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DIGITAL BOOK™

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Personal
ORGANIZER

User's Manual

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Introduction

Congratulations. You now have a powerful, portable new way to be organized. The Franklin Personal Organizer has six main functions, or topics:

- 🕐 Clock,
- 📖 Schedule,
- 🔢 Calendar,
- ☎ Phone Book,
- 🌍 World Time,
- 🖩 Calculator.

The Organizer can store up to 128 kilobytes of information that you enter. And its built-in, on-card battery protects your entries between sessions.

To acquaint yourself with all the topics, scan this User's Manual before using the Organizer. Then read each section for in-depth instructions.

■ About User Notes Like This

Throughout this User's Manual, gray-boxed user notes provide you with tips and advanced uses of the Organizer. Look for them.
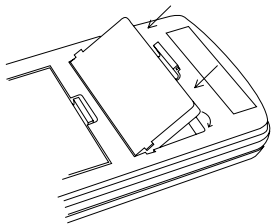
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Getting Started

If you're using the Organizer
for the first time,
read this section.

Install the Digital Book

You must install the Organizer before you can use it. Here's how.

1. Turn the Digital Book System off.

2. Insert the digital book in a slot on the back.

Line up the book's tabs with the notches in the slot. Then snap the book in place.

3. Press (ON/OFF).

4. To adjust the screen contrast, turn the wheel on the side of the Digital Book System.

**5. If the screen is still blank, check the batteries.**
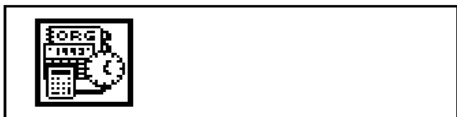
■ Protect Your Information

Never install or remove digital books while the Digital Book System is on. If you do, information that you entered in those books may be erased.

Select the Organizer

Once it's installed, you can select and start using the Organizer.

1. Press (CARD).

2. Press ⬅ or ➡ to outline ORG.

3. Press (ENTER).

> If you're using this card
> for the first time, press 🄴
> now.
> If this card has been used before,

**4. If you see the above message, press 🄴.**

If you've never used this Organizer before, the Clock appears. See "Setting the Clock," p. 17.

■ Resuming Where You Left Off

After your first session, you go to the last screen that you saw when you start using the Organizer again.

Move Between Topics

You can move between main functions, or topics, in the Organizer by selecting them from the Topic menu. Except for the first time, when you select a topic you go to the last screen that you saw in that topic.

1. Press `MENU` to view the main menus.

2. If needed, press ⇨ to highlight the Topic menu.

```
Topic Other
   Calendar
   Calculator
 √Clock
```
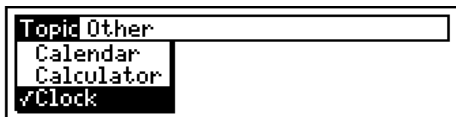
The check marks the currently selected topic.

3. Press ⬇ or ⬆ to highlight a topic.

```
Topic Other
   Calendar
   Calculator
 √Clock                    ✛
```
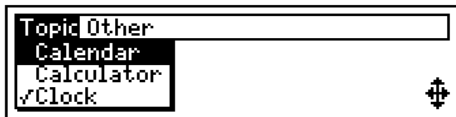
4. To go to a screen in the highlighted topic, press `ENTER`.

5. To select another topic, repeat Steps 1 through 4.

■ Follow the Arrows

The blinking arrows at the bottom of the screen show which arrow keys you can press to move around menus and other screens.

■ Zooming Between Topics

You can move more quickly between topics by pressing these Gold key combinations at any screen except a help message. Simply hold ⬭ while pressing the other key.

To Zoom To. . .	Press. . .
Phone <u>B</u>ook	⬭ + (B)
<u>C</u>lock	⬭ + (C)
Calendar (<u>d</u>ates)	⬭ + (D)
World Time (<u>f</u>oreign)	⬭ + (F)
Calculator (<u>m</u>ath)	⬭ + (M)
<u>S</u>chedule	⬭ + (S)
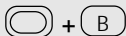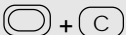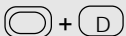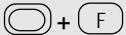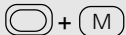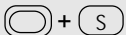
To view your next Schedule entry, if any, press ⬭ plus (N) . Then, press (BACK).

■ Viewing Full Menu Items

Some menu items are too long to be fully displayed on a menu. In that case, the item is followed by ellipses, like this:

```
Schedule Locate Topic Other
New Entry
Jun 23 10:00am marketing m...
```

To view a full menu item, first press $\boxed{\downarrow}$ or $\boxed{\uparrow}$ to highlight the item, as above. Then press $\boxed{?*}$.

```
        FULL TEXT OF ITEM:
Jun 23 10:00am marketing
meeting bring sales reports and
overhead charts
```

To return to the menu, press $\boxed{BACK}$.

Learn About Special Menus

All six topics have special menus. Special menus let you perform special tasks in a topic. You can view a special menu, if available, by pressing (SPEC).

```
Change Entry
Delete Entry
Undelete Entry
New Entry                    ↓
```
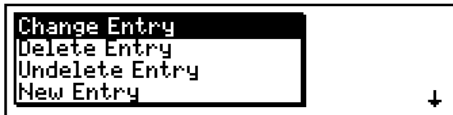
This is a special menu. Later in this User's Manual, you'll learn how to use every special menu. But note these general instructions.

● To select an item on a special menu, press
  ⬇ or ⬆ to highlight the item. Then press
  (ENTER).

● To exit a special menu, press (BACK).

NOTE: You can't go to special menus from main menus or help messages.

Learn About Searches

All topics except the Clock and Calculator have search screens. At search screens, you can enter searches to find information in a topic. You can go to a search screen, if available, by pressing (CLEAR) .

```
Type a name (or part of one)
to get their address and phone.
>|
Use MENU for other options
or HELP for help.
```

This is a search screen. At any search screen, use these keys to enter searches.

To. . .	Press. . .
type letters	(A) (B) (C) · · ·
type capital letters	(SHIFT) + (A) · · ·
type a space	(SPACE)
type numbers	(○) + (Q) (W) (E)
move the cursor	⇦ ⇨ ⇧ ⇩
erase characters	(BACK)
clear the search screen	(CLEAR)
search	(ENTER)

■ Typing Punctuation Marks

At search screens and other screens at which you can type characters, press (MORE) to view special punctuation marks not appearing on the keyboard.

Next, press the arrow keys to highlight a punctuation mark. Then press (ENTER) to type it.

You can also type these special punctuation marks, with or without pressing (MORE), by pressing ◯ plus (SHIFT) plus one of the keys shown above.

Explore the Tutorials

For convenient instruction, the Organizer has a built-in tutorial for each topic as well as a general tutorial.

1. Press (MENU) .

2. Press ⬅ to highlight the Other menu.

3. If needed, press ⬆ or ⬇ to highlight Tutorial.

```
Topic Other
      Tutorial
      Memory Gauge
      Name this Card
```

4. With Tutorial highlighted, press (ENTER) .

5. To view a tutorial, press ⬇ and then (ENTER) .

```
General Instructions
The Personal Organizer has six
topics: Phone Book, Schedule,
Calendar, Calculator, Clock, and
```
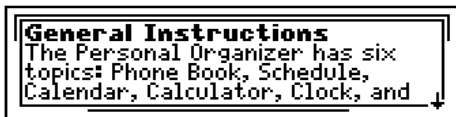
To move down, press ⬇ or ▽DN .

6. To view the next or previous tutorial, press ◯ plus ▽DN or △UP .

7. To return to the Other menu, press (BACK) repeatedly.

■ Help is Always at Hand

At any screen, you can view a help message appropriate to your situation.

To...	Press...
view a help message	(HELP)
move down the message	⬇ or ▽DN
exit the message	(BACK)

To zoom to the top or bottom of a help message, press ◯ plus ⬆ or ⬇ .

NOTE: To view a help message about all the Gold key combinations in the Organizer, press ◯ plus (HELP) .

■ Viewing MORE Help

When you're viewing certain help messages, you can view more help about your situation by pressing (MORE) . A note near the end of the help message indicates if more help is available.

Clock

This section shows you
how to use the Clock.

The Clock can be set
to any U.S. time zone,
standard or daylight savings time,
or any time zone used in a
World Time location.

The Organizer's on-card battery
keeps the Clock running when the
Organizer is removed from
the Digital Book System.

Setting the Clock   ○⃝

You should set the Clock before using other topics, following these steps. You can change Clock settings later, in any order, from the Clock special menu.

**1. If the Clock is not in view,
   Select the Clock from the Topic menu.
   Or press** ◯ **plus** C **(for clock).**

2. Press (SPEC) **.**

```
┌──────────────────┐
│Set Time Zone     │uary 1, 1990
│Daylight Savings  │0AM
│Set Date/Time     │
└──────────────────┘
   Press MENU for other options
```
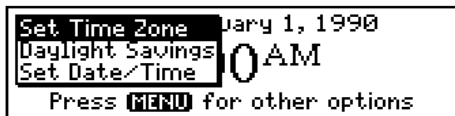
This is the Clock special menu.

3. If needed, press ⬆ **to highlight Set Time Zone.**

4. With Set Time Zone highlighted, press (ENTER) **.**

```
┌──────────────────────┐
│S/US Eastern (EST)    │1, 1990
│  US Central (CST)    │AM
│  US Mountain (MST)   │
│  US Pacific (PST)    │ther options
└──────────────────────┘
```

5. To select a time zone, press ⬇ **or** ⬆ **.
   Then press** (ENTER) **.**

6. Press (SPEC) **.**

7. Press ⬇ **and then** (ENTER) **to select
   Daylight Savings.**

```
Set Time Zone  uary 1, 1990
[√Standard Time  1 AM
   Summer Time
   Press MENU for other options
```
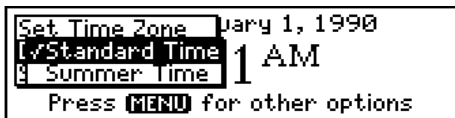
8. **Press ⬇ or ⬆ and then ⟨ENTER⟩ to select Summer Time or Standard Time.**

9. **Press ⟨SPEC⟩.**

10. **Press ⬇ and ⟨ENTER⟩ to select Set Date/Time.**

```
Enter the current date and time
  Month: June
    Day: 04
   Year: 93
   Time: 04:00 pm
```
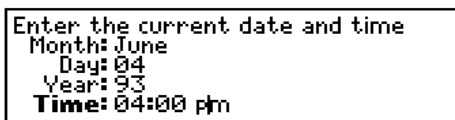
11. **Type a month, day, year, and time.**

   To type numbers, press the numbered keys. To change a line, press ⬆ and then retype it.

12. **Press ⟨ENTER⟩ at the last line. Or press ◯ plus ⟨ENTER⟩ at any line.**

■ Setting the Clock to World Times

You can also set the Clock to any time zone in a World Time location. To learn how, see "Other Location Changes," p. 52.

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Schedule

This section shows you how to
use the Schedule.
The Schedule is
an electronic date book.

Using the Schedule,
you can enter and find
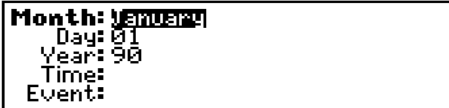meetings, things to do,
annual events, and more.

🗓 **Making Schedule Entries**

Schedule entries are events—appointments, meetings, things to do—scheduled on a particular day. The first time that you use the Schedule, you must make a Schedule entry. In each Schedule entry, you must type an event description of up to 99 characters.

1. Select the Schedule from the Topic menu. Or press ⬭ plus ⒮ (for schedule).

If you've never used the Schedule, you go directly to the Schedule entry screen. (See Step 3 below.)

2. Press (MENU) .

3. If needed, press ⬭ plus ⬆ to highlight New Entry.

4. With New Entry highlighted, press (ENTER) .

```
Month: January
   Day: 01
  Year: 90
  Time:
 Event:
```

This is a Schedule entry screen.

5. Type a month, day, or year. Or press ⬇ .

You need to type only the first letters of the month. To type numbers, press the numbered keys.

6. Type a time. Or press ⬇.

Type a for a.m. or p for p.m.

7. Type an event description.

```
 Month: July
   Day: 01
  Year: 93
  Time: 09:00 am
Event: meeting
```

To change a line, press ⬆ and then retype it.

**8. To add the entry to the Schedule, press
(ENTER) at the last line. Or press ◯ plus
(ENTER) at any line.**

```
Thursday July 1, 1993
at 9:00am
meeting                ━━━
```

This is a sample Schedule entry.

9. Press (MENU) to view the Schedule menu.

```
Schedule Locate Topic Other
New Entry
Jul 1 9:00pm meeting          ⇕
```

The Schedule entry is listed by date and time.

■ Making Annual Entries

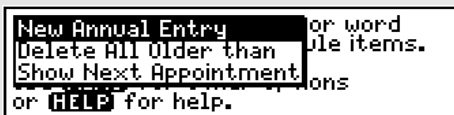You can add birthdays, anniversaries, and other annually recurring events to the Schedule. First, with the Schedule selected, press (CLEAR). Next, press (SPEC). Then press ⏬ or ⏫ to highlight New Annual Entry.

```
New Annual Entry       or word
Delete All Older than  ule items.
Show Next Appointment  ons
or HELP for help.
```

Press (ENTER) and make your entry.

■ Saving or Discarding Changes

At any Schedule entry screen, you can save or discard your most recent changes. First, press (SPEC). Then press ⏬ or ⏫ to highlight an item.

```
Save Changes
Discard Changes
   ear: 98
   Time:
Event:
```

To select the highlighted item, press (ENTER).
Or, to exit the special menu, press (BACK).

Finding Schedule Entries 📓

Once you've made Schedule entries, you can find them using the Schedule search screen, the Locate menu in the Schedule, or by scanning the Schedule or Matches menus.

Searching for Entries

At the Schedule search screen, you can find Schedule entries by date or other searches (see p. 24).

1. With the Schedule selected, press (CLEAR).

You go to the Schedule search screen.

2. Type a date or other Schedule search.

```
Type a date (e.g. Feb 3) or word
in an event to see schedule items.
> june 23
Use MENU for other options
or HELP for help.
```

To type numbers, press ◯ plus numbered keys.

3. To view the first matching entry, press (ENTER).

```
Wednesday June 23, 1993
at 10:00am
marketing meeting bring sales
reports and overhead charts
      ━━━■━━
```

**4. To view more matches, if any,
press◯ plus$\overline{\sqrt{}}$.**

To view a list of all matching entries, press (MENU).

5. To clear your search, press (CLEAR).

■ Other Schedule Searches

Here are the other searches that you can enter at the Schedule search screen.

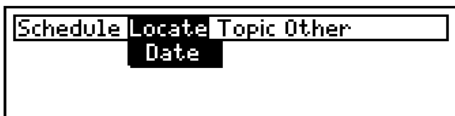| Search By	Examples
days	today, yesterday, tomorrow
months	jan, feb, mar
years	1993 or 93
a next or previous time period	previous week , next month, next year
the first words in event descriptions*	Lunch , ski trip
dates followed by the first words*	Feb 93 ski trip

*NOTE: You can search for only the first words in event descriptions. Your search words must exactly match the first words, except for case.
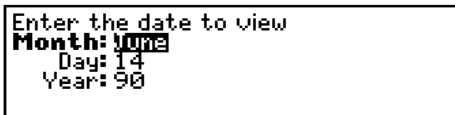
Locating Entries

You can also find Schedule entries by entering a date at the Locate menu in the Schedule. The current date is pre-entered.

1. With the Schedule selected, press (MENU).

2. Press ⇨ to highlight the Locate menu.

```
Schedule Locate Topic Other
         Date
```

3. Press (ENTER).

```
Enter the date to view
Month: June
   Day: 14
  Year: 90
```

4. Type a month, day, and year. Or press ⬇.
To type numbers, press the numbered keys.

5. At the last line, press (ENTER).

**6. To view more matching entries, if any,
press ◯ plus ⬇.**
To view a list of all matching entries, press (MENU).

7. To clear your search, press (CLEAR).

Scanning Entries

You can scan matching Schedule entries after searching for or locating them. Or you can scan all your Schedule entries by selecting the Schedule, pressing (CLEAR), and then following these steps.

1. With the Schedule selected, press (MENU).

```
Schedule Locate Topic Other
New Entry
Jun 23 10:00am marketing m...
Jul 10 2:00pm Fishing trip wi...    ⊕
```

After searching for or locating entries, the Matches menu appears. Otherwise, the Schedule menu does.

2. Press 🔽 or ▽DN▽ to highlight an entry.

```
Schedule Locate Topic Other
Jun 23 10:00am marketing m...
Jul 10 2:00pm Fishing trip wi...
Aug 12 9:00am meeting with ...    ⊕
```

To zoom to the bottom or top of the list,
press ◯ plus 🔽 or 🔼 .

3. To view a highlighted entry, press (ENTER).

**4. To view the next or previous listed entry,
press ◯ plus ▽DN▽ or △UP△ .**

5. To return to the main menus, press (BACK).

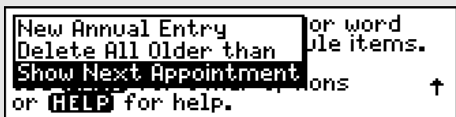## ■ Viewing Your Next Appointment

You can view your next appointment, the next Schedule entry from the current time, by pressing ○ plus N at any screen except a menu or help message.

```
Type    NEXT APPOINTMENT    d
in an 06/10/93 Thu 10:00am ns.
>|     meeting
Use
or
```

To exit the appointment, press (BACK).

You can also view your next appointment by pressing (SPEC) at the Schedule search screen. Then press ⬇ to highlight Show Next Appointment.

```
New Annual Entry        or word
Delete All Older than   ule items.
Show Next Appointment
                        ions      †
or HELP for help.
```

To view the next appointment, press (ENTER).
Or, to exit the special menu, press (BACK).

📖Changing Schedule Entries

Using the Schedule entry special menu, you can change, delete, undelete, or make new Schedule entries. You can also make annual entries or delete a range of old entries. These steps show how to change entries. To learn about your other options, see p. 29.

1. Find any Schedule entry.
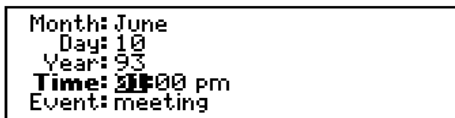
See "Finding Schedule Entries," p. 23.

2. Press (SPEC) .

```
Change Entry
Delete Entry
Undelete Entry
New Entry            ↓
```
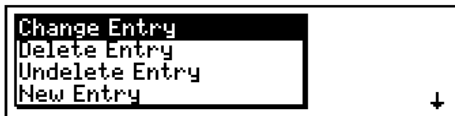
This is the Schedule entry special menu.

3. If needed, press ⇧ to highlight Change Entry.

4. With Change Entry highlighted, press (ENTER) .

```
Month: June
   Day: 10
  Year: 93
 Time: 12:00 pm
Event: meeting
```

This is a sample Schedule entry screen.

5. Type your changes.

6. To save the changes, press ⬭ plus (ENTER) .

■ Other Schedule Changes

Here are the other items on the Schedule entry special menu. To select an item, press ⬇ and then (ENTER). To exit the menu, press (BACK).

● Delete Entry   deletes the current entry from the Schedule. If you have only one entry and delete it, you must make a new Schedule entry before continuing.

● Undelete Entry   restores the most recently deleted Schedule entry, even if you deleted it during a previous session.

● New Entry   lets you make a new Schedule entry.

● New Annual Entry   lets you make a new Schedule entry that repeats every year. After typing an annual entry, press (ENTER).

● Delete All Older than   deletes all Schedule entries older than a date that you type. After typing a date, press (ENTER).

● Show Next Appointment   displays the next Schedule entry from the current time. To exit the appointment, press (BACK).

Calendar

This section shows you how to
use the Calendar.

The Calendar covers every month
from 1990 to 2052.

The Calendar also marks
the days and months
with Schedule entries,
so you can instantly view them.

Finding Calendars ▦

You can find monthly calendars using the Calendar search screen or the Locate menu in the Calendar.

Searching for Calendars

At the Calendar search screen, you can find calendars by month, year, or other searches (see p. 32). If you search for only a month, you go to the next occurrence of that month. If you search for only a year, you go to January of that year.

1. Select the Calendar from the Topic menu. Or press ◯ plus D (for dates).

2. Press CLEAR.

You go to the Calendar search screen.

3. Type a month, year, both, or other search.

```
Type a month to see its calendar
e.g. "Feb" or "Feb 93"
>oct 93
Use MENU for other options
or HELP for help.
```

To type numbers, press ◯ plus numbered keys. You need to type only the first three letters of a month. You don't need to type capital letters.

4. To find the calendar, press ENTER.

```
       1993                   3   4   5   6   7   1   2
JAN   MAY   SEP          8   9  10  11  12  13  14  15  16
FEB   JUN   OCT         17  18  19  20  21  22  23
MAR   JUL   NOV         24  25  26  27  28  29  30
APR   AUG   DEC         31
```

**5. To view the next or previous month,
press ▽DN▽ or △UP△ .**

**6. To view the next or previous year,
press ◯ plus ▽DN▽ or △UP△ .**

**7. To clear to the Calendar search screen,
press (CLEAR).**

■ Other Calendar Searches

Here are other searches that you can enter at
the Calendar search screen.

Search By	Examples
days of the week	monday , tuesday
a next or previous day or time period	next monday, previous week , next year
other terms	yesterday , today , tomorrow

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Locating Calendars

You can also find calendars using the Locate menu in the Calendar. Simply select a month or year. If you select a month, you go to that month in the selected year. If you select a year, you go to that year.

1. With the Calendar selected, press (MENU) .

```
Locate Topic Other
 Month
 Year
                           ⇕
```
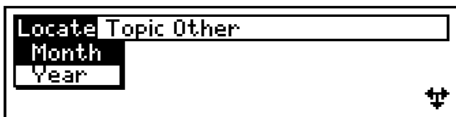
2. Press ⬇ or ⬆ to highlight Month or Year.

3. Press (ENTER) .

```
Locate Topic Other
  May
  June
 √July                      ✦
```
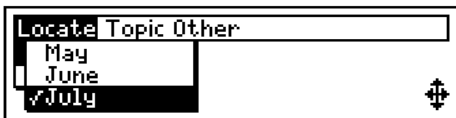
The check marks the current selection.

4. Press ⬇ or ⬆ to highlight a month or year.

5. To view its calendar, press (ENTER) .
To view the next or previous month, press ▽DN or △UP .

⊞Viewing Schedule Entries

In calendars, days and months that have Schedule entries are marked with a dot. You can view the entries for a marked day by highlighting it and then pressing (ENTER). If you highlight an unmarked day, you go to the Schedule search screen.

1. Find any calendar.

See "Finding Calendars," p. 31.

2. Press the arrow keys to highlight a marked day.

```
     1993        | 1  2  3  4  5  6  7
JAN  MAY  SEP    | 8  9  10 11 12 13 14
FEB  JUN  OCT    | 15 16 17 18 19 20 21
MAR  JUL  NOV    | 22 23 24 25 26 27 28
APR  AUG• DEC    | 29 30 31
```

3. To view the first Schedule entry on that day, press (ENTER).

```
Thursday August 12, 1993
at 9:00am
meeting with sales
        ━━━■━━━
```

This is a sample Schedule entry.

4. To view the next Schedule entry, if any, on that day, press ◯ plus ▽DN **.**

5. To return to the calendar, press (BACK) .

■ Making Schedule Entries From Calendars

At any monthly calendar, you can make new Schedule entries without selecting the Schedule.

First, highlight any day in a calendar. Next, press $(SPEC)$ to view the Calendar special menu. Then press $⬇$ or $⬆$ to highlight New Schedule Entry.

```
View Schedule           1  2
New Schedule Entry   4  5  6  7  8  9
                    11 12 13 14 15 16
FEB  JUN  OCT       17 18 19 20 21 22 23
MAR  JUL  NOV       24 25 26 27 28 29 30↑
APR  AUG  DEC       31
```

Press $(ENTER)$. Then make a Schedule entry for the day that you highlighted on the calendar or any other day (see p. 20). To return to the calendar, press $(BACK)$.

NOTE: You can view Schedule entries for a highlighted calendar using the Calendar special menu above. First, press $⬇$ or $⬆$ to highlight View Schedule . Then press $(ENTER)$.

Phone Book

This section shows you
how to use the Phone Book.

The Phone Book is an electronic
phone and address book.

Using the Phone Book,
you can save home and business
phone numbers and addresses.
Then you can find your
Phone Book entries
by any entered item.

Making Phone Book Entries

Phone Book entries may contain names, addresses, phone numbers, and notes. The first time that you use the Phone Book you must make a Phone Book entry. In each Phone Book entry, you must type a last name. Your notes can be up to 99 characters.

1. Select Phone Book from the Topic menu. Or press ⬭ plus (B) (for phone book).

If you've never used the Phone Book, you go directly to the Phone Book entry screen (Step 3).

2. Press (MENU).

3. If needed, press ⬭ plus ⬆ to highlight New Entry.

4. With New Entry highlighted, press (ENTER).

```
Last name:
 First name:
   Company:
    Street:
      City:              ↓
```

This is a Phone Book entry screen.

5. Type a last name. Then press ⬇.

6. Type other information, if available.

After each line, press ⬇. To change a line, press ⬆ and then retype it.

7. To add the entry, press (ENTER) at the last line.

Or press ◯ plus (ENTER) at any line.

```
Jane Doe
A,B,C Inc
Main St
Anytown, NJ 99999-9999 USA
Work: 999/999-9999          ↓
```

This is a sample Phone Book entry.

8. To return to the menu, press (BACK).

```
Phone Locate Topic Other
New Entry
Doe, Jane
```

The entry is listed alphabetically by last name.
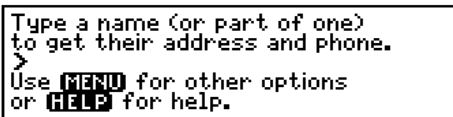
Finding Phone Book Entries

Once you've made Phone Book entries, you can find them using the Phone Book search screen, the Locate menu in the Phone Book, or by scanning the Phone or Matches menus.

Searching for Entries

At the Phone Book search screen, you can find Phone Book entries by first name, last name, or any line in an entry (see p. 40). Your search must exactly match the first letters or numbers of an item in a Phone Book entry.

1. With the Phone Book selected, press (CLEAR).

```
Type a name (or part of one)
to get their address and phone.
>
Use MENU for other options
or HELP for help.
```

This is the Phone Book search screen.

2. Type a name or other Phone Book search.

3. To view the first matching entry, press (ENTER).

4. To view more matching entries, if any, press ◯ plus ▽DN.

To view a list of all matching entries, press (MENU).

5. To clear your search, press (CLEAR).

■ **Other Phone Book Searches**

Here are the other searches that you can enter at the Phone Book search screen.

Search By	Examples
company	XYZ, Inc.
city	Anytown
state	ny , ca
country	usa
area code	212, 804
first words in notes	client , relative

Whatever your search, it must exactly match the <u>first</u> letters or numbers of an item in a Phone Book entry, except for case. For example, if the state in a Phone Book entry is N.Y., you must enter N.Y. or n.y. to match it.

NOTE: You don't need to enter <u>all</u> the letters or numbers in a Phone Book entry item. For example, you can enter smit to find Smiths, Smithsons, etc. But you do need to enter backslashes and dashes to match full phone numbers .

Locating Entries

You can also find Phone Book entries by first name, city, and state by selecting items from the Locate menu in the Phone Book. You can select up to 10 items in each category or items from more than one category.

1. With the Phone Book selected, press (MENU).

2. Press ⟫ to highlight the Locate menu.

```
Phone Locate Topic Other
        First name
        City
        State
```
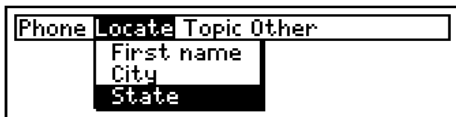
3. To select a category, press ⟱ and then (ENTER).

```
Phone Locate Topic Other
        First name
     NJ
     PA                    ⊹
```

This is a sample list of states.

4. To select items, press ⟱ and then (ENTER).
To deselect an item, press (ENTER). To select items from other categories, press (BACK) and go to Step 3.

5. To view the list of matches, press ⟪.

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Scanning Entries

You can scan matching Phone Book entries after searching for or locating them. Or you can scan all your Phone Book entries by selecting the Phone Book, pressing (CLEAR) , and then following these steps.

1. With the Phone Book, press (MENU) .

After searching for or locating entries, the Matches menu appears. Otherwise, the Phone menu does.

2. Start typing a last name.

```
Phone Locate Topic Other
New Entry
Doe, Jane
Doe, John                    ✥
```
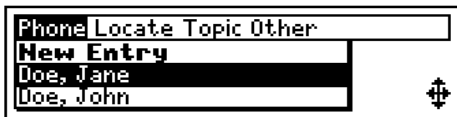
As you type, names are highlighted.
To erase letters, press (BACK) .

3. To move up or down, press ⭡ or ⭣.

Or press ⌃UP or ⌄DN. To zoom to the top or bottom of the list, press ⃝ plus ⭡ or ⭣ .

4. To view a highlighted entry, press (ENTER) .

5. To view the next or previous listed entry, press ⃝ plus ⌃UP or ⌄DN.

6. To return to the main menus, press (BACK) .

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Changing Phone Book Entries

Using the Phone Book entry special menu, you can change, delete, undelete, or make new Phone Book entries. This example shows how to change a Phone Book entry. To learn about the other options, see p. 44.

1. Find any Phone Book entry.

2. Press (SPEC).

```
Change Entry
Delete Entry
Undelete Entry 999-9999 USA
New Entry       9-9999        ↓
```

This is the Phone Book entry special menu.

3. If needed, press ⇧ to highlight Change Entry.

4. With Change Entry highlighted, press (ENTER).

```
Last name: Joe
 First name: Jane
   Company: A,B,C Inc
    Street: Main St
      City: Anytown          ↓
```
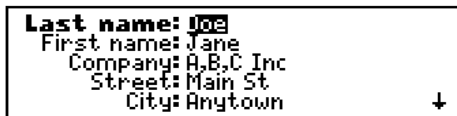
This is a sample Phone Book entry screen.

5. Type your changes.

6. To save the changes, press ⬭ plus (ENTER).

■ **Other Phone Book Changes**

Here are your other items on the Phone Book entry special menu. To select an item, press ⏬ and then (ENTER). To exit the menu, press (BACK).

● Delete Entry   deletes the current entry in the Phone Book. If you have only one Phone Book entry and delete it, you must make a new entry before continuing in the Phone Book.

● Undelete Entry   restores the most recently deleted Phone Book entry, even if you deleted it during a previous session.

● New Entry   lets you make new entries.

■ **Saving or Discarding Changes**

At any Phone Book entry screen, you can save or discard your most recent changes. First, press (SPEC). Then press ⏬ or ⏫ to highlight an item.

```
Save Changes
Discard Changes
      Street:
        City:          ↓
```

To select a highlighted item, press (ENTER).
Or, to exit the special menu, press (BACK).

World Time

This section shows you
how to use the World Time.

The World Time lets you find
the current time and date
in more than 270
pre-entered locations
around the world.

You can also add your own locations
for customized reference.

# 🌐 **Finding Locations**

You can find the times and dates of locations using the World Time search screen or scanning the Locations or Matches menus. The Clock must be set for world times and dates to be current (see p. 17).

Searching For Locations

At the World Time search screen, you can find world-wide times and dates by location.

1. Select World Time from the Topic menu.
   Or press ⭕ plus F (for foreign).

2. Press CLEAR .

3. Type a location name (city, country, or both).

```
Type the name of a location to
see what time it is there.
>London
Use MENU for other options
or HELP for help.
```

This is the World Time search screen.

4. Press ENTER to view a matching location.

```
London
Friday June 4, 1993
9:47pm
        ━━■━━
```

5. To view more matches, if any, press ⭕
   plus ▽DN. To clear the search, press CLEAR .

Scanning Locations

You can scan matching locations after searching for them. Or you can scan all the locations by selecting World Time, pressing (CLEAR), and following these steps.

1. With World Time selected, press (MENU).

After searching, the Matches menu appears.
Otherwise, the Locations menu does.

2. Start typing a location name (city, country).

```
Locations Topic Other
New Entry
Adelaide
Albania              ⇕
```

As you type, locations are highlighted.
To erase letters, press (BACK).

3. To move up or down, press ⇧ or ⬇.

To zoom to the top or bottom of the list, press ⬭ plus ⇧ or ⬇ .

4. To view a highlighted location, press (ENTER).

```
Locations Topic Other
Philadelphia
Philippines
Phoenix
```

5. To return to the main menus, press (BACK).

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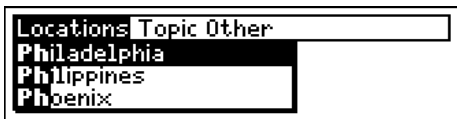
🌐 **Adding Locations**

You can add your own locations to the World Time. Times at new locations must be set relative to Greenwich Mean Time (GMT). The names of your locations (city, country, etc.) can be up to 99 characters.

1. With World Time selected, press (MENU).

2. If needed, press ⃝ plus ⬆ to highlight New Entry.

3. With New Entry highlighted, press (ENTER).

```
Location:|
 from GMT: (*)Subtract  ( )Add
       Hours: 05:00
Use SPEC for standard time zones
```

This is a Location entry screen.

4. Type a location. Then press ⬇ .

5. Select Subtract or Add by pressing ➡ or ⬅ and then (SPACE). Then press ⬇ .
Or type (S) or (A) and then press ⬇ .

6. Type hours added or subtracted from GMT.

7. To add the location, press (ENTER) at the last line. Or press ⃝ plus (ENTER) at any line.
The new location appears.

8. To return to the main menus, press (MENU).

■ **Understanding GMT**

Greenwich Mean Time (GMT) is the time at Greenwich, England, the site of the prime meridian (0° longitude).

By convention, the 24 world time zones are calculated from Greenwich Mean Time. To find how many hours a time zone is from GMT, see an atlas, almanac, or encyclopedia.

■ **Selecting U.S. Time Zones**

At any Location entry screen, you can set a location to a standard U.S. time zone. First, press (SPEC) . Then, if needed, press ⬆ to highlight Standard Time Zones   .

```
Standard Time Zones
Save Changes          act    ( )Add
Discard Changes       d time zones
                                   ↓
```
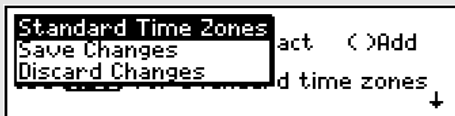
Next, press (ENTER) . Then press ⬇ and then (ENTER) to select a time zone. NOTE: The Clock must be set to the correct U.S. time zone for the above steps to set an accurate time (see p. 17).

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☽ **Changing Locations**

Using the Location special menu, you can change, delete, undelete, and add new locations. You can also set the Clock to any World Time Zone. This example shows you how change World Time locations. To learn about your other options, see p. 52.

1. Find a World Time location.

See "Finding Locations," p. 46.

```
Anytown
Monday January 1, 1990
8:06am                ━━━━■━━━━
```
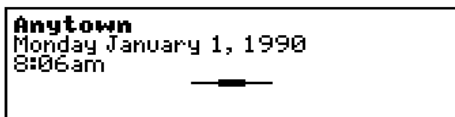
This is a sample location.

2. Press (SPEC) **.**

3. If needed, press ⬆️ **to highlight Change Entry.**

```
Change Entry
Delete Entry
Undelete Entry
New Entry
```
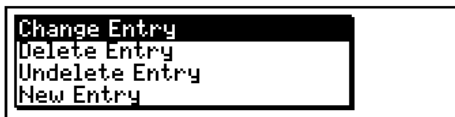
This is the Location special menu.

**4. With Change Entry highlighted,
   press** (ENTER) **.**

```
Location: mytown
  from GMT: (•)Subtract   ( )Add
      Hours: 05:00
Use SPEC for standard time zones
```

5. Type your changes.

See "Adding Locations," p. 48.

6. To update the location, press ENTER at the last line. Or press ◯ plus ENTER at any line.

Or press CLEAR or SPEC , highlight Save Changes , and press ENTER .

7. To return to the main menus, press MENU .

■ Saving or Discarding Changes

At any Location entry screen, you can save or discard your most recent changes. First, press SPEC . Then press ⬇ to highlight an item.

```
Standard Time Zones
Save Changes        act    ( )Add
Discard Changes
                    d time zones
```

To select a highlighted item, press ENTER .
Or, to exit the special menu, press BACK .

■ **Other Location Changes**

Here are the other items on the Location special menu. To select an item, press ⬇️ and then (ENTER). To exit the menu, press (BACK).

● Delete Entry   deletes the current location from the World Time list.

● Undelete Entry   restores the most recently deleted location, even if you deleted it during a previous session.

● New Entry   lets you add a new location to the World Time list.

● Set Clock to this Time Zone   sets the Clock to the time zone of the current location. First, press ⬇️ to highlight this menu item. Then, to set the Clock, press (ENTER).

■ **About Changing Locations**

In locations that you've added, you can change the location name or time.

In pre-entered locations, you can change the time only. If you change the name of a pre-entered location, a new location is added and the pre-entered location remains unchanged.

Calculator

This section shows you
how to use the Calculator.

The Calculator performs
basic math operations, squares,
square roots, and reciprocals.

You can also save your results
and use them in later calculations.

📖 Making Calculations

Using the Calculator, you can add, subtract, multiply, and divide numbers of up to 10 digits. You can also calculate squares, square roots, and reciprocals.

1. Select the Calculator from the Topic menu. Or press ⭕ plus ⓜ (for math).

```
=                    0
                     ▮
```
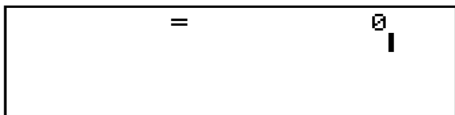
This is the Calculator screen.

2. To type numbers, press the numbered keys.
To type a negative number, press (SHIFT) plus (, -). To type decimals, press (. '). To erase numbers, press (BACK).

3. To type +, -, x or ÷, press the keys under the math symbols.

4. Type another number.

```
=                   12
                   x 3
```
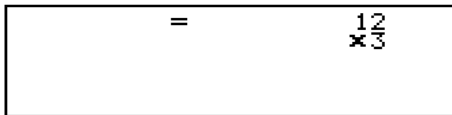
5. To calculate the result, press (ENTER).

```
  =        12
  x         3
  =        36
             ▌
```
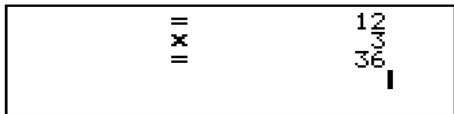
6. To repeat a previous operation, press ENTER.
Or type more numbers and do more calculations.

**7. To clear the current calculations,
press CLEAR.**

■ **Squares, Square Roots, Reciprocals**

To. . .	Press. . .
square a number	⬭ + J
find a square root	⬭ + K
find a reciprocal	⬭ + L
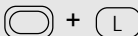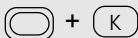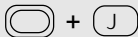
■ **Scanning Calculations**

To. . .	Press. . .
scroll up or down	⬭ + ⇧
	⬭ + ⬇
page up or down	⬆UP or ▽DN
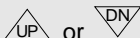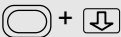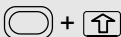
🖩   **Saving Results**

Using the Calculator special menu, you can save the result of any calculation and use it in later calculations. You should name each result before you save it.

1. Make a calculation.

See "Making Calculations," p. 54.

2. Press (SPEC) .

3. If necessary, press ⇧ to highlight Save this Result.

```
Save this Result          12
Use Previous Result        3
Delete Previous Result    36
```
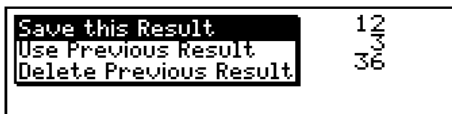
This is the Calculator special menu.

4. Press (ENTER) .

```
          =               12
NAME THIS RESULT:          3
first                     36
```
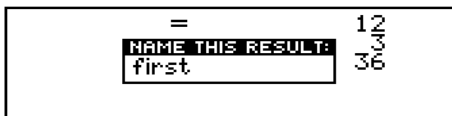
If you don't want to save it, press (BACK) now.

5 Type a name of up to 10 characters.

To erase characters, press (BACK).

6. To save the result, press (ENTER) .

Using Previous Results 🖩

Using the Calculator special menu, you can use
previously saved results in your current calculations.

1. At the Calculator screen, press (SPEC) .

2. Press ⏬ to highlight Use Previous Result.

3. Press (ENTER) .

```
            =              0
      USE RESULT:
   first = 36
   second = 108
```
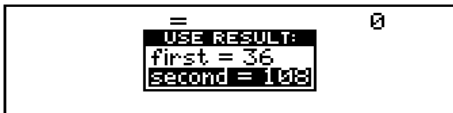
4. Press ⏬ to highlight a result.

5. To use the result, press (ENTER) .

The result appears on the Calculator screen.

■ Deleting Saved Results

Using the Calculator special menu, you can also
delete saved results.

First, press (SPEC) at the Calculator screen.
Next, press ⏬ and then (ENTER) to
select Delete Previous Result   .

Then press ⏬ to highlight a result in the list.
To delete the result, press (ENTER) .

■ A Quick Way to Use Saved Results

Simply type the name of a saved result directly at the Calculator screen.

For example, if you had saved a result named "subtotal," you would type subtotal at the Calculator screen.

```
=            10
          + subtotal
```
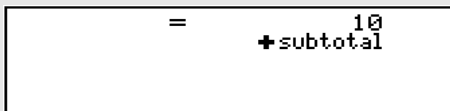
Then press (ENTER) to use it in your calculations.

```
=            10
+           144
=           154
```
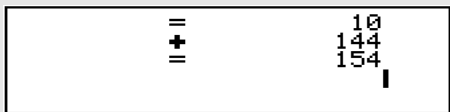
NOTE: To type Q, W, E, R, T, Y, U, I, O, or P at the Calculator screen, you must press ◯ while pressing the letter keys. Also, you can't type a name at the Calculator screen that begins with a number.

Other Functions

This section shows you
how to use the functions
under the Other menu.

Using the Other menu,
You can gauge the memory,
name and copy your Organizer,
set the shutoff timing,
and reset the Organizer.

Gauging Memory

Using the Memory Gauge, you can check how much of the Organizer's 128 kilobytes of memory is available for more entries.

1. Press (MENU) .
2. Press ⇨ to highlight the Other menu.
3. Press ⬇ or ⬆ to highlight Memory Gauge.

```
Topic Other
      Tutorial
      Memory Gauge
      Name this Card        ✥
```

4. Press (ENTER) .

```
Topic    MEMORY GAUGE
      EMPTY    1%      FULL
      [                    ]
      127150 AVAILABLE CHARS
```
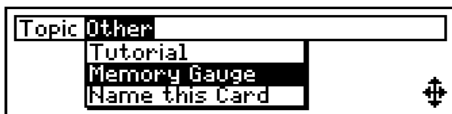
5. To return to menus, press (BACK) .

■ About the Organizer's Memory

The Organizer's memory is dynamically allocated. That means that the number of entries that you can make in any Topic depends on the number of entries in the other Topics.

Naming Cards

You must name an Organizer digital book, or card, before copying to or from it. To learn how to copy Organizer cards,

1. Press MENU .

2. Press ➡ to highlight the Other menu.

3. Press ⬇ or ⬆ to highlight Name this Card.

```
Topic Other
      Tutorial
      Memory Gauge
      Name this Card
```

4. Press ENTER .

```
Topic Other
      Tut  NAME THIS CARD:
      Mem  CardTwo
      Name this Card
```

5. Type a name of up to 8 characters.

To erase characters, press BACK .

6. To save the name, press ENTER .

Copying Cards

To share information or provide extra protection, you can copy all the entries from one Organizer card to another. Before you copy, you must have two named Organizers installed in your Digital Book System (see p. 61). **WARNING:** *When you copy to an Organizer card, all previous entries on that card are overwritten.*

1. Press (MENU) **.**

2. Press ⇨ **to highlight the Other menu.**

3. Press ⬇ **or** ⬆ **to highlight Copy the Card.**

```
Topic Other
       Memory Gauge
       Name this Card
       Copy the Card                    ✛
```

4. Press (ENTER) **.**

```
Copy this card (CardTwo) to Fred
Copy Fred to this card (CardTwo)

                                        ↓
```

These are sample names.

5. To select a copy direction, press ⬇ **or** ⬆ **. Then press** (ENTER) **.**

6. To exit without copying, press (BACK) **. To copy the Organizer, press** (E) **.**

More Functions

Using the Other menu, you can also set the automatic shutoff timing, view the copyright, do a factory reset, and verify the Phone Book. First, press $(MENU)$ and then $\boxed{\downarrow}$ to highlight the Other menu. Next, press $\boxed{\downarrow}$ and then $(ENTER)$ to select an item.

● Set Shutoff Time lets you adjust how long the Digital Book System stays on when you forget to turn it off. Select a shutoff time by pressing $\boxed{\downarrow}$ or $\boxed{\uparrow}$ and then $(ENTER)$.

● Copyright lets you view copyright information about the Organizer. To exit it, press $(BACK)$.

● Factory Reset **WARNING:** *Factory Reset permanently erases all the information entered in an Organizer .Use it only if you want to erase erase all your entries.* To exit Factory Reset, press any key but $\boxed{E}$. To reset, press $\boxed{E}$.

● Verifying Phone Book verifies your Phone Book entries and repairs any damaged entries. **WARNING:** *Use Verifying Phone Book only if your Phone Book entries appear to be damaged due to static electricity or low batteries. Used otherwise, this item may damage your Phone Book entries.*

■ About the On-Card Battery

The Organizer has its own built-in, 3-volt, CR1220 lithium battery. This means that you can remove an Organizer from the Digital Book System without fear of losing any information that you entered in it.

This on-card battery uses little power, so you rarely, if ever, need to change it. When the battery runs low, a warning appears on screen.

WARNING: *Unless you see the low battery warning, do not change the on-card battery or remove the battery cover on the back of the Organizer card. If you must change the on-card battery, do so only with the Organizer installed in the Digital Book System. If you change the on-card battery when the Organizer is not installed, you will permanently erase all the information that you entered in the Organizer.*

To change the on-card battery, first unscrew the battery cover on the back of the Organizer. Then install a new battery, plus sign facing up, and replace the cover.

Appendixes

This section reviews
how to use
the Digital Book System
and the Organizer.

Digital Book System

Installing & Removing Digital Books

To install a digital book, first turn off your Digital Book System. Then align the digital book's tabs with the notches in either book slot on the back and snap the book into the slot. If you install only one book, it doesn't matter which slot you use. But make sure that the book's metal contacts are facing down.

To remove a book, first turn off the Digital Book System. Then compress the book's tab and lift the book from the slot.

Restarting the Digital Book System

If the keyboard fails to respond or the screen performs erratically, first press (CLEAR) and then press (ON/OFF). If nothing happens, hold (CLEAR) and press (ON/OFF). If nothing happens still, press the recessed reset button on the back of your Digital Book System using a paper clip.

WARNING: If you install or remove digital books when the Digital Book System is on, or when you reset the Digital Book System, you may erase information that you entered in the installed digital books.

Switching Between Digital Books

1. With two digital books installed, press (CARD) .

2. Highlight a symbol by pressing ⇨ or ⇦ . Then press (ENTER) .

To return to the first book, repeat these steps.

Sending Words Between Books

Some digital books can send and receive words from other digital books.

1. Highlight a word in a digital book.

Read its User's Manual to learn how.

2. Hold ⬜ and press (CARD) .

3. Highlight the other digital book's symbol. Then press (ENTER) .

You see its main display. You may need to press (ENTER) again to look up the word.

Replacing the Batteries

Your Digital Book System uses CR2032 lithium batteries. Have four new batteries ready before following these steps.

1. Turn the Digital Book System off.

2. Press and slide the battery cover off the back of the unit. Then remove all batteries.

3. Place a battery, with its plus (+) sign up, at the bottom of each battery cavity.

4. Place a battery, plus sign up, at the top of each cavity. The metal clip must contact the top battery.

5. Replace the battery cover.

> **WARNING:** To prevent deleting information from installed digital books:
> • Always replace the batteries before they lose all power, and never remove the batteries while the Digital Book System is on.
> • Never mix old and new batteries. And, once batteries have been removed, install new ones within two minutes.

Protecting the Digital Book System

• Don't touch the metal contacts on the back of your digital books or the rubber contacts in the book slots of the Digital Book System. **CAUTION:** Touching the contacts with statically charged objects, including your fingers, could erase information that you entered in your installed digital books.

• Don't put excessive pressure or weight on your digital books or Digital Book System.

• Don't expose your digital books to extreme or prolonged heat, cold, or other adverse conditions.

When you're not using your Digital Book System, keep two digital books or dummy books in its slots to prevent dust build-up.

Cleaning the Digital Book System

To clean the digital books, apply isopropyl alcohol with cotton swab.

To clean the Digital Book System, apply a mild household cleaner onto a soft cloth. **CAUTION:** Spraying liquids directly on your Digital Book System could damage its circuitry.

Specifications

Product Features

- Topics: Phone Book, Schedule, Calendar, Calculator, World Time, Clock
- Entries: Times and dates; Schedule entries, or appointments; Phone Book entries; World Time locations; calculations
- Word Searches: in the Schedule—by date or event description; in the Phone Book—by name, city, state, or words in entries; in World Time—by location.
- Alpha-searching of listed Schedule entries, Phone Book entries, or World Time Locations
- Calculator functions: addition, subtraction, multiplication, division, squares, square roots, reciprocals, and saving results
- Data copying to other Organizer cards
- Entry browsing • Intercard communication
- Memory gauge • adjustable shutoff timing
- context-sensitive help and built-in tutorials
- On-card 3-volt, CR1220 lithium battery
- On-card RAM: 128 kilobytes
- Size: 58 x 31 x 7 (2-1/4" x 1-1/4" x 1/4")
- ROM size: 2 megabits

Copyrights, Trademarks and Patents

Limited Warranty (U.S. only)

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Key Guide

Function Keys

(CLEAR)	Start a search. Or clear current calculations.
(MENU)	Go to main menus.
(MORE)	At search and entry screens, type special punctuation marks. At some help messages, view more help.
(CARD)	Exit the Organizer.
(ENTER)	Select an item. Search. Or calculate.
(SPEC)	View a special menu.
(BACK)	Back up. Or erase typed characters.
(HELP)	View a help message.

Direction Keys

⇧ ⇩ ⇦ ⇨ Move in the indicated direction.

UP DN Page up or down.

Gold Key Combinations*

◯ + (HELP) View help about Gold key combinations.

◯ + ⇧ ⇩ Zoom to top/bottom. In Calculator, scroll.

◯ + DN UP Go to the next/previous entry/tutorial.

* Hold ◯ while pressing the other key.

$\bigcirc$ + $\boxed{B}$ Go to the Phone <u>B</u>ook.

$\bigcirc$ + $\boxed{C}$ Go to the <u>C</u>lock.

$\bigcirc$ + $\boxed{D}$ Go to the Calendar (<u>d</u>ates).

$\bigcirc$ + $\boxed{F}$ Go to World Time (<u>f</u>oreign).

$\bigcirc$ + $\boxed{M}$ Go to the Calculator (<u>m</u>ath).

$\bigcirc$ + $\boxed{N}$ View the <u>n</u>ext appointment.

$\bigcirc$ + $\boxed{S}$ Go to the <u>S</u>chedule.

$\bigcirc$ + $\boxed{\text{ENTER}}$ Save an entry or changes.

$\bigcirc$ + $\boxed{\text{SHIFT}}$ + $\boxed{A}$ Type special punctuation marks.

In the Calculator

$\bigcirc$ + $\boxed{J}$ Square a number (n^2).

$\bigcirc$ + $\boxed{K}$ Make a square root ($\sqrt{n}$).

$\bigcirc$ + $\boxed{L}$ Make a reciprocal ($1/n$).

$\boxed{\text{SHIFT}}$ + $\boxed{,-}$ Type a negative number

Other Keys

$\boxed{?*}$ At menus, view highlighted item in full.

$\boxed{\text{SHIFT}}$ + $\boxed{A}$ Type capital letters.

$\boxed{\text{SPACE}}$ Type a space.

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