

Laser Fax

Modification 5
Modification 5.12
March 2, 2005


CALENDAR EVENTS INQUIRY

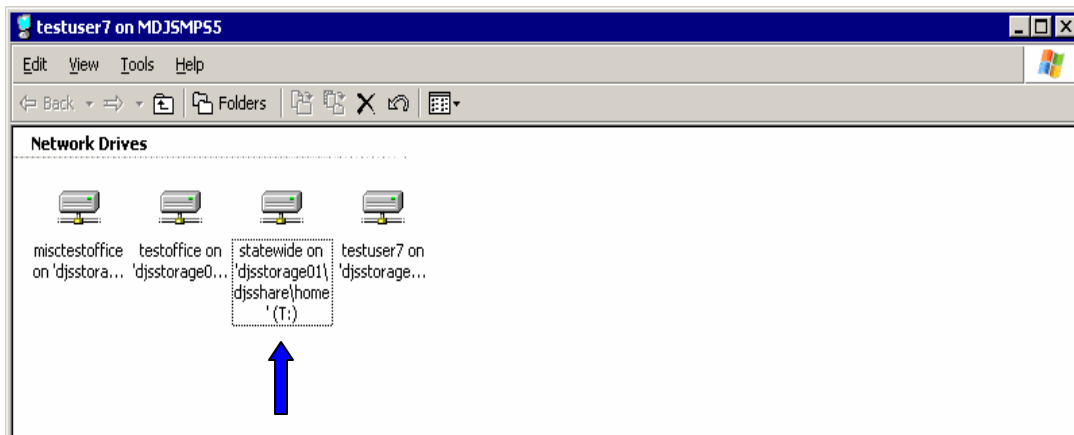
The Review the Month at a Glance screen now displays the number of calendar events scheduled for each day. Review the Month at a Glance screen is available by selecting Option 4 (Calendar Inquiry) from the Administrative Support Menu.

USER REFERENCE GUIDE

A quick reference guide for the Lexmark printer has been placed in the Statewide folder. This reference document is for the new printers that are being installed in the district courts over the next few months. The document will be helpful to determine a description and recovery from error codes that appear on the printer's display window.

To view the document:

- ? From the Desktop, double-click the computer icon  located in the upper left corner of the screen. The Network Drives window appears.



- ? Double-click the statewide network drive.
- ? Double-click the document labeled "Quick Reference Guide for Lexmark Printer."

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SIGNOFF PROCEDURES REMINDER

When signing off the system, please remember to follow correct procedures. Otherwise, you may experience connection problems due to corrupted profiles. Proper sign off procedures need to be followed every time you end your work session.

PROPER SIGNOFF FROM THE MDJS:

- ✍ Sign off your session of the MDJS.
- ✍ Click the **X** in the upper right of the screen.
- ✍ Click the **OK** button in the small window that appears in the middle of the screen.
- ✍ You will return to the Winterm Connection Manager screen.
- ✍ Make sure you have no active connection by looking at the right side of the window under the Status column.
- ✍ When no sessions are active, turn off your monitor only.

PROPER SIGNOFF FROM THE MAGISTERIAL DISTRICT JUDGE DESKTOP OR "THE WORD SIDE":

- ✍ Close all applications (JNET, Word, etc.).
- ✍ Click **Start** on the desktop, then click **Logoff**.
- ✍ You will return to the Winterm Connection Manager screen.
- ✍ Make sure you have no active connection by looking at the right side of the window under the Status column.
- ✍ When no sessions are active, turn off your monitor only.