

**TRS-80<sup>TM</sup> Mailgram<sup>®</sup> Software**

**Radio Shack<sup>®</sup>**



A DIVISION OF TANDY CORPORATION  
FORT WORTH, TEXAS 76102

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## Introduction

Radio Shack now provides a software package which will enable TRS-80™ microcomputer owners to send Mailgram® messages using the Western Union Electronic Mail, Inc. Stored Mailgram System — the most exciting and up-to-date electronic mail system available today.

This new software program lets you store frequently used addresses and messages in the Western Union Electronic Mail Inc. computer. You can input Mailgram messages electronically from your TRS-80 to a post office near the addressee via Western Union Electronic Mail, Inc. At the post office, your message will be automatically typed on the blue and white Mailgram letterhead, inserted in a Mailgram envelope, and sent on its way for delivery with the next business day's mail.

The Mailgram system is easy to use, but please read this manual all the way through before you try to send any messages. This way, you will have a better understanding of the Mailgram system. You must complete and sign the enclosed WUEMI Service Agreement before you can transmit messages.

## Customer Assistance

Radio Shack and Western Union Electronic Mail, Inc. are prepared to assist you with your Mailgram service. The nature of your problem determines whether you will call Radio Shack or Western Union.

## TRS-80 Questions

For any questions relating to the TRS-80 equipment, configuration, or operation, please call Radio Shack at (800) 433-1679 (in Texas, call (800) 772-5914). Transmission difficulties or software questions will be answered by Radio Shack.

## Mailgram Message Questions

For Mailgram format assistance or help in understanding Mailgram computer responses, please call Western Union Electronic Mail, Inc. Customer Service at (800) 336-3337. Identify yourself as a TRS-80 user and be prepared to give your account number. Address any questions regarding service, options, features, and all billing matters to Western Union Electronic Mail, Inc.

### Features

- Full Message editing capability.
- Lets you store frequently used addresses and messages in the Western Union Electronic Mail, Inc. System.
- Allows you to print out a message before sending (if you have a printer).
- All messages transmitted for delivery with the next business day's mail.

### Minimum System Requirements

#### Tape Based System:

16K Level II Keyboard  
Expansion Interface  
RS-232C Serial Interface  
Telephone Interface  
Printer (optional)

#### Disk Based System:

16K Level II Keyboard  
Expansion Interface  
1 Disk Drive  
RS-232C Serial Interface  
Telephone Interface  
Printer (optional)

### Loading the Program

#### For Tape Users:

1. Turn on the screen, Expansion Interface and keyboard.

The screen will show:

MEMORY SIZE?\_

READY\_

\*?\_

You will type:

Press **ENTER**

**SYSTEM** and press **ENTER**

**MAIL** and press **ENTER**

2. Put the Program Tape in the recorder and press "REWIND".
3. Set the volume of the recorder between 4 and 6.
4. When the tape has rewound, press the "PLAY" button on the recorder.

After the program has loaded, \*?\_ will appear again. Type **Y** and press **ENTER**.  
The program will now start.

### For Disk Users:

**Note:** See instructions for transferring the program onto Disk on page 33.

1. Turn on the screen, Expansion Interface and the Disk Drives.
2. Put the Mailgram Service Program diskette in Drive 0.
3. Turn on the keyboard.
4. DOS READY will appear on the screen.
5. Type **MAIL** and press **ENTER**.
6. The program will load automatically and begin.

# The Function Menu and Entering Your Message

## The Function Menu

After you have loaded the program, the operation will be the same for tape and disk. This menu will appear:

(E)DIT MESSAGE

(P)RINT MESSAGE

(T)RANSMIT MESSAGE

(@) END SESSION

ENTER A SELECTION: \_

These are the functions you will use to prepare and send messages. This manual will explain each function in detail.


## Entering Your Message


Press **[E]** for Edit. Edit is used to create your message.


When entering your message, there are several editing features that will help you make corrections. There are also special function keys you will use in preparing your messages. Here is a list of the editing features and the special function keys.


**Note:** Many of the editing features will have **[SHIFT]** before them. This means you must hold down the **[SHIFT]** key while pressing an edit key. Many of the features are for "Cursor" control. The Cursor is the blinking dash that indicates the next typing position. The Cursor controls will move one character or line at a time. Holding down any key will cause it to repeat.



## Editing Functions

 Moves Cursor to the right, one position.



 Moves Cursor to the left, one position.

**SHIFT**  Moves Cursor up one line.

**SHIFT**  Moves Cursor down one line. The Cursor will not move past the last line typed. Note: On some units, the **Z** key will need to be pressed while holding down these keys.

**SHIFT**  This is an insert feature. Move the Cursor to the place you want to insert. Hold down the **SHIFT** key and press the right arrow  key. This will cause everything from the current Cursor position on to move right (inserting a blank). Insertion will be continued until the insert key is released.

Note: If words at the end of the last line (line 16) move off the screen, they will be lost.

**SHIFT**  Deletes one character, and moves the text to the left one position. Position the Cursor at the letter you want to delete. Hold down the **SHIFT** and press the left arrow  key. The letters after the cursor position will continue to be deleted as long as you hold down the delete key.

There is another way to correct typing errors. Position the Cursor over the incorrect letter and type the correct letter.



## Special Function Keys

**ENTER** The **ENTER** key is used as a Carriage Return. You must have a Carriage Return at the end of each line of text. When you press **ENTER**, a solid white block will indicate a Carriage Return. A Carriage Return **cannot** be deleted. The computer will automatically adjust the lines during insertion and deletion.

**↓** This generates a Forced Line Feed. You can use this in place of the **ENTER** key (Carriage Return). When Forced Line Feeds are used during insertions and deletions, adjustments in text format will stop at that point. They are used to end paragraphs, tables, address lines, etc. Forced Line Feeds can be deleted. (When you press the **↓** for a Forced Line Feed, it will appear on the screen as a **↵**).

**↑** This generates a Carriage Return and is used as a line separator in the Address lines. When you transmit a Mailgram message, the lines will be separated wherever up arrows are found.

**CLEAR** This key will erase everything on the screen, starting at the current Cursor position.

**SHIFT**@ This will return you to the Menu from anywhere in the editing mode.

Now that you have a background in editing features, it's time to learn how to format your Mailgram messages.

## Addresses

Western Union Electronic Mail, Inc. Codes:

- \*ZIP — Used for non-stored addresses
- \*STA — Used for stored addresses
- \*FUP ADDA — Used to add addresses to a stored group
- \*FUP DA — Used to delete addresses from a stored group



The above Function Codes will be used for address messages. Each code will be explained in detail in this section of the manual.

## Zip Addresses

A Zip Address is for an address that will only be used once. It is not stored in the Western Union Electronic Mail, Inc. System. Here's how to type a Zip Address:

```
*ZIP 31408↑MR. GEORGE CASTER↑XYZ CO.←  
203 S. MAIN ST.↑SAVANNAH, GA. 31408←
```

The two zip codes in the address must match or the message will be rejected. Individual address elements within a line (name, street address, etc.) can not exceed 40 characters.

**Note:** You cannot split an address element with a Carriage Return or Line Feed. If you reach the end of a line in the middle of an address statement, backspace to the beginning of the statement, and press a  (Forced Line Feed). This will move the statement to the next line. Hold down the  until the Cursor stops moving to the right, then continue typing.

## Stored Addresses

The Western Union Electronic Mail, Inc. System allows you to store up to 999,999 addresses. You can put the addresses into groups, up to 9,999 different groups. You will receive a Rolodex card for each address you store.

The Rolodex card will have your Individual Address Reference Number and your Group Number on it. It will also have the name and address the number represents, your Account Number, and the Computer Acceptance Number.

## Individual Address Reference Number

When Western Union Electronic Mail, Inc. has accepted a specific address, the address will be assigned a special Reference Number for this one address. You will receive the number by mail on a Rolodex card.

### Group Reference Number

Each group is identified by a seven digit number. Example number: 9900019. THE FIRST TWO DIGITS ARE ALWAYS 99. The third through sixth digits are designated by you. The seventh digit is assigned by the computer. You can use the numbers 0001 through 999 as the third and fourth digits when storing address groups.

Here is an example of how you might arrange groups:

GROUP 01 — ALL SALES PERSONNEL  
GROUP 02 — DISTRICT SALES MANAGERS  
GROUP 03 — DISTRIBUTORS  
GROUP 04 — SUPPLIERS  
GROUP 05 — REGIONAL OFFICES

Once you have decided how to group your addresses, they can be stored in the Western Union Electronic Mail, Inc. System for future use, by group, and by address.

GROUP REFERENCE NUMBER 99 0033 5

Indicates this  
is a Group.

Group number  
you have chosen.

The last digit  
is assigned  
by the computer.

### How to Store Addresses

To create a new address group, or to add a new address to an existing group, format your message like this:

\*FUP ADDA01←

\*ZIP 98126↑SUSAN JACKSON↑918 KALMIN PL.←  
SEATTLE, WA 98126\*END

**Note:** The two digit number 01 following \*FUP ADDA is the group number.

Then, transmit your message to the Mailgram system. You will receive an acceptance number at the end of the transmission. Write this number down. It is your temporary Reference Number until you receive your Rolodex card. When creating a group, you can fill the screen with addresses and send them all on one transmission. Make sure you follow each address with an **\*END**. You can only transmit one screenful of addresses at a time.

An address cannot be longer than five statements and no more than 40 characters per statement.

**Note:** To save space on the screen, use the **[↑]** after the ADDA01. The address can be typed on the same line. For example:

```
*FUP ADDA0000123 ↑*ZIP 98126↑SUSAN JACKSON↑918 KALMIN PL.←  
SEATTLE, WA 98126*END
```

The **[↑]** is used to separate statements on the same line.

When you are ready to send a message using one of your Stored Addresses, use the \*STA Function Code to reference that address. Following **[\*][S][T][A]**, type the reference number from the Rolodex card that corresponds to the address. Here's an example of how you would type a stored address reference number on the screen:

```
*STA0000123
```

Then you would type the body of your text. When you transmit the message, the computer will recognize the reference number and address the Mailgram message accordingly.

### How to Delete an Address

To delete an address from a stored list, prepare your message like this:

```
*FUP DA0005922*END ←  
*FUP DA"747-8821"*END
```

DA, in the two examples, stands for Delete Address. You will receive a confirmation of the deleted address through the mail. When you get your confirmation, throw the corresponding Rolodex card away. That way, you can keep your Rolodex file up to date.

Each request for a deletion must be on a separate line and have \*END after the request.

To delete an entire group, delete one address at a time (by the Individual Reference Number), or let Western Union Electronic Mail, Inc. know what group and they will delete it free of charge. This can be done by calling Western Union Electronic Mail, Inc. Customer Service, or the GUS function described on page 26.

Whenever adding or deleting an address, transmit the message as you would a normal message.

### Picking Your Own Stored Address Reference Number

Normally, the "Individual Stored Address Reference Number" is chosen by the computer. But when you store an address, you may wish to use a specific employee name, number, account, store, or telephone number as the Individual Reference Number.

To store an address with your specific "Individual Reference Number", prepare your message as follows (this example uses a telephone number):

```
*FUP ADDA02"747-8821"←  
*ZIP 75201↑ DAVID MARTIN↑ 20 MAIN ST.←  
DALLAS, TX 75201*END
```

A Customer Designated "Stored Address Reference Number" can have from 1 to 16 alphabetic or numeric characters. Asterisk, quote, or up arrow symbols cannot be used as part of a specific Stored Address.

The Reference Number you choose must be enclosed in quotation marks. The quotation marks do not count as part of the 16 characters. When you specify a Stored Address Reference Number, it can't be used until you receive a confirming Rolodex card.

To send a Mailgram message with a specified Stored Address, the Reference Number must be entered exactly as it appears on the Rolodex card, including quotation marks.

### Rules on Addresses

#### Zip Addresses

1. Limited to 5 statements (not including initial Zip statement.)
2. Limited to 40 characters per statement (name, address, etc.)
3. Addressee's zip code must be entered at the beginning and the end of an address. These zip codes must match.

## Stored Addresses

1. To exclude an individual from a group (for one transmission only), prepare the Stored Address as follows:

\*STA 9900019,X0005922.

The X (in front of the Individual's Reference Number) will exclude that address from the group mailing.

If exclusions are entered for more than one group, the exclusions must be preceded by the appropriate Group Number:

\*STA 9900019,X0005992,9900028,X0000028,X0000034

2. Group Number 9900000 represents all the Stored Addresses in your file. To send Mailgram messages to everyone in your file, enter: \*STA 990000000. To send a message to everyone in your file except group 01, enter: \*STA 990000000 X 99000019.
3. 00019 represents your Individual Stored Reference Number. If you wish to receive a confirmation of a transmission, include your Individual Reference Number, or your own Zip Address.

**Note:** When using more than one line of stored address numbers, or exclusions, the new line of numbers must begin with a new function command: \*STA. Do not repeat the same Group Number on the new line; this would result in duplicate messages to the same group.

## Multiple Address Reference

This feature allows you to send the same message to a variety of addresses types. You can combine stored address reference numbers (both Group and Individual) with Zip Coded Addresses. Example:

```
*STA 0000019,0000028,0000037,0000123,0001438 ←
*ZIP 22120 ↑ A.B.C. CO. ↑ 4320 MAPLE AVE. ←
VIENNA, VA. 22120 ←
*VTX (Your Message) ←
*END
```

Although there are many addresses in the examples above, you will receive only one acceptance number since there is only one END of message. Each new address must start with the appropriate Function Code.

## Message Texts

Western Union Electronic Mail, Inc. Codes:

- \*VTX — Used for Variable Texts, not stored in the system.
- \*STX — Used for Stored Texts.
- \*FUP ADDT — Used to add a text to your stored file.
- \*FUP DT — Used to delete a text from your stored file.
- \*FUP TEMP — Used to store a temporary text for 9 days.

All of the above Function Codes pertain to message texts and will be explained in detail in this section of the manual.

## Variable Text Messages

A Variable Text is not stored in the Western Union Electronic Mail, Inc. System. It is a message that will be used only once. Here's an example of a Variable Text message:

```
*VTX ALL REGIONAL SALES MANAGERS ■  
THERE WILL BE A NATIONAL SALES MEETING ■  
IN THE CHICAGO OFFICE ON THURSDAY, APRIL 14. ←  
←  
EVERETT MCKENZIE, V.P. ←  
XYZ COMPANY*END
```

If the message is too long to fit on the screen, you can send it in two sections using the Temporary Text feature (see page 18). The Forced Line Feed is often used between the body of the text and the signature to produce a space. The last statement in the message must be \*END for the message to be transmitted properly.

## Stored Text Message

Frequently used messages can be stored in the Western Union Electronic Mail, Inc. System. The message can then be sent by using an assigned reference number (given when it's accepted). You'll receive a permanent number in the mail later. There are two types of messages you can store, permanent and temporary.

### Permanent Text

This is for messages you will be using for extended periods of time. To store a permanent text, format your message like this:

```
*FUP ADDT←  
YOUR ACCOUNT IS PAST DUE. PLEASE ■  
REMIT IMMEDIATELY←  
←  
S. ANDREWS←  
CONSOLIDATED METALS←  
203-627-0025*END
```

ADDT stands for ADD Text. When you transmit your message, the computer will acknowledge the message with a fifteen digit number. Write this number down — you can use it until your permanent STX number arrives in the mail. You will receive a copy of the Stored Text with the acceptance number. A Stored Text is limited to 16 lines. Longer texts may be stored in sections of 16 lines each.

### Temporary Text

This feature is for a message you do not wish to keep in your permanent file. You format this message in the same way as a Permanent Text, except you use the \*FUP TEMP Function Code. The Temporary Text will be automatically deleted from the file in nine days.

This feature is used to send a message longer than 16 lines. It is also useful if the same message is going to a lot of people. It will save repetitive typing.

When you are ready to send one of your Stored Text Messages (either permanent or temporary), use the \*STX Function code to recall the message. Type ☐ ☐ ☐ ☐ and the Reference Number that corresponds to the message. The Mailgram system will recognize the Reference Number and send the proper message.

If the messages are in several sections, they can be sent as one message by using all the Stored Text Reference numbers associated with the message.

### How to Store a Text with Inserts

You can have up to twelve variable information inserts in a Stored Text. A single insert cannot exceed 40 characters. This feature will be helpful if you have frequently used messages that contain variable information (such as: different account numbers, amounts of money, or names).



An open and close set of parentheses, with no spaces between them, indicates where the inserted information will appear in the text. To store a text with inserts, you use the \*FUP and ADDT functions. Here's an example of how you format a message with inserts:

```
*FUP ADDT ←
DEAR ( ) : ←
←
YOUR ACCOUNT NUMBER ( ) IS SERIOUSLY PAST ■
DUE. PLEASE REMIT $( ) IMMEDIATELY TO ■
AVOID FURTHER ACTION. ←
←
ALEX MANN ←
COLLECTION MANAGER ←
ALLIED CREDIT ←
1618 JOHNSON STREET ←
BILLINGS, MONTANA 59102*END
```

You'll receive a copy of each of the Permanently Stored Texts with inserts. The fifth and sixth digits (of a seven digit Stored Text Reference Number) shows the number of inserts in that text.

## Sending a Text with Inserts

When you are ready to send the text with inserts, format your message like this (this example is with a three-insert text):

```
*STX0001134-MR. JONES-CARPET MAY 10*END
```

Immediately after the Stored Text Reference Number, type a dash, then the first insert. There must be a dash between each of the inserts. If an insert contains a dash or comma, the insert must be enclosed in quotation marks. Example:

```
*STX 0012315—"MARCH 5, 1979"*END
```

The quotation marks will not print in the Mailgram message, they are part of the 40 character limit.

### Insert Rules

When storing a text with inserts, plan ahead. If you hyphenate a word at the end of a line that includes an insert, the insert may push the hyphenated word to the next line. The computer, however, will not remove the hyphen. Therefore if you set up your insert like this:

```
( )SERIOUS-  
LY.
```

It would be printed like this: VERY SERIOUS-LY.

When sending a Stored Text with inserts, **all** inserts must be filled or the message will be rejected.

### How to Delete a Stored Text

To delete a Permanent Text from your file, format your message like this:

```
*FUP DT0000323*END
```

DT is for Delete Text. Do not put a space between the DT and the Stored Text Reference Number.

### Multiple Messages Sent on One Connection

It is possible to send several messages on one transmission. You can fill the screen with as many messages as will fit. If you use Stored Texts and Addresses, you'll be able to get quite a few messages on the screen. Here's an example of several messages in the same transmission using proper formatting:

```
*ZIP 54701 E. HEWITT 700 FIFTH AVE.←  
EAU - CLAIRE, WI 54701←  
*STX 0000154*END←  
*STA 0099019←  
*VTX ALL SALES REPORTS MUST BE IN THE  
REGIONAL OFFICE BY FRIDAY←  
←  
G. CASTER, MARKETING DIR.*END←  
*STA 0099029←  
*STX 0001348*END←
```

A separate acceptance number or rejection notice will be given for each message in the order it appeared on the screen. Each individual message must be terminated with an \*END.

## Making a Printout of Your Mailgram Message

If you have a line printer, you can get a printout of your message before you transmit. The printed version will look exactly like the message on the screen. Here's how to get a message printout:

1. After you have edited and corrected your message, press **SHIFT** **@** to return to the Menu.
2. Turn on your printer.
3. From the Menu, press **P** to Print your message.

With this feature, you can keep a file of your Variable Text messages for reference. It would be a good idea to write the acceptance number on the printout.

# How to Transmit Your Mailgram Message

## How to Transmit Your Mailgram Message

Once you have formatted your message on the screen and made any corrections, you are now ready to transmit your Mailgram message. Follow these steps:

1. Press **[SHIFT] @** to return to the Menu.
2. At the Menu, press **[T]** to Transmit your message.
3. Type your six digit Account Number and press **[ENTER]**.
4. Place the telephone receiver firmly into the coupler beside your TRS-80. Set the "OFF" switch to "O" (Originate), and the Duplex switch to "H" (Half-duplex).
5. Dial the Mailgram computer. When a connection has been established, the "READY" light will come on. If it does not come on, the number might be busy, or you might have a bad connection. Press **@**, hang up and start over.
6. As the system reads your message, it will be displayed on the screen.
7. At the end of the transmission, you will receive your acceptance number or a rejection notice. If accepted, write this number down — it is your reference for this message.
8. Remove the receiver from the coupler.

Your message will be transmitted for delivery with the next business day's mail.

**Note:** If your message is rejected, the reason for the rejection will be shown on the screen. You can return to the Menu, press **[E]** for Edit, and make the necessary corrections. After making the corrections, you can retransmit the message. If you do not understand the rejection message or cannot identify the error, call Western Union Electronic Mail, Inc. Customer Service for assistance at 800-336-3337.

### Business Reply Mailgram Message

The Business Reply Mailgram message feature allows you to transmit a Mailgram with a return address printed at the bottom. A window envelope is also enclosed. The message can be folded and inserted in the return envelope for direct postage paid delivery to the specified address.

The return address for a Business Reply Mailgram message is automatically entered by typing a [B] before the beginning Zip Code or before the Stored Address Reference Number. Examples:

\*ZIP B22101↑SOUND PROOF CORP.↑P.O. BOX185

or

\*STA B00000123

Unless otherwise specified, a Business Reply Mailgram message is normally transmitted with the Western Union Electronic Mail, Inc. return address and Postal Permit Number. You can save time and money by using your own return address and permit number, so that the Post Office can send the response directly to you.

Business Reply Mailgram responses (with the Western Union Electronic Mail, Inc. Permit Number) are returned to Western Union Electronic Mail, Inc., and require additional handling and postage to forward the response to you.

**Note:** Before using the Business Reply Feature, please supply the following information to Western Union Electronic Mail, Inc. Customer Service. This information must be received in writing or see \*GUS Customer Service:

1. Your return address.
2. Your First Class Postal Permit Number.
3. The city in which your Postal Permit Number was issued.
4. Your six-digit Account Number.

### **\*GUS Customer Service**

This feature helps simplify communications with Western Union Electronic Mail, Inc. personnel. You can send administrative messages free of charge with this feature. Here's an example of how you would use \*GUS Customer Service:

```
*GUS CUSTOMER SERVICE ←  
PLEASE ADD THE DAILY AUTOMATIC  
CONFIRMATION COPY FEATURE TO  
MY ACCOUNT NO. CNB1110772 ←  
←  
JOHN JONES, MGR. ←  
ACME SHADE CO.*END
```

\*GUS Customer Service must be sent on a separate transmission, any other messages on the screen will be disregarded. There is no charge for this service.

Examples of possible usage; to change a feature, to request an operators guide, to review a billing problem, or to make suggestions.

### **\*GUS News**

This is an instructional/informational feature of the Mailgram system. Periodically Western Union Electronic Mail, Inc. Customer Service will display a short message for users. This message will generally discuss new features (and how to use them), helpful hints, a welcome to new customers or an explanation of a common mistake. Here's how to obtain \*GUS News:

\*GUS NEWS\*END

Dial the Mailgram system in the normal manner. The current message will appear on your screen. Announcement of new message information will accompany your acceptance number when you send a message. There is no charge for this service.

### **Generating Address Labels**

There might be occasions when you will want to send material by regular mail to one or more of your address groups. To help you with this task, the Western Union Electronic Mail, Inc. system has a provision to print continuous form, self-sticking address labels from your Stored Address file.

You can have the system prepare labels for your entire list (using your 990000 Group Number), or you can have any Group list printed (using the appropriate Group Number). To generate labels, prepare your message as follows:

```
*GUS *STA L99000028*END
```

```
*GUS *STA L99000037*END
```

Type an ☐ (for Labels) in front of the Group Number. Transmit the message to the computer, and your labels will be processed and mailed to you.

### Generating Rolodex Cards (Additional Sets)

To request additional sets of Rolodex file cards, prepare your message like this:

```
*GUS *STA C99000028*END
```

```
*GUS *STA C99000000*END
```

Type a ☐ before the Group Number desired. A request for Rolodex cards must be for complete address groups only.

### Departmental Billing

You can specify a departmental code for your Mailgram messages. The month-end invoice for the messages will be itemized and sub-totaled by department. The request for departmental billing must be on the first line of the screen. Here's how it should appear:

```
*GUS DEPT ACB123 ←
```

```
*STA 0056789 ←
```

```
*STX 0055667 ←
```

The following rules apply when requesting departmental billing:

- Only one departmental request is allowed per screen transmission.
- The department designation can be from one to six characters. You may use any combination of numbers or characters (except an asterisk and the up arrow).
- This feature is for sending messages only. File Updates and storage fees will be billed to the general account.

## Additional Services (continued)

- All messages will be billed to the general account, unless specified otherwise at the time of transmission.
- The \*GUS DEPT specified will be billed for all the messages (except File Updates) on that one transmission.

### Confirmation Copies

There are two methods for requesting Confirmation Copies — manual and automatic. You may request a copy by immediate return mail, or a copy to be sent at the end of the week.

#### Manual Confirmation Copies

To request a "Confirmation Copy by Immediate Return Mail", type **\*CCM** before the end of the message. For example:

SINCERELY,

JOHN JONES\*CCM\*END

#### Automatic Confirmation Copies

Confirmation Copies of all messages can be specified either daily (\*CCM), weekly (\*CCY), or both. This feature relieves you of the responsibility for requesting a Confirmation Copy for each message. It gives better control over message traffic and eliminates the need for a printer in many situations.

To add or delete the automatic confirmation feature, send a written request to Customer Service or address a message to \*GUS CUSTOMER SERVICE. Indicate:

- The account name and account number.
- The frequency (CCM, CCY or both).
- The person to whom the copies should be sent.



## Automatic Date Feature

The Automatic Date Feature can be used in both Variable Texts (VTX) and Stored Texts (STX). If the word (DATE) is typed into the text in parenthesis, the computer will automatically insert the date in the message.

- — The date will be in Month, Day, Year format.
- — The Date inserted will be the date the message is transmitted. Messages received after 9:00 PM (Eastern Time) will carry the date of the next working day.
- — You don't have to leave room for the full date. The computer will justify the line. If spaces are put in, they will be left in by the computer and will appear following the date.
- — The feature can only be used once within an individual STX or VTX.

When used in a Stored Text, Date is in addition to the permissible three inserts. Here are three examples of how you can use the Automatic Date Feature:

In the text such as:	THIS IS TO CONFIRM OUR CONVERSATION OF (DATE).
At the beginning of a message:	(DATE) DEAR MR. JONES:
At the end of a message:	TRULY YOURS, JOHN JONES (DATE)

Wherever you type **[(DATE)]**, today's date will appear when the message is sent.

## Common Access Stored List Service

### \*\*IMPORTANT NOTICE\*\*

The following feature should not be tested. This feature will send thousands of Mailgram messages at one time. It should only be called when you actually want to use this feature.

The most frequently requested industry address lists have been stored in a common account for unlimited access through the Western Union Electronic Mail, Inc. Stored Mailgram® Service and Mailgram Processing Center. The Common Lists currently stored by Western Union Electronic Mail, Inc. are:

Radio Stations	U.S. Senate
Television Stations	U.S. House of Representatives
Daily Newspapers	U.S. Congressional Committees
Hospitals	State Legislatures
Fortune 1000 Companies and Non-Industrial 300	
Domestic Travel Agencies	

An example of this feature would be sending Mailgram messages to all daily newspapers. You would simply use the unique five digit number corresponding to that Address List. All Daily newspapers will receive your Mailgram message. All of the Common Access Stored Lists are divided into groups which allow you the flexibility of sending messages to the entire address list or any portion of the list.

Highlights of this feature include:

Low Pricing — You benefit from a low per message cost — the economical stored address rates!

No Storage Charges — Since the address lists are stored in a common account, Western Union Electronic Mail, Inc. maintains the list with no additional charges or user fees.

Convenient Access — TRS-80 customers may request information to access the lists by calling Western Union Electronic Mail, Inc. Customer Service.

Each common list has a separate instruction package. Specific criteria have been applied to each list to determine how the addresses are stored in unique groups. Please call Western Union Electronic Mail, Inc. Customer Service for the appropriate package and a complete explanation and instructions for using the Common Access Stored List Service.

## Mailgram Errors

If there is an error in the content or formatting of your message, the transmission will be terminated and no Acceptance Number will be given.

If you do not receive an Acceptance Number, return to the Edit Message function and examine the text. If you cannot detect an error, you can receive assistance from Western Union Electronic Mail, Inc. Customer Service at 800-336-3337.

## Converting Program to Disk

You can easily convert this tape program to Disk by following the instructions exactly as shown:

1. Turn on the Expansion Interface, Screen, and Disk Drives.
2. Insert a Backup Copy of the DOS Diskette in Drive 0. The DOS Diskette must have the TAPEDISK/CMD program, which is found on all DOS Diskettes.
3. Turn on the TRS-80 Keyboard.

Screen shows:

DOS READY

?\_

You will type:

TAPEDISK and press ENTER

C and press ENTER

Load the program tape in the recorder, and press "REWIND". When the tape is fully rewound, press "PLAY". A single flashing asterisk will appear on the screen to indicate the tape is loading properly. When the program is loaded into the computer, the tape recorder will stop automatically.

Screen shows:

?\_

?\_

You will type:

FMAIL/CMD:052005B005200  
and press ENTER

E and press ENTER

The program is now recorded on the DOS Diskette. To run the program, simply type MAIL and press ENTER.

## Sample Messages

### 1. Zip Address Mailgram message with a Variable Text (VTX):

\*ZIP 31408 MR. GEORGE CASTER XYZ CO. 203 S. MAIN ST.←  
SAVANNAH, GA. 31408←

\*VTX THERE WILL BE A NATIONAL SALES MEETING IN THE  
CHICAGO OFFICE ON THURSDAY, APRIL 14. ALL SALES MAN-  
AGERS ARE EXPECTED TO ATTEND. THE MEETING WILL BEGIN.  
PROMPTLY AT 8:00 AM.←

←

EVERETT MCKENZIE, V. P. XYZ COMPANY\*END

### 2. Zip Address with Stored Text (STX):

\*ZIP 10013 J. Q. PUBLIC 160 HUDSON ST.←  
NEW YORK, N. Y. 10013←

\*STX 0000045\*END

### 3. Stored Address with a Variable Text:

\*STA 9900019

\*VTX TO ALL SALES MANAGERS←

←

THERE WILL BE A NATIONAL SALES MEETING  
IN THE CHICAGO OFFICE ON THURSDAY, APRIL  
14. ALL SALES MANAGERS ARE EXPECTED TO  
ATTEND. THE MEETING WILL BEGIN AT 8:00 AM.←

←

GEORGE CASTER←  
MARKETING DIRECTOR←  
XYZ COMPANY\*END

### 4. Stored Address with a Stored Text:

\*STA 0005992

\*STX 0000062\*END

Western Union Electronic Mail, Inc.

## STORED MAILGRAM SERVICE - SYSTEM CAPABILITIES

### I. STORED TEXT AND INSERT CAPABILITIES:

- As many as 12 inserts per stored text
- 40 characters allowed per insert
- 9,999 stored texts allowed per account
- 24 to 30 lines per stored, or variable, text

### II. COMPUTER ACKNOWLEDGEMENT FOR ACCEPTED FORMATS:

- Displayed as: RECEIVED      341      01234      001  
   Julian      Sequence      Transaction  
   Date      of Message      Number per Call

### III. TEMPORARY TEXT REFERENCE NUMBERS:

- Clearly indicates number of inserts - as many as 12 - allowed for a particular text. Example:

341      001234      001      09      8  
 Julian      Sequence      Transaction      Inserts      Check  
 Date      of Message      Number      Allowed      Digit

### IV. PERMANENT TEXT REFERENCE NUMBERS:



- Reference No.:      0005      02      3  
   Text      Inserts      Check  
   Sequence      Allowed      Digit

### V. STORED ADDRESS REFERENCE NUMBERS:

- Reference No.:      000246      6      GROUP:      99      0006      4  
   Address      Check      File      Group      Check  
   Sequence      Digit      Designator      Code      Digit

## System Capabilities (continued)

### VI. GENERAL:

- A  can now be used in a stored or variable text if needed to conserve screen space. Each time this is used it will generate an automatic Carriage Return and Line Feed in the Mailgram, Confirmation Copy, or File Update transaction. The  cannot be used within a stored text insert.
- The equal sign and the asterisk (= and \*) are invalid characters in the Mailgram system. Both of these characters will be detected when used and will cause the message to reject upon transmission.

Further system enhancements will be made in the future. If you have any suggestions or recommendations for enhancements, let us know at your convenience.

Thank you for using the Stored Mailgram Service . . . please have a nice day!

## WESTERN UNION ELECTRONIC MAIL, INC. STORED MAILGRAM SERVICE

### CUSTOMER PROVIDED TERMINAL (TRS-80) PRICE SCHEDULE

- Minimum usage charge, where applicable, begins during first full calendar month of service.
- Minimum service period is six (6) months. Service then continues from month to month thereafter until terminated with 30 days written notice by either party.
- Initial Set Up charge of \$50.00.
- Toll free telephone call 24 hours a day, 7 days a week, from customer provided terminal.
- Connect charge of \$.50 is applied only when less than four Mailgram messages are generated per phone call.

MAILGRAM PRICING		for first 600 characters	
MINIMUM:	\$50.00 per month	NO	MINIMUM
Stored Address (see reverse side for Storage Charges)			
1 - 25	\$ 2.10		\$ 2.35
26 - 300	1.50		1.75
301 - Up	1.40		1.65
Stored Text (see reverse side for Storage Charges)			
1 - 25	2.10		2.45
26 - Up	2.00		2.25
Non-stored Address or Text			
1 - Up	2.60		2.60
Each additional 600 characters or fraction thereof:			
	.85		.85

PRICES EFFECTIVE DECEMBER 1, 1979  
and SUBJECT TO CHANGE WITH 30 DAYS NOTICE.

Western Union Electronic Mail, Inc.  
P.O. Box 185  
McLean, Va. 22102



# Price Sheet (continued)

## OPTIONAL SERVICE AND CHARGES

### Storage

#### Addresses

... Monthly Storage	\$ .05 per address per month
... Additions or Revisions from keyboard	.25 per address
... Additions or Revisions by WUEMI	.35 per address
... Additions or Revisions via Mag Tape	
Customer Format (tape conversion)	.05 per address, plus \$150
Mailgram Format	.05 per address
... Address Deletions	Free

#### Texts

... Monthly Storage	\$ .25 per text per month
... Additions or Revisions from keyboard	1.00 per text
... Additions or Revisions by WUEMI	5.00 per text
... Text Deletions	Free

### Miscellaneous

#### Stored Address Rolodex Cards

... Initial Set Provided at No Charge	
... Additional Sets	\$ .05 per card (\$5.00 minimum)
... Rolodex Card File (holds 500 cards)	10.95 each

#### Computer Printout of Stored File

.03 per address/text  
(\$10.00 minimum)

#### Address Labels

.05 each (\$10.00 minimum)

#### Message Retrieval from Microfiche

1.25 each (\$5.00 minimum)

### Options

#### Business Reply Mailgrams

... Customer Postal Permit Number	\$ .20 each (additional)
... WUEMI Postal Permit Number	.85 each (additional)

#### Mailgram Return Address

... Customer Return Address at No Charge	
... WUEMI Return Address	\$ 10.00 per month, plus \$1.00 per undeliverable

#### Confirmation Copies

... Single Copies (keyboard)	
Returned Daily	\$ 1.00 each
Returned Weekly	.50 each
... Automatic Copies (prearranged)	
Returned Daily	\$ .25 each
Returned Weekly	.20 each

#### Mailgrams to Alaska or Canada

1st 600 characters	\$ .75 (additional)
Each additional 600 characters	1.00 (additional)

Only Mailgram usage applies towards monthly usage levels