

GOVERNMENT ELECTRONIC MESSAGING AND DOCUMENT
EXCHANGE SERVICE)GEMDES) : USER GUIDE

JL
86
C6
G688
1990
c.2



Government Telecommunications
Agency

Telecom  **Canada**
Nationwide Communications

Queen
JL
86
C6
G688
1990
c.2

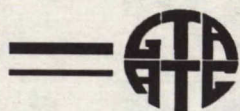
GEMDES

***Government Electronic Messaging
and Document Exchange Service***

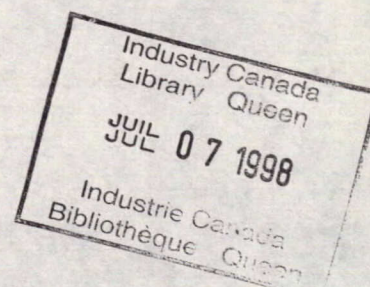
USER GUIDE



Communications
Canada



GEMDES/Service METD



GEMDES

**Government Electronic Messaging
and Document Exchange Service (GEMDES) :**

USER GUIDE



January 1990

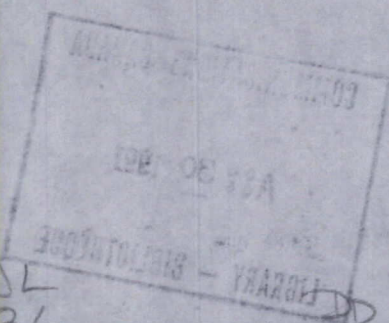
GENERAL INVESTIGATIVE DIVISION



COMMUNES

Government of El Salvador
and Document Exchange Service

USER GUIDE



DL 10783887
DL 10805097

SL
86
C6
G688
1990
C.2

Table of Contents

1.0	Introduction	1
-----	--------------	---

1.1	What is GEMDES?	2
1.2	How to Reach Us	5
1.2.1	Reporting a Trouble	7

2.0	Getting Started	9
-----	-----------------	---

2.1	What you Need to Get Started	10
2.2	Access in Canada	11
2.2.1	Access via GPN	12
2.2.2	Access via Datapac	15
2.2.3	Remote Locations	18
2.2.4	Other Sign-on Options	19
2.3	Access to GEMDES from the United States Through TYMNET Through Telenet	20
2.4	Online Access Information	24
2.5	Need-to-Know	25
2.5.1	Online Assistance	26
2.5.2	Duplicate User Names	27
2.5.3	GEMDES Messaging Conventions	28

3.0	Creating a Message	31
-----	--------------------	----

3.1	Compose a Message	32
3.2	Save a Message Before Sending	34
3.3	Recover a Message	35
3.4	Compose a Message to a Bulletin Board	36
3.5	Create Distribution Lists	37

3.6	Compose a Message to an Autodelivery Station	39
3.7	Compose Batch Messages	41
3.8	Compose a Mailing List	44
3.9	Compose a Binary Message	45
3.10	Directory	47
<hr/>		
4.0	Editing a Message	51
<hr/>		
4.1	Edit	52
4.2	Edit a Message you just Composed	53
4.3	Editing a Saved Message	55
4.4	Other Edit Options	57
4.5	List a Message while in the Edit Command	58
4.6	Modify a Message while in the Edit Command	60
4.6.1	Inserting/Deleting characters and words while in the Modify Subcommand	61
4.7	Insert Lines while in the Edit Command	62
4.8	Delete Lines while in the Edit Command	63
4.9	Transfer Lines while in the Edit Command	64
4.10	Copy Lines while in the Edit Command	65
4.11	Renumber Lines while in the Edit Command	66
4.12	Editing within Compose	67
<hr/>		
5.0	Sending a Message	69
<hr/>		
5.1	Send a Message with Options	70
	Receipt	
	Private	
	Registered	
	Urgent	
	Keep	
5.2	Send a Time-Delivered Message	72
5.3	Cancel a Time-Delivered Message	73

5.4	Undeliverable Messages - What to do	74
<hr/>		
6.0	Reading Messages	77
<hr/>		
6.1	Scan for Messages	78
6.2	Read a Message	82
6.3	Read Messages Containing Options:	88
	Private Messages	
	Registered Messages	
	Return Receipt Messages	
6.4	Read Saved Messages	90
6.5	Read Messages Containing Binary Data	91
6.6	Check Bulletin Boards	93
<hr/>		
7.0	What to do with a Received Message	95
<hr/>		
7.1	Answer a Message	96
7.2	Forward a Message	98
7.3	Retain a Message	101
7.4	Save a Message you have read	102
7.5	File a Message	103
7.6	Remove a Message From a File	106
7.7	Purge a Message	108
7.8	Unpurge a Message	111
7.9	Redisplay a Message	115
7.10	Exit	116
<hr/>		
8.0	Other GEMDES Features	117
<hr/>		
8.1	Origin Menu	118
8.2	Altering your Personal Profile	119
	8.2.1 GEMDES Messaging Profile	120

8.2.2	GEMDES Profile	123
8.3	GEMDES Noticeboards	125
8.4	Changing your Password and Personal ID	127
8.5	Display Commands	129
<hr/>		
9.0	Ending a Session	131
<hr/>		
9.1	Bye	132
<hr/>		
10.0	EnvoyMHS	135
<hr/>		
10.1	Composing an EnvoyMHS (X.400) Message	136
10.2	Probe	141
10.3	Domains Detail	142
10.4	EnvoyMHS Delivery Options	143
<hr/>		
11.0	GEMDES to U.S., DDD, Telex, Int'l Telex	145
<hr/>		
11.1	Autodelivery to U.S. and DDD Networks	146
11.2	GEMDES to Telex	147
<hr/>		
12.0	EnvoyPost	157
<hr/>		
12.1	EnvoyPost	158
<hr/>		
13.0	GEMDES-to-Fax	163
<hr/>		
13.1	GEMDES-to-Fax	164

14.0 GEMDES Script	167
14.1 GEMDES script	168
15.0 Command Glossary	171
15.1 Command Glossary	172
16.0 Glossary of Terms	177
16.1 Glossary of Terms	178
17.0 Index	183
17.1 Index	184
18.0 Appendices	189
18.1 Character Set Code Table	190
18.2 Conversion Table	191

Introduction

1.0

What is *GEMDES*?

1.1

How to Reach Us

1.2

Reporting a Trouble

1.2.1

1.1

What is **GEMDES**?

GEMDES is a service offered by the Government Telecommunications Agency for the exclusive use of the Government of Canada. Based on Telecom Canada's enhanced Envoy 100™ and iNet 2000™ service, **GEMDES** has been customized to offer a computer-based bilingual service, with access provided by the Government Packet Network (GPN), Datapac, or via departmental private networks.

GEMDES offers the individual user access to a full range of services including electronic mail, select information databases, an online workspace, information management tools and notice board capabilities. These features are tailored by your **GEMDES** Administrator to meet your particular requirements. (*Note: For further information on the functionality and capabilities of **GEMDES** see the **GEMDES** Enhanced Manual.*)

The basic **GEMDES** user is profiled with electronic Messaging, the ability to alter one's Profile, and to view **GEMDES** Noticeboards. At any time, you can request additional features of **GEMDES** to be added to your existing profile by simply sending an electronic message to your department's **GEMDES** admin. There is an Enhanced **GEMDES** User Guide which is available for users with additional **GEMDES** features.

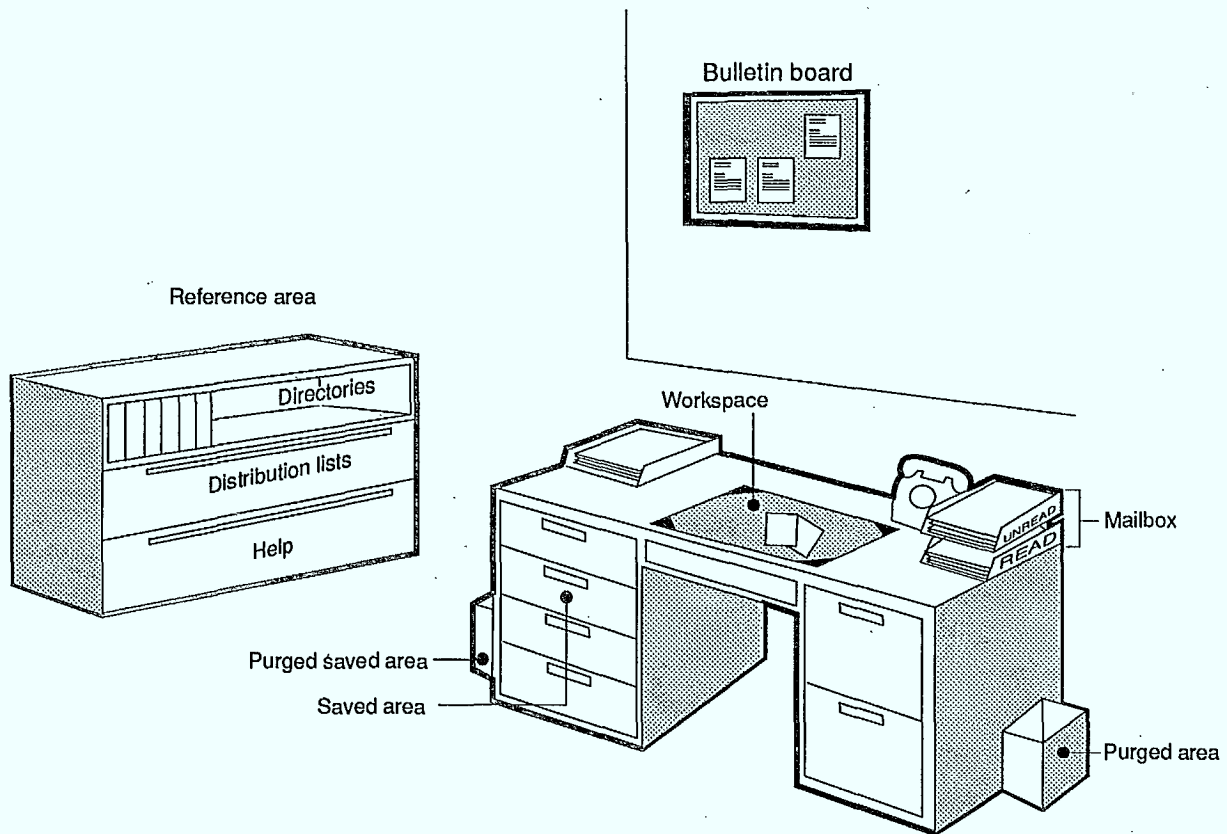
What is **GEMDES** Messaging?

The **GEMDES** Messaging feature enables you to exchange electronic messages with other **GEMDES** users within the Federal Government, as well as both Envoy 100 and iNet 2000 subscribers. It also provides extensive reach to facsimile devices, domestic and international Telex and private messaging systems through the X.400 gateways.

GEMDES Messaging offers a comprehensive range of messaging functions. In addition to the basic compose, edit and send functions, you also have the ability to store, forward, or answer messages that you have received.

Think of **GEMDES** Messaging as an electronic version of the various functions in your office. The commands and features described in this guide enable you to manipulate your electronic correspondence in much the same manner as you currently handle your paper communications.

GEMDES Messaging Environment



The *GEMDES* Messaging environment, as shown in the figure, is composed of seven basic elements:

Mailbox

Contains all the messages you receive.

Workspace

A blank space for message creation, modification, answering, and forwarding.

Files

Contain received messages filed under a filename for future reference.

Saved Area

Stores information under a message name.

Bulletin Board

Area in which messages of general interest to users are posted.

Reference Area

Contains directory, distribution lists, and help information.

Purged Area

Contains discarded messages for 24 hours before they are automatically deleted from the system.

1.2

How to Reach Us

By Telephone

GEMDES Assistance Centre

Contact the **GEMDES** Assistance Centre at **(613) 990-2320**. The **GEMDES** Assistance Centre is available to assist you:

- if you are unable to connect to the **GEMDES** computer via the Government Packet Network (GPN)
- changing your Password

(NOTE: Contact the Government Telecommunication's Agency (GTA) or your departmental administrator for any user password changes. For security reasons, Telecom Canada's Customer Assistance Centre (CAC) will be unable to make these changes.)

- with billing inquiries
- if you require guidance in using GEMDES and its' features
- with the accreditation, changes and/or deletions of user ids

The GTA's hours of operation are from 7:30 a.m. until 4:30 p.m. EST.

Telecom Canada's Assistance Centre

Contact the Customer Assistance Centre (CAC) within Canada at **1-800-267-8480**, or if you are outside Canada, call collect at **1-613-781-5128**. The CAC is available to assist you:

- if you are unable to connect to the **GEMDES** computer via Datapac
- by reporting **GEMDES** technical repair on your behalf

The CAC hours of operation are from 8:00 a.m. EST until 8:00 p.m. EST on all business days. *(PLEASE NOTE: Should you call after 8:00 p.m., your call will be returned the next business day.)*

By GEMDES Messaging:

For on-line help, at any COMMAND? or ACTION? prompt, enter HELP followed by a <RETURN>.

For general inquiries, send your message to **ADMIN/GEMDES**.

1.2.1

Reporting a Trouble

When reporting a trouble, please provide:

- your **GEMDES** user name or **GEMDES Messaging** personal name
- the **GEMDES** address used, e.g. 353650 on GPN or 79100905 on Datapac
- description of the problem
- approximate time of occurrence

Getting Started	2.0
------------------------	------------

What you Need to Get Started	2.1
Access in Canada	2.2
Access via GPN	2.2.1
Access via Datapac	2.2.2
Remote Locations	2.2.3
Other Sign-on Options	2.2.4
Access to GEMDES from the United States	2.3
Through TYMNET	
Through Telenet	
Online Access Information	2.4
Need-to-Know	2.5
Online Assistance	2.5.1
Duplicate User Names	2.5.2
GEMDES Messaging Conventions	2.5.3

2.1

What you Need to Get Started

What is Required to Access **GEMDES**

Equipment:

- A telephone line
- Either a terminal, word processor or personal computer equipped with communications software
- A modem that connects your terminal to the telephone line.

Accreditation:

- A User ID to connect to **GEMDES**. Your User ID is the means by which you are addressed. Your User ID can consist of one to twenty characters with no spaces or accented characters.
- A Password is also required to gain access to **GEMDES**. The constraints of the Password is six to eight characters with the first character being alphabetic or numeric. Your departmental administrator should provide you with your initial Password for your first logon.

NOTE: *The first time you log on to the GEMDES network, you will be prompted to alter your password. See Section 8.0 on how to alter your GEMDES password. The network will also prompt you to alter your password every three months.*

- You must identify which network you are using to access **GEMDES** (e.g. GPN or Datapac). (**NOTE:** You may have alternate communications facilities available at your workplace such as a LAN or Dataswitch. Contact your local computer facilities management to determine if you have access to the GPN or Datapac networks through these facilities.)

2.2

Access In Canada

There are five different methods to access **GEMDES** Messaging. They are as follows:

- Access via GPN (Dial-up)
- Access via GPN (Dedicated)
- Access via Datapac (Dial-up)
- Access via Datapac (Dedicated)
- Remote locations

2.2.1

Access via GPN

1. Dial-up

The connection to GPN (and hence **GEMDES**) is made via the telephone network.

Dial up access via GPN is available in the following locations:

CITY	NUMBER	CITY	NUMBER
St. John's, Nfld	772-4534	London	645-5982
Charlottetown	368-0132	Kitchener/Waterloo	743-5999
Halifax	426-8632	Hamilton	572-4288
Sydney	564-7274	Sudbury	671-4405
Fredericton	452-3072	North Bay	476-9146
Moncton	857-7674	Winnipeg	983-0150
Saint John, N.B.	648-3867	Regina	780-7486
Quebec	648-4359	Saskatoon	975-5976
Montreal	496-2424	Calgary	292-6457
Sherbrooke	564-4259	Edmonton	495-5568
Kingston	545-8828	Vancouver	666-7975
Ottawa	957-0226	Victoria	388-0486
Toronto	973-7166		

The **GEMDES** address for dial users is: **353650**

Signon Procedures for GPN Dial-up

1. Ensure terminal is online, odd, or no parity, and half duplex.
2. Dial the GPN number in your location and establish connection to GPN.

3. ...<RETURN>

... <RETURN> for all speeds

4. **INFOSWITCH XXX-XX**
GPN/RGTP SERVICE - PORT:XX
-

Your terminal will confirm connection by displaying the GPN port number.

5. * **353650 <RETURN>**
-

6. COM

7. **User-id/Code d'utilisateur:** **XXXXXXXXX <RETURN>**

Enter your user name.

8. Password/Code de securite: XXXXXXXXX <RETURN>

Enter your password.

Note: If either user name or password is entered incorrectly, **GEMDES** will repeat the prompting sequence (maximum of 3 tries). The password is case-sensitive.

9. **Welcome to GEMDES!**

Your previous session was 1989-XX-XX XX:XX:XX EDT

GEMDES Welcome Banner, which indicates the date and time of your last access.

10. Enter a command or press a <CR> <RETURN>

11. Welcome to Messaging!

GEMDES Messaging Welcome Banner

2. Dedicated

The **GEMDES** address for dedicated users on GPN is: **351750**
Below is a sample session of signing on via a dedicated GPN access.

Signon Procedures for GPN Dedicated

1. Ensure terminal is online and connected to the GPN, odd or no parity, and full duplex.
2. Ensure network is responding with an asterisk "*" prompt.

3. * 351750 <RETURN>

-
4. **COM**
-
-
5. **User-id/Code d'usager:** **XXXXXXXXX <RETURN>**
-
- Enter your user name.
-
6. **Password/Code de securite:** **XXXXXXXXX <RETURN>**
-
- Enter your password.
- Note:** If either user name or password is entered incorrectly, **GEMDES** will repeat the prompting sequence (maximum of 3 tries). The password is case-sensitive.*
-
7. **Welcome to GEMDES!**
 Your previous session was 1989-XX-XX XX:XX:XX EDT
-
- GEMDES** Welcome Banner, which indicates the date and time of your last access.
-
8. **Enter a command or press a <CR> <RETURN>**
-
-
9. **Welcome to Messaging!**
-
- GEMDES** Messaging Welcome Banner
-

2.2.2

Access via Datapac

1. Dial-up

If calling from a location not listed in the GPN Dial-up Section 2.2.1, dial a Datapac access port. Datapac access ports are available in all major Canadian municipalities. They are listed in the white pages of your phone directory under the heading 'Datapac Public Dial Ports' and listed on-line within the network. See Section 2.4 on how to obtain this information on-line.

When using Datapac, the **GEMDES** address is: **79100905**

Signon Procedures for Datapac Dial-up

1. Ensure terminal is online, odd or no parity, and half duplex.
2. Establish connection to Datapac.

3.	...<RETURN>
	... <RETURN> for all speeds

4.	DATAPAC: XXXX XXXX
	Your terminal will confirm connection by displaying the Datapac port number.

5.	79100905 <RETURN>
----	--------------------------------

6.	Datapac : call connected
----	---------------------------------

7.	User-id/Code d'usager: XXXXXXXXX <RETURN>
	Enter your user name.

-
8. Password/Code de securite: **XXXXXXXXX <RETURN>**
-
- Enter your password.
- Note: If either user name or password is entered incorrectly, **GEMDES** will repeat the prompting sequence (maximum of 3 tries). The password is case-sensitive.*
-
9. **Welcome to GEMDES!**
Your previous session was 1989-XX-XX XX:XX:XX EDT
-
- GEMDES** Welcome Banner, which indicates the date and time of your last access.
-
10. **Enter a command or press a <CR> <RETURN>**
-
11. **Welcome to Messaging!**
-
- GEMDES** Messaging Welcome Banner

2. Dedicated

The **GEMDES** address for dedicated users on Datapac is: **81100904**
Below is a sample session of signing on via a dedicated Datapac access.

Signon Procedures for Datapac Dedicated

1. Ensure terminal is online, odd or no parity, and half duplex.
2. Ensure connection to **Datapac**.

-
3. **DATAPAC: XXXX XXXX**
-
- Your terminal will confirm connection by displaying the Datapac port number.
-
4. **81100904 <RETURN>**
-
5. **Datapac : call connected**
-

-
6. **User-id/Code d'usager:** **XXXXXXXXX <RETURN>**
-
- Enter your user name.
-
7. **Password/Code de securite:** **XXXXXXXXX <RETURN>**
-
- Enter your password.
- Note:** If either user name or password is entered incorrectly, **GEMDES** will repeat the prompting sequence (maximum of 3 tries). The password is case-sensitive.*
-
8. **Welcome to GEMDES!**
 Your previous session was 1989-XX-XX XX:XX:XX EDT
-
- GEMDES** Welcome Banner, which indicates the date and time of your last access.
-
- 9 **Enter a command or press a <CR> <RETURN>**
-
10. **Welcome to Messaging!**
-
- GEMDES** Messaging Welcome Banner

2.2.3

Remote Locations

Users accessing **GEMDES** from remote locations not included in Sections 2.2.1 and 2.2.2 can call the iNet 2000 "800" ports. Contact the Customer Assistance Center at 1-800-267-8480 to obtain the 800 number within your location.

The Datapac address for "800" access is: **41600900**

NOTE: *Full Telecom Canada General Tariff rates apply for "800" access.*

2.2.4

Other Sign-on Options

In order to support multiple character sets and terminal type options, **GEMDES** has a Character Set and Terminal Type fields in your personal profile. When the default character set and/or terminal type need to be overridden at log-on, an optional entry can be entered after the User Name. For example,

Character Set option change:

1.	User-id/Code d'usager:	DOE.DB ASCII-8
		where values for character set are: ASCII-7 ASCII-7E ASCII-8
2.	Password/Code de securite:	XXXXXXXXX <RETURN>

Terminal Type option change:

1.	User-id/Code d'usager:	DOE.DB SMART 1
		where values for terminal type are: Ascii40 Ascii80 699E 709E Naplps40 Naplps80 Smart1 through to Smart11
2.	Password/Code de securite:	XXXXXXXXX <RETURN>

NOTE: These are the only two options within your Personal Profile that can be overridden at sign-on. For further information on your Personal Profile options, please refer to Section 8.0.

2.3

Access to **GEMDES** from the United States

GEMDES can be accessed from the United States via the TYMNET or Telenet Networks.

How to access **GEMDES** from TYMNET

1. Ensure that the terminal is online, odd, even or no parity and full duplex.
2. Dial the nearest TYMNET access number and place the data set in data mode.

3. Please type in your terminal
identifier

A

Enter A.

4. -XXXXX-XXX-

TYMNET will respond with your
node and port number.

5. Please log in:

DPAC;

Enter DPAC; and wait until
TYMNET responds with a second
semi-colon (;), then enter:

302079100905

6. DATAPAC: call connected

7. User-id/Code d'usager:

XXXXXX

Enter your user name.

8. Password/Code de securite:	XXXXXX
Enter your password. <i>NOTE: The password is case sensitive.</i>	
How to access GEMDES from Telenet	
1. Ensure that the terminal is online, odd, even or no parity and full duplex.	
2. Dial the nearest Telenet access number and place the data set in data mode.	
3.	<RETURN> <RETURN>
<i>Note:</i> Your speed and bit settings determine your access procedures to Telenet: Speed 300 and 1200: If you are: Enter: 7-1-E <RETURN><RETURN> 8-1-N <RETURN>D<RETURN> Speed 2400 and 9600: If you are: Enter: 7-1-E @<RETURN> 8-1-N @D<RETURN>	
4. TELENET XXXXXX	
Telenet will identify itself and your port identification number.	
5. TERMINAL =	<RETURN>
Enter a RETURN.	
6. @	0302079100905<RETURN>
7. 3020 79100905 CONNECTED	
8. User-id/Code d'usager:	XXXXXX
Enter your user name.	
9. Password/Code de securite:	XXXXXX
Enter your password.	

Online Information

An up-to-date list of Telenet and or TYMNET public dial port numbers can be obtained, while in Canada, by using the following procedures:

1. Ensure that the terminal is online, odd, even or no parity and full duplex.
2. Establish connection to **Datapac** by calling the nearest **Datapac** public dial port.

3.	<RETURN>
----	-----------------------

Enter one of the following:
.
.<CR> for 300 bps access
..
.....
...<CR> for 110 bps access.

4.	DATAPAC: XXXX XXXX
----	---------------------------

Your terminal will confirm connection by displaying the Datapac port number.

5.	Follow option A for TYMNET or Option B for Telenet.
----	--

Option A - TYMNET Information System

6.	13106
----	--------------

Enter 13106.

7.	TYMNET: Please log in	INFORMATION
----	------------------------------	--------------------

TYMNET will prompt you to log in.
Enter the word INFORMATION.

8.	TYMNET INFORMATION SERVICE
----	-----------------------------------

TYMNET welcomes you to TYMNET Information Services.

Option B - Telenet Information System

6.	1311020200141
	Enter 1311020200141.
7. DATAPAC: call connected	1311020200141
	TELENET advises you that the call is connected.
8. User Name?	PHONES
	You are prompted for your user name: enter PHONES.
9. Password?	PHONES
	You are prompted for your password: enter PHONES.
10. Telenet Communications Corporation International System	
	Welcome banner appears.

2.4

Online Access Information

The Datapac Information System provides an up-to-date list of all the Datapac Public Dial Port telephone numbers and information on Datapac International connection procedures from overseas locations.

NOTE: *This information is available at no charge to the **GEMDES** subscriber.*

Access Datapac and enter one of the following addresses:

In Canada

Network Address : 92100086,A (English)
 92100086,B (French)

Outside Canada

Network Address: 92100086

2.5

Need-to-Know

This section is designed to provide information which will help you become accustomed to using **GEMDES**. It details;

- How to obtain on-line information.
- Verification of duplicate user names.
- A list of conventions used in **GEMDES Messaging**.

As a new user, take the time to read through this entire section to ensure you get the most from your **GEMDES** service.

2.5.1

Online Assistance

Online assistance is available on any of the **GEMDES** Messaging commands.

Command?	HELP
	To obtain a list of GEMDES Messaging commands.
? Command name	
Command?	? SCAN
	To obtain HELP information on any command, enter a question mark(?) followed by a space and a command name.
Command?	COMPOSE TRAINER
	An online, self-paced training program to assist you in learning how to use GEMDES Messaging.

2.5.2

Duplicate User Names

When more than one user on **GEMDES** has the same user name, an ambiguous situation occurs. An ambiguous user name has an impact on other **GEMDES** subscribers. **GEMDES** will prompt you with "Organization?" when signing on. You have to further qualify your user name by entering your organization name.

User-id/Code d'usager:	SMITH.J
Organization/Organisation:	GEMDES
Password/Code de securite:	XXXXXXXXX

If you attempt to send a message to an ambiguous user name or personal name, **GEMDES** will prompt you to enter the organization name .

The GEMDES Administrator should ensure you have a unique user name to avoid any difficulty in signing on, or receiving messages. Contact your departmental administrator or **GEMDES** administrator should your id not be unique.

GEMDES supports full French accented characters except in your user name, organization, password, personal ID and personal name.

2.5.3

GEMDES Messaging Conventions

System conventions are the set of rules by which the system operates. They are the common form of agreement between you, the user, and **GEMDES Messaging**. **GEMDES Messaging** conventions are listed and defined here so you may familiarize yourself with them.

Names

The creation of names in **GEMDES Messaging**, such as user names or id, filenames, and saved message names follow a conventional set of rules by which the system can operate. These names must be 20 characters or less and begin with an alphabetic character. They may contain alphabetic and/or numeric characters and periods but cannot contain spaces, other special characters or accents.

Dates

GEMDES Messaging accepts the following date formats:

September 27, 1989	Sept. 27, 1989
Sept 27, 1989	9/27/89
27 Sept 1989	27 Sept. 1989
27 Sept 89	27 Sept
Sept. 27	9/27

Note: If a year is not specified, the current year is assumed.

Times

GEMDES Messaging accepts the following time formats:

8:20 a.m. or 8:20 am or 8:20	noon or 12:00
12:30 p.m. or 12:30 pm or 12:30	midnight or 0:00
12:30 a.m. or 0:30	

Abbreviations

Most **GEMDES Messaging** commands can be shortened to the first three letters. Some commands can be shortened to a single letter. (Refer to Section 15.)

<BREAK> Key

The <BREAK> key can be depressed at any time during a **GEMDES Messaging** session to interrupt your current activity. **GEMDES Messaging** will respond with either the Command? or the Action? prompt. Depressing the <BREAK> key does not alter or damage your message text.

Note: Some terminals may not have a <BREAK> key. Please contact your terminal vendor.

<RETURN> Key

After each line is entered, the <RETURN> key must be depressed so **GEMDES Messaging** can act on your input. (In some terminals, the <RETURN> key is the ENTER key.)

<CONTROL>S

Enter a 'Control S' sequence in order to stop your terminal from scrolling while reading or viewing a message.

<CONTROL>Q

Enter 'Control Q' to resume the scrolling of a message after you have entered a 'Control S' command.

User Input

GEMDES Messaging accepts both upper and lower case characters or a combination of both, e.g., READ, Read, or read.

Line/Scan Numbers: Consecutive

If scan numbers are consecutive, a dash is inserted between the first and last number, e.g.,

Command?	Read 10-15
	Messages 10 to 15 inclusive will be displayed.

Line/Scan Numbers: Non-consecutive

If scan numbers are not consecutive, each line number is separated by a comma, e.g.,

Command?	Read 10,13,15
	Messages 10, 13, and 15 will be displayed but not messages 11,12, or 14.

Line Numbers/Scan Numbers: Combination

If scan numbers are to be both consecutive and non-consecutive combination of dashes and commas can be used, e.g.,

Command?	Read 10-13, 15
	Messages 10 to 13 inclusive and message 15 will be displayed: 14 will not be displayed.

Control Characters

If your terminal is equipped with a control key, you will be able to perform six control functions. (Refer to Section 4.12 - *Editing within Compose.*)

Creating a Message	3.0
---------------------------	------------

Compose a Message	3.1
Save a Message Before Sending	3.2
Recover a Message	3.3
Compose a Message to a Bulletin Board	3.4
Create Distribution Lists	3.5
Compose a Message to an Autodelivery Station	3.6
Compose Batch Messages	3.7
Compose a Mailing List	3.8
Compose a Binary Message	3.9
Directory	3.10

3.1

Compose a Message

The COMPOSE command enables you to create a message and send it to other users, stations, and bulletin boards.

Command?	COMPOSE
TO:	BROWN.AB, LEBLANC.P For direct recipients. If there is more than one recipient, each user name must be separated by a comma. If the user names will not fit on one line, end the line with a comma and continue on the next line. <i>Note: To send to foreign domain users, refer to Section 10.</i>
CC:	SMITH.J, SALES.DEPT For courtesy copy recipients. Of the two (CC:) recipients in this example, Sales.Dept is a distribution list which can also be used in the TO:, CC: and BCC: fields.
BCC:	ACME.JZ The blind courtesy copy provides the originator with the capability to specify a message recipient unknown to the primary and courtesy copy recipients. All BCC recipients are disclosed to one another.
Subject:	District Meeting Subject title should be a maximum of 27 characters including spaces.

Text:	<p>The District Meeting scheduled for Monday, August 1 is postponed until further notice. .<RETURN></p>
	<p>Enter as many lines as you wish, depressing <RETURN> after each line. When the text is completed, enter a period <RETURN> on a new line as the first character.</p>
Send?	YES
	<p>Enter YES or NO. If you respond with YES, or <RETURN> GEMDES Messaging will verify the user names of the recipients and post the message.</p>
Msg posted date, time message number	
	<p>The date, time and unique system message number are then displayed.</p>
Send?	NO
	<p>To review your message before you send it enter NO.</p> <p>GEMDES Messaging will return you to the Command? prompt.</p>
Command?	LIST ALL
	<p>Displays the entire message. To edit the text of your message refer to Section 4.</p>
Command?	SEND
	<p>Sends the message once reviewed.</p>

3.2

Save a Message Before Sending

The SAVE command enables you to save a message you have composed.

Send?	NO
Command?	SAVE AS <message name>

Message names can be up to 20 characters in length. They must start with an alpha character and may contain numbers and periods. Users may enter names with accents, however **GEMDES Messaging** will replace the accented characters with their non-accented counterparts. No spaces or other punctuation marks are allowed.

Note: Only the text part of a binary message can be saved. (Refer to Section 3.9, Compose a Binary Message.)

3.3

Recover a Message

In the event of any unexpected disconnection from **GEMDES Messaging** while composing a message, the **RECOVER** command can be used to replace the message in your workspace. Try to sign-on again and at the first Command? prompt, enter **RECOVER**.

Command?	RECOVER
	GEMDES Messaging will confirm the restoration of your workspace.
Command?	LIST ALL
	To view the recovered text. Note: When recovering a workspace, GEMDES Messaging will assume that the user's active character set (i.e. the current character set when the recover command is issued) is the same character set as the workspace being recovered. Thus the workspace will be recovered in the user's active character set.

3.4

Compose a Message to a Bulletin Board

A bulletin board is an area in which messages of general interest may be posted. (To check a bulletin board, refer to Section 6.6.) Composing a message to a bulletin board is identical to that of composing a regular **GEMDES** Messaging message. Enter Compose at the Command? prompt.

Command?	COMPOSE
TO:	SALES
	In the TO: field enter the bulletin board name.
CC:	<RETURN>
BCC:	<RETURN>
Subject:	PRICE DECREASE
	A bulletin board message should contain a subject title.
Text:	The price of widgets has been decreased by 10%.
	Enter text that is to be posted to the bulletin board.
Send?	Yes/No
	To post the message to the bulletin board.

NOTE: Posting to certain Bulletin Boards may be restricted to specific GEMDES users.

3.5

Create Distribution Lists

The COMPOSE command is also used to send a message to your **GEMDES** Administrator or Subadministrator to register and/or alter a distribution list.

Command?	COMPOSE LIST
Is this a request to your own admin?	YES
	Respond with YES or NO. If NO is entered, the next prompt is TO: specifying the admin you wish to send to.
Do you wish to CREATE a new list, ADD members, or DELETE members?	CREATE
Please enter list name:	ACCTG.DIST.
Who can access this list?	SYS or ORG or DIV or SUBDIV or SEC or SUBSEC
	<i>Note: GEMDES Messaging users can create and use distribution lists which include users from both GEMDES Messaging and foreign domains. GEMDES Messaging lists which are accessible system wide can also be used by foreign domain users. If a foreign domain user sends to a GEMDES Messaging distribution list, only GEMDES Messaging subscribers will receive the message.</i>
Member:	User name
Member:	User name
Member:	<RETURN>

Thank you! Information submitted.
Msg posted date time message number.

NOTE: **GEMDES** Messaging will not send Distribution List Notifications to unaccredited stations (eg. FAX) or MHS (x.400) addresses. Notifications will be sent to all other members of the list.

LIST CONTAINING

Command?

LISTS CONTAINING <entity description>

Where (entity description) is the user name, user code or personal name.

This feature will display the names of all distribution lists in which a **GEMDES** subscriber appears.

3.6

Compose a Message to an Autodelivery Station

An autodelivery station is a terminal or printer capable of automatically receiving, printing and storing incoming messages. It is recommended that these terminals have auto-answer capability. There are two types of autodelivery stations: accredited and non-accredited.

Accredited

An accredited autodelivery station is generally a dedicated printer or terminal which is a registered **GEMDES Messaging** entity. An accredited autodelivery station can be addressed in either the TO:, CC: and BCC: fields by its accredited **GEMDES Messaging** station name. Therefore, it is unnecessary to be familiar with the physical details of the station, such as its speed and network address.

TO:	AL BROWN (STN:MKTG.DEPT)
-----	--------------------------

or

TO:	MKTG.DEPT
-----	-----------

To send to a station registered on **GEMDES Messaging**.

Note: To send messages to autodelivery stations outside of Canada, refer to Section 11.

The recipient's name must not be longer than 20 characters, including spaces.

Non-accredited

Non-accredited autodelivery stations generally receive messages infrequently. To address non-accredited stations, you must include physical details describing the station, speed and network address. This information must be enclosed in brackets following the recipient's name.

TO:	Mary Smith (GPN:33030202)
	To send to a dedicated GPN autodelivery terminal.
TO:	Mary Smith (NET:202000100)
	To send to a dedicated Datapac autodelivery terminal.
TO:	CYR.D (DDD:6132391111, SPD:1200)
	To send to a dial-up terminal. Note: State speed if more than 300 bps.

3.7

Compose Batch Messages

The COMPOSE BATCH script enables you to transmit multiple messages at one time. These messages are prepared off-line and stored on some other medium (i.e., tape, disc, etc.) and then transmitted via **GEMDES Messaging**. These messages must be entered in a fixed format. The TO:, CC:, BCC:, Subject: and Text: prompts are suppressed.

Note: If no CC: or BCC: information is required, leave a blank line.

Command?	COMPOSE BATCH
Do you need instructions?	NO
	If yes, online information on message format is obtained.
	If no, the format expected by GEMDES Messaging once the batch script is invoked is as follows:
	1st line: TO: field recipients
	2nd line: CC: field recipients
	3rd line: BCC: field recipients
	4th line: SUBJECT: text
	5th line: 1st line of message text
	6th line: 2nd line of message text
	7th line:
	8th line:
	nth line: last line of message text
	n + 1 line: .<CR>
	n + 2 line: YES (If another message)
	NO (If the last message)
	Repeat format if subsequent messages are required.
	<i>Note: When using Batch, it is not necessary to insert the words TO:, CC:, BCC: and SUBJECT. The user names of the recipients and subject title is all that is required.</i>

GEMDES Messaging will prompt you with the following message:

Transmit message now.

At this point you activate the file transfer feature of your computer to send the pre-stored messages to **GEMDES Messaging**. When **GEMDES Messaging** has received the whole transmission, it responds with a Command? prompt.

Command?

***Note:** Because the Compose Batch script transmits multiple messages at once, you will not receive any message posted information after each message. To verify that each message has been transmitted successfully, you must use the Status command. All messages posted indications or error messages will be logged in a Status File.*

Status

Command?

STATUS

To verify that your messages have been posted.

***Note:** If there are any errors in the TO:, CC:, or BCC: fields, i.e., a message cannot be delivered, the message is retained in a workspace.*

SEQ	DATE/TIME	SUBJECT	MSG
001	SEP 27 16:29	Meeting	LTQA-8151-6000

GEMDES Messaging will display the delivery status of the messages.

Recover

Command?

RECOVER

To retrieve the message with errors.

Note: When the RECOVER command is entered, the last message in the batch that contains wrong information will be displayed. You can then make corrections using the EDIT commands. (Refer to Section 4, Edit.) You have to enter RECOVER the same number of times as the number of undeliverable messages.

Other Status Options

Command?

STATUS CLEAR

To clear the status file while listing the contents of the file.

Command?

STATUS CLEAR!

To clear the status file without listing the contents of the file.

3.8

Compose a Mailing List

Customized *GEMDES Messaging* messages

The COMPOSE ENVOYLIST command enables you to design a script which will help create mailing lists to use with customized messages. This script can be used to create mailing lists containing **GEMDES Messaging** user names and/or **EnvoyPost** (see Section 12.1) addresses and user-defined variable text fields.

Command?	COMPOSE ENVOYLIST
----------	-------------------

EnvoyPost standard messages

The COMPOSE POSTLIST command enables you to create and store an **EnvoyPost** mailing list that does not have any user-defined fields. An **EnvoyPost** mailing list is a grouping of addresses which can be used to send messages to users not accessible from **GEMDES**. You can send an **EnvoyPost** message to any household or business in Canada and the United States through the postal service.

Command?	COMPOSE POSTLIST
----------	------------------

Note: For more information regarding the specific applications, refer to the Mailing List User Guide (available from your local Telecom Canada member company representative).

Compose a Binary Message

This feature provides **GEMDES Messaging** subscribers with the ability to attach binary file(s) within the text of a message. Binary messages can be sent to single or multiple recipients via the X-modem file transfer protocol. The compose binary script prompts you for a single optional textual body part followed by a single binary body part.

Command?	COMPOSE BINARY
TO:	DOE.J
CC:	RUBBLE.B
BCC:	STONE.F
Subject:	BINARY PRESENTATION
Text:	JOE, ATTACHED IS A SAMPLE OF HOW BINARY FILE TRANSFER WORKS. .<RETURN>
File Name:	PRESENTATION
File Format:	MSWORD 3.01
	<i>Note: The File Name and File Format are both optional fields. However, it is recommended that these fields be filled in, so as to advise the recipient of the software program (application) used to create the document.</i>

Initiate Transfer (Send Break To Cancel)

***Note:** The **GEMDES** Messaging user will invoke the file transfer feature of their computer communications package to transmit (upload) the appropriate document to **GEMDES** Messaging. Once transfer is complete, **GEMDES** Messaging will advise the user with the following message:*

Binary Data Transfer Complete, XXX Bytes Transferred

Send?

YES/NO

To add additional text and/or binary body parts, use the standard Edit subcommands (refer to Section 4.1: Edit).

***Note:** A message containing binary body parts cannot be sent to a foreign domain. A message containing binary body parts cannot be saved, only retained.*

3.10

Directory

The DIRECTORY command assists you in retrieving certain information about other users of **GEMDES Messaging** and **Envoy 100**.

Note: The GEMDES Messaging directory does not currently have the ability to query directories located on foreign domains. (Refer to Section 10 for explanation on foreign domains.)

DIRECTORY User Name

Command?	DIRECTORY CAMPBELL.D
	Displays the user's unique user code, organization hierarchy and surname/personal name. For example, D (DENIS) CAMPBELL CAMPBELL.D/GEMDES (613) 990-1234 *ABC1234

DIRECTORY User Code

Command?	DIRECTORY *ABC1234
	Displays the user name, organization hierarchy and surname/first name.

DIRECTORY "Personal name"

Command?	DIRECTORY "A B (BARRY) SMITH"
	Displays the user's unique user code, organization hierarchy and surname.

DIRECTORY <entity description> (DETAIL)

Command?

**DIRECTORY D.CAMPBELL
(detail)**

Where <entity description> can be User Name, User Code or Personal Name. Displays a users postal address if entered within a subscribers profile. (Refer to Section 8: *Personal Profile*.)

DIRECTORY "Surname"

Command?

DIRECTORY "SMITH"

Displays the directory information for all users who have their exact surname contained in the specific "string".

Command?

DIRECTORY "SMITH"!

Displays the directory information for all users who have their exact surname or part of their surname contained in the specific "string", ie. Smithson.

BOARDS OF Level

Command?

BOARDS OF GEMDES

Displays all bulletin boards registered in the specified organization level.

LISTS OF level

Command?

LISTS OF GEMDES

Displays all distribution lists in the specified organization level.

MEMBERS OF Level

Command?

MEMBERS OF SKI.CLUB

Displays a list of user names, lists, stations and scripts of the specified organization level.

USERS of Level

Command?

USERS OF ACME.CORP

Displays a list of all user names who are in the specified organization level.

SCRIPTS OF Level

Command?

SCRIPTS OF ACME.CORP

Displays a list of scripts of the specified organization level.

STATIONS OF Level

Command?

STATIONS OF WIDGET.CORP

Displays all stations registered in the specified organization level.

MEMBERS OF Listname

Command?

MEMBERS OF SKI.CLUB

Displays a list of user names of a specified distribution list.

Editing a Message	4.0
--------------------------	------------

Edit	4.1
Edit a Message you just Composed	4.2
Editing a Saved Message	4.3
Other Edit Options	4.4
List a Message while in the Edit Command	4.5
Modify a Message while in the Edit Command	4.6
Inserting/Deleting characters and words while in the Modify Subcommand	4.6.1
Insert Lines while in the Edit Command	4.7
Delete Lines while in the Edit Command	4.8
Transfer Lines while in the Edit Command	4.9
Copy Lines while in the Edit Command	4.10
Renumber Lines while in the Edit Command	4.11
Editing Within Compose	4.12

4.1

Edit

The EDIT command in conjunction with the editing subcommands enables you to modify the text or the envelope of a message you have prepared and saved. The editing subcommands are: LIST, MODIFY, INSERT, DELETE, TRANSFER, COPY and NUMBER.

4.2

Edit a Message you have just Composed

After you have composed your message, **GEMDES** Messaging will prompt you with a "Send" prompt:

Send?	NO
	<i>GEMDES</i> Messaging will return you to the Command? prompt.
Command?	LIST ALL
	To display the entire message. (Refer to Section 4.5 for other "List" subcommands.

TO:
 10 RAINES.TM
CC:
 10 WHITE.CB
BCC:
 10
Subj:
 10 BUDGET
Text:
 10 THE AD & PROMO BUDGET
 20 HAS BEEN INCREASED
 30 BY 10%.

Command?	EDIT TO
	Places contents of the "TO:" field into your workspace and displays a Command? prompt. To edit the contents of the "TO:" field, refer to appropriate EDIT subcommand section. In this example we will modify the recipient's name. (Refer to Section 4.6, <i>Modify</i> for other Modify options.)

Command?

MODIFY TO

GEMDES Messaging will display the TO: field recipient(s), followed by a dotted line. **GEMDES** Messaging is waiting for your input. In this example we are modifying the recipients user name. Once the changes have been made, enter a <RETURN> on a separate line, and Command? prompt will be displayed. (Refer to Section 4.6, *Modify* for other Modify options).

NOTE: Use the spacebar to move the cursor under the character to be altered.

```
10 TM.RAINES
..... N
10 TN.RAINES
..... <RETURN>
```

Command?

SEND

To send the message

Msg posted Sep 5, 1989 11:06 AM EDT MSG: OTQB-2756-4000

Editing a Saved Message

Command?			SCAN SAVED
			<i>GEMDES Messaging</i> displays a list of the saved message names.
No.	Modified	Name	
1	Aug.24 14:14	Meeting	
2	Aug.25 13:24	Sales	
3	Aug.25 15:37	Test	
Command?			EDIT Meeting
			Places the previously saved message MEETING into your workspace so that it can be modified. <i>GEMDES Messaging</i> will advise you of status of message.
			"MEETING" Last Modified Aug 31, 1989 10:25 AM
			<i>Note: If there is no previously saved workspace called MEETING, GEMDES Messaging will prompt you with; "MEETING" does not exist, do you wish to create it?</i>
Command?			LIST ALL
			To view the entire message (refer to Section 4.5, <i>LIST</i> subcommand for other LIST options)
Text:			
10 The meeting tomorrow has been			
20 re-scheduled until next week			
30 Bob			
			To EDIT the message, one of the EDIT subcommands will have to be invoked. Refer to the appropriate EDIT subcommand in this section.
			In this example, we will use the INSERT Editing Subcommand.

Command?

INSERT

If a line number is not specified, all new text will be placed at the end of the existing text. In our example, the last line ended at 30. (Refer to Section 4.7, *Insert Subcommand*.)

40**50****60****70****P.S.****The meeting will be at
the same location and time.****.<RETURN>**

Command?

Note: When editing a **SAVED** workspace, **GEMDES** Messaging will compare the character set of the saved workspace to the current active character set. In cases in which they differ, **GEMDES** Messaging will present a warning message as follows: "This workspace is encoded in (character set)."

GEMDES Messaging will then prompt the user: "Do you wish to convert?" If the user enters **NO** or **<RETURN>**, **GEMDES** Messaging returns to "Command?" prompt. If the user enters **Yes**, **GEMDES** Messaging will convert the saved workspace to the user's current active character set.

4.4

Other Editing Options

Command?	EDIT TO
	Places the contents of the TO: field into your workspace.
Command?	EDIT CC
	Places the contents of the CC: field into your workspace.
Command?	EDIT BCC
	Places the contents of the BCC: field into your workspace.
Command?	EDIT SUBJECT
	Places the contents of the SUBJECT: field into your workspace.
Command?	EDIT TEXT
	Places the contents of the TEXT: of your message into your workspace.

4.5

List a Message while in the Edit Command

While in the EDIT command, the LIST subcommand displays all of the Text of the current workspace with associated line numbers beginning with 10, and incremented by 10.

Command?	LIST
	Displays the contents of the field selected.
Command?	LIST!
	Displays contents of the workspace without the line numbers.
Command?	LIST ALL
	Displays the envelope and text contents of the message with line numbers.
Command:	LIST ALL!
	Displays the envelope and text contents of the message without line numbers.
Command?	LIST 10
	Displays one particular line.
Command?	LIST 20, 60
	Displays specific lines.
Command?	LIST 30-80
	Displays consecutive lines.
Command?	LIST "meeting"
	Displays all lines of text containing the particular string "meeting" in lower case.

Command?	LIST "MEETING"
	Displays all lines of text containing the particular string "MEETING" in upper case.
Command?	LIST BOTH "MEETING"
	Displays all lines of text containing the particular string "meeting" in both upper and lower cases.
Command?	LIST "meeting" IN 40-60
	Displays the lines of text containing the particular string "meeting" within lines 40 through 60. <i>Note: When listing a workspace containing a binary body part, the contents of the binary body part will NOT be displayed. However, the position of the binary data within the workspace will be indicated by displaying the single workspace line that contains the data as follows:</i>
<line #> ***Binary Data: XX, XXX, XXX, bytes ***	
File Name: <file name> File Format: <file format>	

4.6

Modify a Message while in the EDIT Command

While in the EDIT command, the MODIFY subcommand enables you to locate, replace and correct text, using deletion, insertion, or replacement symbols.

Command?	MODIFY
	To correct the whole text line by line. GEMDES Messaging will present one numbered line at a time for correction followed by..... Enter the required correction underneath the line and depress <RETURN>. GEMDES Messaging will reprint the line (as corrected) following by..... If it is correct, depress <RETURN>.
Command?	MODIFY 10
	To correct a specific line.
Command?	MODIFY 20-40
	To correct specific lines.
Command?	MODIFY "would" TO "could"
	To make a global change, i.e., to change every occurrence of "string" in your message.
Command?	MODIFY "would" TO "could" IN 30-50
	To limit the number of lines to be altered by specifying a range of line numbers. <i>Note: Modifying a line containing binary data enables the user to modify the contents of the labels (i.e., File Name and File Format) associated with the binary data. However, attempts to change the text of the label prompts themselves, will result in GEMDES Messaging aborting the MODIFY command.</i>

4.6.1

Inserting/Deleting characters and words while in the Modify subcommand.

The following symbols are utilized to insert and/or delete characters:

<	delete a character(s)
>	insert a character(s)
!	delete rest of the line
+<word or phrase>+	insert a word or phrase above the first + character.
<space bar>	moves along line of text

Here are some examples using the character edit commands:

Command	MODIFY 10
TEXT:	
10 Our sincerest thankss for your hard work	
.....	<
10 Our sincerest thanks for your hard work	
TEXT:	
10 Our sincerest thanks for you hard work	
.....	r>
10 Our sincerest thanks for your hard work	
TEXT:	
10 Our sincerest thanks for your hard work	
.....	!
10 Our sincerest thanks	
TEXT:	
10 Our sincerest thanks for your hard work	
.....	+many hours of+
10 Our sincerest thanks for your many hours of hard work	

Note: If the line contains any of the above editing symbols, the line must be deleted and re-inserted.

Insert Lines while in the Edit Command

While in the EDIT command, the INSERT subcommand enables you to enter new lines of text into your workspace.

Command?	INSERT
	If a line number is not specified, all new text will be placed at the end of the existing text. After inputting text press .<RETURN> to end the message. To review the message, type LIST ALL.
Command?	INSERT (LINE NUMBER)
	To insert a line between two existing lines. <i>Note: GEMDES Messaging will print the line number you specify and wait for you to input text. It will keep giving you line numbers until you type a period <RETURN> or you run out of line numbers.</i>
Command?	INSERT 70 BY 5
	To insert a specified line number by a specified increment.
Command?	INSERT BINARY <line#>
	A binary body part always occupies one line. After receiving an INSERT BINARY command, GEMDES Messaging will prompt the originator for the following labels: File name and File Format. Once this is completed, the user is prompted to initiate transfer of the binary file.

4.8

Delete Lines while in the Edit Command

While in the EDIT command, the DELETE subcommand enables you to delete a line(s) of text.

Command?	DELETE 20
	To delete a particular line.
Command?	DELETE 30, 50
	To delete more than one non-consecutive line.
Command?	DELETE 100-500
	To delete consecutive lines. <i>Note: There is an automatic check if you are deleting more than 15 lines of text. An exclamation mark (!) after the command will override the automatic check. (e.g. DELETE 100-500!)</i>
50 lines will be deleted. Delete?	YES
	GEMDES Messaging displays the number of lines to be deleted.
50 lines deleted	GEMDES Messaging displays the number of lines deleted.
Command?	DELETE "I thought"
	To delete lines with all occurrences of a particular word or phrase.
Command?	DELETE BOTH "He"
	To delete lines with all occurrences of a word or phrase if it appears in either upper or lower case. <i>Note: When deleting lines which include BINARY data, GEMDES Messaging will provide the following protection prompt "XXX lines will be deleted, deletion includes binary data. Delete?".</i>

4.9

Transfer Lines while in the Edit Command

While in the EDIT command, the TRANSFER subcommand enables you to move one or more lines of text to another location in your message.

Command?	TRANSFER 20 TO 80
	To move one line. <i>Note: The line that was moved is deleted from its original position and only appears at the new location.</i>
Command?	TRANSFER 10-30 TO 100
	To transfer consecutive lines.
Command?	TRANSFER 10-30 TO 200 BY 2
	To transfer consecutive lines by a specified increment. <i>Note: If the lines being transferred include binary data, GEMDES Messaging will prompt: "XXX line(s) transferred, including # of binary attachment(s)."</i>

Copy Lines while in the Edit Command

While in the EDIT command, the COPY subcommand enables you to duplicate a line or lines of text to another location within your message.

Command?	COPY 20 TO 80
	To duplicate one line. <i>Note: The lines to be duplicated remain in their original position.</i>
Command?	COPY 10, 50 TO 70
	To duplicate more than one non-consecutive line.
Command?	COPY 10-30 FROM payroll TO 50
	To duplicate lines from a previously saved message to your current message. In this example, lines 10 through 30 from the previously saved message PAYROLL is duplicated to your current message.
Command?	COPY 10-50 TO 100 BY 5
	To duplicate two or more consecutive lines by a specified increment.
Command?	COPY ALL FROM payroll
	To duplicate the entire contents of a previously saved workspace to your current workspace. <i>Note: If a user issues the command to copy lines from another workspace into the current workspace, GEMDES Messaging will compare the character sets of the two workspaces, and advise the user if the workspaces are not similar. If the lines to be copied contain binary data, the information provided to the user will also indicate the number of binary attachments (not the number of bytes).</i>

4.11

Renumber Lines while in the Edit Command

While in the EDIT command the NUMBER subcommand enables you to renumber the lines of text in your workspace.

Command?	NUMBER
	To renumber the lines of text in your workspace starting with line number 10 with increments of 10.
Command?	NUMBER 100 BY 20
	To renumber the lines of text in your message specifying the first line number and increment. In this example, first line number is 100 and increment is 20.

Editing Within Compose

GEMDES Messaging enables you to pause during message creation and make immediate revisions. This is accomplished with the editing subcommands preceded by a period (.), e.g., **.LIST**, **.MODIFY**, **.INSERT**, **.COPY**, etc. **GEMDES Messaging** responds with: Continue . . Enter **<RETURN>** to end your message.

CONTROL Characters

If your terminal is equipped with a control key, you will be able to perform six control functions. To activate them, hold down the CTRL key and depress the desired character key.

CONTROL H - Character delete

The cursor will backspace and delete characters as it moves. When you release the CTRL key you can resume typing normally to the right, over striking the deleted characters.

CONTROL X - Line delete

GEMDES Messaging will type the line number at the end of the current line or at the beginning of the next line and wait for input.

Note: On some terminals, CTRL X clears the screen without affecting the data.

CONTROL R - Line replay

GEMDES Messaging will display the last line entered. This control key must be depressed before performing a **<RETURN>**. This is useful after using CTRL H to delete characters so that the line may be reviewed without the over strikes.

CONTROL W - Word delete

GEMDES Messaging will delete the last word entered on the current line. It will then display the first letter of the deleted word.

Note: This function operates on the current line only.

CONTROL S - Stops display

GEMDES Messaging will freeze output until you enter CTRL Q to resume. This is useful when reading long messages at video terminals.

CONTROL Q - Resumes display

GEMDES Messaging will resume output previously interrupted with CTRL S.

CONTROL L - Form feed

Can be used for sending to autodelivery stations.

Note: *Your terminal may use some of these characters for other functions. In these cases, these control characters should not be used.*

Sending a Message

5.0

Send a Message with Options

5.1

Receipt

Private

Registered

Urgent

Keep

Send a Time-Delivered Message

5.2

Cancel a Time-Delivered Message

5.3

Undeliverable Messages - What to do

5.4

5.1

Send a Message with Options

The SEND command enables you to post a message for delivery.

Send?	YES
	To send regular messages.

To Send A Message With Options

Send?	NO
	To send a message with an option.

Command?	SEND (RECEIPT)
	To receive a notification that the message has been read by each recipient. GEMDES Messaging sends a system reply message acknowledging receipt.

Command?	SEND (PRIVATE)
	To require the recipient(s) to enter their personal ID in order to read the message.

Command?	SEND (REGISTERED)
	To receive a notification that the recipient has acknowledged receipt of the message before reading it.
	<i>Note: This sending option is not available when messaging a foreign system via EnvoyMHS.™ (Refer to Section 10, EnvoyMHS.)</i>

Command?	SEND (URGENT)
	To place the message at the top of the recipient's table of incoming messages.

Note: A *SEND* (option) at the Command? prompt classifies the message for all addresses in the TO:, CC: and BCC: fields. To have only certain recipients of the message receive the classification option, enter the option in parentheses beside the user name.

Command?	COMPOSE
TO:	HAY.B(URGENT), BECK.D
	Hay.B will receive an urgent message, whereas Beck.D will receive a regular GEMDES Messaging message.
Command?	SEND (KEEP)
	To send a message and retain the workspace containing the message.
	Note: You can combine the <i>SEND</i> options, e.g.
Command?	SEND (URG,PRI)

5.2

Send a Time-Delivered Message

SEND (AFTER date time)

Command?	SEND (AFTER Aug 14 2:30 pm)
-----------------	------------------------------------

To send a message as soon as possible after the specified date and time.

SEND (EVERY time period BEFORE date time)

Command?	SEND (EVERY 5 hours BEFORE AUG 20 2:30 pm)
-----------------	---

To send a message every specified time period (hours, days, weeks, months or years) up to the specified, date and time.

SEND (EVERY time period X times)

Command?	SEND (EVERY 2 weeks 9 times)
-----------------	---

To send a message every time period (hours, days, weeks, months or years) by the number of times specified, maximum of 99 times.

SEND <message name>

Command?	SEND payroll.figures
-----------------	-----------------------------

To send a previously saved message identified by the message name.

SEND (ON date time)

Command?	SEND (ON Aug. 14 8:30 am)
-----------------	----------------------------------

To send a message on the specified date and time.

5.3

Cancel a Time-Delivered Message

The CANCEL command is used to stop the future delivery of a message.

Command?

CANCEL

**Enter MSG# of the message
you wish to cancel**

ABCD-1234-5678

The message # of the message you wish to cancel is a unique number assigned to every message sent.

Undeliverable Messages - What to do

GEMDES Messaging validates user names in the TO:, CC:, and BCC: fields when posting a message. If there is an error or if **GEMDES Messaging** cannot recognize the address, an error message is displayed.

Send?

YES

Mailbox does not exist

BROWL.D

Correct(C), Omit(O), Hold(H):

GEMDES Messaging cannot recognize the recipient's name. Either correct the name, omit the name, or hold the message for future delivery.

Note: If the Hold option is chosen, **GEMDES Messaging** will place your message in a temporary workspace and advise you that your message has not been sent. To obtain the correct user name, use the **DIRECTORY "user name"** command. Once you have verified the correct user name, invoke the **SEND** command, which will take your temporary workspace and attempt to resend the message. Again you will be prompted with "Mailbox does not exist." This time choose the **CORRECT** option and substitute the correct user name. Then **GEMDES Messaging** will automatically post the message.

Name is Ambiguous

BROWN.B

Correct(C), Omit(O), Hold(H):

More than one **GEMDES** Messaging user has the identical valid user name. Either correct the ambiguous name by substituting the recipient's unique user code or personal name, or enter the user name with the organizational qualifier, or omit the ambiguous recipient name, or hold the message for future delivery. To obtain a user code, or organization to qualify the user name, enter the command **DIRECTORY "user name"**.

You are not allowed to send to this user

Williams.D

Correct(C), Omit(O), Hold(H):

The recipient's name entered is outside your sending limitations. Either correct the disallowed recipient name by substituting another valid recipient name; or omit the disallowed recipient name; or hold the message for future delivery.

This user cannot receive from you

SMITH.P

Correct(C), Omit(O), Hold(H):

You are outside the receipt limitations of the recipient. Either correct the disallowed recipient name by substituting another valid recipient name or omit the disallowed recipient name or hold the message for future delivery.

Reading Messages	6.0
-------------------------	------------

Scan for Messages	6.1
--------------------------	------------

Read a Message	6.2
-----------------------	------------

Read Messages Containing Options:	6.3
--	------------

Private Messages	
-------------------------	--

Registered Messages	
----------------------------	--

Return Receipt Messages	
--------------------------------	--

Read Saved Messages	6.4
----------------------------	------------

Read Messages Containing Binary Data	6.5
---	------------

Check Bulletin Boards	6.6
------------------------------	------------

6.1

Scan for Messages

The SCAN command displays a chronological table of messages.

Command?		SCAN		
1. No.	2. Delivered	3. From	4. Subject	5. Lines
1	Aug 10 13:18	WHITE.M	Meeting	6
2	Aug 10 15:50	BROWN.D	New Project	15
3	Aug 11 8:30	BLACK.A	Vacation Schedule	3
4	Aug 11 2:30	L.STETSON/XYZ.CO TELEMAIL/USA	Washington Meeting	7
5	Aug 12 11:30	PJ(PETER)BECK AT&T/USA	September Meeting	5

1. **Scan number**
sequence number temporarily associated with the message.

Note: Every time the SCAN command is used in a session, the scan number is incremented.

2. **Delivered**
message delivery date and time
3. **From**
user name of sender
4. **Subject**
subject of the message
5. **Lines**
number of lines of text in the message.

Scan Options

Command?	SCAN!
	Displays a table of all the messages currently in your mailbox without the More.... prompt every 20 lines.

Command?**SCAN ALL**

Displays a table of all the messages in your mailbox including unread, read, unfiled and filed messages.

SCAN FROM user name

Command?**SCAN FROM WHITE.M**

Displays a table of all messages you received from a specified user name.

SCAN ON date

Command?**SCAN ON Aug 14**

Displays a table of all messages you received on a specified date.

SCAN BEFORE date

Command?**SCAN BEFORE Aug 12**

Displays a table of all messages you received before the specified date but not including the specified date.

SCAN SINCE date

Command?**SCAN SINCE Sept 1**

Displays a table of all messages you received on and after the date specified.

SCAN BEFORE date FROM user name

Command?**SCAN BEFORE Sept 1 FROM WHITE.M**

Note: Combine the options of a scan command to be more specific in searching for certain types of messages.

SCAN file name

Command?

SCAN reports

Displays a table of all messages you filed under a specified file name.

SCAN SUBJECT "string"

Command?

SCAN SUBJECT "vacation"

Displays a table of all messages you received with a specified "string" in the Subject field.

SCAN UNFILED

Command?

SCAN UNFILED

Displays a table of all messages you have not filed.

SCAN PURGED

Command?

SCAN PURGED

Displays all the messages you have purged within the last 24 hours.

SCAN SAVED

Command?

SCAN SAVED

Displays an abbreviated scan table of your saved message names in alphabetical order.

SCAN SAVED FILE file name

Command?

SCAN SAVED FILE contracts

Displays a table of all your saved messages filed under the specified file name.

SCAN MSG message number

Command?

SCAN MSG ABCD-1234-2024

Displays a scan table consisting of a single line indicating the message presently in your mailbox.

SCAN (SUMMARY)

Command?

SCAN (SUMMARY)

Advises you of the number of unread messages in your mailbox, e.g., You have 3 messages.

SCAN UNFILED READ

Command?

SCAN UNFILED READ

Displays a table of messages you have read but not filed.

SCAN BINARY

Command?

SCAN BINARY

Displays a scan table consisting of only messages containing binary body parts.

SCAN ALL (DETAIL)

Command?

SCAN ALL (DETAIL)

Displays additional status indicators, including the status of each message (ie. read, unfiled). Abbreviations will *not* be used for novice users.

Note: The key word (DETAIL) can be combined with other selection criteria such as FROM, SINCE, BEFORE, SUBJECT, etc.

6.2

Read a Message

The READ command is used to display the contents of each message.

Command?	READ
1. Posted: Thu Aug 26, 1989 10:38 AM Msg: ABCD-0123-3456	
2. From: SMITH.JJ	
3. TO: BILL.LEE	
4. CC: BONDS.BB	
5. BCC: WHITE.CH	
6. Subject: Meeting	
7. I will be able to attend your meeting of Sept 10. Tim	
8. Action?	
	1. Posted displays the date and time the message was posted, along with a System Message Number (SMN).
	2. From contains the GEMDES Messaging user name of the originator of the message.
	3. TO contains the user name(s) of each user who is a direct recipient of the message.
	4. CC contains the user name(s) of all the users who received a courtesy copy of the message.
	5. BCC (Blind Courtesy Copy) contains the user name(s) of each user who is a recipient of the msg unknown to the TO: and CC: recipients.
	6. Subject contains the subject title of the message.
	7. Text contains the text of the message composed by the sender.

8. **Action?**

GEMDES Messaging asks you what you want to do with the message just displayed. Possible responses are: ANSWER, EXIT, FILE, FORWARD, PURGE, REPEAT, RETAIN, SAVE, SCAN or <RETURN>.

MHS Message

A message received from a user on another messaging system (foreign domain) will include additional message header information. Due to the flexible MHS X.400 standards, your message might appear as follows:

Command?

READ

1. Posted: Fri Aug 27, 1989 9:05 AM MDT MSG: WGIF-0123-4567
2. MHS MSG: OG1J-2299-9087/1
3. Re: MHS MSG: WGIF-0123-4566/1
4. From: [P J (PETER) BOUCHER]ATTMAIL/USA
5. TO: T A (TIM) SMITH
6. CC: GREG PAGE
7. BCC: [P J (PETER) BOUCHER]ATTMAIL/USA
8. Subject: Re: Meeting

Thank you for confirming your attendance at the September 10 meeting.

Please notify L J (JOHN) SILVER should you wish to add to the agenda.

Regards,
Peter

9. Reply Requested:
 10. From: T A (TIM) SMITH
 11. TO: L J (JOHN) SILVER
 12. BY: Mon Aug 30, 1989
-

1. **Posted**
shows the date and time the message was posted.
2. **MHS MSG**
similar to the system message number: one is generated for each MHS message.
3. **Re: MHS MSG**
this message is referencing a previous MHS message.

4. **From**
contains the foreign domain
personal name/domain/
country of the message
originator.
5. **TO**
contains the user name(s) of
each user who is a direct
recipient of the message.
6. **CC**
contains the user name(s) of
each user who receives a
courtesy copy of the message.
7. **BCC (blind courtesy copy)**
contains the name(s) of each
recipient of the message,
unknown to the recipients
listed in the TO: or CC: fields
(may or may not appear).
8. **Subject**
contains the subject title of the
message.
9. **Reply Requested**
this herald may be appended to
the end of the message if
invoked by the (foreign domain)
originator.
10. **From**
contains the user name who is
asked to respond.
11. **TO**
contains the user name to
whom the response is to be
provided.
12. **BY**
the date a response is required
by.

Note: Some *EnvoyMHS* messages
may display additional fields to
those displayed in previous
examples. For further details on
EnvoyMHS, refer to Section 10 of
your User Guide.

Other READ Options

Command?

READ!

Displays the contents of every message in the scan table without the Action? prompt after each message.

Command?

READ All

Displays the contents of every message read and unread, filed or unfiled, (but not saved or purged) and prompts for Action? after each one.

READ BEFORE Date

Command?

READ BEFORE Aug 12

Displays the contents of every message that you received before a certain date, provided they have not been purged.

READ file name

Command?

READ reports

Displays the contents of every message filed in the specified filename.

READ FROM user name

Command?

READ FROM D.SMITH

Displays the contents of every message you received from the specified user name.

READ MSG system message number

Command?

READ MSG ABCD-1277-1234

Displays the contents of the message with the specified system message number (SMN).

READ ON date

Command?	READ ON Aug 27
	Displays the contents of every message you received on the specified date.

Command?	READ PURGED
	Displays the contents of messages you have purged within the last 24 hours.

READ scan number

Command?	READ 1
	Displays the contents of the message specified by the scan number in a scan table. This is used after the SCAN command.

Command?	READ (HEADER)
	Displays the header contents only and returns to "Action?" prompt.

Command?	READ (TEXT)
	Displays only the textual part of the message and returns to the "Action?" prompt.

READ SINCE date

Command?	READ SINCE May 7
	Displays the contents of every message you received on or after the specified date.

READ SUBJECT "string"

Command?	READ SUBJECT "meeting"
	Displays the contents of every message you received with the specified "string" in the subject field.

READ UNFILED

Command?

READ UNFILED

Displays the contents of every message that you have not filed.

READ UNREAD

Command?

READ UNREAD

Displays the contents of every new message you received and messages you have read but retained using the RETAIN command.

READ BEFORE date FROM user name

Command?

READ BEFORE Aug 1 FROM A.BOUVIER

Note: You can combine the options of a READ command to be more specific in searching for certain types of messages.

READ (FF)

Command?

READ (FF)

Option used to separate messages with a FORM FEED character, thereby presenting each message on a new page (for hard copy terminals).

6.3

Read Messages Containing Options

Read Private Messages

To READ a PRIVATE message, you need to enter your personal ID.

Command?	READ 1
This is a Private message from:	"User name"
Enter your Personal ID	XXXXXXXX

READ Registered Messages

When you read a REGISTERED message, **GEMDES Messaging** prompts you if you wish to accept it or not. **GEMDES Messaging** will notify the sender if you accepted the message.

Command?	READ 1
This is a Registered message from:	"User name"
Do you wish to accept it?	YES/NO

If your response is YES, the message is displayed and an acknowledgement will be sent to the sender in the form of a message. If your response is NO, the message will not be displayed.

RETURN RECEIPT Messages

When the recipient reads a RETURN RECEIPT message, **GEMDES Messaging** notifies the sender that you have read the message.

Posted: Wed Sep 13, 1989 8:22 AM EDT **Msg:** NTQB-6769-4000
From: ENVOY 100
TO: SMITH.J
Subject: Receipt Notification
 Original Msg Receipt: Wed Sep 13, 1989 2:49 AM EDT
 Original Msg: GTQB-9859-4000
 Original Subject: Envoy 100 Enhancements

The message has been received from the following recipient

TO: ADMIN/ABCD

GEMDES Messaging sends the above message to its originator, advising them that the recipient has read the message.

6.4

Read Saved Messages

Saved messages cannot be read using the READ command. The EDIT command and LIST subcommands are used.

Command?	EDIT message name
'Message name' last modified date time	
Command?	LIST ALL
Displays the saved message.	

Read Messages containing Binary Data

Messages containing binary data can be read like any other message, except for the actual binary data. To read the contents of the binary data, it will have to be downloaded to your personal computer, using the X-modem file transfer protocol.

No.	Delivered	From	Subject	Lines
1	Sep 13 11:09	SM.SMITH	MEETING	20
2	Sep 13 11:15	BE.KING	PRESENTATION Bin (6k)	3

Command?

READ 2

GEMDES Messaging displays the textual portion of message 2. At the end of the message, *GEMDES Messaging* will ask if you wish to download the binary data.

Posted: Wed Sep 13, 1989 11:15 AM EDT Msg: JTQB-2389-4000
 From: KING.CE
 TO: QUEEN.BD
 Subject: Presentation

Bob, here is a draft of the presentation that I created.
 Cathy

Binary data: 5504 bytes

File name: ABC PRESENT

File format: MSWORD 3.02

Do you wish to download binary data?

Y/N

If yes, *GEMDES Messaging* will advise you to initiate transfer.

If no, *GEMDES Messaging* will display an action prompt. Here you can retain the message and download at a later date.

Note: You cannot save the binary body part of the message.

Initiate Transfer. (Send Break to Cancel.)

Binary Data Transfer Complete. 5504 bytes transferred

GEMDES Messaging will advise that the data has been downloaded and the number of bytes transmitted.

Other Binary READ Options

Command?	READ BINARY
	Only messages containing binary body parts will be read.
Command?	READ (BINARY)
	Only the binary body parts within the selected message(s) will be read.
Command?	READ BINARY! or READ (BINARY)!
	Only the binary header line (ie the File name/File format) is presented in the output. The user is not presented with "Do you wish to download..." prompt and the binary data is not transferred.

6.6

Check Bulletin Boards

A bulletin board is an area where messages of general interest may be posted. There are two types of bulletin boards: monitored and unmonitored.

"Monitored" means that **GEMDES Messaging** keeps track of the date and time a user checks the board. When new messages are sent to the board, the user is notified at sign on to check the board. **GEMDES Messaging** does not notify users at sign-on to check an "Unmonitored" bulletin board.

Messages posted to a bulletin board cannot be answered, forwarded, filed or purged by anyone except the ADMIN.

Command?	CHECK ENVOY.100
	Enter the bulletin board name you wish to check.
Now using bulletin board	
	Provides access to the bulletin board.
Command?	SCAN
	Displays a list of messages.
Command?	READ
	Displays the text of all messages without the Action? prompt between messages.
Command?	CHECK
	To exit from the bulletin board to your mailbox.
Now using your own mailbox again	
Note: You can use all the SCAN (refer to Section 6.1) and READ (refer to Section 6.2) options while checking your bulletin board.	

What to do with a Received Message 7.0

Answer a Message	7.1
Forward a Message	7.2
Retain a Message	7.3
Save a Message you have read	7.4
File a Message	7.5
Remove a Message from a File	7.6
Purge a Message	7.7
Unpurge a Message	7.8
Redisplay a Message	7.9
Exit	7.10

7.1

Answer a Message

The ANSWER command enables you to reply to a message you have just read. The reply is sent to the sender of the original message.

Command?	READ
Posted:	Tue Mar 8, 1989 1:18 PM EST
From:	Smith.A
TO:	Mason.BJ
CC:	Leblanc.P
BCC:	Smith.J
Subject:	Payroll

The payroll figures for the month of February 1989 are now available. Please pick them up at your earliest convenience.

Thanks,
Adam

Action?	ANSWER
	The ANSWER command automatically addresses your reply to the originator of the message.
Text:	I will pick up the February 1989 payroll figures on Thursday. Could you also include the January 1989 figures? .<RETURN>
	Enter the text of your reply to the message you just read.
Send?	YES
	If you enter YES to the Send? prompt, your message is posted.
Action?	GEMDES Messaging asks you what other action you would like to take on this message. If there is no further action to be taken, enter <RETURN>. The message is placed in the read portion of your mailbox for later retrieval.

Other Answer Options

Command?	ANSWER n
	Where n is the scan number in a scan table.
Action?	ANSWER ALL
	To generate a reply to all recipients, i.e., every user listed in the FROM:, TO: and CC: fields of the message you received. <i>Note: The BCC recipients will not receive a reply if the other recipients use the ANSWER ALL command. A BCC recipient cannot use the ANSWER ALL command.</i>
Command?	ANSWER ALL n
	Where n is the scan number in a scan table. <i>Note: Only the text of your reply will be sent to the sender of the message. The Subject: field will contain "RE:" plus the original subject. If you wish to send a copy of the original message with your reply, refer to Section 7.2, Forward a Message.</i>

Forward a Message

The FORWARD command enables you to send a message you have just read, along with any comments you may wish to add, to one or more recipients. The entire original message, plus the envelope information, will be included in your forwarded message, with the exception of the BCC: field.

Command?	READ
Posted: Tue Mar 8, 1989 1:18 PM EST	Msg: ABCD-1111-1111
From: SMITH.A	
TO: MASON.BJ	
CC: LEBLANC.P	
BCC: SMITH.J	
Subject: Payroll	
<p>The payroll figures for the month of February 1989 are now available. Please pick them up at your earliest convenience.</p> <p>Thanks, Adam</p>	
Action?	FORWARD
	<p>Once the FORWARD command is invoked, GEMDES Messaging will prompt you with the TO:, CC:, BCC: and Subject: fields.</p> <p>Within the TO:, CC:, and BCC: fields enter the names of those to whom you wish to send the attached message.</p>
TO:	SIMONS.R
CC:	MASON.BJ
BCC:	SMITH.J
Subject:	Payroll figures
Comments:	<p>I will be picking up the February 1989 payroll figures from Adam on Thursday. Could you, Bob, make sure that I get the January 1989 figures before then.</p> <p>.<RETURN></p>

	GEMDES Messaging enables you to attach comments to the forwarded message.
Send?	YES
	If you enter YES to the Send? prompt, your message is posted.
Msg posted Mar 9, 1989 3:10 PM EST	Msg: AAAA-2222-3333
Action?	
	GEMDES Messaging will prompt you with the ACTION? prompt. If there is no further action to be taken, enter <RETURN>. The message is placed in the read portion of your mailbox for later retrieval.

Other FORWARD Options

FORWARD BEFORE date

Command?	FORWARD BEFORE sept 1
	To forward all messages you received before the specified date.

FORWARD file name

Command?	FORWARD sept.report
	To forward all messages filed in the specific file name.

FORWARD FROM user name

Command?	FORWARD FROM A.BROWN
	To forward all messages you received from the specified user name.

FORWARD ON date

Command?

FORWARD ON sept 1

To forward all messages you received on the specified date.

FORWARD scan number(s)

Command?

FORWARD 1-3

To forward the messages indicated by the specific scan number(s).

FORWARD SINCE date

Command?

FORWARD SINCE sept 3

To forward all messages you received on or after the date specified.

FORWARD SUBJECT "string"

Command?

FORWARD SUBJECT "meeting"

To forward all messages you received with the specified "string" in the Subject field.

7.3

Retain a Message

The RETAIN command places the message you have just read in your scan table of unread messages.

Action?	RETAIN
---------	--------

RETAIN scan number

Command?	RETAIN 1-3
----------	------------

7.4

Save a Message you have read

The SAVE MSG AS command enables you to save the text of a message you have read.

Note: Only the text of the message is saved, the envelope information is deleted.

Action?	SAVE MSG AS newname
	To create a new saved workspace by assigning a name to the message.
Action?	SAVE MSG AS oldname
'OLDNAME' already exists. Append, Replace, or Hold:	A
	To add text to an existing saved workspace.
Action?	SAVE MSG AS oldname
'OLDNAME' already exists. Append, Replace, or Hold:	R
	To replace text in an existing saved workspace.
Action?	SAVE MSG AS oldname
'OLDNAME' already exists. Append, Replace, or Hold:	H
	To cancel the SAVE MSG AS command. GEMDES Messaging displays another Action? prompt.
Action?	SAVE MSG AS oldname!
	To automatically add the new text to the end of the existing workspace without further prompting.

7.5

File a Message

The FILE command enables you to store a message under a file name. It can be used in response to the Action? and Command? prompts.

FILE IN file name

Action?	FILE IN meetings
	To file a message which you have just read. If the file name is new, GEMDES Messaging will display:
'filename' does not exist. Do you wish to create it?	YES or NO
	<i>Note: File names cannot be longer than 20 characters. They must start with an alpha character and can contain numbers and periods. No spaces or other punctuation marks are allowed.</i> <i>A message cannot be filed in more than six different file names.</i>

FILE n IN file name

Command?	FILE 3 IN meetings
	To file a message listed in the scan table without reading it (n is the scan number in the scan table).
Command?	FILE 3-6 IN sales
	To file consecutive messages from your scan table.

FILE BEFORE date IN file name

Command?

FILE BEFORE 31 Aug IN meetings

To file messages you received before the specified date.

FILE SINCE date IN file name

Command?

FILE SINCE 1 Aug IN sales

To file messages you received on and after the date specified.

FILE ON date IN file name

Command?

FILE ON Apr 1 IN sept.report

To file messages you received on a specified date.

FILE FROM user name IN file name

Command?

FILE FROM C.ROBICHON IN budget

To file messages you received from a specified user name.

FILE SUBJECT "string" IN file name

Command?

FILE SUBJECT "new budget" IN budget

To file messages with a specified "string" in the Subject field.

FILE UNFILED IN file name

Command?

FILE UNFILED IN action.items

To file messages not currently filed under a specific file name.

FILE SAVED message name IN file name

Command?

**FILE SAVED agenda IN
meetings**

To file a saved message.

FILE file name 1 file name 2

Command?

FILE meeting sales

To file messages associated with a particular file name in a second file name.

Command?

DISPLAY FILES

To obtain a list of your filenames alphabetically.

Command?

SCAN file name

To list all messages associated with a file.

7.6

Remove a Message from a File

The REMOVE command enables you to remove a message(s) from a specific file. The message will remain in the read position of your mailbox and in all other associated files. To display a list of file names, enter DISPLAY FILES at the Command? prompt.

REMOVE FROM file name

Action?	REMOVE FROM sept.report
	To remove the displayed message from the specified file name.

REMOVE ALL FROM file name

Command?	REMOVE ALL FROM sales
	To remove all messages from a file and delete the file name.
'filename' is empty, do you wish to purge it?	YES
	<i>Note: Only the file name is deleted. To purge all messages from a file, refer to page 98, Purge File file name.</i>

REMOVE BEFORE date FROM file name

Command?	REMOVE BEFORE Dec 25 FROM budget
	To remove all messages received before the specified date from the specified file name.

REMOVE FROM user name FROM file name

Command?	REMOVE FROM AB.SMITH FROM budget
----------	-------------------------------------

To remove all messages from a specified user name from the specified file name.

REMOVE ON date FROM file name

Command?	REMOVE ON May 25 FROM agenda
----------	---------------------------------

To remove all messages on the specified date from the specified file name.

REMOVE SAVED message name FROM file name

Command?	REMOVE SAVED agenda FROM meeting
----------	-------------------------------------

To remove the saved message from the specified file name.

REMOVE scan number FROM file name

Command?	REMOVE 2 FROM payroll
----------	-----------------------

To remove the message identified by the scan number from the specified file name.

REMOVE SINCE date FROM file name

Command?	REMOVE SINCE April 1 FROM meeting
----------	--------------------------------------

To remove all messages received on or after the date specified from the specified file name.

7.7

Purge a Message

The PURGE command moves a message to your purged area for 24 hours and then deletes it automatically from **GEMDES** Messaging .

Action?	PURGE
	To discard the message you just read.

PURGE BEFORE date

Command?	PURGE BEFORE Feb 14
	To discard all messages delivered before the specified date.

PURGE FILE file name!

Command?	PURGE FILE meetings!
	To discard all messages filed under the designated file name. <i>Note: Only the messages are purged. To purge file name, refer to Section 7.6. Remove a Message from a File.</i>

PURGE FROM user name

Command?	PURGE FROM LEBLANC.R
	To discard all messages delivered from the specified user name.

PURGE MSG message number

Command?	PURGE MSG ABCD-1234-5678
	To discard the message identified by the system message number.

PURGE ON date

Command?

PURGE ON April 8

To discard all messages delivered on the date indicated.

PURGE SAVED message name

Command?

PURGE SAVED agenda

To discard the message saved under the message name.

PURGE SAVED scan number(s)

Command?

PURGE SAVED 1, 3

To discard the message saved under the message name identified by the scan number in your scan table.

PURGE scan number

Command?

PURGE 1

To discard the message identified by the scan number in your scan table.

PURGE SINCE date

Command?

PURGE SINCE Aug 6

To discard all messages you received on or after the specified date.

PURGE SUBJECT "string"

Command?

PURGE SUBJECT "staff"

To discard all messages you received with a specified "string" in the Subject field.

PURGE UNFILED

Command?

PURGE UNFILED

To discard all messages you received not currently filed under a specified file name.

PURGE BEFORE date FROM user name

Command?

**PURGE BEFORE Oct 10
FROM JONES.A**

To discard all messages you received before the specified date from the specified user name.

PURGE ON date FROM user name

Command?

**PURGE ON Dec 26 FROM
S.CLAUS**

To discard all messages you received on the specified date from the specified user name.

PURGE SINCE date FROM user name

Command?

**PURGE SINCE Nov 10 FROM
GOLD.L**

To discard all messages you received on or after the date specified from the specified user name.

7.8

Unpurge a Message

The UNPURGE command is used to restore the message you have discarded within 24 hours.

UNPURGE a message you have just READ

Action?	UNPURGE
	To restore a message you just read and purged.

UNPURGE a message that was PURGED within 24 hours.

Command?	SCAN PURGED
	<i>GEMDES Messaging</i> will display all PURGED messages within the last 24 hours.

No.	Delivered	From	Subject	Lines
12	Aug 31, 11:20	J.Jones	August Meeting PURGED	4

Command?	READ PURGED 12
	<i>GEMDES Messaging</i> will display the message identified by the SCAN number and display an Action? prompt.

Action?	UNPURGE
	<i>GEMDES Messaging</i> will advise you that the message has been UNPURGED and displays another Action? prompt for further action on the message.

Unpurged

Other UNPURGE Options

UNPURGE BEFORE date

Command?

UNPURGE BEFORE Feb 14

To restore all messages delivered before the specified date.

UNPURGE FROM user name

Command?

UNPURGE FROM LEBLANC.R

To restore all messages delivered from the specified user name.

UNPURGE MSG message number

Command?

UNPURGE MSG ABCD-1234-5678

To restore the message identified by the system message number.

UNPURGE ON date

Command?

UNPURGE ON April 8

To restore all messages delivered on the date indicated.

UNPURGE SAVED message name

Command?

UNPURGE SAVED agenda

To restore the message saved under the message name.

UNPURGE SAVED scan number(s)

Command?

UNPURGE SAVED 1,3

To restore the message(s) saved under the message name identified by the scan number(s) in your scan table.

UNPURGE scan number

Command?

UNPURGE 1

To restore the message identified by the scan number in your scan table.

UNPURGE SINCE date

Command?

UNPURGE SINCE Aug 6

To restore all messages you received on or after the specified date.

UNPURGE SUBJECT "string"

Command?

UNPURGE SUBJECT "staff"

To restore all messages you received with a specified "string" in the Subject field.

Command?

UNPURGE UNFILED

To restore all messages you received not currently filed under a specified file name.

UNPURGE BEFORE date FROM user name

Command?

**UNPURGE BEFORE Oct 10
FROM JONES.A**

To restore all messages you received before the specified date from the specified user name.

UNPURGE ON date FROM user name

Command?

**UNPURGE ON Dec 26 FROM
S.CLAUS**

To restore all messages you received
on the specified date from the
specified user name.

UNPURGE SINCE date FROM user name

Command?

**UNPURGE SINCE Nov 10
FROM GOLD.L**

To restore all messages you received
on or after the date specified from
the specified user name.

7.9

Redisplay a Message

The REPEAT command redisplays the message you just read.

Action?

REPEAT

7.10

Exit

The EXIT command stops the display of messages and returns to the Command? prompt.

Action?	EXIT
----------------	-------------

Other GEMDES Features	8.0
------------------------------	------------

Origin Menu	8.1
Alter your Personal Profile	8.2
GEMDES Messaging Profile	8.2.1
GEMDES Profile	8.2.2
Noticeboards	8.3
Changing your Password and Personal ID	8.4
Display Commands	8.5

8.1

Origin Menu

The Origin is the Main Menu of **GEMDES** identifying the **GEMDES** features or options you are licensed for. The Origin menu appears after logging off the messaging activity. As previously outlined in Section 1.1, *What is GEMDES*, the basic **GEMDES** users' options include Messaging, Noticeboards and Profile. You will enter the Origin or Main Menu once you have logged off the Messaging environment (refer to Section 9.0, *Bye*, to obtain further details). At any time you can request additional features of **GEMDES** to be added to your existing profile by simply sending an electronic message to your **GEMDES** Administrator. There is an enhanced **GEMDES** User Guide which is available for users with additional **GEMDES** features. Below is a sample of the 'Basic **GEMDES** Main Menu'.

Command?

BYE

To log off the **GEMDES** Messaging feature.

This Envoy 100 session is now complete.

iNet Origin

- 1 Notice boards
- 2 PROfile change/view
- 3 Messaging

You are now at the **GEMDES** Main Menu.

iNet Command:

At the 'iNet command:' prompt you are able to:

- access your **GEMDES** N/B by entering '1' or 'NO'
- access your **GEMDES** Profile by entering '2' or 'PRO'
- re-enter messaging by entering '3' or 'M'
- alter your **GEMDES** Password (refer to Section 8.4)
- logoff **GEMDES** (refer to Section 9.1)

8.2

Altering your Personal Profiles

There are two distinct profiles within **GEMDES**: Your **GEMDES Messaging Profile** and your **GEMDES Profile**.

The GEMDES Messaging Profile provides you with the ability to alter messaging options only (refer to Section 8.2.1), while the GEMDES Profile permits you to alter items such as your terminal type, character set, command to be carried out at logon, etc. The following two Sections, 8.2.1 and 8.2.2, define the distinction between both profiles and their associated options.

8.2.1

GEMDES Messaging Profile:

Your **GEMDES** Messaging Profile consists of your electronic messaging options only. The SET command enables you to alter certain parameters of your **GEMDES** Messaging Profile without having to ask your administrator for assistance.

Note: If unable to use this command, contact your **GEMDES** Administrator or Departmental Administrator.

Command?	SET
Do you wish to see your current profile? NO	
	Enter YES or NO. If YES is entered, your current profile is displayed which includes the parameters that you can alter. If NO is entered, GEMDES Messaging will prompt you for the field you wish to alter. Depress <RETURN> to get a list of valid field names.
Enter the field you wish to set:	Phones
Do you wish to SET your work phone? YES	
	If YES, GEMDES Messaging will ask you to enter your work telephone number.
Enter your work phone number:	613-555-4444
	If NO, or <RETURN>, GEMDES Messaging will ask you if you wish to SET your home telephone number.
Enter your home phone number:	613-555-1234
	Note: After changing certain GEMDES messaging profile parameters, enter .<RETURN> to return to the 'command?' prompt.

The parameters you can alter are:

Alias

Enables you to enter nicknames for those subscribers you send messages to. Your departmental administrator will be able to view and set the contents of your Alias table (within your profile).

Autocopy

Enables you to have a copy of every message you send, without having to put your user name in the TO: or CC: or BCC: fields. The copy of the sent message is placed into the READ portion of your mailbox.

Character.Set

Enables you to alter the character set setting within your profile. The Character Sets supported by **GEMDES** are: 7 bit ASCII, (ASCII-7) 7 bit extended ASCII (ASCII-7E) and 8 bit Latin Alphabet No. 1 (ASCII-8). *Note: ASCII-8 users must have their communications parameters set to 8 bit, no parity.*

Controls

Enables you to change the existing control characters used for editing. (refer to Section 4.12 - *Editing within Compose.*) If you wish to use this feature, the following control codes *may not* be used:

CONTROL S initiates X-OFF to stop transmission

CONTROL Q initiates X-ON to resume transmission

Language

Enables you to receive all the system-generated responses in either English or French.

Phones

Enables you to add, delete or change your home and business telephone numbers in your user profile. These numbers are displayed in the on-line directory.

Postal.Address

Enables you to enter your postal address (includes street address, city, province, country and postal code). This is displayed in the on-line directory.

Purgetimer

Enables you to request that **GEMDES Messaging** automatically purge the read but unfiled message after a certain number of days. If you currently have a purgetimer in effect, you can only reduce the number.

Receipt

Enables you to have the choice of receiving your messages in a mailbox or printed automatically at a terminal. This can only be changed if you have been given the capability to receive via autodelivery.

Signon

Enables you to alter the information that GEMDES Messaging displays immediately after you have signed on. You have five options.

1. Welcome Banner:
Whether or not to receive the banner "Welcome to **GEMDES** Messaging! Your last access was..."
2. Check notice:
Whether or not to receive the notice to check monitored bulletin boards.
3. Automatic scan table:
Whether or not to receive an automatic scan of new messages delivered to your mailbox.
4. Long or short scan table:
Whether you wish to have a full scan table of new messages (long) or a one-line summary of new messages (short).
5. Command Sequence:
Whether or not to have specific commands executed for you as part of the sign-on process.

Status

Enables you to have the NOVICE status which provides information sentence prompts or the EXPERT status which provides abbreviated prompts and error responses.

Zone

Enables you to change your clock in **GEMDES** Messaging to compensate for time zones and daylight saving time.

8.2.2

GEMDES Profile:

After logging off the messaging component of **GEMDES**, you will return to the Main Menu. The following three options will appear within the Main Menu.

1. Notice boards
2. PROfile change/view
3. Messaging

Enter 1 to access the **GEMDES** Noticeboards, enter 2 to make alterations within your **GEMDES** Profile settings, or enter 3 to return to the Messaging component of **GEMDES**.

The **GEMDES** Profile includes options for the **GEMDES** service component (e.g. Noticeboards). These profile options are separate from the Messaging Profile options, although some are the same (e.g. character set, language, timezone). *Note: you must alter these same options in both profiles.*

The features within the **GEMDES** profile include:

Display your personal profile

Enables you to view your **GEMDES** profile settings.

User Interface

GEMDES allows you to alter your Interface Style. The options include: SIMPLE (**GEMDES** displays a menu and a one line message suggesting the most appropriate command), MENU (**GEMDES** displays a menu and a short list of available commands), and COMMAND (**GEMDES** gives the command prompt with no suggestions).

Command to be carried out at Logon (Initial Command)

The **GEMDES** activity which you want to automatically enter every time you begin a **GEMDES** session. For instance, the default **GEMDES** Profile has been set up to enter into the Messaging activity at each logon. *Note: If you set your initial command to 'None', the ORigin menu will be displayed.*

Language

GEMDES operates in either English or French.

Timezone

The setting of the timezone in your Personal Profile determines the time displayed by **GEMDES**.

Terminal Type

GEMDES supports a variety of terminals and personal computers. The three classes of terminals supported by **GEMDES** are ASCII, Smart and Videotex. When you select the correct terminal type, **GEMDES** automatically adjusts the information sent to your terminal to the correct line width and screen length.

Type of Input Device

GEMDES is designed to accept input from a keyboard terminal or Telidon keypad. Your profile setting must reflect the type of input device you are using.

Communication Duplex Mode

The terminal you use to access **GEMDES** communications in either full or half duplex. This option in your profile must match the setting in your terminal.

Escape Sequence

The escape sequence acts the same as issuing a 'Bye' to logoff the Messaging activity. (e.g. BYE)

Character.Set

Enables you to alter the character set setting within your profile. The Character Sets supported by **GEMDES** are: 7 bit ASCII, (ASCII-7) 7 bit extended ASCII (ASCII-7E) and 8 bit Latin Alphabet No. 1 (ASCII-8). **Note:** ASCII-8 users must have their communications parameters set to 8 bit, no parity.

NOTE: Enter *DONE* at the 'Profile:' prompt to return to the 'iNet Command:' prompt or 'Bye' to logoff.

GEMDES Noticeboards

The **GEMDES** Noticeboards provides you with easy access to a variety of information. Similar to the Bulletin Board environment in Messaging, information such as communiques, newsletters, customized forms, etc. can be easily disseminated to you.

The **GEMDES** Noticeboard is menu driven, providing you with easy access and the ability to choose the item you wish to read.

To leave the Noticeboard activity enter the **ORIGIN** or **DONE** command to return to the Main Menu.

iNet Command:		1	
			Enter 1 to enter the Noticeboard activity.
Notice boards			
1	GEMDES	1	
			Enter 1 to access the GEMDES Noticeboard.
Notice Board GEMDES			
1	Software Release		
2	GEMDES Directory	DONE	
			Enter 1 to obtain information on a GEMDES Software Release or enter 2 to obtain information on the GEMDES directory.
			To exit from the Noticeboard activity, enter DONE to return to the Main Menu.
iNet Origin			
1	NOTice boards		
2	PROfile	change/view	
3	Messaging		

Note: For further information on the Noticeboard capabilities of **GEMDES** see the **GEMDES Enhanced Manual**.

8.4

Changing your Password and Personal ID

To alter your password, enter **PAssword** at the iNet command prompt

iNet Command?	PAssword
Enter your old password?	abcde12*
New Password:	XXXXXXXXX Enter your new password.
Re-enter new password:	XXXXXXXXX Re-enter your new password.
Changed	GEMDES confirms the change. (NOTE: PASSKEYS is no longer used to change your GEMDES password, only the PERSONAL.ID as shown below.)

The **PERSONAL.ID** is used to read your private electronic messages within your mailbox. To alter your **PERSONAL.ID**, enter **PASSKEYS** at the command prompt within **GEMDES** Messaging.

Command?	PASSKEYS
Change Password?	NO <i>Note: You must enter NO, since the system will not recognize your GEMDES Password within the messaging activity.</i>
Change personal ID?	YES Respond with YES or NO. If NO is entered, the Command? prompt will appear.
Old ID:	XXXXXXXXX

New ID:	XXXXXXXXXX
Re-enter new ID:	XXXXXXXXXX
Changed.	

Note: Once every three months, **GEMDES** will require you to revise your password before you can access your mailbox. However, we encourage you to revise your password regularly. The criteria are:

- **must** be a minimum of 6 characters, maximum of 8.
- the first character **must** be alphabetic or numeric.
- It is recommended to have at least 1 numeric and at least 1 special character (i.e., !,?,etc.)
- **cannot** contain accents.

8.5

Display Command

The DISPLAY command enables you to obtain information within **GEMDES** messaging on the current date or time, your user name, and your user code.

Command?	DISPLAY DATE
	Displays current date and time.
Command?	DISPLAY TIME
	Displays current time (24-hour system).
Command?	DISPLAY USER NAME
	Displays your user name.
Command?	DISPLAY USER CODE
	Displays your unique user code.
Command?	DISPLAY FILES
	Displays a list of your filenames alphabetically.
Command?	DISPLAY SEND COUNTER
	Displays the number of messages sent in a current session.

Ending a Session

9.0

Bye

9.1

9.1

Bye

The BYE command is used to both terminate a session with **GEMDES Messaging** and to logoff from **GEMDES**.

Command?	BYE
	If you have created new messages during the session, and have not sent or saved them, GEMDES Messaging will prompt you if you wish to take action on them by displaying:
You have unsaved information in your workspace: Do you wish to delete it?	YES or NO
	If you enter YES, GEMDES Messaging will sign off the system and delete your partially prepared message. If you enter NO, GEMDES Messaging will prompt for the next Command?
Command?	BYE!
	GEMDES Messaging will sign off and automatically delete any unsaved workspaces.
This Envoy 100 session is now complete.	
iNet Origin	
1	NOTice boards
2	PROfile change/view
3	Messaging
	You are now at the GEMDES Main Menu.

iNet Command:

BYE

A second BYE command is required to logoff the system.

GEMDES confirms that the sign-off is successful.

Logoff iNet 2000 - Good-day

Logoff time: 19XX-XX-XX XX:XX:XX EST

Composing an EnvoyMHS (X.400) Message	10.1
Probe	10.2
Domains Detail	10.3
EnvoyMHS Delivery Options	10.4

10.1

Composing an EnvoyMHS (X.400) Message

EnvoyMHS offers two methods of creating and sending messages to users of foreign (public or private) domains: using the **COMPOSE** command or the assistance of a script.

How to Compose an EnvoyMHS Message using the **COMPOSE** Command

Command?	COMPOSE
----------	---------

Once the **COMPOSE** command has been invoked the user will be prompted for Address (i.e., TO:, CC: & BCC:), Subject: and Text: information (see examples in Section 3.1). The following illustrates how the MHS Address information is to be formatted:

[Personal Name/Organization Unit Name(s) @ Organizational Name]
Private Domain Name/Admin. Domain Name/Country

The following section further defines these requirements:

Rules of EnvoyMHS Message Preparation

1. **Square brackets**

The square brackets -[]- indicate the message is being addressed to the user(s) of a foreign system.

All recipients in one domain may be included within one set of square brackets. When sending messages to more than one user within a domain, the user addresses must be separated by a comma.

eg. [Personal name/Organizational unit name(s) @ Organization name, Personal name/Organizational unit name(s) @ Organization name] Admin domain/Country

2. **Personal Name**

The intended recipient's personal name may be used to uniquely define the intended recipient(s).

Where possible the full Personal Name should be provided in the following order; Initial(s), Given Name (if initials and Given Name are provided, encase the Given Name in parenthesis) and Surname.

Any of the following configurations of the intended recipient's personal name are acceptable if they are unique within the foreign domain:

A B Smith, Albert Smith or A B (Albert) Smith

3. **Organizational Unit Name**

The organizational unit may include the position or title of the intended recipient. This information must comply with the organization units assigned to the user as part of his/her system's user identification. This is an optional field. As many as four valid organizational units may be specified.

***Note:** The personal name field is separated from the organizational unit field by a slash(/).*

4. **Organization Name**

The name of the intended recipient's organization. If used, the organization name must be preceded by the @ symbol to be recognized by the system. This field is optional for **EnvoyMHS** but recommended for some recipient domains.

***Note:** The personal name, organization unit and organization fields must all be enclosed within square brackets [].*

5. **Private Domain Name (PRMD)**

The name of the private system, if applicable, on which the intended recipient's mailbox is located. Either the Private domain name and/or the Administration domain name (if not Telecom Canada) must be listed in the domains directory. The directory may be accessed via the DOMAINS command.

6. **Admin Domain Name (ADMD)**

The public or administrative domain to which the recipient subscribes. The administrative domain name must be a valid name, as listed in the domain directory. The directory may be accessed via the DOMAINS command.

This field is mandatory only if the message must be sent via an admin domain, other than Telecom Canada, to reach the intended recipient.

7. **Country**

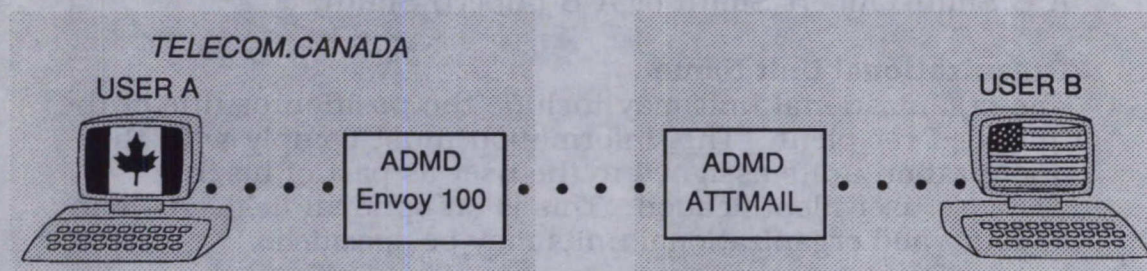
Indicate the country in which the destination admin domain is located. Country, like admin domain, need only be included if applicable.

Addressing an EnvoyMHS (X.400) Message

Example 1

(International Messaging to an Administrative Domain)

The following illustrates how an **EnvoyMHS** message is addressed, from User A (a **GEMDES** Messaging subscriber) to User B (a subscriber to the administrative domain AT&TMAIL).



TO: [M F (MARK) HAMEL/MGR@HAMEL.CO.]ATTMAIL/USA

Personal name

Org. unit/name ADMD name/country

Note: Some ADMDs and PRMDs will permit the personal name to be replaced or preceded by the local user ID as shown below. Other elements are unchanged.

TO: [ID=MF.HAMEL M F (MARK) HAMEL/MGR@HAMEL.CO.]ATTMAIL/USA

Local user name

Personal name

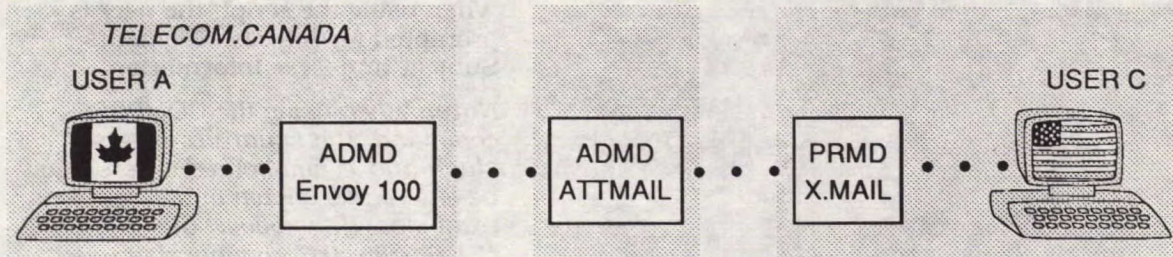
Org. unit/name ADMD name/country

Note: When using the local user name with Telemail the term "ID=" is replaced with "UN=".

Example 2

(International Messaging to a Private Domain)

The following illustrates how an **Envoy**MHS message is addressed, from User A (a **GEMDES** Messaging subscriber) to User C (a user of the private domain X.MAIL, which is connected to the AT&TMAIL administrative domain).



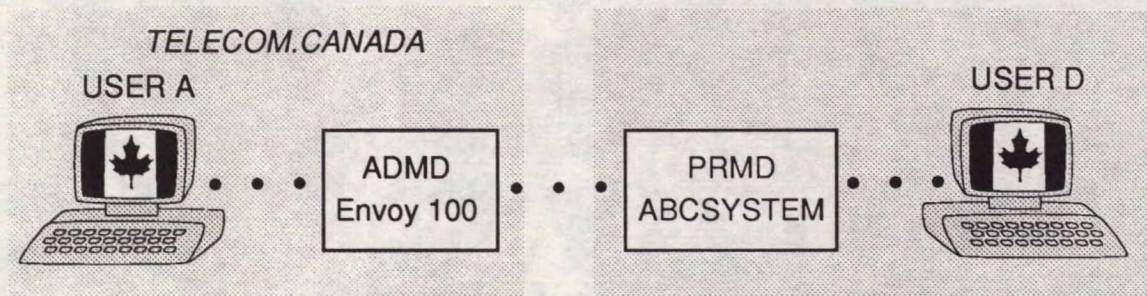
TO: [R J (BOB) SIMS/SALES@DEC.CO.]X.MAIL/ATTMAIL/USA

Personal name Org. unit/name PRMD ADMD name/country

Example 3:

(Intersystem Messaging within Canada)

The following illustrates how an **Envoy**MHS message is addressed, from User A (a **GEMDES** Messaging subscriber) to User D (a user of the private domain ABC System which is accessible to **GEMDES** Messaging).



TO: [CHARLES HUGHES/PROJECT.MANAGER@ABC. CO.]ABCSYSTEM

Personal name

Org. unit/name

PRMD name

Note: ADMD and country name are not required as PRMD is directly connected to the Telecom Canada ADMD.

How to Compose an EnvoyMHS Message using a Script

The second method of creating and sending **EnvoyMHS** messages enlists the assistance of a script. This will prove especially useful to the novice or infrequent **EnvoyMHS** user.

Command?	COMPOSE MHS
	<p>When using the script, the user is prompted for Address Elements, Subject and Text information.</p> <p>Note: When using the <i>COMPOSE</i> command, the square brackets, slash and @ symbol delimiters must be entered as shown in the previous examples. If, however, the <i>COMPOSE MHS</i> command is used these delimiters will automatically be added by GEMDES Messaging .</p>

10.2

Probe

The Probe is an INQUIRY sent to a foreign domain to verify if a message can be delivered, as addressed to the user(s) of a foreign domain. Each Probe (INQUIRY) sent will result in a notification from the destination domain as to the delivery status of the message. INQUIRIES (Probes) will be sent at no charge to the user.

SEND (INQUIRY)

Command?	SEND (INQUIRY)
----------	----------------

SEND <SAVED MESSAGE NAME> (INQUIRY)

Command?	SEND MEETING(INQUIRY)
----------	-----------------------

SEND (INQUIRY [PERSONAL NAME/ORG NAME] DOMAIN NAME/COUNTRY)

Command?	SEND (INQUIRY [MF (MARK) HAMEL/MGR@HAMEL.CO.] ATTMAIL/USA)
----------	--

Note: Refer to Section 10.3, Domains Detail, to verify where the recipient domain supports the Inquiry option.

10.3

Domains Detail

Domain Names must be entered as they are registered with **Envoy 100**. A list of all ADMDs and PRMDs connected to **Envoy 100** may be obtained by entering the DOMAINS command at the COMMAND? prompt.

Command?	DOMAINS
	Further details about any ADMD OR PRMD (registered on Envoy 100) may be obtained by entering the DOMAIN.INFO command at the Command? prompt.
Command?	DOMAIN.INFO
	Having entered the DOMAIN.INFO command, the user will be prompted for the domain name.
Domain Name:	ATTMAIL
	For further information on Private (PRMD) Domains and Foreign (ADMD) Domains please consult the on-line script HELP DOMAINS. It provides the user with the following information: Private Domains List of PRMD's Domain I.D. Domain's Full Name Message Format Example Foreign Domains List of ADMD's and Countries Message Format Example

10.4

EnvoyMHS Delivery Options

Completed **EnvoyMHS** messages may be sent without selecting a delivery option or they may be sent RETURN RECEIPT, URGENT or PRIVATE. Messages may also be sent RETURN RECEIPT to foreign system users on a "per recipient basis".

TO:	[M F (Mark) Hamel/Mgr@Hamel.Co.(Rec)] Attmail
------------	--

or at the Send? prompt, type NO,
then:

Command?	Send (Urg/Rec/Pri)
-----------------	---------------------------

All recipients will receive the
message with options.

**GEMDES to U.S., DDD, Telex,
International Telex**

11.0

Autodelivery to U.S. and DDD Networks

11.1

GEMDES to Telex

11.2

11.1

GEMDES to U.S. and DDD Networks

Autodelivery to U.S. and DDD

You can send messages to autodelivery devices or terminals to United States and DDD networks. It is recommended that these terminals have auto-answer capability.

Immediately following the recipient's name, users **MUST** include the receiving terminal's specific address in the "TO:", "CC:", or "BCC:" field. The recipient's name cannot be longer than 20 characters (including spaces).

Command?	COMPOSE
TO:	Harris.D(DDD:2026433336, ANS:ACCTG)
	U.S. DDD number <i>Note: Speed must be specified if over 300 bps.</i>
TO:	JOHN DOE (STN:MKTG)
	or
TO:	MKTG
	To send autodelivery messages to a station registered on GEMDES Messaging. <i>Notes: Terminals on the U.S. and DDD networks can be accredited to GEMDES Messaging as autodelivery stations. Your profile must permit you to send autodelivery messages in order to send to U.S., and DDD networks.</i>

11.2

GEMDES to Telex

You can send messages to Telex and International Telex networks. Terminals on the Telex and International Telex networks can be accredited to **GEMDES Messaging** as autodelivery stations.

Sample of Sending a Domestic Telex:

Command?	C GEMDES.TELEX
	The following script information will appear:
Enter your Message reference number:	0001
(note: Maximum 10 characters)	
	The message reference number is used to assist you in referencing system delivery and non-delivery notifications. It can contain a combination of up to 10 alphanumerics.
Select the Telex type by number	
Note: Enter ? for help	
1-Canada	
2-U.S.A.	
3-International	
4-Quit	
	1
	Enter 1 to send a message to a domestic Telex station.

Telex No.:	0555555
	Enter the Telex Number where the message is to be sent.
Answerback: (CR if unknown)	ABC CORP <RETURN>
	Enter answerback if known or <RETURN>.
Another Recipient? Yes/No	N
	Enter No if your message is to be sent to one recipient. Enter Yes, if other recipients are to receive this same message. <i>Note: If Yes is entered, the GEMDES Telex script will re-prompt you for the Telex No., Answerback and Another Recipient?</i>
Enter Text: Max 69 char/line. Only (+-/,:=?'). End with .<CR>	I will be picking up the stats next week.
	.<RETURN>
	To indicate end of text enter a period <RETURN>.
Copy your own mailbox? (Yes/No):	YES
	Enter Yes if you would like to receive a copy of the telex message in your GEMDES mailbox. Enter No, if you do not want a copy.
Do you wish to send? (Yes/No):	YES
Msg posted Sep 5, 1989 11:06 AM EDT	
MSG: OTQB-2756-4000	

Another telex message? (Yes/No):	NO
----------------------------------	----

Command?

Note: You can escape from the script at any time by entering a "break".

Once you have become familiar with the above GEMDES Telex script, a condensed version of this same script can be used. Below is a sample of this expert script, entering the same information as the previous example:

Command?	C GDS.TLX
----------	-----------

The following script information will appear:

REF #:	0001
--------	------

The message reference number is used to assist you in referencing system delivery and non-delivery notifications. It can contain a combination of up to 10 alphanumerics.

DEST:

1-CAN
2-U.S.
3-INTL
4-QUIT

<RETURN>

Enter return to send a message to a domestic Telex station. Default is set to 1.

TLX #:	0555555
--------	---------

Enter the Telex Number where the message is to be sent.

A/B:

ABC CORP <RETURN>

Enter answerback if known or
<RETURN>. Default is <RETURN>.

Another #:

N

Enter No if your message is to be
sent to one recipient. Enter Yes, if
other recipients are to receive this
same message. Default is No.

*Note: If Yes is entered, the GEMDES
Telex script will re-prompt you for
the TLX #, A/B and Another #.*

Text:

I will be picking up the stats
next week.

.<RETURN>

To indicate end of text enter a period
<RETURN>.

CC to you?

YES

Enter Yes or No to indicate if you
wish to receive a copy of the telex
message in your **GEMDES** mailbox.
Default is Yes.

Send?

YES

Default is Yes.

Msg posted Sep 5, 1989 11:06 AM EDT

MSG: OTQB-2756-4000

Another tlx?

NO

Default is set to No.

Command?

*Note: You can escape from the
script at any time by entering a
"break".*

Sample of Sending a Telex to the United States

Command?

C GEMDES.TELEX

The following script information
will appear:

Enter your Message reference number: **0002**
(note: Maximum 10 characters)

The message reference number is
used to assist you in referencing
system delivery and non-delivery
notifications. It can contain a
combination of up to 10
alphanumerics.

Select the Telex type by number

Note: Enter ? for help

- 1-Canada
- 2-U.S.A.
- 3-International
- 4-Quit

2

Enter 2 to send a message to a Telex
station in the United States.

Select Network:

W

Enter a ? to obtain the listing of
Network Codes.

Telex No.:

00753749

Enter the Telex Number where the
message is to be sent.

Answerback: (CR if unknown)

ABC CORP <RETURN>

Enter answerback if known or
<RETURN>.

Another Recipient? Yes/No

N

Enter No if your message is to be sent to one recipient. Enter Yes, if other recipients are to receive this same message.

Note: If Yes is entered, the GEMDES Telex script will re-prompt you for the Select Network, Telex No., Answerback and Another Recipient?

**Enter Text: Max 69 char/line.
Only (+-/,:=?'). End with .<CR>**

See you in Boston next week.

.<RETURN>

To indicate end of text enter a period
<RETURN>.

Copy your own mailbox? (Yes/No):

YES

Enter Yes if you would like to receive a copy of the telex message in your **GEMDES** mailbox. Enter No, if you do not want a copy.

Do you wish to send? (Yes/No):

YES

Msg posted Sep 5, 1989 11:06 AM EDT

MSG: OTQB-2756-4000

Another telex message? (Yes/No):

NO

Command?

Note: You can escape from the script at any time by entering a "break".

Sample of Sending an International Telex

Command?

C GEMDES.TELEX

The following script information
will appear:

Enter your Message reference number: 0003
(note: Maximum 10 characters)

The message reference number is
used to assist you in referencing
system delivery and non-delivery
notifications. It can contain a
combination of up to 10
alphanumerics.

Select the Telex type by number

Note: Enter ? for help

1-Canada

2-U.S.A.

3-International

4-Quit

3

Enter 3 to send a message to an
international Telex station.

**Enter Country Code: (maximum 3
numerical numbers)**

333

Enter a ? to obtain the list of
Country Codes.

Telex No.:

421000

Enter the Telex Number where the
message is to be sent.

Answerback: (CR if unknown)

ABC CORP <RETURN>

Enter answerback if known or
<RETURN>.

Another Recipient? Yes/No

N

Enter No if your message is to be sent to one recipient. Enter Yes, if other recipients are to receive this same message.

Note: If Yes is entered, the GEMDES Telex script will re-prompt you for the Country Code, Telex No., Answerback and Another Recipient?

Enter Text: Max 69 char/line.
Only (+-/,:=?). End with .<CR>

I will be sending you the
stats next week.

.<RETURN>

To indicate end of text enter a period
<RETURN>.

Copy your own mailbox? (Yes/No):

YES

Enter Yes if you would like to receive a copy of the telex message in your **GEMDES** mailbox. Enter No, if you do not want a copy.

Do you wish to send? (Yes/No):

YES

Msg posted Sep 5, 1989 11:06 AM EDT

MSG: OTQB-2756-4000

Another telex message? (Yes/No):

NO

Command?

Note: You can escape from the script at any time by entering a "break".

Sample of how to Quit from the GEMDES Telex Script

Command?

C GEMDES.TELEX

The following script information
will appear:

Enter your Message reference number: 0004

(note: Maximum 10 characters)

The message reference number is
used to assist you in referencing
system delivery and non-delivery
notifications. It can contain a
combination of up to 10
alphanumerics.

Select the Telex type by number

Note: Enter ? for help

1-Canada

2-U.S.A.

3-International

4-Quit

4

You have interrupted this message.

Your message will not be sent.

Command?

Sample of how a Telex subscriber can send a message to **GEMDES**

Any telex subscriber can send a message to any **GEMDES** user. All messages must be sent to the following Telex address. Within the text of your message, you must also provide your recipient's **GEMDES Messaging** usercode in parenthesis. If you do not know your recipient's usercode, your **GEMDES Messaging** recipient can provide you with this information. (Refer to Section 3.10, *Directory*, on how to obtain a **GEMDES Messaging** subscriber's usercode.)

Press CALL/CLR key.

0534777

Always enter the above telex number.

GEMDES CA

System will always generate this answerback.

Proceed with entering the WRU key.

Press the HERE IS key.

**(ABC1234) See you on Friday.
If this is a problem, let me know.**

Type your message (or transmit your tape) . After text is completed, press the WRU and CALL/CLR key. Message is then transmitted.

EnvoyPost

12.0**EnvoyPost****12.1**

12.1

EnvoyPost

You can send printed messages to every business and household in Canada through **EnvoyPost**, which combines electronic messaging with the Canada Post Corporation's delivery system.

Note: Your user profile must permit you to send autodelivery messages in order to send **EnvoyPost** messages.

When you send an **EnvoyPost** message, it is automatically delivered to a printer in one of the Canada Post Electronic Mail Centres throughout Canada, where it's printed on high-quality paper, and inserted into a distinctive envelope. It then receives priority attention and goes directly to a letter carrier for delivery.

Note: **EnvoyPost** is not available to users residing on foreign domains.

Command?	COMPOSE ENVOYPOST
Do you wish to use a mailing list?	NO If you enter NO, GEMDES Messaging will display the EnvoyPost address prompts. If you have prepared and saved an EnvoyPost address list you may enter YES. If you enter YES, GEMDES Messaging will immediately display the Text: prompt to allow creation of your message. The address information in this case will be pre-stored. Call your local Telecom Canada member company representative to obtain instructions on preparing mailing lists.
Canada or U.S.	CANADA The following are valid entries in upper or lower case: C, CAN, CANADA. <i>United States:</i> U, US, USA, UNITED STATES, U.S., U.S.A.

Name:	JOAN SMITH
	Enter recipient name. Minimum of 2 and maximum of 60 characters (alphabetic and numeric) including spaces.
Company:	ABC COMPANY LTD
	Maximum of 60 alphabetic and numeric characters including spaces. Enter <RETURN> if not applicable.
Street & #:	4700 WAVERLY ST
	Minimum of 2 and maximum of 40 characters including spaces.
City:	CALGARY
	Maximum of 19 characters for Canada and 17 characters for U.S.A. Abbreviations are acceptable.
Province: (State/U.S. destination)	ALBERTA
	Maximum of 19 characters for Canada and 2 for the U.S. Abbreviations can be used for Canada, but MUST be used for U.S.A..
Postal Code: (ZIP Code/U.S. destination)	R2K 0R7
	Postal Codes and ZIP Codes (for US) destinations must be included in all EnvoyPost messages. Messages cannot be delivered if the postal code or Zip code is omitted. Postal codes must be in the form ANA NAN, where A and N represent a letter and number respectively. Zip codes must contain 5 numeric digits.
Delivery Option:	B
	Enter 'b' or 'basic' for basic delivery or 's' or 'special' for special letter mail. Delivery option is only available with domestic service. <i>Note: Time zone differences must be considered.</i>

Text:

The Text of your **Envoy**Post message will be printed in the Canada Post serving centre exactly as it has been input, i.e., if it is typed in upper case it will be printed in upper case.

Text of **Envoy**Post messages should always include the sender's return name and address. Messages delivered in Canada and the U.S. may be up to 4 pages (approximately 216 lines of 80 characters each) in length. Lines must not exceed 80 characters.

Entering Control L while composing text will result in the next character starting a new typed page. When the message is completed, enter a period (.) on a line by itself followed by <RETURN>.

Send?

Yes/No

If you enter YES, a postal code validation message will be displayed to allow you to verify the message destination.

If you enter NO or <RETURN>, you will be returned to the Command? prompt. Refer to Section 7.10, *Save a message for further instructions*.

Postal Code A1A 1A1 corresponds to Metropolitan Anytown area. Is this the correct destination?

YES

If you enter YES, the message will be sent via **GEMDES Messaging** to the correct Canada Post Electronic Mail Centre for printing and delivery. If you enter NO, **GEMDES Messaging** will display the Postal Code: prompt to allow correction of the code.

Note: *There will not be a validation message for ZIP Codes to U.S. destinations.*

Same message to another recipient?	NO
	If you answer NO, GEMDES Messaging will display a new message? prompt. If you answer YES, GEMDES Messaging will return you to the beginning of the GEMDES Messaging prompt sequence where you need only enter the new recipient's EnvoyPost address information. The text of the original message will be inserted automatically by GEMDES Messaging .
New message?	NO
	If you enter NO, you will be returned to the GEMDES Messaging Command? prompt. If you enter YES, GEMDES Messaging will return you to the beginning of the EnvoyPost prompt sequence.
Command?	COMPOSE ENVOYPOST.INFO
	To obtain online information on EnvoyPost capabilities and message preparation. <i>Note: If you want a copy of your EnvoyPost message, SET your autocopy to ON (See Section 8.2 - Personal Profile for details.)</i> To obtain free online information about EnvoyPost capabilities and message preparation, you may sign on as:

EnvoyPost Online Information

To obtain this information, you must access the **Envoy** 100 public Datapac access lines (eg. 39400900).

User name/NOM D'USAGER?	ENVOYPOST.INFO
Password/MOT DE PASSE?	AAAAAA

GEMDES-to-Fax

13.0**GEMDES-to-Fax****13.1**

13.1

GEMDES-to-Fax

GEMDES-to-Fax enables users to deliver electronic mail messages to virtually all group 3 facsimile machines in Canada or the U.S. Recipients need not be an **GEMDES** user, or be registered.

GEMDES-to-Fax affords Intelligent Communications Network users the same store and forward, distribution list and deferred delivery capabilities available for regular mailbox-to-mailbox communication. For example, distribution lists can be created, containing facsimile addresses for automated delivery of a message to many destinations automatically. Your lists can contain both **GEMDES** user names and facsimile addresses. **GEMDES** users receive an **GEMDES** message and fax users receive a fax message.

GEMDES-to-Fax uses an addressing format similar to DDD autodelivery. At the To:, CC:, or BCC: prompt, the recipient's name and fax number are entered.

Command?	Compose
TO:	Joe Smith (FAX:6135555678) <i>Note: The fax recipient's name can be a maximum of 20 characters, including spaces.</i>
CC:	Doe.John
BCC:	Jan Brown (FAX:6135557890) <i>Note: Messages sent locally will require an area code and the DDD surcharge will apply.</i>
Subject:	Sales Conference

Text:

A note about next week's
district sales conference: to
start at 9:00 a.m., not 8:30,
as planned.
Regards,
.<RETURN>

This message would be delivered as
one **GEMDES** message to John Doe
and two facsimile messages: to Joe
Smith and Jan Brown.

GEMDES-to-Fax messages may be up to 150 kilocharacters in length (approximately 60 pages of text). **GEMDES**-to-Fax messages delivered to a fax machine will be preceded by a cover sheet which identifies the intended recipient, the message originator (**GEMDES** ID), the date and time of delivery.

The **GEMDES**-to-Fax service will be charged at the basic **GEMDES** messaging charge plus a time based charge for the time needed to deliver the message to the recipient's facsimile machine.

Facsimile machines can also be registered on **GEMDES** as accredited fax stations. Accredited fax subscribers will have the capability of determining whether or not they want to generate a cover sheet when they receive a letter.

GEMDES Script

14.0

GEMDES script

14.1

14.1

GEMDES Script

Scripts are electronic forms that permit you to automate those business functions that rely on manual forms.

Note: For further information, request a copy of the **Envoy 100** script user manual from your local telephone company representative.

Command?	SCRIPTS OF organization name
	To find out what scripts are available within your organization.

Command?	COMPOSE script name
	To use a registered script that has been developed for you, or a script developed by another user that is of use to you.

Error messages

You are not authorized to use this script.
The script may be registered within a hierarchical level you are not permitted access to, i.e., ORG, DIV, SUBDIV, SEC or SUBSEC.

No such script
The script name may have been incorrectly entered
The script name may not exist (i.e., not registered or terminated)
The script name is ambiguous (refer to the item <i>Script Names</i> , within this section).

Script example

The following example of a completed script shows various prompts which can be compiled into a preformatted order form.

To access the completed **GEMDES** script, respond to the prompt Command? with:

Command?	COMPOSE ORDER
Enter your salesperson's ID:	JONES.BF
Enter Customer Name:	ABC Trucking
Enter Customer Address:	220 Laurier Ave. W.
(End with a .<RETURN >at the beginning of a new line)	Ottawa, Ontario
	K1H 8K9
	.<RETURN>
Enter Shipping Address (if different)	Same
Enter Part Number:	5796
Enter Part Name:	Widget
Enter Quantity:	4000
Enter Unit Price:	\$2.00
Do you want another part?	No
Thank you, your order has been accepted.	
Msg Posted Apr 15, 1989 11:00 AM EST MSG: ABCD-0517-4473	

After entering the required data, a formatted message is created. The output message could appear as follows:

Customer Order Form

Salesperson:		JONES.BF	
Customer Name:		ABC TRUCKING	
Billing Address:		220 Laurier Ave. W. Ottawa, Ontario K1H 8K9	
Shipping Address:		Same	
Part No.	Part Name	Quantity	Unit Price
5796	Widget	4000	\$2.00
Customer order is complete.			

Script names

Script names are from 1 to 16 characters in length, must begin with an alpha character and may contain alphabetic and numeric characters, and periods only. No special characters or spaces are allowed.

If more than one user has a script registered with the same name, an ambiguous situation occurs. The **GEMDES Messaging** system cannot identify which script to provide to you. Ambiguous script names may be qualified with additional hierarchical information, i.e.,

Command?

COMPOSE ORDER/ABC.CO

However, as this can present a problem, this situation should be reported to your administrator.

Script development and registration process

Scripts may be developed in any user's mailbox. A message is sent to your **GEMDES** Administrator or Subadministrator to register the script, as is done for distribution lists.

If you wish to have scripts developed for you, or if you wish to program your own scripts, contact your local Telecom Canada member company representative for further information.

Command Glossary

15.0

Command Glossary

15.1

15.1

Command Glossary

The following is an alphabetical list of all **GEMDES** commands and their options. The abbreviated version of the command which can also be used is underlined.

ANSWER

ANSWER ALL
ANSWER ALL scan #
ANSWER scan #

BPOST

BYE

BYE!

CANCEL

CHECK

CHECK bulletin board name

COMPOSE

COMPOSE BATCH
COMPOSE BINARY
COMPOSE BPOST
COMPOSE ENVOYLIST
COMPOSE ENVOYPOST
COMPOSE LIST
COMPOSE MHS
COMPOSE POSTLIST
COMPOSE script name
COMPOSE INTERNATIONAL

COPY

COPY ALL FROM message name
COPY line #(s) FROM message
name TO start # BY increment
COPY line #(s) TO start #
COPY line #(s) TO start # BY
increment

DELETE

DELETE BOTH "string"
DELETE line numbers(s)
DELETE line numbers(s)!
DELETE "string"

DIRECTORY

ADMINS OF level
BOARDS OF level
DIRECTORY "AB"
DIRECTORY "personal name"
DIRECTORY "surname"
DIRECTORY user code
DIRECTORY user name
DIRECTORY user name!
DIRECTORY user name (DETAIL)
LISTS OF level
MEMBERS OF level
MEMBERS OF listname
NODES OF level
SCRIPTS OF level
STATIONS OF level
USERS OF level
USERS OF listname

DISPLAY

DISPLAY DATE
DISPLAY FILES
DISPLAY SEND COUNTER
DISPLAY TIME
DISPLAY USER CODE
DISPLAY USER NAME

DOMAINS

EDIT

EDIT BCC
EDIT CC
EDIT message name
EDIT SUBJECT
EDIT TEXT
EDIT TO
EDIT Workspace

EXIT**FILE**

FILE BEFORE date IN file name
FILE filename1 file name2
FILE FROM user name IN file name
FILE IN file name
FILE ON date IN file name
FILE SAVED message name IN
FILE scan number(s) IN file name
FILE SINCE date IN file name
FILE SUBJECT "string" IN file name
FILE UNFILED IN file name
FILE scan number(s) IN file name

FORWARD

FORWARD BEFORE date
FORWARD file name
FORWARD FROM user name
FORWARD ON date
FORWARD scan number(s)
FORWARD SINCE date
FORWARD SUBJECT "string"

HELP**INSERT**

INSERT BINARY
INSERT BINARY <line #>
INSERT line #
INSERT line # BY increment

LIST

LIST!
LIST ALL
LIST ALL!
LIST BOTH "string"
LIST line number(s)
LIST "string"
LIST "string" IN line number(s)

LISTS CONTAINING personal name
LISTS CONTAINING user code
LISTS CONTAINING user name

MODIFY

MODIFY line number(s)
MODIFY "string"
MODIFY "string 1" TO "string 2"
IN line number(s)
MODIFY "string" IN line number (s)
< character delete
> insert space
+ string + insert string
! delete remainder of line

NUMBER

NUMBER start number BY increment

PASSKEYS**PURGE**

PURGE BEFORE date
PURGE BEFORE date FROM user name
PURGE FILE file name!
PURGE FROM user name
PURGE MSG message number
PURGE ON date
PURGE ON date FROM user name
PURGE option!
PURGE SAVED message name
PURGE SAVED scan number(s)
PURGE scan number(s)
PURGE SINCE date

PURGE SINCE date FROM user
name
PURGE SUBJECT "string"
PURGE UNFILED

READ

READ!
READ (BINARY)
READ (BINARY)!
READ (FF)
READ (TEXT)
READ ALL
READ BEFORE date
READ BEFORE date FROM user
name
READ BINARY
READ BINARY!
READ file name
READ FROM user name
READ (HEADER)
READ MSG message number
READ ON date
READ PURGED
READ scan number(s)
READ SINCE date
READ SUBJECT "string"
READ UNFILED
READ UNREAD

RECOVER

REMOVE

REMOVE ALL FROM file name
REMOVE BEFORE date FROM
file name
REMOVE FROM file name
REMOVE FROM user name
REMOVE ON date FROM file
name
REMOVE scan number(s) FROM
file name
REMOVE SINCE date FROM file
name
REMOVED SAVED message
name FROM file name

REPEAT

RETAIN

SAVE

SAVE AS message name
SAVE MSG AS message name

SCAN

SCAN!
SCAN (DETAIL)
SCAN (SUMMARY)
SCAN ALL
SCAN BEFORE date
SCAN BEFORE date FROM user
name
SCAN BINARY
SCAN file name
SCAN FROM user name
SCAN MSG message number
SCAN ON date
SCAN PURGED
SCAN PURGED SAVED
SCAN READ
SCAN SAVED
SCAN SAVED FILE file name
SCAN SINCE date
SCAN SUBJECT "string"
SCAN UNFILED
SCAN UNFILED READ

SCRIPTS OF organization name

SEND

SEND (AFTER date time)
SEND (EVERY time period
BEFORE date time)
SEND (EVERY time period XX
TIMES)
SEND (INQUIRY)
SEND (INQUIRY <destination
address>)
SEND (ON date time)
SEND (PRIVATE)
SEND (RECEIPT)
SEND (REGISTERED)
SEND (URGENT)
SEND (INQUIRY<workspace>)
SEND KEEP
SEND message name
SEND message name (WITH
mailing list)
SEND SAVED message name

SET**STATUS**

STATUS CLEAR
STATUS CLEAR!

TALLY

TALLY BEFORE date
TALLY ON date
TALLY SINCE date

TRANSFER

TRANSFER line number(s) TO
start number BY increment

UNPURGE

UNPURGE BEFORE date
UNPURGE BEFORE date FROM
user name
UNPURGE FROM user name
UNPURGE MSG message
number
UNPURGE ON date
UNPURGE ON date FROM user
name
UNPURGE SAVED message
name
UNPURGE SAVED scan
number(s)
UNPURGE scan number(s)
UNPURGE SINCE date
UNPURGE SINCE date FROM
user name
UNPURGE SUBJECT "string"

Note: Commands can be combined in one Command? prompt.

Command?**MODIFY 10-50; LIST 60-100**

Each command must be separated by a semi-colon (;).

Glossary of Terms

16.0**Glossary of Terms****16.1**

16.1

Glossary of Terms

Access

Establishing communication with the GPN or Datapac networks and **GEMDES**.

Ambiguous situation

An addressing complication resulting from duplicate user names.

Autodelivery

Process whereby **GEMDES** delivers messages to terminals on the GPN, DDD, Telex, International Telex, Fax, **Datapac** networks as well as to stations registered on **GEMDES**.

Autodelivery station

Any terminal, operating in an unattended mode, that can answer incoming calls and then receive and print or store data.

Binary data (8-bit) files

Documents created off-line using software applications such as spreadsheets, word processing, graphics and others.

Bulletin board

An area where messages of general interest may be posted.

Character.Set

GEMDES supports multiple character sets: ASCII-7, ASCII-7E and ASCII-8.

Commands

Instructions given to **GEMDES** to carry out a particular task.

Customer Assistance Centre (CAC)

The staff of the Telecom Canada's Customer Assistance Centre (CAC) is available to help you with all general inquiries and to provide guidance regarding the use of **GEMDES**. You may contact the CAC by phone or by **GEMDES**.

Telephone number: 1-800-267-8480

GEMDES user name: ENVOY.CAC

DDD

Direct Distance Dialing. Enables you to directly dial a telephone number outside your local exchange area without the aid of an operator.

Destination address

Refers to an intended recipients mailbox either within **GEMDES** or on a foreign domain.

Display

Command that provides information on user files, session parameters, and current date and/or time.

Domain

The foreign electronic mail systems that a **GEMDES** subscriber can communicate with.

Envelope information

The FROM:, TO:, CC:, BCC: and Subject: fields of a message.

EnvoyMHS

Message Handling Service which enables **GEMDES** users to send and receive messages from users of other public and private computer based messaging systems (foreign domains).

EnvoyPost

Service which enables you to create and send messages to any household or business within Canada. These messages go to a Canada Post Electronic Mail Centre, where they are printed, placed in a distinctive envelope and physically delivered by a letter carrier. A similar service is available for sending to every household and business in the U.S.

GEMDES Assistance Centre

The staff of the Government Telecommunications Agency (GTA) is available to help you with all password changes and to provide guidance regarding the use of **GEMDES**. You may contact the **GEMDES** Assistance Centre by phone or by **GEMDES**.

Telephone number: (613) 990-2320

GEMDES user name: ADMIN/GEMDES

GEMDES International

Service which enables the autodelivery of messages to particular devices or terminals on the United States, DDD, Telex, International Telex and Fax networks.

GEMDES-to-Fax

Service which gives **GEMDES** subscribers the capability of sending an electronic message to virtually any facsimile machine in Canada or the U.S.

Hierarchy

Consists of your Division, Sub-division, Section & Subsection to enable the sending and receiving restrictions within your department.

Input

Anything typed at a terminal by the user.

Level

A section of the organizational hierarchy, composed of one or more registered nodes.

Mailbox

Area that contains all the messages that you receive. It comprises read, unread, saved and filed messages.

Message

Information that is created using the COMPOSE command, and communicated between two or more users via **GEMDES**.

Message name

A user-assigned label for stored text in the user's catalogue of files.

MHS (Message Handling System)

Refers to the standards which define computer based messaging system inter-connections.

NET

GEMDES addressing symbol for direct delivery to a specified network address.

Online

Established interactive communication between a terminal and host computer.

Output

A **GEMDES** generated display, prompt, or query.

Personal Name

Four fields which define a specific user either within **GEMDES** or within a foreign domain: initials, given names, surname and generational qualifier.

Private Message

A message that requires you to enter your personal ID before the message is displayed.

Probe

An inquiry made to a foreign domain to verify if a destination address is correct.

Prompt

GEMDES generated request for instructions.

Purged Area

Contains messages that are discarded for 24 hours before they are deleted from the system.

Receipt

A **GEMDES** system generated notification to the originator of a message advising that the recipient has read the originators message.

Reference Area

Contains items of general use such as Directories and Distribution Lists.

Registered Message

A message that requires an acknowledgement from the recipient before the message is displayed. When the message is displayed, **GEMDES** sends a reply to the sender showing the time and date of your acknowledgement.

Saved Area

Contains messages saved under unique workspace names.

String

Adjacent characters forming a word or phrase.

System Message Number (SMN)

A system-generated 14-character code that uniquely identifies each message sent through **GEMDES**.

Telemail

An electronic message service offered by Telenet, a U.S. Sprint Company.

Teleport

A public booth containing a terminal with a fully functional keyboard located in major airports across Canada.

Text

The body of a message or workspace.

User Code

An eight-character code (begins with '*') that uniquely identifies you, as a user, or other entities such as stations within **GEMDES**.

User Profile

A listing of user's capabilities/limitations on **GEMDES**.

Workspace

A blank space for message creation, modification, answering and forwarding.

X.400

Refers to the series of recommendations detailing how different computer based messaging systems (**Envoy** 100 and foreign domains) are to be interconnected.

X-Modem

The protocol used to transfer binary (8-bit) files. Both CRC and CHKSUM variations are supported.

Index

17.0

Index

17.1

17.1

Index

Access, 10 to 12, 15, 20, 21, 24, 178
 hours of, 5
 by telephone, 5
 to **GEMDES** from the United States, 20
 to **GEMDES** in Canada, 11
 dedicated access, 13, 15
Accredited Stations, 38
Addresses - **Datapac**, 15, 16
 GPN, 12, 13
 public dial ports, 12, 24
Administrative Domain Name (ADMD), 137
Alias (in Profile), 121
Ambiguous user name, 27, 75, 178
Answer a message, 96
Assistance, 5
 by **GEMDES**, 5
 by phone, 5
 online trainer, 6
Autodelivery, 39, 146, 178
Autocopy, 121
Batch messages:
 composing, 41, 42, 172
Blind courtesy copy message, 32
Binary data: 46, 59
 compose a binary message, 45
 transfer binary files, 62
 scan binary data, 81
 read messages containing binary data, 91, 92
Break Key, 28
Bulletin Board, 3, 178
 compose a message to a bulletin board, 36
 check bulletin boards, 93
 unmonitor bulletin boards, 93
Bye, 132, 133
Cancel a time-delivered message, 73
Character set, 19, 121, 178
Commands, 172 to 175

- Compose
 - a message, 32
 - a binary message, 45
 - a mailing list, 44
 - batch messages, 41, 42
 - a message to an autodelivery station, 39, 146
 - an **Envoy**MHS (X.400) Message, 136
- Control Characters, 29, 30, 67
- Conventions, 28
- Copy, 65
 - copy lines while modifying text, 65
- Courtesy copy recipient messages, 32
- Customer Assistance Centre, 5, 6, 178
- Customized messages, 44
- Datapac** addresses, 15, 16
 - online information on **Datapac**, 24
 - public dial ports, 12, 24
- Dates, 28
- DDD, 39, 125, 164, 179
- Deleting
 - characters, 61, 67
 - lines, 63, 67
 - message files, 63
 - workspace, 63
- Destination address, 179
- Directory, 47, 48
- Display, 129, 179
- Distribution lists, 37
 - lists containing, 38
- Domain, 137, 142, 179
- Domains Detail, 142
- Editing a message, 52 to 57
 - copying, 65
 - deleting, 63
 - edit a saved message, 55
 - inserting, 53
 - listing a message, 58
 - modifying, 60
 - renumbering, 66
 - transferring, 64
 - while composing, 41, 42
- Ending a session, 132, 133
- Envelope information, 32, 179

- Envoy**MHS messages, 136, 179
 - addressing, 138
 - composing, 136
 - delivery, 143
 - Probe (inquiry), 141
 - using an MHS script, 140
- GEMDES** -to-Fax, 164, 165
- Envoy**Post, 158, 179
 - standard messages, 44
- Exit, 116
- File a Message, 103
 - without reading it, 103
 - obtain a list of your filenames, 104
 - file a saved message, 105
 - removing a message from a file, 106
- Files, 3
- Forward a message, 98
- French accented characters, 19, 27, 121
- GEMDES** Assistance Centre, 5, 179
- GEMDES** International, 136, 179
- GEMDES** Script, 168 to 170
- GEMDES** to U.S. DDD, Telex and International Telex, 146 to 156
- Global changes, 60
- Glossary of terms, 178 to 182
- GPN addresses, 12, 13
- Help, 5, 6, 26, 173
 - Help Domains, 142
 - Customer Assistance Centre, 5, 6, 178
- Inquiry to a foreign domain: probe, 141
- Inserting
 - character(s), 62
 - words or phrases, 62
 - lines, 62
 - binary, 62
- International Telex, 153, 154
- Level, 180
- Language (in Profile), 121, 123
- Line/scan numbers, 29
 - combination, 29
 - consecutive, 29
 - non-consecutive, 29
- Listing a message(s), 55, 58
 - while editing, 58
 - lines, 58
- Lists containing, 38
- Mailing list: composing, 44
- Mailbox, 3, 180
- Message name, 34, 180
- MHS (Message Handling System), 136, 180

- MHS Message, 83, 136, 180
- Modify text, 60
 - delete a character(s), 61, 65
 - delete rest of the line, 61
 - during message creation, 67
 - global change, 60
 - insert a character(s), 61
 - insert a word or phrase, 61
 - while editing, 60
- Names, 27, 28, 72, 180
- Numbering lines, 66
- Non-Interactive Option (NIO), 41
- Online assistance, 26
 - on **Datapac**, 24
 - online trainer, 26
- Passkeys, 127
- Password, 127, 128
 - changing your personal ID, 127, 128
- Phones (in Profile), 120, 121
- Personal ID, 127, 128
- Personal name, 136, 138, 139, 180
- Private Domain Name (PRMD), 137, 139
- Private message, 88, 127, 128, 180
- Postal address (in Profile), 121
- Probe, 141
- Profile: 119 to 124
 - altering your Messaging Profile, 120 to 122
 - altering your **GEMDES** Profile, 123, 124
- Prompt, 181
- Purge a message: 108, 109
 - filed under the designated file name, 108
- Purged area, 3, 108, 181
- Purgetimer (in Profile), 121
- Read 82
 - messages, bulletin boards, 93
 - read header, 82 to 84
 - binary data, 91, 92
 - private messages, 88
 - registered messages, 88
 - saved messages, 90
 - form feed, 87
- Receive notification when sending, 70
- Receipt (in Profile), 122, 181
- Recover a message, 35
 - a batch message, 43
- Redisplay a message, 115
- Reference area, 3, 181
- Registered message, 70, 88, 181
- Remove a message from a file, 106

- Renumber lines, 66
- Retain a message, 99
- Return key, 29
- Return received messages, 89
- Save a message, 34
 - when the message has been read, 100
- Saved area, 3, 181
- Scan message table, 78
- Send a message, 54, 70
 - private message(s), 70
 - receive a notification, 70
 - registered message, 70
 - a time-delivered message, 72
 - an urgent message, 70
- Set, 120
- Sign-on, 12 to 17
 - in Profile, 122
- Sign-off, 132, 133
- Status, 42
 - in Profile, 122
- Status file, 42, 43
- String, 181
- Subject, 32
- System Message Number (SMN), 181
- Telemail, 181
- Telenet, 21, 22
- Teleport**, 181
- Telex, 147 to 156
- Terms: glossary of, 178 to 182
- Text, 33, 181
- Times, 28
- Transfer lines, 64
- Trouble reporting, 5, 6
- TYMNET, 20 to 22
- Unaccredited stations, 40
- Undeliverable Messages, 74, 75
- Unpurging messages, 111 to 114
- Urgent messages, sending, 70
- User Code, 181
- User names: duplicate, 27
- User Profiles, 119 to 124
- Workspace, 3, 182
- X-modem, 45, 46, 91, 182
- X.400, 136, 182
- Zone, (in Profile), 122

Appendices

18.0

Character Set Code Table

18.1

Conversion Table

18.2

18.1

Character Set Code Table

b.	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	
b.	0	0	0	0	1	1	1	1	0	0	0	0	1	1	1	1	
b.	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	
b.	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
b.b.b.b.	0000	NUL	DLE	SP	0	@	P	˘	p		DCS	NBSP	°	À	Ð	à	Ö
0001	01	SOH	DC1	!	1	A	Q	a	q		PU1		±	Á	Ñ	á	ñ
0010	02	STX	DC2	"	2	B	R	b	r		PU2	¢	²	Â	Ò	â	ò
0011	03	ETX	DC3	#	3	C	S	c	s		STS	£	³	Ã	Ó	ã	ó
0100	04	EOT	DC4	\$	4	D	T	d	t	IND	CCH	¥	´	Ä	Ô	ä	ô
0101	05	ENQ	NAK	%	5	E	U	e	u	NEL	MW	¥	µ	Å	Ö	å	ö
0110	06	ACK	SYN	&	6	F	V	f	v	SSA	SPA		¶	Æ	Ö	æ	ö
0111	07	BEL	ETB	'	7	G	W	g	w	ESA	EPA	§	•	Ç		ç	
1000	08	BS	CAN	(8	H	X	h	x	HTS		¨	,	È	Ø	è	ø
1001	09	HT	EM)	9	I	Y	i	y	HTJ		©	¡	É	Ù	é	ù
1010	10	LF	SUB	*	:	J	Z	j	z	VTS				Ê	Ú	ê	ú
1011	11	VT	ESC	+	;	K	[k	{	PLD	CSI	«	»	Ë	Û	ë	û
1100	12	FF	FS	,	<	L	\	l		PLU	ST	┐	1/4	Ì	Ü	ì	ü
1101	13	CR	GS	-	=	M]	m	}	RI	OSC	SHY	1/2	Í	Ý	í	ý
1110	14	LS1	RS	.	>	N	^	n	~	SS2	PM	®	3/4	Î	Þ	î	þ
1111	15	LS0	US	/	?	O	_	o	DEL	SS3	APC	—	¿	Ï	ß	ï	ÿ

This corresponds to the ASCII-8 and ASCII-7E (Latin Alphabet No. 1) character sets.

Note: The left hand side (columns 00-07) corresponds to ASCII-7.

18.2

Conversion Table

Below is a chart defining the conversions between a recipient's and sender's character set. Possible loss of information may occur if the recipient does not alter their character set to the sender's character set. (*Note: The GEMDES Messaging scan table indicates when a message requires conversion.*)

<u>RECIPIENT</u>	<u>SENDER</u>	<u>RESULTS</u>
7	7	NO CONVERSION REQUIRED
	7E	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE
	8	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE
	EBCDIC	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE
7E	7	NO CONVERSION REQUIRED
	7E	NO CONVERSION REQUIRED
	8	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE
	EBCDIC	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE
8	7	NO CONVERSION REQUIRED
	7E	NO CONVERSION REQUIRED
	8	NO CONVERSION REQUIRED
	EBCDIC	MUST CONVERT/LOSS OF INFORMATION IS POSSIBLE

Note: In converting ASCII-8 or ASCII-7E messages to ASCII-7 the following rules apply:

- All accented characters are converted to their unaccented equivalents.
- All special characters (e.g. ¢) not in ASCII-7 are converted to question mark.

98428

JL
86
C6
G688
1990
c.2

[illegible]

