

TEXAS INSTRUMENTS



64k Organizer

Guidebook

Read this first!

Before operating the PS-6600 Organizer, remove the plastic insulator from the back-up battery compartment on the back of the Organizer. To remove the insulator, you must first open the back-up battery compartment and remove the battery. See page 5, steps 1, 2, and 3.

FCC Information Concerning Radio Frequency Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference with radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, you can try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Caution: Any changes or modifications to this equipment not expressly approved by Texas Instruments may void your authority to operate the equipment.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

PS-6600 Organizer

The Texas Instruments PS-6600 Organizer is a multi-purpose personal organizer. To get the most out of your new Organizer, it is a good idea to carefully read through this guidebook, Organizer in hand, learning its features as you go.

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Introduction

The PS-6600 Organizer has many useful functions that can help you arrange your essential business and personal information in one convenient location. And you can carry the information with you so that it is instantly available whenever you need it.

The Organizer's Modes of Operation

The PS-6600 Organizer is an electronic telephone directory, a memo file, a schedule organizer, a calendar, a digital alarm clock, and a calculator—all in a compact case that sits conveniently on your desk or slips easily into your briefcase.

- The **telephone mode** lets you store names, titles, company names, telephone numbers, fax numbers, and addresses, with room left over to add a few lines of personal information or notes.
- The **memo mode** lets you store important information such as credit card numbers, a list of things to do, expense tracking, notes, reminders, and memos separately from phone numbers and appointments.
- The **schedule mode** lets you store future appointments or reminders with dates and times. An alarm sounds to remind you of each schedule entry.
- The **calendar mode** lets you display a monthly calendar for any month from January, 1901, to December, 2099. The calendar also lets you know when there are morning or afternoon schedule entries for displayed dates.
- The **time mode** lets you display the day, date, and time for a selected city in your home time zone and for cities in each of the 24 time zones around the world. You can also set a daily alarm.
- The **calculator mode** lets you perform addition, subtraction, multiplication, division, percent, square root, margin, and memory calculations. It also lets you do English/metric and rate/currency conversions.

Note: By entering a password, you can protect all of your confidential telephone, memo, and schedule entries and “lock” them so that no one else can access them. Once you have entered a password and “locked” the unit, you must enter the password to access your entries. (See page 32.)

The Display

You can adjust the display contrast. You may need to do this due to lighting conditions, after installing or replacing batteries, or as the batteries weaken. To adjust the display contrast, move the small dial to the right of the display. Move the dial up to lighten the contrast, or down to darken it.

The Organizer's extra-large, easy-to-read display can show up to six lines of information with up to 32 characters in each line.

The Keyboard

The familiar "qwerty" keyboard has the same basic layout as a typewriter keyboard.

The major mode and function keys are located across the top of the keyboard for easy access, along with the **[ON/OFF]** key and the **[INSERT]** and **[DELETE]** keys. The scrolling keys (**[↑]** and **[↓]**) and the directional movement keys (**[←]**, **[→]**, **[↑]**, and **[↓]**) are located at the bottom right of the keyboard.

The Memory

The Organizer has a generous 64K of memory. You have 61,807 bytes, or approximately 60,000 characters, available for storing telephone, memo, and schedule entries. Because the length of each entry can vary, the total number of entries you can store varies. When you store an entry, the Organizer subtracts the number of bytes used.

The current memory status (in bytes) is displayed whenever you first access the telephone, memo, or schedule mode, or if you press **[MEM CHECK]** when you are in one of these modes.

Additional Features

In addition to the many features already mentioned, the Organizer can:

- Search through the telephone, memo, and schedule entries in one pass for a key word.
- Transmit to or receive entries from an IBM compatible personal computer when you have a PC Interface (available separately).

Battery Information

The Organizer uses two types of batteries: the two main AAA batteries for general operation (included in the package), and one back-up lithium battery for retaining memory (already installed). Before operating the Organizer, install the two main AAA batteries. Also, remove the insulator that protects the back-up lithium battery from draining.

Installing or Replacing the Main AAA Batteries

Note: To avoid loss of data stored in the Organizer, never remove or replace the main AAA batteries and the back-up lithium battery at the same time.

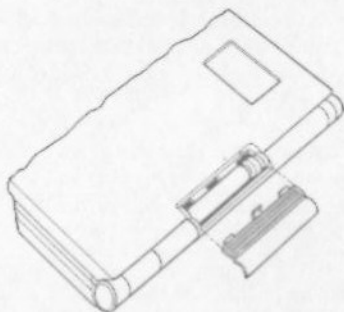
Replace the AAA batteries when **AAA BATTERIES ARE LOW! PLEASE REPLACE!** is displayed. Use alkaline batteries for longer battery life. Remember, to retain data:

- Replace the batteries before the old ones are completely discharged.
- Insert new batteries within one minute to minimize the length of time that the Organizer is without power.

Note: It is a good idea to keep a written record of the entries stored in your Organizer. You can also use the PC Interface (available separately) to create a back-up of your entries. (See page 42.)

To install or replace the AAA batteries:

1. If necessary, press **ON/OFF** to turn off the Organizer. Then close the unit.
2. Remove the battery compartment cover from the back side of the unit.



3. If necessary, remove the old batteries. Position new batteries in the compartment as shown in the diagram inside the battery compartment. Arrange the batteries so that the + and - symbols on the batteries correspond to those in the diagram.
4. Replace the battery compartment cover.

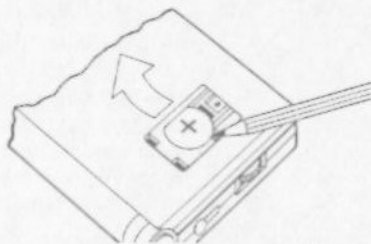
Replacing the Back-up Lithium Battery

Note: Before you operate the Organizer, remove the plastic insulator from inside the back-up battery compartment. (See steps 1, 2, and 3 below.)

The back-up lithium battery cannot power the display, but it can ensure that your entries are not lost. To maximize the life of the back-up battery, replace the two main AAA batteries before they are completely discharged. Replace the back-up battery every four years.

To replace the back-up battery, first locate the back-up battery compartment on the bottom of the calculator.

1. If necessary, press **ON/OFF** to turn off the Organizer. Then close the unit.
2. Use the miniature screwdriver provided with the product (or a similar instrument) to loosen the screw on the back-up battery compartment cover, rotating it counterclockwise. Remove the cover.
3. If the battery does not pop out when you remove the cover, use the tip of a pen or pencil to remove the battery from the compartment. (Do not incinerate the old battery or leave it within reach of small children.)















4. Install the new battery, making sure that the + symbol is facing upward. (As much as possible, avoid touching the flat surfaces of the battery.)
5. Put the battery compartment cover back into place, then replace and tighten the screw.

Use any of the following lithium batteries (or the equivalent): Duracell DL2016, Eveready E-2016, Panasonic CR2016, Ray-O-Vac CR2016, Toshiba CR2016.

Introduction to the Fundamental Keys

The eight keys across the top of the keyboard (**TEL**, **MEMO**, **SCHED**, etc.) and the **CAL** key give you access to the Organizer's principal functions. These and other keys are explained on the following pages.
















The Fundamental Keys

Key	Description
TEL	Accesses the telephone mode. You can store names, company names, titles, phone numbers, fax numbers, addresses, and other information. Press  or  to scroll through your entries. For more information, see page 14.
MEMO	Accesses the memo mode. You can store notes, information, ideas, or reminders. Press  or  to scroll through your entries. For more information, see page 18.
SCHED	Accesses the schedule mode. You can store appointments, reminders, or notes for specific dates and times. Press  or  to scroll through your entries. For more information, see page 16.
CALEN	Accesses the calendar mode and displays a monthly calendar. Indicators beside a date let you know if there are morning or afternoon schedule entries for that date. Press  or  to scroll through the calendar mode a month at a time;  or  to move a week at a time;  or  to move a day at a time. For more information, see page 28.
HOME TIME	Accesses the HOME TIME screen. Displays the current setting for the home city, day, date, and time. Press HOME TIME again to see the DAILY ALARM setting. Note: Set HOME TIME first. For more information, see page 11.





The
Fundamental
Keys
(Continued)

Key	Description
WORLD TIME	Accesses the WORLD TIME screen. Displays the current setting for the world city, day, date, and time. Press ▼ or ▲ to display cities for each of the 24 time zones around the world. For more information, see page 30.
FUNCTION	Lets you: set a daily alarm; set home time and city; set world time and city; select standard (12-hour) or military (24-hour) time; set, change, or delete a password and "lock" the Organizer; communicate with an IBM compatible personal computer to transmit or receive entries; set the number of minutes before automatic power down; consolidate the Organizer's memory space.
SEARCH	In the telephone, memo, or schedule mode, lets you enter a key word to search for entries containing the key word in one mode or all three modes at once. For more information, see page 21.
INSERT	When keying in or editing a telephone, memo, or schedule entry, lets you insert characters. Press INSERT once to activate the insert function. Press INSERT again to deactivate the insert function. When the insert function is active, the cursor is a "block."

The
Fundamental
Keys
(Continued)

Key	Description
	When keying in or editing data in the telephone, memo, or schedule mode, pressing  deletes one character at a time.
	Turns the Organizer on or off.
	Accesses the calculator mode. Lets you perform standard math calculations, English/metric and measurement conversions, and rate/currency conversions. For more information, see pages 34, 37, and 38.
	Enters a return and moves the cursor to the next line when keying in or editing data in the telephone, memo, or schedule mode.  is displayed when you press  .
 	Activates the key tone so that a tone sounds each time you press a key.  appears in the lower right-hand corner of the display. To turn off the tone, press   again.
	Completes each part of an entry as you key it in, then stores a completed telephone, memo, or schedule entry. Also stores a revised entry.
 , 	Scrolls up or down through your entries displaying one telephone, memo, or schedule entry at a time. Also scrolls through the calendar mode displaying one month at a time.



The
Fundamental
Keys
(Continued)

Key	Description
 ,   , 	When keying in or editing an entry, moves up or down one line, or left or right one space. Lets you view a telephone, memo, or schedule entry that is more lines than can be displayed at one time. Other uses are mentioned throughout the guidebook.
SPACE	Enters a space when keying in or editing data in the telephone, memo, or schedule mode.
EDIT	Lets you begin a telephone, memo, or schedule entry. Also lets you edit or change an entry. In calendar mode, lets you choose a new year and month to be displayed.
CLEAR/ESC	Lets you: clear the current entry so you can begin again; delete individual telephone, memo, or schedule entries; delete all telephone, memo, or schedule entries at one time; "back out" of a screen to a previous or introductory screen and cancel what you were doing; clear calculator entries, calculations, errors, overflows; clear the multiplier in rate conversions.
SHIFT	When keying in information, accesses the special characters printed in light gray on some keys. For example, you must press SHIFT before you press 1 to type !.
MEM CHECK	In the telephone, memo, or schedule mode, lets you display the number of entries in each mode and the amount of memory available (in bytes).

Display Indicators

At various times, one or more indicators may be displayed across the bottom or across the top of the display.

Understanding the Display Indicators

Indicator	Description
	You have pressed [TEL] and are in the telephone mode.
	You have pressed [MEMO] and are in the memo mode.
	You have pressed [SCHED] and are in the schedule mode.
	You have set the daily alarm. The alarm will sound each day at the set time.
	You have pressed [HOME TIME] to display the HOME TIME or DAILY ALARM screen.
	You have pressed [WORLD TIME] to display the WORLD TIME screen.
	You have entered a password and "locked" your entries. To access your telephone, memo, or schedule entries, you must first enter your password.
SHIFT	You have pressed [SHIFT] .
	The displayed telephone, memo, or schedule entry extends above or below the display. Press  or  to display the rest of the entry.
	You have pressed [SHIFT] [♪] . A tone will sound each time you press a key.
SUN through SAT	You have pressed [CALEN] and accessed the calendar mode. These indicators are displayed across top of the screen to indicate the days of the week for the displayed monthly calendar.

Setting Home City and Time

To access the HOME TIME screen, press **[HOME TIME]**. Before making any entries in the Organizer, it is best to set the home city and time displayed on this screen. This is especially important before making schedule entries.

Setting the Home City

To change the city displayed on the HOME TIME screen:

1. Press **[FUNCTION]**. The FUNCTION screen is displayed.
2. Press **[1]**. The TIME/ALARM SET screen is displayed.
3. Press **[3]**. The HOME TIME CITY CHANGE screen is displayed. An asterisk (*) is displayed beside the first city in the list.

The hours and minutes displayed in the right-hand column indicate the difference from Greenwich mean time (GMT) for each city. For example, New York (-5:00) is five hours earlier than Greenwich mean time, while Hong Kong (+8:00) is eight hours later.

4. To select a new home city, you can:
 - Press **[▼]** or **[▲]** until the city you want is displayed beside the asterisk (*).
 - Press a letter key to display the first city beginning with that letter. Then, if necessary, press **[▼]** or **[▲]** to scroll to the city you want.

There are 127 cities to choose from.

Note: In most cases, it is best to choose a home city that is in the same time zone as the city in which you live and work.

5. When the city you want to select as your home city is displayed beside the asterisk (*), press **[ENTER]**.

The HOME TIME screen is displayed with the city you selected as the home city.

You can press **[CLEAR/ESC]** any time before pressing **[ENTER]** to return to the TIME/ALARM SET screen. Press **[CLEAR/ESC]** again to return to the FUNCTION screen.

Selecting the Way Time is Displayed

You can display time in one of two formats:

- Standard time using **AM** and **PM** (12-hour time)
- Military time (24-hour time)

To change the format in which time is displayed:

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **1**. The **TIME/ALARM SET** screen is displayed.
3. Press **5**. The **HOME TIME** screen is displayed.
 - If military time was previously in effect, standard time is now selected. This is indicated by either **AM** or **PM** displayed before the time.
 - If standard time was previously in effect, military time is now selected. This is indicated by neither **AM** nor **PM** displayed before the time.
4. To alternate between the two formats for displaying time, press **FUNCTION** **1** **5**.

Leave the format you want displayed.

Setting the Home Time

To change the day, date, and time displayed on the HOME TIME screen:

1. Press **[FUNCTION]**. The **FUNCTION** screen is displayed.
2. Press **[1]**. The **TIME/ALARM SET** screen is displayed.
3. Press **[2]**. The **HOME TIME SET** screen is displayed, along with the currently set home city.
4. If standard (12-hour) time is selected, **AM** or **PM** is displayed. To change **AM** to **PM** or vice versa, press **[▲]** or **[▼]**. (For more information on standard versus military time, see page 12.)
5. Enter the time, keying in two digits for the hour and two digits for the minutes. For example, to enter the time as 8:30, press 0830. The cursor automatically moves to the date.
6. Enter the date, keying in two digits for the month, two digits for the day, and, if necessary, four digits for the year. For example, to enter February 3, 1991 as the date, press 02031991.

If you enter the year, the cursor automatically moves back to the time.

7. You can continue making changes to the date and time. When you are satisfied with the date and time, press **[ENTER]**.

The **HOME TIME** screen is displayed, along with the day, date, and time you specified. A three-letter abbreviation for the day of the week (for example, **MON**) is automatically displayed, and the seconds are automatically set to zero.

You can press **[CLEAR/ESC]** any time before pressing **[ENTER]** to return to the **TIME/ALARM SET** screen. Press **[CLEAR/ESC]** again to return to the **FUNCTION** screen.

Making Telephone Entries

You can make the same kinds of entries in the telephone mode that you would make in your personal telephone directory. Generally, entries are stored in alphabetical order.

Making a Telephone Entry

1. Press **TEL**. The **TELEPHONE MODE** screen is displayed. The current number of telephone entries and the total amount of available space (in bytes) is displayed.
2. Press **EDIT**. **NAME?** is displayed. Key in the name you want to enter. To alphabetize entries by last names, enter the last name first.

You could also enter a title and/or company name.

Note: When you are keying in information, the end of a line will automatically wrap to the next line, even in the middle of a word. To prevent this, you may want to use **←**.

3. When you have completed the name portion, press **ENTER**. **NUMBER?** is displayed to prompt you to enter a telephone number.
4. Key in one or more telephone numbers. You might key in **H** before entering a home number, and **W** before entering a work number.
5. When you have completed the telephone number(s), press **ENTER**. **ADDRESS/REMARK?** is displayed to prompt you to enter an address, remark, or note.
6. When you have finished keying in the address and any remarks or notes, press **ENTER** to store the completed entry.

After a brief pause, the **NAME?** prompt is displayed, indicating that the Organizer is ready for the next telephone entry.

Note: Spaces **SPACE** and returns **←** count as characters.

Making a Telephone Entry (Continued)

You can press **CLEAR/ESC** any time before pressing **ENTER** for the last time to clear the information you have entered and return to the **TELEPHONE MODE** screen.

You can press **▼**, **▲**, **▶**, or **◀** to move to different parts of your entry any time after entering the first letter.

Note: You can begin a telephone entry when the **TELEPHONE MODE** screen is displayed just by pressing a letter key to begin keying in the name. You do not have to press **EDIT** and wait for the **NAME?** prompt.

How Telephone Entries are Stored

Telephone entries are generally stored alphabetically by the first character entered. To alphabetize entries by last names, enter the last name first.

You may also begin an entry with a space, a number, or one of the many special characters. To enter most special characters, press **SHIFT** and then the appropriate key.

Entries are stored in the following order:

- Entries beginning with a space.
- Entries beginning with !, " (quote), #, \$, %, &, ' (apostrophe), (,), *, , (comma), - (hyphen), . (period), and / (in the order listed).
- Entries beginning with a number.
- Entries beginning with : (colon), ; (semicolon), ? and @ (in the order listed).
- Alphabetical entries.
- Entries beginning with ^ .

To quickly access information you need often, take advantage of the unique order in which telephone entries are stored. You might begin frequently accessed entries with a special character that comes before numeric or alphabetical entries.

Making Schedule Entries

You can make the same kinds of entries in the schedule mode that you would make in any written calendar, planner, or appointment book. Entries are stored in order first by date, then by time of day. You can specify the date and time (the day of the week is automatically displayed), and enter a few lines of information.

Making a Schedule Entry

1. Press **[SCHED]**. The **SCHEDULE MODE** screen is displayed with the current number of schedule entries and the total amount of available space (in bytes).
2. Press **[EDIT]**. **MM/DD,YYYY:** is displayed, along with the date that was displayed on the **SCHEDULE MODE** screen.
3. If necessary, enter the date for which you want to make a schedule entry.
 - If you do not need to enter a date, press **[ENTER]**.
 - To enter a date, key in two digits for the month, two digits for the day, and four digits for the year. For example, to enter November 29, 1991 as the date, press 11291991. The cursor automatically moves to the next line. (If you do not need to enter the year, press **[ENTER]**.)
4. If standard time is selected, **TIME: 08:00A** is displayed. If military time is selected, **TIME: 08:00** is displayed. (For more information on standard versus military time, see page 12.)
 - If you do not need to enter a time, press **[ENTER]**.
 - To enter a start time only, key in two digits for the hour and two digits for the minutes. If necessary, specify AM (**A**) or PM (**P**) by pressing **[A]** or **[P]**. Then press **[ENTER]**.
 - To enter a range of time, do not press **[ENTER]** after entering a start time. Instead, press **[▶]**, if necessary, and key in an end time just as you did the start time including, if necessary, **A** for AM or **P** for PM. If you do not need to key in **A** or **P**, press **[ENTER]**. (**Note:** You cannot make a schedule entry that crosses 12:00 o'clock midnight.)
5. When **SCHEDULE?** is displayed, key in any additional information you may need.

**Making a
Schedule Entry
(Continued)**

6. When you have finished keying in your information, press **ENTER** to store the completed entry. The **SCHEDULE MODE** screen is displayed, indicating that the Organizer is ready for the next entry.

You can press **CLEAR/ESC** any time before pressing **ENTER** for the last time to clear the information you have entered and return to the **SCHEDULE MODE** screen.

You can also press **▼**, **▲**, or **▶** to move to different parts of your entry at any time.

**The Schedule
Alarm**

An alarm sounds at the set day and time for each schedule entry. **Press any key to stop the alarm and display the entry.** The time is displayed in military (24-hour) format.

Note: The home time and date must be set accurately for the alarm to work properly.

**Shortcuts for
Making a
Schedule Entry**

There are several other ways to begin a schedule entry. When the **SCHEDULE MODE** screen is displayed:

- Press **▼** or **▲** to increment or decrement the date one day at a time until the date you want is displayed. This lets you select the date for your entry before you actually begin. Then follow one of the other methods described for beginning a schedule entry.
- Press a number key to begin an entry with the time. The **SCHEDULE MODE** screen is cleared and the first digit of the time you are entering is displayed, along with the date that was displayed on the **SCHEDULE MODE** screen.
- Press a letter key to begin an entry without entering a date or time. The **SCHEDULE MODE** screen is cleared and the first letter of your entry is displayed, along with the date that was displayed on the **SCHEDULE MODE** screen.

Making Memo Entries

You can make the same kinds of entries in the memo mode that you would on a memo pad: a list of things to do, a great idea, a note, or a reminder. Entries are stored in the order that you enter them.

Making a Memo Entry



1. Press **MEMO**. The **MEMO MODE** screen is displayed. The current number of memo entries and the total amount of available space (in bytes) is displayed.
2. Press **EDIT**. **MEMO?** is displayed. Key in the information you want to enter.
3. When you have finished keying in the information, press **ENTER** to store the completed entry.

The **MEMO?** prompt is displayed, indicating that the Organizer is ready for the next entry.

You can press **CLEAR/ESC** any time before pressing **ENTER** to clear the information you have entered and return to the **MEMO MODE** screen.








Note: You can begin a memo entry when the **MEMO MODE** screen is displayed by pressing a letter key to begin keying in the information. You do not have to press **EDIT** and wait for the **MEMO?** prompt.

Displaying Telephone, Memo, or Schedule Entries




In addition to pressing  or , the Organizer provides several ways for you to display an entry you have made in the telephone, memo, or schedule mode. After you have stored an entry, it is necessary to display it before you can make a change to it.

Displaying Entries that Begin With the Same Word or Character

To display a telephone, memo, or schedule entry using the first word or character:

1. Press , , or  to enter the mode where the entry you want to display is stored.
2. Key in the first word or character of the entry.
3. Press  once to display entries from first to last, or  once to display entries from last to first.
 - If there is an entry beginning with the word or character you entered, it is displayed.
 - If there is no entry beginning with the word or character you entered, **ITEM NOT FOUND** is displayed.
4. To display more entries beginning with the same word or character, continue pressing the same key you pressed previously ( or .


When you have viewed all of the entries beginning with the specified word or character, **BOTTOM OF FILE** or **TOP OF FILE** is displayed. Then the mode screen returns to the display.

To stop at any time and return to a mode screen, press , , or .

Displaying Entries that Contain the Same Word or Character

This feature lets you display an entry using a word or character that appears anywhere within an entry, not just at the beginning.

You basically follow the preceding procedure on this page. However, in step 2 you key in a slash / before you key in the word or character you want.

For example, to display entries in the telephone mode that contain the same area code, press  and then key in the area code. Then move on to step 3.

Displaying Schedule Entries for a Specific Month or Date

In addition to the methods for displaying entries described previously, you can also display schedule entries for a specific month or date. To do this:

1. Press **[SCHED]** to access the schedule mode and display the **SCHEDULE MODE** screen.
2. Specify the month or month and date that you want to display entries for.
 - If the date is just a few days away, press **[▼]** or **[▲]** to increment or decrement the date displayed on the **SCHEDULE MODE** screen until the date you want is displayed.
 - If the date you want is several weeks, months, or years away, press **[CALEN]**. Then press **[▼]**, **[▲]**, **[▼]**, **[▲]**, **[▶]**, or **[◀]** to move to the date you need. Press **[SCHED]** to return to the **SCHEDULE MODE** screen. The date you specified is displayed.
3. You can display schedule entries for the currently displayed month, or just the entries for the currently displayed date.
 - To display the entries for the whole month, press **[◀]**. The first entry for the month is displayed.
 - To display the entries for the displayed date only, press **[▶]**. The first entry for that date is displayed.
4. Press **[▼]** to view any remaining entries for the specified month or day.

When you reach the last of the entries, **BOTTOM OF FILE** is displayed.

**Finding Entries
Using the
SEARCH Key**

Note: You cannot use the SEARCH key to display an entry if you want to change or delete that entry.

The primary advantage of the SEARCH key is that it gives you the ability to search all three modes consecutively for a key word that appears anywhere within any entry. You can also choose to search through each mode separately.

To find an entry using the SEARCH key:

1. If necessary, press TEL, MEMO, or SCHED to access the telephone, memo, or schedule mode.
2. Press SEARCH. The WHERE IS IT? screen is displayed. An asterisk (*) is displayed beside the currently selected area to be searched.
3. Choose the area to be searched:
 - To search all three modes consecutively, press 1 or ENTER.
 - To search only the telephone mode, press 2.
 - To search only the memo mode, press 3.
 - To search only the schedule mode, press 4.

KEYWORD: is displayed on the bottom line.

(continued)

Finding Entries Using the SEARCH Key (Continued)

4. Key in the word or character you want to search for and press **ENTER**. **SEARCHING...** is briefly displayed. Then the first entry containing that word or character is displayed. (If an entry is longer than can be displayed on one screen, press **▼** and **▲** to view the complete entry.)

In addition:

- ***KEYWORD:** and the word or character you are searching for is displayed on the top line.
 - **<TEL>**, **<MEMO>**, or **<SCH>** is displayed to let you know which mode the displayed entry is in or which mode is currently being searched.
 - ***CONTINUE (Y/N)?** is displayed on the bottom line.
5. When ***CONTINUE (Y/N)?** is displayed, you have the option of continuing or cancelling the search.
 - To cancel the search, press **N**. The **WHERE IS IT?** screen is displayed.
 - To find the next entry, press **Y**. The next entry containing the specified word or character is displayed. Continue pressing **Y** to see the remaining entries you are searching for.

<TEL>, **<MEMO>**, and **<SCH>** may be successively displayed as the Organizer searches through each mode. When you have viewed all the entries containing the key word or character, **BOTTOM OF FILE** is displayed.

Finally, the **WHERE IS IT?** screen returns to the display.

Changing Telephone, Memo, or Schedule Entries

Occasionally, you may need to change an entry you have made. Someone's telephone number may have changed, or a meeting may have been rescheduled. Before you can change an entry, you must first display it.

Changing an Entry

To change a telephone, memo, or schedule entry:

1. Press **TEL**, **MEMO**, or **SCHED** to enter the mode where the entry you want to change is stored.
2. Press **↑** or **↓** to scroll through your entries until the one you want is displayed. (See pages 19 and 20 for other methods of displaying an entry.)
3. When the entry you want to change is displayed, press **EDIT**.
4. If necessary, move to the part of the entry that you want to change by pressing **↑**, **↓**, **←**, or **→**. Then you can:
 - Key in new information over old information.
 - Insert information by first pressing **INSERT** and then keying in the information. (Press **INSERT** again when you have finished inserting information.)
 - Delete information by pressing **DELETE** to delete one character at a time.
5. When you have completed the changes:
 - To accept and store the changed entry, press **ENTER**.
 - To clear the changes you have made and retain the old entry, press **CLEAR/ESC**.

Note: In the memo mode, the entry you changed becomes the last entry.

Deleting Individual Telephone, Memo, or Schedule Entries

If a meeting is cancelled or a schedule or memo entry is out of date, you may need to delete an entry you have made. Before you can delete an entry, you must first display it.

Deleting an Entry

To delete an entry:

1. Press **TEL**, **MEMO**, or **SCHED** to enter the mode where the entry you want to delete is stored.
2. Press **▼** or **▲** to scroll through your entries until the one you want is displayed. (See pages 19 and 20 for other methods of displaying an entry.)
3. When the entry you want to delete is displayed, press **CLEAR/ESC**.
 - If you are in the telephone mode, **DELETE THIS TELEPHONE ITEM (Y/N)?** is displayed.
 - If you are in the memo mode, **DELETE THIS MEMO ITEM (Y/N)?** is displayed.
 - If you are in the schedule mode, **DELETE THIS SCHEDULE ITEM (Y/N)?** is displayed.
4. At this point:
 - To delete the entry, press **Y**.
 - To cancel the delete operation and keep the entry, press **N** or **CLEAR/ESC**. The entry is not deleted and returns to the display.

Note: After deleting several entries, it is a good idea to rearrange that the memory space as described on page 39. After you delete an entry, that space is not available until you rearrange the memory space.

Deleting all Telephone or Memo Entries

You may occasionally need to delete all of your telephone or memo entries.

Deleting all Telephone or Memo Entries

1. To delete all telephone or memo entries, press either:
 - **[TEL]** to access the telephone mode and display the **TELEPHONE MODE** screen.
 - **[MEMO]** to access the memo mode and display the **MEMO MODE** screen.
2. Press **[CLEAR/ESC]**.
 - If you are in the telephone mode, **DELETE ALL TELEPHONE ITEMS (Y/N)?** is displayed.
 - If you are in the memo mode, **DELETE ALL MEMO ITEMS (Y/N)?** is displayed.
3. At this point:
 - To delete all telephone or memo entries, press **[Y]**. **ALL ITEMS HAVE BEEN DELETED!** is displayed.
 - To cancel the delete operation, press **[N]** or **[CLEAR/ESC]**.

The appropriate mode screen returns to the display.

Note: After deleting several entries, it is a good idea to rearrange the memory space as described on page 39. After you delete an entry, that space is not available until you rearrange the memory space.

Deleting Schedule Entries

You may periodically need to delete all or part of your schedule entries. It is a good idea to delete old schedule entries on a regular basis to free up memory space for future entries.

Deleting All Schedule Entries

To delete all entries in the schedule mode:

1. Press **[SCHED]**. The **SCHEDULE MODE** screen is displayed.
2. Press **[CLEAR/ESC]**. The following choices are displayed.
 1. **DELETE ALL SCHEDULE ITEMS**
 2. **DELETE PART OF SCHEDULE ITEMS**
3. Press **[1]**. **DELETE ALL SCHEDULE ITEMS (Y/N)?** is displayed.
4. At this point:
 - To delete all schedule entries, press **[Y]**. After a brief pause, **ALL ITEMS HAVE BEEN DELETED!** is briefly displayed.
 - To cancel the delete operation, press **[N]** or **[CLEAR/ESC]**.

The **SCHEDULE MODE** screen returns to the display.

Note: After deleting several entries, it is a good idea to rearrange the memory space as described on page 39. After you delete an entry, that space is not available until you rearrange the memory space.

**Deleting a
Portion of the
Schedule
Entries**

To delete a portion of all entries in the schedule mode:

1. Press **[SCHED]**. The **SCHEDULE MODE** screen is displayed.
2. Press **[CLEAR/ESC]**. The following choices are displayed.
 1. **DELETE ALL SCHEDULE ITEMS**
 2. **DELETE PART OF SCHEDULE ITEMS**
3. Press **[2]**. The **DELETE PART SCHEDULE** screen is displayed.
4. Enter a range of dates for the schedule entries that you want to delete.

For example, to delete all of the schedule entries for the first quarter of 1991:

- Key in 01011991 for the **FROM**: date.
 - Key in 03311991 for the **TO**: date.
5. When you key in the last digit of the **TO**: date, or press **[ENTER]** before keying in the last digit, **DELETING...** is displayed.

All of the entries for the date range you specified are deleted, and the **SCHEDULE MODE** screen returns to the display.

Note: After deleting several entries, it is a good idea to rearrange the memory space as described on page 39. After you delete an entry, that space is not available until you rearrange the memory space.

The Calendar Mode

You can display a calendar for any month from January, 1901, to December, 2099. When a monthly calendar is displayed, indicators beside dates remind you of morning or afternoon schedule entries for those dates.

Accessing the Calendar Mode

To access the calendar mode, press **[CALEN]**. If you press **[CALEN]** after you first turn on the Organizer, the month displayed is the month currently set on the **HOMETIME** screen. The currently set date flashes.

Relationship Between the Calendar and Schedule Modes

The calendar mode and the schedule mode share the same date. If you press **[CALEN]** after some activity in the schedule mode, the month displayed is the same month that was displayed on the **SCHEDULE MODE** screen. The currently set date flashes.

By the same token, if you press **[SCHED]** after some activity in the calendar mode, the date displayed on the **SCHEDULE MODE** screen reflects the month and day previously specified in the calendar mode.

When a calendar is displayed, one or two small indicators may be displayed beside a date. The upper indicator signifies one or more schedule entries for the morning on that date, and the lower indicator signifies one or more afternoon schedule entries.

Moving Around in the Calendar Mode

There are several ways to move to different days, weeks, months, and years in the calendar mode.

- To move a day at a time, press **[▶]** or **[◀]**.
- To move a week at a time, press **[▼]** or **[▲]**.
- To move a month at a time, press **[◁]** or **[▷]**.

Press any of these keys repeatedly or hold the key down to continue moving through the calendar.

Displaying a Different Month

1. Press **[EDIT]**. The **NEW CALENDAR SELECT** screen is displayed.
2. Key in the new year and/or month you want to display.
 - If you only enter a new year, press **[ENTER]**.
 - If you enter a month also, the calendar is automatically displayed as you key in the last digit for the month.

Setting the Daily Alarm

You can set a daily alarm to sound at the same time each day.

Checking the Daily Alarm Setting

Press **[HOME TIME]** twice to briefly display the current setting of the daily alarm. Hold the **[HOME TIME]** key to continue displaying the **DAILY ALARM** screen.

Look to see the currently set alarm time and whether the alarm is **ON** or **OFF**.

Setting the Daily Alarm

To change the setting and/or status of the daily alarm:

1. Press **[FUNCTION]**. The **FUNCTION** screen is displayed.
2. Press **[1]**. The **TIME/ALARM SET** screen is displayed.
3. Press **[1]**. The **DAILY ALARM SET** screen is displayed with the current setting and alarm status.
4. Key in the time you want the daily alarm to sound.

If standard time is selected, press **[▲]** to change **AM** to **PM** or vice versa. (For more information on standard versus military time, see page 12.)

5. Press **[▼]** to change the alarm status from **OFF** to **ON** or vice versa.
6. When you have finished setting the alarm time and status, press **[ENTER]**. The **HOME TIME** screen is displayed.

Press and hold **[HOME TIME]** to display and verify the alarm setting.

You can press **[CLEAR/ESC]** any time before pressing **[ENTER]** to return to the **TIME/ALARM SET** screen. Press **[CLEAR/ESC]** again to return to the **FUNCTION** screen.

Note: When the daily alarm sounds, press any key except **[ON/OFF]** to stop it.

Setting World City and Time

To access the **WORLD TIME** screen, press **[WORLD TIME]**. This screen lets you view 24 different cities, one for each of the 24 time zones around the world.

Understanding World Time

When you press **[WORLD TIME]**, the currently selected world city is displayed, along with the currently set day, date, and time for that city and time zone.

The day, date, and time displayed for the world city, and for all other cities you can display on this screen, is based on the day, date, and time you have set for the home city (displayed on the **HOMETIME** screen).

You can select a different world city to be displayed on the **WORLD TIME** screen by pressing **[▼]** or **[▲]**. This displays another of the 24 cities you can choose from, one city for each of the 24 world time zones. Leave the city you want displayed. (See "Changing the World Time Cities" on page 31 for the method of selecting which 24 cities can be displayed on this screen.)

As you press **[▼]** or **[▲]** to change the displayed city, the current time and, if necessary, day and date change to correspond to the time zone for each city.

Adjusting for Daylight Savings Time

If you need to adjust the time for a specific city to compensate for daylight savings time, press **[SHIFT] [8]** when that city is displayed. (**DAYLIGHT SAVINGS TIME**) is displayed, and the displayed time is adjusted by one hour.

To cancel daylight savings time, display that city and press **[SHIFT] [8]** again.

Changing the World Time Cities

The cities you can display on the **WORLD TIME** screen represent the 24 world time zones. To select different cities to be displayed:

1. Press **[FUNCTION]**. The **FUNCTION** screen is displayed.
2. Press **[1]**. The **TIME/ALARM SET** screen is displayed.
3. Press **[4]**. The **WORLD TIME CITY CHANGE** screen is displayed. An asterisk (*) is displayed beside the first city in the list.

The hours and minutes displayed in the right-hand column indicate the difference from Greenwich mean time (GMT) for each city. For example, New York (-5:00) is five hours earlier than Greenwich mean time, while Hong Kong (+8:00) is eight hours later.

4. To select a new world city, you can:
 - Press **[▼]** or **[▲]** until the city you want is displayed beside the asterisk (*).
 - Press a letter key to display the first city beginning with that letter. Then press **[▼]** or **[▲]** to scroll to the city you want.

There are 127 cities to choose from.

5. When the city you want to represent one of the time zones on the **WORLD TIME** screen is displayed beside the asterisk (*), press **[ENTER]**.

The **WORLD TIME** screen is displayed with the city you selected as a world city, along with the corresponding day, date, and time.

You can press **[CLEAR/ESC]** any time before pressing **[ENTER]** to return to the **TIME/ALARM SET** screen. Press **[CLEAR/ESC]** again to return to the **FUNCTION** screen.

Storing a Password and Locking Your Entries

You can store a password and "lock" all your telephone, memo, and schedule entries so that they can only be accessed after entering a password.

Establishing a Password


1. Press **[FUNCTION]**. The **FUNCTION** screen is displayed.
2. Press **[2]**. The **SECRET CODE SET** screen is displayed.
3. Key in a password of from one to six characters and press **[ENTER]**. **SECRET CODE WILL BE SET. ARE YOU SURE (Y/N)?** is displayed.
4. • To store the password, press **[Y]**. **SECRET CODE HAS BEEN SET! DON'T FORGET IT!** is displayed briefly.
• To cancel the password, press **[N]** or **[CLEAR/ESC]**. **SECRET CODE HAS NOT BEEN SET!** is displayed briefly.

The **FUNCTION** screen returns to the display.

Caution: Write down your password and store it in a safe place in case you later forget it. If you lock your entries and forget your password, you cannot retrieve your password or your entries from the Organizer.

"Locking" Your Telephone, Memo, and Schedule Entries

Once you have established a password, you can "lock" your telephone, memo, and schedule entries so that only you can access them.

1. If necessary, press **[FUNCTION]**.
2. Press **[2]**. The **SECRET CODE CHECK** screen is displayed.
3. Key in your password and press **[ENTER]**. The following choices are displayed.
 1. **LOCK THE UNIT**
 2. **CHANGE SECRET CODE**
4. Press **[1]**. The **HOME TIME** screen is displayed. The  symbol at the bottom of the display indicates that your telephone, memo, and schedule entries are locked.

Accessing Your "Locked" Entries

When you press **TEL**, **MEMO**, **SCHED**, or **ON/OFF** to access your entries after you have "locked" the unit, the **SECRET CODE CHECK** screen is displayed. To access your entries, key in your password and press **ENTER**.

Note: If you forget your password, you cannot access your entries because they are "locked." To regain use of the telephone, schedule, and memo modes, you must remove the two AAA batteries and the back-up lithium battery and leave all three out for a minimum of two minutes. **Warning:** This erases all of your entries, your password, and resets all settings to factory default settings.

Changing Your Password

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **2**. The **SECRET CODE CHECK** screen is displayed.
3. Key in your current password and press **ENTER**. You can either lock the unit or change the password.
4. Press **2**. **ENTER NEW CODE:** is displayed.
5. Enter a new password just as you did before. (See steps 3 and 4 under "Establishing a Password" on page 32.)

Deleting Your Password

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **2**. The **SECRET CODE CHECK** screen is displayed.
3. Key in your current password and press **ENTER**. You can either lock the unit or change the password.
4. Press **2**. **ENTER NEW CODE** is displayed.
5. Press **ENTER**. **SECRET CODE HAS NOT BEEN SET!** is displayed, and then the **FUNCTION** screen returns to the display. You can now access your entries without entering your password.

The Calculator Mode

To access the calculator mode, press **[CAL]**. When you press **[CAL]** repeatedly, you can also access the English/metric conversion and rate/currency conversion screens. These are discussed on pages 37 and 38.

Understanding the Calculator Display and Keys

To perform standard mathematical calculations, press **[CAL]** to display the **CALCULATOR** screen. 0 is displayed in the calculator display area.

Calculator functions are printed in yellow on the assigned keys. For example, % is printed in yellow on the **[S]** key, the decimal point is printed on the **[O]** key, and **CE/C** is printed on the **[CLEAR/ESC]** key.

Note: Use the decimal key rather than the period key to enter a decimal when entering numbers.

The calculator displays entries and results with a maximum of 10 digits, plus the following indicators.

Indicator	Meaning
-	Appears to the left of a negative number.
M	Appears to the left above the calculator display area when a value other than zero is stored in memory.
E	Appears to the left above the calculator display area when an error or overflow condition occurs.
+, -, x, ÷	Appears to the right above the calculator display area when the corresponding operation key is pressed.

Clearing the Calculator

- To clear an incorrect entry, press **[CE/C]** once to clear the display. Then enter the correct number and continue your calculation.
- To clear your current calculation, press **[CE/C]** twice.
- To clear the calculator memory, press **[MC]**.
- To clear the memory, the display, and any calculation, press **[MC] [CE/C] [CE/C]**.

Function	Examples	Enter/Press	Display	
Addition and Subtraction	$23.79 + 0.54 - 6$	23.79 $\boxed{+}$.54 $\boxed{-}$ 6 $\boxed{=}$	18.33	
	$-12.3 + 7.9 + 1.6$	12.3 $\boxed{+/-}$ $\boxed{+}$ 7.9 $\boxed{+}$ 1.6 $\boxed{=}$	-2.8	
Multiplication and Division	$12 \times 13 \div 6$	12 $\boxed{\times}$ 13 $\boxed{\div}$ 6 $\boxed{=}$	26.	
	$28 \div 0.5 \times 76$	28 $\boxed{\div}$.5 $\boxed{\times}$ 76 $\boxed{=}$	4256.	
Constant Calculations	$3 \times 8 = ?$	3 $\boxed{\times}$ 8 $\boxed{=}$	24.	
	$3 \times 15 = ?$	15 $\boxed{=}$	45.	
	$27 \div 3 = ?$	27 $\boxed{\div}$ 3 $\boxed{=}$	9.	
	$15 \div 3 = ?$	15 $\boxed{=}$	5.	
Square Root	$\sqrt{144}$	144 $\boxed{\sqrt{\quad}}$	12.	
Reciprocal	1/25	25 $\boxed{\div}$ $\boxed{=}$	0.04	
Percentage Calculations	5% of \$250	250 $\boxed{\times}$ 5 $\boxed{\%}$	12.5	
	\$250 + 5% tax	250 $\boxed{+}$ 5 $\boxed{\%}$	262.5	
	\$250 - 5% discount	250 $\boxed{-}$ 5 $\boxed{\%}$	237.5	
Margin Calculations	Dealer cost = \$65 Profit = 35% Sales price = ?	65 $\boxed{\text{MU}}$ 35 $\boxed{\%}$	100.	
	Sales price = \$125 Profit = 25% Dealer cost = ?	125 $\boxed{\text{MU}}$ 25 $\boxed{+/-}$ $\boxed{\%}$	100.	
	Memory Operations	$(4 \times 11.99) +$ (12×0.98)	$\boxed{\text{MC}}$ 4 $\boxed{\times}$ 11.99 $\boxed{\text{M+}}$ 12 $\boxed{\times}$.98 $\boxed{\text{M+}}$ $\boxed{\text{MR}}$	M 47.96 M 11.76 M 59.72
		$7.9 + 8.1$ $-(5.2 + 2.8)$	$\boxed{\text{MC}}$ 5.2 $\boxed{+}$ 2.8 $\boxed{\text{M-}}$ 7.9 $\boxed{+}$ 8.1 $\boxed{\div}$ $\boxed{\text{MR}}$ $\boxed{=}$	M 8. M 16. M -2.

Error and Overflow Conditions

An error or overflow condition is indicated by the **E** symbol to the left above the calculator display area. To clear the error/overflow condition, press **CE/C** twice to clear the entire calculation.

An error condition occurs when you attempt to divide a number by zero.

An overflow condition occurs when:

- The result of a calculation has more than 10 digits to the left of the decimal.
- The result of a memory calculation has more than 10 digits to the left of the decimal. (When you press **CE/C**, the memory retains the number stored in memory prior to the overflow.)

English/Metric Conversions

The Organizer lets you make 34 different English/metric conversions. You can also convert feet to inches, Celsius to Kelvin, Fahrenheit to Celsius, and vice versa, for a total of 40 different conversions.

The Metric Conversion Screen

To begin, press **[CAL]** until the **METRIC CONVERSION** screen is displayed.

The first possible conversion displayed is **INCH** to **CM** (centimeter), or vice versa. Press **[▼]** or **[▲]** to display different conversions such as yards to meters or miles to kilometers.

Displayed immediately below the unit labels is the ratio of units to units; for example, 1. inch equals 2.54 centimeters. The blank areas directly below this are where the conversion results are displayed.

ENTERED NUMBER is displayed on the bottom line. The value you enter to be converted is displayed on this line. For example, you could key in 25 to convert either 25 inches to centimeters, or 25 centimeters to inches.

Performing a Conversion

1. Press **[CAL]** until the **METRIC CONVERSION** screen is displayed. The units to be converted are displayed, along with the rates of conversion.
2. To display different conversion units, press **[▼]** or **[▲]**. There are 20 sets of units, allowing you to make 40 different conversions.
3. When the units of measure you need are displayed, key in the number of units you want to be converted.

For example, if you want to convert 25 inches to centimeters, or 25 centimeters to inches, key in 25.

4. • To convert inches to centimeters, press **[▶]**.
• To convert centimeters to inches, press **[◀]**.

Follow the same procedure for all conversions.

Rate/Currency Conversions

This feature is especially useful for currency conversions.

The Rate Conversion Screen

To begin, press **[CAL]** until the **RATE CONVERSION** screen is displayed.

This screen is essentially the same as the **METRIC CONVERSION** screen. However, you can enter the units you want to convert and the conversion rates yourself.

Performing a Conversion

1. Press **[CAL]** until the **RATE CONVERSION** screen is displayed.
2. Press **[EDIT]**. The cursor flashes on the left side of the **<—>** for you to enter the first unit.
3. Enter labels for the units you want to convert. You can key in up to six characters for each label.

For example, if you want to convert dollars to yen, or yen to dollars, first key in **YEN**. Then press **[▶]** three times to move the cursor to the right side of the **<—>**. Then key in **DOLLAR** and press **[ENTER]**.

4. Enter the rates of conversion. You can enter up to ten digits for each rate.

For example, key in **154.73** as the conversion rate for the yen. Then press **[▶]** to move to the dollar column and, if necessary, key in **1**. Press **[ENTER]** to store the conversion rates.

5. You can now perform a rate or currency conversion just as you would on the **METRIC CONVERSION** screen. (See page 37, steps 3 and 4.)

Notes:

- Use the decimal key rather than the period key to enter a decimal when entering numbers.
- If you make a mistake while entering a rate, press **[CLEAR/ESC]** to clear it. Then make your entry correctly.

Rearranging Memory Space

Rearranging memory space lets you maximize the use of available memory space without deleting any information. The order in which your entries are stored is not affected.

Rearranging Memory Space

1. Press **[FUNCTION]**. The **FUNCTION** screen is displayed.
2. Press **[5]**. The **MEMORY SPACE REARRANGEMENT** screen is displayed.
3. You can choose which mode's memory space you want to rearrange. (The order in which your entries are stored is not affected.)
 - To rearrange the telephone mode's memory space, press **[1]**.
 - To rearrange the memo mode's memory space, press **[2]**.
 - To rearrange the schedule mode's memory space, press **[3]**.
4. When you press **[1]**, **[2]**, or **[3]**, a message is displayed to verify which mode you have selected; for example, **REARRANGE TELEPHONE FILE. IT MAY TAKE A FEW MINUTES TO REARRANGE THE DATA FILE. PRESS ENTER KEY WHEN READY.**
5. Press **[ENTER]** to rearrange the selected mode's memory space.

The message **DON'T PRESS ANY KEY! PLEASE WAIT...** is displayed while the memory space is being rearranged. Then **REARRANGE SUCCESSFUL!** is displayed briefly.

When the operation is complete, the **MEMORY SPACE REARRANGEMENT** screen returns to the display.

You can press **[CLEAR/ESC]** any time before pressing **[ENTER]** to return to the **MEMORY SPACE REARRANGEMENT** screen. Press **[CLEAR/ESC]** again to return to the **FUNCTION** screen.

The Automatic Power Down (APD™) Feature

To prolong the life of the batteries, the Automatic Power Down feature automatically turns off the calculator after several minutes if you have not pressed any keys. You can set the number of minutes before the calculator automatically powers down.

Setting the Number of Minutes before APD

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **4**. The **AUTO POWER OFF PERIOD** screen is displayed, along with a message indicating the current number of minutes before APD. (The default setting is 3 minutes.)

The numbers 1 through 7 are displayed across the bottom line of the display, indicating the choices you have for the number of minutes before APD.

3. Press **◀** or **▶** to move the cursor to the number of minutes you want to select.
4. When you have made your selection, press **ENTER**.

The **FUNCTION** screen is displayed.

Resetting the Organizer

You can reset the Organizer either by pressing the **RESET** button or by removing the two AAA batteries and the back-up lithium battery.

Using the Reset Button

If the Organizer does not work properly, you may need to reset it using the **RESET** button. This does not affect your entries or any settings you have made such as alarm, home city, or home time.

To use the **RESET** button:

1. If necessary, press **ON/OFF** to turn on the Organizer.
2. Locate the small, recessed **RESET** button to the left of the **Q** key on the keyboard.
3. Using a pen or paper clip, press the **RESET** button.

Removing the Batteries

If you "lock" your entries and forget your password, you cannot retrieve your password or your entries from the Organizer.

To regain use of the telephone, memo, and schedule modes, you must remove the two AAA batteries and the back-up lithium battery and leave all three out for a minimum of two minutes.



Warning: This erases all of your entries, your password, and resets all settings in your Organizer to factory default settings.

Communicating with a Personal Computer

Before your Organizer can communicate with an IBM compatible PC, you must connect the PC Interface to the Organizer and to a PC. To obtain the PC Interface, see "Organizer Accessories" on page 44. Instructions for connecting and using the PC Interface are in the PC Interface documentation.

Transmitting Entries to a Personal Computer

To transmit telephone, memo, or schedule entries, first prepare the personal computer for receiving. Then:

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **3**. The **COMMUNICATION** screen is displayed.
3. Press **1** to transmit information. The **TRANSMIT** screen is displayed.
4.
 - To transmit telephone entries, press **1**.
 - To transmit memo entries, press **2**.
 - To transmit schedule entries, press **3**.
5. When you press **1**, **2**, or **3** to select the entries you want to transmit, you have the choice of transmitting one or all entries.
 - To transmit one entry, press **1** and go to step 6.
 - To transmit all entries, press **2** and go to step 7.
6. If you pressed **1**, the first entry in the mode you selected is displayed. Press  or  until the entry you want to transmit is displayed. Then press **ENTER** to transmit the entry. **TRANSMITTING...** is displayed.
7. If you pressed **2**, a message, for example, **TRANSMIT ALL TELEPHONE ITEMS. PRESS ENTER KEY WHEN READY.**, is displayed. Press **ENTER** to transmit all entries in the mode you selected. **TRANSMITTING...** is displayed.

Note: Refer to the PC Interface documentation for complete instructions on transmitting data. If the PC Interface is not connected when you attempt to transmit entries, an error condition occurs.

**Receiving
Entries from
a Personal
Computer**

To receive telephone, memo, or schedule entries, first prepare the personal computer for transmission. Then:

1. Press **FUNCTION**. The **FUNCTION** screen is displayed.
2. Press **3**. The **COMMUNICATION** screen is displayed.
3. Press **2** to receive information. The **RECEIVE** screen is displayed, along with the message **PRESS ENTER KEY WHEN READY**.
4. When you are ready, press **ENTER**. **RECEIVING...** is displayed.

Note: Refer to the PC Interface documentation for complete instructions on receiving data. If the PC Interface is not connected when you attempt to receive entries, an error condition occurs.

Service Information

If you have difficulty with your organizer, please call or write Consumer Relations to discuss the problem.

For Service and General Information

If you have questions about service or the general use of your organizer, please call Consumer Relations at:

1-800-842-2737 (1-800-TI-CARES)

You may also write to the following address:

Texas Instruments Incorporated
Consumer Relations
P.O. Box 53
Lubbock, Texas 79408

Please contact Consumer Relations:

- Before returning the organizer for service
- For general information about using the organizer

For Technical Information

If you have technical questions about organizer operation, write to Consumer Relations at the address given above, or call 1-806-741-2663. Please note that this is a toll number, and collect calls are not accepted.

Express Service

Texas Instruments offers an express service option for fast return delivery. Please contact Consumer Relations for information.

Organizer Accessories

If you are unable to purchase organizer accessories such as the PC Interface from your local dealer, you may order them from Texas Instruments. Please contact Consumer Relations for information.

Returning Your Organizer for Service

A defective organizer will be either repaired or replaced with the same or comparable reconditioned model (at TI's option) when it is returned, postage prepaid, to a Texas Instruments Service Facility.

Returning Your Organizer for Service (Continued)

If a unit is repaired, TI has no responsibility for the security of any information stored in the unit. In addition, any data stored in the unit will be lost during repair, and you will need to re-enter your information when the unit is returned to you. A replacement unit will not contain your data; you will need to enter your information when the unit is received.

Texas Instruments cannot assume responsibility for loss or damage during incoming shipment. For your protection, carefully package the organizer for shipment and insure it with the carrier. Be sure to enclose the following items with your organizer:

- Your full return address and daytime phone number
- Any accessories related to the problem
- A note describing the problem you experienced
- A copy of your sales receipt or other proof of purchase to determine warranty status

Please ship the organizer postage prepaid; COD shipments cannot be accepted.

In-Warranty Service

For an organizer covered under the warranty period, no charge is made for service.

Out-of-Warranty Service

A flat-rate charge by model is made for out-of-warranty service. To obtain the service charge for a particular model, contact Consumer Relations **before** returning the product for service. (We cannot hold products in the Service Facility while providing charge information.)

Texas Instruments Service Facilities

U.S. Residents (U.S. Postal Service)
Texas Instruments
P.O. Box 2500
Lubbock, Texas 79408

U.S. Residents (other carriers)
Texas Instruments
2305 N. University
Lubbock, Texas 79408

Canadian Residents Only

Texas Instruments
41 Shelley Road
Richmond Hill, Ontario L4C 5G4

One-Year Limited Warranty

This Texas Instruments electronic organizer warranty extends to the original consumer purchaser of the product.

Warranty Duration

This organizer is warranted to the original consumer purchaser for a period of one (1) year from the original purchase date.

Warranty Coverage

This organizer is warranted against defective materials or workmanship. **This warranty is void if the product has been damaged by accident, unreasonable use, neglect, improper service, or other causes not arising out of defects in material or workmanship.**

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above one-year period. Texas Instruments shall not be liable for loss of use of the organizer or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitations of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Warranty Performance

During the above one-year warranty period, a defective TI organizer will either be repaired or replaced with a reconditioned comparable model (at TI's option) when the product is returned, postage prepaid, to a Texas Instruments Service Facility.

The repaired or replacement organizer will be in warranty for the remainder of the original warranty period or for six months, whichever is longer. Other than the postage requirement, no charge will be made for such repair or replacement.

Texas Instruments strongly recommends that you insure the product for value prior to mailing.