

# TI-89/TI-92 Plus/Voyage™ 200 Organizer Suite

## Getting Started

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- Navigate in Organizer

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- Work With Events
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- Work With Contacts
- Send and Receive Info

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- Customer Support
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# Introducing the Organizer Suite

The Organizer suite for the TI-89 / TI-92 Plus / Voyage™ 200 PLT consists of a group of handheld software applications (Apps) that let you organize your schedule around events, tasks, and contact information.

- Use the [Calendar](#) App to view your schedule by the day, week, month, or year.
- Use the [Planner](#) App to schedule *events*, or planned activities linked to a time or date (for example, meetings and appointments).
- Use the [Tasks](#) App to keep track of reminders and things to do.
- Use the [Contacts](#) App to retain contact information for friends, family, students, teachers, and business associates.

You can open Organizer Apps from the Apps desktop, the APPLICATIONS menu, or any open Organizer App.

## Languages


This application is available in English, French, German, and Spanish. The corresponding language localization software must also be installed and running.

# Getting Started with the Organizer Apps

## Viewing the Calendar App

The Calendar App displays a monthly calendar with the [holidays](#), [events](#), and [tasks](#) that you schedule, displaying these symbols to distinguish each one:

Holiday 

Event 

Task 

F1	F2	F3	F4	F5	F6	
Organize	Holiday	GoTo	Tasks	Planner	Help	
August 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 1, 2003

Holiday

Event

Task



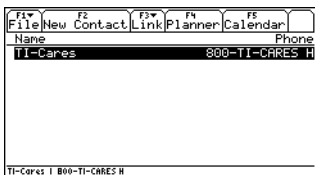


To view preceding text,  
press **[2nd]** **[←]**.

4. Press **[F5]** or **[ENTER]** to return to the calendar.

## Viewing Contact Information From the Calendar App

1. To view the Contacts screen, press **[F1]** **1:Contacts**.



2. To view contact details, select a contact and press **[ENTER]**.



3. Press **[ESC]**, and then **[F5]** to return to the Calendar.

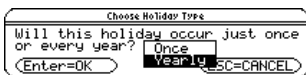
## Setting Holidays

You can add holidays to your calendar.

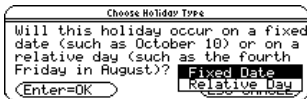
**Note** You can set more than one holiday on one date.

*To add a repeating holiday:*

1. From the calendar, press **[+]**.  
— or —  
Press **[F2] 2:Set Holiday**.
2. The Choose Holiday dialog box appears.



3. Select Yearly and press **[ENTER] [ENTER]**. The Choose Holiday Type dialog box appears.



4. Select Fixed Date or Relative Day.
  - Select Fixed Date if the holiday occurs on a specific date (for example, August 15).

- Select Relative Day if the holiday occurs on a specific day (for example, the fourth Friday in August).

5. Press **[ENTER]** **[ENTER]**. The Enter Date dialog box appears.

- For a Fixed Date, select the Month and type the Day.



The screenshot shows a dialog box titled "Enter Date". It contains the text "Please enter the date:". Below this, there are three fields: "Month:" with "August" selected, "Day:" with "15" entered, and "Occurrence of Day:" which is empty. At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

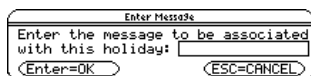
— or —

- For a Relative Day, select the Month, Day of Week, and Occurrence of Day.



The screenshot shows a dialog box titled "Enter Date". It contains three fields: "Month:" with "October" selected, "Day of Week:" with "Wednesday" selected, and "Occurrence of Day:" with "Fourth" selected. At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

6. Press **[ENTER]** **[ENTER]**. The Enter Message dialog box appears.



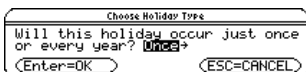
The screenshot shows a dialog box titled "Enter Message". It contains the text "Enter the message to be associated with this holiday:" followed by an empty text input field. At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

7. Type the name of the holiday and press **[ENTER]** **[ENTER]**. The holiday symbol (—) appears on the calendar at the date entered.

**Note** Enter a name of up to 25 characters, including letters with or without capitalization, numbers, punctuation, and accented characters.

*To add a one-time holiday:*

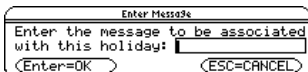
1. From the calendar, press **[+]**.  
— or —  
Press **[F2]** **2:Set Holiday**.
2. The Choose Holiday Type dialog box appears.



3. Select Once and press **[ENTER]**. The Calendar dialog box appears.



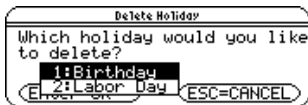
4. Enter the date and press **[ENTER]** **[ENTER]**. The Enter Message dialog box appears.



- Enter the holiday message and press **[ENTER]** **[ENTER]**. The holiday symbol (—) appears on the calendar at the date entered.

## Deleting Holidays

- From the calendar, select a date with a holiday and press **[←]**.  
— or —  
Press **[F2]** **3:Delete Holiday**.
- The Delete Holiday dialog box appears.



- Select a holiday to delete and press **[ENTER]** **[ENTER]**.

F1	F2	F3	F4	F5	F6	
Organize	Holiday	GoTo	Tasks	Planner	Help	
September 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
?	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
September 1, 2003: Labor Day						

Deleted holiday no longer displayed.

## Importing Holidays

1. From the calendar, press **F2** **4:Import**.
2. The Import Holidays dialog box appears.



3. Select the folder and file name (variable), and then press **ENTER**.

## Accessing Calendar Format Options

You can access the [Store Files As](#) format option from the Calendar (for details on how to change format options, see [Changing Format Options](#)).

## Working With the Clock

The Organizer suite uses the time and date information from the clock on your handheld device. For detailed instructions on operating the clock, refer to the *Voyage 200 Apps Desktop* module available at [education.ti.com/guides](http://education.ti.com/guides).

If your clock is turned off or if your handheld device does not include a clock, opening the Calendar displays a dialog box prompting you to enter the date.

1. [Start](#) the Calendar App. The Calendar dialog box appears.



Press **⏏** to display a list of months.

2. Select a Month and press **ENTER**.



3. Type a Day and press  $\downarrow$ .

Calendar

Please enter the date:

Month: August →

Day: 29

Year: 2003

Enter=OK    ESC=CANCEL

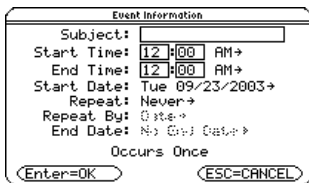
4. Type a Year and press  $\boxed{\text{ENTER}}$   $\boxed{\text{ENTER}}$ . The calendar appears with the entered date highlighted.

# Working With Events

Use the Planner App to schedule *events*, or planned activities linked to a day or time of day (for example, classes, meetings, and appointments).

## Adding an Event

1. From the Planner screen, press **[F2]**. The Event Information dialog box appears.



The image shows a dialog box titled "Event Information". It contains the following fields and options:

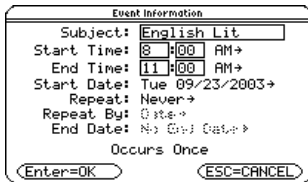
- Subject: [Empty text box]
- Start Time: 12:00 AM
- End Time: 12:00 AM
- Start Date: Tue 09/23/2003
- Repeat: Never
- Repeat By: [Empty text box]
- End Date: [Empty text box]
- Occurs: Once
- Buttons: Enter=OK, ESC=CANCEL

2. Type a name in the Subject field and press **⏏**.



The image shows the same "Event Information" dialog box, but now the Subject field contains the text "English Lit". All other fields and options remain the same as in the previous image.

3. Enter a Start Time and an End Time, pressing  $\odot$  to move from field to field.



The screenshot shows a dialog box titled "Event Information". It contains the following fields and values:

- Subject: English Lit
- Start Time: 8:00 AM
- End Time: 11:00 AM
- Start Date: Tue 09/23/2003
- Repeat: Never
- Repeat By: Date
- End Date: No End Date
- Occurs: Once

At the bottom of the dialog box, there are two buttons: "Enter=OK" and "ESC=CANCEL".

4. Select the Start Date field and press  $\downarrow$ . The Start Date dialog box appears.



The screenshot shows a dialog box titled "Start Date". It contains the following fields and values:

- Please enter the start date:
- Month: September
- Day: 23
- Year: 2003

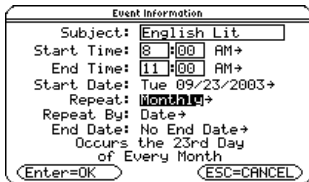
At the bottom of the dialog box, there are two buttons: "Enter=OK" and "ESC=CANCEL".

5. Select a Month, and then type a Day and Year, pressing  $\odot$  to move from field to field.
6. Press **ENTER** **ENTER** to save the entry and return to the Event Information dialog box.
7. For a one-time-only event, press **ENTER** to save the data entered in the Event Information dialog box and return to the Planner screen.

— or —

For a repeat event, proceed to step 8.

8. Press **⏮** in the Repeat field, select a repeat sequence from the list, and press **ENTER**.
- The End Date field activates for all repeat sequences except Never.
  - If the repeat sequence selected is monthly or yearly, the Repeat By field activates.

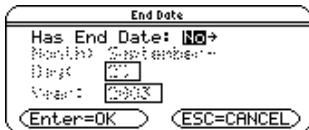


The screenshot shows a dialog box titled "Event Information". It contains the following fields and values:

- Subject: English Lit
- Start Time: 8:00 AM
- End Time: 11:00 AM
- Start Date: Tue 09/23/2003
- Repeat: Monthly
- Repeat By: Date
- End Date: No End Date
- Occurs the 23rd Day of Every Month

At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

9. In the Repeat By field, select either **Date** or **Day** from the list.
10. In the End Date field, press **⏮**. The End Date dialog box appears.

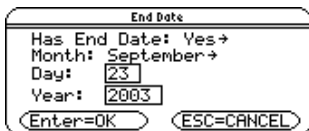


The screenshot shows a dialog box titled "End Date". It contains the following fields and values:

- Has End Date: No
- Month: September
- Day: 23
- Year: 2003

At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

11. In the Has End Date field, select **Yes** to activate the Month, Day, and Year fields.



End Date

Has End Date: Yes →  
Month: September →  
Day: 23  
Year: 2003

Enter=OK      ESC=CANCEL

12. Enter an End Date and press **ENTER** **ENTER** to save the entry and return to the Event Information dialog box.
13. Press **ENTER**. The scheduled event appears on the Planner screen.



F1 Tools F2 New Event F3 View F4 Tasks F5 Calendar F6 Help

Tuesday, September 23, 2003

08:00a-11:00p English Lit

Tuesday, September 23, 2003

### Note

- You can also press **F1 1:New Event** to open the Event Information dialog box.
- You can also press **↕ N** (TI-92 Plus / Voyage™ 200 PLT) to open the Event Information dialog box.

## Viewing an Event

From the calendar, press **F5**.

— or —

Highlight a date displaying an event symbol (  ) and press **ENTER**.

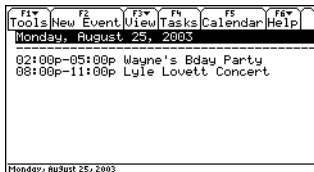


*To view an event on another date:*

1. Press **F3** **1:Date**. The Planner dialog box appears.



2. Enter a Month, Day, and Year, and then press **ENTER** **ENTER**. The Planner screen displays the events on the selected date.



## Tip

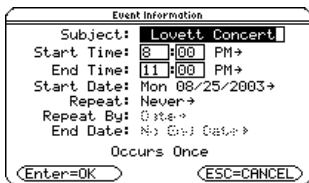
You can also press key shortcuts to go to the next or previous day, week, month, or year.

## Duplicating an Event

You can duplicate or copy and paste an existing event to create a duplicate event or new event.

For example, if two events share the same information, you can duplicate or copy and paste one event, make changes, and then save instead of entering identical information twice.

1. From the Planner screen, select an event and press **F1** **2: Duplicate Event**. The Event Information dialog box appears.

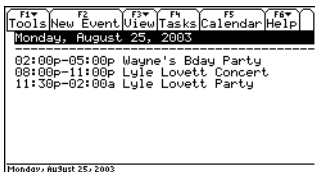


The screenshot shows a dialog box titled "Event Information" with the following fields and values:

- Subject: Lovett Concert
- Start Time: 8:00 PM
- End Time: 11:00 PM
- Start Date: Mon 08/25/2003
- Repeat: Never
- Repeat By: Cste
- End Date: N: G: Cste
- Occurs Once

At the bottom of the dialog box, there are two buttons: "Enter=OK" and "ESC=CANCEL".

2. Edit as desired and press **ENTER** **ENTER**. The duplicated event appears on the Planner screen.



**Tip** You can also press **⇧** to duplicate the selected event.

## Editing an Event

1. From the Planner screen, select an event and press **F1** **3:Edit Event**.
2. In the Event Information dialog box, edit as desired and press **ENTER** **ENTER**. The edited event appears on the Planner screen.

**Tip** You can also press **⇧** **O** (TI-92 Plus / Voyage™ 200) to edit the selected event.

## Cutting an Event

From the Planner screen, select an event and press

**F1** **4:Cut Event.**

### Note

You can also press **◆** X (TI-92 Plus / Voyage™ 200) to cut the selected event.

## Copying and Pasting an Event

1. Select an event and press **◆** [COPY] (TI-89) or **◆** C.  
— or —  
Press **F1** **5:Copy Event.**
2. Press **◆** [PASTE] (TI-89) or **◆** V.  
— or —  
Press **F1** **6:Paste Event.**
3. In the Event Information dialog box, press **ENTER** if you do not want to edit the information.  
— or —  
Edit as desired and press **ENTER** **ENTER**.
4. The pasted event appears on the Planner screen.

## Deleting an Event

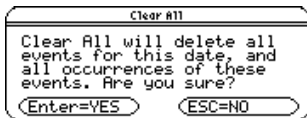
1. From the Planner screen, select an event and press **[F1] 7:Delete Event**. The Delete Event dialog box appears.
2. Press **[ENTER]**. The selected event is removed from the screen.

**Note** You can also press **[←]** to delete the selected event.

## Clearing All Events

To clear all events on a selected date:

1. Press **[F1] 8:Clear All**.



2. In the Clear All dialog box, press **[ENTER]** to confirm that you want to delete all events on the selected date.

## Formatting the Planner App

You can access the [Store Files As](#) Files As format option from the Planner App (for details on how to change format options, see [Changing Format Options](#)).

### Tip

You can also press   (TI-89) or  F to open the FORMATS dialog box.

## Purging Old Events and Holidays

To purge old events and holidays occurring before a selected date and thus free RAM:

1. From the Planner screen, press  **F1** **B:Purge Old Events**. The Purge Old Events dialog box appears.



2. Press  **ENTER** to confirm that you want to delete all old events and holidays occurring before the selected date.

# Working With Tasks

The Tasks App lets you create a list of tasks, or things to do.



In addition to creating, editing, copying, pasting, and deleting tasks, you can:

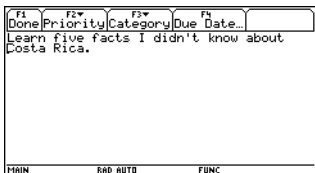
- Assign priority levels (1 through 5) and categories (school, work, personal, other, not filed)
- Add due dates
- Flag tasks as either complete or incomplete
- Sort tasks by the date added, date completed, task priority, and category

## Adding a Task

1. [Start](#) the Tasks App.
2. Press **[F2]** from the Tasks screen.



3. Type text in the blank screen.

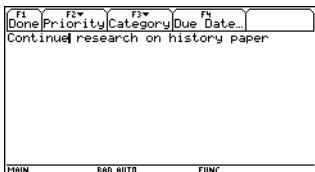


4. (optional) Assign a [priority](#), [category](#), and [due date](#).
5. Press **[F1]** to save the task. The new task appears in the list.

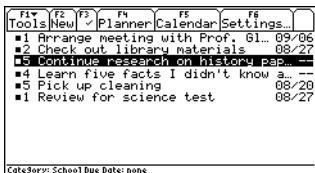




## 2. Edit the task.



## 3. Press **F1**. The edited task appears in the list.



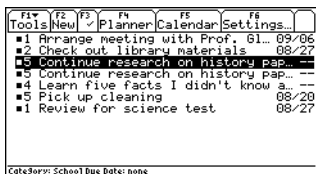
## Cutting a Task

Select a task and press **F1** **4:Cut Task**.

**Note** You can also press **♦ X** (TI-92 Plus / Voyage™ 200 PLT) to cut the selected task.

## Copying and Pasting a Task

1. Select a task and press **[C]** [COPY] (TI-89) or **[C]**.  
— or —  
Press **[F1] 5:Copy Task**.
2. Press **[V]** [PASTE] (TI-89) or **[V]**, and then press **[ENTER]**.  
— or —  
Press **[F1] 6:Paste Task**, and then press **[ENTER]**.



## Deleting a Task

1. From the Tasks screen, select a task and press **[F1] 7>Delete Task**. The Delete Task dialog box appears.
2. Press **[ENTER]**. The selected task is removed from the screen.

**Note** You can also press **[←]** to delete the selected event.

## Clearing All Tasks

You can choose to clear all of the tasks you have completed or all of the tasks you have entered.

1. Press **F1** **8:Clear All**. The Clear All dialog box appears.



2. Press **ENTER** to delete all Completed Tasks.

— or —

Press **↓** to display the Delete menu, select All Tasks, and press **ENTER** to delete all of the tasks you have entered.

To cancel the action, press **ESC**.

## Formatting the Tasks App

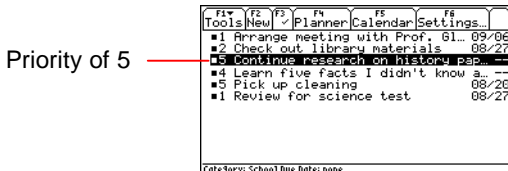
Pressing **[F1] 9:Format** in the Tasks App accesses the following format options (for details on how to change format options, see [Changing Format Options](#)):

- [Font](#) Size
- [Show](#) Lines
- [Sort](#) By
- [View](#) Completed Tasks
- [View](#) Category
- [Store](#) Files As

## Assigning a Task Priority

You can prioritize tasks on a scale of 1 through 5, with 1 the most important.

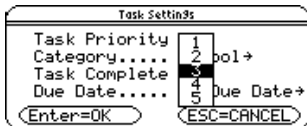
1. Select a task.



2. Press **[2nd] [F6]** (TI-89) or **[F6]** to display the Task Settings dialog box.

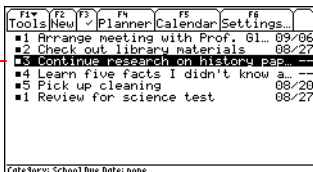


3. Select the Task Priority menu and a priority option from 1 through 5.



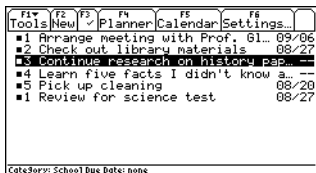
4. Press **[ENTER]** **[ENTER]**. The task appears with its revised priority.

New priority of 3



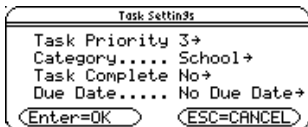
## Assigning a Task Category

1. Select a task.



Category displayed  
on status line

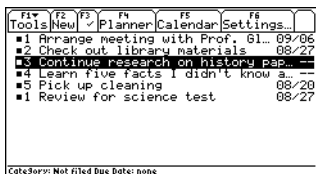
2. Press **[2nd]** **[F6]** (TI-89) or **[F6]** to display the Task Settings dialog box.



- Open the Category menu and select a category.



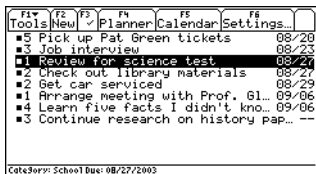
- Press **ENTER** **ENTER**. The task appears with its assigned category in the list.



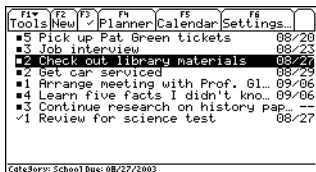
New category displayed

## Marking a Task Complete or Incomplete

- Select a task.



2. Press **[F3]** to mark the task complete. The task appears at the bottom of the list with a check mark beside it.



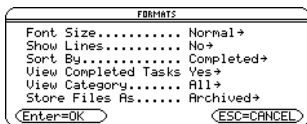
Task marked by => moves to bottom of list.

**Note** You can also mark a task complete in the Task Settings dialog box.

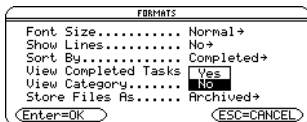
To return a task to incomplete status, select it and press **[F3]**. The check mark beside it disappears.

To hide completed tasks:

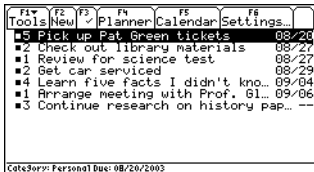
1. Press **[F1] 9:Format** to open the FORMATS dialog box.



2. Select the View Completed Tasks menu and select **No**.

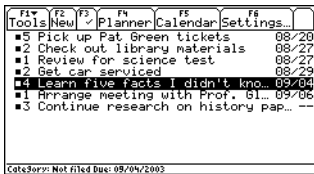


3. Press **[ENTER]** **[ENTER]**. The completed task is hidden.

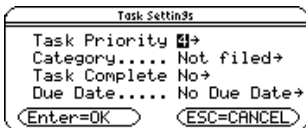


## Adding a Task Due Date

1. Select a task.



2. Press **[2nd]** **[F6]** (TI-89) or **[F6]** to open the Task Settings dialog box.



3. In the Due Date field, press **[▶]**.

4. In the Due Date dialog box, select **Yes**.

Due Date

Due Date:  
Task Due Date? **Yes**  
Month: September  
Day: 4  
Year: 2003

Enter=OK ESC=CANCEL

5. Press **ENTER**. The Month, Day, and Year fields become active.

Due Date

Due Date:  
Task Due Date? Yes→  
Month: September→  
Day: 4  
Year: 2003

Enter=OK ESC=CANCEL

6. Open the Month menu, select a month from the list, and press **ENTER**.

Due Date

Task Due Date? Yes→

Month: September→

Day: 4

Year: 2003

1: January  
2: February  
3: March  
4: April  
5: May  
6: June  
7: July  
8: August  
9: September  
**10: October**  
11: November  
12: December

Enter=OK ESC=CANCEL

7. Highlight the Day field and type a day of the month.

Due Date

Due Date:  
Task Due Date? Yes→  
Month: October→  
Day: 6  
Year: 2003

Enter=OK ESC=CANCEL

8. Highlight the Year field, type a year, and press **ENTER** **ENTER**.

Task Settings

Task Priority 4→  
Category..... Not filed→  
Task Complete No→  
Due Date..... 10/06/2003→

Enter=OK ESC=CANCEL

9. Press **ENTER** to close the Task Settings dialog box. The due date appears in the list and in the status line.

Tools New Planner Calendar Settings

F1	F2	F3	F4	F5	F6
■5	Pick up Pat Green tickets	08/28			
■2	Check out library materials	08/27			
■1	Review for science test	08/27			
■2	Get car serviced	08/29			
■1	Arrange meeting with Prof. GI	09/06			
■4	Learn five facts I didn't know	10/08			
■3	Continue research on history pap...	--			

Date#09: Not filed Due: 10/06/2003

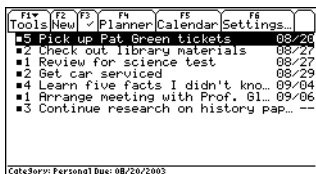
Due date

## Sorting Tasks

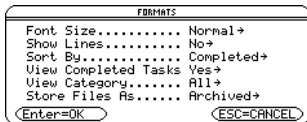
You can sort tasks by:

- Date (default)
- Category
- Priority
- Completed status

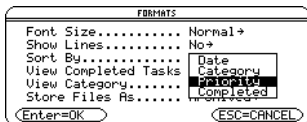
1. Open the Tasks App.



2. Press **[F1] 9:Format** to open the FORMATS dialog box.



3. Open the Sort By menu and select an option.



4. Press **ENTER** **ENTER**.

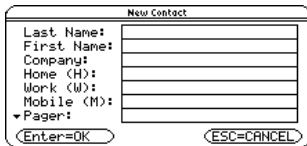


# Working With Contacts

The Contacts App lets you save the names, addresses, phone numbers, and other information of your personal, school, and business contacts.

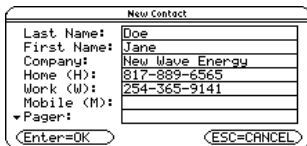
## Adding a New Contact

1. [Start](#) the Contacts App.
2. Press **[F2]** or **[F1] 1:New Contact**. The New Contact dialog box appears.



The screenshot shows a dialog box titled "New Contact" with the following fields: Last Name, First Name, Company, Home (H), Work (W), Mobile (M), and PAGER. Each field is represented by a horizontal line. At the bottom, there are two buttons: "Enter=OK" and "ESC=CANCEL".

3. Type the contact information. At least one of the Last Name, First Name, or Company fields must be used.



The screenshot shows the same "New Contact" dialog box, but with the following information entered: Last Name: Doe, First Name: Jane, Company: New Wave Energy, Home (H): 817-889-6565, Work (W): 254-365-9141, Mobile (M):, and PAGER: (empty). The "Enter=OK" and "ESC=CANCEL" buttons are still visible at the bottom.

- Press **[ENTER]** **[ENTER]**. The new contact appears in the list.

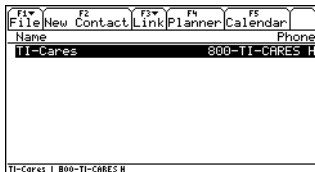


## Tip

You can also press **[N]** (TI-92 Plus / Voyage™ 200 PLT) to open the New Contact dialog box.

## Viewing Details About a Contact

- From the Contacts screen, select a contact.



- Press **[ENTER]**.



3. Press **ENTER** to open the Edit Contact dialog box and view more information or **ESC** to close the View Contact window.

## Editing a Contact

1. Select a contact and press **ENTER** **ENTER**. The Edit Contact dialog box appears.

Edit Contact	
Last Name:	Doe
First Name:	Jane
Company:	New Wave Energy
Home (H):	817-889-6565
Work (W):	254-365-9141
Mobile (M):	
▼ Pager:	
Enter=OK      ESC=CANCEL	

2. Edit the text.

Edit Contact	
Last Name:	Doe
First Name:	Jane
Company:	TXU
Home (H):	817-889-6565
Work (W):	214-475-1532
Mobile (M):	
▼ Pager:	
Enter=OK      ESC=CANCEL	

3. Press **ENTER** **ENTER**.

File		New Contact		Link		Planner		Calendar	
Name		Company							
Doe, Jane		TXU							
TI-Cares		Texas Instrumen...							

Doe, Jane | TXU

## Tip

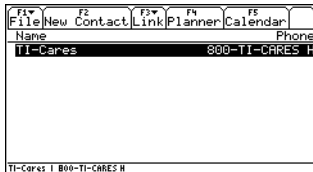
You can also press **↵** O (TI-92 Plus / Voyage™ 200 PLT) to open the Edit Contact dialog box.

## Deleting a Contact

1. From the Contacts screen, select a contact and press **F1** **7:Delete Contact**. The Delete Contact message box appears.



2. Press **ENTER**. The selected contact is removed from the screen.



## Tip

You can also press **←** to delete the selected contact.

## Cutting a Contact

From the Contacts screen, select a contact and press **[F1]** **4:Cut Contact**.

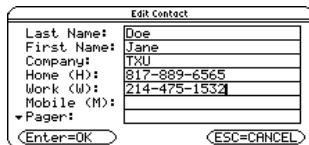
**Tip** You can also press **[♦] [CUT]** (TI-89) or **[♦] X** to cut a contact.

## Duplicating or Copying and Pasting a Contact

You can duplicate or copy and paste an existing contact to create a duplicate contact or a new contact.

For example, if two contacts share some of the same information, you can duplicate or copy and paste one contact, make changes, and then save instead of entering all of the same information twice.

1. From the Contacts screen, select a contact and press **[=]** or **[F1]** **2:Duplicate Contact**. The Edit Contact dialog box appears.

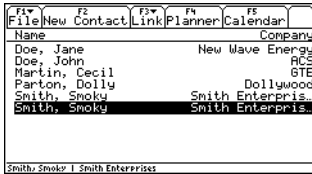


The screenshot shows a dialog box titled "Edit Contact" with the following fields and values:

Last Name:	Doe
First Name:	Jane
Company:	TXU
Home (H):	817-889-6565
Work (W):	214-475-1532
Mobile (M):	
▼ Pager:	

At the bottom of the dialog box, there are two buttons: "Enter=OK" and "ESC=CANCEL".

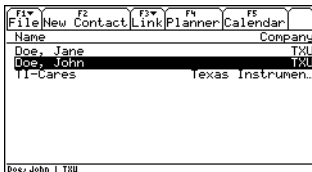
2. Press **[ENTER]**. The duplicate contact appears in the list.



**Tip** You can also edit and save contact information using this option.

To copy and paste a contact:

1. From the Contacts screen, select a contact and press **[F1] 5:Copy Contact**.
2. To paste the contact, press **[F1] 6:Paste Contact**. The Edit Contact dialog box appears.
3. Edit the contact information as desired and press **[ENTER]**. The new contact appears in the list.

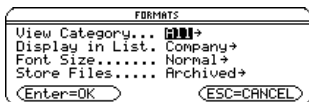


## Tip

You can also press **♦** [COPY] (TI-89) or **♦** C to copy a contact and **♦** [PASTE] (TI-89) or **♦** V to paste a contact.

## Viewing Contacts by Category

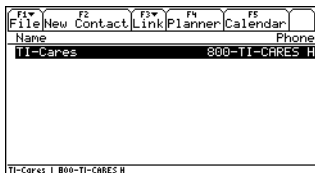
1. From the Contacts screen, press **[F1]** **9:Format** to open the FORMATS dialog box.



2. Open the View Category menu and select a menu option.






3. Press **[ENTER]** **[ENTER]**. The list of contacts for the selected category appears.



## Formatting the Contacts App

- The Contacts App lets you access the following format options (for details on how to change format options, see [Changing Format Options](#)):
- [View](#) Category
- [Display](#) in List
- [Font](#) Size
- [Store](#) Files As

### Tip

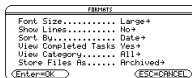
You can also press   (TI-89) or  F to open the FORMATS dialog box.

# Using Format Options

Format options let you personalize the Organizer Apps.



*Calendar/Planner*



*Tasks*



*Contacts*

Option	App(s)	Description
Display in List	Contacts	Specify the information displayed by <b>Category</b> , <b>Company</b> , <b>Email</b> , <b>Fax</b> , <b>Pager</b> , <b>Phone (First Available, Home, Work, Mobile)</b> , <b>Other</b> , <b>None</b> . Default: <b>Phone &gt; First Available</b>
Font Size	Contacts Tasks	Adjust the size of text. <ul style="list-style-type: none"> <li>• Tasks options: <b>Normal</b>, <b>Large</b></li> <li>• Contacts options: <b>Normal</b>, <b>Small</b></li> <li>• Default: <b>Normal</b></li> </ul>
Show Lines	Tasks	View notebook lines on screen. Default: <b>No</b>
Sort By	Tasks	Sort tasks by <b>Date</b> (oldest to most recent), <b>Category</b> (school, work, personal, other, not filed), <b>Priority</b> (1 through 5), or <b>Completed</b> (no to yes). Default: <b>Date</b>

Option	App(s)	Description
Store Files As	Calendar Contacts Planner Tasks	<p>Choose how entries are stored in memory. Default: <b>Archived</b></p> <ul style="list-style-type: none"> <li>• The <b>Archived</b> option stores files in user-data archive, a safe location outside of RAM where files cannot be edited or deleted inadvertently. This option also ensures the availability of additional free RAM.</li> <li>• The <b>RAM (Locked)</b> option locks files in RAM so they cannot be edited or deleted inadvertently.</li> <li>• The <b>RAM (Unlocked)</b> option stores files in RAM.</li> </ul> <p><i>Tip:</i> Because entries stored in RAM are lost when memory is reset, consider using <b>Archived</b> to minimize the chance of losing data.</p>
View Category	Contacts Tasks	<p>View all entries or specify a category (<b>All, School, Work, Personal, Other, Not filed</b>). Default: <b>All</b></p>
View Completed Tasks	Tasks	<p>View completed tasks in addition to tasks not completed. Default: <b>Yes</b></p>

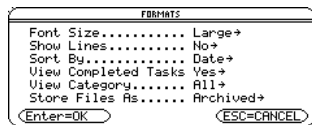
## Changing Format Options

1. From the Calendar App, press **F1** **4:Format**.

— or —

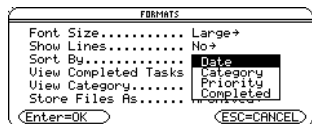
From the Tasks, Planner, or Contacts App, press

- F1** **9:Format**.

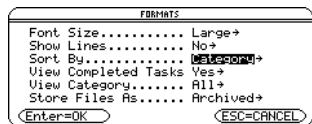


*Planner/Tasks Apps FORMATS dialog box*

2. In the FORMATS dialog box, use the cursor keys to highlight an option and open the menu.



3. Select a menu setting and press **ENTER**.



4. To save settings and close the dialog box, press **ENTER** again.

### Tip

You can also press **♦ I** (TI-89) or **♦ F** to open the FORMATS dialog box.

# Navigating in the Organizer Apps Suite

## Using Menus

For help using the TI-89 / TI-92 Plus / Voyage™ 200 personal learning tool (PLT), refer to the comprehensive guidebooks at [education.ti.com/guides](http://education.ti.com/guides).

## Calendar App Key Shortcuts










Go to:	Shortcut
Date	D
Today	T
Previous day	⏪
Next day	⏩
Previous week	⏴
Next week	⏵
Previous month	2nd ⏪
Next month	2nd ⏩
Previous year	◆ ⏪

Go to:	Shortcut
Next year	⏮ ⏭
Set Holiday	+
Delete Holiday	←
View Holiday	-
Planner	ENTER

**Note**

Both the GoTo Today menu option and the shortcut will be unavailable if your clock is turned off or your handheld device does not include a clock.

## Planner/Tasks/Contacts Apps Key Shortcuts

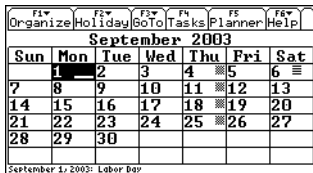
Function	TI-89 Shortcut	TI-92 Plus / Voyage™ 200 Shortcut
New task/event/contact	NA	 N
Duplicate task/event/contact		
Edit task/event/contact	NA	 O
Cut task/event/contact	NA	 X
Copy task/event/contact	NA	 C
Paste task/event/contact	NA	 V
Delete task/event/contact		

# Checking Status Line Information

The status line, located at the bottom of the screen, displays information about the selected item.

## Calendar Information

When the calendar is displayed, the status line displays the selected date and holiday (if any).




Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1, 2003: Labor Day

Date and holiday displayed

## Planner Information

When a holiday or event is displayed, the status line shows the selected holiday or event along with the time.

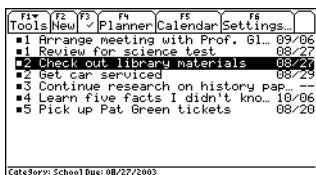


Tools	New	Event	View	Tasks	Calendar	Help
Thursday, September 18, 2003						
09:00a-10:00a Masters of Spanish Club						
09:00a-10:00a Masters of Spanish Club Meeting						

Event and time displayed

## Tasks Information

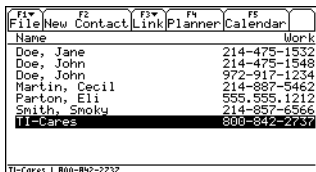
When tasks are displayed, the status line shows the type of task selected and the due date.



Type of task and due date displayed

## Contact Information

When contacts are displayed, the status line shows the selected contact information.



Selected information displayed

# Errors, Error Messages, and Restrictions

## Warning Messages

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Message	Description
<b>Task due date set in the past. Are you sure?</b>	<p>Occurs if you set a <a href="#">due</a> date in the past (before the current date).</p> <p>Press <b>[ENTER]</b> to accept the due date.</p> <p>— or —</p> <p>Press <b>[ESC]</b> to return to the Due Date Entry dialog box.</p>
<b>Tasks cannot be run in split-screen mode with Planner. Would you like to close Planner and run Tasks in Full Screen mode?</b>	<p>Occurs when you try to display the Tasks and Planner Apps simultaneously in split-screen mode.</p> <p>Press <b>[ENTER]</b> to display the Tasks App and close the Planner App.</p> <p>— or —</p> <p>Press <b>[ESC]</b> to display the Planner App and close the Tasks App. The home screen replaces the Task App in the split screen.</p>

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## Error Messages

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Message	Description
<b>Day is out of range for specified month and must be a number.</b>	Based on user input, a combination of these four error messages is displayed when an invalid number is entered in the Due Date Entry dialog box.
<b>Day is out of range for specified month.</b>	Enter valid numbers only.
<b>Year must be a 4-digit number.</b>	
<b>Year must be between 1754 and 4091.</b>	
<b>Could not open file.</b>	Occurs if another application leaves a task file open or the symbol table has become corrupt.
<b>There was an error saving the tasks. Not all tasks were saved.</b>	Occurs if there is an error writing the tasks file(s). Some tasks could not be saved.

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<b>Message</b>	<b>Description</b>
<b>Tasks 1.0 requires OS Version 2.05 or higher.</b>	<p>The Tasks App requires Advanced Mathematics Software Version 2.05 or later to run. Tasks are deleted from the handheld device.</p> <p>Install the Advanced Mathematics Software Version 2.05 operating system, available from <a href="http://education.ti.com/softwareupdates">education.ti.com/softwareupdates</a></p>
<b>File cannot be read. It has an unknown format.</b>	<p>Occurs when the Tasks App does not understand the format of a tasks file.</p>
<b>Task does not exist!</b>	<p>Occurs when the Planner App launches the Tasks App and requests a task to be edited that does not exist.</p>
<b>Not enough memory to save changes. Your tasks will not be modified.</b>	<p>Occurs when the Tasks App runs out of memory before it can save the tasks files. In normal circumstances, the Tasks App limits operations to those it can successfully save. However, in rare circumstances, memory can be exhausted and all changes are not saved. The Tasks App attempts to detect this and leaves previous tasks intact.</p>

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<b>Message</b>	<b>Description</b>
<b>Not enough memory to perform operation.</b>	Occurs when the Tasks App does not have enough free memory to perform the requested operation.
<b>Folder</b>	Occurs when the Tasks App cannot create the ORGANIZER folder.  Free RAM by deleting unneeded tasks.

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# Sending and Receiving Organizer Information

Organizer information can be transferred between linked handheld devices. You can transfer contacts either from within the Contacts App or from the VAR-LINK screen. Use the VAR-LINK screen to transfer all other Organizer information.

For more information on sending and receiving files using the TI-89 / TI-92 Plus / Voyage™ 200 PLT, refer to the comprehensive guidebook for your handheld device at [education.ti.com/guides](http://education.ti.com/guides).

- Note** Organizer information must be saved in the correct folder or will not be accessible by the Organizer Apps.
- When transferring contact information, select the CONTACTS folder on the receiving device.
  - When transferring all other Organizer information, select the ORGANIZER folder on the receiving device.

# Installing the Organizer Apps

Detailed Flash App installation instructions are available from [education.ti.com/guides](http://education.ti.com/guides).

You will need:

- A TI-89 / TI-92 Plus / Voyage™ 200 PLT with the latest Advanced Mathematics Software Operating System. Download a free copy from [education.ti.com/softwareupdates](http://education.ti.com/softwareupdates).
- A computer using either Microsoft® Windows® or Apple® Macintosh® operating system software.
- A TI-GRAPH LINK™ cable that connects the TI-89 / TI-92 Plus / Voyage™ 200 PLT and a computer. The cable is available for purchase from retail stores, online retailers, and instructional dealers. You may also purchase the cable from the TI Online Store at [education.ti.com/buy](http://education.ti.com/buy).
- TI Connect™ software, which is compatible with most current TI graphing products.  
— or —  
TI-GRAPH LINK software for either the TI-89 or TI-92 Plus. All connectivity software is available free from [education.ti.com/softwareupdates](http://education.ti.com/softwareupdates).

# Starting and Quitting the Organizer Apps

The instructions in this guidebook refer to this Flash App only. For help using the TI-89 / TI-92 Plus / Voyage™ 200 PLT, refer to the comprehensive guidebook for your handheld device at [education.ti.com/guides](http://education.ti.com/guides).

## Starting an Organizer App

- With the Apps desktop turned on, press **[APPS]** to display the desktop, highlight Calendar, Contacts, Planner, or Tasks, and press **[ENTER]**.

— or —

With the Apps desktop turned off, press **◆** **[APPS]**, highlight Calendar, Contacts, Planner, or Tasks, and press **[ENTER]**.

Depending on the Organizer App selected, one of the following screens appears.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
?	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*Calendar screen*

F1	F2	F3	FN	FS	
File	New Contact	Link	Planner	Calendar	
Name					Phone
Doe, Jane					817-889-6565 H
Doe, John					214-333-1212 H
Martin, Cecil					214-765-2124 H
Parson, Eli					555-555-1212 H
Smith, Smoky					444-333-8888 H
TI-Cares					800-TI-CARES H
Doe, Jane   817-889-6565 H					

*Contacts screen*

F1	F2	F3	FN	FS	F6
Tools	New Event	View	Tasks	Calendar	Help
Thursday, August 8, 2002					
Personal Holiday					
-----					
01:00p-03:30p English class - Beyond C					
Thursday, August 8, 2002					

*Planner screen*

F1	F2	F3	FN	FS	FS
Tools	New	Planner	Calendar	Settings...	
■3 test for tasks					09/29
■5 Pick up Pat Green tickets					08/20
■3 Job interview					08/23
■1 Review for science test					08/27
■2 Check out library materials					08/29
■2 Get car serviced					08/29
■1 Arrange meeting with Prof. GL					09/06
■4 Learn five facts I didn't know					10/06
■3 Continue research on history pap...					--
Category: School Due: 08/27/2002					

*Tasks screen*

## Note

You can also open other Organizer Apps from within an open Organizer App.

## Quitting the Organizer Apps

Press **[2nd] [QUIT]** from any screen.

## Deleting an App

Deleting an App removes it from the handheld device and increases space for other Apps. Before deleting an App, consider making a backup copy for reinstallation.

1. [Quit](#) the application.
2. Press **[2nd]** **[VAR-LINK]** to display the VAR-LINK [ALL] screen.
3. Press **[2nd]** **[F7]** (TI-89) or **[F7]** to display the list of installed applications.
4. Select the application you want to delete.
5. Press **[F1]** **1:Delete**. The VAR-LINK delete confirmation dialog box displays.
6. Press **[ENTER]** to delete the application.

# TI Support and Service Information

## For General Information

- E-mail:** [ti-cares@ti.com](mailto:ti-cares@ti.com)
- Phone:** 1.800.TI.CARES (1.800.842.2737)  
for U.S., Canada, Mexico, Puerto Rico, and Virgin Islands  
only
- Home Page:** [education.ti.com](http://education.ti.com)
- Customer  
Support Center:** [education.ti.com/support](http://education.ti.com/support)
- International  
Information:** [education.ti.com/support](http://education.ti.com/support) (Click International Information)

## For TI-Navigator™ Technical Questions

- E-mail:** [ti-navigator@ti.com](mailto:ti-navigator@ti.com)
- Phone:** 1.866.TI.NAVIGATOR (1.866.846.2844)

## For Technical Questions

- Phone:** 1.972.917.8324

## For Product (hardware) Service

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