



**ELECTRONIC DIRECTORY**  
**OPERATING MANUAL**

**THE POCKET PLANNER 3K**  
**THE 411 POCKET DIRECTORY 3K**

**THE POCKET PLANNER 10K**  
**THE FILE CARD 10K**

<sup>®</sup>  
**ROLODEX**

## 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

- The 3K/10K Pocket Planner units have magnetic cases. Avoid contact with computer diskettes, credit cards and other items sensitive to magnetic fields.
- Avoid extreme temperature, humidity and dust.
- Avoid excessive shock. Do not drop.
- Clean your electronic directory with a soft, dry cloth. Do not use solvents or cleaners.

## INTRODUCTION

More than 50 years ago, Rolodex revolutionized information management with a unique cardfile system that organized names, addresses, and phone numbers. That single innovative idea has changed the way people work. Rolodex continues that tradition of innovative excellence with its extensive line of Electronic Directory products.

The Rolodex Electronic Directory organizing system provides a simple method of recording, maintaining and retrieving business and personal contact information. Each directory also features a clock and calendar in addition to a full-function calculator. Their slim, compact size makes them as convenient to carry as they are to use.

The Pocket Planner directories have combined the efficiency of electronics with the practicality of paper to create a flexible, yet thorough personal organizing system.

These innovative products provide a powerful management tool for organizing your contacts, appointments, reminder notes and calendars. Tabbed dividers are used to create useful subject categories and easy access to the data you need.

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## MEMORY

The operating procedure for the 3K and 10K units are identical, only the memory capacity is different. The following guidelines indicate the approximate number of files that can be stored in each unit depending on the file length:

### 3K UNIT

Name and telephone number only .....150 files  
Name, address and telephone number .....75 files

### 10K UNIT

Name and telephone number .....500 files  
Name, address and telephone number ....200 files

**NOTE:** The number of files stored is based on the number of characters entered per file.

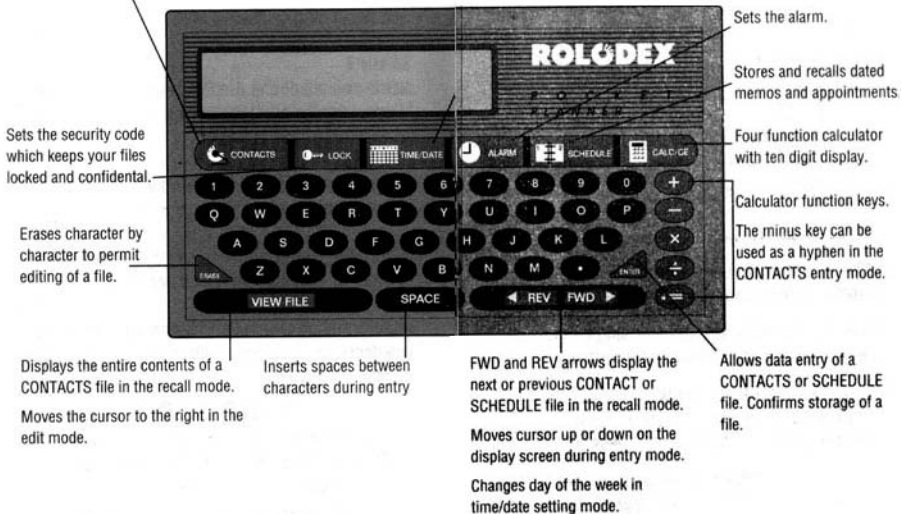
As information is stored, the amount of memory will decrease. Memory availability appears on the display screen as you enter a CONTACTS file.

## POWER ON/OFF

1. To turn the unit on, press any function key (CONTACTS, SCHEDULE, CAL, TIME) located on the top row of the keypad.
2. The unit is designed to shut off automatically if no key is pressed for four minutes.

CONTACTS provide for the storage and alphabetical recall of business and personal contact names, addresses, and telephone numbers.

To view the Time/Date.

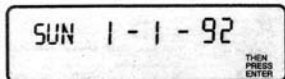


## TIME/DATE

At any time you may press the TIME/DATE key when using other functions of the unit to access the current time and date. The unit will automatically shut off if no key has been pressed for four minutes.

### TO SET OR RESET:

1. Press and hold the TIME/DATE key for two seconds. When the time/date is set for the first time, the display screen reads:

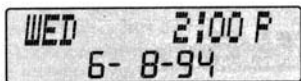


When resetting the date, the current or last entered date will appear on the display screen.

2. Enter the current date. To enter single digits for day or month, enter a zero before the digit.
3. Press the FWD/REV arrow key to select the day of the week. Stop when the desired day appears on the display screen. Press ENTER.
4. Enter the current time. To enter single digits for minute or hour, enter a zero before the digit. Press the "A" or "P" key for am/pm.

5. Press ENTER. The time and date appear on the display screen.

For example: Wednesday, June 8, 1994 at two o'clock in the afternoon appears on the display screen as:



**NOTE:** If an invalid date/time has been entered, the display screen will return to set mode with last entered date and wait for enter again.

If no key is pressed for four minutes during entry. The unit will automatically shut off and the time and date will not be changed.

## KEY TONE

To toggle the unit between tone on and tone off. Press "TIME/DATE" and hold down "." for about 2 seconds. A beep sounds to confirm that the key tone is changed.

## ALARM

The built-in alarm function allows you to set a daily alarm. In addition, the alarm may be set to correspond to your dated schedule files or daily activities. Multiple alarm settings are not possible.

### TO SET THE ALARM:

1. Press the TIME/DATE key.

2. Press the ALARM key.


The display screen reads for the first time:



3. Press the ENTER key.


4. Enter the desired alarm setting. To enter single digits for hour or minute, enter a zero before the digit.

5. Press the "A" or "P" key to set AM or PM.

6. Press the ALARM key to activate the alarm. The alarm clock  prompt will appear on the screen.

7. Press the ENTER key to enter the alarm setting.

8. The alarm will sound at this time each day unless the alarm time is changed or disabled.

9. To disable an alarm press the ALARM key once while in the alarm mode. The alarm clock  prompt will disappear from the screen.

### THE ALARM WILL NOT BE SET IF:

- the alarm function is exited by pressing a function key other than ENTER.
- unit automatically turns off.
- an invalid time is entered.

### TO TURN OFF THE ALARM:

Once the alarm is enabled, the unit will emit a sixty seconds beep when the alarm sounds.

Press any key to stop the alarm. The alarm will also auto shut-off after sixty seconds.

## CONTACTS

The CONTACTS files directory is an electronic cardfile for storing business and personal contact information such as names, telephone numbers, and addresses. Files are automatically stored in alphabetical order.

### TO ENTER A CONTACT FILE:

1. Press the CONTACTS key and press the ENTER key. NAME ? will appear on the first line.
2. Type in a name and address. (Up to but not exceeding 64 characters).

If the wrong character is entered, use the ERASE key to delete unwanted characters, then type new data.

3. Press ENTER. The ENTER TEL # prompt will appear.
4. Type in a telephone number. (Not to exceed 12 digits). NOTE: Adding a space or hyphen to the telephone number will decrease the space for the number.
5. Press ENTER to confirm the entry. A long file is indicated by a right arrow prompt on the screen. (Arrow prompt not available on all models).



SCOTT CARRINGTON  
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The unit's remaining memory availability appears on the lower left side of the display screen as you enter a file.

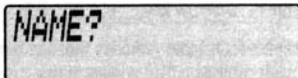
### TO RECALL A CONTACT FILE:

Two methods of recall are available:

- ALPHANUMERIC SEARCH ( Searches all files alphabetically).
- DIRECT SEARCH (Searches files that match the initials you are looking for).

#### ALPHANUMERIC SEARCH

1. Press the CONTACTS key. The display screen reads:



NAME?

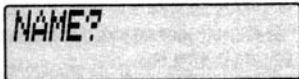
2. Press and hold down the FWD arrow key to view the entire list of files rapidly (or press it repeatedly to view one file at a time).

Pressing the FWD or REV arrow key takes you to the next or previous file.

3. A long file is indicated by a right arrow prompt on the screen. (Arrow prompt not available on all models). Press and hold the VIEW FILE key to scroll through the entire contents of the file.

## DIRECT SEARCH

1. Press the CONTACTS key. The display screen reads:



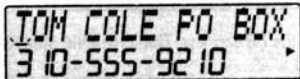
2. Type in the first letters of the file you are looking for (up to three characters).
3. Press the FWD arrow key.
4. The first file found that matches those letters will appear on the display screen. If there is more than one file containing those initials, the first matched file is displayed. If no file begins with that initial, the next approximate file will be shown.
5. To view the previous file, press the REV arrow key.
6. To view another file while a file is currently displayed press the FWD or REV arrow key to view the next or previous file.

Or type in the first letters of the file you are looking for, then press the REV arrow key. The direct search process will begin again.

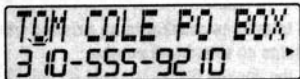
## TO EDIT A CONTACT FILE:

An existing file can be modified or edited to change the contact name, address or telephone number.

1. Recall the file to be edited.
2. Press the ERASE key. The blinking cursor appears under the first letter of the file.



3. Press the VIEW FILE key to position the cursor under the character to be replaced.



4. Type the new character. The old character is replaced. Continue to press the VIEW FILE key until the next character to be changed is reached. Type new character.
5. To add more information to the end of an existing file, VIEW to the end of the file, then begin entering new data.
6. Press the SPACE key to delete characters that extend to the right of the cursor.

7. To edit information on the second row, press the REV arrow key.
8. The blinking cursor appears at the first position of the telephone number.

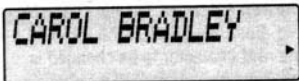


TIM COLE PO BOX  
310-555-9210

9. Press the ERASE key. The telephone number is erased.
10. Enter new data if desired.
11. Press the ENTER key to confirm the changes.

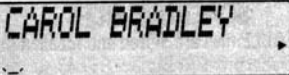
**To add a telephone number to an existing file that contains no telephone number:**

1. Recall the desired file.



CAROL BRADLEY

2. Press the ERASE key, then press the REV arrow key. The blinking cursor appears at the first position on the second line of the display screen.



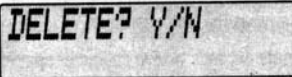
CAROL BRADLEY

3. Then enter the telephone number and enter key to confirm the changes.

**TO DELETE A CONTACT FILE:**

1. Recall the file to be deleted.
2. Press and hold down the ERASE key for two seconds.

The display screen reads:



DELETE? Y/N

3. Press Y (yes) to delete the file from memory.
4. Pressing N (no) will leave the file unchanged.

## SCHEDULE FILES

All SCHEDULE files are stored and recalled in chronological order (0-9).

### TO ENTER A SCHEDULE FILE:

1. Press the SCHEDULE key. The prompt "SCHEDULE" will appear on the display screen. The display screen reads:



2. Press the ENTER key. The ENTER prompt appears on the display screen.
3. Enter file information on the first row. You may type any combination of numbers and letters up to 64 characters. However, a space may not be entered as the first character.

If the note exceeds twelve character spaces, the text will automatically scroll to allow viewing of the text as it is being entered.

4. Press the ENTER key to confirm the note entry and to move the cursor to the second row.
5. Enter the date for the schedule note.

*To enter single digits for date enter a zero before the digit.*

6. Press the ENTER key to confirm the schedule information and to exit the ENTER function.
7. The entered information is now stored.
8. To enter another file, press the ENTER key and repeat steps 1-7.

**NOTE:** If a mistake is made during entry, press the ERASE key to delete unwanted characters. Type new data if desired.

If the alarm sounds while you are entering a SCHEDULE file, the entered information will not be stored.

If the entire memory has been used, the word "FULL" will be displayed when the ENTER key is pressed. Additional files cannot be stored unless one or more SCHEDULE or CONTACTS files are deleted.

### **A SCHEDULE file will not be stored during entry process if:**

- another function key is pressed.
- unit automatically turns off.
- alarm sounds and displays a schedule file.

### TO RECALL A SCHEDULE FILE:

1. Press the SCHEDULE key.
2. Press the FWD/REV arrow key to view the next/previous file. Once you have reached the file you want to view, press the VIEW FILE key to view the entire contents of a file exceeding twelve characters.

### TO SET THE ALARM FOR A SCHEDULE FILE:

The alarm can be set to match a specific SCHEDULE file. At the sound of the alarm, that file will appear on the display screen replacing any other file already open. The file will also be displayed even if the unit was off.

1. Set the daily alarm for the exact time entered for a specific schedule file.

When the alarm sounds, the unit will emit a sixty-second beep and display that file on the screen.

**NOTE:** If the schedule file data does not match the current date, the alarm will sound at the set time but no file will appear on the display screen.

### TO DELETE A SCHEDULE FILE:

See page 13. Follow steps 1-4, "To delete a contact file".

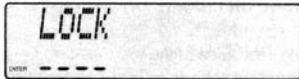
## LOCK FUNCTION

This unit is equipped with a four digit lock code function to eliminate unauthorized access to your CONTACTS and SCHEDULE files.

### TO ENTER A PERSONAL SECURITY CODE:

1. Press the TIME/DATE key.
2. Press the LOCK key.

*The display screen reads:*



3. Choose four digits of your choice. You may want to keep a copy of the number in a safe place.
4. After entering the digits, the time and date display will appear on the screen. The KEY prompt will appear on the display screen.

**NOTE:** Once the security code has been enabled, access to CONTACTS or SCHEDULE files can be gained only by entering the security code first.

If you forget your security code, you will have to either reset the unit or remove the battery for up to one hour. All your data will be erased. This is to prevent anyone gaining access to your files in the event the unit is lost or stolen.

#### **TO ELIMINATE OR CHANGE THE SECURITY CODE:**

1. Press the TIME/DATE key.
2. Press the LOCK key.
3. Enter your security code disable the security code and remove the KEY prompt from the display screen.
4. Now the security code is eliminated.
5. If you want a new code enter four digit to store new security code.

**NOTE:** If the code has less than four digits, the security function will not be enabled.

## **CALCULATOR**

The Directory is equipped with a built-in four function calculator with a ten digit display.

1. Press the CALC/CE key.
2. Enter a calculation.
3. To clear the entry, press CALC/CE.
4. Exit CALCULATOR by pressing any function key such as TIME/DATE or CONTACTS.

## **BATTERY REPLACEMENT**

If your display screen begins to lose contrast, it is time to replace the battery. Normal battery life expectancy is approximately two years, although the battery life will vary according to usage. One battery is required for operation.

**The battery rating is:** CR2025

1. Remove the screws from the battery cover located on the bottom of the unit.
2. Lift the cover off. Remove the old CR2025 main battery and insert the new battery immediately.

3. It is not necessary to replace the backup battery.
4. Close the battery cover.

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

## RESETTING THE UNIT

In time mode, simply press and hold the "SPACE" key for approximately six seconds. The unit will reset the time and date and LCD shows delete. Y/N. If you want to keep memory press N. Otherwise memory will be deleted. If the unit still cannot work or has no response, you can use the hardware reset as follows:

1. Locate the reset hole on the back of the unit.
2. Insert the tip of the paper clip.
3. **WARNING:** All data stored in memory will be erased.

## FCC STATEMENT

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been tested and found to comply with the limits for a class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient the receiving antenna
- Relocate the computer with respect to the receiver
- Move the computer away from the receiver
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems".

This booklet is available from the US Government Printing Office, Washington D.C. 20402, Stock No.004-000-00345-4.

## **ROLODEX CORPORATION ELECTRONICS WARRANTY**

Rolodex Corporation, 245 Secaucus Road, Secaucus, New Jersey 07094-2196, WARRANTS that your NEW Rolodex Electronic Product is free from defects of workmanship and materials. If there is a defect or malfunction of this product, **Rolodex** will repair or replace it free of charge with proof of purchase for 90 days from the date of the original retail purchase.

This warranty does not apply to persons who purchased this product second hand or used.

This warranty does not include adjustments, parts and repair by circumstances beyond the control of **Rolodex** including but not limited to fire or other casualty, accident, neglect, abuse, abnormal use, or battery leakage damage.

**THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** In no event will **Rolodex** be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect in the product, even if advised of the possibility of such damages. In particular, **Rolodex** shall have no liability for any programs or data stored in or used with Rolodex Electronic products and other computer products, including the costs of recovering such programs or data.

The warranty and remedies set forth above are exclusive and in lieu of all others, oral or written, expressed

or implied. No **Rolodex** dealer, agent or employee is authorized to make any modification, extension, or addition to this warranty. Some States do not allow limitations on how long an implied warranty lasts and some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you. **To obtain service under the terms of this warranty:**

- Pack the product in the original carton or equivalent.
- Enclose a copy of the bill of sale or other document showing original purchase date.
- Enclose a card or note describing the difficulty you have had with the product. Be sure to include your complete name, address and phone number. (C.O.D. shipments will not be accepted)
- Mail the product postage prepaid and insured to:  
**Rolodex Corporation, 245 Secaucus Road,  
Secaucus, New Jersey 07094-2196 ATTN: Customer Service.**

The Rolodex Corporation cannot be held responsible for any loss or damage caused in transit. Please retain proof of purchase to establish date of original purchase. Your warranty starts with the date of original purchase. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

### **Out-of Warranty Service**

A flat-rate charge by model is made for out of warranty service. To obtain the service charge for a particular model, mail your request to Rolodex Consumer Service at the above address.

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## **QUICK START REFERENCE GUIDE**

### **TO ENTER A CONTACT FILE:**

1. Press the CONTACTS key and press the ENTER key.
2. Type in name and address if desired.
3. Press the ENTER key.
4. Type in a telephone number. Press ENTER to confirm the entry.

### **TO RECALL A CONTACT FILE:**

1. Press the CONTACTS key.
2. Press the FWD key to view all the files in alphabetical order. Pressing the REV key takes you to the previous file.
3. To recall a specific file, type in the first three letters of the file name. Press the FWD key and the first matched file will appear on the display screen.

### **TO ENTER A SCHEDULE FILE:**

1. Press the SCHEDULE key and press the ENTER key.
2. Type in the schedule information.
3. Press the ENTER key.
4. Type in the date and time of the schedule. Press ENTER to confirm the entry.

### **TO RECALL A SCHEDULE FILE:**

1. Press the SCHEDULE key.
2. Press the FWD key to view all SCHEDULE files in alphabetical order. The REV key takes you to previous files.

### **TO ENTER AN ALARM:**

1. Press the TIME/DATE key first and then press the Alarm key.
2. Press the ENTER key.
3. Type in the time of the alarm.
4. Press the "A" or "P" key to set AM or PM.
5. Press the ALARM key. An Alarm clock icon will appear on the screen indicating the alarm has been set.
6. Press ENTER to confirm the entry.

### **TO USE THE CALCULATOR:**

1. Press the CALC/CE key and enter your calculation.