PS-6560i

TEXAS INSTRUMENTS

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Quick Reference Guide

Organizer Keys

The key descriptions in this guidebook show names for certain keys instead of the symbols printed on the keys.

Key Symbols	Key Descriptions
	[Reminders]
	[Addresses]
	[Notes]
	[Calc]
	[Alarm]
	Line return

Four keys, [◁], [△], [▷], and [▽], are located to the right of the screen. These keys move the cursor backwards and forwards through the text, and up and down between the lines on the screen.

The [▽] and [△] keys, located to the right of the cursor keys, move forward and backward through the menu pages and the entries in the organiser.

Organizer Screen

The organiser displays text in a proportional font. In a proportional font, narrow letters (such as I and J) require less space than wide letters (such as M and W). This means that more information per line is displayed on the screen.

Indicators that appear on the organiser's screen are explained in the Appendix. See page 56 and 57.

Using the *INDIGLO*® night-light

To light the display, press and hold the *INDIGLO* night-light key. You can make entries while the display is lighted. When you release the key, the light stays on for ten seconds.

INDIGLO® is a registered trademark of Indiglo Corporation.

The organizer keeps three main types of information: Reminders, Addresses, and Notes. Within these three areas, there are many different ways to store and access information. The organiser also has many Options to enable you to set it up and use it in the way that suits you best. The organiser's memory is flexible, giving you the freedom to make entries as large as you need them and to enter information where you need it most.

The Getting Started section covers how to:

- Set the display contrast.
- Select from a menu.
- Set the date and time.
- Make a Reminder entry.
- Change the displayed language.
- Set the key tone.

Setting the Display Contrast

To turn the organiser on, press [On/Off] in the lower-left corner of the keyboard.

If the organiser's screen is too light or dark to read easily, you can adjust the display contrast.

1. Press [Option] to display the first screen of the Options menu.

```
MAKE A SELECTION:
› 1. SET DISPLAY CONTRAST
  2. LOCK/UNLOCK UNIT
  3. SET DATE AND TIME
```

2. Press [1] or [Enter] to display the SET DISPLAY CONTRAST: screen.
3. As instructed on the screen, press and hold ⌃ to darken the display or ⌄ to lighten it. Release the key once the display is at the desired contrast.
4. Press [Enter] or [Save].

How to Select from a Menu

A menu is a screen that displays a numbered list of alternatives to choose from; for example, press [Option] to display the first screen of the Options menu.

```
MAKE A SELECTION:
› 1. SET DISPLAY CONTRAST
  2. LOCK/UNLOCK UNIT
  3. SET DATE AND TIME
                      ▼
```

The › pointer to the left of the number 1 lets you know that SET DISPLAY CONTRAST is the current selection. You can press either [Enter] or [1] to make that selection.

To choose a different selection, you can either:

- Press ⌄ or ⌃ to move the › pointer to the selection you want. Then press [Enter].
- Press the number key for the selection you want. You do not have to press [Enter].

When a menu has more than three selections, the ▼ symbol at the bottom of the screen lets you know that the menu continues on a second screen. If you know the number of the selection you want on the second or third screen, you can press [4], [5], [6], [7], [8], or [9] from the first screen. You can also press ⌄ to move to the second or third screen and then make your selection.

Prompting

Prompts, like MAKE A SELECTION: on the screen above, are usually displayed on the top line of a screen. They guide you as to what to do next.

Setting the Date and Time

Before you can use the organiser's features that require a date and time, such as Reminder entries, alarms, or the cities and times feature, you must set the date and time.

1. Press [Option] to display the first screen of the Options menu.

```
MAKE A SELECTION:
> 1. SET DISPLAY CONTRAST
  2. LOCK/UNLOCK UNIT
  3. SET DATE AND TIME
```

2. Press [3] to select SET DATE AND TIME.

```
SET DATE AND TIME:
11/29/95  (MM/DD/YY)

10:00 AM  (12 HOUR)
```

3. Enter the current date in MM/DD/YY format, keying in two digits each for the month, day, and year (US date format).
4. Key in the current time in 12-hour format. If the first digit you key in is 2, 3, 4, 5, 6, 7, 8, or 9, it automatically moves to the second space for the hour. Then key in the minutes.

   The first time you enter a time in any time field, AM is assumed for a time from 7:00 to 11:59, and PM is assumed for a time from 12:00 to 6:59. If necessary, press [AM] (the [A] key) or [PM] (the [P] key) to change it.

Setting the Date and Time (Continued)

5. Once you have finished entering the date and time, press [Enter].

```
SET DATE FORMAT:
TO SET FORMATS, PRESS ✓.
MONTH/DAY:
  ✓ MM/DD      □ DD/MM
```

6. Press [✓] (the [X] key) to mark the date format you prefer.

   For example, for November 29 1995, you can choose MM/DD to display 11/29/95, or DD/MM to display 29/11/95.
7. Once you have finished, press [Enter].

```
SET TIME FORMAT:
TO SET FORMATS, PRESS ✓.
HOURLY:
  ✓ 12 HR      □ 24 HR
```

8. Press [✓] to mark the time format you prefer.

   Note: Examples in this guidebook use MM/DD and 12-hour formats.
9. Once you have finished, press [Enter].

```
SET DATE AND TIME:
TIME SET:          8:30 AM
DAYLIGHT SAVINGS TIME?
  □ YES          ✓ NO
```

10. Press [✓] to mark YES or NO. The ☼ symbol displayed after a time indicates daylight savings time.
11. Once you have finished, press [Save] or [Enter].

Entering an Appointment Reminder

The following example shows how to enter an appointment with a time.

For the purpose of this example, the current date is shown as November 29 1995, and the time is 8:30 AM. It is not daylight savings time.

1. Press [Reminders] to display the Reminders menu.

```
11/29/95 WED        8:30 AM
> 1. SHOW REMINDERS
  2. ENTER NEW REMINDER
  3. ENTER YEARLY REMINDER
```

Note: To change the currently set date (on the top line), press [›] or [‹].

2. Since you are entering a new reminder, select ENTER NEW REMINDER by either:
   - Pressing [2].
   - Pressing [⌄] to move the » pointer to 2 and then pressing [Enter].

```
ENTER DATE:
11/29/95
```


Entering an Appointment Reminder (Continued)

3. To enter the date June 14 1996, press the number keys 06 14 96. The day of the week is automatically displayed.

```
ENTER START - END TIME:
6/14/96  FRI
__:__ AM - __:__ AM
```

4. To enter 11:30 for the start time, press the number keys 11 30. AM is assumed for this time.
5. Press [›] to move to the first space for the ending time. To key in 1:30, press the number keys 01 30. PM is assumed for this time.
6. Once you have finished entering the time, press [Enter].

```
ENTER DESCRIPTION:
6/14/96 11:30 A-1:30 P
>
```

7. Press [🔔 Alarm] to set an alarm to ring as a notification of the appointment. 🔔 is displayed.

   Note: You can set the alarm any time during the entry after entering a valid start time.

Entering an Appointment Reminder (Continued)

8. For this example, key in the description LUNCH MEETING WITH BOSS.

   When entering a description, bear in mind that part of the first line will show up as an abbreviated version of the entry in the summary list.

   Note: If you make a mistake, press ⟨ or ⟩ to move to the incorrect character. Then type over it or use [Ins] or [Del].

   Once you have finished entering the description, press [Enter].

```
ENTER 0-15 DAYS NOTICE:
06/14/96 11:30 A - 1:30 P ♣
LUNCH MEETING WITH BOSS
00 DAYS NOTICE
```

   Note: If the description has more than one line of text, the first line moves off the screen to make room for DAYS NOTICE. It is displayed again after the entry is saved.

9. Enter the number of days before the meeting that you want the organiser to notify you of it. You can enter any number from 0 to 15. (To enter two digits, press ⟨ before entering the first digit.)

   For this example, press [5] for an advance notice five days before the meeting.

   Five days before the appointment, the organiser will display an "advance notice" (indicated by a !) in the reminder scan summary list.

10. Once you have completed your entry, press [Save]. Your entry is displayed.

Changing the Displayed Language

English is the displayed default language. However, you may select to display the words in the menus and prompts on the screen in Spanish, French, Italian, or German.

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.
3. Press [▤] twice to display the third screen of the Custom Options menu.
4. Press [8] to select SELECT A LANGUAGE. The selection screen is displayed.

   Note: You can also press [8] from the first screen of the Custom Options menu.

5. Press a number to select the language you wish to display: [1] for English, [2] for Spanish/Español, [3] for French/Français, [4] for Italian/Italiano, or [5] for German/Deutsch.

Setting the Key Tone

You have three choices for the sound made each time you press a key: a click, a beep, or no sound at all.

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.

```
SELECT A CUSTOM OPTION:
> 1. TURN ALARMS ON/OFF
  2. SET KEY TONE
  3. SET POWER DOWN TIME
```

3. Press [2] to select SET KEY TONE.

```
SET KEY TONE:
TO SET TONE, PRESS ✓.
ON/OFF:   ✓ ON    ☐ OFF
TONE:     ✓ CLICK ☐ BEEP
```

4. Press [⌄], [⌃], [›], or [‹] to move between selections. Press [✓] (the [X] key) to mark your choices.
5. Once you have marked your choices, press [Save].

There are three types of reminder.

- **Appointments**—entered for a specific date and time. You can set an alarm for an appointment.
- **Tasks**—entered for a specific date, but no time. You can set tasks to be carried forward to subsequent days if they are not ticked off once completed.
- **Yearly reminders**—occur on the same date every year. Yearly reminders may or may not have a time.

All reminders are stored together in a master list in the following order: yearly reminders with a time, yearly reminders without a time, appointment reminders, task reminders that have not been ticked off, and task reminders that have been ticked off. Within each group, they are stored in chronological order, first by date, then by time.

In addition to the master list of reminders, a summary list of all reminders for one day can be viewed by pressing [Reminders] and then pressing [Scan].

Entries in the summary list are stored in the same order as described previously for the master list, with one addition. Reminders you have marked with an advance notice are displayed first on the day you requested the advance notice. Advance notices are not displayed in the master list.

Entering an Appointment Reminder

See Getting Started, page 9.

Entering a Task Reminder

This procedure shows how to enter a reminder that does not have a time associated with it.

1. Press [Reminders] to display the Reminders menu.
2. Press [2] to select ENTER NEW REMINDER.
3. Enter the date, keying in two digits each for the month, day, and year. The day of the week is displayed and the cursor moves to the time.
4. For a task, you do not enter a time. Just press [Enter] to continue.

   Note: Because a task does not have a time associated with it, you cannot set an alarm.
5. Key in a description of your task. Bear in mind that part of the first line will show up as an abbreviated version of the entry in the summary list.
6. Once you have finished, press [Enter]. DD DAYS NOTICE is displayed.

   Note: If the description has more than one line of text, the first line moves off the screen to make room for DAYS NOTICE. It is displayed again after the entry is saved.
7. Key in the number of days (0 to 15) before the date of the task that you want the organiser to notify you of.
8. If necessary, use the cursor keys ([^], [v], [<], or [>]) to go back to any part of the entry you need to change. Then just type over it or use [Ins] or [Del].
9. Once you have completed your entry, press [Save]. Once saved, (_ ✓ WHEN COMPLETE.) will be displayed with the entry so that you can tick off the task once completed.

Ticking Off Tasks

A "tick space" is displayed with tasks in the master list and in the summary list. This distinguishes tasks from appointments and allows you to tick them off once completed.

To tick off a task:

- In the master list, display the entry and press [✓] (the [X] key) to tick it off.
- In a summary list, move the » pointer to the item and press [✓] (the [X] key). The entry you have ticked off is automatically sorted and stored with other ticked-off tasks in the summary list.

Even though a task is ticked off, it remains in the organiser until you delete it.

Setting Up Task Reminders

You can keep tasks current by setting the option to have them carried forward to subsequent days if they are not ticked off once completed.

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The Custom Options menu is displayed.
3. Press [4] to select SET UP TASK REMINDERS. A screen is displayed so that you can choose to "roll" task reminders to subsequent days if they are not ticked off.
4. Press [✓] to mark your selection.
5. Once you have finished, press [Save].

Entering a Yearly Reminder

Yearly reminders appear on the same date every year and may or may not have a time. Those without a time are not carried forward from day to day, but are carried forward from year to year.

1. Press [Reminders] to display the Reminders menu.
2. Press [3] to select ENTER YEARLY REMINDER.
3. Enter the month and day (no year), keying in two digits for each. The year and day of the week are automatically displayed. (They will automatically change with each year.) The cursor moves to the time.
4. You can either:
   - Key in a starting time and, if necessary, an ending time. If necessary, press [P] for PM or [A] for AM.
   - Press [Enter] without entering a time to move on to the description.
5. If you have entered a yearly appointment with a time, you can set an alarm. Just press [Alarm]. is displayed.
6. Key in a description. Bear in mind that part of the first line will show up as an abbreviated version of the entry in the summary list.

   Once you have finished, press [Enter].
7. Key in the number of days (0 to 15) before the date of the reminder that you wish to be notified of.
8. If necessary, use the cursor keys ([⌃], [⌄], [‹], or [›]) to go back to any part of the entry you need to change. Then just type over it or use [Ins] or [Del].
9. Once you have completed your entry, press [Save].

You can set an alarm to notify you of an appointment (a reminder entry with a time), and set up to four separate daily alarms.

You can also set the number of minutes before appointment times that you want alarms to ring at, or turn off all alarm sounds temporarily.

Setting Up Reminder Alarms

You can set reminder alarms to ring from 1 to 99 minutes ahead of set appointment times.

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.
3. Press [▤] to display the second screen of the Custom Options menu.
4. Press [5] to select SET UP REMINDER ALARM.

   Note: You can also press [5] from the first screen of the Custom Options menu.
5. Key in the number of minutes (1 to 99) before appointment times that you want the alarm to ring at. (To enter two digits, press [‹] before entering the first digit.)
6. Once you have finished, press [Save].

Displaying Reminders for the Currently Set Date

1. Press [Reminders] to display the Reminders menu. The currently set date is displayed on the top line.
2. Press [1] or [Enter] to select SHOW REMINDERS. The first reminder for the currently set date is displayed.
3. To see additional reminders for this date, press [▤]. To see reminders for subsequent or previous dates, continue pressing [▤] or [▤].

Displaying Reminders for Another Date

To display reminders for another date, you must first change the date displayed on the top line of the Reminders menu. You can do this through the Reminders menu or the calendar.

Changing the Date on the Reminders Menu

1. Press [Reminders] to display the Reminders menu.
2. Press [▤] to display the second screen of the Reminders menu.
3. Press [5] to select CHANGE TO 06/14/95. Then key in the date for which you would like to see reminders and press [Enter].
4. When the date you want is displayed on the top line, press [1] or [Enter] to select SHOW REMINDERS for the new date. The first reminder for that date is displayed.
5. To see additional reminders for this date, press [▤]. To scroll to reminders for subsequent or previous dates, continue pressing [▤] or [▤].

Note: To return to the previously set date at any time, press [Reminders].

About the Calendar

You can display a calendar for any month from January 1960 to December 2059.

It is important to note that the calendar and the Reminders menu share the same date. If you display the calendar after changing the date on the Reminders menu, the displayed calendar is for the same date that was on the Reminders menu screen.

By the same token, if you press [Reminders] after working in the calendar mode, the date displayed on the top line of the Reminders menu is the same as the month and day you specified in the calendar mode.

Changing the Date Using the Calendar

1. Press [Reminders] to display the Reminders menu.
2. Press [4] to select SHOW CALENDAR. The calendar for the currently set month is displayed. The current date blinks.

   Some months cannot be completely displayed on one screen. If ▼ or ▲ is displayed, press [▽] as necessary to scroll to the last day(s) of the month, or [△] to scroll to the first day(s).
3. To move around the calendar, press:
   - [▷] or [◁] to move a day at a time.
   - [▽] or [△] to move a week at a time.
   - [▤] or [▤] to move a month at a time.
4. Once you have reached the date you want, press [Enter] to return to the Reminders menu. The date you have specified is displayed as the currently set date on the top line.

Note: To return to the previously set date at any time, press [Reminders].

Though you can always access a complete master list of your reminder entries when you select SHOW REMINDERS from the Reminders menu, you can also view a summary list for the day using the [Scan] key.

Using the [Scan] Key with Reminders

To display a summary list of entries for the currently set date, press [Reminders] and then press [Scan].

For example, if the currently set date is November 29 1995, and you press [Reminders] and then [Scan] at 8:30 in the morning to check your reminders for that day, a list similar to the following might be displayed.

```
11/29/95 WED        8:30 AM
! 12/01 _DO WEEKLY REPORT
✦ ANNIVERSARY
♣ 1-2 MEET WITH NORM
```

The ! symbol indicates an advance notice. The ✦ symbol indicates a yearly reminder. The ♣ symbol indicates an alarm.

To display reminders for a different date, change the date as described on page 21 and 22. Then press [Scan].

Moving from the Summary List to an Entry and Back Again

From the summary list, you can select a one-line item for which you would like to see the complete entry in the master list.

The ➤ pointer shows the currently selected item. To select a different item, press [▽] or [△] to move through the list. Once the ➤ pointer is alongside the item you want, press [Enter]. The complete entry in the master list is displayed.

To return to the summary list from the master list, press [Scan]. The summary list is displayed again. Press [△] or [▽] to scroll through the list.

All address entries are stored together in a master list in alphabetical order by name.

In addition to the master address list, you can name and assign address entries to one, two, or all three "custom" address lists. You can even set up the organiser so that entries are automatically assigned to the list(s) of your choice. These lists allow you to customise and organise your address entries the way that best suits you.

To enter a new address:

1. Press [Addresses] to display the Addresses menu.
2. Press [2] to select ENTER NEW ADDRESS. ENTER NAME: is displayed on the top line.
3. Key in the name. For personal names, you might like to enter the last name first.
4. Once you have finished, press [Enter]. ENTER PHONE NUMBER(S): is displayed on the top line.
5. Key in as many phone numbers as you need. Press [⏎] after each number to move to the next line for the next phone number. (You might use H to identify a home number and W to identify a work number.)

   Bear in mind that approximately the first 13 digits of the first phone number will show up in the abbreviated version of the entry in the phone scan list.

6. Once you have finished, press [Enter]. ENTER ADDRESS AND INFO: is displayed on the top line.
7. Enter one or more addresses and as much information as you need. You might enter a company name to go with a personal name, or vice versa.

   Press [≡] as required to move to the next line.

   Note: Only three lines of the entry are displayed at a time. Previous lines scroll off the screen as new lines are added.
8. If necessary, use the cursor keys ([⌄], [⌃], [‹], [›]) to go back to any part of the entry you need to change. Then just type over it or use [Ins] or [Del].
9. Once you have finished, press [Enter]. CHOOSE ADDRESS LIST(S): and the address list choices are displayed. You can assign the entry to one, two, all, or none of the three custom address lists.

   Note: If you have not named your lists, LIST 1, LIST 2, and LIST 3 are displayed. For naming instructions, see page 27.
10. Press [⌄], [⌃], [›], or [‹] to move between the lists or [Enter] to move down the lists. Press [✓] (the [X] key) to mark your choice(s).
11. Once you have finished, press [Save].

In addition to the master address list, you can assign address entries to one, two, or all three custom address lists. For example, you might create one custom list for all of the members of your project team at work, and another list of the people on your soccer team.

Naming the Address Lists

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS.
3. Press [6] to select SET UP ADDRESS LISTS.
4. Press [1] or [Enter] to select ENTER/EDIT LIST NAMES.
5. To select the list you wish to name, press [1], [2], or [3]. ENTER OR EDIT LIST NAME: is displayed.
6. Key in a name of up to 11 characters and press [Enter] or [Save].

   The SELECT LIST TO NAME: screen is displayed with the newly named list.

Assigning Default Address Lists

If you do not wish to make custom address list assignments each time you make an entry, you can choose to have entries assigned to a custom list automatically.

1. Follow steps 1 through 3 above.
2. Press [2] to select CHOOSE ADDRESS LIST DEFAULTS. SET LIST DEFAULTS: is displayed.
3. Press [⌄], [⌃], [›], or [‹] to move between the lists. Press [✓] (the [X] key) to mark your choice(s).
4. Once you have finished, press [Save].

1. Press [Addresses] to display the Addresses menu.
2. You can either:
   - Press [1] or [Enter] to select SHOW ADDRESSES to access the master alphabetical list of all address entries. The first entry is displayed.
   - Press a letter key to display the first entry beginning with that letter.
3. To see other address entries:
   - Press [≡] to move through the list in alphabetical order.
   - Press a letter key to display the first entry beginning with that letter.

   If an entry is too long to be displayed on one screen, ▼ or ▲ is displayed. You can press [⌄] or [⌃] to see the remainder of the entry.

Though you can always access a complete master list of your address entries when you select SHOW ADDRESSES from the Addresses menu, you can also view an abbreviated alphabetical list of names and phone numbers using the [Scan] key.

Using the [Scan] Key with Addresses

To display an alphabetical list of names and phone numbers, press [Addresses] and then press [Scan]. A list similar to the following may be displayed.

```
> ALEXANDER  908-555-5656
  BOWERS PAU 817-555-1234
  JORDAN MI  719-555-2091
  WILLIAMS   415-555-3859
```

To move through the list:

- Press [⌄] or [⌃].
- Press a letter key to move to the first entry beginning with that letter.

Moving from the Phone Scan List to an Entry and Back Again

From the phone scan list, you can select a name and phone number for which you would like to see the complete entry in the master address list.

The » pointer shows the current selection in the scan list. Press [⌃] or [⌄] to move through the list, or press a letter key to display the first entry beginning with that letter. Once the » pointer is alongside the entry you want, press [Enter]. The complete entry in the master list is displayed.

To return to the scan list from the master list, press [Scan]. The scan list is displayed with the » pointer alongside the same entry, which is displayed at the top of the screen. Press [⌃] or [⌄] to scroll through the list.

You can easily display the entries you have assigned to each of the three custom address lists.

1. Press [Addresses] to display the Addresses menu.
2. Press [3] to select SELECT AN ADDRESS LIST.

   Note: If you have named your lists, the names you entered are displayed. For naming instructions, see page 27.

3. Press the number key for the custom list you wish to see. For example, to see the third list, press [3].

   The name of the address list is displayed at the end of each entry.

4. To move through the list:
   - Press [▽] or [△].
   - Press a letter key to move to the first entry beginning with that letter.

Note entries hold the kind of information you would keep as a list or personal record. They are stored alphabetically by title, while you assign the title.

To enter a new note:

1. Press [Notes] to display the Notes menu.
2. Press [2] to select ENTER NEW NOTE. ENTER NOTE TITLE: is displayed.
3. Enter a title for the note.

   The title can be longer than one line. However, only one line of the title will be shown when you display the scan list.

   Once you have finished entering the title, press [Enter]. ENTER NOTE: is displayed.

4. Key in as much information for the note as you need.
5. If necessary, use the cursor keys ([△], [▽], [<], or [>]) to go back to any part of the entry you need to change. Then just type over it or use [Ins] or [Del].
6. Once you have finished, press [Save].

   The organiser automatically adds UPDATED, along with the current date, to the end of the note when you press [Save]. This happens the first time you enter the note and whenever you edit it.

1. Press [Notes] to display the Notes menu.
2. Press [1] or [Enter] to select SHOW NOTES.
3. The first note entry is displayed. To see other note entries:
   - Press [⊟] or [⊞] to move through the list in alphabetical order by title.
   - Press a letter key to display the first entry with a title beginning with that letter.

When ▼ is displayed at the bottom of the screen, the note is longer than can be displayed on one screen. Press [⌄] or [⌃] to see the complete entry.

Though you can always access a complete master list of your entries when you select SHOW NOTES from the Notes menu, you can also view an alphabetical list of the note titles using the [Scan] key.

Using the [Scan] Key with Notes

To display an alphabetical list of the titles of your entries, press [Notes] and then press the [Scan] key.

To move through the list:

- Press [⌄] or [⌃].
- Press a letter key to display the first title beginning with that letter.

Moving from the Title Scan List to an Entry and Back Again

From the title scan list, you can select the title for which you would like to see the complete entry in the master note list. The » pointer shows the current selection in the scan list. To select a different entry:

- Press [⌄] or [⌃] to move through the list.
- Press a letter key to display the first entry beginning with that letter.

Once the » pointer is alongside the entry you want, press [Enter]. The complete entry in the master list is displayed.

To return to the scan list from the master list, press [Scan]. The scan list is displayed with the » pointer alongside the same entry, which is displayed at the top of the screen. Press [⌃] or [⌄] to scroll through the list.

Entering a Secret Note

Secret notes are stored in a "locked" area separate from regular notes. You must enter a password to access secret notes. When you leave secret notes, they are automatically locked and protected.

You assign each secret note a title, just as you do a regular note, and they are stored alphabetically by title. However, secret note titles do not appear in the title scan list.

1. Press [Notes] to display the Notes menu.
2. Press [3] to select GO TO SECRET NOTES.
   - If you have not entered a password, a screen is displayed telling you how to do so. See page 42 for instructions.
   - If you have a password, a screen is displayed prompting you to enter it.
3. Key in your password and press [Enter].
4. Press [2] to select ENTER NEW SECRET NOTE.

   Enter the note as you would a regular note.

Showing Secret Notes

1. Follow steps 1 through 3 above.
2. Press [1] or [Enter] to select SHOW SECRET NOTES.
3. The first secret note is displayed. You can show and scroll through secret note entries just as you do through regular note entries. See page 32 for information.

The organiser gives you the ability to search through your entries for specific characters or words of up to 16 characters. You can search one area or all four areas at once.

1. Press [Find] to display the Find menu.
2. Press the number key for the list you wish to search. For example, to search addresses, press [3].

   Note: If you select SECRET NOTES or ALL FOUR AREAS and have a password, the ENTER THE PASSWORD: screen is displayed. Enter the password to continue.
3. Key in the character(s) or word(s) you wish to find and press [Enter].
4. Once a match has been found, the entry is displayed. You can either:
   - Press [≡] or [Enter] to continue the search.
   - Press [Edit] to edit the displayed entry. The CANCEL SEARCH? screen is displayed. You may cancel the search to edit the entry.
   - Press [Del] to delete the entry. You can continue the search.
5. To cancel the search at any time, press [Cancel]. The CANCEL SEARCH? screen is displayed.
   - To continue the search and go on to the next entry, press [1].
   - To cancel the search, press [2].
   - To return to the previous entry, press [3]. The previous entry is displayed and the search is cancelled.

Selecting a Symbol to Use in an Entry

When entering or editing an entry, you can insert a special character from the symbols list. The symbol will be inserted where the cursor is in your entry.

1. Position the cursor where you want the symbol inserted.
2. Press [Symbol] to display the first screen of the Symbols menu.

```
SELECT A SYMBOL:
1 = !  4 = $  7 = &  0 = )
2 = @  5 = %  8 = *  A = Ä
3 = #  6 = ^  9 = (  B = Ä
```

   Two additional screens of symbols are available. To see additional symbols, press [▼] or [▲].

3. Press the number or letter key for the symbol you want. For example, to choose $ press [4]. To choose :, press [F].
4. The entry reappears and the symbol you have selected is copied to the entry.
5. Continue entering or editing the entry.

Note: You can press [Symbol] to show the list of symbols at any time.

Editing and Deleting Entries

Editing an Entry

1. Display the entry you wish to edit.
2. Press [Edit]. The cursor is displayed and the prompts reappear to guide you.
3. Move to the part of the entry you wish to change. Then you can either:
   - Type over existing information.
   - Press [Ins] to activate the insert cursor and key in the information.
   - Press [Del] to delete a character.
4. Once you have finished making changes, either:
   - Press [Save] to save the changed entry.
   - Press [Cancel] to display a menu that allows you to cancel the changes or keep the changed entry.

Deleting an Entry

1. Display the entry you wish to delete.
2. Press [Del]. The DELETE ENTRY? screen is displayed.
3. You can either:
   - Press [1] to keep the entry.
   - Press [2] to delete the entry.

Note: You cannot delete an entry from a scan list.

To display the calculator screen, press [Calc].

Calculator functions are printed above the first row of letter keys and above the [S] and [D] keys. Use the decimal point key [.] to enter a decimal.

Entries and results are displayed with a maximum of 10 digits.

- A minus sign (✍) is displayed to the left of a negative number.
- M is displayed when a value other than zero is stored in memory.
- E is displayed when an error condition occurs.

Note: If you selected the DD/MM/YY format for dates, numbers are displayed with decimals and commas in this format: 12.345.678,90.

- To clear an error condition (E), press [CE/C] [CE/C]. Then re-enter the calculation.
- To clear an incorrectly entered digit, press [Del].
- To clear an incorrect entry, press [CE/C] once. Then enter the correct number and continue your calculation.
- To clear the current calculation, press [CE/C] [CE/C].
- To clear the memory, press [MRC] [MRC].
- To clear the display and memory, press [MRC] [MRC] [CE/C] [CE/C].

Note: The calculator does not retain any displayed value or value in memory once you have exited the calculator.

Examples	Enter/Press	Display
Addition and Subtraction		
23.79 + 0.54 - 6	23.79 [+] .54 [-] 6 [=]	18.33
-12.3 + 7.9 + 1.6	12.3 [+/-] [+] 7.9 [+] 1.6 [=]	-2.8
Multiplication and Division		
12 × 13 ÷ 6	12 [×] 13 [÷] 6 [=]	26
28 ÷ 0.5 × 76	28 [÷] .5 [×] 76 [=]	4,256
Percentage Calculations		
5% of 250	250 [×] 5 [%]	12.5
250 + 5%	250 [+] 5 [%]	262.5
250 - 5%	250 [-] 5 [%]	237.5
Memory Operations		
(4 × 11.99) + (12 × 0.98)	[MRC] [MRC]	M 47.96
	4 [×] 11.99 [M+]	M 11.76
	12 [×] .98 [M+]	M 59.72
	[MRC]	
7.9 + 8.1 / -(5.2 + 2.8)	[MRC] [MRC]	M 8
	5.2 [+] 2.8 [M-]	M 16
	7.9 [+] 8.1 [÷]	M -2
	[MRC] [=]	

To avoid running out of memory while making an entry, check the organiser's memory occasionally to keep track of the amount of memory you are using.

1. Press [Option] to display the first screen of the Options menu.
2. Press [≡] twice to display the third screen of the Options menu.
3. Press [8] to select CHECK UNIT MEMORY.

   Note: You can also press [8] from the first screen of the Options menu.

   The approximate percentage of memory used and number of bytes still available are displayed.

It is a good idea to backup your organiser's memory for safekeeping. Available separately, the PS-6155 PC Connectivity Kit enables you to exchange information between your personal organizer and an IBM®-compatible PC. The software operates in Microsoft® Windows™. For information on obtaining a PS-6155 PC Connectivity Kit, call **1-800-TI-CARES (1-800-842-2737)**.

What You Can Do With the PS-6155 PC Connectivity Kit

- Connect your organiser to your PC using the kit's unique dock station which makes for a quick, reliable connection.
- Backup and restore your organiser's memory.
- Create entries using your PC, and then send them to the organiser.
- View, edit, copy, and delete entries using your PC.
- Merge separate files containing data.
- Import and export data to other PC programs.
- Print entries to your favourite paper organiser formats.

What the Package Includes

- 3 1/2-inch high-density diskettes.
- Dock station with cable to serial port.
- Guidebook.

System Requirements

The system used to run the PS-6155 PC Connectivity Kit software must meet the following hardware and software requirements.

- 386 PC or better.
- Microsoft Windows 3.1 or later.
- 4MB RAM minimum.
- 5MB hard disk space available.
- Serial communications port.
- Mouse recommended.

Setting a password allows you to enter information in secret notes or lock the organiser to protect all information from casual access by others. You can change the password at any time.

Setting the Password

1. Press [Option] to display the first screen of the Options menu.
2. Press [6] to select SET/CHANGE PASSWORD.
3. Key in a password of up to six characters and press [Enter]. The password is set.

Changing the Password

1. Follow steps 1 and 2 above. ENTER CURRENT PASSWORD: is displayed.
2. Key in the current password and press [Enter]. CHANGE THE PASSWORD TO: is displayed.
3. Key in the new password and press [Enter].

Note: If you have secret notes and press [Save] or [Enter] to exit without a valid password, you will obtain an error message and be returned to the password screen. You cannot have secret notes without having a password.

Locking and Unlocking the Organiser

Once you have entered a password, you can lock the organiser to protect information in the organiser from access by others. When the organiser is locked, the 🔒 indicator is displayed and there is limited access to information if no password is entered.

To lock or unlock the organiser:

1. Press [Option] to display the first screen of the Options menu.
2. Press [2] to select LOCK/UNLOCK UNIT.
   - If you have not entered a password, a screen is displayed instructing you to do so.
   - If you have entered a password but the organiser is not locked, THE UNIT IS UNLOCKED! is displayed. To lock the organiser, key in your password and press [Enter].
   - If you have entered a password and the organiser is already locked, THE UNIT IS LOCKED! is displayed. To unlock the organiser, key in your password and press [Enter].

Setting Up Cities and Times List

You can create a list of three cities (your home city and two other cities around the world) for which you regularly would like to see the time.

Important! You must set the home city before you can set any other cities in the list.

Note: These instructions assume that you are setting HOME CITY, but the procedure for setting CITY 2 and CITY 3 is the same. The screen headers will change to correspond to the city you are setting.

Selecting Cities and Times

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.
3. Press [▤] twice, then press [7] to select SELECT CITIES/TIMES.

   Note: You can also press [7] from the first screen of the menu.
4. Press [1] to select HOME CITY.
5. You can either:
   - Press [1] to choose from a city list. To do this, go to page 45
   - Press [2] to enter an unlisted city. To do this, go to page 46.

Choosing from the City List

The organiser has a list of 63 cities that represent 24 time zones around the world. You can choose from this list to create your own custom list.

The following steps assume that you have already been through the steps on page 44.

1. Press [1] to select CHOOSE FROM CITY LIST. The first screen of the city list is displayed.

   Note: The number of hours difference from Greenwich Mean Time (GMT) is displayed to the right of each city. For example, Anchorage (-9) is nine hours behind Greenwich Mean Time, while Auckland (+12) is twelve hours ahead.
2. To select a city from the city list:
   - Scroll through the list until the ➤ pointer is alongside the city you want.
   - Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.
3. Once the ➤ pointer is alongside the city you want, press [Enter].

   For your home city, the currently set date and time are displayed. Then the SELECT A CITY: screen returns to the display.
4. For CITY 2 or CITY 3, the city, day, and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME? The displayed time is adjusted according to your home city time.
5. Press [✓] to mark YES or NO, then press [Enter].

   The SELECT A CITY: screen returns to the display with the city you entered in place. You can continue setting cities and times.

Entering an Unlisted City

The following steps assume that you have already been through the steps on page 44.

1. Press [2] to select ENTER UNLISTED CITY.
   ENTER CITY NAME: is displayed.
2. Key in a city name of up to 11 characters and press [Enter].

   The first screen of the city list is displayed.
3. Select a city in the same time zone as the city you have keyed in so that the organiser can calculate the time for the city you entered.
   - Scroll through the list until the ➤ pointer is alongside the city you want.
   - Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.

   For example, if you keyed in Albany for the city name, you would select New York from the city list because Albany and New York are in the same time zone.
4. Once the ➤ pointer is alongside the city you want, press [Enter].

   For your home city, the currently set date and time are displayed. Then the SELECT A CITY: screen returns to the display.
5. For CITY 2 or CITY 3, the city, day, and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME? The displayed time is adjusted according to your home city time.
6. Press [✓] to mark YES or NO, then press [Enter].

   The SELECT A CITY: screen returns to the display with the city you entered in place. You can continue setting cities and times.

Once you have created your list of cities (your home city and up to two other cities around the world), you can display the list at any time.

1. Press [Option] to display the first screen of the Options menu.
2. Press [≡], then press [5] to select SHOW CITIES AND TIMES.

   Note: You can also press [5] from the first screen of the menu.
3. The list of cities you created is displayed, along with the currently set day and time for each city.

Checking the Batteries

1. Press [Option] to display the first screen of the Options menu.
2. Press [≡] twice to display the third screen of the Options menu.
3. Press [7] to select CHECK BATTERIES.

   Note: You can also press [7] from the first screen of the Options menu.
4. A screen is displayed to let you know the current status of the batteries.

Warning to Change the Batteries

If battery power is low, the LOW indicator is displayed to let you know it is time to replace the batteries.

If battery power becomes so low that you are in danger of losing information, the organiser briefly displays the following screen when you press [On/Off] to turn the organiser on.

```
WARNING!

CHANGE BATTERIES!
CHANGE BATTERY # FIRST
```

Instead of the # symbol, 1 or 2 is displayed to let you know which battery to change first.

If battery power becomes so low that the organiser cannot retain stored information for much longer, the clock stops running to conserve power.

When to Replace the Batteries

Important! Never replace batteries one minute before or after midnight. Never remove both batteries at the same time. Either of these actions will result in loss of data.

Replace both batteries when:

- The LOW indicator is displayed.
- The display contrast will not adjust.
- The display becomes erratic or slow.
- The CHECK BATTERIES: screen indicates that one or both batteries need to be replaced.
- The WARNING! screen is displayed when you press [On/Off] to turn the organiser on.
- The clock stops running.

To prevent loss of data, replace batteries:

- As soon as the LOW indicator is displayed, before the old ones are completely discharged.
- One at a time and in the order indicated on the WARNING! screen.
- Within a short time to minimise the length of time the organiser is without full power.
- Without touching any keys during the procedure.

Hint: Although you can replace batteries without losing data, it is a good idea to retain a record of your data.

The organiser uses two:

- Duracell DL2032
- Panasonic CR2032
- Toshiba CR2032
- Eveready E-2032
- Ray-O-Vac CR2032
- Or the equivalent

How to Replace the Batteries

1. Press [On/Off] to turn the organiser off. Then close the case and turn the organiser over so that the back is facing you.
2. Notice the two battery compartments on the back of the organiser labelled ① and ②.

   Important! Replace batteries in the order indicated on the WARNING! screen. **Never remove both batteries at the same time. They back each other up.**
3. Notice the slide switch above the battery compartments. Slide the switch to the left or right to remove the opposite battery compartment cover. Move it to the centre to lock both battery compartment covers in place.
4. For example:
   - To replace battery ①, slide the switch towards battery ②.
   - To replace battery ②, slide the switch towards battery ①.
5. Once the slide switch is in position, remove the opposite battery compartment cover. To do this, press firmly on the arrow and push or pull in the direction of the arrow. After the cover partially opens, lift the cover off.
6. Use a pen or paper clip to **gently** prise the battery out of the battery compartment.
7. Place a new battery in the compartment with the + symbol facing upward.
8. Replace the battery compartment cover.
9. Move the slide switch and replace the other battery in the same way.
10. Once you have finished replacing both batteries, move the slide switch to the centre to lock both battery compartment covers.

Caution: Do not incinerate old batteries or leave **them within reach of small children.**

Setting Automatic Power Down (APD™) Time

To prolong the life of the batteries, the APD feature turns the organiser off automatically if you have not pressed any keys for several minutes. You can set the number of minutes before the organiser automatically powers down.

1. Press [Option] to display the first screen of the Options menu.
2. Press [9] to select SET CUSTOM OPTIONS. The first screen of the Custom Options menu is displayed.
3. Press [3] to select SET POWER DOWN TIME.
4. Press the appropriate number key to enter the number of minutes (1 through 7) you want the organiser to remain on before it automatically powers down.
5. Once you have finished, press [Save].

In case of breakdown or damage, please consult your local Texas Instruments retailer.

1. The terms and conditions set out hereinbelow shall not apply where you have purchased this calculator directly from Texas Instruments Ltd. in which case the conditions of sale of Texas Instruments Ltd. shall apply.
2. This electronic product (including charger if applicable) from Texas Instruments is warranted to the original purchaser for a period of one (1) year from the original purchase date - under normal use and service - against defective materials or workmanship. For those product designed to incorporate batteries, this warranty does not cover damage resulting from any battery leakage. Batteries delivered with product are for demonstration purposes only.

   This warranty is void if: the product has been damaged by accident or unreasonable use, neglect, improper service or other causes not arising out of defects in material or workmanship. During the above one-year period, the product or its defective parts will be repaired, adjusted and/or replaced with a reconditioned model of equivalent quality, ("RECONDITIONED") at manufacturer's option without charge to the purchaser when the product is returned, by way of the dealer to Texas Instruments with proof-of-purchase date. UNITS RETURNED WITHOUT PROOF-OF-PURCHASE DATE WILL BE REPAIRED

   AT THE SERVICE RATES IN EFFECT AT THE TIME OF RETURN. In the event of replacement with a reconditioned model, the replacement unit will continue the warranty of the original product or 90 days, whichever is longer. THIS CONDITION 2 SHALL NOT AFFECT THE STATUTORY RIGHTS OF A CONSUMER AS DEFINED IN THE CONSUMER TRANSACTIONS (RESTRICTIONS ON STATEMENTS) ORDER 1976 (AS AMENDED).

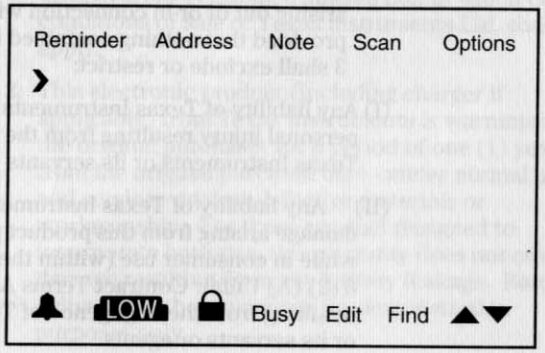
3. Save as expressly provided in condition 2, Texas Instruments shall be under no liability of whatsoever kind, howsoever caused whether or not due to the negligence or wilful default of Texas Instruments or its servants or agents arising out of or in connection with this product provided that nothing contained in this condition 3 shall exclude or restrict:

   (I) Any liability of Texas Instruments for death or personal injury resulting from the negligence of Texas Instruments or its servants or agents; or

   (II) Any liability of Texas Instruments for loss or damage arising from this product proving defective while in consumer use (within the meaning of Sec. 5 (2) (A) Unfair Contract Terms Act. 1977) and resulting from the negligence of Texas Instruments or its servants or agents.

Appendix: Screen Indicators

The organiser's screen has indicators to let you know what is going on. Several indicators may be on at the same time.



Indicator	Meaning
Reminder	You have pressed [Reminders] to access Reminder entries.
Address	You have pressed [Addresses] to access Address entries.
Note	You have pressed [Notes] to access Note entries.
Scan	You have pressed the [Scan] key to display one of the summary lists: • Displayed with Reminder when you press [Reminders] and then [Scan]. • Displayed with Address when you press [Addresses] and then [Scan]. • Displayed with Note when you press [Notes] and then [Scan].

Indicator	Meaning
Options	You have pressed [Option] to select a basic or custom option.
🔔	Flashes to notify you that a reminder alarm or daily alarm time has arrived.
LOW	The power is running low in at least one battery. See Battery Information starting on page 48.
🔒	You have entered a password and "locked" the organiser to prevent casual access to information by others.
Busy	The organiser is processing and will not respond to key presses.
Edit	You are making a new entry or have pressed [Edit] to revise the currently displayed entry.
Find	You have pressed [Find] to search for character(s) or word(s).
▲▼	The currently displayed entry, menu, or list is longer than can be displayed on one screen and extends above and/or below it.
›	Displayed to the left of a number on a menu screen to indicate the current selection. Displayed to the left of the line containing the cursor during entry and/or edit.