

Panasonic®

Business Card Reader *plus*

NEOFILE™



CF-CR100

User's Guide

NEOFILE™

CF-CR100

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User's Guide

Customer's Record

Model No.

Dealer's Name

Serial No.

or Code No.

Dealer's Address

Date of Purchase

Tips On Reading This Manual

Before operating the CF-CR100, please familiarize yourself with the following rules used for style in this User's Guide.

BOOKSHELF: Press the Bookshelf key.

[A]: Press the A key.

SHIFT + [A]: Press the A key while keeping the shift key depressed.

"ABC": The characters to be input are ABC.

[]: Denotes an important caution to be observed when operating the NEOFILTM.

(Ex): Denotes an example.

NOTE: Denotes reference information.

[]: Indicates where more information can be found for reference purposes.

The sample screens shown in this User's Guide do not appear when operating the NEOFILTM. All names, telephone numbers, addresses and other information used in this manual are fictitious, and used for illustration only.

WARNINGS

IMPORTANT NOTICE

Thank you for purchasing the Panasonic Business Card Reader *plus* (NEOFILE™). This NEOFILE™ is equipped with many convenient functions. In order to learn how to use your NEOFILE™ as quickly as possible, please study the User's Guide thoroughly.

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Disclaimer

This User's Guide has been validated and reviewed for accuracy. The sets of instructions and descriptions were accurate for the NEOFILE™ at the time of this User's Guide's production. However, succeeding NEOFILE™ and User's Guides are subject to change without notice. Therefore, Matsushita Electric Industrial Co., Ltd. assumes no liability for damage incurred directly or indirectly from errors, omissions, or discrepancies between the NEOFILE™ and this User's Guide.

Trademarks

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Federal Communications Commission Radio Frequency Interference Statement

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Warning

To assure continued FCC compliance, the user must use only a shielded interfacing cable with ferrite core when connecting to a computer. Also, any unauthorized changes or modifications to this equipment would void the user's authority to operate the equipment.

PRECAUTIONS

Installation Locations



Avoid Heat and Cold Extremes

Do not store or use the NEOFILE™ in locations exposed to heat, direct sunlight, or extreme cold. Avoid moving the NEOFILE™ between locations with large temperature differences.



Humidity and Dust

Do not store or use the NEOFILE™ in locations exposed to high humidity or in a dusty environment. Also, do not allow water or other liquids to spill on or into the NEOFILE™.



Impact or Dropping

Do not subject the NEOFILE™ to severe vibration or high impact conditions. Do not place the NEOFILE™ inside a car trunk. Take care not to knock this product off the top of your desk or drop it when operating or transporting it.



Avoid Radio Frequency Interference

Do not place the NEOFILE™ near a television or radio receiver, or other equipment radiating RF energy fields.

Handling



Magnetization

Keep the NEOFILE™ away from magnetic fields.



Stacking

Do not place any objects on top of the NEOFILE™.



Foreign Objects

Do not insert paper clips or any small objects into the scanner. Do not attempt to disassemble the scanner.

LCD Panel

- Do not expose the LCD panel to direct sunlight or ultraviolet light.
- Do not apply excessive force on the display when it is opened completely.



Carrying

- Turn off the power when transporting the unit.
- Do not hold the NEOFILTM by the display alone.
- Do not keep the NEOFILTM in your back pocket as it may break when you sit down.

Maintenance

Surface of the LCD Panel

- To clean the panel surface, only use isopropyl alcohol on a soft cloth, and wipe the panel gently. Avoid wiping with a dry cloth since this can damage the surface of the polarizing plate. Also, be sure not to use water and perfumes, as they can dissolve the coloration of the polarizing plate.

Case

- Gently wipe the case with a soft cloth and water. Never use solvents like benzine and thinner or chemical cloths.

Handling the Optional AC Adaptor (CF-CAA91)

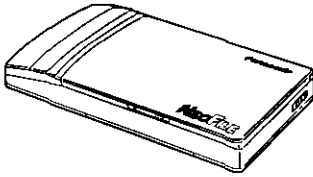
- Do not twist or pull the DC IN cord, as doing so may damage the cord and/or the connectors.
- Use only the specified AC adaptor (CF-CAA91) which is sold separately from your NEOFILTM.
- Be absolutely sure that the power is turned off before proceeding to connect the AC adaptor. Connecting it during operation (using the batteries) may cause the power to be turned off.
- Be absolutely sure that the power is turned off before disconnecting the AC adaptor. Disconnection of the AC adaptor while the power is on may cause data to be lost.

Handling the Batteries

- Insert the batteries with polarities (+and-) aligned properly to match the markings.
- Use only the type and model of battery recommended for memory back-up.
- Do not recharge, short-circuit, or disassemble the lithium battery. Also, do not apply heat to it or dispose of by fire.
- When installing the battery(ies), please use caution and observe the polarity markings on the battery(ies) and on the unit.

UNPACKING

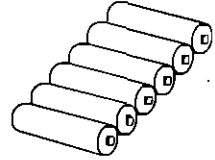
The following items are supplied with your NEOFILE™:



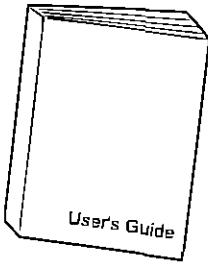
NEOFILE™ main unit



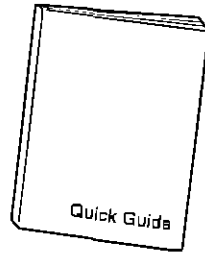
Sub Battery
(Lithium / built in)



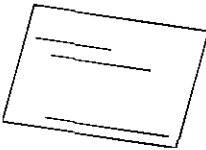
Main Batteries
(Alkaline)



This User's Guide



Quick Guide



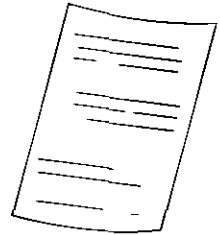
Sample Business Card



Calibration Card



Brush



Owner Information
Card

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Getting Started

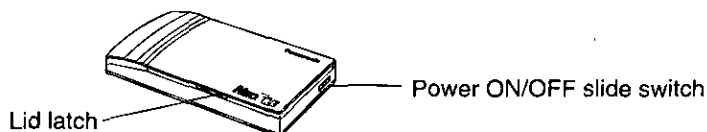
The NEOFILE™ from Panasonic not only comes with electronic notebook functions such as address book, calendar, schedule organizer, world clock, and calculator, but also electronically files business cards using a built-in scanner for automatic entry of information. You can link notes of anniversaries and meetings, record reservations with the business cards of hotels, and link this information to the calendar. The address book contains many valuable and time saving functions. Despite this, the size of the NEOFILE™ is small thanks to cutting-edge technology. The compact NEOFILE™ turns the task of managing business cards into a simple and enjoyable one.

This chapter explains initial operations for the NEOFILE™.

Parts names and their functions

How to open the NEOFILE™.

Depress the latch release and swing open as indicated below.



Names of the parts.

Screen: Displays information.

Category icons:

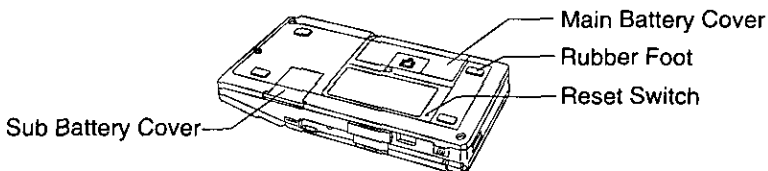
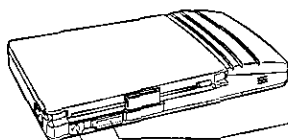
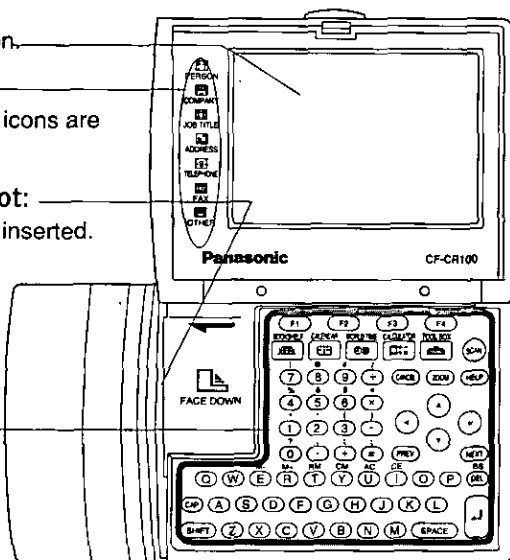
Frequently used category icons are printed on the display.

Business card scanner slot:

Where a business card is inserted.

Keyboard:

For selecting functions and creating / editing data.

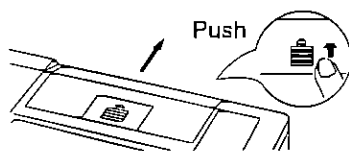


Installing the Main Batteries

Be absolutely sure that the power is turned off before proceeding to replace the batteries. Replacing them while the power is still being supplied may cause data to be lost.

1 Remove the battery cover.

Place your finger on the arrow and slide it direction indicated to remove the cover.

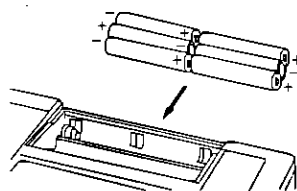


2 Insert the dry batteries.

Install six "AAA" alkaline batteries.

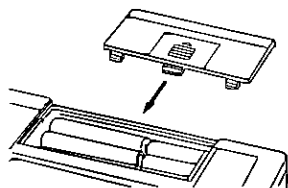
NOTE: Use only alkaline batteries.

Observe proper polarity as indicated on the case.



3 Replace cover.


After the batteries have been installed slide the cover back on.



 "Replacing the Sub Battery." 9-2

- Do not use batteries other than the model designated below:

Type	Model	Quantity
AAA alkaline batteries	LR03	6

- Do not mix new and old or different types of batteries.
- Do not leave batteries in the unit for extended periods of unused. (This may cause liquid to leak from the batteries.)
- Do not charge, short, disassemble, heat, or dispose of dry batteries by fire.
- When the batteries for the main unit begin to run low, the Battery icon "" will flash on the display. When "please replace main batteries" is displayed when the power is turned on, the batteries should be replaced before future use.

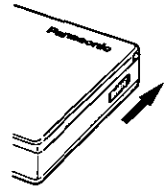
If use continues without replacing the batteries, the power may suddenly be cut off and the unit will not operate.

Connecting the AC Adaptor (Option)

Use only model number CF-CAA91 AC adaptor (option), which is designed exclusively for this unit. Damage may occur if other AC adaptor units are used.

Connecting the AC adaptor during operation (using the batteries) may cause the power to be turned off.

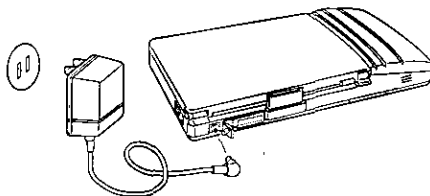
- 1 Slide the power switch to off.



- 2 Insert the mini plug into the DC input jack.

- 3 Plug the AC adaptor into your AC power outlet.

Household
AC outlet
(AC 120 V)



Operation

When first using your NEOFILE™, adjust the screen contrast and set the date and time.

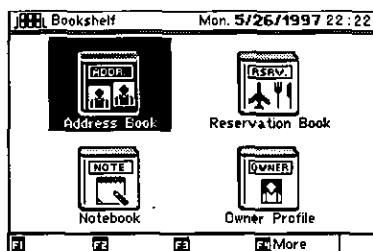
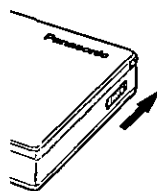
Getting started

Slide the power switch to turn on.

After the "No Owner Card!!" message appears, the Bookshelf screen is displayed.





The "No Owner Card!!" message only appears before the owner information is input.

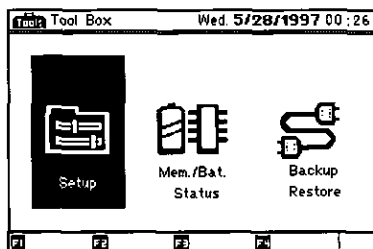
After the Owner Card has been stored, the name of the owner and his or her office telephone number are displayed.









Adjusting Screen Contrast


Adjust the contrast to your preference.

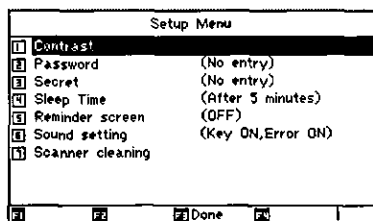
- 1 Press **TOOLBOX**. 
- 2 Select [Setup] using  or  and press .




- 3 Select [Contrast] using  or  and press .
- 4 Adjust the contrast by pressing  or .

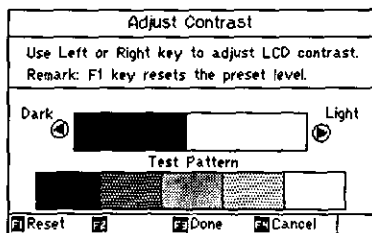
—The screen background will become darker.

—The screen background will become lighter.



5 Press **F3** (Done).







 "Adjusting Screen Contrast." 7-3

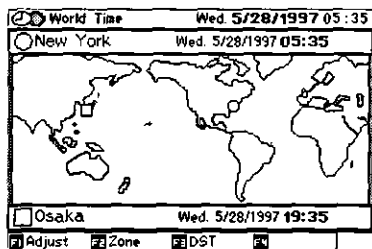


Setting Date and Time

(Ex.) Setting the date to December 30, 1997 (12/30/1997), and the time to 11:30 AM in Washington according to the 12-hour time system.

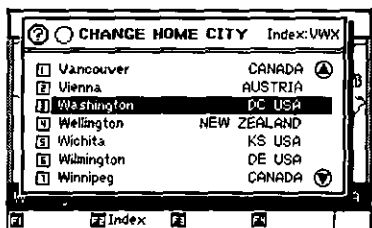
Selecting the Home City

- 1 Press **WORLD TIME** . 
- 2 Set the home (reference) city by pressing **F2** (Zone).
- 3 Select [Change Home City] using  or  and press .
- 4 Press **F1** (City List).
- 5 Press **F2** (Index).
- 6 Select [VWX] and press .
- 7 Move cursor using  until Washington appears.



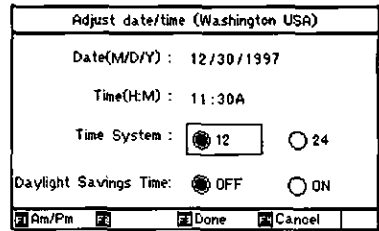
 "Changing City Settings." 5-4

8 Press **F3** (Done).



Setting Date and Time

- 1 Press **[F1]** (Adjust).
- 2 Move the cursor to "Date(M/D/Y)" using **▼** or **▲**.
- 3 Type "12301997" and press **▼**.
- 4 Type "1130". and press **▼**.
- 5 Press **◀** and press **▼**.
- 6 Press **[F3]** (Done).



When finished

Slide the power switch to off.










Even with the power off, the data is retained so that operation can be resumed when the power is returned.

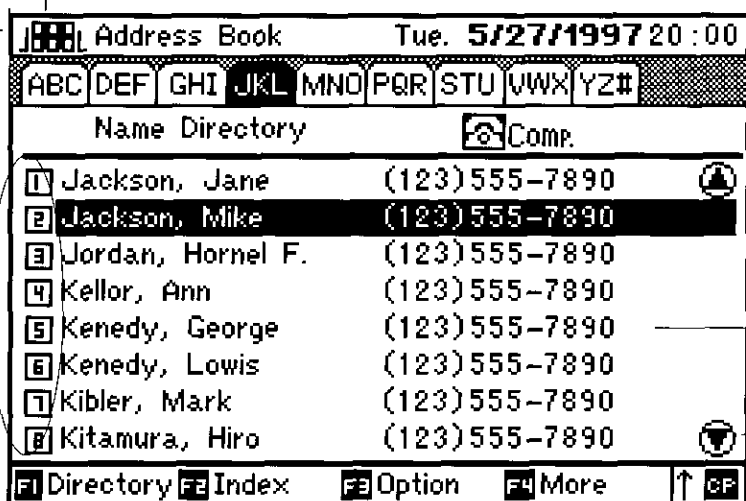


Do not turn the power off while the scanner is reading information from business cards or while editing.

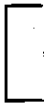
Basic Screen Configuration


The basic screen configuration is explained using the Address Book as an example. Open the Address Book.




- 1 Press **BOOKSHELF**. 
- 2 Select [Address Book] using , , , or  and press .
- 3 Select [Name Directory] using  or  and press .






Sample screen



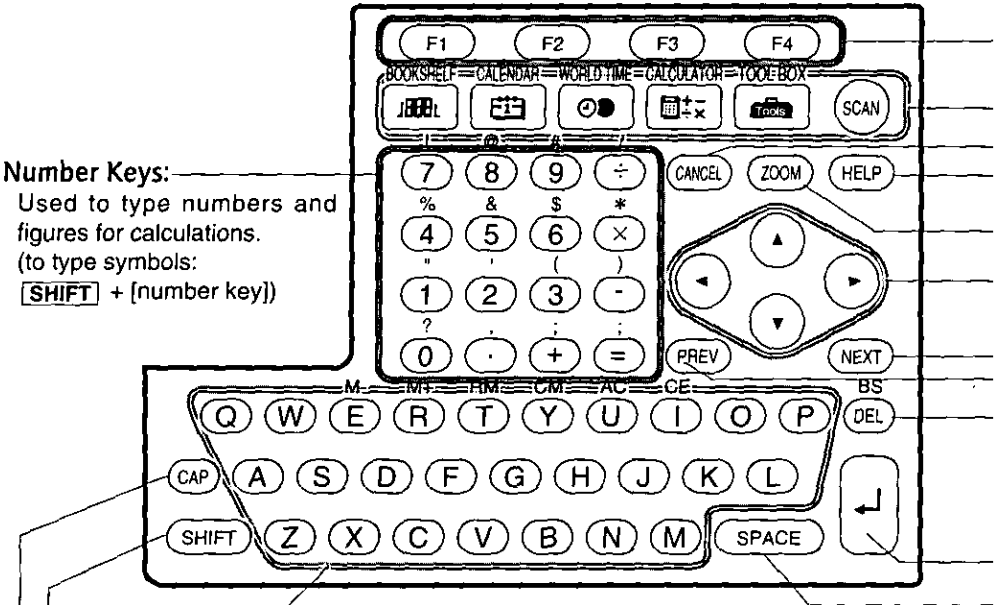
- **Title Bar:** Shows selected application icon and name, date and time.
- **Application Icon and Name:** Shows icon in use and the name of its application.
- **Battery Warning:**  appears in the date and time area when the remaining battery charge is low.
- **Application Area:** Details differ depending on the application.
- There are more items above to be displayed.

- There are more items below to be displayed.
- **Cursor:** The currently selected contents are indicated by the highlighted position. Move the cursor to the name desired with the cursor keys and press .
- **Key Indicators:**
 - ↑ : Appears when  is pressed.
 - CP: Appears when  is pressed.

- **Command Bar:** Corresponds to  through  on the keyboard; details differ depending on the application.
- **Number Keys (Shortcut):** Typing a number key is similar to selecting an item corresponding to the cursor key and pressing .

Using the Keyboard

This section describes the keyboard configuration and functions.



Number Keys:
Used to type numbers and figures for calculations.
(to type symbols:
SHIFT + [number key])


Character Keys: Used to type characters (to type upper-case characters:
SHIFT + [character key])

SHIFT Key: Used together with other keys.
SHIFT has a lock function so that when it is pressed, the shift mode will be retained until the next input.

CAP Key: Used to select upper-case and lower-case characters.

NOTE: Audio 'BEEP' will be heard upon pressing individual keys as a default. This indicates entry verification.

"Changing Beep Sound Setting." 7-7



Function Keys: These Keys correspond to **F1** through **F4** of the command bar on the screen.

Application Keys: Used to select the applications.

CANCEL Key: Used to cancel the current operation and return to the previous display.

HELP Key: Provides operating instructions.

ZOOM Key: Quadruples the size of the display or returns it to the normal display size.

Cursor Keys: Moves the cursor.

NEXT Key: Displays the screen after the currently displayed screen.

PREV Key: Displays the screen prior to the currently displayed screen.

DEL Key: Deletes a selected character or string.

ENTER Key: Used to enter characters which have been typed, and also to execute operations.

SPACE Key: Used to type a space.

Auto repeat function: If a number or character key is held down, the corresponding number or character will be infinitely repeated. In addition, the cursor can be moved quickly to the desired position by holding down the cursor key.

Typing and Editing Characters

Operation is explained using the example of making a new note in the Notebook.

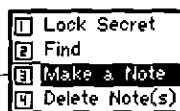
1 Press **[BOOKSHELF]**.



2 Select **[NoteBook]** and press **[↵]**.

3 Press **[F4]** (More).

4 Select **[Make a Note]** and press **[↵]**.

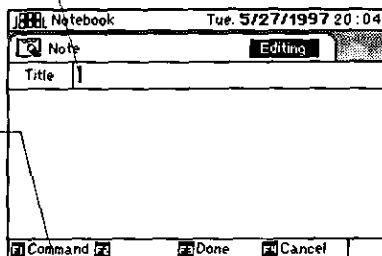


Cursor:

Indicates the position where characters are inserted or deleted.

Command:

Used to move or copy character strings and insert symbols and special characters.



5 Press **[⏏]** to enter the data field and practice typing characters.

Typing Characters

The characters are inserted at the cursor location.

(Ex.) Typing lower-case "pana".

Press **[P]**, **[A]**, **[N]**, **[A]**.



(Ex.) Typing upper-case "PANA".

Press **[SHIFT] + [P]**, **[SHIFT] + [A]**,
[SHIFT] + [N], **[SHIFT] + [A]**.

- Ex.** Typing "ABCcity" containing a mixture of lower-case and upper-case characters.

Press **CAP**, **A**, **B**, **C** and then **CAP**, **C**, **I**, **T**, **Y**.

ABCcity

Typing Numbers

- Ex.** Typing "3.14".

Press **3**, **.**, **1**, **4**.

3.14

Typing Symbols

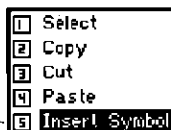
- Ex.** Typing "\$50".

Press **SHIFT** + **S/6**, **5**, **0**.

\$50

- Ex.** Typing "<memo>".

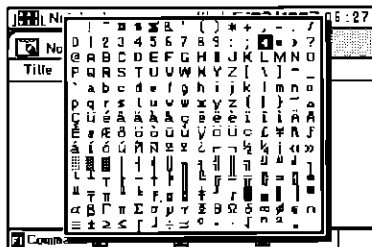
- 1 Press **F1** (Command).
Select [Insert Symbol] using the cursor keys and press **↵**.



- 2 Select "<" using the cursor keys and press **↵**.

- 3 Press **M**, **E**, **M**, **O**.

- 4 Press **F1** (Command).
Select [Insert symbol] using the cursor keys and press **↵**.

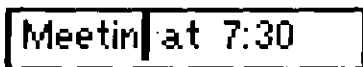
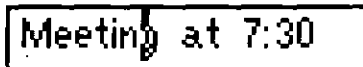


- 5 Select ">" using the cursor keys and press **↵**.

Deleting Characters

Ex. Deleting the "g" in "Meeting".

- If the cursor is to the left of "g", press **DEL**.
- If the cursor is to the right of "g", press **SHIFT** + **DEL**.



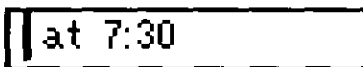
Ex. Deleting "Meeting".

Select the entire character string.

- 1 Move the cursor to the left of "M".
- 2 Press **SHIFT** + **▶** as far as "g" and then release.



The characters are selected.



- 3 Press **DEL**.

Copying Characters

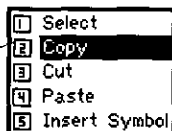
Ex. Copying "Meeting at 7:30" to another line.

- 1 Move the cursor to the left of "M".
- 2 Press **SHIFT** + **▶** as far as "0," and then release.



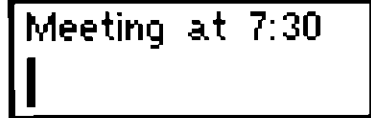
The characters to be copied are shown in a highlighted black.

- 3 Press **F1** (Command).
- 4 Select [Copy] using the cursor keys and press **↵**.



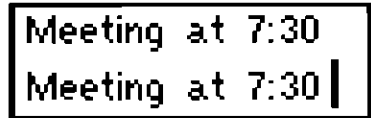
The highlighted black display of the characters is released.

5 Move the cursor to the desired destination.



6 Press **[F1]** (Command).

7 Select [Paste] using the cursor keys and press **[↵]**.



Moving Characters

(Ex) Moving "Meeting at 7:30" to another line.

1 Move the cursor to the left of "M".

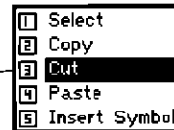


2 Press **[SHIFT]** + **[▶]** as far as "0," and then release.

The characters to be moved are shown in a highlighted block.

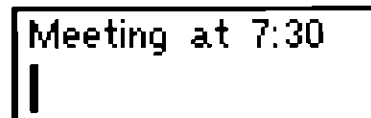
3 Press **[F1]** (Command).

4 Select [Cut] using the cursor keys and press **[↵]**.



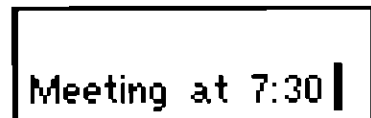
The highlighted display of the characters is erased from the previous location.

5 Move the cursor to the desired destination.



6 Press **[F1]** (Command).

7 Select [Paste] using the cursor keys and press **[↵]**.



NOTE: A maximum of 253 characters (including returns and spaces) can be entered in categories and other areas allowing input spanning multiple lines.

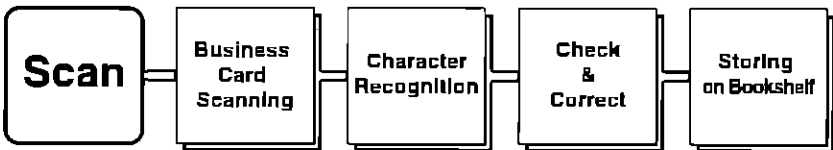
When the input area is limited to one line (example: memo titles), the maximum number of characters is the number which can be input on that line.



2

Scanning Business Cards

Scanning Functions




"Scan" is a simple operation for scanning the characters on business cards. The characters scanned are classified and organized automatically by the individual's name, company name, and other categories, and input to the Bookshelf where they are ultimately stored.

Scanning

The data of the business cards scanned by the scanner is stored in the following three books in the Bookshelf, depending on its application.

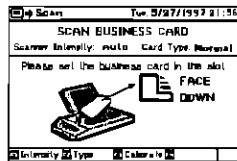
- When managing the data as business cards, store it in the Address Book.
- When managing the data as reservations, store it in the Reservation Book.
- When storing the data as owner information, store it in the Owner Profile.

 "Data Referencing and Editing Flow." 3-2

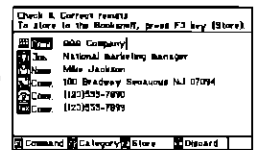
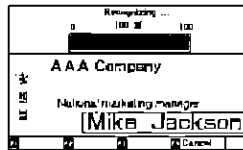
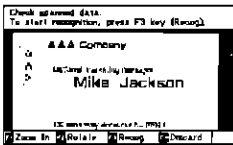
Procedure for Storing Business Cards

The operation flow for scanning a business card is given below.

- 1 Scan
- 2 Scanning set-up
- 3 Business card insertion



- 4 Image recognition
- 5 Data conversion and categorization
- 6 Result check



- 7 Storing destination on Bookshelf



Address Book



Reservation Book

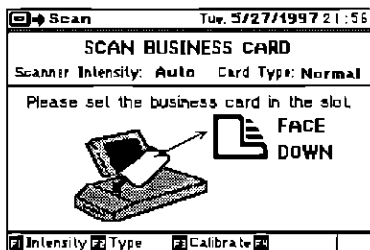


Owner Profile

Storing Business Cards

Scanning a Business Card

- 1 Press **[SCAN]**.



Scan screen

- 2 Turn the business card so that its scanning side is facing down and insert it into the scanner slot.



When Type = Normal, the far side of the card should be its top.



When Type = Vertical, the right side should be the top.



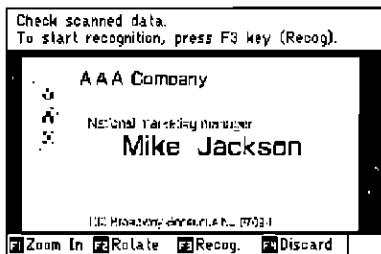
Scanning then starts automatically. Do not take the business card out until the scanning is complete.

Upon completion of scanning, the image data of the business card is displayed.

 "Changing Scanner Settings" for vertical-style business cards. 2-10

- 3 Remove the card.

If the image is reversed left to right or upside down, press **[F2]** (Rotate) to correct it.



↳ Magnify the image data of the business card

 "Rotating a Business Card Image." 2-11

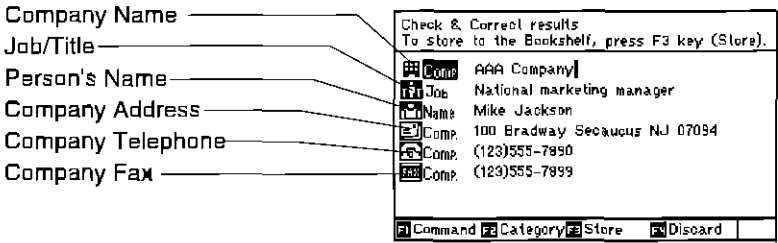
Image Recognition

1 Press **[F3]** (Recog.).

The image is recognized and converted into characters. The progress made in this process is shown.



Upon completion of character recognition, the business card data is organized by the individual's name, company name, and other categories, and the details of each category appear.



NOTE: Business card category icons

The categories listed below are also available in addition to what is shown on the above screen.

- | | |
|--------------------------|-----------------------|
| Home Home address | Other Other telephone |
| E-mail E-mail address | Home Home fax |
| Other Other address | Other Other fax |
| Home Home telephone | Other Other category |
| Free Toll free telephone | Cmnt. Comment |

2 Check that the information has been organized in the appropriate categories and that the converted text data is error-free.

Data cannot be stored into the Address Book or Owner Profile (Owner Card) unless the individual's name category is provided. Similarly, data cannot be stored in the Reservation Book unless the company name category is provided.

NOTE: To change a category:

Move the cursor to the category to be changed, and press **[F2]** (Category). Select the desired category change.

- ☛ "Editing Categories" for details on correcting, adding, and deleting categories. 2-8

Storing on Bookshelf

1 Press **[F3]** (Store).

Select the store destination best suited to the application.

The following are examples of the three type of cards the data can be stored under.

Business Card in the Address Book

Where do you want to store the card?

- Address Book (Business Card)
- Reservation Book (Contact Card)
- Owner Profile (Owner Card)

To store the data as the owner information.

To store the data as reservations.

To store the data as business card.

Business Card		05/29/97
Name	Mike Jackson	
Job	National marketing manager	
Comp.	100 Broadway Secaucus NJ 07094	
Comp.	(120)555-7890	
Comp.	(120)555-7899	
Mem.	0 Item	
Ann.	0 Item	
Com.	gentleman	
Show	Edit	Option More

Display for storing a card in Address Book

Contact Card in the Reservation Book



Hotel Contact Card		05/29/97
Comp.	Pine Tree Inn	
Comp.	999 Orange Drive Foster City 999	
Comp.	(800)555-9990	
Comp.	(120)555-9998	
RSV.	0 Item	
Com.	high grade	
Show	Edit	Option More


Display for storing a card in Reservation Book

Owner Card in the Owner Profile

Owner Card	
Name	Hornel F. Jordan
Comp.	North Kelly Ave. White Beach, CA 11111
Comp.	(617)555-9876
Comp.	(524)555-0729
Memo	0 Item
Anni.	0 Item
Cont.	Nice Gentle.
Show	Edit
More	

Display for storing a card in Owner Profile

NOTE: The  Memo,  Anni., and  Rsv. icons are added automatically after a card has been stored.

 "Data Referencing and Editing Flow." 3-2

Scanner Restrictions

Business card must not be curled or bent. Unit may not be able to read such cards. Business cards must be rotated to normal readable direction on the screen format. Unit cannot auto-rotate and correctly read. Make sure the card is displayed upright.

"Rotating a Business Card Image." 2-11

If the card cannot be inserted correctly into the scanner slot and its information is not scanned properly, press **F4** (Discard). The scanned image data is cleared and the business card scan screen returns. Repeat operation.

- **Size of Business Card**

The scanner cannot scan large width or small width business cards.

- **Font Size and Font Variation**

Unit recognizes English font only.

Unit may not recognize large font or small font characters on business cards.

Unit may not recognize decorative or conjunct fonts.

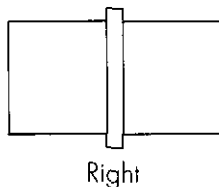
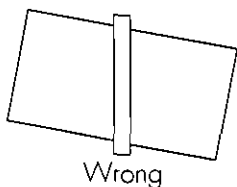
Unit may not recognize gloss fonts.

Unit cannot recognize reverse fonts in which the font face is lighter than the background or surroundings.

Unit cannot recognize halftone fonts.

- **Angle**

Unit cannot recognize angle-scanned (more than $\pm 2^\circ$) business card. It also cannot recognize angled font or angled printing (more than $\pm 2^\circ$).



- **Color & Handwriting**

Light color may not be recognized and may require more editing.

"Changing Scanner Settings." 2-10

Scanner may have trouble recognizing certain colors such as red.

Cards that have handwritten notations may not be recognized.

- **Content of Business Card**

Unit may not recognize business cards which describe a person or company outside of the U.S., even though they are written in English.

If batteries are low, scanning will not be completed and the unit will return to the previous screen.

Only business cards made of paper can be scanned. Attempting to scan cards made of plastic or some other material may damage the scanner. Also, cards made of coated or colored paper may not be scanned correctly.

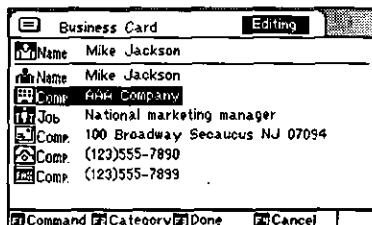
Editing Categories


Change, add, or delete a category at the "Check & Correct Results" screen in the scan mode or on the "Edit" screen, which appears after storing in the Bookshelf.

Changing a Category Name

Ex. Changing the category from company address to home address.

- 1 Select the company address category.
- 2 Press **[F2]** (Category).



- 3 Select [Address...] and press .

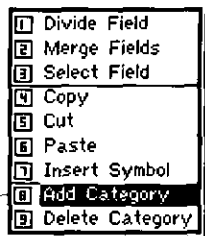



- 4 Select [Home Address] and press .

Adding a Category

Ex. Adding the home telephone number of 012-345-6789.

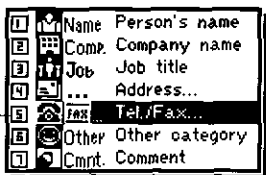
- 1 Press **[F1]** (Command).
- 2 Select [Add Category] and press .



- 3 Select [Tel/Fax...] and press .

- 4 Select [Home Telephone] and press .

- 5 Type "012-345-6789" in the home telephone category which has now been added.



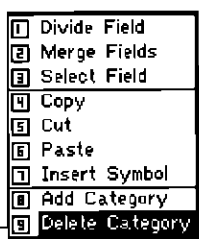
Deleting a Category

Ex. Deleting a company fax number.

1 Select the company fax category.

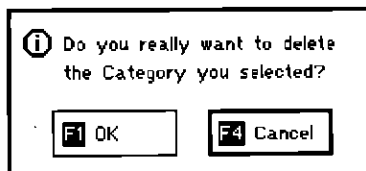
2 Press **F1** (Command).

3 Select [Delete Category] and press .



4 Check the message.

Press **F1** (OK).



Changing Scanner Settings

The unit is normally set to auto mode. This is generally the best setting for most business cards. Scanner intensity should only be adjusted when auto mode will not identify characters correctly.

Changes are valid only after they have been set. When the next card is scanned, the default settings will be automatically restored.

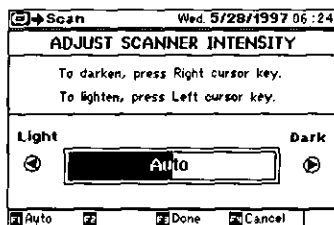
Scanner settings can be changed only on the scan screen after pressing **[SCAN]**.

Adjusting Scanner Intensity

If the Business Card data is not readily converted because the characters scanned are too light and parts of them are missing, or are too dark and lacking in definite shape, proceed as follows and try scanning again.

- 1 Press **[F1]** (Intensity) on the scan screen.
- 2 Adjust to the suitable intensity using **[Left Arrow]** or **[Right Arrow]**.
- 3 Press **[F3]** (Done).

The scan screen now returns. "Manual" is displayed as the Scanner Intensity.



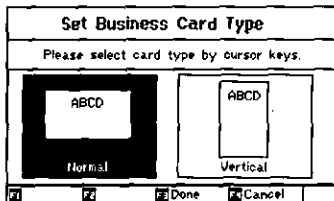
The Auto setting is established.

Changing the Type of Business Card

Change the type (shape) when scanning a vertical-style business card.

- 1 Press **[F2]** (Type) on the scan screen.
- 2 Set to "Vertical" using **[Left Arrow]** or **[Right Arrow]**.
- 3 Press **[F3]** (Done).

The scan screen now returns. "Vertical" is displayed as the Business Card type.



After scanning one time, the scanner returns to the "Normal" default setting.

Rotating a Business Card Image

If a business card has been scanned upside down in error, or if a vertical-style card has been scanned horizontally, the image can be rotated as follows.

(Ex.) When a card has been scanned upside down.

While the image of the scanned information is displayed:

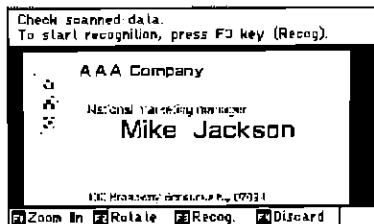
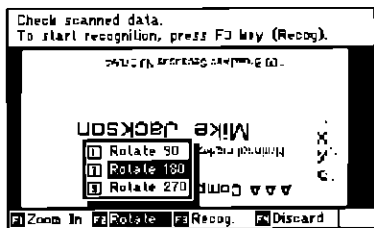
1 Press **[F2]** (**Rotate**).

Select the suitable rotation angle.

2 Select **[Rotate 180]** and press **[↓]**.

The image on the screen is updated to match the selection.

Images are rotated in the clockwise direction.

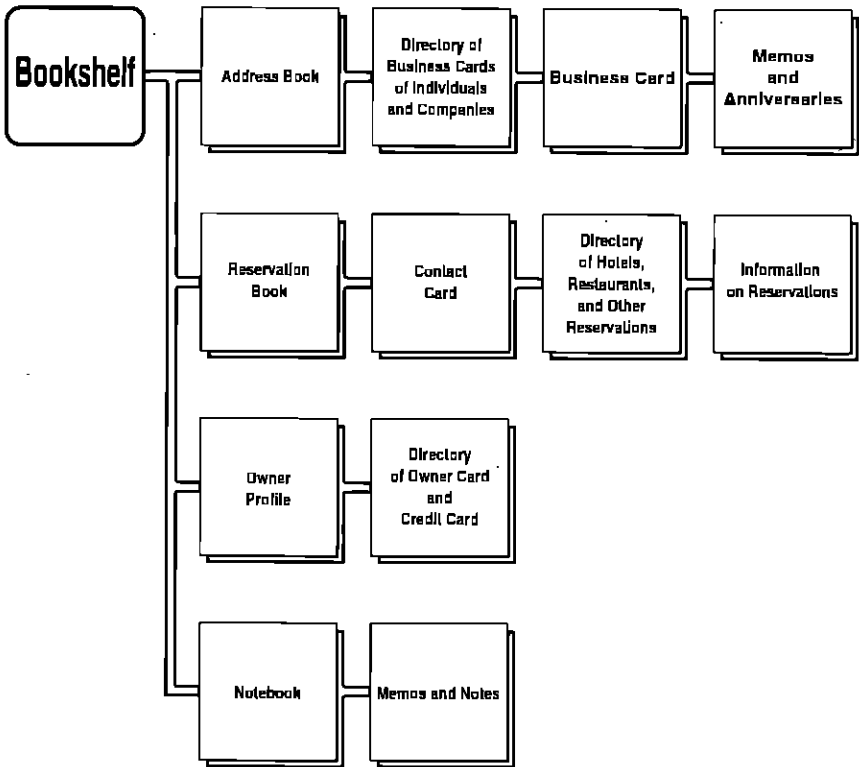




3

Referencing and Editing Data

Bookshelf Functions



Since no two people manage information identically, your NEOFILE™ allows personal preference to be used when storing and editing scanned or typed data. Four logical files are used: Address Book for general storage, Reservation Book to alert the user to upcoming reservations, Owner Profile where personal information is stored, and Notebook where notes and simple memos are created and stored.

Data Referencing and Editing Flow

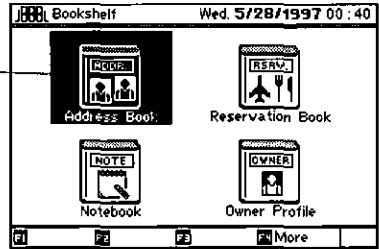
What you can do using Bookshelf.

- 1 Press **BOOKSHELF**.

BOOKSHELF

The current selection Book is highlighted.

- 2 Select the desired Book and press



Address Book

Scanned Business Cards can be located and records of linked memos and the individuals represented by these Business Cards, as well as their anniversaries, can be displayed.

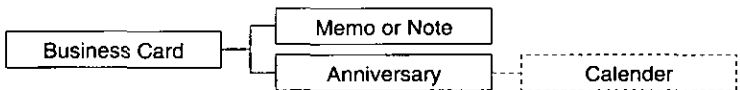


Records of memos are managed by making a "Memo Card" for each date.



Anniversaries are managed by making an "Anniversary Card" for each business card. Anniversaries can be displayed on the calendar by their date.

Ex.



Reservation Book

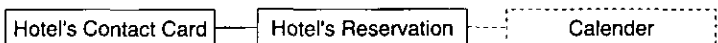
Reservation details on hotels, airlines, etc. can be found quickly in the Reservation Book.

R.

Information on hotels, etc. is managed by making a "Contact Card" with virtually the same format as a Business Card.

Reservations are managed by making a "Reservation Card" for each "Contact Card". Reservations can be displayed on the calendar by the dates of reservations.

Ex.





Simple memos are recorded in the Notebook.

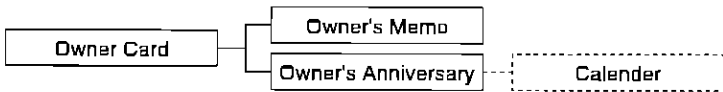
Cards are time-stamped automatically and can be stored by time sequence.



Details of the owner's business card and information on his or her credit cards is managed here in the Owner Profile.

The owner's business card is managed by making an "Owner Card." As with the business cards in the Address Book, memos made for the owner and his or her anniversaries can be managed.

Ex.



C

Credit card information is managed by making a "Credit Card" for each credit card. The credit number can be derived from the Reservation Card.

Creating Business Cards

New Business Cards can be created from the Address Book by typing the data on the card using the keyboard.

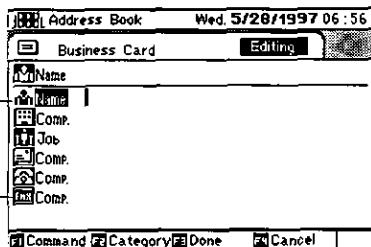
- 1 Press **[BOOKSHELF]**.
- 2 Select **[Address Book]** and press **[↵]**.
- 3 Press **[F4]** (More).
- 4 Select **[Make a Business Card]** and press **[↵]**.



The new Business Card is created.

- 5 Type the individual's name, company name, address, and other important details.

These categories have been provided as default categories.



NOTE: Names can be typed in the following four patterns:

First (M) Last [Ex.] Mike E. Jackson

Last, First (M) [Ex.] Jackson, Mike E.

First (M) Last, Ext [Ex.] Mike E. Jackson, Dr

Last, First (M), Ext [Ex.] Jackson, Mike E., Dr

After a Business Card has been stored, the name is automatically converted to the following format:

First (M) Last (,Ext)

If the last name or the first name consists of more than one word, those words should be hyphenated.

- ☞ "Typing and Editing Characters." 1-12
- "Editing Categories." 2-8

- 4 Press **[F3]** (Done).

Categories with no data entered will not be stored.

The person's name category must be completed for the new business card to be created. More than one name cannot be stored.

NOTE: If nothing is typed in the company name category, it will not be possible to reference the Business Card from the Company Directory. When more than one company name has been stored, the Business Card can be referenced by each company name from the Company Directory.

Viewing Stored Business Cards

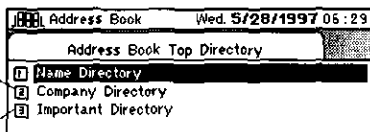
Displaying Business Cards by the Individual's Name

1 Press **[BOOKSHELF]**.

2 Select **[Address Book]** and press **[↓]**.

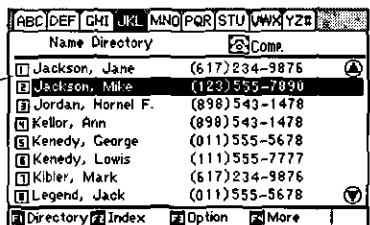
When locating a card by the company name.

When locating a card by degree of importance.



3 Select **[Name Directory]** and press **[↓]**.

The last name is displayed first, followed by the first name.



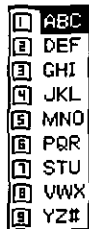
NOTE: Handy Function for Locating Information:

When **[F1]** (Directory) is pressed:
The display is changed to the desired directory.





F1 (Directories)

When **[F2]** (Index) is pressed:
Select via cursor or input desired number.



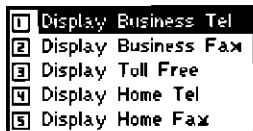
F2 (Index)

[short cut]

Index is switched by typing letters or by using  or .

When **[F3]** (Option) is pressed:

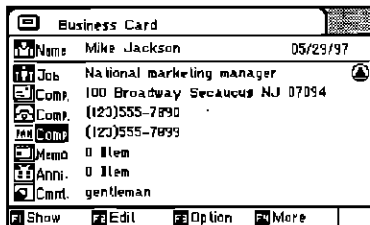
The telephone numbers or fax numbers for the designated contents are displayed.



F3 (Option)

4 Select the desired name and press .

The desired Business Card is displayed.



Displaying Business Cards by Company Name

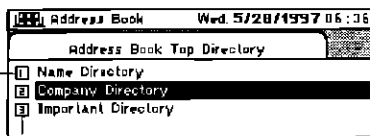
1 Press **[BOOKSHELF]**.


2 Select **[Address Book]** and press .

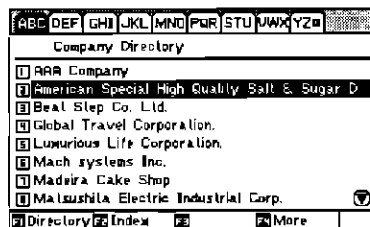
3 Select **[Company Directory]** and press .


When locating a card by the person's name.

When locating a card by the degree of importance.



4 Select the desired company name and press .





 NOTE: "Handay Function for Locating Information." 3-6

- 5 Select the desired individual's name and press .

The desired Business Card is displayed.

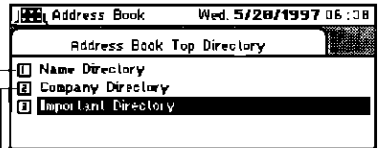



Displaying Business Cards from the Important Cards

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press .
- 3 Select [Important Directory] and press .

When locating a card by the person's name.

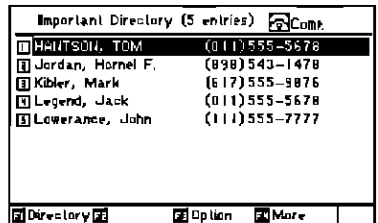
When locating a card by the company name.




 **NOTE:** "Handy Function for Locating Information." 3-6

- 4 Select the desired individual's name and press .

The desired 'Important' Business Card information is displayed.



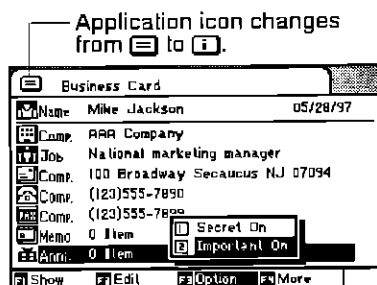
 "Assigning and Releasing Business Cards as Important" for details on the Important Card settings. 3-9

Assigning and Releasing Business Cards as Important

The Important setting is a function which groups business cards in the Important Directory.

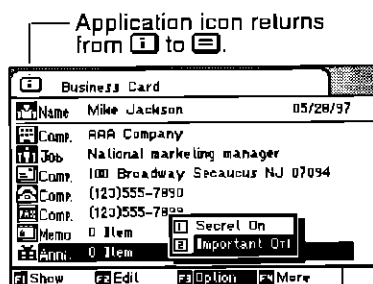
Establishing the Important

- 1 Press **[BOOKSHELF]**.
- 2 Select **[Address Book]** and press **[↓]**.
- 3 Select the Business Card to be set as "Important" from to Name Directory or Company Directory and display it.
- 4 Press **[F3]** (Option).
- 5 Select **[Important On]** and press **[↓]**.




Releasing the Important

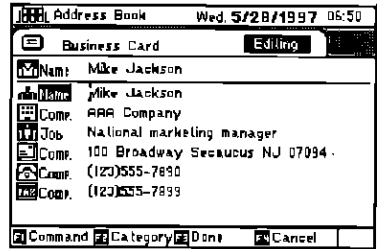
- 1 Press **[BOOKSHELF]**.
- 2 Select **[Address Book]** and press **[↓]**.
- 3 Select the Business Card from the Important Directory to be released and display it.
- 4 Press **[F3]** (Option).
- 5 Select **[Important Off]** and press **[↓]**.



NOTE: The Important setting can be assigned for up to 27 Business Cards.

Editing Business Cards

- 1 Press **BOOKSHELF**.
 - 2 Select [Address Book] and press **↵**.
 - 3 Select the Business Card to be edited from any directory and display it.
 - 4 Press **F2** (Edit).
-  "Typing and Editing Characters." 1-12
"Editing Categories." 2-8
- 5 Press **F3** (Done).



More than one name or cards without a name cannot be stored.

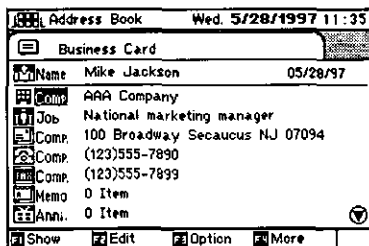
NOTE: If the company name category is deleted, it will no longer be possible to open the business card from the Company Directory. When more than one company name has been stored, business cards can be opened using each company name from the Company Directory.

Deleting Business Cards

Business Cards can be deleted from the Address Book either one at a time or several at the same time. This is possible from the Address Book directories or from the Business Card screen currently displayed.

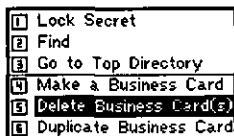
(Ex.) Deleting a business card that is no longer required on the card screen.

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↓**.
- 3 Select the Business Card to be deleted from any directory and display it.
- 4 Press **F4** (More).
- 5 Select [Delete Business Card(s)] and press **↓**.

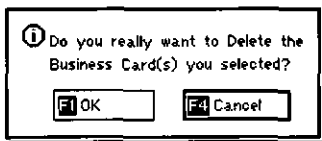


- 6 Select [Selected Business Card(s)] and press **↓**.

For deleting all the Business Cards.

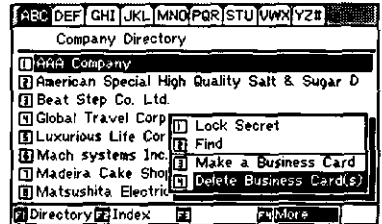


- 7 Check the message.
Press **F1** (OK).



Ex. Deleting all the Business Cards in a selected company directory.

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the company name to be deleted from the Company Directory .
- 4 Press **F4** (More).
- 5 Select [Delete Business Card(s)] and press **↵**.
- 6 Select [Selected Business Card(s)] and press **↵**.
- 7 Check the message.
Press **F1** (OK).



NOTE: If the Business Card to be deleted has memo cards or anniversary cards, these cards will also be deleted.

If a Business Card stored under several company names is deleted for even just one of those names, it will be erased completely.

Cards previously assigned 'Lock Secret' cannot be deleted. To delete these cards 'Unlock Secret' must be selected. To do so, press **F4** (More) then select [Unlock Secret]. (Secret word must be input.)

Creating Anniversaries

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card from any directory and display it.
- 4 Select the Anniversary category and press **↵**.

Or press **F1** (Show), select [Anniversary List], and press **↵**.

- 5 Press **F4** (More).
- 6 Select [Make an Anniversary] and press **↵**.
- 7 Type the date, title, and details.

 "Typing and Editing Characters."
1-12

Edit the month and day.
(Default date is current day and time.)

Type the title.

Type the details of the Anniversary.

Business Card	
Name	Mike Jackson 5/28/97
Comp.	AAA Company
Job	National marketing manager
Comp.	100 Broadway Secaucus NJ 07094
Comp.	(123)555-7890
Comp.	(123)555-7899
Memo	0 Item
Ann.	1 Item
Show	Edit Option More

1	Lock Secret
2	Find
3	Go to Top Directory
4	Make an Anniversary
5	Delete Anniversary(ries)

Anniversary		Editing
Name	Mike Jackson	
Date	Month/Day = 04/16	
Title	Wedding Anniversary	
His wife likes red roses.		
Command	Done	Cancel

- 8 Press **F3** (Done).

NOTE: The Anniversary is displayed on the Calendar.

Viewing Anniversaries


- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card linked to the anniversary and display it.
- 4 Select the Anniversary category and press **↵**.

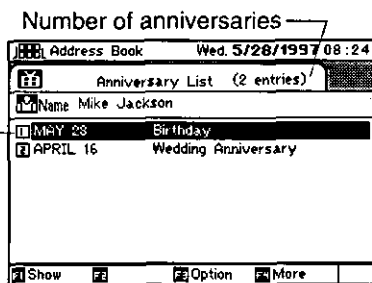
Or press **F1** (Show), select [Anniversary List], and press **↵**.

A directory of the dates and titles of the stored Anniversaries is displayed.

- 5 Select the title of the Anniversary to be viewed and press **↵**.

The desired Anniversary Card is displayed.

 "Viewing Monthly Calendar." 4-2




Editing Anniversaries

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card from any directory and display it.
- 4 Select the Anniversary category and press **↵**.
Or press **F1** (Show), select [Anniversary List], and press **↵**.
- 5 Select the title of the Anniversary to be edited and press **↵**.
- 6 Press **F2** (Edit) and edit the Anniversary.

Type the Anniversary date.

Type the Anniversary title.

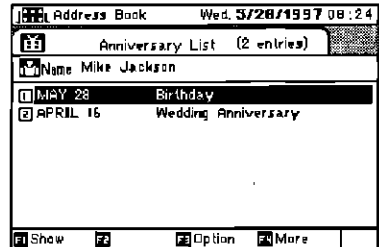
 "Typing and Editing Characters." 1-12

Anniversary		Editing
Name	Mike Jackson	
Date	Month/Day =	06/20
Title	Birthday	
He wants a ring.		
Command	Done	Cancel

- 7 Press **F3** (Done).

Deleting Anniversaries

- 1 Press **[BOOKSHELF]**.
- 2 Select **[Address Book]** and press **[↵]**.
- 3 Select the **Business Card** from any directory and display it.
- 4 Select the **Anniversary** category and press **[↵]**.
Or press **[F1]** (Show), select **[Anniversary List]**, and press **[↵]**.
- 5 Select the title to be deleted and press **[↵]**.



- 6 Press **[F4]** (More).
- 7 Select **[Delete Anniversary (ries)]** press **[↵]**.



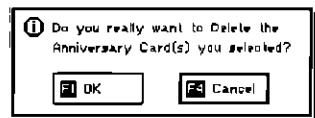
- 8 Select **[Selected Anniversary (ries)]** and press **[↵]**.

Deletes all the Anniversaries of the currently selected Business Card.

Deletes all the Anniversaries of all the Business Cards.



- 9 Check the message.
Press **[F1]** (OK).



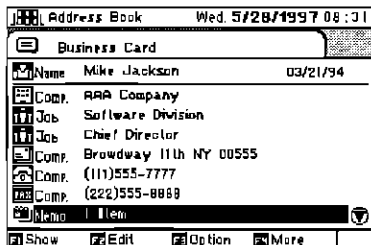
NOTE: When a Business Card is deleted, its Anniversaries are also deleted and can no longer be viewed from the Calendar.

Cards previously assigned 'lock Secret' cannot be deleted. To delete these cards, 'Unlock Secret' must be selected. To do so, press **[F4]** (More) then select **[Unlock Secret]**. (Secret word must be input.)

Creating Memos

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card from any directory and display it.
- 4 Select the Memo category and press **↵**.

Or press **F1** (Show), select [Memo List], and press **↵**.



- 5 Press **F4** (More).
- 6 Select [Make a Memo] press **↵**.

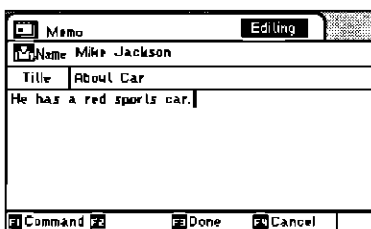


- 7 Type the title and text.

 "Typing and Editing Characters." 1-12

- 8 Press **F3** (Done).

The memo made is time-stamped by current time.



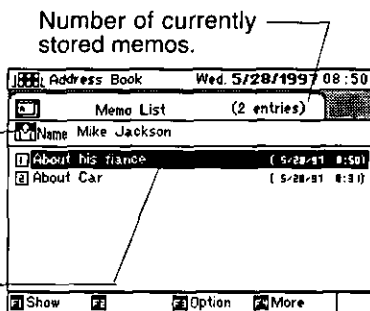
Viewing Memos

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card from any directory and display it.
- 4 Select the Memo category and press **↵**.

Or press **F1** (Show),
select [Memo List], and press **↵**.


Name of person on the memo list.

The date titles shown on the memo list display.



- 5 Select the title of the memo to be viewed and press **↵**.

Editing Memos

- 1 Press **BOOKSHELF**.
 - 2 Select **[Address Book]** and press **↵**.
 - 3 Select the **Business Card** from any directory and display it.
 - 4 Select the **Memo Category** and press **↵**.
Or press **F1** (Show), select **[Memo List]**, and press **↵**.
 - 5 Select the title of the memo to be edited and press **↵**.
 - 6 Press **F2** (Edit).
-  *"Typing and Editing Characters" 1-12*
- 7 Press **F3** (Done).

Address Book		Wed, 5/28/1997 08:53	
Memo		Editing	
Name Mike Jackson			
Title	About his fiance		
I like her.			
Command	F2	F3 Done	F4 Cancel

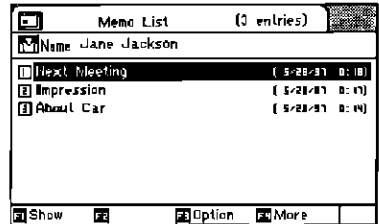
Deleting Memos

- 1 Press **BOOKSHELF**.
- 2 Select [Address Book] and press **↵**.
- 3 Select the Business Card from any directory and display it.

- 4 Select the Memo category and press **↵**.

Or press **F1** (Show),
select [Memo List], and press **↵**.

- 5 Select the title of the memo to be deleted.



- 6 Press **F4** (More).

- 7 Select [Delete Memo(s)] and press **↵**.



- 8 Select [Selected Memo(s)] and press **↵**.

Deletes all the memos of the currently selected Business Card.

Deletes all the memos of all the Business Cards.



- 9 Check the message.
Press **F1** (OK).



NOTE: When a Business Card is deleted, its memos are also deleted.

Cards previously assigned 'Lock Secret' cannot be deleted. To delete these cards, 'Unlock Secret' must be selected. To do so, press **F4** (More) then select [Unlock Secret]. (Secret word must be input.)

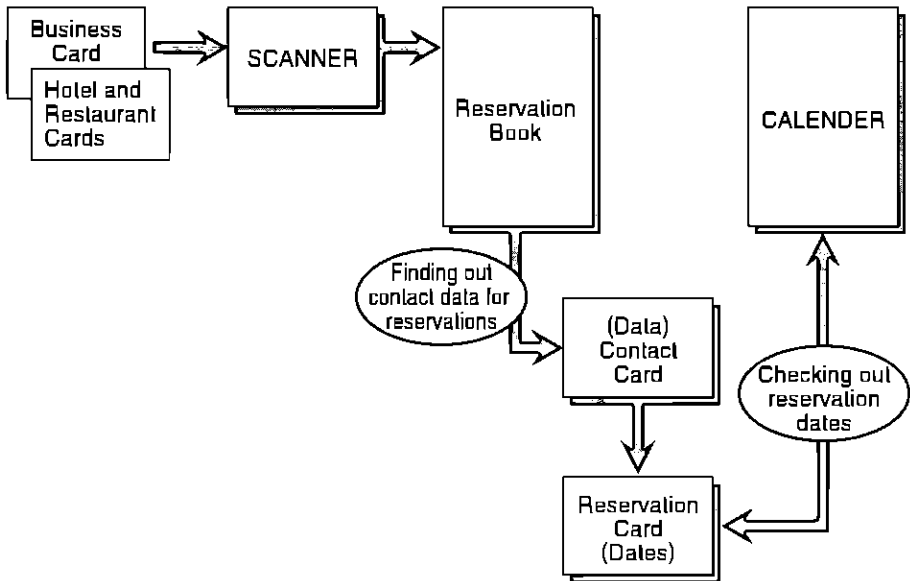
Reservation Book

The Reservation Book is a tool for managing reservations made through hotels, car rental agencies, restaurants, airlines, etc. Reservations can also be viewed on the calendar.

Contact data for reservation purposes, such as company names, addresses, and telephone numbers, is managed in the form of "Contact Cards." These cards can be created either by using the keyboard, or by scanning the cards.

Information on each reservation, such as dates, reservation number, and payment method, is recorded in the form of a "Reservation Card." These cards are organized to correspond with each "Contact Card".

The dates set on a "Reservation Card" are also displayed as reservations on the calendar.

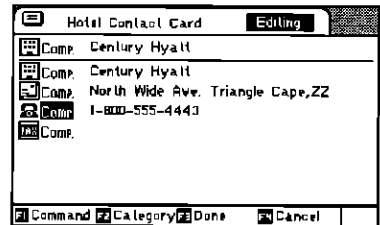
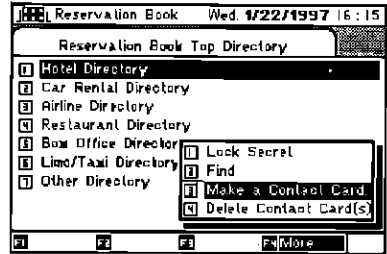


Creating Contact Cards

New Contact Cards can be made from the Reservation Book. To do this, information is input from the keyboard. Contact Cards can be made from each directory listed in the top directory of the Reservation Book, or from the Contact Card screen currently displayed.

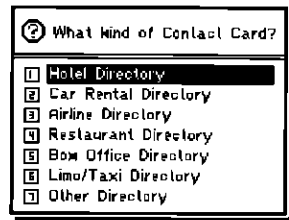
(EN) Creating a hotel Contact Card.

- 1 Press **[BOOKSHELF]**.
 - 2 Select **[Reservation Book]**.
 - 3 Select **[Hotel Directory]**.
 - 4 Press **[F4]** (More).
 - 5 Select **[Make a Contact Card]** and press **[↓]**.
 - 6 Type the company name, telephone number, etc.
- [⌨]** "Typing and Editing Characters." 1-12
- 7 Press **[F3]** (Done).



More than one company name or no company name cannot be stored.

NOTE: When you press **[F4]** (More) from the Reservation Book's top directory and select **[Make a Contact Card]**, you will be asked to choose the card type.



Viewing Contact Cards

Ex Viewing a hotel Contact Card.

- 1 Press **BOOKSHELF**.
- 2 Select [Reservation Book] and press **↵**.

Directory of car rental numbers.

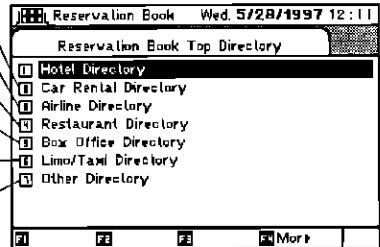
Directory of airline numbers.

Directory of restaurant numbers.

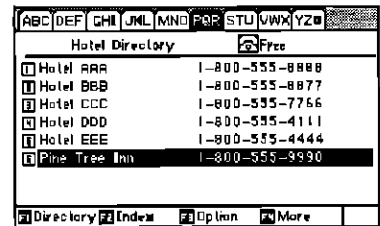
Directory of box office numbers.

Directory of limousine/taxi numbers.

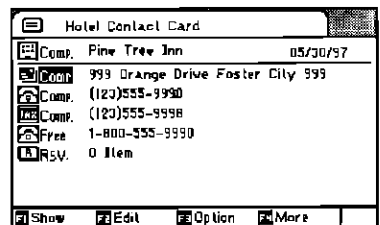
Directory of other numbers.




- 3 Select [Hotel Directory] and press **↵**.



- 4 Select the desired hotel name and press **↵**.



Editing Contact Cards

- 1 Press **BOOKSHELF**.
 - 2 Select [Reservation Book] and press **↓**.
 - 3 Select the Contact Card from any directory and display it.
 - 4 Press **F2** (Edit).
-  *"Typing and Editing Characters." 1-12*
"Editing Categories." 2-8
- 5 Press **F3** (Done).

Reservation Book		Wed. 5/28/1997 09:22	
Hotel Contact Card		Editing	
Comp.	Pine Tree Inn		
Comp.	Pine Tree Inn		
Comp.	999 Orange Drive Foter City 999		
Comp.	(123)555-9998		
Phone	1-800-555-9990		
Command	Category	Done	Cancel

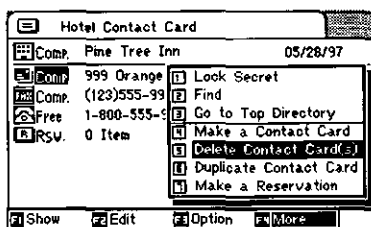
More than one company name or no company name cannot be stored.

Deleting Contact Cards

Contact Cards can be deleted from the Reservation Book either one at a time or several at the same time. Contact Cards can be deleted from each directory of the Reservation Book or from the Contact Card screen currently displayed.

(Ex.) Deleting an unnecessary Contact Card.

- 1 Press **BOOKSHELF**.
- 2 Select [Reservation Book] and press **↓**.
- 3 Select the Contact Card to be deleted and display it.
- 4 Press **F4** (More).



- 5 Select [Delete Contact Card(s)] and press **↓**.
- 6 Select [Selected Contact Card(s)].
- 7 Check the message. Press **F1** (OK).

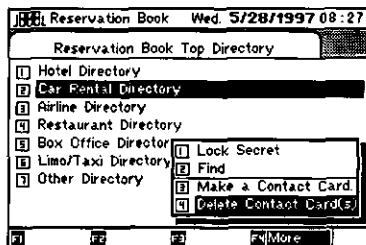


Deletes all the contact cards.



Ex. Deleting all the car rental Contact Cards.

- 1 Press **BOOKSHELF**.
- 2 Select **[Reservation Book]** and press **↵**.
- 3 Select **[Car Rental Directory]**.
- 4 Press **F4** (More).
- 5 Select **[Delete Contact card(s)]** and press **↵**.



- 6 Select **[Selected Contact Card(s)]** and press **↵**.



- 7 Check the message.
Press **F1** (OK).



NOTE: If the Contact Card to be deleted has a Reservation Card, these cards will also be deleted.

Cards previously assigned 'Lock Secret' cannot be deleted. To delete these cards 'Unlock Secret' must be selected. To do so, press **F4** (More) then select **[Unlock Secret]**. (Secret word must be input.)

Creating Reservation Cards

Reservation Cards containing reservation details can be made from the Contact Card of the Reservation Book. They can be made from each directory of the Reservation Book or from the Contact Card screen currently displayed.

Ex. Making hotel reservations for the registered hotel Contact Card.

- 1 Press **[BOOKSHELF]**.
- 2 Select [Reservation Book] and press **[↓]**.
- 3 Select the Contact Card for which the reservation details are to be entered from the Hotel directory and display it.

Check the contact telephone number, call the number, and make the reservation.

Hotel Contact Card		
Comp.	Pine Tree Inn	05/30/97
Comp.	999 Orange Drive Foster City 999	
Comp.	(123)555-9990	
Comp.	(123)555-9998	
Free	1-800-555-9990	
Rsv. 0 Item		
Show	Edit	Option More

- 4 Press **[F4]** (More) select [Make a Reservation] and press **[↓]**.
- 5 Type the date, title, confirmation number, etc.

[1] Lock Secret
[2] Find
[3] Go to Top Directory
[4] Make a Reservation
[5] Delete Reservation(s)

NOTE: Handy Function for Creating Reservations. When **[F1]** (Command) and [Credit Card] are pressed:

The list of credit cards stored in the Owner Profile is displayed, allowing quick referencing of credit card numbers needed when creating reservations. Also, the credit card number specified here is automatically entered at the cursor's location. To exit this command press **[CANCEL]**.

Hotel Reservation		Editing
Comp.	Pine Tree Inn	
Date	06/28/1997 18:00 - 06/30/1997 10:00	
Title	Vacation	
Conf#	1234	
Guaran.	AAA Credit 1234-4567-7483	
\$99.00/One Night, Non Smoking Room		
Command	Done	Cancel

☞ "Typing and Editing Characters." 1-12

If no credit card information is stored in the Owner Profile, the display will be blank.

Please select Credit card	
[1] AAA CREDIT	534-3455-3434
[2] BBB CREDIT	335-3434-5568
[3] CCC CREDIT	1234-4568-3434

- 6 Press **[F3]** (Done).

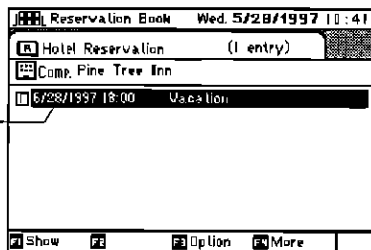
Viewing Reservation Cards

(Ex) Viewing a specific Reservation Card of a certain Contact Card.

- 1 Press **BOOKSHELF**.
- 2 Select [Reservation Book] and press **↵**.
- 3 Select the Contact Card whose reservation is to be viewed from any directory, and display it.
- 4 Select the reservation category, and press **↵**.

A directory of the titles of Reservation Cards stored and the reservation start date is displayed

Or press **F1** (Show), select [Reservation List], and press **↵**.



- 5 Select the title of the reservation to be viewed and press **↵**.


Editing Reservation Cards

To edit a Reservation Card which has been registered, display the targeted Contact Card and edit it on the Edit screen.

- 1 Press **BOOKSHELF**.
- 2 Select [Reservation Book] and press **↵**.
- 3 Select the Contact Card from any directory, and display it.
- 4 Select the reservation category, and press **↵**.

Or press **F1** (Show), select [Reservation List], and press **↵**.

- 5 Select the title of the reservation to be edited, and press **↵**.
- 6 Press **F2** (Edit) and edit the Reservation Card.

 "Typing and Editing Characters." 1-12

Hotel Reservation		Editing	
Comp. Pine Tree Inn			
Date	06/28/1997 18:00 - 06/30/1997 10:00		
Title	Vacation		
Conf#	1234		
Guaran.	AAA Credit 1234-4567-7483		
\$99.00/One Night, Non Smoking Room			
Command	Done	Cancel	

 "NOTE: Handy Function for Creating a Reservations." 3-27

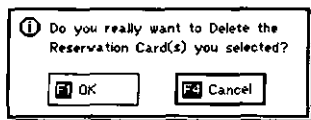
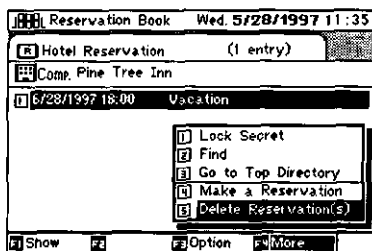
- 7 Press **F3** (Done).


Deleting Reservation Cards

Reservation Cards can be deleted from the Contact Card of the Reservation Book either one at a time or several at the same time.

(Ex) Deleting a specific reservation no longer required for a Contact Card.

- 1 Press **[BOOKSHELF]**.
- 2 Select [Reservation Book] and press **[↓]**.
- 3 Select the Contact Card to be deleted from any directory, and display it.
- 4 Select the reservation category and press **[↓]**.
Or press **[F1]** (Show), select [Reservation List], and press **[↓]**.
- 5 Select the title of the reservation to be deleted.
- 6 Press **[F4]** (More), select [Delete Reservation(s)], and press **[↓]**.
- 7 Select [Selected Reservation Card(s)] and press **[↓]**.
- 8 Check the message.
Press **[F1]** (OK).





 "Viewing Monthly Calendar." 4-2

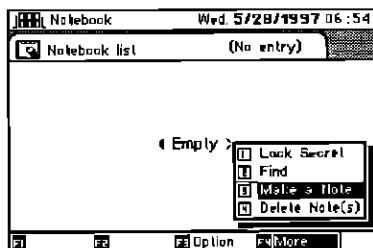
NOTE: When a Contact Card is deleted, its reservations are deleted as well. Once a reservation is deleted, it can no longer be checked from the Calendar.

Cards previously assigned 'Lock Secret' cannot be deleted. To delete these cards 'Unlock Secret' must be selected. To do so, press **[F4]** (More) then select [Unlock Secret]. (Secret word must be input.)


Creating Notes

The "Notebook" is used for making notes of things that need to be done, as well as making memos.

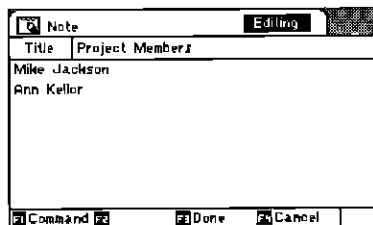
- 1 Press **BOOKSHELF**.
- 2 Select [Notebook] and press .
- 3 Press **F4** (More), select [Make a Note], and press .



- 4 Type the title and text.



 *"Typing and Editing Characters." 1-12*

- 5 Press **F3** (Done).




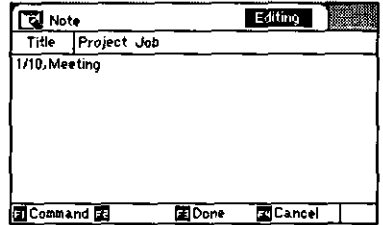
The note made here is time-stamped by current time and is sorted automatically in the Notebook list by the time sequency which is stamped.

Viewing Notes

- 1 Press **BOOKSHELF**.
- 2 Select [Notebook] and press .
- 3 Select the title of the note to be viewed, and press .

Editing Notes

- 1 Press **BOOKSHELF**.
 - 2 Select [Notebook] and press **↵**.
 - 3 Select the title of the note to be edited, and press **↵**.
 - 4 Press **F2** (Edit), and edit the note.
-  "Typing and Editing Characters." 1-12



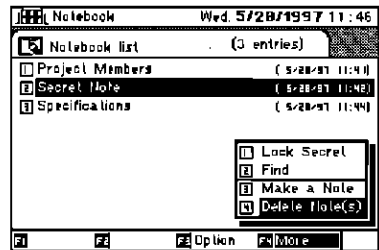
- 5 Press **F3** (Done).

The time-stamp of this Note is updated automatically after editing.

Deleting Notes

(Ex) Deleting a note no longer required.

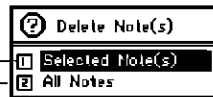
- 1 Press **[BOOKSHELF]**.
- 2 Select **[Notebook]** and press **[↵]**.
- 3 Select the title of the note to be deleted.
- 4 Press **[F4]** (More), select **[Delete Note(s)]**, and press **[↵]**.



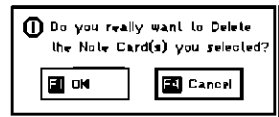
- 5 Select **[Selected Note(s)]**, and press **[↵]**.

Deletes the note selected on the Notebook list.

Deletes all the notes in the Notebook.



- 6 Check the message.
Press **[F1]** (OK).



NOTE: Cards previously assigned 'lock Secret' cannot be deleted. To delete these cards, 'Unlock Secret' must be selected. To do so, press **[F4]** (More) then select **[Unlock Secret]**. (Secret word must be input.)

Creating an Owner Card

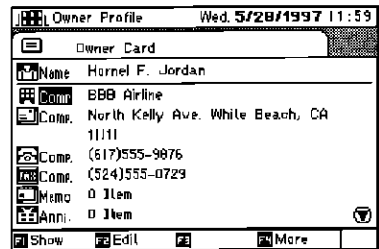
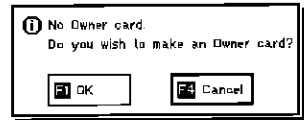
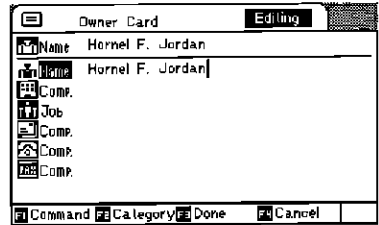
If the Owner Card has not been stored yet, scan your Business Card or enter the information via the keyboard.

- 1 Press **BOOKSHELF**.
- 2 Select [Owner Profile] and press **↵**.
- 3 Select [Owner Card] and press **↵**.
- 4 Press **F1** (OK)

To scan a Business Card, press **SCAN** followed by **F1**. The scan screen then appears. Proceed according to the directions outlined in "Scanning a Business Card." 2-3

- 5 Type owner's name, company name, etc.
- 6 Press **F3** (Done).

NOTE: Once the Owner Card has been stored, it cannot be deleted. To modify the contents, use the edit screen or scan your Business Card.



More than one name or no name cannot be stored.

Viewing an Owner Card

Example of when information is already stored.

- 1 Press **BOOKSHELF**.
- 2 Select [Owner Profile] and press **↵**.
- 3 Select [Owner Card] and press **↵**.

Editing an Owner Card

- 1 Press **BOOKSHELF**.
- 2 Select **[Owner Profile]** and press **↵**.
- 3 Select **[Owner Card]** and press **↵**.
- 4 Press **F2** (**Edit**).

 *"Typing and Editing Characters."*
1-12
"Editing Categories." 2-8

Owner Profile		Wed. 5/28/1997 09:05	
Owner Card		Editing	
Name	Hornel F. Jordan		
Name	Hornel F. Jordan		
Comp.	BBB Airline		
Comp.	North Kelly Ave. White Beach, CA		
	11111		
Comp.	(617)555-9876		
Comp.	(524)555-0729		
Command	Category	Done	Cancel

- 5 Press **F3** (**Done**).

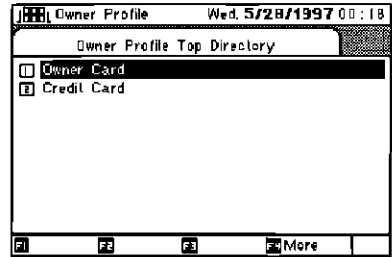
More than one name or cards without a name cannot be stored.

Managing the Owner's Personal Memos

As with the Business Cards in the Address Book, the owner's own memos can be registered in the Owner Cards. To view, make, edit, or delete these memos, follow the procedure described below, and then the same procedures as for the Memos of people whose Business Cards have been scanned.

- 1 Press **BOOKSHELF**.
- 2 Select [Owner Profile] and press **↵**.
- 3 Select [Owner Card] and press **↵**.
- 4 Select the memo category and press **↵**.

Or press **F1** (Show), select [Memo List], and press **↵**.



The following operating options are now available:

- **Creating memos.**

Press **F4** (More) and select [Make a Memo].
Proceed to the Edit screen.

- **Viewing memos.**

Select the memo to be viewed from the memo list, and display it.

- **Editing memos.**

Select the title of the memo to be edited from the memo list, and display it.

Press **F2** (Edit).

- **Deleting memos.**

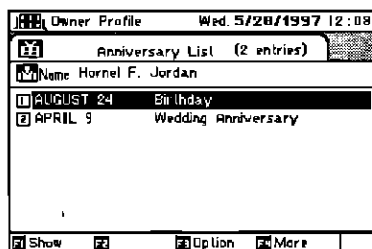
Select the title of the memo to be deleted from the memo list, press **F4** (More), and select [Delete Memo(s)].

Managing the Owner's Personal Anniversaries

As with the Business Cards in the Address Book, the owner's own anniversaries can be registered. Anniversaries can also be checked from the calendar.

To view, make, edit, or delete the owner's own anniversaries, follow the procedure described below, and then the same procedures as for the Anniversaries of people whose Business Cards have been scanned.

- 1 Press **BOOKSHELF**.
- 2 Select **[Owner Profile]** and press **↵**.
- 3 Select **[Owner Card]** and press **↵**.
- 4 Select the Anniversary category and press **↵**.
Or press **F1** (Show), select **[Anniversary List]**, and press **↵**.



The following operating options are now available:

•Creating Anniversaries.

Press **F4** (More), select **[Make an Anniversary]**, and press **↵**.
Proceed to the edit screen.

•Viewing Anniversaries.

Select the Anniversary to be viewed from the Anniversary List, and display it.

•Editing Anniversaries.

Select the title of the Anniversary to be edited from the Anniversary list, and display it.

Press **F2** (Edit), and proceed to the edit screen.

•Deleting anniversaries.

Select the title of the Anniversary to be deleted from the Anniversary list.

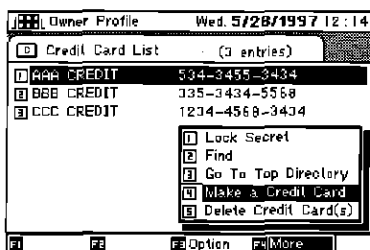
Press **F4** (More), select **[Delete Anniversary(ies)]**, and press **↵**.

Storing Credit Card Information

Credit Card numbers and expiration dates can be registered in the "Credit Card" entry from the Credit Card List, or in the Credit Card display to serve as a personal note. When reservations are made or edited in the Reservation Book, the information registered here can be referenced and read.

Ex. A new Credit Card from Credit Card List.

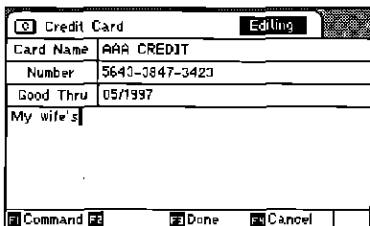
- 1 Press **BOOKSHELF**.
- 2 Select **[Owner Profile]** and press **↵**.
- 3 Select **[Credit Card]** and press **↵**.
- 4 Press **F4** (More).
- 5 Select **[Make a Credit Card]** and press **↵**.



- 6 Type the card's name, number, and expiration date.

The default date is the current date.

- 7 Press **F3** (Done).

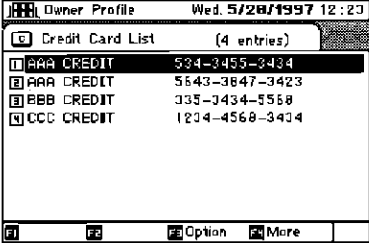


Do not scan credit cards. You may damage the unit.

Viewing Credit Cards

Ex. Viewing a specific Credit Card.

- 1 Press **[BOOKSHELF]**.
- 2 Select [Owner Profile] and press **[↓]**.
- 3 Select [Credit Card] and press **[↓]**.
- 4 Select the title of the Credit Card to be viewed and press **[↓]**.



The screenshot shows a terminal window titled "Owner Profile" with a date and time of "Wed, 5/28/1997 12:20". Below the title bar is a menu bar with "Credit Card List" and "(4 entries)". The main area contains a list of four credit cards, each with a selection box and a card number:

<input type="checkbox"/>	AAA CREDIT	534-3455-3434
<input type="checkbox"/>	AAA CREDIT	5643-3647-3423
<input type="checkbox"/>	BBB CREDIT	335-3434-5568
<input type="checkbox"/>	CCC CREDIT	1234-4568-3434

At the bottom of the screen, there are several function keys: **[F1]**, **[F2]**, **[Option]**, and **[More]**.

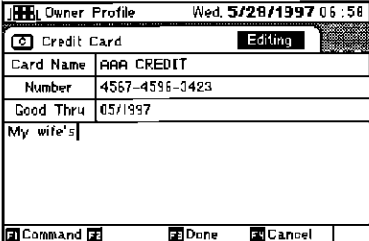
Editing Credit Cards

- 1 Press **[BOOKSHELF]**.
- 2 Select [Owner Profile] and press **[↓]**.
- 3 Select [Credit Card] and press **[↓]**.
- 4 Select the title of the Credit Card to be edited and press **[↓]**.
- 5 Press **[F2]** (Edit), and edit the card.

 "Typing and Editing Characters."
1-12

NOTE: "Handy Function for Creating Reservations." 3-27

- 6 Press **[F3]** (Done).



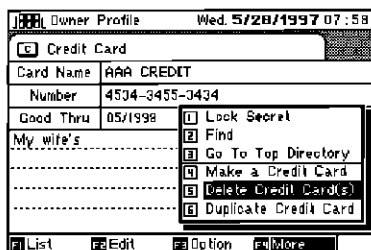
The screenshot shows a terminal window titled "Owner Profile" with a date and time of "Wed, 5/28/1997 06:58". Below the title bar is a menu bar with "Credit Card" and "Editing". The main area contains a form with the following fields:

Card Name	AAA CREDIT
Number	4567-4595-3423
Good Thru	05/1997
My wife's	

At the bottom of the screen, there are several function keys: **[Command]**, **[Done]**, and **[Cancel]**.

Deleting Credit Cards

- 1 Press **BOOKSHELF**.
- 2 Select [Owner Profile] and press **↵**.
- 3 Select [Credit Card] and press **↵**.
- 4 Select the title of the Credit Card to be deleted and press **↵**.
- 5 Press **F4** (More), select [Delete Credit Card(s)], and press **↵**.



- 6 Select [Selected Credit Card(s)] and press **↵**.

Deletes a Credit Card selected from the Credit Card list.

Deletes all the cards in the Credit Card list.



- 7 Check the message.
Press **F1** (Done).

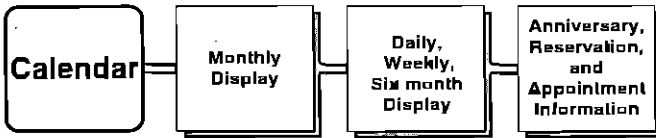


NOTE: Cards previously assigned 'Lock Secret' cannot be deleted. To delete these cards, 'Unlock Secret' must be selected. To do so, press **F4** (More) then select [Unlock Secret]. (Secret word must be input.)

4

Viewing Appointments and Anniversaries

Calendar Functions



Information shown on the calendar can be viewed in daily, weekly, monthly, or six-month formats. Appointments and holidays can be assigned and referenced. Details of anniversaries and reservations stored in Bookshelf can also be referenced on the calendar.

Viewing Monthly Calendar

Press **CALENDAR** .



When the shortcut keys **[1]~[5]** are pressed, the weekly calendar is displayed.

Press **[↓]** to view the appropriate daily calendar at the cursor location.

[NEXT] or **[PREV]** can be pressed to change the screen to the next or previous month.

NOTE: Explanation of symbols on screen (excluding six-month calendar).

Type of card	Monthly calendar	Weekly calendar	Daily calendar	Making & Editing
Anniversary	"DATE"	"Title"		Business Card
Appointment	AM PM	"Title":AM "Title":PM	 (bell < when alarm is set)	Calendar
Reservations				Contact Card

NOTE: Handy function for changing the calendar screen.

When **[F1]** (Show) is pressed:

Select [Month] and press **[↓]** to view the monthly calendar.

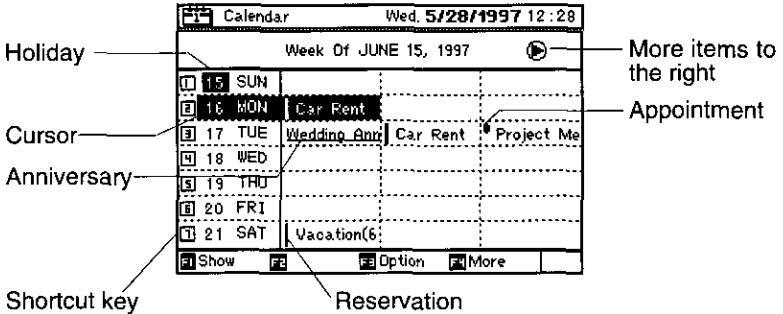
Select [Week] and press **[↓]** to view the weekly calendar for the week including the day that the cursor is on.

Select [Day] and press **[↓]** to view the daily calendar at the cursor location.

Select [Six-month] and press **[↓]** to view the six-month calendar.

Viewing Weekly Calendar

- 1 Press **CALENDAR**.
- 2 Press **F1** (Show).
- 3 Select [Week] and press **↓**.



Anniversary, appointment, and reservation titles appear on the screen.

When the shortcut key is pressed, the corresponding daily calendar is displayed.

The details of an anniversary or reservation can be displayed by selecting the desired title using the cursor keys, highlighting it, and then pressing **↓**.

- ☞ "Creating Anniversaries." 3-13
- "Creating Reservation Cards." 3-27

To display daily events, select the blank title of the day using the cursor keys, and then press **↓**.

NEXT or **PREV** can be pressed to display the screen of the next or previous week.

Viewing Daily Calendar

- 1 Press **CALENDAR**.
- 2 Press **F1** (Show).
- 3 Select [Day] and press **↵**.

Calendar		Wed 5/29/1997 12:33	
Tuesday, JUNE 17, 1997			
Anniversary		-16:00	Wedding Anniversary
Appointment		10:00-12:00	Car Rent
Reservation		14:00-15:00	Project Meeting (Mr. Mike)
		16:00-	Doctor appointment (Dr. Sm)
		17:00-20:00	Vacation (6/17-6/21)
		21:00-21:15	Dinner
			Call friend of mine (Tom J)
Shortcut key		Show	Option More

NOTE: Explanation of symbols on screen.

- Start and finish time of appointment. 10:00-12:00
- Start and finish time of reservation. 17:00-20:00
- Finish time of reservation. -16:00
- Start time of reservation. 16:00-
- Appointment with set alarm. 21:00-21:15

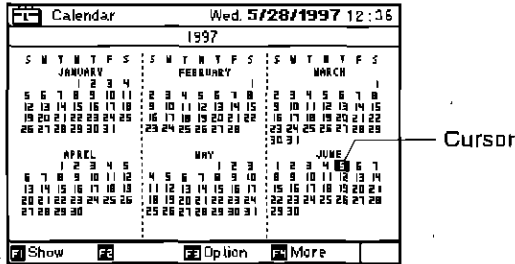
To display an Appointment Card, Reservation Card, or Anniversary Card, press the shortcut key or press **↵** with the selected appointment, reservation, or anniversary.

- "Creating Anniversaries." 3-13
- "Creating Reservation Cards." 3-27

NEXT or **PREV** can be pressed to display the next or previous day.

Viewing Six-month Calendar

- 1 Press **CALENDAR**.
- 2 Press **F1** (Show).
- 3 Select [Six-month] and press **↵**.



Press **↵** with the cursor over a day to view that day's daily calendar.

NEXT or **PREV** can be pressed to display the next or previous six-month period.

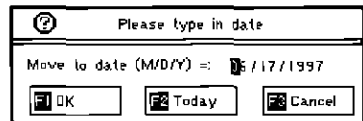
Viewing Specific Date

From any calendar screen:

- 1 Press **F3** (Option).
- 2 Select [Move to Date] and press **↵**.
- 3 Input desired month, day, and year.

The default is present date.

- 4 Press **F1** (OK).
Alternatively, move to **F1** (OK) using **◀** or **▶**, and press **↵**.



NOTE: The setting date range is 1/1/1900~12/31/2150.

Creating and Deleting Holidays

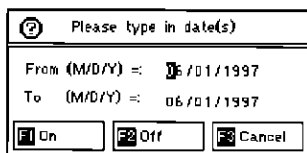
From any calendar screen:

- 1 Press **F3** (Option).
- 2 Select [Highlight date(s) On/Off] and press **↵**.



- 3 Input the start and end dates.

The default is present date.



- 4 Press **F1** (On).

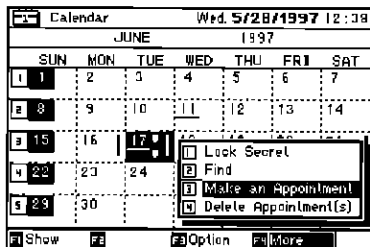
To delete holidays, press **F2** (Off).

NOTE: The days set as holidays can be displayed on the monthly or weekly calendar where highlighted. They are not displayed on the daily or six-month calendar.

Creating Appointment Cards

From any calendar screen:

- 1 Press **F4** (More).
- 2 Select [Make an Appointment] and press **↵**.



3 Type the title, date, start time and end time, the name(s) of the person(s) involved, etc.

- Title _____
- Date and time _____
- Name of person(s) involved _____
- Location _____
- Memo _____

Indicates that this is an appointment card.

Appointment		Editing
Title	Project Meeting	
Date	06/17/1997 10:00 - 12:00	
Who	Mr. Mike Jackson	
Place	Meeting Room No.1	
About S-Project		
[F1] Command	[F2] Done	[F3] Cancel

The date at the cursor location on the calendar is entered as the date of the appointment. Default appointment time is the current time.

This should read:
[F2] Am/Pm

 "Typing and Editing Characters." 1-12

An Appointment Card prepared here will be displayed on all the calendars except the six-month calendar.

NOTE: Handy function for editing appointments.

- When [F1] (Command) is pressed at "Who" and [Who] is selected, the person can be searched from the list of individuals whose Business Cards have been recorded in the Address Book.
- When [F1] (Command) is pressed at "Title" and [Title] is selected, the title of the appointment can be searched from title listing.

[1] Select
[2] Copy
[3] Cut
[4] Paste
[5] Insert symbol
[6] Who
[7] Title

[1] Select
[2] Copy
[3] Cut
[4] Paste
[5] Insert symbol
[6] Who
[7] Title

In either case, the information selected will be inserted at the current cursor position.

4 Press [F3] (Done).

Setting and Canceling the Alarm

The alarm can be set when making an appointment card. This section explains how to turn it on and off.

Ex. Setting the alarm to 5 minutes before the appointment time.

On the Appointment Card display for which the alarm is to be set:

- 1 Press **[F3]** (Option).
- 2 Select **[Alarm]** and press **[↓]**.
- 3 Select **[Before 5 minutes]** and press **[↓]**.

There is a choice of alarm setting time: 5 minutes prior, 10 minutes prior, 30 minutes prior, 1 hour prior, and 2 hours prior.

The AC adaptor must be used to sound the alarm.

Calendar		Wed. 5/28/1997 12:46	
Appointment			
Title	Project Meeting		
Date	06/17/1997(Tue.)10:00 - 12:00		
Who	Mr.Mike Jackson		
Place	Meeting Room No.1		
About S-Project			
		<input type="checkbox"/> Silent On	
		<input checked="" type="checkbox"/> Alarm	
<input type="checkbox"/> show	<input type="checkbox"/> Edit	<input type="checkbox"/> Option	<input type="checkbox"/> More

Please select Alarm time	
<input type="checkbox"/> ALARM OFF	
<input type="checkbox"/> Just time and date	
<input checked="" type="checkbox"/> Before 5 minutes	
<input type="checkbox"/> Before 10 minutes	
<input type="checkbox"/> Before 30 minutes	
<input type="checkbox"/> Before an hour	
<input type="checkbox"/> Before 2 hours	

The alarm will never sound when the power is off.

Ex. Turning the alarm off.

On the appointment card display for which the alarm is set but silent:


- 1 Press **[F3]** (Option).
- 2 Select **[Alarm]** and press **[↓]**.
- 3 Select **[ALARM OFF]** and press **[↓]**.

Editing Appointment Cards

On the weekly or daily calendar screen:

1 Select the desired Appointment Card and display.

2 Press **[F2]** (Edit), to edit.

 "Typing and Editing Characters." 1-12
"NOTE: Handy function for editing appointments." 4-7

3 Press **[F3]** (Done), when finished editing.

Calendar		Wed, 5/28/1997 12:48	
Appointment		Editing	
Title	Project Meeting		
Date	06/17/1997 10:00 - 12:00		
Who	Mr. Mike Jackson		
Place	Meeting Room No.1		
About 5-Project			
Command	[F2]	[F3] Done	[F4] Cancel

↳ "Am/Pm" displayed when set to 12-hour time.

Deleting Appointment Cards

Ex. Deleting one Appointment Card.

On the weekly or daily calendar screen:

- 1 Select the desired Appointment Card and display.
- 2 Press **F4** (More).
- 3 Select [Delete Appointment(s)] and press **↵**.
- 4 Select [Selected Appointment(s)] and press **↵**.

Deletes all the appointments

Calendar		Wed. 5/28/1997 12:51	
Appointment			
Title	Project Meeting		
Date	05/17/1997 (Tue.) 10:00 - 12:00		
Who	Mr. Mike Jackson		
Place	Meeting Room	<input type="checkbox"/>	Lock Secret
About S-Project		<input type="checkbox"/>	Find
		<input type="checkbox"/>	Make an Appointment
		<input checked="" type="checkbox"/>	Delete Appointment(s)
		<input type="checkbox"/>	Duplicate Appointment
show		edit	option

Delete Appointment(s)

- Selected Appointment(s)
- All Appointments
- All Appointments

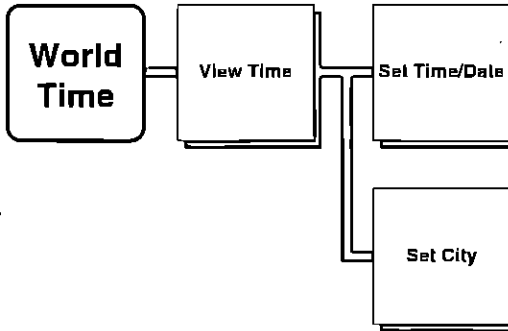
- 5 Check the message.
Press **F1** (OK).

Do you really want to Delete the Credit Card(s) you selected?

5

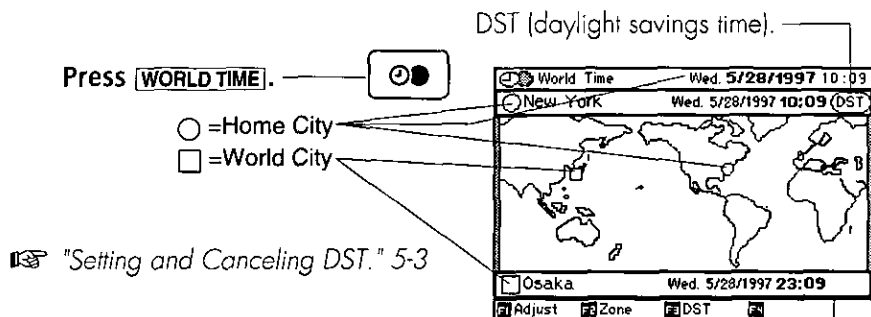
Viewing and Setting the Time

World Time Functions



"World Time" allows the user to view the current time in two cities selected from all the world cities. Daylight saving time can also be set.

Viewing Current Time



☞ "Setting and Canceling DST." 5-3

Setting Date and Time

Ex. Setting the date to December 20, 1997 (12/20/1997), and the time to 10:30 PM, according to the 12-hour time system.

- 1 Press **WORLD TIME**.
- 2 Press **F1** (Adjust).
- 3 Move the cursor to "Date (M/D/Y)" using **▲** or **▼**.

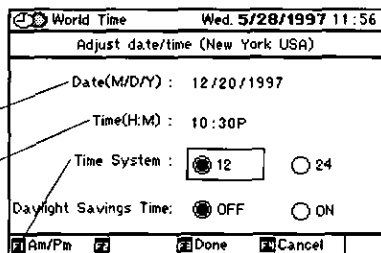
4 Type "12201997" and press **▼**.

5 Type "1030" and press **▼**.

NOTE: Setting date and time range is limited to 1/1/1990 AM0:00~12/31/2089 PM11:59 (GMT).

6 Press **◀** and press **▲**.

7 Press **F1** (Am/Pm) to select Pm.



Displayed when set to 12-hour time.

NOTE: Use the 24 hour clock to display military time.
If AM/PM is desired, then the 12 hour mode is required.

B Press **[F3]** (Done).

To cancel a setting, press **[F4]** (Cancel).

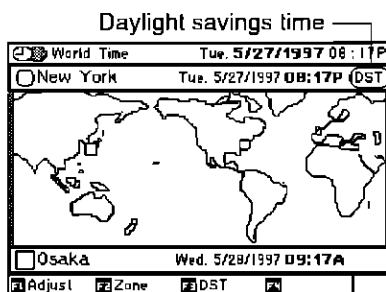
When the desired time is entered and **[F3]** (Done) is pressed, the seconds are reset to "0."

If daylight savings time is desired, see "Setting and Cancelling DST." 5-3

Setting and Canceling DST

Ex. Selecting daylight savings time for the home city.

- 1 Press **[WORLD TIME]**.
- 2 Press **[F3]** (DST)
- 3 Select [Home City D.S.T. On] and press **[↓]**.



When the time display has been set to incorporate DST, the time now displayed will be advanced by an hour. For instance, if the time was 7:38 before the time display was set to DST, 6:38 will be displayed after the DST setting.

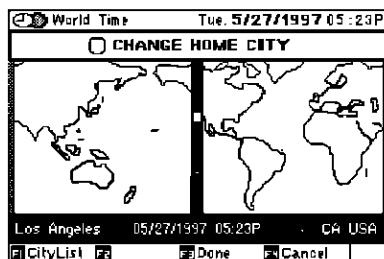
The setting display disappears when the present DST setting is ON.

Changing City Settings

Ex. Changing the Home City to Los Angeles.

Making your Home City selection from the world map.

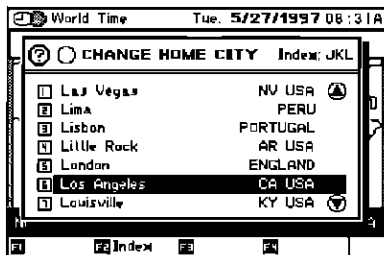
- 1 Press **[WORLD TIME]**.
- 2 Press **[F2]** (Zone).
- 3 Select [Change Home City] and press **[↓]**.
- 4 Press **[▶]** or **[◀]** until Los Angeles appears.
- 5 Press **[F3]** (Done).



Any one of the 157 cities in the appendix can be selected. If the city to be set is not found, select a nearby city in the same time zone.

Making your Home City selection from the listing.

- 1 Press **[WORLD TIME]**.
- 2 Press **[F2]** (Zone).
- 3 Select [Change Home City] and press **[↓]**.
- 4 Press **[F1]** (City List).
- 5 Press **[F2]** (Index).
- 6 Select [JKL] and press **[↓]**.
- 7 Select Los Angeles using **[▼]** and press **[↓]**.

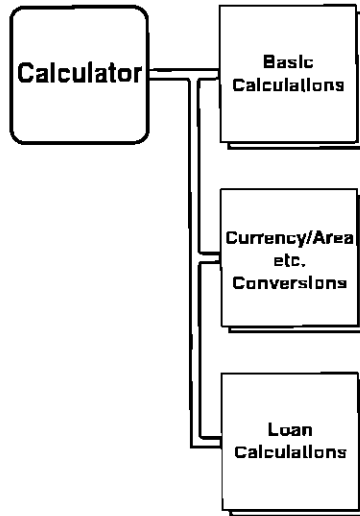


The World City can also be changed using the same sequence starting from Step 2, **[F2]** (Zone).

6

Performing Calculations

Calculator Functions



The calculator function performs math calculations with a floating decimal point memory and log.

It also includes conversions for currency, length, area, volume, weight, temperature, and interest on loan calculations.

Using the Calculator

1 Press **CALCULATOR**.

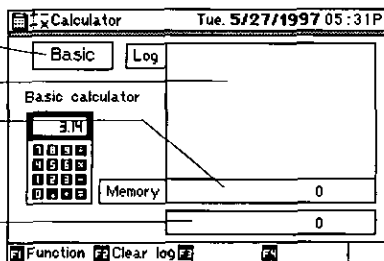


Name of the function in use.

Record of the calculation process.

Cumulative total of calculation results.

Input data or calculation results.



NOTE: Keys used by the calculator.

[0] to **[9]** ... Number

[.] ... Decimal point

[+] ... Add

[-] ... Subtract

[X] ... Multiply

[÷] ... Divide

[=] or **[↓]** ... Calculation result

[M+] ... Add calculation result to memory

[M-] ... Subtract calculation result from memory

[RM] ... Recall memory

[CM] ... Clear memory

[CE] ... Clear Entry

[AC] ... Clear all (Except Memory)

[F2] ...

- Clear log display (4 basic rules)
- Input figure set to 1 (other calculations)

When using Calculator, it is not necessary to press the shiftkey as follow keys.

[M+], **[M-]**, **[RM]**, **[CM]**, **[AC]**.

NOTE: When **[F1]** (Function) is pressed, the illustrated display appears.




2 Input the amounts and the type of calculation.

Ex. $(25 + 15) \times 3 =$

Press **2** **5** **+**.

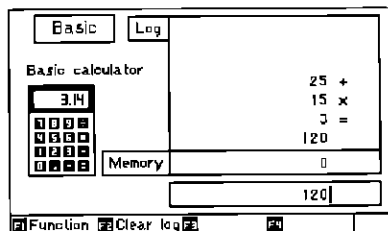
Press **1** **5** **×**.

Press **3** **=**.

 may be pressed instead of **=**.

Only additions and subtractions can be performed with calculations involving the Memory.

Press **M+** for adding and **M-** for subtracting stored values.



NOTE: If a mistake is made during entry:

If the wrong figure has been entered:

- Press **CE** to clear the last entry.
- Press **DEL** or **BS** to clear the last digit of the figure entered.

If the wrong calculation key has been pressed:

- Press the desired calculation key to override.

If an error display appears:

- An "error message" display appears when the entered data or calculation result has more than 10 digits, or when a figure has been divided by zero. Press **AC** to clear.
- Press **CM** when an error has occurred in the memory.

1 **2** **×** **2** **3** **CE** **3** **4** **=**



1 **2** **×** **3** **4** **=**

1 **2** **×** **3** **5** **DEL** **4** **=**



1 **2** **×** **3** **4** **=**

1 **2** **×** **+** **3** **4** **=**



1 **2** **+** **3** **4** **=**

Key entry

Log display

1 **2**

×

3 **4**

=

12×

34=

408

NOTE: The relationship between the key entry and the log:

- Previous entries are displayed in the log.
- Data cleared by **CE** is not displayed in the log.
- The log is similar to paper tape.

Converting Currencies

(Input from calculator keys.)

Ex. Converting \$10 into pounds sterling.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select [Currency] and press **↓**.
- 4 Type "10=".

6.4 appears at the pound sterling position.

These four currencies have been preset.

For other conversions, move the cursor to the desired currency by using **▲** or **▼**, input the figure, and press **=** to convert.

Currency	Currency conversion
Dollar/US	10
Pound/UK	6.4
DM/GRM	15.71
Yen/JPN	985

Setting Rates

Ex. Changing the yen rate to ¥98.5 to the dollar.

(Input from calculator keys.)

- 1 Press **F3** (Set Rate) in the Currency screen.
- 2 Type "98.5=" and press **F3** (Done).

Currency/Country	US \$1.00 = ?
Pound/UK	0.64
DM/GRM	1.571
Yen/JPN	98.5

Ex. Adding the Swiss franc rate of 1.29SF to the dollar.

- 1 Press **F3** (Set Rate) in the Currency screen.
- 2 Type "SF/Swiss" in the blank currency listing.
- 3 Type "1.29=" and press **F3** (Done).

Currency	Set rating : Dollar / US
Currency/Country	US \$1.00 = ?
Pound/UK	0.640
DM/GRM	1.571
Yen/JPN	100.2
SF/Swiss	1.29

Up to five currencies can be converted.

To convert a currency, first clear any old data, and then input the desired currency and the amount using no more than 15 characters.

To delete a currency, use **DEL** or **BS**, move the cursor to the currency rate, and press **F2** (Clear).

Converting Lengths

(Input from calculator keys.)

Ex. Converting 30 inches into feet.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select [Length] and press **↓**.
- 4 Type "30=".

Length	Length conversion
Inches	30
Feet	2.5
Yards	0.833333333
Miles	0.000473485
Meters	0.76197
Kilometers	0.00076197

2.5 appears for feet.

Similarly, for other conversions, move the cursor to the desired unit using **▲** or **▼**, input the figure, and press **=** to convert.

Calculations similar to the Basic Calculator can be performed in the numeric area.

Converting Areas

(Input from calculator keys.)

Ex. Converting 70 square inches into square feet.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select **[Area]** and press **↵**.
- 4 Type "70=".

Area conversion	
Square inches	70
Square feet	0.486111111
Square meters	0.045158377

0.486111111 appears for square feet.

Similarly, for other conversions, move the cursor to the desired unit using **▲** or **▼**, input the figure, and press **=** to convert.

Converting Capacities

(Input from calculator keys.)

Ex. Converting 12 gallons into liters.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select **[Volume]** and press **↵**.
- 4 Type "12=".

Volume conversion	
Gallons	12
Fluid ounces	1,536.12
Pints	96
Quarts	48
Liters	45.4236

45.4236 appears for liters.

Similarly, for other conversions, move the cursor to the desired unit using **▲** or **▼**, input the figure, and press **=** to convert.

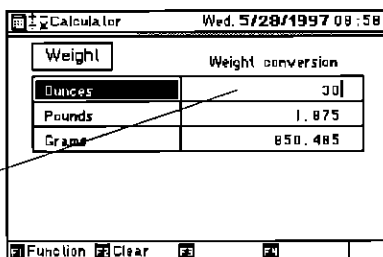
Converting Weights

(Input from calculator keys.)

Ex. Converting 30 ounces into pounds.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select **[Weight]** and press **↵**.
- 4 Type "30=".

1.875 appears for pounds.



Similarly, for other conversions, move the cursor to the desired unit using **▲** or **▼**, input the figure, and press **↵** to convert.

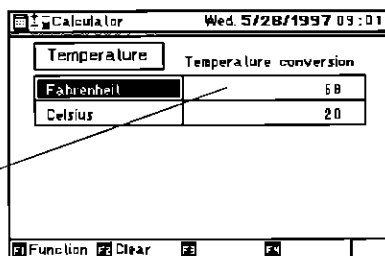
Converting Temperatures

(Input from calculator keys.)

Ex. Converting 68°F into degrees Celsius.

- 1 Press **CALCULATOR**.
- 2 Press **F1** (Function).
- 3 Select **[Temperature]** and press **↵**.
- 4 Type "68=".

20 appears for Celsius.



Similarly, for other conversions, move the cursor to the desired unit using **▲** or **▼**, input the figure, and press **↵** to convert.

Loan Calculations (Simple Interest)

(Input from calculator keys.)

- Ex.** Calculating the monthly payments to pay back a 3-year loan for \$5,000 at an annual simple interest rate of 6.5%.

1 Press **[CALCULATOR]**.

2 Press **[F1]** (Function).

3 Select **[Loan]** and press **[↵]**.

4 Type "3=" and press **[↵]**.

5 Type "6.5=" and press **[↵]**.

6 Type "5000=" and press **[↵]**.

Loan period (years):
Annual interest rate:
Loan amount:
Monthly payment:
Total payment:
Total interest amount:

Loan Calculator	
Number of years	3
Interest rate(%)	6.5
Loan amount	5,000
Monthly payment	153.2450144
Total payment	5,516.820516
Total interest	516.820516

- Ex.** Calculating the loan period (number of years) when borrowing \$5,000 and paying it back at an annual interest rate of 6.5% with a monthly payment of \$200.

At the Loan calculation Screen:

1 Type "6.5=" and press **[↵]**.

2 Type "5000=" and press **[↵]**.

3 Type "200=" and press **[↵]**.

2.244635568 (years) appears at the Number of years position.

Loan Calculator	
Number of years	2.244635568
Interest rate(%)	6.5
Loan amount	5,000
Monthly payment	200
Total payment	5,387.125363
Total interest	387.1253625

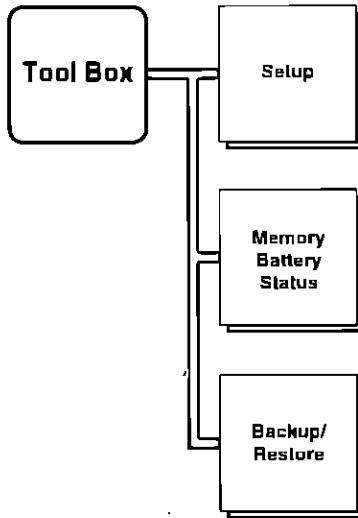
A system of repaying the principal and interest in equal installments is used for the loan calculations: the monthly payment of principal plus interest remains the same from the beginning to the end of the loan period.

If "0" is input at any position where a figure can be input, the "Error" display appears.

The figures calculated may vary slightly with actual amounts, as minor errors may occur in the calculations. Use the amounts displayed as a general guide.

7

Using Convenient Functions **Tool Box Functions**

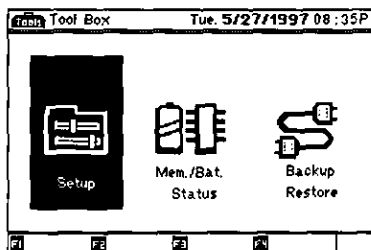


The "Tool Box" contains utilities which are used for setup, to check the memory usage, battery condition, or to back up/restore data.

Tool Box

The Tool Box contains operating and usage functions.

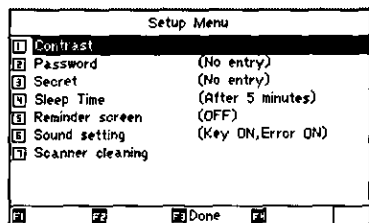
- 1 Press **TOOLBOX**.
- 2 Select the function desired and press **↵**.



Setup

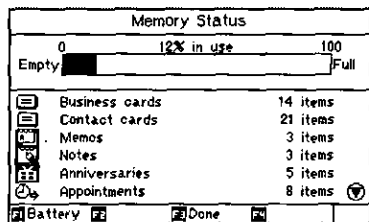
Setup contains operating utilities and diagnostics. The password is set at this menu.

To select one of the functions, position the cursor using the cursor keys and press **↵**, or input the desired number.



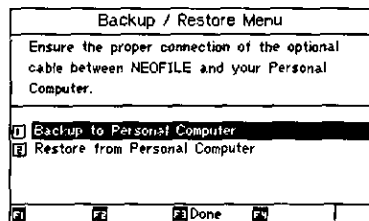
Mem./Bat.
Status

Indicates memory used and battery condition.



Backup
Restore

Backup/restores data in the Bookshelf.

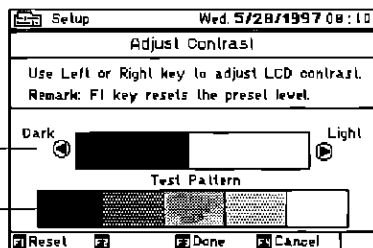


Adjusting Screen Contrast

- 1 Press **TOOLBOX**.
- 2 Select [Setup] and press **↓**.
- 3 Select [Contrast] and press **↓**.
- 4 Press **←** or **→** to adjust the screen to the desired contrast, and press **F3** (Done) when set.

Contrast setting.

Test pattern.



If the screen is too light or too dark, press **F1** (Reset) to the preset level, and then manually adjust the contrast.

Establishing Password

The password is used to lock your system. After it has been set, the correct password must be input to use your NEOFILTM.

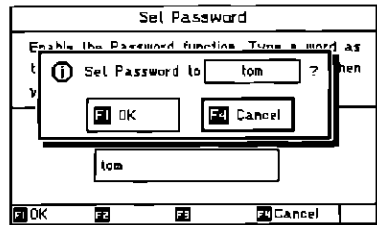
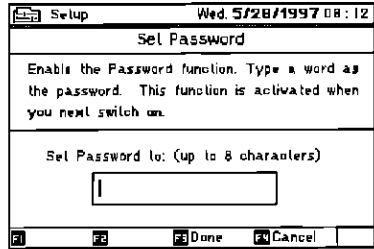
If the password has been forgotten, even the owner of the Business Card Reader will not be able to use the unit.

- 1 Press **TOOLBOX**.
- 2 Select [Setup] and press **↓**.
- 3 Select [Password] and press **↓**.
- 4 Type the password.

The password accommodates up to 8 characters.

Any character from the keyboard can be used.

- 5 Press **F3** (Done).
- 6 Check the message.
Press **F1** (OK).



Since establishing the password locks the system, the owner should write the password down and retain it in a safe place.

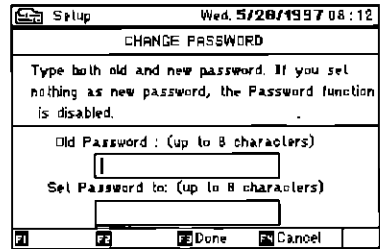
When the password has been set, "Entered" appears at the Password item on the Setup Menu screen. If it has not been created, "No entry" appears.

Changing Password

- 1 Press **TOOLBOX**.
- 2 Select [Setup] and press **↵**.
- 3 Select [Password] and press **↵**.
- 4 Type the old password and the new password.

The password accommodates up to 8 characters.

Any character from the keyboard can be used.



NOTE: To cancel the password and unprotect the unit, press **F3** (Done) leaving a blank for the new password on the Change Password screen.

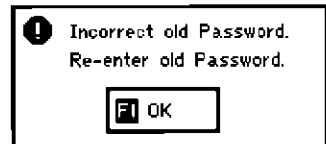
- 5 Press **F3** (Done).
- 6 Check the message.
Press **F1** (OK).



The password is essential to unlock the system. If you establish a password and forget the word, your system cannot be unlocked.

It is recommended that you write your password down and retain it in a safe place.

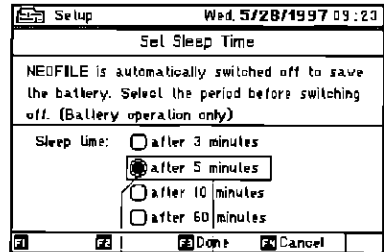
An error message appears when the old password is typed incorrectly. Input the correct password.



Changing the Auto Sleep Timer

This unit has a power saver which shuts the power off when no operation is conducted over a select period of time. This function is used under battery operation only.

- 1 Press **[TOOLBOX]**.
- 2 Select **[Setup]** and press **[↓]**.
- 3 Select **[Sleep Time]** and press **[↓]**.
- 4 Select the time setting desired and press **[↓]**.
- 5 Press **[F3]** (**Done**).



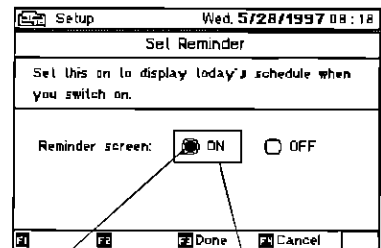
Cursor position.
Selected time period.

NOTE: When the unit is AC powered, the Sleep Timer is inactive.

Reminder Screen Function ON/OFF

The Reminder screen is used to display anniversaries, appointments, and reservations which were previously input and the reminder was set. The Reminder screen is displayed upon every power up.

- 1 Press **[TOOLBOX]**.
- 2 Select **[Setup]** and press **[↓]**.
- 3 Select **[Reminder screen]** and press **[↓]**.
- 4 Select **[ON]** or **[OFF]** and press **[↓]**.
- 5 Press **[F3]** (**Done**).



Selected setting. Cursor position.

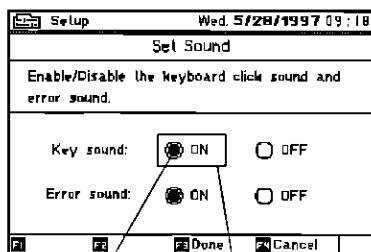
If nothing has been input for the day with no anniversaries, appointments, or reservations created, the Reminder Screen does not appear.

The Reminder Screen is similar to the daily calendar format.

Changing the Beep Sound Setting

This unit has a function which emits a beep to verify a key press or an error. The beep sound is set ON or OFF with this screen.

- 1 Press **[TOOLBOX]**.
- 2 Select **[Setup]** and press **[↓]**.
- 3 Select **[Sound setting]** and press **[↓]**.
- 4 Select **[ON]** or **[OFF]**.
- 5 Press **[F3]** (Done).



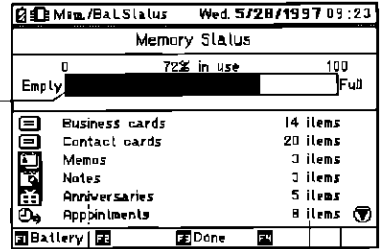
Selected setting. Cursor position.

NOTE: This does not affect the alarm settings.

Checking Memory Allocation

- 1 Press **TOOLBOX**.
- 2 Select [Mem./Bat. Status] and press **↵**.

Percentage of memory in use.



Type of card.

Number of items input.

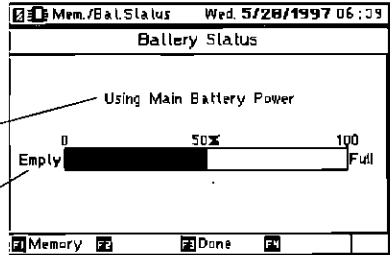
It may not be possible to create additional cards if the remaining memory is insufficient. In this case, delete any cards no longer required to increase the memory. If data cannot be deleted, use the optional program (product name: PC Link Software; product number: CF-CKA10) for saving data in a personal computer.

Checking Battery Condition

- 1 Press **[TOOLBOX]**.
- 2 Select **[Mem./Bat. Status]** and press **[↓]**.
- 3 Press **[F1]** (Battery).

Type of power supplied.
(AC or battery)

Battery condition.



For the memory back-up battery, there is no condition display. A warning "low sub battery" will be displayed alerting the user to change the sub battery.

"Replacing the Sub Battery" 9-2

NOTE: Battery charge levels and operation:

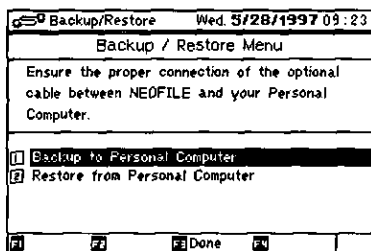
- 100%: The remaining battery charge is adequate. With the AC adaptor connected, 100% appears regardless of the actual remaining battery charge. Even though 100% appears in this screen, the scanner may not operate in case of using old batteries. Replace the main batteries or use the AC adaptor.
- Under 30%: The scanner operates with the power warning display.
- Under 10%: The scanner will not operate. The battery icon flashes for replacement of the battery.
- Virtually 0%: Normal operation of the unit is impossible.
 - While operation is in progress: A warning display indicates that the battery has been depleted.
 - When the power is turned on: A warning display indicates that the battery has been depleted.

Saving Data to a Personal Computer Via Interface


Selected data can be transmitted to a PC using the optional PC - Link Software (CF-CKA10), and the accompanying interface cable. Refer to the instructions in the software kit.

- 1 Press **[TOOLBOX]**.
- 2 Select **[Backup/Restore]** and press **[↓]**.
- 3 Select **[Backup to Personal Computer]** and press **[↓]**.

Use this command save data from the NEOFILTM into a personal computer.



To restore data from the personal computer to the NEOFILTM, select **[Restore from Personal Computer]**, and press **[↓]**.

 The optional program (PC Link Software, product number: CF-CKA10) contains the operating procedures for use.

8

Using Other Handy Functions

Handy Functions

Secret Functions

Creating Secret Cards

Viewing Secret Cards

Releasing Secret Cards

Changing or Canceling the Secret Word

Searching for Cards

Copying Cards

Handy functions include secret and find utilities. The secret function keeps assigned cards secret and the find function enables cards to be retrieved by means of a keyword search.

Secret Functions

The secret function is used to deny access to selected the cards. The following steps activate this function:

1. Create secret word to lock.
2. Select cards to be kept secret.

NOTE: Cards can also be unlocked.



Initially, step 1 is performed using [Lock Secret] under **F4** (More);
Step 2 uses [Secret ON] under **F3** (Option).

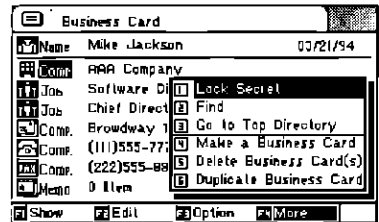
NOTE: [Unlock Secret] found under **F4** (More) will unlock all cards previously designated as secret.

Creating Secret Cards

This procedure is for classifying secret cards. An example of a Business Card is used in the Address Book of the Bookshelf.

Creating the secret card.

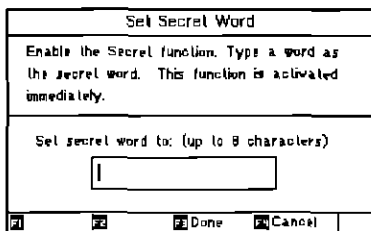
- 1 Press **BOOKSHELF** .
- 2 Select [Address Book] and press  .
- 3 Select any directory and the desired Business Card.
- 4 Press **F4** (More).
- 5 Select [Lock Secret] and press  .



6 Type the secret word.

The secret word can accommodate up to 8 characters.

Any character typed from the keyboard can be used.



7 Press [F3] (Done).

If the secret word has been forgotten, you will be denied access to the secret cards. Ensure that you make a note of the secret word which has been set.

8 Check the message. Press [F1] (OK).

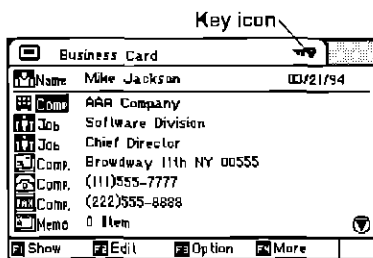
If the secret word has been previously set, the Set Secret Word screen will not appear.



9 Press [F3] (Option), select [Secret On], and press [Enter].



The key icon appears at the top right of the card.



With the secret word previously set, the card is kept secret.

1 Press [F3] (Option).

2 Select [Secret On] and press [Enter].

The key icon appears at the top right of the card.

NOTE: To erase the secret status, select [Secret Off] from the [F3] (Option) menu. If the Secret On mode was established, [Secret Off] is displayed.

Viewing Secret Cards

Ex. In the case of Business Card at the Name Directory.

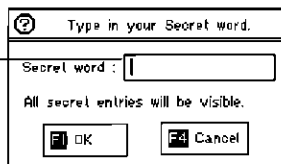
- 1 Press **[BOOKSHELF]**.
- 2 Select [Address Book] and press **[↓]**.
- 3 Select the desired directory.
- 4 Press **[F4]** (More).
- 5 Select [Unlock Secret] and press **[↓]**.



- 6 Type the secret word.

If the wrong secret word was typed, enter the right one.

- 7 Press **[F1]** (OK).



Once the secret word has been set and, the power is turned on, the Lock Secret mode is established and secret cards will not be displayed.

Releasing Secret Cards

When the secret card is displayed:

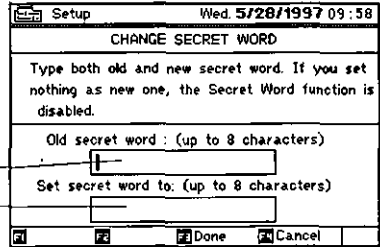
- 1 Press **[F3]** (Option).
- 2 Select [Secret Off] and press **[↓]**.

The key icon disappears.



Changing or Canceling the Secret Word

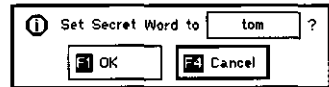
- 1 Press **TOOLBOX**.
- 2 Select **[Setup]** and press **↵**.
- 3 Select **[Secret]** and press **↵**.
- 4 Type the old Secret Word and the new Secret Word.



The secret word can accommodate up to 8 characters.

Any character typed from the keyboard can be used.

- 5 Press **F3** (Done).
- 6 Press **F1** (OK).



An error message appears if the old password is typed incorrectly. Type the correct password.

If the secret word has been forgotten, you will be denied access to the secret cards. Ensure that you make a note of the secret word which has been set.

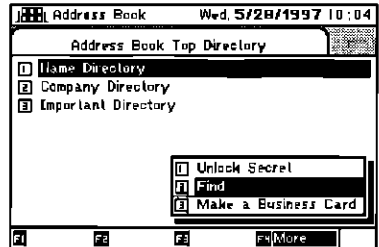
NOTE: To cancel the Secret Word, press **F3** (Done) with a blank display for the new secret word.

Searching for Cards

The "Find" utility searches for cards using key words under the **[F4]** (More).

(Ex) The function is described below using the Business Card screen of the Address Book screen as an example.

- 1 Press **BOOKSHELF**.
- 2 Select **[Address book]** and press **[↓]**.
- 3 Press **[F4]** (More), select **[Find]**, and press **[↓]**.



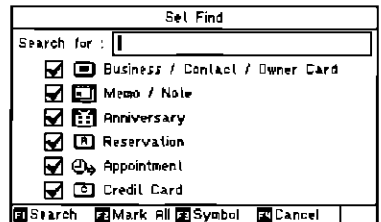
- 4 Type the desired key word to be searched.

The search covers all categories.

Partial character strings may be typed.

No differentiation is made between upper and lower cases.

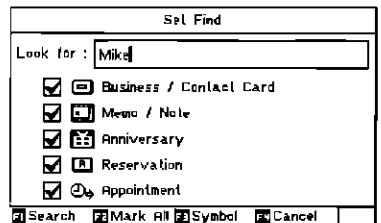
Search is limited to selected categories.



- 5 Select search parameters and press **[↓]**.

The search covers all types of cards. To define search parameters, move the cursor using **[↑]** or **[↓]**, and press **[↓]**.

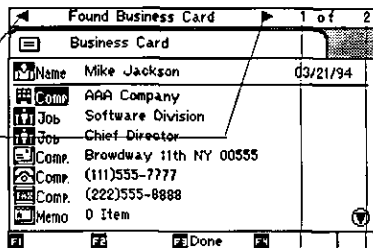
To search all cards, press **[F2]** (Mark All).



6 Press **F1** (Search).

Use the **◀** key to return to the last card found.

Use the **▶** key to display the next card found.



Indicates the current card positioned in stock.

This indicates the total number of cards found.

7 Press **F3** (Done).

When a card(s) is found, the Found Business Card screen appears. When **F3** (Done) is pressed, the card(s) found is displayed.

If no card containing the key word is found, [Not Found] appears, and operation returns to the Set Find screen.

Cards which have been set as secret with Secret Lock function are not included.

Copying Cards

This utility is useful for modifying information on existing cards and preparing new cards.

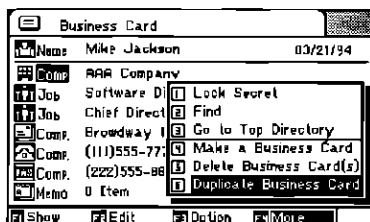
Ex. Copying a Business Card.

- 1 Press **BOOKSHELF**.
- 2 Select [Address book] and press **↓**.
- 3 From any directory, select the desired Business Card to be copied.
- 4 Press **F4** (More), select [Duplicate Business Card], and Press **↓**.

A copy of the Business Card is made for editing.

- 5 Edit the card.
- 6 Press **F3** (Done).

The edited card is now recorded as a new Business Card.



9

Tips for Maintaining Your NEOFILE™

Replacing the Sub Battery

Cleaning the Scanner

Calibrating the Scanner

What to do to Prevent Recurrence of Data Loss

This section describes the procedures for maintenance which should be performed to ensure your NEOFILE™ is kept in perfect working order.

Replacing the Sub Battery

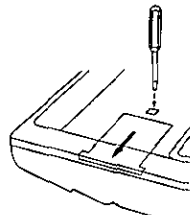
The guideline for sub battery replacement is once every 3 years. However, it must be replaced immediately when the replacement warning display appears, even if it has been less than 3 years since it was last replaced.

CAUTION

- There is danger of an explosion occurring if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.
- Use only the designated type and model of battery for memory back-up.
Type: Coin lithium battery
Model: CR2032
Quantity: 1
- Insert the sub battery with its polarities (+ and -) aligned properly to match the markings.
- Do not recharge, short-circuit, or disassemble the lithium battery, apply heat to it, or dispose of it by throwing it into a fire.
- Continued use while the sub battery replacement warning has appeared, without replacing the battery, will result in the loss of data.
- Replacing the sub battery must be done while the remaining charge of the main battery is still more than 30% of full capacity, or when the AC adaptor is being used.

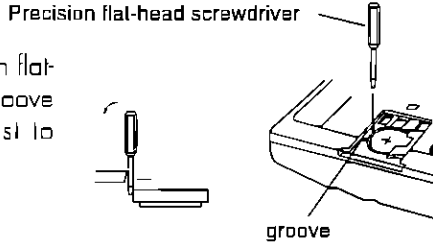
- 1 Turn power off.
- 2 Remove the sub battery cover with a precision flat-head screwdriver.

Disengage the lock in the groove using the precision flat-head screwdriver, and remove the battery cover.



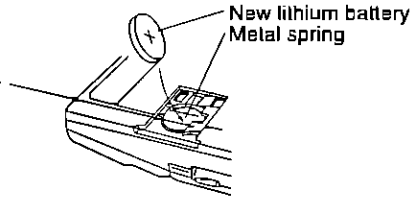
3 Remove the sub battery.

Insert the tip of the precision flat-head screwdriver into the groove and give it a gentle twist to remove the battery.

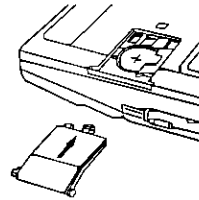


4 Insert the new sub battery.

Observe that the flat side(+) should face you.
Insert the new lithium battery into the case by pressing down lightly in the direction of the metal spring.



5 Close the battery cover.



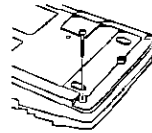
The sub battery was installed in the unit when it was shipped from the factory. For this reason, its service life may come to an end sooner than its designated period of use.

Cleaning the Scanner

The rubber rollers must be cleaned regularly in order for business cards to be scanned properly. Clean them when the image of the scanned business cards becomes distorted.

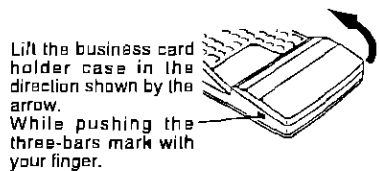
1 Remove a silver screw only.

NOTE: Keep the screws in their original position.



2 Remove the upper business card holder cover.

While holding down the catches in the main unit, lift the business card holder case in the direction of the arrow to remove it.



3 Turn on the main unit's power.

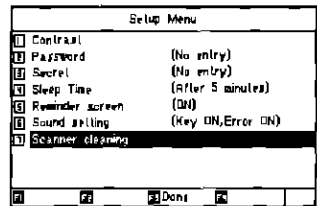
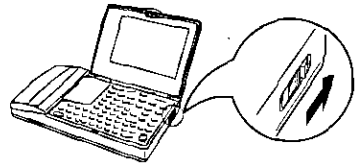
4 Press **TOOLBOX**.

5 Select [Setup] and press .

6 Select [Scanner cleaning] and press .

7 Press **F3** (Start)

The rollers will now rotate for about 2 minutes.

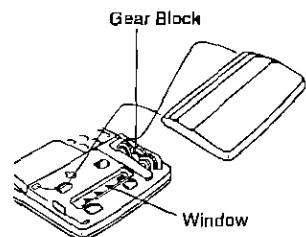


8 Clean the rubber rollers using the brush.

Take care not to scratch or allow dust to adhere to the window or Gear block.

9 Reinstall the upper business card holder cover.

10 Replace a silver screw.



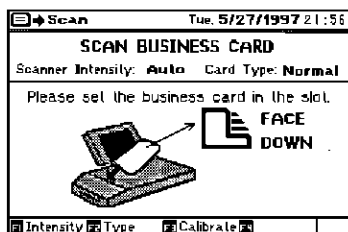
Do not forcibly rotate the rollers using your fingers or by some other means.

Calibrating the Scanner

The scanner should be calibrated if scanned business cards are to be recognized with the fewest number of errors. Proceed with calibration when any of the following circumstances apply.

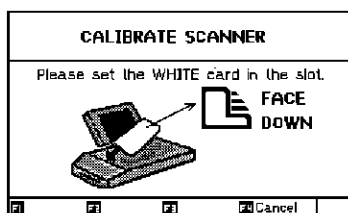
1. After cleaning the scanner.
2. When error rates increase.

1 Press **[SCAN]**.

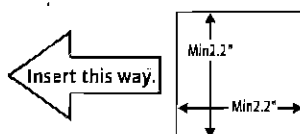


2 Press **[F3]** (Calibrate).

3 Insert the calibration card into the scanner slot with its blank side facing down.

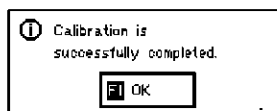


A white business card that is blank on its reverse side may be used as a calibration card. (The card must have the dimensions shown to the right.)



4 Press **[F1]** (OK).

Operation returns to the scan screen after scanner calibration is complete.



NOTE: Only after replacing the sub battery with new one, first clean the scanner rollers and the aperture transparent panel. Second, calibrate the unit and then resume scanning business cards.

Also, calibrate the unit when stored data has been lost because the batteries in the main unit have been removed or have completely discharged.

•Cleaning the aperture transparent panel:

Soak a piece of gauze or other soft cloth sufficiently in isopropyl alcohol only, and wipe the panel gently.

What to do to Prevent Recurrence of Data Loss

All the data previously input inside NEOFILE™ will be lost if the batteries are allowed to become completely discharged, or if the unit is subjected to electric shock. The points below will help ensure that NEOFILE™ is used properly and recurrence of data loss is prevented.

1 Eliminate the causes of data loss.

Before both the main and sub batteries are completely drained, place new ones in the unit to prevent any data loss.

If data has been lost due to the complete drain of the batteries, replace the main and sub batteries.

When the unit is malfunction because it has sustained an electric shock, refer to "Troubleshooting" and take steps to restore normal operation.

2 Calibrate the scanner.

☞ "Calibrating the Scanner." 9-5

3 Proceed with the same operations which are to be conducted after first purchasing the unit.

☞ "Operation." 1-5

When the unit is initialized, all the data stored internally will be lost.

10

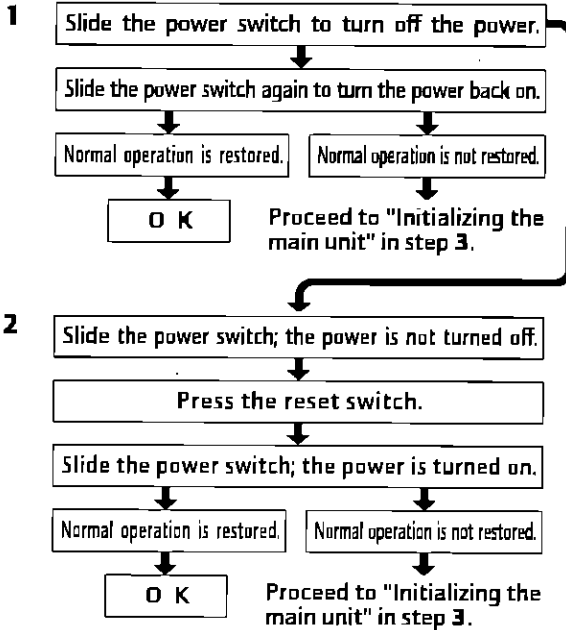
Appendix

Troubleshooting
Error d Displays
Character Code Table
List of Times Zones of World Cities
Specifications

The Appendix contains the information required to operate the NEOFILER™.

Troubleshooting

On very rare occasions, some malfunctions may occur when the unit has sustained a severe electric shock during operation. Follow the procedure outlined below to restore normal operation.




3 Initializing the main unit.

If normal operation is not restored in steps 1 or 2 above, the data error display will appear. This indicates that the business card data and other information have been lost.

Press **[F1]** (OK).

Proceed with the same operations which are to be conducted after first purchasing the unit.

 "Operation." 1-5

When the unit is initialized, all the data stored internally will be lost.

Error Displays

Error messages appear at times when a mistake is made during the operation. Representative error messages and their meanings or comments are listed below. This listing can be referenced for taking the appropriate action for the message or understanding the rest of the error messages not listed.

Displays appearing during common operations:

❶ Low Main battery

Replace Main battery

The remaining battery charge is low. Replace the main battery or use the AC adaptor to power the unit.

❶ Low Sub battery

Replace Sub battery

The remaining sub battery charge is low. Replace the sub battery.

❶ Memory is being FULL

The rest of the memory storage is less than 5KB. The edited or new data may not be stored.

❶ Memory is FULL

There is no more space to store the edited or new data. Shorten or discard data to be stored.

Displays appearing during SCAN operations

❶ Scanning failed

Scan again

Scanning has failed. Try scanning again.

❶ Recognize failed

The data on the business card was not recognized.

❶ No card is inserted

Set the card in the slot

More than 55 seconds has past since switching to the Scan Screen.

Displays appearing during BOOKSHELF operations

❶ No neme category

❶ Name category is Empty!

❶ Too many Name categories

A card without a Name category that includes visible characters on the first line or with more than one Name category cannot be registered as a Business or Owner Card.

❶ No Company category

❷ Company category is Empty!

❸ Too many Company categories

A card without a Company category that includes visible characters on the first line or with more than one Company category cannot be registered as a Contact Card.

❹ Too many fields

A maximum of 31 categories can be entered in a card.

❺ Data too long

A maximum of 253 characters (including returns and spaces) can be entered in categories and other areas allowing input spanning multiple lines. When the input area is limited to one line (example: memo titles), the maximum number of characters is the number which can be input on that line.

Display appearing during CALENDAR operations

❶ Please input correct dates or time!!

An incorrect date has been input. Input any date from 1/1/1900 to 12/31/2150.

❷ Please turn off secret of this card

❸ Please turn off alarm to set secret of this card

Both the secret function and the alarm function can not be set to the same appointment card.

❹ There is the other item has same alarm time

The alarm function cannot be set when another alarm is set to the same time.

Displays appearing during TOOL BOX operations

❶ Incorrect Password

Re-enter Password

The password which was input does not match the password which was registered. Input the correct password.

❷ Incorrect old Password

Re-enter old Password

The old password which was input does not match the password which was registered. Input the correct password.

Displays appearing during handy function operations

❶ Incorrect old Secret word

Re-enter old Secret word

The old Secret word which was input does not match the Secret word which was registered. Input the correct Secret word.

❷ Incorrect Secret word

Re-enter Secret word

The Secret word which was input does not match the Secret word which was registered. Input the correct Secret word.

Character Code Table

		LOWER															
		0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
UPPER	2		!	"	#	\$	%	&	'	()	*	+	,	-	.	/
	3	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
	4	@	À	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	5	P	Q	R	S	T	U	V	W	X	Y	Z	[\]	^	_
	6	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
	7	p	q	r	s	t	u	v	w	x	y	z	{		}	~	Δ
	8	Ç	ü	é	â	ä	å	ç	ê	ë	è	ï	î	í	Ä	Å	
	9	É	ê	Æ	ö	ø	ó	û	ü	ÿ	Ö	Ü	ó	£	¥	℞	ƒ
	A	à	í	ó	ú	ñ	ñ	º	º	¿	¿	½	¼	¼	¼	¼	¼
	B	⋮	⋮	⋮													
	C	⋮	⋮	⋮													
	D	⋮	⋮	⋮													
	E	α	β	Γ	π	Σ	σ	μ	γ	ε	θ	Ω	δ	∞	∞	ε	π
	F	≡	±	≈	≤	↑	↓	÷	≈	°	°	°	°	°	°	°	°

List of Time Zones for World Cities

This lists the names of the cities (or countries) stored inside the Business Card Reader and the time differences.

Greenwich mean time (GMT) is used as the reference. GMT plus the time difference equals the time of a city. If the result is a negative value, add 24 and the resulting time on the day before applies.

The names by which countries are generally known are used as country names.

(U.S. cities)

City / State / Time difference	City / State / Time difference	City / State / Time difference
Albany NY -5	Honolulu HI -10	Providence RI -5
Albuquerque NM -7	Houston TX -6	Raleigh NC -5
Anchorage AK -9	Indianapolis IN -5	Reno NV -8
Atlanta GA -5	Jackson MS -6	Richmond VA -5
Austin TX -7	Jacksonville FL -5	Rochester NY -5
Baltimore MD -5	Kansas City KS -6	Sacramento CA -8
Baton Rouge LA -6	Knoxville TN -5	Saint Louis MO -6
Billings MT -7	Lansing MI -5	Salt Lake City UT -7
Birmingham AL -6	Las Vegas NV -8	San Antonio TX -6
Bismarck ND -6	Little Rock AR -6	San Diego CA -8
Boise City ID -7	Los Angeles CA -8	San Francisco CA -8
Boston MA -5	Louisville KY -5	San Jose CA -8
Bridgeport CT -5	Manchester NH -5	San Juan PR -4
Buffalo NY -5	Memphis TN -6	Seattle WA -8
Burlington VT -5	Miami FL -5	Secaucus NJ -5
Charleston WV -5	Milwaukee WI -6	Sioux Falls SD -6
Charlotte NC -5	Minneapolis MN -6	Spokane WA -8
Cheyenne WY -7	Montgomery AL -6	Springfield MA -5
Chicago IL -6	Montpelier VT -5	St. Paul MN -6
Cincinnati OH -5	Nashville TN -6	St. Petersburg FL -5
Cleveland OH -5	New Haven CT -5	Syracuse NY -6
Columbia SC -5	New Orleans LA -6	Tallahassee FL -5
Columbus OH -5	New York NY -5	Tampa FL -5
Concord NH -5	Norfolk VA -5	Trenton NJ -5
Dallas TX -6	Oakland CA -8	Tucson AZ -7
Denver CO -7	Oklahoma City OK -6	Tulsa OK -6
Des Moines IA -6	Omaha NE -6	Washington DC -5
Detroit MI -5	Philadelphia PA -5	Wichita KS -6
El Paso TX -7	Phoenix AZ -7	Wilmington DE -5
Fort Worth TX -6	Pittsburgh PA -5	Winston-Salem NC -5
Guam GU 10	Portland ME -5	Worcester MA -5
Hartford CT -5	Portland OR -8	

(Cities in other countries)

City	Country	Time difference	City	Country	Time difference
Adelaide	AUSTRALIA	9.5	Montevideo	URUGUAY	-3
Amsterdam	NETHERLAND	1	Montreal	CANADA	-5
Ankara	TURKEY	2	Moscow	RUSSIA	3
Athens	GREECE	2	Nairobi	KENYA	3
Bangkok	THAILAND	7	New Delhi	INDIA	5.5
Beijing	CHINA	8	Osaka	JAPAN	9
Belgrade	YUGOSLAVIA	1	Oslo	NORWAY	1
Berlin	GERMAN	1	Panama	PANAMA	-5
Brussels	BELGIUM	1	Paris	FRANCE	1
Budapest	HUNGARY	1	Perth	AUSTRALIA	8
Buenos Aires	ARGENTINE	-3	Rabat	MOROCCO	0
Cairo	EGYPT	2	Rio de Janeiro	BRAZIL	-3
Cape Town	SOUTH AFRICA	2	Riyadh	SAUDI ARABIA	4
Copenhagen	DENMARK	1	Rome	ITALY	1
Dhaka	BANGLADESH	6	San Jose	COSTA RICA	-6
Dublin	IRELAND	0	San Salvador	EL SALVADOR	-6
Edmonton	CANADA	-7	Santiago	CHILE	-4
Helsinki	FINLAND	2	Seoul	KOREA	9
Hong Kong	UK	8	Singapore	SINGAPORE	7.5
Islamabad	PAKISTAN	5	Stockholm	SWEDEN	1
Jakarta	INDONESIA	7	Sydney	AUSTRALIA	10
Kabul	AFGHANISTAN	4.5	Taipei	TAIWAN	8
Kinshasa	ZAIRE	1	Tegucigalpa	HONDURAS	-6
Kuala Lumpur	MALAYSIA	7	Tehran	IRAN	3.5
Lima	PERU	-5	Tokyo	JAPAN	9
Lisbon	PORTUGAL	0	Toronto	CANADA	-5
London	UK	0	Vancouver	CANADA	-8
Madrid	SPAIN	1	Vienna	AUSTRIA	1
Manila	PHILIPPINES	8	Wellington	NEW ZEALAND	12
Melbourne	AUSTRALIA	10	Winnipeg	CANADA	-6
Mexico city	MEXICO	-6	Yangon	MYANMAR	6.5

Specifications

Model	CF-CR100	Model name	NEOFILE
Product designation	Business Card Reader		
Display	240x160 dot matrix, 4-inch reflection-type STN black-and-white liquid crystal display Number of characters displayed: Up to approx. 47 characters x 12 lines with 10-dot proportional font		
Scanner	Scanning device: CCD line sensor, 1024 dots, 400 DPI Business card size: 2.16(W) x 3.74(L) to 1.77(W) x 2.55(L) inches		
Keyboard	66 keys		
Interface	Serial, 4 signals		
Types of characters used	Height	Width	Character types
	7 dots	Proportional	96 types
	10 dots	Proportional	224 types
	10 dots	Bold proportional	96 types
	11 dots	Proportional	96 types
	11 dots	Bold proportional	96 types
	13 dots	Proportional	96 types
	7 dots	4	96 types
	7 dots	6	96 types
	10 dots	6	224 types
Memory size	512KB DRAM (used for business card image and as work area) 128KB SRAM 115 KB user area Guidelines for memory capacity Business cards Approx. 500 Conditions: When each business card contains 10 categories of data and 150 characters, and the business cards of 2 individuals at the same company are scanned Notes Approx. 900 Conditions: When each title consists of 20 characters and the main text is composed of 80 characters Reservation Cards..... Approx. 900 (Contact Cards: approx. 90) Conditions: When there are 10 Reservation Cards per Contact Card, each Contact Card has 6 categories, 100 characters and each Reservation Card has 50 characters Appointment Cards.... Approx. 750 Conditions: When a total of 100 characters are used for each card		
Batteries	Type of battery: Battery life: (at 25°C (77°F))	Main battery / "AAA" alkaline batteries x6 Sub battery / CR2032, lithium coin battery x1 Approx. 40 hours (display only, no operation) Approx. 10 hours (continuous operation) No. of business cards scanned: Approx. 100	

Bookshelf section	Address Book: Address book management function (with anniversary management function) Reservation Book: Reservation management function Notebook: Note/memo book Owner Profile: Reminder records of owner
Calendar (scheduler)	Display formats: Monthly, weekly, daily, and semi-annually (from 1/1/1900 to 12/31/2150) Registration of reservations: Possible from any screen Linked functions: Anniversaries, reservations, appointments
Clock section	Clock accuracy: Average monthly error of approx. 60 sec. (at 25°C/77°F outside temperature) (from 1/1/1990 to 12/31/2089 GMT) Display contents: Day of week, month/day/year, minutes, choice between 12- and 24-hour time systems World clock function: Simultaneous time display in home city and another city; daylight saving time setting available; choice of time display for 95 U.S. cities and 62 cities in other countries
Calculator section	No. of calculation digits: 10 Calculation functions: Addition, subtraction, multiplication, and division; memory calculations Recording function: Up to 19 calculations can be recorded, 7 of which can be displayed
Back up/Restore section	Speed: 2400,4800,9600,19200 bps Parity: None Data bit: 8 Stop bit: 1 XON/XOFF: OFF
Other functions	Password function / Secret function / Memory data back-up function
Temperature	Operating: 5°C to 35°C (41°F to 95°F) Storage: -20°C to 60°C (-4°F to 140°F)
Humidity	Operating: 20% to 80% RH
Dimensions	173 x 96 x 25.5 mm (6.8" x 3.8" x 1")
Weight	362.9g(0.8 lbs) (excluding batteries)

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Servicenter Directory

PRODUCT INFORMATION • OPERATION ASSISTANCE

DIAL TOLL FREE: 1-800-272-7033

Customer Service Center 2F-3, One Panasonic Way, Secaucus, NJ 07094 (Headquarters)
201-348-9090 (9:00am-8:00pm Monday-Friday, EST)

SERVICE INQUIRIES

Regional Customer Care Department

NORTHEAST

2221 Cabot Boulevard West
Suite A
Langhorne, PA 19047
215-741-0676

Covers:

CT, DE, ME, MD, MA,
NH, NJ, NY, PA, RI, VT,
VA, DC, WV, Eastern OH

MIDWEST

1703 North Randall
Road
Elgin, IL 60123
708-458-5530

Covers:

IL, IN, IA, KS, KY, MI,
MN, MO, NE, NO, SD,
WI, Western OH

WESTERN

6550 Katella Avenue
Cypress, CA 90630
714-373-7440

Covers:

AK, AZ, CA, CO, ID,
MT, NV, NM, OR, UT,
WA, WY, HI

SOUTHERN

1854 Shackelford Court
Suite 4105
Norcross, GA 30093
404-717-6628

Covers:

AL, AR, FL, GA, LA,
MS, NC, OK, SC, TN, TX

PRODUCT SERVICE

Factory Servicenter

TENNESSEE

919-Bih Avenue South
Nashville, TN 37203
615-244-4434

PARTS DISTRIBUTOR LOCATIONS

To locate parts distributors in your area, within the USA, dial toll free 1-800-545-2672, 24 hours a day, 7 days a week.

ACCESSORY PURCHASES

1-800-332-5368 (Consumer Orders Only)

Matsushita Services Company Box 01, 545 Tollgate Road Suite C, Elgin, IL 60123

(8:00am-7:30pm Monday-Thursday ; 8:00am-5:00pm Friday ; 9:00am-12:30pm Saturday ; CST)
(Visa, Mastercard, Discover card, Check or Money Order)

If you ship the product:

Carefully pack and send it prepaid, adequately insured, and preferably in the original carton. Attach a postage-paid letter, detailing the complaint, to the outside of the carton. DO NOT send the product to the Executive or Regional Sales offices. They are NOT equipped to make repairs.

Warranty

Matsushita Consumer Electronics
Company, Division of Matsushita
Electric Corporation of America
One Panasonic Way Secaucus,
New Jersey 07094

PANASONIC BUSINESS CARD READER PLUS LIMITED WARRANTY

Matsushita Consumer Electronics Company (referred to as the "Warrantor") will repair this product with new or rebuilt parts, free of charge, in the U.S.A. from the date of the original purchase in the event of a defect in materials or workmanship as follows:

Business Card Reader plus

-for One (1) Year.

Batteries (When Applicable)

-New rechargeable batteries in exchange for defective rechargeable batteries - For ten (10) days.

Non-rechargeable batteries are not warranted.

Carry-in or Mail-in service in the continental U.S.A. can be obtained during the warranty period by contacting a Matsushita Services Company (MSC) Factory Servicenter listed in the Servicenter Directory. Or call 1-800-545-2672, toll free, to locate an authorized MSC Servicenter.

This Warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty performance is rendered.

This warranty only covers failures due to defects in materials or workmanship which occur during normal use, and does not cover damage which occurs in shipment or failures which are caused by products not supplied by the Warrantor, or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, interfacing, set-up, adjustments, improper maintenance, line power surge, introduction of sand, dust, humidity and liquids, modification, or commercial use of the product, such as hotel, office or rental use of the product, or service by anyone other than an MSC Factory Servicenter or damage that is attributable to acts of God.

LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

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