

**ROLODEX**<sup>®</sup>  
BRAND

Keep It Simple

*Operating Manual For:*

**The 32K Electronic  
Rolodex File**



## INTRODUCTION

More than 50 years ago, **Rolodex** revolutionized information management with a unique card file system that organized names, addresses, and phone numbers. That single innovative idea has changed the way that people work. **Rolodex** continues the tradition of innovative excellence with the 32K Electronic Rolodex File.

The 32K Electronic Rolodex File is a programmable electronic card file and organizer. It is a simple, yet sophisticated instrument for storing, maintaining and retrieving vital information. Its powerful 32K memory can store hundreds of individual names, phone numbers, addresses, and miscellaneous information that can be viewed instantly.

## FEATURES

The 32K Electronic Rolodex File includes a Card File with Duplicate File Detection, a To Do List and Schedule with the ability to set reminder alarms, a Confidential File, a Monthly Calendar with Schedule indicators (Schedule files can be recalled directly from the Calendar screen.), multiple Daily Alarms, a Calculator with memory functions and Infra-red File Transfer.

A large, Supertwist LCD screen features clearly defined characters and accurate viewing from multiple angles. On-screen indicators show you which mode you are in.

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## NOTICE

**Rolodex** strongly recommends that users maintain separate and permanent written records for all data stored in the 32K Electronic Rolodex File. All memory products, computers included, can experience, under certain conditions, loss or alteration of data.

**Rolodex** assumes no responsibility or liability for any alteration or loss of data, whether due to the changing of batteries, use beyond battery life, repairs, defects, or misuse. **Rolodex** further assumes no responsibility or liability for any direct or indirect financial losses claimed by third parties as a result of the use or loss of this product, regardless of the circumstances under which such losses occurred.



## GETTING FAMILIAR

### PRODUCT CARE

Avoid excessive shock. Try not to drop the unit.

Avoid exposing the 32K Electronic Rolodex File to extreme temperature changes, humidity and dust.

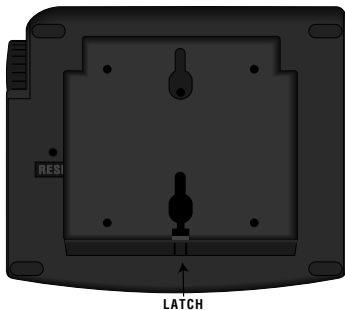
Avoid rough handling when using the keyboard. Moderate keystroke pressure is all that is required.

Do not use solvents or cleaners on the 32K Electronic Rolodex File. Clean your unit with a soft, dry cloth.

### WALL BRACKET

Your 32K Electronic Rolodex file is equipped with a wall mount bracket so that it can be mounted to a wall by using a standard telephone wall mount plate or by inserting screws into the wall. To mount the unit on the wall using the telephone wall plate, position the holes in the bracket over the screws on the plate and slide the unit downward. To mount the unit by using screws, remove the wall mount bracket and screw it to the wall. Reattach the unit to the wall mount bracket.

To remove the wall mount bracket, press in on the latch at the bottom center of the bracket (see diagram) and lift upward.



## MODE KEYS

Mode keys are often referred to in this manual. A Mode key is any key which accesses one of the 32K Electronic Rolodex File's features. The following illustration displays and describes each mode key.

<b>ENTER</b>	
<b>CARD FILE</b>	
<b>MONTHLY CALENDAR</b>	
<b>TO DO LIST &amp; SCHEDULE</b>	
<b>CONFIDENTIAL FILE</b>	
<b>DATE/TIME</b>	
<b>DAILY ALARMS</b>	
<b>CALC/CE</b>	

To turn the unit on, press any Mode key.

---

**AUTO RETURN TO DATE/TIME**

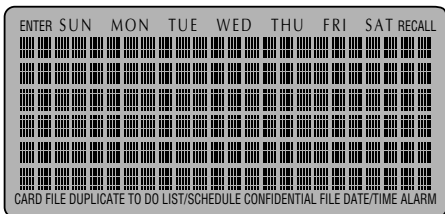
The Date/Time display is the resting state of the 32K Electronic Rolodex file. The unit is designed to automatically return to the Date/Time display if no key is pressed for 3 minutes. It does not turn off.

---

**THE DISPLAY SCREEN**

The 32K Electronic Rolodex File features a 6 line by 24 character SuperTwist dotmatrix display screen. This type of display screen produces clearly defined characters and allows for viewing from multiple angles.

On screen indicators appear to show you which mode you are in. For Example:



---

## MEMORY MANAGEMENT

The amount of memory used and the amount of memory remaining in the unit is displayed at the bottom of the Card File recall screen.

	RECALL
TYPE IN NAME OF PERSON OR COMPANY	
MEMORY USED	18000
MEMORY AVAILABLE	14000
CARD FILE	

As the amount of memory available decreases, it will take longer for files to store. Once the memory is filled, files can no longer be stored until some are deleted.

Review your data often. Delete any unnecessary files so that new information can be stored.

---

## KEYPAD TOUCHTONE ON/OFF

The keypad touchtone can be toggled On/Off by pressing and holding the SPACE key while pressing "K".

# CARD FILE

The Card File is an electronic directory for storing business and personal information such as names, telephone numbers and addresses.

## TO ENTER A CARD FILE

1. Press ENTER. The following screen appears:

```
ENTER
* CARD FILE
* TO DO LIST/SCHEDULE
* CONFIDENTIAL FILE
* DATE/TIME
* DAILY ALARMS
PRESS CORRESPONDING KEY
```

2. Press CARD FILE. The following screen appears:

```
ENTER
TYPE LAST-FIRST NAME
COMPANY NAME
TEL#
FAX#
ADDRESS-CITY-STATE-ZIP
AND ADDITIONAL INFO.
CARD FILE
```

3. Type a Card File. The number of characters available in each field are as follows:

Name:	24 characters
Company:	24 characters
Telephone Number:	19 characters
Fax Number:	19 characters
Address/Additional:	24 characters x 58 Lines

4. Press RETURN to go to the next line.
5. To make a correction, press the EDIT/BACKSPACE key. Or, see the section titled "To Edit a Card File" for more detailed editing options.
6. To store the file and continue entering Card Files, press ENTER. Or, press any mode key to store the file and initiate another mode.
7. If you attempt to enter a duplicate file, you will be prompted to confirm the entry. To accept the file as a duplicate, type "Y". To reject the duplicate entry, press "N".

## TO RECALL A CARD FILE

1. Press CARD FILE. The following screen appears:

		RECALL
TYPE IN NAME OF PERSON OR COMPANY		
MEMORY USED		18000
MEMORY AVAILABLE		14000
CARD FILE		

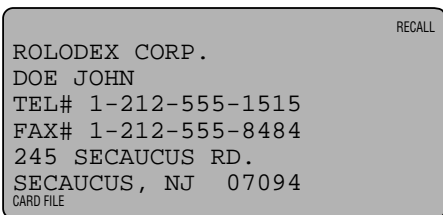
**Note:** The amount of memory used and the amount of memory remaining in the unit is displayed at the bottom of the display screen.

2. There are three methods that can be used to recall a Card File from this point. They are: Rotary Search, Direct Search and Numeric-Alpha Search. See the corresponding sections that follow for instructions.

### Rotary Search

1. Turn the Rotary Dial away from you and hold it there to fast-forward through the Name and Company Name portion of your files in numeric-alphabetical order. (To view your files in reverse numeric-alphabetical order, turn the Rotary Dial towards you and hold it there instead.)

2. Release the rotary dial when the desired file's Name or Company Name appears on the top line of the display screen.
3. The entire file appears as shown below.



4. Turn the Rotary dial away from you repeatedly to view file by file in numeric-alphabetical order. (Turn the dial towards you repeatedly to view file by file in reverse numeric-alphabetical order.)

## Direct Search

1. Type 1 to 24 characters of the file name that you want to recall.
2. Pause for 2.5 seconds.

**Note: You will not encounter the 2.5 second pause if only one file contains the specified characters. To avoid the 2.5 second pause in applicable files, press the FORWARD ARROW key after typing the first few characters.**



3. The first file containing the specified characters appears on the display screen.
4. If more than one file contains the specified characters, the first file in numeric-alphabetical order will appear. Press **FORWARD ARROW** to view the additional files.
5. To search for a different file, follow steps 1 through 4 in this section at any time while viewing a previously recalled file.

### **Numeric-Alpha Search**

1. Press and hold down the **FORWARD ARROW** key to fast-forward through the Name and Company Name portion of your files in numeric-alphabetical order. (To view your files in reverse numeric-alphabetical order, press and hold the **REVERSE ARROW** key instead.)
2. Release the key when the desired file's Name or Company Name appears on the top line of the display screen.
3. The entire file appears.

4. Press the FORWARD ARROW key repeatedly to view file by file in numeric-alphabetical order. (Press the REVERSE ARROW key to view file by file in reverse numeric-alphabetical order.)

---

## **TO VIEW A CARD FILE WHICH EXCEEDS SIX LINES IN LENGTH**

1. Recall a file which contains seven or more lines.
2. Press the DOWN and UP ARROW keys to view the file line by line.

**Note: The name under which the file was recalled will remain on the top line of the display screen.**

3. Press the NEXT and LAST keys to view the file page by page.

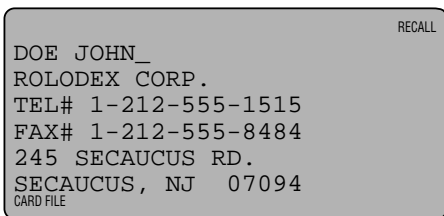
---

## **TO EDIT A CARD FILE**

You can edit the contents of an existing Card File at any time. An edited file replaces the original file, so before using the edit function, read this section carefully. There are various editing options available.

## To Erase Information from a Card File

1. Recall the Card File that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode. A flashing cursor appears on or after the last character on the top line of the display screen as illustrated below.



3. Press the EDIT/BACKSPACE key to delete the character to the left of the flashing cursor. You can continue to press the EDIT/BACKSPACE key to erase unwanted characters to the left of the cursor.
4. To selectively erase characters, use the FORWARD and REVERSE ARROW keys to move the cursor to the position of the unwanted character.
5. Press the DELETE key to erase the character that appears on top of the flashing cursor. Press the EDIT/BACKSPACE key to erase the character to the left of the flashing cursor.

6. To move the flashing cursor to another line, press the UP and DOWN ARROW keys. The cursor will appear on or after the last character of each line.

## **To Insert Information into a Card File**

**Note: You can insert information into a file at the same time that you erase information. To do so, start with step number 3 below.**

1. Recall the Card File that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode. A flashing cursor appears on or after the last character on the top line of the display screen.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, move the flashing cursor to the insertion point for the new information.
4. Type the new information using spaces where required. The existing information will shift to the right as new characters are typed.

## To Insert a Line Between Two Existing Lines

**Note:** This feature only applies to the Address and Additional Information field.

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor underneath the first character of the line which will follow the blank line.

```
DOE JOHN_
ROLODEX CORP.
TEL# 1-212-555-1515
FAX# 1-212-555-8484
245 SECAUCUS RD.
_SECAUCUS, NJ 07094
CARD FILE
```

RECALL

4. Press RETURN. A blank line is inserted.

```
ROLODEX CORP.
TEL# 1-212-555-1515
FAX# 1-212-555-8484
245 SECAUCUS RD.

_SECAUCUS, NJ 07094
CARD FILE
```

RECALL

5. Move the cursor to the blank line and type the new information.

## **To Insert a Line at the End of a Card File**

**Note: This feature only applies to the Address and Additional Information field.**

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor to the right of the last character in the file.
4. Press RETURN.
5. Type new information.

## **To Delete an Empty Line**

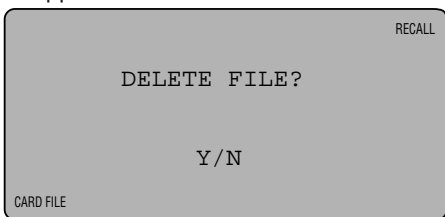
1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor on the empty line that you want to delete.
4. Press DELETE.

5. The empty line is deleted and all lines which followed it are moved up.

## TO DELETE AN ENTIRE CARD FILE

**Note: If you delete a Card File it is permanently removed from the unit's memory. Proceed with caution!**

1. Recall the Card File to be deleted.
2. Press DELETE. The following screen appears:



3. Press "Y" for yes, if you want to delete the file.
4. Press "N" for no, if you want to cancel the deletion process and keep the file.

## MONTHLY CALENDAR

The Monthly Calendar is not only a Calendar reference, it is also a link to the your Schedule information. Any date which has a Schedule file associated with it appears with a dot to its right-hand side. The current date flashes when the Calendar is recalled.

SUN	MON	TUE	WED	THU	FRI	SAT
					7	1 8
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				JAN	1994

### TO RECALL THE MONTHLY CALENDAR

1. Press MONTHLY CALENDAR.
2. The current date flashes.

### TO MOVE THE FLASHING DATE

1. Press FORWARD to move the flashing date to the right.
2. Press REVERSE to move the flashing date to the left.
3. Press UP to move the flashing date up one row.



4. Press DOWN to move the flashing date down one row.

**Note:** If you move the flashing date into the blank area at the beginning of the Calendar, the previous month will appear. If you move the flashing date into the blank area at the end of the Calendar, the next month will appear.

## **TO CHANGE THE MONTH AND YEAR**

1. Press NEXT to display the next month in chronological order.
2. Press LAST to display the previous month in chronological order.
3. Press “+” to advance the year.
4. Press “-” to return to the previous year.
5. The Month/Year can also be changed by moving the flashing date to a vacant space before the first day of the month, or after the last day of the month. For example, while viewing January 1994, if “1” is flashing, and REVERSE is pressed, the Calendar for December 1993 will appear. If “31” is flashing and FORWARD is pressed, the Calendar for February 1994 will appear.

## TO DO LIST & SCHEDULE

The To Do List & Schedule is used to record meetings and special events. An alarm can be set to sound at the time of each Schedule event as a reminder.

### TO BEGIN SCHEDULE ENTRY FROM THE CALENDAR SCREEN

1. Recall the Monthly Calendar.
2. Display the Month and Year in which the appointment occurs.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, move the flashing date to the date of the appointment.
4. Press ENTER. The To Do List & Schedule Enter screen appears with the selected date filled in.
5. Press RETURN. Skip to step number 4 in the next section.

```
ENTER
DATE:          02-14-1994
TIME:          HH:MM A/P
MEMO:
```

```
PRESS RETURN TO SCHEDULE
AN UNTIMED EVENT
TO DO LIST/SCHEDULE
```

## TO ENTER A SCHEDULE FILE

1. Press ENTER.
2. Press TO DO LIST & SCHEDULE. The following screen appears:

```
ENTER
DATE :                MM-DD-YYYY
TIME :                HH:MM A/P
MEMO :
TO BYPASS DATE, PRESS RTN
TO CREATE AN ANNIVERSARY
TYPE "0000" FOR "YYYY"
      TO DO LIST/SCHEDULE
```

3. Type the date of the appointment, then press RETURN. Or, to enter a daily Schedule file, just press RETURN. A daily Schedule file will notify you of an event which occurs daily. For example: a lunch reminder. To enter an Anniversary Schedule, type the Month and Date of the event, and type "0000" (four zeros) for the year. An Anniversary Schedule will notify you of a yearly event. For example: a birthday.
4. Type the hour of the appointment, using four digits. (For example: Type "0100" to indicate one o'clock.) Or, to record an untimed Schedule file, just press RETURN. An untimed Schedule could be used as a reminder to do something on a particular day. For example: Call John Doe.

5. Type "A" or "P" to designate AM or PM, then press RETURN.

**Note: If you want to enter a general To Do List file, press RETURN in both the Date and Time fields. To Do List files will appear first on the To Do List & Schedule Index with the words "To Do List" in place of the Date/Time.**

6. To continue, press RETURN. Or, to enter a corresponding Schedule Alarm, press DAILY ALARMS and follow the instructions in the section titled "To Record a Schedule Alarm" which follows.
7. Type your Schedule information into the Memo field.

**Note: The To Do List & Schedule "Memo" field can accommodate 18 characters on the first line and 24 characters on the following 59 lines.**

8. To make a correction, press the EDIT/BACKSPACE key. Or, see the section titled "To Edit a To Do List & Schedule File" for more detailed editing options.
9. To store the file and continue entering Schedule files, press ENTER. Or, press any mode key to store the file and initiate another mode.

## TO RECORD A SCHEDULE ALARM

**Note:** A Schedule Alarm is indicated by a bell icon which appears to the right-hand side when the To Do List & Schedule Index or an associated Schedule file is recalled. It also appears in chronological order on the Daily Alarm index.

1. Follow steps 1 through 5 in the previous section.
2. Press DAILY ALARMS.
3. The Daily Alarm enter screen appears with the current Schedule Date/Time displayed as the default. You are prompted to accept or reject the default Date/Time.

ENTER		
ALARM DATE:	02-14-1994	
ALARM TIME:	07:00 P	
SETTINGS CORRECT? Y/N		
TO DO LIST/SCHEDULE		ALARM

4. Press "Y" for Yes to accept the default Date/Time.
5. Press "N" for No to reject the default Date/Time. If you choose "N", the following screen appears:

ENTER	
ALARM DATE :	MM-DD-YYYY
ALARM TIME :	HH:MM A/P
TO DO LIST/SCHEDULE	
ALARM	

6. Type an 8 digit Alarm Date, then press RETURN.
7. Type a 4 digit Alarm Time.
8. Type "A" or "P" to designate AM or PM, then press RETURN to continue with the Schedule entry process.

**Note: If you are setting an alarm to remind yourself of an appointment, you may want to enter an alarm time which is earlier than the actual event.**

9. Type your Schedule information into the Memo field.

**Note: If you choose to enter an Alarm reminder with your Schedule file, the corresponding Schedule file will appear on the display screen and the alarm will sound for one minute at the designated time. To make the alarm stop sounding before one minute is reached, press any key.**

## TO RECALL A SCHEDULE FILE FROM THE CALENDAR SCREEN



1. Recall the Monthly Calendar.
2. Display the Month and Year of the desired Schedule file.

**Note: A dot appears to the right-hand side of any date that has a Schedule file associated with it.**

3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, move the flashing date to the date of the desired Schedule file.
4. Press TO DO LIST & SCHEDULE. The corresponding Schedule file appears.

RECALL

DATE: 1-19-1994

TIME: 3:30 P  

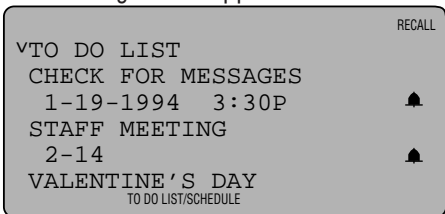
MEMO: STAFF MEETING  
TO DISCUSS NEW COMPANY  
POLICIES.

TO DO LIST/SCHEDULE

5. If more than one Schedule file exists for the chosen day, an arrow appears to the right-hand side of the Schedule Time. Press FORWARD to view additional Schedule files for the chosen date.

## TO RECALL A SCHEDULE FILE FROM THE SCHEDULE INDEX

1. Press TO DO LIST & SCHEDULE. The following screen appears:



2. There are two methods that can be used to recall a To Do List & Schedule File from this point. They are: Direct Search and Numeric-Alpha Search. See the corresponding sections that follow for instructions.

### Direct Search

**Note: The Direct Search method can only be used to recall a dated Schedule file. To recall an undated Schedule file or a To Do List file, follow the instructions for "Numeric-Alpha Search" that follow.**

1. To recall a dated Schedule file, Type the entire Schedule date that you want to recall. For example, to recall a file for September 12, 1994, type "09121994".



2. The first file containing the specified characters appears on the top line of the To Do List & Schedule Index.
3. If more than one file contains the specified characters, the first file in chronological order will appear on the top line.
4. To search for a different file, follow steps 1 through 3 in this section at any time while viewing a previously recalled file.
5. Press the DOWN/UP ARROW keys to move the desired To Do List & Schedule file to the right of the selection arrow.
6. Press RETURN.
7. The entire file appears.

### **Numeric-Alpha Search**

1. Press the DOWN/UP ARROW keys to move the desired To Do List & Schedule file to the right of the selection arrow.
2. Press RETURN.
3. The entire file appears.

## TO EDIT A TO DO LIST & SCHEDULE FILE

You can edit the contents of an existing To Do List & Schedule file at any time. An edited file replaces the original file, so before using the edit function, read this section carefully. There are various editing options available.

### To Edit the Schedule Date/Time

1. Recall the To Do List & Schedule file that you want to edit.
2. Press EDIT/BACKSPACE to enter the editing mode. A flashing cursor appears underneath the first digit of the date.
3. Move the cursor underneath the character to be changed and type the new character.
4. Press RETURN to go to the Time field. Repeat step #3 to edit the Time.
5. After you have changed the Date and/or Time, press RETURN until the flashing cursor reaches the Memo field. Press any mode key to store.

**Note:** The flashing cursor must appear in the Memo field in order for the changes to be stored.

## **To Erase Information from a To Do List & Schedule File**

1. Recall the To Do List & Schedule file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode. A flashing cursor appears underneath the first digit of the date.
3. Press DELETE to erase the character that appears on top of the flashing cursor or press EDIT/BACKSPACE to delete the character to the left of the flashing cursor.
4. Press RETURN to move between fields.
5. To selectively erase characters, use the FORWARD and REVERSE ARROW keys to move the cursor to the position of the unwanted character.
6. To move the flashing cursor to another line in the Memo field, press the UP and DOWN ARROW keys. The cursor will appear on or after the last character of each line.

## **To Insert Information into a To Do List & Schedule File**

**Note:** You can insert information into a file at the same time that you erase information. To do so, start with step number 3 below.

**Note:** Insertion only applies to the Memo field.

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Press RETURN until the cursor reaches the Memo field.
4. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, move the flashing cursor to the insertion point for the new information.
5. Type the new information using spaces where required. The existing information will shift to the right as new characters are typed.


## To Insert a Line Between Two Existing Lines

**Note:** This feature only applies to the Memo field.

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Press RETURN until the cursor reaches the Memo field.
4. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor underneath the first character of the line which will follow the blank line.

RECALL

DATE: 01-19-1994

TIME: 03:30 P 


MEMO: STAFF MEETING  
TO DISCUSS NEW COMPANY  
POLICIES.

TO DO LIST/SCHEDULE

5. Press RETURN. A blank line is inserted.

RECALL

DATE: 01-19-1994

TIME: 03:30 P 

MEMO: STAFF MEETING  
TO DISCUSS NEW COMPANY  
  
POLICIES.

TO DO LIST/SCHEDULE

6. Move the cursor to the blank line and type the new information.

## **To Insert a Line at the End of a File**

**Note: This feature only applies to the Memo field.**

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Press RETURN until the cursor reaches the Memo field.
4. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor to the right of the last character in the file.
5. Press RETURN and type new information.

## **To Delete an Empty Line**

1. Recall the file that you want to edit.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Press RETURN until the cursor reaches the Memo field.

4. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor on the empty line that you want to delete.
5. Press DELETE. The empty line is deleted and all lines which followed it are moved up.

## **TO DELETE AN ENTIRE TO DO LIST & SCHEDULE FILE**

**Note: If you delete a To Do List & Schedule File it is permanently removed from the unit's memory. Proceed with caution!**

1. Position the To Do List & Schedule file that you want to delete on the top line of the To Do List & Schedule Index.

Or

1. Recall the To Do List & Schedule file that you want to delete.
2. Press DELETE. The display screen reads DELETE FILE? Y/N.
3. Press "Y" for yes, if you want to delete the file.
4. Press "N" for no, if you want to cancel the deletion process and keep the file.

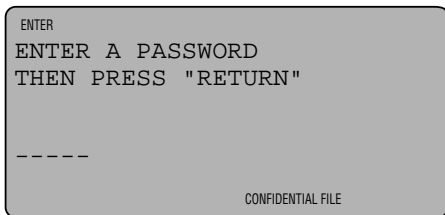
## CONFIDENTIAL FILE

The Confidential File is a password protected area of the 32K Electronic Rolodex File. It is divided into 4 sections which contain various private information.

Before you can store information into the Confidential File area, a password must be recorded. After you have recorded a password, make a note of it and store it in a safe place.

### TO ENTER A PASSWORD

1. Press ENTER.
2. Press CONFIDENTIAL FILE. The following screen appears.



ENTER  
ENTER A PASSWORD  
THEN PRESS "RETURN"  
-----  
CONFIDENTIAL FILE

3. Type 5 letters and/or numbers as a password. Any combination besides "00000" (five zeros) can be used.

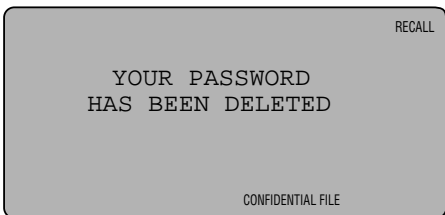


4. Press RETURN to store. You can begin entering Confidential Files at this point. To do so, start with step number 4 in the section titled “To Enter a Confidential File.”

---

## TO CHANGE THE PASSWORD

1. Press CONFIDENTIAL FILE.
2. Type your current password.
3. The Confidential Files menu appears.
4. Press and Hold the DELETE key. The following screen appears:



5. You will be prompted to enter a new password.
6. Type 5 letters and/or numbers as a password. Any combination besides “00000” (five zeros) can be used.

# KEYPAD F

- **CARD FILE** is a directory for storing Names, Addresses, Telephone numbers and Miscellaneous information. Files are automatically cross-referenced and can be recalled by either the person's name or company name.

- Recalls the **MONTHLY CALENDAR** screen. The current date flashes. A dot appears to the right side of any date which contains a corresponding To Do List/Schedule file.

- **TO DO LIST & SCHEDULE** is used to view file by file in Card File and To Do List/Schedule, Confidential File and Daily Alarms recall

- Large 6 line x 24 character **SUPERTWIST LCD display**

- Press **ENTER** to begin the data entry process, or to confirm that entry is complete.

- The keypad touchtone can be toggled On/Off by pressing and holding **SPACE** while pressing "K"

- To **DELETE** an entire file or to erase one character at a time when entering or editing a file.

- To **RECEIVE** and **SEND** Card Files from another 32K Electronic Rolodex File, a compatible Rolodex product or a personal computer via infra-red beam.

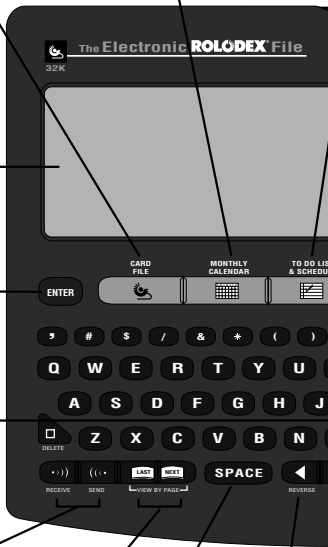
- To insert a **SPACE** between characters during data entry.

- **NEXT** and **LAST** are used to scroll page by page in Card File, To Do List/Schedule, Confidential File and Daily Alarms

- **FORWARD** and **REVERSE** are used to view file by file in Card File and To Do List/Schedule, Confidential File and Daily Alarms recall

Also, used to change the Calendar month.

They are also used to move flashing date when viewing Monthly Calendar, and to move cursor when editing or entering



# FEATURES

**TO DO LIST/SCHEDULE**  
 ed to record meetings  
 special events. An alarm  
 be set to sound at the  
 of each event as a  
 nder.

• **CONFIDENTIAL FILE** is a password protected area that is divided into four sections containing various private information.

• Displays the current **DATE/TIME**.

• Convenient **Post-It®** pad holder.

• A **DAILY ALARM** can be used as a daily wake up alarm or as a daily reminder alarm.

• Turn the **ROTARY DIAL** away from you to scroll through Card Files in numeric-alphabetical order. Turn it towards you to scroll in reverse alphabetical order.

• Recalls 10-digit, full function **CALCULATOR**. Accommodates equations up to 120 lines in length.

• Press **EDIT/BACKSPACE** to begin the editing process.

Also, used to delete the character to the left of the flashing cursor in the Enter and Edit modes.

• Standard **CALCULATOR** keypad. Function keys produce their respective symbols when typed in databank area.

Also, the **PLUS** key increases the Calendar year by one. The **MINUS** key decreases the Calendar year by one.

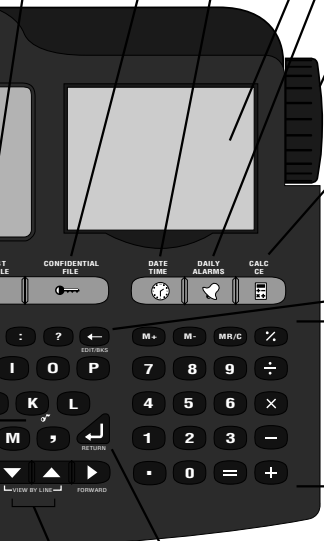
• To **RETURN** between lines during data entry.

• **UP** and **DOWN** are used to view a file line by line.

They are also used to scroll the To Do List/Schedule and Daily Alarm indexes and to move the cursor up and down when editing or entering a file.

are  
 Card File,  
 Confidential  
 modes.

the  
 the  
 ove the  
 ring a file.



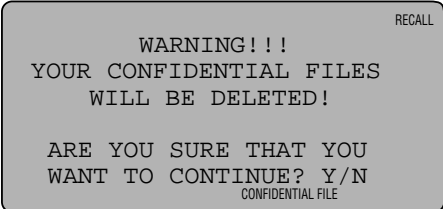
**Note: If you do not enter a new password within 3 minutes, the unit will revert back to the previous password.**

7. Press RETURN to store.

## **If Password was Forgotten**

If you have forgotten your password you can use the following steps to gain access to the Confidential File mode. However, all information which was previously stored in the Confidential File mode will be deleted.

1. Press CONFIDENTIAL FILE. The password entry screen appears.
2. Type "00000" (five zeros) as the password. The following screen appears:



A rectangular box with a grey background and a black border. The text is centered and reads: "WARNING!!! YOUR CONFIDENTIAL FILES WILL BE DELETED! ARE YOU SURE THAT YOU WANT TO CONTINUE? Y/N". The words "CONFIDENTIAL FILE" are printed in smaller text at the bottom center. The word "RECALL" is printed in the top right corner.

RECALL

WARNING!!!  
YOUR CONFIDENTIAL FILES  
WILL BE DELETED!

ARE YOU SURE THAT YOU  
WANT TO CONTINUE? Y/N

CONFIDENTIAL FILE

3. Type "Y" to confirm the deletion process. Or, type "N" to cancel the deletion process.

## TO ENTER A CONFIDENTIAL FILE

1. Press ENTER.
2. Press CONFIDENTIAL FILE.
3. Enter a password if you have not already done so. The following screen appears:

```
ENTER
      CONFIDENTIAL FILES
1.  BANK ACCT INFORMATION
2.  CREDIT CARD NUMBERS
3.  DRIVER'S LIC/TAX NOS.
4.  MISCELLANEOUS
    TO CHOOSE, TYPE: 1-4
                                CONFIDENTIAL FILE
```

4. Type 1-4 to choose the section under which your Confidential File will be stored. The following screen appears:

```
ENTER
TYPE IN CONFIDENTIAL
INFORMATION

                                CONFIDENTIAL FILE
```

5. Type a Confidential file.

**Note:** The first line of a Confidential File can contain 24 characters. The second through 62nd lines will indent by one space. Therefore, they can only contain 23 characters each.

6. If you make a mistake press EDIT/BACK-SPACE or see the section titled "To Edit a Confidential File" that follows for more detailed editing options.

## TO RECALL A CONFIDENTIAL FILE

1. Press CONFIDENTIAL FILE. The following screen appears:

RECALL

TYPE IN YOUR PASSWORD  
THEN PRESS "RETURN"

\_\_\_\_\_

CONFIDENTIAL FILE

2. Type your password, then press RETURN. The Confidential File Menu appears:

RECALL

CONFIDENTIAL FILES

1. BANK ACCT INFORMATION
2. CREDIT CARD NUMBERS
3. DRIVER'S LIC/TAX NOS.
4. MISCELLANEOUS

TO CHOOSE, TYPE: 1-4

CONFIDENTIAL FILE

3. Type 1-4 to recall the section under which the Confidential File was stored.
4. A list of all Confidential Files in the chosen section appears. For example:

\*BANK ACCT INFORMATION\*  
ATM PIN NUMBER 8888  
CHECKING ACCT. NUMBER  
8765-2584  
SAVINGS ACCT. NUMBER  
8766-5815

CONFIDENTIAL FILE

5. There are two methods that can be used to recall a particular Confidential File from this point. They are: Direct Search and Numeric-Alpha Search. See the corresponding sections that follow for instructions.

## Direct Search

1. Type 1 to 24 characters of the Confidential File that you want to recall.
2. Pause for 2.5 seconds.

**Note: You will not encounter the 2.5 second pause if only one file contains the specified characters. To avoid the 2.5 second pause in applicable files, press the FORWARD ARROW key after typing the first few characters.**

3. The first file containing the specified characters appears on the top line of the display screen. All files which follow the current file in numeric-alphabetical order will appear after the current file on the Confidential File list.
4. If more than one file contains the specified characters, the first file in numeric-alphabetical order will appear on the top line of the display.
5. To search for a different file, follow steps 1 through 4 in this section at any time while viewing a previously recalled file.

### **Numeric-Alpha Search**

1. Press the FORWARD ARROW key repeatedly to view file by file in numeric-alphabetical order. Press REVERSE ARROW to view files in reverse numeric-alphabetical order.
2. Press UP/DOWN to view line by line in the Confidential File list.
3. Press NEXT/LAST to view page by page in the Confidential File list.

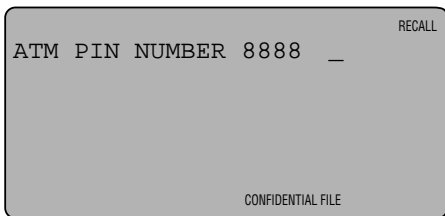


## TO EDIT A CONFIDENTIAL FILE

You can edit the contents of an existing file at any time. An edited file replaces the original file, so before using the edit function, read this section carefully. There are various editing options available.

### To Erase Information from a Confidential File

1. Place the file that you want to edit on the top line of the Confidential File list.
2. Press the EDIT/BACKSPACE key to enter the editing mode. A flashing cursor appears on or after the last character on the top line of the display screen as illustrated below.



3. Press the EDIT/BACKSPACE key to delete the character to the left of the flashing cursor. You can continue to press the EDIT/BACKSPACE key to erase unwanted characters to the left of the cursor.

4. To selectively erase characters, use the FORWARD and REVERSE ARROW keys to move the cursor to the position of the unwanted character.
5. Press the DELETE key to erase the character that appears on top of the flashing cursor. Press the EDIT/BACKSPACE key to erase the character to the left of the flashing cursor.
6. To move the flashing cursor to another line, press the UP and DOWN ARROW keys. The cursor will appear on or after the last character of each line.

### **To Insert Information into a Confidential File**

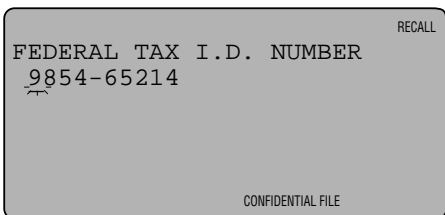
**Note: You can insert information into a file at the same time that you erase information. To do so, start with step number 3 in this section.**

1. Place the file that you want to edit on the top line of the display screen.
2. Press the EDIT/BACKSPACE key to enter the editing mode. A flashing cursor appears on or after the last character on the top line of the display screen.

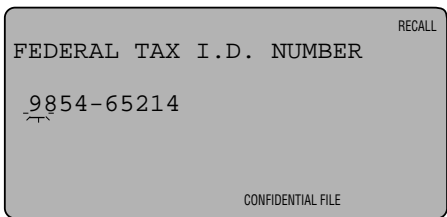
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, move the flashing cursor to the insertion point for the new information.
4. Type the new information using spaces where required. The existing information will shift to the right as new characters are typed.

### **To Insert a Line Between Two Existing Lines**

1. Place the file that you want to edit on the top line of the display screen.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor underneath the first character of the line which will follow the blank line.



4. Press RETURN. A blank line is inserted.



5. Move the cursor to the blank line and type the new information.

### **To Insert a Line at the End of a File**

1. Place the file that you want to edit on the top line of the display screen.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor to the right of the last character in the file.
4. Press RETURN.
5. Type new information.

## To Delete an Empty Line

1. Place the file that you want to edit on the top line of the display screen.
2. Press the EDIT/BACKSPACE key to enter the editing mode.
3. Using the FORWARD, REVERSE, UP and DOWN ARROW keys, position the flashing cursor on the line that you want to delete.
4. Press DELETE.
5. The empty line is deleted and all lines which followed it are moved up.

---

## TO DELETE AN ENTIRE CONFIDENTIAL FILE

**Note: If you delete a Confidential File it is permanently removed from the unit's memory. Proceed with caution!**

1. Place the file that you want to delete on the top line of the display screen.
2. Press DELETE. The following screen appears:

RECALL

DELETE FILE?

Y/N

CONFIDENTIAL FILE

3. Press "Y" for yes, if you want to delete the file.
4. Press "N" for no, if you want to cancel the deletion process and keep the file.

## DATE/TIME

### TO ENTER THE DATE/TIME

1. Press ENTER.
2. Press DATE/TIME. The following screen appears:

```
ENTER
DATE:           MM-DD-YYYY
TIME:           HH:MM  A/P

DATE/TIME
```

3. Type the numeric equivalent of the current month. For example: Type “08” to indicate August.
4. Type the numeric equivalent of the current day of month. For example: Type “02” to indicate the second day of the month.
5. Type the current year using 4 digits, then press RETURN.
6. Type the current time using four digits.
7. Type “A” for AM or “P” for PM.

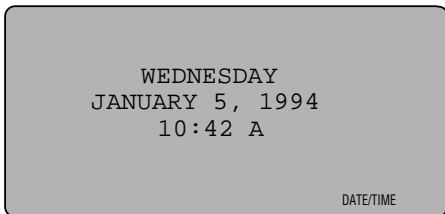
8. If you make a mistake, press EDIT/BACK-SPACE or see the section titled "To Edit the Date/Time" that follows for more detailed editing options.
9. Press RETURN to store.

---

## TO RECALL THE DATE/TIME

The current Date/Time is automatically displayed if the 32K Electronic Rolodex File is not used for 3 minutes. To display the Date Time before the 3 minute time out is reached follow the steps below.

1. Press DATE/TIME. The following screen appears:



2. If a Daily Alarm has sounded since the unit was last used the display screen will appear as follows:



WEDNESDAY  
JANUARY 5, 1994  
10:42 A

CHECK YOUR DAILY ALARMS  
DATE/TIME

The “CHECK YOUR DAILY ALARMS” prompt appears to signal you that your alarm has sounded. This way, if you are away from your unit when the alarm sounds, you know that you should check your Daily Alarms the next time that you use the unit.

3. To clear the “CHECK YOUR DAILY ALARMS” prompt, press ANY KEY.

---

## **TO EDIT THE DATE/TIME**

1. Press DATE/TIME.
2. Press EDIT/BACKSPACE. A flashing cursor appears underneath the first digit of the month.
3. Type a new date over the previous date. Or, to selectively erase characters, use the FORWARD and REVERSE ARROW keys to move the cursor to the position of the unwanted character.

4. Press the DELETE key to erase the character that appears on top of the flashing cursor.
5. Press RETURN to move the flashing cursor to the Time field.
6. To edit the Time, follow the same procedures used to edit the Date
7. Press RETURN to store.

## DAILY ALARMS

A Daily Alarm can be used as a daily wake up alarm or as a daily reminder alarm. Alarms can also be set to sound only on a particular day.

### TO ENTER A DAILY ALARM

1. Press ENTER.
2. Press DAILY ALARMS. The following screen appears:

```
ENTER
ALARM DATE :      MM-DD-YYYY
ALARM TIME :      HH:MM A/P

      TO ENTER A DAILY ALARM
      PRESS RETURN

ALARM
```

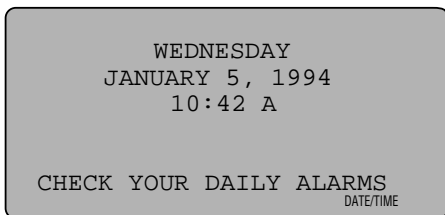
3. To enter an alarm for a particular date, type the date using 8 digits, then press RETURN. To enter a daily alarm, just press RETURN.
4. Type the 4 digit alarm time.
5. Type "A" for AM or "P" for PM.
6. If you make a mistake press EDIT/BACK-SPACE or see the section titled "To Edit a Daily Alarm" that follows for more detailed editing options.

7. Press RETURN to store.

## **TO STOP THE ALARM SIGNAL**

After a Daily Alarm has been entered, it will sound for one minute at the specified Date and/or Time and the Alarm Index will appear. If there is a Schedule file associated with the alarm, that file will appear on the display screen. To stop the Alarm from sounding, follow the steps below.

1. Press ANY KEY. The alarm will cease and the associated file will remain.
2. If no key is pressed to stop the alarm from sounding, the following screen will appear at the unit's resting state.



The “CHECK YOUR DAILY ALARMS” prompt appears to signal you that your alarm has sounded. This way, if you are away from your unit when the alarm sounds, you know that you should check your Daily Alarms the next time that you use the unit.

3. To clear the "CHECK YOUR DAILY ALARMS" prompt, press ANY KEY again.

## TO RECALL THE DAILY ALARM INDEX

**Note:** If an Alarm was entered to correspond with a Schedule file, the Schedule Alarm will appear on the Daily Alarm Index along with any alarms entered directly into the Daily Alarm mode.

1. Press DAILY ALARMS. The following screen appears:

DAILY ALARM INDEX			RECALL
v		12:00	P
	1-17-1994	10:00	A
	1-18-1994	3:30	P
	2- 9	8:00	A
	2-14-1994	6:45	P
			ALARM

2. There are two methods that can be used to recall a Daily Alarm File from this point. They are: Direct Search and Numeric-Alpha Search. See the corresponding sections that follow for instructions.

## Direct Search

**Note: The Direct Search Method can only be used to recall a dated alarm. To recall a daily (undated) alarm, follow the instructions for “Numeric-Alpha Search” that follow.**

1. To recall a dated Daily Alarm file, Type the entire date that you want to recall. For example, to recall a file for September 12, 1994, type “09121994”.
2. The first file containing the specified characters appears on the top line of the Daily Alarm Index.
3. If more than one file contains the specified characters, the first file in chronological order will appear on the top line.
4. To search for a different file, follow steps 1 through 3 in this section at any time while viewing a previously recalled file.
5. Press the DOWN/UP ARROW keys to move the desired Daily Alarm file the right of the selection arrow.

6. Press RETURN. The entire file appears.

```

                                                                    RECALL
ALARM DATE :                11-23-1994
ALARM TIME  :                12:30 P
                                                                    ALARM
```

7. If there is a Schedule file associated with the recalled Daily Alarm file, the screen will appear as follows:

```

                                                                    RECALL
ALARM DATE :                1-18-1994
ALARM TIME  :                3:30 P
                                                                    ALARM

PRESS "SCHEDULE" TO VIEW
    ASSOCIATED FILE
```

8. Press TO DO LIST & SCHEDULE to view the associated Schedule file.

## **Numeric-Alpha Search**

1. Press the DOWN/UP ARROW keys to move the desired Daily Alarm file to the right of the selection arrow.
2. Press RETURN.
3. The entire file appears.

---

## TO EDIT A DAILY ALARM

1. Recall the Daily Alarm to be edited.
2. Press EDIT/BACKSPACE. A flashing cursor appears underneath the first digit of the date.
3. Type a new date over the previous date. Or, to selectively erase characters, use the FORWARD and REVERSE ARROW keys to move the cursor to the position of the unwanted character.
4. Press the DELETE key to erase the character that appears on top of the flashing cursor.
5. To move the flashing cursor to the Time field, Press RETURN.
6. To edit the Time, follow the same procedures used to edit the Date.
7. Press RETURN to store.

**Note:** You can also use the above procedure to edit a To Do List/Schedule associated Daily Alarm when it is recalled from within the To Do List/Schedule file.

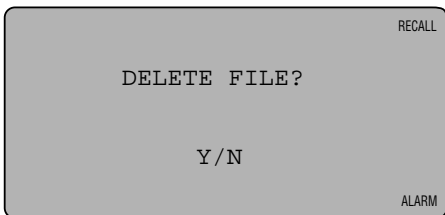


## TO DELETE A DAILY ALARM

1. Position the Daily Alarm file that you want to delete on the top line of the Daily Alarm Index.

Or

1. Recall the Daily Alarm to be deleted.
2. Press DELETE. The following screen appears:



3. Press "Y" for yes, if you want to delete the file.
4. Press "N" for no, if you want to cancel the deletion process and keep the file.

**Note:** You can also use the above procedure to delete a To Do List/Schedule associated Daily Alarm when it is recalled from within the To Do List/Schedule file.

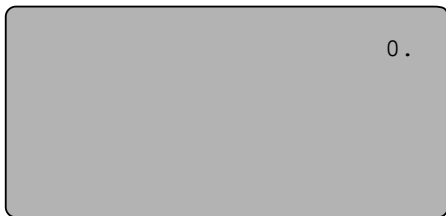
## CALCULATOR

The 32K Electronic Rolodex File is equipped with a full-function calculator which uses a standard numerical keypad. The 10 digit calculator can accommodate equations up to 120 lines in length.

The Calculator is capable of performing calculations using addition, subtraction, multiplication and division. It also supports memory and percentage calculations. Only the number keys, decimal key, memory keys and math function keys will operate in this mode.

### RECALL THE CALCULATOR SCREEN

1. Press CALCULATOR. The following screen appears:



---

## TO USE THE CALCULATOR

1. Recall the Calculator screen.
2. Enter an equation up to 120 lines in length.
3. To scroll through the equation line by line, press the UP/DOWN ARROW keys.
4. To scroll through the equation page by page, press the NEXT/LAST keys.
5. To clear the last entry, press the CALCULATOR/CE key one time.
6. To clear the entire equation, press the CALCULATOR/CE two times.

## INFRA-RED TRANSFER

The Infra-red transfer feature allows you to transfer your Card Files to/from another 32K Electronic Rolodex File, or to/from an IBM® or compatible computer. You can also transfer Card Files to and from a compatible Rolodex product. These instructions only describe the 32K Electronic Rolodex File's portion of the transfer. For further instructions, please refer to your PC Link manual or to the instruction manual for a compatible Rolodex product.

Before you begin an Infra-red transfer, check the amount of memory remaining in the Receiving unit. The amount of memory available in the receiving unit needs to be about 2K more than the amount of memory being transferred. If there is not enough memory in the Receiving unit to store the transferred files, some of the files will not be stored. (The files are stored in alphabetical order. So, if there is not enough memory in the receiving unit to store all of the transferred files, those at the end of the alphabet will not be stored.)

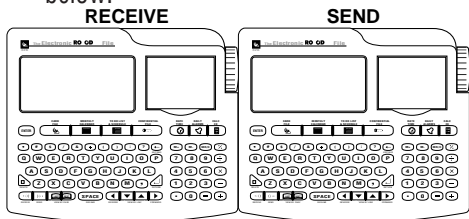
**Note: A transferred file is not erased from the sending unit. It is only copied to the receiving unit.**

Please read the entire Infra-red Transfer section before attempting to perform an infra-red transfer.

## TRANSFERRING BETWEEN TWO 32K ELECTRONIC ROLODEX FILES

### Aligning the Units

1. Place the two 32K Electronic Rolodex File units side by side with the Receiving unit on the left-hand side and the Sending unit on the right-hand side as shown below:



### Transferring a Single Card File

1. Align the two units as shown above.
2. Recall the Card File that you want to transfer on the sending unit.
3. Press CARD FILE, then RECEIVE on the receiving unit.
4. Press SEND on the sending unit. The following screen appears:

RECALL

1. SEND TO ANOTHER 32K  
ELECTRONIC ROLODEX
- 2.;SEND TO A COMPATIBLE  
ROLODEX PRODUCT

TO CHOOSE TYPE 1-2

CARD FILE

5. Choose #1 SEND TO ANOTHER 32K ELECTRONIC ROLODEX. The Card File that was recalled is transferred via infra-red beam to the receiving 32K Electronic Rolodex File.

The screen prompt will instruct you that the file is being transferred. When the transfer is complete, the display screen on the sending unit will read:

RECALL

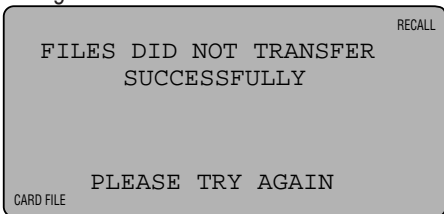
TRANSFER SUCCESSFUL?

Y/N

CARD FILE

6. Look at the Receiving unit. If the transfer was successful, the screen on the Receiving unit should briefly read "Files are Being Sorted", followed by the appearance of the transferred file. If this happens, answer "Y" for yes. The transfer is complete.

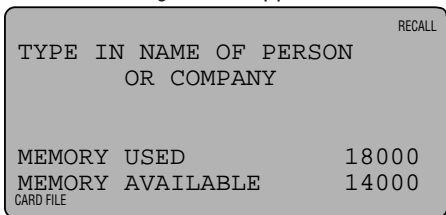
7. If an error occurred during infra-red transfer, the display screen on the receiving unit will read:



8. Therefore, answer "N" for no and attempt the infra-red transfer again.

## Transferring Multiple Card Files

1. Align the two units.
2. Press CARD FILE on the sending unit. The following screen appears:



3. Press CARD FILE, then RECEIVE on the receiving unit.
4. Press SEND on the sending unit. The following screen appears:

RECALL

1. SEND TO ANOTHER 32K  
ELECTRONIC ROLODEX
2. ;SEND TO A COMPATIBLE  
ROLODEX PRODUCT

TO CHOOSE TYPE 1-2

CARD FILE

5. Choose #1 SEND TO ANOTHER 32K  
ELECTRONIC ROLODEX. The following  
screen appears:

RECALL

TYPE "A" TO TRANSFER  
ALL OF YOUR FILES  
OR  
TYPE "N" TO TRANSFER  
YOUR NEW FILES ONLY

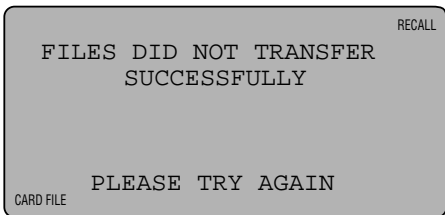
CARD FILE

6. Type "A" to transfer all of the Card File's  
in the Sending unit to the Receiving unit.
7. Type "N" to transfer only the files which  
have been added to the Sending unit or  
edited since the last infra-red transfer.
8. Files are transferred via infra-red beam to  
the receiving 32K Electronic Rolodex File.

The screen prompts will instruct you that  
the files are being transferred. When the  
transfer is complete, the display screen  
on the sending unit will read TRANSFER  
SUCCESSFUL? Y/N.



9. Look at the Receiving unit. If the transfer was successful, the screen on the Receiving unit should read "Files are Being Sorted", followed by the appearance of the last Card File which was added to the databank. If this happens, answer "Y" for yes. The transfer is complete.
  
10. If an error occurred during infra-red transfer, the display screen on the receiving unit will read:



11. Therefore, answer "N" for no and attempt the infra-red transfer again.

## **TRANSFERRING TO/FROM A PERSONAL COMPUTER**

A PC Link is required in order to transfer files to/from a Personal computer. This optional product can be purchased from Rolodex by calling (201) 348-3939 ext. 555 from 8:30am to 5:00pm, Monday through Friday.

**Note: These instructions only describe the 32K Electronic Rolodex File's portion of the transfer. For further instructions, please refer to your PC Link manual.**

### **Sending a Single Card File**

1. Following the instructions provided with the PC Link, place the PC Link to the left of the 32K Electronic Rolodex File.
2. Follow the instructions for transferring a single Card File to another 32K Electronic Rolodex File. However, when you reach step #5, choose #2 SEND TO A COMPATIBLE ROLODEX PRODUCT.

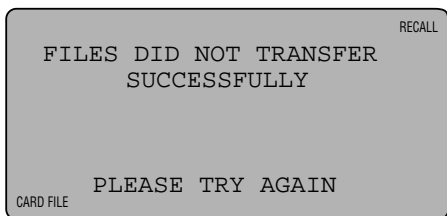
### **Sending Multiple Card Files**

1. Following the instructions provided with the PC Link, place the PC Link to the left of the 32K Electronic Rolodex File.

2. Follow the instructions for transferring multiple Card Files to another 32K Electronic Rolodex File. However, when you reach step #5, choose #2 SEND TO A COMPATIBLE ROLODEX PRODUCT.

### **To Receive Files via PC Link**

1. Following the instructions provided with the PC Link, place the PC Link to the right of the 32K Electronic Rolodex File.
2. Press CARD FILE, then RECEIVE on the 32K Electronic Rolodex File.
3. Begin sending files from your computer.
4. If an error occurs during Infra-red transfer, the 32K Electronic Rolodex File's display screen will read:



Realign the PC Link with the 32K Electronic Rolodex File and reattempt the transfer.

## INFRA-RED TRANSFER TO/FROM A COMPATIBLE ROLODEX PRODUCT

Several of the products in the Rolodex line are compatible with the 32K Electronic Rolodex File. However, not all products are compatible for both sending and receiving files. The following chart details each product's compatibility with the 32K Electronic Rolodex File.

	Send	Receive
EL128K	•	•
EL3100	•	•
EL3200	•	•
EL3300	•	•
EL2128	•	
EL64KPL		•
EL64K		•
EL32K		•

The same procedures that are used for transferring files between two 32K Electronic Rolodex Files are used for transferring files to/from a 32K Electronic Rolodex File to/from a compatible Rolodex product. However, when you reach step #5, choose #2 SEND TO A COMPATIBLE ROLODEX PRODUCT.

These instructions only describe the 32K Electronic Rolodex File's portion of the transfer. Please refer to the operation manual for the compatible Rolodex product for further instructions.

## TROUBLESHOOTING

Troubleshooting is limited to changing the batteries, and resetting the unit. For other problems, please contact a Rolodex dealer or call (201) 348-3939 ext. 555. Customer support hours are Monday through Friday from 8:30 am to 5:00 pm Eastern Standard time.

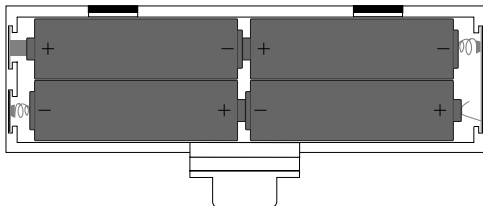
### BATTERY REPLACEMENT

Battery life varies with use. If the low battery warning screen appears or the display screen begins to lose contrast you should replace the primary batteries.

**Warning! Do not remove the old batteries until new ones have been purchased.**

The 32K Electronic Rolodex File uses four AA batteries. Replace the old batteries promptly to prevent memory loss.

1. Remove the battery cover located on the bottom of the unit by pushing in on the latch and pulling upward.
2. Remove the old batteries.
3. Install the new batteries in the direction indicated on the inside of the battery compartment.



4. Replace the battery cover.

**Note: The 32K Electronic Rolodex File is equipped with a lithium backup battery to prevent memory loss during battery replacement. However, do not rely upon the lithium backup battery for power, as memory loss may occur.**

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## RESETTING THE UNIT

If you encounter a problem with the screen freezing or the keypad locking up, you should reset your unit.

1. Locate the Reset Hole on the bottom of the unit.
2. Insert the end of a paper clip or similar object into the reset hole.
3. The unit will initialize.

## WARRANTY

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

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

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

There are no other expressed warranties except as stated herein. After the period of the expressed warranty set forth herein, there are no expressed or implied warranties and those excluded include those of merchantability and fitness for a particular purpose. In no event will **Rolodex** be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect in the product, even if advised of the possibility of such damages. In particular, **Rolodex**

shall have no liability for any programs or data stored in or used with **Rolodex** Electronic products and other computer products, including the costs of recovering such programs or data.

The warranty and remedies set forth above are exclusive and in lieu of all others, oral or written, expressed or implied. No **Rolodex** dealer, agent or employee is authorized to make any modification, extension, or addition to this warranty. Some states do not allow limitations on how long an implied warranty lasts and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you. To obtain service under the terms of this warranty:

- Pack the product in the original carton or equivalent.
- Enclose a copy of the bill of sale or other document showing original purchase date.
- Enclose a card or note describing the difficulty you have had with the product. Be sure to include your complete name, address, day and evening phone numbers.



- Enclose a \$5.00 check or money order to cover shipping and handling.
- Mail the product postage prepaid and insured to:

**Rolodex Corporation**  
245 Secaucus Road  
Secaucus, New Jersey 07094-2196  
Attn: Rolodex Service Center

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

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## **OUT OF WARRANTY SERVICE**

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

## FCC STATEMENT

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been tested and found to comply with the limits for a class B computing device in accordance with the specifications in Subpart 3 of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

This booklet is available from:

The U. S. Government Printing Office  
Washington, DC 20402

Stock Number 004-000-00345-4