



MailStation™

E-mail without the PC™



User's Manual



CAUTION

Disclaimer of Data Safety Warranty

CIDCO will not in any event be liable for:

- Loss of data stored in the MailStation. You must ensure that all data has been adequately backed-up before it is returned for repair. Print out all stored information (or write down the information if no printing is available), because all data stored in the MailStation will be lost during repairs and test procedures; or
- Any other loss, cost, or damage caused by any error, defect or failure of the MailStation's hardware or software, or because of any other cause, including any and all consequential and/or incidental damages, including but not limited to loss of use, contracts, profit, money paid or payable to third parties and/or stored data.

Disclaimer of Toll Charges Incurred



CAUTION

Selection of a dial-up number may result in incurring toll or long distance charges while sending and retrieving e-mail. The user is solely responsible for any and all charges resulting from choosing and or changing their dial-up number.

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Model DET1-01

PN 102693-01 Rev. F

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TABLE OF CONTENTS

Introduction to the MailStation	4
MailStation Keys and New Mail Light.....	4
Gray Navigation Keys.....	7
Setting Up Your MailStation	8
Send and Receive E-mail	13
View E-mail.....	13
Create New E-mail	14
Address E-mail.....	14
Compose E-mail.....	16
Using Your In Box	17
Read E-mail.....	17
Truncated E-mail.....	23
Attachments to E-mail.....	23
Mailer Daemon Failure Notices.....	23
Delete an E-mail.....	24
Create New E-mail.....	24
Check for E-mail.....	24
Search for E-mail Received.....	25
Using Your Out Box	26
Edit E-mail.....	26
Delete E-mail.....	27
Create a New E-mail.....	28
Send All E-mail.....	28
Search for E-mail in the Out Box.....	28
Using Yahoo!™	30
To Read Yahoo! Information.....	30
Extra Features of the MailStation	31
Calculator.....	31
Calendar.....	31
Set the Time and Date.....	32
Use the Daily Events Calendar.....	33
Sent E-mail.....	35
View Sent E-mail.....	35
Edit Sent E-Mail.....	36
Spell Check.....	36
Print.....	38
Using Your Address Book	39
Create a New Address.....	39

Create an Individual Address	40
Create a Group Address	40
Edit an Existing Address	42
Delete an Address	42
Address Auto Fill Feature	42
Print a Copy of your Address Book.....	43
Send E-mail from the Address Book	43
Changing the MailStation User.....	44
Select a Current User	44
Delete a User	45
Add an Additional User	45
Advanced Features	46
Function Key (Fn)	46
Shortcut Key Strokes	46
Edit User Settings.....	47
Fax Feature.....	49
Send a Fax	50
Draft Faxes	51
Delete a Fax	51
Commonly Asked Questions.....	52
Understanding Display Messages	56
Glossary	59
Troubleshooting	62
Getting Help Using the MailStation	66
Important Safety Instructions.....	67
Telephone Wiring and Jack Installation	68
Batteries	68
FCC Requirements	69
Warranty.....	71
Index	i

INTRODUCTION TO THE MAILSTATION

The MailStation has been designed to provide you with the quickest, easiest, and most convenient way to send and receive electronic mail (e-mail).

Whether you are a beginner or very familiar with e-mail, please take the time to read through this manual to acquaint yourself with the particular functions of the MailStation. (If you are unfamiliar with e-mail concepts or a computer keyboard please read the Beginner's Tutorial Insert before proceeding.)

This manual includes a Glossary of e-mail/internet terms, a Reading Display Messages section (which defines the meaning of certain messages you may receive during a MailStation session) and a Troubleshooting guide to help with any problems you may experience.

MailStation Keys and New Mail Light

See the MailStation diagram on the next page for locations of the following items.

POWER—turns the power on to the MailStation.

MAIN MENU—takes you directly to the Main Menu of the MailStation from most screens.

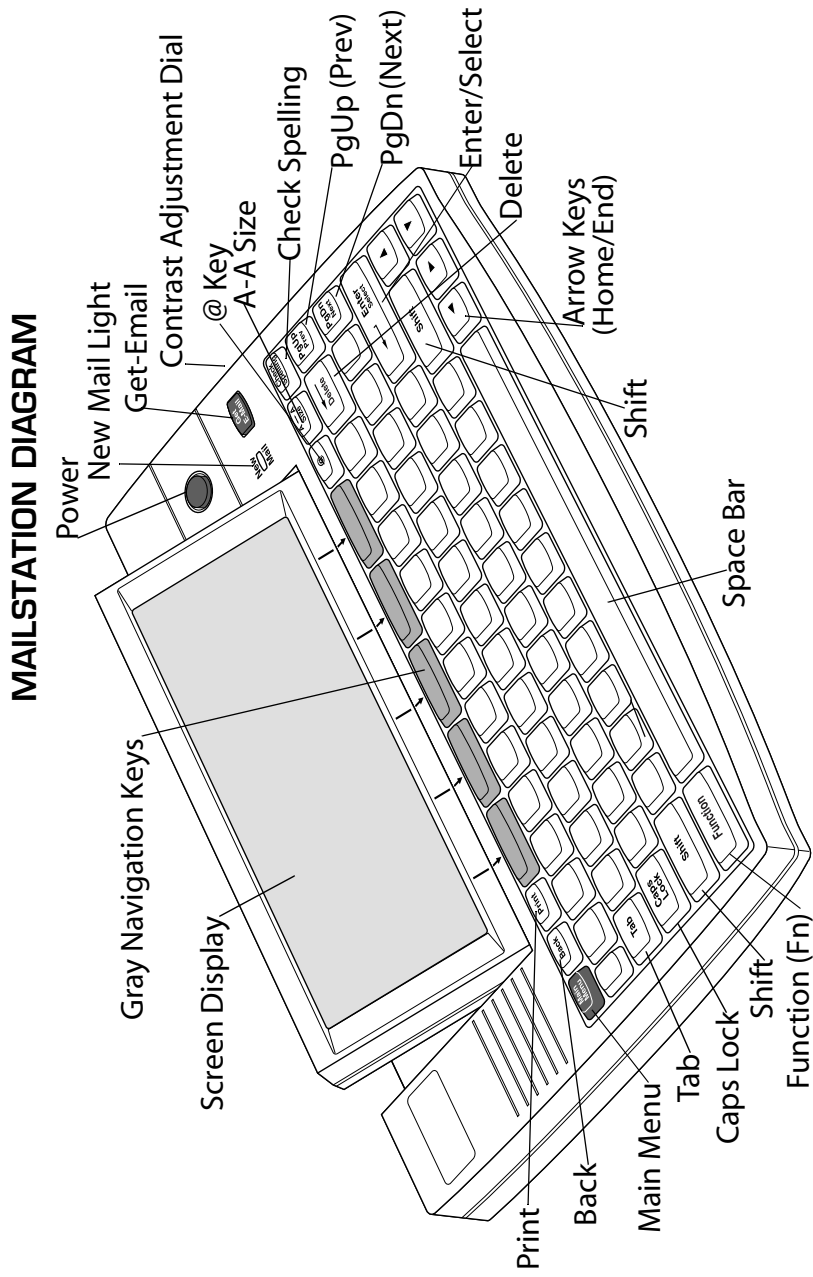
FUNCTION (FN)—offers shortcuts to some frequently done tasks. These task keys are labeled in blue on your keyboard. For example, pressing the **FUNCTION** key at the same time as the **PGDN** key (notice that Next is written in blue under **PGDN**) allows you to move to the next e-mail while in the **IN BOX**. (For more information on Function keys see, *Function Key (Fn)* on page 46.)

@ KEY—located to the left of the **A—A Size** key, is a shortcut key for the @ symbol. The MailStation has included this dedicated key because this symbol is used in every e-mail address.

▲UP, ▼DOWN, ◀LEFT or ▶RIGHT ARROWS—allows you to move the cursor in the corresponding direction.

CAPS LOCK—locks the keyboard so that all typed letters are capitalized (much like holding down the shift key on a typewriter). Press once to turn on the Caps Lock function, press again to turn it off.

SHIFT—hold down to capitalize a letter or type the symbol located at the top of a key.



TAB—moves between data input fields.

BACK—moves backwards one screen at a time.

PRINT—prints the current e-mail, provided the MailStation is connected to a compatible printer. (See *Print* on page 38.)

GET E-MAIL—press at anytime to check for new e-mail or send messages saved in the **OUT BOX**.



Need To Know

Your MailStation must be connected to a telephone line in order to send or receive e-mail.

A<—>A SIZE—press this key to switch between two font sizes. This function does not work on primary menu screens.

CHECK SPELLING—press this key to spell check the message currently showing on the screen.

HOME—press the **Function** key with the ◀ **ARROW** key to go to the beginning of a line.

END—press the **Function** key with the ▶ **ARROW** key to go to the end of a line.

DELETE—press this key to delete the characters to the left of the cursor, one at a time.

PGUP—press to move up through a displayed e-mail one screen at a time.

PGDN—press to move down through a displayed e-mail one screen at a time

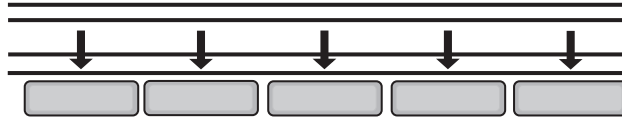
ENTER/SELECT—use as you would the Return on a typewriter or Enter key on a computer keyboard.

NEW MAIL LIGHT—indicates you have new e-mail waiting to be read. This will only light when you have pressed the **GET E-MAIL** key or the MailStation automatically connected and received new e-mail (see *Automatically Check for Messages* on page 47).

SCREEN CONTRAST ADJUSTMENT DIAL—located along the right hand side of the MailStation. Rotating this dial adjusts the brightness and contrast of the screen.

Gray Navigation Keys

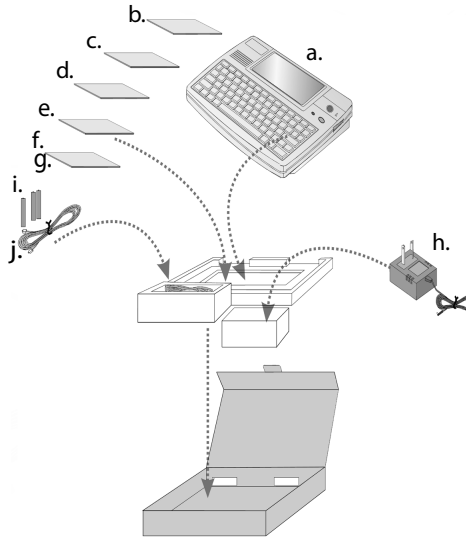
Your MailStation has five gray **NAVIGATION** keys, the long keys located directly below the screen. These keys have different functions depending upon which screen you are viewing. The description displayed above each gray **NAVIGATION** key determines its current function. These descriptions change as you “navigate” through the MailStation system.



SETTING UP YOUR MAILSTATION

1. Unpack your MailStation. Verify that you have all the items listed here:

- a. MailStation
- b. Beginner's Tutorial
- c. Quick Start Card
- d. User's Manual
- e. Terms and Conditions
- f. Telephone Access Dial-up Numbers
- g. Postcards
- h. A/C Adapter
- i. Three (3) AA Batteries
- j. Telephone Line Cord



2. Install three (3) AA batteries [included].

- a. Open the battery compartment cover on the underside of the MailStation.

NOTE

Pay attention to the positive and negative pole indicators located inside the battery compartment.

- b. Insert the batteries according to the directions shown on the indicators.

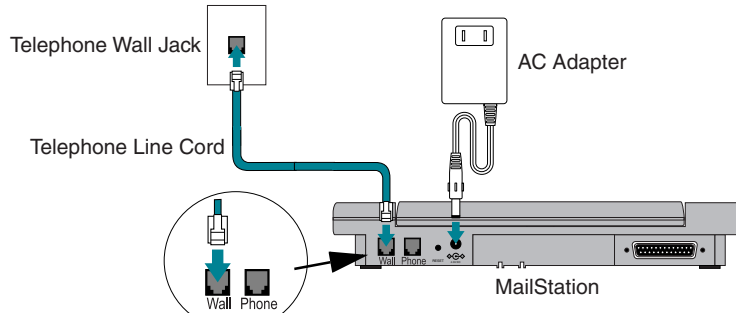


Need To Know

You can perform all the functions of the MailStation with battery power, such as editing your address book, reading and creating e-mail, etc. However, we advise that you use AC electrical power whenever possible to lengthen battery life.

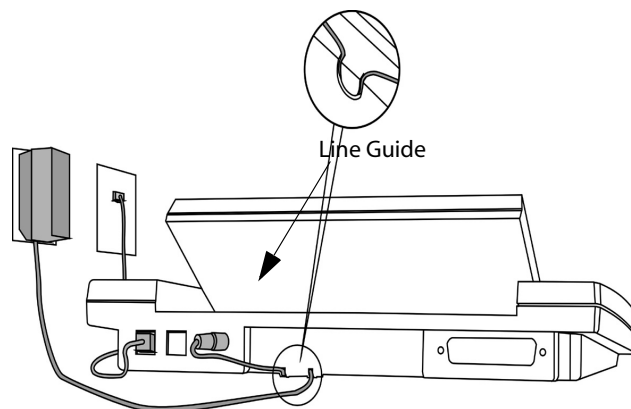
Setting Up Your MailStation

3. Plug in the telephone line cord and AC adapter provided with the MailStation.
 - a. Plug one end of the telephone line cord into the jack marked "Wall" on the back of your MailStation.
 - b. Plug the other end of the telephone cord into a telephone wall jack.



Setting-up the MailStation

- c. Plug the A/C adapter into an available A/C electrical wall outlet.
- d. Plug the other end into the back of the MailStation as pictured above.



Attaching the AC Adapter

NOTE

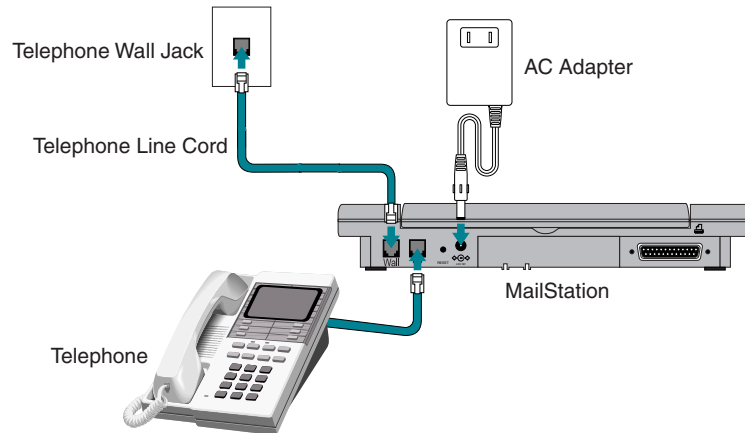
To prevent the A/C adapter cord from being accidentally pulled out, push the cord into the semi-circular line guide on the bottom of the MailStation.

4. Using Other Devices with the MailStation

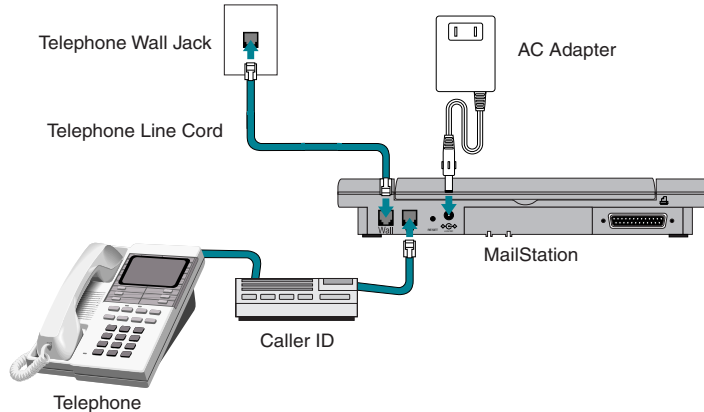
You can run other telephone devices through the MailStation such as a telephone, caller ID device and answering machine by following the instructions below.

The MailStation must be the first device connected to the telephone wall jack. All other devices must be connected to one another in the following order:

1. MailStation
2. Caller ID
3. Answering Machine
4. Telephone



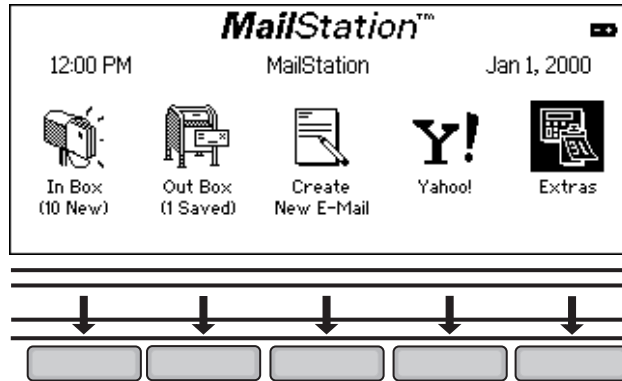
Setting-up the MailStation with a Telephone



Setting-up the MailStation with a Telephone and Caller ID Device

Setting Up Your MailStation

5. To turn the unit on, press the blue **POWER** key on the upper right side of the MailStation.



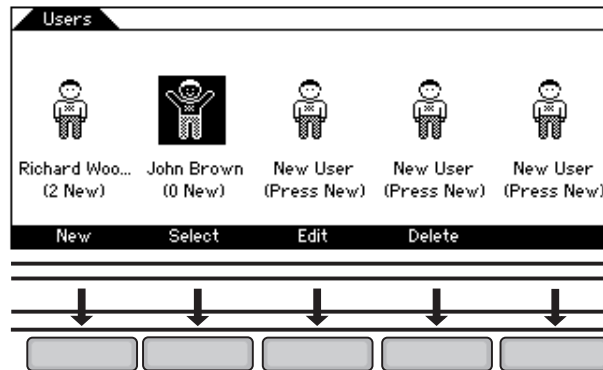
When you turn on your MailStation you will see the **MAIN MENU** screen pictured above, unless you have multiple user's activated (see below).

NOTE

The contrast and brightness of the screen may be adjusted by rotating the **SCREEN CONTRAST ADJUSTMENT DIAL** located along the right hand side of the MailStation.

MULTIPLE USERS

If your MailStation has more than one user activated, you will see the **SELECT ACTIVE USER** screen when you turn the power on.



- a. Press the gray **NAVIGATION** key below the icon that corresponds to the **USER** you wish to access.
- b. Press the **MAIN MENU** key.

6. Set the Time and Date.

- a. At the **MAIN MENU** screen, press the gray **NAVIGATION** key below **EXTRAS**.
- b. Press the gray **NAVIGATION** key below **CALENDAR**.
- c. Press the gray **NAVIGATION** key below **SET TIME/DATE**. You will see the cursor (**|**) flashing at the beginning of the “Date:” field on the right side of the screen.
- d. Following the MM/DD/YYYY format, enter the current month, day and year.

Calendar/Set Time							May 10,2000
May 2000							Set Time/Date
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Date
	1 ^o	2	3	4	5	6	05/10/2000 (MM / DD / YYYY)
7	8	9	10	11	12	13	Time : 07:01 PM
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29 ^o	30	31				
Save							AM/PM

The diagram shows five arrows pointing downwards from the date fields (05, 10, 2000) in the screenshot above to five corresponding input boxes below. The input boxes are arranged horizontally and are currently empty.

- e. Move the flashing cursor to the “Time:” field with the ▼ **ARROW** key or the **TAB** key.
 - f. Enter the current time in the “Time:” field. Use the gray **NAVIGATION** key below **AM/PM** to select a.m. or p.m.
 - g. Press **SAVE**.
7. Press the blue **MAIN MENU** key in the upper left hand corner of the keyboard.

SEND AND RECEIVE E-MAIL

The MailStation will dial-up your e-mail account, send saved e-mail from your **OUT BOX** and retrieve e-mail from the server when the **GET E-MAIL** key is pressed on the upper right hand corner of the MailStation. Make sure your telephone line cord is securely connected.

NOTE


To extend battery life, plug your AC adapter into your MailStation whenever you send and receive e-mail.






Need To Know

If you have multiple user's activated, you must press **GET E-MAIL** for each user.

The number of new and unopened messages will appear under the **IN BOX** icon on your Main Menu screen and the **NEW MAIL** light will flash.

Press the **NAVIGATION** key below **IN BOX** to see a list of your e-mail messages. New and unopened messages have a small envelope indicator  in the left margin of the screen.

In Box: MailStation		20 New E-Mails	28 Total E-Mails
From	Date	Subject	
 davidjohnson@neta...	7/7/00	News-Morning Coffee Edition	
 michellelee@hotmail...	7/7/00	Happy Birthday	
 mominamellon@neta...	7/7/00	I'm in New York now	
 melissageorge@yah...	7/7/00	Thank you for your help!	
 michaeljohnson@net...	7/7/00	Weekly news	
 murraytailor@hotm...	7/7/00	Congratulations!	
 lindatailor@hotmail...	7/7/00	Congratulations!	
 sls@hotmail.com	7/7/00	New MailStation	
 sls@hotmail.com	7/7/00	New MailStation	

Read Delete New Check Search



View E-mail

- Scroll to the e-mail you wish to open using the **▲** and **▼ ARROW** keys.
- With the desired e-mail highlighted, press the **ENTER/SELECT** key or the **NAVIGATION** key below **READ**. If necessary, use the **▼ ARROW** key to view the remainder of the message.

CREATE NEW E-MAIL

From the Main Menu, press the **NAVIGATION** key below **CREATE NEW E-MAIL**, an empty message screen appears with the current date entered in the “Date:” field and the cursor (**|**) flashing at the beginning of the “To:” field.

The screenshot shows a screen titled "New E-Mail". At the top, it displays "Date: 7/7/00" and "To:" with a cursor. Below this is a "Subject:" field. At the bottom, there are three buttons: "Address Book", "Send Now", and "Save". Below the screen, there are five arrows pointing down to five rectangular buttons, representing the physical keys on the device.

Address E-mail

You can address a new message in two ways: type the address directly into the “To:” field or use your MailStation **ADDRESS BOOK**. (See *Using Your Address Book* on page 39.)

To send the same e-mail to more than one person, type the first address, followed by **ENTER/SELECT**. Then type in the next e-mail address. You can repeat this process to send your message to approximately 30 e-mail addresses. You will only be able to see the last two e-mail addresses that you’ve typed. To review your list, you can scroll with the **ARROW** keys (**▲** and **▼**). You may get an error message if your address list and e-mail message exceed the 8K capacity of your MailStation.

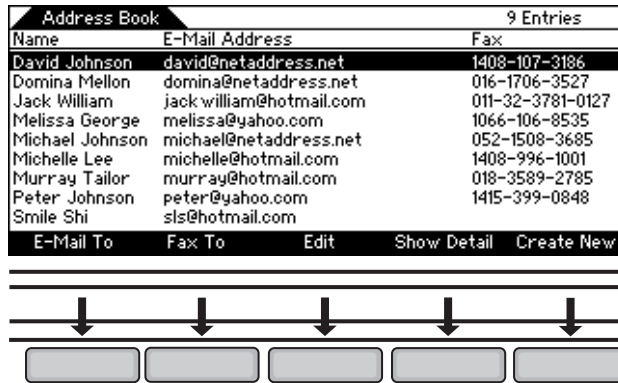
If you have the first name and e-mail address of a contact in your address book, you can use the Auto Fill feature of the address book. Auto Fill automatically addresses your e-mail, when you begin to type a contact’s first name in the “To:” field, by matching the first name typed with their first name in your address book. If you have more than one first name that start with the same letters, you will need to keep typing until you reach the first different letter in the name.

Create New E-mail

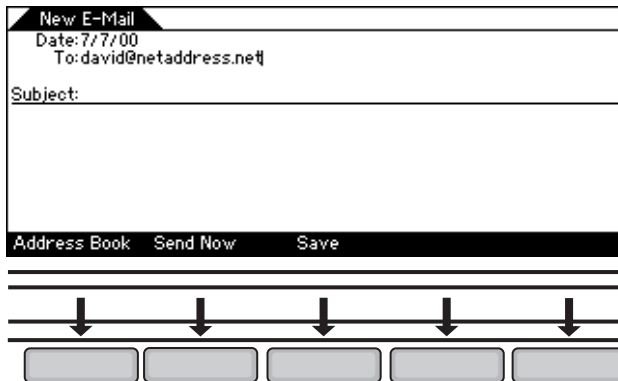
For Example: You have an address for Ann and an address for Annie in your Address Book and you want to send an e-mail to Annie. You begin typing Annie and get as far as “An”, and “Ann” appears in the “To:” field. You must continue typing until you have entered the “i” in Annie then Annie will appear in the “To:” field.

To select an address from your **ADDRESS BOOK**:

- a. Press the **NAVIGATION** key below **ADDRESS BOOK**.



- b. Select the address to whom you want to send the message by using the **▲** or **▼** **ARROWS**.
- c. Press the **NAVIGATION** key below **E-MAIL TO**. The e-mail address will be placed in the “To:” field.



- d. Press **ENTER/SELECT**.
- e. Proceed to the “Compose E-mail” section below.
- f. Send your message to as many addresses from your **ADDRESS BOOK** as you want by repeating steps a. through c.

Compose E-mail

- a. When you are finished addressing your e-mail, use the ▼ **ARROW** key or the **TAB** key to move the cursor to the "Subject:" field. Enter a subject (optional).
- b. Use the ▼ **ARROW** or **TAB** key to move the cursor into the content field.
- c. Type your message.
- d. You can send this message immediately, send it later, save it as a draft or exit without saving.

- **To send immediately:**

Press the **NAVIGATION** key below **SEND NOW**. You may cancel this task by pressing the **BACK** key. The line will be disconnected.




Need To Know

When you press the **NAVIGATION** key below **SEND NOW**, your e-mail is sent, however, the server is not checked for incoming e-mail. You must use the **GET E-MAIL** key to check for new messages waiting for you on the server.

- **To save in your OUT BOX (to be sent later):**

Press the **NAVIGATION** key below **SAVE**. Press **ENTER/SELECT** to choose **SAVE IN OUT BOX** from the pop-up message box. (See *Send All E-mail* on page 28.)


- **To save as a draft:**





Press the **NAVIGATION** key below **SAVE**. Scroll down using the ▼ **ARROW** key to select **SAVE AS A DRAFT** from the pop-up message box, press **ENTER/SELECT**. The message will be stored in your **OUT BOX** with a  pen indicator next to it indicating that it is a draft. (See *Edit E-mail* on page 26.)

- **Exit without Saving:**

Press the **BACK** key, then use the ▼ **ARROW** key to select **DISCARD** from the pop-up message box. This action permanently deletes the message.

USING YOUR IN BOX

The **IN BOX** screen displays the number of e-mail messages in your **IN BOX** along with the author, date and subject of each e-mail listed. New and unopened messages have a small envelope  before the author's name.

In Box: MailStation		17 New E-Mails	28 Total E-Mails
From	Date	Subject	
 davidjohnson@neta...	7/7/00	News-Morning Coffee Edition	
michellelee@hotmail...	7/7/00	Happy Birthday	
 mominamellon@neta...	7/7/00	I'm in New York now	
 melissageorge@yah...	7/7/00	Thank you for your help!	
michaeljohnson@net...	7/7/00	Weekly news	
 murraytailor@hotm...	7/7/00	Congratulations!	
lindatailor@hotmail...	7/7/00	Congratulations!	
sls@hotmail.com	7/7/00	New MailStation	
 sls@hotmail.com	7/7/00	New MailStation	

Read Delete New Check Search

↓ ↓ ↓ ↓ ↓



Need To Know

If you subscribe to Yahoo!™ information through your MailStation (may not be available in all areas), the MailStation updates the information when you press **GET E-MAIL** and indicates it received the new information by showing it as new messages received under the **IN BOX** icon on the Main Menu. However, the information is in your **Y! BOX**, not your **IN BOX**.

Read E-mail

- From the Main Menu press the **NAVIGATION** key below **IN BOX**.
- Highlight the message you want to read by using the **▲** and **▼ ARROW** keys.
- Press **ENTER** or the **NAVIGATION** key below **READ**.
- The cursor will flash at the beginning of the message content. Press the **▲** and **▼ ARROW** keys to scroll through the message.

REPLY TO AN E-MAIL MESSAGE

When you press the **NAVIGATION** key below **REPLY**, the "To:" field is filled with the address of the person to whom you are replying, the "Subject:" field is filled with their subject line and the original message is copied into the content area of the reply message. The cursor is placed above the original message for you to type your reply. (**Note:** You can save space by deleting or editing the original message.)

- a. Press the **NAVIGATION** key below **REPLY**.

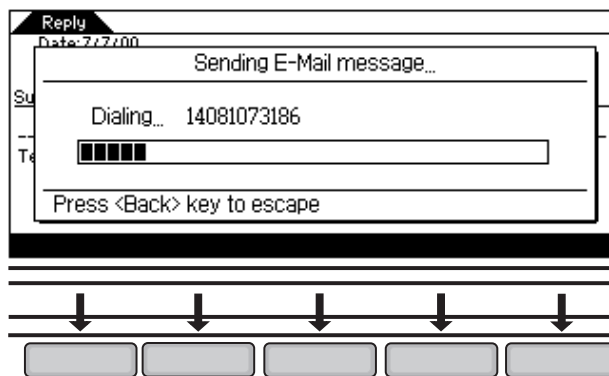
NOTE

You can send this reply message to additional addresses by entering addresses from your **ADDRESS BOOK** or typing the addresses directly into the "To:" field by pressing **ENTER/SELECT** after each address. (See *Using Your Address Book* on page 39.)

- b. Begin typing your message where the cursor is flashing.
- c. You can send this message immediately, send it later, save it as a draft or exit without saving.

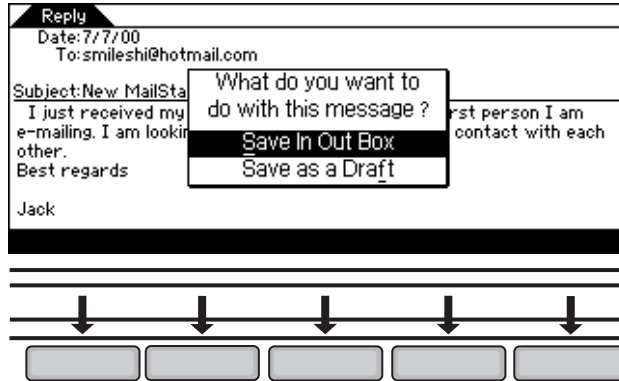
- **To send immediately:**

Press the **NAVIGATION** key below **SEND NOW**. You may cancel this task by pressing the **BACK** key. The line will be disconnected.



- **To save in your OUT BOX (to be sent later):**

Press the **NAVIGATION** key below **SAVE**. Press **ENTER/SELECT** to choose **SAVE IN OUT BOX** from the pop-up message box. (See *Send All E-mail* on page 28.)




Need To Know

All saved email in your **OUT BOX** is sent (except drafts) when you press **GET E-MAIL** or during Auto Check. (See *Automatically Check for Messages* on page 47.)

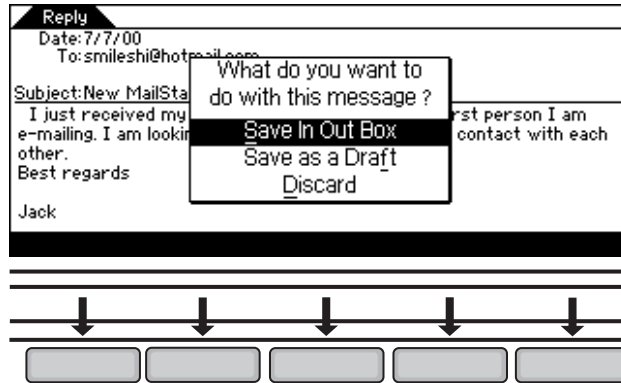
- **To save as a draft in your OUT BOX (to be completed and sent later):**

Press the **NAVIGATION** key below **SAVE**. Scroll down using the **▼ ARROW** key to **SAVE AS A DRAFT** in the pop-up message box, press **ENTER/SELECT**. (See *Edit E-mail* on page 26.)

If you save the message as a Draft, it will be stored in your **OUT BOX** with a small pen indicator  on the left margin. You can return to this draft message for further editing. (See *Edit E-mail* on page 26.)

- **Exit without Saving:**

Press the **BACK** key, use the **▼ ARROW** key to select **DISCARD** in the pop-up message box, press **ENTER/SELECT**. This action permanently deletes your reply.



FORWARD AN E-MAIL MESSAGE

This function allows you to take an e-mail message you received and send it on to another e-mail address. You can forward the message as it was received by you or you can edit the message before forwarding.

- a. With the message you wish to forward displayed, press the **NAVIGATION** key below **FORWARD**.
- b. Enter the desired e-mail address(es) you wish to forward the message to.
- c. If desired, you can use your **▼ ARROW** key to move down to the content section of the message to add text or edit the existing message.
- d. Choose to **SEND NOW** or **SAVE** (see above).

Need To Know

When forwarding a message, be aware that there is a limitation of approximately 99 lines of text including address(es) and subject line. If the message is close to 99 lines and you add addresses or text of your own, the bottom portion of the forwarded message may be cut-off. (See *Truncated E-mail* on page 23.)

ADD THE AUTHOR TO YOUR ADDRESS BOOK

Once you open an e-mail from your **IN BOX** you can add the author of the message to your address book.

- a. Press the **NAVIGATION** key below **ADD AUTHOR**. You can include additional information, such as phone and fax numbers to this entry.
- b. Press the **SAVE** key to store the information. (See *Using Your Address Book* on page 39.)

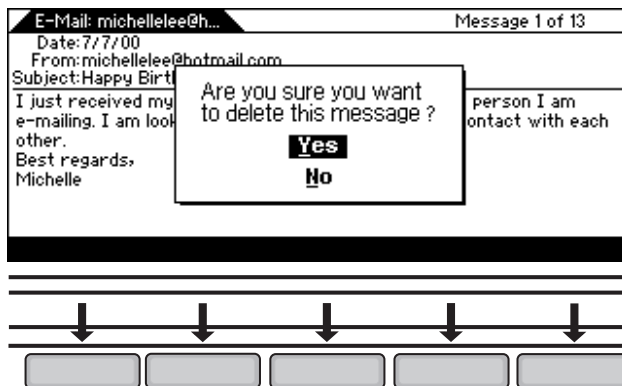
The image shows a 'New Entry' form with the following text:
New Entry
First Name: DavidJohnson
Last Name:
E-Mail Address: davidjohnson@netaddress.net
Home Phone:
Office Phone:
Mobile Phone:
Fax Number:
Pager:
Others:
Save

Below the form, there are five downward-pointing arrows, each positioned above one of five empty rectangular boxes.

- c. You will see the message "Contact has been saved", then the message "The sender has been added to your address book". If the address is already in your Address Book, you will receive the message "The sender is already in your address book".
- d. Press **ENTER/SELECT**.

DELETE THE MESSAGE YOU ARE READING

- a. Press the **NAVIGATION** key below **DELETE**.
- b. Your MailStation will alert you with a pop-up message box asking you to confirm. Use the **▲** or **▼** **ARROW** keys to select **YES** to delete or **NO** to return to the message.



SAVE A MESSAGE

You can save a record of messages you have received by forwarding messages to yourself. The message will then be saved in your **SENT MAIL** box. (See *Forward an E-mail Message* on page 20.)

FULL SCREEN NAVIGATION KEY

- Press the **NAVIGATION** key below **FULL SCREEN** to hide the message header (the date, sender and subject).
- Press the **NAVIGATION** key below **FULL CONTENT** and the message header will be shown again.



Need To Know

When the message is more than one screen long, use the **▲** or **▼** **ARROW** keys or **PgDN/PgUP** keys to scroll through the message.

Truncated E-mail

If a message is more than 99 lines long, includes an attachment (see below), is in HTML or MIME, you may receive a "Message Truncated" message, meaning that the message is incomplete or cut-off (there can be other reasons that a message may be truncated, such as special fonts, colors, or extensive routing information). In this case, you must use a personal computer with an Internet Browser to access the entire message.


- a. From a personal computer, go to:
<http://mail.mymailstation.com>.
- b. Use your account name and password to access your messages.



Need To Know

Your account name and password are provided on the welcome letter you receive after activating your MailStation. Save this information in a secure place.

Attachments to E-mail

A  symbol next to the subject of an e-mail message indicates that there is an attached file which cannot be viewed with the MailStation. An attached file may be a picture or another file. You may also receive a "Message Truncated" message if there is an attachment to the e-mail. (See above.)

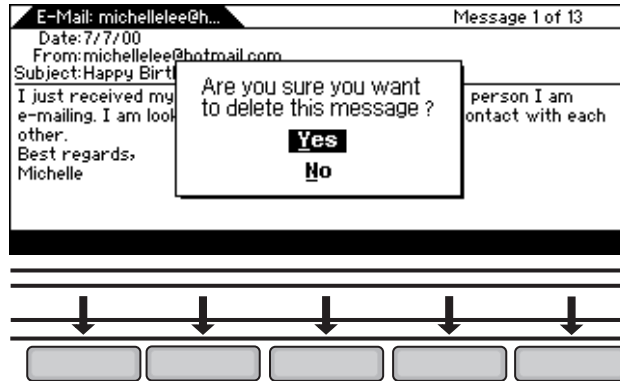
You can view messages and their attachments by using a personal computer with access to the internet, as mentioned above.

Mailer Daemon Failure Notices

Mailer Daemon return/failure notices mean that there was a problem and your message could not be delivered. Most Mailer Daemon returns are caused by simple typographical errors in the e-mail address. If you read the failure notice, it will tell exactly why you received the message back.

Delete an E-mail

- From the **IN BOX** screen, highlight the message you want to delete, press the the **NAVIGATION** key below **DELETE**.
- You will be alerted with a pop-up message box, select **Yes** to delete the message or select **No** to exit without deleting.

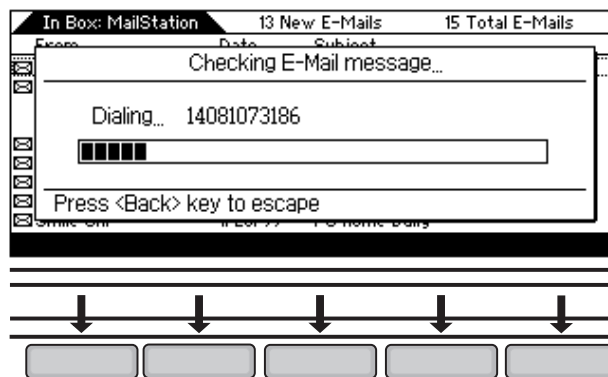


Create New E-mail

Press the **NAVIGATION** key below **New**. (See *Create New E-mail* on page 14.)

Check for E-mail

Press the **NAVIGATION** key below **CHECK** to connect to the server and check for new messages (or press the **GET E-MAIL** key to send and receive messages).



Search for E-mail Received

The search function allows you to locate messages in your **IN BOX** by: Author, Date of message, Subject, Content or Unread.

- a. Press the **NAVIGATION** key below **SEARCH**.
- b. Type your search criteria in the "Contain:" field.
- c. Press the **NAVIGATION** key that corresponds to your search criteria.

For example: you want to find all the e-mail that Annie Doe has sent to you. Enter Annie Doe in the "Contain:" field. Press Find:Author.

- d. A list of e-mail fitting your search criteria will appear on the screen. Using the **▲** or **▼ Arrow** keys, highlight the message you want to read and press **ENTER/SELECT**.


Search				
Contain:		(Date Format:MM/DD/YYYY)		
From	Date	Subject		
Find:Author	Find:Date	Find:Subject	Find:Content	Find:Unread

↓ ↓ ↓ ↓ ↓

--	--	--	--	--

USING YOUR OUT BOX

Edit E-mail

You can choose to edit a previously sent e-mail or a draft message (draft messages are shown in the **OUT BOX** with a small pen indicator  in the left margin of the display).

- From the Main Menu press the **NAVIGATION** key below **OUT BOX**.
- Using the **▲** or **▼ Arrow** keys, highlight the message in your **OUT BOX** that you want to edit.

Out Box: MailStation		12 Saved E-Mails ▾
To	Date	Subject
jackwilliam@hotmail...	7/7/00	This is a test
davidjohnson@net...	7/7/00	News-Morning Coffee Edition
michellelee@hotmail...	7/7/00	Happy Birthday
mominamellon@net...	7/7/00	I'm in New York now
melissageorge@yah...	7/7/00	Thank you for your help!
michaeljohnson@net...	7/7/00	Weekly news
murraytailor@hotmail...	7/7/00	Congratulations!
lindatailor@hotmail...	7/7/00	Congratulations!
sls@hotmail.com	7/7/00	New MailStation

Below the table are five buttons: Edit, Delete, New, Send All, and Search. Arrows point from each button to a corresponding empty rectangular box below it.

- Press the **NAVIGATION** key below **EDIT**. The message is displayed with the cursor flashing at the beginning of the text. You can edit the "To:" and "Subject:" fields by using the **▲** and **Arrow** key.
- Make your desired edits.
- You can choose to send the message immediately, send it later, save it as a draft or exit without saving.
 - To send immediately:**

Press the **NAVIGATION** key below **SEND NOW**. You may cancel this task by pressing the **BACK** key. The line will be disconnected.
 - To save in your OUT BOX (to be sent later):**

Press the **NAVIGATION** key below **SAVE**. Press **ENTER/SELECT** to choose **SAVE IN OUT BOX** from the pop-up message box. (See *Send All E-mail* on page 28.)

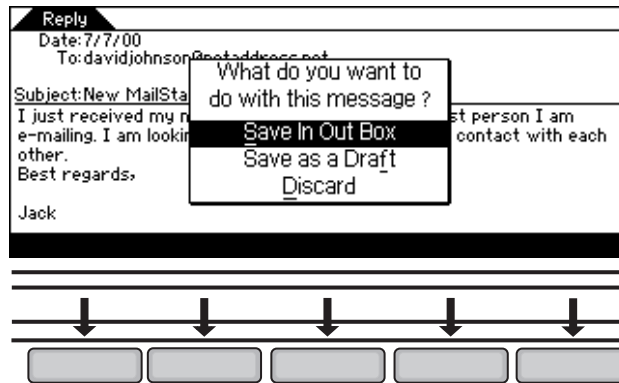
Using Your Out Box

- **To save as a draft in OUT BOX:**

Press the **NAVIGATION** key below **SAVE**. Scroll down using the **▼ ARROW** to select **SAVE AS A DRAFT** from the pop-up message box, press **ENTER/SELECT**.

- **Exit without Saving:**

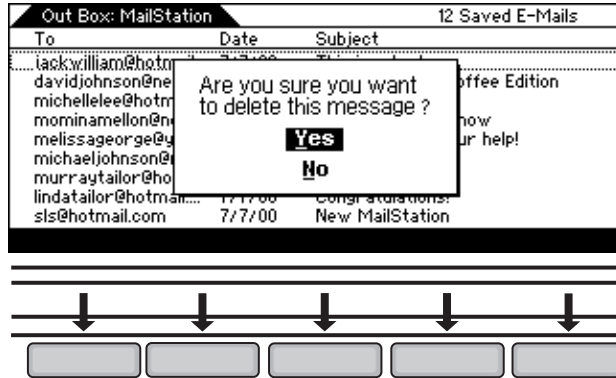
Press the **BACK** key, then use the **▼ ARROW** key to select **DISCARD** from the pop-up message box. This action permanently deletes the message.



Delete E-mail

- a. From the Main Menu press the **NAVIGATION** key below **OUT BOX**.
- b. Using the **▲** or **▼ Arrow** keys, highlight the message in your **OUT BOX** that you want to delete.
- c. Press the **NAVIGATION** key below **DELETE**.

- d. Confirm the deletion by selecting **YES** at the pop-up message box. The message will be permanently deleted from your MailStation.

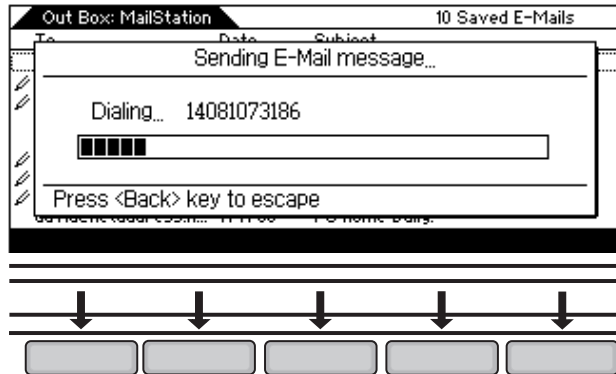


Create a New E-mail

Press the **NAVIGATION** key below **NEW**. (See *Create New E-mail* on page 14.)

Send All E-mail

Press the **NAVIGATION** key below **SEND ALL**, all saved messages will be sent.



Search for E-mail in the Out Box

The search function allows you to locate messages in your **OUT BOX** by: Receiver, Date, Subject or Content.

- a. Press the **NAVIGATION** key below **SEARCH**.
- b. Enter your search criteria in the "Contain:" field.

Using Your Out Box

- c. Press the **NAVIGATION** key that corresponds to your search criteria.

For example: you want to find an e-mail you sent to Annie Doe. Enter Annie Doe in the "Contain:" field. Press Find:Receiver.

Search			
Contain:			(Date Format:MM/DD/YYYY)
To	Date	Subject	

Find:Receiver Find:Date Find:Subject Find:Content

↓ ↓ ↓ ↓ ↓

□ □ □ □ □

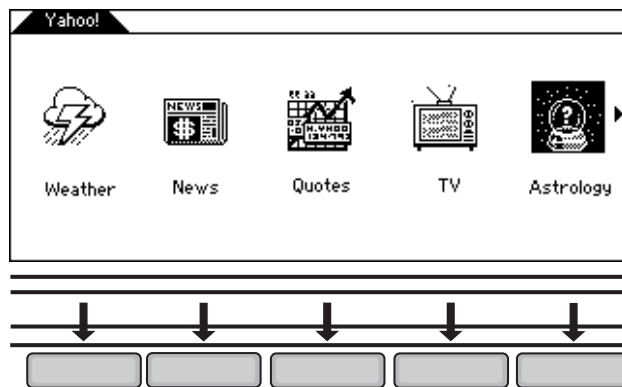
- d. A list of e-mail fitting your search criteria will appear on the screen. Using the **▲** or **▼ Arrow** keys, highlight the message you want to read and press **ENTER/SELECT**.

USING YAHOO!™

This section of the User's Manual is intended as a simple guide to reading Yahoo! information. You must consult the special Yahoo! insert(s) you received with your MailStation for specifics on using Yahoo! and on what types of Yahoo! information are available to you.

To Read Yahoo! Information

- a. Press the **NAVIGATION** key below **Y!** on the Main Menu.
- b. Press the corresponding **NAVIGATION** key located under the Yahoo! information you would like to read.



- c. Press the **BACK** key to return to the Yahoo! information screen. To return to the Main Menu, press the **MAIN MENU** key.



Need To Know

You receive updated Yahoo! information by pressing **GET E-MAIL** or when the MailStation Auto Checks the server.

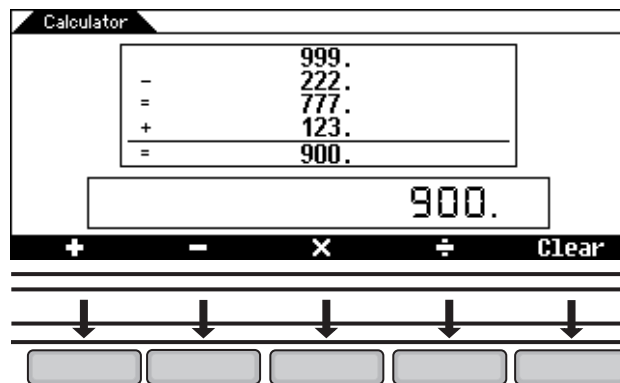
When you receive updated Yahoo! information your **IN BOX** icon will show that new messages have been received and your New E-mail light will blink. However, these messages do not show in your **IN BOX**, rather Yahoo! information is automatically placed in under your **Y! BOX** for viewing.

EXTRA FEATURES OF THE MAILSTATION

Calculator

From the Main Menu, press the **NAVIGATION** key below **EXTRAS**. From the **EXTRAS** screen, press the **NAVIGATION** key below **CALCULATOR**.

- Type the equation using the keyboard.
- Use the four (+ - x ÷) **NAVIGATION** keys.
- Press **ENTER** or the = key for the total.



Calendar

The MailStation offers a simple Calendar. You can use it to view dates and enter a schedule of your daily events.



Need To Know

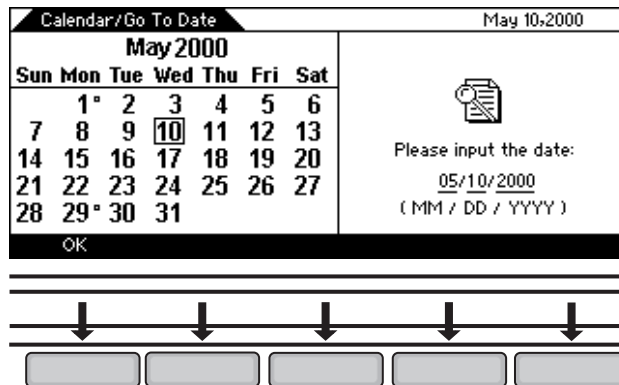
Your MailStation Calendar does not work as an automatic reminder of daily events! You must manually go to the date, within the calendar, to view times and descriptions of events entered.

- From the Main Menu, press the **NAVIGATION** key below **EXTRAS**. From the **EXTRAS** screen, press the **NAVIGATION** key below **CALENDAR**.
- Use the **▲** and **▼ Arrow** keys to move to another day

within the displayed month.



- Press the **PgUP** or **PgDN** key to view the previous or next months.
- Press the **NAVIGATION** key below **GO TO DATE**. Enter the date on the right hand side of the screen that you want to go to. Press **OK**.



- Move to the current date by pressing the **NAVIGATION** key below **TODAY**.

Set the Time and Date

Set the time and date by pressing the **NAVIGATION** key below **SET TIME/DATE**.

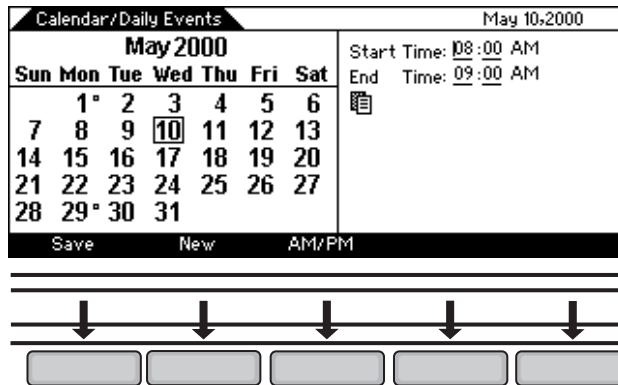
- The cursor will flash at the beginning of the "Date:" field. Follow the MM/DD/YYYY format to enter the current date.
- Press **TAB** to move to the "Time:" field. Enter the correct time. Use the **NAVIGATION** key below **AM/PM** to select a.m. or p.m.

- c. Press **SAVE** to confirm the change.

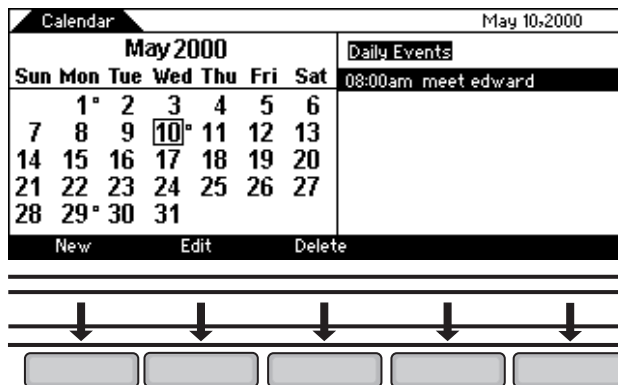
Use the Daily Events Calendar

ADD NEW EVENTS

- a. Select the day to which you want to add the daily event.
- b. Press the **TAB** key to highlight Daily Events on the right of the screen
- c. Press the **NAVIGATION** key below **EDIT**.



- d. Enter the Start Time. Press **TAB**.
- e. Enter the End Time. Press **TAB**.
- f. Enter a brief description of the event.



- g. Press **SAVE**.

If you want to add another event for the same day proceed to step g. below, otherwise, press **BACK** to return to the calendar section of the screen or press **MAIN MENU** to exit.

- h. Press the **NAVIGATION** key below **NEW**.
- i. Press the **NAVIGATION** key below **EDIT**.
- j. Enter the Start Time. Press **TAB**.
- k. Enter the End Time. Press **TAB**.
- l. Enter a brief description of the event.
- m. Press **SAVE**.

NOTE

Dates that include “daily events” are marked with a small “□” symbol.

EDIT A DAILY EVENT

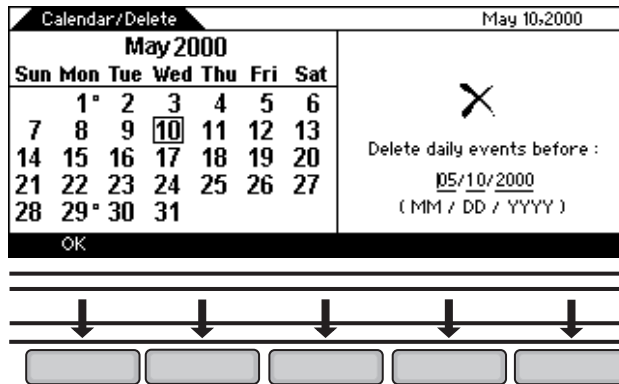
- a. Select the day that you want to edit a daily event on.
- b. Press the **TAB** key to highlight the Daily Events on the right of the screen.
- c. Using the **▲** and **▼ Arrow** keys, select the event you want to edit.
- d. Press the **NAVIGATION** key below **EDIT**. Make the desired changes.
- e. Press **SAVE**.

DELETE A DAILY EVENT

- a. Select the day that you want to delete a daily event on.
- b. Press the **TAB** key to highlight the Daily Events on the right of the screen.
- c. Using the **▲** and **▼ Arrow** keys, select the event you want to delete.
- d. Press the **NAVIGATION** key below **DELETE**.
- e. Select **YES** at the pop-up message window to confirm.
- f. Confirm by selecting **YES** at the pop-up message box.

DELETE ALL DAILY EVENTS BEFORE A SPECIFIED DATE

- a. With your cursor in the Calendar side of the screen (left side), press the **NAVIGATION** key below **DELETE**.
- b. Enter the date you want to delete all Daily Events before.



- c. Press the **NAVIGATION** key below **OK**.
- d. Confirm by selecting **YES** at the pop-up message box.

Sent E-mail

SENT E-MAIL keeps a log of all the e-mail you send. However, you can view or edit the contents of only the last 10 e-mails listed. All other sent e-mail includes only the header information: To, Date, Time, and Subject fields.

 **Need To Know**

If you need to keep a record of the contents of an e-mail, you can send the e-mail to your own e-mail address (in addition to your addressees). When it is recieved in your **IN BOX**, it will remain there, for viewing, editing or resending until you decide to delete it.

View Sent E-mail

From the **EXTRAS** menu, press the **NAVIGATION** key below **SENT MAIL** to see a list of messages you have sent. You will see the header information: To, Date, Time, and Subject.

Edit Sent E-Mail

- a. Highlight the message you wish to edit.
- b. Press the **NAVIGATION** key below **EDIT**. The message is displayed with the cursor flashing at the beginning of the text. You can edit the "To:" and "Subject:" fields by using the **▲** and **▼ ARROW** keys.

NOTE

You can use your address book to change or add another address to the e-mail you are editing. (See *Using Your Address Book* on page 39.)

- c. Choose to **SEND NOW** or **SAVE** the edited message.

DELETE A MESSAGE

- a. Use the **▲** and **▼ ARROW** keys to highlight the message you would like to delete.
- b. Press the **NAVIGATION** key below **DELETE**.
- c. Press **ENTER/SELECT** to select **YES** at the pop-up message box to confirm your selection.

DELETE ALL MESSAGES

- a. Press the **NAVIGATION** key below **DELETE ALL** to delete the entire list of messages.
- b. Press **ENTER/SELECT** to select **YES** at the pop-up message box to confirm your selection.

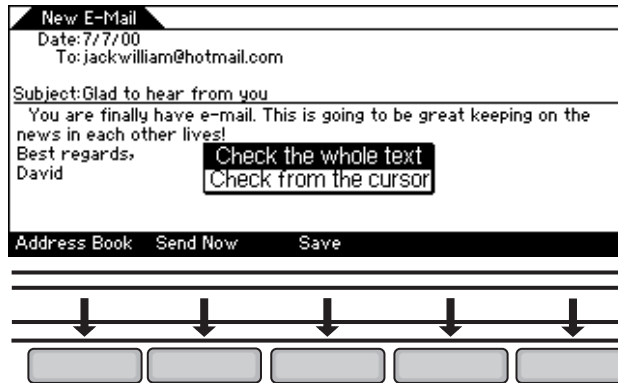
Spell Check

Your MailStation comes with a 20,000 word Spell Check dictionary. You can check the spelling in your message by pressing the **CHECK SPELLING** key on the upper right hand side of the keyboard while viewing your message.

- a. Open a message.
- b. Press the **CHECK SPELLING** key.

Extra Features of the MailStation

- c. Choose to spell check the whole text; or
Choose to spell check from the point that the cursor is located to the end of the text.



- d. The Spell Checker displays a pop-up message box with suggestions for correct spelling.
- e. Using your ▲ or ▼ **ARROW** keys, select the correctly spelled word from the pop-up message box or select **NO CHANGE**.
- f. Select **OK** at the pop-up message box when Spell Check is complete.



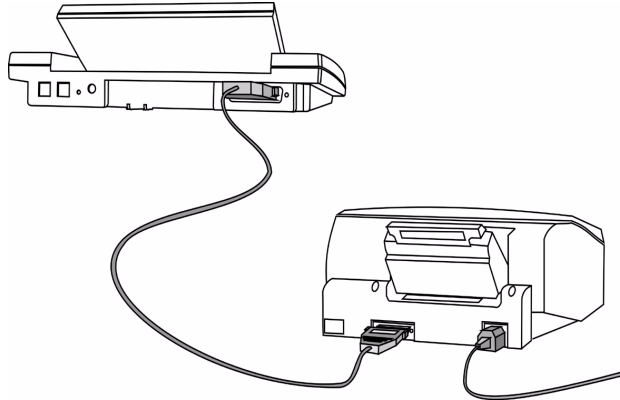
Need To Know

The MailStation Spell Checker has some important limitations:

- You cannot add words to the Spell Check dictionary.
- Spell Check does not recognize words written in all capitalized letters. It does, however, recognize words written in a typical upper lower case format, such as names, places, etc.
- Spell Check does not recognize incorrect word usage. For example: see or sea, there or their.
- Spell Checker does not recognize incorrect grammar.

Print

Using a parallel printer cable (IEEE-1284), connect your MailStation to a printer that supports MS-DOS printing.

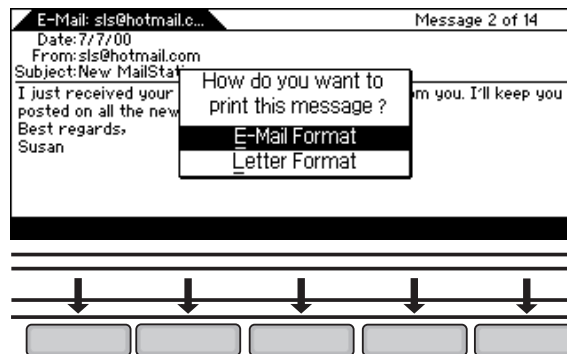


⚡ WARNING

Make sure that the power to the MailStation and printer are off when connecting the two devices.

Press the **PRINT** key to print a copy of the current screen. Choose E-Mail or Letter Format.

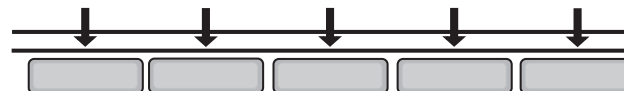
- If you select **E-MAIL FORMAT**, the message will be printed out with all the information including the date, address, subject and content.
- If you select **LETTER FORMAT**, only the body content of the message will be printed out.



USING YOUR ADDRESS BOOK

Storing e-mail addresses in the MailStation **ADDRESS BOOK** allows you to input a recipient's address quickly and correctly every time. The **ADDRESS BOOK** also allows you to save fax, mobile, and other numbers.

Address Book		9 Entries		
Name	Home	Office	Mobile	
David Johnson				
Domina Mellon				
Jack William				
Melissa George				
Michael Johnson				
Michelle Lee				
Murray Taylor				
Peter Johnson				
Smile Shi		800-366-6045		
New	Edit	Delete	Print	Send Mail



Need To Know

Your address book is automatically organized alphabetically by first name. (You cannot change the way it is listed.)

Create a New Address

- From the Main Menu, press the **NAVIGATION** key below **EXTRAS**, then press the **NAVIGATION** key below **ADDRESS BOOK**.
- Press the **NAVIGATION** key below **NEW**. A box opens in the lower left hand corner with you words **INDIVIDUAL** and **GROUP**.

-
- c. Choose which type of address you would like to create, **INDIVIDUAL** or **GROUP**, by highlighting your selection using the ▲ or ▼ **ARROW**. Then press **ENTER/SELECT**.

The screenshot shows a menu titled "Address Book" with "9 Entries" in the top right corner. The menu has four columns: "Name", "Home", "Office", and "Mobile". The "Name" column lists: David Johnson, Domina Mellon, Jack William, Melissa George, Michael Johnson, and Michelle Lee. Below the list, there are two options: "Individuals" (highlighted with a black background) and "Groups" (with a white background). To the right of the "Groups" option, the number "800-366-6045" is visible. Below the menu, there are five downward-pointing arrows, each aligned with one of the five columns of the menu above. Below the arrows are five empty rectangular input fields.

Create an Individual Address

- Select **INDIVIDUALS**.
- Input the contact information into the corresponding fields.
- Press the **NAVIGATION** key below **SAVE**.



Need To Know

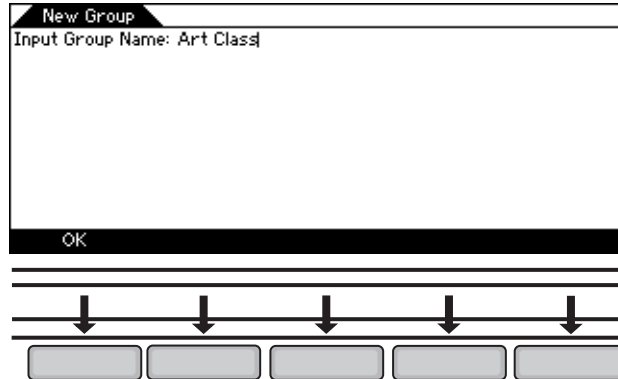
You must enter e-mail addresses exactly as they are spelled, including the server and extension. The address should always be typed in lower case letters and must be entered without using spaces or any extra characters. If even one character is missing or entered incorrectly, your e-mail will not arrive at its destination. The letters *www.* are never part of an e-mail address. (See *How does e-mail addressing work?* on page 52.)

Create a Group Address

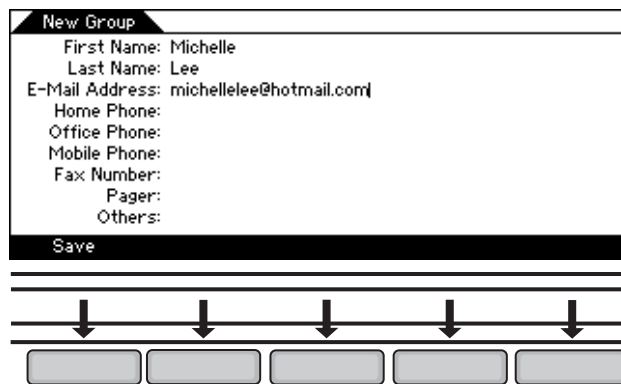
A group address is a collection of up to 100 individual e-mail addresses. By selecting a group address, the message will be sent to all the individuals in that group.

- Select **GROUPS**.

- b. Input a **GROUP** name and press the **NAVIGATION** key below **OK**.



- c. Press the **NAVIGATION** key below **NEW** and input the first address.



- d. Press the **NAVIGATION** key below **SAVE**.
- e. To add another address to the **GROUP**, press **NEW** again and input the address.
- f. Continue inputting addresses by pressing **NEW** from the group screen.

ADD AN INDIVIDUAL FROM YOUR ADDRESS BOOK TO A GROUP

- a. Press the **NAVIGATION** key below **ADD**.
- b. Highlight the desired address using the **▲** or **▼** **ARROWS**,
- c. Press the **NAVIGATION** key below **SAVE**.

DELETE AN ADDRESS FROM A GROUP

- Highlight the Group name, press **ENTER/SELECT**.
- From within the Group addresses, highlight the address that you want to delete.
- Press the **NAVIGATION** key below **DELETE**.
- Confirm your selection by pressing **ENTER/SELECT** at the pop-up message box.

Edit an Existing Address

- Highlight the entry and press the **NAVIGATION** key below **EDIT**.
- Use the **TAB** key to move between fields, or use the **▲** and **▼** **ARROW** keys. Edit the fields as desired.
- Press **SAVE**.

New Entry

First Name: David
Last Name: Johnson
E-Mail Address: david@netaddress.net
Home Phone:
Office Phone:
Mobile Phone:
Fax Number: 1-408-107-3186
Pager:
Others:

Save

↓ ↓ ↓ ↓ ↓

Delete an Address

- Highlight the address you wish to delete.
- Press the **NAVIGATION** key below **DELETE**.
- Confirm by selecting **YES** at the pop-up message box and pressing **ENTER/SELECT**.

Address Auto Fill Feature

If you have the first name and e-mail address of a contact in your address book, you can use the Auto Fill feature of the address book. Auto Fill automatically addresses your e-mail, when you begin to type a contact's first name in the "To:" field,

using the matching first name from your address book. It fills in the "To:" field with the first address matching the letters typed. If you have first names that start with the same letters, you will need to keep typing until you reach the first different letter in that name.

For Example: You have an address for Ann and an address for Annie in your Address Book and you want to send an e-mail to Annie. You begin typing Annie and get as far as "An", and "Ann" appears in the "To:" field. You must continue typing until you have entered the "i" in Annie then you will see Annie appear in the "To:" field.

Print a Copy of your Address Book

Press the **NAVIGATION** key below **PRINT** to print a copy of your address book.

Choose format:

- List format prints the Name, Home, Office and Mobile fields of the address book. (The same fields that show in your address book.)
- Complete format, prints all the address information you entered when the address was created.



Need To Know

Your MailStation must be properly connected to a compatible printer in order to print. (See *Print* on page 38.)

Send E-mail from the Address Book

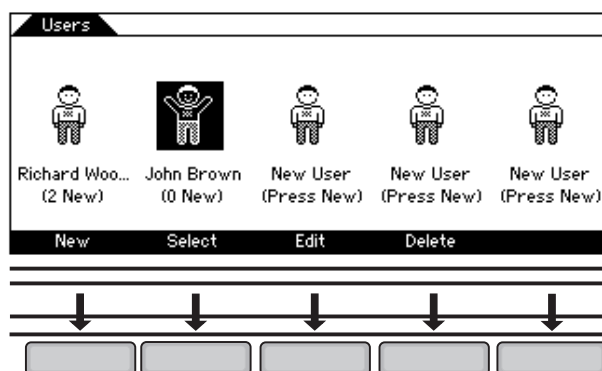
- a. Highlight an address entry and press the **NAVIGATION** key below **SEND MAIL**. The e-mail address of the person or group will be added in the "To:" field.
- b. Press **TAB** or the **▼ ARROW** to move to the "Subject:" field. Enter a subject (optional).
- c. Press **TAB** or the **▼ ARROW** to move to the content field.
- d. Compose your message. (See *Send your message to as many addresses from your ADDRESS BOOK as you want by repeating steps a. through c.* on page 15.)

CHANGING THE MAILSTATION USER

Select a Current User

If you have more than one user, you can select a different user's account to send and receive e-mail from.

- From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.
- Press the **▶ ARROW** key until you see the **USERS** icon appear.
- Press the **NAVIGATION** key below **USERS**.
- Use the **◀** or **▶ ARROW** keys to highlight the desired user.
- Press the **NAVIGATION** key below **SELECT** to activate the selected user.



Edit Dial-up Information

 **CAUTION**

Selection of a dial-up number may result in incurring toll or long distance charges while sending and retrieving e-mail. The user is solely responsible for any and all charges resulting from choosing and or changing their dial-up number.

- From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.
- Press the **▶ ARROW** key until you see the **USERS** icon appear.
- Press the **NAVIGATION** key below **USERS**.

Changing the MailStation User

- d. Use the ◀ or ▶ **ARROW** keys to highlight the user whose settings you wish to edit.
- e. Press the **NAVIGATION** key below **EDIT**.
- f. Edit the dial-up information. Make sure to enter the number correctly as any error will result in the MailStation unable to access your MailStation account.
- g. Press **SAVE**.

NOTE

Press **FUNCTION + S** as a shortcut to the edit the active user's dial-up information.

Delete a User



Deleting a user will result in that user being unable to connect to the domain from the MailStation. For more information on deleting a user, please call the support number listed in the Getting Help chapter.

- a. From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.
- b. Press the ▶ **ARROW** key until you see the **USERS** icon appear.
- c. Press the **NAVIGATION** key below **USERS**.
- d. Use the ◀ or ▶ **ARROW** keys to highlight the user you wish to delete.
- e. Press the **NAVIGATION** key below **DELETE** to choose the user in the highlighted square.
- f. Confirm by selecting **YES** at the pop-up message box.

Add an Additional User

To add an additional user, please call the support number listed in the Getting Help section of this manual (page 66)

ADVANCED FEATURES

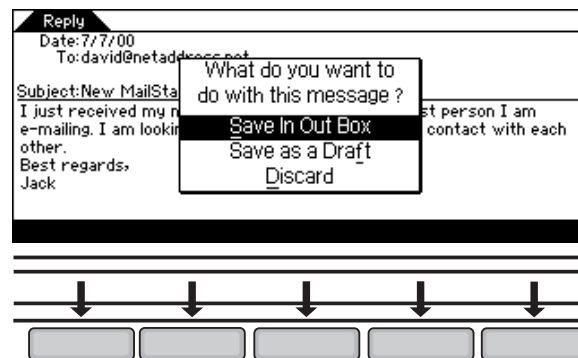
Function Key (Fn)

The blue **FUNCTION (FN)** key offers shortcuts to some frequently done tasks. These functions are labeled in blue on your keyboard. For example, pressing the **FUNCTION (FN)** key at the same time as the **PGDN** key (notice that *Next* is written in blue under **PGDN**) allows you to move to the *next* e-mail while in the **IN BOX**. In addition to the functions available by using the blue labeled keys, there are other functions that you may find helpful such as:

- FUNCTION (FN) + ►** moves the cursor to the left margin
- FUNCTION (FN) + ◀** moves the cursor to the end of the line
- FUNCTION (FN) + S** displays the current user information, you can edit the user name and dial-up number from this screen

Shortcut Key Strokes

Shortcut key strokes allow you to select an option in a pop-up message box using one stroke on the keypad. A shortcut key is indicated by an underlined character. For example, to select "**SAVE IN OUT BOX**" from the following screen, press the "**S**" key.



Edit User Settings

 **CAUTION**

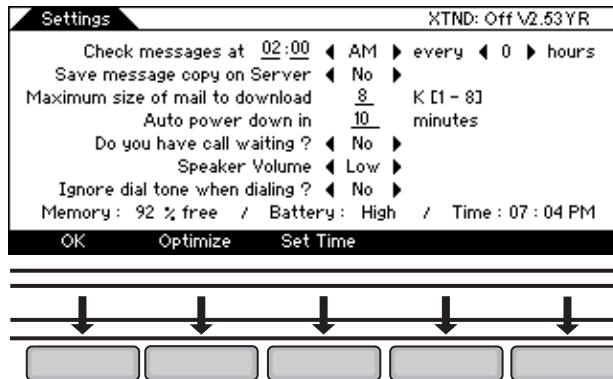
The MailStation comes pre-configured to meet the normal user's needs. It is highly recommended that only advanced users make changes to the following settings!

If you have more than one user, you must first select the User whose settings you wish to edit. See *Select a Current User* on page 44, then proceed with the following instructions.

- a. From the Main Menu, press the **NAVIGATION** key below **EXTRAS**.
- b. Press the **NAVIGATION** key below **SETTINGS**.
- c. Use the **▲** or **▼** **ARROW** key or **TAB** key to move the cursor into the desired field for editing.

Use the **◀** or **▶** **ARROWS** to toggle between the choices within a field. For example: use the **◀** or **▶** **ARROWS** to choose between **AM** or **PM** in the time field.

- d. You can exit at anytime by pressing **OK**.



AUTOMATICALLY CHECK FOR MESSAGES

Set the time to Auto Check. The Auto Check feature automatically connects to the server, at the time you designate, checks for new messages and sends messages saved in your **OUT BOX** (except draft messages), provided that it is properly connected to the telephone line and has enough power.

You can choose to have the MailStation Auto Check once every 24 hours at a designated time or every 4, 8, 12 or 24 hours (if set to 0 Auto Check is turned off).

SAVE INCOMING MESSAGES ON SERVER

Decide whether to save a copy of incoming messages on the server. Select **YES** to save on the server, select **NO**, to delete from the server. Messages with attachments or truncated messages will not be deleted from the server if you select **No**. We suggest you choose **No**.



Need To Know

When you choose **YES** (to save a copy to the server), email messages are held at the server until the user actually goes to the website and deletes them. If the option is set to **NO**, only truncated messages and those with attachments are held at the server, and once your e-mails are deleted from the MailStation, there is no way to retrieve them.

DESIGNATE E-MAIL SIZE

Designate the maximum size of mail to download ranging from 1K to 8K (1K=12 lines 8K=96 lines).

AUTOMATIC POWER OFF

Set the time to automatically power-off the MailStation. *This function is applicable only if using battery power.*

SET CALL WAITING OPTION

If you subscribe to call waiting, choose **YES** to block call waiting during connection to the server. If you do not subscribe to call waiting, select **NO**.

NOTE

Call waiting blocking is not available in all areas.

SET THE VOLUME

Set the volume of the speaker to **LOW**, **HIGH**, or **OFF**.

CHOOSE TO IGNORE DIAL TONE

Select **NO** to wait for a dial tone to be detected by the MailStation before dialing. Select **YES** to dial without waiting for a dial tone. We suggest that you select **NO** in order to insure that your MailStation detects a dial tone before dialing out to the server.

PERCENTAGE OF FREE MEMORY

View the percentage of free memory.

OPTIMIZE MEMORY

Press the **NAVIGATION** key below **OPTIMIZE** to optimize the memory.

VIEW BATTERY STATUS

View the battery status to determine whether it's time to replace the batteries or plug in the AC adapter.

SET THE CURRENT TIME

Press the **NAVIGATION** key below **SET TIME**, your MailStation will prompt you to save your changes, select **YES** at the pop-up message box. Once you save your changes you will see the **CALENDAR/SET TIME** screen displayed. Set the time from this screen. Press **SAVE**.

Fax Feature

You can send a fax message from your MailStation. However, there are some important differences between the e-mail and fax functions of your MailStation:

- You cannot receive fax messages on or through your MailStation.
- You can send a fax to only one number at a time.
- The fax is not saved in **SENT MAIL**. It remains in the **OUT BOX**. This allows you to edit the same fax message's "To:" field in order to send it to another number without having to write the content again.

Write a Fax

- a. From the Main Menu, press the **NAVIGATION** key below **CREATE NEW E-MAIL**.

-
- b. Type the fax number into the "To:" field. Type it exactly as you would dial the number (include all digits), or choose a fax number from your MailStation **ADDRESS BOOK** (provided you have entered the fax number into your address book).
 - Press the **NAVIGATION** key below **ADDRESS BOOK**.
 - Select the person to whom you want to fax the message. (Their fax number must be included in the address book.)
 - Press the **NAVIGATION** key below **FAX TO**. The fax number will be added into the "To:" field.
 - a. Use the **▼ ARROW** key or the **TAB** key to move the cursor to the "Subject:" field. Enter a subject (optional).
 - b. Use the **▼ ARROW** key or the **TAB** key to move the cursor into the content field.
 - c. Type your message.
 - d. Choose to **SEND NOW**, **SAVE IN OUT BOX** or **SAVE AS A DRAFT**.

The header of the received fax includes From, To, Date, Time, and Page Number.


Send a Fax

Saved faxes are fax messages you have previously written, which are now awaiting transmission. When you press the **NAVIGATION** key below **SEND ALL**, outbound faxes are **NOT** sent out with the saved messages.

To send a fax from the **OUT BOX**:

- a. Highlight the fax you wish to send.
- a. Press the **ENTER** key to open the fax.
- b. Press the **NAVIGATION** key below **SEND NOW** to send the fax. Your MailStation will confirm when the saved fax is successfully sent. Press **ENTER/SELECT**.

Draft Faxes

Draft faxes are fax messages that are not complete. They are saved in your **OUT BOX** to finish at a later time and are shown with a small pen indicator  in the left margin of the display.

When you press the **NAVIGATION** key below **SEND ALL**, draft faxes are **NOT** sent.

To send a draft fax:

- a. Press the **NAVIGATION** key below **EDIT** to open the fax and edit it until you are satisfied.
- b. Press the **NAVIGATION** key below **SEND Now**.

Delete a Fax

Fax messages remain in your **OUT BOX** until you choose to delete them. This allows you to send the same fax message to more than one person without having to write it again.

- a. Using the **▲** or **▼ Arrow** keys, highlight the fax message in your **OUT BOX** that you want to delete.
- b. Press the **NAVIGATION** key below **DELETE**.

Confirm the deletion by selecting **YES** at the pop-up message box. The message will be permanently deleted from your MailStation.

COMMONLY ASKED QUESTIONS

Q. How Does E-mail Work?

A. *E-mail works much like the postal service. It has post offices—servers that your e-mail is received and delivered through and mail boxes—the **In Box** and **Out Box** on your MailStation.*

E-mail differs from the postal service in some very powerful ways.

- *E-mail is almost instantaneous. When you send a message, it normally arrives at its destination within minutes.*
- *E-mail is available 24 hours a day, 7 days a week*.*
- *E-mail allows you to send as many messages as you like, to as many people as you like (even the same message to several people), for the same monthly price.*
- *Your e-mail may be accessed using your MailStation from nearly any location in the world. Your e-mail “post offices” take care of delivering your mail no matter where you are.*

NOTE

**There may be an interruption in your e-mail service during server (server) or network difficulties or power outages.*

Q. How does e-mail addressing work?

A. *Every e-mail user has a unique address where e-mail is received. This address is composed of four parts: 1.) the user name; 2.) the @ symbol; 2.) the server name; 3.) the extension.*

For example:

davidjohnson@mymailstation.com

| | | |

name@servername.extension

This address identifies David Johnson who gets his mail from My MailStation.com.



Need To Know

You must enter e-mail addresses exactly as they are spelled, including the server and extension. The address must always be typed in lower case letters and be entered without using spaces or any extra characters. If even one character is missing or entered incorrectly, your e-mail will not arrive at its destination. The letters www. are never part of an e-mail address.

- Q. How many messages can I send in a month? Will I be charged extra if I send too many messages?
- A. *No, you can send as many messages as you want, to as many people as you want, to any place in the world!*
- Q. If my batteries die in my MailStation, will I lose my e-mail and address book?
- A. *Not immediately. However, if your MailStation notifies you of low batteries, it is highly recommended that you plug in your A/C adapter and replace the batteries as soon as possible.*
- Q. Can I connect my MailStation to any phone line to get my e-mail, even when traveling in other parts of the United States or staying in hotel rooms?
- A. *Yes, you can connect MailStation to any standard residential (analog) phone line to send and receive e-mail. If you travel outside of your local calling area, you will need to change your dial-up number. For a list of MailStation phone numbers throughout North America, see the MailStation Telephone Access Numbers (dial-up numbers) insert that you received with your MailStation (see Edit Dial-up Information on page 44). Remember to change the number back to your local dial-up number when you return home.*
- IMPORTANT:** *Selection of a dial-up number may result in incurring toll or long distance charges while sending and retrieving e-mail. The user is solely responsible for any and all charges resulting from choosing and or changing their dial-up number.*

Q. Can I use my MailStation while traveling internationally?

A. *Yes. However, there are no international "local" MailStation dial-up numbers. You can send and receive e-mail internationally by using the following instructions:*

- 1. Set-up your MailStation according to the diagram on page 10 "Setting-up the MailStation with a Telephone".*
- 2. Edit your dial-up number (Edit Dial-up Information on page 44) to include the complete United States telephone number: 1 + area code + number.*
- 3. Dial the operator from the attached telephone and ask for a United States line. (You can provide the Operator with a calling card if desired.)*
- 4. After you are connected to the United States line, press **GET E-MAIL ON YOUR MAILSTATION**.*
- 5. As soon as you hear the MailStation dial, hang up the phone.*
- 6. The MailStation will send and retrieve your messages.*

Another popular way to access e-mail while traveling abroad is to use a Cyber Cafe or any personal computer with internet access. Go to:

<http://mail.mymailstation.com>. Use your account name and password to access your e-mail.

Q. How do I save messages that I have sent or received so that I can view the content or edit it later.


A. **(SENT E-MAIL** *keeps a log of all the e-mail you send. However, you can view or edit the contents of only the last 10 e-mails listed. All other sent e-mail includes only the header information: To, Date, Time, and Subject fields.)*

*If you need to keep a record of the contents of an e-mail, you can send the e-mail to your own e-mail address (in addition to your addressees). When it is received in your **IN BOX**, it will remain there, for viewing, editing or resending until you decide to delete it.*


Q. Can I use a cell phone with my MailStation?

A. *No. You must use a telephone line cord connection to send and receive e-mail.*

Commonly Asked Questions

- Q. Can I change my ISP (server)?
- A. *No. Your MailStation is permanently set-up to use the MailStation server.*
- Q. Can I read my e-mail using the internet when I don't have access to my MailStation?
- A. *Yes, from a personal computer, go to: <http://mail.mymailstation.com>. Use your account name and password to access your messages.*
- Q. Can I access the e-mail I receive at another location with my MailStation?
- A. *Yes. To receive your e-mail from another location, you must have that location's server (ISP) forward the e-mail to your MailStation account. Not all servers offer this feature, call the other location's server for more information.*
- Q. What does "Message Truncated" mean?
- A. *If you receive this message it means the e-mail you received either exceeded the maximum allowable e-mail size or includes an attachment .*

To view the entire e-mail or attachment, from a personal computer, go to: <http://mail.mymailstation.com>. Use your account name and password to access your e-mail. (See Truncated E-mail on page 23.)

- Q. Can I read messages that include attachments. Those e-mails marked with a paper clip symbol .
- A. *Yes. To view an attachment:*
- From a personal computer, go to: <http://mail.mymailstation.com>. Use your account name and password to access your e-mail. (See Attachments to E-mail on page 23.)*

UNDERSTANDING DISPLAY MESSAGES

The MailStation displays messages to assist you during your e-mail sessions. While most of the messages are self-explanatory, others need further interpretation. Below is a list of messages with their description.



MESSAGE	DESCRIPTION
Memory is Full. Please Delete some messages and go into the setting to optimize the memory and try again.	Each time you send, receive, or save email or put information in your address book, calendar etc. you are decreasing the available memory of your MailStation. When you delete old messages, or delete information in your address book, it leaves a blank space in the memory storage that is surrounded by other stored data, making that blank space unusable. You must Optimize the memory (after deleting information). (See <i>Optimize Memory</i> on page 49.)
Message has reached maximum allowed size. Send or save e-mail now	Each e-mail message can be a total of approximately 99 lines long (or 8K). This includes e-mail addresses and the subject line. (See <i>Troubleshooting</i> on page 62.)
Message has been truncated.	The e-mail text exceeded the maximum message size of 99 lines or an attachment was sent. (See <i>Attachments to E-mail</i> on page 23.)
Invalid e-mail address	The recipients e-mail address was entered incorrectly. (See <i>How does e-mail addressing work?</i> on page 52.)
Please standby...Performing maintenance.	The MailStation is automatically optimizing the memory.
Please specify an e-mail address.	There is no e-mail address specified in the "To" field.

Understanding Display Messages

MESSAGE	DESCRIPTION
You have 5 active mailboxes. Additional accounts cannot be added.	The MailStation allows for a maximum number of 5 User mailboxes.
Would you like to create a new mailbox?	This message occurs when the MailStation has not been set-up with any User account. (See <i>I just purchased the MailStation and have no service.</i> on page 62 in the Troubleshooting section.)
Unsuccessful. Verify fax and try again.	The fax number was either entered incorrectly or the network is busy and you need to try transmitting again later.
E-mail server does not respond. The connection might be interrupted, please check and try again.	The telephone line connections may need to be checked or the network is busy and you should try again later.
The e-mail server is busy or unavailable. Please try again later.	The mail server is busy or service may be temporarily interrupted. Wait and try again later.
Line is busy, please try again later.	The line is busy. The MailStation will attempt to connect 3 times then will time out. If you are disconnected, try again later. If you continue to receive this message check the Troubleshooting section on page page 62.
There is a problem with memory. Do you want to fix it? Yes or No	The system is out of memory and is asking to run the optimize maintenance program. Select YES .
Please connect the AC adapter and try again.	The MailStation detects that the AC adapter is not connected while performing a function that requires AC power.

MESSAGE	DESCRIPTION
Batteries are low. Replace batteries or use AC adapter to send/receive e-mail.	Replace the batteries as soon as possible or use the AC adapter. Note: Depleted batteries may leak and cause damage to your MailStation.
Deleting Application...	This is an automatic maintenance function performed by the MailStation server to update information.

GLOSSARY

TERM	DESCRIPTION
Attachment 	A file or graphic that is attached to an e-mail by the sender.
Cursor (I)	The flashing line (I) that indicates where to begin entering information.
Dialog Box	The message box that appears on your screen during MailStation tasks asking for more information or confirmation. Also referred to as a "pop-up message box".
Dial-up Number	The most popular form of connecting to the internet, this is the connection from your MailStation to the mymailstation.com server.
Domain	A unique name that identifies a specific place on the internet which can be home to websites, e-mail addresses, etc.
Draft 	A preliminary version of an e-mail message that may need to be edited before it is sent.
E-mail	E-mail is electronically transmitted mail you produce on your computer or MailStation. E-mail sends your messages instantaneously anywhere in the world.
Fax	Short for facsimile, a method of transmitting printed matter by electronic means.
Field	An area on your MailStation screen used to consistently enter and record related information.
Font	A complete set of type of one size and face.
Header	The author, date, and subject of an e-mail message.

TERM	DESCRIPTION
HTML Hypertext Markup Language	HTML is the language for publishing web pages on the World Wide Web. HTML uses tags to structure text into headings, paragraphs, lists, links, etc.
Icon	Images (graphic) located on your MailStation screen indicating the current function of the NAVIGATION key located directly below it i.e. EXTRAS , CREATE NEW E-MAIL , etc.
IEEE-1284	A specific printer cable standard (type).
Internet Browser	A program used to access documents on the World Wide Web.
ISP	Internet Service Provider. This is the server/domain through which you send and receive your e-mail.
Mailer Daemon	A universal failure notice used by server's to indicate that there is a problem in delivering your message.
MIME Multipurpose Internet Mail Extensions	A protocol for internet email that enables the transmission of non-textual data such as graphics.
MS-DOS	Microsoft disk operating system that controls a computer.
Navigation Keys	The grey keys located directly below the screen. The description displayed above each NAVIGATION key determines its current function.
Parallel printer cable	The cable that connects the MailStation to a printer.
POP3	The protocol used by mail clients to retrieve messages from a mail server.

Glossary

TERM	DESCRIPTION
Pop-up Message Box	The message box that appears on your screen during MailStation tasks asking for more information or confirmation. Also referred to as a dialog box.
Sender	The person sending the e-mail.
Server	A host computer on a network that holds information and responds to requests for informations, such as receiving, storing and forwarding your e-mail messages.
SMTP Simple Mail Transfer Protocol	The standard Internet protocol for transferring electronic mail messages.
Telephone Access Number	A telephone number used to dial-up your server.
Truncated	A message that has been cut-off.
www World Wide Web	The worldwide hypertext system that uses the Internet as it's transport mechanism. The www is used as a prefix for Internet Website addresses.

TROUBLESHOOTING

Are you having a problem with your MailStation? Here are some of the most common problems and their solution's:

PROBLEM	SOLUTION
No dial tone	Verify that the line cord is securely connected.
Memory is Full, Memory is Full. Please Delete some messages and go into the setting to optimize the memory and try again.	Delete old messages and unwanted information in your address book. Optimize memory (after deleting information). To do this; press EXTRAS from the Main Menu, select SETTINGS , then select OPTIMIZE . Note: Your MailStation has 512KB of Flash Memory, 384KB of this is available for storage of your e-mails, addresses, daily events, etc.
I have entered several e-mail address in the "To:" field but only the last two show.	The "To" field only shows the last two addresses entered. However, all the addresses entered are recorded and the message will be sent to all addressees entered. You can view the other addresses by using your ▲ and ▼ ARROW keys.
Blank or faint screen (or screen too bright)	Rotate the dial on the right hand side of your MailStation to adjust the brightness of the screen. (See <i>Screen Contrast Adjustment Dial</i> on page 6). Check the AC adapter. Be sure the adapter is not damaged and that it is securely plugged into a working electrical outlet. Check that the wall plug is not controlled by a wall switch. If using battery power only, replace the batteries.
I just purchased the MailStation and have no service.	To activate the MailStation and select your own personalized e-mail address, call the MailStation Customer Support number, by telephone, at 1-800-382-2523. Please see "How to Activate Your Service" insert included with your MailStation.

Troubleshooting

PROBLEM	SOLUTION
Unable to edit a previously sent e-mail.	<p>Your MailStation keeps a log of all the e-mail you send out in SENT MAIL. However, you can open, read, edit and re-send only the 10 most recent e-mails listed. All other e-mails listed are for your records and cannot be accessed in any way.</p> <p>If you have an important e-mail that you want to read or edit at a later time, send it to your e-mail address, in addition to your address-ees, and the entire message will be kept in your IN BOX until you decide to delete it.</p>
Invalid e-mail address.	<p>The message "Invalid e-mail address" will appear if the e-mail address is typed incorrectly i.e. extra spaces or upper case letters.</p> <p>If you are replying to an e-mail, check to see that the address in the "To:" field is correct and does not include extra digits, symbols or the user's name after the e-mail address.</p> <p>If you have used the Add Author function to add an address to your address book and are using that address, check to see that the address does not include spaces or parentheses.</p> <p>(See <i>How does e-mail addressing work?</i> on page 52.)</p>
I have received an e-mail that has been cut-off (truncated).	<p>An attachment was sent with the e-mail. (See <i>Attachments to E-mail</i> on page 23.)</p> <p>The e-mail was too long. (See <i>Truncated E-mail</i> on page 23.)</p> <p>The sender sent the message in HTML or MIME format. In this case, ask the sender to re-send the e-mail in plain or simple text.</p>
Message has reached maximum allowable size.	<p>Edit the e-mail to be no more than 99 lines long. This includes e-mail address(es) and the subject line.</p>

PROBLEM	SOLUTION
I keep receiving the message "Line is busy, please try again later".	Check to insure that your telephone line cord is securely connected.
Cannot find the MailStation Website for viewing attachments or truncated e-mail.	To open an attachment or read truncated e-mail, you must use a personal computer with an Internet browser. (See <i>Truncated E-mail</i> on page 23.) Go to mail.mymailstation.com and enter your email address and password. Do not add www. in front of the website address and the website address must be typed in the URL address field of your computer screen. You will not find the website using a search engine or entering the address in a search window field.
Forwarded messages are cut off or truncated.	The forwarded message is too long. The maximum number of lines, including addresses and subject lines, are 99. When a forwarded message exceeds this limit, the message will be cut-off (truncated). (See <i>Truncated E-mail</i> on page 23.)
The connection was interrupted.	Check your telephone line cord to insure it is securely inserted in both the wall jack and the back of the MailStation. (See <i>Plug in the telephone line cord and AC adapter provided with the MailStation.</i> on page 9.)
Speaker too loud or too low.	Go to EXTRAS , go to SETTINGS , use the ▼ ARROW key to move to SPEAKER VOLUME , use ◀ or ▶ ARROW key to select desired volume.
Incorrect Date/Time on e-mail sent.	Go to EXTRAS , then CALENDAR and enter the correct time and date. (See <i>Set the Time and Date.</i> on page 12.)
Deleted e-mail reappears each time I Press GET E-MAIL	Go to EXTRAS , then SETTINGS , use ▼ ARROW to "Save Message Copy on Server" field, press the ◀ or ▶ ARROW key to select No , Press OK . Press GET E-MAIL one more time to complete change.

Troubleshooting

PROBLEM	SOLUTION
I pressed the SEND NOW NAVIGATION key to send a message and did not receive my messages on the server.	Pressing the NAVIGATION key below SEND NOW sends the current message out but does not check for new messages. To check for new messages you must press the NAVIGATION key below GET E-MAIL on your MailStation.
You hear the message "if you would like to make a call please hang up and try again" when you attempt to send or receive e-mail.	<p>Check to see that you have tone service. If you have pulse service only, go to your USER EDIT screen and place a "P" in front of the dial-up number.</p> <p>Verify that you have the correct number of digits in your User dial-up number field. For example: are you normally required to dial a 1, 9, or an area code before the number? If so, make sure the dial-up number includes these digits.</p>
Dark spots on screen	<p>Move MailStation away from extreme environmental conditions and allow screen to stabilize.</p> <p>Remove any objects that may be on screen and allow screen to stabilize.</p>
My MailStation shows that I have new messages but there are no new messages in my IN BOX .	If you subscribe to Yahoo!™ content through your MailStation (not available in all areas), the MailStation updates the content when you press GET E-MAIL and indicates it received the new content by showing it as new messages under the IN BOX icon on the Main Menu.
I get a Message from Mailer Daemon saying that my message couldn't be delivered.	A message being returned is usually an indication that there is an issue with the email address you are trying to send to. Most Mailer Daemon returns are caused by a simple typographical error in the way the e-mail was addressed. Failure can also be caused by a routing problems, server issues or blocks. If you read the failure notice, it will tell exactly why you received the message back.

GETTING HELP USING THE MAILSTATION

If you are having a problem with your MailStation, please refer to the following chapters for help:

- *Commonly Asked Questions* on page 52
- *Understanding Display Messages* on page 56
- *Glossary* on page 59
- *Troubleshooting* on page 62.

If you need additional assistance using your MailStation, you can contact MailStation Technical Support in one of the following ways:

To receive free, unlimited support for your MailStation:

Send an e-mail explaining the problem you are experiencing to:

support@mymailstation.com

Free telephone support is available for the first 30 days after activation by calling:
(800) 382-2523

After 30 days, telephone support is available by calling:
(900) 555-CIDC

TOLL CHARGES WILL APPLY

For warranty repair or replacement, please call:
(888) 778-8608

Support line hours are:
Monday through Friday:
5am to 7pm Pacific Standard Time (PST)
Saturday:
6am to 2pm Pacific Standard Time (PST)

IMPORTANT SAFETY INSTRUCTIONS

Read and understand all instructions. Follow all warnings and instructions marked on the MailStation.

Use only the battery type recommended in the User's Manual. Do not use a lithium battery.

Unplug the MailStation from the wall outlet before cleaning. Use a damp cloth for cleaning. Do not use liquid or aerosol cleaners.

Do not use the MailStation near water. For example, do not use near a bath tub, wash bowl, kitchen sink, laundry tub, in a wet basement, or near a swimming pool.

Do not place the MailStation on an unstable cart, stand or table. It could fall causing serious damage or impeding operation.

Never place the MailStation near or over a radiator or heat register.

Only operate the MailStation using the type of power source listed on the marking label. If you are not sure of the power supply of your home, consult your dealer or local power company.

Do not overload wall outlets and extension cords as this can result in the risk of fire or electrical shock.

Never push objects of any kind into the MailStation as they can touch dangerous voltage points or short-out parts that could result in a risk of fire or electrical shock.

 **CAUTION**

Opening of the MailStation case by anyone other than a MailStation authorized factory technician will void the warranty.

Take the MailStation to a qualified technician when it requires repair work or service. To reduce the risk of electrical shock, do not disassemble the MailStation. Opening or removing covers can expose you to dangerous voltages or other risks and void your warranty. Incorrect re-assembly can cause electrical shock during subsequent use.

Unplug the MailStation from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- If the power supply cord or plug is damaged or frayed.
- If liquid is spilled into the unit.

-
- If the MailStation is exposed to rain or water.
 - If the MailStation does not operate normally by following the operating instructions.
 - If the MailStation is dropped or the casing is damaged.
 - If the MailStation exhibits a distinct change in performance.

Avoid using the MailStation during an electrical storm. There can be a slight risk of electrical shock from lightning.

If you are in the vicinity of a gas leak, immediately turn off your MailStation. Do not use the MailStation to report the gas leak.

Caution



To reduce the risk of fire or injury to persons, read and follow these instructions:

Telephone Wiring and Jack Installation

Use caution when installing or modifying telephone lines. Never install telephone wiring during an electrical storm. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Never touch un-insulated telephone wires or terminals unless the telephone line is disconnected at the network interface.

Batteries

Use only AA alkaline batteries. **Do not use lithium batteries or any rechargeable batteries.** The unit can be run on A/C power with batteries in it.

Do not dispose of batteries in a fire, as they can explode. Check with local codes for proper battery disposal regulations.

Do not open or mutilate batteries. Released electrolyte is corrosive and can cause damage to the eyes or skin and it can be toxic if swallowed.

Avoid contact with rings, bracelets, keys or other metal objects, when handling batteries. These objects could short-out the batteries or cause the conductor to overheat resulting in burns.

Do not attempt to recharge a battery by heating it. Sudden release of battery electrolyte can cause burns or irritation to the eyes or skin.

FCC Requirements

Replace all batteries at one time. Mixing fresh and discharged batteries can cause them to rupture.

Observe the proper polarity, or direction, of any battery. Reverse insertion of a battery can cause charging, and can result in leakage or an explosion.

If you plan to store the MailStation for several months, remove the batteries as they could leak over time.

Discard dead batteries as soon as possible. A dead battery is likely to leak into the MailStation.

Do not store the MailStation, or any batteries, in a high temperature area. Batteries stored in a freezer or refrigerator should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature before using.

FCC REQUIREMENTS

FCC Part 15 Information

NOTE: This equipment has been tested and found to comply within the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy. If not installed and used in accordance with the instructions, the equipment might cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

IMPORTANT: The user is cautioned that any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

FCC Part 68 Information

This product complies with Part 68 of FCC rules. The Federal Communications Commission (FCC) has established these rules that permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections.

If this device is malfunctioning, it might also be harmful to the telephone network; disconnect the unit until the source of the problem is determined and the device is repaired.

The telephone company may make changes in its technical operations and procedures; if such changes affect the use or compatibility of this device, the telephone company is required to give adequate notice of the changes. You will be advised of your right to file a complaint with the FCC.

If the telephone company requests information on what equipment is connected to their lines, inform them of:

- The telephone number to which this device is connected.
- The FCC registration number and ringer equivalence number (REN) found on the bottom of the unit.

The FCC requires that you connect your device to the telephone network through a modular telephone outlet or jack. The appropriate outlet or jack is USOC RJ-11C, RJ-14C, RJ-11W or RJ-14W, which complies with FCC part 68 rules.

A label on the base of this equipment contains information about the FCC registration number and the Ringer Equivalence Number (REN). The REN determines the number of communication devices that can be connected to your telephone line. In most areas, the sum of RENs should not exceed 5. If too many devices are attached, they might not ring properly.

This equipment cannot be used on public coin telephone lines. Connection party line service is subject to state tariffs.

WARRANTY

If your MailStation is defective in material or workmanship and you return it within one year from the date of purchase, we will repair it; or at our option, we will replace it. If we repair it, we might use reconditioned replacement parts or materials. If we choose to replace it, we might substitute an identical reconditioned unit. The repaired/replacement unit is warranted for either (a) ninety days, or (b) the remainder of your MailStation original one year warranty, whichever is longer.

IMPORTANT: Opening of the MailStation case by anyone other than a MailStation authorized factory technician will void the warranty.

What you need to do:

To receive warranty service, you must provide proof of purchase (your sales receipt) and date of purchase.

What this warranty does not cover

This warranty does not cover defects resulting from accidents, alterations, failure to follow this manual's instructions, battery leakage, misuse, fire, flood, and Acts of God.

We do not warrant this product to be compatible with party lines, with all types of telephone equipment, or with your specific customer premises equipment. Shipping costs to and from authorized service centers are not covered.

We are not responsible for implied warranties, including those of fitness for a particular purpose and merchantability after the initial one year period. We do not pay for loss of time, inconvenience, loss of use of the product, or property damage caused by this product or its failure to work, telephone company service calls, or any other incidental or consequential damages.

State Law Rights

Some states do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental or consequential damages, so the above exclusions might not apply to you. This warranty gives you specific rights; you might also have other rights, which can vary from state to state.

We recommend that all services on the MailStation be performed by CIDCO Incorporated or an authorized repair agent. The CIDCO incorporated Customer Service Center is located at 220 Cochrane Circle, Morgan Hill Ca 95037.

INDEX

Symbols

- @ Key 4
- @ symbol 4

A

- address a new message 14
- address auto fill 14, 42
- Address book
 - Adding an individual to a group 39
 - alphabetically organized 39
 - auto fill feature 42
 - Creating a group address 39
 - creating a new address 39
 - Creating an individual address 39
 - Deleting an address 42
 - Deleting an entry from a group address 42
 - Edit an existing address 39
 - group address 39
 - individual address 39
 - Printing a copy of your address book 42
 - sending mail directly from 43
- Address Book navigation key 15
- adjusting the brightness 6, 11
- Attachments to E-mail 23, 59
- Auto Check 47
- automatically check for new messages 47

B

- Back key 6, 18
- Batteries are low 58
- battery status 49
- Blank or faint screen 62
- brightness, screen 6, 11
- Button
 - Get E-mail 4
 - power 4

C

- calculator navigation keys 31
- Calendar 12, 31
 - daily events 33
 - set a.m. or p.m. 32
 - set date 32
 - set time 31

- calling card 54
- Caps Lock 4
- Changing MailStation User 44
- Check Spelling key 6
- Create a Group Address 40
- Create a New E-mail Message 28
- Cursor 59

D

- dead batteries 53
- Delete a Message 27
- Delete a User 45
- Delete key 6
- Delete the Message You are Reading 22
- Deleting Application 58
- Dial
 - Screen Contrast Adjustment 6
- Dialog Box 59
- Dial-up Number 13, 44, 59
- Domain 59
- Down arrow 4
- Draft 59
- Draft Faxes 51
- Draft messages
 - editing 26
 - sending 26

E

- Edit Messages 26
- Edit Sent E-Mail 36
- Edit the dial-up number 44
- Edit Your Settings 47
 - automatically check for messages 47
 - Change the current time 49
 - maximum size of mail to download 48
 - save a copy of incoming messages on the Server 48
 - set call waiting option 48
 - set time to power off 48
 - speaker volume 48
- E-mail server does not respond 57
- E-Mail To navigation key 15
- End key 6
- Enter/Select key 6
- envelope indicator 13
- Exit without Saving 20

F

Fax 50, 59
FCC Requirements 71
 FCC Part 15 Information 69
 Part 68 Information 70
Field 59
Font 59
Font size key (A–A size) 6
Forward an E-mail Message 20
Function key 4, 46

G

Get E-mail key 6
Getting help with MailStation 66
Gray Navigation Keys 7
Group address 39

H

Header 59
Home key 6
How E-mail Works 52
HTML 60
Hypertext Markup Language 60

I

Icon 60
IEEE-1284 60
illustration of mailstation 5
Incorrect Date/Time 64
Individual address 39
Internet Browser 60
interrupted connection 64
interruption in service 52
Invalid e-mail address 56, 63
ISP 60

K

Keys
 @ Key 4
 A–A Size 6
 Back 6
 Caps Lock 4
 Check Spelling 6
 Delete 6
 Down arrow 4
 End 6
 Enter/Select 6
 Function 4
 Get E-mail 6

Left arrow 4
Main Menu 4
PgDn 6
PgUp 6
Print 6
Right arrow 4
Shift 4
Up arrow 4

L

Left arrow 4
line guide 9
Line is busy 57, 64

M

Mailer Daemon 60, 65
Mailer Daemon Failure Notices 23
MailStation 23
MailStation Address Book 14, 50
MailStation Diagram 5
MailStation Website 64
Memory is Full 56, 62
Message has reached maximum allowable size 63
Message has reached maximum allowed size 56
Message Truncated 23, 56
Messages cut off 64
MIME 60
more than one mailbox 11
MS-DOS 60
Multiple Users 11
Multipurpose Internet Mail Extensions 60

N

Navigation Keys 7, 60
network difficulties 52
New Mail light 6, 13
No dial tone 62

O

opening a fax 50
operator assistance 54
Optimize memory 49, 62

P

Parallel printer cable 38, 60
pen indicator 51
Performing maintenance 56

- PgDn 6
- PgUp 6
- POP3 60
- Pop-up Message Box 61
- Power 4
- Print key 6
- Printing
 - E-Mail Format 38
 - Letter Format 38
- Product Support 66

R

- Read E-mail Messages 23
- Read navigation key 17
- Repair service 71
- Reply navigation key 18
- Reply to an E-mail Message 18
- Right arrow 4

S

- Safety Instructions 67
- save a copy of incoming messages on the Server 48
- save an e-mail 22
- Save as Draft 19
- Screen brightness knob 6, 11
- scroll through messages 17
- Search for E-mail Messages Sent 28
 - by content 28
 - by date 28
 - by receiver 28
 - by subject 28
- Select a Current User 44
- Select Active User 11
- selecting an e-mail message to read 13
- send a fax from the Out Box 50
- Send All 28
- Send and Receive E-mail 13
- send the fax now 50
- Sender 61
- Sent E-mail 35
 - edit only last 10 listed 35, 54
 - log of 35, 54
 - view 35, 54
- Server 52, 61
- set time 49
- Set Time/Date 12
- Shift Key 4

- Shortcut Keys 46
- Simple Mail Transfer Protocol 61
- size of mail to download 48
- small envelope indicator 13
- small pen indicator 26
- SMTP 61
- Speaker volume 48, 64
- State Law Rights 71

T

- Tab 6
- Technical support 66
- telephone access number 61
 - dial-up number 61
- The e-mail server is busy or unavailable 57
- Truncated 61
- Truncated E-mail 23
- truncated message 63
- truncated messages 64

U

- Unable to edit 63
- unique e-mail address 52
- Up arrow 4
- using different phone lines 53
- Using Your Address Book 39
- Using Your In Box 17

V

- view percentage of free memory 49
- View Sent E-mail 35
- void the warranty 71
- volume of the speaker 48

W

- Warranty 71
- Writing a Fax 49
- WWW- World Wide Web 61

Y

- Yahoo! 30

MailStation
Model DET1-01
PN 102693-01 Rev. G