CONTENTS

INTRODUCTION

Thank you for purchasing this Personal Electronic Organizer. Please read this manual carefully to familiarize yourself with the organizer's many features, and ensure years of reliable operation.

NOTICE

- We assume no responsibility for any damage or loss resulting from the use of this manual.

- **We strongly recommend that separate, permanent printed records be kept of all-important data.** Under certain circumstances, such as exposure to an electrostatic discharge, data may be lost or altered, or the unit may become inoperative until reset. Therefore we assumes no responsibility for data lost or otherwise rendered unusable, whether as a result of improper use, repair, battery replacement, use after the specified battery life has expired or similar causes.

  We 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 or alteration of stored data, etc.

- The information provided in this manual is subject to change without notice.

GET TO KNOW YOUR ORGANIZER

KEYS AND FUNCTIONS
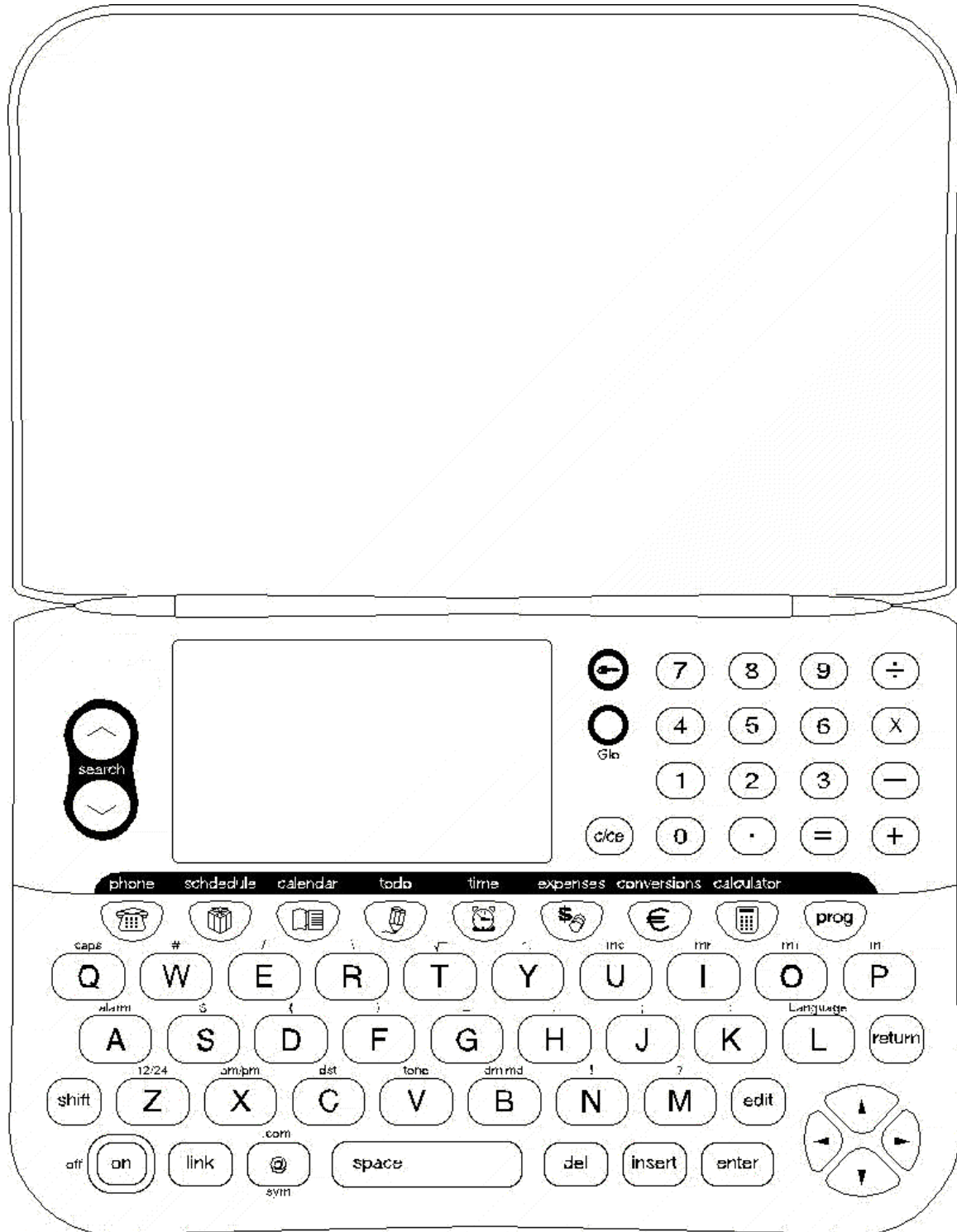
1.   Function Keys:

These keys are used to select the unit's functions. Dual function keys shown will toggle between functions.

phone	**daily alarm**
schedule / anniversary	**expenses**
calendar	**metric / currency conversion**
todo / memo	**calculator**
home time / world time	

2. **Glo** - toggles the NiteVue backlit display on or off.

3. **on/off** - Turns the organizer on and off. Touch and hold for 3 seconds to turn organizer off.

4. **<, >,** ∧,∨**,** Cursor Keys – moves cursor left, right, up or down.

5. **Search (**∧**), (**∨**)** Keys - searches for records. These keys also adjust the display contrast when in Home Time mode.

6. **enter** - confirms entries.

7. **prog** - starts the sequence to store new information.

8. **insert** - inserts characters in the Edit mode.

9. **@ sym** - scrolls through the symbol characters: @, %, &, £, ¥, ¢, á, ç, é, í, ñ, ó, ú, ~, ∧, .

10. **edit** - updates or changes a record's existing data.

11. **space** - puts a space between characters or words.

12. **tone** (Located above the letter "V" key) -
In Home Time mode toggles key tone output ON/OFF.

13. **return** - advances the cursor to the next line.

14. **12/24** (Located above the "Z" key) – selects 12-hour or 24-hour mode when setting the Home Time.

15. **am/pm** (Located above the "X" key) - selects AM or PM status in setting the Home Time, while in the 12-hour mode.

16. **dst** (Located above the "C" key) – selects daylight savings time in the Home Time edit mode and World Time mode.

17. **link -** Initiates data communications between organizer and PC (data link cable and PC installed software are required).

18. **dm / md** (Located above the "B" Key) - toggles the date format between (mm/dd/yy), (yy/mm/dd) and (dd/mm/yy) date styles.

19. **c/ce** - clears entries in the calculator.

20. **+, -, x, ÷, %,** √ - performs standard calculations in the Calculator mode.

21. **A to Z** - alphabetic entries.

22. **U –** displays memory when pressed in Time mode.

23. **0 to 9** - numerical entries.

24. **mc, mr, m-, m+** (Memory) Keys (Located above the keys "U", "I", "O", "P" respectively) - performs calculations and stores the sum in the Calculator mode.

25. **delete** - deletes a character and/or record, and clear entries in the calculator.

26. **-** - Alpha dash entry or subtraction when using the calculator.

27. **.** - Alpha period (dash) entry or decimal point when using the calculator.

28. **/** - Alpha slash entry

29. **secret** - allows for password entry or editing.

DISPLAY
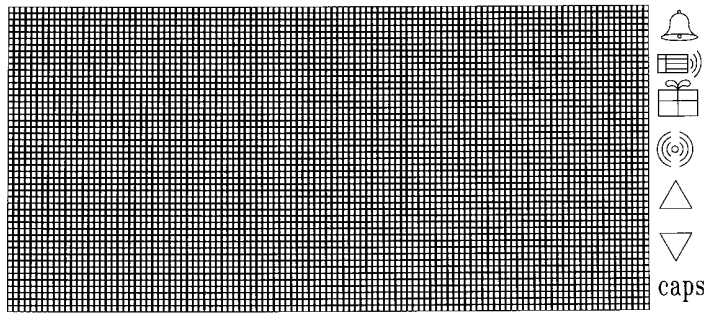
There are 7 kinds of special icons:

SYMBOL	MEANING
🔔	Alarm Ring Sign
	Schedule Alarm Sign

	Anniversary Sign
((( )))	Alarm Sign
	Up Sign
	Down Sign
caps	Caps Lock Sign

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USING YOUR NEW ORGANIZER FOR THE FIRST TIME

Battery power must be established the first time you use the organizer.
1. Turn the unit over. Slide the battery cover off to the side. *Three batteries, two uncovered main (CR2032), and one data backup (CR2032) are installed.*
2. Lightly hold the two uncovered batteries in place and remove the mylar tab by pulling and sliding the mylar from under the batteries. *If the two uncovered batteries lift up while pulling out the mylar, lightly push them back into place.*
3. Replace the battery door.
4. If the unit is not on; turn it on by touching the [on] key.

A BATTERY LOW prompt is displayed if the backup battery makes contact before the main batteries. There is no problem, just continue with Reset.

YOU MUST RESET THE ORGANIZER BEFORE USING IT FOR THE FIRST TIME. FOLLOW RESET INSTRUCTIONS.

RESET

5. Insert the pointed end of a paper clip into the small round hole located at the back of the organizer next to the word "RESET". *Push gently.*
6. The display will prompt: "RESET? (Yes/No)"
7. Select 'Yes'. This will initialize and activate the organizer. It is important to set the correct time; this allows the schedule and alarm features to work properly.

Note: Reset will clear the memory of all data and settings.

SETTING PROMPTS LANGUAGE

Default language of the organizer is English. In order to change prompt language:
1. Touch the [time] key to enter Time mode.
2. Touch [L] (language). Display will show available languages.
3. Touch the number corresponding to your preferred prompt language as follows:

1. English	4. Español
2. Deutsch	5. Português
3. Italiano	6. Français

After selection, display will return to Time mode.

CONTRAST CONTROL

To adjust display contrast, touch the [time] key to enter Time mode. Briefly touch Search [∧] or [∨] as needed to set desired contrast level.

BEEP SOUND ON/OFF

1. Touch the [time] key to enter Time mode.
2. Touch [V tone] key to turn the beep sound off or on.

AUTO POWER OFF

Auto power off will be activated after 3 minutes if no key is touched. Touch [on/off] again to restart the organizer. To adjust Auto Shut Off time press [x] in the time mode and touch the number corresponding to your preferred auto shut off time.

BACKLIT DISPLAY

Touch [Glo] to turn on the Glo NiteVue backlit display. Touch [Glo] or [on/off] again to turn it off. The backlit display will automatically turn off 15 seconds after the last key depression.

SECRET NUMBER FUNCTION (PASSWORD)

The Secret Function allows you to protect the Telephone, Schedule, Anniversary, Memo, To-Do and Expense records from unauthorized access.

ENTERING A PASSWORD

1. In the Time mode, touch [   ] key to enter Secret Number mode. The display will show "Enter Secret Number"
2. Type a 4-digit secret number using the numeric keypad.
3. Touch [enter] to confirm. The next time the organizer is turned on, the secret number lock will protect all records from unauthorized access and a key icon will appear on the display.

ACCESSING LOCKED DATA

When accessing Telephone Directory, Appointment, Anniversary, To-Do, Memo or Expense Manager modes, the display will show "Enter Secret Number". Type the secret number and touch [enter]. If the password is correct, the key icon disappears, and all function modes can be accessed. The correct password entry will only be required again on the next power on cycle.

When the wrong password is entered, the display will show "Try again!" and will prompt again for the secret number.

CHANGING SECRET NUMBER

1. While in Time mode, touch [   ] key to enter the Password Protection mode. The display will show "Enter Secret Number".
2. Input correct password. Touch [enter]. Select 'Edit Secret Number' and touch [enter].
3. Type the new password and touch [enter].

WARNING:

WRITE DOWN YOUR SECRET NUMBER AND STORE IT IN A SAFE PLACE. PASSWORD PROTECTED ORGANIZER DATA CANNOT BE ACCESSED WITHOUT ENTERING THE CORRECT SECRET NUMBER. IF YOU FORGET YOUR SECRET NUMBER THE ORGANIZER WILL HAVE TO BE RESET. RESETTING THE ORGANIZER WILL ERASE ALL DATA IN THE ORGANIZER. WE DO NOT HAVE ANY "BACK DOOR" METHODS TO ACCESS DATA IF A SECRET NUMBER HAS BEEN SET.

TIME FUNCTION

Organizer's clock keeps track of two time zones: Home Time, which is set to show local date and time and World Time which shows the date, time and name of a selected World City.

a) Home Time (Press [Time] key once).

Home Time Symbol

```
🏠  1/ 1/2000 THU
New York    USA DST
   PM 12:38 33
```
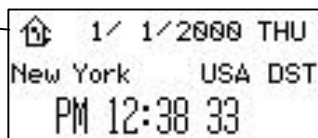
b) World Time (Press [Time] key twice).

World Time Symbol

```
⏱  1/ 1/2000 THU
New York    USA DST
   PM 12:38 33
```
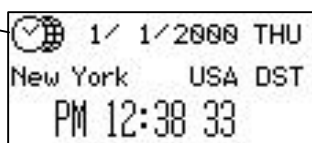
SETTING HOME TIME

Follow these steps to select and set the unit to your Home City, Date and Time:

Operations	Display
Touch [on/off] to turn the unit ON or touch the [time] if in any other mode.	01/01/2000 SAT AbuDhabi U.A.E AM 00:01:00
Touch [prog] key to enter time setting mode. The AM/PM field will flash. Touch [∧] or [∨] to select AM/PM. Touch [<] or [>] to select desired time field and enter time or use [∧] or [∨] when field is highlighted for sequential change.	01/01/2000 SAT AbuDhabi U.A.E **PM** 00:01:00
Use same method as above to set date. Select desired home country/city. Touch [enter] or [prog] to confirm settings.	26/05/2001 SAT NewYork **U.S.A** PM 04:15:00
Touch [B dm/md] to switch date format. Touch [Z 12/24] to select the 12 or 24-hour format. Touch [C dst] to select daylight savings time on or off.	01/01/2000 SAT NewYork U.S.A DST 17:16:53

SETTING WORLD CITY

1. Touch [time] key twice for World City mode.
2. Use the [∧] or [∨] to select your desired country-city combination.
3. Touch [enter] to confirm.

USING THE PHONE DIRECTORY

There are 3 separate directories: **Business**, **Personal** and **Other.** There is an additional viewing directory: **All**. This last directory is used to view all records from all 3 directories.
Each directory can store the following field names as one record.

Name:	**FIRST NAME, LAST NAME**	48 characters max. each
Company:	**COMPANY**	48 characters max. each
Phone Numbers:	**HOME, WORK, FAX, CELL, PAGER**	48 characters max. each
Address:	**STREET ADDRESS**	48 characters max.

	CITY	48 characters max.
	STATE	48 characters max.
	ZIP	48 characters max.
Internet Address:	E-MAIL, Web (URL)	96 characters max. each
Note:	NOTE	96 characters max.

ENTERING PHONE RECORDS

Either LAST NAME or the COMPANY field must have data entered to be a valid record.

Operations	Display
Touch the [phone] key to enter the Telephone mode. Display shows:	**Business** Search Name?
Touch the [phone] key again if you wish to enter contact in Personal or Other directories. Touch [prog]. (This starts the memory storage input sequence.)	**Personal** Search Name?
Type desired information. Touch [enter] to move to next field or skip fields. Touch [∧] or [∨] to navigate between fields.	Last DEWING First SONJA Company Consumer Business Home 123-456-7890 Work 234-567-8901 Fax 111-111-1111
After entering contact name (last, first or company) and contact (any other field) use the [prog] key at any time to save the record. Also, touch [enter] in Note field to save record.	Last DEWING First SONJA Company Consumer Business Home 123-456-7890 Work 234-567-8901 Fax 111-111-1111

a. You may want to enter 2 different telephone numbers in each phone field. This will give you up to 10 telephone numbers per name.

        For example: HOME   215-555-1212VOICE 215-555-1596 FAX

        Or you may want to enter a number description:
        For example: HOME   215-555-1212 CALL AFTER 5:00PM

b. Touch [sym] several times to find the symbol you require. When that symbol appears on the screen touch [**>**], then the next letter required after the symbol.
c. Records are sorted automatically in alphabetical order by Last Name.
d. If incorrect information is entered, touch the [**<**] or [**>**] keys to move the cursor and use the [del] key and alphabet keys to make the correction.
e. All letters numbers and symbol characters are valid entries.
f. Arrows on the right side of the screen indicate scroll option for more data fields

VIEWING PHONE RECORDS

Operations	Display
Touch [∧] or [∨] to highlight another field. First name, last name and company do not disappear when scrolling down!	DEWING SONJA Consumer Business Home 123-456-7890 Work 234-567-8901 Fax 111-111-1111 Cell 222-222-222

Touch [**enter**] to enlarge highlighted field.	DEWING SONJA
	Consumer Business
	Zip 08807
	Email sonjad@companionlink.com
	URL www.companionlink.com
	Note ess

SEARCHING PHONE RECORDS

Search of phone records is based on First, Last or Company name fields.

Sequential Search by Name
1. Touch the [phone] key to enter the Telephone Function.
2. Touch the [phone] key again to go to desired directory.
3. Touch the Search [∨] key to display entries starting with the first record. Use the cursor [∧] or [∨] keys to view the complete record.
4. Touch the Search [∨] key to view the next record in alphabetical sequence sorted by last name. Touch the Search [∧] key to view the previous record.

Direct Search by Name
1. Touch the [phone] key to enter the Telephone Function.
2. Type the first few characters of the desired name, for example [S] [M] [I].
3. Touch the [∨] key to search for names beginning with SMI. The name beginning with SMI will appear on the display. If the matching record is not found, "Not Found!" will appear on the display.

Note: The first character entered is not case sensitive, but all other characters are. For example, the search for [S] [M] [I] will yield the same results as the search [s] [M] [I]. However, [S] [M] [I] is different from [S] [m] [i].

Direct Search by Company
1. Touch the [phone] key to enter the Telephone function.
2. Touch [enter], "COMPANY?" will be displayed.
3. Type characters of the desired company.
4. Touch the search [∨] key to search for and display the data starting with the company name. Use the cursor [∧] or [∨] keys to view the complete record.

EDITING PHONE RECORDS

1. Touch [phone] to enter the Telephone function and find the desired Telephone directory.
2. Recall the record to be edited by following the previous instructions.
3. Touch the [edit] key to enter the Edit mode. The first character of the name will flash.
4. Enter corrections to the name field and touch [enter] to advance and make corrections to the other fields.
5. Touch [prog] key again after making all desired changes

Note:
a. Touching any function key, [on/off] or [edit] keys while in the Edit Mode will cause the organizer to exit from the Edit mode without saving any changes.
b. In the Edit mode, touch [del] to delete individual characters.
c. In the Edit mode, touch [insert] to insert a space and move the following characters one space to the right of the cursor.

DELETING PHONE RECORDS

1. To delete a record, search and view the record and touch the [del] key. Display prompts

   Delete Record?

   Yes   No

2. Touch [enter] to confirm and return to Telephone mode.

USING THE SCHEDULE FUNCTION

ENTERING SCHEDULE RECORDS

Operations	Display
Touch the [schedule] key to enter the Schedule function.	**Schedule** Search Date? 01-01-2000
Touch [prog] to start entering schedule information. Display shows the current date. The cursor under the first digit of the date is flashing. Edit date by using the cursor keys or entering the desired dates using numeric keys.	Date 01-01-2000 Start Time 6:13PM End Time 6:13PM Alarm Yes Reminder 0 Min. Before
Touch [enter] to change to time entry. Edit Start Time. Change End Time in the same manner.	Date 01-01-2000 Start Time 6:20PM End Time 7:30PM Alarm Yes Reminder 0 Min. Before
Touch [enter] to change to Alarm field. Touch [<] or [>] keys for alarm ON/OFF. Use [∨] key to move to time setting field and reminder field. A reminder can be set 0 - 99 minutes before scheduled event.	Date 01-01-2000 Start Time 6:20PM End Time 7:30PM Alarm Yes Reminder 15 Min. Before
Touch [enter]. Input event text up to 96 characters.	Date 2000-Jan-01 Schedule: Project Meeting
Touch [enter].	Saving

Note:
a. After entering a schedule item the Schedule Alarm will be turned on . The alarm icon will be displayed only if the alarm is set to be active in the Time mode (see alarm section)
b. The Schedule Alarm will sound for about 60 seconds when the Home Time reaches the Reminder Alarm time. Touch any key to stop the alarm.
c. If the organizer is off, when the Home Time reaches the schedule time, the Schedule Alarm will automatically turn the unit on and the alarm will sound.

VIEWING SCHEDULE RECORDS

Schedule records are sorted chronologically. Follow these steps to review Schedule appointments:

Sequential Search by Date

1. Touch [schedule] to enter the Schedule mode. Use the Search [∨] key to view the pending schedule records for future dates and times. Use the Cursor [∧] or [∨] keys to view the complete record.

2. Touch the search [∨] key to access the next schedule entry. Touching Search [∧] will scroll through the list in reverse chronological order.

Direct Search by Date

1. Touch [schedule] to enter the Schedule mode.

2. Edit date and press [enter].

EDITING SCHEDULE RECORDS

Same procedures as used in editing Telephone records.

DELETING SCHEDULE RECORDS.

Same procedures as used in Deleting Telephone records.

USING THE ANNIVERSARY FUNCTION

ENTERING ANNIVERSARY RECORDS

Operations	Display
Touch the [schedule] key twice to enter the Anniversary function.	**Anniversary** Search Date? 01-01
Touch [prog] to start entering anniversary information. Display shows the current date. The first digit of the date is flashing. Edit date.	**Anniversary** Date? 01-01
Touch [enter]. A reminder can be set 0 - 9 days before anniversary event.	**Anniversary** Date? 15-Jan Reminder: 2 Days Before
Touch [enter]. Input event text up to 96 characters anniversary details.	**Anniversary** Detail: Annual club meeting
Touch [enter]. 2 seconds later the display shows anniversary details.	**Anniversary** 15-Jan Reminder: 2 Days Before Annual club meeting

The anniversary icon will be displayed in the Home Time on a day specified by the reminder. If the reminder day is different than 0, the anniversary icon will also show on the anniversary date.

SEARCHING AND VIEWING ANNIVERSARY RECORDS

Same procedure as viewing Schedule data records.

EDITING ANNIVERSARY RECORDS

To edit the record, search and view the record.
Touch [edit] to enter the Edit mode. Change time and date of anniversary record. Touch [enter].
Change the anniversary description and touch [enter] to save the change.

DELETING ANNIVERSARY RECORDS

Same procedures as used in deleting Telephone records.

200 YEAR CALENDAR

Follow these steps to review dates from January 1, 1901 to December 31, 2099:
1. Touch [calendar] to enter Calendar mode. The current month will be shown and the current day will flash.
2. Touch Search [∨] or [∧] to view the next or the previous month respectively.
3. Touch [<] or [>] to move the flash day to the previous day or the next day respectively.
4. Touch [∨] or [∧] to move the flash day to the previous week or the next week.

An example of calendar view:

A detailed view of a day in the calendar mode:

Schedule Event

To do Item

Anniversary Event
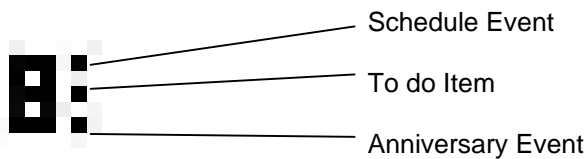
VIEWING A DESIRED DATE/MONTH

1. Touch [prog] to view date entry capability.
2. Input date, then touch [enter].
3. Desired month/year is shown. Desired date is highlighted.

VIEWING SCHEDULE RECORDS FROM CALENDAR

The calendar features access links to Schedule mode. Dots located on the right hand side of the date represents scheduled, anniversary and to do events.

Move the cursor to a desired day and touch [enter] to view the schedule details for that date. If no schedule event is available for that day, a new schedule will be created with date specified (see schedule section for creating new schedule event).

USING THE TO-DO MODE

ENTERING TO-DO RECORDS

Operations	Display
Touch the [todo] key.	**To Do** Search Date? 01-01-2000
Touch [prog] to start entering To-Do information. Display shows the current date. The first digit of the date is flashing. Edit date. Touch [enter].	**To Do** Date? 01-01-2000
Touch [<] or [>] to set desired priority. Touch [enter].	**To Do** Date? 09-11-2001 Priority 1
Input desired information. Touch [enter].	**To Do** To Do: Buy flowers
Touch [enter] to store record. 2 seconds later the display turns back to the initial screen.	**To Do** Priority: 1 Pending Due Date: 2001-09-11 To Do: Buy flowers

a.   192 characters can be entered for each To-Do record.
b.   Priorities can be selected on a level of 1 through 9.

VIEWING TO DO RECORDS

Sequential Search
1.   Touch [todo] to enter the To-Do mode.
2.   Touch [∨] or [∧] to see To-Do data records by priority.
3.   Touch [∨] again to view the next To-Do data record.
4.   Touch [∧] to view the previous To-Do data record.

Date Search
1.   Touch [todo] to enter the To-Do mode. The display will prompt "Search Date?"
2.   Input desired date.
3.   Press [enter] to go back to To-Do view mode.

Note: If the matching record is not found, "Not Found!" will appear on the display for 2 seconds.

EDITING AND DELETING TO DO RECORDS

Recall the desired record to be edited and follow the procedures used for editing Telephone records. Also, you can change 'pending' task to 'done' by pressing [<] or [>] at alarm edit mode.

Recall the desired record to be deleted touch [del] key. Select 'Yes' to delete record.

USING THE MEMO FUNCTION

ENTERING MEMO RECORDS

1. Touch the [todo] key twice. Display shows "Memo".
2. Touch [prog].
3. Type the Memo information and touch [enter] to store the data record.
4. Display shows "Saving" and shows memo record.

96 characters can be entered for each memo record.

VIEWING MEMO RECORDS

Sequential Search
Same procedures as used in Telephone Sequential search. Records are stored alphabetically.

Note: Touch [∨] or [∧] to scroll and view entire record.

EDITING AND DELETING MEMO RECORDS

Same procedures as used for Editing Telephone records.

USING THE ALARM FUNCTION

Three separate alarm options are provided. Each one of the three alarms has a different number of beeps depending on the alarm number.

SETTING ALARM

Operations	Display
In Time mode, press [A alarm] key to enter Alarm mode. Use Search [∨] or [∧] to select one of three alarms.	**- ALARM 1-** MM/DD - - : - -
Touch [prog] for alarm setting. The first time digit is highlighted. Edit time by using [∨] or [∧] keys.	**- ALARM 2-** MM/DD 06 : 25 AM
If MM/DD is not changed, the alarm will repeat every day at the same time. Select desired date for alarm to occur only once at that date.	**- ALARM 2-** MM/DD 06 : 25 AM
Touch [enter]. Input alarm message. When alarm time arrives, the time and text will be displayed in addition to the alarm sign.	**- ALARM 2-** 10/28 06 : 25 AM Wake up alarm!

a. After confirming the setting, the alarm is automatically turned on and the ((•)) icon will appear on the display.
b. When Home Time reaches the alarm setting, an alarm will sound for nearly 60 seconds. Touch any key to turn off the alarm.

CHANGING ALARM SETTINGS

a. Repeat all procedures above. The new setting will overwrite the old setting.
b. In order to switch off alarm, display desired alarm and touch [A alarm].

USING THE EXPENSE MANAGER

The Expense Manager tracks personal or household expenses and provides daily, weekly or monthly expense summaries. You can enter, view, search and edit the expense records in Expense mode. Each expense record has six fields: data, expense type (category), amount, payment type, receipt and note. In addition, you can change the name of the expense type (category) to suit your specific needs.

ENTERING EXPENSE RECORDS

Operations	Display
Touch the [expenses] key.	**Expense** 1.　Expense 2.　Report 3.　Change Category
Touch [1] or [E] to select 1. Expense	**Expense** Search Date: 　　　01 /01 /2000
Touch [prog] for date entry. Change date. Touch [enter]. Use the [<] or [>] keys to select the appropriate expense categories: 1) Meals, 2) Hotel, 3) Car, 4) Phone, 5) Fares, 6) Enter't (entertainment), 7) Tips and 8) Misc. (miscellaneous). Touch [enter].	Date　　　　　01-01-2000 Type　　　　　Meals Amount　　　　　　55.75 Payment Receipt Note
Input expense amount. Touch [enter]. Touch the [<] or [>] keys to enter the payment type: 1) Cash, 2) Check, 3) Card and 4) Other. Touch [enter] to confirm. Toggle between Receipt available Yes/No by using [<] or [>]. Touch [enter].	Date　　　　　01-01-2000 Type　　　　　Meals Amount　　　　　　55.75 Payment　　　Cash Receipt　　　Yes Note
Input note if desired. Touch [enter] to complete record. Touch [enter] to store record. 2 seconds later the display will turn back to the initial screen.	**Expense** Search Date: 　　　01 /01 /2000

VIEWING EXPENSE RECORDS

Expense records are sorted by date. Follow the steps below to search for expense records.

1.　Touch [expenses] to show the expense menu.
2.　Touch [1] or [E] to select 1. Expense
3.　Enter the expense date and touch [∨] or [∧] keys to search through the expense records.
4.　If expense records are found on a specified date, the expense record will be displayed.
　　Touch Cursor [∨] or [∧] to view the record. Touch the Search keys to scroll to previous or next records. If there is no expense record on a specified date, "Not Found!" will be displayed.

EDITING AND DELETING EXPENSE RECORDS

Follow the steps as used to edit expense records:

1.　Find desired record and touch [edit] key.

2. Modify each field of the expense record. After each modification, touch [enter] to confirm the change. Note that when you are editing an amount, the previous amount will not be blinking. Simply type in a new amount and touch the [enter] key. Touch the [enter] key again after modifying or to skip through the "note" field. This saves the modified record.

CREATING EXPENSE REPORTS

1. Touch [expenses].
2. Touch [2] or [R] to select 2. Report.
3. Type the desired starting date for the period to be summarized. Type the ending date. Touch [enter] to confirm.
4. The Expense Report will be displayed. Use the Cursor keys to view the report.
5. Touch [enter] to return to the initial screen.

CUSTOMIZING EXPENSE CATEGORIES

You can easily change the eight pre-set expense categories to suit your particular needs. Follow the steps listed below.
1. Touch [expense].
2. Touch [3] or [C] to select 3. Category change.
3. Touch [∨] or [∧] keys to select desired category. Touch [enter].
4. Modify the name of expense type and touch [enter] key to confirm.
5. Repeat the steps from 3 to 4 in order to customize other expense categories.

Note: category field is 7 characters long.

USING CURRENCY CONVERSION FUNCTION

Touch the [conversion] key for Currency Conversion mode. Touch the [conversion] key two times for Euro Conversion mode.

ENTERING NEW CURRENCY

Five different currencies can be preset for conversion.

Operations	Display
Touch the [conversion] key. Use [∨] or [∧] keys or the Search [∨] or [∧] keys to select the desired currency for setting.	USD → $1 Rate=1 USD 0. $1
Touch [prog] for setup. Input up to 3 characters to describe your first currency. Touch [enter]. Input up to 3 characters to describe your second currency. Touch [enter]. Input rate to convert unit 1 to unit 2.	Unit1? USD Unit2? NTD Rate= 32.66
Touch [enter] to confirm.	USD → NTD Rate= 32.66 USD 0. NTD

CONVERTING CURRENCIES

Operations	Display
Touch the [conversion] key for Currency Conversion mode. Use [∨] or [∧] keys to select the desired currency for conversion.	USD → NTD Rate= 32.66 USD 0. NTD
Input amount for conversion. Touch [=] and then [enter]. Touch [ce/c] to clear conversion. Touch [<] to change conversion direction.	USD → NTD Rate= 32.66 USD 10. NTD 326.6

EURO CONVERSION

Touch the [conversion] key twice for Euro Conversion mode.
The Euro conversion function operation is similar to currency conversion function.
Euro conversion is preset for 11 currencies. The rate for 1 Euro is show in the following table:

Currency	Symbol	Rate
Austria	ATS	13.7603
Belgium	BEF	40.3399
Finland	FIM	5.94573
France	FRF	6.55957
Germany	DEM	1.95583
Ireland	IEP	0.787564
Italy	ITL	1936.27
Luxembourg	LUF	40.3399
Netherlands	NLG	2.20371
Spain	PTE	200.482
Portugal	ESP	166.386

USING METRIC CONVERSION

1. Touch the [conversion] key three times for Metric Conversion mode.
2. Use [∨] or [∧] keys to select the desired metric conversion.
3. Use [<] or [>] keys to select the desired metric conversion direction (i.e. Meter to Feet or Feet to Meter).
4. Enter amount to convert. Touch [=] for conversion calculation.
5. Touch [ce/c] to clear calculation result or enter a new amount to be converted.

USING THE CALCULATOR FUNCTION

Functions include: addition (+), subtraction (-), multiplication (x) and division (/). Memory storage with operations of M-, M+, MR, and MC are also available.
Note:
- Calculations are performed in the order of entry, not by algebraic conversion.
- "**M**" on the display indicates a number is stored in memory.
- "**E**" on the display indicates an error: a number longer than 12 digits or when divided by 0. Tap [**ce/c**] to clear error.
- [**M+**] adds the currently displayed value to the current memory contents.
- [**M-**] subtracts the currently displayed value to the current memory contents.
- [**MR**] recalls the numbers stored in memory.
- [**MC**] clears the number after recalled from memory.

DATA COMMUNICATION WITH A PERSONAL COMPUTER

Telephone, Schedule, Anniversary, Memo, To-Do and Expense data records can be manually sent (back-up) to a PC using OrganizerLink™ Basic software.

Data records from the same functions above can automatically be updated so the PC and organizer have the same information (full synchronization) using OrganizerLink™ Deluxe software.

Note: If your organizer is bundled with software and PC cable, your software includes OrganizerLink™ Deluxe for full Organizer-PC 2-way data synchronization.

Data synchronization can only work with OrganizerLink™ Deluxe. See the OrganizerLink™ Deluxe software instructions for complete operation instructions.

In order to initiate data synchronization follow these directions:
1. Make sure that the appropriate software is installed and running on your PC. Detailed instructions are provided with the PC link software package.
2. Make sure that your organizer is linked to the serial port of your PC using the PC-link cable.
3. Touch the [time] key to enter Home Time mode.
4. Touch the [link] key to start synchronization. Display will show 'Synchronizing…'
5. When synchronization is complete, the display will show 'Successful Synchronization!' and return to Home Time mode.

CHANGING BATTERIES

The main batteries need to be changed when the low battery warning message appears on the display. To change the batteries, do the following:

1. Turn off the unit.
2. Remove the main battery cover on the backside of the unit.
3. Remove a battery and insert a fresh CR-2032 battery according to drawing in the battery-recessed area.
4. Replace the battery door and resume normal operation.
5. Skip the RESET to prevent loss of previously stored data, and adjust the Home Time clock.

Note: Replace the back-up battery at least once a year to ensure proper backup battery power. Do not remove the main and back-up batteries at the same time. This safeguard will prevent accidental data lost.

WARNING
THIS UNIT USES LITHIUM BATTERIES CR2032.
"CAUTION: DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. REPLACE ONLY WITH THE SAME TYPE RECOMMENDED BY THE MANUFACTURER. DISPOSE OF USED BATTERIES ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS."

FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules. These
limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communication. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television
reception, which can be determined by turning the equipment off and
on, the user is encouraged to try to correct the interference by one or
more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between equipment and receiver.
3. Consult the dealer or an experienced radio /TV technician for assistance.
4. Changes or modifications not exotically approved by the party responsible for compliance could void the user's authority to operate the equipment.
5. Connection of peripherals requires the use of grounded shielded cables.

IN CANADA:

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatuses as set forth in the radio interference regulations of the Canadian Department of Communications.