ROLODEX®
ELECTRONICS

RK-8201

E-Z File

User's Guide
www.franklin.com

License Agreement

Notice

The manufacturer 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, the manufacturer 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.

The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.

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

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- 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 the organizer to malfunction.

Getting Started

The first time you use this organizer, you should perform a system reset. Pressing the reset button with more than light pressure may permanently disable your organizer. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the organizer over and carefully pull the battery insulation sheet to remove it.

2. Press ⏻ to turn the organizer off.
3. Use a paper clip to gently press the reset button on the back of the organizer.

   The Reset button is accessed via the hole to the left of the battery door on the back of the unit.
4. Press **Y** to reset the organizer.

Key Guide

Function Keys

⏻	Turns the unit on and off.
⏰	Displays the time and date.
ABC	Goes to the Contacts directory.
📖	Goes to the Memo directory.
CALC	Goes to the Calculator.
EDIT	Edits selected data.
SPACE	Types a space.
NEW	Starts a new record.
SAVE	Saves the current record or settings.

VIEW/NEXT	Goes to the next field in a record or next setting in a menu.
← →	Moves the cursor right or left.
⩘ ⩗	Moves up or down through records in viewing mode.

Shifted Keys

Press **SHFT** first and then press a key within two seconds to access the function printed above the key. If you take too long to press another key, you may be required to press **SHFT** again.

SHFT + EDIT (DEL)	Enables you to delete a record or disable a setting.
SHFT + SPACE (SYSTEM)	Goes to the System menu.
SHFT + NEW (INS)	Enables you to insert a character at the cursor.
SHFT + Q-P (1-0)	Enters numbers 1-0.

You can enter the following symbols by first pressing **SHFT** and then the letter above which they are printed: _, \, .,, @, #, /, $, (,), &, :, and —.

Changing System Settings

Press **SHFT** and then press **SPACE (SYSTEM)** to access the System menu. System settings appear in the following order when you press **VIEW/NEXT** repeatedly: *DATE FMT?*, *12H TIME?*, *ALARM?*, *KEYTONE?*, *SET CODE?*, *LANGUAGE?*. You can change either a single setting or multiple settings at a time.

Press 🎹, 🔤 or 📱 to exit the System menu.

Setting Date and Time Formats

1. Press **SHFT** and then press **SPACE (SYSTEM)**.

   The date format screen appears.
2. Press **Y** to edit the date format.

   The default setting is *MM/DD/YYYY*.

   Press **N** to keep the default setting and go to the time format screen.

   You can also press **VIEW/NEXT** to go to the time format screen.

3. Press **N** to toggle between *MM/DD/YYYY?* and *DD/MM/YYYY?*.

4. Press **Y** when you see the one you want.

   The time format screen appears. The default setting is a 12-hour clock.

5. Press **N** to toggle between *12H TIME?* and *24H TIME?*.

6. Press **Y** when you see the one you want.

   The alarm screen appears.

Setting the Daily Alarm

1. Press **SHFT** and then press **SPACE (SYSTEM)**.

2. Press **VIEW/NEXT** until you see *ALARM?*.

3. Press **Y** to set the alarm.

   If no alarm has been previously set, you see *HH:MM*.

   A/P appears for the 12-hour clock setting.

4. Enter a time for the alarm. For example, type *0730*.

   In the 12-hour clock, press **A** or **P** for a.m. or p.m.

5. Press **SAVE** to save the alarm setting.
   The keytone screen appears.

Changing the Daily Alarm

1. Press **SHFT** and then press
   SPACE (SYSTEM).
2. Press **VIEW/NEXT** until you see *ALARM?*.
3. Press **Y** to change the alarm.
   The current alarm setting appears on the
   screen.
4. Press **EDIT**.
   HH:MM appears on the screen.
5. Enter a new time for the alarm.
6. Press **SAVE** to save the new alarm
   setting.
   The keytone screen appears.

Turning Off the Daily Alarm

1. Press **SHFT** and then press
   SPACE (SYSTEM).
2. Press **VIEW/NEXT** until you see *ALARM?*.

3. Press **Y** to see the current alarm setting.
   The current alarm setting appears on the screen.
4. Press **SHFT** and then press **EDIT (DEL)**.
   DELETE? Y/N appears on the screen.
5. Press **Y** to delete the alarm setting.
   DELETED! flashes on the screen.
   The keytone screen appears.
   Press **N** to exit without changing the alarm setting.

✔ Shutting Off the Alarm

When the alarm goes off, it will beep for 30 seconds. Press any key to shut off the alarm. If you press 🕐, 🔤, 🕮 or **CALC** you go to that mode. If you press any other key you go back to the time mode. If no key is pressed, the unit will automatically shut off after 60 seconds.

Setting the Keytone

The keytone is the beep that sounds when any key is pressed. The default setting is active. To turn the keytone off, do the following.

1. Press **SHFT** and then press **SPACE (SYSTEM)**.
2. Press **VIEW/NEXT** until you see *KEYTONE?*.
3. Press **N** to deactivate the keytone.

   To reactivate the keytone, press **Y** at the *KEYTONE?* screen. The set code screen appears.

Setting a Passcode

You can lock your organizer by setting a passcode. Once you activate your passcode, you will be required to enter it each time you turn on your unit.

Warning! Please write down your passcode and keep it in a safe location. If you forget your passcode or enter the wrong passcode you will not be able to use your organizer. In order to access your organizer, you will have to perform a system reset, which will

clear the passcode but will also erase all the data stored in memory. To prevent loss of data, please keep written records of your data. To learn how to perform a system reset, please read "Getting Started."

1. Press **SHFT** and then press **SPACE (SYSTEM)**.
2. Press **VIEW/NEXT** until you see *SET CODE?*.
3. Press **Y**.
   CODE #?____ appears on the screen.
4. Enter a four-digit passcode.
5. Press **SAVE** to save your passcode.
   The language screen appears.

Changing a Passcode

1. Press **SHFT** and then press **SPACE (SYSTEM)**.
2. Press **VIEW/NEXT** until you see *SET CODE?*.
3. Press **Y**.
   CODE #?____ appears on the screen.
   Press **N** to exit without changing your passcode.

4. Enter your existing passcode.
5. Press **EDIT**.
   _CODE #?_____ appears on the screen.
6. Enter a new passcode.
7. Press **SAVE** to save the new passcode.
   The language screen appears.

Deleting a Passcode

1. Press **SHFT** and then press
   SPACE (SYSTEM).
2. Press **VIEW/NEXT** until you see
   SET CODE?.
3. Press **Y**.
   _CODE #?_____ appears on the screen.
4. Enter your existing passcode.
5. Press **SHFT** and then press **EDIT (DEL)**.
   DELETE? Y/N appears on the screen.
6. Press **Y** to delete the passcode.
   DELETED! flashes on the screen.
   Press **N** to exit without deleting your
   passcode.
   The language screen appears.

Selecting a Language

You can change the language of the screen prompts and menus. There are five languages that appear in the following order: *ENGLISH?*, *ESPAÑOL?* (Spanish), *FRANÇAIS?* (French), *DEUTSCH?* (German) and *ITALIANO?* (Italian). English is the default language. To select a different language, do the following.

1. Press **SHFT** and then press **SPACE (SYSTEM)**.
2. Press **VIEW/NEXT** until you see *LANGUAGE?*.
3. Press **Y**.
   ENGLISH? appears on the screen.
4. Press **VIEW/NEXT** to cycle through the available languages.
5. When you see the language you want, press **SAVE** to select it.
   The date format screen appears in the selected language.

Setting the Time and Date

There are two fields in the Time/Date screen: date and time. **Note:** the format for the time and date displays is set in the System menu. A blinking cursor marks the spot where the character you enter will be placed.

1. Press ⏰.

   If no time has been previously set, *12:00 A* (12-H clock) or *00:00* (24-H clock) appears.

2. Press **EDIT**.

   The first digit blinks.

3. Enter the time and press **A** or **P** for a.m. or p.m (12-hour clock only). For example, enter *0900*.

   You need not press **SHFT** before pressing a number key. Numbers are autoshifted here.

   Use ← → to move the flashing cursor left or right.

   If you do not wish to set the date at this time, press **SAVE**.

4. Press **VIEW/NEXT** to set the date.

   If no date has been previously set, the display reads *01/01/2004*.

   The first digit blinks.

5. Enter the date. For example, type *05282003*.

6. Press **SAVE** to save the current date and time.

   The time is displayed.

7. Press **VIEW/NEXT** to view the date.

Using the Contacts Directory

Each Contacts record has seven fields that appear in the following order: *NAME?*, *ADDRESS?*, *E-MAIL?*, *HOME#?*, *WORK#?*, *CELL#?*, *FAX#?*. You can enter a maximum of 36 characters in all fields except *ADDRESS?* and *E-MAIL?*. A maximum of 48 characters can be entered in these two fields.

▶ to the left of the screen indicates the active line.

Arrows to the right of the screen indicate which arrow keys you can press to move around the screen.

The alphabet tabs at the top of the screen function like tabs in a telephone directory and indicate the letter currently being searched, if any.

The labels at the bottom of the screen indicate the active field.

Entering a Contact

1. Press 📖.

   NAME? appears on the screen.

   This is the default screen each time you turn the unit on.

2. Press **NEW**.

   ▸ appears to the left of the screen and a flashing cursor appears on the first line. Each letter you enter is inserted in the spot marked by the flashing cursor.

3. Enter the full name of the contact you want to add.

   Note: You must enter a name if you wish to save the entry.

   You can also enter a name first and then press **NEW**.

Note: The first character in the *NAME?* field cannot be a symbol. It must be a letter or a number.

Press **SHFT** and use **Q**-**P** to enter numbers.

Use ← → to move the flashing cursor left or right.

4. Press **VIEW/NEXT** to move to each consecutive field and enter data in the fields you want.

   When data exceeds the length of the screen, characters scroll off the screen to the left.

   Press → to view those characters.

   You need not enter data in every field.

   After the last field, pressing **VIEW/NEXT** takes you back to the *NAME?* field.

5. Press **SAVE** at any time to save the record.

   The amount of memory used appears on the screen.

   NAME? appears on the screen.

Viewing Contacts

There are two ways to search for a contact's information. The first is by entering letters at the *NAME?* screen and searching for a matching record.

The second is by using the letter tabs at the top of the screen. Read the following to learn how to use these two methods.

Using Letters or Numbers

1. Press ⓐⒷⒸ.
2. Type one or more characters of the name you want.
3. Press **VIEW/NEXT** to start the search.

   If a matching record is found, then the Name and Home phone number are displayed.

   If no matching record is found, then the message "NOT FOUND" flashes and you return to the *NAME?* screen.

   Press ⌃ ⌄ to scroll up and down through the records that match your search.

4. Press **VIEW/NEXT** to cycle through the fields of the record you want.

   Only fields with data in them are displayed.

   When the data exceeds the length of the screen, use ← → to scroll left or right to read the rest of the data. Press and hold ← → to scroll to the left or right.

5. Press ⟦ABC⟧ to exit that record.

   NAME? appears on the screen.

Using the Letter or # Tabs

1. Press ⟦ABC⟧.

   NAME? appears on the screen.

2. Press ← → to scroll through the letter tabs until you reach the one you want.

3. Press **VIEW/NEXT**.

   The first record starting with that letter is displayed.

   If no entry exists for the selected letter, the message "NOT FOUND!" flashes on the screen and you return to the *NAME?* screen.

If you entered numbers in the *NAME?*
field instead of letters, select #.

4. Press ⌃ ⌄ to see other records.

Follow Steps 4 and 5 above to view the
fields of the record you want.

Editing a Contact Record

1. Find the record you want to edit using
one of the methods above.

2. Press **EDIT**.

The first character of the name field
blinks.

3. Press **VIEW/NEXT** repeatedly to find the
field you want.

As the unit is now in Edit mode, all fields
are displayed.

The labels at the bottom of the screen
indicate the field currently being dis-
played.

4. Enter your edits.

Use ← → to move the blinking cursor
right or left.

Press **SHFT** and then press **NEW (INS)** to insert one character before the blinking character.

5. Press **SAVE** at any time to save your changes.

The amount of memory used appears on the screen.

NAME? appears on the screen.

Deleting a Contact Record

1. Find the record you want to delete.

2. Press **SHFT** and then press **EDIT (DEL)**.

DELETE? Y/N appears on the screen.

3. Press **Y** to delete the record.

DELETED! flashes on the screen.

Press **N** to cancel the deletion.

NAME? appears on the screen.

Using the Memo Directory

Each Memo record consists of four fields that appear in the following order: *MEMO?*, *MM/DD/YYYY*, *HH:MM A/P*, *ANNUAL? Y/N*. You can enter a maximum of 48 characters in the first field. You can set a memo alert for each memo. To do so, simply set an hour and date when the memo is due. When the clock reaches that time and date, the alert will sound.

Memos are stored in chronological order from the oldest to the newest.

Entering a Memo

1. Press 📧 .

   MEMO? appears on the screen.

2. Press **NEW**.

   A flashing cursor appears on the first line. Each letter or number you enter is inserted in the spot marked by the flashing cursor.

3. Enter your memo.

   You can also enter a memo first and then press **NEW**.

Note: The first character in the *MEMO?* field cannot be a symbol. It must be a letter or a number.

Press **SHFT** and use **Q-P** to enter numbers.

Use ← → to move the flashing cursor left or right.

Once the data exceeds the length of the screen, letters scroll off the screen to the left.

4. Press **VIEW/NEXT** to move to each consecutive field.

You can enter a date and time when to be reminded about the memo. You can also choose to be reminded annually for events such as birthdays, anniversaries etc. When you set the time, the alert is activated.

You need not enter data in every field.

5. Press **SAVE** at any time to save the record.

Note: If you do not assign a date and time for a memo, the currrent date and time will be automatically assigned.

MEMO? appears on the screen.

Viewing Memos

1. Press 🕮 .
2. Press ⌃ ⌄ to scroll through your memos.

   You can also type the first few letters of the memo you're looking for and then press **VIEW/NEXT**. The first memo starting with the letters you entered is displayed.

   If no matching record is found, then the message "NOT FOUND!" flashes and you return to the *MEMO?* field.
3. Press **VIEW/NEXT** to cycle through the fields in the record you want.

   If any field contains more than 12 characters, use ← → to scroll left or right to read the rest of the data. Press and hold ← → to scroll to the left or right.
4. Press 🕮 to exit that record.

   MEMO? appears on the screen.

Editing a Memo

1. Find the memo you want to edit using the steps above.
2. Press **EDIT**.
   The first character in the memo field blinks.
3. Press **VIEW/NEXT** repeatedly to find the field you want to edit.
4. Enter your edits in the field you want.
   Use ← → to move the blinking cursor left or right.
   Press **SHFT** and then press **NEW (ins)** to insert one character before the blinking character.
5. Press **SAVE** at any time to save your changes.
   The amount of memory used appears on the screen.
   MEMO? appears on the screen.

Deleting a Memo

Note: You can only delete a memo from the *MEMO?* field.

1. Find the memo you want to delete.
2. Press **SHFT** and then press **EDIT (DEL)**.
   DELETE? Y/N appears on the screen.
3. Press **Y** to delete the record.
   DELETED! flashes on the screen.
   Press **N** to cancel the deletion.
   MEMO? appears on the screen.

✔ Memo Alerts

The memo alert sounds for 30 seconds.
Press any key to shut off the alarm.
If the unit is on, the alarm sounds and the
memo you are being reminded of is dis-
played. The memo remains on the screen
even after the alarm shuts off.
If the unit is off, it is turned on automatically
and the alarm sounds. If no other key is
pressed for 60 seconds the unit shuts off.
The next time the unit is turned on, the mes-

sage *CHECK MEMOS* appears. Press 🕰
and then press **VIEW/NEXT** to locate the
memo you missed.

Using the Calculator

1. Press **CALC**.

2. Type a number.

   You can type up to 10 digits. To type a decimal, press **J(.)**.

   All numbers and math functions are automatically active in the calculator. You do not have to press **SHFT** to enter a number or function.

3. Press **D(+)**, **F(—)**, **G(x)**, **H(÷)** to add, subtract, multiply, or divide, respectively.

4. Type another number.

5. Press **L(=)** to do the calculation.

   Or press **K(%)** to calculate the percentage.

6. Press **EDIT** or **CALC** to clear the calculator.

Replacing the Battery

This organizer uses one CR-2032 lithium battery. Replace the battery as soon as the display begins to dim. Please have a small Phillips screwdriver and the new battery at hand before you follow the steps below.

Warning! When changing the battery, make sure the device is not on a hard surface. If ⏻ is pressed accidentally, your data will be lost.

Warning! When no battery is installed, this organizer will save your information for only a few seconds. So install the new battery quickly when you remove the old one.

1. Turn the organizer off and turn it over.

2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the cover.

   Do not remove the screws at the sides of the organizer.

3. Remove the old battery and quickly replace it with the new battery with the positive (+) side facing up.

4. Replace the battery cover.

Warning! This organizer stores your information as long as the battery supplies power. If the battery loses power or is removed, all your information will be lost. Always keep written copies of your important information in case it is corrupted or lost.

Specifications

- Model: RK-8201 *E-Z File*
- Size: 10.6 X 8.52 X 1.19 cm
- Weight: 2.5 oz
- Battery: 1-CR-2032 Lithium
- Storage Capacity: 8 KB
ISBN: 1-59074-201-X

Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

FOR HOME OR OFFICE USE
Customer Support (609) 386-8997.

Copyrights and Trademarks

This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, ⏻ or by removing/replacing batteries.

FCC NOTICE

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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

–Reorient or relocate the receiving antenna.

–Increase the separation between the equipment

and receiver.

–Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

Limited Warranty (U.S. only)

(C) WARRANTY SERVICE: UPON DISCOVERING A DEFECT, YOU MUST CALL FRANKLIN'S CUSTOMER SERVICE DESK, 1-800-266-5626, TO REQUEST A RETURN MERCHANDISE AUTHORIZATION ("RMA") NUMBER, BEFORE RETURNING THE PRODUCT (TRANSPORTATION CHARGES PREPAID) TO:

FRANKLIN ELECTRONIC PUBLISHERS, INC.
ATTN: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NJ 08016-4907

<u>Limited Warranty (EU and Switzerland)</u>

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

Limited Warranty (outside U.S., EU and Switzerland)

This product, excluding batteries and liquid crystal display (LCD), is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced with an equivalent product (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

Products purchased outside the United States, the European Union and Switzerland that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.