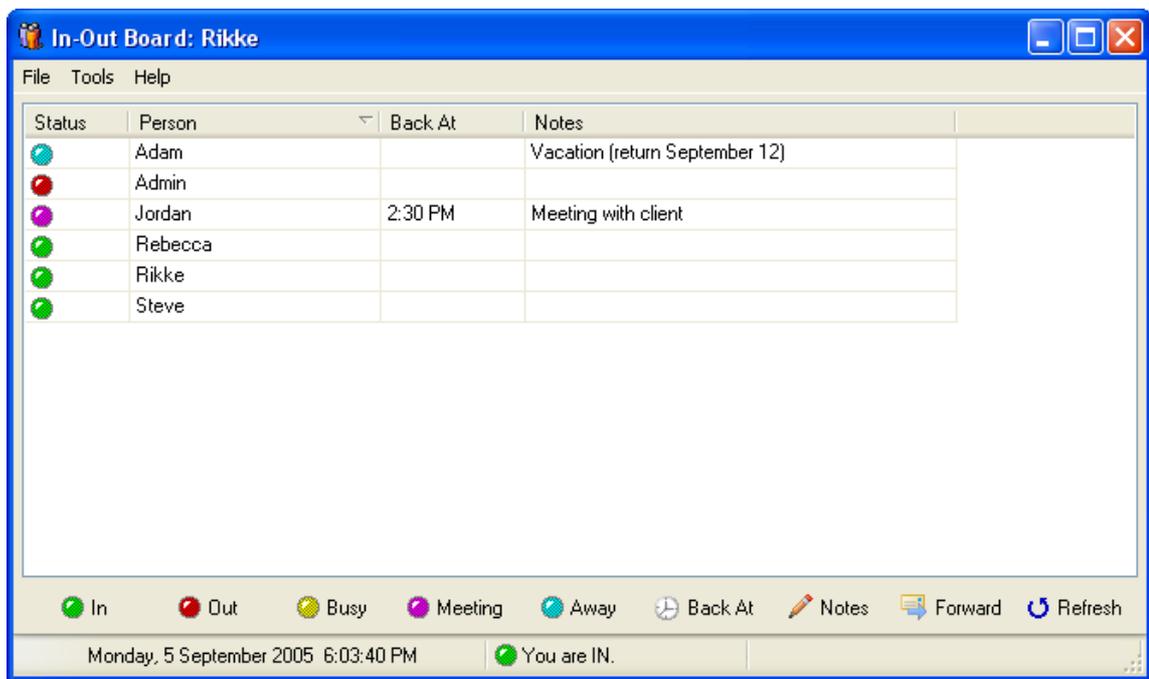


# **In-Out Board Help**

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# 1 Introduction

The In-Out Board provides a simple way for an organization to keep track of their staff. A quick glance at the screen tells you the availability of everyone in your office. Used in conjunction with PhonePad, you can pass on information to callers while taking a message for the person they called. For instance, you can tell the caller that Mary is away today but she will get the message as soon as she gets back tomorrow.



Receptionists and Administrators can change the status of other users, while standard users can only change their own status. To change the status of a user (including yourself) simply select the name from the list and click the appropriate button at the bottom of the In-Out Board window.

You can specify the time you will be back by clicking on the *Back At* button. Click the *Notes* button to provide further details about your unavailability.

- In* Changes your status to indicate that you are *In*.
- Out* Changes your status to indicate that you are *Out*.
- Busy* Changes your status to indicate that you are otherwise *Busy*.
- Meeting* Changes your status to indicate that you are in a *Meeting*.
- Away* Changes your status to indicate that you are *Away* from the office.
- Back At* Sets the time that you will be available again.

- Notes** Allows you to add a note for other users to view. If you have setup PhonePad to automatically update your status, this field will contain *'Status set automatically'*. See [Notes](#) for more information.
- Forward** Allows you to enable and disable Automatic Message Forwarding.
- Refresh** The status list is automatically updated every 60 seconds. Click this button to update the list immediately.

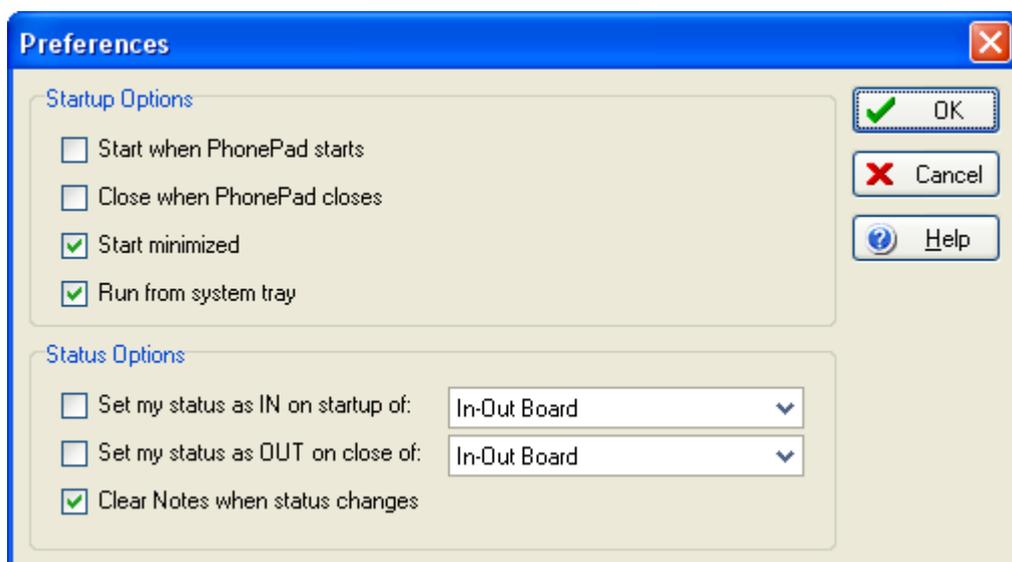
The status list can be sorted by clicking on the column headings. A sort arrow in the column heading indicates the direction of the sort. Also, the list can be manually sorted using drag n' drop. Simply hold down the **<ctrl>** key and drag the user using the *left mouse button*. When it is in the position you want just release the mouse button. The In-Out Board will remember the sort order no matter which method you use.

Under [Preferences](#), there are options that can automatically set your status whenever the In-Out Board starts up and closes down.

The In-Out Board is an add-on application for PhonePad. It cannot be run as a separate application.

## 2 Preferences

The [Preferences](#) dialog displays various options for changing the In-Out Board settings.



### Startup Options

**Start When PhonePad Starts** When checked, the In-Out Board will automatically start whenever PhonePad starts. If the In-Out Board is already running it will be displayed.

*Close When PhonePad Closes* When checked, the In-Out Board will automatically close when PhonePad is closed.

*Start Minimized* When checked, the In-Out Board will start automatically.

*Run from System Tray* When checked, the In-Out Board will run from the system tray.

## Status Options

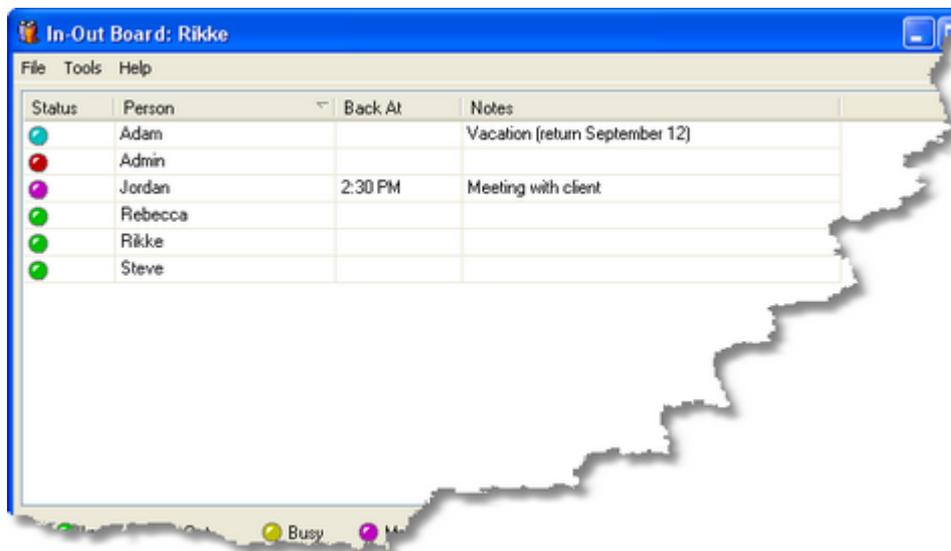
*Set My Status as IN on Startup of* You can have the In-Out Board automatically set your availability as **In** whenever it starts up by checking this option. You can configure this to occur on startup of either PhonePad or In-Out Board.

*Set My Status as OUT on Startup of* You can have the In-Out Board automatically set your availability as **Out** whenever it starts up by checking this option. You can configure this to occur on closing of either PhonePad or In-Out Board.

*Clear Notes when status changes* When checked, the Notes are cleared for the selected user whenever their status changes. If this option is unchecked, the Notes remain when the status is changed.

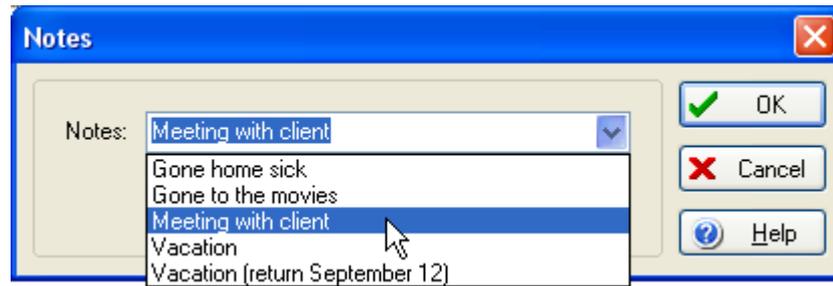
## 3 Notes

When you set your status, you can add a note to provide other users with more information.

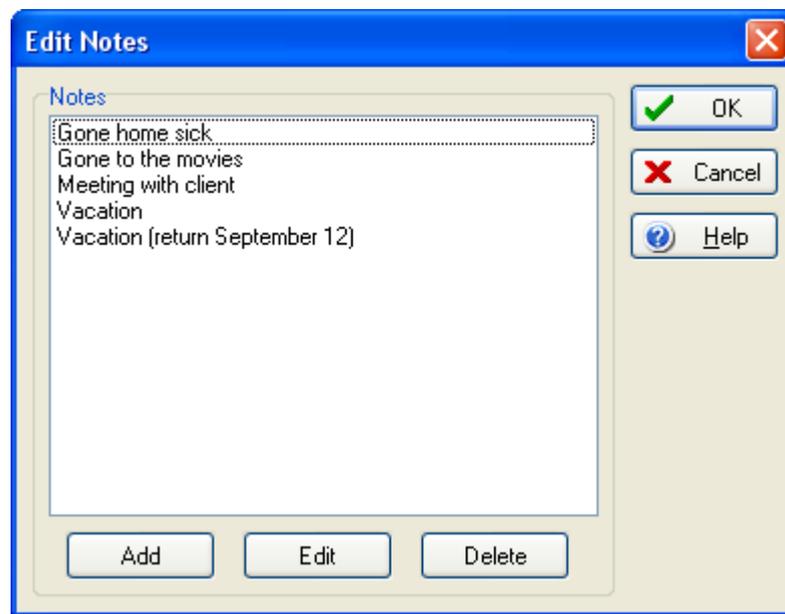


The *Notes* window features a drop-down list that allows you to enter a note, or select from a list of previously entered notes. When you type in a new note it is automatically added to the list so that

you don't have to type it in next time.



The In-Out Board has a notes editing facility that can be accessed by selecting *Edit Notes* from the *Tools* menu.



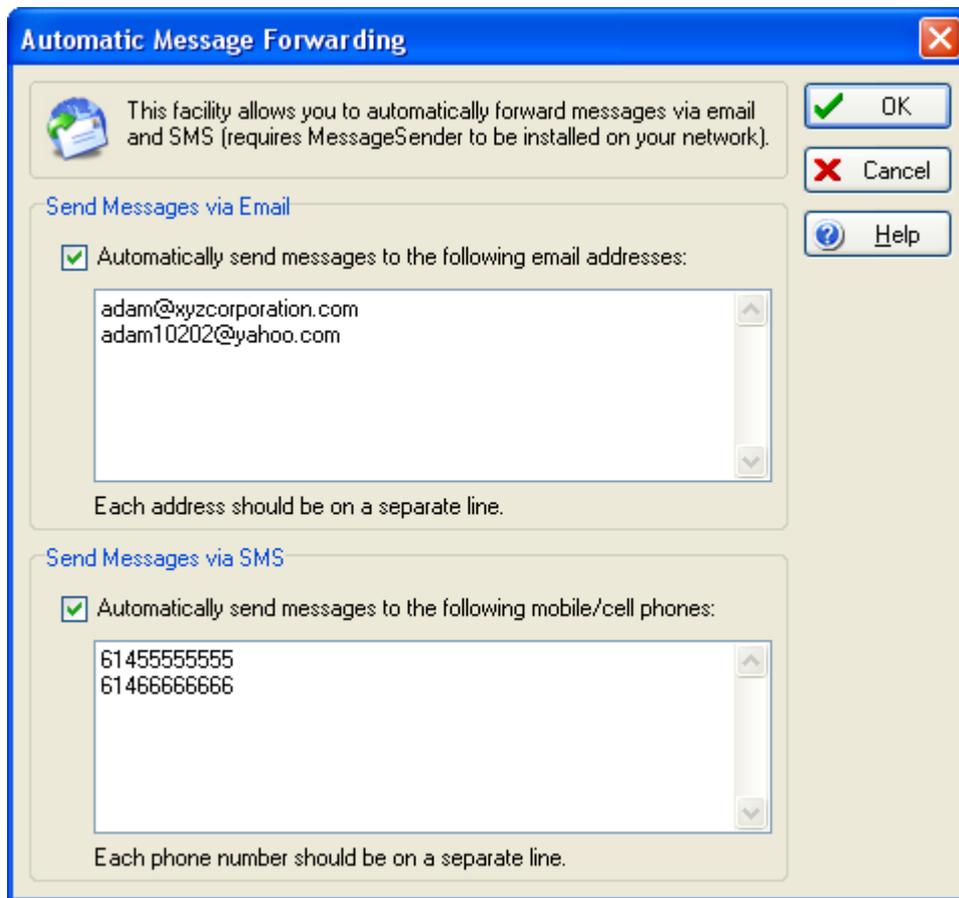
This dialog lets you add new notes, edit existing notes, and delete notes that are no longer required. Click *OK* to save any changes you have made, or click *Cancel* to cancel the changes.

## 4 Automatic Message Forwarding

If you know you are going to be out of the office, you can have PhonePad forward all of your messages to an email address or mobile/cell phone. This can be useful if you are working from home or travelling.

To have PhonePad forward your messages to an email address, check the *Send Messages via Email* option, enter one or more valid email addresses, and click *OK*.

To have PhonePad forward your messages to a mobile/cell phone, check the [Send Messages via SMS](#) option, enter one or more mobile/cell phone numbers, and click [OK](#).



Please note: each email address and/or mobile/cell phone number should be on a [separate line](#).

Message forwarding should not be confused with forwarding a message.

**IMPORTANT:** For message forwarding to work, you need to install the MessageSender application on one computer on your network. MessageSender can be installed by your PhonePad installation program. Complete details are documented in the Installation Manual (INSTALL.PDF).