

TEXAS INSTRUMENTS



32k Organizer

Guidebook



Read this first!

Before operating the PS-6200 Organizer, remove the plastic insulators from both the main and back-up battery compartments.

To remove the main battery insulator, simply pull out the large plastic tab on the side of the Organizer.

To remove the back-up battery insulator, you must first open the back-up battery compartment and remove the battery. **See page 5, steps 1, 2, and 3.**

FCC Information Concerning Radio Frequency Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference with radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, you can try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Caution: Any changes or modifications to this equipment not expressly approved by Texas Instruments may void your authority to operate the equipment.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

The Texas Instruments PS-6200 Organizer is a multi-purpose personal organizer. To get the most out of your new Organizer, it is a good idea to carefully read through the guidebook, Organizer in hand, learning its features as you go.

| | | |
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The PS-6200 Organizer has many useful functions that can help you arrange essential business and personal information in one convenient location. And you can carry the information with you so that it is available whenever you need it.

Modes of Operation

The PS-6200 Organizer is an electronic telephone directory, a memo file, a schedule organizer, a digital alarm clock, and a calculator—all in a compact case that sits conveniently on your desk or slips easily into your briefcase or purse.

- The **telephone mode** lets you store names, company names, titles, telephone numbers, fax numbers, or addresses.
- The **memo mode** lets you store important information such as credit card numbers, a short list of things to do, expense tracking, notes, and reminders separately from phone numbers and appointments.
- The **schedule mode** lets you store appointments or reminders with dates and times. An alarm sounds to remind you of schedule entries.
- The **time mode** lets you set and display the current date, day of the week, and time. You can also set a daily alarm.
- The **world time mode** lets you display the current date and time for a city in each of 23 time zones around the world.
- The **calculator mode** lets you perform addition, subtraction, multiplication, division, percent, square root, and memory calculations. It also lets you do English/metric conversions.

Note: By entering a password, you can protect confidential telephone, memo, and schedule entries and keep them in secret files separate from your regular entries so that no one else can access them. To access your secret entries, you must enter the password. (See page 24.)

The Display

You can adjust the display contrast. You may need to do this due to lighting conditions, after installing or replacing batteries, or as the batteries begin to weaken.

To adjust the contrast, move the small dial on the right side of the Organizer to the right of the calculator keypad. Move the dial up to lighten the contrast or down to darken it.

The Organizer's large, easy-to-read display can show up to three lines of information with up to 18 characters in each line. You can tilt the display to just the right angle you need for easy viewing.

The Keyboard

The familiar "qwerty" keyboard has the same basic layout as a typewriter keyboard.

The mode keys are located directly below the display. These keys let you access the different modes mentioned on the previous page.

The major function keys are located across the top and at the bottom right-hand side of the keyboard. These keys let you enter and edit entries, set the alarm, and move around the display, among other things.

The Memory

The Organizer has a 32K memory. You have 34,687 bytes, or approximately 30,000 characters, available for storing telephone, memo, and schedule entries. Because the length of each entry can vary, the total number of entries you can store varies. When you store an entry, the Organizer subtracts the number of bytes used.

You can check the current memory status at any time. Just press and hold **CHECK**. The current memory status (in bytes) is displayed.

**Automatic
Power
Down (APD™)**

To conserve the life of the batteries, the automatic power down (APD™) feature turns off the Organizer automatically if no key has been pressed for four to five minutes.

Battery Information

The Organizer uses three lithium batteries: the two main batteries for general operation, and one back-up battery for retaining memory. All batteries are installed when you receive the product. However, before operating the Organizer, you must remove both of the plastic insulators that prevent the batteries from draining during shipment.

Installing or Replacing the Main Batteries

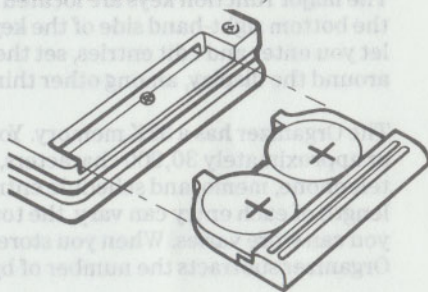
Note: Before you can operate the Organizer, you must remove the plastic insulator from the main battery compartment. Simply pull out the large plastic tab on the side of the Organizer.

Replace the main batteries when the display becomes erratic or dim, or when **CHANGE BATTERY!** is displayed. Replace the batteries before they are completely discharged, and insert new batteries within one minute.

Note: Never remove or replace the main and back-up batteries at the same time. It is a good idea to keep a written record of entries stored in your Organizer.

To install or replace the main batteries:

1. If necessary, press **ON/OFF** to turn off the Organizer. Then close the unit.
2. Pull the ridged battery-compartment casing out of the battery compartment on the side of the unit. If necessary, remove the batteries from the casing. (Do not incinerate the old batteries or leave them within reach of small children.)



3. Position new batteries in the casing and arrange them so the + symbols are facing upward. As much as possible, avoid touching the flat surfaces of the batteries.
4. Insert the casing with the new batteries into the battery compartment.

When replacing the main batteries, use any of the following (or the equivalent): Duracell DL2025, Eveready E-2025, Panasonic CR2025, Ray-O-Vac CR2025, Toshiba CR2025.

The seven keys immediately below the display (TEL, MEMO, SCHOOL, etc.) give you access to the Organizer's principal functions. These and other fundamental keys are explained on the following pages.

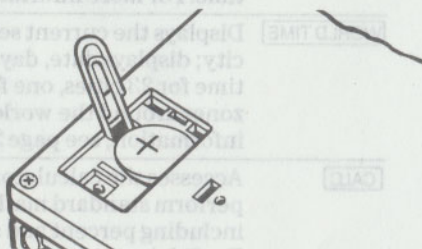
Replacing the Back-up Battery

Note: Before you operate the Organizer, remove the plastic insulator from inside the back-up battery compartment. (See steps 1, 2, and 3 below.)

Though the back-up battery cannot power the display, it can ensure that your entries are not lost. To maximize the life of the back-up battery, replace the main batteries before they are completely discharged. Replace the back-up battery every two years.

To replace the back-up battery, first locate the back-up battery compartment on the bottom of the calculator.

1. If necessary, press **ON/OFF** to turn off the Organizer. Then close the unit.
2. Use the miniature screwdriver provided with the product (or a similar instrument) to loosen the screw on the back-up battery compartment cover, rotating it counterclockwise. Remove the cover.
3. If the battery does not pop out when you remove the cover, use a pen or paper clip to remove the battery from the compartment. (Do not incinerate the old battery or leave it within reach of small children.)




4. Install the new battery. Be sure the + symbol on the new battery is facing upward. As much as possible, avoid touching the flat surfaces of the battery.
5. Put the battery compartment cover back into place, then replace and tighten the screw.

When replacing the back-up battery, use any of the following (or the equivalent): Duracell DL2016, Eveready E-2016, Panasonic CR2016, Ray-O-Vac CR2016, Toshiba CR2016.

Introduction to the Fundamental Keys

The seven keys immediately below the display (**TEL**, **MEMO**, **SCHDL**, etc.) give you access to the Organizer's principal functions. These and other fundamental keys are explained on the following pages.
















The Fundamental Keys

| Key | Description |
|---|--|
| TEL | Accesses the telephone mode. You can store names, company names, titles, phone numbers, fax numbers, or addresses. Press ▼ or ▲ to scroll through your entries. For more information, see page 12. |
| MEMO | Accesses the memo mode. You can store notes, information, ideas, or reminders. Press ▼ or ▲ to scroll through your entries. For more information, see page 16. |
| SCHDL | Accesses the schedule mode. You can store appointments, reminders, or notes for specific dates and times. Press ▼ or ▲ to scroll through your entries. For more information, see page 14. |
| TIME | Accesses the time mode. Displays the current setting for the date, day of the week, and time; lets you set the date and time; lets you choose to display time in 12-hour (standard) or 24-hour (military) time. For more information, see page 10. |
| WORLD TIME | Displays the current setting for the world city; displays date, day of the week, and time for 23 cities, one for each of 23 time zones around the world. For more information, see page 23. |
| CALC | Accesses the calculator mode. Lets you perform standard math calculations, including percent and square root, and English/metric conversions. For more information, see pages 26 through 29. |
|  | Lets you enter a password and then access or exit your secret telephone, memo, or schedule entries. For more information, see page 24. |

The Fundamental Keys (Continued)








| Key | Description |
|------------------|--|
| CLEAR | Clears an entry you are keying in so you can begin again; lets you delete individual telephone, memo, or schedule entries; clears entries, calculations, errors, and overflows in the calculator mode. |
| EDIT | Lets you edit or change a telephone, memo, or schedule entry or your password. |
| TIME SET | After you have pressed TIME , lets you set the date and time. The day of the week is set automatically. |
| | Note: Set this first. |
| ALARM | Lets you turn the daily alarm on or off at any time. |
| ALARM SET | After you have pressed ALARM , lets you set the daily alarm time. |
| 12/24 | After you have pressed TIME , lets you choose to display time in 12-hour (standard) or 24-hour (military) time. |
| AM/PM | When setting the time or the daily alarm, lets you select AM or PM. |
| DATA LINK | With the cable that connects your PS-6200 Organizer with another, lets you transfer telephone, schedule, and memo entries from one PS-6200 to another. |
| ON/OFF | Turns the Organizer on or off. |
| CHECK | Displays the amount of memory available (in bytes). Press and hold CHECK to view the displayed amount. |
| ▲, ▼ | Scrolls up or down through your entries, displaying one telephone, memo, or schedule entry at a time. Also scrolls through the cities in the world time mode. To scroll quickly, press and hold ▲ or ▼ . |

Introduction to the Fundamental Keys (Continued)

| The Fundamental Keys (Continued) | Key | Description |
|----------------------------------|---|---|
| |  ,  | When keying in or editing entries, moves left or right one character at a time. Press either of these keys repeatedly or hold the key down to move left or right quickly or move from one line to the next. |
| |  [DEL] | When keying in or editing entries, deletes one character at a time. Press  [DEL] to activate the delete function. Then press [DEL] repeatedly or hold the key down until the unneeded information is deleted. When you have finished, press  to cancel the delete function. |
| |  [INS] | When keying in or editing entries, inserts spaces so that other information can be entered. Press  [INS] to activate the insert function. Then press [INS] repeatedly or hold the key down to insert as many blank spaces as needed for the information to be inserted. After you have entered enough blank spaces, press  to cancel the insert function. Then key in the information you want to insert. |
| |  | When keying in or editing entries, moves the cursor to the next line. On the last line,  moves the cursor to the first line. |
| |  | When keying in or editing information, accesses the special characters or functions printed in yellow on some keys. For example, you must press  before you press  to type !, or before you press [CONV] to access the English/metric conversion function (in the calculator mode). |
| |  | Enters a space when keying in or editing data. Remember, spaces take up memory space. |
| |  | Stores a completed telephone, memo, or schedule entry or your password. |

At various times, one or more indicators may be displayed across the bottom of the display.

Understanding the Display Indicators

| Indicator | Description |
|---|--|
|  | You have pressed TEL and are in the telephone mode. |
|  | You have pressed MEMO and are in the memo mode. |
|  | You have pressed SCHDL and are in the schedule mode. |
|  | You have activated the daily alarm. The alarm will sound each day at the set time. |
|  | You have pressed TIME to display the current date and time. |
|  | You have pressed WORLD TIME to display the current date and time in one of 23 cities representing 23 time zones around the world. |
|  | You have entered a password to enter or access secret telephone, memo, or schedule entries. |
| SHIFT | You have pressed SHIFT and the shift function is on. |

Before making any entries in the Organizer, it is best to set the time displayed when you press **[TIME]**. This is especially important before making schedule entries.

Setting the Time

To change the date, day of the week, and time displayed when you press **[TIME]**:

1. Press **[TIME]**. The currently set date, day of the week, and time are displayed.
2. Press **[TIME SET]**. The cursor flashes to indicate that you can enter a new date and time.
3. Enter the date, keying in two digits for the month, two digits for the day, and four digits for the year. For example, to enter February 3, 1992 as the date, key in 02031992. The cursor automatically moves to the time.

If you do not need to enter the year, you can press **[▶]** to move to the next line.

4. Enter the time, keying in two digits for the hour and two digits for the minutes. For example, to enter the time as 8:30, key in 0830.
5. If 12-hour time is selected, **AM** or **PM** is displayed at the bottom of the screen. To change **AM** to **PM** or vice versa, press **[AM/PM]** until the one you want is displayed. (For more information on 12-hour versus 24-hour time, see page 11.)
6. You can continue making changes to the date and time. Press **[◀]** or **[▶]** to move around, and then key in a different date or time. When you are satisfied with the date and time, press **[SAVE]**.

WAIT... is briefly displayed. Then the date and time you specified are displayed. A three-letter abbreviation for the day of the week (for example, **MON**) is automatically displayed after the date, and the seconds are automatically set to zero.

If you enter an incorrect date or time, **SET ERROR!** is briefly displayed when you press **[SAVE]**. You can then enter a correct date or time.

The telephone mode holds the same kind of entries you would make in your personal telephone directory. Generally, entries are stored in alphabetical order.

Selecting the Way Time is Displayed

You can display time in one of two formats:

- 12-hour time using **AM** and **PM** (standard time)
- 24-hour time (military time)

When you first set the time, or when you set the time after resetting the Organizer, you use 12-hour format.

To change the format:

1. Press **[TIME]**. The currently set time is displayed in the currently selected format, either 12-hour or 24-hour.
2. Press **[12/24]**.
 - If 24-hour time was previously in effect, 12-hour time is now selected. This is indicated by either **AM** or **PM** in the display.
 - If 12-hour time was previously in effect, 24-hour time is now selected. This is indicated by neither **AM** nor **PM** in the display.
3. To alternate between the two formats, press **[12/24]** repeatedly.

Leave the format you want displayed.

Making Telephone Entries

The telephone mode holds the same kinds of entries you would make in your personal telephone directory. Generally, entries are stored in alphabetical order.

How Telephone Entries are Stored Telephone entries are generally stored alphabetically by the first character entered. To alphabetize entries by last names, enter the last name first.

You may also begin an entry with a space, a number, or one of the many special characters. To enter most of the special characters, you must press **SHIFT** and then the appropriate key.

Entries are stored in the following order:

- Entries beginning with ¥ (yen sign), !, - (hyphen), #, \$, %, £ (pound sign), ' (apostrophe), (,), * (asterisk), +, , (comma), - (minus sign), . (decimal), and / (in the order listed).
- Entries beginning with a number.
- Entries beginning with : (colon), $\sqrt{\quad}$, <, =, >, and ? (in the order listed).
- Entries beginning with a space.
- Alphabetical entries.
- Entries beginning with ÷ and ~ (in the order listed).

To quickly access information you need often, take advantage of the unique order in which telephone entries are stored. You might begin frequently accessed entries with a special character that comes before the numeric or alphabetical entries so they are listed before any other telephone entries.

Making a Telephone Entry

1. Press **TEL**. **NAME?** is displayed.
2. Key in the name you want to enter. To alphabetize entries by last names, enter the last name first.
3. If necessary, press **↵** to move to the next line. You can now enter:
 - A title and/or company name.
 - One or more telephone numbers. (You might key in **H** before entering a home number, or **W** before entering a work number.)
 - An address, remark, or note.

Note: When you are keying in information, the end of the first or second line will automatically wrap to the next line, even in the middle of a word. To prevent this, you may want to use **↵**.

4. When you have finished keying in your entry, press **SAVE** to store the completed entry.

SAVE... is displayed briefly, and then the **NAME?** prompt returns. The Organizer is ready for the next telephone entry.

You can press **→**, **←**, or **↵** to move to different parts of your entry.

To clear the information you have keyed in and return to the **NAME?** prompt, press **CLEAR** anytime before pressing **SAVE**.

Note: The use of abbreviations allows you to enter more information for each entry and conserves memory space.

Making Schedule Entries

You can make the same kinds of entries in the schedule mode that you would make in any written calendar, planner, or appointment book. You can make entries for any date from January 1, 1901, to December 31, 2099. Entries are stored in order first by date, then by time of day.

Making a Schedule Entry

1. Press **[SCHDL]**. **MM/DD,YYYY HH:MM** is displayed. The cursor flashes on the first character.
2. Enter the date for which you want to make a schedule entry.

Key in two digits for the month, two digits for the day, and four digits for the year. For example, to enter November 29, 1992, key in 11291992.

3. At this point, you may enter a time.

Note: You must enter the time for a schedule entry in 24-hour format. Notice that, even if you have selected 12-hour format in the time mode, neither **AM** nor **PM** is displayed here.

- To enter a time, key in two digits for the hour and two digits for the minutes. For example, to enter the time 2:30 PM, key in 1430. Then press **[↵]** to continue your schedule entry.
- To continue your schedule entry without entering a time, press **[↵]**.

If you enter an incorrect date or time, **SET ERROR!** is displayed when you press **[↵]**.

4. If necessary, key in any additional information.
5. When you have finished keying in your information, press **[SAVE]** to store the entry. **SAVE...** is briefly displayed, and then **MM/DD,YYYY HH:MM** returns to the display. The Organizer is ready for the next entry.

You can press **[▶]**, **[◀]**, or **[↵]** to move to different parts of your entry.

To clear the information you have keyed in and return to the **MM/DD,YYYY HH:MM** prompt, press **[CLEAR]** anytime before pressing **[SAVE]**.

You can make the same kinds of entries in the memo mode that you would on a memo pad: a short list, a great idea, a note, or a reminder. Entries are stored in the order that you enter them.

The Schedule Alarm

A schedule alarm sounds for approximately 30 seconds for each schedule entry for which you have entered a date and time.

The time and date in the time mode must be set accurately for the schedule alarm to work properly. However, it does not matter if the time in the time mode is set in 12-hour or 24-hour format. If necessary, the Organizer will adjust for the different formats in the time and schedule modes so the schedule alarm will sound at the expected time.

When the schedule alarm sounds, the entry is displayed, even if the Organizer had been turned off. **Press any key to stop the alarm.**

For schedule entries locked in your secret files, the schedule alarm does not sound and the secret entry is not displayed. (See page 24.)

Making Memo Entries

You can make the same kinds of entries in the memo mode that you would on a memo pad: a short list, a great idea, a note, or a reminder. Entries are stored in the order that you enter them.



Making a Memo Entry

1. Press **[MEMO]**. **MEMO?** is displayed.
2. Key in your memo information.
3. When you have finished keying in the information, press **[SAVE]** to store the completed entry. **SAVE...** is briefly displayed, and then **MEMO?**. The Organizer is ready for the next entry.

You can press **[▶]**, **[◀]**, or **[↵]** to move to different parts of your entry.







To clear the information you have keyed in and return to the **MEMO?** prompt, press **[CLEAR]** anytime before pressing **[SAVE]**.

Note: Since memo entries usually have a short life, it is a good idea to delete them when they are no longer applicable. This makes more memory space available for other entries. (To delete entries, see page 21.)

In addition to pressing  and  to scroll through entries, the Organizer provides other ways for you to display an entry you have made. After you have stored an entry, it is necessary to display it if you need to make a change to it.

Displaying a Telephone or Memo Entry Using the First Word or Character

To display a telephone or memo entry using the first word or character:

1. Press **TEL** or **MEMO** to enter the mode where the entry you want to display is stored.
2. Key in the first word or character of the entry you want to display.
3. Press  to display the first entry beginning with the specified word or character, or  to display the last entry beginning with the specified word or character. **SEARCH...** is briefly displayed.
 - If there is an entry beginning with the word or character you entered, it is displayed.
 - If there is no entry beginning with the word or character you entered, **NOT IN MEMORY!** is displayed. Then, depending on the mode you are in, the **NAME?** or **MEMO?** prompt returns.
4. Continue viewing entries:
 - In the telephone mode, if there are more entries beginning with the same word or character, you can continue pressing the same key you pressed previously ( or ) to see them. After all of the entries beginning with the same word or character are displayed, the remainder of the telephone entries are displayed alphabetically.
 - In the memo mode, you can press  or  to resume a sequential search of all your entries.

When you have viewed all of your entries, **NAME?** or **MEMO?** is displayed, depending on which mode you are in.

Displaying Telephone or Memo Entries that Contain the Same Word or Character

This feature lets you display an entry or short list of entries using a word or character that appears anywhere within the entry or entries, not just at the beginning. For example, you may need to display entries for all the people in the same company or the same city.

1. Press **[TEL]** or **[MEMO]** to enter the mode where the entries you want to display are stored.
2. Press **[SHIFT] [/]** to enter a **/** as the first character. Then press **[SHIFT]** again to turn off the shift function.
3. After the **/**, key in the word or character within your entries that you want to search for.
4. Press **[▼]** to display entries from first to last, or **[▲]** to display entries from last to first.
 - If there is an entry containing the word or character you entered, it is displayed.
 - If there is no entry containing the word or character you entered, **NOT IN MEMORY!** is briefly displayed. Then, depending on the mode you are in, the **NAME?** or **MEMO?** prompt returns.
5. If there are more entries containing the same word or character, continue pressing the same key you pressed previously (**[▼]** or **[▲]**) to display each of them.

When you have viewed all of the entries containing the specified word or character, **NAME?** or **MEMO?** is displayed, depending on which mode you are in.

Occasionally, you may need to change an entry you have made. Someone's telephone number may have changed, or a meeting may have been rescheduled. Before you can change an entry, you must first display it.

Displaying Schedule Entries for a Specific Month, Day, Year, or Time

To display a schedule entry for a specific month, day, year, or time:

1. Press **[SCHDL]**.
2. Specify the entry you want to display. You can key in one or a combination of the following:
 - Month
 - Day
 - Year
 - Time (Must be entered with month, day, and year.)
3. Press **[▼]** to display the first entry for the date or time you specified, or **[▲]** to display the last entry for the date or time you specified.
 - If there is an entry for the date or time you entered, it is displayed.
 - If there is no entry for the date or time you entered, **NOT IN MEMORY!** is briefly displayed. Then **MM/DD,YYYY HH:MM** returns to the display.
4. Press **[▼]** or **[▲]** to continue a chronological search of all your entries.

Changing Telephone, Memo, or Schedule Entries

Occasionally, you may need to change an entry you have made. Someone's telephone number may have changed, or a meeting may have been rescheduled. Before you can change an entry, you must first display it.

Changing an Entry

1. Press **[TEL]**, **[MEMO]**, or **[SCHDL]** to enter the mode where the entry you want to change is stored.
2. Press **[▼]** or **[▲]** to scroll through your entries until the one you want is displayed. (See pages 17 through 19 for other methods of displaying an entry.)
3. When the entry you want is displayed, press **[EDIT]**. The cursor flashes on the first character of the entry.
4. If necessary, move to the part of the entry that you want to change by pressing **[▶]**, **[◀]**, or **[↔]**.
 - To key in new information, type over old information.
 - To delete information, press **[SHIFT]** **[DEL]**. (See page 8 for an explanation of the delete function.)
 - To insert information, press **[SHIFT]** **[INS]**. (See page 8 for an explanation of the insert function.)
5. When you have completed the changes:
 - To accept and store the changed entry, press **[SAVE]**. **SAVE...** is briefly displayed.
 - To clear the changes you have made and retain the old entry, press **[CLEAR]** instead of **[SAVE]**.

Depending on the mode you are in, **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?** is displayed.

In the memo mode, the entry you changed becomes the last entry.

Note: If the Organizer's memory is nearly full, check the available space (in bytes) on the telephone, memo, or schedule mode screen before you change or edit an entry. When changing an entry, if you increase the number of characters in the entry enough to overflow the Organizer's memory, the changed entry is deleted instead of saved when you press **[ENTER]**.

If a meeting is cancelled or a memo is out of date, you may need to delete an entry you have made. Remember, before you can delete an entry, you must first display it.

Deleting an Entry

1. Press **[TEL]**, **[MEMO]**, or **[SCHDL]** to enter the mode where the entry you want to delete is stored.
2. Press **[▼]** or **[▲]** to scroll through your entries until the one you want is displayed. (See pages 17 through 19 for other methods of displaying an entry.)
3. When the entry you want to delete is displayed, press **[CLEAR]**. **DELETE? (Y/N)** is displayed.
4. At this point:

- To delete the entry, press **[Y]**. **DELETE...** is briefly displayed and the entry is deleted.
- To cancel the delete operation and keep the entry, press **[N]** or **[CLEAR]**. The entry is not deleted.

Depending on the mode you are in, **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?** is displayed.

Setting the Daily Alarm

You can set a daily alarm to sound at the same time each day.

Checking the Daily Alarm Setting

Press **[ALARM]** to display the current setting of the daily alarm.

You can see the currently set alarm time (including **AM** or **PM**) and whether the alarm is **ON** or **OFF**. When the alarm is on, **((··))** is displayed.

If the daily alarm is active, it will ring for approximately 30 seconds each day at the time you set.

- To stop the alarm, press any key.
- To turn off the alarm, press **[ALARM]** twice—once to stop the alarm, and again to turn off the alarm.

Setting the Daily Alarm

To change the setting of the daily alarm:

1. After you press **[ALARM]**, press **[ALARM SET]**. The cursor flashes on the first digit of the time.
2. Key in a new time for the daily alarm to sound. Key in two digits for the hour and two digits for the minutes. For example, to enter the alarm time as 6:30, key in 0630.
3. If 12-hour (standard) time is selected, press **[AM/PM]** to change **AM** to **PM** or vice versa. (For more information on 12-hour versus 24-hour time, see page 11.)
4. When you have finished setting the alarm time, press **[ALARM SET]** or **[SAVE]**.
5. Press **[ALARM]** to change the alarm status from **OFF** to **ON** or vice versa. When the alarm is on, **((··))** is displayed.

When the daily alarm sounds, press any key to stop it.

To access the world time mode, press **WORLD TIME**. This screen lets you view the time for 23 different cities, one for 23 of the different time zones around the world.

Understanding the World Time Mode

When you press **WORLD TIME**, the currently selected default world city (indicated by an asterisk as the first character) is displayed. The date, day of the week, and time displayed for the default world city is the same date, day, and time set in the Organizer's time mode. **AM** or **PM** is displayed if 12-hour format is selected.

You can press **▼** or **▲** to display each of the 23 cities in the world time mode, one city for 23 of the time zones around the world.

As you move through the world cities, the current time and, if necessary, date and day of the week change to correspond to the time zone for each city you display.

Changing the Default World City

The city that is first displayed when you press **WORLD TIME** is the default world city. It has an asterisk as the first character.

Since the time displayed for the default world city is the time currently set in the Organizer's time mode, which is most likely your local time, the default world city should be a city in your own time zone.

To change the default world city:

1. Press **WORLD TIME**. The currently set default world city is displayed with an asterisk as the first character.
2. Press **▼** or **▲** to move to the city you want as the default world city.




For example, if you live in Dallas, you would select Chicago as the default world city since Dallas and Chicago are in the same time zone.


3. When the city you want as the default world city is displayed, press **TIME SET**. An asterisk is displayed as the first character, along with the currently set date, day of the week, and time.

You can create secret entries that are separate from your regular telephone, memo, and schedule entries. The secret entries are “locked” and can only be accessed by entering a password.

Establishing a Password

You can establish a password when you are in the telephone, memo, or schedule mode. One password works for all three modes.




1. If necessary, press **[TEL]**, **[MEMO]**, or **[SCHDL]**.
2. Press . **CODE:** is displayed.
3. Key in a password of from one to five characters and press **[SAVE]** or . The  symbol indicates that you have stored a password.

Depending on the mode you are in, **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?** is displayed, along with the  symbol. You can press **[TEL]**, **[MEMO]**, or **[SCHDL]** to move to another mode and make secret entries just as you would standard entries.

Caution: Write down your password and store it in a safe place in case you later forget it. You cannot retrieve your password from the Organizer.

Accessing Secret Entries

Secret entries are kept separate from regular entries.

1. If necessary, press **[TEL]**, **[MEMO]**, or **[SCHDL]**.
2. Press . **CODE:** is displayed.
3. Key in your password and press  or **[SAVE]**.
 - If you keyed in the code correctly,  is displayed along with **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?**, depending on the mode you are in. You can now access, create, or delete secret entries the same way you would regular entries.
 - If you keyed in the code incorrectly, **CODE ERROR!** is briefly displayed.

If you forget your password, you cannot access your secret entries. **To use the password feature again, you must reset the Organizer. This erases all of your entries.** (For information on resetting, see page 30.)

Press **CA** to access the calculator mode. In the calculator mode, you also access the English/metric conversion screen. It is discussed on page 28.

Changing Your Password

If you have already established a password, you can change it at any time.

1. If necessary, press **TEL**, **MEMO**, or **SCHDL**.
2. Press **KEY**. **CODE:** is displayed.
3. Key in your current password and press **KEY** or **SAVE**. **KEY** is displayed, indicating that you can now access your secret files.
4. Press **EDIT**. **CODE:** is displayed.
5. Key in a new password and press **KEY** or **SAVE**.

You now have a new password. **KEY** is displayed to let you know that you are still in your secret files.

Leaving Your Secret Files

To leave your secret files, press **KEY**, **TIME**, **WORLD TIME**, **CALC**, or turn the calculator off and then back on using the **ON/OFF** key.

The Calculator Mode

Press **[CALC]** to access the calculator mode. In the calculator mode, you can also access the English/metric conversion screen. It is discussed on page 29.

Understanding the Calculator Display and Keys

To perform standard mathematical calculations, press **[CALC]** once to display the **CALCULATOR** screen. **0.** is displayed at the bottom right of the display.

Most calculator functions are located on the keypad to the right of the display. However, the three memory-function keys are positioned to the left of the **[ON/OFF]** and **[DATA LINK]** keys.

The calculator displays entries and results with a maximum of 10 digits, plus the following indicators.

| Indicator | Meaning |
|------------------|--|
| - | Appears to the left of a negative number. |
| M | Appears below the word CALCULATOR when a value other than zero is stored in memory. |
| E | Appears below the word CALCULATOR when an error or overflow condition occurs. |
| + , - , × , ÷ | Appears above the displayed number when the corresponding operation key is pressed. |

Error and Overflow Conditions

An error or overflow condition is indicated by the **E** symbol below the word **CALCULATOR**. To clear the condition, press **[CE/C]** twice to clear the entire calculation.

An error condition occurs when you attempt to divide a number by zero or find the square root of a negative number. (The square root of the absolute value is displayed.)

An overflow condition occurs when the result of a calculation, including memory calculations, has more than 10 digits to the left of the decimal. (When you press **[CE/C]**, the memory retains the number stored prior to the overflow.)

The Organizer lets you make 18 different English/metric conversions.

| Function | Examples | Enter/Press | Display |
|-----------------------------|-------------------------|---|---------|
| Addition and Subtraction | $23.79 + 0.54 - 6$ | 23.79 $\boxed{+}$.54 $\boxed{-}$ 6 $\boxed{=}$ | 18.33 |
| | $-12.3 + 7.9 + 1.6$ | 12.3 $\boxed{+/-}$ $\boxed{+}$ 7.9 $\boxed{+}$ 1.6 $\boxed{=}$ | -2.8 |
| | | | |
| Multiplication and Division | $12 \times 13 \div 6$ | 12 $\boxed{\times}$ 13 $\boxed{\div}$ 6 $\boxed{=}$ | 26. |
| | $28 \div 0.5 \times 76$ | 28 $\boxed{\div}$.5 $\boxed{\times}$ 76 $\boxed{=}$ | 4256. |
| Constant Calculations | $3 \times 8 = ?$ | 3 $\boxed{\times}$ 8 $\boxed{=}$ | 24. |
| | $3 \times 15 = ?$ | 15 $\boxed{=}$ | 45. |
| | $27 \div 3 = ?$ | 27 $\boxed{\div}$ 3 $\boxed{=}$ | 9. |
| | $15 \div 3 = ?$ | 15 $\boxed{=}$ | 5. |
| Square Root | $\sqrt{144}$ | 144 $\boxed{\sqrt{}}$ | 12. |
| Reciprocal | $1/25$ | 25 $\boxed{\div}$ $\boxed{=}$ | 0.04 |
| Percentage Calculations | 5% of \$250 | 250 $\boxed{\times}$ 5 $\boxed{\%}$ | 12.5 |
| | \$250 plus 5% tax | 250 $\boxed{+}$ 5 $\boxed{\%}$ | 262.5 |
| | \$250 - 5% discount | 250 $\boxed{-}$ 5 $\boxed{\%}$ | 237.5 |
| Memory Operations | $(4 \times 11.99) +$ | $\boxed{\text{MRC}}$ $\boxed{\text{MRC}}$ | |
| | (12×0.98) | 4 $\boxed{\times}$ 11.99 $\boxed{\text{M+}}$ | M 47.96 |
| | | 12 $\boxed{\times}$.98 $\boxed{\text{M+}}$ | M 11.76 |
| | | $\boxed{\text{MRC}}$ | M 59.72 |
| | $7.9 + 8.1$ | $\boxed{\text{MRC}}$ $\boxed{\text{MRC}}$ | |
| | $-(5.2 + 2.8)$ | 5.2 $\boxed{+}$ 2.8 $\boxed{\text{M-}}$ | M 8. |
| | | 7.9 $\boxed{+}$ 8.1 $\boxed{\div}$ | M 16. |
| | | $\boxed{\text{MRC}}$ $\boxed{=}$ | M -2. |

Clearing the Calculator

- To clear an incorrect entry, press $\boxed{\text{CE/C}}$ or $\boxed{\text{CLEAR}}$ once to clear the display. Then enter the correct number and continue your calculation.
- To clear your current calculation, press $\boxed{\text{CE/C}}$ twice or $\boxed{\text{CLEAR}}$ twice.
- To clear the calculator memory, press $\boxed{\text{MRC}}$ twice.
- To clear the memory, the display, and any calculation, press $\boxed{\text{MRC}}$ $\boxed{\text{MRC}}$ $\boxed{\text{CE/C}}$ $\boxed{\text{CE/C}}$.

English/Metric Conversions

The Organizer lets you make 16 different English/metric conversions.

Accessing the Conversion Screen

To access the English/metric conversions, press **[CALC]** (if necessary), and then press **[SHIFT]** **[CONV]**. The first metric conversion screen is displayed.

The first possible conversion displayed is **INCH** to **CM** (centimeter), or vice versa. Press **[▼]** or **[▲]** to display different conversions such as yards to meters or miles to kilometers.

Performing a Conversion

1. If necessary, press **[CALC]** to access the calculator mode.
2. Press **[SHIFT]** **[CONV]** to access the conversion screen. **INCH** and **CM** are displayed with **0.** to the right of **CM**. This is the screen for converting inches to centimeters or centimeters to inches.
3. If necessary, press **[▼]** or **[▲]** to move through the conversion screens until the conversion units you need are displayed.
4. If necessary, press **[CONV]** until **0.** is displayed to the right of the unit of measure you need to convert.

For example, if you need to convert inches to centimeters, press **[CONV]** until **0.** is displayed to the right of **INCH**.

5. Key in the number of units to be converted.

For example, to convert 25 inches to centimeters, key in 25.

6. Press **[CONV]**. The converted value is displayed.

For example, the number of centimeters equivalent to 25 inches is displayed (63.5).

You can press **[CONV]** repeatedly to toggle between the number of inches and number of centimeters.

Follow the same procedure for all conversions.

Warning: Resetting the Organizer erases all your entries, your password, and any calculations you have made.

Resetting the Organizer

Reset the Organizer only if it is absolutely necessary.

1. Locate the small, recessed **RESET** button below the back-up battery compartment on the back of the calculator.
2. Using a pen or paper clip, press the **RESET** button. **RESET?(Y/N)** is displayed.
 - To reset the Organizer, press **[Y]**. **RESET...** is displayed while all entries are erased. Then the Organizer beeps and reactivates in the time mode. The reset time is displayed. (The reset operation takes approximately 20 to 25 seconds.)
 - To cancel the reset operation, press **[N]**. All entries remain intact. The currently set date, day of the week, and time are displayed.

Using the PS-6200 Data Link Cable

The Data Link cable that comes with the PS-6200 Organizer lets you link two PS-6200 units together. Linking two organizers allows you to send telephone, schedule, and memo entries from one PS-6200 to another without having to re-enter your entries.

Connecting the Data Link Cable

When following the steps below, it does not matter which organizer you start with or which end of the Data Link cable you insert first.

1. Locate the Data Link cable port on the right side of each organizer. The port is to the right of the calculator keypad just below the dial that adjusts the contrast.
2. Using your fingernail or a paper clip, gently pry up the round portion of the plastic insert that protects each port. (The other end of the plastic insert should remain attached to the organizer.)
3. Insert one end of the Data Link cable into the port of one PS-6200, and the other end into the port on the second PS-6200. Make sure the Data Link is completely inserted into each port.

Overflowing the Organizer's Memory

It is possible to overflow the memory of the PS-6200 Organizer you are transferring entries to. If this happens, **MEMORY FULL!** is displayed and the organizer beeps. **SENDING...** remains on the screen of the other organizer until **TX. ERROR!** (transfer error) is displayed and the organizer beeps. Then, depending on the mode you are in, **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?** returns to each display. Any entries transferred to the organizer before the memory overflow are retained.

Stopping the Transfer of Entries

To stop the transfer of entries, disconnect the Data Link cable from either organizer. After **SENDING...** and **RECEIVING...** are displayed on the transferring and receiving organizer screens respectively, **TX. ERROR!** and **RX. ERROR!** are briefly displayed and each organizer beeps. Any entries transferred before you disconnected the cable are retained.

Transferring and Receiving Entries To send telephone, schedule, or memo entries from one PS-6200 Organizer to another:

1. If necessary, press **ON/OFF** to turn each organizer on.
2. Depending on which entries you want to transfer, press **TEL**, **MEMO**, or **SCHDL** on each organizer. For example, to transfer telephone entries, press **TEL** on each organizer.

Note: All entries in the mode you specify will be transferred, even duplicates of entries that already exist in the receiving organizer.

3. Press **DATA LINK** on each organizer.

TX/RX.?(T/R) is displayed on each screen. This means you can set one organizer to transfer (**TX.**) entries and the other organizer to receive (**RX.**) entries.

4. Press **T** on the organizer that contains the entries you want to transfer.
5. Press **R** on the organizer you want to receive the entries.

CHECKING... is briefly displayed on each screen. Then **SENDING...** is displayed on the screen of the organizer transferring entries. While entries are transferred, the organizer receiving entries alternately displays **RECEIVING...** and **SAVE....**

When the transfer is complete, each organizer beeps and, depending on the mode you are in, **NAME?**, **MM/DD/YYYY HH:MM**, or **MEMO?** returns to each display.

Transferring and Receiving Secret Entries You can send secret entries from one PS-6200 Organizer to another just as you do regular entries. To do this, be sure you have stored a password and accessed the secret files in each organizer before transferring entries. Otherwise, secret entries will be stored with regular telephone, schedule, or memo entries.

Service Information

If you have difficulty with your organizer, please call or write Consumer Relations to discuss the problem.

For Service and General Information

If you have questions about service or the general use of your organizer, please call Consumer Relations at:

1-800-842-2737 (1-800-TI-CARES)

You may also write to the following address:

Texas Instruments Incorporated
Consumer Relations
P.O. Box 53
Lubbock, Texas 79408-0053

Please contact Consumer Relations:

- Before returning the organizer for service
- For general information about using the organizer

For Technical Information

If you have technical questions about organizer operation, write to Consumer Relations at the address given above, or call 1-806-741-2663. Please note that this is a toll number, and collect calls are not accepted.

Express Service

Texas Instruments offers an express service option for fast return delivery. Please contact Consumer Relations for information.

Organizer Accessories

If you are unable to purchase organizer accessories from your local dealer, such as the cable that connects your organizer to another, you may order them from Texas Instruments. Please contact Consumer Relations for information.

Returning Your Organizer for Service

A defective organizer will be either repaired or replaced with the same or comparable reconditioned model (at TI's option) when it is returned, postage prepaid, to a Texas Instruments Service Facility.

Returning Your Organizer for Service (Continued)

If a unit is repaired, TI has no responsibility for the security of any information stored in the unit. In addition, any data stored in the unit will be lost during repair, and you will need to re-enter your information when the unit is returned to you. A replacement unit will not contain your data; you will need to enter your information when the unit is received.

Texas Instruments cannot assume responsibility for loss or damage during incoming shipment. For your protection, carefully package the organizer for shipment and insure it with the carrier. Be sure to enclose the following items with your organizer:

- Your full return address and daytime phone number
- Any accessories related to the problem
- A note describing the problem you experienced
- A copy of your sales receipt or other proof of purchase to determine warranty status

Please ship the organizer postage prepaid; COD shipments cannot be accepted.

In-Warranty Service

For an organizer covered under the warranty period, no charge is made for service.

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, contact Consumer Relations **before** returning the product for service. (We cannot hold products in the Service Facility while providing charge information.)

Texas Instruments Service Facilities

U.S. Residents
(U.S. Postal Service)
Texas Instruments
P.O. Box 2500
Lubbock, Texas 79408-3508

U.S. Residents
(other carriers)
Texas Instruments
2305 N. University
Lubbock, Texas 79408-3508

Canadian Residents Only

Texas Instruments
41 Shelley Road
Richmond Hill, Ontario L4C 5G4

One-Year Limited Warranty

This Texas Instruments electronic organizer warranty extends to the original consumer purchaser of the product.

Warranty Duration

This organizer is warranted to the original consumer purchaser for a period of one (1) year from the original purchase date.

Warranty Coverage

This organizer is warranted against defective materials or workmanship. **This warranty is void if the product has been damaged by accident, unreasonable use, neglect, improper service, or other causes not arising out of defects in material or workmanship.**

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above one-year period. Texas Instruments shall not be liable for loss of use of the organizer or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitations of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Warranty Performance

During the above one-year warranty period, a defective TI organizer will either be repaired or replaced with a reconditioned comparable model (at TI's option) when the product is returned, postage prepaid, to a Texas Instruments Service Facility.

The repaired or replacement organizer will be in warranty for the remainder of the original warranty period or for six months, whichever is longer. Other than the postage requirement, no charge will be made for such repair or replacement.

Texas Instruments strongly recommends that you insure the product for value prior to mailing.

