



ZAP Compression E-mail Service (Mobile Communicator)

Users guide for sending an E-Mail Message

The following guide takes you through the preparation, connection and sending of an e-mail message with or without attachments using ZAP Compression Email software and Microsoft Outlook 2000.

**ZAP is compatible with Windows'95/98/NT/2000 and
requires**

MICROSOFT Outlook 2000 (MS Outlook)

The installation guide is split into 2 basic steps

Preparation

Sending

If you have any problems please contact our Support Dept

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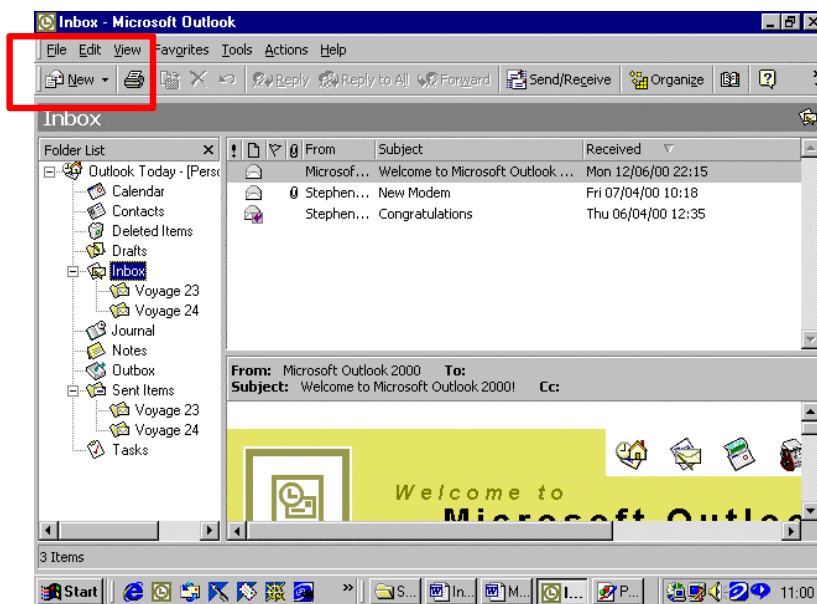
Step 1

Preparing a Message

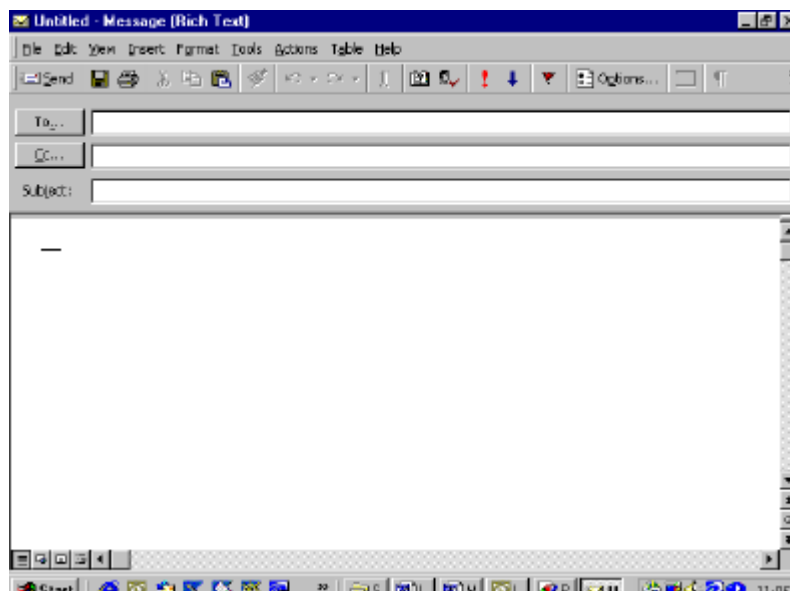
1.1 Open Outlook using the icon on your Desktop.



1.2 Make sure the "Folder List" is open – click "View" and then "Folder List" if it is not. Whilst you are in there, you can take out the "Outlook Bar" if it is highlighted, as it is not required when sending messages. Your screen should then look like this....

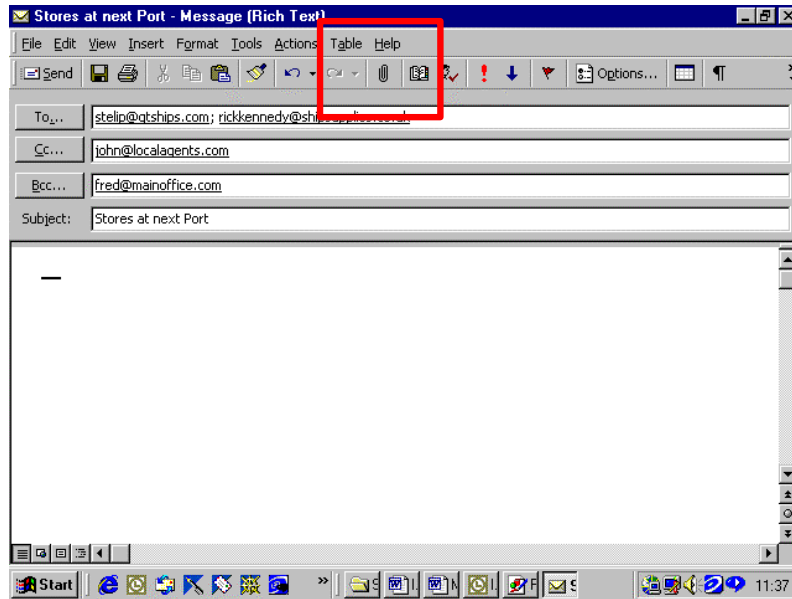


1.3 Select "New" in the top left hand corner of the screen and a new message will open with the envelope at the top, ready for you to complete the address and the body of the message at the bottom ready for you to write your message.

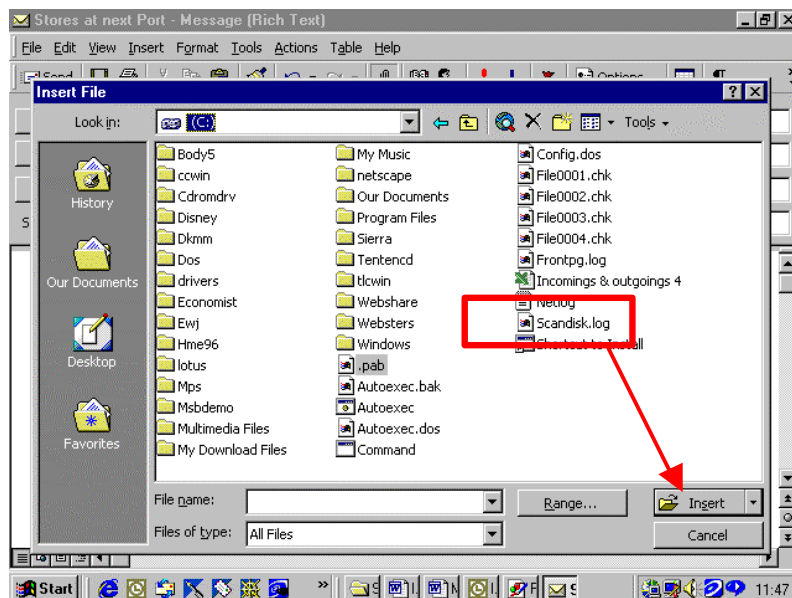


Attaching a File to the Message

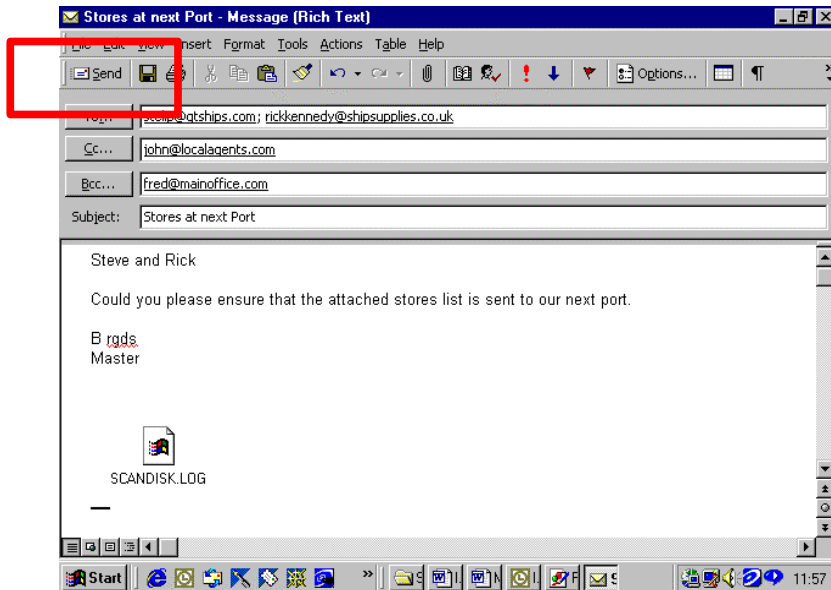
- 1.6 It is not necessary to attach a file to each message but if you would like to attach a file to the message you can do so by clicking on the small paper clip icon in the middle of the tool bar.



- 1.7 This will give you access to your Computer and any network you may be connected to onboard.

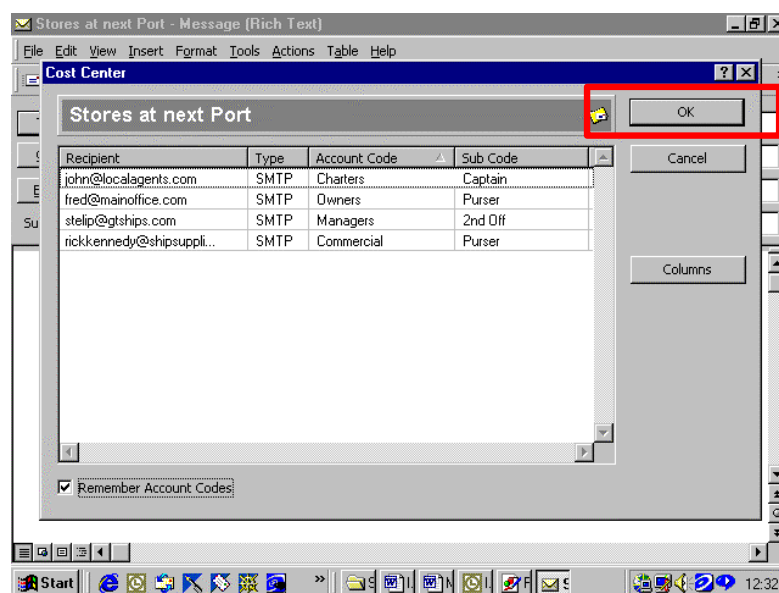


- 1.8 Simply select the file you want to attach to the message and press **"Insert"**.

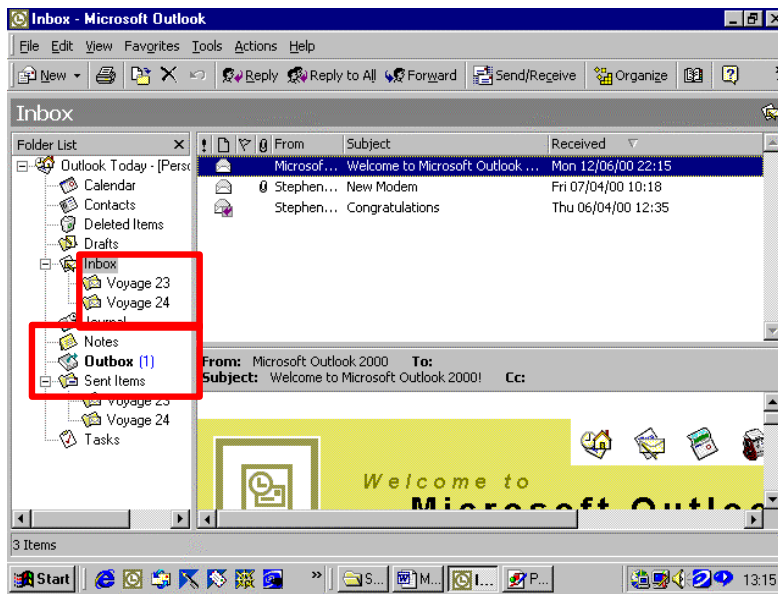


- 1.8 The message is now ready to send. So simply click the **"Send"** button at the top left.
- 1.9 The software now takes you into the **"Cost Centre"** to allow you to allocate each address to an account.

You will note that you can even select a **sub account** and allocate a name to it. You will also note that if you click **"Remember Account Codes"** the next time you send a message to this address the account code is remembered by the software.



- 1.10 When you click **"OK"** the software will take you back to the **"Inbox"** so you can decide whether you want to prepare another message or transmit the message you have just prepared.

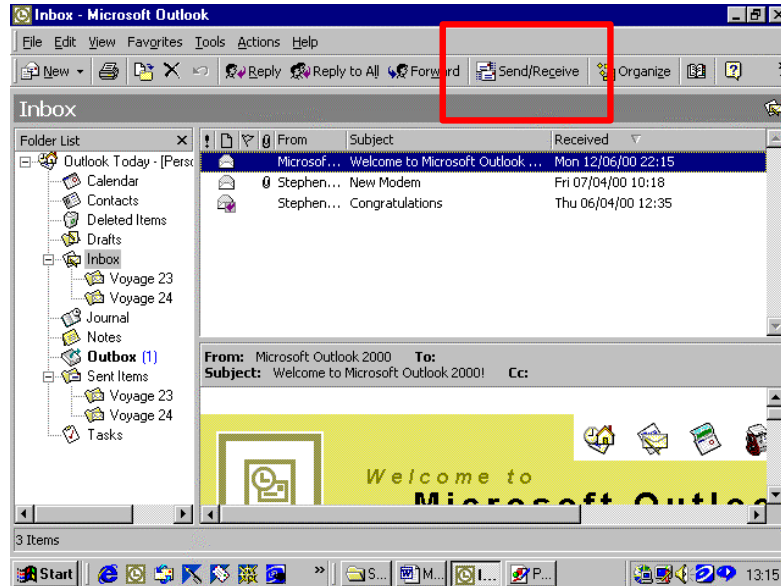


Notice the **Outbox** is now bold and has a number in brackets alongside it. This indicates that you have prepared one message and it is sat in the outbox waiting to be transmitted.

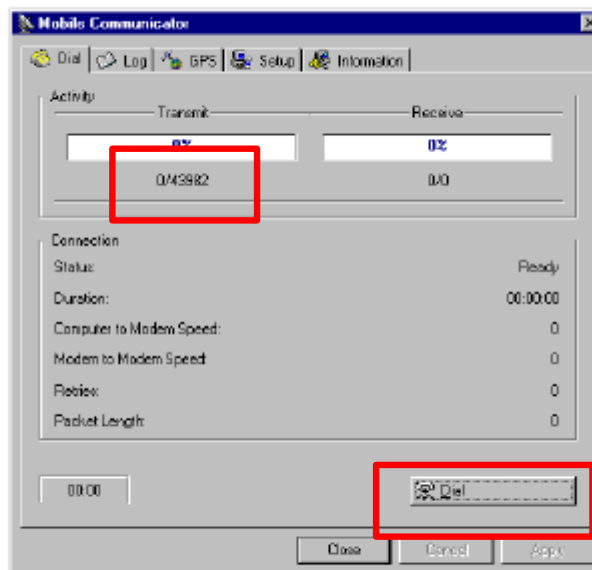
Step 2

Sending Your Message

- 2.1 You can transmit the message now or send it later compressed with further messages you may wish to prepare in this session.
- 2.2 If you are ready to transmit then simply click the **"Send/Receive"** button in the middle of the tool bar.



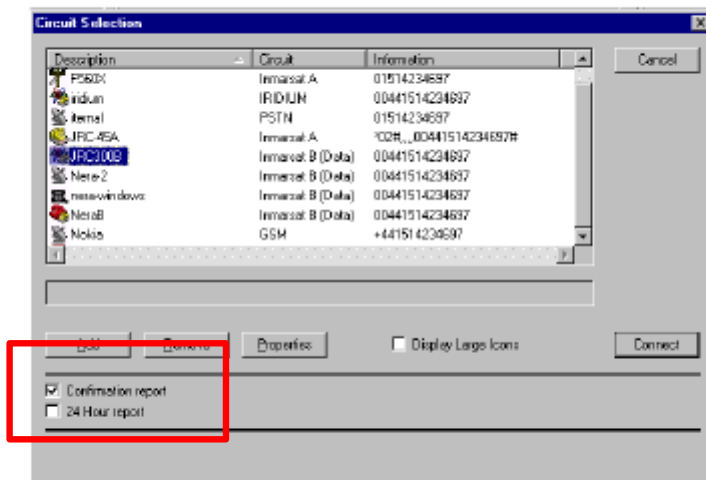
- 2.3 The system will check for any mail waiting to be transmitted and will then take you into the ZAP software.



- 2.4 Your mouse is now sat on the **"Dial"** button ready for you to click and you will see that 43982 bytes of compressed data is ready for transmission in the **"Transmit"** section of the **"Activity Box"**.
- 2.5 Upon clicking the **"Dial"** button you are presented with **"Circuit Selection"** (see diagram below). Again the mouse is positioned over the **"Connect"** button so that, if all is well you can simply skip through this.

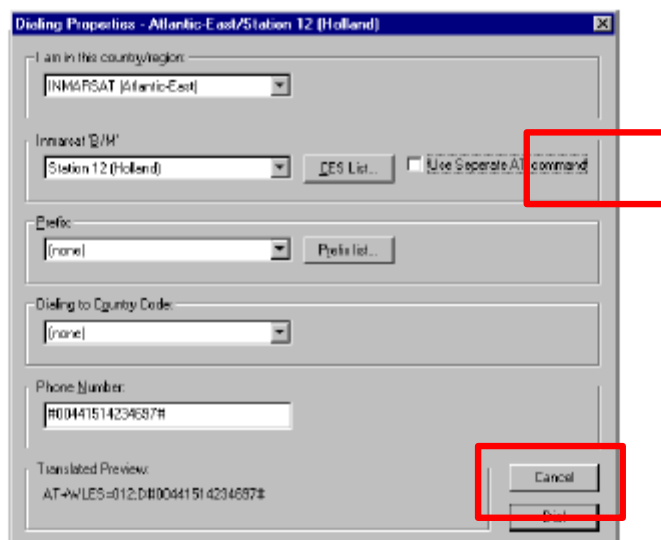
This is section where you can change the protocol to cater for other modes of transmission. Apart from Inmarsat you can use GSM, ICO, GlobalStar and the normal telephone line (PSTN).

In this window you can choose a **"Confirmation Report"** or a **"24 hour Report"** by ticking the box in the bottom left hand corner. See page 10 for explanation of **"Confirmation**



Report".

- 2.6 Upon clicking the **"Connect"** button whilst in **"Circuit Selection"** you are then asked to check the Satellite and LES in the section marked **"Dialing Properties"**. Again your mouse is positioned over the **"Dial"** button so that you may skip if all is well.
- 2.7 Now you are through to the final check, which is the Satellite and LES. If OK



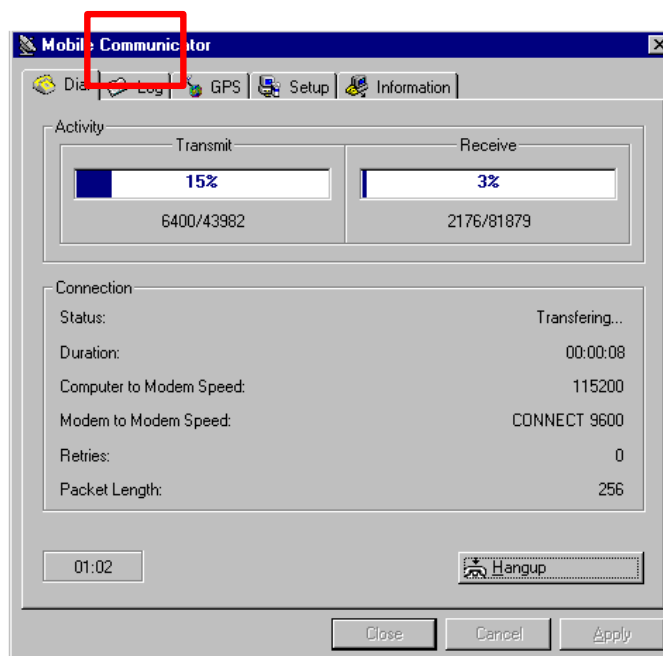
you may skip by pressing the mouse again as it is positioned over the **“Dial”** button. (If not OK then go to page 10). **At this point you will go on line and start the transmission.**

It is important to check the telephone number and make sure all the prefixes are in place.

The number to dial for the hub is 00441512577030

2.8 The software will now revert back to the first page to allow you to monitor the transmission.

You will see the data transmitting and if any data is waiting for you in the mailbox ashore, you will also notice data coming into the **“Receive”** section of the **Activity Box**.



2.9 To monitor the transfer, simply click on the **“Log”** tab at the top. In here you will get a full breakdown of the transfer as it progresses. This will not disrupt your transfer.

2.10 Keep your eye on the duration as data is transferring. - If the data throughput is bad then it may be better to restart the transmission as you may have a bad circuit.

2.11 Also watch the number of **“Retries”** – less than 10 for the average transfer is normal.

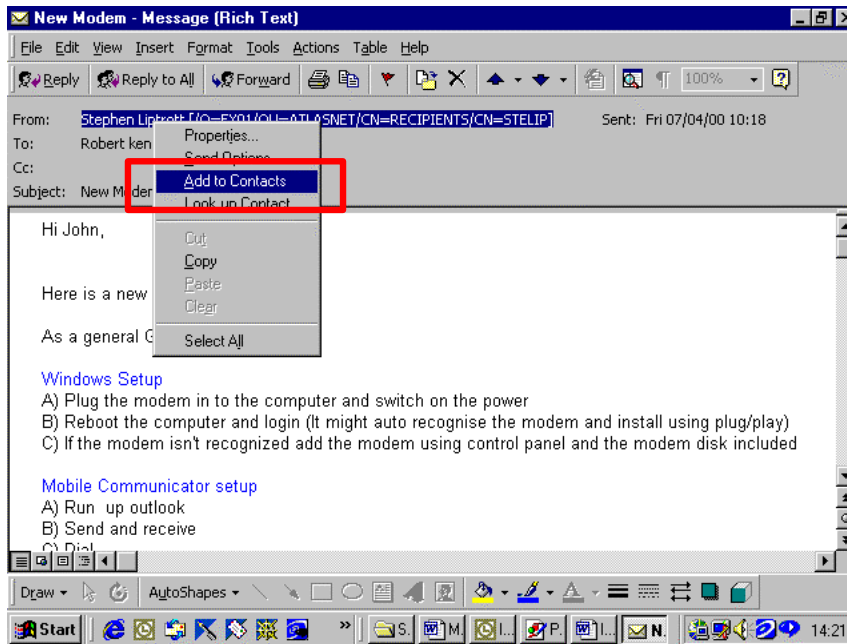
2.12 Finally, as soon as the transmission is complete the software will clear down and you will see the **“Hang up”** button return to **“Dial”**. You will also see that the data figures are equal in both sections of the activity box.

Section 3

How to Save an Address to your Address Book.

If you receive a message or you have inserted an e-mail address and would like to save the address to your address book simply continue as follows:

- 3.1 Open the message
- 3.2 Right click on the address you wish to save to your address book.
- 3.3 Click on **"Add to Contacts"**
- 3.4 You will now find the address in your contact address book for future use.



Confirmation Report

Each transmission is recorded at the hub and a report placed back in your mailbox for you to pick up next time you dial in. The reports are numbered in sequence and show the time on line plus the total data sent and received so that you can keep a record. They are an option you can turn on or off with a tick box in "Circuit Selection" window (page 8).

Dialing Properties

From Page 8 section 2.7 if you need to change the satellite simply click the arrow down at the right of the top box and select from the list which satellite you require.

If you are changing the satellite, then you may be changing the LES, again click the arrow down on the right of the second box down and select from the list which Land Earth Station you require.

The third and fourth boxes entitled **"Prefix"** and **"Dialing to Country Code"** should both read **(none)** as the third box is for use when connected to a telephone system and the fourth is for use when connected to a PSTN.