

Micro-Courier.TM Electronic Mail Software for Apple Computers.

- Automatically performs all electronic mail distribution functions day or night, no attendance required.
- Edit, send and receive correspondence, charts, graphs, VisiCalc™ reports, and complete programs.
- Enter prepared data and interchange files with most time-sharing systems and mini-computers.

Apple is a trademark of Apple Computer, Inc. VisiCalc is a trademark of Personal Software, Inc.

MICROCOM
We make little computers talk big.

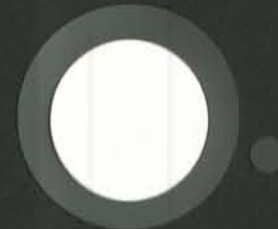
Micro-Courier

Micro-Courier.

Copyright (C) Microcom, Inc. 1981
Pre-release 1.12 5/28/81

Micro-Courier.

Copyright (C) Microcom, Inc. 1981
Pre-release 1.12 5/28/81





Protect
Protéger

Protoger
Schützen

保護



No
Non

No
Falsch

注意



Insert Carefully
Insérer avec soin

Insertar
Sorgfältig Einsetzen

插入注意



Never
Jamais

Nunca
Nie

絶対禁止



10°C - 52°C
50°F - 125°F



Never
Jamais

Nunca
Nie

絶対禁止

Micro-Courier

MICROCOM
We make little computers talk big.

Micro-Courier.

1 Introduction

Discover the power of Micro-Courier, the most powerful, flexible, and easy-to-use reporting tool for the 32-bit PC. Micro-Courier is a simple, powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use.

2 Micro-Courier Explained

Micro-Courier is a simple, powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use.

3 Micro-Courier Step by Step

Micro-Courier is a simple, powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use.

Micro-Courier is a simple, powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use. It is a powerful reporting tool that can be used by anyone. It is easy to learn, and it is easy to use.

Table of Contents

1	Introduction	1
	Overview of Micro Courier	3
	How to Use This Manual	4
	Hardware Required	5
	Highly Recommended Accessories	5
	Other Micro Courier-Supported Configurations	6
	Master Program Diskette	6
	Warranty Card	7
	Replacement of a Master Diskette	7
2	Micro Courier Explained	9
	Definition of Commonly Used Terms	9
	Some Frequently Used Command Keys	11
	Booting the System	13
	Configuring Your System for the First Time	14
	Micro Courier Configuration	14
	Identifying Your Disk Drives	17
	Creating File Storage Disks	17
	Be Certain of Your System Configuration	18
3	Micro Courier Step by Step	21
	Menus and Stairways	23
	Function Status Displays	23
	Other Display Elements	25
	The Micro Courier Main Menu	25

Micro Courier is a copyrighted software product with all rights reserved by Microcom, Inc. This product is only intended for the use of the original retail purchaser on the herein specified computer system. Purchasers of this program are licensed by their purchase hereof only to read this program from its medium into the memory of a computer system solely for the purpose of executing the program. Copying, duplicating, selling or otherwise distributing this product is a violation of the Copyright Law of the United States.

This manual, separate from, and including as the law permits, the accompanying medium of the program, is copyrighted and all rights are reserved. This document and accompanying machine readable medium may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine readable form without prior consent, in writing, from Microcom, Inc.

Copyright (C) 1981 Microcom, Inc.
89 State Street
Boston, MA 02109
(617) 367-6362

Printed in U.S.A.

Written by Paul C. Conover, Praxsys Communication

Book Design by Maria von Erinken Design

Cover Design by Mullen Advertising, Inc.

Apple, Apple II and II+, Applesoft and Silentye, are trademarks of Apple Computer, Inc.
VisiCalc is a trademark of Personal Software, Inc.
Micromodem is a trademark of Hayes Microcomputer Products, Inc.

4 A Quick Tour of Micro Courier 29

How to Create a Mailbox ID#	31
Pick a Number	33
Telephone Numbers	34
Keep Going	35
Messages from Micro Courier	36
Congratulations	36
Creating a File to Send as a Message	36

5 Create/Edit Mail 39

Creating a Message to be Sent	41
The Editor	42
Some Editor Characteristics	42
Editing Capabilities	44
Creating and Inserting Text	44
Moving the Cursor	45
The Arrow Keys	46
The Cursor Movement Commands	46
Deleting Text from the Message	48
When You Are Finished Creating a Message	49
Other Editor Menu Selections	49

6 Creating a Message - a Tutorial 53

The Basic Editor Display	55
Correcting Mistakes	56
Remove the Last Line	57
Finish Up and Go Home	57
Onward and Upward	58

7 Addressing the Mail - a Tutorial 61

The Address and Review Mail Menu	63
System Advisory for Review Messages	63
Addressing Your Messages	64
Today the Addressee, Tomorrow the Message	65
Sending a Message to a Specific Station	65
Sending to a Pre-Defined List	68
Some Automatic Features	69
Checking Outgoing Message Status	69
Examine the Outgoing Messages Log	71
Review Transmitted Messages Only	71
Removing Messages from the File	71
Obtaining a Printed Copy	72

8 Send and Receive Mail 75

Select from the Menu	77
System Queries	77
When to Send the Mail	78
Adding to the Log	79
Finishing Touches	79
Make Sure the Message is Sent	80

9 Addressing the Mail 83

The Send/Receive Mail Menu	85
Stopping Transmission with Control Codes	90
Immediate Halt	90

10 Review Incoming Mail

Displaying Your Mail	93
Internal Housekeeping	95
Printing Your Mail	98
Creating the Received Mail Log	100
Selecting Only Your Messages	100

11 The Mailbox Directory

Creating Destinations and Lists	105
The Mailbox Menu	107
Create a Distribution List -- A Tutorial	107
System Queries Lead the Way	108
A Very Dynamic Display	109

12 Terminal Mode

Using Your System as a Remote Terminal	113
Industry Standards	115
Talk with any System	115
Terminal Mode Line Control Menu	116
The Terminal Mode Menus	116
The Line Control Menu	117
Operating Commands Menu	118
What You See is What You Get	120
Interactive Escape Codes	123

13 Utility Commands

129

14 Error Message Dictionary

135

15 Glossary of Terms

143

16 Index

151

Introduction

- Overview of Micro Courier
- How to Use This Manual
- Hardware Required
- Highly Recommended Accessories
- Other Micro Courier-Supported Configurations
- Master Program Diskette
- Warranty Card
- Replacement of a Master Diskette

Overview of Micro Courier

Micro Courier is a software product which allows Apple II computers to communicate with one another using standard data communications techniques on the national switched telephone network. Information sent or received is in the form of DOS 3.3 files — text files (messages or letters), programs, data files, graphic images — indeed, anything which can be stored in a DOS 3.3 file and accessed by your computer.

With Micro Courier you can communicate with any other Apple computer configured with the Micro Courier software...automatically.

The overall cost savings from using Micro Courier is impressive. Micro Courier will automatically 'dial up' the phone number of the system to which you wish to transmit and deliver your message quickly and economically. You can use the telephone when the rates are lowest. Micro Courier's automatic after-hours operation is at your total control — you select the date and time of day to transmit your files. Obviously, this frees the computer for other uses.

Micro Courier is complete. Everything you need to prepare, transmit, or receive messages or other files is built-in.

The operation of the Micro Courier program is simple. Every step of the way you are guided with 'menu' selections and prompt messages on the display screen. You can even have a message sent to a predetermined list of addressees, all automatically.

How to Use This Manual

The Glossary

Many Micro Courier users will be unfamiliar with certain terms used in the computer industry and in the special field of computer communications. This manual includes a Glossary section at the back of the book which will contain words and phrases which, when used for the first time in the Manual are noted with single 'quote' marks.

Tutorials to Guide You

There are key elements to the use of Micro Courier which are treated with brief, light-hearted Tutorials. You will be led through how to specify an 'addressee' for a 'message', how to create a message using the 'Editor', and how to get the message sent.

Some Things To Know From the Beginning

The next few sections of Chapter One cover subjects that are of vital interest to a new Micro Courier owner. They shouldn't be skipped over quickly because of their importance to your complete satisfaction with the powerful Micro Courier system.

At the very end of this Micro Courier Manual is a comprehensive Index which will quickly guide you to the information you need on any Micro Courier function or capability. We felt that a Reference Card which described in summary all of the Micro Courier operations would not be adequate for most Micro Courier owners and concentrated our efforts on the Index instead.

Hardware Required

To utilize Micro Courier's powerful features you must have the following system configuration.

Apple II+ with 48K of RAM memory, or
an Apple II with Applesoft ROM card and 48K of RAM memory
Disk II with controller
Black and White (or Green) Video Monitor or other Display
DOS 3.3
D.C. Hayes Micromodem

Highly Recommended Accessories

In order to use all of the powerful Micro Courier features it is very strongly recommended that your system include these additional accessories and peripherals:

A second Disk II without Controller
A Clock/Calendar Card (for date and time of day)
A Parallel Printer and Parallel Interface Card, or
A Serial Printer and Serial Interface Card, or
An Apple Silentyper Printer

Other Micro Courier-Supported Configurations

There are many different configurations of Apple computers which may use the Micro Courier program. The systems or other accessories are:

Any Apple II (or II+)-Micro Courier compatible system equipped with a Language Card.

Any otherwise properly configured system with 3 or 4 disk drives.

Master Program Diskette

The Micro Courier Master Program Diskette and related Manual are copyrighted materials. Reproduction by any means is prohibited without the specific express written permission of Microcom, Inc.

Accordingly, the Master Program Diskette is 'copy protected'. The COPY program on your DOS 3.3 System Master will not make a copy of your Master Program diskette. Specialized 'bit' copy programs will not work on the Micro Courier diskette either. In fact, some copy programs may damage your Master diskette. Damage of this kind is not covered by the Micro Courier warranty.

But don't be too concerned about this. Microcom is aware of the dependence of a Micro Courier user on the constant availability of a Master Diskette.

Warranty Card

Your Micro Courier package contains a Warranty and Software License Agreement. Complete this form at once, affix proper postage and drop it in a mailbox. This registers you as an authorized Micro Courier user. In the event your Master Program diskette is damaged or otherwise unusable, you can promptly obtain a replacement copy direct from Microcom.

If you ever need to send for a duplicate Master, here's the address for the return of the original Master:

Microcom, Inc., 89 State Street, Boston, MA 02109

Replacement of a Master Diskette

In the event your Master Diskette becomes unusable, properly package the diskette in strong protective corrugated cardboard or 'floppy armor' and mail it, postage paid, to Microcom. If this occurs within ninety (90) days from the date of purchase, Microcom will replace it at no charge. After ninety (90) days, you must enclose a check, payable to Microcom and in the amount of \$35.00, for a replacement Master diskette.

Microcom will promptly send a replacement Master to registered owners.

Micro Courier Explained

- Definition of Commonly Used Terms
- Some Frequently Used Command Keys
- Booting the System
- Configuring Your System for the First Time
- Micro Courier Configuration
- Identifying Your Disk Drives
- Creating File Storage Disks
- Be Certain of Your System Configuration

Definition of Commonly Used Terms

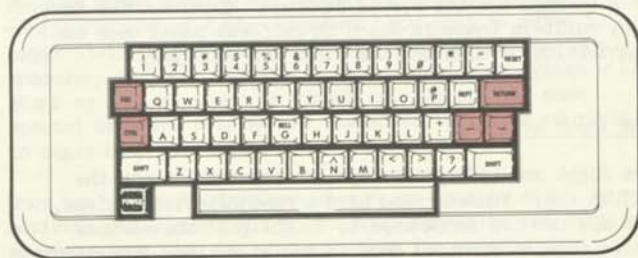
Mailbox ID# - A Mailbox ID# is a two digit number which identifies to whom messages are addressed, and the telephone number of the addressee's Micro Courier system.

File - Any 'machine readable' DOS 3.3 file. A file can be the text of a letter, memo, report or other document prepared with Micro Courier's Text Editor. A file may also be any DOS 3.3 compatible text, program, data or binary file.

Message - Micro Courier defines a message as the link between a specific addressee and a particular file to be sent to that addressee. Up to 100 messages may be 'queued' for transmission during any one Send Mail session.

Some Frequently Used Command Keys

There are a few keys on the Apple keyboard which will be used often during your Micro Courier sessions. The Apple II keyboard is shown in Figure 1 below. The frequently used special keys you will use are highlighted.



The RETURN key

The RETURN key is used to tell Micro Courier that you have finished entering your Command or Menu Selection. Micro Courier will then act upon your entry.

The ESC key

The ESC(ape) key is used to stop what you are currently doing and 'back up' to the previous Menu, or to the next logical Menu if you are in the last step of a Micro Courier operation.

Often the Micro Courier display will alert you to this option of 'backing up' or returning to the master function Menu. You may, at almost anytime you choose, use the ESC key to terminate the current operation, and return to the previous logical display screen.

The CTRL key

The ConTRoL key is located on the left edge of the keyboard and is used like a Shift key, i.e., you depress and hold the CTRL key down while you enter another keystroke. In this way you are 'supershifting' the keyboard — telling the computer that the next keystroke is a Command for the system to obey. Micro Courier has many built-in Commands which it performs based upon the combination of CTRL and the other key you type.

The ARROW keys

The Right and Left Arrow keys are located beneath the RETURN key. Whenever you have a Menu Selection option, you may use the Arrow keys to 'highlight' the various Micro Courier Function choices one at a time. The Right Arrow moves the 'cursor block' down the list of

selections, the Left Arrow moves the 'cursor block' up the list.

When you have 'highlighted' the Selection you desire, simply hit the RETURN key to begin that Micro Courier Function.

The numeric keys in the top row of your keyboard cause the highlighted cursor block to immediately jump to your function selection without need of the arrow keys.

The Arrow keys may also be used to position the cursor during a session with the Micro Courier Text Editor. The Left Arrow key doubles as a back-space key to correct typing mistakes, the Right Arrow key advances the cursor through the text of your message.

Booting the System

What's booting the system? Well, to start, it has nothing to do with your shoes or possible violence laid upon a perversely functioning system.

Because Micro Courier can operate on many different configurations of Apple computers, you need to refer to pages 11-12 in your DOS Manual for the correct start-up procedure for your system. In some cases your system will start as soon as power is turned on. In others, some special keyboard entries are needed to tell your computer to begin disk operations.

Once you've 'booted' your system there is some disk activity and a copyright notice will appear on the display screen, along with the advisory that the program is loading into your computer.

Configuring Your System for the First Time Micro Courier Configuration

The people at Apple have made an effort to make your computer 'friendly' to use. Microcom hopes we have also contributed to the enjoyment of your system by making available this powerful, yet easy to use, software package.

Configuring Your System for the First Time

Each time you load Micro Courier into your computer system, Micro Courier will look on the disk for the information regarding the number and type of accessories you have attached to your computer. The first time you 'run' Micro Courier, this information will not be there and you will be asked about your system configuration right away.

Every other time you boot Micro Courier, this information will be present on the diskette.

Later, if you change your configuration, one of the Micro Courier Main Menu selections (#7. UTILITY), lets you tell the system about those changes and your new configuration.

Micro Courier Configuration

In order for Micro Courier to take full advantage of your Apple's peripherals, it must know what they are, how many, and their location in the row of 'Slots' on the system's 'motherboard'. The display screen will ask a series of questions about the different peripherals and accessories attached to your system.

These questions are called 'system queries' and you must respond with the correct answer followed by the RETURN key to enter the correct information into the system's permanent memory. The first system query is:

NO. OF DISK DRIVES (1-4)?

The Primary Disk Controller must be located in Slot 6. A secondary (if any) Controller must be located in Slot 5. Answer this question with the number of drives (not controllers) attached to your system.

CLOCK SLOT NO. (1-7 OR 0 IF NONE)?

The Clock/Calendar Card may be located in any of the otherwise unoccupied or reserved Slots in the Apple. Enter the number of the Slot in which this important accessory is located. If you do not have a Clock Card, enter a zero.

If you do specify a Clock Card location, you will be asked for the type of Clock, (either a Thunderware, Mountain Computer, or California Computer Systems). Answer this query with one of the choices displayed.

Further, if you have a Clock Card, you will be asked:

ENTER CURRENT YEAR (19XX):?

Enter the four digits required to describe a year in the twentieth century, including the last two digits of the current year. Because Clock/Calendar cards typically do not keep track of the current year, on January 1st of each year you will need to use the Reconfigure Your System function from the UTILITY Menu to update the current year.

PRINTER SLOT NO. (1-7 OR 0 IF NONE)?

The Printer Interface Card may be located in any of the otherwise unoccupied or reserved Slots in the Apple — usually placed in Slot #1. Reply with the current Slot location of the Printer Interface Card. You will be asked the type of printer: Parallel or Serial. Reply with either 'P' or 'S'. If you have an Apple Silentype, reply with an 'S'.

If you do not have a Printer attached to your system, enter a zero.

If you do have a Printer, the following question regarding your Printer's specifications will be asked:

PRINTER LINE WIDTH?

Enter the total number of characters which can be printed in a single line by your Printer.

MODEM SLOT NO. (1-7)?

The Modem is the device that connects your system to the telephone network. A Modem is absolutely required for Micro Courier operation. Enter the Slot number of the Slot in which your Modem is located, and hit RETURN.

If you do not have a Modem accessory, return to your Dealer and immediately obtain one.

ENTER SENDER ID (ONE TO TEN CHARACTERS):

This is the 'signature' which will appear on every one of the messages you send to any Micro Courier station. You may enter up to ten alpha or numeric characters which clearly identify the 'Sender' or transmitting station.

After you've made this final entry, Micro Courier will automatically start its normal operations and you will be presented with the 'Main Menu' on the display screen. You are ready to begin Micro Courier operations.

Identifying Your Disk Drives

Micro Courier permits up to four disk drives 'on-line' at a time. These drives contain DOS 3.3 files you will send or have received. Anytime you or Micro Courier are performing a task which uses a disk file, the system will ask you for the location (the Drive #) of the file. (If you have more than one disk drive attached to your system.)

Micro Courier needs to know where the files are and expects you to tell it one of the valid locations. These are:

<u>Drive Location</u>	<u>Drive #</u>
Slot 6, Drive 1	1
Slot 6, Drive 2	2
Slot 5, Drive 1	3
Slot 5, Drive 2	4

Whenever you are asked by the system for a DRIVE #: you must reply with a valid (and accurate) answer.

Creating File Storage Disks

Micro Courier uses Apple DOS 3.3 diskettes. If you have more than one disk drive, it's a good idea to prepare some 'message' diskettes before using Micro Courier. Pages 5-27 of the Apple DOS Manual which accompanied your disk drives should be carefully reviewed. These pages contain everything you need to know about creating data and file storage diskettes, especially pages 13-14.

Be Certain of Your System Configuration

If you have configured your system with the UTILITY function to include a specific peripheral or accessory at a specified Slot number and one of the following conditions exist:

- 1) You do not have that accessory attached to your system, or;
- 2) The accessory is not in the Slot that was specified, or;
- 3) The accessory is not turned on or a 'fault' condition exists.

Micro Courier will suspend the function you directed it to perform. What's worse, you won't get any indication of the problem, (in almost all cases).

This leaves you staring at an inactive display, with a keyboard that will not do anything (except the RESET key), and a funny feeling that all is not going too well. The system must be re-started from scratch.

Do not panic — you have not damaged any files or equipment — but you must hit RESET and reboot the system and go immediately go to the UTILITY Function (#7 on the Main Menu) and RECONFIGURE YOUR SYSTEM. It might also be a good idea to turn off the computer, pop the lid off for a quick reconnaissance and then proceed to reconfigure your system accordingly.

NOTES:

Micro Courier: Step by Step

Menus and Stairways
 Function Status Displays
 Other Display Elements
 The Micro Courier Main Menu

Micro Courier uses a very friendly method of helping you get your message across. Throughout your use of Micro Courier you will be given a series of Function options in much the same manner as you would select your lunch in a restaurant. In computerese, these display screens are called Menus.

Menus and Stairways

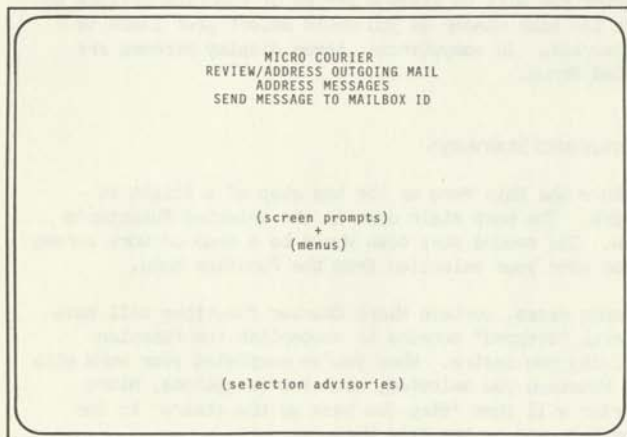
Picture the Main Menu as the top step of a flight of stairs. The next stair down is the selected Function's Menu. The second step down would be a menu or work screen based upon your selection from the Function Menu.

In some cases, certain Micro Courier functions will have several 'stepped' screens to accomplish the function activity you desire. When you've completed your work with the Function you selected, with few exceptions, Micro Courier will then 'step you back up the stairs' to the previous menu or the Main Menu.

Function Status Displays

Micro Courier keeps you informed. One of the friendly features of Micro Courier is the Function Status Display across the top rows of the display screen. As you perform a function which extends across a series of display screens and Menu Selections, the title area at the top of the display updates dynamically — it becomes very explicit about what you are currently doing and 'how you got to this point'.

Figure 1 illustrates this point.



Whenever you are using a Micro Courier function, the top of the display screen will have the name of the 'first menu' you 'originated' from on the top line of the display. This is always the Main Menu, 'MICRO COURIER'.

The Function you select from the Menu will be shown on the second line of the Function Status Display. All Functions have 'sub-functions', i.e. if you select the Micro Courier Function 'MAILBOX DIRECTORY MAINTENANCE' you have a menu of eight different sub-Functions to choose from. The subsequent sub-Function selected is displayed on the third line of the display screen.

As you complete each sub-Function and return to the previous Function Menu, the current Micro Courier Function status is revised to indicate your current activity.

Other Display Elements

The middle portion of the display screen (usually 16-18 lines) contains the screen prompts and system queries, often in the form of menus. This area will be updated as you move from Function to Function and enter your commands or other selections.

The bottom of the display (usually 1-3 lines) is reserved for selection advisories directed to you by Micro Courier. Whenever you're performing or have completed all the steps required to perform or direct a Micro Courier activity, the bottom lines of the display will advise you what to do next or tell you what your options are.

All things considered, you'll find it difficult to get crossed up or 'lost' while using the powerful Micro Courier system. As you follow the Micro Courier tutorials you will see how this works.

The Micro Courier Main Menu



Figure 2 illustrates the Micro Courier Main Menu. This is your starting point for every one of the powerful Micro Courier functions. Briefly, these are:

1. CREATE/EDIT MAIL FILES.

Permits you to enter or revise the text of any message to be sent or any that has been received.

2. REVIEW/ADDRESS OUTGOING MAIL.

Select or revise the addressee(s) to which a specific message is being sent.

3. SEND/RECEIVE MAIL.

This is the 'unattended' mode in which you leave your system. If you have messages to be transmitted at a later time, Micro Courier will automatically dial the receiving number and transmit the message at a predetermined time. If you are expecting messages, your system will be in 'receive' mode during which you will receive and store incoming messages or other data files.

4. REVIEW INCOMING MAIL.

Permits display, printing, renaming or deletion of received messages, and printing of the Received Messages Log.

5. MAILBOX DIRECTORY MAINTENANCE.

Allows the creation, revision, or deletion of Addressee information.

6. TERMINAL MODE.

Allows your system to function as a remote terminal to a time-sharing or other remote access system.

7. UTILITY.

Review the file names on your archive and system diskettes with the Catalog command, redefine the peripherals and their characteristics as you change your system configuration, and, if you do not have a Clock/Calendar Card, provide a daily 'default' Date and Time to the Micro Courier Send Mail Function. You may also remove files from system diskettes by either moving them to archival diskettes or deleting them entirely.

8. EXIT FROM MICRO COURIER.

Closes all open files and returns the computer to its Applesoft BASIC system operation. At this point you may remove the Micro Courier system diskette and any related message or data file diskettes from your drives and move on to other tasks or system shut-down.

A Quick Tour of Micro Courier

- How to Create a Mailbox ID#
- Pick a Number
- Telephone Numbers
- Keep Going
- Messages from Micro Courier
- Congratulations
- Creating a File to Send as a Message

What we will do for the next few minutes is perform some of the basic functions you will need to become familiar with to fully exploit the power of Micro Courier. We are going to set up a Mailbox ID# and prepare a brief message to send. Later, you'll leave your system idling and (if you have a Clock Card), late at night, the message will be sent automatically.

In a day or two, you'll get a message back. Let's begin.

How to Create a Mailbox ID#

If you are unfamiliar with your new Apple II computer system, review the section on Special Keys used by Micro Courier before proceeding with this Tutorial.

Let's assume that you've just set up your Apple system with the new Micro Courier Electronic Mail program. You've read a chapter or two of the Apple manuals on booting disks and then booted your Micro Courier software for the second time. The Micro Courier Main Menu appears after some whirring and chattering from your disk drive.

First, select MAILBOX DIRECTORY MAINTENANCE from the Main Menu. After a few seconds the Function Menu for Mailbox Directory Maintenance appears.

MICRO COURIER
MAILBOX DIRECTORY MAINTENANCE

1. DISPLAY ASSIGNED MAILBOX ID'S
2. DISPLAY OR DELETE A MAILBOX
3. ADD OR CHANGE A MAILBOX
4. PRINT MAILBOX DIRECTORY
5. DISPLAY ASSIGNED MAILBOX LISTS
6. DISPLAY OR DELETE A LIST
7. ADD OR CHANGE A LIST
8. PRINT MAILBOX LISTS

MAKE MENU SELECTION

We want to add an addressee to the system. (Actually we want to add lots of addressees to the system. We'll just do the first one now.)

When the display 'comes up', the first selection is already highlighted. We don't want this selection, so tap the Right Arrow key (immediately below the RETURN key) twice to move the bar down to #3. (ADD OR CHANGE A MAILBOX) and then hit the RETURN key.

You could have also simply tapped the number key in the top row of the keyboard to select #3.

The display reads:

MICRO COURIER
MAILBOX DIRECTORY MAINTENANCE
ADD OR CHANGE A MAILBOX

MAILBOX ID:?

Notice a couple of things about the display. First, the top of the display contains a sequential list of each of the Menus we 'visited' to get to this point. From the Micro Courier Menu (the first line of the header) we selected Mailbox Directory Maintenance (the second line), and then chose Add or Change a Mailbox from the Maintenance Menu (the third line). Micro Courier tells you every step of the way 'where you are and how you got there'.

If you've used your computer before booting Micro Courier then you've met that little blinking box before. It's the cursor. If this is the first time you've used a computer, let me introduce you.

The cursor is the computer's way of telling you it is ready to receive your entry — be it numbers, words or commands. The computer places the cursor on the display at the exact location it would like you to make your entry, then blinks it catch your eye.

Pick a Number

The computer is waiting for an entry. Mailbox ID's are numbers between 0 and 99. Locate the '9' key in the top row of the keyboard and enter the number '99'. Now tap the RETURN key.

Micro Courier responds by placing the word: TO:? on the display. These questions that are being asked by Micro Courier are called 'system queries' and are Micro Courier's way of leading you through the correct procedures you must follow to insure everything comes out just right.

Answer the question 'TO:?' with the name: MICROCOM and tap RETURN again.

Well, there it goes again. Now Micro Courier wants to know the telephone number of the addressee.

Telephone Numbers

Micro Courier permits up to 36 digits (including pause characters) to be used to tell it what a phone number is. Why so many? The answer is interesting.

Micro Courier is popular with large companies that have many offices or branches all over the country (or the world!). Many times, a large company doesn't enjoy the luxury of having a single, dedicated phone line for its little computer. The computer must use the company's PBX switchboard just like everybody else.

Those companies with a PBX or switched networks often require that an 'access code' be punched in first, then sometimes a 'user code' (to identify from which telephone the call is originating), and then, finally, the phone number to which the call is going. That adds up to quite a few numbers!

So what are the asterisks for? Micro Courier permits the entry of asterisks into a phone number, to be used as a

'pause for two seconds' command. Sometimes, with automated telephone switchboards, it takes a while to switch from one function to the next (Enter User Code...wait for new dial tone...Enter Authorization Number...wait for outside line...etc.).

Micro Courier is smart enough to accommodate these switchboards and other controls.

Keep Going

Respond to Micro Courier's query with Microcom's dedicated Micro Courier phone number. Enter the number 6173678451 (and hit RETURN). Remember, if your internal telephone system requires access numbers, or your local telephone company requires a '1' be entered before a long-distance call is made, you will need to enter these numbers as part of the number of the destination station.

From now on, we won't tell you to tap the RETURN key any more because we think you know that by now. Just to be on the safe side, every time you're told to 'enter' something you should automatically assume that you need to tap the RETURN key after the entry you type.

If your telephone installation requires some of the pauses, put them in as asterisks — placed between the appropriate numbers — as needed.

Notice that there aren't any parentheses or dashes in the phone number entry. Micro Courier just needs the explicit numeric values of the phone number to get your message across.

Messages from Micro Courier

Now that you've completed entering the Addressee information Micro Courier has placed a message on the

Congratulations Creating a File to Send as a Message

bottom of the display screen for you. Micro Courier will do this throughout every session you have with it. It will guide you, step by step, indicating what 'the right thing to do next' is. These are called 'dynamic prompts'.

Congratulations

Congratulations: You have just performed every step needed to tell Micro Courier about one of the people with which you want to have Micro Courier automatically communicate. Micro Courier now knows the name of an addressee and how to get in touch with them.

You should be at the Mailbox Directory Maintenance Menu. Tap the ESC key to return to the Micro Courier Main Menu.

Creating a File to Send as a Message

The next Chapter in this Manual describes the Text Editor and how you use the Micro Courier program to create Text Files to send as messages. Read through the sections carefully — experiment a little, if you like. After you've read through that Chapter, there is another quick tutorial which will apply most of what you've learned.

NOTES:

Create/Edit Mail

Creating a Message to be Sent

The Editor

Some Editor Characteristics

Editing Capabilities

Creating and Inserting Text

Moving the Cursor

The Arrow Keys

The Cursor Movement Commands

Deleting Text from the Message

When You Are Finished Creating a Message

Other Editor Menu Selections

When you select #1 from the Main Menu (CREATE/EDIT MAIL FILES) there will be some disk activity and the CREATE/EDIT Menu will appear. The Function Selections are all self-explanatory. Briefly, these are:

1. CREATE NEW FILE.

Invokes the Micro Courier Text Editor and allows you to enter the text of a message for later transmission.

2. EDIT/CHANGE EXISTING DISK FILE.

Permits you to select a message which currently exists on a diskette and make changes to the text of the message.

3. PRINT CURRENT FILE.

Immediately directs the text which is currently in memory to the Printer.

4. EDIT CURRENT FILE.

Returns you from the Function Menu to the text currently in memory.

Creating a Message to be Sent

Selection #1 from the Create/Edit Menu (CREATE NEW FILE) invokes the Micro Courier Text Editor. The 'Editor' (as it is called), lets you type in a 'text file', which you will later send as a message. When the Editor is 'initiated' the display resembles a blank sheet of paper in a typewriter. Any non-control code keystroke you type will appear on the display as you enter it.

Upon invoking this Editor function, if there is already a text file in the system's memory, you will be asked:

The Editor Some Editor Characteristics

DO YOU WANT TO CLEAR MEMORY? If you want to erase the file in memory and start a new one, you respond with a 'Y'. If you do not, entering a 'N' or tapping the ESC key will return you to the Editor Menu.

The Editor

The Micro Courier Editor allows you to create the text of the messages you will later send to the addressees you select. With the Editor you may also revise any previously created or received message. When you are entering your message, the keyboard is used in the same way as a typewriter. As the characters and words are typed at the keyboard, they appear on the display.

When Micro Courier is in Edit Mode, some of the special purpose keys on your keyboard are used to give certain instructions or commands to your system. These commands allow you to precisely control the text entry and display processes of your system.

Some Editor Characteristics

Because of the number and type of characters which may be shown on the Apple's video display (forty upper case characters per line) the Micro Courier Editor will display the words in your message differently than they will appear in a printed copy of the message.

The main difference between displayed and printed text is the word splitting. Since most paragraphs in a letter or typed message are longer than 40 characters, the lines of text on the display may be broken up 'inside of' some of the words, causing some of the characters of a word to appear on different display lines.

One of the benefits of this feature is you don't have to hit the RETURN key at the end of each display line. You can continue to type your message without regard to the displayed characters because Micro Courier is 'smart' enough to recognize when the end of a paragraph is reached (from the RETURN character) and will format the printed version of your message accordingly.

Capital Letters and Length of Message

All the characters in the text of your message are upper case letters, both on the display and in printed form. Lower case characters are never permitted. In addition, you may only create messages up to 4,000 characters in length with the Editor. This serves to keep the message transmission time to a minimum, thereby giving you the ability to send many messages in a single session.

When you are approaching the capacity of the Editor (approximately 4,000 characters) the Apple will 'beep' to alert you that you have only 20 more characters available for this message. Each time you enter one of the remaining characters, the system beeps again, until finally, no more characters are accepted and any keystrokes merely get 'beeped' and nothing appears on the display.

With the Editor you can edit a received message providing that message is less than 4,000 characters in length and contains only upper case characters. If an incoming message was prepared using one of the Apple-compatible Text Editors, you must use the same software which created

Editing Capabilities

Creating and Inserting Text

that message in order to edit that file. This is because most of the Text Editors create 'binary' files which are not compatible with the Editor text files. Micro Courier's print routines will handle these files correctly when directing them to your printer, even though the Editor does not display these files correctly on your video screen.

The Micro Courier Editor is intended to be a 'message' preparation tool. Lengthy documents which require detailed study are best prepared (for easy readability and comprehension) on any DOS 3.3 compatible Text Editor. Micro Courier will transmit any DOS 3.3 file.

Editing Capabilities

There are three basic Editor capabilities which are sufficient for the type of message preparation and editing required for normal Micro Courier usage: Text Insertion, Cursor Movement and Text Deletion.

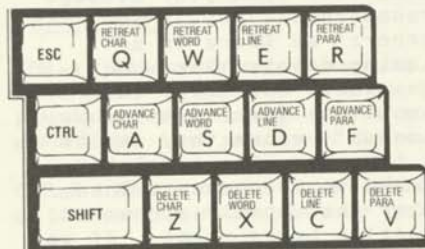
Creating and Inserting Text

Whenever you enter the Editor, you are in Text Insertion mode. Wherever the cursor is located on the screen (or in your text file), any keystrokes at that location are displayed on the screen, and text following the cursor position 'moves aside' to provide room in your file for these keystrokes.

Moving the Cursor

Moving the Cursor

In order to move the cursor to a specific spot in your text for editing purposes, you use the Cursor Control keys outlined below:



The cursor control keys permit you to move the cursor forward or backward by character, word, line or paragraph. In addition, the bottom row of keys control the erasure of characters, words, etc. as shown in the above illustration. Notice that the keys are arranged in a matrix with each row performing one of the three cursor movement functions. The 'columns' of keys designate the text to be acted upon, either character, word, line or paragraph.

The Arrow Keys The Cursor Movement Commands

There is an important difference between cursor movement and text deletion. If you move the cursor to the 'wrong' position, that is a 'recoverable error' -- you can simply move it again to the correct position. Deleting text from your message can, in some circumstances, result in 'irrecoverable errors' as there is no provision for placing deleted text back into your message except to retype it. Consequently, the Delete Text commands need to be first 'unlocked' before they can be used. The first time you give a Delete Text command unlocks that command. Then, each time you enter that specific command, the appropriate action takes place. If you switch to another Delete command during your editing, that command will need to be unlocked before having any effect.

The Arrow Keys

In addition to the cursor control keys, the left and right arrow keys perform redundant functions consistent with their normal usage on the Apple II computer. The Left Arrow key performs the same function as a CTRL-Q followed by a CTRL-Z, it backs the cursor up one character for each keystroke and erases the character it 'fell upon'. The Right Arrow key performs the same function as the CTRL-A command, it moves the cursor to the right one position for each keystroke.

The Cursor Movement Commands

Each of the cursor commands is given by using the CTRL key (located on the left edge of the keyboard) as a 'shift'

key to place the Apple keyboard into a 'supershifted' mode for issuing direct commands to the computer. Like the Shift key on a typewriter, you depress and hold the CTRL key then tap the desired command key.

Here's a summary of the cursor movement commands:

Cursor Forward

CTRL-A Advance cursor one character. (Same as Right Arrow key). If the cursor is at the 40th character position (or at a carriage return) on a line, the cursor moves to the first position of the next display line.

CTRL-S Advance cursor to the beginning of the next word or to a carriage return character position.

CTRL-D Advance cursor to the beginning of the next display line.

CTRL-F Advance cursor to the beginning of the next paragraph or text following a RETURN character.

Cursor Backward

CTRL-Q Retreats cursor one character. If the cursor is at the first character position it jumps to the 40th position of the line above, or, if present, to a RETURN character. If the cursor is at the beginning of the text file there is no effect.

CTRL-W Retreats cursor to the beginning of either the current or previous word depending upon the cursor location when this command is given.

CTRL-E Retreats cursor to the beginning of the first character position of the current line. If cursor is at the beginning of a line, CTRL-E will jump it to the beginning of the previous line.

Deleting Text from the Message

CTRL-R Retreats cursor to the beginning of the current or the previous paragraph.

Deleting Text from the Message

The bottom row of cursor command keys are for erasure of text from your message. The Text Delete commands perform 'irrecoverable' functions and are 'locked' in such a fashion that you are required to tap the alpha command keys twice the first time you invoke a Delete function. This prevents accidental erasure of your message text by inadvertently typing a wrong keystroke.

The following is a summary of the Text Delete command keys:

CTRL-Z Deletes the character 'under' the cursor position and causes the remainder of the text to the right of the cursor to move one position to the left.

CTRL-X Deletes the characters from the cursor position to the end of the current word.

CTRL-C Deletes all the characters in a line from the cursor position to the end of the display line. All subsequent text moves up to fill the gap created in the text file.

CTRL-V Deletes all text from the current cursor position through the next RETURN character. If the cursor is pointing to a RETURN character, just that single RETURN is deleted.

When You Are Finished Creating a Message Other Editor Menu Selections

When You Are Finished Creating a Message

To depart from the Editor and return to other Micro Courier functions, you simply tap the ESC key in the same manner you use to exit from any of the Micro Courier functions or menus. If your system's memory contains any text you've entered, Micro Courier will ask you for a name to use when saving the text file you've created and for a disk drive number upon which to place it.

If you're editing a message that already exists on diskette, Micro Courier will ask you if you want to save the edited version as the same file name or permit you to enter a new file name if you desire.

If there is no text in memory (either you deleted all of it or never entered any), you will be immediately returned to the Editor Menu.

One of the friendly features of Micro Courier is that it will not let you accidentally forget to save your message or text file. If you really want to 'get out' of the Editor without saving your text you use the ESC key and answer Micro Courier's confirmation queries appropriately.

Other Editor Menu Selections

There are four selections on the Editor menu. We've just covered the primary choice (CREATE NEW FILE) and all of the commands and function of the Micro Courier Editor. The remaining three selections follow with some notes on how each may differ slightly from the overall Editor operations.

2. EDIT/CHANGE EXISTING DISK FILE.

This function allows you to revise DOS 3.3 Text files created by the Editor. This may be a file you've created to transmit at a later time, or a file that has been received by your system. (Providing it was created with the Micro Courier editor on another system). By invoking this selection, your system queries you about: FILE NAME, and (if a multi-drive system configuration), DRIVE #.

After you answer these queries, Micro Courier checks to see that the specified file is on the diskette and if it is a displayable Text file. If everything is alright, the first portion of the text file will be displayed on the screen.

3. PRINT CURRENT FILE.

By invoking this selection, the text file currently in system memory is immediately directed to the printer attached to your system. You may suspend printing for a period of time by tapping the Space Bar and resume printing by tapping the Space Bar a second time. Hitting the ESC key will terminate the print operation and return you to the Editor Menu.

4. EDIT CURRENT FILE.

Typically you would make this selection after creating, then printing a file. This selection permits you to return to Edit mode without unnecessary system queries.

NOTES:

Creating a Message - a Tutorial

The Basic Editor Display
Correcting Mistakes
Joyriding with the Cursor
Finish Up and Go Home
Onward and Upward

At the Micro Courier Main Menu use the Right Arrow key to move the reverse video bar to #1 - CREATE/EDIT MAIL FILES and hit RETURN.

After a few seconds of disk activity you enter the Create/Edit Mail Function Menu. Select #1 - CREATE NEW FILE and tap RETURN.

The Basic Editor Display

A new display format appears: a blank screen with the cursor blinking in the upper left corner. Pretend the display is a piece of blank stationery. You are about to type a brief memo (and practice using the Micro Courier Text Editor at the same time).

We are going to type in a brief message. Just type in the words and don't worry about typing mistakes right now. You can use your own words if you like, but here's the gist of the message:

MY NAME IS (put your name here) AND MY COMPANY IS (put company name here).

MY MAILING ADDRESS IS (address here) AND MY MICRO COURIER TELEPHONE NUMBER IS (the phone number goes here - be sure to include the area code if needed.)

I JUST PURCHASED MICRO COURIER FROM (dealer name) IN (city name) BECAUSE (oh, about fifty words or so...'I/We are going to use it to...')

I WOULD (or would not?) LIKE TO RECEIVE MESSAGES FROM MICROCOM ABOUT APPLICATIONS OF MICRO COURIER AND SOME OF MICROCOM'S NEW PRODUCTS.

(Anything else you would like us to know? We're very interested in learning what you have to say.)

SIGNED:

Did you make any typing mistakes? If you didn't on this first pass, type a few misspelled words here and there anyway so you can get a feel for the cursor controls and editing capabilities of the Editor.

Correcting Mistakes

Locate your first mistake on the display screen. Depending upon where your cursor is currently located and the position of the error, you will either move the cursor forward or backward through the text in order to position the cursor 'on top of' the mistake.

You do this with the CTRL and alpha keys. Refer to the illustration below for guidance on which keys to use.

You'll find it helpful to use the 'gross' movement keys to quickly position the cursor to the general area in which you wish to make correction, then fine-tune your positioning with incrementally smaller steps until you're right on target, i.e. -- first use the Paragraph jump command, then the Line jump command, then Word jump, and finally the Character move keystrokes.



Are you at the first error? (Did you make any?) To correct your mistake, all you have to do now is simply type the correct letter(s) where they should go. Notice that the incorrect letters (if there were extra characters instead of omitted characters) are still in the text being bumped along by your entry(s).

Now move the cursor directly on top of an erroneous character. Depress and hold the CTRL key and tap the 'Z' key twice. (Remember that the Delete Text commands are 'locked' and require two keystrokes to invoke these commands. Once invoked, the command remains 'unlocked' (requiring only a single keystroke to perform each successive function) until any other command is given, either a move or another type of delete command.)

Repeat this process until all of the errors have been corrected in text of this message.

Joyriding with the Cursor

Play around a bit with the cursor movement controls. Place the cursor at the end of lines and invoke single space moves. Jump between lines and words until you feel that you have a grasp on all of the ways that the cursor can be controlled.

Finish Up and Go Home

Do you have the message just the way you want to send it? This one is going to be sent to Microcom. When you are done, you give the command to return to the Edit/Create Mail Menu by simply tapping the ESC key.

Micro Courier responds to your command with a system query:

Onward and Upward

ENTER FILE NAME FOR SAVING ON DISK

FILE:? Type in the file name NEW CUSTOMER and hit the RETURN key.

Only if you have more than one disk drive, will Micro Courier ask for the Drive # to store this file on. Respond as appropriate and you are delivered back to the Create/Edit Mail Menu. Then by tapping the ESC key you are returned to the Micro Courier Main Menu.

Onward and Upward

The next chapter of the manual deals with putting destination addresses on your files to create messages. At the end of that Chapter is another brief tutorial which will prepare the NEW CUSTOMER file for transmittal to Microcom.

NOTES:

Addressing the Mail

The Address and Review Mail Menu
System Advisory for Review Messages
Addressing Your Messages
Today the Addressee, Tomorrow the Message
Sending a Message to a Specific Station
Sending to a Pre-Defined List
Some Automatic Features
Checking Outgoing Message Status
Examine the Outgoing Messages Log
Review Transmitted Messages Only
Removing Messages from the File
Obtaining a Printed Copy

The Address and Review Mail Menu

The second selection on the Main Menu is REVIEW/ADDRESS OUTGOING MAIL. This allows you to perform a number of functions:

1. ADDRESS MESSAGES.

Instruct Micro Courier where you wish a message you've created (or any other DOS 3.3 compatible file) to be sent.

2. REVIEW LOG OF ALL MESSAGES.

Examine, either on the display or in printed form, all the messages currently ready to be sent or that have already been sent.

3. REVIEW LOG OF MESSAGES SENT.

Review only the messages that were successfully transmitted during the last SEND/RECEIVE MAIL session.

4. DELETE MAIL.

Remove messages from the Send Messages Log.

5. PRINT.

Print copies of messages from the Send Messages Log.

System Advisory for Review Messages

The Review/Address Menu screen displays the message: THERE ARE XX MESSAGES IN THE SEND LOG when this Function is selected. The number of messages found is dynamically updated during the first entry into this function until all messages placed in the current 'To Be Sent' queue have been located.

When all the messages have been identified, the display prompts you to MAKE MENU SELECTION.

Addressing Your Messages

Each of your messages can be sent to a specific person or to a predetermined 'distribution list' of addressees. You must have already informed Micro Courier who each addressee is, created a Mail Box ID# for them, and where the files to be sent are located.

Distribution lists are made up of a number of individual Mail Box ID#s to which you frequently address the same category of message.

Let's suppose you're a National Sales Manager for an organization with branch offices in 26 cities. You would enter each of your offices as a Mailbox ID# and then identify this group as a Distribution List which would receive certain types of messages. You can, of course, have sub-sets of this 'National' List, by placing the Northeastern offices on another distribution List, the Mid-western offices on another, and so on.

When you are ready to send a message you've entered or otherwise prepared for transmission, Micro Courier will ask for the title or name of the file and will ask you to whom you wish it to be sent. There are a series of questions Micro Courier will ask on your display in order to automatically send the message at the time and date you select.

Today the Addressee, Tomorrow the Message

If the Addressee is unknown to Micro Courier, you will be notified. You should then return to the Micro Courier Main Menu and select the Mailbox Directory Maintenance function to create or review the available Mailbox IDs.

If necessary, after creating a new mail box ID#, you can return to the Addressing Messages activity and place the appropriate destination code(s) with your message.

Sending a Message to a Specific Station

Selecting function #1 (ADDRESS MESSAGES) from the Review/Address Menu will lead you to the Address Messages Menu. Here you may choose either:

1. SEND MESSAGE TO MAILBOX ID.

Select an individual station to which this message is to be sent.

2. SEND MESSAGE TO LIST.

Select a pre-defined 'distribution list' of stations to which this message is to be sent.

If you are sending a File to either a specific Micro Courier station or a predefined Distribution list, a system query will ask for the file name of the file to be sent. For individual addressees, Micro Courier will ask the following questions about how you wish the message to be sent:

MAILBOX ID?

Enter the ID number that has been previously assigned to this station. Micro Courier will display the name of the addressee and then ask:

FILE?

Enter the name of the file you wish to send to the displayed addressee.

DRIVE?

Enter the number of the disk drive on which the message is located. Note that if you have a system configuration with only one disk drive, Micro Courier will not ask this question.

PRINTABLE?

Is this message or file a printable file? Answer 'Y' or 'N'.

Because Micro Courier will transmit any DOS 3.3 file, including programs or VisiCalc files which may not be printed without first being interpreted by a program (Applewriter, VisiCalc, VisiPlot, etc.) or a language processor (BASIC), you must include this indicator with the message you're sending.

If the file is one you've created with the Micro Courier Editor, the answer to this is obviously 'Y'.

USE CURRENT DATE AND TIME?

Do you want to send this message immediately or use other, directed entries? If you answer 'Y' to this query, (and you do not have a Clock Card), immediately upon entering Send/Receive Mode the next time, Micro Courier will begin to transmit any messages that have a 'Y' Current specifier.

Responding 'N' will remove the current 'USE CURRENT DATE AND TIME' query from the display and replace it with:

DATE:MM/DD/YY

This is an auto-formated entry position and the cursor will be located at the first entry position 'M'. You must enter the date you wish this message sent, in most cases the current or next day's date, in the format shown. Micro Courier first wants the number of the month entered as two numbers then a 'slash' keystroke. If needed, you put a zero in first. (April would be 04).

Next you enter the day number and another slash and the last two numbers of the year.

If you make a typing error you may use the Left Arrow key to backspace to the mistake and you simply key in the correct character, then you can use the Right Arrow key to 're-type' the correct entries until you reach the end of the entry field and tap RETURN.

TIME:?HHMM

This is another auto-formated entry position. Enter the time of day you wish the message to be transmitted. This entry is made in 24-hour format, i.e. three o'clock in the morning would be entered as 0300, ten thirty at night would be entered as 2230.

Be careful not to use 'today's date' with an early morning 'time' unless you are addressing your messages just after midnight.

There will be occasions where you may wish to send press releases or other 'timed' announcements. You may place these messages on file well in advance of the date you wish to have them transmitted, and Micro Courier will send them, (providing you have a Clock/Calendar Card), on schedule and automatically.

Sending to a Pre-Defined List

When you've completed the addressing of the message, the bottom line of the display will read:

HIT CR TO ENTER, ESC TO CANCEL ENTRY

If you hit the RETURN key (CR) the SEND MAIL Log is updated and the display will prompt you to hit the ESC key. If you elect to cancel this entry with the ESC key you are jumped to the Review/Address Outgoing Mail Function Menu.

Sending to a Pre-Defined List

Sending a File to a 'Distribution List' presupposes that a List has been created. You can define a List with one of the Mailbox Directory Maintenance functions.

Selection #2 on the Address Messages Menu permits you to send the message to a group of addressees which you have previously defined as a List. When you made up that list it was assigned a List ID#. The first question asked by this function is:

LIST ID:?

Your response would be one of the valid (pre-assigned) letters from the Mailbox Directory. The available IDs are the 26 letters of the alphabet, A-Z. As in the Send To Addressee function, Micro Courier will check its Mailbox Directory and display the name of this Distribution List, and then ask:

FILE:?

You enter the name of the file you wish sent to each of the addressees in the selected List.

Some Automatic Features Checking Outgoing Message Status Examine the Outgoing Messages Log

Some Automatic Features

If you have previously referenced this file, Micro Courier will automatically fill-in some of the information that it would normally ask you if it had never seen this file before. The answers to the queries about Drive # and Printable will be already available, if you are still in a Micro Courier session, and you will see them automatically supplied to the display screen.

If this is a new message you're sending to a list of addressees, the same questions as 'Send To Mailbox ID#' will be asked.

When you have completed all required Addressing entries for a message to a List, Micro Courier will display the name of each of the addressees included in the selected Mailbox ID List. Micro Courier also updates the SEND MAIL Log accordingly.

Checking Outgoing Message Status

You may review the 'delivery status' and contents of any of the messages in your current message file. This includes a review of message text and complete details on the addressee for any message. Printing and/or removal of the message is possible from this point in the Micro Courier program as well.

Examine the Outgoing Messages Log

The second selection on the Review/Address function menu (REVIEW LOG OF ALL MESSAGES) provides a displayed-only Log of all outgoing messages currently included in the on-line disk drives.

When you make selection #2 on the Review/Address Outgoing Mail Menu, Micro Courier requests the name of the file you wish to review or permits a RETURN key entry to obtain a multi-screen (if required) listing of all messages available.

The Message Log

The Message Log contains the following information:

Message Selection Identifier
Current Transmission Status of that message
Addressee ID#
Name of the file

(TO BE SENT) 03/19/81 1753
TO: 1 S. E. DISTRIBUTOR
TEL: 18036780034 T1

(TO BE SENT) 03/19/81 1811
TO: 0 N. E. DISTRIBUTOR
TEL: 3676362 T1

FILE: MICRO COURIER DESCRIPTION
 PRINTABLE (D1)

(TO BE SENT) 03/19/81 1809
TO: 0 N. E. DISTRIBUTOR
TEL: 3676362 T1

FILE: NEW MANUALS
 PRINTABLE (D1)

Review Transmitted Messages Only

Another option on the Review/Address Menu, selection #3 - REVIEW LOG OF MESSAGES SENT, allows you to review on the display only the messages that have been already sent.

This Function does not request a file name and displays the standard Message Log information about each of the already-transmitted messages.

Removing Messages from the File

Selection #4 from the Review/Address Outgoing Mail Menu (DELETE MAIL) permits you to remove any of the outgoing messages regardless of their current status.

You are given a DELETE MAIL function menu with the following selections:

1. ALL MESSAGES SENT.

Displays a message indicating how many messages are in the current Message Log and gives you a choice of proceeding with, or aborting, this Command.

It is a good idea to regularly 'clean house' and remove 'sent' messages from the Send Message Log. Remember, Micro Courier permits 100 messages to be queued.

2. ALL MESSAGES TO BE SENT FOR A FILE.

Displays a message indicating how many messages are in the

Obtaining a Printed Copy

current Message Log for a specific file name and gives you a choice of proceeding with, or aborting, this Command.

Remember that a 'message' is a specific file being sent to a specific addressee and that the same file (text file or other DOS 3.3 file) may be sent to many different addressees. Micro Courier considers Addressees, Files and Messages as completely separate entities. A 'message' is the link between an Addressee and a File.

Deleting a Message only removes the link between the two. The text file is unaffected and may be safely removed to a storage diskette if you wish.

3. ALL MESSAGES TO BE SENT.

Displays a message indicating how many messages remain to be sent for all file names and addressees, and gives you the choice of proceeding with or aborting this Command.

Obtaining a Printed Copy

It is a good idea to keep a Master Log of all Micro Courier activity. The PRINT Log Function is the best way to do this. You can create a 'transmission log' on a periodic basis with selection #5 from the Review/Address menu: PRINT.

Micro Courier assembles and prints a log of all messages currently on file, all messages that have been sent, and/or the text of all printable messages, providing of course, you have a Printer attached to your system.

When you invoke the PRINT selection of the Review/Address function you are given the following choices:

1. LOG OF ALL MESSAGES.

Prints the standard Message Log data for all messages on-line or for a specified File Name.

2. LOG OF ALL MESSAGES SENT.

Prints the standard Message Log data for only the messages which have been transmitted. You may specify all transmitted messages or only the messages transmitted for a specified File Name.

3. TEXT OF ALL MESSAGES.

Prints the Message Header and complete text of all printable messages currently on-line or for a specified File Name.

4. TEXT OF ALL MESSAGES SENT.

Prints the Message Header and complete text of all printable messages which have been transmitted. You may specify all transmitted messages or only the messages transmitted for a specified File Name.

Before beginning the Print routine selected, Micro Courier will display the number of messages which will be printed.

Addressing the Mail - a Tutorial

Select from the Menu
System Queries
When to Send the Mail
Adding to the Log
Finishing Touches
Make Sure the Message is Sent

Select from the Menu

We have created a Message and we've assigned a Mailbox ID#. Now, let's get the message through.

From the Micro Courier Main Menu select #2 - REVIEW/ADDRESS OUTGOING MAIL.

There will be a few seconds of disk activity and the Function Menu will appear. Select #1 - ADDRESS MESSAGES. Remember, you can either enter the number of the Menu Selection or you can use the Left and Right Arrow key to move the reverse video 'highlight' bar to your choice.

A sub-Function Menu appears — simple choices: Mailbox ID or List. Select #1 again: SEND MESSAGE TO MAILBOX ID.

System Queries

From here, Micro Courier will lead you step by step. First, it wants to know who to send something to:

MAILBOX ID:?

Respond with '99' (the Microcom ID#).

The system confirms your choice by displaying the name of the Addressee. Then it wants to know the file (the message) you want to send:

FILE:?

You're sending to Microcom the message you created in the last tutorial, so respond with the file name: 'NEW CUSTOMER'.

Next, Micro Courier wants to know where the message resides. The system query DRIVE #? should be answered

When to Send the Mail

with the number of the disk drive where you placed the text of the 'New Customer' message.

Now Micro Courier wants to know if it's a printable file. (Some files you could be sending won't make a lot of sense if they're printed before being interpreted by their host language or program).

Respond to PRINTABLE? with a 'Y'. (This file was created with the Micro Courier Editor...it is printable.)

When to Send the Mail

After you tell the system the message is printable, Micro Courier will ask you when you would like the message sent. When it asks: CURRENT DATE AND TIME? Micro Courier will attempt to send the message as soon as possible if you answer 'Y' (for YES). That is probably not a good idea, considering one of the valuable things about Micro Courier is the savings you get from 'after-hours' telephone rates.

Respond with a 'N' to the CURRENT DATE AND TIME query.

Micro Courier responds with a "When do you want to send it?" query. The DATE:? query requires that you enter your dates with a 'slash' between the month, day and year. Whatever tomorrow's date will be (provided you have a Clock Card), enter tomorrow's date.

Now, Micro Courier wants to know the Time to send the message. Pick your favorite number between 0001 and 0500 (Between 12:01am and 5:00am. All of the Clock/Calendar cards supported by Micro Courier operate on a 24-hour clock basis).

Enter the Time To Send in 24-hour notation.

Adding to the Log Finishing Touches

Adding to the Log

You've made all the entries needed to send a Message to a MailBox ID#. You established a Mailbox, created a file, and now have instructed Micro Courier to whom and when the mail should be sent.

At the bottom of the display screen are the options: HIT CR (Carriage RETURN) or ESC TO CANCEL ENTRY. If all the information is correct this message will go out, on time, if you tap the RETURN key. Do that now.

There's some disk activity and Micro Courier tells you that the Message is on file in the Send Message Log (that's what MESSAGE ENTERED means) and that you must tap the ESC key to move along.

Finishing Touches

After you tap the ESC key, you will be returned to the Select Type of Addressee Command Menu. Tap the ESC key again and you will arrive at the Review/Address Menu. Once more and you will return to the Micro Courier Main Menu.

When Micro Courier was designed, it was designed with the goal that computers should be easily used and not demand hours of intense study and 'trial-error-try again' methods to make them work for you. Let us know (in this message or future communications) if you felt we achieved that for you.

We are really interested in what you have to say.

Make Sure the Message is Sent

When you leave your office or system for the night, leave it in SEND MAIL or SEND/RECEIVE MAIL Mode. If you have the Clock Card accessory, (highly, highly recommended), Micro Courier will 'wake itself up' from the Send Mail 'Idle' mode and send your message to Microcom.

NOTES:

Send and Receive Mail

The Send/Receive Mail Menu
Stopping Transmission with Control Codes
Immediate Halt

The Send and Receive Mail function of Micro Courier is the 'operating' mode in which you place your system for automatic, 'after hours' operation. This is the basic cost saving advantage of Micro Courier. Micro Courier will automatically send or receive messages or other, non-text files, during the hours when your communications costs are lowest and when you might not have any other use for a powerful, desktop computer system.

Up to 100 messages may be queued for automatic transmittal at any one time. Micro Courier will automatically dial the telephone number of each destination station and transmit a message at the predetermined time and date you've selected. If the destination line is busy or otherwise unavailable, Micro Courier will try repeatedly to get your message through.

If you are expecting messages, Micro Courier can be placed in 'listening' mode. Then, Micro Courier will receive and retain for later viewing any in-coming messages or data files.

Micro Courier will also transmit and receive messages during the same session. If your Micro Courier system is busy sending messages or being used for any other purpose when another station attempts to transmit to your location, the calling system realizes it is 'not connected' and will automatically re-attempt to get through at a later time.

The Send/Receive Mail Menu

The Send/Receive Mail function from Micro Courier's Main Menu presents you with three choices in which to leave your system for the night:

1. SEND MAIL ONLY.

Micro Courier will transmit any queued messages available in the Outgoing Messages Log, but will not respond to incoming messages.

After making this selection, Micro Courier will give you a status advisory that it is confirming all files you wish to send as messages are on-line and available to the Send Mail function. If all the message/files in the Send Mail Log aren't also included on the specified on-line disk drive(s), you will be so informed and given the option to abort the Send Mail function.

If you elect to abort the Send/Receive Function, you are returned to the Main Menu. After placing the missing Files on-line by transferring them to an on-line drive or switching diskettes (on a multi-drive system), you can re-enter the Send Mail Function and set up for transmission of mail.

If you elect to continue after you've been notified that some of the messages in the Outgoing Message Log are not on-line, Micro Courier will transmit only the messages that are available and note in the Message Status Log that some message(s) were not available during the transmission session.

2. RECEIVE MAIL ONLY.

Micro Courier will 'answer' the phone and store incoming messages on a specified disk drive and will update the Mail Received Log. You cannot transmit in Receive Only mode.

If you have more than one disk drive attached to your system, Micro Courier will prompt you with the system query: DRIVE:? to obtain the drive # where you want incoming messages stored. If so, your answer must be one of the Drive numbers shown below:

Slot 6, Drive 1 — 1
 Slot 6, Drive 2 — 2
 Slot 5, Drive 1 — 3
 Slot 5, Drive 2 — 4

After giving the appropriate drive # for storage of incoming messages, the system sets up the Send/Receive Mail System Status Display.

It is a very good idea to have at least a 2-drive system configuration and direct all of your 'to be received' mail onto Drive #2. You can use Micro Courier with a one-drive configuration, but there are considerations. Micro Courier insists that the Master Program disk always resides in Drive #1. The Micro Courier programs occupy a significant portion of the disk space, reducing the number of incoming messages which can be accommodated in a session. With a 2-drive system there is nearly 140,000 characters of message storage available on Drive #2.

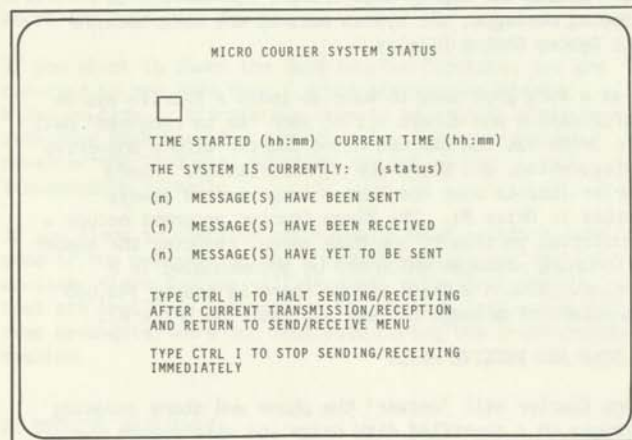
3. SEND AND RECEIVE MAIL.

Micro Courier will 'answer' the phone and store incoming messages on a specified disk drive and will update the Mail Received Log. Micro Courier will also transmit any outgoing messages at a predetermined time of day for each message.

If Micro Courier is receiving messages when a message is scheduled to be sent, transmission is postponed until the system is free to transmit.

When selecting the Send/Receive Function, Micro Courier presents the system query DRIVE:? then checks the availability of the message/files queued in the Send Mail Log. As in Send Only, if any of the queued message/files are not on-line, you have the option to abort the operation.

Figure 5 is the Micro Courier Send/Receive Mail System Status Display. This is the operating advisory. The different elements of the Status Display are:



TIME STARTED - The time of day when this function was begun.

CURRENT TIME - The current time of day taken from the System Clock Card.

THE SYSTEM IS CURRENTLY: (status) - The current status block may contain one of three words: IDLE (neither sending or receiving), SENDING (currently transmitting a message), or RECEIVING (currently receiving a message).

'n' MESSAGE(S) HAVE BEEN SENT - 'n' represents the number of successfully transmitted messages from this Send Messages session.

'n' MESSAGE(S) HAVE BEEN RECEIVED - 'n' represents the number of messages received during this Receive Messages session.

'n' MESSAGE(S) HAVE YET TO BE SENT - 'n' represents the number of untransmitted messages remaining in the Outgoing Mail Log.

The Monitor Block

In the upper left corner of the display is a 'transmit/receive monitor block' - a reserved portion of the display screen large enough to display four characters, two by two. During the transmission of messages the top two characters are constantly updated (the characters appear to 'fly' through the monitor block display). This top portion of the monitor indicates the last characters transmitted over the phone line. The bottom portion of the block contains the last two characters received from the remote system.

The purpose of the monitor block is to provide you with visible confirmation that data transmission or reception is actually taking place. The transmit/receive monitor block also appears in the Terminal Mode-Interactive screen for the same reason.

Stopping Transmission with Control Codes

The Micro Courier Send/Receive Function can be interrupted with the CTRL key and either the 'H' (Halt) or the 'I' (Immediate Halt) key. The CTRL key is used in the same way a Shift key is used on typewriter to obtain an uppercase character. Depress and hold the CTRL key, then type the desired Command key.

Immediate Halt

As you may have concluded, the CTRL-I command is quite potent. Because this selection could completely disrupt the system, there are some characteristics about this command which minimize the possibility of disaster.

The Immediate Halt (CTRL-I) command will not have an immediate effect if Micro Courier is currently either dialing a number or writing into a file. After giving the Immediate Halt command, but before you regain system control, Micro Courier closes any open files and places them, even partial files, into the Message Log. This only takes a few seconds and Micro Courier is making sure that you don't lose any valuable data.

NOTES:

Review Incoming Mail

- Displaying Your Mail
- Internal Housekeeping
- Printing Your Mail
- Creating the Received Mail Log
- Selecting Only Your Messages

The Review Incoming Mail function allows you to review and/or obtain a printed copy of all messages received, create a printed Log of received messages, or review only the messages addressed to a specific person at the receiving station.

The Review Incoming Mail display contains the function menu and a Status Advisory stating how many messages are in the Received Message Log and which of the messages may be reviewed. The Function Menu contains the following choices:

1. DISPLAY MAIL.

The Message Header is displayed and a sub-menu for manipulation of Incoming Mail is presented.

2. PRINT MAIL.

Prints the entire contents (headers and text) of the current Received Messages Log. Permits user option to suspend printing of received messages, or to abort the Print function.

3. PRINT LOG OF RECEIVED MAIL.

Prints the standard Message Received Log data on received mail.

4. CONTROL REVIEW OF INCOMING MAIL.

Allows receiving station to choose between reviewing all of the incoming messages, or to review only the messages specifically addressed to an individual at that location.

Displaying Your Mail

Review Incoming Mail Menu contains an advisory message

indicating how many messages are currently available for review.

The first selection from the Review Menu is DISPLAY MAIL. Selecting this function presents you with the Display Mail Menu which contains the following sub-function menu in addition to the Message Header for the first message in the Received Message Log.

The Message Header

Every incoming message is accompanied by a Message Header which contains information identifying the Sender, the name of the receiving individual, the file type (Text, binary, etc.), if the file is printable, the file name assigned by the sending system, and the 'internal' file name assigned by your system upon receipt of this message.

MICRO COURIER REVIEW INCOMING MAIL DISPLAY MAIL
1. SKIP TO NEXT ENTRY 2. DISPLAY TEXT 3. RENAME TO SENDER'S FILENAME 4. RENAME TO A NEW FILENAME 5. DELETE 6. PRINT TEXT
----- (Message Header here) -----
(System advisory here)

The Display Mail sub-function menu selections are:

1. SKIP TO NEXT ENTRY.

Displays the message header of the next entry in the Received Mail queue.

2. DISPLAY TEXT.

Displays the text of the message whose header is currently shown on the Display Mail Menu Screen. When the text is displayed you have the option to return to the Display Mail Menu.

3. RENAME TO SENDER'S FILENAME.

Allows you to remove the Micro Courier-assigned internal Received Message Log file name and replace it with the file name assigned by the sending station. The RENAME function removes the entry on the Received Mail Log describing this message/file.

The Rename To Sender's Filename feature of Micro Courier gives the Sender some measure of control over the archival storage practices of the remote sites. Another benefit is the ability of the Sender to ensure that each remote site has the most current version any file on hand.

Internal Housekeeping

In addition to the File Name assigned to a message by the sending station, your Micro Courier system automatically assigns an 'internal' filename to the message. These 'local' file names are prefixed with the characters 'RFILE' (for Received Messages File) and suffixed with a five digit number which is automatically incremented by one each time a new message is received.

The reason for this is straightforward. You might receive messages with the same message name from different stations. Your Micro Courier system assigns the 'internal' file name to these messages in order to differentiate between files when you wish to print or delete a specific file.

The Function Selection RENAME TO SENDER'S FILENAME changes the 'internal' Micro Courier-assigned name to the name given this message by the sending station.

The Received File Counter

When the numeric suffix counter built-into Micro Courier reaches the number 99,999, it is automatically reset to 10,000. Micro Courier restarts the incremental internal file naming function from the new value. It is unlikely that you will ever have nearly ninety thousand files remaining in your Received Message Log at the same time, not withstanding the tremendous advances expected in storage technology over the next few years.

4. RENAME WITH A NEW FILENAME.

Allows you to assign any file name you wish to the currently displayed message. You are asked for the name you wish to place on the current file and Micro Courier

then places a copy of that re-named file on your system's assigned storage disk. The old filename is removed from the Received Mail Log at the same time.

Be careful when renaming files. Both Micro Courier and Apple DOS permit you to assign a duplicate file name. This can be potentially very confusing to your system as well as frustrating for yourself. One thing that does happen with a duplicate file name is that DOS will only look for the first occurrence of that file on the disk, making it very hard for you to get 'at' the other, identically named, file.

5. DELETE.

Establishes a conditional 'erase this message from the disk' capability and asks for confirmation before removing the message. You may either proceed with erasure of the file or abort the operation without loss of the message.

The Delete sub-function of the Review Incoming Mail function works a little differently than its Review Outgoing Mail counterpart. In this function, you actually erase from the disk the file as well as the reference in the Received Mail Log. If you wish to retain a permanent archival copy of this or any received file, you must use the Copy function within the File Maintenance routines from the UTILITY selection on the Micro Courier Main Menu.

6. PRINT TEXT.

Immediately sends the message header and text of the message to the printer connected to your system.

Printing Your Mail

The second selection from the Review Incoming Mail Menu is PRINT MAIL. This immediately directs each message in the Received Mail Log to the printer, one after another, until all messages have been printed.

At any time during this printing process you may suspend and restart the printing of the messages by tapping the Space Bar. Hitting the ESC key will abort the printing routine and return you to the Review Incoming Mail menu.

Creating the Received Mail Log

Selection #3 on the Review Incoming Mail Menu is PRINT LOG OF RECEIVED MAIL. This provides a printed copy of the current Received Mail Log.

Figure 6 shown here is a sample print-out of the Received Mail Log:

```
-----
TO: N.E. DISTRIBUTOR
FROM: MICROCOM      03/19/81  1837
ORG FILE: MICRO COURIER DESCRIPTION
FILE: RFILE31418    VOL: 254
DOS TYPE: T          PRINTABLE
-----
```

```
-----
TO: N.E. DISTRIBUTOR
FROM: MICROCOM      03/19/81  1838
ORG FILE: NEW MANUALS
FILE: RFILE31419    VOL: 254
DOS TYPE: T          PRINTABLE
-----
```

For archival and control purposes it may be useful to create a daily or weekly record of any received messages. You can make notes on this print-out of the new name (if any) you've assigned to the messages and the Volume Number and Name of the storage diskette on which you've transferred this file. In this way, many of the non-printable files which you may receive can be tracked and retrieved for later use.

After all received messages have been reviewed, optionally printed, or transferred to another diskette, the Received Mail Log can be cleared, preparing it for another session.

Selecting Only Your Messages

The fourth choice on the Review Incoming Mail Menu is CONTROL REVIEW OF INCOMING MAIL. In some cases it is likely only a portion of the incoming messages are for any one individual. By selecting the CONTROL REVIEW function you display only the messages specifically addressed to a person at the receiving station.

You have two options:

1. SELECT ALL RECEIVED MESSAGES.

You may display all messages currently in the Received Mail Log.

2. SELECT MESSAGES FOR A 'TO SPECIFIER'.

Allows you to select only the messages which are addressed to a specific person at the station. Micro Courier asks for the 'to specifier' (the individual's name) to use as a filter to screen out everyone else's messages. The Review Incoming Mail screen contains the currently operative specifier for Mail Review.

There may be many individuals (at a station) receiving messages. If Mailbox IDs are set up at the transmitting station for, say, Fred/New Orleans and Jim/New Orleans, etc., whenever Fred reviews the delivered messages he can direct Micro Courier to only display the incoming messages addressed to Fred by directing that 'Fred' is the To Specifier.

This 'to specifier' constraint remains in effect for all Review Mail operations during that Micro Courier session until it is removed by invoking option #1 (SELECT ALL RECEIVED MESSAGES) above.

NOTES:

The Mailbox Directory

Creating Destinations and Lists

The Mailbox Menu

Create a Distribution List -- A Tutorial

System Queries Lead the Way

A Very Dynamic Display

Creating Destinations and Lists

A key feature of Micro Courier is the ability to create a 'telephone book' of remote stations which are frequently contacted and also create specific groups of these stations to which a single message might be directed simultaneously. These are called Mailboxes and Lists, each with a unique identifier called an ID number.

The Main Menu contains a selection called MAILBOX DIRECTORY MAINTENANCE. This function is used to create, modify or delete Addressees and Distribution Lists.

The Mailbox Menu

When you select #5 MAILBOX DIRECTORY MAINTENANCE from the Main Menu you are presented with following choice of Mailbox Directory options:

1. DISPLAY ASSIGNED MAILBOX ID'S.

Displays the entire range of available addressee (mailbox ID) numbers. ID's which have been already assigned are highlighted (displayed in reverse video).

2. DISPLAY OR DELETE A MAILBOX.

Asks for an ID# and then displays the name of the addressee, the telephone number of the receiving station and the communication protocol for the receiving station.

3. ADD OR CHANGE A MAILBOX.

Asks for an ID#. If the ID# you give is unassigned, Micro Courier will ask for the addressee name, phone number and protocol to be used with this remote station. If the ID# is already assigned you may change all or part of the data regarding that addressee station.

4. PRINT MAILBOX DIRECTORY.

Immediately begins to create a printed copy of the entire contents of your 'telephone book' stored on diskette. This printed directory contains the ID#, addressee, and phone number and is presented in numeric ID# order.

5. DISPLAY ASSIGNED MAILBOX LISTS.

Displays the ID# and assigned name of each of the pre-defined distribution lists.

6. DISPLAY OR DELETE A LIST.

Asks for a List ID and then displays the entire range of Mailbox ID#s, highlighting in reverse video the ID# included in the named distribution list. The List ID and Name are displayed with selected Mailbox ID#s. You are given the option to entirely remove the list or to return to the Mailbox Directory Maintenance Menu.

7. ADD OR CHANGE A LIST.

Operates in the same manner as Add or Change A Mailbox. Asks for a List ID and if not assigned, permits you to create a new list. If the list is already assigned, you have the option to change the name or the contents.

8. PRINT MAILBOX LISTS.

Immediately prints each Distribution List currently on file in the Mailbox Directory. The print-out contains the List ID, name of the list and the Mailbox ID#s contained in each list.

Create a Distribution List -- A Tutorial

One of the many powerful features of Micro Courier is the ability to establish a 'Distribution List' — a defined

group of Addressees who are included in a mailing automatically. Mailbox Lists are usually categories of message recipients that have a common denominator (branch managers, salesmen, trade periodicals, etc.), and are persons which make up a group with whom you communicate often.

A necessary obstacle to establishing a List of Addressees is establishing the Addressees in the first place. You can create a Distribution List which includes everyone on the Mailbox List, then create sub-sets of that list defined by commonalties. The List-building procedures are straightforward.

System Queries Lead the Way

From the Mailbox Directory Maintenance Menu select #7 - ADD OR CHANGE A LIST.

If you are going to change an existing List, enter its ID letter. If you're building a new List, enter an ID letter that is unassigned. A mnemonic (memory aiding) letter/name approach is recommended.

Micro Courier's next query is: LIST NAME:? You should define the list name very precisely. You have up to 20 characters for the List Name, which should be sufficient.

A Very Dynamic Display

Once you've named your List, Micro Courier displays the entire range of valid Mailbox ID#s and prompts you to enter the ID# to Add or Remove. It is recommended that you have a print-out of your currently assigned telephone book of IDs close by.

Let's assume for this tutorial that you've already assigned Mailbox ID#s 1 through 5 and 99. Enter ID#1.

The number '1' in the displayed range is highlighted in reverse video. Now enter #5. The number '5' is also highlighted in reverse video.

Now enter an ID# which isn't assigned yet. Enter '17'.

Notice that Mailbox ID#17 is rapidly blinking. This is Micro Courier's way of telling you that ID#17 hasn't been assigned yet.

The displayed prompt says "ADD or REMOVE". Enter '17' again. You can 'edit' any List, over and over again, after you've assigned new ID#s to remote stations.

As you can probably tell by now, Micro Courier makes every effort to make Electronic Mail accessible and easy to use.

The 'unassigned Mailbox alert' feature can be put to good use. Let's look at another way to use this. First, unassigned ID's won't be mailed to if this List is chosen for a mailing. Second, you can 'reserve' certain ID#s for future use. Suppose you currently have 4 branch offices around the country and you plan to open 4 more this year. You can establish the range of ID#s 90-99 as Branch ID's and every time you wish to assign an ID# to the Branch Offices List, the 'reserved ID#s', will appear on the display in blinking reverse video, serving to remind you that these ID#s are reserved for future Branch offices.

NOTES:

Terminal Mode

- Using Your System as a Remote Terminal
- Industry Standards
- Talk with any System
- Terminal Mode Line Control Menu
- The Terminal Mode Menus
- The Line Control Menu
- Operating Commands Menu
- What You See is What You Get
- Interactive Escape Codes

Using Your System as a Remote Terminal

In all of the other Micro Courier functions there is a 'buffer' between you and the inner workings of Micro Courier. You never really need to know about protocols or the specifications of the equipment on the other end of the line. Micro Courier does all of this for you. It gives the proper commands needed to send or receive messages to the Communication Routines and you never have to worry about it.

The Terminal Mode Selection in Micro Courier is different from the other selections on the Main Menu. In Terminal Mode, you have essentially a direct access to Micro Courier's Communication Routines.

There is a limitation to the use of Terminal Mode to transmit files to remote non-Micro Courier systems. You may only transmit Text files in Interactive Terminal Mode. Programs, binary files, etc. are not handled by the Interactive Mode-only Communication Routines. The exception to this is the Micro Courier Mode selection from the Line Control menu. In Micro Courier Mode you are able to transmit 'on-line' any type of DOS 3.3 file to another Micro Courier system.

What happens in Terminal Mode is you are able to give the Micro Courier communications routines direct 'commands' which describe exactly how you wish to communicate with another system. This takes a little explaining.

Industry Standards

In the course of normal operations Micro Courier has been set up to perform all of the Send/Receive functions automatically. It follows certain communication techniques that are standard throughout the computer industry.

Talk with any System Terminal Mode Line Control Menu

These standards provide for methods for almost any computer to communicate with almost any terminal — depending upon the 'talking' and 'listening' abilities at each end of the connection. Because there are so many different models of computers and terminals, there must be standard methods to accommodate all the different types. The industry calls these methods 'protocols'.

Talk with any System

There are thousands of time-sharing computers and computer services available to the public. Some of these have a communications link with the outside world which conforms to industry standard communications protocols.

If you have signed up as a subscriber to one or more of these services, you were provided with an account number (for billing purposes) and a telephone number that is a direct line to the system. You were also advised as to the communications protocol required by the system.

You use the Terminal Mode Line Control Functions to make your Micro Courier system compatible with these remote systems and services.

Terminal Mode Line Control Menu

When you make Selection #6 (TERMINAL MODE) from the Main Menu, you are presented with a new Display format. This is because you are in a different mode than normal Micro Courier operation. You are able to control the 'communication (line) protocols' directly by selecting the various choices from the Line Control Menu.

The top line of the display informs you of the Function Status as usual: TERMINAL MODE-LINE CONTROL. The 'Current Line Status' advisories are located on the four lines just above the Line Control Menu selections. These are dynamically updated as you make your selections.

The Terminal Mode Menus

TERMINAL MODE-LINE CONTROL

LINE: (line type)
 PHONE NUMBER: (appears here)
 (NOT CONNECTED)
 OUT FILE: (specified transmit filename)
 IN FILE: (specified receive filename)

1. SPECIFY NEW PHONE NUMBER
2. CHANGE TO MICRO COURIER MODE
3. CHANGE TO HIGH SPEED
4. CHANGE TO LOW SPEED
5. CHANGE TO FULL DUPLEX
6. CHANGE TO HALF DUPLEX
7. GO TO TERMINAL MODE OPERATION MENU
8. RETURN TO MICRO COURIER MAIN MENU

MAKE MENU SELECTION

The Terminal Mode Menus

There are three 'busy' Menus for Terminal Mode. We assume that you already have some knowledge of remote-access computer systems — the book on "How To Access Your Average Remote System" would easily run over 100 pages — accordingly, we haven't included a tutorial.

The people who offer remote computer services will be happy to help you learn how to access their system.

The Menu descriptions and function summaries are adequate for a knowledgeable user of remote computer systems. We are unable to provide in this manual the information you might require to utilize any specific system.

The Line Control Menu

Here is an explanation of the workings of each of the Terminal Mode Functions:

The Line Control Menu

1. SPECIFY A NEW NUMBER.

Allows you to enter the telephone number (and asterisks if required) of the system to which you wish to communicate.

2. CHANGE TO MICRO COURIER MODE.

Sets the current line protocol to the standard Micro Courier mode and enables the special features of Micro Courier-to-Micro Courier communications. This permits direct control of file transfers, binary and program files, or other DOS 3.3 files between Micro Courier-equipped systems.

Using this portion of the Terminal Mode controls you are able to directly connect to any other Micro Courier system which is not otherwise occupied and control the transmittal of a data file to that system. You may elect to do this if the system you're calling is one that you are unlikely to be in constant contact with and would prefer not to assign it a Mailbox ID# . Another application you can make of the Terminal mode capabilities is keyboard-to-keyboard communications. If you wanted to type your message directly to

another terminal -- to converse interactively with that other terminal -- you would establish a high speed-half duplex protocol on each end. This mode could be useful for communication with a hearing-impaired person who could not otherwise use a standard telephone. Micro Courier terminal mode is not compatible with the deaf TTY network, merely similar in concept.

3. CHANGE TO HIGH SPEED.

Sets the baud rate (transmission speed) to 30 characters per second.

4. CHANGE TO LOW SPEED.

Sets the baud rate to 10 characters per second.

5. CHANGE TO HALF DUPLEX.

Establishes 'one way at a time' communication protocol. Each character you type is displayed by your system (the remote system does not 'echo' the characters you type on your keyboard). In addition, with some systems, you cannot transmit commands or information to the remote system until it has stopped transmitting to you. Check the operating characteristics of the remote system to be sure.

Operating Commands Menu

If nothing appears on your Interactive mode display screen after you have made connection and entered some keystrokes, immediately use the ESC-E command to return to this menu and change the line protocol to half duplex.

6. CHANGE TO FULL DUPLEX.

Establishes 'two way' communication protocol. Each character you type is 'echoed' by the remote system before it appears on the display. You are able to send commands to the remote system while it is transmitting to you.

If you are getting 'double characters' on a full duplex line when you are in Interactive Mode, you should immediately invoke the ESC-E function to return to this menu and change to full duplex operation.

7. GO TO TERMINAL MODE OPERATION MENU.

Displays the Command Menu for interactive communication with another system.

8. RETURN TO MICRO COURIER MAIN MENU.

If you are still connected to a remote system when you select this function, Micro Courier terminates the telephone connection, closes any open files, and returns you to the Micro Courier Main Menu.

Operating Commands Menu

When you select #7 from the Line Control Menu (GO TO TERMINAL MODE OPERATION MENU), you are presented with the

Operating Commands Menu shown in Figure 9.

TERMINAL MODE-OPERATING COMMANDS

LINE: (line type)
 NUMBER: (remote phone number)
 (NOT) CONNECTED
 OUT FILE: (transmittal filename)
 IN FILE: (received filename)

1. DIAL THE NUMBER AND CONNECT
2. WAIT FOR A PHONE CALL
3. RE-ENTER INTERACTIVE MODE
4. HANG UP PHONE LINE
5. SPECIFY TRANSMIT (OUT) FILE
6. SPECIFY RECEIVE (IN) FILE
7. RETURN TO LINE CONTROL MENU
8. RETURN TO MICRO COURIER MAIN MENU

MAKE MENU SELECTION

The Operating Commands Menu permits you to direct the transmit and receive functions of Micro Courier's communications routines. If you are using the Micro Courier Terminal Mode, it is assumed that you are familiar with the operational requirements of the remote system and have established the correct line protocols prior to entering the Operating Commands Menu screen.

1. DIAL THE NUMBER AND CONNECT.

Directs the system to take the telephone number you've entered and make the connection to the remote system.

2. WAIT FOR A PHONE CALL.

Places your system in 'listening' mode under the line protocol you've selected.

3. RE-ENTER INTERACTIVE MODE.

Returns you to the Interactive Mode Screen. If you are still connected to the remote system, you do not need to re-dial the number.

4. HANG UP THE PHONE LINE.

Obvious, this command terminates the phone connection.

5. SPECIFY TRANSMIT (OUT) FILE.

Permits entry of a file name which will be on-line for transmission to a remote system.

6. SPECIFY RECEIVE (IN) FILE.

Permits entry of a file name under which you will save an incoming file or program.

7. RETURN TO LINE CONTROL MENU.

Permits you to return to the previous menu and adjust the line protocol, if desired.

8. RETURN TO MICRO COURIER MAIN MENU.

Returns the display to the Main Micro Courier Menu and permits access to other Micro Courier functions. Any open files are closed and the telephone connection is terminated.

What You See is What You Get

When you select Command #1 from the Operating Commands Menu (DIAL THE NUMBER AND CONNECT), the lower portion of that display screen is dynamically updated with the status advisories from your modem. You will be informed of the dialing process, 'carrier' status, and connect status.

When the connection is made, the display screen automatically jumps to the Interactive Mode format shown in Figure 10.

```

                                TERMINAL MODE-INTERACTIVE

LINE: (line type)
NUMBER:(phone number)
(NOT) CONNECTED
OUT FILE: (transmittal filename)
IN FILE: (received filename)

-----

this portion of the screen is the
received data viewing area. (22
lines available for viewing)

-----

                                INTERACTIVE-ESCAPE CODES
T=XXMIT FILE R=RCV FILE K=KB ONLY E=EXIT
B=BRK D=DEL U=US FS J=LTB --UND /=BSL

```

The top of the Interactive Screen contains the information about Line Type and Number as well as the activation of any incoming or outgoing files. As data comes into your system from the remote computer, the viewing area in the middle of the screen begins to fill. When the twenty-second line of the display is reached (the bottom two lines are reserved for the Escape Code prompts), the top portion of the display will begin to 'scroll' off the top of the screen.

Eventually, you will have 22 lines of viewable data on the display after the top six containing the Line Type, phone number and open files have completely disappeared. You may review the status of these line connection parameters at any time by invoking the ESC-E command.

Interactive Escape Codes

The bottom of the display contains a list of the available Escape Codes for use in controlling the interactive operation of your system with the remote computer you have called. Each of these commands is given by tapping the ESC key once and then pressing the correct alpha key (or shifted alpha key) for the command you wish to invoke. The Interactive Escape Codes are:

T - XMIT (Transmit) FILE.

Begin transmission of the specified OUT file. Do not use the keyboard while a file is being transmitted. You might place unwanted keystrokes into the file being received by the remote system.

R - RCV (Receive) FILE.

Establish system conditions to receive a file into the specified IN file. Do not use the keyboard during reception of a file from another system.

K - KEYBOARD (KB) ONLY.

Terminate the transmission or reception modes above. Returns control of the interactive session to your keyboard.

E = EXIT TO MENU.

Leave the Interactive Mode Screen and return to the Operating Command Screen. You can remain connected to the remote system while you are in Operating Command Mode. This will permit you to specify files, change Line Types (if necessary), all 'on the fly', without having to disconnect the line and re-dial.

You may, of course, terminate the connection, if desired, by selecting #4 from the Operating Commands menu (HANG UP THE PHONE LINE).

B = BREAK (BRK).

Transmits the ASCII Break code.

D = DELETE (DEL)

Transmits the ASCII DELETE (or Rubout) Code.

U = US (Unit Separator)

Transmits the ASCII Unit Separator code.

F = FS (Field Separator)

Transmits the ASCII Field Separator code.

] = LTB (Left Bracket)

Transmits the ASCII Left Bracket code. This code is a 'shifted M' on the Apple keyboard. The Apple display

character for 'shift M' is a right bracket although the correct code is transmitted.

- = UND (Underline)

Transmits the ASCII Underline code, the equivalent of the TTY back-arrow.

/ = BSL

Transmits the ASCII Back Slash code.

To transmit the ASCII Escape code you tap the ESC key twice.

Transmitted and Received Control Codes

Any Escape or control characters received from the remote system are 'passed up' to your system. They appear on your display in reverse video. Any escape or control codes you wish to transmit (except the reserved codes) are also transmitted to the remote system and appear on your display in reverse video.

NOTES:

Utility Commands

The Utility functions of Micro Courier allow you to perform four 'housekeeping' activities for your system. These are:

1. CATALOG DISK.

Asks for a Drive # and then displays the file names on that disk. This allows you to quickly review the contents of your file storage disks without having to terminate the Micro Courier session.

2. RECONFIGURE SYSTEM.

Permits you to identify the Slot Location of the various peripherals and accessories you have attached to your Apple computer so that Micro Courier will know 'where to look' when required to use these system components. This is critically important to remember whenever you add or change the location of your peripherals or accessories in your system.

Micro Courier must be informed of the exact location and specifications of your peripherals before you invoke any command to use those devices in a Micro Courier Session.

3. SET DATE AND TIME.

If you have the optional Clock/Calendar Card attached to your system, refer to the procedures for initially setting your local date and time which accompany this peripheral. If you are uncomfortable poking around inside of your system, your Dealer will be happy to do this for you.

If you do not have the Clock/Calendar Card, invoking this function permits you to establish a 'default' date and time which you 'pin' to your outgoing messages.

By entering a date and time each time you begin a Micro Courier session, you are telling Micro Courier what the 'values' normally obtained from the Clock Card should be for this particular date. This information is picked up by the Address Mail/Send Mail functions and becomes part of the Outgoing Message Header.

Remember that you must include the slash marks between the month, day and year for the Date entry and the Time is on a 24 hour clock basis.

4. FILE MAINTENANCE.

Permits you to identify the contents of a specified disk, transfer a file from one drive to another, or erase a file from a specified diskette.

The File Maintenance Menu

The File Maintenance Menu contains three selections:

1. COPY FILE

Micro Courier asks for the location of the file (the source drive) and the name of the file you wish to transfer to another diskette (destination drive). You are permitted to place a new file name on the this file when you copy it or, by tapping the RETURN key, the same file name is used for your copy.

If you have a one-drive system, the only way you can use the COPY FILE routine is to make a duplicate copy of the file with a new file name on your Master Diskette. There is no provision for swapping diskettes with this Utility.

2. CATALOG DISK

Operates in an identical manner to the Utility selection #1 - CATALOG DISK. This permits you to examine the contents of diskettes while you are in File Maintenance mode.

3. DELETE FILE.

Permits you to remove a file from a diskette. Micro Courier asks for the Drive and File Name of the file you wish to erase, then double checks to be sure that this is what you want to do.

Error Message Dictionary

Here are some of the possibly not-self-explanatory messages you will get from time to time during a Micro Courier session. Almost all of the advisories include a suggestion on how to proceed. A few don't. These are called 'fatal' errors — meaning you need to re-boot your system to get going again.

The 'fatal errors' usually happen because of a failure in the software. The error could be in BASIC, DOS, or (forbid!) in the Micro Courier program. Sometimes electrical conditions in your environment may cause a 'glitch' to creep into your system and land in memory — a frequent, transitory cause of fatal errors. Glitches are only temporary problems and re-booting your system eliminates the condition. Sometimes the error is a result of a diskette wearing out — diskettes do have a finite lifetime.

In any event, you should start over with the same Micro Courier disk. If the problem continues in the same manner, the diskette is probably bad and needs to be replaced. If the problem persists, even after powering down your computer and trying from scratch, a phone call to your Dealer is in order.

Non-fatal Mistakes

From time to time you will enter an inappropriate response to a system query or make a typing error. Micro Courier will come back at you with a 'beep' and an advisory message. Here are the reasons you received one of the advisories:

DAY ERROR, PLEASE REENTER DATE

The day of the month is inappropriate for that month, i.e. February 30th.

DRIVE NOT ON SYSTEM, PLEASE REENTER

You've told Micro Courier to look in a Drive that doesn't exist as far as it is concerned. If you've added more drives to your system recently, use the Reconfigure Utility to straighten out this problem.

ENTRY TOO SHORT, PLEASE REENTER

You haven't used enough characters for this entry.

FILE LOCKED, HIT ESC

You're trying to delete a file that DOS has a 'lock' on. You'll have to use the DOS System Master 'Unlock (filename)' and 'Delete (filename)' commands to delete this file.

FILE NOT FOUND, HIT ESC

The file isn't on the specified disk. Use the Catalog Utility to scan the contents of some other diskettes and put the appropriate disk on-line.

FILE NOT PRINTABLE, HIT ESC

You've asked Micro Courier to provide you a printed copy of a file which must first be interpreted by its host Language or Program. The only way you can get at a copy of this file is to exit from Micro Courier and re-boot under the proper language or other software.

FILE TYPE ERROR, HIT ESC

You're telling the system that a certain file is one type when the system has determined it's another type.

FORMAT ERROR, PLEASE REENTER

The entry you just made didn't conform with Micro Courier's expectations.

HOUR ERROR, PLEASE REENTER TIME

Micro Courier operates on a twenty-four hour clock basis. Valid entries for hours would be 00-23 (midnight on a 24-hour clock is '0000', eleven o'clock at night is '2300').

I/O ERROR, HIT ESC TO ABORT

An I/O error often spells disaster. Micro Courier will catch some of these and let you back out of the problem gracefully. Perhaps you forgot to close the door on the disk drive, or the disk you specified wasn't there. No need to re-boot for these and similar errors, merely correct your problem.

LIST NOT ASSIGNED, HIT ESC

You've asked Micro Courier to send a message to a group of addressees and specified a List ID# incorrectly. Use the Display A List function from the Mailbox Directory selection to get the right answer.

MAILBOX ID NOT ASSIGNED, HIT ESC

Maybe you think this is self explanatory. So do we.

MINUTE ERROR, PLEASE REENTER TIME

Valid minute specification entries must range from 00 to 59.

MONTH ERROR, PLEASE REENTER DATE

Valid month specification entries are 01-12.

NO DRIVE 0, PLEASE REENTER

The only valid responses are the integer numbers between 1 and 4. Refer to the section on Identifying Your Disk Drives at the beginning of the manual.

NO PRINTER, HIT ESC

Sometimes this message appears, sometimes the system 'hangs'. Review the section in the beginning of this manual on Making Sure of Your System Configuration.

NOBODY ON LIST, HIT ESC

The List ID was assigned, but there was nobody on the list. Check the Display a List function on the Mailbox Directory Menu to find the right list.

NOT ENOUGH ROOM IN SEND LOG, HIT ESC

Micro Courier will permit up to 100 outgoing messages per session — a message is the 'link' between a Mailbox ID# and a File. If you are sending several files to several Lists, then you may actually attempt to send more than 100 messages. Sending a file to a list of 55 addressees and then attempting to send another file to the same List adds up to 110 messages and that's too many.

You can work around this quite easily by splitting the mailings up over two days.

VOLUME NOT ON DRIVE 1, HIT ESC

The Send or Receive Message Logs keep track of files by name and volume number. If you refer to a file known to be on a diskette not currently on-line, Micro Courier will let you know which diskette volume number to insert in your drive(s).

WRITE PROTECTED, HIT ESC

This means that a little tab is in place on the diskette which prohibits your system from writing information onto the diskette. Remove the tab only if you are absolutely sure that you really want to write on this disk.

YEAR IN PAST, PLEASE REENTER DATE

Reenter the year as the current year or a future year as appropriate to the message and timing you desire.

Glossary of Terms

ADDRESSEE - the remote Micro Courier station previously identified with a Mailbox ID#.

BINARY FILE - a machine-readable data file in elementary form, i.e.- zeros and ones (0 and 1).

BIT - an electrical condition of 'there' or 'not there' used by computers to define data, i.e., a 'zero' or 'one'.

CLOCK/CALENDAR CARD - an user-adjustable accessory for a computer which provides the current hour, minute, month and day.

COMPUTER - An Apple II or II+ computer and related peripherals.

CURSOR BLOCK - a word or phrase 'highlighted' in reverse video.

DELIVERY STATUS - defines whether a message is 'to be sent', 'has been sent', or 'couldn't be sent'.

DISTRIBUTION LIST - a group of addressees which share a common attribute, i.e., 'all men', 'all women', etc.

DOS - an acronym for Disk Operating System (the 'traffic cop' which directs the flow of data to and from the disk drives into the computer's memory).

DOT MATRIX - a method of forming characters on paper using a series of dots which are arranged according to defined patterns for each character.

DYNAMIC PROMPTS - user directives, updated after each entry or category of entries, which guide a computer user through each appropriate step.

EDITOR - a computer program for entering text into a computer's memory.

ERROR MESSAGES - advisories from the computer indicating the last command or entry cannot be performed or accepted.

FAULT CONDITION - a condition where a computer or peripheral is not currently functioning as intended.

FILE - information stored by a computer on its disk drives.

FILE NAME - a user-defined label for a file.

FLOPPY ARMOR - a name for a packaging method for the safe shipment of diskettes.

FORMAT - the general attributes of a Micro Courier entry.

HIGHLIGHT - to enhance with reverse video presentation.

I/O - abbreviation meaning Input/Output -- the basic data transfer routes between a computer and its peripherals.

INTERFACE - a compatible adapter between a computer and a peripheral.

LINK - Micro Courier's connection between an addressee and a file.

LINK - Micro Courier's connection between an addressee and a file.

LISTENING MODE - the Receive status where Micro Courier is awaiting an incoming call.

LOAD - computer jargon for 'bringing data from disk into memory'.

LOCKED - a condition where a file on a diskette cannot be altered or removed.

MACHINE READABLE - a transfer medium of data which is understood by a computer system.

MAILBOX - a unique data record containing an addressee's name and phone number.

MAILING - to send the same file to a group of addresses, typically, a distribution list.

MAIN MENU - the primary selection of Micro Courier Functions.

MESSAGE - a file sent to a specific addressee.

MEMORY - the functional workspace in which a computer maintains the programs and data.

MOTHERBOARD - the main circuit board of a computer.

ON-LINE - connected to and accessible by the computer.

PARALLEL - a form of data transfer between the computer and a peripheral in which all the data bits are transmitted simultaneously.

PERIPHERALS - functional support devices connected to a computer.

PRIMARY DISK - the disk drive from which a computer normally operates.

PROMPT - an advisory from the computer system to the user.

QUEUE - a sequential group of files.

RECEIVE LOG - a sequential (in order received) list of files received during a Receive Mail session.

REVERSE VIDEO - the reverse screen presentation of characters (e.g., black on white instead of white on black).

ROUTINES - computer jargon for predefined instructions performed by a computer.

SCROLL - the movement of lines of displayed characters up or down through the viewing area of a video screen.

SEND LOG - a sequential list of files prepared for a Send Mail session.

SENDER - the originating Micro Courier station.

SENDER ID - a ten character identification code which accompanies each transmitted message.

SERIAL - a form of data transfer between a computer and its peripherals in which each data bit is transmitted sequentially.

SIGNATURE - the Sender ID attached to each message.

SLOT - a numbered (0-7) peripheral connector on the Apple motherboard.

SYSTEM - an Apple computer equipped with Micro Courier software.

SYSTEM QUERIES - requests by Micro Courier for instructions regarding the current function.

TELEPHONE NUMBER - an up to thirty-six (36) character (numbers and asterisks) Micro Courier entry describing a remote system's access number.

TEXT FILES - characters (letters, numbers, etc.) which can be understood without interpretive programs by a user.

USER - a person using a Micro Courier system.

Index

-A-

abort printing - 50
access codes - 34
accessories - 5
accessories, new - 131
Add addressee - 32
address mail - 26,77
address messages - 63,64,77
address, Microcom - 6
addressee unknown - 65
addressee, Add - 32
Advance cursor - 47
Apple DOS manual - 17
Applesoft BASIC, return to - 27
Applewriter - 66
Arrow keys - 12
Arrow, left - 13,46
Arrow, right - 13,46
asterisks - 34

-B-

Back Slash - 126
Back Space key - 13
backing up - 12
baud rates - 119
binary - 145
bit - 145
bit copier - 6
blank display - 120
booting - 13
Break - 125

-C-

California Computer Systems - 15
 Catalog diskettes - 27,131
 change configuration - 14
 character display - 42
 clear log - 101
 clear memory - 42
 clock card - 5,15
 clock type - 15
 command keys - 11
 command lock - 48
 command: back slash - 126
 " break - 125
 " delete - 125
 " escape - 126
 " field separator - 125
 " left bracket - 125
 " underline - 126
 " unit separator - 125
 commands, interactive - 121,124
 communication protocols - 115
 " routines - 115
 configuration - 14
 control codes, received - 126
 " " , transmitted - 126
 control key - 12
 control mail review - 101
 copy - 6
 " files - 99
 correcting mistakes - 56,67
 create files - 26,41
 " mailbox - 26
 " mailbox ID# - 31
 " text - 42
 " text tutorial - 55
 current date and time - 66
 " specifier - 66
 " year - 15

cursor -32

 " block - 12,145
 " commands - 47
 " movement - 44,45,46,56
 " retreat - 47

-D-

data diskettes - 17
 date format - 67,78
 date, set - 131
 " , set default - 131
 dates - 67
 default date entry - 27
 default time entry - 27
 delete - 125
 " mail - 63,99
 " mailbox - 26
 " messages - 26,71,99
 " text - 44,46,48
 destination lists, create - 107
 directory, mailbox - 26
 disk drive identification - 17
 disk location - 17
 disk, replacement - 6,7
 diskette, catalog - 27
 " , data - 17
 " , message - 17
 " , storage - 17
 display characters - 42
 display, inactive - 18
 display mail - 95
 " messages - 26,95
 " scrolling - 123
 display, function status - 23
 distribution list - 64,65,68

DOS - 145
 dot matrix - 145
 drive location - 17
 duplicate characters - 120
 " file names - 98,99,128
 dynamic prompts - 36, 146

-E-

Edit files - 26,50
 " text - 42
 Editor - 41
 end of paragraph - 43
 Enter text - 42
 errors, fatal - 137
 Escape - 126
 Escape key - 12
 existing files, edit - 41

-F-

fatal errors - 137
 fault - 146
 field separator - 125
 file (defined) - 11
 file locked - 138
 " transfers - 118
 " transmission limitations - 115
 " type error - 138
 " types - 3
 filenames, duplicate - 99
 " , internal - 97,98
 files not on-line - 86
 " ,copy - 99,132
 " ,create - 26,41
 " ,duplicate names - 132
 " ,edit - 26,41,50
 " ,erase - 132
 " ,missing - 86

files ,move - 132
 " ,naming - 49
 " ,print - 41,50,99
 " ,printable - 66,78
 " ,rename - 26,97,98
 function status displays - 23

-H-

hardware required - 5
 Hayes Microcomputer Products Micromodem - 5
 highlight - 12

-I-

I/O error - 139
 ID#, reserved - 110
 ID, mailbox - 11
 ID, sender - 16
 identify disk drives - 17
 insert text - 44
 interactive commands - 121,124
 interface - 146
 internal file counter - 98
 internal filenames - 97,98

-K-

key, arrow - 12
 " , control - 12
 " , escape - 12
 " , reset - 18
 " , return - 12
 keyboard unresponsive - 18
 keys, command - 11

keys, numeric - 13
 " , special - 42

-L-

language processor - 66
 Language system - 5
 left arrow - 13,46
 left bracket - 125
 length of messages - 43
 license, software - 6
 line width - 16
 link - 11
 list IDs - 68
 listening mode - 121
 locked commands - 46,57
 log, all messages - 63
 " , clear - 101
 " , create Received Message - 100
 " , message - 70
 " , messages sent - 63
 " , print - 26,73
 " , Received Messages - 26
 " , review - 63
 " , send - 63
 lower case characters - 43

-M-

machine readable - 147
 mail review, control of - 95
 " , address - 26,77
 " , delete - 26,63,99
 " , display - 26,95
 " , incoming - 26
 " , print - 26,95,99
 " , receive - 26,85,86

mail , rename - 26
 " , review - 63,95,97
 " , send - 26,85,86
 mailbox directory - 26
 " " maintenance - 31
 " " , print - 108
 mailbox ID - 65
 " ID# - 11
 " IDs, change - 107
 " " , create - 107
 " " , delete - 107
 " " , display - 107
 " lists, assign - 108
 " " , delete - 108
 " " , display - 108
 " " , print - 108
 mailbox, create - 26,31
 " , delete - 26
 " , revise - 26
 " , unassigned - 110
 main menu - 16,24
 memory full - 43
 memory, clear - 42
 menu, main - 24
 menus - 23
 message (definition) - 11
 " diskettes - 17
 " header - 96
 " log - 63,70
 " " , outgoing - 69
 " " , send - 79
 " status - 69
 " timing - 78
 message, address - 63,64,77
 " , delete - 26,71,99
 " , display - 95
 " , print - 73,99
 " , printing - 72
 Micro Courier mode - 118

Microcom address - 6
 Micromodem - 5
 mnemonic - 109
 modem - 5,16
 monitor block - 89
 motherboard - 14
 Mountain Computer - 15

-N-

naming files - 49
 not printable - 138
 number keys - 32
 " of disk drives - 15
 " " messages - 85
 numeric keys - 13

-O-

outgoing mail, review - 26

-P-

Parallel printer - 5,15
 pause commands - 35
 PBX - 34
 peripherals - 5
 peripherals, new - 131
 press releases - 67
 primary disk controller - 15
 print files - 41,50,99
 " mail - 95,99
 " message log - 73
 " messages - 26,63,69,73,99
 " Receive Log - 95
 printable - 138

printable files - 66,78
 printer interface - 15
 printer line width - 16
 " , parallel - 5,15
 " , serial - 5,15
 " , silentype - 15
 printing messages - 72
 " , abort - 50
 " , suspend - 100
 problems, temporary - 137

-Q-

queries, system - 14

-R-

receive mail - 26,85,86
 " mode - 26
 received control codes - 126
 " messages log - 26,100
 reconfigure clock - 15
 " system - 18,131
 remote systems - 116
 " terminal - 26
 remove mail from log - 97
 rename files - 26,97,98
 replacement diskette - 6,7
 required hardware - 5
 reserved ID#s - 110
 reset key - 18
 retreat cursor - 47
 return - 12
 review filenames - 27
 " mail - 26,63,95,97
 " " ,control of - 101
 " message log - 63

review outgoing mail - 26
 " sent messages - 71
 revise mailbox - 26
 right arrow - 13,46

-S-

save text - 49,58
 screen prompts - 25
 screen titles - 23
 selection advisories - 25
 send log - 68
 " mail - 26,85,86
 " message - 65
 " " log - 79
 sender ID - 16
 sent messages, review - 71
 serial printer - 5,15
 set default date - 131
 set default time - 131
 signature - 16
 silentype printer - 15
 slots - 14
 software license - 6
 special keys - 42
 specifier, current - 66
 start up procedures - 13
 status, system - 88
 stop reception - 90
 " system - 90
 " transmission - 90
 storage diskettes - 17
 sub-functions - 24
 supershift - 12,46
 suspend printing - 50,100
 switchboards - 35
 system advisory messages - 137
 system busy - 85

system queries - 13,33,34
 system status - 88

-T-

telephone numbers - 34,35
 terminal mode - 26,120
 text editors - 43
 " entry - 42
 " length - 43
 " , create - 42
 " , delete - 44,46,48
 " , edit - 42
 " , insert - 44
 " , save - 49,58
 Thunderware - 15
 time of day - 67
 time, set - 131
 time, set default - 131
 timesharing - 26,116
 " commands - 124
 timing messages - 78
 to specifier - 95
 transmitted control codes - 126
 tutorial, editor - 55
 typing errors - 67

-U-

unassigned mailbox - 110
 unattended mode - 26
 underline - 126
 unit separator - 125
 unlock commands - 46,48,57
 unresponsive keyboard - 18
 unresponsive system - 18

upper case characters - 43
utility commands - 131

-V-

VisiCalc - 66
volume - 141

-W-

warranty - 6
word splitting - 42
write protected - 141

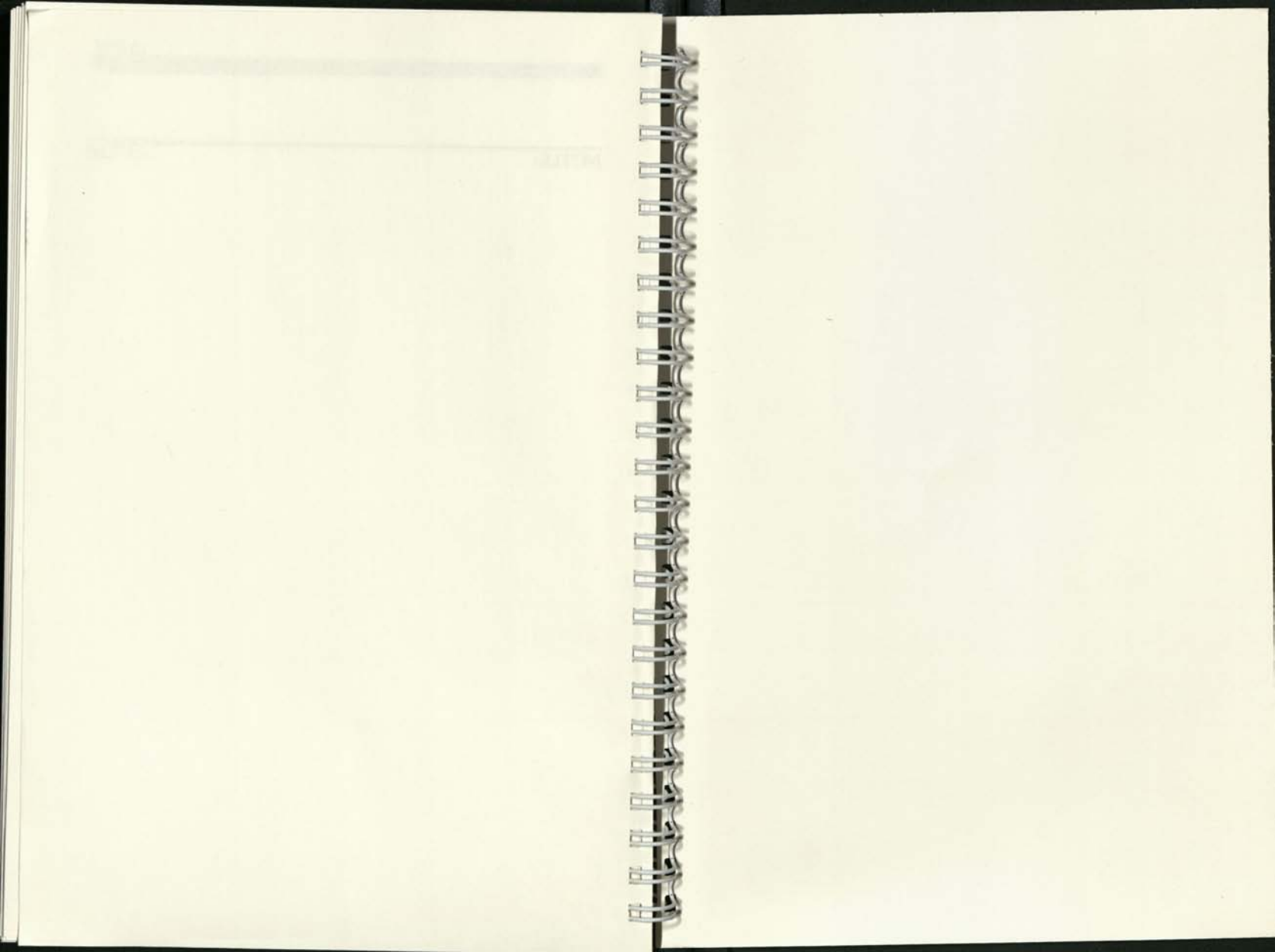
-Y-

year, current - 15

NOTES:

NOTES:

NOTES:



MICROCOM



MICROCOM

Microcom, Inc., 89 State Street, Boston, MA 02109 (617) 367-6362