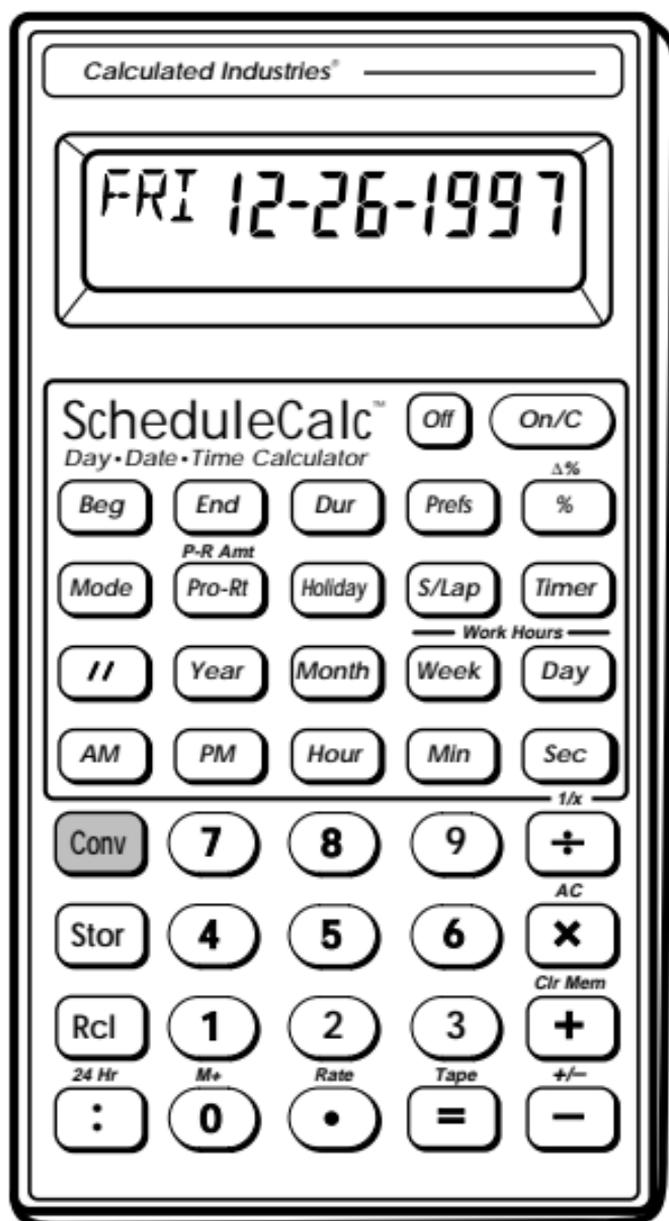


# ScheduleCalc™

Advanced Time and Date Calculator



## Owner's Manual



# **CALCULATED INDUSTRIES®**

Putting answers at your fingertips since 1978

# Table of Contents

<b>Introducing ScheduleCalc</b> . . . . .	<b>3</b>
<b>Operating Fundamentals</b> . . . . .	<b>4</b>
Basic Calculator Information . . . . .	4
Basic Math . . . . .	5
Memory Functions . . . . .	7
Preference Function . . . . .	10
Calendar Mode Settings . . . . .	13
Time and Date Math . . . . .	14
Hours per Day . . . . .	14
Hours per Week . . . . .	15
Year . . . . .	15
Time and Date Math Rules . . . . .	16
<b>Using The ScheduleCalc</b> . . . . .	<b>18</b>
Time Values . . . . .	18
Date Values . . . . .	20
Time and Date Conversions . . . . .	21
Solving Time and Date Math . . . . .	22
Begin, End and Duration . . . . .	29
Prorated Values . . . . .	31
Stopwatch/Timer . . . . .	34
Split/Lap Function . . . . .	35
Holiday Values . . . . .	37
Rate Function . . . . .	39
Paperless Tape Feature . . . . .	43
<b>Keypad Functions</b> . . . . .	<b>46</b>
<b>Warranty and Repair</b> . . . . .	<b>55</b>

## Introducing ScheduleCalc™

The all new *ScheduleCalc* is an advanced time and date calculator with the following built-in features to simplify all your time and date related problems.

- ▶ Entry formats include:
  - Hours, Minutes, Seconds
  - Hour:Minutes:Seconds (H:M:S)
  - AM/PM or Sexagesimal (24-hour)
  - Days, Weeks, Months, Years
  - Work Days and Work Weeks
- ▶ Adds, subtracts, multiplies and divides time and date formats
- ▶ Begin, End and Duration keys for instant time and date math results
- ▶ Stopwatch/timer with count down and count up, split/lap and optional “buzzer”
- ▶ Built-in preference key lets you customize settings
- ▶ Paperless Tape function to store and review up to 10 data entries
- ▶ 10 Memory locations (registers)
- ▶ Prorate key for quick prorated time and date calculations

# Operating Fundamentals

## Basic Calculator Information

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### Power On/Off

---

The *ScheduleCalc* is powered on by pressing the **[On/C]** key and powered off by pressing the **[Off]** key. If already on, a single press of **[On/C]** clears the last entry. A double press clears all temporary values.

### Automatic Shut-off

---

If left on more than eight minutes without activity, the auto-save feature shuts the calculator off. When this occurs, all values stored in Memory or shown on the display are cleared. An activated timer/stopwatch disables the automatic shut-off.

### Full Reset/All Clear

---

Your calculator is programmed with a special two-key sequence, **[Conv] [x]**. This key sequence clears all Memory registers and resets the calculator to its default state.

## Display Accuracy

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*ScheduleCalc* has a 10-digit internal accuracy with a 5/4 rounding technique for an accurate 8-digit display.

## Battery Information

---

Your calculator is powered by a single 3 volt Lithium CR-2032 battery. This should last upwards of 800 hours of actual use (1 year plus for most people). Should the display become dim or erratic, replace the battery.



### WARNING

*Because the batteries contain hazardous chemicals, please use caution when disposing of old batteries. Keep them away from animals and young children.*

## Basic Math

---

*ScheduleCalc* uses standard “chaining logic.” In other words, calculations are processed in the order entered.

3	[+]	2	[=]	<b>5</b>
3	[-]	2	[=]	<b>1</b>
3	[x]	2	[=]	<b>6</b>
3	[÷]	2	[=]	<b>1.5</b>

## Percent Calculations

---

### [ % ]

The percent key is used for finding a given percentage of a number or for working add-on, discount or division percentage calculations.

355	[x]	15	[%]	<b>53.25</b>
250	[+]	6.5	[%]	<b>266.25</b>
25	[-]	5	[%]	<b>23.75</b>
100	[÷]	50	[%]	<b>200</b>

## Delta Percent

---

### [Conv] [ % ]

The Delta Percent function finds the percent change between two values. The [=] key must be pressed to complete the calculation.

10	[Conv]	[%]	15	[=]	<b>50.</b>
100	[Conv]	[%]	25	[=]	<b>- 75.</b>

## Memory Functions

---

The *ScheduleCalc* allows you to store, add, subtract, replace and recall up to 10 separate Memory values. Memory values do not change unless revised or the calculator is reset to its default state. Values can be stored in any format.

**Note:** Memories 1–9 store a single value, while Memory “0” maintains a cumulative total. When adding to Memory “0,” only values of the same convention (i.e., hour, minute, second, day, week, month or year), may be added. Otherwise, enter values but, no format.

### **[Stor] [0] through [9]**

Enters and stores a value in Memory registers 0–9. Press **[Stor]**, then the number key representing the Memory register in which you want the value stored.

### **[Rcl] [0] through [9]**

Recalls values stored in Memories 0–9.

### **[0] [Stor] [1] through [9]**

Clears the value from the Memory register coinciding with the number key (1–9) pressed.

**[Conv] [+]**

Clears Memory registers 0 through 9.

**[Conv] [Stor] [0]**

Subtracts the displayed value from Memory “0.”

**[Rcl] [Rcl]**

Displays then clears Memory “0.”

**[Conv] [Rcl]**

Clears Memory “0” without changing the display.



## Preference Function

---

The Preference function is used to customize the calculator for your specific needs. Use the following keys to do this:

### [Prefs]

Press once to access preferences. Repeated presses scroll through preference settings.

### [+] and [-]

"Plus" scrolls forward through the setting options; "Minus" scrolls backward. To select an option, leave it displayed then press the **[Prefs]** key to move to the next preference setting or, if finished, press **[On/C]**.

## Settings and Defaults

---

When reviewing the following information, note that default values are identified with an asterisk (\*).

---

### Date Setting: (DATE)

Options: US\* Euro

Sets the date display format.

U.S. Format	European Format
-------------	-----------------

Month/Day/Year	Day/Month/Year
2•14•1997	14•02•1997

---

### Day Setting: (DAY)

Options: On\* Off

If set to "ON," date math results display the week day on which the date falls. For example, **THUR 1 • 15 • 1997**

---

### Timer Accuracy Setting: (TMR)

Options: 0:00:00.0\*  
0:00:00.00  
0:00:00.

Sets the timer's display accuracy.

---

### Split/Lap Setting: (S/LP)

Options: Split\* Lap

This setting defines how the **[S/Lap]** key operates when the timer is activated.

If set to "Split," *ScheduleCalc* displays the total time elapsed from the start of the timer to when **[S/Lap]** is pressed.

If set to "Lap," the time between *odd* numbered presses displays. For example:

**First press** displays the time elapsed from the timer's start to when **[S/Lap]** is pressed.

**Second press** redisplay the active timer.

**Third press** displays the time elapsed between the first and the third presses.

**Fourth press** redisplay the active timer.

---

---

**Buzz Setting: (BUZZ)**

Options: On\* Off

If set to "ON," the buzzer activates when the countdown timer reaches zero.

---

**Beep Setting: (BEEP)**

Options: On Off\*

If "ON," each key press "beeps."

---

**Rate Setting: (rate)**

Options: 0.00\* (two decimal places)  
0. (whole number)  
0.0000000 (not rounded)

Sets the display format for Rate results.

---

**Seconds Setting: (SECS)**

Options: On\* Off

If set to "ON," time values are displayed with seconds. If set to "OFF," entering seconds or decimal time values temporarily overrides the setting and displays seconds anyway.

---

**Mon-Fri and Sat-Sun**

Options On\* Off (MON-FRI)  
On Off\* (SAT-SUN)

Determines which days comprise the work week. "ON" includes the day; "OFF" excludes it.

---

## Calendar Mode Settings

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The **[Mode]** key is used to select the Day Count method used when doing date math calculations. Calendar Mode setting options are discussed below:

### Setting Options

---

#### **CAL Act: Act\***

Uses the actual number of days in a month and year (including leap year) when calculating date math problems.

---

#### **WORK Act: Act**

Counts only the workdays in a month. The “Monday–Sunday” preference settings determine the number of work days per week. This method takes into consideration the hours per day and any stored holidays.

---

#### **CAL 30: 360**

Defines the year as 12 months of equal value: 30 days each.

---

#### **CAL Act: 365**

Based on 365 days in a year, this method ***does not include*** the extra day in a leap year.

---

## CAL      Act: 360

This method counts a year as 360 days. The monthly count is based on the actual number of days in the month.

---

### Changing the Mode Setting

---

1. Move through the options by repeatedly pressing **[Mode]**.
2. Display the option you want to set then move to the next option or if finished, press **[On/C]**.

**Note:** *Calendar Mode settings remain active until changed or **[Conv] [x]** is used to reset the calculator.*

---

## Time and Date Math

---

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### Hours per Day

---

#### **[Day]**

Used to enter or convert values to Days. In *Calendar* mode, one day is equivalent to 24 hours. In *Work* mode, the hours per day can be set by entering the value and pressing **[Stor] [Day]**. Pressing **[Rcl] [Day]** displays the Hour per Day setting (default is 8).

## Hours per Week

---

### [Week]

Used to enter or convert values to Weeks. In *Calender* mode, one week is equivalent to 40 hours. In *Work* mode, the hours per week can be set by entering the value and pressing **[Stor]** **[Week]**. Pressing **[Rcl]** **[Week]** displays the Hours per Week setting (default is 40).

**Note:** Changing the Preference settings "MON -SUN" modifies the "Hours per Day" and "Hours per Week" values.

## Year

---

### [//]

To view the year setting, press **[Rcl]** **[//]**. To change, enter a new value and press **[Stor]** **[//]**. Default is 2000.

## **Time and Date Math Rules**

---

There are basically two kinds of time and date conventions considered:

1. Points in Time (a specific time or date):

9:22 AM, 5 PM

1/15/1997

2. Time Periods (a span of time):

37 Minutes, 45 Seconds

2 Weeks, 3 Days

Time and date *formats* are Hours, Minutes, Seconds, Years, Months, Weeks, and Days. When entering Time and Date values, the entry must comply with the following rules:

### **Addition**

Period + Period = Period

Point + Period = Point

Point + Point = Error

### **Subtraction**

Period – Period = Period

Point – Period = Point

Point – Point = Error

Period – Point = Error

**Note:** When subtracting one point in time from another, enter the later time first, then the earlier time.

## **Multiplication**

Period x Period = Error

Point x Period = Error

Point x Point = Error

Period x Number = Period

Point x Number = Error

## **Division**

Period ÷ Period = Number

Period ÷ Number = Period

Period ÷ Point = Error

Point ÷ Period = Error

Point ÷ Number = Error

Point ÷ Point = Error

# Using the ScheduleCalc

## **Important Note!**

*Unless otherwise indicated, all sample problems in this section assume the ScheduleCalc is in its default state. If not, use **[Conv] [x]** to reset the calculator.*

## **Time Values**

---

If the "SECS" preference setting is "ON", the display shows a place holder (00) for seconds even if the **[Sec]** key was not used.

If set to "OFF", you must press the **[Sec]** key to display the seconds placeholder.

If entering points in time, it is not necessary to use the **[:]** key. See *Method 5* for an alternate method.

When entering time values, you may use any of the following entry methods. However, remember to always enter hours first, then minutes, then seconds.

**Note:** *In the following examples, the first value shown is with the "SECS" setting "OFF." The second value is with the "SECS" setting "ON."*

## Time Entry Methods 1 — 5

---

### Method 1

1. Enter 3 minutes 22 seconds:

3 [Minutes] 22 [Sec] [=] 3:22 MIN SEC

### Method 2

1. Enter 423 minutes:

423 [Minutes] [=] 423: MIN

423:00 MIN SEC

### Method 3

1. Enter 38.25 seconds:

38.25 [Sec] [=] 38.25 SEC

### Method 4

1. Enter 8:05 AM:

8 [: ] 05 [AM] 8:05 AM

8:05:00 AM

### Method 5

1. Enter 8:00 AM:

8 [AM] 8:00 AM

8:00:00 AM

## Date Values

---

When entering dates, the full year should be entered to avoid mis-interpretation. If a year is not entered, the calculator uses the year setting (viewed by pressing **[Rcl] [//]**), which defaults to the year 2000.

If entering only the last two digits of a year, digits 00–59 are interpreted as 2000–2059; digits 60–99 as 1960–1999.

### Entering Date Values

---

Steps/Keystrokes	Display
1. Clear calculator: [On/C] [On/C]	0.
2. Enter 1/15/2059: 1 [//] 15 [//] 59 [=]	WED 1•15•2059
3. Enter 1/15/1997: 1 [//] 15 [//] 97 [=]	WED 1•15•1997
4. Enter 1/15/1946: 1 [//] 15 [//] 1946 [=]	TUE 1•15•1946

## Time and Date Conversions

---

One of *ScheduleCalc's* most useful functions is its ability to convert between all time and date formats with the touch of two keys: **[Conv]** and the *time or date format*.

### Converting Time and Date Values

---

Steps/Keystrokes	Display
------------------	---------

---

1. Clear calculator and enter 3 hours and 30 minutes:

[On/C] [On/C]	<b>0.</b>
3 [Hr] 30 [Minutes]	<b>3:30: HR MIN</b>

2. Convert this value to other formats:

[Conv] [Hr]	<b>3.5 HR</b>
[Conv] [Min]	<b>210 MIN</b>
[Conv] [Min]	<b>210:00 MIN SEC</b>
[Conv] [Sec]	<b>12600 SEC</b>

3. Enter 60 days:

60 [Day]	<b>60. DY</b>
----------	---------------

4. Now convert 60 days to the following formats:

[Conv] [Year]	<b>0.1642744 YR</b>
[Conv] [Month]	<b>1.971293 MO</b>
[Conv] [Week]	<b>8.5714286 WK</b>

# Solving Time and Date Math

---

## Simple Addition

---

Add the following values:

33 Minutes 22 Seconds

3 Hour 21 Minutes

145 Seconds

1 Year

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

1. Reset the calculator:

[Conv] [x] 0.

2. Enter 1st value then add 2nd, 3rd  
and 4th value:

33 [Min] 22 [Sec] [+]

3 [Hr] 21 [Min] [+]

145 [Sec] [+]

1 [Year] [=] **8769.7664** HR

## Split Time Requirements

---

### Exercise 1

If a marathon runner wants to run 26.2 miles in 3 hours 15 minutes, how fast should he run each mile?

<b>Steps/Keystrokes</b>	<b>Display</b>
1. Clear calculator: [On/C] [On/C]	0.
2. Enter total time: 3 [Hour] 15 [Min]	3:15: HR MIN
3. Divide by miles: [÷] 26.2 [=]	0:07:26.56 HR MIN SEC

### Exercise 2

To complete a 150-hour project in 3 weeks how many hours a week must you work?

<b>Steps/Keystrokes</b>	<b>Display</b>
1. Clear calculator: [On/C] [On/C]	0.
2. Set Mode to “ <b>Work Act: Act</b> ” by repeatedly pressing: [Mode] [Mode]	WORK Act: Act
3. Enter number of hours and divide by number of weeks: 150 [Hour] [÷] 3 [=]	50 HR

## Split Times Projected

---

In the 800-meter freestyle, a swimmer has just completed 200 meters (or 25% of the race) in 2 minutes 11.35 seconds. If his pace holds up, what will his final time be?

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

- |   |                        |
|---|------------------------|
| 1. Clear calculator:<br>[On/C] [On/C]   | <b>0.</b>              |
| 2. Enter time and divide by % completed:<br>2 [Min] 11.35 [Sec]<br>[÷] 25 [%] | <b>8:45.40</b> MIN SEC |

## Scheduling Total Time

---

A clerk can process 17 forms in ten minutes. How long will it take to process 1,250 forms?

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

- |  |                               |
|--|-------------------------------|
| 1. Clear calculator:<br>[On/C] [On/C]  | <b>0.</b>                     |
| 2. Enter time and divide by # of forms,<br>then multiply by 1250:<br>10 [Min] [÷] 17 [=]<br>[x] 1250 [=] | <b>735:17.65</b> MIN SEC      |
| 3. Convert to hours:<br>[Conv] [Hour]  | <b>12:15:17.65</b> HR MIN SEC |

## Production Fixed Lengths

You have a 22-minute demonstration video which is set to automatically repeat. If the rewinding takes another 90 seconds, how many times will the tape replay in two 24-hour days?

<u>Steps/Keystrokes</u>	<u>Display</u>
1. Clear calculator: [On/C] [On/C]	0.
2. Enter time:  22 [Min]	  22: MIN
3. Add rewind time: [+] 90 [Sec] [=]	23:30 MIN SEC
4. Enter in Memory: [Stor] 2	M-2 23:30 MIN SEC
5. Enter total hours: 48 [Hour] [=]	48:00:00 HR MIN SEC
6. Divide by Memory value: [÷] [Rcl] 2 [=]	122.55319

## Production Spacing

---

### Exercise 1

A radio advertiser wants to air 15 evenly spaced spots between the hours of 6–10 AM. Find the number of minutes between spots and the times the first four spots air.

<b>Steps/Keystrokes</b>	<b>Display</b>
1. Clear calculator: [On/C] [On/C]	0.
2. Enter end time and subtract start time: 10 [AM] [-] 6 [AM] [=]	4:00:00 HR MIN SEC
3. Divide by number of spots: [÷] 15 [=]	0:16:00 hr min sec
4. Enter value into Memory: [Stor] 1 M-1	0:16:00 HR MIN SEC
5. Enter 1st spot at 6 AM: 6 [AM]	6:00:00 AM
6. Add stored value and solve for an air time: [+] [Rcl] 1 [=]	6:16:00 AM
7. Repeat addition twice for the 3rd and 4th spot: [=] [=]	6:32:00 AM 6:48:00 AM

## Exercise 2

A few months later the same radio advertiser decides to air 10 evenly spaced spots between 1/1/1997 and 2/1/1997. Find the days on which the spots will be aired.

<u>Steps/Keystrokes</u>	<u>Display</u>
1. Clear calculator: [On/C] [On/C]	0.
2. Set Mode to "CAL Act: Act:" [Mode] until . . .	CAL Act: Act
3. Enter beginning and end dates: 1 [//] 1 [//] 1997 [Beg]	BEG 1•01•1997
2 [//] 1 [//] 1997 [End]	END 2•01•1997
4. Find the number of days between the two dates: [Dur]	DUR 31 DY
5. Divide days by the number of spots: [÷] 10 [=]	3.1 DY
6. Store this value in Memory 1: [Stor] 1	M-1 3.1 DY

**Continued on next page . . .**

**Steps/Keystrokes****Display**

---

7. Find the 2nd date by adding the stored value to the initial date:

[Rcl] [Beg] [+]

[Rcl] 1 [=]                      SAT   01•04•1997

***Continue pressing [=] to view the next eight dates. The ten evenly spaced spots, beginning with 1/1/1997 fall on the following dates:***

<b>SPOT</b>	<b>DATE</b>	
1	WED	01•01•1997
2	SAT	01•04•1997
3	TUE	01•07•1997
4	FRI	01•10•1997
5	MON	01•13•1997
6	THUR	01•16•1997
7	SUN	01•19•1997
8	WED	01•22•1997
9	SAT	01•25•1997
10	TUE	01•28•1997

## Begin, End and Duration

---

The **[Beg]**, **[End]** and **[Dur]** keys are used to calculate the duration (time elapsed) between dates or time.

### Scheduling

---

#### Exercise 1

How many days will you work from March 3, 1997 to August 12, 1997, if a work week is 5 days? If you work another 45 days what is the new end date?

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

1. Clear calculator:  
[On/C] [On/C] 0.
2. Set Mode to **"WORK Act: Act"**:  
[Mode] until . . . WORK Act: Act
3. Find the number of days from  
March 3, 1997 to August 12, 1997:  
3 [//] 3 [//] 97 [Beg]  
BEG 3•03•1997  
8 [//] 12 [//] 97 [End]  
END 8•12•1997  
[Dur] DUR 116 DY
4. Find the new end date:  
[Rcl] [End] [+] 45 [Day]  
[=] TUE 10•14•1997

## Exercise 2

A delivery truck travels 132 miles from Los Angeles to Palm Springs. In a log, the driver records the following entries:

Departure 1:	9:22 AM
Stop 1:	10:03 AM
Departure 2:	11:17 AM
Stop 2:	1:15 PM

Find the total driving time for this trip:

<u>Steps/Keystrokes</u>	<u>Display</u>
-------------------------	----------------

1. Clear calculator: [On/C] [On/C]	0.
---------------------------------------	----

2. Enter "Departure 1" as the beginning time and "Stop 1" as the end time:

9 [:] 22 [AM] [Beg]	BEG 9:22:00 AM
10 [:] 03 [AM] [End]	END 10:03:00 AM

4. Find the duration:  
[Dur] DUR 0:41:00 HR MIN SEC

5. Store the "duration" in Memory 0:  
[Stor] 0 M-0 0:41:00 HR MIN SEC

6. Enter "Departure 2" as the beginning time and "Stop 2" as the end time:

11 [:] 17 [AM] [Beg]	BEG 11:17:00 AM
1 [:] 15 [PM] [End]	END 1:15:00 PM

---

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

- |   |                        |
|---|------------------------|
| 8. Find the duration:<br>[Dur]                | DUR 1:58:00 HR MIN SEC |
| 9. Add "duration" to Memory 0:<br>[Stor] 0    | M-0 1:58:00 HR MIN SEC |
| 10. Recall and clear Memory 0:<br>[Rcl] [Rcl] | 2:39:00 HR MIN SEC     |

## **Prorated Values**

---

*ScheduleCalc* performs prorated computations using the **[Beg]**, **[End]** and **[Pro-Rt]** keys. Successive presses of **[Pro-Rt]** display the following information:

### **Press**

---

- 1st** Number of days from the beginning date to the date being prorated.
- 2nd** Prorated amount due for the period from the beginning date to the date being prorated.
- 3rd** Number of days from the prorated date to the end date.
- 4th** Prorated amount due for the period from the beginning date to the date being prorated.

**Note:** When prorating a dollar amount, press **[Conv]** **[Pro-Rt]**.

## **Prorating a Dollar Amount**

---

You just gave notice that you are vacating your apartment on January 15, 1997. If you are on a month to month lease and your rent is \$500 a month, what is the prorated rent due on the 15th?

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

- |   |               |
|---|---------------|
| 1. Clear calculator:<br>[On/C] [On/C]   | 0.            |
| 2. Reset the mode to "CAL Act: Act":<br>[Mode] until . . .                        | CAL Act: Act  |
| 3. Enter the beginning and ending dates<br>for January:<br>1 [//] 1 [//] 97 [Beg] | BEG 1•01•1997 |
| 1 [//] 31 [//] 97 [End]   | END 1•31•1997 |
| 4. Enter the monthly rent amount:<br>500 [Conv] [Pro-Rt]                          | AMT 500.      |

<b>Steps/Keystrokes</b>	<b>Display</b>
-------------------------	----------------

---

5. Enter the day you are vacating, then calculate the number of days from January 1 to January 15 and prorate the rent:

1 [//] 15 [//] 97

[Pro-Rt] P-RT 1•15•1997

6. Find the number of prorated days:

[Pro-Rt] B-PR 14 DY

7. Calculate the prorated rent:

[Pro-Rt] B-PR 233.33333

8. Press Pro-Rt twice again. The first press displays the number of days for which the rent is prorated. The second press displays the prorated dollar amount.

[Pro-Rt] PR-E 16 DY

[Pro-Rt] PR-E 266.66667

## Stopwatch/Timer

---

*ScheduleCalc* includes a stopwatch/timer with buzzer and split/lap functions. When activated, the timer can count up from zero or down from an entered time. The display accuracy can be set to show zero to two decimal places.

While the timer is counting, a clock symbol (⌚) flashes at the bottom of the display. A star (★) symbol appears if the timer buzzer is set to “On.” Timer values can be used in calculations or stored in Memory.

**Note:** *The display accuracy and timer buzzer can be set via the Preference function.*

### [Timer]

Displays, activates and stops the timer. If a value is entered prior to activating the timer, the timer acts as a countdown timer.

### [S/Lap]

Freezes the display. Once the display is frozen, the value displayed may be saved in Memory by pressing [Stor] then the register number. e.g., [Stor] 1.

**Note:** *Pressing the [Off] key twice stops and exits the stopwatch timer. Press [On/C] to reset the display.*

## Split/Lap Function

---

### [S/Lap]

The Split/Lap function can be set via the Preference menu to act as a split function or a lap function.

When the calculator is set to “Split” (the default), the calculator will pause the timer display and show the amount of time from the start of the timer to when the **[S/Lap]** key was pressed.

When set to the “Lap” option, the calculator will show the amount of time from the start of the timer to the press of the **[S/Lap]** key. The next time the **[S/Lap]** key is pressed, the calculator will show the time between presses.

## Working with Timer Values

---

Steps/Keystrokes	Display
------------------	---------

---

1. Clear calculator:  
[On/C] [On/C] 0.
2. Start the timer for a 10-minute count down:  
[Timer] 1000 [Timer]  
TMR 0:10:00 HR MIN SEC

**Note:** "GO" appears as the count down begins.

2. Freeze the timer display at 8:39:  
[S/Lap] SPLT 0:08:39 HR MIN SEC
3. Store the value in register 1:  
[Stor] [1] M-1 0:08:39 HR MIN SEC
4. Redisplay timer countdown and freeze the timer at 7:39:  
[Timer] [S/Lap] SPLT 0:07:39 HR MIN SEC
5. Store the value in register 2:  
[Stor] 2 M-2 0:07:39 HR MIN SEC
6. Subtract values in registers 1 and 2:  
[Rcl] [1]  
[-] [Rcl] 2 [=] 0:01:00 HR MIN SEC

## Holiday Values

---

**Note:** *If your calculator is set to the “WORK” calendar mode, ScheduleCalc uses stored Holiday values during time and date calculations. Calculation results will vary depending on the number of Holidays stored and the dates on which they fall. All other calendar modes remain unaffected by the Holiday register’s contents. (For more information on Calendar Modes, refer to the section, “**Calendar Mode Setting.**”)*

*To enter, view and delete holidays values, use the following keys:*

### **[Star] [Holiday]**

Adds the displayed date to the holiday register.

### **[Holiday]**

Displays the stored holidays. Repeated presses of **[Holiday]** move from one entry to the next.

### **[Conv] [Holiday]**

Deletes the displayed holiday from the register.

## Entering/Deleting Holidays

---

<b>Steps/Keystrokes</b>	<b>Display</b>
1. Clear calculator: [On/C] [On/C]	0.
2. Enter March 28, 1997 (Good Friday): 3 [//] 28 [//] 97 [Stor] [Holiday]	3•20•97 H-DY 3•28
3. Enter May 30, 1997 (Memorial Day): 5 [//] 30 [//] 97 [Stor] [Holiday]	5•30•97 H-DY 5•30
4. View holidays: [Holiday] [Holiday]	H-01 3•28 H-02 5•30
5. Display and delete March 28: [Holiday] [Conv] [Holiday]	H-01 3•28 DLTE 3•28
6. Clear calculator: [On/C] [On/C]	0.
7. View remaining holiday: [Holiday]	H-01 5•30
8. Delete remaining holiday: [Conv] [Holiday]	DLTE 5•38
9. View holidays: [Holiday]	H-DY NONE

## Rate Function

---

The rate function is used to multiply a dimensional value by a per-unit rate where the results are displayed as a unitless value.

### **[Stor] [•]**

Permanently stores a unitless value as the rate. You may clear the value by performing a “Full Reset/All Clear” (**[Conv] [x]**) or replace it with another value.

### **[Conv] [•]**

Multiplies a dimensional value by the rate or temporarily overrides a stored rate.

When entering a math string, **[Conv] [•]** pressed after a unitless value will override the previous rate. For example, if you enter **2.5 [Hour] x 10 [Conv] [•]**, *ScheduleCalc* uses 10 as the rate instead of the stored value.

## Billing

---

### Exercise 1

A consultant who bills at \$125 per hour reports the following hours:

2 Hours 20 Minutes

35 Minutes

1 Hr 15 Minutes

4 Hr 35 Minutes

Find the total hours and total bill, using a temporary rate value.

<u>Steps/Keystrokes</u>	<u>Display</u>
1. Clear calculator:	
[On/C] [On/C]	0.
2. Enter 1st value and add 2nd through the value:	
2 [Hour] 20 [Min]	
[+] 35 [Min]	
[+] 1 [Hour] 15 [Min]	
[+] 4 [Hour] 35 [Min]	
[=]	8:45:00 HR MIN SEC
3. Multiply by rate:	
[x] 125 [Conv] [•]	RATE 1093.75

## Exercise 2

If you work a normal 8-hour workday from 3/3/1997 to 8/12/1997, and earn \$45 per hour, what are your earnings for this period?

<u>Steps/Keystrokes</u>	<u>Display</u>
1. Clear calculator: [On/C] [On/C]	0.
2. Set the Mode to <b>WORK Act: Act:</b> [Mode] [Mode]	<b>WORK Act: Act</b>
3. Store the hourly rate: 45 [Stor] [•]	rate 45.00
4. Find the number of days worked: 3 [//] 3 [//] 97 [Beg] 8 [//] 12 [//] 97 [End] [Dur]	<b>BEG 3•03•1997</b> <b>END 8•12•1997</b> <b>DUR 116 DY</b>
5. Convert 116 days to hours: [Conv] [Hour]	<b>928 HR</b>
6. Find earnings: [=] [Conv] [•]	<b>RATE 41760.00</b>

## Scheduling-Payroll

---

If your assistant worked the following hours:

<u>Day</u>	<u>In</u>	<u>Out</u>
Monday	3:30 PM	5:30 PM
Tuesday	3:15 PM	7:00 PM

and you pay him \$6.50 per hour, find the total hours worked and the gross pay.

---

<u>Steps/Keystrokes</u>	<u>Display</u>
-------------------------	----------------

---

1. Clear calculator:  
[On/C] [On/C] **0.**
2. Enter Monday in and Monday out:  
330 [PM] [Beg] **BEG 3:30:00 PM**  
530 [PM] [End] **END 5:30:00 PM**
3. Find duration:  
[Dur] **DUR 2:00:00 HR MIN SEC**
4. Add to Memory 0 (zero):  
[Stor] 0 **M-0 2:00:00 HR MIN SEC**
5. Enter Tuesday in and Tuesday out:  
315 [PM] [Beg] **BEG 3:15:00 PM**  
7 [PM] [End] **END 7:00:00 PM**
6. Find duration:  
[Dur] **DUR 3:45:00 HR MIN SEC**

<b>Steps/Keystrokes</b>	<b>Display</b>
7. Add to Memory 0 (zero): [Stor] 0	M-0 3:45:00 HR MIN SEC
8. Recall Memory for total hours: [Rcl] [Rcl]	M-0 5:45:00 HR MIN SEC
9. Multiply by rate: [x] 6 [•] 50 [Conv] [•]	RATE 37.38

## **Paperless Tape Feature**

---

Use the following keys to activate and review the last ten entries:

**[Rcl] [=]**

Activates the paperless tape.

**[+]**

Scrolls forward through entries.

**[-]**

Scrolls backward through entries.

**[=]**

When **[+]** or **[-]** is used to scroll through the entries, pressing **[=]** displays the last entry. To continue the current math string, press a math operator key, then enter the value. To start a new string, the steps reverse; enter the value first, then press a math operator.

## Display Format

---

While in the paperless tape mode, the display shows the entered or calculated value, and the entry's sequence number and math operator ([÷], [×], [+], [-], [%]).



If the designators “**TTL**” and “**SUB**” appear as you scroll through the entries, it means the entries were totalled and/or subtotalled. **SUB** indicates a subtotal and **TTL** indicates the final total (all values and subtotals combined).

## Using the Paperless Tape

---

Steps/Keystrokes	Display
1. Clear calculator: [On/C] [On/C]	0.
2. Enter the following:	
4 [Hour] [+]	
5 [Hour] [+]	
6 [Hour] [+]	
7 [Hour] [=]	22.00.00 HR MIN SEC

3. Activate the paperless tape:  
[Rcl] [=] TTL 22:00:00 HR MIN SEC
4. Scroll forward through the entries:  
[+] 01 4:00:00 HR MIN SEC  
[+] 02 + 5:00:00 HR MIN SEC  
[+] 03 + 6:00:00 HR MIN SEC  
[+] 04 + 7:00:00 HR MIN SEC  
[+] TTL 22:00:00 HR MIN SEC
5. Scroll backwards through entries:  
[-] 04 + 7:00:00 HR MIN SEC  
[-] 03 + 6:00:00 HR MIN SEC
6. Exit the Paperless Tape:  
[=] TTL 22:00:00 HR MIN SEC
7. Add 2 hours:  
[+] 2 [Hour] [=] 24:00:00 HR MIN SEC

## **Clear the Paperless Tape**

---

1. To clear the paperless tape, you may:
  - ▶ Clear the calculator: **[On/C]** **[On/C]**
  - ▶ Perform an All Clear: **[Conv]** **[x]**
  - ▶ Start a new math string
  - ▶ Press the **[Off]** key.

# Keypad Definitions

## **[On] — On**

Turns power on. One press clears the last entry. Two presses clear all temporary registers.

## **[Off] — Off**

Turns power off, resetting all non-permanent storage registers.

## **[Conv] — Convert**

Used to convert from one unit to another of the same convention (e.g. hours to minutes, months to weeks, etc). Also used to access special functions.

## **[Stor] — Storage**

Stores displayed values.

## **[Rcl] — Recall**

Used to recall stored values.

## **[Beg] — Beginning Point**

Enters/solves for the starting date or time. Used with the [End] and/or [Dur] keys. See “*Begin, End and Duration*” section.

## **[End] — End Point**

Enters/solves for the end date or time. Used with the [End] and/or [Dur] keys. See “*Begin, End and Duration*” section.

**[Dur] — Duration**

Enters/solves for the duration from the Begin and End dates or times. Used with the [Beg] and/or [End] keys. See “*Begin, End and Duration*” section.

**[Prefs] — Preference**

A multi-press key used to access and change the default preferences. Once in the preference setting mode, the [+] or [-] keys are used to change preference options. See “*Preference Function*” section.

**[%] — Percent**

Four-function percent key. See “*Basic Math*” section.

**[Conv] [%] — Delta Percent**

Calculates the percentage difference between two numbers. See “*Basic Math*” section.

**[Mode] — Mode**

Used to set the calendar math method. See “*Calendar Mode Settings*” section.

**[Pro-Rt] — Prorate**

Used in combination with the [Beg] and [End] keys to compute a prorated value. See “*Prorated Values*”.

**[Conv] [Pro-Rt] — Prorated Amount**

Used to enter the dollar value being prorated. Used in combination with the [Beg], [End] and [PR-Rt] keys. See “*Prorated Values*”.

**[Holiday] — Holiday**

Used to display programmed holidays. Use with [Stor] and [Conv] to add and delete holidays. See the section “*Holiday Values*”.

**[S/Lap] — Split/Lap Function**

Pauses the timer display without stopping the timer. If the calculator is set to the “Split” preference option, the total time elapsed from the start of the timer to the moment the [S/Lap] key is pressed will be displayed. If the calculator is set to the “Lap” preference option, the time between presses will be displayed. See “*Stopwatch/Timer*” section.

**[Timer] — Stopwatch/Timer**

Displays the timer if in calculator mode. If already in timer mode, starts and stops the timer. See “*Stopwatch/Timer*” section.

**[AM] — Time Designator**

Labels entry as AM.

**[PM] — Time Designator**

Labels entry as PM.

### **[//] — Date Separator**

Used as a separator for date entries. For example, 1 [//] 15 [//] 1997. Displays the year setting when used with [Rcl]. See “*Date Values*” section.

### **[Stor] [//] — Change Year**

Used to change and store the default year. If not year is entered as part of a date entry, *ScheduleCalc* uses this default. For example, if the default year is 1999, entering 3 [//] 1 displays as: SUN 3•01•1999.

### **[Year] — Years**

Used to enter a displayed value as years. When used with [Conv], a displayed value is converted to years.

### **[Month] — Months**

Used to enter a value as months. When used with [Conv], the displayed value is converted to months.

### **[Week] — Weeks**

Used to enter a week value. When used with [Conv], the displayed value is converted to weeks. When used with [Stor], you may change the number of work hours per week. (Enter a value then press [Stor] [Week].) Used with [Rcl], displays work hours per week.

## **[Day] — Days**

Used to enter a value as days. When used with [Conv], the displayed value is converted to days. When used with [Stor], you may change the number of work hours per day. (Enter a value then press [Stor] [Day].) Used with [Rcl], displays work hours per day.

## **[ : ] — Separator**

Used to separate time units. When used with [Conv], the displayed time value is converted to 24-hour format. For example, 3:00:00 pm is converted to 15:00:00. See “*Time Values*” section.

## **[Hr] — Hours**

Enters the displayed value as hours. Used with [Conv] to convert other time values into decimal hours or the Hour:Minute:Second time format.

## **[Min] — Minutes**

Enters displayed value as minutes. Used with [Conv] to convert other time values into decimal minutes or the Minute:Second time format.

## **[Sec] — Seconds**

Enters displayed value as seconds.

**[0] - [9] AND [.] — Numerical Entry**

Used to enter digits 0–9 and a decimal point.

**[Conv] [ $\div$ ] — Inverse**

Calculates the inverse of a displayed value.

**[+] [-] [x] [ $\div$ ] [=] — Math Operators**

Used to perform basic math operations.

**[Conv] [x] — All Clear**

Clears all registers and resets calculator to its default state.

**[Conv] [Rcl] — Clear Memory “0”**

Clears Memory “0” without changing the display.

**[Conv] [+] — Clear Memory**

Clears all values stored in Memory locations 0 through 9.

**[Stor] [0] — Cumulative Memory**

Used Adds and stores displayed value to Memory “0.”

**[Conv] [.] — Rate Key**

Allows you to multiply a time value by a number (rate) to get an output that is a decimal number. Can also be used to override the permanent rate value entered with the [Stor] [.] keys. See “Rate Function” section.

**[Rcl] [=] — Paperless Tape**

Activates the Paperless Tape mode so you can verify the last ten entries or operations. See “*Paperless Tape Feature*” section.

**[Conv] [-] — Change Sign**

Toggles between the [+] and [-] sign of the displayed value.

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If you have one, or if you have any suggestions for improvements regarding this product or its User's Guide, please call or write our Product Development Department. Thank you.

## How To Reach CII Headquarters

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# Notes

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## Notes

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