

# NetCom by Data Tec, Inc.

## Installation

- Download NetCom from our website [www.ezdent.com](http://www.ezdent.com) or [www.powersoftmd.com](http://www.powersoftmd.com)
- Run the downloaded file, unzipping it first to your main computer's shared hard drive then to your local C: Drive
- Create a Desktop Short cut to: **C:\Ezw\NetCom\Pgms\Netcom.exe**

## Setup

- Start the *NetCom* program using the *NetCom* Desktop Icon.
- Use the UserID DATATEC and the password SUPERVISOR
- The program will start then automatically minimize itself to your task bar.
- Click on the *NetCom* entry on the task bar, and the *NetCom* window will be displayed.
- Click on the Menu Bar "Utility" option, then "Define User Security".
- Use the "User List" button to see a list of computer names, you can click on a name then change it. For example, maybe Mary is always at a specific computer, so you could change COMPUTER1 to say MARY, etc. From this screen you can "Add New Users", Change User Information, and even delete Users. You should only have one User for each computer.
- Open the *NetCom* Window again, use the top toolbar "**Options**" window. Turn on the Option "**Auto Login with Last UserID and Password**".
- From the Primary Menu of your Practice Management Software use the "**Options**" button, and turn on the option called "**Automatically start NetCom at Login**" or "**Auto Start NetCom at Login**".

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## **Activating NetCom**

*NetCom* must be activated each time you start your computer for it to receive messages. If you installed *NetCom* from the CD it should have been added into your Windows StartUp list. If not you can manually add it to your Windows StartUp.

You can also set EasyDent to start *NetCom* when you login to EasyDent. If *NetCom* is already running (it won't start a second copy). To set this option use the "Options" Button on the EasyDent Primary Menu, under "Lookups & Aids".

When *NetCom* is started a "Login" screen will be displayed. It remembers the last User ID that logged in at the specific computer. If you let the "Login" Screen sit still for more than 30 seconds, the person that last logged in will automatically be logged in. This way *NetCom* can be started up each day without you touching anything!

## **Sending a Message**

To send a message click the *NetCom* entry on your Task Bar (If the *NetCom* Message Box isn't already displayed). Then Click the Red SEND Button.

Click on down arrow key next to the "Send Message To" box, and select who you want to send the message to.

Then type in your message (past messages can be reused quickly by clicking the down arrow on the box below the message area). Then click the SEND button. It's that easy.

If you have send a message to a computer and they have not "Cleared" it, then you will be told and you can replace the message if you want. If someone else has sent them a message and they haven't cleared it, you cannot send one until it is cleared.

## **Viewing Messages**

When someone sends you a message the message screen will automatically pop up on your screen. You will also see who sent you the message and when. Once you have read the message you must click the Clear Message button, or no one can send you another message.