

Contents

Before using the PV-S250/PV-S450 for the first time... .. 1

Chapter 1 Getting Acquainted 13

Read this first!	13
Make backup copies of important data!	13
Important Precautions	14
Data Errors	15
To reset after viewing data	15
General Guide	16
Power Supply	17
Low Battery Warning	17
Battery Precautions	17
To replace the batteries	19
To turn power on and off	19
To turn the screen tap power on feature on and off	19
Auto Power Off	20
Using the Backlight	20
Action Control and Stylus	20
Stylus	20
Action Control	21
Using the Icon Menu	21
Modes	22
To enter a mode using the icon menu	22
To enter a mode using the on-screen icon menu	23
To enter a mode using the Action Menu	23
Customizing the Appearance of the Mode Menu	24
Swapping Two Icons	24
Moving an Icon to a Specific Location	24

Chapter 2 Scheduler 25

Entering the Scheduler Mode	25
Inputting New Scheduler Data	25
To input a single-date Schedule item	26
To input a multiple-date Schedule item with the New button	27
To input a To Do item	28
To input a Reminder item	30
Reminder Types and Settings	32
Importing Contacts Data Into a Schedule Item	33
To import Contacts data into a Schedule item	34

Viewing Scheduler Data	36
Screen Organization	36
Calendar Screens	36
Periodic Schedule Screens	39
Schedule Data Screen	42
Reminder Screens	42
To Do Screens	43
Date Highlighting	45
To highlight dates	45
To unhighlight dates	46
Jumping to a Specific Date	47
Renaming To Do Categories	48

Chapter 3	Contacts	49
------------------	-----------------------	-----------

Entering the Contacts Mode	49
To enter the Contacts Mode from the icon menu	49
To enter the Contacts Mode from the Action Menu	49
To enter the Contacts Mode from the Mode Menu using the stylus	49
Changing the Display Category	50
Latest Calls List	51
Resizing Contacts List Screen Columns	51
Inputting New Contacts Data	52
Viewing Contacts Data	53
To view Business data	53
To view other data	54
Changing Contacts List Screen Contents	55
To change the contents of a category's list	55
Changing Contacts Input Screen Contents	56
To change the contents of a category's input screen	56
Managing Untitled Categories and Free Entries	57
Contacts Categories	57
To edit Contacts Untitled category and Free entry names	58
Copying Data Items Between the Personal and Business Categories	59
Exporting Contacts Data Into a Schedule Item	59

Chapter 4 Memo 60

Entering the Memo Mode	60
Changing the Display Category	60
Inputting New Memo Data	61
Viewing Memo Data	62
To view memo data	62
To display an item in the full-screen view	63
Moving a Memo within a List Screen	64
Renaming Memo Categories	64

Chapter 5 Expense Manager 65

Entering the Expense Manager Mode	65
Inputting a New Transaction	65
Recalling Expense Manager Data	67
Calculating Periodic Totals	69
Managing Payment and Expense Types	70
To change a payment type or expense type name	70

Chapter 6 Currency Converter 71

Entering the Currency Converter Mode	71
General Currency Conversion	71
Performing a Conversion	71
Changing the Currency Name and Rate	72
Displaying the Current General Rates	74
Euro Conversion	74
Performing a Conversion	74
Changing the Displayed National Currencies	75
Displaying the Current Euro Rates	76
Changing the Currency Name and Rate	76
Specifying the Rounding Method	78

Chapter 7 Quick-Memo 79

Entering the Quick-Memo Mode	79
Quick-Memo Categories	79
To select a Quick-Memo category	79
Using the Quick-Memo Drawing Tools	80
Creating a New Quick-Memo	81
To input a new Quick-Memo	81
To draw a line or rectangle	81
Recalling a Quick-Memo	82
Screen Copy	83
To record a screen copy	84

Entering the Pocket Sheet Mode	85
Pocket Sheet Basics	85
Creating a New Sheet from Scratch	86
Making a Cell the Active Cell	87
Selecting a Range of Cells	87
Jumping to a Specific Cell in a Sheet	87
Inputting Data Into a Cell	88
General Input Rules	88
Cell References	89
Relative Cell References	89
Absolute Cell References	89
Mixed Cell References	90
Using the On-screen Keyboards	90
Inputting Mathematical Expressions	91
Inputting Text	93
Input Example	94
Example Data	94
Controlling the Appearance of a Cell	95
Changing the Format Settings of a Cell	95
Specifying Cell Border Lines	99
Row and Column Operations	100
Changing the Width of a Column	100
Scroll Freezing Rows and Columns	101
Inserting Rows	103
Inserting Columns	104
Deleting Rows and Columns	104
Sheet Operations	105
Opening a Sheet	105
Displaying the Input Screen	105
Saving a New Sheet	105
Saving an Existing Sheet Under a New Name	106
Exiting a Sheet	106
Renaming a Sheet	106
Cut, Copy, Paste, Clear	107
Cutting Cell Data	107
Copying Cell Data	107
Pasting Cell Data	108
Copying a Relative Cell Reference	109
Copying an Absolute or Mixed Cell Reference	109
Clearing Cell Data	109

Searching for Data in a Sheet	110
To search for data in a sheet	110
Setting Sheet Calculation, Gridline, and Protect Options	112
Date and Size Information	112
Displaying Date and Size Information	112
Pocket Sheet Sync	113
Computer System Requirements	113
Pocket Sheet Errors	114

Chapter 9 **Secret Function** **115**

Creating a New Secret Memory Area	115
Using the Secret Memory Area	116
To enter an existing secret memory area	116
To exit the secret memory area	116
To change your password	117
To transfer data from the open memory area to the secret memory area	117
To transfer data from the secret memory area to the open memory area	118

Chapter 10 **Pop Up Tools** **119**

Displaying the Pop Up Tool Screen	119
Using the Clock Screen	119
To display the clock screen	120
To make one of the clocks the main clock	120
To select a time zone city	121
To switch between standard time and daylight saving time (DST)	121
Using the Calculator Screen	122
To display the calculator	122
Calculator Keys	123
To perform calculations	124
To perform constant calculations	125
To correct entries during calculations	125
About calculation errors	125
To clear an error	126
Next Appointment Screen	126
To display the next appointment screen	126

Chapter 11 Data Communication 127

Using the Cradle	127
To connect the PV Unit to the cradle	127
To detach the PV Unit from the cradle	128
Data Communications Between Two PV Units	129
To connect two PV Units	129
To send data from the host unit to the terminal unit	129
To receive data from the terminal unit on the host unit	131
Data Communications Between a PV Unit and a BN Unit	132
To connect a PV Unit to a BN Unit	132
To send data from the PV Unit to the BN Unit	133
To receive data from the BN Unit on the PV Unit	135
Receiving Data From an SF/CSF/NX Series Unit	136
To connect a PV Unit and an SF/CSF/NX Series Unit	136
To make communication parameter settings	137
To receive data from an SF/CSF/NX Series Unit	138

Chapter 12 PV Applications 140

Obtaining PV Applications	140
Installing a PV Application to your PV Unit	140
To download a PV Application to your PV Unit	141
Deleting PV Application Data	142

Chapter 13 Game 144

Entering the Game Mode and Selecting a Game	144
Game-1	144
How to play	145
To move a card or stack of cards	145
Game Levels	146
Game-2	146
How to play	146
Game Levels	147
General Game Procedures	148
To change the level	148
To undo the last play	148

Chapter 14 General Operations 149

Scroll Bars	149
Action Control Scrolling	150
Menu Bar	150
To execute a menu bar command	150
Data Input and Editing	150
Moving Between Entries (Fields)	151
On-screen Keyboards	151
Time Setting Screens	153
Selecting a Range of Text by Dragging	155
Cut, Copy, Paste	156
Closing a Screen	156
Using the Quick Find Feature	157
To input a word with the Quick Find feature	157
Editing Data Items	158
Creating a Copy of a Data Item	158
Deleting Data	159
Searching for Data	161
To perform a search	161
Search Results	162
Changing the Display Font	163
Program Version Information	163
Screens	164
To display version information	165

Chapter 15 Configuring the Unit 166

Setting the Date, Time, and Auto Power Off Interval	166
Turning Sound On and Off	167
Setting a Daily Alarm Time	167
Setting the Date, Time, Calendar, and Keyboard Formats	168
Setting the System Language	169
Adjusting Display Contrast	169
Calibrating the Touch Screen	170
Checking Memory Capacity	170
Memory Management	171
To perform memory management	171

Chapter 16 Technical Reference 172

Date Formats	172
Time Formats	172
Tool Bars	173
Keyboard Formats	175
Scheduler Mode Alarms	175
Input Limits	176
Resetting the PV Unit	176
Euro Conversion Rate Presets	178
Storage Capacity	179
Auto Sort Sequence	180
City Name List	181
Message Table	183
Troubleshooting	188
Power Supply	188
Display Contrast	189
Key Tone	189
Operation	190
Data Communication	191
Specifications	192