

# SHARP®

## ELECTRONIC ORGANIZER

### IQ-7600

MODEL **IQ-7620**

## OPERATION MANUAL

CALENDAR



SCHEDULE



TEL



MEMO



CARD



USER FILE



CALC



HOME



WORLD



# INTRODUCTION

Congratulations on purchasing the IQ-7600/IQ-7620 Electronic Organizer.

Please study this operation manual carefully with your new Organizer in hand to familiarize yourself with its many features and to ensure years of reliable and effective service.

Although your Organizer is straightforward to use, keep this manual on hand for reference.

Before using your new Organizer, please read Chapter 1, **MEETING YOUR ORGANIZER**.

## NOTICE

- SHARP strongly recommends that separate and permanent written records of all data be kept in a secure place. There exists the possibility of loss or alteration of data stored in any electronic medium. SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repair or battery replacement, defects, use after expiry of batteries, 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 or any of its functions, such as stolen credit card numbers, loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

### Note:

- The only difference between IQ-7600 and IQ-7620 is memory capacity.
- Unless otherwise specified, the text and materials in this manual apply to both models.
- One of models described in this manual may not be available in some countries.

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## Before Anything Else!!

To ensure years of faithful service, please do not skip this section. The following guidelines should be understood before attempting to use your new Organizer.

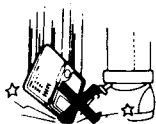
### Caring for your Organizer



Avoid excessive stress. Do not carry your Organizer around in your hip pocket. It may break when you sit down.



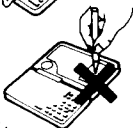
Keep your Organizer from locations where it may be exposed to extremes of heat (such as on the car dashboard or on a heater), humidity and dust.



Avoid excessive shock. Avoid dropping your Organizer and other similar actions.



Clean your Organizer only with a soft, dry cloth. Do not use any solvents.



Avoid unnecessary roughness using the keyboard. Excessive force will shorten its service life.



Bending your Organizer can damage its internal circuits.

Carrying your Organizer in a bag together with hard or sharp objects can scratch it.

#### NOTE

- When you first turn your Organizer on, this display may appear. Press  to continue.

```
The Organizer is
not initialized,
or memory has
been impaired.
Enter "Y" to
INITIALIZE and
CLEAR ALL memory
contents.
```

## About this manual

There are a few conventions used in this manual which you need to understand in order to read it most effectively.

- Notations such as **ON** and **Y** are instructions to press these keys. All of these notations are listed in **Getting to Know One Another** in case you cannot find a key.
- Letters and numbers, other than single characters which may lead to some confusion, are simply written as they stand. i.e., BANK not **B** **A** **N** **K**.
- Words in boldface are the names of functions, menus or chapters, e.g., **Anniversary** menu. Those in **CAPITAL BOLDFACE** are the names of one of the six main modes, e.g., **CALENDAR** mode.
- Keystroke sequences are drawn beside a box on the right hand side of the page indicating the display which should appear after you enter the sequence.

The following example should illustrate these points and a few others.

Enter "NEW YORK" as a memo,

1. Select the **MEMO** mode.

**ON** **MEMO**

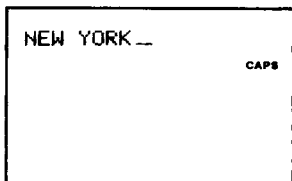
The **MEMO** initial display appears and the question mark shows your Organizer is expecting data to be entered.

```
* MEMO *
TITLE ?      CAPS
```

2. Enter "NEW YORK" using the letter and space keys.

NEW  YORK

If you make a mistake, press  and try again.



3. Store the entry in memory.

NEW YORK is now stored in memory.

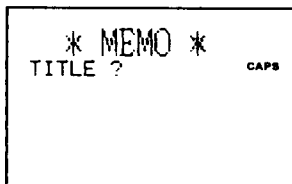
- Important points are listed at the end of a section like this.
- Examples are written in *italics*.
- The word "store" has the special meaning of pressing  to store an entry in memory.

*Check the entry was stored.*

1. Turn the power off,

2. Turn the power back on.

Your Organizer automatically returns to **MEMO** mode.



### 3. Recall the memo.



NEW YORK is recalled.

Now you are familiar with the layout of this manual, you are ready to use your Organizer. The following section will help familiarize you with the layout of your Organizer itself. The subsequent chapters are arranged both as a self-tutorial and reference manual. If you follow them through and enter the examples given, you will gain a thorough understanding of all the many interlinked functions available.



# Getting to Know One Another

To help you find your way around, this section describes all the parts of your new Organizer in detail.

## Layout of your Organizer

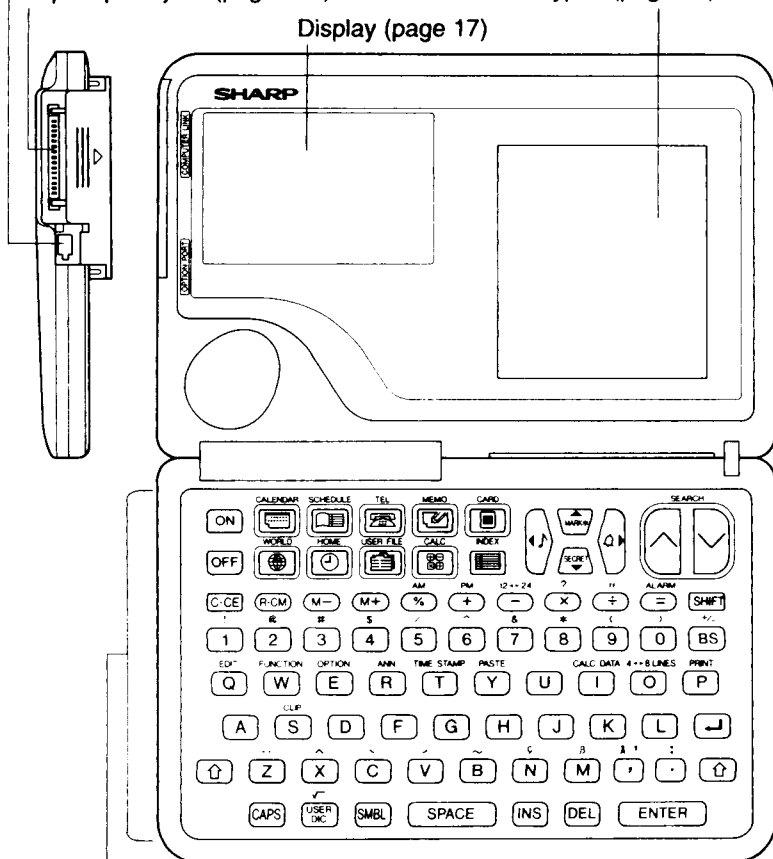
Refer to the page numbers in parentheses for details.

4-pin option jack (page 116, 122)

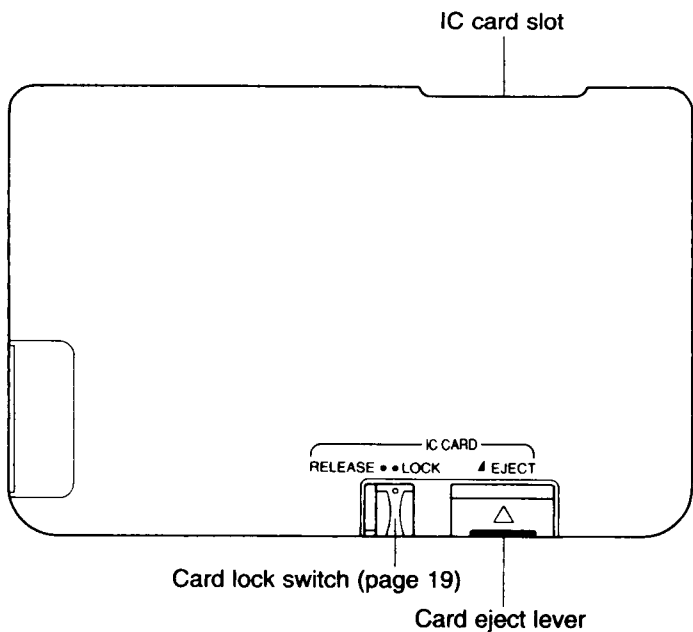
15-pin option jack (page 127)

IC card keypad (page 16)

Display (page 17)



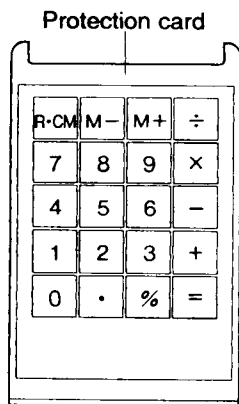
Keyboard (page 12)



### The protection card

The protection card is just a protection and guide card for the card keypad, not an application IC card. When no IC card is installed, be sure to replace the protection card to guard against damaging the card keypad.









- Use of a protection card in a model for which it is not intended may cause damage.
- Install cards fully into the card slot. Poor insertion may damage the Organizer and card.


















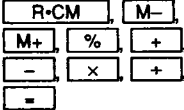






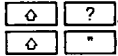






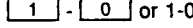
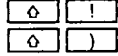
## The keyboard

The following table lists the functions of all the keys along with their representations in this manual. They are listed starting from the top left key and working to the bottom right with page numbers for more details.






































- The **SHIFT** key is used to activate the second function of the multi-function keys marked in blue. Press and release **SHIFT** before pressing the second function you want. This key does not change case or access the secondary symbols. To do this, use the **CAPS** or **⇧** keys.




Key	Representation	Function	Page
	<b>ON</b>	Turns the Organizer on. Interrupts printing and other data transfer.	
	<b>OFF</b>	Turns the Organizer off.	
	<b>CALENDAR</b>	Activates the <b>CALENDAR</b> mode. Repeated pressing cycles through the monthly, weekly and daily calendars.	50
	<b>SHIFT</b> <b>CALENDAR</b>	Displays the calendar for today.	51
	<b>SCHEDULE</b>	Activates the <b>SCHEDULE</b> mode.	56
	<b>SHIFT</b> <b>SCHEDULE</b>	Displays your next scheduled item for today.	56
	<b>TEL</b>	Activates the <b>TEL</b> mode. Repeated pressing cycles through the three directories.	74
	<b>MEMO</b>	Activates the <b>MEMO</b> mode.	90
	<b>CARD</b>	Activates the currently installed IC card, if one is installed.	114, 121
	<b>WORLD</b>	Displays the currently selected world time, date and time difference momentarily or for as long as you hold it down.	42
	<b>SHIFT</b> <b>WORLD</b>	Activates the <b>World city selection</b> menu to set the World city.	42

Key	Representation	Function	Page
	HOME	Displays the currently set local time and date.	38
	SHIFT HOME	Activates the <b>Home</b> clock menu for setting the local time, date and city.	38
	USER FILE	Activates the <b>USER FILE</b> mode. Repeated pressing cycles through the three files.	80
	CALC	Activates the <b>CALCULATOR</b> mode. Repeated pressing switches between the calculator and paperless printer.	108
	INDEX	Displays an <b>Index</b> of entries for the current mode.	26
	◀	Moves the cursor one character to the left.	23
	SHIFT ▶	Turns the keypress beep on and off.	16
	▲	Moves the cursor one line up and scrolls the display up.	23
	SHIFT MARK *	Marks and unmarks an entry as secret.	101
	▶	Moves the cursor one character to the right.	23
	SHIFT ◀	Disables and enables all set alarms.	45, 65
	▼	Moves the cursor one line down and scrolls the display down.	23
	SHIFT SECRET	Turns the <b>Secret</b> function on and off. Clears and sets the password.	100, 104
	^	Displays the previous consecutive entry. Steps backward through months, weeks or days in the <b>CALENDAR</b> mode. Turns the page in <b>Index</b> , etc.	
	SHIFT ^	Searches up for any entry containing a specified keyword. Steps to the previous scheduled item.	

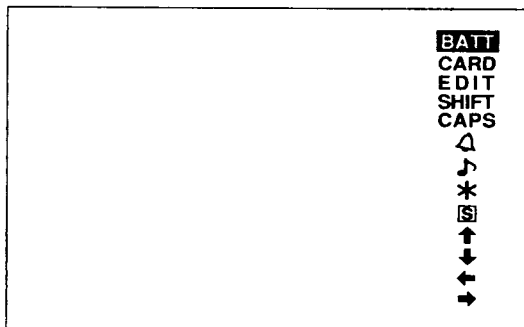
Key	Representation	Function	Page
		Displays the next consecutive entry. Steps forward through months, weeks or days in the <b>CALENDAR</b> mode. Turns the page in <b>Index</b> , etc.	
	 	Searches down for any entry containing a specified keyword. Steps to the next scheduled item.	
		Clears an unstored entry. Cancels a selection/menu to return to previous display. Activates date entry display in <b>CALENDAR</b> and <b>SCHEDULE</b> modes. Clear/clear entry calculator function.	23, 52
		<b>CALCULATOR</b> mode function keys.	108, 109
	 	A.M./P.M. selection. Automatically activated in appropriate mode.  Enter $\overset{A}{M}$ and $\overset{P}{M}$ as symbols.	40
		Switches between 12- and 24-hour time display formats when setting the Home time.	40
		Additional symbols.	
	 	Turns on and off <b>Daily alarms</b> . Sets and cancels <b>Schedule alarms</b> .	46, 65
		Accesses the blue second functions.	
		The numerals 1-0. Also used to make menu selections.	
		Additional symbols.	







Key	Representation	Function	Page
$\frac{+}{-}$ BS	BS	Backspace key for making corrections.	23
	+/-	Sign change key for calculations.	108
	± +/-	Enters ± as a symbol.	
A - Z	A - Z or A-Z	The letters A-Z.	
EDIT Q	SHIFT EDIT	Activates Edit when viewing an entry.	25
FUNCTION W	SHIFT FUNCTION	Activates the miscellaneous Function menu.	
OPTION E	SHIFT OPTION	Activates the Option menu.	
ANN R	SHIFT ANN	Activates the Anniversary menu.	68
TIME STAMP T	SHIFT TIME STAMP	Enters the current local time and/or date.	30
PASTE Y	SHIFT PASTE	Pastes in the text in the clipboard.	28
CALC DATA I	SHIFT CALC DATA	Used in MEMO mode. Marks the following number as calculation data when making an entry. Activates the calculator function after the entry has been stored.	96
4-8 LINES O	SHIFT 4 ◀▶ 8 LINES	Switches between 4- and 8-line display.	19
PRINT P	SHIFT PRINT	Sends the current display to the printer.	117
CLIP S	SHIFT CLIP	Clips (copies) characters to the clipboard.	27
↵	↵	Moves the cursor to the next line.	23
$\frac{..}{Z}$ $\frac{^}{X}$ $\frac{^}{C}$ $\frac{^}{V}$ $\frac{^}{B}$	SHIFT .. ... SHIFT ~	Enable entry of non-English European characters.	22

Key	Representation	Function	Page
<sup>C</sup>  <sup>B</sup>  <sup>A</sup> 	  ...  	Non-English European characters.	22
<sup>A</sup>  <sup>:</sup> 	 	The comma and the period. Period is the decimal point for calculations.	
	   	Quotation mark and colon.	
		Divides hours and minutes during time entry.	58
		Corresponds to the shift key of an ordinary typewriter. Changes case of the letter keys and enters the symbols printed above the keys in white while held down.	
		Caps lock key. Switches between all uppercase and all lowercase modes.	22
		Recalls entries from the <b>User's dictionary</b> .	35
		Square root function key for calculations.	108
	 	Enters $\sqrt{\quad}$ as a symbol.	
		Used to access various miscellaneous symbols. Use  and  to move through the pages, and the number to select.	23
		The space key.	
		Toggles insert and replace modes when entering or editing data.	23
		Deletes characters when entering or editing data, or whole entries. Deletion of any entry must be confirmed.	23
		Stores entries in memory.	19

- When no IC card is installed, the IC card keypad functions as a number entry pad only in the calculation modes.
- Use   to turn the keypress beep on and off.
- Note the period is the same as the decimal point, and the hyphen the same as the minus key.
-  must be held down while pressing another key.

## The display



- BATT** Appears when batteries are running low (page 131).
- CARD** Indicates an optional IC card is installed and the card function is selected.
- EDIT** Indicates Edit is activated (page 25).
- SHIFT**  has been pressed and key second functions activated.
- CAPS** Capital letter entry mode. Use  or  to enter lowercase.
-  Alarms enabled (page 45, 65).
-  Keyboard beep on (page 16).
- \*** Indicates an entry is marked as secret (page 101).
- S** **Secret** function on. Secret entries not accessible.
-  There is more data than can be displayed. Use     to move the display window and see the rest of the information.
- 
- 
- 



## Contrast adjustment

Depending on viewing conditions you may wish to adjust the display contrast.

1. Press   to activate the **Function** menu.

```
< FUNCTION >
1 MEMORY CHECK
2 LCD CONTRAST
3 DATA DELETION
4 SCHEDULE ALARM
5 DAILY ALARM
6 USER'S DIC
7 TEL FILE NAME
```

2. Select LCD CONTRAST.

```
LCD CONTRAST

▲ - DARK
▼ - LIGHT
```

3. Use  and  to adjust the contrast.
4.  or a mode key to exit.

## 4 ◀▶ 8 line display

Your Organizer is capable of two display modes. A 4-line by 12-character display for easy viewing or an 8-line by 16-character display to maximize information visible. You can set any entry in the **SCHEDULE**, **TEL** or **MEMO** modes, or in the **Anniversary** function to either 4- or 8-line display at any time. Note however that an entry cannot combine both character sizes.

1. Display the entry.

```
NEW YORK
```

## 2. Change display size.

SHIFT    4 ◀▶ 8 LINES

NEW YORK

- An anniversary entry display can only be changed when the **Anniversary** function is activated.

### Power on/off

If your Organizer does not turn on when you press **ON**, the card lock switch is probably in the RELEASE position. Return it to LOCK and try again.

Turning the power on, your Organizer always returns to the mode in use when you last turned it off.

### Auto power off

When no keys have been pressed for 6 minutes or so, the Organizer automatically turns off to conserve power.

- Information is never stored until **ENTER** has been pressed and STORED! displayed. Any data not stored with **ENTER** will be lost when power is turned off either manually or automatically.

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# USING YOUR ORGANIZER

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This chapter is divided into two sections. **General Operation** covers the basic techniques needed to get started and should be read by first-time users. **Advanced Techniques** introduces the more advanced editing, entry and deletion techniques. This section depends on examples and learning from later chapters and so is best read once you are comfortable with the fundamentals.

## General Operation

This chapter discusses basic entry techniques for the **SCHEDULE**, **TEL**, **MEMO** and **USER FILE** modes and the **Anniversary** function. The following examples use the **MEMO** mode.

### Entering characters

All the English and many European letters, the numerals, and a variety of useful symbols may be entered.

CAPS and  ◊ are equivalent to the CAPS lock and shift keys on a typewriter. Use these to change between upper and lower case and  ◊ to activate the white symbols on the keyboard.

### Non-English letters

Activate **MEMO** mode and enter Ä and ñ.

MEMO			
SHIFT	¨	A	
SHIFT	~	◊	N

Enter Ç, ß and Ä.

SHIFT	Ç
SHIFT	ß
SHIFT	Ä

ARÇBA	
	CAPS

### Special symbols

Symbols printed above the keys in white can be entered by simply pressing the corresponding key while holding down  ◊.

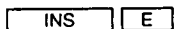
In addition, there are many special characters and symbols available to include in your text arranged in 17 pages of 10. The first page contains the last 10 symbols you have chosen for quick access to those frequently used.



2. First move the cursor back on to the W to insert the E.

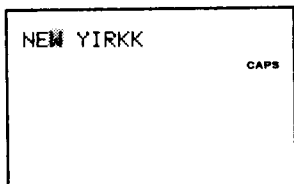


3. Change to insert mode and enter the E.

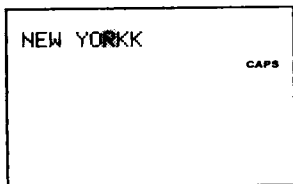
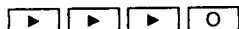


Note the cursor change to ◀ to indicate insert mode.

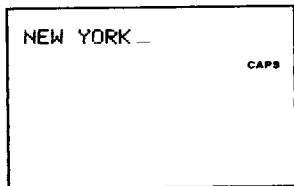
4. Exit insert mode.



5. Move the cursor to the I and replace with O.



6. Move the cursor to the last K and delete.



## Editing previously entered data

Once an entry has been stored using **ENTER**, you must activate **Edit** using **SHIFT** **EDIT** to make any changes. Changes are made in the same manner as described above. **ENTER** when editing is complete.

No changes are made to the entry until the edited version is stored by pressing **ENTER** and **STORED!** is displayed. To cancel all changes and exit **Edit**, **C-CE** **C-CE** or **SHIFT** **EDIT**.

## Memory check

The memory check function indicates how much memory is in use and the number of entries stored in each mode. All modes use the one common memory space.

1. Activate the **Function** menu.

**SHIFT** **FUNCTION**

```

< FUNCTION >
0 MEMORY CHECK
1 LCD CONTRAST
2 DATA DELETION
3 SCHEDULE ALARM
4 DAILY ALARM
5 USER'S DIC
6 TEL FILE NAME
  
```

2. Select **MEMORY CHECK**.

**1**

```

<MAIN MEMORY>
TEL1:0
TEL2:0
TEL3:0
MEMO:1
SCHEDULE:0
0% USED 100% +
  
```

The display is divided into two pages. **^** and **v** to switch pages.

When the memory is getting near full, delete any unnecessary entries to make room for new data.

- When certain IC cards are installed, you may have to select between main memory or card memory.

## Advanced Techniques

The following more advanced techniques are not necessary for basic operation. Come back and read this section when you are feeling familiar with your Organizer's functions.

### Index

The **Index** function provides convenient direct indexed access to the entries in the **SCHEDULE**, **TEL**, **MEMO** and **USER FILE** modes. Simply pressing  gives an instant index of all the entries in the current mode.

A 2-line index of up to 4 entries can be displayed at once for the **SCHEDULE**, **TEL** and **USER FILE** modes, and a 1-line index of up to 6 entries along with the total number of entries for the **MEMO** mode. Use  and  to move through the index by the page or  and  to move by the entry.

When an entry is highlighted,  to view the entry in detail.

- Entries may also be easily deleted through the index. Just select the entry to delete, and  .
- Memos can be easily rearranged in **Index** (page 93).
- The printing and data transfer functions found in the **Option** menu operate from the **Index** display in the same manner as if the entry itself were showing.
- Data that cannot be displayed appears as "...".

### Clip and paste

The **Clip** function copies text into a temporary clipboard in which you can store up to 128 characters of information to paste in elsewhere. The text clipped is not deleted. This function may be used to move entire entries between modes, or to simply move a few words to another location.

Any data placed in the clipboard remains there until it is replaced by the next entry. Be careful clipping secret information as it can be pasted in even when **Secret** is on.

#### Clipping entire entries

An entire entry may be clipped and pasted in elsewhere.

*You must advise Madrid of your passport details. (Example from pages 58 and 90.)*



1. Recall your passport memo.

MEMO INDEX ▼ ▼ ▼  
ENTER

```
PASSPORT No.  
M673882  
expires 12/31/92
```

2. Open the clipboard.

SHIFT CLIP

```
PASSPORT No.  
M673882  
expires 12/31/92
```

```
DEL: ALL MODE
```

3. Clip the entire entry with ENTER

ENTER

4. Recall your schedule item to call Madrid.

SCHEDULE INDEX ENTER

```
SAT JUN 13, 1992  
▲ 9:00~  
Call Madrid
```

```
[ALARM= 9:00]
```

5. Activate **Edit** and move to the end of the description.

SHIFT EDIT ▼ ► ... ►  
J

```
SAT JUN 13, 1992 EDIT  
▲ 9:00~  
Call Madrid
```

```
[ALARM= 9:00]
```

6. Paste in your passport details.

```
SAT JUN 13, 1992  EDIT
▲ 9:00~
Call Madrid
PASSPORT No.
M673882
expires 12/31/92
-[ALARM= 9:00.]
```

7. Move to the alarm time ...

8. And store the entry.

- Data on the clipboard can be re-pasted as many times as you wish, either in a new entry or **Edit**, wherever you would usually enter keystrokes.
- When clipping entire records in **USER FILE** the displayed field names are also copied.

### Clipping part entries

Part of an entry can be clipped out when **Edit** is activated.

*You want to call Angus McGregor before the Project Z meeting. Add his name and number to your schedule. (Example from pages 56 and 74.)*

1. Recall Angus's listing and activate **Edit**.

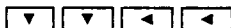
2. Move to the first character you want to clip out (in this case the first character of the entry).

3. Open the clipboard.

The start of text to be clipped is marked with **C**.

```
McGregor Angus  EDIT
213-681-3741
fax 681-3733
5643 Airport Blvd
Los Angeles
90045
CLIP MODE
```

4. Move the cursor onto the final 1 of the phone number.

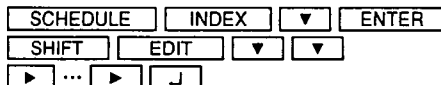


```
McGregor Angus█ EDIT
213-681-3741█
fax 681-3733█
5643 Airport Bvd
Los Angeles█
90045
```

5. Clip it!

ENTER

6. Now edit the Project Z schedule reminder going to the end of the description...



```
WED JUN 24, 1992 EDIT
▲10:00A~ 2:00P
Project Z█
meeting█
_

[ALARM= 9:30A]
```

7. And paste it in.

SHIFT PASTE

```
WED JUN 24, 1992 EDIT
▲10:00A~ 2:00P
Project Z█
meeting█
McGregor Angus21
3-681-3741_

[ALARM= 9:30A]
```

ENTER ENTER to store the entry.

- Multiple fields (such as in TEL listings) pasted into a single field are strung together without a break. Go back and insert `↵`s or spaces as appropriate.
- Multiple fields (such as in TEL listings) pasted into a mode with fields will be divided again into fields.
- Text clipped during **Edit** may also be pasted in again elsewhere in the same entry.
- Scheduled times cannot be clipped.
- An anniversary entry may only be clipped out when **Edit** is activated.

## Date/time stamp

The **Date/time stamp** function enables the current time and/or date to be easily added to an entry. It could be used to include the date you meet someone along with their telephone listing or the time at which you write a memo.

The **Date/time stamp** menu has three options.

- |                                      |                               |
|--------------------------------------|-------------------------------|
| <input type="button" value="D"/>     | Stamp the date.               |
| <input type="button" value="T"/>     | Stamp the time.               |
| <input type="button" value="SPACE"/> | Stamp both the date and time. |

Add today's date to Margaret Smythe's address. (Example from page 74.)

1. Recall the listing.

```
Smythe Margaret
202-345-8375
5280 Robin Lane
Chicago
IL 60637
```

2. Activate **Edit** and move the cursor to the bottom of the entry leaving a blank line.

...   ...

```
Smythe Margaret␣ EDIT
202-345-8375␣
5280 Robin Lane␣
Chicago␣
IL 60637␣
␣
-
```

3. Activate the **Date/time stamp** menu.

```
Smythe Margaret␣ EDIT
202-345-8375␣
5280 Robin Lane␣
Chicago␣
IL 60637␣
␣
Stamp Date/Time
```

( to cancel menu.)

4. Stamp the date.

```
Smythe Margaret4 EDIT
202-345-83754
5280 Robin Lane4
Chicago4
IL 606374
4
6/12/1992_
```

5. And store the entry.

- The date format may be set to either M/D/Y or D.M.Y. See page 71, **Month/day/year? day.month.year?**

## Copying entries

Sometimes you want to make two or more entries in the same mode which differ very little. When you use **Edit**, simply edit the entry as usual, but press   instead of just  to store the edited entry as a new one without erasing the original.

*There is to be another Project Z meeting on July 24, 1992. (Example from page 56.)*

1. Recall the Project Z meeting schedule on June 24.

Z

```
WED JUN 24, 1992
▲10:00~ 2:00
Project Z
meeting
McGregor Angus
213-681-3741
[ALARM= 9:30]
```

2. Activate **Edit** and change the date.

```
M/D/Y= 7/24/1992 EDIT
▲10:00~ 2:00
Project Z4
meeting4
McGregor Angus4
213-681-3741
[ALARM= 9:30]
```

### 3. Move to the alarm time ...

### 4. And store the entry without erasing the original.

- need only be used for storing the overall entry, not for intermediate steps (i.e., not for stepping through fields).
- This feature is available any time you use **Edit**.

## Block deletion

Whole directories of listings or files of records may be deleted in a single stroke for any of the modes or functions. Alternatively, you can delete all **Secret** entries from the Organizer at once. This powerful function is located in the **Function** menu.

Note that the **Secret** function must be off. The only exception is when deleting all **Secret** entries.

*Delete the entire TEL 1 directory.*

### 1. Select DATA DELETION from the **Function** menu.

```
<DATA DELETION>
1 TEL
2 MEMO
3 SCHEDULE
4 USER
5 SECRET DATA
```

### 2. Select TEL.

Remember, **Secret** must be off!

```
<DATA DELETION>
1 TEL 1
2 TEL 2
3 TEL 3
```

### 3. Select TEL 1.

```
TEL 1(MAIN)
DELETE
```

### 4. to continue with deletion. Any other key will exit without deleting.

- The anniversary files are found with the schedule file. ANN1 is the file of anniversaries defined by date, and ANN2 the file of those defined by week.

## User's dictionary

Commonly used words or phrases can be stored in the user's dictionary for easy entry in any mode. Entries in the dictionary are stored in alphabetical order with each letter A-Z starting a new page. Those beginning with non-English letters are stored on the page corresponding to their nearest English counterpart.

Entries beginning with a character or symbol other than A-Z are stored before the A page.

The user's dictionary functions are found in the **Function** menu.

### Adding an entry

Add "New Jersey " and "meeting room no." to the dictionary.

#### 1. Select USER'S DIC from the **Function** menu.

```
< USER'S DIC >
A ADD
B DELETE
E MODIFY
```

2. Select ADD.

1

```
ENTER WORD
_____
```

3. Enter "New Jersey".

New Jersey

New Jersey is stored on the N page.

```
ENTER WORD
_____
NNew Jersey
```

4. Enter "meeting room no."

meeting room no.

This is stored on the M page.

```
ENTER WORD
_____
Mmeeting room no
```

5.  to return to the user's dictionary menu, and again to return to the initial mode (or press a mode key).

- Entries may be up to 32 characters long, but only the first 15 are shown in the index.

### Using user's dictionary entries

*You are going on a business trip to New Jersey on June 16, 1992.*

1. Set the current day in the **SCHEDULE** mode.

06161992



2. Enter "Go to ".

Go to

```
TUE JUN 16,1992
Go to -
```

3. Retrieve the New Jersey entry.

```
TUE JUN 16,1992
Go to New Jersey
-
```

- and  to step through the pages. Select the entry by its number.
- to directly access the first N page,  to access the first Z page etc.

### Modifying stored entries

*Change "meeting room no." to just "room no."*

1. Select MODIFY from the **USER'S DIC** menu.

```
SELECT WORD
```

```
meeting room no
```

2. Select the entry to edit.

```
meeting room no.
```

```
meeting room no
```

3. Edit the entry.

...

```
room no.  
-----  
meeting room no
```

4. Store the edited entry.

**Deleting user's dictionary entries**

*Delete New Jersey from the dictionary.*

1. Select DELETE from the **USER'S DIC** menu.

2. Find the page containing the entry to delete.

3. Select the entry's number to delete it.

- Be careful. You are not asked for confirmation when deleting these entries.

---

# HOME AND WORLD CLOCKS

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Your Organizer features a clock which not only keeps track of the local time and date but also gives you instant access to the time and date in any of 212 cities around the world, even taking into account daylight saving time.

## Home Clock

The time, date and city set for the Home clock are the reference used to determine the time and date elsewhere around the world. When your Organizer is reset, the Home clock is set to midnight, Wednesday 1 January 1992, New York.

Usually you would set the Home city to where you are living. If you change the Home city, the Home time will of course change to follow suit.

- The alarm times do not change when you change the Home city.

## Displaying the Home clock

Press . The local time, date and city are displayed for about one second or as long as you hold the key down.

## Setting the Home clock

The Home clock is set in two steps. First set the city and whether daylight saving time is in effect, and then set the time.

### Setting the Home city

*Set the Home city to Boston, USA.*

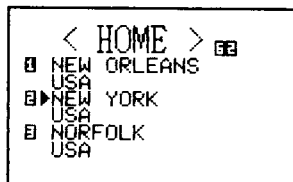
1. Activate the **Home clock** menu.



```
< HOME >
1 CITY
2 TIME/DATE
```

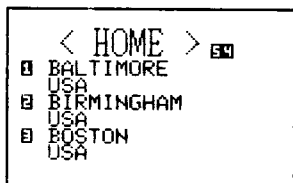
## 2. Select CITY.

1



The cities are arranged in alphabetical order by country on 71 pages of 3. The number on the top right of the display is the page number.  and  step through the pages one at a time or repeatedly if held down. Alternatively, press  (for USA) to jump directly to the first country beginning with U, then continue using .

## 3. Display Boston, USA.



## 4. Select Boston as the Home city.

3

- If daylight saving is in effect in Boston, press   to mark DST, then  to select Boston. (For more details, see page 44.)
- Three special symbols appear on the **Home city selection** menu beside the cities to which they refer.
  - ▶ City is designated the Home city.
  - ▷ City is designated the Home city and DST is in effect.
  - ◇ DST is in effect.
- The following countries are abbreviated:

Federal Republic of Germany	GERMANY, F.R.
Papua New Guinea	PAPUA N.GUINEA
Republic of Trinidad and Tobago	TRINID. & TOB.
United Arab Emirates	U.A. EMIRATES
United States of America	USA
Union of Soviet Socialist Republics	USSR
- Country and city names displayed are as they were on November 1, 1990.

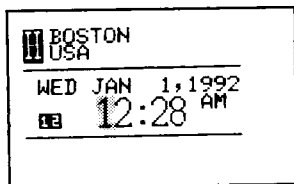
## Setting the Home time and date

Either the 12-hour or 24-hour system may be used. The system set for the Home clock is the one used for all other modes.

Set the local time to 1:30 p.m., 12-hour time and the date to June 12, 1992.

1. Select the **Home time/date setting** menu.

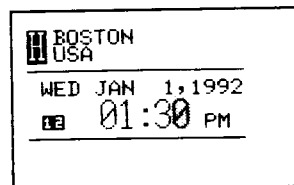
SHIFT HOME 2



2. Enter the time.

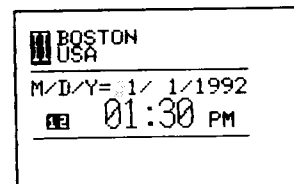
0130 PM

12 24 to switch between the 12- and 24-hour systems.

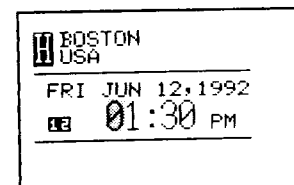


3. Enter the date.

▲



06121992



The date format may be set to either M/D/Y or D.M.Y. See page 71,  
**Month/day/year? day.month.year?**

4. Store the entry.

to leave the settings unchanged.

- In 12-hour mode, 12:00 AM is midnight and 12:00 PM is noon.

## World Clock

The World clock tells you the time in 212 cities all around the world. Be sure however, to keep track of when a city has daylight saving in effect (see page 44, **Daylight Saving Time**). When your Organizer is reset, the World city is set to London.

### Displaying the World clock

Press **WORLD**. The time, date, and time difference of the current World city are displayed for about one second or for as long as you hold the key down.

### Selecting the city

*Change the World city from London to Singapore.*

1. Activate the **World city selection** menu.

**SHIFT** **WORLD**



This is the same city list as the **Home city selection** menu with the addition of a page 0 which carries the last 6 cities you have selected for quick reference.

2. Display SINGAPORE.

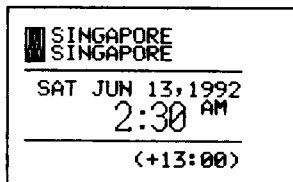
**S** **v**





3. Select SINGAPORE.

3



The (+13:00) indicates the time difference from the Home city.

4.  to exit the **World city selection** menu.



- To check the time in Singapore again, just press .
- SINGAPORE has moved to the top of the **World city selection** menu.
- The following symbols appear in the city list.
  - ▶ City is designated the World city.
  - ▷ City is designated the World city and DST is in effect.
  - ◇ DST is in effect.

## Daylight Saving Time (DST)

In a lot of cities in the world, the time is moved 1-hour ahead during summer months.

It is useful to keep track of this in your Organizer. Be sure to cancel the DST setting when the city returns to normal time.

DST for a city may be set in either the **Home city selection** menu or the **World city selection** menu.

1. Activate either the **Home** or the **World city selection** menu.
  2. Display the city you want to set.
  3.  **SHIFT** and the number next to the city turns DST on and off.  appears beside the city when turned on.
-  will appear on the time display when DST is in effect for the city.

## Daily Alarms

Your Organizer has up to 7 independent daily alarms which go off at the same time every day just like 7 regular alarm clocks. They can each be easily turned on and off, or they may be all muted for special occasions.

Press **SHIFT** **4** to mute or activate the set alarms. **4** will appear on the display when the alarms can sound. (This also affects schedule alarms. See page 65.)

- Alarms sound even with the Organizer off.
- No alarms will sound with the card lock switch at RELEASE. If there have been any alarms muted due to this, move the switch to LOCK and turn the Organizer on to let the first alarm go off. Otherwise no further alarm will sound.

### Setting daily alarms

*Set alarms to sound 3 times a day at 7:00 a.m., 2:30 p.m. and 17:00. However, today you don't want the alarm to sound at 2:30 p.m.*

1. Select DAILY ALARM from the **Function** menu.

**SHIFT** **FUNCTION**  
**5**

```
<DAILY ALARM>
SET ALARM TIME
- : SET
```

2. Set the alarm for 7:00 a.m.

**7** **AM** **ENTER**

```
<DAILY ALARM>
7:00 SET 4
```

3. Set another alarm for 2:30 p.m.

2  30

```
<DAILY ALARM>
7:00a SET
2:30p SET   Δ
```

4. Set another alarm for 17:00.

17

```
<DAILY ALARM>
7:00a SET
2:30p SET
5:00a SET   Δ
```

5. Turn the 2:30 p.m. alarm off.

Select it with  and  and cancel.

```
<DAILY ALARM>
7:00a SET
2:30p SET   Δ
5:00a SET
```

(   again to turn it back on.)

6.  to exit the alarm set menu.

- The time may be entered in either 12- or 24-hour format. Once set however, alarm times are displayed according to the system set for the Home clock.
- Alarms sound for 16 seconds unless interrupted by  or .

## Editing and deleting daily alarms

To edit an alarm, select it using  and , press  , and edit in the usual way.

To delete an alarm, select it and press .  
Press  to delete it, or any other key to leave it unchanged.

- During entry or editing, individual alarms may be turned on and off with  alone.

---

# ORGANIZING YOUR AGENDA

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To organize your agenda, your Organizer has three interlinked modes and functions. The **CALENDAR** and **SCHEDULE** modes, and the **Anniversary** function. Switching between these modes leaves the selected date unchanged providing convenient, rapid access to the entries you seek in a clear and readily assimilable form.

## Your Calendar

The **CALENDAR** mode is used for viewing your agenda and for selecting the date. There are three different displays for viewing your agenda. Press  to cycle through them.

- **Monthly calendar**

Displays any month from January 1901 to December 2099. Days with scheduled items are tagged with a ■, and anniversaries are highlighted in reverse white on black for a clear overview of your activities for the month.

- **Agenda for the week**

Displays your agenda for the week corresponding to the current day\*. The first 12 characters of the first anniversary or scheduled item for each day can be seen. Anniversary days are highlighted.

- **Schedule for the day**

Displays your schedule for the current day with a graphic indication of scheduling. Highlighted items are anniversaries.

Scheduled items are entered in the **SCHEDULE** mode, and anniversaries through the **Anniversary** function.

\* The current day is the day currently selected and flashing on the display, not necessarily today.

Whenever there are several items on the agenda, they are displayed according to the following priority.

- i) Anniversaries designated by month and week.
- ii) Anniversaries designated by day and month.
- iii) Scheduled items without a scheduled time.
- iv) Scheduled items with a scheduled time.

## Monthly calendar

Activate the **CALENDAR** mode.

CALENDAR

```
*** JUN 1992 ***
S M T W T F S
  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
      ( 164/202 ) 24
```

- **SHIFT**  **CALENDAR** brings you to this month. If you set the date to June 12 as described on page 40 this is what you will see.
- [164/202] 24 means the current day is the 164th day of the year, in the 24th week, with 202 days remaining.  
The number of days between any two events in a year can be calculated by subtracting their day numbers.
- Each Monday through Sunday interval is considered a week. If January 1 falls on or before Thursday, it is in the first week of the year. If it falls after Thursday, it is in the last week of the previous year.

### Specifying the current day

There are three ways to specify the current day and so the month displayed.

- **Stepping** forward or back by the month using   or  .
- **Jumping** forward or back by a given number of days.
- **Specifying** the date, month and year directly.

### Stepping

Use   or   to step forward to the first of the next month or back to the first of the preceding month. Hold the keys down to step through continuously. Use     to select a day.

Return to today:  **SHIFT**  **CALENDAR**

### Jumping

Using   and   you can jump forward or back up to 9999 days from the current day. This is especially useful for checking deadlines or due dates.



1. Activate the **CALENDAR** mode for today.

```
*** JUN 1992 ***
S M T W T F S
  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
      ( 164/202 ) 20
```

2. Jump to 90 days ahead.

 90

```
*** SEP 1992 ***
S M T W T F S
  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
      ( 254/112 ) 20
```

The 90th day from today flashes.

### Specifying the date directly

Using  you can enter the target day, month and year directly.

*Display May 1993.*

1. Activate the date entry display.

```
MM/DD/YYYY
MONTH : _
DAY   :
YEAR  :
```

2. Enter the date.

05  1993

```
MM/DD/YYYY
MONTH :05
DAY   :
YEAR  :1993
```

3. Return to the calendar display.

CALENDAR

*** MAY 1993 ***						
S	M	T	W	T	F	S
	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	31	[ 12/244 ]			

- Omitting the day will bring you to the first of the month, and omitting both the day and month to the first of the year.
- Alternatively press  just once and edit the date.

## Agenda for the week

Looking at the monthly calendar, press  again to see your agenda for the week about the current day. The first 12 characters of the first scheduled item for each day are displayed.

*Look at the agenda for the week containing June 24, 1992.*

1. Display the monthly calendar for June 24, 1992.

06241992

*** JUN 1992 ***						
S	M	T	W	T	F	S
	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	[ 176/190 ]			

## 2. Look at the weekly schedule.

CALENDAR

("Project Z" is an example used in the next section, **Your Schedule**. You may see nothing but the days on the display.)

```
*** JUN 1992 ***
22M:
23T:
24W:Project Z
25T:
26F:
27S:
28S:
```

- Press  to move to the last day of the previous week, and  to move to the first day of the next week.
- Use  and  to step the current day forward or back one or hold them down to repeat.

## Schedule for the day

Pressing  again gives a graphic display of the schedule for the current day. The first 4 characters of the first 6 scheduled items for the day are displayed.

### 1. Return to June 24, 1992.

CALENDAR

C-CE 06241992

CALENDAR

```
*** JUN 1992 ***
S M T W T F S
  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
      ( 176 / 190 ) BB
```

### 2. Look at the schedule for the day.

CALENDAR

CALENDAR

```
WED JUN 24, 1992
PLAN: -9-11-1-3-5-
▲Proj
```

↑↓

- to step the current day forward and back.
- The arrows on the display indicate there is more information than can be seen at once.
  - Use  and  to see times which are not shown.
  - Use  and  to scroll the display up and down if there are more than 6 entries.
- Starting times are displayed in 30-minute steps to the previous hour or half hour. i.e., 9:45 is shown at 9:30; 9:25 is shown at 9:00 etc.
- Finishing times are displayed to the following hour or half hour. i.e., 9:45 is shown at 10:00; 9:25 at 9:30.
- If there is no finishing time, the item is indicated to last for 30 minutes.

## Your Schedule

Your Organizer's schedule mode allows you to record appointments in the future as well as significant dates in the past. They may then be recalled either via the **CALENDAR** mode, as already described, or through the **SCHEDULE** mode itself. An alarm can also be set to alert you at or before the appointment.

### Entering scheduled items

Entering an item into the schedule is done in two steps or three if you are setting an alarm.

- Select the date for the item.
- Enter the item.
- Set the alarm.

### Selecting the date

A scheduled item is entered on the current day. There are four ways to select the current day.

#### CALENDAR mode

- Set the current day (see page 51, **Specifying the current day**) and press .

#### SCHEDULE mode

- Go straight to today using  .
- Step up or down a day at a time using  and .
- Enter the date directly using  , the date, then .

### Entering the item

An item consists of the scheduled time and a description. The whole scheduled time or just the finishing time may be omitted.

*There is a meeting to discuss Project Z on June 24, 1992 from 10:00 a.m. to 2:00 p.m.*

1. Select the date in the **CALENDAR** mode.

SHIFT	CALENDAR		
▼	▼	◀	◀

*** JUN 1992 ***						
S	M	T	W	T	F	S
	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				
[ 176 / 190 ] BB						

(Assuming today is June 12, 1992.)

2. Switch to the **SCHEDULE** mode.

SCHEDULE
----------

WED JUN 24, 1992 TIME ?
----------------------------

3. Enter the starting and finishing times.

10 

AM
----

 2 

PM
----

WED JUN 24, 1992 10:00~ 2:00 DESCRIPTION?
---

4. Enter the description.

Project Z 

↵
---

 meeting

WED JUN 24, 1992 10:00~ 2:00 Project Z meeting_
--

↵
---

 moves the cursor to the next line.

5. Store the entry.

Now look at the monthly calendar to see how it appears. Notice the tag, ■, to the upper right of the 24th. Items beginning in the morning or with no scheduled time are tagged to the upper right. Those beginning after noon are tagged to the lower right.

- Times may be entered in either 12- or 24-hour format. Once entered however, they are displayed according to the format set for the Home clock.
- To divide the hour and minutes, use  (e.g.,  for 9:45).

*You must call the office in Madrid tomorrow morning at 9:00.*

1. Set the current day for tomorrow.

```
SAT JUN 13, 1992
TIME ?
```

2. Enter the time.

9

```
SAT JUN 13, 1992
9:00~
DESCRIPTION?
```

3. Enter the description and store the item.

Call Madrid

```
SAT JUN 13, 1992
9:00~
Call Madrid
```

Press    
 to see how it is displayed  
on the schedule for the day.

```
SAT JUN 13, 1992
PLAN: 9-11 1-3-5-
Call
```

*You are going to Paris on August 27, 1992. Your departure time is as yet unconfirmed.*

1. Set the current day for August 27, 1992 (in **SCHEDULE** mode).

08271992

```
THU AUG 27, 1992
TIME ?
```

4

2. Skipping the time\*, enter the description and store the item.

Go to Paris

```
THU AUG 27, 1992
Go to Paris
```

Press   for an easy-to-read 4-line display.

Press   to see  
how it is displayed in your agenda for the  
week. Notice the current day flashing.

```
*** AUG 1992 ***
24M:
25T:
26W:
27T: Go to Paris
28F:
29S:
30S:
```

\* Beginning an entry with a numeral enters the time. Beginning with a letter goes directly to the description.

*You are meeting Dr. Benedict over dinner on June 24, 1992.*



## 1. Set the current day.

SHIFT	CALENDAR		
▼	▼	◀	◀
SCHEDULE			

```
WED JUN 24, 1992
10:00~ 2:00
Project Z
meetings
```

## 2. Enter and store the item.

6  8   
Meet Dr. Benedict  
over dinner

```
WED JUN 24, 1992
6:00~ 8:00
Meet Dr. Benedict
over dinner
```

The above four examples will be used in the following section for recall.

## Recalling scheduled items

Scheduled items may be recalled in three main ways.

- By date (in the same way as above)
    - **CALENDAR** mode
      - Set the current day or select an item in the schedule for the day, and press .
    - **SCHEDULE** mode
      - Go straight to your next scheduled item for today using  .
      - Step back or forward a day at a time using  and .
      - Enter the date directly using  .
  - By search
    - Sequential search. Look for next or previous scheduled item.
    - Direct search. Look for the first items with a given title.
    - Keyword search. Look for items containing a given word.
  - By **Index**
- \* Or the last for today if you have nothing scheduled later on.
- Multiple entries on the same day may be viewed using  and  to step through them. Items are stored in chronological order.

## Recalling by date

Check your schedule for June 24, 1992.

1. Look at your overall schedule for June 24, 1992.

```
WED JUN 24, 1992
PLAN: 9-11-1-3-5
Prod
Meet
```

2. Recall the details of the second scheduled item.

```
WED JUN 24, 1992
6:00~ 8:00
Meet Dr. Benedict
over dinner
```

3. Recall the previous item of the day.

```
WED JUN 24, 1992
10:00~ 2:00
Project Z
meetings
```

*When is your next scheduled item for today?*

Recall the next item on your agenda for today.

## Sequential search

Press   or  to step down or up through scheduled items on your agenda starting from the current day.

*Look through all scheduled items from the beginning.*

```
SAT JUN 13, 1992
9:00~
Call Madrid
```

Keep pressing   to see the rest of the scheduled items.

- Press     to see the most future scheduled item.

### Direct search

The direct search will find the first scheduled item beginning with the word or characters you specify. Enter the header for the title of the item you want to recall and press . Any combination of letters, symbols, numbers and spaces may be used. Upper and lowercase characters are treated the same.

*Recall the next scheduled item after today beginning with "Project".*

1. Enter the first few characters of the description.

proj

2. Recall the scheduled item.

```
WED JUN 24, 1992
10:00~ 2:00
Project Z
meeting
```

- Use  to search backwards.

### Keyword search

The keyword search will recall all items containing a given keyword. Enter the keyword you want to find and press  . Any combination of letters, symbols, numbers and spaces may be used. Upper and lowercase characters are treated the same.

Find all occurrences of the word "meet".

1. Set the current day to the first scheduled item.

2. Search for the keyword "meet".

meet

```
WED JUN 24, 1992
10:00~ 2:00
Project Z
meetins
```

- Press   again for the next occurrence.
- Use   to search backwards.

### Recalling by Index

Press  for an index of all scheduled items. They are arranged in chronological order. Use  and  to step through the items one by one, and  and  to step through page by page. Press  to display the highlighted item in detail.

```
6/13/92 9:00
Call Madrid
6/24/92 10:00
Project Z
6/24/92 6:00
Meet Dr. Bened...
8/27/92
Go to Paris
```

- For schedule dates, the years 1901-1999 appear as '92 etc., and 2000-2099 as 92 etc.

### Deleting

To avoid cluttering up your view and to conserve the large, but finite, memory of your Organizer, it is a good idea to periodically delete unwanted data.

Scheduled items may be deleted in five degrees of scope.

- One at a time.
- By the day.
- By the week.
- By the month.
- All scheduled items (see page 32, **Block deletion**).

## Deleting one at a time

*Dr. Benedict has canceled your dinner appointment.*

1. Recall the scheduled item.

bene

```
WED JUN 24, 1992
6:00E ~ 8:00E
Meet Dr. Benedict
over dinner
```

2. Press .

```
WED JUN 24, 1992
6:00E ~ 8:00E
Meet Dr. Benedict
over dinner

DELETE ANY
```

3.  to delete, any other key to leave it unchanged.

- Alternatively, select the item in **Index** and press  .

## Deleting by the day, week or month

Select the schedule for the day, agenda for the week, or monthly calendar display in the **CALENDAR** mode to delete by the day, the week or the month.

Press , and  to continue with the deletion.

- Notice that secret data are also deleted even while the **Secret** is on. (For explanation of the **Secret** function, see page 100.)

## Editing

Any item may be edited by recalling it and editing as described in **Editing previously entered data** on page 25.

Refer to **Advanced Techniques**, page 26, for some more powerful editing and entry methods.

## Reminder Alarms

With your Organizer, you can set reminder alarms to go off at the scheduled time of an item, say to remind you to make a telephone call, or before to give you time to fully prepare.

When the time arrives, the alarm sounds, and the scheduled item is displayed. (If the item is secret, <SECRET!> will be displayed.) The alarm rings for 16 seconds or until you press . (This is a good time to delete the entry. Press  )

mutes or enables all set alarms including the daily alarms to avoid untimely interruptions. The 🔔 must be visible on the display for alarms to sound.

- Alarms sound even with the Organizer off.
- No alarms will sound with the card lock switch at RELEASE. If there have been any alarms muted due to this, move the switch to LOCK and turn the Organizer on to let the first alarm go off. Otherwise no further alarm will sound.

## Setting alarms

*Set an alarm to remind you to call Madrid.*

1. Recall the item.


```
SAT JUN 13, 1992
 9:00~
Call Madrid
```

2. Set the alarm.

```
SAT JUN 13, 1992
▲ 9:00~
Call Madrid
```

[ALARM= 9:00~]

Notice the  next to the starting time indicating an alarm is set. Press

.  can still be seen. Press    
. Again it can be seen.

- Press   again to cancel the alarm setting.

*You have a dental appointment from 3:00 p.m. to 4:00 p.m. on June 26, 1992. It takes 20 minutes to get to the clinic.*

1. Set the current day to June 26, 1992.

06261992

2. Enter the appointment time and set the alarm.

3  4

```
FRI JUN 26,1992
▲ 3:00E~ 4:00E
DESCRIPTION?      ▲
```

3. Enter the description.

Dental  appointment

```
FRI JUN 26,1992
▲ 3:00E~ 4:00E
Dental↓
appointment      ▲
[ALARM=3:00E.]
```

4. Set the alarm time 20 minutes ahead.

0240

```
FRI JUN 26,1992
▲ 3:00E~ 4:00E
Dental
appointment      ▲
[ALARM= 2:40E.]
```

Just press  to leave the alarm time at the starting time.

Set an alarm to give you 30 minutes to prepare for the Project Z meeting.

1. Recall the item.

2. Set the alarm.

```
WED JUN 24, 1992
▲10:00~ 2:00
Project Z
meeting
[ALARM=10:00]
```

3. Move the alarm time 30 minutes ahead.

0930

```
WED JUN 24, 1992
▲10:00~ 2:00
Project Z
meeting
[ALARM= 9:30]
```

## Viewing alarm times

You can also see the times of all the scheduled item alarms you have set.

Select SCHEDULE ALARM from the **Function** menu.

```
<SCHEDULE ALARM>
JUN 13 9:00
[ 9:00]
JUN 24 10:00
[ 9:30]
JUN 26 3:00
[ 2:40]
```

- Use  and  to step through the list a page at a time if it goes off the display.



## Anniversaries

The anniversary function lets you enter birthdays, anniversaries and other special yearly occasions, reminding you of their coming every year. Anniversaries are clearly marked in the **CALENDAR** mode in reverse white on black and are the first items displayed in both **CALENDAR** and **SCHEDULE** modes.

Note that although they can be seen in the **SCHEDULE** and **CALENDAR** modes, they cannot be modified or deleted without entering the **Anniversary** menu.

### Recording anniversaries

Anniversaries are generally commemorated in one of two ways.

- On the same date every year (e.g., the 6th of July).
- On the same day of a particular week (e.g., the second Sunday of May).

Your Organizer records these anniversaries in two separate files.

#### Anniversaries by date

*Your friend Rapunzel has her birthday on July 6 and your wedding anniversary is on November 12.*

1. Activate the **Anniversary** menu.

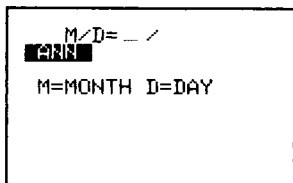
SHIFT     ANN



2. Select MONTH/DAY.

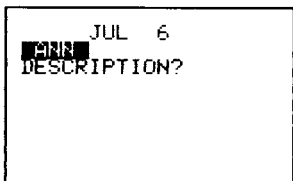
1

ANN in reverse on the display indicates the **Anniversary** function is active.



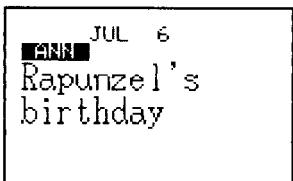
3. Enter the month and day of Rapunzel's birthday.

0706 ENTER



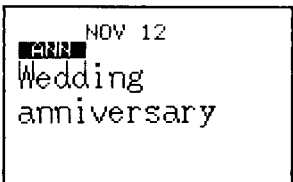
4. Enter a description of the event, and make it big and easy to read.

Rapunzel's  birthday ENTER  
SHIFT  4  8 LINES



5. Enter your wedding anniversary.

C-CE 1112 ENTER  
Wedding  anniversary ENTER



- Step up and down through your list of anniversaries using  ^ and  v.
- Press  DEL and  Y to delete the currently displayed entry.
- Press  SHIFT  EDIT to edit the currently displayed entry.
- Press any mode key to exit **Anniversary**.

## Anniversaries by week of the year

*Mother's Day is on the second Sunday of May.*

1. Select MONTH/WEEK in the **Anniversary** menu.

```
M/W/D= _ / /  
ANN  
M=MONTH W=WEEK  
D=0--SUN 1--MON  
2--TUE 3--WED  
4--THU 5--FRI  
6--SAT
```

2. Enter the second Sunday of May with the days of the week represented by the numerals 0-6 as shown.

0520

```
MAY WEEK 2 SUN  
ANN  
DESCRIPTION?
```

3. Enter a description of the event.

Mother's day

```
MAY WEEK 2 SUN  
ANN  
Mother's day
```

- These anniversaries are stored separately from those described by date. All other functions are identical.

Press  and go to May to see Mother's Day on the calendar.

## Format Options

There are a couple of formatting options for date representations.

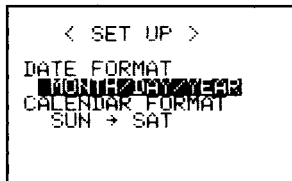
### Month/day/year? day.month.year?



You can set whether dates are entered and represented in the format month/day/year or day.month.year.


*Set the format to day.month.year.*

1. Select SET UP from the **Function** menu.

SHIFT FUNCTION v 2



2. Choose the desired format using  or  and enter.

 ENTER

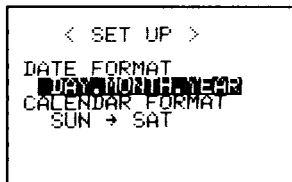
### Sunday to Saturday? Monday to Sunday?

You can also set whether the weeks are displayed on the monthly calendar from Sunday to Saturday or from Monday to Sunday. Your Organizer however, always counts the weeks from Monday to Sunday.

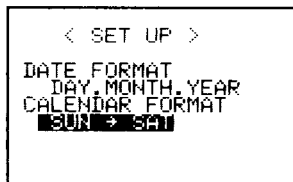
*Set the week to be displayed from Monday to Sunday.*



1. Select SET UP from the **Function** menu.

SHIFT FUNCTION v 2



2. Move the highlight bar down one.



3. Choose the desired format using  or  and enter.



ENTER

Look at the monthly calendar now. The weeks go from Monday to Sunday.

---

# ORGANIZING YOUR CONTACTS

<b>Pocket Telephone Directory</b>	<b>74</b>
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2. Enter Angus McGregor's name.

McGregor Angus

Listings are sorted by the first characters of the name field so you may wish to put the family name first.

```
McGregor Angus
NUMBER ?
```

3. Enter his telephone number.

213-681-3741   
fax 681-3733

```
McGregor Angus
213-681-3741
ADDRESS ?
```

4. Enter his address.

5643 Airport Bvd Los Angeles  90045

```
McGregor Angus
213-681-3741
fax 681-3733
5643 Airport Bvd
Los Angeles
90045
```

This completes the entry of a listing.

5. Enter the listing for Margaret Smythe.

Smythe Margaret   
202-345-8375   
5280 Robin Lane  Chicago  
 IL 60637

```
Smythe Margaret
202-345-8375
5280 Robin Lane
Chicago
IL 60637
```



## 6. And the listing for David Jones.

Jones David   
312-523-9970   
2632 Cedar Ave.   
Medina  OH 44256

```
Jones David
312-523-9970
2632 Cedar Ave.
Medina
OH 44256
```

- Use  to break entries logically for ease of reading.
- To enter listings into TEL 2 or TEL 3, select the directory in step 1 above and make entries in the same way.

## Recalling listings

There are four ways to recall a listing after selecting the directory.

- Using **Index**.
- Sequential search.
- Direct search.
- Keyword search.

### Using Index

**Index** provides a quick list of names and numbers. Press  to see the index of all listings in the current directory. Use  and  to step through by page. Entering a letter displays the first listing starting with that letter. Highlight the listing you want with  or  and press  to view it in more detail.

### Sequential search

Simply press  or  to step forward or back through the listings. When you reach the beginning or end of the list, NOT FOUND! is displayed.

### Direct search

The direct search will find the first listing which starts with the word or characters you specify. Enter the letter (or letters) for the listing you want to recall and press .

*Recall the listing for Smythe.*

1. Enter the first few characters.

SMY

SMY \_

2. Recall the listing.



Smythe Margaret  
202-345-8375  
6260 Robin Lane  
Chicago  
IL 60637

### Keyword search

The keyword search will find all entries containing a given keyword in any of the name, number or address fields.

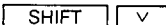
*Recall all listings in Los Angeles.*

1. Enter the keyword Los.

LOS

LOS \_

2. Recall the first listing containing Los.



McGregor Angus  
213-681-3741  
fax 681-3733  
5643 Airport Blvd  
Los Angeles  
90045

3. Continue pressing   to recall all other listings containing Los.

Use   to search up through the directory.

- Notice that no distinction is made between upper and lowercase in the direct and keyword searches.
- Searches are confined to the current directory.

## Deleting

Press   to delete the current listing, either displayed or highlighted in **Index**.

To delete a whole directory, refer to **Block deletion** on page 32.

## Editing

Press   to edit the currently displayed listing.

Refer to **Advanced Techniques**, page 26, for some more powerful editing and entry methods.

## Renaming the directories

You can rename any or all of the three directories to meet your needs.

*Rename the directories to Personal, Business and Misc.*

1. Select TEL FILE NAME from the **Function** menu.

```
<TEL FILE NAME>
TEL 1: * TEL 1
TEL 2:  TEL 2
TEL 3:  TEL 3
```

2. Enter Personal.

PERSONAL

```
<TEL FILE NAME>
TEL 1: PERSONAL_
TEL 2: TEL 2
TEL 3: TEL 3
```

3. Move the cursor down storing the entry, and enter Business, then Misc.

BUSINESS  
     MISC.

4. Store the final entry.

```
* PERSONAL *
NAME ?
```

Press  to step through the directories and see the new filenames.

- The spaces are to center the headings. Each heading may be up to 10 characters long.
- Not all the names need to be changed. You can edit them freely using the cursor keys, even entering symbols. Press  to store when finished.

## Flexible User File

The user file, like the telephone directory, is also divided into three separate files. Each file is composed of records which are themselves composed of up to 16 user-defined fields (just like the three fields in the telephone directory, name, number and address). The records of each file are sorted into alphabetical order by the first field. (If other characters are involved, the sorting order is as given on page 140.)

When you receive your Organizer or reset it, two of the three files are pre-defined as examples, one as a business file and the other as a restaurant guide. Press USER FILE to cycle through them. They may be modified or replaced easily as desired such as to make a product pricing list or a recipe file, etc. The following diagram shows this more clearly.

FILE	TEL 1/TEL 2/ TEL 3	USER FILE 1	USER FILE 2	USER FILE 3
INITIAL FILE NAME	TEL 1/TEL 2/ TEL 3	BUSINESS	RESTAURANT	USER FILE 3
FIELD 1	NAME	COMPANY	CUISINE	FREE FIELD 1
FIELD 2	NUMBER	NAME	NAME	FREE FIELD 2
FIELD 3	ADDRESS	POSITION	NUMBER	FREE FIELD 3
FIELD 4	—	EXT/DIRECT	ADDRESS	FREE FIELD 4
FIELD 5	—	DEPARTMENT	PRICES	FREE FIELD 5
FIELD 6	—	TEL NUMBER	ATTIRE	FREE FIELD 6
FIELD 7	—	FAX NUMBER	REMARKS	FREE FIELD 7
FIELD 8	—	ADDRESS	FREE FIELD 8	FREE FIELD 8
FIELD 9	—	FREE FIELD 9	FREE FIELD 9	FREE FIELD 9
FIELD 10	—	FREE FIELD 10	FREE FIELD 10	FREE FIELD 10
FIELD 11	—	FREE FIELD 11	FREE FIELD 11	FREE FIELD 11
FIELD 12	—	FREE FIELD 12	FREE FIELD 12	FREE FIELD 12
FIELD 13	—	FREE FIELD 13	FREE FIELD 13	FREE FIELD 13
FIELD 14	—	FREE FIELD 14	FREE FIELD 14	FREE FIELD 14
FIELD 15	—	FREE FIELD 15	FREE FIELD 15	FREE FIELD 15
FIELD 16	—	FREE FIELD 16	FREE FIELD 16	FREE FIELD 16

The only difference between the telephone directory and the user file is that the directory has only three fields and their names cannot be changed.

## Entering records

Use the pre-defined business file to record the following contact in the Moonshine company.

Antonio Falco, Operations Director, direct line 346-298-1221.

He is attached to the General Affairs Department, phone 346-298-1200, fax 298-1211, located at Suite 1010, 3214 Clark, Chicago 60657.

1. Activate the **USER FILE** mode.

USER FILE

```
* BUSINESS *  
COMPANY ?
```

2. Enter the company name.

Moonshine

```
Moonshine  
NAME ?
```

3. Enter Antonio's name.

Antonio Falco

```
Moonshine  
Antonio Falco  
POSITION ?
```

4. Enter his position.

Operations  Director

```
Moonshine  
Antonio Falco  
Operations  
EXT/DIRECT ?
```

5. His direct phone number (or extension).

346-298-1221

```
Moonshine
Antonio Falco
Operations
346-298-1221
DEPARTMENT ?
```

6. What department is he attached to?

General Affairs

```
Moonshine
Antonio Falco
Operations
346-298-1221
General Affairs
TEL NUMBER ?
```

7. The department's main number and fax number?

346-298-1200

346-298-1211

```
Moonshine
Antonio Falco
Operations
346-298-1221
General Affairs
346-298-1200
346-298-1211
ADDRESS ?
```

8. And finally, their address.

Suite 1010  3214 Clark  Chicago  
60657

```
Moonshine
Antonio Falco
Operations
Director
346-298-1221
General Affairs
346-298-1200
346-298-1211 *
```

This completes the entry of a record.

- The large 4-line display cannot be used with the user files.
- Use  and  to scroll up and down and see the whole record.
- You must make an entry into the first field (in this case COMPANY) but all the others are optional.
- Press  to skip fields until you reach the end and store the entry.

## Recalling records

Just as for the telephone directory, there are four ways to recall a listing. Remember to select the file first (i.e., business, restaurant or other).

- Using **Index**.
- Sequential search.
- Direct search.
- Keyword search.

These are all used in exactly the same way as for the telephone directory. Note the following however.

- **Index** returns an index listing the first 16 characters of the first two fields. For the above example, company name and contact name.
- The direct search looks for a match in the first characters of the first field.

## Renaming the files

Any or all of the user files may be renamed as you wish. Up to 10 characters can be used.

*Name USER FILE 3 "Product". Let's use it as a product information file.*

1. Select USER FILE NAME from the **Function** menu.

SHIFT    FUNCTION    v    1

```
<USER FILE NAME>
0 SET FILE NAME
1 SET FIELD NAME
2 DISPLAY FIELD
  NAMES YES/NO
```

2. Select SET FILE NAME.

1

```
<SET FILE NAME>
USER1: BUSINESS
USER2: RESTAURANT
USER3: USER FILE3
```



3. Move down and change the name of USER FILE 3.

PRODUCT

```
<SET FILE NAME>
USER1: BUSINESS
USER2: RESTAURANT
USER3: PRODUCT
```

4. Press  to store the change.

Now press  until you come to the newly named PRODUCT file.

- Press  to clear the name, and then  to set the filenames to USER FILE 1, 2 or 3.
- When renaming multiple files, use  or  to move through the files and press  after all the files have been renamed.

## Naming the fields

The first two files come preset but the third one must be set up by you. You must name at least the first field otherwise data cannot be entered. Up to 12 characters can be used.

*Name 6 fields: TYPE, NAME, CODE, COST PRICE, SALE PRICE and DESCRIPTION.*

1. Select USER FILE NAME from the **Function** menu.

```
<USER FILE NAME>
1 SET FILE NAME
2 SET FIELD NAME
3 DISPLAY FIELD
  NAMES YES/NO
```

2. Select SET FIELD NAME.

```
<SET FIELD NAME>
1 USER FILE 1
2 USER FILE 2
3 USER FILE 3
```

3. Select USER FILE 3.

```
<USER FILE 3>
1:FREE FIELD 1
2:FREE FIELD 2
3:FREE FIELD 3
4:FREE FIELD 4
5:FREE FIELD 5
6:FREE FIELD 6
7:FREE FIELD 7 *
```

4. Enter the first name, TYPE.

TYPE

```
<USER FILE 3>
1:TYPE
2:FREE FIELD 2
3:FREE FIELD 3
4:FREE FIELD 4
5:FREE FIELD 5
6:FREE FIELD 6
7:FREE FIELD 7 *
```

5. Enter the second name, NAME.

NAME

```
<USER FILE 3>
1:TYPE
2:NAME
3:FREE FIELD 3
4:FREE FIELD 4
5:FREE FIELD 5
6:FREE FIELD 6
7:FREE FIELD 7 *
```

5

6. Enter CODE, COST PRICE, SALE PRICE and DESCRIPTION.

CODE  
  COST PRICE  
  SALE PRICE  
  DESCRIPTION

```
<USER FILE 3>
1:TYPE
2:NAME
3:CODE
4:COST PRICE
5:SALE PRICE
6:DESCRIPTION
7:FREE FIELD 7 *
```

7. Press  to store the changes.

If you now go to the PRODUCT file by pressing , you can enter the product details.

*MS2000, Moonbeam malt whiskey, Cost price \$47.50, Selling price \$64.75, Matured in oak for at least 17 years.*

```
Malt
Moonbeam
MS2000
$47.50
$64.75
Matured in oak
for at least
17 years.
```

- You do not have to name consecutive fields. However the first must be named.
- Press  to skip fields (not ) when naming.
- The Organizer only requests input for those fields defined. You can enter data into unnamed fields using **Edit**, if you wish.
- Press  to clear the name, and  or   to undefine the fields (i.e., set to FREE FIELD XX).

### Displaying field names

You can choose to have the field names displayed or not when recalling entries.

*Set the business file to display the field names.*

1. Select USER FILE NAME from the **Function** menu.

```
<USER FILE NAME>
[ ] SET FILE NAME
[ ] SET FIELD NAME
[ ] DISPLAY FIELD
  NAMES YES/NO
```

2. Select DISPLAY FIELD NAMES YES/NO.

```
<FIELD NAME>
USER FILE 1: NO
USER FILE 2: NO
USER FILE 3: NO
```

3. Highlight the file to change using  and . (In this case, USER FILE 1 is already highlighted.)

4. Select YES or NO using  and .

```
<FIELD NAME>
USER FILE 1: YES
USER FILE 2: NO
USER FILE 3: NO
```

5. And store the change.

Now look at an entry in the business file. The field names are displayed.

## Deleting

Press   to delete the currently displayed record or the record highlighted in **Index**.

To delete a whole file, refer to **Block deletion** on page 32.

## Editing

Press   to edit the currently displayed record. Use   to move between fields.

Refer to **Advanced Techniques**, page 26, for some more powerful editing and entry methods.

---

# ORGANIZING YOUR MEMOIRS

<b>Memos and Lists</b>	<b>90</b>
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# Memos and Lists

The **MEMO** mode provides a convenient place to record any information which does not belong in any of the other modes such as lists or passport details. Memos are stored in order of entry, however the order can be changed afterwards if desired.

You can also do calculations with the data entered in a memo.

## Entering memos

Enter the following three memos.

- Christmas presents
  - a guitar for Julia
  - a ring for mother
- ABC Bank, Dallas branch, account number 272-67382.
- Passport number M673882, expires December 31, 1992.

1. Activate the **MEMO** mode.

MEMO

```
* MEMO *
TITLE ?
```

2. Enter the first memo.

XMAS PRESENTS   
 Julia     
 guitar  
 mother    
 ring

```
XMAS PRESENTS
Julia - guitar
mother - ring
```

### 3. Enter the second.

ABC Bank   
Dallas branch   
account no.   
272-67382

```
ABC Bank
Dallas branch
account no.
272-67382
```

### 4. And the third.

PASSPORT No.   
M673882   
expires 12/31/92

```
PASSPORT No.
M673882
expires 12/31/92
```

## Recalling memos

There are four ways to recall a memo.

- Using **Index**.
- Sequential search.
- Direct search.
- Keyword search.

### Using Index

Treating the first line of each memo as a title, **Index** provides an instant list of all your memos. For example, [0001/0004] at the top of the display indicates the first entry of a total of four is highlighted. Use   to step through page by page, highlight the memo you want with  or , and  to recall it.

### Sequential search

Simply press  or  to step up or down through the memos.

### Direct search

The direct search will find the first memo beginning with the word or characters you specify. Enter the letter (or letters) for the title of the memo you want to recall and press .

*Recall your passport details.*

1. Enter the first few characters of the title.

PASS

PASS\_

2. Recall the memo.

▼

PASSPORT No.  
M673882  
expires 12/31/92

### **Keyword search**

The keyword search will recall all memos containing a given keyword.

*Recall all bank account numbers.*

1. Enter the keyword BANK.

BANK

BANK\_

2. Recall the first memo containing BANK.

SHIFT ▼

ABC Bank  
Dallas branch  
account no.  
272-67382



3. Continue pressing   to recall all other memos containing **BANK**.

Use   to search up through the memos.

- Notice that no distinction is made between upper and lowercase in the direct and keyword searches.

## Deleting and editing

Recall a memo, and   to delete or   to edit it. Memos may also be deleted directly in **Index**.

Refer to **Advanced Techniques**, page 26, for further convenient techniques.

## Rearranging

Memos can be rearranged one at a time as follows.

*Move the ABC Bank memo to come before the christmas shopping list.*

1. Highlight the memo in **Index**.

```
***** MEMO *****
      ( 0003/0004 )
NEW YORK
XMAS PRESENTS
ABC Bank
PASSPORT No.
```

2. Select it for moving.

```
SET NEW POSITION
NEW YORK
XMAS PRESENTS
ABC Bank
PASSPORT No.
```

3. Move the memo.

```
SEL NEW POSITION
NEW YORK
ABC Bank
XMAS PRESENTS
PASSPORT No.
```

4. And store the memos in the new order.

You can also rearrange the order of memos directly in **MEMO** mode without using **Index**.

1. Recall the memo to move.

2. Select it for moving with .

3. Recall the memo to insert the selected one before using  and .

4. And  to insert the memo.

## Memo Calculations

Numbers entered into a memo may be conveniently entered into the calculator for quick arithmetic. This might be useful for summing lists or for repeated calculations using the same data. All the functions of the calculator are at your disposal. See page 108, **Calculator** for more details.

### Designating calculation data

Numbers for calculation must conform to the following.

- Precede them with ►. e.g., ► \$254
- The only symbol which may be included in a number other than the numerals 0-9, is the decimal point. (Any other character, including the comma or space, indicates the end of the number.)
- Only one number per line, the first, on the screen will be recognized. Any others will be ignored.

*Enter the following list for calculation.*

<i>FURNITURE</i>	<i>PRICE</i>
<i>DESK</i>	<i>\$170.00</i>
<i>CHAIR</i>	<i>\$40.00</i>
<i>FILE</i>	<i>\$50.00</i>
<i>BASKET</i>	<i>\$8.00</i>
<i>TABLE</i>	<i>\$80.00</i>

1. Activate **MEMO** and enter the title.

FURNITURE  PRICE

FURNITURE PRICE#  
\_

2. Enter the first item.

DESK

```
FURNITURE PRICE#  
DESK      ...
```

3. Enter the symbol ► and the price.

\$170.00

```
FURNITURE PRICE#  
DESK      ►$170.00#  
--
```

4. Enter the remaining items in the same manner.

```
FURNITURE PRICE#  
DESK      ►$170.00#  
CHAIR     ►$40.00#  
FILE      ►$50.00#  
BASKET    ►$8.00#  
TABLE     ►$80.00#
```

5. Store the entry.

- Any characters between ► and the number are ignored.

## Calculating

*Find the cost of 3 chairs, 2 baskets and a table.*

1. Recall the memo with the list.

2. Activate the memo calculator.

SHIFT CALC DATA

FURNITURE PRICE	
DESK	▶\$170.00
CHAIR	▶\$40.00
FILE	▶\$50.00
0. *	

3. Highlight the line with CHAIR and enter the number into the calculator.

▼ ▼  
ENTER

CHAIR	▶\$40.00
FILE	▶\$50.00
BASKET	▶\$8.00
TABLE	▶\$80.00
40.00 *	

Pressing ENTER enters the number into the calculator just as if you keyed it in by hand.

4. Multiply by 3 and save in the memory.

x 3 M+

CHAIR	▶\$40.00
FILE	▶\$50.00
BASKET	▶\$8.00
TABLE	▶\$80.00
-M-	
120. *	

5. Highlight the line with BASKET and enter the cost into the calculator.

▼ ▼  
ENTER

6. Multiply by 2 and add to the memory.

$\times$  2  $M+$

```
BASKET > $8.00
TABLE > $80.00

-M-
16.
```

7. Add the cost of a TABLE to the memory.

$\nabla$  ENTER  $M+$

```
TABLE > $80.00

-M-
88.00
```

8. Display the total.

R-CM

```
TABLE > $80.00

-M-
216.
```

- $\text{SHIFT}$   $\text{CALC DATA}$  or a mode key to exit the memo calculator.
- All calculator functions are available.
- Memo calculator and the **Calculator** mode use the same memory.

---

# KEEPING SECRETS

<b>The Secret Function</b>	<b>100</b>
Setting the password	100
Making secret entries	101
Recalling secret entries	102
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Unmarking secret entries	104
Canceling or changing the password	104
Oh no!! What was the password?	105

## The Secret Function

The **Secret** function allows the secure entry of confidential information. Secret entries can be made with **Secret** either on or off, however they may only be seen when **Secret** is off. Once a password is registered, **Secret** automatically comes on when the Organizer is turned on, keeping your confidential data safe.

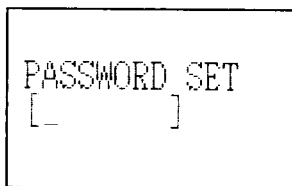
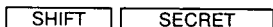
The key to secret data is a password of up to 7 characters.

- Be careful not to forget the password as without it all secret data is lost forever.

### Setting the password

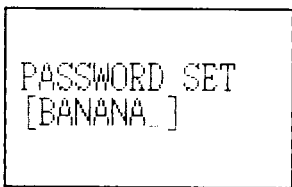
Set the password to be "BANANA".

1. Activate the password setting display.

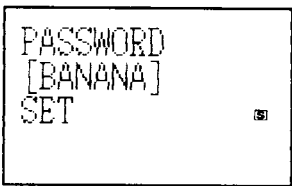


2. Enter the password.

BANANA



3. Store the password.





#### 4. Take a last look.

C-CE

The symbol **S** on the display indicates **Secret** is on.

### Making secret entries

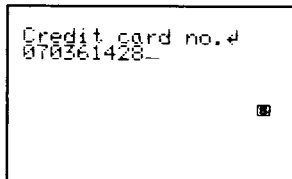
Any entry can be marked as secret either as you enter it or using **Edit**.

*Record your credit card number, 070361428.*

#### 1. Enter the memo.

MEMO

Credit card no.   
070361428

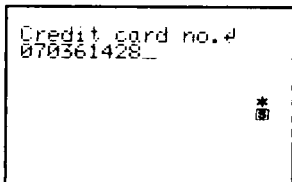


#### 2. Mark it as secret.

SHIFT

MARK \*

See \* appear on the display indicating the entry is secret.



#### 3. Store the memo.

ENTER

Now press  and try to recall the memo again. As **Secret** is on, it can no longer be accessed.

Your cash card personal identification number for the ABC Bank is 4521.

1. Recall the ABC Bank memo.

MEMO ABC ^

2. Activate **Edit** and move to a new line at the end.

SHIFT EDIT ▼ ... ▼  
▶ ... ▶ ]

```
ABC Bank␣
Dallas branch␣
account no.␣
272-67382␣
_

```

EDIT

■

3. Enter the details.

cash card no. ]  
4521

4. Mark the entry as secret.

SHIFT MARK \*

See \* appear on the display indicating the entry is secret.

```
ABC Bank␣
Dallas branch␣
account no.␣
272-67382␣
cash card no.␣
4521_

```

EDIT

\* ■

5. And store it.

ENTER

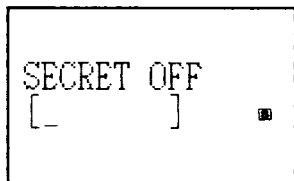
- Anniversaries cannot be marked as secret.

## Recalling secret entries

When **Secret** is turned off, all entries can be accessed as usual.

Turn **Secret** off.

1. Activate the secret off display.



SECRET OFF  
[ \_ ]

2. Enter the password.

BANANA

**S** disappears from the display.

Now look for your secret memo. It is still marked as secret but may be recalled as usual.

- The password must be exactly as you entered it including upper and lowercase.
- Secret entries can be recalled directly using a keyword search. Enter

as the keyword and search up or down with  
  or  .

## Turning Secret back on

Turning the power off and on will reactivate **Secret**, or you can turn it back on manually if you wish.

1. Activate the **Secret** menu.



1 SECRET ON  
2 PASSWORD  
CLEAR

2. Turn **Secret** back on.

**S** is displayed again.

## Unmarking secret entries

*Unmark the ABC Bank memo.*

1. Turn **Secret** off.

2. Recall the memo.

MEMO ▾ ... ▾

3. Activate **Edit**.

SHIFT EDIT

4. Unmark the entry.

SHIFT MARK \*

5. And store the entry as non-secret.

ENTER

## Canceling or changing the password

Before the password may be changed, you must cancel the previous one. Note that when there is no password set, secret data is still marked with an \* but is accessible at all times.

*Cancel the password.*

1. Ensure **Secret** is turned off.

2. Activate the **Secret** menu.

SHIFT SECRET

1	SECRET ON
2	PASSWORD
	CLEAR

3. Select PASSWORD CLEAR.



4. Enter the password ...

BANANA

5. And .

- Note **S** no longer appears on the display when you turn your Organizer off then on.
- To change the password, cancel the old one, then enter the new one.

### Oh no!! What was the password?

If you simply cannot remember the password then there is no alternative but to erase the password along with all the secret entries and be more careful next time.

1. Select DATA DELETION from the **Function** menu.

2. Select SECRET DATA.

3.  to go ahead and delete the password and all secret entries. Press any other key to leave them intact.

- The amount of time it takes to delete secret entries depends on the number and size of entries. The delete confirmation remains displayed during deletion.

---

# CALCULATIONS

<b>Calculator</b>	<b>108</b>
<b>Paperless Printer</b>	<b>110</b>
<b>Errors</b>	<b>112</b>

Your Organizer has two modes of calculation as well as the memo calculator, the **Calculator** and the **Paperless printer**. Press CALC to switch between the two. Both are 4-function 10-digit calculators featuring square root and percentage functions and a memory.

## Calculator

The **Calculator** operates in the usual manner. The following table gives some examples.

Calculation	Example	Operation	Display (answer)
Arithmetic	$12 \times 3 + 5 =$	12 <span style="border: 1px solid black; padding: 0 2px;">×</span> 3 <span style="border: 1px solid black; padding: 0 2px;">+</span> 5 <span style="border: 1px solid black; padding: 0 2px;">=</span>	41.
	$(-24) + 4 - 2 =$	24 <span style="border: 1px solid black; padding: 0 2px;">+/-</span> <span style="border: 1px solid black; padding: 0 2px;">+</span> 4 <span style="border: 1px solid black; padding: 0 2px;">-</span> 2 <span style="border: 1px solid black; padding: 0 2px;">=</span>	-8.
Constant	$34 + 57 =$	34 <span style="border: 1px solid black; padding: 0 2px;">+</span> 57 <span style="border: 1px solid black; padding: 0 2px;">=</span>	91.
	$45 + 57 =$	45 <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">+</span>	102.
	$48 - 23 =$	48 <span style="border: 1px solid black; padding: 0 2px;">-</span> 23 <span style="border: 1px solid black; padding: 0 2px;">=</span>	25.
	$14 - 23 =$	14 <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">-</span>	-9.
	$68 \times 25 =$	68 <span style="border: 1px solid black; padding: 0 2px;">×</span> 25 <span style="border: 1px solid black; padding: 0 2px;">=</span>	1'700.
	$68 \times 40 =$	68 <span style="border: 1px solid black; padding: 0 2px;">=</span> 40 <span style="border: 1px solid black; padding: 0 2px;">×</span>	2'720.
	$35 \div 14 =$	35 <span style="border: 1px solid black; padding: 0 2px;">÷</span> 14 <span style="border: 1px solid black; padding: 0 2px;">=</span>	2.5
	$98 \div 14 =$	98 <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">÷</span>	7.
			The addend becomes a constant.
			The subtrahend becomes a constant.
			The multiplicand becomes a constant.
			The divisor becomes a constant.
Percent	What is 10% of 200?	200 <span style="border: 1px solid black; padding: 0 2px;">×</span> 10 <span style="border: 1px solid black; padding: 0 2px;">%</span>	20.
	What percentage is 9 of 36?	9 <span style="border: 1px solid black; padding: 0 2px;">÷</span> 36 <span style="border: 1px solid black; padding: 0 2px;">%</span>	25.
Add-on	What results from a 10% increase of 200?	200 <span style="border: 1px solid black; padding: 0 2px;">+</span> 10 <span style="border: 1px solid black; padding: 0 2px;">%</span> (or, 200 <span style="border: 1px solid black; padding: 0 2px;">×</span> 10 <span style="border: 1px solid black; padding: 0 2px;">%</span> <span style="border: 1px solid black; padding: 0 2px;">+</span> <span style="border: 1px solid black; padding: 0 2px;">=</span> )	220.
Discount	What is 500 after a 20% discount?	500 <span style="border: 1px solid black; padding: 0 2px;">-</span> 20 <span style="border: 1px solid black; padding: 0 2px;">%</span> (or, 500 <span style="border: 1px solid black; padding: 0 2px;">×</span> 20 <span style="border: 1px solid black; padding: 0 2px;">%</span> <span style="border: 1px solid black; padding: 0 2px;">-</span> <span style="border: 1px solid black; padding: 0 2px;">=</span> )	400.
Square root	$\sqrt{25 - 9} =$	25 <span style="border: 1px solid black; padding: 0 2px;">-</span> 9 <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">√</span>	4.
Power	$(4^3)^2 =$	4 <span style="border: 1px solid black; padding: 0 2px;">×</span> <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">=</span> <span style="border: 1px solid black; padding: 0 2px;">×</span> <span style="border: 1px solid black; padding: 0 2px;">=</span>	4'096.
Reciprocal	$1/8 =$	8 <span style="border: 1px solid black; padding: 0 2px;">+</span> <span style="border: 1px solid black; padding: 0 2px;">=</span>	0.125

Calculation	Example	Operation	Display (answer)
Memory	(Summation)	Clear the memory before performing any calculations.	
	$25 \times 5 =$	$\boxed{R\text{-CM}} \quad \boxed{R\text{-CM}}$	
	$-)84 + 3 =$	25 $\boxed{\times}$ 5 $\boxed{M+}$	-M- 125.
	$+ )68 + 17 =$	84 $\boxed{+}$ 3 $\boxed{M-}$	-M- 28.
	(Total)=	68 $\boxed{+}$ 17 $\boxed{M+}$	-M- 85.
	(Temporary memory)	$\boxed{R\text{-CM}} \quad \boxed{R\text{-CM}}$	
	$(14 - 3 \times 2) \times$	14 $\boxed{M+}$ 3 $\boxed{\times}$ 2 $\boxed{M-}$	-M- 6.
	$(52 - 35) =$	52 $\boxed{-}$ 35 $\boxed{\times}$	
	(Constant memory)	$\boxed{R\text{-CM}} \quad \boxed{=}$	-M- 136.
	$135 \times (12 + 14) =$	$\boxed{R\text{-CM}} \quad \boxed{R\text{-CM}}$	
		12 $\boxed{+}$ 14 $\boxed{M+}$	-M- 26.
		135 $\boxed{\times}$ $\boxed{R\text{-CM}}$ $\boxed{=}$	-M- 3'510.
	$(12 + 14) \div 5 =$	$\boxed{R\text{-CM}} \quad \boxed{+}$ 5 $\boxed{\div}$	-M- 5.2

- Calculations are performed in order of entry, not according to algebraic convention. e.g.,  $6 + 5 \times 2$  is calculated as  $(6 + 5) \times 2$ .
- $\boxed{C\text{-CE}}$  once to cancel the number just entered without canceling the entire calculation. Press it again to cancel everything.
- $\boxed{R\text{-CM}}$  twice to clear the memory.
- The symbol -M- appears on the display when something is in memory. Note the memory is common to the calculator, memo calculator and the paperless printer.
- $\boxed{\blacktriangleright}$  to delete the last digit entered (not  $\boxed{BS}$ ).
- $\boxed{C\text{-CE}}$  to clear -E- indicating an error has occurred (see page 112).



## Paperless Printer

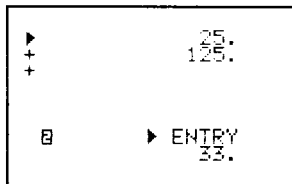
The paperless printer records up to 50 steps of entered calculations like a printout calculator. You can return to review your entries and even edit them.

A calculation sequence is ended when you enter [=], [%], [M+] or [M-].

*Calculate the selling price of a product composed of 3 parts, A, B and C for a pre-tax profit of 25%. The parts cost \$25, \$125 and \$33 respectively.*

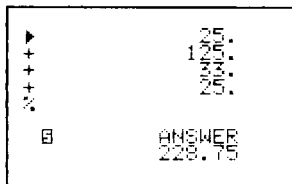
1. Add the costs of the three parts.

25 [ + ] 125 [ + ] 33



2. And add the 25% mark-up.

[ + ] 25 [ % ]



- The number in reverse in the lower left corner of the display indicates the current line number.

Entries can be easily edited.

*The cost of part A has gone up to \$35. Calculate the new selling price this time selling 10% below cost.*

1. Move the cursor up to highlight the cost of part A (line 1).

...

A calculator display showing a list of items. The first line is highlighted with a thick black bar. The list items are: 25., 140., 25., and 25. Below the list, the text 'B ANSWER 25.' is displayed.

2. Enter the new cost.

35

A calculator display showing the same list of items. The first line is highlighted with a thick black bar and contains the value 35. The rest of the list (140., 25., 25.) and the text 'B ANSWER 160.' are visible below.

to leave the entry unchanged.

3. Move the cursor down to the 25% mark-up and change to a 10% mark-down.

10

A calculator display showing the same list of items. The third line is highlighted with a thick black bar and contains the value 10. The rest of the list (35., 140., 25.) and the text 'B ANSWER 173.7' are visible below.

4.  again to get the final result.

- When changing a line, you can change just the number or both the operation and the number.
- Extend the calculations by continuing to enter on the bottom line of the sequence.
- to delete the highlighted line.
- to insert a line before the one highlighted.  again to return to the replace mode.
- The value at the bottom of the display is the result of calculations to the end of the highlighted line.

## Errors

Errors, indicated by the symbol -E-, occur in the following cases.

- The integer portion of the result exceeds 10 digits. (In the **Calculator**, if the result would be of 20 digits or less, the true value is approximately  $10^{10}$  times that displayed.)

e.g.

$$4567890123 \quad \boxed{\times} \quad 456 \quad \boxed{=} \quad 208.2957896$$

-E-

$$(208.2957896 \times 10^{10} = 2,082,957,896,000)$$

to continue calculation with this rounded value.

- An attempt is made to add a number to the memory which would result in an integer portion exceeding 10 digits.
- An attempt is made to divide by zero.

---

# PERIPHERAL PARAPHERNALIA

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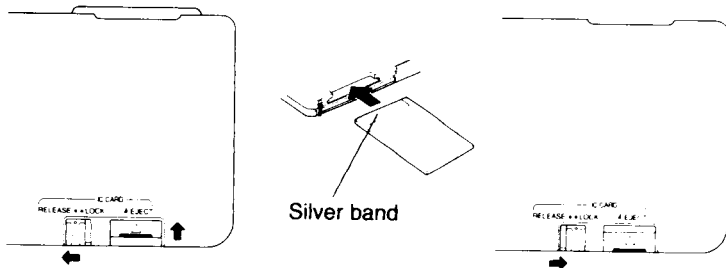
The expansion options of your Organizer are extensive. Data can be printed out to get a hard copy, a wide variety of IC cards are available for specialized applications, and information can be transferred for backup or to integrate your Organizer into an information network.

## Application IC Cards

Application IC cards are available for many special applications. Just install any of these cards and press  to access their function. Before using a card, however, please read its operation manual carefully.

### Installing an IC card

1. . The Organizer must be turned off.
2. Close your Organizer.
3. Set the card lock switch to RELEASE.
4. Slide the card EJECT lever all the way.
5. Remove the protection card.
6. Turn the IC card face down and slide it firmly all the way into the slot pin-end first.
7. Return the card lock switch to LOCK.



- The Organizer will not turn on with the card lock switch set to RELEASE.
- Be certain to return the card lock switch to LOCK before attempting to open the Organizer. Otherwise you may damage the IC card.
- The IC card must be inserted all the way before the card lock switch can be returned to LOCK.
- Sliding the card eject lever with the card lock switch at LOCK will damage the Organizer.
- Store the protection card in a safe place and replace it when no IC card is installed. It protects the membrane IC card keypad against damage.
- If you have just installed a RAM card, turn now to page 119.

When you turn your Organizer back on, the following display may appear.

```
<<<ATTENTION>>>
The CARD battery
is depleted.
Read
OPERATION MANUAL
for detail.
```

In this case, turn the Organizer off immediately and replace the IC card battery (while the IC card is locked in the Organizer) as soon as possible to avoid losing data.

Or a message indicating a problem with card memory may appear. To continue, press  Y clearing the card memory.

- Refer to the IC card manual for details.

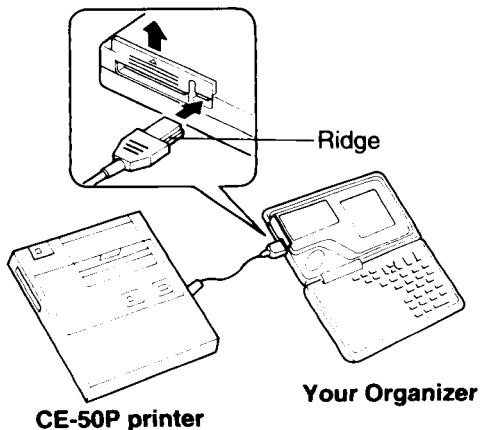
## Printing Out

Using the optional CE-50P printer you can make a hard copy of any or all entries in your Organizer.

### Connecting the printer

Connect the printer to the 4-pin option jack of your Organizer. Lift the option jack cover and you will see two jacks: the 4-pin and the 15-pin option jacks. The 15-pin jack is used for the PC link. Note that they cannot both be used at the same time.

1. Turn off both the Organizer and printer.
2. Lift up the option jack cover.
3. Plug in the printer interface cable. Note the position of the ridge on one side of the plug to ensure it is inserted the right way.
4. Turn on the printer and Organizer. (Refer to the printer manual for details on supplying power to the printer.)



- Don't plug the printer cable in the wrong way. Valuable data stored in your Organizer may be lost.

## Printing

There are four ways to print out.

- Display print out
  - Single entry print out
  - Current and subsequent entry print out
  - Whole file print out
- 
- Entry and file print out is only possible for the **SCHEDULE, TEL, USER FILE** and **MEMO** modes.
  - The field names of the **USER FILE** can only be printed when they are currently set to display. (See page 86, **Displaying field names.**)
  - Secret data can only be printed out with **Secret off**.
  - **[ON]** to interrupt printing. Any other keypress is ignored.
  - If you receive the message **I/O DEVICE ERROR**, check the printer interface cable is connected correctly and that the printer has power and is turned on.
  - When the EA-23E AC adapter is connected to the CE-50P, data which contains highlighted characters may not be printed out. To print this data, disconnect the EA-23E and power the CE-50P with R-6 batteries ("AA" size, UM/SUM-3, HP-7 or similar).

### Display print out

Almost any display you can view on your Organizer can be printed out exactly as it stands except for momentary displays and Y/N displays, etc. Simply press **[SHIFT]** **[PRINT]** at the display you want to print out.

### Single entry print out

Any entry from the **SCHEDULE, TEL, MEMO** or **USER FILE** modes can be printed out.

*Print out Margaret Smythe's address and phone number.*

1. Recall the listing (or select it in the **Index**).

**[TEL]** **SMY** **[v]**

```
Smythe Margaret
202-345-8375
5280 Robin Lane
Chicago
IL 60637
```



## 2. Activate the **Option** menu...

```
< OPTION >
P PRINTER
D UNIT TO UNIT
D CASSETTE TAPE
D PC LINK
```

## 3. And print it out.

### Current and subsequent entry print out

The current and all subsequent entries can easily be printed out together.

1. Recall the starting entry (or select it in the **Index**).
2. Activate the **Option** menu.
3.   to begin printing.

### Whole file print out

To print out whole files or directories, go to the initial entry display of the mode you want to print out and select **PRINTER** from the **Option** menu. In the case of **SCHEDULE**, go to the date entry display. Note that TEL 1, TEL 2 and TEL 3 are treated as separate files, and similarly for USER FILE 1, USER FILE 2 and USER FILE 3.

*Print out all scheduled items.*

1. Go to the date entry display.

```
MM/DD/YYYY
MONTH :06
DAY   :12
YEAR  :1992
```

2. Print them all out.

## Transferring Data

There are four possibilities for transferring entries to or from your Organizer (aside from printing out described previously). Some are useful for backup and others for transferring to other information handling devices. The following table lists the possibilities and limitations.

Transfer device	Available transfer modes (S = Single entry, F = Whole file, A = All entries)	Main applications
RAM card	A	The quickest and easiest backup method.
Another Organizer	S, F	Exchanging data with other units.
Cassette tape	F	Inexpensive, high volume backup.
Personal computer (PC)	S, F, A	Backup, archiving, printing, and emulation of the Organizer on a computer.

- Loading data using the F transfer mode overwrites all previously existing entries in the mode.
- Loading data using the A transfer mode overwrites all previously existing entries in the Organizer.
- Depending on the PC transfer software, entries can be appended without overwriting in all modes of transfer from a personal computer.
- In the transfer modes, the auto power off function may not work. Enter the transfer mode just prior to transfer to conserve battery power.
- The maximum length of any entry on this Organizer is 512 characters. When transferring entries which exceed this length, note the following:

### **MEMO and TEL modes:**

Entries exceeding 512 characters for **MEMO** or 507 characters for **TEL** may be viewed, but any attempt to activate **Edit** will return you to the initial mode display.

### **SCHEDULE mode:**

Entries exceeding 512 characters are truncated to 512, and can be viewed and edited as 512-character entries.

## RAM card

Install the RAM card as described on page 114, **Installing an IC card.**

Before you install the RAM card, you must set **Secret** in the Organizer to the same status set when you last used the RAM card, e.g., if the RAM card was used with no password (or is being installed for the first time) you must completely remove the password from your Organizer before installing the RAM card.

It can be used in three ways.

- To backup all entries in your Organizer.
- To share data with another IQ-8000 or 7000 series Organizer.
- To extend the ordinary memory.

Upon installing the card for the first time, the following message is displayed.

```
The RAM CARD is
not initialized,
or memory has
been impaired.
Enter "Y" to
INITIALIZE and
CLEAR RAM CARD
memory contents.
```

Y to initialize the card and continue.

### RAM card backup

This is the quickest and easiest way to backup all entries in the **SCHEDULE**, **TEL**, **USER FILE** and **MEMO** modes, and for the **Anniversary**, **User's dictionary** and **Daily alarm** functions. Any existing data in the RAM card will be lost.

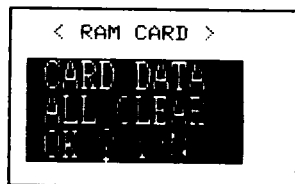
*Backup all Organizer entries to the RAM card.*

1. Select RAM CARD from the **Option** menu.

SHIFT    OPTION  
 5

```
< RAM CARD >
[ ] MAIN → CARD
[ ] CARD → MAIN
```

2. Select MAIN → CARD.



3.  to continue. Any other key to cancel the transfer.

- Select CARD → MAIN to copy entries in the RAM card to your Organizer.

### Sharing data with another Organizer

Data can be shared with other IQ-8000 and 7000 series Organizers simply by changing over the RAM card after storing data. However the maximum length of an entry differs for the IQ-8000 series and this Organizer. When recalling data stored by an IQ-8000 series Organizer, refer to page 119.

- Only the entries of modes supported by the reading Organizer can be recalled.

### Memory extension

The RAM card provides an auxiliary memory. Press  after selecting a mode and use the Organizer as usual. It operates normally, but entries are stored in the card memory giving you three more telephone directories, three more user files, one more memo file, etc. For more details, refer to the RAM card manual.

- When you press  in the **USER FILE** mode, there may be a case in which **MEMORY FULL** appears and the card memory cannot be selected. If this occurs, delete any unnecessary data in the card, turn the Organizer off and on, and try again.

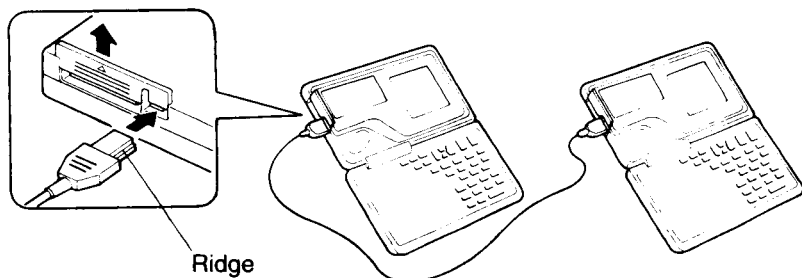
### Organizer to Organizer

Data can be transferred directly to or from another Sharp Organizer by connecting them with the optional CE-200L or CE-300L cable. Compatible models include the IQ-8000 and 7000 series, and the ZQ series. Data from the **SCHEDULE**, **TEL**, **USER FILE** and **MEMO** modes can be transferred. However there are a few restrictions when exchanging data with a different model:

- The mode from which entries are to be transferred must be supported by the receiving Organizer.
- The maximum length of any entry totalling all the fields is 512 characters. When transferring with an IQ-8000 series Organizer, refer to page 119.
- As the line lengths are different, the layout of data transferred between your Organizer and an IQ-8000 series or ZQ-2000 series Organizer will change. You may have to edit these entries in order to format them to your liking.

### Preparing for transfer

1. Turn both units off.
2. Lift up the option jack cover.
3. Plug the interface cable into the 4-pin option jacks of each unit. Note the ridge on one side of the plug to ensure it is inserted the right way.



- Don't plug the interface cable in the wrong way. Valuable data stored in your Organizer may be lost.
- To conserve battery power, disconnect the interface cable from the 4-pin jack as soon as you are finished the transfer.

### Transferring and verifying data

Single entries or entire files from the **SCHEDULE**, **TEL**, **USER FILE** or **MEMO** modes may be transferred and then verified to check the accuracy of the transfer.

1. Set both Organizers to the same mode (i.e., **TEL**, **MEMO**, etc.).

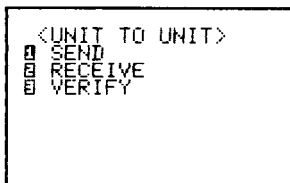
2. Transferring single entries:

Recall the entry to transfer, or select it in the **Index** on the sending unit.

Transferring whole files:

Press  to go to the initial entry display for the mode to transfer on the sending unit (date entry display for **SCHEDULE**).

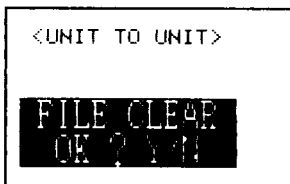
3. Select UNIT TO UNIT from the **Option** menu on both units.



4. Select RECEIVE or VERIFY for the receiving unit and SEND for the sending unit.

When transferring files, the following display will appear.

Press  to start transfer.



- to interrupt transfer. All other keys are ignored.
- Receiving and verifying are done in the same manner. It is wise to verify data after transfer.
- To transfer entire files, **Secret** must be off.
- If the sending and receiving units are not set to the same mode, **DATA ERROR** will occur.
- The directories **TEL 1**, **TEL 2** and **TEL 3**, are interchangeable, i.e., **TEL 1** listings can be transferred to **TEL 3**, etc.
- The three **USER FILEs** are also interchangeable.
- **ERROR** displayed after verifying means the data on the two units does not match.
- If you transfer **SCHEDULE** files from your Organizer to a ZQ-2000 series Organizer, the alarm times will become the scheduled start times.

## Cassette tape storage

The CE-50P printer provides an interface to a cassette recorder. Large volumes of information can be stored cheaply on ordinary audio cassettes to backup your Organizer's memory. Only whole file transfers can be made. Single entry and all entry transfers are not possible.

### Cassette recorders and tapes

Some poor quality cassette recorders may not be suitable for data storage, but generally any simple monophonic cassette recorder with recording facilities will suffice. However, before depending on the data you store, always check its reproducibility by verifying it after transfer. (Do not load it again as it may fail, leaving you with lost data.)

- If your cassette recorder has a mixing feature, deactivate it.
- **Secret** must be off.
- You may have to experiment with the volume and tone settings to find the optimum conditions for transfer. Verify over and over again until you have success.
- A cassette recorder with a "Remote" feature provides convenient control over operation from the Organizer.
- Use the same cassette recorder to playback (load) as you did to record (save) to minimize variation.

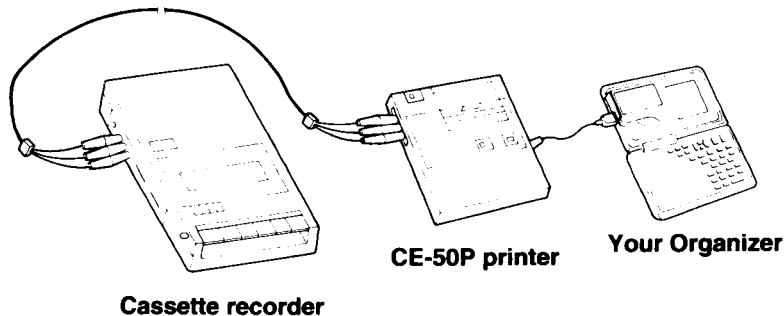
### Some hints

- Keep the record/playback head clean.
- Use good quality, type I cassettes.
- Jot down the starting position of your data from the tape counter to help locate it again later.

### Setting up

1. Turn off the Organizer, printer and cassette recorder.
2. Connect the printer to the Organizer. (See page 116.)

3. Connect the cassette recorder to the printer as described in the cassette recorder and printer operation manuals.



4. Put a blank tape in the cassette recorder, reset the counter and press play for about 5 seconds to move past the leader.
- If you are using the remote feature, switch the REMOTE switch on the printer to off to operate the cassette recorder manually.
5. Switch the REMOTE switch on.

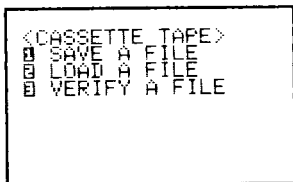
### **Saving data**

Data is stored on the tape along with a filename of up to 8 characters to facilitate loading the file later.

1. Ensure **Secret** is off.
2. Activate the mode you want to backup.
3. Set the cassette recorder to record.



4. Select CASSETTE TAPE from the **Option** menu.



5. Select SAVE A FILE and enter the filename.  
(Leave the space blank if you do not wish to specify a filename.)
6.  to begin saving.

- to interrupt transfer.
- It is wise to verify the recorded data after transfer before you depend on it.

### Verifying data

When verifying or loading data, your Organizer will go through any files stored on the tape until it finds the one which matches the filename you specify. Just press  without a filename to verify or load the first file found.

#### *Verify a file.*

1. Activate the mode to verify.
2. Set the cassette recorder to play.
3. Select CASSETTE TAPE from the **Option** menu.
4. Select VERIFY A FILE.
5. Enter the filename (or none to verify the first found).
6.  to search for the file and verify.
  - to interrupt comparison.
  - ERROR will be displayed if the files do not match.

## Loading data

Remember, all data in the mode activated will be wiped out! Make sure you have verified the data first.

*Load a file.*

1. Activate the mode to load into.
2. Set the cassette recorder to play.
3. Select CASSETTE TAPE from the **Option** menu.
4. Select LOAD A FILE.



5. Press  Y to go ahead. Any other key to leave memory intact.
  6. Enter the filename (or none to load the first found).
  7.  ENTER to search for the file and load.
- ON to interrupt transfer.

## PC link

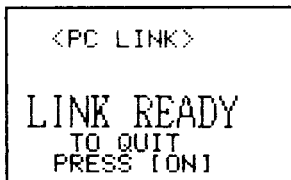
With Sharp's Organizer Link software and cable package you can exchange data with your personal computer. The many benefits include:

- Backup of Organizer data to a hard drive or floppy disk.
- Printing Organizer data to a standard printer.
- Archiving schedule data.
- Data creation and editing on the computer for transfer to your Organizer.

The link is made via the 15-pin option jack using an interface cable to suit your computer. See the PC LINK manual for connection and software operating details.

## Preparing the Organizer

1. Select PC LINK from the **Option** menu.



- **[ON]** to break the link.
- While the **PC link** function is active your Organizer's batteries are powering the interface circuitry. Only make the link when you are ready to transfer data and break it as soon as you are finished.
- Modes that can be used with this function depend on the PC link software in use.

---

# APPENDIX

<b>Having Trouble?</b>	<b>130</b>
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## Having Trouble?

If the Organizer malfunctions, go over the following checklist before sending it out for repairs:

If...	Then you should...
"The Organizer is not initialized, ..." is displayed.	Press <b>[Y]</b> to clear the memory. (Refer to page 6.)
Nothing appears on the display after you have pressed <b>[ON]</b> .	Set the card lock switch to LOCK. (Refer to page 19.) Adjust the display contrast. (Refer to page 18.) Replace the batteries. (Refer to page 131.)
The display contrast is insufficient.	Adjust the display contrast. (Refer to page 18.) Replace the batteries. (Refer to page 131.)
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast. (Refer to page 18.)
No beep sounds.	Press <b>[SHIFT]</b> <b>[P]</b> to display "P". (Refer to page 16.)
None of the keys function.	Reset the Organizer. (Refer to page 138.)
"MEMORY FULL" is displayed.	Delete all unnecessary data, then input the new data.
The alarm does not sound at the set time even though it has been set.	Set the card lock switch to LOCK and press <b>[ON]</b> . (Refer to pages 45 and 65.) Press <b>[SHIFT]</b> <b>[Q]</b> to display "Q". (Refer to pages 45 and 65.)
The display fades while pressing a key.	Continue using the Organizer as usual. The batteries are becoming weak.

# Battery Replacement

Your Organizer has two sets of batteries: two CR2032 lithium batteries for main operation and one CR2032 lithium battery for memory backup.

These batteries have been factory-installed before shipment, and may become depleted before the specified time given in the specifications.

## Important precautions

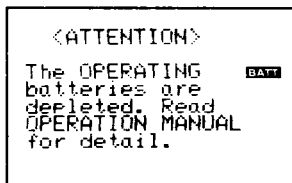
- Do not replace the operating and memory backup batteries at the same time. This will clear the memory contents.
- Before replacement, make a backup of any important data.
- Use only CR2032 lithium batteries.
- Be sure to remove any IC card or protection card installed in the Organizer. Before removing an IC card with batteries, check the card batteries are not depleted.

## Caution

- Do not leave depleted batteries in your Organizer as they may leak and cause damage.
- Keep batteries away from children as they are bright and easily swallowed.
- Do not dispose of the batteries in fire as they will explode.

## Operating batteries

It is time to replace the operating batteries when **BATT** or the following message appears on the display.



Replace the batteries as soon as possible.

## Replacing the operating batteries

Replace both batteries at the same time. Do not mix old and new batteries.

1. Turn the Organizer off.
2. Remove the IC card or protection card.
3. Loosen the 3 screws on the sides of the Organizer and remove the cover (Fig. 1).

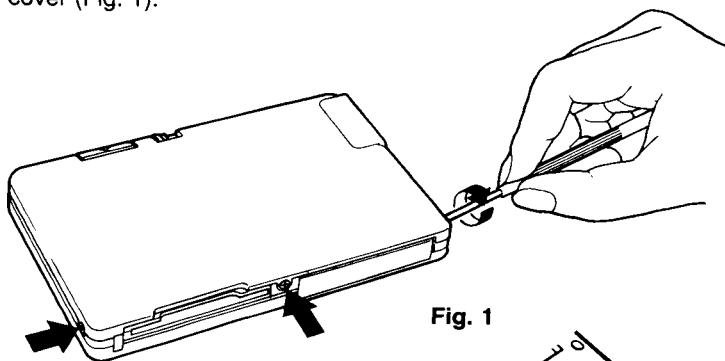


Fig. 1

4. Move the card lock switch to Replace OPERATING batteries (Fig. 2).

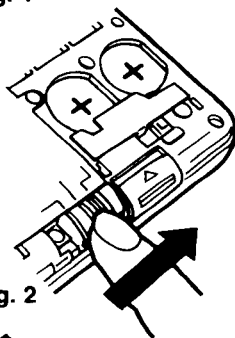


Fig. 2

5. Slide the battery holder back (Fig. 3).

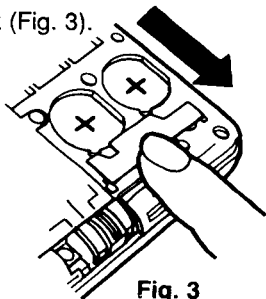
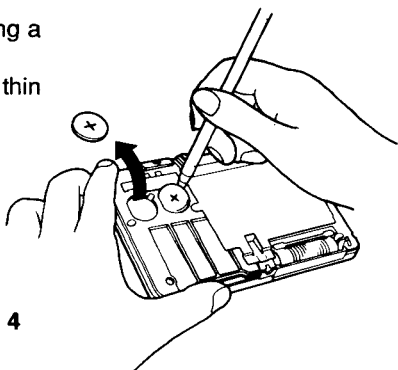


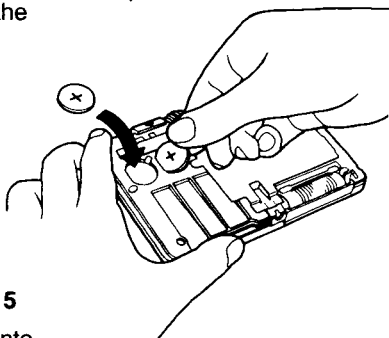
Fig. 3

6. Remove the old batteries using a ball-point pen (Fig. 4).  
Do not use a sharp-edged or thin object.



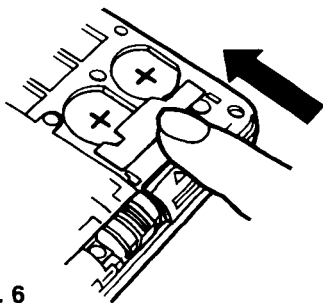
**Fig. 4**

7. Insert two new batteries with the plus (+) mark face up (Fig. 5).



**Fig. 5**

8. Slide the battery holder back into its original position (Fig. 6).

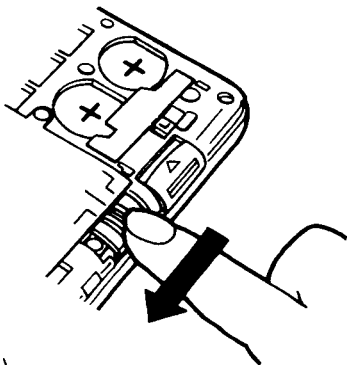


**Fig. 6**



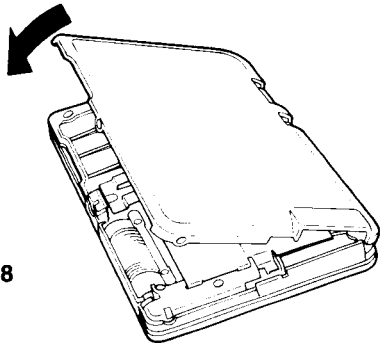
9. Move the card lock switch back to Normal Operation (Fig. 7).  
Check the power comes on. If not, repeat the procedure above.

Fig. 7



10. Replace the cover and screws (Fig. 8).

Fig. 8



11. Reinstall the card.

- After replacement, check the home clock, and set to the current time if needed.

## Memory backup battery

This battery backs up the Organizer's memory and has a life of approximate 5 years. If the following display appears, replace the battery as soon as possible.

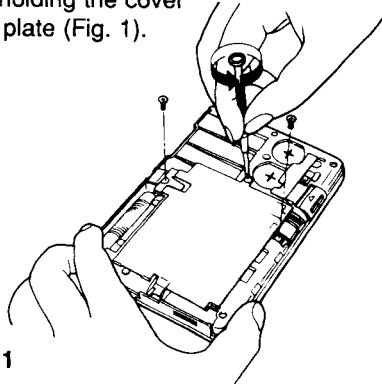
<<ATTENTION>>

The MAIN MEMORY  
BACKUP battery  
is depleted.  
Read  
OPERATION MANUAL  
for detail.

### Replacing the memory backup battery

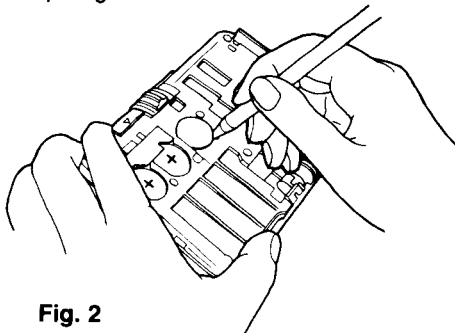
Before replacing the memory backup battery, ensure the operating batteries have sufficient strength by turning the Organizer on and checking its operation. If the operating batteries are depleted, replace them before proceeding.

1. Turn the Organizer off.
2. Remove the IC card or protection card.
3. Loosen the 3 screws on the sides of the Organizer and remove the cover.
4. Move the card lock switch to Replace OPERATING batteries.
5. Loosen the 3 screws holding the cover plate and remove the plate (Fig. 1).



**Fig. 1**

6. Remove the old battery using a ball-point pen (Fig. 2).  
Do not use a sharp-edged or thin object.

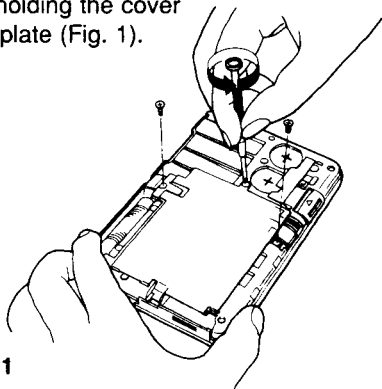


**Fig. 2**

### Replacing the memory backup battery

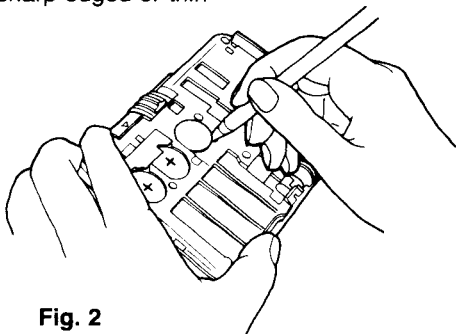
Before replacing the memory backup battery, ensure the operating batteries have sufficient strength by turning the Organizer on and checking its operation. If the operating batteries are depleted, replace them before proceeding.

1. Turn the Organizer off.
2. Remove the IC card or protection card.
3. Loosen the 3 screws on the sides of the Organizer and remove the cover.
4. Move the card lock switch to Replace OPERATING batteries.
5. Loosen the 3 screws holding the cover plate and remove the plate (Fig. 1).



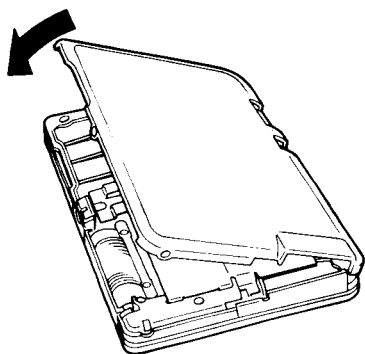
**Fig. 1**

6. Remove the old battery using a ball-point pen (Fig. 2). Do not use a sharp-edged or thin object.



**Fig. 2**

12. Replace the cover and screws (Fig. 6).



**Fig. 6**

13. Reinstall the card.

## Reset

A strong impact or powerful external electric field may upset your Organizer clearing the display or filling it with random characters and leaving the keys inoperable. In this case...

1. Remove any card you have in your Organizer.
2. Loosen the 3 screws on the sides of the Organizer and remove the cover.
3. Move the card lock switch to Replace OPERATING batteries.
4. Return the switch to Normal Operation. (This resets the Organizer.)
5. Replace the cover and screws. Reinstall the card.

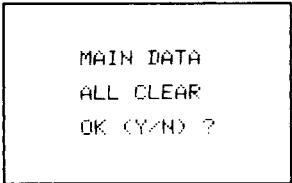
Your Organizer should now return to normal operation. If not, you may have to do the following.

- If your Organizer has received a particularly severe shock or has been exposed to an extreme electric field, the memory contents may not be recoverable.

### All reset operation

Do the following when your Organizer still does not work properly after the operation above.

1. Turn your Organizer off.
2. While holding down  A and  R, press and release  ON.



```
MAIN DATA
ALL CLEAR
OK (Y/N) ?
```

3. Press  N.

**Caution:**

Do not press  Y. It will clear all the memory contents.

- The Home and World clocks are all reset to their default settings.
- When an IC card is installed, you may also be asked if you want to clear the card memory. Press  N in this case.
- When performing the all reset operation, holding down the  ON key for more than about 1 second will allow you to skip the following display.

MAIN DATA  
ALL CLEAR  
OK (Y/N) ?

The unit will assume you want to select "N" and will proceed to the next screen without deleting the data.



# Specifications

<b>Model</b>	IQ-7600/IQ-7620
<b>Product name</b>	Electronic Organizer
<b>Display</b>	96 × 64 dot matrix liquid crystal display 16 columns × 8 lines (with 6 × 8 dot characters) 12 columns × 4 lines (with 8 × 16 dot characters)

## Electronic notebook section

<b>Function</b>	Telephone, Schedule, Calendar, User file, Anniversary, Memo												
<b>Memory capacity</b>	<p>IQ-7600 32 Kbytes (User area: Approx. 25 Kbytes) Schedule mode capacity: Approx. 400 entries Telephone mode capacity: Approx. 640 entries Memo mode capacity: Approx. 180 entries</p> <p>IQ-7620 64 Kbytes (User area: Approx. 57 Kbytes) Schedule mode capacity: Approx. 940 entries Telephone mode capacity: Approx. 1,510 entries Memo mode capacity: Approx. 420 entries</p> <p>* The approximate entry capacities above assume the following average entry size when all memory is used by a single mode.</p> <table><tr><td>SCHEDULE</td><td>Description</td><td>32 characters/entry</td></tr><tr><td>TEL</td><td>Name</td><td>16 characters/entry</td></tr><tr><td></td><td>Number</td><td>12 characters/entry</td></tr><tr><td>MEMO</td><td></td><td>128 characters/entry</td></tr></table>	SCHEDULE	Description	32 characters/entry	TEL	Name	16 characters/entry		Number	12 characters/entry	MEMO		128 characters/entry
SCHEDULE	Description	32 characters/entry											
TEL	Name	16 characters/entry											
	Number	12 characters/entry											
MEMO		128 characters/entry											
<b>Maximum character string length per entry</b>	512 characters												
<b>Other features</b>	Secret function, user's dictionary, data transfer, index display, etc.												

## Calculator

<b>Digits</b>	10
<b>Functions</b>	Addition, subtraction, multiplication, division, constant, square root, percent, memory calculation, overflow estimation, paperless printer



## Clock

<b>Crystal oscillation frequency</b>	32,768 Hz
<b>Clock precision</b>	Average variance per day, 1.5 seconds (at 25°C/77°F)
<b>Function</b>	Display the Home clock and World clock.
<b>Time system</b>	12-hour or 24-hour

## Common

<b>Power</b>	<b>Main power supply:</b> 6 V $\text{---}$ DC lithium batteries (CR2032 $\times$ 2) <b>Memory backup:</b> 3 V $\text{---}$ DC lithium battery (CR2032 $\times$ 1)
<b>Power consumption</b>	0.1 W
<b>Operating time</b>	The time may vary slightly depending on usage and conditions. <ul style="list-style-type: none"><li>• Approx. 90 hours (3 months of 1-hour continuous use per day) Based on continuous display at an ambient temperature of 20°C (68°F)</li><li>• Approx. 60 hours (2 months of 1-hour continuous use per day) Based on 5-minute data search and 55-minute display per hour at an ambient temperature of 20°C (68°F)</li><li>• Approx. 1.5 years With the Organizer off and the clock running</li><li>• Memory backup battery life Approx. 5 years</li></ul>
<b>Operating temperature</b>	0° to 40°C (32° to 104°F)
<b>External dimensions</b>	Open 147(W) $\times$ 194(D) $\times$ 12.2(H) mm 5-25/32*(W) $\times$ 7-5/8*(D) $\times$ 15/32*(H) Closed 147(W) $\times$ 97(D) $\times$ 19(H) mm 5-25/32*(W) $\times$ 3-13/16*(D) $\times$ 23/32*(H)
<b>Weight</b>	Approx. 195 g/0.43 lb (including batteries)
<b>Accessories</b>	Lithium batteries (installed) (CR2032), operation manual, protection card

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