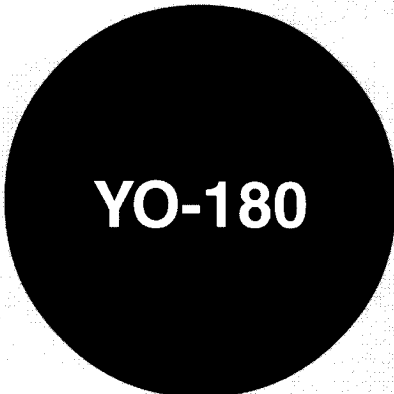


SHARP®

ELECTRONIC ORGANIZER ORGANIZADOR ELECTRÓNICO

OPERATION MANUAL
MANUAL DE MANEJO



YO-180

ENGLISH 1
ESPAÑOL S-1

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.
- This Organizer is not designed to visit Web sites or transfer/receive e-mails by using the URL or E-mail addresses you will store.
- 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.
- 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.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

Using the Organizer for the First Time	1
When Abnormal Conditions Cause a Malfunction	1
Auto Power Off Function	2
Backlight	2
Adjusting the LCD Contrast	2
Turning the Key Sound On and Off	2
Freeing Up Memory	2
Part Names	3
Display Symbols	4
Entering Characters	4
Note on the Description of the MENU Key Operations	5
Notes for the Built-in Calendar and the Time	6
Clock Mode	6
Note on Storing the Listings in Each Mode	8
Telephone/E-mail Mode	8
URL Mode	10
Calendar Mode	11
Schedule Mode	11
To Do Mode	14
Memo Mode	14
Expense Mode	15
Anniversary Mode	16
Checking the Memory Storage	17
Freeing Up Memory	18
Recalling the Listings	18
Editing the Listings	20
Deleting the Listings	21
Calculator Mode	22
Conversion Mode	23
Secret Function	24
Transferring the Data	26
Shortcuts	28
Battery Replacement	29
Specifications	31

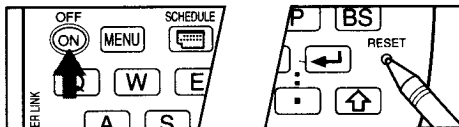
Using the Organizer for the First Time

ENGLISH

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

1. Press the **RESET** switch while holding down **[ON]**. Release the **RESET** switch and then release **[ON]**.

"CLEAR ALL DATA OK (Y/N) ?" is displayed.



- Under certain conditions the message may appear as "Data has been impaired ! Press [Y] to CLEAR ALL memory". Proceed to the next step in either case.

2. Press **[Y]**.

3. The Organizer is now initialized. Proceed to set the date and time of the clock. (Refer to page 6.)

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]** and **[OFF]**) will respond. If this happens, press the **RESET** switch.

Noises or shocks may erase some or all of the Organizer's memory.

Auto Power Off Function

When none of the keys has 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 is provided 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 the interval you set. (See the following section, "Setting up the Backlight".)

- 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.
- The Backlight does not function during data transfer.

★ 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.

Setting up the Backlight

You can change the interval after which the Backlight turns off automatically.

1. Press **[MENU]** **[PREV]** **[PREV]** **[4]** to select "4: BACKLIGHT SETUP".
2. Press **[1]**, **[2]**, **[3]** or **[4]** to select the interval (15 – 60 seconds).

TURN OFF AFTER:
1: ▶ 15 SECONDS
2: 30 SECONDS
3: 45 SECONDS
4: 60 SECONDS

- A "▶" mark moves to your selection and you return to the mode in which you were before pressing **[MENU]**.

Adjusting the LCD Contrast

1. Press **[MENU]** **[NEXT]** **[2]** to select "2: LCD CONTRAST".

2. Press **[▲]** or **[▼]** to darken or lighten the display.

< LCD CONTRAST >
▲ - DARK
▼ - LIGHT

- The amount of contrast changes continuously while either **[▲]** or **[▼]** is held down.

3. Press **[C>CE]** after adjusting the contrast.

Turning the Key Sound On and Off

1. Press **[MENU]** **[PREV]** **[1]** to select "1: KEY SOUND".

2. Press **[1]** to turn the key sound on, or press **[2]** to turn it off.

< KEY SOUND >
1: ▶ ON
2: OFF

- A "▶" mark moves to your selection and you return to the mode in which you were before pressing **[MENU]**.

Freeing Up Memory

When you turn the power on, the following message may be displayed, asking you to free up memory by deleting unnecessary space:

"DO YOU WANT TO FREE UP MEMORY ?
(Yes/No)"

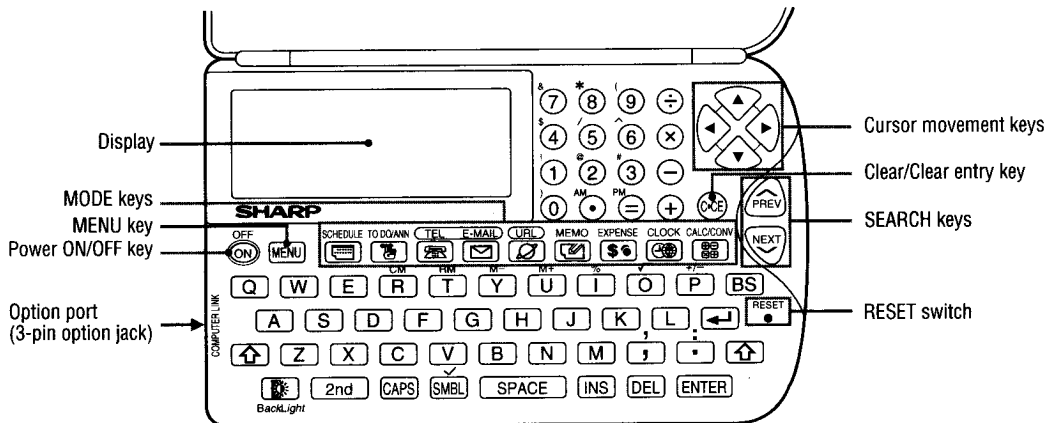
DO YOU WANT TO
FREE UP MEMORY ?

(Yes / No)

Press **[Y]** to delete space. Freeing up memory needs a maximum of approximately 2 minutes.

Press **[N]** when you wish to start operation immediately.

For more information, refer to page 18, "Freeing Up Memory".



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

$\text{\textcircled{7}}$ → $\text{\textcircled{\&}}$: Indicates the & key.
 $\text{\textcircled{7}}$ → $\text{\textcircled{7}}$: Indicates the numeric 7 key.

SCHEDULE

$\text{\textcircled{\text{SCHEDULE}}}$ → $\text{\textcircled{\text{SCHEDULE}}}$: Mode key with only one function.

The $\text{\textcircled{\updownarrow}}$ key : These keys are used to select capital (uppercase) or small (lowercase) letters or to access the symbols above the number key and " , " and " : ". While holding down $\text{\textcircled{\updownarrow}}$, press the desired key to be entered.

The italic and bold type style numbers and letters for operation are shown as unboxed numbers and letters.

Display Symbols

- : A "beep" will sound when a key is pressed.
- : The schedule alarm will sound.
- CAPS** : Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "CAPS" off by pressing .
- EDIT** : The listing on the display can be edited.
- 2nd** : Indicates that has been pressed. Pressing another key in succession, to which the special function is assigned, performs the function, for example as introduced on page 28, "Shortcuts".
- : More information exists above the current display. (Press .)
- : More information exists below the current display. (Press .)
- : Secret function is in effect. (Secret listings cannot be recalled without a password.)
- : Indicates that the recalled listing is secret.
- BATT** : Indicates that the operating battery level is low.
- In the display examples of this manual, only the symbols necessary for explanation will be shown.

NOTES:

- The symbol "★" shown by setting the LCD contrast to DARK is not used in this product.
- The "⚡" mark indicates the alarm sound for the scheduled listings is turned on.

Entering Characters

1. Moving the Cursor

The cursor (, or) can be moved by pressing , , , or .

- Hold down , , , or for rapid movement.
- To move the cursor to the beginning of the next line (new line), press .

2. Entering Characters

(1) Entering letters and numbers

The cursor (, or) indicates the position to enter a character or number. After initializing the Organizer, the default setting for entering letters will be capital (uppercase) letters. To enter small (lowercase) letters, turn "CAPS" off by pressing .

- To enter " " or " : ", press or while holding down .

(2) Entering graphic symbols and special characters

Press to display the symbol entry mode, allowing a total of 90 symbols and characters to be selected. To select the symbol display containing the desired symbol/special character, press (or) or (or) , then press the corresponding number.

- The first display is determined by your previous choice. The 6 most recently used symbols/special characters are stored and displayed on this display.

Press to exit the symbol entry mode.

You can also enter the following symbols/special characters by pressing and an appropriate key (①) or directly from the numeric keys (②) located next to the LCD display:

① &, *, (, \$, /, ^, !, @, #,)

② +, -, =, <, >, *

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) Inserting characters

Move the cursor and press **[INS]** to change the cursor from "■" to "◀". You can now insert new characters at the cursor position.

Press **[INS]** again to change the cursor from "◀" to "■".

(2) Deleting characters

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

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

- **[DEL]** and **[BS]** will not operate in some cases such as when you input the time in Schedule mode or you are in Calculator mode. In these cases, press **[C•CE]** and reenter.
- Press **[C•CE]** to clear all characters on the current display.

Note on the Description of the MENU Key Operations

This Organizer offers a variety of functions which you choose from the 4 kinds of menus (see the following table).

To switch or scroll the menu screens displayed by pressing **[MENU]**, press **[NEXT]** (or **[▼]**) to move to the next screen, or **[PREV]** (or **[▲]**) to move to the previous screen.

In this manual, the procedures with which you choose each menu are described with **[NEXT]** and **[PREV]**. Take care to press these two patterns of key combinations properly. In addition, the shortcut keys are assigned to some of the MENU key operations (see the table on page 28), so that you have 3 choices of key combinations according to the menu kinds.

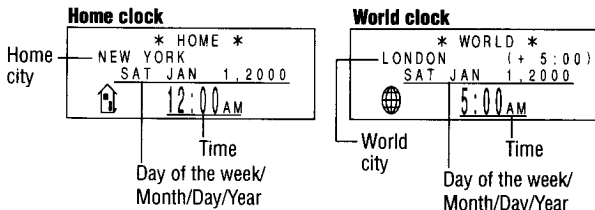
Menu	See page...
<MODIFY>	
Editing the Listings	20
Displaying the Index of the Listing	19
Deleting the Listings	21
Designating the File Names	9
<TOOLS>	
Checking the Memory Storage	17
Adjusting the LCD Contrast	2
Using the Secret Function	24
Designating the Listings as Secret	25
Setting the Schedule Alarm	13
Summarizing the Expense Report	15
Freeing Up Memory	18
<UNIT TO UNIT>	
Transferring the Data	26
<SETUP>	
Setting the Home/World Clock	6
Selecting the Time System	8
Selecting the Date Format	8
Setting Up the Backlight	2
Turning the Key Sound On and Off	2
Turning the Alarm Sound On and Off	13

Notes for the Built-in Calendar and the Time

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1901 and Dec. 31, 2099.
- If an attempt is made to store an invalid time or date, you cannot move the cursor to date entering, or store the time and date by pressing **[ENTER]**. Enter the correct value and press **[ENTER]** again.

Clock Mode

The Organizer has both Home and World clocks. The display switches between Home and World clock each time **[CLOCK]** is pressed.



"(+ 5:00)" indicates the time difference from the Home city.

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. (See the following table.)

- Press **[CLOCK]** once or twice to display the Home clock.
- The initial Home city after initialization of the Organizer is New York.
- Press **[MENU]** **[PREV]** **[PREV]** **[1]** to select "1: CLOCK SETTING".
- Press **[1]** to select "1: HOME CLOCK".
- "18.0" on the display indicates the time zone.
- Press **[NEXT]** or **[PREV]** to display the desired city which corresponds to your local zone from the cities stored in the Organizer.
- 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.
- Zone numbers 0, 14, and 15 have no city name on the display.

Zone number	City	Zone number	City
0		10	MOSCOW
1	AUCKLAND	11	CAIRO
2	NOUMEA	12	PARIS
3	SYDNEY	13	LONDON
3.3	ADELAIDE	14	
4	TOKYO	15	
5	HONG KONG	16	RIO DE JANEIRO
6	BANGKOK	17	CARACAS
6.3	YANGON	18	NEW YORK
7	DHAKA	19	CHICAGO
7.3	NEW DELHI	20	DENVER
8	KARACHI	21	LOS ANGELES
8.3	KABUL	22	ANCHORAGE
9	DUBAI	23	HONOLULU
9.3	TEHRAN	24	MIDWAY

(2) Setting the Clock

<Example> Set the date and time to April 12, 2000, 10:05 PM.

1. Press **CLOCK** once or twice to display the Home clock.
 2. Press **MENU** **PREV** **PREV** **1** to select "1: CLOCK SETTING".
 3. Press **1** to select "1: HOME CLOCK".
- The cursor will flash.
4. Enter the hour and minutes.

1005 **PM** (For the 24-hour clock, press 2205.)

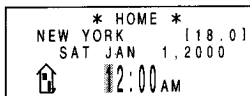
(Enter 2 digits each for both-hour and minutes.)

5. Enter the month, day, and year.

▲ 04122000

Use **▶** to skip entering a number that needs no change.

6. Press **ENTER**. The clock starts from 0 second.
- The time can be displayed using either the 12-hour AM/PM system (default) or the 24-hour system. To change the time system, refer to page 8, "Selecting the Time System". AM or PM is displayed for the 12-hour clock. In this example, set the 12-hour clock.
(Note: 12:00PM: noon, 12:00AM: midnight)



2. Using the World Clock

Changing the city for the World clock

1. Press **CLOCK** once or twice to display the World clock.
2. Press **MENU** **PREV** **PREV** **1** to select "1: CLOCK SETTING".
3. Press **2** to select "2: WORLD CLOCK".
4. Press **NEXT** or **PREV** to display the city which corresponds to the desired zone.
5. Press **ENTER**.

3. Registering a City Name not Found in the List

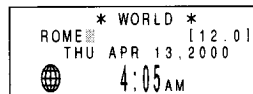
If you want to set the city for the World clock to Rome, for example (Rome belongs to zone number 12, but is not included in the city list):

1. Press **CLOCK** once or twice to display the World clock.
2. Press **MENU** **PREV** **PREV** **1** to select "1: CLOCK SETTING".
3. Press **2** to select "2: WORLD CLOCK".
4. Press **NEXT** (or **PREV**) to set the zone number to 12.

(Initially the city is Paris.)

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

ROME **DEL** (Press **DEL** to delete unnecessary character(s), if necessary.)



6. Press **ENTER** to store the new name.
- To register a city name for the Home clock, first display the Home clock then press **MENU** **PREV** **PREV** **1** **1** to select "1: HOME CLOCK" and press **▲** **▲** 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 next change the zone number.

4. 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

1. Press **CLOCK** once or twice to display the Home clock.
2. Press **MENU** **PREV** **PREV** **1** to select "1: CLOCK SETTING".
3. Press **1** to select "1: HOME CLOCK".

4. Enter the correct daylight saving time/summer time.
5. Press **[2nd]** **[ENTER]** to set the time as DST.
A "★" appears on the display and DST is now set.

(2) World clock

1. Press **[CLOCK]** once or twice to display the World clock.
2. Press **[MENU]** **[PREV]** **[PREV]** **[1]** to select "1: CLOCK SETTING".
3. Press **[2]** to select "2: WORLD CLOCK".
4. Press **[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.

- 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.

(3) Clearing DST

To clear DST, follow steps 1 to 5 for Home clock, or follow steps 1 through 4 for World clock.

The "★" disappears.

5. Selecting the Time System

The time system can be switched between 12-hour (default) and 24-hour format.

1. Press **[MENU]** **[PREV]** **[PREV]** **[2]** to select "2: TIME SYSTEM".
2. Press **[1]** to select "12" (12-hour) or press **[2]** to select "24" (24-hour).
- A "▶" mark moves to your selection and you return to the mode in which you were before pressing **[MENU]**.

```
< TIME SYSTEM >
1: ▶ 12
2: 24
```

6. Selecting the Date Format

The date format can be switched between MONTH/DAY/YEAR and DAY. MONTH. YEAR.

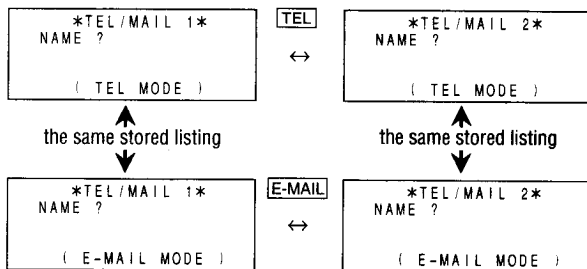
1. Press **[MENU]** **[PREV]** **[PREV]** **[3]** to select "3: DATE FORMAT".
2. Press **[1]** or **[2]** to select "MONTH/DAY/YEAR" or "DAY. MONTH. YEAR".
- A "▶" mark moves to your selection and you return to the mode in which you were before pressing **[MENU]**.

```
< DATE FORMAT >
1: ▶ MONTH/DAY/YEAR
2: DAY.MONTH.YEAR
```

Note on Storing the Listings in Each Mode

- If the memory is full, "MEMORY FULL" will be displayed briefly and the listing cannot be stored. Delete unnecessary data and free up memory to make enough space to store new listings. (Refer to page 17.)

Telephone/E-mail Mode

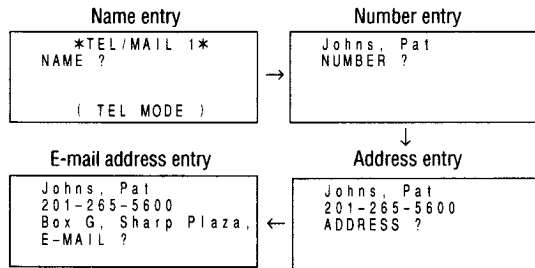


Telephone/E-mail listings can be accessed by pressing either the **[TEL]** key or **[E-MAIL]** key. Both keys recall the same stored listings in their respective order on the display.

[TEL] key recalls and displays the listing in the following order: NAME → NUMBER → ADDRESS → E-MAIL, while **[E-MAIL]** key does the same in the following order: NAME → E-MAIL → NUMBER → ADDRESS.

Further, Telephone/E-mail listings provide 2 files (TEL/MAIL1, TEL/MAIL2). You can switch them for convenience by using one for business and one for personal use. The files are cycled each time you press **[TEL]** or **[E-MAIL]**.

In Telephone/E-mail mode, a listing consists of 4 entries: name, number, postal address, and E-mail address. The maximum number of characters that can be entered for each listing is 512 in all.



1. Designating the File Names

You can change each file name in up to 10 characters long as follows:

- Press **[MENU]** **[4]** to select "4: FILE NAME".
- Enter the new name for TEL/MAIL1, then press **[ENTER]**.
 - You can skip changing a file name by pressing **[ENTER]**.
 - To cancel entering the file names, press **[C*CE]** twice.
- Perform the same procedure as step 2 for TEL/MAIL2 and URL.
- Press **[TEL]**, **[E-MAIL]**, or **[URL]** to check the new file name(s).

```

< FILE NAME >
1: [TEL/MAIL 1]
2: [TEL/MAIL 2]
3: [URL]
  
```

2. Storing the Telephone Listings

<Example> Enter the following data in TEL/MAIL1.

Name : Johns, Pat
 Number : 201-265-5600
 F 265-1234
 Address : Box G, Sharp Plaza, Mahwah, New Jersey,
 07430-2135, U.S.A.
 E-mail : johns-P@sharpsec.com

- To switch between upper- and lowercase letters, press **[CAPS]**.

- Press **[TEL]** to display the TEL/MAIL1 entry prompt.

- Enter the name.

Johns, Pat

- Press **[ENTER]**.

The number entry prompt is displayed.

- Enter the phone and fax numbers.

201-265-5600 **[↵]**
F 265-1234

- Press **[ENTER]**, then enter the address.

**Box G, Sharp Plaza,
 Mahwah, New Jersey,
 07430-2135, U.S.A.**

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

johns-P@sharpsec.com

- Press **[ENTER]**.

"STORED !" will be displayed briefly, then the listing will be displayed.
 The telephone listing is now stored.

```

Johns, Pat_
  
```

```

Johns, Pat
201-265-5600
F 265-1234_
  
```

```

Johns, Pat
201-265-5600
Box G, Sharp Plaza,
Mahwah, New Jersey,
07430-2135, U.S.A._
  
```

```

Johns, Pat
201-265-5600
Box G, Sharp Plaza,
johns-P@sharpsec.com_
  
```

- To skip entering the number, address, or E-mail address, press **ENTER** when "NUMBER ?", "ADDRESS ?", or "E-MAIL ?" is displayed. However, the name entry cannot be skipped.
- To enter the next telephone listing, continue to enter in the same manner.
- Regardless of the entry order, the listings in the Telephone/E-mail mode are stored internally according to the first character of the person's name in the following order:

Space ! " \$ % & ' () * + , - . / 0 1 2
3 4 5 6 7 8 9 ; : < = > ? @ A a B b C c D d
E e F f G g H h I i J j K k L l M m N n O o
P p Q q R r S s T t U u V v W w X x Y y Z z
[\] ^ _ ` { | } ~ ¨ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯
° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿ À Á Â Ã Ä Å Æ Ç È É
Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß à á â ã

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

URL Mode

URL mode is used exclusively for storing URL (Uniform Resource Locator) and a remark to remind you of the URL contents. In this mode, a URL listing consists of 3 entries: name, URL, and remark.

1. Storing the URL Listings

<Example> Enter the following data in URL.

Name: SHARP ELECTRONICS CORP.

URL: <http://www.sharp-usa.com>

Remark: New Jersey

- To switch between upper- and lowercase letters, press **CAPS**.

1. Press **URL** to display the URL entry prompt.
2. Enter the name.

SHARP ELECTRONICS 
CORP.

3. Press **ENTER**.

The URL entry prompt including “http://www.” is displayed.

- You can edit “http://www.” if necessary.

- #### 4. Enter the URL.

sharp-usa.com

5. Press **ENTER**.

The remark entry prompt is displayed.

6. Enter the remark.

New Jersey

7. Press **ENTER**.

"STORED !" will be displayed briefly, then the listing will be displayed. The URL listing is now stored.

- The maximum number of characters (including "http://www.") that can be entered for each listing is 512 in all.

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

```

*      URL      *
NAME ?

```

SHARP ELECTRONICS
URL ?
<http://www.>

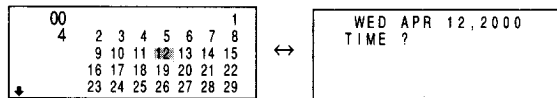
SHARP ELECTRONICS
http://www.sharp-us
a.com_

SHARP ELECTRONICS
http://www.sharp-us
New Jersey_

SHARP ELECTRONICS
CORP.
<http://www.sharp-us.com>
New Jersey

Calendar Mode

Calendar mode is selected by pressing **[SCHEDULE]** once or twice. Each time you press this key, the display switches between Calendar and Schedule modes.



Calendar mode

Schedule mode

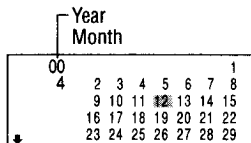
1. Controlling the Monthly Calendar Display

The Organizer has a 5-line display and 5 weeks of a month can be displayed. Use the following keys to control the display status.

[NEXT] **[PREV]** : displays the following or previous month.

- [▲]** : Hold down either of these keys for rapid recall.
- [◀]** **[▶]** : moves the cursor or scrolls the calendar up or down one week.
- [▼]**

1. Press **[SCHEDULE]** once or twice to display the Calendar mode.
- “**↓**” indicates the last week of the month is hidden below. To display the last week, press **[▼]** until the cursor scrolls into the next screen.



2. Press **[NEXT]** (or **[PREV]**) to display the calendar for the next (or previous) month.
- In the year display, a “ ” is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.
- When you reset the Organizer, the calendar defaults to Jan. 1, 2000.

2. Returning the Calendar to the Current Date

Press **[2nd]** **[SCHEDULE]** in Calendar mode.

- The current monthly calendar will be displayed, and the current date will flash.

See also ...

Recalling the Listings 18

Schedule Mode

Schedule mode is selected by pressing **[SCHEDULE]** once or twice. Each time you press this key, the display switches between Schedule mode and Calendar mode.

Schedule mode is used for storing schedule information (year, month, day, hour, minute, and schedule detail) in the memory. In this mode, a schedule listing consists of 3 entries: date, time, and detail. The maximum number of characters for each detail is 512. In the date entry, 4 digits can be entered for the year and 2 digits each for the month, day, hour, and minute.

1. Storing the Schedule Listings

There are 3 ways to enter the desired date:

- (1) Enter the desired date in Calendar mode
- (2) Enter the desired date with **[NEXT]** (or **[PREV]**)
- (3) Enter the desired date directly

After the date has been entered, the entry of time and detail is the same for all 3 ways.

<Example> Enter the following data.

1. Press **2nd** **SCHEDULE** in Calendar mode to display the calendar for the current date (April 12, 2000).
2. Press **NEXT** **NEXT** **▼** **▼** **▼** **►** **►** to move the cursor to June 24, 2000.

Time entry prompt for June 24, 2000 is displayed.

1130 AM 01 PM

(For the 24-hour clock, press 1130  13 .)

"DESCRIPTION ?" is displayed.

- “:00” will be entered automatically.
- You can enter schedule details without the ending time. Press **ENTER** (or **▼**) after entering the starting time to display the “DESCRIPTION ?” prompt.
- You can also enter schedule details without a specified time, except details starting with a number. Skip entering time and start to enter letters for the details as described in step 5.
- The hour and minute should each consist of 2 digits.
- The time can be set using either the 12-hour or 24-hour format. When you move the cursor to the next entry field, the time is displayed in the format selected in the Time System of the MENU functions.
- If an attempt is made to store an invalid time, you cannot move the cursor to the next entry field. Enter the correct time and follow the next procedure.

Lunch with Tom

- To switch between upper- and lowercase letters, press **[CAPS]**.
6. Press **[ENTER]** to store the listing.
 7. Now, press **[SCHEDULE]** to check if the listing is stored in the memory.

- Notice the tag (■) on the right of “24”. It indicates a scheduled item for that date:

Schedule items beginning in the morning or

- schedule items without a specified time

–Anniversary items

-Schedule items beginning in the afternoon

(2) Enter the desired date with (or)

This is a convenient way of entering a nearby date. Press **NEXT** (or **PREV**) and change the display day by day until the desired date appears.

<Example> Enter a schedule listing on April 17, 2000.

1. Press **[SCHEDULE]** once or twice to display the Schedule mode screen.
2. Press **[2nd] [SCHEDULE]** to display the time entry prompt for the current date (April 12, 2000).
3. Press **[NEXT]** repeatedly until the time entry prompt for April 17, 2000 appears. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" (from step 4) on this page.

(3) Enter the desired date directly

When the date is not close to the currently displayed date, the following method is more convenient than the previous 2 ways.

<Example> Enter a schedule listing on June 26, 2001.

SAT JUN. 24, 2000
11:30AM~ 1:00PM
Lunch with Tom

00					1	2	3
6	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

1. Press **[SCHEDULE]** **[C<CE]** to display the date entry prompt.
2. Enter the date.
06262001

```
MM/DD/YYYY
MONTH : 04
DAY   : 12
YEAR  : 2000
```

3. Press **[ENTER]**.
The time entry prompt (or Calendar) for June 26, 2001 is displayed. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" from step 4 (or from step 3) on page 12.
- If an attempt is made to store an invalid date, you cannot move to the time entry prompt. Enter the correct date and follow the next procedure.

2. Schedule Alarm

Schedule alarm sounds for approximately 20 seconds when the time set for a schedule listing is reached. Once a schedule item has been selected for the alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.

<Example> Recall the listing for June 23, 2000 (Meeting at 10:00AM - 11:00AM).

1. Press **[2nd]** **[SCHEDULE]** in Calendar mode to display the calendar for the current date (April 12, 2000).
2. Press **[NEXT]** **[NEXT]** **[V]** **[V]** **[V]** **[V]** to move the cursor to the scheduled date, June 23, 2000.
3. Press **[SCHEDULE]** to change to the Schedule mode.
- When more than one schedule listings are stored for this date, press **[NEXT]** or **[PREV]** to display the desired listing in the Schedule mode.
- You cannot set the schedule alarm to the listings with no time entry.
4. Press **[MENU]** **[NEXT]** **[NEXT]** **[1]** to select "1: SCHEDULE ALARM".
5. Press **[1]** to select "1: ON".
- You return to the mode in which you were before pressing **[MENU]**.
- A "1" is displayed on the left of the starting time for the scheduled item, and an alarm sound mark ("🔔") is displayed on the left of the display.

```
FRI JUN 23, 2000
1 10:00AM-11:00AM
🔔 Meeting
```

- It is possible to perform steps 4 and 5 while you are entering the schedule item.
- Pressing **[2]** to select "2: OFF" makes the "1" disappear, and turns off the schedule alarm.
- If the alarm time you attempt to enter has already passed, the message "ALARM TIME ELAPSED!" appears briefly. Enter the correct alarm time.
- After the alarm sounds, "1" will disappear and the scheduled item will remain in the memory without "1".
- Even if "🔔" is turned off and the scheduled alarm time has passed, "1" will not disappear from the display.
- The schedule alarm may not sound if the time for a schedule listing arrives while you are transferring data or freeing up memory.
- Press **[C<CE]** to stop the alarm sound.

Turn the alarm sound on and off

After setting the alarm, you can turn off the alarm sound while keeping the schedule alarm turned on.

1. Press **[MENU]** **[PREV]** **[2]** to select "2: ALARM SOUND".
2. Press **[2]** to select "2: OFF".

```
< ALARM SOUND >
1: ▶ ON
2: OFF
```

- A "🔔" disappears, and the alarm sound is set to OFF.
- Press **[1]** ("1: ON") in step 2 to set the alarm sound to ON again, so that the "🔔" is displayed.
- Setting the alarm sound ("🔔" mark status) does not affect the setting of the schedule alarm ("1" mark status) to each schedule listing.
- The schedule alarm set for the schedule listing will sound when the "🔔" is turned on and the time for each listing is reached. You cannot classify or declassify each listing.

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

To Do Mode

To Do mode is selected by pressing **[TO DO/ANN]** once or twice.

Each time you press this key, the display switches between To Do and Anniversary modes.

The To Do function is a very convenient and efficient way to keep track of things you have to do. You can specify the priority for each listing and store it in the memory.

1. Storing the Listings

<Example> Enter the following data. "Call Frank about a sales meeting"
Priority: 2

1. Press **[TO DO/ANN]** once or twice to display the To Do entry prompt.

* TO DO *
DESCRIPTION ?

2. Enter the description.

Call Frank about a sales meeting

3. Press **[ENTER]**.

4. Press **[2]** to enter the priority.
2

Call Frank about a
PRIORITY: 2

5. Press **[ENTER]** to store it in the memory.

- Press **[C*CE]** twice to cancel the entry.
- To begin another entry, press **[C*CE]** or simply begin entering the description for the new listing.
- The priority can be set by any number 0-9 or letter A-Z or just left blank by pressing **[ENTER]**. Lowercase letters entered without **[CAPS]** pressed will be changed to the uppercase letters.
- Order of priority is from 0-9, A-Z, then space.

2. Checking off Completed Items

1. Press **[TO DO/ANN]** once or twice to display the To Do entry prompt.
 2. Press **[MENU]** **[2]** to select "2: INDEX".
 3. Press **[V]** and **[A]** to select the item.
 4. Press **[✓]** to mark it as done.
- Items marked with "✓" are given the lowest priority and listed at the end of the list.
 - You can also check off the item by recalling each listing and pressing **[✓]**.

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

Memo Mode

In Memo mode, you can conveniently store notes or other bits of information not appropriate for Schedule or other modes. The maximum number of characters for each memo is 512.

1. Storing the Memo Listings

<Example> Enter the following data.
"UNION BANK South branch 272-0011223"

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

* MEMO *
TITLE ?

2. Enter the data.

UNION BANK
South branch
272-0011223

UNION BANK
South branch
272-0011223

- To switch between upper- and lowercase letters, press [CAPS].

3. Press [ENTER] to store it in the memory.

See also ...

Recalling the Listings 18 Checking the Memory Storage .. 17
Editing the Listings 20 Freeing Up Memory 18
Deleting the Listings 21

Expense Mode

The Expense function is an easy-to-use method of tracking personal and business expense information. The expense summaries allow you to see the total expenses for a single day or for a certain period.

1. Creating the Expense Records

<Example> The date is April 5, 2000.

You bought flight tickets for a business trip for \$1,200.

1. Press [EXPENSE] to display the date entry prompt.

* EXPENSE *
DATE ?
M/D/Y = 4/12/2000

- The month and the day must be entered using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.
- The date can be changed by pressing either [▼] or [▲].

2. Enter the expense date and press [ENTER].

04052000 [ENTER]

WED APR 5, 2000
AMOUNT ?

3. Enter the expense amount and press

[ENTER].

1200 [ENTER]

- Numerical values can be input in up to 10 digits including 2 decimal places.

4. Enter the description.

Flight tickets for inspection abroad

5. Press [ENTER] to store it in the memory.

- Press [C<CE>] once or twice to clear the description, and press it again to return to the date entry prompt.
- The description field can be skipped by pressing [ENTER].

WED APR 5, 2000
1,200.00
DESCRIPTION ?

WED APR 5, 2000
1,200.00
Flight tickets for
inspection abroad

2. Expense Summaries

Expense summaries are a collection of records stored in Expense mode. You can recall them for a specific day or a certain period.

(1) Summarizing an expense report for a specific day

<Example> Specify the date, April 5, 2000.

1. Press [EXPENSE] to enter the Expense mode.

2. Press [MENU] [NEXT] [NEXT] [2] to select "2: EXPENSE REPORT".

<EXPENSE REPORT>
1: DAILY
2: PERIOD

3. Press [1] to select "1: DAILY".

- The current date will be displayed.

-DAILY-
DATE: 4/12/2000

4. Enter the desired date.

04052000

- DAILY -
DATE: 04/05/2000

5. Press **ENTER**.

- Press **ENTER** to return to the date entry prompt, when you wish to check another daily report.

- DAILY -
DATE: APR 5, 2000
1,200.00

(2) Summarizing a report for a certain period

<Example> Starting date: April 1, 2000

Ending date: April 30, 2000

- Press **EXPENSE** to enter the Expense mode.
- Press **MENU** **NEXT** **NEXT** **2** to select "2: EXPENSE REPORT".
- Press **2** to select "2: PERIOD".
- Enter the starting and ending time.

04012000 **ENTER**

04302000

- PERIOD -
FROM: APR 1, 2000
TO : 04/30/2000

5. Press **ENTER**.

- Press **ENTER** to return to the date entry prompt.
- If the integer section in the calculation result exceeds 12 digits, "*, * * *, * * *, * * *, * * *" is displayed.

- PERIOD -
FROM: APR 1, 2000
TO : APR 30, 2000
1,415.25

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

Anniversary Mode

Anniversary mode is selected by pressing **TO DO/ANN** once or twice. Each time you press this key, the display switches between To Do and Anniversary modes.

In Anniversary mode, you can specify the month and date (such as wedding anniversaries and birthdays), or month, week, and day of the week (such as Mother's Day (second Sunday in May)).

Once a date is stored as an anniversary, the date will be an anniversary for every year from 1901 to 2099.

The maximum number of characters for each description is 512.

Anniversaries are marked with a tag (■) in the center right of the date (See page 12) in the monthly calendar.

1. Storing the Anniversary Listings

<Example 1> Enter the following data.

"Nancy's Birthday" on February 12th.

- Press **TO DO/ANN** once or twice to enter the Anniversary mode.
- Press **1** to select "1: MONTH/DAY" to enter the date entry prompt.

M/D = - /
M = MONTH D = DAY

- Enter the date and press **ENTER** (or **▼**).

0212 **ENTER**

FEB 12
- ANN -
DESCRIPTION ?

- If an attempt is made to store an invalid date, you cannot move to the description entry prompt. Enter the correct date and follow the next procedure.

4. Enter the description of the anniversary.

Nancy's Birthday

- ANN - FEB 12
Nancy's Birthday -

- To switch between upper- and lowercase letters, press **[CAPS]**.
 - You can enter an apostrophe "'", by pressing **[']** while holding down **[⇧]**.
5. Press **[ENTER]** to store it in the memory.

<Example 2> Register Mother's Day (second Sunday in May).

1. Press **[TO DO/ANN]** once or twice to enter the Anniversary mode.
2. Press **[2]** to select "2: MONTH/WEEK" to display the date entry mode.
3. Enter the month, week, and day of the week.

05 2 0

M/W/D=05/2/0
M=MONTH W=WEEK
D=DAY 0:S 1:M 2:T
3:W 4:T 5:F 6:S

4. Press **[ENTER]**, and then enter the description of the anniversary.

[ENTER] Mother's Day

- ANN - MAY WEEK 2 SUN
Mother's Day -

- To switch between upper- and lowercase letters, press **[CAPS]**.
 - You can enter an apostrophe "'", by pressing **[']** while holding down **[⇧]**.
5. Press **[ENTER]** to store it in the memory.

See also ...

Recalling the Listings	18	Checking the Memory Storage ..	17
Editing the Listings	20	Freeing Up Memory	18
Deleting the Listings	21		

Checking the Memory Storage

1. Press **[MENU]** **[NEXT]** **[1]** to select "1: MEMORY CHECK".

The number of listings stored in TEL/MAIL1, TEL/MAIL2, and URL files is displayed.

TEL/MAIL 1: 76
TEL/MAIL 2: 31
URL : 6
E ■■■■ - - - - F

2. Press **[NEXT]** again to display the number of listings stored in SCHEDULE, ANN1, and ANN2 files.
3. Press **[NEXT]** again to display the number of listings stored in MEMO, EXPENSE, and TO DO files.
4. Press **[C<CE]** to return to the mode in which you were before pressing **[MENU]**.
- When the amount of memory used approaches F (FULL), delete unnecessary data and free up memory to make enough space to store new listings.
 - Since the same memory is used for all the modes other than the Calculator and Conversion modes, the number of listings that can be stored in each of these modes will vary depending on the situation of each mode.

Freeing Up Memory

Deleting or modifying data during operation can produce unnecessary space in the memory of the Organizer.

Delete unnecessary space and free up memory, when the Organizer displays "MEMORY FULL".

1. Press **MENU** **NEXT** **NEXT**.
 2. Press **3** to start freeing up memory.
- "WORKING..." is displayed indicating that the memory is being freed up.
 - The following situations may display the message shown below.
 - When the power is turned on (except when the power is automatically turned on with the Schedule alarm).
 - When you performed the operation, "Deleting the Listings" on page 21.

DO YOU WANT TO
FREE UP MEMORY ?

(Yes / No)

(It is recommended to press **Y** to free up memory.)

- The indication "Replace the OPERATING batteries !" shown at the time of freeing up memory means that the operating batteries are almost exhausted. Replace them with new ones then try again to free up memory.
- The backlight function does not work while the memory is being freed up.

Recalling the Listings

1. Notes for Recalling the Listings

- Perform searching the listings in each mode other than Clock, Calculator, and Conversion modes.
- The direct, keyword, and index searches are not case sensitive.
- When the symbol "↓" or "↑" is displayed, more information exists. Pressing **▼** or **▲** scrolls up or down one line.
- When there are no more (or relevant) listings to be recalled or to be searched, "NOT FOUND !" is displayed briefly and the display returns to the entry prompt.

2. Sequential Search

Recalls the listings in order in each mode.

To begin searching in Anniversary mode, press **TO DO/ANN** once or twice to enter the Anniversary mode and then press **1** (or **2**) to select the searching type.

Press **NEXT** (or **PREV**) to recall the listings in forward (or reverse) order. Hold down either of these keys for rapid recall.

Schedule listings

- When nothing has been entered for that day, only the time entry prompt is displayed.
- Press **2nd** **SCHEDULE** in Schedule mode to recall the scheduled listings for the current day. Then press **NEXT** repeatedly to check if any other listings are scheduled for the current day.
- Press **2nd** **NEXT** (or **2nd** **PREV**) in Schedule mode repeatedly to recall the listings skipping empty dates. Press **C-CE** **C-CE**, then press **2nd** **NEXT** (or **2nd** **PREV**) to display the first (or last) listing in chronological order. After the last (or first) listing in chronological order has been found, "NOT FOUND !" is displayed briefly.

3. Direct Search

Recalls the listings by the first character(s) of the name (or the contents) in Telephone/E-mail, URL, Schedule, To Do, or Memo mode.

1. Enter the first character(s) of the desired name in each mode.
 2. Press **[NEXT]** (or **[PREV]**).
- The search in Schedule mode begins from the currently displayed date in forward (or reverse) order.
 - If the desired listing in Telephone/E-mail or URL mode is not found, the subsequent listing in sequential order will be displayed.
 - Each time **[NEXT]** (or **[PREV]**) is pressed, sequential search will be performed.

4. Keyword Search

Recalls the listings by a word contained in the desired listing in Telephone/E-mail, URL, Schedule, To Do, or Memo mode.

<Example> Recall the listings containing the word "Sharp" in the TEL/MAIL1 file.

1. Press **[TEL]** to display the TEL/MAIL1 file.
2. Enter the word.

Sharp

3. Press **[2nd]** **[NEXT]**.
- Each time **[2nd]** **[NEXT]** are pressed, subsequent listings containing the word "Sharp" will be displayed.

```
Johns, Pat
201-265-5600
F 265-1234
Box G, Sharp Plaza.
↓ Mahwah, New Jersey.
```

5. Index Search

Recall the listings in Telephone/E-mail, URL, Schedule, To Do, Memo, Expense, or Anniversary mode. The listings recalled are listed one for each line on the display.

<Example> Display the Index in the Telephone/E-mail mode.

1. Press **[TEL]** to display the Telephone/E-mail mode screen.

```
Johns, Pat
201-265-5600
F 265-1234
Box G, Sharp Plaza.
↓ Mahwah, New Jersey.
```

2. Press **[MENU]** **[2]** to select "2: INDEX".

- The index of the Telephone/E-mail listing is displayed.
- Pressing **[ENTER]** returns to the screen recalled in step 1.
- Up to five listings are displayed at a time.
- To display the first listing beginning with a particular character in the Telephone/E-mail, or URL mode, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.
- Pressing **[NEXT]** and **[PREV]** scrolls the page forward and backward. To see the whole listings move the pointer "▶" using **[▲]** and **[▼]** to select the desired listing, and press **[ENTER]**.

```
★ ▶ Johns, Pat
  Robert, Smith
  Shingo Nakahara
  Stevenson Dug
  ↓ Tom Robert
```

Rearranging memos in the index display

In the index display, the order in which memos are recalled can be changed.

1. Press **[MEMO]** **[MENU]** **[2]** to select "2: INDEX".
 2. Press **[▼]** and **[▲]** to select the listing, and press **[INS]**.
- The selected listing blinks.
3. Press **[▼]** and **[▲]** to move the listing to the desired position.
 4. Press **[ENTER]** to store the new order in the memory.
- Press **[C*CE]** to cancel any changes.

6. Date Search

Recalls the listings by the date in Calendar, Schedule, or Expense mode.

(1) Calendar or Schedule listings

<Example> Recall the calendar for December 25, 2000.

1. Press **[SCHEDULE]**.
2. Press **[C<CE>]** to display the date entry prompt.
3. Press **[C<CE>]** and enter the month, day, and year.

12252000

To make a correction, move the cursor with **[▼]** or **[▲]**, or press **[C<CE>]** to clear the displayed date.

- To enter a single-digit month or day, enter zero and the digit.
4. Press **[ENTER]**.

The specified calendar or schedule will be displayed.

When you start this search in Calendar mode, pressing **[SCHEDULE]** displays the desired date in Schedule mode. And when you start the search in Schedule mode, pressing **[SCHEDULE]** displays the desired date in Calendar mode.

(2) Expense listings

Press **[C<CE>]** in the Expense entry prompt, then enter the date and press **[NEXT]** (or **[PREV]**).

MM/DD/YYYY
MONTH : 04
DAY : 12
YEAR : 2000

7. Other Search in Calendar Mode

Recalling the scheduled item from the Calendar mode

The scheduled date is displayed with the tag (■) on the right of the date number.

1. Press **[SCHEDULE]** once or twice to display the Calendar mode.
 - Pressing **[2nd] [SCHEDULE]** displays the current date.
2. Press the cursor movement keys (**[▲]**, **[▼]**, **[◀]**, **[▶]**) to move to the date with a tag.
3. Press **[SCHEDULE]** to display the schedule contents.

Editing the Listings

1. Editing the Listings

<Example> Modify the Telephone/E-mail listing.

1. Recall a listing in the desired mode.

Johns, Pat
201-265-5600
F 265-1234
Box G, Sharp Plaza,
↓ Mahwah, New Jersey,

2. Press **[MENU] [1]** to select "1: EDIT"

- The edit mode is entered and the cursor flashes.

Johns, Pat
201-265-5600
F 265-1234
Box G, Sharp Plaza,
↓ Mahwah, New Jersey,

3. Modify the data as desired.
4. Press **[ENTER]** to store it in the memory.

2. Creating a New Listing

Pressing **[2nd] [ENTER]** instead in step 4 in the above section, "1. Editing the Listings" creates a new listing without deleting 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.

Deleting the Listings

1. Deleting One Listing

1. Recall the listing to be deleted.
2. Press **[DEL]**.
"DELETE ? Y/N" will appear.
3. Press **[Y]** to delete the currently displayed listing.
 - To cancel the deletion operation, press **[N]**.
 - You can also delete individual listing on the index display.

Press **[MENU]** **[2]** in the desired mode to select "2: INDEX", move the pointer "►" to select the listing you want to delete, and press **[DEL]** and **[Y]**.

2. Deleting All of the Listings in Each Mode

(1) Deleting all of the listings in each mode

If all of the listings for Telephone/E-mail, URL, Schedule, To Do, Memo, Expense, or Anniversary mode are not necessary any more, you can delete them all at once.

<Example> Delete all listings in the TEL/MAIL1 files.

1. Press **[MENU]** **[3]** to select "3: DATA DELETION".
2. Press **[1]** to select "1: TEL/MAIL/URL".
3. Press **[1]** to select "1: TEL/MAIL 1".
"DELETE ? Y/N" is displayed.
 - After performing step 1, press the following keys in other modes:
SCHEDULE: **[2]** **[1]**
ANN1: **[2]** **[2]**
ANN2: **[2]** **[3]**
MEMO: **[3]**
EXPENSE: **[4]**

TO DO (ALL): **[NEXT]** **[1]** **[1]**.

TO DO (DONE): **[NEXT]** **[1]** **[2]**.

- When the Secret function is on, "SECRET ON MODE" is displayed and the file cannot be deleted. In this case, turn the Secret function off (page 25) and repeat the above procedure.
- 3. Press **[Y]**.
 - To cancel the deletion operation, press **[N]**.
 - All of the listings (including secret listings) in the selected mode will be deleted all at once.

(2) Deleting all of the scheduled listings for an entire month

1. Press **[SCHEDULE]** once or twice to recall the calendar for the desired month.
2. Press **[DEL]**. "DELETE ? Y/N" will appear.
3. Press **[Y]** to delete all of the schedule listings for the currently displayed month.
 - To cancel the deletion operation, press **[N]**.
 - Although all of the schedule listings for the month are deleted, anniversaries are still retained.

(3) Deleting the password and secret listings

(Refer to page 24, "Secret Function" on registering the password and turning the secret function on and off.)

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

1. Press **[MENU]** **[3]** to select "3: DATA DELETION".
2. Press **[NEXT]** **[2]** to select "2: SECRET DATA".
"ALL SECRET DATA DELETE ? Y/N" is displayed.
3. Press **[Y]**.
 - To cancel the deletion operation, press **[N]**.
 - "DELETED !" is displayed briefly and the password and all secret listings are deleted.

Calculator Mode

The Organizer's built-in calculator can perform the 4 arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing **CALC/CONV** once or twice. Each time you press this key, the display switches between Calculator and Conversion modes.

Before performing any calculation, press **CE** twice to clear the display.

- Non-zero numbers in the memory cause "-M-" to appear on the display.
- An error occurs when the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("-E-" is displayed.)

Press **CE** to cancel the error.

When the integer section of the calculation is between 13 digits and 24 digits, a round number is displayed as follows:

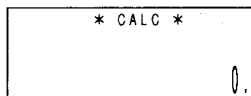
Example of a round number

456789012345

789 **=** $\rightarrow$ -360.406530740

$(360.406530740 \times 10^{12} = 360,406,530,740,000)$

Example	Operation	Display (answer)
$12 \times 3 + 5 =$	12 × 3 + 5 =	41.
$(-24) \div 4 - 2 =$	24 ÷ 4 = 2 =	-8.
$34 + 57 =$	34 + 57 = The addend becomes a	91.
$45 + 57 =$	45 = constant.	102.
$68 \times 25 =$	68 × 25 = The multiplicand	1,700.
$68 \times 40 =$	40 = becomes a constant. For subtractions, the subtrahend becomes a constant. For division, the divisor becomes a constant.	2,720.



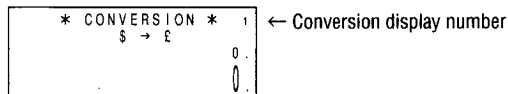
Example	Operation	Display (answer)
What is 10% of 200?	200 × 10 %	20.
What percentage is 9 of 36?	9 ÷ 36 %	25.
What results from a 10% increase of 200?	200 + 10 %	220.
What is 500 after a 20% discount?	500 - 20 %	400.
$\sqrt{25 - 9} =$	25 - 9 = √	4.
$(4^3)^2 =$	4 × = = × =	4,096.
$1/8$	8 ÷ =	0.125
(Summation)	Clear the memory before performing any calculations	
$25 \times 5 =$	CM 25 × 5 M+	-M- 125.
$-) 84 \div 3 =$	84 ÷ 3 M-	-M- 28.
$+) 68 + 17 =$	68 + 17 M+	-M- 85.
(Total) =	RM	-M- 182.
(Temporary memory)		
$(14 - 3 \times 2) \times$	CM 14 M+ 3 × 2 M-	-M- 6.
$(52 - 35) =$	52 - 35 × RM =	-M- 136.
(Constant memory)		
$135 \times (12 + 14) =$	CM 12 + 14 M+	-M- 26.
$(12 + 14) \div 5 =$	135 × RM =	-M- 3,510.
	RM ÷ 5 =	-M- 5.2

Conversion Mode

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

This mode has 2 types of conversions (a total of 19 patterns), currency conversions No. 1 through No. 3 (such as from \$ to £ and from \$ to €) and unit conversions No. 4 through No. 19 (such as from inches to centimeters), as shown below.

The number on the top right of the conversion display indicates the selected conversion type.



No.	Conversion pattern		No.	Conversion pattern	
	Unit A	Unit B		Unit A	Unit B
1	\$	→ £	10	gal	→ l
2	\$	→ €	11	l.gal	→ l
3	\$	→ ¥	12	fl.oz	→ ml
			13	l.fl.oz	→ ml
4	inch	→ cm	14	oz	→ g
5	feet	→ m	15	lb	→ kg
6	yard	→ m	16	°F	→ °C
7	mile	→ km	17	cal	→ J
8	acre	→ m ²	18	hp	→ W
9	acre	→ ha	19	PS	→ W

1. Changing the Conversion Display

<Example> Change the conversion type to No.5.

- Press **CALC/CONV** once or twice to select the Conversion mode.
- Press **NEXT** and **PREV** until the conversion display number indicates No.5.



2. Setting the Rate

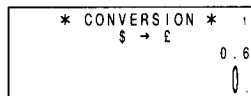
<Example> Select the conversion display number 1 and set the following rate: \$1 = £0.6

- Press **CALC/CONV** once or twice to select the Conversion mode.
- Press **NEXT** (or **PREV**) to select the conversion display number 1.
- Press **MENU** **1** to select "1: EDIT".

- The result display disappears and the rate display flashes.

- Enter the rate.

0.6 **ENTER**



- The rate can be entered in up to 10 digits.

3. Changing the Currency or Unit

If there is no conversion pattern you want to use, you can change the currency or unit in the conversion patterns No. 1 to No. 3.

- Repeat steps 1 to 3 of the above section, "Setting the Rate".
- Press **▲**, **▶** and **◀** to move the cursor to the currency to be changed and enter the new currency or unit.
- Up to 7 letters can be entered each for unit A and unit B.
- Press **▼** to move the cursor to the rate field and enter the rate.

4. Converting Currency/Unit

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

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

<Example 1> Convert \$198 to £.

1. Press **NEXT** (or **PREV**) to select the unit. (In this example, select the conversion display number 1: \$1 = £0.6.)

2. Enter the value to be converted.

198

```
* CONVERSION * 1
$ → £
0.6
198.
```

3. Press **►** to convert it.

The conversion result is displayed.

- Once you have set each rate, you can perform a consecutive conversion such as from £ to \$, and then from \$ to €.

```
* CONVERSION * 1
$ ► £
0.6
118.8
```

- The previous conversion result remains on the display, when you switch from one conversion type to another. Press **C<CE** to clean the result and start another conversion.

<Example 2> Convert 25°C to °F.

1. Press **NEXT** (or **PREV**) to select the unit. (In this example, select the conversion display number 16, which does not display the rate.)

2. Enter the value to be converted.

25

3. Press **◄** to convert it.

```
* CONVERSION * 16
°F ◄ °C
77.
```

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

Secret Function

The Secret function allows you to protect confidential listings with a password, so that no unauthorized person can recall them.

1. Registering a Password

Up to 7 characters can be registered for the password.

If you forget the password, it will be necessary to clear the password and all secret listings from the memory (see page 21). As a safeguard, make a written record of the password.

<Example> Register a password "1234567".

1. Press **MENU** **NEXT** **3** to select "3: SECRET".

```
SET PASSWORD
| _ |
```

- If "ALLOW ACCESS TO SECRET DATA" is displayed instead, a password is already registered.

To delete and change the password, refer to page 26.

2. Enter the password.

1234567

3. Press **ENTER**.

"PASSWORD [1234567] IS NOW SET" and an "S" are displayed.

The "S" indicates the Secret function is in effect.

```
PASSWORD
[S] 1 2 3 4 5 6 7
IS NOW SET
```

4. Press **C<CE** to display the entry prompt.

2. Turning the Secret Function On and Off

When the Secret function is on, an "[S]" is displayed. When the Secret function is off, the "[S]" is cleared even after the password is registered.

(1) Turning the Secret function off

1. Press [MENU] [NEXT] [3] to select "3: SECRET".

```
ALLOW ACCESS TO
SECRET DATA
[ ]
```

2. Enter the password and press [ENTER].

Enter "1234567" in this case.

"SECRET DATA ACCESSIBLE !" is displayed briefly. The Secret function is now off and secret listings can be recalled. The display changes into the entry prompt without the "[S]".

- If the incorrect password is entered, "INCORRECT PASSWORD !" will be displayed briefly and the display changes into the entry prompt.
- Even after the Secret function is turned off, the Secret function will automatically be turned on after manual or auto power off.

(2) Turning the Secret function on

1. Press [MENU] [NEXT] [3] to select "3: SECRET".

2. Press [1] to select "1: HIDE SECRET".

"SECRET DATA IS HIDDEN !" is displayed briefly. The secret function is now on and secret listings cannot be recalled. The display changes into the entry prompt with the "[S]".

```
1: HIDE SECRET
2: DELETE THE
PASSWORD
```

3. Designating the Listings as Secret

One password is enough to designate one or more listings as secret. Once you have registered the password, it is effective not only for the stored listings, but for the new listings to be stored.

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

(1) Storing a listing as secret

1. Press [MENU] [NEXT] [4] during the data entry to select "4: SECRET MARK (*)".
2. Press [1] to select "1: ON".
A "*" is displayed.
3. Press [ENTER] to store it in the memory.

(2) Designating a stored listing as secret

<Example> Designate the listing for "ABC BANK" as secret.

1. Recall the listing.

```
ABC BANK
* Chicago Branch
Account No.
272-0011223
```

2. Press [MENU] [1] to select "1: EDIT".
3. Press [MENU] [NEXT] [4] to select "4: SECRET MARK (*)".
4. Press [1] to select "1: ON".
The "*" is displayed.
5. Press [ENTER].
The listing for "ABC BANK" is now designated as secret.

```
ABC BANK
* Chicago Branch
Account No.
EDIT 272-0011223
```

(3) Changing a secret listing to non-secret

1. Turn the Secret function off. (Refer to this page.)
2. Recall the desired secret listing.
3. Press [MENU] [1] to select "1: EDIT".
4. Press [MENU] [NEXT] [4] to select "4: SECRET MARK (*)".
5. Press [2] to select "2: OFF".
The "*" disappears.
6. Press [ENTER].

The secret listing is now changed to non-secret.

(4) Recalling (and editing) the secret listings

Perform recalling (or editing) the secret listings in each mode.

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

(5) Recalling only the secret listings

1. Turn the Secret function off (Refer to page 25.).
2. Press the mode button to display the mode screen in which you want to recall the listing.
3. Press **MENU** **NEXT** **4** **1** to display the "★".
4. Press **2nd** **NEXT** (or **2nd** **PREV**).

The secret listings only are sequentially recalled.

- If no secret listing is found, "NOT FOUND !" is displayed briefly and the display returns to the entry prompt.

(6) Deleting the password

1. Turn the Secret function off. (Refer to page 25.)

2. Press **MENU** **NEXT** **3** to select "3: SECRET".

3. Press **2** to select "2 : DELETE THE PASSWORD".

4. Enter the old password to be deleted and press **ENTER**.

"PASSWORD IS DELETED !" is displayed briefly and the display changes into the entry prompt.

5. To register a new password, follow the procedure described in "1. Registering a Password" on page 24.

If you forget the password

If you forget the password, you have to delete it by deleting all the secret data.

Make sure that you really want to delete them, and see page 21, "(3) Deleting the password and secret listings".

Transferring the Data

This Organizer can transfer data to/from the following SHARP Organizer by using the optional communication cable.

Organizers on the other end: YO-180/480

EL-6790

Exchange data: each listing, all listings in each mode, entire data stored in the Organizer (for a backup and restoration process between the same models)

- For mode information on the available cable, contact your nearest SHARP dealer.

1. Cautions and Special Notes for Data Transfer

- Turn off the secret function before transferring data by mode (p.25).
- After data transfer, the data on the transferring Organizer is preserved.
- The alarm setting is ignored. The alarm will not sound during data transfer.
- The Auto power off function is disabled in all the transfer modes.
- The Backlight is nullified during data transfer. (If the Backlight is on, it is automatically turned off at the beginning of data transfer.)
- When the Organizers are not in the same mode before transferring data by listing or mode, "DATA ERROR !" is displayed and no data transfer is allowed.

However, directories in the Telephone (or E-mail) and URL modes are excluded from this rule. For example, data in the TEL/MAIL1 directory can be transferred to the URL directory.

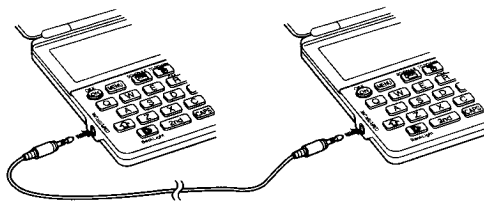
- When the communication cable is disconnected during data transfer, "I/O DEVICE ERROR !" is displayed. Press **C•CE** to clear the error, check that the Organizers are connected correctly, and then start the steps again.
- The indication "Replace the OPERATING batteries !" shown whenever any item is selected on the "UNIT TO UNIT" menu screen means that the

operating batteries are almost exhausted. Replace them with new ones then try again to transfer data.

- When "MEMORY FULL" is displayed and data transfer is aborted, perform the following step:
– delete unnecessary data on the receiving Organizer, then start the steps from the beginning.
- The indication "WORKING..." shown on the side of the receiving Organizer at the beginning or end of the data transfer means that the memory has begun to be freed up automatically.

2. Transferring the Data between Organizers

- Turn both of the Organizers off first before connecting them with the cable.



- The shape of the cable illustrated above may be different from that of the final shipment.
- When an error occurs, "I/O DEVICE ERROR !" is displayed on the receiving or transferring Organizer, or on both ones.

1. Press the desired mode key, or recall a listing to be transferred on the transferring Organizer.

- To transfer all the listings in each mode, press the mode key to display the entry prompt. To transfer each listing, recall the desired listing.

2. Press **2nd** **O**

on both the Organizers.

The following menus are displayed.

```

< UNIT TO UNIT >
1: SEND      4: BACKUP
2: RECEIVE   5: RESTORE
3: VERIFY
  
```

3. Press **2** on the receiving Organizer to select "2: RECEIVE".

```

< UNIT TO UNIT >
RECEIVING
MODE
  
```

4. Press **1** on the transferring Organizer to select "1: SEND".

Data transfer is started.

- To interrupt data transfer, press **ON**.

Messages are displayed on the respective Organizers while data is being transferred.

Transferring Organizer

```

< UNIT TO UNIT >
-SENDING-
  
```

Receiving Organizer

```

< UNIT TO UNIT >
-RECEIVING-
  
```

When these messages are no longer displayed, the data transfer is completed.

To verify the listing after it has been transferred, press **3** ("3: VERIFY") on the receiving Organizer in step 3.

```

< UNIT TO UNIT >
-VERIFYING-
  
```

The following message is displayed.

If any discrepancies are found, "VERIFY ERROR !" is displayed.

3. Transferring Data to Make a Backup File

All data in the Organizer can be transferred to the same model of the Organizer.

1. Press **[2nd]** **[O]** on both the Organizers.
2. Press **[5]** on the receiving Organizer to select "5: RESTORE".
3. Press **[4]** on the transferring Organizer to select "4: BACKUP".
A confirmation message is displayed.
4. Press **[Y]** in answer to the confirmation message on the transferring Organizer.

Backup data transfer is started. Messages are displayed on the respective Organizers while the data is being transferred. When these messages are no longer displayed, the backup data transfer is completed.

The receiving Organizer, at the beginning of receiving a backup file, deletes all of its own data first, and then starts receiving the backup file. When you stop transferring a backup file midway, the receiving Organizer will have deleted all the data received by the time it receives the cancel command.

< UNIT TO UNIT >
BACKUP
RECEIVING
MODE

< UNIT TO UNIT >
BACKUP
SEND
OK ? Y/N

< UNIT TO UNIT >
-SENDING-

< UNIT TO UNIT >
-RECEIVING-

4. Exchanging Data with a Personal Computer

With SHARP Organizer Link software and cable package, you can exchange data with an IBM compatible personal computer. See the Organizer Link manual for connection and software operating instructions.

Shortcuts

This Organizer has 9 shortcut keys to provide rapid access to the menus. Using the shortcut keys can save you time by removing some steps to reach the menu you want.

Shortcut	Action	See page...
[2nd] [A]	Turns the Schedule alarm on and off.	13
[2nd] [E]	Enters the edit mode.	20
[2nd] [I]	Displays the Index.	19
[2nd] [O]	Displays the options for the data transfer.	27
[2nd] [S]	Sets or deletes the password.	24~26
[2nd] [M]	Sets the "*" mark.	25
[2nd] [EXPENSE] *	Displays the Expense report.	15
[2nd] [▶]	Turns the alarm sound on and off.	13
[2nd] [◀]	Turns the key sound on and off.	2

* For use in Expense mode only

Battery Replacement

Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	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 the 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 the reach of children.
- When batteries become low, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.
- Do not expose the battery to the fire as it might explode.

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

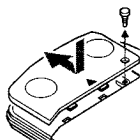
When " **BATT** " is displayed, immediately replace the batteries with new ones. If the battery level is very low, the alarms or the key touch tone may not sound, or similarly the Backlight may remain on for less than the set interval or it may not function. Continued use of the Organizer with low

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.

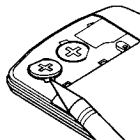
(2) Replacing the batteries

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

1. Press **[OFF]** to turn the power off.
2. Loosen the screw (counterclockwise) and remove the battery holder cover on the back of the unit.



3. Remove the used batteries using a ball-point pen or similar object.
- Do not use a mechanical pencil or sharp pointed object.



4. Install 2 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 2 or 3 seconds.
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 start to use the Organizer, 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 start operation in November, 2000, write it down as follows:

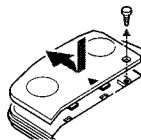
MEMORY BACKUP BATTERY INSTALLATION DATE	MONTH • YEAR 11 • 2000
--	---------------------------

(2) Precautions when replacing the memory backup battery

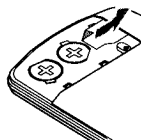
- If the memory backup battery is replaced when the operating batteries are depleted, the memory contents will be lost. Make sure the operating batteries are not depleted. If the operating batteries are depleted, first replace these before replacing the memory backup battery.

(3) Replacing the battery

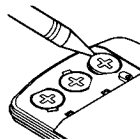
1. Press **[OFF]** to turn the power off.
2. Loosen the screw (counterclockwise) and remove the battery holder cover on the back of the unit.



3. Remove the memory backup battery seal.



4. Remove the used battery using a ball-point pen or similar object.
- 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:** YO-180
- Product name:** Electronic Organizer
- Display:** 19 columns × 5 lines
- Memory capacity:** 260736 bytes
- Clock mode:**
- Accuracy: ±30 seconds/month (at 25°C/77°F)
 - Display: Year, month, day, day of the week, hour, minute, AM/PM, city name, time zone
 - Clock system: 12-hour/24-hour format (switchable) World clock function, daylight saving time/summer time display function, schedule alarm function
- Telephone/E-Mail mode:** Entry and recall of names, numbers, postal addresses, and E-mail addresses
- URL mode:** Entry and recall of names, URL, and remarks
- Calendar mode:** From Jan., 1901 to Dec., 2099, Schedule mark function distinguishing between morning, afternoon, and anniversary.
- Schedule mode:** Entry and recall of schedule (year, month, day, hour and minute), schedule alarm
- To Do mode:** Entry and recall of To Do listings
- Memo mode:** Entry and recall of memo listings
- Expense mode:** Entry and recall of expense listings
- Anniversary mode:** Entry and recall of month, day (or month, week, day), and description of anniversaries
- Calculator mode:** 12 digits (with calculation status symbol)
Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.
- Currency/Unit conversion mode:** 10 digits, 19 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 $\varnothing$ (DC)
(Lithium battery CR2032×2)
Memory backup battery: 3V $\varnothing$ (DC)
(Lithium battery CR2032×1)

Battery life:

Operating batteries

- Approx. 1200 hours
When data is continuously displayed without Backlight (at 25°C/77°F).
- Approx. 300 hours
When data is continuously displayed with Backlight, for 2 minutes per hourly use (at 25°C/77°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 25°C/77°F).
- Approx. 1.5 years
When turned off, and the clock is running (at 25°C/77°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. 125 g (0.28 lb.) (including batteries)

Dimensions:

- Open:** 148 mm (W) × 180 mm (D) × 9 mm (H)
5-13/16" (W) × 7-3/32" (D) × 11/32" (H)
- Closed:** 148 mm (W) × 92 mm (D) × 13 mm (H)
5-13/16" (W) × 3-5/8" (D) × 1/2" (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 with a new or remanufactured equivalent at no charge to the purchaser for parts or labor for the 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 improper voltage or other 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.

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

<u>Your Product :</u>	Electronic Organizer
<u>Warranty Period for this Product :</u>	One (1) year parts and labor from date of purchase.
<u>Additional Items Excluded from Warranty Coverage :</u>	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.
<u>Where to Obtain Service :</u>	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 1-800-BE-SHARP.
<u>What to do to Obtain Service :</u>	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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