



1. TO ENTER YOUR USER:

The **user** is the name, that a user (or a group of users) has chosen in cooperation with the system-operator and which has been added to the system. To protect his mail the user can add a **password** to his **user**. The **user** and **password** (if used) must be spelled correctly otherwise:
DESTINATION UNKNOWN OR BAD RECEPTION or **YOUR IDENTIFICATION UNKNOWN OR BAD RECEPTION** is received from C-MAIL.

The first thing you have to do is to enter your **user,password** in the PX. When this has been done you won't need to type them in again each time, since they are stored in the memory.

You enter your **user** as follows:

- Press the **ON/STOP** key, which switches the PX on.
- The screen shows:
<FREE> 01-01
- Press **SEND** key. Select: **SET-UP** and **USER,PASSWORD** from the MENU (see your PX manual). The screen now shows:
ID:
- Now key in the **user** (maximum 12 characters or figures) that you have agreed with the system-operator, e.g. **J.SMITH**
- When you have keyed in your **user** press **RETURN** key.
- The screen will show: **<ACCEPTED>**

Your **user** has now been stored in the PX. You cannot check whether this has taken place successfully. If in doubt, repeat the input procedure and make certain that you have keyed in the **user** correctly before pressing **RETURN** key. If you have not entered the **user** correctly you will shortly receive the following answer from C-MAIL: **YOUR IDENTIFICATION UNKNOWN OR BAD RECEPTION**

2. TO ENTER/CHANGE YOUR PASSWORD:

Select a password: a number of letters or characters (maximum 12), which you can easily remember, e.g. your favourite colour, the name of a singer, an important date. There are all sorts of possibilities! Let's assume you choose **MOZART** and your user is **J.SMITH**

Type the following in a free text file:
CPASSWD MOZART,MOZART
You must key in the **password** twice, separated by a comma. Then dial the C-MAIL computer (see section 3). On receiving this message the computer will answer:
NEW PASSWORD ACCEPTED

You must also store your new **user, password** in the PX!
After selecting **USER,PASSWORD** from the MENU, the screen shows:
ID:
Now key in: **J.SMITH,MOZART** (without spaces) and press **RETURN** key. The screen shows: **<ACCEPTED>**
Your **user, password** have now been stored in the PX and you don't need to enter them again.

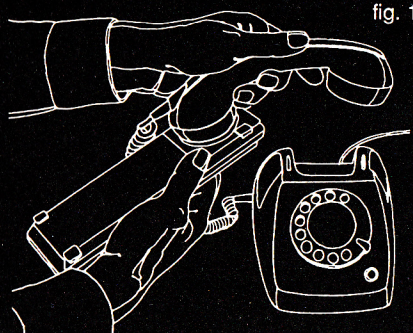


fig. 1

3. SENDING A C-MAIL MESSAGE:

Every C-MAIL message starts with the command line. This line is made up of your **user,password**, the **command word** and the **destination** or **command word extension(s)** and always a **RETURN** key.

For example: **ABC,123 TO J.SMITH**
or **ABC,123 LIST MINE**
A list of all commands is given below. Commands can be given in both upper-case and lowercase characters, which ever you prefer.

Since you have stored your **user,password** you need NOT type them in again. So:

1. Type in an empty text file: the **command word** and the **user** to whom you are sending.
For example: **TO DRONE** and press the **RETURN** key. Now type the text you want to send.
2. You previously selected the desired transmission mode (see your manual). Press **SEND** key.
Dial the C-MAIL computer and wait for the end of the loud beep you will hear for approximately 5 seconds.
3. Hold the PX against the **mouthpiece** of the telephone and press the **SEND** key to send your message. You will hear and see when the PX is finished. After flashing, the redlight will go out briefly and then on again. See fig. 1.
4. Transfer the PX to the **earpiece**. There is ample time for this! Wait until you have received the text C-MAIL sends to you. Keep the PX pressed against the phone until the red light has gone out. See fig. 2.
5. After receiving the reply message, remove the PX from the telephone. Press any key to read the message.

When you have more than one message to send (up to 5) you can use the **MULTIPLE-BLOCK** option (see your PX manual).

This mode sends different text files to different **users** in one transmission. Each text file has to start with a **command line**. **MULTIPLE-BLOCK** sends text files (max. 5) from the present to the last file before an empty text file or a fully encrypted text file in one transmission.

When the files are ready to send, position the cursor in the first file you want to send and press **SEND** key twice.

For sending C-MAIL messages over bad telephone lines you can use the send mode **HAMMING** (see your PX manual).

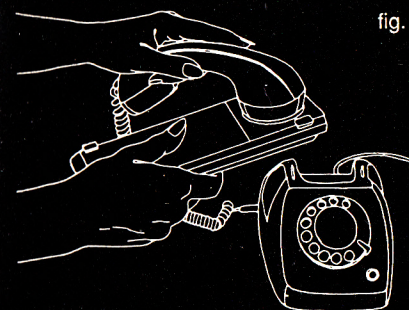


fig. 2

4. RECEIVING A C-MAIL MESSAGE:

Type in an empty text file what message(s) you want to receive and press the **RETURN** key.
For example: **RECEIVE NEW**
Repeat steps 2 to 5 as shown above.

5. C-MAIL COMMANDS

A. TO SEND A MESSAGE:

TO user

Text following this command will be put in the mailbox of the user, to whom you are sending.

TO user (groupname)

The message is sent to a group of users, e.g. **BOARD** or **SALES-DEPT**.

TO ALL

The message is sent to all users.

TO PRINTER

This command sends the message to the printer of the system.

TO user,user,user

The message is sent to those users.

TO TLXnumber

Sends the message via C-MAIL to the selected telex destination, if a telex line is connected to the C-MAIL system.

B. TO CHECK YOUR MAILBOX:

LIST NEW

Lists information on messages you have not yet read.

LIST LAST

Lists information on the oldest message in your mailbox that you have not yet read.

LIST ALL

Lists information on all messages in your mailbox.

LIST MINE

Lists information on messages that you have sent to other users. This way you can check whether the user (at which date and time), to whom you have sent mail, has read the message(s).

LIST FILES

Lists names of all files available in C-MAIL.

C. TO CHECK USERNAMES:

For this command:
contact your system-operator.

D. TO RECEIVE A C-MAIL MANUAL:

RECEIVE MANUAL

E. TO RECEIVE YOUR MAIL:

RECEIVE NEW

You receive all messages in your mailbox, that you have not read yet.

RECEIVE SAME

The same as NEW plus the messages you have read in the past hour.

RECEIVE ALL

All the contents of your mailbox are sent to you.

RECEIVE LAST

This command will send you the oldest message in your mailbox, that you have not read yet.

RECEIVE number,number,number

Can be used when you want to read or re-read specific messages which are sent to you or sent by you.

RECEIVE FILE name

The file with that name is sent to you. A list of files can be received by: LIST FILES

RECEIVE FILE TLXMAN

This file gives you a short explanation how to use the telex option in C-MAIL.

F. TO RE-SEND A MESSAGE:

SEND no TO user

no is the number of the message to be re-sent.

The user can be a user, a group of users or a telex destination.

The sent date of the new message is the current date.

Both sender and receiver may re-send a message. The message is copied. A new number is assigned to the message.

If a receiver re-sends a message, then he/she is made owner of the new message. The read date/time of the original message is not changed.

G. TO CHANGE YOUR PASSWORD:

CPASSWD password, password

You have to type in the new password twice, separated by a comma. After changing your password in C-MAIL you have to insert your new user,password in your PX as well.

H. TO DELETE A MESSAGE:

DELETE number

Deletes from the system the message, sent by you, with the specified number.

I. SINGLE LETTER COMMANDS:

C-MAIL allows the user to replace each command word with the first letter of that word. For example:

RECEIVE NEW can be typed as R N

and the command

LIST USERS can be typed as L U

J. HOLD OPTION:

To specify the number of days the message should stay in the system, if it has not been read, use HOLD, e.g.:

TO U.MAJOR HOLD 12

The message for U.MAJOR will be held for 12 days. The default number of hold days is 30.

6. TO SEND PARTIAL ENCRYPTED MAILBOX MESSAGES:

When you want to finish your C-MAIL message with an encrypted text: press SHIFT+CODE (=KEY TXT) to insert a partial encrypt marker at the beginning of that part of text you want to encrypt. After inserting the marker and the text, press CODE and insert the code key to encrypt. After pressing CODE the text will look like:

TO SALES

The next text is crypted||46C394753E1DA

TO SEND/RECEIVE TELEX MESSAGES BY C-MAIL

1. TO SEND A TELEX

The user has the option to send telexes with the PX if the C-MAIL system is connected to a telex network.

Some telex networks use 2-stage dialling for international calls. Other networks are able to dial an international number in 1-stage.

Contact the system-operator to know which one you have to use, or contact C-MAIL: RECEIVE FILE TLXMAN

The syntax of the command line to send a telex via a 1-stage dialling network:

TO TLXcntry+tlxno-answb

The syntax of the command line to send a telex via a 2-stage dialling network:

TO TLXlac+cntry+tlxno-answb

lac : International access code

cntry : Is only used for international telex calls.

tlxno. : The telex subscribers number.

answb: Expected answerback (optional).

note It is recommended to use the company answerback, excluding the network code, e.g.
18820-TXTL

EXAMPLES (1-STAGE DIALLING)

1. Call to national telex number 12345, no answerback.
TO TLX12345
2. Call to telex number 12345.
The answerback is ABC.
TO TLX12345-ABC
3. International call. Country code 0345. Telex number 67890, no answerback.
TO TLX0345+67890
4. International call. Country code 0345. Telex number 67890.
Answerback is XYZ.
TO TLX0345+67890-XYZ
5. Sending telex messages to several telex destinations and to several C-MAIL users at a time.
TO TLX12345,TLX7896,J.SMITH

EXAMPLES (2-STAGE DIALLING)

1. Call to national telex number 12345, no answerback.
TO TLX12345

2. Call to telex number 12345.
The answerback is ABC.
TO TLX12345-ABC
3. International call. International access code 12. Country code 345. Telex number 67890, no answerback.
TO TLX12+345+67890
4. International call. International access code 12. No country code. Telex number 67890. Answerback is XYZ.
TO TLX12++67890-XYZ
5. Sending telex messages to several telex destinations and to several C-MAIL users at a time.
TO TLX12345,TLX9876,J.SMITH

CONFIRMATION OF TRANSMISSION OF THE TELEX MESSAGE

Because of different factors, it may take some time before a telex can be sent out successfully. Therefore the user will not get immediate confirmation whether the telex went out or not.

The telex produces a message completion report to the user, whenever a telex is abandoned or completed.

All non-telex characters in the message are converted into valid telex characters, defined by the system operator and the number of converted characters is sent within this report.

To get a list of possible error codes use:
RECEIVE FILE TLXERR

After some time contact C-MAIL, to check if telex is sent, by: RECEIVE NEW

2. TO RECEIVE TELEX MESSAGES IN YOUR MAILBOX

If C-MAIL receives an incoming telex with a line containing ATT:user C-MAIL looks for a destination which must be specified after this string on the same line, e.g. ATT:J.SMITH If found, the text of the telex message is also put in the mailbox of that user.

So, ask the other party, when sending a telex to you by a normal telex machine, to write on a line: ATT:user and the telex message will be put in your mailbox as well.

You must use RECEIVE NEW to receive this telex via C-MAIL.