Lotus AM7RRNA

Lotus 1-2-3 Millennium Edition 9.5 Software User Manual

Model: AM7RRNA

1. INTRODUCTION

The Lotus 1-2-3 Millennium Edition 9.5 is a powerful spreadsheet software designed for business applications, including forecasts, budgets, and financial reports. This software provides advanced tools for working with numerical data, integrating information from various sources such as the web, corporate databases, and Microsoft Excel files. It incorporates features to enhance productivity and compatibility across different systems.

Key functionalities include advanced data analysis, internet integration, and compatibility with various enterprise resource planning (ERP) systems and databases. The software is designed to streamline data management and analysis tasks for users.
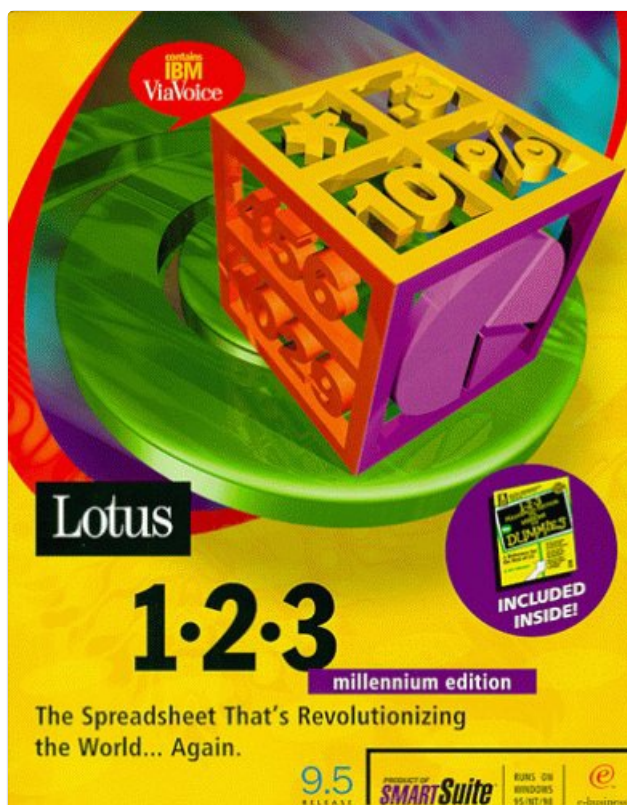

Figure 1: Lotus 1-2-3 Millennium Edition 9.5 software interface displaying an expense report. The interface shows a grid-based spreadsheet with various data entries, calculations, and menu options.

2. SETUP AND INSTALLATION

To install Lotus 1-2-3 Millennium Edition 9.5, ensure your system meets the minimum requirements: Windows 95, Windows 98, Windows NT, Windows 2000, or Windows Me. The installation process is subject to the Lotus Software Agreement.

1. **Insert the Installation Media:** Place the software CD-ROM into your computer's optical drive.
2. **Run Setup:** The setup program should start automatically. If not, navigate to the CD-ROM drive in "My Computer" and double-click on "setup.exe" or "install.exe".
3. **Follow On-Screen Prompts:** The installation wizard will guide you through the process. You will be prompted to accept the software license agreement, choose an installation directory, and select components to install.
4. **Enter Product Key:** If prompted, enter your unique product key found on the software packaging or license certificate.
5. **Complete Installation:** Allow the installation to complete. Your computer may require a restart after installation.

For detailed instructions or troubleshooting during installation, refer to the "Read Me" file on the installation media.

3. OPERATING INSTRUCTIONS

Lotus 1-2-3 Millennium Edition 9.5 offers a range of features to enhance your spreadsheet experience. This section covers key operational aspects.

3.1. Compatibility and Data Integration

- **Excel Compatibility:** The software includes an "Excel Spoken Here" feature, allowing you to type Excel commands directly into 1-2-3. The system will translate these commands for seamless operation. It can read and write Excel 4 through Excel 2000 files.
- **Lotus Notes Integration:** For users of Lotus Notes, 1-2-3 provides robust tools for sharing data and collaborating on spreadsheet files directly within the Notes environment.
- **ERP Integration:** Analyze enterprise data from systems like PeopleSoft, SAP, and JD Edwards directly within your 1-2-3 spreadsheets.
- **Database Connectivity:** Work with information stored in leading databases such as IBM DB2, Oracle, and Sybase.

3.2. Productivity Features

- **SmartFill:** Automatically populates a range of cells with dates, numbers, or other sequential data.
- **SmartLabels:** Sum a range by typing "Total". 1-2-3 recognizes predefined terms like "Subtotal," "Count," "Maximum," and "Average" to apply appropriate functions.
- **Automatic Formatting:** Set a precedent, and 1-2-3 will automatically apply formulas and formatting to new data entries.
- **New @functions:** Benefit from over 60 new analytical functions for enhanced data manipulation and greater Excel compatibility.
- **Voice Dictation:** Utilize IBM ViaVoice technology with SmartMaster templates to dictate common tasks such as expense reporting and loan amortization. A noise-reducing microphone is recommended for optimal performance.

3.3. Internet Integration

- **Web Tables:** Pull live internet data, such as stock quotes, directly into your 1-2-3 worksheet for real-time analysis.
- **Publish To The Web:** Publish 1-2-3 spreadsheets to the internet or intranets while preserving formatting and graphics.
- **Create Hyperlinks:** Assign internet hyperlinks to spreadsheet cells, objects, or buttons for easy navigation to web

resources.

4. MAINTENANCE

Regular maintenance ensures optimal performance and data integrity for your Lotus 1-2-3 software.

- **Software Updates:** Utilize the SuiteUpdate service pack for automatic updates to ensure your software is running the latest version with all security patches and feature enhancements. Check for updates periodically via the official Lotus website.
- **Data Backup:** Regularly back up your important spreadsheet files to prevent data loss. Store backups on external drives or cloud storage.
- **System Compatibility:** Ensure your operating system and other software components remain compatible with Lotus 1-2-3. Consult the Lotus support website for compatibility matrices.

5. TROUBLESHOOTING

This section provides solutions to common issues you might encounter with Lotus 1-2-3 Millennium Edition 9.5.

Problem	Possible Cause	Solution
Software fails to install.	Incorrect system requirements, corrupted installation media, or conflicting software.	Verify your system meets the minimum requirements. Clean the installation CD. Close other applications before installing. Try running the installer in compatibility mode for older Windows versions if applicable.
Cannot open older spreadsheet files.	File format incompatibility or file corruption.	Ensure the file is a supported Lotus 1-2-3 format or a compatible Excel format (4-2000). Try opening the file on a different system or using a file recovery tool if corrupted.
Voice dictation not working.	Microphone not configured, IBM ViaVoice not installed correctly, or noisy environment.	Check microphone connection and system audio settings. Ensure IBM ViaVoice is properly installed and configured. Use a noise-reducing microphone and work in a quiet environment.
Web data (e.g., stock quotes) not updating.	Internet connection issues, website changes, or firewall blocking access.	Verify your internet connection. Check if the source website has changed its layout or data structure. Ensure your firewall is not blocking 1-2-3's access to the internet.

6. SPECIFICATIONS

- **Product Name:** Lotus 1-2-3 Millennium Edition 9.5
- **Model Number:** AM7RRNA
- **Manufacturer:** Lotus
- **Supported Operating Systems:** Windows 95, Windows 98, Windows NT, Windows 2000, Windows Me
- **Package Dimensions:** Approximately 9.6 x 7.5 x 2.4 inches
- **Item Weight:** Approximately 1.7 Pounds
- **ASIN:** B0000205XT
- **First Available:** October 24, 1999

7. WARRANTY INFORMATION

The installation and use of Lotus 1-2-3 Millennium Edition 9.5 software are subject to the terms and conditions of the Lotus Software Agreement and Limited Warranty. This agreement is included with your software package.

If you do not accept the agreement, please return this package and all accompanying items within thirty days of purchase to the place of purchase for a full refund. For specific details regarding warranty coverage and limitations, please refer to the official documentation provided with your software.

8. SUPPORT AND CONTACT

For further assistance, technical support, or to access additional resources, please visit the official Lotus website or contact customer support.

- **Official Website:** www.lotus.com
- **Customer Support:** Refer to your product packaging or the official website for regional contact information.