

# DM-320 BASIC INSTRUCTIONS:

## SETTING THE TIME AND DATE:

NOTE: The following steps were written for the first time user. If you already use the organizer and simply wish to input new data, press "TIME" and then continue with Step 6. "TYO" city reference may be different with your model.

1. To return the organizer to factory settings, insert a toothpick or other pointed object into the hole labeled "RESET" on the bottom. This can be done with the organizer on or off. **WARNING:** This operation will clear everything in memory.
2. "RESET?" appears on the display.
3. Press "ENTER".
4. "RESET!" appears briefly on the display.
5. "\*TYO 95 SUN" appears on the first line of the display.
6. Press "SET".
7. The "T" in "TYO" will start to blink.
8. Press  $\wedge$  or  $\vee$  until the city corresponding to your time zone appears. See the instruction book for reference. We will look for "NYC".
9. **OPTION:** After performing step #8, you can enter the name of your town. For example, if NYC is in your time zone but you live in Boston, you can type in BOST. If you make a mistake during data entry, press  $<$  to go back. **LIMIT:** 4 characters. If you do not want this option, skip to the next step.
10. Press  $>$  until the "9" in "95" is blinking.
11. Enter the year. We will use "97". If you make a mistake, press  $<$  to go back.
12. "SUN" will flash.
13. Press "DAY" (it is in pink on the "B" key) until current day of the week appears. (You can also press the  $\wedge$  and  $\vee$  keys.)
14. Press  $>$ .
15. The cursor moves to the next line and the "0" in the date flashes.
16. Enter the date typing month first and then the day. The month must be entered as a number. For example: May would be entered as "05". November would be entered as "11". If you make a mistake, press  $<$  to go back.

17. Press > until the "1" in "A12-00" is flashing.
18. Enter the time. If you make a mistake, press < to go back.  
NOTE: If you are in a Daylight Saving period and want to avoid having to reset the clock when the period is over, set the clock an hour behind. Step # 21 will take you to the current time.
19. The "A" in front of the time signifies an AM hour. For PM press "AM/PM".
20. Press "ENTER".
21. If you set your clock an hour behind in Step # 18, press "AM/PM" now (note DST above it). This will take you to the current time. A # sign to the left of the Day indicates that you have selected DST. When Daylight Savings Time is over, press "AM/PM" to return to Eastern Standard Time.

#### SETTING THE ALARM:

1. Press "ALARM".
2. "ALARM" appears on the display.
3. Press "SET".
4. "ALARM SET" appears on the display and the "1" in the time blinks.
5. Enter the time you want alarm to sound. If it is a single digit hour such as 4:00 or 8:00, be sure to include a "0" (zero). For example, 5:30 should be entered as "05-30". If a "0" is already in the leftmost position, you can skip over it by pressing the ">" key. Made a mistake? Just use the ">" and "<" keys to correct.
6. For a PM hour, press "AM/PM".
7. Press "ENTER".
8. Press "ALARM" until the desired type of alarm symbol appears on the lower right hand side of the display. Please refer to the chart in the owner's manual.
9. When the alarm sounds, press any key to stop it.

#### ENTERING A TELEPHONE NUMBER:

If at any point you decide not to complete the entry, just press "TEL" again to clear the screen.

1. Press "TEL".
2. "TEL?" appears on the display.
3. Enter the name of the individual or company. NOTE #1: Although you can make lengthy entries, the LCD will only display 11 char-

acters at a time. As additional characters are entered, the left-most ones will shift out of sight. NOTE #2: You can use the "SHIFT" key to enter numbers but since entries are stored alphabetically, the first character must be a letter.

**HELP!**

- A. If you enter an incorrect character, press the "<" or ">" key until the cursor is directly beneath it and type over it.
  - B. If you forget to place a space between words, press the "<" or ">" key until your cursor is beneath the first letter of the second word. Press "SHIFT" and then press ">" (INSert). A space will be inserted between the two words.
  - C. If you accidentally enter a space or an incorrect character at the end of the entry, press the "<" or ">" key until the cursor is beneath the undesired item. Press "SHIFT" and then press "<" (DElete). The space or character will be deleted.
  - D. To type a symbol in the entry, press "SHIFT" and "SYM" (in pink on the "X" key). A solid box will blink at the cursor position. Keep pressing "SHIFT" and "SYM" until the desired symbol appears.
4. Press "ENTER".
  5. The cursor will move to the next line.
  6. Enter the phone number. NOTE #1: Alpha keys are disabled during this operation with the exception of one: the letter "F". Use this to distinguish regular phone numbers from fax numbers. NOTE #2: You may use spaces and/or hyphens when entering numbers. NOTE #3: If you run into trouble, refer to *HELP!* sections A-C listed under Step 3 above.
  7. Press "ENTER".
  8. "STORE!" flashes on the screen and the display returns to "Tel?" for additional entries.

**ENTERING A MEMO**

If at any point you decide not to complete the entry, just press "MEMO" again to clear the screen.

1. Press "MEMO".
2. "MEMO?" appears on the screen.
3. You now have 2 lines for entering a memo. The first line can accept alphanumeric and symbol entries. The "SHIFT" key must be pressed before accessing a number key. To enter symbols, please refer to *HELP!* section D under Step 3 in the previous lesson. Since entries are stored alphabetically, you must start with a

letter.

4. Press "ENTER".
5. The cursor moves to the next line.
6. Enter numeric information. NOTE: If there is no numeric entry to make, just press "ENTER".
7. When entry is completed, press "ENTER".
8. "STORE!" flashes on the screen and the display returns to "MEMO?" for additional entries.

#### ENTERING A SCHEDULED ITEM

If at any point you decide not to complete the entry, just press "SCHED" again to clear the screen.

1. Press "SCHED".
2. "SCHED?" appears on the screen.
3. You now have 1 line for entering a schedule reminder such as "MEETING WITH TOM" or "FLIGHT TO DENVER". This line can accept alphanumeric and symbol entries. The "SHIFT" key must be pressed before accessing a number key. To enter symbols, please refer to *HELP!* section D under "ENTERING A TELEPHONE NUMBER". Since entries are stored alphabetically, you must start with a letter.
4. Press "ENTER".
5. The cursor moves to the next line and the "O" in the date is flashing.
6. Enter the date typing month first and then the day. The month must be entered as a number. For example: May would be entered as "05". November would be entered as "11". If you make a mistake, press < to go back.
7. The "A" in front of the time signifies an AM hour. For PM press "AM/PM".
8. Press "ENTER".
9. The word "STORE!" flashes on the screen and the display returns to "SCHED?" for additional entries.
10. Check the ALARM symbol on the bottom right of the display. If the symbol for SCHED ALARM does not appear, then the alarm will not go off at the scheduled time. Please see the Alarm chart in the manual for reference. To insert the required symbol, press "ALARM" first. Now continue to press the "ALARM" key until the symbol you want appears on the display.

## SECRET PASSWORD

to prevent unauthorized persons from looking at the data stored in your organizer, you can input the information along with a password (keyword). To enter a password:

1. Press any mode key and then press "SET" (there is an icon of a key above it).
2. "KEY WORD?" will appear on the screen and an icon of a key will blink on the bottom.
3. Enter the password. You can use up to 6 characters.
4. Press "SET".
5. "STORE!" will flash on the screen.
6. The display returns back to the entry screen with the icon of a key next to the mode name on the bottom.

**WARNING:** Be sure to keep a safe copy of your secret password and any information stored with it. If you forget your password, the organizer will have to be reset in order to use Secret Mode again. This will delete all data stored in the DM-320.

To enter data along with the password:

1. Press a mode key.
2. Press "SET". The keyword you input will appear on the screen along with a blinking icon of a key at the bottom.
3. Press "SET" again. The display will return to the normal entry screen *without* the icon of the key at the bottom.
4. Make entry as normal.
5. After completing the entry, press "SET."
6. The entry will remain on the screen and the key icon will appear on the bottom.
7. Press "ENTER".
8. "STORE!" will flash on the screen.
9. The screen returns to the normal entry screen.

To recall data input with a Secret Password (Keyword):

1. Press the mode key.
2. Press "SET" (there is an icon of a key above it).

3. "KEY WORD?" will appear at the top of the screen and the icon of a key will blink on the bottom.
4. Enter the selected keyword.
5. Press "SET". NOTE: If you make an mistake you will get the message "OPEN ERROR!".
6. If the correct password was entered, you will see the keyword icon appear at the bottom of the display.
7. Search for the stored data using one of the methods described under RECALL.

*To change a password (keyword):*

1. Press a mode key.
2. Press "SET".
3. "KEY WORD?" will appear on the display and the icon of a key will blink on the bottom.
4. Type the previously selected keyword.
5. Press "SET".
6. The mode screen will reappear with the icon of a key at the bottom.
7. Press "SET" again.
8. The previously entered keyword will appear at the top of the display with the icon of a key blinking on the bottom.
9. Press "SHIFT" and the < key. This signifies a deletion.
10. The first letter in the old keyword will blink.
11. Enter the new keyword.
12. Press "SET."
13. "STORE!" will flash on the screen.
14. The mode screen will reappear with the icon of a key at the bottom.

OTHER FUNCTIONS:

CALCULATOR: To use the organizer's calculator:

1. Press "CAL".
- . Use calculator functions indicated in pink.

DELETIONS: To delete an entry in TELEphone, MEMO, or SCHEDULE mode, first RECALL the data and then press SHIFT and C/C. DELETE? will appear on the screen. Press ENTER to confirm deletion. DELETE! will flash on the display. If you change your mind and wish to cancel deletion, press any key *BEFORE* pressing ENTER.

EDITING: To edit an entry in TELEphone, MEMO, or SCHEDULE mode, first RECALL the data and then press SHIFT and <. The first letter in the entry will flash. After editing, press "ENTER" to save the changes.

RECALL: There are 2 ways to recall previously stored information in TELEphone, MEMO and SCHEDULE mode.

1. *SEQUENTIAL RECALL:* Access the mode and then press ^ or v to scroll through all entries in alphabetical order.
2. *DIRECT RECALL:* First access the mode. Now type the first few letters in the entry you are searching for. For example, if you are looking for "PAMELA SALTIBUS" type "PAM" and then press v. The organizer will jump to the first alphabetical entry starting with "PAM".

TONE: To hear a musical tone every time a key is pressed, press "SHIFT" and "V" (there is a musical note on the key in pink).