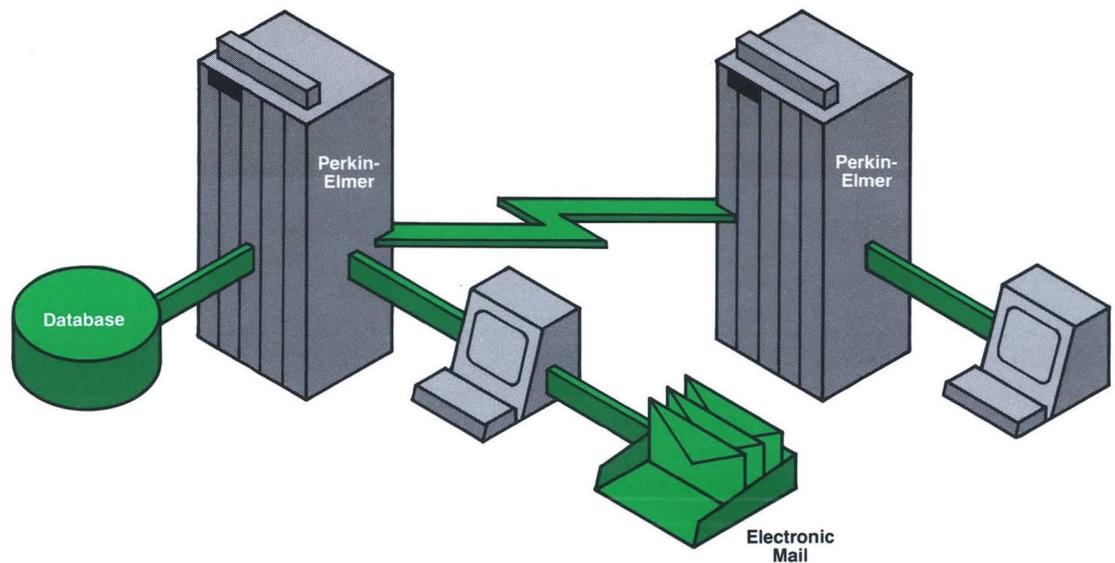


NEM/32

Network Electronic Mail



Overview

Network Electronic Mail (NEM/32) provides users of Perkin-Elmer's Reliance System the ability to easily and efficiently communicate information, without the delays often associated with the mail and telephone services. And by adding Perkin-Elmer's PENnet Plus Open Systems Network, this electronic mail capability can be used across multiple computer systems, worldwide.

Electronic mail provides many benefits over traditional telephone and correspondence systems, for example:

- Dramatic reduction in time wasted, in making contact and obtaining feedback.
- Rapid delivery of messages and memos, without requiring the addressee to be immediately available.
- Wide, rapid distribution of information without the need for duplication.
- Simple means of maintaining up-to-date circulation lists, standard forms, notice boards and meeting reminders.

NEM/32 provides many easy to use features, including the ability to:

- Create messages and memos.
- Amend messages and memos easily.
- Send mail to local or remote users.
- Obtain confirmation of messages received.
- Manage user-filing trays, including holding trays.
- Transfer mail between multiple trays, for private or public access.
- Manage security.

By operating in a secure, on-line environment, users can be confident that mail is correct, and available to all recipients, quickly and cost-effectively.

Product Description

NEM/32 supports creating, modifying and sending messages and memos. Messages can be up to 8 lines of 64 characters; memos are used for more extensive information. Memos are entered and easily modified by the editing commands provided.

Each message format includes a subject and an associated list of local or remote users, or groups, to whom the message will be sent.

When creating a message, a user may also specify that:

- A message is urgent—encouraging recipients to read it before other correspondence.
- Confirmation of receipt is required.
- A message is sent at a certain time and date for deferred delivery.
- A message is sent repeatedly.

Mail is automatically sent from a user's Out-tray, and received in each recipient's In-tray. This simple method of sending and receiving mail follows normal office practice, and is easy to use.

The ability to modify received mail enables managers to pass on mail for action by their staff.

NEM/32 also supports the ability to send mail to users who do not normally have access to an interactive terminal. Such users are termed "pseudo-users". Their mail is automatically printed with name and address details for forwarding via the normal mail service.

NEM/32 provides extensive capabilities for user control of mail privacy to ensure only authorized users read, modify or delete specific messages and memos.

When linked by a PENnet Plus network, this information can be transmitted to other users, who can be either local or remote.

Filing Trays

All mail is kept in electronic filing trays similar to a normal office in/out basket and filing cabinet. This enables office staff to use NEM/32, without the need for any special knowledge of computer data storage systems.

Each user has a minimum of two filing trays:

- In-tray for receipt of mail
- Out-tray for the sending of mail

Normally, each user would have an additional three trays (these are created automatically for every new user):

- Holding-tray for storing mail in chronological order for future reference.
- Waste paper basket for deleted mail. By default, 20 items are retained at any one time. This is useful for retrieving messages deleted in error.

- A printer tray to obtain automatic printed copy of mail.

Additional private filing trays can be created for other requirements, and organized in a simple concise manner.

A special form of tray known as a public tray may also be created. This facility provides the capability to specify common local information which can be accessed by all users, for example, a local bulletin board for all users to read or a central definition of standard forms to be used by the entire staff.

Users can select various options associated with their filing trays, including the automatic printing of all mail transferred to their out-tray.

User Groups

Each NEM/32 system can define groups of users to facilitate sending mail simultaneously to many users. This facility can be used for the creation and maintenance of circulation lists.

For ease of local message broadcasting, a standard user group known as ALL is provided on each system.

User groups may be either local or remote when NEM/32 is used in conjunction with PENnet Plus, Perkin-Elmer's networking system.

Security

Extensive system access security is provided through Perkin-Elmer's Reliance system, the basis for NEM/32. All users of each Reliance environment must be authorized and have valid passwords to access the computer system for any application.

In addition, access across a PENnet Plus network can be further controlled by the local network manager on each linked system.

NEM/32 provides for simple user control of electronic mail privacy. Users can specify who can have access to their private trays. Access can be defined as one of three types:

- Read access, which allows reading or printing.
- Modify access, which allows read access and modification.
- Delete access, which gives full control.

The privacy option within NEM/32 can be easily used to allow controlled access by a user on behalf of another user, for example, a secretary can scan the contents of a manager's in-tray for urgent messages.

Full system management facilities are also provided within NEM/32 to allow the electronic mail administrator to further control the definition of local users and user groups.

Ease of Use

No special training is required to use NEM/32. All operations are menu-driven, with prompts to assist the user with data entry.

Help screens, activated by the depression of a single help key, are provided so that users can pause, at any time, if they are unsure of the correct action. The system responds with a description of the correct actions for the current screen.

An information screen is also provided to allow users to pause and view a summary of the contents of their filing trays.

Printing of messages or memos can be done on standard printers associated with the terminals, or on special letter quality printers, as desired. Multiple printers are simply handled by having multiple print-trays, one for each printer to be used.

System Requirements Minimum Hardware Requirements

Any Perkin-Elmer Series 3200 system capable of running Reliance (or Reliance PLUS) and PENnet (if multiple computer systems are to be supported).

Minimum Software Requirements

OS/32 Release 6.2 or later.
Reliance (or Reliance PLUS) Release 6 or later.
PENnet Release 1 or later for networking support.

See the Reliance and PENnet Plus Product Bulletins for further details of system requirements.

Product Number

S7n-083—NEM/32 Software and Documentation Packages.

Note: n indicates the type of package required, please contact your local Perkin-Elmer sales office for ordering details.

Documentation

48-121—NEM/32 User Guide
48-122—NEM/32 Administration Manual

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