

LEXIBOOK®



Instruction manual
TM254 / TM258 / TMK254

Instruction manual
TM254 / TM258 / TMK254

English

Summary

	Page		Page
Introduction	2	Euro Currency	9
Keys	3	Time	9
Overview	3	Clock	9
Screen and Icons	3	World Time	10
Desktop	4	Alarm	10
Shortcut Bar	4	Count Down	10
Organiser	5	Games	10
Phonebook	5	777 Games	10
Memo	6	Lottery Game	10
Expense	6	Set Up	11
Drawing	6	Synchronisation	11
Date	6	User Information	11
Calendar	6	Language	11
Anniversary	6	Password	11
Schedule	6	LCD Contrast	12
To Do	7	Beep Tone	12
Communication	7	Check Memory	12
Email	7	Auto Shut off	12
Library	7	Memory Management	12
Translation	7	Reset	12
Library	8	Care and Safety	12
Calculator and conversions	8	Batteries	13
Calculator	8	General specification	13
Metric Conversion	8	Warranty	14
Currency conversion	9		

Introduction

Congratulations on the purchase of your Lexibook TouchMan® 250 Series PDA. This ultra modern PDA/organizer has many useful features to ease and simplify your daily organisation.

This document is a brief guide, which illustrates TouchMan's main features and functions. It will also help and guide you with the usage of the product.

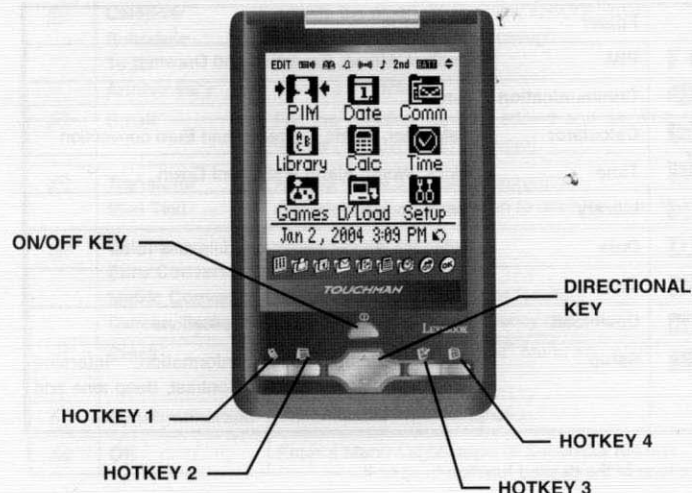
For detailed instructions on the usage of the product, please refer to the instruction manual on the SyncMan® CD-ROM or on <https://my.lexibook.com> web site where a copy of the detailed guide is available for you to download.

These are the main features included in your TouchMan®:

- **4 Contact Directories** – Business, Personal, Other and All (All can only be use to view data).
- **Schedule** – Input with alarm to remind you of appointments, meetings and other events.
- **Calendar** – 1 month calendar from 1900 to 2060 and weekly number indication.
- **Anniversary** – Input of anniversary data, date and time.
- **To Do** – Input of action description, action date, select priority, set "Pending" and "Done".
- **Memo** - Input and storage of memos.
- **Drawing** - to draw and hand write pictures and notes.
- **Secret function** – Hide records by setting a password in: Schedule, Memo, To do, Expense and Calendar.
- **Home Time & World Time** –.With 96 city time zones, 12/24 hour and DST support
- **Alarm** – 3 alarms can be set daily, weekly or for a specified day.
- **Count Down Function**
- **Financial Expense Manager** – 5 field input (Date, Amount, Payment, Category and Description).
- **SyncMan®** - to synchronise, backup and work with data on your PC and the Internet.
- **E-Mail** - to read, compose and send emails (via SyncMan®).
- **Library** - to download Mini Text from the Internet and read files (via SyncMan®).
- **Translator** - to find translations in 6 different languages (English, German, Italiano, Spanish, Portuguese, French) from a 5500 words per language database.
- **Calculator** – 12 Digit general calculator.
- **Conversion** – Metric conversion (with 20 unit conversion) – Euro currency conversion (12 fixed Euro currency conversions) and 5 programmable currency conversion.
- **Download Function** - to download text files (.txt) and other applications into the TouchMan® (via SyncMan®), and view them.
- **Settings** – to change system settings.
- **Password** - to protect your data

Keys

The On/Off key is located in the middle at the bottom of the unit, above the hot keys – as shown below.



There are also five keys below the LCD screen: four 'hot keys' and a larger Up / Down key in the middle. Hot keys start applications and they are fixed. Their default settings are as follows (from left to right):

- Hotkey 1 – Phonebook
- Hotkey 2 – Calendar
- Hotkey 3 – Drawing
- Hotkey 4 – Calculator










Overview

Screen and Icons

The TouchMan® TM250 series has a touch-sensitive screen. Use the stylus provided to touch the screen to select icons and enter data. The screen is divided into two main areas, the Shortcut bar (see illustration above) and the Desktop:

Desktop

The desktop comprises of nine folders. Each folder has a tab at the top of the screen and contains a group of functions. Tap on the tab with the stylus to gain access to the functions in the folder.










Folder	Functions
 PIM	Contact, Memo, Expenses and Drawing
 Communication	E-mail
 Calculator	Calculator, Metric, Currency and Euro conversion
 Time	Clock, World, Alarm and Count Down
 Library	Translator and mini text
 Date	Calendar, Anniversary, Schedule and To do
 Game	777 and Lottery
 Download	For downloading files and applications
 Setup	Synchronization, User Information, Interface Language, Password, LCD Contrast, Beep tone and memory manager.

Tap the icon of the desired function to open it.

Shortcut Bar

There are 9 shortcut direct access icons. Tap them to directly activate their functions and toggle between each function in turn. Tap each icon in turn to access each function:




	Main	Displays the main opening screen showing the 9 application icons.
	Contacts Memo Expenses Drawing	Access to your address book Access the memo function and Access the expenses function Access the drawing function
	Calendar Schedule To Do Anniversary	Access the calendar and view appointments Check your agenda and meetings Access the To Do function Check anniversaries
	Email	For the creation, saving, editing and sending of emails (via. SyncMan software)
	Translator Mini Text	Access to the 5 language translator Access Mini Text application to download text files
	Calculator Euro Convertor Metric Convertor Currency Convertor	Access to the calculator Access the euro convertor Access the metric convertor function Access the none Euro currency convertor
	Clock	"Home Time & World Time" Menu and alarm and countdown functions
	Synchronisation	Starts synchronisation function
	OK	Enter a Menu / application or Save your records

⇐ Tap to quit any function and return to the desktop.




The indicators on the status bar along the Top of the screen show the Schedule al Anniversary, Alarm sound, Alarm sign, Key tone, 2nd function, battery level and up down key.

EDIT      2nd  

Organiser

Tap  to enter the Organiser mode. To exit this mode and return to the Desk Tap ⇐ .

Phonebook

Tap  to enter the Phonebook mode. Then Tap  to show the menu. This includes "New", "Edit", "Search", "Delete Records" and "Email" functions. All records are listed in alphabetical order by first name (If there are no records, "New record" is shown). To create a new record, Tap "New Record" and enter the desired data in the appropriate fields using the stylus or the [▲▼] key. Tap  to save the record.

Memo

Tap to open Memo mode. All Memos are listed alphabetically by subject. Then Tap to show the menu (If there are no records, "New record" is shown). To create a new memo, Tap "New Memo". Enter the subject of the Memo in Title field and enter contents of Memo in the Memo field. Tap to save record.

Expense**A. Add Expense Record**

Tap to open Expense mode. Then tap to show the category menu of this mode and tap "Expense 1" to enter expense 1 list. Then tap to enter the menu (If there are no records, "New record" is shown). To create a new expense record, tap "New Record". Touch any date on the calendar to select a day and then highlight the next category with the stylus and tap key and select a category. Tap to save record.

B. Expense Report

Tap to show the menu and select "Report Period". Then tap the line with the Stylus to enter "Expense Report" mode. Input the desired date and then, tap to execute it. The date format keeps with the home time mode all the time.

Drawing & Handwritten Notes

Tap to enter Drawing mode. All Drawings are listed alphabetically by subject. Then Tap to show the menu (If there are no records, "New Record" is shown). There is a list of default topic title. You can tap F..K..P..U.. for searching the desired topic quickly. Select a topic or "Undefined". Then create a "New Record" or "Change Title". After this, you can start drawing or handwriting on the screen. You can select different shape and lines by tapping . You can use to clear parts of the drawing. Touch to draw more things under your current drawing. Tap to save record.

Date

Tap to enter the date mode. To exit this mode and return to the Desktop, tap .

Calendar

Tap to view the Calendar. The current date is highlighted. Dots on the right side of the days indicate different type of events. The top dot on the right of the day indicates "Schedule" event, the middle dot indicates "To Do" event and the bottom dot indicates "Anniversary" event.

Tap to enter the menu and choose "New Record" or "View Record". Another window appears and you can choose to create or to view the following modes: "Schedule", "To Do" or "Anniversary". To go back to the previous menu Tap .

Anniversary

Tap to open Anniversary mode. Then tap to enter the menu (if there are no records, "New record" is shown). Input the desired date and then tap the "Description" field with the stylus to input description data. Tap to save the record.

Schedule

Tap to open Schedule mode. Then tap to enter the menu (if there are no records, "New record" is shown). To create a new record, tap "New Record". Tap any date on the calendar to select a day and then highlight the next category using the stylus and tap key to select the next fields. Tap to save record.

To Do

Tap to open To Do mode. All To Do's are listed alphabetically by date. Then tap to enter the menu. If there are no records, "New record" is shown. To create a new record, tap "New Record". Touch any date on the calendar to select a day and then highlight the next category using the stylus and tap to select the next fields. Tap to save the record.

Communication

Tap the to enter the mode. To exit this mode and return to the Desktop, tap .

Email

Emails can be sent to recipients via a host PC and by using SyncMan™ synchronisation. **Note: You must have a valid email address to use this function. You will have to register with an ISP or have set up an email address with Internet provider such as Hotmail, MSN, Yahoo or similar.**

Outgoing emails will go via the host PC directly to the secure <https://my.lexibook.com> website and seamlessly from there to the recipient. Replies will come back to the email address that you entered as your receiving address, via your ISP or provider.

You need first to register your E-mail address in the field "User Information" in "System Setting" mode. Then, go back to mode and Tap to open Email mode. Tap to enter the menu. If there are no records, "New record" is shown. To create a new record, tap "New Record".

Input the email address and tap or touch the next line directly to enter the next field: "CC", "BCC", tap to skip the next field: "Subj" and "Body". Tap to save the record. Tap the to go back and select "Outbox" by tapping [List) to view all your E-mails in this box.

Library

Tap the Library icon to enter this mode. To exit this mode and return to the Desktop, tap .

Translation**A/ Setting the language that should be translated**

Tap to open Translation mode. Tap "English" to open the menu of available languages. Select the desired input language by tapping to select a home language.

B/ Setting the desired languages

Tap on the top left corner of the screen to open the menu. Then tap the screen in front of the corresponding language to make that language active or inactive.

After selecting languages, tap anywhere on the screen outside the prompt dialogue to return to the original screen and the setting will be effective.

Note: the translator database is on the SyncMan CDROM (supplied with this unit). Before starting the translator for the 1st time, you need to install the database onto the TM250 series via SyncMan (see the section on how to download applications in the synchronisation section).

Library

Note: To use this function you need to have downloaded at least one text file from the secure site <https://my.lexibook.com>, via SyncMan2™ software or create a text file from your favourite word processor package – NOTE – remember to save the file you are working on or export it as a text file NOT the normal format of the program you are using.

Tap to open mini text mode. Tap on the item or book you wish to view. Then tap to view the article page by page and tap to view the article line by line.

Tap and select "search record". Input the subject or any word of the text. Then tap to search record.

Calculator and conversions

Tap to enter the calculator functions. To exit this mode and return to the desktop, tap .

Calculator

Tap to open Calculator mode. The calculator includes basic functions, percentage calculation and memory features.

Note:

Tap "AC" to clear the result.

Tap "M+" to place value into the memory.

Tap "M-" to subtract the numbers from memory.

Tap "MR" to show the value stored in the memory and to perform further calculations.

Tap "MC" to clear the value stored in the memory.

Metric Conversion

Tap to open Metric Conversion mode. This function provides two-way conversion between common units of measurement. There are six metric conversions, which include: length, surface, weight, cubic, capacity and temperature.

Select the desire measure by tapping directly on it's line or touch to select the desire choice.

Tap to enter "Unit". Choose the "Length" conversion and enter. Tap or to change

the conversion direction. Input the amount "100" and tap = to get the result.

Tap to return to the metric conversation menu.

Use keys to search through the conversion rates.

Use key to change the conversion direction.

Tap [CE] key to clear the input amount.

Currency conversion

There are 5 available tables for currency conversion and conversions can be up to 12 digits. You can also amend or create currency names (3 characters MAX.).

Tap to select Currency conversion mode. Tap to select the desire currency conversion. Tap to enter edit mode.

For example:

The cursor will flash on the line of "UNIT 1?".

Input USD. Then tap to change to "UNIT 2?". Or tap directly on the next line.

Input NTD. Then tap to change to "Rate =".

Input the rate 32.659. Tap to store the setting.

Euro Currency

There are 12 EURO currency conversion available with fixed rate. Conversions can be up to 12 digits long. You can input the EURO conversion value up to 5 digits after the decimal point, but you can also achieve a conversion result after only entering 2 decimal places.

Tap to select Euro Currency conversion mode. Tap arrow to select the desire currency conversion. Then tap [=] to get your result. If you want to change the convert direction, tap arrow.

Tap to return to the previous menu.

Time

Tap to enter the Time mode. To exit this mode and return to the Desktop, tap .








Clock

Set Home Country, city and time. You can also select [12/24] key to toggle between 12-hour and 24-hour format. You can also tap on the [DST] key to toggle between DST time or non-DST time.







Tap the to enter the Clock mode. Tap "Edit" on the bottom right corner to enter setting mode. Then, tap "Number key" to input the desire time or tap the arrow to move the cursor to country directly. Touch the arrow to view each country. Tap to store the setting.

Tap to return to the previous menu.

World Time





Tap  to enter the World Time mode. Tap "Edit" on the bottom right corner to enter setting mode. Then, tap "Number key" to input the desire time or tap the   arrow to move the cursor to country directly. Touch the   arrow to view each country. Tap  to store the setting. Tap  to return to the previous menu.

Alarm



There are 3 alarms. Each alarm can be set daily, weekly, weekend or for a specified day. Tap  to enter the Alarm mode. Tap [A1 ] to access the different alarms and select one "Alarm". Then tap  key icon to edit the alarm mode (the current time displayed is the home time and the cursor flashes on the first number). Tap Number key: Ex. 06 30 or you can also tap the   arrow. Then tap the line "Daily Alarm" to set alarm category, then "Weekly Alarm" and select "Sun Alarm" by tapping it. Tap "Note" field to enter a note, if required. Tap  to store the Alarm.

Count Down


The maximum number of Count Down days is 99. Maximum hours is 23, 59 minutes and seconds are 59. If numbers exceed this range, "Error!" will appear.



Tap  to enter the Count Down mode. Tap the "Number key" or the   arrow to set the time. Tap the note field and input the note using the keyboard. Tap  to store the Alarm.

Games

Tap  to enter the game mode. To exit this mode and return to the Desktop, Tap .


777 Games

Tap  to enter this game.

The default bet is 1 and the default total amount of money is 00920. Choose a bet by tapping   and select bet number form 1~9. Touch "Spin" on the bottom right to start the game. The most you can get is 9999.



When the total money is "99999", a "Congratulate! You Have Got 99999!" message will be displayed and if the total money is "0", the screen will display "You Lost! You Lost!" Touch the screen to return to the initial display.

Lottery Game



Tap  to enter the mode.

You can set the quantity of numbers that can be displayed.

The range is from 1 to 9, and also you can set the maximum number that can be displayed. The range is from 1 to 99.

Tap "Sets" to enter setting mode. Then, input your desire number using  . Tap "Max" to set the maximum number that can be displayed and input your desire number. Tap [Start] to start the game. The numbers will be sent out from the left and form its shape by degrees. Seconds later, a set lottery number will be displayed at random.

Set up

Tap  to enter the mode. To exit this mode and return to the Desktop, Tap .

Synchronisation

Tap "Synchronisation" and click "Yes" to start synchronisation or "No" to cancel connection.

If the connection fails, the TM250 will give you a message to notify you. If the connection succeeds, the device begins to transfer the information and a message appears on the screen showing: "Synchronising".



To download new applications or files, click on Download in the SyncMan software on the PC. Then click on Refresh to check which applications are available on the iServer or click on Import to browse for a file on your hard drive or floppy disk. The files appear on the list and will be downloaded to the TM250 series during the next synchronisation.

After the synchronisation has completed successfully, both your Touchman® and the computer will give you a confirmation message.

User Information

Tap "User Information" to enter the mode.


Before using the E-mail function, you must enter your personal data information in User Information mode.

Tap  to edit User Information mode. Then enter the details of your personal information into each field. Then tap  to store your personal data.

Language

Tap "Language" to enter this mode. Then select the home language you desire by tapping on it.

Password

Tap "Password" to enter this mode. Then enter your alphanumeric password (8 characters max). Tap  to store your personal data.

LCD Contrast

Tap "LCD Contrast" to enter this mode. Then tap [▲] or [▼] to lighten or darken the screen. Tap ⇄ to go back to the "Set Up" menu.

Beep Tone

Tap "Beep Tone" to enter this mode. Select [ON] or [OFF] by tapping on the relevant word then the screen will return the original display.

Check Memory

Tap "Check Memory" to enter this mode. Then tap "Yes" to execute the operation. If you don't execute this operation after, the caution screen will prompt "Please perform memory management!" in any mode.

Auto Shut off

Tap "Auto Shut off" to enter this function. You can choose between 1,3,5,7,9,11 minutes before the unit will turn itself off.

Memory Management

Tap "Memory Management" to enter this function. Tap [OK] to execute memory management or tap [NO] to exit.

If there is a lot of data in your unit using the memory management function might take some while during the process. Do not press any keys or turn the unit off until the unit confirms it has finished.

Reset

The reset button is positioned on the back of the unit, inside the hole underneath the product label. It is marked RESET.

Insert a thin, blunt instrument, such as a paper clip, and press the reset button gently. After resetting the unit you will need to perform a screen recalibration. The unit will then take you to the Organizer folder.

Care and safety

Keep the unit away from direct sunlight, high or low temperatures, humidity and dust.

Do not drop the unit.

Do not use detergent, liquid cleaners or solvents to clean the unit. Wipe the unit with a clean, soft, dry cloth.

Do not twist or bend the unit.

We highly recommend to you to keep a hard copy of your significant data. By principle, any system with electronic memory can lose its data in certain circumstances.

We therefore cannot accept any responsibility for the loss of any data, which it was caused by misuse, an unauthorised repair, a malfunction, the change of batteries, the use of batteries after their useful expiry date or any other circumstance. We cannot accept any direct or indirect responsibility for financial losses or complaints from third parties, which could result from the use of this product and its functions.

NOTE: If the unit receives an electro static shock it may cease to function. Should this happen remove the batteries and reinsert them. The unit should then be able to function again.

Batteries

The TouchMan TM250 series uses 2x AAA batteries. If the display becomes too dim to read properly, use the display contrast control to increase the contrast. If the display is still too dim, this is an indication that the battery life is low and they should be replaced as soon as possible.

To replace the batteries, open the battery compartment on the bottom of the unit, take out the old batteries and dispose of them carefully. Note the polarity of the battery compartment and replace the old batteries with NEW high quality batteries. Replace the battery compartment lid and turn the unit on.

DO NOT dispose of old batteries by throwing them into a fire. They may explode and cause serious injury. ALWAYS dispose of batteries carefully.

DO NOT leave the battery in the unit for extended periods of non-use as it may leak and cause irrevocable damage to your unit. This will invalidate your warranty.

If in doubt consult your local stockist or ring the help line for further information.

General specification

Batteries	2 x AAA
Dimensions	107 x 68 x 15 mm
Weight	114g (with batteries)
Warranty	2 years
Memory	TM 254: 4MB, TM 258: 8MB
Made in China	

Warranty

This product is covered by our 2-year warranty.

To make use of the warranty or after-sales service, please contact your retailer and supply proof of purchase. Our warranty covers material or installation-related defects attributable to the manufacturer, with the exception of wear caused by failure to respect the instructions for use or any unauthorised work on the equipment (such as dismantling, exposure to heat or damp etc).

Note: It is recommended that all packaging be kept for future reference. Keep this instruction manual in a safe place as it contains important information.

In our constant concern for improvement, the colours and details of the product may differ slightly from those shown on the packaging.

Customer Service:

For technical assistance call our freephone helpline: 0808 100 3015

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