EL-6120 QUICK GUIDE

This guide briefly covers all of the functions of the EL-6120. For further details, refer to the Operation Manual.

FUNCTIONS AND FEATURES

TEL Mode (TEL1, TEL2, TEL3 Files):
TEL mode "items" consist of a character part for storage of names and addresses and a numerical part to store telephone numbers. Three files let you organize calls according to types of calls. (i.e., TEL1: business associates, TEL2: relatives, TEL3: private.)

MEMO Mode (MEMO1, MEMO2 Files):
MEMO mode "items" consist of one character part for storage of memos. It is divided into two files for item organization. (i.e., MEMO1: appointments, MEMO2: notes.)

CALC Mode:
In the CALC mode, your EL-6120 serves as a calculator.
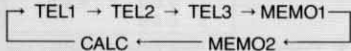
SECRET Function:
Items in TEL and MEMO files can be designated as "secret". These items require a password to be accessed.

MEMORY CHECK Function:
The Memory Check tells you instantly how much storage space is left in the TEL and MEMO files, as well as how many items are stored in each file.

FILE SELECTION

Press MENU to display the files in the following order:

→ TEL1 → TEL2 → TEL3 → MEMO1
  CALC ←   MEMO2 ←

- A new file is selected each time MENU is pressed.
- Press SHIFT MENU to select files in reverse order.
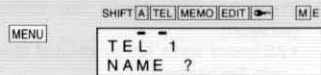
TEL AND MEMO MODES

Example:
TEL1

NAME			NUMBER
SMITH JOHN	ACME		247-6100
JONES FRED	GENERAL		613-2975
BROWN ED	SHARP		533-7178
			364-3490

MEMO1

MEMO
4/30 9:00
PLANNING   MEETING
5/1 10:00
SOFTBALL

Entering Items

1. Select the desired file.

   MENU

   SHIFT A TEL MEMO EDIT 🔒 M E
   ```
   T E L   1
   N A M E   ?
   ```

2. Type up to 80 characters, using ⏎ to separate lines, and press ENT to complete the NAME entry of a TEL item or the MEMO entry of a MEMO item.

   SMITH SPC
   JOHN ⏎
   ACME ENT

   SHIFT A TEL MEMO EDIT 🔒 M E
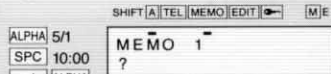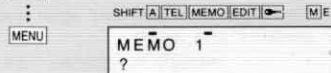   ```
   S M I T H   J O H N
   N U M B E R   ?
   ```

3. Repeat the step 2 to store another MEMO item in the same file.

4. Type up to 80 characters, separating different phone numbers by pressing ⏎, and press ENT to complete the NUMBER entry of a TEL item.

   247-6100
   ENT

   SHIFT A TEL MEMO EDIT 🔒 M E
   ```
   T E L   1
   N A M E   ?
   ```

5. Repeat the steps 2 and 4 to store another TEL item in the same file.
   - Items are stored in MEMO files by the same method used to store NAME entries in TEL files.
   - Items in both TEL and MEMO files are arranged alphanumerically according to the first characters of their first lines.

   JONES SPC
   FRED ⏎
   GENERAL
   ENT

   SHIFT A TEL MEMO EDIT 🔒 M E
   ```
   J O N E S   F R E D
   N U M B E R   ?
   ```

   ⋮

   MENU

   SHIFT A TEL MEMO EDIT 🔒 M E
   ```
   M E M O   1
   ?
   ```

   ⋮

   ALPHA 5/1
   SPC 10:00
   ⏎ ALPHA
   SOFTBALL
   ENT

   SHIFT A TEL MEMO EDIT 🔒 M E
   ```
   M E M O   1
   ?
   ```

❶ ❷ ❸ ❹

## Recalling Items

1. Select the desired file.

```
MENU    SHIFT A TEL MEMO EDIT ⬤― | M E
        ⎡ T E L  1          ⎤
        ⎣ N A M E   ?       ⎦
```

Items can be recalled by either their first or second lines if the lines were separated by ⏎ during storage.

2. Press `1V` to recall the items in alphanumerical order by the first lines. (Sequential searching)

```
1V      SHIFT A TEL MEMO EDIT ⬤― | M E
        ⎡ B R O W N   E D   ⎤
        ⎣ 5 3 3 - 7 1 7 8   ⎦
```

OR

Press `2V` to recall them by their second lines.

```
2V      SHIFT A TEL MEMO EDIT ⬤― | M E
        ⎡ B R O W N   E D   ⎤
        ⎣ S H A R P         ⎦
```

OR

Type the first character or group of characters (up to 10) of the first line of an item and press `1V`. (Direct searching)

```
BROWN   SHIFT A TEL MEMO EDIT ⬤― | M E
1V      ⎡ B R O W N   E D   ⎤
        ⎣ 5 3 3 - 7 1 7 8   ⎦
```

OR

Type the first character or group of characters (up to 10) of the second line of an item and press `2V`.

```
SHARP   SHIFT A TEL MEMO EDIT ⬤― | M E
2V      ⎡ B R O W N   E D   ⎤
        ⎣ S H A R P         ⎦
```

3. Press ▼ to display other lines of the TEL or MEMO item.
   Press ► to display other lines of the NUMBER entry of the TEL item.

```
►         SHIFT A TEL MEMO EDIT ⬤― | M E
(2 times) ⎡ B R O W N   E D   ⎤
          ⎣ 3 6 4 - 3 4 9 0   ⎦
```

```
▼         SHIFT A TEL MEMO EDIT ⬤― | M E
          ⎡ B R O W N   E D   ⎤
          ⎣ S H A R P         ⎦
```

```
▼         SHIFT A TEL MEMO EDIT ⬤― | M E
          ⎡ 5 3 3 - 7 1 7 8   ⎤
          ⎣ 3 6 4 - 3 4 9 0   ⎦
```

Correcting Items

1. Select the desired file.

```
MENU    SHIFT A TEL MEMO EDIT ⬤― | M E
        ⎡ T E L  1          ⎤
        ⎣ N A M E   ?       ⎦
```

2. Recall the desired item.

```
SMITH   SHIFT A TEL MEMO EDIT ⬤― | M E
1V      ⎡ S M I T H   J O H N ⎤
        ⎣ 2 4 7 - 6 1 0 0     ⎦
```

3. Press `SHIFT` `EDIT` to activate the EDIT function.

```
SHIFT    SHIFT A TEL MEMO EDIT ⬤― | M E
EDIT     ⎡ S M I T H   J O H N,⏎ ⎤
         ⎣ A C M E               ⎦
```

4. Press ▼ and ► to move the cursor to the mistake.

```
►         SHIFT A TEL MEMO EDIT ⬤― | M E
(7 times) ⎡ S M I T H   J O H N,⏎ ⎤
          ⎣ A C M E               ⎦
```

5. Use `BS` to make the desired correction or enter the correct characters over the incorrect ones.

```
EA       SHIFT A TEL MEMO EDIT ⬤― | M E
         ⎡ S M I T H   J E A N,⏎ ⎤
         ⎣ A C M E               ⎦
```

6. Repeat the steps 4 and 5 for other corrections.

```
▼  ►      SHIFT A TEL MEMO EDIT ⬤― | M E
(2 times) R ⎡ S M I T H   J E A N,⏎ ⎤
            ⎣ A C R E               ⎦
```

7. Press `ENT`.

```
ENT      SHIFT A TEL MEMO EDIT ⬤― | M E
         ⎡ T E L  1          ⎤
         ⎣ N A M E   ?       ⎦
```

Deleting Items

1. Select the desired file.

```
MENU    SHIFT A TEL MEMO EDIT ⬤― | M E
        ⎡ T E L  1          ⎤
        ⎣ N A M E   ?       ⎦
```

2. Recall the desired item.

```
S  1V    SHIFT A TEL MEMO EDIT ⬤― | M E
         ⎡ S M I T H   J E A N ⎤
         ⎣ 2 4 7 - 6 1 0 0     ⎦
```

3. Activate the EDIT function and press `C·CE`.

```
SHIFT EDIT  SHIFT A TEL MEMO EDIT ⬤― | M E
C·CE        ⎡ S M I T H   J E A N   ⎤
            ⎣ D E L E T E   ?  Y / N ⎦
```

(TCADH1721CCZZ)

5   6   7   8

3. Press `Y` to delete the item.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
T E L  1
N A M E  ?
```
`Y`

• Press `N` to retain the item.

Clearing a File

1. Select the desired file.
2. Hold down `BS`, press the reset switch.
3. Press `Y` to delete the entire contents of the file.
   • Press `N` to retain the file.

Clearing the Memory

1. Press the reset switch.
2. Press `Y` to completely clear the memory, including the calculator memory.
   • Press `N` to retain the contents of the memory.

SECRET FUNCTION

Items in TEL and MEMO files can be designated as secret by inserting an asterisk(∗) in front of them. These items cannot be recalled unless a password is entered.

Selecting a Password

1. Select a TEL or MEMO file.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`MENU`

2. Press `SHIFT` `SECRET`.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
P A S S W O R D   S E T
?
```
`SHIFT` `SECRET`

3. Type a password of six characters or less and press `ENT`.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
P A S S W O R D
[ A B C D E F ]   S E T
```
`ABCDEF`
`ENT`

4. Press `C·CE` to activate the SECRET function.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`C·CE`

Designating Items as Secret

Items are designated as secret by inserting an asterisk (∗) in front of them.

To designate an item already stored as secret
1. Select the desired file.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`MENU`

2. Recall the desired item.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
4 / 30   9 : 00
P L A N N I N G   M E E
```
`ALPHA 4/30`
`↑V`

3. Press `SHIFT` `EDIT` to activate the EDIT function.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
4 / 30   9 : 00 ↵
P L A N N I N G   M E E
```
`SHIFT` `EDIT`

4. Press `SHIFT` `MARK∗` to insert an asterisk at the beginning of the item.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
∗ 4 / 30   9 : 00 ↵
P L A N N I N G   M E E
```
`SHIFT` `MARK∗`

---

5. Press `ENT`.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`ENT`

To designate an item as secret during storage
1. Select the desired file.
2. Press `SHIFT` `MARK∗`.
3. Store the item as you would a regular item.

Recalling Secret Items

(Cancelling the SECRET Function)
1. Select the desired file.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`MENU`

2. Enter the password and press `SHIFT` `SECRET` to cancel the SECRET function.

SHIFT `A` `TEL` `MEMO` `EDIT` `◄━` | `M`E
```
M E M O  1
?
```
`ABCDEF`
`SHIFT` `SECRET`

3. Recall the desired item.

SHIFT A TEL MEMO EDIT ◀━ M E

`1V`

```
*4/30  9:00
PLANNING MEE
```

4. When finished with secret items, press SHIFT SECRET to reactivate the SECRET function.
   • The SECRET function will be reactivated automatically when the power is turned off manually or automatically.

Changing the Password

1. Type the current password and press SHIFT SECRET to cancel the SECRET function.

SHIFT A TEL MEMO EDIT ◀━ M E

ABCDEF
SHIFT SECRET
```
MEMO 1
?
```

2. Type the current password again and press SHIFT SECRET again.

SHIFT A TEL MEMO EDIT ◀━ M E

ABCDEF
SHIFT SECRET
```
PASSWORD SET
?
```

⑬

---

3. Type the new password and press ENT to activate the SECRET function.

SHIFT A TEL MEMO EDIT ◀━ M E

UNCLE
ENT
```
PASSWORD
[UNCLE] SET
```

If You Forget the Password

1. Hold down C·CE and press the reset switch on the back of the calculator.
2. Press Y to delete the current password.
   • All secret items will be deleted along with the password.
   • Press N to retain the password and secret items.

⑭

MEMORY CHECK FUNCTION

1. Press SHIFT M to display the amount of storage space left in the TEL and MEMO files.

SHIFT A TEL MEMO EDIT ◀━ M E

SHIFT M
```
1744  CHARA
REMAINING
```

2. Press M again to display the number of items stored in each of the three TEL files.

SHIFT A TEL MEMO EDIT ◀━ M E

M
```
T1:002 2:000
3:000
```

3. Press M a third time to display the number of items in each of the two MEMO files.

SHIFT A TEL MEMO EDIT ◀━ M E

M
```
M1:002
2:000
```

⑮

CALC MODE

1. Select the CALC mode.

SHIFT A TEL MEMO EDIT ◀━ M E

MENU
```
                   0 .
```

• Before performing a calculation, press C·CE.

SHIFT A TEL MEMO EDIT ◀━ M E

C·CE
123 +
456 =
```
               579 .
```

Note: The contents of the calculator, telephone and memo memories are retained even after the power is turned off either manually or automatically. All data in the memory will be lost, however, if the main power batteries and the memory backup battery are all removed at the same time, or if the memory backup battery is removed when the main batteries are worn. The memory backup battery should be replaced at least every 5 years of interval.

⑯