

**The Pocket Professional™**

**Personal Information Manager**

**Owner's Manual**

**SPARCOM®**

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# Chapter 1

# Getting Started

## In This Chapter

- ☐ Welcome
- ☐ Installing and Removing the Pocket Professional
- ☐ Using the Calendar

---

## Welcome

Sparcom's Pocket Professional software is the first of its kind, developed precisely to meet the needs of 21st century students and professionals. When you slide the Personal Information Manager software card into your HP 48SX, your calculator is instantly transformed into an electronic organizer. With the Pocket Professional™ Personal Information Manager, the best technical tool you can buy can also be used to keep you on-time, on-schedule, and on-budget.

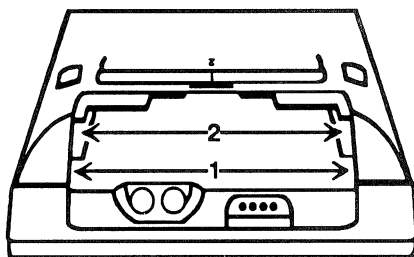
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## Installing and Removing the Pocket Professional

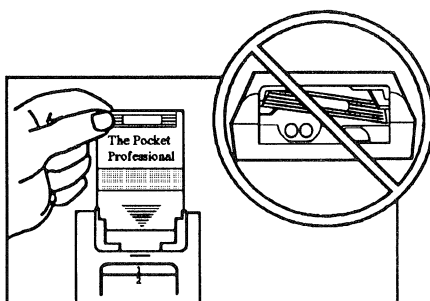
The HP 48SX has two ports for installing plug-in cards. You can install your Personal Information Manager card in either port. Be sure to **turn off the calculator** while installing or removing the card. Otherwise, user memory may be erased.

### To Install the Card

1. Turn off the calculator. Do not press **[ON]** until you have completed the installation procedure.
2. Remove the port cover. Press against the grip lines and push forward. Lift the cover to expose the two plug-in ports.



3. Select either empty port for the Pocket Professional card.
4. Position the card just outside the slot. Point the triangular arrow on the card toward the calculator port opening, as shown below.
5. Slide the card firmly into the slot. After you first feel resistance, push the card about 1/4 inch further, until it is fully seated.

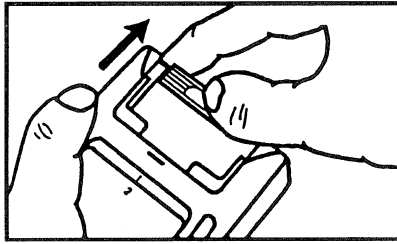


6. Replace the port cover.

## To Remove the Card

1. Turn the calculator off. Do not press **ON** until you have completed the procedure.
2. Remove the port cover. Press against the card's grip and slide the card out of the port.



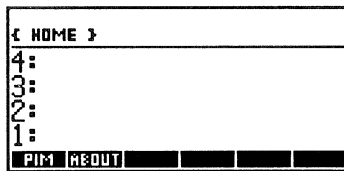


3. Replace the port cover.

## Accessing the Personal Information Manager

After you turn your calculator **[ON]**, there are three ways to start the Personal Information Manager.

**First Method:** Press **[<] [LIBRARY]** to display all libraries available to the HP 48SX. Find and press **PIM** to enter the Personal Information Manager library directory.



Selecting the **ABOUT** softkey displays a screen containing the revision of the Personal Information Manager software (Press **[RTN]** to exit the revision screen). Press the **PIM** softkey to start the application.

**Second Method:** Type in the letters PIM (using alpha entry mode) and press **[ENTER]**.

**Third Method:** Add the command “PIM” to the CST (custom) menu (for more information, refer to Chapter 15 of the *HP-48SX Owner's Manual*, “Customizing the Calculator”). After the command has been added, press **[CST]**, then press **PIM** to start the Personal Information Manager application.

---

## Using the Calendar

Upon executing the Personal Information Manager, it displays a calendar set at the date of the internal HP 48SX clock. See Chapter 24 of the *HP 48SX Owner's Manual* for instructions on how to adjust the clock. The Main Calendar Screen serves as the entry point for *all* functions of the Personal Information Manager. The six menu keys, or “softkeys,” that appear along the bottom of the screen are used to access these functions:

Jan 2001						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APPTS NOTES PHONE EXPNS HOURS MISC						

**APPTS** Appointment Book: Allows you to enter appointments, meetings, agendas, or birthdays; set reminder alarms; and create reports of any or all entries.

**NOTES** Notepad: Allows you to list any type of data as notes, including to-do lists. Notes can be sorted and retrieved by date, priority number, or key words.

**PHONE** Phone Directory: Allows you to store, sort and retrieve up to nine fields of information for each entry, including name, affiliation, mailing address, home phone, business phone and fax numbers.














**EXPNS** Expense Accountant: Allows you to enter, describe and compile expenses under different accounts, and to create expense reports for one or all accounts.





**HOURS** Time Clock: Documents time spent working on multiple projects or accounts without tying up other functions of the Personal Information Manager or the calculator.

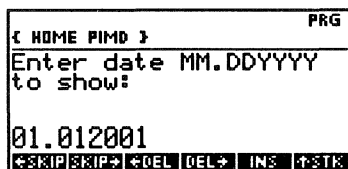
**OTHER** Utilities: Offers choices of settings for specific display features, date formats, font sizes, and sort keys.

These six main functions are described in detail in Chapter 2.

## Moving Around the Calendar




When you access the Personal Information Manager application, the Main Calendar Screen displays the current month and day. Use the  and  keys to move the cursor to days in the week. Use the  and  keys to move the cursor between weeks. Pressing   moves the cursor to the first week of the month. Pressing   moves the cursor to the last week of the month. You can move ahead one month by pressing  and move back one month by pressing . Press   to move forward one year and  to move back one year.

**Date Search:** To search for a specific date between January 1, 1989 and December 31, 2088, press   or  . The following message screen is displayed:





```
{ HOME PIMD } PRG
Enter date MM.DDYYYY
to show:
01.012001
<SKIP <DEL DEL> INS >STK
```

The current date appears, in numeric form, on the command line: “Month, decimal point, day, year” (MM.DDYYYY). You can change the order to “day, decimal point, month, year” (DD.MMYYYY) by using the OTHER function (see the “Utilities” section in Chapter 2 for more information). Note that date entries *must* have six numbers to the right of the decimal point.

To search for a date in the 100-year period specified above, simply type over the date currently on the command line and press . You can *manually* access calendars dating back to the beginning of the modern Gregorian calendar by successively pressing  to move backwards monthly, or  to move backwards one year at a time.

**Editing Keys:** The softkeys along the bottom of the screen are the command line editing keys built into the HP 48SX. A description of each key follows:

-  **SKIP** Moves the cursor to the beginning of the current word.
-  **SKIP** Moves the cursor to the beginning of the next word.

- ←DEL** Deletes all the characters in the current word to the left of the cursor.
- DEL** Deletes all the characters from the cursor's current position to the first character of the next word.
- INS** Toggles between insert and typeover modes.
- ↑STK** Accesses a version of the "Interactive Stack" in which only the echo functionality is available. (For more information on the Interactive Stack see the *HP 48SX Owner's Manual*.)

**Example:** To search for April 6, 1993, press **→****+** or **→****-**, type 04.061993 and press **ENTER**. The resulting screen displays the April, 1993 calendar with the cursor highlighting the 6th:

Apr 1993						
Su	Mo	Tu	We	Th	Fr	Sa
		6	7	8	9	10
4	5					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
APPTS NOTES PHONE EXPNS HOURS MISC						

To return to the current date, press **→****+** or **→****-**. The search screen appears with the current date on the command line. You can either press **ENTER** to return to the Main Calendar Screen displaying the current date, or type in a new date to start another search.




## Using the Alpha Mode

Entering names, addresses, descriptions, and notes requires the use of the *alpha* entry mode of the calculator. To type a single letter, press **α**. To type in a string of letters, press the **α** key twice. This locks the calculator keyboard into alpha entry mode. The alpha (α) annunciator appears at the top of the screen whenever you are in the alpha entry mode. Alpha mode overrides the functions of the standard keyboard, replacing them with the white capital letter printed to the lower right. (See Chapter 2 of the *HP 48SX Owner's Manual*, "The Keyboard and Display," for a complete description of the alpha entry mode.)




When you are adding a description or name to your database, the Personal Information Manager *automatically* switches into alpha entry mode. For example, the following prompt is displayed during the appointment entry process:




α

{ HOME PIMD }	PRG
Description:	
←SKIP SKIP→ ←DEL DEL→ INS →STR	



At this prompt, you may enter an alphanumeric description of your appointment. The calculator editing softkeys displayed at the bottom of the screen are *inactive* since the calculator is in alpha entry mode. If you make a mistake typing in your description, use the backspace  key to correct errors or press  to unlock the alpha entry mode, and then use the editing softkeys. Remember to re-lock alpha entry mode before typing more data. When your typed description is complete, press .

## Editing a Description

When you edit a description (for example, by pressing the  softkey in the appointments function), the calculator defaults to the editing softkeys and you are not in the alpha entry mode. You may either edit the text with the calculator editing softkeys or *manually* call up the alpha mode to add or change the entry. The backspace  and delete  keys are active in either case.

To clear the data you have just entered on the command line, press . Pressing  when the command line is empty returns you to the main screen of the function in which you are working. Pressing  at the main screen of any function exits the Personal Information Manager application, returning to the calculator stack.

## Lengthy Data Entries

When you are entering several lines of data, press   at the end of each line to insert a “carriage return.” This keeps your data in view on the screen. If you choose not to insert carriage returns, the data string remains on the same line, and an ellipsis (...) appears to the left of the line, indicating that the text has exceeded the width of the screen. The size of any text entry is limited only by the available RAM in your HP 48SX.



## Chapter 2

# Using the PIM

### In This Chapter

- ☐ Appointment Book
- ☐ Notepad
- ☐ Phone Directory
- ☐ Expense Accountant
- ☐ Time Clock
- ☐ Utilities
- ☐ Creating Reports

---

## Appointment Book

Pressing the **APPTS** softkey at the main calendar screen enters the appointment book of the Personal Information Manager. In the Appointment Book, you may enter, delete, and edit appointments. If desired, you may attach alarms to selected appointments, which will go off at a preset lead time before the commitment. Finally, you may create reports documenting your appointments, in a variety of formats.

### Entering Appointments

To set up your schedule for Jan 2, 2001, highlight that date in the calendar screen and press **APPTS**:



```
Appts: Jan 2, 2001
→PRESS ADD

ADD DELETE EDIT ALARM REPT CALN
```

This shows your Appointment Book for Jan 2, 2001. The “PRESS ADD” prompt indicates that you have no appointments for this date. Suppose you have a breakfast meeting scheduled for 07:30. Press the **ADD** softkey (or **ENTER**) to add a new appointment. You must then enter the time of the appointment (07:30 in this example) at the prompt:

{ HOME PIMD }	PRG
Start time HH.MM: (24-hour format)	
7.30	
←SKIP←SKIP→ ←DEL DEL→ INS →STX	

Enter the start time in a 24-hour format as HH.MM, where  $0 \leq HH < 24$  and  $0 \leq MM < 60$  and press **ENTER**. Note that the start time is a required entry for all appointments. You will then be prompted for the appointment end time. For this example, assume that your breakfast meeting will last until 08:15, so type in 8.15 and press **ENTER**. The end time must also be entered in the 24-hour HH.MM format. The end time is optional, however, and may be left blank by simply pressing **ENTER** at the prompt. (It is possible to set the end time to be less than the start time, in case an appointment starts on one day and continues on to the next day). Finally, complete the appointment entry by typing the appointment description at the prompt and pressing **ENTER**. Descriptions may be of any length. Like the end time, the description is optional, and may be left blank by pressing **ENTER** at the prompt without typing anything. If you make a mistake while entering the description, use the **←** key to correct errors, press **⊗** to unlock alpha entry mode and use the editing softkeys, or press **ATN** to clear the command line and re-type your entry. Following the example, the breakfast meeting has been entered at the prompt in the screen below:

{ HOME PIMD }	PRG
Description:	
BREAKFAST MEETING	
←SKIP←SKIP→ ←DEL DEL→ INS →STX	

After pressing **ENTER**, the breakfast meeting is entered into the Appointment Book for Jan 2, 2001:



Appts: Jan 2, 2001	
→07:30-08:15 BREAKFAST MEETING	
ADD DELETE EDIT ALARM REPEAT CALN	



Repeat this procedure to enter other appointments into the Appointment Book. To continue the example, your complete (and rather busy) schedule for Jan 2, 2001 is:

Appts: Jan 2, 2001	
07:30-08:15	BREAKFAST MEETING
08:45-09:05	MEET NEW VENDOR
10:00-11:00	PROJECT REVIEW
11:45-12:45	LUNCH WITH BOSS
13:00-13:50	EXP. DESIGN CLASS
16:00-16:30	GET BIRTHDAY FLOWERS
→18:30-20:00	DINNER @ SPAGOS
ADD DELETE EDIT ALARM REPORT CALN	

Setting Alarms

To set an alarm for your 10:00 project review, use the  and  to select that appointment with arrow and press **ALARM**. When **ALARM** is pressed, you must then select the lead time of the alarm:

Pick lead time:		
NO ALARM	10	1 HR
0	15	2 HR
1	20	1 DY
2	30	2 DY
5	45	1 WK
		EXIT

The choices range from 0 minutes up to 1 week lead time. Selecting any of these will set an alarm at a time preceding the appointment. Selecting “NO ALARM” will delete an alarm attached to an appointment. Pressing **EXIT** or **ATN** will return to the Appointment Book without changing the current alarm setting. Use the cursor keys to move the highlight to the desired lead time (5 minutes in this case) and press **ENTER**. In the Appointment Book screen, appointments with attached alarms are marked by “(AL)” after the start and end times, as shown:

Appts: Jan 2, 2001	
07:30-08:15	BREAKFAST MEETING
08:45-09:05	MEET NEW VENDOR
→10:00-11:00	(AL) PROJECT REVIEW
11:45-12:45	LUNCH WITH BOSS
13:00-13:50	EXP. DESIGN CLASS
16:00-16:30	GET BIRTHDAY FLOWERS
18:30-20:00	DINNER @ SPAGOS
ADD DELETE EDIT ALARM REPORT CALN	

Pressing **DELETE** will delete the appointment selected by the arrow, along with any attached alarm. Editing the start time of an appointment with an attached alarm will automatically reschedule the alarm. To create reports from the Appointment Book, press **REPORT** (see “Creating Reports” later in this chapter for more information). Pressing **CALN**

will exit the Appointment Book and return to the Main Calendar Screen. If appointment markers are activated (see “Utilities” later in this chapter), a small “A” will appear in the calendar screen next to dates on which appointments are scheduled:

Jan 2001						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APPTSNOTESPHONEEXAMS HOURS MISC						

## The Notepad

The Notepad function in the Personal Information Manager allows you to enter and store important notes or to-do lists in your HP 48SX. Pressing the **NOTES** softkey at the main calendar screen enters the Notepad, displaying the following screen:

Notes

→PRESS ADD

MOD | DELETE | EDIT | VIEW | REPT | CALN

The “PRESS ADD” prompt indicates that you have no notes stored in the Notepad. Press the **ADD** softkey or **ENTER** to enter your first note at the prompt. The note may be entered as a single line or you may enter carriage returns by pressing **↵** **□** when the text nears the edge of the display, whichever is desired. In this example, we note an upcoming meeting, along with a reminder of what is needed to prepare for it:

< HOME PIMD > PRG

BUDGET REVIEW NEXT  
FRIDAY WITH TOM  
MAIN. PREPARE SALES  
PROJECTIONS.

←SKIP←←DEL DEL→ INS →→ST→

Pressing **ENTER** places this entry into the Notepad:

Notes  
→BUDGET REVIEW NEXT=FRIDAY WITH...



ADD DELETE EDIT VIEW REPT CALN

Additional notes may be added by repeating this procedure. For example, here is a more realistic Notepad:

```

Notes
→BUDGET REVIEW NEXT=FRIDAY WITH...
GET LUNCH RESERVATIONS=NEXT W...
INTERVIEW NEW SOFTWARE ENGINE...
PREPARE PLAN FOR=SAFETY INSP...
REQUEST MARKETING=PLAN
SEND THANK YOU LETTER=TO STAF...
START EAST COAST=TRIP PREPARAT...
SUBMIT PAPERWORK FOR=INDUSTRY...

```

Notes can consist of any type of data. Since the Notepad is re-sorted after each entry, it is possible to create a dated to-do list (for example, “10/20 Do This” and “10/21 Do That”), a prioritized list of errands to run (for example, “1 Do This” and “2 Do That”), or some combination thereof. Using the  and  cursor keys, you may move the arrow to the desired note, which can then be deleted or edited by pressing **DELETE** or **EDIT**. To view a note in the list that is wider than the screen, select and press **VIEW**:

INTERVIEW NEW SOFTWARE  
ENGINEER NEXT MONDAY.

PRESS [ENTER] TO CONTINUE ...

This displays the entire note on the screen until you press **ENTER**. If the selected note does not exceed screen width, the **VIEW** key is inactive. To create reports from the Notepad, press **REPRT** (see “Creating Reports” later in this chapter for more information). You may return to the Main Calendar Screen by pressing **CALN**, or quit the PIM application by pressing **ATTN**.

# Phone Directory

Pressing the **PHONE** softkey at the Main Calendar Screen enters the Phone Directory of the Personal Information Manager. In the Phone Directory, you may easily retrieve names, phone numbers, addresses, and other information you need. When you enter the Phone Directory for the first time, the “PRESS ADD” prompt indicates that no entries exist in the phone directory. To make your first entry, press **ADD**. At the prompt, type in the name and press **ENTER**:

{ HOME PIMD }

PRG

Name:

MAIN, THOMAS

←SKIP SKIP→ +DEL DEL+ INS ↑STK

Each Phone Directory listing consists of nine fields:

- |   |   |
|---|---|
| <input type="checkbox"/> Name (Last, First)             | <input type="checkbox"/> Company or Affiliation       |
| <input type="checkbox"/> Street Address                 | <input type="checkbox"/> City, State or Province, Zip |
| <input type="checkbox"/> Home Number                    | <input type="checkbox"/> Work Number                  |
| <input type="checkbox"/> Fax Number                     | <input type="checkbox"/> E-Mail Address               |
| <input type="checkbox"/> Miscellaneous (birthday, etc.) |   |

Successive prompts will appear asking for the additional information. The name field is the only required field in the listing. All others may be left blank by pressing **ENTER** at the prompt. If you make a mistake while entering data, use **←**, the editing softkeys, or the **ATN** key to clear the command line and start over. Pressing **ATN** with an empty command line aborts the entry process and returns you to the Phone Directory. After the ninth field (MISC) is entered, the new listing is inserted alphabetically into the Phone Directory and you are returned to the Phone Directory screen. For this example, completing the entry yields:

Phone Directory

→MAIN, THOMAS



ADD DELETE FIND FULL REPRT CALN

Additional names in the Phone Directory may be entered by pressing **ADD** and repeating this procedure:

```

Phone Directory
BEXELL, HOLLIS
CARTER, JIM
EMMONS, ROBERT
→MAIN, THOMAS
NORMAN, GREGORY
RENNERT, JACK
ROSS, BOBBY
WILSON, RODGER
ADD DELETE FIND FULL REPT CALN

```

The selection arrow in the phone directory allows you to work with specific entries. To quickly view the name, e-mail address, home, work, and fax numbers of an entry, use the  and  cursor keys to select the entry with the arrow and press **ENTER**. For example, moving the arrow to the next listing and pressing **ENTER** might yield:

```

NORMAN, GREGORY
R & A ASSOCIATES

H:813-555-6271
W:813-555-9177
F:813-555-0123

PRESS [ENTER] TO RETURN TO LIST ...

```

Press **ENTER** again to return to the Phone Directory. You may delete the selected entry by pressing **DELETE**. To search for an entry, press **FIND**. This allows you to enter a name and perform a case sensitive search. For example, pressing **FIND** displays this screen:

```

PRG
{ HOME PIMD }
Search for:

MAIN
←SKIP←SKIP→←DEL DEL→INS→

```

Searches are performed on the field used to sort the Phone Directory. The default field is "NAME". Changing the sort field is described later in "Utilities." After entering the desired string and pressing **ENTER**, the arrow moves to the first match:

```

Phone Directory
BEXELL, HOLLIS
CARTER, JIM
EMMONS, ROBERT
→MAIN, THOMAS
NORMAN, GREGORY
RENNERT, JACK
ROSS, BOBBY
WILSON, RODGER
ADD DELETE FIND FULL REPT CALN

```

Press **FULL** to examine the complete listing of the selected entry:

```
→NAME: MAIN, THOMAS  
COMP: SPARCOM  
ADDR: 897 NW GRANT AVENUE  
CSZP: CORVALLIS, OR 97330  
HOME: 503 757-0501  
WORK: 503 757-8416  
FAX : 503 753-7821  
MAIL: TMAIN@SPARCOMP.314  
MISC: DEDICATED TEAM PLAYER  
ADD DELETE EDIT LIST REPT CALN
```

Once a full listing is displayed, each field may be selectively cleared or edited. For example, to edit the address of the current entry, use **▼** to move the arrow to the address field (ADDR). Press **EDIT** (or **ENTER**) to edit the entry. After you have completed editing, press **ENTER** to accept the changes. Note that any field may be deleted either by pressing **DELETE** or by editing the field, clearing the command line with **ATN** and pressing **ENTER** to accept the change. You may return to the Phone Directory by pressing **LIST**. Whether in the phone “full” mode or the phone “list” mode, pressing **ADD** adds a new listing and **CALN** returns you to the Main Calendar Screen. To create reports from the Phone Directory, press **REPT** (see “Creating Reports” later in this chapter for more information).

## Tips for Using the Phone Directory

- Names should be entered last name first.
- All entries should be entered in uppercase only. This speeds up data entry and simplifies finding data at a later point.
- Phone numbers should be entered without parentheses, in the form 503-757-8416.
- A commonly used symbol in e-mail addresses is the @ symbol. This special key is obtained on the HP 48SX by pressing **⌘** **→** **ENTER**. For additional definitions of special keys, see Appendix D.

---

## Expense Accountant

The Expense Accountant allows you to record amounts and descriptions of expenses, and then bill the expenses to accounts which you define. For example, starting from the Main Calendar Screen with Jan 2, 2001 highlighted, you can press **EXPENS** to enter the Expense Accountant for this day. If there are no entries, the “PRESS ADD” prompt is displayed. If this is the first time you’ve entered the Expense Accountant, you should first define some accounts.

# Defining Accounts

Press **ACCTS** to view the following screen:

Accounts

PRESS ADD

ADDDELETEEDITREPORTEXIT

The “PRESS ADD” prompt indicates that no accounts have been defined. To make your first entry, press **ADD**. At the prompt, type the name of the account (CONTRACT 1 for this example):

{ HOME PIMD }PRG

Account :

CONTRACT 1

SKIPSKIPDELDEL+INERTK

Pressing **ENTER** places this name into the account list. Additional account names may be added using the same procedure. There is no limit to how many accounts you can have. For example, the following screen displays a list of possible accounts:

Accounts

AIR/RAILAUTO RENTASUB/TAXI

CONTRACT 1CONTRACT 2EQUIPMENT

LAUNDRYLODGINGMEALS

MILEAGE/GRPERSONALPHONE/FAX

PROJECT 1PROJECT 2TOLLS/PARK

ADDDELETEEDITREPORTEXIT

The downward arrow in the upper-left corner of the screen indicates that there are more accounts entered than the 15 displayed on the screen. To change the name of an account, use the cursor keys to highlight the account you want to change and press **EDIT**. This puts the name of the account on the command line for editing. To place the changed account name back into the account list, press **ENTER**. Should you wish to delete an account, use the cursor keys to highlight it and press **DELETE**. This provides a warning message to confirm deletion of the account from the list. Once an account has been deleted, those records listed under the account will appear with an “unknown” account heading.

Once you have defined your accounts, press **EXIT** to return to the Expense Accountant.

## Adding Expenses

To add an expense for the current day, press **ADD**. The “Description” prompt appears, awaiting a description of the expense:

{ HOME PIMD }	PRG
Description:	
DINNER	
←SKIP←SKIP→ ←DEL DEL→ INS ▢ ↑↓STK	

Type in a short description of the expense, or just leave it blank, and press **ENTER**. The next prompt asks for the amount of the expense:

{ HOME PIMD }	PRG
Amount:	
48.32	
←SKIP←SKIP→ ←DEL DEL→ INS ▢ ↑↓STK	

The amount may be entered with an implied or explicit decimal point (for example, fifteen dollars can be entered as either 1500 or 15.00). Type in the amount and press **ENTER**. The next prompt asks you to specify the account under which you wish to file the expense:

▼ Pick account:		
AIR/RAIL	AUTO RENT	BUS/TAXI
CONTRACT 1	CONTRACT 2	EQUIPMENT
LAUNDRY	LODGING	MEALS
MILEAGE/GR	PERSONAL	PHONE/FAX
PROJECT 1	PROJECT 2	TOLLS/PARK
ADD	DELETE	EDIT



Use the cursor keys to highlight the account you want (for this example, “MEALS”), and press **ENTER**. This step completes the process of entering an expense and enters all the information into the Expense Accountant for the current day, as shown:



Expns: Jan 2, 2001  
→DINNER 48.32 MEALS

To add more expenses to the list, press **ADD** and repeat the above procedure. Expenses will be listed alphabetically in the Expense Accountant:

Expns: Jan 2, 2001  
 →257 MILES 64.25 MILEAGE/GAS  
 DINNER 48.32 MEALS  
 EUROPE CALL 25.14 PHONE/FAX  
 HILTON 125.98 LODGING  
 HP 485X 349.95 EQUIPMENT  
 LAWYERS FEE 845.17 PROJECT 2  
 TRADEMARK FEE 1500.00 CONTRAC...  
 ADD DELETE EDIT ACCT REPRT CALN

If you want to delete or edit any item in the expense list, use the  and  keys to select the item and press **EDIT** or **DELETE**. To create reports from the Expense Accountant, press **REPORT** (see “Creating Reports” later in this chapter for more information).

## Time Clock

The Time Clock function of the Personal Information Manager allows you to keep track of time allocated to particular accounts you define. Time may be entered in two modes, real or static. In static entry mode, hours are directly entered and allocated to an account. In real time mode, the Personal Information Manager acts as a stopwatch, keeping track of your billable hours in real-time. Finally, you may create reports which summarize all time billed to any or all accounts.

Pressing **HOURS** at the Main Calendar Screen enters the Time Clock for the day. The Time Clock title (“Hours”) and the date currently highlighted on the calendar appear at the top of the screen. If no entries exist for the day, the “PRESS ADD” prompt appears.

## Static Hourly Entries

To add a static hourly entry, press **ADD**. The “Description” prompt appears on the screen. Type in the description and press **ENTER**. If you don’t want to enter a description, just press **ENTER** at the prompt. The next screen prompts

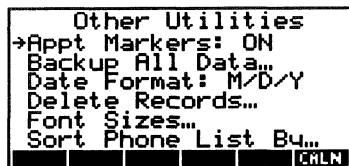
In this example, you are billing 4.5 hours of “Research Time” to the Project 1 account. When the static hourly entry procedure is complete, the entry appears on the Time Clock as shown:




Hours: Jan 2, 2001  
→RESEARCH TIME 4.50 PROJECT 1

ADD DELETE EDIT STOP REPRT CALN


You also have the option of using the Personal Information Manager's Time Clock to record in real-time the hours you spend on various projects or accounts. **The real-time entry always gets recorded at the date of the HP internal clock, independent of the date shown at the top of the screen.** To use this function, press **HOURS** at the Main Calendar Screen. Then press **START**. You will be prompted for a description and an account. After you select the account and press **ENTER**, the Time Clock screen reappears with the **START** softkey changed to **STOP**. This tells you that real-time hourly entry has started. When your work is complete (or the telephone call is over), press **STOP**. Pressing the **STOP** softkey terminates real-time entry. The elapsed time is calculated and the hourly entry is entered into the Time Clock for the current day. Note that the HP 48SX and other Personal Information Manager features are available during a real-time entry. Also, you should let a minimum of 36 seconds (0.01 hours) pass before you stop the real-time entry. Only one real-time entry can be pending at any time. Once again, the real-time hourly entry will always be recorded at the date of the HP 48SX internal clock.

Pressing **OTHER** at the Main Calendar Screen enters the Utility function of the Personal Information Manager:



There are six Utility functions available. To select a Utility, use the  and  keys to move the arrow to select the desired Utility and press .





## Setting Appointment Markers

When Appt Markers is set to ON, appointments are indicated in the Main Calendar Screen by a small “A” next to the day. When Appt Markers is OFF, no appointment indicators are displayed. Pressing  toggles between ON and OFF.

## Backing Up your Data

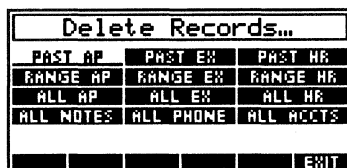
See Appendix C for detailed instructions on how to backup and restore your data.

## Date Format

Executing the Date Format Utility allows you to toggle between the Month/Day/Year and Day/Month/Year date formats. The date format is relevant when searching for a new date (after pressing   or  ), and is utilized in some reports.

## Deleting Records

Information you enter into the Personal Information Manager is stored in calculator memory. When storage space runs low, it may be useful to delete old, obsolete information. To facilitate this, the Delete Records... Utility allows you to easily delete past records. When this utility is selected, the following screen is displayed:





To re-sort the Phone Directory by another field, simply move the highlight to the desired field and press **ENTER**. Sorting may take up to 30 seconds for a database of 100 names. If no Phone Directory data exists, a “Null Data” message will be flashed briefly on the screen, and you will be left at the Utility screen.

**Warning: To successfully sort the Phone Directory, there must be at least as much RAM available in the HP48SX as the size of the Phone Directory.**

Note: Sorting by any field other than name will most likely cause blank lines to appear somewhere in the Phone Directory listing screen. These blank lines represent listings for which the sort key field is blank or empty.

---

## Creating Reports

Every function in the Personal Information Manager (appointments, notes, phone, expenses, and hours) has a reporting feature. The reporting feature compiles itemized lists from the data stored by each function. Reports may be sent to the HP 48SX screen or a file, an IR printer, a personal computer, or another HP 48SX.

The basic procedure for generating a report is as follows:

1. Select the desired function and press the **REPORT** softkey.
2. Choose the range of data to be included in the report.
3. Select the output device for the report.
4. The report is then compiled and sent to the desired output device.

### Appointment Book Reports

Here is a demonstration of the report function in the Appointment Book for Jan 2, 2001. Press **APPTS** at the calendar screen. The Appointment Book for the day you selected appears:

Appts: Jan 2, 2001	
→07:30-08:15	BREAKFAST MEETING
08:45-09:05	MEET NEW VENDOR
10:00-11:00	(AL) PROJECT REVIEW
11:45-12:45	LUNCH WITH BOSS
13:00-13:50	EXP. DESIGN CLASS
16:00-16:30	GET BIRTHDAY FLOWERS
18:30-20:00	DINNER @ SPAGOS
ADD DELETE EDIT ALARM REPT CLM	

Press the **REPT** softkey:

Pick period:		
DAY	WEEK	MONTH
RANGE	ALL	
EXIT		

You must select the period for which the report is to be generated. You may select a report for the current DAY, WEEK (beginning at the current day), or MONTH, or you may define a RANGE of dates or select ALL. Use the cursor keys to highlight the desired period and press **ENTER**.

You must now specify the destination for your report from the choices: SCREEN, IR PRINTER, 48SX FILE, WIRE KERMIT, and IR KERMIT. To make a selection, move the highlight to the desired destination with the cursor keys and press **ENTER**. Pressing **ATN** or **EXIT** will exit the report subroutine and return to the Appointment Book:

Send report to:		
SCREEN	IR PRINTER	48SX FILE
WIRE KERMIT	IR KERMIT	
EXIT		

## Sending Reports to the Screen

When you select SCREEN, the report will be displayed on the screen as a scrollable list (use the **▼** and **▲** cursor keys). For this example, highlight SCREEN and press **ENTER**. The following is displayed:

→Appts	
Jan 2, 2001	
07:30-08:15	BREAKFAS...
08:45-09:05	MEET NEW...
10:00-11:00	(AL) PRO...
11:45-12:45	LUNCH WI...
PRINT	VIEW FIND EXIT

The **PRINT** function sends a complete listing of the report to an IR printer. The **VIEW** and **FIND** softkeys allow you to display text too wide for the display or search for a particular entry. The **EXIT** key returns you to the Appointment Book.

## **Sending Reports to an IR Printer**

Selecting IR PRINTER, either directly or from within the SCREEN display, will display a waiting message. When you have readied the printer, press **ENTER** to send the report to the printer or **ATN** to cancel the report.

## **Sending Reports to a File**

Selecting 48SX FILE will store the report in a variable in the Personal Information Manager data sub-directory PIMD, located in the HOME directory of your calculator. For reports generated in the Appointment Book, the variable name will be AP.R. See Appendix B for a more detailed description of variable structures in the Personal Information Manager.

## **Sending Reports to a Personal Computer**

Selecting WIRE KERMIT will display a waiting message. When you have readied the receiving device's KERMIT protocol, press **ENTER** to send the report to the receiver or **ATN** to cancel the report.

## **Sending Reports to another HP 48SX**

Selecting IR KERMIT will display a waiting message. When you have readied the receiving HP 48SX, press **ENTER** to send the report via the IR port or **ATN** to cancel the report.

## **Notepad Reports**

Making reports from the Notepad is identical to making reports from the Appointments Book, with one exception: After selecting **NOTES** and pressing **REPORT**, you must pick *all* the notes or only *one* note at a time.

## Phone Directory Reports

To generate a Phone Directory report, you must sort your Phone Directory by the name field and then enter the range of names you wish to include in the report. Selection of names is made in the following manner. For example, if you want a report of the phone numbers for last names beginning with A to N, type A and press the **ENTER** key:

PRG	
{ HOME PIMD }	
First letter of range, or [ENTER] for start:	
A	
←SKIP←SKIP→→DEL DEL→INS →↑↓TE	

The next screen asks for the “Final letter of range...” Type N and press **ENTER**. Before your Phone Directory report appears on the screen, a final message asks you if you want to include null (empty) fields in your report:

Include null fields?	
YES	NO

Press **YES** or **NO** to compile the desired report.

## Expense Account Reports and Time Clock Reports

The same procedure for generating Expense Accountant reports is used to generate Time Clock reports. Press **EXPNS** (or **HOURS**) at the Main Calendar Screen, then press **REPORT**. The following screen is displayed:

✓ Pick account or ALL		
ALL	AIR/RAIL	AUTO RENTN
BUS/TAXI	CONTRACT 1	CONTRACT 2
EQUIPMENT	LAUNDRY	LODGING
MEALS	MILEAGE/GR	PERSONAL
PHONE/FAX	PROJECT 1	PROJECT 2
		EXIT

You have the choice of generating a report for *all* or *one* account. Press **ENTER** to choose all accounts or move the highlight to a single account and press **ENTER**. The next screen asks you to select the time period for the report. After



you have picked a time period for your expense report, press **ENTER**. A sample expense report is shown below:

```
Expns
CONTRACT 1:
01/02 TRADEM 1500.00
      Total 1500.00
CONTRACT 2:
01/01 TAX 45.21
      Total 45.21
EQUIPMENT:
01/02 HP 48SX 349.95
      Total 349.95
LODGING:
01/02 HILTON 125.98
      Total 125.98
MEALS:
01/01 BRUNCH 54.78
01/02 DINNER 48.32
      Total 103.10
MILEAGE/GAS:
01/02 257 MILE 64.25
01/03 GAS 34.58
      Total 98.83
PERSONAL:
12/31 PARTY 89.95
      Total 89.95
PHONE/FAX:
01/02 EUROPE 25.14
      Total 25.14
PROJECT 2:
01/02 LAWYERS 845.17
      Total 845.17
GRAND TOTAL 3183.33
```



## Appendix A

# Warranty and Service

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## Pocket Professional Support

You can get answers to your questions about using your Pocket Professional from Sparcom. If you don't find the information in this manual or the HP 48SX *Owner's Manual*, contact us in writing, at 897 N.W. Grant, Corvallis, OR 97330, U.S.A., or by calling us at 503-757-0501 between 8:00 AM and 5:00 PM Pacific Standard time.

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## Limited One-Year Warranty

### What Is Covered

The Pocket Professional is warranted by Sparcom Corporation against defects in material and workmanship for one year from the date of original purchase. If you sell your card or give it as a gift, the warranty is automatically transferred to the new owner and remains in effect for the original one-year period. During the warranty period, we will repair or replace (at no charge) a product that proves to be defective, provided you return the product and proof of purchase, shipping prepaid, to Sparcom.

### What Is Not Covered

This warranty does not apply if the product has been damaged by accident or misuse or as the result of service or modification by Sparcom or its authorized representatives.

No other warranty is given. ANY OTHER IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS LIMITED TO THE ONE-YEAR DURATION OF THIS WRITTEN WARRANTY. IN NO EVENT SHALL SPARCOM CORPORATION BE LIABLE FOR CONSEQUENTIAL DAMAGES.

Products are sold on the basis of specifications applicable at the time of manufacture. Sparcom shall have no obligation to modify or update products, once sold.

---

## If the Card Requires Service

Sparcom will repair a card, or replace it with the same model or one of equal or better functionality, whether it is under warranty or not. There is a service charge for service after the warranty period. Cards are usually serviced and reshipped within five working days.

Send the card to Sparcom Corporation, 897 N.W. Grant, Corvallis, OR 97330, U.S.A.

## Service Charge

Contact Sparcom for the standard out-of-warranty repair charges. This charge is subject to the customers local sales or value-added tax wherever applicable. Cards damaged by accident or misuse are not covered by the fixed charges. These charges are individually determined based on time and material.

## Shipping Instructions

If your card requires service, ship it to Sparcom.

- Include your return address and a description of the problem.
- Include proof of purchase date if the warranty has not expired.
- Include a purchase order, along with a check, or credit card number and expiration date (VISA or MasterCard) to cover the standard repair charge.
- Ship your card postage prepaid in adequate protective packaging to prevent damage. Shipping damage is not covered by the warranty, so we recommend that you insure the shipment and use extreme care in shipping the product.

---

## Environmental Limits

The reliability of the Pocket Professional depends upon the following temperature and humidity limits:

- Operating temperature: 0 to 45 °C (32 to 113 °F).
- Storage temperature: -20 to 60 °C (-4 to 140 °F).
- Operating and storage humidity: 90% relative humidity at 40 °C (104 °F) maximum.

## Appendix B

# Data Transfer between PC and HP 48SX

Entering or editing data for the Notepad and Phone Directory functions is easier when using a Personal Computer (PC). This appendix will describe how to send an HP 48SX variable to your PC as a file, edit the file, and then transfer that edited file back to the HP 48SX as a variable. Before proceeding, you will need to have the following items for the transfer to be successful:

- HP 48SX
- A 4 pin to 9 pin serial cable to connect the calculator to the PC (Use Sparcom SP80010 or Hewlett-Packard 82208AW).
- Kermit Software
- A Personal Computer with an RS-232 (COM) port.
- DOS 2.0 or higher.
- Word processing software.

## PIM File Structure

The Personal Information Manager uses two types of variables to store information. Database variables store the actual information you enter when using the Personal Information Manager. Report variables store the compiled listings of information created (when **REPORT** is pressed) from database variables. For example, to modify the Phone Directory database in the Personal Information Manager using a PC, you must transfer the appropriate database variable from the HP48SX to the PC (in this case, the variable PH.D), edit it, and transfer it back. This will change your database in the Personal Information Manager. However, if you wish to transfer an expense report to your PC, you must transfer the variable EX.R. In this case, editing the report will not change the Personal Information Manager database. The chart below gives the names that are assigned by the Personal Information Manager to database and report variables within each function:

	<b>Personal Information Manager Variable Names</b>				
PIM Variable	Appointments	Notes	Phone	Expenses	Hours
Database	APYYYYMMDD	NO.D	PH.D	EXYYYYMMDD	HRYYYYMMDD
Reports	AP.R	NO.R	PH.R	EX.R	HR.R

The above chart shows that all report variables end with a .R extension. Database variables created in the Notepad and Phone Directory end in the .D extension. The names for database variables in the Appointment Book, Expense Accountant, and Time Clock are tagged by the calendar date at the time they are created. For example, AP19900118 is the variable name for appointments on January 18, 1990. (These files can be edited through a KERMIT transfer only when the variable name is changed to an acceptable DOS format.)

Before transferring or editing a Personal Information Manager variable, it is recommended that you copy the variable contents to a new variable, or backup your data. This precaution will allow you to recall your data should there be any difficulty with file transfer or with your editing changes.

### Variable (File) Structures.

The variable structures for PH.D and NO.D are listed below. If you edit these files on a PC and attempt to transfer them back to the HP 48SX, the syntax *must* conform to the structure shown below in order to be readable by the Personal Information Manager.

PH.D and NO.D must have the header: “%%HP:T(1)A(D)F(.);” at the start of the file.

### Format of the Phone Directory file

General Format for PH.D	Example PH.D
%%HP:T(1)A(D)F(.); { "Name Field" "Company Field" "Address Field" "City State Zip Field" "Home Phone Field" "Work Phone Field" "Fax Field" "E-Mail Field" "Miscellaneous Field"} { repeat list structure for each entry }}	%%HP:T(1)A(D)F(.); { "Main, Thomas" "Sparcom" "897 NW Grant Ave." "Corvallis, OR 97330" "503-757-8416" "503-757-0501" "503-753-7821" "Main@Sparc@4381.Rpt" "Just Made V.P." { repeat list structure for each entry }}

### Format of the Notepad file

General Format for NO.D	Example NO.D
%%HP:T(1)A(D)F(.); { "Note one"  "Note two" }	%%HP:T(1)A(D)F(.); { "BUDGET REVIEW ON FRIDAY WITH TOM MAIN. PREPARE SALES PROJECTIONS." "INTERVIEW NEW SOFTWARE ENGR." }

### Transferring Files from your HP 48SX

The following procedure uses the PC as a server when transferring files. Other modes can be used for transferring programs (see Chapter 33 in the *HP 48SX Owner's Manual* for more information). We recommend that files transferred *from* your HP 48SX to your PC be in ASCII format so they may be read by your word processor. Files transferred *from* the PC to the HP 48SX must be in ASCII format, if they are to be readable by the Personal Information Manager.

**Step 1. (HP 48SX)** Open the directory where the Personal Information Manager variables are stored. To do this, type **[F2]** **[C]**, then **[VAR]**, and then press the **[PMD]** softkey to enter the data directory.

**Step 2. (HP 48SX)** Make a copy of the variable name you want to edit (See Chapter 6 of the HP 48SX *Owner's Manual* for instructions). For example, copy PH.D to PH.D1.

**Step 3. (HP 48SX)** Set the I/O parameters on the HP 48SX to match your computer. An example is shown below:

A. Press **[F2]** **[V0]** and then **[SETUP]** to enter the setup directory screen. Set the baud rate for your RS-232 port by pressing **[BAUD]**. (The default value for the HP 48SX is 9600.)

```

      I/O setup menu
IR/wire:      wire
ASCII/binary: ASCII
baud:        9600
parity:      none 0
checksum type: 3
translate code:1
IR/WI ASCII BAUD PARIT CKSM TRAN
```

B. Press **[F2]** **[PRG]** and the following screen will appear. At this point your HP 48SX will follow the instructions of the PC.

```

Awaiting Server Cmd.
```

**Step 4. (PC)** Execute KERMIT.

**Step 5. (PC)** Check KERMIT parameters to verify that the baud rate and COM port setting of the PC matches the HP 48SX. To do this, type "STATUS" at the KERMIT prompt:

Kermit-MS>STATUS

A screen similar to that shown below should appear on your monitor:



```

Baud rate is 9600
Communications port: COM1
Parity: none
Local echo: off
Flow control: xon/xoff
Handshake used: none
Path: C:\KERMIT
File destination: Disk
Warning (filename change): on
Discard incomplete file
EOF mode: NoCtrl-Z
Ring bell after transfer
Logging: off
Timer: on
Debug: off
Escape character: ^]
Display (vs Remote): Regular, 7-bit
Term wrap-lines: off
Term cursor-style: underline
Term screen-background: normal
Term direction: left-to-right
Term key-click: off
Term graphics: auto-sensing
.....T1.....T2.....T3.....T4.....T5.....T6.....T7.....
Kermit-MS>status

Terminal emulation: UT102
Mode line: on
Send Delay: 0 sec, Pause: 0 ms
Send timeout (seconds): 0
Send start-of-packet char: ^A
Send packet size: 1000
# of send padding chars: 0
Send control char prefix: #
Receive timeout (seconds): 13
Receive start-of-packet char: ^A
Receive packet size: 94
# of receive padding chars: 0
Receive control char prefix: #
End-of-Line char S: ^M R: ^M
Retry send/receive packet limit: 5
Block check used: 1-character-checksum
Dump screen: KERMIT.SCN
Term margin-bell: off
Term newline: off
Term character-set: US-ascii
Term color foreground:37 background:40
Term rollback: off

```

If baud or port parameters need changing, type the following commands after the KERMIT prompt.

```

Kermit-MS> SET BAUD 9600
Kermit-MS> SET PORT 1

```

Check status again to confirm changes.

**Step 6. (PC)** Direct KERMIT to “get” the file from the HP 48SX.

```

Kermit-MS>GET PH.D (or NO.D)

```

**Note: The case of the filename entered into KERMIT must match the case of the variable in the HP48SX.**

**Step 7. (PC)** Successful transfer will result in a screen similar to the one shown below:

```
Kermit-MS: 2.32/A 21 Jan 1989

File name: PH.D
KBytes transferred: 0

Receiving: Completed

Number of packets: 5
Packet length: 4
Number of retries: 0
Last error:
Last message:

Kermit-MS>
```

**Step 8. (PC)** To make the HP 48SX exit the server mode and to quit KERMIT on the PC, type "BYE":



Kermit-MS> BYE

**Step 9. (HP 48SX)** Purge variable PH.D or NO.D (See chapter 6 in the HP 48SX's *Owners' Manual* for more information).

**Editing:** If you edit PIM files on a word processor and transfer them back to the HP48SX, the resulting file *must* conform to the structure outlined earlier.

## Transferring to the HP 48SX

**Step 1. (PC)** Execute KERMIT program.

**Step 2. (HP 48SX)** Set up I/O parameters on HP 48SX. Then press   to enter server mode.

**Step 3. (PC)** Type at the KERMIT prompt:

Kermit-MS> SEND PH.D (or NO.D)

**Step 4. (PC)** Type at the KERMIT prompt:

Kermit-MS> BYE

You are now ready to use your modified data files. If you have any trouble, replace the data files with the backups you made earlier in the process.

## Appendix C

# Backing Up and Restoring the PIM Data Directory

This appendix will discuss how to successfully backup and restore the entire Personal Information Manager data sub-directory onto a Personal Computer (PC). If you are unfamiliar with directory operations, it is recommended that you review Chapter 7, "Directories," in the *HP 48SX Owner's Manual*. To backup your PIM sub-directory, you should use the Backup All Data... Utility (see "Utilities" in Chapter 2) in the Personal Information Manager. Restoring your PIM data sub-directory will also be discussed.

### Backing up your PIM Directory

**Step 1. (PIM)** Select the Backup All Data... Utility in the **OTHER** function. A waiting screen appears.

**Step 2. (PC)** Prepare your PC to receive a binary KERMIT transmission. For more information on transferring data to and from your PC, see Appendix B or the *HP 48SX Owner's Manual*.

**Step 3. (HP 48SX)** Press **ENTER** to begin the transfer. You can cancel it at any time by pressing **ATN**. No data files will be damaged if you cancel the transfer.

**Step 4.** After the transfer completes, exit KERMIT on your PC. The backup file on your PC is named "PIMD".

### Restoring the PIM Directory



**Step 1. (HP 48SX)** Move to the HOME directory on your calculator by pressing **⏮** **'** and then **VAR**.

**Step 2. (HP 48SX)** If you are replacing an existing PIMD directory, you must first purge it by typing **' PIMD ENTER ⏮ VAR NXT NXT PGDIR**.

**Step 3. (HP 48SX)** Prepare your HP 48SX I/O parameters for a binary file transfer by using the **⏮ PRG SETUP** menu.

**Step 4. (PC)** Prepare your PC to send a file with binary KERMIT. Then send the PIMD backup file:

KERMIT-MS>SEND PIMD

Make sure that your HP 48SX is in server mode. (Enter server mode by typing   ).

**Step 5. (PC)** After the transfer completes, type at the KERMIT prompt:

**KERMIT-MS>BYE**
























This will exit server mode on your HP 48SX and quit KERMIT on your PC. You are now ready to use the new PIMD data directory.

## Appendix D






# Summary of PIM Functions

The actions taken when you press various calculator keys and softkeys in the Personal Information Manager are described below:

### Main Calendar Screen Keys

   	Move between days and weeks.
 	Moves to first week.
 	Moves to last week.
 	Moves to end of current week (Saturday).
 	Moves to beginning of current week.
	Moves to next month.
	Moves to preceding month.
 	Moves to next year.
 	Moves to preceding year.
  or  	Initiates date search.
	Exits the Personal Information Manager.

### Command Line Editing Keys

 <b>SKIP</b>	Moves the cursor to the beginning of the current word.
 <b>SKIP</b>	Moves the cursor to the beginning of the next word.
 <b>DEL</b>	Deletes all the characters in the current word to the left of the cursor.
 <b>DEL</b>	Deletes all the characters from the cursor's current position to the first character of the next word.
<b>INS</b>	Toggles between insert and typeover modes.
 <b>STK</b>	Accesses a version of the "Interactive Stack" in which only the echo functionality is available. For more information on the Interactive Stack see the HP 48SX <i>Owner's Manual</i> .

  Move the cursor character by character.

  Locks alpha entry mode.

## Appointment Book Keys

**APPTS** Enters the Appointment Book function from the Main Calendar Screen.

**ADD** Adds a new appointment.

**DELETE** Deletes the appointment selected by the arrow.

**EDIT** Allows you to edit the appointment selected by the arrow.


**ALRM** Allows you to attach, modify, or delete an alarm to or from the appointment selected by the arrow.

**REPRT** Enters report mode.

**CALN** Returns to the Main Calendar Screen.

**ENTER** Allows you to enter an appointment if none currently exist for the day or edit an existing appointment.

  Move the selection arrow up and down.

 Initiates a case sensitive search.

## Notepad Keys

**NOTES** Enters the Notepad Function from the Main Calendar Screen.

**ADD** Adds a new note.

**DELETE** Deletes the note selected by the arrow.

**EDIT** Allows you to edit the note selected by the arrow.

**VIEW**

Allows you view an entire note if it is wider than the screen. An ellipses (...) to the right of the text indicates additional text is available to be viewed.

**REPRT**

Enters report mode.

**CALN**

Returns to the Main Calendar Screen.

**ENTER**

Allows you to enter a note if none currently exist or edit an existing note.

**▼ ▲**

Move the selection arrow up and down.

**⌘**

Initiates a case sensitive search.

## Phone Directory Keys

**PHONE**

Enters the Phone Directory from the Main Calendar Screen:

**ADD**

Adds a new listing.

**DELETE**

Deletes the listing selected by the arrow.

**EDIT**

Allows you to edit the listing selected by the arrow.

**FULL**

Allows you to view and/or edit all nine data fields for the listing selected by the arrow.

**LIST**

Returns you to the Phone Directory listing screen from the full listing mode.

**REPRT**

Enters report mode.

**CALN**

Returns to the Main Calendar Screen.

**ENTER**

Quickly displays the name, company, e-mail address, home, work and fax numbers for the listing selected by the arrow.

**▼ ▲**

Move the selection arrow up and down.

**⌘**

Initiates a case sensitive search.

## Expense Accountant Keys

**EXPNS** Enters the Expense Accountant from the Main Calendar Screen.

**ADD** Adds a new expense.


**DELETE** Deletes the expense selected by the arrow.

**EDIT** Allows you to edit the expense selected by the arrow.

**REPRT** Enters report mode.

**CALN** Returns to the Main Calendar Screen.

  Move the selection arrow up and down.

 Initiates a case sensitive search.

## Accounts Listing Keys

**ACCTS** Displays the current list of accounts for the Expense Accountant and Time Clock, and allows you add, edit, and delete accounts.

**ADD** Adds a new account.

**DELETE** Deletes the account selected by the arrow.

**EDIT** Allows you to edit the account selected by the arrow.

**REPRT** Enters report mode.

**CALN** Returns to the Main Calendar Screen.

## Time Clock Keys

**HOURS** Enters the Time Clock from the Main Calendar Screen.

**ADD** Adds a new static hours entry.



**DELETE**

Deletes the hourly entry selected by the arrow.

**EDIT**

Allows you to edit the hourly entry selected by the arrow.

**REPRT**

Enters report mode.

**CALN**

Returns to the Main Calendar Screen

**ACCTS**

Displays the current list of accounts for expenses and hours, and allows you add, edit, and delete accounts.

**START**

Starts real-time billing in the Time Clock function.

**STOP**

Stops real-time billing in the Time Clock function, and creates a static hourly entry from the real-time data.



Initiates a case sensitive search.

## Utilities Keys

**OTHER**

Enters the Utilities from the Main Calendar Screen.

**Appt Markers**

Puts an "A" by days which have scheduled appointments.

**Backup All Data...**

Allows you to backup your entire PIM data sub-directory in binary format on a Personal Computer (See Appendix C).

**Date Format**

Allows you to select between Month/Day/Year and Day/Month/Year modes of date entry and reporting.

**Delete Records...**

Allows you to delete past records.

**Font Sizes...**

Allows you to change the display font sizes used in each function of the Personal Information Manager.

**Sort Phone List By..**

Allows you to change the field by which the Phone Directory is to be sorted.

## Report Destinations

<b>SCREEN</b>	Allows you to display reports on the HP 48SX screen. Screen reports may be subsequently sent to an IR printer.
<b>IR PRINTER</b>	Allows you to print reports on an IR printer.
<b>48SX FILE</b>	Allows you to send reports to an HP 48SX variable.
<b>WIRE KERMIT</b>	Allows you to send reports to a PC using KERMIT.
<b>IR KERMIT</b>	Allows you to send reports to another HP 48SX via the IR port.

## Extended Character Set

The following table lists the keystrokes necessary to enter special characters into the HP 48SX:

		A	a			A	$\alpha$
		B	b			B	$\beta$
		C	c			C	$\Delta$
		D	d			D	$\delta$
		E	e			E	$\epsilon$
		F	f			F	$\theta$
		MTH	g			MTH	$\gamma$
		PRG	h			PRG	$\eta$
		CST	i			CST	$\infty$
		VAR	j			VAR	
			k				$\uparrow$
		NXT	l			NXT	$\lambda$
		'	m			'	
		STO	n			STO	$\mu$
		EVAL	o			EVAL	$\Omega$
			p				$\leftarrow$
			q				$\downarrow$
			r				$\rho$
		SIN	s			SIN	$\sigma$
		COS	t			COS	$\tau$
		TAN	u			TAN	%
		$\sqrt{x}$	v			$\sqrt{x}$	$\sim$
		$y^x$	w			$y^x$	$\omega$
		$1/x$	x			$1/x$	$\bar{x}$
		$\pm/-$	y			$\pm/-$	$\pm$
		EEX	z			EEX	$\pi$
		DEL	!			DEL	i
			?				$\dot{\iota}$
		4	\$			4	$\phi$
		5	£			5	¥
		6	¤			6	°
		1	=			1	$\neq$
		2	<			2	>
		3	$\leq$			3	$\geq$
		ENTER	&			ENTER	@

NOTE: For accented characters, see Chapter 2 of the HP 48SX Owner's Manual.



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