OREGON SCIENTIFIC

OPERATION MANUAL

MODEL EX3501

CONTENTS

INTRODUCTION

Thank you for your purchasing the EX3501 Personal Databank, a handy and easy-to-use device to let you organize your life better.

This manual is prepared to help you get started with the EX3501. Read it thoroughly and try out the various functions. With proper care, your unit will give you years of satisfaction and service.

GETTING STARTED

.   Remove the battery insulation tape at the back of the unit.
.   Gently lift off the cover.
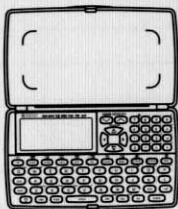
.   Press ON/OFF to turn on the unit. The home time will be displayed.
    (Initial Setting = London)
.   Press ON/OFF to turn off the unit and replace the cover when not in use.

BATTERY

Your unit uses two lithium batteries (CR2032) for general operation and an extra one for memory backup. Replace the main batteries when the low battery indicator lights up. Do the same for the backup battery once a year.
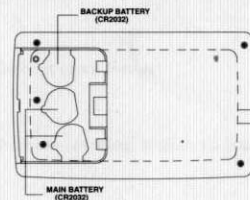
NOTE: Do not remove the main and backup batteries at the same time, as doing so will clear all data from the unit.

KEYS
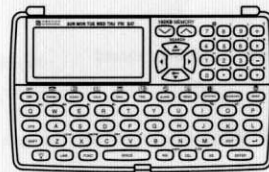
ON/OFF
Turns on or off the unit

PHONE
Changes among telephone directory 1, 2 and 3

SCHED
Invokes the scheduler mode

CALN
Invokes the calendar mode

CALC
Invokes the calculator mode

TIME
Invokes the time mode and switches between home time and world time

ALARM
Invokes the daily alarm mode

MEMO
Invokes the memo and To-Do mode

EXPENSE
Invokes the expense mode

BOOKMARK
Invokes the bookmark mode

ANNIV
Invokes the anniversary mode

SEARCH ∨ AND ∧
Searches for a particular record

INS
Inserts a SPACE at the position of the cursor for editing a record

DEL/C/CE
Deletes a character or file or clears the memory

ARROW KEYS (▶ ◀ ▲ ▼)
Moves the cursor around on the display

MARK
Marks records for data linkage

LOCK (○━)
Enters password protection

EDIT
Edits the displayed record

NUMERIC KEYPAD (0 ~ 9 • ÷ x - + =)
For entering numeric data

SHIFT
Invokes the second function embedded in a button

ENTER
Confirms a selection or action

BACK SPACE (BS)
Deletes a character to the left of the cursor

12/24
Changes between 12-hour and 24-hour clock format

AM/PM
Changes between morning or afternoon (evening) time in 12-hour clock format

DST
Turns on or off daylight saving time (DST)

FUNC
Displays the function menu

CARRIAGE RETURN (↵)
Goes to the next line

EL (☼)
Turns on or off the EL backlight

LINK
Transfers data through the data link function or used with SHIFT to send marked records

DSP
Changes between index list and full record display

COPY
Copies a record

TONE (♪)
Turns on or off the keyboard tone in time mode

INDICATORS ON DISPLAY

▲▼	: SCROLL UP OR DOWN	○━	: PASSWORD
♪▶	: SCHEDULE ALARM	S	: SHIFT PRESSED
♪	: KEYTONE	BATT	: BATTERY LOW
((•))	: DAILY ALARM		

EL BACKLIGHT

Press EL once to turn on the backlight or again to turn it off. When the backlight is on, it will stay so for 20 seconds before going off automatically.

DATA PROTECTION

You can limit access to your secret records by setting a password. To do so,

. Press SHIFT then press ⊙━ .
. Enter password. You can use up to eight alphanumeric characters.
. Press ENTER to confirm. ⊙━ will light up.

Once a password is set, you have to enter the correct password every time before accessing your secret records. Copy and set aside the password in a safe place. Remember, if you forget your password, you will have to reset your unit and start anew, and there is no way to access the secret record.

FUNCTION MENU
(INITIAL SETTING / STATUS)

The function menu lets you check the memory status, change the display contrast, select the display language (English, French or Spanish), change the date format and delete a whole batch of records.

To Invoke The Menu,

. Press FUNC.
. Use ∨ or ∧ to change between the first and second page of the menu.
. Enter the number corresponding to the function you want to select.

To Check The Memory Status,

. Press 1 in the first page.
. Use ∨ and ∧ to change among different pages.
. Press Enter.

To Change The Display Contrast,

. Press 2 in the first page.
. Use ∨ and ∧ to adjust the contrast for better display.
. Press Enter.

To Change The Display Language,

. Press 3 in the first page.
. Press 1 for English, 2 for French or 3 for Spanish.

To Change The Date Format,

. Press 1 in the second page.
. Press 1 for MM/DD/YYYY, 2 for DD/MM/YYYY, or 3 for YYYY/MM/DD.

To Delete A Batch Of Files,

. Press 2 in the second page.
. Use ∨ and ∧ to change among different pages.
. Enter the number corresponding to the batch of records you want to delete.
. Press Y to delete or N to keep.

MAIN FUNCTIONS

[PHONE] TELEPHONE DIRECTORY

To enter a new record,

. Press PHONE to select among directory 1, 2 and 3.
. Enter the name, company, phone numbers, e-mail address, address and note. Each set of records can have a maximum of 504 characters.
. Press ENTER.

To search for a record,

. Press PHONE to locate the right directory.
. Press ∨ or ∧ to find the record.
. Use ▼ or ▲ to select a record from an index list.
. Press DSP to display the full record.
. Wild Card Search is also available.

To edit an old record,

. Locate the record to be edited.
. Press EDIT.
. Enter the new information.
. Press ENTER.

To delete a record,

. Locate the record to be deleted.
. Press DEL.
. Press Y to delete or N to keep.

[SCHED] SCHEDULER

To enter a new record,
. Press SCHED.
. Enter the date and time.
. Press ENTER.
. Enter the note.
. Press ENTER.

An alarm will go off for 20 seconds at the set time and date. Press any key to mute the alarm. A dot will appear on the set day on the calendar to indicate a record has been entered for that day.

To search for a record,
. Enter the date to look for.
. Press $\vee$ or $\wedge$.
. Use ▼ or ▲ to select a record from an index list.
. Press DSP to display the full record.

To change the alarm status,
. Press SCHED.
. Press V (♪) in full record display to turn on or off schedule alarm.

To edit an old record,
. Locate the record to edit.
. Press EDIT.
. Enter the new information.
. Press ENTER.

To delete a record,
. Locate the record.
. Press DEL.
. Press Y to delete or N to keep.

[CALN] CALENDAR

. Press CALN.
. Press $\vee$ or $\wedge$ to find the month.
. Use ▼ or ▲ to locate the desired day.
Dots will appear on the day if it holds any schedule or anniversary records.

To quick-search for a day,
. Press CALN.
. Press EDIT.
. Enter the date, month and year you want to search.
. Press ENTER.

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[CALC] CALCULATOR

. Press CALC.
. Use the numeric keypad to enter numbers. The other calculator keys (MC, MR, M-, M+, %, +/- and $\sqrt{}$) are embedded into the keyboard.
. Use the unit as you would any conventional calculator.

[TIME] HOME AND WORLD TIME

To set the home time,
. Press TIME. The home mark will appear at the lower left hand corner.
. Press $\vee$ or $\wedge$ to locate the city for home time.
. Press EDIT.
. Enter the correct date and time.
. Press ENTER.
Press C (DST) to turn on or off the daylight saving time. To change the date format, press FUNC, SEARCH $\vee$, and 1 and select the date format you want.

To set the world time,
. Press TIME twice. The world mark will appear at the lower left hand corner.
. Press $\vee$ or $\wedge$ to locate the city for the world time.
. Press C (DST) to turn on or off the daylight saving time. Date format is same as local time.

[ALARM] DAILY ALARM

To change the alarm status,
. Press ALARM.
. Press V (♪) to turn the alarm on or off.

To set the alarm time,
. Press ALARM.
. Press EDIT.
. Enter the time for the daily alarm.
. Press X (AM / PM) for am/pm.
. Press ENTER to confirm.

An alarm will go off for 20 seconds at the set time when the daily alarm function is active. Press any key to mute the alarm.

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[MEMO] MEMO

To enter a new memo record,

- Press MEMO to select memo mode.
- Enter the record.
- Press ENTER.

To search for a record,

- Press ∨ or ∧ .
- Use ▼ or ▲ to select a record from an index list.
- Press DSP to display the full record.
- Wild Card Search is also available.

To edit an old record,

- Locate the record to edit.
- Press EDIT.
- Enter the new information.
- Press ENTER.

To delete a record,

- Locate the record.
- Press DEL.
- Press Y to delete or N to keep.

[MEMO] x 2 TO-DO LIST

To enter a new record,

- Press MEMO twice to select the to-do mode.
- Enter the thing to be done.
- Press ENTER.
- Enter the priority level. Press 1 for top priority, 2 for second and 3 for third.
- Press ENTER.

To search for a record,

- Press ∨ or ∧ , or
- Press ENTER to go to the priority field.
- Enter the number of the priority to search.
- prress ∨ or ∧ .

Use ▼ or ▲ to select a record from an index list.
Press DSP to display the full record.

To edit an old record,

- Locate the record to edit.
- Press EDIT.
- Enter the new information.
- Press ENTER.

To delete a record,

- . Locate the record.
- Press DEL.
- Press Y to delete or N to keep.

[EXPENSE] EXPENSES

- Press EXPENSE.
- Press 1 to enter expenses, 2 for a report or 3 to rename the expense items.
- Follow the instructions on screen to complete the operation.

To enter an expense,

- Press 1. EXPENSE at the EXPENSE opening.
- Enter the date for the spending.
- Press ENTER.
- Enter the expense item: meals, hotel, car, phone, fares, tips, misc or others. (You can change these items as explained later.
- Press ENTER.
- Enter the amount.
- Press ENTER.
- Enter the payment type: cash, check, card or other.
- Press ENTER.
- Press Y if you have a receipt or N if you do not.
- Press ENTER.
- Enter the note.
- Press ENTER.

To search for a record,

- Select 1. EXPENSES at the EXPENSE opening.
- Enter the date to look for.
- Press ∨ or ∧ .
- Use ▼ or ▲ to select a record from an index list.
- Press DSP to display the full record.

To edit an old record,

- Locate the record to edit.
- Press EDIT.
- Enter the new information.
- Press ENTER.

To delete a record,

- Locate the record.
- Press DEL.
- Press Y to delete or N to keep.

To retrieve an expense report,

- Select 2. Report at the EXPENSE opening.
- Enter the starting date of the report.
- Press ENTER.
- Enter the ending date of the report.
- Press ENTER.
- Use the ▼ or ▲ to scroll through the report.

To rename the expense items,

- Select 3. Rename at the EXPENSE opening.
- Enter the number corresponding to the item you want to change.
- Press Enter.
- Type over the item. You can enter a maximum of 10 characters.
- Press ENTER.

[BOOKMARK] BOOKMARKS

To enter a new bookmark,

- Press BOOKMARK.
- Enter the name.
- Press ENTER.
- Enter the web site.
- Press ENTER.
- Enter the note.
- Press ENTER.

To search for a record,

- Enter the first or subsequent characters of the bookmark to look for.
- Press ∨ or ∧.
- Use ▼ or ▲ to select a record from an index list.
- Press DSP to display the full record.

To edit an old record,

- Locate the record to edit.
- Press EDIT.
- Enter the new information.
- Press ENTER.

To delete a record,

- Locate the record.
- Press DEL.
- Press Y to delete or N to keep.

[ANNIV] ANNIVERSARIES

To enter a new record,

- Press ANNIV.
- Enter the date.
- Press ENTER.
- Enter the details for the anniversary.
- Press ENTER.

A dot will appear on the set day in calendar mode to indicate a record has been entered for that day.

To search for a record,

- Enter the date to search.
- Press ∨ or ∧.
- Use ▼ or ▲ to select a record from an index list.
- Press DSP to display the full record.

To edit an old record,

- Locate the record to edit.
- Press EDIT.
- Enter the new information.
- Press ENTER.

To delete a record,

- Locate the record.
- Press DEL.
- Press Y to delete or N to keep.

DATA LINKAGE

MARK RECORDS

- Locate the record in their respective function mode.
- Press SHIFT and then press MARK.

To un-mark, press SHIFT and then press MARK again. Note that only marked records can be transmitted using data link when you are in a detailed mode. (All the data is transferred regardless of marks when you are in the opening).

DATA LINK

You can transmit or receive data with a compatible electronic organizer or personal computer. You need:

- A compatible machine
- An optional UUT cable
- A PC link software and PC link cable, if you are communicating with a personal computer

To transmit or receive data,

- Connect the two units using the UUT cable.
- Mark all the records you want to transmit, if using "send marked record." All records are transmitted when you are in the opening.
- Select the same function mode for both units.
- Press LINK.
- Press R first for the receiving unit and then press T for the transmitting unit.

REMARKS

If you try to save, edit, delete or transfer a record of large size, it may require a long period of time.

RESET THE UNIT

Press the reset button with a blunt stylus. This procedure is generally not required unless the unit malfunctions or you want to clear all data and resume factory settings.
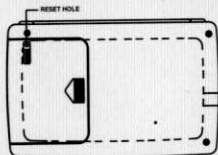
PRECAUTIONS

This unit is engineered to give you years of satisfactory service if you handle it carefully. Here are a few precautions:

1. Do not immerse the unit in water.
2. Do not clean the unit with abrasive or corrosive materials.
3. Do not subject the unit to excessive force, shock, dust, temperature or humidity.
4. Do not tamper with the unit's internal components. Doing so will invalidate the warranty on the unit and may cause unnecessary damage.

5. Only use fresh batteries as specified in the user's instructions. Do not mix new and old batteries as the old ones may leak.
6. Always read the user's instructions thoroughly before operating the unit.

SPECIFICATIONS

MEMORY	:	EX3501L - 48 (48KB)
		EX3501L - 96 (96KB)
		EX3501L - 192 (192KB)
DISPLAY	:	501 ~ 511 Characters (Depending on Mode)
POWER	:	3 Litium batteries (CR2032)
		2 for main, 1 for back-up
BATTERY LIFE	:	Min 6 months
		(Operating 15 mins., EL 20 sec, Alarm 20 sec per day)
AUTO POWER OFF	:	7 mins.
TEMPERATURE	:	0 ~ 40 °C (32 °F ~ 104 °F) for operation
		-20 ~ 60 °C (-4 °F ~ 140 °F) for storage
DIMENSIONS	:	86.5 mm (W) x 140.0 mm (L) x 14.0 mm (H) (Close)
		168.9 mm (W) x 140.0 mm (L) x 11.6 mm (H) (Open)
WEIGHT	:	116.4 g with batteries

-END-