

# MeetingMinder™

The MeetingMinder has been designed to aid in productive time management in a variety of environments. It is a flexible and useful tool that can be applied to a variety of daily events.

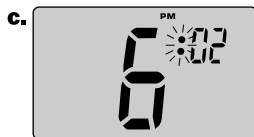
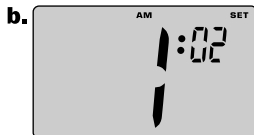
**To turn your MeetingMinder on, hold down the ON/OFF key for five seconds.**

## 1. Clock Mode

The Clock Mode is the normal display mode. The MeetingMinder will return to this mode from an idle state in any other mode if no key is pressed for ten minutes. The Clock Mode has two states: normal and power-saver. In the power-saver state the display is blank although the clock continues to run.

## 2. Clock Mode Settings


- a. To set the time, first press the CLOCK key if unit is in another mode, hold down either ARROW key for three seconds. Clock time can then be adjusted with either ARROW key.
- b. To advance the clock digits more rapidly, press and hold either vertical ARROW key to activate the quick advance mode. Releasing the key will exit this mode.
- c. Press the START key once to start the clock. The colon will flash continuously, indicating that the clock is running.
- d. Press and hold the ↻ key for several seconds to switch between 12 and 24-hour formats.
- e. To turn OFF hold down ON/OFF key for five seconds while in clock mode. The display goes blank but the clock continues to run in power-saver state. To turn ON, hold down the ON/OFF key for five seconds.

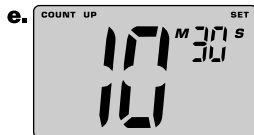
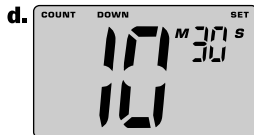
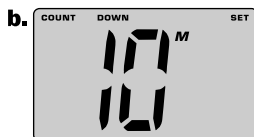
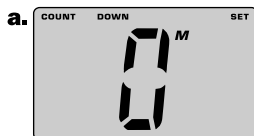


### 3. Timer Mode

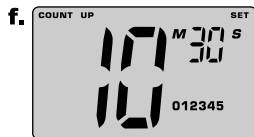
The Timer Mode is a flexible mode that allows events to be timed by counting down to zero or up from zero. The seconds digits can be displayed or hidden. If the seconds digits are hidden, a dot at lower right will flash to show that the timer is counting. When the timer ends the count, the "Time's Up!" icon will flash and an alarm beep will sound three times. A Pre-Alarm Signal can be set to sound at 0, 1, 2, 3, 4 or 5 minutes before the end of the count. The maximum setting for the timer is 199 minutes and 59 seconds.

### 4. Timer Mode Settings

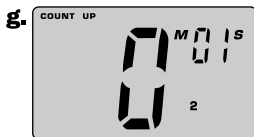
- a. To enter the Timer mode from any other mode, simply press the **TIMER** key. To enter other modes from the Timer Mode, counts in progress must be stopped or cleared.
- b. Press and hold the **UP-ARROW** key to advance the minutes digit to the desired amount. Press and hold the **DOWN-ARROW** key to reduce the minutes digits to the desired value. Press **UP** or **DOWN-ARROW** keys once to change display by one digit.
- c. Press the **SEC** key once to display or hide the seconds digit.
- d. With the seconds digits displayed, press and hold the **UP-ARROW** key to advance the seconds digits to the desired value. Press and hold the **DOWN-ARROW** key to reduce the seconds digits to the desired value.
- e. Press the  key once to switch between "count down to zero" and "count up from zero" formats.



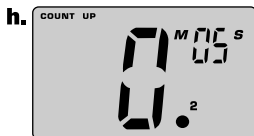
**f.** Set adjustable Pre-Alarm Signal (1 beep) by holding down the LAP key while depressing the UP-ARROW or DOWN-ARROW keys to select 0,1,2,3,4, or 5 minutes as your pre-alarm setting. Release LAP key when the desired pre-alarm time is displayed. Note: Pre-alarm may be set before or after you set the session time.



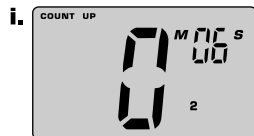
**g.** Press the START key once to begin the count. Note: If Pre-Alarm Signal is set for more minutes than the count, timer will not start. Pre-Alarm setting will flash to alert you.



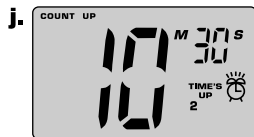
**h.** To pause counting temporarily, press the STOP key once. A dot will appear at lower right to indicate that the count is paused.



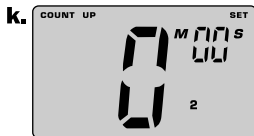
**i.** To resume the count, simply press the START key.



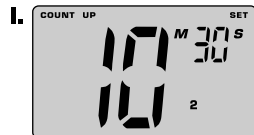
**j.** When the timer reaches the end of its count, the "Time's UP!" icon will flash and a beeper will sound three times. Press the CLEAR key once to clear the flashing icon. The beeper will stop automatically.



**k.** The timer is now in idle. Simply press CHRON or CLOCK keys once to switch to other modes. In idle it is also possible to clear the display to zero by pressing the CLEAR key.



**l.** To repeat a count press the CLEAR key, then the RESET key and the timer will return to the beginning of the previous count. Press START to begin count.



## 5. Chronograph Mode

The Chronograph Mode is a useful mode that allows exact timing of meeting events, or other activities. The display can be frozen at any exact instant while the chronograph continues to run.

### 6. Chronograph Mode Settings

- a. To enter the Chronograph Mode from any other mode, simply press the CHRON key. To enter other modes from the Chronograph Mode, first stop the count then press desired mode key.
- b. Press the START key once and the chronograph will start running. The first 60 seconds are shown in 1/100 second intervals. Times beyond one minute are displayed in minutes and seconds.
- c. To freeze the display in order to read elapsed time press the LAP key. The display will freeze at that instant, the LAP icon will flash and the second indicator will flash, showing that the chronograph is still running.
- d. Press the LAP key once again to resume the chronograph display. Press the STOP key once to stop the chronograph and display final count. You cannot clear the chronograph until final count is displayed.
- e. When the LAP key is pressed for times above one minute the display will cycle between hours/minutes and seconds to give complete readout of timed events. (See the two displays under e at right.) The display will cycle in the same manner when the STOP key is pressed and the chronograph has run for more than one minute. Press the CLEAR key to reset the chronograph to zero. The timer is now in idle. Press other mode keys to switch modes.



# Care and Handling of your MeetingMinder™

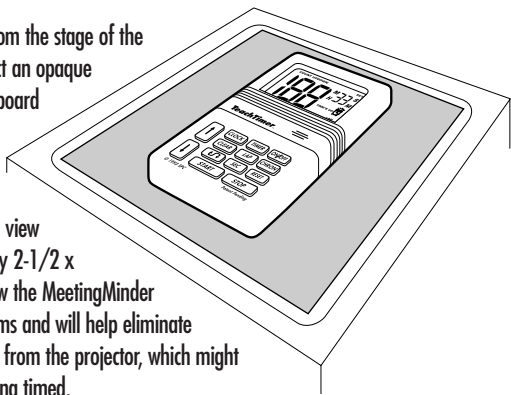
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This product was designed to provide flexible and useful time management in a variety of situations. With the back door swung down over the battery door space, it can be placed on any standard overhead projector & the projected display can be viewed in any size room.

With the back door swung up over the LCD, the MeetingMinder is as portable as any hand-held timer. Screw the D-ring lanyard attachment into the base and the timer can be hung around the neck for more hands-free use in timing events.

With the back door swung up over the back of the LCD and the D-ring removed, the rear U-shaped desk stand may be opened to support the timer in an upright position on a desk or table. Used in this manner the MeetingMinder is ideal for individual or small group activities.

To eliminate excess glare from the stage of the overhead projector, construct an opaque frame from a sheet of cardboard or foamcore approx. 12 inches square. Cut an opening in the frame large enough for an unobstructed view of the display (approximately 2-1/2 x 3-1/2 inches). This will allow the MeetingMinder to be used in darkened rooms and will help eliminate the distracting glare of light from the projector, which might detract from the activity being timed.



## Precautions

A few simple precautions will keep your MeetingMinder free of problems:

1. Although the MeetingMinder is designed to remain on standard overhead projectors for extended periods of time, certain older projectors may generate enough heat to temporarily disable the display. If this happens, simply remove the MeetingMinder from the display stage of the projector and allow it to cool down before resuming use.
2. Clean the front and back surfaces of the display window with a soft cloth to remove fingerprints. Avoid scratching. Do not use solvents to clean display or timer body.
3. Always store the MeetingMinder in its original carrying case.
4. Since the large display window is made of glass, reasonable precautions should be taken to avoid rough handling and dropping the MeetingMinder.

## Batteries

The MeetingMinder is powered by one CR2032 button battery. A LO BAT (low batteries) notation is built into the display and will show when battery power drops below proper operating level. For optimum performance it is recommended that batteries be replaced soon after this symbol appears.

**A**fter you become proficient in the use of the MeetingMinder, you may discover original and innovative ways to employ this instrument in various business and professional activities. Please let us know about any interesting or unusual ways you have found to utilize the MeetingMinder so we may continue to develop this and other products that allow you to use your time in the most efficient way.

# MeetingMinder™

## A QUICK GUIDE TO THE KEYBOARD

CLOCK, TIMER, and CHRON keys enter the three timing modes of the MeetingMinder.

UP or DOWN ARROW keys set time in Clock and Timer Modes and select Pre-Alarm timing.

ON/OFF key turns MeetingMinder on and off and hides display in power-saver state of Clock Mode.

CLEAR key clears display to zero in Timer and Chron Modes.

LAP key freezes display to show elapsed time in Chron Mode and enables Pre-Alarm timing selection.

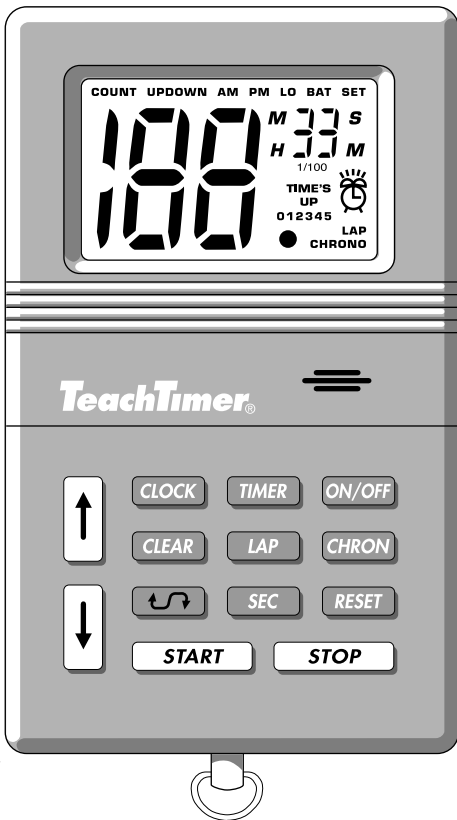
↶↷ key reverses direction of count in Timer Mode and switches between 12 and 24-hour formats in Clock Mode.

SEC key displays or hides seconds digits in Timer Mode.

RESET key returns display to starting value of count for repeat counts in Timer Mode.

START key begins count in all modes.

Stop key pauses count in Timer Mode and stops the count in Chron Mode.



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## ❖ Limited Warranty ❖

The MeetingMinder is warranted to be free from defects in material and workmanship for a period of one year from the date of purchase. Should the MeetingMinder malfunction under normal operating conditions during the warranty period, return the MeetingMinder (postage paid) to Stokes Publishing Company, along with proof of date of purchase, and replacement will be made with same or similar model.

The warranty does not cover damage caused by improper, rough, or careless usage, or by accident. Should the L.C.D. become cracked or broken in the MeetingMinder during the warranty period, send the damaged instrument (along with \$25.00) and proof of purchase to Stokes Publishing Company and the MeetingMinder will be replaced with same or similar model.

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