

Optosys[®] Info



4, Place du Commerce, Suite 460, Montréal (Québec) H3E 1J4 Tel. : (514) 762-2020 Fax : (514) 762-9933 www.opto.com

March's special Online Ordering

10% reduction on
Lexmark toners
E312, E320, E321, E322

Welcome to fast
and easy ordering!

*Does not apply to shipping charges. Shipping is extra.
Invoice will reflect discount.*

Internet Access

Please take note that the phone number to order Bell's Business Internet High Speed and High Speed Ultra packages has been changed to 1-866-673-2235.

For more information, consult the flier in this month's mailing.



Spring Calendar



Come and meet us during your provincial tradeshow.

London, ON : March 31st
Calgary, AB : May 6th

NOTE :
We **will not** be in Halifax on March 24th.

OPTOSYS² Installations



February 2006

Bouchard & Lapierre Optométristes
St-Constant, QC

The Optometric Vision Care Centre
Windsor, ON

Dr. J.M.C. Martineau O.D.
Ottawa, ON

How to configure a new Outlook Express e-mail account.

- Before you get going, make sure you know your email address, as well as the following information.
 - First, information about the e-mail servers:**
 - The type of e-mail server you use: POP3 (most e-mail accounts), http (such as Hotmail) or IMAP
 - The name of the incoming e-mail server
 - For POP3 AND IMAP servers, the name of the outgoing e-mail server (generally SMTP).
 - Second, information about your account:**
 - Your account name and password
- Start Outlook Express, and in the **Tools** menu, click **Accounts**. If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
- Click **Add**, and then click **Mail** to open the Internet Connection Wizard.
- In the **Your Name** page, type your name as you want it to appear to everyone who gets e-mail from you, and then click on **Next**.
- In the **Internet Explorer Address** page, type your e-mail address, and then click on **Next**.
- In the **E-mail Server Names** page, fill in the first block of information that you gathered from your ISP in step 1, then click **Next**.
- In the **Internet Mail Logon** page, type your account name and password.
- Click **Next**, and then click **Finish**.
- You are now ready to send your first message. 😊


For more information on Outlook Express, go to: www.microsoft.com/window/ie/using/howto/oe/setup.msp#E6D or contact our technical support team at 514-380-9279 ou 1 866 660-6797

Tips & Tricks



How to add your logo to your invoices

Here's how:

- In the **Admin** menu click on **Application** and then on **Default Values**.
- In the **Application** tab, click on the **Invoicing** tab (if you have more than one company and you wish to use a different logo for each one, go to the **Company** tab, select the company then click on the **Invoicing** tab and repeat as required).
- Click on the **Modify** button.
- In the **Header** section, click on **Indented Text**.
- Click on the  button to open the file search window.
- In the search window, search for the file containing your logo.
- A variety of image formats, such as .bmp, .jpg and .gif, can be used.
- Click on **Save** or press the **F10** key to save your modifications.

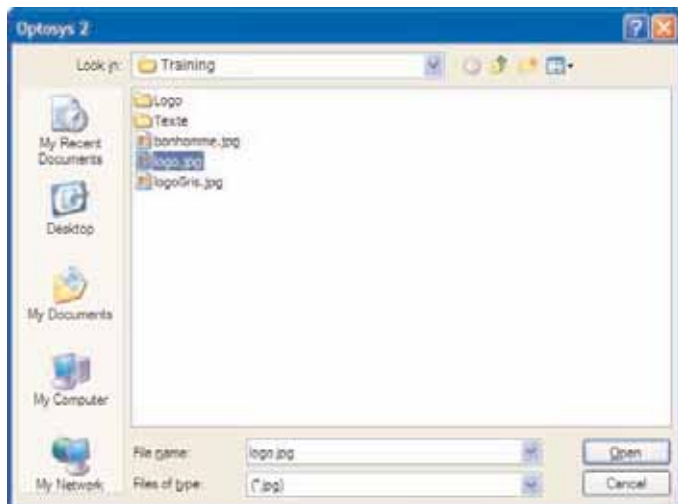
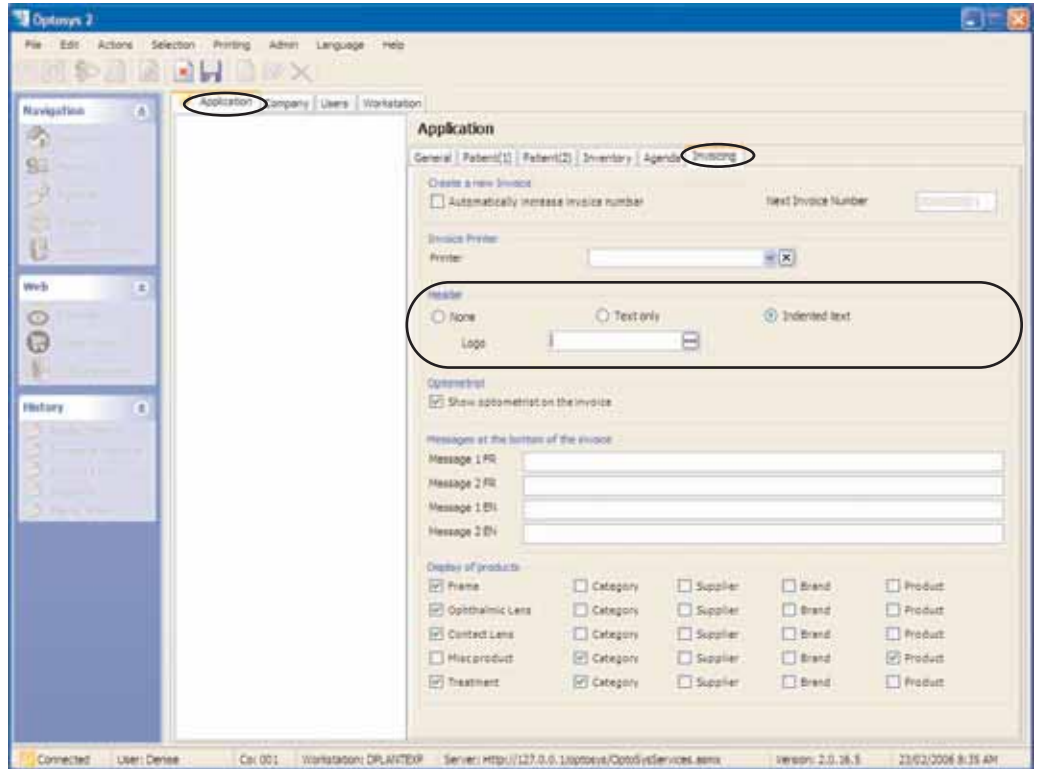
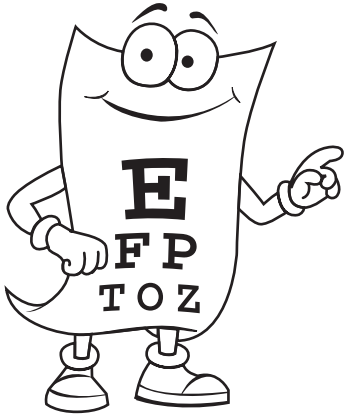
Your logo will now appear in the upper left-hand corner of your invoices, purchase orders and prescriptions.

For an online demonstration, go to www.optosys2.com/training

OPTOSYS².com : The leading optometric practice management system...
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Tips & Tricks OPTOSYS².com

Add your logo to your invoice



Optometric Services Inc.
 4 Place du Commerce Suite 450
 Verdun, Quebec
 H3E 1J4
 (514) 762-2020

Co. # 23/02/2006
 Invoice # 0000055201
 File # 0000035885

Optometrist(s)
 Denise Plante
 France Lymburner

Bill to: Denise Plante
 4 Atwater
 Verdun, Quebec

Res. Tel:
 Bus. Tel:

Qty	Description	Price	Tx	Amount
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