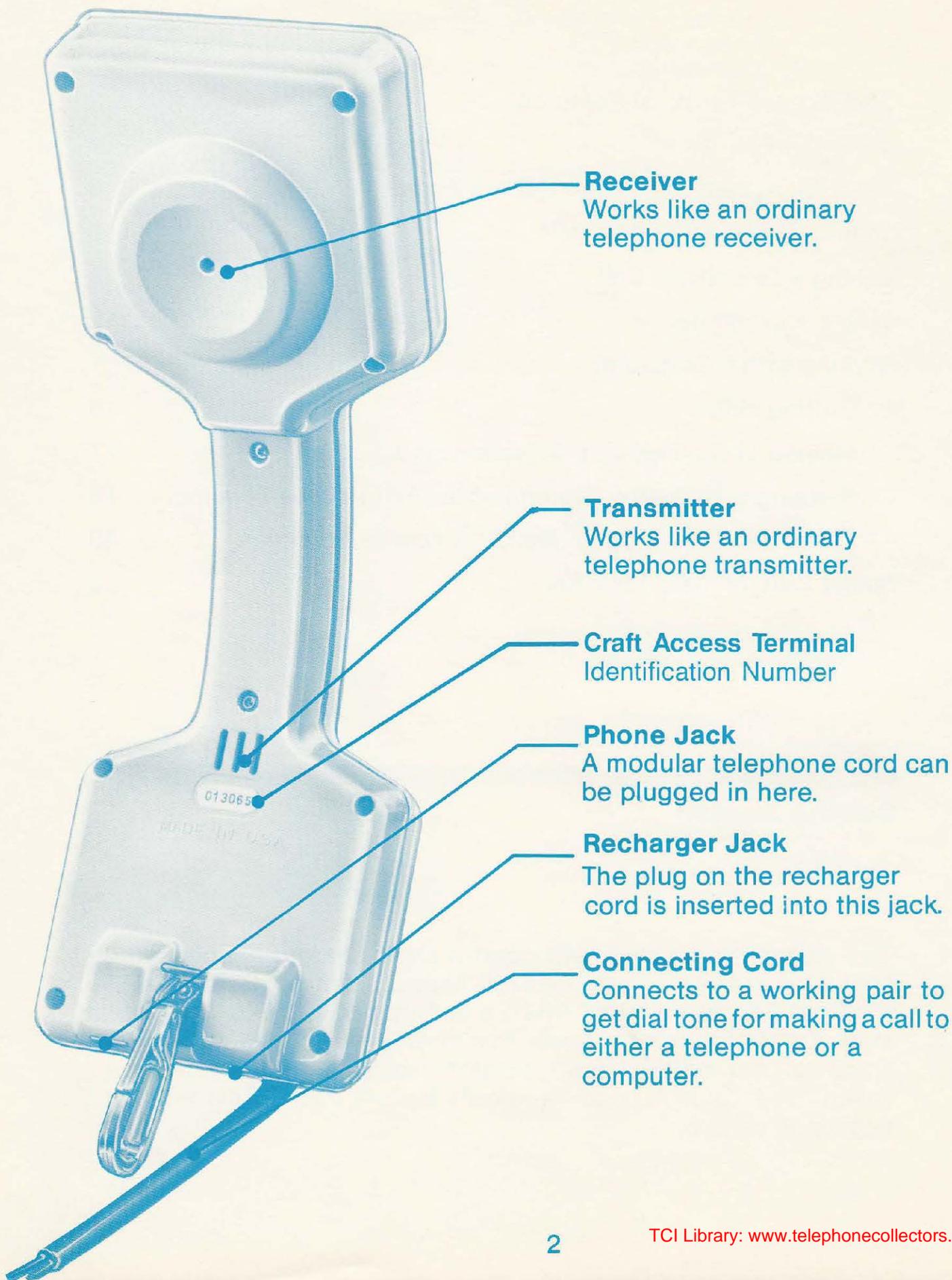




Craft Access Terminal

FEATURES	2
USING THE POINTER	4
BATTERY PACK	6
CONNECTING TO A WORKING PAIR	8
MAKING A TELEPHONE CALL	9
CALLING A COMPUTER	12
WORKING WITH A COMPUTER	15
GETTING HELP	15
MAKING OR CANCELLING A SELECTION ON A SCREEN	17
READING STORED INFORMATION	19
FILLING IN INFORMATION	20
TAKING CARE OF YOUR TERMINAL	25

Craft Access Terminal Features



Receiver
Works like an ordinary telephone receiver.

Transmitter
Works like an ordinary telephone transmitter.

Craft Access Terminal Identification Number

Phone Jack
A modular telephone cord can be plugged in here.

Recharger Jack
The plug on the recharger cord is inserted into this jack.

Connecting Cord
Connects to a working pair to get dial tone for making a call to either a telephone or a computer.

Screen

A liquid crystal display shows information or instructions.

Mode Switch

Three positions:

Talk -make a phone call

Monitor -listen for conversation

Data -make a computer call

Moving the switch to Monitor will disconnect a call.

Pointer

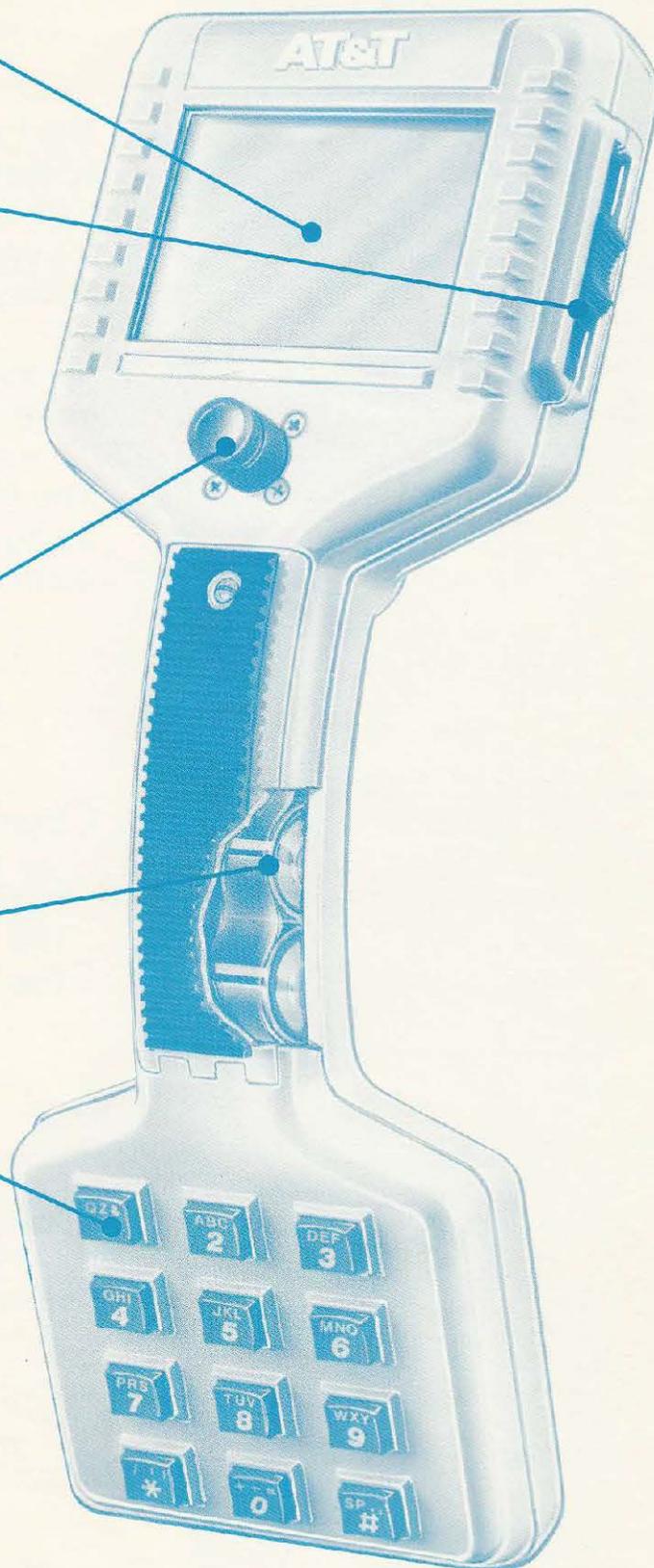
Used to mark and select actions on the screen and to indicate where you want to enter information.

Rechargeable Battery Pack

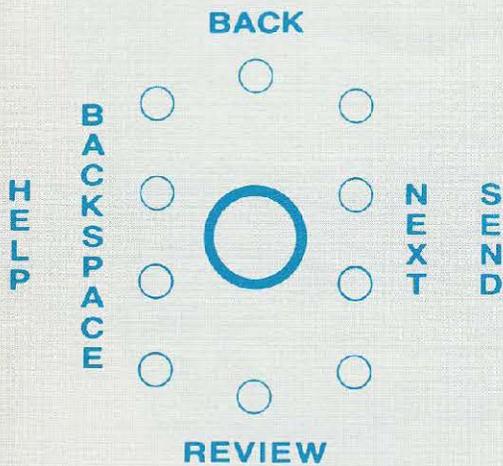
Provides power for the terminal. The pack must be recharged every day.

Alpha Numeric Keypad

Used to enter letters and numbers on the screen.



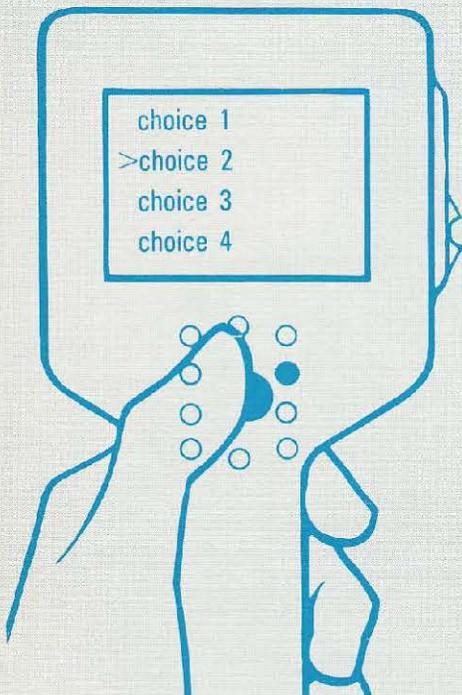
Using the Pointer



The Pointer allows you to make choices from a screen, show where you want to fill in information, read information that is temporarily stored for you in the Craft Access Terminal, and get an explanation about a screen.

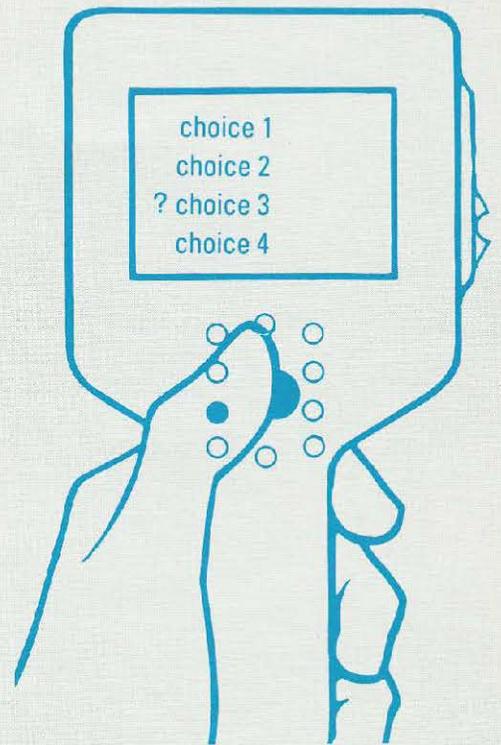
Remember that you must press the Pointer to make a choice.

The Pointer can be moved along the right side, along the left side, to the top center and bottom center position.

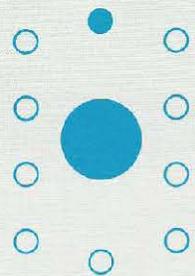


1. If you want to select from two or more choices on the screen, move the Pointer along the right side until the arrow (>) appears next to the line you want to select and then press the Pointer.

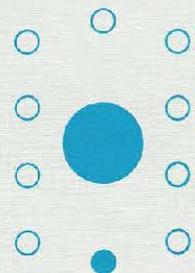
2. If you want additional information about one of the choices on the screen, move the Pointer along the left side until the question mark (?) appears next to the line where you need HELP and then press the Pointer.



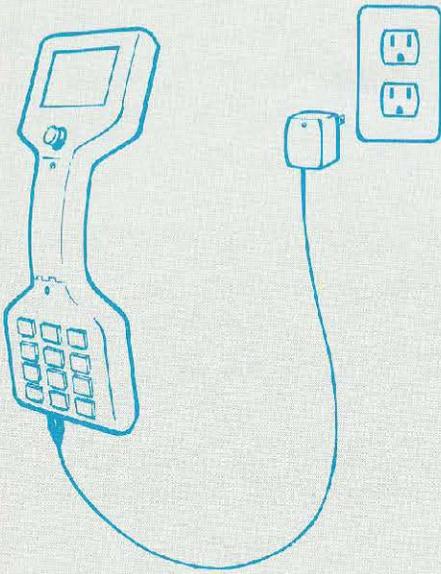
3. If you want to go BACK one screen, move the Pointer to the top center position and then press the Pointer.



4. If you want to REVIEW information stored in your Craft Access Terminal, move the Pointer to the bottom center position and then press the Pointer.

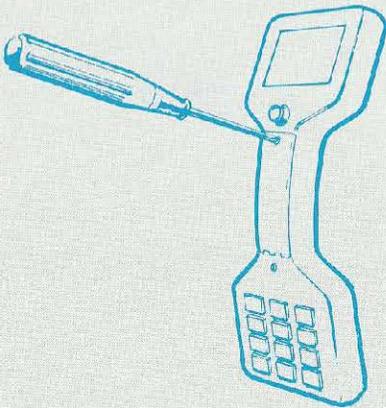


The Craft Access Terminal's Battery Pack



You must charge the terminal's battery pack at least once every day. It may take up to twelve hours for a full charge if the battery pack has run down completely. Also, before the first use, each battery pack should be charged for 24 hours.

To do this, insert the plug at the other end of the cord attached to the charger into the socket at the transmitter end of the Craft Access Terminal. Plug the charger at the end of the cord into an electrical outlet. The red light on the charger should be lit if it is charging properly. However, the light will not go out when the battery is fully charged. It is advisable to keep the extra battery pack charged so you can use it if the battery pack in the terminal you're using runs down. To charge the spare battery pack, plug the charger adapter cord, (the short cord included with the charger) into the pack. Plug the other end of the adapter cord into the charger, and plug the charger into an electrical outlet.



CAUTION

The charger should only be used indoors and only for charging Craft Access Terminal.

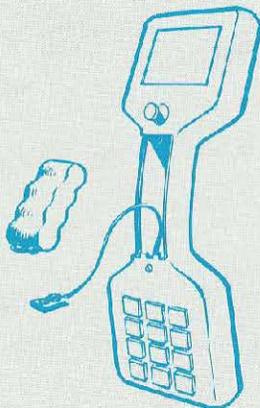
If the battery pack runs out of power while you are using the terminal, the pack can be removed and the charged pack can be inserted. To do this, follow these steps:

1. Open the Battery Pack Compartment

Loosen the screw to open the battery cover. Do not hold down battery compartment cover while loosening the screw.

2. Remove the Battery Pack

Lift out the battery pack. Unsnap the battery pack from the connector.



3. Insert the Battery Pack

Snap the charged battery pack into the connector. Slide the battery pack into the Craft Access Terminal.

Close the battery cover. Don't forget to tighten the screw.

How Long Will the Craft Access Terminal Stay Charged?

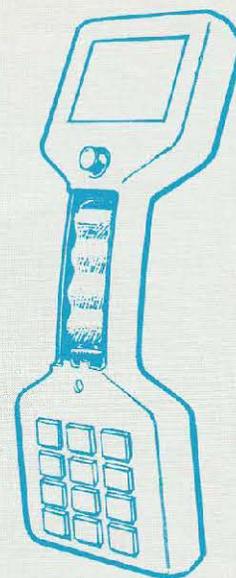
At normal temperatures, the Craft Access Terminal will operate for approximately 12 hours after being charged.

The Craft Access Terminal can be used in warm or cold temperatures. You should keep in mind however, that the battery pack will be drained faster in cold weather. At -20 degrees Fahrenheit, it may last only 8-10 hours.

The battery pack in the Craft Access Terminal should not be charged at temperatures less than 40 degrees Fahrenheit.

Battery Pack Life

The battery pack can be charged many times, providing a working life of about 5 years. The four digit number stamped on the end of the battery is its date of manufacture.



Connecting to a Working Pair



Monitor the Line

Before connecting to a pair, set the switch at the Monitor (center) position.

Connect Cord and Clips

Attach cord clips to tip and ring. If you hear a conversation, select another pair. You should hear dial tone when connected to an available working pair.

Connect at a standard terminal point whenever possible to avoid puncturing the insulation; holes made in insulation by clips can lead to later corrosion problems.

Alternately, dial tone can also be obtained by inserting a modular cord as shown on page 2. Do not insert line cord to modular jack and connect to tip and ring at the same time. It will not work.

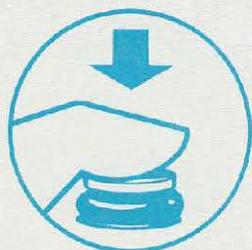
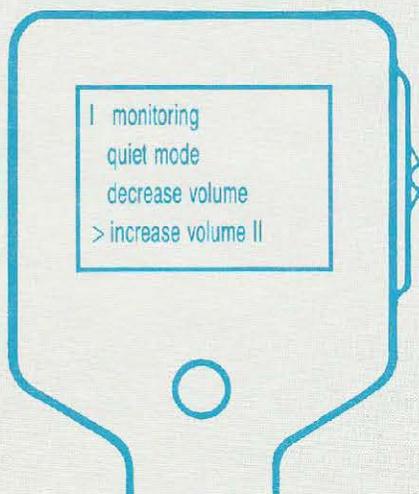
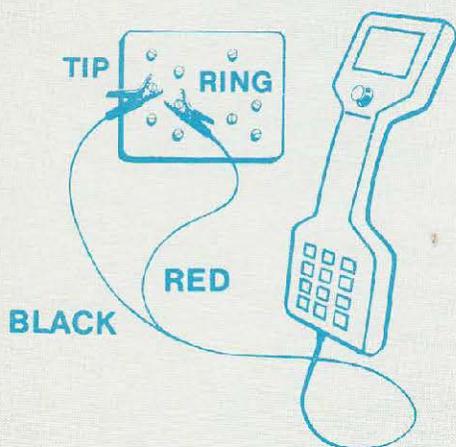
Move back to monitor to increase or decrease volume. To increase the volume, move the Pointer along the right side until the arrow (>) is next to "increase volume" and then press the Pointer.

To decrease the volume, point to the third line, and press.

If you want to use the terminal to listen for noise on the line, point to the second line and press. This puts the terminal in the "quiet" mode so that very low levels of noise can be detected.

Notice that the top line on this screen can't be selected. To indicate this, the first space on the line contains a bar (|).

You can now make an ordinary telephone call by moving the switch to Talk (see Making a Telephone Call) or call a computer by moving the switch to Data (see Calling a Computer).



Making a Telephone Call

Move the switch from Monitor to Talk Position

Monitor the line to be sure it isn't in use. If no one is talking on the line, move the switch from Monitor to Talk.

Telephone Number Entry and Correction

If the line is good, you will hear a dial tone. You can enter the number you want to call through the keypad. If a number is already filled in, you can call that number, or, if you want to call a different number, erase the number that is on the screen by pressing * on the Touchtone pad, and enter another number.

If the () is entered as the first character, it will not erase unless another (*) is entered.*

The small flashing bar is called the cursor. The cursor will appear where a number must be entered.

As each digit of the telephone number is filled in, it will appear where the cursor was, and the cursor will move one space to the right. Enter a pound (#) between digits to indicate a 2-second pause in dialing where required (to wait for a second dial tone behind a PBX number, for example). For a longer pause, press pound (#) several times.

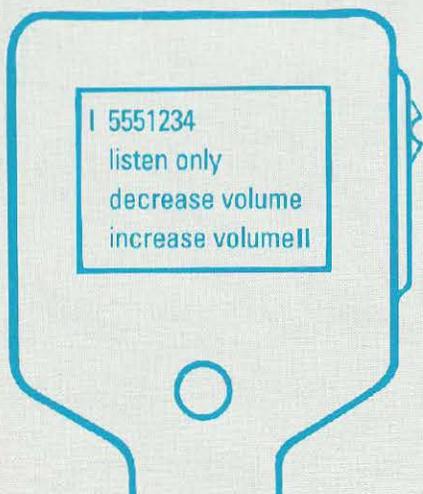




When the correct phone number is shown, move the Pointer to the right side (anywhere along the right side will do) and press. If you need to rotary dial, select the last line with the Pointer before you press. The Craft Access Terminal will dial the number. You can redial by moving the Pointer to the right side and pressing again.

The Craft Access Terminal will save the telephone number and it will appear the next time the switch is moved to the Talk position.

You can listen as the Craft Access Terminal dials the number. If you hear a busy signal after dialing is completed, or if no one answers the call, disconnect by moving the switch to the Monitor position.



Call In Progress and Volume Control

When dialing is completed, this screen appears. Use the Pointer to increase or decrease the volume of the receiver, or to mute the transmitter to listen only.

The volume level is indicated by the number of filled spaces on the increase volume line. One filled space for minimum volume, four for maximum.

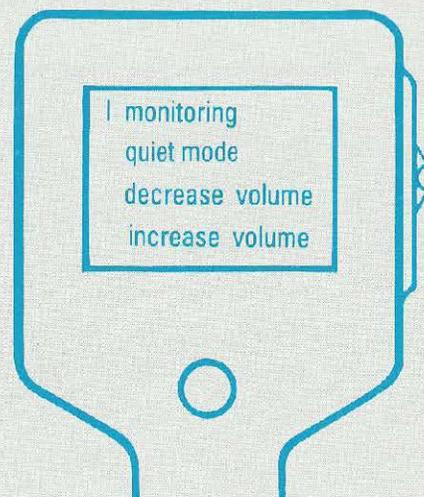
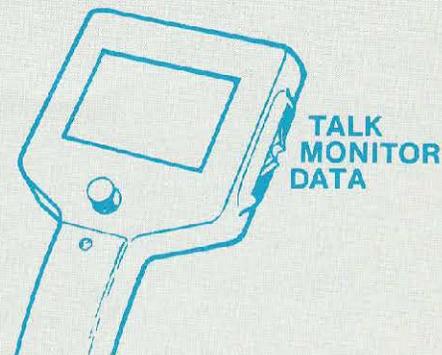
Disconnecting

Moving the switch to the Monitor position will end the phone call,

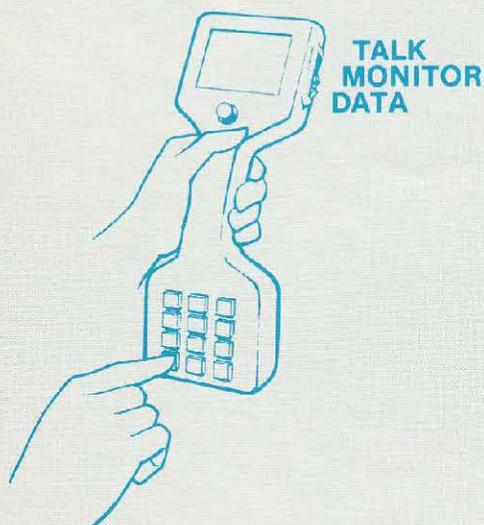
and this screen will appear.

Be sure to move the switch to the Monitor position after disconnecting. This will conserve battery power as the terminal drains the least amount of power in the monitor mode.

If you are accidentally disconnected, move the switch to the Monitor position and start again.



Calling the Craft Access System Computer



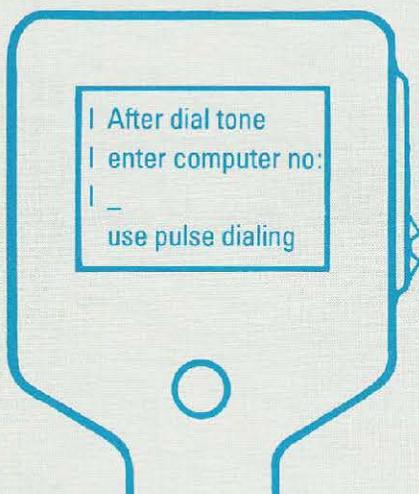
Move the Switch from Monitor to Data Position

Monitor the line to be sure it isn't in use. If no one is talking on the line, move the switch from Monitor to Data.

Telephone Number Entry and Correction

You can enter the number you want to call through the keypad. If a number is already filled in, you can call that number, or, if you want to call a different number, erase the number on screen by pressing the asterisk (*) on the Touchtone pad, and fill in another number.

The cursor will appear where a number must be entered.



Fill in the computer's telephone number if it isn't already shown. Put a pound (#) between digits to indicate a 2-second pause in dialing where required (to wait for a second dial tone behind a PBX number, for example). For a longer pause, press pound (#) several times.

When the correct phone number is shown, move the Pointer to the right side (anywhere along the right side will do) and press. The Craft Access Terminal will dial the number. You can redial by moving the Pointer to the right side and pressing again.

Indications That the Call is Successful

If the call to the Craft Access System computer is successful, you will hear a tone on the line. When the Craft Access Terminal detects that tone, the tone will stop and a screen like this will appear.

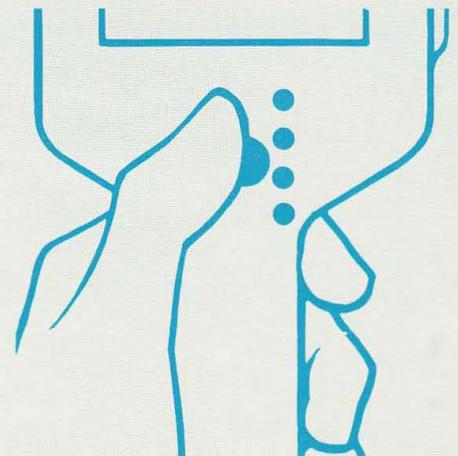
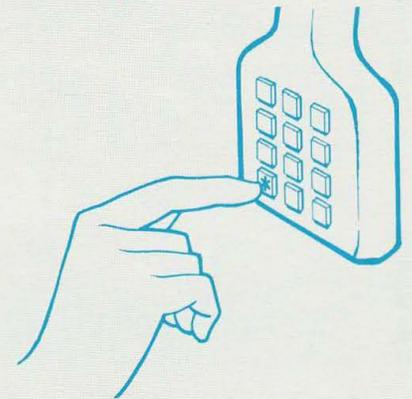
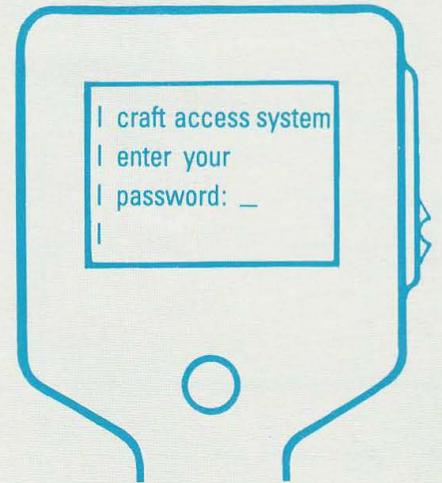
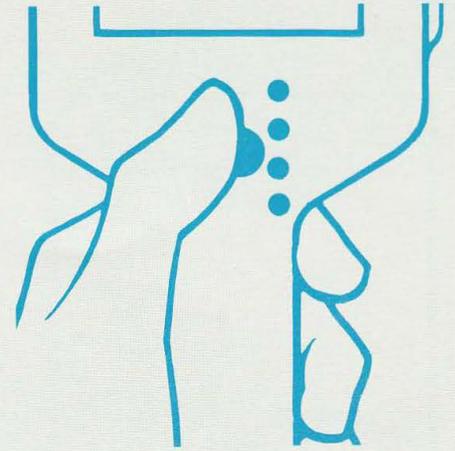
In some cases the call may not be successful. If you retry a few times and still have difficulty, try connecting your cord to another working pair.

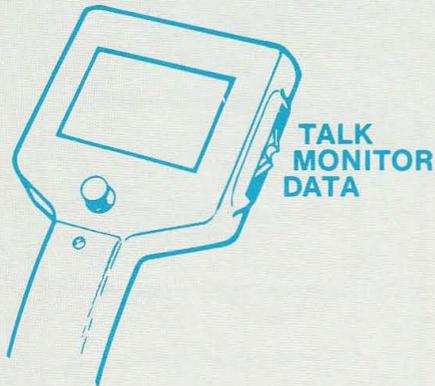
Password Entry

Before you send or receive any computer information, you may need to fill in a numeric password to identify yourself and a number to identify your terminal. Your password can be used only with *your* Craft Access Terminal. Fill in *your* password on the keypad. If you make a mistake press the asterisk (*) to erase the password and start over. The cursor will return to the place where the password must be filled in.

The Terminal Identification number is located below the transmitter (see page 2).

When the correct numbers are filled in, move the Pointer to the right side (anywhere along the right side will do) and press. The Craft Access Terminal will send your password to the computer.

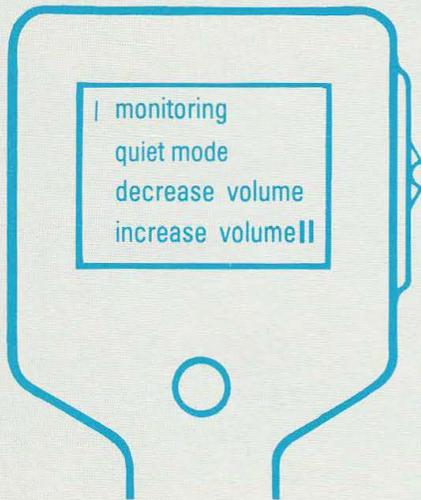




See "Working with the Craft Access System Computer" for further instructions about what to do next.

Disconnect

If your call to a computer is accidentally disconnected, move the switch to the Monitor position and repeat from the first step to redial.



If you want to disconnect, move the switch to Monitor and this screen will appear.

Working with the Craft Access System Computer

Each line on a screen is either:

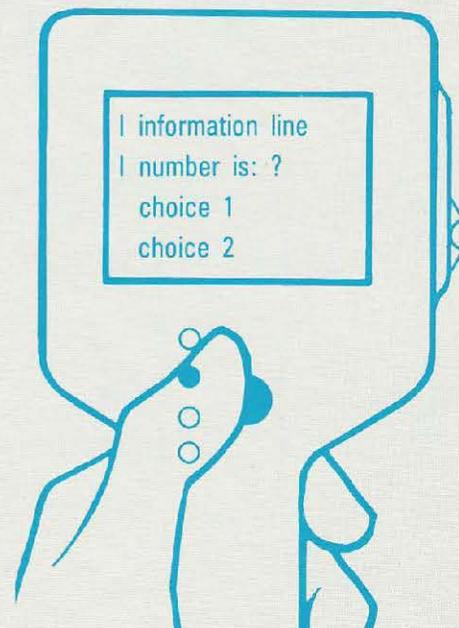
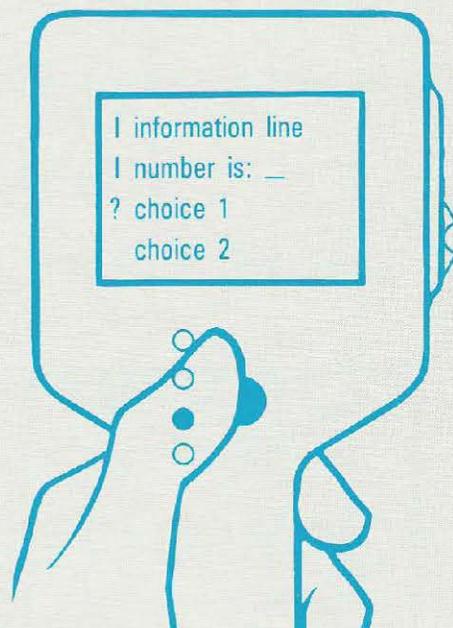
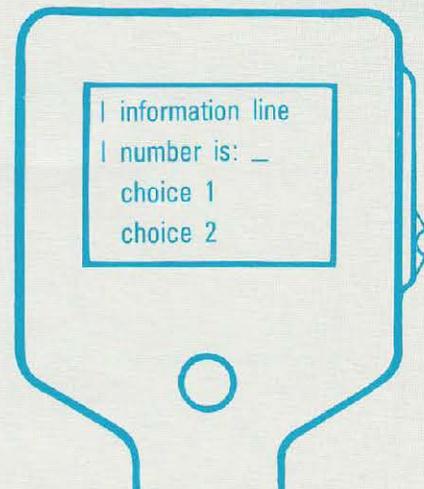
- information
- a space in which information can be filled in
- a choice that can be selected

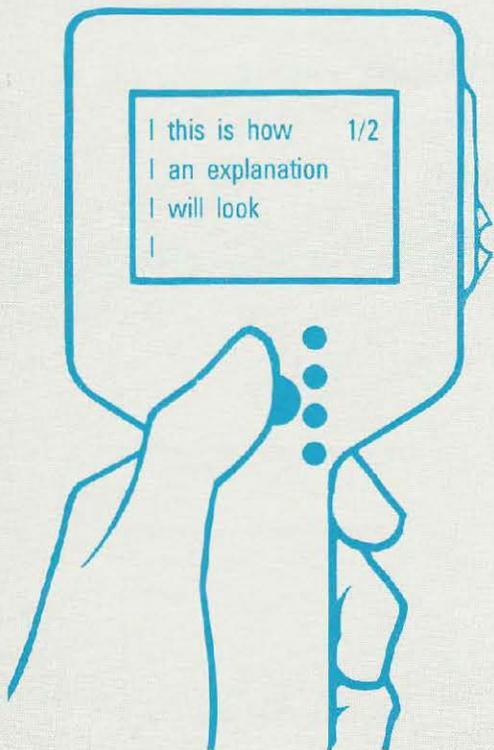
This screen is an example. Information can be read on the first line, a number is to be entered on the second line, and you can make a choice between the last two lines. Lines that don't contain selectable choices begin with a bar (|). Those that are selectable choices begin with a blank space.

Getting Help

To get help about the third line of this screen, move the Pointer along the left side until a question mark appears beside the third line. When the question mark is beside the line, press the Pointer. The help that appears describes what will happen if you select choice 1.

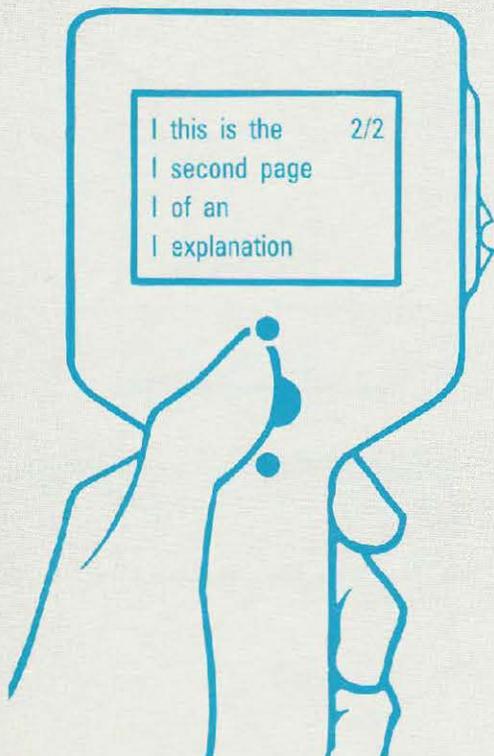
To get help about the second line of this screen, a line in which information can be filled in, move the Pointer along the left side until a question mark (?) appears in the space where information is to be filled in and then press.





This is an example of an explanation. A bar (|) appears to the left of every line and there is a page number in the top right corner of the screen. This page is numbered 1/2, indicating that it is the first page of two pages of information. The second page will be numbered 2/2.

To read the next page of Help, move the Pointer to the right side (anywhere along the right side will do) and press.



If you want to re-read pages, point to REVIEW (move the Pointer to the bottom center position and press) to go back one page at a time.

When you are ready to go back to the screen where you originally requested help, point to BACK (move the Pointer to the top center and press).

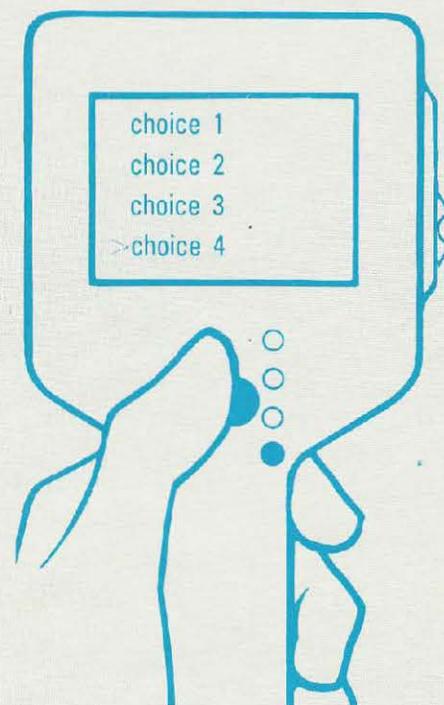
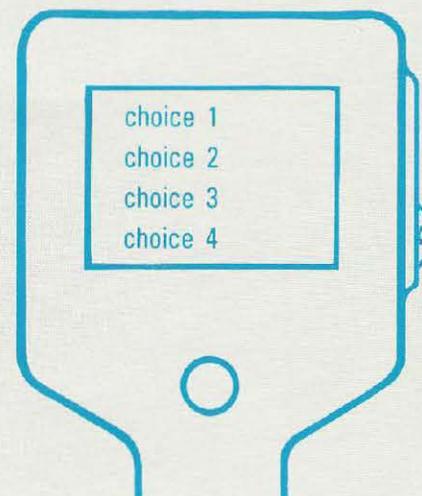
Making or Cancelling a Selection on a Screen

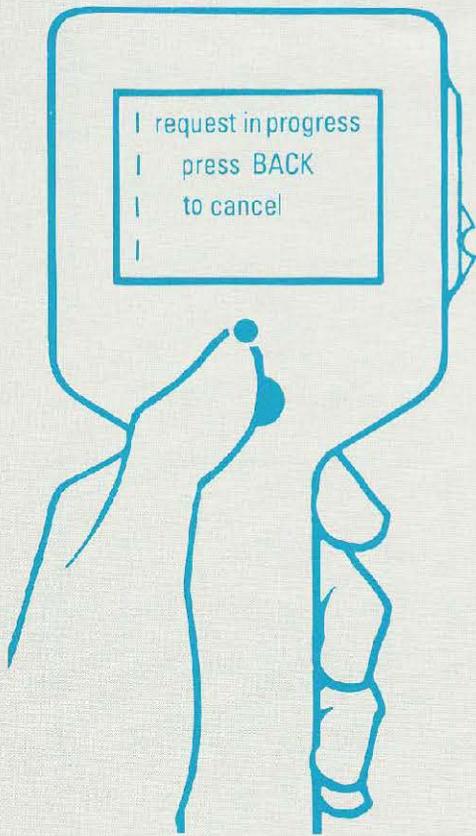
Making a Selection

When a screen that contains selectable choices is shown,

move the Pointer along the right side until the arrow (>) is beside the choice you want. Then press the Pointer to make the selection.

Some choices make requests of a computer that may take a while. If so, a "request in progress" message such as this will appear.





Cancelling a Selection

If at this point you realize that you've made a wrong choice, point to BACK (move the Pointer to the top center and press). The screen on which you made the choice will be shown and you can make a different choice.

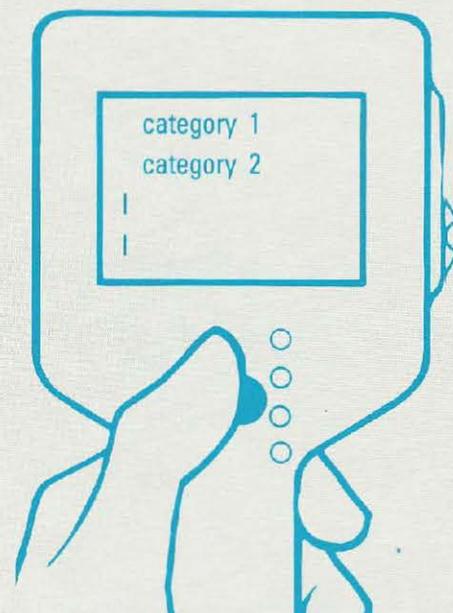
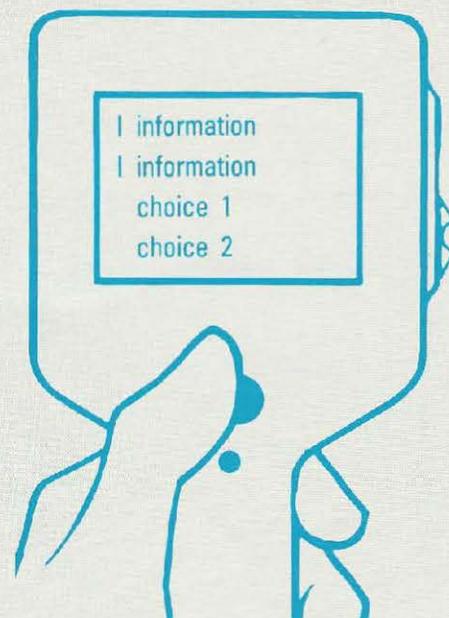
Some requests cannot be cancelled. In this case, only "request in progress" is displayed.

Reading Information Stored in the Craft Access Terminal

Some of the information sent to you from the computer may be stored in the Craft Access Terminal in case you need it again later, even if your terminal is disconnected as long as its battery pack is charged. If you want to see stored information, move the switch to either Monitor or Voice and point to REVIEW (move the Pointer to the bottom center and press).

A list containing the major categories of information currently stored in your Craft Access Terminal will appear on the screen. To select a category, move the Pointer along the right side until the arrow (>) is beside the category that you want to select and then press the Pointer.

Sometimes an item that you have selected leads to another list. Make a selection from this list in the same way you did on the previous list. To quit reading, point to BACK (move the Pointer to the top center and press). To reread pages of stored information, point to REVIEW (move the Pointer to the bottom center position) and then press the Pointer.



Filling in Information on the Craft Access Terminal

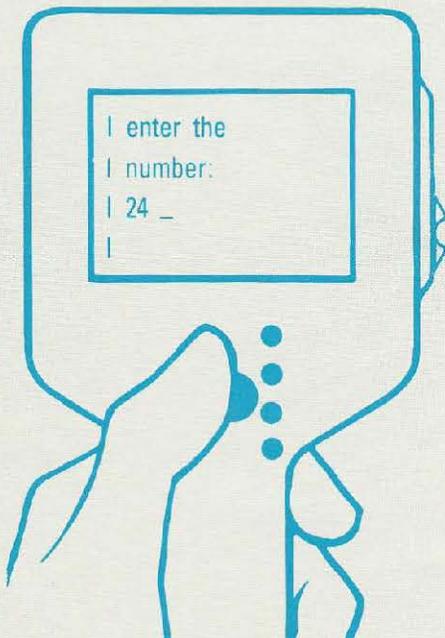


If a screen contains a space where a number can be filled in, the cursor will be blinking at the space. If there is already a number in the space you may want to change it. If you decide to use the number that is already shown, point to NEXT (move the Pointer to any position on the right side and press).



If you want to change the number, press the asterisk (*) to erase the wrong number,

then fill in the number you want.

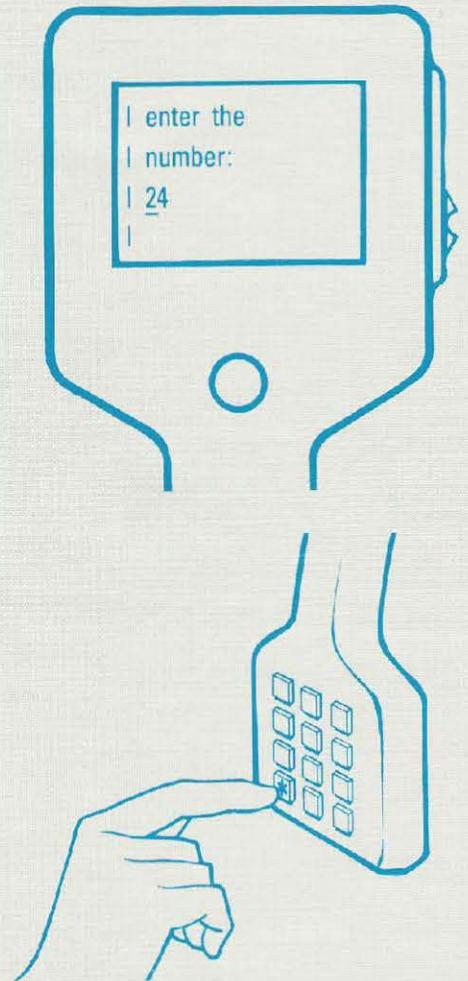


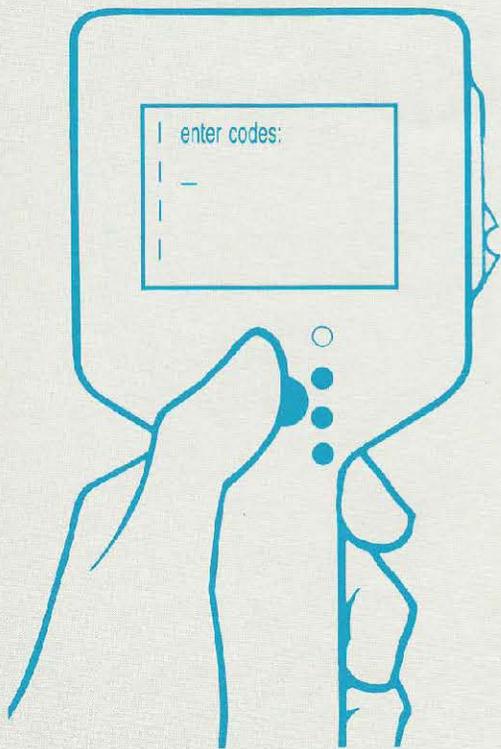
When the desired number is shown, point to NEXT (move the Pointer to any position on the right side and press).

Sometimes you may need to return to a screen to correct an entry.

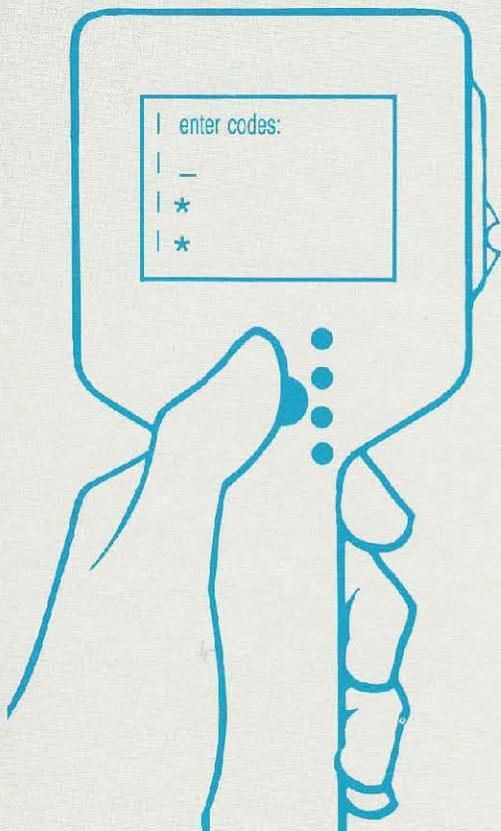
When you point to BACK (move the Pointer to the top center and press), the cursor will appear at the beginning of the first place where information was filled in.

Press the asterisk (*) on the keypad to erase the entire number or make a correction by typing over the incorrect number with the correct number.





If there are several spaces to be filled in on one screen, move the Pointer along the right side of the control to point to each location where you can enter information. Don't press the Pointer until you have filled in all the required information.



If a space where information can be filled in is preceded with an asterisk (*), the information is optional and the space may be left without an entry.

After you have filled in all of the information you need, point to NEXT (move the Pointer to any position on the right side and press).

Display of the asterisk is actually controlled by the computer Craft Access System computer. Keep in mind that this can change.

Sometimes the Craft Access System will allow you to enter letters and punctuation marks to fill in the information that is needed. Whenever this is the case, this screen is displayed.

Entering Alphabetical and Numeric Characters

Letters, numbers and punctuation marks are entered from the keypad. All characters you enter appear on the screen.

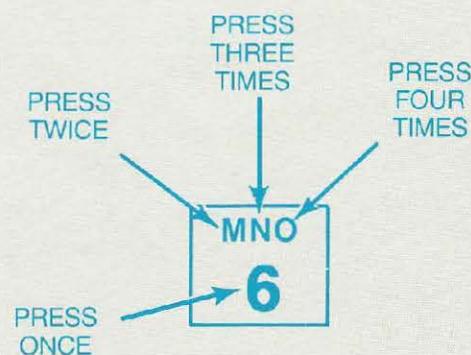
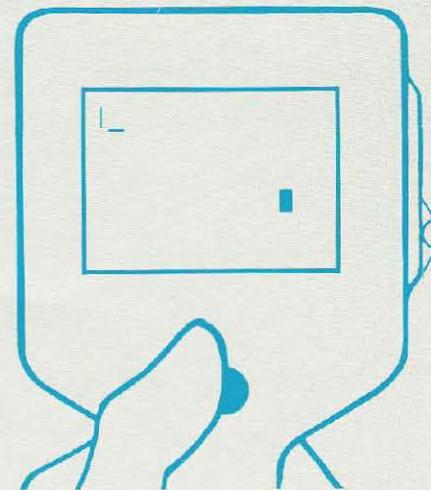
Each key is used to enter four different characters as labeled on the key; except for the [#] key. The [SP] on the [#] key is used to enter a space between two words.

Two easy methods can be used to enter characters:

- Method 1: Press and hold down the key with the desired character. Look at the display while holding down the key. You will see each character labeled on that key appear one after the other. When the desired character appears, release the key and that character will remain on the screen, and the cursor will advance to the next position.
- Method 2: There is no need to continuously watch the screen with this method. Instead of holding down the key you rapidly tap the key a number of times equal to the position of the desired character on that key.

For example, tap the [6] key three times to enter [N]; tap the [3] key three times to enter [E]; tap the [9] key twice to enter [W] and tap the [#] key twice to enter a space.

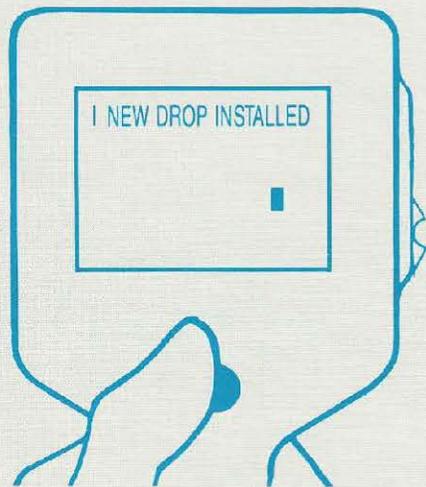
A blinking dark block on the screen indicates you have entered your last character.





Erasing a Character, an Entire Line or more.

If you want to erase a character, push the pointer to the left and press once. Holding the pointer down it will continue to erase characters one at a time until it is released.



Sending Your Message to the Computer

When you are through entering the message, move the pointer to the right and press it to send your message. The cursor should stop blinking to indicate that your message has been sent.

Taking Care of Your Terminal

1. To Avoid Damaging The Craft Access Terminal

- Don't drop the terminal. During the work day, the Craft Access Terminal should be in the cab of your vehicle or clipped to your toolbelt when not in use.
- Don't unnecessarily expose the terminal to dust, sand, water, or salt air.

2. Problems Caused by Extreme Temperatures

Heat

The Craft Access Terminal can be damaged by extreme Heat. **DON'T LEAVE IT ON THE DASH OF YOUR VEHICLE.**

Cold

Cold is less likely to damage the terminal. However, the screen won't work properly at temperatures less than -20 degrees Fahrenheit. If you must use your terminal in colder temperatures, you can use it for about 20 minutes in the cold, then place it somewhere warm for 15 to 30 minutes and then use it in the cold again.

3. Problems Caused by Water, Condensation, and High Humidity

Don't expose the terminal to water; especially avoid dropping the terminal in water. If it does get wet, dry it immediately. The Craft Access Terminal will work in rain or snow, but should be wiped dry whenever possible.

4. How to store the Craft Access Terminal and spare batteries.

When not in use, the Craft Access Terminal or spare battery pack should be connected to the charger.

5. Under some abnormal conditions, the terminal may lock itself into an incorrect state. To "reset" the terminal, simply insert the battery charger plug into the charge jack, then remove. CAUTION This will erase any stored information.

For Quick Reference:

To quit reading stored information

To go back to a screen you saw previously

BACK

To get explanations of selectable items

To erase a character or line.

(ALPHA-ENTRY MODE ONLY)

**H
E
L
P**

**B
A
C
K
S
P
A
C
E**



**N
E
X
T**

**S
E
N
D**

To select a choice

To read new page of help or new page stored information

To send mail

REVIEW

To read information stored in the Craft Access Terminal

To read previous page of help or store information

FCC REGULATIONS FOR TELEPHONE EQUIPMENT

IMPORTANT

Dear Customer;

New Federal Communications Commission (FCC) Rules require that you be notified of the following:

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and TV reception. It has been type-tested and found to comply with the limits for a Class B computing device in accordance with specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or TV reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving TV or radio antenna where this may be done safely.
- To the extent possible, relocate the receiver with respect to the telephone equipment.
- Where the telephone equipment requires A.C. power, plug the telephone equipment into a different A.C. outlet so that the telephone equipment and receiver are on different branch circuits.

If necessary, the user should consult the Telephone Company. The user may find the following booklet, prepared by the Federal Communications Commission, helpful:

"Interference Handbook — 1986"

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 004-000-00450-7.



For additional information
Contact your AT&T
Network Systems
representative