

#1S2+3K4 **Running Applications Manager as your Windows shell**

During installation, you are given the option of having Applications Manager be the shell. If you did not choose to run Applications Manager as the shell, you can follow this procedure to change the shell.

You must have the directory containing the Applications Manager program files in your path to run Applications Manager as the shell.

1. Using any text editor (such as Windows Notepad), modify the shell= line in the SYSTEM.INI file on your workstation to read:

shell=APPMAN.EXE

Note: As a safeguard against errors, be sure to create a copy of the SYSTEM.INI file before editing it.

2. Save the SYSTEM.INI file and exit Windows.

The next time you run Windows, Applications Manager displays as the shell. If the network administrator has created a network startup group (which you cannot see), then the applications or scripts in that startup group run. If you have created a personal startup group (PERSTART.APP), then the applications or scripts in that startup group run. You now have all the standard features and accessories of Windows plus the enhanced networking capabilities of Applications Manager.

¹# PROC_RUN_NM_WIN_SHELL

²\$ Running Applications Manager as your Windows shell

³+ netproc:005

⁴K Windows shell

#5S6+7K8 **Opening a group window or program item**

To access and run an item contained in a group or a subgroup, you open the group window and choose the program's icon.

1. Select the icon of the group, subgroup, or item you want to open.

OR

Double-click on the icon and go to Step 3.

2. Choose Open from the File menu.
3. If the password has been set and you attempt to open a group or item for the first time, type in your password.

The selected group window is restored to the size and arrangement in effect when you last closed it.

⁵# PROC_OPEN_GROUP_WINDOW

⁶\$ Opening a group window or program item

⁷+ netproc:010

⁸ Group window, opening;Item, opening

#9S10+11K12 **Minimizing a group window**

Once you have started a program, you can minimize the group window to an icon to reduce clutter on your workspace.

Choose the window's Minimize box (down arrow).

OR

Choose Minimize from its Control menu.

The group window displays as an icon at the bottom of the workspace or at the location it was last opened.

⁹# PROC_MINIMIZE_GROUP_WINDOW

¹⁰\$ Minimizing a group window

¹¹+ netproc:015

¹² Minimizing

#13\$14+15K16 **Resizing group windows**

Changing the size of the Applications Manager's group windows follows standard Windows procedures. Since group windows often contain several item icons, some of them might be out of view after resizing. Checking Auto Arrange Icons in the Options menu assures that the icons automatically rearrange in the resized window. You may also rearrange icons manually after resizing by choosing the Arrange Icons command from the Window menu.

To resize a group window:

1. Select the window to be resized.
2. Choose the window corner or border to be moved.
The mouse pointer changes to a double-arrow pointer as you touch either area.
3. Drag the corner or border to a new position, using the outline as your guide.
4. Release the mouse to set the new window boundaries.

¹³# PROC_RESIZE_GROUP_WINDOW

¹⁴\$ Resizing group windows

¹⁵+ netproc:020

¹⁶ Group window, resizing

#17S18+19K20 **Rearranging group windows**

During the course of working with several open group windows, they start overlapping or hiding one another. The Window menu offers display choices to rearrange group windows neatly within the workspace: Cascade and Tile.

You can use the Cascade command to display all the open group windows in a uniform size and an overlapping view so that the title bar of each window is visible.

You can use the Tile command to arrange all the open group windows so that each fills a portion of the workspace without overlapping. The size of a tiled window varies depending on the number of windows open on your workspace.

Each additional window that is opened displays on top of the rearranged workspace. You can tile or cascade again to include the new window in the arrangement.

¹⁷# PROC_REARRANGE_GROUP_WINDOW

¹⁸\$ Rearranging group windows

¹⁹+ netproc:025

²⁰ Group window, rearranging

#21\$22+23K24 **Selecting Wallpaper**

The Wallpaper option lets you change background patterns or graphic images from within **Applications Manager**. You can display any available bitmap file (.BMP or .RLE file extension).

To select a wallpaper file:

1. Choose Wallpaper from the Options menu.

The Wallpaper dialog box displays with the Windows directory as the current directory.

2. Choose a bitmap file from the Bitmap Filename box.

OR

Type the path and .RLE filename in the Bitmap Filename box.

OR

Choose Browse to display another directory containing bitmap files and make your selection.

3. Select Center or Tile.

4. Choose OK.

Related topic

Wallpaper dialog box

²¹# PROC_SELECT_WALLPAPER

²²\$ Selecting wallpaper

²³+ netproc:030

²⁴ Wallpaper

#25\$26+27K28 **Closing a group window**

A network or personal group window closes as an icon at the bottom of the workspace.

- Double-click on the Control menu box of the window you want to close or choose Close from its drop-down menu.

OR

- Choose the Close All command from the Window menu to close all open windows.

If you select Hierarchical on the Window menu and close a parent group, all the subgroups of that parent group also close.

²⁵## PROC_CLOSE_GROUP_WINDOW

²⁶\$ Closing a group window

²⁷+ netproc:035

²⁸ Group window, closing

#29\$30+31K32 **Adding a Personal Group**

In addition to the groups created by the network administrator for user's, **Applications Manager** allows you as a user to create and maintain personal groups for your personal applications and preferences.

To add a new personal group:

1. Select New/Personal Group from the File menu.
The New Personal Group dialog box displays.
2. Type the description and/or filename of the new group in the Description and Filename text boxes.

You can create a personal startup group by using the filename PERSTART.APP.

Shortcut: If you only enter the description, Applications Manager creates a filename using the first 8 characters of the description plus the .APP extension. If you only enter the filename, Applications Manger creates the description from the filename.

3. If you wish to assign a password, check the Password box and type it in the text box.
4. To create group-specific help, choose Edit Help. When you finish creating help, choose OK.
5. Choose OK to add the new Personal Group.
6. Choose Save Group As from the File menu.
7. Choose OK.

Personal group files are saved to your Windows directory. If you want to save personal group files to a location other than your Windows directory, use the Save Group As command followed by Save Workspace.

Related topics

Changing Icons

New Personal Group dialog box

²⁹## PROC_ADD_PERSONAL_GROUP

³⁰\$ Adding a Personal Group

³¹+ netproc:040

³² Personal Group, new

#33834+35K36 **Browsing files**

The Browse feature allows you to look through lists of network or local drives, directories and associated files for selection. It is helpful when you are unsure of a program or group filename and want to search through available network directories. The procedure for using the Browse button is the same in the various dialog boxes in which it occurs.

To browse lists of available directories and files:

1. Choose the Browse button.

The Browse dialog box displays a list of available drives and directories and a list of associated files.

2. Select the type of file you want in the List Files of Type field.
3. Choose a drive from the Drives box and/or a directory from the Directories list box.
4. Choose a filename from the choices in the File Name list box or type one in the text box.

You can use the List Files of Type box to limit the filename display to files with a specific extension.

5. Choose OK to insert the filename in the text box in the previous dialog box.
6. If you have the latest version of COMMDLG.DLL, you will see the Network button display in the dialog box. This button enables you to attach to network servers.

Related topic

Browse dialog box

³³# PROC_BROWSE_FILES

³⁴\$ Browsing files

³⁵+ netproc:045

³⁶ Browsing

#37\$38+39K⁴⁰ **Copying between groups**

To copy a subgroup or item to a group or subgroup:

1. Select the icon of the program item or subgroup you wish to copy. You can copy only personal icons.
2. Choose Copy from the File menu.
The Copy dialog box displays.
3. Choose a destination from the list of available groups in the combo box.
4. Choose Copy.

The icon for the copied item displays in the open destination group window.

Mouse Shortcut: Hold the CTRL key down while you drag the icon you wish to copy from the open source group window to the destination window. Using this same technique within a single window creates a duplicate of that item within the group or subgroup.

Related topic

Copy dialog box

³⁷## PROC_COPY_BETWEEN_GROUPS

³⁸\$ Copying between groups

³⁹+ netproc:050

⁴⁰ Item, copying;Subgroup, copying;Copy

#41\$42+43K44 **Moving between groups**

To move a subgroup or item to a group or subgroup:

1. Select the icon of the program item or subgroup you wish to move. You can only move personal icons.
2. Choose Move from the File menu.
The Move dialog box displays.
3. Choose a destination from the list of available groups in the combo box.
4. Choose Move.

The icon for the moved item displays in the open destination group window.

Mouse Shortcut: Drag and drop the icon you wish to move from the open source group window on to the destination window. Using this same technique within a single window repositions the icon according to the current display choice.

Related topic

Move dialog box

⁴¹# PROC_MOVE_BETWEEN_GROUPS

⁴²\$ Moving between groups

⁴³+ netproc:055

⁴⁴ Item, moving;Subgroup, moving;Moving

#45\$46+47K48 **Running an application**

To run a program in a group:

Choose Open from the File menu with the item you want to run selected. (If you've set a speed key for the item, you can select it quickly by pressing that key.)

OR

Double-click on the icon you want to run.

The program window opens. If the Run Minimized box is checked in the Properties box, the program loads as an icon at the bottom of the workspace.

To run a program that is not in a group:

1. Choose Run from the File menu.

The Run dialog box displays.

2. In the Command text box, type the program's name and optionally path and command line parameters (for example c:\windows\notepad myfile.txt). You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.

OR

Choose Browse to display the Browse dialog box, which lets you select the path and filename from list boxes.

3. You can use the Change Directory to type the path you want to change to (make current) when the program is executed. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.
4. Check the Run Minimized box if you want the application to run minimized, with the icon appearing at the bottom of the screen.
5. Choose OK.

Shortcut: The Run dialog box maintains a history of the last 15 items entered during this session. To display prior commands or directories, position the cursor in the Command or Change Directory box and press the up or down arrow key or click the drop-down arrow.

Related topic

Run dialog box

⁴⁵## PROC_RUNNING_AN_APPLICATION

⁴⁶\$ Running an application

⁴⁷+ netproc:060

⁴⁸ Applications, running; Run

#49\$50+51K52 **Changing icons**

The icon representing a group, subgroup, or item may be changed in the associated New and Properties dialog boxes. If you do not select an icon, the default icon will be assigned. The default filename for the icon source file, APPMAN.EXE, contains icons for groups, subgroups, and DOS applications or files. The default icon for Windows items is located in the application's file. For example, .TXT file displays the Windows Notepad icon. You can specify an icon associated with a .EXE file, .DLL file, or the .ICO file containing the icon itself.

To change the icon:

1. Select the group, subgroup, or icon and choose Properties from the File menu or display a New group, subgroup, or item dialog box.

Mouse Shortcut: Click the right mouse button on a group, subgroup, or icon to display the Properties dialog box.

Note: You cannot view the properties of a network icon unless you are an administrator using Administration mode.

2. Choose Change Icon.

The Change Icon dialog box displays.

3. If you want to open a different icon source file (.EXE, .DLL, or .ICO), type the filename and extension in the Filename text box.

OR

Choose the Browse button to select another .EXE file with icons associated with it or the .ICO file containing the desired icon and then choose OK.

The Icon List box displays the available icon(s) for the selected file.

4. Choose View Icons to display the available icon(s) for the selected file in the Icon List box.
5. Choose an icon from the Icon List box and then OK.
6. Choose OK to exit the New or Properties dialog box.

Related topics

Change Icon dialog box

⁴⁹## PROC_CHANGE_ICON

⁵⁰\$ Changing icons

⁵¹+ netproc:065

⁵² Icon, selecting

#53\$54+55K56 **Deleting groups, subgroups, and items**

To delete groups, subgroups, or items:

1. Select the icon of the group, subgroup, or item you wish to delete.
2. Choose Delete from the File menu.
3. Depending on the check boxes you have checked in the Options/Confirmation dialog box, you are prompted for confirmation to delete group, subgroup, or item.
4. Choose Yes in the message box to delete your selection.

Note: Deleting a group or subgroup results in removing all of its subgroups and items. The group information is removed from the PERMENU.INI file, but the group's .APP file is not deleted.

Keyboard Shortcut: Press Delete to delete the selected icon or open window and choose Yes in the Delete Confirmation message box if one displays.

Related topic

Confirmation dialog box

⁵³# PROC_DELETE_GROUP_SUBGROUP_ITEM

⁵⁴\$ Deleting groups, subgroups, and items

⁵⁵+ netproc:070

⁵⁶ Group, deleting;Subgroup, deleting;Item, deleting;

^{#57558+59K60} **Using Speed Keys**

A speed key refers to the underlined letters that appear in the menu options and dialog boxes. To execute an option using a speed key, type the underlined letter.

⁵⁷## PROC_USING_THE_MENU_OPTION_SPEED_KEYS

⁵⁸\$ Using the Menu Option Speed Keys

⁵⁹+ netproc:075

⁶⁰ Speed keys, using

#61 S62 +63 K64 **Changing Secure Station options**

To change Secure Station options:

1. Click the **Secure Station icon** to display the Secure menu.
2. Choose Options from the Secure menu.

The Secure Station Options dialog box displays.

3. Modify the options as necessary.

The following sections contain information for completing this dialog box.

4. Choose OK.

Related topic

Secure Station Options dialog box

⁶¹ PROC_CHANGING_SECURE_STATION_OPTIONS

⁶² Changing Secure Station options

⁶³ ssproc:005

⁶⁴ Secure Station options;Screen Saver

#65 S66 +67 K68 **Locking the workstation manually**

As a security or privacy feature you can run **Secure Station** immediately without waiting for the time-out period to elapse.

1. Click the **Secure Station icon** to display the Secure Station menu.
2. Choose Secure Now from the Secure menu.

Your workstation is secure and the Screen Saver pattern covers the other applications on your screen.

Note: Double-clicking the **Secure Station** icon secures the workstation immediately if the network administrator has set the options required for this action.

⁶⁵ PROC_LOCKING_MANUALLY

⁶⁶ Locking the workstation manually

⁶⁷ ssproc:010

⁶⁸ Locking the workstation manually

#69 S70 +71 K72 **Leaving a message on a secured workstation**

When a workstation is in Screen Saver mode, you can leave an electronic message for the user. To leave a message:

1. Press any key or move the mouse.

The Secure Station dialog box displays.

2. Choose Leave Message.

The Leave Message dialog box displays.

3. Type your name in the From text box and your message in the Message text box.
4. Choose OK.

⁶⁹ PROC_LEAVING_A_MESSAGE

⁷⁰ Leaving a message on a secured workstation

⁷¹ ssproc:015

⁷² Leaving a message;Messages, leaving

#73 S74 +75 K76 **Exiting Screen Saver**

You can exit Screen Saver mode by typing your network or temporary password.

To exit Screen Saver mode:

1. Press any key or move the mouse.
2. If the workstation is password-secured, the Secure Station dialog box displays. Type your network password or personal password, whichever is applicable.
3. Choose OK.

If someone has left a message, you will see the Messages dialog box after exiting Screen Saver mode.

⁷³ PROC_EXITING_SCREEN_SAVER

⁷⁴ Exiting Screen Saver

⁷⁵ ssproc:020

⁷⁶ Screen Saver

#77 S78 +79 K80 **Sending a message to a single user**

Intercom allows you to send and receive network messages. It is designed to intercept messages from the supervisor's console as well as send and receive messages between workstations logged into the network.

To send a message to a single user:

1. Choose Send Message from the Intercom menu.
Mouse Shortcut: Double-click the Intercom - Send icon.
The Intercom - Send dialog box displays.
2. Select the receiver's name from the Users list box.
3. Type a message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of your message by displaying the words "Message Sent" above the Message Text box.

Notes: When sending a message to a single user after sending one to either a group or multiple users, be aware that the previous selections do not automatically clear unless you change file servers. To avoid inadvertently sending a message to previously selected users, choose any highlighted entries again to deselect them or reselect the server.

Related topics

Intercom - Send dialog box

⁷⁷ PROC_SENDING_SINGLE

⁷⁸ Sending a message to a single user

⁷⁹ intproc:005

⁸⁰ Messages, sending

#81 S82 +83 K84 **Sending a message to multiple users**

Sending a single message to multiple users requires that you highlight each user to which the message should be sent. The User list box conforms to the normal multiple-select list box convention. To select more than one item from the list, continue choosing users until all relevant ones are highlighted.

To send a message to multiple users:

1. Choose Send Message from the Intercom menu.

Mouse Shortcut: Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select each receiver's name from the Users list box. To deselect, select the entry again.

Mouse Shortcut: Click the user's name in the Users list box.

Keyboard Shortcut: TAB to the Users list box and move to a name in the User list box using the arrow keys. Press the SPACEBAR to select or deselect that name.

3. Type the message in the Message Text box.

4. Choose Send.

Intercom confirms delivery of your message to the users and displays a message box indicating which users that you selected did not receive the message.

Related topics

Intercom - Send dialog box

⁸¹ PROC_SENDING_MULTIPLE

⁸² Sending a message to multiple users

⁸³ intproc:010

⁸⁴ Messages, sending

#85 S86 +87 K88 **Sending a message to a group of users**

Intercom allows you to send a single message to a predefined group of users. It uses the groups that have been defined by your network administrator through the network's own group definition tools. For example, in NetWare groups can be defined through the SYSCON utility.

To send a message to a group of users:

1. Choose Send Message from the Intercom menu.

Mouse Shortcut: Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select the group from the Groups list box.

The users currently logged in will be highlighted in the Users list box.

3. Type the message in the Message Text box.

4. Choose Send.

Intercom confirms delivery of the message by displaying the words "Message Sent" above the message text box.

You can also send messages to multiple groups. As you select each group from the Groups list box, the users in that group that are currently logged on will automatically be selected in the Users list box. You may select or deselect individual users in the Users list box.

Notes: You may send a message to users on only one file server at a time. When the Send dialog box displays, the default server is listed in the combo box and the groups and users on that server are listed in their respective locations. To send a message to users on a different server, you must select that server from the Server combo box.

Related topics

Intercom - Send dialog box

⁸⁵ PROC_SENDING_GROUP

⁸⁶ Sending a message to a group of users

⁸⁷ intproc:015

⁸⁸ Messages, sending

#89 S90 +91 K92 **Reviewing incoming messages**

To review incoming messages:

1. Double-click the Messages icon to display the Messages dialog box.
2. In the Messages dialog box, select the desired message. The text of message displays in the Full Message text box.
3. Choose Delete to delete the message or Reply to send a response.

Intercom makes it easy to send a reply message to an incoming message. Choosing the Reply button displays the Intercom - Send dialog box with the originator's name highlighted and the original message in the message box. You may forward the original message to another person or group or delete the message text and type your reply. If the message was sent from a file server console or from a user not currently logged into the network or if Intercom-Send is disabled, the Reply button will be grayed, indicating that it is not possible to reply to that message.

You can exit the Messages dialog box before replying to or deleting all messages. In this case, a Messages icon displays on your screen.

Messages left on your secured workstation also appear in the Messages dialog box. You can review these messages but cannot reply to them.

If the network administrator has disabled the Receive Messages feature, it is not available to you.

Note: You can delete multiple messages by holding down the SHIFT key as you select the messages you want to delete.

Related topics

Messages dialog box

⁸⁹ PROC_VIEWING_INCOMING_MESSAGE

⁹⁰ Reviewing incoming messages

⁹¹ intproc:020

⁹² Messages, receiving

#93 S94 +95 K96 **Changing your incoming message options**

To change incoming message options:

1. Click the Intercom - Send icon to access the **Intercom** menu.
2. To receive messages at your workstation, check the Accept Messages option.

When Accept Messages is enabled, incoming messages will be received according to the status of the Display Messages on Screen option. No notification is received when the Accept Messages option is disabled. Additionally, users attempting to send messages to you will be notified that the message was not delivered.

3. To display messages on your screen as they are received, check the Display Messages on Screen option.

When the Display Messages on Screen option is enabled, incoming messages will pop up over the Windows application you are currently running. When Display Messages on Screen is disabled, the Messages icon flashes and beeps at the bottom of the screen.

4. If you choose to accept the defaults after viewing the menu, click in a blank area outside the menu.

⁹³ PROC_CHANGING_MESSAGE_OPTIONS

⁹⁴ Changing your incoming message options

⁹⁵ intproc:025

⁹⁶ Messages, receiving

Clock can display the time of day in several different ways. The analog version of the clock icon displays the hour and minute hands with an optional second hand. The digital version incorporates a segmented "LCD" display. To change your clock display options:

1. Click the **Clock icon** to display.
2. Select Analog if you want to display the analog version of the clock or Digital to display the digital version. A check mark displays next to your choice.
3. When displaying the Analog clock, you can choose whether to display the second hand. A check mark displays next to Show Second Hand if the second-hand display feature is turned on. Choose the Show Second Hand menu option to toggle this feature on or off.

Clock works closely with Windows to display the time based on your Control Panel preferences. For example, the clock can optionally display the time in 24-hour format with the digital clock option selected. The date displayed under the icon is also tied to the date format defined through Control Panel. See your *Microsoft Windows User's Guide* for more information about setting time and date preferences through Control Panel.

⁹⁷ PROC_CHANGING_CLOCK_DISPLAY

⁹⁸ Changing the clock display options

⁹⁹ almproc:005

¹⁰⁰ Clock display

#101 S102 +103 K104 **Scheduling an alarm message or command**

To schedule an alarm message or command:

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Select the Frequency: Daily, Weekday, Weekly, or One Time.

If you select Weekly, select the day of the week from the adjacent combo box. If you select One Time, select the month, day and year from the adjacent combo boxes.

3. Enter the hour and minute and select am or pm.

4. Choose either the Message or Command radio button.

5. If setting an Alarm Clock Message, type up to 50 characters in the text box. The message will display on the screen at the designated time.

If scheduling a command, enter the name of the executable program, DCL script, or **MultiSet** command to run at the designated time. Be sure that the event is finished and all files are closed when the network's backup procedure takes place.

Note: You may use DCL or **MultiSet** to execute a series of commands or events.

6. Choose Add to add the new entry to the Current Alarms list box. Repeat steps 2 - 6 to schedule additional messages or commands.

7. Choose OK to save your entries. They are written as tickler (reminder) file entries to the WIN.INI file.

Related topic

Alarm Options dialog box

¹⁰¹ PROC_SCHEDULING_AN_ALARM

¹⁰² Scheduling an alarm message or command

¹⁰³ almproc:010

¹⁰⁴ Alarms

#105 S106 +107 K108 **Removing an alarm message or command**

Scheduled alarm messages and commands will continue to be displayed or performed at the pre-set day and time until removed from the tickler file with the exception of One Time, which will be automatically deleted after it is successfully completed.

You may choose to remove an alarm message or command from the tickler file after it is no longer needed. **Clock** provides options for removing a message or command through the Alarms Options dialog box.

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Using the scroll bar to view all the available events in the Current Alarms list box, select the one to be removed.
3. Choose Delete.

The selected event will be removed from the list box.

4. Choose OK.

Note: You can also remove a message and through the dialog box displayed with the alarm message.

Related topics

Alarm Options dialog box

Removing an alarm when receiving the alarm message

¹⁰⁵ PROC_REMOVING_A_SCHEDULED_ALARM

¹⁰⁶ Removing an alarm message or command

¹⁰⁷ almproc:015

¹⁰⁸ Alarms

#109 S110 +111 K112 **Removing an alarm when receiving the alarm message**

If you want to remove an alarm message from the tickler file when the message is displayed in the Alarm Message dialog box, choose the Remove button.

The message will disappear and the message will be permanently removed from the tickler file.

Related topic

Alarm Message dialog box

¹⁰⁹ PROC_REMOVING_AN_ALARM_WHEN_RECEIVING

¹¹⁰ Removing an alarm when receiving the alarm message

¹¹¹ almproc:020

¹¹² Alarms

#113 S114 +115 K116 **Setting the Snooze Timer default**

When an alarm message is displayed at the preset time and date in the Alarm Message dialog box, you may choose to "snooze" the message--starting a timer that causes the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.

To set the snooze timer default:

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Enter default snooze time in minutes in the Snooze Time box.
3. Choose OK.

You may choose to change the snooze timer for individual messages when they are displayed in the Alarm Message dialog box.

Related topics

Alarm Message dialog box

Alarm Options dialog box

¹¹³ PROC_SETTING_THE_SNOOZE_TIMER_DEFAULT

¹¹⁴ Setting the Snooze Timer default

¹¹⁵ almproc:025

¹¹⁶ Alarms

#117 S118 +119 K120 **Snoozing an alarm message**

When an alarm message is displayed at the preset time and date in the Alarm Message dialog box, you may choose to "snooze" the message--starting a timer that causes the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.

When an alarm message displays on screen, choose the Snooze button to snooze the message for the default snooze time.

If you want to change the snooze time for this message, enter the snooze time in minutes in the Snooze Timer box, then choose the Snooze button.

Note: Changing the Snooze Timer when receiving a message will not change the default setting for the Snooze timer. It will only affect that particular reminder message.

Related topics

Alarm Message dialog box

¹¹⁷ PROC_SNOOZING_A_REMINDER_MESSAGE

¹¹⁸ Snoozing an alarm message

¹¹⁹ almproc:030

¹²⁰ Alarms

#121 S122 +123 K124 **Disabling alarm functions**

The Alarm Clock can be disabled by removing the check mark from the Enable Alarm box in the Alarm Options dialog box.

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Choose Enable Alarm to turn the alarm function on or off.
3. Choose Close.

Related topics

Alarm Options dialog box

¹²¹ PROC_DISABLING_ALARM_FUNCTIONS

¹²² Disabling alarm functions

¹²³ almproc:035

¹²⁴ Alarms

#125 S126 +127 K128 **Viewing your file server attachments**

To view your file server attachments:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Use the scroll bars to view the file servers on your network.

4. Choose Close to exit the dialog box.

The dialog box contains a list of all recognized servers on your network. For those servers to which you are connected, a user name and status displays with the server name.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

¹²⁵ PROC_VIEWING_YOUR_FILE_SERVER_ATTACHMENTS

¹²⁶ Viewing your file server attachments

¹²⁷ intproc:030

¹²⁸ File server

#129 S130 +131 K132 **Attaching to a different file server**

As you log in to the network each day, you connect to at least one file server that becomes your "home" or "primary" server. It is most likely the server that stores your files. During this process, you may also attach to other servers on the network to use their resources. To attach to a different server:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Select a file server to which you are currently not attached from the File Servers list box.
4. Enter your user name and password in the corresponding text boxes.
5. Choose Attach.

The list box will be updated to display the user name and status of the selected server.

6. Choose Close.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

¹²⁹ PROC_PM_ATTACHING_TO_A_DIFFERENT_FS

¹³⁰ Attaching to a different file server

¹³¹ intproc:035

¹³² File server

#133 S134 +135 K136 **Detaching from a file server**

To detach from a file server:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Select a file server to which you are currently attached from the File Servers list box.

4. Choose Detach.

A warning message may be displayed if you are currently using the resources of the selected file server. Make your decision to detach with caution. The list box will be updated to display the user name and status of the selected server.

5. Choose Close.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

¹³³ PROC_DETACHING_FROM_A_FILE_SERVER

¹³⁴ Detaching from a file server

¹³⁵ intproc:040

¹³⁶ File server

#137\$138+139K140 **Using Override Rights**

Override Rights allow specific users to enter an Override Code and access a secured workstation without knowing the user's password. (The Administrator sets up the Override Code and users with Override Rights.)

To access a workstation, using Override Rights:

1. Press any key or move the mouse.
2. If the workstation is network password-secured, the Secure Station dialog box displays. Enter the Override Code, which was set up by the Administrator.

The Password Override dialog box displays.

3. Change the default Server, if desired.
4. Enter your User Name, Password, and optionally a brief Message for the user; choose OK.

If you have been defined to Secure Station as a user with Override Rights, you will be granted access to the workstation.

5. After the workstation is secured, when the user unsecures the workstation, a message will indicate that you overrode security and accessed the workstation.

¹³⁷# PROC_USING_PASSWORD_OVERRIDE

¹³⁸\$ Using Override Rights

¹³⁹+ sproc:025

¹⁴⁰ Override Rights