Index

Voice Net is an electronic mail system that works with Novell® Netware®. You can send both voice messages and text messages to any number of users using the Voice Net system.

How To...

[Create a Text Message](#)

[Read a Message](#)

[Record a Voice Message](#)

[Send a Message](#)

Commands

[Screen Areas and Buttons](#)

[Edit Menu](#)

[Options Menu](#)

For Help on Help, Press F1

Creating a Text Message

Text messages can be created in Voice Net and <u>sent</u> to any number of users.   To create a message simply click in the text box and type in your message.   If there is text in the text area press the Clear button to delete the old text.

Reading a Message

When you have messages the minimized Voice Net icon will begin to blink or a message box will appear notifying you that you have messages.   To read your messages activate Voice Net and press the Read button.   This will display the message in the text area and play the audio message.   To hear the audio message again press the play button.   If you have more than one message, press the Read button again to receive the next message.

Note: *Messages are written over permanently when you read in the next message.   If you want to save the text, highlight the text and choose Copy from the Edit menu to copy it to the clipboard.   The data can then be pasted into any word processor and saved from there.*

Recording a Voice Message

To record an audio voice message you must have your sound card properly installed and a microphone hooked up to it. You also must configure your sound card's Windows mixer so that you can record from its microphone input at a reasonable level. Refer to your sound card's documentation for further information.

1. Press the record button.   The red LED will begin blinking, indicating that the recorder is in record/standby mode.

2. To begin recording press play and speak into the microphone.

3. When you have completed your message press stop.   The Audio message indicator will change to YES.

4. To hear the message press play.

The <u>message can be sent</u>   along with a <u>text message</u>   or by itself.

Sending a Message

To send a   message you must first create the <u>text message</u>   or <u>record the audio message</u> .   Once you have a message, pressing the Send button will prompt you with a list of users.   Select one or more users to send the message to and press "Send" to send the message.

Screen Areas and Buttons

Audio Transport Buttons: Stop, Play, Record and Pause.

Clear Button: Clears the text message screen and the current audio message.

Send Button: Displays the Send To... dialog box where the user selects where the message is to be sent.

Messages Numeric Display: Displays the number of incoming messages.

Read Button: Displays the incoming text message and plays the audio message. Messages are read in the order they were recieved.

Text Area: Displays incoming text messages and allows you to type in your own messages.

Status Display: Provides feedback on the current operation or status of Voice Net.

Audio Display: Tells the user if there is an audio message.

Edit Menu

Copy: Copies the selected text or a picture on a card and places it onto the Clipboard, leaving the original intact and deleting the previous Clipboard contents.

Cut: Deletes the selected text or a picture on a card and places it onto the Clipboard, replacing the previous Clipboard contents.

Paste: Embeds or copies the text information from the Clipboard into the text area.

Undo: Undoes the last text edit or format command.   Undo is grayed out when there is nothing to undo.

Options Menu

Select Alarm File: Presents a dialog box to select the alarm sound.

Alarm Sound: Toggles the audio alarm on or off.

Delete Current Audio File: Clears the current audio message.