



## ELECTRONIC ORGANIZER OPERATION MANUAL



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## **NOTICE**

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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## **CAUTIONS**

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

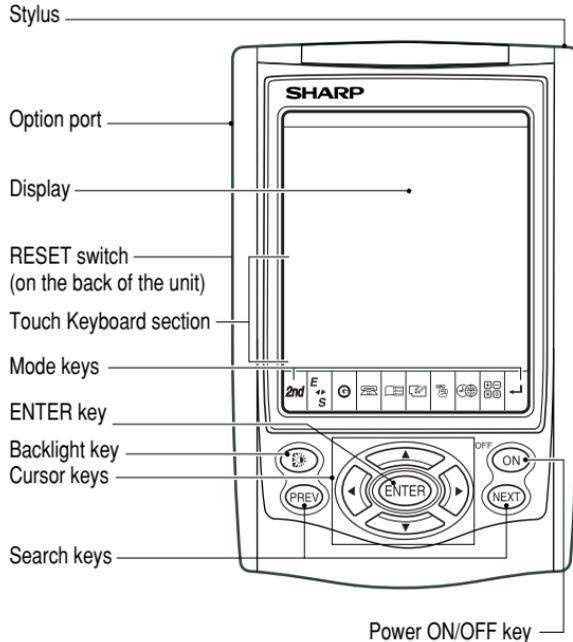
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## **NOTES**

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

# Part Names

## Part Names



## Key Assignments

- 2nd** : 2nd Function key  
Activates the second function specifically assigned to the next key tapped.
- E**  
**S** (**E↔S**): English-Spanish dictionary key
- G** (**GAME**): Game mode key
- TEL** (**TEL**): Telephone mode key
- SCHEDULE** (**SCHEDULE**): Schedule mode key
- MEMO** (**MEMO**): Memo mode key
- TO DO** (**TO DO**): To Do mode key
- CLOCK** (**CLOCK**): Home Clock/World Clock mode key
- CALC/CONV** (**CALC/CONV**): Calculation/Conversion mode key

• In this manual, these Mode keys are represented with icons in parentheses.

## Using the Organizer for the First Time

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

1. Remove the isolating film that is affixed to the battery holder on the back of the unit.
2. Press the RESET switch with a stylus. "RESET?" is displayed.
3. Tap **[2nd]** and press **[ENTER]** to initialize the Organizer.

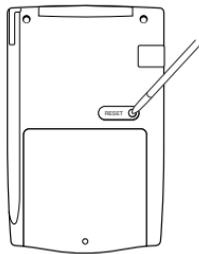
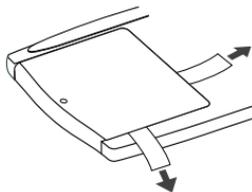
After "RESET!" is displayed. You have now cleared the memory contents.

The Select Language screen then appears. Guidance messages can be displayed in 10 languages – English, Italian, German, French, Spanish, Portuguese, Hungarian, Czech, Polish, and Greek. After initializing the Organizer, the default setting is English. Select the desired language using **[PREV]** or **[NEXT]**, then press **[ENTER]**.

Home clock is displayed. (See "Clock Mode".)

### NOTES

- If the Organizer is subject to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including **[OFF/ON]**) will respond. Press the RESET switch, tap **[2nd]**, then press **[ENTER]** to delete all the memory contents.
- To minimize battery consumption, the Organizer is designed to automatically turn off when no key has been pressed for approximately 5 minutes.



- The key touch tone is turned on and off by tapping **[CLOCK]** **[MENU]**, select "KEY TONE?" using **[PREV]** or **[NEXT]**, and press **[ENTER]**. Select on/off using **[PREV]** or **[NEXT]**, then press **[ENTER]**. When the tone is activated, "♪" will appear.

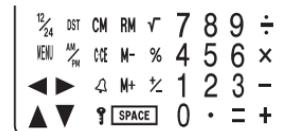
## Entering Characters

### Touch Keyboard

#### Alphabet entry mode



#### Number entry mode



- Each time **[2nd]** is tapped, the touch keyboard switches between the Alphabet entry mode and the Number entry mode. To tap the touch keys, use the attached stylus.
- Tap towards the center of each key.
- Numbers, alphanumeric letters, symbols, and "+ - x ÷ ." can be entered into the dot display area (the 1st line).
- Numbers and some characters (only space, -, F, and P in Telephone mode) can be entered into the number display area (the 2nd and the 3rd lines).
- Letters are entered in capital letters ("CAPS" is turned on). To enter lowercase letters, tap **[CAPS]** to turn "CAPS" off.

### Entering symbols and letters with an accent mark

- To enter a symbol, tap **[SMBL]** repeatedly until the desired symbol appears:

@# \$ % ¥ € ( ) ~ ' : \ / & < > ß ! ? ¡ ¢ ¤ €

- To enter a letter with an accent mark, tap the relevant key shown below repeatedly after tapping **[SMBL]**.

(Key)	(CAPS ON)	(CAPS OFF)	(Key)	(CAPS ON)	(CAPS OFF)
<b>[E]</b>	É Ê Ë Ì Í Î Ï	é è ë ê ë ì í î ï	<b>[P]</b>	þ	þ
<b>[R]</b>	Ř	ř	<b>[A]</b>	Á Â Ã Ä Å Æ Æ	á â ã ä å æ ø
<b>[Z]</b>	Ž ž	ž ž	<b>[S]</b>	Š š	š š
<b>[Y]</b>	Ý ý	ý ý	<b>[D]</b>	Ď	d'
<b>[U]</b>	Ú Ů Ű Ų Ŵ Ŷ	ú ů ű ų ŵ ŷ	<b>[C]</b>	Č Ć Ć	č ć ç
<b>[I]</b>	İ	ı	<b>[N]</b>	Ñ Ñ	ñ ñ
<b>[O]</b>	Ó Õ Ö Ö Ö Ö	ó õ ö ö ö ø	<b>[T]</b>	†	†
<b>[G]</b>	Δ Φ Γ Λ Π Θ Σ Τ Ω Ξ Ψ				

- Activate “CAPS” on to enter capitalized letters.

## Making corrections

Move the cursor to the character to be corrected.  
Enter the correct character to replace the previous one.

### Cursor

The cursor (|) indicates the position for entering a character. Move the cursor with the cursor keys (**[▶]**, **[◀]**, **[▲]**, **[▼]**).

### Inserting characters

Each time **[INS]** is tapped, a space is inserted at the cursor position to allow character entry.

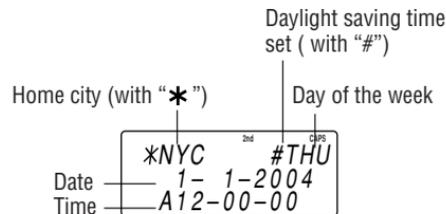
### Deleting characters

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

Tap **[C-CE]** to clear all the characters you have entered and yet to be stored.

## Clock Mode

### Home clock



Each time **[CLOCK]** is tapped, the clock switches between the Home clock and the World clock mode. (For World clock, “\*” is not displayed.)

### 1. Before setting the clock

- The default setting for the date is “MM/DD/YYYY” (month-day-year). To change the setting to “YYYY/MM/DD” (year-month-day) or “DD/MM/YYYY” (day-month-year):
  - Tap **[CLOCK]** once or twice to display the Home clock (with “\*”).
  - Tap **[MENU]**, select “DATE SET?” by using **[▲]** or **[▼]**, and press **[ENTER]**.
  - Press **[PREV]** or **[NEXT]** to select the desired type.
  - Press **[ENTER]** to store the new setting.
- To change the 12-hour clock to the 24-hour clock, tap **[12/24]** (“A” or “P” is cleared). Each time **[12/24]** is tapped, the clock switches.
- For daylight saving time/summer time, tap **[DST]** in advance (“#” is displayed on the left side of the day of the week).

## 2. Setting the clock

1. Tap **CLOCK** once or twice to display the Home clock (with “\*”).
2. Tap **2nd** **EDIT** to start setting.  
The cursor starts to flash on the city name.
3. Press **PREV** or **NEXT** to select the desired city. (Refer to the list of cities described below.)
  - Enter the city name, if needed (6 characters or under). Only one changed name for Home clock can be stored.
4. Tap **▼** to move the cursor to the month.
5. Enter the month, the day, and the year (4 digits ).
  - The built-in calendar extends from January 1st, 1901, to December 31st, 2098.
6. Tap **AM/PM** to select “A” (morning) or “P” (afternoon) for the 12-hour clock.
7. Enter the time (hours and minutes).  
*Note:* P12-00: noon, A12-00: midnight
8. Press **ENTER**. The clock starts from “00” seconds.

### Notes

- To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
- If you enter an invalid date or time, “ERROR!” appears briefly. Enter the correct date and time and press **ENTER**.

Display	City	Display	City
LON	LONDON	TYO	TOKYO
LIS	LISBON	ADL	ADELAIDE
PAR	PARIS	SYD	SYDNEY
BER	BERLIN	GUM	GUAM
ROM	ROME	NOU	NOUMEA
AMS	AMSTERDAM	WLG	WELLINGTON
BCN	BARCELONA	AKL	AUCKLAND
HEL	HELSINKI	TNG	TONGA
CAI	CAIRO	MID	MIDWAY
MOW	MOSCOW	HNL	HONOLULU
RUH	RIYADH	ANC	ANCHORAGE
THR	TEHRAN	LAX	LOS ANGELES
DXB	DUBAI	DEN	DENVER
KBL	KABUL	CHI	CHICAGO
KHI	KARACHI	NYC	NEW YORK
DEL	DELHI	YYZ	TORONTO
DAC	DHAKA	CCS	CARACAS
RGN	YANGON	RIO	RIO DE JANEIRO
BKK	BANGKOK	MAT	MID ATLANTIC
BEI	BEIJING	-2H	2hrs behind LON
HKG	HONG KONG	AZO	AZORES ISLANDS
SIN	SINGAPORE		

## 3. Using World clock

1. Tap **CLOCK** once or twice to display the World clock (without “\*”).
2. Press **PREV** or **NEXT** to select the desired city.

## 4. Changing the cities between Home and World clocks

You can change the home city for a city in another time zone without adjusting the stored correct time.

1. Tap **CLOCK** once or twice to display the World clock (without “\*”).
2. Press **PREV** or **NEXT** and select the desired city to be set as the new home city.
3. Tap **2nd EDIT** to change the cities between Home and World clocks.
  - The previous home city is now set as the world city (without “\*”).
4. Tap **CLOCK** to check the home city.
  - The selected city in step 2 is set as the home city (with “\*”).
5. Tap **CLOCK** to recheck the world city, and press **PREV** or **NEXT** to select the new world city, if needed.

## 5. Setting daylight saving time (DST: summer time)

1. Tap **CLOCK** once or twice to display the Home or the World clock.
2. Tap **DST**.
 

“#” is displayed. The time is set 1 hour ahead. To clear DST, tap **DST** to clear “#”. The time is set 1 hour behind.

### Notes

- DST can be set independently in either Home or World clock.
- When DST is set for one world city, it is used for all cities displayed in World clock.

## 6. Setting alarms

The Organizer has 3 types of alarms:

1. Daily alarm ..... beeps every day at the alarm time (for 1 minute), when “☎” is turned on.
 

Up to three daily alarms can be set (ALARM1,

ALARM2, and ALARM3).

2. Hourly alarm ..... beeps every hour when minutes reach “00”, when “⌚” is turned on.
3. Schedule alarm .. beeps at the time for all the schedule entries (for 1 minute), when “📅” is turned on. (Refer to “Schedule Mode”.)

Tap any key to stop the alarm beeping.

### Setting/Changing the daily alarm time

1. Tap **CLOCK** once or twice to display Home clock (with “\*”).
2. Tap ⌚ to display the ALARM1 screen.
  - Press **PREV** or **NEXT** to display ALARM2 or ALARM3.
3. Tap ◀ or ▶ to display the screen is turned on the daily alarm, if the daily alarm time is not displayed.
 

(The display differs between the 12-hour and 24-hour clock.)
4. Tap **2nd EDIT**.
5. Enter the time.
6. Press **ENTER**.
  - The daily alarm time is set.

### Turning the alarms on and off

An alarm sounds only when the respective symbol (☎, ⌚, or 📅) is turned on.

Display Home clock (tap **CLOCK** once or twice) and tap ⌚ to display the daily alarm screen.

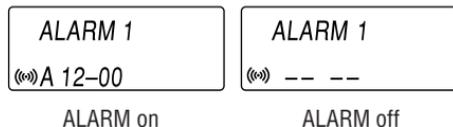
Each time you tap ⌚ while the daily alarm screen is displayed, the combination of symbols switches.

### Note

- Alarms sound even when the Organizer is turned off.

## Turning the each daily alarm on and off

1. Display Home clock and tap  $\Delta$ .
2. Press [PREV] or [NEXT] to display the daily alarm screen.
3. Each time you tap  $\blacktriangleleft$  or  $\blacktriangleright$ , the daily alarm you selected turns on or off. e.g. daily alarm1.



### Note

- The daily alarm which is turned off does not beep even though the “(( ))” is displayed.

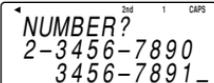
## Telephone Mode

Telephone mode is composed of two directions of storage memory. Tap [TEL] to toggle between “1” and “2” on the display. Use these files for convenience, e.g. business and private files. A telephone entry consists of name, address, E-mail address, web address (URL) and number fields.

### Storing telephone entries

1. Tap [TEL] once or twice to display the Telephone mode screen.  

2. Enter name, e.g. **SMITH** [SPACE] **ROBERT**, and tap  $\blacktriangledown$ .
3. Enter address, e.g.  $\text{2nd}$  **18** [SPACE]  $\text{2nd}$  **EAST** [SPACE] **ROAD**, and tap  $\blacktriangledown$ .
4. Enter E-mail address, e.g. **SROB** [SMBL]  $\blacktriangleright$  (to enter “@”) **SHARPSEC.COM**, and tap  $\blacktriangledown$ .  

  - The E-mail address is automatically entered in lowercase letters.
  - To enter “@”, simply tap  $\text{@}$  instead of [SMBL].
5. Enter web address (URL), e.g. **WWW.SHARPUSA.COM**, and tap  $\blacktriangledown$ .
6. Enter phone number, and fax number if needed, e.g. **012-3456-7890**  $\blacktriangledown$   $\text{2nd}$  **F** [SPACE] [SPACE] [SPACE] **3456-7891**, and press [ENTER].  


- “STORED!” appears briefly, then the Telephone mode screen is displayed. The telephone entry is now stored.

Field	Number of characters	Allowable characters
The 1st line: Name, E-mail address, web address (URL)	36 characters or under	Alphabetic letters, numbers, symbols, “+ - × ÷ .”, space
address	72 characters or under	
The 2nd and the 3rd lines: Phone number	36 characters or under	Numbers, space, -, F (Fax), P (Pager)

#### Notes

- The symbol “NAME”, “ADDRESS”, “E-mail”, or “URL” is turned on while entering in each field.
- To skip entry of an address, E-mail address, web address (URL), or number, tap  when “ADDRESS?”, “E-MAIL?”, “URL?”, or “NUMBER?” is displayed. However, entry must be made at the “NAME?” field.

## Schedule Mode

Schedule mode is used for storing schedule details (36 characters or under), date and time (year, month, day, hour, and minute).

In the 1st line the same characters are allowable as in Telephone mode.

### 1. Storing schedule entries

1. Tap  to display the Schedule mode screen.
2. Enter the details and tap .
3. Enter the date and time.
  - The types of date and time are the same as the types set for the clock.
  - To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
4. Press  to store in the memory.

SCHEDULE? CAPS

#### Notes

- Schedules for the following dates can be stored: January 1901 to December 2098.
- If an attempt is made to store an entry without a date or time, or with an invalid date or time, “ERROR!” appears briefly. Enter the correct date and time and press .

### 2. Alarm for Schedule mode

When the schedule alarm (“”) is turned on, it is set for all the schedule entries. Beeping sounds for 1 minute when the time for a schedule entry is reached. Tap any key to stop the alarm. The schedule alarm cannot be set for an individual entry.

## To Do Mode

In the To Do mode, you can store your important To Do items with a priority index.

### Storing To Do entries

1. Tap **TODO** to enter the To Do mode.
2. Enter the description and tap **▼**.
3. Select the Priority number from 1(High) to 9(Low) enter the number, then tap **▼**.
4. Enter the date and time.
  - The types of date and time are the same as the types set for the clock.
  - To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
5. Press **ENTER** to store in the memory.

### DONE Completed Items

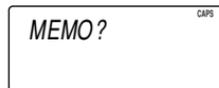
1. Tap **TODO** to enter the To Do mode.
2. Press **NEXT** or **PREV** to select the To Do items.
3. Tap **EDIT** **▼** to enter the status field.
4. Tap **◀** to select “D” (Done), then press **ENTER**.
  - “P” stands for “pending”.

## Memo Mode

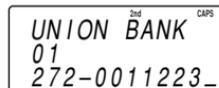
Notes or other pieces of information that are not appropriate for Telephone or Schedule mode can be entered for convenience. In the 1st line the same characters are allowable as in Telephone mode. In the 2nd and the 3rd lines you can enter numbers, -, and space. (36 characters or under can be entered in each line.)

### Storing memo entries

1. Tap **MEMO** to display the Memo mode screen.
2. Enter the memo item and numbers.  
E.g. **UNION** **SPACE**  
**BANK** **▼**  
**01** **▼**  
**272-0011223**
3. Press **ENTER** to store in the memory.



MEMO? CAPS



UNION<sup>2nd</sup> BANK CAPS  
01  
272-0011223\_

## Notes for storing and recalling entries

- When the memory is full, “MEMORY FULL!” appears briefly, and the entry cannot be stored.
- When the symbol “▶” or “◀” appears, more information exists. Tap **▶** or **◀** to switch the display.

### Checking details of entries in Telephone mode

- To display each field on the 1st line, follow the symbol “▼” or “▲” and tap **▼** or **▲**. (The symbol above the 1st line shows each field.)
- Tap and hold **▶** to start the auto scroll on the 1st line. Tap **▶** again to stop or restart the scroll. Tap **C-CE** to quit the auto scroll.

## Recalling entries – Telephone, Schedule, To Do, Memo –

Tap the desired mode key first.

**NEXT** : Recalls entries in forward order

**PREV** : Recalls entries in reverse order

### Sequential search

Press **NEXT** or **PREV** in each mode.

### Direct search

- Enter the first characters (8 characters or under) of the person’s name, schedule details, To Do item or memo item, and press **NEXT** or **PREV**.  
Press **NEXT** or **PREV** then, to continue performing a direct search.

## Sorting order

- Telephone and memo entries are stored by the first character of the person’s name or memo item in the following order (case sensitive):  
space numbers (0 to 9) A a Á á À à Ä ä Ã ã Ä ä Å å Æ æ A a B b C c Č č Ć ć D d Ď ě E e É é È è Ě ě Ê ê Ě ě E e F f G g H h Ch ch I i Í í Î î Ī ī J j K k L l Ł ł L’ l M m N n Ó ó Ô ô Õ õ Ö ö P p Q q R r Ř ř S s Ś ś Š š T t Ť ť U u Ú ú Û ü Ů ů Ű ű Ú ú V v W w X x Y y Ý ý Ÿ Ź z Ž ž Ž ž  
& < > ! ? i ě + - × ÷ .
- “Ch” and “ch” are available in Czech language mode only.
- Schedule entries are stored by date and time.
- To Do entries are stored in the following order : STATUS, PRIORITY, and DATE.

### Note

- When there is no (further or relevant) entry to be recalled, “NOT FOUND!” appears briefly, and the display returns to the mode screen.
- Greek characters are sorted as follows:  
space numbers (0 to 9) A B β X Δ E Φ Γ Η Ι Κ Λ Μ μ Ν Ο ο Π Θ ϒ Σ Τ Υ Ω Ξ Ψ Ζ α Á á À à Ä ä Ã ã Ä ä Å å Æ æ A a b C c Č č Ć ć D d Ď ě E e É é È è Ě ě Ê ê Ě ě E e F f G g h i í î ï Ī ī J j k L l Ł ł L’ l m n Ó ó Ô ô Õ õ Ö ö P p Q q R r Ř ř S s Ś ś Š š t Ť ť U u Ú ú Û ü Ů ů Ű ű Ú ú V v W w x Y y Ý ý Ÿ Ź z Ž ž Ž ž Ø ø @ # \$ £ ¥ € ( ) ~ ' : / \ \_ & < > ! ? i ě + - × ÷ .

## Editing or deleting entries – Telephone, Schedule, To Do, Memo –

### Editing

1. Recall the entry to be edited.
2. Tap **[EDIT]**. The cursor starts to flash.
3. Tap **[▶]**, **[◀]**, **[▲]**, or **[▼]** to move the cursor to the position to be edited.
4. Enter, insert, or delete characters (refer to “Entering Characters”).
  - To cancel editing, tap **[C-CE]**.
5. Press **[ENTER]** several times (until “STORED!” appears briefly) to finish editing and to store the entry.

### Deleting

1. Recall the entry to be deleted.
2. Tap **[DEL]**.
  - “DELETE?” is displayed.
  - To cancel the deletion operation, tap **[2nd]**.
3. Press **[ENTER]** to delete the entry.

## Calculator Mode

The Organizer can calculate numbers of up to 10 digits. Tap **[CALC/CONV]** several times to display the Calculator mode screen (Calculator → Currency conversion → Unit conversion → Calculator...).



### Calculation

Be sure to tap **[C-CE]**, **[C-CE]**, and **[CM]** to clear the display and memory before performing a calculation.

#### Note

- When **[+]**, **[-]**, **[x]**, or **[÷]** is tapped, the respective symbol, +, -, ×, or ÷ is displayed. (In the examples in this manual, these symbols are not described.)

### If an error occurs

If the calculation result or the integer section in the numerical value in the memory exceeds 10 digits or if a number is divided by zero (0), an error occurs (“ERR” is displayed).

## Calculation examples

Example	Operation	Display
$(-24+2) \div 4 = -5.5$	$\boxed{C} \boxed{-} \boxed{24} \boxed{+} \boxed{2} \boxed{\div} \boxed{4} \boxed{=}$	<b>-5.5</b>
$34+57=91$	$34 \boxed{+} 57 \boxed{=}$	<b>91.</b>
$45+57=102$	$45 \boxed{+} \boxed{=}$	<b>102.</b>
	(The addend becomes a constant.)	
$68 \times 25 = 1700$	$68 \boxed{\times} 25 \boxed{=}$	<b>1700.</b>
$68 \times 40 = 2720$	$40 \boxed{\times} \boxed{=}$	<b>2720.</b>
	(The multiplicand becomes a constant.)	
$200 \times 10\% = 20$	$200 \boxed{\times} 10 \boxed{\%}$	<b>20.</b>
$9 \div 36 = 25\%$	$9 \boxed{\div} 36 \boxed{\%}$	<b>25.</b>
$200 + (200 \times 10\%) = 220$	$200 \boxed{+} 10 \boxed{\%}$	<b>220.</b>
$500 - (500 \times 20\%) = 400$	$500 \boxed{-} 20 \boxed{\%}$	<b>400.</b>
$4^6 = (4^3)^2 = 4096$	$4 \boxed{\times} \boxed{=} \boxed{=} \boxed{\times} \boxed{=}$	<b>4096.</b>
$1/8 = 0.125$	$8 \boxed{\div} \boxed{=}$	<b>0.125</b>
$25 \times 5 = 125$	$\boxed{CM} 25 \boxed{\times} 5 \boxed{M+}$	<b>125.</b>
$-) 84 \div 3 = 28$	$84 \boxed{\div} 3 \boxed{M-}$	<b>28.</b>
$+ ) 68 + 17 = 85$	$68 \boxed{+} 17 \boxed{M+}$	<b>85.</b>
182	$\boxed{RM}$	<b>182.</b>
$\sqrt{25-9} = 4$	$25 \boxed{-} 9 \boxed{=} \boxed{\sqrt{}}$	<b>4.</b>
$1234567890 \times 145 = 179012344050$	$1234567890 \boxed{\times} 145 \boxed{=}$	<b>ERR</b>
	$\boxed{C} \boxed{-} \boxed{C} \boxed{=}$	<b>17.90123440</b>
		<b>17.90123440</b>

$$(17.90123440 \times 10^{10} = 179012344000)$$

## Currency/Unit Conversion Mode

### 1. Setting a currency rate

- Tap  $\boxed{CALC/CONV}$  several times to display the currency conversion mode screen (refer to "Calculator mode").

$\overset{2nd}{EURO} \rightarrow \overset{CAPS}{USD}$   
 0.

Example: 1 CAD (Canada dollars)  
= 0.66 USD (US dollars)

- Press  $\boxed{NEXT} \boxed{NEXT} \boxed{NEXT}$  to change the display and tap  $\boxed{2nd} \boxed{EDIT}$ . The initial character of "CAD" starts to flash.
  - You can change each currency name by entering characters (up to 4 in each) and using  $\boxed{\blacktriangleright}$ , if needed.
- Press  $\boxed{ENTER}$ . "0" starts to flash.
- Enter the rate (up to 10 digits).
 

**0.66**
- Press  $\boxed{ENTER}$  to store in the memory.

$\overset{2nd}{CAD} \rightarrow \overset{CAPS}{USD}$   
 0.66

### 2. Converting currency/unit

You need to set the conversion rate before making the currency conversion.

Example: Convert 500 CAD into USD using the rate that you have set.

- Display the screen: "CAD  $\rightarrow$  USD".
- Enter the value to be converted.

**500**

- Tap to convert CAD into USD.
  - To convert in reverse order (e.g. 200 USD into CAD), enter **200** and tap .
  - You can use the unit conversion in the same manner. You cannot change the units or the rates for units.
  - The conversion result may have a slight error as a result of rounding off the number (e.g. up to 2 decimal places for currency conversions). Use the conversion result for reference.

CAD <sup>2nd</sup> → <sup>CAPS</sup> USD 330.
--

## Game Mode

Each time is tapped, the display switches between “ALPHA ATTACK” and “BLACKJACK”.

### BLACKJACK (Twenty-one)

Make your “hand” (the total of the numbers on the cards) as close to 21, without going over 21.

- Tap to display the following Game mode screen.

BLACKJACK <sup>2nd</sup> <sup>CAPS</sup> 30 Your chips
--

- Press to start a game. The left 2 cards are dealt for you. (One card is faced up and the other is faced down.)
- Agree the left-displayed maximum bet (up to 10) or enter fewer bet.

- Tap to see your hand. Each time is tapped, a new card is dealt.
  - “J”, “Q”, and “K” are counted as 10.
  - “A” can be counted as 1 or 11.
  - When the first 2 cards are “A” and a face card (“J”, “Q”, or “K”), your hand is “BLACKJACK”.

Your hand J28 10 Your bet	The dealer's hand <sup>2nd</sup> <sup>CAPS</sup> 4 20 Your chips
------------------------------------	---

- Press to stop being dealt and hold your hand. The dealer's hand and the results are displayed.
  - When you win, your total flashes and your bet is doubled.
  - When you win with “BLACKJACK”, your bet is tripled.

Your total J28 20 Your bet	The dealer's total <sup>2nd</sup> <sup>CAPS</sup> 32K4 19 20 Your chips
-------------------------------------	---

- Press and display the Game mode screen.
  - When you have no more chips to bet, the game is over.
  - To quit the game, tap or any mode key. Your chips are stored for the next time.
  - To return your chips to 30, tap and press on the Game mode screen.

### ALPHA ATTACK

Type in characters (A to Z) displayed on the 1st line to clear them. 20 levels of speed are available.

ALPHA ATTACK <sup>2nd</sup> <sup>CAPS</sup> 01 Level
--

- Tap to display the following Game mode screen.

2. Enter the level number (2 digits from 01 to 20).

- 01: slow, 20: fast



3. Press **ENTER** to start a game.

4. Tap the same key as the first character at the left end of the 1st line. (In this case, tap keys in the order: E → Y → K → W.)

- Pressing the correct key in the correct order deletes the character.
- When 12 characters are displayed in each level, the game continues in the faster level (up to 20).
- When no more characters can be displayed, the game is over. The Game mode screen with the level when the game is over is displayed.

## Word Translator Mode

The Organizer offers an English-Spanish bi-directional word translation function.

1. Tap **E↔S** to enter the English → Spanish translation mode.

A rectangular box representing the Word Translator Mode screen. The text 'ENG -&gt; SPA' is centered on the screen.

Tap **E↔S** twice (or **E↔S** then **◀**) to enter Spanish → English mode.

2. Enter the desired source word and press **ENTER**.

“English...” or “Spanish...” is displayed while conducting search. The matching English or Spanish word will then be displayed.

- When the symbol “▶” appears on, more letters exist. To view remaining letters of long words that cannot be accommodated on the screen, use **▶** to scroll right.
- If there is no matching word, “NOT FOUND!” is displayed. The word next in alphabetical order will then be displayed.
- Press **NEXT** or **PREV** to scroll through word list, or edit entry using the keyboard, and press **ENTER** for another search.
- Tap **◀** or **▶** to return to the source word.

### Caution

- Spanish words stored in this device are those of Spain.
- Only the masculine form of the noun will be displayed for nouns with both masculine and feminine forms.
- Sometimes, two identical words will appear in the word list.
- Enter European characters and spaces correctly. Otherwise, the unit may not be able to complete the search.

## Backlight function

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing **BackLight** once illuminates the display for as long as you continue to use the Organizer, or until no key is pressed for 10 seconds.

- To turn the Backlight off, press **BackLight** again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function in the PC Link mode.

### Do not use the Backlight unnecessarily

- Since the Backlight drains power from the backlight battery, excessive use of the Backlight will significantly reduce the life of your battery.

## Memory Storage

### 1. Checking memory storage

1. Tap **TEL**, **SCHEDULE**, **MEMO** or **TO DO** to display “NAME?”, “SCHEDULE?”, “TO DO?” or “MEMO?”.
2. Tap **2nd** **MENU**, select “MEMORY CHECK” by using **▲** or **▼**, and press **ENTER**. The number of remaining bytes is displayed briefly.

CAPACITY	<sup>BYTES</sup> %
	99

#### Notes

- Approx. 8,000 telephone entries can be stored (when 14 characters are entered for name, telephone and fax number fields, and 18 characters are entered for address field).

### 2. Deleting all the memory contents

Perform steps 2 and 3 as described in the section, “Using the Organizer for the First Time”.

- To cancel the deletion operation, press any key EXCEPT FOR **2nd** **ENTER** in step 3.

## Adjusting the LCD contrast

1. Tap **CLOCK** once or twice to display Home clock (with “\*”).
2. Press **PREV** or **NEXT** to adjust the LCD contrast.

## Secret Function

### 1. Registering a password

A Secret function is valid for Telephone, Schedule, To Do, and Memo modes.

Up to 6 characters can be registered as the password.

---

*If the password is forgotten, you cannot delete the password only. You have to delete all the memory contents. (Perform steps 2 and 3 as described in the section, “Using the Organizer for the First Time”.) As a safeguard, make a written record of the password.*

---

#### Registering a password

1. Tap **CLOCK** once or twice to display Home clock (with “\*”).
2. Tap **?**.
3. Enter a password (case sensitive), e.g. **ABC** and press **ENTER**.
  - “RECONFIRM !” is displayed.
  - If “ERROR !” appears briefly, the password has already been registered.



4. Enter the same password once more for verification and press **ENTER**.
  - The display returns to the Home clock. The secret function turns on automatically.
  - If you enter the wrong password, “ERROR !” appears briefly and display returns to the Home clock. Follow the above steps again to register a password.

### 2. Turning Secret function off

When the Secret function is on, it is necessary to turn off to perform the Telephone, Schedule, To Do, and Memo modes.

1. Tap **TEL**, **SCHEDULE**, **TO DO** or **MEMO**.
  - “PASSWORD?” is displayed.
2. Enter the password and press **ENTER**.
  - If you enter an incorrect password, “ERROR!” appears briefly. Follow the above steps and enter the correct password.
  - Secret function will be automatically turned on after the power is turned off manually or automatically.

### 3. Changing the password

1. Tap **?** on the Home clock (with “\*”).
2. Enter the password and press **ENTER**.
  - “EDIT PASS.?” is displayed.
3. Press **ENTER**.
  - The initial character of the password starts to flash.
4. Modify the password and press **ENTER**.
  - “RECONFIRM !” is displayed.
5. Enter the same password once more for verification and press **ENTER**.

- The password is changed and display returns to the Home clock. The secret function turns on automatically.
- If you enter the wrong password, “ERROR !” appears briefly and display returns to the Home clock. Follow the above steps again to change the password.

#### **4. Deleting the password**

1. Tap  on the Home clock (with “\*”).
2. Enter the password and press **ENTER**.
  - “EDIT PASS.?” is displayed.
3. Press **ENTER**.
  - The password is displayed.
4. Tap **C-CE**.
  - “DEL PASS.?” is displayed.
5. Press **ENTER** to delete the password.

### ***Using the Included PC Software***

The CD-ROM contains software to enable exchange of data with a PC.

The software consists of:

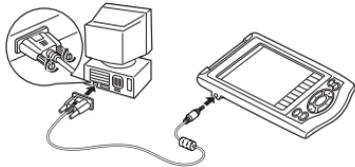
Can be used to backup/restore data in the Organizer and export/import data to different file formats.

#### **Minimum System Requirements:**

- IBM PC or 100% compatible
- Microsoft® Windows® 98/98SE/2000 Professional/Me/XP
- Pentium® 300MHz or higher
- 50MB free hard disk space
- 64MB RAM for Microsoft® Windows® 98/98SE/2000 Professional/Me
- 128MB RAM for Microsoft® Windows® XP
- One available 9-pin serial port
- CD-ROM drive
- Mouse or compatible pointing device

## Connecting the Organizer to Your PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC-Link cable to the PC's serial port.
  - Using a 25-pin connector will require an additional adapter. (Commercially available)
3. Connect the other end of the PC-Link cable to the Organizer's option port.
4. Turn on the PC and the Organizer.



## Installing

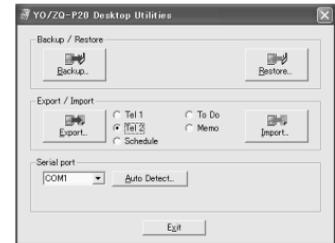
1. Insert the PC software CD-ROM into your CD-ROM drive. Installation process should automatically start.  
If the PC software screen does not appear, double-click "My Computer" to locate the CD-ROM drive directory, then double-click to launch "install.exe" or "installer.exe" found on the CD-ROM.
2. Click the "Install" button.
3. Follow the installation instructions that appear on the screen.

### Note:

- For Windows2000® Professional and Windows® XP, install/uninstall programs after logging on as an Administrator.
- When the installation is complete, click the "Finish" button to finish the installation process.

## Desktop Utilities

Launch "Desktop Utilities" from the Start menu, or double-click on the shortcut icon on the desktop. Utilize the Desktop Utilities via the following graphic interface:



### Serial port

Click "Auto Detect..." to allow the communication to

automatically detect the appropriate serial port. Make sure that the unit is physically connected with the PC first, then click this button.

If the desired serial port is not found, manually select the serial port from the drop-down list.

### Backup/Restore

The Backup/Restore menu of the Desktop Utilities allows you to make a backup file of the unit data, or to restore it back to the internal memory of the unit. Be noted that the setup parameters won't be backed up.

- Backup: Select "Backup..." from button, then enter the desired name of the file to be backed up.
- Restore: Select "Restore..." from button, then select the desired name of the file to be restored.

## Export/Import

The Export/Import menu of the Desktop Utilities allows you to import data created by each application to the unit, or export data created on the PC to the unit by application data.

- Export: Select the desired application name, then click “Export...”, then enter the desired filename to which you wish to export data.
- Import: Select the desired application name, then click “Import...”, then enter the desired filename from which you wish to import data.

## Battery Replacement

### Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	1	Unit operation
Lithium battery	CR2032	1	Backlighting

- Be sure to write down any important information stored in the memory before replacing the batteries.

### Precautions

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

- If fluid from a leaking battery accidentally gets into your eyes, it may result in serious injury. Should this occur, flush your eyes with clean water and consult a physician immediately.
- Should fluid from a leaking battery come into contact with your skin or clothes, immediately wash with clean water.
- If the Organizer will not be used for an extended period of time, to avoid damaging the Organizer remove batteries and store in a safe place.
- Do not leave exhausted batteries inside the Organizer.
- Do not use different types of batteries or partially used batteries.
- Insert the battery with its positive side (+) correctly orientated.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

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

## Operating Battery Replacement

### Battery replacement time

When "LOW BATTERY" is displayed, immediately replace the operating battery with a new one.

**The operating battery holder is indicated as "For OPERATION" in the battery compartment.**

If the battery level is low, the alarm may not sound, or similarly the Backlight may not function. Continued use of the Organizer with low battery can alter or clear the memory contents. Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

#### Caution:

- PC Link may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

### Backlight Battery Replacement

When the Backlight cannot be turned on (except when "LOW BATTERY" is displayed or the Organizer is in the PC Link mode), replace the backlight battery.

**The backlight battery holder is indicated as "For BACKLIGHT" in the battery compartment**

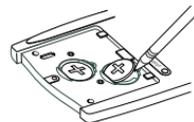
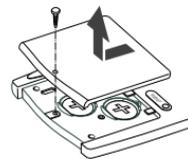
## Replacing the batteries

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

1. Press **[ON]** to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
  - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing both batteries, if necessary.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after **[ON]** is pressed.
  - If nothing appears on the display, press the RESET switch and press **[NEXT]**.
  - Do not tap **[2nd]** and press **[ENTER]**. This key sequence will clear all the memory contents.
8. Set the clock to the correct time. (see page 3)

#### Caution:

- Clock settings and/or other settings and listings may be lost when batteries are removed for a long time. Replace the batteries as quickly as possible.
- Make sure to confirm all settings are set correctly after replacing the batteries.



## Specifications

- **Model:** YO-P20
- **Product name:** Electronic Organizer
- **Display:** 3 lines of 12 digits
- **Memory capacity:** 768 KB Equivalent\*
- **Clock mode:**
  - Accuracy:** ± 60 seconds/month at 25°C/77°F
  - Display:** Year, month, day, day of the week, hour, minute, second, AM/PM
  - Clock function:** 12-hour/24-hour format (switchable), 3 kinds of date type (switchable), world clock function, daylight saving time (summer time) display, daily alarm, hourly alarm
- **Telephone mode:** Entering and recalling of telephone entry (name, address, E-mail address, phone number, and web address (URL))
- **Schedule mode:** Entering and recalling of schedule entry (details, year, month, day, hour, and minute), schedule alarm
- **Memo mode:** Entering and recalling of memo entry
- **Calculator mode:** 10 digits (with calculation status symbols), arithmetic calculations, percentage, square root, memory calculation, etc.
- **Currency/unit conversion mode:** 5 types of currency conversion (editable) and 9 types of unit conversion
- **Game mode:** 2 games
- **Word Translator mode:** Approx. 2400 words
- **Power consumption:** 0.11 W
- **Operating temperature:** 0°C to 40°C (32°F to 104°F)

- **Power supply:**
    - Operating battery:** 3.0V  $\cdot$  (DC) (Lithium battery CR2032 x 1)
    - Backlight battery:** 3.0V  $\cdot$  (DC) (Lithium battery CR2032 x 1)
  - **Auto Power Off Function:** Approx. 5 minutes
  - **Battery life:**
    - Operating battery (at 25°C/77°F)**  
Approx. 1 years at ambient temperature of 25°C/77°F, assuming the following daily use: 30 minutes display, alarm sounding for 20 seconds and key touch tone turned on/off 100 times.
    - Backlight battery (at 25°C/77°F)**
      - Approx. 4000 times  
When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute.
  - **Weight:** Approx. 100 g (0.22 lb.) (Including batteries)
  - **Dimensions:** 69.8 mm (W) x 109.3 mm (D) x 15.3 mm (H)  
2-3/4" (W) x 4-5/16" (D) x 19/32" (H)
  - **Accessories:** 2 lithium batteries (installed), CD-ROM software, PC-Link cable, operation manual, stylus
- \* Memory at 768 KB Equivalent. Approx. 8,000 telephone names & numbers (name, telephone and fax number are 14 characters and address is 18 characters per entry) can be stored by using compression technology. (Compression Rate: Approx. 1.5:1)

## **Declaration of Conformity**

Electronic Organizer : YO-P20

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.

Responsible Party:

SHARP ELECTRONICS CORPORATION  
Sharp Plaza, Mahwah, New Jersey 07430-1163  
TEL: 1-800-BE-SHARP

Tested To Comply With FCC Standards



FOR HOME OR OFFICE USE

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this 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: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

***MEMO***

*MEMO*

***MEMO***

## LIMITED WARRANTY

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

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

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

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

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

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the purchaser with respect to the Product, and shall constitute full satisfaction of all claims, whether based on contract, negligence, strict liability or otherwise.

In no event shall Sharp be liable, or in any way responsible, for any damages or defects in the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable or in any way responsible for any incidental or consequential economic or property damage. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion may not apply to you.

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

<u>Your Product:</u>	Electronic Organizer
<u>Warranty Period for this Product:</u>	One (1) year parts and labor from date of purchase.
<u>Additional Items Excluded from Warranty Coverage:</u>	Any consumable items such as paper, maintenance cartridge, ink cartridges supplied with the Product or to any equipment or any hardware, software, firmware, fluorescent lamp, power cords, covers, rubber parts, or peripherals other than the Product.
<u>Where to Obtain Service:</u>	At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 1-800-BE-SHARP.
<u>What to do to Obtain Service:</u>	Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

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

## PRODUCT SUPPORT

If you have read the ORGANIZER operation manual, but you still require product support, you can:

**Call Sharp Customer Assistance Center**  
630-378-3590  
(7am to 7pm CST M-F)

**Visit our Web Site**  
[www.sharpsusa.com](http://www.sharpsusa.com)

**Send an E-mail**  
[pdasupport@sharpsec.com](mailto:pdasupport@sharpsec.com)

**Write to our Customer Assistance Center**  
SHARP Electronics Corp.  
Customer Assistance Center  
Att: WIZARD HELP  
1300 Naperville Drive  
Romeoville, IL 60446

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