QuickLink III Phone Book

The QuickLink III Phone Book allows you to easily keep track of all of your contacts.

Phone Book					
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Ready Entries: 3					

Note: If you resize a field in the phone book, all fields in the same row or column which was adjusted will also be resized.

New

This option allows you to create a new phone book for use with QuickLink III. Enter a description in the resulting dialog box.

Adding Entries

This option allows you to add an entry in the current phone book. Enter the desired information in the provided fields. If necessary, use the Country Selector button located next to the various phone number fields to select the country to which you are dialing.

The Dialing Method field allows you to specify the manner in which the number will be dialed. For example, you could specify that the number is an International phone number. If you are using TAPI under Windows 95, the only available option is Auto Detect.

The Connect field allows you to specify the data connection type to be used by the QuickLink III Terminal. This option only affects <u>Data</u> numbers.

Press OK when finished, or Cancel to discard your changes.

Editing Entries

This option allows you to edit an entry in the current phone book. Modify the desired information in the provided fields. If necessary, use the Country Selector button located next to the various phone number fields to select the country to which you are dialing.

The Dialing Method field allows you to specify the manner in which the number will be dialed. For example, you could specify that the number is an International phone number. If you are using TAPI under Windows 95, the only available option is Auto Detect.

The Connect field allows you to specify the data connection type to be used by the QuickLink III Terminal. This option only affects <u>Data</u> numbers.

Press OK when finished, or Cancel to discard your changes.

Send Fax

This option will have the program send a fax to the selected entry, using the fax number field for the highlighted entry.

Data

This option will have the program make a data connection to the selected entry, using the data number field for the highlighted entry.

Group

This option opens the <u>Group</u> dialog box, which allows you to add or remove entries from various groups.

Status Bar

Displays the current status of the phone book and provides information on various buttons when the cursor is placed over them.

Number of Records

Displays the total number of records in the currently selected phone book.

Index Field

Displays the field which is being used to index the phone book. A green light will appear next to the Index Field name entry.

Opening Phone Books

The open option, available from the File menu in the phone book, allows you to open a database or phone book. Highlight the desired installed database and click OK, or double-click on the desired entry to open.

File Name

Select or type the name of the document you want to open. This box lists documents with the filename extension selected in the List Files Of Type box. To see a list of files with a particular extension, type an asterisk (*), a period, and the three-character extension, and then press Ene. To see files with more than one filename extension, type a semicolon (;), a second asterisk (*), a period, and another three-character extension.

List Files Of Type

Select the type of file you want to see in the File Name list.

xBase Files (*.DBF) - Lists all files with a .dbf extension. All Files (*.*) - Lists all files in the current directory.

Drives

Select the drive you wish to search for the desired file.

Press OK when finished, or Cancel to discard your changes.

Rename

This option allows you to rename the current phone book. Enter the new name for the phone book in the resulting dialog box and press OK.

Сору

This option will copy the contents of the open phone book. Enter the name of the file to which you wish to copy the open phone book, or press Browse which allows you to view existing file names to prevent name duplication. Press OK to copy the database.

Remove

This option allows you to delete the currently selected phone book file. You will be asked to confirm the deletion. Select Yes to delete the file, or No to cancel the deletion and return to the application.

Print

This option will print the selected phone book.

Cancel

This option will cancel the printing process and return you to the application.

Group

The group option, available from the Toolbar in the phone book, allows you to create and modify groups, as well as add entries to one or more groups. To create a new group, press Add next to the Groups window. To modify an existing group, highlight the group and press Edit. To delete a group, highlight the desired group and press Remove.

To add entries to a group, select the group in the Groups box, then highlight the entry you wish to add in the Available Members box. Press <<Add to add the member. To add all members to the selected group, press Add All.

To remove entries from a group, highlight the member you wish to remove in the In Group box, and press Remove>>. To remove all members from the selected group, press Remove All.

To find out more about a particular group, highlight the desired group, and press Group Info.

When finished, press Close to return to the phone book.

Delete

This option allows you to delete the selected record. Select Yes to delete the record, or No to cancel the deletion and return to the phone book.

Add New Group

This option allows you to create a new group designation for the phone book. Type a name for the new group in the provided dialog box.

Group Info

This option provides information about the available groups. All members of the selected group will be shown here. From this dialog box you can create a group by pressing the New button, Remove a group by selecting Remove, or remove member(s) from a particular group by pressing the Remove Member button.

Note that if you accessed the Group Info dialog box from member's record, and not a group record, you will be only be able to view the members of the group. The options mentioned above will not be available.

Import

This option, available from the File menu in the phone book, allows you to import a commadelimited file to the phone book. If the text file has field names, select the First line contains field names option.

Note that you do not need to import xBase compatible files, they can be opened with the <u>Open</u> command.

Modify

This option, available from the File menu in the phone book, allows you to modify the structure of a phone book. Press Modify on the phone book toolbar.

Description

This field shows the name of the currently selected phone book.

Field Mappings

QuickLink III allows you to import xBase files for use with your phone book. However, the fields in your xBase file may not exactly match the fields used in the phone book. The Field Mappings option allows you to choose which xBase field will be mapped to which phone book field.

Phone book fields - This lists all of the fields available in the QuickLink III phone book. Available fields - This lists all of the fields available in the current data base file. Indexed - When selected, the field will have index capabilities.

For example, your xBase file may have a field named Contact, which contains the names of your business contacts. To map this field to the Name field in the QuickLink III phone book you would:

- 1. Highlight the Name field under Phone Book Fields.
- 2. Find the Contact field under Available Fields.
- 3. Highlight the Contact field. The arrow should now go from Name to Contact.
- 4. Repeat for every field you wish to map.

Press OK to save any change, Cancel to return to the phone book, Auto Field Map to have QuickLink III attempt to automatically map Phone Book Fields to Available Fields, Pack to delete all records marked for deletion from the phone book, or <u>Select Data File</u> to import an xBase compatible file for use with the QuickLink III phone book.

Description

This option allows you to enter or modify the description of the phone book.

Delete

This option will delete the highlighted field from the phone book. To verify the deletion press Yes to delete the field, or No to cancel the deletion.

Entries List

This area of the phone book dialog lists all of your phone book entries. If you have more entries than will fit on the screen, use the scroll bars to view more entries.

Fax To

Click on the Fax To field, to select an entry to which you wish to fax or make a data connection. More than one entry can be selected, to allow you to send a fax to multiple recipients.

Search

Enter information in the Search field to quickly search through the phone book for a desired entry.

Phone Book Selection

From the drop down menu, select the phone book you wish to view. To create a new phone book press <u>New</u>. To import a phone book, select <u>Open</u>.

Select Data File

Use the Directories and File Name boxes to quickly find and select the xBase compatible data file you wish to import for use with the QuickLink III Phone Book. Press OK when finished, or Cancel to return to the Modify dialog.

Add/Edit

This option allows you to add or edit an entry in the current phone book. Enter the desired information in the provided fields. If necessary, use the Country Selector button located next to the various phone number fields to select the country to which you are dialing. If your phone book contains multiple records, you can press << Prev to go to the previous record or Next>> to go to the next record.

The Dialing Method field allows you to specify the manner in which the number will be dialed. For example, you could specify that the number is an International phone number. If you are using TAPI under Windows 95, the only available option is Auto Detect.

The Connect field allows you to specify the data connection type to be used by the QuickLink III Terminal. This option only affects <u>Data</u> numbers.

Press OK when finished, or Cancel to discard your changes.

Install

This option allows you to import an xBase compatible data base file for use with QuickLink III.

Use the Directories and File Name boxes to quickly find and select the data file you wish to import. Press OK when finished, or Cancel to return to the phone book.

File Menu

<u>New</u> <u>Open</u> <u>Remove</u> <u>Modify</u> <u>Print</u> <u>Exit</u>

View Menu

<u>Tool Bar</u> <u>Status Bar</u> Large Buttons

Entry Menu

<u>Add</u> <u>Delete</u> <u>Edit</u> <u>Group</u>

Connection Menu

<u>Send Fax</u> Data Call

Close Phone Book

This option closes and exits from the Phone Book.

View Tool Bar

When enabled, the Tool Bar buttons will be displayed on the Phone Book.

View Status Bar

When enabled, the Status Bar will be displayed at the bottom of the Phone Book.

View Large Buttons

When enabled, the Toolbar will display large buttons on the Phone Book. If disabled, small buttons will be displayed. Note that the <u>View Toolbar</u> option must be selected to view either size Toolbar.

Field Headings

This area lists the various field headings associated with the phone book. The entries can be sorted by any field heading by clicking on the desired heading.

Add/Edit Phone Book Entry

This option allows you to add or edit an entry in the current phone book. Enter the desired information in the provided fields. If necessary, use the Country Selector button located next to the various phone number fields to select the country to which you are dialing. If your phone book contains multiple records, you can press << Prev to go to the previous record or Next>> to go to the next record.

The Dialing Method field allows you to specify the manner in which the number will be dialed. For example, you could specify that the number is an International phone number. If you are using TAPI under Windows 95, the only available option is Auto Detect.

The Connect field allows you to specify the data connection type to be used by the QuickLink III Terminal. This option only affects <u>Data</u> numbers.

Press OK when finished, or Cancel to discard your changes.

QuickLink III Viewer

The QuickLink III Viewer allows you to view, print and edit fax and graphic files quickly and easily.

<u>Menus</u>

FILE EDIT VIEW PAGE IMAGE OPTIONS WINDOWS HELP

<u>Toolbar</u>

The Viewer Toolbar provides instant access to the majority of available viewer commands. While popup help for each icon is automatically available by placing the mouse cursor over the desired icon, this help file provides a more in-depth explanation of each function.

Open Save Print View Previous Page View Next Page View First Page View Last Page Go To Page Zoom In Incremental Zoom Out Incremental Normal View Fit Horizontal Fit Vertical Fit All Thumbnail View Contents Next Fax **Previous Fax**

Related Topics:

Viewing and Printing Faxes

Viewing and Printing Faxes

To view and print a fax:

- 1. Click on the View Fax button in the Command Console. The Fax Viewer appears.
- 2. Click on the <u>Open</u> tool, or select <u>Open</u> from the File menu, to display the Open dialog box.
- 3. Under List Files of Type, choose Fax Files to view fax files.

You can also use List Files of Type to view files in other formats by selecting a format other than Fax Files.

4. If you see the fax filename in the left list box, double-click on it to display the fax in the Fax Viewer. Otherwise, use the list boxes on the right to move to the drive and directory where the fax file resides and double-click on the filename when you see it in the left list box.

To view additional faxes, repeat steps 2 through 4. The maximum number of fax files you can open depends on your computer's capabilities.

5. To print a fax, click on the tool, complete the dialog box, and choose OK.

If more than one fax appears in the Fax Viewer, only the topmost fax will be printed. If the fax you want to print is not the topmost fax, click on it to make it the topmost one.

The Fax Viewer's menu commands and toolbar also let you manipulate faxes and view pages of multi-page faxes. To see a tool's function, move the pointer over the tool.

- 6. When you finish viewing, printing, and/or manipulating faxes, move to the File menu and choose either Close to remove the topmost fax from the Fax Viewer or Close All to remove all open files.
- 7. To exit the Fax Viewer, choose Close Fax Viewer from the File menu.

Open

This option allows you to open a variety of file types in the Viewer. A convenient drop-down menu allows you to easily select the appropriate file type to open. Files with the selected extension will appear in the file selection box. Double click on the desired file to open.

Save

This option will save the current file in the same format and directory from which it was opened. If you wish to save the file in a different format, select the <u>Save As</u> option.

Save As

This option allows you to save the current file with a different name, or in a different format. To change the file name, type the new name in the File Name box. To save the file in a different format, select the new format from the File Type drop down menu.

Print

The Print option will send the active file to the currently selected printer. If for some reason you wish to change the currently selected printer, click on the Setup button, which will open the <u>Print Setup</u> dialog box.

Print Setup

This option opens the standard Windows Print Setup dialog box. This dialog box allows you to specify the printer to which you wish to print, as well as choose the orientation and paper size to be used.

View Previous Page

This option will cause the viewer to show the previous page of a multi-page fax. The View Previous Page option will not be available when viewing a single page fax.

View Next Page

This option will cause the viewer to show the next page of a multi-page fax. The View Next Page option will not be available when viewing a single page fax.

View First Page

This option will cause the viewer to show the first page of a multi-page fax. The View First Page option will not be available when viewing a single page fax.

View Last Page

This option will cause the viewer to show the last page of a multi-page fax. The View Last Page option will not be available when viewing a single page fax.

Go To Page

This option will allow you to quickly go to any page in a multi-page fax. Simply enter the page you wish to go to in the Any Page dialog box.

Zoom In Incremental

This option will zoom in on the currently selected page by the percentage set under \underline{Set} Zoom Factor. The default zoom percentage is 25%.

Zoom Out Incremental

This option will zoom out on the currently selected page by the percentage set under <u>Set</u> <u>Zoom Factor</u>. The default zoom percentage is 25%.

Normal View

This option, which is the default, displays the currently selected page at full size.

Fit Horizontal

This option displays the currently selected page so the entire width of the page can be viewed.

Fit Vertical

This option displays the currently selected page so the entire height of the page can be viewed.

Fit All

This option displays the currently selected page so both the entire height and width of the page can be viewed.

Show All Pages

This option displays all pages of the currently selected file on the screen.

Thumbnail View

The thumbnail view shows you a sketch of the selected file to the right of the main screen. This is especially handy when annotating faxes.

Contents

This button displays Help.

File Menu

The File Menu provides the following options:

Open Close File Close All Save Save As Print Print Preview Print Setup Send Close Fax Viewer

Close

This option will close the currently selected file, while leaving the Viewer application active. If you have not previously saved changes to the file, the Viewer will ask if you would like to save the file before you close it. If you close a document without saving it, you lose all changes made since the last time the file was saved.

Close All

This option will close all open files, while leaving the Viewer application active. If you have not previously saved changes to the files, the Viewer will ask if you would like to save the files before you close them. If you close a document without saving it, you lose all changes made since the last time the file was saved.

Print Preview

This option shows how a file will look when you print it.

Close Fax Viewer

The option ends a Viewer session. If you have not already saved changes to the open files, the Viewer will ask if you would like to save the files before you close them. If you close a document without saving it, you lose all changes made since the last time the file was saved.

Edit Menu

The Edit Menu provides the following options:

Copy Paste Copy Page Copy to File Copy Page to File Copy Clipboard to File Append Page to File

Сору

This option copies selected text and graphics and puts it in the <u>Clipboard</u>. This command is available only when you select text and graphics.

Paste

Inserts a copy of the <u>Clipboard</u> contents into the currently selected file. The object can be placed anywhere in the file by moving the mouse cursor over the desired area, and pressing the left mouse button to place the Clipboard contents.

Copy Page

This option copies the active page and puts it in the <u>Clipboard</u>.

Clipboard

A temporary storage area for cut or copied text or graphics. You can copy the contents of the clipboard into most Windows applications. The clipboard holds the information until you cut or copy another selection of text or a graphic.

Copy to File

This option allows you to save the current file with a different name, or in a different format. If annotations have been made to the file you will be asked if you would like to save the annotations. The <u>Save As</u> dialog box will appear, which allows you to select a name and file format for the file.

Copy Page to File

This option allows you to save the currently displayed page to disk with a different name, or in a different format. The <u>Save As</u> dialog box will appear after selecting this option. Select a name and file format for the file.

Copy Clipboard to File

This option copies the current contents of the <u>Clipboard</u> to disk. The <u>Save As</u> dialog box will appear, allowing you to specify a name and file type for the file.

Append Page to File

This option will add the currently selected page to the end of another file. A standard Windows file selection dialog box will appear. Specify the file to which you wish to add the current page.

View Menu

The View Menu provides the following options:

Normal View <u>Fit Horizontal</u> <u>Fit Vertical</u> <u>Fit All</u> <u>Thumbnail View</u> <u>Zoom Factor</u> <u>Zoom In Incremental</u> <u>Zoom Out Incremental</u> <u>Zoom Previous</u>

Zoom Factor

This option allows you to select the zoom percentage used when viewing the file from the choices shown below.

25%, 50%, 75%, 100%, 150%, 200%, 400% and Zoom Any.

Zoom Previous

This option returns the zoom factor to the most recently used percentage.

Zoom Any

This option allows you to specify any desired zoom factor for viewing a file. The size is expressed as a percentage, with 100% being the normal size of the file.

Page Menu

The Page Menu provides the following options:

<u>Next Page</u> <u>Previous Page</u> <u>First Page</u> <u>Last Page</u> <u>Go To Page</u>

Image Menu

The Image Menu provides the following options:

Rotate Flip Horizontal Flip Vertical Scale Image Invert Color Convert to Grayscale Grayscale

Rotate

This option allows you to rotate the current image to the specified value.

Flip Horizontal

This option will flip the current image 90 so that it lies horizontally to its original portrait orientation.

Flip Vertical

This option will flip the current image 90 so that it lies vertical to its original landscape orientation.

Scale Image

This command allows you to resize the image by both height and width. Available options allow you to maintain the original aspect ratio of the image, as well as allowing you to reset the image changes to the default value of the original image.

Invert Color

This option will invert the colors used in the image. For example, if the original image was black text on a white background, the Invert Color option will translate the image into white text on a black background.

Convert to Grayscale

This option allows you to convert the image to grayscale.

Options Menu

The Options Menu provides the following options:

<u>View Preferences</u> <u>View Background Color</u> <u>Thumbnail Background Color</u> <u>Set Zoom Factor</u>

Set Zoom Factor

This selection allows you to determine the default Zoom percentage. Enter the desired value in the Increment/Decrement Factor (%) field.

The default zoom percentage is used by the <u>Zoom In Incremental</u> and <u>Zoom Out Incremental</u> options. The default setting is 25%.

Press OK to save your changes, or Cancel to close the dialog without saving any changes.

View Background Color

This option allows you to select a new background color for the Viewer application from the resulting color palette. Click on the desired color, and then press (IN) to update the screen.

You can add custom colors by clicking on the Define Custom Colors option.

Thumbnail Background Color

This option allows you to select a new background color to be used with the <u>Thumbnail View</u> option. Select the desired color from the resulting color palette. Click on the color, and then press I update the screen.

You can add custom colors by clicking on the Define Custom Colors option.

View Preferences

The Preferences options allow you to customize the Viewer for your particular tastes. The following options are available:

Show Main Button Bar Enable Button Bar Popup Help Show Status Bar (Main) Show Status Bar (Active Image)

Show Main Button Bar

This option, when enabled, will cause the Main Button Bar to appear underneath the Menu Bar.

Enable Button Bar Popup Help

This option, when enabled, allows popup help for each button on either of the Viewer's button bars. To view the popup help, hold the mouse cursor over the button in question for at least a second, and the help text will appear.

Show Main Status Bar

This option, when enabled, will display the Main Status Bar at the bottom of the Viewer display. The Main Status Bar displays the current status of the Viewer, as well as the current time.

Show Active Image Status Bar

This option, when enabled, will display the Active Image Status Bar at the bottom of the Viewer display.

This bar shows the number of the page currently being viewed. If you click on this selection with the left mouse button while viewing a multiple page file, the <u>Any Page</u> dialog box will appear. It also displays the view percentage of the current image. If you click on this section with the left mouse button, the <u>Zoom Any</u> dialog box will appear.

The Active Image Status Bar also displays the resolution and size of the current image.

Next Fax

This option will open the next received fax in the currently selected folder.

Previous Fax

This option will open the last fax file which you have viewed.

Send Fax

This option is only available if you are using Microsoft Mail or Exchange. When selected, Mail or Exchange will be opened and the currently highlighted file will be attached to a new E-mail message.

Grayscale

When selected, this option will place the Viewer in grayscale mode.

Windows Menu

If multiple files are open in the Viewer, the Windows menu allows you to switch among the open files.

Help Menu

The Help menu allows you to access this help file.

QuickLink III Setup Wizard - Welcome

The Setup Wizard is a quick and easy way to setup QuickLink III for your individual needs. Simply answer the questions in the next few dialog boxes to have QuickLink III automatically configure itself for you.

Select Next to go to the next screen.

Setup Wizard - User Information

Enter your name, company and phone number information on this screen. This allows QuickLink III to provide accurate information for your cover pages and fax headers. Press (1990) or use the mouse to move among the fields.

Select Next to go to the next screen. Press Back to return to the Welcome screen.

Setup Wizard - Location Information

Enter your address information on this screen. Press 🔤 or use the mouse to move among the fields.

Select Next to go to the next screen. Press Back to return to the User Information screen.

Setup Wizard - Port Information

Select the port to which your modem is attached on this screen. If you are unsure which port your modem is using, select the Auto Detect option. This option will examine your COM Ports to find your modem. If you are using an external modem, ensure that the modem is powered on and that the serial cable is firmly attached before selecting Auto Detect. If you are using a non-standard COM Port with your modem, choose Other Ports, and select the desired port from the drop down menu.

Select Next to go to the next screen. Press Back to return to the Location Information screen.

Setup Wizard - Modem Selection

Select your modem model from the provided list. An Auto Select option is also available. When selected, QuickLink III will attempt to determine the type of modem you are using, and select the appropriate entry. If Auto Select cannot determine your modem type, select one of the Generic entries, which should work with most Hayes compatible modems.

Select Next to go to the next screen. Press Back to return to the Port Information screen.

Setup Wizard - Startup Options

This dialog box allows you to specify what QuickLink III features will be loaded when you start Windows. You can configure QuickLink III to be run at Windows startup from this dialog box.

Select Done if you are satisfied with your choices. Press Back to return to the Modem Selection screen.

Registration Wizard - Name

Fill out the requested information in the provided fields to register your copy of QuickLink III. Filling out this information will ensure that you receive notices of upgrades and new products that can make your communications even easier!

Select Next to go to the next screen, or Save for Later to save the entered information, so that you can send in the information at a later time.

Registration Wizard - Modem Information

Enter your modem's Serial Number in the provided field, and select the appropriate answers from the check boxes.

Select Next to go to the next screen, Back to go to the previous screen or Save for Later to save the entered information, so that you can send in the information at a later time.

Registration Wizard - Survey

Please select the appropriate answers from the provided check boxes.

Select Next to go to the next screen, Back to go to the previous screen or Save for Later to save the entered information, so that you can send in the information at a later time.

Registration Wizard - Survey Continued

Please select the appropriate answers from the provided check boxes.

Select Next to go to the next screen, Back to go to the previous screen or Save for Later to save the entered information, so that you can send in the information at a later time.

Registration Wizard - Register

Enter any dial prefixes necessary to obtain an outside line in the Dial Prefix field.

Select Back to go to the previous screen, Register to send the registration information or Save for Later to save the entered information, so that you can send in the information at a later time.

Setup Wizard - TAPI Modem Selection

Select your modem model from the drop down menu. When selected, QuickLink III will attempt to determine the type of modem you are using, and select the appropriate entry.

Select Next to go to the next screen. Press Back to return to the previous screen.

QuickLink III Log

The QuickLink III Log allows you to easily determine which files have been sent, received, or are currently scheduled to be sent. Various fields are shown to provide information about the log entry. Press <u>here</u> for an explanation of the available fields. The icons on the left side of the Log allow you to expand or contract the display of available folders.

🕞 InBox - Log Manager								
<u>F</u> ile <u>V</u> iew Fa <u>x</u> <u>H</u> elp								
Open Archive Delete		Print	SendFax F	orward				
🗳 Log Manager		🎫 Туре	📟 Status	嗮 Date	嗮 Time	📟 Nar	ne 🗖 I	Number
🗆 🌍 DataCom	1	E	1 🖂	2/26/99	04:46:38			
📄 Host Calls	2	I	1	2/26/99	04:49:44			
🚞 Terminal	3	Ī	1 🖂	2/26/99	04:49:50			
🗆 🥎 Fax								
🚞 OutBox								
🚞 Sent								
🖃 🍑 System								
🚞 Archive								
	•							F
Ready Items: 3							H //	

The Details display, shown under the Log Entries, provides information about the currently selected item. You can also preview fax files which reside in the log by selecting the Preview option.

Note: If you resize a field in the Log, all fields in the same row or column which was adjusted will also be resized.

Press here to see a description of all of the <u>icons</u> used in the QuickLink III Log.

Open

This option will open the selected folder or item. If the selected item is a fax, a preview of the file will be displayed. The View button will open the program associated with the selected item's file type. Select Close to return to the Log.

Сору

This option allows you to copy selected files to another folder. Select the folder to which you desire to copy the files from the resulting dialog box.

Delete

This option will delete the selected folder or item. You will be prompted to verify the deletion. Press Yes to confirm the deletion, or No to return to the Log.

Print

This option allows you to print the selected file. Select the print quality you desire, and the page range (if applicable) and press OK to print. The <u>Setup</u> button will access the <u>Printer</u> <u>Setup</u> dialog.

Printer Setup

This option displays the standard Windows Printer Setup dialog box. This dialog box allows you to select the printer to which you would like to print, as well as select the orientation for the print job.

Send Fax

This option, available from the Fax menu or Toolbar in the Log, allows you to send a fax from the Log.

- 1. Click on the Send Fax button. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - To send the fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Send Fax to begin sending the fax document.

Forward Fax

This option, available from the Fax menu or Toolbar in the Log, allows you to forward the selected item from the Log to another recipient.

- 1. Click on the Forward button. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - To send the fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Send Fax to begin sending the fax document.

Reply To Fax

This option, available from the Fax menu in the Log, allows you to reply to a fax that has been received in the Log. QuickLink III will use the contents of the Fax ID string as the fax number for the reply.

- 1. Click on the Reply button. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - To send the fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Send Fax to begin sending the fax document.

Options

This selection allows you to rename a folder. Highlight the folder you wish to rename, and select this option.

Status Bar

Displays the current status of the Log, as well as information on items over which the mouse pointer is positioned.

About

Displays the About screen, which provides important system and version information.

Items

Displays the number of items in the currently opened folder.

Inbox

The Inbox folder contains records of all incoming (or received) files. This folder can be opened by double clicking on the folder.

Field Headings

This area lists the various field headings associated with an item in the folder. The folder contents can be sorted by any field heading by clicking on the desired heading.

Log Entries

This area displays the items that exist in the currently opened folder. You may use the scrollbars to easily move through the available items.

File Menu

New Folder Open Archive Copy Move Delete Rename Print Log Printer Setup Close Log Manager

Move

This option allows you to move selected items from one folder to another.

Close Log Manager

This option will close the Log.

New Folder

This option allows you to specify a new folder for the Log. Specify a name for the folder and whether you wish it to be a top level folder, or a sub folder. For example, you may wish to create a personal folder under the Inbox for personal messages.

View Menu

<u>Toolbar</u> <u>Status Bar</u> <u>Large Buttons</u> <u>Details</u>

Status Bar

When enabled, the Status Bar will be displayed at the bottom of the Log.

Large Buttons

When enabled, the Toolbar will display large buttons on the Log. If disabled, small buttons will be displayed. Note that the Toolbar option must be selected to view either size Toolbar.

Toolbar

When enabled, the Toolbar will be displayed at the top of the Log.

Details

When enabled, the Details display will be added to the Log. The details display provides information about the currently selected item. You can also preview fax files which reside in the logs by selecting the Preview option.

Fax Menu

Send Resend Forward Reply Hold Send Now

Resend Fax

This option, available from the Fax menu in the Log, allows you to resend a fax from the Log.

- 1. Select Resend from the Fax Menu. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - To send the fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Send Fax to begin sending the fax document.

Hold

This option allows you to place a highlighted fax in the Outbox on hold. The selected fax will not be sent until you specify otherwise.

Send Now

This option reschedules a highlighted fax to be sent immediately.

Outbox

The Outbox folder contains records of all files which are scheduled to be sent, but have not yet been sent. Once a scheduled file has been sent, the record will be moved to the <u>Sent</u> folder. The Outbox folder can be opened by double clicking on the folder.

Terminal

The Terminal folder contains records of all sent and received files which were transferred via the QuickLink III Terminal. This folder can be opened by double clicking on the folder.

Archive

The Archive folder contains records of all files which you have archived. This folder can be opened by double clicking on the folder.

Sent

The Sent folder contains records of all files which have been previously transmitted. This folder can be opened by double clicking on the folder.

Select Document

This dialog allows you to select a document to open. Check the Preview option to see a thumbnail view of the highlighted document. Documents can be opened by highlighting with the mouse and then clicking on Open, or by double clicking on the desired file.

Press Close to exit from the Select Document dialog.

Log Icons

This is a list of the icons which are available from the Log.

Т Constructing -Ť Compressed/Archived -8 -Transmission Failed 5 Forward -Ð Hold -1 Send Immediately -٠. -Incoming Data Transmission E Incoming Fax -優 Incoming Memo -1 Outgoing Data Transmission ē Outgoing Fax Transmission -8 Printed -<u>6</u> Queued/Ready to Send -Document has been Read -~ -Document Received Successfully ÷ Remote Data -Reply to Document -÷ Sending / Transmission in Progress -1 -Document Sent Successfully 8 Document has not been Read -

Host

The Host folder contains records of all files which were transferred via the QuickLink III Host. This folder can be opened by double clicking on the folder.

Archive

This option allows you to archive files by moving them to another folder. Select the folder to which you desire to copy the files from the resulting dialog box.

Rename File

Enter the new name for the selected file in the provided field.

Log Field Headings

The following field headings are available in the Log.

Status - this field provides an icon to show the current status of the Log entry. Click <u>here</u> for a list of all Log icons.

Date - this field displays the date when the entry was placed in the Log.

Time - this field displays the time when the entry was placed in the Log.

Result - this field displays if any errors occurred when receiving the file. If no errors were detected, this field will show OK. If an error did occur, the type of error will be shown. Try receiving the file again to determine if this resolves the situation.

Type - this field provides an icon to show the received file type. Click <u>here</u> for a list of all Log icons.

Name - if available, this field will report the name of the caller. The name is obtained from the Caller ID information sent by the caller.

Station ID - on fax calls, this field will report the Station ID of the fax machine which transmitted the fax. When you send faxes, your Station ID is the information entered in the Local Station ID field in the <u>Send Fax Setup - General</u> dialog box.

Number - if available, this field will report the number from which the call originated. The number is obtained from the Caller ID information sent by the caller.

Size - this field will display the number of pages in a received fax.

Fax Alert

The Fax Alert dialog box appears when you start QuickLink III and it detects that there are faxes which are scheduled to be sent.

Select the desired option from the list:

Send scheduled faxes now - all scheduled faxes will be sent immediately.

Delay scheduled faxes by x minutes - all scheduled faxes will be sent after the specified number of minutes pass.

Cancel all scheduled faxes - all scheduled fax transmissions will be canceled.

Log Manager

The Log Manager icon allows you to display or hide the various icons and folders available in the Log. Double-click on this icon to display or hide the other icons and folders.

DataCom

The DataCom icon allows you to display or hide the data communication-related folders in the Log. The data communication folders hold files that were received in the data terminal or when operating in Host mode. Double-click on the this icon to display or hide the data communication folders.

Fax

The Fax icon allows you to display or hide the fax-related folders in the Log. The fax folders hold files that are scheduled to be sent, or have already been sent. Double-click on the this icon to display or hide the fax folders.

System

The System icon allows you to display or hide the system-related folders in the Log. The system folders hold files which have been archived. Double-click on the this icon to display or hide the system folders.

Forward/Resend Button

This button allows you to forward received faxes to another recipient, or resend faxes to other recipients.

When the <u>Sent</u> folder is highlighted, this button will display <u>Resend</u>. When any other folder is highlighted, this button will display <u>Forward</u>.

Location Setup Options

The Location options allow QuickLink III to determine how to make connections whether you are calling another number in the same building, long distance, or with a calling card. Available Location tabs are:

Note: If you are running under Windows 95 or Windows NT 4.x, QuickLink III will use the Windows TAPI location and calling card dialog boxes. Use the help options available from those dialogs for more information on the TAPI location and calling card dialog boxes.

Location Calling Card

Location Setup - Location

The Location Setup dialog box, available from the Setup menu in the Command Console, provides the following options:

Note: If you are running under Windows 95 or Windows NT 4.x, QuickLink III will use the Windows TAPI location dialog box. Use the help options available from that dialog for more information on the TAPI location dialog box.

Current Location

Select your current location from the drop down menu. To add a new location, select the <u>Add</u> button. To remove a location, select the <u>Remove</u> button.

Home Settings

Area Code - This option shows the area code for the current location. If necessary this setting can be changed by highlighting the entry with the mouse, and then typing the new area code information.

Country Code - This option shows the country code for the current location. If necessary this setting can be changed by highlighting the entry with the mouse, and then typing the new country information.

To Access An Outside Line

Local Access Code - This option allows you to specify the code needed to access an outside line for a local call, if necessary. Many business phone systems require you to dial an access code to obtain an outside line. This option will normally be left blank for a private residence location.

Long Distance Access Code - This option allows you to specify the code needed to access an outside line for a long distance call, if necessary. Many business phone systems require you to dial an access code to obtain an outside line. This option will normally be left blank for a private residence location.

Dial Using Calling Card

Select the calling card to use when dialing from the selected location. If the calling card you wish to use is not on the drop down menu, you can add a calling card from the <u>Calling Card</u> <u>Setup</u> dialog.

Remove

This button will allow you to remove the currently selected location. You will need to verify that you wish to delete the entry. Select Yes to delete, or No to return to the Location Setup dialog.

Calling Card Setup

The Calling Card Setup dialog, available from the Location option under the Setup menu on the Command Console, provides the following options:

Calling Card Name

Select the calling card you wish to use from the drop down menu. Select <u>Add</u> to create a new calling card entry. Select <u>Remove</u> to remove the current calling card entry.

Calling Card Number

Enter your calling card number in this field.

Service Access Number

Enter the service access number for you calling card service in this field.

Dialing Sequence

This button displays the <u>Calling Card Dialing Sequence</u> dialog box. This dialog box allows you to specify the steps necessary to dial a number with the selected calling card.

Add

This button allows you to add a new calling card entry. The <u>New Calling Card</u> dialog box will be displayed.

Remove

This button will allow you to remove the currently selected calling card entry. You will need to verify that you wish to delete the entry. Select Yes to delete, or No to return to the Calling Card Setup dialog.

Dialing Sequence

This option allows you to determine the dialing steps that will be followed by QuickLink III when using various calling cards. The sequence is divided into steps, with each step providing a drop down menu of available options. The available options for each step are:

Unused - Select this option to bypass the selected step.

Dial Calling Card Number - Select this option to have the specified calling card number dialed for the selected step.

Dial Other Digits - Select this option to have the other digits dialed for the selected step. An entry field will appear for you to type in the digits you wished dialed.

Dial Phone Number - Select this option to have the entered phone number dialed for the selected step.

Dial Service Access Number - Select this option to have the specified service access number dialed for the selected step.

Wait For Dialtone - Select this option to wait for dial tone before proceeding to the next step. Wait - Select this option to pause before continuing with the next step. An entry field will appear to allow you to specify the number of seconds to wait. The default is ten seconds.

New Location

Enter the name and area code of the new location, in the provided fields.

New Calling Card

Enter the name, card number, and if necessary, the access number necessary for the new calling card in the provided fields.

QuickLink III Terminal

The QuickLink III Terminal allows you to connect to a wide variety of on-line services, BBS's, and even internet service providers (ISP's).

	🔠 Terminal												
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>S</u> etup	<u>C</u> onnect	<u>0</u> n-lin	e <u>H</u> elp							
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Keypad Dial

The keypad dialer, available from the terminal, allows you to quickly and conveniently dial data numbers.

Enter the number you wish to dial in the provided fields using the keyboard, or use the stylized keypad to enter the number. If you are calling a different country, use the country selector button to select the country you are dialing. When the phone number is entered, press Dial to connect. When the modem is off-hook, the Dial button will read HangUp, and clicking on the button will place the modem on-hook.

The Dial Options allow you to specify how long the dialer will wait for a connection to be established, how many times the dialer will attempt to redial a busy number, and the length of time the dialer will wait before attempting to redial.

Open File to Send

This option allows you to specify the file(s) you wish to send to a remote service.

Select the file(s) to send, by using the Directories box to go to the directory where the file(s) reside. The available files in the directory will appear in the File Name box on the left of your screen. To select a file, highlight the desired file, and press Add. The file will appear in the Selected File box at the bottom of your screen. To select multiple files hold down I when pressing the left mouse button to highlight the file.

To remove a file from the Selected File list, highlight the file and press Remove.

The Protocol drop down menu allows you to select the file transfer protocol you wish to use when sending the file. Ensure that you choose the same protocol as the remote modem will use.

When you have finished selecting the file(s) to send, press Send to begin the file transfer. To return to the Terminal without sending files, press Cancel.

Open File to Receive

This option allows you to specify the path for received files, and in some instances, the name of a received file.

Use the Directories box to select the directory where you would like the program to store the received files.

The Protocol drop down menu allows you to select the file transfer protocol you wish to use for receiving the file. Ensure that you choose the same protocol as the remote modem will use. The Xmodem, Xmodem-CRC, Xmodem-1K and Kermit protocols require you to specify a name for received files. Enter the file name in the File Name field at the top left of the dialog box. All other protocols will automatically receive the file name when they begin receiving the file.

When you are ready to begin receiving a file, press Receive. To return to the Terminal without receiving files, press Cancel.

Hang up

This option will hang up the line and disconnect from the remote modem.

Clear

This option will clear the terminal screen, without deleting the contents of the scrollback buffer.

About

Displays the QuickLink III About screen, which provides important system and version information.

Modem Monitor

The ModemMonitor is used in the same way status lights are used on an external modem. The ModemMonitor is a set of modem status lights on the Terminal Window. These status lights allow the user to be aware of the current modem status. There are 9 modem status lights visible in the ModemMonitor:

- HS: High Speed The established connection is at 9600 baud or higher.
- AA: Auto Answer Flashes whenever a RING is detected by the modem.
- CD: Carrier Detect A connection has been established with the remote modem.
- OH: Off Hook The modem has picked up the telephone line.
- RX: Receive Data The modem is receiving characters or data.
- TX: Transmit Data The modem is transmitting characters or data.
- TR: Terminal Ready The modem/computer is ready to send and receive commands.
- MR: Modem Ready The modem is powered on.
- CS: Clear to Send The modem is ready to receive more data.

Fax Light

When lit, the Fax Light indicates that a fax connection is established.

Data Light

When lit, the Data Light indicates that a data connection is established.

Host Light

When lit, the Host Light indicates that the Call Manager is in Host Mode.

Command Keys

These ten buttons, displayed on the bottom of the Terminal, provide instant access to your defined command keys. Each button can provide double duty as either a **Global Command Key** or a **Connection Command Key**. Which function it will perform depends on the setting of the <u>Global/Command Selection Button</u> located to the left of command key 1.

There can be a total of ten **Global Command Keys**, and these keys remain consistent no matter which connection type you have selected. To perform a global command key task, either click on the appropriate command key, or hold down and press a number from 1 to 0.

Each Connection Type (shown in the <u>On-Line Services List</u>) can have a total of ten **Connection Command Keys**, which let you perform activities when connected with the selected service. To perform one of these tasks, hold down <u>All</u> -<u>Selected services</u> a number from 1 to 0.

Global/Command Selection Button

This button controls which function the Command Keys will perform when selected. When the selection button reads (APC), selecting one of the command keys will perform the global function of the key. When the selection button reads

(MS), selecting one of the command keys will perform the connection function of the key.

On-Line Services List

This list provides a drop down menu for easy selection of all previously entered automated connections. When selected, the associated service will be dialed and a connection will be attempted. The associated <u>Connection Command Keys</u> will also be loaded.

Terminal Window

The terminal window is the area where data appears when using your modem. You can type commands directory to your modem and see them echoed, as well as view transmitted data during a connection.

Run Script

This option allows you to run previously created script file. Select the script file from the File Name box, and press OK or double click on the file to run. Press Cancel to return to the application without running a script.

Status Bar

Displays information on the current status of the Call Manager.

Terminal Type

Displays the currently selected terminal emulation. Double clicking on this area will access the <u>Terminal Setup</u> dialog box.

Protocol

Displays the currently selected file transfer protocol. Double clicking on this area will access the Protocol Setup dialog for the selected protocol.

Line Settings

Displays the currently selected line settings. Double clicking on this area will access the \underline{Port} <u>Setup</u> dialog.

Connection Status

Displays the current connection status. When connected to a remote site, this area will read **Online**.

File Menu

Call Log Edit Text File Print Print Capture Print Setup Close Terminal

Call Log

This option will open the <u>Data Folder</u> in the QuickLink III Log.

Print

This option allows you to print from the Terminal. You can select to print the current contents of the <u>Terminal Window</u> screen, the contents of the scrollback buffer or the currently selected text.

Close Terminal

This option will close the Terminal Window and exit the Terminal application.

Print Capture

This is a toggled option. When selected, all subsequent text which comes through the <u>Terminal Window</u> will be sent to your printer. Selecting Print Capture again will close the capture.

Edit Menu

Copy Paste Screen Scrollback

Сору

This option copies selected text and places it in the <u>Clipboard</u>. This option is unavailable if you have no selected text.

Paste

Inserts a copy of the <u>Clipboard</u> contents into the Terminal Window. This option is unavailable if the Clipboard is empty.

Screen

This option allows you to perform five different operations with the contents of the screen.

Clear - will clear the terminal screen, without deleting the contents of the scrollback buffer. Copy - will copy the contents of the screen into the <u>Clipboard</u>.

Save As - will save the contents of the screen to an ASCII text file. A dialog box will appear for you to specify the name of the file.

Print - will print the contents of the screen to your currently selected printer.

Mail - will send a the contents of the screen through Microsoft Mail without switching from the Terminal. You must have Microsoft Mail loaded on your system for this option to appear.

Scrollback

This option allows you to perform five different operations with the contents of the scrollback buffer .

Clear - will clear the scrollback buffer, without deleting the contents of the current screen.

Copy - will copy the contents of the scrollback buffer into the <u>Clipboard</u>.

Save As - will save the contents of the scrollback buffer to an ASCII text file. A dialog box will appear for you to specify the name of the file.

Print - will print the contents of the scrollback buffer to your currently selected printer.

View Menu

Toolbar Command Bar Status Bar Monitor Lights Large Buttons

View Status Bar

When enabled, the <u>Status Bar</u> will be displayed at the bottom of the Terminal.

View Large Buttons

When enabled, the ToolBar will display large buttons on the Terminal. If disabled, small buttons will be displayed. Note that the <u>View Tool Bar</u> option must be selected to view either size Tool Bar.

View Monitor Bar

When enabled, the <u>ModemMonitor</u> will be displayed on the Terminal.

View Toolbar

When enabled, the Toolbar buttons will be displayed on the Terminal.

View Command Bar

When enabled, the <u>Command Keys</u> will be displayed near the bottom of the Terminal.

Connect Menu

Connection Phone Book Keypad Dial Host Answer Initialize Modem Run Script

Phone Book

This option will open the <u>Phone Book</u>.

Host

This option places the terminal in Host Mode. Host Mode allows authorized users to log on to your computer and use it as a remote Bulletin Board System (BBS).

Local Logon to Host

This option allows you to access Host Mode locally from your PC to ensure that the Host Mode Setup is configured as desired. When you perform this procedure, the terminal will take you through the same steps your callers will go through.

Answer

This option will instruct the Terminal to issue the auto-answer command (ATA) to your modem. This will cause your modem to pick up the phone line, and attempt to negotiate a data connection.

Run Script

This option allows you to run a previously written script file. Highlight the desired script file and press OK to run. If you do not wish to run a script file, press Cancel to return to the Terminal.

Online Menu

Send File Receive File Capture File Hang Up Send Break Chat

Local

This is where you type messages to send to the remote operator.

Remote

This is where messages from the remote operator will appear.

Close

This option will close the Chat window.

Chat Configuration

This option, available from the Chat window, allows you to select the font, colors, and miscellaneous options used in the Chat window.

To have the program determine the font, select the Automatic Font Selection option. To choose a font manually, scroll through the available fonts. Highlight the desired font, and specify a font size by clicking on those options with the left mouse button.

You can specify different colors to be used for the background, as well as for incoming text and outgoing text. Available colors will appear on the drop down menu next to the appropriate options.

The following miscellaneous options are available:

Destructive Backspace - When enabled, pressing 🗁 will erase a character when pressed. If not enabled, pressing

will move the cursor back one character, without erasing the existing characters. Line Wrap - When enabled, this option issues a carriage return + line feed if more than 80 characters are transmitted on a single line.

Strip High Bit - When enabled, the high bit will be removed from data transmissions.

Incoming CR ---> CR/LF - When enabled, all incoming Carriage Return characters will be translated to Carriage Return + Line Feed characters.

Outgoing CR ---> CR/LF - When enabled, all outgoing Carriage Return characters will be translated to Carriage Return + Line Feed characters.

When you are finished configuring Chat press OK. To return without saving your changes, press Cancel.

Chat

This option is available when you are connected with another system. Chat allows you to communicate with the person at the remote location by typing messages on your keyboard. When in Chat Mode the screen is split, separating your typed characters from the ones typed by the remote operator.

Top Window

This area shows text which is typed by the remote operator.

Bottom Window

This area shows text that you type locally.

The following buttons are available in the Chat Window:

Close - This button will close the Chat Window. Send Text - This button will send text entered in the Bottom Window to the remote operator. This function can also be performed by pressing Eme. Send File - This button accesses the Send File dialog. Receive File - This button accesses the Receive File dialog. Configure - This option accesses the Chat Configuration dialog.

Capture File

This is a toggled option. When selected, all subsequent text which comes through the <u>Terminal Window</u> will be saved as an ASCII text file. You will be asked to provide a name for the Capture File. After typing in the name, press OK to return to the Terminal. Selecting Capture File again will close the capture.

Hang up

This option will disconnect your modem from the remote modem.

Send Break

This option will cause the Terminal to send a break character to the remote modem.

Send Text

This option will send the text entered in the <u>local entry</u> section to the remote site. This function can also be performed by pressing **Ener** in the Local entry section.

Setup Menu

Terminal Command Bar File Transfer Host Location Connection Line Settings Preferences Port Modem

Initialize Modem

This option will send the initialization string entered under <u>Modem Setup</u> to the modem.

Select Connection

From the drop down menu, select the connection you wish to use.

Save Buffer As

This option allows you to save the contents of the scrollback buffer as an ASCII text file. You may specify a name and location for the file.

The File Name field allows you to save the document with a new name, or in a different location. To save a document with an existing filename, select the name in the list or type the current name. When you choose OK the file will be overwritten with the contents of the scrollback buffer.

The Drives field allows you to select the drive where you want to store the document. The Directories field allows you to select the directory where you want to store the document.

Press OK to save the file, or Cancel to return to the Terminal without saving.

Save Screen As

This option allows you to save the contents of the terminal screen as an ASCII text file. You may specify a name and location for the file.

The File Name field allows you to save the document with a new name, or in a different location. To save a document with an existing filename, select the name in the list or type the current name. When you choose OK the file will be overwritten with the contents of the terminal screen.

The Drives field allows you to select the drive where you want to store the document. The Directories field allows you to select the directory where you want to store the document.

Press OK to save the file, or Cancel to return to the Terminal without saving.

Select Capture File

This option allows you to save the all the data that comes across the terminal screen as an ASCII text file. You may specify a name and location for the file.

The File Name field allows you to save the document with a new name, or in a different location. To save a document with an existing filename, select the name in the list or type the current name. When you choose OK the file will be overwritten as data is received by the Terminal.

The Drives field allows you to select the drive where you want to store the document. The Directories field allows you to select the directory where you want to store the document.

Press OK to begin saving the file, or Cancel to return to the Terminal without saving.

Select Script

This option allows you to specify a name for the script file that will be created.

The File Name field allows you to save the script with a new name, or in a different location. To save a script with an existing filename, select the name in the list or type the current name. When you choose OK the file will be overwritten as the script is written.

The Drives field allows you to select the drive where you want to store the script file. The Directories field allows you to select the directory where you want to store the script file.

Press OK to begin saving the file, or Cancel to return to the Terminal without saving.

Run Script

This option allows you to select the script file you wish to run.

The File Name field allows you to select the name from the list or type the name and directory where the file resides. When you choose OK the file will be run.

The Drives field allows you to select the drive where the script file resides. The Directories field allows you to select the directory where the script file resides.

Press OK to run the script, or Cancel to return to the Terminal without running a script.

Edit Text File

This option will open the Windows Notepad and allow you to edit ASCII text files.

Connection Dialog

Enter your name and password and the telephone number for the connection in the provided fields. To have QuickLink III save your password for the selected connection, enable the Save password check box. If you do not wish this dialog box to appear every time you choose this connection, enable the Dont display this setup screen check box.

Host Statistics

The Host Statistics dialog provides information on the last connection which was made to your Host machine, as well as providing a running total of the number of connections which have been made. It also provides information on the total number of faxes, downloads and uploads which have been made to/from your machine.

Preferences Setup

The Preferences Setup options, available from the Setup menu on the Command Console, provide tabs for configuring various preference options. The available tabs are:

<u>Answer</u> <u>Dial</u> <u>User</u>

COM Port

Select the COM Port to which your modem is attached from the list.

Welcome Screen File

This option allows you to specify the location of the welcome screen text file. This file is what a remote data user will see when he calls into your computer when it is in Host Mode. Use the Browse button to easily search through available directories to find the welcome file you wish to use.

Wait After Connection

This option specifies the number of seconds allowed for your modem or fax/modem to complete the necessary handshaking with the remote modem or fax/modem after the two devices begin negotiating. If you find that callers are not able to connect to your system, you may need to increase this value.

Terminate Session If No Response

This option specifies the number of seconds allowed with no response from the remote modem, before the connection will be terminated. If you find that callers are being disconnected from your system, you may need to increase this value.

Add/Edit Host User

This dialog box allows you to add or edit a Host User, as well as configure the user's access.

Name

Enter the user's name in this field.

Password

Enter the user's password needed to access your system.

Status

Specify the user's status by selecting the desired option from the drop down menu. Available options are:

Active - User is able to access your system. Inactive - User is unable to access your system. Time Expired - User has exceeded his time limit for the day. Suspended - User's connect privileges have been suspended.

User Can

Download Files - User can download files from you system. Upload Files - User can upload files to your system. Change Drives - User can access other available disk drives on your system. Change Directories - User can access other directories on the current drive. Send Faxes - User can send faxes from your system. Send/Receive Mail - User can send/receive mail from your system. Page Operator - User can page the owner of the system when connected in Host mode.

Default Directory

Enter the default directory which the user can access when connected in Host mode. Use the Browse button to easily search through available directories.

Time Limit

Enter the maximum number of minutes this caller can access your system. Click on Unlimited Time to allow the caller to access your system as long as the user desires.

Callback Number

Enter the telephone number you wish QuickLink III to use if the Use Callback option is selected. When enabled, QuickLink III will hang-up after the selected user connects, and call the user back at the specified number.

Transfer Protocol

Select the protocol you wish QuickLink III to use when sending/receiving data files from the selected user.

ANSI Mode

Specify whether ANSI mode will be used with the specified caller. The available options are:

Auto Detect - QuickLink III will automatically detect whether the user's system supports ANSI, and use the appropriate emulation.

Always On - ANSI support will always be enabled for this user. Always Off - ANSI support will always be disabled for this user.

Rows per Screen

This option specifies the number of rows on which information will appear on this caller's screen.

Single Key Press Mode

When enabled, the caller can use a single key to perform operations.

Delete

This option will delete the currently selected Host account. Select $\underline{\mathsf{Yes}}$ to delete, or $\underline{\mathsf{No}}$ to return to the setup dialog.

Print

This option will print the Host Users Log to your printer. You can choose to print all records in the log, or just the selected record.

Name

Enter the name of the authorized caller in this field.

Password

Enter the password you would like to assign for the selected caller. This security feature is used to keep unauthorized callers from accessing your system.

New

This button accesses the <u>Command Key Setup</u> dialog.

Terminal Setup - Font/Color

This dialog box, available from the Setup Menu in the Terminal, allows you to specify the font which will be used in the Terminal.

Font Options

Automatic Font Selection - QuickLink III will automatically select the font to be used. Font - From the scroll box, select the font to be used with the QuickLink III terminal. Size - From the scroll box, select the font size to be used with the QuickLink III terminal. Example - This box provides an example of the selected font.

Color Options

Text Color - From the drop down menu, select the color QuickLink III terminal will use to display text.

Background - From the drop down menu, select the color QuickLink III terminal will use as the background.

Example - This box provides an example of the selected text and background colors.

Default Upload Path

This option defines the default location where files to be sent reside. Type in a new path, or use Browse to easily select a new path from the available directories.

Play Wave File

When selected, a .WAV file will be played after a successful file transfer has occurred. Type in the path and name of the desired .WAV file, or press Browse to open a standard Windows selection box. Use the Directories Window to quickly go to the directory where the .WAV file resides. When the desired directory is open, double click on the filename in the Files Window.

Default Download Path

This option defines the default location where received files will be placed. Type in a new path, or use Browse to easily select a new path from the available directories.

Send Fax Setup Options

The Send Fax Setup option, available from the Setup menu on the Command Console, provides tabs for configuring various fax send options. The available tabs are:

<u>General</u> <u>Cover Page</u> <u>Fax Page Layout</u>

Receive Fax Setup Options

The Receive Fax Setup option, available from the Setup menu on the Command Console, provides a single tab for configuring various fax reception options.

Click here to review the <u>Receive Fax</u> options

Host Setup Options

The Host Setup option, available from the Setup menu on the Command Console, provides tabs for configuring various Host options. The available tabs are:

<u>General</u> <u>Users</u> <u>Host Line Settings</u>

File Transfer Setup Options

The File Transfer Setup option, available from the Setup menu on the Command Console, provides tabs for configuring various file transfer options. The available tabs are:

<u>General</u> <u>ASCII</u>

Modem Setup Options

The Modem Setup option, available from the Setup menu on the Command Console, provides tabs for configuring various modem options. If you press the Advanced button on the General dialog, additional tabs are shown. The available tabs are:

<u>General</u> <u>Fax</u> <u>Commands</u> <u>Response</u> <u>Caller ID</u> <u>Distinctive Ring</u>

Note: If you are running under Windows 95 or Windows NT 4.x, you will need to press the Setup button that is available from the Modem Setup dialog to access these options. The Detect Modem Properties button will interrogate your modem to determine the features it supports.

Host Setup - General

Default Upload Directory

This option allows you to specify the default directory to which files which are sent to your machine will be placed. Use the Browse button to easily search through available directories.

Logon Options

Welcome screen file - This option allows you to specify the location of the welcome screen text file. This file is what a remote data user will see when he calls into your computer when it is in Host Mode. Use the Browse button to easily search through available directories to find the welcome file you wish to use.

Wait after connection - This option specifies the number of seconds allowed for your modem or fax/modem to complete the necessary handshaking with the remote modem or fax/modem after the two devices begin negotiating. If you find that callers are not able to connect to your system, you may need to increase this value.

Terminate session if no response - This option specifies the number of seconds allowed with no response from the remote modem, before the connection will be terminated. If you find that callers are being disconnected from your system, you may need to increase this value.

Turn off modem speaker - When selected, your modem speaker will be disabled when in Host Mode.

User Options

Allow new users to log in - When selected, Host Mode will allow new users to connect with your computer.

Require all new users to have passwords - When selected, any new users who call in must specify a password during the logon procedure.

Allow users to chat - When selected, users will be able to initiate the <u>Chat</u> function.

Host Setup - Users

Users Area

The Users Area provides information about the various users you have setup with access to your system. You can also edit setup information for the users from this area.

To view or edit any of the available options, use the scroll bar on the bottom of the Users Area to show the options you wish to view/edit. Click on the entry you wish to change, and type in the new value.

New

This option opens the <u>Add/Edit Host User</u> dialog box, which allows you to setup a Host account for a new user.

Edit

This option opens the currently selected Host entry in the <u>Add/Edit Host User</u> dialog box, which allows you to edit the Host account.

Delete

This option will delete the currently selected Host account. Select Yes to delete, or No to return to the setup dialog.

Print

This option will print the user list.

Statistics

This option displays the <u>Host Statistics</u> dialog box, which provides information on who has been calling your system.

Press OK to save your changes or Cancel to discard your changes.

Communication Port Setup

From the drop down menu, select the COM Port to which your modem is attached.

Share Port With Other Applications

When selected, QuickLink III will share the port with other communications programs.

This is particularly useful if you have QuickLink III configured to receive faxes, but you need to use an on-line service with a proprietary interface to check for E-mail.

Modem Setup - Commands

The Commands Setup dialog box, available from the Setup menu in the Command Console, allows you to specify the commands used by your modem to enable/disable various features. In most cases, the default values are correct. Consult your modem hardware manual before altering any of the values in this dialog.

Flow Control

The commands for enabling hardware and software flow control, as well as disabling flow control are entered here.

Speaker

The commands to enable your speaker at all times, enable the speaker until a connection is established, as well as disabling the speaker are entered here.

Volume

These options control the volume setting of your modem speaker. Note that the speaker must be enabled in order for these settings to take effect.

Dial

The commands to enable both tone and pulse dialing are setup here. You can also control the speed at which the modem will dial. Note that the values expressed for the speed options are in milliseconds.

Call Detection

The commands to enable busy signal detection, dial tone detection, both or neither are available here.

Send Fax Setup - General

The General Setup dialog box provides the following options:

Local Station ID

This is the string which the software will return to the remote fax device when receiving a fax. It is customary to place your fax phone number or company name in this field.

Dial Options

Dial attempts - This setting defines the number of times to redial a number if it is busy. If Retry on failed faxes is selected, this setting will also affect the number of redials if a fax error is reported.

Time between retries - This option specifies the number of seconds to wait between redial attempts.

Retry on failed faxes - When selected, the application will attempt to resend a fax, up to the number of times entered in the Dial attempts field, when a failure is detected.

Off-Peak Hours

Start time - This setting specifies the time QuickLink III will begin attempting to dial faxes scheduled to send at off-peak times.

End time - This setting specifies the time QuickLink III will stop attempting to dial faxes scheduled to send at off-peak times.

Miscellaneous

Delete fax file after sending - When selected, the converted fax files will be deleted after the fax has been sent. This will not delete the original non-fax file.

Switch to status window while sending - When selected, QuickLink III will display the Send Fax Status information while sending faxes.

Fax Resolution

Fine - When selected, QuickLink III will convert faxes at fine (200 x 200 dpi) resolution. Note that this option only applies to files which are not converted with the QuickLink III printer driver.

Standard - When selected, QuickLink III will convert faxes at standard (100 x 200 dpi) resolution. Note that this option only applies to files which are not converted with the QuickLink III printer driver.

Send Fax Setup - Cover Page

The Cover Page Setup dialog box provides the following options:

Cover Page For:

This option allows you to select different default cover pages for a variety of fax types. Select the fax type from the drop down menu. The available cover pages will be listed in the box directly beneath this drop down menu. A preview of the selected fax will also be displayed.

Standard Fax - The selected cover page will be used when you send a standard fax.Quick Fax - The selected cover page will be used for Quick Faxes.Forward Fax - The selected cover page will be used when you forward a fax.Reply to Fax - The selected cover page will be used when you reply to a fax.

Send Fax Setup - Fax Page Layout

The Fax Page Layout dialog box provides the following options:

Page Length Options

Send Full Page Faxes - This option, when selected, instructs QuickLink III to force the page length to the number of lines you specify, even if this results in blank space on a page. Page Will Conform to Length of Text/Graphics - This option, when selected, instructs QuickLink III to end the fax page wherever the text or graphics stop, even if it does not result in a full page.

Note: These options are only applicable to files converted by the main QuickLink III application.

Margin Sizes

These options allow you to specify the margin settings to be used when converting files.

Page Size

This option allows you to select the page size to be used when converting. Select the appropriate option from the drop down menu.

Tab

This option allows you to specify the number of spaces used for each tab when converting files. Use the convenient arrow buttons to change the number of spaces.

Current Font

Press Change to access the Font Selection dialog. Choose a new font from the list. An example of the selected font will appear in the Sample area. Press OK to return to the Fax Page Layout dialog.

Receive Fax - General

The General dialog box provides the following options:

Receive Fax Directory

This field allows you to select the directory to which QuickLink III will save incoming faxes. Use Browse to easily scroll through available directories.

Reception Notifying Options

Play sound - When selected, your computer will generate a sound when a fax is received. Press <u>Setup</u> to select the sound which will be played.

Message Box - When selected, a message box will appear on your screen when a fax is received.

Cursor - When selected, your Windows cursor will change to a "fax" cursor when a fax is received.

Post Reception Options

View Fax - When selected, received faxes will automatically be loaded into the <u>Fax Viewer</u> upon reception.

Print Fax - When selected, received faxes will be automatically printed upon reception.

Switch to Status Window When Receiving

When selected, the Receive Fax Status information will be displayed during a fax reception.

Load Application at Windows Startup

When selected, QuickLink III will be loaded and ready to receive faxes when Windows is started.

Host Setup - Host Line Settings

The Host Line Settings options allow you to setup the serial port parameters which will be used when you are in Host mode. The following options are available:

Line Settings

Baud Rate (Bits Per Second) - This setting specifies the speed at which the serial port on your computer will communicate with the modem attached to the selected serial port. Select the desired speed from the drop down menu.

Data Bits - This setting specifies the number of data bits which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Stop Bits - This setting specifies the number of stop bits which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Parity - This setting specifies the parity which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Flow Control - This setting specifies the type of flow control which will be used between your computer and your modem. For most high-speed modems, Hardware (RTS/CTS) flow control is recommended. Select the desired option from the drop down menu.

Host Initialization

Shows the initialization string which will be sent to the modem when Host mode is enabled.

File Transfer Setup - General

The File Transfer Setup options, available from the Setup menu in the Command Console, allow you to configure how QuickLink III will handle files both when sending and receiving. The following options are available:

Send Options

Default Send Directory - This option defines the default location where files to be sent (uploaded) reside. Type in a new path, or use Browse to easily select a new path from the available directories.

Play Sound - When selected, your computer will generate a sound when a fax is received. Press <u>Setup</u> to select the sound which will be played.

Receive Options

Default Receive Directory - This option defines the default location where received files will be placed. Type in a new path, or use Browse to easily select a new path from the available directories.

If File Already Exists - These options control how QuickLink III will process a received (downloaded) file, when a file with the same name already exists in the download directory. Overwrite - The new file will overwrite the previous file in the directory. Rename Sequentially - The new file will be renamed, preserving the original file. Append - The new file will be added to the end of the original file with the same name. Refuse - QuickLink III will refuse to download the new file.

Save Partial Files if Receive is Interrupted - When selected, partial files will be saved. This is useful for files being received using a protocol such as Zmodem, which allows for resumption of interrupted transfers.

Play Sound - When selected, your computer will generate a sound when a fax is received. Press <u>Setup</u> to select the sound which will be played.

File Transfer Setup - ASCII

The File Transfer Setup options, available from the Setup menu in the Command Console, allow you to configure how QuickLink III will handle ASCII transfer both when sending and receiving. The following options are available:

Send Options

CR Option - These options affect how carriage return characters in data files you are sending will be handled. Strip CR will remove carriage returns. Add LF to CR will add a line feed to each return, and Don't Translate CR will ignore returns. Select the desired option from the drop down menu.

LF Option - These options affect how line feed characters in data files you are sending will be handled. Strip CR will remove carriage returns. Add LF to CR will add a line feed to each return, and Don't Translate CR will ignore returns. Select the desired option from the drop down menu.

Millisecond Delay Between Characters - Specifies the number of milliseconds that the ASCII protocol will pause between characters when sending data files.

Millisecond Delay Between Lines - Specifies the number of milliseconds that the ASCII protocol will pause between lines when sending data files.

Expand Tabs - When selected, specifies the number of spaces that the ASCII protocol will use to expand tabs when sending data files.

Receive Options

CR Option - These options affect how carriage return characters in data files you are receiving will be handled. Strip CR will remove carriage returns. Add LF to CR will add a line feed to each return, and Don't Translate CR will ignore returns. Select the desired option from the drop down menu.

LF Option - These options affect how line feed characters in data files you are receiving will be handled. Strip CR will remove carriage returns. Add LF to CR will add a line feed to each return, and Don't Translate CR will ignore returns. Select the desired option from the drop down menu.

Seconds to Wait Until Download Timeout - Specifies the maximum number of seconds that the ASCII protocol will wait without receiving data before canceling the transfer.

Preferences Setup - Answer

The Answer Setup options, available from the Setup menu in the Command Console, allow you to configure how QuickLink III will answer calls on the phone line. The following options are available:

Answer Mode

The Answer Mode options allow you to specify the manner in which QuickLink III will answer when in either normal answer mode or distinctive ring mode.

Normal Answer

Select the answer method you wish your modem to perform when distinctive ring is not enabled.

Fax only - QuickLink III will process fax calls only. All other types of calls will be disconnected. Data only - QuickLink III will process data calls only. All other types of calls will be disconnected.

Detect fax and data - QuickLink III will determine the type of call that has been received, and handle the call accordingly.

Ignore ring - QuickLink III will not answer the phone line.

Distinctive Ring

Select the answer method you wish your modem to use when a particular ring type is detected. Use the drop down lists next to the appropriate ring.

Answer Options

Answer after - This option allows you to specify the number of rings which must occur before your modem will answer the phone line.

Start Host on all Data Calls

When selected, QuickLink III will change to Host mode when a data call is detected.

Enable Caller ID

When selected, QuickLink III will look for and display Caller ID information on incoming calls.

Preferences Setup - Dial

The Dial Setup options allow you to configure how QuickLink III will dial calls. The following options are available:

Dial Using

These options allow you to select the dialing method to be used. Available options are:

Pulse - Uses the pulse method of dialing. Tone - Uses the tone method of dialing.

Dial Speed

These options allow you to select the speed with which your modem will dial a telephone number. The available options are:

Slow - The modem will dial at a slow speed. Medium - The modem will dial at a medium speed. Fast - The modem will dial at a fast speed.

Detect

These options determine the types of phone line signals the modem will detect. Available options are:

Busy Signal - When enabled, this option will cause QuickLink III to enable the busy signal detection feature of your modem. When not enabled, busy signals will be ignored by your modem.

Dial Tone - When enabled, this option will cause QuickLink III to enable the dialtone detection feature of your modem. When disabled, the modem will not look for a dialtone, but will instead dial as soon as the dial command is issued.

Disable Call Waiting

When selected, QuickLink III will disable call waiting when dialing.

Terminate Call if No Connection

The option specifies the amount of time QuickLink III will wait to establish a connection with a remote device. If no response is received within the specified time period, QuickLink III will hang up.

Speaker Is

Always On - The speaker will be enabled at all times.

On Until Connect - The speaker will be enabled when dialing and during the handshake and negotiation phase. When a connection is established, the speaker will be turned off. Always Off - The speaker will be disabled at all times.

Volume Level

Low - The lowest speaker volume setting will be used.

Medium - The middle speaker volume setting will be used. High - The highest speaker volume setting will be used.

Show Numbers Exactly as Dialed

When selected, the telephone number will be displayed exactly as it will be sent to the modem, including any prefixes and/or calling card numbers. If this option is disabled, the telephone number will be shown with only the area code, telephone number and the country code. Note that the country code will only be shown if it is different from the country selected for the current location.

Preferences Setup - User

This dialog box contains the user information entered the first time you started QuickLink III. To change any of the information, use the mouse cursor or key to go to the desired field, and type in the new information. This information is used for the fax header which identifies your faxes to recipients.

Modem Setup - General

The General Setup options allow you to setup the basic initialization commands for your modem. The following options are available:

Modem Information

This area shows information about the modem type selected during installation.

Control

Initialization - This is the initialization string that is sent to the modem when you open the QuickLink III Terminal.

Answer - This is the string which will be sent to the modem to cause it to answer the line in data mode.

Hangup - This is the string which will be sent to the modem to cause it to drop the phone line.

Reset - This is the string which will be sent to the modem to reset the unit.

Disable Call Waiting With

When selected, QuickLink III will attempt to disable call waiting using the string entered in the provided field. Most phone systems use *70, to disable call waiting.

Press OK to save your changes, Cancel to discard your changes, Advanced to show more options or Default to return all settings to the program's defaults.

Note: The Advanced button will read Simple if all five tabs are displayed.

Modem Setup - Fax

The Fax Setup options allow you to setup the basic fax initialization commands for your modem. The following options are available:

Fax Options

Fax Initialization - This option allows you to specify an initialization string to be used with your modem when performing a fax operation. In most circumstances, no fax initialization string is necessary, as the standard modem initialization string will work fine.

Class - Select the appropriate fax class for your modem from the drop down menu. Consult your modem hardware manual if you are unsure what class of operation your modem supports.

Baud Rate - This option specifies the speed at which the port will communicate with the modem during fax operations. For fax transmissions at 14,400 bps or below, 19,200 should be selected. To change the Fax Baud Rate, select a new speed from the drop down menu.

Max Receive Speed - This option specifies the maximum speed at which QuickLink III will receive a fax. To change this option, select a new speed from the drop down menu.

Max Transmit Speed - This option specifies the maximum transmission speed which QuickLink III will use to send a fax to a remote fax device. To change this option, select a new speed from the drop down menu.

Auto Answer - This drop down menu allows you to choose whether to have the modem answer the phone in auto-detect mode, or whether to only attempt to answer as a fax device.

Error Correction Mode (ECM) - When selected, QuickLink III will attempt to use error correction whenever possible when sending and receiving faxes.

Note: This option is only available for Class 1 modems.

Modem Setup - Response

The Response Setup options define the various responses QuickLink III will look for from the modem. For the vast majority of users, these settings should not need to be changed. Consult your modem hardware manual before altering any of the values in this dialog.

Modem Setup - Caller ID

The Caller ID Setup options allow you to configure Caller ID for use with your modem. The following options are available:

Control

These options define the modem command strings necessary to enable and disable the Caller ID function in your modem.

Note: Your modem hardware **and** phone service must support Caller ID for this function to work.

Responses

These options define the responses returned by your phone service for the various Caller ID options. For most Caller ID services, the default settings are correct. If you wish to alter these entries, check with your telephone service provider to determine the proper settings.

Folder Setup - General

Enter the new name for the folder in the Folder Name field.

Press OK when finished, or Cancel to return to the Log.

Terminal Setup

The Terminal Setup option, available from the Setup menu in the Terminal, provides two tabs for configuring various terminal options. The available tabs are:

<u>General</u> <u>Font/Color</u>

Terminal Setup - General

The Terminal Setup options, available from the Setup menu in the Terminal, allow you to configure QuickLink III's terminal to your individual taste.

Terminal Name

Select the terminal you wish to edit from the drop down menu. If you wish to create a new terminal definition, press <u>New</u>.

Terminal Type

From the drop down menu, select the terminal emulation that will be used with the selected terminal definition.

Size

Number of Rows - Specify the number of rows which you would like displayed on the Terminal. Use the arrow buttons to easily change the value. The default value of 25 should be appropriate for most applications.

Number of Columns - Specify the number of columns you would like displayed on the Terminal. Use the arrow buttons to easily change the value. The default value of 80 should be appropriate for most applications.

Miscellaneous

Destructive Backspace - When selected, the terminal will erase a character when the backspace key is pressed.

Line Wrap - When selected, a carriage return + line feed will be issued if more than 80 characters are transmitted on a single line.

Backspace Line Wrap - When selected, pressing the backspace key on the 1st character on a line will move the cursor up to the 80th character on the previous line.

Local Echo - When selected, all keyboard entries will be displayed directly to the terminal window rather than allowing the remote computer to echo the keystrokes back, which is normal. If you cannot see what you type, enable this option. If characters appear double, (lliikkee tthhiiss) disable Local Echo.

Strip High Bit - When selected, the high bit will be removed from data transmissions.

Incoming CR ---> CR/LF - When selected, incoming carriage return characters will be changed to carriage return + line feed characters.

Outgoing CR ---> CR/LF - When selected, outgoing carriage return characters will be changed to carriage return + line feed characters.

Character Blink Rate

This option allows you to specify the speed at which blinking characters will blink. Use the scroll bar to specify the speed. A convenient display under the scroll bar will provide an example of the currently selected rate.

Cursor Width

This option allows you to specify the width of the terminal cursor. Use the scroll bar to adjust the width. A convenient display under the scroll bar will display the currently selected width.

Connection Setup

The Connection Setup option, available from the Setup menu in the Terminal, provides four tabs for configuring various connection options. The available tabs are:

General Logon Port Modem

Connection Setup - General

Connection Name

This option allows you to choose the connection you wish to use from the list of available connections. If the service you use is not in the list, press <u>New</u> to add a connection. Press <u>Delete</u> to remove the current connection.

Your Login Information

Name - Enter your user name on the specified on-line service. Password - Enter your password on the specified on-line service.

Connect to Host Using

Number - Enter the phone number for the selected connection.

Dialing Method - From the drop down menu, select the dialing method to be used when calling the selected connection.

Terminal - From the drop down menu, select the terminal type you wish to use. Press <u>Terminal</u> to access the Terminal Setup dialog.

Default Transfer Protocol

From the drop down menu, select the file transfer protocol to be used by default with the selected connection.

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Press the Icon button to access the Select Icon dialog.

Bar

Press the Bar button to access the Command Key Setup dialog.

Connection Setup - Logon

These options allow you to define the steps necessary to logon to the selected on-line service. As each on-line service is different, QuickLink III provides drop down menus which allow you to select the appropriate options, in the correct order. The available options are:

Steps

Unused - Select this option for any steps after a connection is established. Some on-line services may only require 4 steps to complete a logon, while others may require all ten steps.

Send User Name - Select this option to send the User Name specified under <u>Connection</u> <u>Setup - General</u> dialog box.

Send User Password - Select this option to send the Password specified under <u>Connection</u> <u>Setup - General</u> dialog box.

Send Text - Select this option to send user definable text to the remote system. An entry field will appear when this option is selected. Enter the text you wish to send in this field. For example, some systems require you to press C to continue on to the next screen.

Wait For Response - Select this option to wait for a response from the remote site before continuing on to the next step. Two entry fields will appear when this option is selected. The first field allows you to enter the time, in seconds, to wait for the desired response. The second field is where you enter the response you are waiting for. Ensure that you use the same case when you enter the response.

Wait - Select this option to cause QuickLink III to wait the specified number of seconds before continuing on to the next step. An entry field will appear when this option is selected. Enter the number of seconds you wish QuickLink III to wait in this field.

Run Script

When selected, QuickLink III will run the specified script when you attempt to connect with the selected on-line service. Use the Browse button to easily scroll through available directories for the desired script file.

Connection Setup - Line Settings

The Line Settings options allow you to setup the serial port parameters which will be used with the selected connection. The following options are available:

Line Settings

Initialization String - This is the initialization string that is sent to the modem when you attempt to connect to the selected service.

Baud Rate (Bits Per Second) - This setting specifies the speed at which the serial port on your computer will communicate with the modem attached to the selected serial port. Select the desired speed from the drop down menu.

Data Bits - This setting specifies the number of data bits which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Stop Bits - This setting specifies the number of stop bits which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Parity - This setting specifies the parity which will be used when communicating with the remote modem. Select the desired value from the drop down menu.

Flow Control - This setting specifies the type of flow control which will be used between your computer and your modem. For most high-speed modems, Hardware (RTS/CTS) flow control is recommended. Select the desired option from the drop down menu.

Connection Setup - Modem

These options specify the modem setup to be used when calling the selected service. The available options are:

Initialization String

This is the initialization string that is sent to the modem when you attempt to connect to the selected service.

Rockwell DAPI Options

These options are only available if you are using a modem which uses the Rockwell Protocol Interface (RPI) to provide error correction and data compression.

Protocol Type

These options specify the error correction protocol to be used with your RPI modem. Available options are:

V.42 Auto-reliable - Will attempt to make a V.42 error correction connection. If this fails, will attempt to make an MNP 2-4 error correction connection.

V.42 Reliable - Will attempt to make a V.42 error correction connection only.

MNP Only - Will attempt to make an MNP 2-4 error correction connection only.

None - Will not attempt to make an error correction connection.

V.42bis Type

These options control when V.42bis data compression will be enabled, if a V.42bis connection is established. The available options are:

Both - Data compression will be enabled both for transmitting and receiving data.

Transmit Only - Data compression will be enabled only when you are sending data to the remote modem.

Receive Only - Data compression will be enabled only when you are receiving date from the remote modem.

Disabled - Will not attempt to negotiate a V.42bis data compression connection.

MNP 5 Compression - When selected, the modem will attempt to make an MNP 5 data compression connection, if the underlying error correction protocol is established. Inactivity Time - This setting controls the length of time after there has been no data exchanged before the modem will disconnect.

Press OK to save your changes, Cancel to discard your changes or Default to return all settings to the program's defaults.

Select Icon

Select the icon you wish to represent the selected terminal. Highlight the desired icon and press OK to save, or Cancel to exit with saving any changes.

Command Keys Setup

These options, available from the Setup menu in the Terminal, allow you to specify the action which will be performed when a command key is selected. The command keys provide shortcuts for performing tasks such as running a script or program, sending text, choosing a menu command, or establishing a connection. There are two types of command keys, Global and Connection.

Global Command keys let you perform QuickLink III commands at any time. Global commands are selected either by clicking on the appropriate command key in the command key bar, or by holding down the AP key and pressing a number from 1 to 0.

Connection Command keys allow you to perform activities when connected with a selected on-line service. Connection commands are selected either by clicking on the appropriate command key in the command key bar, or by holding down the *m* and *keys* and pressing a number from 1 to 0.

Key

This section lists all of the available command key combinations.

Alt (Global) - When selected, the Label, Type and Command options list the contents of the **Global Command** for the specified keys.

Alt-Shift (Default) - When selected, the Label, Type and Command options list the contents of the **Connection Command** for the specified keys.

Label

In this field, enter a label that defines the command key's function.

Туре

From the drop down menu, choose the desired function for the selected command key. Most functions allow you to access a list of options in the Command field.

None - The command key is not defined.

Menu Command - The command key will be setup to issue a QuickLink III menu command when selected.

Send Text - The command key will be setup to send text.

Run Script - The command key will be setup to run a script file.

Run Program - The command key will be setup to run a program.

Connection - Choose the on-line service to which you want to connect. This option is only available for Global Command Keys.

Command

The contents of the Command list vary depending upon the Type selected. The Menu Command and Connection options provides drop down menus from which you can chose. The Send Text option allows you to enter the text you wish to send in this field. The Run Script and Run Program options allow you to select the files to run by clicking on the (Unmapped) option, which lets you browse for the desired file.

Press OK to save, or Cancel to exit with saving any changes.

New Terminal

This option allows you to create a new terminal definition. Specify a name for the new terminal definition in the description field.

Sound Setup

This dialog box allows you to select the sound which will be played when a fax is received. You can choose from the default system beep, or select a .WAV file. Use the Browse button to scroll through directories and find the desired sound file.

New Connection

This option allows you to specify a new connection for the QuickLink III Terminal. After specifying the connection name, you can adjust the settings in the <u>Connection Setup</u> dialog.

New Connection

This option allows you to create a new connection definition. Specify a name for the new connection definition in the description field.

Select Directory

Directories

Select the directory that you wish to use. The full path of the directory can be typed into the Directories field, or you can use the mouse to navigate through the directory structure in the window under the Directories field.

Drives

Select the drive that contains the directory you wish to use.

Open

This option allows you to choose the Wave file you wish to have notify you when a caller to you system performs a local operator page.

Select or type the name of the file you wish to choose. The box lists files with the filename extension selected in the List Files of Type box. To see a list of files with a particular extension, type an asterisk (*), a period and the three-character extension, and then press Enter.

Open

This option allows you to choose the fax file you wish to have associated with the currently selected fax-on-demand entry.

Select or type the name of the file you wish to choose. The box lists files with the filename extension selected in the List Files of Type box. To see a list of files with a particular extension, type an asterisk (*), a period and the three-character extension, and then press Enter.

Select WAV File

File Name

Enter the name of the .WAV file you wish to use, or browse thorough the available directories and drives to find the desired file.

Directories

Select the directory that you wish to use. The full path of the directory can be typed into the Directories field, or you can use the mouse to navigate through the directory structure in the window under the Directories field.

Drives

Select the drive that contains the directory you wish to use.

Open

This option allows you to open a file. Select or type the name of the file you wish to open. The box lists files with the filename extension selected in the List Files of Type box. To see a list of files with a particular extension, type an asterisk (*), a period and the three-character extension, and then press [me].

Modem Setup - Distinctive Ring

The Distinctive Ring Setup options allow you to configure Distinctive Ring for use with your modem. The following options are available:

Modem Commands

These options define the modem command strings necessary to enable and disable the Distinctive Ring function in your modem.

Note: Your modem hardware **and** phone service must support Distinctive Ring for this function to work.

Distinctive Rings

These options define the responses returned by your modem when it detects the various Distinctive Ring patterns. For most modems, the default settings are correct. If you wish to alter these entries, check your modem manual to determine the proper settings.

Press OK to save your changes, Cancel to discard your changes or Default to return all settings to the program's defaults.

New Terminal/Connection

This option allows you to create a new terminal/connection definition. Specify a name for the new terminal/connection definition in the description field.

Select Fields to Print

This option allows you to choose which fields will be printed from the Log.

Available Fields

This box displays all of the fields which can be printed from the User's Log.

Selected Fields

This box displays all of the fields which are currently selected to be printed from the User's Log.

To select a new field to be printed, highlight the desired field in the Available Fields box, and press Add. To no longer print a field from the Log, highlight the desired field in the Selected Fields box, and press Remove. To choose the order in which the fields will be printed, highlight the desired field in the Selected Fields box, and select either the Move Up or Move Down option.

When you are finished adding or removing fields, press OK to save your changes or Cancel to discard your changes.

Modem Setup

Select your modem from the drop down list. To access the QuickLink III Modem Setup options, press Setup. Press Determine Modem Properties to have QuickLink III interrogate you modem to determine the features it supports. Use this option if you change the modem you are using with QuickLink III.

Press OK to save your changes or Cancel to discard your changes.

Glossary of Terms

<u>ASCII</u> Algorithm Analog Signal AT command Bit map Byte <u>CCITT</u> Class 1 Class 2 Command Mode **Compression** Cover page CPU (Central Processing Unit) CRC (Cyclic Redundancy Check) DCE **Decompression** <u>Default</u> Dial prefix Dial suffix Dialog box DOS directory Download DPI (Dots Per Inch) DTE Export Fax (Facsimile) Fax/Modem Filename Flow Control Home path <u>Import</u> <u>Install</u> Install program Kilobyte (Kb) Menu Bar Megabyte (Mb) MNP (Microcom Networking Protocol) Modem Notepad OCR (Optical Character Recognition) Packet Paste <u>Phase</u> Protocol Pulse dialing Record Resolution RTS/CTS (Request to Send/Clear to Send) Scan line <u>T.30</u> <u>T.4</u> Tone Dialing

<u>Upload</u> V.42/V.42bis XON/XOFF American Standard Code for Information Interchange. A standardized system for the binary representation of characters. ASCII files can be read by most popular software applications including QuickLink III.

A command issued from the computer to the modem.

A collection of bits or dots that make up a fax image.

A unit of information consisting of eight bits, equivalent to one character of information.

The International Telegraph and Telephone Consultative Committee: The international telecommunication standard making body.

A specification of how a fax/modem and fax software should communicate. The Class 1 specification defines that the fax software is responsible for both T.4 and T.30.

A specification of how a fax/modem and fax software should communicate. The Class 2 specification defines that the fax software is responsible for T.4 and the fax/modem is responsible for T.30.

The process of squeezing data into a form that takes up less disk space, but requires unsqueezing before it can be used normally.

The first page of a fax transmission. This page usually contains information about who the fax was sent from and the total number of pages of the transmission.

The main processor in a computer

An error detection method for data transmission. This method provides 99.9984% accuracy.

The process of unsqueezing compressed data so that it can be used normally.

The setting that is shipped with the QuickLink III program; this setting can be used in most circumstances.

A series of characters or digits dialed before a phone number.

A series of characters or digits dialed after a phone number.

Boxes that appear on the screen that contain entry fields or to provide you with information.

The name given to an area on your hard disk in which you store files. The DOS directory name is preceded by a backslash symbol (\). For example, "C:\QL3" represents a DOS directory named "QL3" located on the C: drive.

The process of receiving a data or program file from a remote computer.

Used to measure resolution.

To create a editable image file (.PCX or .TIF) from a fax file (.QFX or .REC).

The transmission of an image of a document over telephone lines.

A hardware device which has the capabilities of a modem and has the additional capability of transmitting (and/or receiving) faxes to other fax machines or fax/modems.

The name given to a DOS file.

The DOS directory in which the QuickLink III program files (.EXE and .DLL) are located.

To create a faxable file (.QFX or .REC) from a non-faxable image file.

To put the QuickLink III software onto your computer system.

The program used to install QuickLink III. The name of the executable program is SETUP.EXE.

A unit of measurement consisting of 1,024 bytes.

The list of menus displayed on your screen when you start QuickLink III.

A unit of measurement consisting of 1,024 Kilobytes.

A set of classes which defines error correction and data compression which can be used with modem to modem connections. This protocol is an industry de facto standard developed and licensed by Microcom, Inc.

A hardware device which translates digital information from a computer into analog information which can be transmitted over a phone line. It also can take analog information from the phone line and convert it to digital signals.

The text file editor that is run from QuickLink III. This file is named NOTEPAD.EXE. This program is shipped with every copy of Windows.

The process by which text in a fax file is recognized and converted to a file which can be understood and edited by a word processor. A pre-defined number of bytes in a file transfer. A file transfer is a stream of data packets.

To send the text scrap to the modem.

Refers to the 5 different consecutive parts of the T.30 handshake.

Phase A - setting up the call Phase B - the pre-message procedure and selecting facilities (handshaking)

Phase C - image transmission

Phase D - post-message procedure including end of page confirmation

Phase E - call release

A method of data transmission. Different protocols use different methods to transmit data.

A method of dialing phone numbers using mechanically generated pulses. Rotary telephones use pulse dialing.

An entry in the Data Phone List or the Fax Phone List.

The density of dots on an image or on screen, measured in dots per inch. High resolution faxes are 200 by 200 dots per inch, and normal resolution faxes are 200 by 100 dots per inch.

A type of hardware flow control. The RTS signal indicates to the modem that the computer can accept data. The CTS signal indicates to the computer that the modem can accept data.

A one horizontal line of a fax image. On a high resolution fax there are 2200 scan lines per fax. On a normal resolution fax there are 1100 scan lines per fax.

The CCITT specification which defines the procedures and signals to be used between facsimile equipment. This is often referred to as the fax "handshaking."

The CCITT specification which defines the coding scheme used for image data in a fax transmission. Data compressed in this manner is what is transmitted over phone lines during a fax.

Dialing phone numbers using electronically generated tones. Push-button telephones often use tone dialing. QuickLink III defaults to tone dialing.

The process of sending a data or program file to a remote computer.

A standard developed by CCITT which define error correction and data compression which can be used with modem to modem connections.

A type of software flow control. An XOFF character (ASCII character 19) is sent over the line if the receiver wants to temporarily stop data transmission. An XON character (ASCII character 17) is sent to continue the data transmission.

A formula or procedure that employs various methods defining how data is to be used to give a prescribed result.

Signals that can vary over a continuous range (the way the human voice varies over conventional telephone lines.) Analog circuitry is more subject to distortion and noise, but it is more capable of handling complex signals than are digital signals, which can have only discrete values.

Automatic ReQuest for retransmission. A type of communications link where the receiver asks the transmitter to re-send a block of data when errors are detected.

A non-profit, private industry association that governs most USA standards setting agencies.

American Standard Code for Information Interchange. ASCII is a subset of the ANSI character set. The standard ASCII character set consists of 128 decimal numbers (0-127) for letters of the alphabet, numerals, punctuation marks and common special characters. The extended ASCII character set extends to 255 characters and contains special mathematical, graphics and foreign characters.

A method of transmission in which data is synchronized with a start bit at the beginning of each character set and one or two stop bits follow each character set.

The modem is in command mode when it is turned on or reset, when it loses its connection to a remote modem, or when escape characters (+++) are typed. To transmit data, the modem must be in data mode.

Data Communications Equipment. The local and/or remote modem. A DCE is usually connected to a DTE.

Data Terminal Equipment. The computer or terminal, either local (yours) or remote (the one you are communicating with). A DTE is usually connected to a DCE.

Data Terminal Ready. The computer issues this signal to the attached modem indicating that it is ready to receive data.

The transmitting modem attaches a special pattern (called a frame check sequence) calculated according to a prescribed algorithm from user-defined data to the end of a block of data. The receiving modem performs the same algorithm and compares it to the one with the transmitted data. If these match, then the block of data has been received correctly. If not, the block of data is re-transmitted until no errors are detected.

The method that enables the DTE and DCE to regulate the flow of data between themselves. Software flow control (XON/XOFF) uses the ASCII characters XON (Control-Q) and XOFF (Control-S) to start and stop the data flow. Hardware flow control (RTS/CTS) uses the RS-232 signals RTS and CTS to start and stop the data flow.

Send Fax Dialog

The Send Fax dialog allows you to specify all the parameters you need when sending a fax. Enter the desired information in the provided fields. When you are finished entering information, press Send Fax to send the fax. To view a preview of the current fax, press Preview.

Fax Number

Enter the area code and telephone number of the remote fax device you wish to dial in the provided fields. The numbers can be entered using the keyboard or the stylized keypad. If necessary, use the Country Selector button to select the destination country.

The telephone number will be auto-formatted in accordance with the information specified in the Dialing Preferences dialog box, accessed from the Location option under the Setup menu.

Name

Enter the fax recipient's name in this field.

Company

Enter the fax recipient's company name (if applicable) in this field.

Press Add to Phone Book if you wish to add the entered information to your phone book.

If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).

• Press Close when you are finished selecting recipients.

Subject

Enter a subject for the fax in the provided field.

Cover Page Note

Enter a note that will appear on the cover page in the provided field. If you do not want a cover page to be sent with the fax, de-select the Send cover page check box.

Cover Page Template - This option allows you to select the desired template from the drop down list.

Deliver Via - This option allows you to specify the manner in which you wish the fax to be sent. Select the appropriate option from the drop down list.

- Direct the fax will be sent in the standard manner.
- Manual tells QuickLink III to perform a manual fax send. Dial the fax machine from your telephone, and press Send Fax when you wish QuickLink III to begin the fax transmission.
- Internet the fax will be sent via the Internet using the FaxSAV server and your ISP.

Options

The Options button provides access to further tabs for configuring various send fax options. The available tabs are:

<u>Cover Page</u> <u>Attachments</u> <u>Schedule</u> <u>Internet</u>

Attachments

The Attachments button provides access to the Attachments tab which allows you to select files to be sent as a fax.

Internet Fax

The Internet Fax button access the Internet Fax dialog box. The Internet Fax dialog box allows you to specify your Fax SAV account and password. You can also select to receive E-mail notification of sent faxes from this dialog.

After filling out the above fields, press Send Fax to send the fax. To view a preview of the current fax, press Preview.

When sending faxes with attachments, keep in mind the size of the attachment. The larger the size of the attachment, the longer it will take to send the fax.

Send Fax - Attachments

This dialog box, available from the Send Fax dialog, allows you to select files to convert to faxable format and send with your fax.

Selected Attachments

This box provides a graphical list of all files selected to be sent with the current fax. Press <u>Add</u> to add files to the list, <u>Remove</u> to remove files from the list, or <u>Open</u> to open the selected file with the application in which it was created.

Press OK when you are finished adding attachments, or Cancel to discard all changes.

Add

Select this option to add files you wish to send as a fax. A standard Windows file selection box will appear. Use the Directories Window to quickly go to the directory where the file you wish to send resides. When the desired directory is open, double click on the file you wish to send in the Files Window. You will be returned to the Attachments dialog, and you should see the selected filename appear. You can select as many files as you desire.

Remove

This option will remove the selected file from the attachments list.

Open

Select this option to open the highlighted file in the application program in which it was created.

Preview Image

When selected, a thumbnail view of the fax will be displayed.

Resolution

Select the resolution at which you wish the fax to be sent. Fine will convert the file to 200×200 dots per inch (DPI). Standard will convert the file to 200×100 DPI.

Deliver Via

Specify the manner in which you wish the fax to be sent. Select the appropriate option from the drop down menu.

Direct - the fax will be sent in the standard manner.

Manual - tells QuickLink III to perform a manual fax send. Dial the fax machine from your telephone, and press Send Fax when you wish QuickLink III to begin the fax transmission.

Internet - the fax will be sent via the Internet using the FaxSAV server and your ISP.

Send Fax - Cover Page

This dialog allows you to select the cover page to be sent with your fax. The box on the left lists the available cover pages, while the box on the right provides a preview of the highlighted cover page.

Press Company Logo to specify the image which will be used as the company logo on your cover pages.

Company Logo

This option allows you to specify the bitmap image to be used as the company logo on your cover pages. Use the Browse button to quickly select the image you wish to use, or enter the path and file name of the desired image in the provided field. If the Company Logo bitmap is changed, the image will automatically be modified on all cover pages.

Note: If a color bitmap is selected, the image will be displayed in color when shown on the screen. However, when faxed the image will automatically be dithered. The image will maintain the same aspect ratio, regardless of the size of the selected image.

Options

The Options button provides access to further tabs for configuring various send fax options. The available tabs are:

Cover Page Attachments Schedule Internet

Send Dialog - Schedule

The Schedule dialog, available by pressing the Options button on the Send Fax dialog box, allows you to specify when the fax is to be sent.

Send

Immediately - When selected, the fax will be sent as soon as the Send Fax button is pressed.

On - When selected, the fax will be sent at the designated date and time. Use the arrow buttons to easily alter the values for the date and time fields.

Economy - When selected, the fax will be sent out between the times you specify as Economy times. Use the arrow buttons to easily alter the values for when the phone rates are less expensive.

Hold for Later - When selected, the fax will be held until you specify otherwise by changing the fax's status in the Log.

Press OK to save your changes or Cancel to discard your changes.

QuickFax Dialog

The QuickFax dialog allows you to specify all the parameters you need when sending a one page QuickFax. Enter the desired information in the provided fields. When you are finished entering information, press Send Fax to send the fax. To view a preview of the current fax, press Preview.

Fax Number

Enter the area code and telephone number of the remote fax device you wish to dial in the provided fields. The numbers can be entered using the keyboard or the stylized keypad. If necessary, use the Country Selector button to select the destination country.

The telephone number will be auto-formatted in accordance with the information specified in the Dialing Preferences dialog box, accessed from the Location option under the Setup menu.

Name

Enter the fax recipient's name in this field.

Company

Enter the fax recipient's company name (if applicable) in this field.

Press Add to Phone Book if you wish to add the entered information to your phone book.

If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).

• Press Close when you are finished selecting recipients.

Subject

Enter a subject for the fax in the provided field.

Cover Page Note

Enter a note that will appear on the cover page in the provided field. If you do not want a cover page to be sent with the fax, de-select the Send cover page check box.

Cover Page Template - This option allows you to select the desired template from the drop down list.

Deliver Via - This option allows you to specify the manner in which you wish the fax to be sent. Select the appropriate option from the drop down list.

- Direct the fax will be sent in the standard manner.
- Manual tells QuickLink III to perform a manual fax send. Dial the fax machine from your telephone, and press Send Fax when you wish QuickLink III to begin the fax transmission.
- Internet the fax will be sent via the Internet using the FaxSAV server and your ISP.

Internet Fax

The Internet Fax button access the Internet Fax dialog box. The Internet Fax dialog box allows you to specify your Fax SAV account and password. You can also select to receive E-mail notification of sent faxes from this dialog.

After filling out the above fields, press Send Fax to send the fax. To view a preview of the current fax, press Preview.

Send Dialog - Settings

The Settings Dialog, available by pressing the Options button on the Send Fax dialog box, provides the following options:

Resolution

Fine - Provides the highest quality output, at 200 dots per inch (dpi). Standard - Provides standard quality output, at 100 x 200 dpi.

Miscellaneous Options

Deliver via - Specifies the method which will be used to send the fax. There are three options:

Direct - the fax will be sent in the standard manner.

Manual - tells QuickLink III to perform a manual fax send. Dial the fax machine from your telephone, and press Send Fax when you wish QuickLink III to begin the fax transmission.

Internet - the fax will be sent via the Internet using the FaxSAV server and your ISP.

Press OK to save your changes or Cancel to discard your changes.

Internet Fax Button

The Internet Fax button access the Internet Fax dialog box. The Internet Fax dialog box allows you to specify your Fax SAV account and password. You can also select to receive E-mail notification of sent faxes from this dialog.

Troubleshooting

This section describes some common errors and help for fixing them.

Data troubleshooting

You cannot communicate with your modem, or you receive garbage characters in the terminal window

The COM port and/or IRQ used by your modem is also being used by another serial device installed in your computer. Move the modem to a different COM port.

When you type a character in the terminal window, it appears twice or not at all

QuickLink III has its Local Echo feature turned on and the modem's echo feature is also turned on. Turn off Local Echo under <u>Terminal Setup</u>.

You cannot hear the modem dial or connect

Add **M1L3** to the end of your Initialization String under the General tab of <u>Modem Setup</u>.

Faxing troubleshooting

QuickLink III is not able to connect or receive faxes from remote fax sources.

Your modem may not be compatible with the specific brand of fax connecting. Contact the modem manufacturer to determine if there is a known issue.

Some fax machines cannot handle certain Fax ID's. For example, some fax machines require only numbers as the Fax ID, while others require only upper case or no spaces. Your Fax ID can be changed in the <u>Receive Fax Setup</u> dialog box.

Faxes are being sent at a lower speed than the rated speed or your modem or the specified maximum transmission speed entered under the Fax tab of *Modem Setup*

Your modem can not connect at the faster speed. This can be caused by poor line quality, speed limitations of the receiving fax hardware, or a hardware incompatibility.

The sent fax comes out squashed or elongated

The fax was sent using a different resolution than when the fax was converted. Ensure that the resolution setting is the same for both cases.

When you view a received fax, there appear to be missing lines, garbage, or "bar code"

Your modem may be incompatible with the sending hardware. There may have been a bad connection for the call. Your modem may be improperly installed or damaged.

The Fax Viewer will not read a fax file

Re-create the fax file from the original graphic or document. Have the sender resubmit the fax.

Laser printers will not print using a high resolution

The printer does not have enough internal memory to store the entire page at high resolution. More memory must be added to the printer or a lower resolution must be used during printing.

Graphic files come out very large after conversion

The graphic files are saved at either a very high resolution or low resolution. This mostly occurs in scanned graphic files that were scanned at unsupported resolutions. Graphics should be scanned at resolutions ranging from 100 to 200 dots per inch.

QuickLink III Index

To find out more about a particular topic, click the left mouse button on the desired topic.

🗢 QuickLink III 🔽						
<u>F</u> ile <u>V</u> iew S <u>t</u> art <u>S</u> etup <u>H</u> elp						
SendFa	∮ QuickFax	Ca ViewFax	Terminal	🚘 Host	Mail/Log	Book
Status: Ready						
Last received fax: From: Result:						
Last sent fax: To: Result:						
Unread	ł:	No	new faxes	\$		
FAX DATA HOST HS AA CD OH RX TX TR MR ES						
Ready H						

Introduction

<u>Getting Started</u> <u>How To</u>

Menus

<u>File Menu</u> <u>View Menu</u> <u>Start Menu</u> <u>Setup Menu</u>

Appendices

<u>Glossary</u> <u>Troubleshooting</u> <u>Scripts</u> <u>Internet Faxing Rates</u>

For Help on Help, Press F1

Getting Started

QuickLink III is an asynchronous fax and data communications software program that lets you exchange faxes and data files with remote modems, fax/modems, and fax machines quickly and easily. QuickLink III has been designed to eliminate the confusion and hardship typically associated with installing and using communications software products. In fact, you can perform most fax and data transactions just by pointing and clicking your mouse!

QuickLink III operates with all modems and fax/modems that use the AT command set. When you perform a QuickLink III task, QuickLink III translates your actions into the appropriate AT commands that your modem or fax/modem understands. As a result, you never need to learn about the AT command set, except out of curiosity.

QuickLink III operates in the Microsoft Windows environment and conforms to standard Microsoft Windows conventions. If you are already familiar with Windows, then QuickLink III's look and feel will be familiar to you. If you aren't, you'll find QuickLink III fun and easy to learn.

Windows terms and conventions

If you are familiar with Windows, the terms used in this help file will be familiar to you. If you have not used Windows before, or would like a refresher course on Windows terms, please read this section to become familiar with some common Windows terms.

Left mouse button refers to the left button on your mouse.

Pointer refers to the arrow-shaped cursor on the screen.

Choose means to move the pointer to an object, menu, command, tool, or button and press the left mouse button. This term is synonymous with click.

Select means to mark an item with the selection cursor, which can appear as a highlight, a dotted rectangle, or both. You select an item by clicking on it once with your mouse, or by using the Tab or arrow key to move the cursor to the item.

Double-click means to press the left mouse button twice rapidly.

Right-click means to press the right mouse button.

Drag means to hold down the left mouse button, move the pointer to another location on the screen, and release the mouse button.

Dialog Boxes

Having QuickLink III perform a task is as simple as choosing a command or clicking on a button. There are some tasks, however, that require QuickLink III to obtain additional information before they can be performed. In these cases, QuickLink III displays a dialog box for you to supply the necessary information.

Toolbars

As you use QuickLink III, you will encounter toolbars. Toolbars are time-savers that let you perform commonly used QuickLink III commands simply by pointing and clicking your mouse

on a tool, rather than by choosing a command from a drop-down menu.

QuickLink III provides specialized toolbars for different purposes. For example, the Command Console provides a toolbar that lets you perform fax and data tasks, while the Fax Viewer has a toolbar for viewing and manipulating faxes.

If you are not familiar with the tools in a toolbar, place the pointer on a tool:

- If you place the pointer on a tool in the Command Console, the tool's function appears in the status bar.
- All other toolbars will display their function as an on-screen balloon at the pointer location.

How To

This section provides assistance on how some of the most common QuickLink III tasks are performed.

How to send a fax How to send Internet faxes How to receive a fax How to transfer data files How the telephone number fields work How to bypass auto-formatting when dialing

How To Send A Fax

There are two ways to easily send faxes using QuickLink III. The first is with the QuickLink III printer driver, and the second is directly from the main QuickLink III application.

Sending a fax using the QuickLink III printer driver.

- 1. Start the application from which you wish to create or open the document to be faxed.
- 2. Create or open the document.
- 3. Select Print Setup under the File menu.
- 4. Select QuickLink III on FAX as your current printer.
- 5. Select the Print command in your application.

When you are finished sending faxes, perform steps 3 and 4 but select your normal printer to ensure that future print jobs will be sent to your printer, and not faxed out.

Sending a fax from the QuickLink III application.

- 1. Click on the Send Fax button. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Options... to select the files you wish to send as faxes. You can also select a different cover page, schedule the fax to be sent at a later time or change the fax resolution using Options....
 - The Attachments tab allows you to select the files to send as faxes. Press <u>Add</u> and select the desired files. When you are finished adding files, press OK.

When sending faxes with attachments, keep in mind the size of the attachment. The larger the size of the attachment, the longer it will take to send the fax.

- To send a fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
- The Cover Page tab allows you to select a cover page from the provided list.
- The Schedule tab allows you to specify when to send the fax.
- The Settings tab allows you to specify the resolution at which the fax will be sent.
- 5. Press Send Fax to begin sending the fax document.

How To Receive A Fax

This document explains how to receive a fax using QuickLink III for Windows.

Receiving a fax is a mostly automatic procedure. To receive a fax:

Fax Receiving can be configured in the Receive Fax Setup under the Setup menu to launch automatically when Windows initializes.

When a fax is received, the call is automatically logged and the fax is saved on the hard disk in the Inbox under the QuickLink III directory. The first file is named FAX0001.HFX. The 4-digit number increases with each received fax. The received fax file can be viewed, printed, and/or re-sent at any time, once saved on disk. QuickLink III can be configured to automatically alert you and print the fax as soon as it arrives, and all in the background.

How To Transfer Data Files

One of the most common modem applications is the transfer of a file from one computer to another. QuickLink III provides a number of protocols to facilitate such a transfer. The following steps should be followed to ensure a successful file transfer:

Transfer from computer to computer

- 1. Click on the Terminal button on the Command Console. The QuickLink III Terminal Window appears.
- 2. Establish communications with the remote computer.

Use the Phone Book or Keypad Dialer on the Connect menu to dial the remote computer.

If the remote computer is dialing you, set the Answer mode (under **Preferences Setup**) to Detect Fax & Data or Data Only and set the answer ring counter greater than zero (0). The actual connection will be automatic.

After a few seconds, a "CONNECT" message will appear.

3. Now that you have the two computers connected, you can transfer a file. If you are the sending party, set up to send a file. Notify the receiving party that a file is to be sent and what protocol to expect.

For example, type a message, such as: "I am about to send you a file using Xmodem CRC." If you cannot see what you type, turn on Local Echo. This option is available under the **Terminal** option under the Setup menu.

- 4. After typing the message, click the Send button or select Send File from the Online menu and select the agreed-upon protocol.
- 5. A file selection screen will appear. Double click with the mouse pointer on the file to be transferred. You are now ready to send.
- 6. If you are the receiving party, click the <u>Receive</u> button or select <u>Receive</u> File from the Online menu. The Receiver must select the same protocol as the Sender.
- 7. A file selection screen appears. Select the drive and directory where you want to place the file. Enter the receiving file name and press Ener.
- 8. The file transfer now takes place.

Transfer to or from a Bulletin Board System (BBS)

Transferring a file to or from a BBS is simpler than transferring a file between two computers.

- 1. Click on the Terminal button on the Command Console. The QuickLink III Terminal Window appears.
- 2. Establish communications with the remote computer.

Use the Phone Book or Keypad Dialer on the Connect menu to dial the remote computer.

- 3. Perform the necessary steps to gain access to the BBS.
- 4. Select the option on the BBS to send or receive a file. Respond to all prompted questions until the BBS indicates that it is ready to send or receive a file. The file transfer protocol is usually selected in one of the prompted questions.
- 5. Select either Send File or Receive File from the Online menu, or click on the Send or Receive button.
- 6. Select the file-transfer protocol previously selected for use with the BBS. A file selection screen will appear.
- 7. Select the file to be sent if you are uploading a file. Specify the drive and directory for a downloaded file if you are receiving a file. Press Ener to begin the transfer.

File Menu

The **FILE** menu contains commands which allow you to create, open and print files.

<u>New</u> Open Exit

View Menu

The **VIEW** menu allows you to configure the appearance of the QuickLink III Command Console.

Tool Bar Status Window ModemMonitor Status Bar Large Buttons Status

Start Menu

The **START** menu allows you to access all of the powerful features of QuickLink III. Select the desired feature from the menu to activate.

Send Fax Quick Fax Manual Fax Receive Fax Viewer Terminal Host Inbox Outbox Mail/Log Phone Book

Setup Menu

The **SETUP** menu allows you to configure QuickLink III to meet your individual needs.

Send Fax Receive Fax Data Location Preferences Port Modem

About

Displays the QuickLink III About screen, which provides important system and version information.

Status Bar

Displays information on the current status of the Command Console.

Fax Light

When lit, the Fax Light indicates that a fax connection is established.

Data Light

When lit, the Data Light indicates that a data connection is established.

Host Light

When lit, the Host Light indicates that the Command Console is in Host Mode.

Modem Monitor

The ModemMonitor is used in the same way status lights are used on an external modem. The ModemMonitor is a set of modem status lights on the Terminal Window. These status lights allow the user to be aware of the current modem status. There are 9 modem status lights visible in the ModemMonitor:

- **HS:** High Speed The established connection is at 9600 baud or higher.
- **AA:** Auto Answer Flashes whenever a RING is detected by the modem.
- **CD:** Carrier Detect A connection has been established with the remote modem.
- **OH:** Off Hook The modem has picked up the telephone line.
- **RX:** Receive Data The modem is receiving characters or data.
- **TX:** Transmit Data The modem is transmitting characters or data.
- **TR:** Terminal Ready The modem/computer is ready to send and receive commands.
- MR: Modem Ready The modem is powered on.
- **CS:** Clear to Send The modem is ready to receive more data.

Fax

The following procedure describes how to send a fax from the main QuickLink III application.

- 1. Click on the Send Fax button. The Send Fax dialog box will appear.
- 2. Enter the recipient's Fax Number, Name and Company information in the provided fields. Press Add to Phone Book if you wish to add the entered information to your phone book.
 - If the recipient already exists in your phone book, you can press Open Phone Book to access the QuickLink III Phone Book. Double click on the Fax To field to choose the desired recipient(s).
 - Press Close when you are finished selecting recipients.
- 3. Enter the Subject and Cover Page Note, if desired, in the provided fields.
 - If no cover page is desired, un-check the Send Cover Page option.
 - You can change the Cover Page Template by selecting the desired template from the drop down menu.
- 4. Press Options... to select the files you wish to send as faxes. You can also select a different cover page, schedule the fax to be sent at a later time or change the fax resolution using Options....
 - The Attachments tab allows you to select the files to send as faxes. Press <u>Add</u> and select the desired files. When you are finished adding files, press OK.

When sending faxes with attachments, keep in mind the size of the attachment. The larger the size of the attachment, the longer it will take to send the fax.

- To send a fax via the Internet, select Internet from the Deliver Via drop down list. Go to Sending Internet Faxes for more information.
- The Cover Page tab allows you to select a cover page from the provided list.
- The Schedule tab allows you to specify when to send the fax.
- The Settings tab allows you to specify the resolution at which the fax will be sent.
- 5. Press Send Fax to begin sending the fax document.

View

The View selection allows you to quickly access the <u>QuickLink III Viewer</u>.

Terminal

The Terminal selection allows you to quickly access the <u>QuickLink III Terminal</u>. Related Topics:

How to transfer data files

Host

Click on the Host selection to activate/deactivate QuickLink III Host Mode.

New File

This option allows you to create a new file of various types. From the provided list, select the type of file you wish to create.

Connection File - Allows you to create a new data terminal connection. The <u>Connection Setup</u> dialog box will appear.

Phone Book File - Allows you to create a new file for use with the QuickLink III phone book. Script File - Allows you to create a new script for use with the QuickLink III Terminal. The Windows Notepad will open.

Text File - Allows you to create a new text file. The Windows Notepad will open.

Open

This option allows you to open a variety of file types from phone lists to faxes. The appropriate editing environment will be launched for the type of file being opened. For example, if you choose a fax file (.HFX, .QFX or .REC) the file will be opened in the QuickLink III Viewer.

Select or type the name of the file you wish to open. The box lists files with the filename extension selected in the List Files of Type box. To see a list of files with a particular extension, type an asterisk (*), a period and the three-character extension, and then press Energy.

Print Setup

This option displays the standard Windows Print Setup dialog box. This dialog box allows you to select the printer to which you would like to print, as well as select the orientation for the print job.

Exit

This option closes and exits the QuickLink III application.

View Tool Bar

When enabled, the Tool Bar buttons will be displayed on the Command Console.

View Status Window

When enabled, the selected <u>Status Type</u> information will be displayed on the Command Console.

Status Type

This option allows you to determine the type of information that will be displayed on the Command Console's <u>Status Window</u>. The available options are:

General - This option will display information regarding the last fax that was sent and the last fax that was received.

Send Fax - This option will display information pertaining to current fax jobs. It will display the destination, fax number, station ID, connection type and resolution of the fax currently being sent.

Receive Fax - This option will display information pertaining to incoming faxes. It will display the remote station ID, connection type and resolution of the fax being received.

Host - This option will display information pertaining to HotFax Host mode. It will display the number of callers for the day, as well as the name of the last person who called. If a connection is currently in progress, it will display the name, connection speed and duration of the current call.

File Transfer - This option displays information regarding the current status of a file transfer. It will display the protocol, the speed of the transfer in Characters Per Second (CPS) or Bits Per Second (BPS), elapsed time, time remaining for the transfer, file name, path, and size of the file being transferred.

View ModemMonitor

When enabled, the <u>ModemMonitor</u> will be displayed on the Command Console.

View Status Bar

When enabled, the <u>Status Bar</u> will be displayed at the bottom of the Command Console.

View Large Buttons

When enabled, the Tool Bar will display large buttons on the Command Console. If disabled, small buttons will be displayed. Note that the <u>View Tool Bar</u> option must be selected to view either size Tool Bar.

Chat

This option is available when you are connected with another system. Chat allows you to communicate with the person at the remote location by typing messages on your keyboard. When in Chat Mode the screen is split, separating your typed characters from the ones typed by the remote operator.

Top Window

This area shows text which is typed by the remote operator.

Bottom Window

This area shows text that you type locally.

The following buttons are available in the Chat Window:

Close - This button will close the Chat Window. Send Text - This button will send text entered in the Bottom Window to the remote operator. This function can also be performed by pressing Eme. Send File - This button accesses the Send File dialog. Receive File - This button accesses the Receive File dialog. Configure - This option accesses the Chat Configuration dialog.

Manual Fax Receive

This option, available from the Start menu in the Command Console, causes QuickLink III to take the telephone line off hook and attempt to receive faxes.

Related Topics:

How to Receive a Fax Receive Fax Setup

QuickFax

The QuickFax selection allows you to quickly send a one page fax to anyone you desire. Press here to find out all about the $\underline{QuickFax}$ dialog.

Phone Book

The Phone Book selection quickly accesses the QuickLink III Phone Book.

Mail/Log Button

The Mail/Log selection quickly accesses the <u>QuickLink III Log</u>.

Send Fax

The Send Fax selection quickly accesses the QuickLink III Send dialog.

Press here for a discussion on how to <u>send a fax</u>!

Fax Number

Enter the area code and telephone number of the remote fax device you wish to dial in the provided fields. The numbers can be entered using the keyboard or the stylized keypad.

The telephone number will be auto-formatted in accordance with the information specified in the Dialing Preferences dialog box, accessed from the Location option under the Setup menu.

Related Topics

How the telephone number fields work How to bypass auto-formatting when dialing

Name

Enter the name of the person to whom you are sending the fax here.

Company

Enter the name of the company to which you are sending the fax, if applicable, here.

Add to Phone Book

Press here to add the information entered above to the Phone Book.

Open Phone Book

Press here to open the Phone Book, to select the desired recipient.

Subject

Enter a subject for the fax here.

Cover Page Note

Enter the note for your QuickFax here.

Cover Page Template

Select the desired cover page design from the drop down menu.

Send Fax

Press here to send the fax.

Preview

Press here to see a preview of the QuickFax.

Status Window

When enabled, the selected <u>Status Type</u> information from the VIEW menu will be displayed on the Command Console.

Inbox

The Inbox selection allows you to quickly access the <u>Inbox</u> folder in the QuickLink III Log.

Outbox

The Outbox selection allows you to quickly access the <u>Outbox</u> folder in the QuickLink III Log.

File Selection

Double click on the desired directory to access the list of files which it contains. Files can be selected by double clicking on them. Press OK when finished, or Cancel to return to the previous dialog.

Printer Selection

Select the printer you wish to use in this dialog. Your print job will be routed to this printer.

Printer Driver Fax Method

Sending a fax using the QuickLink III printer driver.

- 1. Start the application from which you wish to create or open the document to be faxed.
- 2. Create or open the document.
- 3. Select Print Setup under the File menu.
- 4. Select QuickLink III on FAX as your current printer.
- 5. Select the Print command in your application.

When you are finished sending faxes, perform steps 3 and 4 but select your normal printer to ensure that future print jobs will be sent to your printer, and not faxed out.

Data

The Data option allows you to access the following setup items:

<u>Host</u> <u>File Transfer</u>

Country Selector

This button allows you to quickly select the country location of the person you are calling. When you press this button, a drop down list of available countries will appear. Highlight the desired country and release the mouse button. This option ensures that the dialing properties will be correctly setup for dialing the selected country.

Telephone Number

Enter the area code and telephone number you wish to dial in the provided fields. The numbers can be entered using the keyboard or the stylized keypad.

The telephone number will be auto-formatted in accordance with the information specified in the Dialing Preferences dialog box, accessed from the Location option under the Setup menu.

Related Topics

How the telephone number fields work How to bypass auto-formatting when dialing

How the telephone number fields work

Phone numbers within QuickLink III consist of three fields. The Country Selector button, an area code field, and a phone number field.

The Country Selector button is used to indicate the country to be called, not the country you are calling from.

QuickLink III uses the information placed into the phone number fields, along with the information specified in the Dialing Preferences dialog box to determine how phone numbers are dialed. The Dialing Preferences dialog box is accessed from the Location option under the Setup menu. For example, QuickLink III will automatically determine if a long distance dialing prefix or international dialing code should be added to the beginning of a phone number before dialing.

If QuickLink III detects that the selected country and area code are the same as the locations specified in the Dialing Preference dialog box, the call will be dialed as a local call. The entered area code will not be dialed when the call is placed.

If QuickLink III detects a different area code within the same country, the call will be handled as a long distance call when dialing.

If QuickLink III detects a different country is being called, it will dial the call as an international call, and add a 011 and the country code that matches the country selected with the Country Selector button when dialing the entered telephone number.

If QuickLink III detects that the country you are calling is the same as specified in the Dialing Preferences dialog box, and the area code field is left blank, then the telephone number dialed will be exactly what is entered in the phone number field. No characters will be added when dialing.

How to bypass auto-formatting when dialing

QuickLink III provides powerful auto-formatting features which make calling international and long distance numbers as simple as possible. However, in some instances you may wish to bypass this feature. For example, you may need to place a local call to a number which is in a different area code.

To bypass auto-formatting:

- Select the country you are dialing **from** with the Country Selector button.
 Leave the area code field blank.
- 3. Enter all of the digits which must be dialed in the phone number field. No characters will be added when dialing.

Sending Internet Faxes

To send faxes via the Internet:

- 1. Use any of the methods outlined in <u>How to send a fax</u> to access the Send Fax or QuickFax dialog box.
- 2. Fill out the Send Fax or QuickFax dialog box.

Note: You **must** enter an area code when sending Internet faxes, even if the recipient is in the same area code.

- 3. At the bottom of the dialog box is the Deliver Via drop-down list. Select the Internet option.
- 4. Press Send Fax.
- 5. The selected file(s) will be converted to fax format. You will be connected to the FaxSAV server using your existing ISP account and the fax file(s) will be transmitted. If you have not registered with FaxSAV you will need to register. See <u>Registering with Fax SAV</u> for information on setting up a FaxSAV account.
- 6. The software will attempt to automatically disconnect from your ISP after sending the fax file(s). If it is unable to disconnect automatically, disconnect from your ISP manually.

Note: Due to the variety of operating systems and ISP's, in some circumstances the software may not be able to automatically connect with your ISP when sending an Internet fax. If this occurs, see <u>If your ISP can not be accessed automatically</u>.

If Your ISP Can Not Be Accessed Automatically

Due to the variety of operating systems and ISPs, in some circumstances the software may not be able to automatically connect with your ISP when sending an Internet fax. You will still be able to send Internet faxes; however, you will need to connect with your ISP **before** starting QuickLink III and sending the fax. If this situation occurs, a message will appear asking you to connect to your ISP before sending an Internet fax.

Press Retry to determine if that will resolve the situation. If this does not work, press Cancel. Your fax transmission will be canceled. To send faxes in this situation:

- 1. Close QuickLink III.
- 2. Connect to your ISP.
- 3. Use any of the fax transmission methods outlined in <u>How to send a fax</u>.
- 4. At the bottom of the dialog box is the Deliver Via drop-down list. Select the Internet option.
- 5. Press Send Fax. The file(s) will be converted to fax format and sent via the Internet.
- 6. Disconnect from your ISP.

Registering With Fax SAV

Before you can use the Internet faxing feature available with QuickLink III, you must register with FaxSAV. To register with FaxSAV:

- 1. Connect to your ISP.
- 2. Start QuickLink III.
- 3. Press Send Fax on the Command Console toolbar. The Send Fax dialog box will appear.
- 4. Press Internet Fax. The Internet dialog box will appear.
- 5. Press Registration. The Registration Information dialog box will appear as shown on the next page:
- 6. Select the appropriate type of registration required and fill out requested information. If you select First Time Registration, ensure that you fill out the Credit Information dialog.
- 7. After all of the information is entered, press Submit Registration.

Internet Fax

The Internet Fax dialog box allows you to specify your Fax SAV account and password. You can also select to receive E-mail notification of sent faxes.

E-mail (Account No) - enter the name for your E-mail account that was used when you registered with Fax SAV.

Password - enter your Fax SAV password.

Check the Save Password box if you would like your password to be saved so you do not have to enter it every time you send an Internet fax. Note that if you select this option, others could use your computer to send Internet faxes.

Check the Receive Delivery Notice box if you would like to be notified by E-mail when your fax has been sent.

To send an Internet fax you must register with Fax SAV. If you have not previously registered, press Register to go to the Fax SAV Registration dialog box.

Internet Fax Password

The Internet Fax Password dialog box allows you to specify your Fax SAV account and password.

E-mail (Account No) - enter the name for your E-mail account that was used when you registered with Fax SAV.

Password - enter your Fax SAV password.

Check the Save Password box if you would like your password to be saved so you do not have to enter it every time you send an Internet fax. Note that if you select this option, others could use your computer to send Internet faxes.

QuickLink III Scripts

The scripting language used in QuickLink III looks and feels similar to the BASIC programming language, using the same syntax and same conventions in most respects. QuickLink III scripts are actually just text files written in any text editor and saved with the extension ".SRP". You can write them using Window's Notepad, or any word processor that exports ASCII text files. Script files are interpreted on the fly as they run; there is no compiling necessary.

Elements of a script file

The script must have a main() function defined somewhere in the file. All the script executions begin with the main() function. It is also a good idea to make notes about a script to remind you of the purpose of its various parts. A statement beginning with an apostrophe allows the script writer to enter a comment as a line of the script. The comment is displayed whenever the script is listed, but is overlooked when the script is interpreted. A simple file would look something like this:

' Sample script file - this is a comment FUNCTION main() Script command line 1 Script command line 2 ENDFUNCTION

To find out more about creating a script file, click on the desired topic.

<u>Writing Scripts</u> <u>Special Characters</u> <u>Variables</u> <u>Expressions</u> <u>Functions</u>

Script Commands

Writing Scripts

The best way to learn is by doing, so let's create a script file which will automate logging into the American E-Mail BBS. While this task can be performed automatically by selecting the Smith Micro option from the On-line Services List, connecting to this BBS allows us create a simple example script.

When writing a script, thought should be given to the steps you would like the script to perform. When logging onto a BBS the script must dial the telephone number, wait for the prompt asking for your User-ID, send your User-ID, wait for the prompt asking for your password, and then pass control on to the user. By breaking down the task into small steps, writing each script line is a simple task, making the creation of the entire file an easy step-by-step process. This script assumes that you already have an account on the American E-Mail BBS. If you don't have an account, call into the service and set one up before creating this script.

To begin the creation of the script go into a text editor such as Windows Notepad. Create a new file. If you wish a title for your script, put it at the top of the file after an apostrophe, which designates the line as a comment. The script itself begins with the main () command. The title can be placed before this statement.

Only three commands are needed in this script: Dial, WaitForString, and HostOut. The script must dial the BBS first, so the third line would be:

Dial("17143625822")

The actual script instructions may be typed with one tab stop before it in order to make each line easy to read.

Next, the script must wait for the "(C)ontinue?" prompt. It would also be nice if after a certain amount of time of nothing happening while waiting for the prompt, the script would pass control back to the user. The WaitForString command can do all this, so the next line should be:

WaitForString("(C)ontinue?",50)

This will wait for 50 seconds before returning control to the keyboard. After sensing the prompt, the script must tell the BBS you wish to continue, which calls for the HostOut command. The next script line should be:

HostOut("c")

Next, the script must wait for the User-ID prompt, which is "Otherwise type 'new':".

WaitForString("'new':",30)

After sensing this prompt, the script must send your User-ID to the system:

HostOut("Your_ID\r\n")

Your_ID should be replaced with whatever your User-ID on the system actually is. The \r\n tells the script to send out a carriage return and line feed, as if **Emer** was pressed.

Next, the script must wait for the password prompt, which is "Enter your password:".

WaitForString("'password':",30)

After sensing this prompt, the script must send your password to the system:

HostOut("Your_PW\r\n")

Your_PW is your actual account password.

To pass control back to the keyboard once the automation is finished, the last line should be **ENDFUNCTION**.

The script file should now look like this:

' Sample Script File to connect with American E-Mail FUNCTION main()

Dial("17143625822 ")

WaitForString("(C)ontinue?", 50) HostOut("c")

WaitForString("'new': ", 30) HostOut("Your_ID\r\n")

WaitForString("password: ", 30) HostOut("Your_PW\r\n")

ENDFUNCTION

Save this file as AM-EMAIL.SRP in the QLMCW directory.

Scripts - Special Characters

The QuickLink III scripting language uses escape sequences in string and character constants to represent non-displayable characters and control codes which have special meanings to hardware devices. These sequences consist of a backward slash '\' followed by an alphabetic character. The following escape sequences are supported:

- \r Carriage return
- \n New line
- \t Horizontal tab
- \" Double quote
- \xhh Hexadecimal number

For control characters, the ASCII Character Table should be consulted. A Control-C is 03 in hexadecimal, so a Control-C can be sent out with a 03.

Scripts - Variables

In a script file, global variables are defined outside of any functions. Typically, they are defined at the top of the file, and they are known by all functions within the file.

Local variables are defined inside functions and are known only locally, in the function where they are defined. The same local variable name can be used in more than one functions, but each occurrence is a completely different case, and has no effect on any other occurrence of the variable name.

Both global and local variables must be defined before they are referenced. Multiple variables definitions of the same data type can be done on the same line, if each definition is separated with a comma.

Any INTEGER variables not initialized will have a value of 0, or in the case of STRING variables, an empty string.

Users can define both global and local array variables. An array is a set of data storage areas of like type, grouped together and accessed using a common name. An array is defined using the following syntax:

type name [size]...

QuickLink III's scripting language supports both INTEGER and STRING arrays. Variables are defined in the following manner:

INTEGER i,j INTEGER k = 1 INTEGER values[5] INTEGER values[5] = (1, 2, 3, 4, 5) STRING a\$, b\$ STRING c\$ = "this is a string", d\$="a" STRING days\$[7] STRING days\$[7] = ("Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun")

Scripts - Expressions

Logical or mathematical expressions, when used with integer variables can actually put decision making into QuickLink III scripts:

in making into Quickenik		ciipt
Logical Or:	OR	
Logical And:	AND	
Logical negation:	NOT	
Equal:	=	
Not Equal:	<>	>
Less Than:	<	
Less Than or Equal To:	<=	=
Greater Than:	>	
Greater Than or Equal T	o:	>=
Assignment:	=	
Add:	+	
Subtract:	-	
Multiply:	*	
Divide:	/	

All expressions are evaluated left to right, except for the assignment expression.

Scripts - Functions

A function is a subsection of the main script which performs a specific task. This can be useful if the script repeatedly performs a group of tasks within the script. The QuickLink III scripting language also allows functions to return values and accept parameters. For more information on functions, refer to a BASIC programming language reference.

Scripts - Scripting Language

Linked List Commands

AddFile(STRING filename\$)

Description: Adds a file to the internal linked list.Input:File NameReturns:Index in the list.

ClearList()

Description: Clears the internal linked list that was created with AddFile.Input:None.Returns:None.

User Access Commands

AllowDownloads()

Description: Checks if the current user has right to download files from the host.

Input: None.

Returns: 1 if user is allowed to download.

0 if user is not allowed to download.

AllowUploads()

Description: Checks if the current user has right to upload files to the host.

Input: None.

Returns: 1 if user is allowed to upload.

0 if user is not allowed to upload.

DetectANSI()

Description: Detects if the host terminal supports ANSI. Input: None Returns: 1 if host supports ANSI. 0 if host does not support ANSI.

DisplayEdit()

Description:Displays / Edits the host users account information.Input:None.Returns:None.

DisplayStatistics()

Description: Displays the host users account statistics.Input:None.Returns:None.

GetANSIMode()

Description: Gets the users configuration of the terminal.

Input:None.Returns:Terminal configuration.0=ANSI AutoDetect, 1=ANSI On, 2=ANSI Off.

GetHostTimeout()

Description: Obtains the current users host timeout value.Input:None.Returns:Host timeout.

GetLinesPerScreen()

Description: Gets the number of lines per screen that the user has specified.

Input: None.

Returns: Number of lines per screen.

GetProtocol()

Description: Gets the transfer protocol that the user is currently using.

- Input: None.
- Returns: Transfer protocol

0=ASCII, 1=CompuServe, 2=Kermit, 3=SuperKermit, 4=Xmodem, 5=Xmodem CRC, 6=Xmodem 1K, 7=Ymodem, 8=Ymodem G, 9=Zmodem.

GetSingleKeyMode()

Description: Checks if the user has configured input as single key or not.

Input: None.

Returns: 1 if single key mode is configured, 0 otherwise.

GetUserInfo()

Description: Collect user name and password during login.

Input: None.

Returns: 1 if successful login.

0 if user has entered in 3 invalid passwords. The connection will be terminated before the library call returns.

GetUserName()

Description: Gets the name of the user that is currently connected to the host.

Input: None.

Returns: String containing the user name.

GetUserPassword()

Description: Gets the password of the user that is currently connected to the host.

Input: None.

Returns: String containing the user password.

SendInit()

Description: Sends the initialization command to the modem. Input: None.

Returns: None.

SetANSIMode(INTEGER ANSImode)

Description: Sets the terminal mode that the current user uses.

Input: ANSImode. 0=ANSI AutoDetect, 1=ANSI On, 2=ANSI Off. Returns: None.

SetLinesPerScreen(INTEGER lines)

Description: Sets the number of lines per screen that the current user uses.Input:Number of lines per screen.Returns:None.

SetPassword(STRING password\$)

Description:Sets the password of the current user.Input:New password.Returns:None.

SetProtocol(INTEGER protocol)

Description: Sets the file transfer protocol that the current user uses.

Input: New protocol.

0=ASCII, 1=CompuServe, 2=Kermit, 3=SuperKermit, 4=Xmodem, 5=Xmodem CRC, 6=Xmodem 1K, 7=Ymodem, 8=Ymodem G, 9=Zmodem. None.

Returns: None

SetSingleKeyMode(INTEGER singlekeymode)

Description: Sets the single key mode that the current user uses.Input:1=Single key mode on, 0=Single key mode off.Returns:None.

UserCanAccessLogs()

Description: Check the current user to see if they have log access rights. This will allow the user to view all logs (inbox, outbox, and any other user defined).

Input: None

Returns: 1 if current user has log access rights.

0 if current user does not have log access rights.

UserCanChangeDir()

Description: Check the current user to see if they have change directory and change drive rights. This allows a user to change directories and drives on the host computer.

Input: None

Returns: 1 if user has change directory rights.

0 if user does not have change directory rights.

UserCanDownload()

Description: Check the current user to see if they have download rights. This allows a user to download files from the host.

Input: None.

Returns: 1 if user has download rights.

0 if user does not have download rights.

UserCanEmail()

Description: Check the current user to see if they have E-mail rights. This will allow the user to retrieve and send E-mail messages.

Input: None.

Returns: 1 if current user has E-mail rights.

0 if current user does not have E-mail rights.

UserCanFaxBack()

Description: Check the current user to see if they have fax back rights. This will allow the user to request fax back documents that have been pre-specified by the host administrator.

Input: None.

Returns: 1 if current user has fax back rights.

0 if current user does not have fax back rights.

UserCanSendFaxes()

Description: Check the current user to see if they have send fax rights. This will allow the user to send faxes to any destination.

Input: None

Returns: 1 if current user has fax rights.

0 if current user does not have fax rights.

UserCanUpload()

Description: Check the current user to see if they have upload rights. This allows a user to upload files to the host.

Input: None

Returns: 1 if user has upload rights. 0 if user does not have upload rights.

UserTimeExpired()

Description: Checks if the user has used up all the allowed access time.

Input: None.

Returns: 1 if time used up, 0 otherwise.

WaitLogonDelay()

Description: Wait for number of seconds specified in host setup before proceeding.

Input: None.

Returns: None.

Host Mode Setup Commands

GetHostInit()

Description: Obtains the initialization string in host setup.Input:NoneReturns:Initialization string.

GetHostPath()

Description: Obtains the default path in host setup. Input: None Returns: Path.

GetHostSpeed()

Description: Obtains the line speed in host setup.Input:NoneReturns:Line speed.

GetLocalHost(INTEGER switch)

Description: Toggles the local host mode emulator. When in the local host mode, terminal does not send any characters out to the COM port

Input: 1=On, 0=Off

Returns: None.

File I/O Commands

CloseFile(INTEGER filenumber)

Description: Closes the file associated with the filenumber.Input:File number.Returns:None.

DeleteFile(STRING filename\$)

Description: Deletes the file. Input: File name Returns: None.

ExistFile(STRING filename\$)

Description: Determines if the file specified exists. Input: File name

Returns: 1 if file exists, 0 otherwise.

OpenFile(STRING path\$, INTEGER mode)

Description: Opens the file for reading and writing in the given mode.

Input: File pathname, File mode (0 = Text, 1 = Binary)

Returns: File number if successful, -1 if there is error.

ReadFile(INTEGER filenumber, STRING buffer\$, INTEGER count)

Description: Reads count bytes from the file associated with the filenumber into buffer.

Input: File number, String buffer for storing data, Number of bytes

Returns: The number of bytes actually read if successful.

0 if attempting to read at the end of file, -1 if error.

SeekFile(INTEGER filenumber, INTEGER offset, INTEGER origin)

Description: Moves the file pointer to new location in the file that is offset bytes from origin.

- Input: File number, Offset, Initial position (0 = beginning of file, 1=current position, 2 = end of file).
- Returns: The offset, in bytes, of the new position from the beginning of the file, or -1 if error.

WriteFile(INTEGER filenumber, STRING buffer\$, INTEGER count)

Description: Writes count bytes from buffer into the file.Input:File number, String buffer containing data, Number of bytesReturns:The number of bytes actually written, -1 if error.

String Processing Commands

StrCat(STRING original\$, STRING append\$)

Description: Concatenates append string to the end of original string.Input:Original string, Appended stringReturns:None.

StrnCmp(STRING string1\$, STRING string2\$, INTEGER n)

Description: Compares the first n characters of two strings.Input:String 1, String 2, Number of characters to compareReturns:0 if equivalent, -1 otherwise.

StrnCmpl(STRING string1\$, STRING string2\$, INTEGER n)

Description: Case-insensitive version of StrnCmp.

Input:String 1, String 2, Number of characters to compareReturns:0 if equivalent, -1 otherwise.

StrCpy(STRING source\$, STRING destination\$)

Description: Copies contents of the source string into destination string.Input:Source string, Destination stringReturns:None.

VAL(STRING string\$)

Description: Generates the numeric representation of the string.Input:String to be convertedReturns:Numeric representation of the string.

STR(INTEGER number)

Description: Generates the string representation of a number.

Input: Number to be converted.

Returns: String representation of a number.

LEN(STRING string\$)

Description: Returns the length in bytes of the string.

Input: String

Returns: The length of string.

LEFT(STRING string\$, INTEGER number)

Description: Returns specified number of characters from the left side of the string\$.

Input: String, Number of characters.

Returns: Number of characters from the left side of the string\$.

RIGHT(STRING string\$, INTEGER number)

Description: Returns specified number of characters from the right side of the string\$.

Input: String, Number of characters

Returns: Number of characters from the right side of the string\$.

MID(STRING string\$, INTEGER start, INTEGER number)

Description: Returns specified number of characters from the string\$, starting at position start.

Input: String, Starting position in the string, Number of bytes

Returns: Number of characters from any point in the string\$.

Copy(STRING source\$, STRING destination\$, INTEGER number)

Description: Copies number of bytes from source string to destination stringInput:Source string, Destination string, Number of bytes.Returns:None.

Sprint(STRING string\$, STRING format, ...)

Description: Formats and stores a series of characters and values in string.Input:String, Format, ...Returns:None.

Line Setting Commands

GetBaudRate()

Description: Obtains the current baud rate.Input:None.Returns:Current baud rate.

SetBaudRate(INTEGER baudrate)

Description: Sets the baud rate. Input: Baud Rate Returns: None.

SetDataBits(INTEGER databits)

Description: Sets the number of data bits. Input: Databits Returns: None.

SetParity(STRING parity\$)

Description: Sets the parity.Input:N=None, O=Odd, E=Even, S=Space, M=MarkReturns:None.

SetStopBits(STRING stopbits\$)

Description:Sets the stop bits.Input:1=1, 1.5=1.5, 2=2Returns:None.

SetRtsCts(STRING switch\$)

Description: Sets the hardware flow control. Input: on or off Returns: None.

SetXonXoff(STRING switch\$)

Description:Sets software flow control.Input:on or offReturns:None.

Services Setup Commands

ServicePass(INTEGER id)

Description: Obtains string for password in the services setup associated with ID. Returns: Password string.

ServicePhone(INTEGER id)

Description: Obtains string for service number in the services setup associated with ID. Returns: Service phone number string.

ServiceUser(INTEGER id)

Description: Obtains string for account number in the services setup associated with ID. Returns: Account number string.

CompuNetwork()

Description: Obtains an integer corresponding to the network selected in service setup. Returns: 0=Compunet, 1=Telenet, 2=Tymnet.

DowNetwork()

Description: Obtains an integer corresponding to the network selected in service setup. Returns: 0 = Telenet, 1 = Tymnet.

Note: ID=1 (Compuserve), 2 (Dow Jones), 3 (GEnie), 4 (Telenet), 5 (Tymnet)

File Transfer Commands

DownLoad(INTEGER protocol, STRING filename\$)

Description: Download a file from the remote host.

Input: File transfer protocol, File name. 0=ASCII, 1=CompuServe, 2=Kermit, 3=SuperKermit, 4=Xmodem, 5=Xmodem CRC, 6=Xmodem 1K, 7=Ymodem, 8=Ymodem G, 9=Zmodem. Returns: 1 if successful, 0 otherwise.

UpLoad(INTEGER protocol, STRING filename\$)

Description: Uploads a file to the remote host.

Input:File transfer protocol, File name.0=ASCII, 1=CompuServe, 2=Kermit, 3=SuperKermit, 4=Xmodem, 5=Xmodem
CRC, 6=Xmodem 1K, 7=Ymodem, 8=Ymodem G, 9=Zmodem.Returns:1 if successful, 0 otherwise.

OutFile(STRING filename\$)

Description: Transmits a page of the text file at a time to the remote computer

Input: File name.

Returns: None.

Data Commands

Capture(STRING filename\$)

Description: Turns the file capture on or off.

Input:To turn it on, specify the filename. To turn it off, use the off parameter.Returns:None.

CarrierDetect()

Description: Determines the carrier detect status of the modem.

Input: None.

Returns: 1 if carrier detect is on, 0 otherwise.

Dial(STRING phonenumber\$)

Description: Dials a number.

Input: Number in string format.

Returns: None.

GetUserInput(STRING string\$, INTEGER singlekeymode, INTEGER timeout, INTEGER echo)

Description: fills the string parameter with the characters entered by the user.

Input: String to be filled, Single key mode switch, TimeOut, Terminal echo switch.

Returns: 1 after 💷 is pressed.

0 after timeout seconds.

-1 if 💷 is pressed.

Hangup()

Description: Hangs up the line. Input: None. Returns: None.

OutBuffer(STRING string\$, INTEGER n)

Description:Sends n characters from string to the modem.Input:String to be sent, Number of charactersReturns:None.

Echo(STRING string\$)

Description: Prints string to the terminal screen. Input: String Returns: None.

Print(STRING string\$)

Description: Prints string to the comm. port.Input:StringReturns:None.

PrintLN(STRING string\$)

Description: Prints string to the comm. port followed by CR and LF.Input:StringReturns:None.

SetDefaultPath()

Description: Changes to the default installed directory. Input: None Returns: None.

SetUserPath()

Description: Changes to the user directory. Input: None Returns: None.

WaitForConnection()

Description: Waits for the line to ring, then answers it. Input: None. Returns: The key which was hit, 0 =Connection is made, -1 = is hit.

WaitForInput(INTEGER seconds)

Description: Waits for specified number of seconds for any input.

Input: Number of seconds

Returns: The key which was hit.

0 if no input was attained before the timeout.

-1 if 💷 was hit.

WaitForString(STRING string\$, INTEGER seconds)

Description: Waits for specified number of seconds until string is received by the modem.Input:String to receive, Number of seconds to wait.

Returns: 1 if the specified string was found within the given time period, 0 otherwise.

System Commands

GetFreeBytes(STRING driveletter)

Description:Reports the number of bytes free on the specified drive.Input:Drive Letter. E.g. GetFreeBytes(d)Returns:Bytes free if successful, 0 otherwise.

GetDirectory()

Description: Gets the current working directory.Input:NoneReturns:Name of the current working directory.

GetHomePath()

Description: Gets the directory where QuickLink III is installed.Input:NoneReturns:Name of the directory where QuickLink III is installed.

SetDirectory(STRING directory\$)

Description: Changes the current working directory.Input:New directory.Returns:None.

SetDrive(STRING drive\$)

Description: Changes the current drive.Input:New Drive. E.g., d:Returns:None.

Misc Commands

Beep()

Description: Emits a simple beep for a second. Input: None. Returns: None.

Cls()

Description: Clears the terminal screen. Input: None Returns: None.

GetInputKey()

Description: Gets an input key stroke from the keyboard.

Input: None Returns: The key which was hit. 0 if keyboard buffer is empty, -1 if 💷 was pressed.

Max(INTEGER number1, INTEGER number2)

Description: Determines which number is larger.

Input: Number1, Number2

Returns: Value of the larger number.

Min(INTEGER number1, INTEGER number2)

Description:Determines which number is smaller.Input:Number1, Number2Returns:Value of the smaller number.

PlayWave(STRING wavefile\$)

Description: Plays a wave file. Input: Wave Filename Returns: None.

SetFColor(INTEGER color, INTEGER attributes)

Description: Changes the foreground color in ANSI terminal emulation.Input:ANSI color code, Attributes. (Default 1 = intense)Returns:None.

SetBColor(INTEGER color, INTEGER attributes)

Description: Changes the background color in ANSI terminal emulation.Input:ANSI color code, Attributes. (Default 1 = intense).Returns:None.

Time(INTEGER @year, INTEGER @month, INTEGER @day, INTEGER @dayofweek, INTEGER @hour, INTEGER @minute, INTEGER @second, INTEGER @hsecond)

Description: Fills the parameter with the appropriate values.Input:Year, Month, Day, DayofWeek, Hour, Minute, Second, MilliSecondReturns:Time in seconds elapsed since (00:00:00), December 31, 1899.

Trace(INTEGER switch)

Description: Echoes the current script line number to the screen for debugging script files.Input:1 to turn the trace on, 0 to turn it off.Returns:None.

PageOperator()

Description: Pages the local operator Input: None. Returns: None.

WaitForTime(STRING time\$)

Description: Waits until specified time of the day.Input:Time String in the format of hh:mm.Returns:0 if Esc was pressed, 1 otherwise.

WaitForSecs(INTEGER seconds)

Description: Waits for a specified number of seconds.Input:Number of secondsReturns:None.

WelcomeScreen()

Description: Sends out the text file containing welcome messages.Input:NoneReturns:None.

YieldToSystem()

Description: Give processing time back to windows to allow for multitasking.Input:NoneReturns:None.

DisplayFiles(STRING extension\$)

Description: Lists all the files with a certain extension.Input:File extensionReturns:None.

Higher Level Script Commands

ChangeDrive()

Description: Changes the current drive on the host system.Input:None.Returns:None.

ChangeDirectory()

Description: Changes the current working directory on the host system.Input:NoneReturns:None.

ChangePath()

Description: Changes the paths on the host system. Input: None. Returns: None.

ListFiles()

Description: Lists files on the host system. Returns: None.

UploadFiles()

Description: Uploads files to the host system. Input: None Returns: None.

DownloadFiles()

Description:Downloads files from the host system.Input:NoneReturns:None.

HostOut(STRING output\$)

Description:Sends string out to both the screen and comm. port.Input:String to be send out.Returns:None.