



Telecom  
**Computerphone**  
EXECUTIVE SERIES



**Welcome**

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# Telecom Computerphone Welcome Package

## Welcome to the Telecom Computerphone

The Telecom Computerphone (C P) provides a powerful set of computer and telephone facilities that are easy to use

The Welcome Package tells you something about these and guides you through using a selection of them

The Welcome Package consists of this manual and a Welcome Program which is held on a cartridge packed with the C P

This manual tells you about the Welcome Package, how to run the Welcome program, and it also contains a number of scripts which take you step by step through using the C P

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The appendix explains how to delete information stored in the C P.

# 1

## Welcome Package Introduction

### Purpose of the Welcome Package

The Welcome Package introduces you to the C P and gives you some practice in using it.

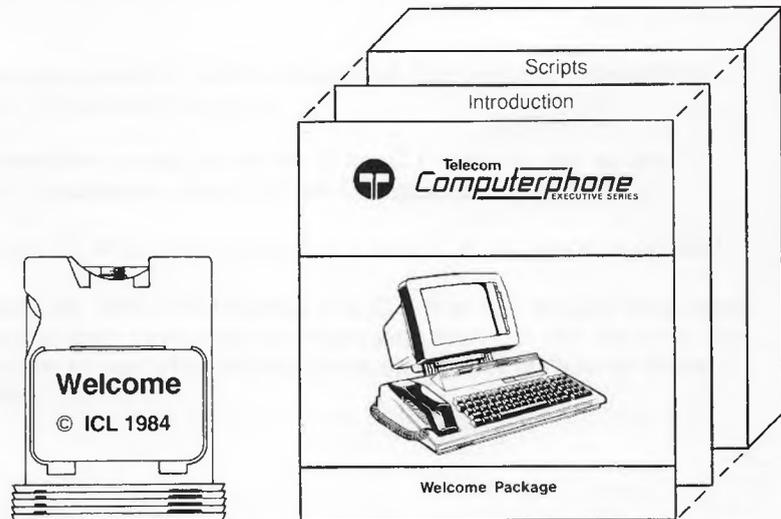
The package is not a tutorial covering all the facilities of the C P, but an introduction for anyone who has not used a computer system of this kind before.

If you have experience of using a menu-driven system you may like to go straight into using the C P. You will find most of the facilities are self-explanatory.

### Contents of the Welcome Package

The Welcome Package consists of:

- This manual containing the introductory material and the Welcome Scripts
- The Welcome Program which you will find on a cartridge packed with the C P



### What to do next

When you finish this introduction you should run the Welcome Program. The instructions for doing this are given in the next section.

When you have run the Welcome Program you should read the introduction to the Welcome Scripts in section 3, and then go through some of the scripts using the C P.

# 2

## The Welcome Program

### Introduction to the Welcome Program

The Welcome Program introduces you to the facilities of the C P. First it shows you a few screens of information about the C P and about the Welcome Program. Then it allows you to select from a list of topics, and the program presents you with a few screens of information on each topic.

Once it has started, the Welcome Program tells you how to proceed. There will be no need to refer to these written instructions until you have finished using the program.

### How to start the Welcome Program

If the Telecom C P is not already installed on your desk you should read and follow the instructions in the manual *C P Installation*, which is packed with the C P.

If the C P has been installed, you should nevertheless look through *C P Installation*, because it identifies the main components of the C P and also tells you about some tests that should be carried out before the C P is used for the first time.

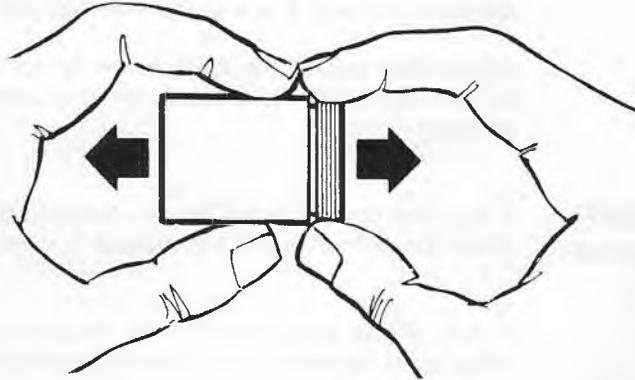
If there is a cartridge already in either microdrive then remove it by pulling gently and put it in its protective case.

The Welcome Program needs the whole of the C P store to run, so any Applications and Databases already in the C P must be removed.

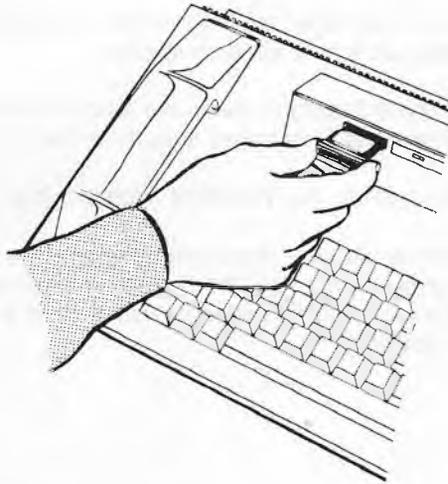
If you are running the Welcome Program in a new C P, no action is needed.

If you are running the Welcome Program in a C P that has already been used by you or someone else, there may be information stored in the machine. For instructions on how to see what information is stored and on how to delete it, see the Appendix.

Next take the cartridge marked Welcome from those delivered with the C P. Remove the cartridge from its protective case.



Place the cartridge into the left-hand microdrive with the label uppermost.



If you have any difficulty in doing this, refer to the detailed description of how to handle cartridges in the section *Microdrives and cartridges* in the *C P Handbook*.

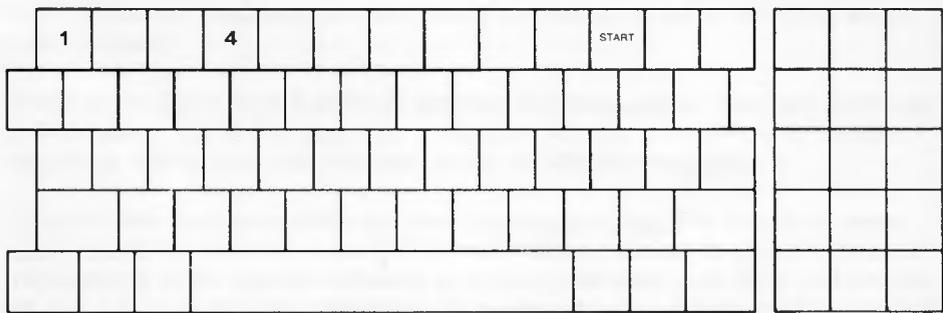
# 3

## The Welcome Scripts

### Introduction to the Welcome Scripts

To start the Welcome Program follow these steps carefully. Use the number keys on the top row of the main keyboard.

- 1 Press the START key:      • The Top Level Menu is displayed
- 2 Press the 4 key:            • The Application Menu is displayed
- 3 Press the 1 key:            • The Cartridge Menu is displayed
- 4 Press the key for Welcome shown in the menu:      • There is a delay while the Welcome Program is loaded from microdrive and the program is then started



### Running the Welcome Program

From this point on the program tells you how to proceed, and it also tells you how to leave the Welcome Program and return to the other facilities of the C P.

If anything goes wrong while you are running the Welcome Program, follow the procedure for loading the Welcome Program again and carry on as before. If the problem persists, refer to the section *Solving problems* in the *C P Handbook*.

At any time while you are running the Welcome Program or using the Welcome Scripts you can use the C P to make or to answer a telephone call. To make a call, lift the handset and dial the number on the numberpad. To answer a call just lift the handset.

### What to do next

After running the Welcome Program remove the cartridge from the microdrive and put it back in its protective case. Then you should read the next section, on the Welcome Scripts, and go through some of the scripts with the C P.

# 3

## The Welcome Scripts

### Introduction to the Welcome Scripts

These scripts take you step by step through some of the more commonly used facilities of the C P. They allow you to try out some facilities of the C P without getting too deeply involved.

Each script is self-contained and can be used whether or not you have been through any of the other scripts. However they are in an order that will suit many users and it is suggested that you start by going through Scripts 1 and 2, and then, perhaps at a later time, go through other scripts when you want an introduction to the facilities they demonstrate. You do not have to go through the scripts at one session.

Each script is made up of several tasks, and while each script can be followed independently of the others, this is not always true of the tasks within a script. Some tasks will only work as described if the earlier tasks in the script have been followed.

Some of the tasks do not seem to achieve anything useful. They are contrived to illustrate a facility. For example, in Script 4 you are shown how to make a telephone call to your own number, which is naturally engaged.

To avoid any confusion while you are following a script, it is best if no other applications are running in the C P. It may not be possible to prevent external interruptions while you are following a script. If the telephone rings just answer it as you would an ordinary telephone, and when the call is over carry on with the script.

Follow each script exactly as it is presented here. If at any point the effect of following the script is not as shown here, there may be a warning or error message on the screen which makes it clear what you must do to get back on course. If you cannot resolve the difference press the START key and follow through the script again, as you may have typed something wrongly. If you get the same problem again, there may be a fault in the system. See the section *Solving Problems* in the *C P Handbook*.

Even when you have followed a script, you may not fully understand the significance of every step but you should find that reference to the *C P Handbook* will clear up any misunderstanding.

Some C Ps have one telephone line and some have two. In some places in the scripts alternative steps are shown for one line and two line C Ps. Apart from this the scripts can be followed on any C P, as they do not make any assumptions about the contents of directories in the C P or any other settings in the software.

At the end of each script the system is returned to the same state it was in at the start. For example, if any entry is put in the telephone directory, that entry is removed later in the script.

## Some conventions

There are just a few conventions you need to know about to follow the scripts.

In the ACTION column the term *press* indicates a single key, usually one with a caption such as START, or a double key press such as SHIFT/SPKR or *f* 1 (see below). The term *type* indicates a series of characters to be typed individually, usually with the alphanumeric keys on the main keyboard. Thus

Press SHIFT                      means press the key marked SHIFT

Type **SHIFT**                      means press the 5 keys S H I F T in succession

All alphabetic characters which you are asked to type are shown in capital letters, but small letters can be used instead.

Two keys separated by an oblique stroke means a double key press, in which you hold the first key down while you press the second key. When the first key is *f* the oblique stroke is left out, for consistency with the screen displays. Such a combination is shown as *f* 3, for example.

The key marked ALT *f* has two uses. As the ALT (for alternative) key, it gives another character when used with some keys on the main keyboard. For example, ALT/9 gives the character [. As the *f* (for function) key, used only with the number keys on the numberpad, it gives functions which are used for selecting options from some screen displays. At all other times, when a number key on the numberpad is to be used this is stated explicitly, for example

Press numberpad 3

When a number key is referred to without mention of the numberpad, the key on the top row of the main keyboard is to be used.

This script introduces you to three simple facilities of the C P: setting the date and time, making a telephone call, and using the Calculator.

Every script begins and ends with pressing the START key to display the Top Level Menu, which is the central menu in the C P from which all other facilities can be reached.

Step	Action	Effect
	<i>Use Housekeeping to set the date and time</i>	
1	Press START	The Top Level Menu is displayed. Options shown in low intensity are not currently available on your C P
2	Press 8	The Housekeeping Menu is displayed
3	Press 2	The Set Date and Time display appears
4	Type today's date in the form shown: each box needs 2 digits, so that if the month is June, type <b>06</b> under MM	The date appears as you type it
5	Type the time in the same way, but use a time a few seconds later than the actual time	The time appears as you type it

## Script 1 First Steps

Step	Action	Effect
6	When the actual time reaches the time you have typed, press <i>f</i> 1 (hold down the ALT <i>f</i> key while you press the 1 key on the numberpad)	The date and time are set and the clock is started. The date and time are shown on the noticeboard at the bottom of the screen. The Housekeeping Menu is returned to the screen
	See Script 10 for an introduction to other facilities in Housekeeping.	
	<i>Make an ordinary telephone call</i>	
7	Lift the telephone	Captions appear on the noticeboard at the bottom of the screen. <b>α + PAD</b> indicates that the alphabetic keys on the main keyboard and the numeric keys on the numberpad are connected to the dialling function. <b>1HSET</b> indicates that the call is on line 1 using the handset. The last caption is <b>PLEASE DIAL</b> . The dialling tone can be heard on the handset
8	Using the numeric keys on the numberpad, dial a telephone number that you normally use	The digits appear in place of the previous caption as they are dialled. When dialling is complete, you may hear the engaged tone, someone may answer the call, or the ringing tone may continue

Step	Action	Effect
9	When you are ready to end the call, replace the handset	The call is ended, just like a call on an ordinary telephone
	See Script 3 for an introduction to other aspects of using the telephone	
	<i>Use the Calculator for a simple sum</i>	
10	Press START	The Top Level Menu is displayed
11	Press 6	Option 6 on the Top Level Menu is selected and the Calculator display appears
12	Type <b>2+3=</b>	The sum appears as you type, and then the result is shown
13	Press START	The Calculator display is replaced by the Top Level Menu
	See Script 8 for an introduction to the other facilities of Calculator	

## Script 2 Keyboard Introduction

The Telecom C P has several keys on its keyboard which perform special functions, and this script introduces you to some of these. They are known as the system control keys.

For more details of the telephone control keys see the section *Using the Keyboard* in the *C P Handbook*.

Step	Action	Effect
	<i>Use the START key and the REVIEW key</i>	
1	Press START	The Top Level Menu is displayed. Options shown in low intensity are not currently available
2	Press REVIEW	The Review Menu is displayed. The first two options on the menu are always the same. Any other options depend on what else is running in the C P
	<i>Select options from the Review Menu</i>	
3	Hold down the 1 key on the main keyboard	The Directory Review display is shown. Its contents depend on the state of the telephone directories held in the C P: they may be empty
4	Release the 1 key	The Top Level Menu returns
5	Press REVIEW	The Review Menu is displayed again

## Script 2 Keyboard Introduction

Step	Action	Effect
6	Press <i>f</i> 1 (hold down the ALT <i>f</i> key while you press 1 on the numberpad, then release the ALT <i>f</i> key)	The Directory Review display is shown again. This time it remains on the screen when the keys are released
7	Press REVIEW	The Review Menu returns
8	Press <i>f</i> 2	The Line Status display is shown. Its contents depend on the state of the telephone line(s) when <i>f</i> 2 was pressed
9	Lift the telephone handset	A caption appears in the telephone window of the noticeboard at the bottom of the screen, but the Review display is not updated to show the new call
10	Press REVIEW with the handset still lifted	The REVIEW Menu returns
11	Press <i>f</i> 2	The Telephone Control Review display is shown again, now updated to show <b>VOICE CALL OUT</b>
12	Replace the handset	The message in the telephone window is cleared but the Review display is not updated

## Script 2 Keyboard Introduction

Step	Action	Effect
	<i>Use the SHIFT, CTRL and ALT keys, which have no effect by themselves</i>	
13	Press START	The Top Level Menu is displayed
14	Press SHIFT	There is no effect
15	Press CTRL	There is no effect
16	Press ALT <i>f</i>	There is no effect
	<p>The keys SHIFT, CTRL and ALT <i>f</i> have no effect when pressed alone, but only when used with another key. There is one exception to this: if the screen has been automatically blanked because there has been no activity on the C P, pressing one of these keys will bring back the display but have no other effect. See the section <i>Screen blanking</i> in the <i>C P Handbook</i>.</p>	
	<p><i>See the effect of the SHIFT key with a letter key</i></p>	
17	Lift the handset	A caption appears in the telephone window
18	Press A	The caption is replaced by a small letter a
19	Press SHIFT/A	A capital letter A appears next to the small a
20	Replace the handset	The letters are cleared from the telephone window

## Script 2 Keyboard Introduction

Step	Action	Effect
	<i>See the effect of the CAPS key</i>	
21	Lift the handset	A caption appears in the telephone window
22	Press CAPS (SHIFT/numberpad 7)	The caption <b>CAPS</b> appears at the lower left of the noticeboard below the date
23	Press A	The caption in the telephone window is replaced by a capital <b>A</b>
24	Press CAPS	The caption <b>CAPS</b> is cleared from the noticeboard
25	Press A	A small letter <b>a</b> appears next to the capital <b>A</b>
26	Replace the handset	The letters are cleared from the telephone window.  The Top Level Menu is still displayed. The purpose of the next four steps is to ensure that at least two applications are running
	<i>Select two options from the Top Level Menu</i>	
27	Press 6	The Calculator display is shown
28	Type <b>1+1=</b>	The calculation is shown
29	Press START	The Top Level Menu is displayed

## Script 2 Keyboard Introduction

Step	Action	Effect
30	Press 7	The initial display for BASIC is shown
31	Press START	The Top Level Menu is displayed
	<i>Use the RESUME key to display the Resume Menu and select an option from the Resume Menu</i>	
32	Press RESUME	The Resume Menu is displayed. It contains options for Calculator and BASIC. It may contain other options
33	Press the numeric key corresponding to the option for Calculator	The Calculator display is shown just as you left it at step 29
	<i>Use the SHIFT/START key combination to blank the screen</i>	
34	Press SHIFT/START	The display becomes blank except for the noticeboard, but the Top Level Menu is in operation
35	Press 1	The Telephone Directory Menu is displayed
36	Press START	The Top Level Menu is displayed

## Script 3 Using the Telephone

The C P has either one or two telephone lines attached to it, and there are several special purpose keys on the keyboard that relate to use of the telephone. This script introduces you to starting an ordinary telephone call and to the use of the special purpose keys, which are known as the telephone control keys.

The effect of some actions is different on one line and two line C Ps, and this is shown clearly in the script.

For more information on the telephone control keys, see the section *Using the telephone* in the *C P Handbook*.

Step	Action	Effect
	<i>Start a telephone call using the handset</i>	
1	Press START	The Top Level Menu is displayed
2	Lift the handset	Captions appear in the telephone window of the noticeboard. $\alpha + \text{PAD}$ signifies that the alphabetic keys and the numeric keys on the numberpad are connected to dialling. <b>1HSET</b> indicates that the handset is attached to telephone line 1. The remainder of the caption depends on how the C P is set up
3	Press 1 (on the main keyboard)	The Telephone Directory Menu is displayed
4	Press numberpad 1	The right-hand part of the caption is replaced by 1, the digit you have just dialled. $\alpha + \text{PAD}$ is replaced by <b>PAD</b> , indicating that only the numberpad digits are connected to dialling

## Script 3 Using the Telephone

Step	Action	Effect
5	Replace the handset	The captions disappear — the call is ended
<i>Start a telephone call using the loudspeaker</i>		
6	Press SPKR	Captions appear as in step 2, but with <b>1SPKR</b> to indicate that the loudspeaker is attached to line 1, not the handset
7	Press SPKR	The captions disappear — the call is ended
<i>Transfer a call from the loudspeaker to the handset</i>		
8	Press SPKR	As in step 6
9	Lift the handset	<b>1SPKR</b> is replaced by <b>1HSET</b> to show that the handset is now connected to line 1
10	Press numberpad 1	<b>1</b> appears at the right of the telephone window
<i>Use the END key</i>		
11	Press END (SHIFT/numberpad 3)	The call is ended and the captions disappear momentarily, but as the handset is still off the hook, a new call is started as though the handset had just been lifted

## Script 3 Using the Telephone

Step	Action	Effect
	<i>Transfer a call between the handset and the loudspeaker</i>	
12	Press SPKR	The call is transferred to the loudspeaker, even though the handset is off the hook. The caption changes to show this
13	Press SPKR	The call is transferred back to the handset, and the caption changes again to show this
14	Press START	The Top Level Menu is displayed, but this has no effect on the telephone call
15	Replace the handset	The call is ended and the captions disappear
	<i>Use the SELECT key to change the line on which a call is made</i>	
16	Press SELECT (SHIFT/numberpad 2)	There is no visible effect
17	Lift the handset	On a one line C P: a call is started as in step 2. Pressing SELECT has had no effect. Go to step 23  On a two line C P: a call is started on line 2, with the caption <b>2HSET</b> in the upper telephone window to show this. <b>α + PAD</b> appears as before

## Script 3 Using the Telephone

Step	Action	Effect
18	Press SELECT	The call is transferred to line 1 and the captions move to the lower telephone window
19	Press numberpad 1	Dialling is started with the digit 1, which appears in the telephone window
20	Press SELECT	The digit 1 is replaced by the caption <b>VOICE CALL</b> , but dialling can continue. Since dialling has already started the call is not transferred to line 2. However, the next call made will be on line 2
21	Replace the handset	The call is ended
22	Lift the handset	A call is started on line 2, as in step 17
23	Replace the handset	The call is ended
	<i>Use the HOLD key to put a call into hold</i>	
24	Lift the handset	A call is started on line 1
25	Press HOLD (SHIFT/numberpad 5)	The caption <b>HOLD</b> appears in the telephone window
26	Press numberpad 0	There is no effect: dialling is not possible with the call in hold
27	Replace the handset	A warning tone sounds, but the call is not ended: a call cannot be ended while it is in hold

## Script 3 Using the Telephone

Step	Action	Effect
28	Press END	There is no effect
29	Press HOLD	The call is taken out of hold, but since the handset is on its rest, the call is transferred to the loudspeaker. This is indicated in the telephone window
30	Press END	The call is ended, and since the handset is on its rest no other action is taken — see step 11
	<i>Use the HOLD-S key to put a call into hold, or to shuttle between two lines, one of which is in hold</i>	
	This is illustrated by shuttling between 2 lines during dialling, although normally you would shuttle between lines once the calls are in progress. On a one line C P HOLD-S has the same effect as HOLD	
31	Lift the handset	A call is started
32	Press numberpad 1	The digit 1 is dialled
33	Press HOLD-S (SHIFT/numberpad 1)	On a one line C P: the call is put in hold, HOLD-S acts in just the same way as HOLD. Go to step 37.  On a two line C P: the call is put in hold, and a new call is started on the other line. This is shown in the telephone windows
34	Press numberpad 2	The digit 2 is dialled on the other line

## Script 3 Using the Telephone

Step	Action	Effect
35	Press HOLD	The second line is put in hold
36	Press HOLD	The second line is taken out of hold, and although the digit 2 already dialled is not shown, dialling could continue on this line
37	Replace the handset	The call on the second line is ended and the handset is transferred to the other line
38	Press HOLD	The line is taken out of hold, and although the digit 1 already dialled is not shown, dialling could continue on this line. Since the handset is on its rest, the line is connected to the loudspeaker
39	Press SPKR	The call is ended
	<i>Use the LAST key to display a list of recently dialled numbers</i>	
40	Press LAST (SHIFT/REDIAL)	The Recent Number Redial display is shown, listing the last six numbers that have been dialled
41	Lift the handset	A call is started
42	Press <i>f</i> 1	A digit 1 is dialled, the number shown in the list against <i>f</i> 1. The display returns to what it was before LAST was pressed, in this case the Top Level Menu
43	Replace the handset	The call is ended

## Script 3 Using the Telephone

Step	Action	Effect
44	Press LAST	As in step 40
45	Press <i>f</i> 1	A warning tone is sounded, since an attempt is being made to dial a number with no line connected
	<i>Use the REDIAL key to call the most recently dialled number</i>	
46	Lift the handset	A call is started
47	Press REDIAL	The most recently dialled number, in this case the single digit 1, is dialled again. Although this is the same number as just dialled with the <i>f</i> 1 key, the use of REDIAL does not depend on the Recent Number Redial display being shown
48	Replace the handset	The call is ended
	<i>Use the DIAL key to disconnect the keyboard from dialling and then to reconnect it</i>	
49	Lift the handset	A call is started
50	Press DIAL (SHIFT/numberpad 4)	The alphabetic keys on the main keyboard and the numberpad are disconnected from the telephone line, and the caption <b>α + PAD</b> disappears from the telephone window

## Script 3 Using the Telephone

Step	Action	Effect
51	Press START	The Top Level Menu is displayed
52	Press numberpad 1	The Telephone Directory Menu is displayed, demonstrating that the numberpad is not connected to dialling
53	Press DIAL	The keyboard is reconnected to dialling and caption <b>α + PAD</b> appears
54	Replace the handset	The call is ended
55	Press START	The Top Level Menu is displayed

## Script 4 Telephone Directory

The Telecom C P contains a Telephone Directory which can be displayed in several different forms. The contents of the directory can be updated.

To follow this script you need to know the telephone number of this C P (line 1), which you will find in the panel under the handset. You also need to know the phone number of someone you can call from the Telecom C P.

The section *Telephone and Computer Services Directories* in the *C P Handbook* describes use of the Telephone Directory.

Step	Action	Effect
	<i>Put a new entry in the Telephone Directory</i>	
1	Press START	The Top Level Menu is displayed
2	Press 1	The Telephone Directory Menu is displayed
3	Press 2	If there is no directory in store, the Telephone Directory Entry display is shown.  If there is a directory in store, the current entry is displayed: press /3 to get the Telephone Directory Entry display
4	Type <b>ABCD</b>	abcd appears in the Name box. Note that pressing the key marked <b>A</b> prints the character a
5	Press TAB	The cursor moves to the first position of the Title box
6	Press TAB	The cursor moves to the first position of the Initials box
7	Type <b>QW</b>	qw appears in the Initials box

## Script 4 Telephone Directory

Step	Action	Effect
8	Press TAB	The cursor moves to the first position in the Description box
9	Type <b>TEST ENTRY</b>	This appears in the Description box
10	Press TAB	The cursor moves to the first position in the Voice No box
11	Type the telephone number of this C P (line 1)	The number appears in the Voice No box
12	Press TAB six times	The cursor moves to the first position of the Shortcode box
13	Type <b>XYZ</b>	xyz appears in the Shortcode box and the cursor moves to the first position in the Charge band box
	<i>Display the directory with the new entry</i>	
14	Press <i>f</i> 2	The details you have typed are put in the Telephone Directory and the directory is displayed with this entry highlighted. Other entries will be shown if they were already in the directory when you started this script, otherwise this will be the only entry. Only the Name, Initials, Voice No and Shortcode are shown
15	Press <i>f</i> 0 [zero]	The expanded directory display is shown, including the Description

## Script 4 Telephone Directory

Step	Action	Effect
	<i>Make a call to this number</i>	
16	Pick up the handset and wait for the dialling tone	A caption appears in the noticeboard area at the bottom of the screen
17	Type <b>XYZ</b>	xyz. the shortcode for the number you have just put in the directory, appears in the noticeboard, then the number is dialled and the number also appears in the noticeboard. You will hear the engaged tone, as you have just dialled your own number
18	Replace the handset	The captions disappear from the noticeboard
	<i>Change the telephone number of this entry</i>	
19	Press <b>f5</b>	The display returns as it was at the end of step 13, but with the cursor at the start of the Name box
20	Press <b>TAB</b> four times	The cursor moves to the first position of the Voice No box
21	Type the telephone number of someone you normally make calls to. Type just the digits that you would dial, but if you have to dial a 9, say, to get an outside line, type a full stop between the 9 and the rest of the number	The number appears in the Voice No box in place of the old number

## Script 4 Telephone Directory

Step	Action	Effect
22	Press <i>f</i> 2	The directory is displayed as in step 15, but with the new number shown
	<i>Make a call to the changed number</i>	
23	Pick up the handset and wait for the dialling tone	A caption appears in the noticeboard
24	Press <i>f</i> 1	The number is dialled from the directory and the digits appear in the noticeboard. The call proceeds as a normal telephone call and you may get the engaged tone, no reply or someone may answer
25	Replace the handset at the end of the call in the normal way	The captions are cleared from the noticeboard
	<i>Search for an entry in the Telephone Directory</i>	
26	Press <i>f</i> 7	The Telephone Directory Menu is displayed
27	Press 1	The Directory Search display is shown
28	Type <b>ABCD</b>	abcd appears in the Key box

## Script 4 Telephone Directory

Step	Action	Effect
29	Press <i>f</i> 1	The first entry for a name starting with abcd is shown as the current entry. This is probably the entry you have just put in with this script. If it is not, press the down arrow key until the entry you have just put in is shown as the current entry
	<i>Remove the entry from the directory</i>	
30	Press <i>f</i> 4	The prompt <b>OK TO DELETE</b> appears in the noticeboard
31	Press Y	The entry is deleted, the prompt disappears and the Telephone Directory menu is displayed
32	Press START	The Top Level Menu is displayed

## Script 5 Telephone Control

Each telephone line on the C P can be set up in a number of ways to exploit a variety of features of the C P: for example to answer calls automatically with a spoken message. These settings can be viewed and some of them can be altered through Telephone Control, the second option on the Top Level Menu. This script introduces you to one of the options under Telephone Control, the Line Status display. The other option under Telephone Control is for Auto-answer Control, and this is introduced in Script 6.

For details of the Line Status display see the section *Telephone Control* in the *C P Handbook*.

<b>Step</b>	<b>Action</b>	<b>Effect</b>
	<i>See the Line Status display</i>	
1	Press START	The Top Level Menu is displayed
2	Press 2	The Telephone Control Menu is displayed
3	Press 1	The Line Status display appears. This is the same display as for Review Telephone Control (see step 8 in Script 1) except that this display can be updated by using <i>f1</i>
	<i>Update the Line Status display</i>	
4	Lift the handset	A caption appears in the telephone window of the noticeboard

## Script 5 Telephone Control

Step	Action	Effect
5	Press numberpad 1	The caption is replaced by 1 in the telephone window
6	Replace the handset	The telephone window is cleared
7	Press <i>f1</i>	The Line Status display is updated to show the Last number as 1
8	Press START	The Top Level Menu is displayed

## Script 6 Auto-answer Control

The C P can answer an incoming telephone call automatically with a spoken message generated by the computer. This is called Voice Response. Each message is made up from words and numbers in a fixed vocabulary.

Part of the script involves going to another telephone to call your C P. If it is not convenient to do this then leave step 17 out of the script.

For more details see the section *Auto-answer Control* in the *C P Handbook*.

Step	Action	Effect
	<i>Put a new Voice Response in the library of responses</i>	
1	Press START	The Top Level Menu is displayed
2	Press 2	The Telephone Control Menu is displayed
3	Press 2	The Auto-answer Control Menu is displayed
4	Press 3	The prompt is displayed for the name of the response to be created
5	Type XYZ	The name appears on the screen as you type. If the message <b>RESPONSE XYZ ALREADY EXISTS</b> appears then there is already a response called XYZ, so choose another name of 3 letters instead, repeat the step with this name and use it instead of XYZ throughout the rest of the script
6	Press /1	The Voice Response Library display for entering a response is shown. This also shows part of the vocabulary of allowed words

## Script 6 Auto-answer Control

Step	Action	Effect
7	Type HELLO. THIS MESSAGE IS FOR TUESDAY. I WILL BE BACK AFTER 3 THIS AFTERNOON. THANKYOU FOR YOUR CALL. GOODBYE	The message appears on the screen as you type
	<i>Try out the new Voice Response</i>	
8	Press /6	The message is spoken on the loudspeaker
	<i>Set Auto-answer control so that the message is used to answer calls to this C P</i>	
9	Press /1	The Auto-answer Control Menu is displayed
10	Press 1	The display for Set Auto-answer appears showing the messages in the library and other information. The message XYZ is shown
11	If there is any information under the headings Voice response, Start time and End time, make a note of it. Also note if Voice Auto-answer is ON or OFF	This is so that you can restore the information at the end of the script

## Script 6 Auto-answer Control

Step	Action	Effect
12	Press <i>f</i> 1	A new set of boxes appears below the original ones. The cursor is moved to the start of the Voice Response box
13	Type XYZ	The name appears as you type
14	Type 00002359	The times appear as you type
15	Press <i>f</i> 1	The new values are entered in the upper line
16	If Voice Auto-answer is OFF, press <i>f</i> 4	Voice Auto-answer is turned ON
17	If possible, go to another telephone and make a call to your C P	The C P answers the call with the message you have just entered
	<i>Delete the Voice Response and return the system to its original state</i>	
18	Press <i>f</i> 1	The amendment boxes are displayed again
19	Type the name of the Voice Response, Start time and End time noted in step 11. If any of the boxes were blank then type spaces to clear them	The name and times appear as you type
20	If Voice Auto-answer was previously OFF, press <i>f</i> 4	Voice Auto-answer is turned OFF

## Script 6 Auto-answer Control

<b>Step</b>	<b>Action</b>	<b>Effect</b>
21	Press <i>f</i> 1	The original values are replaced
22	Press <i>f</i> 7	The Auto-answer Control Menu is shown as in step 9
23	Press 4	The prompt is displayed for the name of a message to be deleted
24	Type <b>XYZ</b>	The name appears as you type
25	Press <i>f</i> 1	The prompt appears to confirm deletion
26	Press Y	The message is deleted. The C P is as it was at the start of the script. The Auto-answer Control Menu is displayed
27	Press START	The Top Level Menu is displayed

## Script 7 Computer access

The C P can act as a computer terminal for access to Viewdata services such as Viatel and for connection to other computer services when the C P acts as a Teletype terminal.

This script illustrates connection of the C P in this way. Some of the actions depend on the service the C P is connected to. To follow the first part of the script you will need access to Viatel or similar service such as ICL Bulletin. To follow the second part of the script you will need access to a computer service which accepts connection by a Teletype. There must also be a profile stored in the C P for each of these types of service.

For more details see the section *Computer Access* in the *C P Handbook*.

<b>Step</b>	<b>Action</b>	<b>Effect</b>
	<i>Select the Computer Access Menu</i>	
1	Press START	The Top Level Menu is displayed
2	Press 5	The Computer Access Menu is displayed
	<i>Prepare to connect to a service from the Computer Services Directory</i>	
3	Press 1	If there are no entries in the directory, the Computer Services Directory Menu is displayed.  If there are entries in the directory, the directory is displayed showing the current entry. Press /7 to get the Computer Services Directory Menu
4	Press 6	The Computer Access Menu is displayed

## Script 7 Computer Access

Step	Action	Effect
	<i>See the display for manual connection</i>	
5	Press 2	The display for manual connection is shown
6	Press /8	The Computer Access Menu is displayed
	<i>Enter the Computer Service Directory</i>	
7	Press 5	The Computer Services Directory Menu is displayed
	Entries in the Computer Services Directory are added, amended and deleted in just the same way as entries in the Telephone Directory: see Script 4	
8	Press 6	The Computer Access Menu is displayed
	<i>Scan the profiles stored in the C P</i>	
9	Press 7	If there are no stored profiles, a menu is presented for the type of new profile. Press /8 and go to step 14
		If there are any stored profiles, the first of these is displayed
10	Press →	If there is more than one profile, the next one is displayed. If not, there is no effect

## Script 7 Computer access

Step	Action	Effect
11	Press ←	The first profile displayed returns or remains
12	Press /8	The Computer Access Menu is displayed
13	Press 2	The Computer Access display for manual connection is shown, which allows input of a profile or selection of a terminal type
14	Press START	The Top Level Menu is displayed

## Script 8 Calculator

Calculator on the C P works in much the same way as an electronic calculator. It makes use of the C P display to show the history of the calculation. This script takes you through some calculations to illustrate the basic functions of the calculator.

A complete description of the facilities is given in the section *Calculator* of the *C P Handbook*.

Step	Action	Effect
<i>Enter the Calculator</i>		
1	Press START	The Top Level Menu is displayed
2	Press 6	The Calculator display is shown
<i>Carry out a simple sum and store the result in the Calculator memory</i>		
3	Type $1+2=$	The input appears on the screen and on typing = the result <b>3</b> also appears in the Entry line
4	Type MS	The result is stored in the Calculator memory
<i>Add 4 to the result</i>		
5	Type $+4=$	The input again appears as it is typed and the result <b>7</b> is also shown

## Script 8 Calculator

Step	Action	Effect
	<i>Subtract the value stored in the memory from the last result</i>	
6	Type <b>-MR</b>	The value stored in the memory is shown in the entry line
7	Type <b>=</b>	The result <b>7-3=4</b> is shown
	<i>Clear the entry line and the memory</i>	
8	Type <b>B</b>	The Entry line and the memory are cleared
	<i>Carry out a percentage calculation</i>	
9	Type <b>60+15%</b>	The input is shown together with the result, <b>69</b> , which is $60 + (15\% \text{ of } 60)$
	<i>Perform a calculation using a constant stored in the memory</i>	
10	Type <b>C</b>	The Entry line is cleared
11	Type <b>3.14</b>	The input is shown in the Entry line
12	Type <b>MS</b>	The value is stored in the memory
13	Type <b>C</b>	The Entry line is cleared

## Script 8 Calculator

Step	Action	Effect
14	Type <b>MR*25=</b>	The value in memory is put in the Entry line and multiplied by 25. In Calculator * is used to mean multiplication
15	Type <b>MR*36.6=</b>	Another multiplication by the constant in memory is carried out
	<i>Accumulate results in the memory</i>	
16	Type <b>3*3=MS</b>	A value is calculated and put in the memory
17	Type <b>C</b>	The Entry line is cleared
18	Type <b>4*4=M+</b>	Another value is calculated and added to the memory
19	Press <b>START</b>	The Top Level Menu is displayed

## Script 9 BASIC

BASIC is a programming language. This script takes you through starting the BASIC application (steps 1 and 2).

If BASIC is not already loaded in your C P, you should put a cartridge containing BASIC in one of the microdrives. Step 2 will load BASIC from the cartridge if need be: this will take a few seconds.

If BASIC is already loaded, any BASIC program in store will be deleted during the script.

This script is not an introduction to writing programs in BASIC: for that you should read the manual *C P BASIC*.

Step	Action	Effect
	<i>Enter BASIC</i>	
1	Press START	The Top Level Menu is displayed
2	Press numberpad 7	Loads BASIC from cartridge if need be, and enters BASIC
	<i>Obey some single lines of BASIC</i>	
3	Type <code>PRINT 2+3</code> ← ↵	Displays 5 on the screen
4	Type <code>FOR N=1 TO 5:</code> <code>PRINT N*N</code> ← ↵	Displays 1 4 9 16 25

Step	Action	Effect
	<i>Enter a short BASIC program and run the program</i>	
5	Type NEW ← 100 CLS: CLEAR ← 110 FOR R=1 TO 2 ← 120 CSIZE R,0: PRINT "A" ← 130 END FOR R ←	The program is entered as you type and it also appears on the screen
6	Type RUN ←	The program runs and prints the letter A twice in different widths
	<i>Make a change to the program using EDIT, and run the program again</i>	
7	Type EDIT 120 ←	Displays line 120 ready for editing
8	Press ← twice	Moves the cursor over A
9	Type B ←	Overwrites A with B
10	Press ←	Leaves the edit mode
11	Type RUN ←	The program runs and prints the letter B
	<i>List the program on the screen</i>	
12	Type LIST ←	The program is listed on the screen

## Script 9 BASIC

Step	Action	Effect
13	Type <b>BYE</b> ←	The program and BASIC are deleted from store, and the Top Level Menu is displayed
	<i>To leave BASIC loaded in the C P, carry out the following steps instead of step 13</i>	
13a	Type <b>NEW</b> ←	The program is deleted from store
13b	Press <b>START</b>	The Top Level Menu is displayed. BASIC is shown as Waiting

## Script 10 Housekeeping

There are several tasks performed by the Telecom C P which are gathered together under the heading of Housekeeping. This script illustrates some of them. Particular care is needed in using Housekeeping since it can be used to change or delete information stored in the C P and on microdrive cartridges.

For this script you will need a cartridge which already contains some information. For example, one of the cartridges supplied with the C P, such as the Welcome cartridge, could be used.

You will also need a new cartridge which has not yet been formatted. If you do not have such a blank cartridge you can use a cartridge which contains information which is no longer wanted — all the information on it will be destroyed.

While formatting is in progress (step 21) any other action, such as pressing a key or the telephone ringing, will cause the format process to be abandoned. If this happens, try again by pressing START, then pressing 8, to display the Microdrive Utilities Menu, and then return to step 17.

A full description of facilities is given in the section *Housekeeping* in the *C P Handbook*.

Step	Action	Effect
	<i>Enter Housekeeping and carry out the battery check</i>	
1	Press START	The Top Level Menu is displayed
2	Press 8	The Housekeeping Menu is displayed
3	Press 1	The battery check is carried out. If the message <b>BATTERY LOW</b> appears, you can continue to use the C P for some time, but the battery should be changed soon — see the section <i>Solving Problems</i> in the <i>C P Handbook</i>

## Script 10 Housekeeping

Step	Action	Effect
	<i>Get a cartridge report</i>	
4	Press 3	The Microdrive Utilities Menu is displayed
5	Place a cartridge in the right-hand microdrive, if there is not already one in place	Cartridge in place — this is not reflected on the screen or shown by any indicator light
6	Press 2	The Cartridge Report display is shown with the cursor in the first position of the Cartridge name box
7	Press TAB	The cursor moves to the Drive box
8	Press R	r appears in the Drive box
9	Press /1	The indicator for the right-hand microdrive lights up and the motor may be heard running for a few seconds.  The name of the cartridge appears in the Cartridge name box and other details of the cartridge are given. If the message <b>CARTRIDGE OK</b> does not appear but some other message, you should report this, but you can carry on with the script
10	Press Y	The File List display shows the files on the cartridge
11	Press ↓	If there are more files in the list than will fit on the screen, the list is scrolled to show the next file

## Script 10 Housekeeping

Step	Action	Effect
12	Press ↑	The list of files returns to what it was before step 11
13	Press Y	The Cartridge Report display returns
14	Press /8	The Microdrive Utilities Menu is displayed
15	Remove the cartridge from the right-hand microdrive	
<i>Format a new cartridge</i>		
16	Place a new cartridge in right-hand microdrive	WARNING: Any files on this cartridge will be destroyed: see the introduction to this script
17	Press 1	The Format Cartridge display appears
18	Press A	a appears as the Required cartridge name
19	Press TAB	The cursor moves to the Drive box
20	Press R	r appears in the Drive box

## Script 10 Housekeeping

Step	Action	Effect
21	Press <i>f</i> 1	The right-hand indicator lights and the motor may be heard as the cartridge is formatted. (If the cartridge has already been formatted, the existing cartridge name is displayed: press Y to continue. If you do not wish to overwrite this cartridge, press N instead of Y, and replace it with another cartridge.) The message <b>Format proceeding</b> appears on the screen. When formatting is completed the indicator goes out and the message <b>Cartridge formatted</b> appears
22	Press N	The Microdrive Utilities Menu returns
23	Press START	The Top Level Menu is displayed

# Appendix — How to delete information stored in the C P

To see what information is stored in the C P, follow these instructions:

- 1 Press START
  - The Top Level Menu is displayed
- 2 Press 8
  - The Housekeeping Menu is displayed
- 3 Press 8
  - Store Report is displayed. If anything else is displayed repeat the sequence from the beginning

There are two items under the heading Applications which are always present and which cannot be deleted. These are Housekeeping and Data Record.

If there are any other entries under Databases or Applications, you must first consult the person responsible for this C P, if that is not yourself, to make sure that it is safe to delete these items.

If you need to save the Databases and Applications in the C P before deleting them, see the section *Store Report* in the *C P Handbook*.

To delete Databases and Applications, display the Store Report in the way described above.

- 1 If the item highlighted is **Housekeeping** or **Data Record**, then press the key marked TAB. The next item is then highlighted. Repeat this step if need be
- 2 If the item highlighted is not **Housekeeping** or **Data Record**, then:
  - a) Hold down the key marked ALT *f* and press the key marked 1 on the numberpad. The message **OK TO DELETE? (Y/N)** appears
  - b) Press the key marked Y on the main keyboard. The item is deleted and is now shown in low intensity, and the next item on the list is highlighted
- 3 When all the items except **Housekeeping** and **Data Record** have been deleted in this way, hold down the key marked ALT *f* and press the key marked 2 on the numberpad. The display is updated and only Housekeeping and Data Record should remain

You can now return to follow the instructions for starting the Welcome Program.



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