

## How to use Calendar/Clock on your Clipboard

### To Set the Calendar/Clock:

1. Press the "Set" key twice.
2. Then press the "Mode" key to the desired month.
3. Press the "Set" key again.
4. Then press the "Mode" key to the desired day.
5. Press the "Set" key again.
6. Then press the "Mode" key to the desired hour, AM or PM.
7. Press the "Set" key again.
8. Then press the "Mode" key to the desired minute.
9. Finally press the "Set" key and then the "Mode" key.

The display will alternate showing time of day and date.

### To Display Seconds:

1. Press the "Mode" key once.
2. Press the "Set" key to reset seconds.
3. Press "Mode" key to exit seconds display.
4. Press "Set" key to return to time of day and date display.