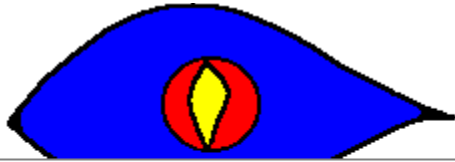


# *HELP!*



*Personal Pager*

***Quick reference guide to the basic functions.***

**How To:**

**Register**

**Create a diary entry**

**Create an address entry**

**Create an eMail**

**View a diary entry**

**View an address entry**


**View the Log**

**View which days in the month have diary entries**

**Find a diary entry**

**Record a voice message**

## Finding a memo

To search for a particular word or set of words click the  search button located on the Diary toolbar.  
See also [The Search Dialog](#)

## The Search Dialog

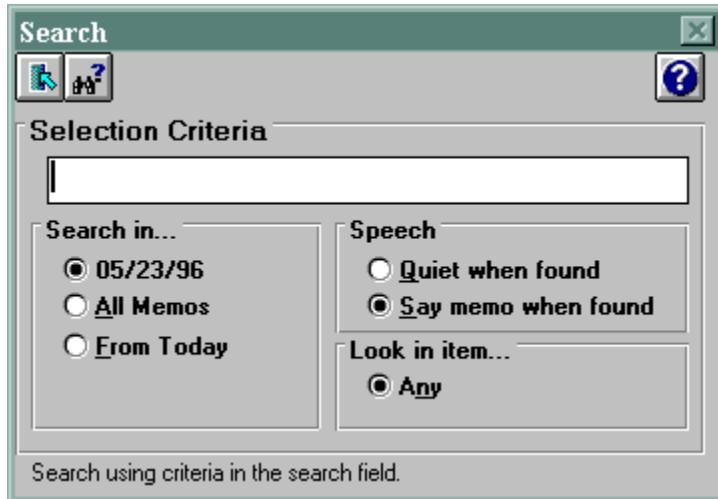
This screen enables you to search for strings from a number of different screens:

The Diary List screen.

The Phone and Address screen.

The Yearly View screen

The Timess Activities screen



Note that sometimes, depending on which screen you are searching from, some of the choices will not be available. This is because these do not apply to this particular type of search.

Remember to use the drag and drop help if you need explanation on which options do what.

In the screen displayed here :

The Search In group has 3 radio buttons.

- \* **05/23/96**  
Current date the the diary list shows.  
search just the current day.
- \* **All Memos.**  
search all diary entries starting from the first.
- From Today.**  
search all diary entries starting from current day.

The Speech group has 2 radio buttons.

**Quiet when Found**

do not speak the diary entries when found

**Say memo when found**

speak the the diary entries when found.

Note this option only available if Voice Synth has been set up correctly.

See [Setting up Voice Synth](#) for more details.

The Look in item group is not used in this release.

## Creating an address entry

Select *Create Address* from the menu bar.

**or**

Click the Address icon on the main toolbar and then the Add New button on the Address screen.

## Creating an eMail

You can only create an Email that will be attached to a diary entry. This must be done by firstly creating a diary entry.

On the diary entry screen , click the Email checkbox.



This will take you to the Email screen where you can formulate an Email and then click the Attach button on the Email screen.

Other Email options include: ( These options both take you to the Email screen but will not let you attach your Email to a memo )

Select *Create - eMail* from the menu bar.

**or**



Click the EMail icon on the main toolbar and then the Formulate button on the Email screen.

Note:

For more details on the Email screen see [The eMail Screen](#).



## Viewing a diary entry

Highlight an occupied time slot on the memo list and double click.


**or**

Highlight an occupied time slot on the memo list and right click the mouse. This will show the drop-down menu. Choose the *Set or Edit memo* menu option.

**or**

Select Create - Memo from the menu bar.

**or**

Highlight an occupied time slot on the memo list and click the *Edit a selected row* button  on the Diary toolbar

## Viewing an address entry



Click the Address Book button on the main toolbar.

*then*

Highlight a row from the Address Book list.

*then*


Double click on the selected row.

**OR**



Click the Edit Address button.

**OR**

Click the Phone Button  in the Setting up a memo screen.



## Viewing the Log

Select the Log option from the menu bar.




**OR** Click the General Setup button on the main toolbar.  
*then*



Click the View Log button on the General Setup screen.

Viewing which days of the month have diary entries.

Select the  *Show all memos for month* button on the Diary toolbar.

## The About menu option

This shows the available system resources and information regarding Personal Pager.

## The Exit menu option

This will exit the application, saving the current window settings.

## The Log menu option

This allows you to see all memos and eMails that have been sent as a result of a diary entry whose time has been met.

## The Cut Memo menu option

This option cuts the selected row from the memo list and saves it to the clipboard where it is available to paste into a different time slot.

## The Copy Memo menu option

This option copies the selected row from the memo list and saves it to the clipboard where it is available to paste into a different time slot.

## The Paste Memo menu option

This option pastes the selected row from the memo list that was either cut or copied earlier.

If you attempt to paste onto an occupied timeslot then you will be given a warning and the choice to proceed with or cancel the paste.



## The General Setup menu option

This option displays the General Setup screen where you can set various system features.

## The Setup Colors menu option

This option allows you to set the background and text colors of the memo list and the address list.





## The Voice File Conversion screen

This screen allows you to choose a voice file that you have previously recorded and attach it to a diary entry of your choice.


At the top of the screen are lists. These are the File Repositories that will hold your chosen files and any one can be chosen by clicking on it and pressing the Return button.


The left repository holds the voice files that have been recorded or convertedThe right repository holds the Soundblaster .wav files that you have chosen to add to the repository.

The left and right arrow buttons 


 between the two repositories convert from one format to the other.


The larger up and down arrow buttons have a different purpose:

The Up arrow  takes a file you have selected from the Folder Contents window and places it into the correct Repository.

The Down arrow  does the opposite. It removes the selected file from either repository.

Note: Any files inserted or removed using these 2 buttons are never physically moved from your hard disk - only from the repositories. If you Really want to delete ( permanently ) a file in a repository then use the

Delete button  on the Voice Utilities toolbar.

The two file repositories hold all voice files chosen. If you press the Save button  all files in either repository will be saved.

The Folder Contents list holds all files of a specified type, from a specified directory on your hard drive. You can navigate the directories by clicking on the Drive and then the Folder List exactly as you would do if you were using Explorer or File Manager.

Voice files can be converted from Soundblaster .wav files to the .voc format. This renders them able to be attached to a diary entry and transmitted over the phone.

The memo list 60 option allows you to set the time increments on the memo list. If you select this option the memo list will show 1 hour increments. If any diary entries have previously been set between the hour then these will not be shown and a status message will reflect this.



The memo list 30 option allows you to set the time increments on the memo list. If you select this option the memo list will show 30 minute increments. If any diary entries have previously been set between the half hour then these will not be shown and a status message will reflect this.

The memo list 15 option allows you to set the time increments on the memo list. If you select this option the memo list will show 15 minute increments.

## The Menu Bar

File Edit View Options Create Window Help

### File

About

Exit

### Log

Shows the Log.

### Edit

Cut Memo

Copy Memo

Paste Memo

### Setup

General

Colors

### Options

Voice Utilities

Memo List 60

Memo List 30

Memo List 15

### Create

Address

EMail

#Create address from menu cros reference

#Create mail cross ref

## **The Timeless Activities Screen**

This screen allows you to store activities that you do not want to attach a specific time to.

The screen is divided into 8 x 10,000 character sections where you can enter your text.

Each section has a delete checkbox. If this is checked it means that you wish to delete everything in that section. You will be asked to confirm this deletion later.

Double-clicking in any section will bring up an expanded view of that section where you may find it easier to edit or view the text.

Timeless Delete checkboxes, when checked, will delete all text in each section that has its box checked. You can delete these sections immediately by clicking the Delete button or by clicking the Save button. If any delete checkboxes are checked you will be asked to confirm the delete.

## Creating a new diary entry

	Memo Description	
30		▲
1 am		
30		
2 am		
30		
3 am		
30		
4 am		
30		
5 am		
30		
6 am		
30		▼

Highlight a free time slot on the memo list and double click.

**or**


Highlight free time slot on the memo list and right click the mouse. This will show the drop-down menu.

Choose the *Set or Edit memo* menu option.

**or**

Select *Create - Memo* from the menu bar.


**or**

Highlight a row in the memo list and click the *Edit a selected row* button  on the Diary toolbar

See also Setting up a memo.



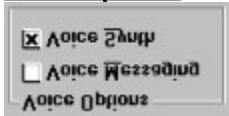
## Drag and Drop help

Instant help is available on every screen by left clicking the Help  icon and dragging it onto a button or a part of the screen that interests you. The pointer will change to an arrow if there is help available on the item that you are dragging over else the pointer will change to a circle with a bar through it indicating there is no help on that item.

## The General Setup Screen

This screen has the following options:

### Voice Options



**Voice Messaging.** This option enables voice message to be attached to a diary entry. To use this option you must have the following items:

*Voice Equipped Modem* ie: a modem that has a Rockwell chipset that is capable of transmitting Voice over a phone line.

*16550A UART serial port* - a high-speed port is required when the voice file is transmitted.

*Soundblaster* or compatible sound card.

Check the Readme.txt file that comes with this product for more information.

If you click on this checkbox, the Voice Router will start up. If you do not have a modem connected you will receive an error message and the Voice Router will quit. The first time Voice Router starts you will be presented with a modem setup screen where you can specify your modem settings.

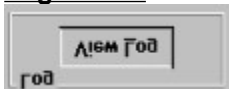
See also [Recording a voice file](#).

**Voice Synth.** This option integrates with a suite of files that come standard with your SoundBlaster card. Namely all .DLL files whose names begin with FB\_.

See the Soundblaster manual for more information on these files.

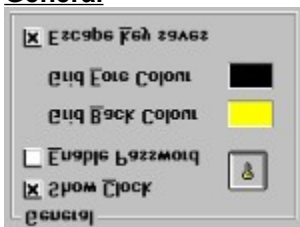
If these files are in your path you can set this checkbox which will enable the speech synthesizer. When enabled some screens have a button that will speak the text or diary entries from that screen.

### Log Viewer



**View Log.** This will allow you to view the [Log](#)

### General



**Show Clock.** Displays the system time on the main toolbar.

**Enable Password.** This enables or disables the password that was set previously. The button to the right takes you to the [Password Screen](#) where you can set up a new password or change an existing one.

**Grid Back Color.** Clicking on the color will bring up the Windows color palette where you can choose a color scheme for the background of the memo list.

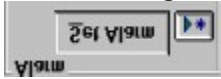
**Grid Fore Color.** Same as above except now youre setting the font color.

**Escape Key Saves.** This option specifies whether, on pressing the <escape> key from any window, that

screens data will automatically be saved before exiting. This saves you having to click the Save button before exiting.

Note: If this option is turned off then pressing the <escape> key will exit the screen **without saving**.

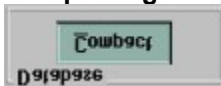
### Alarm Settings



Clicking the Set Alarm button allows you to choose a default alarm sound that you can attach to a diary entry. Once an alarm has been selected you can play the sound by clicking the little Play button to the right of the Set Alarm button.

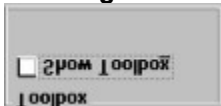
For more information on attaching an alarm to a memo see [Creating a memo](#) and [Setting up a memo](#).

### Compacting the database



From time to time the database may need compressing, which will have the net effect of reducing its size and probably making access to it faster. Click the Compact button to start compressing.

### Showing or Hiding the Toolbox



On the main screen normally the main group of buttons sit ( by default ) at the top of the screen. You can remove these buttons and place them on a [floating toolbar](#). This will free up screen space and allow you to put the toolbar anywhere you like. Next time you start Pager the toolbar will remember where it last was and position itself there.

## Setting up a memo

The Setup Memo screen has the following parts:

- \* A section for specifying a phone number to dial.
- \* A section for specifying the text you want to appear on the memo.
  
- \* A Checkbox for recurring diary entries.
- \* A Checkbox for Speak it.
- \* A Checkbox for Display it
- \* A Checkbox for Alarm it
  
- \* A checkbox for Record Voice
- \* A checkbox for Attach Voice
- \* A checkbox for Hide Memo Description
- \* A checkbox for Confidential
  
- \* A checkbox for eMail.
  
- \* A pushbutton for attaching an object

An object in this case is a text document. When you click on the attach object button a file list will appear where you can select a document to attach. Note that although the object has been attached it cannot be viewed from anywhere else but the Setup Memo screen.

A floating object is one that is always visible and is able to be moved around.

The attach eMail checkbox brings up the eMail screen where you can formulate an eMail and attach it to your memo.

See also : [Creating an eMail](#).

Confidential checkbox prevents anyone from viewing or deleting the diary entry without first entering the password that has been set up in [General Setup](#). If no password has yet been set up then you will see a warning message when you try to access the diary entry but access will still be given.

See also : The [Password Screen](#).

The Hide Memo Description checkbox makes the diary entry text invisible in the memo list.



The Attach Voice checkbox, when checked, will take you to the Voice Utilities screen where you can select a voice file and attach it to your memo.

The Record Voice checkbox, when checked, brings up the recording panel, where you can record a voice message that will then be attached to your memo.


The Alarm it checkbox means that an alarm will be assigned to your memo. The alarm that is assigned is the default alarm that you can set in General Setup.

The Display it checkbox means that when the memo fires, a screen will pop up with your memo text on it.

The Speak It checkbox enables the speech synthesizer ( if present ) to speak your memo to you.

Recurring diary entries are entries that never expire - ie: they will keep appearing on todays calendar, until they are either deleted or the Recurring checkbox is unchecked.

If you have a modem connected and the Voice Messaging turned on in General Setup, you can specify a number to dial when the diary entry displays. Alternately you can click the Phone

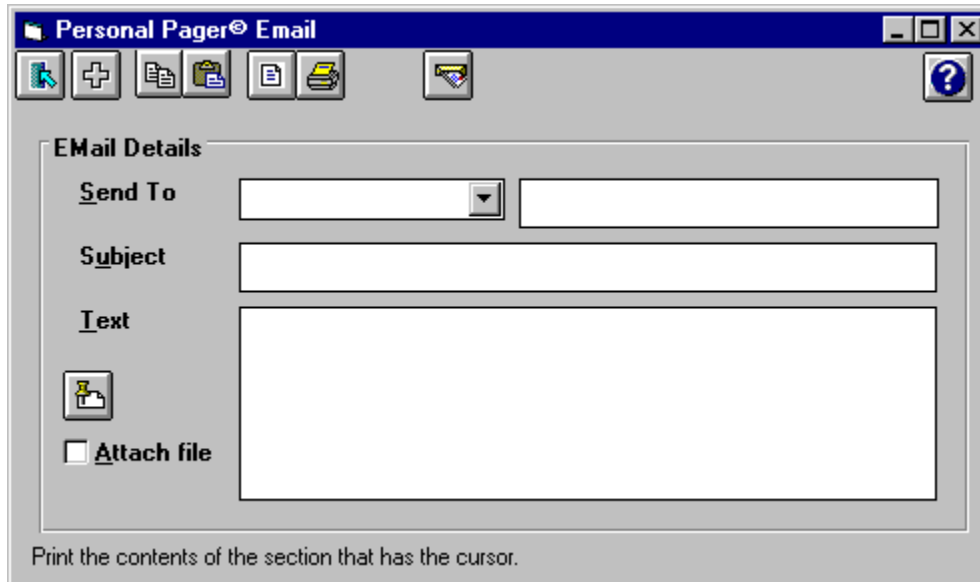
button  where you can choose a number from the Address Book.

## **Setting alarms.**

See [Setting up a memo.](#)



## The eMail Screen




Personal Pager® Email

EMail Details

Send To [dropdown] [text box]

Subject [text box]

Text [text area]

  Attach file

Print the contents of the section that has the cursor.



To successfully send or prepare an eMail you must choose an eMail address from the drop-down list entitled Send To **or** enter an eMail address directly in the box to the right.

**Note:** To successfully send an eMail your computer must be MAPI compliant. ie it must be set up for MS Mail , Microsoft Exchange or any other MAPI compliant eMail system.

The Subject and Text fields are optional but without one of these it could be a pretty boring eMail !

The Attach File checkbox is used to attach a file to the eMail. Click the Get File button just above this checkbox to select a file to attach. Then check the checkbox and your selected file will be attached.

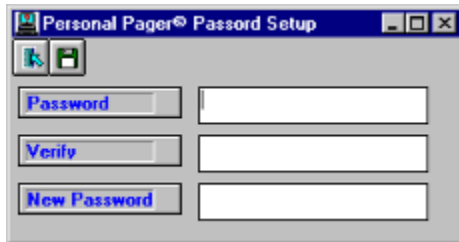
Once your eMail is formulated you can:

- \*) Send it immediately by clicking the Send Now  button.
- \*) Attach it to your memo by clicking the Attach  button. Note: This option is only available if you have entered this screen from the Setup Memo screen.

Note: You can gain access to the full set of eMail functions by clicking the eMail  button.

Really Really Dull.!!!

## The Password Screen



The image shows a Windows-style dialog box titled "Personal Pager Password Setup". It contains three rows of input fields. The first row is labeled "Password", the second "Verify", and the third "New Password". Each label is in a small button-like box to the left of a text input field. There are also two small icons (a magnifying glass and a floppy disk) in the top-left corner of the dialog box.

This screen allows you to set up a new password or change an existing one.

To set up a new password type the same password in all 3 boxes. Then click the Save button.

To change an existing password, type your old password in the Password and Verify boxes then type your new password in the New Password box. Then click the Save button.

**Remember** even though the password has been changed or set, it will not be in effect until you enable it by checking the Enable Password checkbox in the General Setup screen.

## The Voice Router

The voice router is a utility program that is started whenever the Voice Messaging checkbox is set. Voice Router will also start up automatically when Pager starts if this checkbox has previously been set.

This program normally requires no user interaction and should be left running minimized although when run for the first time you will be presented with a modem setup screen where you can assign a set of values to tune your modem.

Note that for the voice messaging feature to work you must have a voice modem - ie a modem that has the Rockwell chipset. If you want to use just a normal modem then Personal Pager will still dial the specified number but no voice will be transmitted.

See the General Setup screen.

## How to Register Personal Pager

There are several ways to register Personal Pager. The registration price is only \$35.

### 1. Call Toll Free 1-800-894-6758

Use your VISA or MasterCard to place an order by phone.

### 2. Register by Electronic Mail

Send email with the following information to [orders@laserpoint.com](mailto:orders@laserpoint.com)

- Name of the product you are registering (Personal Pager)
- VISA or MasterCard Account Number
- Card Type (VISA or MasterCard)
- Card Expiration Date
  
- Name of Card Holder

### 3. Register by Postal Mail

To register Pager by mail, simply print out the registration form and mail it with your payment. Click here for [Shareware registration form](#)

### 4. Register on CompuServe

If you have access to CompuServe, GO SWREG to enter the shareware registration database, and register product id 11666. CompuServe will bill your account directly and notify us to ship a disk out to you right away.

Remember Pager is distributed as Shareware. It is not free or public domain. This means you may copy and distribute it freely but should you find it useful and use it beyond an initial evaluation period of 30 days you are both legally and morally obliged to pay the license fee.

After registering we will send you a licensing program that **will disable the warning shareware reminders and enable all functions** that have been disabled in this shareware release - also we will notify you of future upgrades of this product and these will be **very** cool enhancements!!!

**Thank you for supporting the shareware method!**

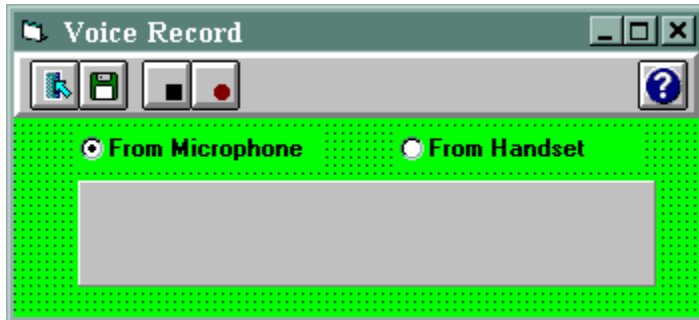
## How to record a voice message

To record and attach a voice message to your memo follows these steps :


Compose a memo in the [Setup Memo screen](#)

Click on the [Record Voice](#) checkbox if enabled. If this checkbox is disabled you must enable Voice Messaging in the [General Setup screen](#)


**The Recording panel will appear :**




Ensure a microphone or similar device is attached to your modem microphone socket.

Click the RECORD  button - in 2 seconds you will see the words RECORDING appear in the status bar. Start speaking your message as soon as this message appears.

When you have finished your recording click the STOP  button

Then click the EXIT  button or the Save button which will take you back to the setup memo screen. Now a voice file is attached to your memo and will be transmitted to the specified phone number when the memo fires.

## Viewing all entries

This screen allows you to view all diary entries for the current year. Click the  View All button from the main screen.

Possible actions include:

View all Recurring


View all recurring option shows all Recurring diary entries for the year.


View all attached eMail


View all attached eMail shows all entries that have an eMail attached.

View Everything

View everything shows ALL entries regardless.

The edit  button will zap you to the day on the memo screen that you have selected.

The search  button picks out anything that you specify to search for.

NOTE: clicking on any month name ie:  will expand the list for that month. Clicking anywhere else on the screen will collapse the expanded list.



## Setting up a modem

The first time you tell Pager that you want to use the Voice Messaging services in the General Setup screen you will be presented with a modem setup screen. This screen is actually part of the Voice Router. You must set certain modem settings such as which port to use and other standard modem settings. Click the Save button when you have specified the correct settings.

Note that you can modify the settings any time by starting the Voice Router (VROUTER.exe). You will find this file in the Vrouter directory on your hard disk.

Click the Settings button on the Voice Router toolbar or use the Settings menu option and you will be presented with the modem setup screen.

Note: If you have any problems with the modem being unable to function correctly, always ensure that the correct Port setting is being used on the modem setup screen. See the Readme file that was installed with this product for more information.

## Personal Pager Registration Form

Print out this topic and fill it out (Select **File** then **Print Topic** from the menu).

Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St./Prov. \_\_\_\_\_ ZIP/Code \_\_\_\_\_

Country (if not USA) \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Personal Pager for Windows, 3.5" Disk Version (\$35.00) US Dollars

SUBTOTAL:	\$ _____
CA residents add sales tax:	\$ _____
AMOUNT ENCLOSED:	\$ _____
FREE SHIPPING!	

Note: Payment must be in U.S. dollars and drawn against a U.S. bank.

Payment:      Cash (US Dollars only)  
                   Check  
                   Money Order

Mail to: Laser Point  
          Pager Registration  
          P.O. Box 2378

          Watsonville, CA 95077

Make checks payable to "Laser Point". Thank you for your order!

Where did you get the shareware version of Personal Pager from?

- Laser Point's World Wide Web site: <http://www.laserpoint.com>
- Dexterity Software's World Wide Web site: <http://www.dexterity.com>
- Other web site -- Name: \_\_\_\_\_
- Internet FTP site -- Name: \_\_\_\_\_
- BBS -- Name: \_\_\_\_\_
  
- America Online
- CompuServe: Forum Name: \_\_\_\_\_
- Retail (store, flea market, computer swap meet)
- From a friend, from work, or from a relative
- Shareware catalog -- Name: \_\_\_\_\_
- CD-ROM disk -- Name: \_\_\_\_\_
- Other: \_\_\_\_\_

Comments / Suggestions: \_\_\_\_\_

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Thank You!

