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INTRODUCTION

Congratulations on purchasing the English-Polish Integrated Digital Language System Partner® EP586HT. This product is the result of combined efforts of Ectaco's staff of linguists, engineers, and programmers, representing the sixth generation of the highest performance integrated educational tools. You are now the owner of the most advanced electronic device ever produced for foreign language studies.

The integrated Digital Language System Partner® EP586HT features:

- ❖ *Main vocabulary of over 1,000,000 words, including idioms, medical, technical, legal, business terms, as well as slang and general expressions*
- ❖ *Advanced English speech reproduction*
- ❖ *2Mb English/Polish organizer, equipped with search function: two Telephone Directories, Appointment Schedule, Memo, Anniversary List, Shorthand, and Drawing Board*
- ❖ *Fully automated sentence translation*
- ❖ *Interactive Accent correction function based on unique Speech Recognition technology*
- ❖ *New words recording function for dictionary expansion*
- ❖ *Reference dictionary of common terms*
- ❖ *Personal word lists for easy learning*
- ❖ *Comprehensive TOEFL guide with sample tests and instant evaluation*
- ❖ *English Grammar electronic textbook with topic search*
- ❖ *Instant reverse translation*

- ❖ *Award winning Vector Ultima™ bilingual spell-checking system*
- ❖ *Most popular American idioms*
- ❖ *Advanced word recognition system*
- ❖ *English irregular verbs*
- ❖ *Over 1,200 topical dialogs*
- ❖ *High-speed data exchange and synchronization with PC*
- ❖ *Built-in Fax and E-mail*
- ❖ *Game center featuring 4 fascinating games*
- ❖ *Graphic, engineering, and financial calculator*
- ❖ *Account manager*
- ❖ *Digital voice recorder*
- ❖ *Mathematical formulas*
- ❖ *Electronic book with PC update*
- ❖ *US citizenship exam*
- ❖ *Comprehensive reference section featuring Travel Guide, Size Equivalents, and English Names List*
- ❖ *Horoscope*
- ❖ *Currency exchange*
- ❖ *Metric conversion*
- ❖ *Local and World time with map illustration*
- ❖ *Calendar*
- ❖ *Alarm*
- ❖ *External power jack for non-battery operation*

The latest speech technology employed by Partner® allows you to listen to a clear, life-like pronunciation of English words and phrases.

Unlike other portable electronic dictionaries, the Partner® features a break-through combination of two parallel input devices: a well-designed 63-button keyboard and a high-resolution touch-sensitive display, which makes it functionally analogous to a mouse-equipped computer.

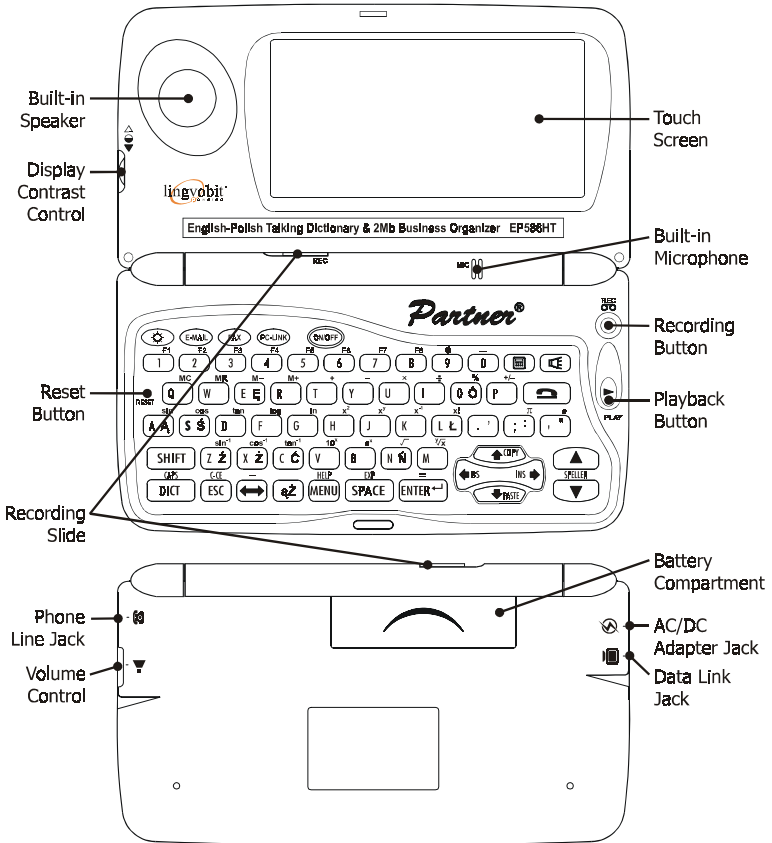
- ◆ **Note:** As continuous efforts are made by the manufacturer to ensure a better quality and performance of the Partner® products, some characteristics or the design of the actual device you purchased may slightly differ from their description in this manual.

The Partner® EP586HT Integrated Digital Language System gives you freedom of speech and peace of mind. Enjoy your Partner® and make it your personal companion.

- ◆ **Note:** The Partner® EP586HT has been tested for Y2K compliance. The range of correctly calculated dates is January 1, 1900 through December 31, 2099.

General View

General view and external appliances of the Partner® EP586HT are shown below.



Power Supply

The Partner® is powered by two (2) AAA batteries. When the batteries become weak, a warning message will be displayed.



In order to prevent an excessive discharge of batteries and resulting loss of data in RAM, the voice recording, the

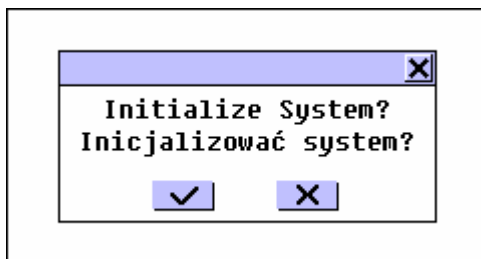
talking function, and communication channels will be disabled. To restore full functionality of the device and to avoid risk of user's data loss, replace the complete set of batteries as soon as possible. Do not mix old and new batteries.

- Press the ON/OFF key to turn the unit off.
 - Remove the battery compartment cover by sliding it away from the unit.
 - Remove the used batteries and replace them with new ones.
 - Make sure to place the batteries according to the polarity markings (+ -) inside the compartment.
 - Put back the battery compartment cover by sliding it toward the translator. Make sure the cover sits in place properly.
- ◆ **Note:** You have 2 minutes to replace the batteries without risk of losing data stored in RAM. **Do not exceed the 2 minutes limit!** Neither the manufacturer nor the dealer may be held responsible for loss of user's data. Refer to page 177 for instructions if an initialization message appears on the screen after replacing the batteries.
- ◆ **Note:** Don't remove old batteries from the unit unless you've prepared a new set of batteries.
- ◆ **Note:** Never try to remove batteries from the translator when the power is on. This can seriously damage the device. If you experience difficulty turning the unit off, press the RESET button on the left-hand side of the keyboard (next to the Q key) and reinstall the system. See page 177 for additional information.
- ◆ **Note:** The Partner® is equipped with a jack for external power supply. Contact your dealer to order the compatible AC/DC adapter or call +1 (800) 710-7920 within the continental US or (48) 22-844-1664 in Poland.
- ◆ **Note:** Use of an inappropriate external power supply may cause failure of the unit and void the warranty.

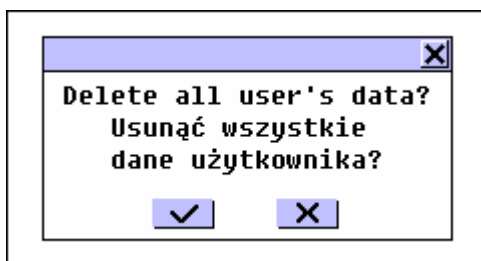
- ◆ **Note:** Electronic communication consumes considerable amount of energy. Try to always use an external power supply while sending electronic messages.



Initialization

When you turn the Partner® on for the first time or after the system has been reset by pressing the RESET button or removing the batteries for longer than 2 minutes, the initialization routine is started. Depending on the state of the system recovery resources either the prompt *Initialize System?* or the message *System is Initialized* may appear (see below). In the former case, press ESC or touch the , or  button to abort initialization and preserve user's data and customization.

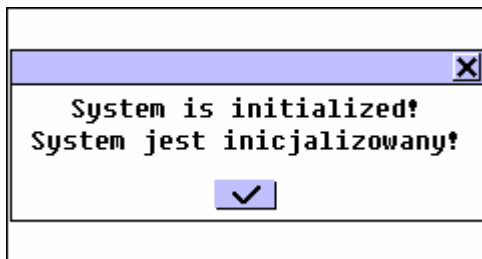


- ◆ **Note:** If you confirm the prompt, you can still prevent initialization by canceling the ensuing prompt *Delete all user's data?*



Press ESC or touch the , or  button to preserve user's data.

- ◆ **Note:** You should always keep written copies of your important information.



The latter message signals that a system initialization has been accomplished, resulting in freeing memory (all user's data is lost) and restoring the factory defined settings.

Also, user may be prompted to conduct the touch-screen calibration, which accounts for a proper spacing and alignment of touch-sensitive screen elements. Please refer to page 317 for the procedure description.

Another consideration upon the first use or a completed system initialization is that the interface language will be reset to English. Users that prefer to see menus and messages in Polish are referred to page 314 for instructions.





Keyboard

The American standard QWERTY keyboard combined with the additional Polish letters (Ą, Ć, Ę, Ł, Ń, Ó, Ś, Ź, Ż) layout allows you to enter any word just in seconds.

To use the additional layout of the keyboard, use the special key **ąż**.

The function and control keys are described below.

Function shortcut keys¹

ON/OFF	Turn Unit On or Off
DICT	Open Main Dictionary
E-MAIL	Send or Receive E-mail
FAX	Send Fax
PC-LINK	Start PC Communication
	Show Calculator
	Open Personal Telephone Directory
REC	Record Voice Memo
PLAY	Play Back Voice Memo
SHIFT+HELP	Open Brief of Functions
SPELLER (SHIFT+ ▾ or ▲)	Launch Spelling Checker in Main Dictionary
	Use Speech Function
	Back-Light Screen

Control and editing keys

←→	Move Cursor or Highlight
↓ ↑	Move Cursor or Highlight / Scroll Lines
◆	Page by Screen / Switch Main Menu Tab
MENU	Show Main Menu / Switch Tab

¹ The notation Key1+Key2 here and following means a combination of keys: at first it is necessary to press and release Key1, and then Key2.

ENTER	Execute / Start a New Line while Editing
SPACE	Enter Space
ESC	Close Active Window / Cancel
SHIFT	Type in Uppercase
SHIFT+CAPS	Enable SHIFT Lock
SHIFT+COPY	Copy Selection / All text to Clipboard
SHIFT+PASTE	Insert Clipboard Contents
SHIFT+ESC	Clear Input
BS	Delete Character to the Left from Cursor
SHIFT+←	Move Cursor Left
SHIFT+INS	Toggle Insert / Overwrite
SHIFT+ F1-F8	Use Toolbar Button (top to bottom)
↔	Switch Translation Direction in Main Dictionary
ąŻ	Type accented letter (ĄĆĘŁŃÓŚŻŻ) ¹

- ◆ **Note:** As opposed to using a PC keyboard, the function keys are not to be kept in the pressed condition – it is enough to press them once.

E.g., to enter symbol Ś you should:

- Press and release the ąŻ key (additional layout)
- Press and release the SHIFT key
- Press and release S key.

¹ After pressing the key ąŻ press the required key with the accent symbol (if necessary, also press the SHIFT key for input of the uppercase letters). After input of the letter, the basic layout of the keyboard is automatically set.

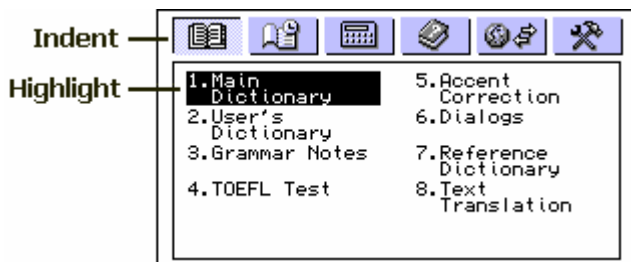
Computational symbols and operations are available with the options of the CALCULATION menu.

Display

The Partner® features a large-size back-lightable touch screen that provides a responsive and efficient windows-driven graphical interface for the dictionary's numerous functions and applications.

Touch-screen elements


By touching a screen item of a certain type – a push button or **highlightable** (or pre-highlighted) text – you perform an action associated with it. An active (or unavailable) button appears **indented**.



The keyboard equivalent of touching a highlightable item is moving the **highlight bar** to it with the arrow keys *and* pressing ENTER.

Both the touch screen and the keyboard procedures of activating an option or a command are referred to as **selecting** in this manual.

Stylus

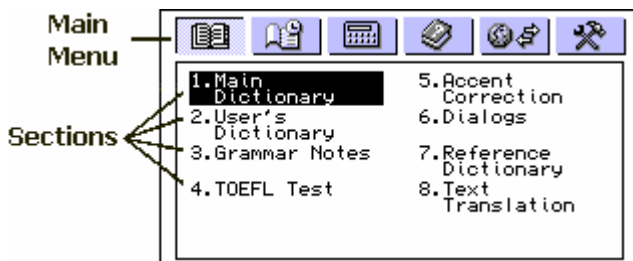
The **touching** is preferably done with the supplied pointing device called **stylus**, which, when not in use, can be conveniently kept in a special slot at base of the dictionary's case lid. 

The stylus is especially useful for operations that cannot be performed from the keyboard: highlighting an arbitrary text fragment in *Organizer* sections (to delete or to copy) or highlighting a multi-word translation in a *Dictionary* entry (to make a reverse translation).

- ◆ **Note:** If, for some reason, the touch-sensitive control fails, use the MENU, ENTER, and arrow keys to access the *Touch Screen Calibration* setup screen. See page 317.

Main Menu

The *Main Menu* appears as a row of tabs on top of the screen when the dictionary is turned on (unless the *Resume Screen Setup* option has been selected, see page 315), an application is closed, or the MENU key is pressed. The *Main Menu* is divided into six submenus, each of which includes a number of related options. These options represent **sections** of the Partner®.



The six parts of the *Main Menu* are:



DICTIONARY



ORGANIZER



CALCULATOR



REFERENCE




COMMUNICATION



SETUP

Opening a Submenu

The easiest way to open a specific submenu when the *Main Menu* is displayed is by touching its tab on top of the screen.

Alternatively, the submenus can be switched by pressing the MENU key or one of the paging  keys on the keyboard.

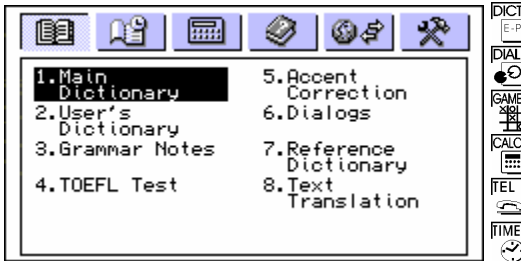
Opening a Section

To open a section of the Partner®, display the appropriate part of the *Main Menu* and do one of the following:

- touch the option name
- move the highlight bar to the option name and press ENTER
- press the numeric key corresponding to the option number

Sidebar

Sidebar ▼



Six sections of the Partner® have permanent touch-sensitive shortcut buttons on the *Sidebar* to the right of the screen:



Main Dictionary



Dialogs



Game Center



Calculator



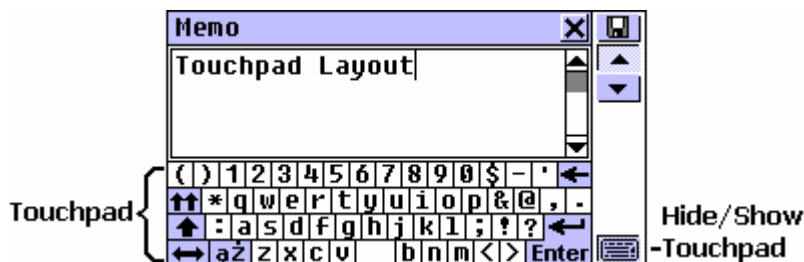
Personal Telephone Directory









Local Time Pop-Up Window



Touchpad

Touchpad is a set of virtual keys displayed on the screen that simulates the conventional physical keyboard or part of it. The most widely used throughout the Partner's® applications is the combination touchpad shown below.

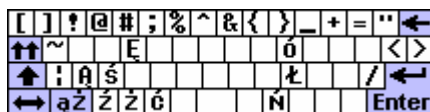


The basic touchpad layout contains letters of the respective alphabet and a set of symbols. The images of control keys have the following meaning:

<i>Touch key</i>	<i>Meaning</i>	<i>Keyboard equivalent</i>
	Enter / Line Break	ENTER
	Backspace	BS
	Shift	SHIFT
	Caps Lock	SHIFT+CAPS
	Change Keyboard layout for accented input	aZ
	Change Language	↔

Touching the keyboard button  in the lower-right corner of the screen or pressing SHIFT + F8 on the keyboard hides the touchpad, thus enlarging the visible input area. To re-display the touchpad, touch the  button or press SHIFT + F8 again.

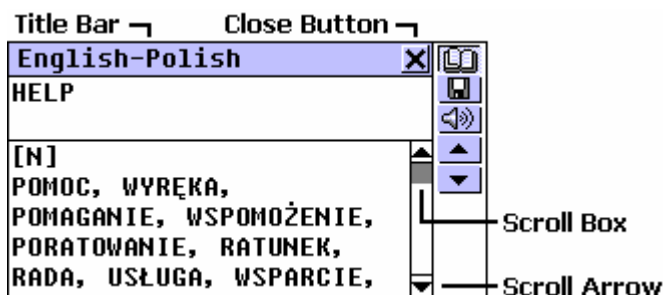
- ◆ **Note:** The virtual keyboard contains an additional layout in the uppercase mode – in place of the number keys are additional symbols.



Windows

Every application, pop-up menu, or dialog box of the Partner® appears in its own **window**.

A window is displayed as a framed screen area with two main elements: the *Title Bar* and the *Close Button*.



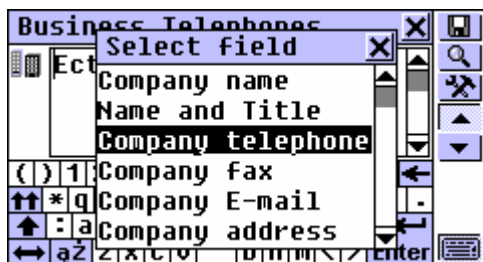
The *Title Bar* may show the name of the currently active section or a message title. Any window can be closed either by pressing ESC on the physical keyboard or by touching the *Close Button* in the window's upper-right corner.

Also present in a window might be the *Vertical Scroll Bar*. The *Scroll Box* on it shows the position of the displayed portion relative to the rest of relevant information. On a *Scroll Bar*:


- touch a *Scroll Arrow* or to advance or return one line
- touch and drag the *Scroll Box* to browse
- touch the *Scroll Bar* below or above the *Scroll Box* to jump to that portion of text.

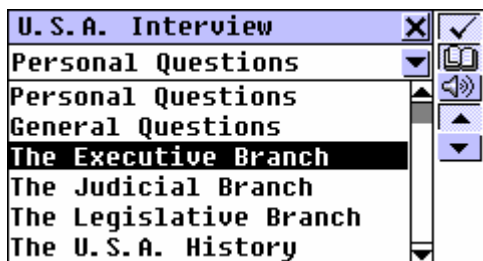
Pop-Up and Pull-Down Menus

A **pop-up menu** is an overlapping window that requests the user's selection of one of the displayed options.

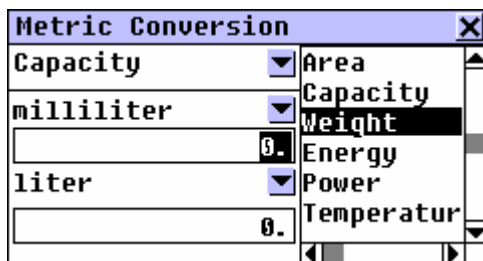


Touch a line with the stylus or move the highlight bar to a line with the arrow keys and press ENTER.

Aside from pop-up menus, non-window **pull-down menus** may be used. The presence of a hidden pull-down menu is indicated by the button  on the screen.



Touch the arrow button to pull down a menu, for example:






To select an option, touch its name or highlight it and press ENTER. To hide a menu without making a selection, press ESC or touch the screen outside the menu area.

Dialog Box

A simple example of a dialog box is a **prompt**, which contains a Yes/No question pending user's confirmation or cancellation.

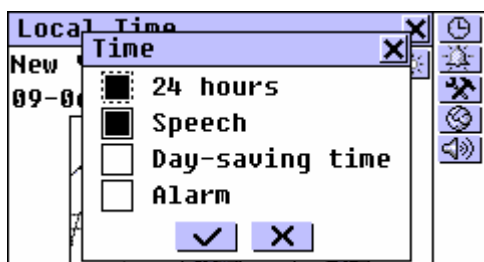


How you can respond to a prompt:

<i>Touch</i>	<i>Meaning</i>	<i>Keyboard equivalent</i>
	Yes	ENTER
	No	N
	Cancel	ESC

A **Setup** prompt expects the user to specify data items directly in the dialog box. This can imply either checking boxes or setting values.

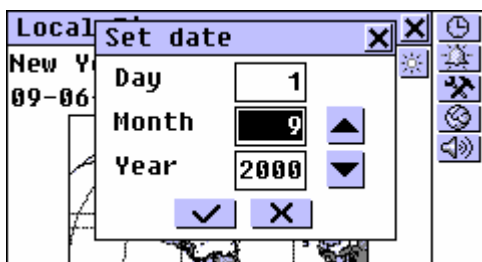
Checking boxes



Check an empty box by touching it or by moving the dotted frame to the desired item with the arrow keys and pressing SPACE on the keyboard. A checked



box appears solid: . Touch or press ENTER to apply changes and close the window.

Setting values



To change a value in a highlighted box, touch the buttons or press the keys. To change the active box, touch it or use the keys. Touch or press ENTER to save settings and close the window.

Message Box

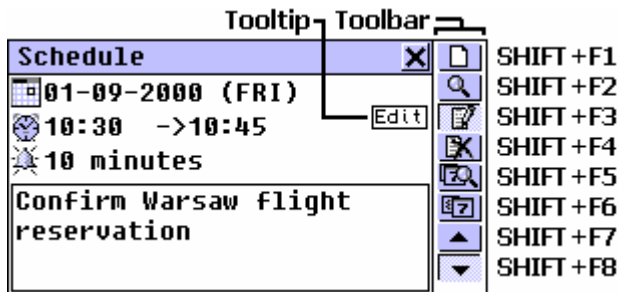
A **message** just requests acknowledgement of information, therefore, touching  is the same as closing the window (some message boxes do not display the  button at all).



The Partner® does not allow moving or switching active windows. Thus, you will have to close an overlapping window in order to proceed.











Toolbar

A *Toolbar* is a set of vertically arranged push buttons appearing to the right of a pertaining window.



The most frequently used *Toolbar* buttons are:




 Page Down	 Edit
 Scroll Up	 Delete
 Scroll Down	 Search
 OK / Enter	 Setup
 New	 Say
 Translate	 Check Spelling

As an on-hand help to the user, a short *Toolbar* button description (*Tooltip*) appears when the button is being touched.

Commands and options associated with currently displayed *Toolbar* buttons are also accessible from the keyboard by pressing SHIFT + F1, F2, etc., counting buttons from top to bottom.

DICTIONARY MENU




The most important part of the Partner® – the DICTIONARY menu – encompasses eight language related sections, each of which is discussed in detail below.

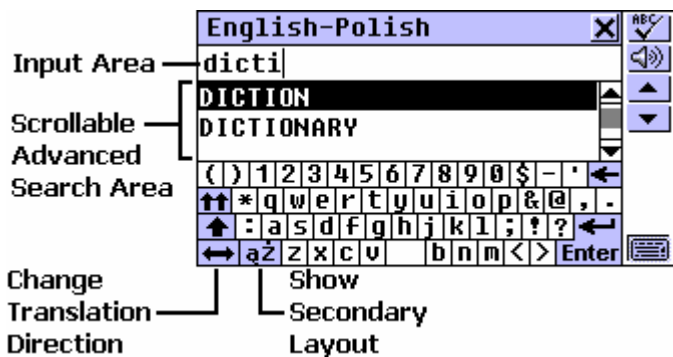
- Select the  tab on the *Main Menu* to open the DICTIONARY Menu.

MAIN DICTIONARY

The integrated Digital Language System Partner® contains the most advanced English-Polish and Polish-English electronic dictionaries available on the market. In order to utilize the tremendous potential of this dictionary to its fullest, carefully read this chapter of the User's Guide.

General Dictionary Function

- Select the *Main Dictionary* option on the DICTONARY Menu, or touch the  button on the *Sidebar*, or press the DICT key on the keyboard.
- If needed, change the direction of translation by touching  on the touchpad or pressing  on the keyboard.
- ♦ **Note:** The *English-Polish* dictionary defaults after the system initialization.



Advanced Word Recognition

- Using the touchpad or the keyboard, start entering the word you want to translate.

While you are typing, two headwords closest in spelling to the portion you entered so far are displayed in the *Advanced Search Area* under the input line.


- If the desired word had appeared before you finished typing, select it (touch the corresponding line or make sure it is highlighted and press ENTER) to see the translations.

At any time during the search procedure you can scroll or page through the *Advanced Search Area* to manually find the word in question. To enlarge the visible *Search Area*, you may want to hide the touchpad.

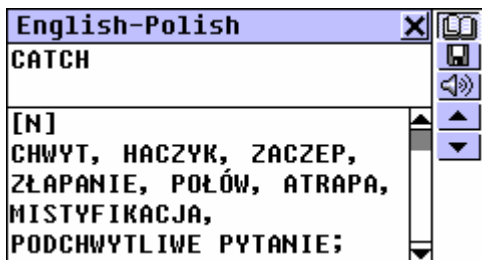
- ◆ **Note:** The *Advanced Word Recognition* as described above is available with the *Wisdom Dictionary Input Method*, which is the default. See page 318 for information on changing the input method.

Viewing Entries

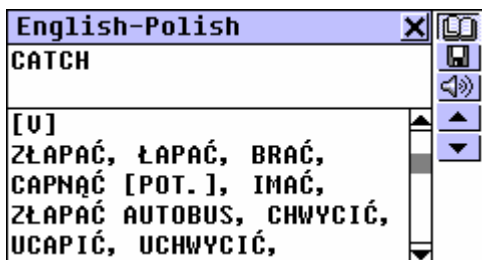
Suppose you want to translate the English *verb* CATCH into Polish.

- Start entering CATCH on the input line and/or use the *Advanced Search Area* to find the headword CATCH.
- ◆ **Note:** The *Dictionary* search is not case-sensitive, so you can type in any case you want.
- To select CATCH and see its translations, touch the corresponding line in the *Search Area*, or make sure the line is highlighted (press ↓ if necessary) and touch  on the

screen or press ENTER on the keyboard. You will see translations of the *noun* CATCH.



- Use the *Scroll Bar* or the ↓ key to scroll the screen down to see more translations of the word CATCH. You will see translations of the word CATCH as a *verb*.






- Touch ▼ or press the ▼ key to page down to the next entry.

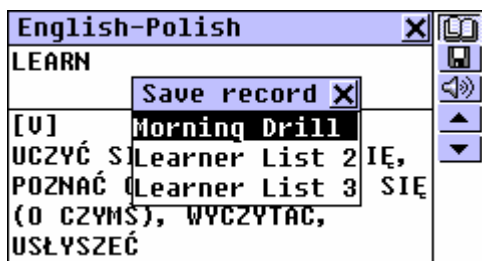


- ◆ **Note:** Headwords with the same spelling are listed in the alphabetical order of the abbreviations of their respective parts of speech.

Parts of Speech and Related Labels



A	adjective	NUM	numeral
ABBR	abbreviation	PART	particle
ADV	adverb	PHR	phrase
ART	article	PREF	prefix
AUX	auxiliary or modal verb	PREP	preposition
CONJ	conjunction	PRON	pronoun
ID	idiom	SUFF	suffix
INTRJ	interjection	V	verb
N	noun		

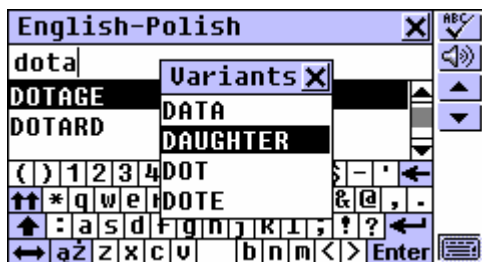
- To translate another word in the same dictionary,
 - start typing the word on the keyboard, and the selection screen appears automatically, or
 - press ESC to return to the selection screen and begin a new search.
- To change the direction of translation,
 - use ESC to return to the selection screen, then touch  or press , or
 - make a reverse translation (page 197).
- To record a displayed entry on your personal *Learner's List* (see details on page 207), select the  button and specify the name of a *List's* chapter.



Spelling Checker Vector Ultima™

The bilingual English/Polish spelling checker Vector Ultima™ is one of the most advanced on the market. When you are unsure of a word's spelling, the Vector Ultima™ allows you to enter the word as you hear it and choose a spelling version from a list of suggestions.

- Type the word DAUGHTER as you hear it: DOTA.
- Touch the  button or press SHIFT+SPELLER on the keyboard (SHIFT and either of the  keys). A list of suggested *Variants* appears on the screen.



- Select the word DAUGHTER to see its translations.
- ♦ **Note:** If the spelling checker is unable to suggest alternative words, the *No variants* message is shown.

Instant Reverse Translation

For your convenience, the Partner® provides an *Instant Reverse Translation* for all words in the main *Dictionary*.

- Display the entry for the adjective INSTANT.



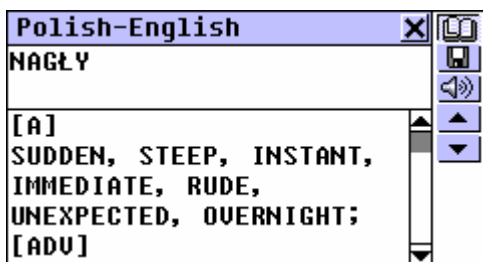
Translating a word

- Highlight a word among the translations by
 - touching it with the stylus or
 - moving the highlight bar to it with the → key.

For example:



- Touch  or press ENTER to obtain an instant reverse translation of the highlighted word.



- ◆ **Note:** Note that the word selected for the *Reverse Translation* must be in its basic (dictionary) form. Otherwise no translation can be made:



Translating an expression


Expressions constituting a complete translation variant (delimited with commas) can be highlighted and translated as a whole.

- To highlight a whole expression between commas, touch its first word with the stylus and drag it along the expression until the last word is highlighted.
- ◆ **Note:** Don't highlight across translation boundaries.



- Touch  or press ENTER to obtain an instant reverse translation of the highlighted expression.

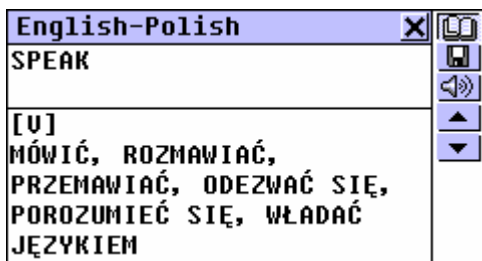
You can make up to 5 reverse translations in a row, each using its own window. The message *Last translation* is displayed if the limit is reached.



- To close the *Reverse Translation* windows in the backward order, touch  or press ESC.
- To take a shortcut to the selection screen, press SHIFT + ESC.

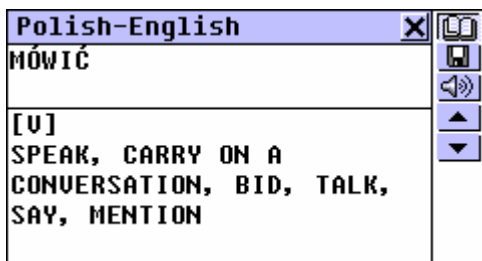
Pronunciation of Words and Sentences



One of the most exciting features of the Partner® is the T-T-S (text to speech)-based pronunciation of English words and phrases.



- Display an English entry, for example:



- Touch  or press SHIFT + F3 or the  key to listen to the pronunciation of the English headword.
- Change to the *Polish-English* dictionary, for example by making a reverse translation.



- Touch  or press SHIFT + F3 or the  key to listen to the pronunciation of all English translations.

T-T-S is able to generate pronunciation of any English text, not limited to dictionary entries. Simply type a word or phrase on the selection screen of the corresponding *Dictionary* and choose  or press  to listen to its pronunciation.

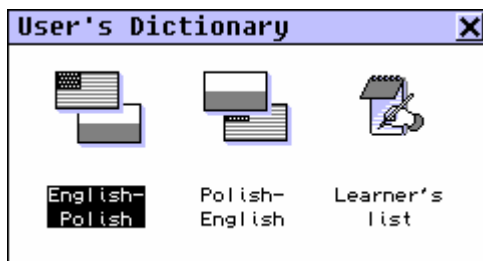
- ◆ **Note:** In the *Speech Level* option of the *System Setup* menu (page 316) you may adjust speech volume, frequency and speed shaping your own pronunciation style. In addition, volume can be conveniently changed “on the fly” using the external switch (see *General View*, page 175).

USER'S DICTIONARY

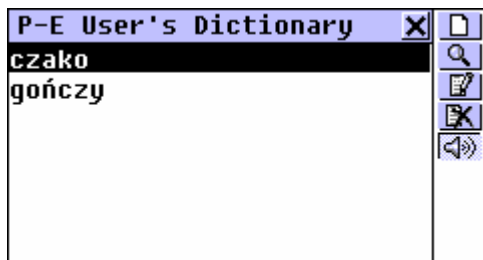
The Partner® allows you to create your own vocabulary, which automatically links to the main *Dictionary*.

You can also download professional dictionaries from your PC. See p. 298.


- ◆ **Note:** Visit our site www.ectaco.com to obtain information on the available professional dictionaries.
- Select the *User's Dictionary* option on the **DICTIONARY** Menu. The *User's Dictionary* selection menu is shown.

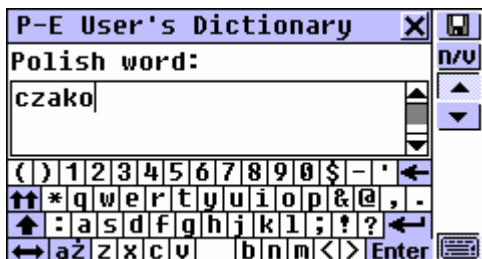



- Select one of the first two options, for example, the *Polish-English User's Dictionary*. A list of existing records will be displayed.

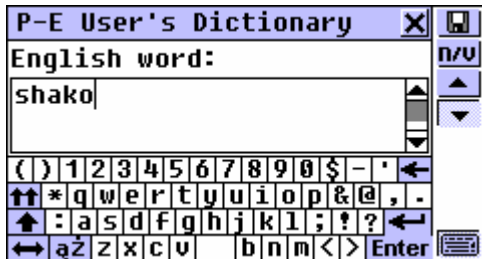


Creating a Record

- To open a new record template, touch the  button on the *Toolbar* or press SHIFT+F1.
- Type in a Polish word or expression. For example:



- Touch  or press ▼ to go to the translation page. Enter an English translation.



- ◆ **Note:** The *User's Dictionary* entries are fully reversible. The translation of the *Polish-English* dictionary entry automatically becomes a headword in the *English-Polish User's Dictionary*, and vice versa.
- Select **n/u** from the *Toolbar* on the right. A part of speech selection window pops up. Choose an appropriate abbreviation from the list. The record will be saved automatically.

- ◆ **Note:** A record cannot be saved with no part of speech specified.

After you close the *Record Saved* message box, a new record template will be displayed.

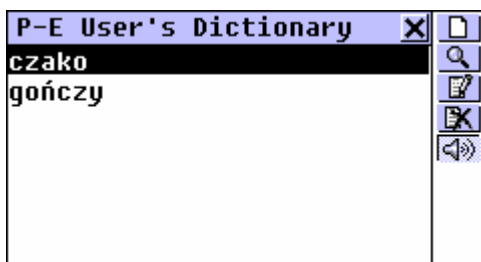
- Set up another record if you wish. Otherwise, close the window to return to the records' list.





Finding a Record

There are three ways to find a record:

Select From List

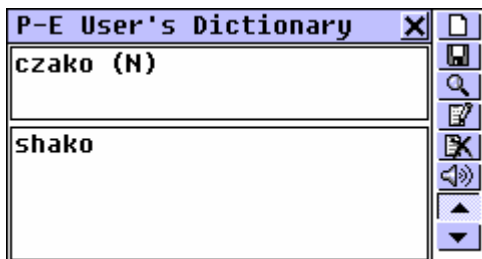
- Open a *User's Dictionary* of your choice. A list of existing records' headwords will be displayed, for example:













- On the records' list, use
 - ↓ ↑ to move the highlight bar
 -  to open a new record template
 -  to do a contents search
 -  to open the highlighted record for editing
 -  to delete the highlighted record


- Select an entry by touching or moving the highlight bar to it and pressing ENTER.

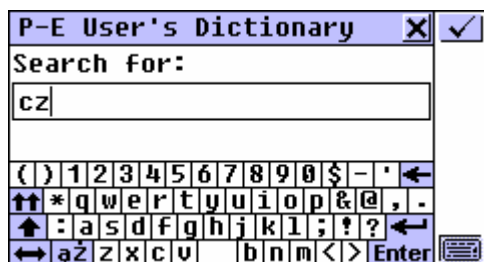
The selected record opens in the viewing mode.





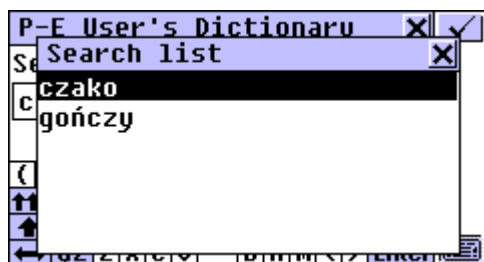
- In the viewing mode, use
 -  to open a new record template
 -  to save the record on a *Learner's List* (see p.206)
 -  to do a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  to listen to record's English contents.
 -  /  or  /  to go to the alphabetically next or previous record, respectively

Contents Search

- Open a *User's Dictionary* to display either records' list or any record in the viewing mode.
- Select the  button on the *Toolbar*.
- Type in any Polish or English word (or a word's part) that is contained in the record(s) you are looking for.



- Touch  or , or press ENTER to display the search results, if any.




- Select the desired entry to open it in the viewing mode.

Access Through the Main Dictionary

- Open the main *Dictionary* and select the translation direction compatible with the headword language you want to use for search.
- Enter a headword **in full**. The advanced word recognition is disabled in this mode.
- ◆ **Note:** This search mode is subject to 25-characters maximum headword length.





- Touch  or press ENTER to display the entry in the main *Dictionary* format but marked with an asterisk.




- ◆ **Note:** If you switch to an adjacent main *Dictionary* entry, you cannot return to the *User's* entry.



Editing a Record

- Open a *User's Dictionary* on the records' list.
- Highlight a corresponding line in the list, or open a record in the viewing mode.
- Select  on the *Toolbar* to open the record in the editing mode, and make desired modifications.
- Touch  to save the changes.

Deleting a Record


- Open a *User's Dictionary* on the records' list.
- Highlight a corresponding line in the list, or open a record in the viewing mode.
- Select  on the *Toolbar*.
- Confirm your intention to delete the record.

Listening to a Record's Contents

- Open a record in the viewing mode or through the *Main Dictionary*.
- Touch the  button or press the  key to listen to the English part of the record's contents.

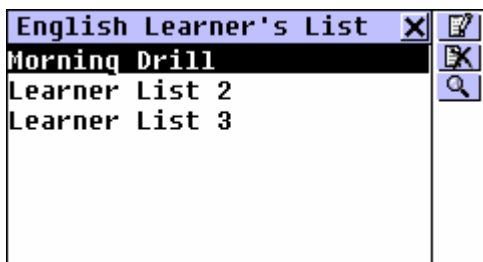
Learner's List

The *Learner's List* section of the *User's Dictionary* provides you with a convenient personalized storage for selected *Main*, *User's*, and *Reference Dictionaries* entries that can help you memorize foreign words and their meanings more effectively.

An entry is saved in the appropriate (English or Polish) *Learner's List* when you select  and specify one of three available chapters.

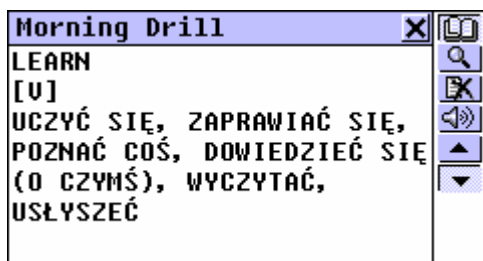


- Select the *Learner's List* option from the *User's Dictionary* menu.
- Choose the *English* or *Polish Learner's List*. A menu featuring three chapters of the selected *List* will be shown.



On the chapter menu use:

- to move the highlight bar
- ENTER to open a highlighted chapter
- to change the name of a highlighted chapter
- to clear contents of a highlighted chapter
- to do a headword search in a highlighted chapter.
- Open a chapter alphabetically by touching the corresponding line or by moving the highlight bar to it and pressing ENTER.



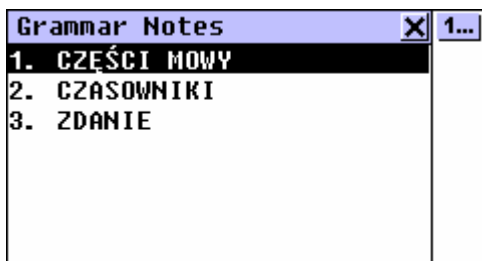
Use buttons/keys:

- to highlight any of the translations
- to make a reverse translation of a highlighted word (see details on p.197)
- to do a headword search in the current chapter
- to delete the displayed record
- / or / to move to the next or previous record, respectively
- to listen to English contents of a displayed record.


GRAMMAR NOTES

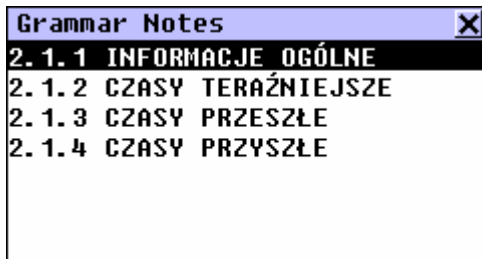
One of the useful functions of the Partner® is the *English Grammar for Polish Speakers*. This is a short electronic version of the Grammar Study Guide written by Professor Maxim Sukhanov and supplied with the package. Consistent with its target audience, only Polish text is available.


- Select the *Grammar Notes* option on the DICTIONARY Menu.

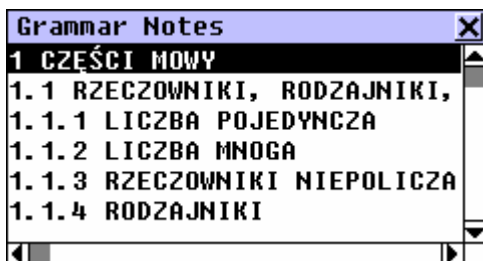


The *English Grammar* is structured by way of hierarchically numbered three-level menus that include options referring to traditional grammatical topics. A topic's text is displayed when a third level menu option is selected.

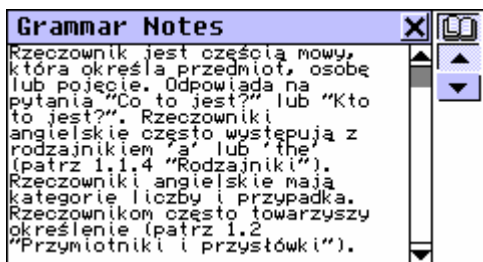
- You can reach a third level menu in either of the following ways:
 - navigating the levels consecutively by selecting one of the options (touch  or press ESC to return to a previous level)



- highlighting one of the first menu options and touching  to display a list of all third level options, any of which can be selected directly:



- To display the text, select a third level option.



Use buttons/keys:

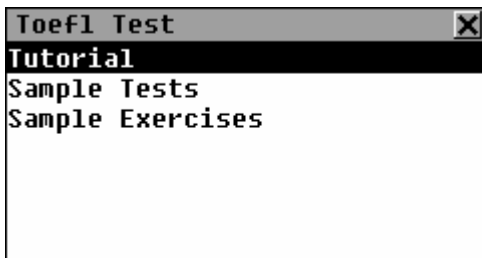
- to scroll the text
- to highlight words
- to make a translation of a Polish highlighted word (see details on p.197)
- / or / to display the beginning of the next / previous topic of the current menu

TOEFL TEST

The Partner® contains a practical preparation guide for the *Test of English as a Foreign Language* (TOEFL), which is required of non-native English speakers as part of the

admission procedure to an American college. This section offers you a unique opportunity to practice the computerized test version as it is likely to be presented to you at a real examination.

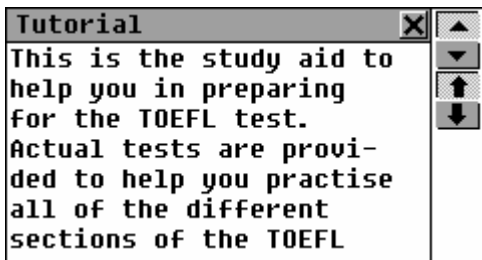
- Select the *TOEFL Test* option on the **DICTIONARY** Menu to access the *TOEFL* submenu.



Tutorial

The *Tutorial* provides you with general information about the requirements, structure, and duration of a TOEFL test. The *Tutorial* text is available in English and Polish. These options can be selected from the *Tutorial* submenu.

- Select the *Tutorial* option on the *TOEFL* menu and choose the language you want to read the *Tutorial* in.



- Read the *Tutorial*, using   or   for scrolling by line,   or  for paging.

After you become acquainted with the *TOEFL* basics set forth in the *Tutorial*, you might feel prepared to practice in answering questions. For your convenience, sample questions are arranged in two sequences, represented by the options *Sample Tests* and *Sample Exercises*.

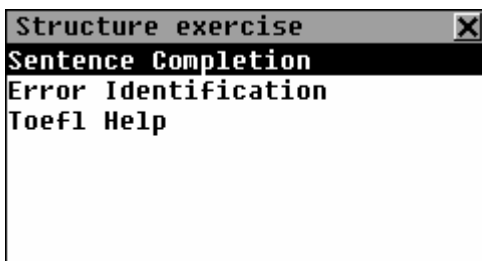
Sample Tests and Sample Exercises

- Select the *Sample Tests* option on the *TOEFL* menu to open its submenu, which includes four tests options.

Each test contains Multiple Choice questions pertaining to all three sections of the *TOEFL* test in this order: *Listening Comprehension*, *Structure and Written Expression* (option *Structure and Grammar*), *Vocabulary and Reading Comprehension* (option *Reading Comprehension*).

- Select the *Sample Exercises* option on the *TOEFL* menu to open its submenu, which includes three options corresponding to the sections of *TOEFL*.

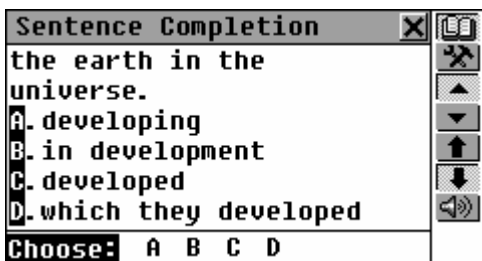
The *Sample Exercises* option allows you to practice each of the three sections of the *TOEFL* test separately. The questions from the four available *Sample Tests* are rearranged depending on which section of the test they belong to. The sections are further subdivided into two or three parts comprising questions of the same type. For example, parts of *Structure and Grammar* (Structure and Written Expression) are *Sentence Completion* and *Error Identification*:



- By selecting the auxiliary *Toefl Help* option you can obtain detailed directions for the types of exercises included in the current menu.

Regardless of which practice form you have chosen, each sample question is structured as follows:







- Question text (not displayed in the *Listening Comprehension* section)
- Four answer versions lettered A, B, C, D, immediately following the question text
- Answer selection bar at the bottom of the screen



Use buttons/keys:

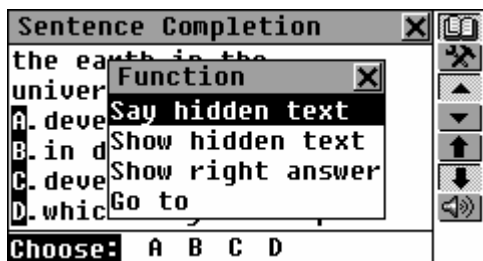
- / ↓ or / ↑ to scroll the text
- to highlight words

* The questions of the *Listening Comprehension* section, instead, are *spoken out* for you while only answers are displayed.

-  to make a reverse translation of a highlighted word (see details on p.197)
-  to pop up an auxiliary menu
-  /  to go to the next/previous question
-  to listen to the pronunciation of English text on the screen
-  to return to the menu.

Pop-Up Menu

- Touch  to display the pop-up menu.

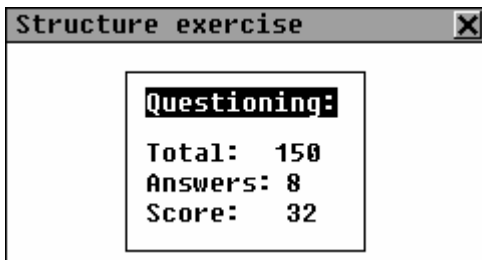


- ◆ **Note:** The options *Say hidden text* and *Show hidden text* only work with questions from the *Listening Comprehension* section, and are disabled elsewhere.
 - Select *Say hidden text* to hear a *Listening Comprehension* question text again
 - Select *Show hidden text* to display a *Listening Comprehension* question text
 - Select *Show right answer* to see the correct answer
- ◆ **Note:** Use these options only for self-checking: *Say hidden text*, *Show hidden text* and *Show right answer* must be resorted to as sparingly as possible since this kind of help will not be available during a real test.

- To jump to a specific question, select *Go to* and specify a question number

Selecting an Answer and Viewing the Score

- Select an answer by highlighting the corresponding letter on the bottom bar. You can do it either by direct touching or by moving the blinking highlight to the desired letter with the **←→** keys.
- To go to the next question, use **▼** or **▽**. In the *Sample Exercises* section, an instant message appears momentarily telling you whether your answer was right or wrong.
- When you leave a “Three Sections of TOEFL” menu, a message box is shown:



Total shows the total number of questions in the test or a section of *Sample Exercises*. *Answers* indicates how many questions were correctly answered during the concluded session. The third line shows your score, which is based on a formula used for real TOEFL tests.

ACCENT CORRECTION

The *Accent Correction* is an excellent self-teaching tool to improve your English articulation skills.

The section contains over 1,100 commonly used phrases. Each Polish sentence has 2-3 variants of English translations.

For ease of reference, they are divided into 12 conversational topics:

Everyday conversation

Communication

Traveling

At the Bank

Hotel

Transport

In the restaurant

Health

Shopping

Beauty care

Sightseeing

Calling for Police

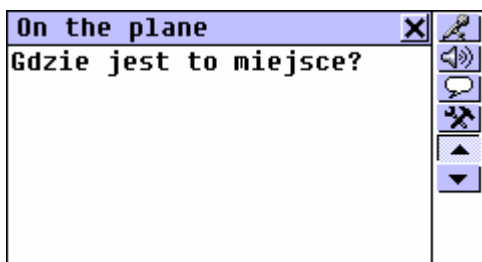
Each topic contains a number of episodes.


The basis of correcting pronunciation are the phonetic exercises, with the purpose of coming closer to the reference pronunciation of the American-speaking announcer. Model phrases are recorded by the announcer, and are processed and stored in the memory of your Partner®.

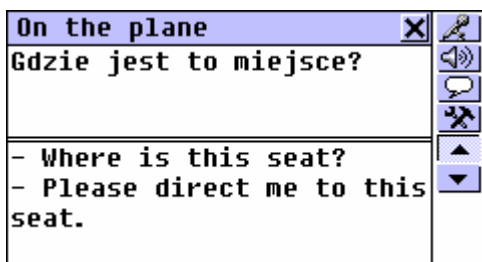
During exercises, the phrases you pronounce are entered with the help of the built-in microphone, are processed, and are compared to the model. In the comparison stage, a unique speech recognition technology is used to determine which phrase was spoken. On the basis of this comparison, a decision is made on the degree of closeness of your pronunciation to the model.




- Select the *Accent Correction* option on the **DICTIONARY Menu**.

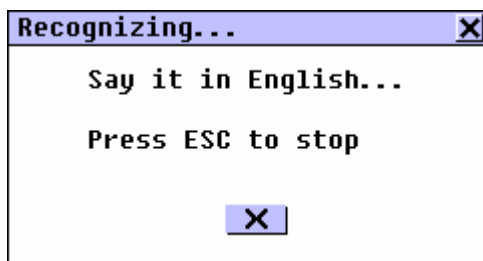
- Chose a topic and an episode, for example:



- Translate a Polish sentence in English.
 - If you cannot confidently translate a phrase in English, press the  key on the Tool Panel to view variants of the translation.

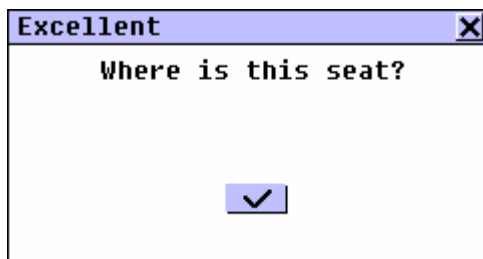


- Touch  or press the  key to listen to the pronunciation of an English sentence.
- Touch  or press SHIFT+F1.
- Come close to the built-in microphone to a distance of 3 – 6 inches (8 -- 15 cm.) and make English one of the possible variants of translation.







- ◆ **Note:** The long absence of an answer (more than 4 – 6 seconds) means that it is necessary to repeat the phrase more loudly or to lower extraneous noises.

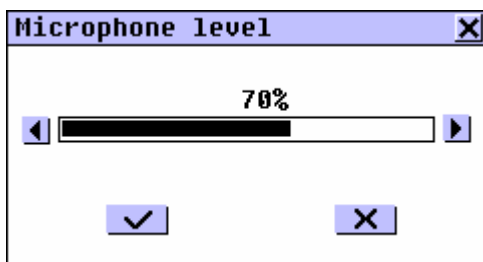
The phrase spoken by you will be recorded, automatically recognized, and compared with the model pronunciation. The results of the comparison are given as *Excellent*, *Good* or *Poor*.




If the phrase you enter is unsuccessfully recognized, does not enter into the number admitted, or is evaluated as unsatisfactory, the appropriate message will be displayed. At the same time, Partner® will make the first variant of the offered translation in English.



- ◆ **Note:** The quality of recognition of a voice strongly depends on the level of external noise. Try to ensure silence in the room where you practice pronunciation.
- Use   or  to move between phrases within an episode.
- If necessary, increase the level of amplification of the microphone by pressing the  button.



- To turn off the prompt mode, press the  button on the Tool Panel one more time.

For successful practice it is necessary to take into account the following recommendations:

1. Ensure silence at the time of use.
2. Choose the optimum distance from the built-in microphone within a range of 3 – 6 inches (8 – 15 cm), in view of your habitual loudness of pronunciation.


3. Do not speak extraneous words or phrases into the microphone.
4. Try to speak phrases distinctly and plainly, but not on syllables.
5. Avoid carelessness in pronunciation (smacking of lips, loudly inhaling or exhaling, mumbling, interruptions, repetitions, etc.).

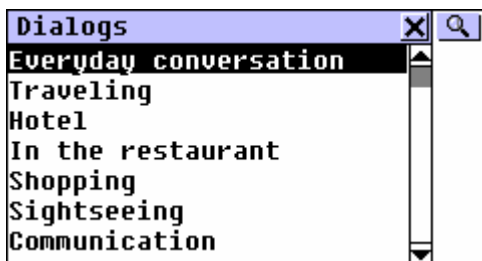
DIALOGS


There are over 1,200 example dialogs in seven languages stored in the Partner's® memory. For ease of reference, they are divided into 12 conversational topics:

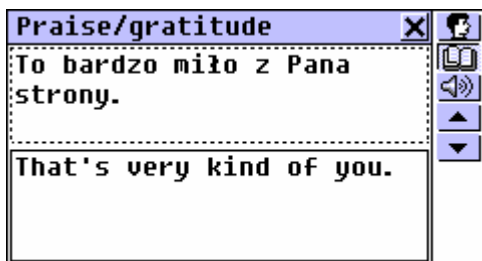
<i>Everyday conversation</i>	<i>Communication</i>
<i>Traveling</i>	<i>At the Bank</i>
<i>Hotel</i>	<i>Transport</i>
<i>In the restaurant</i>	<i>Health</i>
<i>Shopping</i>	<i>Beauty care</i>
<i>Sightseeing</i>	<i>Calling for Police</i>








Each topic contains a number of episodes.


- Select the *Dialogs* option on the DICTIONARY Menu or touch the  button on the *Sidebar*.



- If you want to display a selection of dialogs that contain a certain word or expression, touch  and specify text to search for.
- Chose a topic and an episode, for example:



- Use   or  to move between phrases within an episode.
- Touch  or press the  key to listen to the pronunciation of an English sentence.
- To obtain an *Instant Reverse Translation* of any English or Polish word (if it is in its basic form), highlight it and touch  or press SHIFT + F2 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *Dialogs*.
- ◆ **Note:** To highlight a word using the keyboard, first choose an active box (indicated by a dotted frame) with the  key.

- To change the translation language in the bottom box, touch  or press SHIFT + F1.



- Select a language from the menu. Your selection will remain valid until another language is chosen or you leave the topic.

REFERENCE DICTIONARY

The *Reference Dictionary* is a convenient on-hand translation aid in dealing with lexical, grammatical, and idiomatic aspects of the English language.

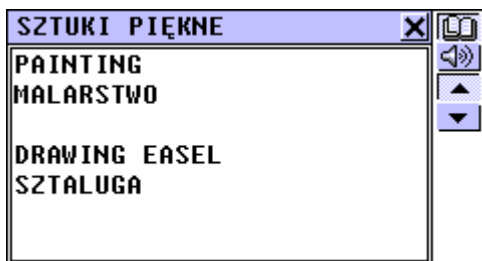
- Select the *Reference Dictionary* option on the DICTIONARY Menu. The *Reference Dictionary* menu is shown.










Vocabulary

The section *Vocabulary* features a thematically arranged bilingual dictionary of common terms.

- Select the *Vocabulary* option from the *Reference Dictionary* menu.
- Choose a category and a subcategory, for example:

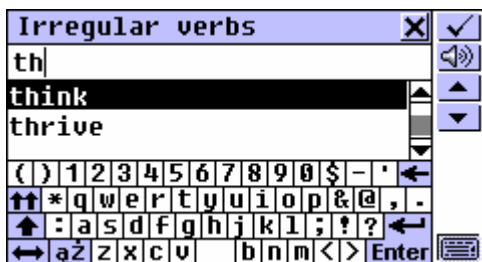


- If you want to display a selection of entries that contain a certain word or expression, touch  and specify text to search for.
- Use   or  to page by two entries.
- To obtain an *Instant Reverse Translation* of any English or Polish word, highlight it and touch  or press SHIFT + F1 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *Vocabulary*.
- Touch  or press the  key to listen to the pronunciation of English words on the screen.

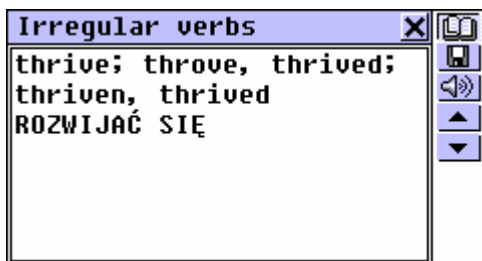
Irregular Verbs

All commonly used English irregular verbs are stored in alphabetical order in the Partner's® *Irregular Verbs* directory.





- Select the *Irregular Verbs* option from the *Reference Dictionary* menu to open the verb selection screen.
- Find the verb you need by typing and/or scrolling the list.



- To see the verb's basic forms and its Polish translation, touch the corresponding line in the list, or make sure the line is highlighted (press \downarrow if necessary) and touch \checkmark or \leftarrow **Enter** on the screen or press ENTER on the keyboard.



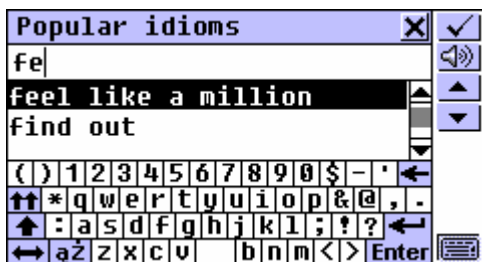
- Use \downarrow \uparrow or \updownarrow to move between verbs.


- To obtain an *Instant Reverse Translation* of any English or Polish word (if it is in its basic form), highlight it and touch  or press SHIFT + F1 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *Popular Idioms*.
- Touch  or press SHIFT + F2 to save an entry on the *Learner's List* (see page 207).
- Touch  or press the  key to listen to the pronunciation of an English verb and its basic forms.



Popular Idioms

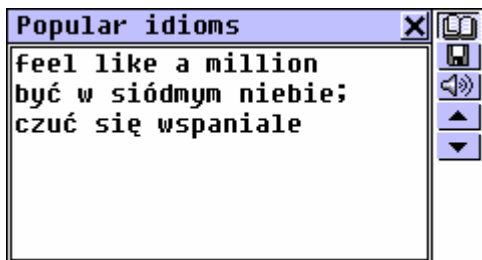
Over 200 widely used American idioms and their Polish equivalents or translations are included in the Partner's® *Popular Idioms* directory. The idioms are listed in alphabetical order.








- Select the *Popular Idioms* option from the *Reference Dictionary* menu.
- Search idioms by typing and/or scrolling the list.



- To display an idiom, touch the corresponding line in the list, or make sure the line is highlighted (press  if necessary)

and touch  or  on the screen or press ENTER on the keyboard.



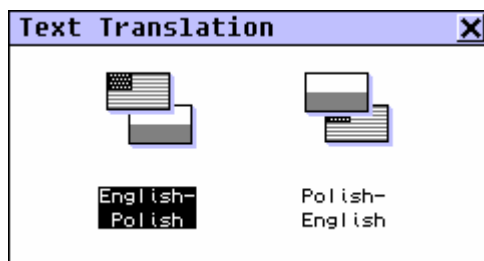
- Use   or  to move between idioms.
- To obtain an *Instant Reverse Translation* of any English or Polish word (if it is in its basic form), highlight it and touch  or press SHIFT + F1 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *Popular Idioms*.
- Touch  or press SHIFT + F2 to save an entry on the *Learner's List* (see page 207).
- Touch  or press the  key to listen to the pronunciation of an English idiom.

TEXT TRANSLATION

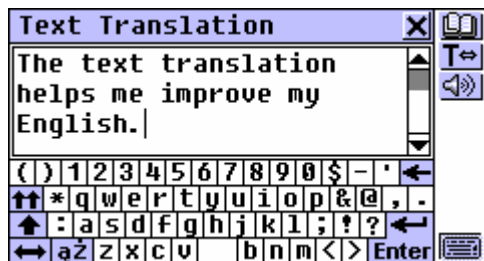
Your Partner® features a highly efficient text translating program Lingvobit™.


- Select the *Text Translation* option on the **DICTIONARY** Menu.

- Select the translation direction.






- To input an English or Polish text for translation,
 - paste (SHIFT + PASTE) a text previously copied (SHIFT + COPY) from another section, for example, an e-mail message,
 - or
 - type in text directly using the keyboard or the touchpad, for example:




- ◆ **Note:** Text for translation is limited to 1024 symbols.
- Touch  to automatically translate the text.
- ◆ **Note:** If you are connected to a personal computer¹, you can also use the Lingvobit™ *Text Translation* function of






¹ Requires a PC-Link cable, available separately as part of *Communication Pack*, and special PC-Link communication software, which you can install from the CD-ROM included into the package.


your Partner® to translate a text on the PC screen. Touch  or press SHIFT + F2 to start the procedure. The text will be downloaded to the Partner's® memory, automatically translated and immediately uploaded back to the PC. Refer to the *Help* section of the PC-Link computer program for additional information.

- To listen to an English text on the screen, touch  or press .

- ◆ **Note:** The  button and the ENTER key are used to insert a manual line break.



- Select an active box (indicated by a dotted frame) by directly touching or by pressing the   keys.
- To obtain an *Instant Reverse Translation* of any English or Polish word (if it is in its basic form) in an active box, highlight it and touch  or press SHIFT + F1 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *Text Translation*.
- Touch  or press  to listen to English text in an active box.
- Press SHIFT + COPY to copy all text in an active box.

- Touch  or close the translation window to return to the input screen. You may edit the old text or press SHIFT + ESC to clear the screen and enter a new text.


ORGANIZER MENU



The ORGANIZER Menu contains a number of versatile applications to help you classify, record, and manage various personal and business information.

All sections on this Menu except *Calendar* and *Time* are designed to hold multiple **records**, each of which includes one or more **pages**.

A page can contain three types of data: **text**, date/time, or graphics. Text can be **copied** and **pasted** (highlight -> SHIFT + COPY -> SHIFT + PASTE) freely among compatible pages of the ORGANIZER applications, as well as other editable sections like *User's Dictionary*, *Text Translation*, or *E-mail*.

All ORGANIZER records can be protected with a password (see page 320).

You can have any English text on the screen **pronounced** by pressing the  key on the keyboard.


- ◆ **Note:** In all editable sections the  button and the ENTER key are used to insert a manual line break.
- Select the  tab on the *Main Menu* to open the ORGANIZER Menu.

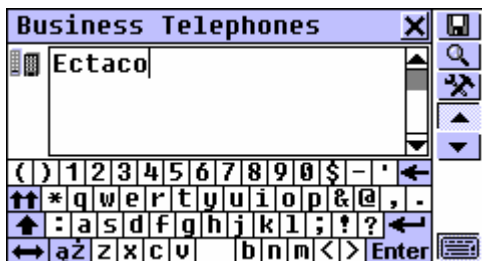
BUSINESS TELEPHONE DIRECTORY

In this section you can store business names, names of contact persons, telephone and fax numbers, postal and e-mail addresses in the English and Polish languages, search, change, delete the records, and listen to the English pronunciation of their contents.

- Select the *Business Telephones* option on the ORGANIZER Menu. A *Business Telephones Directory* list is displayed.

Creating a Record

- Touch  or press SHIFT + F1 to open a new record template. Start filling out the first page *Company*.



Every page of a *Business Telephone* record is distinguished by its own *Page Icon* in the upper left-hand corner. A *ToolTip* with the page name appears when a page is opened or the *Page Icon* is touched.

A *Business Telephone* record includes the following pages:



Company Name



Name and Title of a Contact Person



Company Telephone Number



Company Fax Number



Company E-mail Address



Company Address



Note

- To open a page:
 - next – touch or press ▼
 - previous – touch or press ▲
 - specific – touch or press SHIFT + F3 and choose a page name from the pop-up menu.
- To save a record, touch or press SHIFT + F1.

Finding a Record

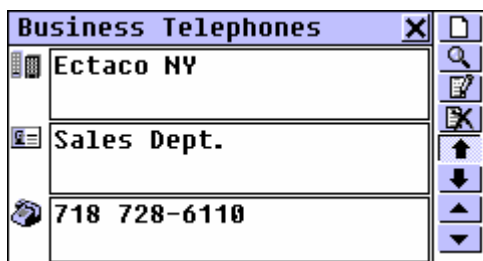
There are two ways to search for records:













Select From List

- Open the *Business Telephone Directory* to display an alphabetical list of records represented by *Company Names* and *Telephone Numbers*, for example:



Business Telephones			
Ectaco Cz	4202 61263098		
Ectaco NY	718 728-6110		
Ectaco Pol	48 22 6469419		
UPS	212 354-4659		

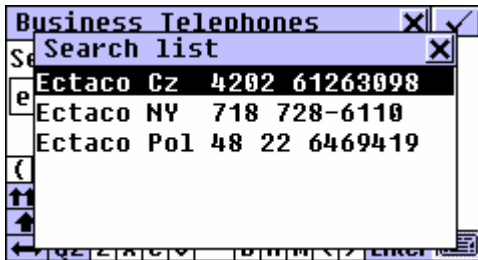
- View the list and select an entry you need to open it in the viewing mode.



- In the viewing mode, use
 -  to open a new record template
 -  to do a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  /  and  /  to scroll the pages of the displayed record by two
 -  /  or  /  to go to the alphabetically next or previous record, respectively.

Contents Search




- On any screen in the *Business Telephone Directory*, select  to display a record search screen.
- Specify any contiguous alphabetic or numeric string that might be found in a record or records. For example, to find all Ectaco records, type *Ect* and touch  or press ENTER.

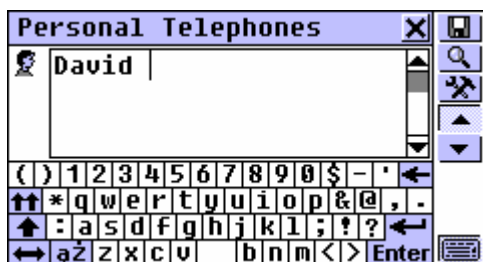


- Select an entry to open the associated record in the viewing mode.
- ◆ **Note:** You may want to include a business description in the *Note* field to allow for effective classified search results in the future.








PERSONAL TELEPHONE DIRECTORY

In this section you can store the names, telephone/pager and fax numbers, postal and e-mail addresses of your friends and relatives in the English and Polish languages, search, change, delete the records, and listen to the English pronunciation of their contents.

- Select the *Personal Telephones* option on the ORGANIZER Menu, press the  key on the keyboard, or touch the  button on the *Sidebar*.
- Touch  or press SHIFT + F1 to open a new record template. Start filling out the first page *Name*.



A *Personal Telephone* record includes the following pages:

-  *Name*
-  *Telephone Number*
-  *Fax Number*
-  *E-mail Address*
-  *Pager/Mobile Number*
-  *Address*
-  *Note*


Please refer to the chapter *Business Telephone Directory* for instructions on creating and handling records.

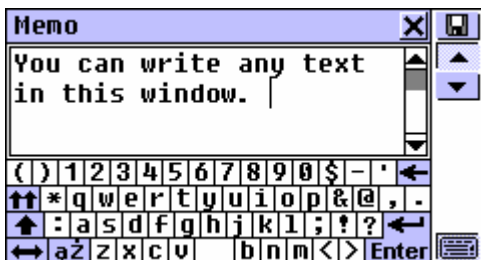
MEMO



The *Memo* section of your Partner® provides you with a handy storage for all kinds of memoranda, notes, and messages, which you can record in the English and Polish languages, edit, search, delete, and listen to the pronunciation of their English contents.

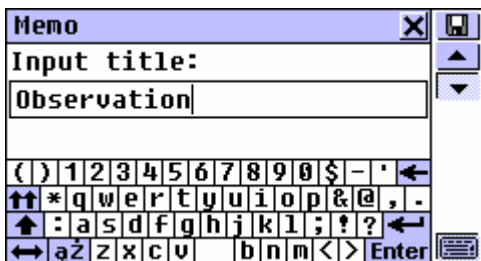
- Select the *Memo* option on the ORGANIZER Menu. A *Memo* records list is displayed.




Creating a Record

- Touch  or press SHIFT + F1 to open a new record template. Enter text of your memo.



- Use  or  to open the *Input Title* page. Type a title for your memo, which will appear on the *Memo* list.



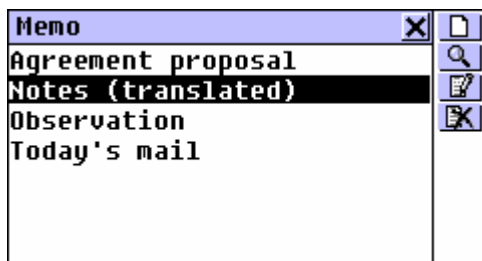
- To return to the main page, touch  or press .
- To save a record, touch  or press SHIFT + F1.





Finding a Record

There are two ways to search for records:

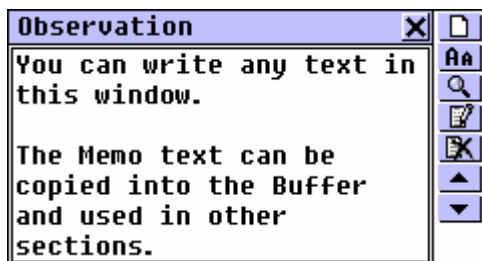
Select From List

- Open the *Memo* section to display an alphabetical list of records represented by *Memo* titles.












- On the records' list, use
 - ↓ ↑ to move the highlight bar
 -  to open a new record template
 -  to do a contents search
 -  to open the highlighted record for editing
 -  to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



The selected record opens in the viewing mode.



- In the viewing mode, use

-  to open a new record template
-  to reduce/enlarge the font size in the view window
-  to do a contents search
-  to open the displayed record for editing
-  to delete the displayed record
-  /  or  /  to go to the alphabetically next or previous record, respectively.

Search Text

- On the *Memo* list or in the viewing mode, select  to display a record search screen.
- Specify any contiguous string that might be found in the title or contents of a record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

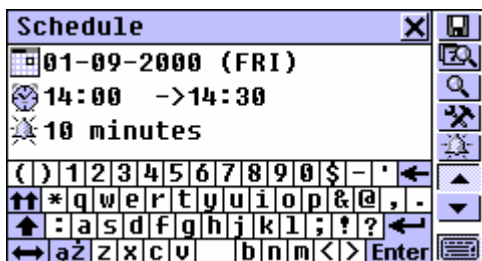
SCHEDULE

You may effectively manage your time by using the *Schedule* section of your Partner®. You may enter records in the English and Polish languages, edit, search, delete, and listen to the pronunciation of their English contents.

- Select the *Schedule* option on the ORGANIZER Menu to display a list of existing *Schedule* entries for the current date.

Creating a Record

- Touch  or press SHIFT + F1 to open a new record template.





- ◆ **Note:** A new *Schedule* record can also be opened from the *Calendar* (page 248).

The first page of a *Schedule* record includes information on *Date*, *Start* and *End Time*, and audible *Reminder* settings, which can be changed via setup dialog boxes.



Date

The current date (set in *Local Time*, page 259) in the format selected in *System Setup* (page 320) defaults for a new record.

- To display the *Date* setup dialog box:
 - touch the date value  01-09-2000 (FRI)
 - touch  or press SHIFT + F4 and select *Input Date* from a pop-up menu.

Start and End Time







The current time (set in *Local Time*, along with 24/12 hour format selection) defaults for both *Start* and *End* settings in a new record.

- To display the *Start Time* or *End Time* setup dialog box:
 - touch one of the time values  **14:00** → **14:30**
 - touch  or press SHIFT + F4 and select *Input Start Time* or *Input End Time* from a pop-up menu.
- ◆ **Note:** If *Start Time* is set later than *End Time*, or *End Time* is set earlier than *Start Time*, the latter value is automatically adjusted.
- ◆ **Note:** *Time Display Format* can be set on the *Local Time* menu, see page 259.

Reminder

The 10 minutes *Reminder* setting defaults for a new record.

Reminder specifies a time period until the *Start Time* when a reminder alarm will be issued (page 243). *Reminder* can also be turned off.

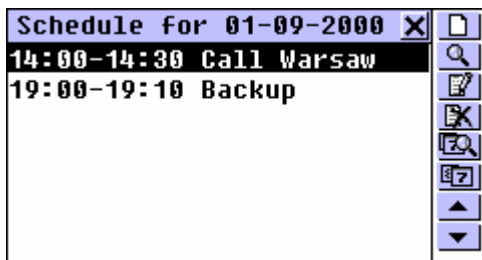
- To display the *Reminder* setup dialog box:
 - touch the *Reminder* value  **10 minutes**
 - touch  or press SHIFT + F5.
- ◆ **Note:** If *Reminder* time is set greater than actual time remaining, a warning message will be shown.
- Set up the *Date*, *Start Time*, *End Time*, and/or *Reminder* values.
- ◆ **Note:** To change all four settings consecutively, touch  and select *Input Date & Time*.
- Touch  or press ▼ to open the next page.
- Type in *Schedule* contents. To return to the previous page, touch  or press ▲.
- To save a record, touch  or press SHIFT + F1.

Finding a Record

There are three ways to search for records:

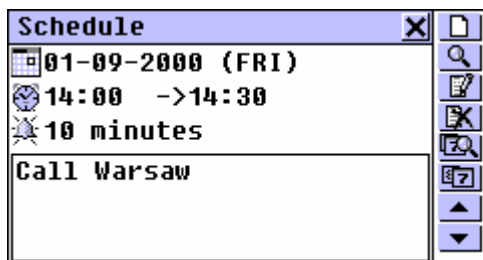
Select From List

- Open the *Schedule* section to display a *Schedule* records list for the current date ordered by the *Start Time*.











- On the records' list, use
 - to move the highlight bar
 - to open a new record template
 - to do a contents search
 - to open the highlighted record for editing
 - to delete the highlighted record
 - to display the list for a specific date via a dialog box
 - to consult the *Calendar*
 - / or / to go to the next or previous date's list.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



The selected record opens in the viewing mode.




In the viewing mode, use

-  to open a new record template
-  to do a contents search
-  to open the displayed record for editing
-  to delete the displayed record
-  to display the list for a specific date via a dialog box
-  to open the *Calendar* section.
-  /  to go to the chronologically next or previous record, respectively.


Search Text

- On any screen in the *Schedule* section, select  to display a record search screen.
- Specify any contiguous string that might be found on the contents page of a *Schedule* record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

Use Calendar

- Select *Calendar* on the ORGANIZER menu. Find and highlight a date for which *Schedule* records exist (these dates will appear framed).
- Press ENTER or select  from the *Toolbar* to open the first matching record in the viewing mode.

Consulting Calendar

- On the list or in the viewing mode in the *Schedule* section, select  to open the *Calendar* section. Refer to the next chapter for instructions.
- Close the *Calendar* window to return to *Schedule*.

Schedule Alarm and Reminder

The *Schedule Alarm* can be turned On or Off in the *System Setup* section (page 318). This setting affects the entire *Schedule*: if turned on, which is the default, the *Schedule Alarm* goes off on the *Date* and at the *Start Time* of any *Schedule* record, producing an audible beep.

The *Reminder* time is adjusted separately for every individual record (page 240). If turned on, the *Reminder* alarm goes off at the set interval before the *Start Time* of an appropriate *Schedule* record.

- Press any key or touch the screen to interrupt a *Schedule Alarm* or a *Reminder* beep. The corresponding *Schedule* record will be displayed in the viewing mode.


You may want to change the record, for example, to set the *Reminder* for a later time. Closing *Schedule* will bring you back to where you were before the alarm went off.

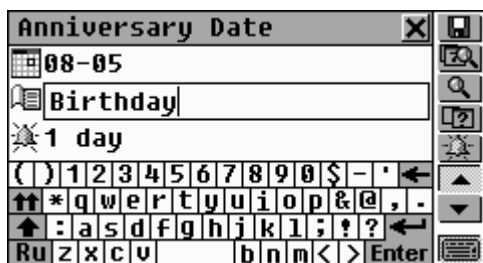
ANNIVERSARY DATE

In the *Anniversary Date* section of your Partner® you can save information on birthdays, wedding days, commemorative dates, and other recurrent events.

- Select the *Anniversary Date* option on the ORGANIZER Menu to display a chronological list of existing records.

Creating a Record



- Touch  or press SHIFT + F1 to open a new record template with day and month of the current date (set in *Local Time*, page 259).








- ◆ **Note:** A new *Anniversary Date* record can also be opened from the *Calendar* (page 247).

The first page of an *Anniversary* record includes *Date*, *Title*, and *Reminder*. The *Date* appears in the format selected in *System Setup* (page 320).

To display the *Date* setup dialog box and change the date:









- touch the date value  08-05
- touch  or press SHIFT + F4.
- Set up a *Date* for your *Anniversary* record.

- Fill out the *Title* field, which can contain any identifying label.
- Set a *Reminder* for your *Anniversary Date*:
 - touch the time value  **1 day**
 - touch  or press SHIFT + F5.
- Touch  or press ▼ to open the next page.
- Type in *Anniversary Date* contents. To return to the previous page, touch  or press ▲.
- To save a record touch  or press SHIFT + F1.

Finding a Record











There are three ways to search for records:

Select From List



- Open the *Anniversary Date* section to display a chronologically ordered list of records.
- On the records' list, use
 -   to move the highlight bar
 -  to open a new record template
 -  to do a contents search
 -  to open the highlighted record for editing
 -  to delete the highlighted record
 -  to display the list for a specific date via a dialog box
 -  to consult the *Calendar*.

- Select an entry by touching or moving the highlight bar to it and pressing ENTER.

The selected record opens in the viewing mode.


- In the viewing mode, use
 -  to open a new record template
 -  to do a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  to display the list for a specific date via a dialog box
 -  to consult the *Calendar*
 -  /  or  /  to go to the chronologically next or previous record, respectively.

Search Text


- On any screen in the *Anniversary Date* section, select  to display a record search screen.
- Specify any contiguous string that might be found in the description field or on the contents page of a record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

Use The Calendar

- Select *Calendar* on the ORGANIZER menu. Find and highlight a date for which *Anniversary Date* records exist (these dates will appear framed).

- Press ENTER or select  from the *Toolbar* to open the first matching record in the viewing mode.

Consulting The Calendar

- On the list or in the viewing mode in the *Anniversary Date* section, select  to open the *Calendar* section. Refer to the next chapter for instructions.
- Close the *Calendar* window to return to *Anniversary Date*.

Anniversary Date Alarm and Reminder

The *Anniversary Date Alarm* can be turned on or off in the *System Setup* section (page 319). This setting affects the entire section: if turned on, which is the default, the *Alarm* goes off at midnight on the date of any *Anniversary* record, producing an audible beep.

The *Reminder* time is adjusted separately for every individual record (see above). If turned on, the *Reminder* alarm goes off selected number of days before the date of an appropriate *Anniversary* record.

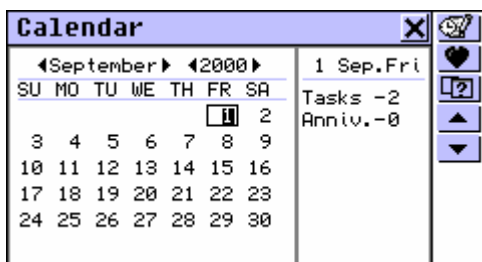
- Press any key or touch the screen to interrupt an *Alarm* or a *Reminder* beep. The corresponding record will be displayed in the viewing mode.

You may want to change the record, for example, to set the *Reminder* for a later time. Closing the section will bring you back to where you were before the alarm went off.

CALENDAR





The *Calendar* allows for a quick and clear date reference, also providing a way to open new and select existing *Schedule* and *Anniversary Date* records.

- Select *Calendar* on the ORGANIZER Menu to open the *Calendar* on the current month with the current date highlighted.



- ◆ **Note:** The *Calendar* can also be accessed from the *Schedule* or *Anniversary Date* section (see above). However, shortcuts to *Schedule* and other *Anniversary Date* records are not available in this mode.
- Change the month by using / and / or touching the arrow buttons / at the month name on the screen.
- Move by year touching the arrow buttons / at the year indicator on the screen.
- Highlight a date by direct touching or by moving the highlight bar with the keys.
- Touch to jump to a specific date via a dialog box.
- ◆ **Note:** Dates of existing *Schedule* and *Anniversary Date* records appear framed.

The highlighted date and number of this date's *Schedule* and *Anniversary* events are displayed on the right.


- To open a *Schedule* record on a highlighted date:
 - date framed – press ENTER (and select *Schedule* from a pop-up menu if both '+' and '-' apply to the date), or select  from the *Toolbar* to open the first matching record in the viewing mode
 - date not framed – select  from the *Toolbar* to open a new record editing template.
- To open an *Anniversary Date* record:
 - date framed – press ENTER (and select *Anniversary Date* from a pop-up menu if both '+' and '-' apply to the date), or select  from the *Toolbar* to open the first matching record in the viewing mode
 - date not framed – select  from the *Toolbar* to open a new record editing template.

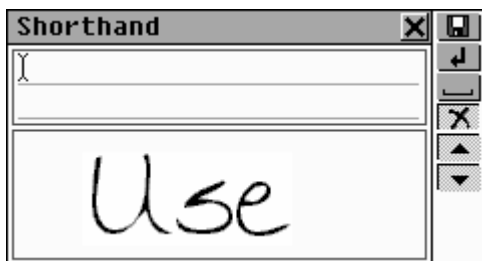
SHORTHAND



The *Shorthand* section of your Partner® is especially helpful when you need to quickly jot down a few phrases or a telephone number. What makes this section stand out is that it lets you write in the traditional way, transforming your stylus into a pen.

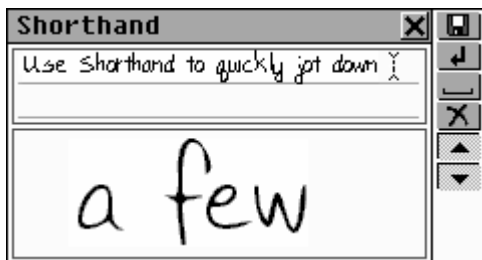
- Select the *Shorthand* option on the ORGANIZER Menu. A list of existing records appears.









Creating a Record




- Touch  or press SHIFT + F1 to open a new record template.
- Start writing with the stylus in the lower box, trying to use large-size letters to assure readability. The optimal input **block** is 1-5 symbols in length. For example:



- To save the input, touch  or press ENTER. The symbols will be adjusted in size and placed as one block at the cursor position (gray vertical line) in the upper box.
- Continue writing, breaking up long words in manageable pieces. Touch  or press SPACE to insert a delimiting space at the end of a block.









- To edit input in the upper box:
 - Move the cursor by touching a block (use  /  or  /  to scroll lines) or with the   , SHIFT+ keys

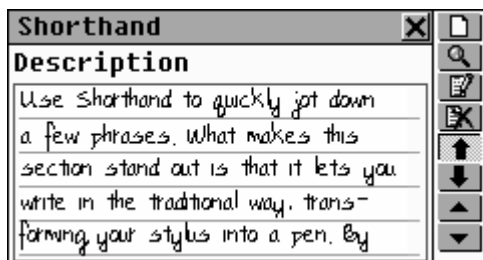
- Delete a block to the left of the cursor by touching  or pressing **←**.
- When finished and ready to save, touch  or press **SHIFT + F1** and specify a filename.
- Touch  or press **ENTER** to save the record.













Finding a Record

There are two ways to search for records:



Select From List

- Open the *Shorthand* section to display a list of existing filenames.
- Use
 -   to move the highlight bar
 -  to open a new record template
 -  to do a filename search
 -  to open the highlighted record for editing
 -  to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing **ENTER**.



- In the viewing mode, use
 -  to open a new record template
 -  to do a filename search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -   or   to scroll the record
 -  /  or  /  to go to the alphabetically next or previous record, respectively.

Find Filename

- On the filename list or in the viewing mode, select  to display a search screen.
- Specify any contiguous string that might be part of a filename, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.


DRAWING BOARD

You can create uncomplicated drawings and outline images on the *Drawing Board* of your Partner®.

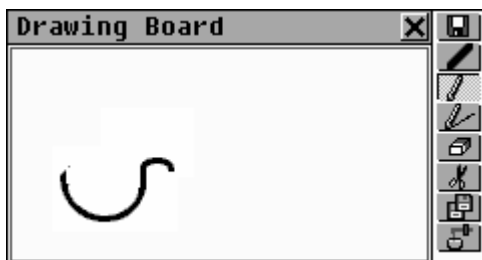
You can insert a picture from this section into your fax message and fax it. See p. 301.










- Select the *Drawing Board* option on the ORGANIZER Menu. A list of existing drawing filenames appears.

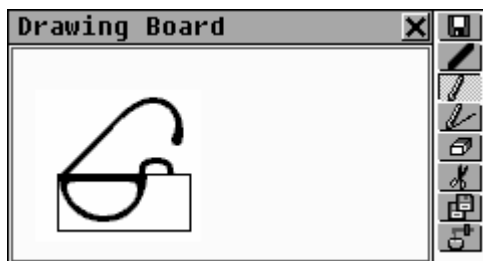
Creating a Drawing

- Touch  or press SHIFT + F1 to open a new drawing template.
- Start creating a free-hand drawing using the stylus.

The default settings are: *Thin line, Free draw.*




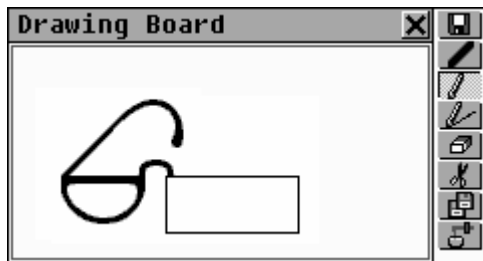
- To draw using a *Thick line*, touch . The button changes to . Touch it to restore the *Thin line*.
- To be able to draw a *Straight line*, touch . Touch  to return to the *Free draw*.
- To use the stylus as an *Eraser*, touch . Touch  or  to resume drawing.
- To copy or cut a rectangular drawing fragment:
 - touch  or , respectively
 - touch the drawing board next to the fragment you want to copy and drag the stylus so that the fragment is included within a frame



- take the stylus off the screen.


A framed drawing fragment is copied to the clipboard. The frame (and its content, if the cut option was used) disappears.


- To paste the clipboard content into the drawing:
 - touch 
 - touch the drawing board to display a frame of the size used for copy and position it properly by dragging it at the upper-left corner



- take the stylus off the screen.

A drawing fragment previously copied to the clipboard is pasted into the drawing. The frame disappears.







- When finished and ready to save, touch  or press SHIFT + F1 and specify a filename.

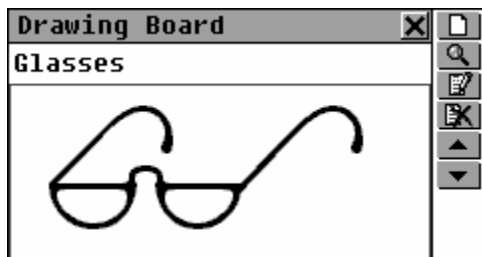
- Touch  or press ENTER to save the record.



Finding a Drawing







There are two ways to search for saved drawings:

Select From List



- Open the *Drawing Board* section to display a list of existing filenames.
- Use
 -   to move the highlight bar
 -  to open a new record template
 -  to do a filename search
 -  to open the highlighted record for editing
 -  to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



- In the viewing mode, use
 -  to open a new drawing template.
 -  to do a filename search


-  to open the displayed drawing for editing
-  to delete the displayed drawing
-  /  or  /  to go to the alphabetically next or previous drawing filename, respectively.

Find Filename

- On the filename list or in the viewing mode, select  to display a search screen.
- Specify any contiguous string that might be part of a filename, and touch  or press ENTER to see the results on the *Search List*.
- Select an entry to open the associated drawing in the viewing mode.

LOCAL AND WORLD TIME

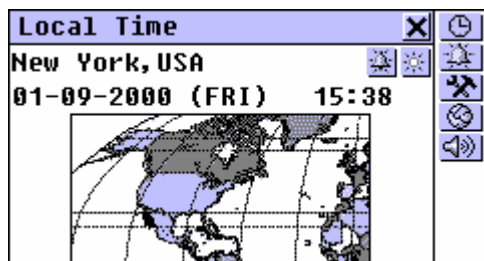
The *Time* section of your Partner®, besides serving as a local and worldwide time and date reference, is also used to adjust system settings for the current date, time, local time zone, daily alarm, DST, time format, and time announcement.

- ◆ **Note:** To check the current date and time on the fly, touch the  button on the *Sidebar* to display a *Time* pop-up window and listen to the announcement of time (if *Talking Clock* is enabled, see page 261).
- Select the *Local & World Time* option on the ORGANIZER Menu to display the *Time* menu.





Local Time

- Select the *Local time* option from the *Time* menu.



The *Local Time* screen shows: a name of the city representing the local time zone and a map of the corresponding continent, the current date and day of the week, and the current time.

- Touch  or press  to listen to the announcement of time (if *Talking Clock* is enabled).


Local City

Default: New York, USA


You may specify a city name for your local time zone in one of three ways:

- directly from a city list
- through a country name – the first city alphabetically listed for this country will appear
- typing a new city name – its time zone settings will be based on the currently displayed city.


Set City


- Display a city selection screen:
 - touch the city name on the screen and select *Set City* from a pop-up menu, or
 - touch  and select *Set City* from a pop-up menu.
- Find the city name you need by typing in and/or scrolling the list, and select it.

Set Country

- Display a country selection screen:
 - touch the city name on the screen and select *Set Country* from a pop-up menu, or
 - touch  and select *Set Country* from a pop-up menu.
- Find the country name you need by typing in and/or scrolling the list, and select it. The first city alphabetically listed for this country will be used for setting.



Define City and Country

- From the available list (see *Set City* above) select any city located in your time zone.
- Display a user-defined city setup screen by touching .

- Change the default setting *User City*, *User Country* (press SHIFT + ESC to clear) to your own. Use a comma to delimit city and country names.
- Touch  or press ENTER.
The settings for the user-defined city will be based on the time zone of the city selected in step 1.



Date

Default: 01-01-2000 in the *dd-mm-yy* format (may be changed to *mm-dd-yy* in *System Setup*, page 320).

- Display the *Date* setup dialog box:
 - touch the date value, or
 - touch  and select *Set Date* from a pop-up menu.
- Set the day, month, and year.
- Touch  or press ENTER.


Time

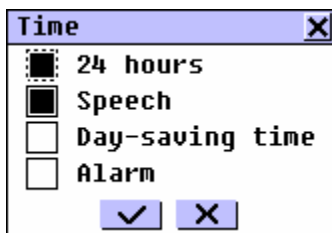
Default: noon 12:00.


- Display the *Time* setup dialog box:
 - touch the time value, or
 - touch  and select *Set Time* from a pop-up menu.
- Set the hours and minutes, and touch  or press ENTER.

Time Display Format

Default: 24 hours.




- Touch  or press SHIFT + F1 to display the *Function* setup dialog box.



- Uncheck the *24 hours* box to change the format to 12 hours. Check the box to return to the 24 hours format.
- Touch  or press ENTER to apply the change.

Daylight Saving Time

Default: Off.



- Touch  to turn the DST on. The button will appear indented. Touch it again to turn the Day-saving time off. Or
- Use the *Function* setup dialog box:
 - Touch  or press SHIFT + F1
 - Check the *Day-saving time* box to turn the DST on. Uncheck the box to turn it off.
 - Touch  or press ENTER to apply the change.

Turning the DST on or off sets the time one hour forward or back, respectively.

Daily Alarm




Set Alarm Time

Default: noon 12:00.

- Touch  or press SHIFT + F2 to display the *Set Alarm* dialog box.
- Set hours and minutes of the alarm time.
- Touch  or press ENTER to apply the setting.

Turn Alarm On / Off



Default: Off.

- Touch  to turn the *Daily Alarm* on. The button will appear indented. Touch it again to turn the *Daily Alarm* off. Or,
- Use the *Function* setup dialog box:
 - Touch  or press SHIFT + F1
 - Check the *Alarm* box to turn the *Daily Alarm* on. Uncheck the box to turn it off.
 - Touch  or press ENTER to apply the change.




If turned on, the *Daily Alarm* produces an audible intermittent signal at the set time. Press any key or touch the screen to interrupt the *Daily Alarm* beep. A *Time* pop-up window will appear, and the current time will be announced (if *Talking Clock* is turned on).

Talking Clock

Default: On.

- Touch  or press SHIFT + F1 to display the *Function* setup dialog box.
- Uncheck the *Speech* box to turn the *Talking Clock* off. Check the box to turn it back on.
- Touch  or press ENTER to apply the change.

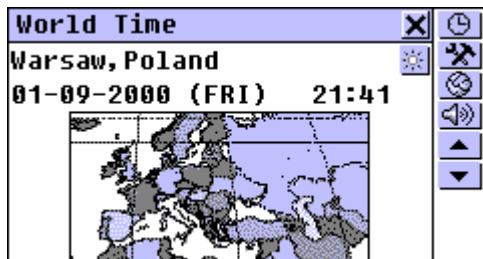
With the *Talking Clock* turned on, you will be listening to the announcement of the displayed time, when you

- touch  or press  on the *Local Time* or the *World Time* screen
- touch  on the *Sidebar* or interrupt a *Daily Alarm* beep to display a *Time* pop-up window.







World Time

Using your Partner's® *World Time* section, you may view the international zone times in cities around the globe, along with appropriate map illustrations.

- Select the *World time* option from the *Time* menu.



The *World Time* screen shows: a city name (default: Warsaw, Poland) and a map of the respective continent, the date and day of the week, and the time in the time zone of the displayed city.

- Touch  or press  to listen to the announcement of the time in the displayed city (if *Talking Clock* is enabled).
- To see information for another city:
 - next in alphabetic list – touch  or press 
 - previous in alphabetic list – touch  or press 

- specific or user-defined – refer to the *Local City* part of the *Local Time* chapter (page 257) for instructions.

The *Time Format*, *Day-saving time* for a given city, and the *Talking Clock* settings can be changed on the *World Time* as well as on the *Local Time* screen, and affect both sections. Refer to the according parts of the *Local Time* chapter for directions.

VOICE MEMO


Your Partner® can be readily used as an effective and easy-to-handle voice recording device. See *General View*, page 175 for the location of the recording button and slide, the playback button, and the microphone.

- Select the *Voice Memo* option on the ORGANIZER Menu. A list of existing records appears in chronological order¹.

Creating and Storing a Record


There are two ways to create and store a voice record.

From Voice Memo Section

- Touch the  button or press the REC key in the upper-right corner of the keyboard to start recording.

¹ However, if you plan to use the REC slide on the case spine for recording, make sure the unit is turned off.



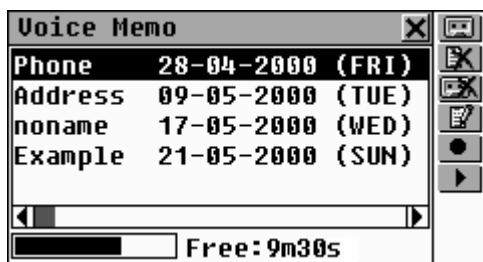
- Record sound. Press any key or touch the screen to stop recording.
- Enter a filename for your *Voice Memo* up to 8 characters in length.
- Touch or press ENTER to return to the *Memo* list. If no filename was specified, the record will be given the default *noname*.
- To change a filename, highlight it and touch  or press SHIFT+F4.



Using Record Slide

- ◆ When the dictionary is turned off and folded, pull and hold the REC slide on the case's spine. See *General View*, page 175.
- Record sound and release the slide to stop recording. The record will be given the default name *noname*, which you can change in the *Voice Memo* section.



Finding and Playing Back Stored Records

- Open the *Voice Memo* section to display a list of existing records.



- Scroll the list vertically to view more records.
- Scroll the list horizontally to check on the time of recording and duration of *Memos*.
- Touch  or press SHIFT + F1 to start listening to all *Memos* in the list from top to bottom. You may interrupt the playback of a particular record or of all records at any time.
- To play back a highlighted record only:
 - touch its name
 - touch 
 - press PLAY.

Deleting Stored Records

- Open the *Voice Memo* section to display a list of existing records.
- Touch  or press SHIFT + F2 to delete a highlighted record.
- Touch  or press SHIFT + F3 to delete all records on the list.


Quick Recording and Playback

Approximately 20 seconds play time is conveniently reserved for a quick recording and playback without having to formally store or delete the record. A record made in this way stays in memory until it is replaced by another.


- In any section except *Voice Memo*, press the REC key on the keyboard. The message *Recording* appears in the upper right-hand corner of the screen.
- Record sound. Press any key or touch the screen to stop recording.
- To play the record back, press the PLAY key. During playback the message *Playing* is showing in the upper right-hand corner of the screen. Press any key to interrupt.

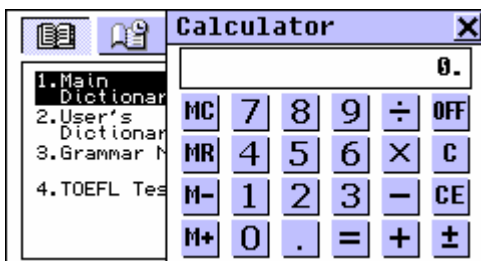
CALCULATION MENU

The sections listed on the CALCULATION Menu will satisfy a broad range of your everyday computing and money management needs.

- Select the  tab on the *Main Menu* to open the CALCULATION Menu.

CALCULATOR

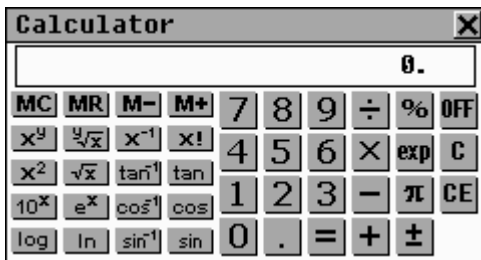
- Select the *Calculator* option on the CALCULATION Menu or touch the  button on the *Sidebar*.



Entering numbers and operations from the displayed touchpad or from the keyboard (no need to press SHIFT), use this application as an ordinary pocket calculator.

SCIENTIFIC CALCULATOR

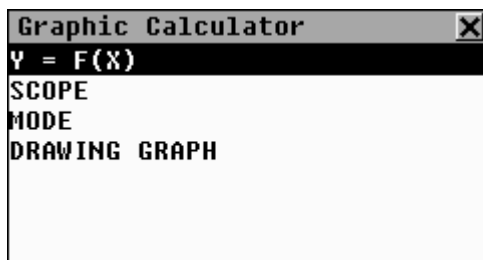
- Select the *Scientific Calculator* option on the CALCULATION Menu.



The *Scientific Calculator* is ideal for more complex mathematical and trigonometric computations, as well as for basic arithmetical problems. You may use the touchpad and the keyboard alike.

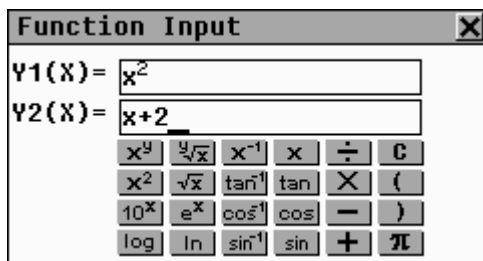
GRAPHIC CALCULATOR

- Select the *Graphic Calculator* option on the CALCULATION Menu. A menu is displayed.



Functions Input

- Select the $Y = F(X)$ option on the *Graphic Calculator* menu.
- Specify one or two functions, each up to 14 characters in length.
Use SHIFT to input from the keyboard symbols other than numbers.



- ◆ **Note:** If (T) is selected as a *Variable* value on the *Mode Setup* menu (see below), the *Function Input* will offer you to enter four (T)-functions. The first group of functions is X1 Y1, and the second group is X2 Y2.

- To close the window and return to the *Graphic Calculator* menu, touch or press ESC, or press ENTER with the cursor on the last line.

Scope Input

- Select the *Scope* option on the *Graphic Calculator* menu.
- Change the default values if needed.

$Xmin$, $Xmax$, $Ymin$, $Ymax$ indicate the drawing limit. The extension of the X-coordinate is from $Xmin$ to $Xmax$. The extension of the Y-coordinate is from $Ymin$ to $Ymax$. $Xinc$ and $Yinc$ represent the scale of the X-axis and the Y-axis, respectively. $Xstep$ is the drawing precision. It represents the Y-value per an $Xstep$.

- ◆ **Note:** If (T) is selected as a *Variable* value on the *Mode Setup* menu (see below), then $Tmin$, $Tmax$ define the variation limit. $Tstep$ is the drawing precision. It represents the X-value and the Y-value per a $Tstep$.
- To close the window and return to the *Graphic Calculator* menu, touch or press ESC, or press ENTER with the cursor on the last line.

Mode Setup


- Select the *Mode* option on the *Graphic Calculator* menu.
 - To change the default value in one of the four options, select it to pop-up a setup prompt and check the alternative box.
 - To display setup prompts for all four options in succession, select *All*.
- Customize you graph using the drawing *Modes*:

Angle: with *Coordinates* set to ARC_AXLE, choose an angle measurement unit.

Variable: select a way in which a function is defined.

Graph: specify whether the graph dots are connected to form a solid line.

Coordinates: decide how coordinates are presented on the *Drawing Graph* screen.

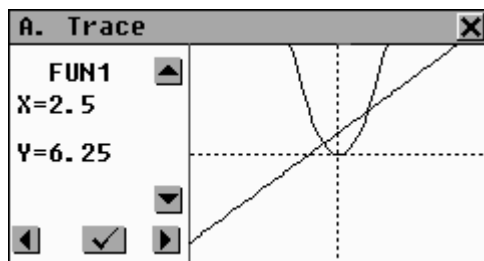
- To close the window and return to the *Graphic Calculator* menu, touch  or press ESC.





Drawing Graph





- Select the *Drawing Graph* option on the *Graphic Calculator* menu.

Trace









- Select the *Trace* option. A flashing cross will appear on the first function's graph indicating the tracing point. The coordinates of this point are shown on the left-hand side. FUN1 represents the first function.

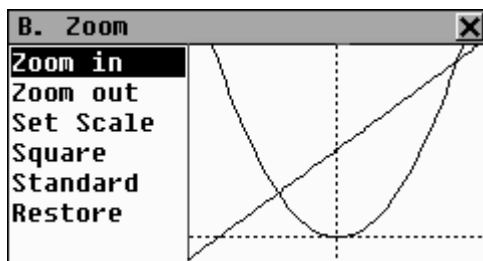



- Touch   or press   to toggle between FUN1 and FUN2.

- Touch   or press  to move the tracing point. The coordinates will change accordingly.
- Touch  or press ENTER to return to the *Drawing Graph* screen.

Zoom

- Select the *Zoom* option.
- Select *Set Scale*. The current zooming rates of the X-axis and the Y-axis are shown on the left.
 - To clear an active box, press SHIFT + ESC. To enter values, use the numeric keys on the keyboard.
 - Touch  or press ENTER to return to the *Zoom* menu. The set values will be used for *Zoom in* and *Zoom out*.
- Select *Zoom in* or *Zoom out* and adjust the zoom focus. The default focus is the point of the coordinates intersection.
 - Shift the zoom focus along the X-axis by touching   or pressing .
 - Shift the zoom focus along the Y-axis by touching   or pressing .
 - Touch  or press ENTER to return to the *Zoom* menu. The graph image will be refocused and magnified or minimized according to the setting in *Set Scale*.






- Select *Square* to display the graph with both axes based on the same scale.
- Touch *Standard* to draw the graph on the standard scale.
- Select *Restore* to return to the original graph settings.
- Touch  or press ENTER to return to the *Drawing Graph* screen.

LOAN CALCULATOR

This useful feature of your Partner® enables you to compute monthly payments and amounts of principal and interest paid or payable to date on your loans and mortgages.

- Select the *Loan Calculator* option on the CALCULATION Menu. A list of saved loan calculations will be displayed.

Creating a Record

- Touch  or press SHIFT + F1 to start a new calculation.
- Enter a record's name and touch . Specify inception *Year*, inception *Month*, and amount of *Mortgage* (or loan). To switch an active box, touch it or use , or touch **Enter** / press ENTER for next.






Loan Interest				
Start		7	8	9
Year: Month:		4	5	6
<input type="text" value="2000"/>	<input type="text" value="5"/>	1	2	3
Mortgage:		0	.	±
<input type="text" value="300000."/>		Clear		Enter

- To go to the next page, use / , or **Enter** / ENTER when in the *Mortgage* box.
- Enter *Annual Percentage Rate* and *Period* of loan or mortgage in years.
- With all values specified and the last box highlighted, touch **Enter** or press ENTER to save the calculation and display a loan information screen.

Mortgage				
Start (Year/Month):				
2000 / 5				
Mortgage:	300000.			
A. P. R. (%):	8.25%			
Period (Yr):	30			
Monthly Payment:	2253.79			

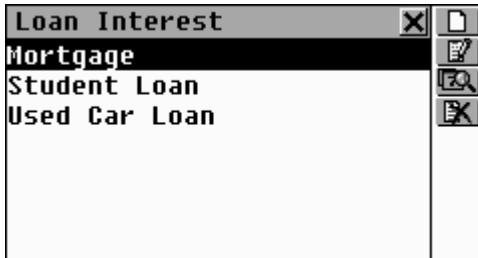
The info screen summarizes data you entered and includes the amounts of monthly payment and total payable interest.







- On the info screen, use
 - to scroll the text
 - to start a new calculation
 - to change the current calculation
 - to inquire on a specific date

-  to delete the current calculation
-  /  or  /  to go to the next of previous saved calculation.



Finding a Record





- Open the *Loan Calculator* to display a list of saved loan calculations in the alphabetical order of their respective record names.











- On the records list, use
 -   to move the highlight bar
 -  to start a new loan calculation
 -  to change the highlighted record
 -  to inquire on a specific date
 -  to delete the highlighted record
- To display the info screen on a loan (see above), select an entry by touching or moving the highlight bar to it and pressing ENTER.

Loan Inquiry

- On a loan's info screen or on the records list (the desired loan record's name must be highlighted), touch  to display a date dialog box.
- Enter year and month within the loan term and touch  or press ENTER to see the loan's details on the specified date. The information on interest, principal, and total amount paid to date, as well as on loan amount left, appears on the screen:

Used Car Loan			
Inquiry:			
Year:	2002,	Month:	12
Int. Paid:	3464.55		
Pri. Paid:	221.73		
T. A. Paid:	3686.28		
Loan Left:	27910.43		

- You may touch  to change the current loan data.
- To display the loan information for another date, touch .
- Use the  and  buttons, if enabled, to see other loans' details for the same date.

Used Car Loan			
Inquiry:			
Year:	2002,	Month:	12
Int. Paid:	3464.55		
Pri. Paid:	221.73		
T. A. Paid:	3686.28		
Loan Left:	27910.43		







- ◆ **Note:** This function enables you to compare different loans' conditions as they are projected into the future.

ACCOUNT MANAGEMENT

The *Account Manager* section of your Partner® allows you to keep track of your bank accounts and transactions.

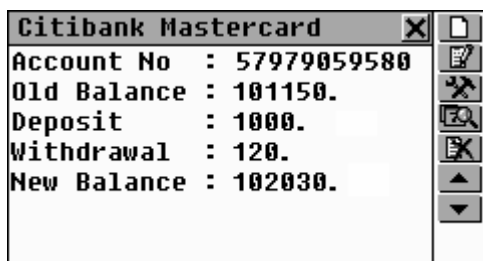
- Select the *Account Manager* option on the CALCULATION Menu. A list of existing account names is displayed.

Creating a Record









- Touch  or press SHIFT + F1 to open a new record template.
- Specify an *Account Name*. (Touch  or press ↓ to pull down a menu of sample names.)
- Touch  or press ▼ open the *Account No.* page.
- Type in an account number and touch  or press ▼ to open the *Balance* page.
 - To return to a previous page, touch  or press ▲.
- Enter an account balance and touch  to save the record.

Finding a Record

- Open the *Account Manager* to display a list of accounts.
- View the list and select an entry to open it in the viewing mode.




An account record in the viewing mode includes information on aggregate deposits and withdrawals, and on an adjusted new balance.


- ◆ **Note:** If account details are changed, a new balance is calculated, and *Deposit* and *Withdrawal* values are reset.
- Use
 -  to open a new record template
 -  to open the displayed account for editing
 -  to record *Deposit* or *Withdrawal* for the current account
 -  to delete the displayed record
 -  /  or  /  to go to the alphabetically next or previous record, respectively.


Managing Transactions

Posting a Transaction

- Highlight on the list or open for viewing the account record you want to post a transaction to.
- Touch  and select *Deposit* or *Withdrawal* from a pop-up menu.


The current date and time (set in *Local Time*, page 259) default for a new transaction record.

- If you want to change the date or time, touch the corresponding line to display a setup dialog box, and change the values.
- Type in an amount and touch  or press ENTER.
- Enter a transaction description.

- Touch  to save the transaction as part of an account record and display the *Balance* screen (see below).

Viewing Transactions

- Display an account record in the viewing mode, or highlight its line on the list.

- Touch  or press SHIFT + F4 to open an itemized list of deposits and withdrawals with the most recent transaction shown on top. Withdrawals appear as negative values.

Balance - Citibank Ma... X	
12-05-2000	Cafe -50.
24-04-2000	Pay... 758.12
14-05-2000	Gas -120.
24-05-2000	Pre... -159.2

MATH FORMULAS

The section *Math Formulas* contains topically arranged lists of mathematical, trigonometric, and other expressions for advanced users.

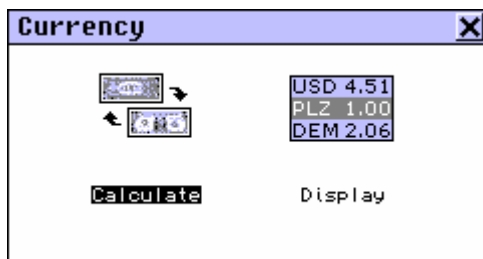
- Select the *Math Formulas* option from the CALCULATION Menu.
- Choose a category and a subcategory and view the formulas, for example:

Logarithm X	
1.	$\log_a A + \log_a B = \log_a AB$
2.	$\log_a AB = \log_a A + \log_a B $
3.	$\log_a A - \log_a B = \log_a (A/B)$
4.	$\log_a (A/B) = \log_a A - \log_a B $
5.	$\log_a A^n = \begin{cases} n \log_a A & (n=\text{odd}) \\ n \log_a A & (n=\text{even}) \end{cases}$

CURRENCY CONVERSION

The *Currency Conversion* function built into your Partner® allows you to instantly calculate cross courses in 26 pre-installed currencies and 3 user-defined currencies.


- Select the *Currency Conversion* option from the CALCULATION Menu to see the section's menu.







Checking and Setting Rates


- To see and set currency rates, select the *Display* option.

Currency rates	
USD	1.00
PLZ	1.00
EUR	1.00
AUD	1.00
ATS	1.00
BYR	1.00
BEF	1.00


- Use:
 - ↓ ↑ to highlight lines
 -  to specify/change a user currency name (marked ??? at the bottom of list)

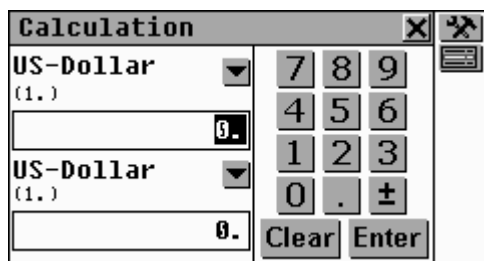
-  to set exchange rate for highlighted currency
-  as shortcut to *Calculate*.
- Select a currency by touching or highlighting the corresponding line with $\downarrow\uparrow$ and touching  / pressing ENTER. A *Set Rate* screen will appear:

Poland-Zloty		X			
Code: PLZ		7	8	9	\uparrow
Set Rate		4	5	6	\downarrow
	4.2	1	2	3	
		0	.	\pm	
		Clear	Enter		

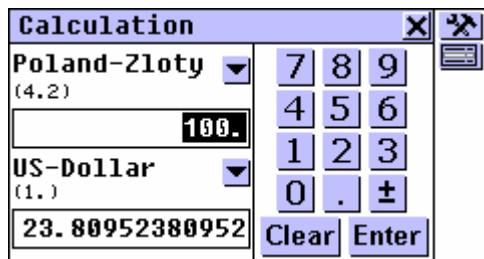
- Specify an exchange rate relative to a base currency (whose rate should equal 1) and touch , **Enter** or press ENTER to save the rate.
- ♦ **Note:** The default exchange rate for all currencies is 1.
- To set exchange rates for other currencies, use \downarrow / ∇ and \uparrow / \blacktriangle for paging in alphabetical order.

Conversion

- Select the *Calculate* option on the *Currency Conversion* menu, or touch  on the currency *Display* screen.



- Use
 - \downarrow \uparrow to change an active input box
 - ∇ \rightarrow to pull out a currency selection menu for the active box
 - \otimes to change exchange rate for currency in the active box
 - \equiv to switch to the currency *Display*.
- Select a currency name and enter an amount in either box, in any order.
- After you have typed a new amount in one of the boxes, touch **Enter** or press ENTER to refresh the display. (When a currency name is changed, the display is refreshed automatically.)



METRIC CONVERSION

With your Partner® you may easily convert measurements from the British-American system into the metric system commonly used in Europe and vice versa, as well as within each system.

- Select the *Metric Conversion* option from the CALCULATION Menu.


Metric Conversion				
Length	▼	7	8	9
mm	▼	4	5	6
<input type="text" value="0."/>	▼	1	2	3
cm	▼	0	.	±
<input type="text" value="0."/>		Clear		Enter

- Use
 - **↓** **↑** to change an active input box
 - **▼** to pull out a measurement name or unit selection menu.
- Select a measurement name from the upper menu and enter an amount in either input box, in any order.
- After you have typed a new amount in one of the boxes, touch **Enter** or press ENTER to refresh the display. (When a measurement unit is changed, the display is refreshed automatically.)

Metric Conversion		X		
Capacity	▼	7	8	9
US gallon	▼	4	5	6
	10.	1	2	3
liter	▼	0	.	±
37.8541184		Clear		Enter

REFERENCE MENU

The REFERENCE Menu is your information and entertainment center.

- Select the  tab on the *Main Menu* to open the REFERENCE Menu.

TRAVEL GUIDE

The *Travel Guide* of your Partner® will help you find out a few important facts about the country or the place you plan to visit, local airports, weather conditions, spoken languages, currency, phone codes, etc.¹

- Select the *Travel Guide* option on the REFERENCE Menu.

¹ For some regions and cities only limited information is available.



The *Travel Guide* contains information on countries (the default section) as well as on different cities of the world.






- To switch to the city search screen, touch
- To return to the country search screen, touch

Countries


- To display information on a county, start entering its name on the country search screen and/or scroll the list.
- Touch the corresponding line in the list, or make sure the line is highlighted (press if necessary) and press ENTER.




- Use
 - or the scroll bar if you need to see more text.
 - to switch to the city search screen

-  to return to the country search screen
-  /  or  /  to display info on other counties in alphabetical order.




Cities






- Touch  to switch to the city search screen.
- To display information on a city, start entering its name and/or scroll the list.



- Touch the corresponding line in the list, or make sure the line is highlighted (press  if necessary) and press ENTER.



- Use
 -   or the scroll bar if you need to see more text
 -  to switch to the country search screen

-  to return to the city search screen
- Use  /  or  /  to display info on other cities in alphabetical order.

SIZE EQUIVALENTS

When you travel or shop internationally, refer to this section to learn about the correlation between the clothes and shoes size systems used in different parts of the world.

- Select the *Size Equivalents* option on the REFERENCE Menu to see its submenu.
- Select an option from the *Size Equivalents* menu, for example:

USA	4	4.5	5	5.5
UK	2.5	3	3.5	4
Europe	34.5	35	35.5	36
Taiwan	66	67	68	69
Japan	21.5	22	22.5	23
France	36	36.5	37	37

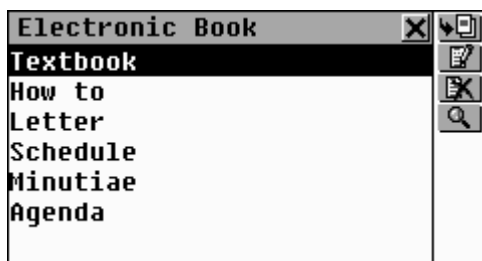
- Scroll right to see more sizes; scroll down to see more countries.






ELECTRONIC BOOK

A renewable source of various additional linguistic and reference information. Requires the *PC-Link* program

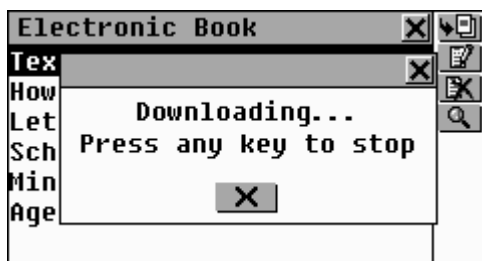
installed on a personal computer and a special cable (see the *PC Communication* section for more information).








- Select the *Electronic Book* option on the REFERENCE Menu. A menu of six available *Electronic Book* chapter titles will be displayed.



- Use
 - ↓ ↑ to move the highlight bar
 -  to start download
 -  to edit the highlighted chapter title
 -  to delete contents of the highlighted chapter
 -  to do a contents search.
- On the computer, prepare a text file for *Electronic Book* transfer to the Partner®.
- Connect your Partner® to the PC.
- Launch the *PC-Link* program on the PC and select the *Electronic Book* option on the *Data Transfer* menu.
- In your Partner® choose one of six available *Electronic Book* chapters to be updated. One part can hold up to 32 KB of data.
- Touch  to get ready for download.


- Start the data transfer in the *PC-Link* program.

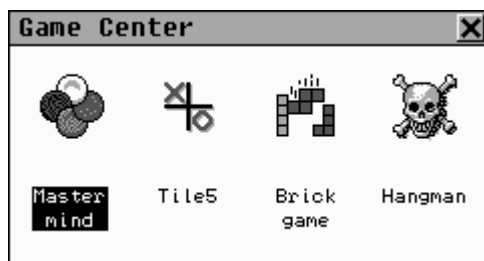


- To open a chapter of the *Electronic Book* in the viewing mode, touch the appropriate title on the menu.
- In the viewing mode use:
 -  to make reverse translation of a highlighted word
 -  to change the font size
 -  /  or  /  to go to the next or previous *Book* chapter
 -  to listen to the pronunciation of a highlighted English word or phrase.

GAME CENTER

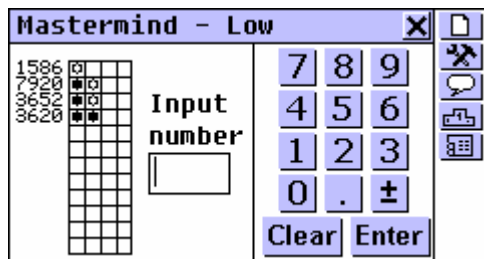
Your Partner® features four fascinating games.

- Select the *Game Center* option on the REFERENCE Menu, or touch  on the *Sidebar*.








Master Mind

- Select *Master mind* from the *Game Center* menu.
By entering digits try to guess a 4-digit number.
- Enter a number and touch **Enter** or press ENTER. The result of the try will appear in the table on the left.




A ◻ sign means that one of the entered digits is present in the hidden number, but it is not in its proper position. A ■ sign indicates that one of the correctly guessed digits is in its proper position.

- Try to find the right answer using a minimum of tries. If you succeed or use up all 12 tries, a corresponding message will be shown.
- Use the *Toolbar* buttons:





-  to start a new game
-  to change the difficulty level: on the *Low* level digits in a number must be unique, on the *High* level they may be repeated
-  to see the correct answer
-  to see a list of best results
-  to interrupt a game and return to the *Game Center* menu.

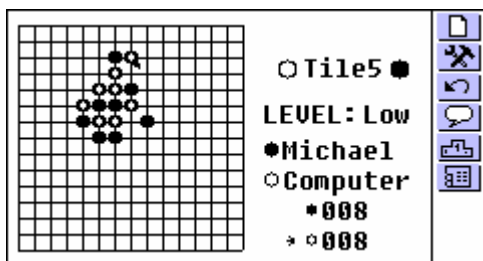
Tile5







- Select *Tile5* from the *Game Center* menu.
- Press ENTER or touch the screen to open the game menu.
- Choose a *Single* (play against Computer) or a *Double* (play against a partner) game.

- Enter your name(s) and touch  or press ENTER.






Players take turns putting black and white chips on the intersection points of the game grid. Each player tries to build up an uninterrupted vertical, horizontal, or diagonal row of five or more chips of his color, simultaneously preventing his opponent from doing the same.

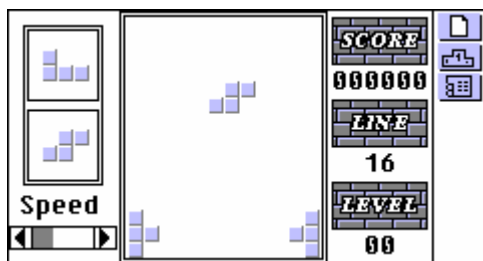
- To make your move, touch an intersection point, or move the cursor to it with the  keys and press ENTER.



- Use the *Toolbar* buttons:
 -  to start a new game
 -  to change the difficulty level (in *Single* game only)
 -  to take back the last move
 -  to display a hint
 -  to see a list of best results (in *Single* game only)
 -  to interrupt a game and return to the *Game Center* menu.

Brick Game

- Select *Brick game* from the *Game Center* menu.
- Press ENTER or touch the screen to open the game screen.
- Select a difficulty level (0 –15) with   or   or from a pop-up menu available by touching . This will change the initial combination of bricks.
- Press ENTER or close the pop-up menu to start a game.






- Using the keys →, ← (shift), ENTER (rotate), and ↓ (drop), reposition the falling blocks trying to eliminate empty spaces on the bottom. Once a row is filled with bricks it will disappear from the screen, earning you points.

The next two blocks to fall are shown on the left-hand side.

- You can change the falling speed by moving the scroll box at lower left with the stylus or the ⬇ keys.

After you make 16 rows disappear, the game advances to the next level. When the game ends, you will be prompted to enter your name.

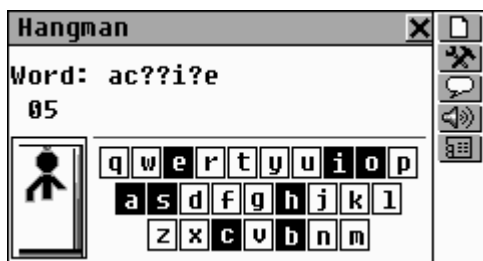
- Use the *Toolbar* buttons:
 -  to start a new game
 -  to see a list of best results
 -  to interrupt a game and return to the *Game Center* menu.

Hangman

The Partner® features a learning game *Hangman* that improves your spelling skills and enhances your personal vocabulary.







- Select *Hangman* from the *Game Center* menu.

- Choose *English-Polish Hangman* to guess English words, or *Polish-English Hangman* to guess Polish words.
- Enter letters from the touchpad or keyboard trying to guess the word before the picture on the left is complete.



The used letters are highlighted on the touchpad. Correctly guessed letters appear in place of question marks in their actual positions in the word. The number shows the remaining number of tries.

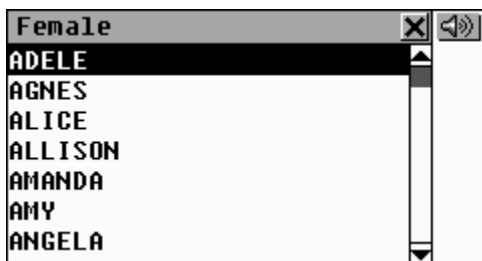
After a game ends, the translation of the hidden word is shown.



- Use the *Toolbar* buttons:
 -  to start a new game
 -  to change the difficulty level
 -  to take back the last move
 -  to display a hint
 -  to listen to the pronunciation of the hidden word (counts as one try, available in *English-Polish Hangman* only).
 -  to interrupt a game and return to the *Game Center* menu.

ENGLISH NAMES

This indispensable guide to spelling and pronunciation of English names will spare you confusion in many social situations.



- Select the *English Names* option on the REFERENCE Menu.
- Choose *Male* or *Female*.



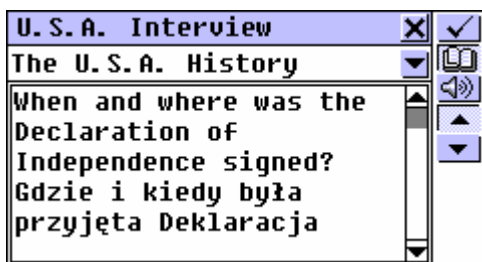
- Highlight a name and touch  or press the  key to listen to its pronunciation.

U.S.A. INTERVIEW

The ultimate talking preparation guide to the US citizenship exam. Augmenting the main purpose of this section is the possibility to translate any word in this section using the *Main Dictionary*, thus helping a student to grasp the broader meaning of critical words in questions and answers.

- Select the *U.S.A. Interview* option on the REFERENCE Menu to display the first question from the first chapter.
- Touch  or press  to pull down the chapters menu.

- Select a chapter to open its first question.

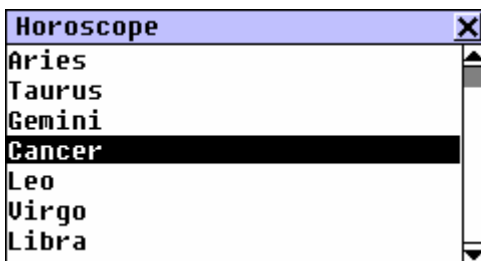


- To see the answer to a displayed question, select . Close the answer window to return to the question.
- ◆ **Note:** No answers are available to legislative period-dependent questions such as names of current government officials.
- To obtain an *Instant Reverse Translation* of any English or Polish word (if it is in its basic form), highlight it and touch or press SHIFT + F2 to search for a matching main *Dictionary* entry. See page 197 for more information on *Reverse Translation*. Close the main *Dictionary* window to return to the *U.S.A. Interview*.
- Touch or press the key to listen to the pronunciation of an English question or answer text.
- Use or to move between the current chapter's questions.

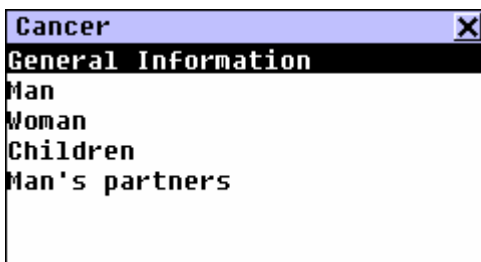
HOROSCOPE

If one of the first thing you would ask a person is his or her sign of the zodiac, check out this original *Horoscope* to find out everything you'd ever like to know.

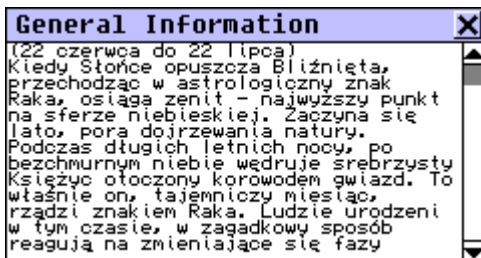
- Select the *Horoscope* option on the REFERENCE Menu to see a list of zodiac signs.



- Select a sign of the zodiac and choose one of the sub-options.




- Read the horoscope.



COMMUNICATION MENU

The COMMUNICATION Menu puts at your fingertips the fast and exciting world of electronic telecommunication.

- Select the  tab on the *Main Menu* to open the COMMUNICATION Menu.

PC COMMUNICATION

Using the Partner®'s PC-Link cable (available separately as part of *Communication Pack*) and the *PC-Link* software (included in the package on a CD-ROM) you may exchange data between your Partner® and a personal computer. This feature will allow you to keep on your PC a backup copy of *Telephone Directory*, *Schedule*, *Anniversary Date*, *Memo*, and *User Dictionary* data.

Software

- Insert the supplied CD into the CD-ROM drive of a PC. If the installation program didn't start automatically, run the file *Install.exe* from the CD-ROM.
- Choose to install *PC-Link* and follow instructions on the screen.
- ◆ **Note:** Make sure you select an appropriate COM port.
- When the program is installed, start it from the Ectaco program group and select the *Help* option. Read usage instructions carefully.

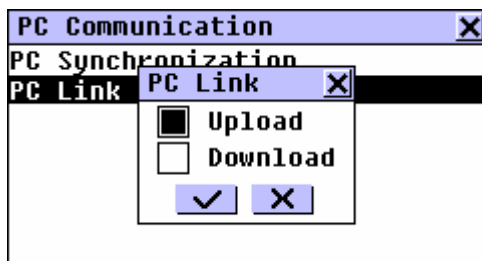
- ◆ **Note:** The latest version of the PC-Link program can be downloaded from Ectaco's web site www.ectaco.com

Data Transfer

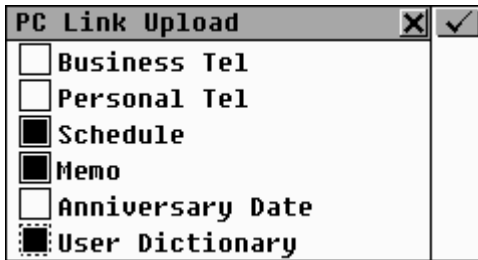
- Connect the *PC-Link* cable to the Data Link outlet located on the left-hand edge of the unit.
- Select the *PC Communication* option on the REFERENCE Menu, or press PC-LINK on the keyboard.

Sending and Receiving

- Select *PC Link* on the *PC Communication* menu.



- On the displayed pop-up menu, choose a data transfer mode.
 - For *Upload*, also specify which section(s) to send.



- In the *PC-Link* program, select a complementing data transfer mode. For *Upload*, also choose which section(s) to send. Refer to the *Help* section of the *PC-Link* program for additional information.
- Start the data transfer first on the receiving device, then on the sending one.
- ◆ **Note:** Always back up your important data! The manufacturer assumes no responsibility for lost or corrupted data.
- You may enter, edit, or delete data within your Partner® *PC-Link* program.

Synchronization

The PC Synchronization feature presents an alternative to having to conduct time-consuming full data backups of *Telephone Directories* and *Schedule*, overwriting previous versions on the receiving device. It makes sure both the dictionary and PC have the latest updated version of records. Only changes are transferred.

- Select *PC Synchronization* from the *PC Communication* menu.
- Select *Synchronization* in the *PC-Link* program.



- Start the synchronization procedure on both devices.

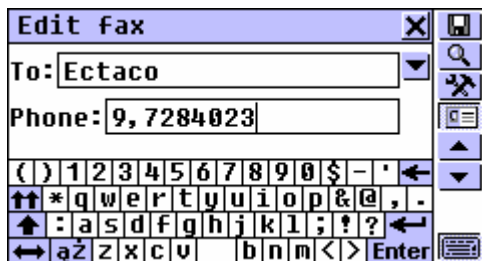
FAX









Any place you can hook up to a phone line, send a facsimile message from your palm top using the fast and dependable *Fax* feature of your Partner®.

- Select the *Fax* option on the COMMUNICATION Menu, or press FAX on the keyboard. A list of previously saved fax messages will appear.





Creating a Fax Message

- Select  to open a new *Fax* message template.
- Specify an addressee name and a fax number. To do this faster, you may want to
 - touch  and select *Personal* or *Business* from a pop-up menu to open the corresponding *Telephone Directory*
 - select a record from the list to paste the name and fax number (if available) into the appropriate boxes on the fax template




- Use
 -  to save the record
 -  to do a contents search
 -  to jump to an input field (*To, Phone, Message*)
 -  to insert a record from one of the *Telephone Directories, Memo, or Drawing Board*
 -  / ∇ or  / \blacktriangle to move between input fields.
- Touch  or press ∇ and type (or paste from the clipboard) contents of your fax message. Touch  to insert text from one of the *Telephone Directories* or from *Memo*, or a drawing from the *Drawing Board*.
- ◆ **Note:** A pasted drawing is represented on a fax form by its filename in the format */* Drawing Board [filename] */*.

Finding a Fax Message

- Open the *Fax* section to display a list of messages in alphabetical order of addressee names.
- Touch  or press SHIFT + F2 to open a new message template.
- Touch  to search for message(s) that contain specific text.
- Touch a line, or highlight it and press ENTER or touch  to open the associated message for editing.
- Touch  or press SHIFT + F4 to delete a highlighted entry.

Sending a Fax Message

- Open the *Fax* section to display a list of messages in alphabetical order of addressee names. View the list and highlight an entry.
- Make sure the phone line cable (available separately as part of *Communication Pack*) is plugged in.
- Touch  or press SHIFT + F1 to send a highlighted message. Processing and confirmation messages will be displayed.



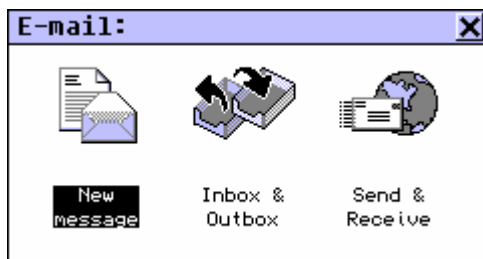
You can interrupt the procedure by touching .

- ◆ **Note:** For the communication to be successful, the *Telephone Line Type* in the *Setup* menu must be selected correctly (see page 319).
- ◆ **Note:** Fax transmission consumes considerable amount of energy. Using an external power supply while sending messages by fax is strongly advised.



E-MAIL

If you have a user account with an *Internet Service Provider* and a POP3 mailbox, send and receive electronic mail messages using your Partner®.

- Select the *E-mail* option on the COMMUNICATION Menu, or press E-MAIL on the keyboard.










Composing a Message

- Select the *New Message* option from the *E-mail* menu, or choose the  button from the *Toolbar* where available.
- Specify e-mail address(es) of main and copy receiver(s) in the fields "To:" and "Cc:" (optional), respectively. You can also
 - touch  and select *Personal* or *Business* from the pop-up menu to open a corresponding *Telephone Directory*
 - select a *Telephone Directory* record to paste the e-mail address (if available) from it into the "To:" or "Cc:" message field
- Type in a message subject (optional) in the "Sub:" field.


- To choose an active field, touch it, or use ▼ / ENTER for the next or ▲ for the previous field



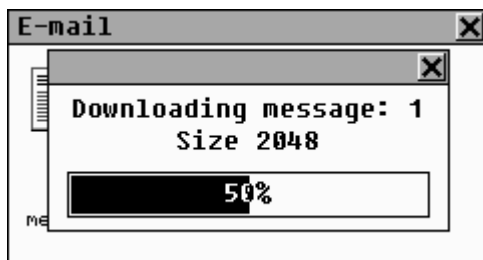
- Use
 -  to save the record
 -  to do a contents search
 -  to jump to an input field (*To*, *CC*, *Subject*, *Message*)
 -  / ▼ or  / ▲ to move between input fields.
- Touch  or press ▼ and type (or paste from the clipboard) contents of your e-mail message.
- Touch  to insert text from one of the *Telephone Directories* or from the *Memo*.
- ♦ **Note:** The text of the message can't exceed 8000 symbols.
- ♦ **Note:** Composed messages are stored in the *Outbox*.

Sending and Receiving Mail

- Connect your Partner® to a telephone line with the special cable (available separately as part of *Communication Pack*).
- Make sure you entered your *Internet Service Provider* information and selected an appropriate *ISP Information* record (see next chapter).

- Select the *Send & Receive* option from the *E-mail* menu, or choose the  button from the *Toolbar*, where applicable.

Processing messages will appear.



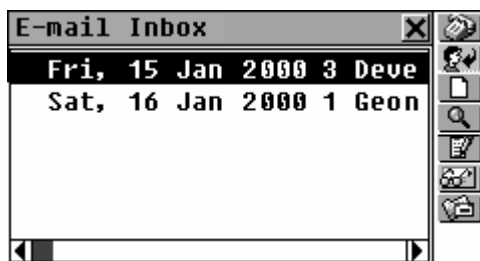
You can interrupt the procedure by touching .

Newly composed messages (marked with S) from the *Outbox* will be sent, and new messages received from the mail server, if any, downloaded and stored in the *Inbox*.

- ◆ **Note:** You can't receive an electronic message which is over 32 KB. Such message will be held at your POP3 server. You can download or delete it from your PC.
- ◆ **Note:** For the communication to be successful, your *Internet Service Provider* information must be selected correctly (see page 309).
- ◆ **Note:** E-mail communication consumes considerable amount of energy. Using an external power supply while sending messages by e-mail is strongly advised.


Inbox

- Select the *Inbox & Outbox* option from the *E-mail* menu to open the *Inbox*. A list of received messages, if any, is displayed.




- Use
 - to highlight lines
 - to check for new messages (shortcut to *Send & Receive*)
 - to forward a highlighted message
 - or press SHIFT + F3 to open a *New Message* form
 - to search for message(s) that contain specific text
 - to open the associated message for editing
 - to open a highlighted message for viewing
 - to go to the *Outbox*.
- To read a highlighted message, touch the corresponding line or select from the *Toolbar*. On the reading screen, use
 - or scrollbar for scrolling
 - or to read the next or previous message
 - to change the Polish code page from Windows-1250 (default) to ISO-8859-2.
- ◆ **Note:** You can't open graphic or any other files attached to electronic messages.

Forwarding a Message







- Select the *Inbox & Outbox* option from the *E-mail* menu to open the *Inbox*.
- Highlight or open a message.
- Select  from the *Toolbar* to open a *New Message* form with the original message sender's address copied into the "To:" field.
- Supply your comment if needed.
- ◆ **Note:** The text of the message can't exceed 8000 symbols.
- Save the message to store it in the *Outbox*.

Outbox

- Select the *Inbox & Outbox* option from the *E-mail* menu.
- Touch  or press SHIFT + F6 to open the *Outbox*. A list of composed messages is displayed.
- ◆ **Note:** The messages that are yet to be sent are marked with S. Unmarked messages won't be re-sent unless they are changed.



- Use

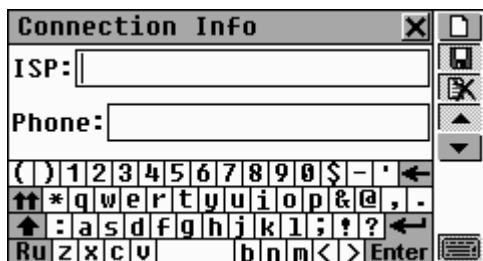
-  to send messages marked with S (shortcut to *Send & Receive*)
-  to open a *New Message* form
-  to open the highlighted message for editing
-  to search for message(s) that contain specific text
-  to delete the highlighted message
-  to return to *Inbox*.

ISP INFORMATION

If you plan to use the *E-mail* feature of your Partner®, that's the place where you enter your ISP (Internet Service Provider) information and your e-mail box attributes.

Creating a Record






- Select the *ISP Information* option on the COMMUNICATION Menu.




The screenshot shows a window titled "Connection Info" with a close button (X) in the top right corner. Inside the window, there are two text input fields: "ISP:" and "Phone:". Below these fields is a keyboard layout with the following keys: (), 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, \$, -, ' (left arrow), ↑, *, q, w, e, r, t, y, u, i, o, p, &, @, ,, ., ↓, :, ;, a, s, d, f, g, h, j, k, l, ;, !, ? (left arrow), Ru, z, x, c, v, b, n, m, <, >, Enter.


An *ISP Information* record contains standard data needed to connect to the Internet using the PPP protocol, as well as POP3 mailbox details.

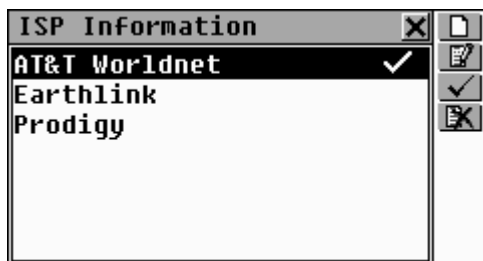
<i>ISP</i>	A name to identify this ISP record
<i>Phone</i>	Access number to ISP server
<i>Telephone Line Type</i>	Pulse or Tone dial
<i>User name</i>	Your ISP account ID (login name)
<i>Password</i>	Your ISP access password
<i>Login Procedure</i>	ISP-specific login script (usually not required)
<i>Account</i>	POP3 mailbox account name
<i>Password</i>	POP3 mailbox account password
<i>Name</i>	Your name
<i>E-mail</i>	Your e-mail address
<i>SMTP</i>	Outgoing mail server name
<i>POP3</i>	Incoming mail server name
<i>Message Delivery</i>	Specify whether leave or delete the messages from server
<i>Primary DNS</i>	Primary domain name server
<i>Secondary DNS</i>	Secondary domain name server
<i>IP-address</i>	Your IP address (usually automatically assigned by server)




- Fill out required fields of an *ISP Information* record, selecting an input field by touching, or using  / , ENTER for the next,  /  for the previous field.
- ◆ **Note:** To provide a 2-second pause when dialing an outside number type a comma in the *Phone* field, e.g. 9,1239876
- ◆ **Note:** Your Internet Service Provider must have supplied to you information required for an *ISP Information* record at the time when you opened your account. If you experience difficulties filling this record out or connecting to the Internet, contact your Internet Service Provider for assistance.
- To save a record, touch  or press SHIFT + F2.

- To create another ISP record, touch .

Selecting an ISP

- Select the *ISP Information* option on the COMMUNICATION Menu. A list of existing records will be displayed.
- ◆ **Note:** You may have records for more than one ISP provider and more than one e-mail account with each, but only one set of data may be used to establish a connection at any given time.
- To select an ISP whose record will be used for *E-mail* communication, highlight the corresponding line and touch the  button on the *Toolbar*. A currently selected record appears checked.

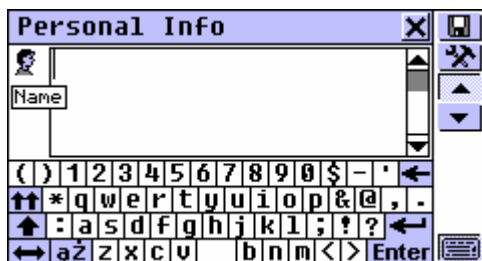


- Use
 -  to create a new ISP record
 -  to open a highlighted record for editing
 -  to delete a highlighted record.

PERSONAL INFORMATION

This section provides a single record to store your personal data for easy reference and for use in electronic messages.

- Select the *Personal Information* option on the COMMUNICATION Menu.



Every page of the *Personal Information* record is distinguished by its own *Page Icon* in the upper left-hand corner. A *ToolTip* with the page name appears when a page is opened or the *Page Icon* is touched.

The *Personal Information* record includes the following pages:



Name



Age



Telephone Number



Address



Company Telephone Number



Company Address



Company Fax Number











ID Card Number







Passport Number




Passport Expiration Date

	<i>Driver's License Number</i>
	<i>Driver's License Expiration Date</i>
	<i>Credit Card Number</i>
	<i>Credit Card Expiration Date</i>
	<i>Savings Account Number</i>
	<i>Checking Account Number</i>
	<i>Blood Type</i>
	<i>Note</i>

- To open a page:
 - next – touch  or press ▼
 - previous – touch  or press ▲
 - specific – touch  or press SHIFT + F2 and choose a page name from the pop-up menu.
- To save a record, touch  or press SHIFT + F1.

SETUP MENU

Personalize your Partner® and ensure a good upkeep of your personal records with options of the SETUP Menu.

- Select the  tab on the *Main Menu* to open the SETUP Menu.

INTERFACE LANGUAGE

The default interface language of the Partner® is English. Use this procedure to change the language to Polish.

- Select the *Interface Language* option on the SETUP Menu.



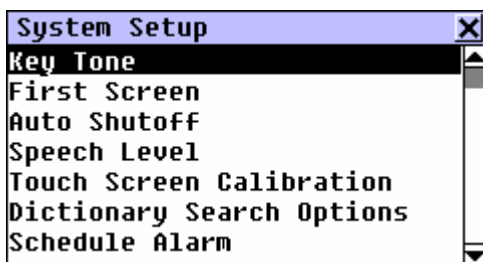
- Highlight the lower box by touching it or pressing the ↓ key, and touch or press ENTER.

All messages will appear in Polish.

SYSTEM SETUP

For best results and to ensure that you can fully employ all of the Partner's® diverse features, it is recommended that you thoroughly familiarize yourself with options of the *System Setup*, which will allow you to adjust the device configuration to better suit your needs.

- Select the *System Setup* option on the SETUP Menu.



Key Tone


This feature is designed to produce a short beep every time you press a key on the Partner®'s keyboard. The key tone is enabled by the system's default.

- Select *Key Tone* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch or press ENTER to save the setting and return to the *System Setup* menu.

First Screen






Specify what will appear on the screen when you turn on your Partner®: the *Main Menu* (default) or whatever was displayed last time when the power was turned off (option *Resume Screen*).

- Select *First Screen* on the *System Setup* menu to display a setup prompt.

- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.







Auto Shutoff Period

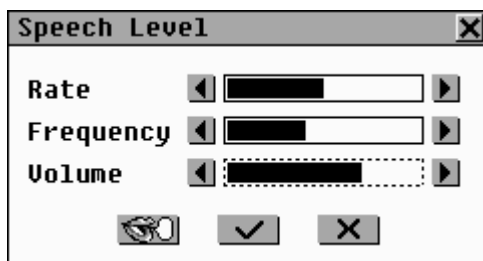
The automatic turnoff has a pre-set delay of 3 minutes. This feature saves the battery life and prevents accidental display damage by shutting the device down after the specified period of inactivity. The adjustable range is from 1 to 15 minutes.




- Select *Auto Shutoff* on the *System Setup* menu to display a setup prompt.
- Touch   or press   to adjust the *Auto Shutoff* with 2 minutes increments, or touch the chart bar for an instant change.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.

Speech Level

Shape your own pronunciation by adjusting the speed, frequency, and volume of the built-in speech synthesizer.

- Select *Speech Level* on the *System Setup* menu to display a setup window.
- Touch   or press  to  (  to select an active bar) to adjust the *Rate*, *Frequency*, or *Volume* of speech, or touch any chart bar for an instant change.



- Touch  or press  to check the adjustment while listening to the phrase *This is a test*.
- Touch  or press ENTER to save the settings and return to the *System Setup* menu.

Touch Screen Calibration

To restore the proper touch screen functionality or as part of an initialization procedure, the screen might have to be recalibrated manually.

- ◆ **Note:** If, for some reason, the touch-sensitive control fails, use the MENU, ENTER, and arrow keys to access the *Touch Screen Calibration* setup screen.
- Select *Touch Screen Calibration* on the *System Setup* menu to display a setup window with one target image in the upper left-hand corner.
- Touch the target center with the stylus. Repeat with three more targets, which will appear one after another.
- If the calibration was successful, a confirmation message will be shown and the setup window will close. In case of a *Mismatch!* message you will have to repeat the procedure.

Dictionary Search Options

The default setting is *Wisdom*, which means availability of the *Advanced Word Recognition* feature in the form of a scrollable box on the *Main Dictionary* input screen. To hide this box, change the *Input Method* to *Ordinary*.

- Select *Dictionary Search Options* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch or press ENTER to save the setting and return to the *System Setup* menu.

Schedule Alarm

The *Schedule Alarm* setting applies to all records of the *Schedule* section: if turned on, which is the default, the *Schedule Alarm* goes off on the *Date* and at the *Start Time* of any *Schedule* record, producing an audible beep.

- Select *Schedule Alarm* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch or press ENTER to save the setting and return to the *System Setup* menu.

Anniversary Date Alarm

The *Anniversary Date Alarm* setting applies to all records of the *Anniversary Date* section: if turned on, which is the default, the *Anniversary Date Alarm* goes off at midnight on the *Date* of any *Anniversary Date* record, producing an audible beep.

- Select *Anniversary Date Alarm* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch or press ENTER to save the setting and return to the *System Setup* menu.


Telephone Line Type

The *Telephone Line Type* setting should agree with the actual dial method used in your area or office. In the USA the *Tone* (touch-button) system is widely used. You may want to contact your local phone company to determine the type of your line.

- ◆ **Note:** Phone line type chosen in this submenu is only used for fax. Phone line type for e-mail sending and receiving is set for each ISP separately. See p. 309.
- Select *Telephone Line Type* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch or press ENTER to save the setting and return to the *System Setup* menu.

Date Format

The default *Day-Month-Year* date format can be changed to American *Month-Day-Year*.

- Select *Date Format* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.
- ◆ **Note:** *Time Display Format* can be set on the *Local Time* menu, see page 259.

SECURITY

A password can be set up in the system to make it possible for you to protect your personal records and lock up the electronic communication.

With no password set (default) all functions of the Partner® are freely accessible. After a password has been set, the following sections may be locked (manually or automatically) against unauthorized access:

Organizer Menu

- Business Telephone Directory
- Personal Telephone Directory
- Memo
- Schedule
- Anniversary Date

- Calendar
- Shorthand
- Drawing Board
- Voice Memo

Calculation Menu

- Loan Calculator
- Account Management

Reference Menu

- Electronic Book

Communication Menu

- PC Communication
- Fax
- E-mail
- ISP Information
- Personal Information

Setup Menu

- Data Deletion

To gain access to any of these sections in the locked mode, a valid password must be provided.

- Select the *Security* option on the SETUP Menu.



Set Password

- Select the *Set password* option on the *Security* menu.
- Specify a password up to 8 symbols in length. Touch or press ENTER. Retype the password for confirmation.

- Touch or press ENTER to save the password. The message *New password set* will appear. Close the message box to return to the *Security* menu.

Setting or changing a password automatically activates the lock-up mode. Note the change in the option names on the *Security* menu:

- ◆ **Note:** Always remember your password. If you forget it, you will have to reset the system, which may cause irrevocable loss of user's data.

Security On

If a password is set, the data access is locked:

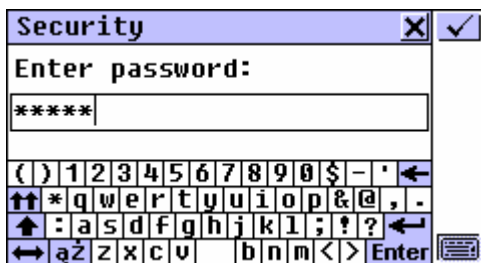
- Automatically – after a password has been set or changed.
- Automatically – when the unit is turned off, if this is the setting selected in *Options* on the *Security* menu.
- Manually – select *Lock unit* on the *Security* menu.

If *Lock unit* is selected while no password has been set, the message *Password not set* will be shown.

Security Off

The *Security* mode may be suspended by entering a valid password at the prompt, when:

- The option *Unlock unit* on the *Security* menu is selected.
- Any of the protected sections is opened.



- Touch or press ENTER to turn the *Security* off, which will be confirmed by the message *Unit unlocked*.

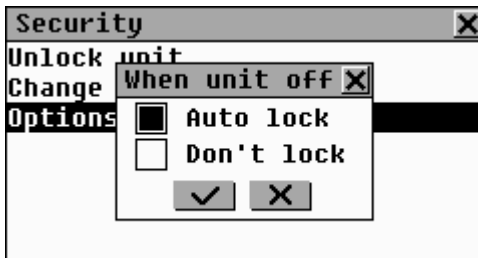
If you make a mistake, the message *Invalid password* will appear.

Change or Remove Password

- Select the *Change password* option on the *Security* menu.
- Enter the password. The message *Unit unlocked* will be shown. Close the message window to continue.
- Enter a new password two times.
- ♦ **Note:** To delete a password and turn *Security* off, leave both password input fields blank and touch or press ENTER. The message *Password cleared. Unit unlocked* will confirm the password removal.

Options

- Select *Options* on the *Security* menu.
- Select one of the automatic *Security* modes:
 - *Auto lock* – automatically activate data *Security* when the unit is turned off (either manually or automatically)
 - *Don't lock* – leave the current setting unchanged on turn-off.



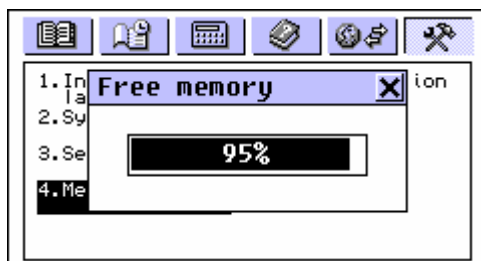
- ♦ **Note:** If you are concerned with data security, it is recommended to keep the default setting *Auto lock*.

- ◆ **Note:** With the *Auto lock* and *Resume screen* (p.315) settings, if one of the lockable sections had been open when the unit was shut down, you will have to specify a valid password to re-enter this section.

MEMORY CHECK

Instantly check on the free memory status with this SETUP option. If it's too low, the next option offers a radical solution.

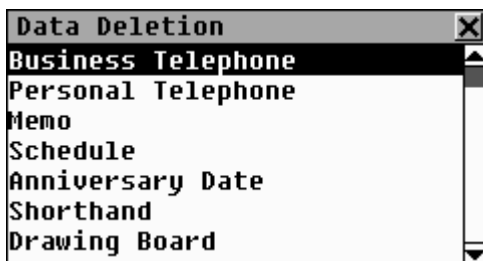
- Select the *Memory Check* option on the SETUP Menu to see a *Free Memory* chart bar and a corresponding percentage figure.



DATA DELETION

At some point you might decide it's time to free up memory resources in steps bigger than deleting single records. The *Data Deletion* section gives you this cleaning opportunity.

- Select the *Data Deletion* option on the SETUP Menu.



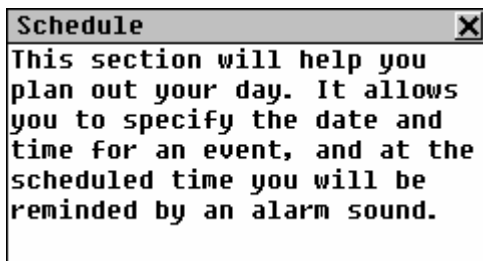
All ORGANIZER sections can be emptied separately or together (the last option *All Organizer's Records*).

- Select an option from the *Data Deletion* menu and confirm a pop-up prompt.

BRIEF OF FUNCTION

A short description of every Partner's® section can be quickly looked up in this itemized reference booklet.

- Select the *Brief of Function* option from the SETUP Menu, or press SHIFT+HELP on the keyboard.
- Choose *Introduction*, or a chapter and a section name to display a relevant description, for example:



ABOUT

Here you can look up your Partner's® version number, which you may need have on hand when seeking technical assistance from the manufacturer.

- Select the *About* option from the SETUP Menu.

