

## Personal Organiser



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#### Introduction

The PocketMate<sup>TM</sup> organiser keeps three main types of information: Reminders, Addresses, and Notes. Within these three areas, there are many different ways to store and recall information. The organiser's memory is flexible, giving you the freedom to make entries as large as you need them and to enter information where you need it most.

The organiser itself has many options so you can set it up and use it the way that suits you best.

#### Turn On/Off the Organiser

To turn the organiser on or off, press ONOFF in the upper-left corner of the keyboard.

The Automatic Power Down (APD™) feature turns off the organiser automatically if you do not press any key for a few minutes. This feature prolongs battery life.

#### Adjust the Display Contrast

If the organiser's screen is too light or dark to read easily, you can adjust the display contrast.

1. Press Options.

MAKE A SELECTION:

>1 SET DISPLAY CONTRAST
2 LOCK/UNLOCK THE UNIT
3 SET DAILY ALARMS
4 SET DATE AND TIME
5 SET CUSTOM OPTIONS

- Press 1 or Enter.
   The SET DISPLAY CONTRAST: screen is displayed.
- 3. Press and hold to darken the display or to lighten it. Release the key when the display is at the desired contrast.

Note: If the screen turns black and you cannot see any words, you have darkened the screen too much. Press ☐ until the words are visible.

4. Press Enter or Save

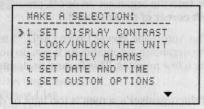
# Turn On the INDIGLO® night-light

The organiser display is equipped with the *INDIGLO* night-light, which allows you to enter and read entries in any low-light conditions.

To light the display, press and hold **1**. You can make entries while the display is lighted. When you release **1**, the light stays on for ten seconds.

#### Select from a Menu

A menu is a screen that displays a numbered list of items from which you can choose. For example, press Options to display the first screen of the Options menu.



To select from a menu, you can either:

Press or to move the pointer to the item you want. Then press Enter.

— or —

 Press the number key for the item you want. You do not have to press Enter.

When a menu has more than five selections, the ▼ symbol at the bottom of the screen lets you know that the menu continues to a second screen.

 You can press to move to the second screen and then make your selection.

- or -

 If you know the number of the item you want on the second screen, you can press the number key from the first screen.

Prompts, like MAKE A SELECTION: on the screen above, are usually displayed on the top line of a screen. They tell you what to do next.

#### Change the Display Language

English is the default language for the organiser display. However, you may select to display the words in the menus and prompts on the screen in Spanish, French, Italian, or German.

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- Press .
   The second screen of the Custom Options menu is displayed.
- 4. Press 9.
  The SELECT A LANGUAGE screen is displayed.
- Press a number to select the language you want to display: 1 for English, 2 for Spanish/Español, 3 for French/Français, 4 for Italian/Italiano, or 5 for German/Deutsch.

**Note:** Changing the language from English to another language automatically changes three other settings:

- Month/day format is set to DD/MM.
- Time format is set to the 24-hour time.
- Numbers are displayed in European format: 12.345,90.

If you prefer a different format, you can change the first two settings. See instructions on page 9.

## Set the Date and Time

Before you can use the organiser's features that require date and time, such as Reminder entries, alarms, or the cities and times feature, you must set the date and time.

1. Press Options.

```
MAKE A SELECTION:

>1 SET DISPLAY CONTRAST
2 LOCK/UNLOCK THE UNIT
3 SET DAILY ALARMS
4 SET DATE AND TIME
5 SET CUSTOM OPTIONS
```

2. Press [4].

```
SET DATE AND TIME:

SET DATE: __/__
(MM/DD/YY)

SET TIME: __:__ AM
(12 HOUR)
```

- Enter the current date in MM/ DD/YY format, keying in two digits each for the month, day, and year.
- 4. Key in the current time in 12-hour format. If the first digit you key in is 2, 3, 4, 5, 6, 7, 8, or 9, it automatically moves to the second space for the hour. Then key in the minutes.

If necessary, press  $\boxed{\text{AM}}$  (the  $\boxed{\text{A}}$  key) for  $\boxed{\text{AM}}$  or  $\boxed{\text{PM}}$  (the  $\boxed{\text{P}}$  key) for  $\boxed{\text{PM}}$ .

# Set the Date and Time (Continued)

5. When you finish entering the date and time, press Enter.

```
SET_DATE_AND_TIME:
TO SET FORMATS, PRESS /.
MONTH/DAY:
/ MM/DD DD/MM
HOURLY:
/ 12 HR D 24 HR
```

6. Press , A, ▶, or • to move between selections. Press ✓ (the 🗓 key) to mark the format you prefer.

For example, for November 29, 1997, you can choose MM/DD to display 11/29/97, or DD/MM to display 29/11/97.

You can also choose either 12-hour time with AM and PM, or 24-hour time.

**Note:** Examples in this guidebook use DD/MM and 24-hour formats.

7. When you finish, press Enter.

```
SET DATE AND TIME:
TIME SET: 8:30

IS THIS DAYLIGHT SAVINGS
TIME?
D YES / NO
```

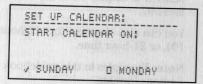
- Press / to mark whether or not the time you set is daylight savings time.
   The ½ symbol displayed after a time indicates daylight savings time.
- 9. When you finish, press Enter.

## Set Up Your Organiser (Continued)

## Set Up the Calendar

The organiser allows you to set either Sunday or Monday as the first day of the week.

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- Press .
   The second screen of the Custom Options menu is displayed.
- 4. Press O.



- Press ✓ to mark your selection.
- 6. When you finish, press Enter.

#### Set the Key Tone

You have three choices for the sound made each time you press a key: a click, a beep, or no sound.

- 1. Press Options.
  The first screen of the Options menu is displayed.
- 2. Press 5.

```
SELECT A CUSTOM OPTION:

>1. SET/CHANGE PASSWORD

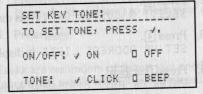
2. SET KEY TONE

3. ENTER/EDIT A KEYWORD

4. SET UP ADDRESS LISTS

5. SET UP TASK REMINDERS
```

3. Press 2.



- 4. Press , ♠, ▶, or to move between selections. Press ✓ to mark your choices.
- 5. Press Save.

#### Set Up the Address Lists

All address entries are stored together in a master list in alphabetical order. In addition to the master list, you can create up to three "custom" address lists. Then you can assign address entries to one or more of these custom lists.

The custom address lists allow you to personalise and organise your address entries in the way that suits you best. For example, you might create one custom list for your family, another for your project team at work, and a third list for your soccer team.

You can even choose a name for each address list. Names can be up to 11 characters long.

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.SELECT A CUSTOM OPTION is displayed.
- Press 4.
   SET UP ADDRESS LISTS is displayed.
- Press 1 or Enter.
   ENTER OR EDIT LIST NAME is displayed.
- 5. Press 1, 2, or 3 to select the list you want to name. ENTER OR EDIT LIST NAME: is displayed.
- Key in a name of up to 11 characters and press Enter or Save.

The SELECT LIST TO NAME: screen is displayed with the newly named list.

### Assign Default Address Lists

If you do not want to make custom address list assignments each time you make a new entry, you can set up the organiser so entries are automatically assigned to the list(s) of your choice.

- 1. Press Options.

  The first screen of the Options menu is displayed.
- 2. Press 5. SELECT A CUSTOM OPTION is displayed.
- 3. Press 4.
  SET UP ADDRESS LISTS is displayed.
  - 4. Press 2. SET LIST DEFAULTS: is displayed.
  - 5. Press , ♠, ♠, or ⁴ to move between the lists. Press ✓ (the 🗓 key) to mark your choice(s).
  - 6. Press Save.

#### Set Up Task Reminders

Tasks are reminders of things you need to do. You can "check off" a task when it is completed.

Each task is entered for a specific date, but you can set the option to have uncompleted tasks carry forward from day to day until they are checked off.

- 1. Press Options.

  The first screen of the Options menu is displayed.
- 2. Press 5.
  The Custom Options menu is displayed.
- 3. Press 5.
  SET UP TASK REMINDERS is displayed. You can choose to roll task reminders to subsequent days if they are not checked off.
- 4. Press ✓ to mark your selection.
- 5. Press Save.

## **Important Information about Reminders**

#### Types of Reminders

There are three types of reminders.

- Appointments—entered for a specific date and time.
   You can set an alarm for an appointment.
- Tasks—entered for a specific date, but no time. You
  can set tasks to carry forward to subsequent days if
  they are not checked off as completed.
- Yearly reminders—entered for the same date each year. Yearly reminders may or may not have a time.

All reminders are stored together in a master list in the following order: yearly reminders with a time, yearly reminders without a time, appointment reminders, task reminders that have not been checked off, and task reminders that have been checked off. Within each group, they are stored in chronological order, first by date, then by time.

#### **Summary Lists**

In addition to the master list of reminders, you have two ways to display summary lists of reminders.

- The (Reminders) key shows you a summary of all reminders for one day.
- The Reminders menu provides options that let you view five different summary lists. You can see a list of appointment reminders with alarms, reminders by week, reminders by month, yearly reminders, or task reminders by week.

In the summaries, entries are stored in the same order as in the master list with one addition. Reminders you have marked with an advance notice are displayed first on the day you requested the advance notice. Advance notices are not displayed in the master list.

## **Enter a Reminder**

#### Enter an Appointment Reminder

The following example shows how to enter an appointment with a time.

For the purpose of this example, the current date is shown as March 12, 1997, and the time is 8:30. It is not daylight savings time.

- Press (the Reminders key).
   Reminders for the current date are displayed.
- 2. Press Menu.

12	/3/97	WED	8:30
ni mi u	ENTER	NEW YEAR	REMINDER RLY REMINDER

**Note:** To change the date on the top line, press • or •.

- 3. Select ENTER NEW REMINDER by either:
  - ► Pressing 2.
    - \_ or \_
  - ► Pressing to move the > pointer to ₹. and then pressing to move the > pointer to ₹.

ENTER 12/03/	alaye	 3.	

(continued)

## Enter a Reminder (Continued)

Enter an Appointment Reminder (Continued) 4. To enter the date June 13, 1997, press 1 3 0 6 9 7. The day of the week is automatically displayed.

ENTER START - END TIME: 13/06/97 FRI --:-- - --:-

- 5. To enter 11:30 for the start time, press 1 1 3 0.
- 6. To key in 13:30, press [1 [3] [3] [0].
- Press (the Alarm key) to set an alarm to ring as a notification of the appointment. ‡ is displayed.

**Note:** You can set the alarm any time during the entry after entering a valid start time. See page 19 for more information about alarms.

ENTER DESCRIPTION: 13/06/97 FRI 11:30 - 13:30 \$ Enter an Appointment Reminder (Continued) 8. Key in the description LUNCH MEETING WITH PAUL and press Enter.

When entering a description, remember that part of the first line will be displayed in the summary lists. This list is displayed when you press .

Note: If you make a mistake, press or to move to the incorrect character. Then type over it or use ins or Del.

ENTER 0-15 DAYS NOTICE 13/06/97 FRI 11:30 - 13:30 \* LUNCH MEETING WITH PAUL 00 DAYS NOTICE

**Note:** If the description is longer than two lines, it temporarily moves up to make room for DAYS NOTICE. It returns after the number of days notice is entered.

- Press 5.
   Five days before the appointment, the organiser will display an "advance notice" (indicated by !) in the Reminders summary list.
   (Press 1 before entering a two-digit number.)
- 10. Press Save.
  Your entry is displayed.

#### Enter a Task Reminder

This procedure shows how to enter a reminder that does not have a time associated with it.

- 1. Press (the Reminders key).
- 2. Press Menu.
  The Reminders menu is displayed.
- 3. Press 2. ENTER DATE is displayed.
- Key in the date.
   The day of the week is displayed and the cursor moves to the time.
- For a task, do not enter a time. Press Enter to continue.

**Note:** Because a task does not have a time associated with it, you cannot set an alarm.

6. Key in a description of the task and then press Enter.

00 DAYS NOTICE is displayed.

**Note:** If the description is longer than two lines, it temporarily moves up to make room for DAYS NOTIGE. It returns after the number of days notice is entered.

- Key in the number of days (0 to 15) before the date of the task that you want to be notified.
   (Press ) before entering a two-digit number.)
- 8. If necessary, use the cursor keys (, , , ), or ) to go back to any part of the entry you need to change. Type over it or use lins or Del.
- Press Save.
   ( WHEN COMPLETE.) will be displayed so that you can check off the task when it is completed.

#### Check Off Tasks

A "check blank" is displayed with tasks in the master list and in the summary lists. This distinguishes tasks from appointments and allows you to check off a task when it is completed.

To check off a task:

- In the master list, display the entry and press ✓ (the X key).
  - or —
- In a summary list, move the ≥ pointer to the item and press ✓ (the ☒ key).

The entry you checked is automatically sorted and stored with other checked-off tasks.

Even though a task is checked off, it remains in the organiser on the date checked until you delete it.

### Enter a Reminder (Continued)

#### Enter a Yearly Reminder

Yearly reminders appear on the same date every year and may or may not have a time. Those without a time do not carry forward day to day, but do carry forward year to year.

- 1. Press (the Reminders key).
- 2. Press Menul.
  The Reminders menu is displayed.
- Press 3.
   ENTER MONTH AND DAY is displayed. The yearly reminder symbol \$\ddot\ is displayed on the right side of the screen.
- Key in the day and month.
   The year and day of the week are automatically displayed. (They will change automatically with each year.)
- 5. You can either:
  - Key in a starting time and, if necessary, an ending time.
    - or —
  - ► Press Enter without entering a time.
- 6. If you have entered a yearly appointment with a time, you can set an alarm. Press .
  is displayed.
- 7. Key in a description and press Enter.
- 8. Key in the number of days (0 to 15) before the date of the reminder that you want to be notified of it. (Press 4 before entering a two-digit number.)
- If necessary, use the cursor keys (, , ), or ) to go back to any part of the entry you need to change.
   Type over it or use ins or iel.
- 10. Press Save.

#### **Set Alarms**

Your organiser has two kinds of alarms:

- · Reminder alarms notify you of appointments.
- Daily alarms ring at the specified times each day.

#### Set Reminder Alarms

To set a reminder alarm, press (the Alarm key) after you enter the date and start time for an appointment.

If you want the alarm to ring a few minutes before the appointment, you can set the number of minutes (from 1 to 99) before appointment times that the alarm will ring. (This setting will apply to **all** of your reminder alarms.)

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- 3. Press . The second screen of the menu is displayed.
- 4. Press 6 or Enter.
  SET UP A REMINDER ALARM is displayed.
- 5. Key in the number of minutes (1 to 99) before appointment times that you want alarms to ring. (Press 1 before entering a two-digit number.)
- 6. Press Save.

#### Set Daily Alarms

You can set up to four daily alarms. For example, you might set an alarm to ring every day at 14:30 to remind you to collect the children from school.

- 1. Press Options.

  The first screen of the Options menu is displayed.
- 2. Press 3.
  SELECT ALARM TO SET is displayed.
- 3. Press 1, 2, 3, or 4 to select the daily alarm you want to set.
  - Key in the alarm time.
     For example, to enter an alarm for 14:30, key in
     4 3 0.
  - 5. Press Save.

    The organiser returns you to the SELECT ALARM TO SET: screen so you can set other alarms.

#### Acknowledge Alarms

When an alarm time arrives, the alarm sounds and the findicator flashes, even if the organiser is turned off. To stop both the alarm sound and the flashing indicator, press any key.

- If the alarm is for an appointment, the entry is displayed.
- If the alarm is for a daily alarm, DAILY ALARM is displayed along with the set alarm time.

If you are entering or editing an entry when an alarm time arrives, the alarm sounds and the indicator flashes, but the entry you are working on remains in the display.

If you do not press a key to acknowledge an alarm immediately, the alarm sound stops after approximately 30 seconds. However, the indicator continues to flash until you press **A** to acknowledge the alarm.

#### Turn All Alarm Sounds Off or On

You can temporarily turn off all alarm sounds.

- Press Options.
   The first screen of the Options menu is displayed.
- Press 7. TURN ALARM SOUND ON/OFF is displayed.
- 3. Press ✓ to mark your choice, 0N or 0FF.
- 4. Press Save.

When you turn alarm sounds back on, any alarms you have set for future times will sound at the appropriate time.

#### View Reminders for Today

To display a summary of reminders for the current date, press ......

For example, if today is March 12, 1997, and you press at 8:30 in the morning, a list similar to the following might be displayed.

12/3/97 WED 8:30

>:16/03\_DO WEEKLY REPORT

+ANNIVERSARY
9:30-11 STAFF MEETING

+13-14 MEET WITH NORM

\_GET INFO TO PEGGY

- symbol indicates an advance notice.
  - \* symbol indicates a yearly reminder.
    - symbol indicates an alarm.
      - symbol indicates a task.

If there are no reminders for the current date, the organiser will find the next date for which there is an entry and display that reminder.

#### View Reminders for Another Date

To display reminders for a different date, press • or • to change the date on the top of the Reminders screen.

You can also change the date through the Reminders menu or the calendar. See the next two sections.

#### Change the Date on the Reminders Menu

- 1. Press ( the Reminders key).
- Press Menu.
   The Reminders menu is displayed.
- 3. You can either:
  - ► Press or to change the date on the top line.
  - ► Press 5 to select CHANGE TO 12/03/97. Key in the date you want and press Enter.
- When the date you want is on the top line, press 1
  or Enter.
  The first reminder for the new date is displayed.
- 5. To see additional reminders for this date, press . To scroll to reminders for later or earlier dates, continue pressing or .

**Note:** To return to the previously set date at any time, press 🗊 twice.

## About the Calendar

You can view a calendar for any month from January, 1960, to December, 2059.

The calendar and the Reminders screens share the same date. If you display the calendar after changing the date on a Reminders screen, the displayed calendar is for the same date that was on the Reminders screen.

Also, if you press after some activity in the calendar mode, the date displayed on the top line of a Reminders screen is the same as the month and day you specified in the calendar mode.

work is displayed. You can present or A to see

#### Change the Date Using the Calendar

- 1. Press (the Reminders key).
- 2. Press Menul. The Reminders menu is displayed.
- 3. Press [4]. The calendar for the current month is displayed, and the current date is blinking.

Some months cannot be completely displayed on one screen. If ▼ or ▲ is displayed, press 🔽 as necessary to scroll to the last day(s) of the month, or \int to scroll to the first day(s).

- 4. To move around the calendar, press:
  - ► or to move a day at a time.
  - or -► or lato move a week at a time. - or -
  - ► 🗐 or 🖹 to move a month at a time.
- 5. Highlight the date you want and press Enter. The Reminders menu is displayed with the date you specified on the top line.

**Note:** To return to the previously set date at any time. press twice.

#### View the Master **Reminders List**

- 1. Press (the Reminders key).
- 2. Press Menu The Reminders menu is displayed with the current date on the top line.
- 3. Press 1 or Enter. The first reminder for the currently set date is displayed. (If there are no reminders for the current date, the organiser will find the next date for which there is an entry and display that reminder.)

If an entry is too long to be displayed on one screen, ▼ or ▲ is displayed. You can press 🔻 or 🕒 to see the remainder of the entry.

To see additional reminders for this date, press . To see reminders for later or earlier dates, continue pressing or a.

#### Scanning from the Reminders Menu

You can view a summary of the day's reminders by pressing Options 6 through 0 on the Reminders menu allow you to scan five additional summary lists:

- Appointment reminders with alarms.
- Reminders by week.
- Reminders by month.
- Yearly reminders.
- Task reminders by week.

Select the list you want to scan the same way you make a selection on any other menu. Either:

- Press the number key for the selection you want.
- Press or or to move the pointer to the selection you want; then press Enter.

To display reminders for a different date, press 4 or 1 to change the date on the top line. See pages 23 and 24 for two other ways to change the date.

## Move from the Entry

From a summary, you can select an item for which you Summary to an want to see the complete entry in the master list.

Move the > pointer beside the item you want and press Enter. The complete entry in the master list is displayed. the first 13 digits of the first phone number was no

An address entry includes a personal and/or business name, address, and telephone number. The size of each entry is flexible, so you can enter more than one address and telephone number for each person.

Address entries are stored together in a master list in alphabetical order by name.

To enter a new address:

- 1. Press (the Addresses key).
- 2. Press Menu.
  The Addresses menu is displayed.
- Press 2.ENTER NAME! is displayed on the top line.
- Key in the name.
   For personal names, you might want to enter the last name first.
- Press Enter.
   ENTER PHONE NUMBER(S): is displayed on the top line.
- 6. Key in as many phone numbers as you need. Press after each number to move to the next line for the next phone number.

The first 13 digits of the first phone number will be displayed in the Addresses summary list.

- 7. Press Enter.
  ENTER ADDRESS AND INFO: is displayed on the top line.
- 8. Enter one or more addresses and as much information as you need.

Press as needed to move to the next line.

 Press Enter. CHOOSE ADDRESS LIST(S): is displayed on the top line.

If necessary, the entry temporarily moves up to make room for the address list choices. You can assign the entry to one, two, all, or none of the three custom address lists.

**Note:** If you have not named your lists, LIST 1, LIST 2, and LIST 3 are displayed. For naming instructions, see page 10.

- - 11. If necessary, use the cursor keys (, , ), or ) to go back to any part of the entry you need to change. Type over it or use [ins] or [Del].
  - 12. Press Save.

#### View the Summary Address List

The key lets you view a summary—an alphabetical list of abbreviated names and phone numbers from your Address entries.

When you press [SC], a list similar to the following may be displayed.

PRESS A LET	TER OR ENTER:
> ALEXANDER	908-555-5656
BOWERS P	817-555-1234
JORDAN M	719-555-2091
MOCK M	214-555-7119
WILLIAMS C	415-555-3859

To move through the list you can either:

- Press ▼ or ▲.
   or —
- Press a letter key to move to the first entry beginning with that letter. (If there are no names beginning with that letter, the organiser will find the next letter for which there is an entry and display that name.)

#### View the Master Address List

- 1. Press (the Addresses key).
- Press Menu.
   The Addresses menu is displayed.
- 3. You can either:
  - Press 1 or Enter to select SHOW ADDRESSES to access the master alphabetical list of all address entries. The first entry is displayed.

— or —

 Press a letter key to display the first entry beginning with that letter. (If there are no names beginning with that letter, the organiser will find the next letter for which there is an entry and display that name.)

#### View the Master Address List (continued)

- 4. To see other address entries you can either:
  - Press to move through the list in alphabetical order.

- or -

 Press a letter key to display the first entry beginning with that letter.

If an entry is too long to be displayed on one screen,

✓ or ▲ is displayed. You can press ☑ or ▲ to see
the remainder of the entry.

#### Move Between the Summary and an Entry

From the summary, you can select a name and phone number for which you want to see the complete entry in the master address list.

- Move the pointer beside the entry you want and press Enter.
   The complete entry in the master list is displayed.

  - 3. Press ♠ or ▼ to continue scrolling through the list.

### View Addresses (Continued)

#### View the Custom Address Lists

You can easily view the entries you have assigned to each of the three custom address lists.

- 1. Press (the Addresses key).
- 2. Press Menu.
  The Addresses menu is displayed.
- Press 3. SELECT ADDRESS LIST is displayed.

**Note:** If you have named your lists, the names you entered are displayed. For naming instructions, see page 10.

Press the number key for the custom list you want to see.

For example, to see the third list, press 3. The 3 indicator, in addition to the Address indicator, is displayed with the list.

- 5. To move through the list you can either:
  - ► Press 🕶 or 🛋.

- or -

 Press a letter key to move to the first entry beginning with that letter.

### **Enter a Note**

Note entries hold the kind of information you would keep as a list or personal record. They are "notes" to yourself.

Notes are stored alphabetically by title which you assign.

- 1. Press (the Notes key).
- Press Menu.
   The Notes menu is displayed.
- 3. Press 2. ENTER NOTE TITLE: is displayed.
- 4. Enter a title for the note and press Enter ENTER NOTE: is displayed.

The title can be longer than one line. However, only one line of the title will show in the summary list of titles displayed when you press [8].

- 5. Key in as much information for the note as you need.
- 6. If necessary, use the cursor keys (▼, ♠, ♠, or ◄) to go back to any part of the entry you need to change. Type over it or use [Ins] or Del.
- 7. Press Save.

The organiser automatically adds UPDATED, along with the current date, to the end of the note when you press Save. This happens the first time you enter the note and whenever you edit it.

#### **View Notes**

#### View the Summary Notes List

The less key lets you view a summary—an alphabetical list of the titles of your notes. To move through the list you can either:

Press ▼ or ▲.

— or —

 Press a letter key to display the first title beginning with that letter.

#### View the Master Notes List

1. Press (the Notes key).

2. Press Menu.
The Notes menu is displayed.

Press 1 or Enter.
 The first note entry is displayed.

4. To see other note entries you can either:

 Press p or to move through the list in alphabetical order by title.

— or —

 Press a letter key to display the first entry with a title beginning with that letter.

If an entry is too long to be displayed on one screen, 

▼ or ▲ is displayed. You can press ▼ or ▲ to see the remainder of the entry.

#### Move Between the Summary and an Entry

From the summary, you can select the title for which you want to see the complete entry in the master note list.

 Move the > pointer beside the entry you want and press [Inter].
 The complete entry in the master list is displayed.

2. To get back to the summary from the entry, press (□0). The summary is displayed with the >> pointer beside the same entry, which is displayed at the top of the screen. Press (□) or (□) to continue scrolling through the list.

## Secret Notes

#### Enter a Secret Note

Secret notes are stored in a "locked" area separate from regular notes. You must enter a password to view secret notes. When you leave secret notes, they are automatically locked and protected.

You assign each secret note a title, just as you do a regular note, and they are stored alphabetically by title. However, secret note titles do not appear in the summary list.

1. Press (the Notes key).

2. Press Menu.
The Notes menu is displayed.

3. Press 3.

 If you have not entered a password, a screen is displayed telling you how to do so. See page 41 for instructions.

- or -

If you have a password, a screen is displayed prompting you to enter it.

4. Key in your password and press Enter.

 Press 2. ENTER SECRET NOTE TITLE is displayed.

6. Enter the note as you would a regular note.

#### View Secret Notes

1. Follow steps 1 through 4 above.

2. Press 1 or Enter.
The first secret note is displayed.

You can show and scroll through secret note entries just as you do through regular note entries. See page 32 for information.

#### **Edit and Delete Entries**

Edit an Entry 1. Display the entry you want to edit.

2. Press Edit . The cursor is displayed and the prompts reappear to guide you.

3. Move to the part of the entry you want to change. Then you can either:

Type over existing information.

- or -

 Press [Ins] to activate the insert cursor and insert information.

- or -

Press Del to delete a character.

4. When you have finished making changes, either:

Press Save to save the changed entry.

- or -

► Press Cancel to display a menu that allows you to cancel the changes or keep the changed entry.

#### **Delete an Entry**

1. Display the entry you want to delete.

2. Press Dell. The DELETE ENTRY? screen is displayed.

3. You can either:

► Press 1 to keep the entry.

- or -

► Press 2 to delete the entry.

Note: You cannot delete an entry from a scan list.

## Find Words In an Entry

The organiser gives you the ability to search through your entries for specific characters or words up to 24 characters. You can search one area or all four areas at once.

> 1. Press Find. The SELECT LIST TO SEARCH: menu is displayed.

2. Press the number key for the list you want to search. For example, to search addresses, press 3.

Note: If you select SECRET NOTES or ALL FOUR LISTS and have a password, the ENTER THE PASSWORD: screen is displayed. Enter the password to continue.

3. Key in the character(s) or word(s) you want to find and press Enter.

4. When a match is found, the entry is displayed. You can either:

► Press or Enter to continue the search.

 Press Edit to edit the displayed entry. The CANCEL SEARCH? screen is displayed. You may cancel the search to edit the entry.

\_ or \_

 Press Del to delete the entry. You can continue the search.

5. To cancel the search at any time, press Cancel. The CANCEL SEARCH? screen is displayed.

 To continue the search and go on to the next entry, press 1.

\_ or \_

► To cancel the search, press 2.

— or —

To return to the previous entry, press 3. The previous entry is displayed and the search is cancelled.

## **Enter and Select Keywords**

Keywords are words or phrases that you use frequently when making entries, such as "meet with" or "call." The keywords feature lets you enter five keywords or phrases for quick recall when making an entry. A keyword or phrase can have up to 22 characters.

#### Enter or Edit Keywords

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- 3. Press 3.

  SELECT KEYWORD TO EDIT: is displayed.

Note: If you have already entered keywords, they are shown instead of MORD 1, MORD 2, etc.

4. Press the number key for the keyword you want to enter or edit.

For example, to enter or edit the first keyword, press 1.

ENTER OR EDIT KEYWORD: is displayed.

- 5. Key in a word or phrase of up to 22 characters.
- 6. Press Save.

  The SELECT KEYWORD TO EDIT: screen is displayed with the keyword or phrase you entered in place. You can enter or edit more keywords.

#### Select a Keyword

When entering or editing an entry, you can insert a keyword from your list in any text field. (You cannot enter a keyword in a field designed for numbers, such as dates or times.) The keyword will be inserted wherever the cursor is in the entry.

Select a Symbol to Use in an Entry

- Position the cursor where you want the keyword inserted.
- 2. Press Keyword to display the list of keywords. (Your entry is temporarily overwritten.)

#### For example:

SELECT A KEYWORD:

1. MEET WITH
2. MEETING IN
3. THIS IS DUE
4. CALL
5. WORD 5

- 3. Press the number key for the keyword you want. For example, to choose the third keyword, press 3.
- The entry reappears and the keyword you selected is copied to the entry.
- 5. Continue entering or editing the entry.

**Note:** You can press <u>Keyword</u> to show the list of keywords any time you are entering or editing an entry.

## Select a Symbol to Use in an Entry

When you are entering or editing an entry, you can insert a special character from the symbols list in any text field. (You cannot enter a symbol in a field designed for numbers, such as dates or times.) The symbol will be inserted where the cursor is in your entry.

Note: You cannot use symbols in your password.

- Position the cursor where you want the symbol inserted.
- 2. Press Symbol.

SELEC	T_A_SYM	BUL:	
1=!	6:4	A:A	F=
2:3	7:8	B:A	G=
3:#	8:*	0:0	H=
4=3	9:(	D=?	I=
5=%	0:)	E=Æ	J=

- 3. Press the number or letter key for the symbol you want.
- For example, to choose £ press 4. To choose £, press F.
  - The entry reappears and the symbol you selected is copied to the entry.
  - 5. Continue entering or editing the entry.

Additional symbols are available on the second screen of the symbols list.

#### The Calculator

#### Introduction

To display the calculator screen, press (the Calculator key).

Entries and results are displayed with a maximum of 10 digits.

- A minus sign (-) is displayed to the left of a negative number.
- The appropriate operator symbol (\(\ddaggeq\), -, \(\times\), or \(\ddogge\)) is displayed when you press an operator key.
- if is displayed when a value other than zero is stored in memory.
- · E is displayed when an error condition occurs.

## Clear the Calculator

- To clear an error condition (E), press CE-C twice. Then re-enter the calculation.
- · To clear an incorrectly entered digit, press Del.
- To clear an incorrect entry, press CE-C once. Then enter the correct number and continue your calculation.
- To clear the current calculation, press CE-C twice.
- To clear the memory, press MRC twice.
- To clear the display and memory, press MRC MRC CE-C CE-C.

**Note:** The calculator does not retain any displayed value or value in memory when you exit the calculator.

## The Calculator (Continued)

Examples	Enter/Press	Dis	play
Addition and Sub	traction	of walk	Line .
23.79 + 0.54 - 6	23 7 9 + 5 4 - 6 =	orard.	18.33
-12.3 + 7.9 + 1.6	12:3+2+7:9+1:6=	omine.	-2.8
Multiplication and	Division		
$12 \times 13 \div 6$	12×13÷6=		26
$28 \div 0.5 \times 76$	28÷ 5×76=		4,256
Percentage Calcul	ations		odt met
5% of 250	250×5%		12.5
250 + 5%	250+5%		262.5
250 - 5%	250-5%	ibili 3	237.5
Memory Operation	s a decide the same at the same at	GO Se	
$(4 \times 11.99) + (12 \times 0)$	.98) MRC MRC		
	4×11:99M+	М	47.96
	12× 98M+	М	11.76
	[MRC]	М	59.72
$\frac{7.9 + 8.1}{-(5.2 + 2.8)}$	MRC MRC		
	5 · 2 + 2 · 8 M-	М	8
	7 9 + 8 1 ÷	М	16
	(MRC) =	М	-2

## Protect Information

#### Set the Password

Setting a password allows you to enter information in secret notes or lock the organiser to protect all information from access by other people.

Your password can be one to six characters long and made up of any combination of letters and/or numbers. You cannot use symbols in your password. You can change the password at any time.

- 1. Press Options.

  The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- 3. Press 1 or Enter.
  SET PASSWORD is displayed.

#### Change the Password

- Press <u>Options</u>.
   The first screen of the Options menu is displayed.
- Press 5.
   The Custom Options menu is displayed.
- 3. Press 1 or Enter. ENTER CURRENT PASSWORD: is displayed.
- Key in the current password and press Enter.
   CHANGE THE PASSWORD TO: is displayed.
- 5. Key in the new password and press Enter.

**Note:** If you have secret notes and press <u>Save</u> or <u>Enter</u> to exit without a valid password, you will get an error message and be returned to the password screen. You cannot have secret notes without having a password.

## **Protect Information (Continued)**

#### Lock and Unlock the Organiser

Once you have entered a password, you can lock the organiser to protect information in the organiser from access by other people. When the organiser is locked, the indicator is displayed.

To lock or unlock the organiser:

- Press Options.
   The first screen of the Options menu is displayed.
- 2. Press 2.
  - If you have not entered a password, a screen is displayed instructing you to do so.
    - or -
  - If you have entered a password but the organiser is not locked, THE UNIT IS UNLOCKED! is displayed.
     To lock the organiser, key in your password and press Enter.
    - or -
  - If you have entered a password and the organiser is already locked, THE UNIT IS LOCKED! is displayed.
     To unlock the organiser, key in your password and press Enter.

## Set Up Cities and Times List

You can create a list of five cities (your home city and four other cities around the world) for which you want to see the time.

**Important!** You must set the home city before you can set any other cities in the list.

**Note:** These instructions assume you are setting HOME CITY, but the procedure for setting CITY 2, CITY 3, CITY 4, or CITY 5 is the same. The screen headers will change to correspond to the city you are setting.

## Select Cities and Times

- 1. Press Options.
  The Options menu is displayed.
- Press 5.
   The Custom Options menu is displayed.
- 3. Press [7].
  SELECT A CITY is displayed.
- 4. Press 1.
  TO SELECT HOME CITY: is displayed.
- 5. You can either:
  - Press 1 to choose from a city list.
     To do this, go to page 44.
    - or —
- Press 2 to enter an unlisted city. To do this, go to page 45.

#### Choose from the City List

The organiser has a list of 62 cities that represent the 24 time zones around the world. You can choose from this list to create your own custom list.

The following steps assume you have already been through the steps on page 43.

1. Press 1. The first screen of the city list is displayed.

**Note:** The number of hours difference from Greenwich mean time ( $\mathbb{G}MT$ ) is displayed to the right of each city. For example, Anchorage (-9) is nine hours earlier than Greenwich mean time, while Auckland ( $\pm 12$ ) is twelve hours later.

- 2. To select a city from the city list you can either:
  - Scroll through the list until the > pointer is beside the city you want.

- or -

- Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.
- Move the > pointer beside the city you want and press Enter.
  - ► If setting HOME CITY, the city is set and the SELECT A CITY: screen returns to the display.

— or —

► If setting CITY 2-5, the city and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME?

Press ✓ to mark YES or NO, then press Enter.

The city is set, and the SELECT A CITY! screen returns to the display.

You can continue setting cities and times.

**Note:** For your home city, the time displayed is the time currently set in the organiser. For other cities, the displayed time is adjusted according to your home city time.

#### Enter an Unlisted City

The following steps assume you have already been through the steps on page 43.

- 1. Press 2. ENTER CITY NAME: is displayed.
- Key in a city name of up to 11 characters and press [Inter].
   The first screen of the city list is displayed.
- Select a city in the same time zone as the unlisted city. You can either:
  - Scroll through the list until the > pointer is beside the city you want.

- or -

 Press a letter key to display the first city beginning with that letter. Then scroll to the city you want.

For example, if you keyed in Cardiff for the city name, you would select London from the city list because Cardiff and London are in the same time zone.

- Move the > pointer beside the city you want and press Enter.
  - If setting HOME CITY, the city is set and the SELECT A CITY: screen returns to the display.

- or -

If setting CITY 2-5, the city and time are displayed along with the question IS THIS DAYLIGHT SAVINGS TIME? Press ✓ to mark YES or NO, then press Enter. The city is set, and the SELECT A CITY: screen returns to the display.

You can continue setting cities and times.

**Note:** For your home city, the time displayed is the time currently set in the organiser. For other cities, the displayed time is adjusted according to your home city time.

#### **View Cities and Times List**

Once you have created your list of cities (your home city and up to four other cities around the world), you can view the list at any time.

- Press Options.
   The first screen of the Options menu is displayed.
- 2. Press , then press . The list of cities you created is displayed, along with the current date and time for each city.

## **Memory Space**

#### Check Memory Space

To avoid running out of memory while making an entry, check the organiser's memory occasionally to see how much memory you are using.

- Press <u>Options</u>.
   The first screen of the Options menu is displayed.
- Press .
   The second screen of the Options menu is displayed.
- 3. Press 8.

  The approximate percent of memory used and number of bytes still available are displayed.

#### Optimise Memory Space

If the organiser's memory used is nearing 100%, you can increase the amount of available memory by optimising memory space.

**Warning:** If you are linking the handheld organiser to your Personal Computer, do **not** optimise memory space. Optimising memory space destroys synchronisation with the PC!

- Press <u>Options</u>.
   The first screen of the Options menu is displayed.
- Press .
   The second screen of the Options menu is displayed.
- 3. Press 9.
  The OPTIMISE MEMORY SPACE? screen is displayed.
- 4. You can either:
  - Press 1 to cancel the request.
    - or —
  - Press 2 to optimise memory space.

## **Linking to a Personal Computer**

#### Linking the Organiser to a PC

It is often useful to exchange information between the organiser and a Personal Computer. For example, if you already have address entries in a software program such as Lotus Organiser, it is easier to transfer the existing information to your pocket organiser than to re-enter the information into the organiser. You can also back up your organiser's memory to the PC for safekeeping.

TI's Personal Organiser Software, which operates in Microsoft® Windows, also lets you exchange information between your organiser and an IBM®-compatible PC.

# Synchronising the Organiser to a PC

This organiser has been designed with a special synchronisation feature. When the organiser is connected to a PC using the Personal Organiser Software, a single keystroke on the PC automatically compares and updates both PC and organiser entries to ensure that the same information exists in both locations.

## **Battery Information**

## Check the Batteries

- Press Options.
   The first screen of the Options menu is displayed.
- Press .
   The second screen of the Options menu is displayed.
- Press 6.
   A screen is displayed to let you know the current status of the batteries.

#### Warning to Change the Batteries

If battery power is low, the **LOW** indicator is displayed to let you know it is time to replace the batteries.

If battery power becomes so low that you are in danger of losing information, the organiser briefly displays the following screen when you press to turn the calculator on.

WARNING!

YOU NEED TO CHANGE BATTERIES!

CHANGE BATTERY # FIRST.

Instead of the # symbol, 1 or 2 is displayed to let you know which battery to change first.

If battery power becomes so low that the organiser cannot retain stored information much longer, the clock stops running to conserve power.

#### When to Replace the Batteries

**Important!** Never replace batteries one minute before or after midnight. Never remove both batteries at the same time. Either of these actions will result in loss of data.

Replace both batteries when:

- The TOW indicator is displayed.
- · The display contrast will not adjust.
- · The display becomes erratic or slow.
- The CHECK BATTERIES: screen indicates that one or both batteries need to be replaced.
- The WARNING! screen is displayed when you press ON OFF to turn the organiser on.
- · The clock stops running.

To prevent loss of data, replace batteries:

- As soon as the windicator is displayed, before the old ones are completely discharged.
- One at a time and in the order indicated on the WARNING! screen.
- Within a short time to minimise the length of time the organiser is without full power.
- · Without touching any keys during the procedure.

You can replace batteries without losing data, but it is a good idea to retain a record of your data.

The organiser uses two of the following batteries:

- Duracell DL2032
- Eveready E-2032
- Panasonic CR2032
- Ray-O-Vac CR2032
- Toshiba CR2032
- · Or the equivalent

#### How to the Replace Batteries

- 1. Press ON OFF to turn the organiser off.
- Close the case and turn the organiser over so that the back is facing you.

There are two battery compartments (labelled ① and ②) on the back of the organiser.

Important! Replace batteries in the order indicated on the WARNING! screen. Never remove both batteries at the same time.

- Slide the switch above the battery compartments to the left or right to remove the opposite battery compartment cover. For example:
  - ► To replace battery ①, slide the switch toward battery ②.
  - ► To replace battery ②, slide the switch toward battery ①.
- Remove the battery compartment cover. Press firmly on the arrow and push or pull in the direction of the arrow. After the cover partially opens, lift the cover off.
- Use a pen or paper clip to **gently** pry the battery out of the battery compartment.
- Place a new battery in the compartment with the + symbol facing upward.
- 7. Replace the battery compartment cover.
- Move the slide switch and replace the other battery in the same way.
- When you have finished replacing both batteries, move the slide switch to the centre to lock both battery compartment covers.

**Caution:** Do not incinerate old batteries or leave them within reach of small children.

#### Set Automatic Power Down

To prolong the life of the batteries, the Automatic Power Down (APD™) feature turns off the organiser automatically if you have not pressed any keys for several minutes. You can set the number of minutes before the organiser automatically powers down.

- Press Options.
   The first screen of the Options menu is displayed.
- Press 5.
   The first screen of the Custom Options menu is displayed.
- 3. Press .

  The second screen of the Custom Options menu is displayed.
  - 4. Press 8.
    TO SET POWER DOWN TIME: is displayed.
  - Press the appropriate number key to enter the number of minutes (1 through 7) you want the organiser to remain on before it automatically powers down.
  - 6. Press Save.

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