

This App provides an electronic calendar, to-do list maker, and address book right at your fingertips! Students can use their calculator to:

- Manage class schedules
- Create to-do task lists
- Save e-mail addresses and phone numbers
- Access a yearly, weekly, and daily calendar

In addition, the Organizer App keeps students on track by “remembering” when tasks are due and giving a summary of completed tasks.

Enter an Address

1

Press **[APPS]** and select Organize.

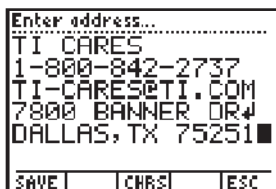


2

Select ADDRESS from the Organizer main menu.

3

Select NEW. You will be prompted to enter a name, phone number, e-mail address, and mailing address. After entering each, press **[ENTER]**. Select CHRS to select special characters.



4

Select SAVE to save the entry. Select LIST to return to the ADDRESS list screen.

Schedule an Appointment

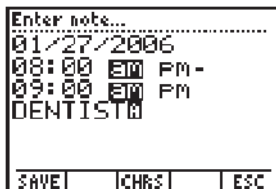
1

Select SCHEDULE from the Organizer main menu.



2

Select NEW. You will be prompted to enter a date, start time, end time, and note. Use the arrow keys to make your selections. Use the down arrow key to move to the next selection.



3

Select SAVE to save the appointment.

4

To set schedule options, select OPT from the SCHEDULE home screen.

Create a Task

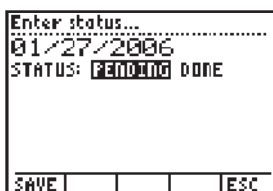
1

Select TASK from the Organizer main menu.



2

Select NEW. After entering the date, press the down arrow key to choose the status. Highlight pending or done and press **[ENTER]**.

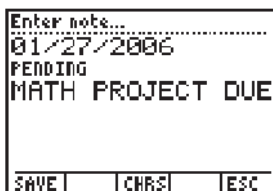


3

Press **[2nd][alpha]** to write the task description.

4

Select SAVE to save the task. Select LIST to return to the TASK home screen.



5

To set TASK list options, select OPT.