

TECHNICAL PAPER

HomeMeeting Messenger User Guide

January, 2006

A HomeMeeting Inc. Official Document

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Installation

HomeMeeting Messenger is a freeware that connects you to other HomeMeeting users. Its features include text messaging, organizing personal contact, looking up meeting status, visiting Owner's web office, inviting users to join online meeting and more.

General Requirements for HomeMeeting Messenger software:

- 333 megahertz or higher processor clock speed
- Windows XP / 2000 / ME / 98 Second Edition
- 3 MB of available hard disk space
- 64 MB of RAM or higher
- 16 bit color at 1024x768 or higher resolution

Installation

Step 1: Find installation package from HomeMeeting or the authorized agents' websites, for example, <u>http://www.homemeeting.com</u>.

Step 2: Click **Open** to begin installation. If you have installed HomeMeeting Messenger already, you need to exit the program before installing the new one. To do this, you can mouse right-click at the Messenger icon \mathbb{E}_{1} (or \mathbb{C}_{1} for the old version) and choose **Exit**. Then go back to *Step 1*.

Step 3: Click Next to start installation setup. Click Yes to license agreement.

Step 4: Click **Next** to select destination directory. The default directory is C:\Program Files\HomeMeeting\Messenger.

Step 5: Click Next to start installation and, at the end, click Finish to complete Messenger installation.

Step 6: Double-click the messenger icon at your desktop or start messenger from the Start Program list under HomeMeeting.

When you start HomeMeeting Messenger for the first time, no web office will be found in your list. In the next section, we will show you how to set up HomeMeeting Messenger.

| 🍓 Home Meeting Messenger 📃 🗖 🗙 | | |
|--------------------------------|-------------------|--|
| <u>File T</u> ools | | |
| 🕎 No web office in your list. | | |
| 🕌 Add Office 🔐 | <u>M</u> y Status | |

Setting Up HomeMeeting Messenger

| How to add offices? | You need to add office(s) to start using your Messenger. You can add office as an Owner —that is, you can launch an online meeting and you can use text messaging, or you can add offices as a Guest —that is, you can't start a meeting neither can you use text messaging, but you can join an ongoing meeting or visit an Owner's web office. |
|------------------------|---|
| Add office as an Owner | If you have an Owner account—namely a user ID and a password, simply click <u>Add Office</u> and type in the URL of the HomeMeeting MCU server where you are registered as an Owner, together with your user ID and password (and check <i>Remember the password of this account.</i>) Click OK to complete adding a web office to your messenger. |

| Pick User ID | × | | |
|--------------|----------------------|--|--|
| Frank Chen | | | |
| Indrik Crien | | | |
| | Search | | |
| User ID | User Name 🔺 | | |
| 🔓 brucelee | Bruce Lee | | |
| 🔓 chiahui | Chaihui Technology | | |
| 🔓 davidlee | David Lee, Architect | | |
| 🔓 daysunny | DaySunny | | |
| express | express | | |
| 👗 fayhsu | Fay Hsu | | |
| Frank | Frank Chen | | |
| 👗 fuji | fuji 💌 | | |
| 1 | | | |
| Pick | | | |

| Add Office 🔀 |
|--|
| Web Office Home Page: for example, http://weboffice.homemeeting.com or, http://209.101.242.116:443 |
| weboffice.homemeeting.com |
| User ID: (case sensitive) |
| Frank 💌 🛛 Pick a User ID |
| Password: |
| xxxxx Connect as Guest |
| Remember the password of this account OK Cancel |

If you are not sure about your user ID, you can click <u>Pick a</u> User ID to display a list of all registered Owner accounts at the MCU meeting server. Search and/or <u>Pick</u> your user ID.

Now your Messenger should display the online status of other Owners registered at the same HomeMeeting MCU server, including yours.



Add office as a Guest!

You can add any office to your Messenger, as long as you know the corresponding URL of the MCU meeting server— though you have no Owner account at that MCU meeting server. Click <u>Add Office</u> and type in the URL of the HomeMeeting MCU server where you will visit later as a guest. Check **Connect as Guest** and click **OK**.

| Add Office |
|--|
| Web Office Home Page: for example, http://weboffice.homemeeting.com or, http://209.101.242.116:443 |
| m2.homemeeting.com |
| User ID: (case sensitive) |
| Pick a User ID |
| Password: |
| Connect as Guest |
| Remember the password of this account OK Cancel |

Now your Messenger will display the online status of Owners registered at the other HomeMeeting MCU server.



Note that you *SHOULD NOT* add the same office by using Owner and Guest at the same time, otherwise, an error message will prompt to this mistake.

Managing Messenger

To make it easier to communicate with other HomeMeeting users, Messenger provides management tools to help you rename office(s), and to store contact information for people you frequently get in touch with, or according to different group functionality. You can add any registered Owner to your contact list at different office you have added.

Rename an office

 Rename Web Office
 ×

 Frank @ weboffice.homemeeting.com

 Name to:
 HomeMeeting Diffice

 OK
 Cancel

| Kanger Meeting Messenger | _ 🗆 🗡 | |
|-------------------------------------|--------|--|
| <u>File T</u> ools | | |
| HomeMeeting Office (Online) | | |
| Other Users (2) | | |
| 📥 Philip Chuang (Away) | | |
| ▲ 潤一 (Online) | | |
| guest @ m2.homemeeting.com | | |
| ▼ Other Users (1) | | |
| Strank Chen (Busy) | | |
| | | |
| | | |
| | | |
| | | |
| Add Office 🛛 💥 💆 | Status | |

Create contact group

The default name of an office is somewhat lengthy. You can rename an office to your preference. To change the name of an office, i.e., the name of a HomeMeeting MCU server, you can mouse right-click the office and select **Rename Office** and type in the name for that office. Click **OK** to finish renaming an office.



Follow these steps to create your personal contact group(s) to any office you added to Messenger:

First, similar to rename an office, right-click an office and select **New Contact Group**. Name the group, say *My Contacts*, and then click **OK**.

| New Contact Group | × |
|------------------------------------|---|
| Office Name: HomeMeeting Office | |
| Please input the group name here: | |
| My Contacts | |
| OK Cancel | |





Once a new contact group is created, you can add contacts to the group. First, right-click the named group you just created, e.g., *My Contacts*, and then choose Add Contacts.

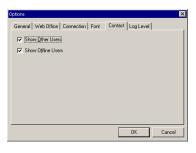
| ick User ID | | × | pic |
|-----------------|---------------|-----|------------|
| lick oser 10 | | | pio gro |
| 1 | Search | | sai |
| User ID | User Name | | |
| 🛔 IProom | IProom | | |
| 🝶 Jennifer Chiu | Jennifer Chiu | | V |
| Jersen Chen | Jersen Chen | | Yo |
| John | John Liu | | co |
| 🍰 jolie | Jolie | | CO |
| 🍰 junichi | 潤— | | |
| 着 Kai Sung | Kai Sung | | |
| 着 kuroshita | kuroshita | - | NT. |
| • | | ► F | INC |
| <u>P</u> ick | <u>C</u> lose | | No the |

From a list of all registered Owners at the office, you can pick and add Owner(s) of that MCU server to that contact group—by holding down CTRL and click user names at the same time, then click **Pick**.

You can also drag-and drop users from Other Users to your contact group.

Now your Messenger should display the selected Owners to the newly created contact group. Here is how it looks from our example:





Note that, by default, Messenger will display the off-line status of an Owner in the contact group, unless you uncheck the option of **Show Offline Users** from the **Contact** tab of **Options** under **Tools** menu.

Also note that Messenger displays different MCU server by different icons where a denotes the standard MCU server (e.g., Web Office) and a denotes the third-party MCU server (e.g., MMC).

Messenger Settings



You can find more function about Messenger from the **Options** under **Tools** menu.

| Options 🗙 | | |
|--|--|--|
| General Web Office Connection Font Contact Log Level | | |
| Run Messenger when Windows starts | | |
| Open Messenger main window when Messenger starts | | |
| Display alerts when contacts come online | | |
| Display alerts when a message is received | | |
| Play a sound while displaying the alert | | |
| ✓ Automatically check update | | |
| Show me as "Away" when I'm inactive for 5 minutes | | |
| OK Cancel | | |

| Options | | | | × |
|-------------|----------------------|--------------|-------------|-----------|
| General W | eb Office | Connection F | ont Contact | Log Level |
| 🔽 I use p | ro <u>x</u> y server | | | |
| Тур | e: HTT | P Proxy | • | |
| Serve | er: 192.1 | 168.1.1 | Port | 80 |
| Userl | D: Frank | κ. | Password: | 20000 |
| Real | n home | meeting | _ | |
| | | | | |
| | | | | |
| | | | | OK Cancel |

Is there any proxy server? Most of the function can be intuitively understood. For example, under Connection tag, you can configure your Messenger conforming to the settings of your company's proxy server.

Save and import data

| Options X |
|---|
| General Web Office Connection Font Contact Log Level |
| IF Show Contacts |
| HoneMeeting Office <frank @="" com="" homemeeting="" webdifice=""></frank> M µ Contacts B nuce Lee Jersen Chen John Liu g puet @ m2homemeeting com |
| x |
| Save Import Delete |
| OK Cancel |

It takes efforts to create a comprehensive contact lists. You can save it and import this list to your second PC, if there is any.

To achieve this purpose, you can save your Messenger's settings of contact lists under the Web Office tab-the information, by default, will be saved by the file name weboffice.wbl (the extension .wbl is required).

Now you can copy this .wbl file to other PC and then import this file under the Web Office tab.

Using HomeMeeting Messenger



| 🍕 HomeMeeting Messenger 📃 📃 | × |
|--|---|
| Eile Tools | |
| HomeMeeting Office (Online) ✓ My Contacts (2/3) Bruce Lee (Busy) John Liu (Away) Jersen Chen (Offline) Other Users (3 ✓ Online Busy Øuset @ m2.home Busy Other Users (2 Be Right Back Away John Liu (A | |
| Add Office | |

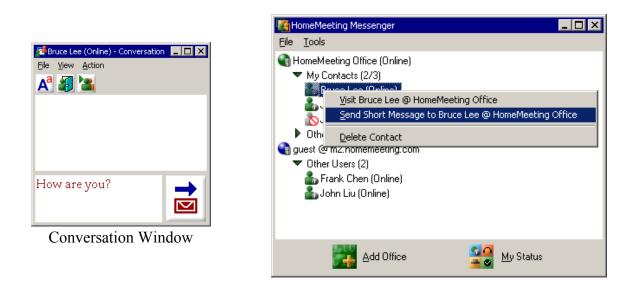
Changing "My Status" If you add at least one office with Owner account at your Messenger, you can change your status to notify other HomeMeeting Messenger users about your readiness for any online interactivity.

> Simply click **My Status** and select the desire display of your online status. If you add more than one office with Owner account, this will update the same status to all these offices—or you can change status at any one of the offices by mouse right-click at the office:



- This icon indicates that you are *online* and ready for text messaging and online meeting.
- This icon indicates that you are *busy* that you may ignore any text messaging, visiting, and meeting request-though you are aware of these requests.
- This icon indicates that you are *away*, or *be right back*, from your PC-that you are not aware of any messaging or meeting request.
- This icon indicates that you are *off line* and you are not available for any online interactivity. Nevertheless, other Messenger users still can visit your office and leave a recording message to you.

| | The following two status are automated by the MCU meeting server when your status is selected to be <i>online</i> : |
|----------------------------|---|
| ** | This icon, automated by the MCU meeting server, indicates that you have opened your meeting room, namely launched web office, and all visiting requests will be granted (or rejected) <i>immediately</i> . However, if your status is <i>busy</i> , <i>away</i> , or <i>appeared off-line</i> , the status remains as it was— <i>busy</i> , <i>away</i> , or <i>off-line</i> , even though your meeting room is opened already. |
| 4 | This icon, automated by the MCU meeting server, indicates that you are meeting with visitors. However, if your status is <i>busy</i> , <i>away</i> , or <i>appeared off-line</i> , the status remains as it was— <i>busy</i> , <i>away</i> , or <i>off-line</i> , even though you are in meeting with others. |
| Text Messaging | Text messaging are text messages that are received instantly by the recipients. Usually these messages make up a conversation as two Messenger users "converse" back and forth. Two types of text messaging are provided by Messenger: instant messaging and short message . |
| | HomeMeeting Messenger enables Owner, and Owner only, to use text messaging. You must at least add an office with Owner account to your Messenger to send or receive text messages. |
| Start an instant messaging | To send a text message mouse right-click the other Owner and select Send Short Message to (Owner's name) @ |



(his/her office)



The Conversation Window will pop up. Type in your text message and click "send mail" icon to send out the message to the other Owner—and wait for his/her text back.

Respond to text messaging

| - | × |
|---|----------------------------------|
| | Bruce Lee wrote: How are you? |
| | HOM |

When other office Owner sending you a text message, you will notice a text-message popup, together with the Conversation Window at your desktop. You have two choices: respond or ignore.

If you ignore the incoming text message, the popup will go away but the Conversation Window will remain at your desktop—waiting for your text-back to the sender, although the sender may have quitted the text messaging process.

If you decide to respond to that text message, click the textmessage popup right away and bring up the Conversation Window to text back.

Send a short message

| 🎼 HomeMeeting Messenger 📃 🗖 🗙 |
|--|
| <u>File T</u> ools |
| 🕞 HMTG (Online) |
| Missed Calls (1) |
| 20:11:19, Bruce Lee wrote: Just do 🕮 |
| my contact (3/10) |
| 🕶 Other Users (2) |
| 💑 fuji (Online) |
| 🔁 IProom (Away) |
| IMTG M2 (Online) |
| MMC HMTG (Online) |
| Other Users (3) |
| WebMeeting 1 |
| Other Users (7) |
| WebMeeting 2 |
| manager (1/4) Other Users (6) |
| P Other Osers (6) |
| Sales Team (2/3) |
| Other Users (4) |
| Chiahui |
| Project Team (1/3) |
| |
| |
| Add Office 🏻 🎦 My Status |
| |
| |

You can send out a short message **to a contact group**—but the other Owners cannot text back by using the Conversation Window. You can also send out a short message to other Owner without using the Conversation Window: change your status to **appear offline** and then send out your message—the other Owner will not be able to respond to this message.

| Send message to Bruce Lee | × |
|--|---|
| Input your short message here (Limit: 100 characters): | |
| Just do it! | |
| OK Cancel | J |

If the other Owner doesn't close the message while it pops up, a missed-call message will be shown at his/her Messenger—the Messenger icon keeps flashing at the Windows menu bar until you erase all missed calls.

- Launch Web Office As an Owner, you can launch your web office, namely open your meeting room, to host an instant meeting or to make a recording file by yourself alone. (Note that, if there is only one person in the meeting room, for example, an Owner launches his web office by himself, by default, there will be no audio/video transmission and hence *no audio and/or video recording* unless he/she start sending audio and/or video.)
- Launch via MessengerTo open your meeting room, right-click your web office
and then select Launch Web Office. JoinNet will be
launched automatically.



If the Owner chooses My Status as **online**, his/her status will change to Office Open.

Once meeting room is opened, an Owner can invite other Owner(s) to join his/her web office by right-clicking the other Owner's name and choose **Invite to (your name)** (a) (your web office)—an invitation will pop up at the invitee's desktop and he/she can click on the pop-up to join the meeting or close and reject the invitation.

If you missed a meeting invitation, a missed-call message will be shown at your Messenger—the Messenger icon **keeps** flashing at the Windows menu bar until you erase all missed calls.

Open and then invite.



i in the second second

Launch via Conversation

| 🚰 Bruce Lee (Away) - Conversation | _ 🗆 🗙 |
|-----------------------------------|-------|
| <u>File View Action</u> | |
| Aª 🗿 🖀 🖀 | |
| 15:06:03 Frank Chen says: | |
| How are you? | |
| 15:06:23 Bruce Lee says: | |
| Fine. Thanks. | |
| 15:06:42 Frank Chen says: | |
| To my office now? | |
| | |
| | |
| ľ | |
| | |
| 1 | |

You can launch your meeting room while having a text chat conversation with another Owner.

To open your meeting room, click the office open icon and JoinNet will be launched automatically.



Once your office is opened, not only your status at Messenger change to office open (if your status is online), there will be a new icon appeared at the Conversation Window, namely invite people to your meeting room.

- Click this icon to open your meeting room or launch your web office.
- This icon will appear only if your office is opened. Click this icon to invite the other Owner to your meeting room.
- Click this icon to visit the other Owner's web office. Note that the other Owner needs to open his/her meeting room first in order to accept your visiting request—so it take a little bit longer to join a to-be-open web office.



- Click this icon to set your text font or text color.
- Click this icon to send out your text message.

Visit My Web Office

With HomeMeeting Messenger, everyone can visit your web office or join an ongoing meeting with you, if you have an Owner account. Simply mouse right-clicking your name, select Visit (your name) (a) (your web office), type in his/her name and click OK. JoinNet will be launched right away.

| brucelee's Web Office | × |
|---------------------------|-----------------|
| | C <u>O</u> wner |
| Please specify your name: | |
| Frank Chen | |
| OK | Cancel |

| Input Name | × |
|------------------|--------|
| 🔲 Use Sign in ID | |
| Input Your Name: | |
| Frank Chen | |
| | |
| OK | Cancel |

For Web Office Server

For MMC Server

Visitors need to wait for your permission to enter your web office.



Once an Owner receives a visiting request, he/she can accept the meeting request or he/she can reject the visiting request. If a visiting request is rejected, the visitor will see the Owner-is-busy-and-leave-your-message dialogue box he/she can click **OK** to leave a recording message or **Cancel** to stop.



If someone is leaving a message to your office, Messenger will display a *visitor-recording* icon **2**. You can rightclick the visitor's name, choose **Talk to (visitor's name)** to launch JoinNet, and start an instant meeting with the visitor. In such as case, the visitor becomes the first Token Holder and you can retreat the Token any time.



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Check Message

The Owner of a web office can check his/her recordings from previous meetings or from message recordings by other visitors. To check your recording message, you can right-click your web office and then select **Check Message**.

| Kan HomeMeeting Messenger | | |
|--|---|------------|
| <u>File T</u> ools | | |
| HomeMeeting Office (Online) My Contacts (1/3) Bruce Lee (Away) Jersen Chen (Offline) John Liu (Offline) Other Users (4) guest @ m2.homemeeting.co Other Users (6) | Go To <u>W</u> ebsite <u>My</u> Status Re <u>n</u> ame Office <u>L</u> aunch Web Office <u>Check Message</u> <u>E</u> dit Profile <u>Vi</u> ew Account Information <u>N</u> ew Contact Group Disconnect | • |
| Add Office_ | – <u>R</u> emove Move <u>D</u> own | Shift+Down |

Web Office Server

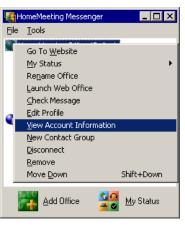
Recording messages are displayed by a special application of JoinNet. Here, under Visitor Name, "regular meeting" denotes the recording file with the presence of the Owner, while the rest denotes the recording files according to the type-in user names (see Getting Start with Web Office Server).

| Recorded Time | Visitor Name | Duration | File Length | Unrea |
|-----------------|-----------------|----------|-------------|--|
| 005/03/04 10:39 | regular meeting | 57 min | 12,035K | |
| 005/03/28 14:31 | Relay | 3 min | 166K | |
| 005/03/28 14:42 | Integration | 6 min | 365K | |
| 005/04/04 18:01 | regular meeting | 1 min | 241K | |
| 005/04/05 18:41 | regular meeting | 18 min | 3,732K | ✓ |
| 005/04/06 18:18 | regular meeting | 5 min | 1,324K | Image: A second s |
| 005/04/06 18:49 | regular meeting | 1 min | 207K | Image: Image: Ima |
| 005/04/07 01:28 | regular meeting | 2 min | 299K | Image: A second s |
| 005/04/07 01:39 | regular meeting | 1 min | 1K | Image: A second s |
| 005/04/07 03:03 | regular meeting | 1 min | 50K | Image: A second s |
| 005/04/07 04:27 | regular meeting | 1 min | 525K | Image: A second s |
| 005/04/07 08:26 | regular meeting | 4 min | 1,314K | Image: A second s |
| 005/04/07 09:07 | regular meeting | 1 min | 41K | Image: A second s |
| 005/04/07 09:11 | regular meeting | 8 min | 1,235K | - 🗸 🛛 |
| | | | | |

MMC Server

Recording messages are displayed with more details by the associated web pages and database integrated with the HomeMeeting server: (see Getting Start with MMC Server)

| jle Edit ⊻jew Fav | - | | | http://209.101.242.122/mmc/recordin | - | | | | | • |
|-------------------------------|-----|----------|--|--------------------------------------|-----------|---------------------|-----------|-------------------|----------------|---------------|
| ultime | d j | a | | | - | r <u>Switch I</u> | Jser Si | <u>an-out </u> E | nglish | |
| Messag | 'n | te | r | | | | | Meeting § | Server C | Inline |
| uce Lee | | | | | | Apr | 14 (08:0 | 7 AM) Chir | ia Stanc | lard Time |
| Home | | | | Your total disk stora | je quota: | 1000.000 | мв | | | |
| Meeting | | | | Your total dis | k usage: | 0.266 | мв | | | |
| Calendar Lookup Meeting | | | | our remaining disk stora | ie quota: | 999.734 | MB | | | |
| List Recordings | | | | ig disk store | , | | | | | |
| Create Meeting | | | | Recordin | g List | | | | | |
| Start Meeting | | No. | Title | Start Time | Size | | | Action | | |
| Reservation Status | | 1 | Instant Meeting (Bruce Lee) | Aug 27 (10:47 AM), 2004 1 minutes | 0.031 MB | Play Back | Forward | Download | <u>Publish</u> | Resume |
| User Lookup Users | | 2 | Message From Denny Fang (Denny Fang) | Oct 12 (12:09 PM), 2004 1 minutes | 0.026 MB | Play Back | Forward | Download | Publish | Resume |
| My Contacts My Preferences | | 3 | Instant Meeting (Bruce Lee, Frank Chen) | Mar 31 (10:29 AM), 2005 1 minutes | 0.068 MB | Play Back | Forward | Download | Publish | Resume |
| Group Organization | | 4 | Instant Meeting (Bruce Lee) | Apr 02 (03:05 AM), 2005 1 minutes | 0.002 MB | Play Back | Forward | Download | Publish | Resume |
| Published Recordings | | 5 | Instant Meeting (Bruce Lee, Frank) | Apr 14 (07:19 AM), 2005 1 minutes | 0.060 MB | <u>Play Back</u> | Forward | Download | <u>Publish</u> | Resume |
| Lookup Recording | | <u>6</u> | Instant Meeting (Bruce Lee) | Apr 14 (07:30 AM), 2005 1 minutes | 0.001 MB | <u>Play Back</u> | Forward | Download | <u>Publish</u> | <u>Resume</u> |
| | | Z | Instant Meeting (Bruce Lee, Frank Chen) | Apr 14 (07:39 AM), 2005 1 minutes | 0.079 MB | Play Back | Forward | Download | <u>Publish</u> | <u>Resume</u> |
| | | Dele | te Recording | | | | | | | |

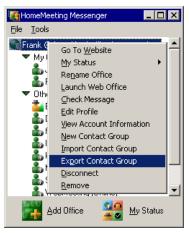


Clean Your Disk space The detailed information of an Owner account will be displayed by selecting View Account Information. Here, "Max Allowed Connection" denotes the total user connection, or the max number of meeting participants, assigned to the Owner; "Disk space used" denotes the recording memory space used, and "Disk Quota" the max memory space assigned to the Owner.



If your Disk space used should exceed Disk quota from your last meeting (or from last recording message), you will NOT be able to launch your web office. Clean up **your disk space on a regular basis**, or ask your system administrator to increase your disk quota.

NEW



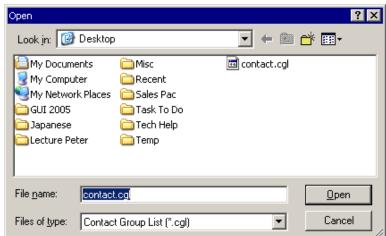
Export Contact Group You can export your contact group and share it with other users. This is a very useful tool to unify the contact groups within your organization.

| Save As | ? × |
|---|-----|
| Save in: 🞯 Desktop 💽 🖛 🛍 📸 | |
| My Documents Misc My Computer Computer Computer My Network Places Sales Pac GuI 2005 Cui Task To Do Cui Japanese Cui Tech Help Cui Lecture Peter Cui Temp | |
| File name: contact.cgl Save | |
| Save as type: Contact Group List (*.cgl) | |

NEW



Import Contact Group You can import any contact group and add it to your HomeMeeting Messenger. Again, this is a very useful tool to unify the contact groups within your organization.



NEW **Scheduled Event** in 💦

Special HomeMeeting server supports scheduled event, and the event title will appear at the Messenger as well. Joining a scheduled event from the Messenger is as easy as visiting an Owner's web office-just right click the event title!