

**HOM****MEETING**

# TECHNICAL PAPER

HomeMeeting Messenger User Guide

January, 2006

A HomeMeeting Inc. Official Document

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# Installation

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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, <http://www.homemeeting.com>.

**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  (or  for the old version) and choose **Exit**. Then go back to **Step 1**.

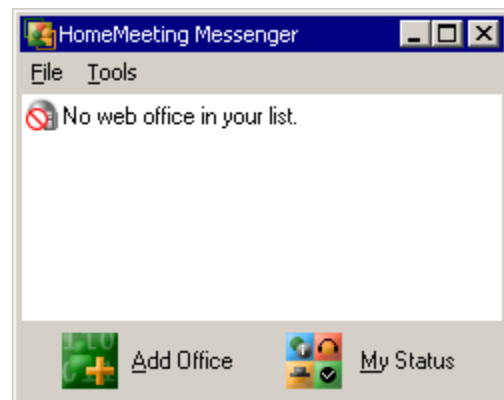
**Step 3:** Click **Next** to start installation setup. Click **Yes** to license agreement.

**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.*



# Setting Up HomeMeeting Messenger

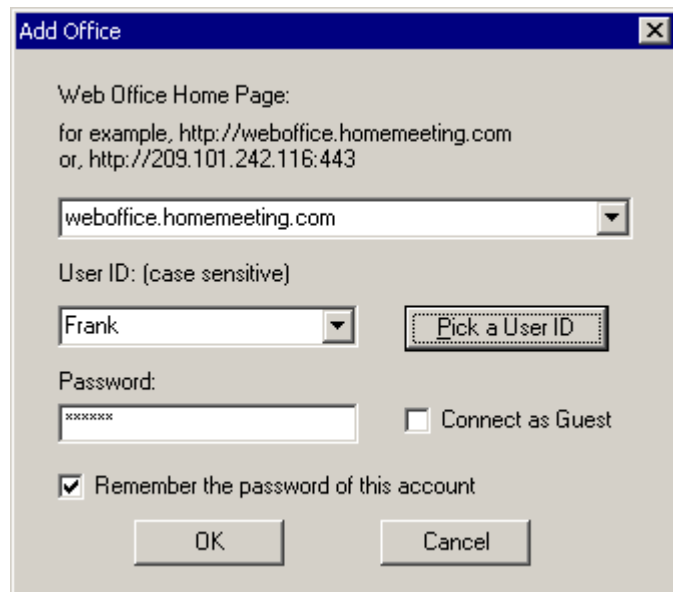
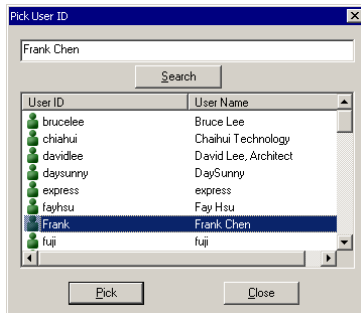
## How to add offices?



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 **Add Office** 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 *Remember the password of this account.*) Click **OK** to complete adding a web office to your messenger.



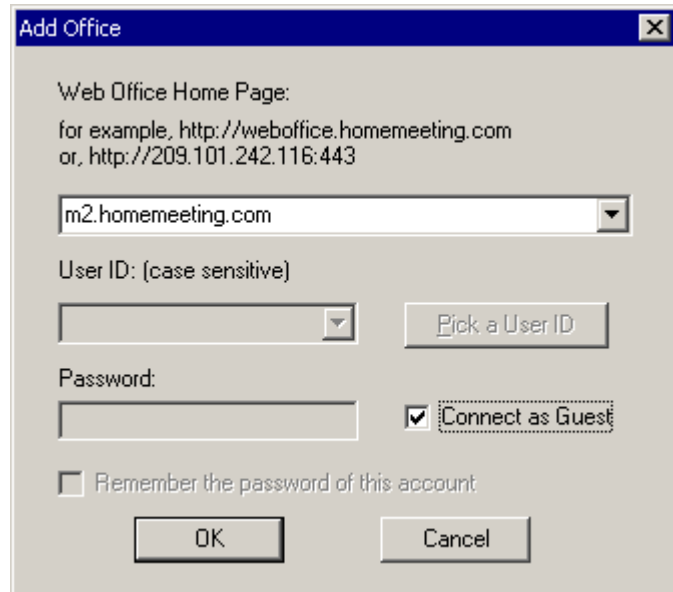
If you are not sure about your user ID, you can click **Pick a User ID** to display a list of all registered Owner accounts at the MCU meeting server. Search and/or **Pick** your user ID.



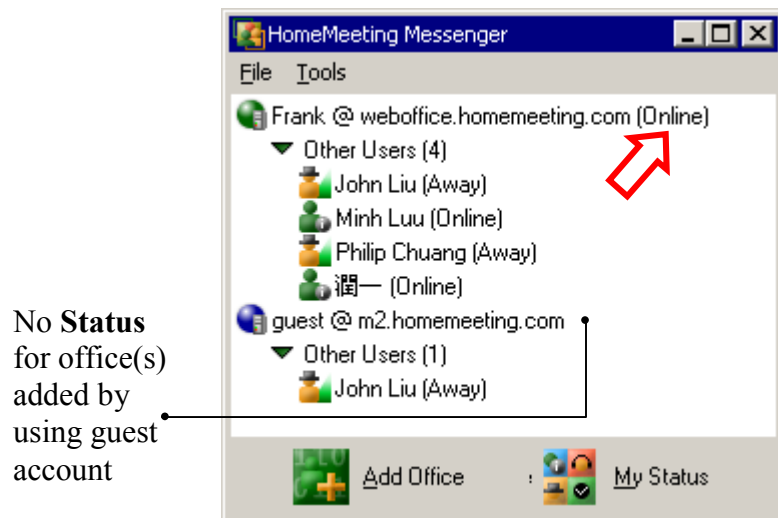
Now your Messenger should display the online status of other Owners registered at the same HomeMeeting MCU server, including yours.

## 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 **Add Office** 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**.



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



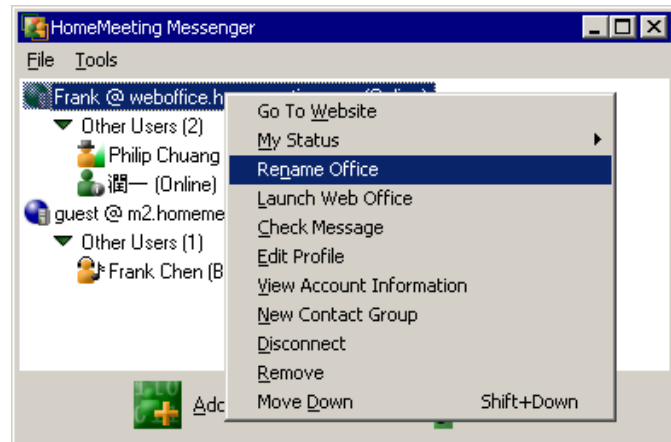
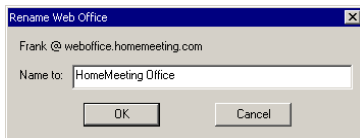
Note that you *SHOULD NOT* add the same office by using Owner and Guest at the same time, otherwise, an error message will prompt to this mistake.

## 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

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.



### Create contact group

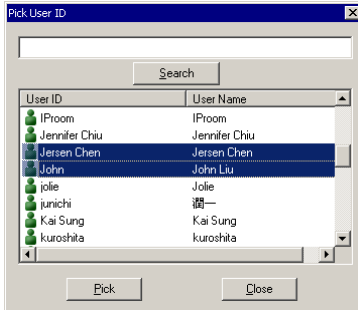
Follow these steps to create your personal contact group(s) to any office you added to Messenger:

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**.





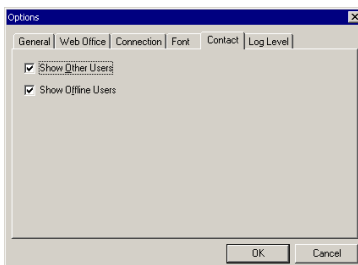
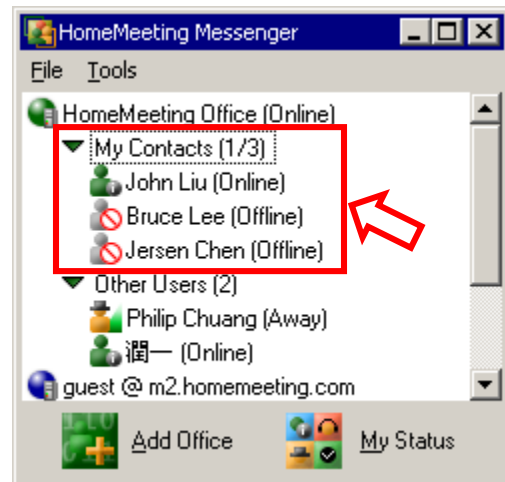
Once a new contact group is created, you can add contacts to the group. First, right-click the named group you just created, e.g., *My Contacts*, and then choose **Add Contacts**.





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:

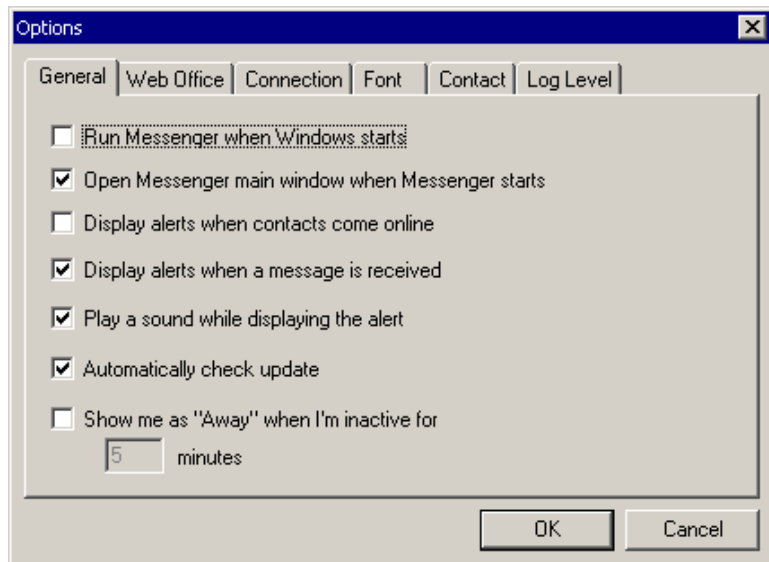
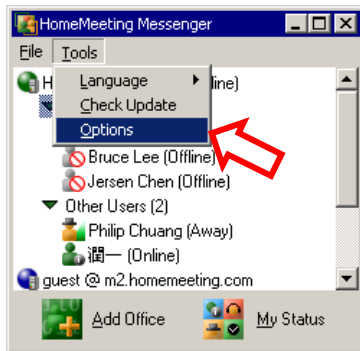


Note that, by default, Messenger will display the off-line status of an Owner in the contact group, unless you uncheck the option of **Show Offline Users** from the **Contact** tab of **Options** under **Tools** menu.

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

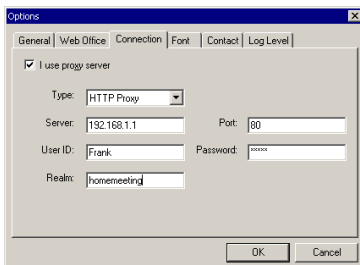
## Messenger Settings

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



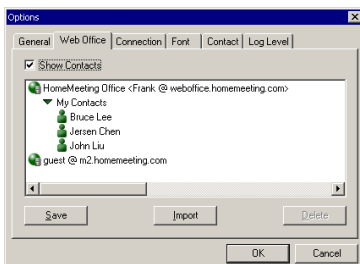
## Is there any proxy server?

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

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.

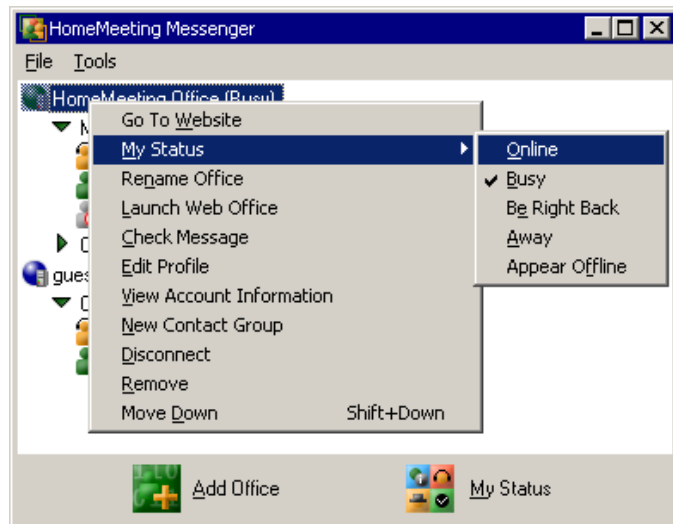






# Using HomeMeeting Messenger

**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 *online*:

 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) *immediately*. However, if your status is *busy*, *away*, or *appeared off-line*, the status remains as it was—*busy*, *away*, or *off-line*, even though your meeting room is opened already.

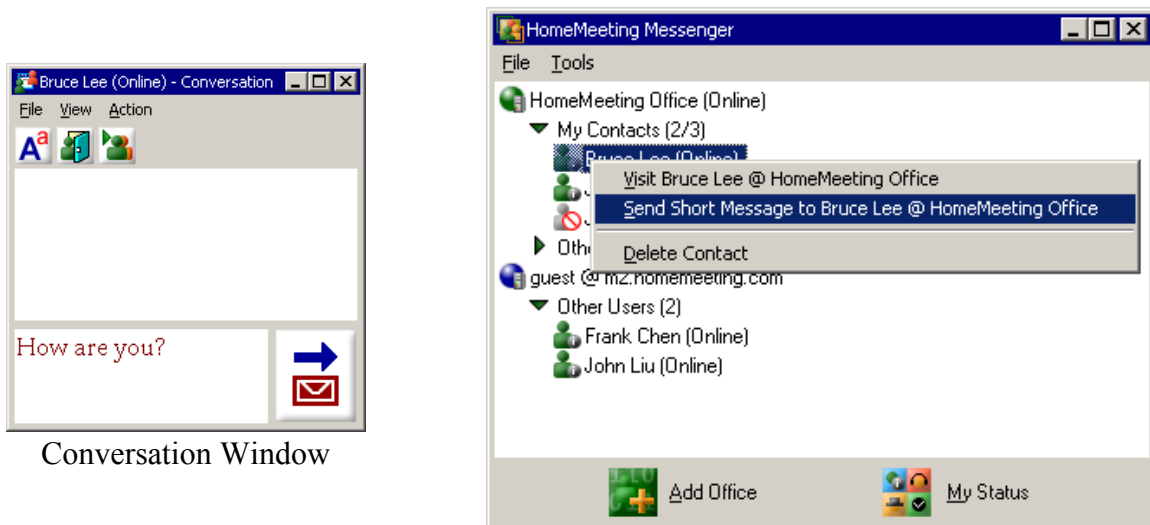
 This icon, automated by the MCU meeting server, indicates that you are meeting with visitors. However, if your status is *busy*, *away*, or *appeared off-line*, the status remains as it was—*busy*, *away*, or *off-line*, even though you are in meeting with others.

## 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.

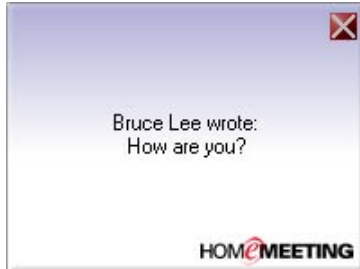
**Start an instant messaging** To send a text message mouse right-click the other Owner and select **Send Short Message to (Owner's name) @ (his/her office)**





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

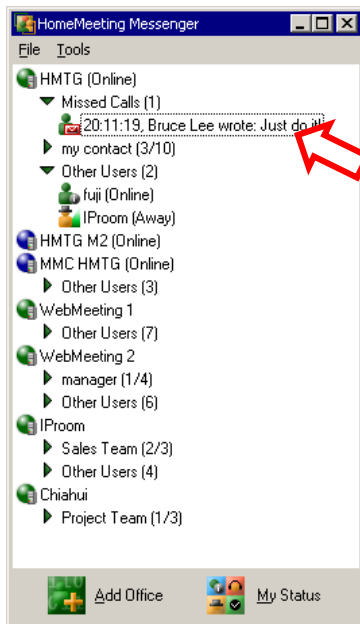


When other office Owner sending you a text message, you will notice a text-message popup, together with the Conversation Window at your desktop. You have two choices: respond or ignore.

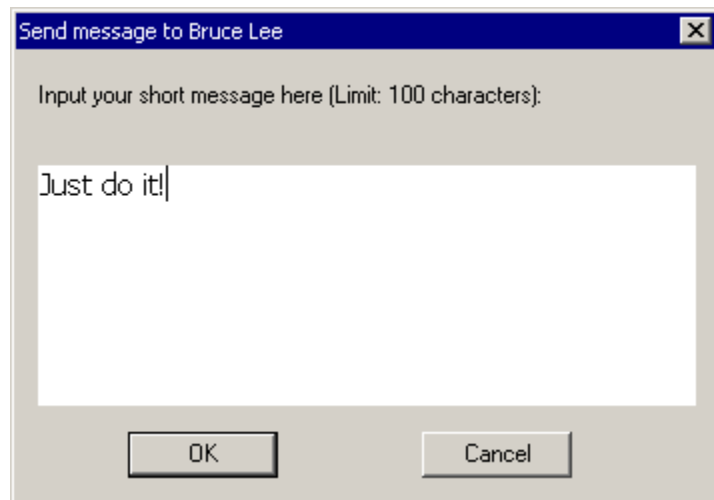
If you ignore the incoming text message, the popup will go away but the Conversation Window will remain at your desktop—waiting for your text-back to the sender, although the sender may have quitted the text messaging process.


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

### Send a short message



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.



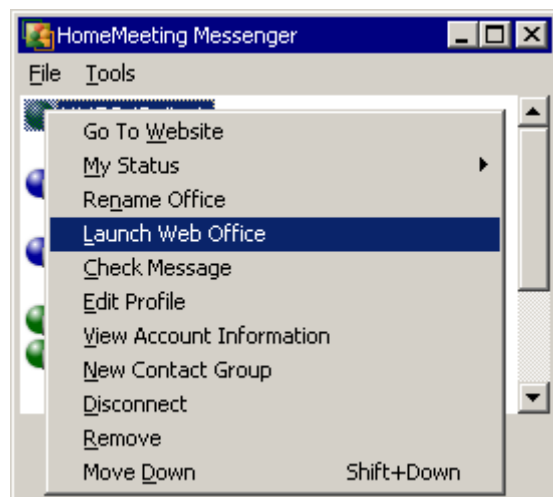
If the other Owner doesn't close the message while it pops up, a missed-call message will be shown at his/her Messenger—the Messenger icon  keeps flashing at the Windows menu bar until you erase all missed calls.

## 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 Messenger

To 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.

## Open and then invite.

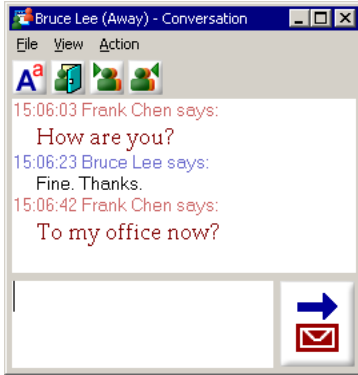



Once meeting room is opened, an Owner can invite other Owner(s) to join his/her web office by right-clicking the other Owner's name and choose **Invite to (your name) @ (your web office)**—an invitation will pop up at the invitee's desktop and he/she can click on the pop-up to join the meeting or close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

## Launch via Conversation

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.



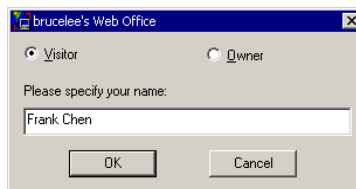
Click this icon to set your text font or text color.



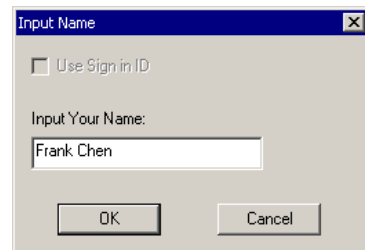
Click this icon to send out your text message.

## 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) @ (your web office)**, type in his/her name and click **OK**. JoinNet will be launched right away.



For Web Office Server

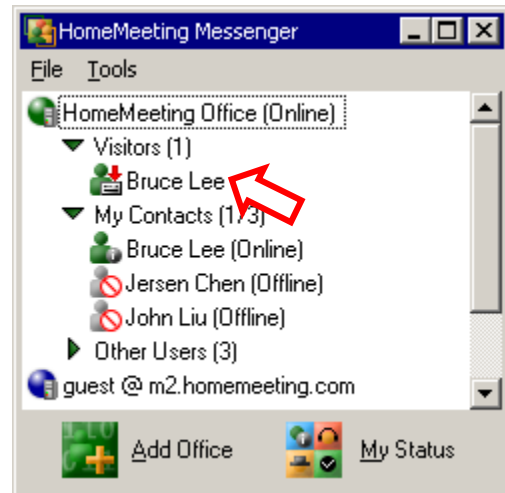



For MMC Server

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



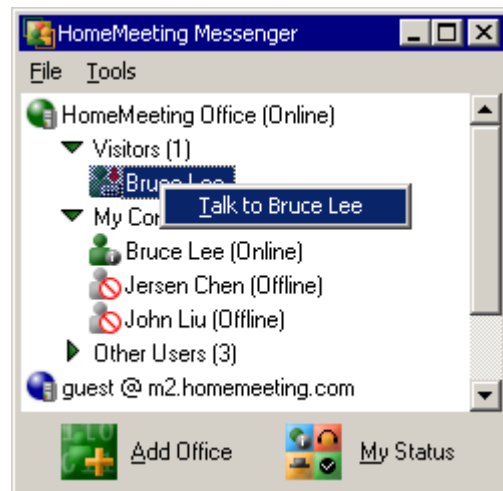
Once an Owner receives a visiting request, he/she can accept the meeting request or he/she can reject the visiting request. If a visiting request is rejected, the visitor will see the Owner-is-busy-and-leave-your-message dialogue box—he/she can click **OK** to leave a recording message or **Cancel**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



If someone is leaving a message to your office, Messenger will display a *visitor-recording* icon . You can right-click 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.

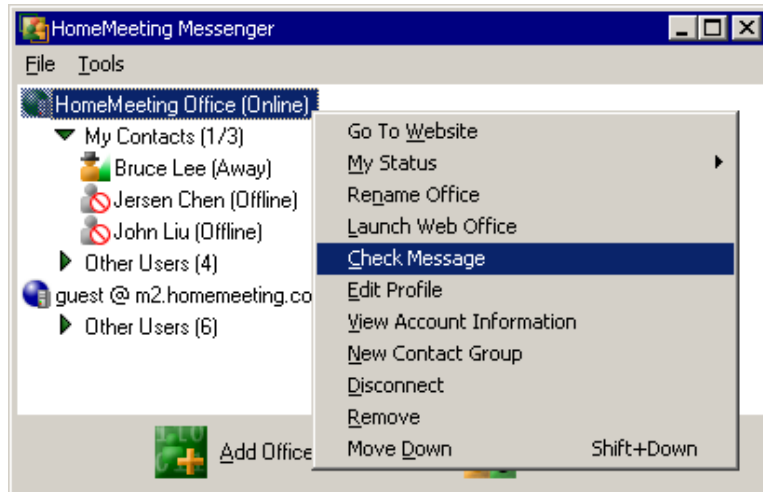


*Third-Party MCU allows you to hide your presence from Messenger—no one can see you or only your contacts can see you. Please consult your local agent to implement this feature.*



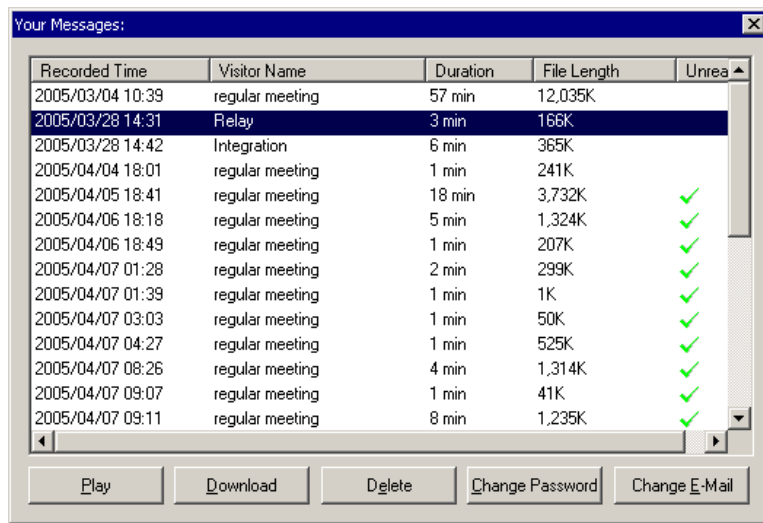
## Check Message

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**.

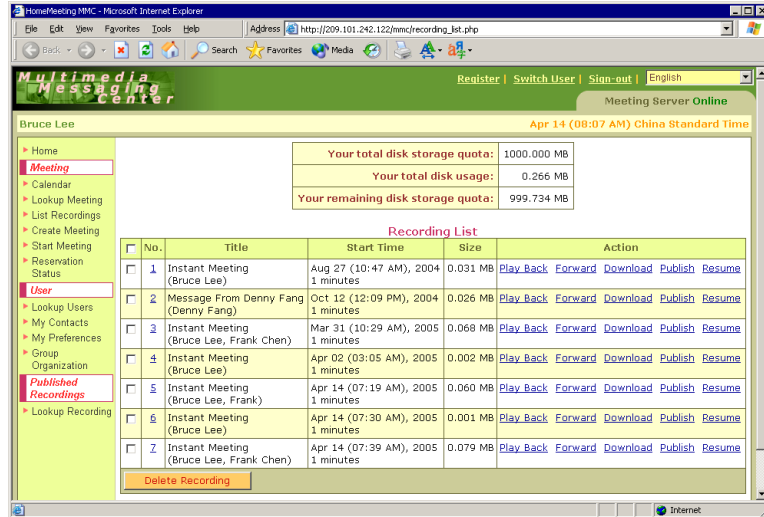


## Web Office Server

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**).

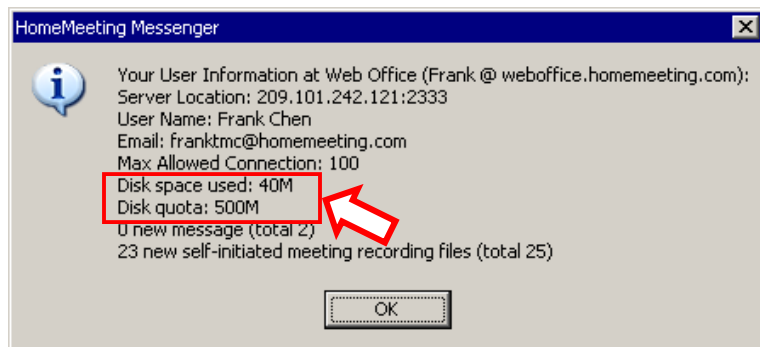
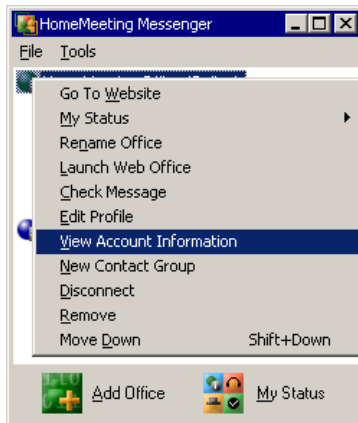


Recording messages are displayed with more details by the associated web pages and database integrated with the HomeMeeting server: (see **Getting Start with MMC Server**)



### 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.



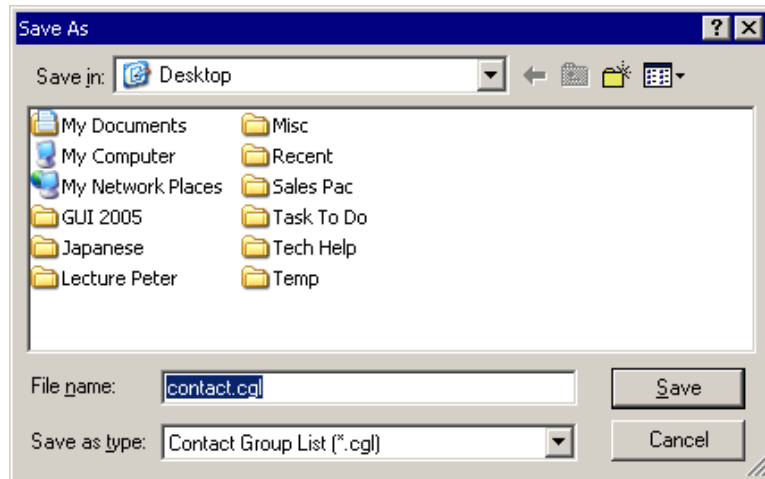
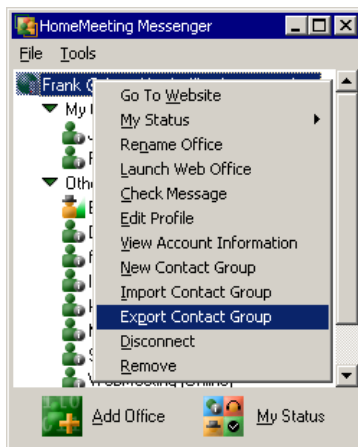
If your **Disk space used** should exceed **Disk quota** from your last meeting (or from last recording message), you will NOT be able to launch your web office. **Clean up your disk space on a regular basis**, or ask your system administrator to increase your disk quota.



**NEW**

## Export Contact Group

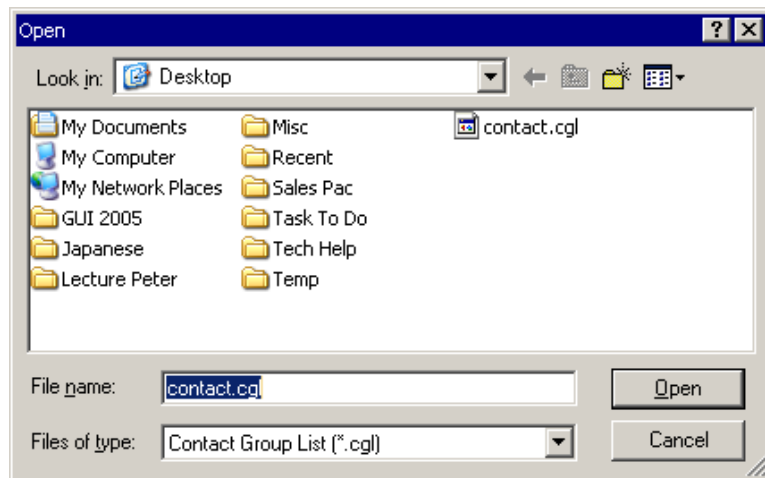
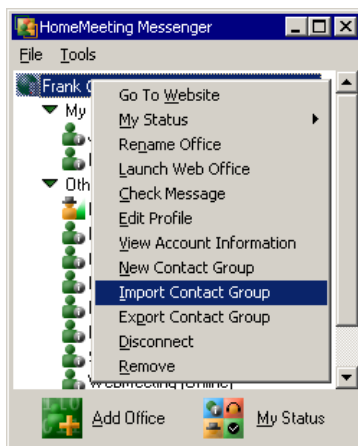
You can export your contact group and share it with other users. This is a very useful tool to unify the contact groups within your organization.



**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



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!