1.   Agenda

Agenda is a powerful appointment calendar to organize your daily life. When selecting "Agenda" with the "Selector" button Milestone 312 jumps automatically to the first setting "Day". Agenda has a similar structure as Books and Alarm. You can go up in the list of settings with the "Rec" button and down with the "Mode" button. The desired parameter of a setting you select with the arrow buttons. What is new is the function of the "Play" button which you can use to preview your settings and to create an event.

An example of entering a birthday in Agenda you will find at the end of this chapter.

1.1.   Get information to present day and time

Before you create a new event you may need information about the present day and time. Press the "Mode" button for at least 1.5 seconds and the Information Service will start. You will get today's weekday, date, time and calendar week. Exit this mode with "Selector".

1.2.   Settings to configure and manage your events

The following settings and its parameters you can use to manage your events. After the 8 settings to configure events you find 2 settings to list up your events. With the last setting you can mute Agenda. Use "Rec" and "Mode" to switch between the settings.

Setting	Description
Day	Select the day for your event with the arrow buttons. The whole date will be announced. To complete the date for your event please use also the two following settings "Month" and "Year".
Month	Select the month for your event with the arrow buttons.
Year	Select the year for your event with the arrow buttons.
Hour	Select the hour for your event with the arrow buttons. With the following setting "Minute" you can complete the time for your event.
Minute	Select the minute for your event with the arrow buttons.
Event	Select an event type with the arrow buttons: **Beep sound** - Gives a beep at preset time and date. Without interruption this reminder lasts for 2 minutes. **Voice message playback** - Plays your voice record at preset time and date and repeats it during 2 minutes. Therefore create a voice message. Keep pressed the "Rec" button. After a click speak your message. For example "Appointment with the dentist in Zürich. Do not forget to clean your teeth". To finish the record release "Rec". If you do not like your record just create a new one. The previous one is automatically erased. **Voice record without playback** - Is the same as "Voice message playback" but without an announcement at the preset time. So this event just appears in "List by date" and "List by repetition".

Setting	Description
	Audio playback - Plays the files of a special folder once at preset time and date. Agenda takes the files which are located in the subfolder "Playback" in the folder "Agenda" on the internal memory. If you store more than one file in this folder Milestone plays in alphabetical order. **Radio playback** - Plays the radio signal at preset time and date. Agenda plays from the frequency which is set in the device "Radio". **Radio recording** - Records the radio signal at the preset time and date. Milestone 312 records from the frequency which is set in the device "Radio". The record is saved as MP3 file in the folder "Radio" on the internal memory. **Microphone recording** - Records from the internal or an external microphone at preset time and date. The record is saved as MP3 in the subfolder "Records" inside the folder "Agenda" on the internal memory.
Repeat	Select between "Once", "Daily", "Weekly", "Monthly" and "Yearly". Choose "Once" and the event just appears one-time. If you choose for example "Yearly" the event appears again every year. For example a birthday.
Duration	Add a time frame to an event with the arrow buttons. For the events "Beep sound", "Voice message playback" and "Voice message without playback" you can add the duration as additional information in "List by date" and "List by repetition". So if a meeting lasts 50 minutes you can add this information. The other events with an executive characteristic: "Audio playback", "Radio playback", "Radio recording" and "Microphone recording" you can limit with "Duration". For example to record a 45 minutes report on the radio set the time of "Duration" to 45 minutes.
List by date	"List by date" gives you an overview of all events. The starting point you define with the settings "Day", "Month", "Year", "Hour" and "Minutes". If you go to "List by date" you hear first the presets of these settings. For example "June 21, 2011, 5 o'clock in the afternoon" . This is your starting point. Go to the next event with "Right arrow". To go back use "Left arrow".
List by repetition	Be aware that the name of this setting always depends on what is preset in the setting "Repeat". If you choose for example "Yearly" the name is "List yearly events". When using the arrow buttons you switch between all events which appear yearly.
Reminder	Select "Off" to make sure all events do not remind, record or playback. This is important if your unit shall not disturb you, for example in a meeting or in cinema. With "Yes" you allow the unit to remind, record and playback at any time also during playback of a book, radio et cetera.

Attention: Please make sure that the clock and date of Milestone 312 are set right. You can set the clock in the Menu under Basic Settings.
Please note that when an event starts at a preset time and date Milestone 312 may change the device. For example if the event "Radio recording" starts, Milestone switches from "Agenda" to "Radio". Be ware that Radio based events do need the Software extra "Radio" and please do not forget to connect headphones when creating Radio based events.

If there are several events at the same time you receive a reminder for every event. Events with playback and recording tasks are not executed since the unit is not able to prioritize. The user has to decide whether he wants to do a recording or a playback manually after the reminding.
Please also note that when Milestone 312 is connected to a computer Agenda is not active.

1.3. Preview and create an event

When the settings for your event are adjusted create the event by pushing "Play" for more than one second. Therefore it does not matter where you are located in Agenda. Milestone will confirm with the announcement "Event added". To get an overview of the settings before creating an event just tip on "Play".

1.4. Erase an event

Go to "List by date" or "List by repetition" and select the event you would like to erase. It is possible to erase during playback of the event or afterwards. Keep pressed the "Mode" button and in addition press "Play" to erase it. You can use this shortcut as well after you have created an event in any setting. Erasing is confirmed with an erasing sound.
To erase all events of Agenda please connect Milestone 312 to your computer. Erase the subfolder "Events" which is located in the folder "Agenda" on the internal memory.

Hint: Please be aware that in the Local Settings of Agenda you can use a function that erases all one-time events older than one month by pressing the "Right arrow".

1.5. Stop reminder

When at the preset time and date an event starts, you can stop the reminder or playback with pressing "Play". You can stop recording events by pressing "Rec".

1.6. Example of creating an event

Enter the birthday of a friend which takes place at the 5th of May. To set this date start with the first setting "Day". Use the arrow buttons to reach the 5th of the preset month. If the day is correct press "Mode" to go down in the list to the next setting "Month". Select again with the arrow button the correct month. In our case "May". To complete the date you usually press "Mode" to select the year. For our birthday we do not need a specific year since it appears every year. Also the following two settings to set the time, "Hour" and "Minute", we do not need for our birthday event. So just take the presets and go to setting "Event" by pressing "Mode" several times. Select an event type with the arrow buttons. Choose "Voice record playback". Push and hold now "Rec" and speak your voice message after the click sound. Say for example: "Birthday of my good friend Jim". Release "Rec" to stop recording. Press "Mode" to go to the next setting "Repeat". Since our event is a birthday we need to select "Yearly". Therewith this birthday reminder appears every year. More settings are not needed. Control all your inputs by pressing "Play". A preview of the event is announced. If everything is correct save the event. Therefore use "Play" and keep it pressed longer than 1 second. Milestone 312 says "Event added".
Next time on the 5th of may Milestone will announce your voice record to remind you about Jim's birthday. Stop the reminder by pressing "Play".