

SHARP®

ELECTRONIC ORGANIZER

MEMO MASTER ALARM

MODEL

EL-6320

OPERATION MANUAL



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 any 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.

CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

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Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

1. Pull out the insulation sheet. (Fig. 1) (This sheet was inserted at the factory to prevent battery wear. The Organizer begins operating when it is pulled out.)
2. Press the **RESET** switch on the back. (Fig. 2)
3. Press **SHIFT** **ENTER**.
4. Repeat steps 2 and 3 once more.
5. Set the date and time of the clock. (Refer to page 13.)

Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.

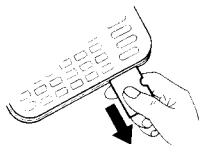


Fig. 1

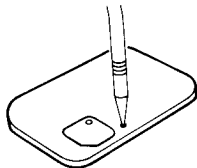
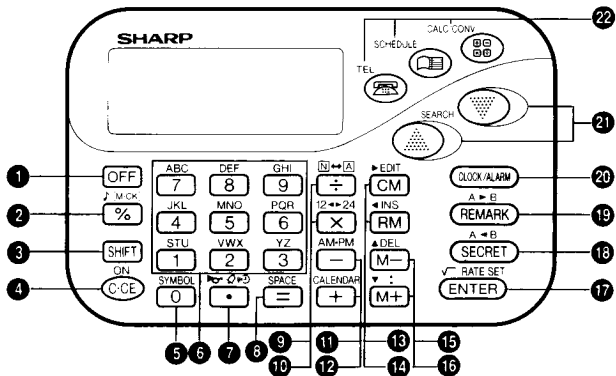


Fig. 2

When Abnormal Conditions Cause a Malfunction

If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including ^{ON} **C-CE**) will respond. If this happens, press the **RESET** switch on the back of the Organizer and any key other than **SHIFT** **ENTER**. If an error occurs internally, "**DATA PROBLEM**" and "**PRESS RESET!**" are displayed alternately. Clear all memory by performing steps 2 and 3 above.

Part Names



Reset switch (on the back of the unit)

- | | |
|----------------------------------------------------------------------------------|---------------------------------------|
| ❶ Power OFF key | ❶❷ Addition/CALENDAR key |
| ❷ Percent/Touch tone/Memory check key | ❶❸ Clear memory/Right cursor/EDIT key |
| ❸ SHIFT key | ❶❹ Recall memory/Left cursor/INS key |
| ❹ Power ON/Clear/Clear entry key | ❶❺ Memory minus/Up/DEL key |
| ❺ Zero/SYMBOL key | ❶❻ Memory plus/Down/“:” key |
| ❻ Alphanumeric keys | ❶❼ ENTER/Square root/RATE SET key |
| ❼ Decimal point/Alarm ON-OFF (Daily alarm, Schedule alarm, On-the-hour tone) key | ❶❷ SECRET/Unit conversion key |
| ❸ Equals/SPACE key | ❶❸ REMARK/Unit conversion key |
| ❹ Division/Number-Alphabet key | ❶❹ CLOCK/ALARM key |
| ❺ Multiplication/12–24 Hour key | ❶❺ SEARCH keys |
| ❻ Subtraction/Hyphen/AM-PM key | ❶❻ MODE keys |

In this manual, the keys are represented by symbols, for example:

SCHEDULE



SCHEDULE

Keys with only one function always appear in the manual with the function enclosed in a box.



ABC

7

Indicates the alphabetic **A**, **B** or **C** key.

Indicates numeral 7 key.



Indicates the cursor right key.



SHIFT

EDIT


Indicates the Edit function key.


CM







Indicates the clear memory key for the Calculator mode.

Display Symbols

A : Letters and symbols can be entered.


 : Secret listings can be accessed.


 : The schedule alarm will sound.

-  : The daily alarm will sound.
-  : The on-the-hour tone will sound.
- AM** : The displayed time is morning.
- PM** : The displayed time is afternoon.
- R** : A remark entry can be made in the Telephone mode.
- ← : More information exists to the left of the current display. (Press .)
- : More information exists to the right of the current display. (Press .)
- ↑ : More information exists above the current display. (Press .)
- ↓ : More information exists below the current display. (Press .)
- *** : Indicates that the recalled listing is secret.
- SHF**: Indicates that **SHIFT** has been pressed. The function or character represented on the blue parts of the keypad can be used next.
- At times, 力ナ, 英, 機能 and 会 may appear faintly on the display.
This, however, will not affect the operation of the Organizer.

Moving the Cursor

The cursor can be moved by pressing  ,  ,  or  .

 : Moves the cursor to the right.

 : Moves the cursor to the left.

 : Moves the cursor to the leftmost column of the top line.

 : Moves the cursor to the leftmost column of the bottom line.

- Hold  ,  ,  or  down for rapid movement.

Changing Operation Modes

This Organizer has five operation modes:

Clock, Telephone, Schedule, Calculator and Currency/Unit Conversion.

- Clock Mode

CLOCK/ALARM

| | | | | | | | | | |
|-----|---|---|---|---|---|---|---|--|---|
| FRI | | | | | | | | | |
| 1 | 9 | 9 | 3 | - | 1 | - | 1 | | |
| 0 | | : | 0 | | 0 | | 0 | | 0 |

- Telephone Mode

TEL

- Schedule Mode

SCHEDULE

- Calculator Mode

CALC/CONV

- Currency/Unit Conversion Mode

CALC/CONV CALC/CONV

A TEL 1 : NAME ?

1993

00-00 00:00

-00-00 00:00



0.

[1] \$ → ¥

0.

0.

Entering Characters

1. Entering Letters

Letters can be entered while **A** is displayed. **A** appears or disappears every time **[N]↔[A]** is pressed.

Example: Enter "TU".

1. Press **[STU]** twice. "T" will be displayed.
 - As **[STU]** is repeatedly pressed, the displayed letter changes in the following order: $S \rightarrow T \rightarrow U \rightarrow S \dots$
2. Press **[▶]**. The cursor moves to the next column.
 - This step can be omitted if the same key is not to be used for entering the next letter.
3. Press **[STU]** three times. "U" will be displayed.

Note: The cursor (**_** or **■**) indicates the position for entry of a character or a number.

2. Entering Symbols

Symbols can be entered while **A** is displayed.

1. Press **[SYMBOL]**. As **[SYMBOL]** is repeatedly pressed, the displayed symbol changes in the following order:
\$ → ¥ → £ → → → ← → (→) → # → * → \$...
2. To enter consecutive symbols, press **[▶]**.

3. Entering F, H and C

(“F” the abbreviation for Fax, “H” for Home and “C” for Cellular.)

The letters can be entered when entering a phone number in the Telephone mode. As **[SHIFT]** **[SYMBOL]** are repeatedly pressed, the displayed letter changes in the following order: F → H → C → F ...

4. Entering Numbers



Numbers can be entered while **A** is not displayed.


Use **[0]** through **[9]** to enter numbers.

5. Entering Hyphens (—), Dots (•), Spaces () or Colons (:)

Press , , , and , respectively.

Turning the Key Touch Tone On and Off

The key touch tone is turned on and off by pressing  .

When the tone is turned on,  will be displayed in the Calculator mode only.

Clock Mode

1. Setting the Date and Time

Example: Set the date and time to January 10th, 1995, and 10:05 AM.

1. Press **CLOCK/ALARM** to display the time screen.

FRI
1993- 1- 1
0:02 20

(Time screen)

2. Press **SHIFT** **EDIT**.
The cursor start to flash.

1993- 1- 1
_0:02 29

3. Enter the hour and minutes.

AM-PM **1** **0** **0** **5**

(Enter two digits each for both hour and minutes.)

Seconds are reset to 00.

- Each time **AM-PM** is pressed, the display will change in the following sequence: AM → PM → 24-hour clock (no AM/PM indication).



4. Press **12◀▶24** to select the 12-hour or 24-hour clock. The display switches between them every time **12◀▶24** is pressed. **AM** or **PM** is displayed for the 12-hour clock. For this example, set the 12-hour clock.
5. Enter the year, month, and date.

1 **9** **9** **5** **0** **1** **1** **0**

Use **▶** to skip entering a number which does not need to change.
(Enter two digits each for both month and date.)

6. Press **ENTER**. The clock begins to count the seconds.
- The built-in calendar extends from January 1st, 1901, to December 31st, 2099.
 - If an impossible year, month, date, or time is entered, "**ERROR!**" will be displayed momentarily when **ENTER** is pressed. Enter the proper value and press **ENTER** again.

2. Checking the Date and Time

Press **CLOCK/ALARM** to check the date and time. The day of the week is also displayed.

| | | |
|-------|----|----|
| TUE | | |
| 1995- | 1- | 10 |
| 10: | 05 | 30 |

3. Changing the Time

1. Press **CLOCK/ALARM** to select the Clock mode.
2. Press **SHIFT** **EDIT**. The cursor flashes.
3. Move the cursor to the place you wish to change.
4. Enter the correct number. Seconds are reset to 00.
5. Press **ENTER**. The clock will begin to function.

4. Switching between 12- and 24-Hour Clocks

1. Press **CLOCK/ALARM** to display the time screen.
2. Press **SHIFT** **EDIT**.
3. Press **12↔24**. The clock system switches between the 12-hour and 24-hour clocks every time **12↔24** is pressed.
4. Press **ENTER**.

5. Daily Alarm

When the time clock reaches the alarm time, it beeps for one minute.

Press either **CLOCK/ALARM**, **C-CE^{ON}** or **OFF** to turn off the alarm.

(1) Setting the daily alarm time


1. Press **CLOCK/ALARM** twice to display the daily alarm screen.



2. Press **SHIFT** **EDIT**.

3. Enter the time.



4. Press **ENTER**.

The daily alarm time is set. The daily alarm is also automatically switched on. (“” appears.)

- The clock system for the daily alarm time is the same as that used for the clock.

(2) Turning the daily alarm on and off

The daily alarm will sound when “” is displayed.



“” is displayed or cleared every time  is pressed while the daily alarm screen is displayed.

(3) Changing the daily alarm time

The daily alarm time can be changed by setting a new time. (Refer to “(1) Setting the daily alarm time”.)

6. Turning the On-The-Hour Tone On

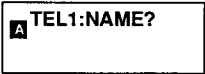
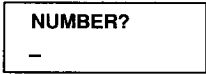
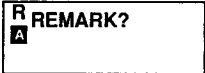
The on-the-hour tone will sound every hour when it is set.

1. Press **CLOCK/ALARM** to display the time screen.
2. Press . ("⌚" appears.)
 - "⌚" is displayed or cleared every time  is pressed in the Clock mode.

Telephone Mode

The Telephone mode is divided into two files (TEL1 and TEL2) which can be used, for example, to store business and private telephone numbers separately. Press **TEL** to select a telephone file. At each press the file changes: TEL1 → TEL2 → TEL1 ...

In the Telephone mode, a listing consists of three entries: name, number and remark. The maximum number and type of characters that can be entered are as follows:

| | Display | No. of characters | Type of characters |
|--------------|-----------------------------------------------------------------------------------|---------------------|--------------------------------------------|
| Name entry |  | 36 characters | Letters, symbols, dots, numbers, –, spaces |
| Number entry |  | 60 digits (5 lines) | Numbers, –, spaces, colons, F, H, C |
| Remark entry |  | 36 characters | Letters, symbols, dots, numbers, –, spaces |

1. Storing a Telephone Listing

Example: Store the following listing: “EDWARDS ROBERT” for name, “201-265-5600” and “F 265-1234” for number, and “ABC CO.” for remark.

1. Press **TEL** to display the Telephone mode screen.

2. Enter the name.

| | | | | | | |
|-----|-----|-----|-----|-----|-------|-----|
| DEF | DEF | ▶ | DEF | VWX | VWX | ABC |
| PQR | PQR | PQR | DEF | STU | SPACE | |
| PQR | PQR | PQR | MNO | MNO | MNO | |
| ABC | ABC | DEF | DEF | PQR | PQR | PQR |
| STU | STU | | | | | |

← **WARDS ROBERT**

3. Press **ENTER** (or **▼**). (The cursor moves to the number entry.)

4. Enter the phone number.

| | | | | | | | | | |
|-------|---|-------|--------|-------|-------|---|---|---|---|
| 2 | 0 | 1 | - | 2 | 6 | 5 | - | 5 | 6 |
| 0 | 0 | SHIFT | SYMBOL | SPACE | SPACE | | | | |
| SPACE | 2 | 6 | 5 | - | 1 | 2 | 3 | 4 | |

201-265-5600↑
F 265-1234
-

- As **SHIFT** **SYMBOL** are repeatedly pressed when entering a phone number, the displayed letter changes in the following order: F → H → C → F ...

Fax, Home or Cellular numbers can be distinguished by entering the appropriate letter before the phone number.

5. Press **ENTER**. (The cursor moves to the remark entry.)

6. Enter the company name.

ABC ► ABC ABC ► ABC ABC ABC
SPACE ABC ABC ABC MNO MNO
MNO .

R ABC CO. _
A

- When ↑, ↓, → or ← is displayed, there are additional lines or characters which do not fit on the display. Press ▲ ▼ ► or ◀ to display them.

7. Press **ENTER**.

The name and phone number will be displayed briefly, then the next entry prompt will be displayed. The telephone listing is now stored.

- Step 6 can be skipped if nothing is to be entered in the remark entry.

2. Recalling Telephone Listings

Telephone listings in the Telephone mode are stored internally according to the first character of the name entry in the following order:

Space → letters → numbers → : → - → . → symbols (\$ → ¥ → £ → → → ←
→ (→) → # → *)

- Each time **REMARK** is pressed, the name and remark entries are displayed alternately.

(1) Sequential search

Press **↓** or **↑**. Hold down these keys for rapid recall.

↓ : Recalls listings in forward order.

↑ : Recalls listings in reverse order.

(2) Recalling listings by first character(s) of name

1. Enter the first character(s) in the name entry.

2. Press **↓** (or **↑**).

Listings that begin with the entered character(s) are recalled.

(3) Recalling listings by remark

1. Press **ON** **C-CE** **REMARK**.

2. Press (or).

Listings with remark entries are displayed sequentially. The listings are recalled in the same order as (1).

(4) Recalling listings by first character(s) of remark

1. Press .

2. Enter the first character(s) in the remark entry.








3. Press (or .

Listings that begin with the entered character(s) are recalled sequentially.




- After the desired remark is recalled, pressing (or) recalls the next listing starting with the same remark. (To recall more listings starting with the same remark, press (or). can be omitted.)
- ★ In (2) and (4), if a listing that begins with the entered character(s) is not in memory, **"NOT FOUND!"** is displayed and the display returns to the entry prompt.

3. Correction

(1) Correcting during an entry

1. Press  ,  ,  or  to move the cursor to the character to be corrected.
 2. Enter the correct character.
 3. Press  .
 - To correct a name or number when the cursor is in the remark entry, press  to display the name or number contents and move the cursor.
- ★ Or re-enter the listing after pressing  .

(2) Correcting a stored listing

1. Recall the listing to be corrected.
2. Press   . The cursor flashes.
3. Correct the listing in the same procedure as (1).
 - To correct a remark, press  to display the remark contents.

To insert characters, move the cursor to the desired location, press **SHIFT** **INS** to add a space, and enter the character. To delete characters, move the cursor to the character to be deleted and press **SHIFT** **DEL**.

Schedule Mode

The Schedule mode is used for storing schedule information (year, month, date, hour, minutes, and schedule details) in the memory. In this mode, a schedule listing consists of two entries: item and date. The item entry is used for entering schedule details (36 characters). In the date entry, four digits can be entered for the year and two digits each for the month, date, hour and minutes.

Letters, symbols, numbers, “-” and spaces can be entered in the item entry. Numbers and spaces can be entered in the date entry.

Note: In this mode, periods “.” cannot be entered.

1. Storing a Schedule Item

Example: Store a schedule item (e.g., MEETING at 2:30 PM to 4:30 PM on January 26th, 1995).

1. Press **SCHEDULE** to display the Schedule mode screen.
2. Press **▲** to move the cursor to the top line of the display and enter the year (4 digits). To store a schedule listing in the same year, this step can be omitted. Schedules in the following years can be stored: 1901 to 2099.
3. Enter the starting date and time on the second line.

0 **1** **2** **6** **AM-PM** **AM-PM** **0** **2** **3** **0**

(The month, date, hour, and minutes should each consist of two digits.)
The cursor will move to the third line.

- The time can be set using either the 12-hour or 24-hour format. When a schedule entry is recalled, the time is displayed in the format selected in the Clock mode.
4. Enter the ending date and time.



0 **1** **2** **6** **AM-PM** **AM-PM** **0** **4** **3** **0**

- After entry of the minutes, "ITEM?" is displayed.


5. Enter the schedule details on the upper line.

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| MNO | DEF | DEF | ▶ | DEF | DEF | STU |
| STU | GHI | GHI | GHI | MNO | MNO | GHI |

| | | |
|----------|----------------|----------|
| A | MEETING | |
| | 01-26 | 02:30 PM |
| | -01-26 | 04:30 PM |

- When → or ← is displayed, there are additional characters which do not fit on the display. Press  or  to display them.

6. Press  to store in memory.

- If an attempt is made to store an impossible date or time, "ERROR!" is displayed. Enter the correct date and time and press .

The contents entered will be automatically arranged chronologically and stored in the order of earliest to most recent, based on the data on the second line (starting time).

2. Recalling the Schedule Entry

(1) Sequential search

Press  or  to recall listings in forward or reverse order.

Hold or down for rapid recall.

- Entries with the same starting and ending dates are displayed without the ending date.

Press to recall today's schedule.

- If there is no entry for today, the next entry set for the future (or the past if is pressed) will be displayed.

(2) Direct search

Press to move the cursor to the item entry, enter the first character(s) of the schedule details and press or to recall that listing directly.

(3) Date search

Enter the date and press or to recall that listing directly.

- If no appropriate listing is found in the memory after a direct search or a date search, "**NOT FOUND!**" is displayed momentarily and the display returns to the entry prompt.

3. Correction

Correction is performed following the same procedure used for the Telephone mode (page 25).

- To correct the year, recall the desired schedule listing and press **CALENDAR** **SHIFT** **EDIT**.

4. Checking the Day of the Week

There are three ways to check the day of the week in the Schedule mode.

(1) Confirmation by recalling schedule items

Recall that day's schedule, then press **CALENDAR**.

(2) Confirmation by designating the month and date

Enter the date on the second line, then press and hold **CALENDAR**.

(3) Confirmation by designating the year, month, and date

Enter the year, month and date. (To enter the year, move the cursor to the top line.) While pressing **CALENDAR**, the day of the week will be displayed.

5. Alarms for Schedule Mode

The Schedule mode is equipped with the following two alarms:

Advance alarm

There is slow beeping for 20 seconds, 10 minutes before the designated schedule listing.

Schedule alarm

There is rapid beeping for 20 seconds when the time set for a schedule listing is reached.

Turning the alarms on and off

The advance and schedule alarms will sound when “” is on the display.

Press    in the Schedule mode to turn “” on and off.

- Press either **CLOCK/ALARM**, **C-CE**^{ON} or **OFF** to turn off the alarm sound.
- If the advance alarm is stopped, the schedule alarm will not sound.

Secret Function

1. Password Registration

Up to 6 characters can be registered as the password. Spaces are valid only if they are followed by other characters.

If the password is forgotten, it will be necessary to clear the password and all secret listings from memory (see page 42). As a safeguard, make a written record of the password.

Example: Register the password "123456".

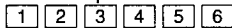
1. Press **TEL** or **SCHEDULE** to select the Telephone or Schedule mode.
2. Press **C-CE**^{ON} to display the entry prompt.

3. Press **SECRET**.



4. Press **N↔A** to clear **A** on the screen.



5. Enter the password.



6. Press **ENTER**. “*” is displayed and the password is now registered.
The display returns to the entry prompt.

- If “**PASSWORD?**” is displayed, a password is already registered. To change or delete the password, refer to pages 37 and 42.
- Only one password can be registered, but many secret listings can be entered.

2. Turning the Secret Function On and Off

When the Secret function is off, “” is displayed (secret listings can be accessed). When the Secret function is on, “” is cleared even after the password is registered (secret listings cannot be accessed).

(1) Turning the Secret function on

1. Press **SECRET** at the Telephone or Schedule mode entry prompt.

The password will be displayed.

2. Press **ENTER**.

The Secret function is now on. "🔒" is cleared and the display returns to the entry prompt.

- Even if the power is turned off, the Secret function is always on.

(2) Turning the Secret function off

1. Press **SECRET** at the Telephone or Schedule mode entry prompt.

A PASSWORD?

2. Enter the password and press **ENTER**.
(Press **N↔A** "123456" in this case.)

The Secret function is now off. "🔒" is displayed and the display returns to the entry prompt.

3. Secret Function in the Telephone and Schedule Modes

(1) To make new information secret

Contents entered when the Secret function is off (with "■" displayed) become secret. "*" is assigned to the secret listings. When the Secret function is on (without "■" displayed), perform the following operations:

1. Press **TEL** or **SCHEDULE** to select the Telephone or Schedule mode.
2. Press **C-CE**^{ON} to display the entry prompt.
3. Press **SECRET** and enter the password.
4. Press **ENTER**. "■" is displayed.

(2) To make previously entered information secret

1. Recall the entry to be made secret.
2. Press **SHIFT** **EDIT**. The cursor flashes.
3. Press **SECRET**. "*" is displayed.
4. Press **ENTER**. The entry is stored as secret.

(3) Recalling secret listings

Secret listings can be recalled when the Secret function is off (with "☐" displayed).

- Listings marked with "*" are secret. In the Telephone mode, secret listings are first recalled, followed by non-secret listings.

(4) Correcting secret listings

Correction is possible when the Secret function is off (with "☐" displayed).

To correct secret listings, follow the correction procedure for non-secret listings.

(5) Changing secret listings to non-secret

1. Recall the secret listing to be made non-secret.
2. Press **SHIFT** **EDIT**. The cursor flashes.
3. Press **SECRET**. "*" will disappear.
4. Press **ENTER**. The listing is stored as non-secret.

(6) Changing the password

1. Turn the Secret function off ("🔒" displayed).
2. Press ^{ON} **C·CE** **SECRET**.
3. Press **SHIFT** **EDIT**. The first character of the password will flash.
4. Enter a new password and press **ENTER**. The new password is now registered.

Note: If an attempt is made to turn the Secret function off with an incorrect password, the display shown on the right will appear.

^{ON}
Press **C·CE** and enter the correct password.

PW . ERROR !

Memory Storage

Checking Memory Storage

1. Press either **TEL** or **SCHEDULE**.
2. Press **M-CK**.
The number of bytes in use and remaining are displayed.
3. Press **M-CK**.
The numbers of telephone listings stored are displayed.
4. Press **M-CK**.
The number of schedule listings stored are displayed.

| | |
|-------------|---------------|
| USED | REMAIN |
| 69 | 1751 |

| | |
|--------------|--------------|
| TEL 1 | TEL 2 |
| 3 | 24 |

| |
|-----------------|
| SCHEDULE |
| 1 |

The Organizer can store up to 1820 bytes in memory (excluding the calculator mode memory). One byte is required per character in the name, remark and schedule item entries, and one byte is required for two digits in the telephone number entry.

When there is an odd number of digits in a number entry, the last digit occupies one byte. Five bytes are required for a schedule date entry when only the starting time is entered, and nine bytes when the starting and ending times are entered. Five bytes are needed to divide each telephone listing, but only four are needed when a remark is not entered. Four bytes are needed for each schedule listing.

- Each time **M-CK** is pressed, the display changes to 2, 3 and 4.

Pressing ^{ON}**C-CE** displays the entry prompt.

- When **ENTER** is pressed after data entry and there is insufficient memory, **"FULL! NOT IN"** is displayed and entry is no longer possible. Press ^{ON}**C-CE** and either delete previously stored listings or change the listing to be stored

so that it will not exceed the memory capacity, then repeat the storing procedure.

- Since the same memory is used for the Telephone and Schedule modes, the numbers of listings available to be stored in each of these two modes will vary.

Clearing the Memory

1. Deleting a Listing

1. Recall the listing to be deleted.
2. Press **SHIFT** **DEL**.
3. Press **ENTER**.

(To cancel, press any key other than **ENTER**.)

2. Clearing a File

If the entire contents of a Telephone or Schedule mode are unnecessary, the file can be completely cleared.

Example: Clear a Telephone file.

1. Press **TEL** to display TEL1 in the Telephone mode.

Turn the Secret function off.

2. Press **SHIFT** **DEL**.

Flashes →

TEL 1 DELETE?

3. Press **SHIFT** **ENTER**.

(To cancel, press any key other than **SHIFT** **ENTER**.)

- When "☐→ON!" is displayed, the Secret function is on and the file cannot be deleted. Press **C-CE**^{ON} to clear the message, turn the Secret function off, and repeat the procedure above.

All secret and non-secret listings in the file selected in step 1 will be cleared.

3. Deleting the Password and Secret Listings

The password and all secret listings can be deleted at the same time.

1. Press either **TEL** or **SCHEDULE**.
2. Press **SECRET**.
3. Press **SHIFT** **DEL**.
4. Press **SHIFT** **ENTER**.

(To cancel, press any key other than **SHIFT** **ENTER**.)

4. Clearing all Memory Contents

1. Display the number of stored listings using the Checking Memory Storage procedure on page 38. (Display as in step 3 or 4 of Checking Memory Storage.)

2. Clearing a File


If the entire contents of a Telephone or Schedule mode are unnecessary, the file can be completely cleared.

Example: Clear a Telephone file.

1. Press **TEL** to display TEL1 in the Telephone mode.

Turn the Secret function off.

2. Press **SHIFT** **DEL**.

Flashes 

TEL1 DELETE?

3. Press **SHIFT** **ENTER**.

(To cancel, press any key other than **SHIFT** **ENTER**.)

- When "**ON!**" is displayed, the Secret function is on and the file cannot be deleted. Press **C-CE** to clear the message, turn the Secret function off, and repeat the procedure above.

All secret and non-secret listings in the file selected in step 1 will be cleared.

3. Deleting the Password and Secret Listings

The password and all secret listings can be deleted at the same time.


1. Press either **TEL** or **SCHEDULE**.
2. Press **SECRET**.
3. Press **SHIFT DEL**.
4. Press **SHIFT ENTER**.

(To cancel, press any key other than **SHIFT ENTER**.)

4. Clearing all Memory Contents

1. Display the number of stored listings using the Checking Memory Storage procedure on page 38. (Display as in step 3 or 4 of Checking Memory Storage.)

2. Press **SHIFT** **DEL**.

Flashes 

RESET OK?

3. Press **SHIFT** **ENTER**.

(To cancel, press any key other than **SHIFT** **ENTER**.)

Data in the clock mode, such as the time and daily alarm time, will also be cleared.

Rates and unit names set in the Currency/Unit Conversion mode will be reset to the default settings.

Calculator Mode

The Organizer can calculate numbers of up to 12 digits.

Calculation

Press **CALC/CONV** to select the Calculator mode.

Before performing a calculation, press **C·CE** **C·CE** and **CM** to clear the memory and display.

| Example | Operation | Display |
|------------------------------------------------|-----------------------------------------------------------------------|----------------|
| $(-24 + 2) \div 4 = -5.5$ | $\boxed{C\cdot CE} \boxed{-} 24 \boxed{+} 2 \boxed{\div} 4 \boxed{=}$ | -5.5 |
| $34 + 57 = 91$ $45 + 57 = 102$ | $34 \boxed{+} 57 \boxed{=}$ $45 \quad \quad \boxed{=}$ | 91. 102. |
| $68 \times 25 = 1700$ $68 \times 40 = 2720$ | $68 \boxed{\times} 25 \boxed{=}$ $\quad \quad 40 \boxed{=}$ | 1700. 2720. |
| $200 \times 10\% = 20$ | $200 \boxed{\times} 10 \boxed{\%}$ | 20. |
| $9 \div 36 = 25(\%)$ | $9 \boxed{\div} 36 \boxed{\%}$ | 25. |
| $200 + (200 \times 10\%) = 220$ | $200 \boxed{+} 10 \boxed{\%}$ | 220. |
| $500 - (500 \times 20\%) = 400$ | $500 \boxed{-} 20 \boxed{\%}$ | 400. |
| $4^6 = (4^3)^2 = 4096$ | $4 \boxed{\times} \boxed{=}\boxed{=}\boxed{\times} \boxed{=}$ | 4096. |

| Example | Operation | Display |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| $1/8 = 0.125$ | 8 $\boxed{\div}$ $\boxed{=}$ | 0.125 |
| $25 \times 5 = 125$ $-)84 \div 3 = 28$ $+)68 + 17 = 85$ <hr/> 182 | \boxed{CM} 25 $\boxed{\times}$ 5 $\boxed{M+}$ 125.M 84 $\boxed{\div}$ 3 $\boxed{M-}$ 28.M 68 $\boxed{+}$ 17 $\boxed{M+}$ 85.M \boxed{RM} 182.M | |
| $\sqrt{25 - 9} = 4$ | 25 $\boxed{-}$ 9 $\boxed{=}$ $\boxed{\sqrt{}}$ | 4. |
| 123456789098×145 $= 17901234419210$ | 123456789098 $\boxed{\times}$ 145 $\boxed{=}$ $\boxed{C\cdot CE}$ $(17.9012344192 \times 10^{12} = 17901234419200)$ | -E- 17.9012344192 17.9012344192 |

Errors

When the integer part of a calculation result or any integer in the memory exceeds 12 digits, or other impossible operations are attempted, an error will occur. ("E" will appear on the bottom line.) Press **C·CE** to clear the error. Overflow errors can also be cleared with **C·CE**.

Currency/Unit Conversion

Currency conversion, such as from \$ to £ and from ¥ to \$, can be performed. Unit conversions, such as from cm to inches, are also possible. The following currencies and units in the Organizer are preset at the factory.

| No. | Currency/ Unit | | Conversion rate |
|-----|-------------------|----|--------------------|
| | A | B | |
| 1 | \$ | ¥ | 0 |
| 2 | \$ | £ | 0 |
| 3 | \$ | DM | 0 |
| 4 | inch | cm | 2.54 |
| 5 | oz | g | 28.35 |
| 6 | °F | °C | 5/9(F-32) |

* The rate is the value B when the value of A is 1.

The currency units for nos. 1 through 3 can be changed (see "Setting the Rate" below). Make conversions after setting the rate. The units and conversion rates for nos. 4 through 6 cannot be changed.

1. Setting the Rate

Rates can only be set for item nos. 1 through 3.

Example: Set the rate for \$=¥135 in no. 1.

(Because \$=A and ¥=B, in this case the rate is 135.)

1. Press **CALC/CONV** twice to select the Currency/Unit Conversion mode.

CALC/CONV **CALC/CONV**

2. Press **▼** and **▲** to select the currency conversion rate required.

Pressing **▼** and **▲** increases and decreases the numbers displayed.

(When the unit has already been selected, this operation is not necessary.)

3. Enter the rate.

135 [SHIFT] [RATE SET]

(Up to 12 digits can be entered for the rate.) The rate has now been set. The set rate will remain in effect until a new rate is set.

| | | | |
|-------|----|---|------|
| [1] | \$ | → | ¥ |
| | | | 135. |
| | | | 0. |

2. Changing the Rate and Unit Name

1. Recall the rate to be changed and press [SHIFT] [EDIT]. The cursor flashes.
2. Move the cursor to select the item to be changed.

- Changing the unit name

When the cursor is positioned at the unit name, up to 4 characters each can be entered for A and B. After entry of unit name A, press [▶] to move the cursor to unit name B and enter the name. When setting a new rate, press [▼], otherwise, press [ENTER] to store the entered name.

For item nos. 1 through 3, units other than currencies can also be set.

3. Converting Currency/Unit

To convert the value of A to B, press $\boxed{A \rightarrow B}$. To convert the value of B to A, press $\boxed{A \leftarrow B}$.

Example 1: Convert \$119.8 to ¥.

1. Press $\boxed{\text{CALC/CONV}}$ to select the Currency/Unit Conversion mode.
2. Press $\boxed{\wedge}$ $\boxed{\vee}$ to select the unit.
3. Enter the numeral.

$\boxed{1} \boxed{1} \boxed{9} \boxed{.} \boxed{8}$

4. Make conversion.

$\boxed{A \rightarrow B}$

| | | | |
|-------|----|---|--------|
| [1] | \$ | ► | ¥ |
| | | | 135. |
| | | | 16173. |

The conversion to be made is from A to B, so press $\boxed{A \rightarrow B}$.

Example 2: Convert 30°C to °F.

1. Press **CALC/CONV** to select the Currency/Unit Conversion mode, and **∇** **^** to select the unit.

(The rate display is blank only for this option.)

2. Press ^{ON}**C·CE**.
3. Enter the numeral.

3 **0**

4. Make conversion.

A◀B

The conversion to be made is from B to A,
so press **A◀B**.

| | | | |
|--------------|------------|----------|------------|
| [6] | ° F | ◀ | ° C |
| | | | 86. |

Note: Converted values may be slightly imprecise. Use these conversions only for general estimates.

Power Supply

Battery used: 1 lithium battery (CR2016)

- When to replace the battery:
Replace the battery immediately if the display is hard to read even when viewed straight on. (Also if the battery is exhausted, the alarm or key touch tone may not sound.)
- Replace the battery once a year. (The battery will become exhausted due to clock operation.)
- The original battery was installed in the factory at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

Note: Loss or alteration of stored data may occur if the exhausted battery is used or if the battery is replaced improperly.

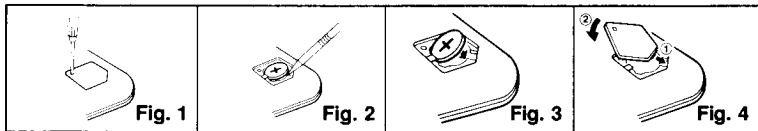
Be sure to keep a written record of all important data.

Data may also be lost or altered if the following are not performed:

- Before replacement, press **OFF** to turn the power off.
- Complete steps 3 and 4 within one minute.
- Install the battery with the plus (⊕) side up.
- Do not press **^{ON}C-CE** until the replacement battery has been installed.

1. Press **OFF** to turn the power off.
2. Remove the screw from the battery cover on the back of the Organizer and remove the battery cover. (Fig. 1)
3. Remove the old battery with a ball-point pen or similar object. (Fig. 2)
4. Install the new battery with the plus (⊕) side up, first hooking it under the tab. (Fig. 3)
5. Replace the battery cover and secure the screw. (Fig. 4)
6. Press **^{ON}C-CE** to turn the power on.

If nothing is displayed, press the **RESET switch** and press **^{ON}C-CE** again.



7. Press **TEL** or **SCHEDULE** to select the mode, and press **✓** to check all data. (Correct or re-enter data if it has been lost or altered.)
8. Set the clock.

If steps 6 to 8 cannot be performed properly, perform the reset operation. (Refer to page 3.) However, this will clear all data.

Precautions

- Keep the battery out of the reach of children.
- A worn battery left in the Organizer may leak and damage the Organizer.
- Explosion risk may be caused by incorrect handling.
- Replace only with the same type of battery.

Automatic Power-Off Function

If no keys are pressed for approximately 7 minutes, the power will automatically turn off to conserve the battery. The memory contents will remain intact. (The actual time may vary depending upon the conditions of use.)

Specifications

| | |
|-------------------------|-----------------------------------------------|
| Model: | EL-6320 |
| Product name: | Electronic Organizer |
| Display: | 3 lines of 12 digits and 2 symbol digits each |
| Memory capacity: | 1820 bytes |
| Clock Mode | |
| Accuracy: | ± 30 seconds/month (at 25°C/77°F) |

Display: Year, month, date, day of the week, hour, minutes, seconds, AM/PM

Clock system: 12-hour/24-hour format (switchable)

Telephone Mode (TEL1 and TEL2)

Entry and recall of names, numbers, and remarks

Schedule Mode

Entry and recall of schedule (year, month, date, hour and minutes), day of the week confirmation, schedule alarm setting and clear

Calculator Mode

Digits: 12

Calculation: Addition, subtraction, multiplication, division, percentage, square root, etc. (with currency/unit conversion function)

Power consumption: 0.003 W

Operating temperature: 0°C–40°C (32°F–104°F)

Power supply: 3V \cdots (DC) (Lithium battery CR2016; 1)

- Battery life:** Approx. 1 year with alarm sounding for 20 seconds, key touch tones 100 times and display on for 30 minutes per day at 25°C (77°F)
- Weight:** 80 g (0.18 lb.) (Including battery and wallet)
- Dimensions:** 113 (W) x 73 (D) x 7.5 (H) mm (4-7/16" (W) x 2-7/8" (D) x 9/32" (H)) (Excluding wallet)
- Accessories:** 1 lithium battery (installed), operation manual

MEMO

SERVICE CENTER ADDRESS

SHARP ELECTRONICS CORPORATION

1300 Naperville Drive
Romeoville, Illinois 60441
(708) 759-8555

To order Supplies or Accessories, contact your local SHARP Dealer/Retailer or contact the SHARP Accessories and Supply Center at 1 (800) 642-2122.

REGIONAL SALES OFFICES AND DISTRIBUTION CENTERS:

| | | |
|----------|-------------------------------------------------------------------|----------------------|
| Eastern: | Sharp Plaza, Mahwah, New Jersey 07430-2135. | Phone: (201)529-8200 |
| Midwest: | 1300 Naperville Drive, Romeoville, Illinois 60441. | Phone: (708)759-8555 |
| Western: | Sharp Plaza 20600 South Alameda Street, Carson, California 90810. | Phone: (310)637-9488 |

EL-6320
LIMITED WARRANTY

Sharp Electronics Corporation warrants this product to the first consumer purchaser to be free from defective materials and workmanship. Under this warranty the product will be repaired or replaced, at our option, without charge for parts or labor, with the exception of batteries, when returned to a SHARP CONSUMER FACTORY SERVICE CENTER listed in the instruction booklet supplied with your unit.

This warranty does not apply to any appearance items nor to any product whose exterior has been damaged or defaced, nor to any product subjected to misuse, abnormal service or handling, nor to any products altered or repaired by other than a SHARP CONSUMER FACTORY SERVICE CENTER. This warranty does not apply to any product purchased outside the United States, its territories, or possessions.

The period of this warranty covers one (1) year on parts and one (1) year on labor including the solar cell from date of purchase.

This warranty entitles the first consumer purchaser to have the warranted parts and labor rendered at no cost for the period of the warranty described above when the unit is carried or shipped, prepaid, to a SHARP CONSUMER FACTORY SERVICE CENTER together with proof of purchase.

THIS SHALL BE THE EXCLUSIVE WRITTEN WARRANTY OF THE FIRST CONSUMER PURCHASER AND NEITHER THIS WARRANTY NOR ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, SHALL EXTEND BEYOND THE PERIOD OF THE TIME LISTED ABOVE. IN NO EVENT SHALL SHARP BE LIABLE FOR CONSEQUENTIAL ECONOMIC DAMAGE OR CONSEQUENTIAL DAMAGE TO PROPERTY. SOME STATES DO NOT ALLOW A LIMITATION ON HOW LONG AN IMPLIED WARRANTY LASTS OR AN EXCLUSION OF CONSEQUENTIAL DAMAGE, SO THE ABOVE LIMITATION AND EXCLUSION MAY NOT APPLY TO YOU. IN ADDITION, THIS WARRANTY GIVES SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

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