



## User's Guide

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## 1. POWER SUPPLY

**HP OfficeCalc 300** is a dual-powered (high power solar + back-up battery) calculator operational under any lighting conditions.

### Auto power-off function

The calculator switches the 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

[→] : Shift-back key                      [√] : Square root key

[AUTO REPLAY] : Automatic replay key    [%] : Percentage key

[Δ] [▽] : Check or review keys

[CORRECT] : Correction key

[GT] : Grand total key                      [00] : Double zero key

[M+] : Memory plus key                      [M-] : Memory minus key

[MRC] : Memory recall / Memory Clear key

[SET] : Set tax rate key

[TAX<sub>STORE</sub><sup>+</sup>] : Price with tax key / To store tax rate when pressing [SET] and [TAX<sub>STORE</sub><sup>+</sup>] keys

[TAX<sub>RECALL</sub><sup>-</sup>] : Price without tax key / To recall tax rate when pressing [SET] and [TAX<sub>RECALL</sub><sup>-</sup>] keys

	Decimal point selection switch - F -: Floating decimal mode - 4 2 0 -: Fixed decimal mode - A -: ADD mode, automatically enters the monetary decimal in addition and subtraction calculations.
	Round-up/Round-off/Round-down switch

## 3. DISPLAY ANNOTATIONS

	<b>-MINUS</b> : Negative (or Minus)		<b>GT</b> : Grand Total memory loaded		<b>MEMORY</b> : Memory Loaded		<b>ERROR</b> : Overflow/Logic error		<b>ANS</b> : Answer
	<b>REP</b> : Replay mode		<b>CRT</b> : Correction mode		<b>100</b> : Item counter (max 105)		<b>TAX+</b> : Price including tax		<b>TAX-</b> : Price excluding tax
	<b>CORRECT</b> : Correction mode		<b>TAX+</b> : Add operation		<b>TAX-</b> : Subtract operation		<b>x</b> : Multiply operation		<b>÷</b> : Divide operation
	<b>ANS</b> : Answer		<b>=</b> : Equals		<b>÷</b> : Divide operation		<b>=</b> : Equals		<b>=</b> : Equals

**REP** : Replay mode

**+** : Add operation

**CRT** : Correction mode

**-** : Subtract operation

**100** : Item counter (max 105)

**x** : Multiply operation

**GT** : Grand Total memory loaded

**÷** : Divide operation

**MEMORY** : Memory Loaded

**=** : Equals

**ERROR** : Overflow/Logic error

**ANS** : Answer

**-MINUS** : Negative (or Minus)

**%** : Percent calculation

**TAX+** : Price including tax

**TAX** : Amount of tax

**TAX-** : Price excluding tax

**RATE** : Set tax rate

## 4. Operations

### General Calculations

Example	TAB		Operation	Display
	A	B		
			[ON/AC]	0.
100 + 50 · 30 = 10 × 20 ÷ 0.5 =	Free	F	100 [F] 50 [M] 30 [M] 10 [M] 20 [M] 0.5 [M]	120. 400.
5000 ÷ 3 = 5000 ÷ 3 = 5000 ÷ 3 =	UP 5/4 CUT	2 2 2	5 [000] [F] 3 [M] 5 [000] [F] 3 [M] 5 [000] [F] 3 [M]	1'666.67 1'666.67 1'666.66
\$ 12.34 34.56 -56.78 78.90 \$ 69.02	Free	A	1234 [F] 3456 [M] 5678 [M] 7890 [M]	12.34 46.9 -9.88 69.02
123456789012x 66666=	Free	F	123456789012 [M] 66666 [M] [C/CE] [C/CE]	ERROR 82.303702962739 82.303702962739 0.
√9 × 5	Free	F	9 [F] [M] 5 [M]	15.
• 10% of 1500 • 5% add-on of 1500 (1500 + 5% =) (1500 - 5% =) • Percentage of 20 against 500	Free	F	15 [00] [M] 10 [%] 15 [00] [M] 5 [%] 15 [00] [M] 5 [%] 20 [M] 5 [00] [%]	150. 1'575. 1'425. 4.(%)
368 + 97 + 97 = 839 - 47 - 47 - 47 = 5 <sup>-4</sup> = 22.5 <sup>3</sup> =	Free	F	368 [M] 97 [M] 97 [M] 839 [M] 47 [M] 47 [M] 47 [M] 5 [F] [M] [M] [M] [M] 22.5 [M] [M] [M]	562. 698. 0.0016 11'390.625
5 × 6 = 5 × 8 =	Free	F	5 × 6 [M] 8 [M]	30. 40.
9 ÷ 3 = 6 ÷ 3 =	Free	F	9 [F] 3 [M] 6 [M]	3. 2.
25 × 5 - )84 ÷ 3 + )68 + 17 182	Free	F	[ON/AC] 25 [M] 5 [M+] 84 [M] 3 [M-] 68 [M] 17 [M+] [MRC] [MRC]	MEMORY 125. MEMORY 28. MEMORY 85. MEMORY 182. 182.
123478 + 5 =	Free	F	123456 [→] [→] 78 [+ 5 [M]	123'456. 1'234. 123'478. 123'483.
456 + 378 =	Free	F	456 [M] 345 [C/CE] 378 [M]	0. 834.

### Check and Correct

E.g.:

Key in:

Input error

Check and correct as below:

OPERATION	DISPLAY	REMARK
	01 [REP] 5. x	Check forward step by step
	02 [REP] 6. ÷	
	03 [REP] 3. +	
	04 [REP] 5. -	
[CORRECT]	04 [COR] [REP] 5. -	Correct input error
	2	
[CORRECT]	04 [COR] [REP] 2. -	
	05 [REP] 3. =	Check the correct result
[AUTO REPLAY]	06 [REP] 9.	

### Tax Calculations

Example	TAB		Operation	Display
	A	B		
Set Rate (Tax) at 5%	Free	F	[ON/AC] 5 [SET] [TAX+]	0. 5. RATE 5. RATE
Check rate set.	Free	Free	[SET] [TAX-]	5. RATE
Calculate the selling price and tax amount to include the tax rate of 5% when the cost price is \$1,000.	5/4	2	[ON/AC] 1000 [TAX+] [TAX+]	0. TAX+ 1050.00 TAX 50.00
Calculate the selling price and tax amount to exclude the tax rate of 5% when the cost price is \$1,000.	5/4	2	1000 [TAX-] [TAX-]	TAX- 952.38 TAX 47.62

# 背面

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Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

### Customer Care

In addition to the one year hardware warranty your HP calculator also comes with one year of technical support. If you need assistance, HP customer care can be reached by either email or telephone. Before calling please locate the call center nearest you from the list below. Have your proof of purchase and calculator serial number ready when you call.

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](http://www.hp.com/support).

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Africa (English)	<a href="http://www.hp.com/support">www.hp.com/support</a>
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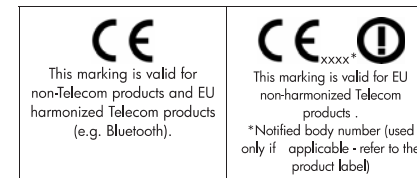
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This product complies with the following EU Directives:

- Low Voltage Directive 2006/95/EC
- EMC Directive 2004/108/EC

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### Perchlorate Material - special handling may apply

This calculator's Memory Backup battery may contain perchlorate and may require special handling when recycled or disposed in California.

### Chemical substances

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67-OFFICECALC300-01A

SIZE: 270X215mm