



# USERS GROUP NEWSLETTER

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SPRING/SUMMER, 1986

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If you have any concerns, questions or contributions regarding CPTs or word processing in general, please share them by calling Karen Brademeyer (Public Health, Box 197 Mayo - 625-3698); Linda Stoltz (Mechanical Engineering, 130 MechEng - 625-0890); Kathy Ohler (Geology, 104b Pillsbury - 624-9031).

## UPDATE ON WORD PROCESSING JOB CLASSIFICATION REVISIONS

A task force from the CPT Users Group met during Winter and Spring, 1986 to work out recommendations for revisions on the University job classification system for word processing operators. A survey was conducted of members of the CPT Users Group to determine their job duties and their fit with current job categories. This information was used to revise all job descriptions in the word processing family. In addition, a recommendation was also made to increase the number of classifications, with proposed job descriptions for the new categories. A committee composed of Directors of the University Personnel Department is in the process of reviewing these, combined with potential revisions in the data processing classifications. We appreciate the input provided by members of the CPT Users Group.

## SCANNER ON CAMPUS

The College of Education in 105 Burton Hall has a Totec® scanning device that will "read" printed material and transfer it to CPT disk. From the CPT, material can be transmitted to either an Apple or IBM system. The College of Education will allow other departments access to this equipment. The machine will "read" Letter Gothic 12, Prestige Elite 12, Courier 10. The print must be good, letter quality, rather than regular dot matrix. Very good photocopies are permissible but for best results use a printed original. They estimate a 1 day turnaround time and the cost is \$.25/page. Contact person: Nan Moore, 625-9503.

## COMFORTING IDEAS

### Special Eyeglasses:

If you experience eye fatigue or headaches, this may be helpful to you: I recently had glasses "tailor-made" for the CPT! The top 2/3 of the lenses is designed for reading at a screen distance of 25 inches and the bottom 1/3 for close-up reading. I have another pair of glasses for distance, and find this a good solution.

- Pat Haga, Medicinal Chemistry

If you have any contributions regarding back-, eye-, strain in general, please share them with the CPT group.

## TO CONTRACT OR NOT TO CONTRACT

The beginning of the fiscal year often leaves people responsible for the departmental budget in a quandary whether or not to have a maintenance contract on their word processing equipment. There are several aspects to consider. First and foremost, cost is certainly an issue. No one will deny that maintenance contracts are expensive and many departments go for years without needing major repairs. Sometimes this leaves them feeling that they have been throwing money away. When departments drop their maintenance contract they in effect become self-insuring. Maybe they won't need a major repair, but if and when something does happen, they are responsible. Maintenance contracts have the advantage of being predictable - one can build the cost into the budget. By not having a maintenance agreement it is necessary to have an extra liquidity in the budget to cover unexpected expenses. Many University budgets are self-limiting, so unused funds may not be carried over from one year to the next. Therefore one may have to spend all available money June 30 and be faced with major repair costs July 1.

Another issue to be discussed is whether or not to have a maintenance contract is how essential the piece of equipment is to the daily operation of the office. If the system is working at full capacity every day then the department cannot afford extended "down" time which might be required to allocate a large amount of money to cover repairs. However, if the system is only used occasionally the department would not suffer the same consequences from down time. Another issue is "life expectancy" of the system. All equipment eventually wears out. If your system is 3 or more years old and has not had its cathode ray tube or disk drives replaced, then it is becoming more likely that this will need to be done in the near future.

The final issue is that of preventive maintenance. Regular cleaning and servicing are important to all equipment. Without a service contract, many departments are reluctant to call out a service tech to make minor repairs, such as oiling the printhead or checking a "noisy" disk drive. Deferred maintenance can lead to greater costs later on.

Other companies are beginning to offer competition in the service and support area. This competition should hopefully lead to better service and lower prices for all. However it is wise to thoroughly check out any company that is offering service to verify that they have genuine CPT® parts and factory trained technicians, as well as that there are no hidden costs or exclusions. Also check how soon they guarantee service delivery. You also may want to know if a technician will call you to discuss the problem so that s/he will have the parts necessary to repair your equipment at the time of the initial service call. Also check to see if periodic oiling/cleaning/adjustments are included in the price.

The operator is also responsible for routine cleaning of equipment to maintain it in optimal working order and reduce repair costs. This means removing and cleaning the printer platen (except for the Matrix or Laser printers) and vacuuming the fan covers on the console to keep them free from debris. Always make sure the system is off before cleaning.

## PAGE, DOWN, SKIP

## EXAMPLES OF USE OF PROG KEY

When you need to clear many different labels from a disk, you could send OUT over them, one at a time, and have the system BEEP at you for every one. Or you could construct a list of to-be-deleted labels from the Table of Contents, print the list, reprogram with the Utilities, and enter each one separately. But with the PROG key, you can make the system do the work for you, deleting only the labels you want out, while you do something else or take a break. It takes a little set-up time, but it's worth it in saved time later. The secret is in the fact that if you bring in a label and send out a "nothing", the system accepts it without beeping and requiring another return key. Here's how it works:

1. IMPORTANT: The system prompts give you whatever sequence you used last. If you incremented labels, it gives you an incremented label. If you sent out to the same labels you brought in, it prompts you with the same label when you key OUT the next time. The latter is what we want here, so, before you turn on the PROG key, bring in any label, page up and send it back out.
2. Bring in the Table of Contents and construct a single-spaced list of labels to be deleted.
3. Page up the entire list. Place the pointer under the last label on the list. Then follow this sequence carefully:

## CODE PROG

```
IN          .....
ENTER       ..... brings in the last label on the list
RETURN      .....
```

```
PAGE SKIP   .....
PAGE DOWN   .      deletes the material from the screen,
OUT         ..... then from disk
RETURN      .....
```

```
PAGE UP     .....
LINE DOWN   ..... prepares for the next entry
LINE SKIP   .....
```

## CODE PROG

4. Look at your line count and key PROG that many times, plus two or three extra. The commands will stack up, and when the sequence is finished, the extra ones will cause several rapid beeps, alerting you that the task is finished.

## FOR SALE

This column is intended to facilitate equipment exchange and sales among University departments and to provide information on vendors offering special pricing on word-processing supplies. If you have equipment or quantities of supplies you would like to sell or trade with other units, or if you are aware of sources which offer discounted prices on supplies, please forward your information for inclusion in this newsletter to: Karen Brademeyer, Public Health, Box 197 Mayo.

### FOR SALE:

CPT 8100 console with keyboard and disk drives - contact Nancy Cook, IT Student Affairs, 373-3228.

### EQUIPMENT WANTED:

Sheet feeder for Rotary V printer - contact Pamela K. Naab, 373-2318, Department of Chemistry.

Dual-bin sheet feeder and sound hood for Rotary VIII printer - contact Kathy Buxton, Environmental Health, 373-8080.

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TO: