



Getting Started with AdvanceMail

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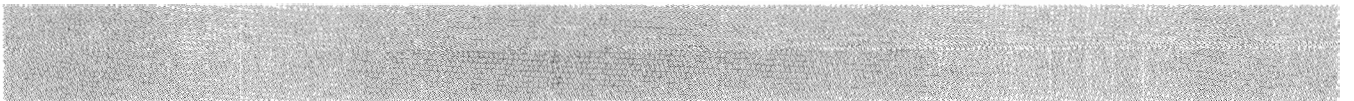
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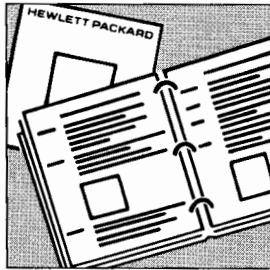
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Table of Contents

Introduction.....	1-1
Setting Up.....	2-1
Running AdvanceMail.....	3-1
The Help Facility	4-1
The Mailroom.....	5-1
Transferring Your Mail	6-1
Reading Your Mail	7-1
Creating a Message.....	8-1
Sending a Message.....	9-1
Printing Your Mail.....	10-1
Filing Your Mail.....	11-1
Deleting A Message.....	12-1
Automatic Transfer of Mail	13-1
Terminology	14-1
Index	I-1



Introduction



Welcome to AdvanceMail! Please read this introduction carefully before attempting to set up or use your AdvanceMail package. If you follow the instructions given below carefully, you should have no difficulty in using AdvanceMail.

It should take you about 10 minutes to read this introduction, about 15 minutes to set up AdvanceMail and then as long as you like trying out the various functions, such as transferring, reading and printing your mail.

How to Use This Book

This book shows you how to set up AdvanceMail, run the program and perform some of the most common functions. This book assumes that you know how to use your Personal Computer (PC) and any applications mentioned.

You should first read through this chapter, and then, if you do not already have AdvanceMail on your PC, or you are not sure if AdvanceMail is on your PC turn to Chapter 2 *Setting Up*.

Chapter 2 *Setting Up* describes how to find out if AdvanceMail is already on your PC, and how to set up AdvanceMail if it is not on your PC.

If you already have AdvanceMail set up on your PC you should read this chapter and then turn to Chapter 3 *Running AdvanceMail*, to run AdvanceMail.

Chapter 4 *The Help Facility*, describes the AdvanceMail Help system. You will find Help very useful as it has been designed to replace a normal reference manual.

If you are not familiar with the concept of the Mailroom then Chapter 5 *The Mailroom*, provides a description of this and how to obtain access to it. You will need to understand this concept before attempting to transfer or read your mail, as you need to have access to your Mailroom to receive or send any mail.

Chapters 6 through 13 describe the main functions of AdvanceMail, and if you are a beginner, you should read them through in order and use them as a self-paced training course. You will then have enough knowledge to begin to use AdvanceMail efficiently.

If you are unfamiliar with the terminology used in this book, Chapter 14 *Terminology*, provides brief descriptions of the main terms used.

After you have worked through this book as much as you feel you need, you may still refer back to it at a later date to refresh your memory. However, your main source of information should be the Help system provided with the product.

All the sections in this book are listed in the *Table of Contents* and there is an index to help you to find the information you want.

Note

The screen illustrations used in this book are for the AdvanceMail version on the HP Vectra PC. Users should be aware that the screens may vary on the HP 150 PC and IBM PCs. This is stated in the relevant chapters where it is important for this to be clarified.

Setting Up Your PC



Your PC User Guide will explain set up procedures, how to install applications and use of your keyboard. However, AdvanceMail is not installed like other applications, and the procedure to set it up is described in Chapter 2 *Setting Up* of this book.

If you do have problems setting up your PC see your HP DeskManager (HP Desk) Administrator or your HP 3000 System Administrator, they should be able to help you. Your HP Desk Administrator is responsible for looking after AdvanceMail on a day to day basis, and for providing any help or training you may need. If you do not have an HP Desk Administrator then see your HP 3000 System Administrator. He or she is responsible for looking after the HP 3000 and HP DeskManager.

Reference Manuals You May Need

If you are using an HP Vectra Personal Computer you may need to refer to the following manuals for details on setting up your PC and using MS-DOS:

Setting Up Vectra (45934-90001)
Using Vectra (MS-DOS Version) (45951-90001)
Vectra MS-DOS User's Reference Manual (45951-90003)

If you are using an IBM PC, PC-XT or PC-AT, you may need to refer to the following IBM Personal Computer manuals:

Guide to Operations (6183474)
Disk Operating System (6183485)

If you are using an HP Touchscreen, HP Touchscreen II or HP 150A Personal Computer, you may need to refer to the following manuals for details of setting up your PC:

Using Your HP Touchscreen Personal Computer (45623-90001)
Using Your HP Touchscreen II Personal Computer
(45847-90005)
The HP 150 Personal Computer Owners Guide (45621-90001)

If you need to find out about MPE commands, that is, commands to the HP 3000 operating system, then you may also want to refer to the following manual:

MPE Commands Reference Manual (30000-90049)

If you need to find out about MS-Windows, that is, how to run AdvanceMail in MS-Windows, then you should refer to the following manuals:

The Microsoft Windows User's Guide For the HP Vectra and HP 150/Touchscreen Personal Computer (5958-7637) or
Microsoft Windows Operating Environment User Guide (available from Microsoft™)

If you need to find out about AdvanceLink, that is, the AdvanceLink terminal emulator program, then you should refer to the following manual:

AdvanceLink 2392 (68333-90001)

Using AdvanceLink (45431-90002)

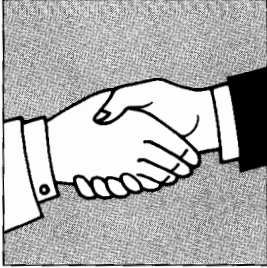
If you need to find out about Reflection, that is, the Reflection terminal emulator program, then you should refer to the following manual:

Using Reflection I™ (82863-90001)

If you need to find out about HP OfficeShare, that is, the PC Local Area Network software, then you should refer to the following manual:

HP OfficeShare User Guide (50903-90000)

Introducing AdvanceMail



With AdvanceMail you have the means of using your Personal Computer to exchange mail and PC files with any other users connected to your mail system. These users may be other AdvanceMail users, or HP 3000 terminal users using HP DeskManager or HP Message users.

Your mail, when it arrives, is held in your Mailroom, which is a disc area on your HP 3000 computer under control of HP Desk Manager. When you enter AdvanceMail to process your mail you should first select the Mailroom by pressing **Mailroom** on the Main screen. You can then either transfer your mail to your In Tray on your PC or process it directly from your Mailroom. You will find that it is more convenient to transfer your mail to your In Tray and then close the Mailroom. Transferring your mail in this way makes economic use of the network connection by allowing you to process your mail off-line. You can therefore, create, edit, read, delete, file, reply and forward messages at your convenience.

For example, you can create a message, edit it and then mail it when you are satisfied with its contents. You can also send or receive your mail automatically during more economic periods, for example overnight, by setting up a Batch Transfer (see Chapter 13 *Automatic Transfer of Mail* for details of how to do this). This means that you can select when you wish to send or receive messages, thus saving valuable time and money. The Help facility of AdvanceMail tells you how to do this.

If you need to log on to an HP 3000 computer to open your Mailroom you can set up an automatic logon file. Again the Help facility will tell you how to do this. Before you can open the Mailroom you must first set up the Data Communications Configuration (DataComm Config) for your PC. The Mailroom screen has a section for this. You will be prompted for the communication details of your PC, if you have any difficulty consult your HP Desk Administrator or HP 3000 System Administrator. Data Communications Configuration is explained briefly in Chapter 5 *The AdvanceMail Mailroom*, and how you use Data Communications Configuration is described in Chapter 3 *Running AdvanceMail*. Before you can open your Mailroom you will also need to set up your PC configuration, as described in the previous paragraph, your AdvanceMail password and your Mailroom password. You do this from the Main screen. See Chapter 3 *Running AdvanceMail* for details of how to do this.

AdvanceMail will automatically log you on to an HP 3000 computer if you are using the AdvanceNet (HP OfficeShare LAN/3000) version of AdvanceMail. Otherwise, you will have to set up the automatic log on/log off files yourself. For details of how to do this, see the *DataComm Config* section in Chapter 3 *Running AdvanceMail*. When you mail a message using AdvanceMail, it is first transferred to the HP 3000, if the Mailroom is open, and then sent to the addressee/s. If the Mailroom is closed, you will have to open it before you can send any mail. For details of how to open the Mailroom, see Chapter 5 *The Mailroom*.

When you receive a message in your Mailroom, you can read it, delete it, forward it, reply to it, Transfer it to your PC In Tray, Open it for editing, file it to your PC Filing Cabinet, or print it. Then, if you want to keep a permanent record, you can transfer parts of the message to your PC and save any message components, that you may need later, locally on a disc file. You can also transfer all your mail and save those messages that you want to keep, for future reference, in your AdvanceMail Filing Cabinet on your PC.

You can exchange certain types of files with HP 3000 users, and AdvanceMail users, and both you and they can edit the received file, even though it may have been created using a different application. Programs on the HP 3000 convert the file into a suitable format. However, some files are not suitable for conversion, for more details of these see the *File Conversion* description, in Chapter 5 *The Mailroom*.

AdvanceMail displays a line of text below the screen heading to prompt you what to do next. Three flashing asterisks before a message on this line indicate that AdvanceMail is processing your command and you should wait until the next message appears before pressing any keys.

However, there are some circumstances when you can override this state, for example, when opening the Mailroom, you can press **Stop Open**, even though the three asterisks are still flashing.

You will find brief descriptions of the AdvanceMail terminology in Chapter 14 *Terminology*.

The following two diagrams give a pictorial overview of AdvanceMail and its main functions.

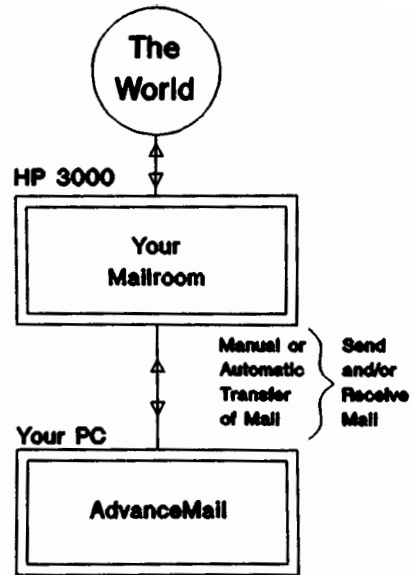


Figure 1-1 AdvanceMail Overview

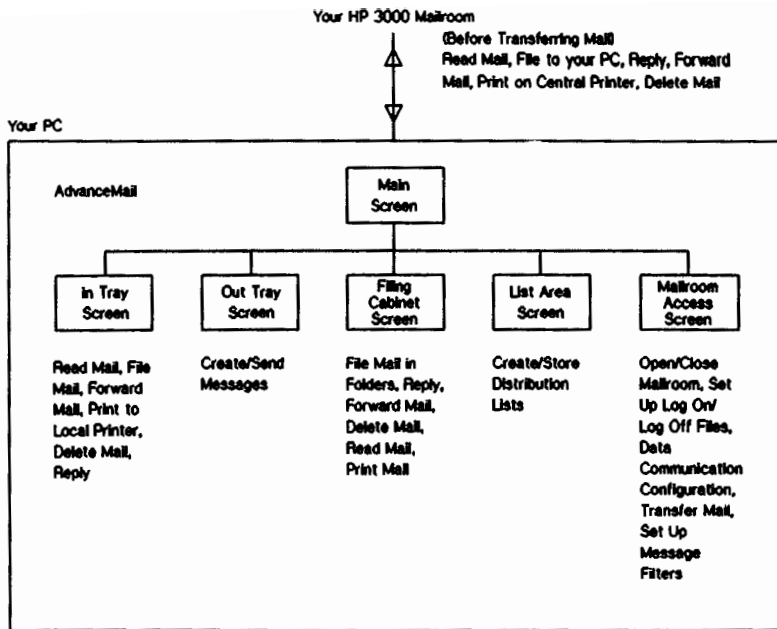


Figure 1-2 AdvanceMail Functional Diagram

Enter/Return Key

In this book the key that is used to complete a command in AdvanceMail is referred to as the Enter key. In this book it is shown as: **(Enter)**. This is the key that is used on the HP Vectra PC. However, this key may be marked Return on other PCs, for example on the IBM PC. On the HP 150 however, you **must** only use the **(Return)** key. Thus in most cases **(Enter)** is the same as **(Return)**.

Function Keys

There are eight function key labels at the bottom of most AdvanceMail screens. These labels correspond to the eight function keys that are marked **(f1)** to **(f8)** on your keyboard.

If you are using an IBM Personal Computer the function keys are at the left-hand side of the keyboard. If you are using a Vectra Personal Computer you can either use the function keys at the top of the keyboard or the keys at the left-hand side of the keyboard.

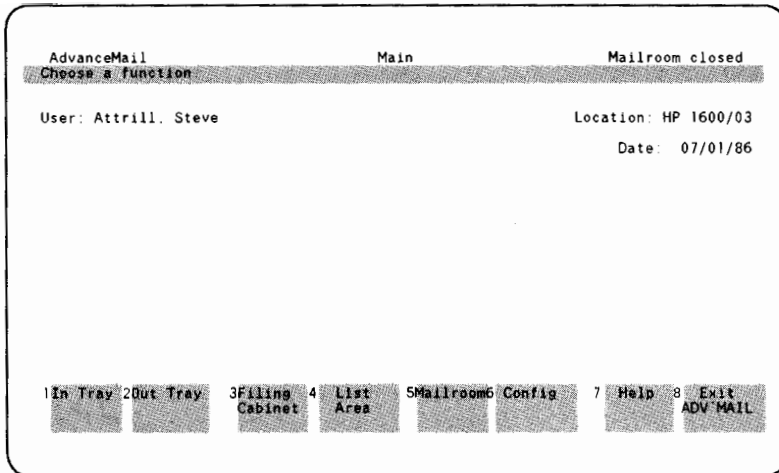
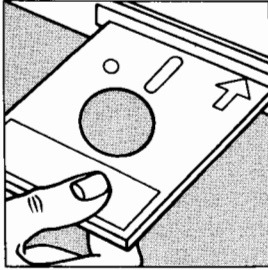


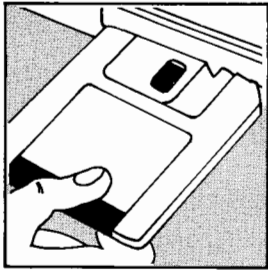
Figure 1-3 Function Keys Illustration

Backing Up



The contents of your AdvanceMail In Tray and Out Tray, List Area and Filing Cabinet are held in a data base on fixed disc. Although fixed discs are a reliable way to store information, occasional power failures, equipment failure or human error could cause you to lose some or all of the information held there.

Your insurance policy against such unpleasant events is to have backup copies of your discs made at regular daily or weekly intervals. Then you will always have a copy that you can use if something goes wrong.



Ask your HP Desk Administrator or you HP 3000 System Administrator for further information about backing up your discs and unloading your data base.

Getting Help



Help will give you help about the screen that you are currently in and its associated function keys. You can print out these help screens if you find it easier to read the information in this way.

When an error message appears on the screen that does not have enough explanation in that one line you will be prompted to press **Help** and you will be given more information about the error message.

The Help facility of AdvanceMail is designed to take the place of a reference manual. It is therefore, very comprehensive and will tell you all you need to know to use AdvanceMail.

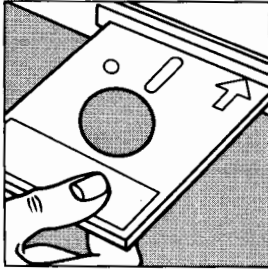
The AdvanceMail Help system is covered in greater detail in Chapter 4 *The Help Facility*.

Your HP Desk Administrator is your first port of call whenever you have a problem using AdvanceMail that you can't solve, or whenever you need specific information to help you use AdvanceMail. For example, your HP Desk Administrator should tell you your AdvanceMail sign on name and the names and addresses of other users on your system. If you do not have an HP Desk Administrator in your company then contact your HP 3000 System Administrator.

Setting Up



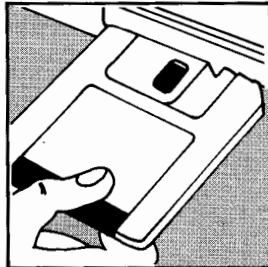
Preparing to Set Up



If AdvanceMail is already set up on your PC, you can ignore this chapter and move straight on to the next, unless you are setting up AdvanceMail again.

If you are setting up AdvanceMail again, you should now turn to the *Resetting Up* section at the end of this chapter.

If you are not sure if AdvanceMail is already on your PC, you should consult your HP Desk Administrator or HP 3000 System Administrator.



The setting up of AdvanceMail depends on which PC you have and what kind of cable connection you have.

- * If you have either an HP Vectra, or one of the IBM PCs then you should have 4 discs with this book.
- * If you have an HP 150 PC then you should have 6 discs with this book.

In either case the discs are divided into two sets, each representing a different version of "AdvanceMail".

One set is for PCs on an asynchronous cable connection. These discs are labeled: AdvanceMail-Asynchronous.

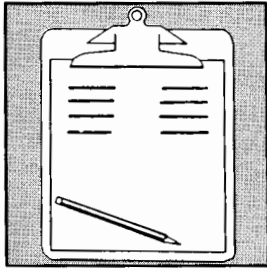
The other set is for PCs on a LAN cable connection. These discs are labeled: AdvanceMail-OfficeShare LAN/3000.

If you are not sure what kind of connection you have you should consult your HP Desk Administrator or your HP 3000 System Administrator.

If you have four discs with this book, two discs are for the Asynchronous connection version of AdvanceMail and the other two are for the HP OfficeShare LAN/3000 connection version of AdvanceMail. For both versions, each pair of discs is also labeled: Program Disc 1 and Program Disc 2 in the order in which they are used during the set up procedure.

Similarly, if you have six discs with this book, three are for the Asynchronous connection version of AdvanceMail and the other three are for the HP OfficeShare LAN/3000 connection version of AdvanceMail. For both versions, each set of three discs are also labeled: Program Disc 1, Program Disc 2 and Program Disc 3 in the order in which they are used during the set up procedure.

Before Setting Up



Before you set up AdvanceMail check through the following points carefully.

- ☐ You will need one of the following personal computers:

- HP Vectra Personal Computer
- HP Touchscreen Personal Computer
- HP Touchscreen II Personal Computer
- HP 150 Personal Computer
- IBM PC
- IBM PC-XT
- IBM PC-AT

- ☐ Your Personal Computer should have at least 320K bytes of free user memory. It should have access to some form of hard disc system. This can be either your PC's own hard disc, or a disc that can be accessed over a LAN, or some other form of hard disc. You can check the amount of memory using the CHKDSK command (see your *Using Vectra* manual or your *Disc Operating System Manual*).
- ☐ To run AdvanceMail on an HP OfficeShare LAN/3000 system you must have the HP OfficeShare Network User software installed on your PC. On this system AdvanceMail requires a minimum of 430K of free user memory, and access to a hard disc system as described in the previous paragraph.
- ☐ If you have an IBM PC it must have an add-on hard disc drive.
- ☐ For the asynchronous version of AdvanceMail you should have MS-DOS or PC-DOS version 2.0 or later. For the HP OfficeShare LAN/3000 connection version you should have MS-DOS or PC-DOS version 3.1 or later.

- On the HP 3000, you will need an account name and user name, and will need to know the necessary password(s) associated with them. The HP OfficeShare LAN/3000 connection version of AdvanceMail has a default account and user name, and therefore you cannot use your own. You will also need to be configured on the HP Desk system on the HP 3000. Your HP Desk Administrator or HP 3000 System Administrator can provide you with these if you do not already have them.

- A communication link connecting your PC to an HP 3000 running HP Desk. This may be an RS232 asynchronous connection or an HP OfficeShare LAN/3000 connection.

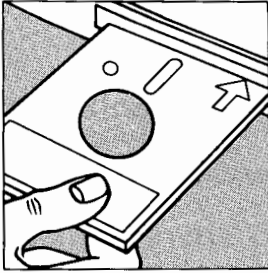
To Start Setting Up

The setting up procedure should take about 10 to 15 minutes allowing for disc file copying which takes several minutes.

If you have an HP Vectra or one of the IBM PCs you should now turn to the section *Setting Up on your HP Vectra or IBM PC* in this chapter, to start setting up AdvanceMail.

If you have an HP 150 you should now turn to the section *Setting Up on your HP 150* in this chapter, to start setting up AdvanceMail.

Setting Up on Your HP Vectra/IBM PC



If you are setting up AdvanceMail for the first time continue with this section, otherwise turn to the section called *Resetting Up* in this chapter.

- 1 Insert Program Disc 1 into drive A.
- 2 Type A: and press **Enter** to change the prompt to A>.
- 3 Type AdvSetUp and press **Enter** and after a short pause the Set Up screen appears.

A screenshot of the AdvanceMail Set Up screen. The screen is titled "AdvanceMail Set Up" and contains the following text: "Fill in the details and press Start Set Up". Below this, there are several fields for user information and directory paths. The fields are: "User Name:" followed by a blank line; "Directories:" followed by three lines: "Program File C:\", "Database Files C:\ADMAIL\ADMDB-", and "Temporary Files C:\ADMAIL\ADMTMP". At the bottom of the screen, there is a menu with eight options: "1 Start Set-Up", "2", "3", "4", "5", "6 Start Over", "7 Help", and "8 Exit Set-Up".

AdvanceMail Set Up
Fill in the details and press Start Set Up

User Name: _____

Directories:

Program File C:_____

Database Files C:\ADMAIL\ADMDB-_____

Temporary Files C:\ADMAIL\ADMTMP_____

1 Start Set-Up 2 _____ 3 _____ 4 _____ 5 _____ 6 Start Over 7 Help 8 Exit Set-Up

Figure 2-1 Set Up Screen

- 4 Type your name, which should be the name you have been configured with on HP Desk (see the *Before Setting Up* description above for details of this).

- 5 The other fields are used to define which directories are to be used for holding the AdvanceMail programs, data base and temporary files. Default values are supplied, but you can change these if required. If you have a virtual disc (RAM disc) then you can configure the temporary files directory to use this. (See your PC manual for details of whether you have this facility).
- 6 Press **Start Set Up**.
- 7 If more than one person uses your PC and you are not the PC Manager, before you can set up your own AdvanceMail data base you must be added to the system. This is because each user on the PC can have their own AdvanceMail data base.

If you are not known to the system, when you try to set up you will be warned if other users are on the system and you will not be allowed to continue. This is to protect each user's data base from being destroyed inadvertently. You will then have to consult your HP Desk Administrator or your HP 3000 System Administrator, who will have to run a special administration program to make you known to the system.

If you are setting up a new version of AdvanceMail, when you press **Start Set Up** the Keep/Destroy Data base screen will be displayed. You should now carry out the instructions in paragraph 8 below.

Note

If your temporary directory is specified to reside on the PC server, then that directory must only be used by one PC.

- 8 If you are setting up AdvanceMail again, then see the section called *Resetting Up* in this chapter.

- 9 The AdvanceMail set up process will prompt you to insert additional program disc(s) as required. As a guide Program Disc 1 takes approximately 1 minute to load and Program Disc 2 takes approximately 2 minutes to load.
- 10 Just prior to completion of the setting up process, you will be asked whether the disc you have set up onto is the disc from which you load your PC. Indicate yes or no by pressing the relevant function key.

If your reply is no, you must then type in the name or letter of the drive which you normally use to load your PC from, followed by a colon. You may then be prompted to insert the DOS system disc in that drive. Do this and then press **Continue**.

If you have inserted the DOS System disc and then removed it, or removed Program Disc 2 from Drive A: and then pressed **Done** to exit the set up procedure, you will see the message:

Error occurred accessing Drive A:, make sure that the correct disc is in drive and press any key to continue.

appear on the screen. You should now insert Program Disc 2 and press any key to complete the set up procedure.

- 11 The AdvanceMail set up process may have to update the CONFIG.SYS file on the disc from which you load your PC.

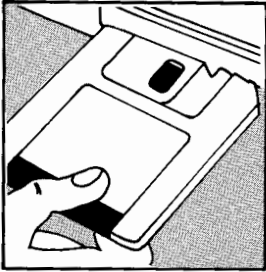
You should note that the value of BUFFERS in the CONFIG.SYS file is set to 20. If a different value is required, then the CONFIG.SYS file can be edited using a text editor. An increase in the number of buffers will increase the performance of AdvanceMail.

- 12 If CONFIG.SYS has been updated the message Set Up Completed Successfully will appear on screen and you will be prompted to press **Reboot** . You can then store the master discs away safely.
- 13 If CONFIG.SYS has not been updated the message Set Up Completed Successfully will appear on screen. Press **Done** . You can then store the master discs away safely.

If you are using an HP Vectra, you should note that when you delete AdvanceMail from your P.A.M., only the label will be deleted. The files will be retained on your disc. To delete these files you will have to ask your HP Desk Administrator or HP 3000 System Administrator to do it for you. He or She will have to run a special administration program to do this.

You can now run AdvanceMail on your PC, turn to Chapter 3 *Running AdvanceMail* for details of how to do this.

Setting Up on Your HP 150



If you are setting up AdvanceMail for the first time continue with this section, otherwise turn to *Resetting Up* in this chapter. The following instructions assume that you are setting up from drive B (your floppy disc drive) to drive A (your hard disc). If this is not correct, substitute the correct values for those shown.

- 1 Load your P.A.M. in the normal way, if you are not sure how to do this consult the manuals that were supplied with your PC. These are listed in Chapter 1 *Introduction* of this book.
- 2 Insert Program Disc 1 into drive B and press **Reread Discs**.
- 3 The application **AdvMail Setup** should now be displayed on your P.A.M. screen. Select it in the normal way and run it by pressing **Start Applic**. After a short pause the Set Up screen should be displayed.

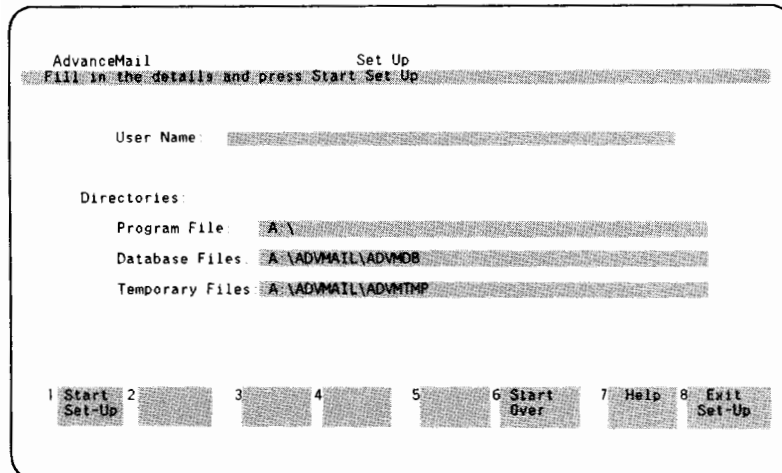


Figure 2-2 Set Up Screen

- 4 Type your name, which should be the name you have been configured with on HP Desk (see the *Before Setting Up* description in this chapter).
- 5 The other fields are used to define which directories are to be used for holding the AdvanceMail programs, data base and temporary files. Default values are supplied, but you can change these if required. If you have a virtual disc (RAM disc) then you can configure the temporary files directory to use this. (See your PC manual for details of whether you have this facility).
- 6 Press **Start Set Up** .
- 7 If more than one person uses your PC and you are not the PC Manager, before you can set up your own AdvanceMail data base you must be added to the system. This is because each user on the PC can have their own AdvanceMail data base.

If you are not known to the system, when you try to set up you will be warned if other users are on the system and you will not be allowed to continue. This is to protect each user's data base from being destroyed inadvertently. You will then have to consult your HP Desk Administrator or your HP 3000 System Administrator, who will have to run a special administration program to make you known to the system.

If you are setting up a new version of AdvanceMail, when you press **Start Set Up** the Keep/Destroy Data base screen will be displayed. You should now carry out the instructions in paragraph 8 below.

Note

If your temporary directory is specified to reside on the PC server, then that directory must only be used by one PC.

- 8 If you are setting up AdvanceMail again, then see the section called *Resetting Up* in this chapter.
- 9 The AdvanceMail set up process will prompt you to insert additional program disc(s) as required. As a guide Program Disc 1 takes approximately 2 minutes to load, Program Disc 2 takes approximately 2 minutes to load and Program Disc 3 takes approximately 3 minutes to load.
- 10 Just prior to completion of the setting up process, you will be asked whether the disc you have set up onto is the disc from which you load your PC. Indicate yes or no by pressing the relevant function key.

If your reply is no, you must then type in the name or letter of the drive which you normally use to load your PC from, followed by a colon. You may then be prompted to insert the DOS system disc in that drive. Do this and then press **Continue**.

If you have inserted the DOS System disc and then removed it, or removed Program Disc 3 from Drive B: and then pressed **Done** to exit the set up procedure, you will see the message:

Error occurred accessing Drive B:, make sure that the correct disc is in drive and press any key to continue.

appear on the screen. You should now insert Program Disc 3 and press any key to complete the set up procedure.

- 11 The AdvanceMail set up process may have to update the CONFIG.SYS file on the disc from which you load your PC.

You should note that the value of BUFFERS in the CONFIG.SYS file is set to 30. If a different value is required, then the CONFIG.SYS file can be edited using a text editor. An increase in the number of buffers will increase the performance of AdvanceMail.

- 12 If CONFIG.SYS has been updated the message Set Up Completed Successfully will appear on screen and you will be prompted to press **Reboot**. You can then store the master discs away safely.

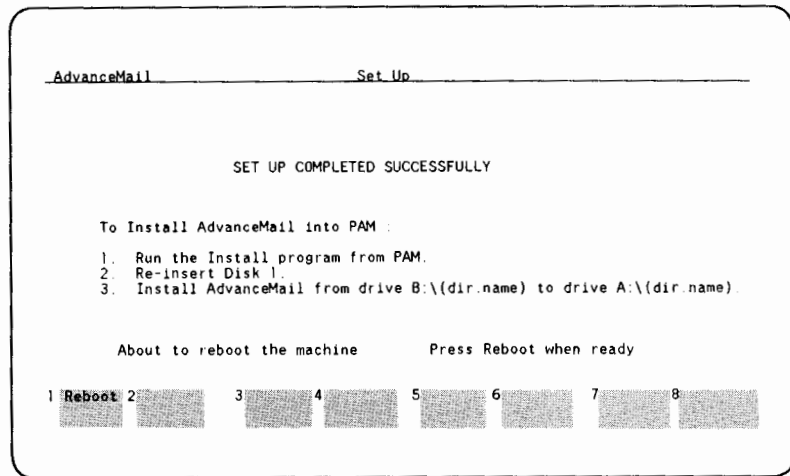


Figure 2-3 Reboot Screen

- 13 If CONFIG.SYS has not been updated the message Set Up Completed Successfully will appear on screen. Press **Done** . You can then store the master discs away safely.

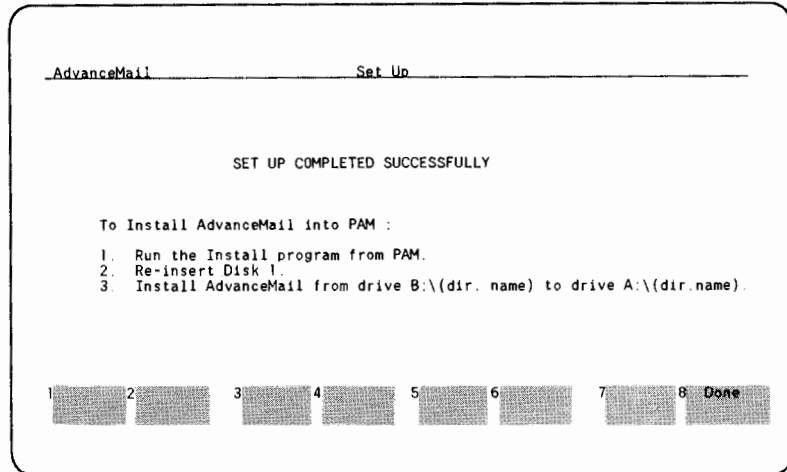
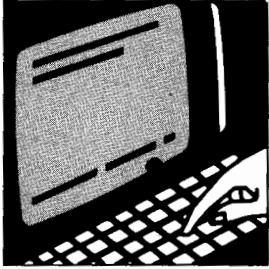


Figure 2-4 Set Up Completed Screen

- 14 You should now carry out the instructions given in the next section of this chapter to install the AdvanceMail label in your P.A.M.

Installing on the HP 150 PC P.A.M



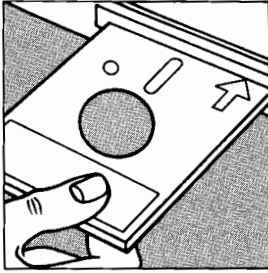
- 1 Select **Install** from the P.A.M. if it is already on your hard disc, or install it into your P.A.M. from the floppy disc that comes with your HP Touchscreen, HP Touchscreen II or HP 150 PC manual. If you are not sure how to do this see your PC User Guide.
- 2 Now select and run it in the normal way.
- 3 Insert your AdvanceMail Program Disc I again and press **Install Applies** .
- 4 A new screen will appear for you to select the floppy drive with Program Disc I in as the FROM drive and your hard disc as the TO drive.
- 5 On completion press **Show Applies** .
- 6 A label with **AdvanceMail** should now be displayed. Select it and press **Start Install** .
- 7 When this is complete press **Exit Select** , then on the next screen press **Main Menu** and finally on the next screen press **Exit Install** .
- 8 There should now be an AdvanceMail label in your P.A.M. which indicates that the installation has completed successfully.
- 9 You should now store the master discs away safely.

Note

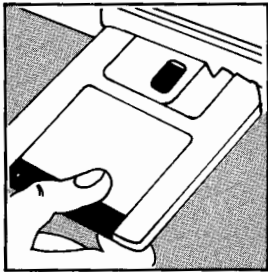
If you want to delete AdvanceMail from your P.A.M. only the label will be deleted. The files will be retained on your disc. For details on how to delete these files from your disc, consult your User Guide or MS-DOS manual or your HP Desk Administrator or your HP 3000 System Administrator.

You can now run AdvanceMail on your PC, turn to Chapter 3 *Running AdvanceMail* for details of how to do this.

Resetting Up



You may have already set up AdvanceMail and now wish to set it up again. This may be because you have a new version of AdvanceMail, or because an AdvanceMail file has been accidentally deleted from your disc, and is available on the AdvanceMail distribution disc. In either case, you should carry out the relevant set up procedures for your PC which have been described in the previous sections of this chapter and refer to this description when instructed to do so.



When the Set Up screen appears and you have typed in your name and any other file information and pressed **Set Up** you will be presented with the following warning screen.

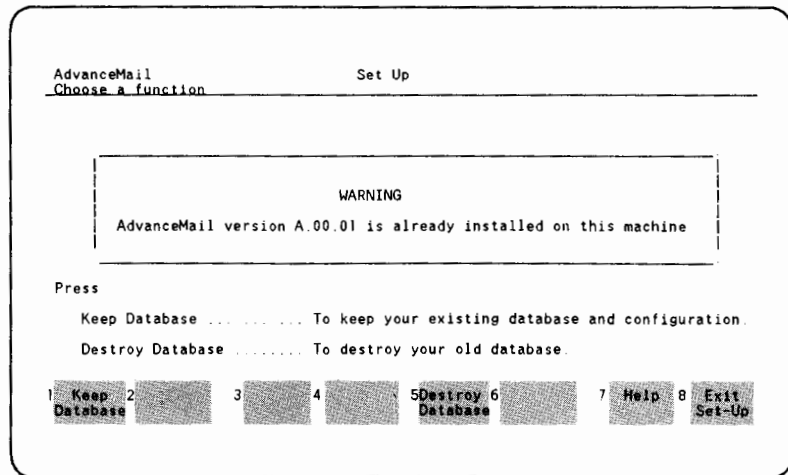


Figure 2-5 Set Up - Database Destroy option Screen

You should note that if you wish to keep your old data base then you should press **Keep Database** function key. If you keep your old data base, then the previous directory configuration is used. If you wish to change where your temporary files are stored you should consult your HP Desk Administrator or your HP 3000 System Administrator. This is because, if you keep your data base, you cannot change where they are stored.

If you wish to keep your old data base, but not use it on this set up of AdvanceMail, then you should copy it onto a floppy disc. See Chapter 1 *Backing Up* for details of how to do this.

If you do not wish to keep your old data base then press **Destroy Database**. You will then be asked to confirm or cancel the destroy option, the choice is yours, but be very careful that you make the right decision!

On completion of this screen you should continue with the relevant set up procedure for your PC, as described in the previous sections of this chapter. You should continue at paragraph 9 of the relevant section.

Running AdvanceMail



Running for the First Time



Before you run AdvanceMail for the first time, if you have anything other than a direct connection to your HP 3000, for example, data switch, modem or X.25, you will first have to log on to your HP 3000.

If you do not know how to log on to your HP 3000, or you do not know what type of connection you have, see your HP Desk Administrator or HP 3000 System Administrator.

If you do not log on to your HP 3000 you will not be able to open your AdvanceMail Mailroom. However, you do not have to log on manually because AdvanceMail allows you to set up Automatic logon files containing your logon passwords.

You must set up these files before attempting to open the Mailroom. You do this from the AdvanceMail Configuration screen and DataComm Config screen. These screens are described in the *Setting Up Configurations* and the *DataCommunications Configuration* sections in this chapter.

If you are running AdvanceMail for the first time you will also have to set up the configurations that you require for your personal taste and type of PC. There are several types of configuration that you can set up and these are also displayed on the Configuration screen. This screen is accessed from the Main screen of AdvanceMail once it is running, see *Setting Up Configurations* below, for details of the Configuration screen.

Running From P.A.M.

If you have an HP Vectra, HP Touchscreen or HP 150 PC, then from the P.A.M. Main screen highlight **AdvanceMail** using the tab or cursor control keys. Now press **Start Applic**. This will start up AdvanceMail and take you straight to the Main screen.

Running From MS-DOS/PC-DOS

If you have any of the IBM PCs, or you are running AdvanceMail on the HP Vectra or HP Touchscreen from MS-DOS/PC-DOS, just type: ADVMAIL (Return). This will start up AdvanceMail and take you straight to the Main screen.

Running from MS-Windows

On the AdvanceMail set up Program Disc 1 there are two MS-Windows Program Information Files (PIFs). These files are used to run AdvanceMail from MS-Windows. You use the MS-DOS COPY command to copy these files to your fixed disc. The files that you will need to copy depend on which version of MS-Windows you have. To find out which version you have refer to the MS-Windows manual that accompanies your MS-Windows package.

If you have *The Microsoft Windows User's Guide for the HP Vectra and HP 150/Touchscreen Personal Computer* you should copy ADVM_HP.PIF to your system disc. If you have the *Microsoft Windows Operating Environment User's Guide* you should copy ADVM_MS.PIF to your system disc.

For further information on how to edit the PIF to run AdvanceMail from MS-Windows, see the appropriate *MS-Windows manual*. When you have copied this file to your disc you can then edit it.

If you have set up the COM2 port of your PC for communication to your HP 3000, you will have to edit the PIF to show this.

If you use any other directory for the AdvanceMail program file than the root default, you must edit the PIF file `Initial Directory` field, to show the directory that you are using.

Note

Context Switching between AdvanceMail and MS-Windows may not be possible in certain versions of AdvanceMail running under MS-Windows.

Main Screen

If there is more than one user configured on your PC, then you will have to enter your user name before the Main screen is displayed.

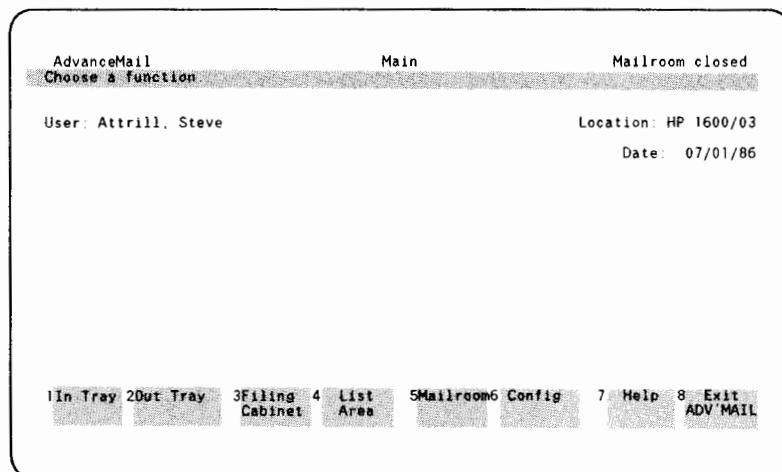


Figure 3-1 Main Screen

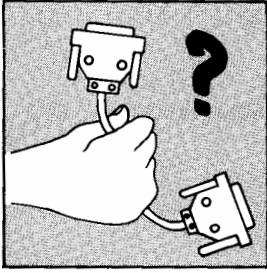
On the Main screen you will see various selections that you can make, for example In Tray. These terms are described briefly in Chapter 14 *Terminology*. The remaining chapters of this book describe how you use these functions and other facilities of AdvanceMail.

Main Screen Functions

The areas available to you from the AdvanceMail Main screen are:

In Tray	Press In Tray key to obtain access to your In Tray.
Out Tray	Press Out Tray to obtain access to your Out Tray.
Filing Cabinet	Press Filing Cabinet to obtain access to your Filing Cabinet.
List Area	Press List Area to obtain access to your List Area.
Mailroom	Press Mailroom to obtain access to the Mailroom.
Config	Press Config to obtain access to the Configuration screen.
Help	Press Help to obtain access to the Help information for the screen that you are in.
Exit Adv'Mail	Press Exit Adv'Mail to exit you from AdvanceMail back to your P.A.M. main screen.

Setting Up Configurations



When you first run AdvanceMail you must set up your User configuration and the Data Communication configuration for your PC. Your User configuration is used to set up your local and Mailroom passwords and the Data Communication configuration is used to set up your automatic log on/log off, and the communication configuration for your PC.

You access the User configuration from the Configuration screen, and the Data Communication configuration from the Mailroom screen.

The Configuration screen is described in the next section of this chapter, and the Data Communications configuration is described after that.

The Configuration screen

The configuration screen is used to configure various options of your choice and one essential configuration. The User configuration is essential for restricting access to your AdvanceMail data base and for opening your Mailroom. The other configurations on the Configuration screen are optional and can be set up at the same time, but are not essential.

The Configuration screen is accessed from the Main screen. Press **Config** and the following Configuration screen is displayed:

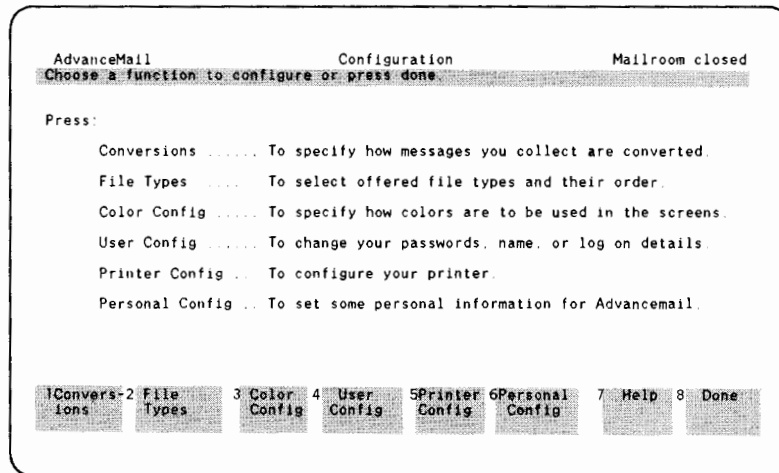


Figure 3-2 Configuration Screen

You will see that there are six choices as follows:

- ☐ Conversions
- ☐ File Types
- ☐ Color Config
- ☐ User Config
- ☐ Printer Config
- ☐ Personal Config

The Conversions and File Types screen options are explained in Chapter 5 *The Mailroom*. The context sensitive Help screens will also help you with these screens.

The Color Config screen option enables you to set up the color combinations of background and foreground colors that suit your personal taste. Again there are Help screens to aid you. If you do not have a color screen you will still be able to use this facility. For example, to enhance text on your screen or to make the text blink on and off.

The User Config screen is essential for restricting access to your AdvanceMail data base and is where you set up your local password. This is used each time you run AdvanceMail and prevents other people from accessing your AdvanceMail data base.

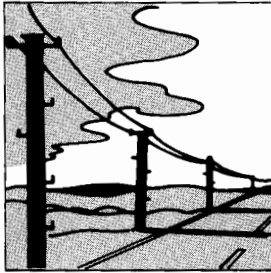
You also use this screen to set up your Mailroom password, this is the same as your HP Desk password, and to set up your user name. This is used when AdvanceMail logs you on to the HP 3000. It is used in conjunction with your automatic log on sequence which is described in the next section in this chapter *DataCommunications Configuration*.

You can only reset this Mailroom password after you have used the initial one given to you by your HP Desk Administrator or HP 3000 System Administrator.

The Printer Config screen option is explained in Chapter 10 *Printing your Mail*.

To find out about the Personal Config screen, see the AdvanceMail Help system.

Data Communications Configuration



When you first run AdvanceMail you must set up the communications configuration for your PC. You will not be able to open your Mailroom on the HP 3000 unless your AdvanceMail communications configuration has been set up. You do this by entering the required data on the Data Communications Configuration (DataComm Config) screen.

To access the DataComm Config screen, press **Mailroom** from the Main screen, then press **DataComm Config**. If you have the Asynchronous version of AdvanceMail, you will then see the following screen displayed:

```
AdvanceMail          DataComm Config          Mailroom closed
Change the datacomm details and press Save Config

Speed:                9600
Port:                 COM1
X.25:                 OFF
HP 2334              Multiplexor             NO
Use LOGON / LOGOFF Command files           NO

1 Save 2 Edit 3Previous4 Next 5 Defavit6 Edit 7 Help 8 Done
  Config LOGON Choice Choice Values LOGOFF
```

Figure 3-3 DataComm Config Screen

For the HP Vectra and IBM PCs, these facilities are as follows:

- Speed What data transfer rate your PC requires.
- Port Which communication port, on your PC, is used to connect to the HP 3000.

X.25	Whether or not you are connecting to the HP 3000 system across an X.25 network.
HP 2334 MUX	Whether or not you are connected to an HP 3000 using an HP 2334 Multiplexor.
Use Logon/Logoff Command Files	Have you set up your own log on/log off command files? These are described in the section called <i>Setting Up An Automatic Log On</i> below.

The values for all of the above fields are modified using the **Next/Previous** function keys.

If you have an HP 150 PC you will not be able to change the speed field information, and this field does not appear on the screen. All the other fields are the same. Consult your HP 150 PC User Guide to find out how to change the speed on your PC.

If you are using the HP OfficeShare LAN/3000 version of AdvanceMail, you will have only one field. This field is the node name of the HP 3000 that your Mailroom is located on. You should consult your HP Desk Administrator or HP 3000 System Administrator if you do not know your node name.

Setting Up An Automatic Log On



Each time you want to open your Mailroom to transfer or otherwise manipulate your mail, you have to log on to your HP 3000. To save you having to do this manually you should set up an Automatic log on.

You set up your automatic log on from the DataComm Config screen. From the Main screen press **Mailroom** and the Mailroom screen is displayed. Then from the Mailroom screen press **DataComm Config** and the DataComm Config screen is displayed. Then press **Edit Logon** and you will have a blank screen displayed. You can now type in your usual MPE log on sequence and passwords.

Note

The first line of your log on must be left blank, for example

```
blank line (Enter)
HELLO STEVE.LS (Enter)
your account password (Enter)
your user password (Enter)
```

On completion you press **Save Logon** and then **Done** to return to the DataComm Config screen.

To set up an automatic log off you press **Edit LogOff** from the DataComm Config screen. You will then have a blank screen displayed. Type in your usual log off command. This must not have a preceding blank line and you must not press (Enter) after you have typed it in. For example:

```
BYE
```

Then press **Save Logoff** followed by **Done** to return to the DataComm Config screen.

You must then edit the DataComm Config screen to show that you are using log on/log off files. If you are not sure how to do this, consult the Help facility. You can then exit to the Main screen from the DataComm Config screen by pressing **Done** again. Thereafter, when you next open your Mailroom you will automatically be logged on to the HP 3000.

You can now read Chapter 4 *The Help Facility* to find out more about the Help facility or turn to Chapter 5 *The Mailroom* to find out, for example, how to open and close the Mailroom, or how to list messages and transfer your mail and so on.

The Help Facility



The AdvanceMail Help facility has been designed so that you can use it like a standard reference manual. It has full explanations about all aspects of AdvanceMail and is divided into four types of help:

- ☒ Prompt line
- ☒ Context sensitive help
- ☒ Help topics
- ☒ Help on error messages

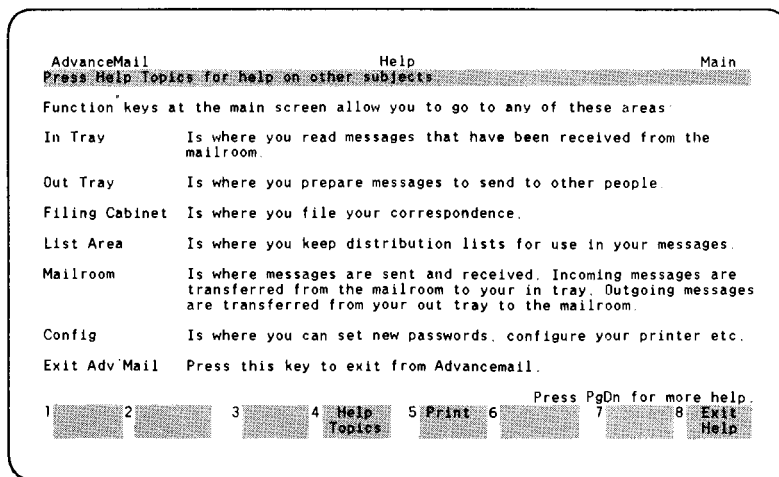


Figure 4-1 Example: Main Screen Help Screen

AdvanceMail has a prompt line which appears on the line below the screen heading and gives instructions on what to do next. From the Main screen press **In Tray** to go to the In Tray screen. Notice the message that appears at the top of the screen.

If you need more help than is provided by the prompt line you can press **Help**. This displays context sensitive help, which is help relevant to your current situation. Press **Help** from the In Tray screen to see the help that is provided for that screen. When you have looked through the help text, leave the Help system by pressing **Done**.

You can use the help topics to find the correct screen from which to perform a task, or to get help on some more general topics. Help topics have task oriented titles such as "Filtering your mail". Most of these topics show you the same help text as is provided by the context sensitive help, from this you can see which screen of AdvanceMail you should be in to perform the task. The following is a list of the Help Topics that are available in AdvanceMail:

- Overview
- Using Your In Tray
- Using Your Out Tray
- Using Your Filing Cabinet
- The List Area
- The Mailroom
- Performing a Mail Transfer
- Reading Your Mail
- Sending a Message
- Replying To a Message
- Forwarding a Message To Other People
- Filtering Your Mail
- Using Batch Mode
- Mail Addresses
- Sending PC Files
- Receiving PC Files
- Sending Multi-Part Messages
- Backing Up Your Discs

Configuring AdvanceMail
Choosing Conversions
PC File Types
Color Configuration
Configuring Your Printers
Setting Passwords
Data Communications

These topics will be found on the Help Topics screen. From the In Tray screen press **Help** and the **Help Topics** function key is displayed. Press **Help Topics** and the Help Topics screen is displayed.

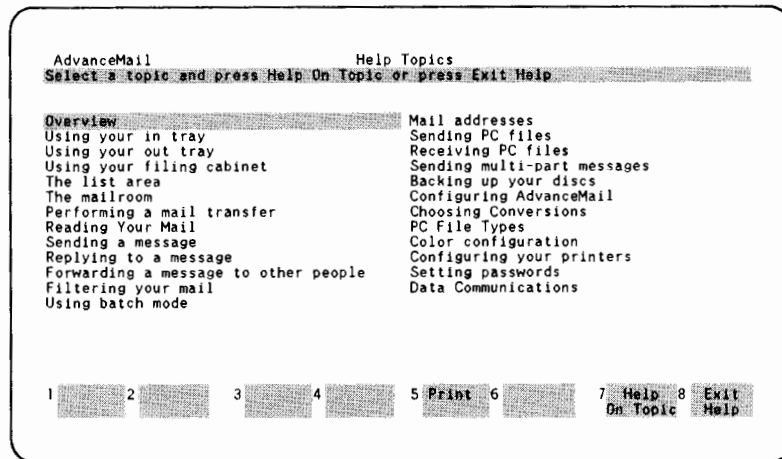


Figure 4-2 Help Topics

The Help Topics screen shows a list of topics provided. One of the topics is highlighted. This is the help for your current situation. Use **↑** or **↓** to get help on another topic. Highlight the topic **Performing a mail transfer**. When the correct topic is highlighted press **Help On Topic**.

Context sensitive help and Help Topics can be more than one page long. If there is more text, you will be told at the bottom of the screen which key to press to see the rest of the help. Another feature is that the help screens can be printed as well as being displayed, this is particularly useful when the help for a topic covers a number of pages. You will not be able to print anything until you have set up the Printer Configuration for your local printer, if you have one, see Chapter 10 *Printing Your Mail* for details of this. If you have already set up your Printer Configuration, press **Print** to get a printed version of the Help text on your screen at the moment. If there is more text available, than is visible on the screen, this will also be printed.

When you have looked through the help text press **Done** to return to the Help Topics screen. Press **Done** again to return to the In Tray screen.

AdvanceMail has one line for error messages, the line above the screen heading, overwriting the heading text. This line gives enough information for most errors, however, there are some messages which need more help. For these errors, you will be prompted to press **Help** for further information.

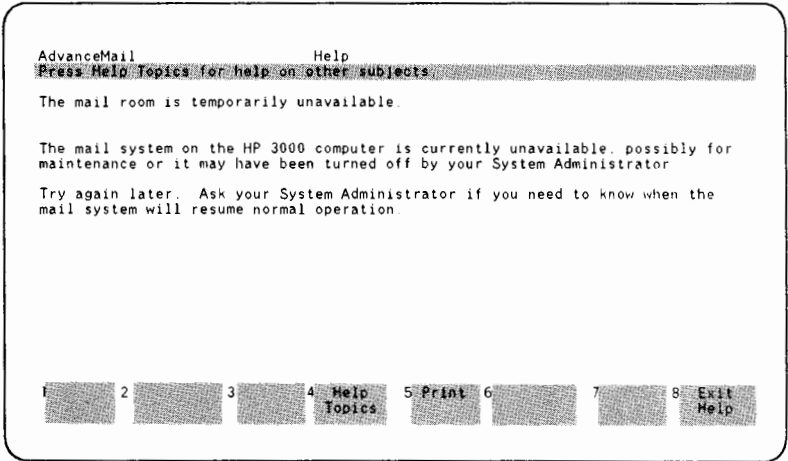
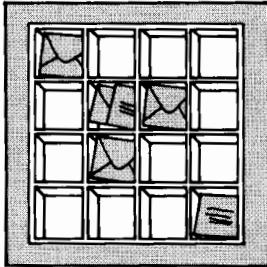


Figure 4-3 Example: Help on Error

You can now turn to Chapter 5 *The Mailroom*.

The Mailroom

Introduction



The AdvanceMail Mailroom is like having your own personal sorting office. Your incoming mail is held in your Mailroom on the HP 3000 until you are ready to process it. You can list the messages in the Mailroom and then read them, transfer them to your In Tray, file them in your Filing Cabinet, delete them or forward them, reply to them and print them.

Your outgoing mail is sent from your Out Tray to the Mailroom, before it is forwarded to the addressee(s). Normally, however, you will not be aware of the outgoing mail process as all you have to do is mail it! The exception to this is if you have created messages and saved them with the Mailroom closed. Your messages will then be held in your Out Tray until you next open the Mailroom and either mail them separately, or carry out a Batch Transfer. For details on how to create messages, see Chapter 8 *Creating A Message*, and for details on Batch Transfer see Chapter 6 *Transferring Your Mail* and Chapter 13 *Automatic Transfer of Mail*.

You select the AdvanceMail Mailroom from the Main screen by pressing **Mailroom**, the following screen will then be displayed:

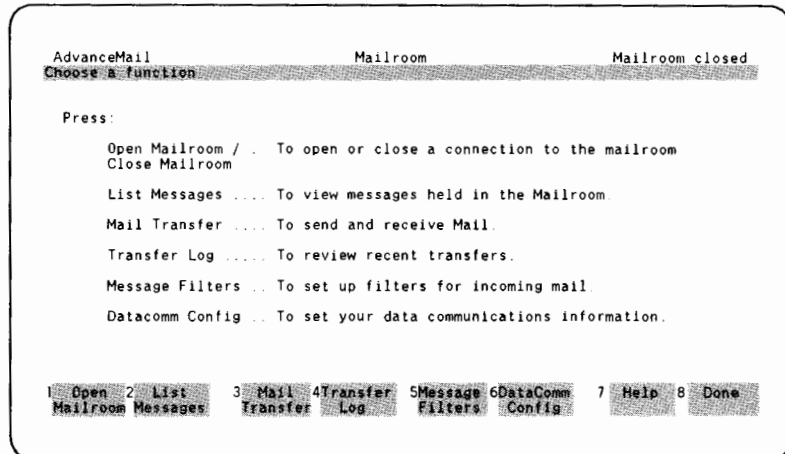


Figure 5-1 Mailroom Screen

Once you have selected this screen, you have the choice of selecting one of six functions. These are as follows:

- ☐ Open Mailroom/Close Mailroom
- ☐ List Messages
- ☐ Mail Transfer
- ☐ Transfer Log
- ☐ Message Filters
- ☐ DataComm Config

These six functions will now be described briefly. For more detailed information use the Help facilities provided on the relevant screen, and also Chapter 4 *The Help Facility*.

Open Mailroom/Close Mailroom

To Open the Mailroom you must have a user account, a user name and maybe, a log on password on your HP 3000, unless you are using HP OfficeShare LAN/3000. HP OfficeShare LAN/3000 automatically sets up the connection for you. If you have the AdvanceNet version of AdvanceMail, the HP OfficeShare user software (USRLOAD) must be loaded before a connection to the Mailroom can be established. See your *HP OfficeShare User Guide* for details of how to do this.

If you do not have the items mentioned above, you should see your HP Desk Administrator or HP 3000 System Administrator, who will set them up for you. You will not be able to open your Mailroom without these items. You will also not be able to open your Mailroom if your Data Communications Configuration (DataComm Config) has not been correctly set up (see the *DataComm Config* section in this chapter and *Data Communications Configuration* in Chapter 3 *Running AdvanceMail*).

If your Mailroom is already open you can close it by pressing **Close Mailroom** when it is displayed.

List Messages

Once you have opened your Mailroom, you can list any messages that are stored in the Mailroom by pressing

List Messages .

Mail Transfer



The **Mail Transfer** function allows you to send (mail) messages from your Out Tray and/or transfer received messages from the Mailroom to your In Tray. You can send and receive messages and save parts of messages, for example, by opening messages in the Mailroom and saving distribution lists to your List Area. For more information about this, see Chapter 8 *Creating a Message* and Chapter 14 *Terminology*.

You can delete messages from the Mailroom or copy them to your Filing Cabinet and you can also print them on your HP 3000 printer (see Chapter 10 *Printing Your Mail* for details of how to do this), or print them directly to your local printer (if you have one). However, you will find it is better if you use filters to do this for you.

You may also need to tell AdvanceMail what file conversions, if any, need to be carried out on a message before a transfer takes place, this is explained in the *File Conversions* section in this chapter.

Transfer Log

The Transfer Log maintains a record of all recently transferred messages. Each time the mail transfer function is performed, a Transfer Log is created which records details of the transfer. These are identified by the date and time of the transfer. You can save, delete, read or print the log as required.

There is an Error detection function in the Transfer Log. This tells you if an error has occurred on a message, during the last transfer from the Mailroom to your In Tray. This information allows you to retry the transfer and thereby eliminate the error.

Message Filters

You may wish to set up certain categories of messages that you do not wish to receive in your In Tray. You do this by setting up filters using the Message Filter function. For example, you may decide that you don't want to receive any mail with a category of "JUNK MAIL", so you create a filter that will look for any messages starting with the words "JUNK MAIL". Once you have created this filter AdvanceMail will automatically carry out whatever instructions you have set up in the filter. For example, you may have decided to delete all "JUNK MAIL" messages on transfer from the Mailroom to your In Tray. You can also automatically print and file filtered messages. Message filters are described in greater detail in Chapter 13 *Automatic Transfer Of Mail*.

Note

When you have set up a filter and made it Active, only those messages that match the filter will be transferred. You should be aware of this when setting up filters so that your mail is transferred correctly. Details of what to do and how to do it are given in Chapter 13 *Automatic Transfer of Mail*.

DataComm Config



To allow your PC to communicate with your HP 3000 system, and open your Mailroom, you must first tell AdvanceMail what type of communication facilities your PC uses. If you do not know what these are, ask your HP Desk Administrator or HP 3000 System Administrator. You can then use the DataComm Config screen to set them up. This screen is described in Chapter 3 *Running AdvanceMail*.

File Conversion

Files that arrive in your Mailroom may have file types that are not of a suitable type to be read and/or edited on your PC. Before you carry out a transfer you can set up the way that files are converted to PC compatible files, so that you can make best use of them. From the Main screen press **Config** and the Configuration screen is displayed.

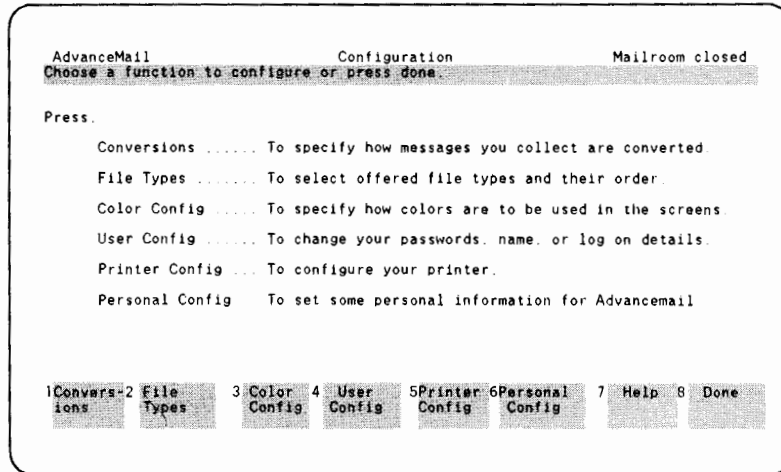


Figure 5-2 Configuration Screen

The Configuration screen lists a number of areas where you can set up user variable information, and there is a brief explanation of each area. Press **Conversions** to go to the Conversions screen.

Receive	Convert To	Transfer
DISTRIBUTION LIST		YES
TEXT		YES
HP WORD DOCUMENT		YES
REVISABLE DCA DOCUMENT	MEMMAKER DOCUMENT	YES
HP SLATE DOCUMENT	MEMMAKER DOCUMENT	YES
MESSAGE HEADER		YES
ARPA DIST LIST		YES
VISICALC (RTM) VC		YES
VISICALC (RTM) DIF		YES
MEMMAKER DOCUMENT		YES
GRAPHICS/100 PICTURE		YES
GRAPHICS/100 CHART		YES
GRAPHICS/100 DATA		YES
UNSPECIFIED PC FILE		YES
GRAPHICS GALLERY FIGURE		YES
HP DRAW FIGURE		YES
ADVANCEWRITE DOCUMENT	ADVANCEWRITE DOCUMENT	YES

1 Save Changes	2	3 Previous Convert	4 Next Convert	5 Transfer YES/NO	6 Default Values	7 Press PgDn to see more Help	8 Done
----------------	---	--------------------	----------------	-------------------	------------------	-------------------------------	--------

Figure 5-3 Conversions Screen

You can see on this screen the default conversions that are already set up for you. You are automatically placed on the first conversion line. Press **Next Convert/Previous Convert** to see the next possible file type that you can convert that file to. If you keep pressing **Next Convert/Previous Convert** you will see all the possible file types.

The only file types that can be read directly by AdvanceMail are Text, MemoMaker, and the Distribution List components of a message. However, using the File Conversion facility, you can convert other files to, for example: Personal Word to MemoMaker. These files may not be displayable, directly, within AdvanceMail. You will have to display them in the application that they were originally created in.

If you want to edit the text of a message that you have received, you need to convert the format of the file to the word processing application format that you have on your PC. For example, if you have MemoMaker, you may want to set up the Conversions screen so that all the different file types are converted to MemoMaker format. In this way you can, if necessary, copy the message to a PC file and edit it using MemoMaker.

When you have decided on the conversions that you want to make, you should move the highlight cursor to the lines that show the conversion you want to change. To choose a conversion other than the one already highlighted, use **↑** or **↓** to highlight another line. When the correct line is highlighted press **Next Convert/Previous Convert** until the correct conversion is displayed. You will probably find that the default conversions are the most useful for the moment. If you have made any changes while looking at this menu, but you wish to retain the original conversions, press **Default Values** .

If you have made some changes to the Conversions screen and you are sure they are what you want press **Save Changes** and you will be told that the changes have been saved. Then press **Done** to return to the Configuration screen. Press **Done** again to return to the Main screen.

For file types that have no conversion facilities provided in AdvanceMail the TO column is left blank. Generally, these files must first be copied out of AdvanceMail to PC Files. You can then select the application in which they were created and then read and/or edit them as required.

This screen also defines whether components of specific types in received messages, should be downloaded during message transfer.

If you need any more information on file conversion, or file types, see either your HP Desk Administrator or the Help facility.

Note

There are some HP 3000 file types which cannot be transferred, one of these is HP Desk Forms. No file conversion of these file types take place, and they will have a status of Not to be transferred. This is because there is nothing on your PC which can make sense of this type of file. If you do attempt to transfer them to your PC, some of their file header information will be lost, and you will not be able to return them successfully to the HP 3000 as Desk Forms files.

You should now turn to Chapter 6 *Transferring Your Mail* to find out how to transfer your mail from the Mailroom to your In Tray. To find out how to transfer mail from your Out Tray to the Mailroom see Chapter 9 *Sending a Message*.



Transferring Your Mail



This Chapter describes how you can transfer your mail from your Mailroom to your In Tray.

If you have read Chapters 1 through 5, you should have now configured your PC correctly. If you have not read about the Mailroom you should now do so, see Chapter 5 *The Mailroom* before returning to this chapter.

Before you start to transfer your mail, ask someone to send a couple of messages to you so that you can use them to practice on, or send some to yourself, for information on how to do this see Chapter 9 *Sending A Message*. When you know you have some messages sent to you return to this chapter and continue with the following instructions.

If you have the Main screen displayed you should see that the Mailroom is closed. If the Main screen is not displayed press **Done** until it is displayed. To transfer your messages the Mailroom must be open.

To open your Mailroom you must first log on to your HP 3000, unless you have a direct connection, and have defined an automatic log on. If you have already logged on to your HP 3000 then continue with this chapter, otherwise read Chapter 5 *The Mailroom* now.

To open your Mailroom, press **Mailroom** and the Mailroom screen is displayed. Press **Open Mailroom** and you will see that a message appears at the top of the screen showing what is happening. You are told that the Mailroom is being set up, then

you are told that the Mailroom is open. Once the Mailroom is open you will see that the label on the key has changed to **Close Mailroom**. If you cannot open your mailroom you will be prompted on what action to take. Usually you will be told to press **Help** for more information, however, if you have any problems either read through Chapter 5 *The Mailroom*, or see your HP Desk Administrator or HP 3000 System Administrator.

You can now look at the number of messages that are in the Mailroom and the subject of each by pressing **List Messages**. When you have checked that the messages you requested have been sent, press **Done** to return to the Mailroom screen.

Now press **Mail Transfer** and the Mail Transfer screen is displayed.

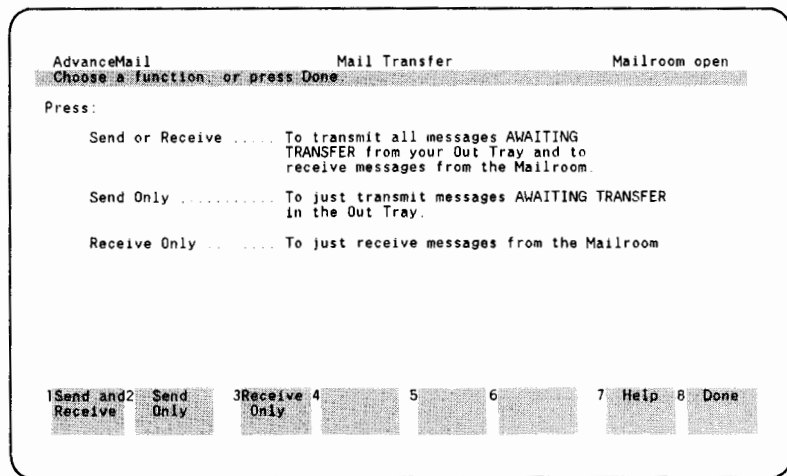


Figure 6-1 Mail Transfer Screen

As you have no messages to send press **Receive Only**. Status messages at the top of the screen show the progress of the message transfer. The lower part of the screen shows details of

the messages being transferred and any message filter that is being used. You should see any filters that you have created displayed in the `Filter` field. If you do not know how to create a filter see Chapter 13 *Automatic Transfer Of Mail*.

When the transfer process is complete press `Done` to return to the Mailroom screen. Then press `Close Mailroom` to stop the connection to the HP 3000. When the Mailroom is closed press `Done` to return to the Main screen. Your messages will now be in your In Tray on your PC, which you can access using the In Tray function on the Main screen.

After an automatic transfer of mail (Batch Transfer), you should look in your In Tray to see that your mail has been transferred successfully. To find out how to read your messages see Chapter 7 *Reading Your Mail*.

Reading Your Mail

What is a Message?



Any message you receive using AdvanceMail can contain several parts. Part 1 contains the list of people who are to receive the message, in other words the distribution list. The other parts contain the actual message - either some text you have typed on the screen, or a PC file you have created previously. For example, you might receive a message consisting of a report written with HP Word (Part 2) and an accompanying Deluxe VisiCalc®/3000 spreadsheet (Part 3). You can save each part of a message in separate PC disc files, if you need to run another application on them. For details of how to save messages see Chapter 11 *Filing Your Mail*.



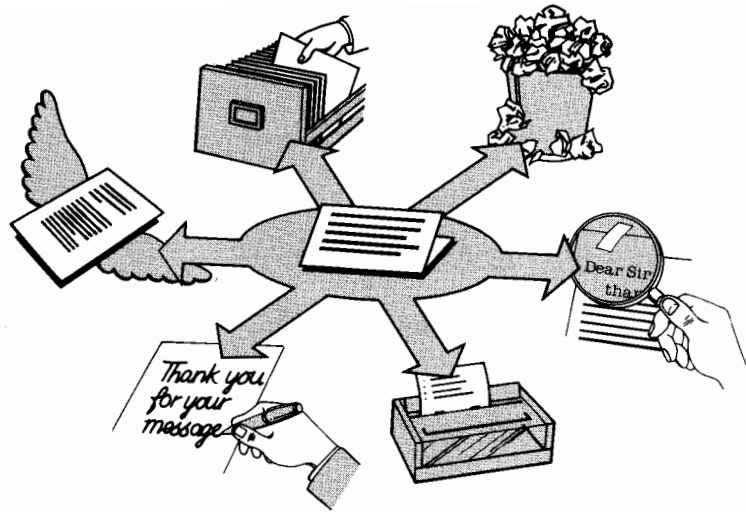
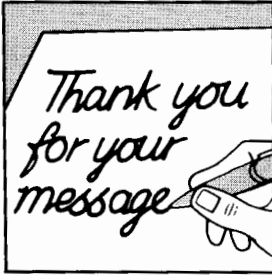


Figure 7-1 What You Can Do With Messages

Reading Your Mail



If you have worked through chapters 1 through 6, there may be some messages in your In Tray.

You are now going to read the messages that have been sent to you. From the Main screen, press **In Tray** and the In Tray screen is displayed.

AdvanceMail		In Tray		Mailroom closed	
Choose a message and a function.					
4 messages.					
Subject	Sender	Received	T O W K I	N A P U	E C R R
Meeting	SMITH, STEVE	07/15/86	*	*	*
R Director's Report	BROWN, GRAHAM	07/15/86			*
Develmnt Meeting Minutes	BRAND, HELEN	07/15/86	*	*	*
Accounts Reports	HACKER, ROBERT	07/15/86	*	*	*

1 Other Keys 2 Read 3 Print 4 Delete 5 Reply 6 Forward 7 Help 8 Done

Figure 7-2 In Tray Screen

If you see the letters R, A, C, D or E in the left most column, next to a message on the screen, they indicate that:

- R The message is a reply to a previous message
- A The message contains an appointment which you are asked to keep
- C The message has been autocopied to you by someone else




- D This indicates that there is an error in the distribution list of the message. This appears in the Filing Cabinet or Out Tray screens only.
- E This indicates that a message has some other form of error, for example, a conversion failure. This appears in the In Tray, Out Tray or Folder screens only.

Note that this column can also be blank, which is the most likely option, especially for simple messages.

On the far right of the screen are five column headings. If an asterisk (*) is shown in any of these columns it shows you the following information about the message:

- TO You are on the distribution list TO: category, rather than CC: or BCC:
- NEW You have not read the message yet
- ACK An acknowledgment will be automatically generated
- PRI It is a private message
- URG It is urgent

All of your messages should have an asterisk in the column, as you have not read any of them yet.

Use  or  to highlight another message. When the correct message is highlighted press  and the Read Message screen is displayed.

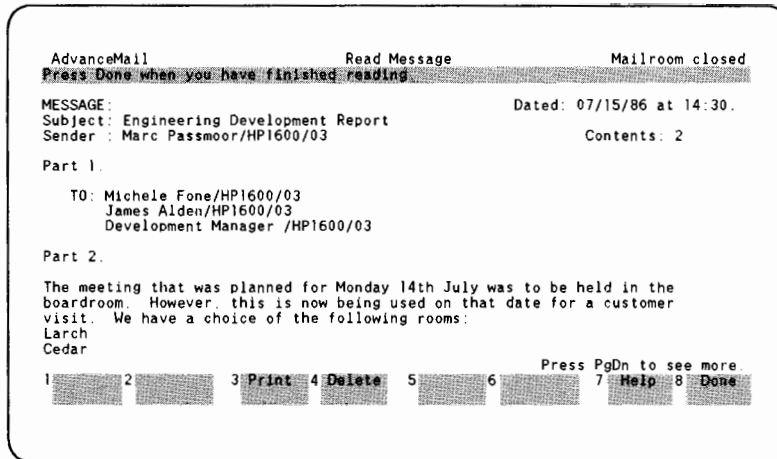


Figure 7-3 Read Message Screen

The Read Message screen displays the contents of the message you chose. At the top of the screen you are shown information about the message. Part 1 of the message will always be a distribution list. Part 2 will normally be text.

When you have finished reading that message, press **Done** and you return to the In Tray screen. Notice that the message you have now read no longer has an asterisk under the NEW column.

You use the **(PgDn)** (Page Down) and **(PgUp)** (Page Up) keys to see more of a message. This also applies to other screens in AdvanceMail, for example, the Help screens.

If you have more messages that you want to read, select them by highlighting the message and pressing **Read** again. When you have finished reading all the messages you want to, from the In Tray screen press **Done** to return to the Main screen.

You should now turn to Chapter 8 *Creating a Message* to find out how to create messages.



Creating a Message



Before you can send a message you first have to create it. To create a message you first have to go to the Out Tray screen. You do this by pressing **Out Tray** from the Main screen. You will then see the following screen displayed:

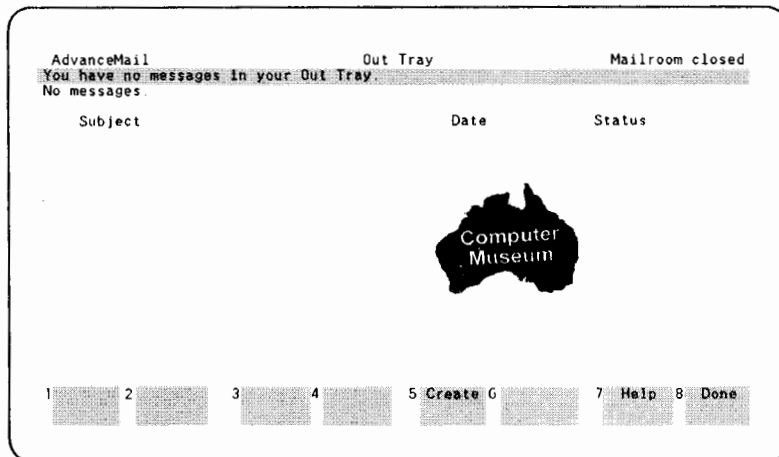


Figure 8-1 Out Tray Screen

You should then press **Create** and the Create screen will be displayed.

AdvanceMail Create Mailroom closed
Fill in form, type a filename or press Compose Text. Then press Mail Message

Subject: _____

TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____
TO: _____

Press PgDn for more names

File: _____
Type: Unspecified PC File Type

1	Other	2	Merge	3	Compose	4	Next	5	File	6	Mail	7	Help	8	Done
	Keys		Text		Text		Filetype		Manager		Message				

Figure 8-2 Create Screen

The cursor is placed in the **subject:** field. Type the subject you want displayed for your message. Then Tab to the next field.

The next area allows you to specify who will receive a copy of your message. All the categories to the left of these lines show the word **to:**. However, you can change the category that is displayed by pressing **TO/CC/BCC/FROM** on the second set of function keys. You can access these keys by pressing **Other Keys** on the main set of function keys. You must press **(Enter)** after each name of your distribution list.

There are four possible categories:

- TO:** Specifies people to receive a copy of the message.
- CC:** Specifies people who will be copied on the message.
- BCC:** Specifies people who will receive a copy of the message but their names will not be visible to the other recipients. BCC stands for Blind Carbon Copy.
- FROM:** Specifies who the message is from, this does not have to be just you. All the people listed as **FROM:** will also receive a copy of the message in their In Tray. You would normally use this category if you are sending the message on behalf of another person.

Ensuring first that all the categories are labeled **TO:**, type the name of a person you want to receive a copy of your message. If you want to send the message to more than one person move the cursor to the next line, using **(Enter)**, and type the next name.

When you have entered all the names that you want to send the message to, go on to a new line. Press **[Function Key]** until the category is **BCC:** and type the name of another person to receive a copy of the message, but whose name will not be seen by the other recipients. This key will found on the second set of function keys which are accessed by pressing **[Function Key]**

The final two fields on this screen, **File:** and **Type:**, are for specifying the name of a file to be sent and indicating to AdvanceMail what type of file your are sending. You can set up a default for the file type by setting it up on the File Type screen. This screen is accessed from the Configuration screen. If the file type you want is not listed on the File Type screen, you should select the Unspecified PC File Type. However, you need not fill in these fields if you compose the text on screen, as this will be done automatically for you.

To create the text of your message press **Compose Text**. The Compose screen is now displayed.

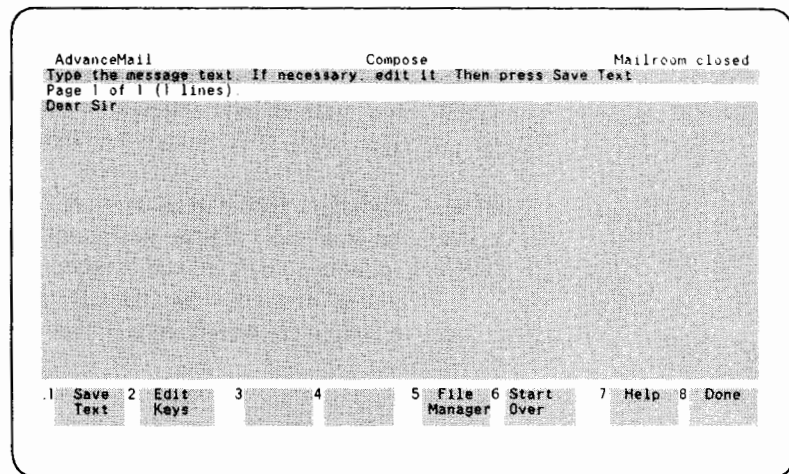


Figure 8-3 Compose Screen

The Compose screen provides you with an empty screen where you type the text of your message. You can move around on the screen using the cursor keys to edit your text while you type the message. The following keys are available to you on the Compose screen:

The **Save Text** key allows you to save your message, when you have finished it, or if you are interrupted and need to save it temporarily.

The **Edit Keys** key provides a set of editing keys for you to edit your message during or after creation, if you need to. You can also use various control keys which allow you to perform the same functions. These control keys are described in the on-line Help for the Compose screen.

The **File Manager** key allows you to view the contents of DOS directories, if you want to include DOS files in your message.

The **Start Over** key allows you to discard what you have already written and start again, if required.

The **Help** key provides you with all the help text you require from this screen and the **Done** key will take you back to the Create screen.

When you are happy with the message press **Save Text**. You are told that the text has been saved in a file called COMPOSED.TXT. You should now press **Done**.

When you have pressed **Done** you return to the Create screen. Notice that the two fields at the bottom of the screen have been filled in for you, specifying the COMPOSED.TXT which you have just created.

Note

If your Mailroom is open when you mail your message it will be automatically mailed for you and you will not have any opportunity to correct, update or file it. To overcome this you can either press **Hold Message** or close your mailroom before creating your message. If you just save the message instead of mailing it, it will appear in your Out Tray with a status of HELD. To find out how to mail a message with a status of HELD see Chapter 9 *Sending a Message*.

When you are satisfied that the message is complete prepare the message for transfer by pressing **Transfer**. You will be told that the message is being prepared and then you are taken back to the Out Tray screen.

Assuming that your Mailroom is closed, and you have created a message and mailed it you will see that it is listed in your Out Tray. You can see the subject of the message, the date it was created and the status is shown as AWAITING TRANSFER. The message will remain in your Out Tray until you actually transfer your mail. While it is still in your Out Tray, you can read, print, edit, file or delete it.

When you have finished creating messages, you can return to the Main menu by pressing **Done**.

Now you have created your message you can now send it, if you want to. Turn to Chapter 9 *Sending A Message* for details of how to do this.

Sending a Message



To send a message you should first go to your Out Tray. To get to the Out Tray from the Main screen press **Out Tray**.

AdvanceMail		Out Tray	Mailroom closed
Choose a message and a function.			
4 messages.			
Subject	Date	Status	
More design thoughts	07/15/86	AWAITING TRANSFER	
Portwell Product proposal	07/15/86	HELD	
Management reports and minutes	07/15/86	HELD	
D product support meeting	07/15/86	IN ERROR	

1 Other Keys	2 Read	3 Print	4 Delete	5 Create	6 Mail / Hold	7 Help	8 Done
--------------	--------	---------	----------	----------	---------------	--------	--------

Figure 9-1 The Out Tray Screen

The Out Tray lists any messages that you have previously created that have not yet been transferred. If this is the first time you have used AdvanceMail you may not have any messages to send. You will therefore have to create one, to find out how to do this see Chapter 8 *Creating a Message*, before returning to this chapter.

If you have already created one or more messages, they will either have a status of **AWAITING TRANSFER** or **HELD**.

If a message has a status of **AWAITING TRANSFER**, it means that when the Mailroom is opened you can send it immediately, by using the instructions given in the section *Sending Messages* in this chapter.

If a message has a status of **HELD**, it means that you have saved it from the Create message screen, in order to edit, file or amend it. When you have completed manipulating the message, return to the Out Tray screen and press **Mail/Hold** to change its status to **AWAITING TRANSFER** then carry out the instructions given in the *Sending Messages* section in this chapter.

If a message has a status of **IN ERROR**, a wrong name was found in the distribution list when AdvanceMail tried to transfer it to the Mailroom, or some other error occurred during transfer.

Press **Edit DistList** and move the cursor to the highlighted name, which is the name in error. Then make the necessary corrections to the name. When you have done this and the message is ready to be mailed, return to the Out Tray screen and press **Mail/Hold**, the message status will change to **AWAITING TRANSFER** and you can then carry out the instructions in the *Sending Messages* section in this chapter.

Sending Messages

Return to the Main screen by pressing **Done**. You are now going to transfer the message, or messages that you have created so that they can be distributed to the correct people.

First you must open the Mailroom, however, you do not need to do this yourself. If you have already set up the log on files and opened your Mailroom previously, when you press **Mail Transfer** the Mailroom is automatically opened. If you have not set up your log on files and opened your Mailroom yet, see Chapter 5 *The Mailroom* for details on how to do this before returning to this chapter.

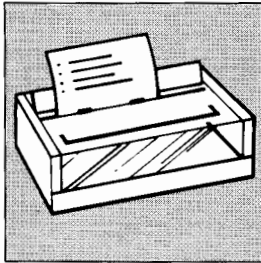
From the Main screen press **Mailroom** and the Mailroom screen is displayed. You should now press **Mail Transfer** and the Mail Transfer screen is displayed. Press **Send Only** to send the messages that have a status of AWAITING TRANSFER. The information about the message is displayed in the lower part of the screen as it is transferred to the Mailroom. When the transfer is complete press **Done** to return to the Mailroom screen. Press **Close Mailroom** and when the message appears telling you that the Mailroom is closed press **Done** to return to the Main screen.

If the Mailroom had already been open when you mailed your message, it would have been transferred directly to the Mailroom for delivery, and you would not have found it in your Out Tray on returning there (see the Note in Chapter 8 *Creating a Message* for more information about this).

You should now turn to Chapter 10 *Printing Your Mail* to find out how to print your mail.

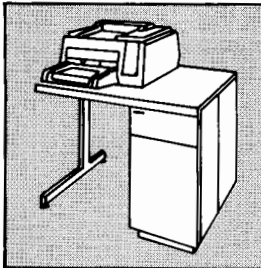


Printing Your Mail



If you have a printer attached to your PC, you will probably want to use that for most of your printing.

If you do not have your own local PC printer then you will have to use the HP 3000 printers that are available. The HP 3000 printer is called your central printer. If you can only use an HP 3000 printer, then do not bother to work through the section *Setting Up and Printing on Your Local Printer*.



To print out your messages you should first check that the printer set up on the Printer Configuration screen is correct for you. From the Main screen press **Config** and the Configuration screen is displayed.

From the Configuration screen press **Printer Config** and the Printer Configuration screen is displayed.



AdvanceMail Printer Configuration Mailroom closed
Set the printer configuration values and choose a function.

Local Printer

Printer PNN Printer Mode StandardB

Auto Line Feed No

Printer Setup File

HP 3000 Printer

Printer

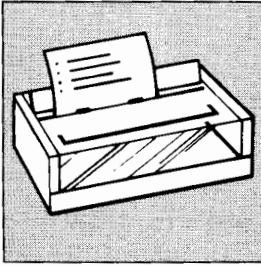
Environment File

Name for Banner

1 Save 2 3 Previous Choice 4 Next Choice 5 6 Default Values 7 Help 8 Done

Figure 10-1 Printer Configuration Screen

Setting Up and Printing on Your Local Printer




Look at the Printer Configuration screen and check the defaults that are already set up for you. If you are not sure about any of the information, check with your HP Desk Administrator or HP 3000 System Administrator, to find out how your printers are set up. You can also press **Help** to get more specific information about printing for the Asynchronous and HP OfficeShare LAN/3000 versions of the product.

In the majority of cases the defaults do not need to be changed. If you have a printer attached to your PC it will most probably be set up as PRN so you do not need to change the first field. If you need to change this field for the desired printer press **Next Choice** and **Previous Choice** until the correct printer is displayed.

(Tab) to the **Printer Mode** field. This field allows you to specify the character set that the printer uses. One printer characteristic you can set up on this screen is **Auto Line Feed**. This allows you to use printers which have been configured either to perform line feeds automatically on receipt of a Carriage Return character, or to only perform line feeds when an explicit **LineFeed** character is received. If auto line feed is off, **AdvanceMail** will insert line feeds at the end of each line of the message being printed.

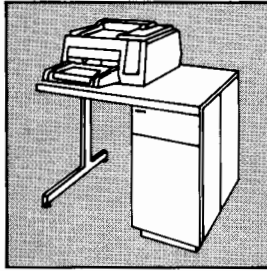
When you have checked the other local printer details and made any necessary alterations press **Save**. A message will appear at the top of the screen saying that the information has been saved. Then press **Done** to return to the Configuration screen. Press **Done** again to return to the Main screen.

From the Main screen press **In Tray**. When the In Tray screen is displayed, choose a message you want to print. To choose a message other than the one already highlighted, use **↑** or **↓** to highlight another message. When the correct message is highlighted press **Print**, or **Cancel Print** if you decide not to print your message at this time.

Once you have printed your message you can return to the In Tray and select another message to print if you want to. When you have printed all of the messages that you want to press  to return to the Main screen.

If you want to print your messages on a central printer you will have to print them from the Mailroom. You must do this before transferring them from the Mailroom to your In Tray, or you can forward them to yourself from your In Tray, or Filing Cabinet, and then print them when they arrive in the Mailroom. See the section *Setting Up and Printing on Your Central Printer* in this chapter, for more details of printing on a central printer.

Setting Up and Printing on Your Central Printer



You must first set up the Printer Configuration for your central printer. From the Main screen press **Config** and the Configuration screen will be displayed. Press **Printer Config** and the Printer Configuration screen will be displayed. Look at the Printer Configuration screen and check the defaults that are already set up for you. If you are not sure about any of the information, check with your HP Desk Administrator or HP 3000 System Administrator to find out how your printers are set up.

The **Printer** and **Environment File** fields are similar to the **PROFILE** in HP Desk which is overridden by the **MAILPRNT** file equation for HP Desk users. If you do not understand these terms see your HP Desk Administrator or HP 3000 System Administrator.

(Tab) to the **Printer** field under the HP 3000 printer section of the screen. Enter the device name of the printer you wish to use. Tab to the **Name for Banner** field. Type the name that will be printed on the sheets of paper before and after your print out, which will help you to find it later. When the HP 3000 printer details are correct press **Save**. A message will appear at the top of the screen saying that the information has been saved. Then press **Done** to return to the Configuration screen. Press **Done** again to return to the Main screen.

Note

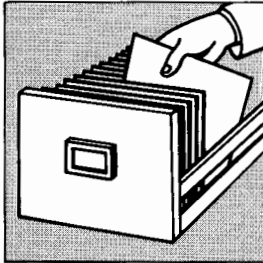
You can not print messages that are in your In Tray on the HP 3000 printer. You can only print messages that are in the Mailroom. This can be done either by specifying, in a message filter, that a message matching the filter should be printed, or by printing a selected message when you have opened the Mailroom and listed the messages in it. You can also forward messages to yourself from the In Tray, or Filing Cabinet screens and then print them on the central printer when they arrive in the Mailroom.

To print out messages that are in the Mailroom on your HP 3000 system printer from the Main screen press **Mailroom**. Then press **Open Mailroom**. When the Mailroom is open, press **List Messages**.

To choose a message other than the one already highlighted, use **↑** or **↓** to highlight another message. When the correct message is highlighted press **Print**. You are then given a choice of keys, **Local Printer**, **Central Printer** and **Cancel Print**. To print on the HP 3000 System Printer, press **Central Printer**. When a message appears to tell you that the message has been printed press **Done** to return to the Mailroom screen. Press **Close Mailroom** and when the message appears telling you that the Mailroom is closed press **Done** to return to the Main screen.

You can now turn to Chapter 11 *Filing Your Mail* to find out how to file your mail.

Filing Your Mail



After using AdvanceMail for a while, you may find that you have quite a number of messages in your In Tray. You should try to delete any unwanted messages, but you may find that you need to keep some of them. As a way of clearing them from your In Tray you may want to file some of your messages. This should also make it easier to find a particular message at a later date. You can do this by filing them in the Filing Cabinet area of AdvanceMail.

You can create a number of folders in the Filing Cabinet. Each folder can contain one or more messages. The folder name should be a general category name that helps you to sort and find messages.

From the Main screen press **In Tray** . Use **↑** or **↓** to highlight the message you want. When the correct message is highlighted press **File** . As you do not have any folders already created, a message appears at the top of the screen telling you that you have no folders and that you must type in the name of a new folder to create one. Type a suitable subject name for the folder and press **Copy To Folder** .

A number of messages appear at the top of the screen, telling you that the folder has been created, and the message has been filed. Notice that once the message has been filed, a copy still remains in your In Tray, this is because you copied the message. If you press **Move To Folder** , the message is moved to the folder and there is no copy left in the In Tray.

Select the same message and press **File**. This time, a window appears in the top right-hand corner of the screen. In the window is listed the one folder that you have created. The window appears to show you all the folders you have so that you can select a folder that has already been created to file your message in, without having to remember all the folder names. File the message in the same folder, but this time press **Move To Folder**. When the message has been filed, there will no longer be a copy in your In Tray. Now press **Done** to return to the Main screen.

From the Main screen press **Filing Cabinet** and the Filing Cabinet screen is displayed.

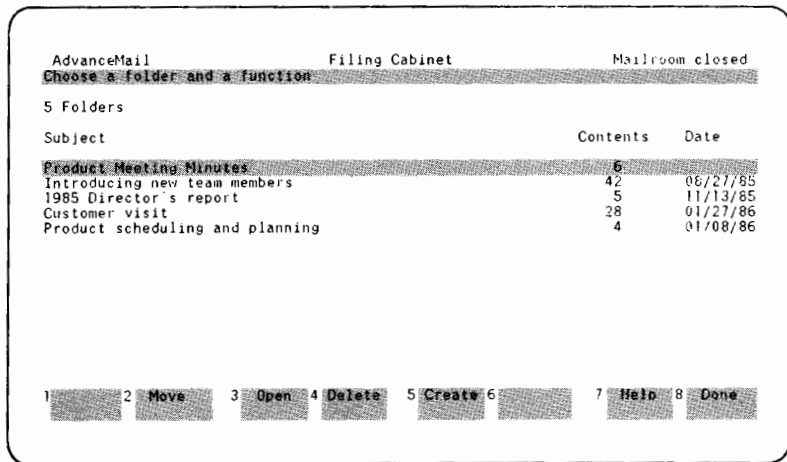


Figure 11-1 Filing Cabinet Screen

There should be one folder in your Filing Cabinet, the one that you filed the message in from your In Tray. To look at one copy of the message you filed there, press **Open**. When you open the folder the two copies of the message are listed. Highlight one of the messages and press **Read**. The message is displayed to you on the Read screen. When you have finished looking at the message press **Done** to return to the Filing Cabinet screen. Press **Done** again to return to the Main screen.

You can also file messages directly from the Mailroom to your Filing Cabinet. From the Main screen press **Mailroom** and the Mailroom screen is displayed. Now press **List Messages** and any messages you may have in your Mailroom will be listed. Select the message you wish to file and press **File**. If you have some folders the folder window will be displayed as described above, otherwise you will have to create one as described above. You can then Move or Copy the message to the required file. When you have filed all the messages that you want, press **Done** to exit from the Filing Cabinet, then press **Done** again to exit from the List Messages screen. Now press **Done** again to exit from the Mailroom screen to the Main screen.

You should now turn to Chapter 12 *Deleting a Message* to find out how to delete messages.



Deleting a Message



After a while you will have quite a number of messages delivered to you which will remain in your In Tray until you decide to delete them. The same is true of the Mailroom and messages that you have created in your Out Tray and have not mailed and/or transferred, and also messages in your Filing Cabinet that are out of date. If you do not delete some of these messages, you will find that these areas become very cluttered.

At a later date it may become difficult to find a particular message that you want to look at, because there are so many other messages to look through. It is best to delete any message you will not want any more. If there are a lot of messages that you want to retain you may want to start filing them away. Filing messages is covered in Chapter 11 *Filing Your Mail*.

From the Main screen press **In Tray** and the In Tray screen is displayed. Decide which of the messages that are in your In Tray you no longer want. You may only have one message. If you have more than one message, use the **↑** and **↓** keys to highlight the message you want to delete. To delete the message you have chosen press **Delete**.

Once you have pressed **Delete** the keys change and you are given two new keys, **Confirm Delete** and **Cancel Delete**. This allows you to check that you have selected the correct message. If you are sure that you want to delete that message press **Confirm Delete**. The message will then be removed from the list.

If you have selected the wrong message or you are not sure press **Cancel Delete**. The message is not deleted and the In Tray is displayed again for you to choose the correct message to delete, or perform any other function. Once a message has been deleted from your In Tray, unless you have filed it, it is gone forever.

When you have deleted any messages that you are sure you do not want any more press **Done** to return to the Main screen.

You can delete messages in the same way from your Filing Cabinet, your Out Tray and your Mailroom.

Note

When you delete a message from the Mailroom, or if a batch transfer has taken place and the message has been deleted automatically from the Mailroom, the message is placed in your HP Desk Waste Basket. To retrieve this message you will have to forward it from the Waste Basket within HP Desk to yourself. If you are not sure how to do this consult your HP Desk Administrator.

You should now turn to Chapter 13 *Automatic Transfer of Mail* to find out how to set up message filters, and how to set up an automatic transfer of your mail.

Automatic Transfer of Mail

This section tells you how to create message filters, how to transfer your mail automatically by the Batch Transfer method and how to set up and edit the AdvanceLink files if you have an X.25, Modem or Dataswitch connection to the HP 3000.

Setting Up a Message Filter

Normally, when mail is transferred from the Mailroom to your In Tray, it is automatically deleted from the Mailroom.

Once you have set up a filter, **all** other messages will be left in the Mailroom, unless there are other active filters. AdvanceMail only handles messages that match a filter, assuming that there are filters set up. If there are no filters set up, all mail is transferred as normal to your In Tray, and will be deleted automatically from the Mailroom. If, for example, you have set up a filter called JUNK to filter out any junk mail and you have no other filters you will not be able to transfer any mail to your In tray. To overcome this, you will have to set up another filter, similar to the example below, to allow all other messages to be transferred.

To set up a message filter, from the Main screen press **Mailroom** and the Mailroom screen is displayed.



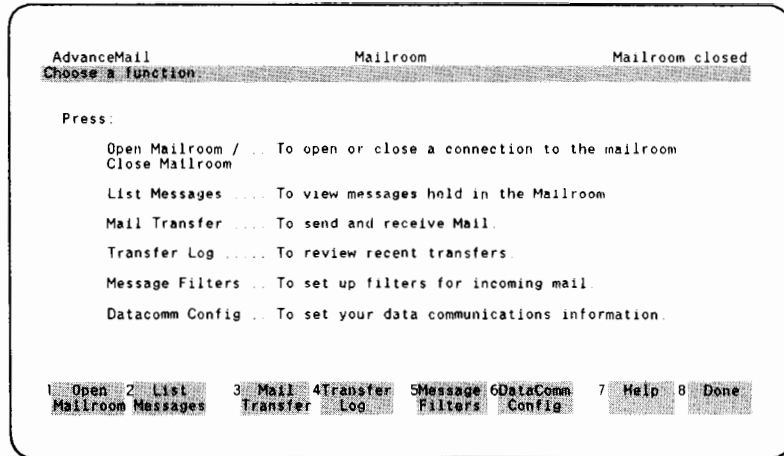


Figure 13-1 Mailroom Screen

From the Mailroom screen press **Message Filters** and the Message Filters screen is displayed.

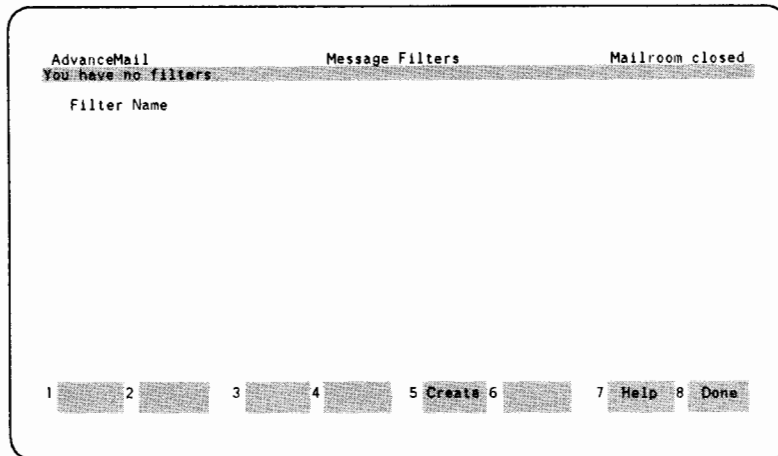


Figure 13-2 Message Filters Screen

This screen lists any message filters that have been created. Initially you should not have any message filters displayed. To create a filter press **Create** and the Filter screen is displayed.

AdvanceMail	Filter	Mailroom closed
Enter the filter information and press Save.		
Filter Name:		
Select Message on:		
Subject:		
Sender:		
Urgent:	Private:	New:
DON'T CARE	DON'T CARE	DON'T CARE
To: DON'T CARE		
When selected then:		
Transfer to In Tray:	Delete:	Print:
NO	NO	NO
File in Folder:		
1 Save	2	3
4	5	6 Start Over
7 Help	8 Done	

Figure 13-3 Filter Screen

The cursor is placed in the first field on the screen Filter Name:. The following is an example of a filter which will allow a copy of all messages to remain in the Mailroom when they are transferred to your In Tray.

In the Filter Name field you should type:

TRANSFER WITHOUT DELETING

or something similar. You use the **(Tab)** key to move from field to field on the screen. Move to the next field, subject:. If you type a subject here, then only those messages which start with that subject will not be deleted.

Then move to the next field, sender:. If you type the name of a sender here, then only those messages from that person will not be deleted.

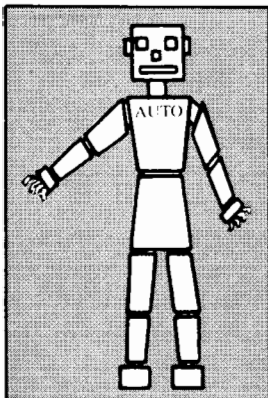
Leaving these fields blank means that all messages sent by anybody will be chosen. Do not change the next three fields, Urgent Private and New. (Tab) to the field Transfer to In Tray and use the Next Choice key to change No to Yes. Press Save to save the filter and then Done to return to the Message Filters screen.

You will see the new filter you have just created is now listed. You will also see that the filter is labeled as ACTIVE, this means that it will be used for any mail transfer that takes place. You can save the filter, but not use it for a mail transfer by making it INACTIVE. To do this, press Active Inactive to change between the two labels. Ensure the label is ACTIVE again and press Done to return to the Mailroom screen. Then press Done to return to the Main screen.

Batch Transfer of Mail

To reduce the cost of connection to the HP 3000 you can transfer your mail automatically while the PC is unattended. This is called Batch Transfer, and allows you to move mail to and from your PC when you are not working on your PC, for example overnight. You can select to transfer your mail immediately, but without having to go through the mail transfer process within AdvanceMail.

Direct HP 3000 Connection



If you have a direct connection to the HP 3000 then starting up Batch Transfer of mail is very simple. You can either set it up as a label on your P.A.M., (see your PC manual for information on how to do this, or see the AdvanceMail Help facility), or from the MS-DOS command prompt, type:

```
ADVMAIL -S 
```

This will carry out a mail transfer immediately, sending mail from your Out Tray to the Mailroom. Now carry out another Batch Transfer by typing:

```
ADVMAIL -R 
```

This will carry out a mail transfer immediately, receiving messages in your In Tray from the Mailroom. If you wanted to send and receive mail, you should type:

```
ADVMAIL -B 
```

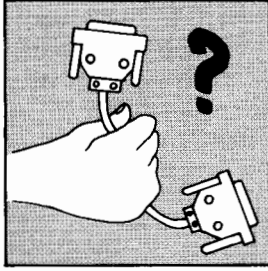
to indicate both options.

Now set up a mail transfer that will both send and receive mail at 1.00 in the morning, by typing:

```
ADVMAIL -B -T 0100 
```

The -T option is followed by four numbers which show the time that the transfer is to be carried out. The time shown uses the 24 hour clock.

X.25, Modem and Dataswitch Connections



If you are connected to the HP 3000 via X.25, a modem or dataswitch, you will have to edit and set up one of three pairs of files before you can carry out a batch mail transfer. For these types of connection to be made in batch transfer mode you will need the AdvanceLink or Reflection I™ package. If you do not have it, or do not know if you have it, you should ask your HP Desk Administrator or HP 3000 System Administrator.

Running AdvanceMail with AdvanceLink

If you do have the AdvanceLink package select and run it in the normal way. You must then edit the following files:

- For X.25 connection you must edit the files ADVX25.CMD
- For modem connection you must edit the files ADVMODEM.CMD
- For dataswitch connection you must edit the files ADVSWIT.CMD

These files can be copied from the AdvanceMail distribution Program Disc 1 by using the MS-DOS/PC-DOS copy command.

Comment lines within the file show you where you need to make changes. If you have problems editing these files, refer to the *Using AdvanceLink* manual.

If your connection is not one of the above, or it is a combination of them, you will have to create a new command file. For information on creating AdvanceLink files, refer to the *Using AdvanceLink* manual.

Then you will need to edit the file ADVBATCH.BAT, again the areas that need to be modified will be indicated by comment lines. There are two calls to AdvanceLink which specify log on and log off files. Enter the names of the files you have either modified or created. There is also a line which corresponds to the ADVMAIL command that is shown in the section *Direct HP 3000 Connection* earlier in this chapter. Read that section to see what options are needed. There are two extra options that you may also need:

-U user name - if more than one user is configured on your PC

-P password - if an AdvanceMail password has been set up

Once you have set up the files, you can set up ADVBATCH as a label on the P.A.M. screen, if you have an HP Vectra PC.

Running AvanceMail using Reflection 1™

If you are using AdvanceMail on the Portable PC, and you are connected to the HP 3000 via X.25, modem or data switch, you will have to edit and set up one of three files before you can carry out a batch mail transfer.

For these types of connection to be made in batch transfer mode you will need the Reflection 1™ package. If you do not have it, or do not know if you have it, you should ask your HP Desk Administrator, HP 3000 System Administrator, or PC Manager.

If you do have the Reflection 1™ package select and run it in the normal way. You must then edit the following files:

- For X.25 connection you must edit the file GTE.CMD
- For modem connection you must edit the file MODEM.CMD
- For dataswitch connection you must edit the file PORTSEL.CMD

These files can be copied from the AdvanceMail distribution Program Disc 1 by using the MS-DOS/PC-DOS copy command.

Comment lines within the file show you where you need to make changes. If you have problems editing these files, refer to the *Using Reflection 1™* manual.

If your connection is not one of the above, or it is a combination of them, you will have to create a new command file. For information on creating Reflection files, refer to the *Using Reflection 1™* manual.

Then you will need to edit the file REFBATCH.BAT, again the areas that need to be modified will be indicated by comment lines. There are two calls to Reflection 1™ which specify log on and log off files. Enter the names of the files you have either modified or created. There is also a line which corresponds to the ADVMAIL command that is shown in the section *Direct HP 3000 Connection* earlier in this chapter. Read that section to see what options are needed. There are two extra options that you may also need:

- U user name - if more than one user is configured on your PC
- P password - if an AdvanceMail password has been set up

Once you have set up the files, you can set up REFBATCH as a label on the P.A.M. screen, if you have an HP Vectra PC.

There are command files for other kinds of connections on the distribution Program Disc 1. If you need to find out what files are on the disc use the MS-DOS/PC-DOS DIR command.

You have now completed your *Getting Started With AdvanceMail* guide. If you need to refresh your memory on some of the terms used in AdvanceMail turn to Chapter 14 *AdvanceMail Terminology*. Remember that you can refer to this guide at any time if you forget how to do something in AdvanceMail. We hope you have found this guide useful and easy to use, happy mailing.

Terminology



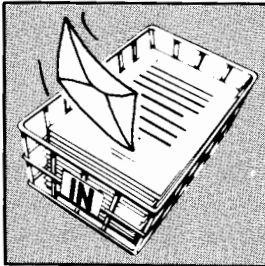
The main AdvanceMail terms are:

- In Tray
- Out Tray
- Filing Cabinet
- List Area
- Mailroom
- Config
- Help
- Log on



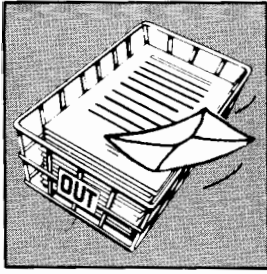
Each term will now be described briefly.

In Tray



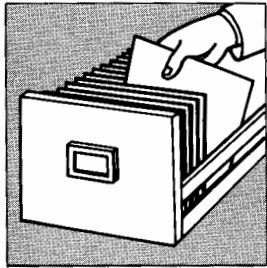
The In Tray is where you will find any mail that has been sent to you from other users. However, you will not have any mail in your In Tray until you have accessed the Mailroom. The Mailroom is described later in this chapter. You can also file messages in the Filing Cabinet, delete messages, append your own messages to messages in your In Tray for forwarding to other users, and/or print messages. Press **In Tray** on the AdvanceMail Main screen to obtain access to your In Tray.

Out Tray



The Out Tray is where you create messages for sending to other mail users. You can also edit messages before sending them, delete messages, prepare distribution lists for your messages or save messages for editing and transmission at a later date. Press **Out Tray** on the Main screen to obtain access to your Out Tray.

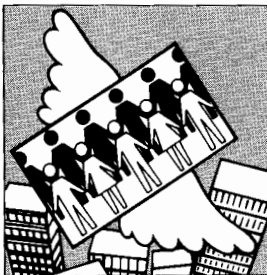
Filing Cabinet



The Filing Cabinet is similar to a physical filing cabinet in that you can file previously received messages, or messages that you have created and filed from your Out Tray, away in drawers, so that you can refer to them later.

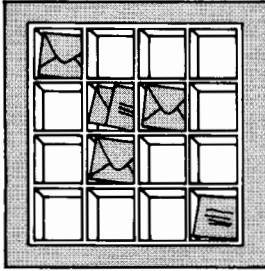
These drawers are called folders in AdvanceMail and you can file more than one message in a folder. You can create folders and you can name each folder with a name of your choice for easy use of the Filing Cabinet. You can delete folders as required, open and close folders to read their contents and perform any function on a filed message, just as you can on any messages in your In Tray. Press **Filing Cabinet** on the Main screen for access to your Filing Cabinet.

List Area



The List Area is where you store your distribution lists of other mail network users. You can create lists, edit them, and transfer them from incoming messages if you are sent a message with a useful list that you do not have. You can also print and delete lists as required. Press **List Area** on the Main screen for access to your List Area.

Mailroom



The Mailroom is an area in memory on your HP 3000 and is linked by software with HP Desk. This link allows you to read messages sent to you from other HP Desk users and other mail network users and also send messages to the same mail network users. The Mailroom is where all your incoming messages are held prior to you transferring them to your In Tray. Outgoing messages, sent from your Out Tray, are passed through the Mailroom but you will not be aware of this once you have mailed them.

To access the Mailroom you must have a user account and log on to your HP 3000 running HP Desk. Note that you do not need a user account or log on if you have the HP OfficeShare LAN/3000 version of AdvanceMail. Log on is described later in this chapter. Once you have set up your log on or if you are using HP OfficeShare LAN/3000 you can access the Mailroom. This is known as opening the Mailroom. You open the Mailroom by pressing **Open Mailroom** from the Mailroom screen, which is accessed from the Main screen.

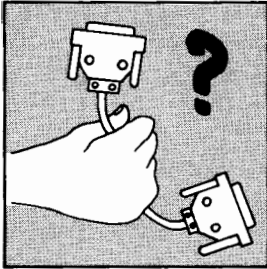
When you have opened the Mailroom you can send or receive mail using the Mail Transfer function.

Other facilities that you can use while the Mailroom function is selected are:

- ☛ Listing messages in the Mailroom.
- ☛ Reading the Transfer Log, this is a log of all recent mail transfers.
- ☛ Setting up Message Filters, this is described in Chapter 13 *Automatic Transfer of Mail*.
- ☛ Setting up the Data Communications Configuration, this is described in Chapter 5 *The AdvanceMail Mailroom*.

You access the Mailroom by pressing **Mailroom** from the Main screen.

Config



The Config function allows you to:

- ✧ Specify file type conversions, that will be done on a particular file type when moved from the Mailroom to your PC. You should consult the Help facility in this function for more details about this.
- ✧ Select file types in the order in which they are offered when sending files as message components.
- ✧ Set up the color configuration for your screen.
- ✧ Set up the user configuration, that is to change passwords, name or your log on details.
- ✧ Set up your printer configuration or personal configuration.

You access the Config screen by pressing **Config** from the Main screen.

Help



The Help function is available on all screens and should always be used if you do not know what to do or what a particular function is for. It has been designed to be used instead of a reference manual. However, you can still consult this book for a brief description of Advancemail's facilities. Chapter 4 *The Help Facility* gives a full description of the Help facility. You access the Help facilities on all screens by pressing **Help** on all screens.

Log on

Logging on to a computer is the term used to describe how you let the computer know that you want to communicate with it. You do this by typing in your name and, usually, a password.

When you run AdvanceMail for the first time you will only have to type in your name. Then you can set your own password. This allows you to protect your data base from being read by other users on your PC.

To open your Mailroom you will need to be registered on your HP 3000. Your HP Desk Administrator will arrange this for you, if you do not already have an HP Desk log on. If you already have your HP Desk log on you can set up an automatic log on in AdvanceMail. This is described in Chapter 3 *Running AdvanceMail*.

Index



A

AdvanceLink 13-1, 13-7
AdvanceMail-Asynchronous 2-1, 2-4
AdvanceMail-HP OfficeShare
 LAN/3000 2-2, 2-3, 2-4, 5-3
AdvanceMail Password 3-6
ADVBATCH.BAT 13-8
ADVMODEM.CMD 13-7
ADVSWIT.CMD 13-7
ADVX25.CMD 13-7
AWAITING TRANSFER 9-2
Automatic Log On 3-1, 3-11
Automatic Log Off 3-11, 3-12
Automatic printing 5-5
Automatic filing 5-5
Automatic Transfer of Mail 5-1, 5-5,
 6-2, 13-1, 13-6, 14-3

B

Backing Up 1-13
Batch Transfer of Mail 5-1, 6-3, 13-5
Before Setting Up 2-3

C

Central printer 10-1, 10-4, 10-5
CHKDSK command 2-3
Choosing Conversions 5-7
Close Mailroom 1-8, 3-13, 5-3, 6-3, 10-6
Color Configuration 3-8, 14-4
Compose screen 8-4
Config 3-5, 3-7, 5-6, 10-1, 14-1, 14-4
CONFIG.SYS 2-8, 2-14, 2-15
Configuration screen 3-1, 3-5, 5-7, 5-9,
 10-3, 10-5
Configuring AdvanceMail 3-6, 3-7 5-6,
 5-7
Configuring The Mailroom 3-5, 3-7, 3-9,
 5-6
Configuring Your Printer 10-3, 10-5
Context sensitive Help 4-1, 4-3
Conversions 5-7, 5-8, 5-9
Conversions screen 5-8, 5-9
Creating Folders 11-2
Creating a Message 7-6, 8-1
Create message screen 8-1, 8-2, 8-5
Create/Store Distribution Lists 1-8

D

Data Communications Configuration
1-7, 1-10, 3-1, 3-10, 5-2,
5-3, 5-6, 14-3
Data Comm Config screen 3-1, 3-10
Deleting a Message 12-1
Direct HP 3000 Connection 3-1, 13-6
Distribution lists 5-4, 7-1

E

Edit keys 8-4
Enter/Return Key 1-11
Error detection 5-5
Exit Adv'Mail 3-5

F

File Conversion 1-7, 5-4, 5-7, 5-8
File Mail in Folders 1-8, 11-1, 14-2
File Manager key 8-5
File Types 3-8, 5-8, 5-9, 14-4
Filing Cabinet 1-6, 3-5, 5-4, 7-4, 11-1,
11-2, 14-1, 14-2
Filing Your Mail 1-5, 11-1, 14-2
Filtering Your Mail 1-8, 5-2, 5-5,
6-3, 13-1
Filters 6-3, 10-5, 13-1
Filters screen 13-4
Folders 11-1, 11-3
Forwarding a Message To Other People
1-6, 1-8, 5-1
Function Keys 1-11

G

Getting Help 1-14
GTE.CMD 13-9

H

HELD 9-2
Help 1-14, 3-5, 3-9, 3-10, 4-1, 5-9, 8-4,
14-1, 14-54
Help on error messages 4-1, 4-4
Help screen 3-13, 4-1
Help Topics 4-1, 4-2, 4-3, 4-4
How to Use This Book 1-1
HP Desk 1-3, 1-6, 2-1, 2-2, 2-4, 2-6
2-11, 2-15, 3-1, 3-6, 3-8, 5-3, 5-6
5-10, 6-2, 14-3
HP Desk Administrator 5-9, 10-3, 10-5,
13-6
HP Desk Manager 1-3, 1-6, 2-1, 2-2,
2-4, 2-6, 2-11, 2-15, 3-1, 3-6
3-8, 5-3, 5-6, 5-10, 6-2, 14-3
HP DeskManager Forms 5-10
HP 2334 Multiplexor (MUX) 3-11
HP 3000 System Administrator 1-3, 1-13,
1-14, 2-1, 2-2, 2-4, 2-7, 2-15,
2-18, 3-1, 3-6, 3-8, 5-3, 5-6, 6-2,
10-3, 10-5, 13-6
HP OfficeShare LAN/3000 2-3, 2-4, 5-3,
10-3, 14-3
HP Windows 3-2

Index
1-2

I

IN ERROR 9-2
Installing AdvanceMail on the HP 150
PC P.A.M. 2-16
In Tray 1-5, 3-2, 3-4, 4-2, 5-4, 5-5, 6-3,
7-3, 7-5, 10-3, 10-5, 11-1, 11-3, 13-1,
13-6, 14-1
In Tray screen 7-3, 10-3, 12-1
Introduction 1-1
Introducing AdvanceMail 1-6

K

Keep/Destroy Data Base screen 2-18

L

List Area 3-4, 5-4, 14-1, 14-2
List Messages 5-2, 5-4, 14-4
Local printer 10-1, 10-3
Log On 1-6, 3-6, 3-11, 3-12, 6-1, 14-3,
14-4, 14-5
Log Off 3-12
Log On/Log Off command files 3-8,
3-9, 9-2, 13-7, 13-9

M

Mail Addresses 8-2
Mailroom 1-2, 1-5, 1-6, 1-7, 1-8, 3-1, 3-4,
3-6, 3-7, 3-9, 5-1, 5-2, 5-3, 5-6, 5-7,
5-10, 6-1, 6-2, 8-5, 8-6, 9-2, 10-4, 10-5,
10-6, 12-1, 13-1, 13-2, 13-3, 13-6, 14-1,
14-3
Mailroom password 3-6
Main screen 1-12, 3-1, 3-3, 3-4, 3-7, 3-9,
4-2, 5-1, 5-7, 5-9, 6-1, 8-6, 9-2, 10-1,
10-3, 10-5, 11-2, 12-1
Main Screen Functions 3-4
Mail Transfer 5-2, 5-4, 6-2, 9-2
Mail Transfer screen 6-2, 9-3
Message Filters 5-2, 5-5, 13-2, 13-3, 14-3
Message Filters screen 13-2, 13-3
Modem 3-1, 13-7, 13-9
MODEM.CMD 13-9
MPE 3-9
MS-Windows 3-2

O

Open Mailroom/Close Mailroom 1-8,
3-10, 5-3, 6-1, 9-2
Out Tray 3-4, 5-1, 5-4, 5-10, 7-4, 8-1, 8-5,
8-6, 9-1, 9-3, 12-1, 14-1, 14-2
Out Tray screen 8-1, 9-1,
Overview, 1-6

P

P.A.M. 2-14, 2-15, 2-17, 3-2, 13-5, 13-7
Passwords 3-1, 3-6, 3-9, 14-4
PC-DOS 2-3, 2-13
PC File Types 3-5, 3-6, 5-8, 5-9
Performing a Mail Transfer 6-1
Personal Configuration 3-9, 14-4
Port 3-10
Portable PC 13-9
PORTSEL.COMD 13-9
Preparing to Set Up 2-1
Printing Your Mail 1-8, 5-4, 10-1, 10-3,
10-5
Printer Configuration 3-5, 3-6, 10-2,
10-3, 10-5, 14-4
Printer Configuration screen 10-1, 10-2,
10-5
Prompt line 4-1

R

RAM Disc 2-7, 2-11
Reading Your Mail 7-1, 7-3
Read Message screen 7-4, 7-5, 11-3
Reboot screen 2-14
Resetting Up 2-18
REFBATCH.BAT 13-10
Reference Manuals You may Need 1-4
Reflection 13-7, 13-9
Replying To a Message 8-1, 9-1
Running AdvanceMail 3-1, 3-2
Running for the First Time 3-1
Running from MS-DOS/PC-DOS 3-2
Running from MS-Windows 3-2
Running from P.A.M. 3-2

S

Sending a Message 5-10, 9-1
Sending and Receiving PC Files 8-3
Sending Multi-Part Messages 9-1
Setting Passwords And User Names 1-6,
3-5, 3-6, 3-8, 3-9, 5-3
Setting Up 2-1
Setting Up on your HP Vectra/IBM PC
2-6
Setting Up on Your HP 150 2-10
Setting Up a Message Filter 13-1
Setting Up An Automatic Log On 3-12
Setting Up An Automatic Log Off 3-12
Setting Up and Printing on Your
Central Printer 10-5
Setting Up and Printing on Your Local
Printer 10-3
Setting Up Configurations 3-5
Setting Up Your PC 1-3
Set Up screen (Vectra/IBM PC) 2-6
Set Up screen (HP 150) 2-11, 2-15
Set Up Completed screen 2-15
Set Up - Data Base Destroy screen 2-19
Speed 3-7, 3-8
System Administrator 1-3

T

Terminology 14-1
The Help Facility 4-1
The List Area 1-8, 3-4, 5-4, 9-2, 14-2
The Mailroom 1-2, 1-5, 1-6, 1-7, 1-8, 3-1,
3-4, 3-6, 3-7, 3-9, 5-1, 5-2, 5-3, 5-7,
6-1, 8-5, 8-6, 9-2, 10-4, 10-5, 10-6,
12-1, 13-1, 13-2, 13-3, 13-6, 14-1, 14-3
To Start Setting Up 2-5
Transfer Log 5-2, 5-4, 5-5
Transferring Your Mail 6-1

U

- User Configuration 3-8, 14-4
- Using Your In Tray 1-5, 1-8, 3-4, 7-3, 14-1
- Using Your Out Tray 1-5, 1-8, 3-4, 5-1, 5-4, 8-1, 9-1, 14-1, 14-2
- Using Your Filing cabinet 1-5, 1-6, 1-8, 3-4, 5-1, 11-1, 14-1, 14-2
- Using Batch Transfer Mode 1-5, 1-8, 5-1, 6-3, 13-5

V

- Virtual Disc 2-7, 2-12

W

- What is a Message? 7-1

X

- X.25, Modem and Dataswitch Connections 3-1, 3-8, 13-1, 13-7, 13-9

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Getting Started With AdvanceMail

27534-90001 September 1986

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