HISTORY PAGE

This package contains supplement pages to be inserted in your 860 Information Processing System Reference Manual. To update your manual, insert this page as the first page in the manual, then remove and add new pages as instructed below.

MANUAL REORDER # 9R80149

		Part #	Master Disc
Manual Issue Date:	4/01/80	610P70533	WP-A3.000
Supplement Dates:	4/28/80	610P70538	WP-A4.000
	7/21/80	610P70538	WP-B4.400
	9/01/80	156P20800	WP-C5.000 GP-C2.000
	1/05/81	156P20801	WP-E6.000 GP-E4.000
	3/11/81	156P20802	WP-E6.000 GP-E4.000
	9/15/81	156P20803	WP-H6.200 GP-H6.200

This supplement updates the manual with the following page changes:

SECTION:	REMOVE	ADD
Keyboard & Display	1-4	1-4
Messages & Symbols	2-3,2-27 thru 2-30	2-3,2-27 thru 2-30
Making Your Job Easier	3-16,3-28,3-37	3-16,3-28, 3-37
"How-To" Glossary	4-6,4-17,4-18,4-31, 4-36 thru 4-38,4-52	4-6,4-17,4-18,4-31, 4-36 thru 4-38,4-52
Problem Solving	5-5,5-7	5-5,5-7
Index	ii	ii

(cont.)

GENERIC PROGRAMS

Section:	REMOVE	ADD
Table of Contents & Introduction	iii,iv,viii	iii,iv,viii
Alternating Headers & Trailers	1-1 thru 1-4	1-1 thru 1-4
Document Assembly	3-8,3-9	3-8,3-9
Forms Documents	6-4,6-5	6-4,6-5
Multi-Line Headers	8-1,8-2	8-1,8-2
Multi-Line Trailers	9-1 thru 9-4	9-1 thru 9-4
Phrase Recall	10-1 thru 10-4	10-1 thru 10-4
Reformatting/Paginating Options	11-1	11-1
Footnotes	n/a	Entire Section
Screen Math	1-13,1-14	1-13,1-14
Table Math	2-1	2-1
Equation Math	3-19,3-20	3-19,3-20

WHAT CHANGED

Keyboard & Display - Information on the use of CODE + RVRSE +2 corrected.

Message & Symbols - Corrected **Action:** for CHARACTER NOT ON PRINTWHEEL message and added System Error 03 1A WPP.

Making Your Job Easier - Information on trailer printing and the screen display of indexes corrected and typos (p.37) corrected.

"How-To" Glossary - Section has been updated with information on: adding pages in the middle of a document and message changes on creating a system disc. Corrections have been made in the "printing selected pages" and "deleting print list" sections and the description of the DISC DUPLICATE utility (p.52) has been revised. A reference to non-existent illustration (p.31) has been deleted.

Problem Solving - Added problem regarding lack of format block when adding a new page. Deleted problem regarding printing a code print document.

Index - Corrected page number for Index, reorder.

Generic Programs - You cannot use your old generic programs with the Word Processing E6.200 software.

Table of Contents/Introduction - Added entries for new Footnotes section.

Alternating Headers & Trailers - Corrections made in Limitations of the Program and Document Set-up sections and order of message sequence corrected.

Document Assembly - Edits made to Steps 4 and 7 (pp.8&9).

Forms Documents - Corrected documentation to reflect all prompts removed from screen before being prompted "one-at-a-time" in the Command Line.

Multi-Line Headers - Artwork corrected (pp.1&2).

Multi-Line Trailers - Artwork corrected (pp.1&2). **Result** for Steps 3 & 4 (pp.3&4) corrected and missing "TOUCH the RETURN key" added to Step 6 (p.4).

Phrase Recall - Corrected to reflect addition of new message regarding format blocks in your stored phrases.

Reformatting/Paginating Options - Corrected #SS and #SSN descriptions.

Footnotes - This new text section replaces documentation that had to be printed from your disc on the last release.

Screen Math - Replaced plus signs with equal signs in three **TOTAL** = messages and removed three unnecessary "TOUCH the ACCPT key" instructions.

Table Math - Corrected documentation to reflect use of null code on multi-page statistical documents.

Equation Math - Corrected references to title of document being used in exercise.

XEROX

REFERENCE MANUAL

860 INFORMATION PROCESSING SYSTEM

Keyboard

The keyboard section describes how the special keys on your 860 work, under what circumstances they can be used, and what they're used for.
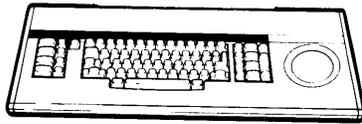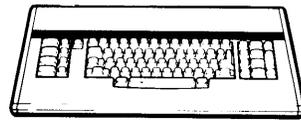
KEYBOARD WITH CAT   KEYBOARD WITHOUT CAT

Display

The display section explains the different display pages you see on the 860 screen and how to use them.

Specific instructions on using the Partial Page display begin on page 20 of this section.
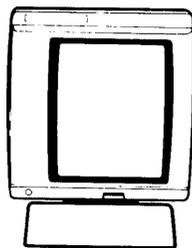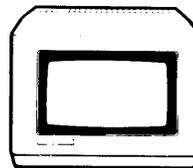
FULL PAGE SCREEN   PARTIAL PAGE SCREEN
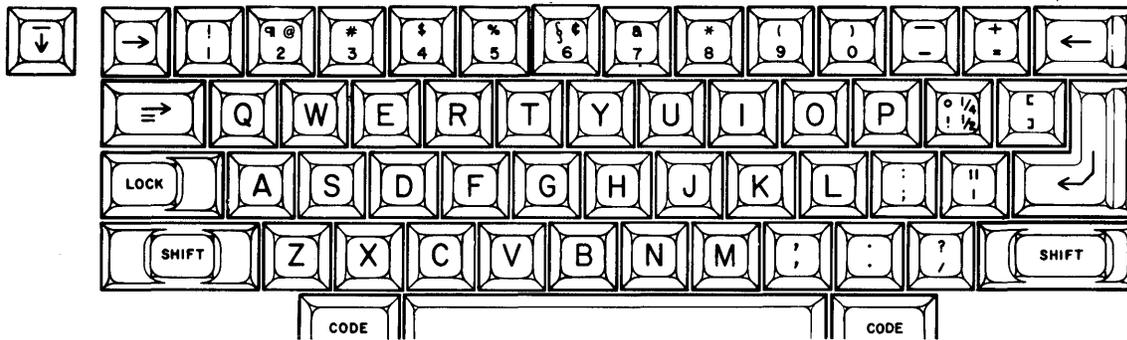
In a document, the Index key moves text down from the line of typing ¼ line space. The Index key is also used to set the left margin on the Format Scale.

In a document, CODE + the Index key moves text up ¼ line space. CODE + the Index key is also used to set the right margin on the Format Scale.

In a document, the upper tab key indents the first line of a paragraph (initial indent). The upper tab key is also used to set a special tab on the Format Scale.

In a statistical document, the upper tab key is used to tab to a column to <u>cancel</u> column alignment.

On the Format Page, the upper tab key is used to set special tabs for automatic alignment of statistical typing.
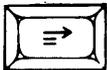
In a document, the lower tab key indents the entire paragraph (block indent). The lower tab key is also used to set a regular tab on the Format Scale.

In a document, on the Format Scale, the lower tab key is used to set special tabs for automatic alignment of statistical typing.

In a statistical document, the lower tab key is used to tab to columns for automatic alignment.

On the Format Page, the lower tab key is used to set regular tabs.

In a document, CODE + the hyphen key produces a dash which prevents the 860 from splitting the word between lines during reformat.

In a document, CODE + the $\pm$ key produces a one-half backspace movement of the printer.
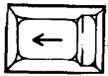
In a document, CODE + BACKSPACE backs up the printer one full space without erasing.
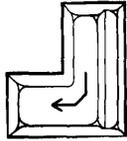
In a document, CODE + the return key always produces a required return.

In a document, CODE + the period key produces an abbreviation period that is not affected by reformatting.

In a document, CODE + the period key is used after the SEARCH key is touched to enter a search ellipsis (..).

In a document, CODE + the comma key is used after the SEARCH key is touched for a Wild Card search to find upper and/or lower case characters.
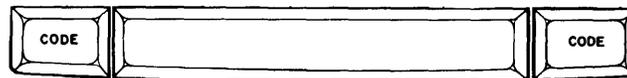
In a document, CODE + the space bar produces a required space.

In a document, when STD (standard) is selected as the KB/PW in the format, bracket and shift + bracket will display brackets on the screen but brackets will not print. The bracket key is used to access special characters on custom print wheels. The special characters are located on the upper-case period and the upper-case comma spokes. Shift + bracket accesses upper-case period; bracket accesses upper-case comma.

When LEGAL is selected as the KB/PW in the format, and a Legal print wheel is used to print the document, bracket and shift + bracket will display brackets on the screen and brackets will print. You cannot access special characters on a custom print wheel when LEGAL is selected.

The numeric keys perform different functions when they are used <u>with</u> the CODE key. Within a document, they perform the functions described on the panel above the keys. On the Activity Page, they perform the functions described in the Instruction Blocks.

In a document, CODE + the 1 key right flushes text at the point the CODE + 1 is entered.

In a document, CODE + 2 enters a permanent page end code. CODE + RVRSE + 2 is used to enter a temporary page end code in a search string.

On the Format Page, CODE + 2 entered in the HEADER or TRAILER line automatically numbers pages.

On the Activity Page, CODE + 2 returns the INDEX to the screen from the Print List.

In a document, a CODE + 3 causes the printer to stop.

In a variable document, CODE + 3 is used to separate the variable sets.

On the Activity Page, CODE + 3 brings the Print List to the screen.

In a document, CODE + 4 centers text between the set margins <u>or</u> over an optional point.

In a statistical document, CODE + 5 centers headings over columns and centers numbers within a column.

In a document, CODE + 6 is used when typing documents that will use a program. It produces a non-printing code that has no weight in reformat.

In a document, CODE + 7 directs the 860 to switch between the standard and variable documents.

On the Activity Page, CODE + 7 is used to bring the Print Options to the screen.

In a document, CODE + 8 causes words to be overstruck with another character. CODE + RVRSE + 8 deletes overstrikes.

On the Activity Page, CODE + 8 prints a list of all the titles on the disc.

In a document, CODE + 9 causes words to be bold printed (each character prints twice). CODE + RVRSE + 9 deletes bold.

In a document, CODE + 0 is used to enter a non-required hyphen.

On the Activity Page, CODE + 0 brings up the System Disc Page.

In a Utility, CODE + 0 brings up the System Disc Page.

FORMAT | DEL | | MARK

PROGRAM | COPY | | UND

SEARCH | MOVE | | SCROLL

STORE | RPLCE | | RVRSE
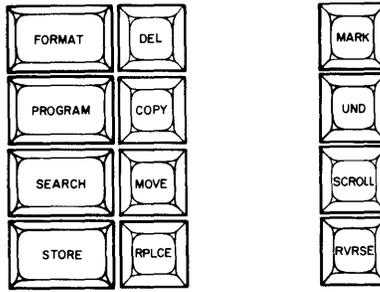
FORMAT

In a document, the FORMAT key is used to call up the Recordable and Non-Recordable Format Pages to select options and control placement of a document on a page.

In a document, CODE + FORMAT is used to recall formats from other documents. CODE + FORMAT, FORMAT is used to bring up the Format Scale.

On the Activity Page, highlighting a document in the Print List and touching the FORMAT key brings up the print options selected for that document.

On the System Disc Page, FORMAT is touched to call up the Master Format Page.

PROGRAM

In a document and on the Activity Page, the PROGRAM key is used to recall and run a program.

SEARCH

In a document, the SEARCH key is used to locate text or a specific page.

On the Activity Page, the SEARCH key is used to locate a document title by its entry number.

STORE

In a document, the STORE key is used to remove documents from the screen and store them on the disc.

DEL

In a document, touching the DEL key deletes highlighted text.

On the Activity Page, touching the DEL key deletes and/or clears documents from the Active List, the Print List, the INDEX, and the Backup Index.

COPY

In a document, the COPY key is used to copy text within documents or from document to document.

On the Activity Page, the COPY key is used to copy documents from disc to disc or to copy an entire disc. The COPY key is also used to append documents (from one or both discs) into a new document.

In a document, the MOVE key is used to move text within a document or from document to document.

On the Activity Page, the MOVE key is used to reorder the titles in the INDEX and the Print List.

In a document, the RPLCE key is used to replace highlighted text with new text or to automatically change the highlighted text to upper or lower case. Also used with SEARCH to automatically search for and replace text. CODE + RPLCE is used with SEARCH to selectively search and replace text.

On the Activity Page, the RPLCE key is used to rename documents.

In a document, the MARK key is used to highlight more than one character, word, line, or paragraph at a time for editing.

On the Activity Page, the MARK key is used to highlight more than one title at a time.

In a document, the UND key is used to underline one word at a time. UND, type text, UND is used to underline a series of words.

In a statistical document, CODE + UND is used to underline column headings and columns of numbers. CODE + UND + UND is used to place a double underline under columns or column headings.

In a document, the SCROLL key is used to view text that is not on the screen. A long document can be viewed using SCROLL. The beginning of the document can be brought back into view by using RVRSE + SCROLL.

The right side of a wide document can be viewed using CODE + SCROLL. CODE + RVRSE + SCROLL is used to view the left side of the wide document again.

On the Activity Page, the SCROLL key is used to look at the titles on the INDEX if there are more than twenty titles on the disc. RVRSE + SCROLL brings back the previous group of titles.

In a document and on the Activity Page, the RVRSE key reverses the action of keys.

In a document, RVRSE + MOVE reverses the order of two characters. RVRSE + STORE will store revisions over the original, but leave the document on the screen.
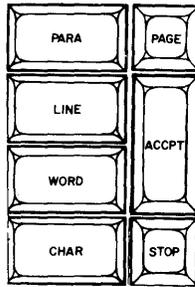
The text keys highlight corresponding amounts of text.
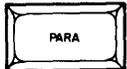
In a document, the PARA key highlights one paragraph and the returns following it.

Also used on the Format Pages to move through the options.

On the Activity Page and in a Utility, the PARA key is used to move the action from disc station to disc station.

In a document and on the Activity Page, CODE + the PARA key starts and stops the printer.
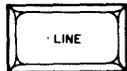
In a document, the LINE key highlights one line of text and any returns following it.

Also used on the Format Pages to move through the options.

On the Activity Page, the LINE key is used to highlight a title on the INDEX, Active List, or the Print List.
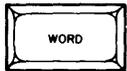
In a document, the WORD key highlights one word and the space following it.

In a statistical document, CODE + WORD is used to move the highlighting down a column of numbers. CODE + RVRSE + WORD is used to move the highlighting up a column of numbers.

In a document, the CHAR key highlights one character at a time.

In a statistical document, CODE + CHAR is used to move the highlighting down a column of numbers. CODE + RVRSE + CHAR is used to move the highlighting up a column of numbers.

In a document and on the Activity Page, the CHAR key is used to turn on and off options on the Print Options page and the Format Pages.

PAGE — **In a document,** the PAGE key is used to view the next page of the document.

Also used to move back and forth between the non-recordable format page and the recordable format page.

PAGE is also used with SEARCH and CODE + ACCPT to limit a search to a specific page.

CODE + PAGE is used to highlight an entire page.

On the Activity Page, the PAGE key is used to move the highlighting between the Active List and the INDEX.

ACCPT — **In a document,** the ACCPT key is used to record a format.

CODE + ACCPT is used to bring back the Next Character Mark to resume typing.

CODE + ACCPT is also used with SEARCH to limit a search up to specific text.

In a document and on the Activity Page, the ACCPT key is used to begin any action and to answer "yes" to questions displayed in the Command Line.

STOP — **In a document,** the STOP key is used to remove the format page without recording a new format block and to cancel MOVE and COPY operations.

Also used to remove the Next Character Mark from a document.

Also used to move the cursor to the home (upper left) position on the screen.

In a document and on the Activity Page, the STOP key is used to stop any action and to answer "no" to questions displayed in the Command Line.

Also used to remove highlighting.
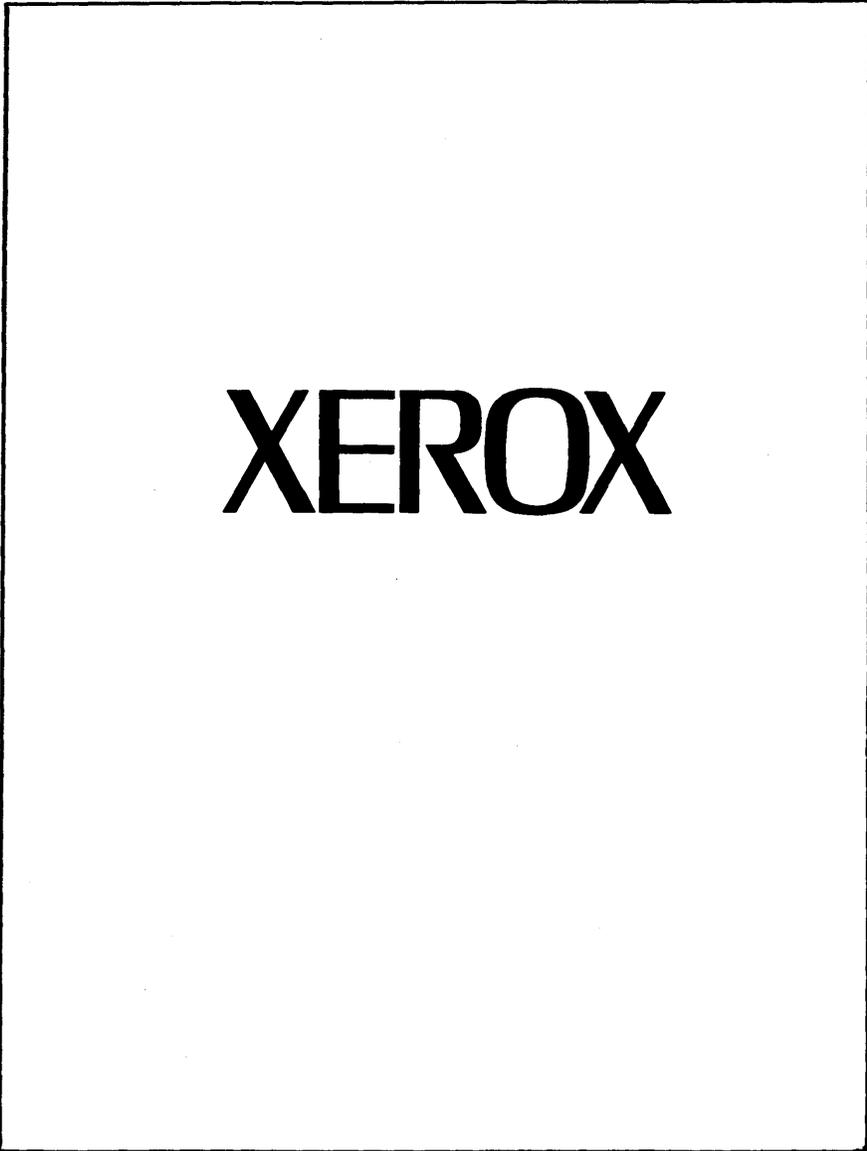
```
┌─────────────────────────────────┐
│                                 │
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│          XEROX                  │
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└─────────────────────────────────┘
```

The **XEROX** Page

When you turn on the 860 in the morning, the XEROX page comes up on the screen.
At this point, you can insert either your System Disc or your Master Disc.

You'll also see the XEROX page if you press the #1 RESTART button on the diagnostic
panel. For example, you press the restart button to load a newly-created System
Disc.

```
                        OPTION SELECTION

        LEFT:  NOT READY                     RIGHT:  System Disc

                DATE:            MM/DD/YY


                OPTIONS:
                        WORD PROCESSING        C 5.000




                MACHINE SERIAL NUMBER:   X123-456789

                CREATION DATE:           09/01/80

                REVISION LEVEL:          C 5.000

                CONFIGURATION:

                    DISPLAY                 -   FULL PAGE

                    DISC TYPE               -   SINGLE SIDED

                    PRINTER                 -   STANDARD

                    PRINTER ACCESSORY       -   NONE

                    SHARED PRINTER INTERFACE -  NONE

                    COMMUNICATIONS MODE     -   NONE




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```

SYSTEM DISC PAGE

As soon as the 860 reads your System Disc, the System Disc Page comes up on the
screen and the words ENTER DATE appear in the Command Line. After you type
in the current date, you can use the LINE key to select the software option you want.
You can then touch the ACCPT key to load software. OR, you can touch the PAGE
key to bring up the Utility Selection Page. OR, you can touch the FORMAT key
to bring up the Master Format Page.

If you have a Partial Page display, the System Disc Page is divided into two sections.

```
WORD PROCESSING MASTER FORMAT

    MARGINS                    12    84
    TABS / SPEC TABS
    LINE SPACING               1    1½    2    3
    JUSTIFY                    ☐
    PITCH                      PS    10    12
    KB/PW                      STD    LEGAL
    PRINT WHEEL ID


PAGE LAYOUT

    TOP MARGIN                 6
    BOTTOM MARGIN              6
    PAPER SIZE                 66


PRINT OPTIONS

    CONTINUOUS FORM            ☐
    PAPER SIZE                  0


EDIT OPTIONS

    EDIT REFORMAT              ■
       UNATTENDED             ■
    AUTO CARRIER RETURN        ■
    AUTO PAGING                ■
    MARGIN ZONE                  5
    SPACE SIZE                 3    7
    OVERSTRIKE SYMBOL          ⨍


DISPLAY OPTIONS

    ZOOM LINE                  ■
    ZOOM SCREEN                ☐
    SPLIT LINE                 ☐
    DARK SCREEN                ☐
    CODE DISPLAY               ☐
    HORIZONTAL SCROLL          40
```

MASTER FORMAT PAGE

On this page, you have the opportunity to change the standard settings for margins, tabs, line spacing, etc. Use the PARA and LINE keys to highlight the setting you want to change, then type in new numbers or use the CHAR key to turn on or off the option. For example, if you type most of your documents in 10 pitch, you'd want to change the PITCH to 10 and change the margins to 10 and 70.

If you have a Partial Page display, the Master Format Page is divided into two sections.

```
                              UTILITY SELECTION
          LEFT:   Disc Name                              RIGHT:   Disc Name


                        INITIALIZE                  C 5.000
                        DUPLICATE                   C 5.000
                        RECONSTRUCT                 C 5.000
                        RENAME                      C 5.000
                        BACKUP INDEX                C 5.000
                        CONVERT                     C 5.000
                        RECOVER                     C 5.000












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```

UTILITY SELECTION PAGE

When the Utility Selection Page comes up on the screen, the words SELECT UTILITY appear in the Command Line. Use the LINE key to select the utility you want to use and touch ACCPT to load the software.

Note: The number of utilities and the order in which they appear may vary depending on how you create your System Disc.

1	2	3	4	5	6	7	8	9	0
	DISPLAY INDEX	DISPLAY PRINT LIST	DISPLAY COMM LIST			PRINT	PRINT INDEX	COMM	GO TO SYSTEM DISC

LEFT: NOT READY   PRINTER: READY   RIGHT: NOT READY
                               COMM: NOT READY

ACTIVE LIST   WORD PROCESSING

TITLE		TYPE	DISC		ACTIVE PAGE	USAGE		SECTORS

INDEX: NOT READY   STORAGE LEFT: MARKED DOCUMENTS: 0

ENTRY	TITLE		TYPE	CREATED	REVISED	PAGES	SECTORS

END OF INDEX

ACTIVITY PAGE

The Activity Page is a home base to start from and return to when you're using the 860. Documents are started, printed, deleted, copied, and even renamed from this home base. The Activity Page lists every document stored on the disc under the heading INDEX.

If you have a Partial Page display, the Activity Page is divided into two sections, the INDEX and the ACTIVE LIST.

```
RECORDABLE FORMAT PAGE


        MARGINS                          12  84
        TABS / SPEC TABS
        LINE SPACING                     1  1½  2  3
        JUSTIFY                          0
        PITCH                            PS  10  12
        KB/PW                            STD  LEGAL
        PRINT WHEEL ID


PAGE LAYOUT

        TOP MARGIN                       6
        BOTTOM MARGIN                    6
        PAPER SIZE                       66


PAGE LABELS - SPACES REMAINING 189

        PAGE LABEL NUMBER                1


        HEADER


        TRAILER


        COMMENTS
```

RECORDABLE FORMAT PAGE

You use the Recordable Format Page to control the layout (margins, tabs, line spacing) of the document you're working on. Use the PARA and LINE keys to select the options you want to change, and type in the change or use the CHAR key to turn on or off the option. Then touch the ACCPT key to record the format block in the document. You can record as many format blocks in a document as you need.

If you have a Partial Page display, the Recordable Format Page is divided into two sections.

```
NON-RECORDABLE FORMAT PAGE

REFORMAT OPTIONS

        REFORMAT                         □
            UNATTENDED                   □
            REPLACE MARGINS              □
            REPLACE TABS                 □
            REPLACE LINE SPACING         □
            REPLACE JUSTIFY              □
            REPLACE PITCH                □
            REPLACE KB/PW                □
            REPLACE PRINT WHEEL ID       □
        DELETE REVISION MARKS            □


PAGINATION OPTIONS

        PAGINATE                         □
            UNATTENDED                   □
            REPLACE PAGE LAYOUT          □
            REPLACE PAGE LABELS          □


PAGE LIMIT                               !


EDIT OPTIONS

        EDIT REFORMAT                    ■
            UNATTENDED                   ■
        MARK REVISIONS                   □
        AUTO CARRIER RETURN              ■
        AUTO PAGING                      ■
        MARGIN ZONE                       5
        SPACE SIZE                      3  7


DISPLAY OPTIONS

        ZOOM LINE                        ■
        ZOOM SCREEN                      □
        SPLIT LINE                       □
        DARK SCREEN                      □
        CODE DISPLAY                     □
        HORIZONTAL SCROLL                40
```

NON-RECORDABLE FORMAT PAGE

The Non-recordable Format Page is used to select the screen and edit options and
to change the placement of your document on the page. The features at the top
of this page are used to rearrange the line and page endings after you've made revisions.
The options listed at the bottom of the page control the appearance of your screen
while you're working on a document. Use the PARA and LINE keys to select the
feature you want and use the CHAR key to turn on or off the option. Then touch
ACCPT.

If you have a Partial Page display, the Non-recordable Format Page is divided into
two sections.

The following are the Edit and Display Options.

- **EDIT REFORMAT** - When this feature is turned on, the 860 rearranges line endings while you edit a document. If the Unattended option is <u>not</u> selected, the system will ask for hyphenation decisions as you edit.

- **UNATTENDED** - This features works <u>with</u> Edit Reformat. When Unattended is selected, words are rearranged as you edit the document, but no hyphenation decisions are displayed. Unattended cannot be used if Edit Reformat is turned off.

- **AUTO CARRIER RETURN** - When this feature is turned on, the 860 automatically returns when the margin zone is reached.

- **AUTO PAGING** - When this feature is turned on, a temporary page end code is automatically inserted after the last text line of each page.

- **MARGIN ZONE** - The margin zone is the area near the right margin where conversions are made to control line endings. The standard setting is 5. The minimum value can be 0, and the maximum value can be a number up to the left margin setting subtracted from the right margin setting. It is recommended that the maximum setting be no more than 10.

- **SPACE SIZE** - The SPACE SIZE setting determines the amount of space to be added or deleted between words to justify text. The standard settings are 3 and 7. The minimum can be 2, 3, or 4 and the maximum can be any number from 5 to 99. To put more white space between words, the recommended settings are 4 and 8.

- **ZOOM LINE** - When this feature is turned on, the line on which you are typing will appear double the normal height.

- **ZOOM SCREEN** - When this feature is turned on, all displayed text will appear double the normal height.

- **SPLIT LINE** - When this feature is turned on, all lines that exceed the current screen width will be displayed by breaking the text line and displaying the remainder on successive lines (in 70 character segments).

- **DARK SCREEN** - When this feature is turned on, the screen will show white characters on a black background.

- **CODE DISPLAY** - When this feature is turned on, all codes are displayed.

- **HORIZONTAL SCROLL** - This feature determines the number of characters that will be scrolled horizontally on the screen when a line of text exceeds 102 characters. The minimum is 10 characters, and the maximum is 80 characters. Any multiple of 10 between 10 and 80 may be entered. The standard is 40 characters.

(This page intentionally left blank.)

```
                        DISC CREATION AND MODIFICATION
        LEFT:   Disc Name                              RIGHT:   Master Disc


            DATE FORMAT:              MM/DD/YY

            DATE:                    MM/DD/YY

            SYSTEM DISC NAME:

            MACHINE SERIAL NUMBER:    X

            CONFIGURATION:

                    DISPLAY                      -  FULL PAGE
                    DISC TYPE                    -  SINGLE SIDED
                    PRINTER                      -  STANDARD
                    PRINTER ACCESSORY            -  NONE
                    SHARED PRINTER INTERFACE     -  NONE
                    COMMUNICATIONS MODE          -  NONE


            PROCEDURE:
                COPY ENTIRE MASTER DISC TO SYSTEM DISC
                SELECT OPTIONS OR UTILITIES TO BE COPIED
                ADD OPTIONS/UTILITIES FROM ANOTHER DISC
                REPLACE CONFIGURATION








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```

DISC CREATION AND MODIFICATION PAGE

You use this page to create or modify a system disc. Use the LINE key to move
to the information lines and type in the information for your system. Under CON-
FIGURATION, use the LINE key to move to each component and use the CHAR key
to select your system's configuration. After you've selected the configuration, use
the LINE key to select the procedure you want to use to create or modify your system
disc.

See the "HOW TO" section for details.

OPTION AND UTILITY SELECTION

MASTER DISC: Disc Name   SYSTEM DISC: Disc Name

OPTION AND UTILITY NAMES	REVISION LEVEL	SECTORS	OPTION AND UTILITY NAMES	REVISION LEVEL	SECTORS
OPERATING SYSTEM	E 6.000	140	OPERATING SYSTEM		
WORD PROCESSING	E 6.000	228			
INITIALIZE	E 6.000	23			
DUPLICATE	E 6.000	23			
RECONSTRUCT	E 6.000	24			
RENAME	E 6.000	20			
BACKUP INDEX	E 6.000	27			
CONVERT	E 6.000	66			
RECOVER	E 6.000	22			

LINE + MARK OPTIONS/UTILITIES TO BE COPIED

SYSTEM DISC SECTORS AVAILABLE: 460

OPTION AND UTILITY SELECTION PAGE

When you select SELECT OPTIONS OR UTILITIES TO BE COPIED or ADD OPTIONS/
UTILITIES FROM ANOTHER DISC from the Disc Creation and Modification page,
this page is brought to the screen. Use the LINE and MARK keys to select the options
or utilities you want on your system disc.

See the "HOW TO" section for details.

THE FULL PAGE SCREEN

The 860 Information Processing System screen features two controls that are designed
for different operator preferences in screen position and brightness. They are (1)
an Intensity (brightness) Control knob, and (2) a Tilt Adjustment lever.

BRIGHTNESS
CONTROL
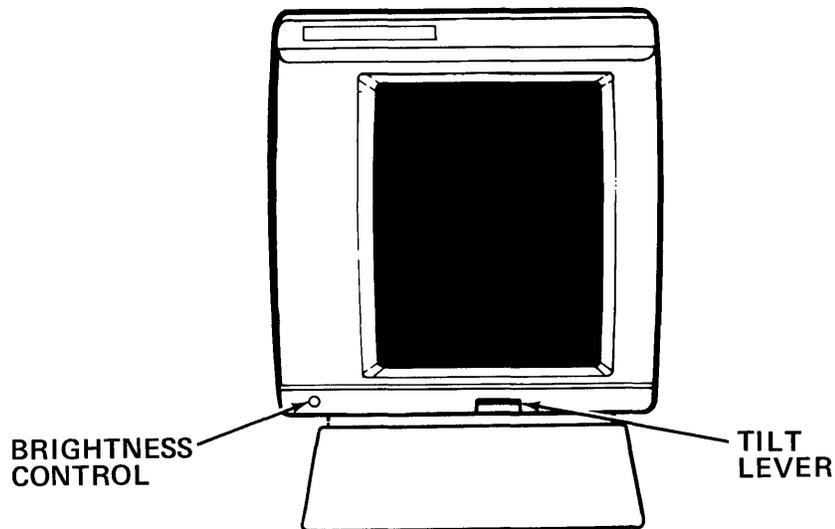
TILT
LEVER

●   The Intensity Control knob can be used to adjust the brightness of the screen
from dark to light.

●   The Tilt Adjustment lever can be used to move the screen to help eliminate
overhead glare. Press the lever up, tilt the screen to the desired angle, and
release the lever.

The Partial Page

If you know how to use the 860 Full Page IPS, this training will show you how to use the 860 Partial Page. Basically, the only difference between the two systems is the size of the screen. The Partial Page will show you 24 lines at a time instead of 66 like the Full Page.
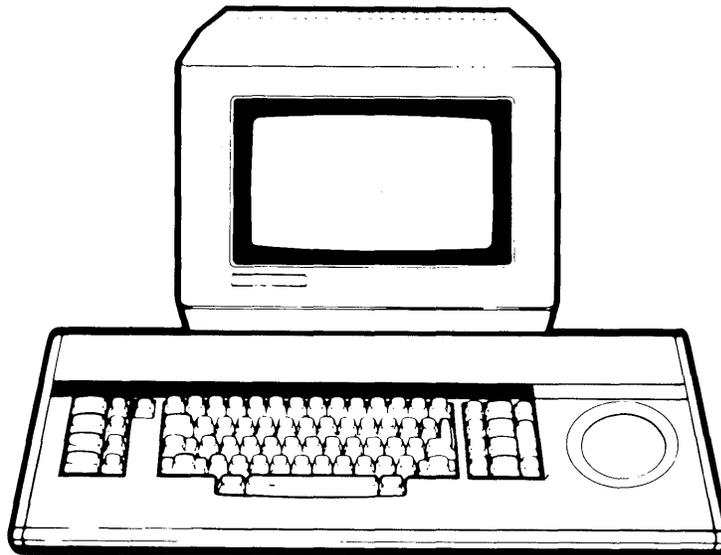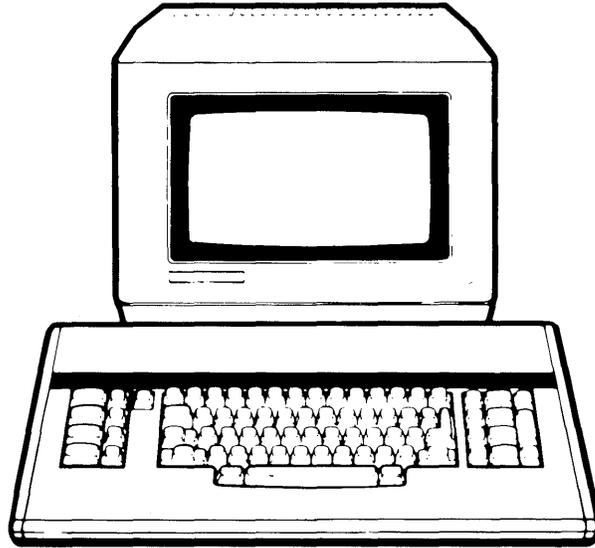
Creating a System Disc

The first thing you must do is create a system disc for your Partial Page. See page 4 - 28 in the "HOW TO" Glossary for instructions on creating a system disc for your Partial Page.

This page replaces pages 1 - 21 through 1 - 27

The Activity Page

On the Partial Page, the Activity Page is divided into two sections. When you load software, the INDEX section of the Activity Page will come to the screen. The INDEX on the Partial Page displays <u>fifteen</u> document titles at one time. Like the Full Page, you use the SCROLL key or the LINE key to view the other titles in the INDEX.

When the INDEX is on the screen, you also see the Command Line and the Instruction Blocks. Under the Instruction Blocks, you see three headings: INDEX, STORAGE LEFT, and MARKED DOCUMENTS. The words after INDEX tell you the name of the active disc. To move to the other disc station, you touch the PARA key.

Step 1   **TOUCH**   PARA.

             Result   The other disc station is selected. If there is no name after
                               the word INDEX, you know that the disc station is empty.

             INSERT   an initialized disc in the empty station. You will use this
                               disc to type your exercises.

             CHECK   that the name of your exercise disc appears after the word
                               INDEX. (You can use PARA to switch from one disc to
                               another.)

When working on the INDEX section of the Activity Page, look at the disc name after INDEX to see which disc is selected.

To look at the Active List, you touch the PAGE key.

Step 2   **TOUCH**   PAGE to move the higlighting to ACTIVE LIST and bring the
                               Active List section of the Activity Page to the screen.

             Result   The Active List section of the Activity Page comes up on
                               the screen.

             TOUCH   PAGE several times to practice moving between the Active
                               List and the Index.

The Active List displays up to ten titles at one time. When the Active List is on the screen, you also see the Command Line, the Instruction Blocks, and the Status Line. The Status Line tells you the name of the disc in the left station, what the printer is doing, and the name of the disc in the right station. The highlighting tells you which station is active.

COMMAND LINE ⟶

INSTRUCTION BLOCKS ⟶

1	2	3	4	5	6	7	8	9	0
	DISPLAY INDEX	DISPLAY PRINT LIST	DISPLAY COMM LIST			PRINT	PRINT INDEX	COMM	GO TO SYSTEM DISC

INDEX INFORMATION ⟶ INDEX: STORAGE LEFT: 0   MARKED DOCUMENTS: 0

INDEX ⟶

ENTRY	TITLE	TYPE	CREATED	REVISED	PAGES	SECTORS

END OF INDEX

COMMAND LINE ⟶

INSTRUCTION BLOCKS ⟶

1	2	3	4	5	6	7	8	9	0
	DISPLAY INDEX	DISPLAY PRINT LIST	DISPLAY COMM LIST			PRINT	PRINT INDEX	COMM	GO TO SYSTEM DISC

STATUS LINE ⟶ LEFT: NOT READY   PRINTER: READY   RIGHT: NOT READY
                               COMM: NOT READY

ACTIVE LIST   WORD PROCESSING

TITLE	TYPE	DISC	ACTIVE PAGE	USAGE	SECTORS

ACTIVE LIST ⟶

Typing Documents

To begin a document on the Partial Page, you start from the Activity Page. Either the Index or the Active List can be on the screen when you type the title of your new document. You type documents on the Partial Page just like you type documents on the Full Page. As you type you will see 24 lines at a time. You'll also notice that the character size is larger on the Partial Page.

Step 1   **TITLE**   a document **ROMAN LETTERS** and touch ACCPT three times.

Like the Activity Page, the Recordable Format Page is divided into two sections. You'll use the PARA or LINE key to bring up the second section. To go back to the first section, you use RVRSE + PARA or RVRSE + LINE.

Step 2   **TOUCH**   FORMAT to bring the first section of the Recordable Format Page to the screen.

    SET   the following format:

- Margins at **17** and **76**
- Tab at **22**
- Line Spacing at **2**

    TOUCH   PARA twice to bring the second section of the Format Page to the screen.

    Result   The second section of the Recordable Format Page comes to the screen and PAGE LABEL NUMBER is highlighted.

    USE   LINE to highlight HEADER and type in **Rough Draft.**

    TOUCH   ACCPT to record the format block.

```
RECORDABLE FORMAT PAGE


        MARGINS                          12   84
        TABS / SPEC TABS
        LINE SPACING                     1   1½   2   3
        JUSTIFY                          □
        PITCH                            PS   10   12
        KB/PW                            STD   LEGAL
        PRINT WHEEL ID


  PAGE LAYOUT

        TOP MARGIN                       6
        BOTTOM MARGIN                    6
        PAPER SIZE                       66
```

```
PAGE LABELS - SPACES REMAINING 189

        PAGE LABEL NUMBER                     1


        HEADER


        TRAILER


        COMMENTS
```

As your typing nears the bottom of the screen, the text will scroll up one line. The text will continue to scroll one line at a time as you type. If you prefer, you can touch the SCROLL key and move the text further up on the screen.

Step 3   **TYPE**   the document on the opposite page. Be sure to use the upper tab key to indent the first line of each paragraph.

              STORE   the document.

After you store a document on the Full Page, the highlighting stays on the Active List. When you store a document on the Partial Page, the Active List stays on the screen. As you remember, you use the PAGE key to move to the Index.

Printing a Document

On the Partial Page, documents are sent to the printer the same way as on the Full Page. That is, from the INDEX section of the Activity Page, you will highlight the title and use CODE + 7 to bring up to the Print Options list. You can use LINE and CHAR to select your print options, and then touch ACCPT to put the document in the Print List.

Step 4   **TOUCH**   PAGE to highlight INDEX and display the index of the disc.

              PRINT   ROMAN LETTERS.

On the Partial Page, the Print List holds up to <u>twenty</u> titles, but displays <u>sixteen</u> titles at one time. If you have more than 16 titles, you can use the LINE key to look at the other titles.

Rough Draft

Roman Letter Development

Many styles in writing developed as learning was carried from Rome throughout the rest of the known world. The influence of the roman characters might have been lost, however, had not **Emperor Charlemagne** taken an interest in the revival and spread of ancient learning.

Charlemagne encouraged the establishment of a school at Tours by an English scholar named **Alcuin.** The calligraphy of this school became the model for the rest of Europe.

Adding Text to a Document

In the next exercise, you'll recall **ROMAN LETTERS** to add more text.

Step 1   **RECALL**   **ROMAN LETTERS** to the screen.

            USE   CODE + ACCPT to restore the Next Character Mark to the screen.

            Result   The text scrolls up on the screen and the Next Character Mark appears at the end of the document.

The text you're going to add will make **ROMAN LETTERS** more than one page. When you get near the last line, the Command Line will flash LAST LINE. At the end of the line, the system will insert a temporary page end code and bring a new page to the screen.

Step 2   **TYPE**   the text shown on the opposite page.

Step 3   **STORE**   the document over the original and print it.

The manuscript hand of the Venetian scribes, which **Nicholas Jenson** followed as his <u>model</u>, developed apart from gothic lettering. It had evolved from roman capital letters. In <u>formal writing and inscriptions</u> the early Romans used square capitals, with slight modifications, in the form of our upper-case alphabet. For correspondence and documents not requiring formal writing, large cursive or running capitals were used.

By the tenth century the use of letter forms from which we derive our lower case was quite universal. However, these letters did not assume the fixed form with which we are familiar until they were cast in types by **Jenson**.

The <u>humanistic</u> manuscripts, that is, manuscripts of classical literature produced by Venetian scribes, were **Jenson's** <u>models</u>. He did not copy the handwriting of the scribes letter for letter, but created a font of related letters legible and pleasing in effect. He clearly recognized that mechanical perfection is not as desirable as the composite appearance of the page.

In crediting **Jenson** with our style of roman type, it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman, was used in 1640 by **John Mentelin,** the Strassburg Printer.

Editing a Document

In the next exercise, you'll make some revisions to **ROMAN LETTERS**. Revisions are made on the Partial Page just like they are on the Full Page. Again, the only difference is that you don't see the entire page of text on the screen at one time. As you know from the Full Page, there are several ways to get to text that needs changing. You can use the text keys to move the highlighting down the screen. Or, you can use SEARCH to move directly to the text you want to change.

Step 1   **RECALL**   **ROMAN LETTERS** to the screen.

If you just want to look at the bottom of a page of text, you use the SCROLL key to move the text up on the screen. Touching SCROLL once moves the text up one line. If you hold down the SCROLL key, the text moves quickly up the screen.

USE	SCROLL and RVRSE + SCROLL to move the text up and down on the screen.
TOUCH	PAGE to look at the second page of the document.
USE	RVRSE + PAGE to go back to the first page.

Step 2   **HIGHLIGHT**   the word **styles** in the first paragraph and add the word **national** in front of it.

TOUCH	SEARCH, type **model** and touch ACCPT.
USE	RVRSE + UND to remove the underline.
TOUCH	SEARCH and ACCPT to search to the next occurrence of the word "model".
USE	RVRSE + UND to remove the underline.
HIGHLIGHT	the two spaces between **letters.** and **In.**
TOUCH	RPLCE, enter one carrier return and an upper tab, and touch ACCPT.

Rough Draft

national

Roman Letter Development

Many styles in writing developed as learning was carried from Rome throughout the rest of the known world. The influence of the roman characters might have been lost, however, had not **Emperor Charlemagne** taken an interest in the revival and spread of ancient learning.

Charlemagne encouraged the establishment of a school at Tours by an English scholar named **Alcuin.** The calligraphy of this school became the model for the rest of Europe.

The manuscript hand of the Venetian scribes, which **Nicholas Jenson** followed as his model, developed apart from gothic lettering. It had evolved from roman capital letters. In formal writing and inscriptions the early Romans used square capitals, with slight modifications, in the form of our upper-case alphabet. For correspondence and documents not requiring formal writing, ~~large cursive or~~ running capitals were used.

By the tenth century the use of letter forms ~~from which we derive our lower-case~~ was quite universal. However, these letters did not assume the fixed form with which we are familiar until they were cast in types by **Jenson.**

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Rough Draft

face

In crediting **Jenson** with our style of roman type, it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman,

first

was used in 1640 by **John Mentelin,** the Strassburg Printer.

Step 3   **HIGHLIGHT**   and delete the words **large cursive or**

            DELETE   the words **from which we derive our lower case.**

            SEARCH   to **roman type** and add the word **face** after it.

            SEARCH   to **Strassburg** and add the word **first** in front of it.

            USE   RVRSE + PAGE and go back to the first page to reorder the paragraphs.

            HIGHLIGHT   the first line of the first paragraph and touch MOVE.

            SEARCH   to →**The manu**

            USE   MARK and PARA to highlight both paragraphs and touch ACCPT.

Use the instructions on the next page to reformat this document.

Rough Draft

Roman Letter Development

Many *national* styles in writing developed as learning was carried from Rome throughout the rest of the known world. The influence of the roman characters might have been lost, however, had not **Emperor Charlemagne** taken an interest in the revival and spread of ancient learning.

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Rough Draft

In crediting **Jenson** with our style of roman type *face* it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman, was used in 1640 by **John Mentelin**, the *first* Strassburg Printer.

The Format Pages

Now that you're finished editing the rough draft of **ROMAN LETTERS,** it should be printed as a final draft with new margins, tabs, line spacing, and justified. To do this, you'll make all the changes on the Recordable Format Page, then go to the Non-recordable Format Page to have the system reformat and paginate the document.

The Non-recordable Format Page is also divided into two sections (as illustrated on the opposite page). To get to the second section, you'll use the LINE or PARA key. Hyphenation and page ending decisions are made just like they are on the Full Page.

Step 4	**TOUCH**	SEARCH three times and ACCPT to get to the beginning of the first page.
Step 5	**TOUCH**	FORMAT and make the following changes:

- Margins at **18** and **72**
- Delete the tab at **22** and set a new tab at **24**
- Turn **on** Justify
- Delete the Header and center a new Header: **FINAL DRAFT**

TOUCH FORMAT again and turn **on** the following options:

- REFORMAT
- REPLACE MARGINS
- REPLACE TABS
- REPLACE JUSTIFY
- PAGINATE
- REPLACE PAGE LABELS

TOUCH ACCPT to begin reformatting and paginating **ROMAN LETTERS.**

MAKE any necessary hyphenation or page end decisions.

Step 6 **STORE** the revised document under the title **ROMAN REV.**

Step 7 **PRINT** **ROMAN REV.**

RECORDABLE FORMAT PAGE

MARGINS   ▣ 84
TABS / SPEC TABS
LINE SPACING   ▮ 1½ 2 3
JUSTIFY   ▯
PITCH   PS 10 12
KB/PW   STD LEGAL
PRINT WHEEL ID

PAGE LAYOUT

TOP MARGIN   6
BOTTOM MARGIN   6
PAPER SIZE   66

PAGE LABELS - SPACES REMAINING 189

    PAGE LABEL NUMBER   I

    HEADER

    TRAILER

    COMMENTS

NON-RECORDABLE FORMAT PAGE

REFORMAT OPTIONS

    REFORMAT   ▯
        UNATTENDED   ▯
        REPLACE MARGINS   ▯
        REPLACE TABS   ▯
        REPLACE LINE SPACING ▯
        REPLACE JUSTIFY   ▯
        REPLACE PITCH   ▯
        REPLACE KB/PW   ▯
        REPLACE PRINT WHEEL ID ▯
    DELETE REVISION MARKS   ▯

PAGINATION OPTIONS

    PAGINATE   ▯
        UNATTENDED   ▯
        REPLACE PAGE LAYOUT ▯
        REPLACE PAGE LABELS ▯

PAGE LIMIT   I

EDIT OPTIONS

    EDIT REFORMAT   ▮
        UNATTENDED   ▮
    MARK REVISIONS   ▯
    AUTO CARRIER RETURN   ▮
    AUTO PAGING   ▮
    MARGIN ZONE   5
    SPACE SIZE   3 7

DISPLAY OPTIONS

    ZOOM LINE   ▮
    ZOOM SCREEN   ▯
    SPLIT LINE   ▯
    DARK SCREEN   ▯
    CODE DISPLAY   ▯
    HORIZONTAL SCROLL   40

The Master Format Page

The Master Format Page lists all available format options and the standard settings. If your documents require settings that are different from the ones shown in the illustration on the opposite page, use the Master Format Page to make the changes. The Master Format Page is divided into the two sections as shown on the opposite page. You get to the Master Format Page the same way as on the Full Page--use CODE + 0 to go to the System Disc Page and touch FORMAT.

Step 1	**CHECK**	the Active List to be sure there are no documents in it.
	USE	CODE + 0 to go to the System Disc Page.
Step 2	**TOUCH**	FORMAT to bring the first section of the Master Format Page to the screen.
	TOUCH	PARA three times to bring the second section of the Master Format Page to the screen.
	USE	RVRSE + PARA to bring the first section back to the screen.

If you need to make any changes to the standard settings, use LINE or PARA to highlight the setting you want to change and type in the new setting or use CHAR to turn on the option. When you touch ACCPT, the changes will be recorded on the System Disc as the standard settings. Each time you begin a new document, the format page will display these new standard settings.

Step 3	**TOUCH**	ACCPT.
	Result	The first section of the System Disc Page is brought to the screen.
	TOUCH	ACCPT to load the Word Processing software.

WORD PROCESSING MASTER FORMAT

MARGINS   12 84
TABS/SPEC TABS
LINE SPACING   1 1½ 2 3
JUSTIFY   ▢
PITCH   PS 10 12
KB/PW   STD LEGAL
PRINT WHEEL ID

PAGE LAYOUT

        TOP MARGIN   6
        BOTTOM MARGIN   6
        PAPER SIZE   66

PRINT OPTIONS

        CONTINUOUS FORM   ▢
        PAPER SIZE   0

EDIT OPTIONS

        EDIT REFORMAT   ▮
        UNATTENDED   ▮
        AUTO CARRIER RETURN   ▮
        AUTO PAGING   ▮
        MARGIN ZONE   5
        SPACE SIZE   3 7

DISPLAY OPTIONS

        ZOOM LINE   ▮
        ZOOM SCREEN   ▢
        SPLIT LINE   ▢
        DARK SCREEN   ▢
        CODE DISPLAY   ▢
        HORIZONTAL SCROLL   40

You have now completed the training for 860 Partial Page. Important points to remember are listed below.

1.   The Partial Page operates very much like the Full Page, except that it will display only 24 lines of single-spaced text at a time.

2.   You can use the SCROLL key to view the lines at the bottom of the page and RVRSE + SCROLL to scroll back to the top of the page.

3.   As you type, the screen will automatically scroll up when you type more than 23 lines on a page.

4.   The Activity Page is divided into two sections. You use the **PAGE** key to move back and forth between the Active List and the Index sections.

5.   The System Disc Page and the Format Pages are also divided into two sections. On these pages, you use **PARA** or **LINE** to move to the second section, and you use **RVRSE +** PARA or RVRSE + LINE to move back to the first section.

One additional difference on the Partial Page is in the CONVERT utility. If you use the CONVERT utility to convert the information on 850 discs, you will notice that the screen displays three rows of 10 document titles. If you have more then 30 titles on your 850 disc, you can use the LINE or SCROLL keys to view the other titles.

COMMAND LINE MESSAGES

Note: Underlining indicates the words flash.

ACTIVE LIST FULL

Reason: This message displays to let you know that:
    (1)   10 documents are in the Active List, or
    (2)   20 documents are in the Print List, or
    (3)   A total of 20 documents are in the Active List and Print List, or
    (4)   A document has reached the maximum number of pages (9,999).

Action: For reason 1 & 2 check the documents in the Active List to be sure you want all of them. Store or clear any documents you don't need.

If you want to put 20 documents in the Print List, you'll have to clear documents from the Active List to make room for additional document titles in the Print List. **Or,** confine your work to the documents currently in the Active and Print Lists.
For reason 4, record the rest of the document under a new title.

ACTIVE SPACE FULL

Reason: (1)   The internal document information area is full.
    (2)   The maximum number of pages per document (9,999) is reached.

Action: Touch STOP to clear the message. For reason 1, delete or copy enough documents to another disc to provide a work area on the disc. For reason 2, record the rest of the document under a new title.

APPEND DOCUMENT(S) -- SELECT TITLE(S)

Reason: COPY key has been touched when a document title is highlighted in the ACTIVE LIST.

Action: Select the document(s) to be appended, then touch ACCPT.

Or, touch STOP to cancel the instruction.

APPENDING
"Document Title"

Reason: This message displays when the system is appending documents.

Action: No action is necessary. The message will clear when the appending is finished.

ARE YOU SURE?

Reason: ACCPT has been touched in response to the DELETE ENTIRE INDEX? or CLEAR ENTIRE PRINT LIST? message or during the CONVERT utility.

Action: Touch ACCPT to begin the action.

Or, touch STOP to clear the message with no action taken.

BOLD

Reason: This is part of the UND BOLD OVER message. When BOLD is highlighted, the text will print bolded. The message displays when:
(1)   CODE + 9 is touched during input, or
(2)   One character within bolded text is highlighted during edit.

Action: This is an informative message, no action is required. If you wish to remove the bolding, use CODE + RVRSE + 9.

CENTER BETWEEN

Reason: This message indicates that the optional centering feature is being used. Text will be centered between the numbers indicated in the message. The message displays when:
(1)   CODE + 4 is entered after any character other than a carrier return or a format block, or
(2)   CODE + 4 is entered in a header or trailer.

Action: For reason 1, type in desired setting for left margin, touch CHAR to move to the right margin. Type in desired setting for right margin. Touch ACCPT to record the centering points.

For reason 2, touch ACCPT to center the header or trailer between the margins.

Or, touch STOP to cancel the instruction and clear the message.

CHANGE INDEX ORDER?

Reason: MOVE key has been touched when the INDEX is highlighted.

Action: Highlight one or more document titles, touch ACCPT and the title(s) will be moved to the top of the INDEX.

Or, touch STOP to cancel the instruction with no action taken.

CHANGE PRINT LIST ORDER?

Reason: MOVE key has been touched when the PRINT LIST is highlighted.

Action: Highlight one or more document titles, touch ACCPT and the title(s) will be moved to the top of the Print List.

Or, touch STOP to cancel the instruction with no action taken.

CHANGE KEYBOARD?
LEGAL TO STD
        OR
CHANGE KEYBOARD?
STD TO LEGAL

Reason: When typing new information into an existing document, the system compares the current KEYBOARD/PRINT WHEEL (STD or LEGAL) setting to the setting at the point of insertion. If the settings do not match, this message is displayed in the Command Line.

Action: Touch ACCPT to clear the message and change the recorded KB/PW to the current selection.

Or, touch the STOP key to clear the message, return to editing and use the original KB/PW setting in the document.

NOTE: It may be easiest to keep documents which use LEGAL on a separate disc from the STD documents.

CHARACTER NOT ON
PRINT WHEEL

Reason: A character found in the print document is not on the print wheel and the printer has stopped.

Action: Touch ACCPT, the printer will substitute a blank character and continue printing. Or, touch STOP to clear the message and clear the document from the Active List. To print the document without stopping select the Non Stop Option on the Print Options List.

CHECKING
OPTIONS/UTILITIES --
PLEASE WAIT

Reason: This message displays during the System Disc creation process.

Action: No action is necessary. The message will clear when the system locates the information it needs.

CLEAR DOCUMENT?

Reason: The DEL key is touched when a document that has been previously stored but not revised is highlighted in the ACTIVE LIST.

Action: Touch ACCPT to clear the document from the Active List.

Or, touch STOP to remove the message and leave the document in the Active List.

CLEAR ENTIRE
ACTIVE LIST?

Reason: DEL key has been touched when the ACTIVE LIST is highlighted but no document titles are highlighted.

Action: Touch ACCPT to clear all documents from the Active List.

Or, touch STOP to cancel the instruction and clear the message.

CLEAR ENTIRE PRINT LIST?

Reason DEL key has been touched when the PRINT LIST is highlighted but no document titles are highlighted.

Action: Touch ACCPT twice to clear the entire Print List.

Or, touch STOP to cancel the instruction and clear the message.

CLEAR NEW DOCUMENT?

Reason: DEL key has been touched when the ACTIVE LIST is highlighted and a new (never stored) document title is highlighted.

Action: Touch ACCPT to delete the document without storing it.

Or, touch STOP to cancel the instruction and clear the message.

CLEAR PRINT DOCUMENT(S)?

Reason: DEL key has been touched when the PRINT LIST is highlighted and one or more document titles are highlighted.

Action: Touch ACCPT to clear the document(s) from the Print List.

Or, touch STOP to cancel the instruction and clear the message.

CLEAR REVISED DOCUMENT?

Reason: DEL key has been touched when the ACTIVE LIST is selected and an edited document title is highlighted.

Action: Touch ACCPT to clear the revision without storing it and remove the title from the ACTIVE LIST.

Or, touch STOP to cancel the instruction and clear the message.

CODE+0 TO EXIT -- ACCPT TO CONTINUE

Reason: This message displays when you touch the STOP key while using one of the utilities.

Action: If you're finished using the utility, hold down the CODE key while you touch the 0 key and the System Disc Load Page will come to the screen.

If you're not finished using the utility, touch the ACCPT key.

| CONFLICTING SELECTION -- CHECK CONFIGURATION | Reason: | (1) | When creating a System Disc, this message displays if the configuration does not agree. For example, if you selected NONE under PRINTER but selected AUTOMATIC PAPER FEEDER under PRINTER ACCESSORY. |
| | | (2) | This message also displays if the selected software option is not supported by the configuration. For example, if you selected NONE under COMMUNICATION MODE, and then tried to add one of the communication modes to your System Disc. |

Action: For reason 1, touch STOP to clear the message. The selection in question will be highlighted. Use CHAR to change the selection or use LINE and CHAR to highlight and correct a selection.

For reason 2, touch the STOP key three times to bring the Disc Creation and Modification page to the screen. Use LINE and CHAR to highlight and correct the conflicting selection.

CONVERSION
COMPLETE -- CONTINUE?

CONVERTING
"Document Title"

COPY

Reason: This message displays in the Command Line after the COPY key has been touched in a document, indicating that text is to be copied within the document or from one document to another.

Action: Highlight the text to be copied and touch ACCPT to complete the operation.

Or, touch STOP to cancel the instruction.

COPY "Disc Name"
TO "Disc Name"

Reason: COPY key has been touched when the INDEX is selected and no document titles are highlighted. The message indicates that the entire contents of one disc will be copied to the other disc.

Action: Touch ACCPT to begin the disc copy.

Or, touch STOP to cancel the instruction and clear the message.

**COPY DOCUMENT
TO "Disc Name"**

Reason: COPY key has been touched when the INDEX is selected and one or more document titles are highlighted. The message indicates that the documents will be copied to the other disc.

Action: Touch ACCPT to begin the document copy.

Or, touch STOP to cancel the instruction and clear the message.

**COPYING
"Document Title"**

Reason: This message displays in the Command Line while a document is being copied from one disc to another.

Action: No action is required. Message will be cleared when copy is completed.

COVER OPEN

Reason: This message displays in the Command Line and the Status Line to let you know the 860 cannot print because the printer cover has been raised.

Action: If there is no document printing, touch STOP to clear the Command Line, then CODE + PARA to clear the Status Line.

If a document is printing, close cover and touch CODE + PARA or the START/STOP button to resume printing.

**CREATING SYSTEM
DISC -- PLEASE WAIT**

Reason: This message displays in the Command Line while a System Disc is being created. This procedure takes about six (6) minutes.

Action: No action is necessary. The message will clear when the System Disc has been created.

DELETE DOCUMENT?

Reason: DEL key has been touched when the INDEX is selected and a document title highlighted.

Action: Touch ACCPT to delete the document.

Or, touch STOP to cancel the instruction and clear the message.

DELETE ENTIRE INDEX?

Reason: DEL key has been touched when the INDEX is selected but **no** document titles are highlighted.

Action: Touch ACCPT twice to delete the entire index.

Or, touch STOP to cancel the instruction and clear the message.

DELETE OBSOLETE **OPTIONS/UTILITIES ?**	Reason:	This message displays if an option or utility has been RVRSE MARKed or if you're adding new software to an old System Disc.
	Action:	Touch ACCPT to delete the obsolete software.

DESTINATION DISC **IS FLAWED OR USED**	See page 4 - 52, 4 - 54, and 4 - 62

DESTINATION DISC **IS NOT INITIALIZED**	See page 4 - 52, 4 - 54, and 4 - 62

DIAGNOSTIC PANEL CODES	See E CODES

DISC ALMOST FULL	Reason:	This message displays in the Command Line when there are less than 32 sectors left on the disc.
	Action:	Touch STOP twice to clear the message and any highlighting. Then touch STORE and store the document. You should not continue working on a disc that is almost full. You may:

(1)   Attempt to recover disc space by highlighting the INDEX, then touching STOP (to be sure no titles are highlighted) and then touching ACCPT twice. **Or,**

(2)   Recover disc space by deleting documents from the Backup Index. **Or,**

(3)   Copy the document onto another disc and finish the work there.

"Disc Name" BUSY	Reason:	This message displays if you attempt to perform an operation that will change the INDEX while the INDEX is being printed. The INDEX cannot be changed while it is printing.
	Action:	Touch STOP to clear the message. Wait until the INDEX has finished printing before storing a document or starting a new document.

DISC ERROR --
PRINTER

Reason: The system is unable to read a sector of information in the document that is currently printing.

Action: Touch ACCPT and take one of the following actions:
(1) Continue to print the document. The message ////DISC ERROR xx-x-x//// will appear in place of the unreadable text. (The message is preceded and followed by two returns. The "xx-x-x" stands for the location of the error.) **OR,**
(2) Stop the printer and clear the print document. Then recall the document, and check the page that was printing when the message occurred. If the text is okay, send the document to the printer again. If the words ////DISC ERROR xx-x-x//// appear in the document, delete the words, retype any lost information, and STORE the document.

DISC ERROR --
WORD PROCESSING

Reason: This message displays during edit or copy when the system is unable to read a sector of information.

Action: Touch ACCPT and take one of the following actions:
(1) **During edit,** the page containing the faulty information will be brought to the screen with the words ////DISC ERROR xx-x-x////. (The message is preceded and followed by two returns. The "xx-x-x" stands for the location of the error.) Delete the words ////DISC ERROR xx-x-x////and retype any lost information.
(2) **During copy,** the remainder of the document (or disc) will be copied after you touch ACCPT. When the copy operation is finished, recall the document on the source (original) disc. Search to and delete the words ////DISC ERROR xx-x-x////, and retype any lost information.

Then, recall the document on the destination disc. The document will have the message ////DISC ERROR//// in place of the information that the system could not read. (Because the problem was caused by the source disc, there are no numbers associated with this DISC ERROR message.) Delete the words ////DISC ERROR//// and retype any lost information.

DISC FULL

Reason: This message indicates that the disc has been filled up and you should not attempt to record or revise the documents on it. The message will display under the following conditions:
(1)   A new document title is typed when STORAGE LEFT shows zero, or
(2)   Editing changes to a document fill up the disc, or
(3)   A document is being copied to the disc, but the document is larger than the STORAGE LEFT, or
(4)   A <u>new</u> document is being stored, but it is larger than the STORAGE LEFT.

Action: Touch the STOP key to clear the message. If editing or reformatting a document, the remaining pages of the document may be viewed, but <u>no</u> more editing or reformatting may occur. STORE this document and take one of the following actions:
(1)   Attempt to recover disc space by highlighting the INDEX, touching STOP (to be sure no titles are highlighted) and then touching ACCPT twice. **Or,**
(2)   Recover disc space by deleting documents from the Backup Index. **Or,**
(3)   Copy the document onto another disc and finish the work there.

**DISC FULL --
INSERT NEXT DISC**

Reason: This message occurs when you're trying to copy, convert, or recover from a double sided disc to a single sided disc.

Action: Remove the full disc, insert a newly initialized disc, and touch ACCPT to complete the process.

**DISC SPACE
RECOVERED**

Reason: This message displays to let you know the 860 has recovered as much disc space as possible.

Action: No action is necessary, but if you need more disc space to work with, use the Backup Index to permanently delete documents and free up more disc space.

**DOCUMENT
IN PRINT LIST**

Reason: This message is displayed after each document selected for Multi Pass has been queued to the printer.

Action: Select additional documents for printing.

Or, touch STOP to return to the Activity Page.

**DUPLICATE
ANOTHER DISC?**

See page 4 - 52

E CODES

The E Codes may display on the diagnostic panel when you are loading software or running diagnostics. They indicate the system has encountered a problem reading the disc.

E1xx

Reason: This code indicates the system is unable to understand some of the information on the disc.

Action: Touch the #1 RESTART button on the diagnostic panel. If you get an E Code again, put the disc in the other disc station and touch the #1 RESTART button again. If the system then loads software from the second station, run diagnostics for the first station and call for service. If you still get an E Code (in the second station), remove the disc, put in a <u>different</u> disc and touch the #1 RESTART button on the diagnostic panel. If you still get an E Code, this indicates a hardware problem. Run diagnostics and call for service.

E2xx

Reason: This code indicates a possible hardware problem.

Action: Touch the #1 RESTART button on the diagnostic panel to try again. If you still get the same E Code, run diagnostics and call for service.

E3xx

Reason: This code indicates the system is unable to read any information on the disc.

Action: (1) If this message comes up after MASTER DISC ERROR -- RESTART, remove both discs, insert a good System Disc, touch the #1 RESTART button and reload the system. If you get the same E code, this indicates a hardware problem. Run diagnostics and call for service.

(2) If this message comes up when you insert a data (working) disc, touch the #1 RESTART button on the diagnostic panel. If you get the same E Code again, try <u>another</u> disc. If you still get the <u>same</u> E Code, this indicates a hardware problem. Run diagnostics and call for service.

E4xx

Reason: This code indicates the system did not store the information on the disc properly.

Action: Touch the #1 RESTART button on the diagnostic panel. If you get an E Code again, put the disc in the other disc station and touch the #1 RESTART button again. If you still get an E Code, remove the disc, put in a different disc and touch the #1 RESTART button on the diagnostic panel. If you still get an E Code, this indicates a hardware problem. Run diagnostics and call for service.

E5xx

Reason: This code indicates the disc is not a System Disc.

Action: Remove any discs, insert only the System Disc and touch the #1 RESTART button on the diagnostic panel.

E6xx

Reason: This code indicates the disc is not a Diagnostic Disc.

Action: If you're trying to run Diagnostics, remove the disc, insert a Diagnostic Disc and touch the #2 DIAGNOSTIC button on the diagnostic panel.

If you're trying to reload the software, touch the #1 RESTART button on the diagnostic panel.

E7xx

Reason: This code indicates a problem with the disc.

Action: Remove the disc and try another disc. Be sure to reinitialize the problem disc.

E8xx
E9xx

Reason: These codes indicate a hardware problem.

Action: Touch the #1 RESTART button on the diagnostic panel. If you get an E Code again, put the disc in the other disc station and touch the #1 RESTART button again. If the system then loads software from the second station, run diagnostics for the first station and call for service. If you still get an E Code (in the second station), remove the disc, put in a different disc and touch the #1 RESTART button on the diagnostic panel. If you still get an E Code, this indicates a hardware problem. Run diagnostics and call for service.

END OF RIBBON

Reason: This message indicates that the system has detected the end of ribbon. Printing will halt at the end of the current line of printing.

Action: Install a new ribbon, then touch CODE + PARA or the START/STOP button to resume printing.

ENTER DATE

Reason: This message displays when:
(1) The system is turned on and the System Disc inserted, or
(2) When the Master Disc is being used to make a System Disc.

Action: Enter the current date. The month and day may be entered with leading zeros or with a space. The first keystroke will clear the message.

ENTER TITLE

Reason: This message displays when characters are typed on the Activity Page. **Or,** if you have a document title high-lighted in the Index and touch RPLCE.

Action: Finish typing the title and ACCPT three times to bring it to the screen.

Or, touch STOP to clear the message.

ENTRY NOT FOUND

Reason: This message displays when searching for a document title by entry number and the entry number is no longer in the INDEX. The next highest entry number will be highlighted.

Action: If the highlighted document is the one you want, touch ACCPT twice to bring it to the screen. If it's not the one you want, touch STOP to remove the highlighting and RVRSE + SCROLL to restore the INDEX.

FIRST PAGE

Reason: This message displays when RVRSE + PAGE is touched on the first page of a document. Or if RVRSE + PARA, LINE, WORD, or CHAR is touched on the first line of the document. Or if you search to the beginning of a document.

Action: Touching any key except RVRSE + PAGE will clear the message.

 # FLAWED SECTORS

Reason: This message displays in the Command Line at the end of an initialize procedure to let you know how many, if any, flawed sectors are on the disc.

Action: You may use a disc with flawed sectors for inputting or editing. Do not use a disc with flawed sectors to create a System Disc, or for the duplicate, reconstruct, convert, or recover utilities.

FLAWED SYSTEM DISC -- REPLACE THEN RESTART

Reason: This message displays if there is a serious flaw on your System Disc.

Action: Remove the flawed System Disc. Initialize another disc and create a new System Disc.

FORMAT NOT FOUND

Reason: This message indicates that the title of the desired format document does not exist, or is not on the same disc.

Action: Touch CODE + FORMAT again, retype the title, and touch ACCPT. If you get the FORMAT NOT FOUND message again, check to be sure the format document is on the same disc and that you're typing the title exactly as it appear on the Index.

FORMAT TITLE " " Reason: This message displays when a document is on the screen and CODE + FORMAT has been touched.

Action: Type the title of the document containing the desired format and touch ACCPT to record that format in your document.

Or, touch STOP to clear the message. Touching STOP will also clear the highlighting and move the cursor to the home position (upper left corner).

FORWARD TO: Reason: This message displays when the SEARCH key has been touched once.

Action: Type the desired characters into the "search string" and touch ACCPT to begin the search action.

Or, touch STOP to clear the message with no action taken.

INCORRECT MASTER DISC -- REPLACE THEN ACCPT Reason: This message displays if you insert a Master Disc, other than the Word Processing Master Disc, that has been used in another system to create a System Disc.

Action: Remove the Master Disc. Press the #1 RESTART button on the diagnostic panel and insert a Master Disc that has not been used in any other system.

INCORRECT SYSTEM DISC Reason: This message displays when the 860 encounters a System Disc that was not created on that particular 860.

Action: Remove the incorrect System Disc, insert the correct System Disc and touch the #1 RESTART button on the diagnostic panel to load the software and clear the message.

INDEX BUSY Reason: Displays in the Command Line when there are documents in the Print List or the Active List and CODE + 0 is touched.

Action: Touch DEL or STORE to clear the Active List or touch DEL to clear the Print List and remove the message. Then use CODE + 0 to go to the System Disc Page.

INITIALIZING DISC -- PLEASE WAIT See page 4 - 50

INSERT "Disc Name" Reason: This message displays when a document is recalled from a disc that is not in the controller. For instance, a document may have been put in the Print List and then the disc removed. When the system is ready to print the document, it will display this message.

Action: Insert the proper disc and touch ACCPT.

INSERT DISC "Disc Name" Reason: This message displays when the 860 needs the System Disc in order to complete an operation.

Action: Insert the System Disc and touch ACCPT. The message clears and the desired function loads into memory.

INSERT DISC TO BE CREATED OR MODIFIED -- THEN ACCPT Reason: This message displays after you insert a Master Disc and push the #1 RESTART button on the diagnostic panel.

Action: Insert a newly initialized disc and touch ACCPT.

Note: Be sure to read **Creating a System Disc** in the "How To" Glossary in the Reference Manual. It explains. in detail how to create a system disc.

INSERT PAPER Reason: This message displays during printing after a page has printed, or if the printer is stopped by the operator. The message will not display if Continuous Form paper is used and Continuous Form is activated on the Master Format Page or the Print Options Page.

Action: Insert another sheet of paper if necessary, and touch CODE + PARA or the START/STOP button to print.

KEYBOARD OVERFLOW ACCEPT TO CONTINUE Reason: This message displays when you enter more keystrokes than the system can remember.

Action: Touch ACCPT and check the text on the screen to be sure no information was lost.

LAST LINE	Reason:	This message displays when you are working on the last line of a page. The system calculates the number of lines on the page using the Page Layout settings in the format. The message will appear:

LAST LINE

Reason: This message displays when you are working on the last line of a page. The system calculates the number of lines on the page using the Page Layout settings in the format. The message will appear:
(1)   When you begin typing on the last line of a page during input, or
(2)   When a hyphenation decision is required on the last line of a page during reformat.

Action: **During input or editing,** continue typing. The system will automatically insert a non-required Page End Code.
During reformat, if JUSTIFY is activated, touch ACCPT to place the word on the next line, which will be at the top of the next page. If JUSTIFY is not activated, touch ACCPT to keep the word on the same line.

LAST PAGE

Reason: Displays when the PAGE key has been touched with the last page of the document on the screen. Or if PARA, LINE, WORD, or CHAR is touched on the last paragraph, line, word, or character of the document. Or if you search to the end of a document.

Action: Any keystroke except PAGE will clear the message.

LESS THAN 65 SECTORS REMAINING ON "Disc Name"

Reason: This message displays when less than 65 sectors are available on the disc.

Action: When STORAGE LEFT (that is, sectors remaining) gets down to 65 sectors, it is a good idea to free up more disc space or copy documents to another disc before making any editing changes.
(1)   If the message appears when your System Disc is highlighted, touch STOP to clear the message.
(2)   If the message appears when a document (working) disc is highlighted, attempt to recover disc space by highlighting the INDEX, touching STOP (to be sure no titles are highlighted) and then touching ACCPT twice. **Or,**
(3)   Recover disc space by deleting documents from the Index and Backup Index.

LOAD ERROR – E300 – RELOAD

Reason: This message displays when an error is encountered during the power on/load sequence.

Action: Touch the STOP key to clear the message. Remove any discs from the controller. Then insert the System Disc only. Press the #1 RESTART button on the diagnostic panel to begin the load process again.

LOADING --
PLEASE WAIT

Reason: This message displays whenever the 860 is loading software into its memory.

Action: This is an informative message and no action is necessary. When the software has been loaded, the message will clear.

MARK LIMIT
EXCEEDED

Reason: This message displays when you attempt to MARK more than 20 document titles on the Index.

Action: Touch STOP to clear the message. You can then touch the proper key to complete the desired operation on the marked documents.

MASTER DISC ERROR --
RESTART

Reason: This message displays while creating a System Disc if the 860 is having trouble reading the Master Disc.

Action: Remove both discs. Reinsert the Master Disc, but do not use the other disc. Use a new disc to try to create your System Disc. (You can initialize and reuse the other disc later.) Press the #1 RESTART button on the diagnostic panel to start over. If you get the same message again, use another Master Disc.

MOVE

Reason: This message displays in the Command Line during a move operation.

Action: Highlight the text to be moved and touch ACCPT to complete the move action.

Or, touch STOP to cancel the instruction.

NEW DOCUMENT?

Reason: This message displays when a new title has been typed into the ENTER TITLE message and ACCPT has been touched.

Action: Touch ACCPT again to move the title into the Active List, then ACCPT once more to recall the document and begin typing.

Or, touch STOP to cancel the instruction with no action taken.

NO DISC SPACE
RECOVERED

Reason: This message displays if the 860 was unable to free up any disc space.

Action: Either delete documents from the Index or Backup Index or copy the documents you need to work with to a new disc.

**NO PRINTER
IN CONFIGURATION**

Reason: This message displays if you highlight a document and use CODE + 7, but have no printer, or if you've selected NONE after PRINTER when you created your system disc.

Action: Touch STOP to clear the message. If you do have a printer, you must replace the configuration on your System Disc and select either STANDARD or WIDE BED after PRINTER.

NOT FOUND

Reason: This message displays when:
(1) The characters typed into the search instruction cannot be found, **or**

(2) The entire document has been searched and all occurrences of search instruction have been located.

Action: For reason 1, touch STOP to clear the message. Check the string carefully. Make sure each character is exactly as recorded within the document and that the characters in the document are <u>not</u> separated by a carrier return. Enter the string again if necessary and ACCPT to start the search action.

For reason 2, any keystroke will clear the message.

NOT READY

Reason: This message will display for two reasons:
(1) You are attempting to begin a new document or to recall a document when there is no disc in the active disc station.
(2) You are attempting to copy or delete a document or a disc when the disc is not properly inserted in the other disc station.

Action: Insert the disc into the appropriate station and touch STOP to clear the message. Begin the procedure again.

OVER

Reason: This is part of the UND BOLD OVER message. When OVER is highlighted in the message, the text will be overstruck on print out. The message displays when:
(1) CODE + 8 is touched during input, or
(2) Overstruck text is highlighted with CHAR key.

Action: Since this is an informative message, no action is required. If you wish to remove the overstriking, use RVRSE + CODE + 8.

PAGE #

Reason: This message displays during Unattended Reformat or Unattended Paginate as the functions are performed off screen.

Action: Since this is an informative message, no action is required. The message is cleared upon completion of the operation.

PAGE LIMIT **EXCEEDED**	Reason:	This message will appear when a document exceeds 9,998 pages. That is, (1) Typing the 9,999th page of a document, or (2) Editing a document with more than 9,998 pages.
	Action:	For reason 1, STORE the 9,998 page document and begin a new document for the rest of the pages. For reason 2, copy the first half of the document into a new document and copy the second half of the document into another new document. Be sure to delete the original document from the disc.
PAGE TOO LONG – **PAGINATE**	Reason:	Message appears when the page length reaches 150 lines.
	Action:	The system is not set up to handle more than 150 lines on a page. Touch FORMAT twice, activate PAGINATE, and touch ACCPT.
PAPER OUT	Reason:	This message displays when the Automatic Paper Feeder on the printer has no paper.
	Action:	Insert paper and restart the printer.
PLEASE SELECT **OPTIONS/UTILITIES** **FIRST**	Reason:	This message displays if you highlight REPLACE CONFIGURATION when the disc is initialized but <u>not</u> a System Disc.
	Action:	Touch STOP to clear the message. COPY ENTIRE MASTER DISC TO SYSTEM DISC will now be highlighted and SELECT PROCEDURE displayed in the Command Line. Select the procedure you want to use to create a System Disc.
PRESS RESTART	Reason:	This message displays when the system has completed copying a Master Disc onto a System Disc.
	Action:	Press the #1 RESTART button on the diagnostic panel.
PRINTER BUSY	Reason:	This message displays if you try to send a document to the printer while another document is printing.
	Action:	If you need to interrupt the printer, highlight the document you want to print. Touch ACCPT once to move the document title to the Active List. Use CODE + 7 and touch ACCPT. The printer will interrupt the document at the conclusion of the page it's printing. When the priority document is finished, the 860 will finish printing the first document. Be sure to clear the priority document from the Active List.

PRINTER HALTED
PITCH "xx" KB/PW "xxx"
PRINT WHEEL ID "xx"

Reason: This message is displayed when the printer stops for a Print Wheel change. (Print Wheel changes are recorded in the format block of a document.)

Action: If necessary, change to the appropriate print wheel and restart the printer. If you don't want to change print wheels, just touch ACCPT and restart the printer.

PRINTER HALTED
STOP CODE

Reason: This message is displayed when the printer stops at a Stop Code (CODE + 3) recorded in the document.

Action: Start the printer to resume printing and clear the message.

PRINTER REQUIRES
ACTION

Reason: This message displays to let you know there is something wrong with the printer.

Action: Check to be sure that there is paper in the paper tray, the printer is feeding the paper correctly, that the ribbon is not tangled, and that the print wheel is on securely. Correct any problems you find. Then touch STOP to clear the message and CODE + PARA to resume printing.
If the print wheel is at the far right side of the platen and the document appears to have printed off the page, touch STOP to clear the message. Clear the document from the Active List. Recall the document that caused the problem from the Index. Check it to be sure there are enough tabs set in the format block.

PRINT INDEX?

Reason: This message displays after you give a CODE + 8 instruction from the Activity Page.

Action: If you want to print an index of all the document titles on the disc, be sure there is paper in the printer and touch ACCPT.
If you don't want to print the index, touch the STOP key to clear the message.

RECOVER DISC
SPACE?

Reason: This message displays when the INDEX is highlighted (with no document titles highlighted) and the ACCPT key is touched.

Action: Touch ACCPT to begin recovery. The system will recover sectors which may have been used for a previously edited document but are not currently used.

Or, touch STOP to clear the message with no action taken.

RECOVERING DISC
SPACE -- PLEASE WAIT

Reason: Displays in the Command Line when ACCPT has been touched after the message RECOVER DISC SPACE?

Action: This is an informative message and no action is required. Message is cleared when the recovery is complete.

REFORMAT ERROR   Reason: This message is displayed in the Command Line during a Reformat operation or edit operation (with Edit Reformat active), when more tabs are entered in the text than are recorded in the format block. That is, you tabbed past the last tab setting in the format. The reformat operation is stopped and the cursor will be on the line with the error.

                            Action: Touch STOP to clear the message. Correct the error by deleting the extra tab or by adding another tab position in the Format Block and continue reformatting or editing from that point.

REMOVE MASTER DISC   Reason: Displayed in the Command Line upon completion of a successful System Disc copy.

                            Action: Remove the Master Disc. The Command Line will display PRESS RESTART. Touch the #1 RESTART button on the diagnostic panel to load the System Disc.

REMOVE SYSTEM DISC   See pages 4 - 52, 4 - 54, 4 - 59, and 4 - 62

REPLACE WITH   Reason: This message will appear when:
                                       (1)   Text is highlighted and RPLCE key touched, or
                                       (2)   The RPLCE key is touched after entering characters into the SEARCH instruction.

                            Action: Type the new (replacement) text and touch ACCPT. If only the RPLCE key was touched, the new text will replace the highlighted text. If the SEARCH key was touched before RPLCE, the system will search the entire document and replace text as appropriate. **Or,** to cancel the instruction, touch STOP once (RPLCE only) or twice (for SEARCH and RPLCE.)

REPLACE WITH   Reason: This message displays when text is highlighted and
LOWER CASE   RPLCE is touched twice.

                            Action: Touch ACCPT to change highlighted text to lower case and clear the message.

                                       Or, touch STOP twice to clear the message with no action taken.

REPLACE WITH UPPER CASE

Reason: This message displays when text is highlighted and RPLCE is touched three times.

Action: Touch ACCPT to change highlighted text to upper case and clear the message.

Or, touch STOP twice to clear the message with no action taken.

REVERSE TO:

Reason: This message displays when SEARCH is touched twice.

Action: Type the desired characters to form a "search string" and ACCPT to begin the search action.

Or, touch STOP to cancel the instruction with no action taken.

SEARCH INDEX FOR ENTRY # 1

Reason: This message displays if the SEARCH key is touched when the Activity Page is on the screen.

Action: Type in the entry number of the document you want to highlight and touch ACCPT. If the entry number is no longer in the INDEX, the message ENTRY NOT FOUND will be displayed in the Command Line and the next highest entry number will be highlighted.

Or, if you don't want to search to an entry number, touch STOP.

SEARCH LIMIT:

Reason: This message is displayed when a search string has been entered (either FORWARD TO: or REVERSE TO:) and CODE + ACCPT has been touched.

Action: A single character or code, such as a carrier return, period, Page End Code, Format Block, etc., may be entered to limit the search action to text underlined that character. You can also limit the search to a specific page number by touching the PAGE key and typing in the page number you want to stop at. Then touch ACCPT to begin the search.

Or, touch STOP to cancel the instruction.

SEARCHING PAGE #

Reason: This message is displayed during a SEARCH or SEARCH/REPLACE action.

Action: When the operation is complete, the message will be cleared by the system.

SECTOR ERROR
DOCUMENT NUMBER xx

Reason: This message appears while recovering disc space and the system encounters a disc error.

Action: Touch the STOP key. The message NO DISC SPACE RECOVERED appears in the Command Line. Touch the STOP key again. Copy the entire disc to a newly initialized disc. If you need to edit the document with the disc error: recall the document, delete the words ////DISC ERROR////, and retype the missing text. Be sure to reinitialize the disc that the sector error occurred on before you use the disc again.

SELECTED
OPTIONS/UTILITIES
WILL NOT FIT

Reason: This message displays during System Disc creation when there isn't enough room on the System Disc for all the options and/or utilities that were marked.

Action: See page 4 - 45 of the "How To" Glossary for specific instruction on what to do.

SELECT UTILITY

Reason: This message displays when the Utility Selection Page is on the screen.

Action: Use the LINE key to highlight the Utility you want to use and touch ACCPT to load the Utility software.

Or, if you don't want to select a utility, use RVRSE + PAGE to return to the System Disc Page.

SELECT VARIABLES
DOCUMENT

Reason: This message displays when MERGE is selected in the Print Options and ACCPT is touched.

Action: Highlight the variables document and ACCPT. Start the printer to begin the MERGE process.

Or, touch STOP to clear the message and cancel the MERGE instruction.

SELECTION
OFF SCREEN

Reason: Displays in the Command Line when the highlighted text is off the screen. That is,
(1)   During an edit operation, the highlighting may extend off the screen, or
(2)   During a reformat, the text to be hyphenated may be off the screen.

Action: Touch CODE + SCROLL to bring the text into view. CODE + RVRSE + SCROLL will return to the left side.

STOP OR ACCPT

Reason: This message displays upon completion of a Utility procedure.

Action: If you want to use another Utility, touch STOP, CODE + 0, then touch PAGE to go to the Utility Selection page. If you want to go to the Activity Page, touch STOP, CODE + 0, then load the software. If you want to continue using the same Utility, touch ACCPT.

STORE DOCUMENT?

Reason: Displays in the Command Line on the Activity Page after STORE is touched.

Action: Touch ACCPT to store the document.

Or, touch STOP to clear the message; then touch DEL and ACCPT to remove the document from the Active List without storing it.

STORE OVER ORIGINAL?

Reason: This message displays in the Command Line on the Activity Page when a revision has been made to a document and the STORE and ACCPT keys have been touched.

Action:
(1) Touch ACCPT to store the revised document over the original document. The original document is then put in the Backup Index.

(2) Type a new title and touch ACCPT to store the revised document under a different title than the original. The original document will still be shown in the Index.

(3) Touch STOP to clear the message; then touch DEL and ACCPT to remove the document from the Active List without storing it.

STRING FULL

Reason: This message displays if you've typed more characters than can be accommodated in a title (20 characters), name (12 characters), or search string (62 characters).

Action: If the title, name, or search string is all right as it is, touch ACCPT.

If you want to make a change, use the Backspace key and retype.

SYSTEM DISC ERROR

Reason: Displays in the Command Line during a System Disc copy if a disc error is found on the System Disc.

Action: Touch STOP to clear the message. Remove the Master Disc and the System Disc from the controller. Get another initialized disc to use for the System Disc. Reinsert the Word Processing Master Disc and press the #1 RESTART button on the diagnostic panel to try again.

SYSTEM DISC READ ERROR - TRY AGAIN

Reason: This message displays if an error occurs while the 860 is reading the software on the System Disc.

Action: Touch STOP to clear the message. Check to be sure only the System Disc is in the controller. Press the #1 RESTART button on the diagnostic panel to try again.

SYSTEM ERROR

There are several types of system errors that may occur when working with the 860. When you see a system error message in the Command Line, the 860 is telling you that it has stopped the current action and cannot go any further.

Whenever the Command Line displays a system error, write down the first four numbers and three letters, then look up the system error description for the proper action to take. Be sure you reload the software after following the specified procedure.

If you repeatedly get one particular system error, call the Customer Support Center with the error and the specific action that causes the error. The Customer Support Center may be able to suggest a method of avoiding the error.

The system errors listed below are hardware errors and will not have three letters after the numbers.

SYSTEM ERROR 0004

Reason: The 860 has detected an error in the hardware.

Action: Touch the ACCPT key. The system will try to recover the information you were working on. Touch STORE to save any documents in the Active List.

Remove any discs from the controller, insert the Diagnostic Disc, and run diagnostics (see page 4 - 5 of the "How To" Glossary).

If the system does not pass diagnostics, call the Customer Support Center.

SYSTEM ERROR 0080

Reason: The 860 has detected an error in the hardware.

Action: Touch the ACCPT key. The system will try to recover the information you were working on. Touch STORE to save any documents in the Active List.

Remove any discs from the controller, insert the Diagnostic Disc, and run diagnostics (see page 4 - 5 in the "How To" Glossary).

If the system does not pass diagnostics, call the Customer Support Center.

System error messages relating to software appear in the Command Line in the following format:

SYSTEM ERROR xx xx (xxxx) WPP xx xx

In the descriptions on the next few pages, system errors are separated into WPP and NDX type errors. Be sure to look up the description that matches the first four numbers and the three letters.

03 01 WPP

Reason: The system encountered a Write Protected disc it did not expect. For example, if you sent a document to the print list using the merge feature, then removed the disc, write protected it and reinserted it, the Command Line would display this system error when it tried to print the documents.

Action: Touch ACCPT. Remove the disc, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software. Then, place a write protect tape on the working disc and reinsert it.

03 02 WPP

Reason: The system has encountered a disc error and cannot read a sector of information.

Action: Touch ACCPT. Store any documents in the Active List. Remove the disc and insert the System Disc. Press the #1 RESTART button on the diagnostic panel and reload the software.

Recall the document that had the system error and take one of the following actions:

(1) If the system error occured **during edit,** use the PAGE key to go through the document looking for a page with the words ////DISC ERROR xx-x-x////. (The message is preceded and followed by two returns. The "xx-x-x" stands for the location of the error.) Delete the words ////DISC ERROR xx-x-x////and retype any lost information.

(2) If the system error occurred **during** a **copy** process, the remainder of the document (or disc) will have to be copied after you locate and delete the disc error. If you wish to correct the original document, recall it from the source (original) disc. Search to and delete the words ////DISC ERROR xx-x-x////, and retype any lost information.

Then, recall the document on the destination disc. The document will have the message ////DISC ERROR//// in place of the information that the system could not read. (Because the problem was caused by the source disc, there are no numbers associated with this DISC ERROR message.) Delete the words ////DISC ERROR//// and retype any lost information.

03 03 WPP

Reason: The system encountered a beginning of document mark it did not expect.

Action: Touch ACCPT and, if possible, store the document under a different title. Remove the disc, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software.

Insert the disc and recall the document with the new title. If the system error reoccurs on the first page, repeat the reload instructions above. Then call the Customer Support Center for assistance.

03 04 WPP

Reason: The system encountered an end of document mark it did not expect.

Action: Touch ACCPT and store any documents in the Active List. Remove the disc, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software.

Then reinsert the disc you were working on and recall the document that got the system error. Use the PAGE key to check each page of the document. If the system error reoccurs, touch ACCPT and store the document, then reload the software

Recall the document again. Use Search or PAGE to get to the page preceding the page with the system error. Use CODE + PAGE to highlight the entire page, then RVRSE + LINE to highlight the last line (page end code). Touch DEL to delete the page end code.

If the system error occurs again, touch ACCPT, store the document under a new title. Reload the software and recall the new title document. Search or use PAGE to get to the last page of the document. If the last line of the page is zoom line with a next character mark, use CODE + PAGE to highlight the entire page, then RVRSE + LINE to highlight the last (zoom) line. Touch DEL to delete the last line. The document should now be okay to work with.

03 07 WPP

Reason: The system detected a problem with the system index directory.

Action: Touch ACCPT and touch PAGE to highlight the INDEX. Touch ACCPT twice to recover disc space. If the STORAGE LEFT number changes, the text you were working on may be stored. If the STORAGE LEFT number did not change, the text will have to be retyped.

You must now reload the software. First, remove the disc you were working on, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software. Use the Backup Index Utility to free up disc space, or copy the document you were working on onto another disc.

03 08 WPP	Reason:	All available disc space has been used.
	Action:	Touch ACCPT and try to store any documents in the Active List. Remove the disc, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software.
		Use the Backup Index Utility to delete unwanted documents from the disc to free up disc space, or copy the document you were working on onto another disc.

03 09 WPP	Reason:	Active List full
	Action:	Touch ACCPT and touch PAGE to highlight the INDEX. Touch ACCPT twice to recover disc space. If the STORAGE LEFT number changes, the text you were working on may be stored. If the STORAGE LEFT number did not change, the text will have to be retyped.
		You must now reload the software. First, remove the disc you were working on, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software. Use the Backup Index Utility to free up disc space, or copy the document you were working on onto another disc.

03 1A WPP	Reason:	Condition can occur when the extra format block created by using a required page end code at the end of a document has been deleted and the document reformatted.
	Action:	Touch ACCPT and store any documents in the Active List. Remove the disc, insert the System Disc, press the #1 RESTART button on the diagnostic panel and reload the software. Recall the document that got the system error and delete the required page end code at the end of the document.

03 1C WPP	Reason:	The system is unable to interpret the information on the page that's on the screen.
	Action:	Touch ACCPT and try to STORE the document. Remove the disc, insert the System Disc, press the #1 RESTART button, and reload the software. Copy the text up to the bad page into another document. Then copy the rest of the document past the bad page (use SEARCH to go past the bad page) into the new document. It will be necessary to retype the information that was on the page that caused the error. Be sure to delete the original document with the page that caused the error.

07 0A WPP	**Reason:** The system has detected an error in its memory.
07 0B WPP	
07 0C WPP	**Action:** Touch ACCPT.
07 0D WPP	

07 0A - **Do not** attempt to store any documents. Remove the disc you were working on, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility, and then, if document with system error was never stored, use the Recover Utility on the reconstructed disc.

07 0B, 07 0C, and 07 0D - Try to store all documents except the document you were working on when the system error occurred. Then, remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility, and then, if the document you were working on was never stored, use the Recover Utility on the reconstructed disc.

07 17 WPP   **Reason:** The system has encountered an error in its memory.

07 18 WPP

07 19 WPP   **Action:** Touch ACCPT. If the document is a new document, touch STORE and store it. If the document is a revision, you may attempt to store it under a new title, but **do not** store it over the original. Remove the disc you were working on. Insert the System Disc and press the #1 RESTART button on the diagnostic panel and reload the software. Recall the document you were working on and touch the PAGE key until the system error reoccurs. Touch ACCPT, and store the document under another title again. Reload the software. Copy all good pages out of the document into another document. For example, if the system error occurs on page 5 of a 10 page document, copy out pages 1 through 4, search to page 6 and copy out pages 6 through 10. You will have to retype the page with the system error.

07 1A WPP   **Reason:** The system has detected a problem with the software.

07 1C WPP

07 1D WPP   **Action:** Touch ACCPT. Touch STORE and store any documents

07 1E WPP   in the Active List. It is a good idea to store revisions

07 1F WPP   under a new title rather than over the original. (You can touch the PARA key to STORE documents on the other disc if desired.)

Remove the disc you were working on, insert the System Disc, press the #1 RESTART button and reload the software. Recall the document you were working on when the system error occurred. Check the document to make sure that it is ready to use.

03 0A NDX	Reason:	The system has detected a problem with the Index on the disc in the left station.
03 1A NDX		
03 1C NDX		
03 03 NDX	Action:	Touch ACCPT. Try to STORE any documents that are in the Active List. (Touch PARA to store the documents on the disc in the other station, if necessary.) Remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility to reconstruct the disc in the <u>left</u> station.

If you are unable to store the documents in the Active List, remove the disc, insert the System Disc, press the #1 RESTART button, and reload the software. Reconstruct the disc in the <u>left</u> station. If the document you were working on had never been stored, use the Recover Utility on the <u>reconstructed</u> disc to recover up to the last 512 characters of the document.

03 0B NDX	Reason:	The system has detected a problem with the Index on the disc in the right station.
03 1B NDX		
03 04 NDX	Action:	Touch ACCPT. Try to STORE any documents that are in the Active List. (Touch PARA to store the documents on the disc in the other station, if necessary.) Remove the disc you were working on, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility to reconstruct the disc in the <u>right</u> station.

If you are unable to store the documents in the Active List, remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Reconstruct the disc in the <u>right</u> station. If the document you were working on had never been stored, use the Recover Utility on the <u>reconstructed</u> disc to recover up to the last 512 characters of the document.

07 0A NDX	Reason:	The system has detected a problem with the Index.
07 0B NDX		
	Action:	Touch ACCPT. <u>Do not</u> attempt to STORE any documents in the Active List. Remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility to reconstruct the disc that was in the left station. Then use the Recover Utility on the reconstructed disc to recover up to the last 512 characters of the document you were working on.

07 0C NDX
07 0D NDX

Reason: The system has detected a problem with the Index.

Action: Touch ACCPT. Try to STORE all documents in the Active List <u>except</u> the one you were working with when the System Error appeared in the Command Line. (You may touch the PARA key to STORE documents on the other disc if desired.) Remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Use the Reconstruct Utility on the disc that was in the left station. Then use the Recover Utility to recover up to the last 512 characters of the document you were working on.

07 1A NDX
07 1C NDX
07 1D NDX
07 1E NDX
07 1F NDX
07 26 NDX
07 28 NDX
07 29 NDX
07 30 NDX
07 31 NDX

Reason: The system has detected a problem with the software.

Action: Touch ACCPT. Touch STORE and store any documents in the Active List. It is a good idea to store revisions under a <u>new</u> title rather than over the original. (You can touch the PARA key to STORE documents on the other disc if desired.)

Remove the disc, insert the System Disc, press the #1 RESTART button and reload the software. Recall the document you were working on when the system error occurred. Check the document to make sure that it is ready to use. If you get another system error, call the Customer Support Center for assistance.

TITLE USED –
COPY OVER IT?

Reason: This message displays during a copy operation and indicates that the document being copied has the same title as another document on the receiving disc.

Action: You have a choice of three actions:

(1) Touch ACCPT to copy this document onto the other disc under the same title, replacing the old document with the new document. The old document is then placed in the Backup Index.

(2) Type in a new title and ACCPT to copy this document onto the other disc with a different title.

(3) Touch STOP to clear the message and cancel the instruction.

TO PAGE NUMBER: 1

Reason: Appears in the Command Line when SEARCH has been touched three times.

Action: Touch ACCPT to search to page number 1. **Or,** type in the desired page number and touch ACCPT to begin the search action. **Or,** touch STOP to cancel the message.

UNACCEPTABLE
NUMBER -- RE-ENTER

Reason: (1) Displays when an unusable number is entered into any of the options on the Format Page, (for example, entering a left margin number that is greater than the right margin, or typing a number with the Shift Lock down).

(2) This message also displays if you type a non-existent page number after touching the SEARCH key three times.

Action: (1) Correct the unacceptable number by typing a valid number.

(2) Touch STOP to clear the message. Then type a valid page number.

UND BOLD OVER

Reason: This message is displayed when text is to print underlined, bolded or overstruck. If the word UND is highlighted, the text will be underlined.

Action: This is an informative message and no action is required.

UNKNOWN DISC

Reason: This message displays when an uninitialized disc is inserted in the 860.

Action: Remove the UNKNOWN disc from the system to clear the message. Use the Initialize Utility to prepare the disc for use in the 860.

**WAITING TO PRINT —
START PRINTER**

Reason: This message is displayed when a document is sent to the printer from the Active List.

Action: Touch CODE + PARA or the START/STOP button on the printer to start printing. **Or,** touch STOP to cancel the print instruction and clear the message.

**WRITE PROTECTED
DISC -- CHECK DISC**

Reason: This message displays when you attempt to input on or edit a disc that is write protected, or when you try to make a System Disc from a write protected Master Disc. (A disc is write protected when the tape on the disc is removed.) The message WRITE PROTECTED DISC appears at the top of the Index, in place of the STORAGE LEFT message.

Action: Touch STOP to clear the message. If desired, put the write protect tape on the disc and continue with the procedure.

**WRONG DOCUMENT
TYPE**

Reason: This message displays for two reasons:

(1) You attempt to use a document TYPE that is not accessible with the current software option. (For example, you can only recall a WP type document when using Word Processing software).

(2) An attempt is made to recall a priority print document (usage PRINT/EDIT) before it has finished printing.

Action: Touch STOP to clear the message. If you need to work with a Generic Program document or Records Processing document, you must load the appropriate software.

	SCREEN SYMBOLS		CODE PRINT SYMBOLS

SCREEN SYMBOLS   **CODE PRINT SYMBOLS**

▓ Format Block

▓ Format Block with Special Tabs

�e Next Character Mark

▯ End of Document Mark

▄ Cursor

↓ Index

↑ CODE + Index

← CODE + Backspace

← CODE + ½ Backspace

U Underline (Stat only - CODE + UND)

S Underline (Header/Trailer only - UND)

B Bold (Header/Trailer only - CODE + 9)

O Overstrike (Header/Trailer only - CODE + 8)

⊞ Page number (Header/Trailer only - CODE + 2)

↵ Carrier Return

⤶ Required Carrier Return

⤲ Hyphen

‐ Dash (CODE + Hyphen key)

→ Lower Tab

⤵ Upper Tab

∴ Required Space (CODE + Space Bar)

❙ Flush Right Code (CODE + 1)

2 Non-required Page End Code
(CODE + RVRSE + 2)

2 Required Page End Code (CODE + 2)

3 Stop Code (CODE + 3)

4 Center Code (CODE + 4)

5 Column Center Code (CODE + 5)

⧲ Null Code (CODE + 6)

⊠ Switch Code (CODE + 7)

CODE PRINT of Format Block

TITLE document name
MARGINS 12 84
TABS / SPEC TABS 18 24*
LINE SPACING 1.5 (1½)
JUSTIFY (if selected)
PITCH PS
KB/PW STD
PRINT WHEEL ID
PAGE LAYOUT 6 6 66
PAGE LABEL NUMBER 1
HEADER (if any)
TRAILER (if any)
COMMENTS (if any)

/ Required Carrier Return

/ Hyphen

– Dash

/ Upper Tab

/ Required Space

1 Flush Right

2 Non-required Page End

2 Required Page End

3 Stop Code

4 Center Code

5 Column Center Code

6 Null Code

7 Switch Code

MAKING YOUR JOB EASIER
Table of Contents

MAKING YOUR JOB EASIER
Table of Contents

ACTIVITY PAGE

Reordering the INDEX

With the 860, you can change the order of the document titles in the INDEX. This allows you to put your most frequently used documents at the top of the INDEX or to group documents together. For instance, you might want to group repetitive letters with their variable sets.

To change the order of the INDEX, you use the MOVE key on the Activity Page. The title you select will be moved to the <u>top</u> of the INDEX.

From the Activity Page:

HIGHLIGHT   the INDEX.

HIGHLIGHT   the title you want moved to the top of the INDEX.

TOUCH   the MOVE key.

Result   The message CHANGE INDEX ORDER? appears in the Command Line.

TOUCH   the ACCPT key.

Result   The title moves to the top of the INDEX and the entry numbers for the documents between the original location of the document and the top of the INDEX are reassigned.

When you reorder the INDEX, the entry numbers do not move with the titles. Therefore, some of the documents will have <u>different</u> entry numbers.

Renaming a Document

With the 860, you can change a document title without revising the document itself. To do this, you use the RPLCE key on the Activity Page.

From the Activity Page:

HIGHLIGHT	the document title you wish to change.
TOUCH	the RPLCE key.
Result	The message ENTER TITLE "" appears in the Command Line.
TYPE	a new title for your document and touch ACCPT.
Result	The new document title replaces the old one.

Renaming a Disc

When you initialize a disc, you give it a name. You can change the disc's name without reinitializing it by using the Rename Utility. This utility changes the name of the disc but does not erase any of the documents recorded on it.

It's a good idea to give the disc a name that indicates the type of work you're going to put on the disc. If the work changes, you can then give the disc a new name.

From the Activity Page:

INSERT	your System Disc in the **right** disc station and use CODE + 0 to go to the System Disc Page.
TOUCH	PAGE to bring the Utility Page to the screen. Highlight the RENAME utility and touch the ACCPT key.
Result	The message - LOADING - PLEASE WAIT appears in the Command Line.

When the Rename software has been loaded, an information page appears on the screen and the message   RENAME DISC IN LEFT STATION -- PARA KEY TO SWITCH STATIONS appears in the Command Line.

TOUCH	ACCPT.
Result	The message INSERT DISC TO RENAME IN LEFT STATION -- ACCPT TO CONTINUE appears in the Command Line.
INSERT	the disc you want to rename in the **left** station and touch ACCPT.
Result	The message DISC NAME: "" appears in the Command Line.
TYPE	a new name for your disc and touch ACCPT.
Result	The message RENAME SUCCESSFUL -- REMOVE DISC -- ACCPT TO CONTINUE.

At this point, you can rename other discs by touching ACCPT. When you have finished renaming your discs,

TOUCH	STOP and use CODE + 0 to return to the System Disc Page.
TOUCH	ACCPT to load the Word Processing software.

Reordering the Print List

With the 860, you can change the order of the documents in the Print List. This is useful when you've sent several documents to the Print List and then are required to print out the last document (or a document in the middle of the list). You reorder the documents on the Print List by using the MOVE key.

Note: Your System Disc must be in the controller before you begin.

From the Activity Page:

USE	CODE + 3 to bring the Print List to the screen.
TOUCH	the STOP key to ensure no titles are highlighted.
TOUCH	the MOVE key.
Result	The message CHANGE PRINT LIST ORDER? appears in the Command Line.
HIGHLIGHT	the document you want to move to the top of the list.
TOUCH	the ACCPT key.
Result	The document moves to the top of the Print List.

When the document titles are in the order you want, use CODE + PARA or the START/STOP button on the printer to begin printing.

You can also move the titles around within the list; for instance, if you have several titles in your Print List, you can move the last title in front of the second title. To do this:

HIGHLIGHT	the second title (the title you want to insert another title in front of).
TOUCH	the MOVE key.
Result	The message CHANGE PRINT LIST ORDER? appears in the Command Line.
HIGHLIGHT	the last title (the title you want to move).
TOUCH	ACCPT.
Result	The last title is moved in front of the second title.

Using Priority Print

With the 860, you can interrupt a document that is printing and print another document first. To do this, you send the second document to the printer from the Active List which makes it a Priority Print document. The first document will print to the end of the page and stop. The priority document will then print. When the priority document is finished, the interrupted document will finish printing.

Note: Your System Disc must be in the controller before you begin.

To use Priority Print (from the Activity Page):

HIGHLIGHT	the INDEX.
HIGHLIGHT	the title of the document you want to print.
TOUCH	the ACCPT key once.
Result	The document moves to the Active List and remains highlighted.
USE	CODE + 7 to bring up the Print Options and select any options you need for your Priority Print document.

Note: MULTI PASS and MERGE are not available.

TOUCH	the ACCPT key.
Result	The message WAITING TO PRINT - START PRINTER appears in the Command Line.

As soon as the page that's printing has finished, the Priority Print document will begin printing.

When the Priority Print document is completed, the original document will finish printing.

Be sure to clear the Priority Print document from the Active List when it has finished printing. It will not automatically clear.

Note: You cannot interrupt a Priority Print document with another Priority Print document.

Reviewing the Print Options

When you've selected different print options for several documents, you can use the FORMAT key to review the print options from the Print List.

Note: Your System Disc must be in the controller before you begin.

To review the print options:

USE   CODE + 3 to go to the Print List.

HIGHLIGHT   the document you want to check.

TOUCH   the FORMAT key.

Result   The print options for that document are displayed. You can look at the options, but you can't change them.

TOUCH   the STOP key to go back to the Print List.

IF the print options are <u>incorrect</u>:

HIGHLIGHT   the document with the incorrect print options.

TOUCH   the DEL key to clear the document from the Print List.

USE   CODE + 2 to go back to the INDEX.

HIGHLIGHT   the document again.

USE   CODE + 7 to bring up the Print Options and select the correct options.

TOUCH   ACCPT to put the document back into the Print List.

SHORTCUTS

The next few pages contain shortcut techniques you can use to make your job go faster.

To Recall a Document by Title:

TYPE   the title <u>exactly</u> as it appears in the INDEX.

TOUCH   ACCPT <u>twice.</u>

To Highlight the Last Title on the INDEX:

HIGHLIGHT   the INDEX.

HOLD   down the RVRSE key and touch the LINE key.

Result   The last title showing on the screen is highlighted.

To Search to a Document Title on the INDEX:

HIGHLIGHT   the INDEX.

TOUCH   the SEARCH key once.

TYPE   the document's entry number.

Result   The INDEX will scroll and the document with the entry number you typed will be highlighted. If the entry number is no longer listed in the INDEX, the document with the next highest entry number will be highlighted.

To Correct a Title:

If you notice a mistake while you're typing a title for a document, first finish typing the title. Then you can use RVRSE + CHAR to correct the error.

HOLD   down the RVRSE key while you touch the CHAR key to move back through the title.

To **delete** a character:

HIGHLIGHT   the character to the **right** of the mistake and touch the backspace key.

To **insert** a character:

HIGHLIGHT   the character to the **right** and type in the new character.

To Correct Transposed Characters (within a document):

HIGHLIGHT	the second character.
HOLD	down the RVRSE key and touch the MOVE key.
Result	The two characters instantly swap positions.

To Get to the Beginning of a Document (from any page within the document):

TOUCH	the SEARCH key three times.
Result	The message TO PAGE NUMBER: 1 appears in the Command Line.
TOUCH	the ACCPT key.
Result	The first page of the document is immediately brought to the screen.

Or

TOUCH	the SEARCH key twice.
Result	The message REVERSE TO: "" appears in the Command Line.
TOUCH	the DEL key to delete any text between the quotes.
TOUCH	ACCPT.
Result	The first page of the document is immediately brought to the screen.

To Get to the End of a Document (from any page within the document):

TOUCH	the SEARCH key once.
TOUCH	the DEL key to be sure there is no text between the quotes in the Command Line.
TOUCH	ACCPT.
Result	The last page of the document is immediately brought to the screen. The message LAST PAGE is displaying in the Command Line.
TOUCH	the STOP key to remove the message.

To Get to the Right Side of a Wide Text Document:

TOUCH	the LINE key to highlight a long line of text.
USE	RVRSE + CHAR.
Result	The text on the screen scrolls to the right and the <u>last</u> character in the line is highlighted.

To Get to the Left Side of a Wide Text Document:

TOUCH	the LINE key to highlight a long line of text.
TOUCH	the CHAR key.
Result	The text on the screen scrolls to the left and the <u>first</u> character in the line is highlighted.

Storing Revisions While Editing

When you're making changes to a long document, it's recommended that you store your revisions every five pages or so. If you're storing the revisions over the original document, the fastest way to do this is to use RVRSE + STORE.

TOUCH	the STOP key to remove the Next Character Mark (if it's on the screen.)
HOLD	down the RVRSE key and touch the STORE key.
Result	The Command Line displays STORE REVISION(S) OVER ORIGINAL?
TOUCH	ACCPT.
Result	The 860 will store the revisions you've made over the original document. The page you're working on will stay on the screen, but the keyboard will be locked while the system is storing.

Using the Cursor and the CAT

The **cursor** is represented on the screen by a small oblong symbol, ⊕. The "home" position of the cursor is in the upper left corner of the screen. The cursor is not visible when the Next Character Mark is on the screen.

The cursor is used by the system to indicate the action point while editing. When an edit is made, the cursor will move to the position of the revision and stay there until the next edit is made or you use the CAT to move the cursor.

When you're using SEARCH to locate text for editing, it's important to note the position of the cursor. A forward search begins at the position of the cursor and goes forward from that point. A reverse search begins at the position of the cursor and goes in reverse from that point.

The cursor should be in the "home" position on the first page before you paginate or reformat a document. Touching the STOP key will automatically "home" the cursor.
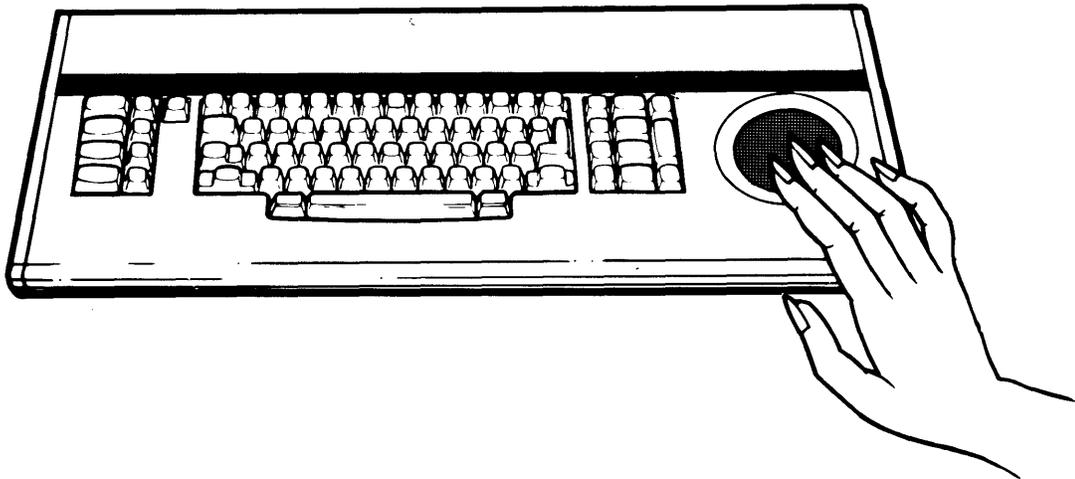
The **CAT** is the circular pad located to the right of the keyboard. It's activated by the touch of your fingers and is used to move the cursor around on the screen. The cursor moves in the same direction that your fingers do on the pad. In other words, if you put your fingers at the bottom of the pad, the cursor will move to the bottom of the screen.

The speed of the cursor is controlled by the number of fingers you put on the CAT. Touching the CAT with one finger moves the cursor slowly; using two fingers moves the cursor a little faster; using three fingers moves the cursor even faster.

You can use the CAT to quickly move the cursor to an action point. Just move the cursor near the desired area and touch one of the text keys to highlight the section of text you want to work with.

The cursor and the CAT are very useful tools. Experiment with them and learn to use them to your advantage.

SEARCH

Search String

Any character or code you type in a document can be located with the SEARCH function. After you touch the SEARCH key, you type in the text or code you want the system to look for. The text or code appears between the quote marks in the Command Line and is called a search string. When you type a search string, it will remain in the search instruction and will appear in the Command Line the next time you touch the SEARCH key. You can then type in a new search string, touch the DEL key to delete the string, or change the string (see below).

The maximum number of characters you can enter as a search string is **62.** When typing text in the search string, the 26th character moves the string to the left in the Command Line. Upon typing the 52nd character, the words FORWARD TO: or REVERSE TO: are covered up by the search string. At the 62nd character, the message STRING FULL appears at the left in the Command Line.

Changing the Search String

Changing the Search String is just like changing a title or header or trailer. To do this:

HOLD	down the RVRSE key while you touch the CHAR key to move back through the search string.

To **delete** a character:

HIGHLIGHT	the character to the right of the mistake and touch the backspace key.

To **insert** a character:

HIGHLIGHT	the character to the right and type in the new character.

Using Wild Card Search

You can use Wild Card Search to find every occurrence of a word whether the word is all lower case or the first letter is capitalized. For example, you might want to find the word corporation which appears as corporation and Corporation in your document.

To use Wild Card Search to look for the word corporation (and Corporation):

TOUCH	the SEARCH key (once for a forward search; twice for a reverse search).
HOLD	down the CODE key and touch the comma (,) key.
Result	An open box ▯ appears in the search string.
TYPE	the letters **orporation.**
TOUCH	ACCPT.
Result	The system will search for ▯**orporation.**

Using Search Ellipsis

Search Ellipsis is used to highlight a large amount of text at one time--up to two pages (that is, over <u>one</u> page end code). With Search Ellipsis, you only need to type the first few characters and the last few. You use the ellipsis to represent everything in between.

To use Search Ellipsis:

TOUCH	the SEARCH key (once for a forward search; twice for a reverse search).
TYPE	the first few characters of the text you want to highlight.
HOLD	down the CODE key and touch the period (.) key.
Result	<u>Two</u> periods (▪▪) appear next to the text you typed.
TYPE	the last few characters of the text you want to highlight.
TOUCH	ACCPT.
Result	All of the text is highlighted.

Search Limit

If you want to search to text in a limited area of a document, you can use Search Limit to do this.

TOUCH	the SEARCH key (once for a forward search; twice for a reverse search).
TYPE	the text you want to search for.
HOLD	down the CODE key and touch ACCPT.
Result	The message SEARCH LIMIT: "" appears in the Command Line.
ENTER	<u>one</u> character to mark the end of the area you want the system to search. (Enter a page end code to limit the search to one page; enter a required carrier return to limit the search to one paragraph.)
TOUCH	ACCPT.
Result	The text you typed in will be searched for until the system reaches the Search Limit character. The search will then stop.

If you want to limit a search to a specific page within your document, you can use Page Limit.

TOUCH	the SEARCH key (once for a forward search; twice for a reverse search).
TYPE	the text you want to search for.
HOLD	down the CODE key and touch ACCPT.
Result	The message SEARCH LIMIT appears in the Command Line.
TOUCH	the PAGE key.
Result	The message PAGE NUMBER LIMIT? 1 displays in the Command Line.
TYPE	the number of the page you want to limit the search to.
TOUCH	ACCPT.
Result	The text you typed in the search string will be searched for until the system reaches the page number you typed in the PAGE LIMIT.

Automatic Search and Replace

If you have several occurrences of the same text that you want to replace with other text, you can use Automatic Search and Replace. You can only search <u>forward</u> when you use search and replace.

TOUCH	SEARCH.
TYPE	the text you want to search for.
TOUCH	RPLCE once.
TYPE	the text you want to replace with.
TOUCH	ACCPT.
Result	The system will search for every occurrence of the text you typed in the search string and replace it with the text you typed in the replace string.

Attended Search and Replace

If you have several occurrences of the same text to replace with other text, but want to choose whether or not the text is replaced, use Attended Search and Replace. You can only search forward when you use attended search and replace.

TOUCH	SEARCH.
TYPE	the text you want to search for.
TOUCH	CODE + RPLCE.
Result	The Command Line displays ATTENDED -- REPLACE WITH """
TYPE	the text you want to replace with.
TOUCH	ACCPT.
Result	The system will search for every occurrence of the text you typed in the search string and highlight it. Then the Command Line will display REPLACE?
TOUCH	ACCPT if you want to replace the text.
Or	
TOUCH	STOP if you don't want to replace the text.

Searching to the Beginning of a Document:

TOUCH	the SEARCH key three times.
Result	The message TO PAGE NUMBER: 1 appears in the Command Line.
TOUCH	the ACCPT key.
Result	The first page of the document is brought to the screen.

Searching to the End of a Document:

TOUCH	the SEARCH key once.
TOUCH	the DEL key to be sure there is no text in the Command Line.
TOUCH	ACCPT.
Result	The last page of the document is brought to the screen and the message LAST PAGE flashes in the Command Line.
TOUCH	the STOP key to remove the message.

FORMATTING

Master Format Page

If the documents you type on a regular basis have a format that's different from the standard format options, you can use the Master Format Page to change the options. Once you've changed the options and loaded the Word Processing software, every document you start will have the new format you set.

To change the Master Format Page:

USE	CODE + 0 to go to the System Disc Page.
TOUCH	FORMAT.
HIGHLIGHT	the option you want to change.
USE	the CHAR key to turn the option on or off <u>or</u> **TYPE** in the setting you want.
TOUCH	ACCPT.
TOUCH	ACCPT to load the software.

Now, every time you start a new document, the format you set in the Master Format will appear in your document.

Recordable and Non-Recordable Format Pages

The 860 has two format pages -- the first page lists all the recordable format options and the second page lists all the non-recordable format options. The standard options are shown in the illustrations below. Unless you change the Master Format Page, the standard options will always be set as shown below.

```
RECORDABLE FORMAT PAGE


   MARGINS                        2  84
   TABS / SPEC TABS
   LINE SPACING                   1  1½  2  3
   JUSTIFY                        0
   PITCH                          PS  10  12
   KB/PW                          STD  LEGAL
   PRINT WHEEL ID


PAGE LAYOUT

   TOP MARGIN               6
   BOTTOM MARGIN            6
   PAPER SIZE               66


PAGE LABELS - SPACES REMAINING 189

   PAGE LABEL NUMBER             1


   HEADER


   TRAILER


   COMMENTS
```

```
NON-RECORDABLE FORMAT PAGE

REFORMAT OPTIONS

   REFORMAT                         □
      UNATTENDED                    □
      REPLACE MARGINS               □
      REPLACE TABS                  □
      REPLACE LINE SPACING          □
      REPLACE JUSTIFY               □
      REPLACE PITCH                 □
      REPLACE KB/PW                 □
      REPLACE PRINT WHEEL ID        □
   DELETE REVISION MARKS            □


PAGINATION OPTIONS

   PAGINATE                         □
      UNATTENDED                    □
      REPLACE PAGE LAYOUT           □
      REPLACE PAGE LABELS           □


PAGE LIMIT


EDIT OPTIONS

   EDIT REFORMAT                    ■
      UNATTENDED                    ■
   MARK REVISIONS                   □
   AUTO CARRIER RETURN              ■
   AUTO PAGING                      ■
   MARGIN ZONE                   5
   SPACE SIZE                    3  7


DISPLAY OPTIONS

   ZOOM LINE                        ■
   ZOOM SCREEN                      □
   SPLIT LINE                       □
   DARK SCREEN                      □
   CODE DISPLAY                     □
   HORIZONTAL SCROLL             40
```

On the Recordable Format Page, you see three sections of information. The first section contains the margins, tabs, line spacing, justify, pitch, keyboard/print wheel, and print wheel ID options.

Page Layout

The second section is called Page Layout and consists of Top Margin, Bottom Margin, and Paper Size. The **Top Margin** setting determines where the first line of your document will print on the page. If you type in a Header, the Header will print on the first line after the Top Margin. It will be separated from the text in the document by one line space. (See Header, page 3 - 19 for more information.)

The **Bottom Margin** setting determines where the last line of your document will print. If you type in a Trailer, the Trailer will print on the first line above the Bottom Margin. (See Trailer, page 3 - 20 for more information.)

The **Paper Size** setting should be the same as the total number of vertical lines on your paper. If you're using 8½" x 11" paper and want one inch of white space at the top and bottom of each page, the Top Margin setting should be 6, the Bottom Margin setting should be 6, and the Paper Size setting should be 66. With these settings, you'll get 54 lines of text per page. You can change the amount of white space per page by changing the Top and/or Bottom Margins.

To put two inches of white space at the top and bottom of each page in a new document:

TOUCH	the FORMAT key.
HIGHLIGHT	TOP MARGIN.
TYPE	in 12.
HIGHLIGHT	BOTTOM MARGIN.
TYPE	in 12.
TOUCH	ACCPT to record the format block.

To put two inches of white space at the top and bottom of each page in an existing document:

TOUCH	the FORMAT key at the top of the <u>first</u> page of the document.
HIGHLIGHT	TOP MARGIN.
TYPE	in **12.**
HIGHLIGHT	BOTTOM MARGIN.
TYPE	in **12.**
TOUCH	the FORMAT key again.
HIGHLIGHT	and turn on the following options: ● PAGINATE ● REPLACE PAGE LAYOUT
TOUCH	ACCPT to make the change throughout the document.

When typing wide documents to be printed landscape style, change the Paper Size setting when you type the document so you get the correct number of lines per page. For 11" x 8½" paper, enter **51** in the Paper Size setting.

The Paper Size setting must be greater than the Top and Bottom Margin settings. If you type a Paper Size setting that is too small, UNACCEPTABLE NUMBER -- RE-ENTER will display in the Command Line. If this happens, backspace and type in the correct setting.

Page Labels

The third section is called Page Labels. Right next to the words Page Labels you see the words SPACES REMAINING 189. This is the Page Labels counter. The Page Labels are the Header, the Trailer, and Comments. As you type in text on the Header, Trailer, or Comments line, the Page Labels counter subtracts 1 for every character you enter. (Some codes will count for more than 1.)

Any text or code can be entered as a Page Label. Page Label information must be entered in the first format block on the page. The 860 will not honor Page Label information in a format block in the middle of a page.

The bold and underline instructions display differently in the Header or Trailer line. Bold is shown as a B in a box and underline is shown as an S in a box.

The **Page Label Number** displays the number of the current page. The Page Label Number is used to begin page numbering at any page within a document. For instance, you can begin numbering with page #1 on the third page of a document by entering the number 1 in the Page Label Number line. The highest number you can enter as a Page Label Number is 9999.

To begin page numbering from any page within an existing document:

SEARCH	to the page you want to begin page numbering on.
TOUCH	the FORMAT key.
HIGHLIGHT	PAGE LABEL NUMBER.
TYPE	in a 1 (or the number you want to begin with).
HIGHLIGHT	HEADER or TRAILER.
ENTER	CODE + 2.
TOUCH	the FORMAT key again.
HIGHLIGHT	and turn on the following options:
	● PAGINATE
	● REPLACE PAGE LABELS
TOUCH	ACCPT.

The **Header** line is used to put the same line of information at the top of every page of your document. The Header will print on the first line after the Top Margin. You can change all of the header information by touching FORMAT at the top of the page, deleting the existing Header text, and typing in the new information. Or you can change the header like you correct a title (see page 3 - 21).

If you want more than one line space between your Header and your text:

TYPE	in the text for the Header.
ENTER	the desired number of <u>required</u> carrier returns (CODE + return key).

Note: The number of returns you enter after a Header will affect the number of lines of text in your document. In other words, the more returns, the fewer lines of text.

If you want a Header with more than one line of text:

TYPE	in the first line of text
ENTER	a required return (CODE + return key).
TYPE	in the next line of text.

To use the Header line for page numbering:

ENTER	CODE + 2 in the HEADER line on the first page of your document.
Result	The page number will appear in the appropriate position on the page. (See Page Label Number if you want to start page numbering in the middle of a document.)

The **Trailer** line is used to put the same line of information at the bottom of every page of your document. The Trailer will print on the first line above the Bottom Margin. You can change all of the trailer by touching FORMAT at the beginning of the page, deleting the existing Trailer text, and typing in the new information. Or you can change the trailer like you correct a title (see page 3 - 21).

To put more than one line space between your text and your Trailer

ENTER   the desired number of <u>required</u> carrier returns (CODE + return key)

TYPE   in the text for the Trailer.

Note: The number of returns you enter before a trailer will affect the number of lines of text in your document. In other words, the more returns, the fewer lines of text.

If you want a Trailer with more than one line of text:

TYPE   in the first line of text.

ENTER   a required return (CODE + return key).

TYPE   in the next line of text.

To use the Trailer line for page numbering:

ENTER   CODE + 2 in the Trailer line on the first page of your document.

Result   The page number will appear in the appropriate position on the page. (See Page Label Number if you want to start page numbering in the middle of a document.)

The **Comments** line is used for information (such as a note for the typist) that you don't want to print in your document. Comments should be entered in the first format block in your document. The Comments line does not print out <u>unless</u> you turn on CODE PRINT in your Print Options.

Changing or Correcting a Page Label

Changing the Header, Trailer, or Comments line is just like making a change in a title or a search string.

HIGHLIGHT	the Page Label you want to change.
USE	CHAR (or RVRSE + CHAR) to move to the point of change.

If you want to **delete** one character:

HIGHLIGHT	the character to the right of the character you want to delete.
TOUCH	the BACKSPACE key.

Note: If you touch DEL, the entire Page Label will be deleted.

If you want to **add** a character:

HIGHLIGHT	the character to the right of the insert position.
TYPE	in the addition.

If you want to **add returns** to the Header to separate it from the text in the document:

HIGHLIGHT	the Header line.
ENTER	required returns (CODE + the return key) at the end of the header text.

If you want to **add returns** to the Trailer line to separate it from the text in the document:

HIGHLIGHT	the Trailer line.
TOUCH	CHAR once to highlight the first character of the Trailer.
ENTER	required returns (CODE + the return key) in front of the trailer text.

Note: Page Labels are not affected by reformatting or pagination unless you change a Page Label and turn on PAGINATE and REPLACE PAGE LABELS.

Unattended Edit Reformat

When you edit a document, Unattended Edit Reformat rearranges the text to take care of insertions and deletions. Unattended Edit Reformat does not ask for any hyphenation decisions.

Attended Edit Reformat

If you highlight UNATTENDED under EDIT REFORMAT and turn **off** the option, it becomes Attended Edit Reformat. Attended Edit Reformat rearranges text on the screen after changes, and, where needed, asks for hyphenation decisions. A good time to use Attended Edit Reformat would be when making a few small editing changes that wouldn't change the page length. You could make all your hyphenation decisions at the same time you make the changes.

Once you've turned off UNATTENDED, be sure to turn on the option before starting a new document or editing a long document.

Reformatting and Paginating

If you edit a document with Unattended Edit Reformat and print the document, it will look okay. But, for the best-looking final copy, you should reformat and, if needed, paginate your document. All Reformat and Paginate options are listed on the non-recordable format page along with the Edit and Display options.

You'll use different options at different times depending on your document and the changes you make to it. For instance, if you added or deleted a few words to a short, one-page document, turning on Reformat alone would be enough. However, the longer the document and the more changes you make, the more options you'll need to turn on. The following are examples of changes you might make and the options you'll need to turn on to take care of the changes.

Starting with a document that is one full page of text or more:

IF YOU	TURN ON
Add and/or delete text	REFORMAT and PAGINATE
Change the margins for the entire document	REFORMAT, REPLACE MARGINS, and PAGINATE
Change the tabs for the entire document	REFORMAT, REPLACE TABS, and PAGINATE

IF YOU	**TURN ON**
Change the line spacing for entire document	REFORMAT, REPLACE LINE SPACING, and PAGINATE
Turn **on** or **off** Justify for entire document	REFORMAT, REPLACE JUSTIFY, and PAGINATE
Change the pitch for the entire document	REFORMAT, REPLACE PITCH, and PAGINATE
Change the print wheel ID for entire document	REFORMAT, REPLACE KB/PW, and PAGINATE
Change the Top Margin, Bottom Margin, and/or Paper Size for the entire document	PAGINATE and REPLACE PAGE LAYOUT
Change the Header and/or Trailer for the entire document	PAGINATE and REPLACE PAGE LABELS

Reformatting or paginating always begins from the top of the page or the location of the cursor. It's best to start reformatting or paginating from the beginning of the document. If you don't want to reformat or paginate the entire document, however, you can use **Page Limit** to stop at a particular page.

To use Page Limit (after selecting Reformat or Paginate):

HIGHLIGHT	PAGE LIMIT.
TYPE	in the page number of the last page you want reformatted or paginated.
TOUCH	ACCPT to begin the reformatting and/or paginating.
Result	The document will be reformatted or paginated through the page number you typed in PAGE LIMIT.

INPUT/EDIT

Centering Text Over an Optional Point

Generally you give a CODE + 4 center instruction to center text between the margins. You can also instruct the 860 to center text in other positions.

HEADING OVER COLUMN   HEADING OVER SINGLE POINT

If you want a heading
over a column of text,   —
type in the left and   —
right side positions.   —

TYPE	a space or tab so the Next Character Mark is moved away from the left margin.
ENTER	CODE + 4.
Result	The message CENTER BETWEEN and the margin settings display in the Command Line. The left margin setting flashes.

If you want the heading to center over a column of text (as shown above on the left), you type in the position of the left and right sides of the column. If you want the heading to center over a single point (as shown above on the right), you type the <u>same</u> number twice.

TYPE	in the left side setting.
TOUCH	the CHAR key to move the flashing to the right margin setting.
TYPE	in the right side setting (<u>or</u> the same number).
TOUCH	ACCPT.
TYPE	the text you want centered and touch return.

The text will always be centered in the same position. If you need to change the position of the centered text, <u>delete</u> the CODE + 4, enter a new CODE + 4 and the new settings.

Using the Line and Character Counters

The Line and Character Counters show your position on the screen as you input or edit text. You can use the Line Counter to determine where text will print on the page. For instance, it can be used to center a heading between the top and bottom of the page. In the example below, the paper size is 66 so TYPING MADE EASY was typed on Line 33.

```
TYPING MADE EASY




By

Jan Smith
```
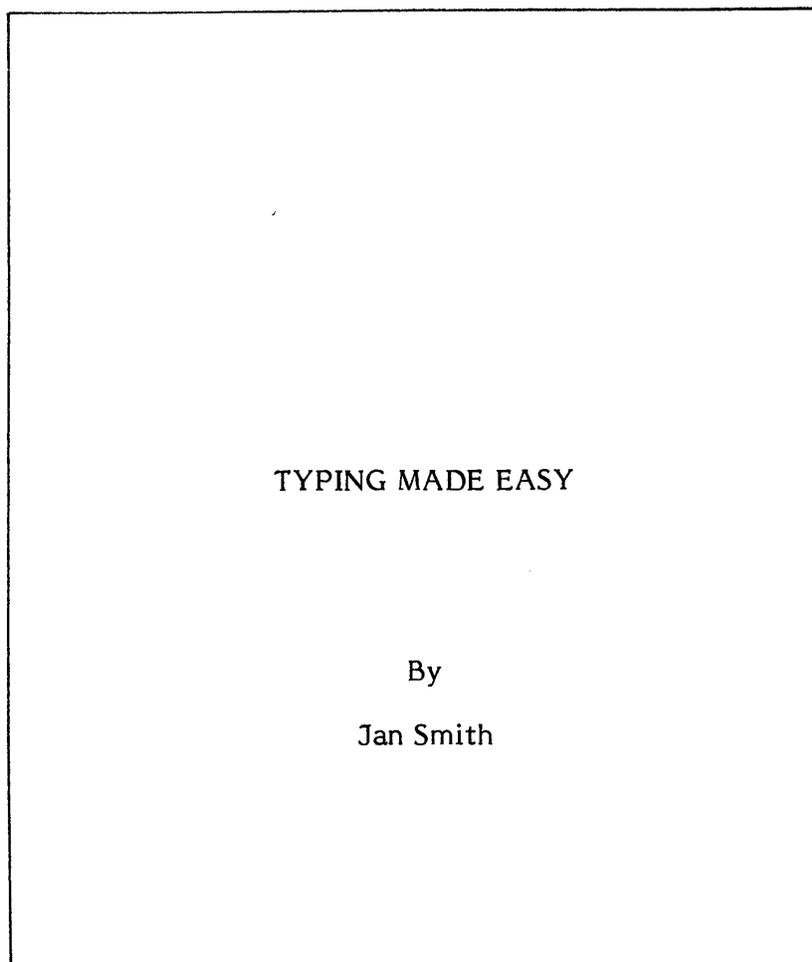
The Line Counter shows units when you use Index or CODE + Index to type superscripts and subscripts. For example, the Line Counter might show 11/1, indicating you are 1 unit down from the 11th line. (Each unit on the Line Counter is ¼ line space--1/24th of an inch.)

When you type in proportional spacing, the Character Counter also shows units. For example, the Character Counter might show 14/4, indicating that you are 4 units past the 14th character position. In the example shown below, a signature line was drawn the exact length of the text by using the Character Counter.

GEORGE F. HUMMEL, Jr.
President and Chief Executive Officer
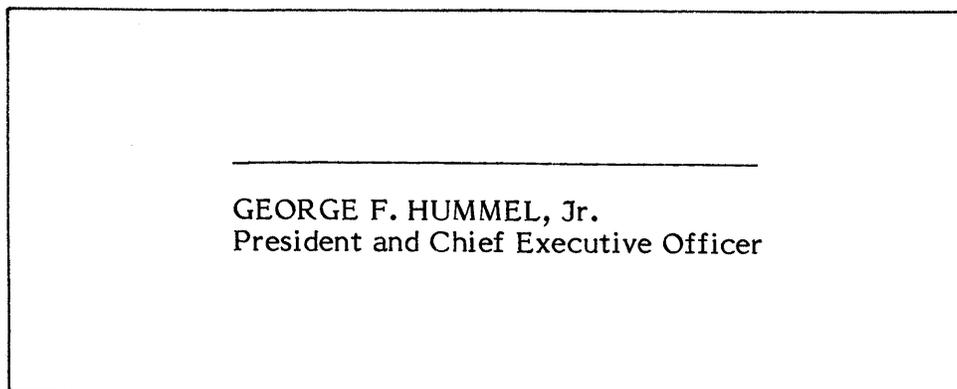
To draw a line the exact length of the text:

TYPE	the text that needs the underline.
MAKE	a note of the Character Counter number.
TOUCH	the return key.
ENTER	CODE + Indexes to place the line above the text.
TYPE	underlines (shift plus dash key) to draw the line up to the same Character Counter number.

Note: (In proportional spacing: if the Character Counter number was 62/4, stop underlining when the Character Counter reaches 63.)

Using Abbreviation Period

When the text you're typing contains abbreviations, you can use an abbreviation period to tell the system to read the period as an abbreviation period and not as the end of sentence punctuation. For instance, in the example below if the words Inc. or v. or Corp. came at the end of a line and you reformatted the document, the system might put <u>two</u> spaces after Inc. or v. or Corp. To make sure the abbreviation comes out the way you want it to, use an abbreviation period. To do this, you use CODE + the period key.

in the Case of <u>Hessler</u>, Inc. v. <u>Farrell</u> Corp. Del. Supr., 260 A. 2d 701 (1969)

To change regular periods to abbreviation periods:

HIGHLIGHT	the regular period using the CHAR key.
TOUCH	RPLCE.
HOLD	down the CODE key and touch the period key.
TOUCH	ACCPT.

Using Coded Spaces

Something else you might want to consider is that reformatting may put a carrier return after a period whether you've used an abbreviation period or not. This would be inappropriate in some cases; for instance, between Mr. and Smith or between John and Smith. To make sure the name or abbreviation will come out the way you want it to, put a coded space wherever a carrier return would be unacceptable. To do this, you use CODE + the space bar.

To change regular spaces to coded spaces:

HIGHLIGHT	the regular space using the CHAR key.
TOUCH	RPLCE.
HOLD	down the CODE key and touch the space bar.
TOUCH	ACCPT.

Creating Superscripts and Subscripts

With the 860, you can type scientific notations or footnotes by using the Index key (next to the DEL key). The Index key has ⤓ on its keycap. Touching the Index key once puts the next character one-quarter line space below the line of typing. Using CODE + Index puts the next character one-quarter line space above the line of typing. Since Index only moves one-quarter line space, you can use single line spacing and the super or subscript won't print over the text in the next line, as shown in the example below.

H_2 is an example of a subscript and Y^2 is an example of a superscript.

The formula for projecting the impact of new construction is $X^2 = R_3 + P_3$.

To create a superscript (above the line of typing):

TYPE	your text up to the superscript.
ENTER	CODE + Index.
TYPE	the superscript.
TOUCH	the Index key to return to the original line of typing.

To create a subscript (below the line of typing):

TYPE	your text up to the subscript.
TOUCH	the Index key.
TYPE	the subscript.
ENTER	CODE + Index to return to the original line of typing.

You can use as many Indexes or CODE + Indexes as necessary. Each Index displays as ⤓ on the screen and CODE + Index as ⤒ . When you type Indexes (or CODE + Indexes), they will display on the current line of typing. In addition, the first Index (or CODE + Index) on the current line actually causes an adjustment of one-quarter line space on the screen. When the system begins the next line, the symbol for the first Index (or CODE + Index) that caused the adjustment on the previous line disappears from the screen. The first Index (or CODE + Index) will always be visible if the line is highlighted or CODE DISPLAY is turned on. When using more than one Index or CODE + Index, you can use the Line Counter to determine your typing position.

Creating Symbols - Using CODE + BACKSPACE

With the 860, you can create a special symbol (like a division sign) by using CODE + BACKSPACE to back up to the center of the previous character. This feature is especially helpful in proportional spacing because the 860 automatically calculates the center of the previous character.

---

27 ÷ = 9

The result of this test should be 38 degrees Fahrenheit, ± 2 degrees.

To create the first example shown above.

TYPE	**27** and space once.
TYPE	a colon (:)
ENTER	CODE + BACKSPACE.
TYPE	a hyphen (-).
Result	You see one coded backspace on the screen. When you print the document, the hyphen will print in the middle of the colon.

To create the second example shown above:

TYPE	the text up to the plus/minus sign
ENTER	CODE + Index
TYPE	a plus sign (+)
ENTER	CODE + BACKSPACE
TYPE	an underline (shift plus dash key)
TOUCH	Index to return to the original line of typing.

Creating Symbols - Using CODE + ½ BACKSPACE

You can also use CODE + the ± key to enter coded half-backspaces to create other symbols. One coded half backspace is equal to 1/120th of an inch and ten coded half backspaces are equal to one coded backspace.

‰	≡	≢	⊙
per thousand	identical	is not identical	The Sun or Sunday
&c	≠	£
et cetera	is not equal to	pound (United Kingdom)

To create the "per thousand" symbol: Enter one CODE + Index; type a lower case o; enter one Index; enter five coded half-backspaces; type a slash (/); enter three coded half-backspaces; type two lower case o's.

To create the "identical" symbol: Type three underlines; enter one CODE + Index; enter three coded backspaces; type three underlines; enter one CODE + Index; enter three coded backspaces; type three underlines; enter two Indexes.

To create the "is not identical" symbol: Type three underlines; enter one CODE + Index; enter three coded backspaces; type three underlines; enter one CODE + Index; enter three coded backspaces; type three underlines; enter three Indexes; enter one coded backspace; enter nine coded half-backspaces; enter one CODE + Index.

To create the "Sun or Sunday" symbol: Type one upper case O; enter one coded backspace; enter one CODE + Index; type one period (.); enter one Index.

To create the "et cetera" symbol: Type an ampersand (shift + 7); enter four coded half-backspaces; type one lower case c.

To create the "is not equal" symbol: Type an equal sign (=); enter three coded half-backspaces; type an equal sign; enter one coded backspace; enter two coded half-backspaces; type a slash (/).

To create the "pound" symbol: Type one upper case L; enter one coded backspace; enter one coded half-backspace; type one lower case f.

Using Overstrike

The 860 has an automatic overstrike feature. Overstrike is generally used for legal applications. Before permanent revisions are made, the text to be revised is printed out with a hyphen through the characters (see below). You can change the overstrike character (the standard is a hyphen) to any character you want on the Master Format Page.

December 27, 1979 and of the principles upon which ~~this~~ American Jurisprudence is based.

        In <u>Hessler</u>, the Supreme Court noted ~~that~~ the trial court on May 2, 1969 had filed a letter opinion concluding with ~~the words~~ "IT IS SO ORDERED" and that judgment was thereupon entered for the Plaintiff. The defendant filed a Motion for Reargument ~~in which both parties participated and~~ on July 18, 1969, the trial court denied the Motion. Thereafter, defendant filed an Appeal within the ~~then~~ prescribed sixty day time

---

To overstrike one word:

TYPE	the word you want overstruck.

HOLD	down CODE and touch the 8 key.

To overstrike more than one word:

HOLD	down CODE and touch the 8 key.

TYPE	the text you want overstruck.

HOLD	down CODE and touch the 8 key.

To add overstrike to existing text:

HIGHLIGHT	the text you want overstruck.

HOLD	down CODE and touch the 8 key.

As with bold and underline, the overstruck text will be underlined on the screen. To check which feature is active, highlight one character and look at the Command Line.

Removing Underline, Bold, or Overstrike

If your text is underlined or bolded or overstruck, it's a simple matter to get rid of one feature--highlight the text and use RVRSE + UND. If your text is underlined, bolded, and overstruck, and you use RVRSE + UND, all features will be deleted.

If you want to delete just the bolding, you can use RVRSE + CODE + 9. If you want to delete just the overstrike, you can use RVRSE + CODE + 8.

~~**This text is overstruck, bolded, and underlined**~~.	This sentence was typed with CODE + 8, CODE + 9, and UND. then it was copied three times to create the lines shown below.
This text is overstruck, bolded, and underlined.	RVRSE + CODE + 8 was used to remove only the overstriking on this line.
~~This text is overstruck, bolded, and underlined~~.	RVRSE + CODE + 9 was used to remove only the bolding on this line.
This text is overstruck, bolded, and underlined.	RVRSE + UND was used to remove all three features on this line.

Using Right Flush

With the 860, it's very easy to right flush text in a document to create a special layout.

RIGHT FLUSH
With the 860, it's very easy to type right flush
text at any point within the document.

This is an example of text
right flushed at the right margin.

I.

II. { This is an example of roman
numerals right flushed at the
left margin.

III.

To type text right flushed at the right margin:

SET	a tab at the right margin.
TAB	to the right margin.
HOLD	down CODE and touch the 1 key.
TYPE	the text you want right flushed.

To type roman numerals right flushed at the left margin:

HOLD	down CODE and touch the 1 key <u>at the left margin</u>.
TYPE	the roman numeral.

To type right flushed text at any other position:

SPACE	or TAB to the position where you want the <u>last</u> character to print, CODE + 1, and type the text.

Drawing Lines

You can instruct the 860 to automatically draw lines in your document by using the CODE + UND instruction. To do this, you must first define the line length by setting a tab and special tab in the format. If you want the line drawn from margin to margin, you only need to set a special tab at the right margin. In the example below, the lines are "drawn" from the left margin to a special tab at the right margin.

_____

═══

═══
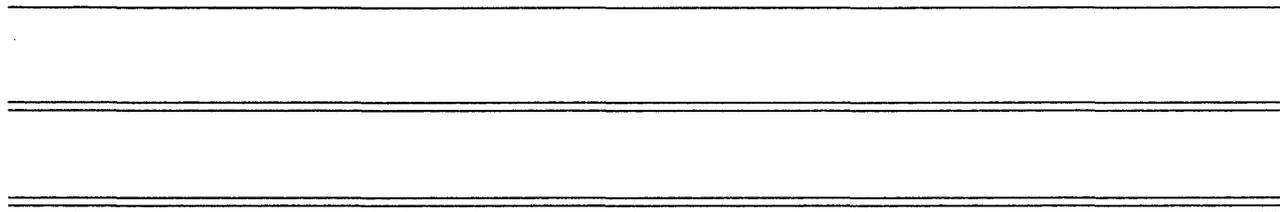
To create lines like the ones shown in the example above:

TOUCH	the FORMAT key.
DELETE	<u>all</u> tab settings.
SET	the left margin or a regular tab at the position you want the line to begin.
SET	a special tab (upper tab key) at the position you want the line to stop.
TOUCH	ACCPT to record the format.
TOUCH	the return key once.
ENTER	CODE + UND at the left margin or at the tab and touch return twice.
ENTER	CODE + UND + UND (hold down CODE and touch the UND key twice) and touch the return key twice.
ENTER	CODE + UND + UND + UND (hold down CODE and touch the UND key three times) and touch the return key twice.

When you're finished drawing lines, be sure to set a new format block without the special tab before typing any text. Although you see <u>one</u> line on the screen, you can highlight the line and check the number of CODE + UNDs (a $\overline{U}$ in a box).

Using RPLCE

In the training manual you learned how to:

   use the RPLCE key to replace highlighted text with new text

   use the RPLCE key to replace highlighted text with all lower case characters

   use the RPLCE key to replace highlighted text with all upper case characters

   use the RPLCE key and the SEARCH key to highlight and replace text automatically (Global Search & Replace)

You can also use the RPLCE key to replace highlighted text with other recorded text.

To replace text with other recorded text:

HIGHLIGHT	the text you want to replace.
TOUCH	RPLCE.
HIGHLIGHT	the text that is to replace the original text.
TOUCH	ACCPT.

The text you use to replace the original text can be on the same page, within the same document, within another document on the same disc, or even on another disc. The text will be copied into the new location and will remain in its original location.

Justified Text With Hanging Indent

To tell the system to indent all the lines of a paragraph, you use the lower tab key on the first line of each paragraph. To make the first line of the paragraph start printing at the left margin, you touch CODE + BACKSPACE until the Character Counter shows you the left margin setting.

Bavelas, A., "Communication Patterns in Task Oriented Groups," Journal of Accoustical Society of America, Vol. 22, No. 3 (1950) pp. 725-730.

To create a hanging indent:

TOUCH	the lower tab key to indent the entire paragraph.
TOUCH	CODE + BACKSPACE until the Character Counter indicates the left margin setting.
TYPE	the paragraph.
Result	The first line of the paragraph will start printing at the left margin and the rest of the paragraph will be indented.

You can type as many CODE + BACKSPACEs as necessary. Each CODE + BACKSPACE displays as ← on the screen. When using CODE + BACKSPACE, use the Character Counter to determine your typing position.

Justified Text With a Run-Around

There may be times when you will need to change formats in the middle of paragraphs to accommodate pictures or drawings. This type of page layout is referred to as a "run-around".

> This is an example of a left flush "run-around" for the addition of a picture or drawing in the final page composition. It is created by typing the document originally using a format to accommodate the longest lines. When the typing is finished, the document is reformatted. Add an additional format to accommodate the short lines, then the paragraph is ready for correct printout.
>
>
> This is an example of a right flush "run-around" for the addition of a picture or drawing in the final page composition. It is created by typing the document originally using the format to accommodate the longest lines. When the typing is finished, the document is reformatted. Add an additional format to accommodate the short lines, then the paragraph is ready for correct printout.

To Create Text Run-Around:

TYPE	the document with a format to accommodate the longest line of text.
HIGHLIGHT	the first short line of text.
TOUCH	FORMAT and set a new format for the short line of text.
HIGHLIGHT	the line after the short lines of text.
HIGHLIGHT	the second word of the short line.
TOUCH	FORMAT and set another format changing the settings back to the original settings.

Justified Columns

When two or more columns are different lengths but must <u>begin</u> on the same line, follow the instructions below.

Options message. When activated, automatically prints each full line with exactly even right and left margins.

Touch STOP to return to action point

To create justified columns:

TOUCH	FORMAT and set a format with margins for the first column.
TYPE	the first column and return once.
ENTER	enough CODE + Indexes to return to the first line of typing (four CODE + Indexes for each line of typing).
TOUCH	FORMAT and set a format with margins for the second column.
TYPE	the second column and end it with enough returns to be in position to type the next item.
TOUCH	FORMAT and set a format for the next item and continue.

To use the "How To" Glossary, look up the action you want to perform in the table of contents. Then turn to the page number indicated.

TABLE OF CONTENTS

APPENDING DOCUMENTS

Documents can be appended (linked) together to form one large document. When you do this, your disc will contain <u>both</u> the original smaller documents and the large document which contains all the text from the smaller ones.

- Type a new title for your appended document
- Touch ACCPT twice to put the title in the ACTIVE LIST
- Touch COPY

  APPEND DOCUMENT(S)? -- SELECT TITLE(S) appears in the Command Line and the highlighting moves to the INDEX
- Highlight the first document to be appended
- Touch MARK
- Highlight the second document to be appended
- Touch MARK
- Repeat highlighting and MARKing as necessary
- Touch ACCPT when you have selected all the documents

To view your appended document:
- Touch ACCPT

To store your appended document:
- Touch STORE and ACCPT

BOLD

During Input

BOLD is used for emphasis. When the 860 bolds a word it prints each character twice, the second printing is just a fraction of an inch to the right. Bolding displays on the screen as underlining.

To bold a word:
- Type the word (don't space)
- Touch CODE + 9

To bold several words:
- Touch CODE + 9
- Type the words
- Touch CODE + 9

While Editing

To add bolding to text:
- Highlight the word or words to be bolded
- Touch CODE + 9

Deleting

Bolding can be deleted from text without deleting the text.

To remove bolding:
- Highlight the word or words
- Touch CODE + R VRSE + 9

  OR

  Hold down R VRSE and touch UND

Headers & Trailers

- Highlight HEADER or TRAILER
- Touch CODE + 9 (a B in a box will show on the screen)
- Type the Header or Trailer text to be bolded
- Touch CODE + 9 (a B in a box will show on the screen)

CENTERING

Between Margins

The 860 will automatically center between the margins when the center instruction (CODE + 4) is entered at the left margin or next to a format block.
- Touch CODE + 4
- Enter text to be centered
- Touch RETURN

Over Optional Point

Touching CODE + 4 at any point other than the left margin brings up the optional centering feature (CENTER BETWEEN). This feature enables you to center text between new left and right margins or over another point. If the left margin is changed, the text will retain its relationship to the left margin. That is, if the center point is 24 with a left margin of 12 and the margin is changed to 20, the text will center over position 32.
- Touch SPACE or TAB to move away from the left margin
- Touch CODE + 4
  The message CENTER BETWEEN appears in the COMMAND Line
- Enter a number for left side of the centering position
- Touch CHAR
- Enter a number for right side of the centering position
  Note: To center over one point, enter the desired number as the left side number, touch CHAR, then enter the same number as the right side number
- Touch ACCPT
- Type text to be centered
- Touch RETURN
  Note: To revise optional centering the original CODE + 4 must be deleted and another CODE + 4 with new numbers must be inserted

Headers and Trailers

- Highlight HEADER or TRAILER
- Touch CODE + 4
- Touch ACCPT to CENTER BETWEEN the margins
- Type Header or Trailer text to be centered

CHARACTER TRANSPOSITION

This feature "swaps" the position of two characters.
- Highlight the second character of the transposition
- Touch RVRSE + MOVE

CLEARING DOCUMENTS

Active List

Clearing individual documents:
- Highlight ACTIVE LIST
- Highlight document title
- Touch DEL and touch ACCPT

Clearing the entire Active List:
- Highlight the ACTIVE LIST
- Touch STOP to ensure no titles are highlighted
- Touch DEL and touch ACCPT

Print List

Clearing individual documents:
Be sure your System Disc is in the controller.
- Touch CODE + 3 to bring the print list to the screen
- Highlight the document title
- Touch DEL and touch ACCPT

Clearing the entire Print List:
Be sure your System Disc is in the controller.
- Touch CODE + 3 to bring the print list to the screen
- Touch STOP to ensure no titles are highlighted
- Touch DEL and touch ACCPT
- Touch ACCPT again in response to "ARE YOU SURE"

Clearing partially printed documents:
- Stop the printer (use CODE + PARA or STOP/START)
- Touch PAGE to highlight ACTIVE LIST
- Highlight title of partially printed document
- Touch DEL and touch ACCPT

Note: After working with the Print List, you must have your System Disc in the controller in order to recall a document.

CODE PRINT

To have codes print out on a document:
Be sure your System Disc is in the controller.
- Highlight document title on INDEX
- Touch CODE + 7 to bring up the Print Options
- Use LINE to highlight CODE PRINT
- Touch CHAR to turn it on
- Touch ACCPT
  OR Select other print options and touch ACCPT

Note: After printing a document, you must have your System Disc in the controller in order to recall a document.

CODE DISPLAY

To have codes visible on the screen:
- Touch FORMAT twice
- Highlight CODE DISPLAY using PARA and LINE keys
- Touch CHAR to turn it on
- If no other options are desired, touch STOP
  Note: When you type the document, all the codes will show on the screen; however, they will not print.

COMMENT LINE

This line is used for comments about the document, such as; author's name, department, origination, proposed distribution levels, etc. This line prints only when CODE PRINT has been requested.
- Touch FORMAT
- Highlight COMMENTS using PARA and LINE keys
- Type the desired information
- If no other options are desired, touch ACCPT
  Note: the total number of characters typed under the PAGE LABELS options may not exceed 189 (Header text plus Trailer text plus Comments text).

COPYING

Documents

To copy a document from one disc to another:
- Highlight INDEX on the disc containing document to be copied
- Highlight the document title
- Touch COPY
- Touch ACCPT
  The message "COPYING ...." appears in the Command Line. When the message disappears the document has been copied.

To copy several documents:
- Highlight INDEX on the disc containing documents to be copied
- Highlight title of first document to be copied
- Touch MARK
- Highlight title of second document to be copied
- Touch MARK
- Repeat until all titles are MARKed
- Touch COPY
- Touch ACCPT
  The message "COPYING ...." appears in the Command Line as each document is being copied. When the message disappears the documents have been copied.

Discs

When you make a copy of an entire disc, all of the documents in the INDEX of that disc will be added to the other disc. The Backup Index will not be copied.
- Highlight the INDEX on the disc to be copied
- Touch STOP to ensure that no titles are highlighted
- Touch COPY
- Touch ACCPT
  The message "COPYING ...." appears in the Command Line as each document is being copied, when the message disappears the disc has been copied.

DELETING

Document from Index

- Highlight the INDEX
- Highlight the document title
- Touch the DEL key
- Touch ACCPT

Index

- Highlight the INDEX
- Touch STOP to remove highlighting from any titles
- Touch the DEL key
- Touch ACCPT twice

Backup Index

Documents may be permanently deleted from a disc by deleting them from the INDEX, then deleting them from the Backup Index. Documents are deleted from the Backup Index the same way they are deleted from the INDEX.

DIAGNOSTICS

After you turn on the 860, it automatically runs a 10 second test, then displays the word XEROX on the screen. The diagnostic panel should have lights 1, 2, and 3 on and the code 0000 should be in the diagnostic display.

If, after turning the 860 on, the word XEROX does not appear on the screen, or you can't load the System Disc, run diagnostics as follows:

- Remove any discs from the controller.

- Insert the Diagnostic Disc into either station and press the #2 button on the Diagnostic Panel. This begins the diagnostic test.

RESTART BUTTON   DIAGNOSTIC TEST BUTTON
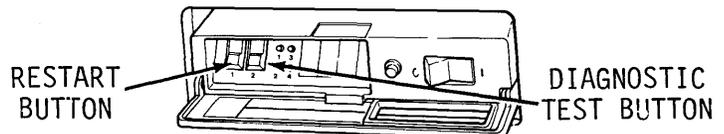
During the test, you will see a variety of test patterns on the screen and different numbers in the display on the diagnostic panel. At the end of the test --

- If lights 1, 2, and 3 are on, the number 9999 appears in the diagnostic panel, and vertical bars appear on the display, a successful test has been completed. Remove the Diagnostic Disc from the controller, insert the System Disc, press the #2 button then the #1 button, and touch ACCPT to load the software.

- If lights 1, 2, and 3 are on, and any number other than 9999 appears in the display, note the number, as well as any number which appears on the screen, and call the Customer Support Center.

- If lights 1, 2, or 3 are not on, call the Customer Support Center and report the condition of the lights.

EDITING

Copying

Any amount of text on a page may be copied within a document, from document to document or from one Disc to another Disc. When the COPY feature is used, the text remains in the original position and is <u>copied</u> to the new position.

Within a Document:
● Highlight the position where the text is to be inserted
● Touch COPY
● Highlight the text to be copied
● Touch ACCPT

From Document to Document on the same disc:
● Recall the document with the text to be copied to the ACTIVE LIST
● Recall the document that is to receive the text to the screen
● Highlight the position where the text is to be inserted
● Touch COPY
● Touch STORE
● Recall the document with the text to be copied
● Highlight the text to be copied
● Touch ACCPT

From Document to Document on different discs:
● Recall the document with the text to be copied to the ACTIVE LIST
● Touch PARA to move to the other disc
● Recall the document that is to receive the text to the screen
● Highlight the position where the text is to be inserted
● Touch COPY
● Touch STORE
● Recall the document with the text to be copied
● Highlight the text to be copied
● Touch ACCPT

Deleting

Any amount of text may be deleted from a document.
● Highlight the text to be deleted
● Touch DEL

Inserting

Any amount of text may be inserted into a document.
● Highlight the position where the text is to be inserted (insertion will go <u>in front</u> of the highlighting)
● Start typing insertion
● Touch ACCPT or STOP when finished

Adding Pages

To add a new page in the middle of a document:
● Highlight the page end code of the previous page.
● Touch CODE + 2.

Moving

Any amount of text may be moved within a document, from document to document or from one disc to another disc. When the MOVE feature is used, the text is removed from the original position and placed in the new position.

Within a Document:
- Highlight position where the text is to be inserted
- Touch MOVE
- Highlight the text to be moved
- Touch ACCPT

From Document to Document on the same disc:
- Recall the document with the text to be moved to the ACTIVE LIST
- Recall the document that is to receive the text to the screen
- Highlight position where the text is to be inserted
- Touch MOVE
- Touch STORE
- Recall the document that has the text to be moved
- Highlight the text to be moved
- Touch ACCPT

From Document to Document on different discs:
Be sure the Write Protect tape is **on** both discs.
- Recall the document with the text to be moved to the ACTIVE LIST
- Touch PARA to move to the other disc
- Recall the document that is to receive the text
- Highlight the position where the text is to be inserted
- Touch MOVE
- Touch STORE
- Recall the document with the text to be moved
- Highlight the text to be moved
- Touch ACCPT

Replace

The RPLCE key may be used to replace highlighted text with new or existing text. It is also used to change the text to all upper or lower case characters.

To replace text:
- Highlight the text to be replaced
- Touch RPLCE once
- Type new text OR highlight existing text
- Touch ACCPT

To change to lower or upper case:
- Highlight the text
- Touch RPLCE twice for lower case, OR touch RPLCE three times for upper case
- Touch ACCPT

Search & Replace

When a document has several occurrences of identical text that must be replaced, the system will search to and replace each occurrence automatically. You can only search forward when you search and replace.
- Touch SEARCH
- Type text to be replaced
- Touch RPLCE
- Type text to be inserted
- Touch ACCPT

Storing Revisions

Revisions may be stored over the original text (thereby replacing it) or as a new document under a different title.

Over the Original:
- Touch STORE
- Touch ACCPT
- Touch ACCPT again

As a New Document:
- Touch STORE
- Touch ACCPT
- Type a new title for the revised document
- Touch ACCPT

FORMAT

Each document has its own format recorded with it. The format settings are contained in the format block. You can change and record as many formats as you want within the same document.

Recording

To record a format in a document:
- Touch FORMAT
- Use the LINE and PARA keys to highlight the appropriate format options
- Use CHAR to turn options on and off
  - Type new numbers to change numeric settings
  - Use the lower tab key to set regular tabs
  - Use the upper tab key to set special tabs
  - Highlight and delete Headers, Trailers and Print Wheel ID and type in the new information
- Touch ACCPT to record the new format
  Note: If you change the format of a previously recorded document, you will need to reformat and paginate the document.

Format Index

The format index feature (CODE + FORMAT) allows you to automatically recall a format from another document and record it in your present document. The format block must be the first character in the other document.
- Touch CODE + FORMAT
- Type name of document with desired format
- Touch ACCPT

Format Scale

The format scale is a horizontal line which can be used to set margins and tabs. Whenever the format scale is used, the System Disc must be in the system.
- Touch CODE + FORMAT + FORMAT
- Use the SPACE BAR and RVRSE + SPACE BAR to move forward and backward along the scale
- Touch the Index key to set the left margin; CODE + index to set the right margin
- Use the lower and upper tab keys to set tabs and special tabs
- Touch ACCPT to record the format

Note: If you set a tab on the margin, the tab symbol flashes.

HIGHLIGHTING

Activity Page

The text keys are used to move the highlighting on the Activity Page.

To move from disc to disc:
- Touch the PARA key
- Check the highlighting at the top of the page

To move back and forth from INDEX to ACTIVE LIST:
- Touch the PAGE key

To highlight document titles:
- Touch the LINE key or RVRSE + LINE

To highlight more than one title:
- Touch the LINE key until the first title is highlighted
- Touch the MARK key
- Touch the LINE key to highlight the second title
- Touch the MARK key
- Repeat until all titles are highlighted

Note: If you MARK a title by accident, you can use RVRSE + MARK to dehighlight the title

Next Character Mark

To restore the Next Character Mark to the end of the page on the screen:
- Touch CODE + ACCPT

Text

Several methods are available to highlight text within a document. The SEARCH key is explained under the heading SEARCH. You can also use the text keys and the MARK key as follows:
- Touch CHAR to highlight one character
- Touch WORD to highlight one word and the space following
- Touch LINE to highlight one line and the return following it
- Touch PARA to highlight one paragraph and the returns following it
- Touch CODE + PAGE to highlight a whole page

To highlight the last character on a line:
- Touch LINE to highlight the line
- Touch RVRSE + CHAR to highlight the last character

To extend highlighting:
- Use one of the text keys to highlight the beginning of the text
- Touch MARK
- Touch the text keys until all the desired text is highlighted

To highlight more than one page at a time:
- Use one of the text keys to highlight the beginning of the page
- Touch MARK
- Touch CODE + PAGE until all desired pages are highlighted

To remove highlighting:
- Touch the STOP key once or twice, until the highlighting is gone

HYPHENS

As a Dash

A dash is used when you do not want the word to be split between two lines after a reformat. For instance, social security and telephone numbers should never be split between two lines. To create a dash:
- Touch CODE + hyphen key

Non-required

Non-required hyphens will only display and print when they occur at the end of a line. Non-required hyphens are created when you enter a hyphen during reformat.

Pre-hyphenation

Text can be pre-hyphenated by adding non-required hyphens before reformatting. This way, fewer hyphenation decisions will come up during reformat. This hyphen will display and print only when it occurs at the end of a line.
- Touch CODE + 0 wherever a hyphen is appropriate in a word

Required

Required hyphens are automatically created each time you type a hyphen in text. A required hyphen will not be dropped and will always display and print. You cannot create a required hyphen during a reformat pass.

INDEX

Every disc has its own INDEX. The INDEX is a list of titles of all the documents stored on your disc. The INDEX is considered as one long list, even though you can only see twenty titles at a time.

To look at the other titles:
- Touch SCROLL

To look at the previous group of titles:
- Touch RVRSE + SCROLL

Reordering

To move a title to the top of the INDEX:
- Highlight the INDEX
- Touch MOVE
- Highlight the title you want at the top of the INDEX
- Touch ACCPT

Renaming a Document

To change the title of a document:
- Highlight the title you want to change
- Touch RPLCE
- Type the new title
- Touch ACCPT

JUSTIFY

On Input

Documents may be justified on input by turning on the JUSTIFY option on the Format Page.
- Touch FORMAT
- Use LINE to highlight JUSTIFY
- Use CHAR to turn on the option
- Touch ACCPT

During Edit

Documents may also be justified after they have been recorded.
- Touch FORMAT
- Use LINE to highlight JUSTIFY
- Use CHAR to turn on the option
- Touch FORMAT again
- Use CHAR to turn on REFORMAT
- Use LINE to highlight REPLACE JUSTIFY
- Use CHAR to turn on the option (this will turn on JUSTIFY in all the format blocks in the document)
- Touch ACCPT

If you decide a document would look better not justified:
- Touch FORMAT
- Use LINE to highlight JUSTIFY
- Use CHAR to turn off the option
- Touch FORMAT again
- Use CHAR to turn on REFORMAT
- Use LINE to highlight REPLACE JUSTIFY
- Use CHAR to turn on the option (this will turn off JUSTIFY in all the format blocks in the document)
- Touch ACCPT

Master Format Page

If you want all of your documents to be justified, you can change the Master Format Page so JUSTIFY will always be on when you start a new document.
Be sure the System Disc has the Write Protect tape **on**.
From the System Disc Page:
- Touch FORMAT to bring up the Master Format Page
- Use LINE to highlight JUSTIFY
- Use CHAR to turn on the option (this will turn on JUSTIFY in all format blocks in new documents)
- Touch ACCPT

LETTERS, REPETITIVE

Creating the Letter

- Title the document
- Touch ACCPT three times
- Set desired format and touch ACCPT
- Type the date for the letter, followed by the desired number of returns
- Hold down CODE and touch 7 for the inside address
- Return twice
- Type the salutation, space, CODE + 7, type a colon
- Return twice
- Type the body of the letter (include the punctuation), typing CODE + 7 wherever variable information will be included
- Store the document when finished

Creating the Variables

- Title the document
- Touch ACCPT three times
- Hold down CODE and touch 3 to begin each variable set
- Type the name and address (don't space after the zip code)
- Hold down CODE and touch 7
- Type the name for the salutation
- CODE + 7
- Type the rest of the variables for your letter surrounding each variable with CODE + 7
- Touch return twice after each variable set
- Repeat from CODE + 3 for each variable set
- Store the document when finished

Printing Repetitive Letters

Be sure your System Disc is in the controller.
- Highlight the letter document
- CODE + 7 (to bring up the Print Options)
- Use PARA, LINE, and CHAR to highlight and turn on MERGE and REFORMAT
    NOTE: If your variable list is long and may change the page endings in your letter, highlight and turn on PAGINATE
- Touch ACCPT
- Highlight the variable document
- Touch ACCPT and start the printer

Printing a Variable List

Be sure your System Disc is in the controller.
- Highlight the variable document
- CODE + 7 (to bring up the Print Options)
- Use LINE and CHAR to highlight and turn on CODE PRINT
- Touch ACCPT and start the printer

Creating Envelopes	• Title an "envelope" document • Touch ACCPT three times • Touch FORMAT and set margins at **48** and **120** (for standard envelopes) • Touch ACCPT and touch the return key once • CODE + 7 • Store the document
Printing Envelopes	Be sure your System Disc is in the controller. • Highlight the envelope document • CODE + 7 (to bring up the Print Options) • Use LINE and CHAR to highlight and turn on MERGE • Touch ACCPT • Highlight the variable document • Touch ACCPT and start the printer Note: The envelope document can be used over and over to print envelopes from any variable list.
MULTI PASS	Documents with print wheel changes are printed using the MULTI PASS print option. Print wheel changes should be recorded in format blocks as the document is typed. **To record the document:** • Record the first format, indicating the pitch or print wheel ID to be used • Type text up to first print wheel change • Record another format with the new pitch or print wheel ID • Type the text up to the next print wheel change • Record another format with the new pitch or print wheel ID • Continue to type and record format changes as necessary See instructions for printing multi pass on page 4 - 16
NEXT CHARACTER MARK	To bring back the Next Character Mark: • Touch CODE + ACCPT
OVERSTRIKE	When the 860 overstrikes a word, it prints each character as originally typed, then prints another character over each character. Overstrike displays on the screen as underlining. Note: You can change the overstrike symbol (hyphen) to any character on the Master Format Page.
On Input	**To overstrike one word:** • Type the word but don't space • Touch CODE + 8 **To overstrike more than one word:** • Touch CODE + 8 • Type the text to be overstruck • Touch CODE + 8
Inserting	• Highlight the text that is to be overstruck • Hold down CODE and touch the 8 key
Deleting	• Highlight the overstruck text • Touch CODE + RVRSE + 8 **OR** touch RVRSE + UND

PAGE LABELS

The PAGE LABEL section is found on the recordable format page. There is a total of 189 characters available for HEADERS, TRAILERS, and COMMENTS. The SPACES REMAINING counter will tell you how many spaces you have left.

Headers

On the recordable format page,
- Use PARA or LINE to highlight HEADER
  - For a left-flushed header: Type the text of your header
  - For a centered header: CODE + 4 and touch ACCPT; type the text of your header
  - For a right-flushed header: Set a tab at the right margin; tab to the right margin; hold down CODE and touch 1; type the text of your header
  - To put more space between your header and the text: Touch the return key once for each line space you want between the header and the text
- Touch ACCPT to record the new header

Trailers

On the recordable format page,
- Use PARA or LINE to highlight TRAILER
  - To put more space between the text and your trailer: Touch the return key once for each line space you want between the text and your trailer
  - For a left-flushed trailer: Type the text of your trailer
  - For a centered trailer: CODE + 4 and touch ACCPT; type the text of your trailer
  - For a right-flushed trailer: Set a tab at the right margin; tab to the right margin; hold down CODE and touch 1; type the text of your trailer
- Touch ACCPT to record the new trailer

Comments

The COMMENTS line can be used as an information line. It will not print out unless you turn on CODE PRINT when you print the document.
On the recordable format page,
- Use PARA or LINE to highlight COMMENTS
- Type the text of your comment
- Touch ACCPT to record the comment

Page Numbering

Page numbers are automatically entered into your document by recording a CODE + 2 in the Header or Trailer.
On the recordable format page,
- Use PARA or LINE to highlight HEADER or TRAILER
  - For a left-flushed page number: Touch CODE + 2
  - For a centered page number: Hold down CODE and touch 4 and touch ACCPT, then touch CODE + 2
  - For a right-flushed page number: Set a tab at the right margin; tab to the right margin, then touch CODE + 2
- Touch ACCPT to record the change

PAGINATION

During Input

On the non-recordable format page, AUTO PAGING is under the section called EDIT OPTIONS. When AUTO PAGING is turned on, it will insert page end codes automatically as you type. If you want a permanent page end code at the end of a page, enter CODE + 2.

During Reformat

Attended:
On the non-recordable format page,
- Use PARA or LINE to highlight PAGINATE
- Use CHAR to turn on the option
- Touch ACCPT
- Use LINE or RVRSE + LINE and ACCPT to make page ending decisions

If you want to paginate a draft for proofreading and do not want to make page ending decisions, you can select UNATTENDED pagination.

Unattended:
- Use PARA or LINE to highlight PAGINATE
- Use CHAR to turn on the option
- Use LINE to highlight UNATTENDED
- Use CHAR to turn on the option
- Touch ACCPT
  The 860 will not ask you for any page ending decisions

Required Page Ending

- Enter CODE + 2 wherever you want the page to end.

  Repagination, attended or unattended, will not move a required page end code.

PRINTING

To print, the 860 will need the System Disc for the Print software.

After printing, you must have your System Disc in the controller in order to recall a document.

Document

Be sure your System Disc is in the controller.
On the Activity Page,
- Use PAGE to highlight the INDEX
- Use LINE to highlight the document you want to print
- Hold down CODE and touch the 7 key
- Touch ACCPT (to use the standard settings)

OR Select options and touch ACCPT
- Start the printer

Index

Be sure your System Disc is in the controller.
On the Activity Page,
- Use PAGE to highlight the INDEX you want to print
- Hold down CODE and touch the 8 key
- Touch ACCPT

Printing will begin immediately.

Multi Pass

Be sure your System Disc is in the controller.
To print a document using more than one print wheel:
- Highlight INDEX
- Highlight the document you want to print
- CODE + 7
- Use PARA or LINE to highlight MULTI PASS
- Use CHAR to turn on the option
- Use LINE to highlight PRINTWHEEL ID
- Type in the two-letter ID for the first print wheel
- Touch ACCPT
- Type in the two-letter ID for the second print wheel
- Touch ACCPT
- Start the printer

To print a document using more than one pitch:
- Highlight INDEX
- Highlight the document you want to print
- CODE + 7
- Use PARA or LINE to highlight MULTI PASS
- Use CHAR to turn on the option
- Use LINE to highlight PITCH
- Use CHAR to highlight the pitch you want
- Use LINE to highlight PRINTWHEEL ID
- Type in the ID for the first print wheel
- Touch ACCPT
- Use RVRSE + LINE to highlight PITCH
- Use CHAR to highlight the next pitch you want
- Use LINE to highlight PRINTWHEEL ID
- Type in the ID for the next print wheel
- Touch ACCPT
- Touch the STOP key to remove the Print Options
- Start the printer

Priority Print

Be sure your System Disc is in the controller.
If you need to print a document but another document is already printing, use the Priority Print feature:
- Highlight the Priority document
- Touch ACCPT to put it in the Active List
- CODE + 7
- Touch ACCPT

When the Priority document is finished, the 860 will finish printing the first document. Be sure to clear the Priority document from the Active List.

Selected Pages

Be sure your System Disc is in the controller.
On the Activity Page,
- Use PAGE to highlight INDEX
- Use LINE to highlight the document you want to print
- Hold down CODE and touch the 7 key
- Use LINE to highlight PAGES

To **print consecutive pages:** (5 through 10)
- Type the page number of the first page
- Type a hyphen
- Type the page number of the last page
- Touch ACCPT and start the printer

To **print individual pages:** (maximum of ten)
- Type the page number
- Space <u>once</u>
- Type the next page number
- Space <u>once</u>
- Continue typing page numbers and spaces until all the pages you want to print are listed. (Do not space after the tenth page number entry.)
- Touch ACCPT and start the printer

Editing on another disc While Printing

After starting the printer and <u>before</u> removing the System Disc,
- Touch the PROGRAM key
- Touch the STOP key

This reloads the needed Word Processing software. You can now remove the System Disc and insert the disc you want to edit.

PRINT LIST

The Print List holds all the documents which have been selected for printing. To look at the Print List or work with the Print List, you must have your System Disc in the controller.

After looking at or working with the Print List, you must have your System Disc in the controller in order to recall a document.

Be sure your System Disc is in the controller.
To view the Print List:
- Highlight the INDEX of the disc you're printing from
- Touch CODE + 3
To return to the INDEX:
Be sure PRINT LIST is highlighted.
- Touch CODE + 2

Deleting

Be sure your System Disc is in the controller.
To delete one document from the Print List:
- Highlight the document you want to delete
- Touch DEL
- Touch ACCPT
To delete the entire Print List:
- Touch STOP to remove highlighting from all titles
- Touch DEL
- Touch ACCPT
- Touch ACCPT

Reordering

You can reorder documents on the Print List to change the order of printing.
Be sure your System Disc is in the controller.
- Touch STOP to remove highlighting from all titles
- Touch MOVE
- Highlight the document you want to print first
- Touch ACCPT

Using FORMAT

You can use the FORMAT key from the Print List to check the print options:
Be sure your System Disc is in the controller.
- Highlight the document you want to check
- Touch FORMAT and check the options
- Touch STOP

If the options are wrong, delete the document from the print list. Then select the document for printing again, with the correct print options.

RECALLING A DOCUMENT

To recall a previously recorded document to the screen:
- Highlight the INDEX of the disc with the document
- Highlight the document's title using LINE
  OR
  Type the title exactly as it appears in the INDEX
  OR
  Touch SEARCH and type the document's entry number
- Touch ACCPT twice

RECORDING A DOCUMENT

Begin on the Activity Page. Use the PARA key to highlight the name of the disc where the document should be recorded, then:
- Type a title for the document (up to 20 characters)
- Touch ACCPT three times
- Touch FORMAT key and set the desired format, then ACCPT
- Type the document, ending with a return
- Touch the STORE key and ACCPT to store the document

REFORMATTING

When a document is to be justified, edited, or the format changed (i.e., margins, line spacing, etc.), it must be reformatted. Begin on the _first_ page of the document (or the page where you want reformatting to begin).
- Touch STOP to home the cursor
- Touch FORMAT twice
- Touch CHAR to turn on REFORMAT
- Select other appropriate REFORMAT options:
    REPLACE MARGINS, if margins changed
    REPLACE TABS, if tabs changed
    REPLACE LINE SPACING, if line spacing changed
    REPLACE JUSTIFY, if justify option changed
    REPLACE PITCH, if pitch changed
    REPLACE KB/PW, if keyboard/print wheel changed
    REPLACE PRINT WHEEL ID, if print wheel ID changed
    PAGINATE may also be selected to change page endings
- Touch ACCPT
- Make hyphenation decisions as follows:
    Use CHAR or RVRSE + CHAR to move flashing to an appropriate character and touch the hyphen key
    OR
    Touch ACCPT to put the whole word on the next line
    OR
    Use CHAR or RVRSE + CHAR to move the flashing to a hyphen or the / in a compound word and touch return to break the word _without_ adding a hyphen
    OR
    If the document has a ragged right margin, use CHAR to move through the highlighted word to keep the word on the same line

REQUIRED CHARACTERS

Carrier Return

When the Automatic Carrier Return option is on and no Special Tabs are set in the Format, any return typed from the keyboard will be required.
Under other circumstances, holding down CODE when typing a return will produce a required return.

Hyphen

Any hyphen typed in a text document will be required. Hyphens inserted during reformat will be non-required. Words with required hyphens can be split between lines during a reformat. If a word should never be split between lines (for instance a social security or phone number), a dash should be used. Dashes are created using CODE + hyphen key.

Page End Code

A required page end code will never be moved during a pagination pass. Required page end codes are recorded by typing CODE + 2 in the document.

Space

A required space will not be replaced by a carrier return during reformat. It is used to keep two words together on the same line. For instance, Mr. Smith could be typed with a coded space between Mr. and Smith to keep them together.

SCROLL

On the Index

The INDEX displays twenty document titles at one time. The SCROLL key may be used to view each section of twenty documents on a long INDEX.
- Highlight the INDEX for the appropriate disc
- Touch SCROLL to move forward through the INDEX
- Touch RVRSE + SCROLL to move back through the INDEX

In a Document

SCROLL may be used to view a long page on the screen.
To scroll up and down:
- Touch SCROLL to move the text up
- Touch RVRSE + SCROLL to move the text down

SCROLL may also be used to view wide documents. The document will scroll in sections. The scroll action may be repeated as many times as necessary to get to the left or right margin.
To scroll left and right:
- Touch CODE + SCROLL to scroll left
- Touch CODE + RVRSE + SCROLL to scroll right

To change the scroll setting: (the standard setting is 40)
- Bring the Non-recordable Format page to the screen
- Highlight HORIZONTAL SCROLL
- Type in the desired setting (may be any multiple of 10 between 10 and 80)
- Touch ACCPT to record the change

Note: To change the scroll setting for all documents, make the change on the Master Format Page.

SEARCH

The SEARCH key can be used within a document to search to text or codes, or to a specific page.
To search to text or codes:
- Touch SEARCH
  Once for forward, twice for backward
- Type the text or codes
- Touch ACCPT

To search to a page:
- Touch SEARCH three times
- Type the page number
- Touch ACCPT

SEARCH continued

Search may also be used to immediately bring up the first or last page of a document.

To go to the beginning of a document:
- Touch SEARCH <u>three</u> times
- Touch ACCPT

OR

    Touch SEARCH <u>twice</u>
    Touch DEL and touch ACCPT

To go to the end of a document:
- Touch SEARCH once
- Touch DEL (to erase any text in the search instruction)
- Touch ACCPT

Search Ellipsis

Search ellipsis may be used to highlight large amounts of text, without typing all the text into the SEARCH instruction. To use search ellipsis:
- Touch SEARCH
    Once for forward, twice for reverse
- Type the first few characters of the text
- Touch CODE + period key
    Two periods will appear in the Command Line
- Type the last few characters of the text
- Touch ACCPT

Search Limit

A search may be limited to a certain area of a document. For instance to one paragraph or one page. To do this:
- Touch SEARCH
    Once for forward, twice for reverse
- Type the characters to be searched for
- Touch CODE + ACCPT
    The message SEARCH LIMIT appears in the Command Line
- Enter <u>one</u> character. The search action will stop when it finds this character

Wild Card Search

Entering a "wild card" character in the SEARCH text will allow the 860 to find text that contains both upper and lower case characters. For example, the word "the" may be capitalized at the beginning of a sentence, and all lower case in the middle of the sentence. To find the word "the" no matter how it appears, you would type the wild card character in place of the letter "t". To use wild card search:
- Touch SEARCH
    Once for forward, twice for reverse
- Type the text, touching CODE + comma key to create the wild card (In the example above, "the" would be typed as CODE + comma key "he")
- Touch ACCPT

SELECTING DISC STATION

To switch the action from one disc station to another:
- Touch the PARA key

STATISTICAL

Automatic Alignment

The 860 will automatically align numbers in columns when special tabs are recorded in the format block. Each column's position must be defined with a regular tab at the left and a special tab at the right. There must be enough room between the tabs for the widest number in the column.
- Touch FORMAT
- Set a regular tab for the left side of each column (use the lower tab key)
- Set a special tab for the right side of each column (use the upper tab key)
- Touch ACCPT to record the format
- Use the lower tab key to tab to each column

Decimal Alignment

If the number of digits after the decimal are the same, (.05, .25, .75), follow the procedure for Automatic Alignment. If the number of digits after the decimal varies (.05, .025, .1), follow the procedure below:
- Touch FORMAT
- Set a regular tab for the left side of each column
- Set a special tab at the decimal position in each column
- Set a special tab for the right side of each column
- Touch ACCPT to record the format
- Use the lower tab key to tab to each column

Manual Alignment in PS

The Flush Right Code may be used to align numbers in columns. Unlike the automatic alignment feature, it will not center over the columns or automatically underline them.
- Touch FORMAT
- Set a regular tab for the right side of each column
- Touch ACCPT to record the format
- Tab to each column
- Touch CODE + 1
- Type the number
- Repeat the action for each column

Note: If your document is 10 or 12 pitch, set up your columns just like you would on any typewriter.

Centering

When tabs and special tabs are set in the format to define column positions, you can use the column center (CODE + 5) instruction to center over or within columns. Column centering instruction is turned off by typing a carrier return or by entering a second CODE + 5 on the line.
To center over columns:
- Touch CODE + 5 at the beginning of the line
- Tab to and type each column heading
To center within all columns:
- Touch CODE + 5 at the beginning of the line
- Tab to and type data for each column

STATISTICAL continued

Column Underlining

Set-up

To center in selected columns only:
- Tab to the column
- Touch CODE + 5
- Type the data
- Touch CODE + 5 again to cancel the instruction

When tabs and special tabs are set in the format, you can automatically underline the entire column width.
- Type the number in the column
- Hold down CODE and touch UND once for each underline needed

The 860 will automatically space columns evenly across the page. You can then use the Format Scale to figure out the tab settings.
Be sure your System Disc is in the controller.
To evenly space the columns:
- Title and bring a new document to the screen
- Touch FORMAT
- Set desired margins
- Turn **on** JUSTIFY
- Touch FORMAT again and turn **off** EDIT REFORMAT and AUTOMATIC CARRIER RETURN
- Touch ACCPT to record the format and return once
- Type the longest entry in the first column,
  OR
  If you want the 860 to figure margins, type two spaces, then type the longest entry in the first column
  Note: Use CODE + space between words in a column entry.   Do not type any regular spaces within a column.
- Type one regular space after the first entry
- Type the longest entry in the remaining columns, putting one regular space between each entry
- After the last column entry, type one return
  OR
  If you want the 860 to figure margins, type two spaces and then one return
- Touch RVRSE + LINE twice to highlight the format block above the line of column entries
- Hold down CODE and touch FORMAT twice
- Set margins and tabs as follows:
  - Use the space bar (and RVRSE + space bar to go back) to move along the Format Scale
  - Touch the Index key to set the left margin; use CODE + Index to set the right margin
  - Use the lower tab key to set regular tabs; use the upper tab key to set special tabs
- Touch ACCPT to remove the Format Scale and record the new format
- Touch FORMAT twice and turn back on EDIT REFORMAT and AUTO CARRIER RETURN
- Touch ACCPT and return once
- Highlight and delete the line of column entries
- Use CODE + ACCPT to restore the Next Character Mark and type your document

STATISTICAL continued

Setting Tabs
& Special Tabs

You set two kinds of tabs in the format for statistical documents. Regular tabs indicate the position of the left side of a column and special tabs indicate the position of a decimal and the right side of a column.

- Touch FORMAT and set the margins
- Highlight TABS/SPEC TABS
- Type a number and touch the lower tab key to set a regular tab for the left side of the column
- Type a number and touch the upper tab key to set a special tab for a decimal and/or for the right side of the column
- Touch ACCPT to record the format

SUBSCRIPT

The Index key may be used to move one-quarter line down from the line of typing. Each subsequent depression of the Index key will move down another quarter line.
To type a subscript:
- Touch the Index key
- Type the subscript material
- Touch CODE + Index to move back to line of typing

SUPERSCRIPT

The Index key may be used with the CODE key to move one-quarter line up from the line of typing. Each subsequent depression of CODE + Index key will move another quarter line.
To type a superscript:
- Touch CODE + Index
- Type the superscript material
- Touch Index to move back to the line of typing

SYSTEM DISC

The System Disc is used to put software into the 860's memory. The System Disc must be used each time the 860 is turned on, each time you want to call up the software for the Utility Page or Master Format Page, and whenever the Command Line reads: INSERT DISC "system disc".
To load software at power on:
- Insert the System Disc
- Wait for 860 to read it
- Enter the date (type two digit numbers for month, day and year)
- Use LINE to highlight the software option
- Touch ACCPT

SYSTEM DISC continued

To call up the Utility Selection or Master Format page:
Be sure the Write Protect tape is **on** your System Disc, then put the System Disc in the controller.
● Touch CODE + 0 to go to the System Disc Page
● Use PAGE to go to the Utility Selection Page
  OR
  Use FORMAT to go to the Master Format Page
● Touch ACCPT

To Reload

Be sure your System Disc is in the controller.
● Touch CODE + 0 to return to System Disc Page
● Use LINE to select the software option
● Touch ACCPT

To Reload After a System Error:
Be sure your System Disc is in the controller.
● Press the #1 RESTART button on Diagnostic Panel
● Enter the date
● Use LINE to select the software option
● Touch ACCPT

Master Format Page

The Master Format Page allows you to change the standard settings for some options on the Recordable and Non-recordable Format Pages.
Be sure the Write Protect tape is **on** your System Disc, then put the System Disc in the controller.
To change the Master Format settings:
● If you're on the Activity Page, touch CODE + 0
● If you just turned the power on, insert the System Disc and type the date
● Touch LINE once
● Touch the FORMAT key to display the Master Format Page
● Highlight with LINE
● Use CHAR or type numbers to change settings
● Touch ACCPT to record the new settings

TABS

Indenting First Line

The upper tab key is used to indent the first line of a paragraph (initial indent). The tab settings should be recorded in a format block before using the tab keys.
● Touch the upper tab key once for each indent level
● Type the paragraph. Do not touch return until the end of the paragraph

Indenting Paragraphs

The lower tab key is used to indent all lines of a paragraph automatically (block indent). The tab settings should be recorded in a format block before using the tab keys.
● Touch the lower tab key once for each indent level
● Type the paragraph. Do not touch return until the end of the paragraph

TABS continued

Setting Tabs

Tabs are set on the TABS/SPEC TABS line of the recordable format page.
- Touch FORMAT once
- Use the LINE key to highlight TABS/SPEC TABS
- Use DEL key to clear unwanted tabs
- Type number for new tab setting
- Touch the lower tab key to make it a regular tab
  OR
  Touch the upper tab key to make it a special tab
- Touch ACCPT to record the new settings

Clearing Tabs

Tabs may be cleared all at once or one at a time on the recordable format page.
To clear all tabs:
- Touch FORMAT
- Use the LINE key to highlight TABS/SPEC TABS
- Touch DEL
- Touch ACCPT to record the format without tabs
  OR
  Enter new tab settings and touch ACCPT
To clear one tab:
- Touch FORMAT
- Use the LINE key to highlight TABS/SPEC TABS
- Use the CHAR key to highlight the tab setting
- Touch DEL
- Touch ACCPT to record the new format

UNDERLINING
On Input

Underlining may automatically be inserted while text is being typed.
To underline one word:
- Type the word, but don't space
- Touch UND
To underline several words:
- Touch UND to turn underlining **on**
- Type the words
- Touch UND to turn underlining **off**

Inserting

Underlining may easily be inserted in existing text:
- Highlight the text to be underlined
- Touch UND

Deleting

Underlining may be deleted without affecting the text.
- Highlight the text which is underlined
- Touch RVRSE + UND

Creating a System Disc

Every time you turn on the 860, you must use a System Disc to put the software (operating instructions) in the 860's memory. The software tells the 860 how to respond to your commands.

The 860 comes with a Word Processing Master Disc. The Master Disc <u>cannot</u> be used to put the software in the 860's memory. The Master Disc is used to <u>create</u> a System Disc. You should create your System Disc, then return the Master Disc to its protective folder and put it away.

You can use the Word Processing Master Disc to create as many System Discs as you like. Once a System Disc has been created in your 860, it cannot be used in another 860. When a system disc is created on an 860, a code is written on the disc that personalizes it for use in the system it was created on. This prevents its use in other 860 systems.

Creating a Word Processing System Disc

If you have a new 860, you'll need to create a Word Processing System Disc before using the operator training manuals. The steps below explain how to do this. Read through the entire procedure before you begin, then follow the instructions carefully.

If you already have an 860 and have received an updated Master Disc, you'll need to create a new System Disc. Although you can update your old System Disc with the new software, it's best to use a new or newly initialized disc. The instructions for this procedure begin below. After you've made a new System Disc, you can then initialize your old System Disc and use it for recording documents.

For this procedure, you need a Word Processing Master Disc and a new disc. If you don't have a new disc, you can use a newly initialized disc with 0 flawed sectors.

Step 1	**REMOVE**	any discs from the controller.
	CHECK	that the Write Protect tape is **on** the Master Disc and on your new disc or initialized disc. (See page 1 - 21 of the Operator Manual for information on the Write Protect tape.)
Step 2	**INSERT**	the disc labeled Master Disc into the **right** disc station and close the door.
	PRESS	the RESTART button (button #1) on the diagnostic panel.
	Result	The word XEROX displays on the screen. Then the 860 checks to be sure that the disc <u>is</u> a Master Disc.

Note: If the disc you inserted is not a Master Disc, an error code will be displayed on the diagnostic panel. Should this happen, remove the disc, insert a Word Processing Master Disc, and press the RESTART button on the diagnostic panel.

Next, the message LOADING -- PLEASE WAIT appears in the Command Line at the top of the screen.

Then the message INSERT DISC TO BE CREATED OR MODIFIED -- THEN ACCPT appears in the Command Line.

Step 3	**INSERT**	a new disc or an initialized disc into the **left** disc station. IF you insert an initialized disc, go on to **Step 5** on page 31.

Step 4   **TOUCH**   the ACCPT key.

Result   The message INITIALIZE DISC? displays in the Command Line.

TOUCH   the ACCPT key again to initialize the new disc so it can be used in the 860.

Result   The Master Disc brings the Initialize Utility to the screen. The message INITIALIZE LEFT DISC -- PARA KEY TO SWITCH STATIONS displays in the Command Line.

TOUCH   the ACCPT key to initialize the new disc in the left station.

Result   The message NEW DISC? -- ACCPT TO CONTINUE displays.

TOUCH   the ACCPT key.

Result   The message ENTER DISC NAME "" displays.

TYPE   **SYSTEM DISC** for the disc name and touch the ACCPT key.

Result   The message INITIALIZING DISC -- PLEASE WAIT displays in the Command Line for about 30 seconds. Then the message VERIFYING DISC -- PLEASE WAIT displays for another 30 seconds.

When the disc has been initialized and verified, the message INIT SUCCESSFUL   0 FLAWED SECTORS -- ACCPT TO CONTINUE will display in the Command Line.

LOOK   at your Command Line. If the disc has 0 FLAWED SECTORS, go on to the next action below. If the disc has any flawed sectors, read the **Note** below.

Note: If the disc has <u>any</u> flawed sectors, remove the disc, touch ACCPT to continue using Initialize, get <u>another</u> new disc and repeat from the beginning of Step 4 above to this point. Do not use a disc with flawed sectors to make a System Disc. It may, however, be used for daily work as the system will not record on the flawed sectors.

TOUCH   the STOP key to tell the 860 you're finished with the Initialize Utility.

HOLD   down CODE and touch 0 to go back to the Disc Creation page.

Result   The message INSERT DISC TO BE CREATED OR MODIFIED -- THEN ACCPT displays again.

Step 5 TOUCH the ACCPT key.

Result The Disc Creation and Modification page displays on the screen. DATE FORMAT is highlighted and there is an underline under the first **M**.

The Command Line displays the message: ENTER DATE FORMAT.

The Disc Creation and Modification page is used to tell the 860 information about your system. The information must be entered correctly so the Master Disc can put the necessary operating instructions on your System Disc.

First, you decide how you want the date to look. The standard date format is MM/DD/YY (month/day/year). You can change the month, day, and year to any order you want. You may also replace the slash with a period, comma, or dash (hold down CODE and touch the hyphen key for a dash). When you change the date format, it will appear that way on the System Disc Page and the Activity Page.

Step 6 CHANGE the date format to the order you prefer. **Or** go on to the next action without changing the date format. If you want to make a change in the date order, be sure to use the letters DD, MM, and YY and use the CHAR key to move the underline over the slash.

TOUCH the LINE key to highlight DATE.

TYPE the current date. Remember, if you changed the order of the date, type the current date in the new order.

TOUCH the LINE key to highlight SYSTEM DISC NAME.

CHANGE the name of your System Disc if you want to. **Or** go on to the next action. If you want to change the name, type in a new name. The name can be up to 12 characters.

TOUCH the LINE key to highlight MACHINE SERIAL NUMBER.

TYPE in the number shown on the label on the front of your controller. The first three numbers are 968.

TOUCH the LINE key to highlight DISPLAY.

Result The Command Line displays the message: ENTER SYSTEM CONFIGURATION.

The instructions on the next page tell you how to select the configuration (hardware pieces) for your 860 system. Listed below are the configuration choices.

- **DISPLAY** is either FULL PAGE or PARTIAL PAGE. The standard setting is FULL PAGE.

- **DISC TYPE** can be SINGLE SIDED or DOUBLE SIDED. The standard setting is SINGLE SIDED.

- **PRINTER** can be either STANDARD, WIDE BED, or NONE. STANDARD refers to the standard 13" printer or the P1 printer. STANDARD is the standard setting.

- **PRINTER ACCESSORY** will be NONE or AUTOMATIC PAPER FEEDER. The standard setting is NONE.

- **SHARED PRINTER INTERFACE** is NONE or YES. The standard setting for Shared Printer Interface is NONE.

- **COMMUNICATIONS MODE** will be NONE, YES, or ETHERNET. The standard setting is NONE.

To select the configuration for your 860, use the LINE key to advance through the list and the CHAR key to change the settings.

Step 7   **TOUCH**   the CHAR key to see how you can change the configuration.

Result   The DISPLAY wording changes to PARTIAL PAGE.

TOUCH   the CHAR key again to change the DISPLAY back to FULL PAGE.

TOUCH   the LINE key to highlight DISC TYPE. If you have double sided discs, use the CHAR key to change to DOUBLE SIDED.

TOUCH   the LINE key to highlight PRINTER. If you have no printer or a wide bed printer, use the CHAR key to change this option.

TOUCH   the LINE key to highlight PRINTER ACCESSORY. If you have an automatic paper feeder on your printer, use the CHAR key to change from NONE to APF.

TOUCH   the LINE key to highlight SHARED PRINTER INTERFACE. If you have an SPI and share a printer with another system, use the CHAR key to change from NONE to YES.

TOUCH   the LINE key to highlight COMMUNICATIONS MODE. If you will be using the 860 to communicate, use the CHAR key to change from NONE to YES. If you will be using ETHERNET, use the CHAR key again to change from YES to ETHERNET.

TOUCH   the LINE key again.

Result   The message SELECT PROCEDURE displays in the Command Line.

Under the word PROCEDURE: COPY ENTIRE MASTER DISC TO SYSTEM DISC will be highlighted.

Note: If you select an incorrect configuration for your 860, the message: CONFLICTING SELECTION -- CHECK CONFIGURATION will display in the Command Line. The highlighting will be on the conflicting selection. Use the CHAR key to change the setting, then use the LINE key to highlight COPY ENTIRE MASTER DISC TO SYSTEM DISC.

Step 8	TOUCH	the ACCPT key to use this procedure to create your Word Processing System Disc.
	Result	The message RECORD OPTIONS/UTILITIES ON SYSTEM DISC ? appears in the Command Line asking you to confirm that you are ready to make your system disc.
	TOUCH	the ACCPT key.
	Result	First the message RECOVERING DISC SPACE -- PLEASE WAIT briefly appears. Then the message CREATING SYSTEM DISC -- PLEASE WAIT displays.
		It will take about six minutes for the 860 to copy the software from the Master Disc onto your System Disc.
		When the procedure is complete, the message REMOVE MASTER DISC will appear in the Command Line.
Step 9	**REMOVE**	the Master Disc.
	Result	The message PRESS RESTART appears.
	PRESS	the #1 RESTART button on the diagnostic panel to load the software from your System Disc.
	Result	The message LOADING -- PLEASE WAIT appears, then the System Disc Page comes up on the screen.

If you're just beginning your 860 training, you should now go back to Lesson One.

Whenever you modify or create a System Disc, be sure to label the disc as a **System Disc.** You'll find System Disc labels in the jacket with the Master Disc.

You should put the software level on the System Disc label. The software level is shown under "Description" on the label on the back of the Master Disc. (Example, WP-E6.000) You'll need to know your software level if you call the Customer Support Center for problem solving assistance.

Creating a System Disc with more than one Software Option

You also use the Word Processing Master Disc to create other types of System Discs, like BASIC Language Interpreter, Communications, Program Create, or Records Processing. There are two procedures for creating a System Disc with more than one software option. The instructions for creating a Program Create System Disc are on page 40 of this section. These instructions tell you how to add the Program Create software to a Word Processing System Disc.

The instructions for making a BASIC Language Interpreter or a Communications System Disc begin on page 36 of this section. These instructions tell you how to select some of the software from the Word Processing Master Disc and then add software from another Master Disc.

The instructions for creating a Records Processing System Disc are in the Records Processing Operator manual.

BASIC Interpreter or Communications System Disc

Select Options/Utilities to be Copied

When you create a System Disc with more than one software option, you must begin with the Word Processing Master Disc. This procedure gives step-by-step instructions for selecting software from the Word Processing Master Disc, then adding software from another Master Disc. You'll need a Word Processing Master Disc, a BASIC Interpreter or Communications Master Disc, and a new or newly initialized disc.

Step 1	**COMPLETE**	the all of the instructions on pages 4 - 29 through 4 - 33. Then return to these instructions to finish creating your System Disc.
Step 2	**LOOK**	at your Command Line. It should be displaying SELECT PROCEDURE. If it's displaying CONFLICTING SELECTION -- CHECK CONFIGURATION, see the Note at the bottom of 4 - 33.
	TOUCH	the LINE key until SELECT OPTIONS OR UTILITIES TO BE COPIED is highlighted.
	TOUCH	ACCPT to use this procedure to create your System Disc.
	Result	The Option and Utility Selection page comes to the screen. The message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT displays in the Command Line.

The Option and Utility Selection page allows you to select the software you want on your System Disc.

All of the options and utilities available from the Word Processing Master Disc are listed on the left side of the screen. Next to each option and utility is the Revision Level and the number of sectors the software will take up on your System Disc.

Every System Disc must have an Operating System. When you use the Word Processing Master Disc to bring up the Option and Utility Selection page, the Operating System will be shown on both sides of the page. You always begin with the Word Processing Master Disc because it is the only disc that contains the Operating System.

In this procedure, you'll choose the software you want for your System Disc. The only software you must select is the Operating System.

> Note: While creating a System Disc only eleven options/utility names can be seen on the Option and Utility Selection Page. However, with dual sided disc drives more than eleven options/utilities will fit on a System Disc. Once you have eleven options/utility names selected, any further selections will not appear on the screen, but they will appear when you load your system disc.

CHECK	your Command Line. It should be displaying RECORD OPTIONS/UTILITIES ON SYSTEM DISC?	
TOUCH	STOP to clear the message and tell the system you aren't ready to record the system disc.	

Step 3   **TOUCH**   LINE to highlight Operating System (if not already highlighted).

                  TOUCH   MARK to indicate you want this option copied on the System Disc.

                  Result   The message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT displays in the Command Line. Wait for the message to clear before you go on to the next action.

Note: If you are making a Communications System Disc, you cannot select all of the Word Processing software. Select the utilities you use most often. Or, make a separate Utility System Disc with all the utilities and the Operating System.

                  TOUCH   LINE, then MARK to select any other software you want for your System Disc. When you've selected all the software you want and the CHECKING OPTIONS/UTILITIES -- PLEASE WAIT message has been cleared for a few moments, the Command Line will then display the message: DELETE OBSOLETE OPTIONS/UTILITIES FROM SYSTEM DISC?

                            If you touch STOP here, the system allows you the opportunity to go back and use LINE + MARK to select any additional software you may have missed.

Step 4   **TOUCH**   ACCPT to delete the obsolete options/utilities and start creating the system disc.

                  Result   The Command Line briefly displays RECOVERING DISC SPACE, then displays CREATING SYSTEM DISC -- PLEASE WAIT.

It will take about 3 minutes for the software to be copied from the Master Disc onto your System Disc.

When the Command Line displays the message: **ADD OPTIONS/UTILITIES FROM ANOTHER DISC?** all of the Operating System information has been copied.

The instructions on the next page tell you how to add software from another Master Disc.

Step 5	TOUCH	ACCPT to answer "yes" to the message ADD OPTIONS/UTILITIES FROM ANOTHER DISC ?
	Result	The Command Line displays REMOVE MASTER DISC.
	REMOVE	the Word Processing Master Disc.
	Result	The Command Line displays INSERT NEXT MASTER DISC -- ACCPT TO CONTINUE. (**Note:** If the Command Line still displays, REMOVE MASTER DISC, it means you removed the system disc. Put the system disc back in and remove the other disc.)
	INSERT	the BASIC Interpreter **or** the Communications Master Disc and touch ACCPT.
	Result	The Command Line displays the message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT. The Option and Selection page now shows the BASIC Interpreter **or** Communications software on the left and the Word Processing software you chose is listed on the right.
	CHECK	your Command Line. If it is displaying the message RECORD OPTIONS/UTILITIES ON SYSTEM DISC?, touch STOP to clear the message. The top software option on the left will then be highlighted.
	TOUCH	LINE, then MARK to select the software you want added to your System Disc. When you've selected all the additional software you want and the CHECKING OPTIONS/UTILITIES -- PLEASE WAIT message has been cleared for a few moments, the Command Line will then display the message: DELETE OBSOLETE OPTIONS/UTILITIES FROM SYSTEM DISC?
Step 6	TOUCH	ACCPT to delete the obsolete options/utilities and start creating the system disc.
	Result	The Command Line briefly displays RECOVERING DISC SPACE -- PLEASE WAIT, then displays CREATING SYSTEM DISC -- PLEASE WAIT. It should take about 1 minute for the software to be copied.

As soon as the software has been copied, the Command Line will display the message:

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

Step 7 **TOUCH** STOP.

Result The Command Line displays the message CONTINUE USING THE MASTER DISC?

TOUCH STOP.

Result The Command Line displays the message REMOVE MASTER DISC.

REMOVE the BASIC Master Disc.

Result The Command Line displays PRESS RESTART.

PRESS the #1 RESTART button on the diagnostic panel.

Result The Command Line displays LOADING -- PLEASE WAIT.

Program Create System Disc

Add Options/Utilities from Another Disc

For this procedure you need a Word Processing Master Disc, a Program Create Master Disc, and a Word Processing System Disc.

If you don't have a Word Processing System Disc, go to page 4 - 29 and follow the step-by-step instructions.

To make any type of system disc, you must begin with the Word Processing Master Disc.

Step 1	**REMOVE**	any discs from the controller.
	CHECK	your Master Discs and the System Disc to be sure there is a Write Protect tape on each one.
Step 2	**INSERT**	the Word Processing Master Disc in either station.
	TOUCH	the #1 RESTART button on the diagnostic panel.
	Result	The Command Line displays the message LOADING -- PLEASE WAIT.
		Next, the Command Line displays the message INSERT DISC TO BE CREATED OR MODIFIED -- THEN ACCPT.

In this procedure you're going to add a software option to your Word Processing System Disc from another Master Disc. In order to tell the 860 what you want to do, you must begin with the Word Processing Master Disc.

	INSERT	your Word Processing System Disc and touch ACCPT.
	Result	The Disc Creation and Modification page appears on the screen. ENTER DATE FORMAT displays in the Command Line, DATE FORMAT is highlighted, and there is an underline under the M in the date format.

All of the information you entered when you created the System Disc appears. You can change any of the information if you wish to, however, you <u>must</u> <u>enter</u> the current date.

Step 3 **CHANGE** the date format to the order you prefer. <u>Or</u> go on to the next action without changing the date format. If you want to change the date format, use the letters DD, MM, and YY.

    TOUCH the LINE key to advance to DATE and type today's date.

    TOUCH the LINE key to advance through the information and configuration lines. STOP when ADD OPTIONS/UTILITIES FROM ANOTHER DISC is highlighted.

Step 4 **TOUCH** ACCPT.

    Result The Command Line displays REMOVE MASTER DISC.

    REMOVE the Word Processing Master Disc.

    Result The Command Line displays INSERT NEXT MASTER DISC -- ACCPT TO CONTINUE. (**Note:** If the Command Line still displays, REMOVE MASTER DISC, it means you removed the system disc. Put the system disc back in and remove the other disc.)

Step 5 **INSERT** the Program Create Master Disc.

    TOUCH ACCPT.

    Result The Option and Utility Selection page comes to the screen and the message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT is displayed.

The Option and Utility Selection page shows you the software on the System Disc. The Program Create software is listed on the left side of the screen. All of the software on the Word Processing System Disc is listed on the right side of the screen, along with the Revision Level and the number of sectors the software takes up on your System Disc.

Step 6   **TOUCH**   LINE to highlight PROGRAM CREATE.

Note: If the Command Line displays RECORD OPTIONS/UTILITIES ON SYSTEM DISC?, touch STOP to clear the message. PROGRAM CREATE will then be highlighted.

          TOUCH   MARK to indicate you want this option copied on the System Disc.

          Result   The message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT displays in the Command Line. Wait for the message to clear, then go on to the next action.

          TOUCH   ACCPT to tell the 860 you're ready to record the system disc.

          Result   The Command Line displays the message RECORD OPTIONS/UTILITIES ON SYSTEM DISC?

Step 7   **TOUCH**   ACCPT.

          Result   The message RECOVERING DISC SPACE -- PLEASE WAIT briefly appears in the Command Line. Then, CREATING SYSTEM DISC -- PLEASE WAIT displays.

                       It will take about 1 minute for the software to be copied.

When the Program Create software has been copied onto your System Disc, the message

ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

will display.

Step 8	**TOUCH**	STOP.
	Result	The message CONTINUE USING MASTER DISC? displays in the Command Line.
	TOUCH	STOP.
	Result	REMOVE MASTER DISC appears in the Command Line.
Step 9	**REMOVE**	the Program Create Master Disc.
	Result	PRESS RESTART appears in the Command Line.
	PRESS	the #1 RESTART button on the diagnostic panel.
	Result	The message LOADING -- PLEASE WAIT appears in the Command Line. Then the System Disc Page comes up on the screen.

What To Do If Selected Options/Utilities Do Not Fit On Your System Disc

When adding options to an existing system disc, be sure to check the number of available sectors. If there is a minus sign (-) in front of the the available sectors, you've selected too many options or utilities. If you tell the system to go ahead and create a system disc, you'll get the message SELECTED OPTIONS/UTILITIES WILL NOT FIT ON SYSTEM DISC. Use the procedure below to remove one of the options or utilities.

TOUCH	STOP to remove the message.
Result	CREATING SYSTEM DISC -- PLEASE WAIT appears briefly. Then the message CHECKING FOR OPTIONS/UTILITIES -- PLEASE WAIT displays.
	Then the SELECT portion of the Disc Creation page comes back to the screen with the options/utilities you've marked to be copied to the System Disc highlighted.
SELECT	one of the options/utilities to remove.
USE	LINE to highlight the option/utility you want to remove.
Result	The name will flash when you highlight it indicating that the option or utility was previously marked.
HOLD DOWN	RVRSE and touch MARK to tell the system to remove it from the list.
Result	The message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT appears in the Command Line and the number after SYSTEM DISC SECTORS AVAILABLE should increase.

If the sectors available number is still negative, use RVRSE + MARK to remove another option/utility. When the number is a positive number,

TOUCH	ACCPT.
Result	The message DELETE OBSOLETE OPTIONS/UTILITIES FROM SYSTEM DISC? appears in the Command Line.
TOUCH	ACCPT.
Result	The message RECOVERING DISC SPACE -- PLEASE WAIT appears in the Command Line. Then the message CREATING SYSTEM DISC -- PLEASE WAIT displays.

If the kind of work you do requires using many of the utilities, you should create a separate Utility System Disc with the Operating System and all of the utilities.

Replacing the Configuration on your System Disc

If you've just received new hardware - like a printer or an APF for your 860 system, you'll need to change the configuration on your System Disc. For this procedure, you need your Word Processing Master Disc and your System Disc.

Step 1	**REMOVE**	any discs from the controller.
	CHECK	the Master Disc and the System Disc to be sure the Write Protect tape is on both discs.
Step 2	**INSERT**	the Word Processing Master Disc in either station.
	PRESS	the #1 RESTART button on the diagnostic panel.
	Result	The Command Line displays LOADING -- PLEASE WAIT. Then it displays INSERT DISC TO BE CREATED OR MODIFIED -- THEN ACCPT.
Step 3	**INSERT**	your System Disc and touch ACCPT.
	Result	The Disc Creation and Modification page appears on the screen. ENTER DATE FORMAT displays in the Command Line, DATE FORMAT is highlighted, and there is an underline under the M in the date format.

All of the information you entered when you created the System Disc appears. You can change any of the information you want.

Step 4	**CHANGE**	the date format to the order you prefer. Or go on to the next action without changing the date format. If you want to change the date format, use the letters DD, YY, and MM.
	TOUCH	the LINE key to advance to DATE and type today's date.
	TOUCH	the LINE to advance to the configuration selection you want to change, then use the CHAR key to make the change.

After you make the changes you want, you need to tell the Master Disc to put these changes on your System Disc. To do this, you'll highlight REPLACE CONFIGURATION.

Step 5   **TOUCH**   the LINE key to highlight REPLACE CONFIGURATION.

            TOUCH   ACCPT.

            Result   The Master Disc makes the configuration changes on your System Disc.

                        The procedure takes about one minute. When the change has been made, the Command Line will display REMOVE MASTER DISC.

IF you've made a change in your configuration in order to add new software, like Communications, go to the instructions on the top of the next page.

IF you've made the change in your configuration to add an accessory or a printer, complete the instructions below.

Step 6   **REMOVE**   the Master Disc.

            Result   The Command Line displays PRESS RESTART.

            PRESS   the #1 RESTART button on the diagnostic panel.

            Result   The message LOADING -- PLEASE WAIT appears in the Command Line. Then the System Disc Page comes up on the screen.

If you changed your configuration in order to add new software, complete the instructions below.

Step 6a   **TOUCH**   the STOP key to tell the 860 you're not finished.

             Result   The Command Line displays ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

             TOUCH   ACCPT.

             Result   The Command Line displays REMOVE MASTER DISC.

             REMOVE   the Word Processing Master Disc.

             Result   The Command Line displays INSERT NEXT MASTER DISC -- ACCPT TO CONTINUE. (**Note:** If the Command Line still displays REMOVE MASTER DISC, it means you took out the System Disc. Put the System Disc back in and remove the other disc.)

Step 6b   **INSERT**   the Master Disc you want to add software from and touch ACCPT.

             Result   The Command Line displays the message CHECKING OPTIONS/UTILITIES -- PLEASE WAIT.

                          The Option and Selection page comes up on the screen and shows you the Master Disc software on the left and the Word Processing software on your System Disc on the right.

Step 6c   **TOUCH**   LINE to highlight the software you want to add to your System Disc.

        Note: If the Command Line is displaying the message RECORD OPTIONS/ UTILITIES ON SYSTEM DISC?, touch STOP to clear the message. The first software option on the left will then be highlighted. Use LINE to highlight the software you want.

Step 6d   **TOUCH**   the MARK key to indicate you want the software copied onto the System Disc.

             Result   The Command Line displays CHECKING OPTIONS/UTILITIES -- PLEASE WAIT.

If you want to add more software from this Master Disc, repeat Steps 6c and 6d.

Step 6e   **TOUCH**   ACCPT.

               Result   The Command Line displays RECORD OPTIONS/UTILITIES ON
                             SYSTEM DISC?

               TOUCH   ACCPT.

               Result   The Command Line briefly displays RECOVERING DISC SPACE
                             -- PLEASE WAIT, then CREATING SYSTEM DISC -- PLEASE
                             WAIT.

                             It should take <u>about</u> three minutes for the software to be copied.

As soon as the software has been copied, the Command Line will display the message:

        ADD OPTIONS/UTILITIES FROM ANOTHER DISC?

Step 6f   **TOUCH**   STOP.

               Result   The Command Line displays CONTINUE USING THE MASTER
                             DISC?

               TOUCH   STOP.

               Result   The Command Line displays REMOVE MASTER DISC.

               REMOVE   the Master Disc.

               Result   The Command Line displays PRESS RESTART.

               PRESS   the #1 RESTART button on the diagnostic panel.

               Result   The Command Line displays LOADING -- PLEASE WAIT.

Information about using the Utilities begins on the next page.

DISC INITIALIZE

The Disc Initialize Utility erases a disc and formats it for use in the 860. Once a disc has been initialized, it will be verified to determine if there are any flawed sectors. Any flawed sectors will be marked by the 860 so they cannot be used when you record or edit documents on the disc. At the end of the verification, a message will display in the Command Line to let you know if there are any flawed sectors.

If you're using double sided discs, the 860 will initialize and verify one side of the disc, then the other side of the disc, and then tell you if there are any flawed sectors.

Use this utility whenever you have a new disc that you want to use in the 860. If you have a box of new discs, it's a good idea to initialize them all at the same time. You should also use the Initialize Utility to completely erase a disc when you no longer need any of the documents on it.

> From the Activity Page:
> ● CODE + 0 to go to the System Disc Page
> ● Touch PAGE to bring up the Utility Selection Page
> ● Check that INITIALIZE is highlighted (use LINE if it isn't)
> ● Touch ACCPT to load the INITIALIZE software
> ● Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to initialize your disc. Step-by-step instructions for initializing a disc are also given in the training manual in the Utilities chapter.

The messages you can expect to see during the Initialize Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

INITIALIZE LEFT DISC -- PARA KEY TO SWITCH STATIONS

> If you want to initialize the disc in the <u>left</u> station, touch ACCPT.
>
> If you want to initialize the disc in the <u>right</u> station, touch PARA and ACCPT.
>
> If you don't want to initialize a disc, touch STOP.

INITIALIZE RIGHT DISC --PARA KEY TO SWITCH STATIONS

> If you want to initialize the disc in the <u>right</u> station, touch ACCPT.
>
> If you want to initialize the disc in the <u>left</u> station, touch PARA and ACCPT.
>
> If you don't want to initialize a disc, touch STOP.

INSERT DISC

> Insert the disc you want to initialize and touch ACCPT.
>
> If you don't want to initialize a disc, touch STOP.

NEW DISC ? -- ACCPT TO CONTINUE

> If you want to initialize the disc, touch ACCPT.
>
> If you don't want to initialize the disc, touch STOP.

DISC NAME: disc name -- ARE YOU SURE ? -- STOP OR ACCPT

      If you want to initialize the disc, touch ACCPT.

      If you don't want to initialize the disc, touch STOP.

SYSTEM DISC NAME: disc name -- ARE YOU SURE ? -- STOP OR ACCPT

      If you want to initialize your System Disc, touch ACCPT.

      If you don't want to initialize your System Disc, touch STOP.

ENTER DISC NAME   ""

      Type the name you want for the disc, up to 12 characters, and touch ACCPT.

INITIALIZING DISC -- PLEASE WAIT   TRACK #

      This is an informative message. No action required.

VERIFYING DISC -- PLEASE WAIT   TRACK #

      This is an informative message. No action required.

INIT SUCCESSFUL   # FLAWED SECTORS -- ACCPT TO CONTINUE

      This message tell you the initialize process is complete and how many flawed sectors the disc has.

      If you want to initialize another disc, touch ACCPT.

      If you don't want to initialize another disc, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

      If you want to go back to the system disc page, touch CODE + 0.

      If you want to initialize another disc, touch ACCPT.

INSERT DISC system disc name

      The system needs the system disc. Insert your system disc and touch ACCPT.

      If you just initialized your system disc to create a new system disc, insert the Word Processing Master Disc and touch the #1 RESTART button on the diagnostic panel. The message will clear after the system reads the Master Disc.

DISC DUPLICATE

This utility makes an exact copy of a disc, sector by sector. As any information on the disc you duplicate to will be erased, it is best to duplicate onto a newly initialized disc with 0 flawed sectors. (You cannot duplicate a double sided disc onto a single sided disc; however, you can copy it).

From the Activity Page:
- CODE + 0 to go to the System Disc Page
- Touch PAGE to bring up the Utility Selection Page
- Use LINE to highlight DUPLICATE
- Touch ACCPT to load the DUPLICATE software
- Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to duplicate your disc. Step-by-step instructions for duplicating a disc are also given in the training manual in the Utilities chapter.

The messages you can expect to see during the Duplicate Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

REMOVE SYSTEM DISC -- ACCPT TO CONTINUE

> If you want to duplicate a disc, remove your System Disc and touch ACCPT.

> If you don't want to duplicate a disc, touch STOP.

-- PARA KEY TO SWITCH STATIONS -- ACCPT TO CONTINUE

> This message is asking you to choose a station for the SOURCE disc.

> If you want to change the SOURCE station, touch PARA and ACCPT.

> If you don't want to change the SOURCE station, touch ACCPT.

> If you don't want to duplicate a disc, touch STOP.

INSERT SOURCE DISC IN LEFT STATION -- ACCPT TO CONTINUE

> Insert the disc you want to duplicate into the left station and touch ACCPT.

> If you don't want to duplicate a disc, touch STOP.

INSERT DESTINATION DISC IN RIGHT STATION -- ACCPT TO CONTINUE

> Insert the initialized disc into the right station and touch ACCPT to begin duplication.

> If you don't want to duplicate a disc, touch STOP.

DESTINATION DISC FLAWED -- ACCPT TO TRY AGAIN

> Remove the destination disc, replace it with a newly initialized disc and touch ACCPT.

DUPLICATING DISC -- PLEASE WAIT

> This is an informative message. No action required.

ENTER DISC NAME   ""

        Type the name you want for the disc, up to 12 characters, and touch ACCPT.

DUP SUCCESSFUL REMOVE DISC -- ACCPT TO CONTINUE

        This message lets you know the duplication was successful and that you should remove the discs.

        If you want to duplicate another disc, touch ACCPT.

        If you don't want to duplicate another disc, touch STOP.

DUPLICATE ANOTHER DISC ? -- STOP OR ACCPT

        If you want to duplicate another disc, touch ACCPT.

        If you don't want to duplicate another disc, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

        If you want to go back to the system disc page, touch CODE + 0.

        If you want to duplicate another disc, touch ACCPT.

INSERT DISC system disc name

        The system needs the system disc. Insert your system disc and touch ACCPT.

RECONSTRUCT

The Reconstruct Utility is used to recover good information on a disc that's been damaged. For instance, if you get an NDX type system error when you insert a disc, it means the 860 cannot read the Index. Reconstruct would be used to put the Index back together so you could recall the documents.

If you get an NDX type system error, first touch ACCPT and reload the software. Then try to recall the documents on the disc. If you <u>can</u> recall all the documents and <u>don't</u> get another NDX system error, you won't need to use Reconstruct.

If you <u>cannot</u> recall one or more of the documents <u>or</u> get another NDX system error, touch ACCPT and reload the software. Then use Reconstruct to rebuild the Index and save as much text as possible.

Before you begin, be sure you have a newly initialized disc with **0** flawed sectors.

> From the Activity Page:
> * CODE + 0 to go to the System Disc Page
> * Touch PAGE to bring up the Utility Selection Page
> * Use LINE to highlight RECONSTRUCT
> * Touch ACCPT to load the software
> * Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to rebuild the damaged Index. The messages you can expect to see during the Reconstruct Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

REMOVE SYSTEM DISC -- ACCPT TO CONTINUE

> If you want to reconstruct a disc, remove your System Disc and touch ACCPT.
>
> If you don't want to reconstruct a disc, touch STOP.

PARA KEY TO SWITCH STATIONS -- ACCPT TO CONTINUE

> This message is asking you to choose a station for the PROBLEM disc.
>
> If you want to change the PROBLEM station, touch PARA and ACCPT.
>
> If you don't want to change the PROBLEM station, touch ACCPT.
>
> If you don't want to recover a disc, touch STOP.

INSERT PROBLEM DISC IN LEFT STATION -- ACCPT TO CONTINUE

> Insert the problem disc in the left station and touch ACCPT.
>
> If you don't want to reconstruct a disc, touch STOP.

INSERT DESTINATION DISC IN RIGHT STATION -- ACCPT TO CONTINUE

> Insert a newly initialized disc in the right station and touch ACCPT to begin reconstructing the problem disc.
>
> If you don't want to reconstruct a disc, touch STOP.

DESTINATION DISC FLAWED OR USED -- REPLACE THEN ACCPT

> Remove the destination disc, replace it with a newly initialized disc and touch ACCPT.

DUPLICATING DISC -- <u>PLEASE</u> <u>WAIT</u>

> This is an informative message. No action is required.

REBUILDING INDEX -- <u>PLEASE</u> <u>WAIT</u>

> This is an informative message. No action is required.

RECONSTRUCT SUCCESSFUL -- ACCPT TO CONTINUE

> Remove both discs.
>
> If you want to reconstruct another disc, touch ACCPT.
>
> If you don't want to reconstruct another disc, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

> If you want to go back to the system disc page, touch CODE + 0.
>
> If you want to reconstruct another disc, touch ACCPT.

INSERT DISC system disc name

> The system needs the system disc. Insert your system disc and touch ACCPT.

When the reconstruct is completed, load the Word Processing software to look at the Index. There will be three types of documents listed on the Index.

- Documents with document titles
- Documents with titles that start with two percent signs
- Documents with titles that start with two periods

The documents shown with document titles have been "linked together" by the system and are ready to be recalled. The 860 was able to find all the sectors contained in these documents and put them in the proper order. These documents will look exactly as they did before you used reconstruct.

The documents that start with two percent signs have also been "linked together" by the system and are ready to be recalled. The sectors in these documents were also put together in the proper order. The only thing missing is the document title. You should be able to compare the number of pages and sectors contained in these documents with a printout of the old Index and identify these documents. If you don't have a printout of the Index, compare the text in the documents with a printout of the document and rename the document from the Activity Page.

The documents that start with two periods are not complete. When the 860 performed the reconstruct, it was not able to find all the linking information belonging to these documents. During the reconstruct, the 860 linked together as many sectors as possible in the appropriate order. These documents are usually "old" revisions to documents that were in the Backup Index.

If you are still missing some documents, you can recall the documents that start with two periods. These documents may have some text missing; you will need to retype any missing information. When you have identified and renamed all the good documents, delete all unusuable documents. Then, you can use the disc in the normal manner.

You should use the INITIALIZE utility to reinitialize the problem disc before using it again. Remember, during the reconstruct, the problem disc was duplicated to another disc and reconstructed on the other disc. When you initialize the problem disc, all flawed sectors will be marked and reserved by the 860 so that you can use that disc again.

DISC RENAME

This utility is used to change the name of a data disc. You cannot rename your System Disc with the Rename Utility.

> From the Activity Page:
> - CODE + 0 to go to the System Disc Page
> - Touch PAGE to bring up the Utility Selection Page
> - Use LINE to highlight RENAME
> - Touch ACCPT to load the RENAME software
> - Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to rename your disc. The messages you can expect to see during the Rename Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

RENAME DISC IN LEFT STATION -- PARA KEY TO SWITCH STATIONS

> If you want to rename the disc in the left station, touch ACCPT.
>
> If you want to rename a disc in the right station, touch PARA and ACCPT.
>
> If you don't want to rename a disc, touch STOP.

RENAME DISC IN RIGHT STATION -- PARA KEY TO SWITCH STATIONS

> If you want to rename the disc in the right station, touch ACCPT.
>
> If you want to rename a disc in the left station, touch PARA and ACCPT.
>
> If you don't want to rename a disc, touch STOP.

UNACCEPTABLE DISC -- ACCPT TO TRY AGAIN

> This message displays if you try to rename a System Disc or a Master Disc.
>
> Remove the disc.
>
> If you want to rename a different disc, touch ACCPT.
>
> If you don't want to rename a disc, touch STOP.

DISC NAME: ""

> Type the new name for the disc, up to 12 characters, and touch ACCPT.

RENAME SUCCESSFUL -- REMOVE DISC -- ACCPT TO CONTINUE

> Remove the renamed disc.
>
> If you want to rename another disc, touch ACCPT.
>
> If you don't want to rename another disc, touch STOP.

RENAME ANOTHER DISC -- STOP OR ACCPT

> If you want to rename another disc, touch ACCPT.
>
> If you don't want to rename another disc, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

> If you want to go back to the System Disc page, touch CODE + 0.
>
> If you want to rename another disc, touch ACCPT.

BACKUP INDEX

The Backup Index is used to **permanently delete** documents from your disc or to **recover** documents that were accidentally deleted (put them back in the INDEX).

> From the Activity Page:
> - CODE + 0 to go to the System Disc Page
> - Touch PAGE to bring up the Utility Selection Page
> - Use LINE to highlight BACKUP INDEX
> - Touch ACCPT to load the BACKUP INDEX software
> - Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to delete or recover documents. Step-by-step instructions on recovering and deleting documents are also given in the training manual in the Utilities chapter.

The messages you can expect to see when using the Backup Index Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

PARA TO SELECT DISC STATION -- ACCPT TO CONTINUE

> This message is asking you to choose which station you want to use.
>
> If you want to look at the Backup Index of the disc in the left station, touch ACCPT.
>
> If you want to look at the Backup Index of the disc in the right station, touch PARA and ACCPT.
>
> If you don't want to look at a Backup Index, touch STOP.

LINE TO SELECT TITLES

> Touch the LINE key to highlight the title you want to recover or delete.
>
> If you don't want to use the Backup Index, touch STOP.

MARK TITLE -- ACCPT TO RECOVER -- DEL TO DELETE

> If you want to recover all the documents in the Backup Index, touch ACCPT.
>
> If you want to delete all the documents in the Backup Index, touch DEL.
>
> If you want to work with more than one title at a time, touch MARK and then use LINE and MARK to highlight all the titles you want to work with.
>
> > If you want to recover the highlighted documents, touch ACCPT.
> >
> > If you want to permanently delete the highlighted documents from the disc, touch DEL.
>
> If you don't want to use the Backup Index, touch STOP.

RECOVER DOCUMENTS -- ARE YOU SURE?

> If you want to recover the documents, touch ACCPT.
>
> If you don't want to recover the documents, touch STOP.

DELETE DOCUMENTS -- ARE YOU SURE?

If you want to delete the documents, touch ACCPT.

If you don't want to delete the documents, touch STOP.

RECOVERING -- document title

This is an informative message. No action is required.

DUPLICATE TITLE -- document title

This message is to let you know there is a document in the INDEX with the same title.

If you want to copy the Backup Index document **over** the document in the INDEX, touch ACCPT.

If you want the Backup Index document under a different title, type a new title and touch ACCPT.

If you don't want to recover the document, touch STOP.

DELETING -- document title

This is an informative message. No action is required.

VERIFYING INDEX -- PLEASE WAIT

This is an informative message. No action is required.

RECOVER COMPLETED -- ACCPT TO CONTINUE

If you want to continue to work with the Backup Index Utility, touch ACCPT.

If you don't want to continue to work with the Backup Index, touch STOP.

DELETE COMPLETED -- ACCPT TO CONTINUE

If you want to continue to work with the Backup Index Utility, touch ACCPT.

If you don't want to continue to work with the Backup Index, touch STOP.

INSERT DISC -- PARA TO SELECT DISC STATION

If you want to use the Backup Index Utility on another disc, insert the disc.

If you want to look at the Backup Index of the disc in the left station, touch ACCPT.

If you want to look at the Backup Index of the disc in the right station, touch PARA and ACCPT.

If you don't want to look at a Backup Index, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

If you want to go back to the system disc page, touch CODE + 0.

If you want to initialize another disc, touch ACCPT.

INSERT DISC system disc name

The system needs the system disc. Insert your system disc and touch ACCPT.

CONVERT

The Convert Utility is used to convert information on an 850 disc so it can be used in an 860. Or, you can use it to convert information on an 860 disc so it can be used in an 850.

To use this utility, you'll need an 850 disc and an initialized 860 disc. If you convert the entire disc, any information on the other disc will be erased. If you convert a few documents, they will be added to the information on the other disc.

> From the Activity Page:
> - CODE + 0 to go to the System Disc Page
> - Touch PAGE to bring up the Utility Selection Page
> - Use LINE to highlight CONVERT
> - Touch ACCPT to load the CONVERT software
> - Read the information page

From this point on, follow the messages and instructions in the Command Line to convert your disc.

The messages you can expect to see during the Convert Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

REMOVE SYSTEM DISC

> If you want to use the Convert Utility, remove your System Disc and touch ACCPT.
>
> If you don't want to use the Convert Utility, touch STOP.

INSERT DISCS

> If you want to convert an 850 disc to an 860 disc or an 860 disc to an 850 disc, insert an 850 disc and an 860 disc and touch ACCPT.
>
> If you don't want to use the Convert Utility, touch STOP.

PARA TO SELECT SOURCE STATION -- ACCPT TO CONTINUE

> This message is asking you to choose a station for the SOURCE disc.
>
> If you want to change the SOURCE station, touch PARA and ACCPT.
>
> If you don't want to change the SOURCE station, touch ACCPT.
>
> If you don't want to use the Convert Utility, touch STOP.

FROM 850: ACCPT TO CONVERT ALL -- LINE TO SELECT TITLES

> If you want to convert all of the 850 documents to 860 documents, touch ACCPT.
>
> If you want to convert one or some of the 850 documents to 860 documents, touch LINE to highlight the first title you want to work with.
>
> If you don't want to convert from 850 to 860, or don't want to use the Convert Utility, touch STOP.

FROM 850: MARK TITLES -- ACCPT TO BEGIN CONVERTING

If you want to convert more than one 850 document, touch MARK, then LINE and MARK all the document titles you want to work with, then touch ACCPT to begin converting the documents.

If you don't want to convert from 850 to 860, or don't want to use the Convert Utility, touch STOP.

FROM 850 TO 860 -- ARE YOU SURE ?

This message is asking you to confirm that you want to convert 850 documents to 860 documents.

If you want to convert 850 to 860, touch ACCPT.

If you don't want to convert 850 to 860, touch STOP.

FROM 860: ACCPT TO CONVERT ALL -- LINE TO SELECT TITLES

If you want to convert all of the 860 documents to 850 documents, touch ACCPT.

If you want to convert one or some of the 860 documents to 850 documents, touch LINE to highlight the first title you want to work with.

If you don't want to convert from 860 to 850, or don't want to use the Convert Utility, touch STOP.

FROM 860: MARK TITLES -- ACCPT TO BEING CONVERTING

If you want to convert more than one 860 document, touch MARK, then LINE and MARK all the document titles you want to work with, then touch ACCPT to begin converting the documents.

If you don't want to convert from 860 to 850, or don't want to use the Convert Utility, touch STOP.

FROM 860 TO 850 -- ARE YOU SURE ?

This message is asking you to confirm that you want to convert 860 documents to 850 documents.

If you want to convert 860 to 850, touch ACCPT.

If you don't want to convert 860 to 850, touch STOP.

CONVERTING -- document title

This is an informative message. No action is required.

DUPLICATE TITLE -- document title

This message is to let you know there is a document on the disc with the same title.

If you want to copy the converted document over the existing document, touch ACCPT.

If you want the converted document under a different title, type the new title and touch ACCPT.

If you don't want to convert the document, touch STOP.

DISC FULL -- <u>INSERT</u> <u>NEXT</u> <u>DISC</u>

        Remove the destination disc, insert another initialized disc, and touch ACCPT to finish converting the documents.

CONVERSION COMPLETED -- <u>CONTINUE</u> ?

        If you want to convert another disc, remove both discs and touch ACCPT.

        If you don't want to use Convert anymore, remove both discs and touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

        If you want to go back to the system disc page, touch CODE + 0.

        If you want to convert another disc, touch ACCPT.

INSERT DISC system disc name

        The system needs the system disc. Insert your system disc and touch ACCPT.

RECOVER

The Recover Utility is used to recover original information that has never been stored. For instance, if you have a power loss or a system error while typing and you are not able to store the document. If the document you were typing was less than 1,000 characters (2 pages), it is more practical to retype the document.

The Recover Utility will only function properly when the disc Index is good. Recover will not work on a disc with an NDX (Index) error. If you get an NDX error while working on an original document, use Reconstruct to rebuild the Index, then use Recover on the reconstructed disc.

If you have a power loss while **editing** a document, you may be able to recover some of the information that wasn't stored. The 860 handles the storing of revised documents differently and the amount of information you can recover will be limited.

Before you begin, be sure you have a newly initialized disc with 0 flawed sectors.

> From the Activity Page:
> - CODE + 0 to go to the System Disc Page
> - Touch PAGE to bring up the Utility Selection Page
> - Use LINE to highlight RECOVER
> - Touch ACCPT to load the software
> - Read the information on the screen

From this point on, follow the messages and instructions in the Command Line to recover the information.

The messages you can expect to see during the Recover Utility are listed below along with your choice of keystrokes and what will happen. If you get a message that's not listed here, check the Messages & Symbols section of this manual.

REMOVE SYSTEM DISC -- ACCPT TO CONTINUE

> If you want to recover a disc, remove your System Disc and touch ACCPT.
>
> If you don't want to recover a disc, touch STOP.

PARA KEY TO SWITCH STATIONS -- ACCPT TO CONTINUE

> This message is asking you to choose a station for the PROBLEM disc.
>
> If you want to change the PROBLEM station, touch PARA and ACCPT.
>
> If you don't want to change the PROBLEM station, touch ACCPT.
>
> If you don't want to recover a disc, touch STOP.

INSERT PROBLEM DISC IN LEFT STATION -- ACCPT TO CONTINUE

> Insert the problem disc in the left station and touch ACCPT.
>
> If you don't want to recover a disc, touch STOP.

INSERT DESTINATION DISC IN RIGHT STATION -- ACCPT TO CONTINUE

> Insert a newly initialized disc in the right station and touch ACCPT to begin recovering the problem disc.

> If you don't want to recover a disc, touch STOP.

DUPLICATING DISC -- PLEASE WAIT

> This is an informative message. No action is required.

RECOVERING DISC -- PLEASE WAIT

> This is an informative message. No action is required.

RECOVERY SUCCESSFUL -- ACCPT TO CONTINUE

> Remove both discs.

> If you want to recover another disc, touch ACCPT.

> If you don't want to recover another disc, touch STOP.

CODE + 0 TO EXIT -- ACCPT TO CONTINUE

> If you want to go back to the system disc page, touch CODE + 0.

> If you want to recover another disc, touch ACCPT.

INSERT DISC system disc name

> The system needs the system disc. Insert your system disc and touch ACCPT.

After you finish using the Recover Utility, load the Word Processing software. Then insert the recovered disc and check the titles in the INDEX. Recovered documents will be listed under titles beginning with two periods.

The maximum amount Recover will put into any one document is 82 sectors. If the document was longer than 82 sectors, the rest of the document will be under a different title (..2).

If a recovered document shows an illogical number of sectors (like 10,000), try to recall the document. If it cannot be recalled, the message WRONG DOCUMENT TYPE will display. The document is unusable and should be deleted from the disc.

Recall the ..1 document and check it for any missing information. You will need to retype any missing text.

Sometimes there will be repeated or "garbage" text in a recovered document. Delete this type of text.

If you get a system error when checking your document, be sure to look it up and follow the procedure in the Messages & Symbols section in this manual.

PROBLEM SOLVING ON THE 860

This section contains explanations for problem situations you may encounter. If your problem involves a Command Line message, you should look the message up in the MESSAGES & SYMBOLS section of this manual.

XEROX also provides two types of specialized assistance:

CUSTOMER SUPPORT
The Customer Support Center (CSC) provides assistance for any type of operational problem. They also provide answers to specific questions on applications.

TECHNICAL SERVICE
Your local Xerox branch should be contacted when you think you have a technical or hardware problem.

If you're not sure whether the problem is software or hardware, the CSC can help you make this determination. If technical service is required, the CSC will call your local Xerox service dispatcher for you.

IDENTIFYING TECHNICAL PROBLEMS

Problem: If you have poor print quality, poor or inaccurate screen display quality, or an obvious mechanical problem like a broken disc station door or a stuck or broken key, call your local branch for **technical service.**

Problem: You turn on the system but nothing happens.
First, check the lights on the diagnostic panel and the light next to the ON/OFF switch. Lights 1, 2, and 3 on the diagnostic panel and the light next to the ON/OFF switch should all be **on.**

If the lights are not lit, check that the system power cord is plugged into the wall socket and connected to the socket at the back of the controller. If everything is connected but the lights still don't come on, check to be sure the wall outlet has power. If the outlet has power but the lights still don't come on, call for **technical service.**

Problem: The lights are on but the system isn't working the way you expect it to.
Insert your diagnostic disc in either disc station. Then, press the #2 button on the diagnostic panel. The system will make a check of all the hardware. If you watch the diagnostic panel, you'll see a series of numbers. When the diagnostic test is finished (2 to 4 minutes), the numbers **9999** will be displayed if the hardware is working correctly. Eject the diagnostic disc, insert your system disc and reload the software. If you still encounter a problem, call the **CSC** for help.

Any numbers other than **9999** indicate a problem. If the number begins with an **E** or **04,** check your diagnostic disc. Be sure it is a diagnostic disc and that it was correctly inserted (arrows **up** and **in**). If the disc was inserted incorrectly, run diagnostics again. If you see any other numbers, write them down and call for **technical service.**

CENTERING

Cannot enter new
numbers in CENTER
BETWEEN

Reason: This will occur if the shift lock is down.

Action: Release the shift lock and type the numbers.

Centered heading does
not print in the center
of the document

Reason (1): This will occur if the margins are not appro-
priate for centering the heading on that page,
or if the settings entered in the CENTER
BETWEEN instruction were not correct.

Action: Check margin settings in the Format Block.
You can either change the margins in the
Format Block or use the CENTER BETWEEN
instruction to change the centering position
without changing the margins.   To use
CENTER BETWEEN to change the centering
position, highlight the CODE + 4, touch
RPLCE and type a space and a CODE + 4.
Then enter numbers for the left and right
margin to properly center the heading.

Column headings don't
center over columns

Reason (1): This will occur if a column centering instruc-
tion (CODE + 5) is not entered on line.

Action: Highlight the line of headings and enter a
CODE + 5.

Reason (2): This will occur if more than one CODE + 5 is
entered on a line. A second CODE + 5 entered
on a line cancels the column center instruc-
tion.

Action: Delete any unnecessary CODE + 5s.

Reason (3): This will occur if proper tabs are not set in the
format block.

Action: Return to Format Block and set tabs and
special tabs as required. CODE + 5 will only
center over columns which have been defined
in the format block with a Tab setting at the
left and a Special Tab setting at the right.
Use CODE + 4 to center over columns not
defined by Special Tabs.

Reason (2): This will occur if spaces are typed in front of or behind the heading. The 860 does not drop leading or trailing spaces in a centered heading.

Action: Delete any extra spaces from the heading.

CONVERT

Converting from 850 to 860 –
documents that were typed
in 10 or 12 pitch on the 850
came out in PS on the 860.

Reason: Pitch is not recorded in 850 documents. When you convert documents to the 860, they will be recorded with the pitch set in the Master Format on the System Disc.

Action: You have two choices: (1) On each document, change the pitch to 10 or 12, reformat, re-place pitch, and paginate, or (2) change the Master Format on the System Disc to 10 or 12 pitch when converting.

DISC SPACE

Running out of disc space

Reason: This will occur if you are making many revisions to the documents on a disc or if the Backup Index is full.

Action :   Use the Recover Disc Space routine (highlight the INDEX, touch STOP and touch ACCPT).
Or,
Action: Use the Backup Index Utility and delete all unwanted documents.
Or,
Action: Copy document(s) to another disc that has more space available.

HEADERS/TRAILERS

Trailer does not center correctly on page

Reason: Trailers (and headers) work on the settings in the first format block of the page. If the margins in the first format block on the page are not appropriate for centering on that page, the trailer will print off center.

Action: When the CENTER BETWEEN message flashes in the Command Line after you type the CODE + 4 in the trailer line on the format page, type appropriate settings to center the trailer correctly and touch ACCPT. To change all trailers in a document, use REPLACE PAGE LABELS.

Unable to bold text in headers and trailers

Action: Touch CODE + 9, type the header/trailer, then touch CODE + 9 again. The screen will display a "B" in a box before and after the text to indicate it is bolded. To delete bolding, backspace it out.

Headers/Trailers only printed on first page of document.

Reason: When Headers/Trailers are revised into a document, both PAGINATE and REPLACE PAGE LABELS must be used to tell the system to put the headers/trailers on every page.

Action: Highlight and turn on PAGINATE and REPLACE PAGE LABELS on the Non-Recordable Format Page and touch ACCPT.

HYPHENS

System won't accept a hyphen during reformat

Reason: This will occur if the shift lock is down.

Action: Release the shift lock and type the hyphen

Hyphenation decisions are occurring <u>as you are editing</u>

Reason: This will occur if UNATTENDED, under EDIT REFORMAT on the Non-Recordable Format Page, has been turned off.

Action: Turn this feature on and you won't get any more hyphenation decisions as you edit. You may want to check the Master Format on the System Disc to make sure this option is set the way you want it.

INDEX

Cannot highlight title on INDEX	Reason:	This will occur if the ACTIVE LIST is highlighted.
	Action:	Touch PAGE to highlight the INDEX, then use LINE to highlight the desired title.
Cannot return to INDEX from PRINT LIST	Reason:	This will occur if the ACTIVE LIST is highlighted.
	Action:	Touch PAGE to highlight PRINT LIST, then touch CODE + 2 to return to INDEX.

INPUT/EDIT

Character counter shows proportional space units when typing in 10 or 12 pitch	Reason:	This will occur if JUSTIFY is on. With JUSTIFY on, the system uses units of space to spread the words across the line.
	Action:	No action necessary.
Columnar text document was typed and stored. When called back to the screen and edited, all the information scrambled.	Reason:	Document was recorded with non-required carrier returns and these converted to spaces.
	Action:	Clear the document, recall it to the screen, set a Special Tab at 2* in the format block. This will prevent the document from reformatting.
Can't stop format block on Page 2 from being changed to that of Page 1 on document being reformatted and paginated.	Reason:	When using Reformat and Paginate options, the system will carry over the format block from the first page until it sees a required page end code.
	Action:	Use a required page end code at the end of Page 1.
Didn't get a format block at the top of the new page added in the middle of a document.	Reason:	Page was added by highlighting the format block at the top of the next page and touching CODE + 2.
	Action:	Add new pages by highlighting the page end code of the previous page and then touch CODE + 2. The system will create a new page complete with format block.

JUSTIFY

Text does not justify

Reason: This will occur if there are Special Tabs in the format block.

Action: Delete Special Tabs from the format block preceding the text and reformat.

Text does not appear justified on the screen

Reason: When using proportional space, wider characters take up more room than narrow characters on the printed page. The screen does not reflect this difference.

Action: No action necessary. Your document will print correctly.

MESSAGES
(See detailed listing in
  Section 2, MESSAGES)

PAGINATION

Need <u>exactly</u> 54 lines per page in document (e.g. phone directory)

Action: Make sure the Page Layout is set with Top Margin at 6, Bottom Margin 6, Paper Size 66. Use Unattended Paginate. This will place exactly 54 lines on each page. Do not use any extra carrier returns in the document.

Need to start page numbering on page other than page one (e.g. first five pages are table of contents, so page number one should print on page five)

Action: The PAGE LABEL NUMBER can be used to start numbering on a page other than the first page. On the page where you want the numbering to start, touch FORMAT, highlight PAGE LABEL NUMBER and type in a 1, then highlight HEADER or TRAILER and type in CODE + 2. Touch FORMAT again, highlight and turn on PAGINATE and REPLACE PAGE LABELS, and touch ACCPT.

PRINTING

Document typed in 10 or 12 pitch won't print out in PS.

Reason: Documents print in the pitch recorded in the Format Block. If you want to print a document in a different pitch, you need to change the pitch setting in the format.

Action: Highlight the desired pitch on the Format Page, then turn on REFORMAT and REPLACE PITCH on the Non-Recordable Format Page. Touch ACCPT to reformat and change the pitch throughout the document.

PROBLEM SOLVING

Printer cannot be started
from keyboard

Reason: This will occur if the printer cover was open
when the system was turned on.

Action: Be sure the printer cover is closed. Touch the
START/STOP button on the printer to start
printing.

PRINTING WITH APF

Page one of document printed
first instead of the last page

Reason: PRINT MERGE is being used and the system is
printing and alternating between two documents; therefore, it must start from the
beginning of the document.

Action: Keep this in mind when mixing your letterhead
and second sheet stationery in the APF paper
tray.

Cannot restart printer/APF
by touching START/STOP
button.

Reason: This may occur after have you changed a
ribbon or refilled the paper tray.

Action: Use CODE + PARA on keyboard to restart
printer.

REPETITIVE LETTERS

Cannot stop printer to
change letterhead when
using Print Merge on
printer with an APF

Reason: When printing with an APF, paper is fed
automatically to the printer.

Action: Type a different print wheel ID in each of the
letters. The system will prompt you for a
print wheel change each time a new letter
starts and you'll be able to insert new letter-
head.

Repetitive Letters not printing out correctly	Reason:	This will occur if stop codes or switch codes are typed in the wrong place or missing from the letter or variables.
	Action:	Review standard document to be sure there's a switch code (CODE + 7) at each point where a variable is to be inserted.
		Review variables document to be sure there's a stop code (CODE + 3) at the beginning of each variable set and that there's a switch code (CODE + 7) after each variable in the set.
Error in one set of variables discovered while printing repetitive letters.	Reason:	Error typed in variable document.
	Action:	Correct any errors in your variable list. Use MOVE to put the corrected variables into another document and reprint the corrected letters.
DISC ERROR printed in one of the letters	Reason:	This will occur if the system has a problem during the print merge operation.
	Action:	Review the standard and variable documents used in that letter to be sure there are no disc errors in them. Copy these documents to another disc and repeat the print merge operation.

RIGHT FLUSH

Text didn't print at correct Right Flush position	Reason (1):	This will occur if you did not tab or space to the position where you want the last character to print before entering the CODE + 1.
	Action:	Enter the needed number of tabs or spaces in front of the CODE + 1.
	Reason (2):	This will occur if a tab is not set in the Format Block at the position where you want the last character to print.
	Action:	Set a tab at the position where you want the last character to print.

SCROLL

CODE + SCROLL is very
slow on wide stat
documents.

Reason: Margins are set at approx 50 and 105 (or any higher numbers) and the horizontal scroll is set at 40.

Action: Change horizontal scroll setting to 50 or above on the Non-Recordable Format Page.

CODE + SCROLL
doesn't work

Reason: The HORIZONTAL SCROLL option may have reverted to zero.

Action: Check the HORIZONTAL SCROLL option on the Non-Recordable Format Page. Reset the option to the appropriate number and ACCPT.

SYSTEM ERROR
(See detailed listing in
  Section 2, MESSAGES)

SYSTEM DISC PAGE

Cannot enter date
on System Disc Page

Reason: This occurs when the shift lock is down.

Action: Release the shift lock and type the numbers.

Software doesn't load
(E599 shows in
diagnostic panel)

Reason: This occurs when the System Disc is not inserted or has been incorrectly inserted.

Action: Insert the System Disc correctly (be sure the arrows are pointing up and in) and touch the #1 button on the diagnostic panel.

UTILITIES

Can't initialize disc -
"XEROX" page returns
to screen.

Reason: This is usually a hardware problem.

Action: Run Diagnostics.

Deleted documents from
Backup Index - but Disc Space
Left doesn't show increase.

Reason: Disc Space Left is not immediately updated by the system.

Action: Touch ACCPT in response to the DELETE COMPLETED -- ACCPT TO CONTINUE message. The screen will rewrite and Disc Space Left will be updated to include the recovered disc space.

Can't return to the System Disc
Page from the Backup Index
Utility; i.e., touching STOP
doesn't remove the LINE TO
SELECT TITLES message from
the Command Line.

Reason: ACCPT was touched in response to the DELETE COMPLETED -- ACCPT TO CONTINUE message.

Action: To return to the System Disc Page, touch CODE + 0.

THE PRINTER

The standard 13" printer and the wide bed 28" printer are fully electronic printers using print wheels as the typing element. Print wheels are inter-changeable and are available in three pitches and many type styles. The pitches are 10 (Pica), 12 (Elite), and PS (proportional spacing). Each print wheel has the type style and pitch printed on the face of the wheel. The print wheel is color coded to help identify the pitch - PS is red, 12 is green, and 10 is blue.

Ribbons are also interchangeable and are available in fabric, single-strike carbon or multi-strike carbon.

Inserting Paper
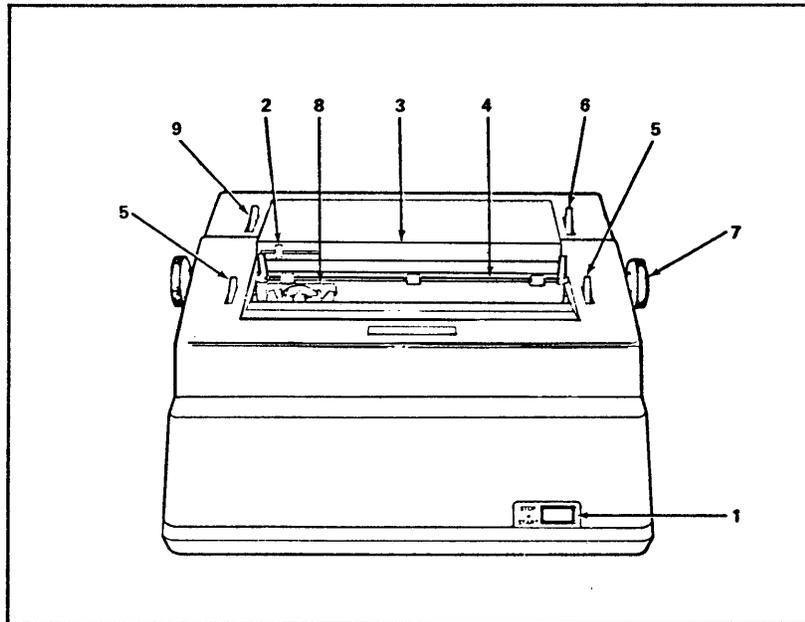
- Be sure the Paper Release (6) is all the way towards the rear.
- Pull the Paper Bail Lever (5) forward.
- Line the paper up with the Paper Guide (2) and insert the paper.
- Turn the Platen Knob (7). Paper should be inserted so that the lead edge is even with the top of the ribbon.
- Check the position of the Forms Lever (9). For single sheets, the lever should be all the way forward.
- When printing starts, push the Paper Bail Lever (5) back into position.

THE PRINTER (cont.)

Cover Interlock

To gain access to the ribbon, print wheel and/or impression control the printer cover must be raised. Raising the cover automatically sets an interlock which causes all printer operations to cease. The message COVER OPENED will appear in the Command Line. In order to restart print operations after closing the cover, the START/STOP button (or CODE + PARA) must be depressed to clear the cover interlock and start printing.

Impression Control

The impression control switch is used to set the printing impression for different types of paper. It is located under the cover of the printer on the right side. It is a three-position switch with the following settings:

- High (large dot) - used for several carbons

- Medium (medium dot) - **NORMAL SETTING** used for normal printing

- Low (small dot) - used for onion skin or other lightweight paper. This will prevent cutting of paper during printing.

IMPRESSION
CONTROL
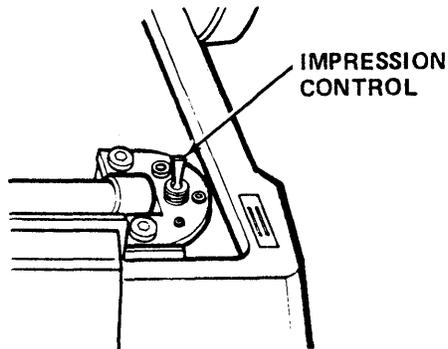
THE PRINTER (cont.)

Changing the Ribbon

When the system is approximately one printed line from the end of the ribbon, printing will stop and the message END OF RIBBON will be displayed, indicating the ribbon should be changed.
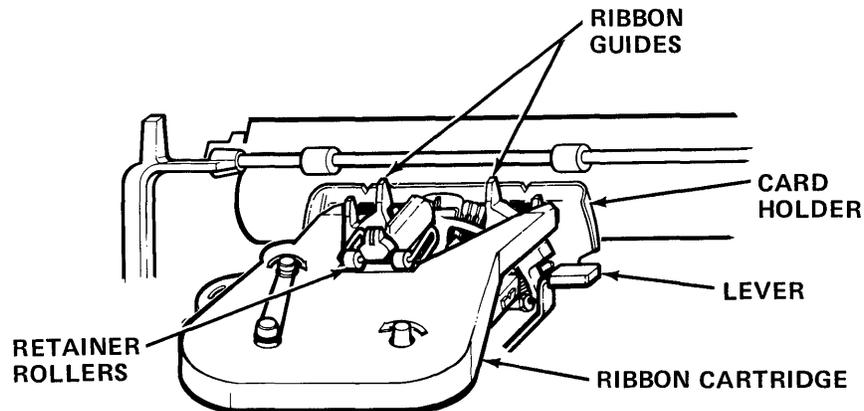
Removing Ribbon Cartridge

- Lift the printer cover

- Push rubber retainer rollers toward the platen (away from you)

- Remove old ribbon and use the following instructions to insert new ribbon

Inserting Ribbon Cartridge

- Remove slack in ribbon cartridge by turning the upper left hand knob in the direction shown by the arrow

- Open cover on printer and insert the ribbon cartridge so that the ribbon falls between the ribbon guides and the card guide

- Turn the upper left knob on the cartridge until it clicks. If there is no click, the ribbon positioned itself automatically

- Pull the rubber rollers over the cartridge to secure the cartridge onto the carrier assembly

- Close cover

- If the system was turned on during the ribbon replacement, push the printer STOP/START button to return the printer to a READY status.

THE PRINTER (cont.)

Changing the Print Wheel

● Open the cover on the printer and remove the ribbon cartridge. The ribbon cartridge must be removed <u>before</u> the print wheel can be taken off. Also, the replacement of the print wheel is easier if power to the system is on. With power applied, the raised peg is held stationary by the system and does not move.
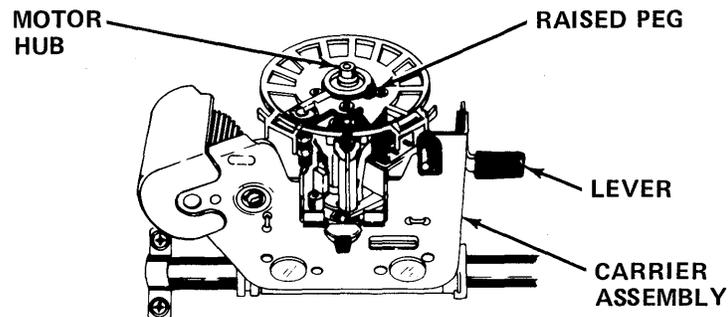
● Pull the black lever on the right side of the carrier assembly. This will allow the carrier assembly to tilt toward you.

Note: The carrier does not lock in this tilted position, so care should be taken to ensure that the carrier does not snap back.
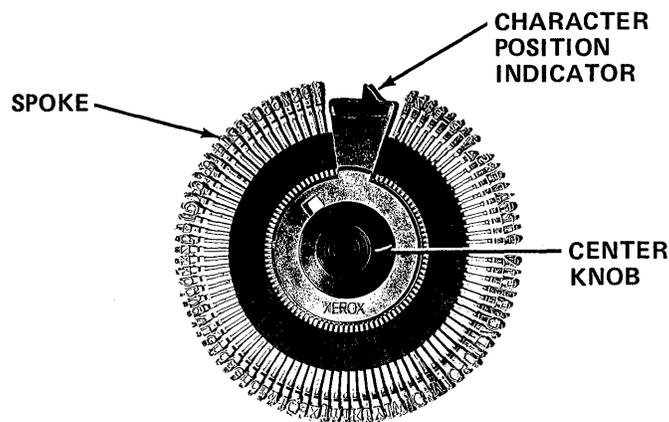
● Grasp the large rubber knob on the center of the print wheel and gently rock the print wheel away from the carrier (away from you).

● Notice the square hole on the print wheel.

● Notice the raised square peg on the motor assembly.

- Hold the print wheel by the black center knob.

- Place the square hole in the print wheel over the raised peg on the motor assembly.

- Gently push the print wheel onto the hub. Be sure the print wheel is securely seated by pressing on the print wheel hub around the center.

- Use the black lever to gently return the carrier to its printing position.

- Replace the ribbon cartridge.

Print wheels should be stored in their protective cases and always handled by the center knob to avoid damage to the spokes. To clean the print wheel, remove the ribbon, insert one of the commercially available absorbent "type clean" sheets in the printer and print a short document or the alphabet.

Platen and Rollers

The platen and rollers can be cleaned with any good commercial platen cleaning solvent.

- To remove the platen, lift the printer cover, push down the silver-colored spring release levers on both sides of the platen and lift it straight out.

- Clean the platen with a soft cloth or paper towel dampened with platen cleaning solvent. Dry thoroughly and place aside while you clean the rollers.

- To clean the rollers, lift the paper pan up and out and lay it aside. The rollers cannot be removed, so you will clean them one at a time in place. When all the rollers have been cleaned, replace the paper pan.

- To replace the platen, line up the platen gear with the black gear on the right side of the printer. Depress the silver-colored levers on both sides of the printer and push the platen firmly into place. When the silver-colored levers are released, the platen should be locked in place.

- Close the printer cover and touch the START/STOP button on the printer.

THE PRINTER (cont.)

Wide Bed Printer

The Wide Bed Printer has been specifically designed for applications requiring the use of wide paper, such as accounting ledger sheets and legal forms, up to 30 inches (762mm) wide. This printer enables you to print a line of up to 316 characters using 12 pitch or PS and 264 characters using 10 pitch.
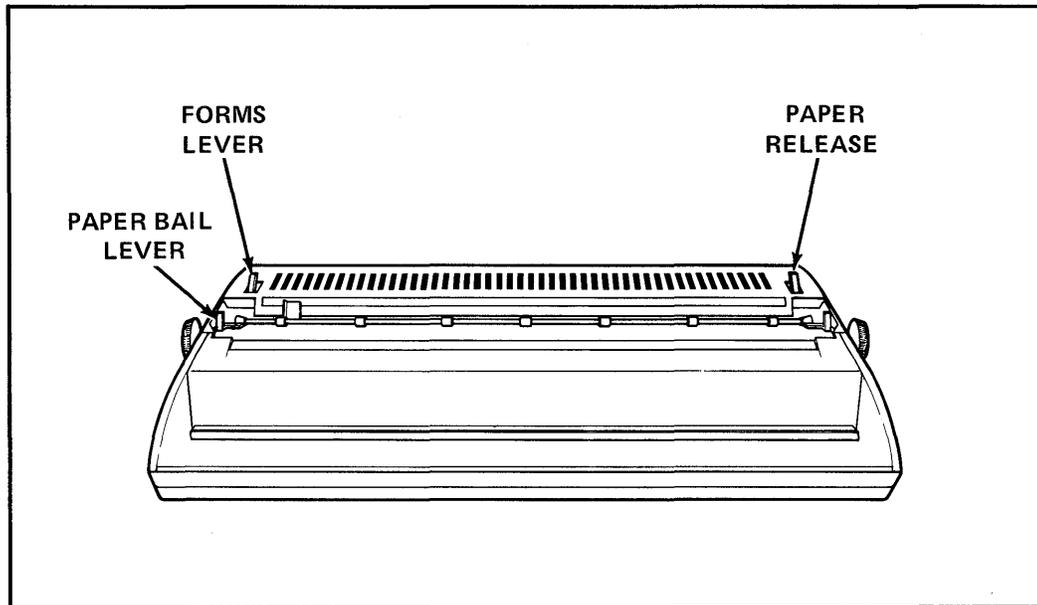
When you use the Wide Bed Printer without the tractor feed attachment, be sure to set the paper guide at "1". If the paper guide is not set at one, the margins will not print in the correct position.

To gain access to the ribbon, print wheel and/or impression control, the cover must be removed. Remove the cover by placing your fingers under the metal trim strip on the front and lifting up. Replace the cover by lining up the back right and left corners and pushing it back down into place.

Removing the cover automatically sets an interlock which causes all printer operations to cease. The message COVER OPENED will appear in the Command Line. In order to restart printer operations after replacing the cover, depress CODE + PARA.

THE PRINTER (cont.)

P1 Printer

The P1 Printer is a quality printer designed for simple operation. It is compatible with the 860 APF and the bidirectional forms tractor. This printer contains its own power supply and has an on/off power switch located on the right rear of the printer. **The P1 Printer must be plugged in and the power switch turned on prior to turning on your 860 controller and loading the software.** The P1 Printer cannot be used with the Shared Printer Interface.

The P1 Printer uses a standard platen with one snap-on knob for fine adjustment on the right side of the printer. A START/STOP switch and power indicator light are located on the front panel. Print wheels are used as the typing element and are available in three pitches and many type styles. Multi-strike carbon and fabric ribbon cartridges are available for use on this printer.

Inserting Paper
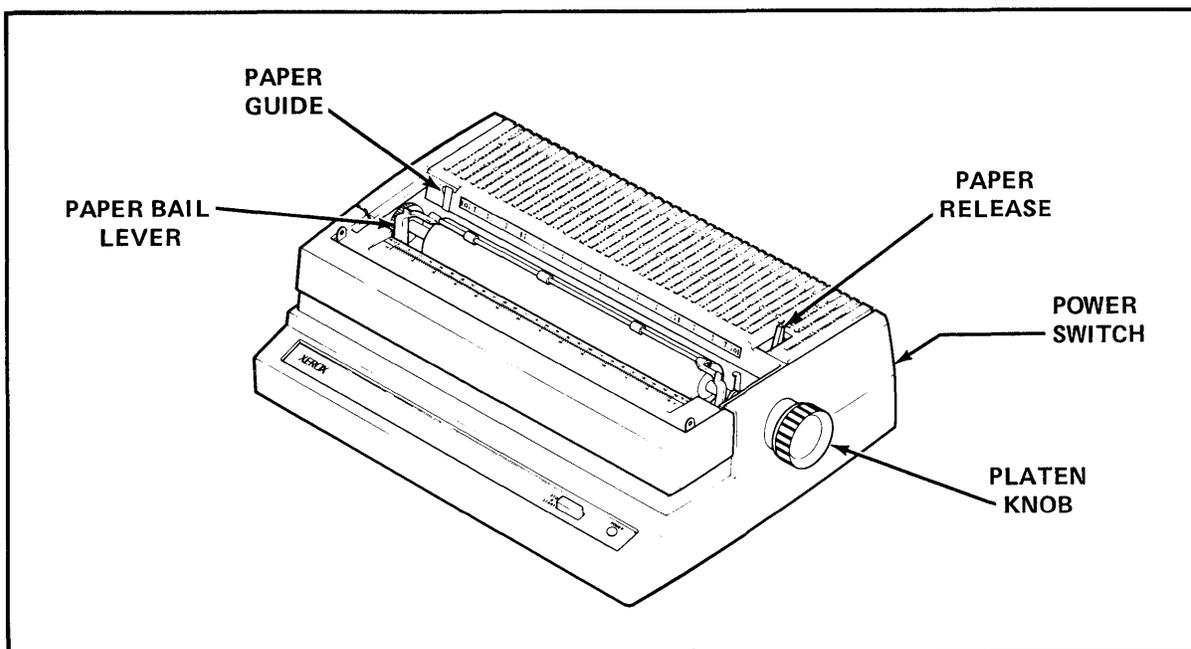
- Be sure the Paper Release is all the way toward the rear.
- Lift up plastic sound shield (optional)
- Pull the Paper Bail Lever forward
- Line the paper up with the Paper Guide set at the arrow indicator on left side of rearmost scale and insert the paper.
- Turn the Platen Knob. Paper should be inserted so that the lead edge is even with the top of the ribbon.
- When printing starts, push the Paper Bail Lever back into position and replace the plastic sound shield (optional).

Changing the Ribbon
(see illustration on next page)

When the system is approximately one printed line from the end of the ribbon, printing will stop and the message END OF RIBBON will be displayed, indicating the ribbon should be changed. You must remove the P1 Printer cover in order to change ribbons or printwheels.

Removing Ribbon Cartridge:

- Remove the printer cover by grasping firmly on each side with fingers placed in the recessed area and pulling toward you with a slight upward motion.
- The ribbon cartridge is held on the carriage assembly by two latches. Push down on both of these latches at the same time. Lift the cartridge straight up to clear the print hammer guide and the ribbon guide posts.

Inserting Ribbon Cartridge:

- Remove slack in ribbon cartridge by turning small knob on upper surface.
- Remove cover on printer and used ribbon cartridge (if any). Insert the replacement ribbon cartridge so that the ribbon falls between the ribbon guides and the card guide.
- Push the cartridge down firmly until both latches have snapped into their latched position to hold the cartridge in place.
- Turn the ribbon advance knob again to ensure that the ribbon is tight, straight and ready to operate.
- Replace the cover by lining up the back right and left corners and pushing it back down into place.
- Removing the cover automatically sets an interlock which causes all printer operations to cease. The message COVER OPENED will appear in the Command Line. In order to restart printer operations after replacing the cover, depress the START/STOP button or CODE + PARA.

Changing the Print Wheel
(see illustration on next page)

- Remove the printer cover and then remove the ribbon cartridge. The ribbon cartridge must be removed before the print wheel can be taken off. Also, the replacement of the print wheel is easier if power to the system is on. With power applied, the raised peg is held stationary by the system and does not move.
- Tilt the carrier assembly toward you by placing thumb and forefinger on either side of the print hammer guide.
- Grasp the large rubber knob on the center of the print wheel and gently rock the print wheel away from the carrier (away from you).
- Note the square hole on the print wheel and the raised square peg on the carrier assembly.
- Hold the replacement print wheel by the black center knob and place the square hole in the print wheel over the raised peg on the carrier assembly.
- Gently push the print wheel onto the hub. Be sure the print wheel is securely seated by pressing down with your fingers around the print wheel hub.
- Return the carrier assembly to its printing position, replace the ribbon cartridge and the cover.

RIBBON GUIDES

PRINT HAMMER GUIDE

LATCH

LATCH
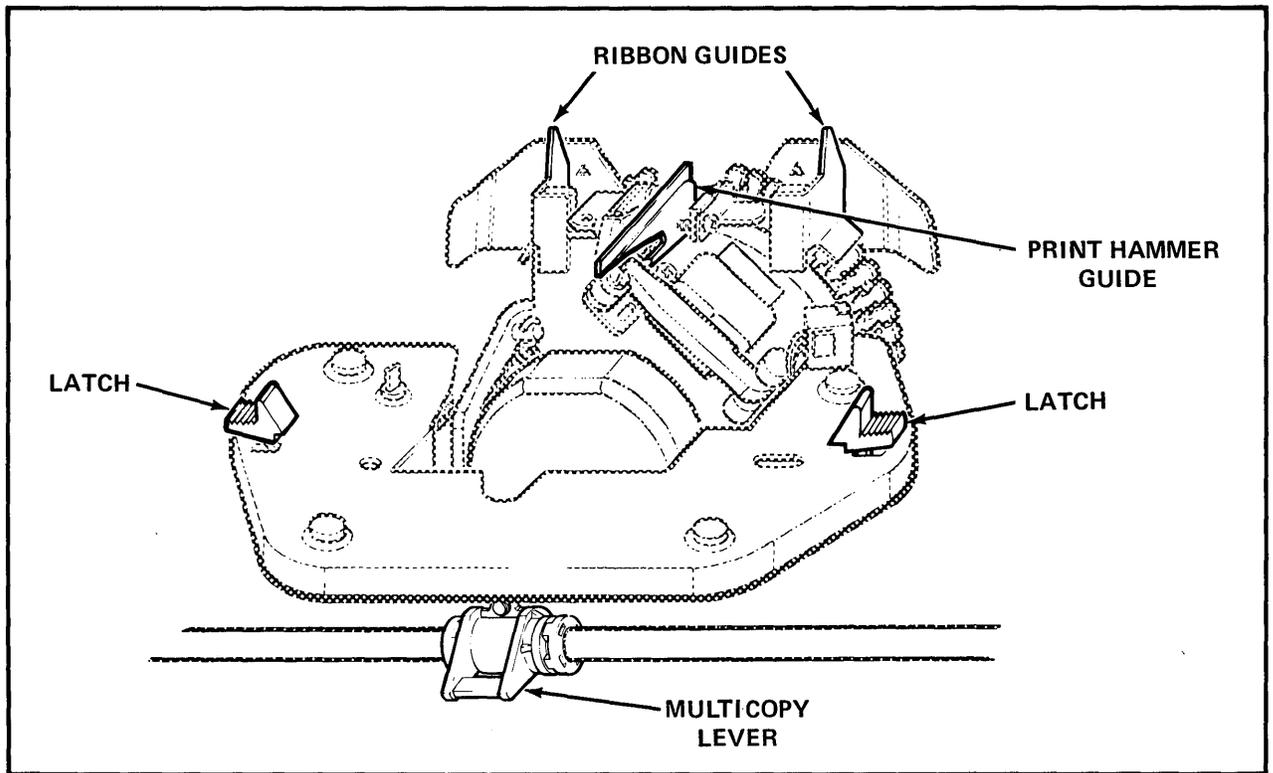
MULTICOPY LEVER

Impression Control

The two-position multicopy lever located at the front of the carrier assembly adjusts for paper thickness and print intensity. Setting the lever to its upward position moves the carrier closer to the platen and sets the print intensity to a moderate level. This is the normal setting for light and medium weight paper with up to two carbon copies. For heavier paper with up to five carbon copies, the multicopy lever should be set to its lower position, thus moving the carrier slightly away from the platen.

SHARED PRINTER INTERFACE

The Shared Printer Interface (SPI) comes with a manual that explains how to use it. The manual explains that you can have three systems plugged into the SPI. The sockets on the SPI are marked A, B and C. Each system will be referred to as A, B or C, depending on which socket it is plugged into.

In addition to the information in the manual, there are a few specific rules that must be followed when using the SPI with 860 Information Processing Systems.

● When using the SPI, you must be sure that your System Disc shows SHARED PRINTER INTERFACE - YES in the configuration column.

● The software must be loaded in both the A and B systems before the printer can be used.

   - It is a good idea to turn on both the A and B systems and load the software first thing in the morning. Software is loaded by selecting a software option (like WORD PROCESSING) from the System Disc Page and touching ACCPT.

   - If you also have a system plugged into the C socket, it is a good idea to load its software when you load A and B. If you turn the C system on or off during the day, the C light on the SPI plug may stay on. Should this happen, touch CODE + PARA at the A or B system and then hold down the advance switch on the SPI plug until the C light goes off.

   - You may see the message INSERT PAPER in the Command Line after the 860's are turned on and loaded. Touching STOP will clear the message.

● The software cannot be reloaded in either system A or B while the printer is being used.

   - Any time the A or B system is going to reload software, you must stop the printer, load the software and then restart the printer.

   - Reloading software occurs when you select a software option on the System Disc Page and touch ACCPT. That means that you reload software after using a Utility or when selecting another software option. Of course, you will also reload software after touching the Restart button on the diagnostic panel.

   - You can reload software in the C system while the printer is being used.

● If you mix 860's with 850's on the SPI, the 860 must be plugged into the highest letter on the SPI.

   - If you have one 860 and one 850, the 860 must be plugged into the A socket. If you have two 860's and one 850, the 860's must be plugged into the A and B sockets and the 850 into the C socket.

SHARED PRINTER INTERFACE (cont.)

- The printer cannot be used while diagnostics is being run in any of the systems.

    - To run diagnostics, stop the printer, run diagnostics in one of the 860's, then reload the software and start the printer again.

- You should not clear a partially printed document from the Active List if another system is using the printer.

    - If you need to clear a partially printed document, wait until the printer is free (no SPI lights on), then clear the document from the Active List.

- If printing is stopped in the middle of a page, you may have to use CODE + PARA at the keyboard rather then the STOP/START button on the printer to start the printer again.

Double Sided Discs

The 860 records on one side of a single sided disc and on both sides of a double sided disc. The illustration below shows how you can tell the difference between a double sided disc and a single sided disc.

Double Sided   **Single Sided**
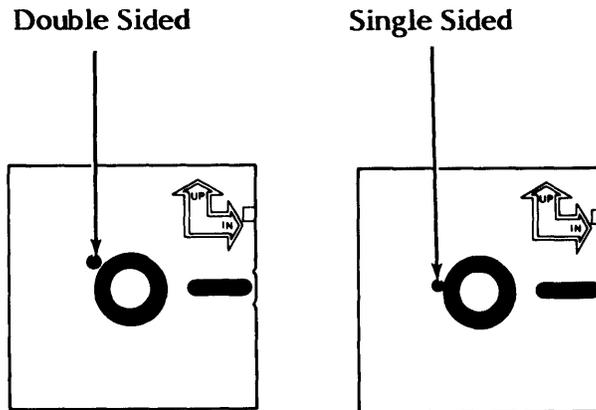
In order to use a double sided disc, you must select double sided disc under Configuration when you create your System Disc.

Single sided discs may be used in a double sided disc station.

Initializing a double sided disc is just like initializing a single sided disc. First the system will initialize and verify Side one of the disc, then initialize and verify Side Two, then display the message **0** Flawed Sectors.

Note: When a double sided disc station is in use, the disc station door is locked and will not open until all documents are stored.

Using Custom Print Wheels

If you have a custom print wheel with a special character, you can access the special character with the bracket key. Be sure you select STD (standard) as the KB/PW (keyboard/print wheel) in the format block when you type a document that uses the special character.

Special characters are on the upper-case period and upper-case comma spokes of the print wheel. To access the character on the upper-case period spoke, you use shift + the bracket key; to access the character on the upper-case comma spoke, you use the bracket key. Although brackets will display on the screen, the special characters will print in your document when you use the custom print wheel.

INDEX

Index