Xerox ViewPoint

VP NetCom/RemoteCom Training

XEROX

VP NetCom/RemoteCom Training

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This book was created on the Xerox 6085 Professional Computer System.

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1. Getting started

Xerox ViewPoint NetCom/RemoteCom is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP NetCom/Remote Com, you can access mailing, filing, and printing services on your workstation.

When you finish this training guide, you will be able to do the following:

- Retrieve the Inbasket icon and the Outbasket icon.

- Retrieve a blank mail note.

- Create and send a mail note.

- Read mail received.

- Answer a mail note.

- Mail a document.

- Retrieve a file drawer icon from the directory.

- Store files in a file drawer.

- Retrieve files from a file drawer.

- Create a reference icon.

- Retrieve a remote printer icon.

- Print a document on a remote printer.

- Create a print format document.

- Print a range of pages.

- Retrieve a local printer icon.

- Print a document on a local printer

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide.

Networked workstation   VP NetCom software gives networked workstations access to mailing, filing, and printing services. A **networked workstation** is a workstation that is connected to the network.

Remote workstation   VP RemoteCom software allows users of remotely located workstations to access mailing, filing, and printing services. A **remote workstation** uses a modem to gain access to the network.
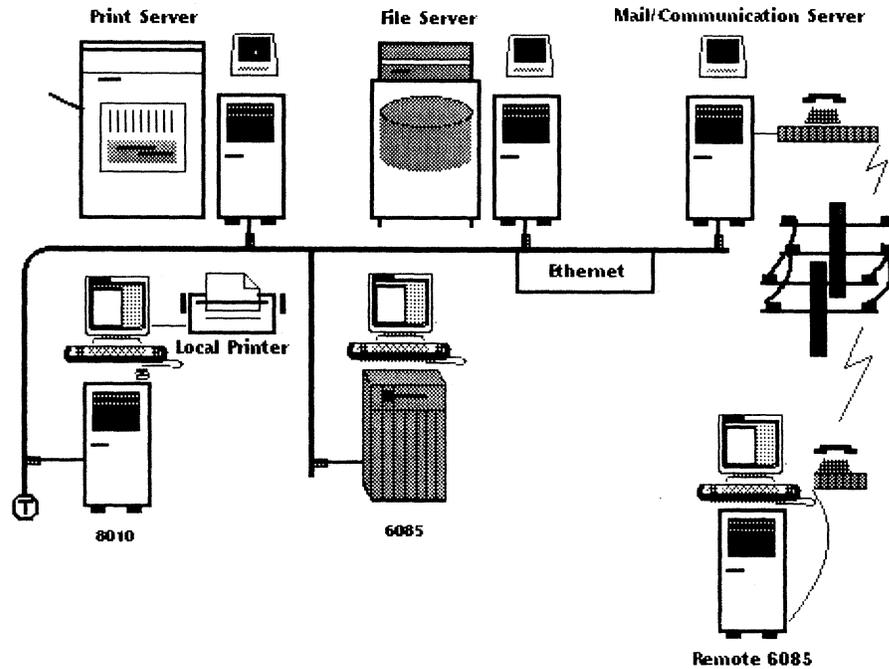
The mailing, filing, and printing services are the same for both networked and remote workstations.

Training guide exercises

This training guide provides exercises that illustrate typical ways of printing documents.

You need to provide the following as resources to complete the exercises included in this guide:

- A practice file drawer. This file drawer should be stored in the Filing divider of the Directory. Contact your system administrator to ensure you have this file drawer.

- A practice file folder. You can create a practice file folder by copying a blank folder to your desktop from the Basic Icons divider of the Directory.

- A practice document. This document should not include any graphics, freehand drawing illustrations, or other non-textual material.

For complete information on electronic mailing, filing, and printing, refer to the *General User Reference* volume of the *VP Series Reference Library.*

Hardware and software you need to begin training

Your workstation must be configured as a networked or remote device. Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If you are using a remote workstation, you can get help from the *Workstation Administration and System Resources Reference* volume.

- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications

1. **Open** the Directory icon.

2. **Open** the Workstation divider.

3. **Open** the Loader.

4. **Compare** the list of applications in the Loader window with the application listed here.

   - VP Document Editor
   - Mail
   - Reference Icons
   - Remote Printing

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the application you need is not listed in the Loader, consult your system administrator or refer to *General User* Reference volume for information on installing, enabling, and running applications.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.

2. **Select** [Run] from the Loader window header.

3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.

- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2. Sending and receiving electronic mail

Electronic mail allows users of networked and remote workstations to send and receive mail notes, documents, folders, and other files over the network.

- A *networked workstation* is connected to the network.

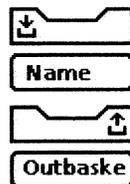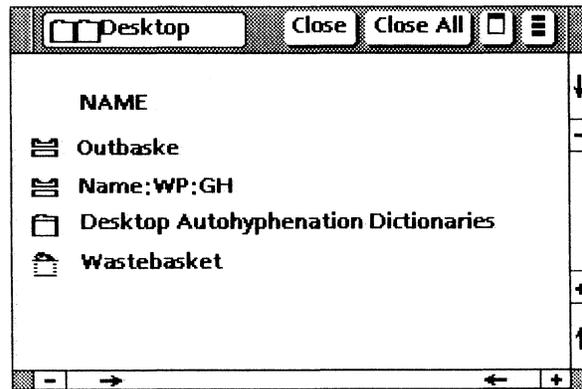- A *remote workstation* uses a modem to gain access to the network.

Users of electronic mail must have registered mailboxes to access the electronic mailing facility. Registered mailboxes are created by the system administrator.

Retrieving the In-basket and Out-basket icons

Inbasket Mail that is sent to you is received in your *Inbasket* icon.

Outbasket To send mail to another user, you use your *Outbasket* icon.

To use electronic mail, you must place Inbasket and Outbasket icons on your desktop.

1. **Select** the Directory icon, and **press** <OPEN>.

2. **Select** the Desktop divider, and **press** <OPEN>.

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┌─────────────────────────────────────────────────┐
│ ▒▒│□□Desktop      │▒▒│ Close │ Close All │□│≡│▒▒ │
├─────────────────────────────────────────────────┤
│                                                ↓ │
│    NAME                                        __│
│  ⊟  Outbaske                                     │
│  ⊟  Name:WP:GH                                   │
│  ⊟  Desktop Autohyphenation Dictionaries         │
│  ⊟  Wastebasket                                ＋ │
│                                                ↑ │
├─────────────────────────────────────────────────┤
│ ▒│ - │  →              ←  │ ＋ │▒               │
└─────────────────────────────────────────────────┘
```

3. **Select** the Inbasket icon labled with your name, and **copy** it to your desktop.

4. **Select** the Outbasket icon, and **copy** it to your desktop.
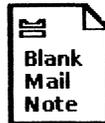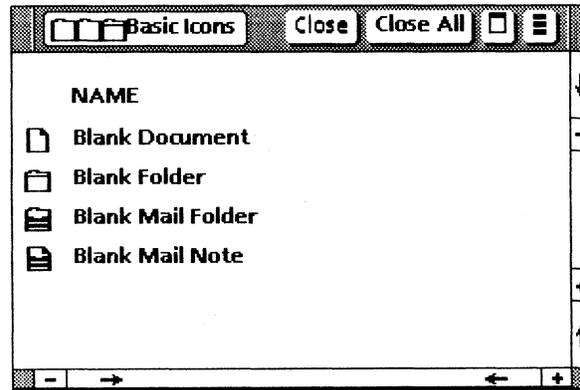
5. **Select** [Close All].

Retrieving a blank mail note

Mail note

Mail notes are used to send short messages, such as the confirmation of the room number and time for a meeting.

Before you can create a mail note, you must retrieve a blank mail note from the Directory and copy it to your desktop.

1. **Select** the Directory icon, and **press** <OPEN>.

2. **Select** the Workstation divider, and **press** <OPEN>.

3. **Select** the Basic Icons divider, and **press** <OPEN>.

```
┌──────────────────────────────────────────┐
│ ⌐⌐⌐Basic Icons │ Close │ Close All │ □ │ ≡ │
├──────────────────────────────────────────┤
│                                        ↓  │
│   NAME                                 ─  │
│                                           │
│ ▯ Blank Document                          │
│ ◻ Blank Folder                            │
│ ▤ Blank Mail Folder                       │
│ ▤ Blank Mail Note                         │
│                                        +  │
│                                        ↑  │
├──────────────────────────────────────────┤
│ ─ │ → │                      ← │ + │      │
└──────────────────────────────────────────┘
```

4. **Select** the Blank Mail Note icon, and **copy** it to your desktop.

5. **Select** [CLOSE ALL].

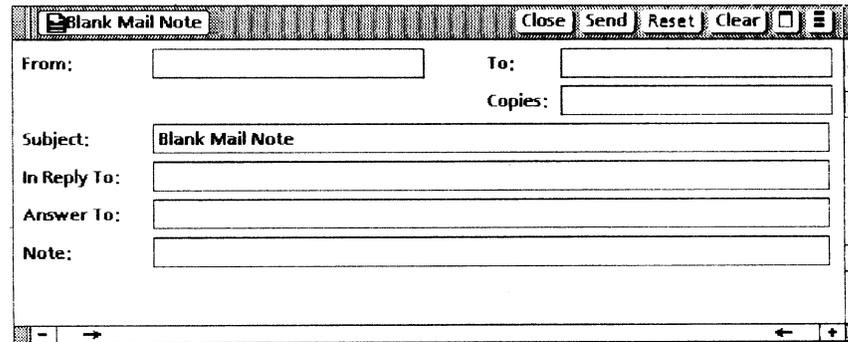To find out more about mailing, refer the *General User Reference* volume.

Creating and sending a mail note

To create and send a mail note, you must copy the Blank Mail Note icon, fill it in, and select [START] in the mail note window.

1. **Select** the Blank Mail Note icon on your desktop, and **copy** it.

2. **Select** a Blank Mail Note icon on your desktop, and **press** <OPEN>

3. **Position** the caret in the To option box, and **press** the left mouse button.

   If the recipient is in your domain, type his or her name only. If the recipient is not in your domain, you must type the full logon: User name:Domain:Organization

4. **Type**: your name

   The name you type should be your qualified user name as assigned by your system administrator.

5. **Press** <SKIP/NEXT> until the caret is positioned in the Subject option box.

6. **Press** <DEL> to delete the existing subject.

7. **Type**: First note

8. **Press** <SKIP/NEXT> three times until the caret is positioned in the Note option box.
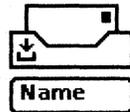
9. **Type**: This is my first mail note.

10. **Select** [Send], and **select** [Close].

To find out more about creating and sending mail notes, refer to the *General User Reference* volume.

Reading mail

A letter in your inbasket indicates mail has been received. You can read mail by selecting and opening the desired mail item. Only one mail item in the inbasket can be read at a time.

1. **Select** the Inbasket icon, and **press** <OPEN>.
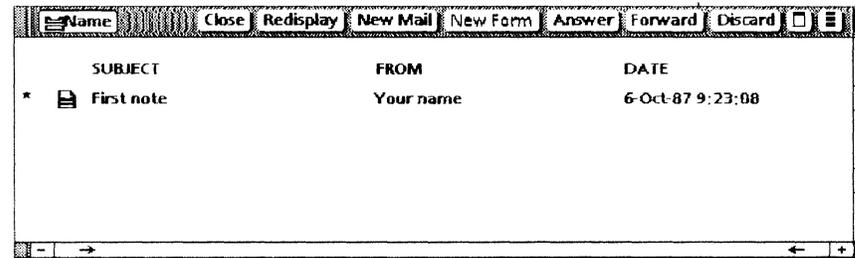
2. **Select** [New Mail] in the window header.

The mail note you sent in the previous exercise will appear in your inbasket.

3. **Select** the *First note* icon in the inbasket window.

You can open or delete mail inside the inbasket window. You can also copy or move mail to your desktop.

4. **Press** <OPEN>.

You can now read the opened mail note.

For more information on reading mail, refer to the *General User Reference* volume.

Answering a mail note

When you receive a mail note, you may wish to respond to it by sending a message back to the originator. To answer a mail note, you must first open the mail note to which you are responding and select [Answer] in the in-basket window.

Notice that your mail note from the previous exercise remains opened in the inbasket window.

1. **Select** [Answer] in the inbasket window.

   A copy of an opened mail note appears on your desktop. The following fields are automatically filled in with information from the original message: Subject, In Reply To, From, To, and Copies.

Re: First note	Close	Send	Reset	Clear	□	≡
From:	Your name:Domain:Organization	To:	Originator's name: Domain:Organization			↓
		Copies:	Name:Domain:Organization			
Subject:	Re: First note					
In Reply To:	Originator's name:Domain:Organization, Date sent, Time sent					
Answer To:						
Note:						

2. **Position** the caret in the Note field.

3. **Type:** I answered my first mail note.

4. **Select** [Send].

5. **Select** [Close] on the mail note.

6. **Select** [Close All] in the inbasket window.

For more information on answering mail notes, refer to the *General User Reference* volume.

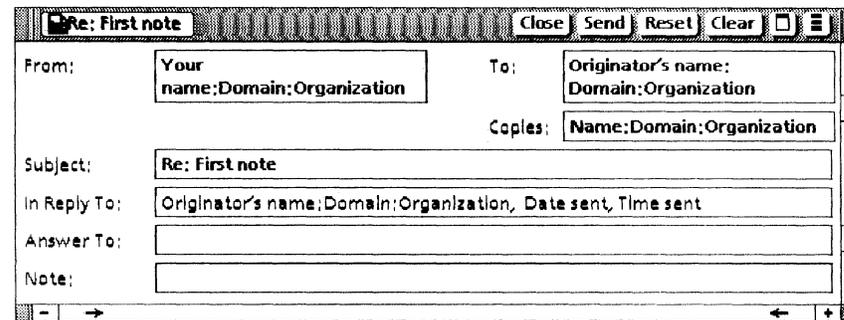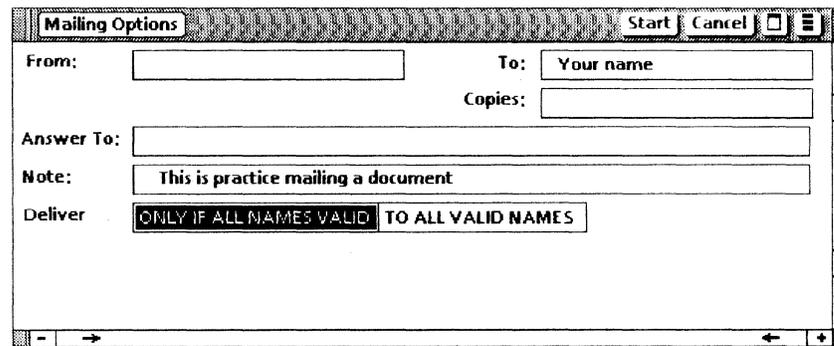# Mailing a document

To mail a document, folder, or other icon, you copy the icon to your outbasket.

1. **Select** your practice document, and **press** <COPY>.

2. **Move** the caret to the Outbasket icon, and **press** the left mouse button.

   The Mailing Options sheet automatically appears.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Mailing Options                              Start  Cancel  □  ≡      │
│ From:        ┌────────────────────┐    To:   ┌──────────────────┐  ↓  │
│              └────────────────────┘          │ Your name        │     │
│                                        Copies:└──────────────────┘  ─  │
│ Answer To:   ┌──────────────────────────────────────────────────┐     │
│              └──────────────────────────────────────────────────┘     │
│ Note:        ┌──────────────────────────────────────────────────┐     │
│              │ This is practice mailing a document              │     │
│ Deliver      └──────────────────────────────────────────────────┘     │
│              ┌─────────────────────┐┌──────────────────┐              │
│              │ ONLY IF ALL NAMES VALID││ TO ALL VALID NAMES│            │
│              └─────────────────────┘└──────────────────┘           +  │
│                                                                    ↑  │
│ ─  →                                                        ←   +     │
└─────────────────────────────────────────────────────────────────────┘
```

3. **Type** your user name in the To option box.

4. **Press** <SKIP/NEXT> until the caret is positioned in the Note option box.

5. **Type**: This is practice mailing a document.

6. **Select** [Start].

To find out more about mailing a document, refer to the *General User Reference* volume.

# 3.   Filing

Electronic filing gives you a simple, flexible way to store, retrieve, and organize information. If you are using VP NetCom/RemoteCom software, you can use electronic filing to store information on a file server and increase the disk space available on your workstation.

File drawer   Files created on your workstation can be stored in folders, floppy disks, and *file drawers*. File drawers can contain folders, documents, record files, and other ViewPoint objects.
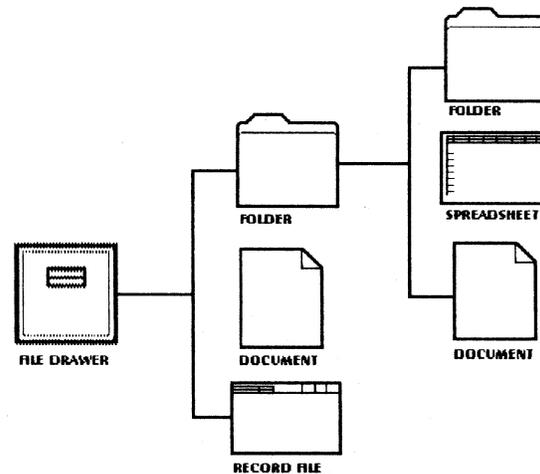
Files stored in a file drawer can be shared by users whom you specify or by all users on the network.

File Service   A file drawer represents a window to the contents of a **File Service**. If you delete a file drawer icon, the contents of the file drawer still exist on the File Service.

Access privileges   Your system administrator creates file drawers and assigns **access privileges** to each drawer.

To find out more about file drawers and access privileges, refer to the *Network Administration and System Resources Reference* volume.

Retrieving a file drawer

To retrieve a file drawer, you must first ask your system administrator the name of the File Service on which that file drawer is located, as well as the organization and the domain for that File Service.

1. **Select** the Directory icon, and **press** <OPEN>.

2. **Select** the Network divider, and **press** <OPEN>.

3. **Select** the divider with your organization name, and **press** <OPEN>.

4. **Select** the divider with your domain name, and **press** <OPEN>.

5. **Select** the Filing divider, and **press** <OPEN>.
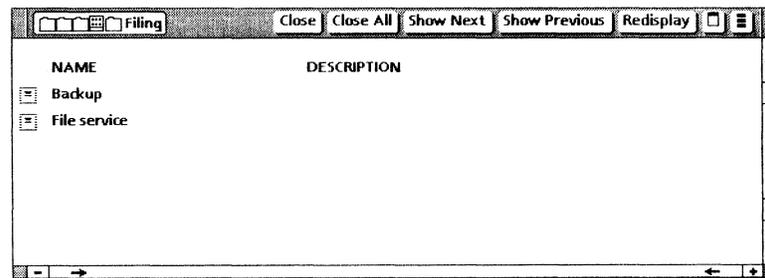
6. **Select** the File service icon, and **press** <OPEN>.

   If there is more than one File Service in your domain, open the File Service that contains your practice file drawer. If you are not sure which File Service to open, contact your system administrator.

7. **Select** your file drawer icon, and **copy** it to your desktop.

8. **Select** [Close All].

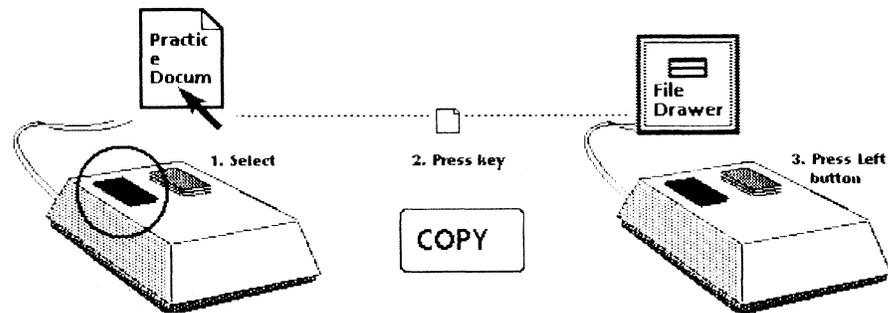To find out more about file drawers, refer to the *General User Reference* volume.

Storing a file folder in a file drawer

Documents, folders, and record files can be moved or copied to a file drawer for storage. You can file icons in either a closed or open file drawer. Filing in a closed drawer is faster because it eliminates the time necessary to open and close the file drawer.

1. **Select** your practice document, and **copy** it into your practice folder.

2. **Select** your practice folder, and **press** <MOVE>.

3. **Select** your file drawer icon, and **press** the left mouse button.

To find out more about storing files in file drawers, refer to the *General User Reference* volume.
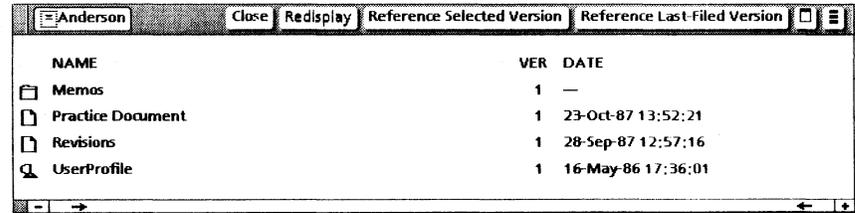
Retrieving a file folder from a file drawer

To retrieve a file icon from a a file drawer, you open the file drawer and copy the file icon to your desktop. When you open a file drawer, the contents are displayed in the file window.

1. Select your file drawer icon, and **press** < OPEN >.

Anderson	Close	Redisplay	Reference Selected Version	Reference Last-Filed Version	

NAME		VER	DATE	
🗂	Memos	1	—	
🗋	Practice Document	1	23-Oct-87 13:52:21	
🗋	Revisions	1	28-Sep-87 12:57:16	
🖫	UserProfile	1	16-May-86 17:36:01	

The name, version number, and date of each object in the file drawer are listed.

2. Select your practice folder, and **copy** it to your desktop.

Leave your file drawer open for the next exercise.

For additional information on retrieving files, refer to the *General User Reference* volume.
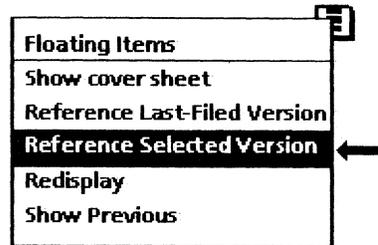
Creating a reference icon

Reference icon

Reference icons can be used to eliminate the steps of manually opening file drawers and folders. Reference icons represent documents, folders, or record files stored in a file drawer. Reference icons do not contain any actual data; they are merely pointers to real data icons in file drawers.
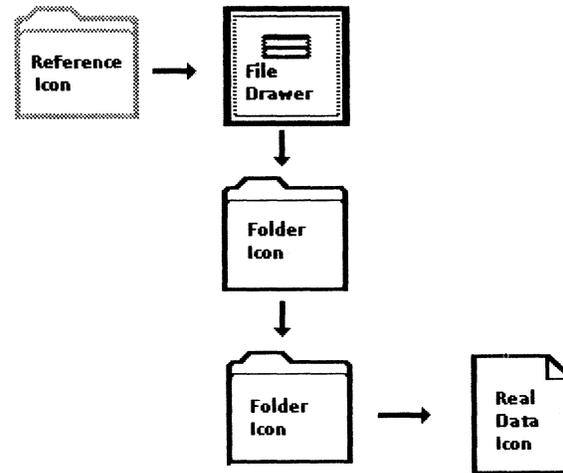
You now create reference icon for a document in a folder.

1. **Select** your practice file folder, and **press** <OPEN>.

2. **Select** your practice document.

3. **Select** [Reference Selected Version] in the auxiliary menu.

```
┌─────────────────────────────────┬──┐
│                                 │▛▌│
├─────────────────────────────────┴──┘
│ Floating Items                     │
├────────────────────────────────────┤
│ Show cover sheet                   │
├────────────────────────────────────┤
│ Reference Last-Filed Version       │
├────────────────────────────────────┤
│ ███Reference Selected Version████  │ ◄──
├────────────────────────────────────┤
│ Redisplay                          │
├────────────────────────────────────┤
│ Show Previous                      │
└────────────────────────────────────┘
```

4. **Select** a position on your desktop, and **press** the left mouse button.

   A reference icon appears on your desktop as an icon with a gray shaded outline.

Referen ce Icon

5. **Select** [Close All].

Reference icons allow you to do the following:

- Place numerous icons on a desktop without taking up additional disk space.

- Mail pointers to objects filed in file drawers to avoid transmitting large objects over your network.

- Print remote data objects without opening multi-level file drawer/folder structures.

When you delete a reference icon from your desktop, you delete only the icon. The real data icon still exists in the file drawer.

For additional information on reference icons, refer to the *General User Reference* volume.

4.   Using a remote printer

A remote printer is not attached to a single workstation. Rather, a remote printer can be used by a number of different workstations.
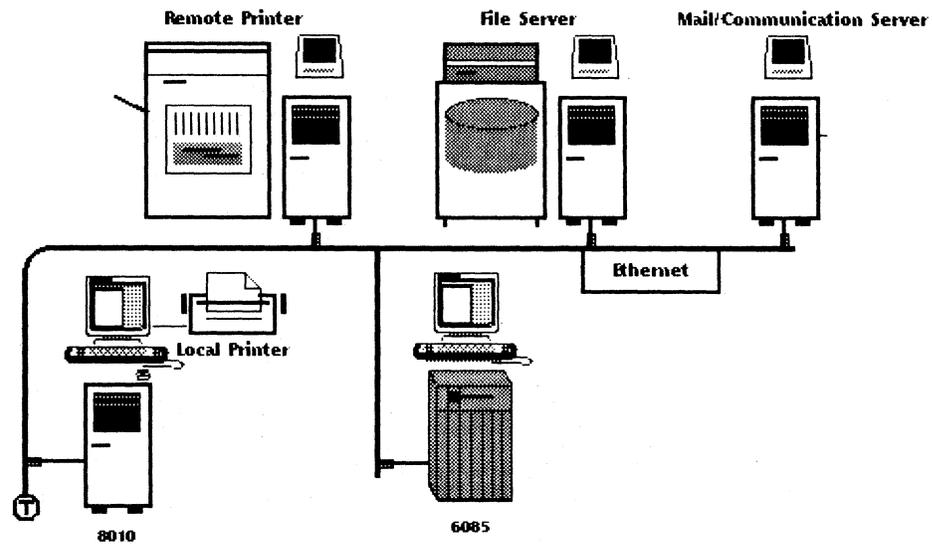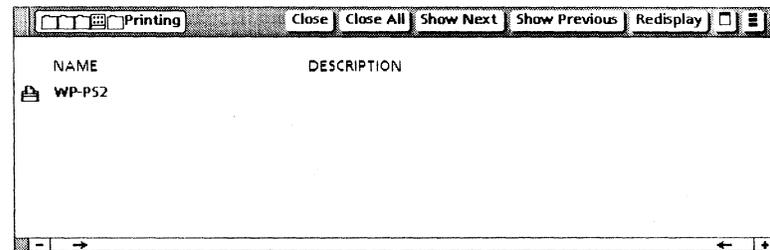
Retrieving a printer icon

To print a document on a remote printer, you must have a printer icon on your desktop. Remote printer icons are located in the Printing divider, which is located in the Network divider of the Directory. To retrieve a printer icon to your desktop, you must know the organization, domain, and name of the printer icon. If you do not know this information, ask your system administrator.

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Network divider, and **press** <OPEN>.
3. **Select** the divider with your organization name, and **press** <OPEN>.
4. **Select** the divider with your domain name, and **press** <OPEN>.
5. **Select** the Printing divider, and **press** <OPEN>.

6. **Select** the printer icon, and copy it to your desktop.
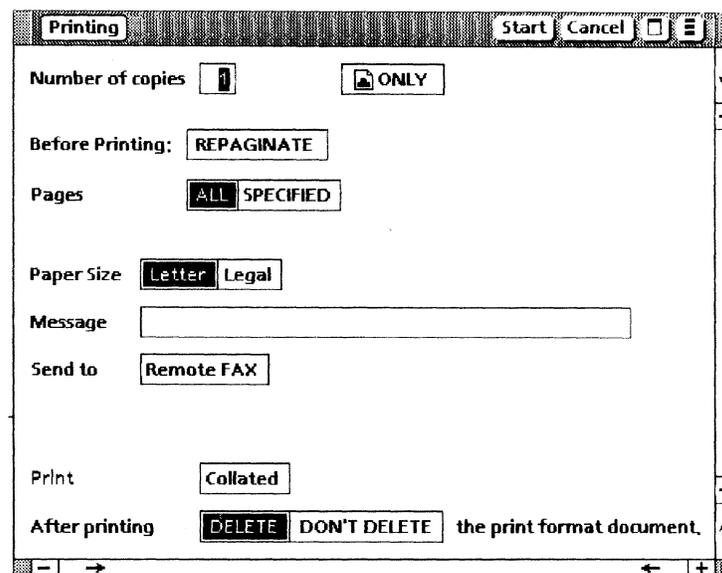7. **Select** [Close All].

For additional information on retrieving a printer icon, refer to the *General User Reference* volume.

Printing a document on a remote printer

To print a document on a remote laser printer, you select the document to be printed and copy it to the printer icon.

1. **Select** your practice document, and **copy** it to the printer icon.

   The Printing option sheet automatically appears if you selected [Display Options] on the Printing property sheet.

Printing	Start	Cancel	□	☰

   Number of copies   **1**   **▣ ONLY**

   Before Printing: REPAGINATE

   Pages   **ALL** SPECIFIED

   Paper Size   **Letter** Legal

   Message   [   ]

   Send to   Remote FAX

   Print   Collated

   After printing   **DELETE** DON'T DELETE   the print format document.

2. **Select** [Start].

   Printing occurs as a background process allowing you to continue with other desktop activities.

   For additional information on remote printing, refer to the *General User Reference*.
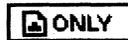
Creating a print format document

Print format document

If you have a lengthy document which needs to be reprinted frequently, you can save time by creating a *print format* (Interpress) **document**. A print format document is a formatted copy of a document. It eliminates the time the printer spends in formatting a document each time it is printed.
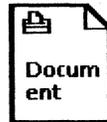
Interpress master

You use the *Interpress master* option on the Printing property and option sheets to create a print format document.

1. **Select** your practice document, and **copy** it to the printer icon.

[🖹 ONLY]

2. **Select** the Interpress icon.

3. **Select** [Start].

[Document icon: Docum ent]

A print format document appears on your desktop. If you make any changes to the original document, delete the old print format document and create a new one.

The Interpress master option is not available on local draft printers.

For additional information on print format documents, refer to the *General User Reference* volume

Printing a range of pages

It is possible to print a specified page or range of pages of a document. To do this, you enter the desired page or range of pages on the Printing option sheet.

1. **Select** the specified document icon, and **press** <COPY>.

2. **Move** the caret to the printer icon, and **press** the left mouse button.
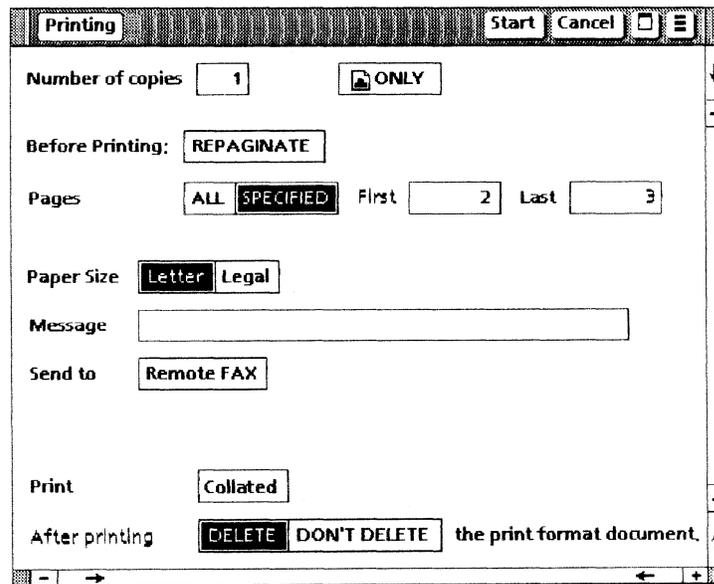
Printing	Start	Cancel	□	≡

Number of copies [1]   [▣ ONLY]

Before Printing: [REPAGINATE]

Pages   [ALL] [SPECIFIED]   First [2] Last [3]

Paper Size [Letter] [Legal]

Message   [   ]

Send to   [Remote FAX]

Print   [Collated]

After printing [DELETE] [DON'T DELETE] the print format document.

3. **Select** [SPECIFIED] for the Pages option.

4. **Delete** the number 0 from the [First] option box.

5. **Type**: 2

6. **Press** <SKIP/NEXT> to position the caret in the Last option box.

7. **Delete** the number 999999 from the box.
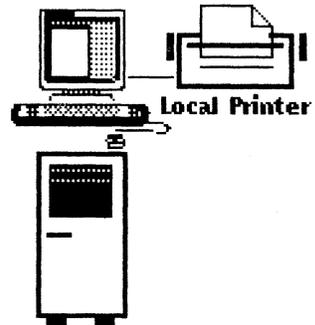
8. **Type**: 3

9. **Select** [Start].

For additional information on printing a range of pages, refer to the *General User Reference* volume.

5.   Using a local printer

A local printer attaches directly to your workstation. You can use a local printer to print documents, folders, and other files.
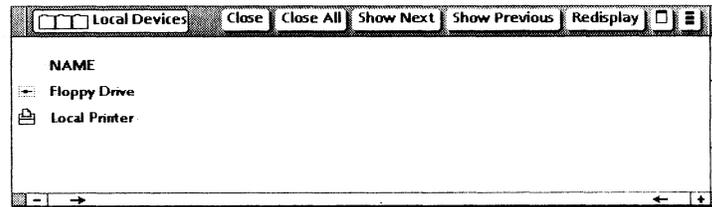

Local Printer

Retrieving a local printer icon

To print a document on a local printer, you must have a printer icon on your desktop. This icon is found in the Local Devices divider, which is located in the Workstation divider of the Directory.

1. **Select** the Directory icon, and **press** <OPEN>.

2. **Select** the Workstation divider, and **press** <OPEN>.

3. **Select** the Local Devices divider, and **press** <OPEN>.

4. **Select** the Local Printer icon, and **copy** it to your desktop.

5. **Select** [Close All].

For additional information on local printing, refer to the *General User Reference* volume.

Printing a document on a local printer

To print a document on a local printer, you select the document to be printed and move or copy it to the printer icon.

1. **Select** your practice document.

2. **Press** <COPY>.

3. **Move** the pointer to the printer icon.

4. **Press** the left mouse button.

   The Printing option sheet automatically appears if you selected [Display Options] on the Printing property sheet.
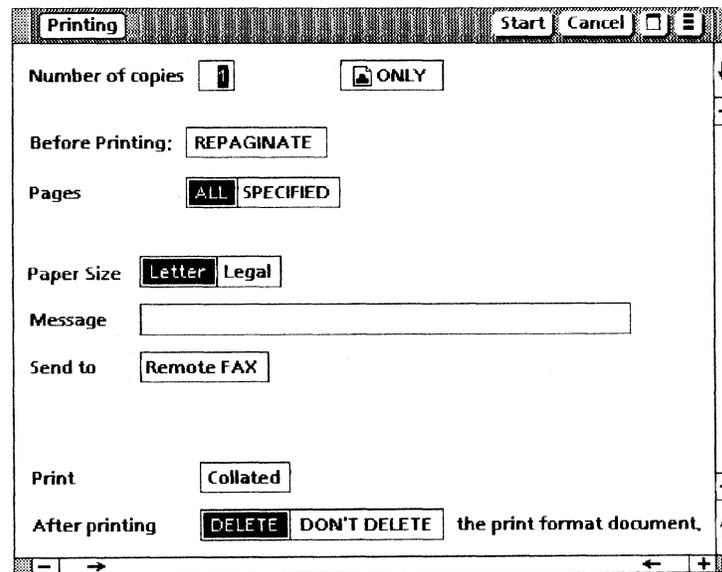
5. **Select** [Start] on the Printing option sheet.

XEROX