



ELECTRONIC ORGANIZER
OPERATION MANUAL

Instrucciones abreviadas en español



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NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

NOTES

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

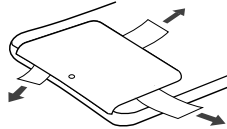
Using the Organizer for the First Time

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

1. Pull out the battery insulation sheets from the battery compartment.

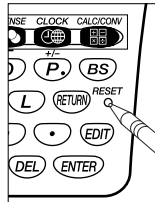
The Organizer starts operation.

(The battery insulation sheets were inserted at the factory to prevent battery wear.)



2. Press the **RESET** switch.

A message, "CLEAR ALL DATA OK?" is displayed.



3. Use **◀** or **▶** to select "Yes" and press **ENTER**.

The message will appear as "Do you really want to initialize the organizer's memory?"

4. Select "Yes" using **◀** or **▶** and press **ENTER**.

The Organizer is now initialized. Proceed to set the date and time of the clock (Refer to page 6).

Note

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

If a malfunction occurs under abnormal conditions

If the organizer is subjected to strong extraneous electrical noise or shock during use, on rare occasions, all the functions will not work properly and data may be displayed incorrectly. In such cases, follow the procedures as shown below.

1. Press **RESET**.
2. When a message, "CLEAR ALL DATA OK?" is displayed, select "No" and press **ENTER**.

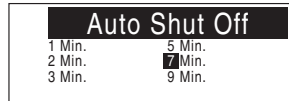
If the first procedure doesn't work, follow the next procedure to initialize the organizer's memory. In this case, all the stored data will be deleted.

1. Press **RESET**.
2. When a message, "CLEAR ALL DATA OK?" is displayed, select "Yes" and press **ENTER**.

Auto Shut Off Function

When none of the keys has been pressed for approximately 7 minutes (initial setting), the Organizer automatically turns the power off to save the batteries.

Setting the Auto Shut Off time
(Default: 7 minutes)



1. If the display is in another mode or World Clock mode, press **CLOCK** to enter the Home Clock mode.
2. Press **W**.
The Auto Shut Off time setting window will appear.
3. Press an appropriate number key (**1** to **3**, **5**, **7**, **9**) to select the Auto Shut Off time.

Backlight

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing **BackLight** once illuminates the display for as long as you continue to use the Organizer, or until no key is pressed for 15 seconds.

- To turn the Backlight off, press **BackLight** again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function during data transfer.

Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce the life of your batteries.

Adjusting the LCD Contrast

Press **PREV** or **NEXT** in the Home Clock mode.

The LCD display will become brighter each time **PREV** is pressed and darker each time **NEXT** is pressed.

Adjust the contrast to the level you find best for viewing.

Turning the key sound On and Off

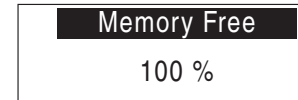
Press **V** in Home Clock mode to set the key sound On and Off.

Memory Check

Press **M•CK** in Home Clock mode.

The memory check window will appear.

Press any key to return to Home Clock mode.



Display Symbols and Part Names

Display Symbols



Alarm sound: The Alarm Clock is ON.

Alarm sign: Appears on the display when the alarm sounds.



Schedule Alarm: The schedule alarm is ON.

Schedule Alarm sign: Appears on the display when the schedule alarm sounds.



Anniversary sign: Indicates that a special day will arrive within days as set in Reminder.



UP sign: More information exists above the current display.
(Press .)



DOWN sign: More information exists below the current display.
(Press .)



CAPS CAPS LOCK sign: Capital (uppercase) letters will be entered.
To enter small (lowercase) letters, press to turn "CAPS" off.



Beep sound: Key touch sound (beep) is ON.



EDIT EDIT function: The listing on the display can be edited.

2nd 2nd function: Indicates that has been pressed.



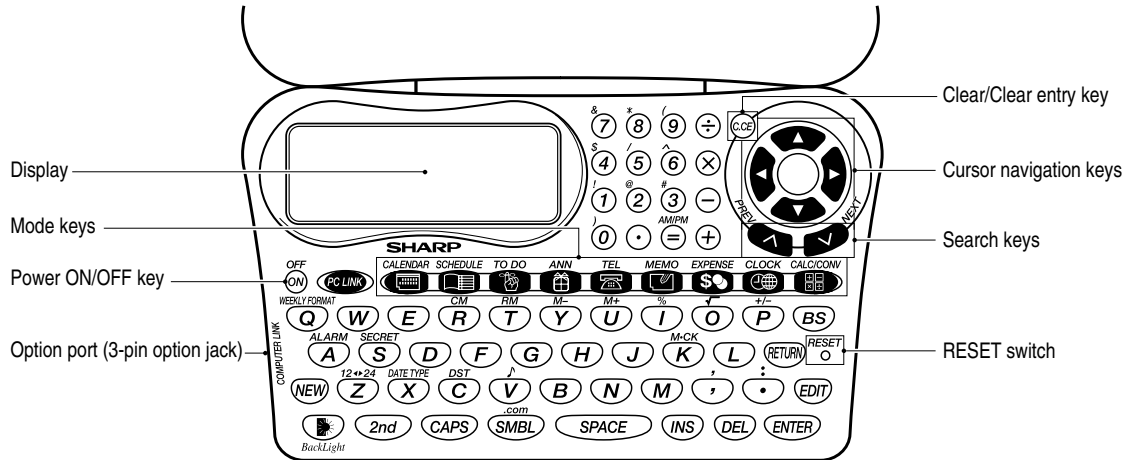
Alarm sign: The daily alarm is ON.



BATT Low Battery sign: Indicates that the battery level is extremely low.

- The display examples in this manual show only the symbols required for each explanation.

Part Names



Key Assignments

- ENTER** : ENTER key
 - NEW** : NEW entry key
 - EDIT** : EDIT key
 - DEL** : DELETE key
 - INS** : INSERT key
 - RETURN** : RETURN key
- Used to exit the current mode.

2nd : 2nd Function key
Activate the second function specifically assigned to the next key pressed.
Also functions for special characters assigned to the number keys.

CAPS : CAPS key
Functions as CAPS LOCK. It is used to select capital (uppercase) or small (lowercase) letters.
In this manual the keys are represented by symbols, for example:

- &** → **&** : Indicates the "&" key.
- 7** → **7** : Indicates the numeric "7" key.

Entering Characters

Moving the Cursor

Move the cursor by pressing , , , or .

Entering Characters

1. Entering letters and numbers

The initial setting for entering letters is small (lowercase) letters. To enter capital (uppercase) letters, turn “CAPS” on by pressing .

2. Entering graphic symbols and special characters

Key map for special characters

Key	Display	Key	Display	Key	Display
)		!		@
	#		\$		/
	^		&		*
	(,		:
	.com				

- Entering characters and by themselves is not possible.

Other characters

Press to display the symbol entry mode, allowing a total of 11 symbols and characters to be selected. To select the desired symbol/special character, press the appropriate number of times at the position where you would like to insert it.

Characters assigned to :

? ; " % _ £ ¥ ¢ € ~ ^

Making Corrections

1. Inserting or Replacing characters

Press , once or twice, to insert or replace characters.

2. Deleting characters

can be used for deletion of data in Calculator mode and Rate figure in Conversion mode.

and can be used for deletion of characters

can also be used to delete listings



Built-in Calendar and Clock

Precautions

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1950 and Dec. 31, 2150.
- If an attempt is made to store an invalid time or date, you will not be able to move the cursor to date entering, or store the time and date by pressing **ENTER**. Enter the correct value and press **ENTER** again.



Clock Mode

The Organizer has both Home Clock and World Clock modes. The display switches between Home and World clock each time **CLOCK** is pressed.



Home Clock Mode



World Clock Mode

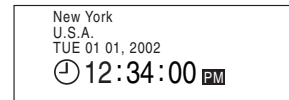
Setting the Home Clock

1. If the display is in other mode or World Clock mode, press **CLOCK** to enter the Home Clock mode.

2. Press **EDIT**.

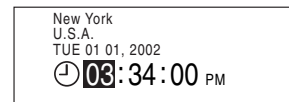
The organizer will enter the clock setting mode.

3. Select AM or PM using **AM/PM** (or **▲** **▼**).

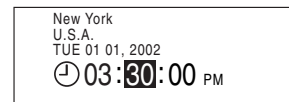


4. Press **▶** to move the cursor to the Hour position.

5. Enter the appropriate hour.

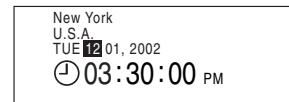


6. Press **▶** to move the cursor. Enter the minutes in the same way.



The seconds position can not be edited. Timekeeping starts from 00 immediately after you set the clock.

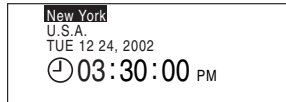
7. Press **▶** to move the cursor to the Month position.



8. Enter the appropriate month.

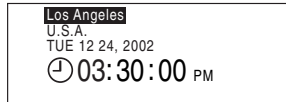
Press **▶** to move the cursor to the Day position. Enter the day and then year in the same way.

9. Press or to move the cursor to the City position.



10. Select your Home city using or .

The Organizer has 96 time zone cities. If your city is not listed, use the nearest city in the same time zone as your Home city.



11. Press to set the Clock.

The clock starts from exactly the set time (xx:xx:00).



Note

- To select your Home city quickly at Step 10, move the cursor to the Country position using and select the desired country using or . Then move the cursor back to the City position using and select a city name using or .

Selecting the date format (Default: Month-Day-Year)

1. Press the appropriate number of times to select the desired date format.

Month-Day-Year Year-Month-Day Day-Month-Year

Note

- There may be differences in month display between input/edit mode and search mode. Refer to the following table.

Mode	Month-Day-Year	Year-Month-Day	Day-Month-Year
Input/Edit	01 24 2002	2002 01 24	24 01 2002
Search	JAN 24, 2002	2002 JAN 24	24 JAN 2002

Selecting the 12- or 24-hour time systems (Default: 12 hour)

1. Press the appropriate number of times to select the 12 hour or 24 hour systems.

12 hour



24 hour



Setting Daylight Saving Time (DST) ON/OFF

1. Press once to switch the DST setting.



Changing the World Clock zone to the Home time zone

When traveling abroad, you can easily change Home Clock settings by changing the time zone.

1. Press to enter the World Clock mode.

2. Select the desired city using or .



Alarm

The organizer has the following three Alarm modes. Once you set an alarm, a beep sounds for 1 minute at the set time every day or for a specific date.

Alarm 1: sounds beep two times then interval, repeatedly

Alarm 2: sounds beep three times then interval, repeatedly

Alarm 3: sounds beep four times then interval, repeatedly

Setting the alarm time (and date)

1. If the display is in another mode or World Clock mode, press **CLOCK** to enter the Home Clock mode.
2. Press **ALARM** to enter the Alarm Mode.
Alarm 1 mode will appear.
3. Select an Alarm mode from 1 to 3 using **NEXT** or **PREV**, if required.
4. Press **EDIT**.
Alarm setting mode appears and the cursor flashes on the hour field.
5. Enter the hour.

Note

- Enter the numbers in 24-hour format.

-Alarm 1-
MM/DD -- : --

-Alarm 1-
MM/DD  : --

-Alarm 1-
MM/DD **07** : --

- An alarm setting may not be possible for certain days in the next year.
6. Move the cursor using **◀** or **▶** to the minute field.
 7. Enter the minutes.

Continue to enter the date you wish to set in the same manner.

If you wish an everyday alarm such as a morning call, keep the date/month field empty.

-Alarm 1-
11/**10** 7 : 30

8. Press **ENTER**.
9. Enter some comment for your reminder.


Note

- Up to 40 characters can be entered.

-Alarm 1-
MM/DD 7 : 30 AM
Notes: Morning Call

10. Press **ENTER**.

The Alarm icon will appear on the display.

 -Alarm 1-
MM/DD 7 : 30 AM
Morning Call

Note

- Once the Alarm is set, the set data cannot be deleted.

Switching the alarm OFF (or ON)

- If the display is in another mode or World Clock mode, press **[CLOCK]** to enter the Home Clock mode.
- Press **[ALARM]** to enter the Alarm Mode.
Alarm 1 mode will appear.
- Select an Alarm mode from 1 to 3 using **[NEXT]** or **[PREV]**, if required.
- Press **[ALARM]** again.
The alarm icon will disappear and the alarm will be set to OFF.
Press **[ALARM]** again to set the alarm ON.

-Alarm 1-
MM/DD 7 : 30 AM
Morning Call

-Alarm 1-
MM/DD - - : - -


To stop the Alarm


Press any key to stop the alarm.


Telephone Mode


There are three telephone entry categories, Personal, Business, and Others. Each entry can be simply classified for easy access to the data. All can be used to search for listings from the three telephone categories.

Each time you press **[TEL]**, the display will change in the following manner:

Personal 
Search Name?
|

Business 
Search Name?
|

Others 
Search Name?
|

All 
Search Name?
|

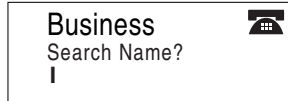
Each entry has the following 14 fields.

	Field Name	Maximum number of alphanumeric characters
1	Last name:	48
2	First name:	48
3	Company:	96
4	Home#:	48
5	Office#:	48
6	Fax#:	48
7	Other#:	48
8	Address:	96
9	City:	48
10	State:	48
11	Zip code:	48
12	Country:	48
13	E-mail:	48
14	Notes:	96

Entry

<Example>

1. Press **[TEL]** to select Business.

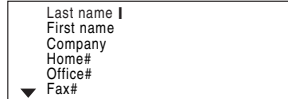


Business
Search Name?
|

A screen with the title "Business" and a telephone icon. Below it, the text "Search Name?" is displayed with a vertical cursor bar under the letter "I".

2. Press **[NEW]**.

The display will change to the record input mode.

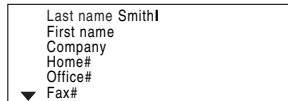


Last name |
First name
Company
Home#
Office#
Fax#

A screen for record input with fields for Last name, First name, Company, Home#, Office#, and Fax#. A vertical cursor bar is positioned under the letter "I" in the Last name field.

3. Enter the Last name.

For example, "Smith"

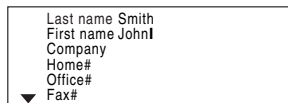


Last name Smith|
First name
Company
Home#
Office#
Fax#

The record input screen with "Smith" entered in the Last name field. The cursor bar is now at the end of the text.

4. Press **[ENTER]** or **[▼]**,

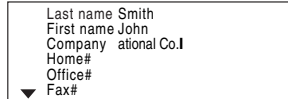
then enter the First name. For example, "John"



Last name Smith
First name John|
Company
Home#
Office#
Fax#

The record input screen with "Smith" in the Last name field and "John" in the First name field. The cursor bar is at the end of "John".

5. Press **[ENTER]** or **[▼]** to move the cursor to the Company and enter "ABC International Co."

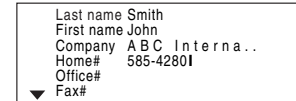


Last name Smith
First name John
Company ational Co.|
Home#
Office#
Fax#

The record input screen with "ABC International Co." entered in the Company field. The cursor bar is at the end of the text.

6. Press **[ENTER]** or **[▼]** to move the cursor to the Home #.

7. Enter "585-4280".

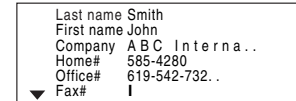


Last name Smith
First name John
Company A B C Internat...
Home# 585-4280
Office#
Fax#

The record input screen with "585-4280" entered in the Home# field. A vertical cursor bar is positioned under the letter "I" in the Office# field.

8. Press **[ENTER]** or **[▼]** to move the cursor to the Office # and enter "619-542-7320#33".

*Press **[2nd]** **[3]** to enter #.



Last name Smith
First name John
Company A B C Internat...
Home# 585-4280
Office# 619-542-732...
Fax#

The record input screen with "619-542-7320#33" entered in the Office# field. A vertical cursor bar is positioned under the letter "I" in the Fax# field.

9. Enter each category in the same manner.

10. At the Notes field, Press **[ENTER]** to store the data.



Stored !

A screen with a large rectangular box containing the text "Stored !" in a bold, sans-serif font.

The Business Search display will appear.

Note:

- The data cannot be stored unless Home#, Office#, Fax# or Other# field is entered.

Search

Last Name Alphabetical Search

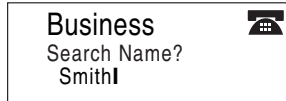
1. Press **[TEL]** the appropriate number of times to enter the desired Telephone mode.
The Search window will appear.
2. Press **[NEXT]** or **[PREV]** to search for the target record in alphabetical order.

Last Name Direct Search

1. Press **[TEL]** the appropriate number of times to enter the desired Telephone mode (in this case Business).

The search window will appear.

2. Enter some of the last name letters in order.
Up to 10 letters can be entered.



3. Press **[NEXT]** or **[PREV]** key to search for the target record.

If there is no data matched, "Not Found!" will appear, and then the screen will return to the initial display.

Company Name Direct Search

1. Press **[TEL]** the appropriate number of times to enter the desired Telephone mode.

The search window will appear.

2. Press **[▼]** or **[▲]** to change the search mode to "Search Company?".

3. Enter some of the company name letters in order.

Up to 10 letters can be entered.



4. Press **[NEXT]** or **[PREV]** key to search for the target record.

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20



Calendar Mode

Navigating the Monthly Calendar Display

1. Press **CALENDAR** to enter the Calendar Mode.

The monthly calendar of the current month will appear.

The current day will be highlighted.

Navigate the calendar using the following keys:

NEXT **PREV** : displays the following or previous month.

◀: Go to previous day

▶: Go to next day

▲: Go to the same day of the previous week

▼: Go to the same day of the next week

- **◀**, **▶**, **▲** and **▼** cursors can move only within the month displayed.

2002	S	M	T	W	T	F	S
JUN							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Changing the weekly display format

The organizer has two weekly formats:

1. Press **CALENDAR** and then **Q** to change between the formats below.

2002	S	M	T	W	T	F	S
JUN							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

2002	M	T	W	T	F	S	S
JUN						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Directly go to the target month

1. At the Calendar Mode, press

NEW.

Data input screen will appear.

2. Enter the target date.

3. Press **ENTER**.

The monthly calendar of the target date will appear.

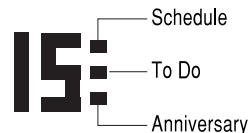
Note: In the Calendar Mode, monthly calendars from January 1950 to December 2150 are available.

Calendar
Search Date?
01-01-2002

Confirmation of the Schedule, To Do, and Anniversary Mode entries

You can see the dates to which you assigned a Schedule, To Do or Anniversary on the monthly calendar display.

The indication marks are displayed as follows:





Schedule Mode

Entry

<Example>

A project meeting will be held from 10:00 AM to 11:00 AM on September 11, 2002

1. Press **[SCHEDULE]** to enter the Schedule Mode.

The Schedule Search window will appear.

Schedule	
Search Date?	
08-08-2002	

The current date will be displayed and the cursor under the first number flashes.

The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

2. Press **[NEW]**. The Schedule Entry display will appear and Date will be highlighted. Enter 09 for month.

Date	09-11-2002
Start Time	9:00 AM
End Time	9:00 AM
Alarm	← Yes →
▼ Reminder	0 Min. Before

3. Move the cursor to the day/year field by using **[←]** or **[→]** and enter the target day/year in the same manner.

Date	SEP 11,2002
Start Time	10:00
End Time	9:00 AM
Alarm	← Yes →
▼ Reminder	0 Min. Before

4. Press **[ENTER]**, and enter 10:00 for Start Time.

5. Press **[ENTER]**.

“End Time” will be highlighted and the time will automatically change to 30 minutes after the Start Time.

Date	SEP 11,2002
Start Time	10:00 AM
End Time	10:30
Alarm	← Yes →
▼ Reminder	0 Min. Before

6. Enter 11:00 for End time, and press **[ENTER]**.

Date	SEP 11,2002
Start Time	10:00 AM
End Time	11:00
Alarm	← Yes →
▼ Reminder	0 Min. Before

7. Press **[←]** or **[→]** to select “Yes” or “No” for Alarm setting, and press **[ENTER]**.

Date	SEP 11,2002
Start Time	10:00 AM
End Time	11:00 AM
Alarm	← Yes →
▼ Reminder	0 Min. Before

If you select “Yes”, the Schedule Alarm will sound at the time set in Reminder minutes before the Start time. If you select “No”, Schedule Alarm will not sound.

Note:

- If you select “No” in step 7, “Description” will appear instead. Go step 9 to continue.

Date	SEP 11,2002
Start Time	10:00 AM
End Time	11:00 AM
Alarm	← No →
▼ Reminder	- - - - -

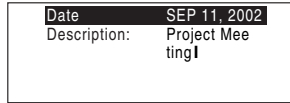
8. Enter the appropriate time for Reminder and press **[ENTER]**. Schedule Alarm will sound at the entered time before the Start Time. You can select any number from 00 to 99.

Date	SEP 11,2002
Start Time	10:00 AM
End Time	11:00 AM
Alarm	← Yes →
▼ Reminder	05 Min Before

Note:

- Enter the number in two-digit format

9. Enter the name of the scheduled item into the Description field. (Project meeting).



Up to 96 alphanumeric characters can be entered.

10. Press **ENTER**.

The data will be stored. Press **ENTER** again, and the confirmed display will appear.



Search

Search today's schedule

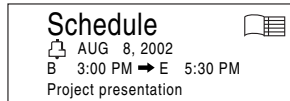
1. Press **SCHEDULE** to enter the Schedule Mode.

The Schedule display will appear.

The current date will be displayed and the first number flashes.

The first number depends on your Date Format selection. These examples are in the "MM/DD/YYYY" format.

2. Press **NEXT** or **PREV** to search for the target schedule item.



Search a schedule on a future (or past) date

1. Press **SCHEDULE** to enter the Schedule Mode.

The Schedule display will appear.

The current date will be displayed and the cursor under the first number flashes.

The first number depends on your Date Format selection. These examples are in the "MM/DD/YYYY" format.

2. Set the desired date.

Select the month, day and year field using **◀** or **▶** and enter the desired number.



3. Press **ENTER** to search for the target schedule item of the specific date.



See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

Anniversary Mode

In Anniversary mode, you can specify the month and date (such as wedding anniversaries and birthdays).

Once data is stored as an anniversary, a flag appears on the date set in the calendar.

The maximum number of characters for each description is 96 alphanumeric characters.

Entry

<Example>

“Nancy’s Birthday” on February 12th.

1. Press **[ANN]** to enter the Anniversary mode.
2. Press **[NEW]**.




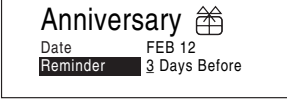
The Anniversary entry mode will be displayed and Date will be highlighted.

3. Enter the date, 02 for month and 12 for day.
4. Press **[ENTER]**.



Reminder will be highlighted.

5. Enter the Reminder date from 0 to 9.
 6. Press **[3]** then **[ENTER]**.
 7. Enter “Nancy’s Birthday”.
 - Use **[2nd]** **[']** for “ ’ (apostrophe)”.
 8. Press **[ENTER]** to store.
- The anniversary icon () will not appear until the day set in Reminder.



Note:

- After entering the date, you cannot return to the date field from other fields. Exit the Anniversary mode and reenter from the beginning.

Search

1. Press **[ANN]** to enter the Anniversary mode.
2. Press **[NEXT]** or **[PREV]** to search for the record.

For direct search

Enter the date to go to the target date and then press **[ENTER]**.

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

To Do Mode


In the To Do mode, you can store your important To Do items with a priority index.


Entry

<Example>


You have to visit the HK Exhibition on December 10, 2002

1. Press **[TO DO]** to enter the To Do mode.
2. Press **[NEW]**.
The To Do Entry display will appear.
3. Enter 12 into the month field.
4. Move the cursor to the day/year field using **[◀]** or **[▶]** and enter 10 and 2002 respectively.
5. Press **[ENTER]** and select the Priority number from 1 (High) to 9 (Low) using **[◀]** or **[▶]**, then press **[ENTER]**.

To Do	
Search Date?	
08-08-2002	

To Do	
Date	08-08-2002
Priority	1


To Do	
Date	12-10-2002
Priority	1

To Do	
Date:	DEC 10, 2002
Priority	← 2 →

Note:


- After entering the date, you cannot return to the date field from other fields. Exit the To Do Mode and reenter from the beginning.

6. "Description" will appear.
Enter what you have to do on the target day.
Enter "**Visit HK Exhibition**"

To Do	
Description:	Visit HK Exhibition

Up to 96 alphanumeric characters can be entered.

7. Press **[ENTER]** to store the data.

To Do	
Priority: 2	Pending
Due Date:	DEC 10, 2002
▼ Description:	Visit HK Ex

Search

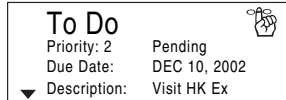
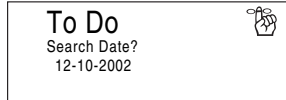
Sequential search

1. Press **[TO DO]** to enter the To Do mode.
The To Do Search Screen will appear.
The current date will be displayed and the cursor under the first number flashes.
The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

- Press **NEXT** or **PREV** to search for the target To Do items of the nearest date.

Date search

- Press **TO DO** to enter the To Do mode.
- Select the month, day or year field using **◀** or **▶** and enter the desired date.
- Press **ENTER** to search for the target To Do item of a specific date.



See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

Memo Mode

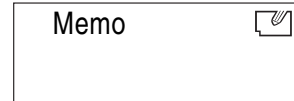
You can store memos using the Memo Mode. Up to 96 alphanumeric characters can be entered per one record.

Entry

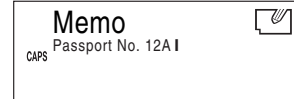
<Example>

Enter your passport number: 12AB34567

- Press **MEMO** to enter the MEMO Mode.



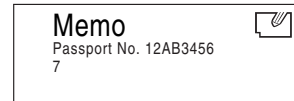
- Press **NEW** and enter as follows.



Passport No. 12AB34567

- Press **ENTER**.

The screen will display the saved information.



Search

- Press **MEMO** to enter the MEMO Mode.
The Memo mode display will appear.
- Press **NEXT** or **PREV** to search for the record.

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

Expense Mode

The Expense function is an easy-to-use method of tracking personal and business expense information. The Expense Report allows you to see the total expenses for a single day or for a certain period.

- 1 Expense:** Item-by-item expense entry and view mode
- 2 Report:** Display the total expenses for a single day or a certain period
- 3 Change the category:** Assign a new category name (up to 7 characters for each)

Entry

<Example>

The date is August 18, 2002.

You bought flight tickets for a business trip costing \$1,200.

1. Press **[EXPENSE]** to enter the Expense mode.

Expense	
1.Expense	
2.Report	
3.Change the Category	

2. Press **[1]** to select **1. Expense**.

3. Press **[NEW]**

The Expense record entry mode will appear. The current date will be displayed.

Date	08-18-2002
Category	Meals
Amount	0.
Payment	Cash
Receipt	YES
Memo	

The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

4. Enter the date if necessary.

Date	08-18-2002
Category	Meals
Amount	0.
Payment	Cash
Receipt	YES
Memo	

5. Press **[ENTER]**.

6. Select the expense category using **[◀]** or **[▶]**.

There are 8 preset categories to select.

Date	AUG 18, 2002
Category	◀ Fares ▶
Amount	
Payment	Cash
Receipt	YES
Memo	

Meals ➡ Hotel ➡ Car ➡ Phone ➡ Fares ➡
(Enter't) Entertainment ➡ Tips ➡ Misc

7. Press **[ENTER]**, and enter 1200.

Up to 12 digits can be entered.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Cash
Receipt	YES
Memo	

8. Press **[ENTER]**.

9. Select the payment using **[◀]** or **[▶]**.

There are 4 preset payment systems to select.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	◀ Check ▶
Receipt	YES
Memo	

Cash ➡ Check ➡ Card ➡ Others

10. Press **ENTER**, and select "YES" or "NO" using **◀** or **▶**.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	← YES →
Memo	

11. Press **ENTER**, and enter "Flight ticket".

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

12. Press **ENTER** to store the data.

Recall

1. Press **EXPENSE**.
2. Press **1** to select **1. Expense**.

3. Enter the date you wish to search.

Expense	
Search Date:	
08 - 18 - 2002	

4. Press **ENTER**.
Scroll the page using **▲** or **▼**.

Press **NEXT** to view the next record, **PREV** to view the previous record.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

Summary Report

1. Press **EXPENSE** to enter the Expense mode.

Expense	
1.Expense	
2.Report	
3.Change the Category	

2. Press **2** to select **2. Report**.
3. Enter the first date from you wish to summarize the expense. (July 10, 2002)

Expense	
Report	
From : 07 - 10 - 2002	
To : 08 - 10 - 2002	

- Press **▲**, **▼**, **◀** or **▶** to move the cursor to set the dates.
4. Enter the last date at you wish to summarize the expense. (August 10, 2002)
 5. Press **ENTER**.

Total amount report during the period will be displayed.

Total	1230.5
Meals	53.5
Hotel	40.
Car	200.
Phone	20.5

Scroll the page using **▲** or **▼**.

Change the Category

You can change the category name for your convenience.

1. Press **[EXPENSE]** to enter the Expense mode.

2. Press **[3]** to select

3. Change the Category.

The change category display will appear.

- Change the Category -	
Category:	1.Meals
	2.Hotel
	3.Car
	4.Phone

3. Select the category you wish to change using **[▲]** or **[▼]**.

4. Press **[ENTER]**.

5. Delete the preset category name using **[DEL]** or **[BS]**.

6. Enter the new category name.
(e.g. Books)

Up to 7 characters can be entered for the Category name.

▲ - Change the Category -	
Category:	5.Fares
	6.Books
	7.Tips
	8.Misc

7. Press **[ENTER]**.

All the revisions are stored.

Note:

- Entries previously stored under the former category will appear under the new category after the revisions are made.

See also

Entering Characters	5
Editing Listings	20
Deleting Listings	20

Editing Listings

1. Edit

1. Recall a listing in the desired mode.

2. Press **[EDIT]**.

The display will change to the entry mode.

3. In TEL mode, move the cursor to the appropriate field using **[▲]** or **[▼]**.

- Skip step 3 in other modes.

4. Edit the data.

[◀] **[▶]** **[▲]** **[▼]**: move the cursor to left, right, up or down, respectively

[DEL] **[BS]**: can be used to delete characters

[INS]: changes between the INSERT mode and the OVERWRITE mode

5. Press **[ENTER]** to store.

Deleting Listings

Delete

1. Recall a listing in the desired mode.

2. Press **[DEL]**.

The confirmation display will appear.

3. Select YES using **[◀]** **[▶]**.

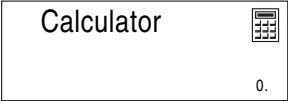
If you wish to exit, select NO and press **[ENTER]**.

4. Press **[ENTER]**.

 **Calculator Mode**

The Organizer's built-in calculator can perform the 3 arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing [CALC/CONV] the appropriate number of times.



Each time you press the key, the display switches as follows:

⇒ Calculation Mode ⇒ Metric Conversion Mode ⇒ Currency Conversion Mode ⇒ Calculations Mode ⇒

Before performing any calculations, press [C•CE] twice to clear the display.

- An error occurs if the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("Error!" is displayed.) Press [C•CE] to clear the error message.

Example	Operation	Display
$(-24+2) \div 4 =$	Mixed calculation [-] 24 [+] 2 [=] 4 [=]	-5.5
34 + 57 = 45 + 57 =	Constant/repeat calculation The second figure is a constant value ([+] addition, [-] subtraction, [=] division) 34 [+] 57 [=] 45 [=]	91. 102.
68 x 25 = 68 x 40 =	The first figure is a constant value ([x] multiplication) 68 [x] 25 [=] 40 [=]	1700. 2720.
10% of 200 Percentage 9 of 36 10% mark-up 20% discount	Percentage 200 [x] 10 [%] 9 [=] 36 [%] 200 [+] 10 [%] 200 [-] 20 [%]	20. 25. 220. 160.
$\sqrt{25 - 9}$	Root 25 [-] 9 [=] [√]	4.
4 ³	A ⁿ 4 [x] [=] [=]	64.
1/8	Unit division 8 [=] [=]	0.125
25 x 5 = -) 84 ÷ 3 = +) 68 + 17 (Total) =	Memory function [CM] 25 [x] 5 [M+] 84 [=] 3 [M-] 68 [+] 17 [M+] [RM]	M 125. M 28. M 85. M 182.
123456789098 x 145 = 17901234419210	123456789098 [x] 145 [=] (17.9012344192 x 10 ¹² = 17901234419200)	- Error! - 17.9012344192

Conversion Mode

Each time you press **[CALC/CONV]**, the display switches as follows:

➡ Calculation Mode ➡ Metric Conversion Mode ➡ Currency Conversion Mode ➡ Calculation Mode ➡

Conversion Table

Conversion Pattern		
Unit 1		Unit 2
5 currency conversions are available.		
Metric Conversion Patterns		
inch	↔	centimeter (cm)
yard	↔	meter (m)
yard	↔	feet (ft)
mile	↔	kilometer (km)
feet (ft)	↔	meter (m)
°F (Fahrenheit)	↔	°C (Celsius)
ounce (oz)	↔	gram (g)
pound (lb)	↔	kilogram (kg)
US gallon (gal)	↔	liter (l)
UK gallon (l.gal)	↔	liter (l)

Currency Conversion Mode

Currency conversion has 5 stages of programmable conversion. Each mode is capable of 12-digit calculation.

Setting a new currency conversion rate

<Example> Set the following rate: \$1 = £0.6

1. Press **[CALC/CONV]** the appropriate number of times to select the Currency Conversion mode.

USD → \$1
Rate=1

USD

\$1

0.

2. Press **[NEXT]** or **[PREV]** to select the appropriate currency conversion stage.
3. Press **[NEW]**.

The setting mode will appear.

Note:

If **[EDIT]** is selected, "USD", "\$1" to "\$5" and "Rate=1" are already set on the display. Before entry, use **[BS]** and **[DEL]** to clear the preset characters. Use **[C•CE]** to clear the Rate figure.

4. Enter "USD" and press **[ENTER]**.

Note:

Up to 3 characters can be entered for the name of the currency unit.

5. Enter "PND" and press **[ENTER]**.

Unit 1? USDI

CAPS Unit 2?

Rate=

6. Enter the rate; 0.6.
Up to 8 numeric characters can be entered for the rate.
If you need to clear the rate number, press **C•CE**.
7. Press **ENTER** to store the setting.

Unit 1? USD
<small>CAPS</small> Unit 2? PND
Rate=0.6I

Currency conversion

<e.g. \$ ⇄ £>

- Press **CALC/CONV** the appropriate number of times to select the Currency Conversion mode.
- Press **NEXT** or **PREV** to select the appropriate currency conversion stage.
- Enter the amount. (e.g. \$50)
- Press **=** or **ENTER**.

USD	→	PND
Rate=0.6		
USD		50.
PND		30.

<e.g. £ ⇄ \$>

5. Press **◀**.
- The arrow on the top will change direction.
- Enter the amount. (e.g. £75)
 - Press **=** or **ENTER**.
Use **◀** or **▶** to change the conversion direction.
Press **C•CE** to clear the calculation result.

USD	←	PND
Rate=1.666666		
USD		125.
PND		75.

Metric Conversion Mode

Metric conversion is capable of 12-digit calculation.

Convert metric unit

<Example>

Calculate 68°F to °C

- Press **CALC/CONV** the appropriate number of times to select the Metric Conversion mode.
- Press **NEXT** or **PREV** to select the appropriate conversion units.
- Change the conversion direction using **◀** or **▶**.
- Enter the amount, "68".
- Press **=** or **ENTER**.

°F	→	°C
Rate=(F-32) x 5/9		
°F		0.
°C		

Press **C•CE** to clear the calculation result.

°F	→	°C
Rate=(F-32) x 5/9		
°F		68.
°C		20.

- The conversion result may have a slight calculation error as a result of rounding off the number. Use the result for reference only.

Secret Function

The secret function allows you to protect confidential listings with a Secret Number, so that no unauthorized person can reach them.

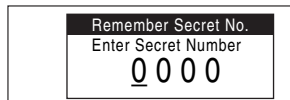
You can use up to a 4-digit number as a Secret Number.

Registering a Secret Number (Password)

As a safeguard, make a written record of the password.

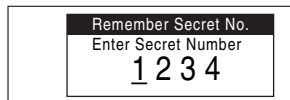
1. Press **SECRET** in the Home Clock mode.

The Secret Number entry window will appear.



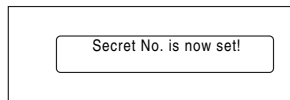
2. Enter the 4-digit number you wish to use.

The initial number "0000" can be used as the secret number.



3. Press **ENTER**.

The organizer will display the message "Secret No. is now set!".

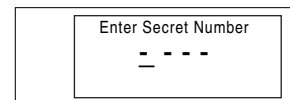


Accessing Secret Entries

If the Secret Function is on, when you press **TEL**, **MEMO**, **SCHEDULE**, **TO DO**, **EXPENSE** or **ANN**, the Secret Number entry display will appear.

1. Enter the Secret Number, then press **ENTER**.

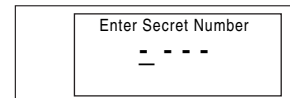
The screen of the target mode will be displayed.



Changing the Secret Number

1. In the Home Clock mode, press **SECRET**.

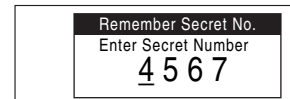
The Secret Number entry window will appear.



2. Enter the current secret number.
3. Press **ENTER**.

4. Press **▼** to select Edit Secret Number then **ENTER**.

5. Enter a new secret number.
6. Press **ENTER**.



Turning the Secret Function Off

1. In the Home Clock mode, press **SECRET**.

The secret Number entry window will appear.

2. Enter the current secret number, then press **ENTER**.
3. Press **ENTER** at "Unlock Data".

PC LINK *Using the included Backup/Restore Utility*

With SHARP PC Interface software and cable package, you can Backup data with an IBM compatible personal computer.

What Does PC Interface Software Do?

Backup Backs up all data in the Organizer to your PC.

Restore Restores data from a backup file into the Organizer.

System Requirements

Windows® 2000 Professional, Windows® Me, Windows® 98

- 100% IBM Compatible PC
- Pentium 150 MHz or higher
- 8 MB free hard disk space
- 32 MB RAM (64 MB for Windows 2000 Professional)
- VGA monitor or better
- Microsoft® Mouse or compatible Pointing Device
- 3.5" (90 mm) disk drive
- One available serial port with D-sub 9-pin connector

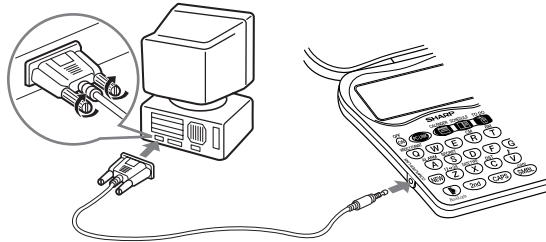
Caution:

- PC-LINK may not be available when the battery level is low.

Before You Begin

Connecting Your Organizer to a PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC interface cable to a COM port on your PC.
 - Using a 25-pin connector instead of the standard 9-pin connector requires an additional adaptor. (Commercially available.)
3. Connect the other end of the PC Interface Cable to the PC interface connector located on the left side of the Organizer.



PC Interface Cable

Installing

1. Insert the PC Interface Software disk into your disk drive.
2. Click on the Windows [Start] button and then click [Run].
3. Type in **a:\Setup.exe** and click on [OK].
 - Type in your disk drive name (**a:** in this example).
4. Follow the on-screen instructions.

The software is installed into the following location and can be accessed in the following directory:

C:\Program Files\Sharp YOZQ-270

Application:

[Start] ➤ [Program] ➤ [Sharp YOZQ-270] ➤ [EO-Utility]

ReadMe:

[Start] ➤ [Program] ➤ [Sharp YOZQ-270] ➤ [ReadMe]

You are recommended not to change the default folder name:

[Sharp YOZQ-270].

5. Click [Finish].

Note:

- For Windows 2000, install the software after logging on authorized as system administrator.

Getting Started

Known Incompatibilities

- While you are backing up or restoring data, a transfer error may occur with certain 3D screen saver utility programs enabled. Before transferring data, disable any 3D screen saver utility programs you may be running.
 - PC Interface Software may not run reliably with certain virus scanning programs enabled. If you have problems in transferring data with your Organizer, disable any virus checking software you may be running.
 - PC Interface Software may not run reliably with certain power management features enabled. If you have problems in transferring data with your Organizer, disable any power management features you may have turned on.
- For additional information, refer to the Readme file on the supplied floppy disk.

(1) PC Interface Software Main Screen

All operations can be accessed from the Main Screen.

To access the Main Screen, click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].

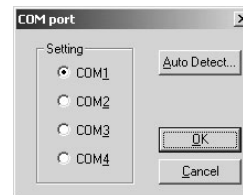
(2) Setting the COM port

1. Connect your Organizer to a PC.
2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].
The PC Interface Software Main Screen appears.

3. Click [COM port].

The COM port setting dialog box appears.

- Click the radio button to select an appropriate port or click [Auto Detect...] to allow an appropriate port to be selected automatically.
- An error message may be displayed when you click [Auto Detect...]. Check the BIOS setting on your notebook PC and set it to the serial port. Even when the BIOS setting is correctly made, you may need to select an appropriate port manually.



Backup and Restore

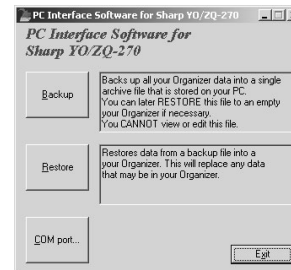
Making a Backup File

1. Connect your Organizer to a PC.
2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility]

The PC Interface Software Main Screen appears.

3. Click [Backup].

The dialog box appears asking you to enter the backup file name, if necessary.



- The default name is determined according to the PC clock system, in the format of “YYYYMMDD.BKF”, for example, 20020805.BKF.
- Click [Save] to start the backup process. The instruction screen appears.
- When the COM port has not been selected, the warning message dialog box appears. Click [OK]. Then click [COM port...] on the Main Screen
- To cancel the backup process, click [Abort] on the instruction screen.

4. On your Organizer:

Press **[ON]** to turn the power on, then press **[PC LINK]**.
[PC LINK] key is effective at the initial display of all modes except in **[CALENDAR]** and **[CALC/CONV]** modes.

Restoring a Backup File

- Restore function replaces all the data in the Organizer with the backup file saved on a PC.
- Make sure you really want to delete all the data in your Organizer before executing the Restore function. Once you start the restoration process, all the data in the Organizer will be deleted, even if you cancel the restoration process.

1. Connect your Organizer to a PC.
2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].
The PC Interface Software Main Screen appears.

3. Click [Restore].

The dialog box appears asking you to choose the backup file name.

- Click [Open] to start the restoration process.
The confirmation dialog box appears.
- To cancel the restoration process, click [NO].

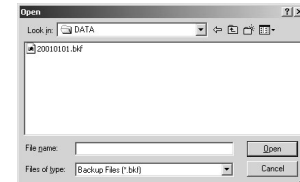
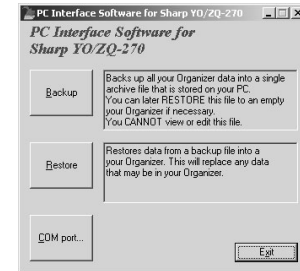
4. Click [YES].

The instruction screen appears.

- To cancel the restoration process, click [Abort] on the instruction screen.

5. On your Organizer:

Press **[ON]** to turn the power on, then press **[PC LINK]**.
The data transfer is started.



Battery Replacement

Batteries used

Type	Model	Quantity
Lithium battery	CR2032	3

- Be sure to write down any important information stored in the memory before replacing the batteries.

Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- Insert the battery with its positive side (+) correctly orientated.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

Operating Batteries Replacement

Battery replacement time

When "BATT" is displayed, immediately replace the batteries with new ones. If the battery level is low, the alarm may not sound, or similarly the Backlight may not function or remain on for less than the set interval. Continued use of the Organizer with low batteries can alter or clear the memory contents. Memory contents may be lost if the batteries are improperly replaced or if the following instructions are disregarded.

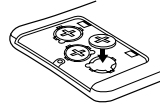
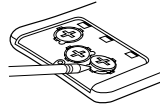
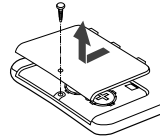
Caution:

- PC-LINK may not be available when the battery level is low.
- Expense Report (Summary Report) may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press **ON** until the battery replacement procedure is completed.
- Do not remove all of the batteries at once. Remove and replace batteries one by one.

1. Press **ON** to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
 - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing each battery.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after ON is pressed.
8. Set the clock to the correct time.



Caution:

- Clock settings may be lost when batteries are removed for a long time.
- Make sure to confirm all settings are set correctly after replacing the batteries.

Specifications

Model:	YO-270
Product name:	Electronic Organizer
Display:	48 X 111 dot matrix and other icons
Memory capacity:	256 Kbytes
User area:	Approx. 235 Kbytes
Clock mode	
Accuracy:	±60 seconds/month (at 25°C/77°F)
Display:	Year, month, day, day of the week, hour, minute, AM/PM, city name, time zone
Clock system:	12-hour/24-hour format (switchable)World clock function, daylight saving time/summer time display function, schedule alarm function
Telephone mode:	Entry and recall of Last name, First name, Company, Home#, Office#, Fax#, Other#, Address, City, State, Zip code, Country, E-mail, Notes
Calendar mode:	From Jan., 1950 to Dec., 2150, Confirmation of the Schedule, To Do, and Anniversary mode entries can be made by the indication marks seen on the right side of the date
Schedule mode:	Entry and recall of schedule (year, month, day, hour and minute), schedule alarm and Description
To Do mode:	Entry and recall of To Do listings (Due Date, Priority and Description)
Memo mode:	Entry and recall of memo listings

Expense mode: Entry and recall of Expense Listings (Date, Category, Amount, Payment, Receipt and Memo) and Summary Report during a specified period to display the total amount spent in a preset category, Meals, Hotel, Car, Phone, Fares, Entertainment, Tips and Misc, that can be changed with the selection of Change Category.

Anniversary mode: Entry and recall of month, day and description of anniversaries

Calculator mode: 12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.

Currency/Unit conversion mode:
12 digits, 30 kinds of currencies (10) and metric (20) conversions

Power consumption: 0.3 W

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

Power supply:

Operating battery: 9V ∴ (DC) (Lithium battery CR2032 x 3)

Battery life:

Operating batteries (at 25°C/77°F)

- Approx. 170 hours

When data is continuously displayed without backlight.

- Approx. 120 hours

When data is continuously displayed with Backlight for 2 minutes per hourly use.

- Approx. 120 hours

When data is searched for 5 minutes and displayed for 55 minutes per hourly use and backlight is on for 2 minutes per hourly use.

- Approx. 1 year

When turned off and the clock is running.

Weight: Approx. 125 g (0.28 lb.) (Including batteries)

Dimensions:

Open: 154 mm (W) x 179.7 mm (D) x 9.5 mm (H)
6-1/16" (W) x 7-1/16" (D) x 3/8" (H)

Closed: 154 mm (W) x 92.5 mm (D) x 13 mm (H)
6-1/16" (W) x 3-21/32" (D) x 1/2" (H)

Accessories: 3 lithium batteries (installed), one 3.5" floppy disk, PC interface cable, operation manual

Declaration of Conformity

Electronic Organizer : YO-270

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:

SHARP ELECTRONICS CORPORATION
Sharp Plaza, Mahwah, New Jersey 07430-2135
TEL: 1-800-BE-SHARP

Tested To Comply With FCC Standards



FOR HOME OR OFFICE USE

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: 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 to 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, the user is encouraged to 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/TV technician for help.

Note: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

PRODUCT SUPPORT

If you have read the ORGANIZER operation manual, but you still require product support, you can:

Call a Sharp Customer Assistance Center

630-378-3590
(7am to 7pm CST M – F)

Visit our Web Site

<http://www.sharp-usa.com>

Send an E-mail

pdasupport@sharpsec.com

Write to our Customer Assistance Center

Sharp Electronics Corp.
Customer Assistance Center
Att: WIZARD HELP
1300 Naperville Drive
Romeoville, IL 60446

Instrucciones abreviadas en español

ÍNDICE

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 Modo de notas S-8

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 Edición de las listas S-9

 Borrado de las listas S-10

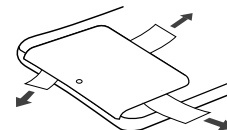
 Modo de conversión S-10

 Reemplazo de las pilas S-11

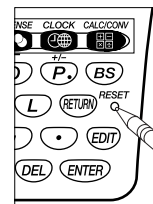
Empleo del Organizador por primera vez

Asegúrese de realizar las operaciones siguientes antes de emplear el Organizador por primera vez.

1. Saque las hojas de aislamiento de las pilas del compartimento de las pilas. El Organizador empieza a funcionar. (Las láminas aisladoras de las pilas fue insertada en la fábrica para evitar que dichas pilas se agoten.)



2. Pulse el interruptor RESET. Se visualizará el mensaje "CLEAR ALL DATA OK?".



3. Utilice ◀ o ▶ para seleccionar "Yes" y pulse **ENTER**. El mensaje aparecerá como "Do you really want to initialize the Organizer's memory?" Vaya al paso siguiente.
4. Seleccione "Yes" utilizando ◀ o ▶ y pulse **ENTER**. El organizador se inicializará. Introduzca la fecha y la hora del reloj. (Consulte la página S-3.)

Nota

- Pulse el interruptor RESET con un bolígrafo u otro objeto similar. No utilice un objeto cuya punta pueda romperse o esté muy afilada.

Función de desconexión automática

Cuando no pulse ninguna tecla durante aproximadamente 7 minutos (ajuste inicial), la alimentación del Organizador se desconectará automáticamente para ahorrar las pilas.

Ajuste del tiempo de desconexión automática de la alimentación (Valor predeterminado: 7 minutos)



1. Si la visualización es la de otro modo o la del modo del reloj mundial, pulse **[CLOCK]** para entrar en el modo de reloj local.
2. Pulse **[W]**.
Aparecerá la ventana de ajuste del tiempo de desconexión automática de la alimentación.
3. Pulse una tecla numérica aproximada (**[1]** a **[3]**, **[5]**, **[7]**, **[9]**) para seleccionar el tiempo de desconexión automática de la alimentación.

Luz de fondo

La luz de fondo le permitirá ver el visualizador y utilizar el Organizador en condiciones de baja iluminación. Si pulsa **[BackLight]** una vez, el visualizador se iluminará mientras esté utilizando el organizador, o mientras no pulsa una tecla durante 15 segundos.

- Para desactivar la luz de fondo, vuelva a pulsar **[BackLight]**.
- La luz de fondo puede permanecer activada durante el intervalo preajustado por lo menos o puede no funcionar si el nivel de las pilas es bajo.
- La luz de fondo no funcionará durante la transferencia de datos.

S-2

No utilice innecesariamente la luz de fondo.

- Dado que la luz de fondo consume energía de las pilas de funcionamiento, su abuso podrá reducir considerablemente la vida útil de sus pilas.

Ajuste del contraste de LCD

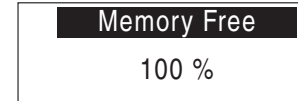
Pulse **[PREV]** o **[NEXT]** en el modo de reloj local.

El visualizador LCD se hará más brillante cada vez que se pulse **[PREV]**, y más oscuro cada vez que se pulse **[NEXT]**.

Ajuste el contraste al nivel que le resulte más cómodo de ver.

Activación y desactivación del sonido de pulsación de teclas

Pulse **[V]** en el modo de reloj local para activar y desactivar el sonido de las teclas.



Liberación de la memoria

Pulse **[M*CK]** en el modo de reloj local

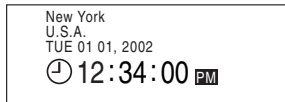
Aparecerá la ventana de comprobación de la memoria. Para volver al modo de reloj local, pulse cualquier tecla.



Modo de reloj

Ajuste del reloj local

- Si el visualizador está en otro modo que no sea el de reloj mundial, pulse **CLOCK** para entrar en el modo de reloj local.
- Pulse **EDIT**.
El Organizador entrará en el modo de ajuste del reloj local.
- Seleccione AM o PM utilizando **AM/PM** (o **▲▼**).
- Pulse **▶** para mover el cursor hasta la posición de la hora.
- Seleccione la hora apropiada.
- Pulse **▶** para mover el cursor. Ajuste los minutos de la misma forma.
- Pulse **▶** para mover el cursor hasta la posición del mes.
- Seleccione el mes apropiado.
Pulse **▶** para mover el cursor hasta la posición del día. Ajuste el día y después el año de la misma forma.
- Pulse **◀** o **▶** para mover el cursor a la posición de la ciudad.
- Seleccione su ciudad de residencia utilizando **▲** o **▼**.
El Organizador posee 96 ciudades de zonas horarias. Si su ciudad no está en la lista, utilice la ciudad más cercana de la misma zona horaria que la de su ciudad.
- Pulse **ENTER** para ajustar el reloj.
El reloj comenzará exactamente desde de la hora ajustada (xx:xx:00).



Nota

- Para seleccionar rápidamente la ciudad en el paso 10, mueva el cursor hasta la posición del país utilizando **▶** y seleccione el país deseado utilizando **▲** o **▼**. Después devuelva el cursor a la posición de la ciudad utilizando **◀** y seleccione el nombre de la ciudad utilizando **▲** o **▼**.



Modo de teléfono

Entrada

<Ejemplo>

- Pulse **TEL** para seleccionar Business.
- Pulse **NEW**.

La pantalla cambiará al modo de introducción de registro.

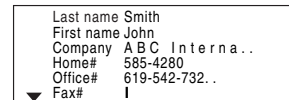
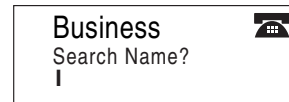
- Introduzca el último nombre.
Por ejemplo, **"Smith"**
- Pulse **ENTER** o **▼**,

después introduzca el primer nombre. Por ejemplo, **"John"**

- Pulse **ENTER** o **▼** para mover el cursor hasta la compañía e introduzca **"ABC International Co."**
- Pulse **ENTER** o **▼** para mover el cursor hasta la posición inicial (Home) #.
- Introduzca **"585-4280"**.

- Pulse **ENTER** o **▼** para mover el cursor hasta oficina (Office) # e introduzca **"619-542-7320#33"**.

* Pulse **2nd** **3** para introducir "#".



9. Introduzca cada categoría de la misma forma.

10. En el campo de Notas, pulse **[ENTER]** para almacenar los datos.



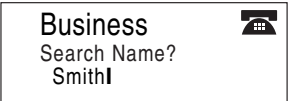
Búsqueda

Búsqueda alfabética del último nombre

1. Pulse **[TEL]** el número apropiado de veces para entrar en el modo de teléfono deseado.
Aparecerá la ventana de búsqueda.
2. Pulse las tecla **[NEXT]** o **[PREV]** para buscar el registro deseado.

Búsqueda directa del último nombre

1. Pulse **[TEL]** el número apropiado de veces para entrar en el modo de teléfono deseado (en este caso Negocios (Business)).
Aparecerá la ventana de búsqueda.
2. Introduzca, por orden, algunas letras del último nombre.
Se puede introducir un máximo de 10 letras.
3. Pulse las tecla **[NEXT]** o **[PREV]** para buscar el registro deseado.
Si no hay concordancia de datos, aparecerá "Not Found!", y la pantalla volverá a la visualización inicial.



Búsqueda directa de nombre de compañía

1. Pulse **[TEL]** el número apropiado de veces para entrar en el modo de teléfono deseado.
Aparecerá la ventana de búsqueda.
2. Pulse **[v]** o **[^]** para cambiar el modo de búsqueda a "Search Company?".
3. Introduzca en orden algunas de las letras del nombre de la compañía.
Se puede introducir un máximo de 10 letras.
4. Pulse la tecla **[NEXT]** o **[PREV]** para buscar el registro deseado.



Consulte también

Edición de las listas S-9
 Borrado de las listas S-10

Modo de calendario

Navegación por la pantalla del calendario mensual

1. Pulse **[CALENDAR]** para entrar en el modo de calendario.
Aparecerá el calendario mensual del mes actual. El día actual aparecerá resaltado.
Navegue por el calendario usando las teclas siguientes:
[NEXT] **[PREV]** : visualiza el mes anterior.

- [<]** : Para ir al día anterior
- [>]** : Para ir al día siguiente
- [^]** : Para ir al mismo día de la semana anterior
- [v]** : Para ir al mismo día de la semana siguiente

2002	S	M	T	W	T	F	S
JUN	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

- Los cursores ◀, ▶, ▲ y ▼ solamente podrán moverse dentro del mes visualizado.

Cambio del formato de la pantalla semanal

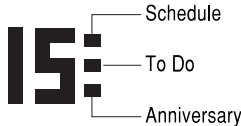
El Organizador tiene dos formatos semanales:

1. Pulse [CALENDAR] y luego [Q] para cambiar los formatos.

Confirmación de las entradas del modo de programa de actividades, cosas a hacer y aniversario

En la pantalla de calendario mensual podrá ver las fechas a las que ha asignado un programa de actividades, cosas a hacer, o aniversario.

Las marcas de indicación se visualizarán de la forma siguiente:



Modo de programa de actividades

Entrada

<Ejemplo>

Se celebrará una reunión de proyecto de las 10:00 AM a las 11:00 AM el 11 de septiembre de 2002.

1. Pulse [SCHEDULE] para entrar en el modo de Programa de actividades.
Aparecerá la ventana de

<p>Schedule Search Date? 08-08-2002</p> 

búsqueda de programa de actividades.

2. Pulse [NEW], e introduzca 09 para el mes.
3. Mueva el cursor hasta el campo del día/año utilizando ◀ o ▶ e introduzca el día/año deseados de la misma forma.
4. Pulse [ENTER], y después introduzca 10:00 para la hora de comienzo.
5. Pulse [ENTER].
“La “hora de finalización” se resaltará y la hora cambiará automáticamente a 30 minutos después de la hora de comienzo.
6. Introduzca 11:00 para la hora de finalización, y después pulse [ENTER].
7. Pulse ◀ o ▶ para seleccionar “Yes” o “No” para el ajuste de la alarma, y después pulse [ENTER].

Nota:

- Si selecciona “No” en el paso 7, aparecerá “Description”. Vaya al paso 9 para continuar.
8. Introduzca el tiempo apropiado para el Recordador y pulse [ENTER].

La alarma del programa de actividades sonará a la hora introducida antes del tiempo de comienzo. Usted podrá seleccionar cualquier número entre 00 y 99.

Nota:

- Introduzca el número en el formato de dos dígitos.
9. Introduzca el nombre del elemento planeado en el campo de “Description”. (Project Meeting).
 10. Pulse [ENTER] para almacenar los datos.

Date	SEP 11, 2002
Description:	Project Meeting

Búsqueda

Búsqueda del programa de actividades actual

1. Pulse **[SCHEDULE]** para entrar en el modo de programa de actividades.

Aparecerá la pantalla del programa de actividades.

2. Pulse **[NEXT]** o **[PREV]** para buscar el elemento del actividades deseado.



Búsqueda de la fecha de un actividades futuro (o pasado)

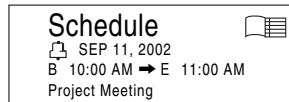
1. Pulse **[SCHEDULE]** para entrar en el modo de programa de actividades.

Aparecerá la pantalla del programa de actividades.

2. Ajuste la fecha deseada.

Seleccione el campo del mes, del día, y del año utilizando **[←]** o **[→]** e introduzca la fecha específica.

3. Pulse **[ENTER]** para buscar el elemento del programa de actividades deseado de la fecha específica.



Consulte también

Edición de las listas S-9
Borrado de las listas S-10

Modo de aniversario

Entrada

<Ejemplo>

“Cumpleaños de Nancy” 12 de febrero.

1. Pulse **[ANN]** para entrar en el modo de aniversario.
2. Pulse **[NEW]**.

Se visualizará el modo de introducción en el aniversario y se resaltará la fecha.

3. Introduzca la fecha, 02 para el mes y 12 para el día.
4. Pulse **[ENTER]**.

El recordador se resaltará.


5. Introduzca la fecha del recordatorio de 0 a 9.

Nota:

- Después de haber introducido la fecha, no podrá volver al campo de la fecha desde otros. Salga del modo de aniversario y vuelva a comenzar desde el principio.

6. Pulse **[3]** y después **[ENTER]**.
7. Introduzca “Nancy’s Birthday”.

Utilice **[2nd]** **[']** para “ ‘ (apóstrofe)”.

8. Pulse **[ENTER]** para almacenar. El icono () de aniversario aparecerá en el lado izquierdo de la pantalla.



Búsqueda

1. Pulse **[ANN]** para entrar en el modo de aniversario.
2. Pulse **[NEXT]** o **[PREV]** para buscar el registro.

Para la búsqueda directa

Introduzca la fecha que desee buscar y después pulse **[ENTER]**.

Consulte también

Edición de las listas S-9

Borrado de las listas S-10


Modo de cosas a hacer ("To Do")

Entrada

<Ejemplo>

Usted tendrá que visitar HK Exhibition el 10 de diciembre de 2002.

1. Pulse **[TO DO]** para entrar en el modo de cosas a hacer

To Do Search Date? 08-08-2002	
--------------------------------------------	-----------------------------------------------------------------------------------

2. Pulse **[NEW]**.
Aparecerá la pantalla de cosas a hacer.
3. Introduzca 12 en el campo del mes.
4. Mueva el cursor hasta el campo de día/año utilizando **[◀]** o **[▶]** e introduzca 10 y 2002 receptivamente.
5. Pulse **[ENTER]** y seleccione el número de prioridad de 1 (alta) a 9 (baja) utilizando **[◀]** o **[▶]**, y después pulse **[ENTER]**.


Nota:

- Después de haber introducido la fecha, no podrá volver al campo de la fecha desde otros. Salga del modo de aniversario y vuelva a comenzar desde el principio.

6. Aparecerá la "Description".
Introduzca las cosas que tiene que hacer en el día deseado.
Introduzca "Visit HK Exhibition".

To Do	
Description:	Visit HK Exhibition

7. Pulse **[ENTER]** para almacenar los datos.

To Do	
Priority: 2	Pending
Due Date:	DEC 10, 2002
▼ Description:	Visit HK Ex


Búsqueda

Búsqueda secuencial

1. Pulse **[TO DO]** para entrar en el modo de cosas a hacer.
Aparecerá la pantalla de búsqueda de cosas a hacer.
Se visualizará la fecha actual, y parpadeará el cursor del primer número.
2. Pulse **[NEXT]** o **[PREV]** para buscar cosas a hacer de la fecha más cercana.

Búsqueda de fecha

1. Pulse **[TODO]** para entrar en el modo de cosas a hacer.
2. Seleccione el campo del mes, del día, o del año utilizando **[◀]** o **[▶]** e introduzca la fecha deseada.
3. Pulse **[ENTER]** para buscar el elemento de cosas a hacer de la fecha específica.

To Do Search Date? 12-10-2002	
--------------------------------------------	-----------------------------------------------------------------------------------

To Do Priority: 2 Pending Due Date: DEC 10, 2002 Description: Visit HK Ex	
-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Consulte también

Edición de las listas S-9
Borrado de las listas S-10

Modo de notas


Entrada

<Ejemplo>

Introduzca su número de pasaporte: 12AB34567

1. Pulse **[MEMO]** para entrar en el modo MEMO.
2. Pulse **[NEW]** e introduzca lo siguiente.

Pasaporte Núm. 12AB34567

Memo 

S-8

3. Pulse **[ENTER]**.

La pantalla visualizará la información guardada.

Memo Passport No. 12AB3456 7	
-------------------------------------------	-------------------------------------------------------------------------------------

Búsqueda

1. Pulse **[MEMO]** para entrar en el modo MEMO. Aparecerá la pantalla del modo de apuntes.
2. Pulse **[NEXT]** o **[PREV]** para buscar el registro.

Consulte también

Edición de las listas S-9
Borrado de las listas S-10

Modo de gastos

Entrada

<Ejemplo>

La fecha es 18 de agosto de 2002.

Usted ha adquirido billetes de avión para un viaje de negocios, cuyo importe es 1.200 \$.

1. Pulse **[EXPENSE]** para entrar en el modo de gastos.
2. Pulse **[1]** para seleccionar
1. Expense (Gastos).

Expense 1.Expense 2.Report 3.Change the Category	
------------------------------------------------------------------	-------------------------------------------------------------------------------------

3. Pulse **NEW**

Aparecerá el modo de introducción de registro de gastos. La fecha actual se visualizará y parpadeará el cursor del primer número.

Date	08-18-2002
Category	Meals
Amount	0.
Payment	Cash
Receipt	YES
Memo	

4. Introduzca la fecha si es necesario.

5. Pulse **ENTER**.

6. Seleccione la categoría de gastos utilizando **◀** o **▶**.

Existen 8 categorías preajustadas para seleccionar.

Comidas ➡ Hotel ➡ Automóvil ➡ Teléfono ➡ Impuestos ➡ Entretención ➡ Propinas ➡ Varios

7. Pulse **ENTER**, y después introduzca 1200. Usted podrá introducir hasta 12 dígitos.

8. Pulse **ENTER**.

9. Seleccione el pago utilizando **◀** o **▶**.

Hay 4 sistemas de pago preajustados para seleccionar

Efectivo ➡ Cheque ➡ Tarjeta ➡ Otros

10. Pulse **ENTER**, y seleccione "YES" o "NO" utilizando **◀** o **▶**.

11. Pulse **ENTER**, e introduzca "Flight ticket (Pasaje de avión)".

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

12. Pulse **ENTER**.

Búsqueda

1. Pulse **EXPENSE** para entrar en el modo de gastos.

2. Pulse **1** para seleccionar **1. Expense (Gastos)**.

3. Introduzca la fecha que desee buscar.

4. Pulse **ENTER**.

Pulse **NEXT** para ver el siguiente registro, **PREV** para ver el registro anterior.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

Consulte también

Edición de las listas S-9

Borrado de las listas S-10

Edición de las listas

Edición

1. Recupere un listín en el modo deseado.

2. Pulse **EDIT**.

La pantalla cambiará al modo de introducción.

3. En el modo TEL, mueva el cursor hasta el campo apropiado utilizando **▲** o **▼**.

• Salta el paso 3 en otros modos.

4. Edite los datos.

◀ ▶ ▲ ▼ : mueva el cursor a la izquierda, derecha, arriba o abajo respectivamente.

DEL BS : puede utilizarse para borrar caracteres.

INS : cambia entre el modo de inserción y el modo de reescritura.

5. Pulse **ENTER** para almacenar.

Borrado de los listas

Borrar

1. Recupere un listín en el modo deseado.
2. Pulse **[DEL]**.
(Aparecerá la visualización de confirmación.)
3. Seleccione YES utilizando **[◀]** o **[▶]**.
Si desea salir, seleccione NO y pulse **[ENTER]**.
4. Pulse **[ENTER]**.



Modo de conversión

Modo de conversión de divisas

La conversión de divisas tiene 5 etapas de conversión programable.
Cada modo es capaz de hacer cálculos con 12 dígitos.

Ajuste de una nueva tasa de conversión de divisas

<Ejemplo> Ajuste de la tasa siguiente: \$ 1 = £ 0,6)

1. Pulse **[CALC/CONV]** el número apropiado de veces para seleccionar el modo de conversión de divisas.
2. Pulse **[NEXT]** o **[PREV]** para seleccionar la etapa de conversión de divisas apropiada.

USD	→	\$1
Rate=1		
USD		0.
\$1		

3. Pulse **[NEW]**.

Aparecerá el modo de ajuste.

Nota:

Si selecciona **[EDIT]**, En el visualizador ya estarán ajustados "USD", "\$1" a "\$5" y "Rate=1". Antes de realizar la introducción, utilice **[BS]** y **[DEL]** para borrar los caracteres anteriores. Utilice **[BS]** para borrar la cifra de la cotización. Si necesita borrar la cifra de la cotización, presione **[C•CE]**.

4. Introduzca "USD" y pulse **[ENTER]**.

Note:

Usted podrá introducir hasta 3 caracteres para el nombre de la unidad de la divisa.

5. Introduzca "PND" y pulse **[ENTER]**.

6. Introduzca la tasa; 0.6.

Para la tasa, podrá introducir hasta 8 caracteres numéricos. Si necesita borrar el número de tasa, pulse **[C•CE]**.

7. Para almacenar el ajuste, pulse **[ENTER]**.

Unit 1? USDI
<small>CAPS</small> Unit 2?
Rate=

Unit 1? USD
<small>CAPS</small> Unit 2? PND
Rate=0.6I

Conversión de divisas

<p. ej. \$ → £>

1. Pulse **CALC/CONV** el número apropiado de veces para seleccionar el modo de conversión de divisas.
2. Pulse **NEXT** o **PREV** para seleccionar la etapa de conversión de divisas apropiada.)
3. Introduzca la cantidad.
(ejemplo, \$50)
4. Pulse **=** o **ENTER**.

USD	→	PND
Rate=0.6		
USD		50.
PND		30.

<p. ej. £ → \$>

5. Pulse **◀**.
La flecha de la parte superior cambiará el sentido de conversión.
6. Introduzca la cantidad.
(ejemplo, £75)
7. Pulse **=** o **ENTER**.
Utilice **◀** o **▶** para cambiar el sentido de conversión.
Pulse **C•CE** para borrar el resultado del cálculo.

USD	←	PND
Rate=1.666666		
USD		125.
PND		75.

Reemplazo de las pilas

Pilas utilizadas

Tipo	Modelo	Calidad
Pilas de litio	CR2032	3

- Cerciñese de escribir la información importante almacenada en la memoria antes de reemplazar las pilas.

Precauciones

Como el uso inapropiado de las pilas puede producir fugas o explosión, observe al pie de la letra las instrucciones siguientes:

- Inserte la pila con su lado positivo (+) colocado correctamente.
- No tire nunca las pilas al fuego porque podrían explotar.
- Mantenga las pilas alejadas del alcance de los niños.
- Cuando las pilas estén a punto de agotarse, extrágalas inmediatamente del Organizador para evitar que se fugue su electrolito, lo que podría causar la corrosión de dicho Organizador.

Debido a que las pilas entregadas con el Organizador han sido instaladas en fábrica, éstas pueden descargarse antes de transcurrir el tiempo de duración especificado.

Cambio de las pilas de funcionamiento

Intervalo de cambio de las pilas

Cuando se visualice “**BATT**”, reemplace inmediatamente las pilas por otras nuevas. Si el nivel de las pilas es bajo, la luz de fondo no funcionará, o permanecerá activada durante menos tiempo del ajustado. La utilización prolongada del Organizador con las pilas débiles puede alterar o borrar el contenido de la memoria. El contenido de la memoria puede perderse si reemplaza inadecuadamente las pilas o si no toma en cuenta las instrucciones siguientes.

Precaución:

- PC-LINK puede no estar disponible si las pilas están débiles.
- Cuando el nivel de las pilas sea bajo quizás no pueda utilizar el informe de gastos (informe resumido)
- Con las pilas débiles, la introducción de nuevos datos y la edición de los existentes puede resultar imposible en algunos modos. Además, quizás resulte imposible ajustar el reloj.

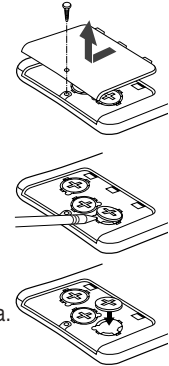
Cambio de las pilas

- Asegúrese de desconectar la alimentación antes de cambiar las pilas.
- No presione ON hasta después de haber finalizado el procedimiento de reemplazo de las pilas.
- No reemplace las pilas de una vez. Reemplácelas una tras otra.

1. Pulse **[ON]** para desconectar la alimentación.
2. Afloje el tornillo (girándolo hacia la izquierda) y extraiga la tapa de las pilas de la parte posterior de la unidad.
3. Retire una pila usada con un bolígrafo u otro objeto similar.
4. Instale una nueva pila con el lado positivo (+) encarado hacia arriba.
5. Repita los pasos 3 y 4 para reemplazar cada pila.
6. Vuelva a instalar la tapa del compartimento de las pilas y asegúrela con el tornillo.
7. La alimentación se conectará 2 a 3 segundos después de pulsar ON.
8. Ajuste el reloj a la hora correcta.

Precaución:

- Los ajustes del reloj pueden perderse cuando extraiga las pilas durante mucho tiempo.
- Confirme si todos los ajustes están realizados correctamente después de haber cambiado las pilas.



MEMO

MEMO

QUICK REFERENCE GUIDE

Clock Setting

1. Press **CLOCK** then **EDIT**.
2. Select AM or PM using **AM/PM** (or **▲** **▼**).
3. Press **▶** and enter the hour.
4. Press **▶** and enter the minutes, month, day and year.
5. Press **▶** then select your Home city using **▲** or **▼**.
8. Press **ENTER**.

Telephone Mode

1. Press **TEL** to select the desired category from Personal, Business or Others.
2. Press **NEW**.
3. Enter each entry field and press **ENTER**.

Entry fields are as shown below.

Last name → First name → Company → Home# →
Office# → Fax# → Other# → Address → City →
State → Zip code → Country → E-mail → Notes

4. Press **ENTER**.

Schedule Mode

1. Press **SCHEDULE** then **NEW**.
2. Enter the date then press **ENTER**.
3. Enter Start Time then press **ENTER**.
4. Enter End Time then press **ENTER**.
5. Use **◀** or **▶** to select Yes for alarm setting.
6. Press **ENTER**.
7. Enter the time for Reminder and press **ENTER**.
8. Enter the Description then press **ENTER**.

Anniversary Mode

1. Press **ANN** then **NEW**.
2. Enter the date then press **ENTER**.
3. Enter Reminder date from 0 to 9 then press **ENTER**.
4. Enter the Description then press **ENTER**.

QUICK REFERENCE GUIDE

To Do Mode

1. Press **[TO DO]** then press **[NEW]**.
2. Enter the date then press **[ENTER]**.
3. Use **[◀]** or **[▶]** to select the priority number from 1 (High) to 9 (Low) then press **[ENTER]**.
4. Enter what you have to do on the target day then press **[ENTER]**.

Expense Mode

1. Press **[EXPENSE]** then press **[1]** or **[E]** to select Expense
2. Press **[NEW]** and enter the date then press **[ENTER]**.
3. Use **[◀]** or **[▶]** to select the expense category then press **[ENTER]**.
4. Enter the amount then press **[ENTER]**.
5. Use **[◀]** or **[▶]** to select Payment then press **[ENTER]**.
6. Use **[◀]** or **[▶]** to select the availability of the Receipt then press **[ENTER]**.
7. Enter the Memo then press **[ENTER]**.

Searching for Information

To view the Listings in the Telephone Mode

1. Press **[TEL]** the appropriate number of times.
2. Press **[NEXT]** or **[PREV.]**.

To view the Listings in the Schedule mode.

1. Press **[SCHEDULE]**.
2. Enter the target date.
3. Press **[ENTER]**.

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