

SPECTRUM MESSENGER TIPS

This Tech Tip explores some features of Spectrum Messenger.

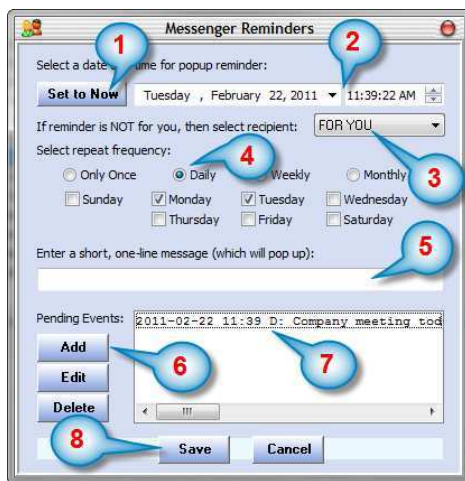
You can set Reminders for yourself or for any other member on Messenger. These Reminders are saved in a folder on Messenger's Server. When a reminder date and time becomes due a separate reminder window will pop up displaying the reminder. Depending on the type of reminder you will also be given a set of choices to act upon.

To access the Reminder window either click on the 'Reminder' icon (shown below) or right-click in the message entry area and choose 'Reminders' from the list provided.



<input checked="" type="checkbox"/> Confirm Before Sending	Copy
<input checked="" type="checkbox"/> Send on Enter	Paste
<input type="checkbox"/> Multi-Line mode	Print Entire Session
<input checked="" type="checkbox"/> Show Recipients	Print Visible Messages
Send Message	Reminders Reminders (for Today)
Send Message Alert	Log File Manager
Send & Require Receipt	Force Away
Attach File to Msg	Disable Viewing
Attach Screen to Msg	Center on Screen
Insert Icon in Msg	
Spell Check	Setup
Thesaurus	Disconnect
What's New?	Close

Below is a diagram of the Reminder Manager:



#1 Reset Date & Time: Changes selection to the current date and time.

#2 Set Date & Time: Select month and day, plus time for the reminder.

#3 Recipient: Select who the reminder will be for.

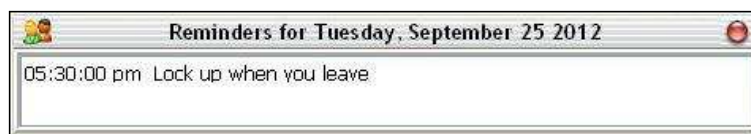
#4 Frequency: Select if this reminder will be displayed just once or some other frequency, including days of the week.

#5 Message: Enter the actual reminder message. Note that pressing the Enter-key automatically adds your reminder as if you had pressed the Add button.

#6 Add, Edit & Delete: The Add button adds the reminder to the reminders list. To Edit or Delete a reminder select the reminder from the reminders list and click on the appropriate button.

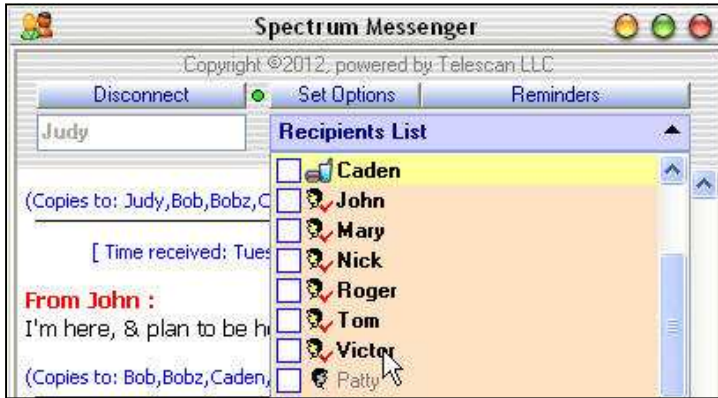
#7 Reminders List: A list of all available reminders.

#8 Save and Cancel: Click the Save button to save your reminders. A warning is given if a reminder was started but not added to the list. The Cancel button closes the Reminder Manager window without making any changes.



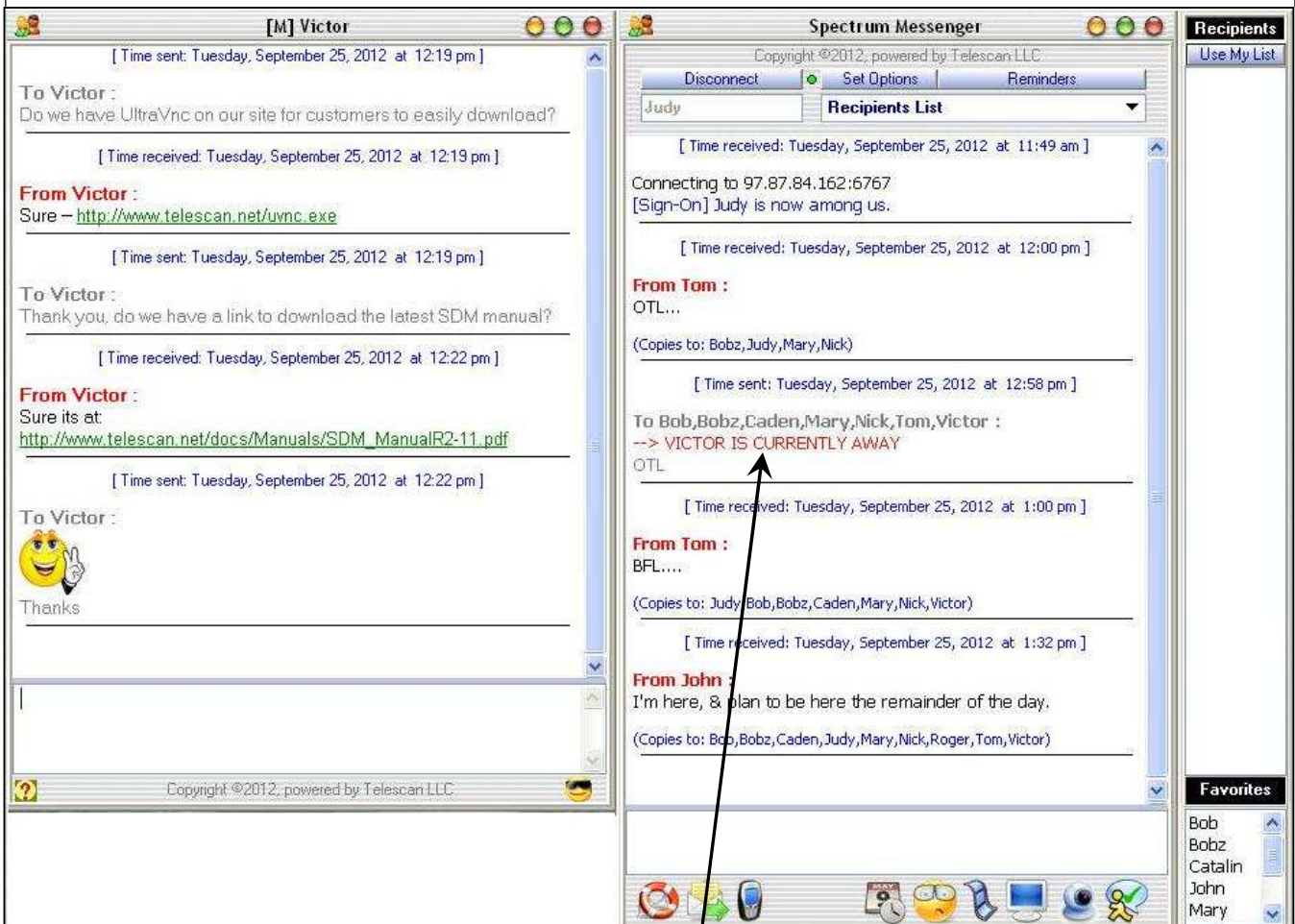
To see your reminders for today, right-click in the message entry area and choose **Reminders (for Today)**. This floating window can remain open on your desktop.

Dedicated Messaging Window: If you tend to communicate with the same person on a consistent basis you might consider opening a dedicated messaging window for conversations with just that person.



To open a dedicated window hold down the Shift-key and left-click on the person's name in the Recipient List. (not the checkbox)

A separate window will be created which is a direct path to the person you selected. All correspondences between the two of you will be recorded in this separate window.



NOTE: If either of you sends a message to additional people, that message will be recorded in the main window. (In this example I sent "OTL" to everyone.)

For more information please read the Spectrum Messenger Guides or call Telescan 314-426-7662.