



Version 1.0

We pride ourselves in producing good stuff. If you have any questions, problems, or suggestions regarding this product, please contact us at:



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ICOM/400 Express is the latest feature available on ICOM/400. ICOM/400 Express allows you to send a message to an ICOM/400 recipient from your desktop. It is no longer necessary to start an AS/400 session to send a message. By using ICOM/400 Express, you can enter the name of recipient (or select from a list of existing recipients), the subject of your message, the message text, and click **Send** to send your message.

## System Requirements

- Windows 95/98/NT.
- IBM Client Access version 3.2 or higher.
- ICOM/400 version 2.0.

## Installation

The following describes how to install ICOM/400 Express on your personal computer:

### **Installation by CD-ROM:**

1. Insert CD into the CD-ROM drive of your personal computer.
2. Click the **Start** button and go to **Run**.
3. In the space provided, type **[letter of CD-ROM drive]:\ICOM/400 Express\setupex.exe** (For example, if your CD-ROM drive is d:\, you would type **d:\ICOM/400 Express\setupex.exe**)
4. The installation wizard will begin running (See below for more information)

### **Installation by Floppy Disk**

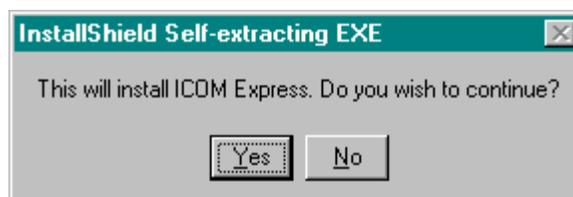
1. Insert the diskette into the floppy drive of your personal computer.
2. Click the **Start** button and go to **Run**.
3. In the space provided, type **[letter of floppy drive]:\setupex.exe** (For example, if your floppy drive is a:\, you would type **a:\setupex.exe**)
4. The installation wizard will begin running (See below for more information)

### **Download Installation**

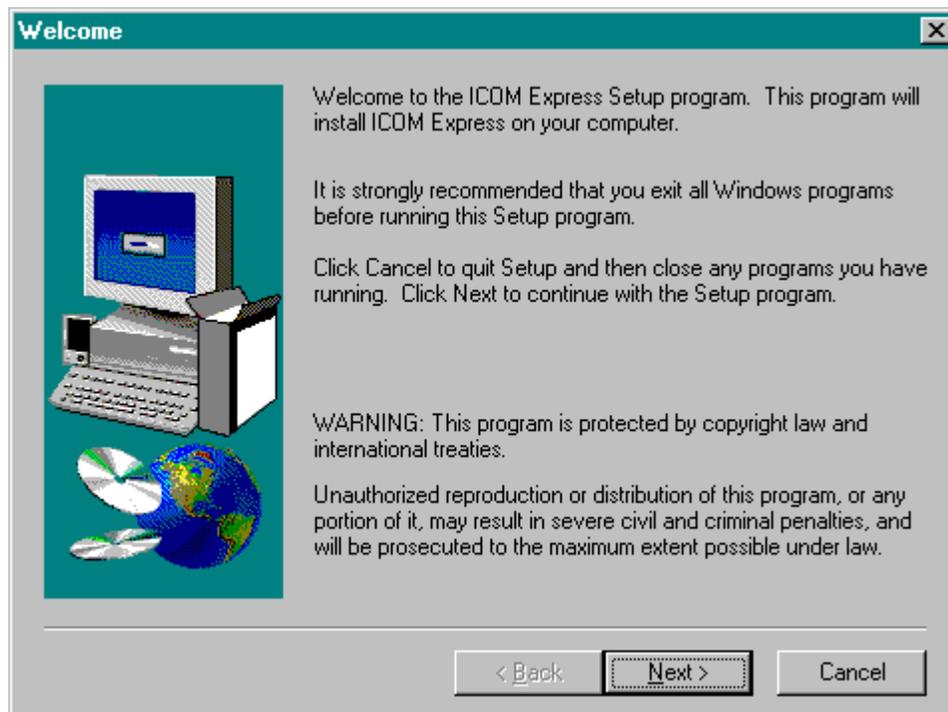
1. Go to <http://www.mbainc.com/expressdown.htm> to fill out the download form.
2. Once you have filled in all the correct information, you will be prompted to save the setup program to disk or open it. Click Save to disk and enter the directory to which you want to download ICOM/400 Express.
3. Once the program is finished downloading, click the **Start** button and go to **Run**.
5. In the space provided, type **[letter of CD-ROM drive]:\ICOM/400 Express\setupex.exe** (For example, if you saved the setup program to a temp directory on your C drive, you would type **c:\temp\setupex.exe**)
4. The installation wizard will begin running (See below for more information)

## **Installation Wizard**

Once you have started the installation wizard, it will prompt you through the setup of ICOM/400 Express.

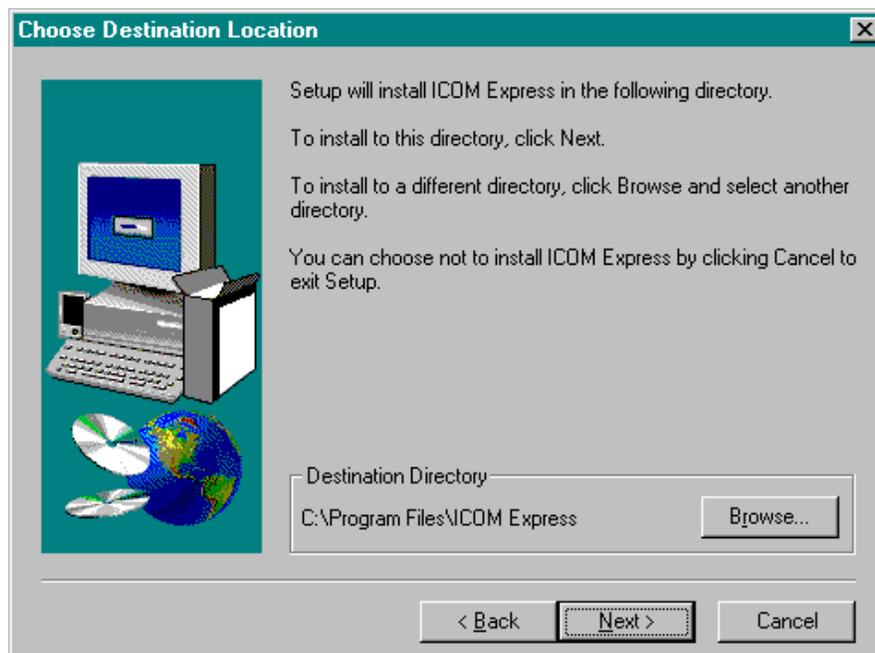


Click **Yes** to continue with installation. Clicking **No** will abort the installation of the program. The following dialog will appear.

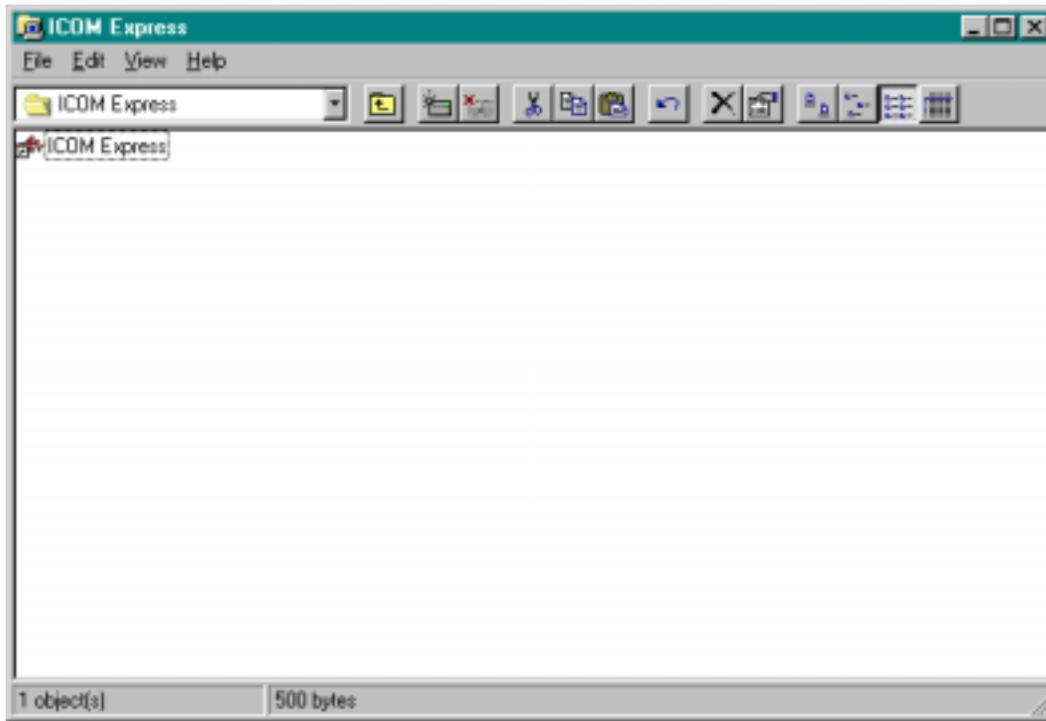


Follow the instructions provided by the wizard. If, at any time, you wish to change a previous selection, click **Back** to go to the previous dialog. If you wish to cancel the installation process, click **Cancel** on any dialog box.

The default destination directory for ICOM/400 Express is the C:\Program Files\ICOM\400 Express directory. If you wish to change this directory, click **Browse** to bring up the Choose Directory dialog. Find the directory you wish to use, or enter the name of the directory in the space provided. If the directory does not exist, you will be asked if you wish to create the directory. Click **Yes** to create the new destination directory.

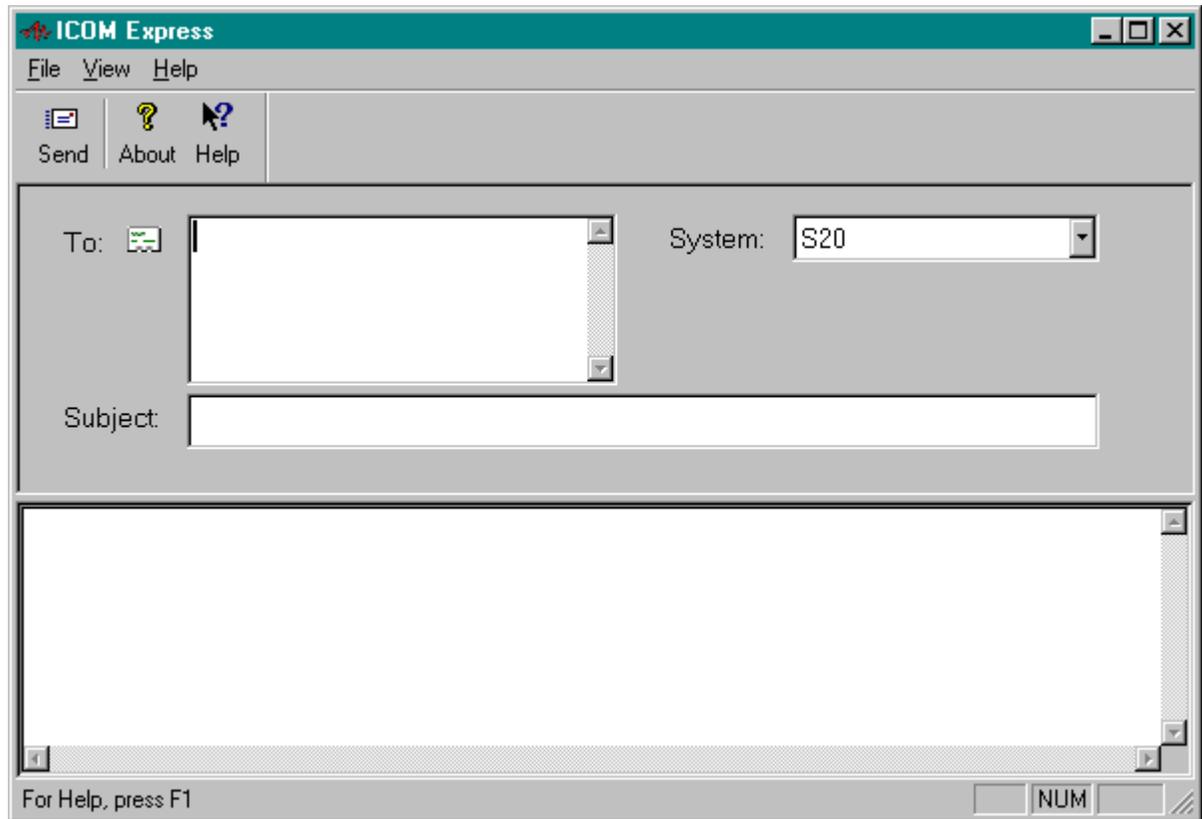


Once you have chosen your destination directory, finish the installation. Once ICOM/400 Express is installed, the folder that contains the ICOM/400 Express executable program file will open on your desktop. An ICOM/400 Express entry will also be added to your Start Menu programs (if you are running Windows 95/98/NT). Go to Start > Programs > ICOM/400 Express > ICOM/400 Express to run the program, or you can double-click **ICOM/400 Express** in the ICOM/400 Express folder open on your desktop.



## Running ICOM/400 Express

Once you have opened the ICOM/400 Express program, you are ready to send a message.



- **To:** Specifies to whom you want to send the ICOM/400 message. You may enter the recipient's name or ID in the field, or you may click the index file icon to bring up a list of existing recipients on your current system. You may enter multiple recipients. How the message will be delivered is determined by the delivery method(s) set up for the recipient in ICOM/400. **NOTE:** ICOM/400 Express will use all delivery types set up for a recipient. If you wish to send via one method (i.e., just send a page, e-mail message, etc.) with ICOM/400 Express, you will have to set up a separate recipient entry that uses just that method in ICOM/400.

If you do not know the recipient to whom you want to send a message, simply click the small index file button beside **To:**. A list of existing recipients on your system is displayed. You may select a recipient by clicking the recipient name. You can select multiple recipients by holding down the Ctrl key and clicking the recipient's ID. Once you have selected your message recipient(s), click **OK**. Your recipients are automatically entered into the **To:** field.

- **System:** Specifies the AS/400 system that you will use to send the message. To choose from recipients on a particular system, you must be connected to that system. If you select a system to which you are not connected, you will be asked to sign on to the system with your user profile and password. **NOTE:** You can only send to recipients on one system at a time.
- **Subject:** Specifies the subject text of the message.
- **Message:** Specifies the body text of your message.

## Sending a Message

To send a message to a recipient, follow the steps below:

1. Enter the name of the recipient(s) in the **To:**. To select a recipient from a list, click the index file icon. A list of existing recipients on your current system is displayed. Select a recipient by clicking the recipient's name or ID. To select more than one, hold down the Ctrl key. Once you have selected your recipient(s), click OK to enter them in the **To:** field.
2. Select the AS/400 system that you want to use. This will be the system that you will select your recipients from and used to send the ICOM/400 message. If you are not connected to the system, you will be prompted for your user name and password.
3. Enter the subject for the message in the **Subject:** field.
4. Enter the body text for the message in the space provided.
5. Once you have entered the important information, you may either press the **Send** button or select File > Send from the menu bar.
6. You will receive an alert informing you that your message has been sent.