

KX-E2020

Operator's Instruction Manual



Panasonic

FOR USERS IN UNITED STATES ONLY

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 the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The user may find the booklet "Something About Interference" available from FCC local regional offices helpful.

FCC Warning: To assure continued FCC emission limit compliance, the user must use only the recommended shielded interface cable when connecting to computer or peripheral. Also, any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

WARNING

- When you operate this equipment, the power-outlet should be near the equipment and be easily accessible.
- Power source voltage of this unit is listed on the nameplate. Do not fail to plug the typewriter into an outlet with the proper voltage.
- To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

The serial number of the unit may be found on the inside label. For your convenience, note this number in the space provided below, and retain this book along with your proof of purchase, to serve as a permanent record in the event of a theft, or for future reference.

MODEL NO. _____ NAME OF DEALER _____

SERIAL NO. _____ DATE OF PURCHASE _____

Preface

Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today.

Your Panasonic typewriter has been designed to help you prepare your typing projects as simply and efficiently as possible.

Many of your tedious typing tasks may now be performed quickly and automatically. By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis.

It is important that you read this manual and do the exercises. It has been designed to teach you every function your Panasonic typewriter has to offer. Once you have completed this manual, you will find it easier to do many of your daily typing projects.

Take the time to learn everything you can about your new typewriter. We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do.

We hope you enjoy using your Panasonic typewriter and are confident you will have many years of reliability ahead of you.

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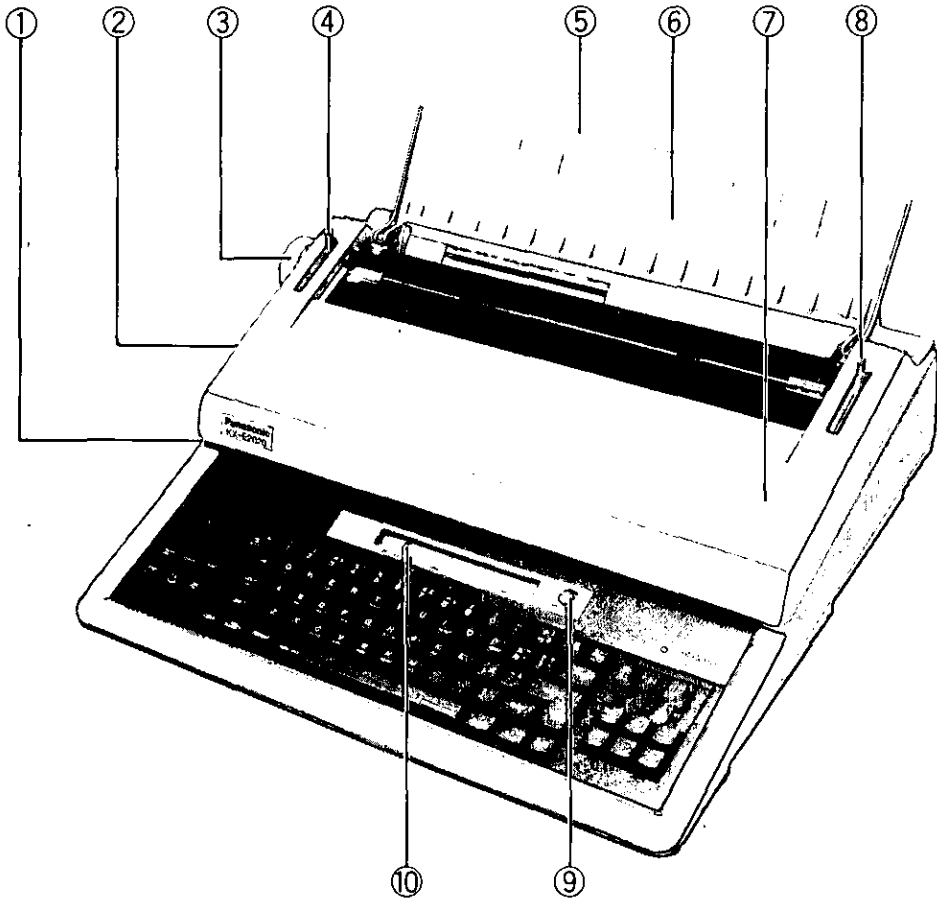
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1. LEARNING THE BASICS



① **Memory Card Slot**

② **Power ON/OFF Switch**

③ **Platen Knob**
Manually feeds paper

④ **Paper Bail Release Lever**
Moves the paper bail away from the platen

⑤ **Interface Connector**
(On the rear of the typewriter)

⑥ **Paper Support**

⑦ **Top Cover**

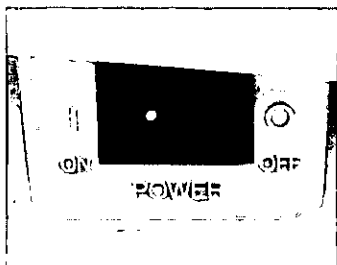
⑧ **Paper Release Lever**
Releases paper

⑨ **LCD Contrast Control**

⑩ **34 Character LCD**

Part Functions

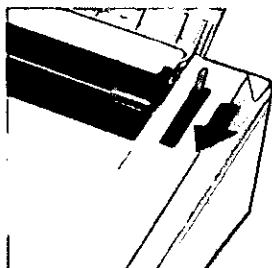
Power ON/OFF Switch



The power ON/OFF switch is located toward the back left-hand side of the typewriter.

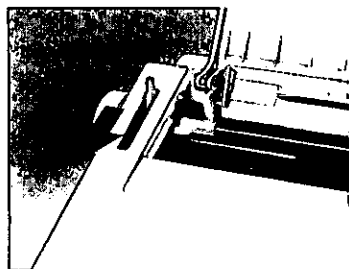
When you turn the machine on, the daisywheel will spin to position itself accurately, the printer will position itself to the left margin and the typewriter will remember the margins and tabs that were set when it was turned off.

Paper Release Lever



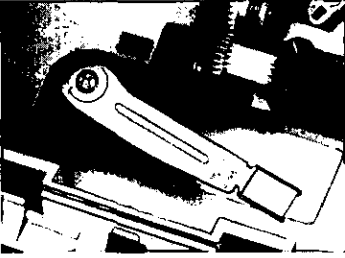
Pulling forward on the Paper Release Lever releases the pan which holds the paper tight against the platen and enables the operator to adjust the paper freely.

Paper Bail Release Lever



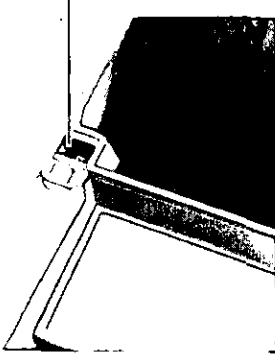
Pulling forward on the Paper Bail Release Lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function.

Copy Control Lever



Located inside the unit on the right side underneath the ribbon cartridge is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 is for three to five copies (dependent upon paper weight). Set according to your requirements.

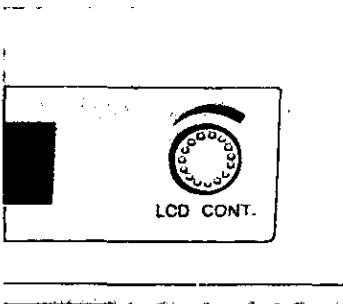
Cover Interlock Switch



Cover Interlock Switch

The top cover has a safety interlock switch which deactivates the printer and keyboard whenever the top cover is opened.

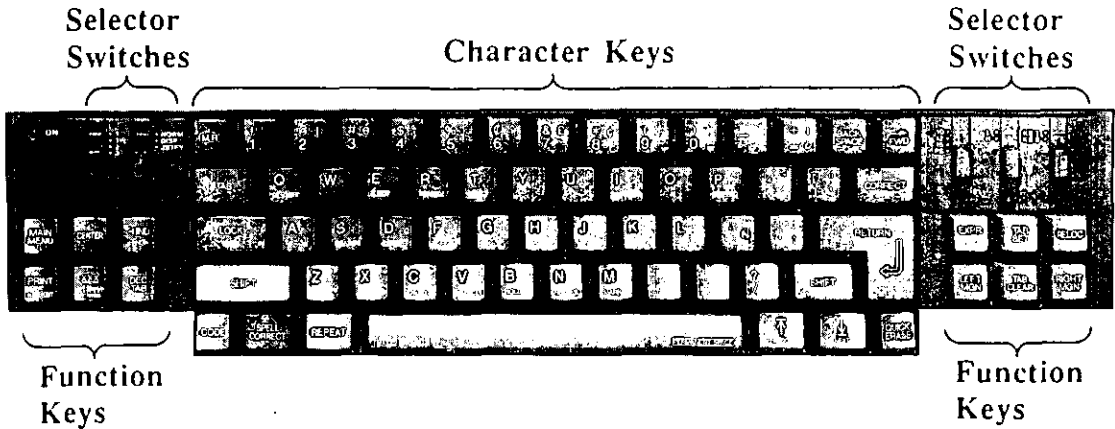
LCD Contrast



The LCD Contrast Control knob, which is located to the right of the display enables you to choose the level of "brightness" or "darkness" that makes it most comfortable for you to view your LCD display.

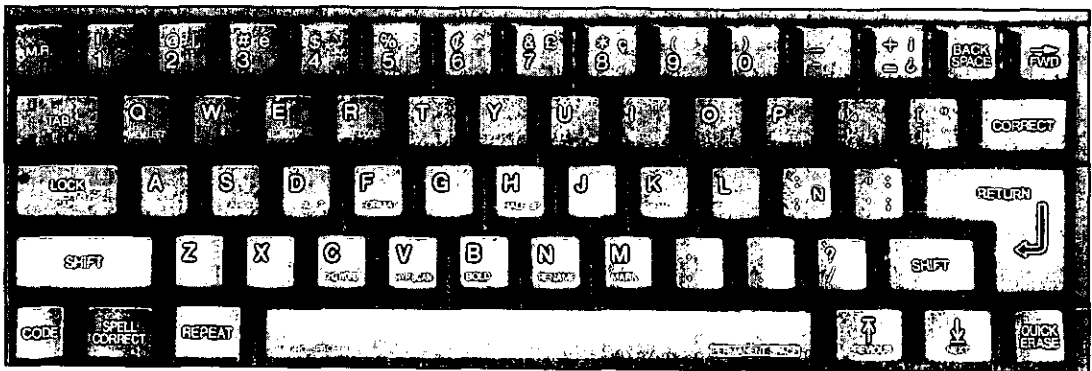
2. KEYBOARD LAYOUT

In order to simplify the explanation of the typewriter and its capabilities, the keyboard has been divided into three (3) separate sections: Character Keys, Selector Switches, and Function Keys.



Character Keys

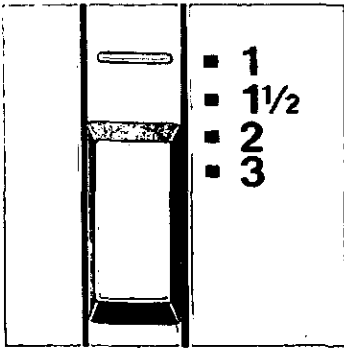
The KX-E2020 Character Keys are clearly labeled for ease of use. All coded functions are labeled in blue and correspond with the CODE key, which is also labeled in blue. All operations which need to be performed with the SHIFT key are framed in a box. Keys with one or two characters to the right of the traditional characters offer special symbols. These symbols are accessed in KB II. For more information on KB II refer to page 7.



Selector Switches

A total of five selector switches are located on the KX-E2020.

Line Spacing Selector

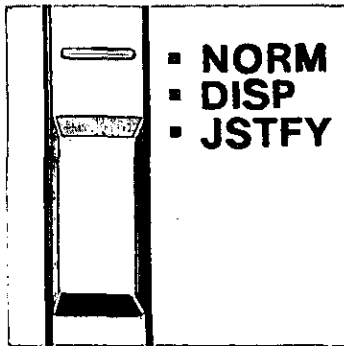


The Line Spacing Selector is located on the top left of the keyboard. It is marked 1, 1½, 2 and 3 and is used to control the number of lines between each RETURN.

You may also select from three different lines per vertical inch settings which are accessed through the default menu discussed on page 11. These choices and their uses are listed below:

- 5.25 - Legal Applications (court reporting)
- 6 - Normal Correspondence
- 8 - Used in conjunction with 15 pitch

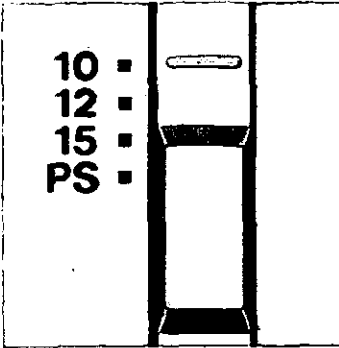
Mode Selector



The Mode selector is located to the immediate right of the line spacing selector. It controls your typing output by offering you three modes of operation: **NORM**, **DISP**, **JSTFY**.

- NORM** Deactivates your display, allowing you type directly on the paper. When you come to the end of a line, a manual return is required.
- DISP** Accesses the display allowing you to view one line of text before it is printed on the paper. DISP will also trigger an automatic return at the end of each line.
- JSTFY** Works the same as the DISP mode however, in the JSTFY mode, your text will print with an even right margin, giving your work a clean, professional look.

Pitch Selector

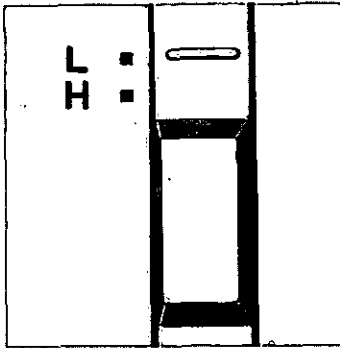


On the right side of the keyboard is the Pitch Selector which is labeled 10, 12, 15, and PS. The Pitch Selector indicates the number of characters printed per inch as outlined below:

10 PICA	10 Characters per inch
12 ELITE	12 Characters per inch
15 MIKRON	15 Characters per inch
PS PROPORTIONAL	Variable Spacing

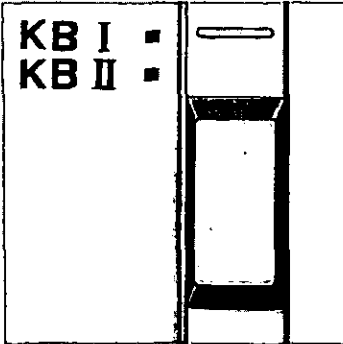
For the best results, your Pitch Selector switch should correspond with the pitch of the daisywheel in your typewriter.

Impact Control Selector



The Impact Control Selector, which is located to the right of the Pitch Selector, dictates to the printer how hard the characters on the daisywheel will strike the page. You have a choice of two settings: L (light) and H (heavy).

KB I/KB II Selector



The KB I/KB II selector switch is located to the far right of the keyboard. KB I allows printing of the alpha/numeric symbols normally associated with a traditional keyboard. On the keys which contain three or more characters, KB II enables you to access the symbols located on the right side of the traditional characters.

Accessing KB II

- Move the selector switch to KB II

The symbols to the right side of the traditional characters are now available for use.

If the symbol is located on the upper right side of the traditional character,

- Press **SHIFT + the Desired Key**

If the symbol is located to the lower right side of the traditional character,

- Press the **Desired Key** (no shift is required)

Panasonic offers two types of daisywheels:

- D1 – For International Symbols
- D2 – For American Symbols

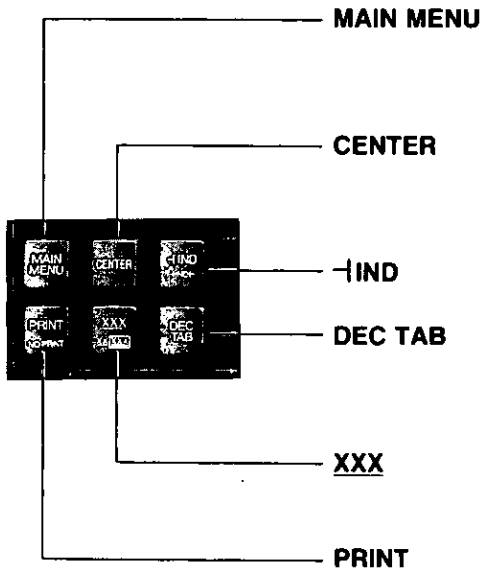
This is a sample of the special keyboard II symbols on the 100 series (D1) Daisywheels which are commonly used for applications in legal, scientific, publishing, and other specialized typing.

£ ¨ ^ ç é Ñ ñ ´ ¨ ¨ |

This is a sample of the special keyboard II symbols on our 200 series (D2) Daisywheels which allow typing in other languages.

2 ¨ ¨ ° ® ¨ ¨ < > § ¶ |

Function Keys



Displays a list of memory options. The internal memory, Memory Card and print functions are all accessed through the Main Menu key.

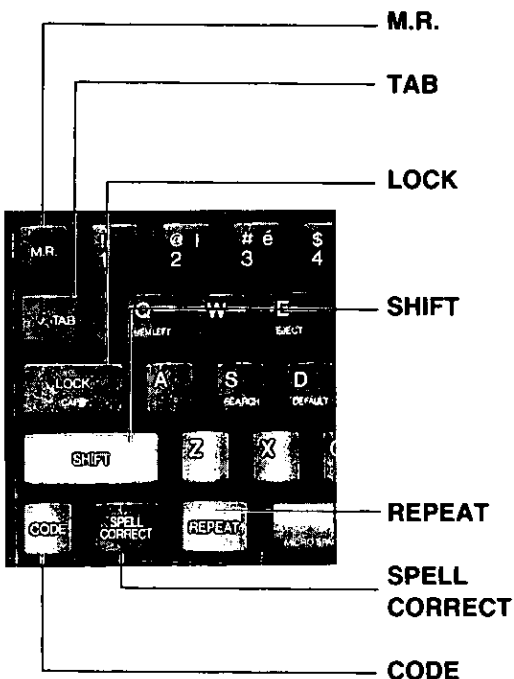
Allows you to center four ways: between margins, over a point, between tabs, or right margin flush.

Sets a temporary left margin.

Advances the printer to the next tab position and aligns the decimal point or comma on the tab position.

Sets and releases the automatic underscore command.

Initiates the printer while in memory. It advances to "fill-in" positions in Forms Layout. The No Print mode is activated when the PRINT key is used in conjunction with the **CODE** key.



Margin release for left and right margins.

Advances the printer to the next tab position and aligns all characters to the right of the tab setting.

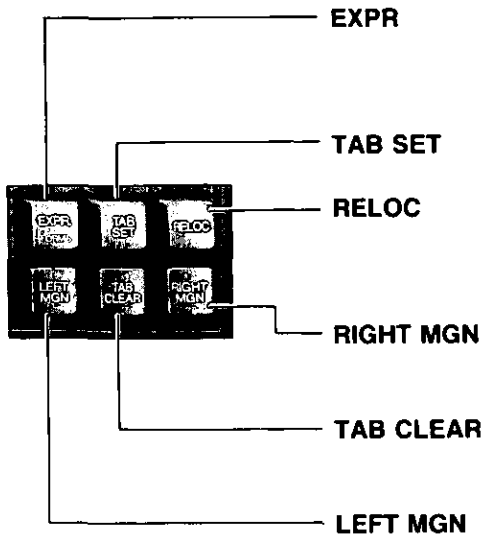
Allows typing of capital letters without holding down the **SHIFT** key. Caps lock is activated when used with the **CODE** key.

Allows typing of capital letters. It also accesses the automated features which are framed in a box on the keytops.

Makes every key a repetitive key.

Accesses all SpellCorrect® features. In the Scan mode, it displays alternate spelling suggestions.

Is used in conjunction with other keys (most of which are clearly labeled in blue) to perform automated functions.



EXPR Moves the printhead to the beginning of the line without line spacing. In memory mode, it advances to the beginning of the memory.

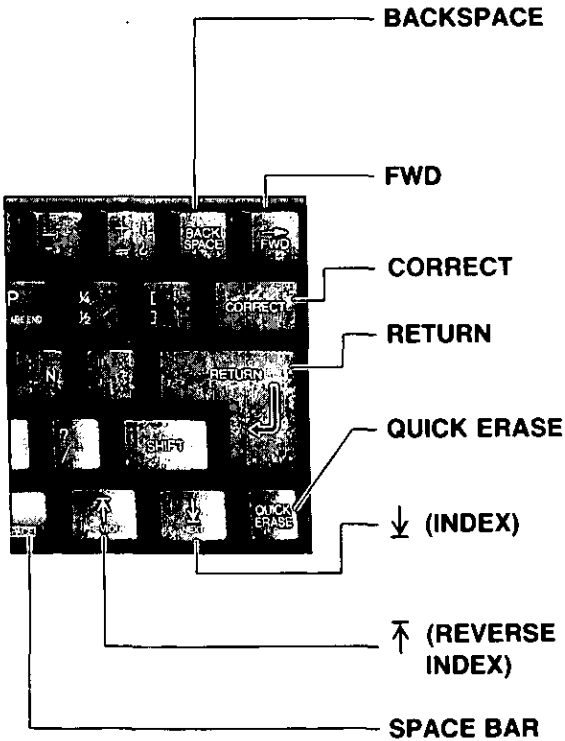
TAB SET Sets TAB stop positions (maximum 28).

RELOC Moves the printhead to the last character on the paper. In memory mode, it advances to the end of memory.

RIGHT MGN Sets the right margin. Used with the **CODE** key, it sets the hot zone.

TAB CLEAR Clears TAB stops. When used with the **CODE** key, it clears all tabs, or all margins and tabs.

LEFT MGN Sets the left margin.



BACKSPACE Moves the printer one space to the left. It also moves one character to the right on the display.

FWD This key is used to advance forward character by character only in the display.

CORRECT Deletes the character to the left of the printhead.

RETURN Advances one line down and brings the print head back to the left margin.

QUICK ERASE Deletes the entire word to the left of the print head.

↓ (INDEX) Advances a 1/2 line toward the bottom of the page.

↑ (REVERSE INDEX) Advances a 1/2 line toward the top of the page.

SPACE BAR Advances the printhead to the right. When used with the **CODE** key, it moves the printhead 1/6th of an inch when your pitch is set on 10.

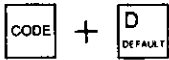
3. DEFAULT SETTINGS

The KX-E2020 is shipped with pre-set characteristics. The default settings enable you to change the pre-programmed characteristic of the typewriter to meet your individual requirements. When you make a change to the default settings, it will remain until you access the default settings again.

The following keys can be used:

INDEX (↓)	Next default setting
REVERSE INDEX (↑)	Previous default setting
RETURN	Next default setting and confirm the change
EXPR	Beginning of default settings
RELOC	Skip remaining selections and confirm all changes

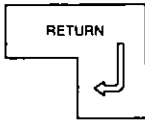
Accessing Default Settings



- Press **CODE + D** (for Default)

Your display will prompt:

PRINTED LINES PER PAGE (1-99) = 54



- Press **RETURN** key to view each default setting

Default Settings Overview

Printed Lines Per Page

Printed lines per page defines the number of lines to print on each page.

Example:

You are using a standard sheet of paper (8.5" × 11") and the auto paper insertion is set at 7 lines for a one inch margin at the top of the paper. In addition, you may also require a one inch bottom margin. If you subtract 12 lines from the total available lines (66), this would equal 54 printed lines per page.

Form Feed

The paper length is calculated in lines and relates to the lines per inch setting. To arrive at this calculation simply multiply the length of the paper in inches by the number of lines to the inch.

Example: 6 vertical lines per inch

11" letter size paper = 66 lines

14" legal size paper = 84 lines

Lines Per Inch

The number of lines per inch represents the spacing between two printed lines on a page. When using a traditional format, 6 is the standard setting. For legal applications 5.25 spacing is usually appropriate. When using a 15 pitch printwheel, the line spacing should be set on 8 to minimize excess white space between the lines.

Dec Tab Character

You may choose to align numbers at the decimal point (period) or comma.

Low Impact

The KX-E2020 offers low impact ribbons to reduce noise levels. If you are using this ribbon type, select “Yes.”

NOTE: If you select “Yes” and you are not using a low impact ribbon, Panasonic will not assume responsibility for inconsistent print quality. If you experience inconsistent print quality, change this setting to correspond with the correct ribbon type.

Auto Paper Insertion

The typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page. You can change your insertion position in Typewriter Mode by using **CODE + A**. When the insertion position is changed, the default will reflect that the default setting is not being used. This selection on the default settings is provided so that you can re-set your insertion position to the original default setting of a 1” top margin quickly and easily.

KB (Keyboard) Symbol Displayed

Two KBII selections are available: 1 and 2. Refer to page 7 for an example of the symbols displayed.

The default KBII symbols displayed are International symbols (D1) to agree with the D1 daisywheel shipped with your machine. The KBII symbols should only be changed when a D2 daisywheel for American symbols is used in the typewriter. This selection enables you to display the correct symbols to correspond with your daisywheel.

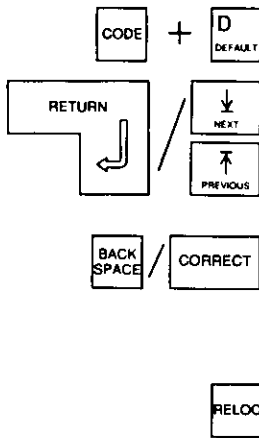
COMM. Auto LF

Communication Auto Line Feed adds a carriage return after each printed line. This feature should only be selected after referencing the KX-EIP2 instruction manual and your computer software manual.

COMM. Paper Feed

Auto Paper Feed instructs the typewriter to eject the paper after each page is printed. This feature should only be selected after referencing the KX-EIP2 instruction manual and your computer software manual.

Changing the Default Settings

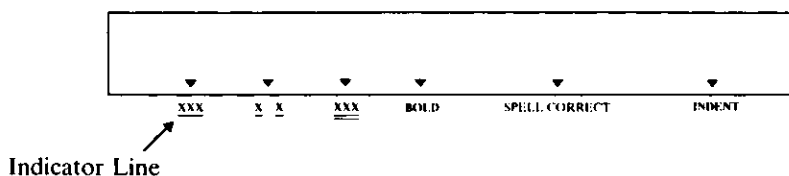


- 1 Press **CODE + D**
- 2 Press **RETURN**, **INDEX** (\downarrow), or **REVERSE INDEX** (\uparrow) to display the desired setting
- 3 Press **BACKSPACE** or **CORRECT** to cancel the setting
- 4 Type the new entry
- 5 Press **RELOC** to skip the remaining selections and confirm the changes

4. DISPLAY OVERVIEW

The KX-E2020 offers a 34 character LCD (liquid crystal display). The display is activated when the typing mode selector is in DISP or JSTFY. As you type, the characters appear to the left of the indicator arrow ◀. Thirty characters can be viewed at one time.

The display offers an indicator line to alert the user when underscore, bold, SpellCorrect® or indent is activated. A small arrow pointing down will appear on the display directly above the feature selected. See example below:



Typewriter Mode

The character counter is displayed in the right hand corner of the display in typewriter mode. This number indicates the number of characters available between the left and right margin. As you type, this number will decrease and tell you how many characters remain.

Memory Mode

As you type, characters move to the left of the arrow. Other symbols such as indent etc. appear on the display.

Display Symbols

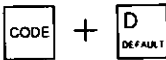
Below is a complete list of display symbols which will appear on your display. These symbols will not print.

- ◀ Indicator Arrow
- ↵ Manual Return
- B** Bold Print was activated or deactivated
- ◀ **B** Bold Print is in operation
- Underscore - continuous (activated/deactivated)
- Underscore - Word by Word (activated/deactivated)
- ◀ Underscore is in operation
- Double underscore (activated/deactivated)
- ◀ Double underscore is in operation
- ◀ **B** Both Bold Printing and Underscore are in operation
- ◀ **B** Both Bold Print and Double underscore are in operation
- C** Centering
- D** Decimal Tabulation
- I** Insert Code (Stop Code)
- T** Text Mode
- ⊞ Beginning of Text
- ↑ Reverse Index Command
- - Half Space
- Open/Close of Block Move, Copy, Delete and Print
- └ Paragraph Indent
- └ Block Indent
- ← Permanent Backspace
- Soft Hyphen
- ⌘ Auto Paper Eject
- Permanent Space
- Tab Command
- $\bar{X}, \bar{Y}, \bar{Z}$ Margin Format
- \bar{R} Mail Merge Variable
- ⌘ Mail List Record Header
- ↓ Index Command
- Micro Space
- P** No Print

Changing the KBII Symbols Displayed

The KX-E2020 is shipped with a D1 or International Daisywheel and the default is set to display International symbols which correspond with the daisywheel shipped with your typewriter.

Daisywheels with American symbols (D2 daisywheels) are also available. When using an American D2 daisywheel, you have the ability to change the characters displayed to agree with your American daisywheel by following the steps below:



- 1 Press **CODE + D**

The display will prompt:

PRINTED LINES PER PAGE (1-99) = 54



- 2 Press the **INDEX** (\downarrow) key until the **KB SYMBOL DISPLAYED** line is shown

- 3 Delete the 1 selection and input **2**



- 4 Press **RELOC** to skip the other selections and confirm the change

The typewriter will "beep" once to confirm the change.

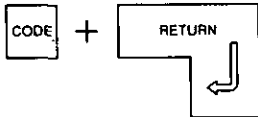
Although the KBII characters will display American symbols, these symbols will not print until you insert a D2 daisywheel in the typewriter.

Controlled Printer Movement

Controlled Printer Movement enables you to advance the printhead as you type on the display without printing. This feature is available to you in both the typewriter and phrase/text create modes.

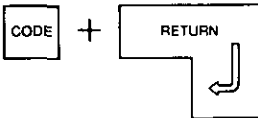
When using controlled printer movement in the typewriter mode or phrase/text create mode, the line displayed will print when the KX-E2020 automatically returns at the end of a line or the following keys are pressed; **RETURN**, **TAB**, **DEC TAB**, **CENTER**, **PRINT**, **-IND**, **CODE + E**, or **CODE + P**.

Activating Controlled Printer Movement



- Press **CODE + RETURN**

Deactivating Controlled Printer Movement



- Press **CODE + RETURN** again

5. USING THE TYPEWRITER

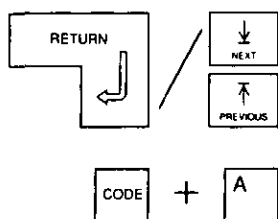
This section will introduce you to the fundamental operations of the KX-E2020. Read through it and do the exercises to familiarize yourself with each operation.

Automatic Paper Insertion

Your Panasonic typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page. The KX-E2020 also enables you to reset the insertion position to the default of seven lines from the top of the paper quickly and easily.

Changing the Paper Insertion Position

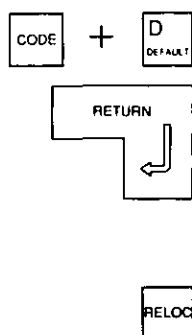
- 1 Place your paper against the paper support guide with the left edge of the page aligned with 0
- 2 Pull the Paper Bail Release Lever towards you until the paper is inserted
- 3 Press **RETURN**, **INDEX** (\downarrow), or **REVERSE INDEX** (\uparrow) to position the paper at the desired insertion point



- 4 Press **CODE + A**

The new position is stored and will remain until you change it by following the instructions above or through the Default Settings Menu.

Resetting the Default Paper Insertion Position



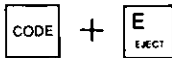
- 1 Press **CODE + D**
- 2 **RETURN** five times to reach the Auto Paper Insertion line
- 3 Delete "N" for not default and type "D" for default
- 4 Press **RELOC** to skip the other selections

The typewriter will "beep" once to confirm the change.

Automatic Paper Eject

The KX-E2020 has been pre-programmed for standard $8\frac{1}{2} \times 11$ " paper (66 lines), and will eject the paper based on that setting. If you are using legal or ledger size paper (longer than 11"), the paper will not eject fully from the typewriter unless you change the default form feed setting (see page 11).

Automatically Ejecting the Paper



- Press **CODE + E**

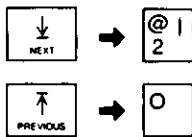
Index (\downarrow) and Reverse Index (\uparrow)

The **INDEX** (\downarrow) key allows you to advance the paper a $\frac{1}{2}$ line toward the bottom of the page. The **REVERSE INDEX** (\uparrow) key allows you to advance the paper a $\frac{1}{2}$ line towards the top of the page.

These keys are useful when typing subscripts and superscripts. You will also use them in conjunction with other features discussed later in this manual.

The scientific equation for water is H_2O .

To type this, you would first enter "H"



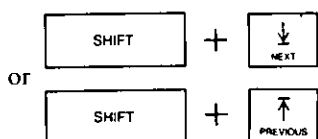
- 1 Press **INDEX** (\downarrow) and type "2"

- 2 Press **REVERSE INDEX** (\uparrow) to reposition the printer on the actual typing line and type **O**

Micro Index

Micro Indexing moves the printer vertically in increments of 1/48th of an inch up or down on the paper. This is extremely useful when aligning the printer with pre-printed forms. The Forms Layout feature will be covered later in the manual.

Micro Indexing



- Press **SHIFT + INDEX** (↓) or **SHIFT + REVERSE INDEX** (↑)

The SHIFT key must be held down while pressing either key.

NOTE: Micro Indexing is not stored in the correction memory.

Margins and Tabs

Because there are no preset margins and tabs, the KX-E2020 enables you to set margins and tabs to meet your requirements. A maximum of 28 tab stops can be set.

The KX-E2020 enables you to store three frequently used margin formats (margins, tabs, and hot zone) referred to as rulers under "X", "Y" or "Z". These formats can be recalled at any time and are available in addition to the current margin and tab settings.

The following keys are used to set and clear margin and tab settings:

LEFT MGN	Left Margin
RIGHT MGN	Right Margin
TAB SET	Tab Settings
TAB CLEAR	Clears Tab Settings
CODE + RIGHT MGN	Hot Zone
M.R.	Margin Release

Setting Margins and Tabs

SPACE BAR

- 1 Press **SPACE BAR**

This moves the printer toward the right. To set the left margin to the left of the current one, press **M.R.**, and **BACKSPACE** to reach the desired position.

**LEFT
MGN**

- 2 Press **LEFT MGN**

SPACE BAR

- 3 Press **SPACE BAR** to position the printer at a desired Tab stop

**TAB
SET**

- 4 Press **TAB SET**

Repeat the last two steps for each tab stop required (max. 28).

SPACE BAR

- 5 Press **SPACE BAR** to reach the desired right margin setting

To set the right margin to the right of the current one, press **M.R.** to space beyond the current margin setting to the desired position.

**RIGHT
MGN**

- 6 Press **RIGHT MGN**

RETURN

- 7 Press **RETURN**

Clearing a Tab Stop



1 **TAB** to the desired tab setting

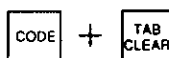


2 Press **TAB CLEAR**

Clearing All Tabs and Retaining Margins

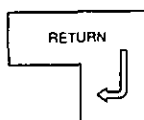


1 **SPACE** or **TAB** to the first tab position



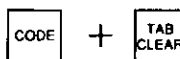
2 Press **CODE + TAB CLEAR**

Clearing All Margins and Tabs



1 Press **RETURN**

This positions the printer at the left margin. (The printer must be at the left margin to clear all margin and tab settings.)



2 Press **CODE + TAB CLEAR**

The printer will move to the far left, clearing all existing margins and tabs.

Adjustable Hot Zone

The Hot Zone represents the number of spaces between the bell and the right margin. It is preprogrammed for 0.7 of an inch (7 spaces in 10 pitch) from the right margin. You may change the setting to within one inch of the right margin.

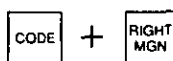
Setting the Hot Zone



1 Press **SPACE BAR** or **TAB** to position the printer at the right margin



2 **BACKSPACE** to the required new bell position (maximum setting is 10 spaces in 10 pitch from the right margin)



3 Press **CODE + RIGHT MGN**

Margin and Tab Exercise

For the first exercise, set your typewriter as indicated below:

Paper guide is 0
Pitch selector is 10 (PICA)
Daisywheel is 10 pitch
MODE selector on NORM

1 Press **RETURN**

2 Press **CODE + TAB CLEAR**

3 Set the margins and tabs below:

Left margin	15
Tabs	30, 45, 60
Right margin	74

4 Press **RETURN**

Your Counter will show the number of characters available on the writing line.

5 Press **CODE + F**

6 Press **X**

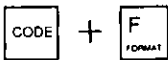
Storing Ruler

To eliminate the tedious task of manually setting margins, tabs and hot zones, with each new document, the KX-E2020 allows you to store three frequently used margin formats in memory. These formats are stored in locations "X", "Y", and "Z" and can be recalled for use when typing in or out of text memory.

Follow the instructions below and store the margin format that you set in the last exercise into memory.

Storing Margins and Tabs

- 1 Follow steps 1-7 in "Setting Margins and Tabs" section (page 21)



- 2 Press **CODE + F** (Margin Format)

Your display will prompt:

MARGIN FORMAT X, Y, Z ?



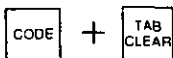
- 3 Press the letter **X** (**Y** or **Z**)

The typewriter will "beep" once to confirm that the ruler has been stored.

Exercise

Store the following formats into Memory.

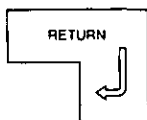
Format Y



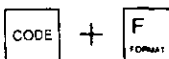
1 Press **CODE + TAB CLEAR** to clear existing margins and tabs

2 Set the margins and tabs below:

Left margin	11
Tabs	20, 33, 45, 54
Right margin	64



3 Press **RETURN**

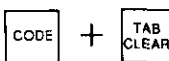


4 Press **CODE + F**



5 Press the letter **Y**

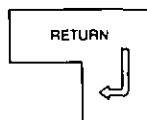
Format Z



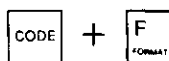
1 Press **CODE + TAB CLEAR** to clear existing margins and tabs

2 Set the margins and tabs below:

Left margin	11
Tabs	26, 39, 49, 59
Right margin	66



3 Press **RETURN**



4 Press **CODE + F**



5 Press the letter **Z**

Recalling Ruler

Now that you have three margins stored into memory, lets learn how to recall them for future use.

Recalling Margins and Tabs

+ (/)

- Press **CODE + X, Y or Z**

The margin format has been recalled, and is ready for use. It's that simple!

NOTE: When you want to change any of the stored margin formats, simply set the new format and store it over the previous format.

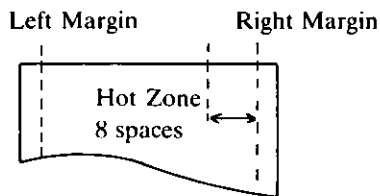
Using the Display in the Typewriter Mode

The KX-E2020 displays one line of type when the mode selector is set on DISP or JSTFY.

If you backspace and type in the middle of text, the characters will insert to the left of the indicator arrow (◀) and move the existing text to the right. The RELOC key can be used to position at the end of the line. Below is a list of keys used to move the text when typing on display in the typewriter mode.

FWD	Advances text to the right
BACKSPACE	Advances text to the left
RELOC	Advances to the end of text
EXPR	Advances to the beginning of the text

The KX-E2020 will automatically return and print the line displayed when typing in DISP and JSTFY modes. The automatic return is triggered when a character is typed following a space in the hot zone. The hot zone is the area between the bell and the right margin. Below is an example of the hot zone:



The line displayed will also print when one of the following keys is pressed: **RETURN**, **TAB**, **DEC TAB**, **CENTER**, **PRINT**, **IND**, **CODE + E**, or **CODE + P**.

Corrections

The KX-E2020 offers many ways to insure that your work is letter perfect. In addition to the display, which enables you to correct errors before they are printed, the KX-E2020 has a one line correction memory which makes correcting errors a simple task. There are even two methods of manual correction available to correct errors that are made outside of the correction memory.

In the typewriter mode, two keys are dedicated to correcting errors:

- | | |
|--------------------|--|
| CORRECT | Deletes one character at a time to the left of the printhead or indicator arrow. |
| QUICK ERASE | Deletes one word at a time to the left of the printhead or indicator arrow. |

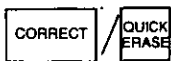
Below is a list of keys used to make corrections.

- | | |
|--------------------------|--|
| SPACE BAR | Used to position the printer one space to the right of the incorrect character. |
| BACKSPACE | Used to position the printer one space to the right of the incorrect character. |
| REVERSE INDEX (↑) | Advances by line outside the correction memory when pressed at the left margin. |
| EXPR | Moves the printer to the beginning of the line without line spacing. |
| RELOC | Moves the printer to the last printed character on the page, or to the last manual return. |
| CODE+
CORRECT | Enables the printer to advance beyond the correction memory. |
| CODE + PRINT | Activates a no print correction. |

Correcting Errors on the Same Line



1 **BACKSPACE** to position the printer one space to the right of the character you wish to delete



2 Press **CORRECT** to delete one character at a time

or

Press **QUICK ERASE** to delete one word at a time

3 Type the correct character(s)

Exercise

Set the mode selector on **NORM**, and type the following sentence.
Be sure to include the errors, and do not **RETURN** at the end of the line.

The KX-E2020 has sohplstlclated junctions but is easy to yse.

Using the steps outlined above, make the following corrections:

Change: "sohpstlclated" to "sophisticated"

"junctions" to "functions"

"yse" to "use"

Making Corrections Out Of the Correction Memory

When you have reached the end of the correction memory, you will hear three (3) beeps. To correct characters above that point:

CODE + **CORRECT**

↑
PREVIOUS

SPACE BAR

CODE + **CORRECT**

RELOC

- 1** Press **CODE + CORRECT**
- 2** Press **REVERSE INDEX (↑)** to position the printer on the line containing the error
- 3** **SPACE** to position the printer directly over the error
- 4** Press **CODE + CORRECT**
- 5** Retype the incorrect character
This will lift the character off the paper.
- 6** Type the correct character
- 7** Repeat the steps outlined above for each incorrect character on the same line
- 8** Press **RELOC**

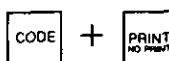
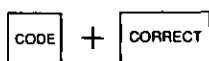
This repositions the printer at the last printed character or RETURN.

NOTE: If you have multiple corrections to make on different lines, you must RETURN to position the printer at the left margin in order to REVERSE INDEX (↑) to the next line containing the error.

Using the No Print Method

When an error is made out of the one line correction memory, the PRINT key may be used as a stencil key to re-enter the text into the correction memory without reprinting. This feature is especially useful when correcting words or consecutive errors and particularly when using proportional spacing.

After reaching the end of the correction memory,



- 1 Press **CODE + CORRECT** to exit the correction memory
- 2 Press **REVERSE INDEX** (↕) to position the printer on the desired line
- 3 Position the mode selector on NORM
- 4 **SPACE** to position the printer over the first incorrect character(s)
- 5 Press the **CODE + PRINT** key and retype the characters exactly as they appear on the paper
- 6 Press **CORRECT** to delete the error(s)
- 7 Retype the correct character(s)
- 8 Press **RELOC**

NOTE: If the text was typed in PS (Proportional Spacing), press the **CODE + PRINT** key and retype from the beginning of the line to the error.

If the text was typed in the JSTFY mode and you need to correct errors using **NO PRINT**, keep the mode selector on JSTFY after you have positioned the printer on the line containing the error. Press the **CODE + PRINT** key and retype the entire line until the printer automatically returns. **CORRECT** until all characters are deleted from the display and the printer advances to the end of the previous line. Make the corrections as you would within the correction memory.

Exercise

Type the following exercise including the errors. When finished, use the correction procedures you have just learned. Be sure to first make the corrections within the correction memory and then out of correction memory.

Using the CODE + X format, with the MODE selector on NORM.

Distantly related to the opossum, the Koala bear is only 3/4 of an inch long at birth and weighs only 1/5 of an ounce. Usually only one Koala is born at a time, with the mother bearing young only every other year.

infant The infant will remain in its mother's pouch until it is ready to emerge at six months of age. It will then climg to its mother's back until it is a year old.

weigh When fully grown, it will stand about two feet high and may wicth as much as 33 pounds. At the age of four, the animal will have attained full sexual maturity and its life span may be as long as 20 years. *tall*

When the Koala is ready to strike out on it's won it it's own will find its own eucalyptus tree, whose leaves are almost its only food. Only on rare occasions will it leave the tree, as when it seeks another tree to teka up new take residence.

clawed The Koala is suited for climbing, as all four of its sharp flawde feet are made for grasping. During the day the Koala sleeps, usually curled up inconspicuously in the crotch of a tree, and feeds only at nightime *nighttime*

At one time, the Koala, a native of Australia, was severely threatened with extinction. Now the Australian governamtn is taking drastic stesp to insure its survival.

steps

government

Making Corrections on the Display

With the MODE selector set on DISP or JSTFY, each character typed will appear on the display. Since most errors are "felt" by the operator, the display allows you to see the error and correct it before it prints on paper.



- 1 Press **BACKSPACE** to position the error to the left of the indicator arrow



- 2 Press **CORRECT** to delete the incorrect character

If you want to delete one word at a time, press the QUICK ERASE key.

- 4 Enter the correct character



- 5 Press the **FWD** key to move forward to the next error and make correction



- 6 Press **RELOC** and continue typing

If the error is at the beginning of the line, you may use the **EXPR** key instead of **BACKSPACE**. To reposition the printer at the end of the line, you may use **RELOC** instead of the **FWD** key.

Exercise

- 1 Use the **CODE + X** format
- 2 Move the MODE selector to **DISP**
- 3 Enter the following information including the errors. Do not **RETURN** at the end of the line

Errors are corrected before they print on paper.

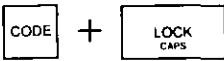
- 4 Correct the errors that were entered above

6. AUTOMATED TYPING FEATURES

Caps Lock

The Caps Lock feature enables you to type capital letters and numbers at the same time without having to shift back and forth from upper to lower case. The LOCK key's indicator light will flash when this feature is activated.

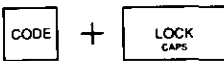
To Activate CAPS LOCK:



- Press **CODE + LOCK**

Every letter you type will be in CAPITAL LETTERS, when you use the number keys you will not get the traditional shift symbols, you will get the numbers.

To Deactivate CAPS LOCK:



- Press **CODE + LOCK**

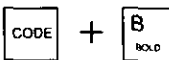
The indicator light on the lock key will no longer flash.

Bold Print

This feature instructs the printer to strike each character twice, this will emphasize certain words for you.

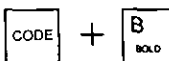
When bold print is activated, the Indicator Line will mark BOLD as being on. When typing on display, the symbol **B** will appear indicating where bold print was turned off and on. The text between these symbols will be printed in bold face.

To Activate Bold Print:



- Press **CODE + B** and type the word(s) to be emphasized

To Deactivate Bold Print:



- Press **CODE + B** again

Underscore

The KX-E2020 offers you three ways to underscore; Continuous, Word by Word, and Double.

The commands for each must be given before and after typing the text to be underscored.

Continuous Underscore

To Activate:



- Press **XXX**

Both the characters and spaces will be underscored.

To Deactivate:



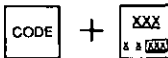
- Press **XXX** again

Example

This is continuous underscore.

Word by Word Underscore

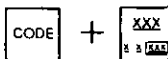
To Activate:



- Press **CODE + XXX**

Only words will be underscored.

To Deactivate:



- Press **CODE + XXX** again

Example

This is word by word underscore.

Double Underscore

To Activate:



- Press **SHIFT + XXX**

Both characters and spaces will be underscored with a double line.

To Deactivate:



- Press **SHIFT + XXX** again

Example

Total: \$25.00

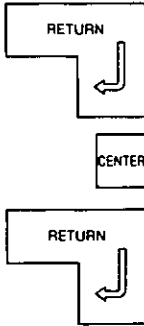
Centering

There are four ways to center information; between margins, over a point, between tab stops and aligned at the right margin.

The symbol **C** will appear on the display when centering in the phrase or text memory mode.

Between Margins

- 1 Press **RETURN** to position the printer at the left margin
- 2 Press **CENTER** and type the information to be centered
- 3 Press **RETURN** to print



Example

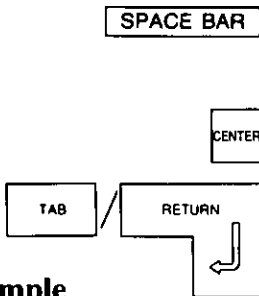
LM
x

RM
x

CENTER → (Your Name)
CENTER → Panasonic
CENTER → Electronic Typewriter

Over a Point

- 1 Press the **SPACE BAR** to move your printer to the desired position
- 2 Press **CENTER** and type the information to be centered
- 3 Press **TAB** or **RETURN** to print



Example

LM
x

T
x

T
x

T
x

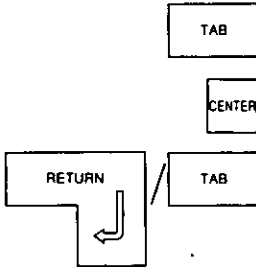
RM
x

CENTER
SPACE → x

Panasonic

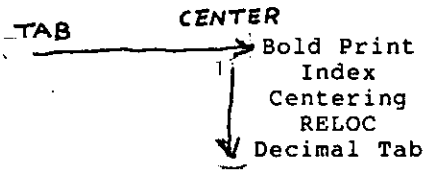
Between Tab Stops

- 1 Choose the tabs between which you would like to center information
- 2 **TAB** to the left stop position
- 3 Press **CENTER** and type the information
- 4 Press **RETURN** or **TAB** to print



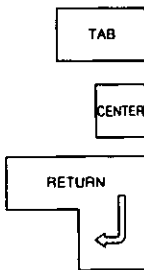
Example

LM T T T RM
x x x x x



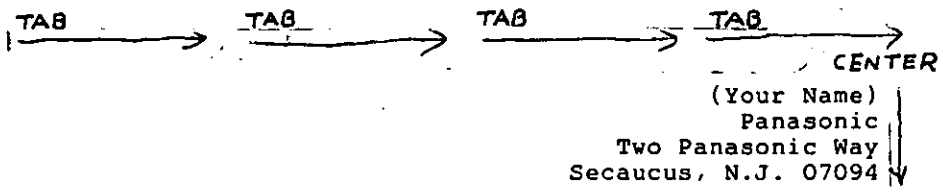
Aligned at the Right Margin

- 1 **TAB** to the right margin
- 2 Press **CENTER** and type the information to be aligned
- 3 Press **RETURN** to print



Example

LM T T T RM
x x x x x



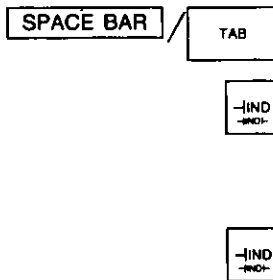
Indent

There are two forms of indent available on the KX-E2020: Left Indent and Block Indent, Left Indent allows you to set a temporary left margin eliminating the need to TAB before typing each indented line, when the left indent is activated, the symbol $\overline{|}$ appears on the display. When the block indent is activated, the symbol $\overline{|}$ appears on the display. Block Indent automatically indents the left and right margin evenly.

Left Indent

Left Indent will provide indentation from the left side only.

Indenting the Left Side of the Text



- 1 **SPACE** or **TAB** to the point of indentation
- 2 Press $\overline{|}$ **IND** to activate the command
- 3 Type the text
- 4 Press $\overline{|}$ **IND** to deactivate the command

Left Indent Exercise

Type the following exercise using the format "X" with the mode selector set on JSTFY.

LM T T T RM
x x x x x

Below is the revised company policy regarding the use of limousine services during business travel.

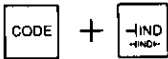
TAB → Company employees may use Westerly Limo Service and have the charges billed directly to the company. If a different limo service is used, a paid receipt must accompany your expense report. ← INDENT

Block Indent

Block indent automatically indents the right margin in proportion to the left margin. This feature creates a uniform appearance and centers the text between margins.

The temporary margins set with block indent must be more than one inch apart.

Indenting Both Sides of the Text

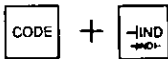


1 **SPACE** or **TAB** to the desired point of indentation

2 Press **CODE** + **-IND** to activate the command

The same number of spaces indented from the left will automatically be indented from the right.

3 Type the text



4 Press **CODE** + **-IND** to deactivate the command

Block Indent Exercise

Type the following exercise using the format "X" with the mode selector set on JSTFY.

LM T T T RM
x x x x x

If Westerly Limo Service is not available at the time of your request, please contact the company's travel agency.

TAB → Utopia Travel is located on
Code + -IND → the third floor of the north
administration building. You
may contact them on extension
1234 ← Code + -IND

If you have any questions concerning business travel, please let us know.

Decimal Tabulation

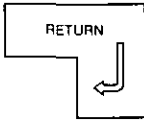
The DEC TAB key is used to perform decimal tabulation when typing statistical formats and eliminates the tedious task of manually aligning a column of numbers. It instructs the typewriter to automatically align numbers at the decimal point.

For statistical typing in foreign countries, numbers are aligned at the comma position instead of the decimal point. If this is required, you may change the alignment character in the parameter settings on page 12.

Using Decimal Tabulation

1 Set tab stops at decimal point position

2 Press **RETURN**



3 Press **DEC TAB**



Your printer will move to the first tab position. You will see the **(D)** symbol on the left of the display.

4 Enter the numbers, decimal point and cents or text to be aligned

The printer backtraces once for every number entered before the decimal.

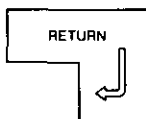
5 Press **DEC TAB** to advance to the next tab stop



The first entry will print. The printer will move to the next tab position.

6 Repeat the last two steps until you have completed all your entries

7 Press **RETURN**



Example

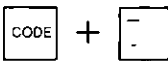
LM x	T x	T x	T x	RM x
DEC TAB	DEC TAB	DEC TAB		
123.64	347.91	156.98		
12.10	13.06	31.28		
1234.56	7654.23	4851.12		
.12	.24	.36		
3.0%	5.6%	8.3%		

Temporary Hyphen (Soft Hyphen)

A Temporary Hyphen enables you to hyphenate words that fall within the hot zone (between the bell and the right margin). A Temporary Hyphen triggers an Auto Return and should only be used when in the **DISP** or **JSTFY** typing modes. Because the Temporary Hyphen enables you to fit more characters on a line, it gives the right margin a less ragged appearance. The symbol "—" will appear when typing on display.

Inserting a Temporary Hyphen

- 1 Type until you hear the "beep" (bell) as you near the end of the line
- 2 Press **CODE + HYPHEN (-)** at the desired hyphenation point



The printer will automatically return to the left margin.

Exercise

Type this exercise below using the "Y" ruler setting with the mode selector on **DISP**.

Soft hyphens are entered in the hot zone to prevent long words from causing extremely ragged margins on the right side of the page. However, remember to use the CODE key before you depress the hyphen key. This tells the typewriter to return at the next character typed.

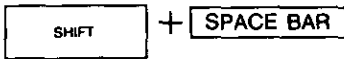


Permanent Space

Permanent Space enables you to type a space between two words within the hot zone, without triggering an auto return. This feature is ideal when typing proper names or dates which should appear on the same line.

Entering a Permanent Space

- 1 Type until you hear the "beep" (bell) as you near the end of the line
- 2 Press **SHIFT + SPACE BAR** between the two words that you want to appear on the same line



Exercise

Type the following text using the permanent space feature where indicated.

- Set the mode selector on **DISP** and use the "Y" ruler.

Permanent spaces prevent names or dates from being separated. In instances such as San Francisco, Ca. or New York, N.Y. or dates such as September 30, 1990 you may instruct the typewriter to never separate these characters or numbers onto different typing lines.

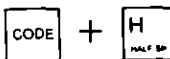
SHIFT + SPACE

SHIFT + SPACE

Half Space

A half space allows you to move the printhead a 1/2 space. The symbol "·" will appear when typing on display.

Entering a Half Space

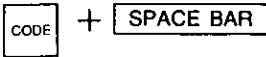


- Press **CODE + H**

Micro Space

A micro space allows you to move the printhead $\frac{1}{6}$ th of a space in 10 pitch. The symbol "..." will appear when typing on display.

Entering a Micro Space



- Press **CODE + SPACE BAR**

Permanent Backspace

When typing in memory or in display mode, a permanent backspace is required to instruct the system to print one character over another. Using left arrow or backspace alone when typing on display will only insert the character in front of the one you are trying to overlap.

Although it is possible to print one character over another in the typewriter (NORM) mode, use Permanent Backspace to include both characters in the correction memory. This means you can automatically correct the both letters. For instance, if you type 0 without using the Permanent Backspace feature, you will only be able to correct the slash (/), not the zero (0).

Entering a Permanent Backspace

- 1 Type the first character



- 2 Press **CODE + U**

If typing on display, a small arrow pointing to the left (←) will appear.

- 3 Type the character you want to print over the first entry

Exercise

The following exercise incorporates the function key operations you have just learned and gives you the opportunity to use them in a standard letter.

To begin this exercise, recall margin format "Y" and set your MODE selector on **DISP**.

(Today's Date) Right align centering
 15 Hunts Lane
 Weston, CT 06883

Mr. C. C. Charles
 19 Treaty Road
 Valley Forge, PA 08901

Dear Mr. Charles:

In response to your recent inquiry regarding our new line of customized designer wall coverings, I am enclosing the samples you had requested, for your approval. Outlined below is the quantity pricing for each of the patterns we discussed.

<u>Center</u> →	DESIGNER LINE			
<u>Center &</u> →	Custom Wall Coverings			
<u>Underscore</u>		<u>Center between Tabs</u>		
Pattern	Retail	1-5	6-9	10 +
→ Recall CODE + Z	DEC TAB	DEC TAB	DEC TAB	DEC TAB
Wheat	36.70	29.90	25.40	21.20
Willow	38.40	31.55	26.80	22.60
Tulip	44.60	37.80	34.50	30.90
<u>Double Underscore</u>				
DISCOUNT	8.0%	7.5%	7.5%	8.0%

→ Recall CODE + Y

Tab + Indent { These prices are based upon the length and width of one (1) standard roll. Each of the patterns we discussed may be custom colored to meet your personal requirements.

If you have any questions, please let me know. I look forward to working with you and thank you for considering our products.

Sincerely,

(Your Name)
 Professional Home Designs

7. MEMORY

Memory works very much like your file cabinets; allowing you to store information in separate files and even in separate drawers.

The KX-E2020 gives you three separate storage areas or drawers. Two of these storage areas, **Phrase Memory** and **Text Memory**, are located in the internal memory of the typewriter.

Phrase Memory — Phrase Memory is designed to store frequently used phrases and short paragraphs. The information is stored in files numbered from 1 to 99.

Text Memory — Text Memory is used to store more lengthy documents, such as letters and reports. These files are stored by name.

Your typewriter comes standard with approx. 20,000 characters (approx. 12 pages) of internal memory. The internal memory can be divided between phrase and text memory to meet your requirements. If desired, you can use all your internal memory to create one file. The choice is yours. When all the internal memory is used, the system will prompt, "MEMORY FULL!" You then have the ability to store your text files to Memory Card and clear the internal memory for future use.

The third storage area is the Memory Card. The Card slot, located on the left side of the typewriter, allows you to store approx. 30K on each Card. This gives you virtually unlimited storage capabilities.

The following pages contain instructions on how to use both the memory, and the text editing features that make memory so useful.

Typing in Memory

The indicator arrow on the right of your display is used as a stationary cursor. The keys listed below are used to move the text to the left of the indicator arrow allowing you to edit your documents.

EXPR (Express)	Beginning of the text
RELOC (Relocate)	End of the text
CODE + FWD	Word by word to the right
CODE + BACKSPACE	Word by word to the left
CODE + Index (↓)	Advance to next text or phrase Next search word position Next stop position in forms
CODE + Reverse Index (↑)	Advances to previous text or phrase Moves to previous search word position Previous stop position in Forms Layout
BACKSPACE	Moves one character to left

Correcting Errors in Memory

There are several ways to edit text typed in phrase or text memory as outlined below:

CORRECT	Deletes one character at a time to the left of the indicator.
QUICK ERASE	Deletes one word at a time to the left of the indicator arrow.

You also have the ability to delete an entire block of information typed in phrase or text memory. This feature is explained on page 67.

Phrase Memory

The KX-E2020 will allow you to store up to 99 phrases. The length of each phrase is limited only by the available memory of your typewriter. Keep in mind however, that the phrase memory locations were designed to store small blocks of information such as names and dates, signature blocks, standard paragraphs, etc.

For example, if you were sending A&J Enterprises a multi-document package which included a cover letter, an invoice, a questionnaire, and an envelope; rather than typing their name and address on every document, you could type it once in Phrase Memory and simply print it on all of the documents.

Another example of Phrase Memory is the use of standard paragraphs. Many times you will begin or end a document with a standard paragraph. Rather than typing this paragraph each time it is required, you can store it in phrase memory and recall it when needed.

Phrases are stored with no regard to margin formats. It is not possible to store margin formats in Phrase Memory. When a Phrase is recalled, it will conform to the current margin format. Below is a list of functions that can and cannot be performed in Phrase Memory.

Phrase Memory will accept:

Center
Bold
Underscore
Index
Reverse Index
Temporary Hyphen
Permanent Space

Phrase Memory will not accept:

Insert Code
Tab
Dec Tab
X, Y, Z Margin Format
Indent
Micro Indexing
Auto Paper Eject

Storing a Phrase

The phrase storage locations are accessed by pressing **CODE +** any number between 1 and 99. If you are entering a two digit number (10 thru 99), you must hold down the **CODE** key while you enter both numbers. Enter a manual return at the end of a phrase to insure the last line of text will print.

`CODE` + (`1` - (`9` (`9`))

1 Press **CODE + 1-99**

This will "open" the phrase.

2 Type the desired information

`CODE` + (`1` - (`9` (`9`))

3 Press **CODE + 1-99**

This will "close" the phrase, the information is now stored in Phrase Memory.

Exercise

Store the following paragraph in **CODE + 1** using the format **Z** with the MODE selector on **DISP**.

Our collection includes such interesting models as: ↵
↵

Store the following paragraph in **CODE + 2**.

The Bennett, possible the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior". ↵
↵

Store the following paragraph in CODE + 3.

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years. ↵

↵

Store the following paragraph in CODE + 8.

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below. ↵

↵

Store the following paragraph in CODE + 12.

The perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters. ↵

↵

Store the following paragraph in CODE + 99.

(Today's Date) ↵

↵

Editing a Phrase

CODE + (**1**) - (**9**) (**9**)

- 1 Press **CODE + 1-99** to recall the desired phrase
- 2 Position the text you wish to edit to the indicator arrow by using the **BACKSPACE** and **FWD** keys
- 3 Make your revisions

You can use the following keys:

CORRECT to delete one character at a time
QUICK ERASE to delete one word at a time

CODE + (**1**) - (**9**) (**9**)

- 4 Press **CODE + 1-99** to close the phrase

Printing a Phrase

CODE + (**1**) - (**9**) (**9**)

- 1 Press **CODE + 1-99** to recall the desired phrase

The screen will display the phrase.

PRINT

- 2 Press **PRINT**

The phrase will print within the current margin format. You will no longer be in the phrase memory when the printing is complete.

Clearing a Phrase

CODE + (**1** - (**9** (**9**))

- 1 Open a Phrase (Press **CODE + 1-99**)

The phrase will appear on your display.

EXPR
FORMS

- 2 Press **EXPR**

This will move the text to the beginning of the phrase.

CORRECT

- 3 Press **CORRECT**

The display will prompt:

CLEAR THIS PHRASE Y/N ?

Y / **N**
RENAME

- 4 Press **Y** (for Yes) to confirm the cancellation
or
Press **N** (for No) to exit

Listing Phrases

Panasonic gives you the ability to print a list of all the phrases you have stored. This list will indicate the phrase number, the first 45 characters of the phrase, the number of characters the phrase contains, and the amount of internal memory available. When printing a list, manual returns will appear as "/". Print formats such as bold or underscore contained in the first 45 characters will be ignored in the phrase listing.

CODE + (**0**)

- 1 Press **CODE + 0** (zero)

Your display will prompt:

PRINT, READ, WRITE ?

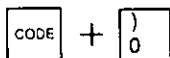
P
PAGE END

- 2 Press **P** for **PRINT**

Writing Phrases into Text Memory

The KX-E2020 gives you the ability to write all phrases 1-99 into a text memory. All phrases are read at one time, using the Write selection under **CODE + 0**.

However, the document containing the phrases cannot be accessed. For this reason, the text name will not be displayed on the edit menu. The text file containing the phrases will be displayed on the list printout with an exclamation point (!) before the text name.



- 1 Press **CODE + 0**

Your display will prompt:

PRINT, READ, WRITE ?

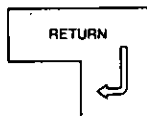


- 2 Press **W** (for Write)

Your display will prompt:

TEXT NAME = !

- 3 Type a new text name

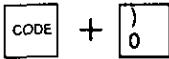


- 4 Press **RETURN**

The typewriter will “beep” once when the write is complete.

Reading Phrases from Text Memory into Phrase Locations

The KX-E2020 also gives you the ability to read a text containing phrases back into their original phrase locations. You may choose to read all phrases or specific phrases back into their original locations.



1 Press **CODE + 0**

Your display will prompt:

PRINT, READ, WRITE ?

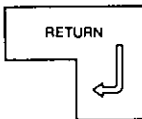


2 Press **R** (for READ)

Your display will prompt:

TEXT NAME = _____ !

3 Type the text name containing the phrases



4 Press **RETURN**

The display will prompt:

REPLACE Y/N ?



5 Press **Y** to replace

You will be prompted:

REPLACE ALL/PART ?



6 Press **A** to replace all phrases or **P** to replace selected phrases

If you choose "P", you will be prompted to replace or skip replacement.

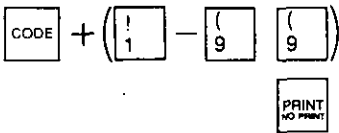
Phrase Link

Phrase Link enables you to quickly recall several phrases to print as one document. It is not necessary to wait for one phrase to finish printing before pressing the **PRINT** key to begin printing the second phrase.

If your **MODE** selector is on **NORM** or **DISP**, your phrases will print with a ragged right margin. If you set your **MODE** selector on **JSTFY**, your phrases will print with a justified right margin.

Linking Phrases

- 1 Insert a sheet of paper
- 2 Recall a Phrase (**CODE** + 1-99)
- 3 Press **PRINT**
- 4 Repeat steps 2 and 3 to recall each Phrase



Exercise

- 1 Set your **MODE** selector on **JSTFY**
- 2 Recall margin format **Z**
- 3 Link phrase numbers #3, 12, 8, and 2

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

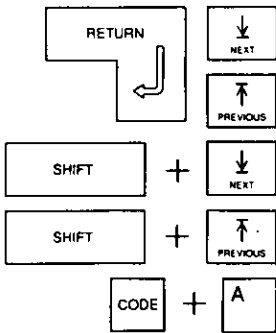
The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

Addressing Envelopes with Phrases

Envelopes can be printed easily using names and addresses stored in Phrase Memory. Phrases conform to the current typewriter settings: therefore, there are two points to consider—the auto insertion point and the left margin or indent position.

1 Set the Insertion Point

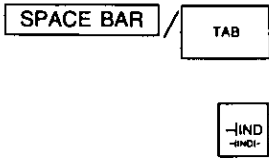


- Insert a blank envelope
- RETURN, INDEX (↓), REVERSE INDEX (↑), SHIFT + INDEX (↓), or SHIFT + REVERSE INDEX (↑) to reach the desired first line of print for the address

- Press **CODE + A**

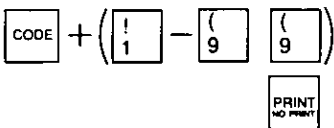
2 Set an Indent

Rather than moving your left margin, you can set an indent. The indent will set a temporary left margin and ensure that each address prints at the same position on every envelope.



- **SPACE** or **TAB** until you reach the desired printing position
- Press **-IND**

3 Print the Envelopes



- Auto Insert a blank envelope
- Press **CODE + 1-99** (whichever is applicable)
- Press **PRINT**

Insert the next envelope and repeat the last two bulleted items as outlined in step #3.



- Press **-IND** to deactivate the indent command after all the envelopes have been addressed

Text Memory

Text memory is used to store lengthy documents. All the applications available on the KX-E2020 are designed for use with files stored in text memory. Text files are named by you and there is no limit to the number of files you can store in text memory. Your only limitation is the amount of internal memory available.

The KX-E2020 has simplified text handling. All text applications can be accessed with one key – the MAIN MENU key. Below is an overview of the Main Menu.

Main Menu Overview

CREATE, EDIT, LIST, PRINT, MORE ?

- **CREATE** is used when you are creating the initial text
- **EDIT** is used when:
 - Recalling a text for modification
 - Recalling a text to print
 - Deleting a text from memory
 - Renaming texts
 - Scrolling through a text memory
- **LIST** is used to print a list of texts that are stored in the internal memory.
- **PRINT** is used to command the typewriter to print a text that is stored in internal memory.
- **MORE** is used when:
 - Deleting text from the internal memory
 - Renaming a text
 - Accessing Memory Card*

* This option appears when a Memory Card is inserted in Memory Card Slot.

Create

Create is used to store documents into text memory. The documents in text memory are stored by file name. The file name can be any name you choose, as long as it does not exceed ten (10) characters.

The current margin and tab settings as well as the margin formats "X", "Y", and "Z" are recorded with each text you create. This means that while you are creating or editing the text, you may recall CODE + X, CODE + Y and CODE + Z at any time. To change the margin parameters, your display will show an overscored \bar{X} , \bar{Y} , or \bar{Z} , depending upon your selection. As you proceed through the manual, you will also learn how to change margin formats after text has been stored when the new format you need was not stored in CODE + X, Y, or Z.

Creating a Text



1 Press **MAIN MENU**

Your display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

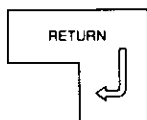


2 Press **C** (for CREATE)

Your display will prompt:

TEXT NAME =

3 Name the Text (maximum 10 characters)



4 Press **RETURN**

On the left side of the display, a text symbol **T** will be displayed, indicating you are now in text memory. Every keystroke will be recorded. The right side of the display will show the number of characters available on the writing line along with the indicator arrow.

5 Type your document



6 Press **MAIN MENU**, after you have completed the document

This will close the file.

Continuing a Text

If you are interrupted in the middle of entering a text simply end the document and continue it at a later time.



1 Press **MAIN MENU**

Your display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



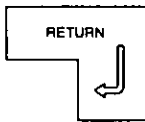
2 Press the letter **C** (for CREATE)

Your display will prompt:

TEXT NAME =

3 Enter the text name

4 Press **RETURN**



Your display will prompt:

CONTINUE TEXT

5 Insert a sheet of paper

The text being added will print as it is entered.

6 Continue typing your text.

In the continue mode, you cannot scroll backwards through the previously entered text. You may only continue where you left off. When you have completed your typing, press **MAIN MENU** to close the file.

Edit

Edit is used to recall a document stored in the text memory. The real benefits of text memory are found in the text editing features. It is these features that will simplify your typing projects and give your work a polished look.

Recalling a Text for Modification



- 1 Press **MAIN MENU**

Your display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

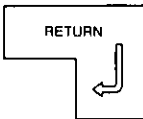


- 2 Press **E** (for EDIT)


Your display will prompt:

TEXT NAME =

- 3 Type the text name



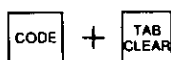
- 4 Press **RETURN**

The **T** for text memory appears on the left side of the display with the text name shown on the right side followed by the .

Changing Margin Formats Within Recorded Documents

Up until now we have only been able to change a margin format within a text, if the second format was stored in the Format Memories X, Y, or Z at the time your text was recorded.

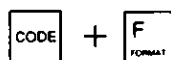
Now, there is a way to change your format within a text, which was not previously stored in Format X, Y, or Z at the time of text entry.



- 1 In typewriter mode, press **CODE + TAB CLEAR** and set up the **NEW** format you require
- 2 Store it in Format Memory using **CODE + F** then choose X, Y, or Z
- 3 Recall your text
- 4 Search or scroll forward to the position where the new format is to begin



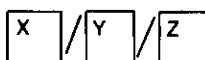
- 5 **BACKSPACE** until the first character within the new format disappears behind the indicator arrow



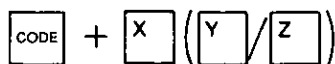
- 6 Press **CODE + F**

Your display will prompt:

MARGIN FORMAT X, Y, Z ?



- 7 Type the letter **X, Y** or **Z** you just stored



- 8 Enter the new format you just stored by pressing the **CODE + X, Y** or **Z**

Your display will show you the information preceding the first character within the new format

The format name (X, Y, or Z) will appear in the display with an overscore

You have now created a new margin parameter and made it a permanent part of your text.

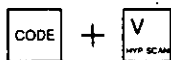
Hyphenation Scan

A hyphenation scan insures the proper appearance of your text. It locates each word that can be hyphenated. You must decide the proper hyphenation position and insert a soft hyphen (CODE+ -). The characters to the left of the cursor as well as the soft hyphen will automatically move to the end of the previous line.

A soft hyphen will only print if it falls within the hot zone (between the bell and the right margin). Therefore, if the text is modified and the soft hyphen no longer falls within the hot zone, the hyphenated word will print without the hyphen.

Scanning a Text for Hyphenation Requests

- 1 Recall a text

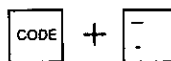


- 2 Press **CODE + V**

The text will advance to the first word.

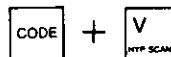
If the word cannot be hyphenated (e.g., proper name), skip the word by pressing **CODE + V** to advance to the next hyphen request.

- 3 Backspace to position the indicator arrow to the right of the desired hyphen position.



- 4 Press **CODE + HYPHEN (-)**

A soft hyphen (=) will appear on your display.



- 5 Press **CODE + V** to locate the next hyphenation request

Search

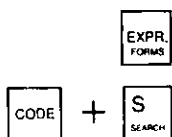
Direct Search enables you to quickly locate each occurrence of a word or string of characters without scrolling through your text.

The KX-E2020 will find all occurrences of the word or character string. It ignores print attributes such as bold or underscore. Because it finds every occurrence of the character string, when searching for small words such as "the", enter a space before and after the word at the search prompt so that only whole words are located. If a space is not entered, in this instance, it will also stop at words such as "theatre" and "them." If searching for long words with a unique character string, it really isn't necessary to type the entire word. For instance, if searching for a proper name such as "Cimilluca", in the search string it is fairly safe to say that if "Cimi" is entered at the search prompt, the characters will advance directly to the name "Cimilluca." If you are searching for a word which begins with uppercase, be sure to type the character string exactly as it appears in the document using the upper case characters. If you are searching for a misspelled word, be sure to spell it incorrectly when entering the search string. In addition, the KX-E2020 also enables you to search for a manual return by entering **CODE + RETURN** in the search menu. If you enter two manual returns at the search prompt you will be able to search paragraph by paragraph through your text.

When a search command is activated, the typewriter will search from the indicator arrow position to the end of the text. For this reason, it is always best to search from the beginning of your document. The indicator arrow will be to the immediate right of the word or character string entered. You can easily edit or delete the word (**QUICK ERASE**) and continue the search by pressing **CODE + INDEX** (\downarrow). You also have the ability to search to a previous occurrence by pressing **CODE + REVERSE INDEX** (\uparrow).

Activating a Search

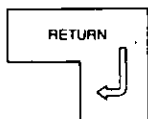
- 1 Recall a text from memory
- 2 Press **EXPR** to locate to the beginning of the text
- 3 Press **CODE + S** (Search)



Your display will prompt:

SEARCH WD =

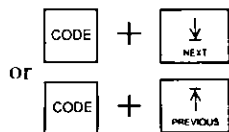
- 4 Type the word or string of characters you are looking for (maximum 20 characters)
- 5 Press **RETURN**



Your display will show the last character you entered in the Search command to the left of the indicator arrow.

If the search string you are looking for is not located, your machine will beep three times and display:

NOT LOCATED !



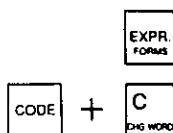
- 6 Press **CODE + INDEX** (↓) to advance to the next occurrence
or
Press **CODE + REVERSE INDEX** (↑) to advance to the previous occurrence

Global Search and Replace

There may be times when certain words appear consistently in a document and need to be changed throughout the entire text. Rather than replace each occurrence separately, this feature allows you to perform a global search and replace. This will automatically search for all occurrences of the word string and replace it with the string you have entered. The system will not stop at each location.

Activating Global Search and Replace

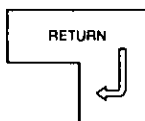
- 1 Recall your text
- 2 Press **EXPR** to locate to the beginning of the text
- 3 Press **CODE + C**



Your display will prompt:

SEARCH WD =

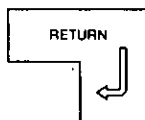
- 4 Type the search string (maximum 20 characters)
- 5 Press **RETURN**



Your display will prompt:

CHANGE WD =

- 6 Type the replacement string (maximum 20 characters)
- 7 Press **RETURN**



Your display will show the position in the text where the last change was made. Changes have been made throughout the entire text.

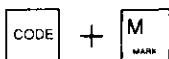
Block Move, Copy, Delete, and Print

The KX-E2020 gives you the ability to move, copy, delete or print portions of a text simply and automatically. To do this, you must first mark the area of information at the starting point and at the ending point. Once you have done this, you must indicate to the typewriter which of those functions you want to do with this information. Let's begin by learning how to mark a block of information.

Marking a Block of Text

- 1 Recall your text
- 2 Search or Scroll to position the first character of the block to the right of the indicator arrow

You will not be able to see the first character of the block, as it will be "behind" the indicator arrow.

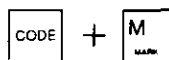


- 3 Press **CODE + M**

A mark symbol will appear on the display to mark the beginning of the section.

- 4 Search or Scroll to position the last character to be marked to the left of the indicator arrow

If trying to mark an entire paragraph, be sure to include both of the manual returns between the mark symbols.



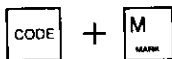
- 5 Press **CODE + M**

A second mark symbol will appear on the display to mark the end of the section.

Now that you have told the typewriter which block of information you want to work with, you must tell it what you would like to do with this information. Do you want to move, copy, delete or print it?

Deleting a Block of Text

1 Mark the text to be deleted



2 Press **CODE + M** for a third time

Your display will prompt:

MOVE/COPY/DELETE/PRINT ?



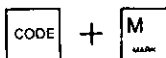
3 Press **D** (for DELETE)

The marked text will be deleted.

Moving a Block of Text

1 Mark the text to be moved

2 Search or scroll to the new location



3 Press **CODE + M** for a third time

Your display will prompt:

MOVE/COPY/DELETE/PRINT ?

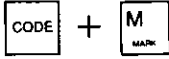


4 Press **M** (for MOVE)

The text will physically move to the new location and will no longer be marked.

Copying a Block of Text

- 1 Mark the text to be copied
- 2 Search or scroll to the new location
- 3 Press **CODE + M** for a third time



Your display will prompt:

MOVE/COPY/DELETE/PRINT ?

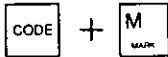


- 4 Press **C** (for COPY)

The text will appear in both the original and new location and will no longer be marked.

Printing a Block of Text

- 1 Mark the text to be printed
- 2 Press **CODE + M** for a third time



Your display will prompt:



MOVE/COPY/DELETE/PRINT ?

- 3 Auto insert a sheet of paper
- 4 Press **P** (for PRINT)



The display will clear and show the message "PRINTING." When the printing is complete, the document will be displayed and the block of text will no longer be marked.

Removing Marks from a Block of Text

- 1 Position (search or scroll) the mark symbol  to the left of the indicator arrow and press **CORRECT**.
- 2 Position (sequential search **CODE + (↓)** or scroll) the second mark symbol  to the left of the indicator arrow and press **CORRECT**.

Print

There are several ways to print on the KX-E2020. You can print from within a text file or phrase location. You can also choose to print only a portion of the text file as outlined on page 68. The KX-E2020 also gives you a Print selection on the Main Menu.

The KX-E2020 enables you to choose multiple copies, the number of printed lines per page, and assign page numbering to your document.

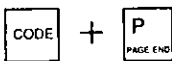
Page End

A page end command enables you to tell the typewriter how many lines you want per page. The Page End command can be set while in typewriter or memory mode. You can change the setting or turn it off and on at your convenience.

The page end setting is stored with the information typed in text or phrase memory. As you type in the create mode or print from memory, the prompt "PAGE END!!" will appear on the display. The printing will also stop, allowing you to insert another sheet of paper and continue typing or printing.

Activating Page End

1 Automatically insert your paper



2 Press **CODE + P** (Page End)

Your display will prompt:

PAGE END Y/N ?



3 Press **Y** for Yes

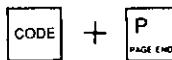
Your display will prompt:

PAGE END = 54



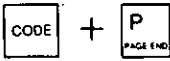
4 Press **CORRECT** twice to erase the current page end setting

5 Type the desired number of lines (maximum 99)



6 Press **CODE + P** again

Deactivating Page End



- 1 Press **CODE + P**

Your display will prompt:

PAGE END Y/N ?



- 2 Press **N** for No

The page end command is deactivated.

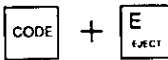
Printing with a Page End Command Activated

Typewriter Mode

When you reach the last line of a page end setting, the keyboard will lock and the display will prompt:

PAGE END !!

To Continue Typing on a New Page:



- 1 Press **CODE + E** to automatically eject the paper
- 2 Automatically insert a new sheet of paper
- 3 Continue typing

To Continue Typing on the Same Page:



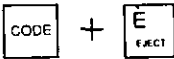
- Press the **CORRECT** key before typing each additional line
or
- Deactivate Page End

Text Memory Mode

When the last line of a page end setting is printing, the keyboard will lock and the display will prompt:

PAGE END !!

To Continue Printing on a New Page:



1 Press **CODE + E** to automatically eject the paper

2 Automatically insert a new sheet of paper



3 Press the **PRINT** key to continue

To Print Additional Lines on the Same Page:



- Press the **CORRECT** key to print each additional line

Printing from Within a Text or Phrase

The KX-E2020 gives you the ability to print the document you are currently editing. You can print from any point within a text or phrase memory. The KX-E2020 will print from the current position to the end of the text. The document is not displayed while printing. However, when the printing is complete, the document will reappear and be positioned at the end of the document.

1 Access a phrase or text



2 Press **EXPR** to position the cursor at the beginning of the document

or

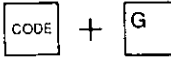
Position the characters at the desired beginning print location



3 Press **PRINT**

Changing Line Width When Printing

The typewriter enables you to change the line width when printing within the internal memory. This feature is used for printout only. The original format of the text is retained.



1 Recall your text

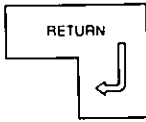
2 Press **CODE + G**

Your display will prompt the current line width.



3 **CORRECT** the current width

4 Type the required line width



5 Press **RETURN**

Halt Print

The print key enables you to print a text or phrase from within a document. It is also used to pause printing and resume when desired or quit printing entirely. It can actually be referred to as the "start and stop" print button.

When printing is halted, the KX-E2020 gives you the ability to quit the print command or resume printing. You can pause printing when an important phone call is received and resume printing at a more convenient time or you can quit printing when an incorrect phrase or text memory is recalled. When you quit printing, however, you exit the memory mode and return to the typewriter mode.

Halting a Print Command



1 Press **PRINT** to Halt the printing

Your printing will stop and your display will prompt:

CONTINUE Y/N ?



2 Press **Y** to continue printing or **N** to stop printing

Printing from the Main Menu

When you print from the Main Menu rather than from within the text, you have three features to choose from: Print, Text Link, and Mail Merge.

Print Enables you to select a document for print. You also have the ability to print multiple copies. Choose the number of lines printed per page, and automatically page number.

Text Link Enables you to print several documents as one (maximum 8 texts). The features listed under print (e.g., page numbering) are also available under Text Linking.

Mail Merge Enables you to personalize correspondence by merging variable information from a mail list into a standard letter.

Printing a Single Text from the Print Menu

1 Auto Insert a sheet of paper



2 Press the **MAIN MENU** key



3 Press **P** (for PRINT)

Your display will prompt:

PRINT, TEXT LINK, MAIL MERGE ?

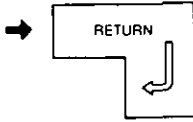


4 Press **P** to select PRINT

Your display will prompt:

TEXT NAME =

Type the text name

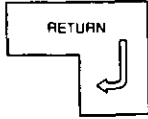


5 Type the text name to be printed and press **RETURN**

Your display will prompt:

COPIES REQUIRED = 1

If multiple copies are required, press **CORRECT** to clear the current number and type the desired number of copies needed (maximum 99).

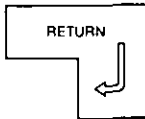


6 Press **RETURN**

Your display will prompt:

PRINTED LINES PER PAGE =

7 Type the number of printed lines needed per page

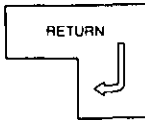


8 Press **RETURN**

Your display will prompt:

FORM FEED =

If you are printing on single sheets, leave this blank. If you are printing on continuous paper, type the total number of lines available on each sheet.



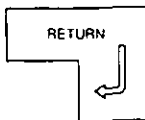
9 Press **RETURN**

Your display will prompt:

PAGE NUMBER =

If you want automatic page numbering, type the number which you would like to have appear at the bottom of the first page. You may begin the page numbering with any number 1-9999. If you want to skip the first page and begin numbering with 1 on the second page, enter 0 (zero).

If you do not want page numbering, leave this prompt blank.



10 Press **RETURN**

Your document will begin to print and your display will prompt:

PRINTING

NOTE: If you do not wish to change any parameter setting, press **RELOC** after you enter the text name.

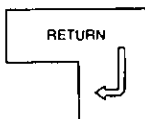
Page Numbering

The KX-E2020 enables you to begin page numbering with any number you choose. You also have the ability to skip the first page and begin page numbering with 1 on the second page. This application is ideal when you have a title page or table of contents as the first page. Page numbering at the bottom of the page prints three lines below the last print line.

The page numbers are not displayed. Page Numbering is activated when printing from the Main Menu only by entering a number from 0 to 9999 on the Page Number line. If no number is entered, page numbering will not be activated.

Printing a Text with Page Numbers

- 1** Repeat steps 1-8 under "Printing a Single Text from the Print Menu"
- 2** Press **RETURN** until you reach the PAGE NUMBER prompt
- 3** Type the number to begin the numbering sequence
 - To begin numbering the first page with 1 — Enter **1**
To begin numbering the first page with 6 — Enter **6**, etc.
 - To skip the first page and begin numbering with 1 on the second page — Enter **0**



Text Linking

Text Linking gives you the ability to print several stored texts as one document. They are linked for print out only. This feature allows you to enter the names of each text and will print them in the order they were entered. A maximum of 8 texts may be linked at one time.

Linking Texts

1 Auto insert paper

MAIN
MENU

2 Press **MAIN MENU**

P
PAGE END

3 Press **P** (for PRINT)

Your display will prompt:

PRINT, TEXT LINK, MAIL MERGE ?

T
RESET

4 Type **T** (for TEXT LINK)

Your display will prompt:

TEXT NAME =

5 Type the name of the first text to print

?
/

6 Type **slash (/)**

Your display will prompt:

TEXT NAME =

7 Type the name of the second text to print

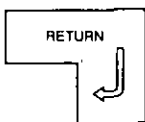
?
/

8 Type **slash (/)**

Your display will prompt:

TEXT NAME =

9 Continue with this procedure until all texts have been entered (maximum 8 texts)

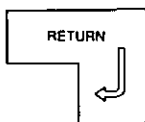


10 Press **RETURN** to confirm your selections

11 Type the required number of copies if needed, up to 99 and press **RETURN** to the next prompt

The "PRINTED LINES PER PAGE" will display the default setting you entered on the default setting menu.

12 Enter the appropriate page length if needed

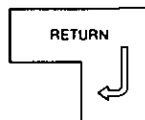


13 Press **RETURN** to select Form Feed

14 Leave blank for single sheet of paper
or
Type the number of paper length for continuous paper

15 Complete Page Number selections if desired

16 Enter the desired width for these documents for this print out only



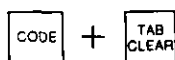
17 Press **RETURN** to begin printing

8. APPLICATIONS

The Panasonic KX-E2020 is designed to handle a wide variety of office applications. In the pages to follow, we will be introducing you to applications that can save you countless hours of typing and retyping. Read through this section and follow the exercises. You are sure to find ways to make your workload easier.

Centering Application for Columns

The **CENTER** key is ideal to use when trying to determine proper tab settings to align columns of information. Below is an easy way to define proper tab positions before you begin typing a chart. This centering application is done in the typewriter mode only. Of course, the margins and tabs can be stored and recalled when typing in or out of memory.



- 1 Insert a sheet of paper
- 2 At the left margin, press **CODE + TAB CLEAR** to clear all margins and tabs
- 3 Set your margins at the edge of the paper and press **RETURN**
- 4 At the left margin, press the **CENTER** key
- 5 Type the longest word or number in the first column
- 6 Press the **SPACE BAR** to enter the desired number of spaces between the first and second column
- 7 Repeat steps 5 and 6 for each column of information
- 8 After typing the longest word or number in the last column, press **RETURN**

The longest word in each column will print, evenly spaced on the paper. If the columns appear too close together, repeat from step #4 and enter additional space between each column.

If you are unable to complete the longest word in each column, repeat from step #4 and enter fewer spaces between each column.

- 9 Space across and set margins and tabs to agree with the print out

Be sure to set a tab at the decimal point to properly align a column of numbers. Set the right margin one or two spaces after the last column. You may then choose to store these margins in X, Y, or Z.

Example

Darlene 93 Webb Street \$158.95
↑ ↑ ↑
LEFT TAB TAB RIGHT
MGN SET SET MGN

Insert Codes

Insert Codes are an easy way to personalize a standard letter. Your typewriter will allow you to enter stop points into the body of a document, these stop points instruct the typewriter to stop printing so that you can insert variable information. The KX-E2020 enables you to assign prompts to each insert code. These prompts will be displayed when the document is printing.

There are no restrictions to the length of the variable information entered at each insert code. When an insert code is reached, the variable information may be manually typed or recalled from phrase memory.

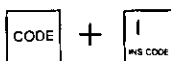
Creating a Text with Insert Codes



1 Press **MAIN MENU** and select **C** (for CREATE)

2 Name your text and press **RETURN**

3 Begin typing the document



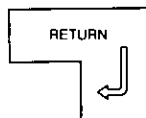
4 Press **CODE + I** at the point you would like to insert variable information

Your display will prompt:

PROMPT =

5 Type the desired prompt (maximum 20 characters)

If a prompt is not assigned, the display will show "INSERT" when the text is being printed.



6 Press **RETURN**

Your display will prompt "INSERT CODE WAS SET". The Insert Code symbol (**I**) will appear in your document.

7 Continue typing your text

8 Repeat steps 4, 5, and 6 for each insert position required



9 Press **MAIN MENU** to end your text when complete

Insert Code Exercise

- 1 Set your Mode Selector on **DISP**
- 2 Recall Margin format "X"
- 3 Store the following letter in memory under the name **BILLING**
- 4 When you reach each Insert Code position, assign the following prompts:

1st stop: Customer Name
2nd stop: Title/Last Name
3rd stop: Invoice Date
4th stop: Invoice No.

(Today's Date) ↵

↵
↵
↵
1 ↵
↵

Dear 1 : ↵

A shipment of our paper products was sent to your office on 1. Enclosed with that shipment was an invoice addressed to your attention (Invoice No. 1). ↵

↵
Our standard terms are 2/10, Net 30. We would appreciate payment of this invoice at your earliest convenience. ↵

↵
We hope you are completely satisfied with our paper products. If we can be of any assistance in filling your future paper products needs, please contact us. ↵

↵
Sincerely, ↵

↵
↵
↵
Marion Cole ↵
Vice President, Finance ↵
Cole Paper Mills ↵

↵
MC/mh ↵

Printing a Text with Insert Codes

Your text will print according to the selection of your MODE selector. If the MODE selector is set on **NORM**, the text will print up to the point that the Insert Code was set. If the MODE selector is positioned on **DISP** or **JSTFY**, printing will stop at the beginning of the line containing the Insert Code. At that point, you may manually type the variable information or recall it from phrase memory. Once the variable information is inserted, you simply press the **PRINT** key to resume printing.

1 Recall your text



2 Press **PRINT**

The text will print to the first Insert Code and your display will prompt you. If you did not assign a prompt to the location, the display will prompt.

INSERT

3 Type the variable information or recall it from phrase memory

To recall a phrase:

CODE + (-)

Press **CODE + 1-99** at the stop location

Your display will prompt:

COPY THIS PHRASE Y/N ?



Press **Y** (for Yes)

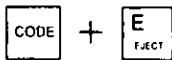


4 Press **PRINT** to continue

5 Repeat steps 3 and 4 for each Insert Code

Inserting a Manual Page Break in Text Memory

You can enter a page break anywhere within a text. The same coded function, **CODE + E**, used in the typewriter mode to eject paper is used in memory to force a page break and eject the paper during print out. After a **CODE + E** command in memory, the paper will eject and the printing will pause so you can insert a new sheet of paper, and press PRINT to continue. Remember, you may still use the Page End command (**CODE + P**) for consistent page breaks.



- 1 Press **CODE + E** at the end of a page
- 2 Continue typing your next page of text

Inserting a Phrase into Text

You have the ability to take information that is stored in phrase memory and “copy” it into a document that you are creating or modifying in text memory. This will eliminate repetitive typing and allow you to create text quickly.

When you insert a phrase into a text, you are actually making a copy of that phrase. The original phrase will remain in the phrase memory.

- 1 Create or recall a text
- 2 Search or scroll to the desired location for your phrase to be inserted

+ (-)

- 3 Recall a Phrase (**CODE + 1-99**)

Your display will prompt:

COPY THIS PHRASE Y/N ?

- 4 Press **Y** (for Yes)

The phrase will be inserted at the desired position and conform to the margin format within the text.

- If you have chosen an incorrect phrase.

Press **N** (for No)

Your prompt will disappear and no change will be made to the text.

- If the phrase number entered does not contain any information, your display will prompt:

CANNOT COPY

Try again using the correct phrase number

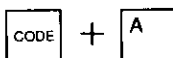
Append

Appending a document may sound terribly intimidating, but the word “append” simply means “to add to” or “to attach to.” The KX-E2020 enables you to append all text files within the internal memory. You can instruct the system to insert a text into another text file or phrase location.

You must be in the edit mode when appending.

Appending an Entire Text

- 1 Recall the text file or phrase location you want to add to
- 2 Search or scroll to the desired insertion point
- 3 Press **CODE + A** (Append)



Your display will prompt:

TEXT NAME =

- 4 Type the name of the text to be appended (copied) and press **RETURN**

A copy of the entire text will be added to the document or phrase you accessed in step number 1. Your indicator arrow will be positioned at the end of the appended text.

If the desired text is not located in the internal memory, your display will prompt “NOT LOCATED!”

Appending a Block of Text

The KX-E2020 also gives you the ability to append (copy) a portion of a text file stored in the internal memory into another text file or phrase location.

To append a portion of the text, it must first be marked, so when the append command is given, the system will copy only the marked text. This application is ideal when you want to insert a chart or specific verbiage but do not require the entire file.

The marks are not removed after the append command has been given. Therefore, the marked portion of the text may be appended or added several times.

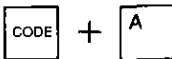
- 1 Recall the text file containing the block of information to be appended
- 2 Mark the beginning and ending point of the information to be appended



- 3 Press **MAIN MENU** to close this text

- 4 Recall the text file or phrase location you want to add the block of information to

- 5 Search or scroll to the desired insertion point

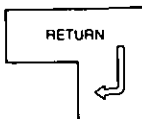


- 6 Press **CODE + A**

Your display will prompt:

TEXT NAME =

- 7 Type the text name containing the marked block of information



- 8 Press **RETURN**

The marked portion of the text is copied.

Mail Merge

Mail Merge allows you to merge a form letter requiring variable information with a mail list. The form letter and mail list are stored in separate text locations.

They are merged together during print out enabling you to create a personalized letter for each person on your mail list with the respective variable information inserted automatically.

The KX-E2020 also enables you to selectively print from your mail list. This is done by entering a qualifying line before each address block. This qualifying line allows you to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list allowing you to quickly address envelopes or labels.

The mail list can be stored to the Memory Card enabling you to save on internal memory for other projects.

Form Letter

The form letter containing the constant information is entered into text memory as normal text. Reference Codes (**CODE + R**) are inserted into the letter where the variable information from the mail list is to be inserted. Regardless of the number of lines the variable information contains (e.g., address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the code. This insures that when the variable information is inserted, it will not run into the other text.

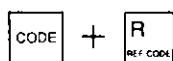
Creating a Form Letter

Variable information is inserted into a standard letter in the order in which it will be entered into the mail list. Therefore, the first reference code in your letter should be a name and address. This way, the mail list can be used to print envelopes and labels.

1 Set the desired margins and tabs

2 Create a new text

3 Begin typing



4 Press **CODE + R** to insert a reference code at each point where variable information is required

Your display will show an \bar{R} with an overscore. This instructs the system to refer to the mail list for variable information.

Form Letter Exercise

- 1 Set your MODE selector to **JSTFY**
- 2 Set your left margin at **10**
- 3 Set your right margin at **70**
- 4 Store in margin format "Y"
- 5 Type the following form letter into Text Memory and name it **OVERDUE**. Be sure to enter **CODE + R** for each reference point shown below:

```
(Today's Date) ↵
↵
↵
↵
 $\bar{R}$  ↵
↵
Dear  $\bar{R}$ : ↵
↵
A copy of Invoice No.  $\bar{R}$  was sent to your office on  $\bar{R}$ . This
invoice was issued for the shipment of  $\bar{R}$ , which was ordered
from us. ↵
↵
Your balance is now  $\bar{R}$  days past due and we would appreciate
your payment within the next 15 days. If your check of  $\bar{R}$ 
has been sent, please accept our thanks and disregard this
notice. ↵
↵
Sincerely, ↵
↵
↵
↵
Lee Hayes ↵
Hayes Office Equipment ↵
↵
LH/m ↵
```

Mail List

The mail list is created under a separate text name and contains all variable information necessary to merge into the form letter. The variable information is inserted into the letter in the order it is typed in the mail list. Therefore, type the name and address variable first so the mail list can also be used to address envelopes and labels.

Each variable in the mail list is enclosed in square brackets [], not parenthesis (). If you accidentally enter parenthesis or do not enter an opening or a closing square bracket, the system will not merge.

Manual returns entered within the square brackets are inserted into the form letter and will return at that point. Manual returns entered outside the square brackets will not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out.

Each group of variable information (e.g., name and address, account number, etc.) is called a record. Each record is separated by **CODE + / (SLASH)**.

Below is an example of the same mail list with and without returns entered between each variable.

Example of a Mail list with returns after each variable

```
7
[Mrs. Monica Simpson
289 Hicks Street
New York, NY 10004]
[Mrs. Simpson]
[B1343]
[12/12/86]
[5½ inch disks]
[60]
[$325.80]

7
[Mr. Paul Smith
1985 Harrison Road
Ridgefield Park, NJ 07660]
[Mr. Smith]
[B2589]
[12/22/86]
[magnetic tapes]
[60]
[$321.25]

7
[Mrs. Alicia Prichett
131 Ascan Avenue
Summit, NJ 07901]
[Mrs. Prichett]
[B0984]
[1/12/86]
[marking pens]
[30]
[$197.65]
```

Example of a Mail List without returns after each variable

7

[Mrs. Monica Simpson
289 Hicks Street
New York, NY 10004]
[Mrs. Simpson][B1343][12/12/86][5½ inch disks][60][\\$325.80]

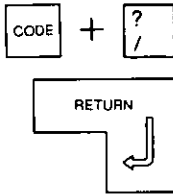
7

[Mrs. Alicia Prichett
131 Ascan Avenue
Summit, NJ 07901]
[Mrs. Prichett][B0984][1/12/86][marking pens][30][\\$197.65]

7

[Mr. Paul Smith
1985 Harrison Road
Ridgefield Park, NJ 07660]
[Mr. Smith][B2589][12/22/86][magnetic tapes][60][\\$321.25]

Creating a Mail List



- 1 Create a text
- 2 Press **CODE + SLASH (/)**
- 3 Press **RETURN**
- 4 Type an opening square bracket [
- 5 Type the variable information
- 6 Type a closing square bracket]
- 7 Repeat steps 4-6 for each variable
- 8 Repeat steps 2-6 for each record or group of variables

Mail List Exercise

Open a new text and name it **LATE ACCTS**. Type the mail list shown on the previous page into memory in the style you prefer. Close the text after it has been created.

Merge Overview

Once the form letter and mail list is complete, you are ready to merge these texts as one document. Each letter will print utilizing the margin format from the form letter. It is possible, however to change the margin width for the current print out. The Mail Merge Menu enables you to define copies required, printed lines per page, and page numbering. One of the most important prompt of the Mail Merge Menu is Form Feed. This line instructs the system to stop after each printed letter so you can insert a new sheet of paper or to continue printing when using continuous paper.

Printing on Individual Sheets of Paper

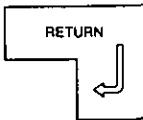
The system will stop after each print out. You must automatically insert a new sheet of paper and press **PRINT** to continue. It's that easy. Leave the FORM FEED prompt blank.

Printing on Continuous Paper

- 1** At the FORM FEED prompt, type in the total number of lines available per sheet

For example, if you are working with continuous letter size paper, you would type 66 at the FORM FEED prompt (11" X 6 lines per inch).

If you are printing on continuous labels, type the total numbers of lines available per label, plus any lines between each label.



- 2** Press **RETURN**

Merging a Form Letter and Mail List

1 Auto Insert Paper



2 Press **MAIN MENU**



3 Press **P** (for PRINT)

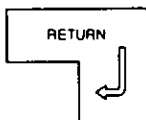


4 Type **M** (for MAIL MERGE)

Your display will prompt:

TEXT NAME =

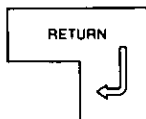
5 Type the name of the form letter



6 Press **RETURN**

7 Type the name of the mail list

Your display will prompt "QUALIFIER."

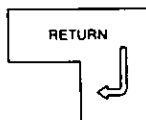


8 Press **RETURN**

"COPIES REQUIRED = 1" will be the next prompt.

For now, press RETURN to confirm that all records will be printed.

You will learn how to qualify your list in later exercises.



9 Press **RETURN** to confirm 1 copy required or enter the number of copies required and press **RETURN**

"PRINTED LINES PER PAGE =" will be the next prompt.

10 Type the number of lines to print per page and press **RETURN**

"FORM FEED =" will be the next prompt.

11 Leave blank for single sheet paper and press **RETURN**
or

Enter the sum of the total lines per page for continuous paper
and press **RETURN**

12 Complete the prompt "PAGE NUMBER =" and "WIDTH
=" if desired



Press **RELOC** to skip the remaining prompts and begin the
merge

Qualifying Line

A qualifying line immediately follows the **CODE + SLASH (/)** before each record and enables you to selectively print from your mail list. A maximum of 20 characters are available to enter categories which allow you to selectively print from your mail list (e.g. occupation, zip code, state, etc.). Each qualifying line must be consistent with the number of categories, sequence of categories, as well as the number of characters within each category must agree from record to record.

Qualifiers do not have to be associated with the variables in the mail list. If you want to select individuals by zip code, enter the zip code on the qualifying line. If you want to select by state, that too is entered on the qualifying line. The group of characters representing one category is called a Qualifying field. The state and zip code would represent two fields.

Entering a Qualifying Line

1 Recall the Mail List

CODE

 +

?
/

2 Position the **CODE + SLASH (/)** to the left of the indicator arrow

3 Type each qualifying field separated by a space

4 Repeat steps 2 and 3 for each record

Remember, the number of categories, sequence of categories, number of characters within each category and use of upper case and lower case characters must be the same from record to record.

Qualifying Line Exercise

Add a qualifying line to each record in the mail list **LATE ACCTS**. Use the Caps Lock feature when typing the qualifying line as shown below:

7NY 10004 \$325 60
[Mrs. Monica Simpson

7NJ 07901 \$197 30
[Mrs. Alicia Prichett

7NJ 07660 \$312 60
[Mr. Paul Smith

Wild Cards

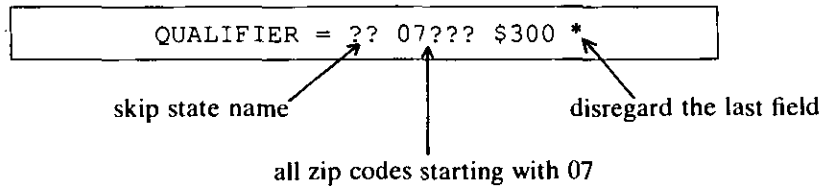
The KX-E2020 enables you to use wildcards to instruct the system to skip any character in the field or ignore the remainder of fields on the qualifying line.

You must account for each field on the qualifying line by entering the field itself or a wildcard. Since spaces are used to separate each field, those spaces must be entered.

* The asterisk is used to disregard the remainder of fields on the Qualifying Line.

? A question mark is used to skip over any character or entire field.

Example:



Qualifying Mail Merge Exercises

- 1 From the MAIN MENU, press **P** (for PRINT)
- 2 Select **M** (for MAIL MERGE)
- 3 Merge the form letter **OVERDUE** with the mail list **LATE ACCTS**

- Remember to leave the "FORM FEED" prompt blank when printing on single sheet of paper.

- 4 Send a letter to all customers in **NJ** with a zip code beginning with **07**

The qualifying prompt should read:

```
QUALIFIER = NJ 07*
```

- Two letters should print.

- 5 Send a letter to all customers living in **NY**

The qualifying prompt should read:

```
QUALIFIER = NY*
```

- One letter should print.

Selectively Printing from a Qualified Mail List



1 Press **MAIN MENU**



2 Press **P** (for PRINT)



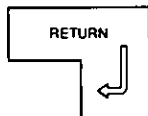
3 Press **M** (for MAIL MERGE)

4 Enter the name of the Form Letter and press **RETURN**

5 Enter the name of the Mail List and press **RETURN**

6 Type the qualifier (use Wildcards when possible)

7 Press **RETURN**



8 Complete the prompt lines, "COPIES REQUIRED", "PRINTED LINES PER PAGE", "FORM FEED", "PAGE NUMBER", and "WIDTH".

Counting Letters to be Merged



1 Press **MAIN MENU**



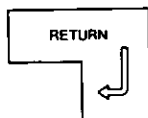
2 Press **P** (for PRINT)



3 Press **M** (for MAIL MERGE)

Your display will prompt:

TEXT NAME =

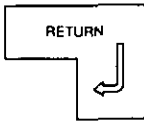


4 Press **RETURN** to skip over this prompt

Your display will prompt:

LIST NAME =

5 Type the text name of the list

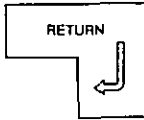


6 Press **RETURN**

Your display will prompt:

QUALIFIER =

If needed, type the required qualifier



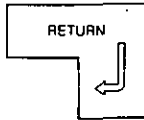
7 Press **RETURN**

Your display will prompt:

COPIES REQUIRED = 1



8 Press the **CORRECT** key to delete the number one and leave this prompt blank



9 Press **RETURN**

The number filled in after the prompt, QUALIFIER COUNT =, is the number of letters which will be printed for that merge.

Using the Mail List to Print Envelopes

As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, you must first create a text containing only a **CODE + R** and a **RETURN**. This text will act as your form letter, and instruct the typewriter to print only the first variable. Therefore, when printing envelopes, you should always enter the name and address as the first variable in the mail list.

1 Set margins for an envelope

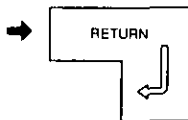


2 Press **MAIN MENU**

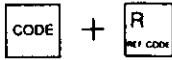


3 Press **C** (for CREATE)

Name the text

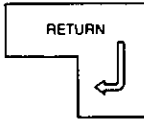


4 Name the text and press **RETURN**



5 Press **CODE + R**

This instructs the typewriter to insert the first variable from the mail list.



6 Press **RETURN**



7 Press **MAIN MENU** to close the text

8 Auto insert an envelope

If necessary, re-set the auto paper insertion point to agree with the size of the envelope.



9 Press **MAIN MENU**

Your display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



10 Press **P** (for PRINT)

Your display will prompt:

PRINT, TEXT LINK, MAIL MERGE ?

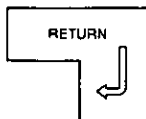


11 Press **M** (for MAIL MERGE)

Your display will prompt:

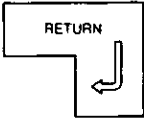
TEXT NAME =

12 Enter the name of the text containing the **CODE + R**



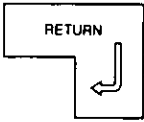
13 Press **RETURN**

14 Enter the name of your mail list



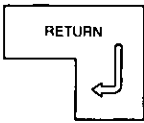
15 Press **RETURN**

16 If needed, enter the qualifying fields



17 Press **RETURN**

18 Complete the prompt "COPIES REQUIRED"



19 Press **RETURN**

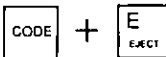
20 Type the correct number of printed lines per envelope



21 Press **RELOC** to begin printing

After the first envelope has been printed, your display will prompt:

PAGE END !!



22 Press **CODE + E** to auto eject the envelope, auto insert a new envelope



23 Press **PRINT** to continue with the next envelope

Using the Mail List to Print Labels

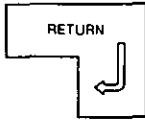
(Continuous only)

- 1 Follow steps 1 through 19 as outlined in Using the Mail List to Print Envelopes



- 2 For the prompt "PRINTED LINES PER PAGE", enter the number 4 for a 1" label

This indicates that up to 4 lines can be printed on the label

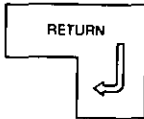


- 3 **RETURN** once to the FORM FEED prompt



- 4 Enter the number 6

This instructs the typewriter to return twice before printing the next label.



- 5 Press **RETURN**



- 6 Press **RELOC** to begin printing

Forms Layout

Forms Layout allows you to fill in pre-printed forms easily and automatically. An unlimited number of forms can be stored in text memory with a maximum of 99 stops each. An asterisk is entered before the text name for easy recognition of a form in text memory. **CODE + EXPR** creates the asterisk and it must be entered before typing the text name.

When setting up the form, you can assign a prompt (20 characters) which will be displayed when filling in the form or you can instruct the typewriter to automatically insert a phrase at a stop location. The prompts you assign will assist you when printing the form. Automatic phrase insertion allows you to store constant text which eliminates repetitive typing. If you do not assign a prompt or store constant text, the display will simply prompt "INSERT" when that stop is reached.

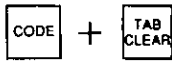
When printing a form, the **PRINT** key is used to advance the printer to each programmed stop. The prompt you assigned will be displayed and you may manually enter the required text or recall it from phrase memory.

An **INDENT** (temporary left margin) is automatically set at each stop; therefore, if more than one line of information is entered, it will automatically be aligned. Forms Layout will move to the exact stop position you set regardless of the number of lines entered at each stop.

When you are printing a form, the typewriter also allows you to access tabs which were set on the ruler before the form stops were entered. To do this, simply press **TAB**, or **DEC TAB** if you wish to align the numbers at the decimal point.

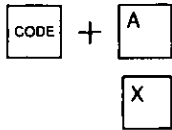
Setting up the Form

The Forms Layout feature uses the left margin and the insertion point to remember the exact positions of each stop location. Both the left and right margin setting, along with any tabs set between them, are stored with the layout. However, the insertion point is not. If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original insertion point be saved so the insertion point can be reset.



1 Press **CODE + TAB CLEAR** to clear existing margins and tabs

2 Auto insert your form

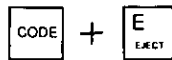


3 Set the Auto Insertion point (**CODE + A**)

4 Type an **X** to mark the insertion point

5 Set the left and right margin at the edge of the form

6 If working with an invoice form, set tabs to fill-in the variable line items (e.g. Quantity, Description, Price, etc.)



7 Remove the form (**CODE + E**)

Save this form with the insertion position marked so it can be reset if necessary.

Stop Positions

The following keys are used to advance to the desired stop positions.

SPACE BAR	INDEX (↓)
BACKSPACE	REVERSE INDEX (↑)
CODE + SPACE BAR (Micro Space)	SHIFT + INDEX (↓)
CODE + H (Half Space)	SHIFT + REVERSE INDEX (↑)
	RETURN

A maximum of 99 stops can be stored in forms memory. If you try to set more, your display will prompt:

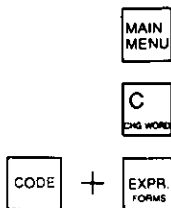
TOO MANY STOP POINTS

Press **MAIN MENU** to clear this prompt and end the form.

If you set a stop within the hot zone (between bell and right margin), indent will be ignored when the form is printed.

Storing Stop Positions

1 Set up the form as outlined in the previous instructions



2 Press **MAIN MENU**

3 Press **C** (for CREATE)

4 Press **CODE + EXPR**

An asterisk will be displayed before the text name as shown below:

TEXT NAME = *

5 Type the text name and Press **RETURN**

6 Auto insert the form

7 Use the keys outlined in the previous instructions to advance to the desired stop position



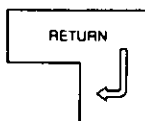
8 Press **TAB SET**

Your display will prompt:

PROMPT =

TO ASSIGN A PROMPT:

- Name the prompt (Maximum 20 characters)
- Press **RETURN**



AUTO PHRASE INSERTION (for constant data):



- Press **CODE + 1-99** (your choice)

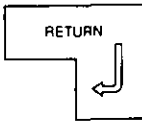
Your display will prompt:

COPY PHRASE [##] Y/N ?



- Press **Y** (for Yes) or **N** to clear the prompt

NO PROMPT REQUIRED:



- Press **RETURN**

9 Continue with the steps outlined to set the remaining stops



10 Press **MAIN MENU** to end the form

Form Fill-In

The **PRINT** key advances you to each stop position stored in a Forms Layout text.

DEC TAB and **TAB** will advance you to tabs set on the writing line. **DEC TAB** will align decimal points at the tab position and whole numbers or text to the left of the tab setting. **TAB** aligns all characters to the right of the tab setting.

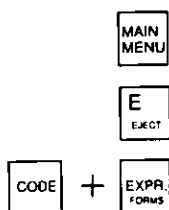
For example, on an invoice **DEC TAB** would be used to align Quantity, Item, Unit Price or Total. **TAB** would be used to align description.

Press **RETURN** to begin each new line item when accessing tabs on the writing line. When the line items are complete, press **PRINT** to advance to the next stop stored in Forms Layout memory.

It is important to note that the Forms Layout acts as a continuous loop and will advance to the first stop position when the **PRINT** key is pressed at the last stop position. The name of the form will be displayed when you return to the beginning of the form. This enables you to fill-in several forms without recalling the form layout each and every time.

If the prompt "CANNOT COPY" is displayed when filling in your form, manually type the required information and press **PRINT** to continue. When the form is complete, check to see if the phrase used for constant data was deleted.

Filling-In a Form



- 1 Press **MAIN MENU**
- 2 Press **E** (for EDIT)
- 3 Press **CODE + EXPR**

Your display will prompt:

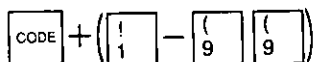
TEXT NAME = *

- 4 Type the text name and **RETURN**
- 5 Auto insert the form
- 6 Press **PRINT**



The printer will advance to the first stop and display a prompt. If a phrase was recalled while storing the stop position, the phrase will print and advance to the next stop position.

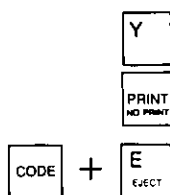
- 7 Type the information required
or
Press **CODE + 1-99** to recall a phrase



Your display will prompt:

COPY THIS PHRASE Y/N ?

Press **Y** (for Yes)



- 8 Press **PRINT** to advance to each stop position on the form
- 9 When the form is complete, press **CODE + E** to eject the form



- 10 Press **MAIN MENU** to exit the Form Layout

or

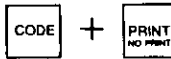
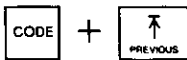
Auto insert a second form and Press **PRINT** to continue from the top of the form

Correcting Errors on a Form

Correcting Errors at a Current Stop Position

Press **CORRECT** to delete characters to the left, or press **QUICK ERASE** to delete an entire word to the left.

Correcting Errors at a Previous Stop Position



- 1 Set the MODE selector at **NORM**
- 2 Press **CODE + REVERSE INDEX** (↵) to reach the tab stop containing the error
- 3 **SPACE** to position the printer over the error(s)
- 4 Press the **CODE + PRINT** key to enter NO PRINT mode
- 5 Retype the error and press the **CORRECT** key to make your correction

NOTE: If the text was typed in **JSTFY**, keep the MODE selector on **JSTFY**, press **CODE + PRINT** and retype the entire line until the printer returns. Press **CORRECT** until all characters are deleted from the display and the printer advances to the end of the previous line. Make corrections as you would within the correction memory.

Adding Stop Positions



- 1 Recall the form
- 2 Auto insert the form
- 3 Press the **PRINT** key until you reach the stop position closest to the one you want to insert
- 4 Move to the desired position
- 5 Press **TAB SET**

Inserting a Stop Position to the Left of the Current Stop

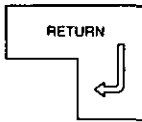
An indent is automatically set at each stop. Therefore, if you want to move the printer to the left of the tab to add a new tab stop, you will have to release the Indent.



1 Press the **PRINT** key until you reach the stop position closest to the one you want to insert



2 Press **IND** to release the indent



3 Press **RETURN**

4 Move to the desired stop position



5 Press **TAB SET**

Deleting Stop Positions

1 Recall the form

2 Auto insert the form



3 Press the **PRINT** key until you reach the stop position to be deleted



4 Press **TAB CLEAR**

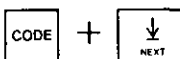
Deleting an Automatic Phrase Insertion Stop Position

1 Recall the form

2 Auto insert the form



3 Press **PRINT** until you reach the stop position closest to the one you want to delete



4 Press **CODE + INDEX** (\downarrow) to position yourself at the position to be deleted



5 Press **TAB CLEAR** to delete the position

Editing Prompts

To edit the prompt, the tab stop must be deleted and then reset.

- 1 Delete the tab stop with the incorrect prompt



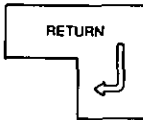
- 2 Press **TAB SET**

You can reset the tab in the same position, if desired

Your display will prompt:

PROMPT =

- 3 Type the new message



- 4 Press **RETURN**



- 5 Press **MAIN MENU** to exit the form

9. SPELLCORRECT®

SpellCorrect® offers a Houghton Mifflin 63,000 word base dictionary which is ROM (Read Only Memory) based. This means that the words in the dictionary cannot be edited or erased.

Along with the base dictionary, Panasonic has included a 200 word user glossary. The glossary allows you to store 200 words that will be used in conjunction with the base dictionary. Words may be added to or deleted from the glossary one at a time in the typewriter and memory modes. In addition, while in the typewriter mode you have the ability to input an entire text of words into the user glossary at one time. The glossary can also be output to a text memory so that you can store it to Memory Card.

The SpellCorrect® operation is the same when typing in the typewriter or memory mode. When an unrecognized, misspelled or doubled word is typed, your typewriter will beep twice and the word will flash on your display. You have the ability to manually correct the word, display alternate spelling suggestions, skip the word, insert the word into the user glossary, or quit the SpellCorrect feature.

However there are a few exceptions to this rule:

- When typing in the typewriter mode with your mode selector set on NORM if an unrecognized or double word is typed, your only option is to correct the word and continue typing. Therefore, to take full advantage of the SpellCorrect® feature in typewriter mode, it is suggested that you type in the DISP or JSTFY mode.
- Only in the typewriter mode can you input an entire text of words into the user glossary or output the glossary to a text memory. This is one reason why the SpellCorrect® menu differs when displayed in the typewriter and memory modes.
- Only in the memory mode can you Scan an existing phrase or text for spelling errors.

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- International CorrectSpell™ is an HMCo trademark.

SpellCorrect[®] Menu Overview

Typewriter Mode

YES, NO, INS, DEL, GLS ?

- YES** Turns SpellCorrect[®] On and checks each word as it is typed.
- NO** Turns SpellCorrect[®] Off.
- INS** Inserts a word into the glossary.
- DEL** Deletes a word from the glossary.
- GLS** Enables you to input words typed in text memory into the user glossary or output a glossary to text memory. You also have the ability to list the glossary.

Memory Mode

YES, NO, INS, DEL, SCAN ?

- YES** Turns SpellCorrect[®] On and checks each word as it is typed.
- NO** Turns SpellCorrect[®] Off.
- INS** Inserts a word into the glossary.
- DEL** Deletes a word from the glossary.
- SCAN** Searches through a document typed in phrase or text memory for misspelled or double words.

When creating a phrase or text, SCAN option is not displayed.

Turning SpellCorrect[®] On



- 1 Press **SPELLCORRECT**

Your display will prompt:

YES, NO, INS, DEL, GLS ?



- 2 Press **Y** (for YES)

Your display will indicate SpellCorrect[®] is on.

- 3 Begin typing

Turning SpellCorrect[®] Off



- 1 Press **SPELLCORRECT** when a word is not flashing on the display

Your display will prompt:

YES, NO, INS, DEL, GLS ?



- 2 Press **N** (for NO)

- 3 Continue typing

Quit

Quit enables you to turn SpellCorrect® off when an unrecognized word is flashing.

Quitting SpellCorrect® when a Word is Flashing

When an unrecognized word is flashing on the display, follow the steps below to turn SpellCorrect® off.



- 1 Press **SPELLCORRECT**

Your display will prompt:

ALTERNATIVES, SKIP, INSERT, QUIT ?



- 2 Press **Q** (for QUIT)

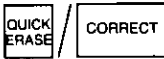
Your typewriter will beep once to confirm that SpellCorrect® has been deactivated.

Making Manual Corrections

- 1 Turn SpellCorrect® On and begin typing

When an unrecognized word is typed, the system will “beep” twice and the word will flash on the display.

- 2 Backspace to position the printer to the right of the error



- 3 Press **QUICK ERASE** to delete the entire word

or

Press **CORRECT** to delete one character at a time

Exercise

Type the following paragraph in the **DISP** or **JSTFY** mode. Use the steps outlined above to correct the errors. Remember, the error will flash on the display. There is no need to correct proper names; therefore, continue typing although the word will continue to flash on the display.

There will be a company meetiing in the large conferance room located in the south lobbie. Mr. Penter will be arriving at the airpout at approximatly the same time as Dr. Carlton. The doctor is our guast speaker at this meeting. Please arrange for a limosine to pick them up at the airport, promptly at 5:30 o'clock.

Alternatives

The Alternatives selection displays alternate spelling suggestions on your display. When a word is selected, it is automatically inserted into the text. When scanning document, the system will advance to the next unrecognized word automatically.

Displaying Alternate Spelling Suggestions

- 1 Turn SpellCorrect® on and begin typing

When an unrecognized word is typed the system will “beep” twice and the word will flash on the display.



- 2 Press **SPELLCORRECT**

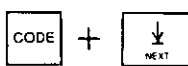
Your display will prompt:

ALTERNATIVES, SKIP, INSERT, QUIT ?

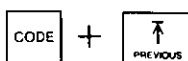


- 3 Press **A** (for ALTERNATIVES)

An Alternative word is displayed.



or



- 4 Press **CODE + INDEX** (↓) or **CODE + REVERSE INDEX** (↑) to display other selections

- If the word you are looking for is not among the list of alternative spelling suggestions:

Press **CORRECT** to return to the SpellCorrect® menu shown in step 2 and choose another option

or

Press **CORRECT** twice to exit the SpellCorrect® menu and make a manual correction



- If no spelling suggestions are available, the following prompt will appear:

NO ALTERNATIVES !


CORRECT

Press **CORRECT** to return to the SpellCorrect™ menu shown in step 2 and choose another option

or

CORRECT

Press **CORRECT** twice to exit the SpellCorrect™ menu and make a manual correction

RETURN


- 5 Press **RETURN** to insert the correct spelling

Correcting a Double Word

When the same word is typed twice in a row, your typewriter will “beep” twice, and both words will flash on your display. The KX-E2020 will delete the second word for you automatically.

- 1 Turn SpellCorrect® On and begin typing

When the same word is typed twice, the system will “beep” twice and both words will flash on the display.

SPELL
CORRECT

- 2 Press the **SPELLCORRECT** key

Your display will prompt:

CORRECT, SKIP, QUIT ?

C
CHG WORD
S
SEARCH
Q
MEM LEFT

- 3 Press **C** (for CORRECT) to delete the second word

or

Press **S** (for SKIP) to leave both words

or

Press **Q** (for QUIT) to turn SpellCorrect® off

- 4 Continue typing

Skip

Not all words that are flagged by the system require correction, nor do they need to be inserted into the user glossary. For this reason, the KX-E2020 enables you to “skip” over a flashing word. This feature is ideal when a proper name or company name not normally typed is flagged by the system.

Skipping a Flashing Word

- 1 Turn SpellCorrect® on and begin typing

When an unrecognized word is typed, the system will “beep” twice and the word will flash on the display.



- 2 Press the **SPELLCORRECT** key

Your display will prompt:

ALTERNATIVES, SKIP, INSERT, QUIT ?



- 3 Press **S** (for SKIP)

The typewriter will “beep” once to confirm your selection and the word will stop flashing.

- 4 Continue typing

Insert

Frequently typed proper names or industry specific terms will be unrecognized by the SpellCorrect® base dictionary. Therefore, the KX-E2020 enables you to insert 200 words (maximum 30 characters each) into the user glossary to be used in conjunction with your base dictionary.

Although the base dictionary is not sensitive to upper or lower case characters, there are a few rules to keep in mind when inserting words into the user glossary. You must enter a word into the glossary in all lower case letters in order for that word to be recognized regardless of case. However, you may want SpellCorrect® to alert you when a proper name is not capitalized. In this instance, it is best to insert the word into the glossary typed in initial caps. Below is an example of how SpellCorrect® accepts upper and lower case.

<u>You Insert</u>	<u>SpellCorrect® Recognizes</u>
panasonic	panasonic, Panasonic, PANASONIC
Panasonic	Panasonic, PANASONIC
PANASONIC	PANASONIC

Words can be inserted into the user glossary one at a time with the SpellCorrect® feature on or off as well as in typewriter or memory modes. An entire text of words can be input into the glossary while in the typewriter mode only.

Inserting a Word into the Glossary with SpellCorrect[®] On

- 1 Turn SpellCorrect[®] On and begin typing

When an unrecognized word is typed, the system will “beep” twice and the word will flash on the display.



- 2 Press the **SPELLCORRECT** key

Your display will prompt:

ALTERNATIVES, SKIP, INSERT, QUIT ?



- 3 Press I (for INSERT)

Your typewriter will beep once to confirm that the word was entered into the glossary.

If the glossary is full, your display will prompt:

GLOSSARY FULL !

A rectangular key label with the text "CORRECT".

Press **CORRECT**

- 4 Continue typing

Inserting a Word into the Glossary with SpellCorrect® Off

1 Type the word you would like inserted and space once



2 Press the **SPELLCORRECT** key

The display will prompt:

YES, NO, INS, DEL, GLS ?



3 Press I (for INS)

The typewriter will "beep" once to confirm

Exercise

Type the following sentence in the JSTFY mode and insert the word "Cardiopathy" into the glossary as you are typing.

Dr. Carlton will be discussing the probable cause of cardiopathy affecting men and women 30 years of age and older.

Now insert the following medical terms into the glossary:

adenopathy, rhinopathy, angiopathy, dermatopathy

Delete

Deleting a Word from the Glossary

1 Position the cursor one space to the right of the word to be deleted from the glossary



2 Press the **SPELLCORRECT** key



3 Press **D** (for DEL)

If you try to delete a word that does not exist in the glossary, your display will prompt:

WORD NOT IN GLOSSARY !



Press **CORRECT** to clear the prompt

Exercise

Delete the word "angiopathy" from the glossary. Your glossary should now contain four medical terms.

Scan

The Scan feature searches through a phrase or text file for unrecognized, misspelled, or double words. It will scan the text from the current cursor position to the end of the document. Therefore, it is best to position the cursor at the beginning of the document before activating a scan.

If you **CORRECT** to make a manual correction in the Scan mode, the scan will be deactivated. You must repeat steps 2 and 3 below to continue.

Scanning a Text or Phrase

1 Access a Phrase or Text



2 Press the **SPELLCORRECT** key

The display will prompt:

YES, NO, INS, DEL, SCAN ?



3 Press **S** (for SCAN)

The text will advance to position the first unrecognized word, or double words to the left of the indicator arrow. The typewriter will "beep" twice, and the word will flash on the display.



4 Press **SPELLCORRECT**

The following prompt will appear:

ALTERNATIVES, SKIP, INSERT, QUIT ?

or

CORRECT, SKIP, QUIT ?

ALTERNATIVES Displays a list of alternate spelling suggestions, and automatically inserts the word you select into the document and advances to the next, unrecognized word.

CORRECT Deletes the second word.

SKIP Cancels the flashing and advances the cursor to the next unrecognized or double word.

INSERT Inserts the flashing word into the user glossary and advances to the next, unrecognized or double word.

QUIT Turns SpellCorrect® off when a word is flashing.

4 Type the first letter of desired operation

For a detailed explanation of Alternatives, refer to the instructions under “Displaying Alternate Spelling Suggestions.”

5 Repeat step 4 for each flashing word

When the scan is complete the last few characters of your text will be displayed.

Exercise

With the SpellCorrect feature turned off, create a text named **SCAN** and type the following paragraph without correcting errors. Close the text when finished.

Approximately 50 percent of Dr. Carlton's patients suffer from such severe gastritis for which the only corrective measure available is a gastrectomy. He feels the increase in stomach disorders is directly related to poor eating habits and unhealthy life styles.

To practice, recall the text **SCAN** and scan the document. Follow the instructions outlined above and correct the document as you advance to each error. Skip the proper name and when you reach the word “gastrectomy”, add this word to the glossary.

Glossary

The Glossary feature is only available when in the typewriter mode. It enables you to input an entire text into the user glossary at one time. Once the glossary is input to text memory, it can be stored to the Memory Card. You also have the ability to output the user glossary to a text memory. Storing a text file containing the glossary words to the Memory Card gives you an opportunity to clear the glossary and create another. This is ideal when several glossaries are required for specific work environments such as legal or medical. The glossary feature also enables you to print the words contained in the glossary.

When you input a text to the glossary, SpellCorrect® will add the words in the text memory to those currently in the glossary. If you want only the words from the text in the glossary, clear the entire glossary before reading the text. If a word you are inputting already exists in the main dictionary, it will not be added to the user glossary.

Inputting a Text into the User Glossary

- 1 Create a document in text memory containing the words you want to input into the user glossary

Each word must be followed by a space or a manual return to be accepted into the user glossary.



- 2 Press the **MAIN MENU** key to close the memory and return to the typewriter mode



- 3 Press the **SPELLCORRECT** key

Your display will prompt:

YES, NO, INS, DEL, GLS ?

G

4 Press **G** (for GLS)

Your display will prompt:

INPUT, OUTPUT, CLEAR, LIST ?

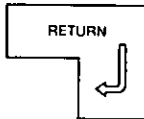
I
MS CODE

5 Press **I** to input the text into the Glossary

Your display will prompt:

TEXT NAME =

Type the text name



6 Type the name of the text containing the words to be input into the glossary and press **RETURN**

The typewriter will “beep” to confirm that the words have been input into the user glossary.

If you type a text name that does not exist, the display will prompt:

NOT LOCATED !

Press **CORRECT**, enter the correct text name and press **RETURN**

CORRECT

7 Press **CORRECT** twice to exit

Exercise

Create a new text and name it **ADDWORDS**. Type the following medical terms into the text and close the text when finished.

Nephrosls, cerebrosis, enteropathy, hepatitis

Following the instructions above, input the text **ADDWORDS** into the glossary. Your glossary should contain a total of eight words, the four you added individually and the four you just added.

Outputting a Glossary to Text

SPELL
CORRECT

- 1 Press the **SPELLCORRECT** key in the typewriter mode

The display will prompt:

YES, NO, INS, DEL, GLS ?

G

- 2 Press **G** (for GLS)

Your display will prompt:

INPUT, OUTPUT, CLEAR, LIST ?

O

- 3 Press **O** to output the glossary to text memory

The display will prompt:

TEXT NAME =

- 4 Type a new text name

- 5 Press **RETURN**

The typewriter will "beep" once to confirm.

If you try to output the glossary to an existing text, your display will prompt:

TEXT ALREADY EXISTS !

Press **CORRECT**, enter a new name and press **RETURN**

CORRECT

- 6 Press **CORRECT** twice to exit!

Exercise

Following the instructions above, output the current glossary to a text and name the text **MEDTERMS**.

Print the text, **MEDTERMS**. It should contain the eight words you added.

List

The List feature enables you print the words contained in the glossary. This feature is convenient when you want to check if a word was inserted into or deleted from the user glossary.

If the user glossary contains no words, the display will prompt:

WORD NOT IN GLOSSARY !

Listing the Glossary

SPELL
CORRECT

1 Press the **SPELLCORRECT** key while you are in typewriter mode

G

2 Press **G** (for GLS)

Your display will prompt:

INPUT, OUTPUT, CLEAR, LIST ?

L

3 Press **L** (for LIST)

The words in the Glossary will begin printing.

NOTE: Make sure you have paper inserted into the typewriter before you attempt to list the glossary.

Clear

The clear feature enables you to clear the entire user glossary. Because you have the ability to output the user glossary to text memory, separate glossaries can be created for different applications. You could create one glossary containing medical terms and output it to a text memory. Once the user glossary is listed in a text memory, it can be cleared. Then a second glossary containing legal terms can be created. There is just one reason to clear a user glossary, put simply it gives you more versatility.

Clearing a Glossary



1 Press the **SPELLCORRECT** key in the typewriter mode



2 Press **G** (for GLS)

Your display will prompt:

INPUT, OUTPUT, CLEAR, LIST ?



3 Press **C** (for CLEAR)

Your display will prompt:

CLEAR GLOSSARY Y/N ?



4 Press **Y** to select Yes

or

Press **N** to select No



5 Press **CORRECT** to exit

10. TEXT MANAGEMENT

This section will enable you to master the handling of your text files in memory. The KX-E2020 enables you to advance from one phrase or text location to another for quick access without the need to exit each text. There are two selections listed on the Main Menu which are dedicated to managing your text files in the internal memory: List and More. List enables you to print the directory; More enables you to delete or rename files. In addition, the KX-E2020 gives you the ability to delete (clear) all text memory, all phrase memory, or all memory. The choice is yours.

Advancing from One Phrase Location to Another

The KX-E2020 enables you to quickly advance (jump) from one phrase location to another. When you "jump" from phrase to phrase, the first few characters of the phrase will appear on your display. You can jump in ascending (1-99) or descending (99-1) order through phrase locations. This is simply another way to access a phrase memory without the need to type in the phrase location.

CODE + (**!** / **1**) - (**.** / **9**) (**.** / **9**)

1 Press **CODE + 1-99**

If you are entering a two digit number (10 thru 99), you must hold down the **CODE** key while you enter both numbers.

The phrase you choose will be displayed.

CODE + **EXPR FORMS**
CODE + **↓**
NEXT

2 Press **EXPR**

3 Press **CODE + INDEX (↓)** to jump in ascending order

The phrase in the next location will appear on the display.

(example: If you initially recalled phrase number 2, when you press **CODE + INDEX (↓)** phrase number 3 will appear on your display.)

or

CODE + **↖**
PREVIOUS

Press **CODE + REVERSE INDEX (↖)** to jump in descending order

When you reach phrase number 99, your typewriter will beep three times if **CODE + INDEX (↓)** is pressed. This is to alert you that you are at the end of phrase memory. The same will happen when you reach phrase number 1 when pressing **CODE + REVERSE INDEX (↖)**.

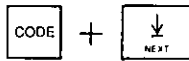
Advancing from One Text Location to Another

The KX-E2020 enables you to quickly advance (jump) from one text memory to another. When you “jump” from text to text, the name of the text will be displayed. You can jump forward and backward through your text files. This is simply another way to access a text memory.

1 Recall a text

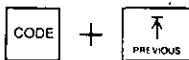


2 Press **EXPR**



3 Press **CODE + INDEX** (↓) to jump to the next text location

or



Press **CODE + REVERSE INDEX** (↑) to jump to the previous text location

List

The List feature on the main menu enables you to print the directory of text names contained in the internal memory. It will print the text name and the amount of memory used by that file. You will also see the number of characters each text contains and the remaining space in the internal memory. An asterisk (*) before a text name indicates a forms layout file. An exclamation mark (!) before a text name indicates a phrase file.

Printing a List of Text Names

1 Auto insert a sheet of paper

MAIN
MENU

2 Press **MAIN MENU**

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

L

3 Press **L** (for **LIST**)

The directory will begin printing

More

The More feature on the Main Menu enables you to rename a text file in the internal memory, delete a file from the internal memory or access the Memory Card.

Renaming a Text from the Main Menu



- 1 Press the **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



- 2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?

The **CARD** prompt is displayed when the Memory Card is inserted in Memory Card Slot

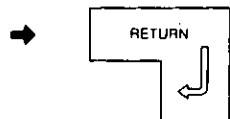


- 3 Press **R** (for RENAME)

The display will prompt:

TEXT NAME =

Type the text name

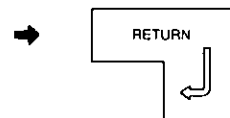


- 4 Type the text name to be changed and press **RETURN**

The display will prompt:

NEW NAME =

Type the new name



- 5 Type the new name and press **RETURN**

- If the new name already exists, the display will prompt:

TEXT ALREADY EXISTS !

Press any key to return to the Rename menu

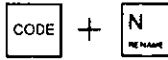
Type a different text name and press **RETURN**



- 6 Press **CORRECT** three times to exit

Renaming a Text while in Memory

1 Recall the text to be renamed

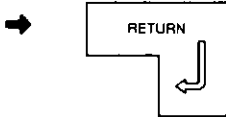


2 Press **CODE + N** (for Name)

The display will prompt:

NEW NAME =

Type the new name



3 Type the new name and press **RETURN**

• If the new name already exists, the display will prompt:

TEXT ALREADY EXISTS !

Repeat steps 2 and 3 and type a different text name

Deleting a Text while in Memory

1 Recall the text to be deleted



2 Press **EXPR** to position the cursor at the beginning of the document



3 Press **CORRECT**

The display will prompt:

CLEAR THIS TEXT Y/N ?



4 Press **Y** (for Yes)

The typewriter will confirm and return to the typewriter mode.
or

Press **N** to clear the prompt

Deleting Text from Memory



1 Press the **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?

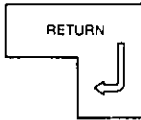


3 Press **D** (for DELETE)

The display will prompt:

TEXT NAME =

Type the text name



4 Type the text name to be deleted and press **RETURN**

The display will prompt:

DELETE xxxxxxxxxxxx Y/N ?

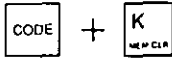


5 Press **Y** (for Yes)



6 Press **CORRECT** twice to return to the typewriter mode

Clearing All Text Memory



- 1 Press **CODE + K** (for Clear Memory)

The display will prompt:

CLEAR ALL/TEXT/PHRASE ?



- 2 Press **T** (for TEXT)

The display will prompt:

ARE YOU SURE Y/N ?



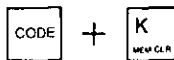
- 3 Press **Y** (for Yes)

The typewriter will “beep” once to confirm that all text files are deleted.

or

Press **N** (for No) to exit

Clearing All Phrase Memory



- 1 Press **CODE + K** (for Clear Memory)

The display will prompt:

CLEAR ALL/TEXT/PHRASE ?



- 2 Press **P** (for PHRASE)

The display will prompt:

ARE YOU SURE Y/N ?



- 3 Press **Y** (for Yes)

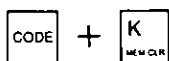
The typewriter will “beep” once to confirm that all phrase locations are cleared.

or

Press **N** (for No) to exit

Clearing All Memory

When All Memory is selected, all text in phrase and text memory is deleted. In addition, all margin formats (rulers X, Y, and Z) are cleared and the machine returns to all default settings.



1 Press **CODE + K** (for Clear Memory)

The display will prompt:

CLEAR ALL/TEXT/PHRASE ?



2 Press **A** (for ALL)

The display will prompt:

ARE YOU SURE Y/N ?



3 Press **Y** (for Yes)

The typewriter will “beep” once to confirm that all text files are deleted.

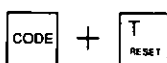
or

Press **N** (for No) to exit

Resetting the Printer

It may be necessary to reset the printer if the system is not printing properly. When the printer is reset, the display will temporarily go blank, the daisywheel will spin, and the printhead will move to the left end of the platen before returning to the left margin. No memory will be lost and all default settings will remain. It is as if you shut the typewriter off and turned it back on.

If you reset the printer while in memory, you will automatically exit text memory and return to the typewriter mode. The document will not be effected and it will remain in the memory, even if you were creating a document and did not close it.



1 Press **CODE + T**

The display will prompt:

RESET PRINTER Y/N ?



2 Press **Y** (for Yes)
or
Press **N** (for No)

Displaying the Amount of Memory Available

The KX-E2020 enables you to display the number of characters available in the memory.



● Press **CODE + Q**

Your display will prompt:

MEMORY LEFT (# Ch. available)

This prompt will clear upon activating any other command.

11. MEMORY CARD

The KX-E2020 has simplified all Memory Card operations through the MAIN MENU key. All Card applications are accessed under the MORE Selection listed on the MAIN MENU.

The Memory Card Slot is located on the left side of the typewriter. Each Memory Card may store up to 30K of memory.

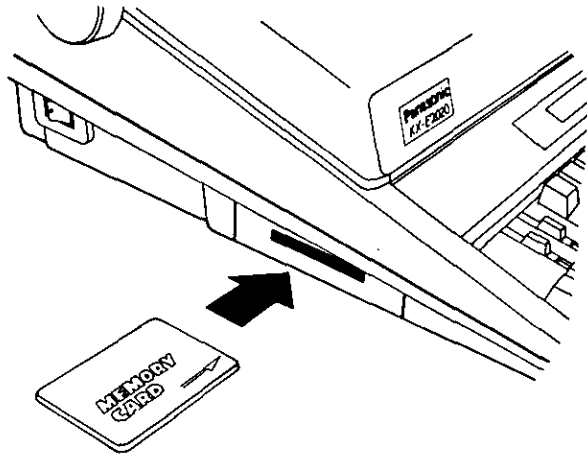
Card Menu Overview

READ, WRITE, LIST, MORE ?

- READ** Copies one to eight text files from Memory Card into the internal memory.
- WRITE** Stores one to eight text files from the internal memory onto the Memory Card.
- LIST** Enables you to print the Card directory.
- MORE** Deletes text files from the Card
Renames files on the Card
Prints file directly from Card
Clear the Memory Card

Inserting a Memory Card

- 1 Insert the Memory Card into the Memory Card slot with the Memory Card and arrow facing upward
 - 2 Gently push the Card until it clicks
- Never insert or remove the Memory Card while the typewriter is on. It may cause memory to be erased.



Ejecting a Memory Card

- 1 Turn the power off
- 2 Pull the Memory Card out of the slot

Clearing a Memory Card

Each Memory Card must be cleared before it can be used. If there is information on the card, it will automatically be erased when the card is cleared.

MAIN
MENU

1 Press **MAIN MENU**

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

M
MARK

2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?

C
CHG WORD

3 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?

M
MARK

4 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, PRINT, CLEAR ?

C
CHG WORD

5 Press **C** (for CLEAR)

The display will prompt:

CLEAR THIS RAM CARD Y/N ?

Y

6 Press **Y** (for Yes)

or

Press **N** (for No) to exit

Write

The write operation enables you to copy one or multiple text files from the internal memory to Memory Card. When a file is written to Card, it remains in the internal memory as well. Therefore, the same file will be located in two places. After writing a text to Card, it is suggested that you clear it from the internal memory.

Approx. 30K of memory can be written to the Memory Card.

If you attempt to write more than 30K to Memory Card, the display will prompt:

CARD FULL !

Writing Texts to Memory Card

MAIN
MENU

1 Press **MAIN MENU**

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

M
MARK

2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?

C
CHO WORD

3 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?

W

4 Press **W** (for WRITE)

The display will prompt:

TEXT NAME =

5 Type the text name to be copied to the Memory Card

- If you have more than one text file to be copied to,

Type the text name and press slash (/)

Type the next text name to be copied

You can copy up to 8 texts at a time by pressing slash (/)
between each text name.

- If you want to copy all text files to the Memory Card,

Leave blank and press **RETURN**

If the text name already exists on the Memory Card, the
display will prompt:

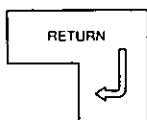
OVERWRITE xxxxxxxxxxxx Y/N ?

To replace the existing file with the new one:

Press **Y** (for Yes)

To skip this text and continue writing:

Press **N** (for No)



6 Press **RETURN**

If the text name already exists on the Memory Card, the
display will prompt:

OVERWRITE Y/N ?

To replace the existing file with the new one:



Press **Y** (for Yes)

To rename and copy the text:



Press **N** (for No)

The typewriter will temporarily display "MACHINE IS
BUSY" and then display "WRITING." When the write is
complete, the card menu will be displayed.

Read

The Read operation enables you to copy one or multiple texts (Maximum of 8 texts) from the Memory Card to the internal memory. Only a copy is read into memory, the original text remains on Memory Card.

The prompt "MEMORY FULL!" will be displayed when the entire capacity of the internal memory has been used. Therefore, check the memory available (CODE + Q) before reading into the internal memory. If necessary, delete unwanted texts, or write them to Memory Card and clear from the internal memory before reading new texts in.

Reading Texts into Memory



- 1 Press **MAIN MENU**

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



- 2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?



- 3 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?



- 4 Press **R** (for READ)

The display will prompt:

TEXT NAME =

5 Type the text name to be copied to the internal memory

- If you have more than one text file to be copied to,

Type the text name and press slash (/)

Type the next text name to be copied

You can copy up to 8 texts at a time by pressing slash (/)
between each text name.

- If you want to copy all text files to the internal memory,

Leave blank and press **RETURN**

If the text name already exists in the internal memory, the
display will prompt:

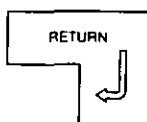
OVERWRITE xxxxxxxxxxxx Y/N ?

To replace the existing file with the new one:

Press **Y** (for Yes)

To skip this text and continue reading:

Press **N** (for No)



6 Press **RETURN**

If the text name already exists in the internal memory, the display will prompt:

OVERWRITE Y/N ?

To replace the existing file with the new one:



Press **Y** (for Yes)

To rename and copy the text:



Press **N** (for No)

The typewriter will temporarily display "MACHINE IS BUSY" and then display "READING." When the read is complete, the card menu will be displayed.

Printing a Card Directory

1 Auto insert a sheet of paper



2 Press **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



3 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?



4 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?



5 Press **L** (for LIST)

The card directory listing all text files stored on the card will print.

More

The More feature on the Card Menu enables you to rename a text file stored on the Card or delete files from the Card. In addition, the More feature enables you to print directly from the Memory Card.

Renaming a Text on Memory Card



- 1 Press **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



- 2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?



- 3 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?



- 4 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, PRINT, CLEAR ?

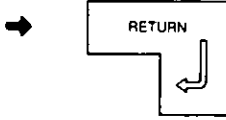


- 5 Press **R** (for RENAME)

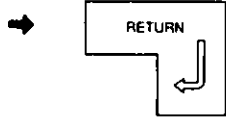
The display will prompt:

TEXT NAME =

Type the text name



Type the new name



6 Type the text name to be changed and press **RETURN**

The display will prompt:

NEW NAME =

7 Type the new name and press **RETURN**

If the new name already exists, the display will prompt:

TEXT ALREADY EXISTS !

Press any key to return to the rename menu

Type a different text name and press **RETURN**

8 Press **CORRECT** to exit

Deleting a Text from Memory Card

1 Press the **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?

2 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?

3 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?

M
MARK

4 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, PRINT, CLEAR ?

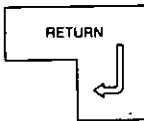
D
DEFAULT

5 Press **D** (for DELETE)

The display will prompt:

TEXT NAME =

Type the text name



6 Type the text name to be deleted from Card and press **RETURN**

The display will prompt:

DELETE xxxxxxxxxxxx Y/N ?

Y // N
RENAME

7 Press **Y** (for Yes)

The display will prompt, "DELETING"

or

Press **N** (for No)

CORRECT

8 Press **CORRECT** to exit

Printing a Text from Memory Card

1 Auto insert a sheet of paper



2 Press the **MAIN MENU** key

The display will prompt:

CREATE, EDIT, LIST, PRINT, MORE ?



3 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, CARD ?



4 Press **C** (for CARD)

The display will prompt:

READ, WRITE, LIST, MORE ?



5 Press **M** (for MORE)

The display will prompt:

DELETE, RENAME, PRINT, CLEAR ?

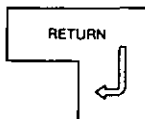


6 Press **P** (for PRINT)

The display will prompt:

TEXT NAME =

7 Type the text name to print



8 Press **RETURN**

The text will print.

12-1 DISPLAY MESSAGES

Messages	Description
ALTERNATIVES, SKIP, INSERT, QUIT?	Do you want to display alternatives, skip the word, insert the word into the glossary or quit the SpellCorrect®?
ARE YOU SURE Y/N?	Prompt displayed when clearing text from the internal memory or Memory Card.
CANNOT COPY	The phrase you want to copy does not exist.
CARD FULL!	Entire capacity of the Memory Card has been used.
CODE	CODE key is activated.
CORRECT, SKIP, QUIT?	Do you want to delete the second word, skip the word or quit the SpellCorrect®?
DELETING	The typewriter is deleting text from the Memory Card.
DIRECTORY FULL!	The maximum memory was entered on the Memory Card.
GLOSSARY FULL!	Entire capacity of the Spell Glossary has been used.
ILLOGICAL PRINTER REQUEST	An illogical printer request was entered into a text. The typewriter cannot perform this request.
LID OPEN	The cover is open.
LOW BATTERY!	Battery level is low. Replace the batteries before turning the typewriter off.
MACHINE IS BUSY	The machine is still completing your last instruction. Wait for completion.
MEMORY FULL!	Entire capacity of the internal memory has been used.
MEMORY LEFT	The numeric value represents the number of characters left in memory.

Messages**Description****NO ALTERNATIVES!**

There are no Alternatives for the misspelled word.

NO RAM CARD!

Memory Card is not set.

NOT LOCATED!

The requested information is not in memory.

PAGE END!!

You have reached the last line of the preset page ending.

PRINTING

The typewriter is printing a text of phrase.

RAM CARD ERROR!

When accessing the Memory Card, the system encounters an error on the Memory Card and cannot access the information.

READING

The typewriter is reading the texts on the Memory Card into memory.

RENAMING

The typewriter is renaming a text.

RIGHT MARGIN OVER

You have exceeded the right margin.

TEXT ALREADY EXISTS!

The same text name is already stored in memory.

**TOO MANY STOP
POINTS**

You have tried to enter more tabs than the maximum number of tab stops (99) allowed within your form layout.

**WORD NOT IN
GLOSSARY!**

You have tried to delete a word that does not appear in the glossary.

WRITING

The typewriter is writing text in memory onto the Memory Card.

- - -

You have exceeded the right margin. (Right Margin Release)

12-2 CODE OPERATIONS CHART

CODE	FUNCTION	PAGE
CODE + A	Set auto paper insertion	18
	Append text	85
CODE + B	Bold print	34
CODE + C	Word change (Global search & replace)	65
CODE + D	Default settings	13
CODE + E	Auto paper eject	19
CODE + F	Margin format storage	24
CODE + G	Width change	73
CODE + H	Half space	43
CODE + I	Insert (Stop code)	80
CODE + K	Memory clear	137, 138
CODE + M	Block move, copy, delete and print	66-68
CODE + N	Rename text	135
CODE + P	Page end command	70
CODE + Q	Memory available	139
CODE + R	Mail merge reference code	87
CODE + S	Search	64
CODE + T	Reset printer and correction memory	139
CODE + U	Required backspace	44
CODE + V	Hyphen scan	62
CODE + X (Y or Z)	Margin format recall	26
CODE + 0 (Zero)	Phrase list, read, write	52-54
CODE + 1-99	Phrase memory access	49

CODE	FUNCTION	PAGE
CODE + BACKSPACE	Fast scroll word by word to the left	47
CODE + CORRECT	Escape correction memory	30
CODE + EXPR	Forms layout	102
CODE + FWD	Fast scroll word by word to the right	47
CODE + HYPHEN (-)	Temporary hyphen	42
CODE + -IND	Block indent	40
CODE + INDEX (↓)	Access next text	132
	Access next phrase	131
	Next line in correction memory	
	Next stop position during forms layout	110
	Next search word position	64
CODE + R/INDEX (↑)	Access previous text	132
	Access previous phrase	131
	Previous line in correction memory	
	Previous stop position during forms layout	109
	Previous search word position	64
CODE + LOCK	Caps lock	34
CODE + PRINT	No print	31
CODE + RETURN	Manual return code when searching and changing word	63
	Controlled printer movement	17
CODE + RIGHT MGN	Set new bell position	23
CODE + SPACE BAR	Micro space	44

CODE	FUNCTION	PAGE
CODE + TAB CLEAR	Clear margins and tabs	22
CODE + /	Mail list record header	91
CODE + <u>XXX</u>	Underscore by word	35
SHIFT + INDEX (↓)	Advance the paper $\frac{1}{48}$ of an inch toward the bottom of page	20
SHIFT + R/INDEX (↑)	Advance the paper $\frac{1}{48}$ of an inch toward the top of page	20
SHIFT + SPACE BAR	Permanent space	43
SHIFT + <u>XXX</u>	Double underscore	36

12-3 CAUTIONS

Be sure that the carrier stopper which holds the printer stationary during shipping is removed before turning the unit on.

Be sure to keep this stopper so that the unit can be transported safely, if the need arises.

For the best possible operation of your typewriter, do not use a power outlet which is presently being used for a copier or other device which consumes a large volume of power.

Do not use your typewriter in the following environmental conditions:

- In direct sunlight where additional heat will be generated.
- In areas where the atmosphere is extremely salty or where corrosive gases are present.
- On surfaces that are not flat, or subject to vibration.

Batteries

If improperly used, the batteries may leak and cause corrosion. Therefore, observe the following:

- Insert batteries properly so that the polarity matches the plus (+) and minus (-) positions indicated in the bottom of the battery compartment.
- Do not use new and old batteries together.
- Do not use batteries of different types together. Some batteries differ in voltage, even though they have the same shape.
- Do not attempt to recharge the batteries.

Cleaning

Use only a soft, dry cloth to clean your typewriter. Water or thinners may damage the cover, case, or electronic circuitry.

Handling Memory Card

- Keep the Memory Card in its protective cover when it is not installed in the typewriter.
- Do not insert or remove the memory card with the power on.
- Do not expose the memory card to excessive heat or direct sunlight.
- Do not attempt to open or remove battery.
- Never throw the memory card into a fire.
- Do not crush or bend the memory card.
- Do not allow the memory card to get wet.
- Do not directly touch the card connector.
- When battery expires, memory on card will be lost.

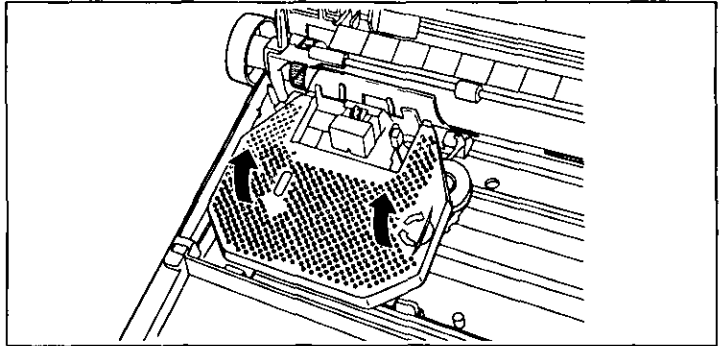
Cables

The Parallel Interface (KX-EIP2) requires a shielded cable less than 6½ feet in length.

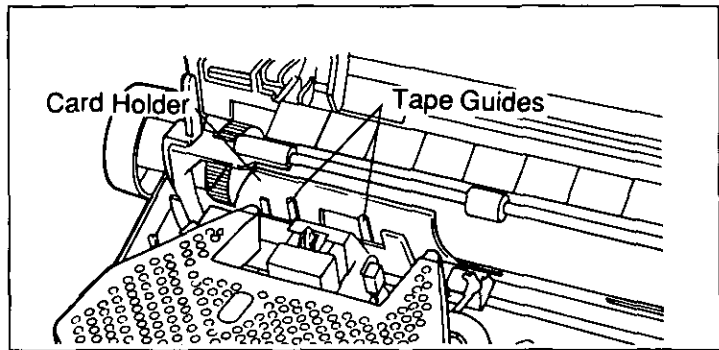
12-4 CHANGING SUPPLIES

Changing the Ribbon Cartridge

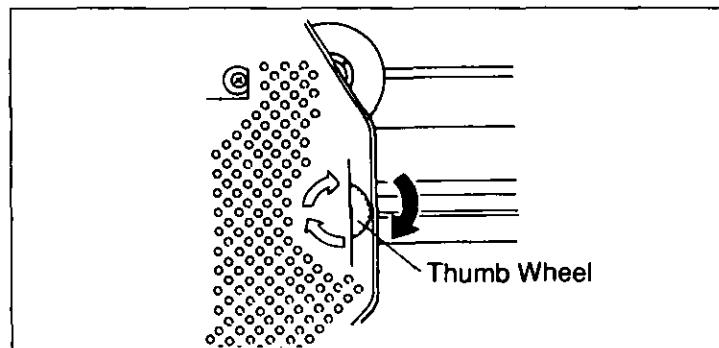
- 1 Lift the top cover of your typewriter
- 2 Grasp the cartridge on both sides and lift it up and out of the machine



- 3 To insert a new cartridge, place the front portion (where the ribbon is exposed) between the card holder and the tape guides. Snap the back end of the cartridge onto the printer

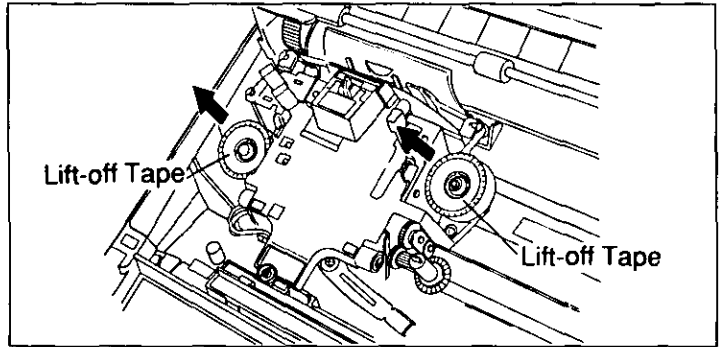


- 4 Advance the thumb wheel on the cartridge clockwise until the ribbon slack is tightened

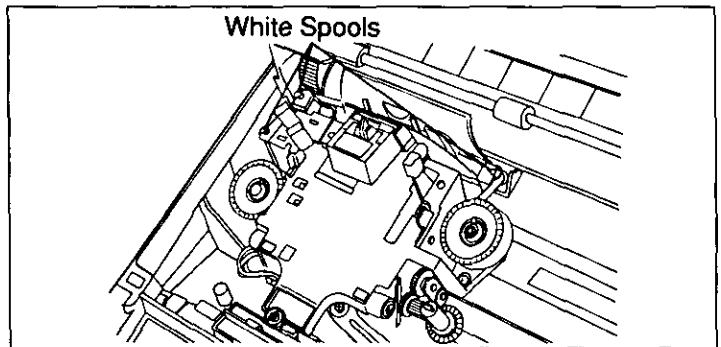


Changing the Correction Tape

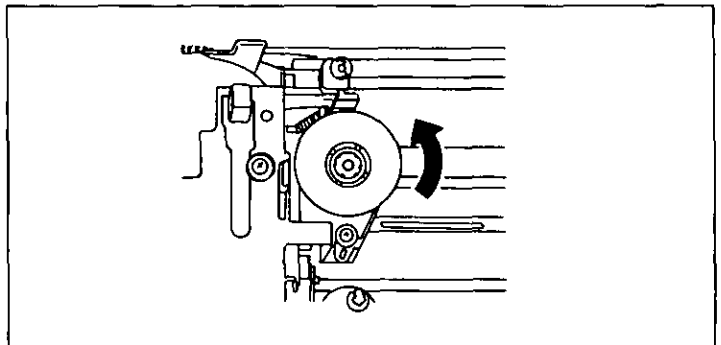
- 1 Lift out the ribbon cartridge and remove the two spools of lift-off tape



- 2 Place the loaded spool of the new tape on the left pin
- 3 Feed tape around white spools. Place empty spool on the right pin



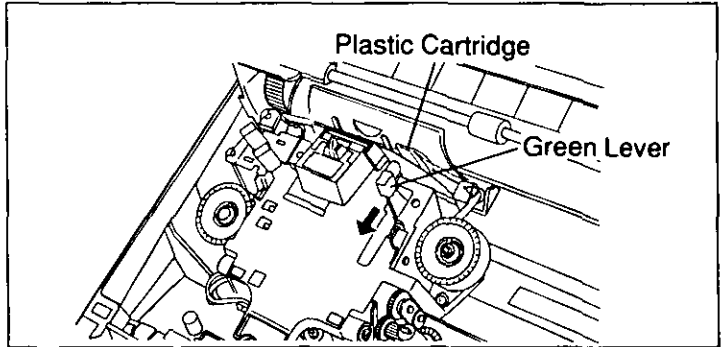
- 4 Manually turn the right hand spool counter-clockwise, tightening the tape until resistance is felt



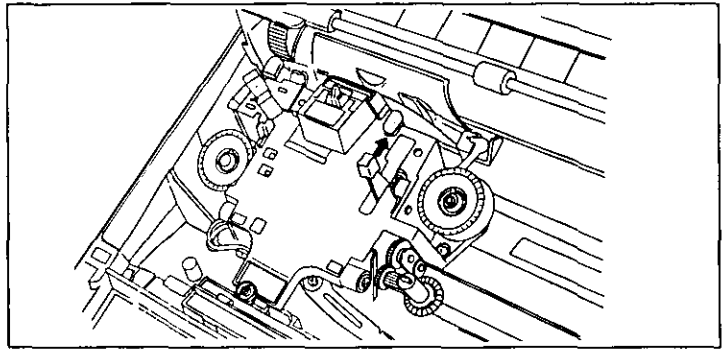
- 5 Replace the typing ribbon cartridge

Changing the Daisywheel

- 1** Lift out the ribbon cartridge
- 2** Pull the green lever that is located to the right of the printhead towards you. Grasp the clear plastic cartridge and lift the daisywheel out of the machine



- 3** Place the plastic cartridge of another daisywheel in the carrier with the characters facing the platen. Push the right side of plastic cartridge down into the carrier and push the green lever back into position



- 4** Replace the ribbon
- 5** Close the top cover

Changing the Batteries

The unit must remain ON when the batteries are replaced to insure that the memory remains intact.

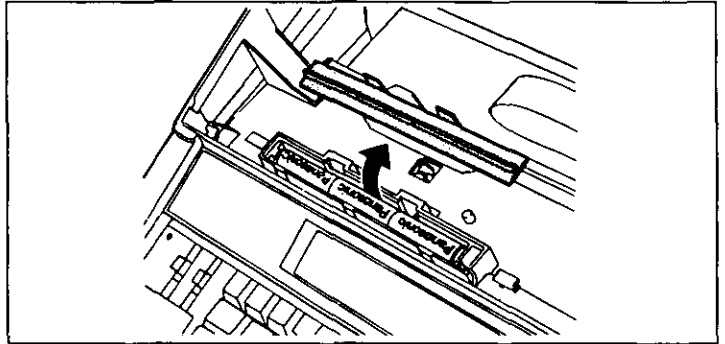
When your typewriter is turned off, the memory (auto insertion point, formats, forms layout, etc.) is retained through three "AA" size batteries. Your typewriter will alert you when the batteries need to be replaced.

When turning the typewriter on, your display will prompt:

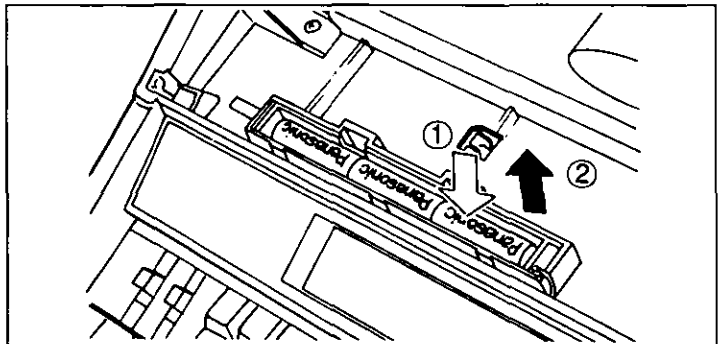
LOW BATTERY !

To replace the batteries:

- 1 Press **SPACE BAR** or **TAB** to position the printer at the far right of the typewriter
- 2 Open the top cover
- 3 Remove the battery compartment lid



- 4 Push the left edge of the right battery and remove all batteries
- 5 Insert the new batteries as shown in the bottom of the compartment



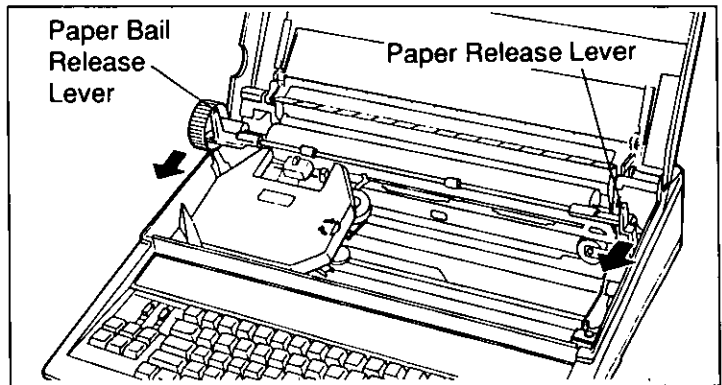
- 6 Replace the lid and close the top cover

12-5 PLATEN REMOVAL AND INSTALLATION

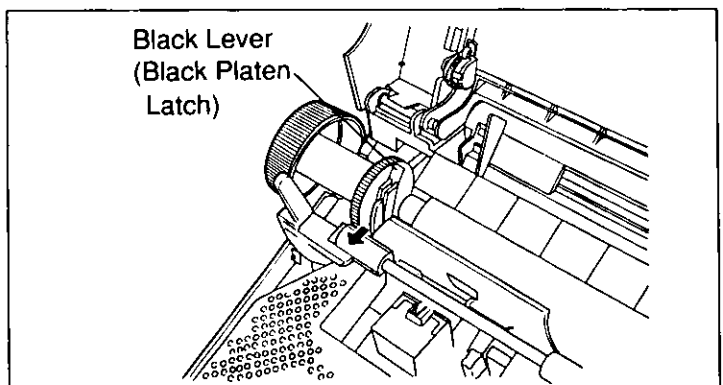
Removing the Platen

If you have to remove the platen to clear a gummed label or clean the platen, please follow the instructions below:

- 1 Turn the power off
- 2 Open the top cover
- 3 Lift the eraser table
- 4 Pull the paper release lever and paper bail release lever toward the front of the machine



- 5 Pull both levers of the platen holders towards the front of the machine to unlock



- 6 Lift out the platen

Installing the Platen

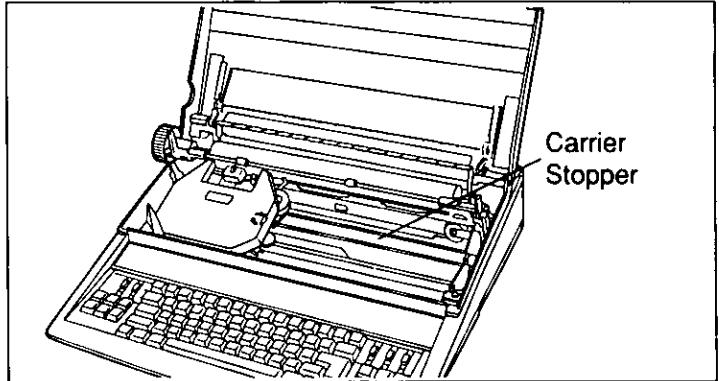
- 1** Position the black platen latches (included with Black Levers) inside the side carriage slots
- 2** Push both levers of the platen holders back to secure the platen
- 3** Reset the paper release lever, the paper bail release lever and the eraser table. Then close the top cover

12-6 SHIPPING INFORMATION

The carrier stopper keeps the printer stationary during shipping. Remove the stopper before turning the unit on.

When you transport or ship the typewriter, be sure to follow the steps below.

- 1** Position the printer at the far left of the unit
- 2** Install the carrier stopper on the carrier shaft so that the printer does not move



12-7 TROUBLESHOOTING

PROBLEM	REMEDY
1. Character spacing is erratic.	<ul style="list-style-type: none">● Make sure the "Pitch Selector" agrees with the pitch indicated on the daisywheel.
2. Character printout is not clear.	<ul style="list-style-type: none">● Make sure the ribbon is good.● Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.
3. Characters cannot be printed.	<ul style="list-style-type: none">● Make sure the daisywheel is mounted correctly on the printer.● Change the ribbon cartridge.
4. Characters cannot be cancelled.	<ul style="list-style-type: none">● Make sure the correction tape matches the type of ribbon cartridge being used.● Make sure the correction tape is installed correctly.● Change the correction tape.
5. Character printout is scrambled.	<ul style="list-style-type: none">● The printwheel is misaligned. Press CODE+T to reset the typewriter.

If the problem persists after performing all of the above checks, call for service.

12-8 SPECIFICATIONS

Print Element:	Daisywheel: 100 char.
Print Speed:	16 characters per second (max. speed)
Print Pitch:	10 char./inch 12 char./inch 15 char./inch Proportional Spacing
Line Spacing:	1, 1½, 2 and 3 lines
Paper Width:	14.2 inches Max.
Writing Line:	11.5 inches Max.
Ribbon Cassette:	Correctable Carbon Ribbon (Black, Blue, Brown) Non Correctable Single Strike Carbon Ribbon (Black) Multi-Strike Ribbon (Black) Fabric Ribbon (Black)
Correcting Tape:	Lift Off Tape Cover Up Tape
Keyboard:	Alpha/Numeric Key: 45 keys Function Key: 28 keys
RAM Memory (Memory Card):	Lithium Battery Five Years
Correction Memory:	One line Max.
Phrase/Text Memory:	20 K
Line Format Memory:	3 Formats + Current
Power Requirements:	Refer to the nameplate located on the rear of the typewriter
Memory Protection:	1 year - 3 "AA" size batteries
Storage Environment:	-4°F~140°F (-20°C~60°C) temperature, 10%~90% humidity
Operating Environment:	50°F~140°F (10°C~40°C) temperature, 20%~80% humidity
Dimension:	20¼ (W) × 17¾ (D) × 6¾ (H) in. (510 × 442 × 174 mm)
Weight:	Approx. 20 lbs. (9.1 kg)

Specifications subject to change without notice.

12-9 OPTIONS

KX-ECD7	Memory Card
KX-EIP2	Parallel Interface

12-10 COMMUNICATIONS (with KX-EIP2)

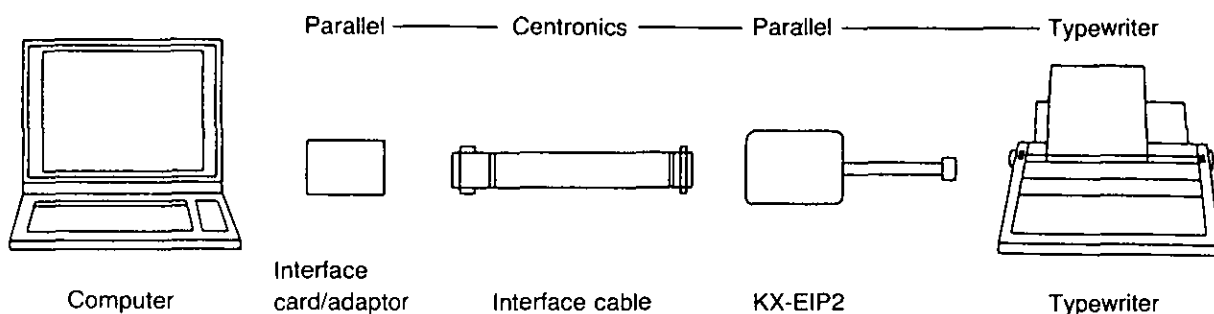
To use the KX-E2020 as a letter quality printer, the following parts must be purchased.

- KX-EIP2 (interface adaptor)
- Interface cable
- Interface card (if necessary, for your computer)

Connection to a Computer

The KX-E2020 has a connector on the back of the machine for the installation of the KX-EIP2 parallel interface. This typewriter can be used as a printer to print data from a computer that is equipped with a parallel (Centronics) interface. If your computer is not equipped with a parallel interface, then you will need to purchase one for your computer.

Before connecting the computer, refer to the operating instructions for the KX-EIP2 and your computer.



- If your computer is not equipped with a parallel interface, then you will need to purchase one for your computer.

12-11 INDEX

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