1. POWER SUPPLY
HP OfficeCalc 300 is a dual-powered (high power solar + backup battery) calculator operational under any lighting conditions.

Auto power-off function
The calculator switches off automatically if there has been no key entry for about 8 minutes.

Battery Change
Remove the screw and the battery cover. Install a new battery with the “+” symbol facing upwards. Replace the battery cover and secure the screw. When done, press a pointed object on the RESET hole to reset the calculator.

2. KEY INDEX
[ON/AC]: Power on / All Clear key
[C/CE]: Clear/Clear entry key
[STOP]: Shift/back key
[√]: Square root key
[÷]: Automatic replay key
[%=]: Percentage key
[Δ/Δ]: Check or review keys
[correct]: Correction key
[GT]: Grand total key
[+M]: Memory plus key
[-M]: Memory minus key
[MR/MC]: Memory recall / Memory clear key
[SET]: Set tax rate key

1. TAX#: Price with tax key / To store tax rate when pressing [SET] and [TAX] keys
2. TAX#: Price without tax key / To recall tax rate when pressing [SET] and [TAX] keys

3. DISPLAY ANNOTATIONS

4. OPERATIONS

4.1. OPERATIONS

4.1.1. General Calculations

<table>
<thead>
<tr>
<th>Example</th>
<th>TAB A</th>
<th>Operation</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 + 50 =</td>
<td>Free</td>
<td>F</td>
<td>100</td>
</tr>
<tr>
<td>10 + 20 =</td>
<td>Free</td>
<td>F</td>
<td>120</td>
</tr>
<tr>
<td>5000 ÷ 3 =</td>
<td>UP</td>
<td>3</td>
<td>1666.67</td>
</tr>
<tr>
<td>5000 ÷ 3 =</td>
<td>5/4</td>
<td>2</td>
<td>1666.67</td>
</tr>
<tr>
<td>5000 ÷ 3 =</td>
<td>OFF</td>
<td>2</td>
<td>1666.67</td>
</tr>
<tr>
<td>12.34</td>
<td>Free</td>
<td>A</td>
<td>12.34</td>
</tr>
<tr>
<td>34.56</td>
<td>Free</td>
<td>A</td>
<td>46.9</td>
</tr>
<tr>
<td>78.90</td>
<td>Free</td>
<td>A</td>
<td>9.88</td>
</tr>
<tr>
<td>2345678901234567890</td>
<td>Free</td>
<td>F</td>
<td>ERROR</td>
</tr>
<tr>
<td>234567</td>
<td>Free</td>
<td>F</td>
<td>66666</td>
</tr>
<tr>
<td>23</td>
<td>Free</td>
<td>F</td>
<td>23</td>
</tr>
<tr>
<td>25 x 5 =</td>
<td>Free</td>
<td>F</td>
<td>125</td>
</tr>
<tr>
<td>184 + 3 =</td>
<td>Free</td>
<td>F</td>
<td>187</td>
</tr>
<tr>
<td>168 + 12 =</td>
<td>182</td>
<td>182</td>
<td></td>
</tr>
<tr>
<td>123456 + 5 =</td>
<td>Free</td>
<td>F</td>
<td>123512</td>
</tr>
<tr>
<td>456 ÷ 378 =</td>
<td>Free</td>
<td>F</td>
<td>1.21</td>
</tr>
</tbody>
</table>

4.2. CHECK AND CORRECT

4.2.1. Check and Correct

E.g.: 
Key in: 12345678901234567890 
Input error

Check and correct as below:

<table>
<thead>
<tr>
<th>OPERATION</th>
<th>DISPLAY</th>
<th>REMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>02</td>
<td>6</td>
<td>+</td>
</tr>
<tr>
<td>03</td>
<td>3</td>
<td>+</td>
</tr>
<tr>
<td>04</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>04</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>05</td>
<td>3</td>
<td>=</td>
</tr>
<tr>
<td>06</td>
<td>2</td>
<td>=&gt;</td>
</tr>
</tbody>
</table>

4.3. TAX CALCULATIONS

4.3.1. Set Rate

<table>
<thead>
<tr>
<th>Example</th>
<th>TAB A</th>
<th>Operation</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Rate (Tax) at 5%</td>
<td>Free</td>
<td>F</td>
<td>0.5</td>
</tr>
</tbody>
</table>

4.3.2. Calculate the selling price and tax amount for a product priced at $500.00.

<table>
<thead>
<tr>
<th>Example</th>
<th>TAB A</th>
<th>Operation</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4</td>
<td>2</td>
<td>1000</td>
<td>1050</td>
</tr>
</tbody>
</table>

4.3.3. Calculate the selling price and tax amount for a product priced at $300.00.

<table>
<thead>
<tr>
<th>Example</th>
<th>TAB A</th>
<th>Operation</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4</td>
<td>2</td>
<td>1000</td>
<td>1050</td>
</tr>
</tbody>
</table>

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USA

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Telephone numbers are subject to change, and local and national telephone rates may apply. A complete list is available on the web at www.hp.com/support.

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--- | ---
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Belgium (English) | 02 620 00 86
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China | 800-360-999
China 中国 | 010-58301327
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Costa Rica | 0-800-01-0524
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Venezuela | 0-800-474-6368
Viet Nam | +65 6100 6682

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