



TELE OFFICE

The
Professional
Atari
FAX Software

GENERAL INFORMATION

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Composed using Calamus on an Atari ST. Photoset by Sumner Type.

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Hardware requirements

The computer can be any Atari ST, STE or TT with at least 1 MB memory. The monitor must be a monochrome High Resolution type (e.g. Atari SM124/SM144) or colour at 640 x 480 or higher. Tele Office does not support standard ST colour modes.

A hard disk is not essential, but is highly recommended because of the grave limitations in speed and capacity of floppy disks.

A realtime clock would also be an advantage, as the routines controlling transmission depend upon the date and time (see Software Requirements).

A Hayes compatible Telefax modem, Class-2 or SIERRA type. Tele Office uses the handshake “RTS/CTS” for which the modem may have to be configured – read the modem manual for help. If you bought Tele Office together with a modem directly from Atari Workshop, you can be sure that modem and software are compatible.

Software requirements

Actually, there are none, but assuming that you will be writing your own text you will need an editor for this purpose. As Tele Office loads text in standard ASCII format, all text editors (e.g. Tempus) and most word processors (e.g. 1st Word Plus) are suitable. If in doubt, look for the function “ASCII Save” in your word processor.

Graphics are loaded as GEM Image files (.IMG), so if you want to include them in your fax, look for a program which supports this standard (e.g. Arabesque). Alternatively, create graphics using your favourite program, and convert the resulting files to .IMG using one of the several PD-programs written for this purpose. You will also find such a program in the *UTILITIES* folder on one of the Tele Office disks.

If your computer is not equipped with a realtime clock, the date and time must be set before you can send faxes. This can be done using the control accessory from the “Language Disk” you got when you bought the computer. You will also find a program for this purpose in the *UTILITIES* folder on one of the Tele Office disks.

1 INTRODUCTION

1.1 Before you start...

This manual assumes that you know how to use your computer. If this is not the case you will need to study the Atari ST owners manual and become familiar with basic operations. You should get used to the "mouse and menus" way of doing things. All properly designed GEM applications are similar in operation, so this would definitely be time well spent.

Most dialog boxes you will come across in this program contain buttons which can also be selected by holding down the Alternate key and pressing the key corresponding to the underlined letter.

Copy the disks!

Whenever you buy a new program, always copy all the disks in case one or more of them become damaged in time. If you do not own a hard-disk and wish to run Tele Office from a floppy disk, this is especially important as the system disk contains two programs which are modified during installation. You may need your original system disk as proof of purchase when upgrading.

1.2 How to read this manual

Although the order of chapters in this manual mainly reflects the order in which they become relevant, it is best to take a quick look at every chapter in advance without following any instructions. This will give you an idea of the overall structure of the program before you start studying it in more detail.

Chapter 2 describes the installation of Tele Office for hard disk or diskette and chapter 3 describes the configuration once it has been installed, and therefore **MUST** be read (and the instructions followed) before you can start using Tele Office. The rest of the manual may be read in any order - you will find plenty of references to the other chapters which will force you to go back if necessary.

1.3 The files on the disks and latest information:

There is a *README* file on the System Disk (the one with the serial number on it) called "*INFO.TXT*" which includes a list of the files on the disks, as these are subject to change. Any other information not mentioned in this manual which might be of importance is also to be found here. You can view this file by double clicking on it from the desktop or loading it into a text editor or word processor.

2 HOW TO INSTALL TELE OFFICE:

The following procedure sets a few paths and installs GDOS in order to standardize printing. GDOS means "Graphic Device Operating System".

2.1 Hard Disk (recommended!):

If you already have GDOS installed (or an equivalent e.g. NVDI), make sure that the correct printer driver is in *GEMSYS* and that its name is registered in *ASSIGN.SYS*. Skip the next two paragraphs.

Otherwise, rename any existing *AUTO*-folder (e.g to "*AUTO.OLD*") and copy *AUTO*, *GEMSYS* and *ASSIGN.SYS* from the Tele Office System Disk to the boot partition of your hard disk. Make a temporary folder (call it *TEMP?*) and insert the GDOS disk. Open the *PRINTER* folder, copy the "*TOS*" program which suits your printer into the *TEMP* folder and start it from there. Various printer drivers will be unpacked, but you may require about 700k to accommodate all the extracted drivers. Choose the driver to which your printer is most compatible and copy it into the *GEMSYS* folder on your hard disk. All non-relevant drivers may be deleted afterwards.

Load *ASSIGN.SYS* into your text editor and change the name of the printer driver (index 21) to the name of the file you just chose. Save *ASSIGN.SYS*.

Make a new folder on your hard-disk (call it *TELE* if you like) and then copy the complete *OFFICE* folder and *OFFICE.PRG* into it. Copy *FAXDRV.ACC* into the boot partition of your hard disk. If you use a Sierra-Modem, use the file of the same name from the *SIERRA* folder

instead.

Reset the computer

1. Select the accessory "*Telefax Drv*" from the menu bar.
(You will be asked to find the *SYSTEM* folder)
2. Quit the alert box with "OK".
(You will be presented with an Item Selector)
3. Select the *OFFICE* folder (containing the *SYSTEM* folder) and confirm with "OK".
(You will then be asked to find *FAXDRV.ACC*)
4. Quit the alert box with "Continue".
(You will be presented with another Item Selector)
5. Find and select *FAXDRV.ACC* and confirm with "OK".
6. Start *OFFICE.PRG*.
(You will be asked to select [sic.] the *SYSTEM* folder)
7. Quit the alert box with "OK"
(You will be presented with an Item Selector)
8. Select the *OFFICE* folder (containing the *SYSTEM* folder) and confirm with "OK".
(You will be asked to find *OFFICE.PRG*)
9. Quit the alert box with "Continue"
(You will be presented with another Item Selector)
10. Find and select *OFFICE.PRG* and confirm with "OK"

You will now be in Tele Office ready for configuration (see chapter 3).

To redefine paths for *OFFICE.PRG* and *FAXDRV.ACC*, copy these files from the system disk and repeat the above procedure.

2.2 Floppy Disk:

A single fax page uses on average about 50 KB of memory. Pages with a lot of graphics (especially photos and grey rasters) can use up a lot more. For this reason, you should consider buying a hard disk.

Insert the GDOS disk (your safety copy, of course!). Open the *PRINTER* folder, copy the *.TOS* program which suits your printer onto a formatted disk and start it from there. Various printer drivers will be unpacked – choose the one to which your printer is most compatible and copy it into the *GEMSYS* folder on the system disk (not into the one containing fonts on the GDOS-disk!).

Load *ASSIGN.SYS* into your text editor and change the name of the printer driver (index 21) to the name of the file you just chose. Save *ASSIGN.SYS*.

If you use a Sierra compatible modem, copy *FAXDRV.ACC* out of the *SIERRA* folder, overwriting the file of the same name!

Boot the computer from the system-disk.

1. Select the accessory "*Telefax Drv*" from the menu bar.
(You will be asked to find the *SYSTEM* folder)
2. Quit the alert box with "OK".
(You will be presented with an Item Selector)
3. Select the *OFFICE* folder (containing the *SYSTEM* folder) and confirm with "OK".
(You will then be asked to find *FAXDRV.ACC*)
4. Quit the alert box with "Continue".
(You will be presented with another Item Selector)
5. Find and select *FAXDRV.ACC* and confirm with "OK".
6. Start *OFFICE.PRG*.
(You will be asked to select [sic.] the *SYSTEM* folder)
7. Quit the alert box with "OK"
(You will be presented with an Item Selector)
8. Select the *OFFICE* folder (containing the *SYSTEM* folder) and confirm with "OK".
(You will be asked to find *OFFICE.PRG*)
9. Quit the alert box with "Continue"
You will be presented with another item selector)
10. Find and select *OFFICE.PRG* and confirm with "OK"

You will now be in Tele Office ready for configuration (see chapter 3).

To redefine paths for *OFFICE.PRG* and *FAXDRV.ACC*, copy these files from the original system disk and repeat the above procedure.

A note about *RS232ENC.PRG* in the *AUTO* folder:

This is a patch program which replaces the parts of TOS responsible for many a modem being used as a paperweight. There have always been faults in TOS affecting the correct operation of RTS/CTS handshaking despite attempts to fix them which have introduced different faults. There are a multitude of patch programs all claiming to fix the problem, but in reality each one only fixes one particular aspect rather than the full general case. The full solution can only be provided by Atari so please address complaints in that direction. If you already use any other modem port patch program, use *RS232ENC* in preference, as this deals with the problem as it affects Tele Office with a fax modem. You may need to keep your previous program for the use that you originally installed it.

3 CONFIGURING TELE OFFICE FOR YOUR SYSTEM

Before you can start sending/receiving telefaxes, several parameters will have to be set to comply with your hardware, software and preferences. Start *OFFICE.PRG* and select "Configuration" from the "Modules" menu. When the pop-up menu appears, select the following:

3.1 Files

Files

Image Directory: C:\T_OFFICE\OFFICE\IMG\
Text Directory : C:\T_OFFICE\OFFICE\TEXT\
Text Editor
C:\TEMPUS21.PRG
 Change Directory

Image Editor
C:\DRAW\ARABESQUE\ARABESK.PRG
 Change Directory

Cancel Ok

Image/Text Directory

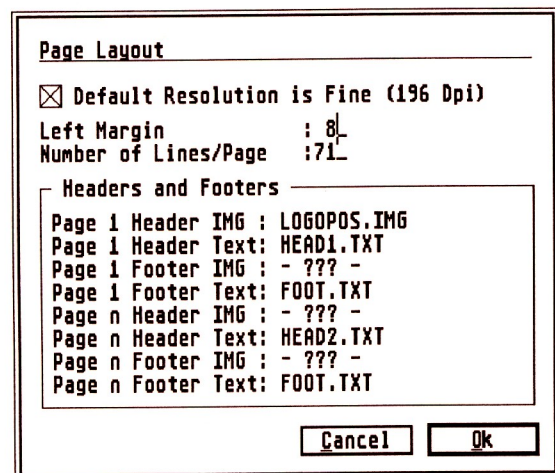
The top two lines specify directories where the program expects to find your picture and text files. If you want to alter one (or both), click on them and change the path using the Item Selector.

Text/Image Editor (see "Software Requirements")

The other two fields specify the file names of your text editor and graphic program, so that they can be called easily from within Tele Office. These can also be changed using the item selector in the usual manner. The switch **Change Directory** should only be on if the editor needs to load a resource file (.RSC) and would not find it otherwise. Confirm your settings with **Ok** and select Modules/Configuration again...

3.2 Page Layout

This dialog box controls the basic format of your faxes. If the switch in the top line is set, faxes will be sent in high resolution by default. Leave this switch off until this mode becomes standard – you can always change the resolution in "Fax Layout" (see chapter 4).



Left Margin defines the number of spaces to the left of the fax and makes aligning text easy.

Number of Lines/Page affects the length of a page by setting the position at which form-feed is sent, and should normally be set to a value around 65. Note that headers and footers (explained next) shorten the effective space left for text.

Headers and Footers requires more explanation. More likely than not, you will be wanting to give your faxes a personal/professional touch using letterheads and footnotes. Tele Office allows you to specify four files for the first page and four for all subsequent pages. These are grouped in pairs consisting of one image file plus one text file for each header or footer.

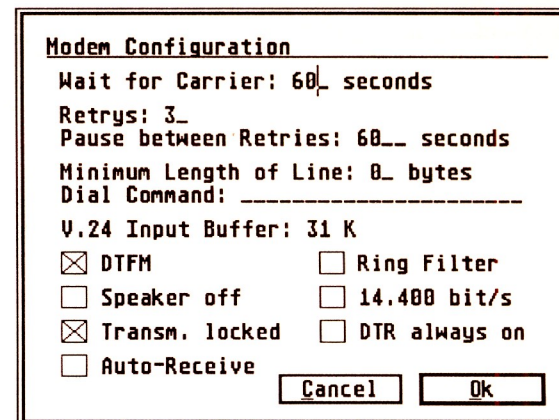
Header texts and images are both positioned automatically at the top left corner of the page and will overlap, so the spacing of the text and the border size of images control how the header will appear. The same applies to

footers, being positioned relative to the bottom left corner. Note that the value of **Left Margin** does not apply here. Ensure that the widths of these files do not exceed the fax page width.

Clicking on the *.IMG* or *.TXT* filenames calls an Item Selector to specify your own files. You don't have to use all eight. If, for instance, you don't want header images on all pages, click on the file name following **Page n Header IMG** and quit the item selector with **Cancel**. A small box will appear where you can select **Empty**. The IMG file will now read - ??? -.

Confirm your settings with **Ok** and select Modules/Configuration again...

3.3 Modem



Wait for Carrier defines the length of time which your modem will wait for connection before it stops and tries again. Sensible values are about 45 seconds for national calls and 60 seconds for international calls. The second line defines the maximum number of attempts before the modem gives up.

If you use a SIERRA modem, **Minimum Length of Line** should be changed to around 20, as this standard does not recognize certain information received at connection (see the readme file in the *SIERRA* folder). Set this to zero for all Class-2 modems unless you receive error messages while transmitting faxes correctly.

Dial Command is for any additional commands to be sent. This field is usually left empty, whereby Tele Office attends to the Hayes commands automatically (default is pulse dialling). Tele Office completes the string with "AT" if this field is not empty. See your modem handbook if this is Double Dutch to you, especially if you use an extension phone.

If you are a single phone user, set the **DTFM** switch (see below) as required and ignore this field. If however you are using a private exchange (PBX) you may need to configure your modem accordingly. Consult the sections concerning detection of Dial Tones and Busy Signals (X, W and @ commands) in your modem handbook. If these commands are necessary, the dial command must also include "DT" or "DP", but NOT the preceding "AT" or following Carriage Return (which are put in automatically by Tele Office).

V.24 Input Buffer allows the program to take time off reading input data in order to write it. The range is 4K to 31K. Large values should only be necessary if you are either running TOS 1.2 or if your hard disk is very slow.

The switches:

DTFM means "Dual Tone Frequency Modulation". If your phone uses the newer Tone Dialing, switch this on. The status of this switch is valid only if the **Dial Command** field is empty.

Speaker Off mutes the loudspeaker in the modem to spare your nerves if you are sending a lot of faxes. (See the M command in your modem handbook. The default setting is M1 where the call is monitored until connection is established and then the loudspeaker is turned off. This is useful as you may have a wrong number or be dialling a line also used for speech.)

Transm. locked should normally be on. This button suppresses transmission of faxes until you call Telefax Drv and switch to "Transmission enabled". If transmission is already enabled immediately after booting the computer, the fax driver will start sending anything it finds in *OFFICE\FAXE.OUT*.

Auto-Receive. When this is on, Telefax Drv switches the modem to receive mode immediately after the computer is booted.

Ring Filter could be necessary if you have an extension line. Switching the filter on stops the modem from mistaking spurious rings from the other phone(s) for an incoming call. If you have trouble with this setting, try switching it off again.

14.400 bit/s. Few fax machines support this transmission rate yet, so you should leave this off for the time being (though this rate will probably be standard in the future).

DTR always on. If this is activated, Telefax Drv will set the "Data Terminal Ready" signal to high in order to avoid problems arising from a few faults in TOS. This should only be necessary if you use an older terminal program or if you use certain "pocket modems".

After clicking on **OK**, you will be asked whether the new modem configuration should be valid immediately. Confirm this and select Modules/Configuration again...

3.4 Station

This dialog box is used to specify your personal data so that your "signature" can be included in the top line of every fax you send.

Data for ID-Line

Area Code : 081_____
Fax Number: 6933355____
Name : Atari Workshop_____
Country Code: 44_

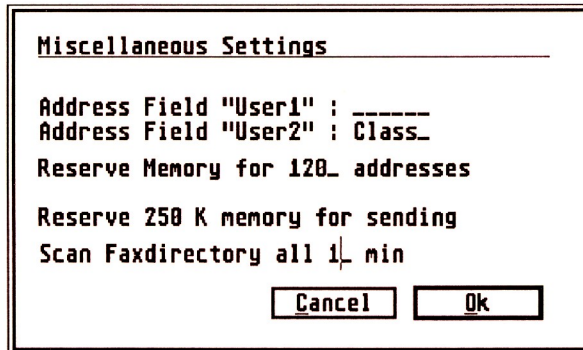
Put Fax-ID in Signature

Cancel Ok

Area Code is the STD code for your city/town (including the leading zero)
Country Code is the two or three figure number of your country (without leading zeros). Britain and Northern Ireland = 44, Burkina Faso = 226 etc.

Switch off **Put Fax-ID in Signature** only if you wish to remain anonymous. Leave it on otherwise, so that the recipient can always see who sent the fax. Confirm your settings with **Ok** and select Modules/Configuration again...

3.5 Miscellaneous



Editing the two **Address Field** lines changes the names of the two user-defined fields seen at the bottom of "Address Entry" and other related dialog boxes, so that these are more pertinent to the data you wish to enter there (see chapter 6).

Reserve Memory for ____ addresses specifies the maximum number of addresses Tele Office will be able to handle in memory, whereby a single address occupies about 200 bytes. This parameter is important if you will be wanting to start Tele Office as an accessory. Some programs reserve all the memory they can get (e.g. Calamus 1.09N) and therefore leave you with none for your addresses. The value you should set here depends upon the number of addresses you will be using and/or the amount of free memory in your computer.

Reserve ____ K memory for sending. The reason for this parameter is the same as for the previous one. A sensible value here would be around 200K, but you may have to increase this figure if your faxes are very complicated.

Scan Faxdirectory all __ min. The fax driver only searches for outgoing faxes in *OFFICE\FAXE.OUT* when transmission is enabled. When a new fax is put into the folder, this is normally registered by the driver. If your system is part of a network this will not work, so the best way of getting around this problem is to make the driver look into the folder at regular intervals. In this case, set the time to a figure which suits your daily fax output. Normal users should set this figure to zero.

Confirm your settings with **Ok** and select Modules/Configuration again...

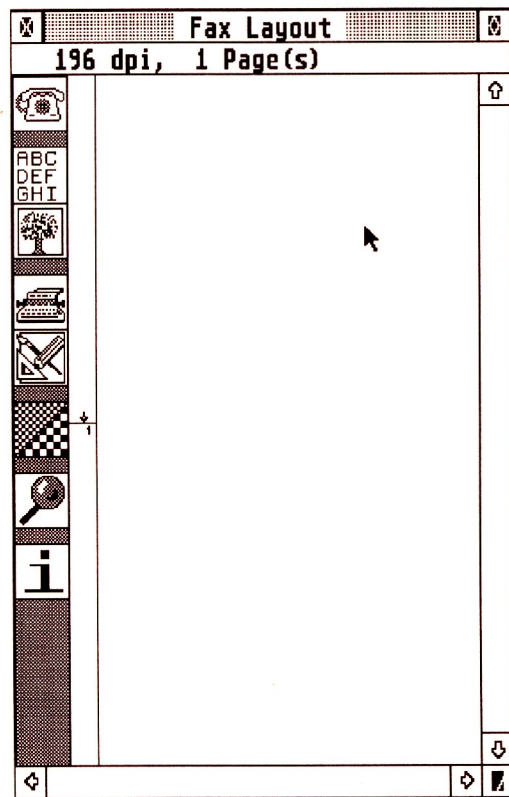
3.6 Load/Save Configuration

After setting the above parameters, you should save them to *OFFICETOC* (TOC is short for "Tele Office Configuration") using **Save Config.** This is the default file which is loaded every time Tele Office is started, but you can save under other names (e.g. *PRIVATE.TOC*) if you wish to use several different configurations. These alternative configurations are loaded by selecting **Load Config.**

4 FAX LAYOUT

Fax Layout is called by selecting "Fax Layout" from the "Modules" menu.

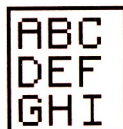
Faxes in Tele Office are made up of any number of ASCII files and GEM image files. The program handles these files as frames in a single layout window, whereby text appears stylized as bars (capital letters are larger). The resulting pages can be viewed at any time in detail by calling "View Fax" (see chapter 9).



4.1 The Icons:



Clicking on the TELEPHONE icon calls the address book and then sends the fax to the address you choose (see the chapters 6 and 7).

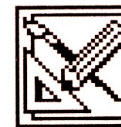


Clicking on the ALPHABET icon gives you an Item Selector for loading text. If a non-existent file name is written into the field, the text editor is called so that you can create the file. Otherwise the selected text is loaded and a frame appears so

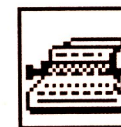
that you can position it with the mouse (if this frame does not appear immediately, move the mouse a little). Frames can be moved at any time by "grabbing" them with the mouse.



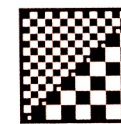
Clicking on the TREE icon gives you an Item Selector for loading images. If a non-existent file name is written into the field, the graphic editor is called so you can create the file. Otherwise the selected image is loaded and a frame appears so that you can position it with the mouse. Frames can be moved at any time by "grabbing" them with the mouse.



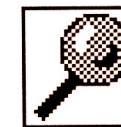
Clicking on the DRAWING TOOLS icon calls your graphic editor installed according to the path defined in Configuration/Files (see 3.1).



Clicking on the TYPEWRITER icon calls the text editor according to the path defined in Configuration/Files (see 3.1).



Clicking on the CHECKERS icon changes the resolution in which the fax is sent. The figure in the information bar changes from 98 Dpi to 196 Dpi or vice-versa. 98 Dpi is recommended unless you are wanting to transmit high resolution graphics. The default value is defined in the configuration dialog "Page Layout" (see 3.2).



Clicking on the MAGNIFIER icon calls the "View Fax" module (see chapter 9), and is the same as selecting View Fax from the menu, except that the current fax is shown by default. The files belonging to your fax will be read, converted into the Tele Office IMG-type format and stored in OFFICE\TEMP. The resulting temporary file will be read into "View Fax" and then deleted.

4.2 Page Length

Immediately to the right of the icons is a bar which controls where the ends of pages are positioned. If you have placed a text or image so that it runs over the end of a page, the numbered line you will see in this bar can be moved by "grabbing" it with the mouse and pulling it up or down. You will find that there is a limit to how far it can be moved down – this is governed by "Number of Lines/Page" in Configuration/Page Layout.

The small arrow above each page-limit signifies that the page will be filled with blank lines up to the number of lines per page as set in "Page Layout". To change this (effectively shrinking the page to end at the bottom of the last frame), click once on the page-limit and the arrow will disappear. Clicking on the line again will restore the length to "Number of Lines/Page" (see 3.2).

4.3 Editing and Deleting:

To edit or delete a frame, double click on it. A small pop-up menu will appear in which you can select the action required. If you select **Edit**, the editor corresponding to the file-type (text or image) will be started and, if the program accepts file information, the file will be loaded automatically.

After editing the text or image, save it and quit the editor. This will put you back into "Fax Layout" and load the edited file automatically. Note that the paths for your editors have to be registered in the configuration (see 3.1 and "Software Requirements").

If you find that somehow you have created an unwanted empty page, this can always be deleted by double clicking in the bar.

5 SYNONYMS

Tele Office allows user-defined synonyms in any text. This also includes the headers and footers and the signature(!). The synonyms will be replaced during transmission by system data or data from the Address Book (see chapter 6).

In the *SYSTEM* folder is an ASCII file called *COMPOSE.SYN* which defines your synonyms against the Tele Office "indices" given below. This file contains both English and German definitions (N.B. some of the German definitions are necessary for the signature and should not be deleted).

Typical example of *COMPOSE.SYN*:

```
00:PAGE
00:SEITE
01:PAGES
01:SEITEN
02:FAXNUMBER
02:FAXNUMMER
03:DAY
03:TAG
04:TAGNAME
05:MONTH
05:MONAT
06:MONATSNAME
07:YEAR
07:JAHR
08:TIME
08:ZEIT
09:TOADDR
09:NAME
10:REMARK
10:ZUSATZ
11:STREET
```

11:STRASSE
12:POSTCODE
12:PLZ
13:CITY
13:ORT
14:USR1
15:USR2
16:DAYNAME
17:MONTHNAME
18:TELNUMBER
18:TELEFONNUMMER

In this file, the synonym definitions following the colons may be edited to suit your way of naming things. You could for instance use index 13 for "CITY", "TOWN", "PLACE" or "WHERE" (or all of these by using the index four times). When you have finished editing *COMPOSE.SYN*, print the file so that you can remember your synonyms!

In the text of your fax all synonyms must be written exactly as they appear in *COMPOSE.SYN*, but with a preceding "%". A tip:- Capitals make synonyms easier to recognize at a glance.

An example of synonyms (using the original German "COMPOSE.SYN"):

On this fine %DAYNAME, being %DAY days into the month of %MONTHNAME in the year of our Lord %YEAR, I am writing to you in your wonderful home in %ORT to inform you that, as if you didn't know, this month is called "%MONATSNAME" in German!

becomes..

On this fine Monday, being 14 days into the month of December in the year of our Lord 1992, I am writing to you in your wonderful home in Bobo Diulasso to inform you that, as if you didn't know, this month is called "Dezember" in German!

If using the "%" character as a synonym-identifier conflicts with the text you

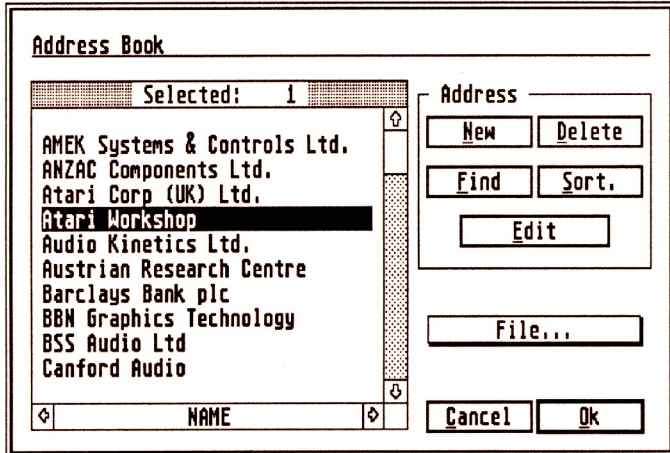
want to send, you can redefine the prefix by typing an extra line into *COMPOSE.SYN* with index 98. If you write "98:@", for instance, the character used by Tele Office to recognize synonyms will be changed to a "@".

Index Current data

00 Number of the current page
01 Number of pages in the fax
02 Recipients fax number
03 Day of the month (numeric)
04 Day of the week in German! (see 16)
05 Month number
06 Month name in German! (see 17)
07 Year
08 Time at transmission (in the format hh:mm:ss)
09 Name (as read from the recipients address)
10 Remark
11 Street
12 Post code (the first entry in "City")
13 City (the second entry in "City")
14 User 1 (alphanumeric)
15 User 2 (alphanumeric)
16 Day of the week in English
17 Month name in English
18 Recipients telephone number
98 Synonym identifier (single character)

6 THE ADDRESS BOOK

This is a powerful tool, incorporating features which are not immediately apparent e.g. the ability to send a single fax to multiple addresses.



The Address Book is a simple but effective data bank where you can store personal data records. These are called "addresses" within Tele Office, so this term will be used from now on.

The address book is called by clicking on **Addresses** in the file menu or on the telephone icon if you are in "Fax Layout" (see chapter 4). In the latter case, clicking **OK** will convert the fax for transmission to the selected addresses.

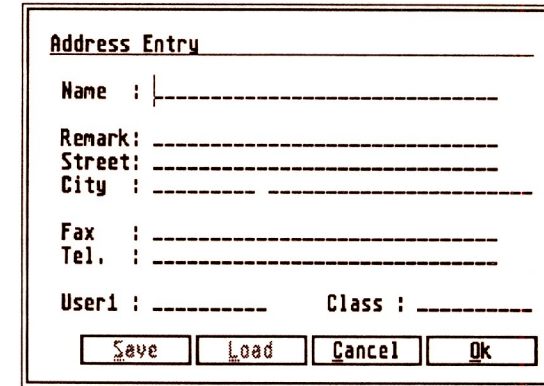
6.1 Selecting Addresses

The window is not able to display all of the information at once – the rest can be flipped through by clicking on the arrows. Single addresses are selected by clicking on them, multiple addresses are selected whilst holding down "Shift". A comprehensive search facility

Find allows addresses to be selected according to their data.

6.2 New – Writing Addresses

Clicking this button will open the "Address Entry" dialog box in which you should enter any important data about the customers/friends you are going to communicate with over telefax – name, address, fax number etc.



At the bottom of the dialog box are two user-definable fields, which you can use for more specific data (for instance eye-colour, marital status). Any of this information can appear in your faxes using synonyms defined in the file *OFFICESYSTEM\COMPOSE.SYN* (see 5.1). The entry **Fax** is used during transmission to designate the number dialled by your modem.

Write in an address using the cursor keys, Tab or Return to jump between fields. Confirm with **Ok** and click the **New** button again to enter another. After you have written enough addresses, these should be saved by selecting the **File...** button in the dialog "Address Book" and **Save** or **Save as** (see 6.8) in the pop-up menu. If you want to send a fax to an address which you will never need again, saving is not necessary.

6.3 Delete – Removing Addresses

Clicking this button will delete the selected entries from memory. You will then have to save the current addresses by selecting the **File...** button and

Save or Save as (see 6.8) in the pop-up menu if you wish to make the deletion permanent.

6.4 Find – Selecting Addresses according to their Data

Selecting this button will open the "Search Addresses" dialog box which is used for selecting addresses according to the content of certain fields. This is done by setting a mask (or "filter") using normal characters and the two wildcard symbols "*" and "?" representing unknown characters.

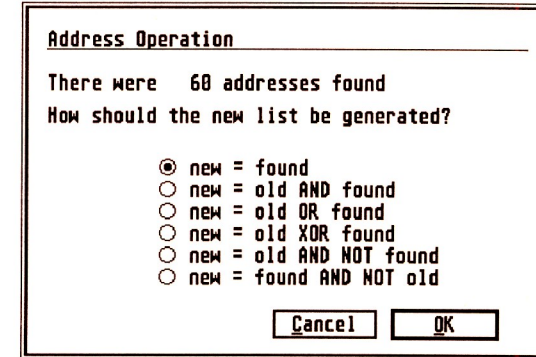
The default mask allows all addresses to pass, because asterisks mean "any number of undefined characters". A question mark means "any single undefined character", so the mask "z?p*bro" would find both "Zaphod Beeblebrox" and "Zipo Bibrok" but not "Zak P. Bronson" because the "P" is in the wrong place. With the mask "010226" in the field **Fax** you can select all of your friends who have emigrated to Burkina Faso in one fell swoop!

Fields which are not important for the search should contain a single star. Note that the function does not differentiate between upper and lower case letters, and that the mask should not begin with a "*" unless you wish to ignore that field.

Quit the "Find" dialog with **Ok**. If you do not need more complex filter functions, quit the "Address Operation" box with **Ok** after making sure that the **new = found** button is selected. Otherwise read on...

6.5 Address Operations – "The Art of Consecutive Filtering"

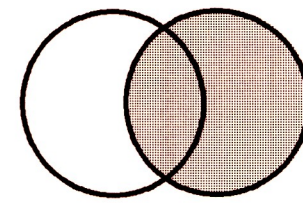
This feature is used to select multiple addresses according to logical classification of the Address Book data.



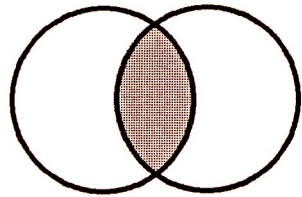
If you quit the "Find" dialog with **Ok**, the address list will be searched according to the mask. A box containing six "radio buttons" will appear, asking you how the resulting selection should be generated. This function performs boolean logic between the currently selected addresses and the newly found ones. The most often used setting will probably be **new = found**, which selects the newly found addresses only.

The other five possibilities effectively allow the user to build up very complex filters or construct negative ones by means of consecutive searches. If your school math included set theory or boolean logic, you should be on familiar territory here. A complex example covering all possibilities of this feature would take more effort to follow than a simple graphic showing the logic involved, so the latter is preferred:

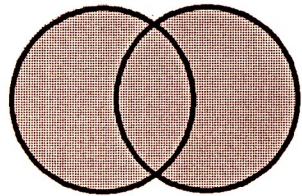
The left circle represents the set of all currently selected addresses, whereas the right circle depicts the newly found ones. The grey areas show the resulting set of selected addresses after the operation:



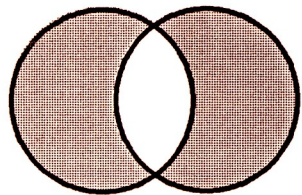
New = Found
Current addresses are replaced by those matching the new mask.



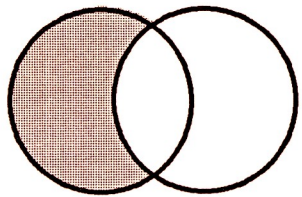
New = Old AND Found
Current addresses are limited to those matching the new mask as well.



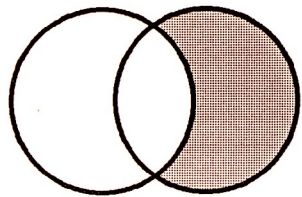
New = Old OR Found
Current addresses are augmented by those matching the new mask.



New = Old XOR Found
Current addresses are extended by the new match except for those that meet both categories.



New = Old AND NOT Found
Addresses matching the new mask are removed from the current selection.



New = Found AND NOT Old
Current addresses are replaced by those that match the new mask and are not already selected.

6.6 Sort – Name? City? Size of Nose?

Clicking on **Sort** opens a dialog box showing the default settings for sorting the addresses in "Address Book". Three of the fields are numbered (from 1 to 3), designating the priority of the field for the sorting process. Addresses are sorted according to the field numbered "1" first. If two or more of the entries in this field are the same, those addresses are then sorted according to the field numbered "2" etc.

Type "1", "2" and "3" into any three fields to change the order. These settings can then be saved for later use by clicking on the **Save** button. Always use the extension *.SRT* when naming these files. Note that this is the only setting not saved in the configuration file (*TOC*).

6.7 Edit – Amending Address Data

Clicking on **Edit** opens the same dialog box as "New" (see 6.2), except that the fields are already filled in if any addresses are selected. This data can then be changed in the usual GEM manner. If more than one address is selected at the time, **Ok** will call the next address to be edited. Don't forget to save the edited data afterwards...

6.8 File... – Disk Operations and Import/Export

All disk operations are called by clicking on the **File...** button.



Load... calls an Item Selector for loading address files. The default file is called *OFFICE.ADR* – this is loaded automatically whenever you start the program. Loading files with **Load...** will overwrite all addresses in memory.

Append... is similar to **Load...** but addresses in memory are retained. If you are using Tele Office from within a program which reserves all free memory (e.g. Calamus 1.09N), make sure that you have reserved enough memory for all the addresses using Configuration/Misc (see 3.5).

Save always stores the addresses currently in memory by overwriting the file *OFFICE.ADR*. If you wish to create a new file, use **Save as...**!

Save as... calls an item selector for storing address files – always use the standard extension ".ADR".

Import reads ASCII files exported from other data banks into memory. Such files consist of records which are separated either by commas or new lines (this can be tested by loading one into a text editor). Clicking on **Import** will call an alert box which asks you how the records are separated, whereby "CR/LF" means new line (carriage return, line feed).

The address dialog box which then appears is used solely for numbering the fields in the right order, as the imported data items will usually be ordered differently. Write a "1" behind **Name** if this is the first item, a "2" behind **Tel.** if this is the second, and so on. Leave out numbers which would denote items you don't want, and leave out fields you don't need. Click on **Ok** and select the file you wish to import – this file will then be imported.

Tele Office cannot distinguish between empty fields and record separators if the file to be imported is "CR/LF", so "Commas" is preferred if you have the choice.

Export saves all addresses in memory to a file which can be read by most data banks. The procedure is analogous to "Import" – enumerating the fields in the dialog box decides the order in which they are to be stored within the record.

Delete File and **New Folder** can also be selected from the menu bar and are self-explanatory. Leave out extensions (letters after the stop) when naming folders, as these tend to be confused with files at first glance.

7 TRANSMITTING AND RECEIVING FAXES

7.1 Transmission

If you want to send faxes from within the Tele Office environment, you should be in "Fax Layout". Clicking on the TELEPHONE icon calls the address book to select the required address(es). Clicking on the **Ok** button will open the following dialog box:

Transmit Fax

Transmit Fax to Addressee 1

Date to Send: 14/12/92 16:31

Delete after sending

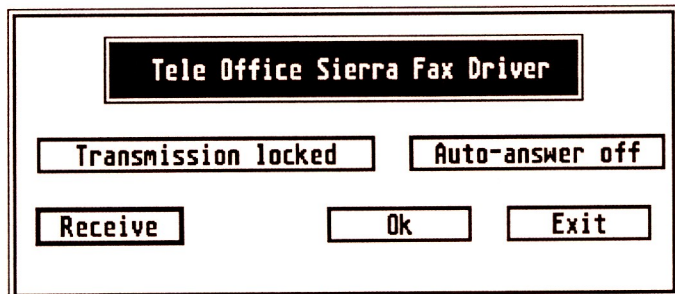
The second line is the date and time of transmission. Tele Office assumes that you want to send the fax immediately, and therefore reads this data from the internal clock. Actual transmission can be delayed until you allow it (see below). If you wish to send the fax at a particular time, click on the editable fields and change the data.

Delete after sending deletes the fax if it has been successfully transmitted. Switch this on to save space on your disk. Clicking on **Ok** tells Tele Office to convert the fax into its own IMG-type format, and then informs "Telefax Drv" that the fax is ready for transmission.

What is "Telefax Drv"?

Telefax transmission and reception are controlled by the accessory *FAXDRV.ACC*, which appears in the menu under the name "Telefax Drv" together with any other accessories you may have installed. If you can't find this entry, you have not booted *FAXDRV.ACC* (see chapter 2). Clicking on

"Telefax Drv" will give you the following dialog box:



The status of the two long buttons may differ from yours, depending upon how you have configured the program (see 3.3), but these can be clicked to the above settings. The title itself will read differently if you have installed Tele Office for a Class-2 modem.

Important!

Transmission Locked suppresses transmission – clicking on this button changes it to **Transmission Enabled** and any waiting faxes are sent after confirming with **Ok**. The other buttons are only relevant for reception...

7.2 Reception

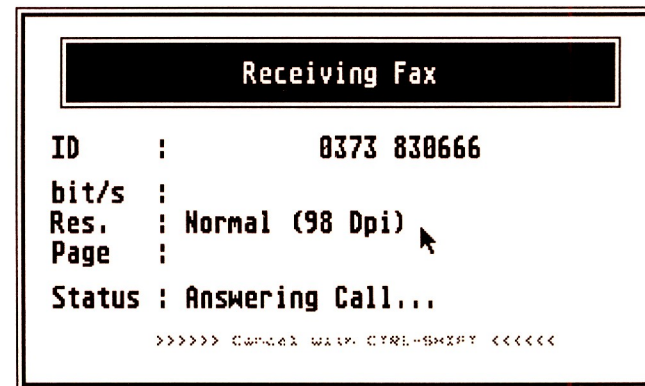
"Telefax Drv" is also responsible for fax reception. Clicking on the **Receive** button tells the modem to take the call. The button **Auto answer...** sets whether **Receive** should be selected automatically.

Automatic reception

If most of your incoming calls will be faxes, switch on **Auto-receive** in "Modem Configuration" (see 3.3) and save the configuration with "Save Config". The button in Telefax Drv should also read **Auto answer on**. In this mode, the modem will take every call and wait for data.

Manual reception

If you will only occasionally be receiving faxes, switch off **Auto-receive** in the "Modem Configuration" (see 3.3) and save to *OFFICETOC*. The button in Telefax Drv should also read **Auto answer off**. In this mode, you can answer normal phone calls without the modem reacting. If you hear a fax tone, select Telefax Drv and click on the **Receive** button – the modem will take the call.



All computer functions will be blocked during transmission or reception, and this will be indicated by an alert box. This is necessary because multitasking capability is not a strong point of Atari computers (yet?).

To view a telefax, call "View Fax" (see chapter 9).

7.3 Reception to diskette

This feature allows the user to receive faxes without a hard disk (or while the hard disk is switched off).

Because there is not much room on the system disk for receiving faxes, you are advised to make a special "reception disk" and copy it several times. These disks should contain the following:

AUTO folder containing:

RS232ENC.PRG.

OFFICE folder containing:

FAXE.IN, FAXE.OUT and SYSTEM folders.

The SYSTEM folder itself should contain:

OFFICETOC and FAXDRV.TDC

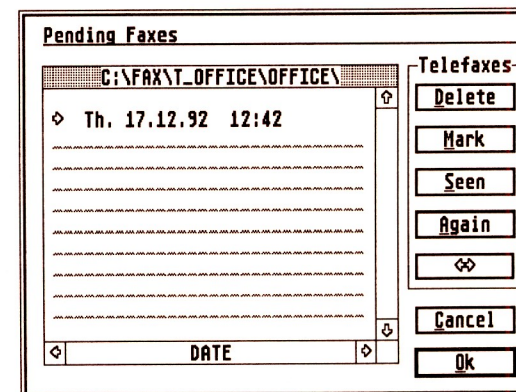
FAXDRV.ACC with the path installed to "A:\OFFICE\" (see 2.2)

If you do not own a hard disk, insert a reception disk whenever you want to receive faxes (boot from this disk or from your system disk). In this configuration there will be room for about 12 faxes per disk. Check the disk space regularly and/or delete unwanted files from FAXE.IN.

If you do own a hard disk, but do not want it running all day, the reception disks should also contain OFFICE.PRG (installed for diskette) and a folder MTX containing VIEW.MTX in the OFFICE folder. You will then be able to view incoming faxes without having to use the hard disk. In this configuration there will be room for about 10 faxes per disk. Check the disk space regularly and/or delete unwanted files from FAXE.IN.

8 PENDING FAXES

This module can be called directly from the "File" menu, where it is used keep track of incoming and outgoing faxes. "Pending Faxes" is also used as a directory when loading faxes into "View Fax" (see chapter 9).



8.1 The window

The contents of the window can be scrolled using the arrows – **DATE** ◀ **MARK** ◀ **TRANSMISSION DATE** ◀ **RECEIVER/SENDER**.

The path seen in the Title Bar is incomplete, because files from FAXE.IN and FAXE.OUT can both be displayed at the same time (see below). Clicking on the Title Bar will open an Item Selector in which you can redefine the path, but this new path must also contain a FAXE.IN and a FAXE.OUT folder. This can be useful for archiving faxes in other directories.

DATE shows more than just the transmission time. A left arrow in the first column signifies that the file is to be found in FAXE.OUT (transmit) and a right arrow means that the file is to be found in FAXE.IN (receive). An "f" to the right of the window means that the fax is high resolution ("fine") and "G" means that the fax has been marked as having been acknowledged by the user (see "Seen" below). A tick means that an outgoing fax has been transmitted successfully (see "Again" below).

MARK shows any information you have typed in using "Mark" (see below).

TRANSMISSION DATE is the time of transmission of outgoing faxes.

RECEIVER/SENDER. For outgoing faxes this is the content of the "Name" field in the address (see chapter 6). For incoming faxes this is the ID received.

8.2 The Buttons

DELETE. Selecting this button deletes the selected fax from your disk.

MARK Selecting this button opens a dialog box in which you can write any text (e.g. subject matter) which might help you recognize the fax if you are looking for it amongst many entries.

SEEN This is also meant for your orientation only. The DATE information of the selected fax will show a "G" to the right of the window, meaning that you have seen that the fax is there (this is mainly useful for incoming faxes). The initial is for a German word, but you can think of the "G" as meaning "Gotcha!".

AGAIN All outgoing faxes already sent should be marked with a tick. If this is missing from one of these entries, you will know that the fax has not been received by the addressee correctly, although the modem may have tried several times. The number of attempts the modem carries out is counted up from zero and stops at the figure set in the modem configuration (see 3.3). "Again" sets this count to zero again so that the fax can be retransmitted.

A note about multiple faxes:

If you have sent a multiple fax (by selecting more than one address before transmission), only one of these will appear in the "Pending Faxes" list. This is because Tele Office stores such faxes as a single file containing all the addresses. If this file is not ticked in DATE, this means that one or more of the addressees has not received the fax correctly. If you click on **again** after selecting the fax, Tele Office will transmit the fax again, but only to those particular addresses.

8.3 Tele Office log files

It could be useful to find out when a deleted fax was transmitted or received and/or what type of error has been registered by the modem. Tele Office stores such information in automatically named files for each calendar month to be found in *OFFICE\SYSTEM* called *FLOGxxxx.IN* and *FLOGxxxx.OUT*. The log file for faxes sent in December 1992 would for instance be called *FLOG1292.OUT*.

Every attempt to transmit or receive a fax appends the corresponding file by adding a single extra line. Each line in *FLOGxxxx.OUT* is made up of ten individual entries (separated by spaces) with the following meanings:

- 1 Weekday
- 2 Day of the month
- 3 Time
- 4 Online time
- 5 Number of pages
- 6 ID of the addressee as received by your modem
- 7 Name of the addressee
- 8 Error code
- 9 Number of pages with errors
- 10 Number of tries

The log file for received faxes (*FLOGxxxx.IN*) does not include the last four.

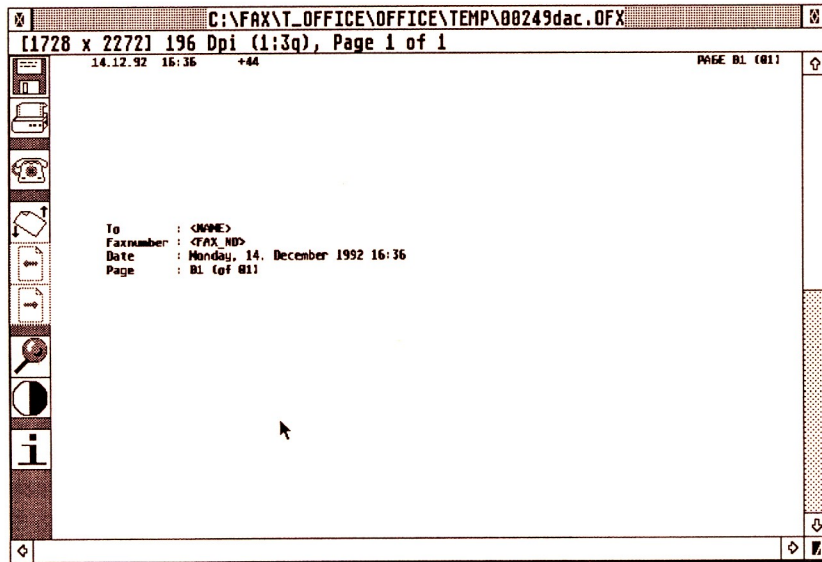
The error code can have six values:

- 1 = unspecified modem error
- 2 = no connection
- 3 = post page error
- 4 = lost carrier
- 5 = aborted
- 6 = the line was engaged

Example of a line in *FLOG0193.OUT*:

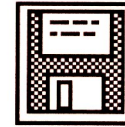
9 VIEW FAX – displaying, printing or saving faxes as images

The "View Fax" module can be called from within "Fax Layout" by clicking on the magnifier icon to view the current fax. Alternatively, it may be called from the modules menu to view any existing fax using "Pending Faxes" (see chapter 8). The mouse pointer will change to a "coffee cup" symbol while the fax is being converted to a screen format. Inevitably, this will take some time.



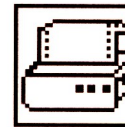
The information bar displays the resolution in pixels and dots per inch, the size (as selected using the magnifier icon – see below) and also the page number. You can view the whole fax by using the scroll bars or by "grabbing" the display area with the mouse.

9.1 The Icons:

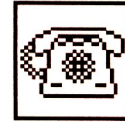


Clicking on the FLOPPY DISK icon allows you to load or save faxes. If you select "Load Fax" from the pop-up menu, the "Pending Faxes" dialog appears in which you can select a fax (see chapter 8).

If you select **Save as IMG**, you will be asked whether the fax should be saved 1:1 or 1:x. The "x" is the size set using the MAGNIFIER icon. Saving as image can be misused as a scanner if you send yourself a fax (e.g. of your letterhead) from a telefax machine.

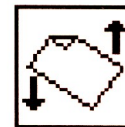


Clicking on the PRINTER icon will print the current fax, assuming that your printer is connected and that GDOS is installed properly. You will be asked whether the fax should be printed original size (100%) or smaller (90%).

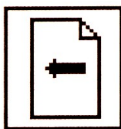


The TELEPHONE icon makes transmission of received faxes possible. Select **External Send-Fax** from "Files" in the menu bar. If this is disabled, FAXOUT.PRG has not been started (see chapter 10).

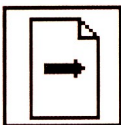
Select the recipients address in the address book. Clicking on the TELEPHONE icon then saves the currently displayed page as a fax for transmission. Changing the page and clicking on the TELEPHONE icon again will append the fax to include the new page. Lastly, select **Stop Extern Fax** from the menu bar, write the transmit-time into the next dialog box and confirm with **Ok** (see 7.1).



Clicking on the ROTATE icon will turn the fax round if it was transmitted upside down, which could come in very handy if you have received a fax from Australia!



Clicking on the PREVIOUS PAGE icon will decode and display the previous page in the fax if there is one, otherwise this icon will be disabled.



Clicking on the NEXT PAGE icon will decode and display the next page in the fax if there is one, otherwise this icon will be disabled.

The next two icons may only be useful to you if you wish to view complex images (e.g. faxes containing low contrast photos).



Clicking on the MAGNIFIER icon will give you a pop-up menu in which you can set the display resolution from 1:1 to 1:3 in half-steps, whereby each ratio has a "normal" and a "quick" mode (denoted by the "Q"). Double clicking on the display area will flip between the current setting and 1:1. The decoding procedure in normal mode takes a while, but it is precise and also allows you to change the contrast...



Clicking on the CONTRAST icon while resolution is in normal mode (see above) allows selection of contrast in percent, which can improve display quality a lot. The trade off is that your mouse pointer turns into a coffee cup for a while!

"Photo" is only enabled when your computer supports higher resolution graphics (640x480, 16 colours). This function processes pixel versions of grey-scale images (e.g. of soft photos), converting them back to grey-scale.

10 TRANSMITTING FROM WITHIN OTHER PROGRAMS

10.1 Which Programs?

The previous chapters have described how Tele Office can be used from the desktop to build up faxes from IMG files and ASCII texts. It is also possible to redirect the graphic "Print" output of your favourite Word Processor or Desktop Publishing program to a telefax driver.

As long as a program is able to send graphics to a printer via an external driver, a Tele Office driver could be installed instead. Drivers are provided for most popular word processors, DTP and graphic programs. The current list of drivers can be found in *INFO.TXT* on the system disk.

New drivers are being written all the time for Atari programs which fulfill the above condition. If you have a special requirement, please ask your dealer.

10.2 Installation

In the *AUTO* folder on the system disk is a program called *FAX_OUT.PRG*, which is a "terminate and stay resident" program (TSR). Copy this into the *AUTO* folder in your boot directory (if it is not already there) and reset the computer. If you only intend to use Tele Office from within other programs occasionally you can start *FAX_OUT.PRG* with a double click instead (i.e. it does not have to be in the *AUTO* folder).

You will find several folders on the *DRIVERS* disk which contain readable files describing how each program should be installed for use with Tele Office.

10.3 Tele Office as Accessory

The *OFFICE.PRG* can be renamed to *OFFICE.ACC*, which will allow

Tele Office to be used as an accessory (after rebooting). The advantage is that you will not have to leave a program to build a fax – a disadvantage is that accessories are resident in memory which may be in short supply. Functions which call the installed programs will be disabled as it is not possible to call a program from an accessory, otherwise operation is the same.

10.4 Transmission

Tele Office is able to build up a fax of any length from graphic images generated using different programs. It does this by opening a fax file containing the address information and signature, graphic images are added by other program(s) to create the fax. Finally, Tele Office tidies up and transmits the whole document.

To make a fax in this way, select **External Send-Fax** from the Tele Office menu. If this entry is disabled then you have not started *FAXOUT.PRG*. Clicking on this will open an alert box in which you should select normal (98 dpi) or fine (196 dpi) resolution. Normal resolution will reduce the transmission time at the expense of quality. The Address Book will then be opened where you should select the address(es) and confirm with **Ok**. Tele Office opens a fax file and writes in the header.

If you now use a program for which you have a fax driver (e.g. Calamus), install this driver as you would normally configure a printer driver. You may now create or load a document and "print" it, this will be appended to the fax. You may add other documents as often as you wish, even using other programs for which you have a fax driver.

To finish the fax, select **External Send-Fax** again – you will find this now reads **Stop Extern Fax**. The fax is then sent in the usual manner by setting the time and enabling transmission (see 7.1).

Tele Office Fax Driver used within Calamus

PRINT DOCUMENT / PRINTER SETTINGS

Printer: Tele Office FAX V1.0
Resolution: 196 x 196
Page format: A4
21.00 cm x 29.70 cm

Output port: Parallel Serial DMA Other

LOAD DRIVER

From Page: 1 To Page: 3 # of copies: 1
Scaling: 100 %
Sort: Upwards Downwards
Raster: x 1 x 2 x 4 Raster
Orientation: Automatic Portrait Landscape
Options: Mirror page Invert Page

PRINT OK