

SHARP®

ELECTRONIC ORGANIZER

OPERATION MANUAL



EL-6520

ENGLISH E1

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.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.

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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. Press the RESET switch twice.
"RESET OK ?" is displayed.
2. Press 2nd ENTER.
3. The Organizer is now initialized. Press CLOCK and set the date and time of the clock. (Refer to page E6.)



Press the RESET switch with a ball-point pen or similar object.

Do not use an object with a breakable or sharp tip.

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) will respond. If this happens, press the **RESET** switch and any key other than 2nd ENTER. If an internal error occurs, "**DATA PROBLEM**" and "**PRESS RESET**" are displayed alternately. Clear all memory by performing steps 1 and 2 above.

Auto Power Off Function

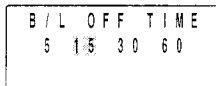
When none of the keys have been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press ON to resume operation.

Backlight

The Organizer provides a built-in Backlight, which allows you to view the display and use the Organizer even in low-light conditions. Pressing **BACKLIGHT** once illuminates the display for as long as you continue to use the Organizer, until you have not typed any key for 15 seconds. You can change this interval as follows:

1. Press 2nd **BACKLIGHT**.

2. Press **▶** or **◀** to change interval (5 - 60 seconds).



3. Press **ENTER**.

- To turn the Backlight off, press **BACKLIGHT** again.
- The Backlight may remain on for less than the set interval or it may not function if the battery level is very low.

★ Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce the life of your batteries.
- Do not continue using the Organizer after it has automatically turned itself off while the backlight was being used. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.
- Continuous use of the Backlight will, over time, lead to gradual loss of brightness.

If the Backlight is on for 10 minutes per day (for example 15 seconds 40 times a day), the brightness will be reduced by half after 10* years (at an ambient temperature of 20°C and 65% humidity).

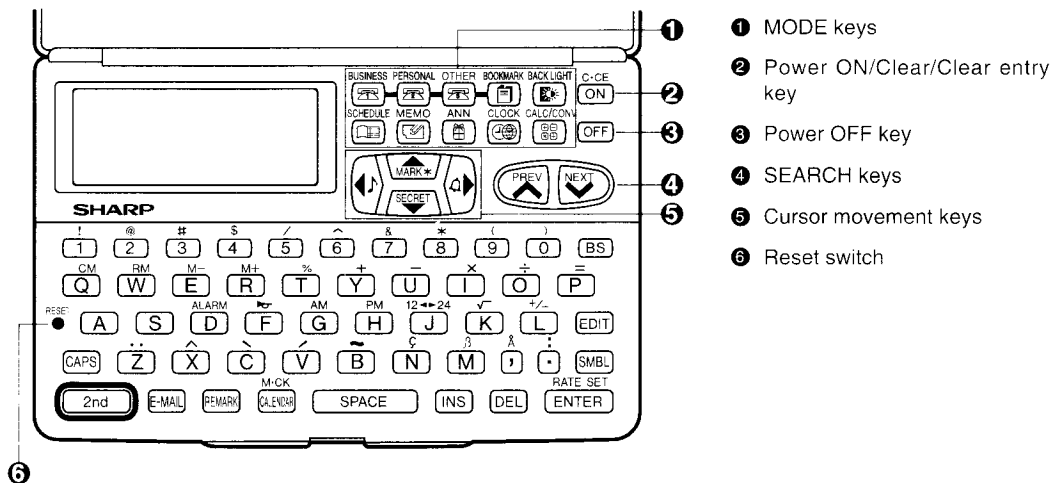
* This figure may vary depending on the surrounding environment.

Turning the Key Touch Tone On and Off

The key touch tone is turned on and off by pressing 2nd **♪**.

When the tone is turned on, " **♪** " will be displayed when in Calculator mode only.

Part Names



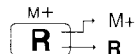
In this manual the keys are represented by symbols, for example:

SCHEDULE



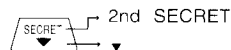
→ SCHEDULE

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



Indicates the memory plus key.

Indicates the alphabetic **R** key.



Indicates the secret key.

Indicates the cursor down key.

Display Symbols

▶ : Secret listings can be accessed.

4 : The schedule alarm will sound.

⌚ : The daily alarm will sound.

AM : The displayed time is in the morning.

PM : The displayed time is in the afternoon.

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

E-man : Indicates that the E-mail address is displayed on the top line.

R : Indicates that the remark is displayed on the top line.

★ : Indicates that the recalled listing is the Bookmark listing.

📅 : Anniversary reminder function is in effect.

← : 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.

2nd : Indicates that **2nd** has been pressed. The function or character represented on the blue parts of the keypad can be used next.

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

Entering Characters

1. Moving the Cursor

The cursor (**_** or **■**) can be moved by pressing **→**, **←**, **↑**, or **↓**.

• Hold down **→**, **←**, **↑**, or **↓** for rapid movement.

2. Entering Characters

(1) Entering Letters and Numbers

The cursor (**_** or **■**) indicates the position to enter a character or number. Enter letters or numbers by pressing the desired letter or number keys. After initializing the Organizer, the default setting for entering letters will be capital (uppercase) letters. In this manual, operating examples are described with the setting of "CAPS" on.


To enter "A", press **2nd** " " "A". To enter "é", press **CAPS** to turn "CAPS" off and press **2nd** " " "E". To enter "ç" ("ß", "À", or ":",), press **2nd** "ç" ("ß". À. or ":",).

(2) Entering symbols

1. Press **SMBL**. As **SMBL** is repeatedly pressed, the displayed symbol changes in the following order (19 symbols):

@ → / → _ → ^ → ~ → ' → & → ! → ? → (→) → →
→ ← → # → * → \$ → £ → ¥ → ° → @ ...

• To change the displayed symbol in the reverse order, press **2nd** **SMBL**.

2. To enter symbols consecutively, enter a symbol and press  to move the cursor to the right of the symbol, and then enter the next symbol.

You can enter each of the ten symbols above the numeric keys by pressing **2nd** and each numeric key below the ten symbols.







(3) Entering periods (.), Commas (,), Spaces (), or Hyphens (-).

Press **.**, **,**, **SPACE**, or **2nd -**, respectively.

3. Making Corrections

Move the cursor to the number or letter to be corrected. Enter the correct number or letter to replace the previous one.

(1) Cursor

The cursor ( or ) indicates the position to enter a character or number. Move the cursor with , , , or .

(2) Inserting characters

Each time **INS** is pressed, a space is inserted at the cursor position to allow you to enter a character.

(3) Deleting characters

Press **DEL** to delete the character at the cursor position.

Press **BS** to delete the character to the left of the cursor.

Clock Mode

The Organizer has both Home and World clocks.

1. Setting the Home Clock

(1) Setting and changing the Home city

Set your local city as the Home city by selecting its zone number.

Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

The names and zone numbers of 27 cities are stored in the Organizer's memory. (Refer to page E9.)

1. Press **CLOCK** to display the Home clock.

- The default Home city after initializing the Organizer is New York.

NEW YORK
1998 - 1 - 1
0 : 02 20

2. Press **EDIT** to enter the edit mode.

- "18" on the display indicates the time zone.

3. Press **◀** or **▶** to display the desired city name from the cities stored in the Organizer.

4. Press **ENTER** to set the Home city.

- Some city names are abbreviated on the display as follows:

HONG KONG	HONGKONG
NEW DELHI	DELHI
RIO DE JANEIRO	RIO
LOS ANGELES	L.A.
ANCHORAGE	ANC.

- For zone numbers 0, 14, and 15, the city name display is blank.

(2) Setting the Clock

Example:

Set the date and time to February 8, 1998, 10:05 PM:

1. Press **CLOCK** (**⏰**) to display the Home clock. The display switches between Home and World clocks, each time **CLOCK** is pressed.

2. Press **EDIT** .
The cursor starts to flash.

NEW YORK	18
1998 - 1 - 1	
0 : 03 20	

3. Press **12** **↔** **24** to select the 12-hour or 24-hour clock.

The display switches between 12-hour and 24-hour, each time **12** **↔** **24** is pressed. **AM** or **PM** is displayed for the 12-hour clock. For this example, set the 12-hour clock.

4. Enter the hour and minutes.

PM 1005 (For the 24-hour clock, press **2205**.)
(Enter two digits each for both hour and minutes.)
Seconds are reset to 00.

5. Enter the year, month, and day.

19980208

Use ► to skip entering a number that does not need to change.

6. Press **ENTER**. The clock begins to count the seconds.

- The built-in calendar extends from January 1, 1901, to December 31, 2098.
- If an invalid year, month, day, or time is entered, "■■■ ERROR !■■■" will be displayed momentarily when **ENTER** is pressed. Enter the proper value and press **ENTER** again.
- When the time is set on the 12-hour basis, noon and midnight changes are displayed as below.

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

2. Using the World Clock

The time anywhere in the world can be checked by selecting its zone number.

The default city for the World time is London.

(1) Displaying the World clock.

Press **CLOCK** (**CLOCK**).

Each time you press

CLOCK, the clock will alternate between the home and world clocks.

"[5:00]" indicates the time difference from the Home city.

LONDON			
2	-	9	3 : 06 ^{AM}
[5 : 00]

(2) Changing the city for the World clock.

Once a city is set for the World clock, the time in that city will be displayed whenever World clock is selected.

1. Press **CLOCK** (**CLOCK**) to display the World clock.
2. Press **EDIT** to enter the edit mode.
3. Follow the procedure for "(1) Setting and changing the Home city" (from step 3) on page E6.

3. Checking the Date and Time

Press **CLOCK** (**CLOCK**) to check the date and time in the Home or World clock. Whenever you press **CALENDAR**, the day of the week is displayed.

NEW YORK SUN			
1998	-	2	- 8
10	:	07	30 ^{PM}

(Home clock)

1998		MON
2	-	9 3 : 07 ^{AM}
[5 : 00

(World clock)

4. Changing the Time

If you want to change the current date and time, follow the procedure under "(2) Setting the clock" mentioned above (page 6). Skip step 4 and press ▲ if you do not want to change the time. Skip step 5 if you do not want to change the date.

5. Registering a city name not found in the list

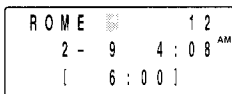
If you want to set the city for the World clock to Rome, for example (Rome is in zone number 12, but is not included in the city list):

1. Press **CLOCK** (**CLOCK**) to display the World clock.

- Press **EDIT** to enter the edit mode.
The cursor flashes on the city name line.
- Press **↵** or **↵** to set the zone number to 12.
(Initially the city is Paris.)

- Enter the city name (up to 8 characters).

ROME **SPACE**



- Press **ENTER** to store the new name.
 - To register a city name for the Home clock, first display the Home clock then **EDIT**, followed by **▲ ▲** to move the cursor to the city name line.
 - Only one changed city name can be stored in each of the Home and World clocks.
 - Each changed name is stored until you change the zone number next time.

6. Setting daylight saving time/summer time

If DST (daylight saving time/summer time) is used, the local time is advanced one hour during the summer. Both the Home clock and World clock can be set for DST as follows:

(1) Home clock

- Press **CLOCK** (**CLOCK**) to display the Home clock.
- Press **EDIT** to enter the edit mode.
- Enter the correct daylight saving time/summer time.
- Press **2nd ENTER** to set the time as DST.
A " " appears on the display and DST is now set.

- To clear DST, follow the procedure mentioned directly above, enter the correct time in step 3, and press **2nd ENTER**. The " " disappears and DST is now cleared.

(2) World clock

- Press **CLOCK** (**CLOCK**) to display the World clock.
- Press **EDIT**, then **2nd ENTER**.
A " " appears on the display and DST is now set. Setting DST in the World clock automatically sets the time one hour ahead.
 - To clear DST, follow the procedure mentioned directly above. The " " disappears and DST is now cleared.
 - When DST is set for one World city, it is used for all cities displayed in the World clock.
 - DST can be set independently in either the Home or the World clock. For example, if DST is set for the Home clock, it does not have to be set for the World clock.

7. Daily Alarm

When the time clock reaches the alarm time, it beeps for one minute. Press either **CLOCK**, **ALARM**, **C•CE**, or **OFF** to turn the alarm off.

(1) Setting and changing the daily alarm time

- Press **CLOCK** **ALARM** (or **2nd ALARM**) to display the daily alarm screen.
- Press **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 Home and World clocks.

(2) Turning the daily alarm on and off

The daily alarm will sound when " " is displayed.

" " is displayed or cleared each time  is pressed while the daily alarm screen is displayed.

- You can display or clear " " by pressing 2nd  when the other screen is displayed.

Names and Zone Numbers of the Cities in the Clock

Zone number	City	Zone number	City
1	AUCKLAND	10	MOSCOW
2	NOUMEA	11	CAIRO
3	SYDNEY	12	PARIS
3.3	ADELAIDE	13	LONDON
4	TOKYO	16	RIO DE JANEIRO
5	HONG KONG	17	CARACAS
6	BANGKOK	18	NEW YORK
6.3	YANGON	19	CHICAGO
7	DHAKA	20	DENVER
7.3	NEW DELHI	21	LOS ANGELES
8	KARACHI	22	ANCHORAGE
8.3	KABUL	23	HONOLULU
9	DUBAI	24	MIDWAY
9.3	TEHRAN		

Telephone Mode

Telephone mode is divided into three files (BUSINESS, PERSONAL, and OTHER). Press **BUSINESS** ,

PERSONAL , or **OTHER** to select a telephone file.

In Telephone mode, a listing consists of four entries: name, number, E-mail address, and remark. The maximum number and type of characters that can be entered for each entry are as follows.

Display	No. of characters	Types of characters
<p>Name entry</p> <p>N A M E ?</p>	36 characters	Letters, symbols, periods, commas, colons, numbers, hyphens, spaces
<p>Number entry</p> <p>N U M B E R ?</p> <p>-</p>	60 digits (5 lines)	Numbers, hyphens, spaces, colons, F, H, C
<p>E-mail address entry</p> <p>E - M A I L ?</p>	48 characters	Letters, symbols, periods, commas, colons, numbers, hyphens, spaces
<p>Remark entry</p> <p>R E M A R K ?</p>	36 characters	

1. Storing Telephone Listings

Example:

Enter the following data: "Edwards Robert" for name, "201-265-5600" and "F 265-1234" for number, "edwards@abcd.efg.co" for E-mail address, and "ABC co." for remark.

1. Press **BUSINESS** to display the Telephone entry prompt.

2. Enter the name.

E CAPS DWARDS

SPACE: CAPS R

CAPS O BERT

" a r d s R o b e r t _

3. Press **ENTER** (or **▼**).

The cursor moves to the number entry.

4. Enter the phone number.

201-265-5600F

SPACE SPACE SPACE

265-1234

2 0 1 - 2 6 5 - 5 6 0 0 *
F 2 6 5 - 1 2 3 4

- Press **U** to enter a hyphen "-".
- Fax, Home, or Cellular numbers can be distinguished by entering "F", "H", or "C" (capital letters only).
- To make listings more easily read, insert additional spaces as described above.
- When a number has less than 12 digits, press **▼** to move to the next line.

5. Press **ENTER**, then enter the E-mail address.

EDWARDS SMBL

ABCD.EFG.CO

" a b c d . e f g . c o _

6. Press **ENTER** , then enter the remark.

CAPS ABC SPACE

CAPS CO.

R A B C C O .

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.

- To enter a telephone listing for the next person, continue to enter in the same manner.
- To skip entering the number, E-mail address, or remark, press **ENTER** when "NUMBER ?", "E-MAIL ?", or "REMARK ?" is displayed. However, the name entry can not be skipped.
- If the memory is full , "MEMORY FULL" will be displayed and the telephone listing cannot be stored. If this happens, press **⏏** to clear the error message.

2. Recalling Telephone Listings

Regardless of the entry order, listings in the Telephone mode are stored internally according to the first character of the person's name in the following order:

Space(.), #, \$, %, apostrophe('), (,), *, comma(,), hyphen(-), period(.), /, numbers(0 to 9), colon(:), ?, @, A, a, Å, å, Ä, ä, Å, å, Ä, ä, A, a, B, b, C, c, Ç, ç, D, d, E, e, È, é, Ê, ê, Ë, ë, F, f, G, g, H, h, I, i, J, j, K, k, L, l, M, m, N, n, Ñ, ñ, O, o, Ö, ö, Ø, ø, Ô, ô, Õ, õ, P, p, Q, q, R, r, S, s, B, T, U, u, Ü, ü, Û, û, V, v, W, w, X, x, Y, y, Z, z, underline(_), $\sqrt{\quad}$, $\frac{\quad}{\quad}$, \leftarrow .

There are 6 ways to recall telephone listings:

- (1) Sequential search
- (2) Direct search
- (3) E-mail search
- (4) Remark search
- (5) Keyword search
- (6) Bookmark search

(1) Sequential search

Recall listings in order. Press **1** or **2**.

Hold down either of these keys for rapid recall.

- : Recalls listings in forward order.

r: Recalls listings in reverse order.

- After recalling a listing, press **E-MAIL** (or **REMARK**), so you can check the E-mail address (or the remark). An "E-mail" (or "R") indicates that the E-mail address (or remark) is displayed on the top line.
- When an E-mail address (or a remark) is displayed, press **E-MAIL** (or **REMARK**), so you can check the person's name.
- When the symbol: \rightarrow , \leftarrow , \downarrow , or \uparrow is displayed, more information exists. Pressing \rightarrow or \leftarrow scrolls the name 12 characters left or right, and pressing \downarrow or \uparrow scrolls up or down one line.
- When there are no more listings to be recalled, "■NOT FOUND!■" is displayed momentarily and the display returns to the Telephone entry prompt.
- Before recalling listings, press **C** **CE** **E-MAIL** (or **REMARK**), so you can search the listings displaying E-mail addresses (or remarks).

(2) Direct search

Recall listings by the first character(s) of the name.

1. Press **C•CE**.
 2. Enter the first character(s) of the desired name.
 3. Press **↵** (or **↵**).
- Subsequent listings with the same first character(s) will be displayed by pressing **↵** (or **↵**).

(3) E-mail search

Recall listings by the E-mail address.

1. Press **C•CE E-MAIL**.
 2. Enter the first character(s) of the desired E-mail address.
 3. Press **↵** (or **↵**).
- Subsequently, press **↵** (or **↵**) to perform the E-mail search.

(4) Remark search

1. Press **C•CE REMARK**.
 2. Enter the first character(s) of the desired remark.
 3. Press **↵** (or **↵**).
- Subsequently, press **↵** (or **↵**) to perform the remark search.

(5) Keyword search

Recall listings by a word contained in the desired listing.

Example:

Recall listings containing the word "ROB" in the BUSINESS file.

1. Press **BUSINESS** to display the BUSINESS file.
2. Press **C•CE**.
3. Enter the word.
ROB

4. Press **2nd ↵**.

Each time **2nd ↵** are pressed, subsequent listings containing the word "ROB" will be displayed.

E	d	w	a	r	d	s	R	o	b	*
2	0	1	-	2	6	5	-	5	6	0
F				2	6	5	-	1	2	3

- ★ In (2) to (5) if no appropriate listing is in memory, "■ NOT FOUND!■" will be displayed and the display returns to the entry prompt.
- In (2) to (5), these searches are not case sensitive.

(6) Bookmark search

Recall listings with Bookmarks only. You can store up to 10 Bookmark listings that can be quickly recalled.

To store:

1. Recall the listing using any method described above.
 2. Press **2nd BOOKMARK**.
- "★" appears on the display and the listing is stored as a Bookmark listing. "★" displayed or cleared each time **2nd BOOKMARK** is pressed.

- Up to 10 Bookmark listings (3 files in all) can be stored. When "FILE IS FULL" is displayed momentarily, 10 Bookmark listings have been already stored in memory.

To search:

1. Press **BOOKMARK** .
The Bookmark listing with "★" will be recalled.
 2. Press **↶** (or **↷**) to recall the desired Bookmark listing.
After displaying the last (first) listing, the first (last) listing can be recalled.
- The Bookmark listings can be recalled in every mode. After checking the Bookmark listing, press **C•CE** to display the previous mode.
 - When there is no Bookmark listing in memory, "■NOT FOUND!■" will be displayed momentarily.
 - When several seconds are necessary to search the next Bookmark listing, "SEARCHING..." will be displayed.
 - When the Secret is on, you cannot recall secret Bookmark listings. ("SECRET DATA" will be displayed.)
 - Bookmark listings are stored in the following order: BUSINESS → PERSONAL → OTHER. In each file the Bookmark listings are stored in the order described on page E11.

3. Editing Telephone Listings

(1) Editing during an entry

1. Press **▶**, **◀**, **▼**, or **▲** to move the cursor to the character to be edited.
2. Enter the correct character.
3. Press **ENTER** .

- To insert a character, press **INS** to insert a space at the cursor position, then enter a character. To delete a character, press **DEL** to delete a character at the cursor position, or press **BS** to delete the character to the left of the cursor.
- To edit a name or number when the cursor is in the E-mail address (or remark), press **E-MAIL** (or **REMARK**) to display the name or number contents and move the cursor.
- To clear all characters on the current display, press **C•CE** .

(2) Editing stored listings

1. Recall the listing to be edited.
2. Press **EDIT** to enter the edit mode. The cursor flashes.
3. Edit the listing using the same procedure as in (1) above.
 - To correct an E-mail address (or a remark), press **E-MAIL** (or **REMARK**) to display the E-mail address (or the remark).
4. Press **ENTER** .
 - Pressing **2nd ENTER** creates a new listing without erasing the previously stored listing.
This operation is useful when you enter a new listing whose contents are the same as or similar to the previously stored listing.

4. Deleting Telephone Listings

(1) Deleting one telephone listing

1. Recall the listing to be deleted.

2. Press DEL .

"DELETE OK ?" will appear.

3. Press ENTER to delete the currently displayed telephone listing.

- To cancel the deletion operation, press C•CE .

(2) Deleting all of the listings in the BUSINESS, PERSONAL, or OTHER file.

Any one of these files can be deleted separately. Refer to

"1. Deleting all of the data in each mode" on page E27.

Schedule Mode

Schedule mode is used for storing schedule information (year, month, day, hour, minute, and schedule details) in 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, day, hour, and minute.

Letters, symbols, periods, commas, colons, numbers, hyphens, and spaces can be entered in the item entry. Numbers and spaces only can be entered in the date entry.

1. Storing Schedule Listings

Example:

Enter the following data:

Grp. Meeting from 2:30 PM to 4:30 PM on March 6, 1998

1. Press **SCHEDULE** to display the Schedule entry prompt.

```

1998
00-00 00:00
-00-00 00:00
  
```

2. Press **▲** to move the cursor to the top line of the display, then enter the year (4 digits).

- To store a schedule listing in the current year, this step can be omitted. Schedules can be stored for the following years: 1901 to 2098.

3. Enter the starting date and time on the second line.

0306 PM 0230

(For the 24-hour clock, press **03061430**)

The cursor will move to the third line.

- You cannot skip entering starting date. You can skip entering starting time by pressing **▼**.
- The month, day, hour, and minute should each consist of 2 digits.
- 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 Clock mode.

4. Enter the ending date and time.

0306 PM 0430

(For the 24-hour clock, press **03061630**)

After entering the minute, "DESCRIPTION?" is displayed.

- To skip the ending time, press **▼** to display the "DESCRIPTION?" prompt.

5. Enter the schedule item on the top line.

G CAPS RP. CAPS M CAPS EETING

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

```

Grp. Meeting
03-06 02:30 PM
-03-06 04:30 PM
  
```

6. Press **ENTER** to store in memory.

- If an attempt is made to store an invalid date or time, "■■■ ERROR!■■■" is displayed. Enter the correct date and time, then press **ENTER**.
- If the memory is full, "MEMORY FULL" will be displayed and the schedule listing cannot be stored. If this happens, press **C•CE** to clear the error message.

2. Recalling Schedule Listings

The entered listings will automatically be stored in chronological order based on the data on the starting time. There are 4 ways to recall schedule listing:

- (1) Sequential search
- (2) Direct search
- (3) Keyword search
- (4) Date search

(1) Sequential search

Recall listings in order. Press Δ (or ∇) to recall listings in forward (or reverse) order.

Hold down Δ (or ∇) for rapid recall.

- Entries with the same starting and ending dates are displayed without the ending date.
- Press SCHEDULE Δ (or ∇) to recall today's schedule. If there is no listing for today, the next listing set for the future (or the past) will be displayed.
- When there are no more listings to be recalled, "■NOT FOUND!■" is displayed momentarily and the display returns to the Schedule entry prompt.

(2) Direct search

Recall listings by the first character(s) of the item. Press C•CE ∇ ∇ to display the "DESCRIPTION?" prompt, then enter the first character(s) of the desired schedule item and then press Δ (or ∇).

- Subsequent listings with the same first character(s) will be displayed by pressing Δ (or ∇).

(3) Keyword search

Recall listings by a word contained in the item. Press C•CE ∇ ∇ to display the "DESCRIPTION?" prompt, then enter a keyword that is contained in the desired schedule item and then press 2nd Δ (or 2nd ∇).

- Subsequent listings with the same keyword will be displayed by pressing 2nd ∇ (or 2nd Δ).

(4) Date search

Recall listings by the date. Press C•CE , then enter the date and then press Δ (or ∇).

- ★ If no appropriate listing is found in memory after a direct search, a keyword search, or a date search,

"■NOT FOUND!■" is displayed momentarily and the display returns to the Schedule entry prompt. Direct and keyword searches are not case sensitive.

3. Editing Schedule Listings

Editing is performed following the same procedure used for Telephone mode (page E13).

- To correct the year, recall the desired schedule listing and press Δ while editing.

4. Checking the Day of the Week

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

(1) Checking the day of the week from the listing

Recall the desired listing, then press CALENDAR . The year and the day of the week is displayed on the top line.

1998	FRI
03-06	02:30 PM
	- 04:30 PM

(2) Checking the day of the week not using the listings

Enter the desired month and day on the second line (the starting time), then press and hold **CALENDAR**. While pressing **CALENDAR**, the day of the week will be displayed.

- To check in a different year, press **▲** and enter the year followed by the month and day.

5. Alarms for Schedule Mode

Schedule mode has the following two alarms:

Advance alarm

Slow beeping sounds for 20 seconds, ten minutes before the designated schedule listing.

Schedule alarm

Rapid beeping sounds 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 the "⏰" is on the display.

Press **2nd** **⏰** to turn the "⏰" on and off.

- When the "⏰" is turned on, alarms will sound for all listings with that starting time. You cannot classify or declassify each listing.
- Press either **CLOCK**, **ALARM**, **C•CE**, or **OFF** to turn off the alarm sound.
- After the advance alarm has been stopped manually, the schedule alarm will not sound.

6. Deleting Schedule Listings

(1) Deleting one schedule listing

1. Recall the listing to be deleted.
2. Press **DEL**.
"DELETE OK ?" will appear.
3. Press **ENTER** to delete the currently displayed schedule listing.
 - To cancel the deletion operation, press **C•CE**.

(2) Deleting all of the listings in Schedule mode

Refer to "1. Deleting all of the data in each mode" on page E27.

Anniversary Mode

You can store anniversaries, such as birthdays, so that you can recall these important dates easily.

Once a date is stored as an anniversary, the date will be an anniversary for every year from 1901 to 2098.

You can enter up to 36 characters as the label.

1. Entering Anniversaries

Example:

Enter the following data:

Nancy's Birthday on February 12th.

1. Press **ANN**.

```
ANN DATE ?
00-00
```

2. Enter the month and day.

0212

"DESCRIPTION?" is displayed.

3. Enter the label of the anniversary.

N CAPS **ANCY** SMBL SMBL SMBL SMBL
SMBL SMBL **S** SPACE CAPS **B** CAPS **IRTHDAY**

```
* s Birthday _
02-12
```

4. Press **ENTER** to store in memory.

- If the memory is full, "MEMORY FULL" will be displayed and the anniversary cannot be stored. If this happens, press **C•CE** to clear the error message.

2. Recalling Anniversaries

(1) Sequential search

Press **▽** (or **△**). Hold down either of these keys for rapid recall.

▽: Recalls listings in forward order.

△: Recalls listings in reverse order.

Recall "Nancy's Birthday" (assuming today's date is February 7, 1998).

1. Press **ANN**.

2. Press **▽**.

When the anniversary is within the next seven days, broken lines as shown will appear on the third line, so that you can note the approaching anniversary.

```
Nancy's Birt
02-12
---0---0---
Current date | February
              | 12
              | Sunday
```

- To check the day of the week of the anniversary in the current year, press **CALENDAR**. (In this case, Thursday.) The year and day of the week appear on the top line. Press **CALENDAR** again and the display returns to the previous one.

(2) Direct search

Press **C•CE** **▲** to display the "DESCRIPTION?" prompt, then enter the first character(s) of a label for the desired anniversary and then press **▽** (or **△**).

(3) Keyword search

Press **C•CE** **▲** to display the "DESCRIPTION?" prompt, then enter a keyword that is contained in the label of the desired anniversary and then press **2nd** **▽** (or **2nd** **△**).

(4) Date search

Press **C•CE**, then enter the date and then press **↵** (or **↵**).

- ★ If no appropriate listing is found in memory after a direct search, a keyword search, or a date search, "■NOT FOUND!■" is displayed momentarily and the display returns to the Anniversary entry prompt. Direct and keyword searches are not case sensitive.

3. Editing Anniversaries

Editing is performed following the same procedures used for the Telephone mode (page E13).

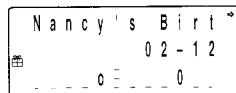
4. Anniversary Reminder Function

When "📅" is turned on, this function is in effect. When "📅" is turned off, this function is not in effect. Press **2nd** **ANN** to turn "📅" on and off.

When the Organizer is turned on, this function displays the first anniversary with a beep within the next seven days from the current date, if one exists. Pressing **↵** displays the anniversaries one by one if there are any more within the next seven days. They can be scrolled back by pressing **←**.

After checking the anniversaries, press **C•CE** or any mode key to use the Organizer.

- When February 29th is entered as an anniversary, the reminder function will work even though it is not a leap year, but no broken line will appear on the third line.



5. Deleting Anniversaries

(1) Deleting one anniversary

1. Recall the anniversary to be deleted.
 2. Press **DEL**.
"DELETE OK ?" will appear.
 3. Press **ENTER** to delete the currently displayed anniversary.
- To cancel the deletion operation, press **C•CE**.

(2) Deleting all of the anniversaries

Refer to "1. Deleting all of the data in each mode" on page E27.

Memo Mode

You can conveniently store notes or other bits of information not appropriate for Schedule or other modes.

You can enter up to 36 characters in the dot matrix part and 60 characters in the number part. The characters that can be used in each part are the same as in Telephone mode.

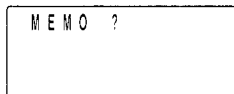
1. Storing Memo listings

Example:

Enter the following data:

UNION BANK Chicago 272-0011223 26251

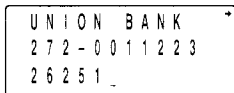
1. Press **MEMO** to display the Memo entry prompt.



MEMO ?

2. Enter the data.

UNION SPACE **BANK** SPACE SPACE **C** CAPS
HICAGO
▼ **272-0011223**
▼ **26251**



UNION BANK
HICAGO
272-0011223
26251

- To make listings more easily read, insert additional spaces as described above.
- Press ▼ to move the cursor to the next line.
- 3. Press **ENTER**.
- If the memory is full, "MEMORY FULL" will be displayed and the memo listing cannot be stored. If this happens, press **C•CE** to clear the error message.

2. Recalling Memo Listings

(1) Sequential search

Press **◀** (or **▶**) to recall listings in the order (or reverse order) of entry.

Hold down **◀** (or **▶**) for rapid recall.

- When there are no more Memo listings to be recalled, "■ NOT FOUND! ■" will be displayed momentarily and the display returns to the Memo entry prompt.

(2) Direct search

Press **C•CE**, then enter the first letter(s) of the desired memo listing and then press **◀** (or **▶**).

- Subsequent listings with the same first character(s) will be displayed by pressing **◀** (or **▶**).

(3) Keyword search

Press **C•CE**, then enter a keyword that is contained in the desired memo listing and then press **2nd F7** (or **2nd F8**).

- ★ If no appropriate listing is found in the memory after a direct search or a keyword search, "■ NOT FOUND! ■" is displayed momentarily and the display returns to the Memo entry prompt. Direct and keyword searches are not case sensitive.

3. Editing Memo Listings

Refer to page E13 for editing. (The same procedure is used for editing Telephone listings.)

4. Deleting Memo Listings

(1) Deleting one memo listing

1. Recall the listing to be deleted.
 2. Press **DEL** .
"DELETE OK ?" will appear.
 3. Press **ENTER** to delete the currently displayed memo listing.
- To cancel the deletion operation, press **C•CE** .

(2) Deleting all of the memo listings in the Memo mode

Refer to "1. Deleting all of the data in each mode" on page E27.

Secret Function

1. Password Registration

Up to 7 characters can be registered for the password. Spaces are valid only if they are followed by other characters.

If you forget the password, it will be necessary to clear the password and all secret listings from the memory (see page E27). As a safeguard, make a written record of the password.

Example:

Register the password "1234567".

1. Press **BUSINESS** to select Telephone mode.
 - You can also press **PERSONAL**, **OTHER**, **SCHEDULE**, **ANN**, or **MEMO** to register a password. (Only one password is valid for all modes described above.)
2. Press 2nd **SECRET**.
3. Enter the password.
1234567 **ENTER**

SET PASSWORD

"**■**" 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 E24 or E27.
- 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 recalled). When the Secret function is on, "**■**" is cleared even after the password is registered (secret listings cannot be recalled).

(1) Turning the Secret function on

1. Press 2nd **SECRET** in Telephone, Schedule, Anniversary, or Memo mode.
The password will be displayed.
2. Press **ENTER**.

The secret function is now on and secret listings cannot be recalled. "**■**" is cleared and the display returns to the entry prompt.

- Even if the above procedure is not performed, the Secret function will automatically be turned on, after manual or auto power off.

(2) Turning the Secret function off

1. Press 2nd **SECRET** in Telephone, Schedule, Anniversary, or Memo mode.

P A S S W O R D ?

2. Enter the password and press **ENTER**.
Enter "1234567" in this case.

The Secret function is now off and secret listings can be recalled. "**■**" is displayed and the display returns to the entry prompt.

- If the incorrect password is entered, "■PW. ERROR!■" will be displayed. If this happens, press **C•CE** to clear the error message.
- Even after the Secret function is turned off, the Secret function will automatically be turned on after manual or auto power off.

3. Designating Listings as Secret

A "*" next to a listing indicates it is secret. Secret listings cannot be recalled unless the Secret function is off and "■" is displayed.

(1) Storing listings as secret

Press **2nd MARK *** to display the "*" during the entry procedure and store the listing.

(2) Designating stored listings as secret

Example:

Designate the listing for "Edwards Robert" as secret.

1. Recall the listing.

E	d	w	a	r	d	s		R	o	b	e	*
2	0	1	-	2	6	5	-	5	6	0	0	
F				2	6	5	-	1	2	3	4	

2. Press **EDIT** .
The cursor flashes.
3. Press **2nd MARK *** .
"*" is displayed.

E	d	w	a	r	d	s		R	o	b	e	*
2	0	1	-	2	6	5	-	5	6	0	0	
*F				2	6	5	-	1	2	3	4	

4. Press **ENTER** .
The listing for Edwards Robert is now designated as secret.

4. Changing Secret Listings to Non-Secret

1. Turn the Secret function off. (Refer to page E22.)
"■" is displayed.
2. Recall the desired secret listing.
3. Press **EDIT** .
The cursor flashes.
4. Press **2nd MARK *** .
"*" is cleared.
5. Press **ENTER** .
The secret listing is now changed to non-secret.

5. Recalling (and Editing) Secret Listings

To recall (and edit) secret listings, the Secret function must first be off.

1. Turn the Secret function off. (Refer to page E22.)
"■" is displayed.
2. Recall (and edit) the listings using the same procedure as for non-secret listings.

- During recall, a "*" next to a listing indicates it is secret.
- To recall the secret listings only:

1. Turn the Secret function off. (Refer to page E22.)
"■" is displayed.
2. Enter the desired mode.
The entry prompt is displayed.
3. Press **2nd MARK *** .
"*" is displayed.
4. Press **↓** (or **↑**).

The secret listings only are sequentially recalled.

6. Changing the password

1. Turn the Secret function off. (Refer to page E22.)
"■" is displayed.
2. Press **C•CE** 2nd **SECRET** .
The password is displayed.
3. Press **EDIT** .
The first character of the password flashes.
4. Enter a new password and press **ENTER** .
The new password is now registered.

Memory Storage

Checking Memory Storage

- Press **BUSINESS** .
 - You can also press **PERSONAL** , **OTHER** , **SCHEDULE** , **ANN** , or **MEMO** to check memory storage.
- Press **2nd M•CK** .
The numbers of bytes in use and remaining are displayed.
- Press **M•CK** .
The numbers of listings stored in **BUSINESS** and **PERSONAL** files are displayed.
- Press **M•CK** .
The number of listings in **OTHER** file and the number of stored memo listings are displayed.
- Press **M•CK** .
The numbers of stored schedule and anniversary listings are displayed.
- Press **C•CE** to return to the entry prompt.

BUSI	PER
32	18

The Organizer can store up to 10904 bytes in memory (excluding memories for calculator and currency/unit conversion mode). Each listing requires a memory capacity as follows:

- One listing consists of (A) memory for characters (dot matrix part of the top line).
(B) memory for numbers (number part of the second and third lines).
and (C) memory for divisions among each items of a listing.

To calculate the memory capacity required for one listing, add up (A), (B), and (C).

Mode	(A)Dot matrix part	(B)Number part	(C)Memory for division
Telephone	• 1 byte/character (for name, E-mail address, and remark)	★ 1 byte/ 2 digits (for numbers)	• 6 bytes (with both E-mail and remark) • 5 bytes (with either E-mail or remark) • 4 bytes (without both E-mail and remark)
Schedule	• 1 byte/character	• 9 bytes (with ending time) • 5 bytes (without ending time)	• 4 bytes
Anniversary	• 1 byte/character	• 2 bytes (month and day)	• 4 bytes
Memo	• 1 byte/character	★ 1 byte/ 2 digits	• 4 bytes

- ★ When there is an odd number of digits in (B) number part, the last digit occupies 1 byte.

- When ENTER is pressed after data entry and there is insufficient remaining memory, "MEMORY FULL" is displayed and entry is no longer possible. Press **C•CE** and either delete the previously stored listings or change the listing to be stored so that it will not exceed the remaining memory capacity, then repeat the storing procedure.
- Since the same memory is used for Telephone, Schedule, Anniversary, and Memo modes, the number of listings that can be stored in each of these modes will vary depending on the situation of the other modes.

Clearing the Memory

1. Deleting all of the data in each mode.

If all of the entire data for Telephone, Schedule, Anniversary, or Memo mode is unnecessary, you can delete all of the data in each mode individually.

Example:

Delete all listings in the BUSINESS file:

1. Press BUSINESS C•CE to display the entry prompt.

2. Press DEL .

"BUSI.DELETE?" is displayed.

- When "SECRET ON!" is displayed, the Secret function is on and the file cannot be deleted. In this case, turn the Secret function off and repeat the above procedure.

3. Press 2nd ENTER .

- To cancel the deletion operation, press any key other than 2nd ENTER .

All listings in the BUSINESS file (including secret listings) will be deleted.

2. Deleting the Password and Secret Listings

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

1. Press BUSINESS .

- You can also press PERSONAL , OTHER , SCHEDULE , ANN , or MEMO to delete the password and all secret listings.

2. Press C•CE 2nd SECRET .

3. Press DEL .

"RESET OK?" is displayed.

4. Press 2nd ENTER .

- To cancel the deletion operation, press any key other than 2nd ENTER .

"RESET!" is displayed momentarily and the password and all secret listings are deleted.

3. Clearing all Memory Contents

1. Press BUSINESS 2nd M•CK M•CK to display the number of listings in BUSINESS and PERSONAL files.

- You can also press PERSONAL , OTHER , SCHEDULE , ANN , or MEMO instead of BUSINESS , and display the number of listings stored in any mode.

2. Press DEL .

"RESET OK ?" is displayed.

3. Press 2nd ENTER .

- To cancel the deletion operation, press any key other than 2nd ENTER .

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

Calculator Mode

The Organizer can calculate numbers up to 12 digits long.

Calculation

Press **CALC/CONV** (**CALC/CONV**) to select Calculator mode. Each time you press **CALC/CONV**, the display switches between Calculator and Conversion modes.

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

When **+**, **-**, **×**, **÷**, **M+**, or **M-** is pressed, the respective symbol, "+", "-", "x", "+", "M+", or "M-" is displayed. When **=** or **%** is pressed, the symbol "=" is displayed. (In the examples, these symbols are not described.)

Errors

When the integer part of a calculation result or any integer in the memory exceeds 12 digits, or other invalid operations are attempted, an error will occur. ("E" will appear on the top line.) Press **C•CE** to clear the error.

Example	Operation	Display
$(-24 + 2) \div 4 = -5.5$	24 +/- + 2 ÷ 4 =	-5.5
$34 + 57 = 91$	34 + 57 =	91.
$45 + 57 = 102$	45 =	102.
$68 \times 25 = 1700$	68 × 25 =	1700.
$68 \times 40 = 2720$	40 =	2720.
$200 \times 10\% = 20$	200 × 10 %	20.
$9 + 36 = 25(\%)$	9 ÷ 36 %	25.
$200 + (200 \times 10\%) = 220$	200 + 10 %	220.
$500 - (500 \times 20\%) = 400$	500 - 20 %	400.
$4^4 = (4)^4 = 4096$	4 × = = × =	4096.
$1/8 = 0.125$	8 ÷ =	0.125
$25 \times 5 = 125$	CM 25 × 5 M+	125.
$-184 \div 3 = 28$	84 ÷ 3 M-	28.
$+168 + 17 = 85$	68 + 17 M-	85.
182	RM	182.
$\sqrt{25} - 9 = 4$	25 - 9 = $\sqrt{\quad}$	4
		-E-
123456789098×145	$123456789098 \times 145 =$	17.9012344192
$= 17901234419210$	C•CE	17.9012344192
	$(17.9012344192 \div 10) =$	17901234419200

Currency/Unit Conversion Mode

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

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)

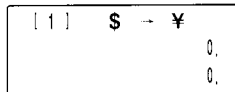
- The rates in the above table shows the value of B when A equals 1. Conversion from B to A (for example, from ¥ to \$) is also possible.
- Currencies No. 1 to No. 3 can be changed. Set the correct rate before using the conversion function.
- Units and rates for items No. 4 to No. 6 cannot be changed.

1. Setting a Rate

Example:

Set the following rate: \$1 = ¥120

- Press **CALC/CONV** (**CALC/CONV**) to select Currency/Unit conversion mode.



- Each time you press **CALC/CONV**, the display switches between Calculator and Conversion modes.

- Press **▼** (or **▶**) to select the currency or unit that the rate is to be set for.

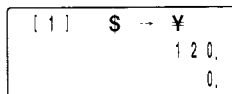
(Since this example uses No.1, this selection is not needed.)

- Enter the rate.

120 2nd RATE SET

- "SETTING RATE" will appear briefly and the rate is now registered. The rate is retained until a new rate is entered.

- The rate can be entered up to 12 digits long.



2. Converting Currency/Unit

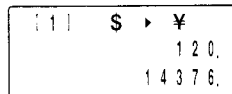
To convert unit A to unit B, press **▶**.

To convert unit B to unit A, press **◀**.

Example 1:

Convert \$119.8 to yen.

- Press **▶** (or **◀**) to select the unit. (In this example, select No. 1.)
- Enter the value to be converted.
119.8
- Press **▶** to convert it.

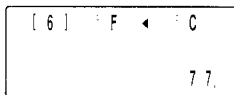


The symbol, "→", changes to "▶" and the conversion result is displayed.

Example 2:

Convert 25°C to °F.

1. Press F (or C) to select the unit. (In this example, select No. 6. For No. 6, the rate is not displayed.)
2. Enter the value to be converted.
25
3. Press C to convert it.



- The conversion result may have a slight calculation error as a result of rounding off the number. Use the conversion result for reference.

3. Changing the Unit Name

Only items No. 1 to No. 3 can be changed.

1. Select the currency or unit to be changed and press **EDIT**.
The cursor will flash.
2. Enter the new name to replace the previous one.
Up to four characters can be entered in A and B. After a new unit name is entered in A, press B to move the cursor to B and enter a new unit name in B. To set the subsequent rate, press C and enter a new rate.
3. Press **ENTER** after the new names and rate have been entered.

Battery Replacement

Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2025	1	Memory backup

- Do not remove both the operating and memory backup batteries at the same time. Doing so will clear the memory of its contents.
- Be sure to write down any important information stored in memory before replacing the batteries.

1. Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions.

- Insert the battery with its positive side (+) correctly positioned.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become weak, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become depleted before the specified expiration time is reached.

2. Operating Batteries Replacement

(1) Battery replacement time

If the display becomes dim and difficult to read, immediately replace the batteries with new ones. If the battery level is very low, the alarms or the key touch tone may not sound, or similarly the Backlight may remain on for less than the set interval or it may not function. Continued use of the Organizer with consumed batteries can alter or clear the memory contents.

Memory contents may be lost if the batteries are improperly replaced or if the following instructions are disregarded.

- Make sure the power is turned off before replacing the batteries.
- Do not press **ON** until the battery replacement procedure is completed.

(2) Replacing the batteries

1. Press **OFF** to turn the power off.

2. Loosen the screw (counter clockwise) and remove the battery holder cover on the back of the unit. (Fig. 1)

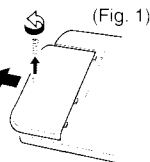
3. Remove the used batteries using a ball-point pen or similar object. (Fig. 2)

Do not use a mechanical pencil or sharp pointed object.

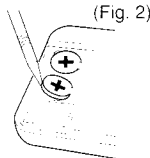
4. Install two new batteries with the positive sides (+) facing up.

5. Replace the holder cover and secure it with the screw.

6. Press **ON** to turn the power on. If nothing appears on the display, press the **RESET** switch and press and hold **ON** for two or three seconds.



(Fig. 1)



(Fig. 2)

7. Set the clock to the correct time.

3. Memory Backup Battery Replacement

(1) Battery replacement frequency

- Replace the battery every 5 years.

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

For example, if you replace the battery in January, 2003, write:

MEMORY BACKUP BATTERY
INSTALLATION DATE

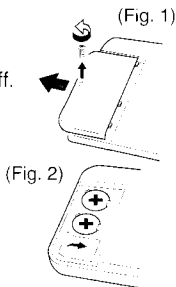
MONTH
• YEAR 1 • 2003

(2) Precautions when replacing the memory backup battery

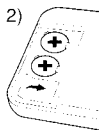
- Make sure the operating batteries are not depleted. If the operating batteries are depleted, first replace these before replacing the memory backup battery.
- If the memory backup battery is replaced when the operating batteries are depleted, memory contents will be lost.

(3) Replacing the battery

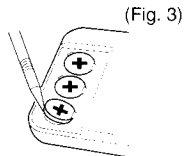
1. Press **OFF** to turn the power off.
2. Loosen the screw (counter clockwise) and remove the battery holder cover on the back of the unit. (Fig. 1)
3. Remove the memory backup battery seal. (Fig. 2)



(Fig. 2)



4. Remove the used battery using a ball-point pen or similar object. (Fig. 3)
Do not use a mechanical pencil or sharp pointed object.



5. Install a new battery with the positive side (+) facing up.
6. Replace the seal and the holder cover and secure the cover with the screw.
7. Press **ON** to turn the power on. If nothing appears on the display, press the **RESET** switch and press **ON** again. If nothing appears on the display again, replace the operating batteries.

Specifications

Model: EL-6520

Product name: Electronic Organizer

Display: 3 lines of 12 digits

Memory capacity: 10904 bytes

Clock mode:

Accuracy: ± 30 seconds/month (at 25°C/77°F)

Display: Year, month, day, day of the week,
hour, minute, second, AM/PM,
city name, time zone

Clock system: 12-hour/24-hour format (switchable)
World clock function, daylight saving time/summer time
display function, daily alarm function

Telephone mode (BUSINESS, PERSONAL, and OTHER):

Entry and recall of names, numbers, E-mail addresses,
and remarks

Schedule mode:

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

Anniversary mode:

Entry and recall of month and day, and labels of
anniversaries
Anniversary reminder function

Memo mode:

Entry and recall of memo items and numbers

Calculator mode:

12 digits (with calculation status symbol)
Addition, subtraction, multiplication, division,
percentage, square root, memory calculation, etc.

Currency/Unit conversion mode:

Up to 6 kinds of currencies and units.

Power consumption: 0.1 W

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

Power supply: Operating battery: 6V \cdot (DC)
(Lithium battery CR2032 \times 2)
Memory backup battery: 3V \cdot (DC)
(Lithium battery CR2025 \times 1)

Battery life:

Operating batteries

- Approx. 1200 hours
When data is continuously displayed without
Backlight (at 20°C/68°F).
- Approx. 300 hours
When data is continuously displayed with Backlight,
for 2 minutes per hourly use (at 20°C/68°F).
- Approx. 270 hours
When data is searched for 5 minutes, and displayed
for 55 minutes per hourly use and Backlight is on for
2 minutes per hourly use (at 20°C/68°F).
- Approx. 1.5 years
When turned off, and the clock is running (at 20°C/
68°F).

Memory backup battery

- Approx. 5 years (if operating batteries are replaced
promptly when exhausted)

- Approx. 1 year (if operating batteries are exhausted or not installed)

Weight: Approx. 100 g (0.220 lb.)
(Including batteries)

Dimensions:

When open: 134 mm(W) × 169 mm(D) × 8.8 mm(H)
 $5\frac{-9}{32}"(W) \times 6\frac{-21}{32}"(D) \times 1\frac{11}{32}"(H)$

When closed: 134 mm(W) × 86.5 mm(D) × 13.1 mm(H)
 $5\frac{-9}{32}"(W) \times 3\frac{-13}{32}"(D) \times 1\frac{17}{32}"(H)$

Accessories: 3 lithium batteries (installed), operation manual

LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first consumer purchaser that this Sharp brand product (the 'Product'), when shipped in its original container, will be free from defective workmanship and materials and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof at no charge to the purchaser for parts or labor for the time period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling or which has been altered or modified in design or construction.

In order to enforce the rights under this limited warranty, the purchaser should follow the steps set forth below and provide proof of purchase to the servicer.

The limited warranty described herein is in addition to whatever implied warranties may be granted to purchasers by law. ALL IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR USE ARE LIMITED TO THE PERIOD(S) FROM THE DATE OF PURCHASE SET FORTH BELOW. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described herein or to extend the duration of any warranties beyond the time period described herein on behalf of Sharp.

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the purchaser with respect to the Product and shall constitute full satisfaction of all claims, whether based on contract, negligence, strict liability or otherwise. In no event shall Sharp be liable, or in any way responsible, for any damages or defects in the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable, or in any way responsible, for any incidental or consequential economic or property damage. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion may not apply to you.

THE WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Your Product:

Electronic Organizer

Warranty Period for this Product:

One (1) year parts and labor from date of purchase.

Additional items excluded from warranty coverage:

Any consumable items such as paper, maintenance cartridge, ink cartridges supplied with the Product or to any equipment or any hardware, software, firmware, fluorescent lamp, power cords, covers, rubber parts, or peripherals other than the Product.

Where to obtain service:

At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 800-BE-SHARP.

What to do to obtain service:

Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

TO OBTAIN SUPPLY, ACCESSORY OR PRODUCT INFORMATION, CALL 1-800-BE-SHARP.

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