



1.4KB ELECTRONIC ORGANIZER

E N G L I S H

F R A N Ç A I S

D E U T S C H

I T A L I A N O

E S P A N O L

P O R T U G U E S E

N E T H E R L A N D

INTRODUCTION

Thank you for purchasing this electronic organiser. Please read this manual carefully to ensure you understand the operation and keep it for future reference.

NOTICE

- We strongly recommend 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 we assume 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.
- We assume no responsibility for any damage or loss caused by data loss as a result of improper use, repairs, and battery replacement. To prevent data loss, it is highly recommended that separate permanent written records be kept of all important data.
- The information provided in this manual is subject to change without notice.

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1. GETTING STARTED

1-1) Initializing and resetting the organizer

Press the **RESET** button with a ball-point pen or similar object. "RESET ?" will appear on the display. Press **ENTER** to reset the organizer. "RESET!" will appear on the display to confirm the reset. All data will be deleted, including SECRET password during reset.

If the **RESET** button is pressed in error, press any key except **ENTER** to cancel reset.

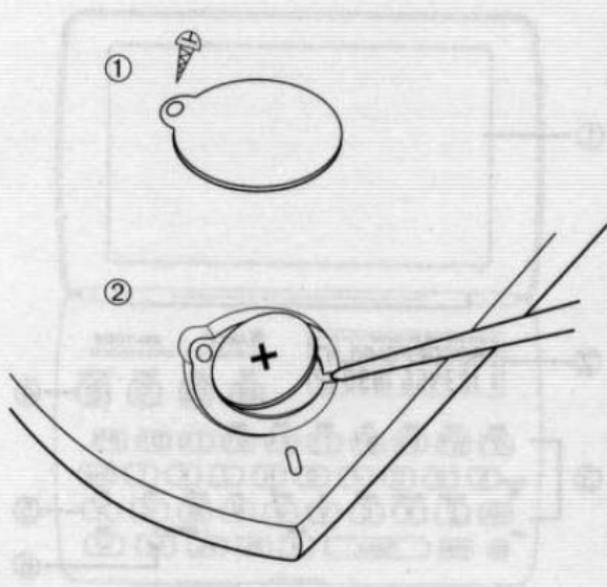
1-2) Changing batteries

The organizer is powered by 1 lithium cell (CR2016/ CR2025).

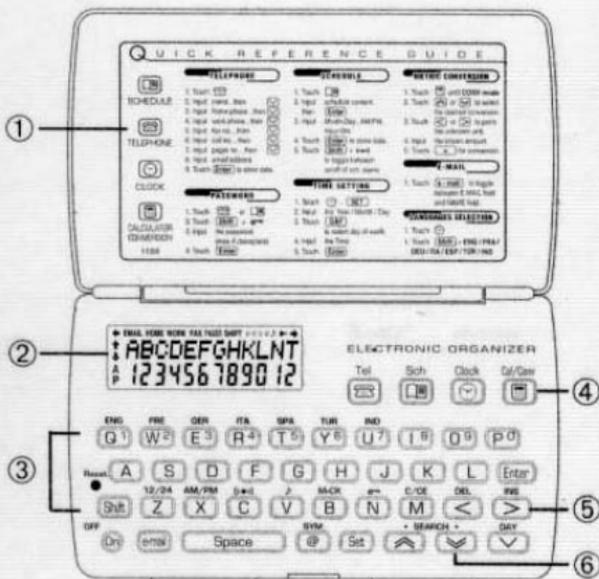
WARNING !

1. To prevent loss of data , please complete changing the battery within one minute.
2. After replacing new battery, press the **RESET** button and "RESET?" will appear on the display. Press any key except **ENTER** to cancel RESET. Otherwise, all the data stored in the organizer will be deleted.

CHANGING BATTERY DIAGRAM



1-3) Display



- ① Precise Manual
- ② LCD Display
- ③ A-Z Alphabetic Keys
- 0-9 Numeric Keys
- ④ Function Keys
- ⑤ Cursor Keys
- ⑥ Search Keys

1-4) Beep tone

To turn the beep tone on or off, press **SHIFT**. The tone will chime when any key is pressed.

1-5) Auto off function

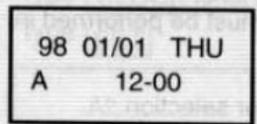
Power will automatically shut off after about 7 minutes of inactivity to save the battery.

2. CLOCK

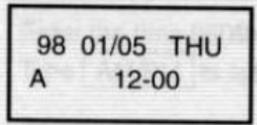
2-1) Setting the time

For example : set the date and time to 5 January, 1998, 3:05 pm.

a) Type **CLOCK**, **SET**



b) Type 980105 to enter the year, month and day.



- c) Type **DAY** until the day of week is displayed "MON"
- d) Type **AM/PM** to specify AM or PM.
- e) Type 0305 to enter the time.
- f) Type **ENTER** to confirm.

```
98 01/05 MON
P 03-05 00
```

2-2) Selecting 12 or 24 hour system

Type **12/24** key to select between 12/24 hour system.

2-3) Selecting prompt message

NOTE: Language selection must be performed in Clock mode.

There are seven languages for selection :
English, French, German, Italian, Spanish, Turkish and Indonesia.

For example : Selecting French

- a) Type **SHIFT** + **2** (FRA)

```
FRANCAISE
```

- b) After 2 seconds, display as follow :

```
98 01/05 LUN
P 03-05 00
```

2-4) Daily alarm function

This will remind you of important things to do. When the alarm time is reached, the organiser beeps for approximately 60 seconds. The alarm can be stopped by pressing the **ON** key.

- (a) Setting daily alarm time

Example : Set Daily alarm at 5:00PM

1. Type **CLOCK** until Alarm mode is entered.
2. Type **SET**

```
AL
A 12-00
```

3. Enter the time 0500.
4. Type **AM/PM** to specify AM or PM.

AL
P 5-00

5. Type to confirm.

AL
P 5-00

((/)) will appear on the display when daily alarm is set. Press key to turn off Daily alarm.

3. USING THE TELEPHONE DIRECTORY

Each telephone record consists of a maximum of 7 fields : name, phone number (home, work fax, mobile (cell) and pager) and e-mail address.

Record data size :

1. 36 characters or numbers on upper line (Name field and E-MAIL address field)
2. 12 numbers or hyphen on lower line (Digit field : Home, Work, Fax, Cell and Pager field).

3-1) Storing data

Example :

Enter the following data - John Smith (e-mail : loxson,uk@virgin.net. Home phone:0123-1234567, Work phone : 0123-1234567, Pager number : 0123-1234567). By entering the last name first, you can perform an alphabetical search more easily.

1) Type to display the telephone mode screen

NAME ?

2) Type JOHN SMITH

JOHN SMITH

3) Type and input home phone
0123-1234567

HOME
HOME# ?
0123-1234567

4) Type and input work phone

↑ WORK WORK# ? 0123-1234567

5) Type , , and input pager number
0123-1234567

↑ PAGER PAGER# ? 0123-1234567
--

6) Type and input E-MAIL address

EMAIL E-MAIL# ? 0123-1234567

7) Type loxson.uk@virgin.net

EMAIL ◀ loxson.uk@virgin.net 0123-1234567

8) Type to store data

NAME?

then the next entry prompt will be displayed.

NOTES :

1. You can check the free memory by pressing key.

(a) Type key

NAME?

(b) Type to view the free memory.

FREE	95%
	1332

2. Only records with a name field can be stored.

4. USING THE SCHEDULE FUNCTION

This mode is used for storing schedule information (Month, day, hour, min and schedule details) in memory.

Record data size :

1. Upper line : up to 36 characters or number.
2. Lower line : Time of schedule item, Month-Day, AM/PM, Hour-Min.

4-1) Storing data

Enter the following schedule details :
MEETING, JUNE 10th at 2:30 pm.

1. Type **SCH**

SCHEDULE?

2. Enter MEETING , **ENTER**

MEETING
00-00 A00-00

3. Enter Month-day, AM/PM, Hour-Min.

Type 0610 AM/PM 0230. Press **ENTER** to store data..

MEETING
06-10 P02-30

4. To set the schedule alarm, Type **SHIFT** **C** key while in schedule mode.
5. When the schedule alarm is on, the alarm will chime when the date and time match any of the entered schedules. The unit turns on (if it was off) and display the schedule. **(((/)))** appears on the display when the schedule alarm is set. Type **SHIFT** **(((•)))** to turn off.

NOTES :

1. Use **<** or **>** when the schedule details are more than 12 characters and cannot be displayed at the same time.

2. If you enter an invalid date or time, "ERR" will be displayed. Enter again a correct date and time and press **ENTER**.

5.RECALLING TELEPHONE / SCHEDULE RECORDS

1. Type desired mode, TEL or SCHEDULE.
2. Type **E-MAIL** key in TEL mode will cause the organiser to search the records based on E-MAIL field orders.

(A) ALPHABETICAL SEARCH

Type search keys  or  to retrieve records in alphabetical order.

(B) DIRECT SEARCH

Type the first character(s) of the upper line, then Type search keys  or . The organizer will search the first or last record starting with those characters correspondingly.

5-1) Viewing data after search

1. Type  or  key to view upper line longer than 12 characters in TEL, SCHEDULE.
2. Hold  key for about 3 seconds to start upper line auto scroll in TEL mode. Touch  or  key to stop scrolling, and touch  or  key again to restart auto scroll. Touch **C/CE** key to end auto scroll.
3. Type  key to view phone number fields in TEL mode.
4. Type **E-MAIL** key to toggle between viewing E-MAIL field and NAME field. Auto scroll also applies to E-MAIL field display.

6. EDITING AND DELETING DATA

6-1) EDITING DATA

1. Retrieve the file to be edited.
2. Type **SHIFT** then **>** key to edit the file.
3. Type new data and touch **SHIFT** **INS** to insert a space, or **SHIFT** **DEL** to delete characters.
4. When the file is finished editing.

6-2) DELETING RECORDS

1. Retrieve the record to be deleted.
2. Type **SHIFT** **DEL** key, "DELETE ?" is displayed.
3. Type **ENTER**. "DELETE !" is displayed and the record is deleted.

NOTE :

1. If **SHIFT** **DEL** is touched in error, touch any key except **ENTER** to avoid deletion.

7. SECRET FUNCTION

A separate list of data can be secured by using the SECRET mode, which is available in the TELEPHONE and SCHEDULE modes. SECRET data is stored and accessed by using a password of up to 4 characters. One password works for all modes.

Attention : Be sure to write down your password ! If the password is forgotten, there is no way to access the SECRET data. You must then reset the machine and all data in the unit will be lost !!

7-1) Setting the password.

Example : Use the password "GOOD"

1. Type **TEL** or **SCH**

NAME?

2. Type **SHIFT** **N**

PASSWORD ?

3. Enter password GOOD (Maximum 4 characters).

GOOD

4. Type **ENTER**

NAME?

5. Type **SHIFT N** (2 TIMES), to close SECRET function.

NAME?

NOTES :

1. As long as the key symbol is visible at the upper right of the display, the unit is in the SECRET mode. Secret files can be retrieved and no new files can be stored in SECRET mode.

7-2) Storing of secret records

After typing in the name and number in normal mode, Type **SHIFT N**, then **ENTER** to save it as secret file.

Example :

Store PETER , Home phone : 0123-1234567

1. Type **TEL** in normal mode (not secret mode).

NAME?

2. Type PETER and then **SHIFT N** (to define this file as a secret file).

PETER

3. Type **V** key to enter Home phone number 0123-1234567.

HOME
PETER
0123-1234567

4. Type **ENTER** key to confirm store.

NAME?

NOTE :

1. This file can only be retrieved and edited in SECRET mode.

7-3) Retrieving secret files

1. Type **TEL**, **SHIFT** **N**

PASSWORD ?

2. Enter current password GOOD

GOOD

3. Type **ENTER**

NAME ?

4. You are now in SECRET mode and can use  key to search for existing secret information.

5. After you have reviewed the record in secret mode, you can exit the secret mode by pressing **CLOCK** or **CAL/CONV** key.

7-4) To change the password

1. Touch **TEL**, **SHIFT** **N**

PASSWORD?

2. Enter current password GOOD

GOOD

3. Press **ENTER**

NAME?

4. Type **SHIFT** **N** , **SHIFT** **INS** to enter edit mode.

GOOD

8. USING THE CALCULATOR

The organiser can calculate numbers of up to 10 digits.

Type **CAL**, "0" is shown on display.

8-1) Calculation

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

Calculation examples	Key operation	Display
$24 \div 4 - 2 = 4$	$24 \div 4 - 2 =$	4
$34 + 57 = 91$	$34 + 57 =$	91
$200 + (10\% \times 200)$	$200 + 10\%$	220
15% tip on \$25 meal	$25 \times 15\%$	3.75
$8 \times 8 \times 8 \times 8$	$8 \times 8 =$	64
	$=$	512
	$=$	4096

9. METRIC CONVERSION

The conversion mode allows you to make conversions in distance, weight, area and temperature.

For example :

How many metres are in 20 feet ?

1. Type **CONV**

Shows 1 inch = 2.54 centimetres

INCH → CM
2.54

2. Type  or  to select the desired conversion pairs.

Shows 1 feet = 0.3048 metres.

FT	→	M
		0.3048

3. Type  or  key to point the arrow to the unknown unit.

Enter the known amount 20

FT	→	M
		20.

4. Press  key for conversion.

Type  key to clear answer.

FT	→	M
		6.096

NOTES :

1. Defaulted conversions are :

Inches	↔	Centimetres
Feet	↔	Metres
Yards	↔	Metre
Miles	↔	Kilometres
°C	↔	°F
Ounces	↔	Grams
Pounds	↔	Kilograms
Gallon	↔	Litre