

SHARP®

MODEL
ZQ-5450
ZQ-5650

ELECTRONIC ORGANIZER

OPERATION MANUAL



• Home and World Clocks	21
• Calendar Function	29
• Schedule Function.....	35
• Anniversary Function.....	53
• Telephone Directory Function..	59
• Memo Function	65
• To Do Function.....	71
• Expense Function.....	77
• Calculator	85
• Conversion Function.....	87
• Secret Function.....	91
• Other Functions	99
• Data Transfer Function	103
• Appendices	111

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ένωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

INTRODUCTION

Congratulations on purchasing the ZQ-5450/ZQ-5650 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. Also, make it a point to keep this operation manual on hand for reference.

Note:

- The only difference between the ZQ-5450 and the ZQ-5650 is memory capacity.
- Unless otherwise specified, the text and material in this manual apply to both models.
- One of the models described in this manual may not be available in some countries.
- Some of the accessories described in this manual may not be available in some countries.

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.

Features of the Organizer

Home and World Clocks

→ PAGE 21

Calendar Function

→ PAGE 29

Schedule Function

→ PAGE 35

Anniversary Function

→ PAGE 53

Telephone Directory Function

→ PAGE 59

Memo Function

→ PAGE 65

To Do Function

→ PAGE 71

Expense Function

→ PAGE 77

Calculator

→ PAGE 85

Conversion Function

→ PAGE 87

Secret Function

→ PAGE 91

Other Functions

→ PAGE 99

Data Transfer Function

→ PAGE 103

Appendices

→ PAGE 111

Contents

BEFORE USE	7
Backlight	8
GETTING STARTED	9
Part names	9
Display symbols	10
Key notations	11
Menu operations	11
Contrast adjustment	13
4 Lines view	13
Turning the key sound on and off	14
BASIC ENTRY PROCEDURES	15
Entering characters	15
Making corrections	18
USING THE HOME AND WORLD TIME CLOCKS	21
HOME time clock	21
WORLD time clock	24
Changing the time	25
Registering a city name not found in the city list	25
Setting daylight saving time	25
USING THE CALENDAR FUNCTION	29
Selecting the calendar views	29
Changing the calendar date	30
Types of Calendar information	31
Deleting Calendar entries	33
USING THE SCHEDULE FUNCTION	35
Entering data in the SCHEDULE mode	35
Recalling scheduled data	39
Editing scheduled data	44
Copying scheduled data	45
Deleting scheduled data	46
Using the schedule alarm	49
USING THE ANNIVERSARY FUNCTION	53
Entering anniversaries	53

Recalling anniversaries	55
Editing anniversaries	57
Deleting anniversaries	58
USING THE TELEPHONE DIRECTORY	59
Designating the file names	59
Entering listings	60
Recalling listings	61
Editing listings	63
Deleting listings	63
USING THE MEMO FUNCTION	65
Entering memos	65
Recalling memos	66
Editing memos	67
Deleting memos	67
Rearranging memos	68
USING THE TO DO FUNCTION	71
Entering things to do	71
Recalling To Do items	72
Checking off completed items	73
Editing To Do items	74
Deleting To Do items	74
USING THE EXPENSE FUNCTION	77
Entering expense records	77
Recalling expense records	78
Editing expense records	80
Deleting expense records	80
Expense summaries	81
Entering and changing payment type settings	84
USING THE ORGANIZER AS A CALCULATOR	85
Using the CALCULATOR mode	85
When the error message appears	85
USING THE CONVERSION FUNCTION	87
Setting the currency rate	87
Changing the currency rate	88

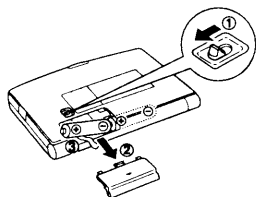
Performing a conversion	89
USING THE SECRET FUNCTION	91
Registering a password	91
Coding data as secret	92
Turning off the SECRET function	94
Turning on the SECRET function	94
Recalling secret data	95
Declassifying secret data by removing the secret code	95
Deleting and changing the password	96
What to do if you forget the password	97
OTHER USEFUL FUNCTIONS	99
Date format	99
Calendar format	100
Time system	100
Checking the memory capacity	101
USING THE DATA TRANSFER FUNCTION	103
Transferring data between ZQ-5450/ZQ-5650 Organizers	104
Transferring data with another ZQ series or IQ series Organizer	107
Exchanging data with a personal computer	109
APPENDICES	111
Caring for your Organizer	111
Reset procedure	112
Troubleshooting	113
Replacing batteries	114
Character sorting order	118
Specifications	118
INDEX	123

BEFORE USE

Be sure to perform the following procedures before using the Organizer for the first time:

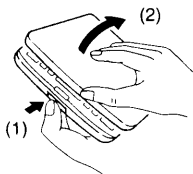
1. Install the batteries.

- (1) Set the battery replacement switch on the bottom of the Organizer to "REPLACE BATTERIES" (a red dot will appear).
- (2) Slide off the operating batteries cover.
- (3) Insert the two batteries on the top of the ribbon tab, as shown in the diagram.
- (4) Replace the operating batteries cover.
- (5) Set the battery replacement switch to "NORMAL OPERATION".



2. Open your Organizer in the following manner:

- (1) Push the bottom side of the tab (release the lock).
- (2) Open in this direction.

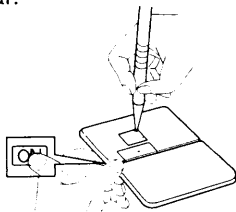


Caution: Do not use force when opening the upper cover.

The upper cover (where the display and the numeric keypad are located) can be adjusted to any angle that suits your reading style.

3. Initialize the Organizer.

While holding **[ON]**, press the RESET switch on the back. Release the RESET switch and then release **[ON]**. The following display will appear:



Data has been
impaired !
Press [Y] to
CLEAR ALL memory !

Press **Y** .

TEL 1	
NAME ?	
CAPS 	

The Organizer is initialized and then the TEL 1 directory is displayed.

Backlight

The Organizer provides a built-in Backlight, which allows you to view the display and use the Organizer even in low-light conditions, eg. in a theater, restaurant, or business presentation. Pressing **BACKLIGHT** once illuminates the display for around fifteen seconds. When already on, press **BACKLIGHT** again to turn it off.

If you press **2nd** **BACKLIGHT**, the Backlight will remain on for as long as you continue to use the Organizer, until you have not typed any key for fifteen seconds. This is useful if you want to enter or access some information that will take longer than fifteen seconds.

The Backlight may remain on for less than fifteen seconds if the battery level is very low, or during data transfer.

Note: Do not use the Backlight unnecessarily.

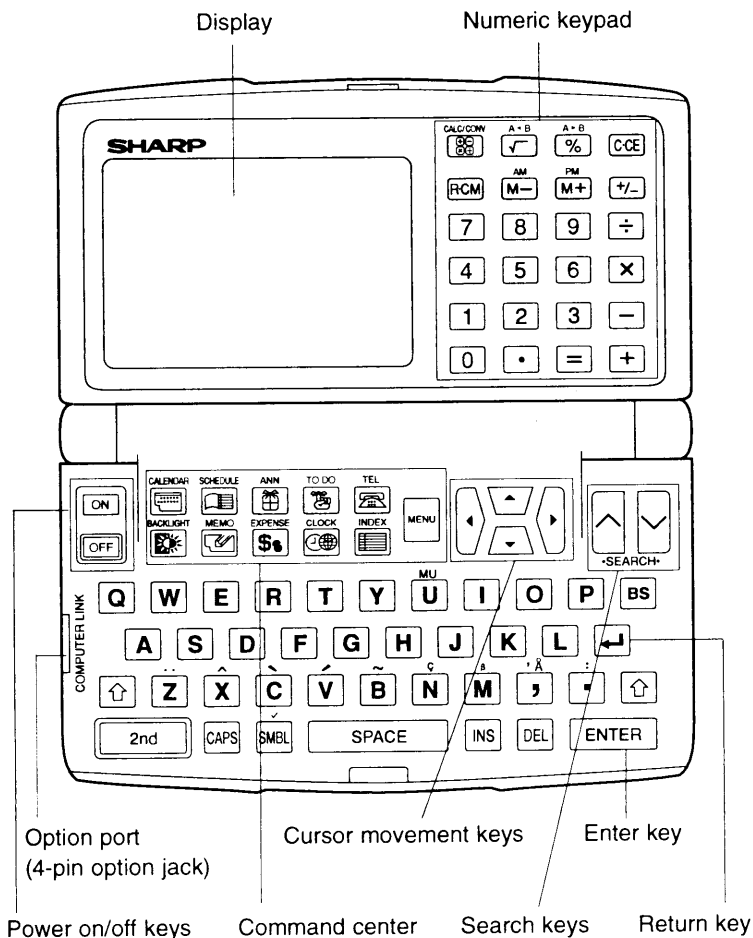
- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce your battery life.
- Continuous use of the Backlight will, over time, lead to gradual loss of brightness.

If the Backlight is on for 10 minutes per day (eg. 15 seconds 40 times a day), the brightness will be reduced by half after 10* years (at an ambient temperature of 23°C and 65% humidity).

* This figure may vary depending on the surrounding environment.

GETTING STARTED

Part names



Display symbols

-  This symbol appears when the operating battery level is low.
-  The entry on the display can be edited.
-   has been pressed.
-  Capital (uppercase) letters will be entered. (To enter small letters, turn "CAPS" off by pressing  .)
-  The data appearing on the display is secret data accessible only by password.
-  The SECRET function is in effect. (Secret data cannot be recalled without the password.)
-  A "beep" will sound when a key is pressed.
-  The specified schedule alarm(s) will sound.
-  There is more data which is not on the display. The data can be displayed by pressing  or  .
-  This symbol appears at the bottom left of the display while the backlight is on.

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

Key notations

This manual uses the following notations for key operations and functions.

Key	Notation	Note
CALENDAR 	CALENDAR	Keys with only one function always appear in the manual with the function name enclosed in a box.
$A \blacktriangleleft B$ 	 or $A \blacktriangleleft B$	Keys with multiple functions appear in the manual with only the appropriate function indicated; i.e., $A \blacktriangleleft B$ will sometimes appear as  and sometimes as $A \blacktriangleleft B$.
MU 	U or MU	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name.
 	7 N	Numerical keys and alphabetical keys with a single function are shown as unboxed numbers and letters.

The keys

These keys are used to select capital or small letters or to access the symbols marked in white above keys (: , ')

The key

The 2nd key is used as a convenient way of entering some alternative characters commonly used in European languages. To enter one of these characters (appearing in blue above certain keys on the keyboard), press the 2nd key followed by the corresponding key.

Menu operations

The Menu system is another powerful facility the Organizer offers. The user can quickly access many important commands and operations by using a single key.

There are four different menus, each containing a list of commands or operations. These menus are common to all functions, and the commands

they contain do not change as a result. Select the desired command by pressing the corresponding menu item number.

When the **MENU** key is pressed once, the MODIFY menu appears. Pressing **MENU** again successively displays the TOOLS, LINK OPTIONS and SET UP menus, followed by MODIFY again.

The MODIFY menu

This contains commands to allow you to edit or delete data in the current function, and to modify the current payment type (for the Expenses function) and to customize the names of the three files used in the Tel function.

The TOOLS menu

The TOOLS menu contains various useful commands for controlling your Organizer. Memory Check shows you how much memory is already used, and the number of entries used by which functions. LCD Contrast lets you adjust the contrast of the display to make it easy to view given the current lighting conditions. Secret allows you to lock and unlock entries marked as secret in the Organizer by setting or entering a password. Set Mark * lets you mark a particular entry as Secret (so it cannot be seen while the Organizer is locked). Set Alarm is useful for making a reminder of an appointment or other event at a particular time. Expense Report lets you view summaries of different payment types (created using the EXPENSE function) over a range of dates.

The LINK OPTIONS menu

This menu contains commands for exchanging information with another compatible Organizer. Send and Receive are used to send and receive entries. Verify is used to double-check whether entries your Organizer received are actually correct.

The SET UP menu

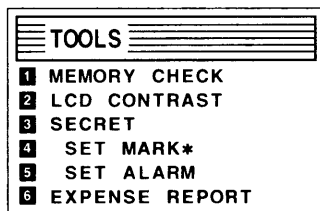
This menu contains commands allowing you to tailor the Organizer to suit your personal preferences. Clock Setting lets you set the time, date and location of the local and international clocks. Sound On/Off controls whether a beep is produced each time a key is pressed. 4 Lines View displays entries in large text when selected, making entries easier to view. Date Format selects whether European or American format is used for

representing dates. Calendar Format allows you to select whether the monthly calendar view displays the weeks in the order of Monday to Sunday or Sunday to Saturday. Time System selects the 12-hour or 24-hour time system.

Contrast adjustment

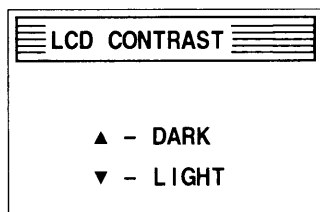
Adjust the display contrast to make the display easier to read.

1. Press **MENU** twice to display the TOOLS menu.



2. Select "2 LCD CONTRAST".

2

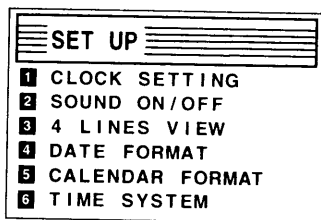


3. Press **▲** or **▼** to darken or lighten the display as required. The amount of contrast will change continuously when either **▲** or **▼** is held down.
4. After adjusting the contrast, press **C·CE**.

4 Lines view

You can select whether the Organizer should display entries using standard or large text. Selecting 4 LINES VIEW will cause the details of entries to appear in double-sized characters, which you may find easier to read.

1. Press **MENU** four times to display the SET UP menu.



2. Select "**3** 4 LINES VIEW" to change the current setting.

3

3. Select the function for which you require double-sized text. The ✓ symbol will appear next to the selected function, which indicates the option is selected.

Note: When 4 LINES VIEW is selected, the double-sized text is used only to display the detail view of entries in the Schedule, Tel, To Do, Memo, Ann, and Expense functions.

Turning the key sound on and off

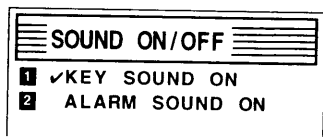
You can select whether the Organizer makes a "beep" sound every time a key is pressed. You may find this useful since it confirms that a key was pressed properly each time.

1. Press **MENU** four times to display the SET UP menu.

2. Select "**2** SOUND ON/OFF".

2

If a tick appears next to "KEY SOUND ON", this means the key beep is already selected.



If you do not want to change the current mode, press **C:CE**.

3. Select "**1** KEY SOUND ON" to change the current mode.

1

Note: The symbol 🎵 appears on the display to remind you that the key sound is on.

BASIC ENTRY PROCEDURES

This chapter discusses basic entry techniques that are applicable for the 6 basic modes: SCHEDULE, TEL, MEMO, ANNIVERSARY, EXPENSE, and TO DO. Refer to the chapter on a particular function for more details about that function. Throughout this chapter, most entry techniques will be demonstrated in the MEMO mode.

Entering characters

Cursor

" _ " appearing on the display designates the cursor. The cursor is used to indicate the position where the next letter, number, or symbol will be entered. When correcting an entry, move the cursor to the position where a character is to be typed over or deleted. The cursor changes to " ■ ". When insert mode is selected, the cursor changes to " ◀ ". (See page 18.)

Keys and their functions

-  : Moves the cursor to the right.
-  : Moves the cursor to the left.
-  : Moves the cursor up to the previous line.
-  : Moves the cursor down to the next line.
-  : Puts the Organizer into insert mode. Pressing the key again returns to overwrite mode.
-  : Deletes the character at the cursor position.
-  : Backspace key. Deletes the character to the left of the cursor.
-  : Moves the cursor to the beginning of the next line (new line).
-  : Clears the data being entered.

Entering letters

1. Press  to select the MEMO mode and enter "ABCDE" in capital letters, for example.

MEMO

C-CE

ABCDE

ABCDE_

CAPS

CAPS



2. To enter “abcde” in small letters, press **CAPS**. After “CAPS” disappears, enter “abcde”.

CAPS

ABCDE

ABCDEabcde_

CAPS

Entering non-English characters

Enter "Ä", "ü", "é" and "ô", for example.

C·CE

CAPS

2nd

• •

A

CAPS

2nd

22

U

2nd

E

2nd

 $\wedge$

0

Ä ü é ô _

-

Entering numbers

Enter "12345", for example.

12345

Entering graphic symbols and special characters

Press to select the symbol entry mode. A total of 17 symbol displays may be selected. To select the symbol display containing the desired characters, press or . When the desired symbol or character appears, press the number corresponding to its symbol position.

1. Enter the symbol entry mode.

Ten symbols will be displayed.

1	!	6	,
2	"	7	.
3	'	8	:
4	(	9	;
5	)	0	?

2. Switch to the next set of symbols.



Each time is pressed, a new set of ten symbols will appear in sequence.

3. Enter "@".

2

Press when "@" appears.

When you press , the previous set of symbols reappears. The initial symbol display is determined by your previous choice. The ten most recently used symbols and characters will appear in the initial symbol display.

To cancel the symbol entry mode, press .

Entering the new-line character “↵”

Enter the “↵” character to continue entry on the next line by pressing . The cursor moves to the beginning of the next line.

Making corrections

Misspellings and incorrect entries can be corrected using the cursor keys as well as  and  as follows:

Correcting misspellings

If you have entered “NEW YARK” for “NEW YORK”, for example, the entry may be corrected as follows:

1. Enter the incorrect spelling.

 NEW YARK

2. Now move the cursor to the incorrect letter “A”.



NEW YARK

3. Enter the correct letter “O”.

O

NEW YORK

Inserting missing letters

To enter the missing “O” and correct “NEW YRK” to “NEW YORK”, for example:

1. Enter the incorrect spelling.

 NEW YRK

2. Next move the cursor over the “R”.



NEW YRK

3. Put the Organizer into insert mode.

INS

NEW YRK

4. Insert the missing letter.

O

NEW YORK

- When **INS** is pressed, the cursor mark changes from "⋈" to "◀" indicating that insert mode is selected. Press **INS** again to exit the insert mode.

Deleting unwanted letters

To correct "NEW YOARK" to "NEW YORK", for example:

1. Enter the incorrect spelling.

C-CE NEW YOARK

2. Move the cursor to "A", the letter to be deleted.



NEW YOARK

3. Delete the letter "A".

DEL

- You can also delete "A" by pressing   **BS**.

Note: If **C-CE** is pressed, all data currently being entered will be deleted.

USING THE HOME AND WORLD TIME CLOCKS

The Organizer has two built-in clocks: a HOME clock to display the local time of day, and a WORLD clock to display the time in any of 27 major cities in the world.

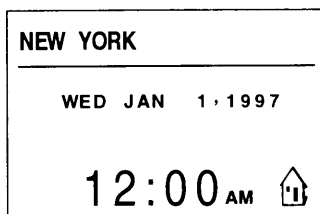
HOME time clock

This is your "daily clock" based on the time in your local area. The default HOME city setting (the initial setting during first-time use or after the reset operation) is New York.

Displaying the HOME time

Press **CLOCK**.

The HOME time screen is displayed.



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 the following 27 cities are stored in the Organizer's memory:

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		

1. Press **[MENU]** four times to display the SET UP menu.
2. Select "**1** CLOCK SETTING".
1
3. Select "**1** HOME CLOCK".
1
4. Press **[▲]** twice.
5. Press **[▼]** **[▲]** to display the desired city name from the cities listed above.
6. Press **[ENTER]**.
 - When a HOME city selection is made, the Organizer's HOME time setting changes automatically.
 - The Organizer's clock continues to function during this procedure.

Notes:

- Some city names are abbreviated on the display as follows:

HONG KONG	HONGKONG
NEW DELHI	DELHI
RIO DE JANEIRO	RIO

LOS ANGELES
ANCHORAGE

L.A.
ANC.

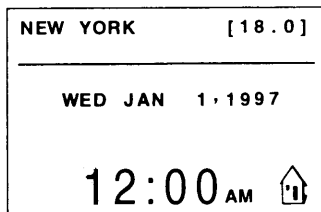
- For zone numbers 0, 14 and 15, the city name display is blank.

Setting the HOME time and date

You can set the HOME clock to any desired time and date. For example, to set the time and date to 10:05 AM on January 8th, 1997:

- Press **MENU** four times then 1 twice to change to the HOME clock setting mode.

The cursor flashes, indicating the entry position.



- Enter the hour and minutes.

1005 **AM**

- Hours and minutes must both be entered in two digits.
- Seconds are reset to 00.
- To select the 24-hour clock, see "Time system" on page 100.

- Press **▲** and enter the month, day, year.

01081997

- The month and date must both be entered in two digits. For January 1st, for example, enter 0101.
- The desired display order for the month, date and year is selected with the DATE FORMAT option in the SET UP menu. The default setting is month/date/year. (See "Date format" on page 99.)

- Press **ENTER**. The clock starts.

- The built-in calendar extends from January 1st, 1901 to December 31st, 2099.
- The current day indicated on the calendar is based on the date set in the Home clock.

- If an invalid year, month, date or time is entered, nothing will happen when **ENTER** is pressed. Correct the number using the cursor keys.

WORLD time clock

The time in any place in the world can be checked by selecting its zone number.

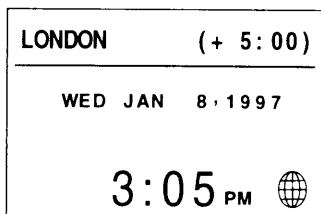
The default city for the WORLD time is London (the initial setting during first-time use or after the reset operation).

Displaying the WORLD time

Press **CLOCK** twice.

The London time is displayed.

[+ 5:00] indicates the time difference from the HOME city.



Changing the city for the WORLD time

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

1. Press **MENU** four times to display the SET UP menu.
2. Select "**1** CLOCK SETTING".
 - 1
3. Select "**2** WORLD CLOCK". The current city setting appears on the display.
 - 2
4. Follow the procedure for "Setting and changing the HOME city" on page 22 to select the city name you want.

Changing the time

If you wish to change the current HOME time and date, follow the procedure under “Setting the HOME time and date” above. Skip step 2 if you do not want to change the time. Skip step 3 if you do not want to change the date.

Registering a city name not found in the city list

For example, if you wish to set the city for the WORLD time to Rome (which is in zone number 12, but is not included in the city list):

1. Press **[MENU]** four times, 1 then 2 to select the WORLD clock setting mode.
The cursor flashes on the city name line.
2. Use **[^]** and **[v]** to set the zone number to 12.
3. Enter the city name (up to 8 characters).

ROME **[SPACE]**

ROME	[12 . 0]
WED JAN 8, 1997	
4:05 PM 	

4. Press **[ENTER]** to store the name.

Note: To register a city name for the HOME clock, first press **[MENU]** four times then 1 twice followed by **[▲]** **[▲]** to move the cursor to the city name line.

Setting daylight saving time

If daylight saving time (DST) is used the local time is advanced one hour during the summer. The HOME time clock and the WORLD time clock can be set for DST as follows:

HOME time clock

- To set:**
1. Press **MENU** four times then 1.
 2. Select "**1** HOME CLOCK".
1
 3. Enter the correct time.
 4. Press **2nd** **ENTER** .
"  " appears on the display and DST is set.

- To clear:**
1. Press **MENU** four times then 1.
 2. Select "**1** HOME CLOCK".
1
 3. Enter the correct time.
 4. Press **2nd** **ENTER** .
"  " disappears and DST is cleared.

Note: For HOME clock, the "  " display is turned on or off whenever **2nd** **ENTER** are pressed in the HOME clock setting mode, even if the time setting is not changed.
After this operation, seconds are reset to 00.

WORLD time clock

- To set:**
1. Press **MENU** four times then 1.
 2. Select "**2** WORLD CLOCK".
2
 3. Press **2nd** **ENTER** .
"  " appears on the display and DST is set. Setting DST in the WORLD clock automatically sets the time one hour ahead.

Note: When DST is set for one WORLD city, it is used for all cities displayed in the WORLD clock.

- To clear:**
1. Press **MENU** four times then 1.
 2. Select "**2** WORLD CLOCK".
2
 3. Press **2nd** **ENTER** .
"  " disappears and the time for all WORLD cities is set one hour backwards.

- Daylight saving time can be set independently in the HOME and WORLD time clocks. For example, if daylight saving time is set for the HOME clock, it does not have to be set for the WORLD clock.

USING THE CALENDAR FUNCTION

The Calendar function allows you to display monthly, weekly and daily calendars ranging from January 1901 through December 2099.

In addition, for any given day, the number of days elapsed since the beginning of the year and remaining till the end of the year are displayed.

Selecting the calendar views

The monthly, weekly and daily calendar views can be displayed by pressing **CALENDAR** successively. The first time it is pressed, the monthly calendar is displayed.

CALENDAR

JAN 1997						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
[8 / 357]						2

Note: When you display the monthly calendar, a box containing three numbers appears on the bottom of the display. These indicate the number of days elapsed and remaining in the year from the current day, plus the week within the year.

For example, “[8/357] **2**” means the currently selected day is the 8th day of the year, with 357 days remaining, and it falls within the second week of the year.

Pressing **CALENDAR** again causes the weekly calendar to appear.

CALENDAR

JAN 1997	
6M:	
7T:	
▶ 8W:	
9T:	
10F:	
11S:	
12S:	

CALENDAR

WED JAN 8, 1997

5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •

➤

Changing the calendar date

There are a number of useful ways to select the range of dates currently displayed by the calendar, and view the information recorded for that period.

- Using the  and  keys to move forward or backward in the calendar
- Selecting a date on the monthly calendar, then press  again to display the corresponding week and day view
- Entering the desired date using the numeric keys.

Moving forward and backward in the Calendar

When you first press the **CALENDAR** key, the monthly view appears, displaying the details for a given month. You can use the **▼** and **▲** keys to move forward or backward in the calendar, just as if you were turning the pages in a real calendar.

Since the calendar displays a monthly, weekly or daily view, pressing the and keys will move the calendar according to the current view (i.e. move forward or back by one month/week/day).

Note: Press **2nd** **CALENDAR** to display the calendar for the current date.

Selecting a date on the monthly calendar

From the monthly calendar, you can use the     keys to move the cursor to the desired day. If you then press the **CALENDAR** key again, the weekly view appears, with the selected day

indicated by “►”. Pressing the **CALENDAR** key yet again displays the daily view for the currently selected day.

Entering the desired date using the numeric keys

You can find and display any day a given number of days before or after the current day, by using **+** and **-** and the numeric keys.

Example: View the calendar 60 days from today.

1. Press **CALENDAR** once or twice to display the monthly calendar.
2. Press **2nd** **CALENDAR** to display the calendar for today's date.
3. Press **+** 60 **=** to specify the date 60 days in the future.

The calendar for the corresponding month appears, with the appropriate date selected.

Note: Press **-** to specify a number of days in the past, **+** for a number of days in the future.

Types of Calendar information

The Calendar function allows to store and check information on events and activities on particular dates. There are two kinds of entries which can be stored in your calendar: anniversaries and schedule information. Anniversary entries are made using the ANN application, and refer to events occurring on the same date each year. Schedule entries are made using SCHEDULE, in which you describe the activity and specify its start and end times.

Monthly calendar

AUG 1997						
S	M	T	W	T	F	S
					1	2
3	4*	5*	6	7*	8.	9
10	11*	12.	13	14.	15.	16
17	18*	19	20.	21.	22	23
24	25	26	27	28	29	30
31			{ 227 / 138 }			33

In the monthly calendar view, the currently selected date is shown blinking. An ANN entry on a particular day is indicated by the date displayed in reverse (white on black). A SCHEDULE entry is indicated with a dash next to the date. An upper dash indicates an activity schedule for the morning (AM), and a lower dash represents an afternoon or evening activity (PM).

Weekly calendar

AUG 1997
11M: Sales meeting
12T: New product mee
13W:
14T: Meeting with Ro
▶ 15F: Go to head offi
16S:
17S:

In the weekly calendar view, the days of the currently selected week are displayed. Any SCHEDULE entries appears alongside their respective dates. Also, a date displayed in reverse (white on black) indicates an ANN anniversary entry falling on that date. (Use ANN to view the anniversary details.)

Note: Only the first schedule entry in a day is displayed in the weekly view. To see any other entries on the same day, use the daily view.

Daily calendar

FRI AUG 15, 1997 ANN
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •
▶ Go to head of
10:00 ⬆ Meeting with
1:00 ⬆ Sales meeting
3:00 ⬆ Production me

In the daily calendar view, the details of the entries made for that day are displayed. In the time graph along the top of the display, appointment times are shown as shaded regions, making it easy to see your free time. If an ANN anniversary entry falls on that day, the symbol **ANN** will appear in the top right corner of the display. (Use ANN to view the anniversary details.)

Deleting Calendar entries

You can delete all the schedule entries for the entire period of the current calendar view. In the monthly, weekly or daily view, press . If you answer in response to the confirmation message, all schedule entries in the monthly calendar, or all schedule entries on the selected date in the weekly calendar, or the selected entry in the daily calendar will be deleted.

USING THE SCHEDULE FUNCTION

You can enter important future appointments as well as important dates in the past into the Organizer's Schedule function. These dates are marked with tags on a Organizer's calendar display. In addition, you can set an alarm to sound at a scheduled time as a reminder. (Refer to "Using the Schedule alarm," page 49.)

Entering data in the SCHEDULE mode

The date of a schedule item can be selected using three different methods.

- By selecting the desired date in the CALENDAR mode.
- By selecting the desired date in the SCHEDULE mode.
- By recalling the desired date directly.

Once the date has been selected, actual entry of the schedule item is the same for all three methods.

Note: Multiple items may be scheduled on the same date.

If other items have been previously scheduled for a given date, simply enter the new appointment over the old one.

Entering items from the CALENDAR mode

To enter an item from the CALENDAR mode, such as "February 20, 1997 10:00AM-2:00PM ABC Project meeting":

1. Select the CALENDAR mode.

CALENDAR

In this example, January 1997 appears.

2. Change the calendar to February 1997.



3. Move the cursor to the 20th of February, using the cursor movement keys.

4. Change to the SCHEDULE mode.

SCHEDULE

THU FEB 20, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
TIME ?	

The date you have selected (February 20, 1997) will appear at the top of the display. The second line is the bar graph. The bottom part of the display is for schedule time and details of the event.

5. Enter the starting and ending times.

10 **AM** 2 **PM**

(":00" will be entered automatically if no minutes are specified.)

THU FEB 20, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
10:00 ^A ~ 2:00 ^P	
DESCRIPTION ?	

6. Enter the schedule details.

ABC Project meeting **ENTER**

The shaded portion on the bar graph indicates the schedule time. Note if the portion is blackened, it indicates that you have more than one schedule during that period.

THU FEB 20, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
10:00 ^A ~ 2:00 ^P	
ABC Project meeting	

Press  to see the rest of the bar graph.

Note: When the schedule ends on the next day, the ending time is highlighted.

7. Check to see if the data has been registered in the memory.

CALENDAR

FEB 1997						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 [■]	21	22
23	24	25	26	27	28	
[51 / 314]						8

Notice the tag (■) next to "February 20". It indicates a scheduled item for that date. (Items beginning in the morning result in a tag at the upper right of the date, while those beginning after noon result in a tag at the lower right of the date.)

Entering items from the SCHEDULE mode

There are two methods of selecting the date. Use whichever is more convenient.

Selecting the date with and

This method is convenient for displaying a nearby date. It changes the schedule display day by day until the desired date appears.

For example, if you wish to schedule an item such as "February 17, 3:00PM – 5:00PM Sales meeting":

1. Press .

If there is an item scheduled for today, it will appear.

2. Recall "February 17" using or .

(Press or until "February 17" is recalled.)

3. Enter the schedule time and details.

3 5

Sales meeting

MON FEB 17, 1997						
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •						
←						
3:00 [■] – 5:00 [■]						
Sales meeting						

- To make another entry on the same date, simply begin entering the time and description of the new entry.

Scheduling with **C-CE** and the numerical keys

When the date is not close to the displayed date, you may find it more convenient to enter schedule items with the numerical keys.

For example, to schedule, "February 24, 1997 1:30PM Dr. Wilson visit Guest room":

1. Enter the date entry mode.

SCHEDULE **C-CE** **C-CE**

2. Enter the scheduled date (February 24, 1997).

02241997

3. Select the SCHEDULE mode.

SCHEDULE

4. Enter the schedule time and details.

1 **:** 30 **PM** **▼**

Dr. **SPACE**

Wilson visit **↵**

Guest room **ENTER**

MON FEB 24 • 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
1:30 PM ~	
Dr. Wilson visit	
Guest room	

Note: If you don't know what time a schedule item, such as a meeting, will finish, press either **▼** or **ENTER** following the starting time, then enter the schedule item.

Scheduling items without times

After selecting the schedule date as outlined above, schedule items can be entered directly without a specified time, except when you want to begin the schedule details with a number. Simply begin entering the letters for the item. (In this instance, the tag marking the scheduled item on the monthly calendar will appear on the upper right next to the date.)

Recalling scheduled data

The following eight methods may be used to display previously scheduled items:

- Recalling today's agenda.
- Recalling scheduled items from the CALENDAR mode.
- Recalling scheduled items from the SCHEDULE mode.
- Recalling only scheduled dates (skipping empty dates).
- Recalling scheduled items from the SCHEDULE mode by entering the date numerically.
- Recalling scheduled items by using the first letter(s) of the item.
- Recalling scheduled items with a keyword search.
- Recalling scheduled items using the index display.

Note: When several schedule items are entered for the same day, items without a specified time are recalled first, followed by items with a specified time in chronological order.

When there is more than one schedule item with the same starting time, items with an earlier finishing time are recalled first.

Recalling today's agenda

Press .

If nothing has been entered for the day, only the date will be displayed.

Recalling scheduled items from the CALENDAR mode

To recall a daily schedule from the CALENDAR mode, first select the appropriate date in the CALENDAR mode and then press .

For example, to recall the schedule for February 20, 1997:

1. Select the CALENDAR mode and display February.

CALENDAR

▼

FEB 1997						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
[32 / 333]						5

2. Select the 20th with the cursor keys.



Note: You may also recall February 20 by pressing **C-CE** and entering the date.

3. Recall the schedule display.

SCHEDULE

THU FEB 20, 1997									
5	7	9	11	1	3	5	7	9	11
10:00 ^A ~ 2:00 ^M									
ABC Project meeting									

Recalling scheduled items from the SCHEDULE mode

To recall the schedule directly from the SCHEDULE mode in forward or reverse direction, first select the SCHEDULE mode and then press **∨** (to recall the next day and future days) or **^** (to recall the last and previous days) as required.

For example, to recall the schedules for today and tomorrow:

1. Select the SCHEDULE mode and display the today's schedule.

2nd **SCHEDULE**

WED JAN 8, 1997									
-----------------	--	--	--	--	--	--	--	--	--

2. Recall the schedule for the next day.



THU JAN 9, 1997									
-----------------	--	--	--	--	--	--	--	--	--

The agenda for the next day will be displayed. If there are several items scheduled on the same day, use **∨** to recall them in chronological order.

Recalling only scheduled dates (skipping empty dates)

Press **2nd** **∇** repeatedly so that the days on which there are items on the agenda are searched for, starting with the day appearing on the display.

1. Search for all days containing scheduled items.

SCHEDULE

2nd **∇**

2. Press **2nd** **∇** to recall the next scheduled items.

- After the last scheduled item has been found, "NOT FOUND !" is briefly displayed and then the previous display reappears. Pressing **2nd** **∧** references scheduled items in reverse.
- Pressing **SCHEDULE** **C-CE** **C-CE** and **2nd** **∇** displays the chronologically first scheduled item. If you press **2nd** **∧**, the chronologically last scheduled item is displayed.

Recalling scheduled items from the SCHEDULE mode by entering the date numerically

You can recall a date directly from the SCHEDULE mode by numerical entry. Select the SCHEDULE mode, press **C-CE**, then enter the date with the numerical keys in accordance with the prompts. This method is handy for recalling scheduled items which are far away.

For example, to recall the schedule for February 17, 1997:

1. Enter the date entry mode.

SCHEDULE **C-CE** **C-CE**

2. Enter the date.

02171997

THU JAN 9 • 1997
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •
←
MM / DD / YYYY
MONTH : 02
DAY : 17
YEAR : 1997

3. Recall the agenda for that date.

SCHEDULE

Recalling scheduled items by using the first letter(s) of the item

Enter the first letter(s) of the schedule item you would like to recall on the display and then press to recall it.

Note: Be sure to enter the first letter(s) exactly as they were entered. A difference in capital or small letters will cause the search to fail.

For example, to recall "Dr."-related items scheduled after January 8, 1997 (today):

1. Select the SCHEDULE mode. Today's schedule is displayed.

SCHEDULE

2. Enter the first letters and press .

Dr.

MON FEB 24, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
1:30 ^P ~	
Dr. Wilson visit	
Guest room	

Note: When is pressed, a forward search from the displayed date will begin for scheduled items beginning with the word "Dr.".

If is pressed, a reverse search will take place for items scheduled before the date presently appearing on the display.

Recalling scheduled items with a keyword search

Enter any word contained anywhere in an entry, and the Organizer will find the entry with .

Note: Be sure to enter the keyword exactly as it was originally entered. A difference in capital or small letters will cause the search to fail.

To search for scheduled items containing the word "meeting" after January 1, 1997, for example:

1. Recall the schedule for January 1, 1997.

01011997

2. Enter the keyword for the search and press .

meeting

MON FEB 17, 1997									
5	•	7	•	9	•	11	•	1	•
3	•	5	•	7	•	9	•	11	•
←									
3:00 ^P ~ 5:00 ^P									
Sales meeting									

The first scheduled item containing the word "meeting" after January 1, 1997 will appear on the display.

Repeated search:

To search for additional items containing the word "meeting", press repeatedly. When no more items containing the word "meeting" are scheduled, "NOT FOUND !" will appear on the display.

Reverse search:

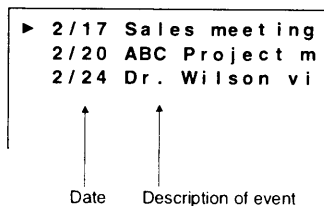
To browse back through the list of entries containing the keyword, press .

Recalling scheduled items using the index display

An index of your scheduled entries is available, sorted in chronological order.

1. Press .
2. Press .

Up to eight entries are displayed at a time.



The first 13 characters of the first line of each entry are displayed.

The entry being displayed when **INDEX** is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the day will be at the top of the list. If no entry exists on that day, the next or last entry will be at the top.

Press **▼** or **▲** to move the pointer "►" down or up, or **▽** or **△** to step to the next or previous page of eight entries. Press **ENTER** to display details of the entry indicated by the pointer.

You can also display an index of entries for a desired date.

1. Press **SCHEDULE**.
2. Press **C-CE** twice and enter the date you want to check.
3. Press **INDEX**.

Items scheduled for the specified and any subsequent dates will be displayed. If there is no scheduled item on the specified or subsequent dates, the last item will be displayed. If you did not enter a date in step 2 above, the index display will start from the earliest scheduled item.

Editing scheduled data

Previously scheduled data may be edited by selecting "**1** EDIT" from the MODIFY menu. Once the edit mode is entered, the data may be edited directly using **►**, **◄**, **▼**, **▲**, **INS**, **DEL**, etc.

For example, to change "Guest room" within a schedule item on February 24 to "Meeting room":

1. Recall this item on the schedule for February 24.

SCHEDULE **C-CE** **C-CE** 02241997 **SCHEDULE**

2. Display the MODIFY menu.

MENU

3. Select "1 EDIT".

1

MON FEB 24, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
1:30 ^P ~	
Dr. Wilson visit	
Guest room	
EDIT	

4. Move the cursor to the section to be edited and correct it.

▼

Meeti **INS** ng

MON FEB 24, 1997	
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •	
1:30 ^P ~	
Dr. Wilson visit	
Meeting room	
EDIT	

5. Store the edited data.

ENTER

Copying scheduled data

If you would like to enter a new item on a different date that has the same or similar content to a previously scheduled item, you may save time by copying the previous entry onto the new date using the copy function and editing it later if required.

The copy function operates similarly to the edit mode, but instead of pressing **ENTER** to store the data, **2nd** **ENTER** is pressed. After the data is copied to the new date, it also remains on the previous date as it was originally entered.

For example, if the "ABC Project meeting" scheduled on February 20 is

also to be held at the same time on March 6, you may copy it to the new date as follows:

1. Recall the items scheduled for February 20 and enter the edit mode.

[SCHEDULE] [C-CE] [C-CE] 02201997 [SCHEDULE]
[MENU] 1

2. Change the date.

[▲] [▲] 0306

M/D/Y=03/06/1997
5•7•9•11•1•3•5•7•9•11•
10:00 ^A ~ 2:00 ^P
ABC Project meeting
EDIT

You can also change the entire date by pressing [▲] [▲] [C-CE] at this point and entering an entire new date.

3. Copy the data.

[2nd] [ENTER]

THU MAR 6, 1997
5•7•9•11•1•3•5•7•9•11•
10:00 ^A ~ 2:00 ^P
ABC Project meeting

In this instance, the time and details are stored in the memory as they are without correction. If the copied data requires additional editing, it may be edited as described in "Editing scheduled data" above.

Deleting scheduled data

Scheduled data can be deleted by the following three methods:

- Deleting one scheduled item at a time
- Deleting the agenda for an entire month
- Deleting all data in the schedule memory

Deleting one agenda item at a time

First recall the data you would like to delete on the display and delete it with **DEL** and **Y**.

For example, to delete the "ABC Project meeting" scheduled for March 6:

1. Recall the schedule for that day.

SCHEDULE **C·CE** **C·CE** 03061997 **SCHEDULE**

2. Press **DEL**.

THU MAR 6, 1997
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •
←
10:00 ^A ~ 2:00 ^P
ABC Project meeting
DELETE ? Y/N

The delete prompt "DELETE ? Y/N" appears.

3. Press **Y**. (To retain the data, press **N**.)

- After deletion, the next scheduled item for that day or that date alone will be displayed.
- You can also delete individual entries from the index display. Move the pointer to select the entry you want to delete and press **DEL**.

Deleting the agenda for an entire month

To delete the agenda for February, 1997, for example:

1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

CALENDAR **C·CE** **C·CE** 02011997 **CALENDAR**

2. Press **DEL**.

The delete prompt "DELETE ? Y/N" appears.

3. Press **[Y]** . (To retain the data, press **[N]** .)

After the agenda for the month has been deleted, the flags on scheduled dates will disappear from the calendar.

Deleting all the data in the schedule memory

All data in the schedule memory can be deleted using the MODIFY menu.

1. Recall the MODIFY menu.

[MENU]

MODIFY	
1	EDIT
2	DATA DELETION
3	TEL FILE NAME
4	PAYMENT TYPE

2. Select "**2** DATA DELETION".

2

DATA DELETION	
1	TEL
2	SCHEDULE
3	MEMO
4	EXPENSE
5	TO DO
6	SECRET DATA

3. Select "**2** SCHEDULE".

2

DATA DELETION	
1	SCHEDULE
2	ANN 1
3	ANN 2

4. Select "**1** SCHEDULE".

1

The delete prompt "DELETE ? Y/N" appears.

5. Press **[Y]** . (To retain the data, press **[N]** .)

Note: When the SECRET function is turned on, “SECRET ON MODE” will appear on the display. In this instance, the SECRET function must be turned off first before the data can be deleted. (Refer to “Turning off the SECRET function” on page 94.)

Using the Schedule alarm

The Organizer includes a special alarm function that can be used with any Schedule entry you set. This is a convenient way of reminding you of important appointments or other events you might enter into the Organizer but then forget about.

After a Schedule alarm has been set, an audible beep will sound when that Schedule entry's time is reached, even if the Organizer is turned off.

Enabling the alarm sound

Even if individual alarms are set, they will not sound unless the alarm sound is enabled in the Organizer. The symbol  on the display indicates that the alarm sound is currently enabled. If a schedule alarm is set for the first time, the  symbol is displayed and the alarm sound is automatically enabled.

To enable or disable the alarm sound:

1. Press **[MENU]** four times to display the SET UP menu.

2. Select “**2** SOUND ON/OFF”.

2

A tick mark next to “ALARM SOUND ON” indicates the alarm sound is already set.

3. Select “**2** ALARM SOUND ON” to change the currently selected value.

2

Setting an alarm

An alarm can be set for any Schedule item you have already entered.

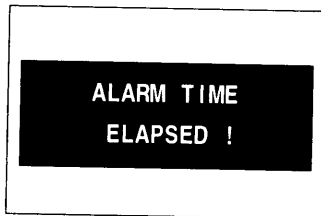
1. Display the Schedule entry for which you wish to set the alarm.

2. Press **MENU** twice to display the TOOLS menu.
3. Select “**5** SET ALARM” from the TOOLS menu.

5

The symbol  appears next to the schedule time to indicate an alarm has been set for that entry.

Note: If the alarm time for the schedule entry you wish to set has already passed, the following message appears:



You can also set an alarm while entering the details of a new Schedule item.

For example, to set an alarm for a meeting scheduled for August 18, 1997 from 10:00AM-11:00AM:

1. Enter the date, time and schedule details.

SCHEDULE **C-CE** **C-CE**

08181997 **SCHEDULE**

10 **AM** 11 **AM**

Meeting

2. Press **MENU** twice to display the TOOLS menu.

3. Select “**5** SET ALARM” from the TOOLS menu.

5

MON AUG 18, 1997
5 • 7 • 9 • 11 • 1 • 3 • 5 • 7 • 9 • 11 •
←
 10:00  ~ 11:00 
Meeting

The symbol  appears next to the schedule time to indicate an alarm has been set for that entry.

4. Press **ENTER** to store the Schedule item.

Note: You can also set an alarm for a secret entry. If the Secret function is enabled (i.e. Secret entries are hidden) when the alarm goes off, then only “(SECRET DATA !)” will be displayed.

Clearing a set alarm

Any alarm can be cleared before its time is reached. This follows the same procedure you used to set the alarm.

1. Display the Schedule entry with the set alarm you wish to clear.
2. Press **MENU** twice to display the TOOLS menu.

The tick in “**5** ✓ SET ALARM” indicates an alarm is currently set.

3. Deselect “**5** ✓ SET ALARM” from the TOOLS menu.

5

The symbol  no longer appears next to the schedule time, indicating no alarm is set for that entry.

USING THE ANNIVERSARY FUNCTION

The Anniversary (ANN) function allows you to conveniently record annual events such as birthdays and anniversaries. Once entered, these events are highlighted in reverse (white on black) on the CALENDAR.

You can also set the Organizer to display these events every time it is turned on, either on the date of the event or every day of the week leading up to it, so that you can prepare for it in advance.

Entering anniversaries

Display the ANNIVERSARY menu.

ANN

ANNIVERSARY	
1 MONTH/DAY	
2 MONTH/WEEK	

You can enter two types of anniversaries: for events that occur on the same date every year (MONTH/DAY), such as birthdays, and for events that occur on a certain day every year, such as the fourth Thursday of November (MONTH/WEEK).

To store your friend Mary's birthday, May 7, and to set a display reminder starting one week before the event:

1. Select "**1** MONTH/DAY".

1

2. Enter the date and then a description of the occasion.

0507 ENTER

Mary's birthday! ENTER

< ANN NOTICE >	
▶ NOTICE OFF	
ON THAT DAY	
BEFORE 7 DAYS	

The ANN NOTICE menu is displayed, which allows the Organizer to advise you of any important anniversaries each time the Organizer is turned on. Select "ON THAT DAY" to activate this function only on the date of the anniversary or "BEFORE 7 DAYS" to activate a week in advance, or "NOTICE OFF" if a notice is not needed.

3. Select "BEFORE 7 DAYS" in the ANN NOTICE menu.

▼ ▼ ENTER

MAY 7
ANN
 [NOTICE ON]
 Mary's birthday!

The entry is stored. To begin another MONTH/DAY entry, press C-CE or simply begin entering the date of the new entry.

To register Mother's Day (the second Sunday of May) and set a reminder on that day:

1. Return to the ANNIVERSARY menu.

C-CE C-CE

2. Select "2 MONTH/WEEK".

2

M/W/D= _ / /
ANN
 M=MONTH
 W=WEEK
 D=DAY
 0 : SUN 1 : MON 2 : TUE
 3 : WED 4 : THU 5 : FRI
 6 : SAT

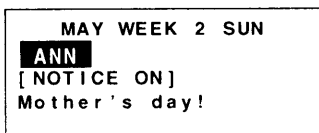
3. Enter the month, the week (first, second, third, etc.) and the day of the week, as indicated, then type in a description of the event.

0520 ENTER

Mother's day!

ENTER

4. Select "ON THAT DAY" in the ANN NOTICE menu.



The entry is stored. To begin another MONTH/WEEK entry, press **C-CE** or simply begin entering the month/week/day of the new entry.

Once an anniversary is entered, the date for it is highlighted in reverse on the CALENDAR.

Note: The number of anniversaries stored in the Organizer will affect the time before an initial display appears when the Organizer is turned on. The more entries there are, the longer it will take.

Recalling anniversaries

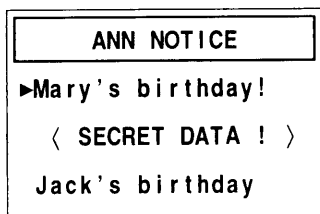
ANN entries are sorted by date. They can be recalled in four ways.

- From the ANN NOTICE display
- Sequential search using **↓** and **↑**
- Specifying the date of the event
- Using the index display

From the ANN NOTICE display

If you set the ANN NOTICE function for an entry, that entry is displayed on specified date(s) every time the Organizer is turned on and its details can be recalled whenever necessary.

1. Turn the Organizer on.



Multiple entries are listed chronologically in the order of MONTH/DAY then MONTH/WEEK. (Press any mode key if you want to use the Organizer at this time.)

2. Press or to move the pointer "►" down or up to select an entry, or or to step to the next or previous page of three entries.
3. Press to display details of the entry.

Note: If the ANN NOTICE function for an entry has been set to on while the entry is marked as secret and the SECRET function is also on, it will be displayed as "{ SECRET DATA ! }". Such an entry cannot be recalled. (Refer to "USING THE SECRET FUNCTION", page 91.)

Sequential search

To recall entries in chronological order:

1. Press and select "**1** MONTH/DAY" or "**2** MONTH/WEEK".
2. Press to recall entries in the forward direction or to recall them backwards.

If there are no more entries, "NOT FOUND !" is displayed.

Specifying the date

1. Press and select "**1** MONTH/DAY" or "**2** MONTH/WEEK".
2. Enter the date of the event you want to recall using the same date format it was first entered in.
3. Press to recall entries forwards or to recall backwards.

If there is no entry on the specified date, the nearest entry following that date will be displayed.

If there are no more entries, "NOT FOUND !" is displayed.

Using the index display

1. Press and select "**1** MONTH/DAY" or "**2** MONTH/WEEK".
2. Press .

Up to eight entries can be displayed at a time.

►	1 / 1	New year's da
	2 / 2	Bob's birthda
	5 / 7	Mary's birthd
	5 / 12	Jack's birthd
	6 / 18	Wedding ann.
	9 / 3	Pat's birthda
	11 / 23	Thanksgiving
	12 / 25	New year's pa

↑
Date

↑
Description of event

The first 13 characters of the first line of each MONTH/DAY entry or the first 12 characters of the first line of each MONTH/WEEK entry are displayed.

The entry being displayed when **INDEX** is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the current date will be at the top of the list. If there is no entry on the day, the first entry following that date or the last entry in the mode will be displayed. Press **▼** or **▲** to move the pointer "►" down or up to select an entry, or **▽** or **△** to step to the next or previous page of eight entries. Press **ENTER** to display details of the entry.

Editing anniversaries

To edit an ANN entry, recall the entry by pressing **ANN** and selecting the entry from either ANN 1 or ANN 2, and then select "**1** EDIT" from the MODIFY menu. The cursor will appear at the first character of the description field. To change the date, press **▲** to move to the date entry field. After editing the date and/or description, press **ENTER**. The ANN NOTICE menu will appear. Change the selection using **▼** and **▲** followed by **ENTER** if necessary, or simply press **ENTER** to store the new entry.

Notes:

- To clear the contents of the date or description entry field, press **C-CE**.
- In the ANN NOTICE display, you can also press **2nd** **ENTER** instead of **ENTER** to store a revised entry without erasing the original one.

Deleting anniversaries

ANN entries can be deleted individually or as a block.

Deleting single entries

To delete an individual entry, recall it or select it in the index display with the pointer, and then press . Press . (To retain the entry, press .)

Deleting all entries

To delete all MONTH/DAY or MONTH/WEEK entries:

1. Display the MODIFY menu.

2. Select "**2** DATA DELETION".

2

3. Select "**2** SCHEDULE".

2

4. Select "**2** ANN 1" for MONTH/DAY entries or "**3** ANN 2" for MONTH/WEEK entries.

The delete prompt "DELETE ? Y/N" appears.

5. Press . (To retain the data, press .)

Note: All MONTH/DAY or MONTH/WEEK entries can be deleted only if the SECRET function is off. (See page 94.)

USING THE TELEPHONE DIRECTORY

The telephone directory (TEL mode) stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

The Organizer's telephone directory actually includes three different telephone directories in one (TEL 1, TEL 2, and TEL 3) for keeping business, private, and other listings separate.

Designating the file names

The directory file names (TEL 1, TEL 2 and TEL 3) can be changed from the MODIFY menu. File names of up to 10 characters can be entered in the following way:

1. Recall the MODIFY menu and select "**3** TEL FILE NAME".

MENU 3

The prompt for entering the directory file name will appear.

TEL FILE NAME	
1	TEL 1
2	TEL 2
3	TEL 3

2. Enter any directory file names that you like (up to 10 characters).

C-CE Business **ENTER**

C-CE Private **ENTER**

C-CE Others **ENTER**

TEL

Business	
NAME ?	

- If you do not wish to change a file name, skip that file simply by pressing **ENTER**.
- To cancel the entry of a directory file name, press **C-CE** twice.

Entering listings

Telephone listings can be entered into any of the three directories.

Pressing **TEL** for the first time displays directory TEL 1. Press **TEL** repeatedly to cycle through the three directories.

Entering telephone listings into the TEL 1 directory

Enter the following example into TEL 1:

Edwards, Bob Sales Manager Tel: 617-794-4190

Fax: 617-794-4195 ABC Corp. Boston, Mass.

Email: BEdwards@abc.com

1. Select the TEL mode.

TEL

(Press **TEL** repeatedly until the TEL 1 directory name appears.)

Business	
NAME ?	

2. Enter the name of your contact.

Edwards, Bob **↓**

Sales Manager **ENTER**

3. Enter the telephone number and fax number.

617-794-4190 **↓**

Fax: 617-794-4195 **ENTER**

4. Enter his company name and address, etc., as necessary.

ABC Corp. **↓**

Boston, Mass. **↓**

Email: **↓**

BEdwards@abc.com **ENTER**

Edwards, Bob
Sales Manager
617-794-4190
Fax: 617-794-4195
ABC Corp.
Boston, Mass.
Email:
BEdwards@abc.com

Notes:

- To skip the telephone number or company name and address, simply press **ENTER** at the NUMBER or ADDRESS prompts.

- Check the listing before pressing **ENTER**. If there are any mistakes, correct them using the cursor keys (**◀**, **▶**, **▼**, **▲**), **INS**, **DEL** and **BS**, and then press **ENTER**. If you find any mistakes after you have already pressed **ENTER**, correct the listing using the editing function. (Refer to “Editing listings,” page 63.)
- To make another entry in the same directory, press **C-CE** or simply begin entering information for the new entry.

Recalling listings

The telephone listings are stored in alphabetical order. (Refer to appendix “Character sorting order”, page 118.)

There are four methods of recalling telephone listings.

- Sequential search in alphabetical order
- Direct search using the first letter(s) of the listing
- Keyword search for any word contained in the listing
- Using the index display

Sequential search

1. Press **TEL** repeatedly until the desired directory name appears.
2. Press **▼** to recall entries in the forward direction or **▲** to recall them backwards.

If there are no more entries, “NOT FOUND !” is displayed.

Direct search

Press **C-CE**, then enter the first letter(s) of the listing and press **▼**. Capital and small letters must be entered exactly as they were originally entered.

Use **▼** and **▲** to recall other entries sequentially.

If there is no matching entry, “NOT FOUND !” is displayed.

Keyword search

Keyword search recalls all listings containing word(s) or part of a word that you specify. Keywords may be used in any field in the listing.

To perform a keyword search, press **C-CE**, enter the word(s)/character(s) to be searched for and press **2nd ▼** or **2nd ▲**.

Capital and small letters must be entered exactly as they were first entered. To find successive entries containing the same keyword, keep pressing **2nd** **↓** or **2nd** **↑** .

If there is no matching entry, "NOT FOUND !" is displayed.

Using the index display

The names of a directory can be displayed alphabetically in an index.

1. Press **TEL** .

2. Press **INDEX** .

Up to four names and their telephone numbers can be displayed at a time.

► **Edwards, Bob**
617-794-4190
Flanagan, Steve
617-540-3199
Harris, Eddie
201-521-1234
Innes, Olivia
617-796-3213

- The first 19 characters of the name of each listing are displayed.

To display the first listing beginning with a particular character, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.

For example, if **S** or **P** is pressed at the left display below:

► **Harris, Eddie**
201-521-1234
Innes, Olivia
617-796-3213
Scott, Teresa
212-445-7878
Smith, Robert
617-332-5432



► **Scott, Teresa**
212-445-7878
Smith, Robert
617-332-5432
Weiner, Mike
212-938-5550

- Letters (A-Z), numbers (0-9), a space and a hyphen can be entered to search listings. Capital and small letters are not distinguished. Accented characters such as "Ü" and "é" are ignored.

↑ and **↓** let you step up and down a page at a time.

To see the whole listing, move the pointer using and to indicate the listing you want, and press .

Editing listings

To edit a listing, recall it, and then select “**1** EDIT” from the MODIFY menu to enter the edit mode.

Use or to delete characters. With the cursor “**■**” you may type over the data. Or, press to change the cursor to “**⌵**” and you may insert new data. After the correction, press to store the new listing. If is pressed instead of , the revised listing will be stored without erasing the original one. (Refer to “Copying scheduled data”, page 45.)

Deleting listings

Either single listings or an entire directory (TEL 1, TEL 2, or TEL 3) can be deleted, as required.

Deleting single listings

1. Select the directory containing the listing to be deleted (TEL 1, TEL 2, or TEL 3).
 2. Recall the listing to be deleted.
 3. Press .
- The delete prompt “DELETE ? Y/N” appears.
4. Press . (To retain the data, press .)

- You can also delete individual entries using the index display. Display the index of the desired directory with , select the listing you want to delete with the pointer and press .

Deleting entire directories (TEL 1, TEL 2, or TEL 3)

Any one of these directories can be deleted separately by using DATA DELETION in the MODIFY menu.

To delete TEL 2, for example:

1. Recall the MODIFY menu.

2. Select “**2** DATA DELETION”.

2

3. Select “**1** TEL”.

1

4. Select “**2** TEL 2”.

2

The delete prompt “DELETE ? Y/N” appears.

5. Press . (To retain the data, press .)

Note: All TEL listings can only be deleted when the SECRET function is off. (Refer to “Turning off the SECRET function”, page 94.)

USING THE MEMO FUNCTION

The Organizer's memo function conveniently stores odd bits of information not appropriate for the schedule or other directories.

Entering memos

To enter the following items, for example:

X'mas present list, Sweater for Jennifer, Fax m/c for Mother
ABC BANK Chicago Branch, Account No. 272-0011223

1. Select the MEMO mode.

MEMO

2. Enter the data.

X'mas present list [] []
Sweater for Jennifer
Fax m/c for Mother

X'mas present list
Sweater for Jennifer
Fax m/c for Mother

3. Store the entry.

ENTER

4. To enter the second memo, simply begin typing it. Store the memo in the same manner as before.

ABC BANK []
Chicago Branch []
Account No. [] 272-0011223

ABC BANK
Chicago Branch
Account No.
272-0011223

ENTER

Recalling memos

The following four methods can be used to recall memos.

- Sequential search in the order of entry
- Direct search for the first letter(s) of the entry
- Keyword search for word(s) contained in a memo
- Using the index display

Sequential search

Each time is pressed, data is recalled in the order of entry. When is pressed, data is searched in reverse order.

If there are no more entries, "NOT FOUND !" is displayed.

Direct search

The first letter(s) of the memo can be searched for. Simply type in the letter(s) and press or to search up or down.

Capital and small letters must be typed exactly the same as they were first entered.

To continue the search, press or repeatedly. The data will be recalled in the forward or reverse order of entry starting with the memo recalled.

Keyword search

With the keyword search function, the memos containing the keyword(s) are recalled in sequence. Enter the keyword and press followed by or . Capital and small letters must be typed exactly the same as they were first entered.

- Subsequent memos containing the same word(s) can be recalled in order each time you press or .

Using the index display

To view an index of memos press in the MEMO mode.

```
►X'mas present list
ABC BANK
Price list
ABC Corp.
Sales figure
Timetable 1
Timetable 2
Alpha project
```

The first lines of up to eight memos are displayed. Press **▲** or **▼** to move the pointer up and down to select the memo of interest, and press **ENTER** to view it in detail. Press **^** and **v** to step through your list of memos a page at a time.

- The memo being displayed when **INDEX** is pressed will appear at the top of the list. Otherwise, the first memo will appear at the top.

Editing memos

Memo editing is done in the same way as in the SCHEDULE and TEL modes.

Recall the memo you want to change and select “**1** EDIT” from the MODIFY menu. Edit it as necessary using the cursor keys, **DEL** and **INS**.

After making the correction, press **ENTER** to store the edited entry.

If **2nd** **ENTER** is pressed instead of **ENTER**, the entry will be stored without erasing the original memo. (Refer to “Copying scheduled data”, page 45.)

Deleting memos

Either single memos or the entire memo list can be deleted, as follows:

Deleting single memos

Recall the memo you wish to delete or select it in the index display, and press **DEL**. The delete prompt appears. Press **Y**. (To retain the data, press **N**.)

↳ After the deletion, the next item will appear.

Deleting entire memos

All the memos can be deleted at once using the MODIFY menu as follows:

1. Recall the MODIFY menu.

MENU

2. Select “**2** DATA DELETION”.

3. Select "**3** MEMO".

3

The delete prompt "DELETE ? Y/N" appears.

4. Press **Y** . (To retain the data, press **N** .)

Note: All memos can only be deleted when the SECRET function is off.
(Refer to "Turning off the SECRET function", page 94.)

Rearranging memos

Using the index display, the order in which memos are recalled can be changed.

For example, assume there are five entries stored in the order of "memo 1" through "memo 5". To place "memo 2" after "memo 4":

1. Select the MEMO mode and go to the index display.

MEMO **INDEX**

► Memo 1
Memo 2
Memo 3
Memo 4
Memo 5

2. Move the pointer to the entry you want to move and press **INS** .

▼ **INS**

Memo 1
Memo 2
Memo 3
Memo 4
Memo 5

3. Move the highlighted line to the position where the entry is to be inserted using the cursor keys.

▼ ▼

Memo 1
Memo 3
Memo 4
Memo 2
Memo 5

4. Press **ENTER** to store the new order.
- Press **C-CE** to cancel the change before pressing **ENTER**.
 - If there is any secret entry between memos 4 and 5, which is hidden from view by the SECRET function, "memo 2" will be stored before "memo 5" but not immediately after "memo 4". (Refer to "USING THE SECRET FUNCTION", page 91.)

USING THE TO DO FUNCTION

The To Do function is a very convenient and efficient way to keep track of the things you have to do. Each entry can contain a description of the item and, if necessary, an assigned priority level.

You can easily recall a list of all the things you have to do in order of priority. Once done, a TO DO entry can be easily checked off, which automatically assigns the entry the lowest priority level.

Entering things to do

For example, if you want to call Frank about a sales meeting, but it is not the most important thing (priority 2) on your agenda:

1. Select the TO DO mode.

TO DO

2. Enter a description of the activity.

Call Frank about
sales meeting

TO DO	
DESCRIPTION ?	

3. Enter the priority.

2

Call Frank about
PRIORITY: 2

- The priority can be set to any number 0-9 or letter A-Z or just left blank by pressing . Small letters cannot be entered. If "a" is entered, for example, it is recognized as "A".
- Order of priority is from 0-9, A-Z, then space.

4. Store the entry.

ENTER

**Call Frank about
sales meeting
PRIORITY:2**

- Press **C-CE** at any time before storing the entry to cancel it and return to the initial entry display.
- To begin another entry, press **C-CE** or simply begin entering the description for the new entry.

Recalling To Do items

TO DO entries are sorted and stored in their order of priority. They can be recalled in four different ways:

- Sequential search in the order of priority
- Direct search for the first letter(s) of the entry
- Keyword search for word(s) contained in the entry
- Using the index display

Sequential search

Use **^** and **v** to step sequentially through the entries. If there are no more entries, "NOT FOUND !" is displayed.

Direct search

The direct search lets you recall the entry beginning with specified letter(s). Enter the letter(s) and press **^** or **v** to search up or down for the entry. Capital and small letters must be typed exactly the same as they were first entered. Use **^** and **v** to recall other entries sequentially. If there is no matching entry, "NOT FOUND !" is displayed.

Keyword search

The keyword search will recall each and every entry containing the specified word(s) in the description field. Enter the keyword and press **2nd** followed by **^** or **v**. Capital and small letters must be typed exactly the same as they were first entered. Repeated pressing of **2nd** **^** or **2nd** **v** will recall subsequent entries containing the same keyword.

If there are no more entries, "NOT FOUND !" is displayed, and the initial entry display will appear.

Using the index display

The index is a very powerful tool for viewing your TO DO entries. Press **INDEX** in the TO DO mode.

►[1]	Finish sales re
[1]	Go to bank
[1]	Call Mary
[2]	Call Frank abou
[2]	Prepare sales m
[2]	Read manuscript
[]	Call Pat
[]	Pick up theater

↑ ↑
Priority Item

The listing starts from the entry being displayed when you press **INDEX**, or from the first entry if you are at the initial entry display. Use **▲** and **▼** to step through pages of entries. Press **▲** and **▼** to move the pointer "►" to select an entry and then press **ENTER** to recall and display the entire entry.

Checking off completed items

Once an item has been completed, it is time to mark it as done. Once checked off, the item will be assigned the lowest priority.

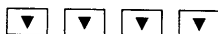
To check off the sales meeting preparation, for example:

1. Select the TO DO mode and go to the index display.

TO DO **INDEX**

►[1]	Finish sales re
[1]	Go to bank
[1]	Call Mary
[2]	Call Frank abou
[2]	Prepare sales m
[2]	Read manuscript
[]	Call Pat
[]	Pick up theater

2. Move the pointer to select the "Prepare ..." entry.



3. Mark it as done.



► [✓] Prepare sales m

([✓] is the same key as [SMBL] .)

- When an entry is marked as done, its assigned priority changes to ✓ , and the entries are resorted and listed from the top. Entries marked with "✓ " have the lowest priority.
- You can also check the entry off by recalling it and pressing [✓] .

Editing To Do items

Recall the details of the entry you want to change, and select "**1** EDIT" from the MODIFY menu. Make any necessary changes. Use the cursor keys to move between the description and priority fields.

Press [ENTER] to store the new entry. You can also press [2nd] [ENTER] to store the revised entry without erasing the original one.

To cancel any changes, press [C-CE] twice before pressing [ENTER] .

Deleting To Do items

TO DO entries can be deleted in three ways:

- A single entry at a time
- All checked entries only
- All entries

Deleting single entries

Entries can be deleted one at a time either directly or through the index display. Recall the whole entry, or select the entry in the index display.

Press [DEL] and then [Y] . (To retain the data, press [N] .)

Deleting checked entries

All checked (done) entries can be deleted at one time through the MODIFY menu.

1. Select “**2** DATA DELETION” from the MODIFY menu.

2

2. Select “**5** TO DO”.

5

3. Select “**2** TO DO (DONE)”.

2

The delete prompt “DELETE ? Y/N” appears.

4. Press . (To retain the entries, press .)

Note: Checked entries can all be deleted only when the SECRET function is off. (Refer to “Turning off the SECRET function”, page 94.)

Deleting all entries

Follow the same steps as above for deleting checked entries, but select “**1** TO DO (ALL)” in step 3.

As with checked entries, the SECRET function must be off to perform this deletion.

USING THE EXPENSE FUNCTION

The Expense function is an easy way to track expense information for the traveling business person. Each record can contain the date, amount, payment type (AMEX, Visa, MasterCard, Diners Club, check, cash or three other types of your choice) and a description of the expenses. In addition, the EXPENSE options allow you to see the total expenses for a single day or for a certain period.

Entering expense records

Yesterday, on March 16, 1997, you rented a car for \$55.25 and charged the amount to your American Express Card.

1. Select the EXPENSE mode.

EXPENSE

EXPENSE	
DATE ?	
M/D/Y=	3 / 17 / 1997 \$

The current date appears.

If you want to enter a record for the current date, press **ENTER**.

- The date can be changed by pressing **▲** and **▼**. Hold **▲** or **▼** down to change the date continuously.
- Type in the date, in the order of month/date/year. The month and the date must be entered in two digits.

2. Enter the expense date.

03161997 **ENTER**

The prompt for the expense amount appears.

3. Enter the expense amount using up to ten digits including up to two decimal places.

55.25 **ENTER**

PAYMENT TYPE

- 1** AMEX
- 2** Visa
- 3** MasterCard
- 4** Diners Club
- 5** Check
- 6** Cash

The PAYMENT TYPE reference list is displayed.

Press **↓** for the second page of the list.

4. Select the payment type.

1

SUN MAR 16, 1997

55.25

AMEX

DESCRIPTION ?

5. Enter the description and store the entry.

AVIS RENTAL CAR **ENTER**

The entire record is displayed.

SUN MAR 16, 1997

55.25

AMEX

AVIS RENTAL CAR

Press **C-CE** to enter another record or simply begin entering the expense date of the new record.

Note: The six default payment type options can be changed according to your needs. Refer to "Entering and changing payment type settings", page 84.

Recalling expense records

EXPENSE records are sorted and stored in chronological order. There are three ways to recall a record:

- Sequential search by date
- Specifying the expense date
- Using the index display

Sequential search

Press or in the EXPENSE mode to recall records sequentially. Pressing or will recall the first or the last record, respectively.

Specifying the date

Enter the date for which you want to check the expenses in the EXPENSE mode, then press (do not press). The first record for the specified date will be displayed. Press to recall the item you want.

Using the index display

A description of each record can be listed with the expense date.

To display a list of expense records for March 10, for example:

1. Select the EXPENSE mode.

2. Enter the date you want to check.

03101997 (or press)

3. Go to the index display.

Up to eight records can be displayed at a time.

```
► 3 / 10 Parking
   3 / 10 Gas
   3 / 10 Birthday pres
   3 / 11 LA flight
   3 / 12 Dinner
   3 / 16 AVIS RENTAL C
   3 / 16 Lodging
   3 / 17 Gas
```

The first 13 characters of the first line of each description are displayed. The record being displayed when is pressed will appear at the top of the list. If you are at the initial entry display, the first record for the current date will be at the top of the list. If no entry exists for that day, the closest entry after or, failing that, before the day will be at the top.

Press or to move the pointer "►" down or up, or or to step to the next or previous page of eight records.

Press **[ENTER]** to display the details of the record indicated by the pointer.

Editing expense records

EXPENSE records are edited by recalling the entry and selecting "**1** EDIT" from the MODIFY menu. Once the edit mode is entered, any data can be edited using the cursor keys, **[BS]**, **[INS]**, and **[DEL]**.

To change the expense amount, press **[▼]** to move the cursor to the amount entry field. Press **[C-CE]** once to clear the field and then enter the new amount.

To change the payment type, move the cursor to the field with **[▼]** and press **[C-CE]**. This displays the PAYMENT TYPE reference list. Select a new type, if necessary, following the same procedure as entering the record. When finished, be sure to press **[ENTER]** to store the revised entry.

Notes:

- You can also press **[2nd]** **[ENTER]** to store the revised entry without erasing the original one.
- Press **[C-CE]** twice to cancel any changes made to the record before pressing **[ENTER]**.

Deleting expense records

EXPENSE records can be deleted singly or all at once.

Deleting single records

To delete single EXPENSE records, recall the record or select it in the index display and press **[DEL]**. The delete prompt "DELETE? Y/N" will appear. Press **[Y]**. (To retain the record, press **[N]**.)

Deleting all records

All the entries can be deleted using the MODIFY menu.

1. Recall the MODIFY menu and select "**2** DATA DELETION".

[MENU] 2

2. Select "**4** EXPENSE".

4

The delete prompt "DELETE ? Y/N" appears.

3. Press . (To retain the data, press .)

Note: All the EXPENSE records can be deleted only when the SECRET function is off. (Refer to "Turning off the SECRET function", page 94.)

Expense summaries

A summary is a collection of records in the EXPENSE mode. Daily or period expense summaries for entire records or for each payment type can be obtained.

Notes:

- Records marked as secret are not included in summaries if the SECRET function is on.
- If an inappropriate date is entered (for example, an ending date which is earlier than the starting date), no calculation will be made, so be sure to enter the correct dates.

Summarizing expense reports for a specific date

To summarize all records for AMEX on March 16, 1997, for example:

1. Press twice and select "**6** EXPENSE REPORT".

6

EXPENSE REPORT	
1	ALL
2	PAYMENT TYPE

2. Select "**2** PAYMENT TYPE".

2

The PAYMENT TYPE reference list is displayed.

3. Select "**1** AMEX".

1

AMEX

1 DAILY

2 PERIOD

4. Select "**1** DAILY".

1

AMEX

DATE : 3 / 17 / 1997

The current date will be displayed. If it is the desired date, simply press **ENTER** to find the total amount. If not, enter the date using the same format as when entering expense records.

5. Enter the date.

03161997 **ENTER**

AMEX

DATE : MAR 16 , 1997

55.25

The day's AMEX expense total is displayed.

When **ENTER** is pressed after the calculation has been executed, the display will return to the date entry display. Enter any other date for which you want to check the expense summary, or press **C-CE** twice to end summarizing.

- To summarize expense records for all payment types on a specific date, select "**1** ALL" instead of "**2** PAYMENT TYPE" from the EXPENSE REPORT menu.

Summarizing expense reports for a certain period

For example, to find the total amount of all expenses from March 16 to March 22, 1997:

1. Display the EXPENSE REPORT menu and select "**1** ALL".

6 1

2. Select "**2** PERIOD".

2

ALL
FROM : _ / /

3. Enter the starting date.

03161997

ALL
FROM : MAR 16, 1997
TO : _ / /

4. Enter the ending date.

03221997

ALL
FROM : MAR 16, 1997
TO : MAR 22, 1997
1234.50

The total expense amount for the specified period is calculated and displayed.

- To summarize only those records for a specific payment type, select "**2** PAYMENT TYPE" instead of "**1** ALL" from the EXPENSE REPORT menu, and then select the desired payment type.

Entering and changing payment type settings

In the PAYMENT TYPE reference list, there are six types of payments, such as AMEX and Visa, which are set by default, together with three blank fields. You can change the order of these existing payment types or use another name or also enter some new names in the blank fields.

To change the locations of the two default options AMEX and Diners Club, for example:

1. Recall the MODIFY menu and select “**4** PAYMENT TYPE”.

4

2. Enter the payment type names in the locations you want.

Diners Club

AMEX

3. Exit the payment type setting mode.

To enter new names in the blank fields, press six times to skip the existing fields, then enter the new name in the seventh field. You can also enter new names in the eighth and ninth fields by pressing .

Notes:

- Press to skip the names that do not require any change. You cannot return to the previous item once is pressed at a current item.
- The payment type setting mode can be exited at any time by pressing twice.

USING THE ORGANIZER AS A CALCULATOR

The Organizer's built-in calculator can perform the four arithmetic calculations with up to 12 digits.

To use the calculator function, simply press **CALC/CONV** to select the CALCULATOR mode. Before performing any calculation, press **C-CE** twice to clear the display.

Using the CALCULATOR mode

Example	Operation	Display (answer)
$12 \times 3 + 5 =$	12 [x] 3 [+] 5 [=]	41.
$(-24) \div 4 - 2 =$	24 [+/-] [÷] 4 [-] 2 [=]	-8.
$34 + 57 =$	34 [+] 57 [=] The addend becomes	91.
$45 + 57 =$	45 [=] a constant.	102.
	(Subtraction and division are performed in same manner.)	
$68 \times 25 =$	68 [x] 25 [=] The multiplicand	1700.
$68 \times 40 =$	40 [=] becomes a constant.	2720.
What is 10% of 200?	200 [x] 10 [%]	20.
What percentage is 9 of 36?	9 [÷] 36 [%]	25.
What results from a 10% increase of 200?	200 [+] 10 [%]	220.
What is 500 after a 20% discount?	500 [-] 20 [%]	400.
$\sqrt{25} - 9 =$	25 [-] 9 [=] [√]	4.
$(4^3)^2 =$	4 [x] [=] [=] [x] [=]	4096.
$1/8 =$	8 [÷] [=]	0.125
Calculate the percentage change between two annual sales figures, \$620,000 one year and \$500,000 the previous year.	620000 [-] 500000 [MU]	24.

Example	Operation	Display (answer)
Calculate the selling price and the gross profit from a cost of \$8.16 on the basis of a 15% profit on the selling price.	8.16 $\div$ 15 $\boxed{\text{MU}}$ $\boxed{\text{MU}}$	9.6 (Selling price) 1.44 (Gross profit)
Calculate the cost and the gross profit from a selling price of \$100 on the basis of a 25% profit on the cost.	100 $\div$ 25 $\boxed{+/-}$ $\boxed{\text{MU}}$ $\boxed{\text{MU}}$	80. (Cost) 20. (Gross profit)
$25 \times 5 =$ $-) 84 \div 3 =$ $+) 68 + 17 =$ (Total) = $(14 - 3 \times 2) \times$ $(52 - 35) =$	Clear the memory before performing any calculations $\boxed{\text{R-CM}}$ 25 $\boxed{\times}$ 5 $\boxed{\text{M+}}$ 84 $\boxed{\div}$ 3 $\boxed{\text{M-}}$ 68 $\boxed{+}$ 17 $\boxed{\text{M+}}$ $\boxed{\text{R-CM}}$ $\boxed{\text{R-CM}}$ 14 $\boxed{\text{M+}}$ 3 $\boxed{\times}$ 2 $\boxed{\text{M-}}$ 52 $\boxed{-}$ 35 $\boxed{\times}$ $\boxed{\text{R-CM}}$ $\boxed{=}$	-M- 125. -M- 28. -M- 85. -M- 182. -M- 6. -M- 136.

- Non-zero numbers in the memory cause “-M-” to appear on the display.

When the error message appears

When any of the following occur, an error is registered and “-E-” appears. Press $\boxed{\text{C-CE}}$ to cancel the error.

- The integer section in the calculation result has a range of 13 to 24 digits (rough estimate).

Example:

4567890123

-E-

$\boxed{\times}$ 456 $\boxed{=}$

2.08295789608

$(2.08295789608 \times 10^{12} = 2,082,957,896,080)$

- A number is divided by 0.
- The integer section in the numerical value of the memory exceeds 12 digits.
- The integer section of the calculation result exceeds 24 digits.

USING THE CONVERSION FUNCTION

The Organizer can be used to perform conversions between different currencies and units of length, area, volume, mass, temperature and energy. There are 19 conversion screens and these are broken up into seven index groups. The first index group comprises three currency conversion screens in which you can set and edit the exchange rates yourself. The other six index groups have preset conversion factors so conversion can be performed right away (see table below).

Setting the currency rate

Select conversion display mode.

CALC/CONV

CALC/CONV

CONVERSION	
	1
\$ → £	
RATE=	0 .
	0 .

This is the main conversion mode. You can move through currency conversion screens 1-3 using the and keys. Exchange rates must be entered before you can perform currency conversion.

For example, to set one Canadian dollar equal to 0.45 pounds Sterling:

1. Display the MODIFY menu and select "**1** EDIT".

1

The exchange rate line starts to blink.

2. Enter the rate.

0.45

A maximum of 10 digits can be entered.

CONVERSION	
	1
\$ → £	
RATE=	0.45

3. Change the currency name on the left and right sides.

▲ ► ► ► ► ►
C\$ ► C-CE STR£

CONVERSION	
	1
C\$ → STR£	
RATE=	0.45

A maximum of seven characters can be entered on each side.

4. Store the currency conversion data.

ENTER

If you press ENTER without entering a letter beforehand, nothing will happen.

If you want to set another exchange rate, press ▼ to display conversion screen 2 then start again from step 1 above. You can use each currency conversion at any time once it has been set.

Changing the currency rate

The procedure in "Setting the currency rate" can be used whenever you need to change a currency exchange rate. After entering the new rate, press ENTER in step 2 to retain the same currency names.

Performing a conversion

For example, to find out how many liters there are in 10 gallons:

1. Select conversion display mode.

CALC/CONV **CALC/CONV**

2. Enter index mode.

INDEX

►CURRENCY
LENGTH
AREA
VOLUME
MASS
TEMPERATURE
ENERGY

3. Move the pointer to select VOLUME.

▼ ▼ ▼ **ENTER**

4. Enter the amount, then convert it.

10 **A►B**

The answer is displayed under the unit rate.

CONVERSION	
gal ► l	10
RATE=	3.78541
	37.8541

If you want to know how many gallons are equal to 10 liters, press

A◄B instead of **A►B** in step 4 above.

The following table shows the conversion factors that are preset in your Organizer.

Screen	Conversion	Units		Factor
1-3	CURRENCIES	User Specified		User Specified
4	LENGTH	inch	– cm	2.54
5		feet	– m	0.3048
6		yard	– m	0.9144
7		mile	– km	1.609344
8	AREA	acre	– m ²	4,046.86
9		acre	– ha	0.404686
10	VOLUME	gal	– l	3.78541
11		Imp.gal	– l	4.54609
12		fl.oz	– ml	29.5735
13		Imp.fl.oz	– ml	28.4131
14	MASS	oz	– g	28.3495
15		lb	– kg	0.45359237
16	TEMPERATURE	°F	– °C	5/9 (°F–32)
17	ENERGY	cal	– J	4.18605
18		hp	– kW	0.7457
19		PS	– kW	0.73549875

USING THE SECRET FUNCTION

The SECRET function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Any entry from the SCHEDULE, TEL, MEMO, TO DO, ANNIVERSARY and EXPENSE modes can be classified.

Registering a password

Press **MENU** twice and select "**3** SECRET". The password entry prompt will appear. Enter your password and then press **ENTER**. The SECRET function is now set to operate and "**3**" will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except **↵**). To turn the SECRET function off, you must enter the password exactly as you registered it, without, for example, changing capital letters to lower case or vice versa.

Important: If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

To register "1234" as the password, for example:

1. Press **MENU** twice to display the TOOLS menu.
2. Recall the password entry prompt by selecting "**3** SECRET".

3

SECRET	
SET PASSWORD !	
[_	]

Note: If the password has already been registered, "ALLOW ACCESS TO SECRET DATA" will be displayed. If this occurs, refer to "What to do if you forget the password" on page 97 and delete the previous password and secret data.

3. Enter "1234" as the password.

1234

4. Store the password in the memory.

ENTER

Make sure you have entered it correctly!

The password will not be displayed again.

SECRET
PASSWORD
[1234]
IS NOW SET !

- After the password is registered, the SECRET function is set to operate and "🔒" will appear. After rechecking the password, press **C-CE**.

Coding data as secret

Any entry can be coded as secret data by selecting "**4** SET MARK*" from the TOOLS menu so that "*" appears. Data coded with "*" cannot be recalled until the SECRET function is turned off by entering the password.

Coding previously stored data as secret

Recall the item which you wish to encode, enter the edit mode and mark that item with "*".

To convert the "ABC BANK" entry in the MEMO mode to secret data, for example:

1. Recall "ABC BANK".

MEMO **▼** **▼**

ABC BANK
Chicago Branch
Account No.
272-0011223
🔒

2. Display the MODIFY menu and select "**1** EDIT".

MENU 1

3. Select “**4 SET MARK***” from the TOOLS menu to put “*” on the display.

MENU **MENU** 4

ABC BANK
Chicago Branch
Account No.
272-0011223

EDIT *

4. Store this data as secret.

ENTER

If you press **C-CE** or any of the other mode keys after the secret data is stored, "ABC BANK" will disappear from the display. This data cannot be redisplayed until the password is entered and the SECRET function is turned off. (Refer to "Turning off the SECRET function" on page 94.)

Coding new data as secret

To code "CREDIT CARD 98765" as secret data, for example:

1. Select the MEMO mode.

MEMO

- 2. Enter the data.**

CREDIT CARD ☐ 98765

- 3. Code the data as secret.**

MENU MENU 4

("*" will appear on the display.)

4. Store the data in the memory.

ENTER

CREDIT CARD
98765

* 

Note: If **C-CE** or any of the other mode keys is pressed at this stage, the data will disappear from the display.

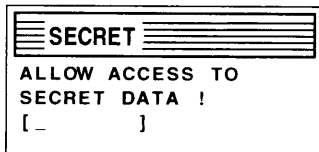
Turning off the SECRET function

To turn off the SECRET function, select "**3** SECRET" from the TOOLS menu while "**T**" is displayed. When "ALLOW ACCESS TO SECRET DATA" appears, enter the password and press **ENTER**. The SECRET function is now turned off. While the SECRET function is off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to turn off the SECRET function.

MEMO

MENU **MENU** 3



2. Enter the password, "1234", that was used in the previous example.

1234 **ENTER**

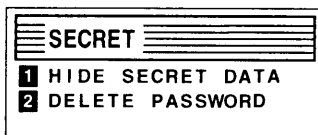
- After the password is entered, "SECRET DATA ACCESSIBLE !" will appear momentarily on the display, followed by the initial mode display (excluding "**T**").
- If the password you have entered is incorrect, the message "INCORRECT PASSWORD !" will be displayed and the initial mode display reappears.

Turning on the SECRET function

The SECRET function turns on automatically whenever the power is turned off and back on again. To turn the SECRET function on manually:

1. Recall the SECRET function menu.

MENU **MENU** 3



2. Select “**1** HIDE SECRET”.

1

Notes:

- After you enter 1, “SECRET DATA IS HIDDEN !” will appear on the display momentarily, followed by the initial display. The SECRET function is now on and the same password must be entered to turn the SECRET function off.
- The SECRET function remains on after manual or automatic power off.

Recalling secret data

Before you can view secret data, you must turn off the SECRET function by entering the password to turn off “**T**” on the display. After “**T**” goes off, secret data can be recalled in the same manner as non-secret data in the different modes.

To call up secret data only

If you wish to recall only the secret data, select “**4** SET MARK*” from the TOOLS menu to display “*”, then press **2nd** **▽**. When the Organizer is set in this manner, only the secret data will be recalled.

Declassifying secret data by removing the secret code

Secret data can be declassified. You must first turn off the SECRET function and recall the entry you wish to declassify and enter the edit mode. Then select “**4** SET MARK*” from the TOOLS menu to turn off “*” on the display. After the symbol goes off, press **ENTER** to re-enter the data as non-secret.

To remove “CREDIT CARD 98765” from the secret data list, for example, follow the procedure outlined below. (If the SECRET function is turned on and “**T**” appears, you must turn it off first — see “Turning off the SECRET function” above.)

1. Recall the secret data.

MEMO
MENU **MENU** 4
2nd √

CREDIT CARD
98765

(Press 2nd √ repeatedly until the entry to be declassified appears.)

2. Select “**1** EDIT” from the MODIFY menu.

MENU 1

3. Turn off “* ”.

MENU **MENU** 4

4. Store the data as non-secret.

ENTER

(The data is now declassified and will appear as ordinary data. Make sure to press **ENTER** at this point, or the data will remain secret.)

Deleting and changing the password

To delete the old password and designate a new one, first turn off the SECRET function, then delete the password and enter a new one.

For example, to change the password “1234” to “9876”:

1. Turn off the SECRET function.

MENU **MENU** 3 1234 **ENTER**

2. Recall the SECRET function menu.

MENU **MENU** 3

3. Select “ **2** DELETE PASSWORD”.

2

SECRET	
PASSWORD ?	
[_	]

4. Enter the old password and delete it.

1234

5. To register the new password, recall the password entry prompt.

3

6. Enter the new password, “9876”.

9876

Make sure you have entered it correctly!

The password will not be displayed again.

What to do if you forget the password

When you have forgotten the password for the SECRET function, you have to delete the password along with all secret data by selecting “DATA DELETION” from the MODIFY menu. Through, be sure to choose a password that is easy to remember.

Once the password is deleted, a new password can be entered. Follow the procedure below to delete the password (and the secret data along with it).

1. Recall the MODIFY menu.

2. Select “ **2** DATA DELETION”.

2

3. Select “ **6** SECRET DATA”.

6

The delete prompt “DELETE ? Y/N” appears.

4. Press . (To retain the data, press .)

When is pressed, both the password and secret data are deleted, and the initial display for the previous mode in use will reappear on the display.

OTHER USEFUL FUNCTIONS

Certain other functions are provided to let you use your Organizer more effectively, and also to tailor it to suit your preferences.

These are:

Date format: Selects American or European date display format.

Calendar format: Controls whether the monthly calendar view displays the week as Monday to Sunday or Sunday to Saturday.

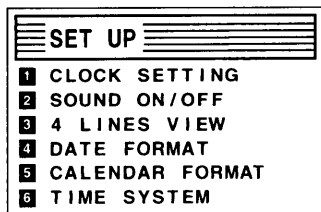
Time system: Selects the 12-hour or 24-hour clock.

Memory check: Indicates how much memory is in use and by which functions.

Date format

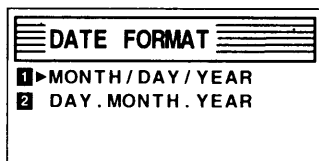
The Organizer lets you select which of two date formats you prefer to use. These are American format, "Month/Day/Year", and European format, "Day.Month.Year". The selected date format will be applied throughout the Organizer, although you can change it at any time.

1. Press **MENU** four times to display the SET UP menu.



2. Select "**4** DATE FORMAT".

4



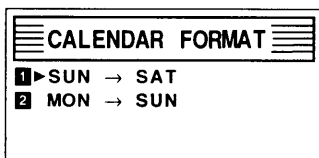
3. Select the desired format by pressing the corresponding number.

Calendar format

You can choose whether the days of the week are displayed by the monthly calendar view in the order of Monday to Sunday or Sunday to Saturday.

1. Press **MENU** four times to display the SET UP menu.
2. Select "**5** CALENDAR FORMAT".

5



3. Select the desired format by pressing the corresponding number.

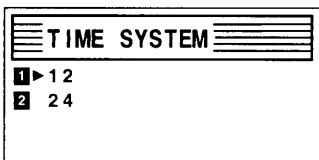
Time system

You can choose whether the Organizer displays time using the 12-hour or 24-hour system.

1. Press **MENU** four times to display the SET UP menu.
2. Press "**6** TIME SYSTEM".

6

The currently selected system is indicated with an arrow.



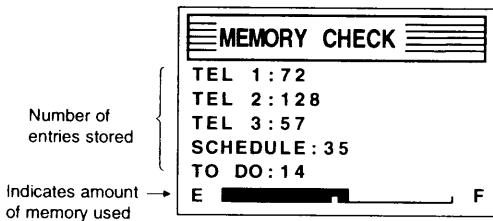
- 3. Select the desired time system.**

Checking the memory capacity

The MEMORY CHECK function indicates how much of the memory is in use and also the number of entries stored in each mode: the TEL (TEL 1, TEL 2 and TEL 3), SCHEDULE, TO DO, ANNIVERSARY (ANN 1 and ANN 2), MEMO and EXPENSE modes. The memory is not reserved for individual applications. In other words, the memory can be used by any application. After checking the memory, press **C-CE** to return to the previous display.

1. Press **MENU** twice to display the TOOLS menu.
2. Select "**1** MEMORY CHECK".

1



There is another memory check display. Press  or  to display the next or previous pages.

Note: When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.

USING THE DATA TRANSFER FUNCTION

This Organizer can transfer data to and from the following models.

- Other ZQ-5450/ZQ-5650 Organizers using the optional CE-300L cable.
- The IQ-8000, IQ-7000, ZQ-6000, ZQ-5000, ZQ-4000, ZQ-3000 and ZQ-2000 series Organizers using the optional CE-300L cable.

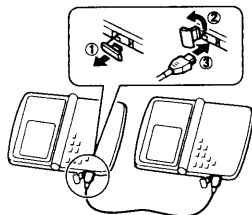
Transferable data varies according to the model connected to the Organizer.

Model connected to the ZQ-5450/ ZQ-5650	Transferable data					
	SCHEDULE	TEL	MEMO	TO DO	ANNIVERSARY	EXPENSE
IQ-8000 series* IQ-7000 series ZQ-5000 series ZQ-2000 series	Yes	Yes	Yes	Yes (IQ-8500M, IQ-8400 model only)	—	—
ZQ-6000 series*	Yes	Yes	Yes	Yes	—	—
ZQ-5900 ZQ-5450/ZQ-5650 ZQ-5400 ZQ-4000 series ZQ-3000/ZQ-3200 ZQ-2600/ZQ-2800	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	—	Yes	Yes

* IQ-8900 series, ZQ-6600 and ZQ-6800 are not applicable.

There may be some data transfer restrictions between these models. (See page 107.)

Before connecting the cable and transferring data between Organizers, turn off both units.



Notes:

- To interrupt data transfer, press **[ON]**.
- If a connector is disconnected, or a similar problem occurs during data transfer, the message "I/O DEVICE ERROR" will appear. Press **[C-CE]** to clear the error.
- After data transfer, the data on the transmitter is preserved.
- There may be a voltage level difference between the connected Organizers which may cause the display contrasts to change. Should this occur, readjust the contrast as required.
- The Backlight does not function during data transfer.

Transferring data between ZQ-5450/ ZQ-5650 Organizers

Data in the SCHEDULE, ANNIVERSARY, TEL, MEMO, TO DO and EXPENSE modes can be transferred. The data is transferred and verified by mode (all entries in a mode or a directory – TEL 1, TEL 2, TEL 3) or by entry. In addition, data can be backed up.

Transferring data by mode or by entry

During mode transfer, data previously stored in the specified mode of the receiver are deleted. Proceed with caution.

Note: When mode transfer is carried out in the TEL mode, all listings in the specified directory will be transferred. (In this case, the directory file name is transferred at the same time.)

1. Select the mode on the transmitter and receiver.

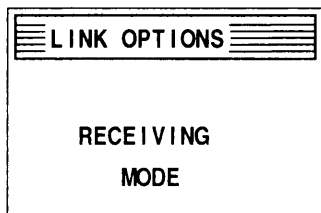
[SCHEDULE] **[C-CE]** (Transmitter)

[SCHEDULE] (Receiver)

2. Press **[MENU]** three times to display the LINK OPTIONS menu on the receiver.

3. Select “ **2** RECEIVE” to set the unit in the receive mode.

2



4. Press **MENU** three times to display the LINK OPTIONS menu on the transmitter.

Note: To transfer a single entry, display the desired entry first.

5. Select “ **1** SEND” to transfer data.

1

Notes:

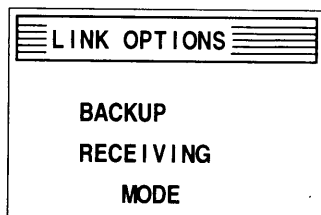
- If the mode of the transmitter and the mode of the receiver are not the same, data transfer is not established. The message “DATA ERROR” is displayed.
When transferring TEL data, directories on the transmitter and receiver can be different. The contents received by the receiver will be stored in the open directory. For example, if TEL 1 is selected on the transmitter and TEL 3 on the receiver before the data transfer is established, the contents of TEL 1 will be sent to and stored in TEL 3.
- Turn off the SECRET function on both the transmitter and the receiver before mode transfer.
- If the amount of memory available on the receiver at the time of transfer is insufficient, data transfer is not possible. The message “MEMORY FULL” appears. Delete any unnecessary data, verify whether the available memory is sufficient, and repeat the data transfer procedure.
- If an error message appears while transferring data, press **C·CE** to clear the error.

Transferring backup data

All the contents of the Organizer are transferred. During backup data transfer, data stored on the receiver are deleted. Proceed with caution. (Backup data transfer is only possible between identical products.)

1. Select the data transfer function on the receiver and set it in the receive mode for backup data transfer.

MENU **MENU** **MENU**
2nd 2



2. Select the data transfer function on the transmitter and perform backup data transfer.

MENU **MENU** **MENU** **2nd** 1 Y

Verifying data

It is possible to verify data by mode or by entry. If any discrepancies are found, the message "VERIFY ERROR" is displayed.

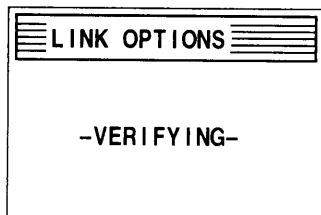
Verify data in the SCHEDULE mode.

1. Select the mode on the transmitter and the receiver.

SCHEDULE **C-CE** (Transmitter)
SCHEDULE (Receiver)

2. Set the receiver in the verify mode.

MENU **MENU** **MENU** 3



3. Select the data transfer function on the transmitter.



Note: To verify an entry, display the entry to be verified first.

4. Perform verification.

1

Transferring data with another ZQ series or IQ series Organizer

Data transfer restrictions

There are some restrictions when transferring data with any ZQ series Organizer other than the ZQ-5450/ZQ-5650 or the IQ series Organizers (previously shown). These restrictions result from differences in functions and the maximum allowable size of an entry between the Organizers.

When transferring SCHEDULE data from IQ-8000, IQ-7000, ZQ-6000 or ZQ-5000 series Organizers

- Any alarms set on SCHEDULE data transferred from the IQ-8000, IQ-7000, ZQ-6000 or ZQ-5000 series Organizers, regardless of their precise setting time for specific event, will be set to the event's starting time on the ZQ-5450/ZQ-5650.

When transferring data from ZQ-6000 or IQ-8000 series Organizers

- When transferring an entry from the ZQ-6000 or IQ-8000 series to the ZQ-5450/ZQ-5650, the maximum allowable size of the transferred entry is as follows:

TEL mode:	537 characters
SCHEDULE mode:	523 characters
MEMO mode:	544 characters
TO DO mode:	530 characters

If an entry exceeding these limits is sent to the ZQ-5450/ZQ-5650, "I/O DEVICE ERROR" appears and the transfer will not be successful.

The maximum number of characters that can be edited after an entry is transferred to the ZQ-5450/ZQ-5650 is 514 in the TEL mode and 512 in the SCHEDULE, MEMO and TO DO modes. Entries exceeding these limits can be displayed but cannot be edited. Those exceeding

515 characters can neither be displayed nor edited.

- Mode transfers from the ZQ-6000 and IQ-8000 series can be performed even when the maximum length of an entry exceeds the character limits specified above. However, to display and edit data, the number of characters must be within these limits.
- TEL free field contents can be received and displayed on the ZQ-5450/ZQ-5650, but are deleted once the edit mode is selected.

When transferring TO DO data from ZQ-6000 or IQ-8500M/IQ-8400 Organizers

- When a TO DO entry is transferred from the ZQ-6000 or IQ-8500M/IQ-8400 to the ZQ-5450/ZQ-5650, the contents of the date and category fields are deleted and only the contents of the description and priority fields are received.
- When transferring TO DO data by mode from the ZQ-6000 or IQ-8500M/IQ-8400 to the ZQ-5450/ZQ-5650, entries are stored in the ZQ-5450/ZQ-5650 without date or category field contents. If the transferred data includes an entry with a date, the priority of all transferred entries will be a space. The contents of the priority field are received correctly only when none of the transferred entries contain a date.
- No data verification can be carried out.

Transferring data by mode or by entry

Transfer the "ABC BANK" memo stored in the Organizer.

1. Recall the memo to be transferred on the transmitter.

Note: To perform mode transfer, select the mode by pressing the mode key, and then press **C·CE**. It is not necessary to display an entry.

2. Select "**2** RECEIVE" from the LINK OPTIONS menu on the receiver, and set it in the receive mode.
3. Select "**1** SEND" from the LINK OPTIONS menu on the transmitter and perform data transfer.

Notes:

- Follow the same steps to transfer data from another ZQ series or an IQ series Organizer.
- Notes described on page 105 also apply here.

- When transferring data to/from another ZQ series or an IQ series Organizer, the display contrast of the ZQ-5450/ZQ-5650 Organizer decrease when the units are connected.

Verification

Follow the steps explained in "Transferring data between ZQ-5450/ZQ-5650 Organizers" above.

Exchanging data with a personal computer

With Sharp's CE-390 (Version 1.2 or higher) Organizer Link software and cable package, you can exchange data with an IBM* compatible personal computer. The cable connects to the Organizer's 4 pin computer-link port on the left side of the unit. See the Organizer Link manual for connection and software operating instructions.

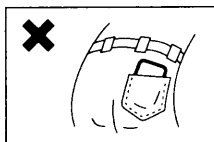
CE-390 is fully compatible with your Organizer. However, please note that when configuring the Organizer type in the CE-390, you should select "ZQ-D400 Series models".

Note: Sharp's CE-390 (Version 1.2 or higher) may not be available at the time your purchase the Organizer. Please check with your local Sharp dealer concerning availability.

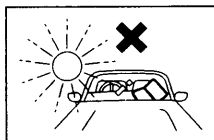
If you already have the CE-390 (Version 1.0 or 1.1), please call Sharp for information about obtaining Version 1.2 or higher.

- * IBM is a registered trademark of International Business Machines Corporation.

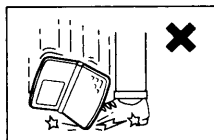
Caring for your Organizer



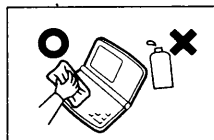
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



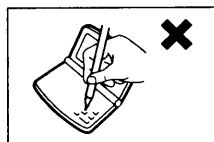
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause it to malfunction.



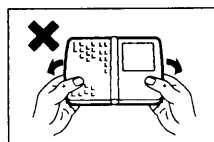
Do not drop the Organizer or allow anything to hit it.



Clean the Organizer with a soft, dry cloth and do not use solvents (paint thinner or benzene, etc.).



Do not press the keys with a sharp pointed object.



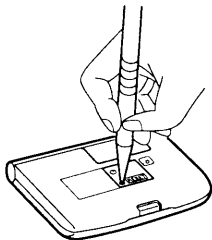
Bending the Organizer will damage the internal circuits.

NOTE: Do not carry the Organizer in your pocket or overstuffed bag, or in a bag with sharp or hard objects, because it may scratch or damage the Organizer.

Reset procedure

When trouble occurs

An impact or a strong external electrical field may stop the keys functioning. Press the RESET switch on the back of the Organizer.



The impact or external electrical field may erase some or all of the Organizer's memory.

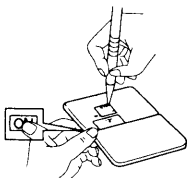
Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

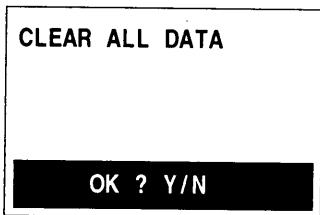
1. While holding **ON** , press the RESET switch on the back. Release the RESET switch and then release **ON** .

The following display will appear.



2. Press **N** .

Returns to the initial display.



Caution: Do not press **Y** in step 2. Pressing **Y** will delete all data stored in the Organizer and reset the built-in clock.

Troubleshooting

If the Organizer malfunctions, please go through the following checklist before sending it out for repairs:

Problem	Remedy
Nothing appears on the display after pressing ON .	• Adjust the display contrast (page 13). • Replace the batteries (page 114).
Display contrast is insufficient.	• Adjust the display contrast (page 13). • Replace the batteries (page 114).
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast (page 13).
Keys do not beep when pressed.	Select "KEY SOUND ON" from the SET UP menu to display "♪" (page 14).
The Organizer turns on but the keyboard is frozen.	Reset the Organizer (page 112).
"MEMORY FULL" is displayed.	There is no room for the data you want to store. Delete all unnecessary data and try again.
Alarm does not sound at the set time.	Select "ALARM SOUND ON" from the SET UP menu to display "🔔" (page 49.)
Display dims while pressing a key.	The operating batteries are becoming weak. Continue to use the Organizer as usual or replace the batteries (page 114).
The Backlight does not function.	Data is transferred or the operating batteries are becoming weak. Replace the batteries (page 114).

Replacing batteries

Batteries used in the Organizer:

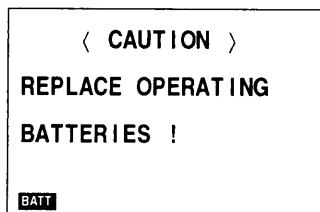
Type	Model	Qty.	Use
Alkaline batteries	LR03 (L30)	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

Precautions when replacing the batteries

Before replacing the battery, be sure to press **OFF** to turn the power off.

Do not replace the memory backup battery when the operating batteries are depleted. When the operating batteries become weak and you turn the power on, "**BATT**" will be displayed and the following display will appear temporarily:



If the batteries become very weak (the alarm or the key beep does not sound), the power may go off during operation or the Organizer may fail to turn on.

The memory contents will still be retained by the memory backup battery. Replace the operating batteries to avoid loss or alteration of data. Before removing the batteries for replacement, record important information on paper.

- Cautions:**
- Do not continue using the Organizer after it has turned off automatically while in use. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.
 - If "**BATT**" appears, the Backlight will not operate even if **BACKLIGHT** is pressed.

Precautions on battery use

- Always replace both operating batteries at the same time.
- Do not use an old battery and a new one together.
- Use only the specified alkaline and lithium batteries.
- The original batteries were installed in the factory at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

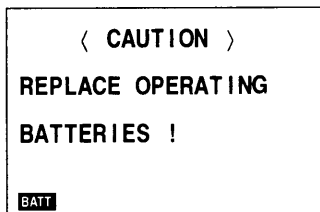
Battery precautions

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

Replacement intervals for the power source batteries

When "**BATT**" is displayed and the LCD becomes too dim to read despite contrast adjustment, the operating batteries are depleted. Press **OFF** to turn the power off and then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately.

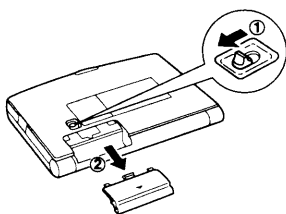


Replacing the operating batteries

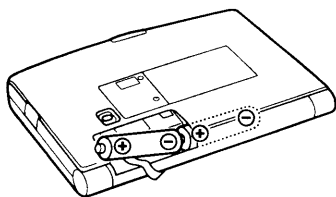
1. Press **OFF** to turn the power off.
2. Set the battery replacement switch on the bottom of the Organizer to "REPLACE BATTERIES" (a red dot will appear.) (Fig. 1)
3. Slide off the operating batteries cover. (Fig. 1)
4. Remove the old batteries by pulling the ribbon tab.
5. Insert the two new batteries on the top of the ribbon tab, taking care

to position them correctly according to the plus (+) and minus (-) terminals. (Fig. 2)

6. Replace the cover.
7. Set the battery replacement switch to "NORMAL OPERATION".
8. Press the RESET switch.
9. Adjust the display contrast if necessary. (Refer to "Contrast adjustment", page 13.)
10. Set the clock. (Refer to "Setting the HOME time and date", page 23.)



(Fig. 1)



(Fig. 2)

Memory backup battery

The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about five years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses. Replace the memory backup battery when the following display appears.

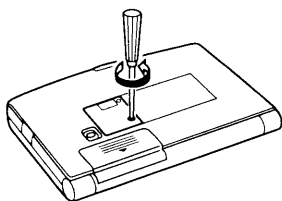
〈 CAUTION 〉

**REPLACE MEMORY
BACKUP BATTERY!**

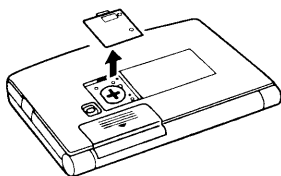
Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries become depleted, replace them before replacing the memory backup battery. If you replace the memory backup battery while the operating batteries are depleted, all of the data in the memory will be lost.

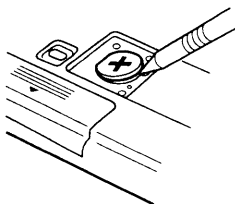
1. Press **OFF** to turn the power off.
2. Set the battery replacement switch on the back of the Organizer to "REPLACE BATTERIES" (a red dot will be visible.)
3. Remove the screw holding the memory backup battery cover in place. (Fig. 1)
4. Remove the memory backup battery cover. (Fig. 2)
5. Remove the old battery using a pen or a similar object. (Fig. 3)
6. Insert a new battery with the plus (+) side up.
7. Replace the memory backup battery cover and secure it with the screw.
8. Set the battery replacement switch to "NORMAL OPERATION".
9. Press the RESET switch.
10. Adjust the display contrast if necessary. (Refer to "Contrast adjustment", page 13.)
11. Set the clock. (Refer to "Setting the HOME time and date", page 23.)



(Fig. 1)



(Fig. 2)



(Fig. 3)

AUTO POWER OFF function

When none of the keys have been pressed for approximately seven minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.)

Character sorting order

Entries in the TEL mode are sorted and stored in the following order (according to the first character of each entry).

Space ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A a
B b C c D d E e F f G g H h I i
J j K k L l M m N n O o P p Q q R r S s T t
U u V v W w X x Y y Z z [\] ^ _ { | } ~ ¡ ¢ £ ¤ ¥ ¦ § ¨ © ª
« » º » ¼ ½ ¾ ¿ À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó
Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß à á â ã

Specifications

Model	ZQ-5450/ZQ-5650
Product name	Electronic Organizer
Display	119 x 64 dot matrix liquid crystal display 20 columns x 8 lines (with 5 x 7 dot characters)

Electronic notebook section

TEL mode	Entry and recall of names, phone numbers, and addresses
SCHEDULE mode	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
ANNIVERSARY mode	Entry and recall of dates and details of anniversaries Anniversary notice function
CALENDAR mode	Display of calendars from January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments Anniversary mark function
MEMO mode	Entry and recall of everyday memos
TO DO mode	Entry and recall of items, priority assignment
EXPENSE mode	Entry and recall of expense date, amount, payment type and description
Memory capacity	ZQ-5450 128 Kbytes (User area: Approx. 125 Kbytes) SCHEDULE mode capacity: Approx. 2,100 entries TEL mode capacity: Approx. 3,370 entries MEMO mode capacity: Approx. 990 entries ZQ-5650 256 Kbytes (User area: Approx. 253 Kbytes) SCHEDULE mode capacity: Approx. 4,250 entries TEL mode capacity: Approx. 6,820 entries MEMO mode capacity: Approx. 1,900 entries • The approximate entry capacities above assume the following average entry sizes when all memory is used by a single mode.

Memory capacity	SCHEDULE	
	Description	32 characters/entry
	TEL Name	16 characters/entry
	Number	12 characters/entry
	MEMO	128 characters/entry
Maximum character string length per entry	512 characters	
Other features	Secret function, data transfer, index display	

Calculator

Digits	12
Functions	Addition, subtraction, multiplication, division, constant, square root, percent, memory calculation, etc. (With currency/unit conversion function)

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance ± 60 seconds per month (at 25°C/77°F)
Display contents	Year, month, day, day of week, hours, minutes, A.M./P.M., city names, time zone
Time system	12-hour or 24-hour
World clock function	Display of date and time for the world's cities Enable/disable control for daylight saving time display function

Common

Power	Main power supply: 3 V $\dots$ (DC) alkaline batteries (LR03 x 2) Memory backup power: 3 V $\dots$ (DC) lithium battery (CR2032 x 1)
Power consumption	0.14W

Battery life	Operating batteries • Approx. 200 hours When data is continuously displayed without Backlight at an ambient temperature of 23°C (73°F). • Approx. 140 hours When data is continuously displayed with Backlight for 2 minutes per hourly use, at an ambient temperature of 23°C (73°F). • Approx. 130 hours When data is searched for 5 minutes per hourly use and Backlight is on for 2 minutes per hourly use. • Approx. 3 months When turned off, and the clock is running.
Battery life	Memory backup battery • Approx. 5 years (if operating batteries are replaced promptly when exhausted) • Approx. 3 months (if operating batteries are exhausted or not installed)
Operating temperature	0°C to 40°C (32°F to 104°F)
Exterior dimensions	
Open	138 (W) x 158 (D) x 10.8 (H) mm 5-7/16" (W) x 6-7/32" (D) x 7/16" (H)
Closed	138 (W) x 85 (D) x 19.8 (H) mm 5-7/16" (W) x 3-11/32" (D) x 25/32" (H)
Weight	185 g (0.4 lb.) (including batteries)
Accessories	Alkaline batteries (LR03 x 2), lithium battery (CR2032), operation manual

A

Alarms

- Schedule 49
- Turning off 49, 51

All reset 112

ANN notice function 53, 55

Anniversary function 53

Auto power off 118

B

Backing up the Organizer data 106

Backlight 8

BATT symbol 10, 114, 115

Batteries

- Memory backup 116
- Operating 115
- Precautions 114
- Replacement 114

C

Calculation examples 85

Calculator function 85

Calendar format 100

Calendar function 29

Caring for the Organizer 111

Changing

- City for World time 24
- Clock time 23
- Home city 21
- Monthly calendar 30
- Password 96
- Payment type settings 84

Character sorting order 118

Checking the memory capacity 101

Checking off completed To Do items 73

Clock 21

Home time 21

World time 24

Coding data as secret 92

Contrast adjustment 13

Conversion function 87

Copying scheduled data 45

Correcting entries 18

(See also Editing)

Cursor 15

D

Daily calendar 30, 32

Data transfer 103

- Between different Organizers 104

Restrictions 107

DATA DELETION function 48, 58, 63, 67, 75, 80, 96, 97

DATE FORMAT function 99

Daylight saving time 25

Declassifying data as non-secret 95

Deleting

- Anniversaries 58
- Calendar entries 33
- Expense records 80
- Letters 19
- Memos 67
- Password 96

Scheduled data 46

Telephone listings 63

To Do items 74

Designating TEL directory file names 59

Direct search 42, 61, 66, 72

Directory file names 59

Display 9

Contrast adjustment 13

Symbols 10

Displaying

Home time 21

Monthly calendar 29, 31

World time 24

E

Editing

Anniversaries 57

Expense records 80

Memos 67

Scheduled data 44

Telephone listings 63

To Do items 74

Entering

Anniversaries 53

Characters 15

Expense records 77

Letters 15

Memos 65

Non-English characters 16

Numbers 17

Schedule items 35

Symbols 17

Telephone listings 60

To Do items 71

Error symbol 86

Expense function 77

F

Four lines view 13

H

Home city 21

Home time clock 21

I

Index display 43, 56, 62, 66, 72, 79

Initializing the Organizer 7

Inserting letters 18

K

Key beep 14

Key functions 15

Key notations 11

Keyword search 42, 61, 66, 72

L

LCD CONTRAST function 13

Link options menu 12

M

Memo function 65

MEMORY CHECK function 101

Menu 11

Modify menu 12

Monthly calendar 29, 31

O

Opening the Organizer 7

P

Part names 9

Password

Changing 96

Deleting 96

Registering 91

What to do if forgotten 97
Payment type 78, 81, 84
Priority 71, 73, 74

R

Rearranging memos 68
Recalling
 Anniversaries 55
 Expense records 78
 Memos 66
 Scheduled data 39
 Secret data 95
 Telephone listings 61
 To Do items 72
Registering
 City names 25
 Password 91
Replacing batteries 114
 Memory backup batteries 116
 Operating batteries 115
Reset procedure 112
Restrictions when transferring
 data 107

S

Schedule alarm 49
Schedule function 35
Secret function 91
 Turning off 94
 Turning on 94
Sequential search 56, 61, 66,
 72, 79
Setting
 Currency rate 87
 Date format 99
 Daylight saving time 25
 Home city 21
 Home time and date 23
 Schedule alarm 49

Set up menu 12
Specifications 118
Summarizing expense records 81

T

TEL FILE NAME function 59
Telephone Directory function 59
Time system 100
To Do function 71
Tools menu 12
Transferring data 103
 Backup data 106
 Between two ZQ-5450/
 ZQ-5650 Organizers 104
 With a personal computer 109
 With a ZQ or IQ series
 Organizer 107
Troubleshooting 113
Turning on/off
 Key beep 14
 Secret function 94

V

Verifying data after transfer
 106, 109

W

Weekly calendar 29, 32
When trouble occurs 112
World time clock 24

SHARP CORPORATION

PRINTED IN MALAYSIA
T(TINSE1268PCZZ)