

# SHARP®

ELECTRONIC ORGANIZER

MEMO MASTER

MODEL

**EL-6160**

**EL-6170**

OPERATION MANUAL

A decorative graphic at the bottom of the page, consisting of a large, stylized V-shape. This shape is formed by multiple parallel lines that create a sense of depth and movement, resembling a series of stacked, slightly offset V's or a series of lines that converge and then diverge.

**EL-6160/6170  
LIMITED WARRANTY:**

SHARP ELECTRONICS CORPORATION warrants this product to the first consumer purchaser to be free from defective materials and workmanship. Under this warranty the product will be repaired or replaced, at our option, without charge for parts or labor, with the exception of batteries, when returned to a SHARP CONSUMER FACTORY SERVICE CENTER listed in the instruction booklet supplied with your unit.

This warranty does not apply to any appearance items nor to any product whose exterior has been damaged or defaced, nor to any product subjected to misuse, abnormal service or handling, nor to any products altered or repaired by other than a SHARP CONSUMER FACTORY SERVICE CENTER. This warranty does not apply to any product purchased outside the United States, its territories, or possessions.

The period of this warranty covers one (1) year on parts and one (1) year on labor from date of purchase.

This warranty entitles the first consumer purchaser to have the warranted parts and labor rendered at no cost for the period of the warranty described above when the unit is carried or shipped, prepaid, to a SHARP CONSUMER FACTORY SERVICE CENTER together with proof of purchase.

THIS SHALL BE THE EXCLUSIVE WRITTEN WARRANTY OF THE FIRST CONSUMER PURCHASER AND NEITHER THIS WARRANTY NOR ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, SHALL EXTEND BEYOND THE PERIOD OF THE TIME LISTED ABOVE. IN NO EVENT SHALL SHARP BE LIABLE FOR CONSEQUENTIAL ECONOMIC DAMAGE OR CONSEQUENTIAL DAMAGE TO PROPERTY. SOME STATES DO NOT ALLOW A LIMITATION ON HOW LONG AN IMPLIED WARRANTY LASTS OR AN EXCLUSION OF CONSEQUENTIAL DAMAGE, SO THE ABOVE LIMITATION AND EXCLUSION MAY NOT APPLY TO YOU. IN ADDITION, THIS WARRANTY GIVES SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

## 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 all of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.

## Cautions

- Do not carry the EL-6160/6170 in the pocket of your slacks or trousers.
- Do not drop the EL-6160/6170 or apply excessive force.
- Do not subject the EL-6160/6170 to extreme temperatures.
- Clean only with a soft, dry cloth.
- If service is required, use only a SHARP servicing dealer, SHARP approved service facility, or SHARP repair service where available.
- ★ The EL-6160/6170 is hereafter referred to as "the Organizer".
- ★ Unless otherwise specified, the text material applies to both models.

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## Using the Organizer for the First Time

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

- 1 Press **C-CE**<sup>ON</sup> to turn the power on.
- 2 Press the **RESET switch** on the back. (Fig.)
- 3 Press **SHIFT ENTER**.
- 4 Repeat steps 2 and 3.

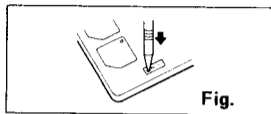


Fig.

## When Abnormal Conditions Cause a Malfunction

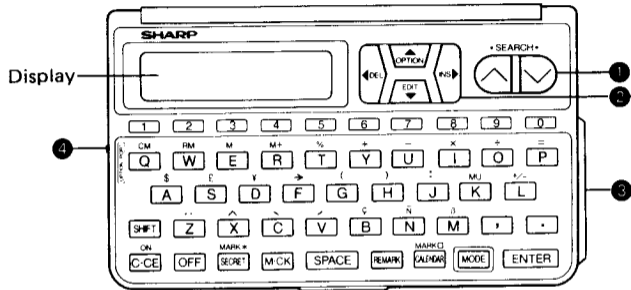
If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including **C-CE**<sup>ON</sup>) will respond. If this happens, press the **RESET switch** on the back of the Organizer and **any key other than SHIFT ENTER**.

**Note** The above operation may clear all memory.

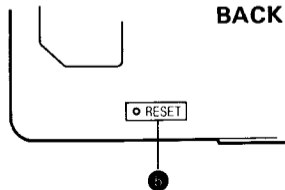
If an error occurs internally, "DATA PROBLEM" and "PRESS RESET!" are displayed alternately. Clear all memory by performing steps 2 and 3 above.

# 1 Part Names

FRONT



BACK



❶ Search keys

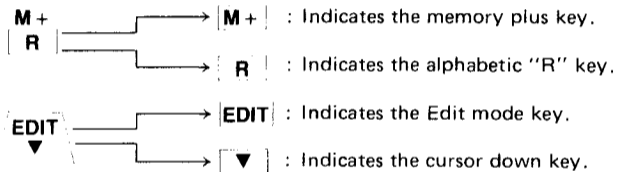
❷ Cursor movement keys

❸ Keypad

❹ Option port







❺ RESET switch (on the back)

In this manual, the keys are represented by symbols, for example:



Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.


## 2 Display Symbols


- A** : Alphabetic characters, non-English characters, “—”, commas (,), dots (.) numbers, symbols and space can be entered in the name and remark entries.
-  : Secret listings can be accessed.
- ↑ : **More information** exists above the current display. (Press  .)
- ↓ : **More information** exists below the current display. (Press  .)
- \*** : Indicates the recalled listing is secret.
- SHF** : Indicates **SHIFT** has been pressed.  
The function or character represented on the blue parts of the keypad can be used next. **SHIFT** also has to be pressed to enter the functions for  .
- At times, “力”, “英”, “機能”, “(C)”, “AM”, “PM”, “ ” and “ ” may appear faintly on the display. This, however, will not affect the operation of the Organizer.





### 3 Moving the Cursor

The cursor can be moved by  ,  ,  or  .

 : Moves the cursor to the right.

 : Moves the cursor to the left.

 : Moves the cursor to the leftmost column of the upper line.

 : Moves the cursor to the leftmost column of the lower line.

• Hold  or  for rapid movement.

## 4 Changing Operation Modes

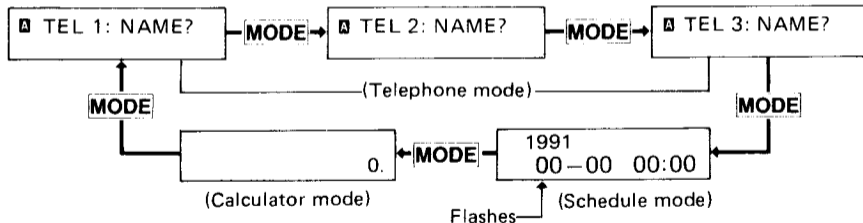
The Organizer is equipped with three operation modes: telephone, schedule, and calculator.

- Press **MODE** until the desired mode or file is displayed. The mode or file is displayed in the following order:

TEL 1 → TEL 2 → TEL 3 → Schedule → Calculator → TEL 1 → ...

(Pressing **SHIFT MODE** displays the mode or file in reverse order.)

The mode changes in the following order:



- The mode used last is entered when the power is turned on again.

## 5 Entering Characters

### 1. Entering alphabetic characters, commas (,) and dots (.)

Alphabetic characters, commas and dots can be entered in name and remark entries when **A** is displayed.

### 2. Entering non-English characters

Non-English characters can be entered in name and remark entries when **A** is displayed. Non-English characters are entered by pressing an accent key followed by a vowel key.

1 Press **SHIFT** and then **¨**, **^**, **\** or **´**.

2 Press **A**, **E**, **I**, **O** or **U**.

The following non-English characters can be entered:

Ä, Ê, Ì, Ö, Ü, Â, Ê, Î, Ô, Û, À, È, Ì, Ò, Ù, Á, É, Í, Ó, Ú.

☆ Ç, Ñ, ß can also be entered by pressing **SHIFT** **Ç**, **SHIFT** **Ñ**, **SHIFT** **ß**.

### 3. Entering numbers

Press **0** to **9** to enter numbers.

#### 4. Entering symbols

Symbols (\$, £, ¥, →, (, ), :) can be entered when **A** is displayed by pressing **SHIFT** and then **\$** , **£** , **¥** , **→** , **(** , **)** or **:** .

#### 5. Entering “-”, or a space

Press **SHIFT** **-** or **SPACE** .

- To enter “-” in the number entry, pressing **SHIFT** can be omitted.

## 6 Telephone Mode

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 is as follows:

	Display	No. of characters	Type of characters
Name entry	<input type="text" value="TEL 1 : NAME ?"/> *1	12 characters	Alphabetic characters, non-English characters, symbols, comma, dot, numbers, —, space
Number entry	<input type="text" value="NUMBER ?"/> --	96 digits (8 lines)	Numbers, —, space, dot*2
Remark entry	<input type="text" value="(REMARK ?)"/>	10 characters	Alphabetic characters, non-English characters, symbols, comma, dot, numbers, —, space

\*1: "TEL2:NAME?" or "TEL3:NAME?" is displayed when TEL2 or TEL3 is selected, respectively.

\*2: Only one dot (.) can be entered in the first line of the number entry. Once the dot is entered, the cursor will not move to the second or further line.

## 1. Storing a Telephone Listing

### Example 1:

Store the following listing in the TEL1 file: "EDWARDS BOB" for name, "201-265-5600" for number and "ABC CO." for remark.

- 1 Press **MODE** to select the TEL1 file.  
(To store the entry in the TEL2 or TEL3 file, select the TEL2 or TEL3 file by pressing **MODE**.)

- 2 Enter the name.

E	D	W	A	R	D	S	
SPACE	B	O	B				

- 3 Press **ENTER** (or **▼** ).  
(The cursor moves to the number entry.)

- Also, when 12 characters are entered in the name entry, the cursor will move to the number entry.

A TEL 1 : NAME ?

A EDWARDS BOB \_

NUMBER ?

\_

- 4 Enter the phone number.

2	0	1	-	2	6	5
-	5	6	0	0		

2	0	1	-	2	6	5	-	5	6	0	0
_____											

- 5 Press **[ENTER]**.  
(The cursor moves to the remark entry.)

A	(	R	E	M	A	R	K	?	)
_____									

- 6 Enter the company name.

A	B	C	SPACE	C	O
.					

A	(	A	B	C	C	O	.	__	)
_____									

- 7 Press **[ENTER]**.

The name and phone number will be displayed temporarily, then the next entry prompt will be displayed.

The telephone listing is now stored.

- Skip step **[6]** if nothing is to be entered in the remark entry.

## 2. Recalling Telephone Listings

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

Space, \$, (, ), , , - , . , numbers, :, alphabetic characters\*, £, ¥, →.

\*: Non-English characters are sorted in the following order: English character, "·", "´", "¨", "ˆ", "˜". (Examples: A → Ä → À → Á → Â, C → Ç → D, N → Ñ → O, S → ß → T)

★ Each time **REMARK** is pressed, the name and remark entries are displayed alternately.

Before recalling listings, press **MODE** to select the desired file (TEL1, TEL2 or TEL3).

### (1) Sequential search

Press  or . Hold down these keys for rapid recall.

: Recalls listings in forward order.  : Recalls listings in reverse order.

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

1 Enter the first character(s) in the name entry.

2 Press  (or ).

Listings that begin with the entered characters are recalled.



### (3) Recalling listings by remark

1 Press **REMARK** .

A ( R E M A R K ? )

2 Press **↓** (or **↑**).

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

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

1 Press **REMARK** .

2 Enter the first character(s) in the remark entry.

3 Press **↓** (or **↑**).

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

☆ After the desired remark is recalled, pressing **SHIFT** **↓** (or **SHIFT** **↑**) recalls a listing starting from the same remark. (To recall more listings starting from the same remark, press **↓** (or **↑**). **SHIFT** can be omitted.)

★ In (2) or (4), 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.

### 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 **<sup>ON</sup>C-CE** .

#### (2) Correcting a stored listing

1 Recall the listing to be corrected.

2 Press **SHIFT** **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.

To insert characters, move the cursor to the desired location, press **SHIFT** **INS** to add a space and enter the character. To delete characters, move the cursor to the character to be deleted and press **SHIFT** **DEL** .

4 Press **ENTER** .

#### 4. Calculation using data stored in the memory (data memo calculation)

Currency conversions and other calculations can be performed using data stored in the telephone mode.

**Example: Converting \$2.75 to yen when \$1 = ¥140**

First, "\$ → ¥ RATE" is stored in the name entry and "140" is stored in the number entry.

**SHIFT** **\$** **SHIFT** **→** **SHIFT** **¥** **SPACE** **R** **A** **T** **E** **ENTER**

(or **▼**) **1** **4** **0** **ENTER** **ENTER**

- The number used for calculation including the decimal point is stored on the first line of the number entry.

Data memo calculation cannot be performed if numbers are entered beyond the second line of the number entry.

Press **▼** or **▲** to recall the conversion item.

<b>A</b> <b>\$</b> <b>→</b> <b>¥</b> <b>R</b> <b>A</b> <b>T</b> <b>E</b>
<b>1</b> <b>4</b> <b>0</b>

SHIFT × 2 . 7 5 =

3 8 5 .

\$2.75 equals ¥385.

If the number used for calculation is a telephone number or if it exceeds 10 digits, an error will occur ("E" will be displayed).

Perform the correct operation after pressing <sup>ON</sup> C-CE .

## 7 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 (12 columns). In the date entry, four digits can be entered for the year and two digits each for the month, date, hour and minutes.

Alphabetic characters, non-English characters, symbols, comma, dot, numbers, "-" and space can be entered in the item entry. Numbers and space can be entered in the date entry.

## 1. Storing

**Example: Storing a schedule listing (e.g., MEETING at 14:30 on September 28, 1991)**

- 1 Press **MODE** to select the schedule mode.

The year in which the previous schedule listing was entered will be displayed. (When used for the first time, the year 1991 is set.)

- 2 Press **▲** to move the cursor to the upper 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.

- 3 Begin entry from the lower line.

Enter the time in the 24-hour system.

**0** **9** **2** **8** **1** **4** **3**

**0** (The month, date, hour, and minutes should each consist of two digits.)

- After entry of the minutes, "ITEM?" is displayed.
- When not entering the time, press **ENTER** (or **▼**) after entering the month and date. The time will be entered as 00:00, and "ITEM?" is displayed.

```

ITEM?
09-28 14:30
      Date   Hour  Minute

```

- 4 Enter the schedule details on the upper line.

M E E T I N G

M E E T I N G \_  
0 9 - 2 8 1 4 : 3 0

- 5 Press **ENTER** to store in memory.

- If the user attempts to store an impossible date or time, "ERROR!" is displayed. Enter the correct date and time and press **ENTER**.
- The stored listing will be sorted in chronological order.

## 2. Recall

### (1) Sequential search

Press  or . Hold down these keys for rapid recall.

: Recalls listings in forward order.  : Recalls listings in reverse order.

### (2) Detail search

Press  <sup>ON</sup>   to move the cursor to the item entry, enter the first character(s) of the schedule details and press  or  to recall that listing directly.

### (3) Date search

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

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

#### (4) Priority mark search

If the priority mark is attached to a listing, that listing will be recalled first with [  $\nabla$  ] or [  $\wedge$  ]. Pressing [  $\nabla$  ] or [  $\wedge$  ] again recalls in forward or reverse order listings stored after or before the priority listing.

#### Attaching the priority mark

- During entry

- 1 Press **SHIFT** **MARK**  . "0" will be displayed in the first column of the lower line.
- 2 Enter the rest of the data.
- 3 Press **ENTER** .

- For a listing already entered

- 1 Recall the desired listing.
- 2 Press **SHIFT** **EDIT** .
- 3 Press **SHIFT** **MARK**  .
- 4 Press **ENTER** .

- The priority mark can only be attached to one listing. A previous priority mark will be cleared once a new one is attached.

### Removing the priority mark

- 1 Recall the desired listing.
- 2 Press **SHIFT** **EDIT** .
- 3 Press **SHIFT** **MARK**  . " 0 " will disappear.
- 4 Press **ENTER** .

### 3. Correction

Correction is performed by the same procedure used for the telephone mode (page 16).

- To correct the year, recall the desired schedule listing and press **CALENDAR** (or **▲** )  
**SHIFT** **EDIT** .

### 4. Checking the day of the week (day of the week confirmation function)

There are three ways to check the day of the week.

Each can be performed in the schedule mode.

#### (1) Day confirmation by recalling schedule items

Recall that day's schedule to confirm the day of the week, then press **CALENDAR** .

#### (2) Day confirmation by designating the month and date

Enter the date in the lower line, then press and hold **CALENDAR** .

#### (3) Day confirmation by designating the year, month, and date

Enter the month, date and year. (To enter the year, move the cursor to the upper line.)

While pressing **CALENDAR** , the day of the week will be displayed.



## 8 Secret Function

This function is used to prevent other people from gaining access to items stored in the telephone or schedule mode. This function requires a password registration.

### 1. Password Registration

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. (Refer to page 33.) As a safeguard, make a written record of the password.

#### Example:

Register the password "ABCDEFGH".


- 1 Press **MODE** to select the telephone or schedule mode.
- 2 Press **C-CE** to display the entry prompt.
- 3 Press **SECRET**.

**A P A S S W O R D   S E T** \*

4 Enter the password.

A B C D E F G

5 Press **ENTER**.

The password is now registered. "  " is displayed.


A ( A B C D E F G ) S E T  
-


6 Press <sup>ON</sup> **C-CE**. The display returns to the entry prompt.

\*: If "PASSWORD?" is displayed, a password is already registered. To change or delete the password, refer to page 28.

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

## 2. Turning the Secret Function On/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 **SECRET** at a telephone or schedule mode entry prompt.

A O N P W . C L E A R  
- 1 - - 2 -  
-

2 Press **[ 1 ]** .

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 **[ SECRET ]** at a telephone or schedule mode entry prompt.

**A P A S S W O R D ?**

2 Enter the password and press **[ ENTER ]** . (Enter “ABCDEFGG” in this case.)

**[ A ] [ B ] [ C ] [ D ] [ E ] [ F ] [ G ] [ ENTER ]**

The Secret function is now off. “” is displayed and the display returns to the entry prompt.

## 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 **[ SHIFT ] [ MARK★ ]** to display “★” during entry and store the listing.

## (2) Designating stored listings as secret

### Example:

Designate the listing for Bob Edwards as secret.

- 1 Recall the listing by pressing  $\boxed{\vee}$  (or  $\boxed{\wedge}$ ).

```
A E D W A R D S   B O B  
2 0 1 - 2 6 5 - 5 6 0 0
```

- 2 Press  $\boxed{\text{SHIFT}} \boxed{\text{EDIT}}$ .  
The cursor flashes.

- 3 Press  $\boxed{\text{SHIFT}} \boxed{\text{MARK*}}$ .  
“\*” is displayed.

Flashes

```
A E D W A R D S   B O B  
* 2 0 1 - 2 6 5 - 5 6 0 0
```

- 4 Press  $\boxed{\text{ENTER}}$ .  
The listing for Bob Edwards is now designated as secret.

## 4. 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 24.)

- 2 Recall\* or correct the listings using the same procedure as for non-secret listings. (Refer to page 14 or 20.)

\*: During recall, “\*” next to a listing indicates it is secret.

**★ Recalling secret listings only (valid only for TEL1, TEL2 and TEL3 files)**

To recall only the secret listings in the selected file:

- 1 Turn the Secret function off. (Refer to page 24.)
- 2 Press **SHIFT** **MARK\*** at a TEL file entry prompt. “\*” is displayed.
- 3 Press **SHIFT** **∨** (or **SHIFT** **∧** ).

The secret listings only are sequentially recalled.

## 5. Changing Secret Listings to Non-Secret

- 1 Turn the Secret function off. (Refer to page 24.)
- 2 Recall the desired secret listing by pressing **∨** (or **∧** ).
- 3 Press **SHIFT** **EDIT** .  
The cursor flashes.
- 4 Press **SHIFT** **MARK\*** .  
“\*” is cleared.
- 5 Press **ENTER** .

The secret listing is now changed to non-secret.

## 6. Clearing and Changing the Password

### (1) Clearing the password

1 Turn the Secret function off. (Refer to page 24.)

2 Press **C-CE**<sup>ON</sup> to display the entry prompt.

3 Press **SECRET**.

```
A ON      PW . CLEAR
- 1 -      - 2 -
└─
```


4 Press **2**.

```
A P A S S W O R D ?
└─
```

5 Enter the password and press **ENTER**.  
(Enter "ABCDEFG" in this case.)

```
A B C D E F G ENTER
```

The password "ABCDEFG" is now cleared and the display returns to the entry prompt.\*

\*: "  " is cleared, however, the Secret function is not on so that the secret listings can be recalled as non-secret listings.

To use the Secret function, register a new password. (Refer to page 23.)


★ To clear a forgotten password, refer to page 33.

## (2) Changing the password

Clear the old password and register a new one. (Refer to page 23.)

### Note

If an attempt is made to turn the Secret function off with an incorrect password, the display will appear as shown at right.

Press  and turn the Secret function off with the correct password.



P W . E R R O R !

## 9 Memory Storage

### ★ Checking memory storage

1 Press **MODE** to select the telephone or schedule mode.

2 Press **M·CK**.

The number of bytes in use and remaining are displayed.

3 Press **M·CK**.

The numbers of phone listings stored in TEL1, TEL2 and TEL3 files are displayed.

<b>A</b>	T 1	T 2	T 3
	3	0	0

4 Press **M·CK**.

The number of schedule listings stored is displayed.

<b>A</b>	SCH
	0

The EL-6160/6170 can store up to 1872/8144 bytes in memory (excluding the calculator mode memory). One byte is required for one character in the name, remark and schedule item entries and one byte is required for two digits in the telephone number 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 including the year.



Five bytes are required for separator spaces in one complete telephone listing (four bytes are required if nothing is stored in the remark entry) while four bytes are required in one complete schedule listing.

- ☆ Each time **M·CK** is pressed, the display changes to **2**, **3** and **4**.  
Pressing **C·CE**<sup>ON</sup> displays the entry prompt.
- ★ When **ENTER** is pressed and there is insufficient memory, "**FULL! NOT IN**" is displayed and entry is no longer possible. Press **C·CE**<sup>ON</sup> and either delete previously stored listings or change the listing to be stored so that it will not exceed the memory capacity. Repeat the storing procedure once again.
- ★ Since the same memory is used for the telephone and schedule modes, the numbers of listings available to be stored in the telephone and schedule modes will vary.

## 10 Clearing the Memory

### 1. Deleting a Listing

- 1 Recall the listing to be deleted.
- 2 Press **[SHIFT][DEL]** .

- 3 Press **[ENTER]**.  
(To cancel, press any key other than **[ENTER]**.)



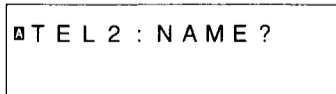
### 2. Clearing a file

If the entire contents of a file (TEL1, TEL2 or TEL3) or schedule mode are unnecessary, the file can be completely cleared.

#### Example:

Clear the TEL2 file.

- 1 Press **[MODE]** to select the TEL2 file.  
(To clear the TEL1 or TEL3 file or schedule mode, press **[MODE]** to select the TEL1 or TEL3 file or schedule mode.)



2 Press **SHIFT DEL** .

Flashes

TEL 2 DELETE?

3 Press **SHIFT ENTER** .

(To cancel, press any key other than **SHIFT ENTER**.)

- ★ When “**SECRET ON!**” is displayed, the Secret function is on and the file cannot be cleared. Turn the Secret function off and repeat the procedure above. All secret and non-secret listings in the file selected in step 1 will also be cleared.

### 3. Deleting the Password and Secret Listings

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

1 Press **MODE** to select the telephone or schedule mode.

2 Press **SECRET** .

One of the following will be displayed:

▣ PASSWORD ?

▣ PASSWORD SET

▣ ON PW . CLEAR

- 1 - - 2 -

- 3 Press **SHIFT** **DEL** .



- 4 Press **SHIFT** **ENTER** .  
(To cancel, press any key other than **SHIFT** **ENTER** .)

#### 4. Clearing All Memory Contents

- 1 Display the number of stored listings using the Checking memory storage procedure on Page 30.  
(Display as in step 3 or 4 of Checking memory storage.)

- 2 Press **SHIFT** **DEL** .



- 3 Press **SHIFT** **ENTER** .  
(To cancel, press any key other than **SHIFT** **ENTER** .)

## 11 Data Transfer

The Organizer can transfer data (transmit and receive) using the optional CE-210L data transfer connector.

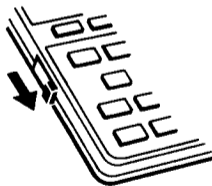
- CE-210L data transfer connector (optional)

- ☆ The Organizer that is sending data is called the “transmitter” and the Organizer that is receiving data is called the “receiver”.

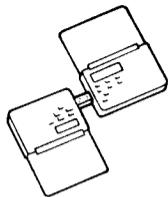
- the Organizer on which **SHIFT** **OPTION** is first pressed becomes the “receiver”.
- the Organizer on which **SHIFT** **OPTION** is next pressed becomes the “transmitter”.

### 1. Before transferring data

- 1 Press **OFF** on both the transmitter and receiver to turn the power off.
- 2 Slide open the connector covers on both the transmitter and receiver.



- 3 Properly connect the CE-210L data transfer connector. (Refer to the CE-210L CONNECTION GUIDE for details.)
- 4 Press **C-CE** <sup>ON</sup> on both transmitter and receiver to turn the power on.
- 5 Press **MODE** on the receiver to select the telephone or schedule mode.
- 6 Press **SHIFT** **OPTION** on the receiver.  
The receiver is in the Receive mode.

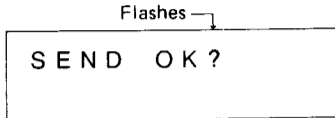


RECEIVE MODE

- ★ When two Organizers are connected and one of them is turned off, keys on the other are inoperative.
- ★ Transmission does not alter any data stored in the transmitter.
- ★ Press **C-CE** <sup>ON</sup> on the transmitter to stop transferring data.
- ★ Transmitted data will be copied to the same file in the receiver (i.e. data stored in the transmitter's TEL1 file will be copied to the receiver's TEL1 file).

## 2. Transferring a single listing (single data transfer)

- 1 Recall the desired listing on the transmitter.
- 2 Press **SHIFT** **OPTION** on the transmitter.



- 3 Press **ENTER** on the transmitter.

All data of the recalled listing will be transmitted.

After transmission, the display returns to the previous entry prompt.

## 3. Transferring a file listing (file data transfer)

- 1 Press **MODE** on the transmitter to select a telephone or schedule file.
- 2 Press **C-CE** on the transmitter to display the entry prompt.
- 3 Press **SHIFT** **OPTION** on the transmitter.



- 4 Press **[ 1 ]** on the transmitter to select file data transfer.  
(To select backup data transfer, press **[ 2 ]**.)

T 1	T 2	T 3	S C H
1	2	3	4

- 5 Press **[ 1 ]**, **[ 2 ]**, **[ 3 ]** or **[ 4 ]** on the transmitter.  
Pressing **[ 1 ]** selects TEL 1 file, **[ 2 ]** the TEL 2 file, **[ 3 ]** the TEL 3 file and **[ 4 ]** the schedule file.
- 6 Press **[ ENTER ]** on the transmitter.\*  
All data in the file selected in step **[ 5 ]** will be transmitted.

☆ File transfer adds the data to that already in the receiver file.

\*: When performing the file data transfer, if the transmitter's Secret function is on, data in secret listings will not be transmitted. To transmit data in secret and non-secret listings, turn the Secret function off (refer to page 24) and perform the transmission. The file data transfer does not transmit the password.

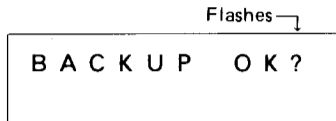
When transferring data in secret listings, the received secret data will be treated as non-secret if the password is not registered on the receiver. If the password is stored, the data becomes secret again.



#### 4. Saving the data (Backup data transfer)

To protect against total loss of data, all data in the Organizer can be saved in another Organizer.

- 1 Press **2** on the transmitter to select "BACKUP" in step **4** of section "3. Transferring a file listing".



- 2 Press **ENTER** on the transmitter.

- Backup data transfer can only be performed with two of the same model Organizers.
- If backup data transfer is performed, previous contents of the receiver memory will be cleared.

#### Note

An I/O error ("I/O ERROR!" displayed) can be caused by the following:

- The connector is disconnected or there are abnormal conditions such as extraneous noise.
- **C-CE**<sup>ON</sup> is pressed.
- The batteries are exhausted.
- The receiver memory is full ("FULL! NOT IN" is displayed on the receiver.)
- Backup data transfer is attempted between two different models.

Press **C-CE**<sup>ON</sup> to cancel the I/O error.

Pressing **C-CE** on the transmitter will display the data to be transmitted next, so that progression of the transmission can be easily monitored.

## 5. Data transfer to different models

The Organizer can transfer data to different models featuring the data transfer option such as the EL-Series and ZQ-Series Electronic Organizers and the Pocket Auto Dialer.

- For data transfer between models with different memory capacities, all data may not be transferred.
- For data transfer to the EL-Series Electronic Organizer or the Pocket Auto Dialer, use the optional CE-210L data transfer connector.
- For data transfer to the ZQ-Series Electronic Organizer, use the optional CE-220T data transfer cable.

## 12 Calculator Mode

The Organizer can calculate numbers of up to 10 digits.

### Calculation

Press **MODE** to select the calculator mode.

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

$(-24 + 2) \div 4 = -5.5$	24 <input type="text" value="+/-"/> <input type="text" value="+"/> 2 <input type="text" value="÷"/> 4 <input type="text" value="="/>	-5.5
$34 + 57 = 91$ $45 + 57 = 102$	34 <input type="text" value="+"/> 57 <input type="text" value="="/> 45 <input type="text" value="="/>	91. 102.
$68 \times 25 = 1700$ $68 \times 40 = 2720$	68 <input type="text" value="×"/> 25 <input type="text" value="="/> 40 <input type="text" value="="/>	1700. 2720.
$200 \times 10\% = 20$	200 <input type="text" value="×"/> 10 <input type="text" value="%"/>	20.
$9 \div 36 = 25(\%)$	9 <input type="text" value="÷"/> 36 <input type="text" value="%"/>	25.
$200 + (200 \times 10\%) = 220$	200 <input type="text" value="+"/> 10 <input type="text" value="%"/>	220.
$500 - (500 \times 20\%) = 400$	500 <input type="text" value="-"/> 20 <input type="text" value="%"/>	400.
$4^6 = (4^3)^2 = 4096$	4 <input type="text" value="×"/> <input type="text" value="="/> <input type="text" value="="/> <input type="text" value="×"/> <input type="text" value="="/>	4096.
$1/8 = 0.125$	8 <input type="text" value="÷"/> <input type="text" value="="/>	0.125
$\frac{620 - 500}{500} \times 100 = 24$	620 <input type="text" value="-"/> 500 <input type="text" value="MU"/>	24.

$\frac{8.16^{*1}}{1 - 0.15^{*4}} = 9.6$	8.16 $\boxed{\div}$ 15 <b>MU</b>	9.6 <sup>*2</sup>
$\frac{8.16}{1 - 0.15} - 8.16 = 1.44$	<b>MU</b>	1.44 <sup>*3</sup>
$\frac{100^{*2}}{1 + 0.25^{*4}} = 80$	100 $\boxed{\div}$ 25 $\boxed{+/-}$ <b>MU</b>	80. <sup>*1</sup>
$100 - \frac{100}{1 + 0.25} = 20$	<b>MU</b>	20. <sup>*3</sup>
$25 \times 5 = 125$ $-) 84 \div 3 = 28$ $+ ) 68 + 17 = 85$ <hr/> 182	<b>CM</b> 25 $\boxed{\times}$ 5 <b>M+</b> 84 $\boxed{\div}$ 3 <b>M-</b> 68 $\boxed{+}$ 17 <b>M+</b> <b>RM</b>	M 125. M 28. M 85. M 182.

\*1: Cost

\*2: Selling price

\*3: Gross profit

\*4: Tax rate

$135 \times (12 + 14) = 3510$ $(12 + 14) \div 5 = 5.2$	$\boxed{\text{CM}}$ 12 $\boxed{+}$ 14 $\boxed{\text{M}+}$ 135 $\boxed{\times}$ $\boxed{\text{RM}}$ $\boxed{=}$ $\boxed{\text{RM}}$ $\boxed{\div}$ 5 $\boxed{=}$	M 26. M 3510. M 5.2
$2 + \underline{3} \rightarrow 2 + 4 = 6$	2 $\boxed{+}$ 3 $\boxed{\text{ON C-CE}}$ 4 $\boxed{=}$	6.
1234567891 $\times$ 145 = 179012344195	1234567891 $\boxed{\times}$ 145 $\boxed{=}$ $\boxed{\text{ON C-CE}}$	E 17.90123441 17.90123441 $(17.90123441 \times 10^{10} = 179012344100)$

## Errors

When the integer part of a calculation result or any integer in the memory exceeds 10 digits, or other impossible operations are attempted, an ERROR will occur. ("E" will be displayed on the upper line.) Press  $\boxed{\text{ON C-CE}}$  to clear the error.

## 13 Battery Replacement

Batteries used in the Organizer

	Type	Model	Q'ty
Unit operation (main)	Lithium	CR2025	1
Memory backup	Lithium	CR2025	1

### Caution

Do not remove the operating and memory backup batteries at the same time. All the data stored in the memory will be lost.

### 1. Replacing the operating battery

If the display is hard to read, the battery is exhausted. Replace the battery immediately. Loss or alteration of stored data may occur if an exhausted battery is used or when replacing the battery incorrectly.

Be sure to keep a written record of all important data.

### < Procedure >

- 1 Press **OFF** to turn the power off.
- 2 Remove the screw from the operating battery cover on the back of the Organizer and remove the cover. (Fig. 1)
- 3 Remove the old battery. (Fig. 2)
- 4 Install the new battery with the plus (+) side up, first hooking it under the tab.
- 5 Replace the battery cover and the screw.
- 6 Press **C-CE**<sup>ON</sup> to turn the power on.

## 2. Replacing the memory backup battery

The memory backup battery has a backup capacity of approximately five years at room temperature (20°C/68°F).

Replace the battery at least once every five years.

The label on the back of the Organizer indicates the date of battery installation at the factory. Use this date label as a reference for when to replace the battery.

### Example:

If the battery was installed in November 1990, the following label would be on the Organizer:

Fig. 1

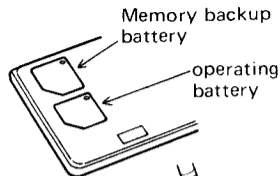
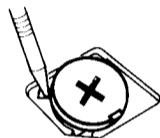
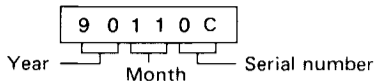


Fig. 2





### Note

Extreme conditions may shorten battery life and the stored data may be altered or lost.

- ★ When replacing the memory backup battery, make sure that the operating battery is not exhausted.

If the operating battery is exhausted, replace it before replacing the memory backup battery.

If the operating battery is exhausted and the memory backup battery is replaced, the stored data may be altered or lost.

### < Procedure >

Replace the memory backup battery using the same procedure as in “1. Replacing the operating battery” on page 44.

### 3. Battery handling notes

- Make sure the new batteries are the correct type.
- Replace the memory backup battery at least once every five years.



#### 4. Battery handling precautions

- Keep the batteries out of the reach of children.
- The batteries in the Organizer were installed at the factory; they may expire before the time noted in the specifications.
- Worn batteries left in the Organizer may leak and damage the Organizer.
- Explosion risk may be caused by incorrect handling.

#### Automatic Power-Off Function

If no keys are pressed for approximately 7 minutes, the power will automatically turn off to conserve the batteries. The memory contents will remain intact. (The actual power-off time may vary depending upon the condition of use.)

## 14 Specifications

Model: EL-6160/6170

Display: Upper line: 12 columns (characters), 2 columns (symbols)  
Lower line: 12 columns (characters), 2 columns (symbols)

Memory capacity: EL-6160: 1872 bytes, EL-6170: 8144 bytes

< Telephone Mode >

Functions: Entry and recall of names, numbers and remarks, data memo calculations

### < **Schedule Mode** >

Functions: Entry and recall of schedule (details, year, date, time) and day of the week confirmation

### < **Calculator** >

Digits: 10

Functions: Arithmetic, memory, percent and markup calculations

### < **General specifications** >

Power supplies: Operating battery: 3V  $\ddot{\cdot}$  (DC) (lithium battery CR2025x1)  
Memory backup battery: 3V  $\ddot{\cdot}$  (DC) (lithium battery CR2025x1)

Power consumption: 0.0008W

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

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

Dimensions: When opened 133.5(W) x 156(D) x 8.1(H) mm  
(5-1/4" (W) x 6-1/8" (D) x 1/32" (H))  
When closed 133.5(W) x 80(D) x 11.6(H) mm  
(5-1/4" (W) x 3-1/8" (D) x 7/16" (H))

Weight: 90 g (0.2 lb.) (including batteries)

Accessories: 2 lithium batteries (installed) and operation manual

## SHARP SERVICE CENTER ADDRESS

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