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 HEADING.
ENTER THE FIELDS IN THE FORMAT OF THE EXAMPLE TELEX NUMBERS SUPPLIED
WITH THE SYSTEM. REMEMBER TO PUT AN ' BEFORE TYPING IN THE NUMBER TO
CHANGE THE NUMERALS FROM NUMERICAL DATA TO TEXT. MOST DOMESTIC NON-ITT
TELEX NUMBERS REQUIRE A 25 PREFIX IN THE NUMBER WHILE ITT TO RCA, MCA,
TRT, REQUIRE A 23. CALL ITT FOR THE COMPLETE LIST OF ACCESS PREFIXES.
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 WANT TO
TRANSFER AND THEN PRESSING ALT-T. THIS WILL CLEAR THE MESSAGE SPACE,
TRANSFER THE TELEX NUMBER AND POSITION THE CURSOR DIRECTLY BELOW IT FOR
TEXT INTPUT.

TYPING A TELEX MESSAGE

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

EX. I

1
2
3
4
5
6

YOU WILL OF COURSE NOTICE THAT EACH COLUMN IN THE MESSAGE SPACE IS ONLY
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 ANY
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,
BACKSPACE TO REMOVE ANY UNFINISHED LAST WORD, AND PRESS [ALT] J. TO
CONTINUE YOUR MESSAGE, MOVE THE CURSOR TO THE UNCOMPLETED LINE (MUST BE
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
.....'S 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 RETREIVAL 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! NOW
YOUR READY TO SEND YOUR TELEX. OH, ONE MORE THING. IF YOUR AN ACE
LOTUS USER, YOU WILL NO DOUBT FIGURE OUT THAT YOU CAN IMPORT, COMBINE,
ETC. TEXT FROM SOME OF YOUR OTHER LOTUS REPORTS AND FILES INTO THE
MESSAGE SPACE. MOST ANYTHING IS POSSIBLE, BUT BE ADVISED THAT THE
WIDTH OF THE INFO YOU IMPORT MUST FIT WIDTHWISE INTO THE MESSAGE SPACE
AND GRAPHS CAN'T BE TRANSMITTED.

TRANSMITTING YOUR TELEX MESSAGE

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

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

ANSWERING ELECTRONIC MAIL

AFTER YOU SEND A TELEX MESSAGE THROUGH TIMETRAN, YOU WILL WANT TO KNOW IF YOUR MESSAGE REACHED ITS DESTINATION. TIMETRAN WILL SEND A MESSAGE TO YOUR ELECTRONIC MAILBOX AS TO WHAT HAPPENED TO YOUR MESSAGE. TO ANSWER YOUR MAIL BOX YOU MUST SET UP FUNCTION KEYS IN PC-TALK WITH (BESIDES YOUR ANSWERBACK) 1. :SEND MESS} 2. YOUR PASSWORD}. WHEN YOU TIE INTO TIMETRAN AND YOU'RE PRESENTED WITH THE "GA", PRESS YOUR ANSWER BACK, THEN PRESS THE SEND MESS KEY, THEN PRESS YOUR PASSWORD KEY. YOUR 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 YOU MESSAGES TO BE RETEIVED PERIODICALLY WHEN YOU GET THE CHANCE. WHEN YOU SEND A TELEX AND THERE ARE MESSAGES IN YOUR MAILBOX, ITT WILL TELL YOU SO AFTER YOUR MESSAGE IS SENT.

ITT TIMETRAN

ITT TIMETRAN SYSTEM HAS NO MINIMUM CHARGES OR INITIATION FEE. YOU 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 ELSE. 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 TELEX TERMINALS. TO GET SET UP WITH A NUMBER, ANSWERBACK, ETC., I WOULD SUGGEST CALLING YOU LOCAL ITT REP AND TELL HIM WHAT YOU WANT TO DO. THEY SEEM TO BE PRETTY HOT ON GETTING FOLKS SIGNED UP ON TIMETRAN AND 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 EXT.
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.

A	B	C	D	E

259108765461
CHICAGO BOARD OF TRADE
CHICAGO, IL

RE: U.S. TREASURY BONDS

PLEASE SEND QUOTE OF LAST WEEKS CLOSING PRICE OF T BILLS. YOU MAY SEND
MAY SEND THIS TO MY ITT MAILBOX NO. 4943028. YOUR PROMPT ATTE-
NTION TO THIS MATTER WILL BE GREATLY APPRECIATED.

REGARDS,

JOHN DOE
.....

```
 11   222222  333333
111      22     33
 11 # 222222  # 3333
 11   22         33
1111  222222  333333
```
_____

HELP!

_____

[ALT] A
[ALT] B
[ALT] C
[ALT] D
[ALT] E
[ALT] F
[ALT] O
[ALT] P
[ALT] Z
[ALT] X

F   G

_____

HELP!   HELP!
_____

ENTERING A TELEX NUMBER INTO THE DIRECTORY
COPYING A TELEX NUMBER TO THE MESSAGE SPACE
TYPING A TELEX MESSAGE
TRANSMITTING YOUR TELEX MESSAGE
ANSWERING ELECTRONIC MAIL
ITT TIMETRAN
SYSTEM REQUIREMENTS TO SEND TELEXES THIS WAY
PRINT DOCUMENTATION
GO TO 1.2.3 TELEX MAIN MENU
RETURN TO HELP MAIN MENU

```
TTTTTTT EEEEEE LLL    EEEEEE  XXX  XXX
 TTT   EE    LLL    EE      XX  XX
 TTT   EEEEE  LLL    EEEEE     XX
 TTT   EE    LLL    EE      XX  XX
 TTT   EEEEEE LLLLLLL EEEEEE  XXX  XXX
```

_____ _____ _____ _____ _____

HELP!   HELP! HELP! HELP! HELP!

_____ _____ _____ _____ _____

\A

\B

\C

\D

\E

\F

\Z

\X

\P

\O

/XMmenu2~

\J   /RJ.{right}{right}{right}{right}{right}{right}{right}
{down}{down}{down}{down}~

{GOTO}A~

{GOTO}B~

{GOTO}C~

{GOTO}D~

{GOTO}E~

{GOTO}F~

/FR123TELEX~

{GOTO}MAIN~

/PPRDOC~AGQ

{GOTO}O~

/re~/xq
/re{end}{right}~/xq   Erase current line
/wdr~/xq   Delete a row