the Digital logo	DECsystem-10	Professional
ALL-IN-1	DECSYSTEM-20	Rainbow
COS-310	DECUS	RSTS
DATATRIEVE	DECwriter	RSX
DEC	DIBOL	UNIBUS
DECdirect	LETTERPRINTER 100	VAX
DECmail	MASSBUS	VMS
DECmat	PDP	VT
DECmate	P/OS	Work Processor
DECservice		

NOTE: The terms DECmate and DECmate II are used interchangeably throughout the text.

you'll want a DECmate.

When you finish this page, you'll want to read this book.

No matter what size your business, deciding which small computer to buy is a big decision. But this little book makes that decision easier, because this DECmate II book tells you everything you need to know about DECmate. And DECmate may just be the best price/performance value in small computers today.

What's more, this book is arranged so you can read only the sections that are of interest to you. And on the next two pages, you'll find a description of these sections, so you'll know exactly what *is* of interest to you.
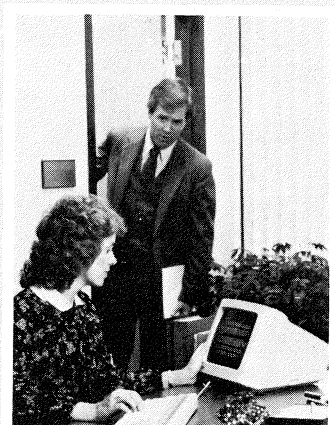
A Relatively Short Guide
to a Relatively Long Book

SECTION I

SECTION I is a very brief overview of the entire DECmate II book — and is probably the most important part for you to read.
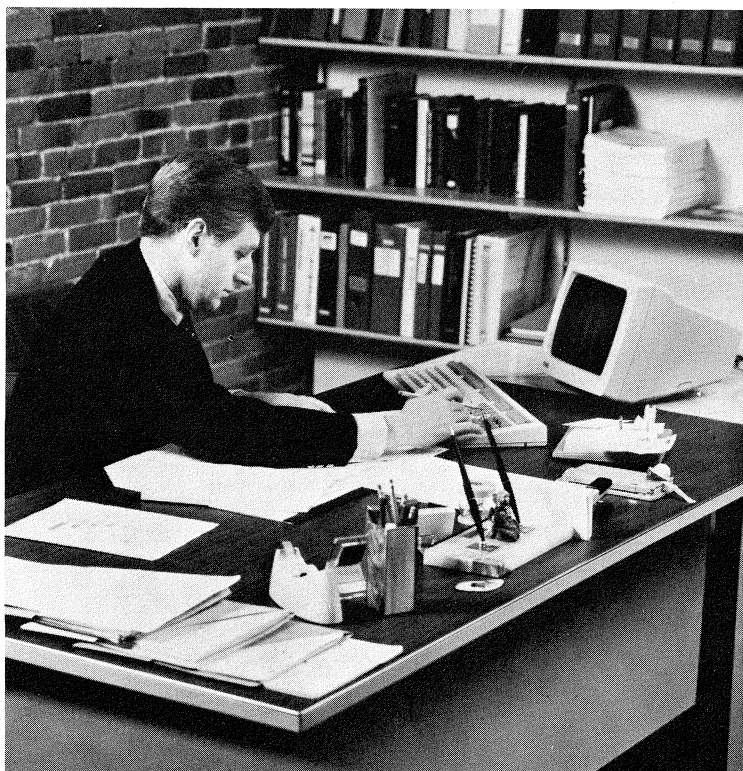
You'll learn about DECmate's unmatched combination of word and data processing capabilities, and what DECmate can do for you and your business — plus a few words about Digital Equipment Corporation.

SECTION II

SECTION II goes a step further than SECTION I. Here the chapters are more detailed and extensive.

For example, Chapter 1 is devoted entirely to specific business situations and how DECmate II improves or corrects them. And Chapter 2 discusses the components of the DECmate II system. Chapter 3 describes how DECmate II works with Digital's large, multiuser office information system, called ALL-IN-1.

Chapter 4 is about cost justification, and will demonstrate to you in dollars and cents what an excellent investment a DECmate is. If you know you want a small computer for your business, by this point, you'll also know that DECmate is the answer. But if you need to know what makes a DECmate *tick*, you'll want to read on.

SECTION III

SECTION III usually gets read after you've seen a DECmate in action. Here you'll find all the specifications of a DECmate II system, service and support plans, and detailed ordering information.

It's really not necessary to read this section before you see a DECmate in action. But if you do, you'll make the authors of this book very happy.

Contents

3 **DECMATE II AND DIGITAL'S OTHER OFFICE SOLUTIONS**

4 **COST JUSTIFICATION**

SECTION III

5 **DECMATE II HARDWARE SPECIFICATIONS**

6 DECMATE II SOFTWARE SPECIFICATIONS

7 DECMATE II DOCUMENTATION

SECTION I

For Performance and Price, It's DECmate

There certainly are a lot of different types of small computers being sold today: word processors, personal computers, business computers, personal business computers, executive workstations, and professional computing terminals to name a few. Each has its own set of strengths and weaknesses.

But the fact is that you're looking for an information processor for the *office* environment. Whether you're an office manager responsible for your organization's word processing function, a professional who analyzes data and produces reports, or the owner/manager of a small business, you need a computer that offers *a powerful combination of capabilities at a competitive price.*

DECmate II is that computer. DECmate is designed as a full-featured, standalone word processor. But it also happens to offer complete business and professional data processing. And it contains an unmatched set of communications capabilities. And to top it all off, DECmate teaches you how to use itself, with unique, entertaining Computer-Based Instruction (CBI) programs.

Analyzed purely as a word processor, DECmate is a leading performer among all the available standalone systems. What's even more impressive is that it costs about half the price of comparable systems. And when DECmate's other capabilities are taken into account — capabilities that other word processing systems do not offer at *any* price — the choice is clear.

DECmate just may be the best value in small computers today.

For Solutions to Office Information Problems, It's DECmate

Perhaps the most common need in the office environment is for fast, accurate text generation and revision. Letters, memos, reports, and other typed information often go through multiple drafts and redrafts, demanding hours of time from both professionals and clerical staff.

DECmate can improve the efficiency of that process immensely. First drafts are entered into the system, and all subsequent revisions can be quickly and easily made, directly on the stored first draft. Only after the material is letter-perfect is it printed in presentation form, thus saving hours of typing and retyping.

And DECmate's word processing is especially easy to use. Major command functions, such as *replace, search, file,* and *delete,* are labelled on single keys on the keyboard, and require only one or two keystrokes to activate. Compared to other word processors, DECmate is amazingly easy to operate.

For data processing tasks, like financial analysis or basic accounting functions, DECmate offers literally hundreds of different possibilities. With integrated accounting packages, a small-to-medium-sized business can run its entire bookkeeping operation on DECmate in a fraction of the time that manual systems demand.

With DECmate's CP/M® option, you gain access to an enormous number of widely available packaged software programs. Thus, with DECmate, your *information management toolkit* can include spreadsheet analysis, financial planning, and database management.

Communications is a critical part of an effective office information system. And DECmate offers an unmatched set of communications capabilities.

Documents can be easily transmitted to and received from other DEC-mates, other Digital Equipment Corporation systems, or other manufacturers' systems. With Digital's ALL-IN-1 Office Information System running on a larger computer system, DECmate can give you access to electronic mail and huge corporate data files. And with DECmate's ability to communicate over telephone lines, you can access and retrieve information from the Dow Jones News/Retrieval® Service, the SOURCE™, and dozens of other information utilities.

For DECmate,
It's Digital Equipment Corporation

One of the most impressive things about DECmate is its manufacturer: Digital Equipment Corporation, the second largest computer company in the world. With over 25 years of experience in designing and building interactive, *people-accessible* computers, Digital has come to understand that you don't buy a computer, you buy the *results* a computer gives you.

In the office, *results* also means reliability. Beginning with a well-established reputation for unexcelled quality in all of its products, and continuing through a worldwide staff of 16,000 service and support professionals, Digital delivers reliability with each DECmate.

But as convincing as this case is, the best way for you to decide on a DECmate is to *try* a DECmate. And when you do, we're convinced you'll want one.

To find out where you can try a DECmate, call 1-800-DIGITAL, or refer to Chapter 11 for a complete list of Digital Sales Offices, Business Centers, and Authorized Digital Dealers.

SECTION II
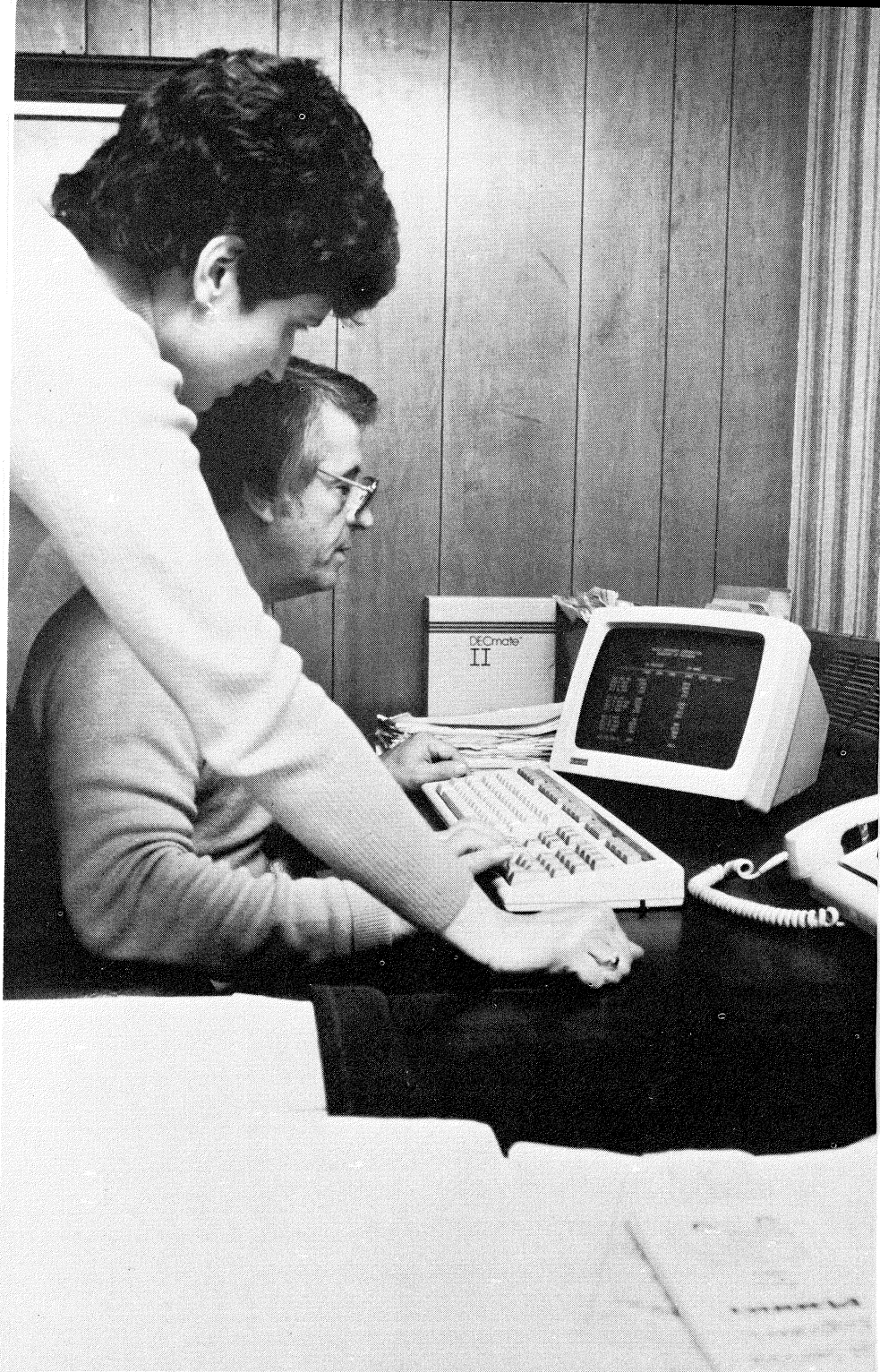
DECmate II: The Solution to Your Office Needs

When you finish this chapter, you'll know about dozens of ways DECmate can help you. In these pages, we'll go into some detail on how DECmate's various capabilities can be applied within all types of business organizations. Just use the headlines as your guide to the kinds of applications that interest you.

For A Computer System That's Easy to Learn and Easy to Use, It's DECmate

Many small computers today tell you that they are easy to learn to use. But none of them have DECmate's Computer-Based Instruction (CBI) program. This Digital exclusive takes you step by step through the basics of operating the system, using carefully designed, animated graphics and proven instructional techniques. In just a few enjoyable minutes, you'll find yourself putting DECmate through its paces, finding out for yourself just how valuable a tool it is.

And if you should ever need assistance when you're in the middle of using DECmate, just press the *Help* key. Instantly, you'll be offered assistance without interrupting the function you were just performing.

For Easy Text Preparation and Editing, It's DECmate

Businesspeople who send out a lot of correspondence or have a lot of paperwork need a way to change text or correct mistakes quickly and easily.

Also, many times after a lengthy report or document is reviewed, someone finds that a few paragraphs need to be added in the middle, or some text from an earlier section should be moved to a later section.

That's where DECmate's editing/error correction capability becomes important. With a DECmate, you type on a simple keyboard and view the information on a video screen. You can make as many changes as you like and verify that everything is letter-perfect before the letter or memo is printed on paper.

If there's an error, you can easily erase it with a keystroke and retype the correct information. DECmate automatically closes up text when you delete a word, a character, a line or a paragraph. And it expands automatically to accept any amount of new text that you insert anywhere in the document.

Another powerful editing feature of the DECmate word processor is *cut and paste*. This standard feature allows you to pick up or *cut* any amount of text from one part of the document and reinsert or *paste* it down at any other location in that or another document. There's no tedious retyping. DECmate does it all, including a change of margins or spacing.

What's more, all the documents and letters you type on DECmate can be saved indefinitely in the efficient DECmate storage system. The system automatically indexes all your letters and documents: the name of each one, how large it is, the date you created it, and the date you last worked on it. Whenever you file or retrieve a document, DECmate does all the work for you. It's faster, more accurate and far easier to use than a manual system.

For Fast and Easy Production of Lengthy Documents, It's DECmate

As an integral part of their jobs, professionals need to deal with lengthy documents, such as contracts or wills. And much of the wording in these documents is standard: it can be used over and over again as is. This is called *boilerplate* material. Once it has been typed, proofread and corrected, it can be used in a number of different originals.

That's why DECmate gives you boilerplate and abbreviation libraries. You store standardized information once, and then, as often as you need it, you tell DECmate to find the information and insert it anywhere in your new document. It's fast and accurate.

Secretaries or professionals can quickly assemble complex documents from their stored libraries of standard information — without any retyping, without any errors. DECmate takes the standard material that never changes and reassembles it with the unique, individualized information that must be created for each new client.

With DECmate's abbreviation library, you can store complex terms, corporate names and addresses or frequently used technical terms and phrases. After you've entered them correctly the first time, DECmate stores them for as long as you need them. It's another time-saving feature that makes your job easier and the quality of your work better.

For Faster Access to More Information, It's DECmate

When a manager wants a memo sent at once — rush mail — to a list of 10 people, it's typically an overnight task, or longer. But with a DECmate connected to an office information system with electronic mail, like Digital's ALL-IN-1 office system, it's no problem at all. And the information is sent and received instantly — not overnight, or even an hour later.

Even without an ALL-IN-1 system, a DECmate can readily exchange information with other DECmates, other Digital Computer systems or other manufacturers' systems.

Beyond your own organization, DECmate gives you access to a universe of information sources. Computerized databases such as the Dow Jones News/ Retrieval Service can bring you instant updates on economic and financial data, including detailed company profiles, stock and bond prices, money supply statistics — and even weather and sports reports from around the world.

Other information utilities, like The SOURCE and CompuServe, also offer information resources that include airline schedules and reservations, entertainment information, educational reference material, and much more.

With DECmate, all of this invaluable business and personal information is literally at your fingertips, available in an instant.
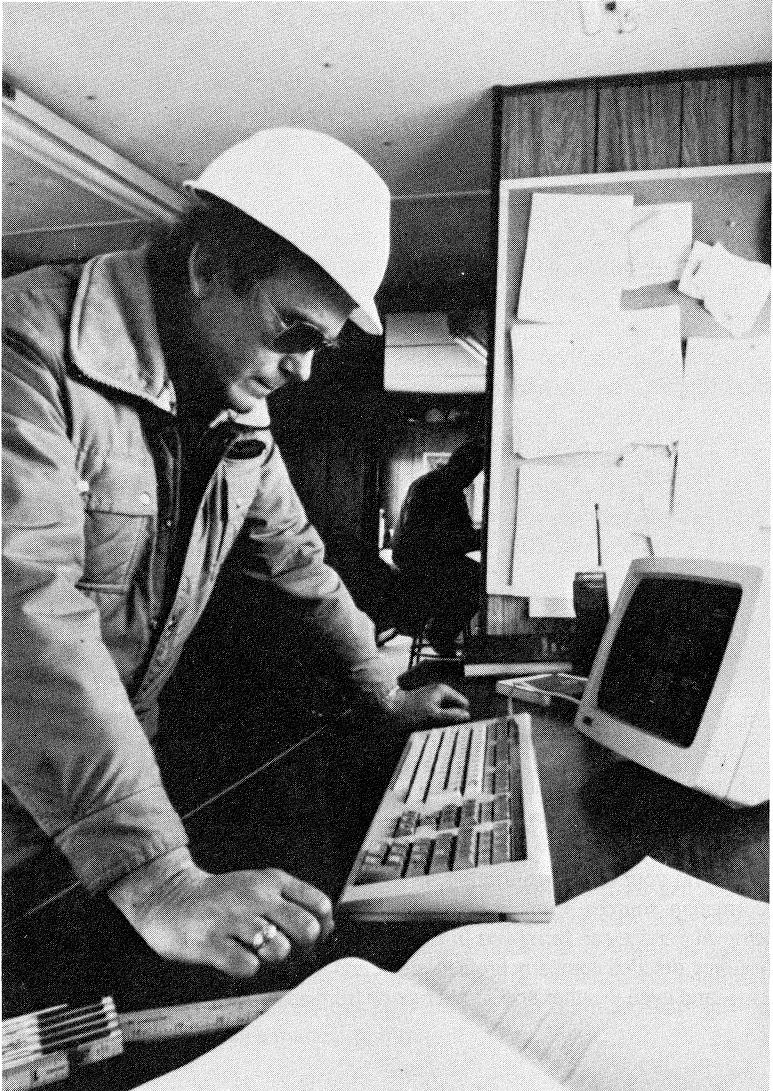
For Effective Mass Mailings, It's DECmate

For businesses that require frequent large mailings to a customer list — or to only certain customers on that list — DECmate offers a versatile feature called *list processing*. It speeds up the preparation of such mailings and gives you complete control of the entire operation.

For example, perhaps your management has decided to reduce the price of a particular product they sell, and they want to send a pre-announcement of that reduction to customers whose accounts are paid to date. DECmate can do it all quickly and easily, with only minimal direction and effort from you.

Using DECmate's word processing capability, you simply type one copy of the basic announcement letter, omitting the actual names and addresses. When the form letter is precisely as you want it, you tell DECmate to read through your customer list, select only those customers whose accounts are paid to date, and then fill in their names and addresses on the letters. DECmate does the entire operation automatically.

DECmate can also use the same list processing feature to generate mailing labels. And if you want to take advantage of the Postal Service's bulk mailing rates, DECmate can easily sort the list of mailing labels in zip code order before it prints them.

DECmate saves time, reduces costs, and produces high-quality communication materials. For DECmate, it's a simple operation. For you, it's a chance for more sales and more satisfied customers.

For Scheduling and Managing Office Resources, It's DECmate

Scheduling meetings and conference rooms, informing the meeting attendees, and updating their calendars call for a fast efficient means of communicating and coordinating information. When connected to Digital's ALL-IN-1 office system, DECmate puts powerful resource management and scheduling capabilities at your fingertips.

To schedule a meeting, you no longer need to spend frustrating minutes or hours on the phone trying to track people down, find free time among all of them, and finally call each of them back to confirm the meeting time and place. Your DECmate handles it for you.

First, your DECmate checks a central system, where information about everyone's calendar is stored in secure memory files, along with a schedule of available meeting rooms. After locating a time slot which is free for all participants, DECmate then checks for a room unoccupied at that same time. In moments, the meeting is scheduled. And once you have accepted the time and place located, DECmate automatically notifies all attendees for you.

For Critical Financial Planning Tasks, It's DECmate

Professionals and managers in many disciplines — product development and pricing, financial forecasts, market projections, departmental budgeting, and dozens of others — face the task of evaluating multiple, interrelated variables. Manually, this can consume huge amounts of time. With DECmate, this chore can be completed in minutes.

DECmate's spreadsheet option allows you to set up mathematical worksheets on the screen, and then determine the effect of changes in selected variables on your bottom-line figures. As you change each value, DECmate instantly recalculates all related values and displays the new totals throughout the worksheet. In other words, you are able to ask your *what-if* questions and get immediate answers.

And with careful and timely acquisition of data, you can consistently produce accurate and reliable results for your organization.

For Records Management and Report Generation, It's DECmate

If you maintain and work with customer files, personnel files, alumni files, student files, or any similar large collection of records, you know how long it takes to sort through them and select the items of information required at any given point. And making a systematic search for any given category of data means having to wade through virtually the entire collection.

What's needed is a system that will store your entire set of records, manipulate them quickly and easily, and give you the ability to sort them rapidly into as many relevant categories as you require. Further, you should also be able to change information in the files as necessary, and incorporate the results of any search into many kinds of reports.

DECmate's List Processing feature gives you all of this and more. It can read each record in your entire collection, select the ones you specify, and process them according to your instructions — all in seconds. It will also generate the appropriate report, memo or other paperwork that you need to complete your task. And each month (or week, or day) DECmate can perform these repetitive operations automatically, producing your updated lists, reports or totals in a tiny fraction of the time you would spend manually.

With DECmate List Processing, you can also respond rapidly to customer inquiries. As you update customer files, DECmate can generate automatic response letters when a customer deposit or reservation is received. It can tailor thank-you letters when payments are made on time, or produce letters announcing events of interests to encourage further business.

If your customers typically return for subsequent appointments, visits, or checkups, you'll have a system that not only determines who is due for a return visit, but also generates the appropriate personalized correspondence automatically.

DECmate gives you *control* over the records and reports you manage.

For Reporting the Most Up-to-Date Information, It's DECmate

For a quarterly sales review meeting, you need to prepare a detailed presentation that includes reports showing past, present, and projected performance of your sales staff versus that of other regions. In addition, you must survey each of your local branch offices for immediate feedback of their current month's sales figures to include in your presentation.

Using your DECmate's powerful communications capabilities, you can easily retrieve data stored on other DECmate systems in the field, as well as data in the home office computer. The combined flexibility of DECmate and Digital's ALL-IN-1 office information system in your home office not only provides easy access to facts and figures stored in that large system, but also allows you to generate reports tailored specifically to your precise needs.

In less than a day's time, you've found the information you need, formatted it to meet your requirements, and produced your presentation report.

For Generating Professional Proposals, It's DECmate

Salespeople in district offices often need to produce a large number of proposals for prospects and customers. They need access to current product and pricing information that's at the home office, and need a way to combine that information easily with the repetitious material that's part of every proposal.

With the standardized product and corporate information stored in your DECmate, and its wide array of communications options, you can create new proposals quickly and with minimal effort.

As we discussed earlier, DECmate's *boilerplate* library feature allows you to retrieve standardized information instantly and insert it in another document or proposal with only a few keystrokes. And of course you can tailor the document to the individual prospect by merging the library material with the material that is specific to the new prospect.

With DECmate's communications capabilities, you can also receive updated information automatically from your home office, even if you're not there. DECmate includes an automatic transmission feature that allows you to set the system up to receive and record information 24 hours a day. Consequently, you're always operating with the most current information — keeping you one step (or several) ahead of the competition.

Finally, with a letter-quality printer attached to your DECmate, production of the final proposal is always fast, neat, and letter-perfect. The result is an up-to-the-minute, professional-looking proposal that takes far less time to prepare.
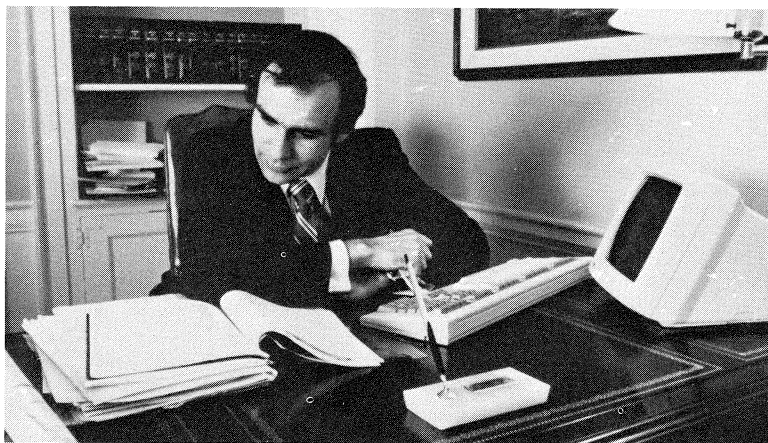
For Faster Billing and Improved Cash Flow in a Small Business, It's DECmate

Perhaps you are responsible for keeping the books in a small business. As the business grows, you need help with certain time-consuming tasks like the monthly billing. You need a system that can calculate customer balances and produce monthly statements rapidly and accurately. In addition, you need wrapups of the accompanying financial and tax reporting information required each month.

If you are the only bookkeeper, you may spend almost three-quarters of your time handling your company's billing and accounts receivable operation manually.

With your DECmate running accounting programs, you can cut your billing operation down to size. The same DECmate that does your office word processing works just as efficiently as an accounting system. It reviews each customer's account record, totals current charges and payments, calculates new balances due, and prints the statements with names and addresses. In addition, it automatically updates your Sales Journal and Accounts Receivable Ledger, and produces your tax reporting information in a concise form. Finally, it creates a comprehensive General Ledger report, giving you a clear look at your bottom line.

What once took the major part of your time now involves no more than a few days each month for entering basic data into the system. DECmate handles the rest.

Now that you've read about some of the things DECmate can do, we think you'll see why we say that DECmate just may be the best value in small computers today.

Try one — you'll want one.

1-9
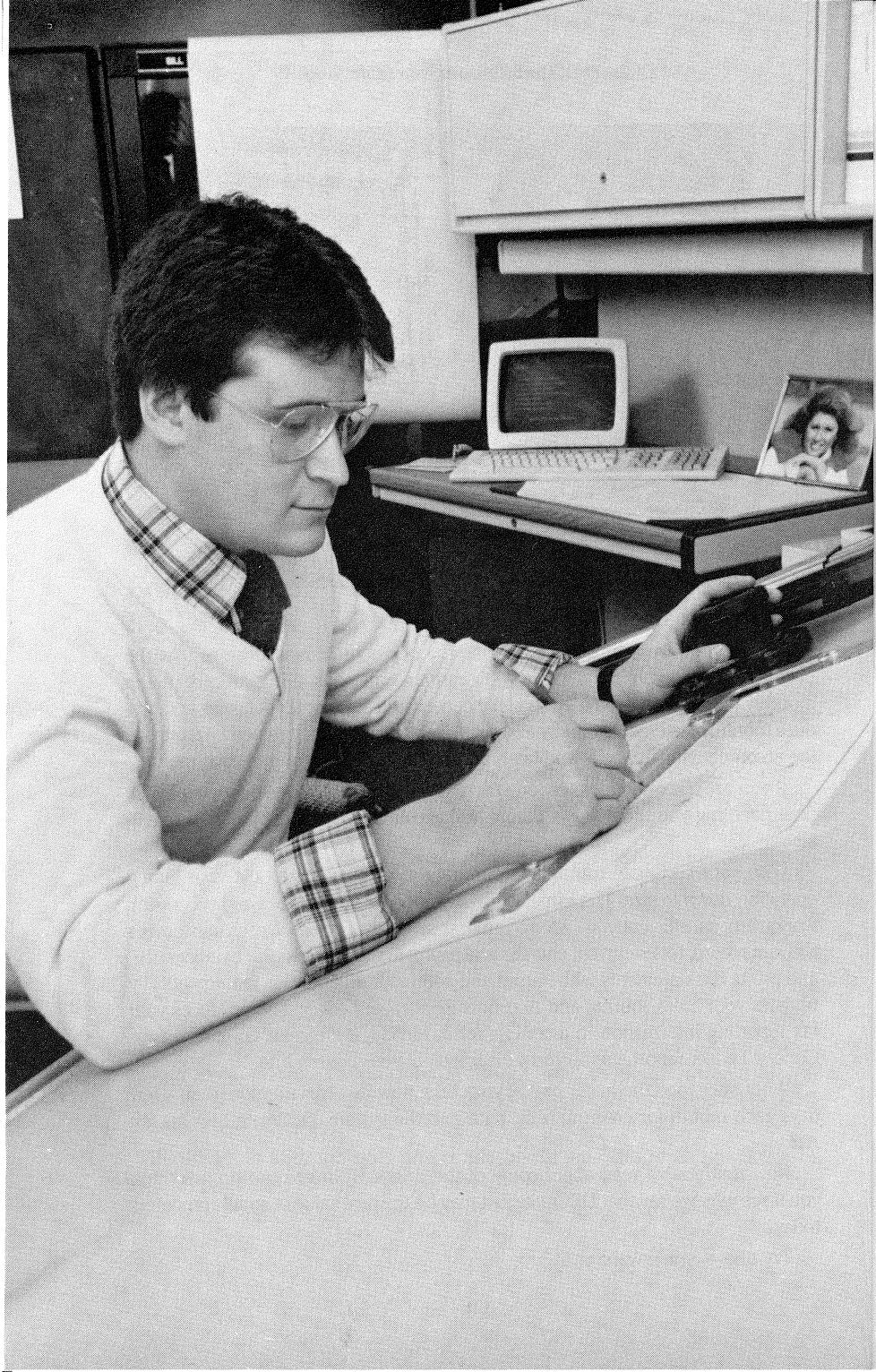
Chapter 2

A Closer Look at DECmate II

The first chapter of this book discussed some of the applications of a DECmate. Like word processing in general, DECmate has grown and evolved into a powerful and versatile tool with unlimited potential. It can run programs and applications for personal computers, business applications, and large departmental and office applications as part of an office information system. DECmate is an evolutionary product, within a family of products, whose capabilities have expanded, and continue to expand, to help you perform a wide range of office tasks.

When you finish this chapter, you'll know a great deal more about DECmate's hardware and software. We'll also look at how each of DECmate's features can benefit you, and try to give you some idea of how easy DECmate is to operate. If you'd like even more detail, you'll find full technical specifications in Section III.

Overview

Because of its versatility and power, DECmate is frequently described as a complete office solution. As a personal, single-user system, DECmate can perform such sophisticated tasks as word processing, list processing, math calculations, sorting information, and communicating with other systems. As a small business system, DECmate can perform accounting tasks, such as accounts receivable, accounts payable, general ledger, inventory management, and payroll, as well as many other business applications including financial modeling. It also can run many of the commercially available CP/M applications. And, when connected to a departmental office information system, DECmate becomes a multifunction workstation that gives you full access to such powerful central system features as electronic mail, database inquiry, spelling verification, and program development.

First, The Basics

Every DECmate II system includes three basic parts: a system unit, a video display, and a keyboard. (See Figure 2-1.)
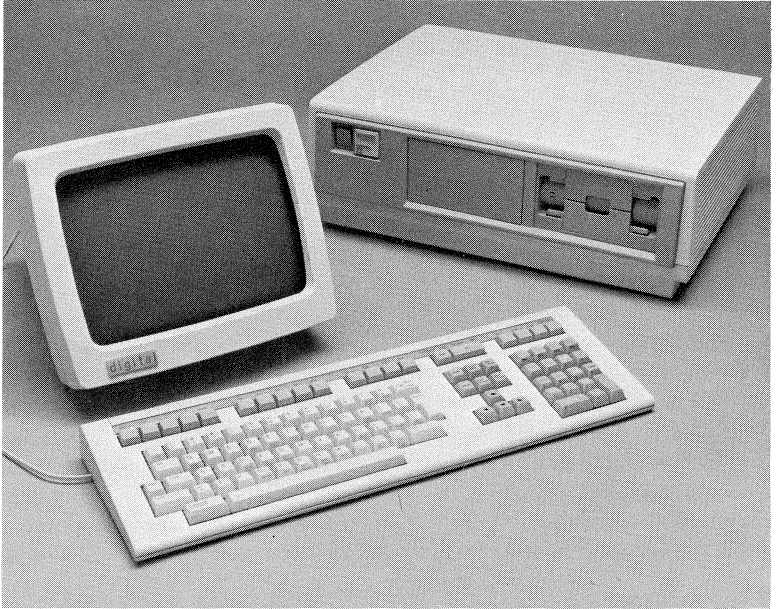
Figure 2-1   A Basic DECmate II System

Because the small and compact DECmate II requires a minimal amount of space, it fits easily into any office. You can move the keyboard to the position most comfortable for you because it is attached to the video display by a six-foot coiled, telephone-type cord. The lightweight video display can also be moved and tilted to the operating position that is easiest for you to use. And the small system unit can be placed under or beside your desk — depending on your preference. You can easily move the system within your own office, or take it from office to office.

DECmate II's compact design also provides another important benefit. You can easily install it yourself. In fact, all the cable connections are simple to make and can be installed only one way — the right way. And there are no special tools required for installation — absolutely none! DECmate II's modular design also makes repair or replacement of parts just as easy and economical.

Your DECmate II plugs into a standard wall outlet and requires no special environmental or electrical provisions either.

The DECmate II System Unit: the Heart of the System

The small and compact system unit is the central control for all the parts of your DECmate II system. It incorporates the most advanced design techniques for performance and reliability. The system unit does the computing tasks and stores the

information you type. Perhaps the most important element of the system unit is the computer or microprocessor contained within it. This microprocessor is the heart of the system; it controls the flow of information to and from all the other parts of the system.
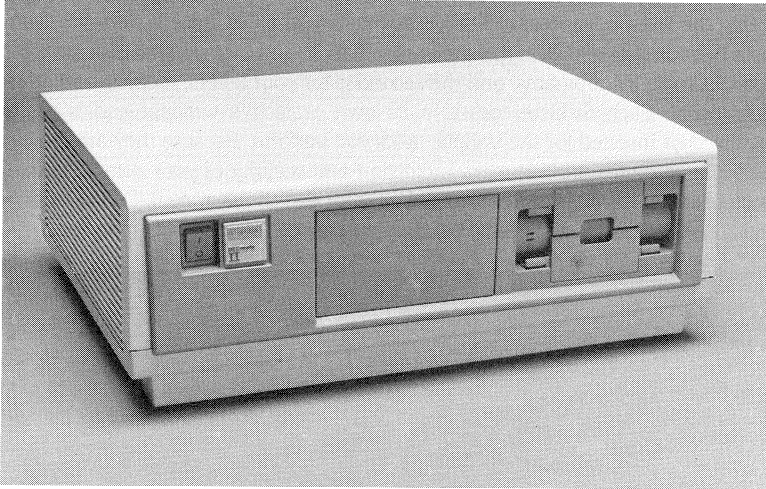
Figure 2-2   DECmate II System Unit

One of the most important characteristics of the system unit is its ability to expand. When your needs dictate, you can add several important expansion features to your DECmate II system unit. That means your system will not quickly become out of date, but rather can grow as your business computing needs grow. And expansion is easy with DECmate II, because you can install all the options yourself without any special tools.

Table 1   DECmate II System Unit Features and Benefits

Feature	Benefit
Modular design	Provides mobility. Saves repair and replacement cost and time.
Expandability	Allows easy growth to meet changing needs. Provides more system power. Protects your investment.
Compact design	Saves space. Easy to move and position.
User-installable	Saves time and money. No special environmental requirements. Permits you to move and reposition unit easily.
Reliable	Assures you of minimal downtime.

The DECmate II Storage System: Information Always at Your Fingertips

Also contained in the DECmate II system unit is the storage system that holds the information you type as well as the programs that run your DECmate II. Incorporating the latest advances in diskette technology, the DECmate II storage system uses two compact diskettes that are easy to handle and to store. One diskette is for the DECmate II's programs, and the second is for your letters, memos, and other documents. Each diskette comes in its own protective wrapper and is easily removed or inserted for the various tasks you perform. Because they are removable, the diskettes provide extra protection and security of your data. Likewise, each user can have his or her own diskettes for use on the system. On each document diskette, you can store the equivalent of about 150 pages of typed text.

Figure 2-3   DECmate II Diskettes

On each word processing diskette you use, your DECmate II system automatically creates an index and keeps track of the name and number of each document you type. Any time you want to know what documents are stored on a diskette, you can look at the index and see your document names, their sizes, and a summary of information about the time that you worked on each document. In this way, DECmate II automatically keeps your documents filed and up to date. And it gives you a summary of the time you've spent on each. This is particularly valuable if you are involved in charging time to projects. DECmate II keeps track of it for you.

If at any time your requirements change and you need more storage, you can easily expand that feature of your DECmate II system. There are several storage options (described later) available.

Table 2   DECmate II Storage System Features and Benefits

Feature	Benefit
Removable diskettes	Unlimited storage capacity. Easy to use. Provides confidentiality and protection of data.
Efficient storage of data	Compact, easy to access, requires much less office space than paper files.
Automatic indexing	Tracks files for you. Easy to use — simplifies searching and retrieving information.
Automatic recording of time spent on each document	Makes tracking and billing time easy. Provides immediate information on updating of files.
Expandability	Permits easy growth. Protects your system investment. Enhances system operation.

The DECmate II Display: Your Window to the System

The DECmate II video display lets you see what you're typing, as soon as you type it. The words you type on the keyboard appear on the bottom line of the screen and move from left to right. At the end of each line, DECmate II automatically puts in a carriage return for you and scrolls up the completed line of text in the same manner that the paper in a typewriter moves or scrolls up a line at a time. The difference is that you have to press the carriage return key at the end of each typewriter line. With DECmate II, you save that keystroke.

The portable DECmate II display includes its own foldaway carrying handle to make it extremely easy to move. For easy viewing, you can adjust the tilt of your video display and change the brightness and contrast of the characters on the screen. DECmate's nonglare screen makes viewing text extremely easy on your eyes. And its ability to provide black characters on a white background or white characters on a black background also ensures user comfort.
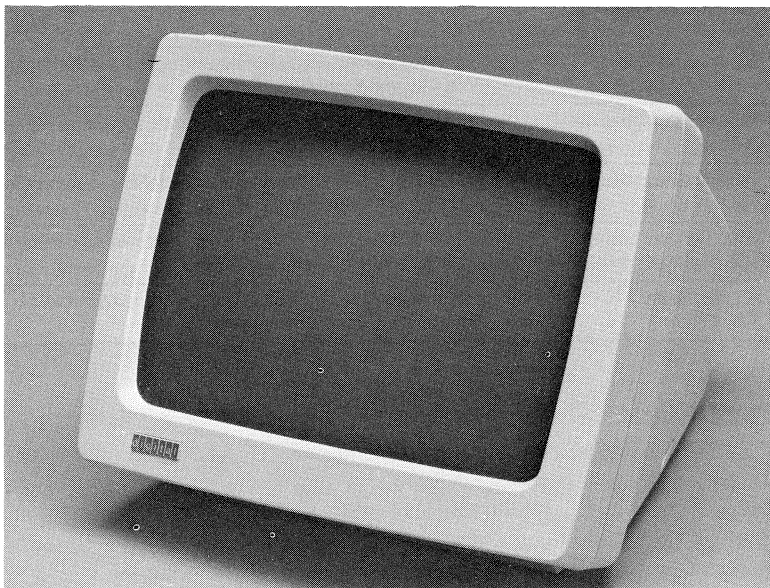
Figure 2-4   DECmate II Video Display

Table 3   DECmate II Display Features and Benefits

Feature	Benefit
User-oriented design	Easier and more comfortable to use. Greater user satisfaction.
Portable	Easy to move and reposition as necessary.
Compact design	Saves space.
User-installable	Saves time and money. Permits system portability.

The DECmate II Keyboard: Easy System Control

From your DECmate II keyboard you can enter and edit information and give your DECmate II directions to perform other tasks, such as printing or sending documents to other computers and word processors. In other words, the keyboard is your direct link with all the other parts of the system. Characters and commands you type from the keyboard appear on the video display. You can erase or modify them quickly and easily — often with only a keystroke.

Figure 2-5   DECmate II Keyboard

The keyboard's design features provide you with many benefits. For example, it is detached from the video display to allow you to move and position it for maximum comfort. It is thin and lightweight with a low profile that makes it easy and comfortable to work at. In addition, the keys are arranged for greatest ease of use. Special word processing keys, with English commands on them, such as cut, paste, backup, and advance, are grouped together to simplify learning and system operation. And DECmate II's special gold key provides dozens of additional powerful word processing features that enhance and simplify the way you use your DECmate II. Also, a special Help key gives you immediate access to information about all the editing and gold key functions.

Digital also makes DECmate II keyboards that are tailored to the specific language characteristics of the United States and Canada as well as the United Kingdom, Australia, and many other countries. Special symbols or letters unique to each language appear on that keyboard.

Table 4   DECmate II Keyboard Features and Benefits

Feature	Benefit
Compact, user-oriented design	Easy to learn and use.
Portable	Easy to move and position for greatest user comfort.
Help key	Simplifies learning and use.
Gold key functions	Enhance and expand word processing capabilities.
Available in different languages	Simplifies learning and use for operators around the world.

DECmate II Printers: The Choice is Yours

You can connect one of several printers directly to your DECmate II. The printer you choose depends on your budget and the needs of your business. If, as in a word processing application, you must produce many high-quality letters and/or contracts for your customers, then a letter-quality printer (the LQP02) is ideal. If a small and inexpensive printer for draft-quality documents can serve your needs, then Digital's entry-level LA50 Personal Printer is appropriate. The third printer available with DECmate II is the Letterprinter 100, which provides printing at three selectable speeds. Samples from each printer are shown below.

The 10-foot printer cable that comes with your DECmate II system unit attaches to any of the three DECmate II printers. If, however, your needs require the placement of your printer farther than 10 feet from your DECmate II system unit, you can order a longer printer cable. Lengths of 25, 50, and 100 feet are available.

You can also share a printer between two DECmate II systems for more economical operation. A secretary and executive, for example, might find a shared printer an extremely efficient use of resources. On the other hand, if your printing needs are demanding and require access to two printers, you can attach two printers to one DECmate II system.

LA50 Personal Printer

The LA50 is the smallest and least expensive printer available with DECmate II. This compact, tabletop printer can produce up to four copies at a time (original plus three copies). With its built-in forms tractor that automatically guides paper through the printer, you can use convenient, continuous-feed paper. You can also print on single sheets of paper.
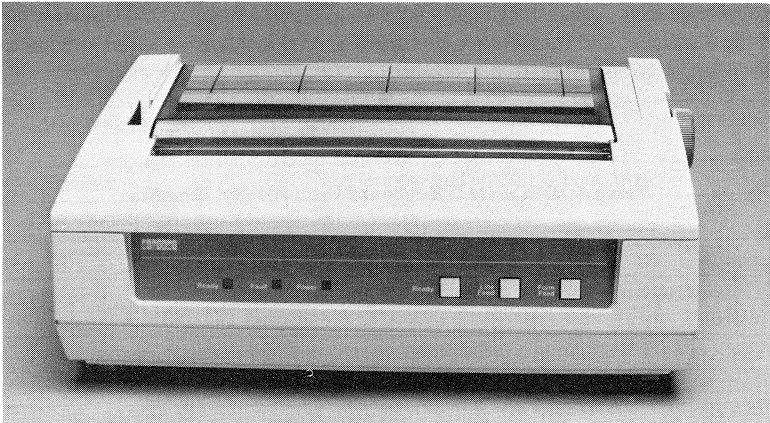
Figure 2-6   LA50 Personal Printer

This sample was printed on the LA50
dot matrix Personal Printer.

Figure 2-7 LA50 Print Sample

The LA50 can underline text and can print in 11 major languages. It is extremely reliable, easy to install, and easy to maintain. It even includes its own self-test features to help ensure successful operation. Ribbons, paper, and other supplies for the LA50 printer are available from Digital. (See Chapter 8.)

LA100 Letterprinter

The LA100, or Letterprinter 100, is a compact, desktop printer that can satisfy a wide variety of printing needs for applications such as word processing, data processing, graphic imaging, program development, and more. The high-speed, high-quality Letterprinter 100 is especially useful in applications with extensive print needs.
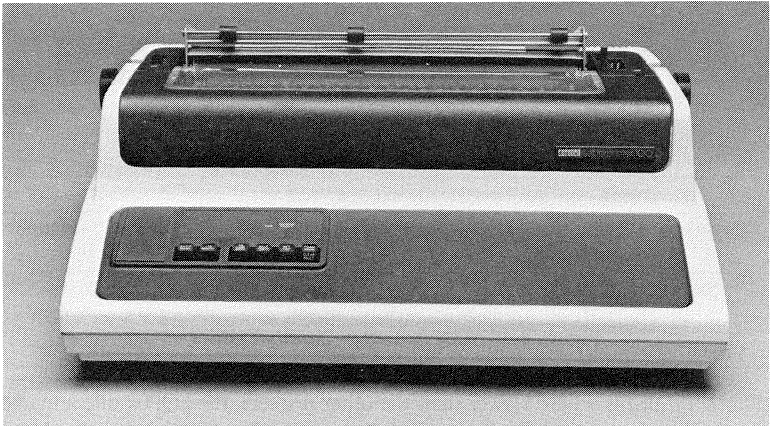
Figure 2-8 LA100 Letterprinter

This sample was printed on the LA100
dot matrix Letterprinter.

Figure 2-9 LA100 Print Sample

The Letterprinter 100 allows you to select the speed and quality of printing you need from among three choices. You can also vary the horizontal character spacing (or pitch) as well as the vertical line spacing in the documents you print. The LA100 can print up to four copies at a time (original plus three copies) on paper of any width from 3 to 14 7/8 inches. It allows you to use continuous roll-feed paper or tractor-feed paper, as well as individual sheets of letterhead or plain paper.

LQP02 Letter-Quality Printer

The desktop LQP02 Letter-Quality Printer prints in office typewriter quality, making it the ideal choice for word processing applications. Like the other DECmate II printers, it is customer-installable, although Digital can install it for you if you wish.
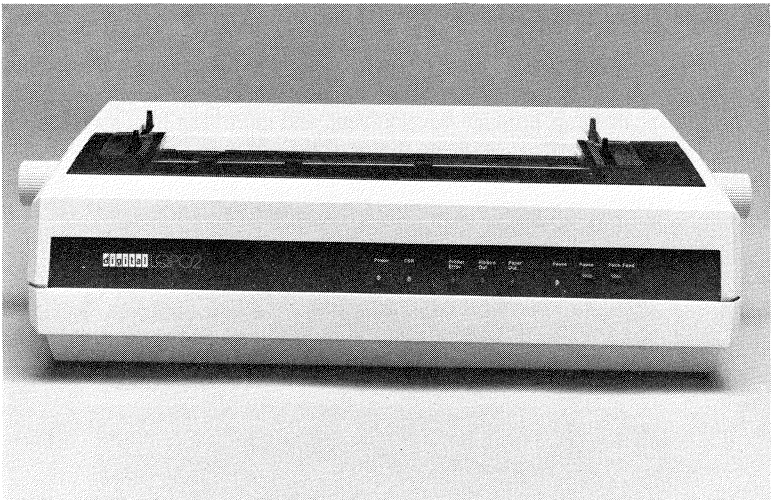
Figure 2-10   LQP02 Letter-Quality Printer

Although it prints a little slower than the other printers, the LQP02 offers many other highly desirable features. You can change print faces easily, choosing from some 20 different styles. You can vary the pitch (or character spacing) to suit your paper size and needs. You can tell the letter-quality printer to print in boldface or shadow-style, and you can print subscripts, superscripts, justified text, or up to 10 columns on a page. The LQP02 also allows you to print on continuous paper or single sheets like letterhead stationery.

This sample was printed on the LQP02
Letter-Quality Printer using a Courier
10-pitch typewheel.

This is a sample of boldface printing
on the LQP02 Letter-Quality Printer.

**This is a sample of shadow-bold
printing on the LQP02 Letter- Quality
Printer.**

Figure 2-11   LQP02 Print Samples

Summary of DECmate II Printer Features and Benefits

Table 5   DECmate II Printers Features and Benefits

Feature	Benefit
Choice of sizes	Allows you to select best fit for your office space.
Portable	Easy to move and position for maximum operating efficiency.
Choice of print quality and speed	Allows you to select a printer that fits your precise needs.
Variety of costs	Allows you to select a printer that meets your budget.
Customer-installable	Saves time and money.

Table 6   Features and Benefits of DECmate II Printers

Printer	Feature and Benefit
LA50 Personal Printer	Lowest cost. Smallest, most compact design. Print speed 100 char/s Graphics capability. Built-in tractor feed. Accepts paper up to 4 parts thick and 9 inches wide. Variable pitch and vertical line spacing.
LA100 Letterprinter	Most versatile. Fastest, for high-volume printing needs. Selectable print speeds (240, 80 or 30 char/s). Graphics capability. Multiple type fonts and character sets. Variable pitch and vertical line spacing. Accepts paper up to 4 parts thick and 14 7/8 inches wide. Optional roll feed or tractor feed.
LQP02 Letter-Quality Printer	Best quality printer output. Widest choice of changeable type fonts. Print speed 32 char/s. Optional tractor feeder. Optional single-sheet feeder. Variable pitch and line spacing. Accepts paper up to 6 parts thick and 14 7/8 inches wide. Prints subscripts, superscripts, shadow-bold, double-bold, justified text, and multiple columns.

Communications with Other Systems for More Efficiency

Available with every DECmate II system is a powerful communications capability. It is this capability that allows you to connect your DECmate II to a large number of other systems so you can exchange information electronically. Systems that are close enough to each other can be connected together directly by means of a cable. And systems that are located farther apart can 'talk to each other' by means of the telephone lines. To use your DECmate II's communications feature you must have the word processing communications software (described later in this chapter).
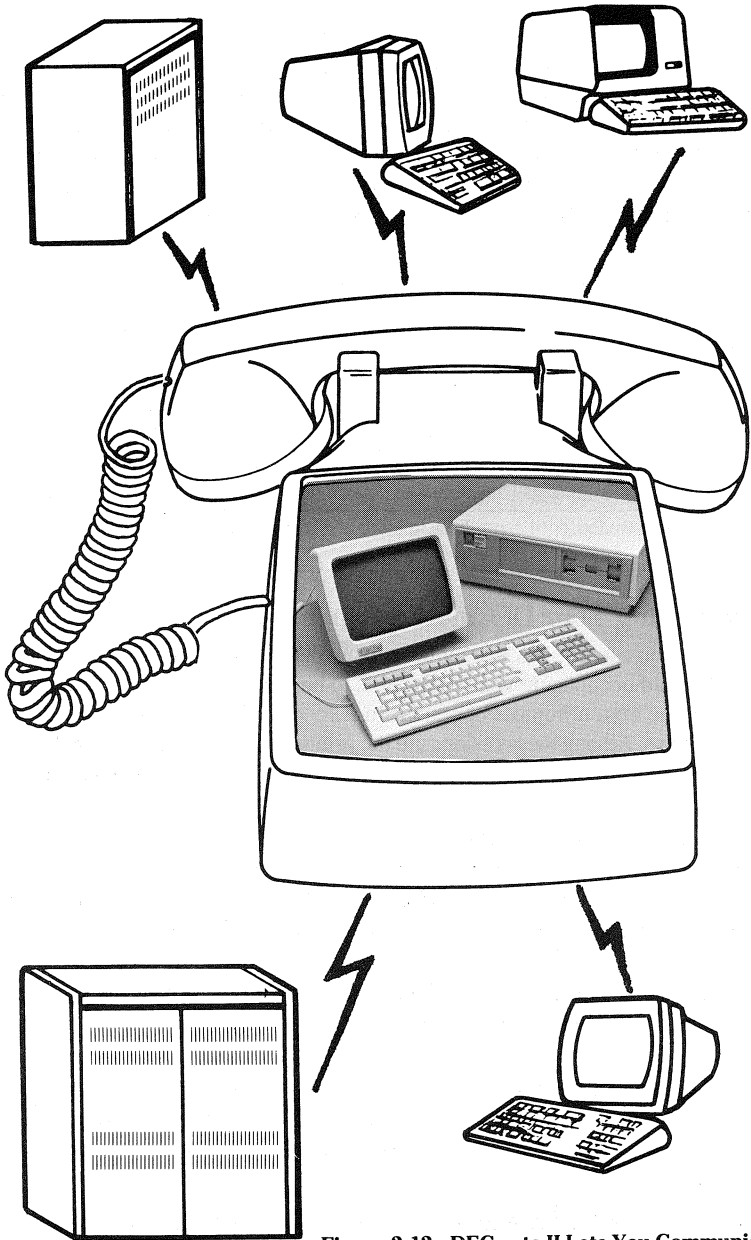
**Figure 2-12   DECmate II Lets You Communicate
with an Unlimited Number of Systems**

2-13

The easy-to-use communications feature greatly expands the applications for your DECmate II. In branch offices, DECmates can receive critical operating information from the home office. Price changes, inventory figures, delivery schedules, meeting agenda items, and much more can be transmitted as soon as they are available. Sales figures can be transmitted to the home office or to a manufacturing facility. You can send memos, reports, and other vital information throughout an office, a department, or entire company, or outside your company.

Table 7   Features and Benefits of DECmate Communications

Feature	Benefit
Flexibility and Power	Provides many different uses and allows selection of mode best suited to your needs. Expands system capabilities.
Speed	Permits immediate exchange of vital data and instant access to data on other systems.
Software-controlled	Easy to learn and use. Menus and messages simplify use.

Expanding Your DECmate's Capabilities

Because you can use DECmate II in so many different applications, Digital allows you to build or configure your DECmate II to best fit your needs. That means you can choose from a number of options to tailor your DECmate II to your specific applications. Among these options are the printers described above as well as several other pieces of hardware and software described briefly below. (Refer to Chapters 5 and 6 for more detail.)

More document storage is available for your DECmate II system in the form of a second diskette drive that gives you access to approximately 300 more pages of text. Additionally, there is a storage option that allows you to connect your DECmate II to Digital's older (eight-inch) diskette drives with up to 700 pages of text storage.

Optional furniture is also available from Digital to accommodate your DECmate II in a compact, attractive arrangement. These items are described (and pictured) in Chapter 8.

Digital offers DECmate II software options for word processing, list processing, math calculations, sorting, and communications applications. The features of these packages are described in the following pages of this section. Specifications are included in Chapter 6.

Using Your DECmate as a Personal Business Computer

If you want to use your DECmate II for business or personal accounting or for other commercial applications, there are options that include a powerful business opera-

ting system, COS-310, developed by Digital as well as a CP/M-80 microprocessor and the CP/M operating system software. With these options on your DECmate II, you can run a multitude of software packages available from Digital or from other vendors.

Among these software options are the BPI Accounting packages: General Accounting, Accounts Receivable, Accounts Payable, Payroll, Inventory Control, Job Cost, and Personal Accounting, as well as a growing list of profession-specific packages. (See Chapter 6.) Digital also offers MULTIPLAN, a spreadsheet package and MBASIC and R/M COBOL, two programming languages that allow you to develop your own applications.

DECmate Software

Of the many different software packages you can use with your DECmate II, the group of related and integrated word processing applications gives you the most impressive array of powerful capabilities. These packages include:

Word Processing
List Processing
Math
Sort
Communications

DECmate Word Processing Software from Digital

The Digital Word Processing Software is an application specially designed for high-volume secretarial or professional use. It allows you to create extensive original documents and reports, to prepare contracts and other customized documents, and to format and print all these documents in an unlimited number of ways.

Full user documentation as well as easy-to-use computer-based instruction (CBI) are included with the word processing software to help you — or others in your organization — learn to use your DECmate II. The exclusive DECmate II CBI package allows you to learn DECmate at your own pace and in as much depth as you need. It also simplifies training of new DECmate users, because they can learn to use the system without tying up the time of your more experienced personnel.
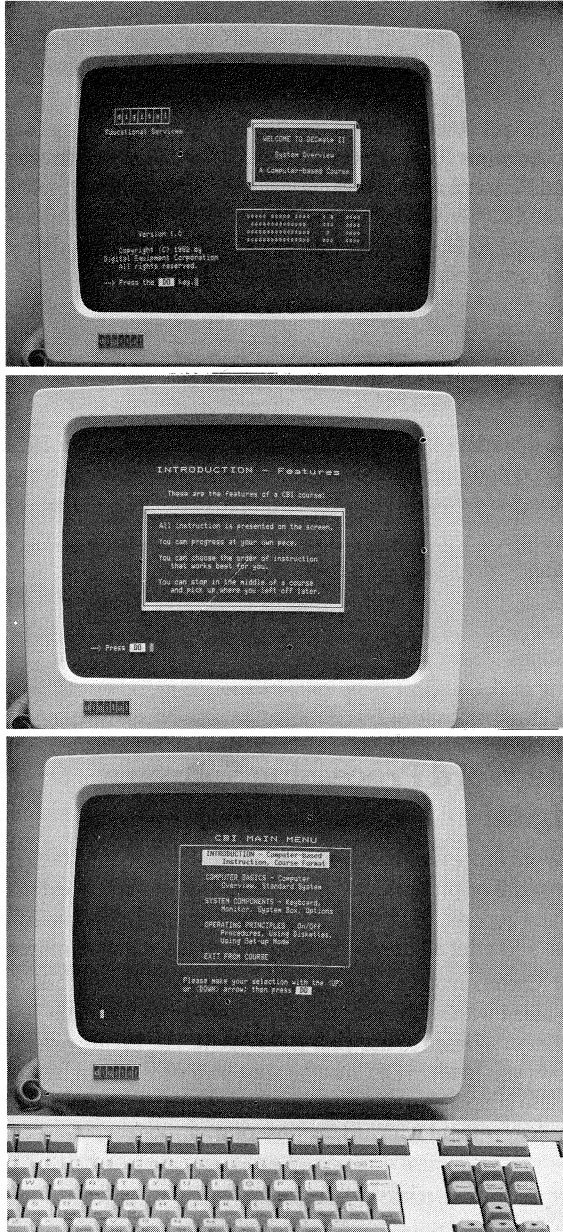
Figure 2-13   Sample CBI Screens Guide New Users

The DECmate II Word Processing Software uses straightforward "menus" or lists from which you select the tasks you wish to perform. For example, the basic word processing "Main Menu" shows you a list of steps that include.

C = Create a new letter or document
E = Edit an existing letter or document
P = Print a letter or document
I = Index of letters and documents on file
D = Delete a document
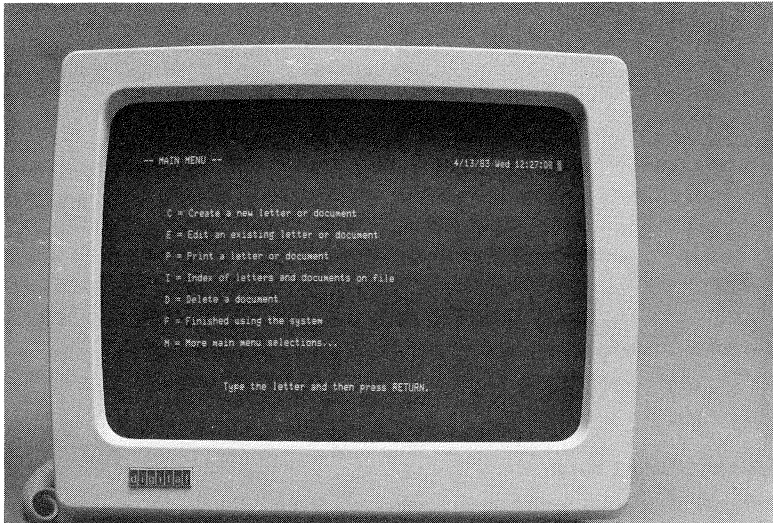
Figure 2-14   DECmate Word Processing Main Menu

It also tells you to "type the letter and press the RETURN key." So to type a new letter or memo you simply type C and press the RETURN key. DECmate II then asks you for the name you want to give your new document. You type the name of your choice, press the RETURN key, and you're ready to start typing your new document. It's that easy.

With DECmate II Word Processing you can use removable diskettes for storage of your letters and other documents. Each document diskette can hold approximately 150 pages of text. The actual Word Processing Software is also stored on a diskette, called the system diskette.

Word Processing System Diskette

The system diskette contains the word processing programs that control all the operations of your DECmate II word processor. These are the programs that allow you to type, edit, print, and perform a multitude of other tasks from the keyboard

of your DECmate II system. The system diskette also provides about 35 pages of additional storage space that you can use for documents or for the "boilerplate" library and the abbreviation dictionary (described below).

Figure 2-15   DECmate II Diskettes

Boilerplate Library

In many of the documents you create and edit, there is standard information that you use repeatedly in the same format. Called boilerplate text, this information might be standard contract paragraphs, product specifications, letter or memo formats, or other information that does not change from one document to another. After you have typed this information and proofread it for accuracy one time, you can store it in a boilerplate library, and then extract it whenever you need to use it again in a new document. You never have to retype it. Consequently, you can save a large amount of time and can avoid the annoyance of introducing errors that can occur when you retype manually.

During creation or editing of a document, you can easily tell DECmate II to retrieve these stored boilerplate paragraphs from the diskette and insert them at any point into your document. There's no retyping or reformatting required on your part.

Abbreviation Dictionary

Similarly, you can build your own abbreviation (or shorthand) dictionaries that contain expressions, names, addresses, titles, technical words, or distribution lists commonly used in your day-to-day work. You store these expressions in a docu-

ment for future use as needed. Then with just a few keystrokes, you call them to the screen and insert them into the current text automatically. Like the boilerplate library, use of the abbreviation dictionary can save you hours of retyping, proofreading, and correcting typographical errors.

Table 8   Benefits of Boilerplate Library and Abbreviation Dictionary

Feature	Benefit
Boilerplate Library and Abbreviation Dictionary	Eliminate retyping and reformatting standard text. Reduce errors. Speed up document preparation and editing. Reduce proofreading time.

Rulers

With the DECmate Word Processing Software, you can format your text any way — and as often as — you please. Just as you format text on a typewriter with left and right margins, single or double spacing, and tab stops, a DECmate II word processor lets you do the same — and much more.


```
Document: (1.5) Adams letter

Blocks used: 0

Blocks still available on diskette: 763

Text size: 54 lines
```
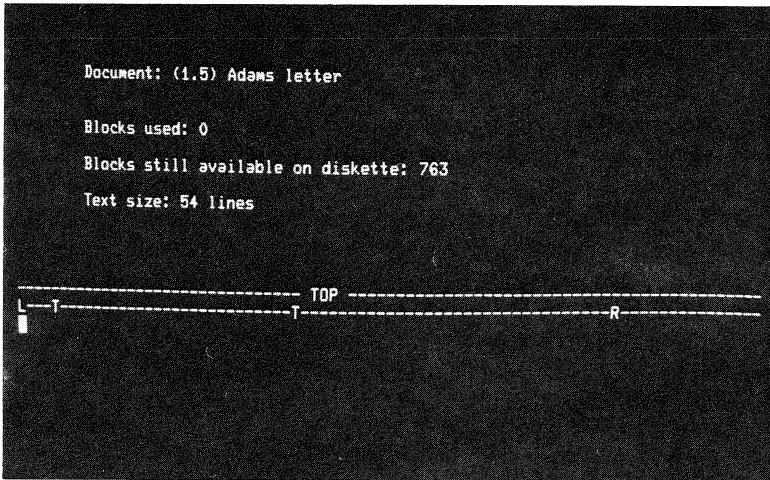
Figure 2-16   Sample Word Processing Ruler

For extra wide reports and documents, you can set margins up to 158 character positions across a page. You can select single, double, half, or one-and-a-half line spacing. You can set tab stops wherever you like. You can also set tabs that automatically line up information such as dollar amounts on a decimal point, or that line up items on the right side as opposed to the left side of the column. The word

processor can center a line of text with only two keystrokes of instruction from you. It can even tell you when you need to hyphenate a word at the end of a line.

Best of all, at any time you decide to change your margins or tab stops, you can do so easily. Actually, DECmate II does it for you. And there's no need to do any retyping of the information you already entered. DECmate II reformats your entire document for you according to your new settings.

Another useful feature is DECmate II's ability to "save" or remember margin, tab, and formatting settings that you use frequently. You can store up to ten different format settings, or rulers, for reuse in the future. When you need them, they are always there, only three keystrokes away. You'll never have to try to remember them yourself or count columns on a page to set them up again.

Table 9   Benefits of Word Processing Rulers

Feature	Benefit
Rulers	Save time.
	Eliminate retyping by automatically reformatting text.
	Simplify changes to document formats.
	Automatically align columns.
	Store frequently used formats for easy, quick reuse.

Document Diskette

Document diskettes are used to store the text (or documents) that you create on your DECmate II. Like a file cabinet, the diskettes hold the originals of all your letters, memos, and other documents; but better than a file cabinet, they require much less space.

Perhaps the greatest timesaving feature of your "electronic file cabinet" is the fact that the Word Processing Software *automatically indexes* all the documents you store on each diskette. This index records the document names you assign as well as the size and version number of each document. It automatically notes the date and time you created the document and the date and time you last modified each document. In addition, the index maintains a running total of the time spent on each document and on the most recent edit, which is extremely handy if you must charge time against different jobs you work on. The index also indicates how much space on the diskette has been used and how much remains.

Table 10   Benefits of Document Index

Feature	Benefit
Document Index	Eliminates confusion about what is stored on diskette.
	Automatically records and updates valuable information on each document.
	Eliminates necessity of maintaining logs manually.

```
-- INDEX OF DOCUMENTS --                                    5/10/83 Tue 8:50:06 ▌
Drive: 1, Name: WPDOSK, # of Docs: 4, Blocks left: 765 (of 779)
---------------------------------------------------------------------------------
Document                                                             Elapsed Time
Number  Name                    Created  Modified         Size Version  Last   Total
---------------------------------------------------------------------------------
  • 4    May Sales Report
                                 5/6/83   5/10/83 8:45      2      2     0:08   0:10

    3    Jones memo
                                 5/6/83   5/6/83 10:16      1      1     0:02   0:02

    2    Smith letter
                                 5/6/83   5/6/83 10:00      2      3     0:05   0:08

    1
                                 5/6/83   5/6/83 10:16      1      3     0:00   0:00



                       °


                         Press either RETURN
                         OR Gold MENU to recall the Main Menu.
```

Figure 2-17   Sample Document Index

Full Editing Capabilities

All the typing and editing you perform appear on the bottom line of the display screen. At the end of a line or after a carriage return, the text moves automatically to the next line, similar to the forward movement of paper in a typewriter. The big difference is that you do not have to press a carriage return key after each line as you must do on a typewriter. You can move continuously backward or forward through a document, always seeing on the screen the information you wish to edit.
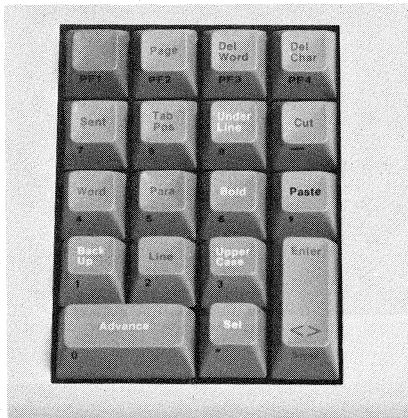
Figure 2-18   Word Processing Editing Keys

Specially labelled word processing keys let you delete, add, move, duplicate, underline, capitalize, or boldface text — a character, word, line, sentence, paragraph, or page at a time. Consequently, modification of sentences and paragraphs occurs rapidly — with only a few keystrokes needed to make major changes. Whenever you add or delete text anywhere in a document, the DECmate II Word Processing Software automatically expands or closes up all text around your change.

Table 11 Benefits of WPS Editing Capabilities

Feature	Benefit
Editing Capabilities	Save operator's time. Flexible. Easy to learn and use. Simplify production of top-quality documents.

Menus and Cue Cards

Menus and cue cards help a novice operator to learn system operation quickly. A menu appears on the screen whenever there is a choice of operations for you to perform. Cue cards are prompting commands which appear automatically whenever the system needs more information from you or when you make a mistake. With only a little experience, operators quickly make menu selections and bypass cues without pausing to read them. For less skilled operators, each menu gives easy-to-follow instructions on how to proceed.
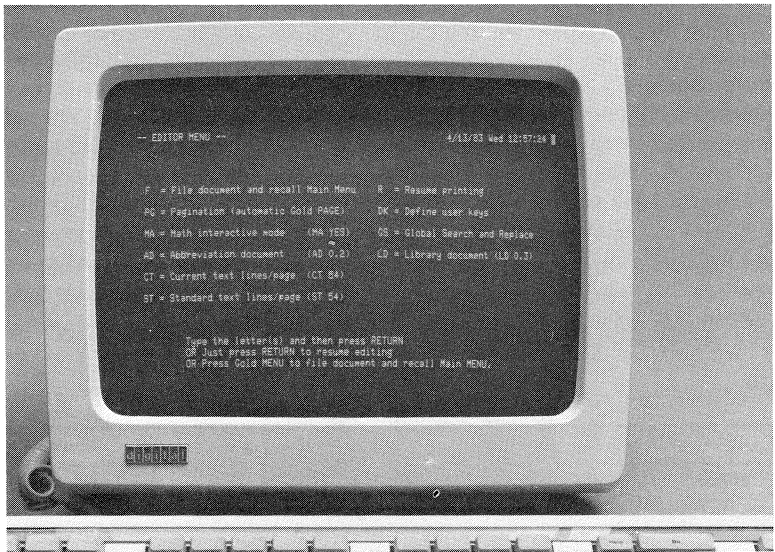
Figure 2-19 Sample Menu with Cue Card

2-22

Table 12 Benefits of Menus and Cue Cards

Features	Benefits
Menus and Cue Cards	Simplify system learning and use for beginners or infrequent users.
	No command lines to learn or remember.
	Allow experienced users to bypass menus.

Help Key

To assist new or infrequent DECmate II word processing users, there is a *Help* key on the keyboard. When you are editing a document and press the Help key, the system displays a menu of all the special word processing functions. You select the one that you are unsure of, press the Help key again, and DECmate II displays a brief explanation of that function as well as a reference to the manual that will give you detailed instructions. This standard feature is especially useful to the 'casual' user or to the person who cannot recall how to perform an infrequently used function.
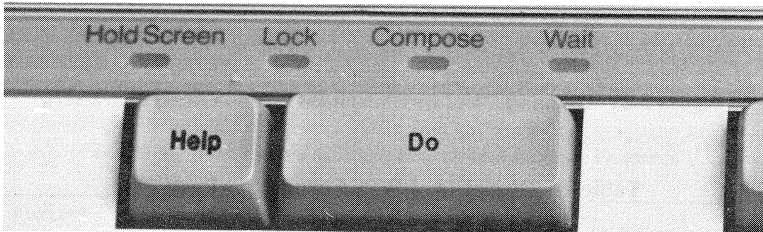
Figure 2-20   DECmate II Help Key

Table 13   Benefits of Help Key

Feature	Benefits
Help Key	Simplifies system use.
	Saves time.
	Refers you to appropriate user documentation for extended help.

Formatting Features

DECmate II includes many useful text formatting features that you can employ to make your finished text look highly professional. These include: underlining; boldfacing or shadow bolding; centering a word, phrase, or line of text; changing case (upper and lower); fully automatic pagination; subscripting; superscripting;

overprinting characters; printing the date and time of creation on a document; automatic line justification; and semiautomatic hyphenation. DECmate II displays underlined and boldfaced characters for easy editing.
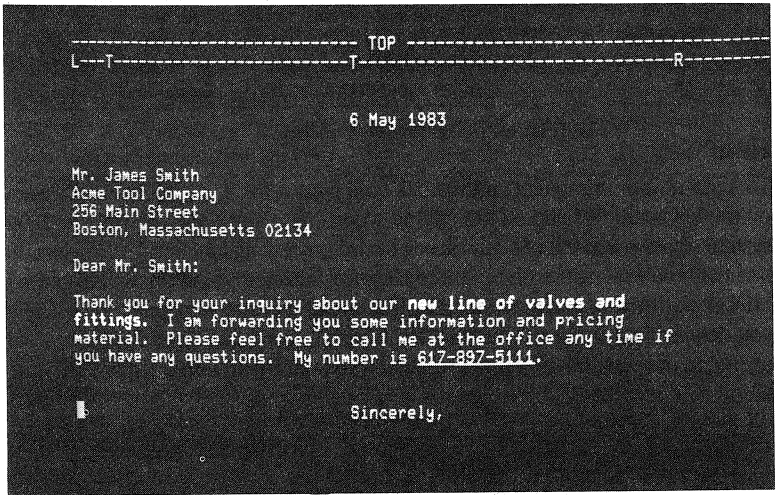
Figure 2-21   DECmate Displays Underlined and Boldfaced Characters

Table 14   Benefits of WPS Formatting Features

Feature	Benefits
Formatting Features	Simplify production of professional documents. Easy to edit. Permit flexibility of output.

Cut and Paste

DECmate II's cut and paste feature is an invaluable editing aid because it lets you select an amount of text, cut it out of one place in your document, and move it to any other location(s) in that document or in another document. If you change your mind, you can put the text right back where it first was, with only one keystroke.

Blocks of text — up to three full pages at a time — can be moved from one location to another within a document, transferred from one document to another, or copied repeatedly throughout a document at the touch of a key. This saves you typing time and eliminates the possibility of introducing new errors as so often occurs when you must retype text.

Table 15   Benefits of Cut and Paste Feature

Feature	Benefits
Cut and Paste	Saves time. Reduces errors and proofreading. Reuses existing text as many times as needed. Permits fast production of professional-quality documents.

Search and Replace

If you must find and change a date, a name, or other phrase in your document, DECmate II can quickly find that information for you. The Word Processing Software can rapidly search a document backward or forward for a given phrase, which you can then modify or replace with new text as you choose. This feature is also a great timesaver and helps to reduce errors that you might not catch yourself.

Global Search and Replace

DECmate's global search and replace feature allows you to search forward through an entire document for a word or phrase you wish to change or delete. DECmate finds and automatically replaces every occurrence of the phrase with whatever information you specify. You save time, and your document is accurately and automatically corrected to your instructions.

Table 16   Benefits of DECmate Search and Replace Features

Features	Benefits
Search and Replace and Global Search and Replace	Save time. Simplify editing. Reduce errors.

Automatic Pagination

Another powerful capability of the DECmate II software is automatic pagination during editing. This feature tells DECmate II to determine where each page break in your text will occur when it is printed. You can then see on the screen exactly where the printed pages will start and end, and you can change any or all of them before you do the final printing. In this way you can prevent a page break from occurring in the middle of a table or chart.

Go-to-Page

DECmate II provides another useful search capability called go-to-page. This feature allows you to immediately access a specific page in a document. While editing, you tell DECmate II what page you want it to find, and it then searches for that

page and displays it. This feature saves you time when you want to go to a specific page in a lengthy document and edit text on just that page. DECmate II can identify each page and find the one you want.

Table 17   Benefits of Automatic Pagination and Go-to-Page Features

Features	Benefits
Automatic Pagination and Go-To-Page	Save time. Let you see page layouts before printing. Permit quick and easy changes to any page.

User-Defined Keys

The DECmate Word Processing Software saves you time and keystrokes by means of another feature called *user-defined keys*. User-defined keys are shortcuts and timesavers that make many word processing operations much faster, easier, and automatic. Simply defined, a user-defined key (or UDK) is a series of keystrokes that you record once for later use any time they are needed. You never have to press all the keys again, but rather press only the UDK, and all the original steps are performed automatically.

For example, a sequence of frequently used steps, such as those required to print a specially formatted document, can be stored (recorded) once in a user-defined key. Then, any time you must perform those steps, you merely press the user-defined key once, and all the appropriate keystrokes to print the document occur automatically. This saves large amounts of time for experienced users; and for novice users, it greatly simplifies operation. Because you store a complex series of steps in a single UDK, novice users never need to worry about learning all the steps. They only need two keystrokes to invoke the series of steps in the UDK.

Up to 10 different user-defined keys for any operations of your choice can be stored on one word processing system diskette. To store additional user-defined keys, you simply use another system diskette.

Table 18   Benefits of User-Defined Keys

Feature	Benefits
User-defined keys	Save time and keystrokes. Greatly simplify system use. Eliminate need for performing repetitive keystrokes. Flexible — up to 10 can be saved.

Special Printing Features

Various special printing features are available with the DECmate II Word Processing Software. You can store a list of documents to be printed, and retrieve and

view that list if changes to it are needed. You can also send up to eight documents to the printer at any time, and DECmate II keeps track of them in a *queue* or list, printing each in its turn.

You can direct your DECmate to print text in up to 10 columns across the page. You can set the pitch, or characters per inch, to meet the needs of your printed document. Ten and twelve pitch are most common, but others are available, up to 25 characters per inch. Similarly, the DECmate II software gives the printer such capabilities as subscripting and superscripting, a limited form of proportional spacing, underlining, bolding, and overstriking.

In addition, DECmate II will automatically print chapter headings at the top or bottom of every page. It will determine page numbers and section numbers automatically and position them on the top or bottom of every page, as you request.

Stored Printer Settings

You can store individual printer settings with each different document on your diskette. Such variables as line spacing, first page to print, last page to print, number of copies, pitch, page size, and single sheets or continuous forms requests can be defined and changed as often as you wish for each document.

The DECmate II Word Processing Software also allows the use of the automatic sheet feeder. This capability lets you print on single sheets of paper, such as letterhead or multipart forms. Two different kinds of paper can be fed from the two-tray sheet feeder, such as a first-page letterhead sheet and a second page (blank) sheet. Each sheet feeds into the printer automatically.

Table 19   Benefits of Special Printing Features and Stored Printer Settings

Features	Benefit
Special Printing Features and Stored Printer Settings	Provide professional-quality documents. Flexible. Easy to use. Increase productivity. Save time.

Maintenance Commands for Diskettes

You can easily copy diskettes whenever someone in your office needs a copy. It's also handy to have backup diskettes (or copies) just in case you lose a diskette that you need. With a backup copy, you can recover most, if not all, of the information that you need.

DECmate II provides two copy options. One allows you to copy an entire diskette, that is, backup, and the other allows you to copy selected documents from one diskette to another.

Another useful diskette maintenance feature is the verify utility. It allows you to check the structure of data on your diskettes. If the verify utility finds an error in the data, it allows you to copy selected documents onto another diskette.

Table 20   Benefits of Diskette Maintenance Commands

Feature	Benefit
Maintenance Commands for Diskettes	Provide security of data. Permit redundancy of information. Permit easy transferring of data.Permit easy recovery if disk errors occur.

List Processing Package (Select/Merge)

List Processing adds significantly to the number of tasks your DECmate II can perform. One of the major benefits of List Processing is the time it saves you. Because it is primarily an automatic operation, list processing frees you to perform other office tasks. For example, a common office task involves the production of multiple copies of the same form letter, each addressed to a different person or company. List Processing can do it for you.
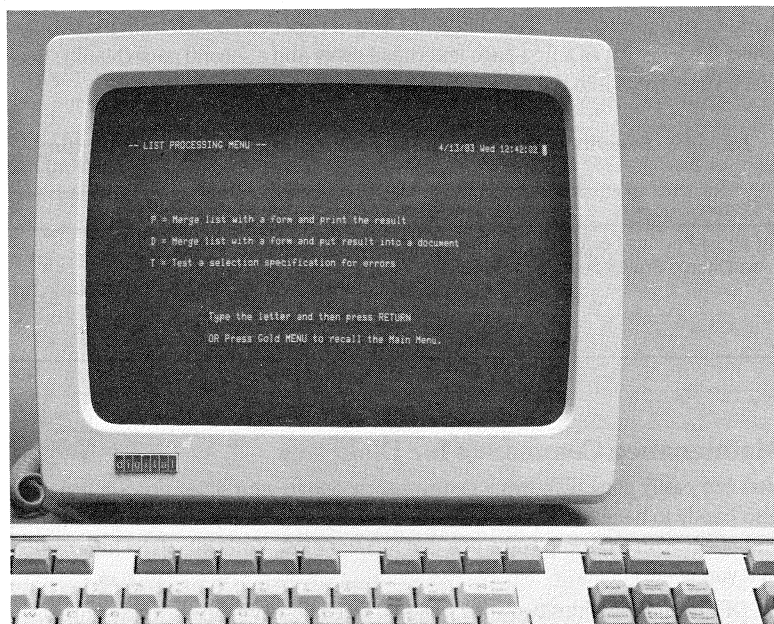
Figure 2-22   List Processing Menu

From your list of names and addresses stored on diskette, list processing produces a crisp, original letter personalized for each one. You type the basic letter only once, and DECmate II reproduces it as a personalized original for each name and address on your list — all automatically. In addition, you can generate all your mailing labels automatically from the same list.

If you want to create a form, such as a purchase requisition or a customer statement, you can do it easily and efficiently with DECmate II List Processing. You can use that original form, stored on diskette, over again as many times as you need.

With List Processing and a stored form, you can produce purchase requisitions or customer statements, all automatically. The word processor merges the names and addresses from your files with the forms, and it also inserts the appropriate billing or other information from each customer record. The result is a statement that is complete and ready to send to the customer. If you also have the Math software (described below), DECmate II will do all the calculations for you, too. It can calculate customer balances and then insert them into their statements.

List Processing is not just for customer mailings either. You can produce monthly reports easily and quickly by using a standard form over again, and modifying the information that goes into it. Or, you can produce lists of employees for internal use — such as telephone lists that must be updated frequently.

You can specify certain information to appear only at the top of the page or at the bottom of the page of your final printed copy. Similarly, you can tell the word processor to skip certain records in your list if for some reason you don't want them processed.

Perhaps the most sophisticated feature of the List Processing Software is its ability to test records in your list and select only certain ones for processing. With this capability, your word processor can read through the list and ignore those records that do not meet the criteria you specify. For example, you can include a "months overdue code" as part of each customer's record in your list. Then, when you process them, you can tell your DECmate II to check that overdue code for a value of 2 or more. It checks each record and processes only the ones in which the overdue code has a value of 2 or more. In this way, the word processor automatically selects those customers whose accounts are 2 or more months overdue.

Best of all, List Processing is easy to use. You create lists of names and forms for statements, reports, and letters, precisely as you would type any document on the word processor. You type selection commands in simple English, such as "if months overdue = 2 or more". Then, List Processing does the rest automatically and efficiently.

A Closer Look at DECmate II

```
<first>Phil
<last>Bruschmann
<region>Western
<district>Seattle
<:sales>$11,040.00
<:expenses>$478.09
<>

<first>Terri                    If <:sales>=<$10,000.00> or more
<last>Lawrence                  and <region>=Western
<region>Western                 then process record
<district>Seattle
<:sales>$12,654.00
<:expenses>$505.44
<>

<first>Ted
<last>Jones
<region>Western
<district>So. California
<:sales>$7,654.00
<:expenses>$345.00
<>

<first>Linda
<last>Yarger
<region>Northeast
<district>New England
<:sales>$9,000.00
<:expenses>$250.00
<>
```

```
June 15, 1983


<first> <last>
<district> Office

Dear <first>:

Congratulations, <first>!  Your outstanding efforts this past
month have earned you membership in the Captain's Club.  You are
to be commended for the <:sales> in sales you brought in.

As a result, we extend you an invitation to join us at the 1983
Captain's Club in Hawaii this Fall.  See you there!



John Prentice
President
```

Figure 2-23   List Processing Can Produce Personalized Letters

June 15, 1983

Phil Bruschmann
Los Angeles Office

Dear Phil:

Congratulations, Phil! Your outstanding efforts this past month
have earned you membership in the Captain's Club. You are to be
commended for the $11,040.00 in sales you brought in.

As a result, we extend you an invitation to join us at the 1983
Captain's Club in Hawaii this Fall. See you there!

John Prentice
President

June 15, 1983

Terri Lawrence
Seattle Office

Dear Terri:

Congratulations, Terri! Your outstanding efforts this past month
have earned you membership in the Captain's Club. You are to be
commended for the $12,654.00 in sales you brought in.

As a result, we extend you an invitation to join us at the 1983
Captain's Club in Hawaii this Fall. See you there!

John Prentice
President

Figure 2-23 (continued)   List Processing Can Produce Personalized Letters

```
<first>Phil
<last>Bruschmann
<region>Western
<district>Seattle
<:sales>$11,040.00
<:expenses>$478.09
<>


<first>Terri
<last>Lawrence
<region>Western
<district>Seattle
<:sales>$12,654.00
<:expenses>$505.44
<>


<first>Ted
<last>Jones
<region>Western
<district>So. California
<:sales>$7,654.00
<:expenses>$345.00
<>


<first>Linda
<last>Yarger
<region>Northeast
<district>New England
<:sales>$9,000.00
<:expenses>$250.00
<>
```

**Figure 2-24   List Processing Can Produce
Reports Tailored to Your Needs**

process record

MONTHLY SALES REPORT

Sales Expenses

Sales Rep., Reg., Dist.   `<:sales>` `<:expenses>`

```
<!S>
<first> <last>
<region>
<district>
<!E>
```

MONTHLY SALES REPORT

Sales Expenses

Sales Rep., Reg., Dist.

          $478.09

Phil Bruschmann $11,040.00
Western
Seattle $505.44

Terri Lawrence $12,654.00
Western
Seattle $345.00

Ted Jones $7,654.00
Western
So. California $250.00

Linda Yarger
Northeast
New England $9,000.00

2-32

Table 21   Benefits of List Processing Feature

Feature	Benefit
List Processing	Provides flexibility. Provides multiple uses for the same data; eliminates redundancy of data. Saves time. Easy to use. Automatic selection of data. Provides ability to tailor and change output documents easily.

Sort Software

Digital offers a Sort option that can be added to your DECmate II Word Processing Software to automatically alphabetize and arrange information in lists. A list of names and addresses, for example, can be arranged in alphabetical order (or reverse alphabetical order) before you print them. In another example, you can sort a mailing list by zip code before you print your labels from it. Sorting by zip code can save you money on post office bulk mailing charges.

Sort is similar to List Processing. It takes information from a list, sorts that list according to your specification, and puts the sorted information into a new document.

DECmate II Sort Software can also sort lists of numbers in ascending or descending order. Because it allows certain symbols like dollar signs, commas, and decimal points in the items you are sorting, it is easy to sort lists by dollar values, dates, or part numbers.

Table 22   Benefits of Sort Feature

Feature	Benefit
Sort	Flexible. Saves time. Easy to use. Automatic. Saves money on bulk mailings.

```
<first>Phil
<last>Bruschmann
<region>Western
<district>Seattle
<:sales>$11,040.00
<:expenses>$478.09
<>

<first>Terri
<last>Lawrence
<region>Western
<district>Seattle
<:sales>$12,654.00
<:expenses>$505.44
<>

<first>Ted
<last>Jones
<region>Western
<district>So. Calif
<:sales>$7,654.00
<:expenses>$345.00
<>

<first>Linda
<last>Yarger
<region>Northeast
<district>New En
<:sales>$9,000.0
<:expenses>$250.
<>
```

sort on <region> in ascending order and
sort on <district> in ascending order and
sort on <:sales> in descending order

```
<first>Linda
<last>Yarger
<region>Northeast
<district>New England
<:sales>$9,000.00
<:expenses>$250.00
<>

<first>Terri
<last>Lawrence
<region>Western
<district>Seattle
<:sales>$12,654.00
<:expenses>$505.44
<>

<first>Phil
<last>Bruschmann
<region>Western
<district>Seattle
<:sales>$11,040.00
<:expenses>$478.09
<>

<first>Ted
<last>Jones
<region>Western
<district>So. California
<:sales>$7,654.00
<:expenses>$345.00
<>
```

Figure 2-25 Sort Feature Arranges Lists to Your Specifications

Math Software

DECmate II software offers an optional Math feature that lets you use your DEC-mate II to do mathematical calculations within documents. You can do addition, subtraction, multiplication, and division. You can give DECmate II an arithmetic problem while you are creating or editing a document. It will calculate the answer and insert it into your document at the point you select.

If, for example, you are entering a table of test scores and the last entry in each line must be the average of all the other entries, Math can calculate these averages and fill them in at the appropriate point for you.

Or, suppose you are entering a table of training expenses. On each line you enter the number of people taking a given course and the cost per person. Using Math, DECmate II can calculate the cost of training all the people taking each course, and can then find the total cost of all the training courses.

In addition to doing calculations on separate lines, DECmate II Math can total columns, do subtotals, and calculate column averages. Anytime you change a number in the table, Math will recalculate its values. In this way, it is particularly valuable for producing monthly reports whose formats do not change but whose item values do. Each month, you simply edit the values that have changed, and DECmate II Math recalculates the totals and prints the updated report.

DECmate Math also allows the use of constants in formulas and the use of accumulators to temporarily store values that you will need in another calculation (such as storing a running total that will ultimately be used to calculate an average of numbers). Math permits you to specify truncation or rounding off for long decimal numbers. And it allows the use of format words which direct Math to write its answers as money, to limit the number of decimal places, or to use special symbols.

Math can be used with the List Processing feature to calculate values that will be inserted into List Processing documents. For example, if you are using List Processing to produce reminder letters to customers with outstanding balances, the Math feature can calculate each customer's outstanding balance and insert it in the reminder letter to that customer.

Table 23 Benefits of Math Feature

Feature	Benefit
Math	Saves time. Flexible. Eliminates duplication of effort and provides tailoring of output documents to specific needs.

```
----------------------------- START CONTROL -----------------------------
WPSMATH
FORMULA <:sales> * 0.1 = <:comm>   "$999,999.99"
FORMULA <:sales> - <:comm> - <:expenses> = <:profit> "$999,999.99"
FORMULA <:total sales reps> + 1 = <:total sales reps>
FORMULA <:total profit> + <:profit> = <:total profit> "$999,999.99"
FORMULA <:total profit> / <:total sales reps> = <:avg profit>
"$999,999.99"
----------------------------- END   CONTROL -----------------------------
<first>Linda
<last>Yarger
<region>Northeast
<district>New England
<:sales>$9,000.00
<:expenses>$250.00
<>

<first>Terri
<last>Lawrence
<region>Western
<district>Seattle
<:sales>$12,654.00
<:expenses>$505.44
<>

<first>Phil
<last>Bruschmann
<region>Western
<district>Seatt
<:sales>$11,040
<:expenses>$47
<>

<first>Ted
<last>Jones
<region>West
<district>So
<:sales>$7,6
<:expenses>
<>
```

Sales Rep., Reg., Dist.   MONTHLY SALES REPORT

<!S>
<first> <last>   Sales
<region>
<district>   Expenses
<!E>   <:sales>   Commission   Profit
Total Sales Reps: <:total sales reps>   <:expenses>
Total Profit: <:total profit>   <:comm>
Average Profit: <:avg profit>   <:profit>

Sales Rep., Reg., Dist.	MONTHLY SALES REPORT			
	Sales	Expenses	Commission	Profit
Linda Yarger Northeast New England	$9,000.00	$250.00	$900.00	$7,850.00
Terri Lawrence Western Seattle	$12,654.00	$505.44	$1,265.40	$10,883.16
Phil Bruschmann Western Seattle	$11,040.00	$478.09	$1,104.00	$9,457.91
Ted Jones Western So. California	$7,654.00	$345.00	$765.40	$6,543.60
Total Sales Reps:	4			
Total Profit:	$34,734.67			
Average Profit:	$8,683.67			

**Figure 2-26   DECmate Math Can Combine with List Processing to Calculate
Results and Produce Reports**

2-36

DECmate Communications Software

Communication to other computers (Digital and non-Digital) as well as communication to other Digital word processors is one of DECmate II's strong features. It is easy to use and provides you with unlimited applications for your system. It can put you in direct contact with the people you work with across the hall, across the street, or across the country. It allows you to exchange information at electronic speeds and therefore to work more efficiently. You can have the data you need almost instantly to make important decisions, to be more productive, and to stay informed.

The DECmate II Communication Software gives you three powerful ways to transmit information with your DECmate II. You select the one that best fits your needs. If, for example, you must send a new product description, created on your DECmate, to a salesperson in the field, you can transmit the entire document directly from your DECmate II instantly. With only a few keystrokes on your part, a copy of that document moves from a diskette on your DECmate II to a diskette on the salesperson's DECmate II. He or she can then print it on a printer, or just read it on the screen, and be prepared for the next sales call.

Figure 2-27   Users Select Communication Modes from the DECmate Menu

DECmate Communication also permits you to send information to another DEC-mate even if there is no one at that system to receive the information. This is called automatic, or unattended, transmission. It means that you can set up a DEC-mate II to transmit or receive information at night or during low-rate periods over the telephone network. This is particularly useful if you have offices in different time zones, because the DECmates in your office can keep working even after your office personnel have gone home for the evening.

DECmate also allows you to communicate with many more different devices than just other DECmates. These might be other word processors, photo-typesetters, optical character readers, or computers and external databases like the Dow Jones News/Retrieval Service, the SOURCE, or CompuServe. With your DEC-mate you can have access to the wealth of financial, business, reference, and general information that is resident in these external databases.

With DECmate II, You Can Reach Useful Information in Public Databases

Using DECmate II, you can access the information contained in public database services. These information services can provide you with a wide range of information that can keep you ahead of the competition. By using these database services, you have more information immediately available to help you make decisions more easily.

If, for example, you are preparing a report on a competitor's financial status, you can get a very recent financial evaluation of the company through your DEC-mate II. First thing in the morning, you can scan the *Wall Street Journal* for the latest economic predictions — right on your DECmate II. Here are a few of the public services and databases that can be reached through your DECmate II.

- The Dow Jones News/Retrieval Service gives you more than a dozen powerful databases from which to choose — databases that can help you keep tabs on what is happening with your competition, your favorite stocks, key companies, and the global economic and financial climate. You can scan headlines of the *Wall Street Journal* for articles that are 90 seconds or 90 days old or get current and historical information on stocks, options, and corporate bonds with Dow Jones Quotes. There are current-day updates on U.S. Treasury issues, mutual funds, national over-the-counter quotes, foreign bonds and government securities. There is even access to a "20-volume" encyclopedia for researching report topics.

```
//WSJ
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       HIGHLIGHTS ONLINE
       COPYRIGHT (C) 1982
   DOW JONES & COMPANY, INC.

   THIS DATA BASE ENABLES YOU
TO VIEW ONLINE HEADLINES AND
SUMMARIES OF MAJOR STORIES IN
THE WALL STREET JOURNAL. FOR
DETAILS ON THESE AND OTHER
    STORIES, PLEASE SEE
    THURSDAY'S JOURNAL.

PRESS   FOR
  A  THURSDAY'S EDITION
  B  PREVIOUS EDITIONS
  █
```
Exchange: Composite/OTC Mode: Wall Street Journal   Recd: Off

```
COMPANY NAME:      DIGITAL EQUIPMENT CORP
ENTER   FOR

  1    CORPORATE PROFILE
  2    BALANCE SHEETS FOR 2 YEARS
  3    INCOME STATEMENTS FOR 3 YEARS
  4    QTRLY INC STATEMENTS (CUR FY)
  5    LINE OF BUSINESS DATA
  6    5-YR SUMMARY DATA (REVS, INCOME,
       EPS)
  7    FULL FINANCIAL DATA (2 THRU 6)
  8    OFFICERS AND DIRECTORS
  9    OWNERSHIP AND SUBSIDIARIES
 10    OTHER CORPORATE EVENTS
 11    MANAGEMENT DISCUSSION
 12    CORPORATE RECORD (1 THRU 10)
 13    FULL CORPORATE RECORD (1 THRU 11)
 14    2-YR LIST OF REPORTS ON FILE
       WITH THE SEC
 99    HOW TO ORDER FULL TEXT OF SEC
       REPORTS
  █
```
Exchange: Composite/OTC Mode: Disclosure II   Recd: Off

```
CR
CR

N  I/DJA     01/07 CR 1/1
  /QQ                  /DJA    /
   10/14 DOW JONES 11 A M STOCK
(DJ) AVERAGES DN 2.94
30 INDUS    1012.14 DN 2.94
                OR   0.29 PC
20 TRANSP   408.20 UP  0.23
                OR   0.06 PC
15 UTILS    122.65 UP  0.33
                OR   0.27 PC
65 STOCKS   391.83 DN  0.46
                OR   0.12 PC
11 02 AM


        █
```
Exchange: Composite/OTC Mode: User Mode   Recd: Off

Figure 2-28   Sample Dow Jones News/Retrieval Screens

- The SOURCE is a centralized information base that gives you instant access to over 1,000 information and communication services, including an electronic mail system, UPI wire service, stock market information, airline schedules, hotel availability, and more.
- The CompuServe information service is another database/information service you can access with your DECmate II. It offers news, weather, sports, finance, and entertainment information, electronic mail, home and educational reference material, programming languages and more.
- The TWX and Telex network companies let you send messages directly from your DECmate II to their computers; and what's more, they even give you a discount when you do. By preparing your own messages, you can save on turnaround time, reduce the potential for the introduction of keyboarding errors by the network operator, and save money at the same time.

With these services and databases, your DECmate II becomes a more powerful tool than ever before. It can help you make decisions that are consistently better informed, more timely, and more firmly anchored in the rapidly changing realities of the marketplace.

Using DECmate II Communications with Your Company's Computer Systems

The DECmate II communications feature also allows you to connect your DECmate II to other computer systems in your company. These can be central computer systems that are used for business processing, research and development, programming, or any number of other corporate or departmental tasks. They could also be office information systems that interconnect users with such powerful features as electronic mail, graphics, database inquiry, and much more. In this mode of communication, your DECmate II does not appear as a word processor to the other system, but appears rather as a simple terminal or workstation on that other system. As such, it is ready to perform any number of tasks under the control of the host system.

This aspect of DECmate Communications is discussed in detail in the following chapter.

Joe Smith

Electronic Mail
(8 messages waiting)

Tue 15-FEB-1983

```
SEL   Select Message
      MBI  Inbox    MBC  Created
      MBR  Read     MBS  Sent
C     Create
E     Edit
R     Read Inbox
T     Display Message
A     Answer
FO    Forward
D     Delete
P     Print
S     Send


B
```

Current Message:
ROUNDTABLE - 2/11/83
Subject:
Tom Chisholm - Roundtable
Folder:
ROUNDTABLE

RR   Request Return Receipt
FM   File Message
AT   Attach Document
FA   File Attached Document
OM   Outstanding Messages List

Enter selection and press RETURN:

digital

Chapter 3

DECmate II
and Digital's Other Office Solutions

When you finish this chapter, you'll see how DECmate can put you in touch with other office solutions from Digital. Through Digital's ALL-IN-1 Office Information System, DECmate can bring you electronic mail, resource and time management functions, and a wide range of other capabilities. Through ALL-IN-1, DECmate can make you a part of a fully integrated office automation system reaching throughout your organization.

In most corporations, there is a continuous need to share information not only among individuals, but also among departments, and occasionally across all corporate levels. Your sales department must inform manufacturing of the customer orders to be filled, and manufacturing must let sales and shipping know their inventory levels and schedules. Accounting must stay informed for billing purposes as well as for responding to purchasing and accounts receivable needs. Engineering and marketing must communicate clearly and consistently to the other groups, particularly sales, to help them in their daily activities. In other words, almost every corporate structure must establish the means for effective communications throughout the entire corporation. Only in this way can managers and executives have access to accurate and current information that they need for critical decision-making.

DECmate's powerful communications feature gives you the ability to get to information at all these levels within your corporation. Therefore, when your information needs go beyond the limits of your own office, you can easily reach out — with DECmate — and access information stored on other computer systems within your company or without.

DECmate II Puts You in Touch With Digital's ALL-IN-1 Office Information System

To serve your larger corporate and departmental office information needs, Digital offers a powerful office information system, called ALL-IN-1, which works with your standalone DECmates to give you all the best capabilities of both systems.

DECmate's full standalone capabilities are always available (as described in the previous chapters), but the additional features of the ALL-IN-1 office information system can also be yours — directly from your DECmate's keyboard.

By using your DECmate II as a workstation to the ALL-IN-1 office information system, you can quickly and easily reach the information and the powerful ALL-IN-1 office applications that can help you work more efficiently. It is this relationship between DECmate II and larger systems that sets it apart from other word processors. DECmate's communication feature gives you the ability to access Digital's ALL-IN-1 office information system and thereby helps you work far more effectively. And, as a window to your company's communication network, DECmate can help you work more productively with the people across the hall, across the street, or across the country.
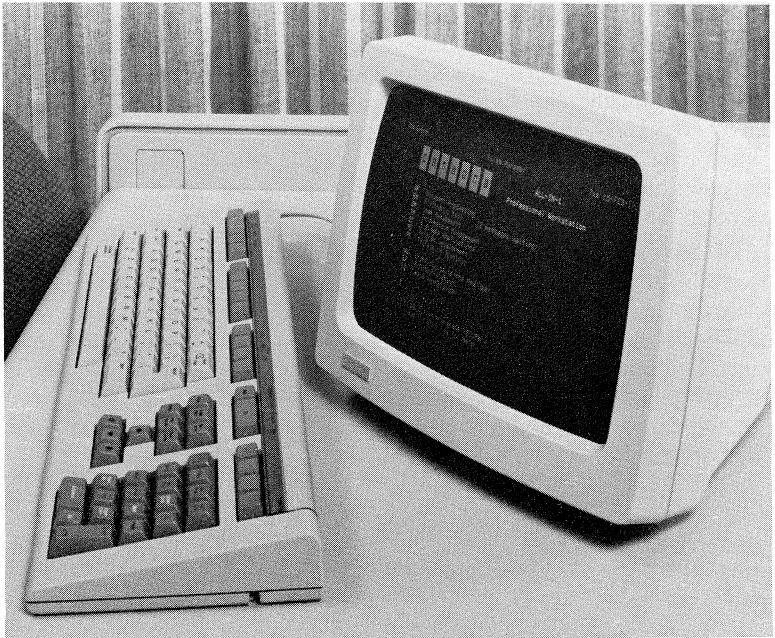
Figure 3-1   ALL-IN-1 Menu

Digital's ALL-IN-1 Office Information System is a set of office application software that provides a wide range of tools for executives, secretaries, managers, and professionals. From a single DECmate workstation, ALL-IN-1 gives people in your organization access to a multitude of office and data processing functions they need for different tasks.

Among the office applications provided by ALL-IN-1 are:

- Word processing
- Electronic mail
- Calendar maintenance
- Calculator functions
- Tickler files and action lists
- Resource scheduling
- Electronic file cabinet
- Phone directories
- Decision support
- Report generation
- Spelling checker
- Data processing and program development tools

Keeping In Touch With People Throughout Your Organization

In many organizations today it is increasingly time-consuming, if not frustrating, to communicate with people. Interoffice mail takes a few days and your telephone calls come up with busy signals or the response that the person is not in. You need to get a quick message to the sales force alerting them of a last-minute price change, or to the distribution center with a special shipment request. Or perhaps someone you know has the right information you need to wrap up your report.

When using DECmate II as an ALL-IN-1 workstation, you have access to DEC-mail, a powerful and full-featured electronic mail and filing system. You can create, send, receive, forward, attach, and file memos, reports, and messages among all those in your company who are also DECmail users. And keeping in touch with others in your company helps you make better decisions.

Scheduling meetings can be laborious, even if you only want a quick project update. You want to have the meeting as soon as possible but some people will be out of town, some have other appointments, others are in end-of-month crunches. And what conference rooms and presentation tools are available?

Using ALL-IN-1's calendar feature, free time on your calendar is matched against the free time on the calendars of the other attendees, on open conference

rooms, and on audiovisual equipment. When the ALL-IN-1 calendar feature finds the earliest open block of time, it notifies you and everyone else and asks for confirmation. All done automatically and quickly.

For those tasks that require a "desktop" calculator, ALL-IN-1 has the ability to do four-function calculations. The results can be easily placed into your report, or into an electronic mail message, or they can be filed for future use.

ALL-IN-1 can be used to look up telephone numbers, mail stop locations, and other telephone-book facts in your company's own phone directory stored on the system. You can have your action items and tickler files organized on ALL-IN-1 to help set priorities for your daily tasks. There's also a spelling verifier that double-checks your spelling against a dictionary of thousands of words so your reports and memos come out more professional than ever.
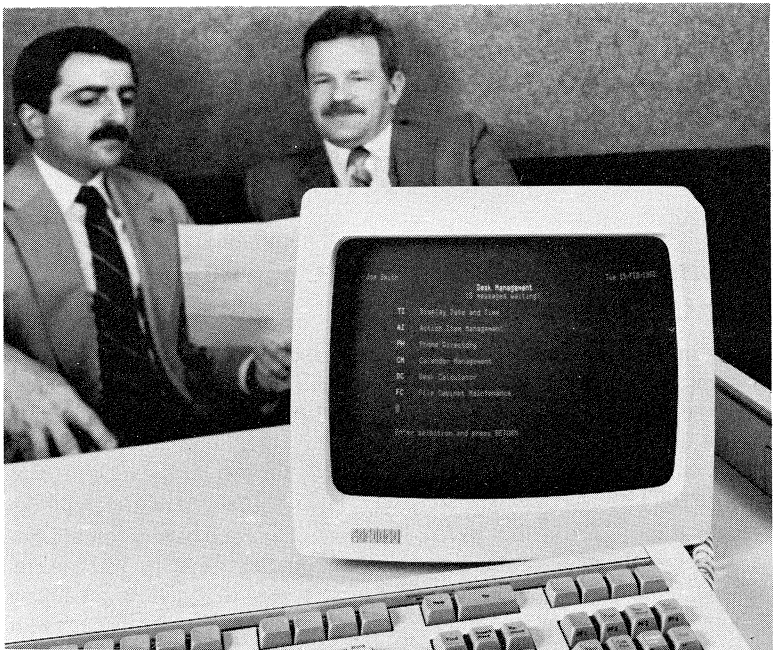
Figure 3-2   A Sample ALL-IN-1 Menu

Additional Software Tools That Reach More Information

Getting the information you want when you want it is a key element to working effectively. And there are many ways to get the information that is stored in an ALL-IN-1 system. The ALL-IN-1 system is based on Digital's popular VAX-11 computer, which provides users with powerful tools, like data inquiry/retrieval, forms management, and program development. Many of the people in your organization can take advantage of these tools. And they can do it easily with a DECmate II. The ALL-IN-1 Extended Softpak software packages and other VAX software have proven successful in data processing applications. With the addition of ALL-IN-1 office software products, the result is a system that puts useful tools into the hands of any user.

Easy-to-use database management products like DATATRIEVE can search for and retrieve information from your department's VAX computer. By asking for information directly from the database, you get only the information you need. For example, you can find out which of your customers ordered at least $50,000 in merchandise from two specific product lines in the last 30 days. Your answer comes quickly reported in precisely the way you need.

Formatting information is easy, too. FMS, Forms Development System, can display a customer's account, an inventory status report, or an interoffice memo on your DECmate II in any format you choose. FMS gives you an unlimited variety of formatting options.

With a DECmate II acting as a terminal to ALL-IN-1, professionals requiring program development tools have access to BASIC and COBOL. No matter who uses DECmate II, the benefit is the same: DECmate gives you the means of reaching the information you need to help you get your job done better.

Through the power of ALL-IN-1, your DECmate can reach the world of the Dow Jones News/Retrieval Service in an instant. When programmed into the ALL-IN-1 menu, access to the powerful Dow Jones database is simple and immediate. The system dials the phone number for you, enters the appropriate identification numbers, and you proceed with the specific functions that you need.

Another powerful feature available through ALL-IN-1 is VAX-11 E-COM, an easy-to-use interface to the U.S. Postal Service's Electronic Computer Originated Mail (E-COM) system. With E-COM you can get important information to those who need it quickly and inexpensively, even though they are not connected to your ALL-IN-1 (or another computer) system. To use E-COM, you create your letters on your DECmate. Then, through ALL-IN-1, you access the E-COM system which takes the letters and sends them electronically to the nearest Serving Post Office (based on the zip codes). At the Serving Post Office, the letters are printed, stuffed into envelopes, and postage is applied. Serving Post Offices guarantee 2-day delivery within their areas.

DECmate can be your access point to Digital's extensive family of products and services — an unmatched line of systems that can tie together information resources at the personal, departmental, and corporate levels.

It's one more reason why you should try a DECmate for yourself. And your local Digital Sales Office — or a toll-free phone call to 1-800-DIGITAL — can arrange that for you.

Chapter 4

Cost Justification

When you finish this chapter, you'll have a clear idea of how quickly DECmate will pay for itself. Of course, the **rate** of that payback process will depend entirely on the way you operate your business. So to give you a comprehensive look at this area, we'll look at both "hard dollar" (quantitative) costs and "soft dollar" (qualitative) costs.

In today's economy, it's not enough that the initial price of office information systems be low. If the system is not powerful enough or flexible enough, or if it is too difficult to learn to use, your investment — no matter how low — is wasted.

On the other hand, if it's the right equipment for your needs, it will soon pay for itself in terms of improved productivity, greater accuracy of information, better, more informed decision-making, improved employee morale and customer relations — overall, improvements that result in positive effects on your bottom line.

Hard-Dollar Cost Justification

This type of calculation will vary widely from user to user, because it depends on such variables as:

- How many letters your office produces each week
- Secretarial pay scales in your area
- How you depreciate equipment
- Operating costs in your area

Studies have shown that **you can save from $1 to $2 per page** in the documents you produce by using a word processor. These figures alone applied to your office operations indicate direct, hard-dollar benefits for word processing users.

But let's look at a "real-world" example:

On Monday morning, after working all weekend, you complete a 10-page report that you must present on Wednesday. You give the draft to your secretary to type.

When you look it over, you find three typing errors (her fault), five grammatical errors (your fault), and one misspelled word (cause undetermined). You make a number of minor revisions throughout the report and give them to your secretary.

On Tuesday you circulate your report around the office for comments. Based on those comments, you make some additional revisions, which you complete by 4:00 P.M. on Tuesday and give them to your secretary.

Now let's watch as two secretaries type your report. Secretary A uses a standard typewriter. Secretary B has a DECmate II.

Typewriter

DECmate II

Monday: The 10-page draft takes two hours to type, including interruptions.

2 hours

Monday: The 10-page draft takes one hour and 30 minutes to input, including interruptions.

1½ hours

The errors and revisions force her to retype the whole report.

2 hours

Corrections and revisions to the report are entered at only the appropriate places.

40 minutes

Tuesday: At 4:00 P.M. you give her two hours of retyping. She stays late, since you need the report first thing Wednesday.

2 hours

Tuesday: It takes her 15 minutes to input the revisions and another 10 minutes to design the best format for the report.

25 minutes

Your secretary is forced to stay until after 6:00 P.M.

Total project time: *6 hours*

You all leave happily at 5:00 P.M.

Total project time: *2 hours and 35 minutes*

Secretary A worked much harder than Secretary B. But Secretary B was much more productive because she had the tools to perform her job more efficiently. If you were working with Secretary B, you too would work more efficiently. You could spend more time reviewing and improving your report and less time worrying about whether it would get typed on time.

Soft Dollar Values

Perhaps even more important, though, are **relative** issues like greater productivity and work quality, fewer errors, better control over a task, improved employee morale, and greater satisfaction in the job being done. These factors all carry a very real value that does not translate directly into dollars and cents. But they probably are more important to the overall, long-range success of your operation than are the straight dollar- and time-savings.

Consider these questions as they relate to your office, and then decide for yourself if you can afford NOT to own a DECmate!

1. How much time do you or other people in your office spend proofreading and re-proofreading **entire** typewritten documents to check for accuracy and the possible entry of new errors?

2. What percentage of the total time to complete an assignment goes into retyping documents because of:

    *   Spelling errors?
    *   Grammatical corrections?
    *   Typing omissions?
    *   Content revisions?

3. Does the distribution of your documents consume added-time costs ... composing mailing lists, preparing envelopes or labels, and sorting by zip codes?

4. What kind of time pressure are you and your secretarial help under to get these documents out?

   • Enough pressure so that the best you can do is to get your raw ideas down on paper without the time to improve them?

   • Enough pressure so that major mistakes still slip through the cracks?

   • Enough pressure so that, despite working harder or longer, you feel you're barely keeping pace in the paperwork race?

5. What value would a more 'professional-looking' document add to its content? ... more effective communication with business colleagues? ... a better impression on potential clients?

6. Would DECmate II displace the costs of outside contract service bureaus? ... Or provide you better turnaround time? ... Or allow you more flexibility to customize your documents?

7. What advantages — in space, in maintenance costs, or in standardizing the quality of office procedures — would result from consolidating the workload of some of your present office equipment onto a DECmate II?

8. With DECmate II cutting down substantially the time required to prepare documents, what other tasks could you delegate to your secretarial and clerical help? Would delegating such tasks make them feel more challenged, provide them more responsibility or a more satisfying growth path, or increase their productivity by making them a more valuable part of the office team?

9. Could your department expand the quality and quantity of its workload without increasing people costs? Would your department be able to write up more contracts or proposals (insurance, service, sales, etc.)? Respond to customer inquiries quicker? Avoid time-consuming and, very often, customer-irritating mistakes? What is it worth in terms of new business, maintaining current business, or improving customer relations?

10. Would you now have the chance to tackle some of those other projects that you, as a manager, feel you should be doing but never seem to have the time for?

In all these areas DECmate II can help users — managers, secretaries, professionals — to be more productive. If that is one of your goals, your investment in a DECmate will pay for itself over and over again, both for you and your organization.

Really, now: don't you owe it to yourself to try a DECmate? Go ahead, call 1-800-DIGITAL, or your local Digital Sales Office. And after you've tried a DECmate, come back to Section III for all the details we haven't even touched on yet.

SECTION III
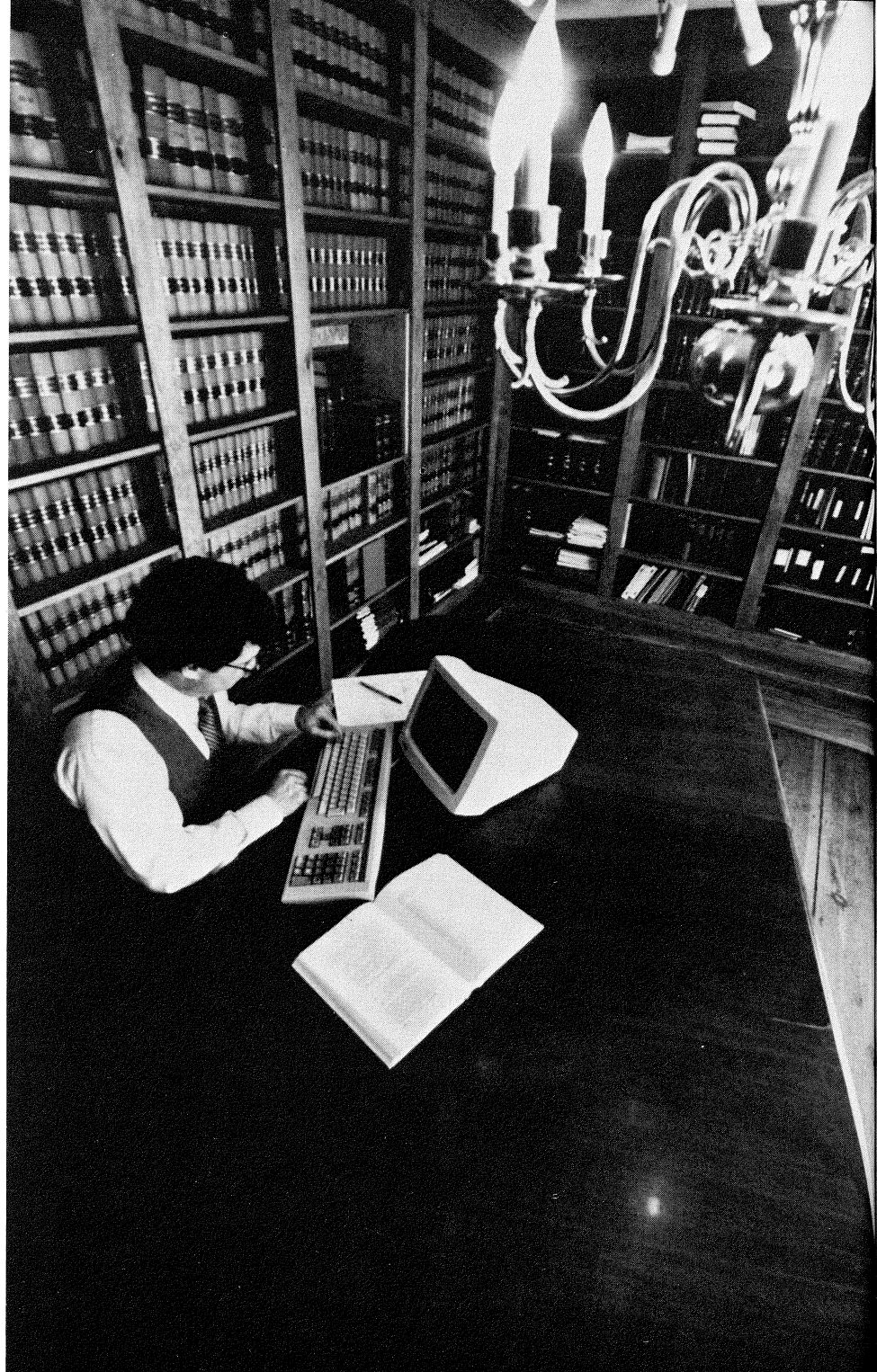
DECmate II Hardware Specifications

This chapter will help answer many of your more technical questions by taking a closer look at DECmate II components — the system unit, video display, and keyboard. These three components, along with appropriate software, are the basic ingredients for a ready-to-use DECmate II system.

The following pages list specifications and ordering information for these components as well as for optional storage devices, printers, and communications equipment.

If you can't find the specifications you're looking for, especially as new products are introduced, just call your nearest Digital Sales Office, Digital Business Center, or Authorized Digital Dealer, or simply fill out the response card at the back of the book. We'll get back to you.
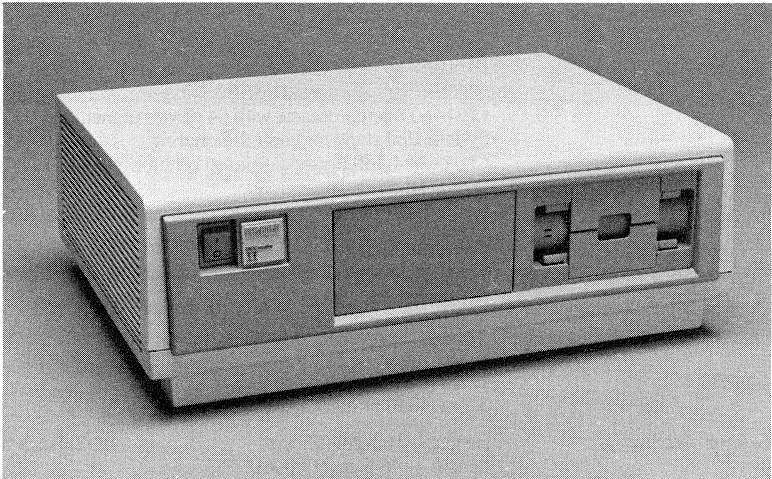
DECmate II System Unit

The compact system unit contains the processor, main memory, option boards, diskette drives, communication ports, and power supply.

An optional floorstand lets you place the unit vertically next to your desk, out of your way but close enough for access to the diskette drives. You can also place the unit horizontally, if desired.

Features

Processor	Single-board with custom 6120 CMOS (PDP-8) microprocessor
Word Size	12 bits
Memory	64 Kwords; equivalent of 96 Kbytes
Instruction Set	Extended PDP-8
Speed	8 MHz (I/O 4 MHz)
Controllers	Controllers for floppy diskettes, video display, printer, communications, and keyboard on the system board
Communication Port	Single line, asynchronous/synchronous byte and bit protocols Full modem control Meets EIA standards RS232-C and RS423-A Programmable baud rates from 50 to 9600
Storage	RX50 dual-floppy diskette drive (2 × 400 Kbytes) 5¼-inch floppy diskettes
System Expansion	Dedicated slots for up to 3 customer-installable option boards
Hardware Options	Choice of second dual-diskette drive (2 × 400 Kbytes) RX01/RX02 8-inch diskette drive interface CP/M-80 microprocessor with 64 Kbytes of memory System Unit stand for vertical mounting Choice of: LA50 Personal Printer, Letterprinter 100, or LQP02 Letter-Quality Printer
Power Supply	Universal power supply unit Converts AC to DC Transfers lower voltages for system board, keyboard, diskette drives, and video display Adjustable for 115 or 230 volt currents Includes circuit breaker
Cables	1.9 m (6 ft) monitor cable (BCC02-06) 3.2 m (10 ft) printer cable (BCC05-10)
System Unit Size	Height — 16.5 cm (6.5 in) Length — 48.3 cm (19.0 in) Width — 36.3 cm (14.3 in)
Weight	13.6 kg (30 lb)
System Unit Option	Floorstand for vertical mounting of system unit Height — 66.0 cm (26.0 in) Width — 30.5 cm (12.0 in) Depth — 43.2 cm (17.5 in) Weight — 6.75 kg (15 lb)

Order Numbers

PC278-A   DECmate II System Unit

PCXXF-BA   Optional floorstand for system unit
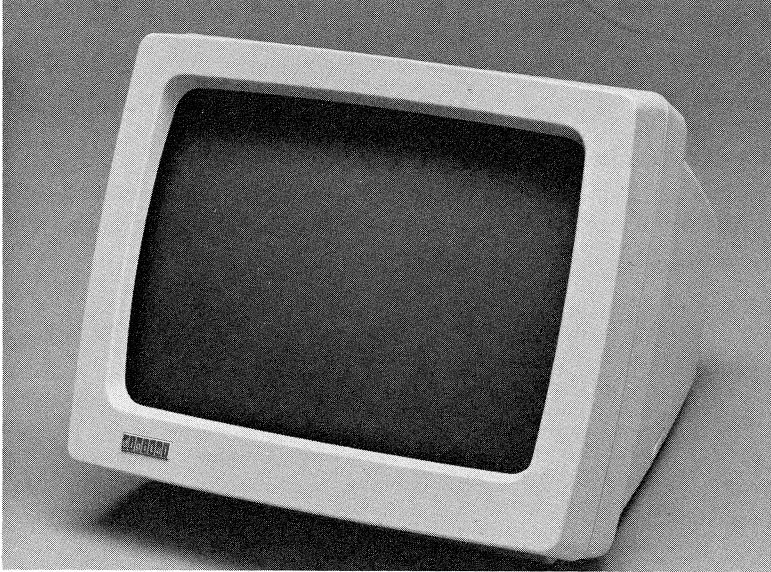
DECmate II Video Display

The video display screen is very compact but can display 24 lines of either 80 or 132 characters without horizontal scrolling. Being able to display 132 characters means you won't have to settle for partial display of a wide document.

The video display unit has a 31-cm (12-in) diagonal, high-resolution, nonglare, black-and-white screen. The unit has an adjustable 30-degree tilt range, contrast and brightness controls, and includes a built-in carrying handle.

Features

CRT   Monochrome composite, RS170 Compatible

Format   24 lines × 80 characters, or
                             24 lines × 132 characters

Character   7 × 9 dot matrix, includes 2-dot descenders

Character Attributes   Bold, blink, underline, or reverse

Character Type   Normal or double-height, double-width

Screen	Normal or reverse-video
Scrolling	Jump, variable rate smooth
Performance	Full screen update in less than 0.1 second
Adjustable Tilt	+5 to −25 degrees
Dimensions	Height — 29.2 cm (11.50 in) Width — 34.9 cm (13.75 in) Depth — 31.1 cm (12.25 in)
Weight	6.4 kg (14 lb)

Order Number

VR201-A	DECmate II Video Display
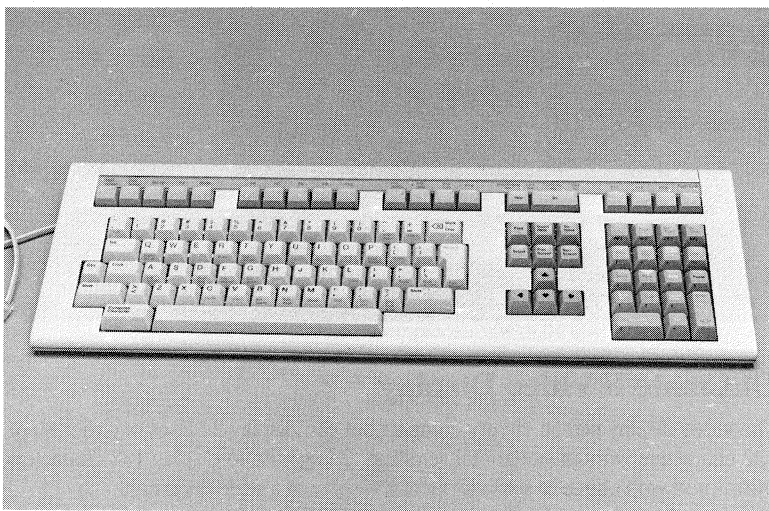
DECmate II Keyboard

The detached keyboard is lightweight, slim, and laid out for comfortable typing. The keyboard has 105-keys on a low-profile, ergonomically designed unit; the 1.9-m (6-ft) coiled cord connects to the videodisplay from the right or left side of the keyboard.

The keyboard is also available in languages other than English. Each keyboard "package," also known as a Country Kit, is made up of the unique system elements needed to operate your DECmate II in a specific country. Each Country Kit includes a country-tailored keyboard, computer-based instructions using animation displays, Owner's Guide and Installation Guides, a System Test Diskette for instant fault diagnosis, and appropriate system unit power cords and cables.

Features

Key Layout	57-key arrangement similar to standard typewriter Keyboard with 18-key keypad and 10-key cursor control key group 20 special function keys
Auxiliary Keypad	18-key editing and numeric pad with period, comma, minus, enter, and 4 general-purpose keys
Keys	Matte textured-finished Concave surface Size — 1.27 cm (0.50 in) square Spacing — 1.9 cm (0.75 in) center-to-center Wobble — Less than 0.5 mm (.020 in)

Visual Indicators:

Hold Screen LED	Hold Screen key has been pressed to freeze screen movement temporarily and screen output is inhibited
Lock LED	Lock key has been pressed causing all letters typed on the keyboard to be in uppercase
Compose LED	Nonfatal error has occurred during the power-up self-test operation
Wait LED	Central processor is preventing the keyboard from transmitting information
Electronics	8-bit microprocessor 4 Kbytes of ROM 256 bytes of RAM 4 LEDs Speaker
Diagnostics	Power self-test; generates identification code upon passing test
Cords	1.9-m (6-ft) coiled keyboard cable (BCC01) with 4-pin telephone-type modular connectors, plugs into display monitor. Country Kits also include country-specific power cords for system unit
Dimensions	Height — 5 cm (2 in) max., includes keycaps Length — 53.3 cm (21.0 in) Width — 17.1 cm (6.75 in)
Weight	2.0 kg (4.5 lb)

Order Numbers

PC2K1-AA	U.S. Country Kit
PC2K1-AQ	Canadian Country Kit
PC2K1-AE	United Kingdom Country Kit
PC2K1-AZ	Australian Country Kit

Environmental Specifications for DECmate II Systems

All DECmate II components and optional equipment (except your existing RX01 and RX02 diskette drives) are designed for operation in your office or your home.

However, like other equipment with electronic components, you must be cautious to guard against excessive exposure to heat, humidity, static electricity, and air pollutants such as dust and smoke.

Recommended Environment:

Temperature	15 - 32° C (59 - 90° F)
Humidity	20 - 80% relative humidity
Maximum Wet Bulb	25° C (77° F)
Minimum Dew Point	2° C (36° F)

Basic DECmate II System Power Requirements

AC Input	Switch-selectable
115 V Nominal	Single-phase, 3-wire, 90-128 V rms, 47-63 Hz line frequency
230 V Nominal	Single-phase, 3-wire, 174-256 V rms, 47-63 Hz line frequency
Line Current	3 A @ 120 Vac 1.5 A @ 240 Vac
AC Power Consumption	218 W, including fan
Regulated Voltages	+5 V, +12 V, −12 Vdc
Circuit Protection	Circuit breaker, externally accessible
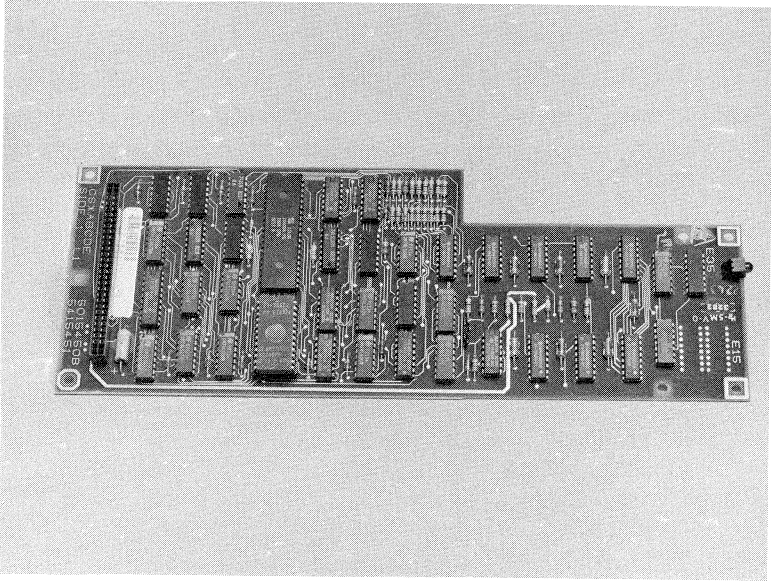
CP/M-80 Option Board

This microprocessor comes as a user-installable option board, a small printed circuit board which includes a CP/M-80 microprocessor with its own 64 Kbytes of memory and an interface to the DECmate's 6120 processor. The Option Board includes the CP/M Version 2.2 operating system, single use license, and documentation.

System performance is enhanced with both the CP/M-80 and DECmate 6120 processors working. In addition, the optional CP/M-80 board supports the following applications and programming languages:

- BPI Accounting System
- 8-bit CP/M applications
- COBOL and BASIC programming languages

Order Number

PC27X-AA   CP/M-80 Option Board
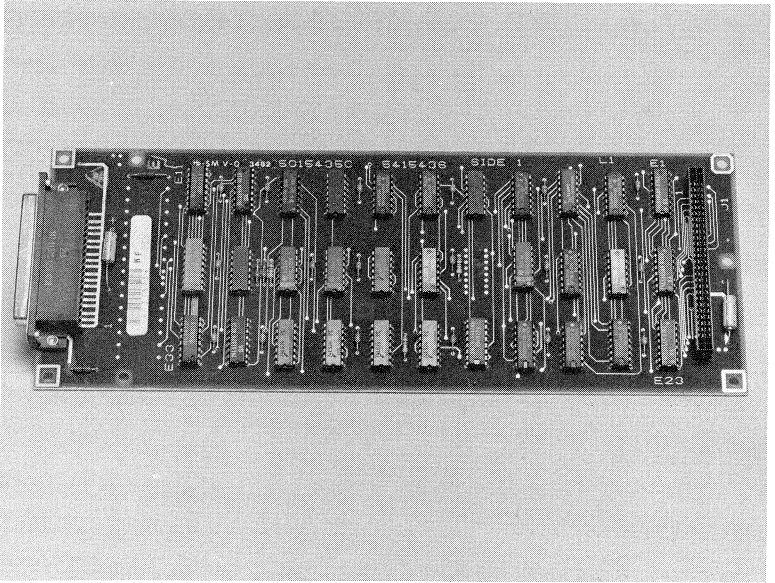
RX01/RX02 Interface

For owners of DECmate I systems, your original investment is protected by Digital. An optional, printed circuit board is available for you to run Digital's RX01 or RX02 8-inch diskette drive with your DECmate II system. This means that you can easily move word processing documents from DECmate I's 8-inch diskettes to DECmate II's 5¼-inch diskettes, and vice versa.

Order Number

PC27X-BA   RX01/RX02 Interface
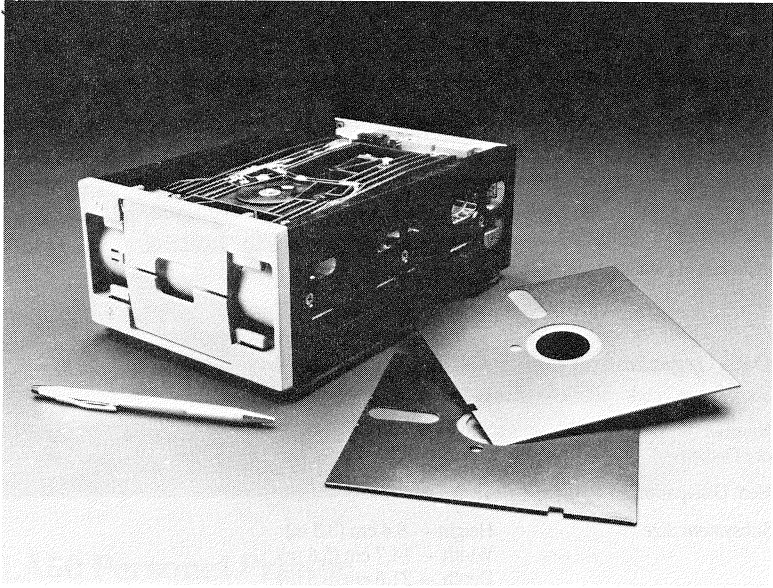
Diskette Storage Subsystem

Standard information storage for DECmate II consists of a 5¼-inch (13.3 cm) dual-diskette drive with an online storage capacity of 800 Kbytes. Each diskette stores 400 Kbytes of information, which is equivalent to about 150 typewritten pages. This diskette system is packaged within the System Unit cabinet.

One way to increase the storage capacity of your DECmate II is to add an optional second dual-diskette drive. This too can be housed within the System Unit, bringing the online storage capacity up to 1600 Kbytes (1.6 megabytes).

Please note that only diskettes supplied by Digital can be used with your DECmate II system.

Features

Performance

Capacity	409 Kbytes (formatted) per diskette
	818 Kbytes (formatted) with two diskettes
Peak Transfer Rate	250,000 bits per second
Rotational Latency	100 ms (average)
Average Access Time	164 ms
Head Positioning Time	6 ms, track to track

Media Characteristics

Tracks per Inch	96
Bits per Byte	8
Start Time	0.25 second
Rotational Speed	300 rpm
Number of Data Platters	2 diskettes per drive
Number of Data Surfaces	2
Number of Heads per Surface	1

Data Organization

Sectors per Track	10
Number of Tracks per Diskette	80
Heat Dissipation	18 W
Subsystem Size	Height — 8.4 cm (3.3 in) Width — 14.7 cm (5.8 in) Depth — 21.6 cm (8.5 in)
Subsystem Weight	1.7 kg (3.8 lb)
Configuration	Mounts next to the standard floppy diskette drive in the DECmate II System Unit.

Order Number

RX50-XA	Second dual-diskette drive

DECmate II Printers

Digital offers three printer models to complement your DECmate II system: the LA50 Personal Printer, the Letterprinter 100, and the LQP02 Letter-Quality Printer.

Each printer can accommodate a variety of papers. All will print on your office stationery, as well as on fanfold "computer" paper, multipart forms, roll paper, and labels.

Each printer contains internal diagnostic tests that are performed automatically on power-up. Maintenance is easy. Without using tools, you can change your own ribbons and print heads and even install some options, The printers themselves are composed of modular subassemblies; this makes servicing quick and easy.

The dot-matrix printers — the LA50 Personal Printer and Letterprinter 100 — both print descenders on all characters falling below the normal text line (y, g, j, q, and p). And all of the printers give you both uppercase and lowercase letters, as well as many international letters and symbols.
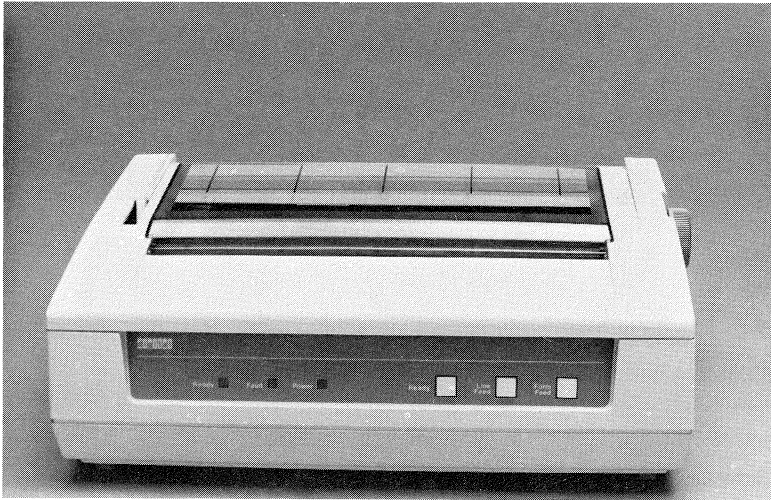
LA50 Personal Printer

The optional LA50 is a compact, low-cost printer designed to be used as a small tabletop printer. The LA50 fits into any working environment and comes equipped with the necessary interfaces and protocols to begin printing right away.

It can print at a speed of 100 characters per second and operates in bidirectional "logic-seeking" mode. The LA50 dot-matrix printer uses a nine-wire printhead for crisp, clear characters on fanfold paper, and prints up to three copies (one original plus two copies).

The LA50 offers a full multifunctional character set, giving it the capability to print in 11 major languages and to support all Western European alphabets.

The LA50 plugs into the printer port in the DECmate II System Unit. Only one printer-type can be plugged into the printer port at a time, unless the printer switch is purchased.

A full complement of paper, ribbons, and user-replaceable printheads is also available through DIGITAL.

Features

Performance

Printing Speed   100 characters per second (draft mode)
50 characters per second (memo mode)
144 × 72 dots per inch or 180 × 72 dots per inch (graphics mode)

Type Characteristics

Printhead	Impact; up to 3 copies (original plus 2 copies
Print Density	7 × 9 (draft mode) or 13 × 9 (memo mode)
Character Code	7- or 8-bit ASCII with odd, even, or no parity
Lines per Inch	2, 3, 4, 6, 8, or 12 (vertical pitch)
Characters per Inch	10, 12, or 16.5 (horizontal pitch); 5, 6, or 8.25 (double-width characters)

Paper

Width	4.5 to 10 inches wide
Type	Fanfold

Communications

Baud Rates	110 to 4800 bits per second
Interface	EIA, serial RS-232, standard
Buffer Capacity	2,047 characters
Buffer Control	XON/XOFF protocol or READY/BUSY (switch-selectable)

Power Requirements

Power Cord Length	2.0 m (6.7 ft)
Voltage	120, 220, 240 Vac
Frequency	50 - 60 Hz
Phase	Single
Heat Dissipation	Less than 180 W, max printing

Recommended Operating Environment

Temperature	10°C to 40°C (50°F to 104°F)
Relative Humidity	10 to 90 percent

Physical Characteristics

Height	12.7 cm (5 in)
Width	39.8 cm (15.7 in)
Depth	28.5 cm (11.2 in)
Weight	8.5 kg (18.7 lb)

Order Numbers

LA50-RA	Desktop, receive-only printer, 120 V power supply
LA50-RB	Desktop, receive-only printer, 220 V power supply
LA50-RC	Desktop, receive-only printer, 240 V power supply
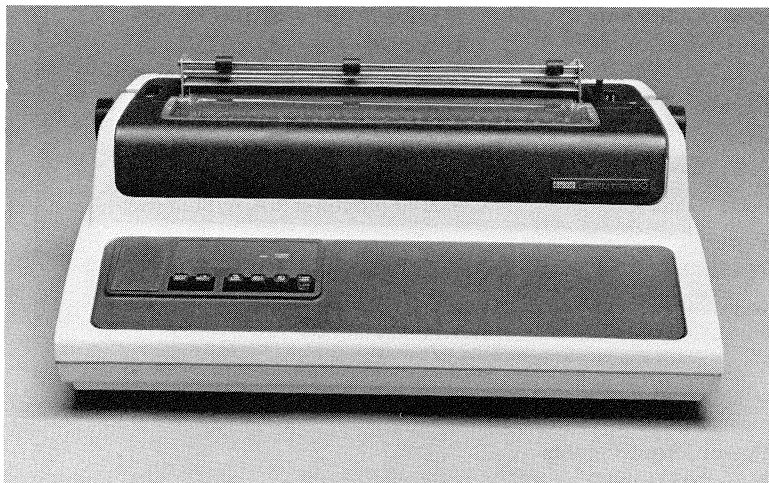
Letterprinter 100 Dot Matrix Printer

The optional Letterprinter 100 desktop printing terminal is a premium-quality, production-oriented printer with exceptional versatility. It plugs into the printer port in the DECmate II system unit box. Only one printer-type can be plugged into the printer port at a time.

Refer to Chapter 8 for a complete list of supplies and accessories for the Letterprinter 100.

Features

Performance

Printing Speeds	240 char/s (data mode) 80 char/s (optional memo mode) 30 char/s (correspondence mode) 132 x 72 dots per inch

Type Characteristics

Print Density	7 x 9 or 13 x 9 (enhanced)
Characters per Inch	5, 6, 6.6, 8.25, 10, 12, 13.2, or 16.5
Character Code	7 or 8 bits per character, selectable, odd, even, mark, or space
Lines per Inch	2, 3, 4, 6, 8, or 12
Print Columns	66 - 217
International Character Set	Available as option

Communications

Baud Rates   50 to 9600 bits per second,
                                  Split speeds are available

Interface   EIA standard, Serial RS232
                                  20 mA option

Buffer Capacity   400 characters (4,096 optional)

Buffer Control   XON/XOFF protocol or READY/BUSY (switch-selectable)

Paper

Type   Office stationery, rollpaper, fanfold

Width   7.6 cm (3.0 in), min.
                                  37.8 cm (14.9 in), max.

Thickness   0.020 in, max (multipart forms)

Forms Tractor   Standard

Power Requirements

Power Cord Length   2.4 m (8 ft)

Voltage   87 to 128 Vac
                                  174 to 256 Vac

Phase   Single

Universal Power Supply   Yes

Recommended Operating Environment

Temperature   10 - 40° C (50 - 104° F)

Relative Humidity   10 - 90 percent, noncondensing

Heat Dissipation   55 W, max. printing

Altitude   2400 m (8000 ft) operating
                                  9000 m (30000 ft) shipping

Physical Characteristics

Height   17.8 cm (7 in)

Width   55.9 cm (22 in)

Depth   39.4 cm (15.5 in)

Weight   11.3 kg (25 lb)

Order Numbers

LA100-PC   Letterprinter 100 with universal power supply
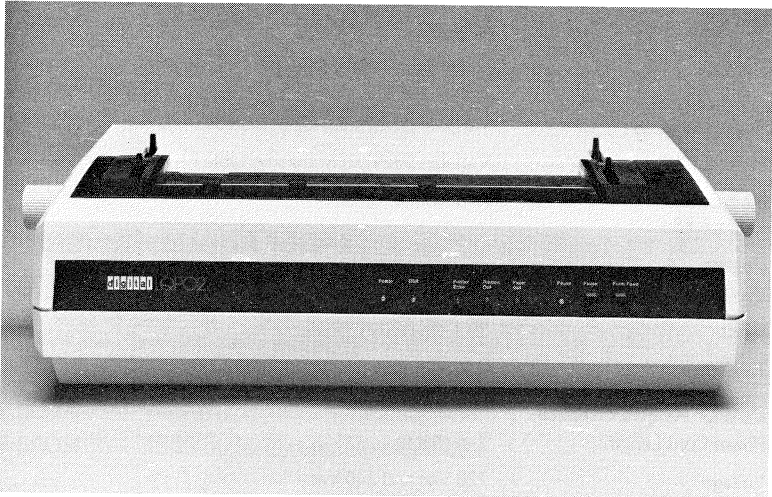
LQP02 Daisy Wheel, Letter-Quality Printer

The optional LQP02 Letter Quality Printer is a full-formed character, desktop printer incorporating daisy wheel technology. It features excellent print quality and reliability over continuous use. This makes it ideal for word processing applications.

The LQP02 plugs into the printer port in the DECmate II system unit box. Only one printer-type can be plugged into the printer port at a time.

Refer to Chapter 8 for a complete list of LQP02 accessories and supplies (print wheels, paper, ribbons, etc.).

Features

Performance

Printing Speed	32 char/s
Paper Feed (primary)	Friction feed

Type Characteristics

Character Sets	Over 100 different varieties
Print Density	Full character, even density
Characters per Inch	Variable (10 characters per inch default)
Character Code	7-bit ASCII
Lines per Inch	Variable, includes proportional spacing (6 lines per inch default)
Print Columns	132, 10 pitch; 158, 12 pitch

Margins	Left, right, top, bottom
Tabs	256 contiguous horizontal 168 contiguous vertical
Horizontal Pitch	Variable pitch, software-selectable
Vertical Pitch	Variable pitch, software-selectable
International Character Set	Available as option

Paper

Type	Single sheet, fanfold
Width	39.1 cm (15 in)
Thickness	0.025 in, max (multipart forms)

Power Requirements

Power Cord Length	2 m (6.3 ft)
Voltage	120 Vac and 240 Vac
Frequency	50 Hz and 60 Hz
Phase	Single
Universal Power Supply	Yes, switch-selectable

Recommended Operating Environment

Temperature	10 - 40° C (50 - 104° F)
Humidity	10 - 90 percent relative humidity, noncondensing
Heat Dissipation	120 W, average rms
Altitude	2400 m (8000 ft) operating 9000 m (30000 ft) shipping

Physical Characteristics

Height	17.8 cm (7 in)
Width	63.5 cm (25 in)
Depth	40.6 cm (16 in)
Weight	22 kg (48 lb)

Order Numbers

LQP02-AA	Letter-Quality Printer, 100/120 V power supply, U.S.
LQP02-AD	Letter-Quality Printer, 220/240 V power supply, International

Optional Printer Cables

The following cables are used to connect an LA50, LA100, or LQP02 printer to your DECmate II:

- BCC05-25 — 7.63 m (25 ft) printer cable
- BCC05-50 — 15.25 m (50 ft) printer cable
- BCC05-A0 — 30.48 m (100 ft) printer cable

Communication Cables

Your DECmate II can communicate with another DECmate or computer via a cable directly attached to that computer. This connection is 'hardwired' and requires one of the following cables:

- BCC04-10 — 3.05 m (10 ft) communication cable
- BCC04-25 — 7.63 m (25 ft) communication cable
- BCC04-50 — 15.25 m (50 ft) communication cable

Modems

- DF01-A — Acoustic telephone coupler, originate-only, 300 b/s with combination EIA RS232C and 20mA current loop cable
- DF02-AC — 300 b/s, asynchronous modem with auto answer and auto call features
- DF03-AC — 300/1200 b/s, asynchronous modem with auto answer and auto call features

You will also need a BCC04 cable (above) when communicating over a telephone line using Digital's model DF02 or DF03 modem. If you plan to use Digital's model DF01 modem, then use the cable shipped with the DF01.
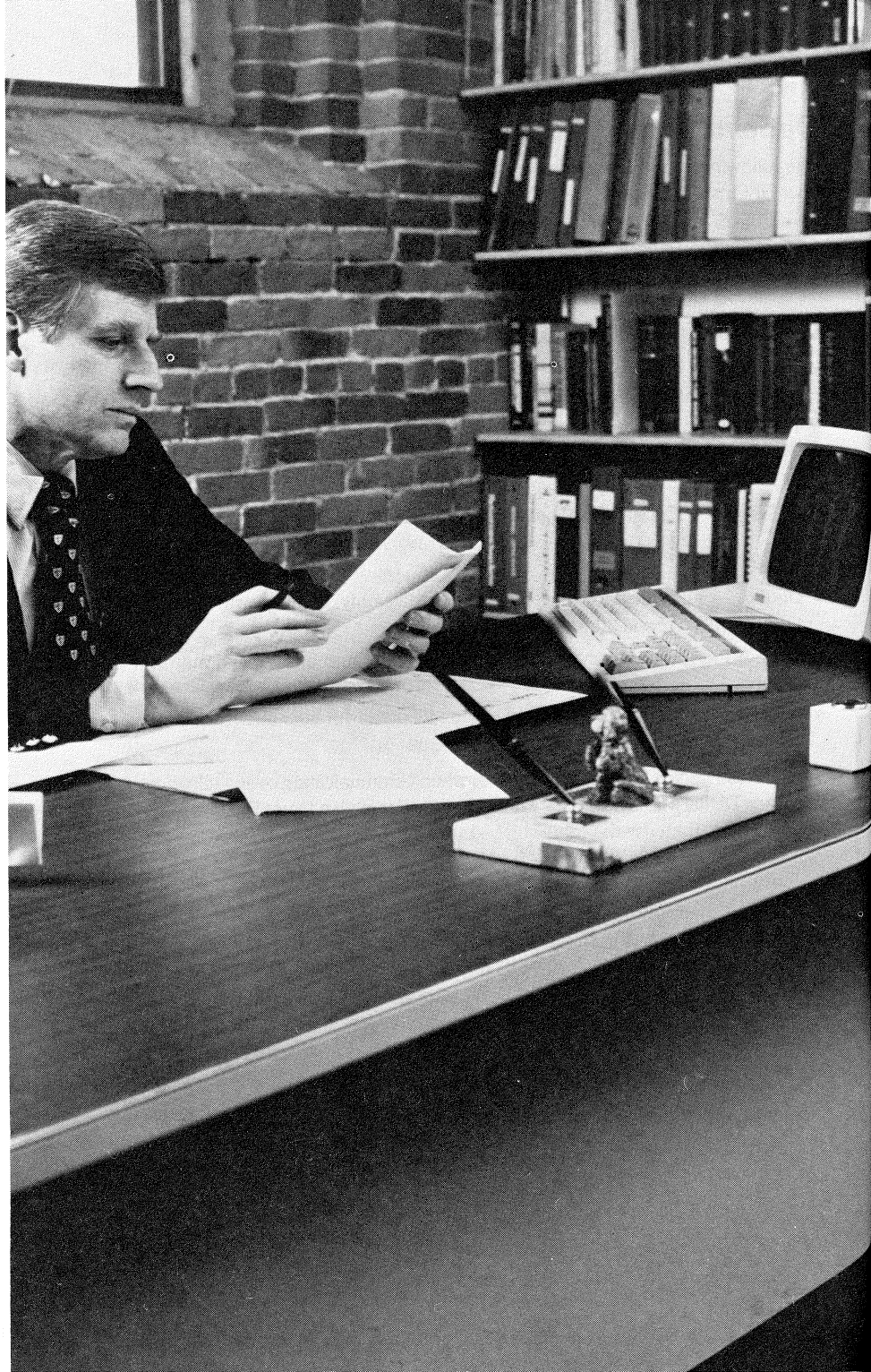
Chapter 6
DECmate II Software Specifications

DECmate II/WPS, Version 1.0

DECmate II/WPS is a single-user word processing software package designed for office and business use on DECmate II systems. With this basic text-editing software, the user can create and update documents stored on diskettes.

Basic Features
- Menu-driven operation
- Easy-to-learn instructions
- Special editing keypad
- Two 5¼-inch diskette system configuration standard
- Full editing features
- Full control of tabs, margins, and justification
- Full pagination capability
- Shared serial printer switch support
- Multicolumn printing for printers with bidirectional form-feed tractors
- Time and date stamp key
- Document statistics
- Single sheet or continuous-form printing

With LQP02 Letter Quality Printer
- Output rate 32 char/s
- Selectable pitch, wide variety of typeface printwheels
- Underline, bold, and shadow bold printout
- Superscript and subscript

With LA50 and LA100 Printers
- Variable output rate from 30 char/s to 240 char/s by manual selection

Optional Features

List Processing	Generate customized documents from "form document"; variable text is selected and inserted from list of items
Sort	Arrange records of data in ascending or descending alphabetic or numeric order on up to 12 fields

Math for Editing and List Processing	Perform mathematical operations while editing or list processing (with List Processing option); mathematical functions include addition (+), subtraction (−), multiplication (×), division (/), and replacement (=)
Communications	Support for VT52 and VT100
	Asynchronous, serial RS232-C compatible, full duplex
	DX Document Transmission Mode
	AX Automation Transmission Mode
	CX Character Transmission Mode
Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), and Country Kit (PC2K1-Ax)
Prerequisite Software:	None
Optional Software:	None
Software Installation:	Customer Installed
Support Category:	Digital Supported
DCS Classification:	Digital Developed
Ordering Information:	All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.
	All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.
	DECmate II/WPS is available only on RX50 Double Density 5¼-inch diskette.
	Refer to Digital's Software Product Description (SPD) number 60.2.0 for more details.

Order Numbers

QF745-A3	DECmate II/WPS complete package, includes QF740, QF741, QF742, QF743, and QF744; single-use license, binaries, documentation; single-use license for support kit for each module
QF740-A3	DECmate II/WPS The Basics software, single-use license, binaries, documentation (includes computer-based instruction for The Basics), support services
QF741-A3	DECmate II/WPS List Processing software, single-use license, binaries, documentation, support services (prerequisite: QF740-A3)
QF742-A3	DECmate II/WPS Sort software, single-use license, binaries, documentation, support services (prerequisite: QF740-A3)

QF743-A3   DECmate II/WPS Communications software, single-use
                                  license, binaries, documentation, support services (prere-
                                  quisite: QF740-A3)

QF744-A3   DECmate II/WPS Math software, single-use license, binar-
                                  ies, documentation, support services (prerequisite: QF740-
                                  A3)

COS-310 Commercial Operating System for DECmate II

For DECmate II users who wish to develop their own applications programs,
Digital offers COS-310. COS-310 is an applications development tool designed to
implement data management functions. It is a self-contained, single-user, disk-resi-
dent operating system providing an operation control monitor, easy-to-learn, high-
level languages (DIBOL-8 and DIBOL-11), and program preparation, debugging,
and production utilities.

Features

Monitor   Includes commands which control editing and execution
                                  of programs and maintenance of file directories
                                  Contains I/O device handlers
                                  Supports all printers available with DECmate
                                  Supports RX50 and RX01/RX02 floppy diskette drives

Editor   Interactive, line-oriented text editor
                                  Provides means to sequence or resequence line numbers
                                  Can search for and substitute character strings
                                  Receives input through keyboard
                                  Output is listing of file on video display or line printer

Languages   DIBOL-8 and DIBOL-11
                                  Built around procedural verbs that permit programmer to
                                  arrange information for execution and output
                                  Statements for data manipulation, calculating arithmetic
                                  expressions, subscripting, overlaying records, clearing
                                  memory or buffers, file initialization, branching, program
                                  chaining, and printing overlapped with processing

Utilities   MENU   FLOW
                                  DFU   Compilers
                                  LINK   PATCH
                                  LIBR   SYSGEN
                                  SORT   PIP
                                  WPSPIP   FILEX
                                  PRINT   Format Programs
                                  Debugging Aids   COMP (DIBOL-8 Compiler)
                                  DICOMP (DIBOL-11
                                  Compiler)

Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), and Country Kit (PC2K1-Ax)
Prerequisite Software:	None
Optional Software:	None
Software Installation:	Customer Installed
Support Category:	Digital Supported
DCS Classification:	Digital Developed
Ordering Information:	All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.
	All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.
	COS-310 is available on RX50 Double Density 5¼-inch diskette.
	Refer to Digital's Software Product Description (SPD) number 5.98.15 for more details.

Order Numbers

QF310-A3	Single-use license, binaries, documentation, and support services.
QF310-DZ	Single-use license only, no binaries, no documentation, no support services.

DECmate II CP/M 2.2 Operating System, Version 1.0

DECmate II CP/M 2.2 software, included with the purchase of the CP/M-80 Option Board, supports Version 2.2 of the industry-standard CP/M (Control Program for Microcomputers) operating system. With this option, your DECmate becomes an extremely powerful business tool which allows you to run BPI accounting systems as well as many commercially available CP/M programs.

CP/M is an operating system for personal computers developed by Digital Research, Inc. DECmate II CP/M 2.2 is an implementation of CP/M Version 2.2 designed specifically for the DECmate II. The DECmate CP/M operating system is required for running the BPI business applications on your DECmate II. CP/M is also required for user applications development in MBASIC and R/M COBOL, both of which are programming languages available as options on your DECmate II system.

DECmate II CP/M includes all the standard CP/M commands and utilities. In addition, DISKINIT and DISKCOPY are provided to initialize and copy RX50 formatted media.

The CP/M monitor provides access to programs through a file management package, which allows dynamic allocation of file space as well as sequential and random file access. Programs can be stored in both source and machine executable form. CP/M 2.2 supports CP/M files on RX50 5¼-inch diskettes and RX01-format 8-inch diskettes (with an RX01 or RX02 drive attached to the DECmate II); CP/M reads VT180-format 5¼-inch diskettes.

Features

Basic I/O System (BIOS)	Operations necessary to access diskette drive and to interface standard peripherals
Basic Disk Operating System (BDOS)	Disk management by controlling one or more diskette drives that contain independent file directories
Console Command Processor (CCP)	Symbolic interface between user's console and remainder of CP/M system
Transient Program Area (TPA)	Area that holds programs loaded from the diskette, under command of the CCP

Utilities

CP/M 2.2	Standard utilities of CP/M, Version 2.2
DISKINIT	Utility for initializing RX50 or RX01 formatted diskettes for use by CP/M on DECmate II
DISKCOPY	Utility for duplicating diskettes; can copy, compare, and verify readability of diskettes
Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA).
Prerequisite Software:	None
Optional Software:	None
Software Installation:	Customer Installed
Support Category:	Customer Supported
DCS Classification:	Digital Developed
Ordering Information:	All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.
	All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.
	This product is available only as the software component of the CP/M-80 Option Board and is distributed on RX50 diskette.
	Refer to Digital's Software Product Description (SPD) number 60.1.1 for more details.

Order Number

PC27X-AA   CP/M-80 Option Board, single-use license, binaries, docu-
                                        mentation, and support services

MBASIC, Version 5.21 for DECmate II

MBASIC is an implementation of the BASIC language, which uses simple English
language-like statements and familiar notations to perform programming opera-
tions. MBASIC, developed by Microsoft Corporation, fully complies with the ANSI
standard for BASIC and has a number of extensions.

MBASIC is an interpretive BASIC which runs as an application program under
the CP/M Operating System. DECmate II MBASIC CP/M-80, Version 1.0 includes
the DISK version of Microsoft MBASIC, Version 5.21.

Features

Data Types

String; range of 1 to 255 characters
Integer; range of -32768 to $+32767$
Single Precision; range of 7.1 Digits
Double Precision; range of 16.8 Digits

Editing Commands	AUTO	WIDTH	SAVE
	LIST	CONT	NAME
	RENUM	LOAD	SYSTEM
	TRON	EDIT	FILES
	CLEAR	RUN	NULL
	LLIST	DELETE	TROFF
	RESET	MERGE	

Special Functions	CV	USR	PEEK
	FRE	CVD	ERL
	MKI	INKEY$	LOC
	TAB	MKD	POS
	CVS	VARPTR	ERR
	HEX$	EOF	LPOS
	MKS	INP	SPC

Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA).
Prerequisite Software:	DECmate II CP/M 2.2 Version 1.0
Optional Software:	None
Software Installation:	Customer Installed
Support Category:	Customer Supported
DCS Classification:	Digital Service-Approved
Additional Services: Development Aid Services	The services available within the Development Aid Category are Telephone Advisory Services. This service enables you to call the toll-free Help line for assistance on this software product and on any other Digital Classified

Software Product within the Development Aid Category. Telephone Advisory Service is available by ordering QA166-6Z. Contact your local Digital representative or Authorized Digital Dealer for additional information on these services.

Ordering Information:

All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.

All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.

MBASIC Version 5.21 for DECmate II is available only on RX50 diskette.

Refer to Digital's Software Product Description (SPD) number A0.98.00 for more details.

Order Number

QA067-C3

Single-use license, binaries, documentation, and support services.

R/M COBOL

R/M COBOL, developed by Ryan-McFarland Corporation, is a business programming language that runs under the CP/M operating system on your DECmate II. With R/M COBOL you can develop and execute your own business applications in this high-level implementation of the ANSI 74 COBOL standard.

Minimum Hardware Required (and Order Number):

DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA).

Prerequisite Software:

DECmate II CP/M 2.2 Version 1.0

Optional Software:

None

Software Installation:

Customer Installed

Support Category:

Customer Supported

DCS Classification:

Digital Tested

Ordering Information:

All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.

All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.

R/M COBOL is available only on RX50 diskette.

Order Number

QA073-C3

Single-use license, binaries, documentation, and no support services.

MULTIPLAN

MULTIPLAN is a powerful financial planning tool, also known as a spreadsheet calculator, for businesses of all sizes. It gives you the ability to generate financial plans and budgets, whether they be for a multimillion dollar operation or for your family budget.

MULTIPLAN provides a screen-oriented worksheet that lets you construct a model within the confines of the available system memory. It is easy to use and learn, adapts to a wide range of planning and reporting requirements, and offers 132 columns for displaying a full 12 months of data along with totals and titles.

Written by Microsoft, Inc., MULTIPLAN runs under the CP/M operating system. MULTIPLAN's features include:

- Command line showing what commands (instructions) are available
- Prompts and submenus for the input of data
- Help function which retrieves information on the features or uses of any command instruction
- Models which may contain as many as 255 rows and 63 columns. Each column may have a maximum width of 32 characters.
- Variable width columns with default size capability
- Linking of separate worksheets
- Automatic notification of 'circular referencing' in calculations dependent on each other. (Row 1 depends on Row 2, and Row 2 also depends on Row 1.)
- The ability to set a format (for example, width; right, left, or center justification; display $; rounding) for the entire spreadsheet or an individual cell
- Full mathematical functionality along with Boolean algebra and net present value calculations
- The ability to turn off the autorecalculation feature reducing processing time
- The ability to assign English-like names to any cell, row, column, or rectangular area
- The ability to subdivide the worksheet into a number of windows that can operate independently of each other allowing manipulation of portions of the matrix while keeping others constant
- Insertion of columns and rows at any time
- Locking of cells to prevent inadvertent modifications
- Built-in functions for arithmetic, finance, string, and trigonometric calculations
- Formula creation by either relative or absolute references

Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA).
Prerequisite Software:	DECmate II CP/M 2.2 Version 1.0

Optional Software:	None
Software Installation:	Customer Installed
Support Category:	Customer Supported
DCS Classification:	Digital Service-Approved
Additional Services: Professional Aid Services	The services available within the Professional Aid Category are Telephone Advisory Services. This service enables you to call the toll-free Help line for assistance on this software product and on any other Digital Classified Software Product within the Professional Aid Category. Telephone Advisory Service is available by ordering QA165-6Z. Contact your local Digital representative or Authorized Digital Dealer for additional information on these services.
Ordering Information:	All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.
	All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.
	MULTIPLAN is available only on RX50 diskette.

Order Number

QA064-C3	Single-use license, binaries, documentation, and no support services.

BPI Accounting Systems

BPI Accounting Systems are the entry-level accounting packages offered on DECmate II designed for the first-time computer user who is converting from a manual bookkeeping system to an automated system. Based on generally accepted practices of accounting, the BPI systems cover all aspects of business accounting. They are easy to use and require no prior knowledge of computers. Included in the BPI systems are:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Payroll
- Job Cost
- Inventory Control
- Personal Accounting

Each system is written in MBASIC, and each can run as a stand-alone system or be integrated with the others. When the systems are integrated, data from each system automatically posts to the General Accounting system.

BPI General Accounting System

The BPI General Accounting system is a simple, easy-to-use system designed to provide most of the basic accounting needs of a small business that typically has kept books manually. By using the General Accounting system, a business reduces the tasks of accounting and financial statement preparation to the simple task of making journal entries.

General Accounting system, developed by BPI Systems, Inc., performs general ledger accounting and financial statement preparation for the small/medium business. The system contains three subsidiary ledgers: accounts receivable, accounts payable, and payroll. The ledgers are supported by six journals:

● Cash Receipts

● Cash Disbursements

● Merchandise Purchased

● Sales Journal (Invoice Register)

● Cash Register Sales

● General Journal

The system provides the following reports:

● Profit & Loss Statement

● Balance Sheet

● Trial Balance

● General Ledger

● Monthly Payroll Register

● Quarter-to-Date and Year-to-Date Payroll Register

● Merchandise Purchased by Due Date

● Customer List, Vendor List, Employee List, and Payee/Payor List

Minimum Hardware Required (and Order Number):	DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA). Note: 345 Kbytes of disk blocks are required.
Prerequisite Software:	DECmate II CP/M 2.2 Version 1.0 MBASIC, Version 5.21 for DECmate II
Optional Software:	None
Software Installation:	Customer Installed
DCS Classification:	Digital Service-Approved
Additional Services:	The services available within the Development Aid Category are Telephone Advisory Services. This service enables you to call the toll-free Help line for assistance on this software product and on any other Digital Classified Software Product with the Development Aid Category. Telephone Advisory Service is available by ordering

QA166-6Z. Contact your local Digital representative or Authorized Digital Dealer for additional information on these services.

Ordering Information:

All binary licensed software, including subsequent updates, is furnished under licensing provisions of Digital's Standard Terms and Conditions of Sale.

All source licensed software is furnished only under the terms and conditions of a separate Software Program Sources License Agreement between Purchaser and Digital.

BPI General Accounting is available only on RX50 Double Density diskette.

Refer to Digital's Software Product Description (SPD) number A0.61.00 for more details.

Order Numbers

QA078-C3

Single-use license, binaries, documentation and no support services.

Complementary Application Software

The following software packages, developed by independent software vendors, are available from Digital to run on a DECmate II which includes the following hardware: DECmate II System Unit (PC278-A), Video Monitor (VR201-A), Country Kit (PC2K1-Ax), and CP/M-80 Option Board (PC27X-AA). For each package, a brief description is provided with the order number as well as the name of the developing company.

DAISY-AIDS

DAISY-AIDS, developed by Escape Computer Systems, is a CP/M program that creates line, bar, scatter, pie, and block graphs using the plotting features of the daisy wheel printer. Each graph is maintained in a separate file which can be edited and deleted. Order number: QA229-A3.

CONDOR-1 File Manager

CONDOR-1 File Manager, developed by Condor Computer Corporation, is a file management system for CP/M that can be used to build a relational database without knowledge of complex programming languages. Users can lay out forms on the screen, enter data (using the forms), edit and manipulate data as needed, and print reports. Users can calculate totals and statistics from the files and restructure files as business needs change. Order number: QA318-C3.

CONDOR-3 Database Manager

CONDOR-3, developed by Condor Computer Corporation, is a complete database-oriented application development system for CP/M. It is the base-level CONDOR-1 system (above) with significant enhancements for database manipulation and report writing. Order number: QA319-C3.

BOTTOMLINE

BOTTOMLINE, developed by The Software Establishment for CPA offices, can handle both personal and corporate scheduling and billed and unbilled timekeeping. It will tailor billing processes to individual operations and will manage accounts receivable and trust accounting. Order number: QA225-A3.

LEGAL TENDER

LEGAL TENDER, developed by The Software Establishment for law offices, can handle personal, corporate, and statute of limitations scheduling as well as billed and unbilled timekeeping. It will tailor billing processes to the operation and manage accounts receivable and trust accounting. Order number: QA239-A3.

THE PROFESSIONAL

THE PROFESSIONAL, developed by The Software Establishment for individual consultants, can handle personal and corporate scheduling and billed and unbilled timekeeping. It will tailor billing processes to specific needs and manage receivables. Order number: QA247-A3.

MONEY DECISIONS I and MONEY DECISIONS II

MONEY DECISIONS, developed by Eagle Software Publishing, Inc., is a collection of financial planning tools that address the areas of loans, investments, business management, business forecasting, and statistics. MONEY DECISIONS I and II provide 70 financial problem-solving programs contained in two volumes of routines. Each volume can operate alone or in conjunction with the other set. Order number: QA303-C3 for MONEY DECISIONS I and QA304-C3 for MONEY DECISIONS II.

TAX DECISIONS

TAX DECISIONS, developed by Eagle Software Publishing, Inc., is a planning aid for tax professionals to design effective tax plans. Its major objective is to minimize tax liability prior to the end of the tax year. The software provides before and after effects of increased taxable income; calculates tax liabilities using rate schedules, income averaging, or the minimum and alternative tax allowance; and then selects the best method. Order number: QA321-C3.
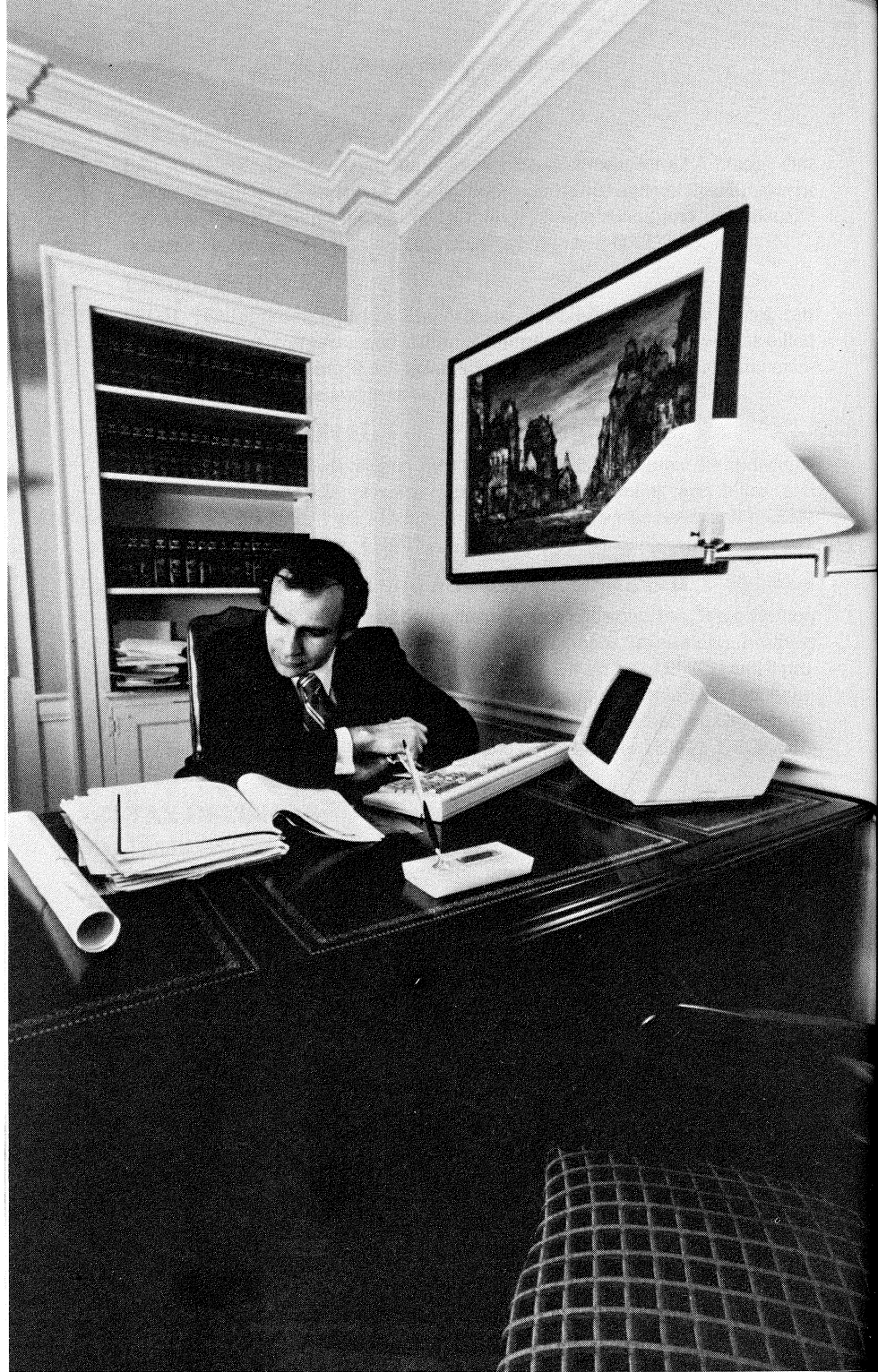
Chapter 7

DECmate II Documentation

Digital provides a complete set of user's manuals for your DECmate II system. For simplicity, they are divided here into two groups, hardware and software. Depending on the hardware and software you order, the appropriate manuals are provided with your system. For example, the *Word Processing Using Sort* manual is provided with the Sort software.

Hardware Manuals

EK-DECM2-OM-001	*DECmate II Owner's Manual*
EK-DECM2-IN-001	*DECmate II Installation Guide*
EK-DECM2-TD-001	*DECmate II Technical Description*
EK-DM2DM-RC-001	*DECmate II Documentation Map*
EK-DECM2-PS-001	*DECmate II Pocket Service Guide*
EK-DM212-IN-001	*DECmate II RX01/RX02 Board Installation Guide*
EK-DECM2-RM-001	*DECmate II Programmer's Reference Manual*
EK-DM2CP-IN-001	*DECmate II CP/M Board Installation Guide*
EK-DM250-IN-001	*RX50 Drive Option Installation Guide*
EK-DECRB-IN-001	*Floor Stand Installation Guide*
EK-OLA50-UG	*LA50 User's Guide*
EK-LP100-UG	*Letterprinter 100 User's Guide*
EK-LQP78-UG	*Letter Quality Printer User's Manual*
AA-L662A-TK	*Installing and Using the LQP02 Printer*
EK-ODF02-UG	*DF02 Asynchronous Modem Owner's Guide*
EK-ODF03-UG	*DF03 Asynchronous/Synchronous Modem User's Guide*

Word Processing Manuals

AA-P647A-TA	*Word Processing Primer*
AV-N189B-TA	*Getting Started Card*
AV-N188B-TA	*Documentation Map*
AA-N563A-TA	*Word Processing User's Guide, Volume 1*
AA-N564A-TA	*Word Processing User's Guide, Volume 2*
AA-N184A-TA	*Word Processing Using Communications*
AA-N183A-TA	*Word Processing Using List Processing*
AA-N185A-TA	*Word Processing Using Sort*
AA-N186A-TA	*Word Processing Using Math*
AA-N182A-TA	*Word Processing Quick Lookup Guide*

DECmate II Literature Kits

In addition to being able to order the individual manuals above, you can also order DECmate II literature kits. Called GZ kits, these items are described below with their order numbers.

QF745-GZ	Documentation-only kit for complete DECmate II/WPS software package; includes User's Guides, Quick Lookup Guide, Getting Started Card, List Processing, Sort, Communications, and Math Manuals
QF740-GZ	Documentation-only kit for DECmate II/WPS The Basics software; includes User's Guides, Quick Lookup Guide, and Getting Started Card
QF741-GZ	Documentation-only kit for DECmate II/WPS List Processing software; includes List Processing manual
QF742-GZ	Documentation-only kit for DECmate II/WPS Sort software; includes Sort manual
QF743-GZ	Documentation-only kit for DECmate II/WPS Communications software; includes Communications manual
QF744-GZ	Documentation-only kit for DECmate II/WPS Math software; includes Math manual

COS-310 Manuals

AA-D647B-TA	*COS-310 System Reference Manual*
AA-D758B-TA	*COS-310 New User's Guide*
AA-J215B-TA	*COS-310 Release Notes/Installation Guide*
AA-J326A-TA	*DIBOL-8 Language Reference Manual*
AV-D757B-TA	*COS-310 System Reference Card*

BPI Manuals

AA-P219A-TV   *BPI General Accounting User's Guide*

AA-P701A-TV   *BPI Payroll User's Guide*

AA-P697A-TV   *BPI Accounts Receivable User's Guide*

AA-P699A-TV   *BPI Accounts Payable User's Guide*

AA-P705A-TV   *BPI Inventory Control User's Guide*

AA-P703A-TV   *BPI Job Cost User's Guide*

AA-P707A-TV   *BPI Personal Accounting User's Guide*

CP/M Manuals

AA-N191A-TV   *CP/M 2.2 User's Guide*

AV-P498A-TV   *CP/M Getting Started Card*

MBASIC Manuals

AA-P224A-TV   *MBASIC Reference Manual for DECmate II*

AV-P223A-TV   *MBASIC Getting Started Card for DECmate II*

MULTIPLAN Manuals

AA-R247A-TV   *MULTIPLAN Tutorial*

AA-P232A-TV   *MULTIPLAN Reference Manual*

AV-P596A-TV   *MULTIPLAN Getting Started Card*

AV-P233A-TV   *MULTIPLAN Reference Card*

If you would like additional copies of any of the above manuals, you can order them from Digital's Accessories and Supplies Group. To order by phone, call toll free 1-800-258-1710. In New Hampshire, Alaska, and Hawaii, please call 1-603-884-6660. Or mail your order to Digital Equipment Corporation, P.O. Box CS2008, Nashua, NH 03061.

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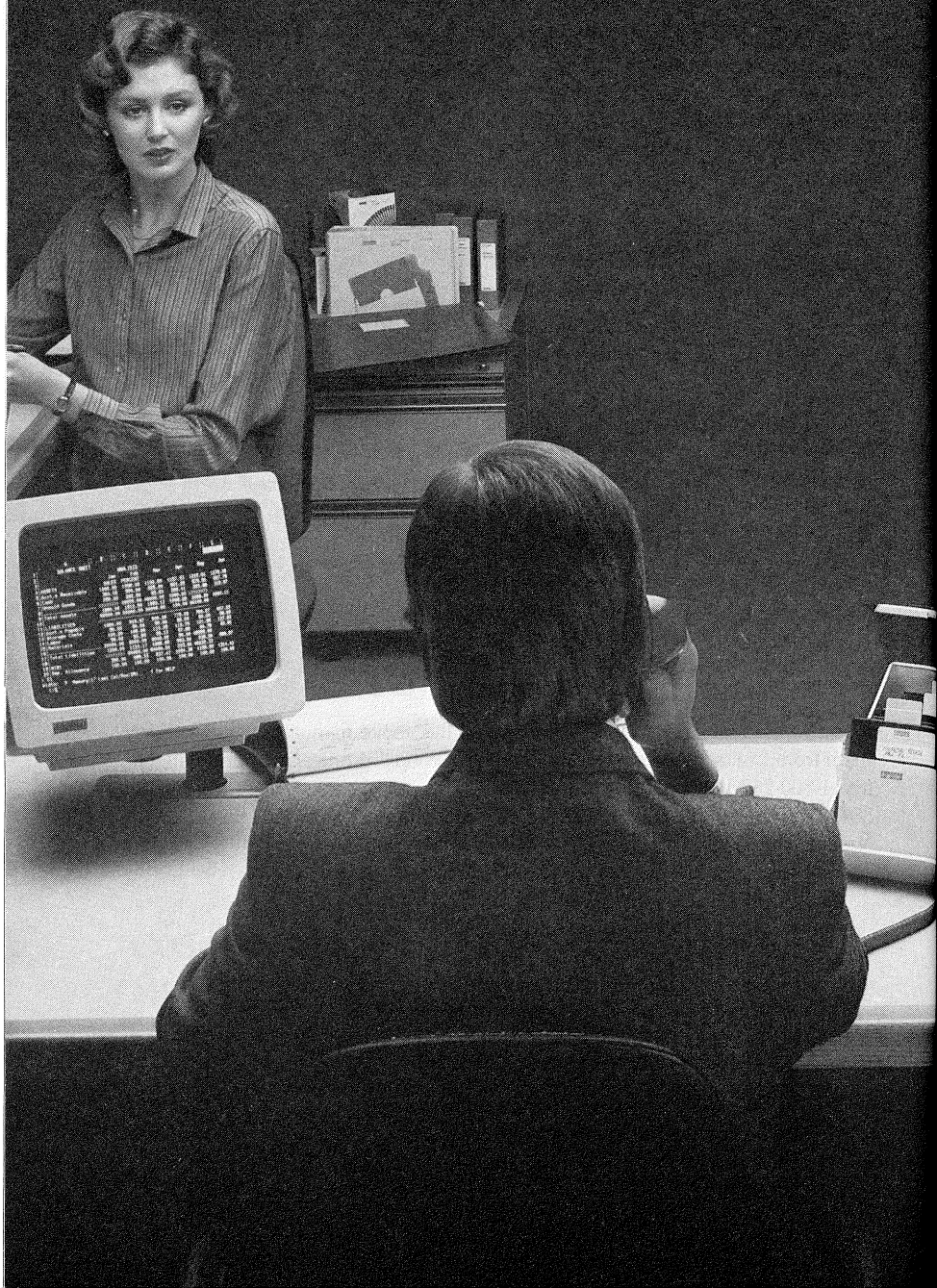
Chapter 8

</div>

DECmate II Supplies and Accessories

A complete line of supplies and accessories for your DECmate II is available from Digital. By using Digital supplies and accessories, you help to protect the warranties on — and your investment in — your Digital DECmate II system. In addition, all DECmate II supplies and accessories are covered by their own warranties. If you are not satisfied, Digital will repair or replace them free.

Although the supplies and accessories for your DECmate II are listed below, it is recommended that you send for a free *DECdirect* personal computer supplies and accessories catalog. It contains product photographs, descriptions, special discounts, and complete ordering information. To obtain a free copy of *DECdirect*, write to Digital Equipment Corporation, *DECdirect*, ATTN: Circulation Dept., MKO1/W83, Continental Boulevard, Merrimack, New Hampshire 03054.

Diskettes and Diskette Accessories

Blank RX50 Diskettes

Blank RX50 5¼-inch diskettes packaged in stand-up plastic library case or bulk pack. Available 10, 50, or 100 to a pack.

Order Number	Description
RX50K-10/JE	10 Diskettes in Library Case
RX50K-50/JE	50 Diskettes in 5 Library Cases (10 diskettes per case)
RX50K-A0/JE	100 Diskettes in 10 Library Cases (10 diskettes per case)
RX50K-AJ/JE	100 Diskettes (with envelopes) in Bulk Pack (no library cases or labels)
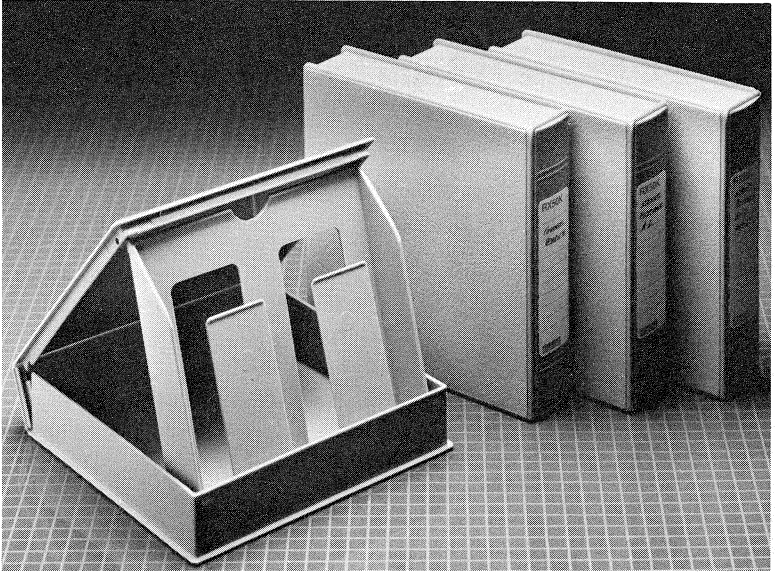
Figure 8-1   Mini-Diskette Library Case

Mini-Diskette Library Case

Plastic cases that hold 10 diskettes each — for bulk diskette orders that do not include cases (see above).

Order Number	Description
RX50K-MT/JE	Library Case

Mini-Diskette Labels

Peel-off labels for floppies bought in bulk. Allows identification and relabeling of diskettes.

Order Number	Description
RX50K-DA/JE	Mini-Diskette Labels (300)

Mini-Diskette Desk Box

Plastic desktop box with index dividers, holds 50 mini-diskettes.

Order Number	Description
RX50K-DC/JE	Mini-Diskette Desk Box

Mini-Diskette Suspension Files

Suspension file folders with sliding tabs that hold two diskettes each plus documentation. Hang in your standard file cabinet shelves. Sold in packages of 10.

Order Number	Description
RX50K-SF/JE	Mini-Diskette Suspension Files (10 pack)

Mini-Diskette Binder

Vinyl binders that hold 20 diskettes in tabbed sleeves.

Order Number	Description
RX50K-DB/JE	Mini-Diskette Binder
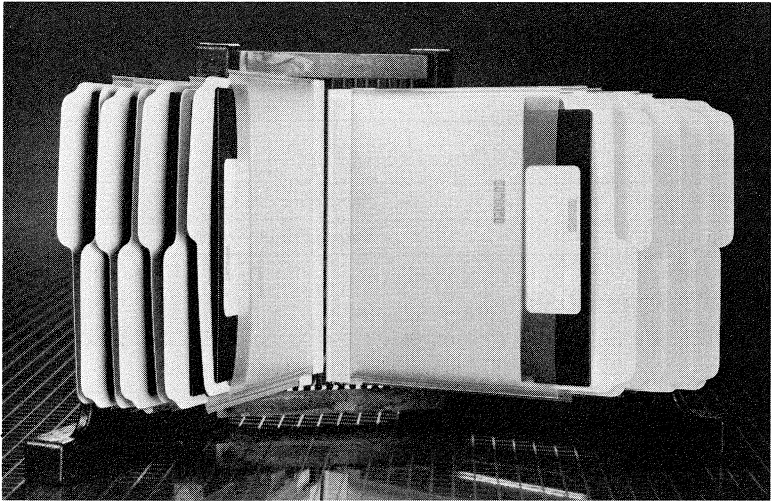
Figure 8-2   Mini-Diskette Desk Stand

Mini-Diskette Desk Stand

Desktop stand, holds 30 floppies in tabbed vinyl sleeves. Lets you flip through and find the diskette you need.

Order Number	Description
RX50K-DS/JE	Mini-Diskette Desk Stand

Mini-Diskette Mailers

Heavy-duty, corrugated fiberboard mailer packages. Let you mail safely up to 5 diskettes per mailer. 10 mailers per order.

Order Number	Description
RX50K-DM/JE	Mini-Diskette Mailers

Printer Accessories and Supplies

Shared Printer/Shared System Switches

Allows you to connect two printers to one DECmate II.

Order Number	Description
LQPX2-SW	Serial Interface Switch

Allows you to connect two DECmate IIs to one printer.

Order Number	Description
PCXXF-CZ	Shared Printer Switch

LA50 Printer Stand

Stand with gray, high-pressure laminated top with molded plastic light-oak trim. Bottom glides with 1-in levelling adjustment for uneven floor surfaces.

Order Number	Description
PCXXF-CJ/JE	LA50 Printer Stand

LA50 Desk Stand

A compact, tabletop stand that holds both the LA50 and up to 1000 sheets of 8½-by-11-in fanfold paper.

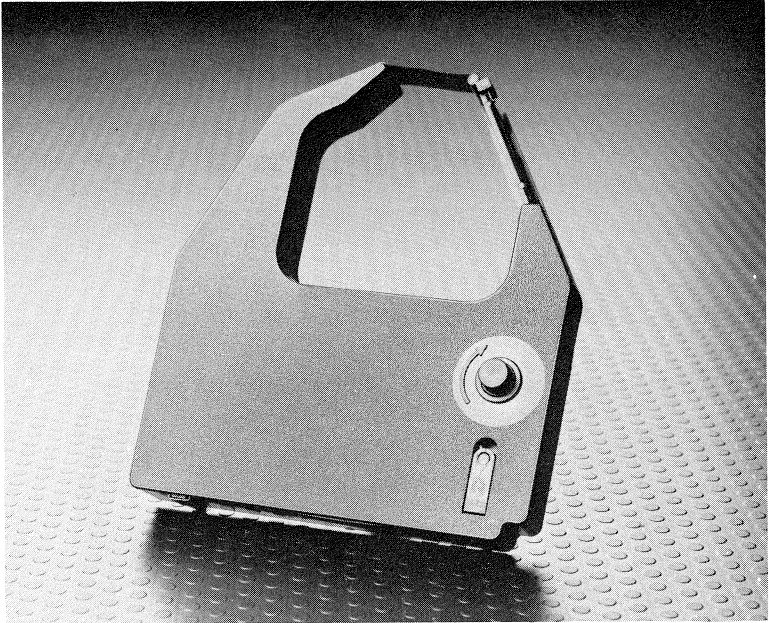| Order Number	Description
PCXXF-CF/JE	LA50 Desk Stand

LA50 Dust Cover

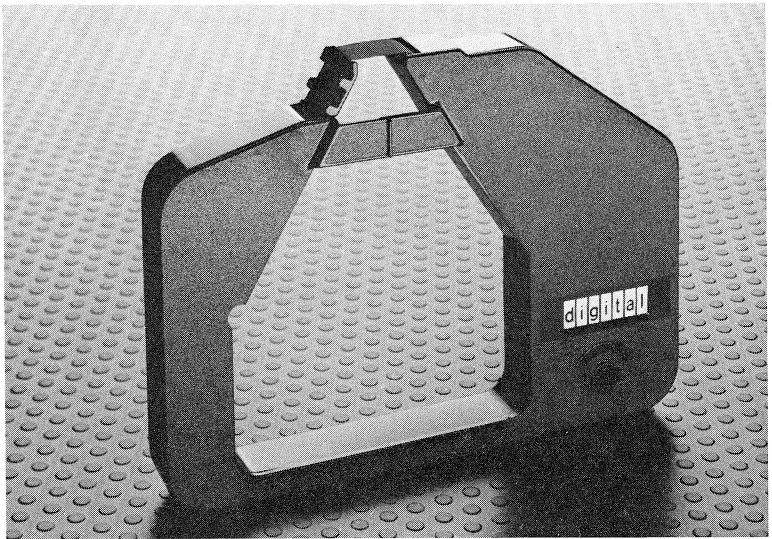Protective antistatic, vinyl dust cover.

Order Number	Description
H9850-HN/JE	LA50 Dust Cover
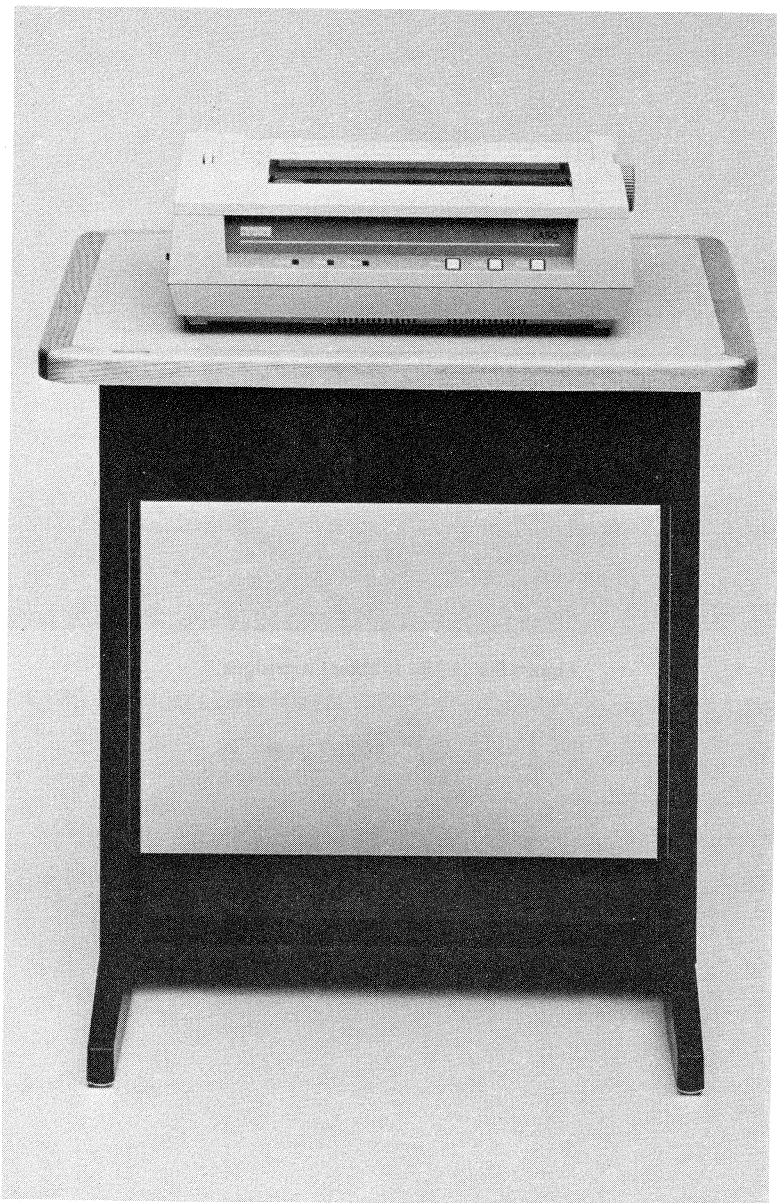
Figure 8-3 LA50 Stand

Figure 8-4   LA50 Ribbon Cartridges

Figure 8-5   LA100 Ribbon Cartridges

8-6

LA50 Ribbon Cartridges

Ribbon cartridges for LA50 in boxes of six.

Order Number	Description
LA50R-06/JE	6 LA50 Ribbon Cartridges

LA100 Stand

Stand with high-pressure laminated top and molded plastic light-oak trim. Slotted top permits use of LA100's bottom-feed mode.

Order Number	Description
PCXXF-CK/JE	LA100 Stand

LA100 Dust Covers

High-quality, protective antistatic vinyl covers available in two styles.

Order Number	Description
H9850-HA/JE	Dust Cover for LA100 with Friction Platen Feed
H9850-HB/JE	Dust Cover for LA100 with Tractor Feed

LA100 Ribbon Cartridges

High-quality ribbons designed for LA100 Letterprinter, available in boxes of six.

Order Number	Description
LA10R-06/JE	6 LA100 Ribbons
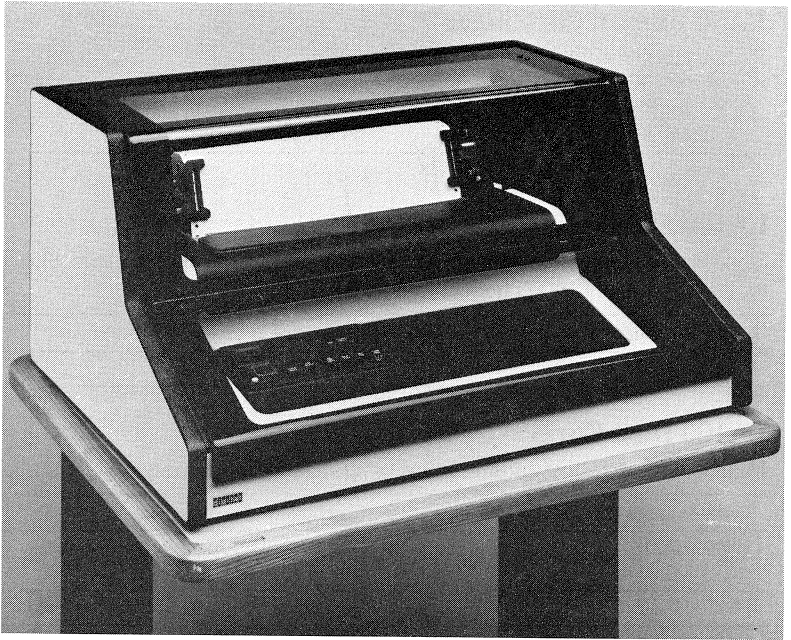
Figure 8-6 LA100 Acoustic Cover

LA100 Acoustic Covers

Clear cover lets you see what is printing while it keeps sound in and dust out. Includes fan to keep printer from overheating. Available for 120 and 240 V operations.

Order Number	Description
LA10X-FB/JE	LA100 Acoustic Cover (120 V)
LA10X-FD/JE	LA100 Acoustic Cover (240 V)

LA100 Paper Holding Accessories

Stand Paper Catcher attaches to back of LA100 Stand to receive printouts.

Order Number	Description
LAX34-SP/JE	Stand Paper Catcher

Stand Paper Shelf attaches to base of Stand. Holds a full box of paper for bottom feed.

Order Number	Description
LAX34-SQ/JE	Stand Paper Shelf

Terminal Paper Tray attaches to back of LA100 when you don't use a stand; holds a full box of continuous-form paper.

Order Number	Description
LAX34-SW/JE	Terminal Paper Tray

Carrying Case

Foam-lined carrying case, holds LA100, cables, forms tractor, or acoustic coupler.

Order Number	Description
LAX34-ZA/JE	Carrying Case

LQP02 Accessories

LQP02 Printer Stand

Durable, high-pressure laminated top with molded plastic light-oak trim, compatible with new Personal Computer Furniture System.

Order Number	Description
PCXXF-CL/JE	LQP02 Printer Stand

Dust Cover for LQP02

High-quality, antistatic vinyl dust cover for LQP02 letter-quality printer.

| Order Number	Description
H9850-HM/JE	LQP02 Dust Cover

LQP02 Acoustic Covers

Clear acoustic cover with built-in fan, reduces printer noise level.

Order Number	Description
LQPX2-FB/JE	Acoustic Cover (120 V)
LQPX2-FD/JE	Acoustic Cover (240 V)

Continuous Form Paper

Order Number	Description
H9850-PH/JE	9½-by-11-in blank, single-part, white, ½-in perf. edges — 2700/box
H9850-PJ/JE	9½-by-11-in blank, 2-part carbonless, ½-in perf. edges — 1750 sheets/box
H9850-PK/JE	9½-by-11-in blank, 4-part carbonless, ½-in perf. edges — 800 sheets/box
H9850-PR/JE	9½-by-11-in blank, 2-part carbon, ½-in perf. edges — 1500 sheets/box
H9850-PS/JE	9½-by-11-in blank, 4-part carbon, ½-in perf. edges — 750 sheets/box
H9850-PM/JE	12-by-8½-in blank, single-part, perf. edges — 2600 sheets/box
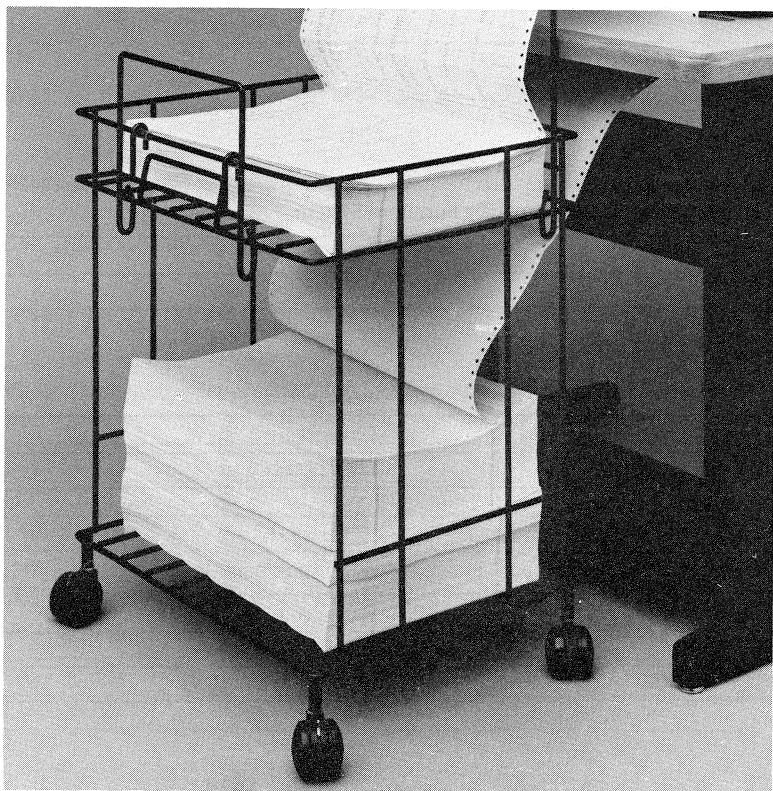
Figure 8-7   Mobile Paper Catcher

Mobile Paper Catcher Stand

Mobile stand with 2 locking casters and sturdy charcoal brown wire construction; guides paper into printer from lower level and makes sure that printouts fold neatly in upper catcher portion.

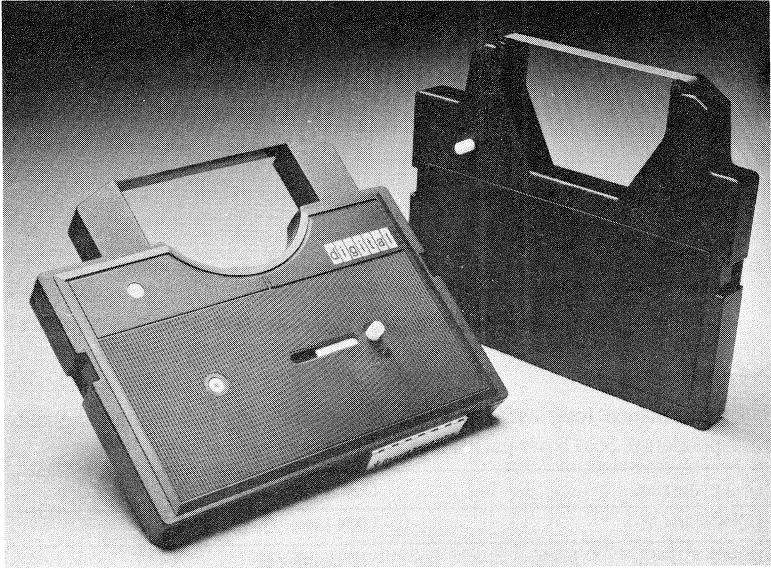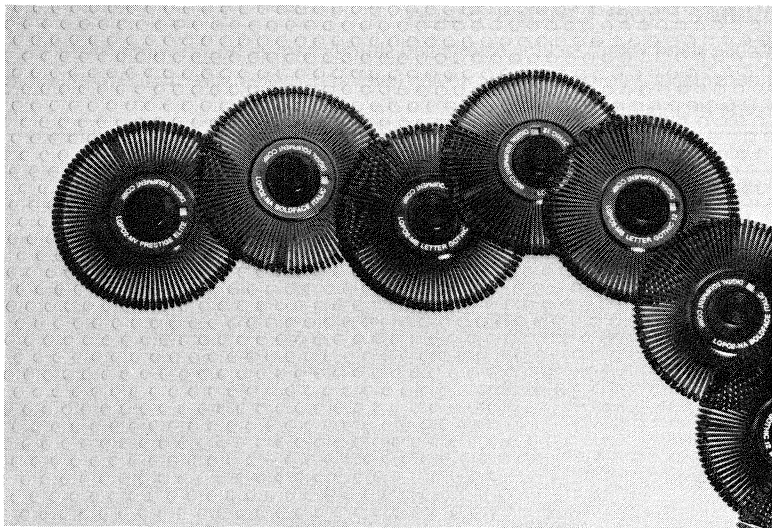| Order Number	Description
H9850-MS/JE	Mobile Paper Catcher Stand

Figure 8-8   LQP02 Ribbons

Ribbons for LQP02

Cartridge ribbons, nylon continuous-loop or single-loop, multistrike mylar.

Order Number	Description
LQP02-KB/JE	Nylon Ribbon, box of 6
LQP02-KA/JE	Multistrike Ribbon, box of 6

Figure 8-9 LQP02 Printwheels

Printwheels

High-performance, long-lasting printwheels for producing beautiful letter-quality correspondence. Sold 6 per package — one font only per package.

Order Number	Description
LQP02-MB/JE	UKN Letter Gothic 12
LQP02-MD/JE	WP Courier 10
LQP02-ME/JE	WP Pica 10
LQP02-MF/JE	WP Prestige Elite 12
LQP02-MH/JE	Bilingual Courier 10
LQP02-MJ/JE	Bilingual Prestige Elite
LQP02-MK/JE	WP Orator 90% 10
LQP02-ML/JE	ANSI OCR-B 10
LQP02-MN/JE	England Pica 10
LQP02-MP/JE	England Courier 10
LQP02-MR/JE	England Prestige Elite 12
LQP02-MS/JE	WP Letter Gothic 12
LQP02-MT/JE	WP Gothic 15
LQP02-MV/JE	ASC 1196 Prestige Elite 12
LQP02-MW/JE	WPS Boldface PS

Order Number	Description
LQP02-MX/JE	WPS Title PS
LQP02-MY/JE	WPS Thesis PS
LQP02-MZ/JE	Nederland Prestige Elite 12
LQP02-NA/JE	WPS Boldface Italic PS
LQP02-NB/JE	Nederland Pica 10
LQP02-NC/JE	Dual Courier 10
LQP02-ND/JE	European Courier 10
LQP02-NE/JE	Greek/Math

Printwheel Case

Sturdy vinyl case for safe and efficient storage of 8 printwheels.

Order Number	Description
LQPX2-PC/JE	Printwheel Case

Computer Furniture

Workstation Desk

Desk's large (60 by 30 in) top is a gray, high-pressure laminated, nonglare writing surface with molded plastic light-oak trim. System units fit perfectly into the specially designed molded plastic leg, keeping CPU and disk drives conveniently beside the operator. Monitor adjusts up or down, swing arm allows 350 degree rotation and 5 degrees forward/25 degrees backward tilt.

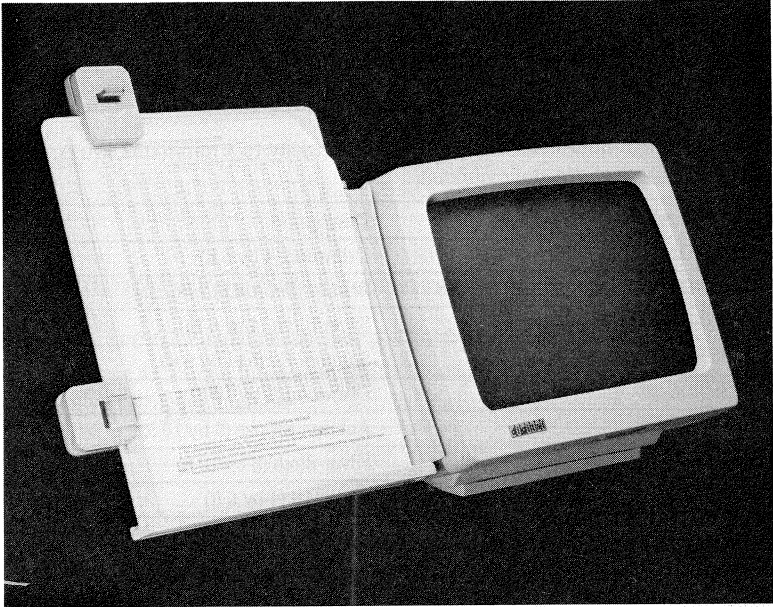| Order Number	Description
PCXXF-CA/JE	Personal Computer Workstation Desk

System Stand

Accommodates DECmate II in a minimum of space. Monitor adjusts up and down; swing arm rotates from 0 degrees to 350 degrees and tilts 5 degrees forward to 25 degrees backward.

Order Number	Description
PCXXF-CD/JE	System Stand
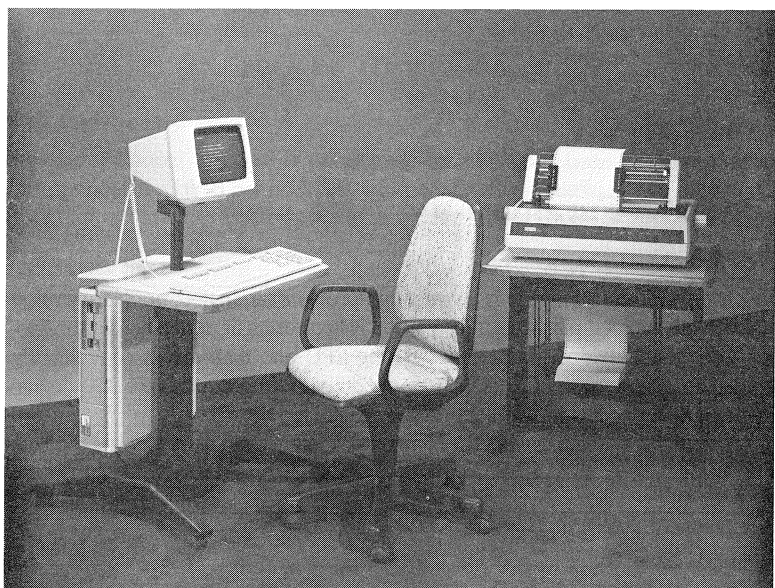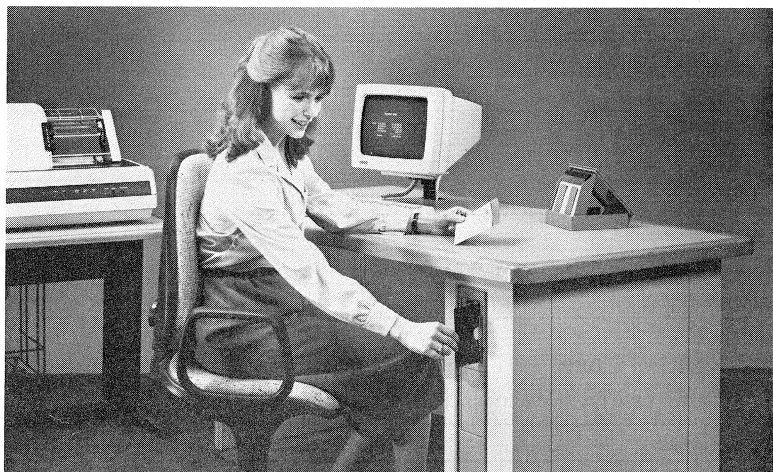
Figure 8-10   Personal Computer Workstation Desk and Personal Computer System Stand

Figure 8-11 Monitor Copy Holder

Monitor Copy Holder

Wedge snaps easily onto monitor's right or left side to hold paper in place while you work.

Order Number	Description
PCXXF-CH/JE	Wedge Monitor 12-in Copy Holder

Worktable

Same as Workstation Desk but without motorized column and swing arm or the system unit leg. System Floorstand houses your CPU next to the worktable.

Order Number	Description
PCXXF-CB/JE	Convertible Worktable
PCXXF-BA/JE	Small System Floor Stand

Accessories and Supplies to Protect Your Data and DECmate II Hardware

DECmats

Industrial-tough floor mats that keep static electricity to a minimum. Protect your data and relieve electrostatic buildup.

Order Number	Description
H9850-DA/JE	Driftwood (4 by 6 ft)
H9850-DH/JE	Autumn Bronze (4 by 6 ft)
H9850-DF/JE	Silver Birch (4 by 6 ft)
H9850-DB/JE	Summer Earth (4 by 6 ft)
H9850-DE/JE	Driftwood (3 by 10 ft)
H9850-DD/JE	Autumn Bronze (3 by 10 ft)
H9850-DC/JE	Silver Birch (3 by 10 ft)
H9850-DJ/JE	Clear Mat (4 by 6 ft)
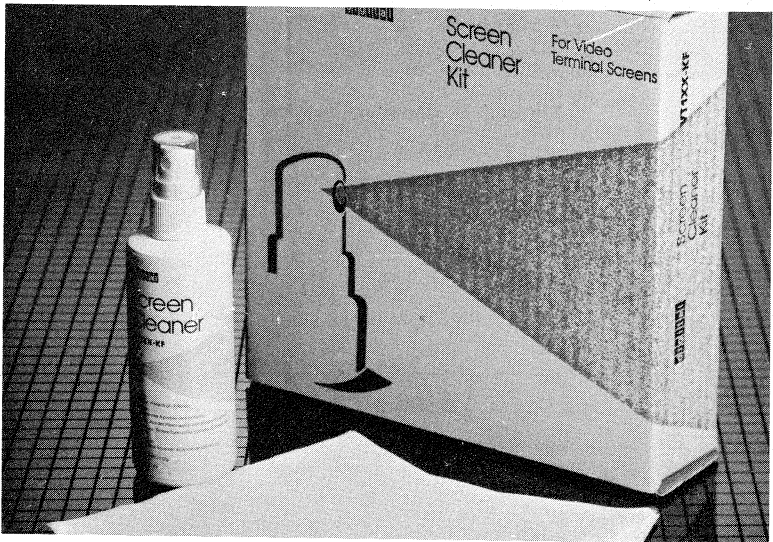
Figure 8-12   Screen Cleaning Kit

Screen Cleaning Kit

Digital's specially formulated anti-ionic screen cleaning kit.

Order Number	Description
VT1XX-KF/JE	Screen Cleaning Kit

Diskette and Media Safes

Fire safes, UL/approved to 125° F, providing level of protection specified for Digital storage media.

Order Number	Description
H980-FC/JE	Media Safe
H980-FA/JE	Diskette Safe

Lightning Surge Suppressors

Single-Circuit Lightning Surge Suppressor

For protecting AC circuit line to a single DECmate II. Clips off excess voltage from potentially destructive high-energy electrical surges.

| Order Number	Description
H7007-AA/JE	Single-Circuit Lightning Surge Suppressor 120V, 12A; 5-15R NEMA receptacle; 5-15P NEMA plug

Multiphase Lightning Surge Suppressor

Clips high-energy electrical surges along an AC circuit powering an entire office or building. Protects your computers.

Order Number	Description
H7007-AB/JE	3-phase, 120/208 Vac Suppressor
H7007-AC/JE	2-(split)phase, 120/240 Vac Suppressor
H7007-AD/JE	3-phase, 277/480 Vac Suppressor
H7007-AE/JE	3-phase, 350/600 Vac Suppressor

Single-Dataline Surge Suppressors

Protect your DECmate II against lightning-induced transients on your data communications line.

Order Number	Description
H7007-BA/JE	Terminal Strip, Input & Output
H7007-BB/JE	25-pin 'D', Input & Output
H7007-BC/JE	Terminal Strip, 25-pin 'D', output
H7007-BD/JE	25-pin 'D', Input; Terminal Strip output

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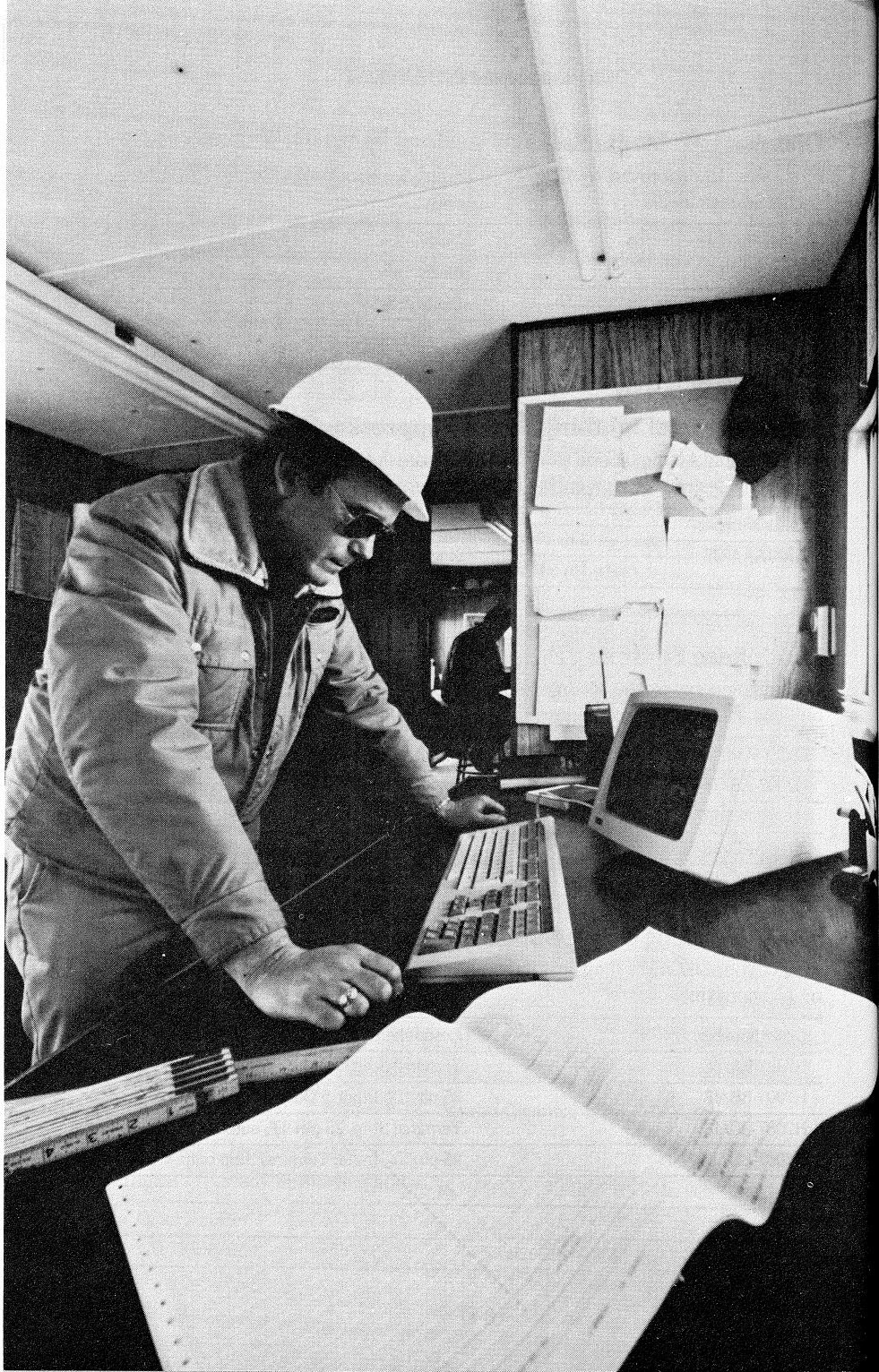
Chapter 9

DECmate II Installation

</div>

Site Preparation

The compact DECmate II is designed to fit comfortably into any office environment. You can use a typewriter stand, standard desk, or work table for any of the three basic system components. The optional vertical floor stand allows you to keep the system unit next to your desk in a minimal amount of space. DECmate II's small, compact diskettes store easily in your office area.

Figure 9-1   DECmate II Fits Easily in any Office

DECmate II operates on the power that normally comes into your building. The system power cord plugs into a standard wall outlet. All DECmate II components and optional equipment (except the optional RX01/RX02 diskette drives) are designed to operate in either your office or your home.

Installation Procedures

Digital developed and designed the DECmate II so that it is easy for you to install, easy to use, and easy to service. You can install the basic system, its options, and its replaceable parts without any special tools. Easy-to-follow procedures are illustrated step-by-step in all DECmate II installation documentation.

If you have any questions about how to install your system, your DECmate II warranty gives you immediate access to the DECmate II Help line, the toll-free Customer Support Center number in Atlanta, Georgia (see Chapter 10).

Documentation

To assist you with installing and using your DECmate II, the system hardware is shipped with the following documents and media:

- *DECmate II Documentation Map* (EK-DM2DM-RC) — a one-page map that shows the order in which you should use the documents and media.
- *DECmate II Installation Guide* (EK-DECM2-IN) — a pictorial guide that takes you through the process of unpacking, assembling, and installing your DECmate II, its option boards, vertical floor stand, and extra RX50 diskette drive.
- System overview diskette (BL-P333A-BA) — shipped with the *DECmate II Installation Guide*. A computer-based course that you can take at your own pace. The course acquaints you with the hardware features of the DECmate II and allows you to practice using these features at the keyboard.
- *DECmate II Owner's Manual* (EK-DECM2-OM) — a resource and reference manual for your DECmate II hardware system. It acquaints you with the components, controls, and features of the DECmate II. It provides troubleshooting and service information and any special installation procedures required for its options.
- System test diskette (BL-T345A-MA) — shipped with the *DECmate II Owner's Manual*. It provides a hardware check of your DECmate II system when something does not function as it should.

As you add other options, the installation guide included with that option will provide you with all the installation instructions you need.

DECmate II Connections

The three basic system components of the DECmate II — system unit, keyboard, and video monitor — interconnect with two cables.

- The keyboard cable connects the keyboard to the video monitor
- The video monitor cable connects the video monitor to the system unit
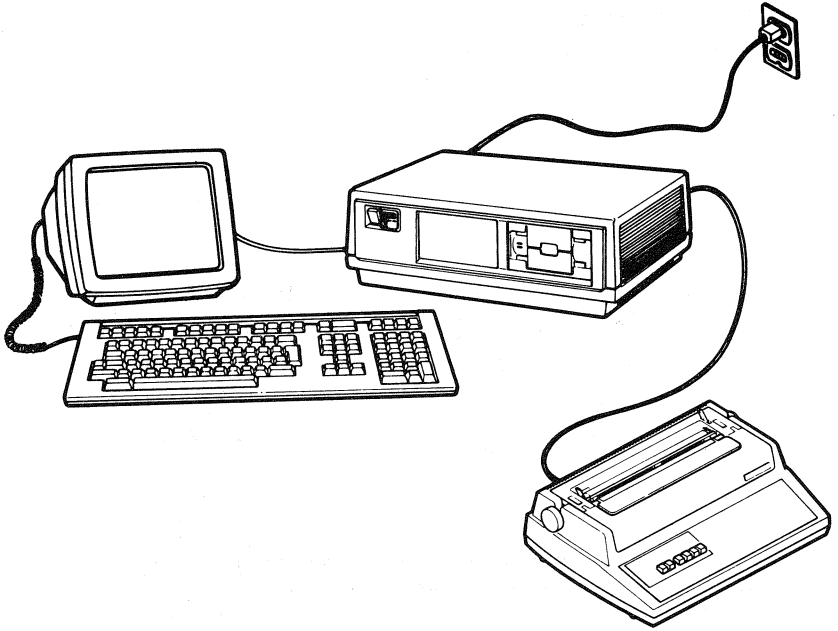
Figure 9-2   Basic DECmate II System Components and Optional Printer

The system power cord plugs into a standard wall outlet. If you install a printer (DECmate II supported), the printer cable connects to the clearly labeled printer port on the system unit's connector panel.
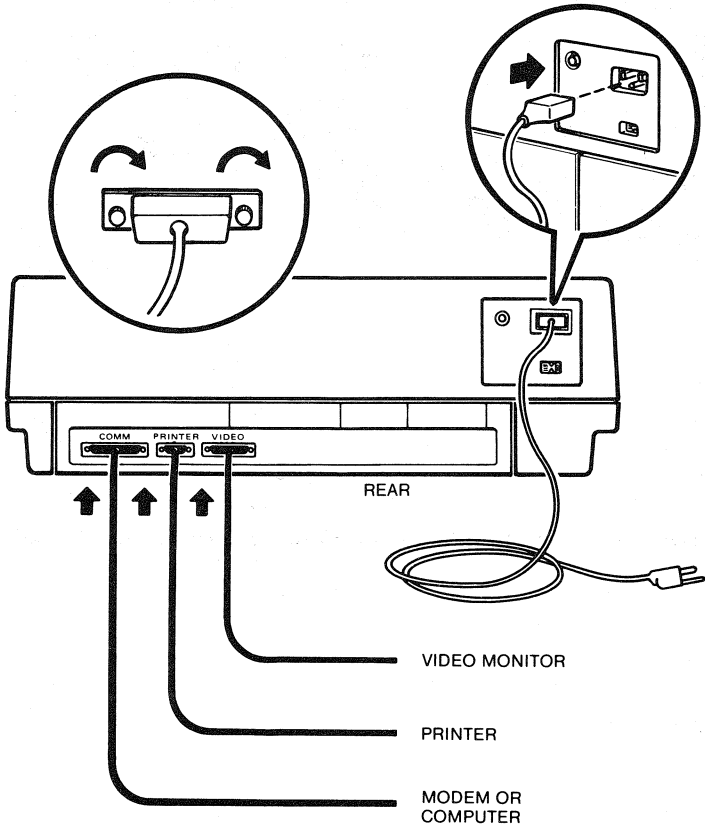

**Figure 9-3   DECmate II System Unit Connector Panel**

Easy Option Installation

DECmate II options expand the functional capabilities of your system. As an example of how easy it is to add options, the following steps show the installation of the

CP/M-80 board on the system board in the system unit. The CP/M-80 board
enables you to run the BPI Accounting System and commercially available CP/M
software applications on your DECmate II. Refer to the *DECmate II CP/M Installa-
tion Guide*.

The system unit cover removes easily to add option boards. Disconnect two
cables from the system board, and slide the board out. Place the CP/M-80 board
face down on the system board, align the connectors, and snap into place. Finally,
slide the system board back into the system unit, reconnect the cables, and replace
the system unit cover.
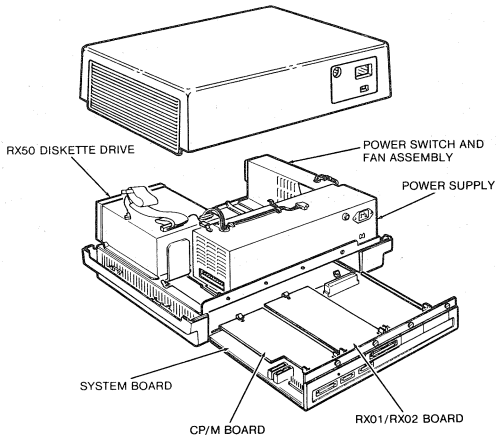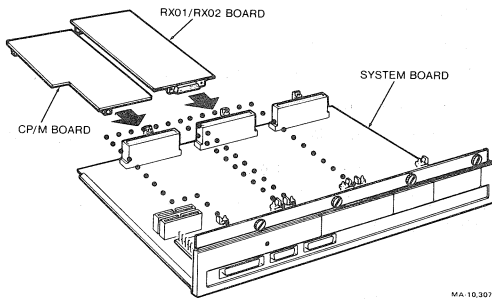
Figure 9-4   Option Installation is Easy

9-5

Troubleshooting: The DECmate II Self-Diagnostic Advantage

Digital has implemented one of the most rigid quality-control programs in the computer industry to support you and your DECmate II. Extensive self-test diagnostics check the system every time you turn it on.

DECmate II capabilities are controlled by hardware and software. The process of searching for the source of a failure — hardware or software — is known as troubleshooting. DECmate II has been designed to help you troubleshoot. It runs a self-test of its system board each time you turn it on. It is shipped with a system test diskette that you can run when you need additional automatic troubleshooting. The system test diskette provides an extensive system-level checkout with detached diagnostics.

Digital makes available a telephone Help line when you need to talk to qualified representatives, and Digital offers a wide range of maintenance and support services. (See Chapter 10 for more detail.)

If you want to service your DECmate II yourself, an optional *DECmate II Repair Guide* (EK-DECM2-AM) provides detailed troubleshooting and module replacement procedures, and the *DECmate II Technical Description* (EK-DECM2-TD) provides hardware technical reference.

Self-Test

When you turn on your DECmate II, internal programs in the electronic circuitry perform tasks that initialize and test your system. Initializing is a process that electrically prepares the system for operation. Testing is a process that checks whether circuits are working the way they are supposed to work. The test is automatic and does not require that you type anything to activate it.

At the end of the self-test procedure, the video monitor displays a message. If the test finds no problem, the message **DECmate II** appears. The message remains on your screen until you insert a system diskette in your system and proceed with a particular operation, such as word processing. If the test reveals an error such as a disk-related error, the DECmate II screen shows you a drawing of a diskette (see Figure 9-5). If the self-test finds a more serious problem, your DECmate II displays an error message or code. The *DECmate II Owner's Manual* or *DECmate II Repair Guide* provides assistance for this situation.
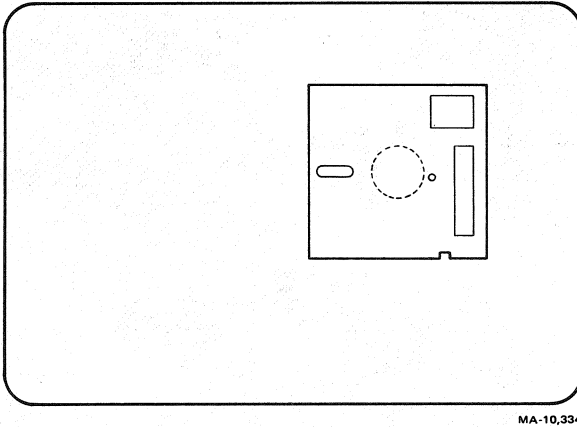
MA-10,334

Figure 9-5 Self-Test Finds a Disk-Related Error

System Test Diskette

Each DECmate II is shipped with a system test diskette. This diskette is used when you suspect a problem that has not been noted by the power-up self-test. The system test diskette checks:

- System Board
- 5¼-inch diskette system (RX50 drive and related hardware)
- Printer
- Printer interface

It also checks the following options:

- CP/M-80 board
- 8-inch diskette system (RX01/RX02 drive and related hardware)
- Second RX50 diskette drive and related hardware

The system test diskette provides updated diagnostic ability. If you add an option other than those mentioned above, the option will be sent with a diskette containing a diagnostic test and instructions for its use.
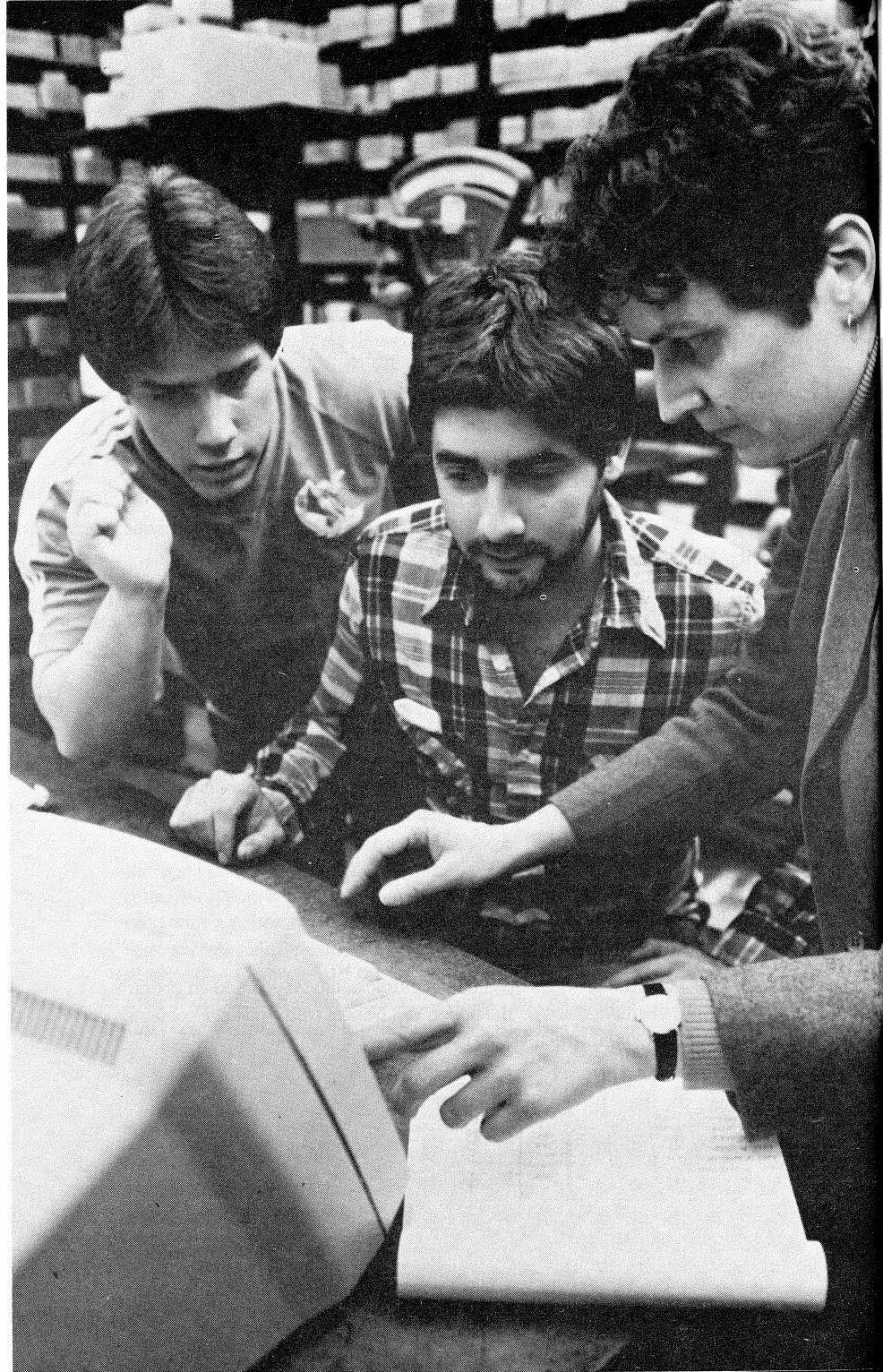
DECmate II Service and Support

DECmate is easy to install, easy to use, and easy to service. Replaceable system unit modules or parts and options are a featured advantage.

Service capabilities built into your DECmate during the design, development and engineering phases ensure continuous and effective use of your DECmate system.

Digital lets you — the DECmate user — decide on the level of support you need, from complete Digital system support to complete self-maintenance, and offers you a variety of service options.

System Warranty

When you purchase your DECmate you get a 90-day Carry-In System Warranty that gives you total system support from Digital's Customer Service organization. Backed by 25 years of experience and over 20,000 Digital service personnel worldwide, Customer Service offers the most comprehensive system warranty in the industry.

System warranty covers both your hardware and system software from a single point of contact via a toll-free Help line telephone number. You can call the telephone support center in your country and ask questions or report problems you are having with your system. Systems specialists will help you determine if your problem is hardware, software, or applications related.

The Help line (in the United States) is manned by a team of DECmate specialists at the Customer Support Center (CSC) in Atlanta, Georgia, five days a week, 12 hours a day. The Help line team includes hardware and software specialists who can often diagnose and assist you in correcting a problem over the phone, saving you time and money.

The System Warranty Components

- Help line — unlimited use of the toll-free Atlanta number for all hardware/ system software (listed below) as well as system usage support.
- WPS-8 Word Processing and all options
- CP/M-80 operating system if purchased
- Software and Documentation updates as released by Digital
- All parts, materials, and labor
- Installation of field engineering changes
- *Perspective*, Digital's Personal Computer Newsletter

Warranty Upgraded Service Extension Options

During your system warranty period, the toll-free Help line is available to answer questions and help identify and assist you in resolving problems. If you choose to purchase an annual On-Site System Support Agreement at any time during your warranty period, the balance of your 90-Day Carry-In System Warranty is upgraded to On-Site System Warranty, and you have system coverage for 12 additional months after warranty expires. Thus, this option provides 15 months of On-Site System Support (three-month warranty and 12-month support service for the price of 12 months of On-Site System Support).

NOTE: On-site services are for equipment only.

Post Warranty (System Support Agreements)

At expiration of warranty, you have a choice from among the most comprehensive personal computer service offerings in the industry. These services include:

- On-Site System Support
- Carry-In System Support
- Per-Call Service
- DECmailer

Total System Support — On-Site or Carry-In

Digital offers you total system support available on an On-Site or Carry-In basis. Total System Support provides for the ongoing support of your hardware and system software at a price comparable to what other manufacturers charge for hardware maintenance alone.

Among the benefits included in the On-Site System Support Agreement are:

- All Parts and Labor
- Toll-Free Help line
- *Perspective*, Digital's Personal Computer Newsletter
- Engineering Modifications
- Software Updates as released by Digital

With On-Site System Support, your service needs will be given priority over those of all noncontracted customers, and once remedial maintenance has begun, it will continue through all coverage hours, until your system is completely operational again. Should remedial maintenance require more resources, Digital's 'Problem Escalation Procedure' goes into effect. It places priority on all back-up technical and management resources at an early stage, when they can be of most assistance in reducing repair time and increasing your system's availability.

Carry-In System Support is also a comprehensive and responsive process for ongoing system support of your hardware/software. It provides the same benefits as the On-Site Agreement, including the toll-free Help line. The key difference is

that you return the equipment that needs to be serviced to one of Digital's 160 Carry-In Servicenters. A convenient, low-cost alternative to On-Site System Service, Carry-In System Support provides you with two-day turnaround on equipment serviced.

Per Call and DECmailer

If your particular application doesn't demand contractual service coverage, you can choose from Per Call Service or DECmailer Service to suit your needs.

Per Call Service is available on an On-Site or Carry-In basis and provides maintenance on a non-contractual time and materials basis. We provide On-Site Per Call Service on a **best effort** basis. You are charged portal-to-portal for mileage and labor with additional charges for parts used.

Carry-In Per Call Service is available during normal business hours at a Digial Servicenter, where you can carry in the whole unit for repair or swap just the failing module for a nominal fee. We will exchange a good module for the defective one and charge only for the parts exchanged, saving you the labor charges associated with having the whole unit repaired.

DECmailer Service at a Customer Return Center is available to you if you prefer to do your own maintenance. It provides a repair service by mail for modules and subassemblies, with a five-day turnaround and at a significantly lower cost than either On-Site or Carry-In System Support. The DECmailer charge includes any engineering changes needed and return shipping to you. DECmailer charges are on a **per-event** basis. DECmailer also offers an emergency dispatching service as an option. It is available to DECmailer customers in a machine-down situation. Customers must have made adequate provisions for spare parts and be in a stock-out position on the needed part to qualify.

Comprehensive Support

Like our other services, DECmate II services are backed by Digital's extensive experience and capability. This includes the 20,000 specialists, working from 430 locations in 38 countries on five continents, and specially equipped vans, able to reach your site in minimum time. The fleet of 400 "warehouses on wheels" carry all spare parts. In the United States, specialists have 24-hour access, seven days a week, to a complete spare parts inventory stocked throughout Digital's local branches and Regional Distribution Centers.

Our emphasis is always on fast, dependable service that is easy to obtain and available at a minimum cost.

Software Service Support

When you are ready to expand your DECmate II system, Digital is ready to help with advice on software selection, analysis, and development of customer applications software, and examination of the costs and feasibility of expanding the system or suggestions on alternate solutions.

Digital offers Applications Software Packages for DECmate II plus a variety of high-level languages that let you create your own applications.

Digital guarantees the quality of its Software through a Software Classification Program.

Digital Classified Software (DCS)

The DCS program is designed to establish a quality set of software for Digital's Personal Computers — including DECmate II — by performing a comprehensive software evaluation.

Software and documentation that pass the DCS evaluation receive the Digital Classified Software seal, an embossed silver symbol which is placed in a prominent location on the software package so that you will know that you are purchasing high-quality software products. The seal lets you know that regardless of where you have purchased your application software, it has been tested for quality, consistency, reliability, and compatibility with your DECmate hardware and operating systems. It is easy to use, quick and easy to install, reliable and well-documented. Digital's Classified Software program consists of three categories:

1. **Digital Tested Seal**

A software application package that receives this seal has been tested by a team of Digital engineers who verify that the software can be installed and used appropriately on a particular Digital personal computer.

- Sold 'as is'
- No additional services
- Primary distributor is software vendor

2. Digital Service-Approved Seal

Products that earn this seal have met specific criteria for serviceability in addition to meeting all criteria needed for 'Digital Tested' software.

- Normally sold 'as is'
- Optional separately priced services available from Digital
- Sole distributor is Digital

3. Digital Developed Seal

This classification is reserved for software developed by, or for, Digital that is fully supported and marketed as a Digital product.

- May include limited warranty from Digital
- Optional separately priced services available from Digital
- Sole distributor is Digital

In addition to the System Support Agreement, Digital has an Application Advisory Service for Digital Classified Software that offers you service by category rather than by product. Application Advisory Service is a telephone service designed to help you get the most from your Digital Classified Software (DCS). The toll-free

Help line service gives you access to Application Support Specialists available to answer your questions and to assist you in maximizing your productivity. This service is available for DCS products with a classification of Digital Service-Approved or Digital Developed.

Products Grouped By Category

Under Application Advisory Services, approved products are grouped into service categories. These products are assigned to either the Development Aid or the Professional Aid Service Category. In some cases, products may be in both. The categories are described below. Ordering a service category will give you access to the Customer Support Center for assistance on **any and all** products in that category. Selected products with special support needs will be individually priced and serviced.

Development Aid Service products include:
- Selected Programming Languages
- Optional Operating Systems
- Debuggers
- Program Generators
- Programming Tools

You receive telephone assistance on **any and all** of these types of products simply by ordering QA166-6Z (Development Aid Service).

Professional Aid Service products include:
- Spread Sheets
- Word Processing
- Graphics Software
- Calendar Management
- Decision Support Tools
- Statistical Tools

You will receive telephone assistance on **any and all** of these types of products simply by ordering QA165-6Z (Professional Aid Service).

NOTE: If you order Application Advisory Service while your DECmate II is in warranty, you will receive free Application Advisory Service during your DECmate II Warranty.

Services described are offered in the United States, and may vary slightly in other countries. Check with authorized Digital Representatives for information regarding services offered in your country.
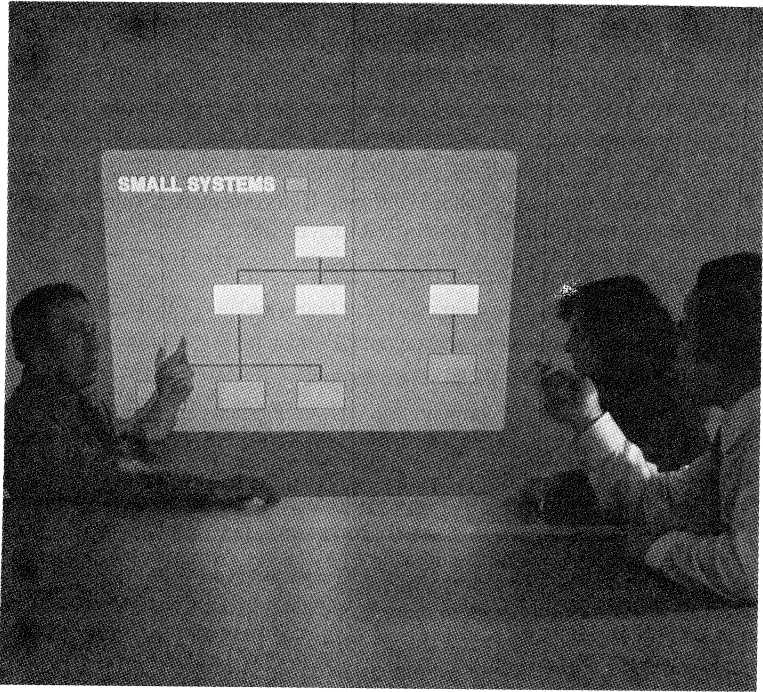
Digital Educational Services

Digital Educational Services offers worldwide training to support its major products and the computing public in general. While you can opt for Lecture/Lab courses at Training Centers or on-site at your facility, the DECmate II advantage is that it is easy to learn. You can advance in DECmate II capabilities through Computer-Based Instruction (CBI) at your DECmate II keyboard, on your schedule, and at your own pace.

DECmate II

Computer-Based Instruction and complete user documentation are included with each DECmate II system and are available for DECmate II optional equipment. In addition, specialized DECmate II training is available from Digital's worldwide Educational Services.

The DECmate Advantage: Computer-Based Instruction (CBI)

DECmate II is easy to learn. You can master its unique features and capabilities through self-paced Computer-Based Instruction (CBI). CBI is a hands-on instructional package that teaches you how to operate the system. Through a combina-

tion of simulation and dynamic visuals, Digital's CBIs mark a dramatic advance in the use of the CBI. In this training method, the computer presents material, demonstrates functions, and presents exercises. You learn by doing.

DECmate II System Overview assumes that you have had no previous computer experience. Organized as a series of modules, it guides you through using the various capabilities and features of the DECmate II.

CBIs support the easy-to-follow DECmate II documentation guides that are packaged with the DECmate II system and each option.

Computer-Based Instruction (CBI)

- Gives you comprehensive training at your fingertips
- Lets you learn at your own pace at your DECmate II
- Lets you work the training into your schedule
- Gives you access to Help commands to answer questions about operation
- Provides a consistent menu for all applications
- Provides quality certified software applications systems

DECmate II Computer-Based Instruction Courses

DECmate II System Overview (included with customer package)
The DECmate II System Overview — A one-diskette CBI course, guides you through the basics of how-to-use your system. The goal is to help you, the new operator, feel 'at home' with the system.

In addition to basic computer concepts, you will:
- Learn about the hardware and software components included with your system.
- Have an opportunity for some hands-on experience as you are guided through the procedures for turning your system on and off, inserting the diskettes into your system, and performing several procedures in the SET-UP mode.
- Learn how to use the operator controls, how to load paper, and how to change ribbons and print wheels.
- Feel confident about the basic operations of your new system and be ready to learn more advanced applications.

Once you have completed the DECmate II System Overview you will be ready to begin Basic Word Processing.

Basic Word Processing (included with Word Processing software package):
This course introduces you to word processing through step-by-step lessons on two diskettes: *Introduction to WPS-Drive 0* and *Introduction to WPS-Drive 1*. You will learn the fundamental procedures for creating, editing, and printing documents.

After completing Basic Word Processing, you will be able to:

- Create, edit, file, and print documents.
- Be comfortable enough with your system to operate it on a daily basis, handling common business correspondence.
- Be prepared for the Word Processing Advanced course, which teaches the more versatile and complex applications of DECmate II.

Advanced Word Processing (option)

This course teaches you the major time-saving capabilities that distinguish DECmate II from all other word processors.

- *Using List Processing* (option) — Teaches you how to produce as many personalized documents (such as form letters) as you need while automatically changing selected information, such as a name or address, with each new printed copy.
- *Using Sort* (option) — Teaches you how to rearrange records of information into alphabetical or numerical sequence. For example you can sort a list of addresses by name one time, or by city, state, or zip code another time to suit your purposes.
- *Using Math* (option) — Teaches you to add, subtract, multiply and divide with subtotals and totals. The Math feature can be used in conjunction with Sort and the Word Processing Editor.
- *Using Communications* (option) — Teaches you how to use your DECmate II system, computers, equipment with communication capabilities.

DECmate II Lecture/Labs

The Lecture/Lab approach combines traditional classroom teaching under the supervision of a professional instructor with valuable hands-on training. Any Lecture/Lab course can become a customized on-site training program for your group.

- Basic Word Processing
- Advanced Word Processing
- List Processing
- Communications
- Math
- Sort
- Word Processing for Managers
- Using User-Defined Keys

For information on DECmate II training or to register for a course, contact your local Digital Educational Services Training Center. DECmate II training is available at the following worldwide sites.

Customer Training Centers

United States

Boston
Digital Equipment Corporation
Educational Services Department
12 Crosby Drive
Bedford, Massachusetts 01730
Telephone: (617) 276-4111

Chicago
Digital Equipment Corporation
Educational Services Department
5600 Apollo Drive
Rolling Meadows, Illinois 60008
Telephone: (312) 640-5520

Dallas
Digital Equipment Corporation
Educational Services Department
12100 Ford Road, Suite 110
Dallas, Texas 75234
Telephone: (214) 620-2051

Los Angeles
Digital Equipment Corporation
Educational Services Department
4311 Wilshire Boulevard
Suite 400
Los Angeles, California 90010
Telephone: (213) 937-3870

New York
Digital Equipment Corporation
Educational Services Department
One Penn Plaza, Eighth Floor
New York, New York 10119
Telephone: (212) 971-3545

San Francisco
Digital Equipment Corporation
Educational Services Department
2525 Augustine Drive
Santa Clara, California 95051
Telephone: (408) 727-0200

Washington, D.C.
Digital Equipment Corporation
Educational Services Department
Lanham 30 Office Building
5900 Princess Garden Parkway
Lanham, Maryland 20706
Telephone: (301) 459-7900

Australia

Digital Equipment Australia Pty. Ltd.
Educational Services Department
Chatswood Plaza Building
P. O. Box 384
Chatswood, New South Wales, 2067
Telephone: (02) 412-5252

Canada

Ontario (Kanata)
Digital Equipment of Canada Ltd.
Educational Services Department
100 Herzberg Road
P.O. Box 13000
Kanata, Ontario K2K 2A6
Telephone: (613) 592-5111

Ontario (Rexdale)
Digital Equipment of Canada Ltd.
Educational Services Department
165 Attwell Road
Rexdale, Ontario M9W 5Y5
Telephone: (416) 675-2580

British Columbia
Digital Equipment of Canada Ltd.
Educational Services Department
10711 Cambie Road, Suite 130
Richmond, British Columbia
V6X 3C9
Telephone: (604) 278-3466

Quebec
Digital Equipment of Canada Ltd.
Educational Services Department
394 Isabey Street
St. Laurent, Quebec
Telephone: (514) 342-5321

England
Digital Equipment Co. Ltd.
Educational Services Department
Fountain House, The Butts Center
Reading RG1 7QN England
Telephone: (44)-(734)-583555

Telephone Assistance for Training

To answer your questions about training, Educational Services offers a Marketing
Assistance telephone line: (617) 276-4373.

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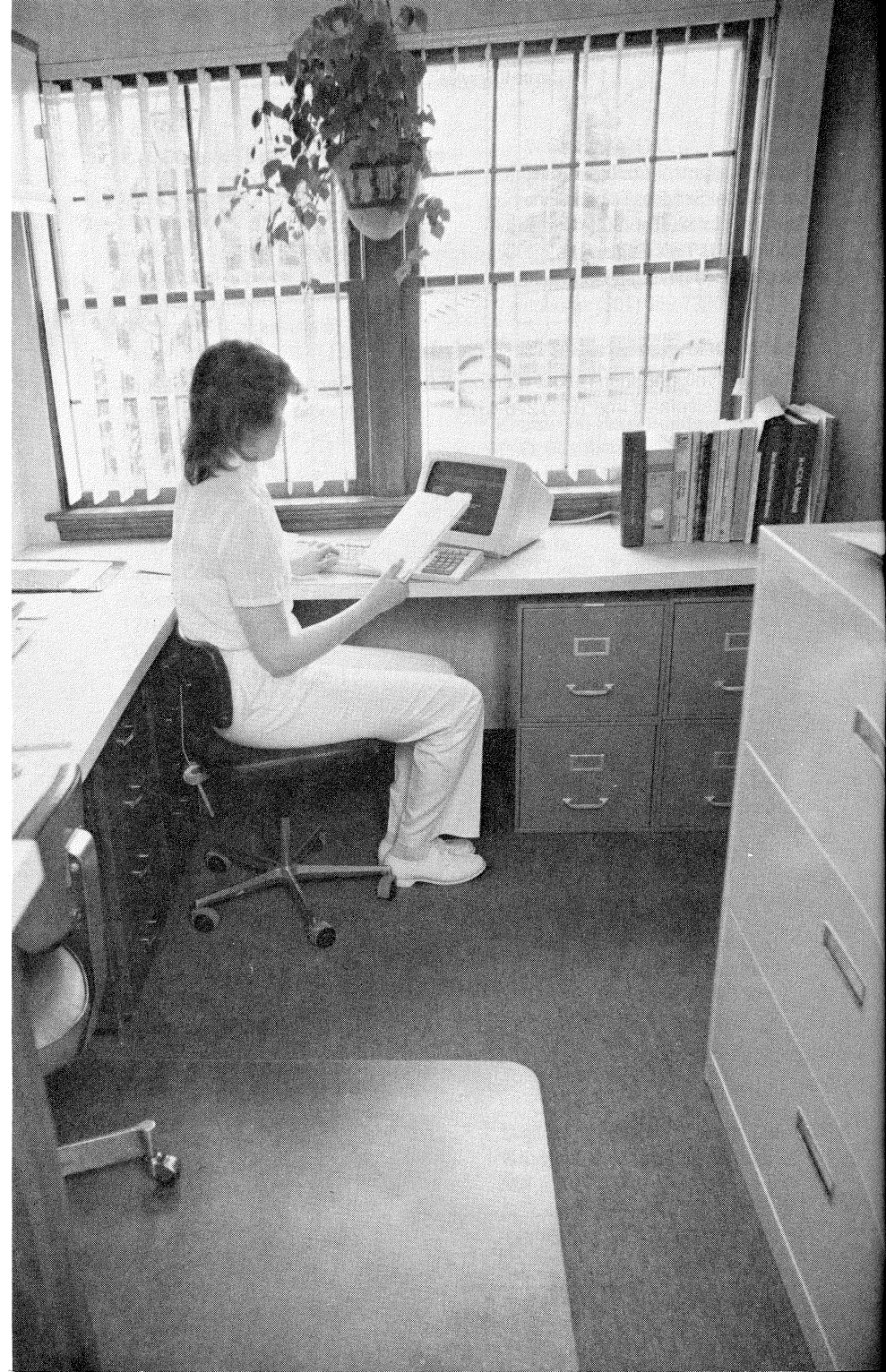
Chapter 11

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For More Information

This section provides a partial list of sources to which you can refer for additional information on word processing and office products. Included are: a listing of Digital sales and service locations, Digital publications, Digital financing alternatives, trade shows, trade associations, magazines, consultant publications, and information service vendors. This list is by no means complete, nor does it constitute an endorsement by Digital of the products and services of other vendors.

1-800-DIGITAL

To see a demonstration of DECmate or to find the location of the Digital Business Center nearest you, call toll-free 1-800-DIGITAL.

Digital Customer Assistance Group

Digital's Corporate Customer Assistance Group provides liaison services to prospective and established customers in all cases where letters, telegrams, or phone calls require information or action by a corporate department. Customer inquiries or requests for assistance are routed to the pertinent department within the company which can provide the necessary answers or solutions. Customer Assistance also works very closely with Digital's sales organization to ascertain that the pertinent sales office gets involved in responding to the request or inquiry.

Located in Maynard, Massachusetts, the Customer Assistance Group can be contacted by calling (617) 493-7161 or by writing to Corporate Customer Assistance Group, PKO3-2/A66, 129 Parker Street, Maynard, Massachusetts 01754.

Digital Financing Alternatives

Financing is now available for personal computers and small systems through programs offered by most Digital retail channels, dealers, and distributors.

Lease Agreements

Commercial enterprises and non-profit institutions such as private educational institutions share the common problem of matching cash inflows and outflows. All can advantageously integrate leasing into their financing strategy.

A lease is a contract which gives you, the lessee, all the rights, privileges, and responsibilities of ownership except title. The term of the lease and the payment structure can be tailored to meet your individual requirements.

Benefits of leasing include:

- The entire lease payment is generally a deductible business expense for tax purposes
- Any available Investment Tax Credit can be passed on to you, the lessee

Conditional Sales Agreement

An alternative for some customers is the Conditional Sales Agreement (CSA). A Conditional Sales Agreement is an installment purchase plan whereby title to the equipment passes to you upon shipment of your system. A security interest in the equipment is retained until all payment obligations called for in the financing agreement have been fulfilled.

Benefits of a Conditional Sales Agreement include:

- As owner of the equipment, full depreciation and all available Investment Tax Credit accrue to your benefit
- The interest paid is a fully tax-deductible business expense

Tax-Exempt Conditional Sales Agreement

For State and Local Governments including state universities, colleges, and other such political subdivisions, Tax-Exempt Conditional Sales Agreements are offered.

A Tax-Exempt Conditional Sales Agreement passes title to the equipment to you upon shipment. A security interest in the equipment is retained until all payments called for in the agreement are completed.

Benefits of a Tax-Exempt Conditional Sales Agreement include:

- Low cost. The interest paid is not subject to federal, and in some cases, state income tax. Thus, financing rates are usually lower than commercial rates.
- Our contract contains a "non-appropriation of funds" clause which recognizes the inability of political subdivisions to commit to payments beyond their current fiscal period. Cancellation of the contract is permitted if funds are not appropriated in subsequent fiscal periods.
- This program is only offered directly through Digital Equipment Corporation.

To learn more about financing alternatives available, call 1-800-343-3451. In Massachusetts, call 1-800-3239.

Digital Publications

Insight: a monthly newsletter describing new products, user applications, and other items of general interest to Digital users. To receive *Insight*, write to Digital Equipment Corporation, Attn: S. Chayes, 200 Baker Avenue, CF01-2/M88, Concord, Massachusetts 01742

Perspective: a bimonthly publication focussing specifically on Digital's personal computers. Includes articles of interest to users of Digital's personal computers — questions and answers, descriptions of software packages, etc. For more informa-

tion on *Perspective*, write to Digital Equipment Corporation, Software Product Services, Attn: M. Flynn, 40 Old Bolton Road, Stow, MA 01775.

Digital Reference Service: a complete listing (six volumes) of Digital's products, applications, and services. Updated quarterly. For further information, write to Digital Equipment Corporation Reference Service, CF01-2/K21, 200 Baker Avenue, Concord, Massachusetts 01742.

Digest: Digital Educational Services Today: a quarterly publication describing training courses and schedules offered by the Educational Services Department of Digital Equipment Corporation. To receive *Digest*, write to Digital Equipment Corporation, Educational Services, 12 Crosby Drive, BUO/E55-26, Bedford, Massachusetts 01730. Or contact your local Digital Educational Services Training Center.

Word Processing Procedures for Today's Office by Mary Jane Forbes, Digital Equipment Corporation. A 232-page book — written by a senior executive secretary — that shows you how to streamline your office, increase productivity, and move on to more creative tasks by using the word processor. Written for secretaries familiar with basic word processing, advanced secretarial students, word processing instructors, office managers, and administrative support personnel. Published by Digital Press, Bedford, Massachusetts. To order, contact: Digital Press, 12 Crosby Drive, Bedford, Massachusetts 01730.

Your First Business Computer by Peter Luedtke and Rainer Luedtke: This informative book provides a basic understanding of computer capabilities and limitations, helps you evaluate your business goals and requirements, and prepares you to explore the marketplace, select a system, and integrate it into your business operations. It examples the benefits a computer can provide and weighs them against the costs of acquiring a system. Handy worksheets and checklists assist in estimating benefits, tracking costs, and relating computer performance to business tasks. Paperback, 224 pages. Published by Digital Press. To order, contact: Digital Press, 12 Crosby Drive, Bedford, MA 01730.

Office Automation: A Survey of Tools and Technology by David Barcomb: This practical introduction surveys the key functions of office automation, explaining each one in concrete terms and indicating how the various elements mesh to form integrated systems. The book examines current technologies in word processing; electronic mail, filing and retrieval, and calendars; business graphics; teleconferencing; data banks; videotex; and micrographics. Published by Digital Press. To order, contact: Digital Press, 12 Crosby Drive, Bedford, MA 01730.

Nine Steps to Effective EDP Loss Control by Tom S. Eason and Douglas A. Webb. Loss of assets by mischance or malfeasance involving electronic data processing is a threat to every organization depending on computers for daily operations or financial control. This book provides a practical framework of the nine steps that will help managers identify risks and set up preventive measures. Detailed case studies and short examples of both good and bad EDP loss control practices are provided throughout the book. Published by Digital Press. To order, contact: Digital Press, 12 Crosby Drive, Bedford, MA 01730.

Trade Shows

To observe the latest office product offerings, plan to attend one or more trade shows when they are in your area. The following is a brief list of shows, for the 1982/1983 timeframe, at which office-related computer equipment has been, or will be, shown:

Data Processing Managers' Association (DPMA)
DECUS (Fall and Spring)
Federal Office Automation Conference
Info '82
Interface 83
Association of Information Systems Professionals (AISP) Syntopican
National Computer Conference (NCC)
Office Automation Conference
Secretary Speakout

Magazines and Journals

A large number of trade magazines are available. You can choose from those in your business market or those of a more technical nature. The following list represents only a few of the hundreds that are available:

Datamation
Computerworld
Inc.
Word Processing and Information Management
Electronic News
The Office
MIS Week

Consultant Publications

These are sources of descriptive and comparative information on most office information products and the manufacturers of those products.

Datapro Reports on Word Processing, produced by Datapro Research Corporation, Delran, NJ.

The Seybold Report on Office Systems, produced by Seybold Publications, Inc., Media, PA.

Auerbach Computer Technology Reports, Electronic Office, produced by Auerbach Publishers, Inc. of Pennsauken, NJ.

Information Service Vendors

Several nationwide computer-based information services are available to provide you with access to current events, stock information, airline schedules, hotel reservations, sports scores, weather updates, and much more of general interest. All are accessible from your DECmate II system.

Dow Jones News/Retrieval Service: for more information, contact Dow Jones News/Retrieval, Customer Service, P.O. Box 300, Princeton, NJ 08540.

The *SOURCE*: for more information, contact Source Telecomputing Corp., 1616 Anderson Road, McLean, VA 22102

CompuServe: for more information, contact CompuServe, 5000 Arlington Centre Boulevard, Columbus, OH 43220.

Digital Sales and Service Locations

Digital's sales and service personnel are trained to provide expert service that starts with pre-sales consultations and extends through the full range of post-sales which only a manufacturer with worldwide facilities can provide. These services include:

- Software and systems consulting and implementation
- Special hardware engineering and manufacture
- Hardware and software maintenance
- Spare parts and supplies logistic support to customers
- Customer training

Many of the above services are rendered from the established Digital sales offices, others from facilities established exclusively for a single service function. Generally, each Digital sales and service office has sales personnel, field service (maintenance) personnel, and software services specialists located at its facility. In addition, selected offices provide customer training and customer spares (parts) services.

In some countries, the three basic services (sales, field service, software services) are not necessarily provided from all local sales and service offices, as they may be consolidated in a central location for better service effectiveness. Also, these services may be performed by distributors who sell Digital's products, or by a licensee whose products are manufactured under a license from Digital.

Locations

The list of sales and service locations below consists of three types of facilities:
1. Sales and service facilities which include all three services (sales, field service, software services)
2. Sales and service facilities which, in addition to the three basic services, also provide additional service functions
3. Facilities which have been established for a single service function

There are two separate lists of facilities:
1. Sales and service locations in the United States
2. Sales and service locations in Australia, Canada, and the United Kingdom

In searching for a facility in a specific country or state (in the U.S.), it should be noted that all facilities are arranged alphabetically 1) by state or country, and 2) by city.

United States Sales and Service Locations

Alabama

Birmingham
Sales Office
Digital Equipment Corporation
2 Riverchase Office Plaza
Suite 208
Birmingham, AL 35244
TEL: (205) 988-5433

Huntsville
Sales Office
Digital Equipment Corporation
Holiday Office Center
555 Sparkman Dr.
Suite 1400
Huntsville, AL 35805
TEL: (205) 837-4010

Alaska

Anchorage
Field Service/Sales Office
Digital Equipment Corporation
471 W. 36th Ave.
Suite 104
Anchorage, AK 99503
TEL: (907) 279-0234

Arkansas

Little Rock
Sales Office
Digital Equipment Corporation
3 Innwood Circle
Little Rock, AR 77207
TEL: (501) 225-6080

Arizona

Phoenix
Sales Office
Digital Equipment Corporation
2406 So. 24th St.
Suite E 112
Phoenix, AZ 85034
TEL: (602) 267-1364

Phoenix
Digital Business Center
Digital Equipment Corporation
Rosenweig Center
3800 No. Central Ave.
Phoenix, AZ 85012
TEL: (602) 277-4363

Tucson
Sales Office
Digital Equipment Corporation
6377 E. Tanque Verde Rd.
Suite 101
Tucson, AZ 85715
TEL: (602) 885-3551

California

Bakersfield
Field Service/Sales Office
Digital Equipment Corporation
1400 Easton Dr.
Suite 135 E
Bakersfield, CA 93309
TEL: (805) 322-1041

Colton
Field Service Office
Digital Equipment Corporation
935 So. Mount Vernon Ave.
Suite 107
Colton, CA 92324
TEL: (714) 877-1731

Costa Mesa
Sales Office/
Digital Business Center
Digital Equipment Corporation
3390 Harbor Blvd.
Costa Mesa, CA 92626
TEL: (714) 979-2460/540-4540

Culver City
Sales Office/
Digital Business Center
Digital Equipment Corporation
6101 W. Centinela Ave.
Culver City, CA 90230
TEL: (213) 417-4295

El Segundo
Aerospace/Commercial
Sales Office
Digital Equipment Corporation
831 So. Douglas St.
Suite 119
El Segundo, CA 90245
TEL: (213) 973-1818

Fresno
Sales Office
Digital Equipment Corporation
4709 No. El Capitan
Suite 101
Fresno, CA 93711
TEL: (209) 275-0955

Irvine
Sales Office
Digital Equipment Corporation
24 Executive Park
Suite 100
Irvine, CA 92714
TEL: (714) 662-4300

Livermore
Field Service Office
Digital Equipment Corporation
2111 Research Dr., Unit 3
Livermore, CA 94550
TEL: (415) 455-0145

Los Angeles
Field Service Office
Educational Services Center
Digital Equipment Corporation
4311 Wilshire Blvd.
Suite 400
Los Angeles, CA 90019
TEL: (213) 937-3870

Modesto
Field Service Office
Digital Equipment Corporation
1620 No. Carpenter Rd.
Modesto, CA 95351
TEL: (209) 521-0275

Oakland
Sales Office
Digital Equipment Corporation
7700 Edgewater Dr.
Suite 125
Oakland CA 94621
TEL: (415) 635-3000

Reseda
Sales Office
Digital Equipment Corporation
18040 Sherman Way,
Suite 400
Reseda, CA 91335
TEL: (213) 708-0778

Ridgecrest
Field Service Office
Digital Equipment Corporation
1653 No. Triangle Dr.
Ridgecrest, CA 93555
TEL: (714) 446-6575

11-7

Sacramento
Sales Office
Digital Equipment Corporation
9719 Lincoln Village Dr.
Suite 406
Sacramento, CA 95827
TEL: (916) 362-2420

San Diego
Sales Office
Digital Equipment Corporation
5471 Kearnyville Rd.
P.O. Box 85033
San Diego, CA 92138
TEL: (714) 292-1818

San Diego
Digital Business Center
Digital Equipment Corporation
949 Second Ave.
San Diego, CA 92101
TEL: (714) 232-0888

San Francisco
Sales Office
Digital Equipment Corporation
100 Bush St.
7th Floor
San Francisco, CA 94104
TEL: (415) 397-8670

San Francisco
Digital Business Center
Digital Equipment Corporation
369 Pine St.
San Francisco, CA 94104
TEL: (415) 392-0284

Santa Barbara
Sales Office
Digital Equipment Corporation
5320 Carpenteria Ave.
Carpenteria, CA 93013
TEL: (805) 684-8641

Santa Clara
Sales Office
Educational Services Center
Digital Equipment Corporation
2525 Augustine Dr.
Santa Clara, CA 95051
TEL: (408) 727-0200

Santa Monica
Field Service Office
Digital Equipment Corporation
2950 31st St.
Santa Monica, CA 90405
TEL: (213) 450-9411

Sherman Oaks
Digital Business Center
Digital Equipment Corporation
15436 Ventura Blvd.
Sherman Oaks, CA 91403
TEL: (213) 501-5256

Sunnyvale
Sales Office
Digital Equipment Corporation
632 East Caribbean Dr.
Sunnyvale, CA 94086
TEL: (408) 734-4915

West Covina
Sales Office
Digital Equipment Corporation
1900 W. Garvey Ave. South
Suite 350
West Covina, CA 91790
TEL: (213) 960-9561

Colorado

Arvada
Sales Office
Digital Equipment Corporation
7828 Vance Dr.
Suite 100
Arvada, CO 80003
TEL: (303) 425-9604

Colorado Springs
Sales Office
Digital Diagnosis Center
Digital Equipment Corporation
301 Rockrimmon Blvd. South
Colorado Springs, CO 80919
TEL: (303) 599-4111

Colorado Springs
Telephone Support Center
Digital Equipment Corporation
4405 No. Chestnut St.
Colorado Springs, CO 80907
TEL: (303) 599-0549

Denver
Sales Office
Digital Equipment Corporation
8850 E. Arapahoe Rd.
Englewood, CO 80112
TEL: (303) 773-6535

Denver
Digital Business Center
Digital Equipment Corporation
180 Fairmont Hotel
Shopping Pavillion
555 17th St.
Denver, CO 80202
TEL: (303) 825-5627

Connecticut

Bridgeport
Sales Office
Digital Equipment Corporation
500 Sylvan Ave.
Bridgeport, CT 06606
TEL: (203) 371-6947

Meriden
Sales Office
Digital Equipment Corporation
300 Research Pkwy.
Meriden, CT 06450
TEL: (203) 634-2380

New London
Field Service Office
Digital Equipment Corporation
393 Bayonet St.
New London, CT 06320
TEL: (203) 442-4014

Delaware

Laurel
Field Service Office
Digital Equipment Corporation
Route 13 North
P.O. Box 637
Laurel, DE 19956
TEL: (302) 875-4220

Wilmington
Sales Office
Digital Equipment Corporation
One Pike Creek Center
New Linden Hill Rd.
Wilmington, DE 19808
TEL: (302) 995-2111

Washington, D.C.

Digital Business Center
Digital Equipment Corporation
International Square
1850 K St. Northwest
Washington, D.C. 20006
TEL: (202) 466-8926

Florida

Jacksonville
Field Service/Sales Office
Digital Equipment Corporation
Norco Executive Center
6620 Southpoint Dr.
Suite 150
Jacksonville, FL 32216
TEL: (904) 731-0992

Maitland
Sales Office
Digital Equipment Corporation
100 Lincoln Place
2300 Maitland Center Pkwy.
Suite 140
Maitland, FL 32751
TEL: (305) 629-5050

Melbourne
Field Service/Sales Office
Digital Equipment Corporation
Building A
Suite 3
50 Woodlake Dr. West
Palm Bay, FL 32905
TEL: (305) 729-6111

Miami
Sales Office
Digital Business Center
Digital Equipment Corporation
18425 N.W. 2nd Ave.
Suite 200
Miami, FL 33169
TEL: (305) 652-6841

Pensacola
Field Service/Sales Office
4900 Bayou Blvd.
Suite 130
Pensacola, FL 32503
TEL: (904) 478-8510

Tampa
Sales Office
Digital Equipment Corporation
405 No. Reo St.
Tampa, FL 33609
TEL: (813) 879-9760

Georgia

Atlanta
Sales Office
Digital Equipment Corporation
5775 Peach Tree Dunwoody Rd.
Suite 100D
Atlanta, GA 30342
TEL: (404) 252-2600

Atlanta
Digital Business Center
Digital Equipment Corporation
Trust Company Tower
25 Park Place Northeast
Suite 100
Atlanta, GA 30303
TEL: (404) 523-2105

Atlanta
Customer Services
Product Support Center
Digital Equipment Corporation
360 Interstate No. Pkwy.
Suite 600
Atlanta, GA 30339
TEL: (404) 953-0953

Atlanta
National Sales Desk
Digital Equipment Corporation
360 Interstate No. Pkwy.
Suite 560
Atlanta, GA 30339
TEL: (404) 953-8080

Columbus
Field Service Office
Digital Equipment Corporation
2609 Cross Country Dr.
Suite 929
Columbus, GA 31906
TEL: (404) 563-2910

Norcross
Field Service Office
Digital Equipment Corporation
6400 Atlantic Blvd.
Suite 100
Norcross, GA 30071
TEL: (404) 448-6261

Hawaii

Honolulu
Sales Office
Digital Equipment Corporation
222 No. School St.
Honolulu, HI 96817
TEL: (808) 536-9196

Idaho

Boise
Field Service/Sales Office
Digital Equipment Corporation
202 So. Cole Rd.
Boise, ID 83709
TEL: (208) 375-7090

Illinois

Arlington
Sales Office
Digital Equipment Corporation
No. Atrium Centre
Building. #1
1155 W. Dundee Rd.
Arlington Heights, IL 60004
TEL: (312) 981-5303

Calumet City
Field Service Office
Digital Equipment Corporation
Narco River Business Center
1600 167th St.
Suite 3
Calumet City, IL 60409
TEL: (312) 891-9101

Champaign
Field Service Office
Digital Equipment Corporation
1711 So. Neil St.
Suite A
Champaign, IL 61820
TEL: (217) 352-2774

Chicago
Sales Office
Digital Equipment Corporation
5600 Apollo Dr.
Rolling Meadows, IL 60008
TEL: (312) 640-5500

Chicago
Digital Business Center 1
Digital Equipment Corporation
Merchandise Mart Plaza
Suite 150
Chicago, IL 60654
TEL: (312) 527-0730

Chicago
Digital Business Center 2
Digital Equipment Corporation
Woodfield Commons West
1037 E. Golf Rd.
Schaumburg, IL 60194
TEL: (312) 843-7857

Chicago
Chicago Loop Sales Office
Digital Equipment Corporation
1 No. Wacker Dr.
Suite 605
Chicago, IL 60606
TEL: (312) 263-3240

Naperville
Field Service Office
Digital Equipment Corporation
1717 No. Naper Blvd.
Suite 108
Naperville, IL 60540
TEL: (312) 369-8850

Peoria
Sales Office
Digital Equipment Corporation
2400 No. Main St.
East Peoria, IL 61611
TEL: (309) 694-4231

Schaumburg
Digital Servicenter
Field Service Office
Digital Equipment Corporation
1207 E. Remington Rd.
Suites B-D, H-N
Schaumburg, IL 60195
TEL: (312) 640-5612

Springfield
Field Service Office
Digital Equipment Corporation
1999 Wabash Ave.
Springfield, IL 62704
TEL: (217) 787-7926

Indiana

Ft. Wayne
Field Service Office
Digital Equipment Corporation
4618 E. State Blvd.
Suite 125
Fort Wayne, IN 46815
TEL: (219) 482-9539

Indianapolis
Sales Office
Digital Equipment Corporation
5820 W. 85th St.
Suite 200
Indianapolis, IN 46278
TEL: (317) 872-7300

Iowa

Bettendorf
Sales Office
Digital Equipment Corporation
4711 Brady St., #1
Davenport, IA 52722
TEL: (319) 388-0320

Cedar Rapids
Field Service Office
Digital Equipment Corporation
Larken Plaza
3330 Southgate Ct. SW
Cedar Rapids, IA 52402
TEL: (319) 365-4614

Des Moines
Field Service/Sales Office
Digital Equipment Corporation
625-629 E. 2nd St.
Des Moines, IA 50309
TEL: (515) 282-0056

Kansas

Wichita
Field Service Office
Digital Equipment Corporation
Building P
520 So. Holland St.
Suite 207
Wichita, KS 67209
TEL: (316) 722-7856

Kentucky

Henderson
Field Service Office
Digital Equipment Corporation
936 8th St.
Henderson KY 42420
TEL: (502) 827-2849

Lexington
Field Service Office
Digital Equipment Corporation
386 Wallen Ave.
Lexington, KY 40504
TEL: (606) 278-9413

Louisville
Sales Office
Digital Equipment Corporation
Nolan Building
2100 Gardiner Lane
Suite 117
Louisville, KY 40205
TEL: (502) 458-9561

Louisiana

Baton Rouge
Field Service Office
Digital Equipment Corporation
4354 So. Sherwood Forest Blvd.
Suite 150
Baton Rouge, LA 70816
TEL: (504) 292-2141

Metaire
Sales Office
Digital Equipment Corporation
4405 I-10 Service Rd.
Metairie, LA 70002
TEL: (504) 888-7230

Monroe
Field Service Office
Digital Equipment Corporation
2204 Liberty Ave.
Monroe, LA 71204
TEL: (318) 323-0558

Shreveport
Field Service Office
Digital Equipment Corporation
745 Olive St.
Suite 111
Shreveport, LA 71104
TEL: (318) 424-0310

Maine

Augusta
Digital Business Center
Digital Equipment Corporation
500 Civic Center Dr.
Augusta, ME 04330
TEL: (207) 623-2911

Portland
Field Service/Sales Office
Digital Equipment Corporation
28 Atlantic Place
South Portland, ME 04106
TEL: (207) 774-6600

Maryland

Baltimore
Sales Office
Digital Business Center
Digital Equipment Corporation
6707 White Stone Rd.
Baltimore, MD 21207
TEL: (301) 298-1516

Landover
Sales Office
Digital Equipment Corporation
8301 Professional Place
Landover, MD 20785
TEL: (301) 459-7900

Lanham
Digital Servicenter
Digital Equipment Corporation
9730 George Palmer Highway
Lanham, MD 20706
TEL: (301) 459-4084

Lanham
Educational Services Center
Digital Equipment Corporation
Lanham 30 Office Building
5900 Princess Garden Pkwy.
Lanham, MD 20706
TEL: (301) 459-7900

Odenton
Sales Office
Digital Equipment Corporation
Academy Junction Plaza
419 Telegraph Rd.
Odenton, MD 21113
TEL: (301) 674-5550

Massachusetts

Auburn
Field Service Office
Digital Equipment Corporation
19 Midstate Dr.
Auburn, MA 01501
TEL: (617) 832-5991

Bedford
Corporate Educational Services
Digital Equipment Corporation
12 Crosby Dr.
Bedford, MA 01730
TEL: (617) 276-4111

Boston
Sales Office
Digital Equipment Corporation
175 Federal St.
Boston, MA 02110
TEL: (617) 426-0300

Boston
Digital Business Center
Digital Equipment Corporation
175 Federal St.
Boston, MA 02110
TEL: (617) 482-0900

Burlington
Sales Office
Digital Equipment Corporation
1 Burlington Woods Dr.
Burlington, MA 01803
TEL: (617) 273-6791

Burlington
Sales Office
Digital Equipment Corporation
5 Burlington Woods Dr.
Burlington, MA 01803
TEL: (617) 229-7162

Burlington
Field Service Office
Digital Equipment Corporation
30 North Ave.
Burlington, MA 01803
TEL: (617) 273-7679

Holyoke
Sales Office
Digital Equipment Corporation
489 Whitney Ave.
Suite 300
Holyoke, MA 01040
TEL: (413) 568-9511

Lowell
Product Repair Center
Digital Equipment Corporation
205 Industrial Ave. East
Lowell, MA 01852
TEL: (617) 459-4568

Somerville
Field Service Office
Digital Equipment Corporation
Assembly Square
5 Middlesex Ave.
Somerville, MA 02145
TEL: (617) 628-7170

Stow
Field Operations/Sales Headquarters
Digital Equipment Corporation
40 Old Bolton Rd.
Stow, MA 01775
TEL: (617) 496-9929

Waltham
Sales Office
Digital Equipment Corporation
235 Wyman St.
Waltham, MA 02154
TEL: (617) 895-5476

Westford
Customer Services
Digital Equipment Corporation
P.O. Box 2038
Westford, MA 02154
TEL: (617) 692-1152

Michigan

Detroit
Sales Office
Digital Equipment Corporation
21333 Haggerty Rd.
Novi, MI 48050
TEL: (313) 348-8900

East Detroit
Field Service Office
Digital Equipment Corporation
26091 Sherwood Dr.
Suite 2
Warren, MI 48092
TEL: (313) 758-3660

Flint
Sales Office
Digital Equipment Corporation
62377 So. Linden Rd.
Suite C
Flint, MI 48504
TEL: (313) 733-6380

Grand Rapids
Field Service Office
Digital Equipment Corporation
5369 44th St. Southeast
Grand Rapids, MI 49508
TEL: (616) 957-1670

Kalamazoo
Sales Office
Digital Equipment Corporation
5320 Holiday Terr.
Suite 200
Kalamazoo, MI 49009
TEL: (616) 375-6300

Lansing
Field Service Office
Digital Equipment Corporation
302 So. Waverly Rd.
Lansing, MI 48917
TEL: (517) 321-7273

Midland
Field Service Office
Digital Equipment Corporation
4012 W. Wackerly Rd.
Midland, MI 48640
TEL: (517) 631-1128

Minnesota

Minneapolis
Sales Office
Digital Equipment Corporation
Metro Office Park
2901 Metro Dr.
Suite 400
Minneapolis, MN 55420
TEL: (612) 853-9600

Minneapolis
Digital Business Center
Digital Equipment Corporation
629 Second Ave. South
Minneapolis, MN 55402
TEL: (612) 340-9250

Mississippi

Jackson
Field Service Office
Digital Equipment Corporation
460 Briarwood Dr.
Suite 12B
Jackson, MS 39206
TEL: (601) 957-2702

Missouri

Columbia
Field Service Office
Digital Equipment Corporation
East Gate Office Building.
2100 E. Broadway
Suite 300
Columbia, MO 65201
TEL: (314) 874-1191

Kansas City
Sales Office
Digital Equipment Corporation
6700 Corporate Dr.
Suite 101
Kansas City, MO 64120
TEL: (816) 483-5340

St. Louis
Digital Business Center
Digital Equipment Corporation
Northwest Plaza Shopping Center
305 Northwest Plaza
St. Ann, MO 63704
TEL: (314) 291-0774

St. Louis
Sales Office
Digital Equipment Corporation
Creve Coeur Executive Office Park
655 Craig Rd.
St. Louis, MO 63141
TEL: (314) 991-6400

Springfield
Field Service Office
Digital Equipment Corporation
3 Corporate Sq.
Suite 3-111
Springfield, MO 65804
TEL: (417) 882-7333

Montana

Billings
Field Service Office
Digital Equipment Corporation
Transwestern Building
404 No. 31st St.
Suite 9
Billings, MT 59101
TEL: (406) 248-1863

Nebraska

Omaha
Sales Office
Digital Equipment Corporation
10822 Old Mill Rd.
Suite 6
Omaha, NE 68154
TEL: (402) 330-5610

Nevada

Las Vegas
Field Service/Sales Office
Digital Equipment Corporation
1850 E. Flamingo Rd.
Suite 130
Las Vegas, NV 89109
TEL: (702) 737-3145

Reno
Field Service/Sales Office
Digital Equipment Corporation
2105 Capurro Way
Suite B
Sparks, NV 89431
TEL: (702) 331-6330

New Hampshire

Bedford
Sales Office
Digital Equipment Corporation
47 Constitution Dr.
Bedford, NH 03102
TEL: (603) 472-8821

Manchester
Digital Business Center
Digital Equipment Corporation
The Mall of New Hampshire
1500 South Willow
Manchester, NH 03103
TEL: (603) 668-4005

New Jersey

Cherry Hill
Small Systems/Terminals
Field Service Office
Digital Equipment Corporation
1790 E. Route 70
Cherry Hill, NJ 08003
TEL: (609) 665-8711

Cherry Hill
Sales Office
Digital Equipment Corporation
6 Cherry Hill Executive Park
Route 70
Cherry Hill, NJ 08002
TEL: (609) 665-8711

Holmdel
Communications Sales Office
Digital Equipment Corporation
960 Holmdel Rd.
Holmdel, NJ 07733
TEL: (201) 946-9403

Parsippany
Sales Office
Digital Equipment Corporation
4 Wood Hollow Dr.
Parsippany, NJ 07054
TEL: (201) 386-5666

Piscataway
Sales Office
Digital Equipment Corporation
Corporate Pkwy. 287
10 Corporate Place South
Piscataway, NJ 08854
TEL: (201) 981-9020

Princeton
Sales Office
Product Repair Center
Digital Equipment Corporation
U.S. Rte. 1
CN-2
Princeton, NJ 08540
TEL: (609) 452-2940

New Mexico

Albuquerque
Sales Office
Digital Equipment Corporation
P.O. Box 499
5700 Kirchner Blvd. Northeast
Albuquerque, NM 87103
TEL: (505) 345-4471

Los Alamos
Sales Office
Digital Equipment Corporation
800 Trinity Dr.
Los Alamos, NM 87544
TEL: (505) 662-2011

New York

Albany
Sales Office
Digital Equipment Corporation
Corporate Plaza East
Washington Ave. Ext.
Albany, NY 12203
TEL: (518) 869-8464

Big Flats
Field Service/Sales Office
Digital Equipment Corporation
Professional Building
Suite 1
315 Route 352
Big Flats, NY 14814
TEL: (607) 562-8411

Binghamton
Remote Field Service/Sales Office
Digital Equipment Corporation
Oakdale Medical Center
700 Harry L Dr.
Johnson City, NY 13790
TEL: (607) 754-8551

Buffalo
Sales Office
Digital Equipment Corporation
490 Center Rd.
West Seneca, NY 14224
TEL: (716) 675-7310

Fairport
Sales Office
Digital Equipment Corporation
800 Perinton Hills Office Park
Fairport, NY 14450
TEL: (716) 223-2360

Fresh Meadow
Field Service Office
Digital Equipmentt Corporation
174-15 Horace Harding Expressway
Fresh Meadow, NY 11365
TEL: (212) 357-7117

Garden City
Digital Business Center
Digital Equipment Corporation
Roosevelt Field
300 Garden City Plaza
Garden City, NY 11530
TEL: (516) 741-6484

Ithaca
Sales Office
Digital Equipment Corporation
704 W. Clinton St.
Ithaca, NY 14850
TEL: (602) 277-0707

Liverpool
Sales Office
Digital Equipment Corporation
290 Elwood Davis Rd.
Suite 315
Liverpool, NY 13088
TEL: (315) 451-6550

Melville
Sales Office
Digital Equipment Corporation
1 Huntington Quadrangle
Suite 1507
Melville, NY 11747
TEL: (516) 694-4131

New York
Field Service/Sales Office
Digital Equipment Corporation
One Penn Plaza
8th Floor
New York, NY 10019
TEL: (212) 971-3300

New York
Digital Business Center 1
Digital Equipment Corporation
One Penn Plaza
8th Floor
New York, NY 10019
TEL: (212) 971-3300

New York
Digital Business Center 2
Digital Equipment Corporation
71 Broadway
New York, NY 10006
TEL: (212) 422-4780

New York
Wall Street Sales Office
Digital Equipment Corporation
65 Broadway
New York, NY 10006
TEL: (212) 742-9063

New York
Downtown Commercial Field Service Office
Digital Equipment Corporation
19 Rector St.
11th Floor
New York, NY 10006
TEL: (212) 943-7275

New York
Uptown Commercial Field Service Office
Digital Equipment Corporation
220 E. 42nd St.
15th Floor
New York, NY 10017
TEL: (212) 309-0600

New York
Mid-Manhatten
Field Service Center
Digital Equipment Corporation
333 W. 34th St.
New York, NY 10001
TEL: (212) 971-3950

Rome
Field Service Office
Digital Equipment Corporation
1721 Black River Blvd.
Rome, NY 13440
TEL: (315) 339-1610

Tarrytown
Sales Office
Digital Equipment Corporation
580 White Plains Rd.
Tarrytown, NY 10591
TEL: (914) 631-6500

North Carolina

Chapel Hill
Sales Office
Digital Equipment Corporation
800 Eastowne Dr.
Suite 100
Chapel Hill, NC 27514
TEL: (919) 493-2531

Charlotte
Sales Office
Digital Equipment Corporation
8301-L Arrowridge Blvd.
Charlotte, NC 28224
TEL: (704) 525-7150

Kernersville
Field Service Office
Digital Equipment Corporation
802 Birch Lane
Kernersville, NC 27284
TEL: (919) 996-5735

North Dakota

Fargo
Field Service Office
Digital Equipment Corporation
1323 23rd St. South
Fargo, ND 58102
TEL: (701) 293-7144

Ohio

Akron
Field Service/Sales Office
Digital Equipment Corporation
470 Portage Lakes Dr.
Akron, OH 44319
TEL: (216) 644-2200

Cincinnati
Sales Office
Digital Equipment Corporation
11305 Reed Hartman Highway
Suite 111
Cincinnati, OH 45241
TEL: (513) 891-8900

Cincinnati
Digital Business Center
Digital Equipment Corporation
Central Trust Tower
4th and Vine St.
Suite 100
Cincinnati, OH 45202
TEL: (513) 241-0888

Cleveland
Sales Office
Digital Equipment Corporation
Building 1
3733 Park East
Cleveland, OH 44122
TEL: (216) 831-6000

Cleveland
Digital Business Center
Digital Equipment Corporation
Union Commerce Building
1903 E. 9th St.
Cleveland, OH 44114
TEL: (216) 241-6180

Columbus
Sales Office
Digital Equipment Corporation
6400 E. Broad St.
Columbus, OH 43213
TEL: (614) 868-1900

Columbus
Digital Business Center
Digital Equipment Corporation
Borden Building
180 E. Broad St.
Columbus, OH 43215
TEL: (614) 461-1690

Dayton
Sales Office
Digital Equipment Corporation
Southtown Building
6500 Poe Ave., F2
Dayton, OH 45414
TEL: (513) 898-0920

Toledo
Field Service Office
Digital Equipment Corporation
1550 Dartford Rd.
Maumee, OH 43537
TEL: (419) 866-1228

Oklahoma

Oklahoma City
Sales Office
Digital Equipment Corporation
4334 Northwest Expressway
Suite 253
Oklahoma City, OK 73116
TEL: (405) 840-5651

Tulsa
Sales Office
Digital Equipment Corporation
Koger Executive Center
4150 So. 100 East Ave.
Cherokee Building
Suite 100
Tulsa, OK 74145
TEL: (918) 664-1330

Oregon

Eugene
Sales Office
Digital Equipment Corporation
72 Centennial Loop
Eugene, OR 97401
TEL: (503) 687-2260

Portland
Sales Office
Digital Equipment Corporation
9570 S.W. Barbur Blvd.
Portland, OR 97219
TEL: (503) 245-1341

Pennsylvania

Allentown
Branch Office
Digital Equipment Corporation
1621 No. Cedar Crest Blvd.
Suite 105
Allentown, PA 18104
TEL: (215) 433-3234

Blue Bell
Sales Office
Digital Equipment Corporation
Whitpain Office Campus
Building B
1740 Walton Rd.
Blue Bell, PA 19422
TEL: (215) 825-4200

Erie
Field Service/Sales Office
Digital Equipment Corporation
140 W. 13th St.
Erie, PA 16501
TEL: (814) 454-8688

Harrisburg
Sales Office
Digital Equipment Corporation
4000 Vine St.
Middletown, PA 17057
TEL: (717) 944-1412

Monroeville
Sales Office
Digital Equipment Corporation
Executive House
First Floor
339 Haymaker Rd.
Monroeville, PA 15146
TEL: (412) 856-7200

Philadelphia
Digital Business Center
Digital Equipment Corporation
Centre Square West
1500 Market St.
Philadelphia, PA 19102
TEL: (215) 568-3530

Pittsburgh
Digital Business Center
Digital Equipment Corporation
The Kossman Building
Forbes and Stanwix Streets
Pittsburgh, PA 15222
TEL: (412) 765-2751

State College
Field Service Office
Digital Equipment Corporation
1402 So. Atherton St.
State College, PA 16801

Rhode Island

Providence
Sales Office
Digital Equipment Corporation
5 Catamore Blvd.
E. Providence, RI 02914
TEL: (401) 438-6750

South Carolina

Columbia
Sales Office
Digital Equipment Corporation
Saluda Building
Suite 123
101 Executive Center Drive
Columbia, SC 29210
TEL: (803) 798-9494

Greenville
Field Service/Sales Office
Digital Equipment Corporation
Marion Building
650 Executive Center Dr.
Suite 100, B-105
Greenville, SC 29615
TEL: (803) 288-8427

Tennessee

Knoxville
Sales Office
Digital Equipment Corporation
9041 Executive Park Dr.
Suite 234
Knoxville, TN 37923
TEL: (615) 690-1521

Memphis
Sales Office
Digital Equipment Corporation
825 Crossover Lane
Suite 220
Memphis, TN 38117
TEL: (901) 761-6700

Nashville
Sales Office
Digital Equipment Corporation
287 Plus Park Blvd.
Suite A
Nashville, TN 37217
TEL: (615) 361-5404

Texas

Amarillo
Field Service Office
Digital Equipment Corporation
Amarillo Building
414 W. 8th St.
Amarillo, TX 79101
TEL: (806) 373-4032

Austin
Sales Office
Digital Equipment Corporation
6937 No. Interregional Highway
Suite 116
Austin, TX 78752
TEL: (512) 458-1281

Bryan
Field Service/Sales Remote Site
Digital Equipment Corporation
3811 Old Colleg Rd.
Bryan, TX 77801
TEL: (713) 775-0166

Corpus Christi
Field Service Office
Digital Equipment Corporation
5262 So. Staples Dr.
Suite 140
Corpus Christi, TX 78411
TEL: (512) 993-3740

Dallas
Sales Office
Digital Equipment Corporation
12100 Ford Rd.
Suite 200
Dallas, TX 75234
TEL: (214) 620-2051

Dallas
Educational Services Center
Digital Equipment Corporation
12100 Ford Rd.
Suite 110
Dallas, TX 75234
TEL: (214) 620-2051

Dallas
Digital Business Center
Digital Equipment Corporation
1625 W. Mockingbird Lane
Suite 114
Dallas, TX 75235
TEL: (214) 631-2520

El Paso
Field Service/Sales Office
Digital Equipment Corporation
4100 Rio Bravo St.
Suite 200
El Paso, TX 79902
TEL: (915) 544-6211

Fort Worth
Sales Office
Digital Equipment Corporation
6800 Manhattan
Suite 401
Fort Worth, TX 76112
TEL: (817) 457-1041

Houston
Sales Office
Digital Equipment Corporation
6200 Savoy Dr.
Suite 1000
Houston, TX 77036
TEL: (713) 977-7575

Houston
Digital Business Center
Digital Equipment Corporation
2 Post Oak Central
1980 So. Post Oak
Houston, TX 77056
TEL: (913) 840-0730

Lubbock
Field Service/Sales Office
Digital Equipment Corporation
Megaron Building
8212 Ithaca
Suite W6
Lubbock, TX 79423
TEL: (806) 797-1814

San Antonio
Sales Office
Digital Business Center
Digital Equipment Corporation
4335 Northwest Loop 410
San Antonio, TX 78228
TEL: (512) 349-2840

Webster
Field Service Office
Digital Equipment Corporation
100 E. Nasa Rd.
Suite 103
Webster, TX 77598
TEL: (713) 332-2651

Utah

Salt Lake City
Sales Office
Digital Equipment Corporation
3950 So. 700 East
Salt Lake City, UT 84107
TEL: (801) 268-3392

Vermont

Burlington
Field Service/Sales Office
Digital Equipment Corporation
20 Kimball Ave.
So. Burlington, VT 05401
TEL: (802) 864-5244

Virginia

Fairfax
Sales Office
Digital Equipment Corporation
Eskridge Center
2929 Eskridge Rd.
Fairfax, VA 22031
TEL: (703) 698-5390

Lynchburg
Field Service/Sales Office
Digital Equipment Corporation
104 Candlewood Ct.
Lynchburg, VA 24502
TEL: (804) 237-6262

Norfolk
Sales Office
Digital Equipment Corporation
Pembroke Office Park
Pembroke #5
Suite 525
Virginia Beach, VA 23462
TEL: (804) 490-0555

Richmond
Sales Office
Digital Equipment Corporation
Commerce Plaza Building
2720 Enterprise Pkwy.
Suite 200
Richmond, VA 23229
TEL: (804) 747-1300

Washington

Bellevue
Sales Office
Digital Equipment Corporation
11040 Main St.
Bellevue, WA 98004
TEL: (206) 453-5500

Seattle
Digital Business Center
Digital Equipment Corporation
1100 4th Ave.
Seattle, WA 98101
TEL: (206) 625-0002

Spokane
Sales Office
Digital Equipment Corporation
N. 920 Washington St.
Suite 15
Spokane, WA 99201
TEL: (509) 326-6632

Tacoma
Field Service/Sales Office
Digital Equipment Corporation
Lakewood Business Park
10027 S.W. Tacoma Way
Building G
Suite H
Tacoma, WA 98499
TEL: (206) 453-5500

West Virginia

Charleston
Sales Office
Digital Equipment Corporation
1 Dunbar Plaza
Suite D
Dunbar, WV 25064
TEL: (304) 768-7527

Westover
Field Service Office
Digital Equipment Corporation
124 AHolland Ave.
Westover, WV 26505
TEL: (304) 296-5539

Wisconsin

Appleton
Field Service Office
Digital Equipment Corporation
Lincoln Pkwy.
3033 W. Spencer St.
Appleton, WI 54911
TEL: (414) 739-2548

Brookfield
Sales Office
Digital Equipment Corporation
165 Bishops Way
Suite 100
Brookfield, WI 53005
TEL: (414) 784-1311

Madison
Field Service/Sales Office
Digital Equipment Corporation
1846 Hoffman
Suite 110
Madison, WI 53714
TEL: (608) 241-2357

Authorized Digital Dealers

The DECmate II can be purchased from any of the following Authorized Digital Dealers:

Alabama

Command Data, Inc.
165 W. Valley Ave.
Suite 105
Birmingham, AL 35209
(205) 942-3156

Arizona

Info Center Inc.
117 W. Goodwin St.
Prescott, AZ 86301
(602) 778-6155

California

Carney's Office Equipment Inc.
4200 Easton Dr.
Suite 4
Bakersfield, CA 93309
(805) 327-0030

Certified Equipment Sales Company
247 So. LaBrea Ave.
Inglewood, CA 90301
(213) 677-1161
(213) 678-7285

Los Gatos Office Equipment & Supply Inc.
105 No. Santa Cruz Ave.
Los Gatos, CA 95030
(408)354-8610

Pacific Data Systems
701 Welch Rd.
Palo Alto, CA 94304
(415) 328-0736

Colorado

Business & Office Systems, Inc.
2523 F Rd.
P.O. Box 848
Grand Junction, CO 81502
(303) 245-6100

Edgewater Typewriter Company
7190 W. 38th Ave.
Wheat Ridge, CO 80033
(303) 422-3416

Delaware

Hilyards's Inc.
1616 Newport Gap Pike
Wilmington, DE 19808
(302) 995-2201

Florida

International Business Computing
Systems
871 W. Oakland Park Blvd.
Ft. Lauderdale, FL 33311
(305) 563-5941

Idaho

Capitol Computer Corporation
1109 Main St.
Owyhee Plaza Penthouse
Boise, ID 83702
(208) 336-1666

Computer Management Center, Inc.
1380 Benton St.
P.O. Box 2103
Idaho Falls, ID 83401
(208) 524-2622

Illinois

Midwest Visual Equipment Co, Inc.
6500 No. Hamlin Ave.
Chicago, IL 60645
(312) 478-1250

Horder Management Corporation
155 E. Ohio St.
Chicago, IL 60611
(312) 648-7200

Indiana

Computer Systems Corporation
5540 Rock Hampton Ct.
Indianapolis, IN 46268
(317) 872-7200

Iowa

Midwest Office Systems Corp.
118 Wheeler St.
P.O. Box 40
West Burlington, IA 52655
(319) 753-5448

Maine

Veribest Systems Company
121 Mill St.
Auburn, ME 04210
(207) 784-1521

Maryland

Clinton Computer Center
6443 Old Alexandria Ferry Rd.
Clinton, MD 20735
(301) 868-0002

Massachusetts

Bay State Business Products, Inc.
728 Brockton Ave.
Abington, MA 02351
(617) 584-4414

American Computer Group, Inc.
712 Beacon St.
Boston, MA 02215
(617) 437-1100

Business Systems Applications
5 Edgell Rd.
Framingham Centre, MA 01701
(617) 875-5207

Hyland/Rice Business Systems Inc.
46 Mechanic St.
Leominster, MA 01453
(617) 537-1202

Michigan

Albin Business Computers
24288 Indoplex Circle
P.O. Box 346
Farmingtom Hills, MI 48018
(313) 478-5620

Informational Data Systems
2716 E. Paris Southeast
Grand Rapids, MI 49506
(616) 957-0330

Montana

Computers Unlimited
2407 Montana Ave.
P.O. Box 353
Billings, MT 59101
(406) 652-2620

New Jersey

Matthijssen, Inc.
14 Route 10
East Hanover, NJ 07936
(201) 887-1100

Symbolic Systems Inc.
25 Chatham Rd.
Summit, NJ 07901
(201) 277-6100

Duplicating Products of Trenton
24 Scotch Rd.
Trenton, NJ 08628
(609) 883-5400

New Mexico

Capitol Business Machines, Inc.
1915 Rosina St.
P.O. Box 5499
Sante Fe, NM 87502
(505) 982-4641

New York

MCT Information Systems, Inc.
1492 Central Ave.
Albany, NY 12205
(518) 456-8162

Alpha Business Machine Corp.
300 Fifth Ave.
New York, NY 10001
(212) 682-6666

Nevada

Data Devices
2810 W. Charleston Blvd.
Suite E50
Las Vegas, NV 89102
(702) 877-9609

Huber Business Systems, Inc.
1900 Vassar St.
P. O. Box 7276
Reno, NV 89510
(703) 322-4552

North Carolina

Vickers Computer, Inc.
506 E. Main St.
P.O. Box 8648
Durham, NC 27707
(919) 688-6311

Ohio

Roesch Office Supplies, Inc.
201 W. Water St.
P.O. Box 1187
Sandusky, OH 44870
(419) 625-9731

Pennsylvania

Eastern Business Products Inc
5347 Enterprise Blvd.
Bethel Park, PA 15102
(412) 831-3050
(412) 892-2611

Finpac Corporation
Finpac Building
Windsor & Forrest Avenues
Narbeth, PA 19072
(215) 667-6100

Professional Business Center, Inc.
950 Greentree Rd.
Pittsburgh, PA 15220
(412) 928-9330

The Korner Company
145 South 8th St.
Reading, PA 19603
(215) 376-1501

Optech Office Products, Inc.
1409 Easton Rd.
Warrington, PA 18976
(215) 343-3100

Rhode Island

Office Appliance Company
1340 Elmwood Ave.
Cranston, RI 02910
(401) 941-6060

South Carolina

Business Systems, Incorporated
2720 Wade Hampton Blvd.
Greenville, SC 29615
(803) 292-0840

Tennessee

Advanced Integrated Technology
110 Trotwood Ave.
P.O. Box 612
Columbia, TN 38401
(615) 381-4388

Texas

Office Machines, Inc.
2727 Wyoming
El Paso, TX 79903
(915) 562-1414

Utah

Compusolv
391 Ironwood Dr.
Salt Lake City, UT 84115
(801) 484-4496

Backus Business Products, Inc.
1865 So. State St.
Salt Lake City, UT 84115
(801) 487-9813

Washington

Swan Computers, Inc.
1034 116th Ave. Northeast
Bellevue, WA 98004
(206) 454-6272

H.D. Baker Company, Inc.
915 Center St. at "J"
P.O. Box 2254
Tacoma, WA 98401
(206) 272-3226

Digital Sales and Service Locations
Australia, Canada, and United Kingdom

Australia

Adelaide
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
199 Ward St.
P.O. Box 232
North Adelaide
South Australia 5006

Aitken Vale
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
1st Floor,
Commonwealth Bank Building
Nathan St.
Aitken Vale, Queensland 4814
Australia

Albury
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
553 Kiewa St., 3rd Floor
Albury, New South Wales 2640
Australia

Alice Springs
Field Service/Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
c/o Collins Radio Corporation
Wilkinson St.
Alice Springs, Northern Territory 5750
Australia

Armidale
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
University of New England
Armidale, New South Wales 2351
Australia

Braddon Act
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
28 Lonsdale St.
Braddon Act 2601
Australia

Brisbane
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
Scottish Amicable House
265 Coronation Dr.
Milton, Queensland 4064
Australia

Cairns
Field Service/Sales Office
Digital Equip. Australia Pty. Ltd.
Suite 5, Pentagon Building
29 Grafton St.
Cairns, Queensland 4870
Australia

Camperdown
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
Units 13-14, Hordern Place
Camperdown, New South Wales 2050
Australia

Chatswood
Sales Office
Educational Services Center
Digital Equip. Corp. Australia Pty. Ltd.
Northern Tower
Railway St.
P.O. Box 384
Chatswood, New South Wales 2067
Australia

Darwin
Field Service/Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
Hooker Building
1st Floor
47 Mitchell St.
Darwin, Northern Territory 5790
Australia

Hobart
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
200 Elizabeth St.
Hobart, Tasmania 7000
Australia

Launceston
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
62A Tamar St.
Launceston, Tasmania 7250
Australia

Mackay
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
c/o Computerace Service Bureau
"Dunkeld Gardens" Victoria St.
Mackay, Queensland 4740
Australia

Melbourne
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
836-850 Whitehorse Rd.
Box Hill, Victoria 3128
Australia

Newcastle
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
Griffith Trade Center
57 Crescent Rd., Unit 7
Waratah, New South Wales 2298
Australia

Perth
Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
41-43 Ord St.
West Perth, Western Australia 6005
Australia

Pymble
Field Service Office
Product Repair Center
Digital Equip. Corp. Australia Pty. Ltd.
10-12 West St.
Pymble, New South Wales 2073
Australia

Rockhampton
Field Service/Sales Office
Digital Equip. Corp. Australia Pty. Ltd.
Heritage Building, Suite 6
Corner Quay and William Streets
Rockhampton, Queensland 4700
Australia

Wollongong
Field Service Office
Digital Equip. Corp. Australia Pty. Ltd.
P. O. Box 1078
T & G Building, 1st Floor
Crown St., Suite 10
Wollongong, New South Wales 2500
Australia

Canada

Arvida
Field Service Office
Digital Equipment of Canada, Ltd.
429 Bauman St.
Jonquiere, Quebec G7S 4S4
Canada

Burlington
Sales Office
Digital Equipment of Canada, Ltd.
3390 So. Service Rd.
Burlington, Ontario L7N 3M6
Canada

Calgary
Sales Office
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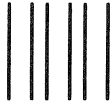
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