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LICENSE

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comPPage PageConnect Client Software

The PageConnect Client Software works in conjunction with the PageConnect Server computer paging software. This module will allow you to page from any computer on a LAN. This module will run on 32-bit platforms. PageConnect Server software performs the paging function. Prior to installing the PageConnect Client Software, be sure PageConnect Server software is installed and running.

REQUIREMENTS
IBM compatible computer
MS-Window™ 98, ME, 2000, XP Pro Operating System
comPPage PageConnect Server

INSTALLATION
> 1. Insert disk into CD-ROM.
> 2. The CD will auto start.
> 3. Select Install ComPPage PageConnect Client Software.
> 4. After the installation is complete you must configure the system before it will operate properly.

SETUP
> 1. The initial activation of the Client software you will be request to enter the Server IP Address. This address can be found on the upper left main screen of the Server software.
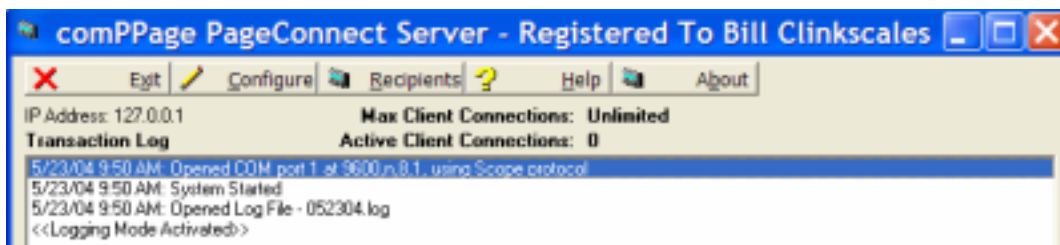
> 2. Select [**CONFIGURE**], [**OPTION**],[**TEST PAGING SERVER CONNECTION**]
> This test will send a test message to the server to ensure the IP Address that appears In the SERVER IP ADDRESS window is correct.
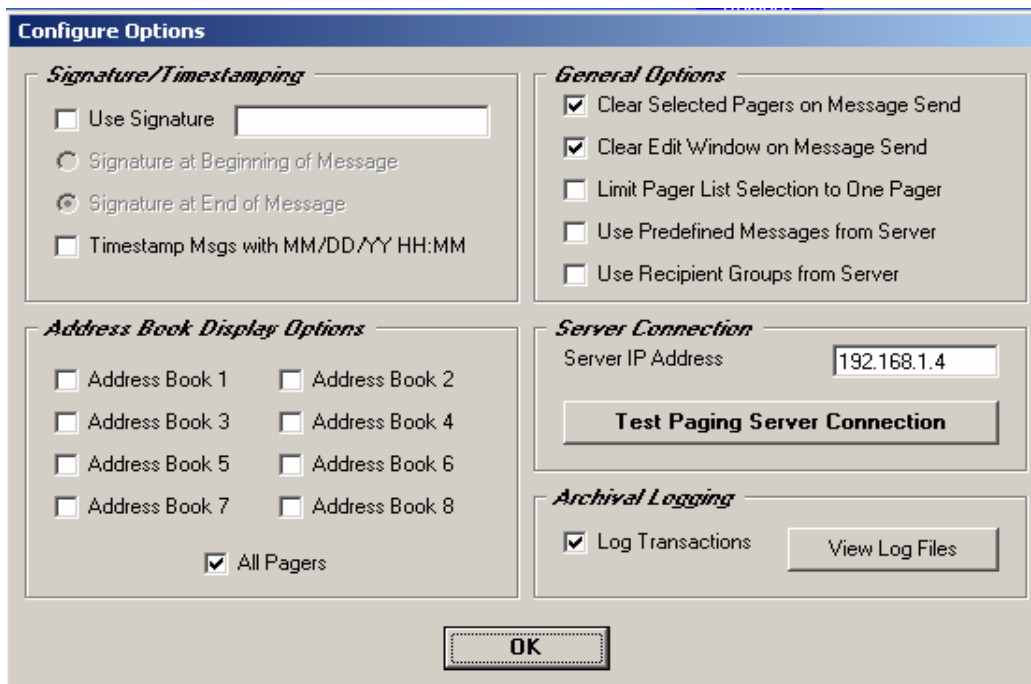
Setting Options

1. Select [**CONFIGURE**], [**OPTIONS**].
   a. **Signature**
      <u>Send signature of person sending message</u> - Place signature before or after the message.
      <mark>Note: When using numeric pagers and signature is enabled, enter a numeric signature like your telephone Extension.</mark>
      You must enter the signature before you can select the function.

   b. **Time stamp Msg**
      Check this option if you want to include the Date and Time as part of the message text.

   c. **General Options**
      <u>Clear a Selected Pager on Message Send</u>. If checked, all pagers selected to receive the page will be de-selected after the page is sent.

      <u>Clear Edit Window on Message Send.</u> – If checked, the message to send window will be cleared after the message is transmitted.

      <u>Limit Pager List Selection to One Pager</u> – If checked, only one pager can be selected to receive a message.

      <u>Use Predefined Messages from Server</u> – If checked, all predefined messages located on the server will be Displayed on the Client.

      <u>Use Recipients Group from Server</u> –If checked, any Recipient Group located on the server will be Displayed on the Client.

   d. **Address Book**
      <u>Configure Address Book Display Option</u> – If this option can be used to filter the view of the master pager list. This filtering is based upon how you define pager types in the server. Client will display up to 8 different address books all pagers listed on the server.

         (1). Address Book 1 – 8. If checked, Display pagers assigned to the Address Book Selected.
   Note: For information on assigning pagers to address books see comPPage PageConnect Server help file.

         (2). All Pagers – Display all pagers, regardless of address book assignment.

<mark>Note: Pager and Predefined messages on the server will be refreshed on the client each time a change is made on the server</mark>.

CREATE CUSTOM MESSAGES

1. Enter message in "Message to be sent window".

2. Select [**ADD**].

3. The message will appear in the "Predefined Messages" window.

4. You can create as many custom messages as you want.

5. The PageConnect Client software will refresh the list of pagers every 60 seconds.
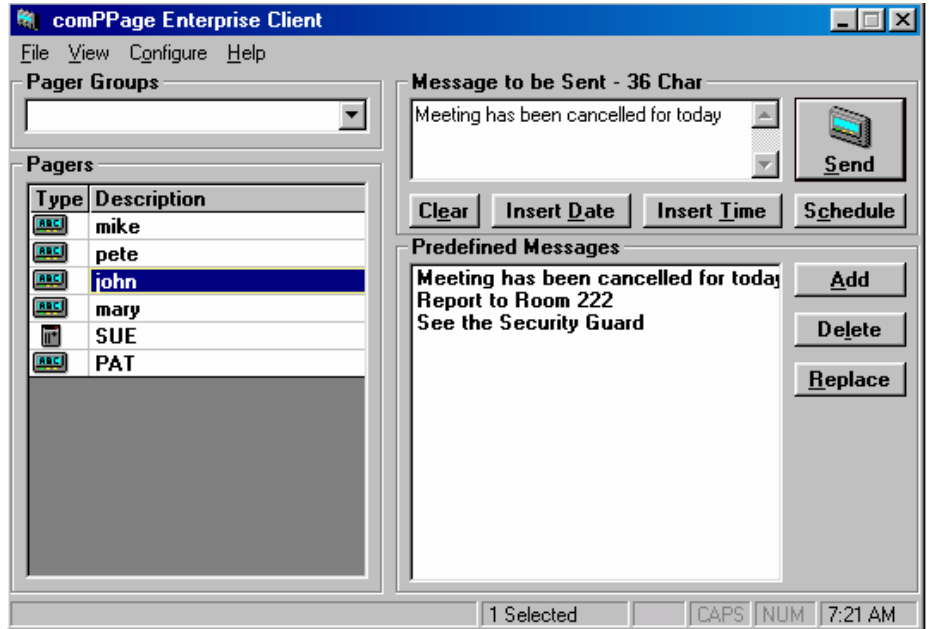
GROUP CONFIGURATION

1. Select [**Configure**]

2. Select [**Pager Groups**]

3. Under [**Groups**]double click the blank field or click on the [**Add**] button and enter enter a name.

4. Under [**All Pagers**] select the pagers to be placed in this group.

5. Paging group will appear in the column Pagers in Group.
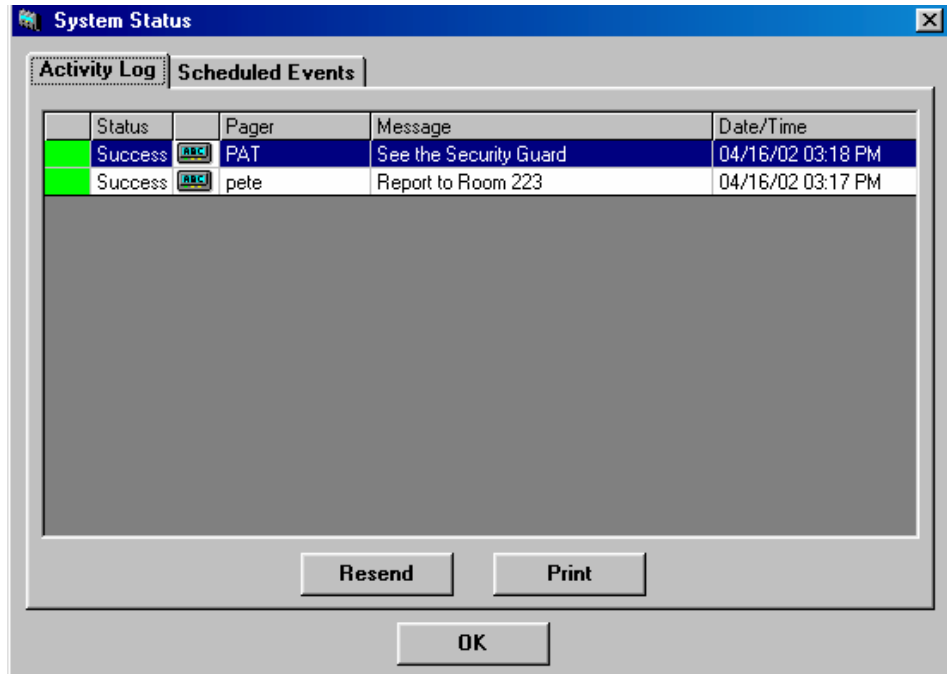
6. Click **[OK]**, you will return to the main screen.
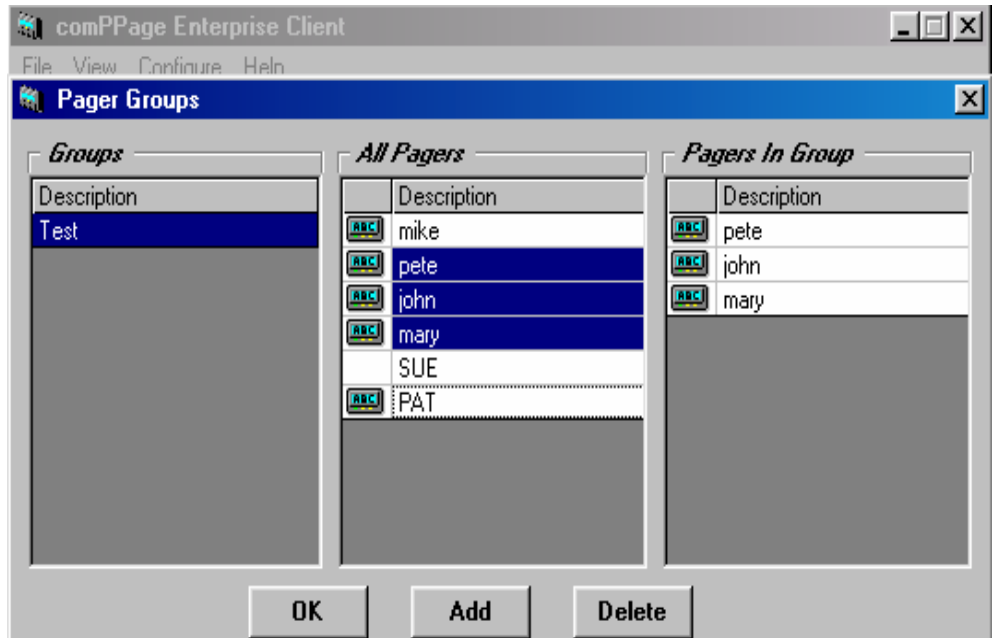
VIEWING ACTIVITY LOG

1. Select [**VIEW**], [**ACTIVITY LOG**].
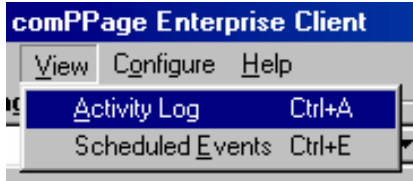
2. The Activity Log will appear. From this screen you can do the following operations.

      a. View the Log

      b. Print the Log
        - Select Print Button.

      c. Select a message to resend
   - Select Page to Resend.
        - Select Resend Button.

SCHEDULE EVENTS

1. Select a pager from the [**PAGERS**] listing.

2. Enter your message in the [**MESSAGE TO BE SENT**] window or select a Predefined message from your list.

3. Select the [**SCHEDULE**] button.

5
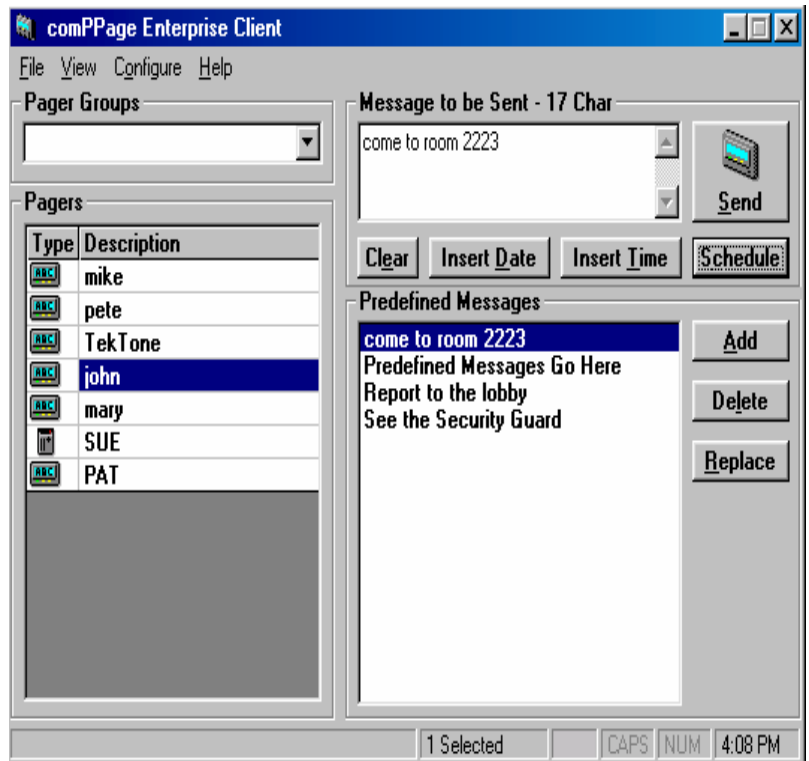
4. Select the [**TIME**] you want the message to be sent. Select **[AM]** or **[PM]**.

5. Select the [**DATE**] you want the message to be sent.

6. If this schedule is a single event, this completes the task. If this is a reoccurring event, check the "Set Daily Reminder".
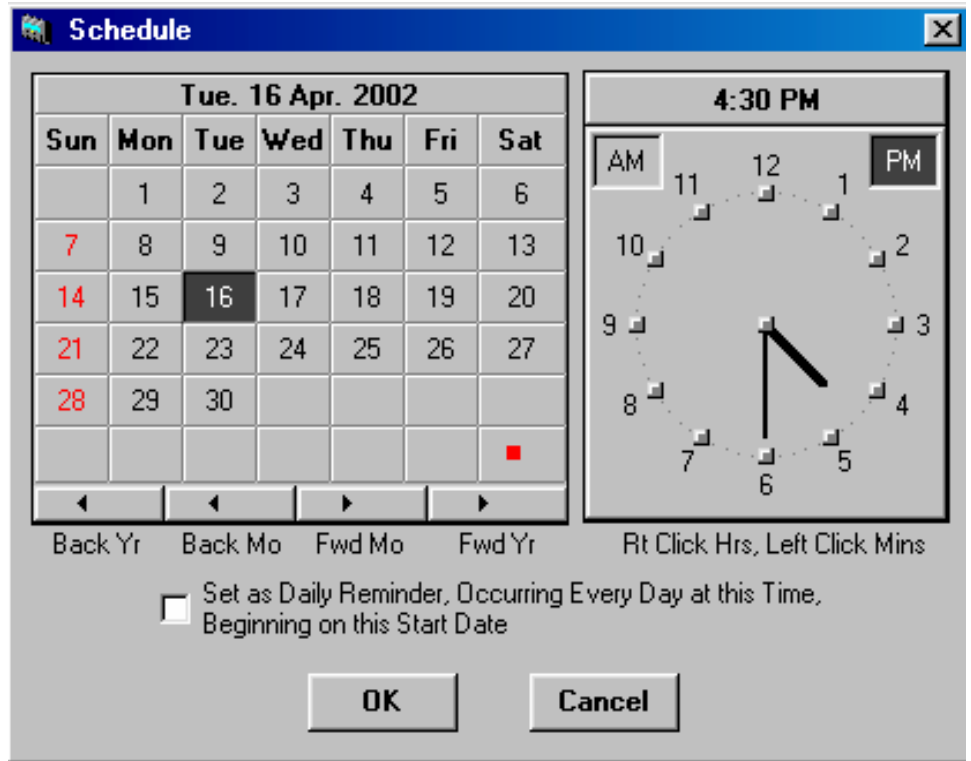
VIEWING SCHEDULED EVENTS

1. Select [**VIEW**], [**SCHEDULED EVENTS**].

2. First column indicates type of event scheduled.
   - Pager Icon indicates a single page
   - Circle Icon indicates a reoccurring page.

DELETE A SCHEDULED EVENT

1. Click to highlight the event you want to delete.

2. Select the [**DELETE**] button.

PRINT THE EVENT SCHEDULE

1. Select the [**PRINT**] button.

2. The Event Log will print with the heading of "SCHEDULED EVENT LOG FOR _____" The blank will be the name that appears in the signature blank.
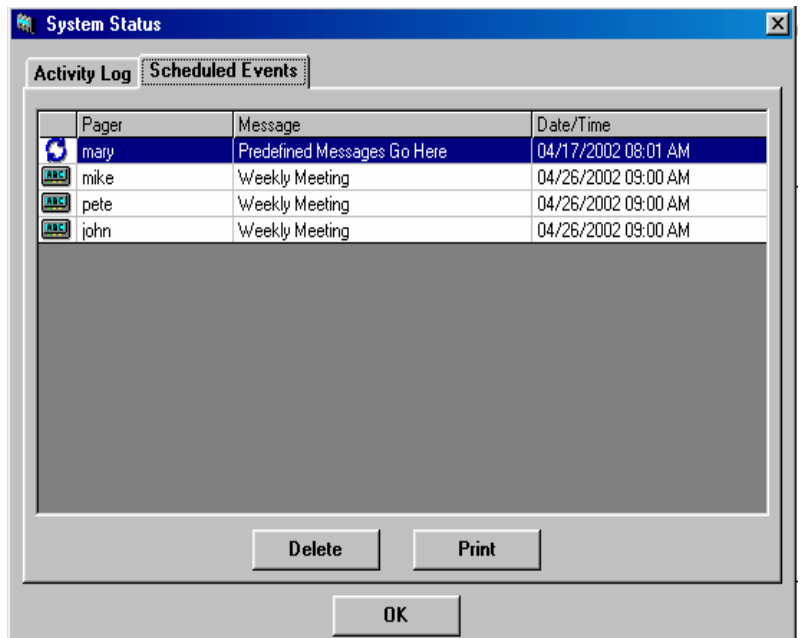
OPERATION

The pagers shown in the pagers window are those pagers listed on the server. Pagers displayed with a **GOLD KEY** in the icon indicates that pager requires a password before a page can be transmitted. You can not add or remove pagers from the list at the Client workstation. Pagers can only be added or removed at the server. Each time the pager list is updated on the server, the client will refresh indicating all pagers available.

CREATE A PAGE

1. In the [**PAGERS**] window, highlight the pager you want to send a page, by clicking on it. If you want to select more than one, just type the first character of the pager name and the hit the space bar. This will select another pager.
The same procedure can be used to de-select a pager. Pagers with a Gold Key on the Icon indicates that pager requires a password be entered before a page can be transmitted. Passwords are assigned on the server and can not be added or deleted at the Client Workstation. SEE YOUR NETWORK ADMINISTRATOR FOR DETAILS.

2. Select a predetermined message from the list of messages or create a custom message.

3. Select the [**SEND**] button. If a password is required, you will be prompted to enter the password.

4. The page will be sent to the pager and recorded in the event log.

7
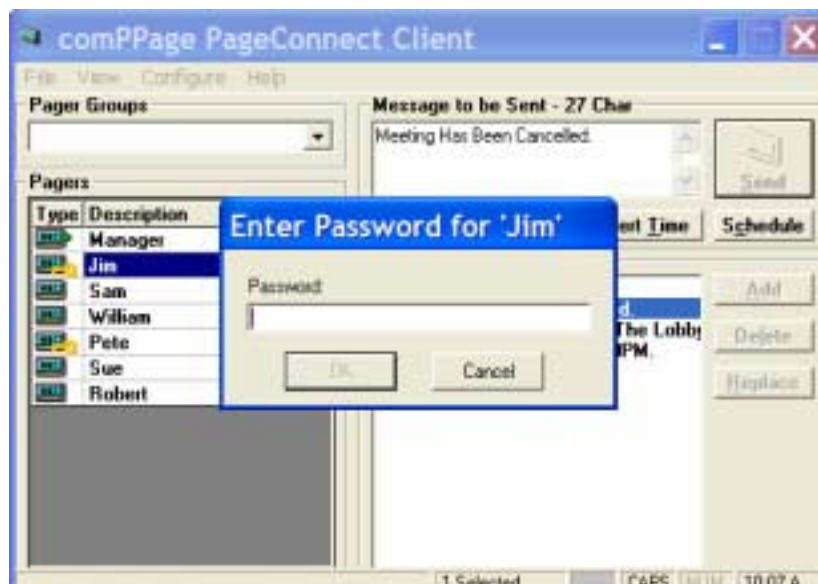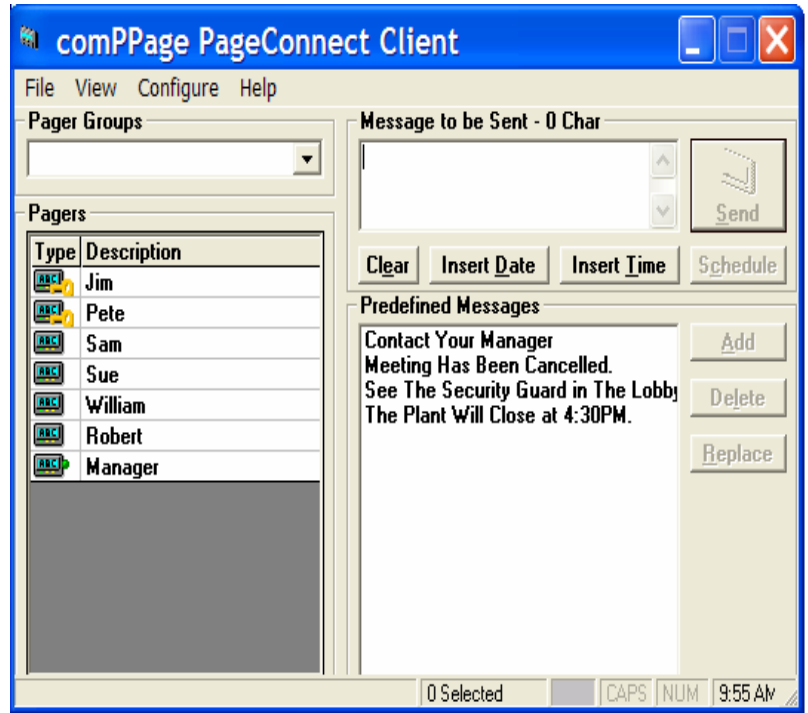
SORT PAGERS – By Type or Description

Click on the word [**TYPE**] and the pagers will be placed in order of type. Alphanumeric or Numeric.
Click on the word [**DESCRIPTION**] and the pagers will be placed in ascending or descending order.

SENDING E-MAIL

If an e-mail address has been entered into the comPPage PageConnect Server recipient file, the EMAIL symbol will appear on the pager list with the its description. You can send or schedule pages to the email address as if it was a pager. Email software must be running on the machine comPPage PageConnect Server is installed.

1. Select the E-mail Icon on the Pager type.

2. Select the Message or Create a custom message.

3. Select SEND.
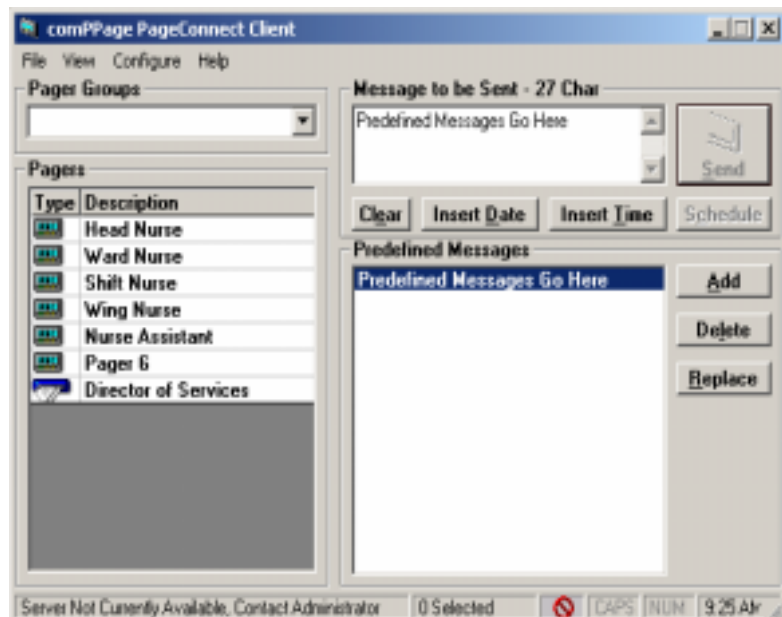
Password Activation/Removal
The comPPage Enterprise Client software Configuration option and exiting the program can be password protected. **For information on this option contact your network administrator**.