change the alarm setting and press <Y> or <N> to set buzzer alarm.
4. Press <ENTER> to confirm.

CONVERTING CURRENCY

Your Organizer can simultaneously convert up to 11 currencies of your choice against your specified home currency.

When the unit is first turned on, five default currencies are \$, £, ¥, DM and Franc, and the other 7 currency names are blank. All currency names can be changed. Currency rates are set to 1.0 when the unit is first turned on. These can be changed to meet your personal requirement. Any currency can be selected as the home currency (set to 1.0).

Currency names can be up to 10 characters in length, currency rates can contain 7 digits including 1 decimal point, and conversion amounts can contain up to 11 digits including 1 decimal point.

1. Press <CURR>.
2. Press <v> to see second page of currencies.
3. Press <^> to return to first page of currencies.
4. Press <▲> or <▼> to move display pointer from one currency to the next and back.

Setting Currency Names and Exchange Rates

1. Select currency position to be set and press <CTRL><EDIT>.
2. Input currency name or abbreviation and press <ENTER>.
3. Input the currency rate (1.0 for home currency) and press <ENTER>.

4. Press <▼> to move the cursor down one line and input next currency name and rate as per above.
5. Set up to 12 currencies following above instructions.

Converting Currency

1. Move display cursor to base currency.
2. Type in amount and press <ENTER> to convert into other currencies.
3. To convert from other currencies, move display pointer to currency, input amount and press <ENTER> to convert.

NOTE: All 11 currencies are simultaneously converted against the currency for which the amount is entered.

Actual bank exchange rates may vary to conversion values.

CALCULATOR

You can use the DM-6000 for standard arithmetic calculations, memory calculations and percent calculations. It calculates up to 12 digits.

The <CALC> key toggles between the calculator and paperless printer modes. "CALCULATOR" appears on the top line of display in the calculator mode.

Sample calculations

2 X 3 = 6	(C/CE)
- 7 X 9 = - 63	2 [X] 2 [C/CE] 3 [=] (6.)
9 ÷ 5 X 3.2 + 7 - 1 = 11.76	7 [C/CE] [÷] 5 [X] 3.2 [=] (-63.)
(2 + 4) 3 X 8.1 = 16.2	9 [C/CE] 5 [X] 3 [C/CE] 2 [=] (11.76)
$\sqrt{3} = 1.73205080756$	7 [C/CE] 1 [=] (11.76)
	2 [C/CE] 4 [÷] 3 [X] 8 [=] (16.2)
	1 [=] (16.2)
	3 [=] (1.73205080756)
1200 X 12% = 144	1200 [X] 12 [%] (144.)
200 + (200 X 20%) = 240	200 [C/CE] 20 [%] (240.)
200 - (200 X 20%) = 160	200 [C/CE] 20 [%] (160.)
3 X 4 = 12	(CM)
-) 6 ÷ 0.2 = 30	3 [X] 4 [M+] (M 12.)
- 18	6 [C/CE] 2 [M+] (M 30.)
+) 200	[RM] (M -18.)
182	200 [M+] (M 200.)
	[RM] (M 182.)
	[CM] (182.)

Overflow

An overflow message (E) will be displayed in the following cases.

Further input of numbers and calculations is halted. Clear an overflow with the [C/CE] key.

1. When the integer portion of the result of calculation exceeds 12 digits.
2. When the integer portion of the memory content exceeds 12 digits.
3. When a number is divided by 0. (Ex: 7 ÷ 0)
4. Extracting the square root of a negative number

PAPERLESS PRINTER

The Paperless Printer allows continuous calculations with recall of the last 32 operations.

Operation

1. Press <CALC> <CALC> to enter paperless printer mode.
2. Perform the following sample calculation:

Type	Total
200	0
+300	200
+400	500
-100	900
-200	800
x0.5	600
=	300 (result)

In the paperless printer, no memory calculations are performed.

Editing Paperless Printer Calculation

Both entered numbers and operators (+, -, x, ÷) can be amended.

1. In normal operation, press <▲>, <▼>, <^> and <v> to move the screen pointer to the line to be edited.
2. Edit the item by typing the correct operator and number, which appear on last line of display.
3. Press <ENTER> to confirm change. The result is then recalculated.

Operations can be inserted

1. To insert a line, move the pointer to the line beneath the line to be inserted and press <INS>.
2. Type the new operator and number and press <ENTER> to confirm.

METRIC CONVERSION

The unit can convert nine related types of built in measurements: Inch/Centimeter, Mile/Kilometer, Foot/Meter, US gallon/litre, Imperial gallon/litre, Imperial fluid ounce/millilitre, ounce/gram, pound/kilogram and Fahrenheit /Celsius.

1. Press <CTRL> <METRIC> to access metric conversion menu screen.
2. Press a number 1 - 9 to select conversion item and type number.

3. Press <◀> or <▶> to convert from metric to imperial or imperial to metric. Result will appear on display.
4. Press <CTRL> <METRIC> to perform another conversion.

EXPENSE MANAGER AND REPORT SUMMARY

The expense manager can help you organize business and daily expenses and recall them at any time sorted into different categories in a daily, weekly or monthly time reference.

Expense Information Input

1. Press <EXP. M> <1>.
2. Input date of expense and press <ENTER>.
3. Press (1 - 6) to select type of expense.
4. Input amount of expense and press <ENTER>.
5. Press (1 - 3) to select method of payment.
6. Press <Y> or <N> to record whether you received a receipt.
7. Type any information related to this expense you may want to recall in the future.
8. Press <ENTER> to confirm expense entry and return to step 2 above to input next expense.
9. Press any mode key to exit Expense Manager entry mode.

Retrieving Expense Information

1. Press <EXP. M.> <1>.
2. Input date of expense and press < ^ > and < v > keys to scroll through individual entries.
3. "NO ENTRIES" appears on display if no expenses have been input on a particular date.

Expense Information Editing

1. Press <EXP. M.> <1> and input date of expense item to be edited.
2. Use < ^ > and < v > keys to find individual expense entry.
3. Press <CTRL> <EDIT> to enter edit mode.
4. Input any changes and press < ▼ > to advance to next field within individual expense record to be edited.
5. Press < ◀ > or < ▶ > to change the type of expense and method of payment.
6. Input all required changes following above, and press <ENTER> to confirm.

Deleting Expense Information

1. Access desired expense item to be deleted.
2. Press .
3. Press <Y> to confirm, or <N> to escape.
4. After pressing <Y>, "DELETED!" appears on the display.

Expense Manager Information Report Summary

The expense report summary can be provided in daily, weekly or monthly time period.


1. Press <EXP. M.> <2>.
2. Input first date (actual) at beginning of report period and press <ENTER>.
3. Press 1 (daily), 2 (weekly) or 3 (monthly) to select reporting period.
4. Report summary will be calculated and shown on display.


PASSWORD SECURITY

Password security allows you to keep confidential data in separate protected Telephone, Memo, and Expense Manager directories. The password can be up to 8 characters in length. Switching the secret function on or off will change between the secret and non secret directories.

Be sure to write your secret password in a safe place. If you cannot remember the password there is no way of retrieving it from the unit without resetting the entire unit and losing all other data information in the unit.



Setting the Password (if no password in memory).

1. Press <CTRL> <  >. Display prompts password to be entered.
2. Type your password up to 8 characters in length. Write down in a safe place as a back-up, and press <ENTER> to confirm.

3. The password security key indicator will appear on the display to show the unit is now in secret mode.
4. After inputting secret data, press <CTRL> <  > to exit secret data mode.



NOTE: Secret data registers can only be accessed in secret data mode. While in secret mode, entering non-secret modes turns off the security key indicator on the display. Entering a mode with secret register will illuminate the security key indicator on the display. This indicate the unit is still in secret mode.

Entering Secret Data Mode

1. Press <CTRL> <  > and input password and press <ENTER>.
2. "CORRECT PASSWORD!" appears on the display to confirm secret data mode has been opened.
3. Perform data operations in secret data mode.
4. Press <CTRL> <  > to leave secret data mode.

NOTE: If incorrect password is input, "INCORRECTPASSWORD!!" will appear on the display. After three incorrect attempts, unit will not allow secret password to be entered for approximately 10 minutes.

Changing Secret Password

1. In non-secret mode, press <CTRL> <  > and type in correct password and press <ENTER> "CORRECT PASSWORD" will appear on the display.
2. Press <CTRL> <  > again and input new password.

3. Press <ENTER> to confirm or any mode key to keep old password.
4. After pressing <ENTER>, "PASSWORD IS CHANGED" appears on display.

ADDITIONAL FEATURES

A. Available Memory

You can see the memory used for each mode, and the total free space in the unit.

1. Press <CTRL> <FUNCT> <1>.
2. Press any mode key to escape this mode.

B. Data Deletion

You can erase a large group of data without erasing other important information.

To label data to be deleted, it is necessary to "MARK" the data. Telephone, Memo, Schedule and Expense Manager information can be marked.

To "MARK" data, retrieve the individual records in the abovemodes and press <CTRL> <MARK>. An asterisk (*) will appear next to the marked record.

After marking data, to delete:

1. Press <CTRL> <FUNCT> <2>.
2. Press <Y> to delete all marked data, or <N> to escape.
3. Press <Y> again to confirm data deletion.

TRANSMIT AND RECEIVE DATA BETWEEN UNITS

The organizer can transmit information between other organizer. The following types of information can be exchanged: Telephone Directory, Schedule Information, Memo and Expense Manager. Transmitted information between units must be the same type. For example, Telephone data from the sending unit can only be received as Telephone data in the receiving unit. Secret and non-secret data can be transmitted.

Information received in non-secret mode will be stored as non-secret. Information stored in secret data mode will be stored as secret data, regardless of status in sending unit.

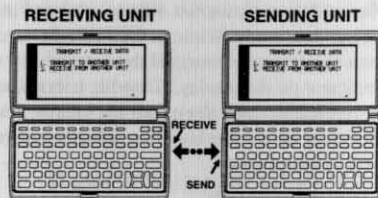
NOTES ON DATA TRANSMISSION

Data can be transmitted between units via infra-red data transfer.

All transmitted data is stored in the receiving unit on a memory space available basis. There is no over writing of identical records previously transmitted.

When the transmission of data is conducted by infra-red communication, it should not be interfered with during transmission. Doing so may disrupt communication between units and invalidate the transmission.

To transmit data by infra-red, the two units must be placed along side each other (almost touching, no gap) per the description below.



CAUTIONS FOR TRANSMISSION

When large amounts of data are to be transmitted, it may take up to 30 minutes for data transmission to be completed. During the data transmission the messages "DIRECTORY ENTRIES ARE BEING TRANSMITTED!" at transmission end and "DATA IS BEING RECEIVED!" at reception end are displayed until the transmission is completed. When data transmission is finished, the message "DATA TRANSMISSION IS COMPLETE" is displayed, indicating the end of transmission. Once data transmission has started, you must wait for transmission to be completed before using the unit to perform other functions. The unit cannot be turned off during transmission.

When this unit is used near an electronic device which generates electronic waves or there may be errors in the data transmission because of interference to reception, and the message "DATA TRANSMISSION IS INCOMPLETE" is displayed. In that case, check the receiving unit to verify which records have been received and transmit unsent items.

Remark: Before sending information from the sending unit, prepare the receiving unit to accept data by following the instructions below under "receiving data".

Press <CI/C> on the transmitting unit to stop the data transmission. After stopping the transmission, the receiving unit will show "DATA TRANSMISSION INCOMPLETE".

To send and receive data, you must first prepare the receiving unit to accept data and immediately transmit data from sending unit once you can see the "DATA IS BEING RECEIVED" message on the receiving unit.

Transmit Individual Record Data

A. Quick Method

1. In data review mode, simply access the record of Telephone, Memo, Schedule or Expense Manager. Be sure the screenpointer is next to the record to be sent.
2. Prepare the receiving unit to receive data (as described on page 30) and press <CTRL> <SEND>.

3. Press <Y> to transmit or <N> to escape.

B. Alternative Method

1. Press <CTRL> <FUNC> <4>
2. Press <1> to transmit data to another unit.
3. Select 1 - 4 to choose which type of information to transmit.
4. Press <1> to transmit a single record. Press <ENTER>.
5. Retrieve record to be transmitted by pressing <▲>, <▼>, <^>, or <v> keys.
6. Prepare receiving unit to receive data and press <CTRL> <SEND>.
7. Press <Y> to send or <N> to escape.

Transmission of Information Directory Data

You can transmit the contents of an information directory.

1. Press <CTRL> <FUNC> <4>.
2. Press <1> to transmit to another unit.
3. Press 1 - 4 to select directory.
4. Press <2>.
5. Press <Y> to transmit information, or <N> to escape.

Receiving Data

To receive information from another unit, do the following:

1. Press <CTRL> <FUNC> <4> <2>
 2. Press <Y> to receive data, <N> to escape.
- After pressing <Y>, display shows "DATA BEING RECEIVED".

REPLACING THE BATTERIES

The "BATT" indicator will appear on the display when the main batteries need to be replaced. The display will also dim. Replace the batteries as soon as possible after BATT indicator appears.

Since data will be destroyed if an error is made when replacing the battery, always make a written record of important data before performing these operations.

When to replace batteries

Please refer to the first page of instructions

Precautions when replacing the battery IMPORTANT!

After inserting new batteries and replacing cover, it is necessary to close the cases of the unit (do not touch any keys) and press RESET at the back case to initialize the unit. Failing to do so may result in reduced performance of unit. Initializing unit will not affect stored data.

If the following instructions are not followed carefully, data may be lost.

- Replace both batteries, not just one.
- Make sure the poles (+,-) of both batteries are in their proper places.
- Do not press any keys accidentally when replacing the battery.

Never replace the power supply batteries and memory backup battery at the same time. User data will be lost immediately if all batteries are removed.

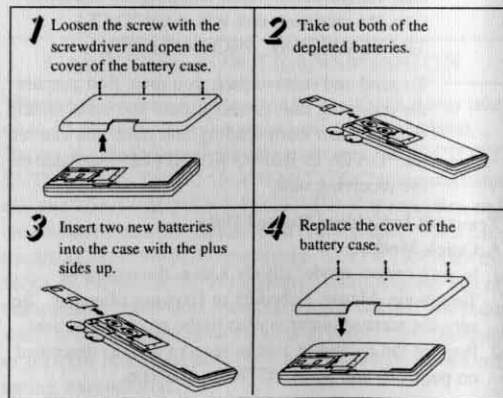
Power supply batteries

Battery : Lithium batteries (Type : CR2025) x 2

Battery life : Approx. 5 months

Be sure to turn organizer off by pressing the <OFF> key before replacing the battery.

After removing the main batteries, DO NOT turn on your Organizer until the new main batteries are installed into the battery compartment.



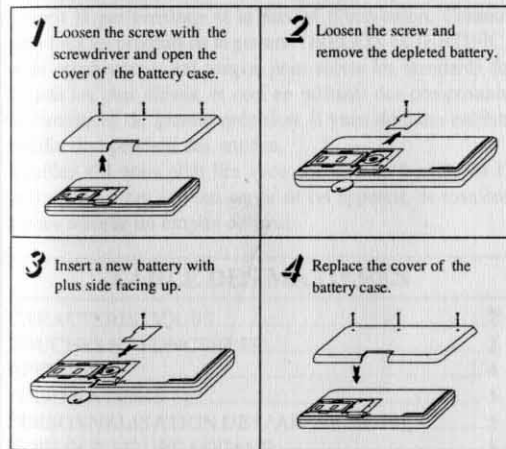
Memory backup battery

Battery : Lithium battery (Type : CR2025) x 1

Battery life : Approx. 3 years

Be sure to turn organizer off by pressing the <OFF> key before replacing the battery.

After removing the main batteries, DO NOT turn on your Organizer until the new main batteries are installed into the battery compartment.



WHAT TO DO IF NONE OF THE FUNCTIONS WORK

There may be extremely infrequent occasions when all of the organizer's keys will stop working due to the effects of strong external noise or a severe physical shock. In this event, reset the organizer, restoring it to its original factory settings. The Reset function does not delete stored use data. However, the stored data is vulnerable to damage if the external noise or physical shock are too strong to interfere the organizer.

Resetting

Press the reset button with a pointed object, such as the tip of a ball point pen.

SPECIFICATIONS

General

Main Component

: CMOS LSI

Memory capacity

: 64KB SRAM

Storage/retrieval of approx. 1500 data items. (Directory function: for entries consisting of 32-character names. Memo function: for memos consisting of 28 characters.

Schedules: for schedule entries consisting of 16 characters.)
(These capacities apply only when all the available memory has been committed to a single function.)

- Number of characters input : Tel : 508 letters, symbols or numbers per data items.
MEMO/SCHED/EXP.M/
ANNIV : 512 letters, symbols or numbers per data items.
- Power Supply : Three pieces lithium battery (CR2025) Main power 2 x 3.0V (CR2025) Back-up battery 1 x 3.0V (CR2025)
- Auto power off : Approximately 5 minutes after last key operation.
- Ambient Temperature Range : 0°C - 40°C
(32°F - 104°F)
- Dimensions : 82 x 158 x 23mm (closed)
(3- 7/32" x 6- 7/32" x 29/32")
165 x 158 x 12mm (opened)
(6- 1/2" x 6- 7/32" x 15/32")
- Weight : Approx. 259 grams with batteries (9.1oz.)