


TELECOM GOLD

A QUICK GUIDE



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INTRODUCTION

Welcome to TELECOM GOLD, the service that specializes in the exchange of information, instantly between people and businesses. In fact, you can use TELECOM GOLD wherever you happen to live, work or travel, at home or abroad. It ensures that the information you need arrives as you need it - and offers you the peace of mind of instant dispatch.

The most important feature of TELECOM GOLD is your personal electronic mailbox, to which you alone have the key. Your mailbox is located on the TELECOM GOLD computer in London. All other mailbox users have their mailboxes on the TELECOM GOLD computer or on other computers around the world.

The way TELECOM GOLD works is very much like the pigeon-hole message system you find in most hotels. Think of the TELECOM GOLD computer as the bank of pigeon holes and of your mailbox as one pigeon hole. You don't have to be in the hotel to receive messages, and you can phone the hotel to leave messages for other people. When you come to the reception desk you can enquire whether there are any messages waiting for you. You could also ask the receptionist to order your morning newspaper or to find out the times of flights to other cities - in much the same way as you can use your mailbox for the business information services.



EQUIPMENT


Only three items of equipment are necessary for you to access your mailbox:

A terminal

A personal computer or wordprocessor, for example.

An ordinary telephone

Your terminal talks to the TELECOM GOLD computer through the telephone.



Communications software can help you use TELECOM GOLD more efficiently - see chapter 8.

A modem
or acoustic coupler)

This acts as a go-between,
sending the information you enter
down the telephone line. The
TELECOM GOLD computer picks it
up at the other end. If you are
renting or buying a modem, make
sure that it's *full duplex*.

THIS GUIDE

TELECOM GOLD is easy to use and a few keystrokes will enable you to perform most of the functions that you will want to use. This guide describes the basic commands you will need. If you need more detailed information, a number of other documents are available. These include the Mail Reference Manual, the Telex Guide and quick reference cards on some of the TELECOM GOLD Business Information Services.

To get the most out of this guide, read the text and study the accompanying screen displays carefully - in most cases, these present examples or typical uses of TELECOM GOLD.

The following notation is used to distinguish what you are required to enter from the prompts the system offers you:

Send, Read or Scan: System Prompt


send

What you must enter

HELPFUL HINTS

A menu system has been designed to guide you through the commands, and introduce the range of features available on Telecom Gold. Type **tgmenu** at the system level prompt, >, to access the Telecom Gold menu.

You may request help from the system at any stage by entering the command **help** - this gives you a list of all the options open to you at a particular stage. If you are in the middle of writing a mail or telex message, use the command **.help** at the beginning of a line.

Press the Carriage Return key after every command you issue to the system. This indicates that you have finished. In this guide it is referred to as C/R. On some keyboards, however, it is marked RETURN, ENTER or .

Commands to the system may be written in upper case or in lower case or in a mixture of both.

Commands to the system may be abbreviated to the minimum number of characters that is not ambiguous. For example, **send** may be abbreviated to **s** and **read** to **r**.

The command Ctrl/s may be used to stop your screen scrolling; to do this you must hold down the Ctrl key and press s at the same time. Ctrl/q may be used to re-start scrolling.

Avoid using the cursor control keys (arrow keys) on your keyboard, while you are in Telecom Gold. Once carriage return has been pressed to move onto the next line you cannot use the back space key to correct an error on the previous line. To correct these errors, you must use the Text Editor. For more detail refer to the Electronic Mail Reference Manual.

Throughout this guide reference is made to the system level and to the system level prompt. This is the right angle bracket or *greater than* sign», which is used by the system to request input from you.

If you want further information on any aspect of using TELECOM GOLD, enter the command **info info** at the system prompt. This gives you a full list of the information files you may read.

If you have a query about any aspect of TELECOM GOLD that is not covered in this guide, phone the HELPLINE at 01-208 2711. This is a 24-hour service, but only urgent queries can be dealt with after 5:30 p.m.

CHAPTER 1

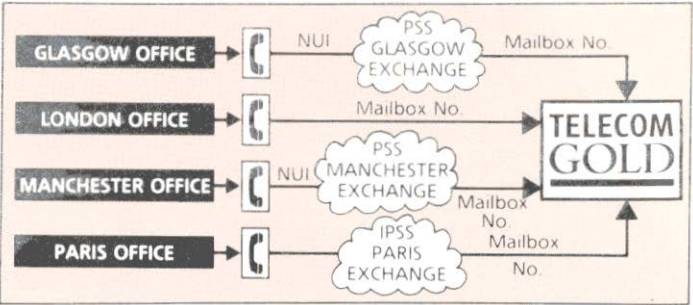


As a TELECOM GOLD user, you have your own unique mailbox number (sometimes called mailbox ID) and password. Your mailbox number works in much the same way as a telephone number, enabling other people to contact you. Your password is the key to your mailbox and you may change it at any time to prevent anyone from gaining unauthorized access to your mailbox. See Appendix A for more information on passwords and how to change them.

In order to use TELECOM GOLD you first make a phone call to the TELECOM GOLD computer in London. Once your call is answered, you are prompted to enter your mailbox number and password – this tells the system who you are and which mailbox you want to use.

If you live outside the London (01) area, you can save yourself making expensive long-distance phone calls by using British Telecom's Packet SwitchStream (PSS) service. To do this you dial PSS at your local exchange and PSS connects you through to the TELECOM GOLD computer. To use PSS you have a PSS Network User Identifier (NUI) as well as your mailbox number and TELECOM GOLD password.

The diagram below shows how users from different parts of the country can access TELECOM GOLD. The London user dials the computer directly, and the Glasgow and Manchester users dial PSS at their local exchanges. The sections that follow describe in detail how to access TELECOM GOLD by dialling direct and via PSS.



NOTE

You may also access your mailbox from outside the U.K.

ACCESSING YOUR MAILBOX: DIALLING DIRECT

- 1 Turn on your terminal and modem (or acoustic coupler). Make sure that the terminal is ready to communicate with the TELECOM GOLD computer. If you are using communications software, make sure that it is set up to work with TELECOM GOLD - see chapter 8 below and the manual for your software.
- 2 Dial TELECOM GOLD. The number you dial depends on the speed you wish to communicate at:

01-583 3000 for 300 baud
 01-583 1275 for 1200/75 baud
 01-583 1200 for 1200 baud
- 3 When the answering tone changes in pitch, press the data button on your modem. If you are using an acoustic coupler, place the handset of the telephone in the acoustic coupler.
- 4 Press C/R twice.

Then follow the sequence on the screen diagram below.

Telecom Gold Network: For assistance type 'HELP LOGIN'
 at the prompt 'PAD'

This is a Dial-up Pad 0. line 4 speed 300

PAD>call (your system number e.g. 80, 81, 84)

***Call connected

Welcome to Telecom Gold's System 81

Please Sign On

>id (your ID No e.g. AAA001)

>password (the password you enter at this prompt
 is non-printing)

TELECOM GOLD Automated Office Services 18.4X(81)

On At 8:49 22/04/87 BST

Last On At 11:41 21/04/87 BST

Mail call (1 Read, 8 Read express, Total 9)

>

ACCESSING YOUR MAILBOX: VIA PSS

- 1 Follow steps 1 and 2 on previous page except that instead of dialling TELECOM GOLD directly, you should dial PSS at your local exchange - see Appendix D for a list of exchange telephone numbers.
- 2 Press C/R twice, **A2** (or **D1**), C/R, when prompted enter your NUI or the TELECOM GOLD NUI (**ntlgold901tym**).

NUI?

ntlgold901tym (the characters 901tym are non printing)
(C/R)

NOTE

It is a good idea to store your start-up procedure (not including your password) in your software. This saves you having to go through all the steps listed in this chapter every time you want to use TELECOM GOLD.

- 3 When the system responds with **ADD?**, enter the Network User Address of TELECOM GOLD (**A219201004**) followed by the number of the system your mailbox is on - in this case **81**.

ADD? A21920100481 (C/R)

- 4 From here on the procedures are the same as those for direct dialling - see screen diagram on page 13.

AT THE SYSTEM LEVEL PROMPT

Once TELECOM GOLD offers you the system level prompt, you are ready to begin using your mailbox. The two commands you will probably use most often are **mail** (to send and read mail messages) and **telex** (to send telex messages). A number of other commands are available also - see Appendix C.

SIGNING OFF

When you want to end a TELECOM GOLD session, enter **quit** (or **q**) to leave the job you are working on. Then enter **off** at the system level prompt.

NOTE

Check the contents of your mailbox every day. Otherwise an important message might not reach you in time.

Action Required: **q**
>off

Once you sign off you are given a Mail Call that tells you how many read and unread messages there are in your mailbox. You are also told how many minutes you were connected to the system - this is for your information only and is not used for billing purposes.

Off at 15:57 02/01/87 GMT

Time used: 00h 11min connect 05s CPU, 00m 11s I/O
Mail Call (6 read, 1 read express, Total 7)

Remember to hang up the telephone and to turn off the modem or acoustic coupler.

Direct Dial

The TELECOM GOLD telephone number is:

My mailbox number is:

PSS Access

The PSS number for my local exchange is:

The Network User Address for TELECOM GOLD is:

My mailbox number is:



CHAPTER 2

BASIC MAIL

Of the many functions the TELECOM GOLD mail system allows you to perform, the three you will probably use most often are **send**, **read** and **scan**. **send** enables you to send mail messages to other people. **read** enables you to read the full text of messages addressed to your mailbox. **scan** enables you to scan through all messages addressed to your mailbox.

A menu system has been designed to guide you through the commands and to introduce the range of features available on Telecom Gold. Type **tgmenu** at the system level prompt to access the Telecom Gold menu.

If you don't feel confident enough yet to start a real mail session, perhaps you might like to use the TELECOM GOLD tutor. This offers a simulated session where you can practise sending and receiving mail messages. To use it enter the command **tutor** at the system level prompt.

›**tutor**

Follow the instructions in Chapter 1 (Getting Started) to access your mailbox and enter **mail** at the system prompt. TELECOM GOLD now asks you whether you wish to **Send**, **Read** or **Scan**.

›**mail**

Send, Read or Scan:

SENDING A MAIL MESSAGE

If you wish to send a message, enter **.send** (or **.s** for short) at the prompt **Send, Read or Scan**. TELECOM GOLD now prompts successively with:

To:

Subject:

Text:

At **To** enter the mailbox number of the person you wish to send the message to. If you wish to send the same message to more than one person, leave a blank space between each mailbox number you enter.

To: 81:xyz001 81:xyz002

At **Subject** enter a one-line description (up to 69 characters) of the message you wish to send. This helps each addressee to see at a glance what your message is about.

At **Text** enter the text of your message.

When you have finished entering the message, enter **.send** (or **.s**) on a blank line. This tells the system that you have finished writing the message and wish to send it. Do not leave a space between the full stop and the s.

If you decide to abandon your mail message, rather than send it, type **.q** on a new line. This will take you out of your message and back to the system prompt.

The system now notifies you that your message has been sent to each of the addressees and prompts you with another **To**.

xyz001 - SENT

xyz002 - SENT

To:

At this stage you may send a message to someone else, or you return to system level by entering **quit** (or **q**).

```
>mail
Send, Read or Scan: s
To: 81:xyz123
Subject: artwork
Text:
The artwork arrived safely today.
.s

xyz123 - SENT
To: q
>
```

 Sending a mail message

In this example, a message is sent to mailbox xyz123 on system 81.

If you belong to a group of mailbox users with a common Mail Directory, you can address other members of the group by name rather than by mailbox number - for example, C.Goddard instead of 81:aaa007.

You can also set up a personal directory that could allow you to address people by familiar names - for example, clive instead of 81:aaa007 or C.Goddard. See chapter 6 for more information on directories.

READING YOUR MAIL

To read any messages that have been addressed to you, enter **read** (or **r**) at the prompt **Send, Read or Scan**.

You will then be shown all your mail, one message at a time. Express messages always appear first. Other messages appear in the order in which they were sent - i.e. the oldest ones are first.

For each message, you will be shown a header giving information on when the message was sent, who sent it and a subject line. The header is generated at the time the message is sent.

To:	(name and mailbox number)
From:	(name and mailbox number) Posted: (day, date and time) Sys (n) (no. of lines in message)
Subject:	Description of the message as written by the sender
Mail ID:	Routing Information

-more-

The prompt **-more-** occurs for two reasons. First it appears after the header lines and allows you to decide whether or not you want to see the full text of a message. Secondly, TELECOM GOLD assumes that your screen can hold only 23 lines of text and pauses to give you time to read the text of your messages. **-more-** is offered at each pause.

A number of options are open to you at the prompt **-more-**; these include :

C/R	To show you the full text of the message
again	To read the message again
next	To bring you to the next item in your mailbox
quit	To quit and exit from the system

The prompt **Action Required** occurs after the text of a message has been displayed, and it allows you to decide whether to leave the message in your mailbox or to delete it. Once again a number of other options are open to you. These include:

delete

To delete the message.

reply

To reply to the sender. You are then offered the **Text** prompt and you may enter the text. Enter **.s** to send the message.

forward

To forward the message to someone else. Then enter **.s** to send it.

NOTE

All the options available at **Action Required** are also available at **-more-**.

When you have finished reading your mail, enter **quit** (or **q**) at either of the prompts **-more-** or **Action Required**.

NOTE

In some cases the system number is preceded by **100**, for example, 77 appears as **10077**.

```
>mail
Send, Read or Scan: r
To: xyz123
From: xyz111 Posted Wed 25-Feb-87 10:50 BST Sys 81 (2)
Subject: artwork
-more-

Len,
The artwork arrived safely today.
Action Required: q

>
```



Reading your mail

There is no storage charge for current mail. However, after 30 days in the case of read mail and 60 days in the case of unread mail, your message will be automatically stored in a file called ***Read** or ***Unread**. Storage charges are payable for these files. Please refer to Appendix B - Reducing Your Storage Costs.

SCANNING THROUGH YOUR MAIL

If you want to see a summary of all the messages in your mailbox, enter **scan** (or **sc**) at the prompt **Send, Read or Scan**.

You are then shown the header lines only of each message in your mailbox - i.e. who the message is from, when it was sent and the subject line. If you wish to read one of the messages enter the command **read** followed by the number of the message - e.g. **read 2**.

NOTE

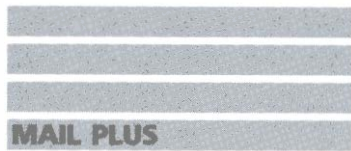
For a one-line summary of each message enter **qsc** instead of **sc**.

```
>mail
Send, Read or Scan: sc
1 From: AAA322 Posted Mon 19-Jan-87 13:55 BST
  sys 81 (4)
  Subject: Marketing campaign
2 From: AAA321 Posted Mon 19-Jan-87 15:20 BST
  sys 81 (2)
  Subject: Social Committee
3 From: AAA320 Posted Tue 20-Jan-87 08:45 BST
  sys 81 (3)
  Subject: New Brochure
Read or Scan:
```

▶ Scanning through your mail



CHAPTER 3



Chapter 2, Basic Mail, dealt only with the basic functions of the TELECOM GOLD Mail system: how to send a message to another person, how to read a message and how to scan through all the messages in your mailbox.

We now move on to describe the additional options available at each stage of a TELECOM GOLD mail session. Many options are available at more than one prompt. They are described under the prompt at which you will find them most useful. The summary at the end of this chapter lists all the mail commands you may use.

Enter **help** at any prompt to see a full list of all options available at that prompt. You may leave the mail system by entering **quit** (or **q**) at any prompt.

OPTIONS WHEN YOU ARE SENDING MAIL

Once you have chosen to send a mail message, you are presented with the prompts **To**, **Subject** and **Text**. A number of send options are available at the prompts **To** and **Text**.

Options at To

In addition to entering the names or mailbox numbers of your addressees at **To**, you may also use one or more of the options listed below. To do this, insert the command before the name(s) or mailbox number(s) to which it applies. Put the option at the end of the line if you wish it to apply to all addressees. If you need more than one line, enter an ampersand (&) at the end of each line except the last one.

ar

To request an acknowledgement from the named person(s). As soon as that person reads the header of your message, an acknowledgement is automatically sent back to you. The acknowledgement appears as a message in your mailbox.

To: R.Jones K.Hoctor B.Young ar

Acknowledgement requested of all recipients.

bc

To send a blind copy of the message to the named person(s). This differs from a carbon copy in that no other recipient knows that the **bc** recipient is to receive a copy of the message. Each **bc** recipient sees the entire **To** list.

**To: A.Wilson A.Darley B.Young
bc R.Jones**

R.Jones receives a blind copy.

cc

To send a carbon copy of the message to the named person(s).

To: A.Wilson cc A.Darley B.Young

A. Darley and B.Young receive carbon copies.

rr

To prompt the recipient of your message straight into a reply.

da d/m/y hh:mm

To date-activate a message. This feature allows you to send a message now, but to delay delivery of it until a specified date. The message is dated with the date of arrival, not with the date it was originally written.

To: P.Wilkins B.Mays da 15/2/87 08:30

Message date-activated to arrive on 15/2/87 at 8:30 a.m.

ex

To send a message express. The message goes to the top of the recipient's mailbox, and on signing on to TELECOM GOLD the recipient is advised that an express mail item is waiting in his or her mailbox.

To: M.Black H.Atkins ex

Message sent express to both recipients.

noshow

To suppress the **To** list. Each reader receives the message including the header, but without a list of the other recipients. This option is particularly useful where you have a very long distribution list.

To: R.Jones A.Millar B.Wilkins B. Mays G.Owens A.Wilson & J.Johnson A.Bates noshow

None of the addressees know who else has received the message.

Multiple To Options

You may include a number of **To** options on the same line, as in the following example:

To: R.Jones cc K.Hoctor ar ex

The message is sent to R.Jones. A carbon copy is sent to K.Hoctor. Acknowledgements are requested of both, and the message is sent express to both.

To: C.Goddard noshow A.Darley D.Smith E.Tenenti R.Forrestal & N.Schiesari A.Bates ex

The message is sent to C.Goddard with copies to all the other addresses. Only C.Goddard sees the full **To** list. The message is sent express to every recipient.

Options at Text

You may also use send options while you are writing the text of a mail message - that is, before you enter **.s** to send it. It is important that you differentiate your command from the text; this is done by preceding it with a full stop and entering it on a blank line.

All of the options listed so far in this chapter are also available here as **Text** options. For example, the **To** option **cc** becomes the **Text** option **.cc**.

.display	To display the text you have written so far.
.display subject	To display the current subject line.
.su newsubject	To change the subject line

.display to	To display the current list of addressees.
.to 81:aaa005	To add one or more mailbox numbers to the To list - in this example 81:aaa005 is added.
.to -aaa006	To remove one or more mailbox numbers from the To list.
.sp	To use the TELECOM GOLD spelling checker - enter the command info spell at system level for details of how this works.
.ju 65	To re-format your text to the specified number of characters per line - in this case 65.

SELECTING MESSAGES TO READ OR SCAN

While you are reading or scanning your mail you may use a range of options that allow you to select the messages you wish to look at. For example, you may wish to read only express messages from a particular person, or you may wish to scan through messages that relate to a particular subject only.

The following options are available at the prompt **Send, Read or Scan**, and each option relates to both reading and scanning. Precede each command with **read** or with **scan** as appropriate.

express	To read or scan only messages that have been sent to you express.
unread	To read or scan only messages you have not read previously.

The remaining options are qualifier options that allow you to specify more exactly the messages you want to read or scan.

da d/m/y	To read or scan only messages posted on the specified date.
da d/m/y-d/m/y	To read or scan only messages posted between the specified dates.
da d/m/y-	To read or scan only messages posted on or after the specified date.
from J.Drumm	To read or scan only messages you have received from the named mailbox or person - in this case, J.Drumm.
su abcd or 'abcd'	To read or scan only messages that contain the letters abcd in the subject line. Note that this command has two possible formats.
text abcd or "abcd"	To read or scan only messages that contain the letters abcd in the text. Note that this command has two possible formats.

You may also enhance the qualifier options by using the words **and** or **or**.

r from B.Baker or T.Smith	To read all messages sent by either B.Baker or T.Smith
----------------------------------	--------------------------------------------------------

As with the multiple **To** options, you may use several **read** qualifier options at the same time by simply stringing them out on the same line. For example, the following option line enables you to scan only messages containing the word report, received from J.Drumm after the date indicated.

scan fr J.Drumm da 8/2/87- 'report'

Options at Read or Scan

Once you have scanned through your mail, the system prompts you with **Read or Scan**.

Enter **read** to read each of the messages in sequence, or enter **scan** to scan through all of the messages once again. Alternatively, use one of the following options.

read all	To read all scanned messages one at a time, but without pauses at the prompts - more- or Action Required .
read 6	To read the specified message only (e.g. 6)
read 3 5 6	To read the specified messages only (e.g. 3, 5 and 6).
read 4-7	To read the specified numerical range of messages (e.g. 4 to 7)
forward 3 N.Bates	To forward the specified message to the named person. In this case message number 3 is forwarded to N.Bates.
reply 4	To reply to the sender of the specified message (e.g. 4).
delete 1 3 5	To delete the specified messages (e.g. 1, 3 and 5). Make sure that you no longer require any messages you are about to delete.

SUMMARY OF MAIL COMMANDS



NOTE

1. Not all the commands listed in the summary are described in this guide. For information on all commands see the Mail Reference Manual. You can also get further information on all the commands by entering **help** at any point (**.help** if you are in the middle of writing a message).

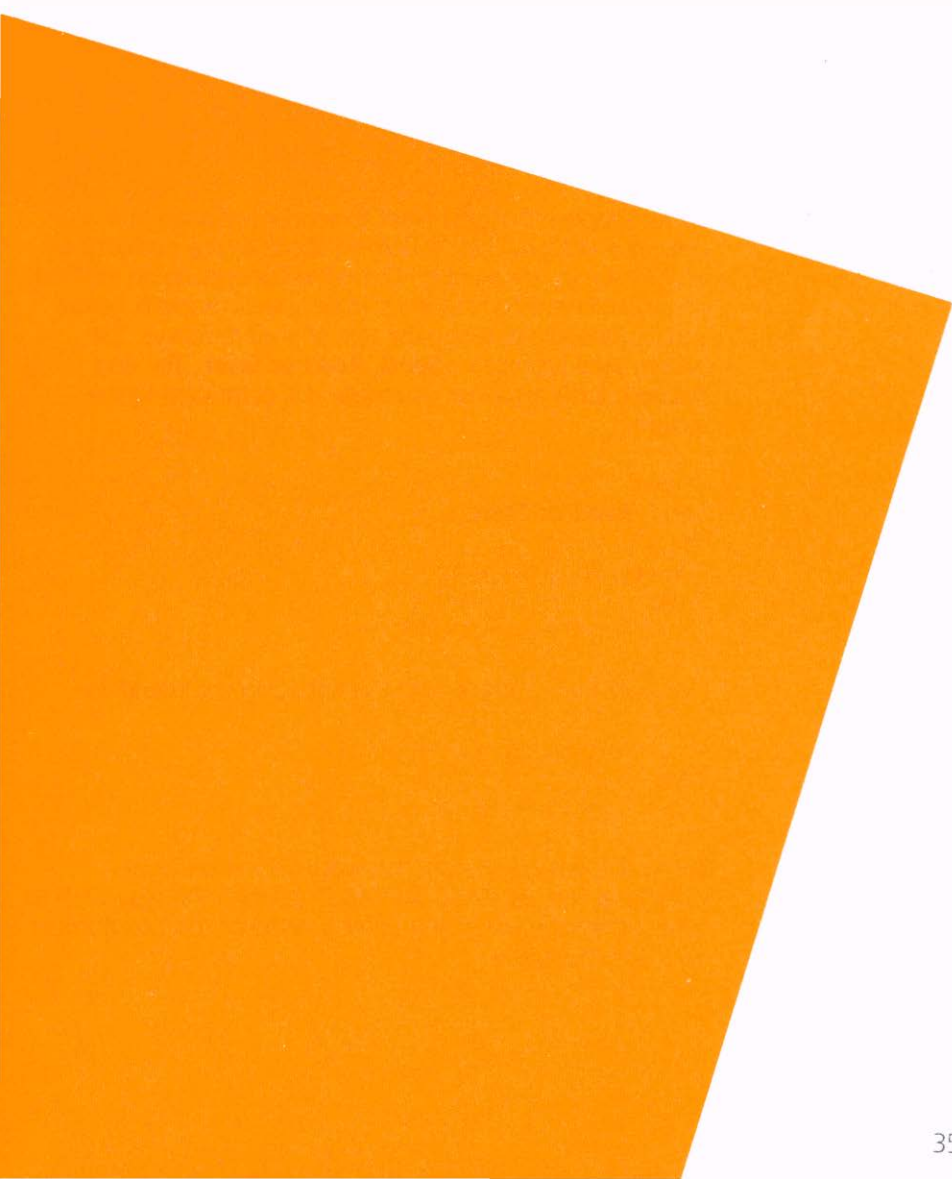
2. Square brackets [..] indicate optional use.

3. Italics indicate non-literal parts of commands; for example, **save filename** means that you enter **save** followed by the **filename** of your choice.

4. Should you wish to send a mail item of more than 128000 characters, you must divide your file into files of not more than 128000 characters.



CHAPTER 4



SHORT CUTS

Up to now communication between you and TELECOM GOLD has been conversational; in other words, TELECOM GOLD has asked you questions (in the form of system prompts), and you have answered to suit your requirements.

As you begin to feel more confident with TELECOM GOLD, you may prefer to communicate with it using command lines. These are short cuts that allow you to suppress certain system prompts and so perform TELECOM GOLD functions more quickly.

EXAMPLE

Let us suppose that you want to send a message to a colleague (let's call her M.Barnes) about a new project that you are jointly engaged in. Using the conversational method, you would need to respond to four screen prompts before you could begin entering the text of your message: the system level prompt › ; **Send, Read or Scan; To; and Subject.** Each response you make is a command to the system.

```
›mail  
Send, Read or Scan: s  
To: M.Barnes  
Subject: New project  
Text:  
Work is progressing smoothly etc.
```

Compare that example with the following command line:

```
›mail send M.Barnes 'New project'  
Text:  
Work is progressing smoothly etc
```

If you like, you could omit the word **send** from your command line, as TELECOM GOLD assumes that you wish to send a message when you enter a name or mailbox number on a command line.

The subject must always be the last item in the command line and it must be either enclosed in single inverted commas or preceded by **su**.

Having sent your message to M.Barnes, you might then wish to read all the messages you have received from her since a particular date (5/12/86 for example) on the subject of the new project. To do this, enter the following line:

›**mail read from M.Barnes da 5/12/86- su New Project**



CHAPTER 5

**FILING YOUR
MAIL MESSAGES**

FILING YOUR MAIL

The TELECOM GOLD filing system enables you to remove an incoming or outgoing message from your mailbox and to store it in a file where you can refer to it whenever you need to.

You may file your messages in a general uncategorized file (called box), or you may organize them into categories – by subject, correspondent or date, for example. If you store an item in a category file, it is stored there only and not in the box file. Only mail messages you have sent or received can be filed in mail files; do not confuse mail files with textfiles.

FILING OUTGOING MESSAGES

To file an outgoing message in the general file, enter `.file` (or `.fi`) on a separate line before you enter `.send` to send it.

To file an outgoing message in a category file, enter `.file category` (or `.fi category`) on a separate line before you enter `.send` to send the message. Category names may be up to 20 characters long; the first character must be alphabetic; and there must be no blank spaces in the name.

›mail

Send, Read or Scan: s

To: 81:aaa001

Subject: preliminary agenda for Board meeting

Text:

The following is the agenda for the Board meeting on the 23rd of this month:

1. Progress on new installations.
2. Plans for next year's marketing strategy.
3. Possible diversification.

If you wish to add to these, please let me know as soon as possible

.fi meeting

.ex

.s

aaa001 - Sent Express

Filed in category Meeting

To:



Filing an outgoing message
in the category meeting

FILING INCOMING MESSAGES

To file an incoming message, enter **fi** at either of the prompts **-more-** or **Action Required**. Enter **fi category** to file the message in a particular category.

Action Required: **fi agenda**

VIEWING FILED MESSAGES

Filed items may be viewed in much the same way as ordinary mailbox items. The only difference is that you must specify the file category from which you wish to read. For example the command line **›mail read** allows you to read all messages addressed to your mailbox; similarly, the command line **›mail read file sales** (or **›mail r fi sales**) allows you to read all messages you have filed in the category sales.

All the options for reading and scanning items in your mailbox are also available for filed items. Here are some examples:

- ›mail r fi meeting fr R.Clare

This would allow you to read all messages from R.Clare that you have filed in the category meeting.

- ›mail sc fi brochure da 12/1/87-19/1/87

This would allow you to scan through all messages posted between the dates indicated that you have filed in the category brochure.

OTHER FILING OPTIONS

To delete a file category, enter the command **del fi category** at any prompt except **Subject**.

›mail del fi john
Delete file category john? **yes**
john deleted

In this case, the category john and all of its contents are deleted.

To display a list of your file categories, enter the command **dis fi** at any prompt except **Subject**.

›mail dis fi
or
Send, Read or Scan: **dis fi**

You may wish to file a mail item as a Text file in order to edit it on-line at a later date. For more detail refer to the Electronic Mail Reference Manual.

CHAPTER 6

DIRECTORIES

DIRECTORIES

If you don't know the mailbox number of the person or company you want to address, you may consult either the Mail Directory or the Gold Users Directory. TELECOM GOLD also allows you to set up a directory of personal names and distribution lists - this is called the Mail Reference Directory.

THE MAIL DIRECTORY

If your mailbox is part of a group of mailboxes used within your company or section, you probably have a Mail Directory for your group. In most companies this is maintained by the system manager, and it contains the names and mailbox numbers of everyone in the group. You may address people in your group by their names or mailbox numbers.

To see the full directory, enter **dis dir** at any mail prompt except **Subject**. Remember to precede it with a full stop (**.dis dir**) if you are in the middle of writing a message. You may also modify the command to search only for names containing a specified sequence of letters. For example, the command **dis dir ?har?** searches through the directory for names that contain the letters har.

Once the directory of users is displayed, you are prompted with **To**, as the system assumes that you now want to send a message.

»mail dis dir ?har?

A.Harold	AAA001	Sales	Manchester
P.Harper	AAA023	Marketing	Head Office
M.Harrington	AAA012	Personnel	Head Office
O.Harris	AAA030	Personnel	Manchester
L.Hartley	AAA049	Graphics	Head Office
R.Sharpe	AAA009	Research	Manchester

To:



Searching through the Mail Directory for names containing the letters har.

THE GOLD USERS' DIRECTORY

The Gold Users' Directory is the public directory of TELECOM GOLD users. To access the directory, enter the command **gold.users** at system level. You are then given some information on how to use the directory, and are prompted to enter the name of the company or organization whose mailbox number you are looking for.

For further information on Gold.Users enter » **info gold.users**.

▶ Searching through the Gold Users Directory for the company Owens

>gold.users

*** Welcome to Gold.Users ***

Record your session in a file?

Enter Y or N (a <RETURN> defaults to N):

Read or Scan: r

COMPANY, CONTACT or Mailbox: com

Company name: owens

Company : Owens Design Ltd

Contact : J.Buckley.

Mailbox : 81:XYZ001

Business: Graphic Design Consultants

End of search

The Gold Users' Directory is not yet an exhaustive directory of all TELECOM GOLD users. If your mailbox is not in the directory, enter the command **gold.dir** at system level and fill in the on-line form.

THE MAIL REFERENCE DIRECTORY

The Mail Reference Directory allows you to address people by their familiar names, rather than by their formal names or mailbox numbers. For example, instead of entering **81:aaa045** at the **To** prompt, you could simply enter **alan**.

You may also use the Mail Reference Directory to set up distribution lists of groups of people you mail regularly. For example, your sales division might include ten people spread throughout the country; and instead of entering all their names or mailbox numbers at the **To** prompt, you could simply enter **sales**.

Creating a Mail Reference Directory

The Mail Reference Directory is set up on the TELECOM GOLD Text Editor as a textfile. If you are part of a group of mailbox users you will probably find that your system manager has already set up a group reference directory, so allowing everybody in the group to address each other by familiar names. For your own purposes, though, you may want to set up your own personal Mail Reference Directory.

The principle on which the directory works is that one short, easy-to-remember word is used to replace many longer or not-so-easily-remembered words. The example that follows shows how to set up a typical Mail Reference Directory using the Text Editor. If you are unsure about how to use the Text Editor, see the Mail Reference Manual.

```

>ed
INPUT
alan 81:aaa045
andy 81:aaa088
jean 83:bbb123
jim 83:bbb128
tech andy alan jean
research 83:bbb122 83:bbb134 83:bbb135 83:bbb144
directors andy 81:aaa001 83:bbb001 83:bbb002
sales jim 83:bbb004 81:ccc002 81:aaa166 81:ccc009

EDIT
save mail.ref
>

```



Creating a Mail Reference Directory

NOTE

If your distribution list is more than one line long, start the next line with an ampersand '&' and continue entering mailbox numbers

The first four entries in this example are familiar name entries - for example, 81:aaa045 is referred to as Alan and 81:aaa088 is referred to as Andy. The next four entries are distribution lists: tech, research, directors and sales. To send a mail message to the four directors (andy, 81:aaa001, 83:bbb001, 83:bbb002) you would simply enter **directors** at the To prompt. Notice that you can use previously defined familiar names in a distribution list - in this case andy.

Displaying the Mail Reference Directory

To display the contents of your Mail Reference Directory, enter **dis ref** at any prompt except **Subject**. Enter **.dis ref** if you are in the middle of writing a message. Enter **dis ref ?co?** to search for names containing the letters co.

CHAPTER 7

**QUICK GUIDE TO
TELEX**

NOTE

If the person you want to correspond with has a mailbox it is better (and cheaper) to send a mail message rather than a telex.

TELECOM GOLD offers you the facility to use your mailbox to send and receive telex messages. This chapter describes how to type in the text of a telex message directly; for information on the full range of telex services, see the TELECOM GOLD Telex Guide.

ADDRESSING A TELEX

Each telex address has two parts; a number (like a telephone number) and an answerback code (which is usually an abbreviation of the subscriber's company name). The answerback code is a safety device that helps ensure that each telex message reaches its correct destination.

265451	(MONREF G)
--------	------------

Telex number The answerback

SENDING A TELEX

Sign on to TELECOM GOLD in the usual way - see chapter 1 above - and when you reach the system level prompt **>**, enter **telex**.

At the **Command** prompt, enter **input**. The system responds with **Text** and you may begin to enter the text of your message. Note that no line in a telex message may exceed 69 characters in width.

>telex

Command: **input**

Text:

When you have finished entering the text of your telex, enter **.send** (or **.s**) on a blank line. This tells the system that you have finished writing the telex and now wish to send it. You are now prompted successively with:

Tlx or Code:
Country-Name or Network:
Number(Answerback):
Attention line:
More Recipients?

Enter **tlx** (or **t**) at **Tlx or Code**.

Enter the name of the destination country at **Country-Name or Network**. Press C/R for the U.K.

Enter the destination telex number with its answerback in brackets - the answerback is optional.

The prompt **Attention line** offers you the opportunity to insert a line at the head of your message. For example, you may wish to mark it for the attention of someone in particular. Should you need a second line, enter an ampersand (&) at the end of the first line and continue your **Attention line**.

Answer **yes** (or **y**) to the prompt **More Recipients** if you want to send the same message to someone else. You will then be prompted once more with **Tlx or Code**, **Number(Answerback)**, **Attention line** and **More Recipients**. Simply press C/R at **More Recipients** if you don't wish to add other recipients.

The system then queues your message, gives you a reference number for it and brings you back to the **Command** prompt. You may now send another telex message or **quit**.

More Recipients?
Message Reference Number is 1
Command: q

NOTE

If you want an acknowledgement that your telex has been sent, enter **.arx** on a blank line before you enter **.send**

 Sending a telex

```
>telex
Command: input
You may put 50 more messages in our queue
Text:
Can you send us a copy of your latest brochure.
.arx
.s

Tlx or Code: t
Country-Name or Network:
You have selected: UK
G - UK inland telex network

Number(Answerback): 123456(WALL G)
Attention line: Attn Edward Wallace
More Recipients?
Message Reference Number is 2
Command: q
>
```

WHERE IS YOUR TELEX?

NOTE

The **scan** command works in the same way as **where** except that it gives less detailed information.

Once you have sent a telex, you may wish to check whether or not it has reached its destination. The **where** command gives detailed information on the status of one or more of your telexes. Enter **where** at the **Command** prompt and then enter the reference number of the telex you are enquiring about.

Command: **where**
Message Number(s): **2**

You may also check on the status of several or a range of telexes.

where 2 5 6	To check the status of the specified telexes - e.g. 2, 5 and 6
where 1-8 or where 1 to 8	To check the status of the specified range of telexes - e.g. 1 to 8

where sent

To check on the status of all telexes that have been successfully sent

where unsent

To check on the status of telexes that have not been successfully sent (for whatever reason)

telex where 2

```
Msg 2 : 7/1/87 14:40 G 123456 WALL G Telex Waiting
From  : terminal on 7/1/87 14:32 0 attempts
To     : G123456 (WALL G) (189 characters)
```

ATTN EDWARD WALLACE

Command:



Using the **where** command. Note the use of the command line.

NOTE

In the example the telex is **waiting** to be sent. If it had been sent the message would be **Sent** by Telecom Gold.

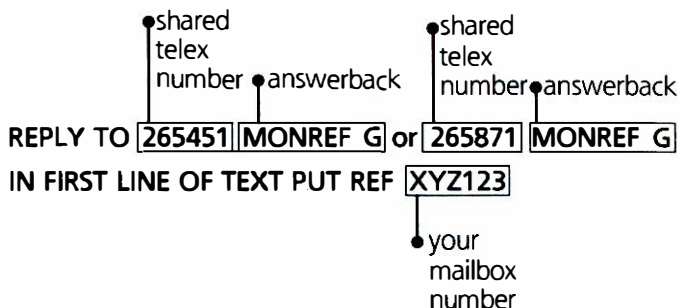
DISPLAYING TELEXES

Use the **list** command to display a copy of a telex message (sent or unsent). Enter **list** at the **Command** prompt and specify the telexes you wish to display. For example, enter **list 7 8** to display the telexes with reference numbers 7 and 8; or **list sent** to display all telexes you have successfully sent, or **list all** to list all the telexes.

INCOMING TELEXES

TELECOM GOLD enables people using ordinary telex machines to send telexes to your mailbox. To do this they must address the telex to one of two numbers shared by TELECOM GOLD users - 265451 (MONREF G) or 265871 (MONREF G) - and include your mailbox number in the first line of the message. If the sender does not include your mailbox number on the first line, then the message may not reach you or may be delayed.

Each time you send a telex, TELECOM GOLD appends the following line to your message:



If you want to include your telex number on your letterhead and other business stationery, it should look something like this:

Telex: 265451 MONREF G, Attention; XYZ123

Incoming telexes arrive in your mailbox as express mail items. If you want more information on incoming telexes, enter the command **info telex incoming** at system level.

DELETING TELEXES

Each TELECOM GOLD Telex user is allocated only a certain amount of message storage space (usually 50 messages); it is important, therefore to delete copies of unwanted messages regularly. Each time you send a telex you are told how many more telexes you may send before your storage space is used up.

To delete messages you no longer require, enter the command **del** at the **Command** prompt. You can specify which messages you want to delete. For example, **del 4 5 8** deletes messages 4, 5 and 8. You should delete all messages from your mailbox regularly - the command to use is **del all**. Otherwise you will be charged for storage.

Command: **del all**

or at system level:

»telex del all

NOTE

For more information on telex storage, enter the command **»info telex storage**

FURTHER INFORMATION

If you are unsure about what to do at any stage in a telex session, enter **help** - this gives you a list of all the options open to you at that stage. If you want help while you are writing a telex, enter **.help** at the beginning of a line.

Enter **info telex** at system level for further information on any aspect of using TELECOM GOLD to send telex messages.

»info telex

This gives you a list of all the telex information files.



CHAPTER 8

OFF-LINE

PREPARATION

You can enhance the performance of TELECOM GOLD and save connect time costs by preparing all the mail and telex messages you want to send off-line - that is, before you connect to the TELECOM GOLD computer.

To do this you need to have your own word processing and communications software. Word processing software enables you to compose your messages locally on disk; communications software enables you to transfer those messages to the TELECOM GOLD computer.

The way in which the transfer works depends on the communications software you have. For example, some software packages allow you to load in files from disk at the TELECOM GOLD prompt **Text**. Alternatively, you could use the TELECOM GOLD command **xmit**; together with your communications software, this enables you to transfer a file from your disk into a textfile in your mailbox.

Configuring your Communications Software

When you install your communications software, you should configure it to the following communications protocol:

- 1 start bit
- 7 data bits
- 1 even parity bit
- 1 stop bit
- XON/XOFF...yes

USING THE XMIT COMMAND

Once you have set up the communications software on your terminal, sign on to the system in the usual way, and enter **xmit** at the system prompt.

NOTE

For more information on **xmit**, enter **info xmit** at system level.

The system then prompts you with **TRANSMIT TO OR FROM COMPUTER?** Enter **to** to indicate that you want to transfer to the TELECOM GOLD computer. The file you transfer must have its own name in your mailbox; when prompted, enter the name you want to call it.

›xmit

TRANSFER TO OR FROM COMPUTER? to
WHAT WILL BE THE NAME OF THIS FILE? myfile

Follow the procedures required by your communications software to start the transfer; when it is complete, press the BREAK key on your terminal or enter .end.

Your mailbox now contains a textfile called myfile. The example below shows how to use the .load command to send myfile as a mail message. You can also use the .load command to send a textfile as a telex message.

NOTE

If you find that the text of your message does not appear on the screen you should subsequently use the command

›xmit -echo instead of
›xmit.



Using xmit to transfer a text into a TELECOM GOLD textfile and then sending the textfile as a mail message.

›xmit

TRANSFER TO OR FROM COMPUTER? to
WHAT WILL BE THE NAME OF THIS TEXTFILE? myfile
PREPARE YOUR CASSETTE/DISKETTE TO TRANSMIT DATA,
PRESS RETURN, THEN BEGIN SENDING

(text of the message scrolls up the screen)

.end

›mail C.Goddard su new software

Text:

.load myfile

28 lines loaded

.s

C.Goddard - sent

CHAPTER 9

BUSINESS

INFORMATION

SERVICES

As a TELECOM GOLD user, you can now access an ever-growing range of business information services. Essentially, these are special-interest databases that allow you to draw on the expertise of professionals in the areas of finance, journalism, technology, marketing and a host of other areas as well.

Most of these services offer sophisticated searching and scanning facilities that enable you to find the information you need quickly without having to wade through hundreds of pages of irrelevant information. Whether you're developing a complex marketing strategy, looking for up-to-date production figures from North Sea oil fields or simply planning a quick business trip abroad, TELECOM GOLD can offer you instant access to the information you need.

AIMS NEWS

AIMS NEWS is a daily on-line bulletin that monitors all aspects of government and EEC financial assistance to British business. The grants available to business are worth over 5 billion pounds each year; and there are often rapid changes in how grant schemes are administered. To take advantage of the available opportunities one must keep up to date with the latest developments and announcements.

For more information:
To access:

› **Info Aims Intro**
› **Aims**

FINTECH

FINTECH, a Financial Times information service, is a series of seven online newsletters updated fortnightly. Each deals with a different aspect of Information Technology, and contains indepth industry analysis. The specific database files are as follows:

Telecom Markets
Personal Computer Markets
Software Markets
Computer Product Update

Electronic Office
Automated Factory
Mobile Communications

For more information:
To access:

› **Info Fintech Intro**
› **Fintech**

GRANTS

GRANTS is an electronic version of the book "Finance for New Projects in the UK". Developed by Peat Marwick McLintock, it is a comprehensive guide to private and public sector grants and initiatives in the UK. It can be searched geographically or by grant types, which include:

Research and Development	Production
Marketing	Distribution
Training	Industry Initiatives
Investment	Regional Initiatives

For more information:
To access:

› **Info Business Intro**
› **Grants**

ICC - INTER COMPANY COMPARISONS

The ICC database provides a comprehensive source of information on over 1.8 million British companies. It can be searched by more than 100 criteria, and can be used to identify companies with a particular profile: for mergers and acquisitions purposes, or to create a highly targeted mailing list. There are three types of information available:

ICC Directory of companies - data on every live limited liability company in the UK and Eire, and over 800,000 dissolved companies whose information is registered at Companies House.

ICC Financial Datasheets - for approximately 100,000 companies, providing extensive commercial and financial information, including:

ICC Sharewatch - lists annual shareholder registered returns for companies with a full stock Exchange listing or an Unlisted Securities Market quotation. These are analysed to identify all owners of a stake larger than 0.25%

For more information:
To access:

› **Info Business ICC**
› **ICC**

INFOCHECK

INFOCHECK allows you to search credit checking information on all limited companies in Britain. The database is menu driven, for ease of use, and searchable by company name or registered number. Full financial analysis on over 150,000 companies is provided on-line, together with a credit rating. You can use your mailbox to order a full report for companies not listed on the database.

For more information:
To access:

› **Info Infocheck Intro**
› **Infocheck**

INFOMAT

INFOMAT takes information from 1,000 newspapers and journals in ten languages, as well as from broadcasts, news feeds and correspondents. Each item is a concise summary of the original article. The articles are classified according to the bias of reporting, for example: Company News, Contracts, Economics, Finance, Labour, Legislation, Management, Marketing, Markets, New Products and Technology, Politics, Projects and Tenders.

The major industries covered include:

Agriculture
Construction
Health Care
Leisure
Oil & Gas
Packaging
Retailing

Chemicals
Food & Drink
Information Technology
Motors
Paper
Printing
Telecommunications

For more information:
To access:

› **Info Business Intro**
› **Infomat**

JORDANS

JORDANS holds information on over 1.8 million registered companies in the UK. This includes details of company name, registered office, date of incorporation and notices of recently filed documents. For over 60,000 of the largest companies the database provides:

Profit & Loss Accounts	Balance Sheets
Statements of Assets	Auditors
Bankers	Subsidiary Companies

For ease of use this database is menu-driven, and searchable by company name or registered number only.

For more information: [Info Jordans Intro](#)
To access: [Jordans](#)

JUSTIS

JUSTIS was designed as a valuable reference aid not only for the offices of solicitors and barristers but for journalists and business people who need to stay abreast of legal trends that affect their interest. Produced by Context Legal Systems, the database is sourced from authoritative publications such as The FT Commercial Law Reports, Eurolaw Intelligence and The Law Reports Index. The coverage of current legal issues and judicial decisions in the UK and Europe is extensive. There is even a special collection of amusing after dinner stories.

For more information: [Info Justis Intro](#)
To access: [Justis](#)

KOMPASS ONLINE

KOMPASS ONLINE brings together the information available from key business directories such as Kelly, Dial Industry, Kompass UK and many more. You can use these online directories to determine who manufactures or distributes a product, or search by company name or product on over 45,000 categories.

For more information:
To access:

› **Info Kompass Intro**
› **Kompass**

MARKETING WEEK

MARKETING WEEK is available in full text and up-dated weekly. It covers the latest events in the marketing and media world:

Product launches
Personality Profiles
Company Profiles
Agency Activity

New Advertising Campaigns
Media Expenditure
Marketing Strategy

For more information:
To access:

› **Info Business Intro**
› **MWeek**

PETROLEUM MONITOR

PETROLEUM MONITOR is provided by Noroil Publishing House as a daily information service on North Sea oil and gas. The information is divided into 5 categories:

Latest Offshore News
Weather Forecasts
Field Data

Rig & Vessel Reports
Production Figures

For more information:
To sign on:

› **Info PEM Intro**
› **PEM**

PROFILE

PROFILE consists of a number of files and file groups, covering international business news and current affairs, marketing information and business opportunities. It contains almost the complete text of over 25 newspapers, periodicals and news services, including:

The Financial Times
 The Telegraph
 Business Week
 Media Week
 McCarthy Information Files
 Tenders Electronic Daily

The Times
 The Guardian
 Marketing
 Mintel Daily Digest
 Campaign
 World Bank IBOS

For more information:
 To sign on:

› **Info Profile Intro**
 › **Profile**

WALL STREET JOURNAL

THE WALL STREET JOURNAL (US Edition) is available in full text, 72 hours after publication. It provides an authoritative, up-to-date source of US financial, company, economic and business news. News articles can be searched by company stock symbols and/or Dow Jones codes, ensuring the retrieval of highly specific articles. There are codes available for all companies listed on the US stock exchange and for the following subject headings:

Industries
 General News
 Foreign Area News
 Federal Regulatory Agencies

Economic News
 Stock Market News
 US Government News

For more information:
 To access:

› **Info Business Intro**
 › **WSJ**

BRITISH TELECOM TRAVEL SERVICE

BRITISH TELECOM TRAVEL SERVICE brings together two of the most authoritative databases in the world of travel: Official Airline Guides and ABC International. Between them these offer the latest information on airline schedules, seat availability and fares, hotels and general travel information on climate, visa requirements, health and inland travel.

For more information:
 To access:

› **Info Travel**
 › **Travel**



CHAPTER 10

OTHER TELECOM GOLD SERVICES

CHAT

The TELECOM GOLD Chat facility enables you to converse interactively with another user who is currently signed-on to the system. In effect this is very much like conversing on the telephone except that you don't hear the other person and, of course, you may not both *talk* at the same time.

To use the Chat facility, enter **chat** at system level, followed by the other person's mailbox number.

›chat aaa005

Your mailbox number is then printed at the other person's terminal. If the other person is not connected to TELECOM GOLD at the time you request the chat, you receive the message that he's **not around**.

AAA005'S not around

If the other person is available, he must leave whatever he is doing, return to system level and enter **chat**, followed by your mailbox number. It is a good idea to allow a few minutes for the other person to finish whatever he is working on before he acknowledges your chat attempt.

You are now both ready to begin the conversation. Everything that you enter at your keyboard appears on the other person's screen and vice versa.

Press Ctrl/G (i.e. Ctrl and G simultaneously) after each sentence or paragraph you enter. This produces a beep at the other person's terminal, so that he then knows that you have finished and he can answer you.

When you have finished the conversation, press the ESCAPE key.

ELECTRONIC FORMS

The electronic forms facility allows you to set up any kind of standard, repetitive document (such as a supply order form, an application form or an equipment request form) as a pre-formatted form. Once you have set up the form, you can recall it at any time, fill in the details and send it to other people, via the mail system. Alternatively, you could set up a form for the use of everybody in your group - an internal memorandum form for example.

The form `gold.dir` has been specially set up by TELECOM GOLD to allow you to include your mailbox number in the Gold Users' Directory. Why not request this form now? Even if you do not want your mailbox included in the directory, it will show you how a typical electronic form can be used. To do this, enter the command `gold.dir` at system level.

The Mail Reference Manual describes one way to set up an electronic form. For information on the kind of form that would best suit your needs, contact your Support Person.

ELECTRONIC PUBLISHING

TELECOM GOLD's electronic publishing service, called EPUB, offers the information provider a simple means to publish on-line information in a friendly and well-structured form.

You can divide your information up into categories and allow users to access it via a menu system. Each category could contain a number of articles, each with a publication date and headline - in much the same way as a newspaper or magazine article - and, collectively, the categories can be built up into a comprehensive database on your particular area of interest.

For the reader, EPUB works in much the same way as the mail system: once you have selected a category you can `read` articles, `scan` through articles (reading only the headlines); or `search` through articles for particular words or phrases. You can find the article you want quickly by specifying a publication date or range of dates.

Typical Applications

EPUB can cater for an enormous range of applications, depending on the kind of business your company does and the audience you want to reach. For example, you could publish information on the products and services you deal in, and allow users to keep up to date on:

- the latest product developments
- prices and discount schemes
- training courses available

Alternatively, you could use EPUB as an information resource within your company, to provide product manuals, codes of practice and staff directories.

EPUB is offered by TELECOM GOLD on a consultancy basis, and if you would like more information contact your Support Person.

INFORMATION MANAGEMENT

INFOX, the TELECOM GOLD information management service, is a relational database that combines electronic mail with sophisticated data processing techniques. It allows you to send information to the TELECOM GOLD computer where it can then be processed to suit your purposes. INFOX uses a high-level, English-like command language that enables even inexperienced computer users to update records, generate reports and log enquiries and negotiations.

INFOX could be used by field salespersons to register enquiries, orders or information requests; and these could then be processed centrally to alert the Dispatch department, to update client files and even to generate invoices. Management reports can then be automatically generated and distributed (via the mail system) to key personnel.

For further information on INFOX, contact your Support Person.

INTERNATIONAL MAIL

TELECOM GOLD is the U.K. licensee of the Dialcom international electronic mail system. Dialcom (electronic mail service) is available in 19 countries all over the world, and in some countries it has its own name - for example, TELECOM GOLD in the U.K., TELEBOX in West Germany and MINERVA in Australia. Dialcom is now owned by British Telecom.

For further information on Dialcom licensees around the world enter **info licensees**.

The geographical distribution of Dialcom means that you can use your TELECOM GOLD mailbox to communicate with hundreds of thousands of Dialcom users all around the world. The procedures for sending an international message are exactly the same as those for sending an internal U.K. message. When you are addressing a message (at the **To** prompt), remember to enter the system number before the mailbox number - this is a 2 digit number.

- | | |
|----------------------|------------------------------------------------|
| To: 81:aaa001 | (a U.K. mailbox on system 81 - TELECOM GOLD) |
| To: 71:xxx001 | (a Danish mailbox on system 71 - DPT DATABOKS) |
| To: 07:yyy001 | (an Australian mailbox on system 07 - MINERVA) |
| To: 98:zzz001 | (an American mailbox on system 98 - DIALCOM) |

NOTE

If you have a number of overseas colleagues you mail regularly, why not include them in your Mail Reference Directory - see chapter 6.

When you meet business associates or friends from other countries, give them your system number and your mailbox number, and tell them that TELECOM GOLD is part of the Dialcom system. Otherwise they may not realize that they can communicate with you by mailbox.

When you travel abroad you can use the International Packet Switching System (IPSS) to access your TELECOM GOLD mailbox - without having to make expensive international phone calls. Contact your Support Person well in advance of travelling - a week to 10 days - so that he or she can advise you on the arrangements you need to make.

MENU

TELECOM GOLD Menu provides an alternative way to access TELECOM GOLD.

It is particularly useful for new or inexperienced users. Menu is designed to help you use Telecom Gold effectively; and to introduce you to the wide range of additional features available.

To access the Telecom Gold Menu type **tgmenu** at the system level prompt ».

This will bring the MAIN MENU to the screen. Several of the important TELECOM GOLD Services are listed. Each service or option is preceded by angle brackets «» and coded letters.

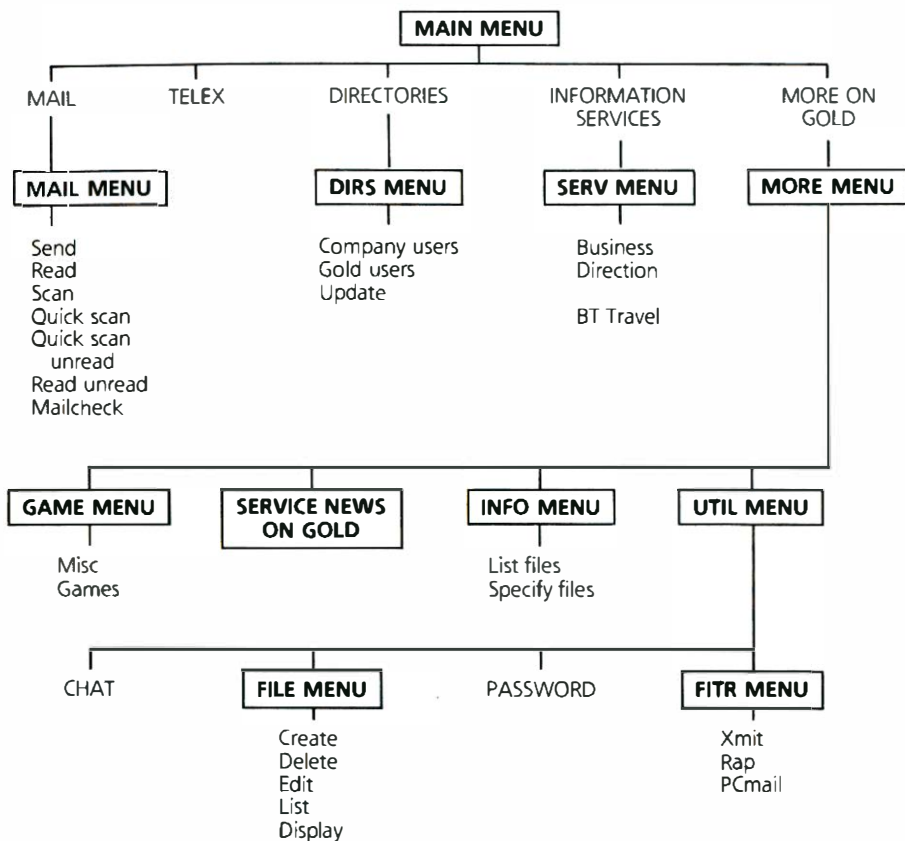
e.g. «M» MAIL
«T» TELEX

To select an option type the letter(s) shown within the brackets.

Menu has a flexible design structure to help you move around the MENU in several ways, ranging from the selection of a lettered code described above; to using MENU command strings or normal commands, even normal system level commands.

You can access MENU automatically on LOG-ON to TELECOM GOLD by setting up a special C—ID text file. (See Page 78).

MENU STRUCTURE



NOTICEBOARD

The TELECOM GOLD Noticeboard allows you to post public notices to an electronic Noticeboard where other TELECOM GOLD users may read and reply to them if they wish. You may also access the Noticeboard to read notices posted by other users.

The procedures for sending and reading notices are almost exactly the same as those for sending and reading mail messages. To access the Noticeboard, enter **noticebd** at system level. The system then prompts you with **Send, Read or Purge**. Enter **send** (or **s**) to send a notice; enter **read** (or **r**) to read notices posted by other people; or enter **purge** (or **p**) to purge (remove) notices you have previously sent.

›noticebd

Send, Read or Purge:

Noticeboard Categories

Notices on the Noticeboard are arranged in a number of categories. These include h/w-user, to-buy, to-sell, courses, comms and swap-shop. For a full list, enter **help** (or **h**) at the prompt **Category**.

RADIOPAGING

TELECOM GOLD offers a link-up facility with British Telecom's Radiopaging service. This enables you to page other people, and other people to page you - all via your mailbox. For example, you can request your mailbox to page you on the arrival of an urgent message. Or, you can page someone else by simply entering his or her pager number at your terminal.

These are only some of the many options available with the TELECOM GOLD Radiopaging service; for more information enter the command ›**info page radiopage**, or contact your Support Person.

CHAPTER 11

**PERSONALIZING
YOUR MAILBOX**

PERSONALIZING YOUR MAILBOX

TELECOM GOLD allows you to use a number of textfiles to adapt your mailbox to your personal requirements. This chapter describes briefly the two you will probably find most useful - `__ID` and `PARAM.INI`. The Mail Reference Manual describes in more detail how to use the Text Editor to set up these and other textfiles.

`__ID`

Each time you sign on to your mailbox, the first thing you want to do is, probably, to read or scan through any mail messages you have not yet read.

›`mail`

Send, Read or Scan: `sc un`

Or you might use a command line:

›`mail sc un`

The `__ID` textfile enables you to have certain commands - such as `mail sc un` or `tgmenu` - carried out automatically every time you sign on to TELECOM GOLD. To set up `__ID`, enter `ed` at system level to access the Text Editor. You are now prompted with `INPUT`.

›`ed`

INPUT

Now enter the command line you wish to be carried out when you sign on. Press C/R twice, and when you are prompted with `EDIT`, enter the command `save __ID`.

`mail sc un` (C/R)

`tgmenu` (C/R)

`EDIT` (C/R)

`save __ID`

›

PARAM.INI

Another textfile, called `PARAM.INI`, allows you to personalize your mailbox to work better with your particular type of terminal and your style of working.

Each line in the `PARAM.INI` file covers one application: your terminal type, the mail system and the Text Editor.

```

>ed
INPUT
TERM TYPE PRESTEL WRAPS
MAIL NOMORE HARDCOPY

EDIT
SA PARAM.INI
>

```

Setting up the textfile
`PARAM.INI`.

NOTE

All commands in `PARAM.INI` must be in upper case.

In this example, `TERM TYPE PRESTEL WRAPS` tells the system that your terminal is a PRESTEL set and that you want the system to wrap text from line to line - this is because the PRESTEL screen holds only 40 characters on each line. `MAIL NOMORE HARDCOPY` tells the system that you want to suppress the -more- prompt entirely - this could be useful if you always download your mail onto disk before reading it.

APPENDIX A

Your TELECOM GOLD password secures the privacy of your mailbox. People who send messages to you need to know only your name or mailbox ID number; only you need to know your password.

CHANGING YOUR PASSWORD

For security reasons it is important to change your password often. Use six to eight characters and avoid using obvious words, like your name or the name of your company.

To change your password, enter **passwd** at the system level prompt - note that you must use the abbreviated form **passwd**. You are then prompted successively to enter your old password and the new password you wish to use. Enter the new password again at the prompt **Enter Again**.

```
>passwd
Enter Old Password: XXXXXXXXXX
Enter New Password: YYYYYYYYYY
Enter Again:       YYYYYYYYYY
Done
```

APPENDIX B

The monthly invoice you receive from TELECOM GOLD includes the charges for all uses of the system. The invoice gives total figures for connect time, storage costs and your use of database services. If you are part of a group of users, you can nominate one mailbox in your group to receive a detailed breakdown of your costs. This is called Supplementary Billing Information (SBI) - for more information enter **info sbi**.

REDUCING CONNECTION COSTS

There are a number of ways in which you can minimize your connect time costs:

- Use command lines instead of responding to each system prompt - see chapter 4 above.
- Include the names of people you correspond with regularly in your Mail Reference Directory - this will save you having to look up mailbox ID numbers while you are on-line. See chapter 6 above.
- Prepare all your mail and telex messages off-line and then use communications software to load them into the system - see chapter 8 above. You could also use communications software to download any information files you want to read - read them at your leisure once you have disconnected from the system.
- When you want to sign off from the system, remember to use the **off** command and to hang up the telephone.
- Use the system at off-peak times: before 8 a.m., after 7 p.m. or at weekends.
- For less urgent telex messages the **ni** command can be used. The telex will be transmitted overnight and will cost 10% less than normal telexes. To ensure the telex is delivered by the next morning use the **ni** command before 20.00 hours. See Appendix B of the Telex Guide for full details.

REDUCING STORAGE COSTS

Every time you file a mail or telex message or create a textfile on the Text Editor, you incur costs for storing your files on the TELECOM GOLD computer. These are very useful features of the system and you will probably want to use them quite often; you can, however, minimize your storage costs in a number of ways.

- Delete all mail and telex messages regularly. The commands to use are, respectively, **del** (at the prompts **-more-** and **Action Required**) and **telex del all** (at system level). Make sure that you no longer require any messages you are about to delete.

NOTE

For more information on storage costs enter ›**info storage** or ›**info telex storage**.

There is no storage cost for messages in your mailbox, but if you leave them there for 30 days they are automatically stored in a file called *READ where they will attract storage costs. Similarly, any messages you have neglected to read are stored in a file called *UNREAD after 60 days.

- Delete regularly any filed messages and textfiles you no longer require:

›**mail del fi category** (filed messages)

and

›**del file1 file2** etc (textfiles)

APPENDIX C

This appendix contains most of the commands and command lines that you will want to use at system level. Not all of them are described in this guide - for example, the Text Editor and the Spelling Checker - and you will need to refer to the Telex Guide, the Mail Reference Manual and to the info files for further information.

MAIL

»mail	To enter the mail system
»mail dis dir	To display the Mail Directory
»mail dis ref	To display the Mail Reference Directory
»mail dis fi	To display your file categories
»mail r ex	To read express messages
»mail r unr	To read unread messages
»mail r fr aaa002	To read messages from aaa002
»mail sc unr	To scan through unread messages
»mail s aaa001	To send a message to aaa001
»info mail	For more information on the mail system

TELEX

»telex	To enter the telex system
»telex input	To send a telex message (input method)
»telex send	To send a textfile as a telex message (send method)
»telex where 4	For detailed information on telex message 4

›telex scan 6	For brief information on telex message 6
›telex list 9	To display telex message 9
›telex del all	To delete all telex messages
›telex code def	To create a telex short code
›telex options	To personalize the telex system
›telexck	To check the status of all your telexes
›info telex	For more information on the telex system

DIRECTORIES

›mail dis dir	To display the Mail Directory
›mail dis dir ?don?	To search the Mail Directory for names containing don, e.g. Donaldson, McDonald
›mail dis ref	To display the Mail Reference Directory
›mail dis ref ?don?	To search the Mail Reference Directory for names containing don, e.g. Donaldson, McDonald
›gold.users	To search the Gold Users' Directory

OTHER COMMANDS

› aosnews	For the latest information on service performance and availability
› chat aaa005	To chat with aaa005
› lotus	For information on Lotus products
› noticebd	To use the Noticeboard
› noticebd r comms	To read notices in the category comms
› page 12345678	To page a person with pager number 12345678
› passwd	To change your password
› spell	To check the spelling of a textfile
› tgmenu	To use the <i>menu</i> facility to guide you through Telecom Gold

TEXT EDITOR

› ed	To use the Text Editor
› ed myfile	To edit <i>myfile</i>
› f and › l	For information on your textfiles
› ty myfile	To display <i>myfile</i>
› del myfile	To delete <i>myfile</i>
› rename oldname newname	To rename a textfile
› ju myfile	To adjust the line width of <i>myfile</i>

BUSINESS INFORMATION SERVICES

› aims	To access AIMS NEWS
› fintech	To access FINTECH
› grants	To access GRANTS

›icc	To access ICC
›infocheck	To access INFOCHECK
›infomat	To access INFOMAT
›jordans	To access JORDANS
›justis	To access JUSTIS
›kompass	To access KOMPASS
›mweek	To access MARKETING WEEK
›pem	To access PETROLEUM MONITOR
›profile	To access PROFILE
›wsj	To access WALL STREET JOURNAL
›travel	To access BRITISH TELECOM TRAVEL SERVICE

FOR MORE INFORMATION

›aosnews	For the latest information on service performance and availability
›info info	For a list of all the TELECOM GOLD information files
›info access	For information on access to TELECOM GOLD
›info billing	For information on billing
›info database	for more information on the on-line databases.
›info ed	For information on the Text Editor
›info gold.users	For information on the Gold Users' Directory
›info licensees	For more information on Dialcom Licensees around the world.
›info mail	For information on the mail system
›info noticebd	For information on the Noticeboard
›info pss	For a list of PSS access numbers

›info param.ini	For information on the PARAM.INI file
›info sbi	For supplementary billing information
›info spell	For information on the spelling checker
›info storage	For information on storage
›info telex	For information on the telex system
›info telex storage	For information on telex storage
›info telex incoming	For information on incoming telexes
›info telex country	For a list of the telex codes for all countries
›info tgmenu	For information on using the TELECOM GOLD MENU facility
›info tutor	For information on the mail tutor
›info xmit	For information on the xmit command

SIGNING OFF

›off	Signing off
------	-------------

APPENDIX D

- TELECOM GOLD's main switchboard: **01 403 6777**.
- TELECOM GOLD's regional office:
Leeds **0532 421441**
- TELECOM GOLD HELPLINE: **01 208 2711**. If you have a query on any aspect of TELECOM GOLD not covered in this guide, ring the HELPLINE at this number. This is a 24-hour service, but only urgent queries can be dealt with after 5:30 p.m.
- For DIRECT DIAL access to TELECOM GOLD's London computers use:
01 583 3000 for 300 baud
01 583 1275 for 1200/75 baud
01 583 1200 for 1200/1200 baud
- The following table gives the phone numbers of PSS exchanges around the country. Each exchange has three numbers, one for each baud rate.

**PACKET
SWITCHING
EXCHANGE**

	300 baud	1200/75 baud	1200/1200 baud
Aberdeen	0224 642242	0224 642484	0224 6426644
Belfast	0232 8281	0232 8291	0232 8201
Birmingham	021-2145139	021-214 6191	021-214 3061
Brighton	0273 851111	0273 852111	0273 853111
Bristol	0272 216411	0272 216511	0272 216611
Cambridge	0223 82511	0223 82411	0223 82111
Cardiff	0222 376111	0222 376171	0222 376191
Edinburgh	031-337 9141	031-337 9121	031-337 9393
Glasgow	041-204 2011	041-204 2031	041-204 2051

PACKET SWITCHING EXCHANGE	300 baud	1200/75 baud	1200/1200 baud
Ipswich	0473 671111	0473 672111	0473 673111
Leeds	0532 470711	0532 470611	0532 470811
Liverpool	051-211 0000	051-212 5127	051-213 6327
London (Baynard)	01-928 9111	01-928 3399	01-928 1737
London (Collindale)	01-200 9000	01-200 0888	01-200 1353
London (Colombo)	01-825 9421	01-407 8344	01-928 2333
LONDON (Croydon)	01-680 9421	01-680 8500	01-680 7999
London (Ealing)	01-840 0688	01-840 1399	01-840 5500
London (Kingston)	01-541 0666	01-541 0222	01-541 0444
Luton	0582 8181	0582 8191	0582 8101
Maidstone	0622 885111	0622 886111	0622 887111
Manchester	061-833 0242	061-833 0091	061-833 0631
Newcastle	091-2314171	091-231 4181	091-231 4161
Nottingham	0602 881311	0602 881411	0602 881511
Portsmouth	0705 53011	0705 53911	0705 53811
Reading	0734 389111	0734 380111	0734 384111
Sheffield	0742 414171	0742 414181	0742 414191
Slough	0753 6141	0753 6131	0753 6171

NOTE

Users in Slough should dial the full Slough number including the code.

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NOTES



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