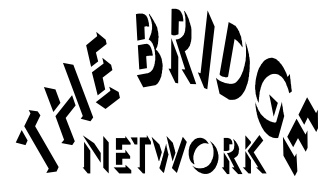


# **ChairSide Messenger**

**User Guide**



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# Chapter 1

## Introduction to ChairSide Messenger

### 1.1 What is ChairSide Messenger?

ChairSide Messenger is a Tracker Add-On that allows instant communication between workstations on a network. A simple click of the mouse will allow you to send messages, warnings, and notifications to your co-workers on other machines.

### 1.2 Installing ChairSide Messenger

#### *System Requirements*

To be able to use ChairSide Messenger, you must have Tracker (Release 7.0 or higher) installed on your system. You also need to have Microsoft Windows 95 (or later) installed. ChairSide Messenger will not work in a terminal server session.

#### *Installing the Program*

1. Start Microsoft Windows.
2. Insert the floppy diskette labeled ChairSide Messenger into your 3.5 Floppy drive.
3. Click **Start**, and then click **Run**.
4. In the Open: text box, type **A:\Setup.exe**.
5. Click **OK**.
6. Follow the installation instructions:
  - Click **Next** to begin.
  - Select **Yes** if you would like ChairSide Messenger to start automatically when Windows starts.
  - Click **Next** to install.
  - Press **Finish** to complete the installation.

The ChairSide Messenger installation program will attempt to find the Tracker folder on your system. Once the Tracker folder is found, the ChairSide Messenger files will be installed into it.



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You must first install ChairSide Messenger on the server, and then on all workstations using the instruction above.

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If ChairSide Messenger is to be installed on a computer that is not running Tracker, please contact The Bridge Network.

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# Chapter 2

## Using ChairSide Messenger

Access ChairSide Messenger from the system tray in Windows.

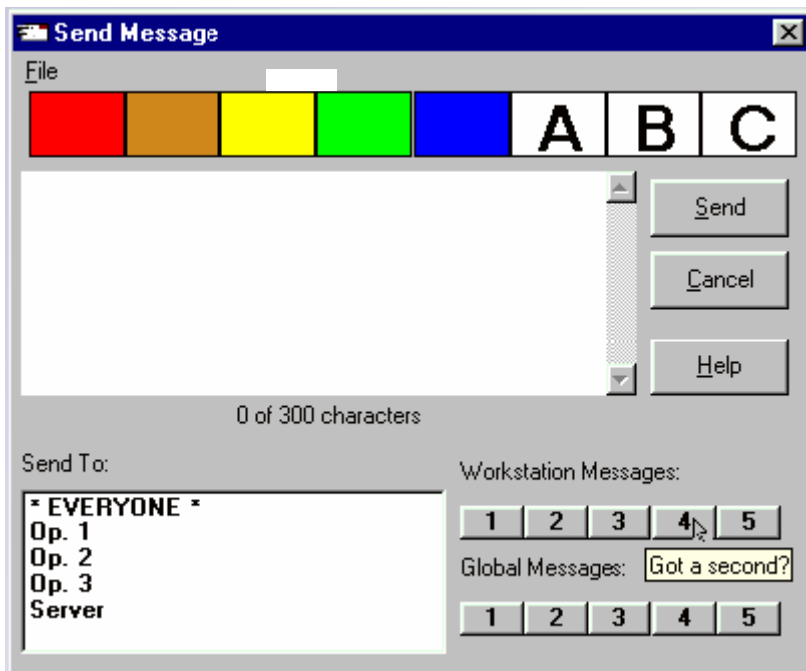
### *How to Get There*

ChairSide Messenger will be already running if you selected to start automatically with Windows.

Right-click the ChairSide Messenger icon to activate its menu.

### 2.1 Sending Messages

1. Right-click the ChairSide Messenger icon in the system tray.
2. Left click on **Send Messages**.
3. You will then get the following screen:

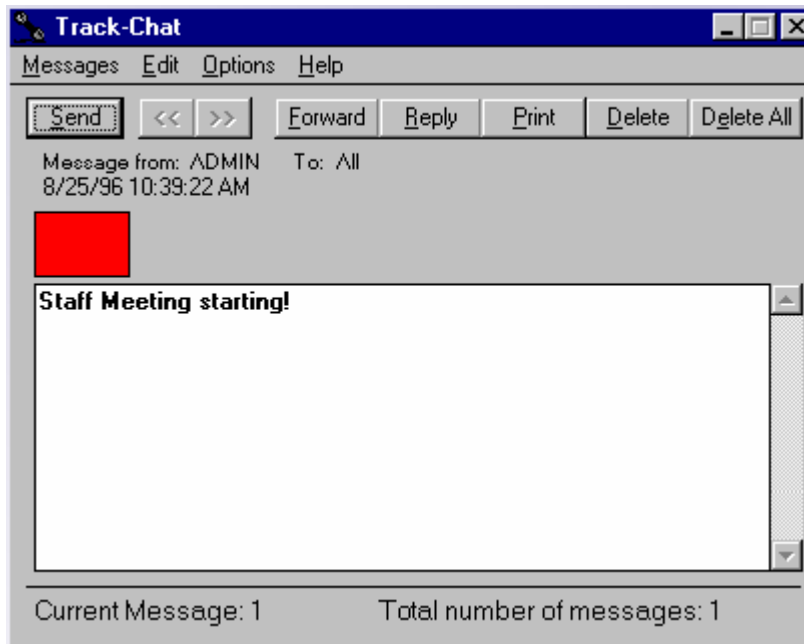


4. Type your message (up to 300 characters).
5. Select the recipient and click on **Send** (to send to everyone click on **\*EVERYONE\***).
6. The recipient displayed is the computer name on the network.

## 2.2 Displaying Messages

Messages are automatically displayed when received. After reading your message, you may either delete it or minimize ChairSide Messenger to keep the message.

1. To display previous messages, right-click the ChairSide Messenger icon in the system tray, then left-click on **Display Messages**. You will then get the following screen:



2. To browse through messages, click on the (back) << or >> (forward) buttons.
3. To forward a message to another person, click on the **Forward** button.
4. To reply to the sender, click on **Reply**.
5. To print all text displayed in the white area, click on **Print**.
6. To delete the displayed message, click on **Delete**.
7. To delete all messages, click on **Delete All**.

# Chapter 3

## Customizing ChairSide Messenger

### 3.1 Colour Scheme

This option allows you to choose different colours for different types of messages.

To configure your personal colours:

1. Right-click the ChairSide Messenger icon in the system tray.
2. Left-click on Configure | Select Colour Scheme.
3. Select the number of buttons desired.
4. Customize your own colours by clicking the desired button and selecting a colour.
5. When you are done, click **OK**. Click **Default** to load setup values.

### 3.2 Sound

This option will allow you to choose a sound file for the popup sound.

If your computer is equipped with a sound card, ChairSide Messenger is capable of playing a Wave file when a message is received. If your computer is not equipped with a sound card, ChairSide Messenger can also produce a beep when a message is received.

#### *To configure ChairSide Messenger to play a sound*

1. Right-click the ChairSide Messenger icon in the system tray.
2. Left-click on Configure | Select Sound.
3. Select **Play Wave**.
4. Select a wave file, and click on **Test** to play it back.

### 3.3 Predefined Messages

Predefined Messages allow you to create two types of messages.

1. Messages that are available from only the computer where they are entered.
2. Messages that are available from all computers on the network.

#### *To configure predefined messages*

1. Right-click the ChairSide Messenger icon in the system tray.
2. Left-click on Configure | Set Predefined Messages.

# Chapter 4

## More Options

### 4.1 More Options in ChairSide Messenger

Several options are available to customize the behaviour of ChairSide Messenger. Click on **Options** in the main menu to access these options:

#### *Popup on Receipt*

When you receive a new message, the ChairSide Messenger will appear on your screen and display the new message automatically on your screen.

Default : ON

#### *Sound on Receipt*

You will hear a BEEP when you receive a new message.

Default : ON

#### *Display Own Messages*

If this option is turned off, any messages sent by you to **\*EVERYONE\*** will not be displayed.

Default : ON

#### *Always on Top*

If this option is turned on, ChairSide Messenger will always be on the forefront of the screen.

Default : OFF

#### *Load on Startup*

If this option is turned on, ChairSide Messenger will automatically run when you start up your system.

Default : OFF

#### *Select Colour Scheme*

This option will allow you to choose different colours for different types of messages.

### 4.2 More help for ChairSide Messenger

For more help in ChairSide Messenger please refer the help menu.

1. Right click the ChairSide Messenger icon in the system tray.
2. Select **Display Messages**.
3. Left click on **Help**.
4. Left click on **Contents**.