
32K ORGANIZER

RF-2034

User's Guide

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Main Function Keys

- (TIME) Toggles between the clock and the daily alarm screen.
- (SCHEDULE) Selects the scheduler.
- (CONV) Toggles between the metric and currency converter.
- (CALC) Selects the calculator.
- (TEL) Selects the phone directory.
- (MEMO) Selects the memo pad.

Direction Keys

- (SEARCH) Displays the next or previous record.
- Moves the cursor or changes the input field.
- In schedule records, phone records, and memos, lets you type text on the next line.

Other Function Keys

- C (12/24)** Toggles the clock between 12- and 24-hour display.
- DEL** () Deletes a character or record. At the clock, toggles the keytone on or off. At the daily alarm, toggles the alarm mode on or off.
- EDIT** () Lets you edit a schedule record, phone record, memo, or exchange rate. At the clock, lets you set, change, or delete the password.
- ENTER** Enters or saves information in records.
- ON & OFF** Turn the organizer on or off.
- SPACE** Types a space.
- V (AM/PM)** When setting a time, toggles the a.m. or p.m. setting.

Calculator Keys

- E (M-)** Adds a negative number to the memory.
- ENTER(=)** Makes a calculation.
- I (-)** Performs a subtraction.
- O (+)** Performs an addition.
- P (.)** Types a decimal point (also in the converter).
- Q (MC)** Clears the calculator memory.
- R (M+)** Adds a positive number to the memory.
- T (%)** Calculates a percentage.
- U (x)** Performs a multiplication.
- W (MR)** Retrieves the calculator memory.
- X (CE)** Clears the most recent entry.
- Y (÷)** Performs a division.
- Z (AC)** Clears the calculation.

The first time you use this organizer, do the following.

Warning! Resetting the organizer (Step 2 below) erases any user-entered information in the organizer and clears its settings.

- 1. Carefully pull and remove the battery insulation tag.**
The insulation tag prevents battery wear prior to using the organizer.
- 3. Press the recessed RESET button on the back of the organizer using a thin, pointed object such as a pencil.**
- 4. Press Y to reset and start using the organizer.**

Note: After you have initialized the organizer as described above, you can turn it off by pressing OFF and turn it on by pressing ON, TIME, SCHEDULE, CONV, CALC, TEL, or MEMO.

✓ Keep Written Copies of Your Information

Warning! Your information can be permanently lost or corrupted if this organizer is operated improperly, if it loses all battery power, or if certain other circumstances occur. Therefore, always keep written copies of your important information as a backup.

✓ About the Screen Illustrations

Some screen illustrations in this manual may differ from what you see on the screen. This does not mean that your organizer is malfunctioning.

Using the Clock

This organizer keeps two times: T1 and T2. T1 is the time of the scheduler and should be set before using the scheduler.


To Set the Clock

1. Toggle **TIME** until the clock appears.

WED	JAN/ 1/ 97
T1	00 - 00 00
T2	00 - 00 00

2. Toggle **C (12/24)** to switch the times to or from 12- or 24-hour display.
3. Hold **ENTER** for at least two seconds to enter the time setting mode.
4. Use **▶** or **◀** to select a flashing field.
5. Use **▲** or **▼** to increase or decrease its value.
6. When a time is flashing, toggle **V (AM/PM)** to change the a.m. or p.m. setting.
7. Press **ENTER** to save your settings.

✓ Disabling or Enabling the Keytone

The keytone is the beep that sounds whenever a key is pressed. To disable or enable the keytone, first toggle **TIME** until the clock appears and then toggle **DEL**. The  icon on the screen indicates if the keytone is on or off.

✓ Checking the Memory


When **SCHEDULE**, **TEL**, or **MEMO** is pressed (except when the lock mode is enabled), the remaining storage capacity in bytes appears on the screen.

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Using the Daily Alarms

To Turn the Alarm Mode On or Off

The daily alarms and schedule alarms will sound only if the alarm mode is turned on. To learn about schedule alarms, read "Using the Scheduler."





1. Toggle **TIME** until **RECORD NAME?** appears. Or press **SCHEDULE**.
2. Toggle **DEL** () to turn the alarm mode on or off indicated by the bell icon on left of the screen.

To Set a Daily Alarm

You can set multiple daily alarms. Each will sound for 30 seconds. You can stop its sound by pressing any key.

1. Toggle **TIME** until **RECORD NAME?** appears.
2. Type an alarm name (for example, **WAKE UP CALL**). To move the cursor, use **▶** and **◀**. To delete a flashing character, press **DEL**.
3. Press **ENTER** to change the time.
4. Use **▶** and **◀** to select a field, and use **▲** or **▼** to increase or decrease its value.
5. Press **ENTER** to save the alarm.

To Change or Delete a Daily Alarm


1. Toggle **TIME** until **RECORD NAME?** appears.
2. Use  or  to find an alarm. Or type the first few letters in its name and then use  or .
3. To change the alarm, press **EDIT** and then follow Steps 2-5 of "To Set a Daily Alarm." Or, to delete the alarm, press **DEL** and then press **Y**.

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Using the Scheduler


To Enter a Schedule Record

1. Press **SCHEDULE**.

The schedule alarm icon, () at the top of the screen indicates that a 20-second alarm will sound whenever a scheduled event occurs, if the alarm mode is turned on. To learn how to turn on the alarm mode, see page 6. To stop the sound of an alarm, press any key.

2. Type an record name (for example, an appointment or thing to do).

STAFF MTG

3. To type a second line of a record name, press .
4. Press **ENTER** to set the date and time.

STAFF MTG
MAY 30 1997
3 - 30 P





5. Use **▶** and **◀** to select a field, and use **▲** or **▼** to increase or decrease its value.
6. When the time is flashing, toggle **V (am/pm)** to change the a.m. or p.m. setting.
7. Press **ENTER** to save the record.
8. To add another record without exiting the scheduler, go to Step 2 above.

To Search for a Schedule Record

1. Press **SCHEDULE**.

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Using the Scheduler

2. Use  or  to find a record. Or type the first few letters of its record name and then use  or .

Notice that *search* appears on the screen.

3. To see the full record name, use .

Small triangles on the screen indicate if the record has information that is not currently visible.

4. To find more records, repeat Step 2. Or enter a new record.

To Edit a Schedule Record

1. Find a schedule record.

To learn how, read "To Search for a Schedule Record."

2. Press **EDIT**.

Notice that *edit* appears on the screen.

3. To change its record name, use **▶** and **◀** to move the cursor and then type your changes. To delete a character, press **DEL**.
4. Press **ENTER** to change the date or time.
5. Use **▶** and **◀** to select a field.
6. Use **▲** or **▼** to increase or decrease its value.
7. Press **ENTER** to save your changes.

To Delete a Schedule Record

1. Find a schedule record.

To learn how, read "To Find a Schedule Record."

2. Press **DEL**.
3. Press **Y** to delete the record or **N** to cancel.

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Using the Phone Directory

Each phone record can contain individual and company names, titles, telephone numbers, fax numbers, pager numbers, mobile phone numbers, and a multiple-line address. You can store up to 575 phone records.

To Enter a Phone Record

1. Press TEL.
2. Type a name.
To move the cursor, use . To delete a flashing character, press DEL.
3. To type more information on the next line, first press .

```
MARY SMITH
XYZ COMPANY
ANYTOWN USA
```

4. Press ENTER and then type a telephone number.
To type a space between numbers, press SPACE.
5. To type a second telephone number, press .

```
TELEPHONE?
123 456 7890
098 765 4321
```

6. Press ENTER and type one or two fax numbers.
Remember, to type a second number, first press .
To enter no number, simply press ENTER.

Using the Phone Directory

7. Press ENTER and type one or two pager numbers.
8. Press ENTER and type one or two mobile phone numbers.
9. Press ENTER and type an address.
To type additional lines, first press .
10. When done, press ENTER to save your record.

To Search for, Edit, or Delete a Phone Record

1. Press TEL.
2. Use or to find a record. Or type the first few letters in its name and then use or .
3. To scroll through the name, use .
4. To view its other numbers and the address, use and .
5. To edit a phone record, first press EDIT and then follow Steps 2-10 of "To Enter a Phone Record." Or, to delete a phone record, first press DEL and then press Y to delete it or N to cancel.

✓ About the Automatic Shutoff

If you forget to turn off this organizer, it will shutoff automatically about four minutes after you have stopped using it.

Using the Memo Pad

To Enter a Memo

You can type many lines in a memo and up to 255 characters on a line.

1. Press MEMO.
2. Start typing your memo.
3. To move the cursor, use . To delete a flashing character, press DEL.
4. To type on the next line, first press .

```
BRING CHART
AND OVERHEAD
TO STAFF MTG.
```

5. Press ENTER to save your memo.

To Search for, Edit, or Delete a Memo

1. Press MEMO.
2. Use or to find a memo. Or type its first few letters and then use or .
3. To scroll through the memo, use .
Small triangles on the screen indicate if the memo has information that is not currently visible.
4. To edit a memo, press EDIT and then follow Steps 2-5 of "To Enter a Memo." Or, to delete a memo, first press DEL and then press Y to delete it or N to cancel.

Metric and Currency Conversions

To Make Metric Conversions

1. Press CONV until a metric conversion pair appears.

```
F    ->  M
                                0
```

2. Use or to select a conversion.
3. Type a number.
4. Press for a forward conversion or for a reverse conversion.
5. To clear the conversion, use or .

To Set an Exchange Rate

1. Press CONV until a currency conversion pair appears.

```
USD    ->  YEN
                                1
```

2. Use or to select a pair of currencies.
3. Press EDIT.
4. If you want, type a new currency abbreviation.
Currency abbreviations can have up to four characters. Use and to move the cursor.
5. Press ENTER.

USD	->	YEN
RATE		1

6. Type an exchange rate and then press ENTER.

The rate should be the units of the target currency (the currency the arrow points to) equal to one unit of the source currency.

To type a decimal, press P.

7. If you want, repeat Steps 2-6 to set another exchange rate.**To Convert Currencies**

1. Press CONV until a currency conversion pair appears.
2. Use ▼ or ▲ to select a pair.
3. Type a number.
4. Press ► for a forward conversion or ◀ for a reverse conversion.
5. To clear the conversion, use ▼ or ▲.

This organizer may change operating modes due to electrostatic discharge. Normal operation of this organizer can be re-established by pressing the RESET button, or ON and then OFF, or by removing or replacing the battery.

Using Password Protection**To Enable the Lock Mode**

The lock mode prevents access to the scheduler, phone directory, and memo pad without a password. Access to the calculator and converter is unaffected.

Warning! Your password is not retrievable from the organizer, so always write and save it in a separate location. If you lose or forget your password, you must reset the organizer to use the scheduler, phone directory, or memo pad, thereby losing all their information. To learn more, read "To Reset the Organizer" under "Battery Replacement."

1. Press TIME until the clock appears.
2. Press EDIT (🔑).

PASSWORD?
NEW_ _

3. Type a password of up to six characters and press ENTER.

PASSWORD?
CONFIRM_ _

4. Type the password again and press ENTER to confirm it.

The key icon appearing on the left of the screen indicates the lock mode is enabled.

To Use the Password

With lock mode enabled, the password is requested when the scheduler, phone directory, or memo pad is accessed for the first time in a session.

1. If not done already, enable the lock mode.
2. Press SCHEDULE, TEL, or MEMO.

PASSWORD?
_

3. Type the password and then press ENTER.

To Change the Password

1. Press TIME until the clock appears.
2. Press EDIT (🔑).
3. Type the password and press ENTER.
4. Type a new password and press ENTER.
5. Enter the new password again to confirm it.

To Disable the Lock Mode

Disabling the lock mode means that a password is not required for access.

1. Press TIME until the clock appears.
 2. Press EDIT (🔑).
 3. Type the password and press ENTER.
 4. Press any main function key to continue.
- The absent key icon shows the lock mode is disabled.

Using the Calculator**To Make a Calculation****1. Press CALC.**

The 123 icon indicates the calculator.

2. Type a number of up to 12 digits.

To type a decimal, press P.

3. Press O (+), I (-), U (x), or Y (÷).**4. Type another number.**

To clear the most recent input, press X (CE). Then type another number.

5. Press ENTER to complete your calculation.

Or press T (%) to calculate a percentage addition, subtraction, multiplication, or division.

6. Press Z (AC) to clear the calculation.**To Use the Calculator Memory**

1. Make a calculation as shown above or simply type a number in the calculator.
2. Press R (M+) to add the number to the memory as a positive number. Or press E (M-) to add it to the memory as a negative number.
3. To clear the calculation, press Z (AC).
4. To retrieve the memory, press W (MR).
5. To clear the calculator memory, press Q (MC).

The M on screen indicates a number is in the memory.

Battery Replacement

This organizer requires only one CR2025, 3-volt battery for operation but can accommodate a second CR2025 for extended battery life. Before following the steps below you should have a small Phillips screwdriver at hand.

Warning! When no batteries are installed, this organizer will save your information for no more than 15 seconds. Never leave the battery contacts completely empty for more than 15 seconds.

Caution: If you install two batteries, never use an old battery with a new battery. Doing so will not extend the battery life.

1. Turn off the organizer.
2. With a Phillips screwdriver, remove the battery cover on the back of the organizer.
Do not remove the other screws on the organizer.
3. If you are using one battery, place the new battery in the empty slot and then remove the old one. If you are using two batteries, replace the batteries one by one.

The battery plus (+) sign(s) should face you.

4. Replace the battery cover.

To Reset the Organizer

Warning! Resetting the organizer permanently and irretrievably erases all the information entered in it.

1. Using a pencil, press the recessed RESET button on the back of the organizer.
2. Press Y to reset or N to cancel.

Specifications

Pocket Organizer, 32K

Model RF-2034

Storage Capacity: 32k • Battery: one CR2025 • LCD: 3 lines • Size: 8.1 x 12.1 x 1.4 cm • Weight: 3.2 oz

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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