
Personal Organizer
Agenda électronique multilingue
Banco de datos multilingüe

User's Guide • Mode d'emploi • Manual del usuario

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Table of Contents

Congratulations! You now own a Rolodex® Electronics Personal Organizer that holds up to 64k of memory. Using this organizer you can: keep track of daily appointments; store and retrieve telephone numbers and addresses, e-mail addresses, and memos; set two clocks to keep time and date in 29 locations around the world; perform metric and currency conversions; set a Daly Alarm; and protect your data with a password. You can also use the back-light for easier viewing.

Getting Started	4
Key Guide	6
Using the Clocks	10
Setting the Alarms	13
Using the Calendar	15
Using the Telephone Directory	16
Using the Scheduler	18
Using the Memo Directory	20
Searching for and Editing Records	21
Using a Password	23
Using the Calculator	26
Using the Converter	28
Replacing the Battery	31
Specifications	32

Notice

- 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

Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings. Pressing the reset button with more than light pressure may permanently disable your organizer.

1. Turn the organizer over and carefully pull the battery insulation sheets to remove it.
2. Press ON/OFF to turn the organizer off.
3. Use a thin, pointed object (e.g., a straightened paper clip) to press the reset button on the back of the organizer.

Caution: Do not use an object with a breakable or sharp tip.

RESET?

4. Press ENTER to clear the memory.
To cancel, press any other key.

RESET TIME?

5. Press ENTER to reset the time.

Getting Started

To cancel, press any other key.

◆ Setting the Clock

To learn how to set the clock, see "Using the Clocks".

Changing the Language

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



1. Press   (TIME).

THU NEW YORK
1- 1- 1998
0:00:00 (H)

(H) indicates Home time. New York is the default home city.

2. Press L(LANG).

ENGLISH?

3. Press Search  or  to cycle through English, Spanish, French, German, Portuguese, and Italian.
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.

Key Guide

Function Keys



Goes to the Telephone directory.



Goes to the Scheduler.



Goes to the Memos.



Goes to the Calendar.



Toggles between Home and World time.



Goes to the Calculator.



Goes to the Converter.



Sets the alarms and chimes.



Turns on or off the backlight.

Other Keys

ON/OFF Turns the organizer on and off.

ENTER Stores data in a record, confirms data entries.

SET(EDIT) Allows you to edit information. Sets the Home and World times, daily alarm, and conversion rates.





ALT Shifts a key to perform the functions printed above the key.

SYM Types special symbols, e.g @, #, etc.




DEL Deletes a character when editing a record.
Deletes a record being viewed.

INS Allows characters to be inserted when editing a record.


Key Guide

- SPACE** Types a space in records, accesses the password in Home Time.
- ←(C/CE)** Moves the cursor to the next line in a record in editing mode.
- Search**  Cycles through records, world times, conversions. In the Calendar, selects Alarms 1-3.
-  Moves cursor in indicated direction.
- (CONTRAST)** Controls the screen contrast.
- ♥(NEXT)** Displays next record.
- C**  Selects the alarm clock and then cycles through the daily, hourly, and reminder alarms to activate/deactivate them.
- D(DST)** When the Home time is displayed, turns daylight savings on or off.
- L(LANG)** Changes the prompt language.
- X(AM/PM)** Toggles times between a.m. and p.m.
- M(MD/DM)** Toggles date display between M/D/Y and D/M/Y.
- Z(12/24)** Toggles times between 12- and 24-hour time displays.
- V**  Turns the keystone on or off.

◆ Turning the Keytone Off or On

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on, an icon () appears on the screen. To turn the keytone on or off, press  (TIME) to return to Home Time, and then press **V**().

◆ About the Backlight

You can press  to switch the backlight on and off. It will automatically turn off if you have not pressed a key for about eight seconds.

◆ About Symbols

SYM gives you the option of entering any of 15 symbols. Press **SYM** repeatedly to cycle through the following 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.

Calculator Function Keys

You **do not** need to use **ALT** when using these keys in the calculator.

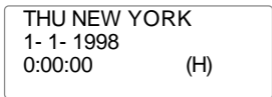
Q(MC)	Clears the memory.
W(MR)	Retrieves a number from the memory.
E(M-)	Stores a negative number in the memory.
R(M+)	Stores a positive number in the memory.
T(+)	Adds a number. Displays as "+".
Y(-)	Subtracts a number. Displays as "-".
U(x)	Multiplies a number. Displays as "*".
I(÷)	Divides a number. Displays as "/".
O(.)	Inserts a decimal point.
P(=)	Performs a calculation.
G(%)	Calculates a percentage.
H(√)	Calculates a square root.
J(+/-)	Changes the sign (+/-) of a number.
←(C/Ce)	Clears the most recent entry.

Using the Clocks



The clock lets you set a Home time and view local times around the world. You should 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  (TIME) until the Home time screen appears.



(H) indicates Home time. New York is the default home city.

2. Press **M**(MD/DM) to toggle between the date display of M/D/Y and D/M/Y.
3. Press **D**(DST) if you want to see daylight savings time.
DST is displayed. To turn it off, press **D**(DST) again.
4. Press **Z**(12/24) to toggle between the 12-hour and 24-hour format.
Note: you can only toggle between 12-hour/24-hour in the Home Time display mode.
5. Press **SET**(EDIT) to start editing.
6. Press **Search** or  to cycle through the list of 29 cities.

Using the Clocks

7. When you see the one you want, stop pressing **Search**  or  to choose it as your home city.

If you do not find one you want, enter your city name using up to 10 letters.

8. Press **♥** and enter the date and Home time. For example, to enter 09-25-1999, 10:15 a.m., type **092519991015**.


SAT NEW YORK
9- 25- 1999
10:15:00 AM (H)

9. Press **ENTER** to store your settings.
10. Press **X(AM/PM)** to toggle between a.m. and p.m..
Note: you can only toggle between a.m./p.m. in the Home Time display mode.

◆ Auto Shut-Off

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



Setting World Time

1. Press  (TIME) until the World Time screen appears.

SAT NEW YORK
9- 25- 1999
8:30:00 PM (W)


(W) indicates World Time.

There are 29 built-in cities of different zones.




2. Use Search  or  to cycle through the list of cities and view their corresponding times.

City Code	City Name	City Code	City Name	City Code	City Name
AUCKLAND	Auckland	KARACHI	Karachi	RIO	Rio
GUAM	Guam	KABUL	Kabul	CARACAS	Caracas
SYDNEY	Sydney	DUBAI	Dubai	NEW YORK	New York
ADELAIDE	Adelaide	TEHRAN	Tehran	CHICAGO	Chicago
TOKYO	Tokyo	MOSCOW	Moscow	DENVER	Denver
HONG KONG	Hong Kong	CAIRO	Cairo	LA.	Los Angeles
BANGKOK	Bangkok	PARIS	Paris	ANC.	Anchorage
YANGON	Yangon	LONDON	London	HAWII	Hawaii
DHAKA	Dhaka	AZORES	Azores	MIDWAY	Midway
DELHI	Delhi	ATLANTIC	Atlantic		

Note: The World Time is based upon hours added to or subtracted from the Home Time zone. It is not a separate clock and cannot be set.




3. Press  to return to the Home Time screen.

Setting the Alarms

There are three kinds of alarms: the daily alarm, indicated by , the hourly chime, indicated by , and the Schedule alarm, indicated by .


Setting the Daily Alarm


You can set up to three daily alarms.


1. Press  (ALARM) and then press Search  or  to select ALARM1 to ALARM3.

ALARM	(1)
12:00 AM	

2. Press EDIT, then use the numbered keys to enter a time. For example, enter 1015, and press X(AM/PM) to select either a.m. or p.m.
3. Press ENTER to confirm your settings.

ALARM	(1)
 10:15 AM	

 indicates that the daily alarm is on.

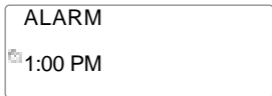
To set Alarms 2 and 3, press Search  or  and follow steps 2-3.



Your organizer will automatically turn on (if it was off). The alarm will sound for about 20 seconds. Press any key to turn off the alarm.


Setting the Hourly Chime





The Hourly chime sounds once every hour on the hour.

1. Press  (TIME) until Home Time is displayed.
2. Press C () until  is displayed.



3. To cancel the alarm, press  to go to Home Time and then press C () until no icon is displayed.

Press C () to cycle through four alarm selections:

Alarm	Icon
Hourly chime	
Schedule alarm	
Hourly chime and schedule alarm	 ()
No alarm	No icon

See "Using the Scheduler" for more details. To learn how to set the Daily alarm, please see "Setting the Daily Alarm".

Using the Calendar

You can view the current date or browse other dates moving one day, one week, or one month at a time. You can also view scheduled events from the calendar. To learn about entering scheduled events, read "Using the Scheduler".



Viewing Dates

1. Press  (CAL).

9- 1999
19 20 21 22 23 24 25
26 27 28 29 30

The current date will flash and the current month and year will be displayed on the first line of the screen.

2. Press  to move one day at a time.


Press  to move one week at a time or press **Search**  to move one month at a time.



Viewing Scheduled Events from the Calendar

1. Press .

2. Locate the month and week of the event following the steps above.

The dots to the right of the date indicates a.m. or p.m. events. An upper dot indicates an a.m. event and a lower dot indicates a p.m. event.

3. Highlight the event using the direction keys and then press  (SCHED) to view the detailed information about the event.

If there are more than one scheduled events on that day, press **Search**  or  to view them.

Using the Telephone Directory

Entering a Phone Record

1. Press  (PHONE).

NAME? -PHONE-

You can enter a maximum of 64 characters in the name field, including letters, numbers and symbols.

Press **SYM** to cycle through the list of symbols. Stop when you see the one you want and then press **▶** to move to the next position.

2. Type a name, for example to enter the name Robert Edwards, type EDWARDS ROBERT.

Note: To alphabetize your entries by the last name, you must type the last name first.

NAME?
EDWARDS ROBERT

Note: If the data on the first line exceeds 14 characters, it will automatically wrap to the next line.

3. Press **ENTER**.
4. Type a phone number, for example type 201-555-5600.

Using the Telephone Directory

HOME?
201- 555- 5606

In each number field, you can enter a maximum of 48 characters including letters, numbers, and symbols (e.g., -).

To enter a symbol, press **SYM** repeatedly to choose the one you want.

5. Press **ENTER** to go to the next field.

You can now enter a Work number, Fax number, Cell phone number, Pager number, E-mail address, Company name, and Street address. You can type up to 64 characters in the e-mail address field.

Remember, to enter a symbol (e.g., @), press **SYM** repeatedly to choose the one you want.

To enter a dot (.), press **ALT** and then press **O**.

It is not necessary to complete each field. Skip an unwanted field and move on to the next one by pressing **ENTER**.

ADDRESS?
45 MAIN ST
ANYTOWN, NJ

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

To learn how to view and edit records, please refer to "Searching for and Editing Records".

Using the Scheduler

In each schedule record, you can enter the date, time, and keywords for the event.

Entering a Schedule Record

1. Press  (SCHED).

-SCHEDULE-
DATE/TIME?

2. To type the date and time, press any number key to start input mode and then type your information. For example, to enter 09-20-1999, 11:30, type 092019991130.

Press **X** to choose a.m. or p.m., if needed.

The date format follows the one chosen on the Home Time screen. See "Setting Home Time".

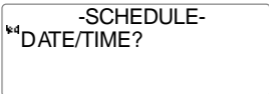
3. Press **ENTER** to type keywords for the event. For example, type **MEETING**.

You can enter a maximum of 96 characters, including letters, numbers and symbols.

SCHEDULE?
MEETING

Note: If your data on the first line exceeds 14 characters, it automatically wraps to the next line.

4. Press ENTER to store the data.



5. To turn on the schedule alarm, press **C** (()) in the Home Time display mode.

When the schedule alarm is set, the alarm will sound at the time of the appointment.

The organizer will turn on (if it was off), displaying the relevant schedule record.

Note: if you have set a password, you must enter it to view the schedule entry. See "Using a Password" for more information.

To turn the alarm off, press **C** (()) in Home Time display mode until (()) disappears.

To learn how to view and edit records, please refer to "Searching for and Editing Records".

Using the Memo Directory

You can enter a maximum of 96 characters including letters, numbers and symbols in each record.


Entering a Memo Record

1. Press  (MEMO).

-MEMO-
MEMO?

2. Type your data.

Press **SPACE** to insert spaces in your data.

3. Press  (C/CE) to move the cursor to the next line.






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

To learn how to view and edit records, please refer to "Searching for and Editing Records".




Searching for and Editing Records

Records are listed alphabetically. You can search for them either directly or sequentially. You can review your records, edit them or delete them.




Searching for a Record

1. Press  (PHONE) to search for a telephone record, press  (SCHED) to search for a schedule record, or press  (MEMO) to search for a memo record.
2. Press Search  or  to view records in order.

The records in the phone directory and scheduler are in alphabetical order; the memos are in the order at which you entered them.

In the phone directory and Scheduler, you can also type the first few letters in the name field of a record and then press Search  to find it. The organizer will display the first record starting with those letters (if any). You can then use  or  to scroll through the record.

Viewing a Record

1. Find the record you want to view.
See "Searching for a Record", above.
2. Press  or  to view the full record.
Continue to press  to view more records.

Editing a Record

1. Find the record you want to edit.

To learn how, read "Searching for a Record".

2. Press SET(EDIT).

3. Move the cursor to the character you want to edit.

4. Press INS to insert a character.

Press DEL to delete a character.

5. 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 DEL.

EDWARDS ROBERT
201- 555- 5600
DELETE?

3. Press ENTER to delete the record.


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

Using a Password

You can lock your organizer so that only the Clock, Calendar, Alarm, Calculator and Converter can be used without supplying the password. Note: You do not need to set a password to use this organizer.

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 use the organizer again, you will have to perform a system reset, which will clear the password and erase all the data stored in memory. To learn how to perform a system reset, read "Getting Started".

Setting the Password

1. Press  (TIME) until Home Time is displayed.
2. Press SPACE.




PASSWORD?

Type a password. You can use up to six characters including numbers and symbols. Remember to write your password down and keep it in a safe place.




3. Press ENTER to store your password.

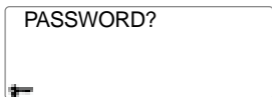
The  icon will be displayed.

The next time you turn the unit on and press

 (PHONE),  (SCHED), or  (MEMO), you will need to enter your password to use these functions.


Accessing Data When the Password is Activated

1. After turning the unit on when the password is activated, press  (PHONE),  (SCHED), or  (MEMO).



You are prompted to enter your password. Type your password and then press **ENTER**.



If you mistype your password, the message "OPEN ERROR!" will be shown and you will be prompted to enter your password again.

The  will disappear from the screen and you will be able to enter your data.

2. You can now enter new data or view existing data.

To learn how, read "Using the Telephone Directory", "Using the Scheduler", "Using the Memo Directory", or "Viewing a Record".

Changing or Disactivating the Password

1. Press  (TIME) until Home Time is displayed.
2. Press SPACE().

PASSWORD?

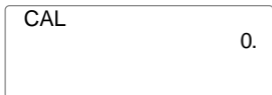


3. Type your old password and then press **ENTER**.
To disactivate the password, press **ENTER** again.
4. Type your new password and then press **ENTER**.

Using the Calculator

Making a Calculation

1. Press $\boxed{\begin{smallmatrix} + & - \\ \div & \times \end{smallmatrix}}$ (CALC) .



2. Type a number.

You can type up to 12 digits. To type a decimal, press **O**(.).

To change a number from positive to negative, press **J**(+/-).

To clear a number, press \leftarrow (C/Ce).

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

Or press **H**($\sqrt{\quad}$) to calculate a square root.

4. Type another number.

5. Press **P**(=) to calculate.

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

6. Press \leftarrow (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-)**.

CAL

M

98.

M indicates the number is stored in memory.

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 12 digits (including the decimal point), or any other invalid operation is attempted, a calculator error will occur and "E" will appear on the display. Press **←(C/Ce)** to clear the error.

Using the Converter

Using the Built-in Conversion Rates

Use your organizer to do the following built-in conversions:

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

1. Press $\leftarrow \rightarrow$ (CONV).

INCH	→	CM
		2.54
		0.

2. Press Search \odot or \ominus to select a conversion category, if needed.

YARD	→	M
		0.9144
		0.

3. Press \bullet or \ominus to select the conversion direction, if needed.

Using the Converter

YARD ← M
1.09361329833
0.

4. Type the number to be converted.

YARD ← M
1.09361329833
12.

5. Press  or  to convert it in either direction.

YARD → M
1.09361329833
13.1233595799

Converting Currency

You can use one of the three built-in currency exchange rates or enter your labels.

1. Press  (CONV).
2. Press Search  or  until you see one of the three built-in Currency Exchanges.

The built-in Currency Exchanges are: US\$-DM, US\$-YEN, and US\$-POUND.

Using the Converter

US\$	←	DM
		0.
		0.00

3. Press **SET(EDIT)** and then press **▶** until the cursor moves to the second name.
4. Type the new exchange name (e.g., **CAND** for Canadian dollars) and then press **ENTER**.
You can enter a maximum of 5 characters for each label.
5. Press **ENTER** and type the conversion rate (e.g., **1.516**).

US\$	→	CAND
		1.516
		0.00

6. Press **ENTER** to save the rate.
The labels and rate will remain in memory until you edit it again or reset the unit.
7. To convert 10 U.S. dollars to Canadian dollars, for example, type **10** and then press **▶**.
The results will be rounded-up to two decimal places.

US\$	→	CAND
		1.516
		15.16

8. Press **▶** or **◀** to switch conversion directions from **US\$→CAND** to **US\$←CAND**.

Replacing the Battery

This organizer uses two CR2032, 3-volt lithium batteries. Before you follow these steps you should have a small Phillips screwdriver (one that fits into screws with an "X" notch) and the new batteries at hand.

Warning! When no batteries are installed, this organizer will save your information for only about 30 seconds. So quickly install the new batteries when you remove the old ones.

1. Turn off the organizer and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the lid.
3. Remove the old batteries and quickly replace them with the new batteries, with the positive (+) sides facing up.
4. Replace the battery cover.

Warning! If *RESET?* appears when you next turn on the organizer, do not press ENTER unless you want to reset the organizer and erase all your information.

◆ Keep Written Copies of Important Data

This organizer stores your information as long as the batteries supply power.

Warning! If the batteries lose power or are removed, all your information will be lost. Information can also be lost or corrupted if you make a mistake while operating this organizer. Therefore, always keep written copies of your important information in case it is corrupted or lost.

Specifications

Model: RF-64 Personal Organizer

Size: 11.8 x 8.6 cm • Weight: 3 oz.

Battery: Two CR2032 lithium • Storage capacity: 64 KB

Contacts

For registration and sales call 1-800-266-5626 (U.S. only) or visit us at www.franklin.com. Please have your product number (**RF-64**) and date of purchase handy when you call to register. For customer service call 609-239-4333. For technical support call 609-386-8997.

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.

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FRANKLIN ELECTRONIC PUBLISHERS, INC.

ATTN: SERVICE DEPARTMENT

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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

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.

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