Scheduler

The Scheduler Mode provides you with a selection of powerful schedule management tools that help to keep you on time all the time. In addition to Schedule, Reminder, and To Do tools, you can select from among a variety of different screens to view your appointments on a monthly, weekly, or daily basis. You can even set alarms to help make sure you never miss an important appointment or event.

■ Entering the Scheduler Mode

On the icon menu beneath the display screen, tap the **Scheduler** icon. This enters
the Scheduler Mode and displays the 1-month Calendar screen.

Now you can maneuver around the Scheduler Mode to input and recall data.

■ Inputting New Scheduler Data

This section describes how to input Schedule, To Do, and Reminder data. Note
that a Schedule item can be input as a "single-date" item (an appointment that
starts and ends on the same day) or a "multiple-date" item (an appointment that
spans more than one day). You can input a new multiple-date item with the **New**
button or with the calendar screen.

To input a single-date Schedule item

1. While any Scheduler Mode data screen is on the display, tap **New**.
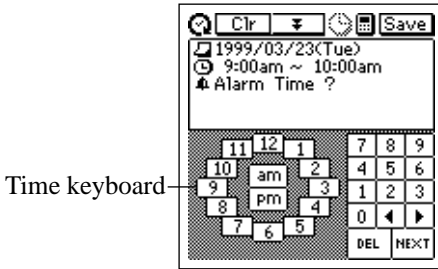
2. Tap **Schedule**.
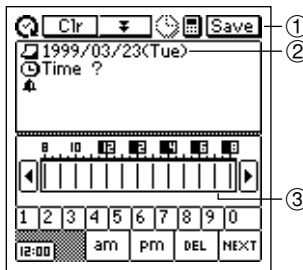
① Data input tool bar
② Date
③ Time bar

• The new Schedule item is automatically assigned the date that was selected (flashing) on the screen when you tapped **New**. You can leave this date as it is or change it. To change the date, tap it and then use the date keyboard that appears to make any changes you want. Tap **NEXT** after you are finished.

3. Input the start time and the end time if you want, and then tap **NEXT**.

Time keyboard

4. Input a Schedule alarm time, if you want.
5. Tap **NEXT** to advance to the description text input screen.

Text keyboard

6. Input text that describes the item.
7. After the item is the way you want, tap **Save** to store it.
• In addition to a date, you *must* input description text or a start time. The PV Unit will refuse to store the item if it does not contain a date plus description text or a start time.

To input a multiple-date Schedule item with the New button

1. While any Scheduler Mode data screen is on the display, tap **New**.
2. Tap **Multi-date item**.
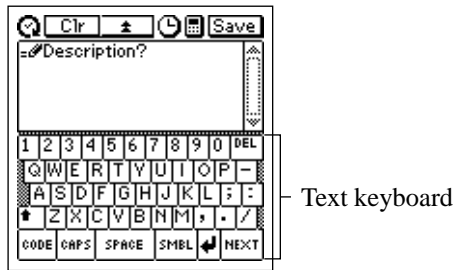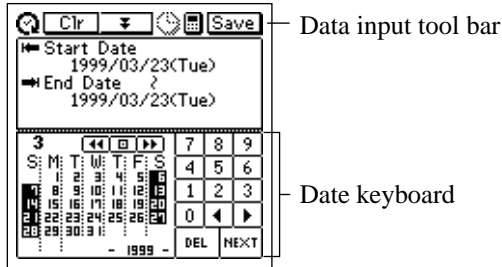
 — Data input tool bar

— Date keyboard

- The new Schedule item is automatically assigned the date that was selected (flashing) on the screen when you tapped **New** for both the start date and end date.
- If you drag the stylus across a range of dates in the 1-Month Calendar screen (page 40), the above screen opens up with the range of dates specified.

3. Tap the date you want to change and then input the year, month, and day.
4. Tap **NEXT** to advance to the description text input screen.

 — Text keyboard

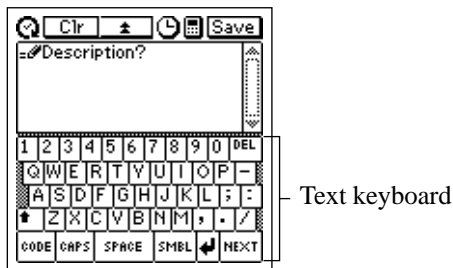5. Input text that describes the item.

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6. After the item is the way you want it, tap **Save** to store it.
• Note that you *must* input a start date, end date, and description text. The PV Unit will refuse to store the item if it does not contain a start date, end date, and description text.

To input a To Do item

1. While any Scheduler Mode data screen is on the display, tap **New**.
2. Tap **To Do**.

① Priority
② Data input tool bar
③ Category
④ Due date
⑤ Date keyboard
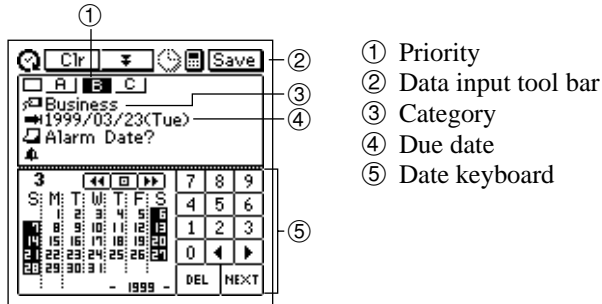
3. Change the priority if you want.
• A new To Do item is automatically assigned a priority of B. Tap the priority you want to change to. You can set the priority in this screen or the following screens where it appears.

4. If you want to change the category, tap on current category setting.

5. Tap the category you want to change to and then tap **NEXT**.
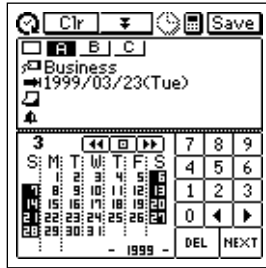
6. Change the due date if you want, and then tap **NEXT**.
• The initial due date setting is the date that was selected (flashing) on the screen when you tapped **New**. You can leave the initial date as it is or change it.
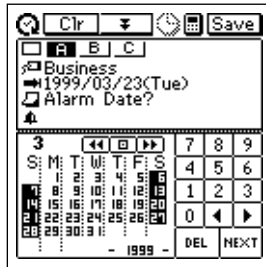
7. Input an alarm date if you want, and then tap **NEXT**.

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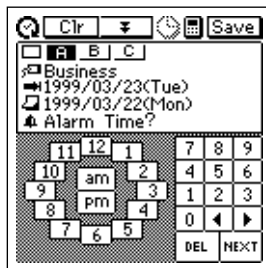
8. Input an alarm time, if you want.
• If you input an alarm time, be sure to also input an alarm date. You will not be able to store the data item if you input an alarm time without an alarm date.

9. Tap **NEXT** to advance to the description text input screen.
10. Input text that describes the item.
11. After the item is the way you want it, tap **Save** to store it.
• In addition to a due date, you *must* input description text. The PV Unit will refuse to store the item if does not contain a due date and description text.

To input a Reminder item

1. While any Scheduler Mode data screen is on the display, tap **New**.
2. Tap **Reminder**.


① Data input tool bar
② Start date
③ End date
④ Reminder type
⑤ Date keyboard
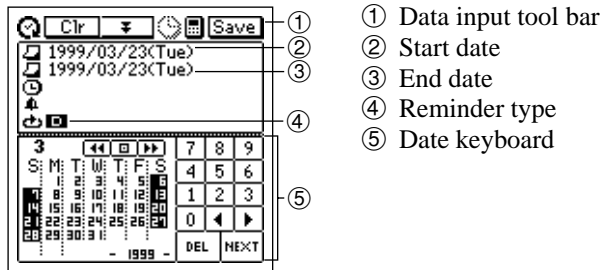
• The new Reminder item is automatically assigned the date that was selected (flashing) on the screen when you tapped **New** as the start date and end date. You can leave this date as it is or change it. To change the date, tap it and then use the date keyboard that appears to make any changes you want. Tap **NEXT** after you are finished.

3. Input the start time and end time if you want, and then tap **NEXT**.
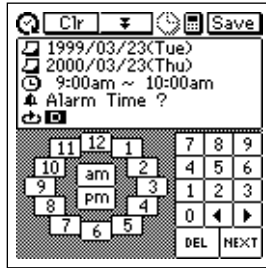
4. Input an alarm time, if you want.
5. Tap **NEXT** to advance to the Reminder type screen.

— Reminder type

6. Tap the ▼ arrow to the right of the Reminder type to display a list of available types, and tap the one you want to select.
7. Input the required data for the Reminder type you select, and then tap **NEXT**.
•   See "Reminder Types and Settings" on page 34 for details about Reminder types and their settings.
•   If you input data incorrectly (with a Reminder date that does not fall between the start date and end date, for example), the PV Unit will refuse to store the data item when you tap **Save** below.

8. Input text that describes the item.
9. After the item is the way you want it, tap **Save** to store it.
• In addition to a start date and end date, you must input description text or a start time. The PV Unit will refuse to store the item if it does not contain a start date and end date plus description text or a start time.

Reminder Types and Settings

The following describes each of the Reminder types available and provides details about the settings required by each.

Daily ▣
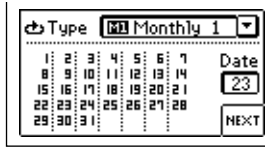
Repeated every day. No additional settings are required.

Weekly ▥
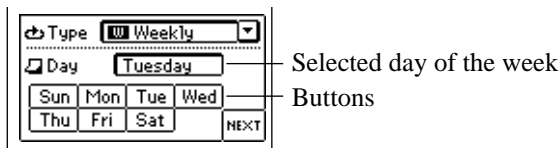
Repeated the same day of the week, each week. Specify the day of the week by tapping its button.
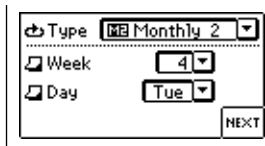
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Monthly 1 ▣

Repeated the same day of the month, every month. Specify the day of the month by tapping on it in the calendar.

Monthly 2 ▣
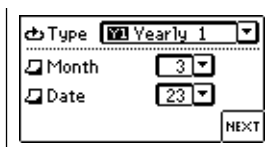
Repeated the same day of the week of a specific week each month. Tap the ▼ arrows next to the **Week** and **Day** boxes to display menus of options, and tap the ones you want to select.

Yearly 1 ▣
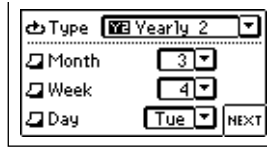
Repeated the same date every year. Tap the ▼ arrows next to the **Month** and **Date** boxes to display menus of options, and tap the ones you want to select.

Yearly 2 ⊞

Repeated the same day of the week of a specific week of a specific month each year. Tap the ▼ arrows next to the **Month**, **Week**, and **Day** boxes to display menus of options, and tap the ones you want to select.

Important!
• Be sure to correctly specify all of the settings required for the Reminder type you specify.

■ Importing Contacts Data Into a Schedule Item

The following procedure lets you import certain Contacts data entries (fields) into the **Description** of a Schedule item, which provides you with handy reference information about the person you are planning to meet. The entries (fields) that are imported depend on whether you are importing Business or Personal data.

Personal Data	**Business Data**
Name	Name
Phone (H)	Company
Fax (H)	Phone (B)
Mobile	Fax (B)
E-mail	E-mail
Phone (B)	Phone (H)
Fax (B)	Fax (H)
	Mobile

• Entries (fields) that do not contain any data are skipped (not imported).

To import Contacts data into a Schedule item

1. While any Scheduler Mode data screen is on the display, tap **New** – **Appointment**.

Time bar
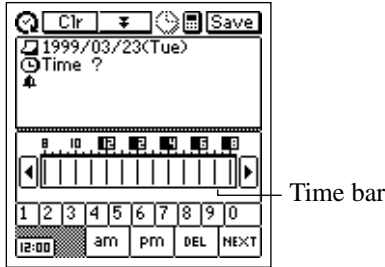
2. Input the date, time, and alarm time.
- See "To input a single-date Schedule item" on page 27 for details.
- Tapping the **NEXT** button after inputting the above data displays the following screen.

Tabs

Contacts data index

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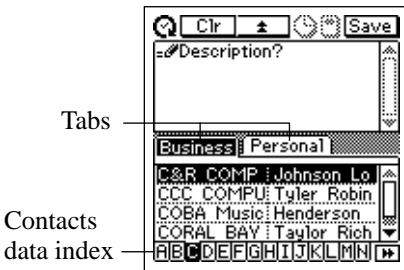
3. Tap on the tab to access either Business or Personal Contacts data, and then use the index to locate the name whose data you want to import. Highlight the name whose data you want to import by tapping on it, and then tap the highlighted name again.

4. Input any more text you want for the description, and then tap **Save** to store the item.
   - The applicable entries (fields) contained in the Contacts item you specify are imported into the Schedule item. See page 36 for details on which entries are imported.
   - You can move the cursor around the imported data and make any changes in it that you want.
   - Note that Contacts data can be imported as you are creating a new Schedule item only. You cannot use this procedure to import into an existing Schedule item.

■ Viewing Scheduler Data

The Scheduler Mode provides a variety of screens that you can use to view Schedule, To Do, and Reminder data. This section describes the various data recall screens available in the Scheduler Mode, and provides information about how to navigate between them.

Screen Organization

The screens used for recall in the Scheduler Mode are arranged as shown in the following table.

Type	**Screen Name**	**Description**
Calendar	• 1-Month Calendar	• Calendar of a single month
	• 2-Month Calendar	• Calendars for two months
	• 3-Month Calendar	• Calendar for 17 weeks
Periodic Schedule	• Weekly Scheduler	• Overview of Scheduler data for a specific week
	• Daily Scheduler	• Overview of Scheduler data for a specific day
Schedule	• Schedule Data	• Details of an individual Schedule item
Reminder	• Reminder Data	• Details of an individual Reminder item
	• Reminder List	• List of all Reminder items
To Do	• To Do Data	• Details of an individual To Do item
	• To Do List	• List of all To Do items

Calendar Screens

Use the calendar screens to quickly locate a specific date and view its Scheduler data.

1-Month Calendar

The 1-Month Calendar for the month that contains the today's date (as kept by the PV Unit's clock) appears first whenever you enter the Scheduler Mode. Use the 1-Month Calendar screen to select a date for recall of its data.
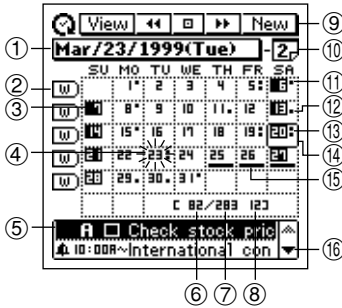
① Date jump button (page 53)
② Weekly Scheduler buttons
③ Highlighted date
④ Selected date (flashing)
⑤ Data display area
⑥ Days passed in the year
⑦ Days remaining in the year
⑧ Week number for the year
⑨ Data display tool bar

⑩ 2-Month Calendar button
⑪ Indicates AM appointment.
⑫ Indicates PM appointment.
⑬ Indicates AM and PM appointment or appointment without a time.
⑭ Today's date (as kept by the PV Unit's clock)
⑮ Multiple-date item
⑯ Scroll buttons

To view a date's Daily Scheduler screen

1. Tap a date to select it. The selected date flashes in the calendar.
2. Tap the flashing date to change to its Daily Scheduler screen.
3. In the Daily Scheduler screen, tap **Esc** to return to the 1-Month Calendar screen.

To view the 2-Month Calendar screen

1. Tap the 2-Month Calendar button to switch to the 2-Month Calendar screen.
2. In the 2-Month Calendar screen, tap **Esc** to return to the 1-Month Calendar screen.

To view a Weekly Scheduler screen

1. Tap the 🔟 button to the left of the week whose Weekly Scheduler screen you want to view.
2. In the Weekly Scheduler screen, tap **Esc** to return to the 1-Month Calendar screen.

Using the data display area

•   This area shows an outline of data input for up to two Scheduler items input for the currently selected (flashing) date. It shows Schedule, To Do and Reminder data.
•   Use the scroll buttons to scroll the data up and down.
•   Tapping the highlighted item displays its data screen.

2-Month Calendar

- ① Date jump button (page 53)
- ② Highlighted date
- ③ Weekly Scheduler buttons
- ④ Data display tool bar
- ⑤ 1-Month Calendar button
- ⑥ Indicates AM appointment.
- ⑦ Indicates PM appointment.
- ⑧ Indicates AM and PM appointment, appointment without a time or multiple-date item.
- ⑨ Selected date (flashing)

To view a date's Daily Scheduler screen

1. Tap a date to select it. The selected date flashes in the calendar.
2. Tap the flashing date to change to its Daily Scheduler screen.

To view the 1-Month Calendar screen

Tap the 1-Month Calendar button to switch to the 1-Month Calendar screen.

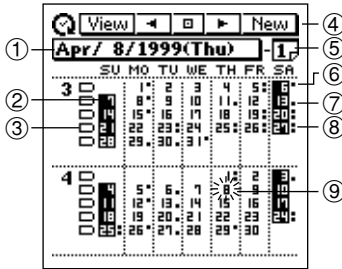### To view a Weekly Scheduler screen

Tap the ⊏ button to the left of the week whose Weekly Scheduler screen you want to view.

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3-Month Calendar

① Month numbers
② Highlighted date
③ Data display tool bar
④ Indicates AM appointment.
⑤ Indicates AM and PM appointment, appointment without a time or multiple-date item.
⑥ Indicates PM appointment.
⑦ Selected date (flashing)

To view a date's Daily Scheduler screen

1. Tap a date to select it. The selected date flashes in the calendar.
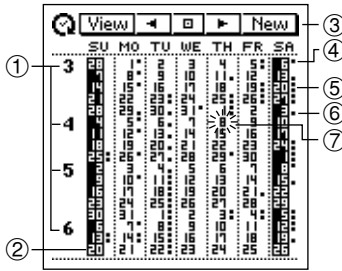2. Tap the flashing date to change to its Daily Scheduler screen.

To view a 1-Month Calendar screen

Tap the month number of a month to view its 1-Month Calendar screen.

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Periodic Schedule Screens

The periodic schedule screens give you a quick overview of your scheduled appointments. You can view all your appointments for a specific day or week.

Weekly Scheduler Screen

The Weekly Scheduler screen shows you your schedule for an entire week, including Schedule, To Do, and Reminder items.

① Date jump button (page 53)
② Highlighted date
③ Multiple-date item
④ Date column
⑤ Description text
⑥ Data display tool bar
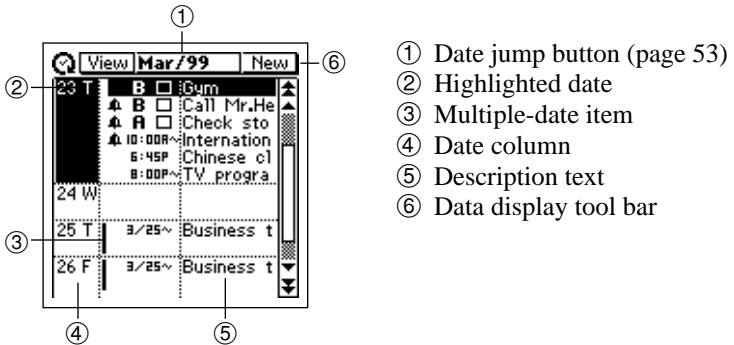
To view a date's Daily Scheduler screen

1. Tap a date in the date column to select (highlight) it.
2. Tap the selected date to display its Daily Scheduler screen.

To view an item's data screen

1. Tap an item to select (highlight) it.
2. Tap the selected item to display its data screen.

Daily Scheduler Screen

The Daily Scheduler screen gives you an overview of Scheduler (Schedule, Reminder, To Do) items for a particular date, along with a list of all currently unchecked To Do items.

① Date jump button
② Time bar
③ Scheduler area
④ To Do area
⑤ Description text
⑥ Data display tool bar
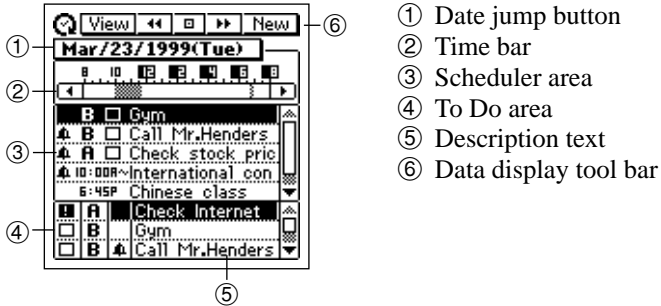
To shift the time bar

Tap the ◀ and ▶ scroll buttons to shift the time bar left and right.
The shaded portion in the time bar indicates a period during which an item is scheduled. Overlapping time bars (schedules) are black.

Scheduler Area

- This area shows the current date's five Scheduler (Schedule, Reminder, To Do) items.
- Changing to a different date causes the data in the Scheduler area to be replaced with the Scheduler data of the new date.
- You cannot check or change the priority of a To Do data item in the Scheduler area.

To Do Area

- This area shows the three unchecked To Do items.
- You cannot use this screen to change the checked/unchecked status.
- The data in this area remains the same, even if you change to a different date.
- You can check a To Do data item in the To Do area by tapping its check box. As soon as you do, the data item disappears from the To Do area (though it remains stored in the To Do Mode).
- You can change the priority of a To Do data item in the To Do area by taping on its current priority setting to cycle it in the following sequence: A fi B fi C fi A, etc.

To view an item's data screen

1. Tap an item to select (highlight) it.
2. Tap the selected item to display its data screen.

Schedule Data Screen

The Schedule data screen shows the details of a selected Schedule item.

Schedule Data Screen (Single-Date)

① Start time (and end time)
② Data display tool bar
③ Date
④ Alarm time
⑤ Description
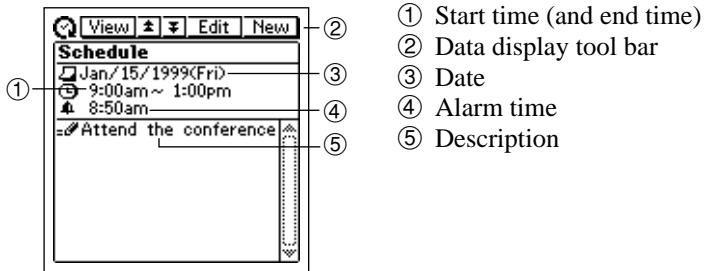
- Tapping **Esc** goes to the Daily Scheduler screen.

Schedule Data Screen (Multiple-Date)
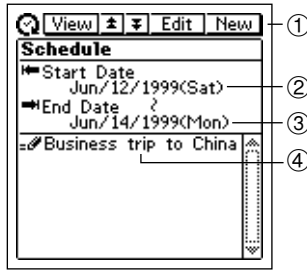
① Data display tool bar
② Start date
③ End date
④ Description

• Tapping **Esc** goes to the Daily Scheduler screen.

Reminder Screens

The two Reminder screens show currently stored Reminder items. The Reminder data screen shows full details of each item, while the Reminder list is a collection of one-line summaries of Reminder data items that can be used for quick location of a specific item.

Reminder List Screen

① Reminder dates
② Reminder types
③ Descriptions
④ Data display tool bar

To view a Reminder data screen

1. In the Reminder list screen, tap a Reminder item to select (highlight) it.
2. Tap the selected item again to display its data screen.

Reminder Data Screen

① Data display tool bar
② Reminder date
③ Start time (and end time)
④ Alarm time
⑤ Reminder type
⑥ Description

• Tapping **Esc** returns to the Reminder list screen.

To Do Screens

The two To Do screens show currently stored To Do items. The To Do data screen shows full details of each item, while the To Do list is a collection of one-line summaries of To Do items that can be used for quick location of a specific item.
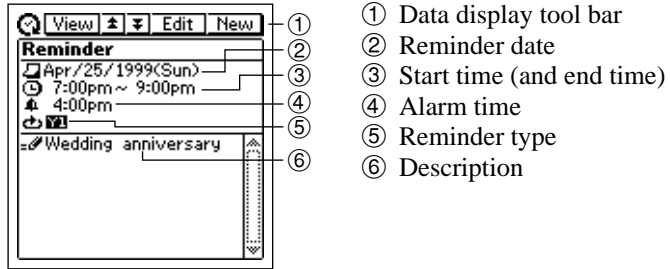
To Do List Screen

① Display category
② Check boxes
③ Priorities
④ Alarm indicator
⑤ Display item buttons
⑥ Data display tool bar
⑦ Descriptions

To specify the display category

1. Tap the display category box to open a menu of categories.
2. Tap the category whose data you want to display.

To specify the display item type

Tap the display item button that corresponds to the type of items you want to display.

☐	Unchecked items only
☑	Checked items only
A	Priority A items only
B	Priority B items only
C	Priority C items only
∗	All items

To check and uncheck items

Tap the check box of an item to toggle it between being checked and unchecked.

•   The check boxes of all unchecked data items whose due dates are passed are replaced by exclamation points **(❗)**.

To change the priority of an item

Tap the current priority of an item to cycle it in the following sequence:
A fi B fi C fi A, etc.

To view a To Do data screen

1. In the To Do list screen, tap a To Do item to select (highlight) it.
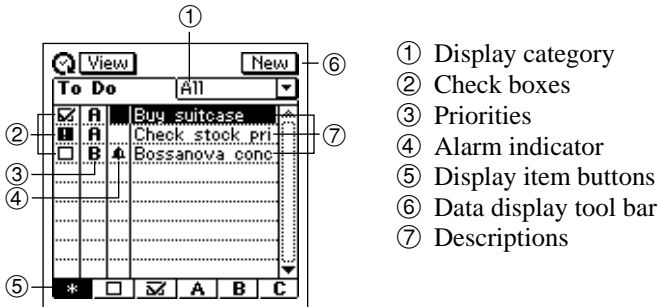2. Tap the selected item again to display its data screen.

To Do Data Screen

① Priority
② Check box
③ Description
④ Data display tool bar
⑤ Date checked
⑥ Category
⑦ Due date
⑧ Alarm date
⑨ Alarm time

To check and uncheck the item

Tap the check box to toggle it between being checked and unchecked. The date checked is added automatically.
• The check boxes of all unchecked data items whose due dates are passed are replaced by exclamation points (**！**).

To change the priority

Tap the current priority to cycle it in the following sequence:
A fi B fi C fi A, etc.

◼ Date Highlighting

You can highlight dates on the 1-Month or 2-Month Calendar screen to specify them as holidays or other special events.

To highlight dates

1. While the 1-Month Calendar or 2-Month Calendar is on the display, tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Highlight**.

- You can switch between the 1-Month Calendar and 2-Month Calendar at any time during the following steps.

2. Tap the individual dates you want to highlight, or drag the stylus across the range of dates you want to highlight.
- If you make a mistake and highlight the wrong date, simply tap or drag across it to unhighlight.

3. If you want to highlight dates in other months, tap the tool bar's ◀◀ and ▶▶ buttons to change months, and repeat step 2.
- You can highlight dates only within the year that contains the month where the date cursor was located when you started this procedure.

4. After all date highlighting is the way you want it, tap **Save** to store it.

To unhighlight dates

1. While the 1-Month Calendar or 2-Month Calendar is on the display, tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Unhighlight**.


2. Specify the start month and end month of the period whose dates you want to unhighlight.
- Note that you can unhighlight dates for a range of months only. You cannot unhighlight individual dates.

3. After the dates are the way you want them, tap **Exe**.
4. In response to the message that appears, tap **Yes** to unhighlight all dates in the range you specified or **No** to close the dialog box without doing anythinng.

Jumping to a Specific Date

You can use the following procedure while the Calendar (1 or 2-month), Daily
Scheduler, or Weekly Scheduler screen is on the display to select a date and display
its data.

To jump to a specific date

1. While the 1-Month Calendar, 2-Month Calendar, Weekly Scheduler
   screen, or Daily Scheduler screen is on the display, tap the date jump
   button.
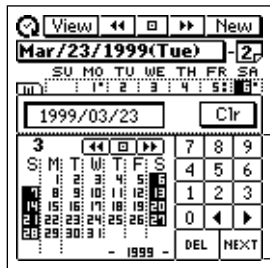
– Date keyboard

2. Input the date to which you want to jump, and then tap **NEXT**.
- The screen that appears next depends on what type of screen you started
  from in step 1 above.

Starting from:	**Jumps to:**
Calendar Screen	Month that contains the specified date, which is flashing in the calendar
Daily Scheduler Screen	Daily Scheduler screen for the specified date
Weekly Scheduler Screen	Weekly Scheduler Screen for the week that contains the specified date, which is highlighted on the screen

■ Renaming To Do Categories

Use the following procedure to change the name of a To Do category.

To change the name of a category

1. In the To Do Mode, display the list screen or a data screen.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Name edit**.

3. Type in the names you want to assign to the categories, and then tap **Save** to save them.
- You can input up to 14 characters for each category name.
- Category names revert to their preset defaults whenever the PV Unit is reset.