# WorldGate Users' Manual - www.geus.org

(printable version)

Now you can send and receive e-mail or surf the Internet without a computer!

Your **WorldGate** wireless keyboard allows you access to the Internet through interactive TV. **WorldGate** also allows you to find information about your local community and to open websites related to the programs and ads you're viewing - while you watch.

**Note:** Throughout this manual, buttons on the **WorldGate** keyboard are shown in bold type: **Select**. On-screen buttons are indicated by quotation marks: "Continue".

# The Keyboard

Take a few minutes to look over your **WorldGate** keyboard. In addition to the keys that correspond to familiar typewriter or computer keyboard keys, there are a number of buttons and indicators that deal only with **WorldGate** functions.

(Some of the keys also make it possible to operate your cable TV service directly from the keyboard without switching to the remote control. You may want to experiment with these functions on your own. This manual will cover only the use of the keyboard for **WorldGate** access.)

**Note:** Your keyboard uses three AA alkaline batteries. The battery compartment is on the back of the keyboard. If the keyboard stops working, you may need to install new batteries.

- Open the battery compartment cover by pushing in and lifting up the small tab on the battery cover.
- Remove the old batteries.
- Install new batteries be sure to match the + and symbols on the batteries with the symbols inside the battery compartment.
- To replace the battery cover insert the two tabs into the slots on the case and gently press the cover into place.

## Using the Keyboard

#### To use your wireless keyboard:

- The TV and cable box must be turned on to access WorldGate.
- Make sure the keyboard is within 16 feet of the TV and cable box.
- Keep a direct "line of sight" open between the keyboard and the TV and cable box (no furniture or people between the keyboard and TV).
- Replace the batteries when the "low batt" indicator on the upper left of the keyboard is lit.
- Familiarize yourself with the keyboard. You may want to keep the diagram in front of you while you are learning to use **WorldGate**.

**Note:** If your keyboard wasn't programmed to recognize your TV when your **WorldGate** service was installed or if you get a new TV, you may need to program the keyboard (see Programming The Keyboard on page 18) to recognize your television. (If your TV stops responding to the keyboard and installing new batteries doesn't solve the problem, you may have changed the programmed codes by mistake. You can restore the codes by reprogramming the keyboard. (see page 18).

## A Keyboard Tour

You will use these keys and functions for your interactive **WorldGate** connection:

- Low Batt when this indicator light is lit, it's time to change the keyboard's batteries (see instructions above)
- WG/TV this large purple key allows you to enter and exit WorldGate
- Channel Hyperlinking press this key while you are watching a TV program to open a related Internet site on your TV screen



- **Arrow Pad** pressing on this pad moves the on-screen arrow (cursor) in the direction of the arrow on the pad (you may want to practice using the arrow pad to make the cursor travel where you want it to go!)
- **Backspace** erases a single character to the left of the on-screen arrow (cursor) in e-mail messages or entry boxes
- **Del** deletes or erases a single character to the right of the cursor
- Enter moves the cursor to the next line of typing (like the return on a typewriter). Press this key to submit a request or start an action on a web page.
- Page Up moves the screen view toward the top of the page you are viewing
- Page Down moves the screen view toward the bottom of the page you are viewing.
- Space Bar adds one space to the right of the cursor
- **Tab** moves to the next entry box in an on-line form or moves the cursor 5 spaces to the right when typing
- Top moves the cursor to the top of the web page or e-mail message you are viewing
- **Bottom** moves the cursor to the bottom of the web page or e-mail message on your screen
- **E-Mail** opens the e-mail application
- Bookmarks displays the list of websites you have saved as your favorites
- **Zoom** magnifies a part of the on-screen web page you have selected
- Save press this button to save the Internet address of a web page you are viewing. The page will be saved to your bookmarks list.
- Go press this button, then enter the web address (URL) of the site you want to "go" to and click the "Go" button on the screen
- **Back** displays the previous screen
- **Home** displays the **WorldGate** home page
- **Help** displays the **WorldGate** online help screen
- Select press this key to select the item you have chosen with the cursor (arrow)
- Exit takes you back to TV programming
- Arrow Keys the  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , and  $\leftarrow$  keys are used to move within menus and e-mail messages

# Some words you need to know

This list defines some commonly used computer terms.

Don't worry if this new language is a little confusing at first. It will all make sense when you begin using your **WorldGate** online service!

• **button:** a box, with a border or shading to make it look like a raised button, that is used to select an action or a link

- cancel: allows you to change your mind if you do not want to complete an action
- **click:** "click" an on-screen button or link to select it by placing the cursor over the button & pressing the **Select** key. The point of the cursor arrow must be within the button or link. Pressing a key on the keyboard is also referred to as clicking, as in "click the **Select** key".
- **cursor:** the on-screen arrow that you use to make selections from menus, scroll through pages, and move around in e-mail messages
- **e-mail address:** the contact address for an e-mail user. Begins with letters and/or numbers followed by
- enter: enter information in entry boxes or e-mail messages by typing it in
- graphic: a drawing, symbol, or picture used to link to another location or an illustration on a web page
- **link:** connects to more information or another location within a website or to a different website. These locations or websites are "linked" to the information you are viewing. Links may appear as buttons or underlined text. (See **To move within a website** in the **Navigating** section below.)
- **log on:** to connect to a specific section of **WorldGate** or a website, as in log on to the GEUS web page at www.geus.org
- menu: a list of choices on a web page
- **page:** a website or a section of a website. For example, the GEUS website has a home page that links you to several other sections or "pages" on a variety of topics. An entire website with all of its internal links may be referred to as a web page.
- scroll: move up or down on the screen. If the length of a page you are viewing makes it too large to fit in the screen, a scroll bar appears to the right of the screen to allow you to move around the page. (See scrolling in the Navigating section below.) You can also scroll through a page by using the Page Up, Page Down, Top, and Bottom keys.
- **select:** select, or choose, a link or button by putting the cursor over it and pressing the **Select** key on the keyboard
- **toolbar:** a group of buttons that allow you to change the screen or navigate between pages. A WorldGate toolbar appears at the top of some screens.
- URL: the address of a web site. Begins with http:// or www.

# **Getting Started**

#### To connect to WorldGate:

- Press the **WG/TV** button on the upper left of the keyboard (it's purple). This opens the **WorldGate** home page.
- The **WorldGate** home page allows you to access e-mail, the Internet, local information, **WorldGate** account set up, and customer service.

# Navigating around WorldGate

#### **Navigation tools**

Use the navigation buttons on your keyboard to move around **WorldGate**.

- **Zoom** gives a close-up view of a web page. Click the Zoom button. An outline box appears. Use the **Arrow Pad** to move the box over the area you want to expand, hit **Select**.
  - o The tool bar over the enlarged view allows you to reposition (move) the zoom area. Select the magnification you want.
  - You must close the zoom using the zoom tool bar to navigate to another web page.
- Save creates a bookmark for the site you are visiting

- Go allows you to go to a specific web site. Type the URL or web address into the entry box and hit Select
- Back returns you to the previous page.
- **Home** takes you to the **WorldGate** home page.
- Help takes you to the User Guide, which includes the setup information.

**Note:** Some **WorldGate** screens include a tool bar across the top of the page. The buttons on the tool bar have the same functions as the keyboard buttons. If a "Home" or "Back" button appears on a screen, it works just like the corresponding keyboard buttons.

Tip: It is usually faster and easier to use the keyboard buttons!

#### To use the tool bar buttons:

- Use the **Arrow Pad** to move the cursor arrow over the button.
- Click Select.
- The tool bar includes a button labeled **Refresh**. Use this button to reload a page you are already viewing to get the latest version of the page.

#### To move around within a screen:

- Use the **Arrow Pad** to move the cursor around the screen.
- Scroll up or down to see the entire page (see below).
- Use the **Zoom** button in the toolbar to enlarge a portion of the screen.

## To view a page that is larger than the screen (scrolling):

- Pages that are too large to display on the screen require you to scroll, or move down the page.
- A page that requires scrolling will display a scroll bar on the right side of the screen.
- To scroll down the page, press **Page Down** on the keyboard. Or place the cursor arrow in the scroll bar below the shaded slider and hit the **Select** key on the keyboard. The screen will display the portion of the page below the opening screen. You may need to scroll down several times to view the entire page.
- To scroll up a page, press **Page Up**. Or place the cursor in the scroll bar above the shaded slider and hit **Select**. Continue until you find the area of the page you are looking for.
- Most long pages will have a link at the bottom to return you to the top of the page. Place the cursor over the link and hit **Select.**
- You can move to the top of the page at any time by clicking the **Top** key.
- Move to the bottom of the page by clicking the **Bottom** key.

## To move within a website or move to another web page:

- To choose a menu (see **Words You Need to Know** above) item, point the cursor to the item and click **Select.**
- To choose a navigation button, point the cursor to the button and hit **Select.**Note: To select a button, the tip of the arrow must be within the borders of the button.
- To go to a link within the web site or a link to another web page, point the cursor to the underlined link or graphic, then hit **Select** or **Enter.**
- If you know the URL, or web address, of a site you want to visit, press the **Go** key, then enter the address and click the "Go" button or press **Enter** on the keyboard.
- When you move from one page to another, a "Stop" button appears in the upper left corner of the screen. There is also an indicator that shows the loading progress of the new site. To stop the page from loading and remain where you are, click "Stop"

Note: You will not be able to leave a page if an action button is visible. Action buttons include "yes", "no", "continue", "OK", "next", etc. Select the appropriate button (point the cursor to it and hit **Select**), then link to another page following the instructions above.

Note: You will not be able to navigate to another web page if you have reached a website using the Channel Hyperlink from your TV. You must be logged on to **WorldGate** to surf the web!

#### To exit WorldGate:

- Press the purple **WG/TV** button on the keyboard.
- This returns you to TV programming.

# **Tour the WorldGate Home Page**

The **WorldGate** home page is your gateway to the Internet. It also provides news, sports, entertainment, shopping, and local information.

Remember: to click on a button or link, place the tip of the cursor over it and hit the **Select** button on the keyboard.

**Note:** When you move from one page to another, a "Stop" button appears in the upper left corner of the screen. There is also an indicator that shows the loading progress of the new site. To stop the page from loading and remain where you are, click "Stop".

## Log In

To use some of the features listed below, you will be asked to Log In.

- Click on the O next to your user name.
- Click on the password box.
- Type in your password.
- Click "Log in".

### **Current News**

The home page features current news headlines and photos. The day's top stories appear in an alternating display. To read a story, click on the "Read Story" button.

**Note:** The rotating stories on the home page also appear on the linked pages dealing with their topics. (see **Home Page Links** below)

#### **Home Page Links**

The center of the home page displays direct links to topics of interest. Click on the 

to the left of a link to go to that topic's page. More links will direct you to specific pages.

Home page links include:

- News
- Sports
- Lifestyles
- Shopping

- Business
- Entertainment

## To get maps/driving directions

Many of the listings in the **Home Page Links** include map and route finder options.

- Select a restaurant, business, service, etc.
- Click on "Map" for a street map showing the location. Use the buttons on the right side of the map to reposition, zoom in or zoom out.
- Click on "Directions".
  - o Click on the arrow to the right of the "Route Type" box.
  - o Select the type of route you want:
    - Fastest route
    - Shortest route
    - Favoring major highways
    - Avoiding major highways
  - o Click "Start Address" and enter the requested information in the entry boxes. (Use the **Tab** key to move from one box to another.)
  - o Click "Set start address".
  - o Click on one of the addresses listed or enter the destination address.
  - o Click "Allow an intermediate address" to include a stop along the way.
  - o Select "Plan Route".
  - o The next screen displays a map with the route highlighted.

### The News Link

**News** links to several news-related pages:

- **National News** displays national headlines. Click on "Read" to read the article. "More Headlines" displays additional news.
- **World News** displays world headlines. Click on "Read" to read the article. "More Headlines" displays additional news.
- **Political News** displays political headlines. Click on "Read" to read the article. "More Headlines" displays additional news.
- Local News links to home pages for the Greenville Herald Banner and the Dallas Morning News.
- More News links to:
  - o C/NET
  - o CNN.com
  - o BBC
- News Chat links to the WorldGate chat room focusing on the news.
  - O You must log in (see **Log In** in the **Tour the WorldGate Keyboard** section above) to use the chat. If you have already logged in, you will not have to repeat the log in procedure.
  - o On the **WorldGate** Chat page, enter the name you want to use as your chat name. This name will appear on any message you post to the chat room.
  - Click on "Go Chat" to participate in an ongoing news chat. (You can go to a different chat by choosing from the index of topics listed on the left side of the screen. Place the cursor over the topic and hit **Select** on the keyboard).
  - o Click on "Messages" to read previous messages. Select a topic from the list to view that message board.
  - o To start a new discussion on your chosen topic, click "Create New Conversation".

o See Chat (page 12) for more information on using WorldGate chat rooms.

# **The Sports Link**

**Sports** opens with a top news story. Click on "Read" to see the article.

Sports includes these links:

- **Headlines** displays sports headlines. Click on "Read" to read the article. "More Headlines" displays additional news.
- **Sports Scores** links to a list of sports leagues. Click the league to view the scores. Click "More Scores" to find the game or match you are interested in.
- Local Sports includes links for:
  - Amusement/Recreation listings and contact information for local and area sports sources and providers
  - o Membership Clubs listings and contact information for local and area health clubs & gyms
  - o **Teams** listings and contact information for local and area sports leagues
  - o **Tickets** listings and contact information for sports & entertainment ticket agencies
- More Sports displays links to:
  - o CNN/SI.com
  - o The Sporting News
  - o ESPN.com
- Sports Chat links to the WorldGate chat room focusing on sports.
  - O You must log in (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) to use the chat. If you have already logged in, you will not have to repeat the log in procedure.
  - o On the **WorldGate** Chat page, enter the name you want to use as your chat name. This name will appear on any message you post to the chat room.
  - Click on "Go Chat" to participate in an ongoing sports chat. (You can go to a different chat by choosing from the index of topics listed on the left side of the screen. Place the cursor over the topic and hit Select on the keyboard).
  - o Click on "Messages" to read previous messages. Select a topic from the list to view that message board
  - o To start a new discussion on your chosen topic, click "Create New Conversation".
  - o See Chat (page 12) for more information on using WorldGate chat rooms.

# The Lifestyles Link

**Lifestyles** links to general interest topics.

Click on the button below each graphic to go to that topic.

- **Weather** shows current local conditions, local forecasts, and weather from selected locations around the world. This site also allows you to link to satellite and radar weather maps, high and low temperatures, and other weather topics. Buttons across the top of any map page take you to the other maps.
- Cooking links to the iChef.TV home page.
- Events helps you find out "What's Happening" in the area.
  - o Search by genre. Click on Arts, Theater, Music, Dance, Opera, and This Week.
  - o Search by venue (location). Click on the letter range for the first word in a location name. Example: Click on "A-D" for Dallas Museum of Art
- **Horoscope** Click on an astrological sign for current horoscope.
- Local Lifestyles includes listings and contact information for:

- Health Services local and area health care providers
- o Government Offices local and area governing bodies
- o Schools local schools and training programs
- o **Travel** local travel agencies
- More Lifestyles includes additional lifestyle links:
  - o **Generation X** links to:
    - Alloy
    - IGN.com
  - o **Family** links to:
    - MyFamily.com
    - HGTV
    - Baby Center
  - o **Health** links to:
    - WebMD
    - HealthLink
    - Kids Health
  - o **Kids** links to:
    - Cartoon Network
    - FunBrain.com
    - Yahooligans
    - MaMaMedia.com
- Lifestyles Chat links to the WorldGate chat room focusing on lifestyles topics.
  - O You must log in (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) to use the chat. If you have already logged in, you will not have to repeat the log in procedure.
  - o On the **WorldGate** Chat page, enter the name you want to use as your chat name. This name will appear on any message you post to the chat room.
  - Click on "Go Chat" to participate in an ongoing lifestyles chat. (You can go to a different chat by choosing from the index of topics listed on the left side of the screen. Place the cursor over the topic and hit **Select** on the keyboard).
  - o Click on "Messages" to read previous messages. Select a topic from the list to view that message board.
  - o To start a new discussion on your chosen topic, click "Create New Conversation".
  - o See Chat (page 12) for more information on using WorldGate chat rooms.

# The Shopping Link

**Shopping** links to online shopping sites and listings for local and area retailers.

#### Links include:

- **QVC** website
- Wal-Mart website
- FreeShop.com
- Amazon.com
- Local Shopping includes local listings and contact information for:
  - o Health & Diet Foods
  - o Sportswear
  - o **Ticket Sales** entertainment and sports event tickets

- o **Local Product Search** takes you to online Yellow Pages. Follow the on-screen instructions to activate the search. You can also use the White Pages to search for a person and E-mail Search to locate e-mail addresses for registered users
- More Shopping links to:
  - o eBay
  - o KBKids.com
  - Target
  - o Travelocity.com
- Shopping Chat links to the WorldGate chat room focusing on shopping.
  - O You must log in (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) to use the chat. If you have already logged in, you will not have to repeat the log in procedure.
  - o On the **WorldGate** Chat page, enter the name you want to use as your chat name. This name will appear on any message you post to the chat room.
  - Click on "Go Chat" to participate in an ongoing shopping chat. (You can go to a different chat by choosing from the index of topics listed on the left side of the screen. Place the cursor over the topic and hit **Select** on the keyboard).
  - o Click on "Messages" to read previous messages. Select a topic from the list to view that message board.
  - o To start a new discussion on your chosen topic, click "Create New Conversation".
  - o See Chat (page 12) for more information on using WorldGate chat rooms.

### The Business Link

Business opens with a top news story. Click on "Read" to see the article.

The Business page includes links for:

- **Bloomburg stock quote** type in the name of the stock and click "Go"
- **Headlines** links to business news headlines and stories. Click on "Read" to read the article. "More Headlines" displays additional news.
- My Portfolio
- **Indices** current stock market activity
- Local Business links to local listings and contact information for:
  - o Banks
  - o Financial Advice financial advisory businesses
  - o Real Estate –realtor services
  - o **Services** business services

### The Entertainment Link

Entertainment includes a top news story from the entertainment world. Click on "Read" to see the article.

The Entertainment page includes these links:

- **Headlines** links to entertainment news headlines and stories. Click on "Read" to read the article. "More Headlines" displays additional news.
- TV Listings links to GEUS Cable TV listings. Click on "Details" for information about a show.

Select the buttons across the bottom of the **Entertainment** screen for:

• **Movies** - find a movie listing and/or theater:

- o Type in your zip code (or the zip code of a city you are interested in) in the "Enter Zip Code" box
- o Click the 

  ✓ arrow at the right of the "New Radius" box to change the range of your search (within miles of the zip code entered above)
- o Select "Movies" for a list of **movies** available in that zip code
- o Select a movie
- o Click "Times" for a listing of theaters and show times for that movie
- o Click "Details" for information about the movie
- o Select "Theater" for a list of movie **theaters** in the chosen zip code
- Select a theater
- o Click "Details" for the theater address and movie listing
- o Select "New Releases" for a list of recently released films (be prepared the list is long!)
- o Select a movie
- o Click "Times" to determine if the movie is playing in your area and at what times
- o Click "Details" for information about a selected film (info available only for films showing in the selected zip code)
- Select "Movie News" for news articles about movies
- o Choose an article title
- o Click "Details" to read the article
- o Select "Search" to find a particular movie or actor
- o Select "Change Zip Code" to find movie information for another location
- **Games** offers a selection of games you can play using your keyboard and TV. To play a game, click on the arrow to the left of the game title.

Instructions and/or rules are included for most games. Enjoy playing:

- o Video Poker
- o Destroyer
- o Tic-Tac-Toe
- Slot Machine
- o Solitaire
- o Invisible Maze
- o Hangman
- o Concentration
- Plaid Libs
- o Word P. I.
- Local Fun includes listings and contact information for local and area:
  - Local Events
  - o Museums
  - Night Clubs
  - Restaurants
  - Theaters
- **More Fun** links to:
  - o E!Online
  - o NBCi
  - o This Day in History

**Note:** Some links may change from time to time as WorldGate updates are made.

# The Navigation Bar

Note: You must be connected to **WorldGate** to use these features. Channel Hyperlinking does not allow you to use e-mail, chat, games, etc. Connect by hitting the purple **WG/TV** button on the keyboard.

A series of buttons on the left side of the screen allows you to take full advantage of **WorldGate** functions.

- **Home** returns you to the **WorldGate** home page. (You can also click **Home** on the keyboard.)
- E-mail (see E-mail below) allows you to send, receive, delete, or save messages.
- Chat (see Chat on page 12) takes you to online discussions about a variety of topics.
- Web (see The Web on page 13) provides Internet access.
- Games takes you directly to the WorldGate game room. (see Games information above under Entertainment)
- **Setup/Help** (see **Setup** on page 15) is your **WorldGate** tool kit. From this page you can change your password, add or remove users, set parental controls, and review the terms and conditions of your **WorldGate** service. This link also allows you to take a "tour" of general information about **WorldGate**.
- Customer Care gives GEUS customer service locations and contact information for WorldGate support.

**Remember:** When you move from one page to another, a "Stop" button appears in the upper left corner of the screen. There is also an indicator that shows the loading progress of the new site. To stop the page from loading and remain where you are, click "Stop".

The instructions below assume you are already logged on to WorldGate! If not, see "To log on" under Getting Started.

### E-mail

#### To write and send an e-mail message:

- Click the **E-Mail** button on your keyboard or select "E-Mail" from the navigation bar.
- Log in. (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) If you have logged in earlier in your **WorldGate** session, you will not need to do this.
- Click "Compose".
- Select an address from the address book and click "Continue".
- If you want to e-mail a person not listed in your address book, click "New Addressee" then click "Continue" and enter the e-mail address in the space provided.
- Type in a subject.
- If you want to send a copy of your message to someone besides the message recipient, enter their e-mail address in the "CC" entry box and click "Continue".
- Type in your message.
- Click "Send" and wait for the "Your e-mail has been sent" message. Messages you have sent will be saved automatically in a "Sent" folder. (You can access this folder from your e-mail inbox. See "Read e-mail messages" below.)
- If your message was sent to a new addressee, you will see a prompt to save the address. Click "Yes" to save the e-mail address to your address book.
- Click "Write more e-mail" to compose another message.
- Click "Menu" to return to the main e-mail page.

### To read e-mail messages:

- Click the **E-Mail** button on your keyboard or select "E-Mail" from the navigation bar.
- Log in (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) If you have logged in earlier in your **WorldGate** session, you will not need to do this.
- A welcome message tells you how many new messages you have in your mailbox.
- Click "Inbox" to display messages
- Select the message you want to read (put the cursor over the message and hit **Select** on the keyboard)
- After you read a message you can use the buttons displayed below the message.
  - o Save the message in a "Saved" folder.
  - o **Delete** the message.
  - o **Forward** the message to another person.
  - o **Reply** to the message with a message of your own.
  - o Next opens the next message in your list.
  - o **Inbox** returns you to the message list.
  - o Menu displays the main e-mail menu.
- Click "Inbox" to return to the message list.
- Click "Saved Folder" to read messages you have saved.
- Click "Sent" to read messages you have sent.

## To set up your address book:

- Click the **E-Mail** button on your keyboard or select "E-Mail" from the navigation bar.
- Log in (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) If you have logged in earlier in your **WorldGate** session, you will not need to do this.
- Click "Address Book" on the E-mail page.
- Saved addresses (if you have any) will appear.
- To **add** an address:
  - o Click on "Add".
  - o Enter a name and e-mail address in the boxes.
  - o Click "Add".
  - o If you make a mistake, click "Clear Entries" and start over.
- To **remove** an address:
  - o Place the cursor over the address (in your address book list) you want to delete.
  - o Click **Select** on the keyboard.
  - o Click "Delete".
- To **change** an address:
  - o Select the address you want to modify.
  - o Click "Change".
  - o Make your changes in the entry boxes using the keyboard Arrows, Backspace, and Del keys.
  - o Click "Change".
  - o If you change your mind, click "Reset Entries" to restore the original information.

## WorldGate Chat

**Note:** You will need to Log In (see **Log In** in the **Tour the WorldGate Home Page** section on page 5) to use the Chat and Message Boards if you have not logged in earlier in your WorldGate session.

## To join a chat or online forum:

- Click on "Chat" on the Navigation Bar. (see Navigation Bar on page 10)
- Log in, if necessary.
- Click on "WorldGate"
- Select a chat room in the menu.
- Enter a your name or a nickname in the "Chat Name" entry box & click "Submit". This will be the name you use whenever you join this chat.
- Be sure to check out the Terms & Conditions for using the **WorldGate** chat rooms.
- Click "Message" to read messages posted on the Message Boards:
  - o Lifestyles
  - o Entertainment
  - o Sports
  - o Shopping
  - o News
  - o Business
- You can also access these chat rooms through the links on the center of the home page.
- Click on "Need Help" for detailed instructions for using the chat rooms.

## To view messages posted in online forums:

- Click on "Chat" on the Navigation Bar. (see Navigation Bar on page 10)
- Log in, if necessary.
- Click on "Messages".
- Select a topic from the list to view that message board.

## The Web

You must Log In (see **Log In** in the **Tour the WorldGate Keyboard** section on page 5) to connect to the Internet. If you have logged in earlier in your **WorldGate** session, you will not need to do this.

### To access a web site, do one of the following:

- Enter the web site's URL (web address) in the address box. Remember to place the cursor in the box and hit **Select** to highlight the entry box. Click "Go" or hit **Enter** on the keyboard.
  - Note: A web address usually begins with http:// or www. An address that includes the @ symbol is NOT a web site address, it's an e-mail address!
- Enter a keyword to search for a web site. A keyword is a word or phrase that describes the content of the site you are looking for. Click "Go". A list of web sites dealing with your keyword topic will appear. Click on a site to connect to it.
- Click **Go** on the keyboard. Enter the URL and click "Go" or hit the **Enter** key.
- Return to a site you have saved in your bookmarks. (see below)

## To use Bookmarks

Bookmarks allows you to save the web addresses of sites you would like to visit again

- To **create** a bookmark:
  - o Hit **Save** when you are visiting a web site you want to return to.
  - o The web address of the site will be saved in your Bookmarks folder.
- To **return** to a bookmarked (or saved) site:

- o Click on "The Web" or hit the **Go** button.
- Click on "Bookmarks".
- o Select the site you want to visit by placing the cursor over the site name on the bookmark list and hitting **Select** on the keyboard.
- o Click on "Go to" to view the selected web site.
- To **remove** a bookmark:
  - o Click on "The Web" or hit the **Go** button.
  - o Click on "Bookmarks"
  - o Select the site you want to delete from the list.
  - o Click "Delete" to remove the site from the list.
  - o A confirmation page will appear asking if you want to delete the bookmark for that site.
  - o Click "Yes" to remove the bookmark, "No" if you have changed your mind.
- Other bookmark **options**:
  - Copy copies a bookmark from the main bookmark list to the Channel Hyperlinking list (or vice versa).
  - o **Move** moves the selected site back and forth between the main bookmark list to the Channel Hyperlinking list.
  - o **Show** displays the URL (web address) of the selected bookmark site. Click on "Go to URL" to visit the site or "Change Selection" to return to the bookmark list.
  - o **Back** takes you back to the Web entry page.
  - o Home takes you to the WorldGate home page.

## To move within a website or move to another web page:

- To choose a menu item, point the cursor to the item and hit **Select.**
- To choose a navigation button, point the cursor to the button and hit **Select.**Note: To select a button, the tip of the arrow must be within the borders of the button.
- To go to a link within the web site or a link to another web page, point the cursor to the underlined link or graphic, then hit **Select** or **Enter.**
- If you know the URL, or web address, of a site you want to visit, press the **Go** key, then enter the address and click the "Go" button or press **Enter** on the keyboard.
- When you move from one page to another, a "Stop" button appears in the upper left corner of the screen. There is also an indicator that shows the loading progress of the new site. To stop the page from loading and remain where you are, click "Stop"

**Note:** You will not be able to leave a page if an action button is visible. Action buttons include "yes", "no", "continue", "OK", "next", etc. Select the appropriate button (point the cursor to it and hit **Select**), then link to another page following the instructions above.

**Note:** You will not be able to navigate to another web page if you have reached a website using the Channel Hyperlink from your TV. You must be logged on to **WorldGate** to surf the web!

### **Games**

The WorldGate gameroom offers a selection of games you can play using your keyboard and TV.

To play a game, click on the arrow to the left of the game title. Instructions and/or rules are included for most games.

#### Games include:

- Video Poker
- Destroyer
- Tic-Tac-Toe
- Slot Machine
- Solitaire
- Invisible Maze
- Hangman
- Concentration
- Plaid Libs
- Word P. I.

# Setup/Help

Remember: You can use the tab key to move from one data entry box to the next one.

#### To add new user names:

- Connect to **WorldGate** by pressing the purple **WG/TV** button on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Setup" on the Setup page.
- Click "User Setup"
- Enter your primary user password. Select "Submit".
- On the new screen, select "Add New User" from the lower row of buttons.
- Enter (type in) the new user's first name in the entry box labeled "First Name"
- Enter the new user's last name in the box labeled "Last Name"
- Enter a user name to be used in the new user's e-mail address (follow the on-screen rules for user names)
- Enter a 4-digit password for the new user. Passwords use numbers 0-9 only. Example: 1 2 3 4
- Make a note of the password for future reference.
- Select "Continue"
- A new screen shows the information you entered. If the information is correct, select "Confirm". If the information is not correct, hit "Change" and enter the correct user information.
- The next screen confirms the new user account.
- To set parental control options for this user, click on "set Parental Control".
- Click on "Add User" to add another user account.
- Click "Continue" to return to the User Account Page.
- Your new user information will appear on the screen. If it is correct, click "Confirm". If not, select "Change". This will take you back through the process, beginning with name entry.

#### To remove a user name:

- Log on to **WorldGate** by clicking **WG/TV** on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Setup" in the Setup menu.
- Enter your primary user password. Select "Submit".
- Select the user name you want to remove.
- Select "Delete".

• On the next screen, select "Yes" to delete the user or "No" if you have changed your mind or chosen the wrong name by mistake. Clicking "No" returns you to the Accounts Page.

## To change settings for any/all users:

- Connect to **WorldGate** by clicking **WG/TV** on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Setup" in the Setup menu.
- Enter your primary user password. Select "Submit".
- Select the user name.
- Click "User Info".
- On the next screen, highlight the information you want to change by placing the cursor over it and hitting **Select** on the keyboard.
- To change, delete the information in the appropriate box and enter the new information.
- Click "Update User Info".
- If the information shown on the confirmation screen is correct, click "Confirm". If you have made a mistake or changed your mind, click "Cancel"

## To change a user's password:

- Connect to **WorldGate** by clicking **WG/TV** on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Passwords".
- Click on the ✓ next to the user name displayed to show all names.
- Select the user whose password you want to change.
- Enter the current password in the box provided.
- Enter the new password.
- Retype the new password in the box provided.
- Click "Change Password".
- If you make a mistake in retyping the password, you'll get a prompt to try again.
- A confirmation screen tells you when the password change has been successfully completed.
- Click "Continue".

**Note:** You can also change passwords by following the instructions in "**To change settings for any/all users**" above.

## To change parental controls for an individual user:

- Connect to **WorldGate** by clicking **WG/TV** on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Setup".
- Enter the primary user's password.
- Select "Submit".
- Select the user name you want to make changes for.
- Select "Parental Control".
- On the Parental Control screen, set the controls you want for that user or set "no parental control".
- Click "Change Settings" to make the change, or "Cancel" if you have made a mistake or changed your mind.

### To set parental controls for all users:

- Connect to **WorldGate** by clicking **WG/TV** on the keyboard.
- Click **Setup** on the navigation bar at the left of the home page.
- Select "Setup".
- Enter the primary user's password.
- Select "Submit".
- Click "Household Parental Control"
- On the Parental Control screen, set the controls you want for all users or set "no parental control".
- Click "Change Settings" to make the change, or "Cancel" if you have made a mistake or changed your mind.

## **Using Help**

Help is your online instruction book.

#### To access help:

- Click the **Help** key or click on "Setup/Help" on the navigation bar.
- Click on "Help" on the Setup page.
- Click Internet, E-mail, FAQ, or Setup
- Click on the arrow next to the topic for step-by-step instructions

#### Internet

- Using Bookmarks
- Channel Hyperlinking (linking to web sites from a TV show or ad)
- Viewing the contents of the Home Page Links
- Using the **Zoom** feature
- The Navigation Bar
- **Typing** without a keyboard

#### E-mail

- Reading and writing e-mail
- Using the address book

### **FAQs** (frequently asked questions) about:

- Logging in
- E-mail
- The Internet
- Setup
- The keyboard and remote control

#### Setup

- User setup
- Changing parental controls
- Passwords
- Using help
- How to reach us

#### Take a WorldGate Tour

- Click on "Setup/Help" on the navigation bar or click the **Help** button on the keyboard.
- Click on "Tour".

# **Troubleshooting**

For more solutions, go to the online FAQ section. Click "Setup/Help" on the Navigation Bar.

# The Back button on the tool bar doesn't take you to the previous WorldGate screen:

Select **Home**, then select the page you want.

## You can't access other web sites from the page you are viewing:

- 1. If you reached the page via Channel Hyperlinking from the TV, you won't be able to navigate to other sites. Connect to **WorldGate** by clicking **WG/TV** on the keyboard.
- 2. If you are connected to **WorldGate**, select **Go** on the tool bar across the top of the screen. Enter the web address (URL) of the page you want to visit.

## When you type in an entry box or an e-mail message, the information is garbled:

You are probably typing too fast for **WorldGate** to keep up!!! Try entering the information more slowly.

## When you click in a page or try to perform an action, nothing happens:

The signal from the keyboard to the cable box may be blocked. Make sure you are within 16 feet of the TV and cable box and that nothing is in the way.

**Note:** Some web pages load slowly. Check for the progress bar in the upper left corner to determine if a page is loading.

## You get a "Sorry, try again later" message when trying to connect to WorldGate.

Wait until the cable channel you were watching comes back on. Then press the **WG/TV** button on the keyboard. If you can't connect after several tries, contact Customer Service at 903-457-2800 during regular office hours.

### Your account name doesn't appear on log in.

If you are the primary user, exit **WorldGate** then connect again by pressing the **WG/TV** button on the keyboard. If your name still doesn't display, call Customer Service at 903-457-2800 during regular office hours.

The primary user can create accounts (see "To add new user names" on page 15) for other users.

### I can't find instructions for using the chat rooms on the Help page.

Chat help is embedded in the Chat page.

- Click on "Chat" on the Navigation Bar.
- Log in, if necessary.
- Click on "WorldGate"
- Click "Need Help"

# **Programming the Keyboard**

If your keyboard wasn't programmed at the time of installation or if you want to use a different TV set for your **WorldGate** service, you will need to program the keyboard to recognize your TV.

## To program the TV:

- 1. Find the code number for your TV in the **TV Code List** below. If more than one code is listed for your TV, use the code listed first.
- 2. On your **WorldGate** keyboard, press and hold the left **Alt** key, the **Select** key, and the **TV Power** key *at the same time*. Hold these keys for at least 3 seconds, until the **Low Batt** light blinks twice.
- 3. Using the number keys on the keyboard (the top row of "typewriter" keys), enter the three-digit television code number for your TV set
- 4. Press **Enter**. If you have entered a valid code, the **Low Batt** light will blink twice. (If the light doesn't blink, repeat steps 2 4, making sure you enter the correct code numbers.)
- 5. Aim the keyboard at the TV and press the **TV Power** key. If the TV comes on, you have programmed the keyboard correctly. If the TV doesn't respond, try using the remaining codes listed for your TV and repeat steps 2 4, trying each code listed for your TV until you find the one that operates it. If your TV still doesn't work with the keyboard, try searching for the proper code. (see **To search for a TV code** below)
- 6. When you have successfully programmed the keyboard for your TV, write down the correct code for future reference.

Note: If you press the **TV Power**, **CH** +, or **CH** – keys by mistake in step 3 instead of pressing a number key, the keyboard enters the code search mode. Begin again with step 2.

#### To search for a TV code:

- 1. Turn off the TV.
- 2. On the **WorldGate** keyboard, press the left **Alt** key, the **Select** key, and the **TV Power** key all at the same time.
- 3. Hold the keys for at least 3 seconds, until the LED indicator blinks twice.
- 4. Turn on the TV manually, using the controls on the TV (do not use the remote).
- 5. Aim the keyboard at the TV. Press and hold **TV Power** until the TV turns off. The keyboard will search all available codes to find one that works with your TV this could take more than a minute.
- 6. Immediately after the TV turns off, release the **TV Power** key. Slowly press the **CH-** key a few times (do not hold) until the TV turns on.
- 7. Press **Enter** to store the TV code.
- 8. Verify the code by aiming the keyboard at the TV and pressing **Power**.
- 9. If the TV does not respond, repeat steps 1-8.

### **Television Codes**

ADMIRAL	021, 034, 035, 083, 099, 114, 224, 307, 316, 321, 330
ADYSON	107, 128, 132
AIKO	021,081,107, 128
AIWA	013, 015, 032, 033, 132
AKAI	006, 009, 021, 027, 031, 035, 050, 053,073, 093,

099, 107, 114, 125, 128, 145,225, 342

ALBA 008, 073, 099, 107, 125, 128, 153

ALBIRAL 009, 099, 115, 121,250

AMARK 381, 370

AMSTRAD 021, 029, 034, 092, 167, 204

ANAM 082, 335, 344, 370, 383, 384, 385, 386, 387, 388,390

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ANITECH 009, 024 AOC 342

ARC EN CIEL 013, 014, 027, 101, 182 ARCAM 014, 107, 128, 182, 197, 232 ARISTONA 009,038,040,050, 180

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ASA 004, 020, 026, 035, 083, 099, 134, 174, 184, 187, 224

ASBERG 009,080

ASUKA 034, 073, 107, 128, 138 ATLANTIC 009, 107, 128, 197, 198

AUDIOSONIC 009, 147 AUDIOTON 021, 107, 128

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AUTOVOX 026, 035, 039, 074, 080, 083, 085, 086, 107, 115, 128, 134, 187, 220, 222, 266

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BANG & OLUFSEN 083

BARCO 083, 101, 149, 150

BASIC LINE 073

BAUER 035, 041, 050, 053, 099 BAZIN 035, 107, 128, 130

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