

AS/400

MESSAGES

TO SEND A MESSAGE TO 1 OR MORE.

Press the SYSREQ ATTN, or ESC key. The AS/400 Operational Assistant Menu will appear. Select Option **4**. If you need a short reply then put a **Y** in MESSAGE NEEDS REPLY. If you need to interrupt the user then put a **Y** in INTERRUPT USER. Type in your message in the space provided, then move down to where it says SEND TO. If you know the sign on name for the person to whom you are sending, put that name there. If you know to where you want to send the message but are unsure of their sign on name, press <CMD 4> and you will get a list of all possible choices to send to. When you see the person you want to send to, put a **1** in the option column next to that persons name and hit enter. Press <CMD 10> to send the message.

TO SEND A MESSAGE TO ALL WORKSTATIONS ON THE SYSTEM
(You must have the authority)

From a command line, type, **SNDBRKMSG** (press <CMD 4>)
Type in your message in the space provided, then move down to
"TO WORKSTATION MESSAGE QUE" and type, ***ALLWS**
THIS WILL SEND A MESSAGE TO EVERYONE ON THE SYSTEM!!!

NOTE:Try to send messages whenever possible instead of picking up the phone. It is much cheaper.