

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



