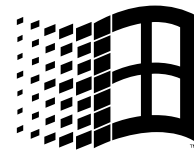


**Mazar**

# Exchange 5.x

Internet Mail Exchanger for [www.dci.co.ir](http://www.dci.co.ir) users



A Maz Engineering Software Product  
By  
Masoud Mazar

Reference Guide  
( English )

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## Introduction:

DCI (Data Communication of Iran) is serving as an Internet Service Provider. The E-Mail service of DCI is now in public access and everybody can use it as a gateway to the Internet world. Although DCI provides fast and reliable services, the weak e-mail management software on DCI sites is a problems for its users.

Mazar Exchange is a software tool to make the use of DCI EMail much easier. It has a communication part inside which can call DCI center for sending and receiving mails and the attached files. It also serves as a mail manager and address book.

In this Reference Guide, you will find some information on how to use Mazar Exchange different capabilities. This guide is based on activities. It means that it is not a step by step procedure to teach you how to use the software. It is actually a reference. Whenever you have a problem using the software, or you want to do something but you don't know how to, you can refer to this guide and browse the section you want.

## Installation:

Mazar Exchange has some installation disks. To install the software on your computer, place the first disk into your drive and run SETUP.EXE using "Run" command in "Start" menu or however you prefer. After that, the installation program guides you through the installation process.

In some cases, a prompt appears, which asks you if you want to upgrade your system files. Answer "Yes" to this question and let the installation continue. Before completion of the installation, your Windows restarts and you must run the Setup program again. After installation, you can run the program by choosing its Icon in "Start" menu and "Programs/Mazar Exchange" submenu.

Mazar Exchange 5.0 has 3 installation disks and requires about 9 MB of hard disk space.

## Uninstall:

To remove Mazar Exchange from your computer, go to the "Control Panel" of Windows, Open the "Add/Remove Programs" icon, select "Mazar Exchange", and click on "Add/Remove" button. Uninstall process removes most of the files from your Mazar Exchange folder and you must delete the folder and its other contents manually.

## Settings:

Before using the program, you must set some configuration information. From "Settings" menu choose "Properties". You will see a window containing following parts:

### Modem Settings:

In this window you must select the modem device that you want to use for connection. There is a dropdown list containing modem devices installed on your Windows. If you have no device in this list, refer to your modem installation guide for how to install your modem in Windows 95. If you

need to change something in modem settings, simply click on "Settings" button.

You also need to select your location settings in the next dropdown list. If you need to change some settings in location, for example dialing mode between Tone and Pulse, click on "Settings" button below "Location" dropdown. Note that your area code and country code must have been set (for example 21 for area code of Tehran).

There is also a dial prefix box in "Location" that lets you define a prefix for dialing (for example if you need to dial 9 for a free line type "9W" in this box "W" causes the modem to wait for dial tone).

### **DCI Settings:**

There is one thing that you must set before connecting to DCI. In "Properties" window click on "DCI" tab to display the DCI related settings part of properties. Your user ID is coded in the software, but you must enter your password in this window. This is necessary for login process. When you type your password, you will see "\*" character instead of actual characters (This is for security). You can use this option to prevent unauthorized people from using your Internet account on DCI. Only clear this box when you want to protect your connection to DCI (this will not protect your mails in Mazar Exchange). Remember to change your password in Mazar Exchange whenever you changed your password in DCI.

DCI supports the option to request a return receipt when you send a mail to another DCI user. To use this option, go to "Settings" window and switch to "DCI" tab. Click on "Request return receipt" check box and from then on, Mazar Exchange will ask DCI to return a receipt each time you send a mail to a DCI user (without @ in address).

When Mazar Exchange connects to DCI, it gets new mails and deletes them from DCI. If you do not want to delete mails from DCI mailbox, clear the check mark next to "Erase Mails from DCI" option.

DCI has provided some facilities for users who want to connect from cities other than Tehran. They can connect to a local Tel number and after entering a code, they will be connected to DCI. If you enter that code in the appropriate box, it will be used to connect to DCI. Note that Mazar Exchange sends this code to DCI immediately after connection and before sending the user ID. So if you are not dialing from other cities, leave this field empty.

In order to provide security for the body of your mail while transmitting to DCI, Mazar Exchange uses an algorithm to ensure that the body of mail is transferred completely. "Safe mail delivery packet size" is the number of characters that Mazar Exchange sends to DCI and waits to see if they are received correctly. If they are received completely, Mazar Exchange sends the next packet, otherwise, that packet will be sent again. Greater value for this option leads to faster transmission of your mail, but this may cause loss of characters on noisy lines, and then the recovery process of Mazar Exchange will reduce the speed.

### **Dial Settings:**

You can change the Tel. numbers of DCI and the delay between each try in "Dialing" Tab. You can also set a time out value to use when transmitting

data. A time out value of 0 disables time out checking. For removing a Tel. number, first select it and then click on "Remove" button. The "Radial Type" box is for defining the dialing sequence of DCI Tel numbers (this option is not required anymore).

### Scheduled Dial Settings:

Mazar Exchange can make automatic calls to DCI to transfer your mails.

You can specify up to 30 dial times for Mazar Exchange to connect to DCI at those times. For this feature to work, a check mark must be seen next to "Enable Scheduled connection" option and Mazar Exchange must be running. A small icon will be shown on "Icon Tray" of Windows and you can click on this icon to see the main window of Mazar Exchange when it is minimized.

### Other Settings:

In "Other" tab you can select the transfer protocol used for sending and receiving files. The sending and receiving protocol is always ZModem. It has a good throughput and error correction mechanism.

You can also select a printer font for printing mails using Mazar Exchange. In addition, you can choose to see the body of messages in the main window. If you select this option, main window will show a text box in lower right corner in which you can see the body of current mail.

For those who want to change the font size of body text when viewing on the screen, there is a place to enter new screen font size for the body of messages.

To break text lines in the body of your mail at a specific column number you can use "Format Text" tool on "Mail Editor" window. The number of columns for this feature can be set here.

## Settings in DCI

Before you connect to DCI using Mazar Exchange, you must check some of your Account Settings in DCI. Call DCI using a terminal program and go to

A ... Account Display/Edit

menu. Then select

A ... Display or edit account information

and set the option "Pause Output?" to "CONTINUOUS".

Also you must turn off your ANSI mode.

Then go to

E ... Electronic Mail

menu. In this menu choose

S ... Special functions

and in the next menu choose

S ... Set personal preferences

In this menu, set the options as follows:

N ... Read new mail at log on: PROMPT

R ... Read messages mode: FULL

**Note:** These are necessary for Mazar Exchange to work properly.

## Program Window:

The main window of Mazar Exchange acts as the mail manager. In the following sections you will find the information on using the program for managing your mails.

Mail manager has two views:

- 1- Folders view
- 2- Mails view

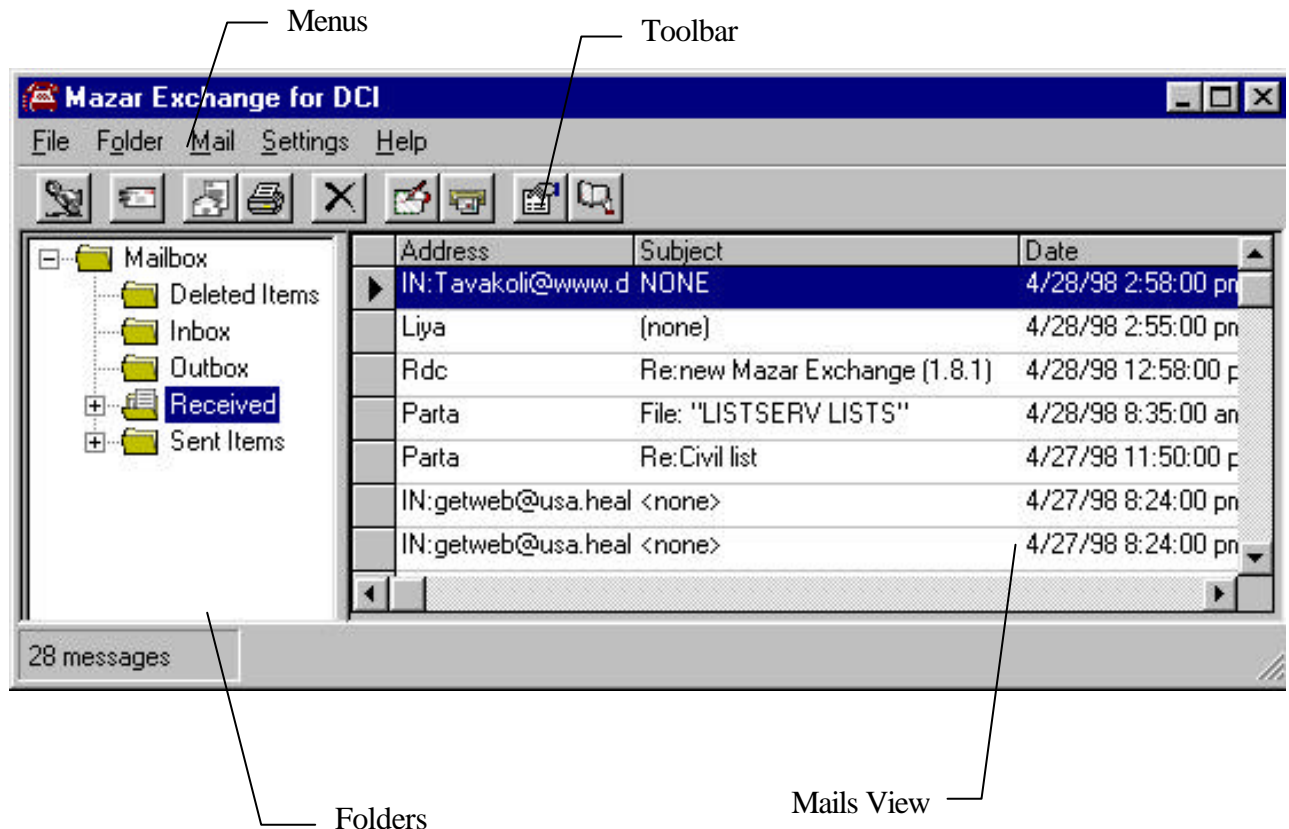


Figure 2: Main Window of Mazar Exchange

### Folders view:

Folders are separated groups in which you can save your mails. You can add, delete, rename and move folders.

### Mails view:

Mails are the main materials in this program. You can categorize your mails by placing them in various folders. Each time you select a folder either by mouse or by keyboard, the mails view will show you the contents of that folder (if any).

### Menus:

Most of the program activities are done by menu commands.

**Toolbar:**

Some of the frequently used commands are placed in the toolbar as icons. If you want to know what an icon tool does, move the mouse cursor over that icon and hold it there without clicking. A yellow tool tip will appear showing the tool action.

**Managing Folders:**

There are 5 default mail folders in Mazar Exchange. They are:

- Inbox: For storing newly received unread mails.
- Received: For storing read mails.
- Outbox: For storing your outgoing mails before they are sent.
- Sent Items: For storing mails successfully sent.
- Deleted Items: For storing deleted mails as a trash can.

**Note:** You can not delete or rename these system folders.

**Adding a new folder:**

To add a new folder in your folders view, first select the parent folder for your new folder. Parent folder is the folder in which you want to create a new folder. This can be done by clicking on folder Icon (not folder name) or by using arrow keys. After that, select "Add" command from Folder menu or right-click over the folder icon to see a pop-up menu and then select the "Add" command.

A little window appears and asks you to enter the name for the new folder. If you type a previously used name, it displays a message and aborts the action.

**Deleting a folder:**

To delete a folder, first select it and then from Folder menu choose "Delete". You must confirm the delete command in the next step. Another way to delete a folder is right clicking over the folder icon and selecting "Delete" command from the pop-up menu.

You can not delete folders containing mails and the system folders.

**Renaming a folder:**

To rename a folder, simply click the folder name, wait a second and click it again. The folder name will be converted to an edit box and you will be able to change the name. Press Enter after editing or ESC if you don't want to change the name.

**Moving a folder:**

You can nest a folder in another folder. To do that simply click the folder Icon (keep pressing the mouse button) and drag it over another Folder and when the target folder's name becomes highlighted, release the mouse button.

## Managing Mails:

Mails are the main materials in Mazar Exchange. For better categorizing the mails, you can do the following:

### Selecting mails:

To select a single mail, simply click on it. To select a sequence of mails, click on the first one (top of the selection), hold the "SHIFT" key and click the last one (bottom of the selection). To select a random list of mails, start from the bottom of the list, click on last desired mail, hold shift, go upward and click on other desired mails.

There is also a simple mouse selection capability. Move your mouse cursor over the line selectors (gray box in left side of each line). Click on line selector you wish and hold the mouse button, then move mouse pointer over other line selectors you want.

You can select all the mails of a folder by clicking on the little box in top-left corner of mails view.

### Reading mails:

To read a mail, first select the mail, and then choose "Read" command from Mail menu. Mail Viewer Window will appear and you can read the mail contents.

### Deleting mails:

To delete mails, select them (as stated above), and choose "Delete" command from Mail menu. You can also right-click on mails view to see a pop-up menu and choose its "Delete" command.  Tool (or DEL key) can also be used.

### Replying to a mail

If you want to reply to a mail, you must first select the mail in mail view and then choose "Reply" from Mail Menu. (You can use right-click pop-up menu also.) Then you must compose your reply in Mail Editor Window. See "Mail Editor Window" section for more information on how to compose mails. Reply command will copy the contents of the received mail plus the subject and E-Mail address into mail editor window.

### Forwarding a mail

If you want to forward a mail to another address, you must first select the mail in Mail view and then choose "Forward" from "Mail" menu. (You can use right-click pop-up menu also.) Then you can change mail contents in Mail Editor Window. See "Mail Editor Window" section for more information on how to compose mails. Forward command will copy the contents of the received mail plus the subject into mail editor window.

### Mail Edit

If you want to edit a mail, first select it and then choose "Edit" command in Mail menu. Mail editor Window will appear and you can change the contents of the mail. finally, when you click on  tool, the changes will be saved and the previous contents will be lost (so, be careful!).

## Extracting mails

You can extract Selected mails and put them into a text file. Select mails and choose "Extract" from Mail menu or pop-up menu. Then specify file name and path for storing the extracted mails.

This option (Extract) can be used to transfer mails from one copy of Mazar Exchange database to another copy. To do this, select the mails and extract them to a text file. Then Import the text file in target copy of Mazar Exchange.

## Moving or copying mails from folder to folder

You can move one or more mails from one folder to another folder. To do this you must first select the mail or mails (as described before). Then gently click on selected mails and hold the left mouse button. After that, move the mouse while holding the button until the mouse Icon places over your target folder and the folder name becomes highlighted. Now release the mouse button.

You can also use "Move" command in Mail menu. First select mails you want to move, then choose "Move" command from mail menu. A window will appear showing the folder names. You can select one of the folders and click OK.

## Sorting mails list

You can sort the list of mails displayed in Mails view by these fields:

- Address
- Subject
- Date (Descending)
- Date (Ascending)
- Nothing

To change the sort order, choose Sort command from Mail Menu. Then select the field by which you want to sort the list. You can also use right-click pop-up menu for this purpose. By default, mails are sorted by Date (Descending). Sort by Nothing will change the order of mails to the order they were received from DCI. This will be helpful when you want to extract encoded files that are stored in more than one mail.

You can also click on column headers to sort mails by that column.

## Writing a new mail

In order to write a new mail you should choose New from Mail menu. A window named "Mail Editor" will appear and you can enter the desired information in that window. See "Mail Editor Window" section for more information.

## Printing a mail

You can print selected mails on your printer. Select mails and choose "Print" from Mail menu or pop-up menu. All the selected mails will be printed on default printer. To change printer settings see "Printer Settings" bellow.

## Mail Editor Window

You can write a new mail, reply to a received mail or forward a mail to another address using Mail Editor window.

Enter E-mail address of the receiver in the first white box in front of "To:" button. You can enter another address in the second box next to "Cc:" button for sending a copy of the mail to that address. For both of these addresses, you can use the buttons for opening the Address Book window and selecting an address from the list. See Address Book section for more information.

Enter the subject of your mail in Subject box. If you want to attach a file to your mail only enter the file name (without path name) in "Attachment" box. You can also click on "Attachment" button to select the file using a standard "File Open" window.

Type the body of the mail in the big white box of the window. In all these text boxes you can use arrow and editing keys, in addition to copy, paste and cut key combinations. (ctrl+C, ctrl+V and ctrl+X, respectively.) Note that with this capability, you can copy and paste any text from everywhere you want into these boxes. There is also a pop-up menu that can be displayed by right-clicking the text box. You may find some useful commands in this pop-up menu.

After you complete composing the mail, click on  tool to send the mail to outbox. If you want to cancel sending the mail, click on  tool to cancel and exit from mail editor window. Then you must confirm the cancel command.

Note: There are some column numbers at the top of Body text box. If you want to have paragraphs of your mail be exactly as you type them while sending the mail, you must press enter after each line you type. The end of each line (where you press ENTER) must almost be below the "7" mark. If you don't press ENTER for each line, your mail will be sent completely, but DCI will break each line as it likes.

## Mail Viewer Window

Every time you select a mail and choose Read command from Mail menu, a window called Mail Viewer Window appears. In this window you can read the mail and you are able to delete, print, reply or forward the mail. Click on Open button next to attachment file name to view the attachment.

After a connection to DCI, your new mails will be stored in Inbox folder. While reading each new mail, whenever you close the mail viewer window, the read mails will be moved to Received folder.

You can use  tool to close Mail Viewer and return to Main Window.

If you want to delete a mail while reading it, click on  tool. You can also print, reply to or forward the mail that you are reading.

Mail Viewer Window has also a "Find" tool that helps you find a text in the mail body. To start a new search, click on "Find" tool and type the text you want to search for. To find the next instance of the text, you must press F3 key. If you click on Find tool again, only first instance of the text will be found.

There is another tool in Mail Viewer window named Move tool. This tool helps you move current mail to another folder. When you click on this tool, a window appears that shows the current folders of the program. You can choose one of them and the mail you are reading will be moved to that folder.

Note that you can not edit anything in the Mail Viewer. See "Mail edit" section for more information.

## Connecting to DCI

You can read and write your mails off-line (when you are not connected to DCI). But when you want to update your mailbox, you should connect to DCI. This will be done by choosing Connect and Transfer command from File menu or toolbar. The Connection to DCI window will appear after your command.

There is a File menu in this window that you can choose to Connect to DCI from it. After this command, you can see Mazar Exchange automatically dialing the numbers stored in Properties Window. When it gets a busy message, Mazar Exchange will go to next Tel number. If you want to cancel the dial process, simply click on Cancel button. Use Next number button to go to next Tel number in the sequence.

After dialing process, Mazar exchange will automatically connect and login to DCI using your User-ID and password. It will go through menus of system, and new mails will be transferred. Finally, the connection will be closed and a report will be shown containing the number of mails and files transferred.

During the connection process, you must not press any key because this will corrupt the automatic operation of Mazar Exchange. If you encounter any malfunction during a connection session, or an interruption longer than 20 seconds, simply hang-up the modem by choosing Hang-up from File menu of the toolbar. Then connect again to resolve the problem.

There are a few circumstances that program can not detect the DCI message and waits for you to press a key. For example, when body of mail is uploaded and DCI is waiting for "/s". If you see that program stopped here, type "/s" and press ENTER. If you don't know what to do, simply hang-up and dial again. In baud rates more than 19200 you may encounter such a problem, so decrease the baud rate to 19200 which DCI supports.

## Address Book

Mazar Exchange has an Address Book database to help users store and manage their frequently used Internet addresses.

In Address Book window, again you have a Folders view and an Address view. This window is very similar to Main window of Mazar Exchange. See "Managing Folders" section for more information on working with folders.

Selecting addresses is similar to selecting mails in main window. You can add, delete, move and edit any address.

When you use "To" or "Cc" buttons in Mail Editor Window, Address Book will appear and you can select the desired address, copy it to "To" or "Cc" text boxes with choosing Select command from Address menu.

You can send a mail to a group of addresses by selecting an Address Folder. Do this by first clicking on Folder Icon. Then from Folders menu choose Select command. Folder name with a prefix of "#" will appear in "To" or "Cc" box.

To search for an address, you can press the first letter of the address and the program will go to the first address that starts with that letter.

**Note:** Because of settings in DCI system, you cannot send more than 5 copies of a mail to other addresses. (This may have been changed to a higher or lower value.)

### Importing addresses:

You can import a text file containing some addresses and their descriptions to a folder. To do this, you should first create a text file and place each address in a separate line. Here is a sample of such a file:

```
Mazar@www.dci.co.ir      Masoud Mazar (Mazar Exchange)
parta@www.dci.co.ir     Hooman Parta
```

As you can see, the first part of each line contains the address and the second part is the description. Every thing after a space is description. After making the file, go to Address Book and select the folder you want to import addresses to. Then choose Import command from Address menu. You should confirm the Import command at this step and then the addresses will be imported to the folder.

### Importing Mails:

If you encounter any problems when you connect to DCI using Mazar Exchange, you can use any other communication application to connect to DCI, but you must capture or log the connection to a text file using that comm. app. to later import the received mails to Mazar Exchange database.

To import the mails to Mazar Exchange you should use Import command from File menu and Import Capture file. After selecting the capture or log file, your new mails will appear in Inbox folder.

You can also import a text file that contains extracted mails. This type of file must be created using Mazar Exchange Extract command.

This is an option for those who have used Mazar Exchange 2.x to import their mails from the old database format.

### Encode/Decode:

As you may know, some servers use file Encoding when transferring files over the Internet. There are various file encoding standards, like MIME and UUEncode. Mazar Exchange can help you to Encode/Decode files using Base 32 UUEncode standard.

Note: The source file for a Decode command must have a first line containing :

```
begin filename
```

and the two last lines of this file must read like:

```
\
end
```

(note that in the line previous to "end" you must have a reversed apostrophe.)

If your source file does not have the above lines, UUDecode process will not be successful.

### Compressing Mailbox:

Each time you delete a mail from Deleted folder, an unused space will remain in MAILBOX.CNT file. You can reduce the size of this file by running COMP\_REP.EXE program (placed on disk 4).

## Printer Setup:

Some settings like changing current printer, paper size, paper source, orientation and others can be done using "Printer setup" command in File Menu.

## Connection Time Info:

Each time you connect to DCI, Mazar Exchange writes the start and end time of your connection in a file named "Connect.Log". If you want to see a summery report of connection times, choose "Report of connections" from File menu.

## Signatures:

If you create a text file named "SIGNATUR.MAZ" in Mazar Exchange directory, its contents will be added to the end of all new mails and replies you send.

## Technical Information:

If you are an advanced user, read this section for more information about Mazar need to read this part.

### Data files:

There are some files in Mazar Exchange folder that are used to store various types of data:

file name	Description	type
MailBox.mdb	mail information	Access mdb
AdrsBook.mdb	Address book database	Access mdb
NewMail.log *	log of each connection	ASCII
NewMail.bak	Log file for last connection	ASCII
DCI-Tel.num	DCI Tel numbers	ASCII
Schedule.Tim	Scheduled auto connect times	ASCII
Messages.dci	DCI messages and menu prompts	ASCII
Connect.log	connection time log file	ASCII
Signatur.Maz	Signature file	ASCII
COMP-REP.EXE	Compress and repair utility	Executable

\* If the program makes a normal connection, it will delete this file. If some problem occurs and user hangs-up in Connection to DCI window, this file will remain until Mazar Exchange be restarted.

## If you have problem:

If you have problem using Mazar Exchange you can contact the programmer via E-Mail:

Mazar@www.dci.co.ir

## Upgrade

For the latest news and updates for Mazar Exchange, you can visit this site:

<http://mazar.bizland.com>