# SHARP.

## EL-6091

**ELECTRONIC ORGANIZER**
**ORGANISEUR ÉLECTRONIQUE**
**ORGANIZADOR ELECTRÓNICO**

OPERATION MANUAL
MODE D'EMPLOI
MANUAL DE MANEJO

# NOTICE

- SHARP 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, SHARP 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.

- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, loss or alteration of stored data, etc.

- The information provided in this manual is subject to change without notice.

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# CONTENTS

# PART NAMES



① RESET switch
② Power ON/Clear/Clear entry key
③ Power OFF key
④ Cursor movement keys
⑤ MODE keys
⑥ SEARCH keys

The following notations are used for key operations.

$\overset{CM}{\boxed{A}}$ → $\boxed{CM}$ : Clear memory
　　　→ **A** : Letter "A"

$\overset{EDIT}{\boxed{Z}}$ → $\boxed{2nd}\boxed{EDIT}$ : Perform editing
　　　→ **Z** : Letter "Z"

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The blue colored keys are operated by pressing 2nd and appropriate key.

# Display Symbols

**\***: Indicates that the recalled listing is secret.

**←→** : More information exists in the
**↑↓** direction indicated by the symbol. (Press ◁, ▷, ◁, or ▽ to display the information).

**A**: Indicates that alphabetic letters and symbol characters can be entered. Pressing 2nd N↔A clears "**A**", allowing you to enter numbers.

**R**: Indicates that remark information for the telephone listing is displayed.

**E-mail**: Indicates that the E-mail address for the telephone listing is displayed.

**CAPS**: Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "**CAPS**" off by pressing CAPS.

**■-** : Secret listings can be accessed.

**2nd**: Indicates that 2nd has been

pressed.

➤☐ : Indicates that the daily alarm has been set.

**AM:**
**PM** Indicates that the clock is set in the 12-hour format.

♫: The schedule alarm(s) that have been set will sound.

*NOTE*

- In this manual, only the symbols necessary for explanation will be shown.

# USING THE ORGANIZER FOR THE FIRST TIME

Be sure to perform the following operations before using the Organizer for the first time.

1. Press the **RESET** switch twice.
   - Press the **RESET** switch with a ball-point pen or similar object.
     Do not use an object with a breakable or sharp tip.
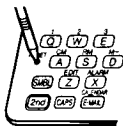
2. Press [2nd] [ENTER].

   ```
   TEL1:NAME ?
   ```

   - The Telephone mode entry prompt will appear to allow you to enter a telephone listing.

## When Abnormal Conditions Cause a Malfunction

If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may

occur in which no keys (including $\frac{\text{C·CE}}{\text{ON}}$) will respond. If this happens, press the **RESET** switch on the left side.

If an error occurs internally, "DATA PROB- LEM" and "PRESS RESET" are displayed alternately. Clear all memories by perform- ing the above steps.

# ENTERING CHARACTERS

Alphanumeric letters and symbols can be entered into the dot display area (top row). Numbers and some alphabetic letters (only C and F) are entered into the segment display area (middle and bottom row).

## (1) Entering Numbers and Letters

Press [2nd] and [N↔A] to switch the entry between alphabetic letters and numbers. When "🄰" is displayed on the left, alphabetic letters can be entered.
To switch between uppercase and lowercase letters, press [CAPS].
When "**CAPS**" is displayed on the left, uppercase letters can be entered.
Press the desired number or letter key after selecting above mentioned entry mode. In this manual, operating examples are described with the setting of "CAPS" on.

## (2) Entering Symbols

The 19 symbols shown below can be

entered. Press `SMBL` until the desired symbol appears.

ﾖ／＿＾～'＆！？（）→←‡＊＄£¥°

*NOTES*

- @ can be recalled in rotation after °.
- Press `2nd` `SMBL` to recall the symbol in reverse order.

# Making Corrections

Move the cursor to the number or letter to be corrected. Enter the correct number or letter to replace the previous one.

## (1) Cursor

The cursor (_ or ■) indicates the position for entry of a character or a number. Move the cursor with `◁`, `▷`, `△`, or `▽`.

## (2) Inserting characters

Each time `INS` is pressed, a space is inserted at the cursor position to allow you to enter a character.

## (3) Deleting characters

Press `DEL` to delete the character at the cursor position.

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# CLOCK MODE

The Organizer has both Home and World clocks.

## 1. Setting the Home Clock

### (1) Setting and changing the Home city

Set your local city as the Home city by selecting its zone number.

Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

The names and zone numbers of 27 cities are stored in the Organizer's memory. (Refer to page E20)

1. Press 🔘 once or twice to display the Home clock.

```
NEW YORK
  1998- 1- 1
     0:02 20
```

- The home clock displays the time in the bottom row.
- The default Home city after initializing the Organizer is New York.
2. Press [2nd] [EDIT] to enter the edit mode.
   - "18" on the display indicates the time zone.
3. Press [∨] or [∧] to display the desired city name from the cities stored in the Organizer.
4. Press [ENTER] to set the Home city.

*NOTES*

- Some city names are abbreviated on the display as follows:
  HONG KONG . . . . . . . . HONGKONG
  NEW DELHI . . . . . . . . . DELHI
  RIO DE JANEIRO . . . . RIO
  LOS ANGELES . . . . . . L.A.
  ANCHORAGE . . . . . . . ANC.
- For zone numbers 0, 14, and 15, the city name display is blank.

## (2) Setting and changing the date and time

**Example:**

Set the date and time to February 10th, 1998, 10:08 PM in New York.

1. Press 🛞 once or twice to display the home clock.

```
NEW YORK
   1998- 1- 1
      0:05 35
```

2. Press [2nd] [EDIT].

```
NEW YORK   18
   1998- 1- 1
     _0:05 38
```

   • The cursor starts to flash.

3. Press ⟨▲⟩ to move the cursor to the middle row and enter the date.

   **19980210**

   • Enter the year and two digits each for both month and date. Seconds are reset to 00.
   • To change only the time (not year, month, or date), this step can be omitted.

4. Press [12◄►24] to select the 12-hour or 24-

hour clock.
- The display switches between them every time 12⟷24 is pressed. "**AM**" or "**PM**" is displayed for the 12-hour clock. For this example, set the 12-hour clock.
5. Enter the hour and minute.
   PM 1008
   - Enter two digits each for both hour and minutes.
6. Press ENTER. The clock begins to count the seconds.
   - If an invalid year, month, date, or time is entered, "■■ ERROR !■■" will be displayed momentarily when ENTER is pressed. Enter the proper value and press ENTER again.

*NOTES*

- The built-in calendar extends from January 1st, 1901, to December 31st, 2099.
- When the time is set on the 12-hour basis, noon and midnight change as below:
   11:59 AM → 12:00 PM (noon) → 12:59 PM → 1:00 PM → 11:59 PM → 12:00 AM (midnight) → 12:59 AM → 1:00 AM → 11:59 AM...

# 2. Using the World Clock

The time anywhere in the world can be checked by selecting its zone number. The default city for the WORLD time is London.

## (1) Displaying the World clock

Press 🌐 once or twice. Each time you press 🌐, the clock will alternate between the home and world clocks.

```
LONDON
 2-11   3:10ᴬᴹ
[   5:00]
```

"[5:00]" indicates the time difference from the Home city.

## (2) Changing the city for the World clock

Once a city is set for the World clock, the time in that city will be displayed whenever World clock is selected.

1. Press 🌐 once or twice to display the World clock.
2. Press 2nd EDIT to enter the edit mode.
3. Follow the procedure for "Setting and

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changing the Home city" (from step 3) on page E10.

## (3) Registering a city name not found in the list

### Example:

Register the city for the World clock to Rome (Rome is in zone number 12, but is not included in the city list):

1. Press ⌨ once or twice to display the World clock.
2. Press [2nd] [EDIT] to enter the edit mode.
   • The cursor flashes on the city name.
3. Press ▽ or △ to set the zone number to 12. (initially the city is Paris.)
4. Enter the city name (up to 8 characters).
   **ROME** [SPACE]

```
ROME ░      12
  2-11   4:18ᴬᴹ
[    6:00]
```

5. Press [ENTER] to store the new name.

*NOTES*

• To register a city name for the Home clock, first display the Home clock then press [2nd] [EDIT] followed by △ △ to move the cursor to the city name.

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- Only one changed city name can be stored in each of the Home and World clocks.
- Each changed name is stored until you change the zone number next time.

# 3. Checking the Date and Time

Press (●) once or twice to check the date and time for the home or world clock.
The day of the week can be displayed by pressing [2nd] [CALENDAR].
The year is also displayed for the world clock.

# 4. Setting Daylight Saving Time/Summer Time

If DST (daylight saving time/summer time) is used, the local time is advanced one hour during the summer. Both the Home clock and World clock can be set for DST as follows:

## (1) Home clock
1. Press (●) once or twice to display the Home clock.
2. Press [2nd] [EDIT] to enter the edit mode.

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3. Enter the correct daylight saving time/summer time.
4. Press [2nd] [ENTER] to set the time as DST.
   • A "□" appears on the display and DST is now set.

To clear DST, follow the same procedure, enter the correct time in step 3, and press [2nd] [ENTER]. The "□" disappears and DST is now cleared.

## (2) World clock

1. Press [🌐] once or twice to display the World clock.
2. Press [2nd] [EDIT], then [2nd] [ENTER].
   • A "□" appears on the display and DST is now set. Setting DST in the World clock automatically sets the time one hour ahead.

To clear DST, follow the procedure mentioned directly above. The "□" disappears and DST is now cleared.

*NOTES*

- When DST is set for one World city, it is used for all cities displayed in the World clock.
- DST can be set independently in either the Home or the World clock. For example, if DST

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is set for the Home clock, it does not have to be set for the World clock.

# 5. Daily Alarm

When the time clock reaches the alarm time, it beeps for one minute. Press either ⏰, [ALARM], [C·CE], or [OFF] to turn off the alarm.

## (1) Setting / Changing the daily alarm time

**Example:**

Set the daily alarm to 3:30 PM.

1. Press ⏰ then [ALARM] to display the daily alarm.

```
┌─────────────────────────┐
│ ALARM OFF               │
│                         │
│              12:00ᴬᴹ     │
└─────────────────────────┘
```

2. Press [2nd] [EDIT].
3. Enter the time.
   [PM] 0330
4. Press [ENTER].

```
┌─────────────────────────┐
│ ALARM ON                │
│                    ▄     │
│               3:30ᴘᴹ     │
└─────────────────────────┘
```

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- The daily alarm time is set. The daily alarm is also automatically switched on. ("►�«" appears.)

## (2) Turning the daily alarm on and off

The daily alarm will sound when "►�«" is displayed.

"►�«" is displayed or cleared every time ►�«⃞ is pressed while the daily alarm screen is displayed.

## Names and Zone Number of the Cities in the Clock

| Zone number | City | Zone number | City |
|---|---|---|---|
| 1 | AUCKLAND | 10 | MOSCOW |
| 2 | NOUMEA | 11 | CAIRO |
| 3 | SYDNEY | 12 | PARIS |
| 3.3 | ADELAIDE | 13 | LONDON |
| 4 | TOKYO | 16 | RIO DE JANEIRO |
| 5 | HONG KONG | 17 | CARACAS |
| 6 | BANGKOK | 18 | NEW YORK |
| 6.3 | YANGON | 19 | CHICAGO |
| 7 | DHAKA | 20 | DENVER |
| 7.3 | NEW DELHI | 21 | LOS ANGELES |
| 8 | KARACHI | 22 | ANCHORAGE |
| 8.3 | KABUL | 23 | HONOLULU |
| 9 | DUBAI | 24 | MIDWAY |
| 9.3 | TEHRAN | | |

# TELEPHONE MODE

The telephone listing is composed of two files, TEL1 and TEL2.

The telephone listing can be used separately for convenience, i.e. TEL1 for private and TEL2 for business.

Each telephone listing consists of name, phone number, E-mail address, and remark fields. The maximum number of characters for each field and allowable characters are shown below.

| Field | Number of characters | Allowable characters |
|-------|---------------------|---------------------|
| Name | 36 characters | Alphabetic letters, numbers, symbols, period, comma, hyphen, colon, space |
| E-mail address | 48 characters | |
| Remark | 36 characters | |
| Phone number | 60 characters | Numbers, hyphen, colon, space, F, C |

# 1. Storing Telephone Listings

**Example:**

Enter the following data into TEL1.
Smith Robert (NAME), 012-345-6789,
F 345-6790 (TEL and FAX No.),
smith@abcd.efg.co (E-MAIL ADDRESS),
Manager (REMARK)

1. Press ✆ once or twice to display the
   Telephone mode (TEL1) screen.

   ```
   TEL1:NAME ?

   ```

2. Enter the name.

   **S [CAPS] MITH [SPACE] [CAPS] R [CAPS] OBERT**

   ```
   ˙mith Robert_

   ```

3. Press [ENTER] to allow you to enter a
   phone number.

   ```
   NUMBER ?
   _

   ```

4. Enter the phone number.
   012 ⊟ 345 ⊟ 6789

   ```
   Smith Robert
   012-345-6789
   _
   ```

   • Use ⒥ to enter "-".
5. Then enter the fax number.
   F [SPACE] [SPACE] [SPACE] 345 ⊟ 6790

   ```
   012-345-6789 ↑
   F    345-6790
   _
   ```

   • If the number of digits for a phone
   number is less than 12, press ⊝ to
   move onto the next line to make the
   telephone listing easier to read.
6. Press [ENTER], then enter the E-mail
   address.
   SMITH [SMBL] ABCD.EFG.CO

   ```
   ↑ abcd.efg.co_
   E-mail
   ```

7. Press [ENTER], then enter the remark.
   [CAPS] M [CAPS] ANAGER

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```
ₐManager_
```

8. Press ENTER.
   • The name and number will be displayed briefly, then the next entry prompt will be displayed. The telephone listing is now stored.

*NOTES*

- If the memory is full, "MEMORY FULL" will be displayed and the telephone listing cannot be stored. If this happens, press C·CE to clear the error message.
- To enter a telephone listing for the next person, continue to enter in the same manner.
- To skip entry of a phone number, E-mail address, or remark, press ENTER when "NUMBER ?", "E-MAIL ?", or "REMARK ?" is displayed. However, entry of a person's name cannot be skipped.

## 2. Recalling Telephone Listings

Select TEL1 or TEL2 and recall telephone listings. There are five ways to recall

telephone listings, (1) Sequential search,
(2) Direct search, (3) E-mail search, (4)
Remark search, and (5) Keyword search.
Regardless of the entry order, telephone
listings are stored by the first character of
the person's names in the following order.

Space ! # $ & ' ( ) * , − . / Numbers (0 to
9) : ? @ Letters (A to Z) _ £ ¥ ^ ~ → ← °

## (1) Sequential search

To recall the telephone listing in order, press
▽ or △ on the Telephone mode screen.
Hold ▽ or △ down for rapid recall.
▽:Recalls the telephone listing in forward
order.
△:Recalls the telephone listing in reverse
order.

*NOTES*
___
• When E-MAIL or REMARK is pressed before
recalling telephone listings, the telephone
listings are searched while the E-mail address
or remark data is displayed. "E-mail" (or "R")
will be displayed if the E-mail address (or
remark) is displayed. After the telephone
listing has been recalled, press E-MAIL or
REMARK to display the relevant data. When

$\boxed{\text{E-MAIL}}$ is pressed while the E-mail address is displayed or when $\boxed{\text{REMARK}}$ is pressed while the remark data is displayed, the display will return to the name display.

- When the symbols, "➡", "⬅", "⬇", and "⬆", are displayed, more information exists. Pressing $\boxed{\blacktriangleright}$ or $\boxed{\blacktriangleleft}$ scrolls the name by 12 characters and pressing $\boxed{\blacktriangledown}$ or $\boxed{\blacktriangle}$ scrolls the phone number one line.
- If there are no more telephone listings to be recalled (end of the telephone listing is reached), the display will return to the Telephone mode screen after "■NOT FOUND!■" is displayed.

## (2) Direct search

To recall the listing by name, press $\boxed{\text{C•CE}}$, then enter the first letter(s) of the person's name and press $\boxed{\triangledown}$ ($\boxed{\triangle}$).
Then press $\boxed{\triangledown}$ ($\boxed{\triangle}$) to continue performing a direct search.

## (3) E-mail search

To recall the listing by E-mail address, press $\boxed{\text{C•CE}}$ $\boxed{\text{E-MAIL}}$, then enter the first letter(s) of the desired E-mail address and press $\boxed{\triangledown}$ ($\boxed{\triangle}$).
Then press $\boxed{\triangledown}$ ($\boxed{\triangle}$) to continue performing

the E-mail search.

## (4) Remark search

To recall the listing by remark, press C·CE REMARK, then enter the first letter(s) of the desired remark and press ▽ (△).
Then press ▽ (△) to continue performing the remark search.

## (5) Keyword search

To recall the listing containing the entered character(s) (word), press C·CE, then enter the keyword, and press 2nd ▽ (2nd △).

### Example:

Recall the telephone listing containing the word "ROB" in the TEL1 mode.

1. Press 📧 once or twice to select the TEL1 mode.
2. Enter "ROB".

   C·CE ROB

   ```
   ROB_


   ```

3. Press 2nd ▽ to recall the telephone listing.

```
Smith Robert
012-345-6789
F    345-6790
```

- Each time [2nd] [∨] are pressed, successive telephone listings containing the word "ROB" are displayed. You may perform sequential search by pressing [∨] ([∧]).

*  In (2) to (5), if there is no telephone listing beginning with or containing the entered word, "■NOT FOUND!■" will be displayed briefly, then the display returns to the Telephone mode screen. These searches are not case sensitive.

## 3. Editing Telephone Listings

1. Recall the listing to be edited.
2. Press [2nd] [EDIT] to enter the edit mode and the cursor will flash.
3. Move the cursor to the character to be edited with [▶], [◀], [▼], or [▲] and enter the correct character.
    - Press [INS] to insert a space at the cursor position to allow you to enter a

character. Press DEL to delete the
character at the cursor position.
- To correct the E-mail address or
  remark, press E-MAIL or REMARK respec-
  tively to display the contents of each.
4. Press ENTER to finish editing.
   - Pressing 2nd ENTER creates a new
     listing without erasing the old listing.

# 4. Deleting Telephone Listings

## (1) Deleting one telephone listing

1. Recall the listing to be deleted.

```
Smith Robert
012-345-6789
F   345-6790
```

2. Press DEL.
   - "DELETE OK ?" will appear.
3. Press ENTER to delete the currently
   displayed telephone listing.
   - To cancel the deletion operation, press
     C·CE.

## (2) Deleting all the telephone listings in the TEL1 or TEL2 file

1. Press [⌨] once or twice to select the file to be deleted.

```
TEL1:NAME  ?
```

2. Press [DEL].
   • "TEL1 DELETE?" or "TEL2 DELETE?" will appear.
3. Press [2nd] [ENTER] to delete all the telephone listings in the selected file simultaneously.
   • To cancel the deletion operation, press [C·CE].

*NOTE*

• When deleting all the telephone listings, "SECRET ON !" will appear briefly, then the display returns to the entry prompt after [DEL] is pressed if the Secret function is turned on. In this case, turn off the Secret function while referring to page E58 and perform above procedure again.

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# SCHEDULE MODE

The Schedule mode is used for storing schedule information (year, month, date, hour, minute, and schedule details) in the memory. In this mode, a schedule listing consists of two entries: item and date. The item entry is used for entering schedule details (up to 36 characters). In the date entry, four digits can be entered for the year and two digits each for the month, date, hour and minute.

Letters, symbols, numbers, period, comma, hyphen, colon, and spaces can be entered in the item entry. Numbers and spaces can be entered in the date entry.

## 1. Storing Schedule Listings

**Example:**

Enter the following data.

Grp.Meeting at 2:30 PM – 3:00 PM on February 26th, 1998.

1. Press ⌨ to display the schedule entry prompt.

```
1998
00-00  00:00ᴬᴹ
-00-00  00:00ᴬᴹ
```

To correct the year, press ⌃ to move the cursor to the upper line and enter a desired year (4 digits).

- Schedules for the following years can be stored: 1901 to 2099.

2. Enter the starting and finishing date and time.

   **0226 PM 0230  0226 PM 0300**

   - The month, date, hour, and minutes should each consist of two digits.
   - The time can be set using either the 12-hour or 24-hour format. When a schedule entry is recalled, the time is displayed in the format selected in the Clock mode.
   - After entry of the minutes, "DESCRIPTION?" is displayed.

3. Enter the schedule details.

   **G CAPS RP. CAPS M CAPS EETING**

```
Grp.Meeting_
 02-26 02:30ᴾᴹ
-02-26 03:00ᴾᴹ
```

4. Press ENTER to store in memory.

*NOTES*

- When "➡" or "⬅" is displayed, there are additional characters which do not fit on the display. Press ▶ or ◀ to display them.
- If the memory is full, "MEMORY FULL" will be displayed and the schedule listing cannot be stored. If this happens, press C•CE to clear the error message.
- If an attempt is made to store without starting date and time or an invalid date or time, "■■ ERROR !■■" is displayed.
  Enter the correct date and time and press ENTER.

# 2. Recalling Schedule Listings

The contents entered will be automatically stored in the chronological order.

## (1) Sequential search

To recall listings in forward or reverse order based on the date in the Clock mode, press

$\boxed{\vee}$ or $\boxed{\wedge}$.

- Hold $\boxed{\vee}$ or $\boxed{\wedge}$ down for rapid recall.
- If there is no more schedule listing to be recalled, "■NOT FOUND !■" will be displayed briefly, then the display returns to the entry prompt.
- The year and the day of the week are recalled by pressing $\boxed{\blacktriangle}$.

## (2) Direct search

To recall the item directly, press $\boxed{\text{C·CE}}$ $\boxed{\vee}$ to display the "DESCRIPTION?" prompt. Enter the first character(s) of the desired schedule item and press $\boxed{\vee}$ or $\boxed{\wedge}$.
Then press $\boxed{\vee}$ ($\boxed{\wedge}$) to continue performing a direct search.

## (3) Keyword search

To recall the listing containing the entered character(s), press $\boxed{\text{C·CE}}$ $\boxed{\vee}$ to display the "DESCRIPTION?" prompt, then enter a keyword that is contained in the desired schedule item and press $\boxed{\text{2nd}}$ $\boxed{\vee}$ ($\boxed{\text{2nd}}$ $\boxed{\wedge}$).
Then press $\boxed{\text{2nd}}$ $\boxed{\vee}$ ($\boxed{\text{2nd}}$ $\boxed{\wedge}$) to continue performing a keyword search. You may perform sequential search by pressing $\boxed{\vee}$ ($\boxed{\wedge}$).

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### (4) Date Search
To recall the listing by its starting date, press $\boxed{\text{C·CE}}$, then enter the date and press $\boxed{\vee}$ ($\boxed{\wedge}$).

* In (2) to (4), if no appropriate listing is found in the memory after a search, "■NOT FOUND!■" will be displayed briefly, then the display returns to the entry prompt. These searches are not case sensitive.

## 3. Editing Schedule Listings

See page E28 for editing.(The same procedure used for the Telephone mode.)

*NOTE*

• Press $\boxed{\wedge}$ to display the year while editing.

## 4. Alarms for Schedule Mode

The Schedule mode has the following two alarms. When the schedule alarm is turned on, it is set for all of the data containing the start time. The schedule alarm cannot be set for individual data.

### (1) Advance alarm

Slow beeping sounds for 20 seconds ten minutes before the designated schedule listing.

### (2) Schedule alarm

There is rapid beeping for 20 seconds when the time set for a schedule listing is reached.

### (3) Turning the alarms on and off

The advance and schedule alarms will sound when "♩" is on the display.

Press [2nd] [⚊] to turn "♩" on and off.

Press either [⚙], [ALARM], [C·CE], or [OFF] to turn off the alarm sound.

*NOTE*

- If the advance alarm is stopped, the schedule alarm will not sound.

## 5. Deleting Schedule Listings

### (1) Deleting one schedule listing

1. Recall the listing to be deleted.

```
Grp.Meeting
 02-26 02:30 PM
       -03:00 PM
```

2. Press [DEL].
   • "DELETE OK ?" will appear.
3. Press [ENTER] to delete the currently
   displayed schedule listing.
   • To cancel the deletion operation, press
     [C·CE].

## (2) Deleting all schedule listings

1. Press [📇].

```
1998
 00-00 00:00 AM
-00-00 00:00 AM
```

2. Press [DEL].
   • "SCH. DELETE?" will appear.
3. Press [2nd] [ENTER] to delete all the sched-
   ule listings.
   • To cancel the deletion operation, press
     [C·CE].

*NOTE*

• When deleting all the schedule listings,
  "SECRET ON !" will appear briefly, then the

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display returns to the entry prompt after DEL is pressed if the Secret function is turned on. In this case, turn off the Secret function while referring to page E58 and perform above procedure again.

# MEMO MODE

Notes or other pieces of information which are not appropriate for the telephone directories can be entered for convenience. You can enter up to 36 characters in the dot matrix part and 60 characters in the number part. The characters that can be used in each part are the same as in Telephone mode.

## 1. Storing Memo listing

**Example:**

Enter the following data.

UNION BANK Chicago 272-0011223

1. Press 🖅 to display the Memo mode screen.

```
MEMO  ?
```

2. Enter the data.
   UNION [SPACE] BANK [SPACE] [SPACE] C [CAPS]
   HICAGO ⌄ 272-0011223

```
UNION BANK      •
272-0011223_
```

- If the number of digits for an item is less than 12, pad the remaining digits with spaces to make it easier to read.
3. Press ENTER to store in memory.

*NOTE*

- If the memory is full, "MEMORY FULL" will be displayed and the Memo listing cannot be stored. If this happens, press C•CE to clear the error message.

# 2. Recalling Memo Listings

## (1) Sequential search
To recall the listing in the order of entry or in reverse order, press ▽ or △.

*NOTES*

- Hold ▽ or △ down for rapid recall.
- If there is no more memo listing to be recalled, "■NOT FOUND!■" will be displayed briefly, then the display returns to the Memo mode screen.

## (2) Direct search

To recall the listing by memo item, press
[C•CE], then enter the first letter(s) of the
memo item and press [∨] ([∧]).
Then press [∨] ([∧]) to continue perform-
ing a direct search.

## (3) Keyword search

To recall the listing containing the entered
character(s), press [C•CE], then enter the
keyword and press [2nd] [∨] ([2nd] [∧]).
Then press [2nd] [∨] ([2nd] [∧]) to continue
performing a keyword search. You may
perform sequential search by pressing [∨]
([∧]).

* In (2) and (3), if no appropriate listing is
  found in the memory after a search,
  "■NOT FOUND!■" will be displayed
  briefly, then the display returns to the
  entry prompt.
  These searches are not case sensitive.

# 3. Editing Memo Listings

See page E28 for editing. (The procedure is
the same as for the Telephone mode.)

# 4. Deleting Memo Listings

## (1) Deleting one memo listing

1. Recall the listing to be deleted.

```
UNION BANK    •
272-0011223
```

2. Press DEL.
   "DELETE OK ?" will appear.
3. Press ENTER to delete the currently displayed memo listing.
   • To cancel the deletion operation, press C·CE.

## (2) Deleting all memo listings

1. Press ✍.

```
MEMO ?
```

2. Press DEL.
   • "MEMO DELETE?" will appear.
3. Press 2nd ENTER to delete all the memo listings.
   • To cancel the deletion operation, press C·CE.

• When deleting all the memo listings, "SECRET ON !" will appear briefly, then the display returns to the Memo mode screen after [DEL] is pressed if the Secret function is turned on. In this case, turn off the Secret function while referring to page E58 and perform the above procedure again.

# CALCULATOR MODE

The Organizer can calculate numbers of up to 12 digits. Press 🖩 once or twice to select the calculator mode.

```
♪


                        0.
```

- "♪" is displayed if the key touch tone is on. (See page E55)

## Calculation

Before performing a calculation, press C·CE, C·CE and CM to clear the display and memory.

*NOTE*

- When ⊞, ⊟, ⊠, or ⊡ is pressed, the respective symbol, +, −, ×, or ÷ is displayed. When ⊟ or 🔲 is pressed, the symbol, =, is displayed. (In the examples on the following pages, these symbols are not described in this manual).

### (1) Errors

If the calculation result or the integer

section in the numerical value in the memory exceeds 12 digits or if a number is divided by zero (0), an error occurs (E is displayed). If an error occurs, press [C·CE] to clear it.

## (2) Calculation examples

| Example | Operation | Display |
|---|---|---|
| $(-24+2)\div 4=-5.5$ | [C·CE] [−]24[+]2[÷]4[=] | -5.5 |
| $34\underline{+57}=91$ | 34[+]57[=] | 91. |
| $45\underline{+57}=102$ | 45　　[=] | 102. |
| $68\times25=1700$ | 68[×]25[=] | 1700. |
| $68\times40=2720$ | 　　40[=] | 2720. |
| $200\times10\%=20$ | 200[×]10[%] | 20. |
| $9\div36=25\%$ | 9[÷]36[%] | 25. |
| $200+(200\times10\%)=220$ | 200[+]10[%] | 220. |
| $500-(500\times20\%)=400$ | 500[−]20[%] | 400. |
| $4^6=(4^3)^2=4096$ | 4[×][=][=][×][=] | 4096. |
| $1/8=0.125$ | 8[÷][=] | 0.125 |
| $25\times\ 5=125$ | [CM]25[×] 5[M+] | ᴹ 125. |
| $-)84\div\ 3=\ 28$ | 84[÷]3[M−] | ᴹ 28. |
| $+)68\ +17=\ 85$ | 68[+]17[M+] | ᴹ 85. |
| $\overline{\phantom{+)68+17=}\ 182}$ | [RM] | ᴹ 182. |
| $\sqrt{25-9}=4$ | 25[−]9[=][√] | 4. |

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| Example | Operation | Display |
|---|---|---|
| 123456789098 × 145 | 123456789098 ⊠ | |
| = 17901234419210 | 145 ⊟ | *17.9012344192* ⁻ᴱ⁻ |
| | C·CE | *17.9012344192* |

(17.9012344192 × 10¹² = 17901234419200)

# CURRENCY/UNIT CONVERSION

Currency conversion, such as from \$ to £ and from ¥ to \$ can be performed. Unit conversions, such as from centimeters to inches, are also possible. The following currencies and units in the Organizer are present at the factory.

| No. | Currecy/Unit A | B | Conversion Rate |
|-----|------|------|-------------|
| 1 | \$ | ¥ | 0 |
| 2 | \$ | £ | 0 |
| 3 | \$ | DM | 0 |
| 4 | inch | cm | 2.54 |
| 5 | oz | g | 28.35 |
| 6 | °F | °C | 5/9 (F–32) |

*NOTES*

- The rate in the above table shows the value of B when A equals 1. Conversion from B to A (for example, from ¥ to \$) is also possible.
- Currencies No. 1 to No. 3 can be changed. Set the correct rate before using the conversion function.

- Units and rates for items No. 4 to No. 6 cannot be changed.

# 1. Setting a Rate

## Example:

Set the following rate: $1=¥120.

1. Press 🔠 once or twice to select the Currency/Unit conversion mode.

```
[1]   $ → ¥
                  0.
                  0.
```

2. Select the currency or unit for which the rate is to be set.
   - Press ▽ (△) to select the currency or unit for which the rate is to be set. (This example uses No. 1. Therefore, this selection is not needed).

3. Enter the rate.

   120 [2nd] [RATE SET]

```
[1]   $ → ¥
                120.
                  0.
```

- "SETTING RATE" will appear briefly and the rate is now registered.

- The rate is retained until the new rate is entered.
- The rate can be entered in up to 12 digits.

# 2. Converting Currency/Unit

To convert unit A to unit B, press ⊡.
To convert unit B to unit A, press ◁.

**Example 1:**

Convert $119.8 to yen. You need to set the conversion rate before the conversion. (In this example, use $1 = ¥120 for the rate.)

1. Press ▽ (△) to select the unit. (In this example, select No. 1).
2. Enter the value to be converted.
   **119.8**
3. Press ⊡ to convert it.

```
[1]    $ ▶ ¥
               120.
           14376.
```

- The symbol, "→", is changed to "▶" and the conversion result is displayed.

**Example 2:**

Convert 25°C to °F.

1. Press ▽ (△) to select the unit. (In this example, select No. 6.)

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- For No. 6, the rate is not displayed.
2. Enter the value to be converted.
   **25**
3. Press ◁ to convert it.

```
[6]  °F ◀  °C

              77.
```

- The conversion result may have a slight
  calculation error as a result of rounding
  off the number. Use the conversion
  result for reference.

# 3. Changing the Unit Name

Only items No. 1 to No. 3 can be changed.
1. Select the currency or unit to be changed
   and press [2nd] [EDIT].
   - The cursor will flash.
2. Enter the new name to replace the
   previous one.

```
      A⌐          ⌐B
   [2]■  $  →  £

              0.
```

- Up to four characters can be entered in
  A and B. After the new unit name is

entered in A, press ⊡ to move the
cursor to B and enter the new unit name
in B. To set the rate subsequently, press
⊟ and enter the new rate.
3. After the new names and rate have been
entered, press ENTER.

# MEMORY STORAGE

## 1. Checking Memory Storage

1. Press ⬚, ⬚, or ⬚.
2. Press [2nd] [M·CK].

```
 USED   REMAIN
  523    2180
```

   • The numbers of bytes in use and
     remaining are displayed.

3. Press [M·CK].

```
 TEL1         TEL2
   15           11
```

   • The numbers of registered records in
     TEL1 and TEL2 are displayed.

4. Press [M·CK].
   • The numbers of registered records in
     the Schedule and Memo mode are
     displayed.
5. Press [C·CE] to complete checking.

- The Organizer can store up to 2703 bytes in memory (excluding the Calculator mode memory).
- One byte is required per character in the name, schedule, and memo item entries. One byte is required for two digits in the number part of telephone and memo entry. When there is an odd number of digits in a number entry, the last digit occupies one byte. Two bytes are required to divide each telephone, schedule, and memo data entry. Five bytes are needed for starting and nine bytes are needed for both starting and finishing year, date, and time entry in the schedule listing.

## 2. Deleting all the Memories

Following operation deletes all the memories in the organizer.

1. Press 🖳, 🖃, or 🖾 then [2nd] [M•CK].
   • The numbers of bytes in use and remaining bytes are displayed.
2. Press [M•CK].

```
TEL1      TEL2
  15        11


```

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3. Press [DEL].
   - "RESET OK ?" will appear.
4. Press [2nd] [ENTER] to delete all the memories.
   - To cancel the deletion operation, press [C•CE].

# TURNING THE KEY TOUCH TONE ON AND OFF

The key touch tone is turned on and off by pressing 2nd ⏭.
When the tone is turned on, "♪" will be displayed in the Calculator mode.

# SECRET FUNCTION

## 1. Password Registration

Up to seven characters can be registered as the password. Spaces are valid only if they are followed by other characters.

If the password is forgotten, it will be necessary to clear the password and all secret listings from memory (see page E61). As a safeguard, make a written record of the password.

**Example:**
Register the password "1234567".
1. Press ⌨, ⌨, or ⌨.
   • One password is valid for Telephone, Schedule, and Memo mode.
2. Press [2nd] [SECRET].

```
SET PASSWORD
```

3. Enter the password.
   **1234567**

```
1234567
```

4. Press ENTER.
   • "■—" is displayed and the password is now registered. The display returns to the entry prompt.
   • If "PASSWORD ?" is displayed, a password is already registered. To change or delete the password, see page E60 or E61.

## 2. Turning the Secret Function On and Off

When the Secret function is off, "■—" is displayed (secret listings can be accessed). When the Secret function is on, "■—" is cleared even after the password is registered (secret listings cannot be accessed).

### (1) Turning the Secret function on

1. Press 📇, 🖽, or 🗂.
2. Press 2nd SECRET.
   • The password will be displayed.
3. Press ENTER.

- The secret function is now on and "▬▬" is cleared.
- Even though the above steps are not performed, turning off the power turns on the secret function.

## (2) Turning the Secret function off

1. Press 2nd SECRET in Telephone, Schedule, or Memo mode.
2. Enter the password and press ENTER. (Enter "1234567" in this case).
   - The Secret function is now off. "▬▬" is displayed and the display returns to the entry prompt.

*NOTE*

- When searching for the listing while the Secret function is off, pressing 2nd MARK✱ then ▽ (△) to recall only the secret listing.

# 3. Designating Listings as Secret

"✱" next to a listing indicates it is secret. Secret listings will not be recalled unless the Secret function is off.

## (1) Storing listings as secret

Press 2nd MARK✱ while entering the listing.

"✱" will be displayed and the listing is designated as secret.
Complete the entering procedure to store the listing.

## (2) Designating stored listings as secret

**Example:**

Designate the telephone listing for Smith Robert entered on page E22 as secret.

1. Recall the listing.

```
Smith Robert
012-345-6789
F     345-6790
```

2. Press [2nd] [EDIT].
   • The cursor will flash.
3. Press [2nd] [MARK✱].

```
Smith Robert
012-345-6789
*F    345-6790
```

   • "✱" is displayed.
4. Press [ENTER].
   • The listing for Smith Robert is now designated as secret.

# 4. Changing Secret Listings to Non-Secret

1. Turn the Secret function off (see page E58).
2. Recall the desired secret listing.
3. Press [2nd] [EDIT].
   • The cursor will flash.
4. Press [2nd] [MARK ✱].
   • " ✱ " disappears.
5. Press [ENTER].
   • The secret listing is now changed to non-secret.

*NOTE*

• To edit the secret listing while keeping it secret, edit the listing after [2nd] [EDIT] are pressed in step 3 and press [ENTER] to store the secret listing again.

# 5. Changing the Password

1. Turn the Secret function off ("●━" is displayed).
2. Press [C•CE] [2nd] [SECRET].
3. Press [2nd] [EDIT].
   • The initial character of the password will flash.

4. Enter a new password.
5. Press [ENTER].
   • The new password is now registered.

*NOTE*

• If the incorrect password is entered when turning the Secret function off, "■PW. ERROR!■" will appear. In this case, press [C•CE] and enter the correct password.

# 6. Deleting the Password and Secret Listings

Delete only the secret listings and its password.

1. Press [C•CE] [2nd] [SECRET].
2. Press [DEL].

```
┌─────────────────────┐
│  ⌂ʜ RESET OK?       │
│                     │
│                     │
└─────────────────────┘
```

3. Press [2nd] [ENTER].
   • To cancel the deletion operation, press [C•CE].

# CARING FOR YOUR ORGANIZER

- Do not carry the Organizer in the back pocket of 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.
- Use only a SHARP approved service facility.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it.

# REPLACING BATTERY

## Battery used

| Type | Model | Quantity |
|------|-------|----------|
| Lithium battery | CR2016 | 1 |

- When the battery is replaced, all the memory contents will be cleared.
- Be sure to write down any important information stored in memory before replacing the battery.

## 1. Precautions

Since improper use of batteries may cause leakage or explosion, strictly observe the following instructions.
- Insert the battery with its positive side (+) correctly positioned, as indicated, in the holder.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of the reach of children.

Because the battery in the Organizer was installed at the factory, it may become

depleted before the specified expiration
time is reached.

# 2. Battery Replacement

## (1) Battery replacement time

If the display becomes dim and difficult to
read, immediately replace the battery with a
new one. Continued use of the Organizer
with an exhausted battery can alter or clear
the memory contents.

## (2) Replacing the battery

> • Make sure the power is turned off
>   before replacing the batteries.
> • Do not press $\frac{C \cdot CE}{ON}$ until the battery
>   replacement procedure is completed.

1. Press [OFF] to turn the power off.
2. Loosen the screw and remove the
   battery holder cover on the back of the
   unit.
3. As illustrated, remove the
   used battery by prying it
   out with a ball-point pen.
4. Install a new battery with the (+) side
   facing up.

5. Replace the holder cover and secure it with the screw.
6. Press $\boxed{\text{ON}}^{\text{C·CE}}$ to turn the power on. If nothing appears on the screen, press the **RESET** switch and press $\boxed{\text{ON}}^{\text{C·CE}}$ again.
7. Set the clock while referring to page E12.

To minimize battery consumption, the Organizer is designed to automatically turn off when no key has been pressed for approximately seven minutes.

# SPECIFICATIONS

**Model:** EL-6091
**Product name:** Electronic Organizer
**Display:** 3 lines of 12 digits
**Memory capacity:** 2703 bytes
**Clock mode:**

| | |
|---|---|
| **Accuracy:** | ±30 seconds/month at 25°C (77°F) |
| **Display:** | Year, month, date, day of the week, hour, minute, second, AM/PM |
| **Clock function:** | 12-hour/24-hour format (switchable), daily alarm, world clock function, daylight saving time/summer time display, daily alarm |

**Telephone mode (TEL1 and TEL2):**
Entry and recall of telephone listing (name, number, E-mail address, remark)

**Schedule mode:**
Entry and recall of schedule (year, month, date, hour, minute, and item) , day of the week confirmation, schedule alarm

**Memo mode:**
Entry and recall of memo item

**Calculator mode:**
12 digits (with calculation status symbols) arithmetic calculations, percentage, square root, memory calculation, etc.

**Currency/unit conversion:**
up to 6 kinds of currencies and units

**Power consumption:** 0.003 W

**Operating temperature:**
0°C to 40°C (32°F to 104°F)

**Power supply:**
3V $\overline{\cdots}$ (DC)
(Lithium battery CR2016 × 1)

**Auto-power off:**
Approx. 7 minutes

**Battery life:**
Approx. 1 year at ambient temperature of 20°C (68°F), assuming the following daily use: 30 minutes display, alarm

sounding for 20 seconds and key touch
tone turned on/off 100 times.

**Weight:**

Approx. 61 g (0.134 lb.)(including
battery)

**Dimensions:**

Open: 113 mm (W) × 142 mm (D) ×
7.8 mm (H)
4-7/16" (W) × 5-19/32" (D) ×
5/16" (H)

Close: 113 mm (W) × 73 mm (D) ×
12 mm (H)
4-7/16" (W) × 2-7/8" (D) ×
15/32" (H)

**Accessories:**

1 lithium battery (installed), operation
manual

**SHARP**

**SHARP CORPORATION**