

INTRODUCTION

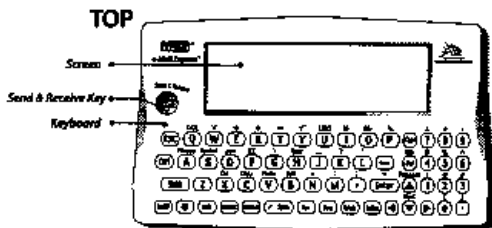
Basic Introduction to your VTech® e-Mail Express™

Welcome to a whole new way to stay in touch with your friends and family! The **VTech® e-Mail Express™** is designed to make sending, receiving, reading and writing e-mail as easy as 1, 2... (there isn't a third step!). It's that easy!

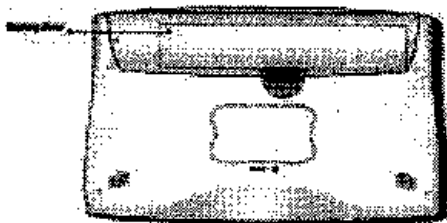
What VTech has created is a product that focuses almost completely on using e-mail to communicate with people all over the world. Our objective was to make writing e-mail, reading e-mail, sending e-mail and receiving e-mail quick and simple. With your **VTech® e-Mail Express™**, you don't need to wait for a computer to 'boot-up', or learn how to configure a modem to connect to the Internet, or even learn how to use a mouse and keyboard to write e-mail. We understand that communicating with e-mail is easy and fun so we have designed an easy and fun product just for you to send and receive e-mail.

VTech has also launched an e-mail service called vtechworld.com. By launching this service, we've eliminated all of the headaches of sending and receiving e-mail with a computer. Because you are using a VTech e-mail product with the VTech e-mail service, connecting to vtechworld.com requires only a single push of a button!

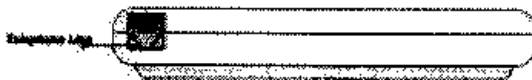
Overview



Bottom



Back



Inserting a Telephone Cord into the Telephone Line Jack

Before you can connect to vtechworld.com, you need to connect your **VTech® e-Mail Express™** to a working telephone line. To do so, be sure your **VTech® e-Mail Express™** is turned off. Insert the telephone cord (included) into the jack labeled 'Telephone Line'.

Power Supply

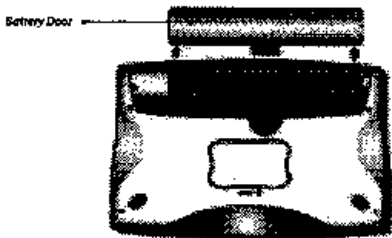
The **VTech® e-Mail Express™** runs on only 2 'AA' size batteries.

INSTALLING BATTERIES

It's important to note that you must replace the batteries in your **VTech® e-Mail Express™** within one minute, or the information stored inside may be permanently lost.

Two (2) 'AA' size batteries power your **VTech® e-Mail Express™**. Here's how to install them:

1. Be sure your **VTech® e-Mail Express™** is turned off.
2. Open the battery door on the product's bottom.
3. Insert two (2) new 'AA' size batteries.
4. Close the battery door.



Please note that if the product stops working or the screen appears very dim, be sure the batteries are installed properly and are fresh.

WARNING: You must replace the batteries in your **VTech® e-Mail Express™** within one minute, or the information stored inside may be permanently lost.

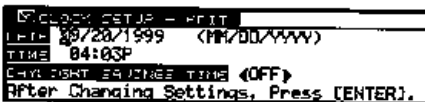
Adjusting the Clock after Changing the Batteries

When you replace the batteries on your **VTech® e-Mail Express™**, since the internal clock stops when the batteries are removed, you might need to adjust the time.

1. If you need to adjust the clock, choose 'CHANGE CLOCK' on the screen to adjust the clock.



2. You can adjust the time on the following screen.



3. After you have adjusted the time, press the 'Done' key and the 'Y' key to save the changes and leave 'Clock Setup'.

Auto Shut-Off

If your **VTech® e-Mail Express™** is turned on and left untouched for a specific amount of time, it will automatically shut itself off to conserve power. You can adjust the amount

of time required for the product to automatically shut itself off in Screen Setup. See the 'Screen Setup' section of the manual for more information on customizing Auto Shut-Off.

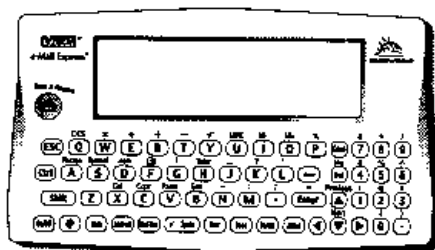
Turning the Product On/Off

To turn your **VTech® e-Mail Express™** on and off, press the red 'ON/OFF' button located at the lower left corner of the product.

Resetting the Product

If you want to erase all of the information on your **VTech® e-Mail Express™**, insert the end of a paper clip into the small hole labeled 'RESET' on the bottom of the product. The next time you turn on the product, you will be asked to confirm the 'RESET' operation. If you select 'Y' for 'yes', all of the information on your **VTech® e-Mail Express™** will be erased.

Keyboard layout



Letter keys: use these keys to type letters.

Number keys: use these keys to type numbers.

Ctrl: this key is used in conjunction with other keys to produce

a desired effect or as a 'keyboard shortcut' for a command that would require more than one keystroke. For example, if you hold down the 'Ctrl' key and press the 'H' key, you will automatically open the Tutor Topics contents for the program or tool you are currently using.

Here are some other ways the 'Ctrl' key can be used:

- Ctrl + A [Phrase shortcut] opens the sentence message box which lets you insert a commonly used phrase.
- Ctrl + S [Symbol shortcut] opens the symbol box which lets you insert a commonly used symbol.
- Ctrl + D [.com shortcut] inserts a '.com' wherever the cursor is located on the screen.
- Ctrl + F [Smiley Library shortcut] opens the Smiley Library which lets you insert a commonly used smiley icon.
- Ctrl + H [Tutor shortcut] opens the Tutor Topics contents for the program or tool you are currently using and displays a list of Tutor Topics.
- Ctrl + G inserts a '/' (forward slash) wherever the cursor is located.
- Ctrl + J inserts an '_' (underscore) wherever the cursor is located. Many e-mail addresses have an underscore in between a person's first and last name.
- Ctrl + K inserts a '?' (question mark) wherever the cursor is located.
- Ctrl + L inserts an ''' (apostrophe) wherever the cursor is located.
- Ctrl + X [Cut shortcut] clips the highlighted text and places

it on the clipboard; clipboard text can be discarded or pasted into another area.

- Ctrl + C [Copy shortcut] copies the highlighted text and places it on the clipboard; clipboard text can be discarded or pasted into another area.
- Ctrl + V [Paste shortcut] inserts the text from the clipboard wherever the cursor is located on the screen.
- Ctrl + B [Edit shortcut] allows you to edit the record you are viewing.
- Ctrl + N inserts a '-' (hyphen) wherever the cursor is located.
- Ctrl + M inserts a ':' (colon) wherever the cursor is located.
- Ctrl + ; inserts a ';' (semi-colon) wherever the cursor is located.
- Ctrl + ▲ [Previous shortcut] allows you to view the previous record or message in a list.
- Ctrl + ▼ [Next shortcut] allows you to view the next record or message in a list.

Shift: this key is used in conjunction with other keys to produce a desired effect. For example, if you hold down the 'Shift' key and press the 'B' key, an asterisk '*' will appear on the screen.

Here are some other ways the 'Shift' key can be used:

- Shift + Number keys type the symbol above the number ('Shift' + '4' = '\$')
- Shift + ▲ ▼ ('Up' and 'Down' arrow keys) can be used to highlight multiple messages in your mailbox. When multiple messages are highlighted, they can be deleted or moved all at once.

- Shift + ▲ ▼ ◀ ▶ (‘Up,’Down,’Left’ and ‘Right’ arrow keys) can be used to highlight characters or sentences in a message. When characters or sentences are highlighted, they can be deleted all at once.
- Shift + ‘Del.’ key begins the ‘Insert’ feature. With the ‘Insert’ feature, you can switch the cursor from normal typing to overwrite typing. The cursor shape will change from <_> for normal typing and <■> for overwrite typing.

Here is a list of symbols that can be inserted by using the ‘Shift’ key in conjunction with the number keys:

- Shift + 0 inserts a ‘(’ wherever the cursor is located.
- Shift + . inserts a ‘)’ wherever the cursor is located.
- Shift + 1 inserts a ‘!’ wherever the cursor is located.
- Shift + 2 inserts a ‘@’ wherever the cursor is located.
- Shift + 3 inserts a ‘#’ wherever the cursor is located.
- Shift + 4 inserts a ‘\$’ wherever the cursor is located.
- Shift + 5 inserts a ‘%’ wherever the cursor is located.
- Shift + 6 inserts a ‘^’ wherever the cursor is located.
- Shift + 7 inserts a ‘&’ wherever the cursor is located.
- Shift + 8 inserts a ‘*’ wherever the cursor is located.
- Shift + 9 inserts a ‘/’ wherever the cursor is located.

On/Off: press this button to turn your **VTech® e-Mail Express™** on or off.

Send & Receive: press this button to connect to vtechworld.com to send and receive e-mail messages. Make sure your **VTech® e-Mail Express™** is connected to a telephone line.

@: press this key to insert an '@' wherever the cursor is located.

Main: press this key to quickly return to the main menu of your **VTech® e-Mail Express™**.

Address: when you are writing a message press this hotkey to open the Address Book and insert an e-mail address into the message. You can also press this hotkey to quickly view a telephone number or home address for an individual.

Mail Box: press this button to quickly 'cycle' through and view the contents of your Inbox, Outbox, Sent Message Log, Drafts folder and Message Archive folder.

Space: press this key to insert a space between words or letters. Also the Space Bar can be used to mark multiple messages or records. Multiple messages or records that are marked can be deleted or moved all at once.

New: press this key to begin writing a new e-mail message or record.

Done: press this key after you have finished writing a new e-mail message and want to place it in your Outbox. Messages in your Outbox will be sent the next time you connect to vtechworld.com. Also, you can press the 'Done' key after you have edited or created an event, or Address Book record. Events, tasks and Address Book records are explained later in the User Guide.

Delete: press this key to delete a message you are reading, a message in your mailbox or to delete an event, task or Address Book record.

Action: press this key to open the action menu. The action menu contains additional features of your **VTech® e-Mail Express™**.

Caps: press this key if you want to type in all capital letters. Press this key again to continue typing in lower case letters.

Del: press this key to delete any character to the right of the cursor. Please note that pressing the 'Shift' + 'Del.' key begins the 'Insert' feature. With the 'Insert' feature, you can switch the cursor from normal typing to typing over characters (overwrite). The cursor shape will change from < _ > for normal typing and < █ > for overwrite typing.

▲ ▼ ◀ ▶: press these keys to move the cursor up, down, left or right on the screen. Also, the Arrow Keys can be used to adjust some settings on your **VTech® e-Mail Express™**.

Enter: press this key to move the cursor to the next line or to confirm an action.

←: press this key to delete any character to the left of the cursor.

ESC: press this key to return to the previous screen you were viewing.

Viewing Messages on Your VTech® e-Mail Express™


It helps to understand the way messages in your mail box are displayed on the screen of your VTech® e-Mail Express™.


Here's an explanation of each of the ways messages are displayed:

List View

The e-mail List View displays a list of all the messages in your My Mailbox folders. In the List View of your Outbox, you will see the first e-mail address of the person receiving your message. In the List View of your Inbox, you will see the e-mail address of the person who sent you a message.

On the left side of the screen in the List View of your Inbox, you will see three different status pictures. These status pictures communicate the following about each message:

 : the e-mail message has not been opened or read by the User.

 : the e-mail message is locked and requires approval (usually by a parent or guardian) before it can be opened and read. The message is locked because the sender is not on the User's Allow List. For more information on the Allow List, please see 'Turn On/Off Allow List' and 'Edit Allow List' in the 'Allow List Manager' section of the User Guide.

You can also use the 'Mark' feature of your VTech® e-Mail Express™ while in the List View to delete multiple messages. To 'Mark' a message, use the 'Up' and 'Down' arrow keys to highlight a message and press the 'Space Bar' to place a 'check mark' next to it.

You can always quickly access the List View of all your My Mailbox folders by pressing the Mail Box key located to the

left of the 'Space' on your **VTech® e-Mail Express™**.

Message View

The e-mail Message View is very straight forward: it shows you the content of a message. To access the Message View, simply highlight a message in the List View and press the 'Enter' key.

Edit View

The e-mail Edit View allows you to write or change an e-mail message.

For example, if you have highlighted a message in the List View of your Outbox, you can select 'Edit' from the action menu to make a change to the message.

Common Menu Actions

As mentioned earlier, there are a number of different actions that enhance the features of your **VTech® e-Mail Express™**. These actions can be launched using a keyboard shortcut or by pressing the 'Action' key on the keyboard. Please see the Keyboard Layout chapter of the User Guide for more information on keyboard shortcuts.

Here's how you can use the 'Action' key to access the action menu:

1. After you have opened one of the programs in the 'Main Menu', press the 'Action' key to display the action menu.
2. Highlight one of the actions using the 'Up', 'Down', 'Left' and 'Right' arrow keys and press the 'Enter' key.
3. You have just launched an action from the action menu.

Once you get good at using the action menu, maybe you can try this easy shortcut: instead of highlighting an action using the arrow keys, just press the letter on the keyboard that matches the underlined letter of the action you want to launch.

For example, if you are typing an e-mail message and want to insert a commonly used phrase or sentence, just press the 'Action' key and the 'W' key to launch the sentence message box.

Don't forget that you can also launch a few of the actions by using a keyboard shortcut. As you may have noticed, there are yellow words and symbols above some of the keyboard keys. If you hold down the yellow 'Ctrl' key and press one of the keys with a yellow word or symbol above it, you will launch the action that corresponds to that key.

For example, if you hold down the 'Ctrl' key and press the 'H' key, you will launch the list of the Tutor Topics associated with the program or tool you are currently using.

Marking and Unmarking Messages and Records

Using the arrow keys and 'Space' key, you can place a 'check mark' next to several messages or records. Multiple messages or records that are marked can be deleted or moved all at once.

Here's how to mark or unmark messages and records:

1. Use the 'Up' or 'Down' arrow key to highlight a message you want to mark.
2. Once you have highlighted the message, press the 'Space' key to place a 'check mark' next to it.

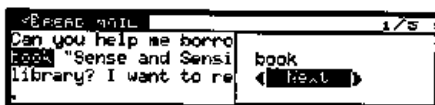
3. If you want to unmark a marked message or record, simply highlight that message and press the 'Space' key again. After you have marked multiple messages or records you can press the 'Delete' key to delete them.

Find a Specific String

The 'Find' action is a quick and easy way to locate a specific record or piece of text in your **VTech® e-Mail Express™**.

Here's how to use the 'Find' action:

1. Press the 'Action' key to launch the action menu.
2. Select 'Find' from the action menu.
3. The next screen contains a box for you to type in a clue for the record or text for which you are searching. After typing in the clue, press the 'Enter' key.



4. If the record or text you are searching for has been found, it will be displayed on the screen.
5. Another box will appear asking if you would like your **VTech® e-Mail Express™** to find another record or piece of text that matches your clue.
6. Press the 'Enter' key to continue searching or the 'ESC' key to exit the 'Find' action.

Deleting a Message or Record

The "Delete" action can be used in three different ways. It is important to understand the three different delete actions so you do not erase something from your **VTech® e-Mail Express™** that you wanted to keep.

Here's how to use the three 'Delete' actions:

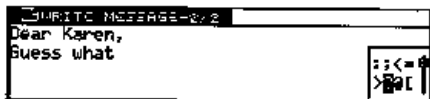
- 1) Delete Messages...All Messages: As an example, if you are viewing the list of e-mail messages in your Sent Message Log, you can delete all of the messages in the log by selecting 'Delete Messages...All Messages' from the action menu. Please note that once you select and confirm the 'Delete Messages ...All Messages' action, you can not retrieve the deleted messages or records.
- 2) Delete Messages...By Date Range: As an example, you can delete all of the events in your electronic Calendar that occurred prior to May 1, 2001 using the 'Delete Messages ...By Date Range' action. The dates that you want to use as 'the date range' can be typed into the box that appears after you have launched this action. Please note that once you select and confirm the 'Delete Messages ...By Date Range' action, you cannot retrieve the deleted messages or records.
- 3) Delete Messages...This Message: select 'Delete Messages... This Message' from the action menu to delete a single, highlighted message or record. This command can also be used to delete multiple marked messages (see the 'Marking and Unmarking Messages and Records' chapter). Please note that once you select and confirm the 'Delete Messages ... This Message' action, you can not retrieve the deleted messages or records.

Inserting a Symbol

You can use the Insert Symbol action to insert a symbol into an e-mail message or record.

Here's how to use the insert Symbol action:

1. Select 'Insert Symbol' from the action menu (or use the 'Ctrl' + 'S' keyboard shortcut) to insert a symbol into the message or record you are currently creating.
2. The next screen will display a list of symbols that can be inserted.



3. Use the arrow keys and 'Enter' key to highlight and select the symbol you want to insert.
4. After you press the 'Enter' key, the symbol will be inserted into the message or record where the cursor is located on the screen.

MY MAIL BOX

My Mail Box : What is it?

e-Mail is a simple, fast and inexpensive way to communicate with people from around the world. My Mail Box on your **VTech® e-Mail Express™** contains the Inbox, Outbox, Drafts folder, Sent Message Log and Message Archive folders to manage your e-mail messages easily.

Where is it?

My Mailbox is located in the 'Main Menu' on your **VTech® e-Mail Express™**. You can also press the 'Mail Box' key located to the left of the 'Space' key to quickly access your e-mail mail box.

When do I use it?

You can use My Mailbox whenever you want to view the messages in the different mail box folders.

Your VTech® e-Mail Express™ Mail Box Folders

There are five folders in your mail box. Each folder serves a separate purpose. Here's an introduction to each of the folders:

Inbox: all of the e-mail messages you receive are stored in your inbox. To read a message in your inbox, use the 'Up' and 'Down' arrow keys to highlight one message in the list and press the 'Enter' key. When you are finished reading a message, you can press the 'ESC' key to return to your Inbox.

Outbox: all of the messages that you have written, but not sent yet, are stored in your Outbox. For example, after you finish typing a new message, you can press the 'Done' key to place the new message in your Outbox. The next time you press the 'Send & Receive' key, the message in your Outbox will be sent.

You can view the list of messages in your Outbox, and even read or edit them before they are sent using the 'Up' and 'Down' arrow keys and 'Enter' key to highlight and open an Outbox message.

Drafts folder: you can save a message that you have not finished in the Drafts folder.

For example, if you begin a new message and for some reasons cannot finish it (the phone rings, the doorbell rings, etc.), you can select "Save" from the action menu to place the drafted message in the Drafts folder. When you return to your **VTech® e-Mail Express™** to resume typing the drafted message, just press the Mail Box key until you see your Drafts folder. If you have more than one message in your Drafts folder, use the 'Up' and 'Down' arrow keys and 'Enter' key to highlight and open the message you want to finish.

Sent Message Log: a copy of all the messages that you have sent are stored in the Sent Message Log. If you want to refer to a message you sent, you could always check the Sent Message Log. It's a good idea to delete several of the older messages in your Sent Message Log to create additional space for new messages.

Message Archive: you can use the Message Archive folder to store your favorite or important e-mail messages. Messages stored in your Message Archive folder will not appear in your Inbox, so it's a good way to keep your Inbox 'neat and tidy'.

Sending and Receiving e-Mail Messages

As was mentioned in the Basic Introduction chapter of the User Guide, sending and receiving e-mail requires only one touch of the yellow 'Send & Receive' key. The 'Send & Receive' key is located to the left of the screen on your **VTech® e-Mail Express™**.

Make sure you have the telephone cord connected to your **VTech® e-Mail Express™** when you press the 'Send & Receive' key.

Writing a New e-Mail Message

To write a new e-mail message, all you need to do is press the 'New' key or select "Write Message" from the action menu.

Saving an e-Mail Message to the Drafts Folder

(see the explanation of "Drafts folder" in the **Your VTech® e-Mail Express™ Mail Box Folders** section of the User Guide)

Sending an e-Mail Message to the Outbox

(See the explanation of "Outbox" in the **Your VTech® e-Mail Express™ Mail Box Folders** section of the User Guide)

Adding an Address to an e-Mail Message

Before we explain how to add an e-mail address to a message, it would be helpful to explain the difference between the "TO" and "CC" blanks at the top of a new message.

Usually, e-mail addresses are inserted into the "TO" blank if the sender is directing the message to a specific person. If you receive a message and your e-mail address appears in the "TO" blank, then the sender is directing that message to you.

The "CC" blank, which means "carbon copy", is typically used if

the sender is not directing the message to a specific person. If you receive a message and your e-mail address appears in the "CC" blank, then the sender just wants you to receive a copy of the message. This is usually done out of courtesy.

Now, back to addressing a message. When you are writing a new message, you can address the message in two ways:

- You can type in each e-mail address that you want to send your message to one at a time. If you type in multiple addresses, be sure to put a comma (,) between each address.
- Or you can quickly address the message to someone using the Address Book on your **VTech® e-Mail Express™**. Here's how to use the Address Book to add an e-mail address into a message:
 1. When you are writing a new message, press the 'Address' key or select "Add Address" from the action menu to open your Address Book.
 2. You can scroll through the list of Address Book records until you find the address you want to add.
 3. To add multiple e-mail addresses to a message, use the 'Space' key to mark each address to be included.
 4. When you are finished selecting e-mail addresses, press the 'Enter' key.

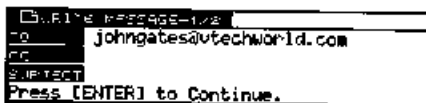
Please note that if you want to add some addresses to the "TO" blank and some to the "CC" blank, simply position the cursor on the appropriate blank and follow the proper steps to address an e-mail message.

Adding a Sender to the Address Book

A nice feature of your **VTech® e-Mail Express™** is the ability to add the sender of an e-mail message directly to your Address Book.

Here's how to add a sender to your Address Book:

1. While in the List View of your Inbox, press the 'Action' key and select "Add to Address" from the action menu.
2. On the next screen, you can type in the name of the sender.
3. When you press the 'Enter' key, the e-mail address will automatically be added to the Address Book under the name that you typed.



Viewing the Previous or Next e-Mail Message in a List of Messages

Once you have opened a message to read it, you can read another message without returning to the List View. Once you have opened a message in your Inbox, you can use a keyboard shortcut to open the message that is above or below (Previous or Next) the one you are currently reading.

Here's how to read the Next or Previous message in a list:

- 1) Open an e-mail message that is in your Inbox.
- 2) When you are finished reading it, press and hold the 'Ctrl' key and press the 'Down' arrow key once.

- 3) On the next screen, you will see the *next* message that was listed below the message you were just reading.
- 4) If you press and hold the 'Ctrl' key and press the 'Up' arrow key once, you will see the "Previous" message that was listed above the message you were just reading.
- 5) You can return to the List View by pressing the 'ESC' key or the 'Mail Box' key.

Replying to an e-Mail Message

When you receive e-mail messages, you can reply to the message without re-typing what the sender wrote and without addressing the message all over again. This can save you a great deal of time, especially when there are multiple recipients to a message.

Here's how to reply to an e-mail message:

- 1) Open an e-mail message that is in your Inbox.
- 2) Press the 'Action' key to display the action menu.
- 3) Then, you can select "Reply to Sender" which will send a reply **ONLY** to the person that sent you the message, or you can select "Reply to All" which will send a reply to **EVERYONE** that received the original message. Highlight either action and press the 'Enter' key.
- 4) Your **VTech® e-Mail Express™** will automatically address the message and copy the contents of the original message to the **bottom** of your reply.
- 5) If you wish, you can add more e-mail addresses to your reply.

- 6) When you have finished typing your reply, press the 'Done' key to place it in the Outbox.

```
DATE: 11/09/98-11/09
TO: gjack@dragon.com
CC: Jguest@netvigator.com
SUBJECT: Re: A dinner
Press [ENTER] to Continue.
```

Forwarding an e-Mail Message

You can easily forward a message you have received to someone that *did not* receive it. This is slightly different from replying to a message because you are sending it to someone that did not originally receive it.

Here's how to forward an e-mail message:

- 1) Open an e-mail message that is in your Inbox.
- 2) Press the 'Action' key and select "Forward Message" from the action menu.
- 3) Your **VTech® e-Mail Express™** will automatically copy the contents of the original message to the bottom of your forwarded message.
- 4) Add an e-mail address to the "TO" or "CC" blank and type your message.
- 5) When you have finished typing your reply, press the 'Done' key to place it in the Outbox.

```
DATE: 11/09/98-11/09
TO: Karen313@vtech.com
SUBJECT: Fw:book
Press [ENTER] to Continue.
```

Copying an e-Mail Message to the Message Archive Folder

You can use the Message Archive folder to store your favorite or important e-mail messages.

Here's how to copy an e-mail message to the Message Archive folder:

- 1) Select a message you want to copy to the Message Archive folder. This message can be highlighted in the List View of another folder or it can be a message you are currently reading.
- 2) Press the 'Action' key and select "Copy to Archive" from the action menu.
- 3) Press the 'Enter' key and the selected e-mail message will be copied to the Message Archive folder.

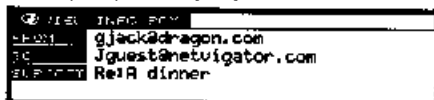
Viewing More e-Mail Message Information

When you open a new message, the information in the "FROM," "TO," "CC" and "SUBJECT" blanks temporarily appears on the screen. Although this information appears temporarily, it is possible to view it after you begin to read the contents of the message.

Here's how to view e-mail message information:

1. Open an e-mail message that is in your Inbox.
2. After the "FROM," "TO," "CC" and "SUBJECT" information disappear from the screen, select "View Info Box" from the action menu and press the 'Enter' key.

3. The e-mail message information will appear on the screen again until you press any key to remove it.



Inserting 'My Signature' into an e-Mail Message

Many people like to add a unique touch to the bottom of every e-mail message they send. This can be a famous quote, a design or just the sender's contact information. The text that is added to the bottom of a message is called a 'signature'. Instead of typing your 'signature' every time you send a message, you can easily insert it using a quick action.

Here's how to insert your 'signature':

- 1) Press the "Write Message" key to begin a new e-mail message.
- 2) Press the 'Action' key and select "Insert..." from the action menu.
- 3) On the next screen, select "My Signature" from the list of insert options.
- 4) Press the 'Enter' key to insert your 'signature'.

Please note that before you can insert your 'signature' you need to first create it in 'My e-Mail Profile'. You can also setup your **VTech® e-Mail Express™** to automatically insert your 'signature' in every message you write. See the "My e-Mail Profile" section in the 'Tools' chapter of the User Guide for more information on creating your 'signature'.

Inserting a Pre-typed Sentence into an e-Mail Message

Your **VTech® e-Mail Express™** has a library of commonly used sentences and phrases that you can quickly insert into an e-mail message without typing them. These phrases include "It was a pleasure to meet you" and "Please feel free to contact me," etc.

Here's how to insert a pre-typed sentence into an e-mail message:

- 1) Press the 'Write Message' key to begin a new e-mail message.
- 2) Press the 'Action' key and select "Insert..." from the action menu.
- 3) On the next screen, select "Sentence" from the list of insert options.
- 4) Scroll through the list of pre-typed sentences and highlight the one you want to insert into your message.
- 5) Press the 'Enter' key to insert the pre-typed sentence.

Inserting an e-Card into an e-Mail Message

If someone you know also uses the vtechworld.com e-mail service, you can send him or her an animated greeting card in an e-mail message. For an e-Card to work properly, the recipient must also have "vtechworld.com" after the "@" sign in his or her e-mail address.

There is an e-card for just about any occasion. You can send a "Happy Birthday" e-card or a "Thinking of You" e-card.

Here's how to insert an e-card into an e-mail message:

- 1) Press the 'New' key to begin a new e-mail message.

- 2) Press the 'Action' key and select "Insert..." from the action menu.
- 3) On the next screen, select "e-Card" from the list of insert options.
- 4) Scroll through the list of e-Card titles and highlight the one you want to insert into your message.
- 5) Press the 'Enter' key to insert the e-Card.

Please note that if you send an e-Card to someone that does not use the vtechworld.com e-mail service, they will only see a line of letters, numbers or symbols at the top of your e-mail message. Like they say, however, it's the thought that counts!

Inserting a Smiley Symbol into an e-Mail Message

Your **VTech® e-Mail Express™** has a library of expressive symbols, or smileys, that can be inserted into an e-mail message. A smiley symbol can convey your current mood or how you feel about something.

Here's how to insert a smiley symbol into an e-mail message:

- 1) Press the 'New' key to begin a new e-mail message.
- 2) Press the 'Action' key and select "Insert..." from the action menu.
- 3) On the next screen, select "Smiley" from the list of insert options.
- 4) Scroll through the list of smiley symbols and highlight the one you want to insert into your message.
- 5) Press the 'Enter' key to insert the smiley symbol.

CALENDAR

Calendar: What is it?

The Calendar helps you keep track of events, birthdays, anniversaries and appointments. You can view your schedule in daily or monthly formats.

Where is it?

The Calendar is located in the 'Main Menu' on your VTech® e-Mail Express™.

When do I use it?

You can use the Calendar any time you want to view or create an event that you need to remember.

Using the Calendar

1. Highlight "Calendar" in the 'Main Menu' using the 'Up' and 'Down' arrow keys and press the 'Enter' key.
2. The next screen is the "Daily View" of the current day. You can select "Monthly View" from the action menu by pressing the 'Action' key, scrolling to "Monthly View" and pressing the 'Enter' key.
3. If you select "Monthly View", you will see a dot next to the date on any day that has a scheduled event. Use the arrow keys and the 'Enter' key to highlight and view all of the events on a specific day.

S	M	T	W	T	F	S	CALENDAR- Monthly
7	8	9	10	11	12	13	DATE: 2/20/1999
14	15	16	17	18	19	20	WEEK: 8
21	22	23	24	25	26	27	DRYS: 51/365
28							

- To add an event to a specific day in "Daily View," highlight a time of the day and press the 'Enter' key. You can also select "New Event" or "Edit Event" from the action menu to create or edit an event.

9/28/1999	12:00	CR1
8:00A- 10:00A	Meeting with Isidoro...	
10:00A- 11:00A		
10:45A- 12:00P	Weekly review	
12:00P- 2:00P	Lunch with Mary Brown	

- When you are finished creating or editing an event press the 'Done' key to save your changes.

Please note that if the small dot seen on "Monthly View" is near the top of the date box, then the event on that day is scheduled before 12:00pm. If the small dot is near the bottom of the date box, then the event on that day is scheduled after 12:00pm.

Calendar View Shortcuts

When you are viewing the Calendar in "Monthly View," there are some shortcuts that can be taken using the keyboard to change what day or month you are viewing.

Try these quick Calendar keyboard shortcuts:

'Ctrl' key + 'Up' arrow key: jumps to the previous month.

'Ctrl' key + 'Down' arrow key: jumps to the next month.

'Up' arrow key: moves the cursor to the same day of the previous week.

'Down' arrow key: moves the cursor to same day of next week.

'Left' arrow key: moves the cursor to the previous day.

'Right' arrow key: moves the cursor to the next day.

'Enter' key: displays the "Daily View" of the day selected by the cursor.

Viewing a Specific Date

Here's how you can quickly view the events on a specific date:

1. In the Calendar, select "Go To Date" from the action menu and press the 'Enter' key.
2. On the next screen, type in the date that you would like to view.
3. Press the 'Enter' key and you will see the specified date.

Deleting All the Events on a Specific Day

Here's how you can delete all of the events on a specific day:

1. While in a "Daily View" select "Delete Events" from the action menu.
2. Highlight "Full Day Events" and press the 'Enter' key to delete all of the events on that day.

Copying an Event to Another Date

Instead of retyping a repeated event on several different dates, take the following steps to copy an event to another date:

1. While in a "Daily View", highlight the event you would like to copy to another date.
2. Select "Copy Event to" from the action menu and press the 'Enter' key.
3. On the next screen, you can select the date to which you want to copy the highlighted event.
4. Press the 'Enter' key to copy the event to the indicated date.

ADDRESS BOOK

Address Book: What is it?

The Address Book on your **VTech® e-Mail Express™** helps you organize and store all of your home addresses, telephone numbers and e-mail addresses, either by individual (Personal records) or by group mailing list (Group records).

Where is it?

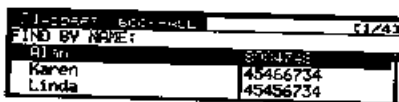
You can find the Address Book in the 'Main Menu' of your **VTech® e-Mail Express™**. You can also open the Address Book by pressing the 'Address' key.

When do I use it?

You can use the Address Book to quickly access a telephone number of a friend or family member you would like to write mail to. Also, you can use the 'Address' key to quickly access a list of e-mail addresses and insert them into an e-mail message.

Using the Address Book

1. Highlight "Address Book" in the Main Menu using the 'Up' and 'Down' arrow keys. Once it is highlighted, press the 'Enter' key.
2. You will now see a list of the records that you have entered into the Address Book.



The screenshot shows a terminal window titled "ADDRESS BOOK" with a page number "1/243" in the top right corner. Below the title bar, it says "FIND BY NAME". There are two columns: "NAME" and "PHONE". The first row shows "Karen" with the phone number "45466734". The second row shows "Linda" with the phone number "45456734".

NAME	PHONE
Karen	45466734
Linda	45456734

3. While you are viewing the list of records in your Address Book, you can select 'New Record' from the action menu to add a new record to the Address Book.

4. If you would like to view a full Address Book record, select the record you would like to view from the list using the 'Up' and 'Down' arrow keys and press the 'Enter' key.
5. If you would like to edit an Address Book record, select the record you would like to edit from the list using the 'Up' and 'Down' arrow keys and select 'Edit Record' from the action menu.
6. After you have edited or created a new record, press the 'Done' key to save your changes.

The Address Book contains two different types of records. An individual's address is stored in your Address Book as a 'Personal' record. A 'Group' record is a group of e-mail addresses that allow you to quickly address a message to a group of people.

For example, if you frequently send an e-mail message to everyone in your family, then you can create a 'Group' record called "FAMILY", which contains the e-mail addresses of everyone in your family. When you address an e-mail message to your family, you can quickly address this new message by selecting the "FAMILY" record from your Address Book.

When viewing the records in your Address Book, you can choose to view the list of 'Personal' records, 'Group' records or 'All' of the records in one list. Selecting 'Change View' in the action menu can change the way you view your Address Book.

Finding an Address Book Record

If you want to locate a specific Address Book record without scrolling through the list of records, you can type the first few letters of a person's name in the 'Find by Name' field and the **VTech® e-Mail Express™** will automatically highlight the specific record.

Creating a 'Personal' Address Book Record

1. After you have opened your Address Book, select "New Record" from the action menu. This will open the Address Book edit screen.
2. In the edit screen, type in the person's name, telephone number, e-mail address, birthday, home or work address.
3. When you have finished typing in the contact information, press the 'Done' key to save the new record.

Creating a 'Group' Address Book Record

1. After you have opened your Address Book, select "New Group" from the action menu. This will open the edit screen for Group records.
2. In the edit screen, type in the name of the group you are creating.
3. To add e-mail addresses to the Group record, select 'Insert Address' from the action menu. You will then see a list of your Personal records.
4. Highlight the Personal record you would like to add to the Group record, using the 'Up' and 'Down' arrow keys or the 'Find by Name' feature, and press the 'Enter' key. The e-mail address of this personal record will be added to the Group record.
5. When you are done adding e-mail addresses to the Group record, press the 'Done' key to save the new record.

Please note that a maximum of seven (7) e-mail addresses can be added to a Group record.

Deleting Address Book Records

There are two ways to delete records from your Address Book.

Here's how to delete a single Address Book record:

1. After you have opened the Address Book, highlight the record you want to delete and press the 'Delete' key.
2. Confirm the delete action by pressing 'Y' for 'yes'.
3. The record will be removed from the Address Book.

Here's how to delete all of the records in your Address Book:

1. After you have opened the Address Book, press the 'Action' key.
2. Select "Delete Records" from the action menu and press the 'Enter' key.
3. On the next screen, select "All Records" and press the 'Enter' key.
4. Confirm the delete action by pressing 'Y' for 'yes'.
5. All of the records in your Address Book will be deleted.

Please note that if you use the "Delete Records...All Records" action when you are *only* viewing the Personal records in your Address Book, then only the Personal records will be deleted. The same can be said if you are *only* viewing the Group records in your Address Book.

CALCULATOR

The Calculator: What is it?

The Calculator provides simple calculation features to help you solve numerical problems of addition, subtraction, multiplication and division.

Where is it?

The "Calculator" program is located in the 'Main Menu' on your VTech® e-Mail Express™.

When do I use it?

Any time you want to solve numerical problems.

Using the Calculator

Here's how to use the Calculator on your VTech® e-Mail Express™:

1. Highlight Calculator in the 'Main Menu' using the 'Up' and 'Down' arrow keys and press the 'Enter' key.
2. On the next screen, you can use the number keys on your VTech® e-Mail Express™ to type in the digits you want to calculate. The calculation symbols (-, +, x, %, etc.) can be typed in simply by pressing the letter key below the appropriate calculation symbol.

CALCULATOR					
X	7	8	9	÷	456.
√	4	5	6	X	M+
C	1	2	3	-	M-
CE	0	.	=	+	MRC

This table lists the calculation symbol keys and their description:

Key	Description
U	MRC
O	M+
I	M-
R	+
T	-
W	x
E	÷
Y	Square root($\sqrt{\quad}$)
P	%
ENTER	=
Q	C/CE

GAMES

Your **VTech® e-Mail Express™** includes five enjoyable games for you to play when you are not sending e-mail messages. Although it will be easy for you to spend hours at a time playing these games to get the 'high score,' remember one thing: it's just a game!

Smile Driver

Smile Driver: What is it?

In this game you **must** use various punctuation marks to build smiley symbols. A smiley symbol is an icon that communicates your mood or how you feel about something. For example, if you are in a good mood, you might use the :-)"happy smiley" in an e-mail message.

Where is it?

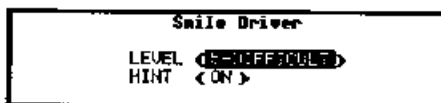
You can find 'Smile Driver' in the Games folder of your **VTech® e-Mail Express™**.

When do I use it?

Whenever you feel :-)" or :-(or :-|.

Starting Smile Driver

1. Highlight "Smile Driver" in the Games folder using the 'Up' and 'Down' arrow keys and press the 'Enter' key.
2. On the next screen, you can select a difficulty level for the game. Level 1 is the easiest and Level 5 is the most difficult. As the difficulty increases, the faster the punctuation marks will fly across the screen.



3. On the same screen, you can also turn on or off the "Hint" feature, which shows you what the next punctuation mark will be on your screen.
4. Press the 'Enter' key to confirm your settings.
5. The next screen is the main Smile Driver screen.



Playing Smile Driver

The objective of Smile Driver is to build as many valid smiley symbols using various punctuation marks. When a punctuation mark appears on the screen, it will move from right to left. You can use the 'Up' and 'Down' arrow keys to position the punctuation mark to build a smiley symbol.

When you build a valid smiley symbol, it will disappear from the screen and you will be awarded points.

Scoring

- You receive 5 points when you stack three of the same punctuation marks on top of each other.
- You receive 10 points each time that you build a valid smiley symbol.
- You receive 100 points if you are able to build the “target” smiley symbol.

Smile Driver ends if you fill up each row on the screen without building a valid smiley symbol.

The table below details the valid smiley symbols that can be built in Smile Driver. They are the same smiley symbols that can be found in the Smiley Library on your **VTech® e-Mail Express™**.

Smiley Symbol	Description
:)	happy
:>	really happy
:)	winky smile
:(sad
:	not good
:-P	silly face
:-&	tongue tied
8-)	wears glasses
{-)	wears a toupee
:-#	wears braces
[-)	wears headphones
:-o	bored
:-9	yummy

(-:	left handed
:-@	screaming
:-(0)	yelling
:-o	surprise
!-(crying
:-D	laughing
B:-)	sunglasses on head
:-~)	have cold
:-*)	nauseous
*=):-)	Santa Claus
8:-)	girl with bow
<:-)	dunce
==*:-)	wizard
:-)X	man with bow-tie
:-:)	punk rocker
:-+)	big nose
:-))	double chin
[:	robot
:-[vampire
O :-)	angel
3:)	pet