

*Personal
Digital Assistant*

User's Guide

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Notice

Recommendations

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Important Notice

This unit is shipped in “Sleep” mode in order to conserve battery life. To start the unit, it must first be reset. The “reset” button is accessed via the hole above the battery door on the back of the unit.




Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the organizer over and carefully pull the battery insulation sheet to remove it.
2. Press ON/OFF to turn the organizer off.
3. Use a paper clip to gently press the reset button on the back of the organizer.
4. Tap ENTER to reset the organizer.



Selecting a Language

1. Tap  and then tap LANG to the bottom right of the screen.
ENGLISH? appears on the screen.
2. Tap  or  to cycle through the seven available languages: English, Español, Français, Deutsch, Português, Italiano, Nederlands.
3. Tap ENTER when you see the one you want.

When the device is on, press and hold **ON/OFF** for about two seconds to turn the backlight on. Press and hold again to turn the backlight off (RF-8130 only).

About Screen Illustrations

Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning. English is the selected message language for screen illustrations.

Auto-Shut Off

When none of the keys have been pressed for approximately seven minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

Keyboards

ABC/123 at bottom right of screen controls the keyboards. Tap this to toggle between the letter/number keyboards. The Calculator function icons and **SYML** appear only in the numeric keyboard.

Symbols

You can enter 19 symbols such as @, \$, and 34 accented characters such as Ä, É, etc. To enter a symbol or special character when tapping letters, first tap **ABC/123**, then tap **SYML**, then tap ▲ or ▼ to cycle through the 53 available symbols and characters. When you see the symbol or character you want, tap 0-5. Tap **ABC/123** to return to the letter keyboard.

Understanding the Display

Several icons appear on the upper left of the screen to indicate active modes. These are indicator icons only and perform no function when tapped.

Note: ▼ ▲ on the upper left indicates data extending beyond the current screen. Tap ▼ ▲ to scroll up and down and read all the available data.

The bottom half of the screen contains the function icons, directions arrows, letters, numbers and other icons that you can tap to perform a number of functions.

Note: The display is dependent on the mode you are in. For example, the Calculator function keys are displayed only in the Calculator.

Function Icons

The function icons appear in a row beneath the data display.



TEL

Cycles between the Business 1, Business 2 and Personal phone directories.



WWW

Goes to the Internet directory.



TIME

Cycles between Home Time, World Time and daily alarm mode.



CALEN

Toggles between the Calendar and Schedule.



TODO

Toggles between the Todos and Memos.



ANNIV

Goes to the Anniversary directory.

Understanding the Display



Goes to the Expense directory.



Goes to the currently installed book.



Cycles between the Calculator, Metric converter and Currency Converter.



Goes to the Euro Converter.



Goes to the Data Synchronization screen. This is useful only if you have the PC Sync program.

Other Icons



Moves cursor in the indicated direction.



Searches up through records.



Searches down through records.



Enables/disables the alarms.



Enables/disables the keytone.



Goes to the Enter Password screen.











Enters a hard return.



Jumps directly to the e-mail field in a phone record.

Using the Clocks

After a system reset, each time you press **ON/OFF** or tap , you see the Home Time screen. You can perform the following functions in Home Time.

1. Tap  to go to World Time.
2. Tap MD/DM on bottom left of screen to toggle between the month/day and day/month formats.
3. Tap 12/24 on bottom center of screen to toggle between 12- and 24-hour displays for the clock.
4. Tap DST on bottom right of screen to enable/disable daylight savings time.
5. Tap  to enable/disable the keytone.
The keytone is the beep that sounds when you touch the screen.
 on the upper left indicates the keytone is enabled.
6. Tap  to enable/disable the hourly chime.
 on the upper left indicates the hourly chime is enabled.
7. Tap  to go to the Password entry screen.
8. Tap  to start data synchronization with your PC.
9. Tap M.CHK to see the percent of available memory.
10. Tap ▲ ▼ to adjust the LCD contrast.
11. Tap LANG to go to the Language selection screen.
12. Tap EDIT to go to the Home Time edit screen.

Setting Home Time

1. Tap  once to go to the Home Time screen.







2. Tap EDIT.
3. At the city name, tap  or  to cycle through the available city names.

Tap **A-Z** or **0-9** to edit a city name. This will be your Home city.

Tap **ABC/123** at the bottom right of the screen to toggle between letter and number input.

You can edit the city, month, day, year, hour and minute in that sequence.

Tap     to move the cursor in the indicated direction.

4. Tap 0-9 to edit the year, day and month.

Using the Clocks

5. Tap 0-9 to edit the hour and minute.

Tap **AM/PM** at bottom center of screen to toggle between a.m. and p.m. in the 12-hour format.

6. Tap **ENTER** at bottom right corner of screen to store the time.

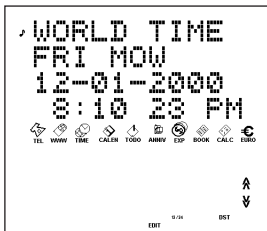
Seconds are updated automatically.

If you enter an invalid time, you will be prompted for a correction.

Viewing World Time

You must set your home time before viewing World Time. There are 43 built-in cities. The list is available at the end of this User's Guide.

1. Tap **TIME** twice to go to World Time.




2. Tap or to cycle through the available city times.



Tap **12/24** at bottom of screen to toggle between the 12- and 24-hour time format.

Using the Clocks

Tap **DST** on bottom right of screen to enable/disable daylight savings time.

3. Tap  **twice to return to Home Time.**

Setting the Daily Alarm

When the set time is reached, the alarm sounds for 20 seconds. Tap any key other than  to activate the snooze function and stop the sound. When the snooze function is activated, the alarm sounds every eight minutes. Tap  to stop the sound and deactivate the snooze function. To set the daily alarm, do the following:

1. Tap  **three times to go to the Daily Alarm.**


2. Tap **EDIT** at bottom of screen.


Tap **0-9** to edit the hour and minute.

Tap ◀ ▶ to move the cursor in the indicated direction.

Tap **AM/PM** at bottom of screen to toggle between a.m. and p.m.

3. Tap **ENTER** at bottom right of screen to store your settings.

4. Tap  on bottom left of screen to disable/re-enable the daily alarm.

 on upper left indicates the daily alarm is enabled.



Entering a Phone Record

There are three telephone directories: Personal, Business 1 and Business 2. Each directory has 10 fields in which to enter data. The fields appear in the following sequence: Name, Company, Address, Home phone, Work phone, Fax, Cellular, Pager, E-mail and Notes. Each field has a character limit. Please see table below.

Field	Character Limit
NAME	40
COMPANY	18
ADDRESS	80
HOME PHONE	18
WORK PHONE	18
FAX	18
CELLULAR	18
PAGER	18
EMAIL	40
NOTE	60

To enter a phone record, do the following:

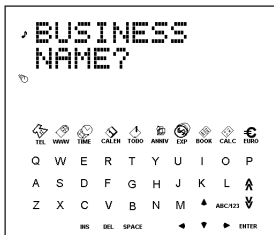
1. Tap  TEL to go to the Business 1 phone directory.

Tap  TEL again to go to the Business 2 phone directory. Tap  TEL a third time to go to the Personal phone directory.

2. Tap A-Z to enter a name.

Name is the first field. You MUST enter a name if you want to save the record.

Entering a Phone Record



Tap **ABC/123** to toggle between the letter/number keyboards.

Tap **SYML** to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character. The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

3. Tap **ENTER** to enter data in each successive field.


You need not enter data in every field.

Notes is the last field.

4. Tap **ENTER** in the Notes field to save the record.

Entering a Schedule record

There are five fields in the Schedule: Start Date, Start Time, End Date, End Time, Description. You can set a Schedule alarm which sounds for 20 seconds. You can enable/disable the alarm, and stop the sound at any time. To enter a Schedule record, do the following:

1. Tap  **twice.**
2. Tap **0-9** to go to the **Start Date** field.
3. Tap **0-9** to enter a **Start Date.**


The date format is what you set in Home Time.


You **MUST** enter a Start Date if you want to save the record.

Tap ◀ ▶ to move the cursor left or right.

4. Tap **ENTER** to enter data in each successive field.

You need not enter data in every field.

At the Start time field, tap  to enable the Schedule alarm.

 on the upper left indicates the Schedule alarm is activated.

At the Start Time and End Time fields, tap **AM/PM** at bottom of screen to toggle between a.m. and p.m. in the 12-hour format.

If you enter an invalid date or time, you are prompted for a correction.

Entering a Schedule record

Message is the last field. You can enter up to 512 characters in this field.

Note: In the date and time fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

5. Tap **ENTER** to store your data.

Using the Calendar

1. Tap  **CALEN**.

2. Tap ▲ or ▼ to move to a different month.

3. Tap ▲ ▼ ◀ or ▶ to move to a different day, week or month, by day.

The active date blinks on the screen.

Entering a Todo

There are four fields in the Todo book: Date Due, Message (description), Date Done and Priority. You can set priority levels of one to three. To enter a Todo record, do the following:

1. Tap  **once.**

2. Tap **0-9 to go to the Date Due field.**

3. Tap **0-9 to enter the due date for the Todo.**

The date format is what you set in Home Time.

You **MUST** enter a due date if you want to save the record.

If you enter an invalid date, you are prompted for a correction.

Tap ◀ ▶ to move the cursor left or right.

4. Tap **ENTER to go to the Message field.**

You can enter a maximum of 108 characters.

Entering a Todo

Note: In the date and priority fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

5. Tap ENTER to go to the Date Done field.

Tap **0-9** to enter the completed date.

6. Tap ENTER to go to the Priority field.

Tap **1-3** to set a priority level for your todo.

7. Tap ENTER to store your data.

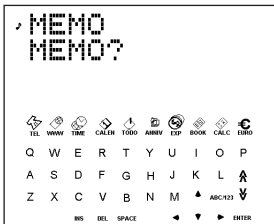
The Todos are sorted by the due date.

Entering a Memo Record

Each Memo record consists of a Message field in which you can enter a maximum of 512 characters.

To enter a Memo do the following:

1. Tap  twice.



2. Tap any key to begin entering your memo.

3. Tap A-Z or 0-9 to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

4. Tap **ENTER** to store your record.

Entering an Internet Record

Each Internet record has three fields: Message (description), Internet (address) and Note. You can enter descriptions of your favorite websites, the addresses and a note. You can enter a maximum of 108 characters in the Message and Note fields and 80 characters in the Internet field. To enter an Internet record, do the following:

1. Tap  **www** .

2. Tap any key to go to the Message screen.

3. Tap **A-Z** or **0-9** to enter your description.

You must enter data in this field if you want to save the record.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

4. Tap **ENTER** to go to the Internet (address) field.

5. Enter the internet address and tap **ENTER** to go to the Note field.

Enter a note if you want.

6. Tap **ENTER** to store the data.

Entering an Anniversary

Each Anniversary record consists of a Date field and a Message field. To enter an Anniversary do the following:

1. Tap  **ANNIV**.

2. Tap **0-9** to go to the Date field.

3. Tap **0-9** to enter the anniversary date.

The date format is what you set in the Home Time, without the year.

You **MUST** enter a date if you want to save the record.

Tap ◀ ▶ to move the cursor left or right.

4. Tap **ENTER** to move to the Message field.

You can enter a maximum of 108 characters.

You need not enter data in the message field.

Note: In the Date field, only the numbers keyboard is available. In the Message field, tap **ABC/123** to toggle between the letters/numbers keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

5. Tap **ENTER** to store your data.

Entering an Expense

Each Expense record consists of the following fields: Date, Expense Type, Payment Type, Amount and Notes. To enter an Expense do the following:

1. Tap  .

2. Tap 0-9 to go to the Date field.

3. Tap 0-9 to enter the expense date.

The date format is what you set in the Home Time, without the year.

You MUST enter a date if you want to save the record.

Tap ◀ ▶ to move the cursor left or right.

4. Tap ENTER to move to the Amount field.

Tap 0-9 and . to enter your amount. Tap → to erase the last entered digit.

5. Tap ENTER to move to the Expense Type field.

Use ▲ ▼ to cycle through the eight expense types. Stop when you reach the type you want.

6. Tap ENTER to move to the Payment Type field.

Use ▲ ▼ to cycle through the Payment types. Stop when you reach the type you want.

7. Tap ENTER to move to the Notes field.

Entering an Expense

You can enter a maximum of 108 characters.

You need not enter data in the Note field.

Note: In the Date and Amount fields, only the numbers keyboard is available. In the Notes field, tap **ABC/123** to toggle between the letters/numbers keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.



8. Tap ENTER to store your data.





Searching and Editing Records



Phone, Memo and Internet records are sorted alphabetically. Schedule and Todo records are sorted chronologically. You can search for them either directly or sequentially. You can review your records, edit them or delete them.





Searching for a Record

Tap the icon of the directory you want to search.

Tap  or  to view the records in the order they appear.


In the Telephone, Memo and Internet directories, enter the first few letters of a record then tap  or  to find it quickly. The first record starting with the input letters is displayed if it exists. You can then tap  or  to view other matching records. If no matching record is found, “**NOT FOUND**” is displayed.

You can also do a wildcard search using *. For example, to find all the records ending in “ant”, tap **SYML**, then tap  or  repeatedly until you see *, tap the corresponding number, then enter “ant”.

Tap  or  to display the first record ending in “ant” if it exists. You can then tap  or  to view other matching records.

Note: Only records matching the entered keywords or wildcards are displayed.

Viewing a Record

1. Find the record you want to view as described above.
2. Tap ▲ ▼ to view other fields in the record.
Empty fields are not displayed.
In a phone record, tap  to go directly to the e-mail field.

Editing a Record

1. Find the record you want to edit.
To learn how, read “Searching for a Record”.
2. Tap **EDIT** on bottom center of screen.
Edit your records just as you entered them.
3. Tap **ENTER** to go through the fields in the record.
4. Tap **ENTER** in the last field to store the edits.

Deleting a Record

1. Find the record you want to delete.
To learn how, read “Searching for a Record”.
2. Tap **DEL** on bottom center of screen.
3. Tap **ENTER** to confirm the deletion.
Tap any other icon to cancel the deletion.

Using a Book

You can use your organizer to spell check, find thesaurus entries, translate or find phrases for a word. The RF-8120 includes the Spell Checker and Foreign Language Phrase Book. The RF-8130 includes the Spell Checker, Foreign Language Phrase Book, Thesaurus and Bilingual Translator.

1. Tap  **BOOK**.



Tap **LANG** to switch the direction of the translator or phrase book.

2. Tap **ENTER**.

3. Tap **A-Z** to enter a word.

4. Tap **ENTER**.

5. Tap  or  to scroll.

If the word you entered is not found, you see the closest match. Tap  or  to scroll and see other possible matches.

Using the Calculator

Making a Calculation

1. Tap  **CALC** once.

The numeric keypad appears.

2. Tap **0-9**, **.** or **+/-** to enter the numbers you want.

You can enter a maximum of 10 digits.

3. Tap **+**, **-**, **x** or **÷** to perform an addition, subtraction, multiplication or division.

Tap  to erase the last entered digit.

Tap  to calculate the square root.

4. Enter another number.

5. Tap **=** on bottom right of screen to do the calculation.

Or tap **%** to calculate the percentage.

6. Tap **C/CE** on bottom left of screen to clear the calculations.

Note: If there is an error or overflow, **E** is displayed on the screen and you will not be able to do any further calculations. Tap **C/CE** to clear the error screen and return to the Calculator.

Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.
2. To add the number on the screen to the number stored in memory, tap **M+** on lower left of screen.

To subtract the number on the screen from the number stored in memory, tap **M-** on lower left of screen.

M appears on the screen to indicate the number is stored in memory.

Note: The number is retained in memory even when you turn the unit off.

3. To retrieve the number from memory, tap **MRC** once.
4. To clear the memory, tap **MRC** twice.

Using the Converters

There are three converters: Metric, Currency and Euro.

Doing Metric Conversions





Use the Metric converter to do any of the eight built-in conversions.

INCH	↔	CM
YARD	↔	M
MILE	↔	KM
C	↔	F
FT	↔	M
OZ	↔	GRAM
LB	↔	KG
GAL	↔	L

1. Tap  twice to enter the Metric converter.

You go to the first conversion screen.

The conversion rate is displayed to the right of the screen.

2. Tap  or  to cycle through the available conversions.
3. Stop when you see the one you want.
4. Tap   to select the conversion direction.


Using the Converters

Note the rate change on the right.

5. Tap **0-9** to enter the numbers you want.
6. Tap **ENTER** to do the conversion.

Setting Currency Rates

Once you set currency rates, you can do currency conversions. You can set four currency rates. The default currency settings are USD \longleftrightarrow USD and the default rate is 1. To set a conversion rate, do the following:

1. Tap  **CALC** three times to enter the **Currency converter**.

You see the first conversion screen.

2. Tap **EDIT** on the bottom center of the screen.

The first letter on the left flashes.

3. Tap **A-Z** to enter an abbreviation first for the currency name on the left, then for the currency name on the right.

You can enter a maximum of 3 letters for each name.

Tap **◀ ▶** to move the cursor.

4. Tap **ENTER** to edit the rate.

Tap **→** to erase previously entered digits.

Using the Converters

5. Tap 0-9 and . to enter a rate.

You can enter a maximum of six digits including a decimal point.

6. Tap ENTER to save the setting.

7. Tap to go to the next conversion screen.

Once you set your currencies and rates, you can do currency conversions in the same way you do metric conversions.

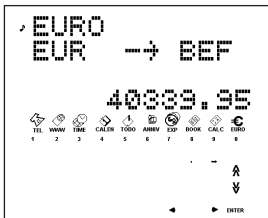
Doing Euro Conversions

Use the Euro converter to do any of the 11 built-in conversions. Note that the rates are set and cannot be changed. In the table below, the rate shown is that for 1 Euro.





Currency	Display	Rate
Belgian Francs	EUR ↔ BEF	40.3399
German Marks	EUR ↔ DEM	1.95583
Spanish Pesetas	EUR ↔ ESP	166.386
French Francs	EUR ↔ FRF	6.55957
Irish Pounds	EUR ↔ IEP	0.787564
Italian Lire	EUR ↔ ITL	1936.27
Luxemburg Francs	EUR ↔ LUF	40.3399
Dutch Guilders	EUR ↔ NLG	2.20371
Austrian Schillings	EUR ↔ ATS	13.7603
Portuguese Escudos	EUR ↔ PTE	200.482
Finnish Marks	EUR ↔ FIM	5.94573

Using the Converters

1. Tap EURO.



You see the first conversion screen.

2. Tap  or  to find the conversion you want.
The rate is displayed to the right of the screen.
3. Tap   to change the direction of the conversion.
4. Tap 0-9 and . to enter the number you want.
5. Tap ENTER to convert.

Installing the PC Sync

Your CD includes a README file (English only) which contains detailed instructions on how to use your PC Sync. You can synchronize your MS Outlook® 97/98/2000 files with your handheld organizer using this program.

Please note that the program has the following system requirements:

- IBM® compatible Pentium® class PC or higher
- Windows 95, 98, Me or 2000 (English version)
- 64 MB RAM
- 256 Color VGA Monitor
- 30 MB hard disk space
- CD-ROM drive (for installation)
- One free serial communications (COM) port
- Mouse or other pointing device

Do the following to install the PC Sync on your personal computer.

- 1. Go to Start|Run.**
- 2. Type d:\setup and press ENTER.**
- 3. Follow the instructions on the screen.**

The default drive for the CD ROM is **d:**. If your CD-ROM drive letter is different, then replace **d:** with the letter you designated for your CD-ROM drive.

To start your PC Sync Program, do the following:

- 1. Go to Start|Programs|PC Organizer.**
- 2. Click on PC Organizer.**

Transmitting or Receiving Records

Connecting the Serial Cable

Before you can transmit or receive records you need to do the following:



1. Turn your personal computer off.
2. Connect the 9-pin plug of the PC Sync cable into a free communications (COM) port.

3. Connect the single-pin plug of the cable into the PC PORT hole on the bottom of your handheld organizer.

Confirming the Configuration of the PC Sync Software

On your PC, go to **Start|Programs|PC Organizer** and click **PC Organizer**.

Note: The first time you open PC Sync you are asked to name a folder.

1. **Type the folder name in the first field.**
You may select any name of your choice.
2. **Type the directory path to the folder in the second field, if necessary.**
3. **Select your model number from the drop-down menu under Model.**

4. Click OK.

Note: To name a new folder at any time, go to **File|New** in the PC Sync menu bar and follow the above steps. To open a different folder at any time, go to **File|Open**.

Setting your Communication Port

1. Click **Setup|Comm Port Setup**.
2. Click the check box of the port you want to use.

Synchronizing Data With PC Sync

When you synchronize your data, records that were deleted either in your handheld organizer or PC Sync will be deleted in both. New records added in either, will now be added in both. Edited records will be updated in both. If you edit the same record in both your handheld organizer and your PC Sync, copies of both records will be retained.

Warning! The initial transfer of data **MUST BE** an Import or an Export. Synchronize is to be used **ONLY** to merge information between the PC and the unit. Also, Synchronize is not to be used for one-way transfers. Failure to follow these instructions can result in corruption and/or loss of data.

1. **Make sure the cable is connected securely to both the PC and the handheld organizer.**
2. **In the PC Sync, click File|Sync with Organizer on the menu bar.**

Transmitting or Receiving Records

3. Tap  on your handheld organizer until the Home Time screen appears.

4. Tap  on your handheld organizer to enter the data communication mode.

SYNC? appears on the display.

5. Tap **ENTER** to start synchronization.

During synchronization, you will see the following messages:

Sending... this means your handheld organizer is transmitting the data necessary for synchronization.

Receiving... this means your PC has processed the data and is transmitting back the data necessary for synchronization.

OK! this means synchronization is complete.

After two seconds, your handheld organizer will return to the initial display mode.



WARNING! Once you transfer data between your handheld organizer and the PC, they become a matched pair. Should you try to synchronize data between your handheld organizer and a different PC, your data is likely to be corrupted. It is best to synchronize between a single matched pair.

Transmitting or Receiving Records




Note: You cannot send or receive a single directory between your handheld organizer and PC Sync. You can send either a single record or all the directories.

Warning! When you transfer all directories, your old records at the receiving end will be overwritten. If you wish to retain records unique to your handheld organizer or PC Sync, choose Synchronization instead of Import or Export.

Sending A Single Record to the PC

1. Click  (IMPORT) or File|Import from Organizer on the PC Sync.
2. Find the file on your handheld organizer you wish to transmit to your PC.
3. Tap  to enter the data communication mode. TX? appears on the display.
4. Tap ENTER to start the transmission.
The record will be added to PC Sync as a new record.




Sending All Records to the PC

1. Click  (IMPORT) or File|Import from Organizer on the PC Sync.
2. Tap  on your handheld organizer until the Home Time screen appears.
3. Tap  to enter the data communication mode.
4. Use ▲ or ▼ to select TX?.
5. Tap ENTER to start the transmission.

Receiving a Single Record from the PC

1. In the PC Sync, select the record you wish to transmit.

The selected record is outlined in the list.

2. Click  (EXPORT) or File|Export to Organizer on the PC Sync.
3. Tap  on your handheld organizer until the Home Time screen appears.
4. Tap  to enter the data communication mode.
5. Use ▲ or ▼ to select RX? and then tap ENTER to start receiving the data.

The record will be added to your handheld organizer as a new record.

Receiving All Records from the PC

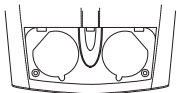
1. Click **File|Export All to Organizer** on the PC Sync.
2. Tap  on your handheld organizer until the Home Time screen appears.
3. Tap  on your handheld organizer to enter the data communication mode.
4. Use ▲ or ▼ to select **RX?** and then tap **ENTER** to start receiving the data.

Password Protection: You can set or change your password for the current folder in your PC Sync by clicking on **File|Password** and entering an alphanumeric password of up to 8 characters. It is recommended that you write your password down and keep it in a safe place. **WARNING:** If you lose your password you will not be able to open the folder and you will lose all your data.

You can change and delete your password at any time. Open the desired folder, click on **File|Password**, enter your new password and verify it to change your old password. To remove your password, click **OK** without entering a password.

Replacing the Batteries

This organizer uses two CR-2032 lithium batteries.



When you find the display becomes dim, please change the batteries.

Note: Replace both batteries at the same time.

Follow these steps to change the batteries. Before you follow these steps you should have a small Phillips screwdriver and the new batteries at hand.

1. Turn the organizer off and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the cover.

Do not remove the screws at the sides of the organizer.

3. Remove the old batteries and quickly replace them with the new ones, with the positive (+) side up.
4. Replace the battery cover.



Warning! When you next turn on the organizer, if **RESET?** is displayed, **DO NOT** tap **ENTER** unless you want to delete all previously entered data. Tap any Function Icon instead.

Using a Password

You can lock your handheld organizer so that only the Clock, Calculator and Converter can be used without supplying the password. **Note:** You do not need to set a password to use this organizer.


Warning! Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your handheld organizer. To bypass the password, you will have to perform a system reset, which will clear the password but will also erase all the data stored in memory. To learn how to perform a system reset, read "Getting Started."

Setting a Password

1. Tap  to go to Home Time.
2. Tap .
3. Enter a password.

You can use a maximum of 6 digits.

4. Tap **ENTER** to store your password.

 is displayed on the upper left to indicate your handheld organizer is locked.

Accessing Password Protected Data

When your password is activated, you have to unlock your handheld organizer in order to access the phone records, schedules, todos, memos, anniversary and expense records.

Using a Password

To unlock your handheld organizer, do the following:



1. Tap  **TIME** to go to Home Time.
2. Tap  or tap  ,  ,  ,  ,  , or  .
3. Tap your current password and tap **ENTER**.

If you enter the wrong password, "OPEN ERROR" is displayed on the screen and you are again prompted to enter your password.

Once you enter the correct password, you can enter new data or view existing data.

Note: The unit automatically locks when your handheld organizer is turned off.

Changing or Deactivating the Password

1. Unlock your handheld organizer.
2. Tap  **TIME** to go to Home Time.
3. Tap .
4. To change your password, enter a new password, then tap **ENTER**.

To deactivate your password, tap **ENTER** without entering a password.

This unit may change operating modes due to Electro-static discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF or by removing/replacing batteries.

Specifications

• Model: RF-8120 • Size: 10.4 X 8.0 X 1.17 cm
• Weight: 2.8 oz • Battery: 2 CR-2032 Lithium
Storage Capacity: 384 K
ISBN: 1-56712-694-4

• Model: RF-8130 • Size: 10.4 X 8.0 X 1.17 cm
• Weight: 2.8 oz • Battery: 2 CR-2032 Lithium
Storage Capacity: 768 K
ISBN: 1-56712-695-2

Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

FOR HOME OR OFFICE USE

Customer Support in U.S. (609) 386-8997

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Contacts

For registration and sales call 1-800-266-5626 (U.S. only) or visit us at www.franklin.com. Please have your product number (**RF-8120** or **RF-8130**) and date of purchase handy when you call to register. For customer service call 609-239-4333. For technical support call 609-386-8997.

FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

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ATTN: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NJ 08016-4907

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This product, excluding batteries, is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault.

Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

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