
Multi-lingual Databank
Agenda électronique multilingue
Banco de datos multilingüe

User's Guide • Mode d'emploi • Manual del usuario

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Getting Started

Before you start using this organizer for the first time do the following steps.

1. **Turn your organizer over and carefully pull the battery insulation tape to remove it.**

Now, you may want to perform a system reset. Here's how.

Warning: A system reset erases all information and clears all settings.

2. **Press OFF to turn the organizer off, if needed.**
3. **Use a paper clip to simultaneously press the Reset button on the back of the organizer while pressing MODE at the same time.**

The organizer will beep loudly and enter the self-test mode where the LCD and RAM test will be performed.

4. **Press OFF three times to turn the organizer off.**
5. **Press MODE again to turn the organizer back on.**

You can press OFF at any time to turn the organizer off.

To Change the Display Language

This organizer can display messages in English, French, German, Italian, and Spanish. When you first turn the product on, the display language will be in English.

1. **Press DUAL TIME or MODE repeatedly to view the Local time screen, if needed.**

Read "Using the Clocks" for more information.

2. **Press L.**
3. **Press UP or DOWN to move to the desired display language.**
4. **Press STORE to select the display language.**

Getting Started

✓ Turning Off the Keytone

The “keytone” is the tone that sounds whenever you press a key. To turn off the keytone, press DUAL TIME or MODE repeatedly until the Local Time screen is shown. Hold INS for 2 seconds until the key tone sounds again.

To turn the keytone on again, hold INS for two seconds at the Local Time screen until the keytone sounds.

✓ Keep Written Copies of Important Data

Data is safely kept in memory as long as the battery supplies power. If the battery loses power or is removed all of your data will be lost. Data can also be lost or corrupted if you make a mistake while operating the organizer. Because of this, you should always keep written copies of your important data just in case it is corrupted or lost.

✓ Viewing the Modes

While using this organizer you can use MODE to switch between the clocks, the memo/telephone directory, and the scheduler. You can press UP or DOWN to view your records in the directory or the scheduler. Also you can press OFF to turn the organizer off. All of these keys can be pressed while the lid to the organizer is closed.

✓ About Screen Illustrations

Some screen illustrations in this User's Guide may differ from what you see on the actual screen. This does not mean that your organizer is malfunctioning.

Key Guide

Function Keys

CALC	Selects the calculator.
CODE	Lets you type accents, diacritical marks, and non-English characters.
DEL	Deletes characters and changes clock features.
DUAL TIME	Cycles through the Home Time clock, World Time clock, and the Daily alarm.
EDIT	Lets you edit records, and lets you change the password lock.
INS	Turns keytone on or off, and inserts a space.
MEMO/TEL	Selects the memo/telephone directory.
MODE	Turns the organizer on and cycles through the clocks, the memo/telephone directory, and the scheduler.
OFF	Turns the organizer off.
SCHE	Selects the scheduler.
SHIFT	Shifts keys to type numbers.
SPACE	Types a space.
STORE	Creates a new record, switches between fields, and enters records.



The Direction key allows you to move in the indicated direction: up, down, left, or right.

Calculator Function Keys

G (%)	Lets you calculate percentages.
H (÷)	Divides numbers.
J (x)	Multiplies numbers.
K (−)	Subtracts numbers.

Key Guide

Calculator Function Keys (cont.)

L (+)	Adds numbers.
Q-P	Type numbers (1-0).
CODE (CE/C)	Clears current number or calculation.
DEL (TAX)	Lets you calculate sales tax.
EDIT (.)	Types a decimal point.
INS (TIPS)	Lets you calculate tips.
SPACE (MU)	Lets you calculate a mark up.
STORE (=)	Calculates math functions.

Calculator Memory Keys

A (MC)	Clears calculator memory.
D (M-)	Subtracts number from calculator memory.
F (M+)	Adds number to calculator memory.
S (MR)	Retrieves calculator memory.

Calculator Conversion Keys

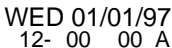
B (GA↔L)	Lets you convert between gallons and liters.
C (MI↔KM)	Lets you convert between miles and kilometers.
M (°F↔°C)	Lets you convert between Fahrenheit and Centigrade.
N (OZ↔GM)	Lets you convert between ounces and grams.
V (LB↔KG)	Lets you convert between pounds and kilograms.
X (IN↔CM)	Lets you convert between inches and centimeters.
Z (FT↔M)	Lets you convert between feet and meters.
SHIFT (£↔\$)	Lets you calculate exchange rates.

Using the Clocks

This organizer has two clocks: a Local Time clock and a World Time clock.

To Set the Local Time Clock

1. Press **MODE** or **DUAL TIME** until the Local Time screen appears.



WED 01/01/97
12- 00 00 A

This is the Local Time screen.

If needed, press **DEL** (12/24) to switch the clock between 12 and 24 hour mode.

2. Hold **STORE** for 2 seconds to change the local time.

You can press **DUAL TIME** at any time to cancel.

3. Use the numbered keys to type the month, the date, and the last two digits of the year.

You do not need to hold down **SHIFT**, because the numbered keys are automatically shifted.

To erase a character, use the direction key to select it, and then press **DEL**.

4. Type the current time, and then press **DEL** (A/P) to change the time to a.m. or p.m., if needed.
5. Press **STORE** to set the Local time.

To Set the World Time Clock

1. Press **MODE** or **DUAL TIME** until the World Time screen appears.

Using the Clocks

T-2
12-00 00 A

This is the World Time screen.

2. Press STORE.

3. Type a city or a place name.

You can type up to 12 characters.

4. Press STORE to enter the name.

5. Use the numbered keys to type the appropriate time and then press DEL to change to a.m. or p.m.

6. Then press STORE to set the World time.

To Set the Daily Alarm

1. Press MODE or DUAL TIME until the Daily Alarm screen appears.

ALARM
12 -00 A

This is the Daily Alarm screen.

2. Press STORE.

You can press DUAL TIME at any time to cancel.

3. Use the numbered keys to type the alarm time and then press DEL (A/P) to change to a.m. or p.m.

To erase a character, use the direction key to select it, and then press DEL.

4. Then press STORE to set the alarm time.

5. Press INS (((•))) repeatedly to enable or disable the alarm sound.

Using the Clocks

When the alarm sound is enabled, the (((•))) symbol is displayed.

The alarm will sound for 30 seconds or until you press any key.

To Use the Calendar Search Feature

You can find the day of the week for any date from 1/1/1990 to 12/31/2089.

1. Press **DUAL TIME** or **MODE** until the **Local Time** screen is displayed.
2. Press **UP** or **DOWN** to go to the **Calendar Search** screen.

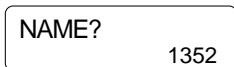
ENT 01/01/97

3. Enter a date. For example, type *1/1/98*.
4. Press **UP** or **DOWN** to view the day of the week.
5. Press **CODE** to type another date.
Or press **MODE** to return to the **Local Time** screen.

Using the Memo/Telephone Directory

To Create a Record

1. Press **MEMO/TEL** or press **MODE** until the Memo/Telephone screen appears.



A screenshot of a handheld device screen. The screen is divided into two sections. The top section contains the text "NAME?". The bottom section contains the number "1352".

This is the Memo/Telephone screen.

The number in the lower right corner displays the amount of memory remaining in this organizer. For more information read "Gauging the Memory."

2. Press **STORE**.

To cancel the entry at any time, press **MEMO/TEL** to return to the Memo/Telephone screen.

3. Type the first line (for example, type a name) and press **STORE**.

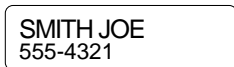


A screenshot of a handheld device screen. The screen is divided into two sections. The top section contains the text "SMITH JOE". The bottom section is empty.

To learn how to type accent marks, diacritical marks or non-English characters, read "Typing Special Characters."

To erase a character, use the direction key to select it, and then press **DEL**.

4. Type a telephone number or other numerical information on the second line.



A screenshot of a handheld device screen. The screen is divided into two sections. The top section contains the text "SMITH JOE". The bottom section contains the number "555-4321".

You can type up to 12 characters.

Using the Memo/Telephone Directory

You can only type numbers, a space, or a hyphen (-) on the second line.

To type a hyphen, press K.

5. Press **STORE** key to save the record.

To View or Edit Records

Records will be listed alphabetically.

1. Press **MEMO/TEL** or repeatedly press **MODE** until the Memo/Telephone screen appears, if needed.
2. Use **UP** or **DOWN** to cycle through the records. Or type the first letter of the record and, if needed, then press **DOWN** to view all of the following records alphabetically.

SMITH JOE
555-4321

This is a sample record.

You can also repeatedly press the first letter of a record to cycle through all of the records that begin with that letter.

If the first line of a record is longer than 12 characters, press **RIGHT** or **LEFT** to view the whole line.

3. To edit a record, press **EDIT**.

4. Enter your changes to the first line and press **STORE** to go to the second line.

NOTE: Any changes you make will automatically overwrite the record that is currently there.

To insert a space, press **INS**.

To delete the flashing character, press **DEL**.

Using the Memo/Telephone Directory

5. Enter your changes to the second line and press **STORE** to save the record.

To Delete Records

1. Press **MEMO/TEL** or repeatedly press **MODE** until the Memo/Telephone screen appears.
2. Use **UP** or **DOWN** to find the record you want to delete.
3. Press **DEL**, and then press **Y** to delete the record.
Or press **N** to cancel.

✓ Typing Numbers

In records that require numerical information, you can simply use the numbered keys (i.e., the top row of letter keys) to type numbers. To type a number in a record which does not require numerical information you need to first press **SHIFT** and then press a numbered key. **SHIFT** does not automatically lock the number keys, so to type another number, press **SHIFT** again.

Using the Memo/Telephone Directory

✓ Typing Special Characters

In many fields, you can type a variety of accents, diacritical marks, and non-English letters. You can type these characters by using the CODE key to type the accent or diacritical mark and then the desired letter. See the chart below to learn how to type the character you want.

To Type...	First Press...	Then Press...	Then Press...
Á, É, Í, Ó, or Ú	CODE	Q (/)	A, E, I, O, or U
À, È, Ì, Ò, or Ù	CODE	W (\)	A, E, I, O, or U
Â, Ê, Î, Ô, or Û	CODE	E (^)	A, E, I, O, or U
Ä, Ê, Ì, Ö, or Ü	CODE	R (¨)	A, E, I, O, or U
Ñ	CODE	T (~)	N
Œ	CODE	Y (œ)	
Ç	CODE	U (ç)	
ß	CODE	I (ß)	

For example, to type *Î*, press CODE, then press 3 (^), and lastly, press I.

✓ Gauging the Memory

When you press MEMO/TEL or SCHE, the number displayed on the lower right side of the screen is how much memory your organizer has left to store new information.

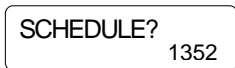
If there is not enough memory to store a new record or if there is not enough memory to create a new record, the word FULL will appear on the screen and the information will not be saved.

Using the Scheduler

To Create a Record

In each record you can enter the name and type of the event and the date and time when the event is going to occur.

1. Press **SCHE** or repeatedly press **MODE** until the Scheduler screen appears.



A rectangular screen with rounded corners. The top line displays the word "SCHEDULE?" in all caps. The bottom right corner displays the number "1352".

This is the Scheduler screen.

2. Press **STORE**.

The number in the lower right corner displays the amount of memory remaining in this organizer. For more information read "Gauging the Memory."

To cancel the entry at any time, press **SCHE** to return to the Scheduler screen.

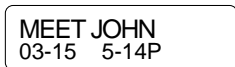
3. Type your information and press **STORE** to enter it. For example, enter *MEET JOHN*.



A rectangular screen with rounded corners. The top line displays "MEET JOHN" in all caps. The bottom line displays "01-01 12-00A".

To erase characters, use the direction key to move the cursor before the character(s) and press **DEL**.

4. Type the date for the event.



A rectangular screen with rounded corners. The top line displays "MEET JOHN" in all caps. The bottom line displays "03-15 5-14P".

NOTE: You can type only numbers on this line.

Using the Scheduler

5. Press **DEL** to change the time from a.m. to p.m., if needed.
6. Press **STORE** to save the record.

To View or Edit Records

Records are listed alphabetically.

1. Press **SCHE** or repeatedly press **MODE** until the Scheduler screen appears, if needed.
2. Use **UP** or **DOWN** to cycle through the records.
If the first line of a record is longer than 12 characters, press **RIGHT** or **LEFT** to view the whole line.
3. To edit an entry, press **EDIT**.
4. Type your changes to the first line and then press **STORE** to go to the second line.
NOTE: Any changes you make will automatically overwrite the existing record.
To insert a space, press **INS**.
To delete the flashing character, press **DEL**.
5. Enter your changes to the second line and then press **STORE** to save the new record.

To Delete Records

1. Press **SCHE** or repeatedly press **MODE** if needed, until the Scheduler screen appears.
2. Use **UP** or **DOWN** to find the record you want to delete.
3. Press **DEL**, and then press **Y** to delete the record.
Or press **N** to cancel.

Using the Calculator

To Make a Calculation

1. Press **CALC** or repeatedly press **MODE** until the Calculator screen appears.



2. Type a number.

To clear a number, press **CODE** (C/CE).

You can type up to 12 digits with this calculator.

3. Press **L (+)**, **K (-)**, **J (x)**, or **H (÷)** to add, subtract, multiply, or divide, respectively.

4. Type another number.

5. Press **STORE (=)** to calculate.

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

To clear the calculation, press **CODE** (C/CE).

To Calculate Sales Tax and Tips

To calculate sales tax or tip, you must first set a percentage.

1. Press **CODE** (CE/C) to clear the calculator.
2. Press **DEL** (TAX) or **INS** (TIPS).
3. Type a percentage. For example, type **150** for 15%.
4. Press **DEL** (TAX) or **INS** (TIPS).
5. Type a number. For example, type **50**.
6. Press **DEL** (TAX) or **INS** (TIPS) to calculate the percentage. For example **7.5**.
7. Press **DEL** (TAX) or **INS** (TIPS) again to add the percentage to the original number. For example, **57.5**.

Using the Calculator

To Calculate Markup

You can calculate markup. In the following example, you can find the total markup of an item with a \$100 cost and a 20% markup.

1. Press **CODE** (CE/C) to clear the calculator.
2. Type a number to represent cost. For example, type 100.
3. Press **SPACE** (MU).
4. Type the percentage of markup. For example, type 20.
5. Press **G** (%) to find the markup.

You can also calculate the markup percentage. In the following example, you can find the markup percentage of an item with a \$100 cost and a \$125 retail price.

1. Press **CODE** (CE/C) to clear the calculator.
2. Type a number to represent retail price. For example, type 125.
3. Press **K** (-).
4. Type a number to represent cost. For example, type 100.
5. Press **SPACE** (MU) to find the markup percentage.

Converting Measurements and Currency

To Convert to and from Metric Measurements.

1. Press **CALC** or repeatedly press **MODE** until the Calculator screen appears.
2. Press **CODE** (CE/C).
3. Type the amount you want converted. For example, type **15**.
4. Press **RIGHT** and then press one of the conversion keys. For example press **X** (IN↔CM) to convert inches to centimeters.
Or press **LEFT** and then press **X** to convert from centimeters to inches.

To Convert Currency

1. Press **CALC** or repeatedly press **MODE** until the Calculator screen appears.
2. Press **CODE** (CE/C).
3. Type an exchange rate (for example, type **1.5**).
This exchange rate states that 1 British pound equals 1.5 American dollars.
Note: You can convert currencies other than pounds and dollars by substituting other currencies for the \$ and £ symbols.
4. Press **SHIFT** (£↔\$) to set the exchange rate.
5. Press **CODE** (CE/C).
6. Type the amount you want exchanged. For example, type **200**.
7. Press **RIGHT** to convert British pounds to American dollars, or press **LEFT** to convert dollars to pounds.
8. Press **SHIFT** (£↔\$) to view the converted amount.

Using a Password

You can lock your organizer so that only the Clock and the Calculator can be used without supplying the password. Note: You do not need to set a password to use this organizer.

Warning: If you forget your password, you will not be able to recover any of the data stored in your organizer. To bypass the password, you will have to perform a system reset, which will clear the password and erase all of the data stored in memory. To learn how to perform a system reset, read “Getting Started” on page 2.

To Set the Password

1. Press **MODE** or **DUAL TIME** until the **Local Time** screen appears.
2. Press **EDIT (LOCK)**.



LOCK

3. **Type a password.**

Your password can consist of any combination of up to four numbers, except 0000.

4. **Press STORE to save your password.**

The key icon indicates that your password is in effect.

Note: Whenever you first turn your organizer of and select either the Memo/Telephone Directory or the Scheduler, you will be asked to supply the password. Simply type the four-digit password, and press **STORE**.

Using the Password

To Change or Disable the Password

1. Press **MODE** or **DUAL TIME** until the **Local Time** screen appears.
2. Press **EDIT (LOCK)**.
3. Type your old password, and then press **ENTER**.
4. To change your password, type a new password and then press **ENTER**.
To disable the password, type *0000* and then press **ENTER**.

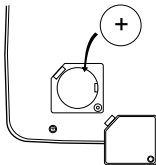
To Replace the Battery

This organizer uses one CR2025, 3-volt lithium battery. Before you follow these steps you should have a Phillips screwdriver and a new battery in hand.

1. Press **MODE** or **DUAL TIME** until the **Alarm** screen appears.
2. Hold **SPACE** for about 6 seconds until the **change battery** screen appears.
3. Press **Y** to turn the organizer off.

Warning! This saves the information in your organizer for only 30 seconds without the battery, so you should perform the remaining steps quickly.

4. Using a thin Phillips screwdriver, remove the screw that holds the battery cover in place.



5. Remove the old battery and install a new battery with its plus sign facing you.
6. Replace the battery cover.

This organizer may change operating modes due to Electro-static Discharge. Normal operation of this organizer can be re-established by pressing **MODE**.

Limited Warranty (U.S. Only)

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ATTENTION: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NEW JERSEY 08016
609-386-2500

Specifications

Model RFNA-2

Size: 11.2 x 7.5 x 1.1 cm • Weight: 65 g • Batteries: 1 CR-2025 Lithium
Storage Capacity: Over 100 Items

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.

FCC Notice

Complies with the limits for a Class B computing device pursuant to Subpart B of Part 15 of 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 undesirable operation.

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Patents Pending.

Customer Service

For sales and customer service in the U.S., please call 1-800-266-5626.

Limited Warranty (outside U.S.)

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

Products purchased outside the United States 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.

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3. **FAX** 609-387-7420
4. **MAIL** Franklin Electronic Publishers
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Burlington, NJ 08016-4907
ATTN: Product Registration

If you register by FAX or MAIL, please include the following information:

Name
Street Address
Apt. or Suite Number
City, State, Zip
Home Telephone Number
Model Number

If you have any questions, please contact Customer Support at 1-800-266-5626.