

Table Of Contents

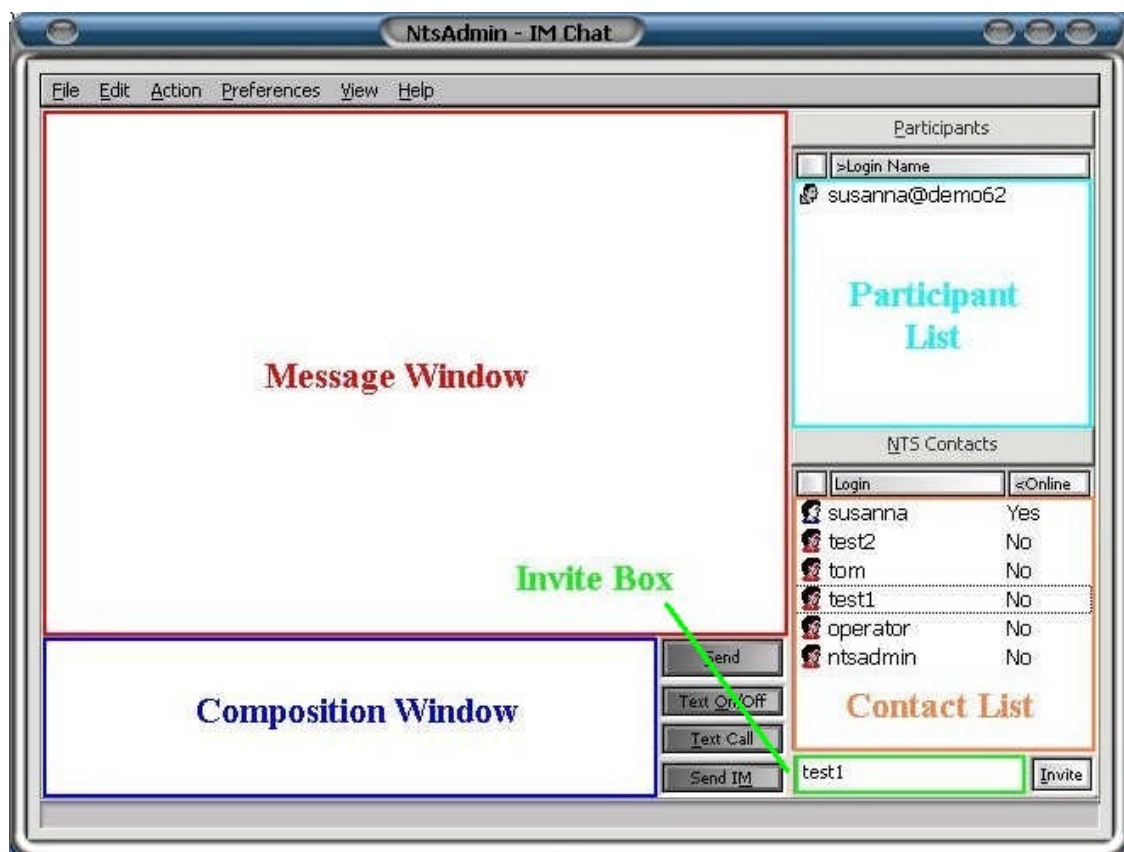
IM CHAT OVERVIEW	1
Overview	1
OPTIONS	3
General Menu Options	3
File Menu	3
Edit Menu	3
Action Menu	3
Preferences Menu	4
General Tab	5
Fonts Tab	5
USING IM CHAT	7
Using IM Chat.....	7

IM Chat Overview

Overview

The IM Chat feature allows multiple NexTalk users to chat together in an environment that combines the expediency of instant messaging with the effectiveness of a real-time conversation. During an IM Chat session the progression of the conversation is recorded in the IM Chat window, with each participant's contributions clearly identified. Contributions are only visible to other participants once they have been sent. Up to 20 people can participate in one IM Chat session and new participants can join the session at any time. The "**NexTalk Contacts**" list (customized in the NexTalk Phonebook) is available from the IM Chat window to make it easy to quickly invite a new participant.

Note: NTS users in remote domains can be invited to an IM Chat session only if the system administrator has registered the remote domain on the NexTalk server.



There are five main sections of the IM Chat window: the Invite Box, Participant List, Contact List, Composition Window, and Message Window. The **Invite Box** is used to invite additional users to join the current chat session. The **Participant List** shows users that are participating in the current chat session.

IM Chat

The **Contact List** shows users in your “**NexTalk Contacts**” and whether or not they are currently online. You can sort both lists by a particular field by clicking on the field heading. During a chat session, the **Composition Window** is used to compose a message before it is sent. The **Message Window** shows the history of the chat session, including notices from Call Services.

Options

General Menu Options

File Menu

From the File menu it is possible to print a copy of the chat session at any point during the session. You can also exit the session from this menu (close).

Edit Menu

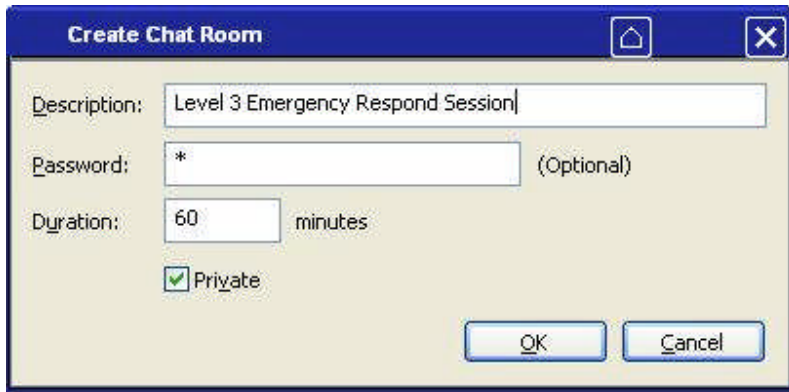
The edit menu offers the standard cut, copy, paste, delete, and select all functions for use during chat sessions. Only copy and select all can be used in the Message Window.

Action Menu

From the Action menu you can initiate the action of any button in the window (Send, Invite, Create Chat Room, Join Chat Room, Text Call, IM, or Text On/Off).

Create a Chat Room and Join a Chat Room are new features in IM Chat. To create a chat room select Action from the IM Chat menu bar. Click on "**Create Chat Room**." You can create either a public or private Chat Room. Also you have the option of putting in a password (Optional) so only users who have the password are able to log in to the chat room. Another option is to select the duration of how long a Chat Room will stay open without a user or group of users logged in to the chat room. First type in a description of the chat room. If you select a password you will have to let the user (s) know what the password is to log into the chat room. Type in how long you want the chat room to be on for if no one logs into the chat room. If you want this to be a private chat room then click on "Private": When you get done then click on OK. You will be given a number for the chat room. When you invite the user be sure to give them the password if this is a private chat room and let them know the description name of the chat room.

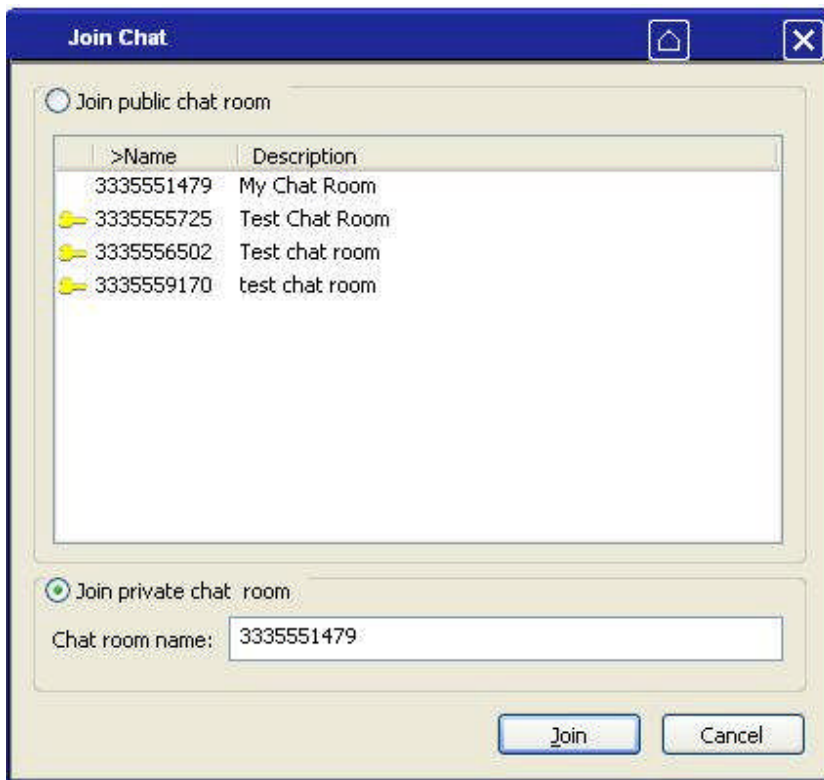
IM Chat



The 'Create Chat Room' dialog box has a blue title bar with a home icon and a close button. It contains the following fields and controls:




- Description:** A text box containing 'Level 3 Emergency Respond Session'.
- Password:** A text box with a '*' character and '(Optional)' text to its right.
- Duration:** A spin box set to '60' with the label 'minutes'.
- Private:** A checked checkbox labeled 'Private'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

When a user wants to join a chat room, they will go to the Action menu and click on "**Join chat room.**" The user or users will see a yellow key if a password is required to sign in to the chat room. The two options are to **join public chat room**, and **Join private chat room**. When the password has been put in correctly, then the user (s) are able to log into the Chat Room.



The 'Join Chat' dialog box has a blue title bar with a home icon and a close button. It contains the following elements:

- Radio Buttons:** 'Join public chat room' (unselected) and 'Join private chat room' (selected).
- Table:** A table listing chat rooms with columns for '>Name' and 'Description'.

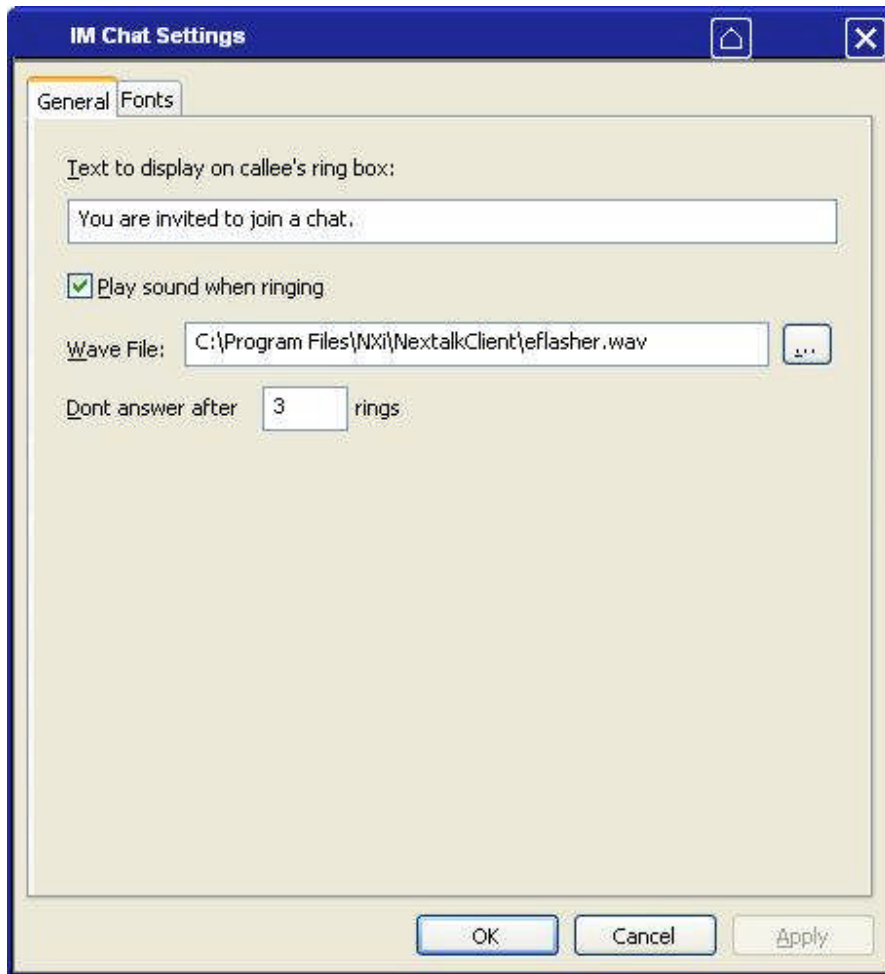
>Name	Description
3335551479	My Chat Room
 333555725	Test Chat Room
 3335556502	Test chat room
 3335559170	test chat room
- Text Box:** 'Chat room name:' followed by a text box containing '3335551479'.
- Buttons:** 'Join' and 'Cancel' buttons at the bottom right.

Preferences Menu

From the Preferences menu you can configure the IM Chat settings.

General Tab

You can change the settings associated with chat session invitations including the text displayed on the invitation pop up window, whether an audio alert accompanies incoming invitations, which audio file is used, and how many times Call Services attempts to reach you before hanging up.



Fonts Tab

You can change the appearance of text in the Message and Composition Windows.

IM Chat

The image shows a screenshot of the "IM Chat Settings" dialog box, specifically the "General" tab. The dialog has a blue title bar with a home icon and a close button. Below the title bar are two tabs: "General" and "Fonts". The "General" tab is active. The dialog contains four text input fields, each with a button above it:

- Participant Titles...**: The text field contains "ntsadmin@abc".
- Message Text...**: The text field contains "Message text.".
- System Text...**: The text field contains "*System Message*".
- Send Text Control...**: The text field contains "Send message text.".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Using IM Chat

Using IM Chat

To initiate a chat session, click the IM Chat button on your toolbar. Your username will be the only name in the participant window. The Message Window and the Composition Window will be blank. First you must invite someone to join the session. Select a username from the Contact List. The name you select will automatically appear in the Invite Box below the Contact List. If you wish to invite a user not on the Contact List, type the username directly in the Invite Box. When you choose the Invite button to the right of the Invite Box, a **pop up message** will be sent to the user asking if they would like to join your chat session. If the user chooses to join the chat session, their personal greeting will automatically be sent and their name will appear in the participant list.




Note: you can only invite users within your domain.

To send an IM to all participating users, type a message in the Composition Window and choose the Send button. Your message, preceded by **“your_username@domain”** will appear in the Message Window of all participating users. When another participant sends a message, their message will appear below the last message in the Message Window. Every time additional users are invited to a chat session, a message from Call Services will appear in the Message Window showing the status of the invitation. When a new participant joins a chat session, messages that have already been sent between other participants will not appear in their message window. When a participant leaves the chat session, Call Services notifies other participants that **“username@domain has left the conversation.”**

When a participant sends a message, it is instantly relayed to all members of the chat session. However, users can choose to block the text of selected participants. For example, if Bob, Sally, and Joe are in a chat session and Bob

IM Chat

only wants to see messages from Sally, he can turn off Joe's text in his chat window. To do this, select the name of the participant you wish to block (in the Participant List window) and click the Text On/Off button to the right of the Composition Window. When the text of a participant has been blocked a  appears next to their username in the Participant Window. To turn the text of a participant back on, select their username from the Participant Window and click the Text On/Off button again.

From the IM Chat window it is possible to instigate a text call or send an IM to users that are or are not already participating in the chat session. To do so, simply select the username from either the Participant List or the Contact List and choose the Text Call or IM button to the right of the Composition Window. The selected username will automatically appear in the Call Box or Send To window.

When you exit a chat session, the following window will pop up:



If you do not want to save the session, simply choose the Discard button. If you want to save the session, you must select a save location and a name for the file. By default, messages will be saved in the Inbox folder of your mailbox and will be named “**Chat with username**” for sessions with only two participants or “**Conference**” for sessions with more than two participants. When you are ready to save the session, choose the Save button.

Note: the save option will not overwrite existing files with the same name.