## INTRODUCTION

```
◄                                    ►
♪                                    ☼
                                     AM
((•))                                PM
TO                                   AM
⊶                                    PM
        NAME COMPANY ADDRESS TEL SCHED DIAL
```
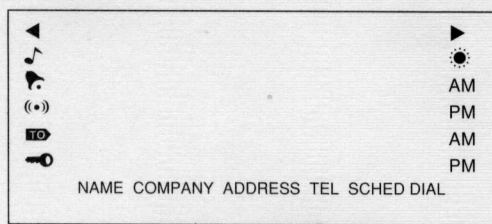
Thank you for purchasing the Oregon Scientific EX-812LEN Personal Electronic Organizer. With it you can store and retrieve personal contact information, appointments, Internet addresses, and personal notes. You can also transfer data between the organizers or a personal computer. The organizer is equipped with a backlit liquid crystal display for easy viewing even in a dark environment.
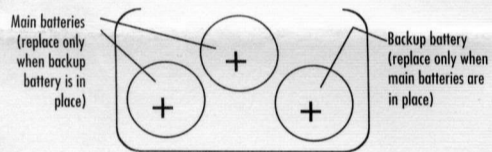
### GETTING STARTED

Your new organizer will be shipped with two strips of battery insulation tape to conserve battery power. To activate your new organizer, pull out the strips.

1) Press lightly on the key latch at the center front of the case to open the cover.

2) Take a moment to examine the keyboard layout to familiarize yourself with the location of the keys.

3) Use the [ON/OFF] key to turn on or off the organizer. To conserve battery power, the organizer will switch off automatically if it is not used for 6 minutes.

4) To get an audible feedback for every key press action, press the ♪ key.

5) Press [HiGlo] to turn on back lighting if necessary.

### CHANGING BATTERIES

The organizer uses 2 x 3.0V lithium cells (CR-2032) as main batteries and another CR-2032 lithium cell to protect memory content when changing the main batteries. When you see "LOW BATTERY" indicator on the display, you should change the main batteries with new ones. Be sure to insert the batteries with the + polarity facing up.

Main batteries (replace only when backup battery is in place)

Backup battery (replace only when main batteries are in place)

Do not remove the main batteries and backup battery at the same time. Doing so will erase all memory contents. While replacing the main batteries, keep the backup battery in place, and vice versa.

### RESETTING THE ORGANIZER

Should the organizer malfunction or the system stops responding you can reset the organizer by inserting a thin pointed object into the Reset opening at the bottom of the case and push gently. You will then see the "RESET? (Y/N)" message on the display. Press Y to reset the organizer.

Then the display shows "DEL SECRET?". If you press [Y], all the secret data will be erased. If you press any other key, secret data will not be erased and the display shows "ERASE DATA?" If you press [Y], all the memory content will be erased. Press any other key to cancel.

**WARNING**: you can reset the organizer without erasing its memory content but if you press [Y] to the "DEL SECRET?" and the "ERASE DATA?" prompts, all the secret data and memory content will be erased.

### SETTING THE CLOCK

The organizer has an internal clock that displays Home Time and World Time. International airport abbreviations to indicate the cities for World Time setting, e.g. LON is London; NYC is New York City; and HKG is Hong Kong.

To set the clock, press [CALEN/W./H.TIME] to display the Home Time and follow these steps:-

1) Press [PROG]. The default city is LON (London). The seconds' digits are flashing.

2) Press the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll through the cities (and their respective time zones). There are 32 cities to choose from.

3) Press [DST] to toggle on/off Daylight Saving

(DST). ☼ will appear on the display when DST is on.

4) Press [12/24] to toggle between 12- and 24-hour display formats. Under 12-hour setting, use [AM/PM] to set the time accordingly.

5) Press the cursor keys (◄ or ►) to set year, month, date and time digit by digit. Use the numeric keys to enter the correct value.

6) Press [ENTER] to store the time setting.

Note: [CALEN/W.H.TIME] toggles between home time and world time views, as well as Calendar view. Use the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll through the cities to view the world time.

### TELEPHONE DIRECTORY

There are three telephone directories to store and group your personal contact information. [BOOK-MARK/PHONE] cycles through Bookmarks and the three directories. Each telephone record has fields in this sequence: Name, Company, Address, Phone 1, Phone 2, Fax/Pager, E-mail and Note. To enter information into the telephone directory:-

1) Press [BOOKMARK/PHONE] twice. If necessary, cycle to a telephone directory you want by pressing [BOOKMARK/PHONE] again.

2) Press [PROG] to start the entry mode. Display shows the amount of available memory (in percentage) and then the prompt for the first field.

3) After entering information for the first field, press [ENTER]. Display shows the prompt for the next field, and so on.

4) Repeat the above steps by entering information for the respective fields. If there is no information for a specific field, keep pressing [ENTER] to move to the next field. Only Name and Company fields must not be empty.

5) After pressing [ENTER] for the last field, "WAIT…" will display when the information is being stored, and then the amount of available memory.

6) Display prompts for the next record. Continue to enter information as above. Or press [PROG] to end the entry mode.

### NOTE

a) You can enter up to 96 characters for the Address field, and 48 characters for the other fields. If needed, press [SYM] to cycle through available symbol characters. Phone 1 and Phone 2 fields accept only – and numbers.

b) The bottom row of display indicates the current field type for Name, Company, Address and Telephone fields.

c) Records are automatically sorted in alphabetical order by Name and Company.

d) Before you press [ENTER] for each field, you can use the cursor keys (◄ or ►) to move back or forth to make corrections.

### DIRECT SEARCH AND SEQUENTIAL SEARCH

You can recall telephone records by either direct search or sequential search. You need to supply the search strings for the Name field for direct search.

1) Press [BOOKMARK/PHONE] twice to choose telephone directory. Press [BOOKMARK/PHONE] again to cycle through the 3 telephone directories if necessary.

2) To search directly the Name field, enter the first few characters to search and press [ENTER].

3) The first matching record is displayed. Otherwise, "NOT FOUND" will appear instead.

4) Press [ENTER] to display the fields of the record in sequence.

You can start sequential search using ∧ and ∨ after you pressed [BOOKMARK/PHONE]. Default is to sequentially search by Name. To search sequentially by Company, press [ENTER] right after you pressed [BOOKMARK/PHONE]. The bottom row of display shows the search type: NAME or COMPANY.

### EDITING TELEPHONE RECORDS

1) Locate the record by direct search or sequential search.

2) Press [EDIT] to enter the Edit mode.

3) Move the cursor with the cursor keys (◄ or ►) and you can type over the fields, or press [INS] to insert characters. Use [DEL] to delete character at the cursor position.

4) Press [ENTER] to edit the next field, and so on. If you press [ON/OFF], [EDIT] or other function keys while in the Edit mode, no changes will be saved.

5) After you have edited all the fields, press [ENTER] once more to exit the Edit mode.

## DELETING TELEPHONE RECORDS

1) Locate the record by direct search or sequential search.

2) Press [DEL] to enter the Delete mode. The display will show "DELETE? (Y/N)".

3) Press [Y] to delete the current record. Press [N] or any other key to return to Display mode.

## CALENDAR AND SCHEDULER

The organizer features a 200 year calendar from January 1, 1901 to December 31, 2099. You can associate schedules to each day with the Scheduler. You can set an alarm time for each schedule. When the Home Time reaches the schedule alarm time, the organizer will sound a 20 second alarm to remind you of the schedule. Even when the organizer is shut off, it will be turned on automatically.

You can press any key to turn off the alarm sound, or toggle the alarm off beforehand by pressing ♪ when in Schedule review mode.

If there is any schedule set already, the display will show ♟.

## SETTING A SCHEDULE

1) Press [ALARM/SCHED] to enter the Schedule mode.

2) Press [PROG] to enter schedule information. The display shows "SCHEDULE?"

3) Enter date (in YYYY-MM-DD format) and time (in HH:MM format). Use the cursor keys (◄ and ►) to scroll through date and time digit by digit.

4) Press [ENTER] to input schedule descriptions at the top row of display. Up to 96 characters are allowed.

5) Press [ENTER] to store the schedule. The display shows the available memory and then prompts "SCHEDULE?" for the next entry.

6) If necessary, repeat the above steps to enter more schedules. Otherwise, press [PROG] or any other function keys to return to Schedule review mode.

## REVIEWING, EDITING AND DELETING SCHEDULES

Schedules are sorted chronologically. To review a schedule, press [ALARM/SCHED] once. Then you can use the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll through the schedules. If ◄ or ► indicators appear on the display, press the cursor keys (◄ or ►) to display additional descriptions about the schedule.

To edit a schedule, first locate it with the method described above for reviewing schedules. Then press [EDIT] to enter the Edit mode and use the cursor keys (◄ or ►) to move the cursor and make changes by typing over the original information. Press [ENTER] to move on to edit schedule descriptions. If necessary, press [INS] to insert a space or [DEL] to delete the character at cursor position. Press [ENTER] again to end the editing and return to schedule review mode.

To delete a schedule, first locate it with the method described above for reviewing schedules. Then press [DEL] to delete the schedule. The display prompts "DELETE? (Y/N)". Press [Y] to delete.

## SETTING OR EDITING A DAILY ALARM

1) Press [ALARM/SCHED] twice to enter the Daily Alarm mode. Top row of display shows "ALARM".

2) Press [PROG] and start typing the alarm time digit by digit. Press [AM/PM] if necessary. Use the cursor keys (◄ or ►) to move back and forth if necessary.

3) Press [ENTER] to store the daily alarm time. The display will show the ((•)) indicator.

NOTE: To turn off the daily alarm sound, press [ALARM/SCHED] twice to enter the Daily Alarm mode. Then press ♪. The ((•)) indicator disappears.

## REVIEWING CALENDAR AND SCHEDULES

The [CALEN/W./H.TIME] toggles between the Calendar and the Calculator. Press [CALEN/W./H.TIME] three times to display the calendar. A whole week is displayed at a time with the current day flashing. Pressing ◄ or ► will move to the previous or next date. Pressing the cursor keys (▲ or ▼) or the search keys (∧ or ∨) moves to the corresponding week in previous or following month.

Dates with schedule set will have a small "o" mark to the right of its display.

## USING BOOKMARKS

Bookmarks are specifically structured to store information about the Internet. A bookmark record has Name, Net Address and Note fields. Each field can contain up to 48 characters.

1) Press [BOOKMARK/PHONE] and then [PROG] to enter the bookmark input mode. The display shows the field name and prompts for entry.

2) Type in information for the first field. Use the cursor keys (◄ or ►) to move back and forth to edit the information, if necessary. Then press [ENTER] for the next field, and so on.

3) Press [ENTER] after the last field will store the bookmark record.

NOTE: All letters, numbers, and [SYM] characters are allowed for all fields. The Name field must not be empty.

## SEQUENTIAL AND DIRECT SEARCH

Press [BOOKMARK/PHONE] and then use the search keys (∧ or ∨) or cursor key (▲ and ▼) to scroll through Bookmark records sequentially. Or enter search strings and then [ENTER] to begin a direct search for bookmarks. Once you've located a bookmark, pressing [ENTER] moves through the bookmark fields.

## EDITING AND DELETING BOOKMARKS

Locate a bookmark either by direct or sequential search. Press [EDIT] to begin editing, or press [DEL] to delete the bookmark. You have to answer the "DELETE? (Y/N)" prompt by pressing [Y] if you're certain about deleting a bookmark record.

## MEMO AND TO-DO

Memo and To-Do are the same types of information storage for you to group them under different categories. Each Memo or To-Do record can store up to 96 characters. The [MEMO/TODO] key toggles between Memo and To-Do modes.

## ENTERING MEMO AND TO-DO

1) Press [MEMO/TODO] to toggle between Memo and To-Do modes. Then press [PROG] to enter the entry mode.

2) Start typing in the information. Use the cursor keys (◄ or ►) to move back and forth to edit the information, if necessary.

3) Press [ENTER] to store the information.

## SEQUENTIAL AND DIRECT SEARCH

Press [MEMO/TODO] and then use the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll through Memo or To-Do records sequentially. Or enter search strings and then [ENTER] to begin a direct search for Memo or To-Do records.

## EDITING AND DELETING MEMO/TODO

Locate a Memo or To-Do record either by direct or sequential search. Press [EDIT] to begin editing, or press [DEL] to delete the record. You have to answer the "DELETE? (Y/N)" prompt by pressing [Y] if you're certain about deleting a Memo or To-Do record.

## SECRET DATA MODE

Secret Data Mode allows you to store confidential data in the Telephone directory, Scheduler, Bookmark, Memo and To-Do modes. You set a password to restrict access to the secret areas.

## SETTING THE PASSWORD

Whenever you try to use Secret Data Mode by pressing [SECRET] under Telephone directory, Scheduler, Bookmark, Memo and To-Do modes, a password has to be entered. The display shows the "PASSWORD?" prompt.

1) If no password has been set, enter a new password up to 8 characters and then press [ENTER]. The display shows the ➞0 indicator.

2) You can then proceed to use the respective functions and every information entered are protected by the password.

3) To exit the Secret Data Mode, press any key except [BOOKMARK/PHONE], [ALARM/SCHED] or [MEMO/TODO]. You will remain in Secret Data Mode by pressing these keys.

4) Since a new password is set, next time you try to access the confidential data you have to enter the exact password to gain access.

## CHANGING THE PASSWORD

1) Enter any function mode that support secret data storage by pressing the corresponding key ([BOOKMARK/PHONE], [ALARM/SCHED], or [MEMO/TODO].)

2) Enter the Secret Data Mode by pressing [SECRET]. Enter the original password and then press [ENTER]. Display shows the ➞0 indicator.

3) Press [SECRET] again and display shows "PASS-WORD?" prompt.

4) Enter the new password and press [ENTER]. From now on the original password has been changed to the new password.

## RESETTING SECRET DATA MEMORY

You should write down the password in a safe place. The secret area cannot be accessed without entering the correct password. If you cannot recall the correct password, you'll have to reset the secret area but all information stored in the secret area will be lost.

1) Use a thin pointed object to push the Reset button at the bottom of the organizer. The display shows "ERASE? (Y/N)". Confirm by pressing [Y].

2) Then the "DEL SECRET?" prompt appears. Press [Y] to confirm.

## USING THE CALCULATOR

You can use the organizer to perform standard arithmetic calculations and memory calculations. The numbers can be up to 10 digits.

To use the Calculator, press [METRIC/CALC]. For standard calculations (+, −, ×, ÷, %, √), press the keys in the order they appear in the arithmetic operation. +/− toggles between positive and negative numbers.

You can use the [M+], [M-], [MC] and [MR] keys for memory operations. Their functions are:

[M+]   to total a calculation and add to the total memory

[M-]   to total a calculation and subtract to the total from the value in memory

[MC]   to clear the value in memory

[MR]   to recall (display) the value in memory

## Example:

| You press | Display | Value in memory |
|---|---|---|
| [4][x][5][M+] | 20 | 20 |
| [2][8][+][2][M+] | 30 | 50 |
| [7][−][2][M-] | 5 | 45 |
| [7][5][+][5][M+] | 80 | 125 |
| [MR] | 125 | 125 |

**Note:** When calculation error occurs, the top row of display will show "E" (for standard calculation) or "M-E" (for memory calculation). Press [C/CE] to clear the error and resume calculator operation.

## UNIT CONVERSIONS

The organizer can convert between the following pairs of measurement units: Celsius/ Fahrenheit; Miles/Kilometers; Fluid Ounces/Milliliters; Gallons/Liters; Ounces/Grams; Pounds/Kilograms; Inches/Centimeters; Yards/Meters.

1) Press [METRIC/CALC] twice. Display shows "DEG C->DEG F".

2) Use the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll to the desired conversion pair.

3) Enter numeric value to be converted.

4) Press ◄ or ► to perform conversion in direction of arrow.

## CURRENCY CONVERSIONS

You can define up to four pairs of currencies to be converted. The pre-programmed pairs are: US$/DM; US$/ ¥; US$/C$; US$/ £. To use currency conversion, Press [METRIC/CALC] three times to enter currency conversion mode. Operations are similar to that of unit conversions.

To set currency names and exchange rates, enter currency conversion mode by pressing [METRIC/CALC] three times.

1) Use the search keys (∧ or ∨) or cursor keys (▲ or ▼) to scroll to the desired conversion pair.

2) Press [EDIT] and then enter new currency names starting with the item on the left.

3) Press [ENTER] to continue the modification of the next item.

4) Press [ENTER] again and the display shows "RATE?" prompt.

5) Input the exchange rate in numeric value and then press [ENTER].

6) You can now perform currency conversion for the edited pair with the new exchange rate.

## DATA TRANSFER

You can transmit or receive memory content to or from another Oregon Scientific EX-812LEN Personal Electronic Organizer (or other Oregon Scientific organizer with the same functions and data transfer capability) with a special unit-to-unit cable. You can also transfer data between the Oregon Scientific EX-812LEN Personal Electronic Organizer and a personal computer with the PC Link DTL388B (optional purchase).

When using the PC Link DTL388B, you should set the Oregon Scientific EX-812LEN Personal Electronic Organizer as a Series K device. Please refer to the PC Link DTL388B operation instruction for details.

To transfer data between two Oregon Scientific series of organizers, connect the two units by inserting the unit-to-unit cable into the PC Port of the respective units.

1) Select the same functions for the two units (press [BOOKMARK/PHONE], [ALARM/SCHED] or [MEMO/TODO].)

2) Then press [LINK] on both units respectively. The display shows "TX.RX.?(T/R)"

3) On the receiving unit, press [R] for receiving. The display shows "RECEIVING…"

4) On the transmitting unit, press [T] for transmitting. The display shows "TRANSMIT…"

Data transfer begins and will automatically stop when transfer is completed.

## NOTE:

a) To transfer single records, you should first locate the specific record at the transmitting unit by direct search or sequential search, then press [LINK] to proceed. Otherwise, all records under the selected function mode will be transferred.

b) When a transmission error occur, the receiving unit will display "ERROR". You should check the cable connection and make sure the same function modes are selected at both units. Then try the data transfer again by repeating the above steps.

c) If the error persists, you may want to reset the units and try again.

d) You can transfer secret data between two units, but the password is not transferred. If you want to store the data as secret data in the receiving unit, you have to enter the secret mode at the receiving unit.

## GENERAL SPECIFICATION

| | |
|---|---|
| Main component | CMOS LSI |
| Memory | 96KB |
| Power supply | Two CR-2032 lithium batteries (Main); and one CR-2032 lithium battery (Backup). |
| Auto power off | Approximately 6 minutes after last key stroke |
| Auto back-lighting off | Approx 20 seconds after last key stroke |
| Amb temp range | 0 °C – 40 °C (32 °F – 104 °F) |