



Procedures for

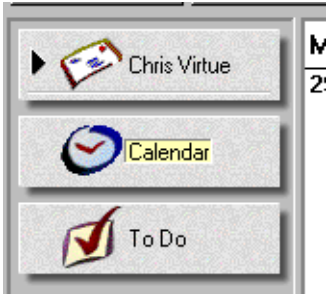


Module 1 – Using Lotus Notes
for Warehouse Staff



Title: **Adding Appointments**

Purpose: Use this procedure to add an appointment to the calendar in your personal database.

It is important that you keep your calendar up to date because others can check to see when you are available for scheduling meetings.

Follow the 5 steps below:

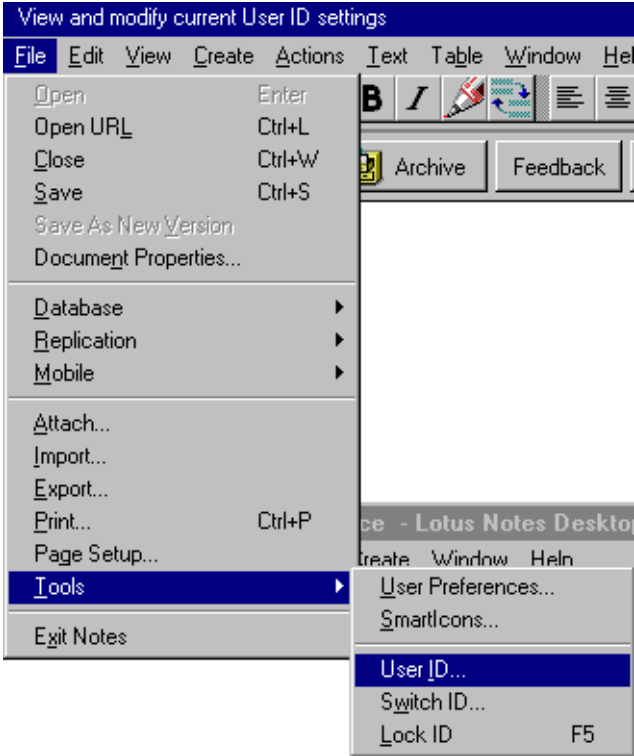
Step	Action	Information
1	Start with your mailbox open: <ul style="list-style-type: none">click the calendar button	
2	At the Calendar view: <ul style="list-style-type: none">click the New Entry button	
3	Complete the following fields on the Calendar Entry screen: <ul style="list-style-type: none">click the Appointment radio button 3.1Brief Description - keep your description brief as this is what appears in your calendar viewDate - either type it or click the button to browse through the calendarTime - either type in the start and finish times (e.g. 09:00-13:00) or click the button to use the sliding time selectorPencil in - check this box if you just want to make a tentative booking Info 3.2Not for public viewing - check this box if you don't want others to see this appointment in your diaryDetailed Description - type in as much as you need to e.g. what you might need to bring etc.	<p>3.1 See: Calendar Entry Types</p>  <p>3.2 Pencilling in an appointment does not reserve the time exclusively for this appointment</p>

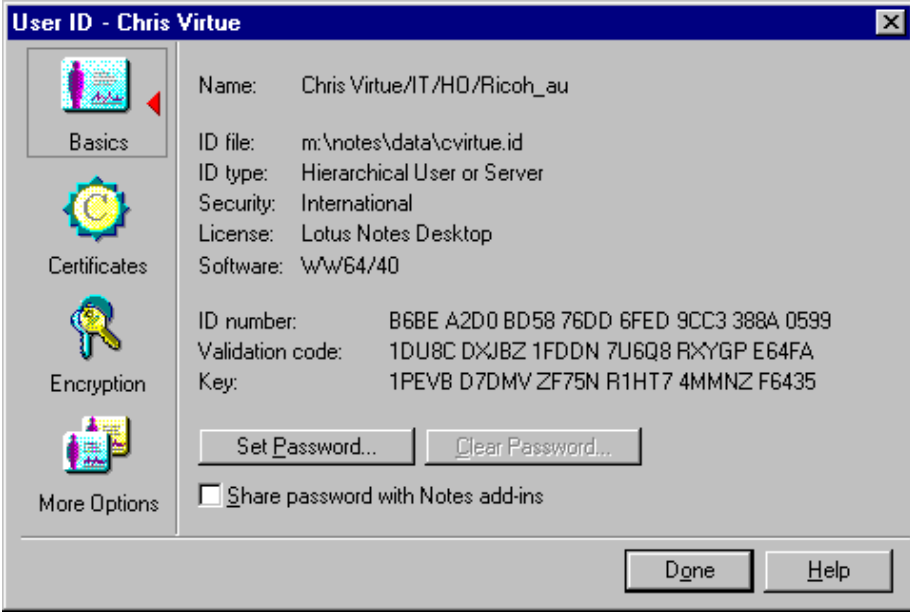
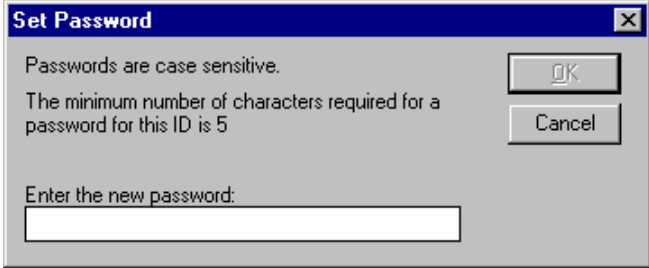

4	<p>Click on any of the following optional buttons:</p> <ul style="list-style-type: none"> • Repeat - click this if you want to set up a recurring calendar entry Info 4.1 • Alarm Options - click this if you want a visual reminder just before the appointment is due Info 4.2 • Check Calendar - click this if you want to have a quick look at your calendar to see what else you have scheduled 	<p>4.1 See: Setting Up Recurring Calendar Entries </p> <p>4.2 See: Setting Up Alarms </p>
5	<p>When you have finished:</p> <ul style="list-style-type: none"> • click Save and Exit 	

Title: **Changing Your Lotus Notes Password**

Purpose: Use this procedure to change your password

Follow the 3 steps below:

Step	Action	Information
1	<div><p>Start from any Lotus Notes screen:</p><ul style="list-style-type: none">from the File menu select Tools then User ID<p>The screenshot shows the Lotus Notes application window. The 'File' menu is open, displaying various options. The 'Tools' option is highlighted with a blue background. A secondary menu is visible, showing 'User ID...' as the selected option. Other visible options in the 'File' menu include Open, Open URL, Close, Save, Save As New Version, Document Properties, Database, Replication, Mobile, Attach, Import, Export, Print, Page Setup, and Exit Notes. The secondary menu also shows 'User Preferences...', 'SmartIcons...', 'Switch ID...', and 'Lock ID'.</p><ul style="list-style-type: none">when prompted, type in your current passwordpress Enter</div>	


2	<p>At the User ID screen:</p> <ul style="list-style-type: none"> click Set Password  <ul style="list-style-type: none"> when prompted, type in your current password press Enter 	
3	<p>At the Set Password screen:</p> <ul style="list-style-type: none"> type in your new password Info 3.1  <ul style="list-style-type: none"> press Enter type in your new password again to confirm 	<p>3.1 Your password must be at least five characters long. For more information about passwords, See: Password Guidelines </p>
4	<p>At the User ID screen:</p> <ul style="list-style-type: none"> click Done 	

Application: IT User Guide
Status: Published

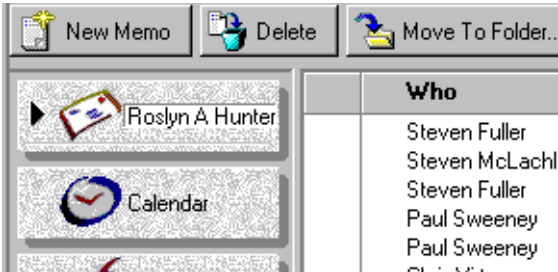
Subject: Lotus Notes
Topic: Email

Title: **Composing Email**

Purpose: Use this procedure to compose an email message to send to someone within or outside of Ricoh.

Note: this procedure is to be read in conjunction with [Ricoch Email and Internet Usage Policy](#) 

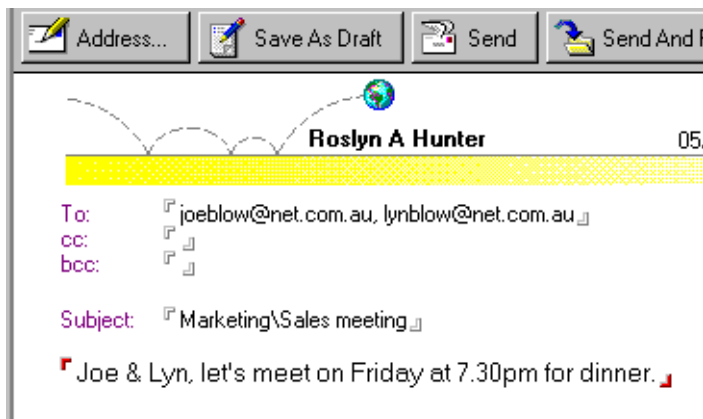
Follow the two steps below.

Step	Action	Information
1.	<div>Start with your mailbox open:<ul style="list-style-type: none">click the New Memo Button</div>	

2.

At the new memo screen:

- address the message: [Info 2.1](#)
 - for fellow Ricoh employees, type the name of the person to whom you want to send the message in the To: field
 - for non-Ricoh addresses (i.e. Internet addresses), type in the Internet email address (e.g. joeblow@net.com.au)
 - if there is more than one person that you want to send the message, type additional names and Internet addresses separated by commas
- if there are any other people that you wish to circulate the message to ("carbon copy"):
 - type their names or addresses in the cc: and bcc: fields as appropriate [Info 2.2](#)
- in the Subject field, type a brief description of the topic of your message [Info 2.3](#)
- with the cursor in the brackets below the Subject Line, type your message [Info 2.4](#)
- click Send when finished



Address... Save As Draft Send Send And F

Roslyn A Hunter 05,

To: joeblow@net.com.au, lynblow@net.com.au


cc:

bcc:

Subject: Marketing\Sales meeting

Joe & Lyn, let's meet on Friday at 7.30pm for dinner.

Hint: you can easily move from the address fields to the subject field to the body of the message by pressing the TAB key.


[2.1](#) For information about using your address book to send email, see [Using Your Address Book](#) 

[2.2](#) cc: and bcc:

- **cc** (Carbon Copy) - addresses in this field are not the main address for which the message is intended. People in the cc: field are usually included (for instance) as a matter of courtesy or if it is felt that they should be informed of the developments.
- **bcc** (Blind Carbon Copy) - similar to cc except that the main recipients (To:) and others (cc:) don't know that there are "blind" recipients. Use bcc if you don't want the others to know that you've sent it to the boss, too!

[2.3](#) The subject tells the recipients what the email is about and can help them locate it later if they need to.

[2.4](#) Remember:

- the spell checker 
- if you use fancy tables and lots of fonts and colours, it will appear as junk to non-Notes recipients. Only use tables and colours for Ricoh users - Internet users will receive your emails as plain text.
- when you hit Send, your message goes immediately, so think carefully about what you write.
- sent messages are kept in your Sent folder

Application: IT User Guide
Status:

Subject: **Lotus Notes**
Topic: Email

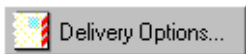
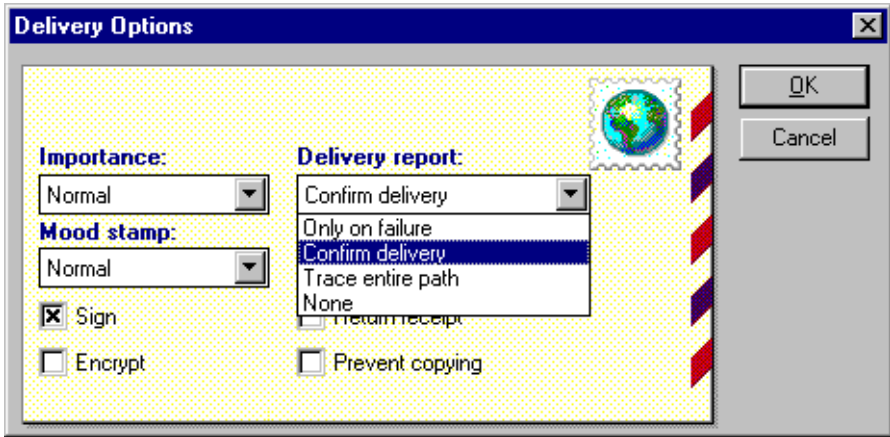
Title: **Confirming Delivery of Email and Return Receipts**


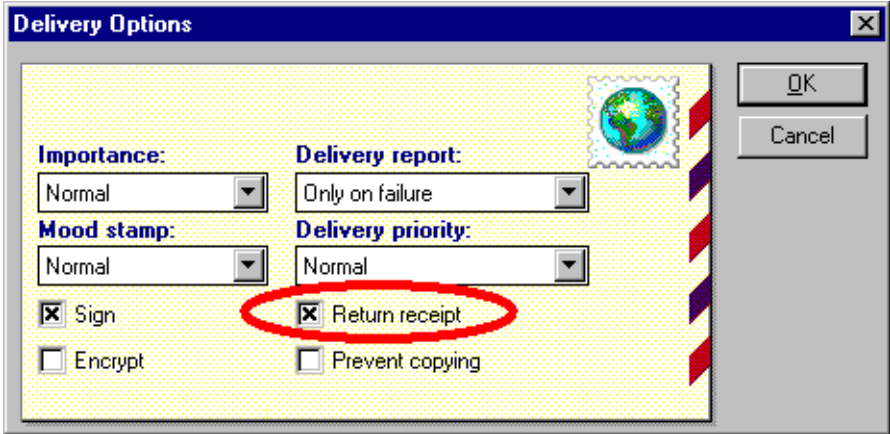
Purpose: Use this procedure to confirm that messages sent reach the recipient's mailbox and that they are read

Lotus Notes will advise when a message can't be delivered (i.e. incorrect address, recipient's mail server down etc.), however, you may want to confirm that a message was delivered so that you know that it reached its destination (sort of like registered post). Notes offers two methods of confirming that your email messages get to where they're supposed to. You can ask Notes to confirm delivery and / or send you a return receipt. With both these methods, the recipient doesn't know that you are checking unless they happen to be looking at the status bar when they open the message.

Confirming Delivery - Notes will advise when your message reaches the recipient's mailbox. It does not mean that the message has been collected or read, just that it got there. You can use this with internal and external mail users.

Return Receipt - When the recipient opens the message, Notes will advise you that the email has been read. This works with internal mail users. It may or may not work with external mail users - it depends on what email software they are using.

Step	Action	Information
1	<p>To request confirmation of delivery:</p> <ul style="list-style-type: none">compose your message, but don't click Sendclick Delivery Options from the Delivery Report drop down box choose Confirm deliveryClick OK 	

2	<p>To request a return receipt:</p> <ul style="list-style-type: none"> • click Delivery Options  • ensure that Return receipt is checked • click OK 	
3	Send your email as normal	

Application: IT User Guide
Status: Published

Subject: **Lotus Notes**
Topic: Email

Title: **Deleting Messages**


Purpose: Use this procedure to delete unwanted or obsolete email messages from your mailbox.

You should regularly delete messages to prevent your mailbox from becoming too large. You can delete messages while you are reading them, or from the message view screen.

There are two stages to deleting messages:

1. select messages to delete
2. tell Notes to remove them

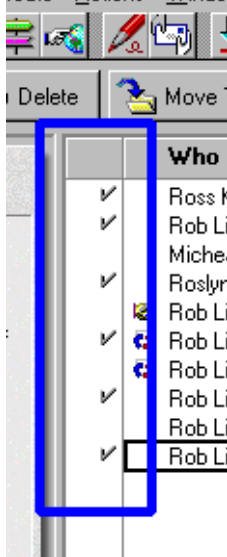
Follow the step below.

Step	Action	Information
1	<p>To delete a message while reading it:</p> <ul style="list-style-type: none">• with the message open, click the delete button  <p>• the next message in the current folder will be opened</p>	<p>Hint: you can press the delete key as well.</p>

2

To delete multiple messages:

- start at the message view screen
- click in the column next to the message sender



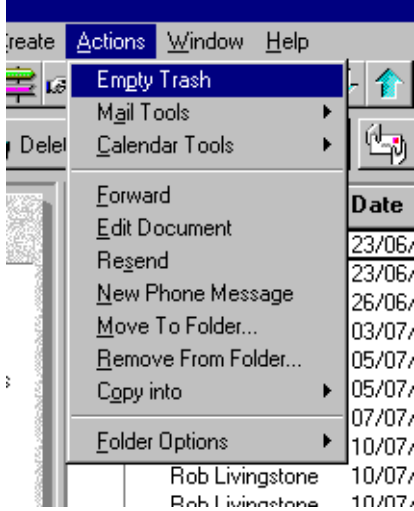
- press the delete button



- the bin next to the message indicates that it has been selected for deletion



Hint: you can press the delete key as well.


3	<p>To permanently remove the selected messages:</p> <ul style="list-style-type: none"> from the Actions menu, select Empty Trash 	<p>Note: permanent means permanent - after emptying trash the message is removed for ever.</p> <p>Hint: Pressing F9 in the message view screen has the affect as empty trash.</p>
4	<p>To deselect messages (i.e. messages that have been selected in error for deletion):</p> <ul style="list-style-type: none"> follow step 2 again - when messages already selected for deletion are selected again, the deletion indicator is removed. 	

Application: HelpDesk Manual
Status: Published


Subject: **Lotus Notes**
Topic: Email

Title: **Forwarding Email**

Purpose: Forwarding a Email to other people

Note: this procedure is to be read in conjunction with [Ricoh Email and Internet Usage Policy](#) 

Follow the two steps below.


Step	Action	Information
1.	Start with your mailbox open <ul style="list-style-type: none">● double-click on the email to open it	
2.	At the message reading window: <ul style="list-style-type: none">● click the Forward button● complete addressing fields as for a new message Info 2.1● add any text that you want to in the body of the message● click Send when finished	2.1 See: Composing Email 

Application: HelpDesk Manual
Status: Published

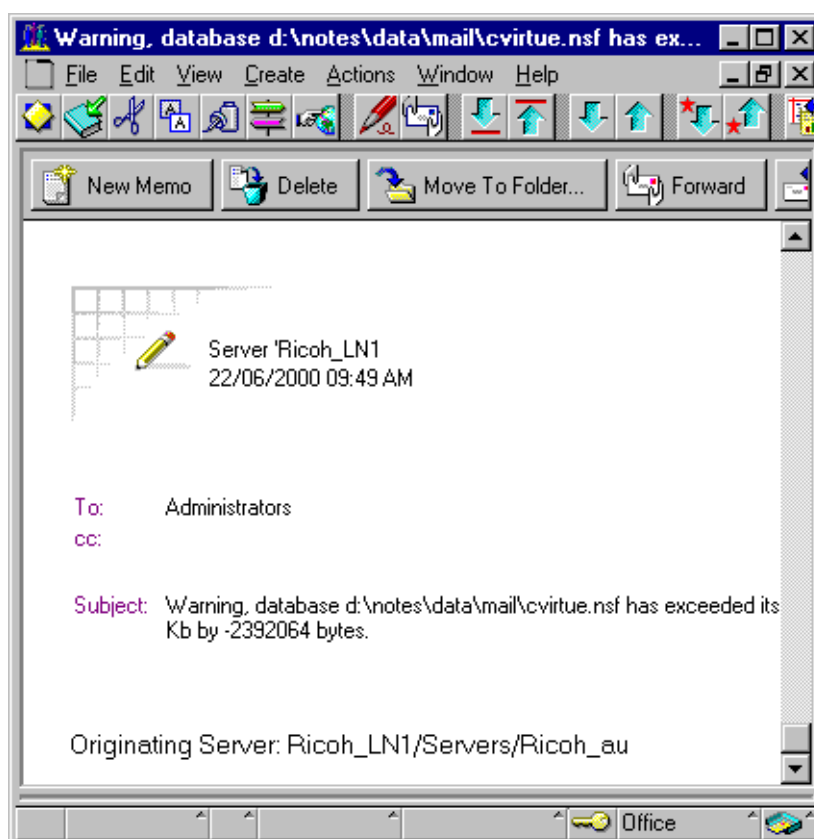
Subject: **Lotus Notes**
Topic: Email

Title: **Managing Mailbox Disk Space**

Purpose: Use this procedure to limit the size of your mailbox.

Note: this procedure is to be read in conjunction with [Ricoh Email and Internet Usage Policy](#) 

Users are allowed a limit of 50 Mb of disk space for their mailbox. As the mailbox holds not only email message but also appointments and To Do list items, the disk space used can increase quickly. Users are prevented from sending email once the size of their mailbox exceeds the 50 Mb limit after receiving a warning at 45 Mb. The notes administrators will receive a message from the server and they in turn will require that you clean up your mailbox immediately. The message looks like this:

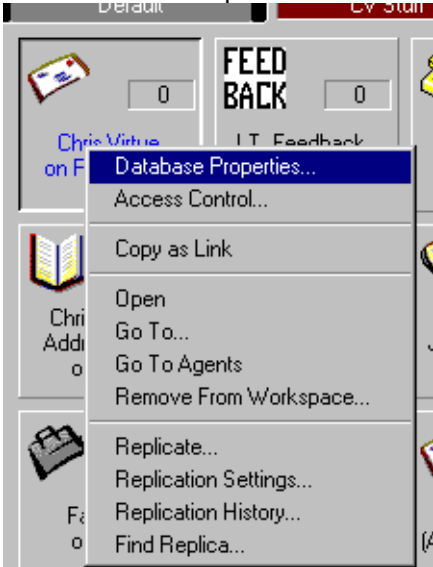
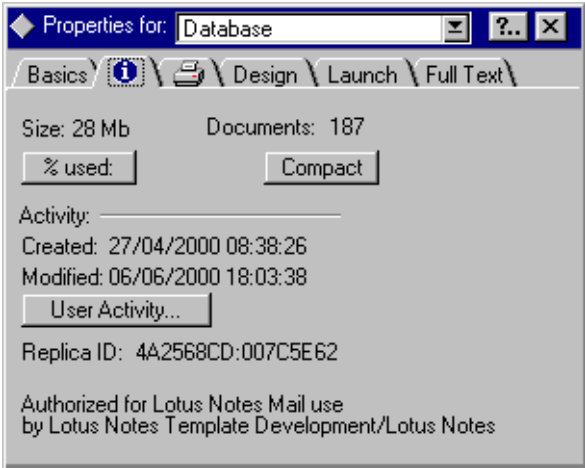



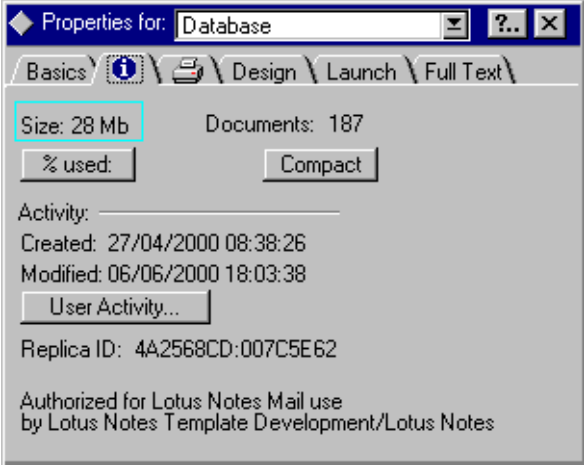




This procedure

- shows how to tell how much disk space is being used by your mailbox
- shows how to compact the mailbox to reduce wasted space within it
- provides tips on reducing the size of you mailbox

These tasks are part of regular housekeeping and should be performed by users once a month or when the size of the mailbox gets beyond 45 Mb.

Step	Action	Information
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1	<p>Check how much disk space your mailbox is using:</p> <ul style="list-style-type: none"> from the Lotus Notes Workspace, right-click on your mailbox icon click Database Properties 	
2	<p>At the Database Properties box:</p> <ul style="list-style-type: none"> click the info tab Info 2.1 	<p>2.1 </p>

<p>3</p>	<p>Check the size of your mailbox:</p> <ul style="list-style-type: none"> check the figure in the top left corner  <ul style="list-style-type: none"> to see how much of the space is being used by data <ul style="list-style-type: none"> click the % used button Info 3.1 to compact your mail box Info 3.2 <ul style="list-style-type: none"> ensure that your mailbox is closed click the Compact button 	<p>3.1 </p> <p>Some of the disk space used by your mailbox is not data. It is space that was used by deleted documents. Compacting the mailbox will not only recover that unused space, but also make your mailbox perform better. It is good practice to compact your mailbox at least monthly. You should compact your mailbox when the percentage used drops below 90%.</p> <p>3.2 </p> <p>How long your mailbox will take to compact will vary according to the size of the mailbox and the percentage used. It usually takes only a couple of minutes if done regularly.</p> <p>Note: you can't use your mailbox while it is being compacted.</p>
<p>4</p>	<p>To reduce the size of your mailbox:</p> <ul style="list-style-type: none"> regularly delete messages that are no longer required Info 4.1 delete messages that have attachments after you have detached the file Info 4.2 regularly peruse your Sent folder Info 4.1 	<p>4.1 Don't keep messages that are older than a month. If you really need to keep a record of correspondence, set up an archive. See: Archiving Messages  or use your journal. See: Setting up and Using a Notes Journal . That way, your messages are kept within the Notes system, but they're not clogging up the server.</p> <p>4.2 Because of the way that files are attached to messages, attachments are one and a half times the size of the original file! After receiving a file by email detach it, check that it is OK and then delete the message. Similarly, when you send an attachment, delete the message - you still have the original.</p> <p>4.3 The Sent folder is often overlooked when cleaning up - don't forget to purge sent messages, too.</p>

Title: **Moving an Email Message to a Folder**

Purpose: Use this procedure to organise email messages by storing them in folders.

If you receive and send lots of email, it is good practice to keep them in folders. For example, you could set up folders for projects, clients, training, action items, whatever. That way, if you need to refer to an email that you have sent or received, it can be easily found.

Remember to regularly (at least monthly) peruse your folders and either delete or archive messages that are more than a month old. [See: Archiving Messages](#) .

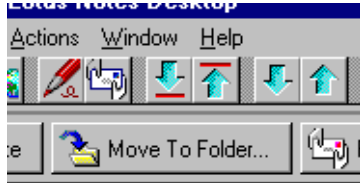
Follow the 3 steps below.

Step	Action	Information
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1

With the message open:

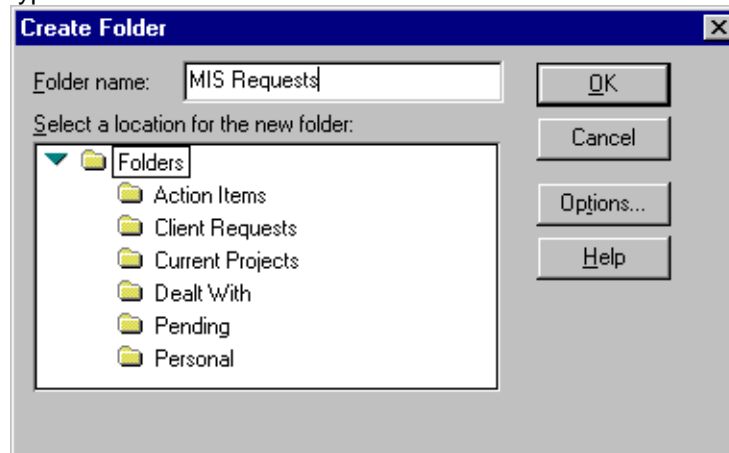
- click the Move to Folder button



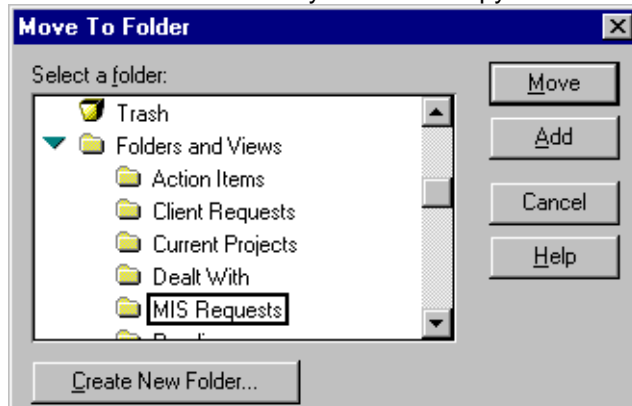
- if you want to create a new folder:
 - click Create New Folder button



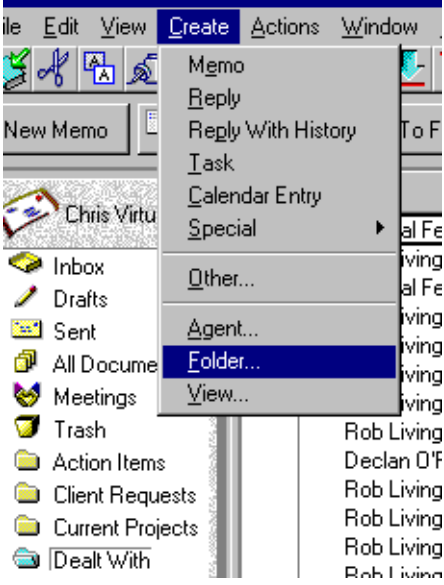
- type in the name of the new folder



- click OK
- select the folder to which you want to copy the message



- click Move

2	<p>From the message view screen</p> <ul style="list-style-type: none"> • click the message and hold down the left mouse button • drag it to the appropriate folder • release the button 	
3	<p>To create a new folder from the message view screen:</p> <ul style="list-style-type: none"> • from the Create menu select Folder  <ul style="list-style-type: none"> • type in the new name • click OK 	

Application: IT User Guide
Status:

Subject: **Security**
Topic: Logons and Passwords

Title: **Password Guidelines**

Purpose: This document gives some general guidelines about passwords.

A password is the only way that the system knows that it really is you, therefore your password is special.

Never

- let others know your passwords
- use a family name as a password (e.g. dog, cat, children, partner etc.) People who know you well enough may be able to work it out

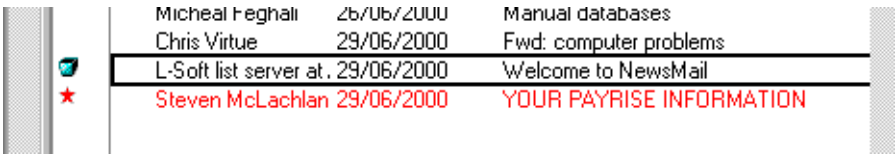
Always

- include a mixture of letters and digits
- change your password if the system requests you to do so
- commit your password to memory

Title: **Reading Email Messages**

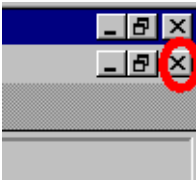
Purpose: Use this procedure to read an email message

When email messages are received, they arrive in your Inbox folder. You can easily tell new messages because they are red and have a star next to them in the column to the left of them. The message from Steven McLachlan has not been read.



After a message has been read for the first time, it changes to black and the star no longer displays.

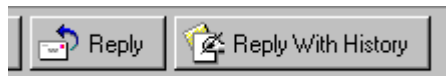
Follow the 2 steps below.

Step	Action	Information
1	Start with your mailbox open: <ul style="list-style-type: none">locate the message to readdouble-click the message to open it	
2	When you have finished reading the message: <ul style="list-style-type: none">click the cross in the top right corner of the message window 	

Title: **Replying to Email**

Purpose: Use this procedure to write a reply to an email that you have received.

There are many times when after reading an email message, you need to reply to original sender. By clicking one of the reply buttons the sender's email address is included on the To: line and the subject line is automated completed.



There are two reply buttons:

Reply creates a blank email with the address and subject lines automatically completed.
Reply With History adds the original message to your reply.

It is good practice to include at least some of the original message in your replies so that the person that you are replying to is able to read your email in context. There is nothing more infuriating than receiving a reply that says "yes, that's OK". The person receiving that message like will scratch their head and think "OK to what?"

Step	Action	Information
1	Start with the message that you wish to reply to open: <ul style="list-style-type: none">click either Reply or Reply With History	
2	At the New Reply window: <ul style="list-style-type: none">type your message reply as normaloptionally, add other address to the To:, cc: and bcc: linesif there was more than one addressee of the original and if you want to send your reply to everyone who received the original, then click the Reply To All button Info 2.1click Send	2.1 Reply to All sends the reply to all those listed on the To: and cc: lines of the original

Application: HelpDesk Manual
Status: Published

Subject: **Policies**
Topic: Email & Internet Usage

Title: **Ricoh Email and Internet Usage Policy**

Purpose: Policy statement regarding Ricoh's email and Internet policy.

Purpose of Email and Internet

Ricoh Australia has provided the email and Internet facilities to staff for company purposes to assist staff in carrying out their tasks and is to be used only for company business. The company reserves the right to recover the costs associated with excessive private use of email or the Internet in general.

Email Programs

The only approved email program for use within Ricoh Australia is Lotus Notes Mail. No other email programs are to be used.

Email Practice

All email communications must be treated in the same manner as any other form of business communication (e.g. letter, memo etc.) both to maintain our professional image and to minimise the risk of E&O exposure. This applies to maintaining a professional writing style and to the filing of documents.

Ownership and Privacy Issues

Because the Ricoh Australia owns the computers, networks and software used for email, it is important that all users understand that Ricoh Australia has the sole rights to ownership of all communications sent or received via our LANs or on the Internet. The Company has invested considerable sums of money in network development for the sole reason of improving our business communications.

Employees should be aware that we will regularly:

- monitor email messages sent privately;
- monitor Internet usage and sites accessed; and
- we may also from time to time delete private items from our servers.

Prohibited Email and Internet Practices

The following practices will prompt disciplinary action, up to and including termination of employment:

- Forging of email messages or attachments
- Reading, deleting, copying or modifying the contents of another person's email mailbox without their consent or other appropriate authority.
- Sending insulting, harassing, obscene or threatening email
- Sending chain letters.
- Transmission of files in direct violation of copyright laws.
- The promotion of commercial ventures, causes or organisations outside of RAP or solicitations for personal profit.

- Personal use, e.g. sale of private goods (cars, furniture etc.), advertising for flat-mates etc. Use the Ricoh Cafe, the staff bulletin board.
- Downloading of software or anything that breaches Ricoh Australia's licensing agreements (refer to the Company's Software Compliance Statement) and for posting notices of items for sale or to buy.
- Any employee found using the email, Internet and/or PC facilities for circulating or drawing down, or viewing of pornographic material will be subject to immediate dismissal.
- Private web surfing including accessing chat rooms

Mail box Maintenance

Maintenance of your email mailbox is essential:

- There is a 50 Mb size limit for your mailbox.
 - Once the size of your mailbox exceeds 45 Mb, you will receive a warning message requesting to you to delete messages.
 - Once the size of your mailbox exceeds 50 Mb, you will not be able to send email until you have deleted some messages.
- Only messages which are necessary for current business needs should be retained in your email mailbox.
- All email messages which are necessary for permanent business records should be stored outside of Lotus Notes email according to current record retention policies.
- Insignificant, obsolete and unnecessary messages, return receipts, and attachments must be deleted.
- Use of external networks (e.g. Internet) must also conform to the agreed procedures and operating standards of such services.
- Non business-related email (e.g. promotion of social or charitable activity within the Company) should be authorised by local management.

General Guidelines for Email Usage

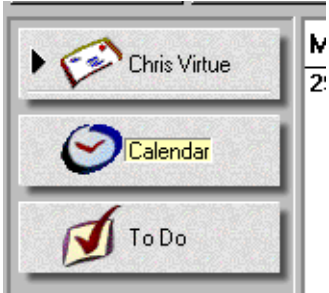


- Always maintain a professional writing style
- Avoid using email as a recording medium for personnel data.
- Avoid making comments in email that could be used against the Company in litigation.
- Comply with local procedures designed to enable essential access to your mailbox in your absence.
- Avoid sharing your email password with other users, unless requested to do so by your local management.
- Only open attachments from people that you know and only if the attachment is for business purposes. If you are in any doubt regarding the source or integrity of the attachment, please contact the Help Desk immediately for clarification, in case the attachment contains is a Virus program
- When receiving attachments, scan attachments for viruses.
- When attachments are sent outside of your business unit, identify type of attachment, file name, paper size.
- When large attachments are sent, they should be compressed whenever possible. WinZip is the standard software used for this process.





Title: **Scheduling Meetings**

Purpose: Use this procedure to schedule a meeting.

It is important that you keep your calendar up to date because you can check to see when you are available for scheduling meetings.

Follow the 7 steps below:

Step	Action	Information
1	Start with your mailbox open: <ul style="list-style-type: none">click the calendar button	
2	At the Calendar view: <ul style="list-style-type: none">click the New Entry button	
3	Complete the following fields on the Calendar Entry screen: <ul style="list-style-type: none">click the Invitation radio button 3.1Brief Description - keep your description brief as this is what appears in your calendar viewDate - either type it or click the button to browse through the calendarTime - either type in the start and finish times (e.g. 09:00-13:00) or click the button to use the sliding time selectorPencil in - check this box if you just want to make a tentative booking Info 3.2Not for public viewing - check this box if you don't want others to see this appointment in your diaryDetailed Description - type in as much as you need to e.g. what you might need to bring etc.	<p>3.1 See: Calendar Entry Types</p>  <p>3.2 Pencilling in an appointment does not reserve the time exclusively for this appointment</p>


4	<p>If you want to send invitations to your meeting:</p> <ul style="list-style-type: none"> • click the down arrow next to Send Invitations to <ul style="list-style-type: none"> • select the appropriate address book • click in the left hand column next to each person that you wish to invite - a tick will display to indicate that each person is selected 4.1 • click the Add button • click OK when finished adding people • if there are people that you would like to attend whose attendance is not vital, use the down arrow next Optional Invitees to invite these people • if you don't want receive responses from the people that you're inviting, check the I don't want responses from invitees box - it means just that Info 4.2 • if you want to see when people are free to attend, click the Find Free Time button Info 5.3 	<p>4.1 Click each person again to de-select them</p> <p>4.2 It is probably a good idea not to check this box unless you are inviting lots of people and don't want to flooded with acceptance messages</p> <p>4.3 See: Finding Out When People Are Free to Attend Your Meeting </p>
5	<p>If you need to book a meeting room:</p> <ul style="list-style-type: none"> • expand the Reservations section • either: <ul style="list-style-type: none"> • click the Reserve Specific Room to select a room Info 5.1 or • click the Find Available Room to have the system find you a room 	<p>5.1 See: Booking Meeting Rooms </p>
6	<p>Click on any of the following optional buttons:</p> <ul style="list-style-type: none"> • Repeat - click this if you want to set up a recurring calendar entry Info 6.1 • Alarm Options - click this if you want a visual reminder just before the appointment is due Info 6.2 • Check Calendar - click this if you want to have a quick look at your calendar to see what else you have scheduled 	<p>6.1 See: Setting Up Recurring Calendar Entries </p> <p>6.2 See: Setting Up Alarms </p>
7	<p>When you have finished:</p> <ul style="list-style-type: none"> • click Save and Exit • when prompted to send the invitations, click Yes 	


Application: IT User Guide
Status: Published

Subject: **Lotus Notes**
Topic: Email


Title: **Sending and Receiving Email Attachments**

Purpose: Use this procedure to send files to others via email

Note: this procedure is to be read in conjunction with [Ricoh Email and Internet Usage Policy](#) 

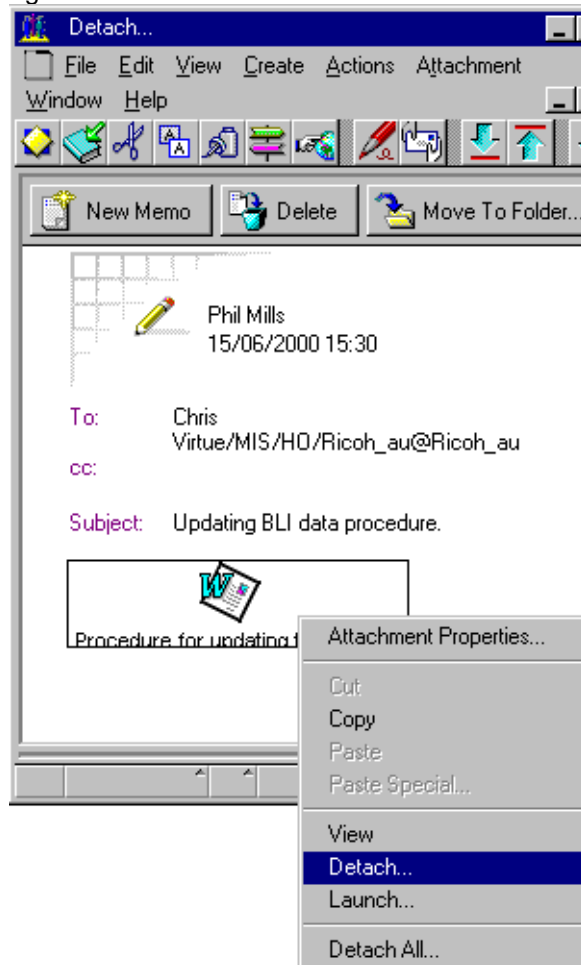
Large attachments consume bandwidth meaning that everyone on the system suffers because the network can become clogged just like Parramatta Road in the morning. Therefore, large attachments must be compressed. [See Using WinZip to Compress Files](#) 

Follow the 2 steps below:

Step	Action	Information
1	To send an attachment: <ul style="list-style-type: none">• compose and address your message normally• click the paper clip on the tool bar • browse through the Create Attachments box as if you were opening a file• click the Create button when you have selected your files• when you have finished composing your message click the Send button	Hint! You can select multiple files to attach by holding down the control key and then clicking on each file.

To "detach" an attachment from an email message

- open the message
- right-click on the attachment




- to save the file to your hard disk
 - click Detach
 - browse with the Save Attachments box to save the file as you would any other file
 - click the Detach button
- to launch the file into an application, click Launch

You can load an attachment in an application (e.g. if it is a Word document or an Excel spreadsheet), or you can save the file to your hard disk

Title: **Setting Up Recurring Calendar Entries**

Purpose: Use this procedure to make a recurring or repeating calendar entry

Step	Action	Information
1	After you completed the other details on the Calendar Entry screen: <ul style="list-style-type: none">• click Repeat....	 A button with a small icon of a hand pointing to a document and the text "Repeat..."
2	On the Repeat Rules window: <ul style="list-style-type: none">• select how to repeat, select from:<ul style="list-style-type: none">• daily• weekly• monthly by date• monthly by day (e.g. the third Friday)• yearly• custom - type in specific dates• select how often to repeat (e.g. every month, every second week)• select specific dates or weeks etc.• select a starting date - either type in a date or click the button to browse through the calendar• select either an end date or the period over which you want the entry to repeat• click OK when finished	




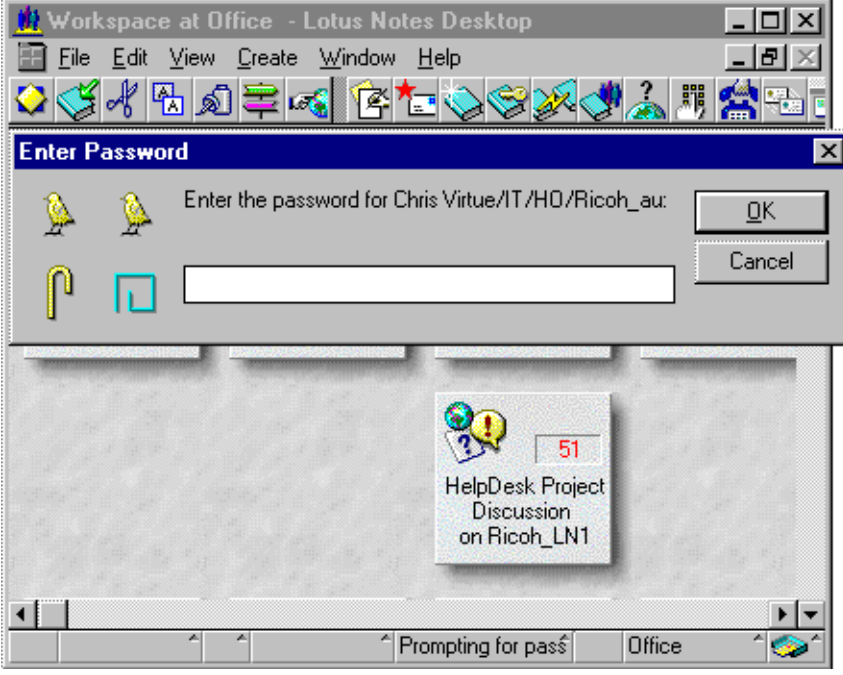
Application: IT User Guide
Status: Published

Subject: **Lotus Notes**
Topic: General Information

Title: **Starting Lotus Notes**


Purpose: Use this procedure to start Lotus Notes from any workstation on the Ricoh ANZ WAN..

Follow the 3 steps below:

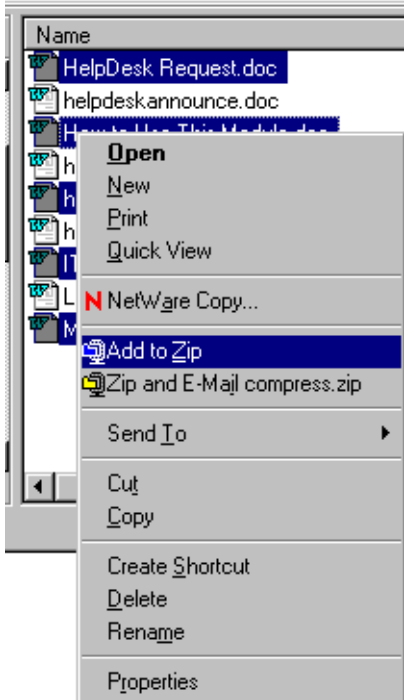
Step	Action	Information
1	<p>Start from the Windows desktop Info 1.1</p> <ul style="list-style-type: none">• if the Office short cut bar is running:<ul style="list-style-type: none">• locate and click this icon  Info 1.2• if the Office short cut bar is not running, or if you locate the Notes icon<ul style="list-style-type: none">• press Start• select Programs• select Lotus Applications• select Lotus Notes Info 1.3	<p>1.1 You must already have logged on to the network</p> <p>1.2 Click here to see a movie -->  opennotes_1.scm</p> <p>1.3 Click here to see a movie -->  opennotes_2.scm</p>
2	<p>The log-on screen will display: Info 2.1</p> <ul style="list-style-type: none">• type in your user password• press Enter 	<p>2.1 Your name should appear in the Enter Password box. If it doesn't, make sure that you are logged on to the network under your own user name. If necessary, restart the PC, then log in and start Notes. If you still have problems, contact the Help Desk.</p>

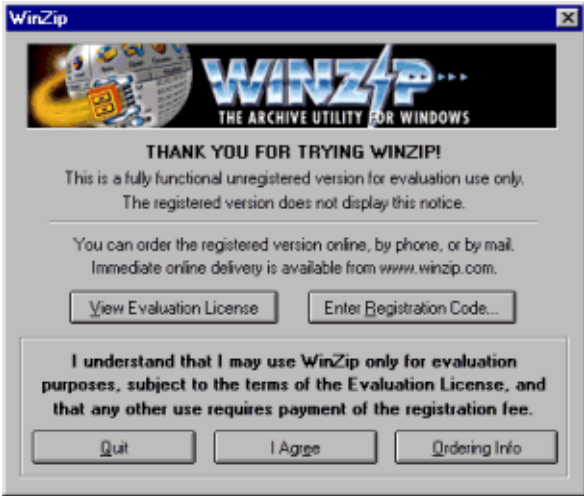

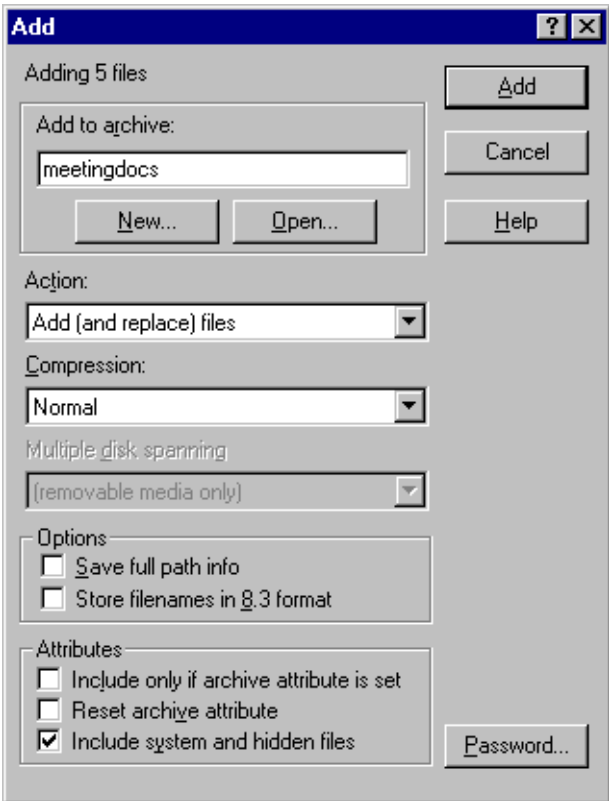
Title: **Using WinZip to Compress Files**

Purpose: Use this procedure to compress files for transmission by email or to copy to a floppy disk.

This is an easy sure-fire way to compress files to send via email. If WinZip is not installed, click here to install it --> 

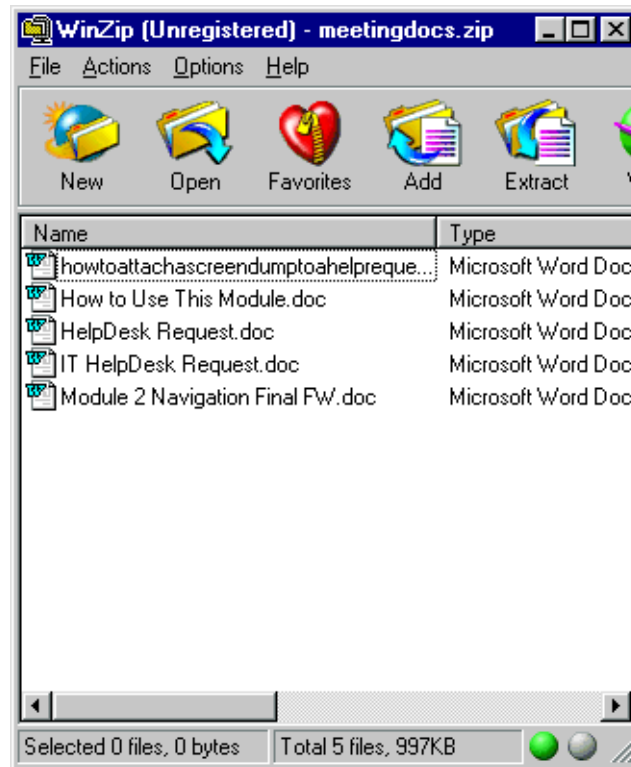
This procedure is intended to be a very basic getting started approach to compressing files. WinZip is very powerful and has many features. If you need to do more, then consult the on-line help or the Help Desk.


Step	Action	Information
1	<p>Use the Windows Explorer to select the files that you wish to compress</p> <ul style="list-style-type: none">• hold down the Control key and click each file to compress• right-click one of the selected files• select Add to Zip 	<p>Hint: If the files that you want to compress are in several directories, then copy them to a temporary directory.</p>

2	<p>If the evaluation screen displays:</p> <ul style="list-style-type: none"> • click the I Agree button • raise a Help Desk (later) to obtain the registration code  <p>The image shows the WinZip evaluation screen. It has a title bar 'WinZip' and a graphic with 'WINZIP THE ARCHIVE UTILITY FOR WINDOWS'. The text says 'THANK YOU FOR TRYING WINZIP! This is a fully functional unregistered version for evaluation use only. The registered version does not display this notice. You can order the registered version online, by phone, or by mail. Immediate online delivery is available from www.winzip.com.' There are buttons for 'View Evaluation License', 'Enter Registration Code...', 'Quit', 'I Agree', and 'Ordering Info'.</p>	<p>Note: If the evaluation screen displays, consider upgrading to the registered version, as Ricoh has a site licence. Click here to install it --> </p>
3	<p>At the WinZip Add screen:</p> <ul style="list-style-type: none"> • type in a name for your archive Info 3.1 • click Add  <p>The image shows the WinZip 'Add' dialog box. It has a title bar 'Add' and a subtitle 'Adding 5 files'. There are buttons for 'Add', 'Cancel', and 'Help'. The 'Add to archive:' field contains 'meetingdocs', with 'New...' and 'Open...' buttons below it. The 'Action:' dropdown is set to 'Add (and replace) files'. The 'Compression:' dropdown is set to 'Normal'. The 'Multiple disk spanning' dropdown is set to '(removable media only)'. There are two sections of options: 'Options' with 'Save full path info' and 'Store filenames in 8.3 format' (both unchecked), and 'Attributes' with 'Include only if archive attribute is set' (unchecked), 'Reset archive attribute' (unchecked), and 'Include system and hidden files' (checked). There is a 'Password...' button at the bottom right.</p>	<p>3.1 You will find that when the Add screen displays, it has the name of the current directory typed in and selected, so just type in a file name (don't worry about the extension - WinZip will add it for you) and click Add. Your zip file will be created in the same directory as the files that you are compressing.</p>

4

After the files been compressed, the contents of the zip are displayed, you may now close WinZip and then attach your files. [Info 4.1](#)



[4.1](#) For information about attaching files to an email, See: **Send and Receiving Email Attachments** 

To see a "movie" of the entire process, double-click this icon and then click the Launch button



Lotus ScreenCam 97

Movie

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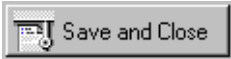


Title: **Using Your Lotus Notes Address Book**


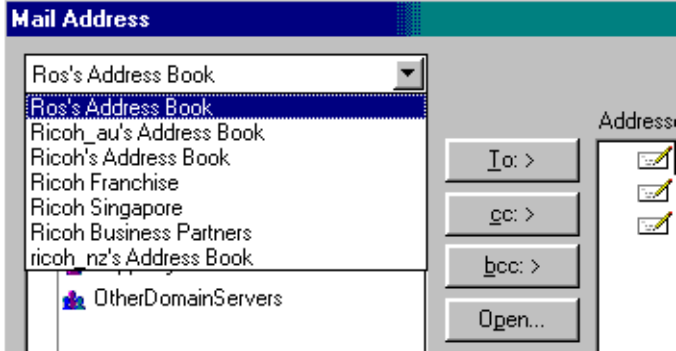

Purpose: Use this procedure to add entries and to send email from your personal address book

Use this procedure to add external contacts to your address book.

Do not add Ricoh ANZ personnel to your personal address book because your address book can become out of synch with the main public address book. Email addresses within the organisation are more or less invisible to other Ricoh ANZ users - you only need to know the person's name. Email addresses change (not very often - but they do), and your email may have been set up to search the personal address book before the public book. So, to avoid having messages return because of bad addresses, only add external addresses to your personal address book.

You'll find your personal address book on the Workspace

Step	Action	Information
1	<p>To add an entry to your address book:</p> <ul style="list-style-type: none">● start with your personal address book open● click the Add Card button  <ul style="list-style-type: none">● on the new Business Card screen:● complete as many fields as you need to Info 2.1● click Save and Close when finished 	<p>1.1 The only mandatory field is Name. However, if you want to send email from the new entry, the entry must have an email address.</p>
2	<p>To send an email from entries in your address book:</p> <ul style="list-style-type: none">● start with your personal address book open● hold down the Shift key and click each address that you want to send the message to● click the Write Memo button  <ul style="list-style-type: none">● complete your message 2.1● press Send when finished	<p>2.1 See: Composing Email </p>

3	<p>To add addresses to a message while you are composing it:</p> <ul style="list-style-type: none"> • start at the New Memo screen • click the Address button  Address... • click the down arrow and select your personal address book  • click each person that you want to send the message and then click either the To:, cc: or bcc: buttons after each • click OK when you have finished selecting addresses • compose and send your message 	<p>3.1 See: Composing Email </p>
4	<p>To delete an entry:</p> <ul style="list-style-type: none"> • start with your personal address book open • click on the entry that you want to delete • click the delete button • press F9 to permanently delete the entries from the book 	