SHARP®

ELECTRONIC ORGANIZER
ELEKTRONISCHER ORGANISATOR
AGENDA ÉLECTRONIQUE
ORGANIZADOR ELECTRONICO
ORGANIZZATORE ELETTRONICO
ELEKTRONISK ANTECKNINGSBOK
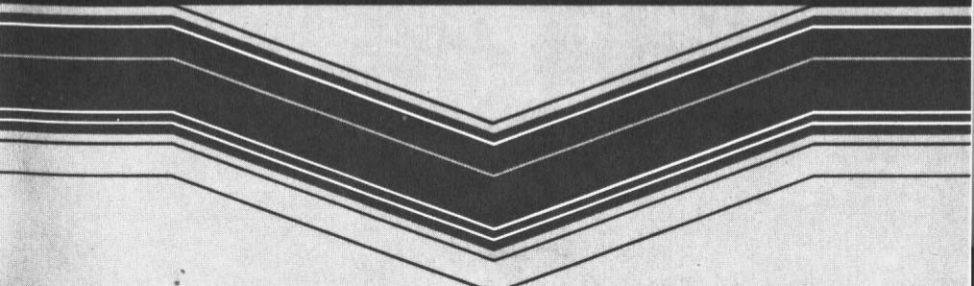ELEKTRONISCHE ORGANIZER

MODEL
MODELL
MODELE
MODELO
MODELLO
MODELL
MODEL

EL-6370

OPERATION MANUAL
MANUAL DE MANEJO
GEBRUIKSAANWIJZING

BEDIENUNGSANLEITUNG
MANUALE DI ISTRUZIONI

MODE D'EMPLOI
BRUKSANVISNING

<Key Layout>
<Anordnung der Tasten>
<Emplacement des touches>
<Disposición del teclado>

<Disposizione dei tasti>
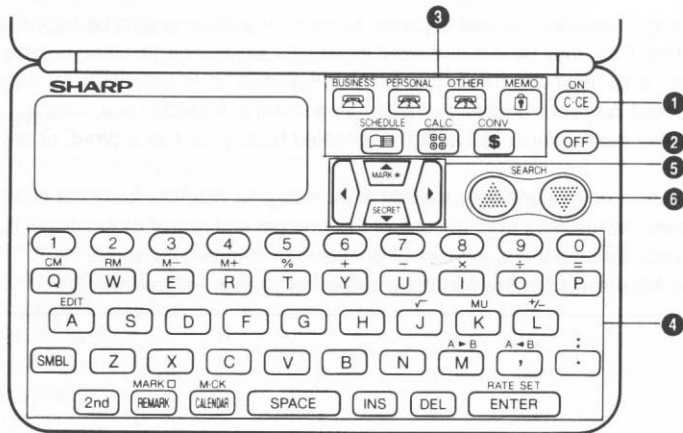<Översikt>
<Plaats van de toetsen>

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, the loss of 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 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.

CONTENTS

Using the Organizer for the First Time

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

1. Press $\boxed{\text{C·CE}}$ to turn the power on.
2. Press the **RESET** switch on the back. (Fig.)
3. Press $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$.

Fig.

## 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 $\boxed{\text{C·CE}}$) will respond. If this happens, press the **RESET** switch on the back of the Organizer and any key other than $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$. If an error occurs internally, "**DATA PROBLEM**" and "**PRESS RESET!**" are displayed alternately. Clear all memory by performing steps 2 and 3 above. Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.

Part Names

See the key layout on the opening page of the manual.
Reset switch (on the back of the unit)

❶ **Power ON/Clear/Clear entry key**
❷ **Power OFF key·**
❸ **MODE keys**
❹ **Key pad**
❺ **Cursor movement keys**
❻ **SEARCH keys**

In this manual, the keys are represented by symbols, for example:
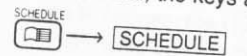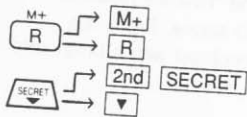
SCHEDULE
$\boxed{\text{⊞}}$ ⟶ $\boxed{\text{SCHEDULE}}$ Keys with only one function always appear in the manual with the function enclosed in a box.

$\boxed{\text{M+}\atop R}$ ⟶ $\boxed{\text{M+}}$ Indicates the memory plus key.
      ⟶ $\boxed{\text{R}}$ Indicates the alphabetic **R** key.

$\boxed{\text{SECRET}\atop\blacktriangledown}$ ⟶ $\boxed{\text{2nd}}$ $\boxed{\text{SECRET}}$ Indicates the secret key.
      ⟶ $\boxed{\blacktriangledown}$ Indicates the cursor down key.

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Display Symbols

A : Letters and symbols can be entered.
▬ : Secret listings can be accessed.
R : A remark entry can be made in the Telephone mode.
← : More information exists to the left of the current display. (Press $\boxed{\blacktriangleleft}$.)
→ : More information exists to the right of the current display. (Press $\boxed{\blacktriangleright}$.)
↑ : More information exists above the current display. (Press $\boxed{\blacktriangle}$.)
↓ : More information exists below the current display. (Press $\boxed{\blacktriangledown}$.)
* : Indicates that the recalled listing is secret.
🔓 : Indicates Memo mode (where all entries are secret).
2nd: Indicates that $\boxed{\text{2nd}}$ has been pressed. The function or character represented on the blue parts of the keypad can be used next.

- At times, ♩, «�’, ▬, 🎁, **AM** and **PM** may appear faintly on the display. This, however, will not affect the operation of the Organizer.
- In this manual, only the symbols necessary for explanation will be shown.

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Moving the Cursor

The cursor can be moved by pressing ▶ , ◀ , ▲ or ▼ .
- ▶ : Moves the cursor to the right.
- ◀ : Moves the cursor to the left.
- ▲ : Moves the cursor to the leftmost column of the top line.
- ▼ : Moves the cursor to the leftmost column of the bottom line.
- Hold ▶ , ◀ , ▲ or ▼ down for rapid movement.

Changing Operation Modes

This Organizer has five operation modes:
Telephone, Schedule, Memo, Calculator and Conversion.

- Telephone Mode

  BUSINESS , PERSONAL or OTHER

  ```
  ▣NAME ?
  ```

- Schedule Mode

  SCHEDULE

  ```
  1994
    00-00  00:00
   -00-00  00:00
  ```
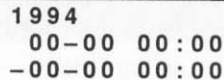
- Memo Mode

  MEMO

  (When the Secret function is turned off.)
  (Refer to page 22.)

  ```
  ▣MEMO?
  ⬆
  ▶*
  ```

- Calculator Mode

  CALC

  ```
                    0.
  ```

- Conversion Mode

  CONV

  ```
  ▣CONV .   I TEM?
  ```

Entering Characters

1. Entering Letters

Letters can be entered while **A** is displayed.

2. Entering Symbols

Symbols can be entered while **A** is displayed.
1. Press $\boxed{\text{SMBL}}$. As $\boxed{\text{SMBL}}$ is repeatedly pressed, the displayed symbol changes in the following order:

 ' → ° → $ → ¥ → £ → → → → ← → (→) → # → * → ' ...
2. To enter consecutive symbols, press $\boxed{\blacktriangleright}$.

3. Entering Numbers

Use $\boxed{0}$ through $\boxed{9}$ to enter numbers.

4. Entering Hyphens (−), Dots (•), Comma (,), Spaces ( ) or Colons (:)

Press $\boxed{\text{2nd}}$ $\boxed{-}$, $\boxed{•}$, $\boxed{,}$, $\boxed{\text{SPACE}}$, or $\boxed{\text{2nd}}$ $\boxed{:}$, respectively.

Telephone Mode

The Telephone mode is divided into three files (BUSINESS, PERSONAL and OTHER).
Press $\boxed{\text{BUSINESS}}$, $\boxed{\text{PERSONAL}}$ or $\boxed{\text{OTHER}}$ to select a telephone file.
In the Telephone mode, a listing consists of three entries: name, number and remark. The maximum number and type of characters that can be entered are as follows:

	Display	No. of characters	Type of characters
Name entry	**A** NAME?	36 characters	Letters, symbols, dots, numbers, −, spaces
Number entry	NUMBER? −	60 digits (5 lines)	Numbers, −, spaces, colons, F, H, C
Remark entry	**A** R REMARK?	36 characters	Letters, symbols, dots, numbers, −, spaces

1. Storing a Telephone Listing

Example: Store the following listing: "EDWARDS ROBERT" for name, "201-265-5600" and "F 265-1234" for number, and "ABC CO." for remark.

1. Press `BUSINESS` to display the Telephone mode screen.
2. Enter the name.

`E` `D` `W` `A` `R` `D` `S`
`SPACE` `R` `O` `B` `E` `R` `T`

```
█ARDS  ROBERT_
```

3. Press `ENTER` (or `▼`). (The cursor moves to the number entry.)
4. Enter the phone number.

`2` `0` `1` `−` `2` `6` `5` `−` `5` `6`
`0` `0` `F` `SPACE` `SPACE` `SPACE`
`2` `6` `5` `−` `1` `2` `3` `4`

```
201−265−5600↑
F       265−1234
−
```

- Fax, Home or Cellular numbers can be distinguished by entering the appropriate letter before the phone number.

5. Press `ENTER`. (The cursor moves to the remark entry.)

6. Enter the company name.

`A` `B` `C` `SPACE` `C` `O` `·`

```
       ABC  CO._
█R
```

- When ↑, ↓, → or ← is displayed, there are additional lines or characters which do not fit on the display. Press `▲` `▼` `►` or `◄` to display them.

7. Press `ENTER`.

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

- Step 6 can be skipped if nothing is to be entered in the remark entry.

2. Recalling Telephone Listings

Telephone listings in the Telephone mode are stored internally according to the first character of the name entry in the following order:

Space → symbols (' → ° → $ → ¥ → £ → ⇥ → ⇤ → (→) → # → *) → , → − → · →) → numbers → letters

- Each time `REMARK` is pressed, the name and remark entries are displayed alternately.

(1) Sequential search

Press `∨` or `∧`. Hold either of these keys down for rapid recall.

$\boxed{\vee}$: Recalls listings in forward order.
$\boxed{\wedge}$: Recalls listings in reverse order.

(2) Recalling listings by first character(s) of name

1. Enter the first character(s) in the name entry.
2. Press $\boxed{\vee}$ (or $\boxed{\wedge}$).

Listings that begin with the entered character(s) are recalled.

(3) Recalling listings by remark

1. Press $\boxed{\text{C·CE}}^{\text{ON}}$ $\boxed{\text{REMARK}}$.
2. Press $\boxed{\vee}$ (or $\boxed{\wedge}$).

Listings with remark entries are displayed sequentially. The listings are recalled in the same order as (1).

(4) Recalling listings by first character(s) of remark

1. Press $\boxed{\text{C·CE}}^{\text{ON}}$ $\boxed{\text{REMARK}}$.
2. Enter the first character(s) in the remark entry.
3. Press $\boxed{\vee}$ (or $\boxed{\wedge}$).

Listings that begin with the entered character(s) are recalled sequentially.

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- After the desired remark is recalled, pressing $\boxed{\text{2nd}}$ $\boxed{\vee}$ (or $\boxed{\text{2nd}}$ $\boxed{\wedge}$) recalls the next listing starting with the same remark. (To recall more listings starting with the same remark, press $\boxed{\vee}$ (or $\boxed{\wedge}$). $\boxed{\text{2nd}}$ can be omitted.)

(5) Recalling a listing with a keyword search

To perform a keyword search, press $\boxed{\text{C·CE}}^{\text{ON}}$, then enter any word contained in the desired listing and press $\boxed{\text{2nd}}$ $\boxed{\vee}$.

Example: Recall listings containing the word "ROBERT" in the BUSINESS file.

$\boxed{\text{C·CE}}$ $\boxed{\text{R}}$ $\boxed{\text{O}}$ $\boxed{\text{B}}$ $\boxed{\text{E}}$ $\boxed{\text{R}}$ $\boxed{\text{T}}$ $\boxed{\text{2nd}}$ $\boxed{\vee}$

```
EDWARDS  ROBE→
201-265-5600
F      265-1234
```

Each time $\boxed{\text{2nd}}$ $\boxed{\vee}$ is pressed, successive listings containing the word "ROBERT" will be displayed.

★ In (2), (4) and (5), if a listing that begins with the entered character(s) is not in memory, "■NOT FOUND!■" is displayed and the display returns to the entry prompt.

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3. Correction

(1) Correcting during an entry

1. Press ▶ , ◀ , ▲ or ▼ to move the cursor to the character to be corrected.
2. Enter the correct character.
3. Press ENTER .
- To correct a name or number when the cursor is in the remark entry, press REMARK to display the name or number contents and move the cursor.

★ Or re-enter the listing after pressing C·CE .

(2) Correcting a stored listing

1. Recall the listing to be corrected.
2. Press 2nd EDIT . The cursor flashes.
3. Correct the listing in the same procedure as (1).
- To correct a remark, press REMARK to display the remark contents.
4. Press ENTER .

(Pressing 2nd ENTER creates a new listing without erasing the old listing.)
To insert characters, move the cursor to the desired location, press INS to add a space, and enter the character. To delete characters, move the cursor to the character to be deleted and press DEL .

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Schedule Mode

The Schedule mode is used for storing schedule information (year, month, date, hour, minutes, 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 (36 characters). In the date entry, four digits can be entered for the year and two digits each for the month, date, hour and minutes.

Letters, symbols, numbers, ".", ",", ":", "–" and spaces can be entered in the item entry. Numbers and spaces can be entered in the date entry.

1. Storing a Schedule Item

Example: Store a schedule item (e.g., MEETING at 14:30 to 16:30 on January 26th, 1996).

1. Press SCHEDULE to display the Schedule mode screen.
   The year for which a schedule entry was last made will be displayed. (1994 is the default setting.)
2. Press ▲ to move the cursor to the top line of the display and enter the year (4 digits).
   To store a schedule listing in the same year, this step can be omitted. Schedules in the following years can be stored: 1901 to 2099.

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3. Enter the starting date and time on the second line.

| 0 | 1 | 2 | 6 | 1 | 4 | 3 | 0 |

(The month, date, hour, and minutes should each consist of two digits.)
The cursor will move to the third line.

4. Enter the ending date and time.

| 0 | 1 | 2 | 6 | 1 | 6 | 3 | 0 |

- After entry of the minutes, "**DESCRIPTION?**" is displayed.

5. Enter the schedule details on the upper line.

| M | E | E | T | I | N | G |

- When → or ← is displayed, there are additional characters which do not fit on the display. Press ► or ◄ to display them.

```
◪MEETING_
  01-26  14:30
 -01-26  16:30
```

6. Press ENTER to store in memory.

- If an attempt is made to store an impossible date or time, "**ERROR!**" is displayed. Enter the correct date and time and press ENTER.

The contents entered will be automatically arranged chronologically and stored in the order of earliest to most recent, based on the data on the second line (starting time).

2. Recalling a Schedule Entry

(1) Sequential search

Press ∨ or ∧ to recall listings in forward or reverse order.
Hold ∨ or ∧ down for rapid recall.

- Entries with the same starting and ending dates are displayed without the ending date.

(2) Direct search

Press C·CE (ON) ▼ ▼ to move the cursor to the **DESCRIPTION?** prompt, enter the first character(s) of the desired schedule item and press ∨ or ∧ to recall that item directly.

(3) Keyword search

Press C·CE (ON) ▼ ▼ to move the cursor to the **DESCRIPTION?** prompt, enter a keyword that is contained in the desired schedule item and press 2nd ∨ or 2nd ∧ to recall that item.

(4) Date search

Enter the date and press ∨ or ∧ to recall that listing directly.

- If no appropriate listing is found in the memory after a direct search, a keyword search or a date search, "■NOT FOUND!■" is displayed momentarily and the display returns to the entry prompt.

(5) Priority mark search

Attach a priority mark to a listing using the method described below. The listing will be recalled first when using ⌄ or ⌃. Pressing ⌄/⌃ again recalls in forward/reverse order listings stored after/before the listing with the priority mark.

<Attaching the priority mark>

During entry, press 2nd MARK□ (*♪* will be displayed), enter the data and press ENTER. To mark a listing already entered, recall it with ⌄ or ⌃, press 2nd EDIT, press 2nd MARK□ (*♪* will be displayed), then press ENTER.

• The priority mark can only be attached to one listing.

<Removing the priority mark>

Recall the listing with the priority mark, press 2nd EDIT, MARK□ (*♪* will be cleared), then press ENTER.

• The priority mark is removed from one listing when it is attached to a different listing.

3. Correction

Correction is performed following the same procedure used for the Telephone mode (page 14).

• To correct the year, recall the desired schedule listing and press CALENDAR 2nd EDIT.

4. Checking the Day of the Week

There are three ways to check the day of the week in the Schedule mode.

(1) Confirmation by recalling schedule items

Recall that day's schedule, then press CALENDAR.

(2) Confirmation by designating the month and date

Enter the date on the second line, then press and hold CALENDAR.

(3) Confirmation by designating the year, month, and date

Enter the year, month and date. (To enter the year, move the cursor to the top line.) While pressing CALENDAR, the day of the week will be displayed.

Memo Mode and Secret Function

The Memo mode allows any contents other than scheduled items and telephone numbers to be stored. **This mode remains inoperative unless a password is first registered.** Bank account numbers, passport numbers, and other information that one wants to keep secure can be registered for added convenience.

1. Password Registration

To use the Memo mode, a password must first be registered.
Up to 7 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 30). As a safeguard, make a written record of the password.

Example: Register the password "1234567".

1. Press MEMO to display the password entry screen.

A SET PASSWORD
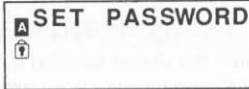
The password entry screen can also be displayed with the following operation.

(1) Press BUSINESS to select the Telephone mode.
   You can also press PERSONAL , OTHER or SCHEDULE to register a password. (Only one password is registered for all modes.)

(2) Press C·CE to display the entry prompt.

(3) Press 2nd SECRET .

2. Enter the password.

   1 2 3 4 5 6 7

3. 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, refer to pages 26 and 30.

- Only one password can be registered, but many secret listings can be entered.

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 2nd SECRET when the Telephone or Schedule mode entry prompt appears.
   The password will be displayed.
2. Press ENTER.

The Secret function is now on. "🏱" is cleared and the display returns to the entry prompt.
- Even if the power is turned off, the Secret function is always on.

(2) Turning the Secret function off

1. Press MEMO. Or press 2nd SECRET when the Telephone or Schedule mode entry prompt appears.
   - 🔓 lights up in the Memo mode.
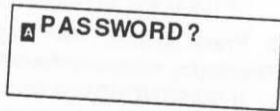
A **PASSWORD?**

2. Enter the password and press ENTER.
   (Press "1234567" in this case.)

The Secret function is now off. "🏱" is displayed and the display returns to the entry prompt.

3. Storing a Memo

Example: Store "CREDIT CARD 98765".

1. Press MEMO.
2. Enter the password to turn the Secret function off.
3. Follow the same procedure as for the Telephone mode.

   C R E D I T SPACE C A R D
   ENTER (or ▼) 9 8 7 6 5

4. Press ENTER. The cursor will move to the remark entry prompt.
5. Press ENTER. The memo listing is now stored.

4. Recalling and Correcting a Memo

1. Press MEMO.
2. Enter the password to turn the Secret function off.
3. Recall and/or correct the desired listing following the same procedure as for the Telephone mode on pages 11 and 14.

5. 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✱ to display "✱" during entry and store the listing.

(2) Designating stored listings as secret

Example:

Designate the listing for EDWARDS ROBERT as secret.

1. Recall the listing by pressing ∨ (or ∧).

```
� EDWARDS  ROBE→
  201-265-5600
F      265-1234
```

2. Press 2nd EDIT .
   The cursor flashes.

3. Press 2nd MARK✱ .
   "✱" is displayed.

┌─ Flashes
```
▲ EDWARDS  ROBE→
  201-265-5600
*F      265-1234
```

4. Press ENTER .
   The listing for EDWARDS ROBERT is now designated as secret.

6. Changing Secret Listings to Non-Secret

1. Turn the Secret function off. (Refer to page 22.)
2. Recall the desired secret listing by pressing ∨ (or ∧).
3. Press 2nd EDIT .
   The cursor flashes.
4. Press 2nd MARK✱ .
   "✱" is cleared.
5. Press ENTER .
   The secret listing is now changed to non-secret.

7. Recalling or Correcting Secret Listings

To recall or correct secret listings, the Secret function must first be off.

1. Turn the Secret function off. (Refer to page 22.)
2. Recall or correct the listings using the same procedure as for non-secret listings.
   During recall, "✱" next to a listing indicates it is secret.

★ Recalling secret listings only
To recall only the secret listings in the selected file:
1. Turn the Secret function off. (Refer to page 22.)
2. Press 2nd MARK* . " * " is displayed.
3. Press ∨ (or ∧).
The secret listings only are sequentially recalled.

8. Changing the password

1. Turn the Secret function off ("◼▸" displayed).
2. Press C·CE 2nd SECRET .
3. Press 2nd EDIT . The first character of the password will flash.
4. Enter a new password and press ENTER . The new password is now registered.

Note: If an attempt is made to turn the Secret function off with an incorrect password, the display shown on the right will appear. Press C·CE and enter the correct password.

```
◼PW.  ERROR!◼
```

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Checking Memory Storage

1. Press BUSINESS .
• You can also press PERSONAL , OTHER , SCHEDULE , MEMO or CONV to check memory storage.
2. Press 2nd M·CK . The number of bytes in use and remaining are displayed.

```
USED    REMAIN
  69     9930
```

3. Press M·CK .
The number of telephone listings stored is displayed.

```
BUSI.    PER.
   3       0
```

4. Press M·CK M·CK .
The number of memo and schedule listings stored is displayed.

```
MEMO    SCH.
   2       1
```

5. Press M·CK .

The number of conversion listings stored is displayed.

The Organizer can store up to 9999 bytes in memory (excluding the calculator mode memory). One byte is required per character in the name, remark, memo, schedule and conversion item entries, and one byte is required for two digits in the telephone number and conversion rate entry.

When there is an odd number of digits in a number entry, the last digit occupies one byte. Five bytes are required for a schedule date entry when only the starting time is entered, and nine bytes when the starting and ending times are entered. Five bytes are needed to divide each telephone or memo listing, but only four bytes are needed when a remark is not entered. Four bytes are needed for each schedule or conversion listing.

- Each time M-CK is pressed, the display changes in the sequence described in "Checking Memory Storage". Pressing C·CE displays the entry prompt.
- When ENTER is pressed after data entry and there is insufficient memory, "FULL! NOT IN" is displayed and entry is no longer possible. Press C·CE and either delete previously stored listings or change the listing to be stored so that it will not exceed the memory capacity, then repeat the storing procedure.
- Since the same memory is used for the Telephone, Schedule, Memo and Conversion modes, the number of listings available to be stored in each of these four modes will vary.

Clearing the Memory

1. Deleting a Listing

1. Recall the listing to be deleted.
2. Press 2nd DEL .
3. Press ENTER .
   (To cancel, press any key other than ENTER .)

2. Clearing a File

If the entire contents of a Telephone, Schedule, Memo or Conversion file are unnecessary, the file can be cleared.

Example: Clear a Telephone file.

1. Press BUSINESS to enter Telephone mode.
   Turn the Secret function off.
2. Press DEL .

Flashes ⌐

BUSI. DELETE?

3. Press 2nd ENTER .
   (To cancel, press any key other than 2nd ENTER .)

- When "**SECRET ON!**" is displayed, the Secret function is on and the file cannot be deleted. Press $\overset{\text{ON}}{\boxed{\text{C·CE}}}$ to clear the message, turn the Secret function off, and repeat the procedure above.

  All secret and non-secret listings in the file selected in step **1** will be cleared.

3. Deleting the Password and Secret Listings

The password and all secret listings can be deleted at the same time.

1. Press $\boxed{\text{BUSINESS}}$.

- You can also press $\boxed{\text{PERSONAL}}$, $\boxed{\text{OTHER}}$, $\boxed{\text{SCHEDULE}}$ or $\boxed{\text{MEMO}}$ to delete the password and all secret listings.

2. Press $\boxed{\text{2nd}}$ $\boxed{\text{SECRET}}$.
3. Press $\boxed{\text{DEL}}$.
4. Press $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$.

   (To cancel, press any key other than $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$.)

4. Clearing all Memory Contents

1. Display the number of stored listings using the Checking Memory Storage procedure on page 27. (Use any step to display the stored listings except step 2.)

2. Press $\boxed{\text{DEL}}$.

Flashes ⌐

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

3. Press $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$.

   (To cancel, press any key other than $\boxed{\text{2nd}}$ $\boxed{\text{ENTER}}$.)

Rates and unit names set in the Conversion mode will be reset to the default settings.

Calculator Mode

The Organizer can calculate numbers of up to 12 digits.

Calculation

Press $\boxed{\text{CALC}}$ to select the Calculator mode.

Before performing a calculation, press $\boxed{\text{C·CE}}$ $\boxed{\text{C·CE}}$ and $\boxed{\text{CM}}$ to clear the memory and display.

See the appendix at the back of this manual for calculation examples.

Errors

When the integer part of a calculation result or any integer in the memory exceeds 12 digits, or other impossible operations are attempted, an error will occur. ("**E**" will appear on the first line.) Press `C·CE` to clear the error. Overflow errors can also be cleared with `C·CE`.

Conversion

Unit conversions, such as from cm to inches, can be performed. The following units are preprogrammed into the Organizer.

No.	Unit		Conversion rate	No.	Unit		Conversion rate
	A	B			A	B	
1	inch	cm	2.54	6	lb	kg	0.45359237
2	feet	m	0.3048	7	°F	°C	5/9(F-32)
3	yard	m	0.9144	8	cal	J	4.1855
4	mile	km	1.609344	9	hp	kw	0.7457
5	oz	g	28.3495				

- Conversions are based on ISO specifications.
- The rate is the value B when the value of A is 1.

You can also set the unit conversion rate from 10 to 99, but not between 1 and 9.

1. Setting the Rate

Example: Set the rate for $=¥115.

(Because $=A and ¥=B, in this case the rate is 115.)

1. Press `CONV` to select the Conversion mode.

2. Enter $ in A and ¥ in B.
   `SMBL` `SMBL` `SMBL` `SPACE` `SPACE` `SPACE`
   `SMBL` `SMBL` `SMBL` `SMBL`

3. Press `ENTER`.

4. Enter the rate.

   115 `ENTER` (or `2nd` `RATE SET`)

   (Up to 12 digits can be entered for the rate.) The rate has now been set. The set rate will remain in effect until a new rate is set.

```
A 10: $          →¥
```

```
10: $          →¥
                    115.
                      0.
```

5. Press C·CE .

2. Recalling a Conversion Entry

(1) Sequential search
Press ∨ or ∧ to recall listings in forward or reverse order.
Hold ∨ or ∧ down for rapid recall.

(2) Direct search
Press C·CE (ON) to display the **CONV. ITEM?** prompt, enter the first character(s) of the desired conversion item and press ∨ or ∧ to recall that item directly.

(3) Keyword search
Press C·CE (ON) to display the **CONV. ITEM?** prompt, enter a keyword that is contained in the desired conversion item and press 2nd ∨ or 2nd ∧ to recall that item.
- You cannot use a direct or keyword search for the numbers 1 through 9.
- If no appropriate listing is found in the memory after a direct search or a keyword search, "■NOT FOUND!■" is displayed momentarily and the display returns to the entry prompt.

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3. Changing the Rate and Unit Name

(1) Changing the unit name
1. Recall the item to be changed and press 2nd EDIT . The cursor flashes.
2. Move the cursor to select the unit to be changed.
   When the cursor is positioned at the unit name, up to 4 characters each can be entered for A and B. After entry of unit name A, press ► to move the cursor to unit name B and enter the name. When setting a new rate, press ▼ , otherwise, press ENTER to store the entered name.

(2) Changing the rate
1. Recall the rate to be changed.
2. Enter the new rate.
3. Press 2nd RATE SET .

4. Converting Currency/Unit
To convert the value of A to B, press A►B . To convert the value of B to A, press A◄B .

Example 1: Convert $119.8 to ¥.
1. Press CONV to select the Conversion mode.
2. Press ∧ ∨ to select the unit.

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3. Enter the numeral.

[1] [1] [9] [.] [8]

4. Make conversion.

[A▶B]

```
10:  $  ▶  ¥
              115.
            13777.
```

The conversion to be made is from A to B, so press [A▶B].

Example 2: Convert 30°C to °F.

1. Press [CONV] to select the Conversion mode, and [∨] [∧] to select the unit.
(The rate display is blank only for this option.)

2. Enter the numeral.

[3] [0]

3. Make conversion.

[A◀B]

```
 7:  °F  ◀  °C
              86.
```

The conversion to be made is from B to A, so press [A◀B].

Note: Converted values may be slightly imprecise. Use these conversions only for general estimates.

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Power Supply

Batteries used

Type	Model	Quantity	Application
Lithium battery	CR2025	1	Main power source
Lithium battery	CR2016	1	Memory backup

- Do not remove both the main and memory backup batteries at the same time. Doing so will clear the memory of its contents.
- Be sure to write down any important information stored in memory before replacing the batteries.

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.

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Because the batteries in the Organizer were installed at the factory, they may become depleted before the specified expiration time is reached.

2. Main 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 a consumed battery can alter or clear the memory contents.

Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

- Make sure the power is turned off before replacing the batteries.
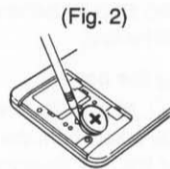- Do not press $\boxed{\overset{ON}{\text{C·CE}}}$ until the battery replacement procedure is completed.

(2) Replacing the battery

1. Press $\boxed{\text{OFF}}$ to turn the power off.

2. Remove the screw from the battery holder cover on the back (Fig. 1) of the unit, then remove the holder cover by moving it in the direction of the arrow. (Fig. 1)
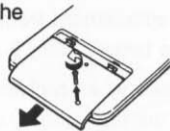
3. Remove the old battery using a ball-point pen or similar (Fig. 2) object. (Fig. 2)

4. With the plus side (+) up, insert a new battery, positioning it under the tab.
5. Replace the holder cover and secure it with the screw.
6. Press $\boxed{\overset{ON}{\text{C·CE}}}$ to turn the power on. If nothing appears on the display, press the **RESET** switch on the back of the unit and press $\boxed{\overset{ON}{\text{C·CE}}}$ again.

3. Memory Backup Battery Replacement

(1) Battery replacement frequency

- Replace the battery every 5 years.

## (2) Precautions when replacing the battery

- <u>Make sure the main battery is undepleted.</u> If the main battery is weak, first replace it with a new one before replacing the memory backup battery.
- If the memory backup battery is replaced when the main battery is depleted, memory contents will be lost.

(3) Replacing the battery

1. Press OFF to turn the power off.
2. Remove the screw from the battery holder cover on the back of the unit. Remove the holder cover in the direction of the arrow.
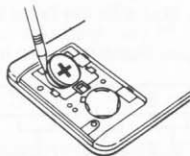
3. While pressing ①, slide the memory backup battery holder cover in direction ② and remove it. (Fig. 1)   (Fig. 1)
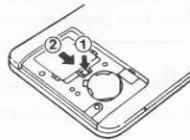
4. Remove the old battery using a ball-point pen or similar object. (Fig. 2)   (Fig. 2)

5. With the plus side (+) up, insert a new battery, positioning it under the tab.
6. Replace both of the holder covers and secure them with the screw.
7. Press C·CE (ON) to turn the power on. If nothing appears on the display, press the **RESET** switch on the back of the unit and press C·CE (ON) again.

To minimize battery consumption, the organizer is designed to automatically turn off when no key has been pressed for approximately 7 minutes.

4. Battery Replacement Date Label

This unit has a battery replacement date label.

On the back of the unit a label indicating the date when the batteries were installed at the factory is attached. Write two further dates on the label in 5-year increments after this factory date, and affix the label to the unit.

Label example: Batteries were installed in October 1996.

9	6 · 1	0 0	C
Year	Month	Control number	

MEMORY BACKUP BATTERY		
MONTH	10 ·	2001
· YEAR	10 ·	2006
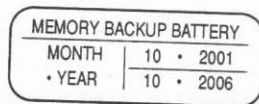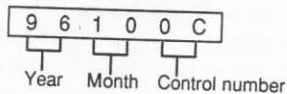
Specifications

Model:	EL-6370
Product name:	Electronic Organizer
Display:	3 lines of 12 digits and 2 symbol digits each

Memory capacity: 9999 bytes

Telephone Mode (BUSINESS, PERSONAL and OTHER)

Entry and recall of names, numbers, and remarks

Schedule Mode

Entry and recall of schedule (year, month, date, hours and minutes), day of the week confirmation

Calculator Mode

Digits:	12
Calculation:	Addition, subtraction, multiplication, division, percentage, square root, etc.

Conversion Mode

Setting and conversion of unit, rate, etc.

Power consumption: 0.0002 W

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

Power supply: Main battery: 3V ⎓ (DC) (Lithium battery CR2025; 1)
Memory backup battery: 3V ⎓ (DC) (Lithium battery CR2016; 1)

Battery life: For the main battery, approximately 3500 hours (continuous display).
For the memory backup battery, approximately 5 years (at 20°C/68°F).

Weight: 98 g (0.22 lb.)

Dimensions: When open   133.5(W) x 162(D) x 7.8(H) mm
(5-1/4" (W) x 6-3/8" (D) x 5/16" (H))
When closed   133.5(W) x 83(D) x 11.6(H) mm
(5-1/4" (W) x 3-9/32" (D) x 15/32" (H))

Accessories: 2 lithium batteries (installed), operation manual

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