SHARR

ELECTRONIC ORGANIZER

ZQ-2000
ZQ-2200
MODEL ZQ-2400

OPERATION MANUAL

CALENDAR

SCHEDULE

TEL

CALC

MEMO

ANN

CLOCK

Congratulations on purchasing the ZQ-2000/ZQ-2200/ZQ-2400 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. Also, make it a point to keep this operation manual on hand for reference.

Notes:

- One of the models described in this manual may not be available in some countries.
- Unless otherwise specified, the text material applies to all three models.

NOTICE

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

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Features of the Organizer

Clock function

Displays current date and time. →PAGE 19

Calendar function

Contains a calendar, which extends from the year 1901 to 2099. Important dates on your monthly calendar will be flagged, so you can check what has been scheduled for any designated day. → PAGE 23

Schedule function

Allows you to store important dates and events. Important dates will also be flagged on the calendar to remind you to check them. A schedule alarm can also be set. → PAGE 29

Anniversary function

Allows you to register wedding anniversaries, birthdays, etc. After registration, the corresponding day is considered an anniversary for every year from 1901 to 2099. → PAGE 47

Telephone book function

Three telephone lists allow you to list business and private numbers separately. Phone numbers can be recalled in alphabetical order using the sequential search function, or directly recalled by entering. → PAGE 53

'Memo function

Allows you to note important details, such as timetables and also store price lists, etc. → PAGE 63

Calculator

Contains a lo-digit calculator with memory. → PAGE 71

Secret function

Protects personal information. A password is required to see the information you mark as secret. → PAGE 75

Data transfer function

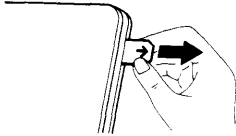By using an optional cable, data can be transferred between two Organizers. → PAGE 89

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Be sure to perform the following procedures before using the Organizer for the first time:

1. Remove the insulation sheet.

Note: When you remove the insulation sheet, write down the date on the label on the back of the Organizer (refer to page 101).

2. Initialize the Organizer.

While holding `ON`, press the RESET switch on the back. Release the RESET switch and then release `ON`. The following display will appear:
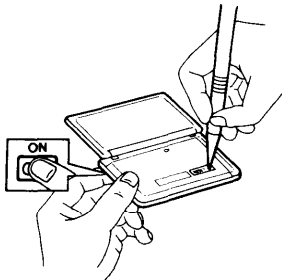
```
Data has
been  broken!
Clear all
data (Y/N)?
                 CAPS    ♪
```

Note: Under certain conditions the message may appear as "DATA ALL CLEAR OK (Y/N)?". Proceed to the next step in either case.

Press `Y`.

```
✱  TEL  1  4
NAME ?




                 CAPS    ♪
```

The Organizer is initialized and then the TEL1 directory is displayed.

Part names

Search keys

Display Command center Power on/off keys

Option port
(4-pin option jack)

Cursor movement keys

Enter key

Return key
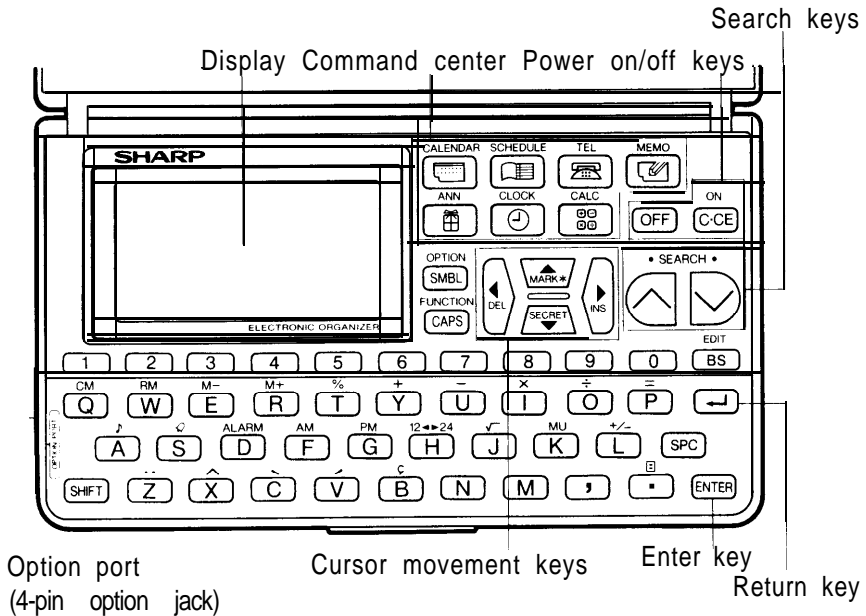
Display symbols

BATT   This symbol appears when the operating battery level is low.

EDIT   The entry on the display may be edited.

SHIFT   ⌷ SHIFT ⌷ has been pressed..

CAPS   Capital letters will be entered. (To enter small letters, turn "CAPS" off by pressing ⌷ CAPS ⌷.)

✱   The data appearing on the display is secret data accessible only by password.

S   The secret function is in effect. (Secret data cannot be recalled without the password.)

♪   A "beep" will sound when a key is pressed.

♫   The specified schedule alarm(s) will sound.

↑↓   There is more data which is not on the display. The data can be displayed by pressing ⌷▲⌷ or ⌷▼⌷.

Note: In this manual, only the symbols necessary for explanation will be shown.

Key notations

This manual uses the following notations for key operations and functions.

Key I	Notation	Note
CALENDAR ⌐⊏⊏⊏⊐	⎢ CALENDAR ⎥	Keys with only one function always appear in the manual with the function enclosed in a box.
▲ / MARK✱	▲ or ⎢MARK✱⎥	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed; i.e., ▲/MARK✱ will sometimes appear as MARK✱ and sometimes as ▲.
♪ / A	A or ⎢♪⎥	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
7	7	Numerical keys and alphabetical keys with single function are notated only with unboxed numbers and letters.
N	N	

Note: The blue functions and symbols are operated by pressing ⎢ SHIFT ⎥ ("SHIFT" will be displayed) and the appropriate key.

Example: ⎢◀DEL⎥ → ⎢◀⎥ : Functions as a cursor movement key.

↳ ⎢ SHIFT ⎥⎢ DEL ⎥ : Function as a delete key.

Distinguishing between "0" and "0"
Zero is indicated as "0" on the display and also in this manual when it may be confused with the letter "0".

Contrast adjustment

Adjust the display contrast to make the display easier to read.

1. Press ⎡ SHIFT ⎤ | ⎡ FUNCTION ⎤ .

```
⟨ FUNCTION ⟩
   MEMORY CHK
   LCD CONT
 I DATA DEL
                      ↓
```
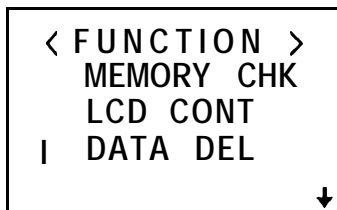
2. Select "2 LCD CONT".

    2

```
LCD CONT

A-DARK
V-LIGHT
```

3. Press ⎡▲⎤ or ⎡▼⎤ to darken or lighten the display as required.
   The amount of contrast will change continuously when either ⎡▲⎤ or
   ⎡▼⎤ is held.
4. After adjusting the contrast, press ⎡ C·CE ⎤ .

Turning the "beep" on and off

While " ♪" is displayed, a "beep" will sound when a key is pressed. To
turn the "beep" on and off, press ⎡ ♪ ⎤.·π⎤he "beep" will not
sound after "♪" goes off. To turn the "beep" back on, repeat the process.

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To practice entering characters and numbers, select the MEMO mode, for example, and enter the characters as follows:

| MEMO |

```
MEMO ?



                    CAPS
```

The MEMO mode will be selected.

Entering characters
Entering the letters
1. Enter "ABCDE" in capital letters, for example.

| C·CE | ABCDE

```
ABCDE_



                    CAPS
```

2. To enter "abcde" in small letters, press | CAPS |. After "CAPS" disappears, enter "abcde".

| CAPS | ABCDE

```
ABCDEabcde_
```

To enter capital letters again, turn "CAPS" back on by pressing | CAPS | in .

Note: To enter a hyphen, press | SHIFT | | – |.

Entering non-English characters

Enter "Ä", "ü", "é" and "ô", for example.

| CAPS |
| SHIFT | | ·· | A
| CAPS | | SHIFT | | ·· | U
| SHIFT | | ´ | E
| SHIFT | | ⌢ | O

```
Äüéô_
```
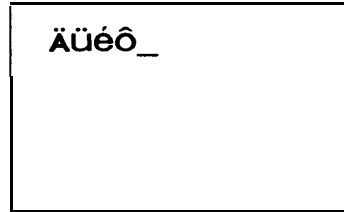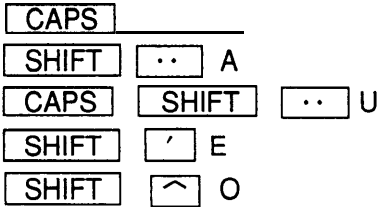
*   "ç" is entered by pressing | SHIFT | | ç |. Non-English charac-
    ters can also be entered as symbols.

Entering numbers

Enter "12345", for example.

| C·CE | 12345

```
12345_
```
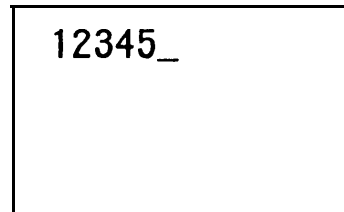
Entering graphic symbols and special characters

Press | SMBL | to select the symbol entry mode. A total of 33 symbol
displays may be selected. To select the symbol display containing the
desired characters, press | ▼ | or | ▲ | . When the desired symbol or
character appears, press the number corresponding to its symbol position.

1. Enter the symbol entry mode.

    | SMBL |
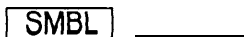
    5 symbols will be displayed.

```
MEMO ?
─────────
1-2"3'4(5)
```
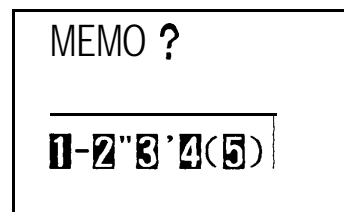
2. Switch to the next set of symbols.

▼

Each time is pressed, a new set of 5 symbols will appear in sequence.

3. Enter "?".

▼ ▼ ▼ ▼ 1

Press ┌ 1 ┐ when a "?" appears next to the number one.

┌─────────────────┐
│   │
│ ?_   │
│   │
│   │
│   │
└─────────────────┘
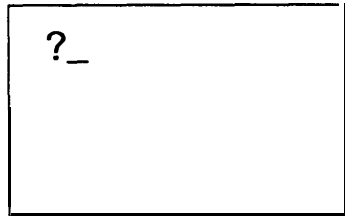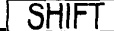
Note: When you press ▲ , the previous set of symbols reappears. The initial symbol display is thus determined by your previous choice. The 5 most recently used symbols and characters will appear in the initial symbol display.

Nate: To exit the symbol entry mode, press ┌ SMBL ┐ .

Entering the new-line character "↵"
Enter the "↵" character to continue entry on the next line **by pressing** ┌ ↵ ┐ , **Then the cursor moves** to the beginning of the next line.

Making corrections
Misspellings and incorrect entries can be corrected using the cursor keys as well as ┌ SHIFT ┐┌ INS ┐ and ┌ SHIFT ┐┌ DEL ┐ as **follows:**

Correcting misspellings
If you have entered "NEW YARK" for "NEW YORK", for example, the entry may be corrected as follows:

1. Enter the incorrect spelling.

┌ MEMO ┐ NEW YARK

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2. Now move the cursor to the incorrect letter "A".

◀ ◀ ◀

```
NEW YARK
```

3. Enter the correct letter "O".

O

```
NEW YORK
```

Inserting missing letters
To enter the missing "O" and correct "NEW YRK" to "NEW YORK", for example:

1. Enter the incorrect spelling.

NEW Y R K

2. Next move the cursor over the "R".

◀ ◀

```
NEW YRK
```

3. Put the Organizer into insert mode.

SHIFT   INS

```
NEW YRK
```

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4. Insert the missing letter.

    O

When ⟨ SHIFT ⟩ ⟨ INS ⟩ are pressed, the cursor mark changes from
" ■ " to " ◀ " indicating that the insert mode is set. Press ⟨ SHIFT ⟩
⟨ INS ⟩ again to exit the insert mode.

Deleting unwanted letters

To correct "NEW YOARK" to "NEW YORK", for example:

1. Enter the incorrect spelling.
    NCECEW Y O A R K

2. Move the cursor to the letter "A" to be deleted.
    ⟨◀⟩ ⟨◀⟩ ⟨◀⟩

```
NEW YOARK
```

3. Delete the letter "A".
    ⟨ DEL ⟩

You can also delete "A" by pressing   ⟨◀⟩ ⟨◀⟩ ⟨ BS ⟩

Note; If ⟨ C·CE ⟩ is pressed, the data currently being entered will be
deleted.

The following descriptions explain the functions.

⟨►⟩	:	**Moves the cursor to the right.**
⟨◀⟩	:	Moves the cursor to the left.
⟨▲⟩	:	Moves the cursor up to the previous line.
⟨▼⟩	:	Moves the cursor down to the next line.
⟨SHIFT⟩ ⟨INS⟩	:	Puts the Organizer into insert mode. Pressing these keys again exits the insert mode.

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| SHIFT   DEL | : Deletes the character at the cursor.
| BS | Deletes the character to the left of the cursor ("backspace").
| C·CE | : Clears the data being entered.

Cursor:

"_" designates the cursor. The cursor is used to indicate the position where the next letter, number, or symbol will be entered. When correcting an entry, move the cursor to the position where a character is to be typed over or deleted. The cursor changes to " ■ ". When inserting characters, the cursor changes to " ◀ ".

The Organizer features a built-in clock which allows the Organizer to do the following:
1. To display the current monthly calendar in the CALENDAR mode.
2. To keep track of the items scheduled on the agenda for the current day in the SCHEDULE mode (automatic tracking).
3. To sound the schedule alarm.

Displaying the time

Pressing | CLOCK | displays the current date and time.

| CLOCK | Day of the week
                      month/day/year* $\longrightarrow$

The display appears only while
| CLOCK | **is pressed.**

```
┌──────────────────────┐
│  TUE 1/ 1/' 91       │
│    ┌─────────┐        │
│    │ 0:00    │        │
│    └─────────┘        │
└──────────────────────┘
```
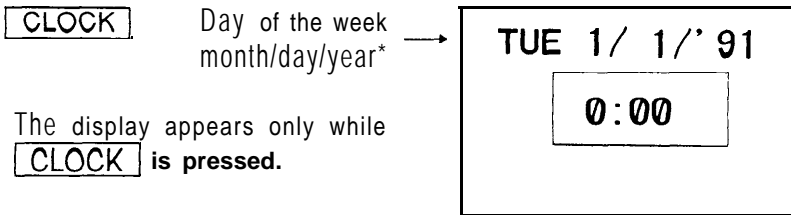
* The display can be changed to show the date in the format of "day. month. year". Refer to page 86.

Note: If | CLOCK | is pressed **continuously,** the time when | CLOCK | **was initially pressed is displayed. The internal clock continues working while** | CLOCK | is pressed, but the display does not change.

Setting the clock

The time can be displayed using either the conventional 12-hour AM/PM system or the 24-hour system (0:00 to 23:59 hrs.).
For example, set the clock to January 10, 1992, 1:30 PM.

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Setting the clock on a 12-hour AM/PM basis

1. Press | CLOCK | _____ .

```
┌─────────────────────────┐
│                         │
│  TUE 1/ 1/'91           │
│       ┌──────────┐      │
│       │ 00:00    │      │
│       └──────────┘      │
│  24                     │
│                         │
└─────────────────────────┘
```
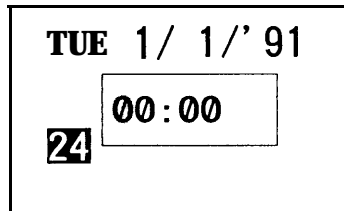
2. Select the time system.
   The number highlighted in the lower left corner of the screen indicates the time system. Each time | 12◄ ►24 | is pressed, this alternates between " **12** " and " **24** ".
   In this example, " **12** " is displayed.
   Note: To set the 24-hour system, display " **24** ".

3. Set the time.

     01 30 | PM |

```
┌─────────────────────────┐
│                         │
│  TUE 1/ 1/'91           │
│       ┌──────────┐      │
│       │ 01:30PM  │      │
│       └──────────┘      │
│                         │
└─────────────────────────┘
```
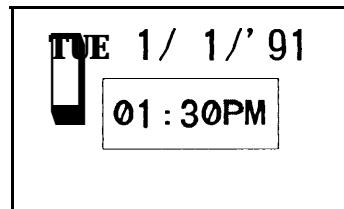
Note: The hours and minutes must be entered using two digits each.

4. Enter the date.

     | ▲ | 01 10 1992

```
┌─────────────────────────┐
│                         │
│  FRI  1/10/'92          │
│       ┌──────────┐      │
│       │ 01:30PM  │      │
│  12   └──────────┘      │
│                         │
└─────────────────────────┘
```
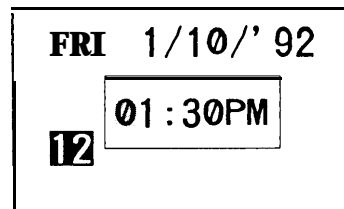
Enter the month and day using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.

5. Enter the correct starting time.

   ENTER

Notes:
- Use the beep of the time announcements given on the radio, on T.V., or by telephone time services.
- The clock starts from 0 seconds.

6. Check the set time on the display.

   CLOCK

```
┌─────────────────────────┐
│  FRI  1/10/' 92         │
│      ┌──────────┐        │
│      │ 1:30PM   │        │
│      └──────────┘        │
│                          │
└─────────────────────────┘
```
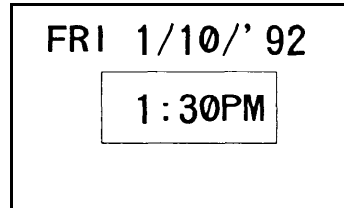
When the time is set with 12-hour basis, noon and midnight changes are displayed as below.

11:59AM → 12:00PM (noon) → 12:59PM → 1 :OOPM →

11:59PM → 12:00AM (midnight) → 12:59AM → 1 :00AM → 11:59AM

Correcting the clock

To correct the time, reset the clock by following the procedure in 'Setting the clock".

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USING THE CALENDAR FUNCTION

Monthly calendars covering the period from January, 1901 through December, 2099 can be displayed.

In addition, for a given day it is possible to determine the number of days passed since January 1st of that year and the number of days remaining until December 31st of the same year.

Displaying and changing the monthly calendar

There are three methods of recalling dates and scanning the built-in calendar.

1. Displaying the calendar and changing the month with $\boxed{\vee}$ or $\boxed{\wedge}$.
2. Specifying the desired date, past or future, with the numerical keys.
3. Designating the year and month on the monthly calendar.

Changing the month with $\boxed{\vee}$ or $\boxed{\wedge}$

Once the CALENDAR mode has been selected, the month can be changed by pressing $\boxed{\vee}$ (to display upcoming months) or $\boxed{\wedge}$ (to display past months) as follows:

1. Select the CALENDAR mode.

$\boxed{\text{CALENDAR}}$

```
            1  2  3  4
'92 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
```

Notes:
* If the above display does not appear, press $\boxed{\text{SHIFT}}$ $\boxed{\text{CALENDAR}}$ to display the current monthly calendar. In this instance, if you set the Organizer's built-in clock for January 10, the calendar for January 1992 will be displayed.
* In the year display, a " ' " is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.

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2. Display the calendar for the next month.

[v]

```
                              1
 '9 2  2   3   4   5   6   7   8
   2   9  10  11  12  13  14  15
      16  17  18  19  20  21  22
      23  24  25  26  27  28  29
```

3. Display the calendar for three months prior to the month presently on the display.

[∧]   [∧]   [∧]

```
                          1   2
 '9 1  3   4   5   6   7   8   9
  1 1 10  11  12  13  14  15  16
      17  18  19  20  21  22  23
      24  25  26  27  28  29  30
```
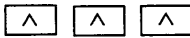
Note: When [v] or [∧] is pressed continuously, the calendar will scroll forward or backward.

To return the calendar to the current date:
    Press [CALENDAR_____] .

Setting a date with the numerical keys
Use [−] or [+] to set a date that is a specified number of days in the past or future.

1. Select the CALENDAR mode.

[CALENDAR]

```
               1   2   3   4
 '9 2  5   6   7   8   9  10  11
   1  12  13  14  15  16  17  18
      19  20  21  22  23  24  25
      26  27  28  29  30  31
```

2. Set January 15 as the reference date.

▼ ◄ ◄

```
                 1   2   3   4
'92 5   6   7   8   9   10  11
 1  12  13  14  15  16  17  18
    19  20  21  22  23  24  25
    26  27  28  29  30  31
```

To set the reference date to a different month, display the new month by pressing ☐∨☐ or ☐∧☐ and then flash the date with the cursor movement key.

3. Set the date for the 90th day from today.

ENTER) _____

```
                 1   2   3   4
'92 5   6   7   8   9   10  11
 4  12  13  14  15  16  17  18
    19  20  21  22  23  24  25
    26  27  28  29  30
```

The 90th day from today will flash on the display.

Note: The number of days specified can range from 9999 days in the past to 9999 days in the future.

4. Set the date five weeks (35 days) before April 14th, 1992.

☐ – ☐ 35 ENTER

```
    1   2   3   4   5   6   7
'92 8   9           12  13  14
 3  15  16  10      19  20  21
    22  23  24  25  26  27  28
    29  30  31
```

Recalling a month by designating the date

You can also change the calendar with C·CE , entering the date which you would like to display when the date prompt appears, and then pressing CALENDAR again.

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For example, to display the month of February, 1992:

1. Select the CALENDAR mode.

    CALENDAR

```
'
9 2      1   2   3   4
   1 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
```

2. Enter the date entry mode.

    C·CE

```
MM/DD/YYYY
MONTH:01
D A Y  :10
YEAR :1992
```

    To make a correction, move the cursor with the cursor movement keys, or press   C·CE   to clear the displayed date.

    C·CE

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

3. Enter the date.

    02 01 1992

```
MM/DD/YYYY
MONTH:02
DAY   :01
YEAR : 1992
```

    Note: To enter a single-digit date or month, enter zero and the digit (i.e., "06").

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4. Recall the calendar.

CALENDAR

The specified monthly calendar will be displayed.

```
                         1
'9 2 2   3   4   5   6   7   8
 2   9  10  11  12  13  14  15
    16  17  18  19  20  21  22
    23  24  25  26  27  28  29
```

Displaying the number of days and weeks between January 1st or December 31 to a specified date

It is possible to determine the number of days between January 1st and a specified date, as well as the number of days between a specified date and December 31. It is also possible to determine how many weeks have passed since the beginning of the current year.

To determine these items, press CALENDAR while the calendar is displayed.

1. Select the CALENDAR mode.

CALENDAR

```
'             1   2   3   4
9 2 5   6   7   8   9  10  11
 1  12  13  14  15  16  17  18
    19  20  21  22  23  24  25
    26  27  28  29  30  31
```

2. Determine the number of days passed/left, and number of weeks passed in the year. Press CALENDAR a second time.

CALENDAR

```
'             1   2   3   4
9 2 5   6   7   8   9  10  11
 1  12  13  14  15  16  17  18
    19  20  21  22  23  24  25
        [   10/356]        2
```

27

The numbers "[l 0/356]**2**" will appear at the end of the display. "**10**" indicates that this is the 10th day of 1992, "356" indicates that there are 356 days left in the year, and "2" indicates that this is the 2nd week of the year.

* The Organizer recognizes each Monday-to-Sunday interval as one week. The number of the week in the year (1 st, 2nd, 3rd, etc.) is determined as follows:

  1. If January 1st falls between Monday and Thursday, it begins the first week of the year.
  2. If January 1st falls between Friday and Sunday, it begins the final week of the previous year.
  3. If December 31 falls between Monday and Wednesday, it begins the first week of the next year.

Note: To display a date not shown, move the cursor with the cursor movement keys.

3. Return to the original display.

    CALENDAR

You can enter important future appointments as well as important dates in the past into the Organizer's schedule function. These dates are marked with tags on the Organizer's calendar display. In addition, you can set an alarm to sound at the scheduled time as a reminder. (Refer to "Using the schedule alarm," page 45.)

Entering data in the SCHEDULE mode

The date of a schedule item can be selected using three different methods.

1. By selecting the desired date in the CALENDAR mode.
2. By selecting the desired date in the SCHEDULE mode.
3. By recalling the desired date directly.

Once the date has been selected, actual entry of the schedule item is the same for all three methods.

Note: Multiple items may be scheduled on the same date.
If other items have been previously scheduled for a given date, simply enter the new appointment over the old one.   The Organizer's display will clear upon recognition of the new entry.

Entering items from the CALENDAR mode

To enter an item from the CALENDAR mode, such as, "February 20, 1992 1 0:00AM-2:00PM ABC Project meeting"

1. Select the CALENDAR mode.

   CALENDAR

   ```
   9 2        1   2   3   4
     5   6   7   8   9  10  11
   1 12  13  14  15  16  17  18
     19  20  21  22  23  24  25
     26  27  28  29  30  31
   ```

2. Change the calendar to February 1992.

$\boxed{\vee}$

3. Move the cursor to the 20th of February, using the cursor movement keys.

$\boxed{\blacktriangledown}$ $\boxed{\blacktriangledown}$ $\boxed{\blacktriangledown}$ $\boxed{\blacktriangleleft}$ $\boxed{\blacktriangleleft}$

```
'                          1
9 2
  2 2   3   4   5   6   7   8
  2 9   10  11  12  13  14  15
    16  17  18  19  20  21  22
    23  24  25  26  27  28  29
```

4. Change to the SCHEDULE mode.

$\boxed{\text{SCHEDULE}}$

```
THU 2/20/' 92



```
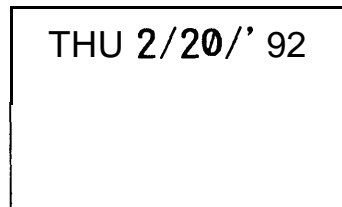
The date you have selected (February 20, 1992) will appear at the top of the display. The bottom part of the display is for schedule time and detail.

5. Enter the starting time.

10 $\boxed{\text{AM}}$

(":00" will be entered automatically.)

6. Enter the finishing time.

2 $\boxed{\text{PM}}$

```
THU 2/20/' 92
 10:00AM~ 2:00PM
 _
```

30
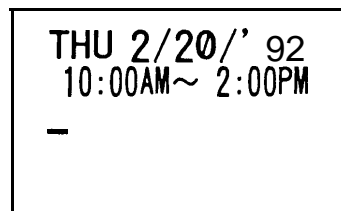
7. After both starting and finishing times are entered, enter the schedule detail.

ABC Project ⏎ meeting

```
THU 2/20/'92
 10 : 00AM- 2 : 00PM
ABC Project⏎
meet i ng_
```

8. Store the scheduled meeting in the memory.

ENTER

```
THU 2/20/'92
 10 :  00AM- 2 : 00PM
ABC  Project
meeting
```

9. Now, check to see if the data was registered in the memory.

CALENDAR

```
'               1
9 2 2  3  4  5  6  7  8
  2 9 10 11 12 13 14 15
   16 17 18 19 20 21 22
   23 24 25 26 27 28 29
```

Notice the tag (▪) next to "February 20". It indicates a scheduled item for that date. (Items beginning in the morning result in a tag at the upper right of the date, while those beginning after noon result in a tag appearing at the lower right of the date.)

Entering items from the SCHEDULE mode

There are two methods of selecting the date depending on which is more convenient.

Selecting the date with $\boxed{\vee}$ and $\boxed{\wedge}$

This method is convenient for displaying a nearby date. It changes the schedule display day by day until the desired date appears.

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For example, if you wish to schedule an item such as, "February 18, 3:00PM – 5:00PM Sales meeting"

1. Press SCHEDULE .

2. Recall "February 18".

 0∧   r ___ ∨

Press ∧ or ∨ until "February 18" is recalled.

```
TUE 2/18/' 92
```

3. Enter the schedule time and detail.

3 PM 5 PM
Sales meeting ENTER

```
TUE 2/18/' 92
  3:00PM~ 5:00PM
Sales meetin
g
```

Scheduling with C·CE and the numerical keys
When the date is not close to the displayed date, you may find it more convenient to enter the schedule items with the numerical keys.
For example, to schedule, "February 25, 1992 1:30PM DR. WILSON VISIT AT GUEST ROOM".

1. Enter the date entry mode.

 SCHEDULE   C·CE   C·CE

2. Enter the scheduled date. (February 25, 1992)

02 25 1992

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3. Select the SCHEDULE mode.

    ```
    | SCHEDULE |
    ```

4. Enter the scheduled time and detail.

    1 `:` 30 `PM` `▼`
    DR `·` `SPC`
    WILSON `↵`
    VISIT `↵` AT GUEST ROOM
    [ENTER]

    ```
    ┌─────────────────────────┐
    │ TUE 2/25/' 9 2          │
    │   1:30PM~               │
    │ DR.  W I LSON           │
    │ V I S I T               │
    │                       ↓ │
    └─────────────────────────┘
    ```

Note: If you don't know what time a scheduled item, such as a meeting, will finish, press either `▼` or `ENTER` following the starting time, then enter the schedule item.

Scheduling items without times

After selecting the schedule date as outlined above, schedule items can be entered directly without a specified time, except in instances when the data begins with a number. Simply begin by entering the letters in the item. (In this instance, the tag marking the scheduled item on the monthly calendar will appear on the-upper right next to the date.)

Recalling scheduled data

The following 7 methods may be used to display previously scheduled items.

1. Recalling today's agenda.
2. Recalling scheduled items from the CALENDAR mode.
3. Recalling scheduled items from the SCHEDULE mode.
4. Recalling only scheduled dates (skip empty dates).
5. Recalling scheduled items from the SCHEDULE mode by entering the date numerically.
6. Recalling scheduled items by using the first letter(s) of the item.
7. Recalling scheduled items with a keyword search.

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Note: When several schedule items are entered for the same day, items without a specified time are recalled first, followed by items with a specified time in chronological order.
When there is more than one schedule item with the same starting time, items with an earlier finishing time are recalled first.

Recalling today's agenda

Press ⌈ SHIFT ⌉ ⌈SCHEDULE⌉.

If nothing has been entered for the day, only the date will be displayed.

Recalling scheduled items from the CALENDAR mode

When a daily schedule is recalled from the CALENDAR mode, first select the CALENDAR mode and then press ⌈SCHEDULE⌉.

For example, to recall the schedule for February 20, 1992:

1. Select the CALENDAR mode.

⌈CALENDAR⌉
⌈∨⌉

```
'9 2                      1
   2  2  3   4   5   6   7   8
   2  9  10  11  12  13  14  15
      16 17  18 · 19  20 ' 21  22
      23 24  25 · 26  27  28  29
```

2. Select the 20th with the cursor keys.

⌈▼⌉ ⌈▼⌉ ⌈▼⌉ ⌈◄⌉ ⌈◄⌉

Note: You may also recall February 20 by pressing ⌈ C·CE ⌉ and entering the date.

```
'9 2                      1
   2  2  3   4   56   7   8
   2  9  10  11  12 13 14  15
      16 17  18 · 19 20'21  22
      23 24 25 · 26 27 28  29
```

34

3. Recall the schedule display.

[SCHEDULE]

```
THU 2/20/' 92
 10:00AM~ 2:00PM
ABC Project
meeting
```

Recalling scheduled items from the SCHEDULE mode

To recall the schedule directly from the SCHEDULE mode in forward or reverse direction, first set the SCHEDULE mode and then press $\boxed{\vee}$ (to recall the next day and future days) or $\boxed{\wedge}$ (to recall the last and previous days) as required.

For example, to recall the schedule for January 10, 1992 (today):

1. Select the SCHEDULE mode and display the today's schedule.

[SHIFT] [SCHEDULE]

```
FRI 1/10/' 92
```

2. Recall the schedule for the next day.

$\boxed{\vee}$

The agenda for the next day will be displayed. If there are several items scheduled on the same day, use $\boxed{\vee}$ to recall them in chronological order.

```
SAT 1/11/' 92
```

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Recalling only scheduled dates (skip empty dates)

Press ⌜∨⌟ ⌜IFT⌟ repeatedly so that the days on which there are items on the agenda are searched for, starting with the day appearing on the display.

1. Search for all days containing agenda items.

| SCHEDULE |

| SHIFT |　| ∨ |

```
TUE 2/18/'92
 3:00PM~ 5:00PM
Sales meetin
g
```

2. Press ⌜∨⌟ ⌜IFT⌟ recall the next agenda items.

* After the last agenda item has been found, "NOT FOUND!" is briefly displayed and then the previous display reappears. Pressing
| SHIFT |　| ∧ | , references agenda items in reverse.

* Pressing | SCHEDULE |　| C·CE |　| C·CE | a n d | SHIFT |　| ∨ | displays the oldest past agenda item. If you press | ∧ | IFT | , the most distant future agenda item is displayed.

Recalling scheduled items from the SCHEDULE mode by entering the date numerically '

You can recall the date directly from the SCHEDULE mode by numerical entry. Select the SCHEDULE mode, press | C·CE | , then enter the date with the numerical keys in accordance with the prompts. This method is handy for recalling scheduled items which are far away.

For example, to recall the schedule for February 18, 1992:

1. Enter the date entry mode.

| SCHEDULE1 |　| C·CE |　| C·CE |

2. Enter the date.

    02 **18** 1992

```
┌─────────────────────┐
│ MM/DD/YYYY          │
│ MONTH:02            │
│ DAY   :18           │
│ YEAR :1992          │
│                     │
└─────────────────────┘
```

3. Recall the agenda for that date.

    | SCHEDULE |

```
┌─────────────────────┐
│ TUE 2/18/'92        │
│   3:00PM~ 5:00PM    │
│ Sales meetin        │
│ g                   │
└─────────────────────┘
```

Recalling scheduled items by using the first letter(s) of the item

Enter the first letter(s) of the schedule item you would like to recall on the display and then press ⌐∨⌐ to recall it.

Note: Be sure to enter the first letter(s) exactly as they were entered. A difference in capital or small letters will not search properly.

For example, to recall the "DR."-related items scheduled after January 10, 1992 (today):

1. Select the SCHEDULE mode. Today's schedule is displayed.

    | SHIFT | SCHEDULE |

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2. Enter the first letter(s).

DR.

```
FRI 1/10/' 92

DR. _
```

3. Begin the search.

$\boxed{\lor}$

```
TUE 2/25/' 92
  1:30PM~
DR. WILSON
VISIT
                    ↓
```

Note: When $\boxed{\lor}$ is pressed, a forward search from the displayed date
        will begin for scheduled items beginning with the word "DR.".
        If $\boxed{\land}$ is pressed, a reverse search will take place for items
        scheduled before the date presently appearing on the display.

Recalling scheduled items with a keyword search

Enter any word contained anywhere in the entry, and the Organizer will
find it with $\boxed{\lor \text{ } \text{HIFT}}$.

Note: Be sure to enter the keyword exactly as it was entered. Adifference
        in capital or small letters will not search properly.

To search for agenda items containing the word "meeting", after January
1, 1992, for example:

1. Recall the schedule for January 1, 1992.

$\boxed{\text{SCHEDULE}}$ $\boxed{\text{C·CE}}$ $\boxed{\text{C·CE}}$ 01 01 1992 $\boxed{\text{SCHEDULE}}$

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2. Enter the keyword for the search.

   meeting

```
WED 1/ 1/' 92

meet i ng_
```

3. Begin the search.

   [SHIFT]   [∨]

```
TUE 2/18/' 92
 3: 00PM 5: 00PM
Sales meet i n
g
```

The first scheduled item containing the word "meeting" after January 1, 1992 will appear on the display.

Repeated search:
To search for additional items containing the word "meeting", press
[∨] repeatedly. When no more items containing the word "meeting" are scheduled, "NOT FOUND!" will appear on the display.

Reverse search:
To browse back through the list of entries containing the keyword, press [SHIFT] [∧] .

Editing scheduled data

Previously scheduled data may be edited by pressing SHIFT .
EDIT . Once the edit mode is entered, the data may be edited directly
using ▶ , ◀ , ▼ , ▲ , SHIFT INS and SHIFT
DEL , etc.

For example, to change "GUEST ROOM" within a schedule item on
February 25, to "MEETING ROOM":

1. Recall this item on the schedule for February 25.

SCHEDULE1   C·CE   C·CE 02 25 1992 SCHEDULE

2. Enter the edit mode.

SHIFT   EDIT

```
TUE 2/25/'92
  1:30PM~
DR.  WILSON↲
VISIT↲

        EDIT        ↓
```

3. Move the cursor to the section to be edited and correct it.

▼ ▼ ▼ ▶ ▶ ▶
MEETI SHIFT INS NG

```
  1:30PM~
DR.  WILSON↲
VISITS
AT MEETING R
t       EDIT        ↓
```

4. Store the edited data.

ENTER

```
TUE 2/25/'92
  1:30PM~
DR.  WILSON
VISIT

                    ↓
```

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Copying scheduled data

If you would like to enter a new item on a different date that has the same or similar content to a previously scheduled item, you may save time by copying the previous entry onto the new date using the copy function and editing it later if required.

The copy function operates similarly to the edit mode, instead of pressing ENTER to store the data, SHIFT ENTER are pressed. After the data is copied onto the new date, it also remains on the previous date as it was originally entered.

For example, if the "ABC Project meeting" scheduled on February 20 is also to be held at the same time on March 6, you may copy it onto the new date as follows:

1. Recall the items scheduled for February 20 and enter the edit mode.

> [SCHEDULE] [C·CE] [C·CE] 02 20 1992 [SCHEDULE]
> [SHIFT] [EDIT]

2. Change the date.

> [▲] 03 06

```
03/06/1992
10:00AM~ 2:00PM
ABC Project↵
meeting

        EDIT
```

(You can also change the entire date by pressing [▲] [C·CE] at this point and reentering the entire date.)

3. Copy the data.

> [SHIFT] [ENTER]

```
FRI 3/ 6/'92
10:00AM~ 2:00PM
ABC  Project
meeting
```

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(in this instance, the time and detail are stored in the memory as is without correction. If the copied data requires additional editing, it may be edited as described in "Editing scheduled data" above.)

Deleting scheduled data

Scheduled data can be deleted by the following three methods:

1. Deleting one agenda item at a time
2. Deleting the agenda for an entire month
3. Deleting all of the data in the schedule memory

Deleting one agenda item at a time
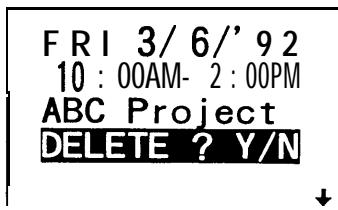
First recall the data you would like to delete on the display and delete it with ⎡SHIFT⎤ ⎡DEL⎤ and ⎡Y⎤.

For example, to delete the "ABC Project meeting" scheduled for March 6:

1. Recall the schedule for that day.

   ⎡SCHEDULE⎤ ⎡C·CE⎤ ⎡C·CE⎤ 03 06 1992 ⎡SCHEDULE⎤

2. Press ⎡DEL⎤. _____

   ```
   FRI 3/ 6/'92
   10 : 00AM- 2 : 00PM
   ABC Project
   DELETE ? Y/N
                    ↓
   ```

3. The delete prompt appears.
   Press ⎡Y⎤. (To retain the data, press ⎡N⎤.)

* After deletion, the next agenda item for that day or that date alone will be displayed.

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Deleting the agenda for an entire month

To delete the agenda for February, 1992, for example:

1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

   [CALENDAR] [C·CE] [C·CE] 02 01 1992 [CALENDAR]

2. Press [SHIFT] [DEL].

   ```
    '9 2  2  3  4  5  6  7  8
      2  9 10 11 12 13 14 15
     16 17 18 19 20 21 22
     DELETE ? Y/N
   ```
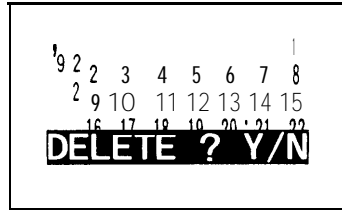
3. The delete prompt appears.

   Press [Y]. (To retain the data, press [N].)

After the agenda for the month has been deleted, the flags on scheduled dates will disappear from the calendar.

Deleting all the data in the schedule memory

All the data in the schedule memory can be deleted using the miscellaneous functions.

1. Recall the miscellaneous function menu.

   [SHIFT] [FUNCTION]

   ```
   〈 FUNCTION 〉
     MEMORY CHK
     LCD  CONT
   ▌ DATA  DEL
                    ↓
   ```

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2. Select "3 DATA DEL".

   3

```
┌─────────────────────────┐
│   DATA DEL              │
│ ▌ TEL ▌ MEMO           │
│ ▌ SCHEDULE             │
│ ▌ SECRET DT.           │
│                         │
└─────────────────────────┘
```

3. Select "3 SCHEDULE".

   3

```
┌─────────────────────────┐
│   DATA DEL              │
│ ▌ SCHEDULE             │
│ ▌ ANN                  │
│                         │
└─────────────────────────┘
```
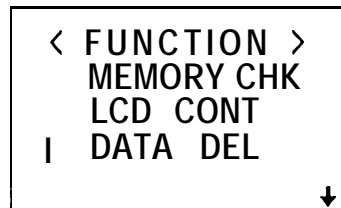
4. Select "1 SCHEDULE".

   1

```
┌─────────────────────────┐
│                         │
│   SCHEDULE              │
│                         │
│   DELETE ? Y/N          │
│                         │
└─────────────────────────┘
```

5. The delete prompt appears.
   Press Y . (To retain the data, press N .)

Note: When the secret function is turned on, "SECRET ON!" will appear
       on the display. In this instance, the secret function must be turned
       off first before the data can be deleted. (Refer to "Turning off the
       secret function," page 78.)

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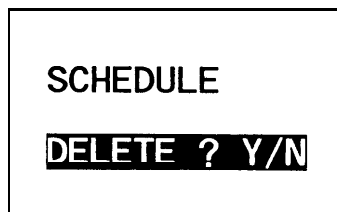
Using the schedule alarm

The Organizer schedule alarm sounds when the time for a scheduled appointment or other item on the agenda arrives. To stop the alarm after it starts beeping, simply press C·CE . If C·CE is not pressed, the alarm will stop automatically after approximately 20 seconds.

Setting the alarm to ring

The schedule alarm can be set for a scheduled appointment.
1) Select an agenda item and mark it for the alarm with ".".
2) Activate the alarm for that item with "♫ ".

Once an agenda item has been selected for an alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.
If you do not wish to have the alarm sound at that time, you can turn the alarm off.

Setting the schedule alarm

First display the schedule item for which you wish to set the alarm and press SHIFT ALARM . "." appears to the left of the starting time for the scheduled item on the display, to indicate that the alarm has been set for that item. You can also set the alarm while you schedule an item on the agenda by pressing SHIFT ALARM .
However, when you press ALARM while "." is displayed, the alarm will be canceled and "." will disappear from the display.
For example, to set an alarm for a meeting scheduled on December 18 ("December 18, 1992, 10:00 AM-1 1:00 AM Meeting") while entering the schedule item:

1. Enter the date, time, and schedule detail.

SCHEDULE   C·CE   C·CE

12 18 1992 SCHEDULE
10 [AM] 11 AM

Meeting

```
FRI12/18/'92
 10:00AM~11:00AM
Meeting_
```

45

2. Set the alarm.

　　ALARM

FRI12/18/'92
♪10:00AM~11:00AM
Meeting

(Once the alarm has been set for the schedule item, "♪" appears
before the scheduled starting time.)

3. Store the item.

　　ENTER

FRI12/18/'92
♪10:00AM~11:00AM
Meeting

♩

("♩" will appear.)

The alarm will sound at the starting time of the meeting.

* "♩" appears or disappears each time SHIFT ♩ are pressed.

Note:　If the time of the schedule item for which you wish to set the alarm
　　　　has already passed, the following message appears on the display.

ALARM TIME
ELAPSED !

After the alarm sounds, " ♪" will disappear and the scheduled item will
remain in memory without " ♪ ".
If "♩" is turned off and the set alarm time has passed, "♪" will remain in
front of the scheduled item.

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USING THE ANNIVERSARY FUNCTION

Anniversaries (date, label) can be stored in the Organizer. Once a date is designated as an anniversary, the date will be an anniversary for every year from 1901 to 2099. Thus, the anniversary function serves as a mnemonic aid for these important personal dates.

Note: Anniversary data cannot be coded as secret data.

Entering   anniversaries

To enter "NANCY'S BIRTHDAY" on February 12, for example, proceed as described below.

1. Select the ANNIVERSARY mode.

   [ANN]

   ```
   M/D=_ /
   ANN
         M=MONTH
         D=DAY
   ```

2. Enter the date.

   02 12 [ENTER]

   ```
      2/12
   ANN
   -
   ```

3. Enter the label.

   NANCY'S [B I R] T H D A Y [ENTER]

   ```
      2/12
   ANN
   NANCY'S
   BIRTHDAY
   ```

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Recalling anniversaries

After selecting the ANNIVERSARY mode, anniversaries are recalled in calendar sequence each time ⌐v⌐ is pressed.

1. Select the ANNIVERSARY mode.

    ⌐ANN⌐

2. Recall the anniversary.

    ⌐ v ⌐

```
        2/12
      ▮ANN▮
     NANCY' S
     BIRTHDAY
```

   Note: Each time ⌐v⌐ or ⌐∧⌐ is pressed, the next entry will be recalled in calendar sequence (forwards or backwards).

Checking anniversaries

After pressing ⌐SHIFT⌐ ⌐ANN⌐ in a monthly calendar display, the anniversaries in that month will be displayed while ⌐ANN⌐ is held. Check whether there are any anniversaries in February.

1. Display the calendar.

    ⌐C·CE NDAR⌐ ⌐C·CE⌐ _____

    02 01 1992 ⌐CALENDAR⌐

    (Valid for any year.)

```
  9 2  2  3  4  5  6  7  8
   2  9 10 11 12 13 14 15
     16 17 18 19 20 21 22
     23 24 25 26 27 28 29
```

2. Display the anniversaries.

    ⌐SHIFT⌐
    ⌐ANN⌐ (Displayed while pressed.)

```
  9 2
   2            12
```

Note: If there are no anniversaries in the specified month, the display on the right will appear:

```
NO DAY OF
ANNIVERSARY!
```
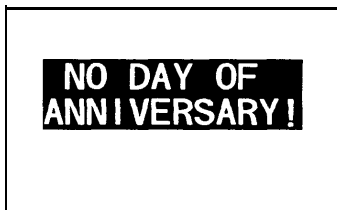
Editing anniversaries

To edit an anniversary entry, for example, such as changing "NANCY'S BIRTHDAY" to "CATHY'S BIRTHDAY":

1. Recall the entry, "February 12th, NANCY'S BIRTHDAY".

   ☐ ∨ ☐ N ☐
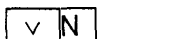
   (Press ☐ ∨ ☐ or ☐ ∧ ☐ repeatedly until the "NANCY'S BIRTHDAY" appears.)

2. Enter the edit mode.

   ☐ SHIFT ☐   ☐ EDIT ☐

   ```
        2/12
        ANN
   NANCY' S↵
   BIRTHDAY
        EDIT
   ```
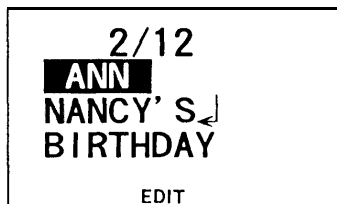
3. Move the cursor to the letter you wish to correct and correct it.

   CATHY'S ☐ ENTER ☐

   ```
        2/12
        ANN
   CATHY' S
   BIRTHDAY
   ```

49
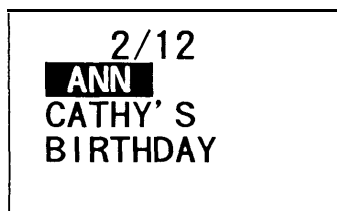
To correct the date, first enter the edit mode, then press $\boxed{\mathbf{\Lambda}}$ u n t i l t h e date flashes, enter the correct date and press $\boxed{\text{ENTER}}$.

Note: If $\boxed{\text{SHIFT}}$ $\boxed{\text{ENTER}}$ are pressed instead of $\boxed{\text{ENTER}}$ after the correction, data can be copied. (Refer to "Copying scheduled data," page 41)

Deleting anniversaries

Deleting one entry
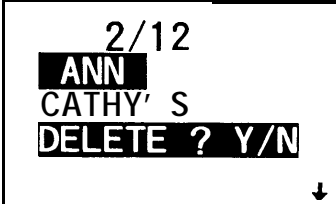
To delete the "CATHY'S BIRTHDAY" entry, for example:

1. Recall the entry "CATHY'S BIRTHDAY".

    $\boxed{\text{ANN}}$ $\boxed{\vee}$

   (Press $\boxed{\vee}$ repeatedly until "CATHY'S BIRTHDAY" appears.)

2. Press $\boxed{\text{SHIFT}}$ $\boxed{\text{DEL}}$.

```
        2/12
 ANN
CATHY' S
DELETE ? Y/N
                    ↓
```

3. The delete prompt appears.
   Press $\boxed{\text{Y}}$. (To retain the data, press $\boxed{\text{N}}$.)

Deleting all the entries

1. Recall the miscellaneous function menu.

   $\boxed{\text{SHIFT}}$ $\boxed{\text{FUNCTION}}$

```
< FUNCTION >
1 MEMORY CHK
2 LCD CONT
3 DATA DEL
                    ↓
```

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2. Select "3 DATA DEL".

    3

```
DATA DEL
TEL 2 MEMO
SCHEDULE
ʳ SECRET  DT.
```
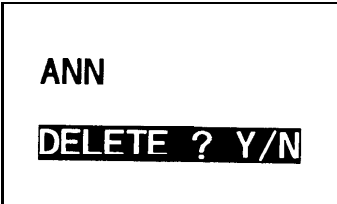
3. Select "3 SCHEDULE".

    3

```
DATA DEL
1 SCHEDULE
2 ANN
```

4. Select "2 ANN".

    2

```
ANN

DELETE ? Y/N
```

5. The delete prompt appears.
   Press ⌐Y⌐ . (To retain the data, press ⌐N⌐ .)

Note: When the secret function is turned on, "SECRET ON!" will appear
        on the display. In this instance, the secret function must be turned
        off first before the data can be deleted. (Refer to "Turning off the
        secret function," page 78.)

USING THE TELEPHONE DIRECTORY

The telephone directory stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

The Organizer's telephone directory is actually three different telephone directories in one (TEL1, TEL2, and TEL3) for keeping business, private, and other listings separate.

Designating the file names

The file names for the different directories (business, private, etc.) can be input from the miscellaneous function mode. Input directory file names of 10 letters or less as follows:

1. Recall the miscellaneous function menu.

   | SHIFT | | FUNCTION | | ▼ | 2

   (The prompt for entering the directory file name will appear.)

   ```
   TEL  FILENAME
        TEL 1
        TEL 2
   I    TEL 3
   ```

2. Store the directory file names.

C·CE	Business	ENTER
C·CE	Private	ENTER
C·CE	Others	ENTER
TEL

   ```
   *Business   *
   NAME ?
   ```

* If you do not wish to assign a file name to a directory, skip this step by pressing | ENTER |.
* To discontinue the entry of a directory file name, press | C·CE | twice.
* When "CAPS" appears on the display, capital letters are entered, and

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when not, small letters are entered. Pressing CAPS alternates between capital and small letters.

Entering listings

Telephone listings can be entered into any of the three directories. Pressing TEL for the first time displays directory TEL 1. Subsequent presses display the TEL2, TEL3, and again the TEL1 directories.

Press TEL   Press TEL

TEL1 ———————— TEL2 ———————— TEL3
(Display the file name.)

Press TEL
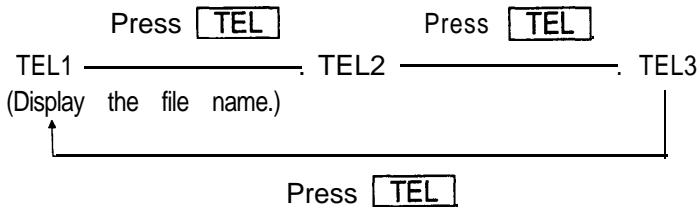
Entering telephone listings into the TEL1 directory

To enter two sample listings into the TEL1 directory, follow steps 1 to 5 below:

EDWARDS BOB 201-265-5600 FAX 2651869 President, AbC Co.
DAVIS MIKE   214-456-7890   Davis Assoc.

1. Select the TEL mode.

TEL

(Press TEL repeatedly until the TEL1 directory name appears.)

```
*Business *
NAME ?
```

2. Enter the name of the first party.

EDWARDS BOB ENTER

```
EDWARDS BOB
NUMBER ?
```

3. Enter the party's telephone number and fax number.

    20 l-265-5600

    FAX 2651869   ENTER

```
EDWARDS BOB
201-265-5600
ADDRESS ?
```

4. Enter the person's position and company name, etc.

    President ↵

    AbC Co.   ENTER

```
EDWARDS BOB
201- 265- 5600
FAX  265- 1869
President
                         ↓
```

Notes:
- To skip the party's telephone number or company name and address, simply press ENTER at this point.
- Check the listing for mistakes before pressing ENTER . If there are, correct them using the cursor keys (◀ , ▶ , ▼ , ▲), SHIFT INS , SHIFT DEL , and BS , and then press ENTER . If you find any mistakes after you have already pressed ENTER , then correct the listing using the editing function. (Refer to "Editing listings," page 58.)

5. Enter the next listing, "DAVIS MIKE", in the same manner.

    DAVIS MIKE   ENTER

    2 14-456-7890   ENTER

    Davis Assoc.   ENTER

```
DAVIS  MIKE
214- 456- 7890
Dav i s Assoc.
```

Entering listings into the TEL2 directory:
JONES JACK 708-759-8555 Romeoville, Illinois

1. Display the TEL2 directory.

   TEL

   (Press TEL repeatedly until the
   TEL2 directory name appears.)

```
*Pr i vate    *  I
NAME ?
```

2. Enter listings as for TEL1.

   JONES JACK ENTER
   708-759-8555 ENTER
   Romeoville ↵
   Illinois ENTER

```
JONES JACK
708-759-8555
Romeoville
II I inois
```

Recalling listings

The telephone listings are stored in the order described on page 61.
There are three methods of retrieving telephone listings.
1. Sequential search, which retrieves the listings in alphabetical order
2. Direct search using the first letter(s) of the party's name
3. A keyword search for any word contained in the listing

Recalling a listing with a sequential search

1. Select the TEL1 directory.

   TEL

   (Press TEL repeatedly until the TEL1 directory name appears.)

2. Recall the first listing.

$\boxed{\vee}$

(When $\boxed{\vee}$ is pressed, a search of the listings begins in alphabetical order.)

```
DAVIS MIKE
214-456-7890
Davis Assoc.
```

3. Recall subsequent listings.

$\boxed{\vee}$

```
EDWARDS BOB
201-265-5600
FAX  265-1869
President
                    ↓
```

Note: Pressing $\boxed{\wedge}$ recalls the listings in reverse order.

Recalling a listing with a direct search

Press $\boxed{C \cdot CE}$ then enter the first letter(s) of the party's name and press $\boxed{\vee}$. Capital and small letters must be entered exactly as they were originally entered.

To recall a listing which starts with "E", for example, in the TEL1 directory, first select the TEL mode.

$\boxed{C \cdot CE}$ E $\boxed{\vee}$
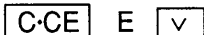
```
EDWARDS BOB
201-265-5600
FAX  265-1869
President
                    ↓
```

* Subsequent entries will be searched in sequential order, from the listing displayed.

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Recalling a listing with a keyword search

To perform a keyword search, press $\boxed{\text{C·CE}}$, then enter any word contained in the desired listing and press $\boxed{\vee}\boxed{\text{IFT}}$.

Note: Capital and small letters must be entered exactly as they were originally entered.

Recall listings containing the word "AbC Co.", for example, in the TEL1 directory. First select the TEL mode.

$\boxed{\text{SHIFT}}$ AbC Co. _____

$\boxed{\vee}$

```
EDWARDS BOB
201-265-5600
FAX 265-1 869
President
                        ↓
```

Each time $\boxed{\text{SHIFT}}$ $\boxed{\vee}$ are pressed, successive listings containing the word "AbC Co." will be displayed.

Editing listings

To edit a listing, recall it, and then press $\boxed{\text{EDIT}}$ to enter the edit mode.

Use $\boxed{\text{SHIFT}}$ $\boxed{\text{DEL}}$ or $\boxed{\text{BS}}$ to delete data. With the cursor " ■ " you may type over the data. Or, press $\boxed{\text{SHIFT}}$ $\boxed{\text{INS}}$ to change the cursor to " ◄ " and you may insert new data.

To add the name "SHARP CORP." to the listing for "JONES JACK" in the TEL2 directory, for example:

1. Select the TEL2 directory and recall the listing for "JONES JACK".

   $\boxed{\text{TEL}}$ $\boxed{\vee}$

   (Press $\boxed{\vee}$ repeatedly until the listing appears.)

2. Enter the edit mode.

SHIFT　EDIT

```
JONES JACK◀
708-759-8555
◀
Romeoville↵
         EDIT        ↓
```

3. Move the cursor to the end of the address to add the company name using the cursor movement keys.

▼　▼　▼　▼　►…►

```
708-759-8555
◀
Romeoville↵
Illinois_
↑        EDIT
```

4. Press ↵ and enter the company name.

↵ SHARP CORP. ENTER

```
JONES JACK
708-759-8555
Romeoville
Illinois
                  ↓
```

Note: If SHIFT ENTER are pressed instead of ENTER after the correction, data can be copied. (Refer to "Copying scheduled data," page 41)

Deleting listings

Either single listings or an entire directory (TEL1, TEL2, or TEL3) can be deleted as required.

Deleting single listings

1. Select the directory containing the listing to be deleted (TEL1, TEL2, or TEL3).

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2. Recall the listing to be deleted.
   Press $\boxed{\vee}$ several times until the listing is displayed.

3. Delete the entry with $\boxed{\text{SHIFT}}$ $\boxed{\text{DEL}}$.

4. The delete prompt appears.
   Press $\boxed{\text{Y}}$. (To retain the data, press $\boxed{\text{N}}$.)

Deleting entire directories (TEL1, TEL2, or TEL3)

Any one of these directories can be deleted separately by using the miscellaneous function "DATA DEL".
To delete TEL2, for example:

1. Recall the miscellaneous function menu.

   $\boxed{\text{SHIFT}}$ $\boxed{\text{FUNCTION}}$

2. Select "3 DATA DEL".

   3

```
        DATA DEL
    1 TEL 2 MEMO
    3 SCHEDULE
    4 SECRET DT.
```

3. Select "1 TEL".

```
        DATA DEL
    1 TEL1
    2 TEL2
    3 TEL3
```

4. Select "2 TEL2".

   2

```
    TEL2

    DELETE ? Y/N
```

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5. The delete prompt appears.

   Press ⟨Yo⟩ .retain the data, press ⟦ N ⟧ .)

Note: When the secret function is turned on, "SECRET ON!" will appear
on the display. In this instance, the secret function must be turned
off first before the data can be deleted (Refer to "Turning off the
secret function," page 78.)

The characters are sorted in the following order:

↵ Space ! " # $ % & ' ( ) * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A α

ÄàÀâÁäÂãÅÂ°Æ&BbCc9¢DdEeëèéêêëFfGɘHhIi

ìïîíJjKkLlMmNnÑñOoöòôóòõôṧᵒPⱷQqRrSsßT

tUuüûùûûÙVvWwXxYyÿZz[\]^_'{|}~¢£¥₨∫¿Ÿᵢ

«»øØĿ⌐¦·ß£▲¤Ұ✓⁺✚⚹⁇˜ˆˋˊ˝°–⓪①②③④⑤⑥⑦⑧⑨×§‼→←◇αΓ

πΣσµτΦΘΩδ∞øø∈∩≡±≥≤⌐⌡÷≈°⁺·∫ⁿ²∎

USING THE MEMO FUNCTION

The Organizer's memo function conveniently stores odd bits of information not appropriate for the schedule or other directories.

Entering memos

To enter the following two items, for example:
"X'mas presents, Jill sweater, Mother ring"
"ABC BANK Chicago Branch, Account No. 272-0011223"

1. Select the MEMO mode.

   | MEMO |

   ```
   MEMO ?
   ```

2. Enter the data.

   X'mas presents | ↵ |
   Jill | SPC | sweater
   Mother | SPC | ring

   ```
   X' mas presen
   ts↵
   Jill  sweater
   Mother ring_
   ```

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3. Store the entry.

    ENTER

```
┌─────────────────────┐
│ X' mas presen       │
│ t s                 │
│ Jill sweater        │
│ Mother ring         │
│                     │
└─────────────────────┘
```

4. Store the second memo in the same manner.

    ABC SPC BANK ↵

    Chicago Branch ↵

    Account No. ↵ 272-0011223

    ENTER

```
┌─────────────────────┐
│ ABC BANK            │
│ Chicago Bran        │
│ ch                  │
│ Account  No.        │
│                   ↓ │
└─────────────────────┘
```

Recalling memos

The following three methods can be used to recall memos.
1. Sequential search in the order of entry:
   Press ∨ to display each memo in the order it was entered.
   Press ∧ to reverse the order of display.
2. A direct search for the first letter(s) of the entry:
   Enter the first letter(s) of the memo entry. Press ∨ to search
   forward. Press ∧ to search backward.
   Subsequent memos will be displayed in sequential order each time you
   press ∨ or ∧ .
3. Keyword search for a key word contained in a memo:
   Enter any word or part of a word contained in the memo and
   press SHIFT   ∨ or SHIFT   ∧ .
    ∨ initiates a forward search. SHIFT   ∧ initiates
   a reverse search.

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Recalling memos with a sequential search

Each time $\boxed{\vee}$ is Dressed. data is recalled in the order of entry. When $\boxed{\wedge}$ is pressed, data is searched in reverse order.

Select the MEMO mode and recall the data.

$\boxed{\text{MEMO}}$ $\boxed{\vee}$

```
X' mas presen
t s
Jill sweater
Mother ring
```

Each time $\boxed{\vee}$ is pressed, the next item is displayed.
*   If you press $\boxed{\vee}$ after the last entry is displayed, "NOT FOUND!" will appear on the display.
*   Reverse search works in the same manner.

Recalling memos with a direct search

The first letter(s) of the memo can be searched. To continue the search, press $\boxed{\vee}$ or $\boxed{\wedge}$ repeatedly. The data will be recalled in the forward or reverse order of entry starting with the memo searched.

To search for a memo beginning with the letter "A", for example:

Select the MEMO mode, then search for a memo entry starting with the letter "A".

$\boxed{\text{MEMO}}$ A $\boxed{\vee}$

```
ABC BANK
Chicago Bran
ch
Account No.
                    ↓
```

Recalling memos with a keyword search

With the keyword search function, the memos containing the key word are searched out in sequence.

To perform a keyword search for memos containing the word "Acc", for example:

Enter the keyword in the MEMO mode.

| ∨ EMO | Acc | SHIFT |

```
ABC BANK
Chicago  Bran
ch
Account  No.
                      ↓
```

(The first memo containing the word "Acc" will be displayed.)

- Subsequent memos containing the same word can be recalled in order each time you press | ∨ HIFT | .

Editing memos

Memo editing capabilities are similar to those in the SCHEDULE and TEL modes.

For example, to change "Chicago Branch" to "Boston Branch" in the memo for ABC BANK:

1. Recall the memo containing "ABC BANK".

| MEMO | ABC | ∨ |

2. Enter the edit mode.

| SHIFT | | EDIT |

```
ABC BANK↵
Chicago  Bran
ch↵
Account  No. ↵
          EDIT       ↓
```

3. Correct "Chicago" to "Boston".

▼ Boston | SHIFT | | DEL |

```
ABC BANK↲
Boston Branc
h↲
Account No. ↲

EDIT            ↓
```

4. Store the revised version.

| ENTER |

```
ABC BANK
Boston Branc
h
Account No.

                ↓
```

Note: If | SHIFT I | ENTER | are pressed instead of | ENTER | after
     the correction, data can be copied. (Refer to "Copying scheduled
     data," page 41)

Deleting memos
Either single memos or the entire memo list can be deleted as follows:

Deleting single memos
Recall the memo you wish to delete on the display and press [SHIFT]
| DEL |. The delete prompt appears. Press | Y | (To retain the data,
press | N |.)
For example, to delete the memo "X'mas presents":

1. Select the MEMO mode and recall the data.

 | ∨ EMO |

(Press | ∨ | repeatedly until the memo item "X'mas presents" ap-
pears.)

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2. Press ⬚ SHIFT ⬚⬚ DEL ⬚ .

```
X'mas   presen
ts
Jill  sweater
DELETE ? Y/N
                    ↓
```

3. The delete prompt appears.
   Press ⬚ Y ⬚ . (To retain the data, press ⬚ N ⬚ .)

   * After the deletion, the next item will appear.

Deleting entire memos

All the memos can be deleted at once using the miscellaneous function mode as follows:

1. Recall the miscellaneous function menu.

   ⬚ SHIFT ⬚   ⬚ FUNCTION ⬚

2. Select "3 DATA DEL".

   3

```
    DATA DEL
 1 TEL 2 MEMO
 3 SCHEDULE
 4 SECRET DT.
```

3. Select "2 MEMO".

   2

```
 MEMO

 DELETE ? Y/N
```

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4. The delete prompt appears.
   Press [Y]. (To retain the data, press [N].)
   in this instance, as we will need to save this data for future examples,
   press [N].

Note: When the secret function is turned on, "SECRET ON!" will appear
        on the display. In this instance, the secret function must be turned
        off before the data can be deleted. (Refer to "Turning off the secret
        function," page 78.)

The Organizer's built-in calculator can perform the four arithmetic calcula-
tions with up to 10 digits.

| CALC |

```
                              0.
```

To use the calculator function, simply press | CALC | to select the
CALCULATOR mode.

Using the Organizer in the
CALCULATOR mode

Before performing any calculation, press | C·CE | twice to clear the
display.

Example	Operation	Display (answer)
1 2 x 3 + 5 =	1 2 [×] 3 [+] 5 [=]	41.
(-24) ÷ 4 − 2 =	2 4 [+/−] [÷] 4 [−] 2 [=]	-8.
34 + 57 =	34 [+] 57 The addend becomes	91.
45 + 57 =	45 a= constant.	102.
48 − 23 =	48 [−] 2 3 [=] The subtrahend	25.
14 − 23 =	14 becomes a constant.	-9.
68 x 25 =	68 [×] 25 [=] The multiplicand	1700.
68 × 40 =	40 [=] a constant.	2720.
35 ÷ 14 =	35 [÷] 14 [=] The divisor becomes	2.5
98 ÷ 14 =	98 a= constant.	7.
What is 10% of 200?	200 [%] 10	20.
What percentage is 9 of 36?	9 [÷] 36 [%]	25.

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Example	Operation	Display (answer)
What results from a 10% increase of 200?	200 $\boxed{+}$ 10 $\boxed{\%}$	220.
What is 500 after a 20% discount?	500 $\boxed{-}$ 20 $\boxed{\%}$	400.
$\sqrt{25-9} =$	25 $\boxed{-}$ 9 $\boxed{=}$ $\boxed{\sqrt{}}$	4.
$(4^3)^2 =$	4 $\boxed{\times}$ $\boxed{=}$ $\boxed{=}$ $\boxed{\times}$ $\boxed{=}$	4096.
$1/8 =$	8 $\boxed{\div}$ $\boxed{=}$	0.125
Calculate the percent change between two yearly sates figures, $620,000 one year and $500,000 the previous year.	620000 $\boxed{-}$ 500000 $\boxed{MU}$	24.
Calculate the selling price and the gross profit from a cost of $8.16 on the basis of a 15% profit on the selling price.	8.16 $\boxed{\div}$ 15 $\boxed{MU}$ $\boxed{MU}$	9.6 (Selling price) 1.44 (Gross profit)
Calculate the cost and the gross profit from a selling price of $100 on the basis of a 25% profit on the cost.	100 $\boxed{\div}$ 25 $\boxed{+/-}$ $\boxed{MU}$ $\boxed{MU}$	80. (Cost) 20. (Gross profit)
(Summation) 25x5= −) 84 ÷ 3 = +) 68 + 17 = (Total) =	Clear the memory before performing any calculations $\boxed{CM}$ 25 $\boxed{\times}$ 5 $\boxed{M+}$ 84 $\boxed{\div}$ 3 $\boxed{M-}$ 68 $\boxed{+}$ 17 $\boxed{M+}$ $\boxed{RM}$	 -M- 125. -M- 28. -M- 85. -M- 182.
(Temporary memory) (14 − 3 x 2) x (52 − 35) =	 $\boxed{CM}$ 14 $\boxed{M+}$ 3 $\boxed{\times}$ 2 $\boxed{M-}$ 52 $\boxed{-}$ 35 $\boxed{\times}$ $\boxed{RM}$ $\boxed{=}$	 -M- 6. -M- 136.
(Constant memory) 135 x (12 + 14) = (12 + 14) ÷ 5 =	 $\boxed{CM}$ 12 $\boxed{+}$ 14 $\boxed{M+}$ 135 $\boxed{\times}$ $\boxed{RM}$ $\boxed{=}$ $\boxed{RM}$ $\boxed{\div}$ 5 $\boxed{=}$	 -M- 26. -M- 3510. -M- 5.2

*   Non-zero numbers in the memory cause "-M-" to appear on the display.

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When the error message appears

When any of the following occur, an error is registered and "-E-" appears. Press ⌊C·CE⌋ to cancel the error. The following are examples of error input.

Example 1: The integer section in the calculation result has a range of 11 to 20 digits (rough estimate).

4567890123   -E-

⌊ × ⌋ 456 ⌊ = ⌋   208.2957896

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

Example 2: A number is divided by 0.

⌊ C·CE ⌋ 5 ⌊ ÷ ⌋ 0 ⌊ = ⌋

Example 3: The integer section in the numerical value of the memory exceeds 10 digits.

⌊ C·CE ⌋ ⌊ CM ⌋ **9999999999** ⌊ M+ ⌋ 1 ⌊ M+ ⌋

Example 4: The integer section of the calculation result exceeds 20 digits.

⌊ C·CE ⌋ 1000000000 ⌊ ÷ ⌋ 0.000000001 ⌊ % ⌋

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The Secret function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Data can also be classified from the SCHEDULE, TEL, and MEMO modes.

Registering a password

Press [SECRET] and the password entry prompt will appear, then enter your password. Press [ENTER] . The secret function is now set to operate and " ▢ " will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except [↵]). To recall **the password successfully, you must enter it exactly as you entered it,** without, for example, changing capital letters to small or vice versa.

important: If you ever forget the password, you will have to erase all **your secret data. Make sure the password is one you will** never forget.

To register "1234" as the password, for example:

1. Recall the password entry prompt.

[SHIFT] [SECRET]

```
PASSWORD  SET
[_            ]
```

Note: If a password has been previously registered, "SECRET OFF" will be displayed instead. If this occurs, refer to "What to do if you forget the password" on page 82 and delete the previous password and secret data.

The Secret function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Data can also be classified from the SCHEDULE, TEL, and MEMO modes.

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Press SECRET and the password entry prompt will appear, then enter your password. Press ENTER . The secret function is now set to operate and " ▢ " will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except ⏎). To recall the password successfully, you must enter it exactly as you entered it, without, for example, changing capital letters to small or vice versa.

important: If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

To register "1234" as the password, for example:

1. Recall the password entry prompt.

SHIFT   SECRET

PASSWORD SET
[_   ]

Note: If a password has been previously registered, "SECRET OFF" will be displayed instead. If this occurs, refer to "What to do if you forget the password" on page 82 and delete the previous password and secret data.

2. Enter "1234" as the password.

    1234

3. Store the password in the memory.

    ENTER

    Make sure it is right!
    This is the last time you will ever see
    the password.

```
PASSWORD
[1234]
SET

                    S
```

* **After the password is registered, the secret function is set to operate and** " S " will appear.   After rechecking the password, press C·CE

Coding data as secret data

Any entry can be coded as secret data by pressing SHIFT   MARK✱ so that "✱" appears. Data **coded** with "✱" cannot **be** recalled until the secret function is turned off by entering the password.

Coding previously stored data as secret data

Recall the item which you wish to encode, enter the edit mode and mark that item with "**✱**".

To convert the "ABC BANK" entry in the MEMO mode to secret data, for example:
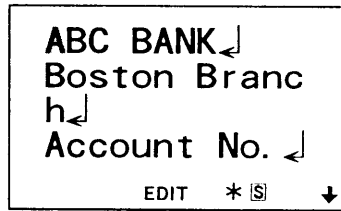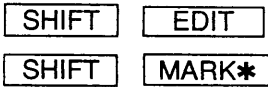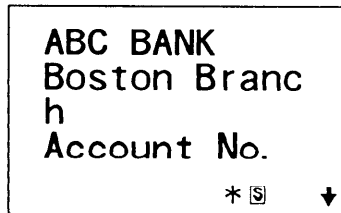
1. Recall "ABC BANK".

    MEMO   ∨

```
ABC BANK
Boston  Branc
h
Account  No.
                    S      ↓
```

2. Enter the edit mode, then press ⌈ SHIFT ⌉ ⌈ MARK✱ ⌉ to put "✱" on the display.

⌈ SHIFT ⌉ ⌈ EDIT ⌉
⌈ SHIFT ⌉ ⌈ MARK✱ ⌉

```
ABC BANK↵
Boston Branc
h↵
Account No. ↵
          EDIT  ✱ Ⓢ     ↓
```

3. Store this data as secret data.

⌈ ENTER ⌉

```
ABC BANK
Boston Branc
h
Account No.
              ✱ Ⓢ     ↓
```

If you press ⌈ C·CE ⌉ or any one of the other mode keys after the secret data is stored, "ABC BANK" will disappear from the display. This data cannot be redisplayed until the password is entered and the secret function is turned off. (Refer to "Turning off the secret function," page 78.)
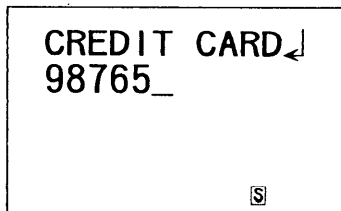
Coding new data as secret data

To code, "CREDIT CARD 98765" as secret data, for example:
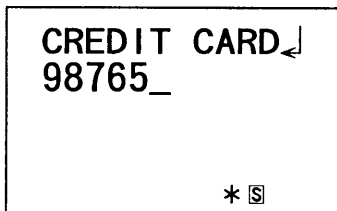
1. Select the MEMO mode.

⌈ MEMO ⌉

2. Enter the data.

CREDIT CARD ⌈ ↵ ⌉ 98765

```
CREDIT CARD↵
98765_



              Ⓢ
```

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3. Code the data as secret data.

| SHIFT | | MARK✳ |

("✳" will appear on the display.)

```
CREDIT CARD↵
98765_


                        ✳ Ⓢ
```

4. Store the data in the memory.

| ENTER |

Note: If | C·CE | or any of the other mode keys is pressed at this stage, the data will disappear from the display.

Turning off the secret function

To turn off the secret function, press | SHIFT | | SECRET | while "Ⓢ" appears. "SECRET OFF" appears, enter the password and press | ENTER | . The secret function will be turned off. While the secret function is off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to turn off the secret function.

| MEMO | | SHIFT |
| SECRET |

```
SECRET OFF
[_        ]


               Ⓢ
```
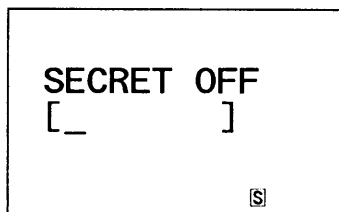
2. Enter the password, "1234", that was used in the previous example.

1234 | ENTER |

* After the password is entered, "SECRET OFF!" will appear momentarily on the display and then the initial mode display excluding "Ⓢ" reappears.

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* If the password you have entered is incorrect, the message "INCORRECT PASSWORD!" will be displayed and the initial mode display reappears.

Turning on the secret function

The secret function turns on automatically whenever the power is turned off and back on again. To turn the secret function on manually:

1. Recall the secret function menu.

[SHIFT] [SECRET]

```
┌─────────────────────┐
│ 1  SECRET  ON       │
│ 2  PASSWORD         │
│    CLEAR            │
│                     │
│                     │
└─────────────────────┘
```

2. Select "1 SECRET ON".

    1

Notes:

• After you enter 1, "SECRET ON!" will appear on the display momentarily and then the initial display will reappear. The secret function is now on but the same password can be used to turn the secret function off.

• The secret function remains on after manual or automatic power turn-off.

Recalling secret data

Before you can view secret data, you must turn off the secret function by turning off "⑤" on the display. After "⑤" goes off, secret data can be recalled in the same manner as non-secret data in the different modes.

To call up secret data only

If you wish to recall only the secret data, press [SHIFT] [MARK✱] to dispay "✱", then press [SHIFT] [∨] . When the Organizer is set in this manner only the secret data will be recalled (since "✱" acts as a key word.)

Declassifying secret data by removing the secret code

Secret data can be declassified. You must first turn off the secret function and recall the entry you wish to declassify. Then, press [SHIFT] [EDIT] and enter the edit mode. Then press [SHIFT] [MARK✱] to turn off "✱" on the display. After the symbol goes off, press [ENTER] to re-enter the data as non-secret.

To remove "CREDIT CARD 98765" from the secret data list, for example, follow the procedure outlined below. (If the secret function is turned on and "S" appears, you must turn it off first — see "Turning off the secret function" above.)

1. Recall the secret data.

[MEMO]
[SHIFT] [MARK✱]
[SHIFT] [∨]

```
CREDIT CARD
98765


                      *
```

(Press [SHIFT] [∨] repeatedly until the entry to be declassified appears.)

2. Turn off "✱".

[SHIFT] [EDIT]
[SHIFT] [MARK✱]

```
CREDIT CARD↵
98765


       EDIT
```

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3. Re-enter the data as non-secret.

ENTER

```
CREDIT CARD
98765
```

(The data is now declassified and will appear as ordinary data. Make sure to press ENTER at this point, or the data will remain secret.)

Deleting and changing the password

To delete the old password and designate a new one, first turn off the secret function, then delete the password and enter a new one.
For example, to change the password "1234" to "9876":

1. Turn off the secret function.

(Press SHIFT , SECRET , 1234 and ENTER)

2. Recall the secret function menu.

SHIFT SECRET

```
1 SECRET ON
2 PASSWORD
  CLEAR
```

3. Select "2 PASSWORD CLEAR".

2

```
PASSWORD ?
[_        ]
```

4. Enter the old password and delete it.

    1234 [ENTER]

5. To register the new password, recall the password entry prompt.

    [SHIFT]   [SECRET]

```
PASSWORD  SET
[_          ]
```

6. Enter the new password, "9876".

    9876 [ENTER]

    Make sure it is right!
    This is the last time you wil ever see
    the password.

```
PASSWORD
[9876]
SET
              S
```

What to do if you forget the password

When you have forgotten the password for the secret function, you can delete the password and all secret data by displaying the miscellaneous function menu and selecting "DATA DEL" from the functions displayed. When you delete the password, however, all your secret data (that is, all data marked with "*") will also be deleted along with it. Thus, be sure to choose a password that is easy to remember.

Once the password is canceled, a new password can be entered. Follow the procedure below to delete the password (and the secret data along with it).
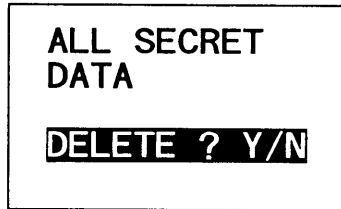
1. Recall the miscellaneous function menu.

    [SHIFT]   [FUNCTION]

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2. Select "3 DATA DEL".

   3

```
┌─────────────────────────┐
│  DATA  DEL              │
│ ❶ TEL ❷ MEMO           │
│ ❸ SCHEDULE             │
│ ❹ SECRET  DT.          │
│                         │
└─────────────────────────┘
```

3. Select "4 SECRET DT.".

   4

```
┌─────────────────────────┐
│  ALL  SECRET           │
│  DATA                  │
│                         │
│ ▐DELETE ? Y/N▌         │
│                         │
└─────────────────────────┘
```

4. The delete prompt appears.
   Press [Y] . (To retain the data, press [N] .)

   When [Y] is pressed, both the password and secret data are deleted,
   and the initial display for the previous mode in use will reappear on the
   display.

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The following miscellaneous functions can be utilized through the miscellaneous function menu.

1. MEMORY CHK: Indicates how much of the memory is in use.

2. LCD CONT: Used to adjust the contrast for the display. (See page 12.)

3. DATA DEL: Used to delete memory data from the various modes. (Refer to the section on deletion for each function.)

4. SET UP: Used to set the date entry sequence. (See page 86.)

5. TEL FILE NAME: Used to enter telephone directory file names. (See page 53.)

Checking the memory capacity

The memory check function indicates how much of the memory is in use and also the number of entries stored in the various functions, such as the TEL (T1, T2 and T3), MEMO (ME), SCHEDULE (SC) and ANNIVERSARY (AN) modes. The same memory is used for these four modes. After checking the memory, press ⌐C·CE⌐ to return to the previous display.

1. Recall the miscellaneous function menu.

⌐ SHIFT ⌐   ⌐ FUNCTION ⌐

```
< FUNCTION >
1 MEMORY CHK
2 LCD CONT
3 DATA DEL
                  ↓
```

2. Select "1 MEMORY CHK".

     1

```
┌─────────────────────────┐
│  T1:2   T2:1            │
│  T3:0                   │
│  0% USED 100%           │
│  ┗━━━━━━━┻━━━━━┛        │
│                      ↓  │
└─────────────────────────┘
```
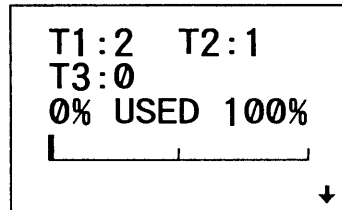
(The amount of memory in use will be displayed.)

There are two memory check displays. Pressing ▼ scrolls to the next display and pressing ▲ scrolls to the previous display.

Note: When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.
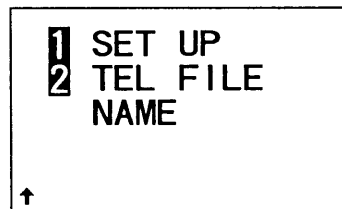
Setting the date format

The Organizer's sequence for entering the date is "month/day/year". With the "SET UP" function this can be changed to "day. month. year", as follows:

1. Recall the miscellaneous function menu.

    | SHIFT | | FUNCTION |

Note: The Organizer features two miscellaneous function displays. When ▼ is pressed, the second display appears; when ▲ is pressed, the original returns.
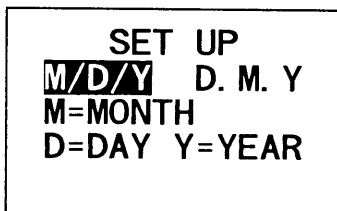
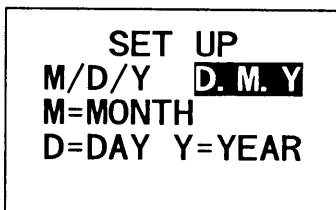2. Recall the second list of functions.

    ▼

```
┌─────────────────────────┐
│ 1 SET UP               │
│ 2 TEL FILE             │
│   NAME                  │
│                         │
│ ↑                       │
└─────────────────────────┘
```

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3. Select "1 SET UP".

  1

  (The "SET UP" menu will appear on the display)

```
   SET UP
 [M/D/Y]  D. M. Y
 M=MONTH
 D=DAY  Y=YEAR
```

4. Modify the date entry sequence.

  [▶]

```
   SET UP
 M/D/Y  [D. M. Y]
 M=MONTH
 D=DAY  Y=YEAR
```
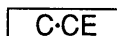
  (When [◀] is pressed, the initial format for entering the date will be displayed.)

5. Enter the new setting.

  [ENTER]

  After the new format is entered, the original display reappears.

Note: After entering the new format, press [SCHEDULE] [C·CE] to check if the new format appears.

This Organizer can transmit data to and receive data from the following products.

1. Data transfer between ZQ-2000 series Organizers (using option CE-200L or CE-300L).
2. Data transfer with a ZQ-5000 series or IQ series Organizer (using option CE-200L or CE-300L).
3. Data transfer with an EL series Organizer (including Auto Dialer) that has data transfer capability (using option CE-220T).

Before establishing communication between products, turn the products off and connect the cable.
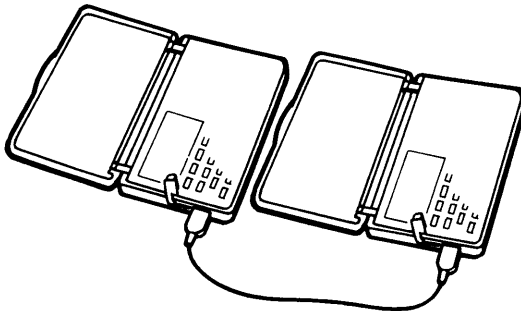
Notes:
- To interrupt data transfer, press ⌐C·CE⌐ .
- If a connector is disconnected, or a similar problem occurs during data transfer, the message "I/O DEVICE ERROR" will appear.
- After data transfer, the data on the transmitter is preserved.

Transferring data between ZQ-2000 series Organizers

Telephone directory data, schedule data, and memo data can be transferred. Data can be transferred and verified by mode (all items in the SCHEDULE mode, MEMO mode, or a telephone directory – TEL1, TEL2, TEL3) or by data item. In addition, data can be backed up using Organizers of the same type.

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Transferring data by mode and by data item

Schedule data are transferred by mode. During mode transfer, data previously stored in the specified mode of the receiver are deleted. Proceed with caution.

Note: When mode transfer is carried out in the telephone directory mode, all listings in the directory will be transferred. (In this case, the directory name is transferred at the same time.)

1. Select the mode on the transmitter and receiver.

   | SCHEDULE | | C·CE | (Transmitter)

   | SCHEDULE | (Receiver)

2. Select the data transfer function on the receiver.

   | SHIFT | | OPTION |

   ```
   UNIT TO UNIT
   1 SEND
   2 RECEIVE
   3 VERIFY
   ```

3. Set the receiver in the receive mode.

   2

   ```
   UNIT TO UNIT

   RECEIVING
   MODE
   ```

4. Select the data transfer function on the transmitter.

   | SHIFT | | OPTION |

   ```
   UNIT TO UNIT
   1 SEND
   2 RECEIVE
   3 VERIFY
   ```

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Note: When transferring by data item, display the desired data and
press ⌷ SHIFT ⌷ ⌷ OPTION ⌷ .

5. Perform data transfer.

> 1

Notes:
- If the mode of the transmitter and the mode of the receiver are not the
  same, data transfer is not established. The message "DATA ERROR"
  is displayed.
  When telephone directory data are transferred, directories on the
  transmitter and receiver can be different. However, the contents
  received by the receiver will be stored in the open directory. For
  example, if data transfer is established between file TEL1 in the
  transmitter and file TEL3 in the receiver, then the contents of TEL1 will
  be sent to and stored in TEL3.
- Turn off the secret function on both the transmitter and the receiver
  before mode transfer.
- If the amount of memory available on the receiver at the time of transfer
  is insufficient, data transfer is not possible. The message "MEMORY
  FULL" appears. Delete any unnecessary data, verify whether the
  available memory is sufficient, and repeat the data transfer procedure.

Transferring backup data
All the contents of the Organizer are transferred. During backup data
transfer, data stored on the receiver are deleted. Proceed with caution.
(Backup data transfer is only possible between identical products.)

1. Select the data transfer function on the receiver and set it in the receive
   mode for backup data transfer.

⌷ SHIFT ⌷ ⌷ OPTION ⌷
⌷ SHIFT ⌷ 2

```
UNIT TO UNIT
    BACKUP
  RECEIVING
    MODE
```

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2. Select the data transfer function on the transmitter and perform backup data transfer.

| SHIFT | | OPTION | | SHIFT | 1 Y

Verifying data

It is possible to verify data by mode or by data item. If any discrepancies are found, the message "VERIFY ERROR" is displayed.
Verify data in the SCHEDULE mode.

1. Select the mode on the transmitter and the receiver.

| SCHEDULE | | C·CE | (Transmitter)
| SCHEDULE | (Receiver)

2. Set the receiver in the verify mode.

| SHIFT | | OPTION | 3

```
UNIT  TO  UNIT

-VERIFYING-
```

3. Select the data transfer function on the transmitter.

| SHIFT | | OPTION |

Note: To verify one data item, display the data item to be verified and press | SHIFT | | OPTION | .

4. Perform verification.

1

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Transferring data with a ZQ-5000 series or IQ series Organizer

Telephone directory data, schedule data, and memo data can be transferred. Data can be transferred and verified by mode and by data item.

Notes:

- When mode transfer is carried out in the telephone directory mode, all listings in the directory will be transferred. (In this case, the directory name is transferred at the same time.)
- The different number of display columns may result in a different return line position after transferring data. Editing may need to be performed to modify text layout.
- Depending on the models involved, due to such differences as available modes or numbers of characters, some data cannot be transferred.

Transferring data by mode and by data item

Transfer the "ABC BANK" memo data stored in the Organizer.

1. Recall the data in the transmitter to be transferred.

   | MEMO | | ∨ |

   Note: To perform mode transfer, select the mode by pressing the mode key, and then press | C·CE | . It is not necessary to display the data.

2. Select the data transfer function on the receiver, and set the receiver in the receive mode.

3. Select the data transfer function on the transmitter and perform data transfer.

   | SHIFT | | OPTION | 1

   Note: Follow the same steps to transfer data from a ZQ-5000 series or IQ series Organizers.

Verification

Follow the steps explained in "Transferring data between ZQ-2000 series Organizers" above.

Transferring data with an EL series Organizer (including Auto Dialer)

Telephone directory data and schedule data can be transferred. (For the Auto Dialer only the telephone directory data can be transferred.)

Data can be transferred by mode and by data item.

When transferring data with an EL series Organizer, the following restrictions apply:

* When transferring data to an EL series Organizer:

   Transferred data are added to the data previously stored.

   Data are transferred in the same mode and directory.

   If the transferred data item exceeds the maximum number of characters that can be entered into the EL series Organizer as one data item, excess characters are deleted.

   Characters and symbols that cannot be displayed on the EL series Organizer are replaced by spaces. If all the columns that can be displayed are replaced by spaces, the corresponding data item is not stored.

   All received letters are converted to capital letters.

   If the secret function is turned on in the Organizer, only non-secret data are transferred.

* When transferring data from an EL series Organizer:

   The received data are added to the data previously stored.

   When receiving non-English characters, all characters are converted to small letters.

   If the secret function is turned on in the EL series Organizer, only non-secret data are transferred.

Transferring data to an EL series Organizer

Transfer all TEL1 data in the Organizer to TEL1 in the EL Series Organizer.

1. Set the receiver in the receive mode.

2. Select the mode on the transmitter.

   | TEL |

   Since telephone directory data is being transferred, select the file.

3. Select the data transfer function on the transmitter.

| SHIFT | | OPTION |

Note: To transfer one data item, display the data item to be trans-
ferred and press | SHIFT | | OPTION | .

4. Perform data transfer.

1

* If the amount of memory available in the receiver at the time of data
transfer is insufficient, an error message appears. Delete any unneces-
sary data, verify that there is sufficient memory available, and repeat
the procedure.

Transferring data from an EL series Organizer
1. Select the mode on the receiver.
2. Select the data transfer function on the receiver, and set the receiver
   in the receive mode.
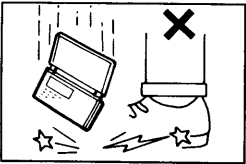3. Perform data transfer from the transmitter.
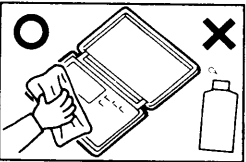
APPENDIX

Caring for your Organizer
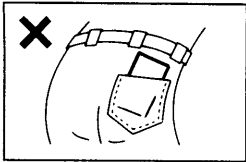
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.
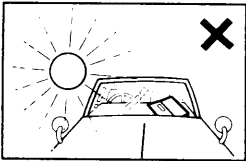
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause it to malfunction.

Do not drop it or allow anything to hit it.

Clean it with a soft, dry cloth and use no solvents (no paint thinner or benzine, etc.).

Do not carry the Organizer in your pocket or bag together with sharp or hard objects, because it may scratch the Organizer.

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When trouble occurs

An impact or a strong external electrical field may leave none of the keys operational. Press the RESET switch on the back of the Organizer.
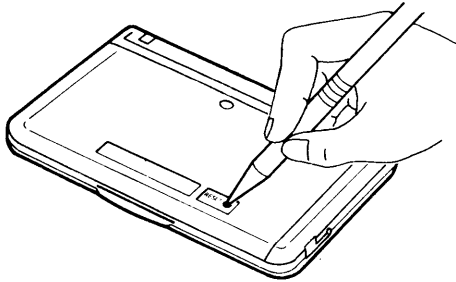
The impact or external electrical field may erase some or all of the Organizer's memory.
Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

1. While holding ⎡ON⎤ , press the RESET switch on the back. Release the RESET switch and then release ⎡ON⎤ .

The following display will appear.
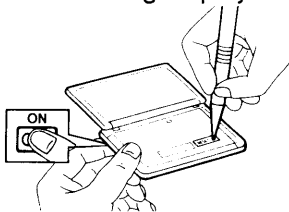

```
 DATA
 ALL CLEAR

 OK (Y/N) ?
```

2. Press ⎡N⎤ .
   Returns to the initial display.

> **Caution:** Do not press ⎡Y⎤ in step 2. Pressing ⎡Y⎤ will delete all data and reset the clock.

Replacing batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

Precautions when replacing the batteries

Before replacing the battery, be sure to press ⌐OFF⌐ to turn the power off.

Do not replace the memory backup battery when the operating batteries are depleted. When the operating batteries become weak and you turn the power on, " **BATT** " will be displayed and the following display will appear temporarily:

```
Please
replace the
operating
batteries!
BATT
```

If the batteries become weaker (the alarm or the key beep does not sound), the power may go off during operation or the Organizer may fail to turn on.

The memory contents will still be retained by the memory backup battery. Replace the operating batteries to avoid loss or alteration of data.

Before removing the batteries for replacement, record important information on paper.

Precautions on battery use

Always replace both operating batteries at the same time.

Do not use an old battery and a new one together.

Use only the specified lithium batteries.

Replace the memory backup battery at least every 5 years.

The original batteries were installed in the factory at the time of shipment

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and might be depleted before satisfying the operating time indicated in the specifications.

Battery precautions
- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer imme- diately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

Replacement intervals for the power source batteries
When " **BATT** " is displayed and the LCD becomes too dim to read despite contrast adjustment, the operating batteries are depleted. Press OFF to turn the power off and then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately.

```
Please
replace the
operating
batteries!
BATT
```
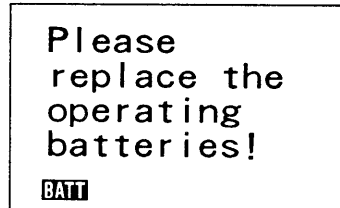
Replacing the operating batteries
1. Press OFF to turn the power off.
2. Loosen the screw and remove the back cover. (Fig. 1)
3. Set the battery replacement switch to "Replace OPERATING batteries". (Fig. 2)
4. Slide the battery cover. (Fig. 3)
5. Remove the used batteries by prying them out with a ball-point pen. (Fig. 4)
   Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil or the Organizer.
6. Install 2 new batteries with the (+) sides facing up. (Fig. 5)
7. Replace the battery cover and set the battery replacement switch to "Normal Operation". (Fig. 6)
   Caution: If the battery replacement switch is not returned to "Normal Operation", the Organizer will not function properly. Make sure that the switch is in the correct position.
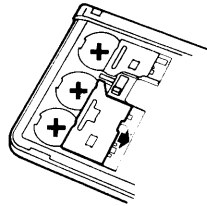
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8. Replace the back cover and screw. (Fig. 7)
9. Press the RESET switch.
   If the power is not turned on or a meaningless display appears, repeat the above battery replacement procedure.
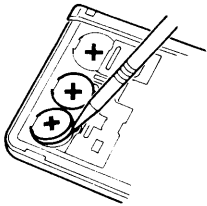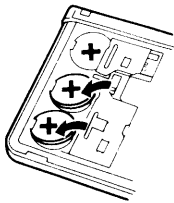10. Set the clock. (Refer to "Setting the clock".)
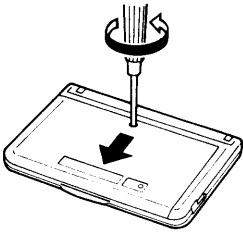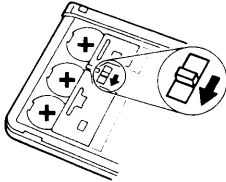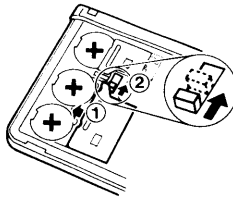
(Fig. 1)   (Fig. 2)   (Fig. 3)
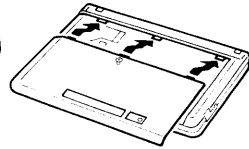
(Fig. 4)   (Fig. 5)   (Fig. 6)   (Fig. 7)

Memory backup battery

The life of the memory backup battery
The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses.
• Replace the memory backup battery every 5 years.

When you remove the insulation sheet or replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

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For example, if you replace the battery in January, 1997, write:

MEMORY BACKUP BATTERY
INSTALLATION DATE
MONTH
· YEAR   *1·1997*
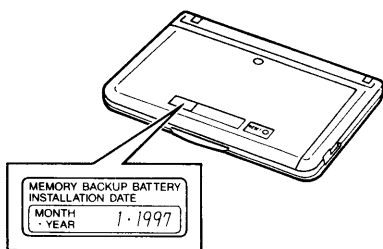
Note: Extremes of temperature will shorten battery life and endanger the memory information.

Replacing the memory backup battery
When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace these before replacing the memory backup battery. If you replace the memory backup battery while the operating batteries are depleted, all of the data in the memory will be lost.

1. Press ⌊OFF⌋ to turn the power off.
2. Loosen the screw and remove the back cover.
3. Set the battery replacement switch to "Replace MEMORY backup battery" and slide the battery cover. (Fig.1)
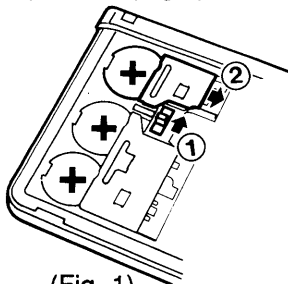
(Fig. 1)

4. Remove the used battery by prying it out with a ball-point pen.
   Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil or the Organizer.
5. Install the new battery with the (+) side facing up.

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6. Replace the battery cover and set the battery replacement switch to "Normal Operation". (Fig.2)
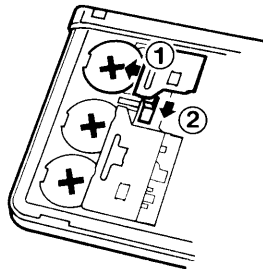
(Fig. 2)

Caution: If the battery replacement switch is not returned to "Normal Operation", the Organizer will not function properly. Make sure that the switch is in the correct position.

7. Replace the back cover and screw.

AUTO POWER OFF function

When none of the keys have been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press ON to resume operation.

Specifications

Model	ZQ-2000/ZQ-2200/ZQ-2400
Product name	Electronic Organizer
Display	72 x 32 dot matrix liquid crystal display 12 columns x 4 lines (with 6 x 8 dot characters)

Electronic notebook section

Telephone directory mode	Entry and recall of names, phone numbers, and addresses

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Schedule mode	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
Anniversary mode	Entry and recall of anniversary dates and details of anniversaries
Calendar mode	Display of calendars from Jan., 1901 to Dec., 2099 Schedule mark function distinguishing between morning and afternoon appointments
Memo mode	Entry and recall of everyday memos

Memory capacity	ZQ-2000
	16K bytes (User area: Approx. 14.8K bytes)
	Schedule mode
	    capacity: Approx. 240 items, each consisting of up to 32 characters
	Telephone directory mode
	    capacity: Approx. 390 items, each consisting of 16 characters for name entry and 12 for number entry
	ZQ-2200
	32K bytes (User area: Approx. 30.8K bytes)
	Schedule mode
	    capacity: Approx. 510 items, each consisting of up to 32 characters
	Telephone directory mode
	    capacity: Approx. 820 items, each consisting of 16 characters for name entry and 12 for number entry
	ZQ-2400
	64K bytes (User area: Approx. 62.8K bytes)
	Schedule mode
	    capacity: Approx. 1,050 items, each consisting of up to 32 characters

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	Telephone directory mode
	capacity: Approx. 1,690 items, each consisting of 16 characters for name entry and 12 for number entry
	These capacities only apply when all the available memory has been committed to a single function.
Maximum character string length per data	512 characters (Telephone directory, details of schedules and anniversaries, and memo)
Other features	Secret function, data transfer

Calculator

Digits	10
Functions	addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, etc.

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance ±30 seconds per month (at 25°C/77°F).
Content of displays	year, month, day, day of week, hours, minutes, A.M./P.M.
Time system	12-hour and 24-hour clock

Common

Power	Main power supply: 6 V ⎓ (DC) lithium batteries (CR2032 x 2) Memory backup power: 3 V ⎓ (DC) lithium battery (CR2032 x 1)
Power consumption	0.02W

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Operating time	* Approx. 650 hours When data is continuously displayed at an ambient temperature of 20°C (68°F). * Approx. 500 hours When data is searched for 5 minutes per hour, and the data is displayed for 55 minutes per hour, at an ambient temperature of 20°C (68°F). * When off, and the clock is running, operating time: Approx. 1 year * Memory backup battery life: Approx. 5 years (if operating batteries are replaced promptly when exhausted) Approx. 3 years (if operating batteries are exhausted or not installed)
Operating temperatures	0°C to 40°C (32°F to 104°F)
Exterior dimensions **Open** **Closed**	145 (W) x 165.5 (D) x 9 (H) mm. 5-23/32" (W) x 6-17/32" (D) x 11/32" (H) 145 (W) x 82 (D) x 13 (H) mm. 5-23/32" (W) x 3-7/32" (D) x 1/2" (H)
Weight	125 g (0.28 lb.) (including batteries)
Accessories	Lithium batteries (CR2032 x 3), Operation manual

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