

2.8 Section Data Keys: Use the [INFO], [SECT1], [SECT2], and [SECT3] keys to access the client information called *section data*. This information appears in the areas of the video display shown in Figure 2-2. These keys can be used at any time. Each section can have several "pages" of data. To flip forward through the pages, press the relevant record key again. To flip back through the pages, press [SHIFT] plus the section key.

2.9 Message Keys: The message keys control access to the various types of client or caller messages—[IF], [FOR], [AT], and [TIMED]—as described in Section 4, "Messages." In combination with the mode keys, described below, the message keys control what kind of message is being handled, and what is being done with it.

2.10 Mode Keys: These keys — [ADD], [CHNG], [DELTE], [COPY], and [PRINT]— are used in association with the section data keys or message keys. They are used to add, change, delete, copy or print messages and pages of the section data.

2.11 Edit Keys: The edit keys may be used to change the message text or the section data.

2.12 Use the arrow keys to move the cursor around the various areas on the screen. The arrow keys move the cursor one space in the direction of the arrow.

2.13 Use the insert [INS] key to put any character you type exactly where you type it, pushing any succeeding characters ahead of it. Any characters shifted beyond the end of a field are lost. To stop inserting, press the [SHIFT] and the [INS] keys at the same time.

2.14 Use the [DELTE] key to delete a single character at the cursor position and move all subsequent characters one space to the left. When the [DELTE] key is used with the [SHIFT] key, the entire field is deleted.

2.15 Transmit Keys: There are three transmit keys, which are used to send the data currently on the screen to the computer. These are the [SEND], [QUIT] and [SAVE] keys. Each of these keys causes the data to be handled in a different way.

SEND: Pressing the [SEND] key advances you to the next screen without saving any changed data. This process may sometimes use data you just entered in order to get to the next step, but doesn't save any changed data.

SAVE: Pressing the [SAVE] key stores in memory any changes or additions currently on the screen, and goes on to the next step.

QUIT: Pressing the [QUIT] key causes any information that you just added or changed to be ignored. While in the menu system (see Section 3), if you press [QUIT] repeatedly you move backwards through the menu levels and eventually exit the menu system.

SUPER QUIT: If you're in the menu system, "Super Quit" is a quick way to exit the entire menu system to take incoming calls. To Super Quit, press the [SHIFT] key and the [QUIT] key together. Do this before pressing [READY].