


Getting Started

There are two versions of this program that are available to you. One is the *Single User Version* and the other is the *Multi User Version*. No matter which option you choose during the install of the PointClear HCS system, the process of setting up the mailboxes is almost identical. When setting up your mailboxes, you may need to contact your IT Administrator to gain knowledge to some of the systems you already have in place.

NOTE: The first time you execute the Administration program you will be prompted to create a password. If you forget the password, you will have to reinstall the program in order to create a new one.

Single User

A shortcut was created on your desktop labeled PointClear HCS ,  in order to easily access the program. A shortcut is just a pointer to the actual program, so if you were to delete the shortcut, the program would still exist on your machine.


The first time you try to run the PointClear HCS program you will be prompted to fill out some information about your system(s). This will allow PointClear to understand how to handle your incoming and outgoing mail. See “*Setting up Mailboxes*” on the next page for further details.

To make changes to your mailboxes, you will need to access the administrative program.

Here's How:

- Open the PointClear HCS program.
- Click on **T**ools then **A**dministration..., and type in your administrative password.

Multi User

Two shortcuts were created on your desktop . One was labeled PointClear HCS and the other was labeled PointClear HCS Administration. The Multi User Version will allow you to have up to 64 simultaneous users accessing e-mail on one PC without the hassle of logging in and out of the PC.

Prior to running the HCS program you will need to setup the mailboxes for the user that will be using the system. This will allow PointClear to understand how to handle the incoming and outgoing mail for all of the different users.

Here's How:

- **Double-click** on the **PointClear HCS Administration** shortcut and enter your administrative password.

Setting up Your Mailboxes

Regardless of what version you selected during the install process, the PointClear HCS program will need some information about your system(s).

The PointClear HCS program will first need to find out what your **Outgoing Mail Server (SMTP) information** is. You will have to know the following information:

- *SMTP Server name* – This is the domain name of the server you use to send outgoing mail. (Example: mail.pointclear.net)
- *Friendly Name for outgoing mail* – This is what other users will see in the “From” column when you send them messages. (Example: John Doe)
- *E-mail address for outgoing mail* – This is the return address that users will send messages back to you. They will also see this address when they right-click on your name within the e-mail messages you send. (Example: john.doe@pointclear.net)
- *SMTP Authentication* – Some SMTP servers will require a password in order to have the ability to send outgoing emails.


Next, the PointClear HCS program needs to know what your **Incoming Mail Server (POP3) information** is. You can add as many email accounts as you wish. You will need to have the following information:

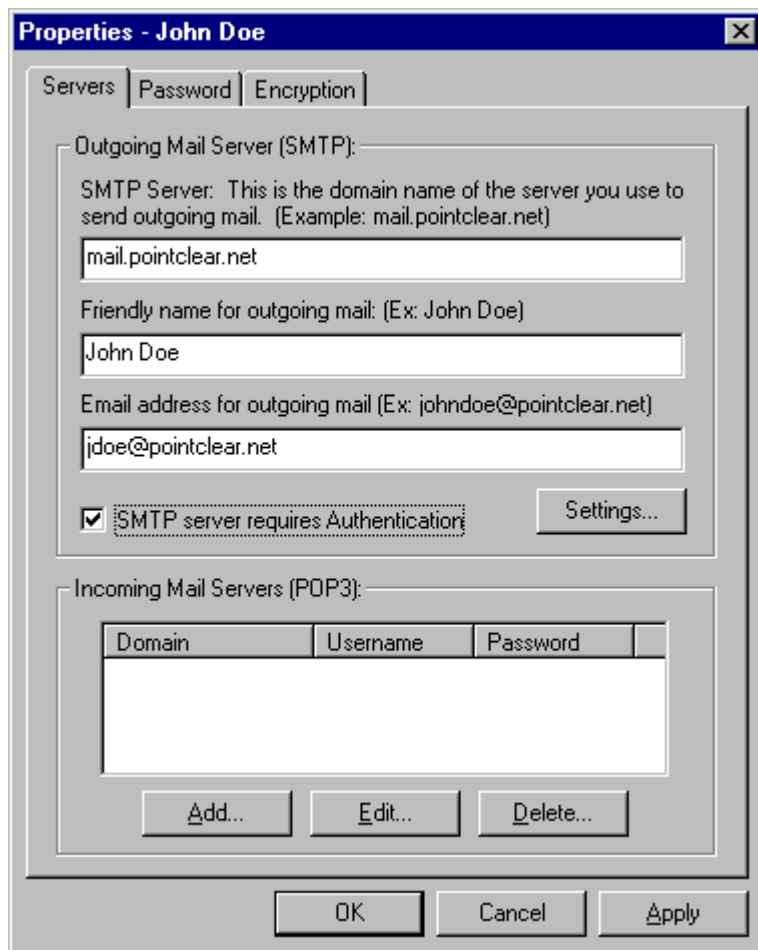
- *POP3 Server* – This is the domain name for the server which holds your e-mail messages before you retrieve them. (Example: mail.pointclear.net)
- *Username* – This is the name you use to log onto the POP3 Server. This is usually the first part of your e-mail address. (Example: johndoe)
- *Password* – The password you use to log onto the POP3 Server.

There are other Administrative Options that you will also have available to you, but will have to be manually set. See the Help files for further details.

- ✓ Leave or Remove messages from the server.
- ✓ SMTP and POP3 timeout settings.
- ✓ Leave connection active – This is used for dial up connections.
- ✓ Disable server error window.
- ✓ Automatically check for mail.
- ✓ Make PointClear HCS your default email client
- ✓ Backup and Restore settings
- ✓ Encryption
- ✓ Antiviral Blocking
- ✓ Requiring users to have a mailbox password.
- ✓ Reordering of mailboxes(Multi Version only)
- ✓ Mailbox Appearances(Multi Version only)
- ✓ Disabling Read Receipts
- ✓ Limiting size and recipient limits on outgoing mail

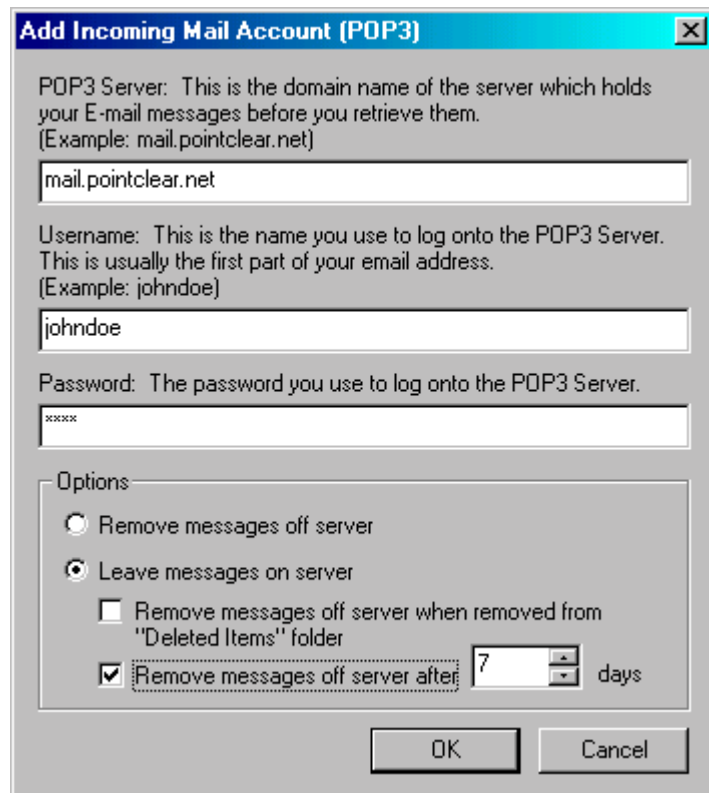
Step by Step Instructions

1. Access the administrative program by double clicking on the PointClear HCS Administrative shortcut and entering your password.
2. Click on the **New Mailbox** button .
- Or*
3. Click on the **Mailbox** drop down menu and then click on **Add New Mailbox...**
4. You will be prompted to “Enter the mailbox name.” This will be the name that is displayed on the multi user screen. **Type the user name** and click on the **OK** button.
5. The following screen should appear:



6. Enter the following information:
 - *SMTP Server domain name*
 - *Friendly name for outgoing mail*
 - *Email address for outgoing mail*

7. If your SMTP requires Authentication:
 - Click on the checkbox next to *SMTP requires Authentication*
 - Click on the **Settings...** button and type in your User Name and Password.
 - Click **OK**.
8. **Click** on the **Add...** button.
9. The following screen will appear:



Add Incoming Mail Account (POP3)

POP3 Server: This is the domain name of the server which holds your E-mail messages before you retrieve them.
(Example: mail.pointclear.net)

mail.pointclear.net

Username: This is the name you use to log onto the POP3 Server.
This is usually the first part of your email address.
(Example: johndoe)

johndoe

Password: The password you use to log onto the POP3 Server.

xxxxxx

Options

Remove messages off server

Leave messages on server

Remove messages off server when removed from "Deleted Items" folder

Remove messages off server after: 7 days

OK Cancel

10. Enter in the following information:
 - *POP3 Server Domain Name.*
 - *Username you use to log onto the POP3 server.*
 - *The users Password used to log onto the server.*
11. Choose the option to **Remove** or **Leave messages** on the server.
12. If you have chosen to leave the message on the server, you also have the following two options you can select:
 - Remove messages off the server when removed from the "Deleted Items" folder.
 - Remove messages off the server after a number of days you specify.

NOTE: You do not have to select either of these two options; however, if you do not select any of these options, the message will have to be manually deleted.



Technology Support - Hospital Communication System

13. **Click** on the **OK** button
14. **Click** on the **OK** button again.
15. Continue this process until ALL users are setup, then close the Administrative program. If you're a single user, click **Cancel** to exit the Administrative options menu.