

**SHARP®**

**ELECTRONIC ORGANIZER**

**OPERATION MANUAL**



**EL-6420  
EL-6460**

**ENGLISH ..... 1**

## NOTICE

- SHARP 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, SHARP 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.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, the loss of 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 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.
- Use only a SHARP approved service facility.

Note: • Unless otherwise specified, the text material applies to both models.

- Not both of the models described in this manual may be available in some countries.

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## Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

1. Pull out the insulation sheet. (Fig. 1) (This sheet was inserted at the factory to prevent battery wear. The Organizer begins operating when it is pulled out.)
2. Press the **RESET** switch. (Fig. 2)
3. Press **2nd** **ENTER** .
4. Set the date and time of the clock. (Refer to page 7.)

Press the **RESET** switch with a ball-point pen or similar object.  
Do not use an object with a breakable or sharp tip.

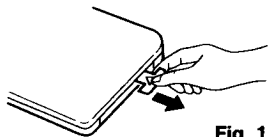


Fig. 1

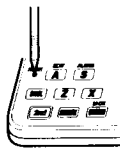


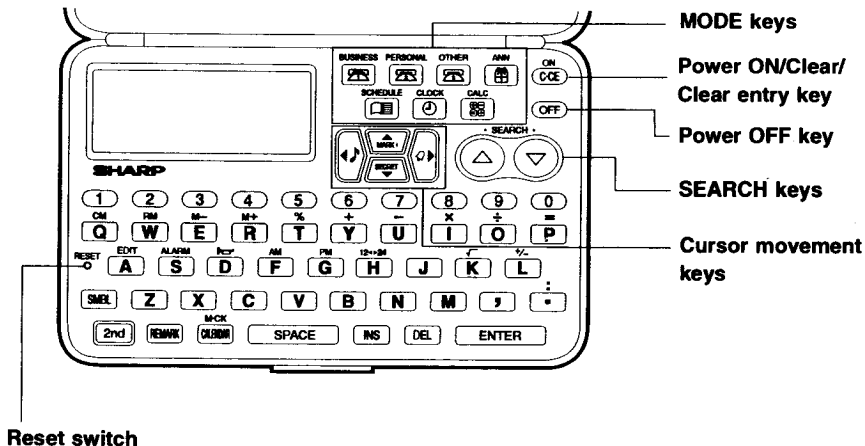
Fig. 2

## When Abnormal Conditions Cause a Malfunction

If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur

in which no keys (including <sup>ON</sup> **C-CE** ) will respond. If this happens, press the **RESET** switch and any key other than **2nd** **ENTER** . If an error occurs internally, "**DATA PROBLEM**" and "**PRESS RESET!**" are displayed alternately. Clear all memory by performing steps 2 and 3 above.

## Part Names



In this manual, the keys are represented by symbols, for example:

SCHEDULE



SCHEDULE

Keys with only one function always appear in the manual with the function enclosed in a box.

M+



M+

Indicates the memory plus key.



R

Indicates the alphabetic R key.



2nd





SECRET








Indicates the secret key.



Indicates the cursor down key.

## Display Symbols

-  : Secret listings can be accessed.
-  : The schedule alarm will sound.
-  : The daily alarm will sound.
- AM** : The displayed time is morning.
- PM** : The displayed time is afternoon.
- R** : A remark entry can be made in the Telephone mode.
-  : Anniversary reminder function is in effect.

- ← : More information exists to the left of the current display. (Press .)
- : More information exists to the right of the current display. (Press .)
- ↑ : More information exists above the current display. (Press .)
- ↓ : More information exists below the current display. (Press .)
- \* : Indicates that the recalled listing is secret.
- 2nd** : Indicates that  has been pressed. The function or character represented on the blue parts of the keypad can be used next.
- At times  ,  , etc. may appear faintly on the display. This, however, will not affect the operation of the Organizer.
  - In this manual, only the symbols necessary for explanation will be shown.

## Moving the Cursor

The cursor (  or  ) can be moved by pressing  ,  ,  or  .

- Hold  ,  ,  or  down for rapid movement.

## Entering Characters

### 1. Entering Letters

The cursor ( \_ or ■ ) indicates the position for entry of a character or a number. Enter the letters in the same manner of the typewriter.

### 2. Entering Symbols

1. Press **SMBL** . As **SMBL** is repeatedly pressed, the displayed symbol changes in the following order:

' → ° → \$ → ¥ → £ → → → ← → ( → ) → # → \* → ' ...

2. To enter consecutive symbols, press **▶** .

### 3. Entering Numbers


Use **0** through **9** to enter numbers.


### 4. Entering Hyphens (-), Dots (•), Commas (,), Spaces ( ) or Colons (:)

Press **2nd** **-** , **•** , **,** , **SPACE** , and **2nd** **:** , respectively.



## Turning the Key Touch Tone On and Off

The key touch tone is turned on and off by pressing **2nd** .

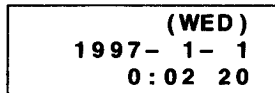
When the tone is turned on,  will be displayed in the Calculator mode only.

## Clock Mode

### 1. Setting the Date and Time

**Example:** Set the date and time to February 8th, 1997, 10:05 PM.

1. Press **CLOCK** to display the time screen.

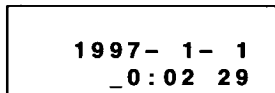


(WED)  
1997- 1- 1  
0:02 20

(Time screen)

2. Press **2nd** **EDIT**.

The cursor start to flash.



1997- 1- 1  
\_0:02 29

3. Press **12◀▶24** to select the 12-hour or 24-hour clock. The display switches between them every time **12◀▶24** is pressed. **AM** or **PM** is displayed for the 12-hour clock. For this example, set the 12-hour clock.
4. Enter the hour and minutes.

**PM 1005**

(Enter two digits each for both hour and minutes.)

Seconds are reset to 00.

5. Enter the year, month, and date.

**19970208**

Use **▶** to skip entering a number which does not need to change.

(Enter two digits each for both month and date.)

6. Press **ENTER**. The clock begins to count the seconds.
- The built-in calendar extends from January 1st, 1901, to December 31st, 2098.
  - If an impossible year, month, date, or time is entered, "**ERROR!**" will be displayed momentarily when **ENTER** is pressed. Enter the proper value and press **ENTER** again.

## 2. Checking the Date and Time

Press **CLOCK** to check the date and time.  
The day of the week is also displayed.

( SAT )
1997 - 2 - 8
10 : 05 30 PM

## 3. Changing the Time

1. Press **CLOCK** to select the Clock mode.
2. Press **2nd** **EDIT** . The cursor flashes.
3. Move the cursor to the place you wish to change.
4. Enter the correct number. Seconds are reset to 00.
5. Press **ENTER** . The clock will begin to function.

## 4. Switching between 12- and 24-Hour Clocks

1. Press **CLOCK** to display the time screen.
2. Press **2nd** **EDIT** .
3. Press **12** **↔** **24** . The clock system switches between the 12-hour and 24-hour clocks every time **12** **↔** **24** is pressed.
4. Press **ENTER** .

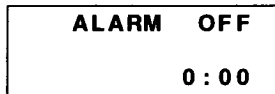
## 5. Daily Alarm

When the time clock reaches the alarm time, it beeps for one minute.


Press either **CLOCK**, **ALARM**, **C-CE**<sup>ON</sup> or **OFF** to turn off the alarm.

### (1) Setting and changing the daily alarm time

1. Press **2nd** **ALARM** to display the daily alarm screen.
2. Press **2nd** **EDIT**.
3. Enter the time.
4. Press **ENTER**.



(Daily alarm screen)

The daily alarm time is set. The daily alarm is also automatically switched on. (“” appears.)

- The clock system for the daily alarm time is the same as that used for the clock.

### (2) Turning the daily alarm on and off

The daily alarm will sound when “” is displayed.

“” is displayed or cleared every time  is pressed while the daily alarm screen is displayed.

## Telephone Mode

The Telephone mode is divided into three files (BUSINESS, PERSONAL and OTHER).

Press **BUSINESS**, **PERSONAL** or **OTHER** to select a telephone file.

In the Telephone mode, a listing consists of three entries: name, number and remark. The maximum number and type of characters that can be entered are as follows:

	Display	No. of characters	Type of characters
Name entry	<div>NAME?</div>	36 characters	Letters, symbols, dots, commas, numbers, -, spaces
Number entry	<div>NUMBER? —</div>	60 digits (5 lines)	Numbers, -, spaces, colons, F, H, C
Remark entry	<div>R REMARK?</div>	36 characters	Letters, symbols, dots, commas, numbers, -, spaces

## 1. Storing a Telephone Listing

**Example:** Store the following listing: "EDWARDS ROBERT" for name, "201-265-5600" and "F 265-1234" for number, and "ABC CO." for remark.

1. Press **BUSINESS** to display the Telephone mode screen.
2. Enter the name.

**EDWARDS** **SPACE** **ROBERT**

← **ARDS ROBERT \_**

3. Press **ENTER** (or **▼**).
- (The cursor moves to the number entry.)
4. Enter the phone number.

**201-265-5600F** **SPACE** **SPACE** **SPACE**  
**265-1234**

**201-265-5600↑**  
**F 265-1234**  
**-**

- Fax, Home or Cellular numbers can be distinguished by entering the appropriate letter before the phone number.
5. Press **ENTER**. (The cursor moves to the remark entry.)

6. Enter the company name.

ABC [SPACE] CO [.]

- When ↑, ↓, → or ← is displayed, there are additional lines or characters which do not fit on the display.

Press [▲] [▼] [▶] or [◀] to display them.

R ABC CO. \_

7. Press [ENTER].

The name and phone number will be displayed briefly, then the next entry prompt will be displayed. The telephone listing is now stored.

- Step 6 can be skipped if nothing is to be entered in the remark entry.

## 2. Recalling Telephone Listings

Telephone listings in the Telephone mode are stored internally according to the first character of the name entry in the following order:

Space → symbols ( ' → ° → \$ → ¥ → £ → → → ← → ( → ) → # → \*) → comma → period  
→ numbers → : → letters

- Each time [REMARK] is pressed, the name and remark entries are displayed alternately.

### **(1) Sequential search**

Press  or . Hold either of these keys down for rapid recall.

: Recalls listings in forward order.

: Recalls listings in reverse order.

### **(2) Recalling listings by first character(s) of name**

1. Enter the first character(s) in the name entry.

2. Press  (or ).

Listings that begin with the entered character(s) are recalled.

### **(3) Recalling listings by remark**

1. Press   .

2. Press  (or ).

Listings with remark entries are displayed sequentially. The listings are recalled in the same order as (1).

### **(4) Recalling listings by first character(s) of remark**

1. Press   .

2. Enter the first character(s) in the remark entry.

3. Press  (or ).



Listings that begin with the entered character(s) are recalled sequentially.

- After the desired remark is recalled, pressing **2nd** **▽** (or **2nd** **△**) recalls the next listing starting with the same remark. (To recall more listings starting with the same remark, press **▽** (or **△**). **2nd** can be omitted.)

### (5) Recalling a listing with a keyword search

To perform a keyword search, press **C-CE**<sup>ON</sup>, then enter any word contained in the desired listing and press **2nd** **▽**.

**Example:** Recall listings containing the word "ROBERT" in the BUSINESS file.

**C-CE ROBERT 2nd ▽**









Each time **2nd** **▽** are pressed, successive listings containing the word "ROBERT" will be displayed.

<b>EDWARDS ROBE→</b>
<b>201-265-5600</b>
<b>F 265-1234</b>







★ In (2), (4) and (5), if a listing that begins with the entered character(s) is not in memory, **■NOT FOUND!■** is displayed and the display returns to the entry prompt.

### 3. Correction

#### (1) Correcting during an entry

1. Press  ,  ,  or  to move the cursor to the character to be corrected.
2. Enter the correct character.
3. Press  .
  - To correct a name or number when the cursor is in the remark entry, press  to display the name or number contents and move the cursor.
- ★ Or re-enter the listing after pressing   .

#### (2) Correcting a stored listing

1. Recall the listing to be corrected.
2. Press   . The cursor flashes.
3. Correct the listing in the same procedure as (1).
  - To correct a remark, press  to display the remark contents.
4. Press  .  
(Pressing   creates a new listing without erasing the old listing.)

To insert characters, move the cursor to the desired location, press **INS** to add a space, and enter the character. To delete characters, move the cursor to the character to be deleted and press **DEL**.

## Schedule Mode

The Schedule mode is used for storing schedule information (year, month, date, hour, minutes, and schedule details) in the memory. In this mode, a schedule listing consists of two entries: item and date. The item entry is used for entering schedule details (36 characters). In the date entry, four digits can be entered for the year and two digits each for the month, date, hour and minutes.

Letters, symbols, numbers, “-” and spaces can be entered in the item entry. Numbers and spaces can be entered in the date entry.

### 1. Storing a Schedule Item

**Example:** Store a schedule item (e.g., MEETING at 2:30 PM to 4:30 PM on March 3rd, 1997).

1. Press **SCHEDULE** to display the Schedule mode screen.
2. Press **▲** to move the cursor to the top line of the display and enter the year (4

digits). To store a schedule listing in the same year, this step can be omitted.  
Schedules in the following years can be stored: 1901 to 2098.

3. Enter the starting date and time on the second line.

0303 PM 0230

(The month, date, hour, and minutes should each consist of two digits.)

The cursor will move to the third line.

- The time can be set using either the 12-hour or 24-hour format. When a schedule entry is recalled, the time is displayed in the format selected in the Clock mode.
4. Enter the ending date and time.

0303 PM 0430

- After entry of the minutes, **"DESCRIPTION?"** is displayed.
5. Enter the schedule details on the upper line.

## MEETING

- When → or ← is displayed, there are additional characters which do not fit on the display. Press ▶ or ◀ to display them.
6. Press ENTER to store in memory.

• MEETING_	
03-03	02:30PM
-03-03	04:30PM

- If an attempt is made to store an impossible date or time, "**ERROR!**" is displayed. Enter the correct date and time and press **ENTER** .

The contents entered will be automatically arranged chronologically and stored in the order of earliest to most recent, based on the data on the second line (starting time).

## 2. Recalling a Schedule Entry

### (1) Sequential search

Press **▽** or **△** to recall listings in forward or reverse order.

Hold **▽** or **△** down for rapid recall.

- Entries with the same starting and ending dates are displayed without the ending date.

Press **SCHEDULE** **▽** to recall today's schedule.

- If there is no entry for today, the next entry set for the future (or the past if **SCHEDULE** **△** is pressed) will be displayed.

### (2) Direct search

Press <sup>ON</sup>**C-CE** **▽** **▽** to move the cursor to the **DESCRIPTION?** prompt, enter the first character(s) of the desired schedule item and press **▽** or **△** to recall that item directly.

### (3) Keyword search

Press <sup>ON</sup> **C-CE** **▼** **▼** to move the cursor to the **DESCRIPTION?** prompt, enter a keyword that is contained in the desired schedule item and press **2nd** **▼** or **2nd** **△** to recall that item.

### (4) Date search

Enter the date and press **▼** or **△** to recall that listing directly.

- If no appropriate listing is found in the memory after a direct search, a keyword search, or a date search, "■NOT FOUND!■" is displayed momentarily and the display returns to the entry prompt.

## 3. Correction

Correction is performed following the same procedure used for the Telephone mode (page 16).

- To correct the year, recall the desired schedule listing and press **CALENDAR** **2nd** **EDIT** .

## 4. Checking the Day of the Week

There are three ways to check the day of the week in the Schedule mode.

### (1) Confirmation by recalling schedule items

Recall that day's schedule, then press **CALENDAR** .

## **(2) Confirmation by designating the month and date**

Enter the date on the second line, then press and hold **CALENDAR** .

## **(3) Confirmation by designating the year, month, and date**

Enter the year, month and date. (To enter the year, move the cursor to the top line.) While pressing **CALENDAR** , the day of the week will be displayed.

## **5. Alarms for Schedule Mode**

The Schedule mode is equipped with the following two alarms:

### **Advance alarm**



There is slow beeping for 20 seconds, 10 minutes before the designated schedule listing.

### **Schedule alarm**

There is rapid beeping for 20 seconds when the time set for a schedule listing is reached.

### **Turning the alarms on and off**

The advance and schedule alarms will sound when “” is on the display.

Press **2nd**  to turn “” on and off.

- Press either **CLOCK** , **ALARM** , **C-CE<sup>ON</sup>** or **OFF** to turn off the alarm sound.
- If the advance alarm is stopped, the schedule alarm will not sound.

## Anniversary Mode

You can enter birthdays, anniversaries, etc.

### 1. Entering an Anniversary

**Example:** "NANCY'S BIRTHDAY" on February 12

1. Press **ANN** .

**ANN. DATE?**  
**00-00**

2. Enter the month and date.

**0212**

**DESCRIPTION?**  
**02-12**

3. Enter the description of the anniversary.

**NANCY** **SMBL** **S** **SPACE** **BIRTHDAY**

**← 'S BIRTHDAY\_**  
**02-12**

4. Press **ENTER** .



## 2. Recalling Anniversaries

### (1) Sequential search

Press  or . Hold either of these keys down for rapid recall.

: Recalls listings in forward order.

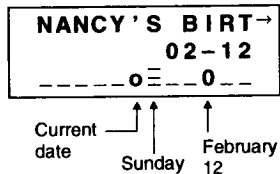
: Recalls listings in reverse order.

Recall "NANCY'S BIRTHDAY" (assuming today's date is February 8, 1997)

1. Press .



2. Press .

- After  is pressed, the year and day of the week appear on the first line. Press  again and the display returns to the previous one.
- If the anniversary is in the week following the current date, a broken line as shown in the display appears on the third line.










### (2) Direct search


Press    to move the cursor to the **DESCRIPTION?** prompt, enter the first

character(s) of the desired anniversary item and press  or  to recall that item directly.

### (3) Keyword search

Press    to move the cursor to the **DESCRIPTION?** prompt, enter a keyword that is contained in the desired anniversary item and press   or   to recall that item.

### (4) Date search





Enter the date and press  or  to recall that listing directly.

- If no appropriate listing is found in the memory after a direct search, a keyword search, or a date search, "■NOT FOUND!■" is displayed momentarily and the display returns to the entry prompt.

## 3. Correction

Correction is performed following the same procedure used for the Telephone mode (page 16).

## 4. Anniversary Reminder Function

If  is lit when the power is on, this function is in effect, if not lit, this function is not in effect. Press   to clear .

When the Organizer is turned on, the first anniversary in the week following the current date will be displayed, if one exists. Pressing  $\nabla$  displays the anniversaries one by one if there are any more in the week. They can be scrolled back by pressing  $\Delta$ .

To clear the anniversary reminder function press  $\overset{\text{ON}}{\text{C-CE}}$  or any mode key.

- When February 29 is entered as an anniversary, the reminder function will work even though it is not a leap year, but no broken line will appear on the third line.

## Secret Function

### 1. Password Registration

Up to 7 characters can be registered as the password. Spaces are valid only if they are followed by other characters.

If the password is forgotten, it will be necessary to clear the password and all secret listings from memory (see page 34). As a safeguard, make a written record of the password.


**Example:** Register the password "1234567".

1. Press **BUSINESS** to select the Telephone mode.
  - You can also press **PERSONAL** , **OTHER** , **SCHEDULE** or **ANN** to register a password. (Only one password is registered for all modes.)
2. Press <sup>ON</sup>**C-CE** to display the entry prompt.
3. Press **2nd** **SECRET** .

**SET PASSWORD**

4. Enter the password.

**1234567** **ENTER**

" " is displayed and the password is now registered.

The display returns to the entry prompt.

- If "**PASSWORD?**" is displayed, a password is already registered. To change or delete the password, refer to pages 30 and 34.
- Only one password can be registered, but many secret listings can be entered.

## **2. Turning the Secret Function On and Off**

When the Secret function is off, " " is displayed (secret listings can be accessed). When

the Secret function is on, "■" is cleared even after the password is registered (secret listings cannot be accessed).

### **(1) Turning the Secret function on**

1. Press **2nd** **SECRET** when the Telephone, Schedule or Anniversary mode entry prompt appears.

The password will be displayed.

2. Press **ENTER**.

The Secret function is now on. "■" is cleared and the display returns to the entry prompt.

- Even if the power is turned off, the Secret function is always on.

### **(2) Turning the Secret function off**

1. Press **2nd** **SECRET** when the Telephone, Schedule or Anniversary mode entry prompt appears.

**PASSWORD?**

2. Enter the password and press **ENTER**.

(Press "1234567" in this case.)

The Secret function is now off. "■" is displayed and the display returns to the entry prompt.

### 3. Designating Listings as Secret

"\*" next to a listing indicates it is secret. Secret listings will not be recalled unless the Secret function is off.

#### (1) Storing listings as secret

Press **2nd** **MARK\*** to display "\*" during entry and store the listing.

#### (2) Designating stored listings as secret

##### Example:

Designate the listing for EDWARDS ROBERT as secret.

1. Recall the listing by pressing **▽** (or **△** ).

<b>EDWARDS</b>	<b>ROBE</b>	→
<b>201-265-5600</b>		
<b>F</b>	<b>265-1234</b>	

2. Press **2nd** **EDIT** .

The cursor flashes.

3. Press **2nd** **MARK\*** .

"\*" is displayed.

Flashes

<b>EDWARDS</b>	<b>ROBE</b>	→
<b>* 201-265-5600</b>		
<b>F</b>	<b>265-1234</b>	

4. Press **ENTER** .

The listing for EDWARDS ROBERT is now designated as secret.

#### **4. Changing Secret Listings to Non-Secret .**

1. Turn the Secret function off. (Refer to page 27.)
2. Recall the desired secret listing by pressing **▽** (or **△** ).
3. Press **2nd** **EDIT** .

The cursor flashes.

4. Press **2nd** **MARK\*** .

“\*” is cleared.

5. Press **ENTER** .

The secret listing is now changed to non-secret.

#### **5. Recalling or Correcting Secret Listings**

To recall or correct secret listings, the Secret function must first be off.

1. Turn the Secret function off. (Refer to page 27.)
2. Recall or correct the listings using the same procedure as for non-secret listings.
  - During recall, “\*” next to a listing indicates it is secret.

★ Recalling secret listings only

To recall only the secret listings in the selected file:

1. Turn the Secret function off. (Refer to page 27.)
2. Press **[2nd]** **[MARK\*]**. “\*” is displayed.
3. Press **[▽]** (or **[△]**).

The secret listings only are sequentially recalled.

## 6. Changing the password

1. Turn the Secret function off (“**ON**” displayed).
2. Press **[C-CE]** **[2nd]** **[SECRET]**.
3. Press **[2nd]** **[EDIT]**. The first character of the password will flash.
4. Enter a new password and press **[ENTER]**. The new password is now registered.

**Note:** If an attempt is made to turn the Secret function off with an incorrect password, the display shown on the right will appear. Press **[C-CE]** and enter the correct password.

■PW. ERROR!■



## Memory Storage

### Checking Memory Storage

1. Press **BUSINESS** .
  - You can also press **PERSONAL** , **OTHER** , **SCHEDULE** or **ANN** to check memory storage.
2. Press **2nd** **M-CK** .

The number of bytes in use and remaining are displayed.
3. Press **M-CK** .

The numbers of telephone listings stored are displayed.
4. Press **M-CK** .
5. Press **M-CK** .

The number of anniversary and schedule listings stored are displayed.

<b>BUS I .</b>	<b>PER .</b>
3	0

<b>OTHER</b>
0

<b>ANN .</b>	<b>SCH .</b>
2	1

EL-6420 (EL-6460) can store up to 7954 (16143) bytes in memory (excluding the calculator mode memory). One byte is required per character in the name, remark and schedule item entries, and one byte is required for two digits in the telephone number entry.

When there is an odd number of digits in a number entry, the last digit occupies one byte. Five bytes are required for a schedule date entry when only the starting time is entered, and nine bytes when the starting and ending times are entered. Five bytes are needed to divide each telephone listing, but only four are needed when a remark is not entered. Four bytes are needed for each schedule or anniversary listing. Two bytes each are required for the month and date in the Anniversary mode.

- Each time **[M-CK]** is pressed, the display changes in the sequence described in  
Checking Memory Storage. Pressing **[C-CE]**<sup>ON</sup> displays the entry prompt.
- When **[ENTER]** is pressed after data entry and there is insufficient memory, **"FULL! NOT IN"** is displayed and entry is no longer possible. Press **[C-CE]**<sup>ON</sup> and either delete previously stored listings or change the listing to be stored so that it will not exceed the memory capacity, then repeat the storing procedure.
- Since the same memory is used for the Telephone, Schedule and Anniversary modes, the number of listings available to be stored in each of these three modes will vary.

## Clearing the Memory

### 1. Deleting a Listing

1. Recall the listing to be deleted.

2. Press **DEL**.

3. Press **ENTER**.

(To cancel, press any key other than **ENTER**.)

### 2. Clearing a File


If the entire contents of a Telephone, Schedule or Anniversary mode are unnecessary, the file can be completely cleared.

**Example:** Clear a Telephone file.

1. Press **BUSINESS** to enter Telephone mode.

Turn the Secret function off.

2. Press **DEL**.

Flashes 

**BUSI. DELETE?**

3. Press **2nd** **ENTER** .

(To cancel, press any key other than **2nd** **ENTER** .)

- When "**SECRET ON!**" is displayed, the Secret function is on and the file cannot be deleted. In this case, turn the Secret function off and repeat the procedure above. All secret and non-secret listings in the file selected in step 1 will be cleared.

### 3. Deleting the Password and Secret Listings

The password and all secret listings can be deleted at the same time.

1. Press **BUSINESS** .

- You can also press **PERSONAL** , **OTHER** , **SCHEDULE** or **ANN** to delete the password and all secret listings.

2. Press **2nd** **SECRET** .

3. Press **DEL** .

4. Press **2nd** **ENTER** .

(To cancel, press any key other than **2nd** **ENTER** .)

### 4. Clearing all Memory Contents

1. Display the number of stored listings using the Checking Memory Storage procedure on

page 31. (Use any step to display the stored listings except step 2.)

2. Press **DEL** .

Flashes

**RESET OK?**

3. Press **2nd** **ENTER** .

(To cancel, press any key other than **2nd** **ENTER** .)

Data in the clock mode, such as the time and daily alarm time, will also be cleared.

## Calculator Mode

The Organizer can calculate numbers of up to 12 digits.

### Calculation

Press **CALC** to select the Calculator mode.

Before performing a calculation, press **C-CE** **C-CE** and **CM** to clear the memory and display.

Example	Operation	Display
$(-24 + 2) \div 4 = -5.5$	24 <input type="button" value="+/-"/> <input type="button" value="+"/> 2 <input type="button" value="÷"/> 4 <input type="button" value="="/>	-5.5
$34 + 57 = 91$ $45 + 57 = 102$	34 <input type="button" value="+"/> 57 <input type="button" value="="/> 45 <input type="button" value="="/>	91. 102.
$68 \times 25 = 1700$ $68 \times 40 = 2720$	68 <input type="button" value="×"/> 25 <input type="button" value="="/> 40 <input type="button" value="="/>	1700. 2720.
$200 \times 10\% = 20$	200 <input type="button" value="×"/> 10 <input type="button" value="%"/>	20.
$9 \div 36 = 25(\%)$	9 <input type="button" value="÷"/> 36 <input type="button" value="%"/>	25.
$200 + (200 \times 10\%) = 220$	200 <input type="button" value="+"/> 10 <input type="button" value="%"/>	220.
$500 - (500 \times 20\%) = 400$	500 <input type="button" value="-"/> 20 <input type="button" value="%"/>	400.
$4^6 = (4^3)^2 = 4096$	4 <input type="button" value="×"/> <input type="button" value="="/> <input type="button" value="="/> <input type="button" value="×"/> <input type="button" value="="/>	4096.
$1/8 = 0.125$	8 <input type="button" value="÷"/> <input type="button" value="="/>	0.125

Example	Operation	Display
$25 \times 5 = 125$ $-)84 \div 3 = 28$ $+)68 + 17 = 85$ $\underline{\quad\quad\quad}$ $182$	$\boxed{\text{CM}}$ 25 $\boxed{\times}$ 5 $\boxed{\text{M+}}$ 84 $\boxed{\div}$ 3 $\boxed{\text{M-}}$ 68 $\boxed{+}$ 17 $\boxed{\text{M+}}$ $\boxed{\text{RM}}$	125.M 28.M 85.M 182.M
$\sqrt{25 - 9} = 4$	25 $\boxed{-}$ 9 $\boxed{=}$ $\boxed{\sqrt{\quad}}$	4.
$123456789098 \times 145$ $= 17901234419210$	123456789098 $\boxed{\times}$ 145 $\boxed{=}$ $\boxed{\text{C}\cdot\text{CE}}$	-E- 17.9012344192 17.9012344192 $(17.9012344192 \times 10^{12} = 17901234419200)$

## Errors

When the integer part of a calculation result or any integer in the memory exceeds 12 digits, or other impossible operations are attempted, an error will occur. ("E" will appear on the first line.) Press  $\boxed{\text{C}\cdot\text{CE}}$  to clear the error. Overflow errors can also be cleared with  $\boxed{\text{C}\cdot\text{CE}}$ .

## Power Supply

### Batteries used

Type	Model	Quantity	Application
Lithium battery	CR2025	1	Main power source
Lithium battery	CR2016	1	Memory backup

- Do not remove both the main and memory backup batteries at the same time. Doing so will clear the memory of its contents.
- Be sure to write down any important information stored in memory before replacing the batteries.

### 1. Precautions

Since improper use of batteries may cause leakage or explosion, strictly observe the following instructions.

- Insert the battery with its positive side (+) correctly positioned, as indicated, in the holder.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of the reach of children.



Because the batteries in the Organizer were installed at the factory, they may become depleted before the specified expiration time is reached.

## 2. Main Battery Replacement

### (1) Battery replacement time

If the display becomes dim and difficult to read, immediately replace the battery with a new one. Continued use of the Organizer with a consumed battery can alter or clear the memory contents.

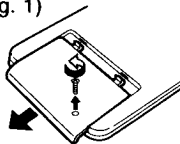
Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

- Make sure the power is turned off before replacing the batteries.
- Do not press <sup>ON</sup>  
 until the battery replacement procedure is completed.

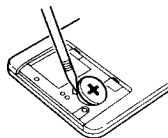
### (2) Replacing the battery

1. Press  to turn the power off.
2. Remove the screw from the battery holder cover on the back of the unit, then remove the holder cover by moving it in the direction of the arrow. (Fig. 1)

(Fig. 1)



3. Remove the used battery using a ball-point pen or similar object. (Fig. 2)



(Fig. 2)

4. With the plus side (+) up, insert a new battery, positioning it under the tab.
5. Replace the holder cover and secure it with the screw.
6. Press  $\overset{\text{ON}}{\boxed{\text{C-CE}}}$  to turn the power on. If nothing appears on the display, press the **RESET** switch and press  $\overset{\text{ON}}{\boxed{\text{C-CE}}}$  again.
7. Set the clock to the correct time.

### 3. Memory Backup Battery Replacement

#### (1) Battery replacement frequency

- Replace the battery every 5 years.

When you replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

For example, if you replace the battery in January, 2002, write:

MEMORY BACKUP BATTERY  
INSTALLATION DATE

MONTH 1 • 2002  
• YEAR

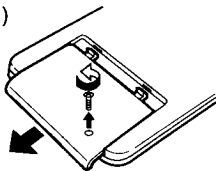
## (2) Precautions when replacing the battery

- Make sure the main battery is undepleted. If the main battery is weak, first replace it with a new one before replacing the memory backup battery.
- If the memory backup battery is replaced when the main battery is depleted, memory contents will be lost.

## (3) Replacing the battery

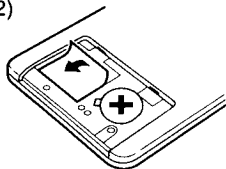
1. Press **OFF** to turn the power off.
2. Remove the screw from the battery holder cover on the back of the unit. Remove the holder cover in the direction of the arrow. (Fig. 1)

(Fig. 1)



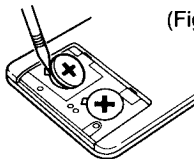
3. Remove the memory backup battery seal. (Fig. 2)



(Fig. 2)



4. Remove the used battery using a ball-point pen or similar object. (Fig. 3)

(Fig. 3)



5. With the plus side (+) up, insert a new battery, positioning it under the tab.
6. Replace the seal and the holder cover and secure the cover with the screw.
7. Press  to turn the power on. If nothing appears on the display, press the **RESET** switch and press  again.

To minimize battery consumption, the Organizer is designed to automatically turn off when no key has been pressed for approximately 7 minutes.

## Specifications

**Model:** EL-6420/EL-6460

**Product name:** Electronic Organizer

**Display:** 3 lines of 12 digits and 2 symbol digits each

**Memory capacity:** EL-6420: 7954 bytes, EL-6460: 16143 bytes

**Clock Mode**

Accuracy:  $\pm 30$  seconds/month (at 25°C/77°F)

Display: Year, month, date, day of the week, hour, minutes, seconds, AM/PM

Clock system: 12-hour/24-hour format (switchable)

**Telephone Mode (BUSINESS, PERSONAL and OTHER)**

Entry and recall of names, numbers, and remarks

### **Schedule Mode**

Entry and recall of schedule (year, month, date, hour and minutes), day of the week confirmation, schedule alarm setting and clear

### **Anniversary Mode**

Entry and Recall of month and date

### **Calculator Mode**

Digits: 12

Calculation: Addition, subtraction, multiplication, division, percentage, square root, etc.

**Power consumption:** 0.003 W

**Operating temperature:** 0°C–40°C (32°F – 104°F)

**Power supply:** Main battery: 3V  $\cdots$  (DC) (Lithium battery CR2025; 1)  
Memory backup battery: 3V  $\cdots$  (DC) (Lithium battery CR2016; 1)

**Battery life:** For the main battery, approximately 1 year at an ambient temperature of 20°C (68°F), assuming the following daily use: 30 minutes display, alarm sounding for 20 seconds and key touch tone turned on/off 100 times.

For the memory backup battery, approximately 5 years (at 20°C/68°F) (if main battery is replaced promptly when exhausted).



## LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first consumer purchaser that this Sharp brand product (the 'Product'), when shipped in its original container, will be free from defective workmanship and materials and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof at no charge to the purchaser for parts or labor for the time period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling or which has been altered or modified in design or construction.

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THE WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Your Product: Electronic Organizer

Warranty Period for this One (1) year parts and labor from date of purchase.

Product:

Additional items excluded Any consumable items such as paper, maintenance cartridge, ink cartridges supplied with the Product or to any  
from warranty coverage: equipment or any hardware, software, firmware, fluorescent lamp, power cords, covers, rubber parts, or peripherals other than the Product.

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PRINTED IN CHINA

0EEHDH1DBS52M6 W03

96DT(Z0259E) ①