

POINT 4'S ELECTRONIC OFFICE SYSTEM: OFFICE AUTOMATION FOR THE IRIS USER

The POINT 4 Electronic Office System (EOS) brings the newest generation of timesaving, high-productivity business tools into the work environment for users of the IRIS* Operating System. Now, any of the POINT 4 MARK series of computers can become a center for office automation with the simple addition of the Electronic Office System software packages.

With the Electronic Office System, the user can have the most frequently used business

capabilities like Electronic Mail, Calendar, and Word Processing, all without the addition of special hardware.

MOST-NEEDED CAPABILITIES

POINT 4 has equipped the Electronic Office System with the features most often specified by users as top priority:

WORD PROCESSING

The cornerstone of the Electronic Office System is

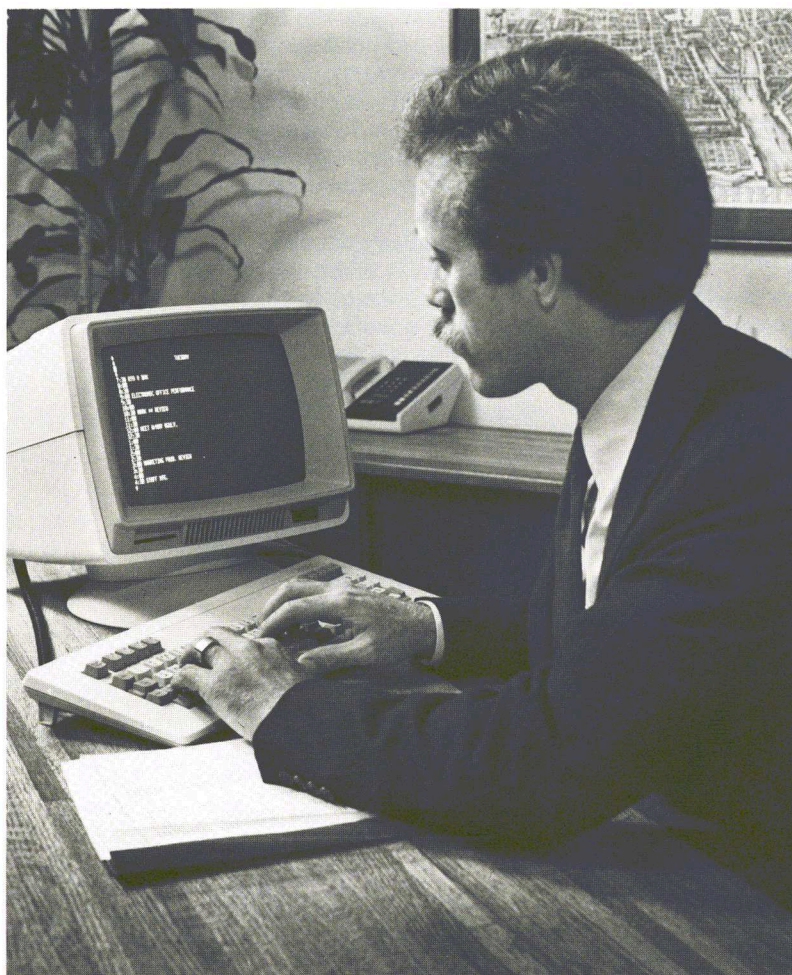
POINT 4's user-oriented Word Processing package. The Word Processing function is an integral part of the Electronic Office System and a vital component of a contemporary office system. POINT 4's Word Processing system is set up like a typewriter—all operations are visible on a single line, and tab functions are typewriter identical, making the system familiar and easy to use. 40 editing functions make preparation of a document fast and easy. Sections of text can be stored and retrieved so a new document can be built from previously stored paragraphs. All operations are easily selected from a main menu, and text is stored on disk. A special "queue" feature allows the user to work on one document while another is waiting to be printed. Security is assured by individual passwords and user verification.

ELECTRONIC MAIL

The EOS user can send short memos or full-length documents to one individual or an entire mailing list without a single piece of paper changing hands. Anytime a user enters the EOS main menu, a message will appear to show that mail is waiting. Mail can be addressed on the document or sent to those on a distributor list. With Electronic Mail, the communication time is almost instantaneous.

ELECTRONIC CALENDAR

Instantly, from any port on the system, a user can set his own schedule, check someone else's schedule and set group meetings, automatically. All appropriate parties can have access to an executive's time schedule from their desk at the touch of a key. Private appointments may be marked as



MULTI-USER SYSTEMS DESIGNED WITH YOUR NEEDS IN MIND

“private” but no further information is given. The Calendar is formatted like a business person’s day-planner so it is as familiar and easy to use as the familiar appointment book, but more convenient and efficient. And with the “auto meeting” mode, meetings can be set or rescheduled instantly, with the system doing the work of checking each individual’s scheduled time.

TRUE EASE-OF-USE

Unlike many office automation products, the POINT 4 Electronic Office System has simple, consistent operating characteristics.

Integrated functions:

Important, frequently used operations are invoked by function keys. The keys remain constant among all modules. The user doesn’t have to refer to complex instructions to operate the system.

Consistent display:

The format of screen displays is consistent among modules so that once learned, the user doesn’t have to learn a new set as he moves from Electronic Mail to Word Processing to Calendar.

Easy “menu” selection:

System functions can be selected by simply moving the cursor to the required feature

listed in menu fashion on the screen. In addition, each menu selection is identified by one, two or three character mnemonics. This allows the user to go from the execution of one function to another without moving through menus. A BROWSE key lists the functions of the entire system and makes selection simple. Throughout the EOS, the BROWSE key can be used to review alternatives without exiting the function being used.

Clear prompts:

When system input is required, the user knows by the inverse video box with a blinking cursor which is clearly visible on the screen. When no input is needed the box disappears. The user does not have to rely on guesswork to interact with the system.

Low-cost terminal operation:

The POINT 4 Electronic Office System is designed to operate on POINT 4 workstations or other conversational terminals. These terminals provide an exceptional combination of economy and performance features necessary for the implementation of the Electronic Office functions. For full details, a terminal product brief is available from POINT 4.

POINT 4: RESPONSIVE TO OUR CUSTOMERS’ NEEDS

At POINT 4 Data Corporation, our business is multi-user systems with a personal touch. We design and manufacture computer systems, distribute them through a worldwide network of value-added resellers and support those resellers with personal service.

POINT 4 computer systems are flexible, cost-efficient, expandable and upward compatible. And we’re working for the future, developing new and better products and planning more and better ways to support our customers.

The materials contained herein are intended for general information. Details and specifications concerning the use and operation of POINT 4 Data Corporation’s equipment and software are contained in the applicable technical manuals, available through local sales representatives.

*IRIS is a trademark of POINT 4 Data Corporation



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