



**ELECTRONIC DIRECTORY**  
OPERATING MANUAL

**ROLODEX<sup>®</sup>**

The **Electronic** 128K  

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**ROLODEX<sup>®</sup> File**

## INTRODUCTION

More than 50 years ago Rolodex revolutionized information management with a unique card file system that organized names, addresses, and phone numbers. That single innovative idea has changed the way people work. Rolodex continues the tradition of innovative excellence with **The 128K Electronic Rolodex File**.

A programmable desktop card file and organizer, **The 128K Electronic Rolodex File** is a simple yet sophisticated method of storing, maintaining and retrieving vital information. Its powerful 128K memory can store individual names, phone numbers, addresses and miscellaneous information that can be viewed instantly. A unique reminder feature stores notes, appointments, and special dates.

**The 128K Electronic Rolodex File** also includes a wireless infrared file transfer system, built-in security feature to protect the confidentiality of your files, duplicate file detection, a full-function calculator with memory, currency converter, a one-touch Auto Dial feature and a complete calendar feature.

The large state-of-the-art display screen features clearly defined characters, and accurate viewing from multiple angles in addition to on-screen prompts to indicate which mode you're in.



**NOTICE:** This unit must be "reset" prior to first usage and whenever primary batteries are removed and replaced. To "reset" this unit insert a straightened paper clip into the "RESET" hole on the bottom of the unit. Caution must be taken not to press the "ENTER" key during the reset process or all user stored data will be erased.

## **NOTICE**

Rolodex strongly recommends that you maintain separate and permanent written records of all data stored in the electronic directory. All memory products, computers included, can experience, under certain conditions, loss or alteration of data.

Rolodex assumes no responsibility or liability for any alteration or loss of data whether due to changing of batteries, use beyond battery life, repairs, defects or misuse.

Rolodex assumes no responsibility or liability for any direct or indirect financial losses claimed by third parties as a result of the use or loss of this product regardless of the circumstances under which such losses occurred.

## **PRODUCT CARE**

- Rolodex recommends that you keep separate and permanent written records of all data stored in the The 128K Electronic Rolodex File. As with any electronic medium, there is a possible risk of loss or alteration of data.
- Avoid extreme temperature, humidity and dust.
- Avoid excessive shock. Do not drop the unit.
- Clean your unit with a soft, dry cloth. Do not use solvents or cleaners.
- Avoid rough handling when using the keyboard. Moderate keystroke pressure is all that is required.

# TABLE OF CONTENTS

## INTRODUCTION

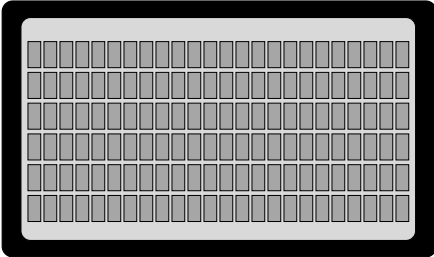
DISPLAY SCREEN FEATURES .....	1
KEYPAD FEATURES.....	16
POWER ON.....	2
AUTO-POWER OFF .....	2
THE BUSINESS CARD FILE .....	2
TO ENTER A FILE.....	2
TO RECALL A FILE.....	4
TO EDIT A FILE .....	5
<i>To insert spaces between characters         of an existing file:.....</i>	7
<i>To insert a blank line between lines of a file:.....</i>	8
<i>To insert a blank line after existing lines of a file:.....</i>	8
To eliminate a blank line contained in a file: .....	9
TO DELETE A FILE .....	9
MONTHLY CALENDAR.....	10
REMINDER NOTES .....	10
TO ENTER A FILE.....	10
TO RECALL A FILE.....	12
TO EDIT A FILE .....	13
<i>To insert a new line in the middle of a file:.....</i>	13
TO DELETE A FILE .....	14
SPEED DIAL LIST .....	14
TO ENTER A FILE.....	14
TO TRANSFER A BUSINESS CARD FILE TO THE SPEED DIAL LIST.....	15
TO RECALL A FILE TO AUTO-DIAL .....	18
TO DELETE A FILE .....	18

<b>INFRARED TRANSFER</b> .....	19
CORRECT ALIGNMENT .....	20
SINGLE FILE TRANSFER.....	20
ALL/NEW FILE TRANSFER.....	21
<b>AUTO-DIAL FEATURE</b> .....	23
TO CONNECT THE AUTO-DIAL .....	23
USING THE AUTO-DIAL .....	23
<b>SECURITY CODE FEATURE</b> .....	24
TO ENTER A CODE.....	25
TO LOCK THE UNIT .....	25
TO UNLOCK THE UNIT.....	26
TO DELETE THE CODE.....	26
<b>CALCULATOR</b> .....	27
<b>CURRENCY CONVERTER</b> .....	27
<b>DUAL FUNCTION KEYS</b> .....	31
<b>AUTOMATIC FILE STORAGE</b> .....	31
<b>DUPLICATE FILES</b> .....	32
<b>RESUME FEATURE</b> .....	32
<b>KEYTONE ON/OFF</b> .....	33
<b>MEMORY AVAILABILITY</b> .....	33
<b>MEMORY RESET</b> .....	34
<b>DISPLAY RESET</b> .....	34
<b>BATTERY REPLACEMENT</b> .....	34
<b>WARRANTY</b> .....	36

## DISPLAY SCREEN

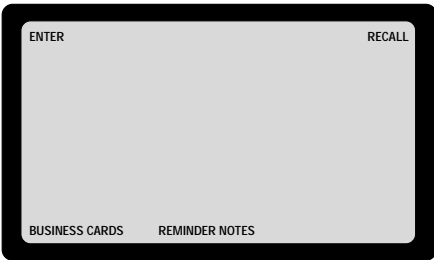
The 128K Electronic Rolodex File features a large state-of-the-art SuperTwist display screen with a 24 character across by 6 line display for easy viewing. The advantages of this type of display screen are more clearly defined characters, and viewing from multiple angles.

### SUPER TWIST LCD SCREEN



The display screen also features on-screen indicators that signal which feature or mode you are in.

### ON-SCREEN INDICATORS



## POWER ON

To turn the unit on, press ENTER or any of the following mode keys:



BUSINESS CARD FILE



MONTHLY CALENDAR



REMINDER NOTES



SPEED DIAL LIST



CALCULATOR

## AUTO POWER OFF

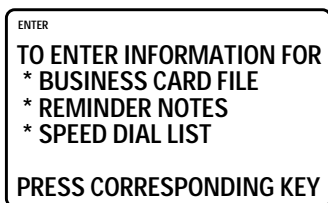
The unit is designed to shut off automatically if no key is pressed for three minutes.

## THE BUSINESS CARD FILE

This storage directory is an electronic cardfile for storing business and personal contact names, addresses, telephone and fax numbers and miscellaneous information.

### TO ENTER A BUSINESS CARD FILE

1. Press ENTER. The screen displays the three storage directory categories to choose from.



2. Press the BUSINESS CARD FILE key.
3. Type in the file information following the format that appears on the display screen.

```
ENTER
TYPE LAST-FIRST NAME
COMPANY NAME
TEL#
FAX#
ADDRESS-CITY-STATE-ZIP
ADD ADDITIONAL INFO
BUSINESS CARDS
```

The maximum amount of characters possible per line are:

**Name:** *24 characters*

**Company name:** *24 characters*

**Telephone/fax number:** *19 characters each*

**Address/Miscellaneous:** *24 characters by 58 lines*

4. When entering telephone and fax numbers be sure to enter outside line access codes and pauses in addition to area codes, country and city codes.

A (/) slash in the telephone number represents a two second pause for special dialing considerations such as reaching an outside line.

Press the RETURN key to go to the next line. To bypass an entry such as the company name, press the RETURN key instead of entering information on that particular line.

For corrections press the ERASE key.

5. Press ENTER to enter a new file.

Press THE BUSINESS CARD FILE key to recall an existing BUSINESS CARD FILE.

Exit the BUSINESS CARD FILE by pressing any mode key.

## **TO RECALL A BUSINESS CARD FILE**

Three methods can be used to recall information stored in the BUSINESS CARD FILE directory:

1. NUMERIC-ALPHA SEARCH (*Searches all files in numerical, then alphabetical order*)
2. DIRECT SEARCH (*Matches files with the initial or digit of the one you are looking for*)
3. ROTARY DIAL SEARCH (*Shows each file in numerical then alphabetical order, similar to a manual Rolodex cardfile*)

### **NUMERIC-ALPHA SEARCH**

1. Press the BUSINESS CARD FILE key .
2. Press and hold down the FWD key to fast-forward through all the files rapidly, or press it repeatedly to view file by file. (Press the REV key to view the previous file).
3. When the entire BUSINESS CARD FILE directory has been viewed, the unit automatically returns to the first file and repeats the process.

### **DIRECT SEARCH**

1. Press the BUSINESS CARD FILE key.
2. Type the first numbers or letters of the file name you are looking for. The first file that matches those characters will appear on the display screen.
3. To view a different file while a file is currently displayed, type the first numbers or letters of the file name and the direct search process will begin again.

At any time you can press the FWD or REV key or turn the rotary knob to view the next or previous file.

## **ROTARY DIAL SEARCH**

This unique "electronic" rotary dial allows you to spin through your BUSINESS CARD FILES for easy access and viewing. Turn the dial away from you to view files in alphabetical order (A-Z), or toward you to display them in reverse order (Z-A).

1. Press the BUSINESS CARD FILE key.
2. Turn the dial to view files in forward or reverse order.

## **TO VIEW FILES THAT EXCEED SIX LINES**

1. Recall a file.
2. Press the "UP" or "DOWN" arrow keys to view the contents by line.
3. Press the "LAST" or "NEXT" key to view the contents by page. When viewing by page, the name of the file remains on the first line but the next five lines will appear from the next page.

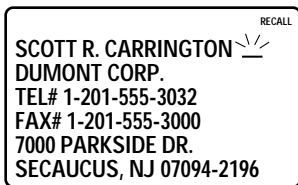
## **TO EDIT A BUSINESS CARD FILE**

At any time you may edit the contents of an existing file such as changing, adding or deleting information.

An edited file replaces the original file. Before using the edit function, read this section carefully as various editing options are available.

1. Recall the file to be edited.
2. Press the ERASE key. The flashing cursor appears on or after the last character on the top line.

For example:



Press the ERASE key to delete the character at the blinking cursor location. If a blank space appears on the blinking cursor, the character to the left of the cursor will be erased.

3. Continue to press the ERASE key to backspace and delete unwanted characters.

To selectively erase characters, press the REV/FWD key to move the cursor left and right. Position the cursor at the character to be changed or erased, then press the ERASE key.

4. Type new data if desired.
5. Press the DOWN arrow key to move the cursor down a line. Pressing the UP or DOWN arrow keys will move the cursor to the last character of the previous or next line of the display screen.

**NOTE:** You may encounter an INVALID FILE message when editing a file that has been transferred from a 64K Electronic Rolodex File to the 128K unit. The 64K unit places the telephone number and fax number of a file on one line instead of two. An empty space is sometimes created before the second number when it is placed on two lines in the 128K unit. The empty character space at the beginning of a line must be removed before any information in the file can be edited and saved. Leaving the empty space will prevent you from changing the file.

**To insert spaces between characters of an existing file:**

1. Position the cursor at the character location where you want to enter a space or new character. For example:

RECALL

SCOTT R. C'ARRINGTON  
DUMONT CORP.  
TEL# 1-201-555-3032  
FAX# 1-201-555-3000  
7000 PARKSIDE DR.  
SECAUCUS, NJ 07094-2196

2. Type new data then press the SPACE key.

RECALL

SCOTT R. / LIZ C'ARRINGTON  
DUMONT CORP.  
TEL# 1-201-555-3032  
FAX# 1-201-555-3000  
7000 PARKSIDE DR.  
SECAUCUS, NJ 07094-2196

Typing new characters at the blinking cursor will shift the characters on or after the cursor location to the right. This maintains the original text while inserting additional characters or spaces.

**NOTE:** If a line of a file has already used the entire available character spaces, the line is considered full. New information cannot be added to the line unless an existing character is erased first.

**To insert a blank line between lines of a file:**

1. Position the cursor under the first character of the line you want to create.

RECALL
SCOTT / LIZ CARRINGTON DUMONT CORP. TEL# 1-201-555-3032 FAX# 1-201-555-3000 7000 PARKSIDE DR. SECAUCUS, NJ 07094-2196

2. Press the RETURN key.

RECALL
SCOTT / LIZ CARRINGTON DUMONT CORP. TEL# 1-201-555-3032 FAX# 1-201-555-3000 ↵ 7000 PARKSIDE DR.

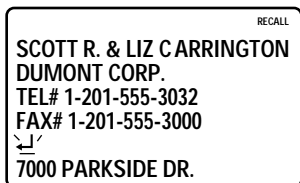
3. Move the cursor up to the blank line to enter new information if desired.

**To insert a blank line after existing lines of a file:**

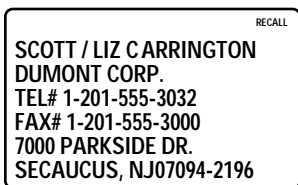
1. Position the blinking cursor after the last character space of the file.
2. Press the RETURN key then enter new data if desired.

## To eliminate a blank line contained in a file:

1. Position the cursor on the blank line at the first character space. (A return sign will appear at the first position of a blank line).



2. Press the ERASE key. After all characters on a line have been erased, pressing the ERASE key will delete the blank line. (This editing function does not apply to the name, company name, telephone or fax number of a file).



All lines previously located below the deleted line will move up.

## TO DELETE A BUSINESS CARD FILE

Deleting a file will remove it completely from memory.

1. Recall a file to be deleted.
2. Press and hold the ERASE key for three seconds. The on-screen prompt "DELETE FILE? Y/N " appears on the display screen. Press Y (yes) to delete the file from memory. Press N (no) to cancel deletion and retain the file in memory.

## MONTHLY CALENDAR

The unit is equipped with a 2000 year calendar giving you instant access to complete past, present, and future calendar dates.

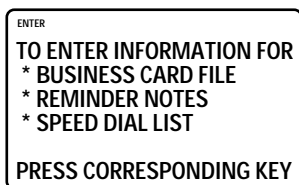
1. Press the MONTHLY CALENDAR key.
2. Press the FORWARD or REVERSE key to view the next/previous *month*. Press and hold these keys to fast-forward or fast-reverse through the months.
3. Press the UP or DOWN arrow keys to reverse or advance through the *years*. Press and hold these keys to fast-forward or fast-reverse through the years.

## REMINDER NOTES

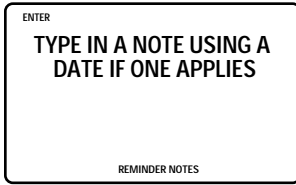
The REMINDER NOTES directory serves as an electronic notepad for recording memos, appointments, and special dates. Files are stored and recalled chronologically by date, then alphabetically.

### TO ENTER A REMINDER NOTES FILE

1. Press the ENTER key. The screen displays the three storage directory categories to choose from.



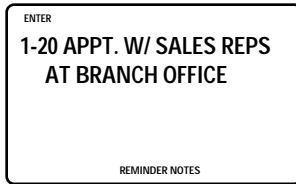
2. Press the REMINDER NOTES key. The display screen reads:



A date can be entered in any position of the file and can be written numerically or alphabetically. If the date is written numerically at the beginning of the file, that file will be stored and sorted before alphabetical files.

The maximum amount of characters per file is:  
*24 characters by 58 lines.*

3. Type in the information. If you make an error, press the ERASE key to delete unwanted characters.

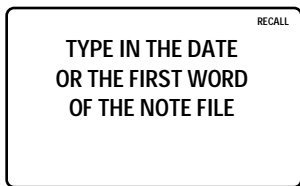


To enter information on the second line, press the RETURN key. The second line will automatically indent.

4. Press ENTER to enter a new file.  
Press the REMINDER NOTES key to recall a file.  
Exit REMINDER NOTES by pressing any mode key.

## TO RECALL A REMINDER NOTES FILE

1. Press the REMINDER NOTES key.



2. Press forward or return and the first six lines of the list will appear on the screen. For example:



**To recall a specific file**, type the date or the first few letters of the file. The first matched file appears on the top line of the display screen, followed by other files in the directory that appear in numerical then alphabetical order.

3. Press the NEXT key to view the next page. The LAST key takes you to the previous page.
4. Press the UP or DOWN arrow key to view line by line through the list.

## **TO EDIT A REMINDER NOTES FILE**

At any time you may edit the contents of a file by changing, adding, or deleting information. Before proceeding with the edit function, read this section carefully as various editing options are available.

1. Press the REMINDER NOTES key.
2. Press the UP or DOWN arrow key until the file you want to edit is positioned on the top line of the display screen.
3. Press the ERASE key and the cursor will appear on or after the last character on that line. (Although other Reminder Note entries disappear from the display screen they have not been erased).
4. When the character to be erased is flashing, press the ERASE key until that character disappears. Continue to press the ERASE key to erase the entire word.
5. Insert new data if desired.

If the new information has more characters than you erased, the existing text is moved to the right as new data is entered. If the line exceeds 23 characters per line, words may be split and moved onto the next line below.

### **To insert a new line in the middle of a file:**

1. Move the cursor to the first character of the line you want to create.
2. Press the RETURN key. Move the cursor up to the blank line to enter new information.

For other editing options see TO EDIT A FILE for editing a Business Card File. Use the same procedure to insert characters between existing characters, to insert blank lines after existing lines of a file and to eliminate blank lines.

## TO DELETE A REMINDER NOTES FILE

Deleting a file erases it completely from the memory.

1. Press the REMINDER NOTES key.
2. Press the DOWN arrow key until the file you want to delete is on the top line of the display screen or recall the file quickly using the direct search feature.
3. Press and hold down the ERASE key. The prompt "DELETE FILE? Y/N" appears.
4. Press Y (yes) to delete the file from memory. Press N (no) to cancel deletion and retain the file.

**NOTE:** Do not erase character by character to delete a file stored in REMINDER NOTES. Doing so creates an "empty space" or blank file in memory that appears as a blank display screen when you recall your Reminder Notes.

## SPEED DIAL LIST

Fast and efficient, the speed dial list provides immediate access to your most important or often used telephone numbers. Upon recall, the number can be dialed using the auto-dial feature.

The internal transfer system allows you to transmit files already stored in the BUSINESS CARD FILE directory to the SPEED DIAL LIST, eliminating the need to re-enter information twice.

## TO ENTER A NEW FILE

1. Press the ENTER key.
2. Press the SPEED DIAL key.

3. Type the information following the format on the display screen.

ENTER

**TYPE LAST-FIRST NAME**

**TEL#**

4. Press RETURN to enter another SPEED DIAL file.

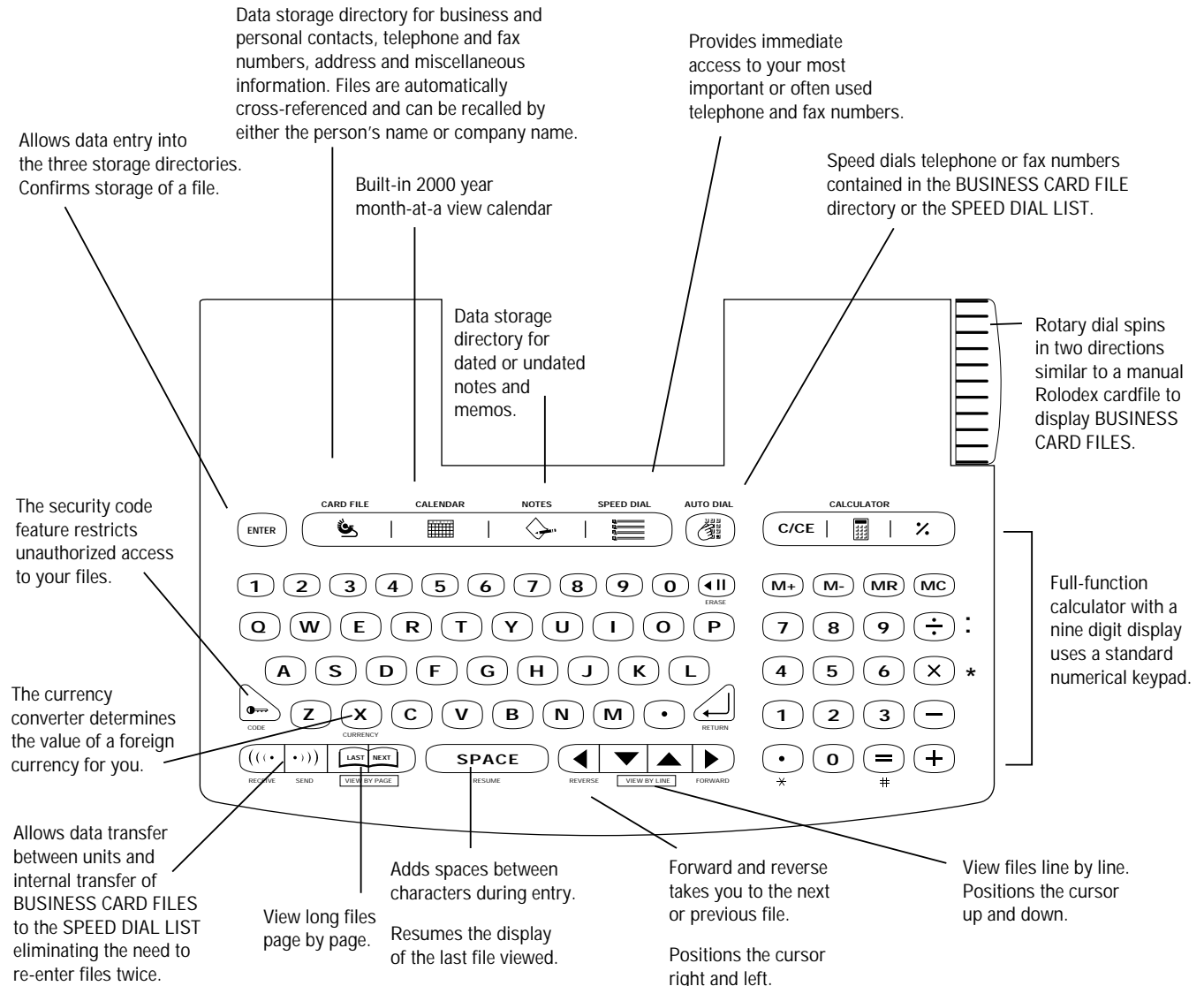
Press the ENTER key to enter another type of file.

Press the SPEED DIAL LIST key to recall an existing file.

### **TO TRANSFER A BUSINESS CARD FILE TO THE SPEED DIAL LIST**

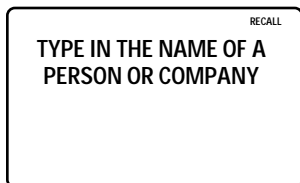
1. Recall the BUSINESS CARD FILE you want to transfer.
2. Press and hold down the SPACE key while pressing the SPEED DIAL LIST key once.
3. The name appearing on the top line of the recalled file and the telephone number will be transferred instantly to the SPEED DIAL LIST. Files are stored and sorted in alphabetical order.

# KEYPAD FEATURES



## **TO RECALL A SPEED DIAL LIST FILE TO AUTO-DIAL**

1. Press the SPEED DIAL LIST key. The display screen reads:



2. Enter the name (or the first few initials of the last name) of the file you are looking for.
3. The first matched name appears on the screen along with any other files in alphabetical order.
4. Press the number that corresponds to the file you want to call, then press the AUTO-DIAL key.
5. The file is automatically dialed.

### **To recall a specific SPEED DIAL LIST file quickly:**

1. Press the SPEED DIAL key.
2. Type the first few letters of the file you are looking for.
3. The first matched file will appear on the top line of the display screen.

## **TO DELETE A SPEED DIAL LIST FILE**

1. Press the SPEED DIAL LIST key.
2. Recall the file to be deleted.

3. Press and hold down the ERASE key. The prompt "DELETE FILE? Y/N" appears.
4. Press Y (yes) to delete the file from memory.  
Press N (no) to cancel deletion and retain the file.

## **INFRARED TRANSFER OF FILES BETWEEN UNITS**

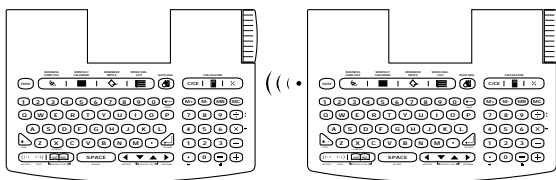
The 128K Electronic Rolodex File has a revolutionary Infrared (wireless) Transfer System which allows you to transfer files from the BUSINESS CARD FILES directory from one unit to another. This feature eliminates the need to manually re-enter the files. When transferring files from one unit to another, you have the option to transfer all files or only the new ones.

A transferred file is not deleted from the sending unit directory, only copied to the receiving unit.

A file in the sending unit that has been edited (modified), is considered a new file when it is transferred to the receiving unit. Therefore, if the original version already exists in the receiving unit, the edited version will read as a new, additional file. Upon recall, it will appear before the original.

The original version can be deleted or both files can remain in the receiving unit. If all 24 characters in the top line of the file match each other, the file is considered a duplicate and the BUSINESS CARD FILE onscreen prompt will blink. (See the section DUPLICATE FILES).

## CORRECT ALIGNMENT FOR INFRARED TRANSFER



RECEIVING UNIT

SENDING UNIT

## SINGLE BUSINESS CARD FILE TRANSFER

1. Align the units next to each other so that the infrared diodes of each unit almost touch. The receiving unit must be placed to the left of the sending unit.
2. Press the BUSINESS CARD FILE key on the receiving unit.
3. Recall a file from the sending unit so that it is actively displayed on the screen.
4. Press the RECEIVE key once on the receiving unit.
5. Press the SEND key once on the sending unit.  
The display screen reads:



When the file reappears on the receiving unit display screen, the transfer has been successful.

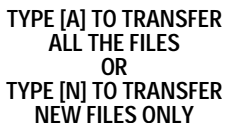
## **ALL OR NEW BUSINESS CARD FILE TRANSFER**

Before transferring ALL files, check the available memory of the receiving unit. Compare it with the memory used status of the sending unit to determine whether there is enough memory to complete the transfer.

To prevent duplicate files, avoid transferring ALL files to a unit that already contains those files.

NEW files are those that have been added to the sending unit since the last transfer.

1. Align the units next to each other so that the infrared diodes of each unit almost touch. The receiving unit must be placed to the left of the sending unit.
2. Press the RECEIVE key on the receiving unit.
3. Press the BUSINESS CARD FILE key on the sending unit.
4. Press the SEND key on the sending unit. The display screen reads:



**TYPE [A] TO TRANSFER  
ALL THE FILES  
OR  
TYPE [N] TO TRANSFER  
NEW FILES ONLY**

5. Type in A to send all files, or type N to send only new files.
6. If the transfer was successful the display screen of the receiving unit indicates that the files are being sorted. Once sorted, the most recent file entered into the sending unit database appears on the receiving unit's display screen confirming the transfer.

7. The display screen of the sending unit asks for confirmation of the transfer. The display screen reads:

**TRANSFER SUCCESSFUL**  
**Y/N ?**

Press Y (yes) if the receiving unit has sorted the files and has displayed the last file entered.

8. If the transfer was unsuccessful, the display screen on the receiving unit reads:

**FILES DID NOT TRANSFER  
SUCCESSFULLY**

**PLEASE TRY AGAIN**

Retry the transmission.

**If a transmission error occurs**, the receiving unit will not accept a transmitted file. If there is not enough memory to store the transferred files, none of the transferred files will be stored.

To avoid transmission errors, check to make sure that the alignment of the infrared diodes are correct and that the sending unit is on the right and the receiving unit is on the left.

**NOTICE:** Files can be transferred from a 64K Electronic Rolodex File to the 128K unit, but files cannot be transferred from a 128K Electronic Rolodex File to a 64K unit.

## **AUTO DIAL FEATURE**

The 128K Electronic Rolodex File has the ability to speed dial telephone or fax numbers that have been entered into the BUSINESS CARD FILE and the SPEED DIAL LIST. The numbers are dialed exactly as they appear on the screen, so be sure that any necessary outside line access codes, pauses, area codes, country and city codes have been entered.

**NOTICE:** This system is designed to work with a one-line telephone. In addition, your telephone must be equipped with a modular jack connection where the telephone line connects to the telephone. For multi-line telephone systems, check with the telephone manufacturer for adaptability information.

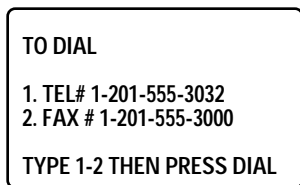
### **TO CONNECT THE AUTO-DIAL**

1. Using the wire provided with the unit, connect one end to the phone jack on the rear of the unit. Connect the other end to your telephone, linking it with the unit.
2. Connect the existing telephone line from the wall jack to The Electronic Rolodex File.
3. The two lines from The Electronic Rolodex File are now connected to your telephone and to the wall jack.
4. The Auto-Dial feature is enabled.

### **USING THE AUTO-DIAL**

1. Recall a BUSINESS CARD FILE.
2. Press the AUTO-DIAL key.

If both a telephone number and a fax number exist the following on-screen prompt will appear on the screen:



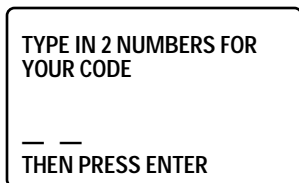
3. Display the telephone number you want to call or press the number that corresponds to it if both a telephone and fax number appear.
4. Lift the handset of the telephone or activate the speakerphone.
5. Press AUTO-DIAL to automatically dial the number.
6. If no telephone number is displayed on the screen, the last telephone or fax number dialed number will be redialed.

## **SECURITY CODE**

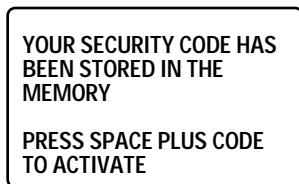
Activating the security code feature restricts unauthorized recall access to your Business Card Files, Reminder Notes and Speed Dial List. Keep a copy of the number in a safe place so that you do not forget it.

## TO ENTER A CODE

1. Press and hold down the SPACE key and then the CODE key. The display screen reads:



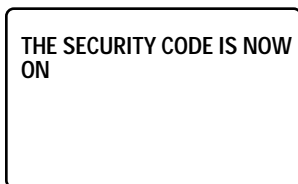
2. Enter two numbers of your choice that will serve as your personal code.
3. Press ENTER to confirm. The display screen reads:



## TO LOCK THE UNIT

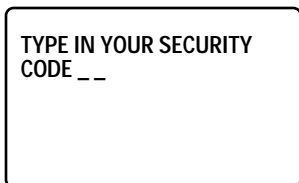
To lock your unit you must have already entered your two-digit code.

1. Press and hold down the SPACE key and then the CODE key once. The unit is now locked. The display screen reads:



## TO UNLOCK THE UNIT

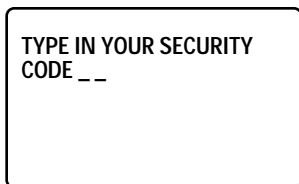
1. Press the directory key from which you want to recall.  
The display screen reads:



2. Enter your security code.
3. You can now recall your files from any directory.

## TO DELETE THE SECURITY CODE

1. Press a directory key. The display screen reads:



Press and hold down the ERASE key while typing your two digit code. Your security code has been deleted.

## IF YOU FORGET YOUR CODE

You must enter every number combination of 00-99 to find the previously entered code. Otherwise the unit must be reset and all stored files will be deleted from memory. Rolodex recommends that you keep a written record of your code in a safe place in the event that you do not remember it.

## CALCULATOR

The 128K Electronic Rolodex File is equipped with a full-function calculator using a standard numerical keypad. The large nine digit display scrolls through equations up to 120 lines and continues to the next "page" after every six lines. All equation information is kept in memory until it is cleared.

The calculator is capable of performing calculations using addition, subtraction, multiplication and division in addition to memory calculations, percentage calculations and sign changes.

**MR** (shows the total for all equations in memory)

**MC** (clears information from memory)

**M -** (subtracts information from memory)

**M+** (adds information to memory)

### TO USE THE CALCULATOR

1. Press the CALCULATOR key.
2. Enter a calculation.
3. To clear the last entry, press the C/CE key.
4. Exit the CALCULATOR by pressing any mode key.

## CURRENCY CONVERTER

The currency converter will automatically convert the value of one currency to another.

1. Press the CALCULATOR key.

2. Press the "X" key to activate the currency converter function. The display screen reads:

<b>CAND</b>	
<b>DM</b>	<b>NT</b>
<b>E.PD</b>	<b>PESO</b>
<b>FF</b>	<b>SF</b>
<b>HKD</b>	<b>USD 1</b>
<b>LIRA</b>	<b>YEN</b>

3. Position the flashing cursor next to the country currency abbreviation. The currency converter lets you store up to eleven foreign exchange rates. The country currency abbreviations are:

<b>CAND:</b>	Canadian dollar		
<b>DM:</b>	Deutschemark	<b>NT:</b>	New Taiwan Yuan
<b>E.PD:</b>	English pound	<b>PESO:</b>	Mexican peso
<b>FF:</b>	French franc	<b>SF:</b>	Swiss franc
<b>HKD:</b>	Hong Kong dollar	<b>USD:</b>	U.S. dollar
<b>LIRA:</b>	Italian lira	<b>YEN:</b>	Japanese yen

The FORWARD/REVERSE keys move the cursor to the opposite column.

The UP/DOWN arrow keys moves the cursor up or down within the chosen column.

The ERASE key erases one character at a time to the left of the cursor.

4. Type in the exchange rate that is equal to one U.S. dollar or your particular domestic currency.

For currencies with an exchange rate less than 1 you must type a zero before the decimal point such as 0.53. For example:

CAND		
DM 2.35	NT	—
E.PD	PESO	
FF	SF	
HKD 7.79	USD	1
LIRA	YEN	

**NOTE:** The U.S. dollar is already preset to “one”.

5. Press the CALCULATOR key, then the “X” key to confirm the entries and return to the currency exchange recall function. Once the currency exchange rate has been stored, it remains in memory until a new amount is entered.

It is not necessary to re-enter the currency exchange rate each time you want to do a conversion unless the rate has changed.

**To determine how much the foreign currency is worth in your domestic currency:**

1. Store a currency rate if you have not already done so.
2. Press the CALCULATOR key.
3. Press the “X” key.
4. Enter the amount of foreign purchase or currency to be converted.
5. Press the key that corresponds to the first initial of the foreign currency you have entered (C, E, H, N, S, Y, D, F, L, P, U).

6. The domestic equivalent appears on the display screen. For example:

CAND		
DM	133.95	NT
E.PD		PESO
FF		SF
HKD	444.03	USD 57.00
LIRA		YEN

The exchange equivalence appears next to all currencies that you have entered an exchange rate for.

**For example:**

Your dinner at a Tokyo restaurant costs two thousand yen. The currency exchange rate is 126 yen to the U.S. dollar. To determine the price of the dinner in U.S. dollars:

1. Press the CALCULATOR key.
2. Press the "X" key.
3. Enter 126 for the currency exchange rate that corresponds to the Japanese yen.
4. Press the CALCULATOR key, then the "X" key.
5. Enter 2000 for the cost of the dinner.
6. Press the letter "U" which stands for U.S. dollars.
7. The cost of your dinner in U.S. dollars is 15.87.

## DUAL FUNCTION KEYS

Dual function keys are two characters or symbols that share the same keyboard space, but have separate and distinct purposes. The 128K Electronic Rolodex File uses the following dual function keys:

### TO ACTIVATE THE CURRENCY CONVERTER:

The "X" key functions as the conversion key.

### WHEN DIALING:

The **minus** key functions as a **dash**.

The **decimal** key functions as a **star** key.

The **equals to** key functions as a **pound** key.

A **slash** functions as a two second pause when dialing.

### DURING THE ENTRY PROCESS:

The **divide** key functions as a **colon**.

The **percent** key functions as a **slash**.

## AUTOMATIC FILE STORAGE

The 128K Electronic Rolodex file contains three storage directories which consist of the BUSINESS CARD FILE, REMINDER NOTES and SPEED DIAL LIST. As the number of files in one directory increases, the memory available for the other ones decreases.

Once a minimum of one character is entered into either the BUSINESS CARD FILE or REMINDER NOTES directory, the information is automatically stored even if the unit returns to the auto-off resting state during the entry process.

If one character and a telephone number has been entered into the SPEED DIAL LIST, the information is automatically stored.

If the memory is full, "MEMORY FULL" will be displayed on the screen as you enter a file and the file will not be stored.

## **DUPLICATE FILES**

The unit is equipped with a duplicate file detector. When all 24 characters in the first line of a file being entered match an existing file, the prompt "CREATE DUPLICATE? Y/N" will appear.

You have the option to continue with the entry creating a duplicate file or to cancel the entry.

Press Y (yes) to enter the information as directed.

Press N (no) to enter a file with a different name.

When a duplicate file is being recalled for viewing, the Business Card File on-screen indicator will flash repeatedly, alerting you to the duplication.

## **RESUME FEATURE**

When the unit is in the auto-off state, pressing the SPACE key will display the last viewed file.

## KEYTONE ON/OFF

The 128K Electronic Rolodex File is designed to emit a tone when any key is pressed. This keytone may be enabled or disabled from within any function as follows:

1. Press and hold down the SPACE key, then press the "K" key once.
2. The keytone will remain in the current setting until it is reset.

## MEMORY AVAILABILITY

The memory availability remaining in the unit is displayed when you press the BUSINESS CARD FILE key upon recall.

1. Press the BUSINESS CARD FILE key. The display screen indicates the amount of memory used for existing files and the remaining memory available in the unit. For example:

		RECALL
TYPE IN THE NAME OF A PERSON OR COMPANY		
MEMORY USED		58000
MEMORY AVAILABLE		70000
BUSINESS CARDS		

## **MEMORY RESET**

Resetting the memory will intentionally delete all files entirely from the databank.

1. Press and hold the ENTER key.
2. Locate the RESET hole on the bottom of the unit.
3. Insert the tip of a paper clip while the ENTER key is still down.
4. Watch the display screen change to a full dot display.
5. Release the ENTER key.
6. Insert the tip of the paperclip again. The display screen will return to normal and all the files will be deleted.

## **DISPLAY RESET**

If at any time information on the display screen should freeze and the keypad does not work properly, simply press in the RESET hole on the bottom of the unit by inserting the tip of a paperclip. (Do not press ENTER). The display screen will unfreeze and your files will remain intact in memory.

## **BATTERY REPLACEMENT**

If your display screen begins to lose contrast it may be time to replace the batteries. The four "AA" cell alkaline batteries should last approximately one year based on

an average use of one hour per day. The battery life may vary according to your usage.

**DO NOT REMOVE THE OLD BATTERIES UNTIL YOU HAVE PURCHASED THE NEW ONES.**

To prevent memory loss while you replace the alkaline batteries, the unit is equipped with a lithium backup battery. However, do not rely on the lithium battery for power. It is for back-up power only. Otherwise, memory loss may occur.

**The backup battery rating is: 2430**

#### **TO REPLACE THE ALKALINE BATTERIES**

1. Remove the battery plate on the bottom of the unit.
2. Remove and replace the batteries.

**NOTE:** It is advisable to keep a written copy of all information stored in the unit in case of accidental loss or damage.

## **LIMITED WARRANTY**

ROLODEX warrants to the original purchaser of this product, that if this product proves to be defective in material or workmanship, we will repair or replace it without charge for a period of one year from the date of original purchase.

This limited warranty covers all defects incurred in normal use. It does not apply to any unit that has been subject to alteration, modification, abuse, negligence, accident or use in any manner contrary to instruction herein by ROLODEX.

ROLODEX's liability is limited solely to the repair of this product. We disclaim liability for consequential damages, for breach of any express or implied warranties including merchantability or fitness for purpose. This warranty gives you specific legal rights and you may have other rights that may vary from state to state.

To receive service or a replacement of the product under this warranty, contact ROLODEX ELECTRONICS SERVICE CENTER directly.

Send (postage insured for your own protection) the defective product along with proof of purchase and \$12.00 to cover return handling, packing, insurance and postage to:

**ROLODEX ELECTRONICS SERVICE CENTER  
245 Secaucus Road • Secaucus, NJ 07094-2196**

**For assistance with this product call:  
1-800-727-ROLO**