

The Interactive Office

 HEWLETT
PACKARD



*Bringing new levels of productivity to
your office, Hewlett-Packard presents
The Interactive Office.*

The Interactive Office

Document Management

In the mid-1960s, Hewlett-Packard entered the computer systems market following the same fundamental objectives that made HP a leading instrument company: to produce products of lasting value that make a real contribution to the way you do business. Following these same objectives and building on our experience in business computers, manufacturing systems applications and factory automation, Hewlett-Packard now offers systems to improve productivity in the office.

By establishing new standards for ease of use, reliability and support, HP office systems products can help your company make a smooth transition into The Interactive Office. The Interactive Office brings information processing and communications capabilities directly to secretaries and business professionals in your organization. It offers an integrated set of tools for document management, decision making, personal computing and communication to help every individual in your office be more productive.

With HP's Interactive Office, office information processing takes place on the HP 3000 computer system along with data processing. This allows office and data processing users to share the same valuable computer resources. Information is readily accessed by secretaries and business professionals directly and easily. This integration of information processing and data processing means quick access to the information you need to run your business. With words, numbers or graphs.

An important step towards managing office information starts with controlling the volumes of text generated every day. HP's range of document management products offer flexibility for the different types of document needs and different users throughout your office.

Word Processing for Secretaries

HPWORD is Hewlett-Packard's powerful secretarial system for word processing that combines the specially designed HP 2626W Word Processing Station and HP 2601A Daisywheel Printer. With HPWORD your secretary will never have to re-type letters or reports. Changes to documents can be made quickly and easily at the touch of a few keys.

New users can easily learn HPWORD through self-paced training materials. More experienced users will appreciate HPWORD because of its advanced operator-oriented features. HPWORD provides a full complement of interactive document creating, editing, storing, printing, and retrieving capabilities for memo, letter, and report generation.

Text Processing for Business Professionals

Technical professionals will appreciate the interactive Text and Document Processor/3000 text editor for its extensive formatting capabilities. TDP/3000 is optimized for the creation of manuals, tabular reports, and computer programs. It is ideal for users



The Interactive Office brings together an integrated set of tools for improving individual productivity in the office. In the foreground a secretarial workstation shows the HPWORD word processing system in action.

HP Computer Museum
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Decision Support

that prefer a command-driven user interface.

For other professionals who occasionally need to draft and revise documents and messages, HPSLATE provides an extremely easy-to-use solution. HPSLATE is a commandless, interactive text processor for entering, formatting, revising, and saving shorter documents. And once an HPSLATE document is drafted, it can be sent to a secretarial workstation for final preparation and printing.

Operating on the HP 3000, TDP/3000 and HPSLATE can also be used with a variety of terminals.

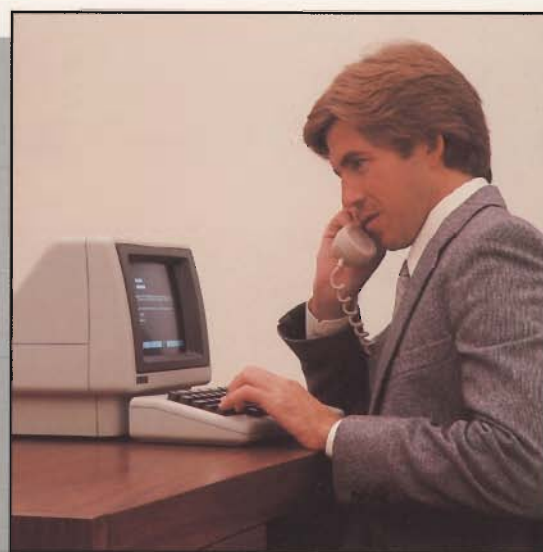
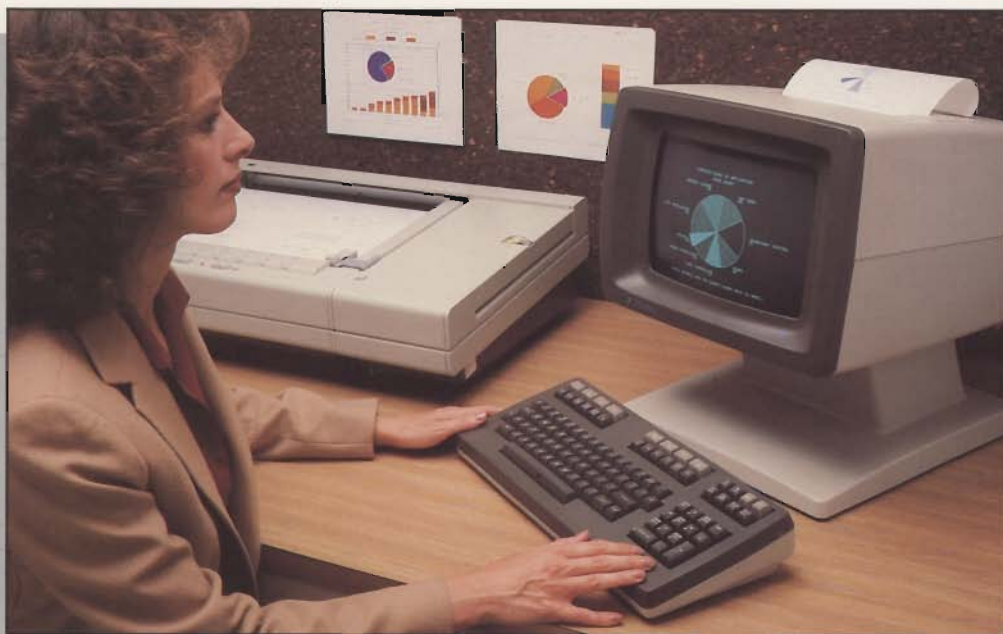
Helping business professionals be more productive is a challenge. However, providing them with more timely access to more detailed information is not always sufficient. What decision-makers need is an easier and more flexible way to access, interpret, analyze and present information. Hewlett-Packard's Decision Support products do just that; they allow business professionals to produce business reports, graphs and charts in minutes without the need to use a programming staff.

Presentation Graphics

Decision Support Graphics/3000 is an interactive graphics software package that is ideal for producing charts and graphs for accounting reports, statis-

tics, sales forecasts, production plans and tracking expenses. With DSG/3000 anyone in the organization can transform business information into graphical form for summaries and presentations.

Data access is the key to DSG/3000. Linking directly to any information stored on your HP 3000, DSG/3000 allows the most up to date information to be used. A chart showing business trends or changes, for example, can be designed once and then easily reproduced whenever your data bases are updated. Rather than working with thousands of pages of numerical data which need to be sorted and studied, DSG/3000 offers an effective way to interpret that information.



Using the small, desktop HP 2382A Office Display Terminal, professionals have access to information in the office network.

The low cost HP 2623A Graphics Terminal is one of many available graphics display stations. Also shown is the HP 7221T eight pen plotter. Together they

are used with Decision Support Graphics/3000, an interactive decision making tool used to create business charts.

Personal Support

Management Reports

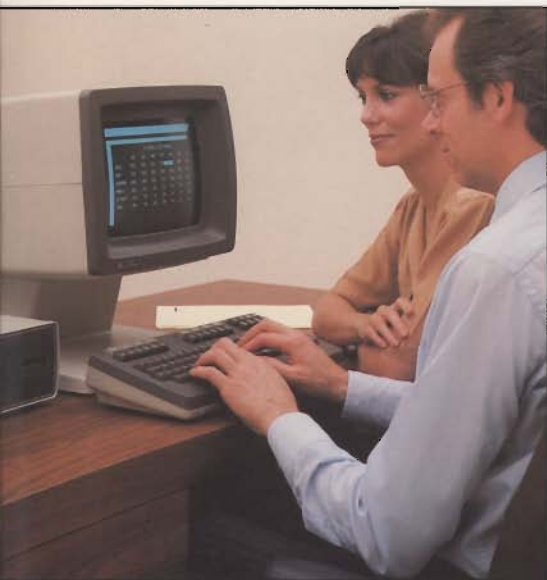
INFORM/3000 can help business professionals produce reports in minutes without the need to use a programming staff. By selecting report items from menus and using other previously defined items, users can rapidly and efficiently produce reports from any data stored on the system. Users can also store report formats for later report generation and periodic checking. Now every business professional can quickly and easily generate management reports to aid in their decision making.

For those users who want a more personalized approach to business computing, Hewlett-Packard offers the HP 125 Business Assistant. It's a professional's personal computer. As a personal management workstation, the HP 125 can assist business professionals in daily decision making and communication needs.

Several HP 125 software products are available including the popular VISICALC™ for making better financial decisions. The HP 125 also offers hardcopy graphics and a full feature word processor. With HP 125 communications, data bases and other information on remote computers can be accessed for local process-

ing with the results transmitted back to the remote computer.

The HP 125 uses the CP/M® operating system, an industry standard. In addition to the capabilities available from Hewlett-Packard, many other CP/M® software packages are available to operate with the HP 125.



The HP 125 Business Assistant offers a personalized approach to computing. A VISICALC™ financial modeling spreadsheet is shown on the HP 125's screen.



The HP 125 is also a link to the HP 3000 or mainframe, giving access to centralized data bases and files.



Organizational Communication

Effective and timely communication is essential to your organization's day-to-day business. Hewlett-Packard pioneered the concept of distributed data processing because we realized the need to share valuable information and computer resources and avoid the need to recreate and maintain the same information in more than one computer.

The Interactive Office was designed with communications in mind. Now users in one office can send and receive documents and messages from users throughout the organization.

Distributed Information Processing

The HP 3000 family of software compatible general purpose business computers supports The Interactive Office. HP 3000's range in size from

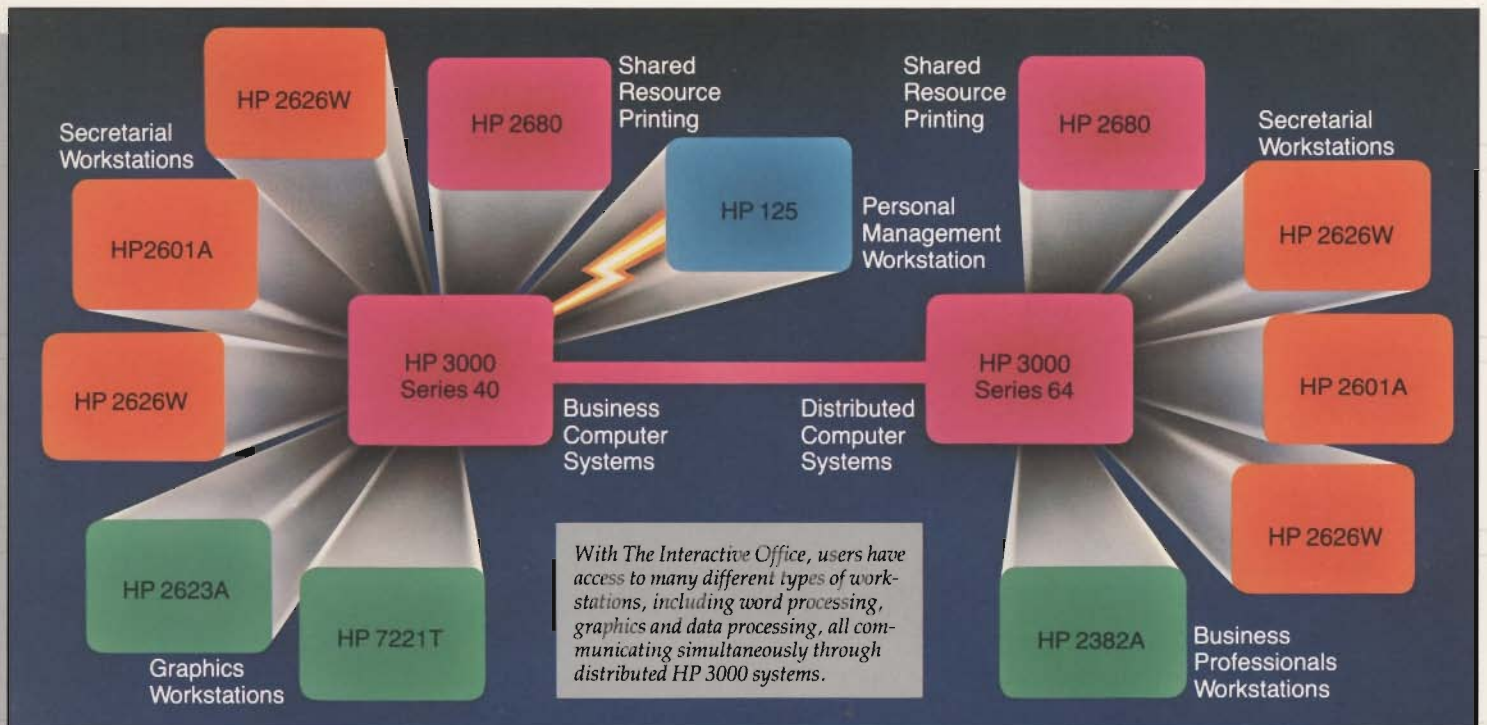
systems for a few users to systems for more than 100 users. So as your organization grows and adds more applications and more systems, you will not have to retrain your users or go through costly conversions. This all adds up to more productivity for your office and with less investment over time.

The HP 3000 Distributed Systems Network offers a cost effective foundation for your communicating office network. It ties together your distributed information processing systems, sharing resources like workstations and printers. Information can be shared anywhere along the network whether on the other side of the building or the other side of the world. The Interactive Office network gives you a powerful and flexible way to meet your office information needs.

High Volume Laser Printing

The HP 2680 Laser Printing System adds a new dimension to the way you distribute your office information. The HP 2680A is a shared office network resource for high volume, high quality printing for both office and data processing needs. Its special software allows you to create and save your own forms, symbols, logos, signatures and letterheads. These can be merged with text and data to create final documents for distribution to people inside and outside your organization. The HP 2680A delivers clear, easy-to-read printed output at 45 pages per minute on letter sized paper.

In addition, the same HP 2680A can also serve data processing printing needs.



Worldwide Support

Hewlett-Packard recognizes the special support needs that exist in your office.

With over 170 service and support facilities throughout the world, HP can meet these needs. Hewlett-Packard places the same emphasis on long-term, responsive customer support as it does on superior design and manufacture of office systems and computer products.

Sales and Service Offices

For further information on The Interactive Office, contact your local Hewlett-Packard sales representative or write:

Corporate Headquarters:
Hewlett-Packard
1507 Page Mill Road
Palo Alto, CA 94304 U.S.A.

European Headquarters:
Hewlett-Packard S.A.
7, Rue du Bois-du-Lan
P.O. Box CH-1217 Meyrin 2
Geneva, Switzerland

Japanese Headquarters:
Yokogawa-Hewlett-Packard Ltd.
29-21 Takaido Higashi 3-chome
Suginami-ku, Tokyo 168

Canadian Headquarters:
Hewlett-Packard Ltd.
6877 Goreway Drive
Mississauga, Ontario L4V 1M8

Intercontinental Headquarters:
Hewlett-Packard
3495 Deer Creek Road
Palo Alto, California, U.S.A. 94304