

ENTERING A TELEX NUMBER INTO THE DIRECTORY

PRESS [ALT] A TO GO TO THE TELEX DIRECTORY AND USE THE CURSOR DIRECTIONAL KEYS TO POSITION THE CURSOR UNDER THE PROPER HEADIN ENTER THE FIELDS IN THE FORMAT OF THE EXAMPLE TELEX NUMBERS SUF WITH THE SYSTEM. REMEMBER TO PUT AN ' BEFORE TYPING IN THE NUMB CHANGE THE NUMERALS FROM NUMERICAL DATA TO TEXT. MOST DOMES TELEX NUMBERS REQUIRE A 25 PREFIX IN THE NUMBER WHILE ITT TO RCA, TRT, REQUIRE A 23. CALL ITT FOR THE COMPLETE LIST OF ACCESS PREFIXE THEIR INFORMATION NUMBER IS 1-800-424-1170.

COPYING A TELEX NUMBER TO THE MESSAGE SPACE

THIS IS DONE BY PLACING THE CURSOR DIRECTLY ON THE NUMBER YOU W TRANSFER AND THEN PRESSING ALT-T. THIS WILL CLEAR THE MESSAGE SF TRANSFER THE TELEX NUMBER AND POSITION THE CURSOR DIRECTLY BEL TEXT INTPUT.

TYPING A TELEX MESSAGE

ALT-C WILL CLEAR THE MESSAGE AND POSITION THE CURSOR FOR MESSAC PREPARATION IF YOU CHOOSE NOT TO TRANSFER A TELEX NUMBER FROM DIRECTORY AS DECRIBED ABOVE. MESSAGES ARE WRITTEN IN THE MESSA SPACE. YOU ARE AUTOMATICALLY TRANSFERRED TO THIS AREA BY ALT-T (PREVIOUSLY DISCUSSED), AND ALT-C. ADDITIONALLY YOU CAN REACH T MESSAGE SPACE AT ANY TIME SIMPLY BY PRESSING THE home KEY. THIS S IS 7 COLUMNS WIDE AND 150 ROWS LONG AND IS BORDERED ON THE RIGHT COLUMN OF #'S. DO NOT EXCEED THIS WIDTH BECAUSE TELEX WONT'T HA MORE THAN 67 CHARACTERS IN WIDTH. YOU CAN TYPE ANYWHERE AND A CHOOSE WITHIN THE MESSAGE SPACE, BUT THERE ARE A FEW THINGS YOU REMEMBER. TELEX HAS A MUCH MORE LIMITED CHARACTER SET THAN A EXAMPLE TELEX WILL TAKE \$200,000 AND CONVERT IT TO DLRS 200,000. DC BE SURPRISED BY WHAT IT WILL DO TO SOME OF YOUR CHARACTERS. (LO CASE IS NOT SUPPORTED.) IN BUILDING A MESSAGE YOU MUST DO THE FOLLOWING FOR IT TO SUCCESSFULLY TRANSMIT. IT MUST BEGIN WITH A TELEX OR TWX NUMBER IN THE TOP LEFT HAND CORNER OF THE MESSAGE (CELL A1) AND IT MUST TERMINATE WITH FIVE PERIODS (.....) IMMEDIATELY AFTER THE END OF THE TEXT AND IN COLUMN A OF THE WORKSHEET. BOI

THESE must BE PREFACED WITH AN '.

EX. I	A	B	C	D	E
	1259108765461				
	2CHICAGO BOARD OF TRADE				
	3CHICAGO, IL				
	4				
	5RE: U.S. TREASURY BONDS				
	6				
	7PLEASE SEND QUOTE OF LAST WEEKS CLOSING PRICE OF T BIL				
	8MAY SEND THIS TO MY ITT MAILBOX NO. 4943028. YOUR PROM				
	9NTION TO THIS MATTER WILL BE GREATLY APPRECIATED.				
	10				
	11REGARDS,				
	12				
	13JOHN DOE				
	14.....				
	15				

YOU WILL OF COURSE NOTICE THAT EACH COLUMN IN THE MESSAGE SPACE IS 9 CHARACTERS WIDE. IT'S OK TO TYPE A WORD OR EVEN A SENTENCE IN A COLUMN UNLESS IT SPILLS OVER INTO THE BORDER. THIS BRINGS US TO AN IMPORTANT FEATURE OF 1.2.3 TELEX. THE [ALT] J FUNCTION IS A TEXT JUSTIFICATION MACRO WHICH WORKS AS FOLLOWS. WHEN THE CURSOR IS IN ROW OF COLUMN 1 OF THE MESSAGE SPACE YOU MAY TYPE UP TO 256 CHARACTERS. PRESS RETURN, AND THEN PRESS [ALT] J AND 1.2.3 TELEX WILL DISTRIBUTE THE TEXT TO THE APPROPRIATE LINES BELOW THE LINE YOU WERE WORKING ON. FOR BEST RESULTS, JUST KEEP TYPING A LINE UNTIL IT "BEEPS" AT YOU, PRESS BACKSPACE TO REMOVE ANY UNFINISHED LAST WORD, AND PRESS [ALT] J TO CONTINUE YOUR MESSAGE, MOVE THE CURSOR TO THE UNCOMPLETED LINE IN COLUMN 1), PRESS F2 (THIS IS THE EDIT KEY IN LOTUS) AND CONTINUE AGAIN UNTIL IT "BEEPS". CONSULT YOUR LOTUS MANUAL FOR THE FULL OPERATION OF F2 TO HELP WITH YOUR CORRECTIONS. AFTER YOU HAVE COMPLETELY PREPARED YOUR TEXT (REMEMBER THE TELEX NUMBER AND THE ADDRESS MUST BE IN THEIR PROPER PLACES!) IT IS TIME TO BUILD A FILE OF YOUR MESSAGE. THIS IS ACCOMPLISHED BY PRESSING [ALT] P. AFTER A FEW CURIOUS GYRATIONS, 1.2.3 TELEX WILL ASK FOR A FILE NAME. WE RECOMMEND YOU GIVE YOUR FILES A NAME THAT WILL AID IN FUTURE RETRIEVAL SUCH AS CBT1025 WHICH DENOTES A TELEX SENT TO THE CHICAGO BOARD OF TRADE ON OCT. 25. IT MUST NOT BE LONGER THAN 8 CHARACTERS. 1.2.3 WILL

AUTOMATICALLY GIVE THE FILE AN EXTENSION OF .PRN. REMEMBER THIS YOUR READY TO SEND YOUR TELEX. OH, ONE MORE THING. IF YOUR AN A LOTUS USER, YOU WILL NO DOUBT FIGURE OUT THAT YOU CAN IMPORT, C ETC. TEXT FROM SOME OF YOUR OTHER LOTUS REPORTS AND FILES INTO T MESSAGE SPACE. MOST ANYTHING IS POSSIBLE, BUT BE ADVISED THAT T WIDTH OF THE INFO YOU IMPORT MUST FIT WIDTHWISE INTO THE MESSAG AND GRAPHS CAN'T BE TRANSMITTED.

TRANSMITTING YOUR TELEX MESSAGE

WE ARE USING PC-TALK III TO SEND OUR TELEXES. WE ASSUME THAT A COMMUNICATION PROGRAM CAPABLE OF FILE TRANSFER COULD SEND TE WE CAN ONLY SPEAK FROM EXPERIENCE ON PC-TALK. WHAT WE DID WAS THE HELP TEXT OF LOTUS 1.2.3 TO MAKE ROOM ON THE LOTUS DISC FOR T COMPILED VERSION OF PC-TALK III. THIS MAKES IT EASY WHEN THE LOTU SYSTEM DISK IS IN DRIVE A TO EXIT LOTUS AND RUN PC-TALK WITH THE S. DATA DISK IN B THAT YOUR TELEX MESSAGE IS RESIDENT ON.

IN THE DIALING DIRECTORY YOU WILL HAVE TO OF COURSE SET UP ITT' LOCAL ACCESS NUMBER WHICH IN DALLAS IS 748-6649. THE ONLY DEFAULT CHANGE SHOULD BE TO HAVE THE ECHO ON. DIAL ITT TIMETRAN AND WH GET A CONNECT PRESS RETURN. AT ITT'S PROMPT, WHICH ENDS IN "GA", P THE FUNCTION KEY WHICH CONTAINS YOUR ITT ANSWERBACK CODE. (AN ANSWERBACK LOOKS SOMETHING LIKE THIS: MURRAY U A) (USE THE ALT FUNCTION TO SET UP YOUR ANSWERBACK AND END IT WITH } WHICH SENI MODEM A CARRIAGE RETURN) AT THIS POINT THE TIMETRAN SYSTEM IS W TO ACCEPT YOUR MESSAGE. USE THE ALT T (TRANSMIT) FUNCTION TO SEN TELEX FILE JUST AS YOU SEND ANY FILE USEING PC-TALK. WHEN ITT SEES'S AT THE END OF THE FILE YOU SENT IT WILL END YOUR MESSAGE AND TELL YOU THE MESSAGE WAS ACCEPTED. THATS IT! YOUR MESSAGE IS W. ITS WAY AROUND THE WORLD! REFER TO ITT SETUP INSTRUCTIONS FOR M DETAILS ON HOW TO GET YOUR ANSERBACK AND OTHER DETAILS SUCH A OF ELECTRONIC MAIL.

ANSWERING ELECTRONIC MAIL

AFTER YOU SEND A TELEX MESSAGE THROUGH TIMETRAN, YOU WILL W KNOW IF YOUR MESSAGE REACHED ITS DESTINATION. TIMETRAN WILL SE MESSAGE TO YOUR ELECTRONIC MAILBOX AS TO WHAT HAPPENED TO YO

TO ANSWER YOUR MAIL BOX YOU MUST SET UP FUNCTION KEYS IN PC-TALK (BESIDES YOUR ANSWERBACK) 1. :SEND MESS} 2. YOUR PASSWORD}. WHEN YOU TIE INTO TIMETRAN AND YOU'RE PRESENTED WITH THE "GA", PRESS YOUR BACK, THEN PRESS THE SEND MESS KEY, THEN PRESS YOUR PASSWORD KEY. MESSAGES WILL START PRINTING TO THE SCREEN. REMEMBER WITH PC-TALK YOU CAN DUMP THIS TO EITHER THE SCREEN OR TO A DISC FILE! WHEN ITT GIVES YOU AN ANSWERBACK NO. AND PASSWORD THEY WILL ALSO ASSIGN A MAILBOX NUMBER. THIS IS YOUR NUMBER THAT TELEX USERS CAN USE TO SEND YOUR MESSAGES TO BE RECEIVED PERIODICALLY WHEN YOU GET THE CHANCE. SEND A TELEX AND THERE ARE MESSAGES IN YOUR MAILBOX, ITT WILL TELETYPE TO YOU SO AFTER YOUR MESSAGE IS SENT.

ITT TIMETRAN

ITT TIMETRAN SYSTEM HAS NO MINIMUM CHARGES OR INITIATION FEE. SIGN UP FOR IT AND ONLY PAY FOR YOUR USE OF THE SYSTEM. THERE ARE LOCAL ACCESS NUMBERS IN 72 CITIES AND AN 800 NUMBER FOR EVERYONE. WE HAVEN'T RUN ACROSS A SITUATION YET WHERE WE COULDN'T REACH A TERMINAL IN THE WORLD WITH MY PC THAT WE USED TO REACH BY OUR TERMINALS. TO GET SET UP WITH A NUMBER, ANSWERBACK, ETC., I WOULD SUGGEST CALLING YOUR LOCAL ITT REP AND TELL HIM WHAT YOU WANT. THEY SEEM TO BE PRETTY HOT ON GETTING FOLKS SIGNED UP ON TIMETRAN. WE HAVE BEEN MOST HELPFUL TO US IN WORKING OUT THE BUGS IN THIS SYSTEM. THE DALLAS REP IS DAN TURNER AND CAN BE REACHED AT 214-680-9535. YOU CAN ALSO CALL 800-424-1170 TO REGISTER. IF YOU HAVE SOME PROBLEM GETTING THIS THING TO WORK, I CAN HANDLE SOME SITUATIONS ON A LIMITED BASIS. MY NAME IS BILL ROBERTS AND CAN BE REACHED AT 214-276-8561 IN DALLAS OR 208 OR PREFERABLY ITT TELEX NO. 4943028.

SYSTEM REQUIREMENTS

1. PERSONAL COMPUTER COMPATIBLE WITH PC-TALK3 AND LOTUS 123
2. A COPY OF THE TWO ABOVE MENTIONED PROGRAMS (PC-TALK IS FREE)
3. A MODEM COMPATIBLE WITH PC-TALK3 (WHICH IS ALMOST ALL)
4. AN ITT ANSWERBACK NUMBER, PASSWORD, AND MAILBOX NUMBER.

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HELP!	HELP!	HELP!	HELP!	HELP!	HELP!	HELP!
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- [ALT] A ENTERING A TELEX NUMBER INTO THE DIRECTORY
- [ALT] B COPYING A TELEX NUMBER TO THE MESSAGE SPACE
- [ALT] C TYPING A TELEX MESSAGE
- [ALT] D TRANSMITTING YOUR TELEX MESSAGE
- [ALT] E ANSWERING ELECTRONIC MAIL
- [ALT] F ITT TIMETRAN
- [ALT] O SYSTEM REQUIREMENTS TO SEND TELEXES THIS WAY
- [ALT] P PRINT DOCUMENTATION
- [ALT] Z GO TO 1.2.3 TELEX MAIN MENU
- [ALT] X RETURN TO HELP MAIN MENU

XX XXX

XX XXX

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HELP! HELP!

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\B	{GOTO}B~
\C	{GOTO}C~
\D	{GOTO}D~
\E	{GOTO}E~
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\X	{GOTO}MAIN~
\P	/PPRDOC~AGQ
\O	{GOTO}O~

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/re{end} {right} Erase current li
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