

# *Personal Organizer*

## **User's Guide**

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# License Agreement

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# Notice

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## Recommendations

- The manufacturer 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, the manufacturer 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.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

## Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- 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 the organizer to malfunction.

# Getting Started

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## Using the Organizer for the First Time

The first time you use your organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the organizer over and carefully pull the battery insulation sheet to remove it.
2. Press **ON/OFF** to turn the organizer off.
3. Use a paper clip to gently press the reset button on the back of the organizer.



4. Press **ENTER** to reset the organizer.

**Note:** The **RF-8003** has PC Sync capabilities which require a separate PC Sync Kit to exchange information with a PC. The PC Sync kit is available as a mail in order.

### **Auto-Shut Off**

When none of the keys have been pressed for approximately five minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.


# Getting Started

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## Changing the Language

Your organizer can display prompts and other messages in seven languages. To select a language, do the following:

1. Press .

<i>NYC</i>	<i>MON</i>
 <i>2001- 01- 01</i>	
<i>12-00-00</i>	

 indicates Home Time mode.

2. Press **ALT+L**.

<i>ENGLISH</i>
----------------



3. Use **SEARCH** to cycle through English, Español (Spanish), Français (French), Deutsch (German), Italiano (Italian), Português (Portuguese) and Nederlands (Dutch).
4. When the language you want is displayed on the screen, press **ENTER** to select it.

The unit automatically returns to the Home Time mode.

# Getting Started

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## Turning the Keytone On and Off

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on,  appears at the top of the screen. To turn the keytone on or off, first press **ALT** and then press **V** ().

## Using Symbols

SYM gives you the option of entering any of 23 symbols. Press **ALT** twice to lock it, then press **SYM** repeatedly to cycle through the list of symbols.

## About Screen Illustrations

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






English is the selected message language for screen illustrations.

# Shifted Keys

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Press and release **ALT** before pressing the next key. **ALT** is displayed. Press Q-O and A-H to get Euro characters.

To lock **ALT**, press it twice. **LOCK** indicates that the keys are now shifted. Press any letter between Q-O and A-H to cycle through special characters and accented letters.

- |  |  |
|--|--|
| <b>A</b> (12/24)   | Toggles between 12- and 24-hour time displays for the clock.   |
| <b>C</b> ( ( (•••) ) )   | Selects the alarm clock and then cycles through the daily alarm, hourly chime, and schedule alarm to activate and deactivate them. |
| <b>D</b> (DST)   | When Home Time is displayed, turns daylight savings on and off.  |
| <b>F</b> (MCK)   | Shows available memory.  |
| <b>L</b> (LANG)  | Changes the prompt language.   |
| <b>S</b> (AM/PM)   | Changes date format and toggles time between a.m. and p.m.   |
| <b>V</b> (  )   | Turns the keytone on or off.   |
| <b>SET</b> (  ) | Sets the Home Time, daily alarm, the secret mode, password and conversion rates.   |
|  (INS/EDIT)     | Edits user information. In the edit mode, inserts a character or number on the cursor.   |
|  (DEL)          | Deletes a character at the cursor.   |
|  (NEXT)         | Goes to the next field in a record.  |



# Setting Home Time

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The clock lets you set a Home time and view local times around the world. You must set the Home time before viewing the World times or using the Schedule, because World times are based on the Home time.

## Setting Home Time


1. Press  to see the Home time screen.

 on the left hand side of the screen indicates Home Time.

Press **A** to toggle between the 12- and 24-hour formats.

2. Press **SET** to start editing.

The first character of the city name flashes.

<i>NYC</i>	<i>MON</i>
 <i>2001- 01- 01</i>	
<i>12-00-00</i>	

3. Use **SEARCH** to find the city you want.

If your city is not in the list, find one in the same time zone. You can edit the label of your Home city using up to six letters.

4. Press  to go to the date field.

5. Enter the current date.

Press **S** to toggle between a.m.(A) and p.m.(P) under the 12 hour format.

## Setting Home Time

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**6. Enter the current time.**

**7. Press ENTER to save your settings.**

You can now set a date format. Press **ALT+S** and use **SEARCH** to cycle through the available formats. Press **ENTER** to select the one you want.

## Viewing World Time

**1. Press  until the World time screen appears.**

 on the left hand side of the screen indicates World time.

There are 43 built-in cities in different time zones. The list of cities is printed at the end of this User's Guide.




**2. Use SEARCH to cycle through the list of cities and view their corresponding times.**

Press **D**(DST) to see daylight savings time.  is displayed. To turn DST off, press **D** again.

# Setting the Alarms

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You can set an hourly chime, a daily alarm and a schedule alarm, each of which has a different sound.

Alarm	Icon
Hourly chime	
Daily alarm	
Schedule alarm	

## Setting the Daily Alarm

1. Press  and then **SET**.



2. Use the numeric keys to set the desired time.
3. Press **ENTER**.
4. Press **C** repeatedly until  appears.

## Setting the Hourly Chime

Press  and then press **C** until you see  .

To cancel the alarm, press **C** until no icon is displayed. Press **C** to cycle through the three alarm selections.

# Entering a Phone Record

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There are two telephone directories: Business and Personal.

In the **RF-8001** press  to enter a personal record, and  to enter a business record.

In the **RF-8003** press  once to enter a personal record and twice to enter a business record.

Each directory has a character input field limit of 36 characters., including letters, numbers and symbols. To enter a symbol, press **ALT** twice to lock it, then press **SYM** repeatedly to cycle through the available symbols. The records are arranged in alphabetical order. To alphabetize your entries by the last name, you must type the last name first. For example, to enter John Smith, type Smith John.

To enter a record, do the following.

- 1. Press the key for the directory you want.**
- 2. Type a name.**

You must enter data in the Name field if you want to save your record.

Note: If the display exceeds 12 characters, it begins to scroll to the left and the cursor appears.

- 3. Press  to go to the next field.**
- 4. Type your data in each field and press  to go to the next field.**

You need not enter data in every field.

Skip a field by pressing  to go to the next field.

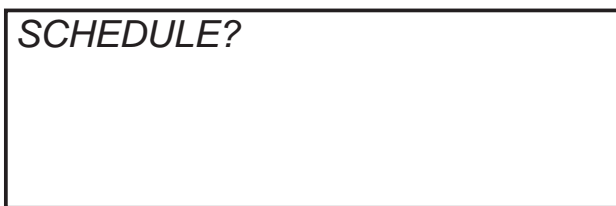
- 5. Press ENTER when done to store your record.**

# Entering a Schedule Record

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In each schedule record, you can enter the name of the event and the date and time. You can enter a maximum of 36 characters in the name field. The data is arranged in chronological order from January to December. To enter a schedule record, do the following.

1. Press .



A screenshot of a computer screen showing the text "SCHEDULE?" in a monospaced font at the top left. The rest of the screen is empty, representing a text input field.

2. Enter the name of the event and press .

The cursor moves to the date field.

3. Enter the date and time.

You can set a reminder alarm for a scheduled event, press **ALT+C** to set the alarm. ((✓)) is displayed.

The alarm sounds at the time of the appointment. The organizer turns on (if it was off), and displays the schedule mode screen.

To turn the alarm off, press any key.

4. Press **ENTER** to store the record.

# Entering a Memo Record

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You can enter three lines of data in a memo record. You can type a maximum of 36 characters including letters, numbers and symbols on line one, and 36 numbers each on lines two and three.

The records are stored in alphabetical order.

To enter a memo record, do the following.

1. Press  .



MEMO?

2. Enter your data.

Press **SPACE** to insert spaces.

3. Press  to move the cursor to the next line.

4. Press **ENTER** to store your data.

## Gauging the Memory

You can check the available memory in your organizer by entering the home time mode and then pressing **ALT+F** to see *Free XX%*. Should there not be enough memory remaining to either store or create new records, the message *MEMORY FULL* will appear on the screen. You will need to delete old records before you can enter new ones. To learn how, read “Deleting a Record.”

# Searching and Editing Records

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Telephone and Memo records are listed alphabetically. Schedule records are listed chronologically. You can search for them either directly or sequentially. You can review your records, edit them or delete them.

## Searching for a Record





Go to the directory you want.

Use **SEARCH** to view the records in the order they appear.

In the Telephone and Memo directories, type the first few letters of an entry to find it quickly. The first record starting with the input letters is displayed if it exists.

In the Telephone directory, once you find the record you want, press  once to see the E-mail field.

## Viewing a Record

1. Find the record you want to view.
2. Press  or  to scroll through any field that has more than 12 characters.
3. Press  or  to view other fields in a record.

# Searching and Editing Records

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## Editing a Record

### 1. Find the record you want to edit.

To learn how, read “Searching for a Record.”

### 2. Press **ALT** and then **▶** (INS/EDIT).

### 3. Make your edits.

Press **ALT** and then **◀** (DEL) to delete a character at the cursor.

Press **▶** (NEXT) to move to the next field.

### 4. Press **ENTER** to store your changes.

## Deleting a Record

### 1. Find the record you want to delete.

To learn how, read “Searching for a Record.”

### 2. Press **C/Ce**.

<i>DELETE?</i>
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### 3. Press **ENTER** to delete the record.

To exit without deleting, press any key other than **ENTER**.



# Using a Password

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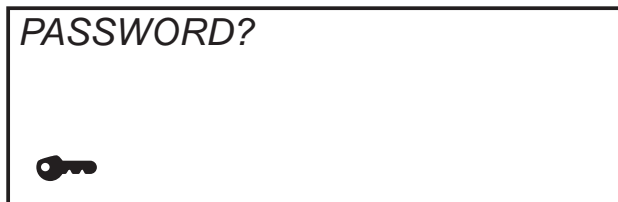
**Warning!** Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your organizer. To bypass the password, you will have to perform a system reset, which will clear the password but will also erase all the data stored in memory. To learn how to perform a system reset, read “Getting Started.”

## Setting a Password

### 1. Go to the phone, schedule or memo directory.

You can set your password in any of these directories.


### 2. Press **SET**.



### 3. Type your password.

Your password can have any combination of 6 letters and numbers.

### 4. Press **ENTER** to store your password.

 is displayed on the screen to indicate that your password is in effect.


To deactivate your password, press **SET** twice and see the key icon disappear from the display.

# Using a Password

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## Entering Confidential Data

Make sure  is not displayed on the screen before you begin to enter your confidential data.

- 1. Select the directory you want, and enter your data.**
- 2. Press SET.**  
 will appear.
- 3. Press ENTER to store your data in secret memory.**

*SCHEDULE?*

## Viewing Confidential Data

- 1. Select the directory you want by pressing its icon.**
- 2. Press SET.**
- 3. Type your password.**
- 4. Press SET again.**

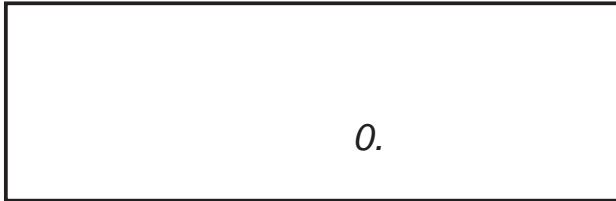
You can now view your confidential data. To learn how, read "Viewing a Record."

# Using the Calculator

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## Making a Calculation

1. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  once to see the Calculator.



2. Type a number.

You can type up to 10 digits. To type a decimal, press **O**(.).

To clear a number, press **C/Ce**.

3. Press **I**(+), **U**(—), **Y**(x), or **T**(÷) to add, subtract, multiply, or divide, respectively.

Or press **K**(√) to calculate a square root.

4. Type another number.

5. Press **ENTER**(=) to do the calculation.

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

6. Press **C/Ce** to clear the calculations.

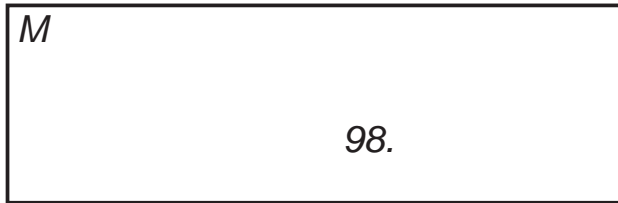
## Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.

2. To add the number on the screen to the number stored in memory, press **R**(M+). To subtract the number on the screen from the number stored in memory, press **E**(M<sup>-</sup>).

## Using the Calculator

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M indicates the number is stored in memory.

Note: The memory is cleared when you turn the unit off.

- 3. To retrieve the number from memory, press W(MR).**
- 4. To clear the memory, press Q(MC).**

Note: When the integer part of a calculation result, or any integer in the memory, exceeds 10 digits, or any other invalid operation is attempted, a calculator error will occur and "ERR" will appear on the display. Press **C/Ce** to clear the error.

# Using the Converters

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There are three converters: Metric, Currency and Euro. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  to cycle through the converters and the calculator.

## Doing Metric Conversions

Use the Metric converter to do any of nine built-in metric conversions.

Inches	↔	Centimeters
Yards	↔	Meters
Miles	↔	Kilometers
C°	↔	F°
Feet	↔	Meters
Ounces	↔	Grams
Pounds	↔	Kilograms
US gallons	↔	Liters
UK gallons	↔	Liters

1. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  until you see the Metric converter screen.

<i>inch</i>	→	<i>cm</i>
<i>2.54</i>		

2. Use SEARCH to select a conversion category.
3. Press  $\bullet$  or  $\bullet$  to select the conversion direction.
4. Type the number to be converted.
5. Press  $\bullet$  or  $\bullet$  to convert it.

# Using the Converters

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## Setting Currency Rates

Do the following to enter your own currency names and conversion rates. You can use a maximum of four characters for a currency name.

1. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  until you see the **Currency converter screen.**

<i>EURO</i> →	<i>USD</i>
	<i>0.</i>

2. Use **SEARCH** to find the currency whose rate you want to set.
3. Press **SET** and change the first currency's name if you want.

Press  $\blacktriangleleft$  (INS/EDIT) to change the second currency's name.

4. Press **ENTER** to go to the rate field. Type the conversion rate.
5. Press **ENTER** to store the conversion rate.

The rate you set will now appear on the built-in conversion rates menu.

# Using the Converters

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## Doing Currency Conversions

Once you set conversion rates, you can do currency conversions.

1. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  until you see the Currency converter screen.
2. Use SEARCH to find the currencies you want.
3. Press  $\blacktriangleleft$  (INS/EDIT) or  $\blacktriangleright$  (DEL) to select the conversion direction.
4. Type the amount for the conversion.
5. Press  $\blacktriangleleft$  (INS/EDIT) or  $\blacktriangleright$  (DEL) to do the conversion.

## Doing EURO Conversions

There are 11 fixed built-in EURO conversion rates.

1. Press  $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$  until you see the Euro converter screen.

<i>EURO</i> $\rightarrow$	<i>ATS</i>
13.7603	

2. Use SEARCH to find the currencies you want.
3. Type the amount for the conversion.
4. Press  $\blacktriangleleft$  (INS/EDIT) or  $\blacktriangleright$  (DEL) to do the conversion.

# Replacing the Battery

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This organizer uses one CR-2032 lithium battery. Before you follow these steps you should have a small Phillips screwdriver and the new battery at hand.

**Warning!** When no battery is installed, this organizer will save your information for only about 30 seconds. So install the new battery quickly when you remove the old one.

- 1. Turn the organizer off and turn it over.**
- 2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the lid.**

Do not remove the screws at the sides of the organizer.

- 3. Remove the old battery and quickly replace it with the new battery, with the positive (+) side up.**
- 4. Replace the battery cover.**

**Warning!** This organizer stores your information as long as the battery supplies power. If the battery loses power or is removed, all your information will be lost. Always keep written copies of your important information in case it is corrupted or lost.

This unit may change operating modes due to Electro-static discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF or by removing/replacing batteries.



# Specifications

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**Model:** RF-8001

**Size:** 11.5 X 9.0 X 1.0 cm **Weight:** 3 oz

**Battery:** 1 CR-2032 Lithium

**Storage Capacity:** 12K

ISBN: 1-56712-691-X

**Model:** RF-8003

**Size:** 11.85 X 8.6 X 1.0 cm **Weight:** 3 oz

**Battery:** 1 CR-2032 Lithium

**Storage Capacity:** 96K

ISBN: 1-56712-692-8

## **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.

## **FOR HOME OR OFFICE USE**

**Customer Support (609) 386-8997**

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Patents pending.

# Limited Warranty (outside U.S.)

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

Products purchased outside the United States that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault.

Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer's statutory rights.

# Limited Warranty (U.S. only)

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## Limited Warranty (U.S. only)

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EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR THEY ARE OTHERWISE FORESEEABLE. WE ARE ALSO NOT RESPONSIBLE FOR CLAIMS BY A THIRD PARTY. OUR MAXIMUM AGGREGATE LIABILITY TO YOU, AND THAT OF OUR DEALERS AND SUPPLIERS, SHALL NOT EXCEED THE AMOUNT PAID BY YOU FOR THE FRANKLIN PRODUCT AS EVIDENCED BY YOUR PURCHASE RECEIPT. YOU ACKNOWLEDGE THAT THIS IS A REASONABLE ALLOCATION OF RISK. SOME STATES/COUNTRIES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IF THE LAWS OF THE RELEVANT JURISDICTION DO NOT PERMIT FULL WAIVER OF IMPLIED WARRANTIES, THEN THE DURATION OF IMPLIED WARRANTIES AND CONDITIONS ARE LIMITED TO THE DURATION OF THE EXPRESS WARRANTY GRANTED HEREIN.

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FRANKLIN ELECTRONIC PUBLISHERS, INC.

ATTN: SERVICE DEPARTMENT

ONE FRANKLIN PLAZA

BURLINGTON, NJ 08016-4907

IF YOU RETURN A FRANKLIN PRODUCT, PLEASE INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.

# FCC Notice

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**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:** This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

**NOTE:** The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

WORLD TIME LIST

CITY NAME	ABBREVIATION	CITY NAME	ABBREVIATION
LONDON	LON	TOKYO	TYO
LISBON	LIS	ADELAIDE	ADL
PARIS	PAR	SYDNEY	SYD
BERLIN	BER	NOUMEA	NOU
ROME	ROM	WELLINGTON	WLG
AMSTERDAM	AMS	TONGA	TNG
BARCELONA	BCN	MIDWAY ISLANDS	MID
HELSINKI	HEL	HONOLULU	HNL
CAIRO	CAI	ANCHORAGE	ANC
MOSCOW	MOW	LOS ANGELES	LAX
RIYADH	RUH	DENVER	DEN
TEHRAN	THR	CHICAGO	CHI
DUBAI	DXB	NEW YORK	NYC
KABUL	KBL	TORONTO	YYZ
KARACHI	KHI	CARACAS	CCS
DELHI	DEL	RIO DE JANEIRO	RIO
DHAKA	DAC	-2H	FER
YANGON	RGN	AZORES ISLANDS	AZO
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