

HOMeMEETING TECHNICAL PAPER

HomeMeeting Messenger User Guide
Version 1.11.0

October, 2007

A HomeMeeting Inc. Official Document

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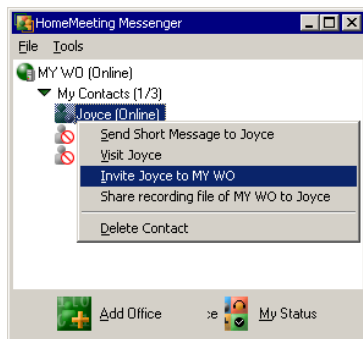
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What's New in HomeMeeting Messenger 1.11.0

HomeMeeting Messenger 1.11.0 is equipped with new and innovative features to improve user experience. Here is a brief summary:

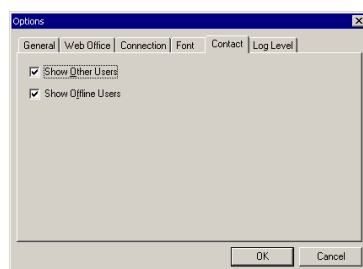
Invite to Meeting



When using the previous version of HomeMeeting Messenger, one has to launch JoinNet first in order to invite other Messenger's users to one's web office. Messenger 1.11.0 provides a new right-click selection for inviting other Messenger's users to visit one's web office:

1. Right click a user's name. Select **Invite (User Name) to (Your Web Office)**.
2. JoinNet will be launched automatically.
3. The invitee's Messenger will pop up an invitation message. If the invitee should click the message popup, his/her JoinNet will launch automatically and enter the inviter's web office.

Offline Message



Messenger 1.11.0 provides offline message to one's contacts, and contacts only. Before using offline message, you need to set your Messenger to show offline contacts:

1. Click **Tools>Options>Contacts**.
2. Select **Show Offline Users**.
3. Click **OK**.

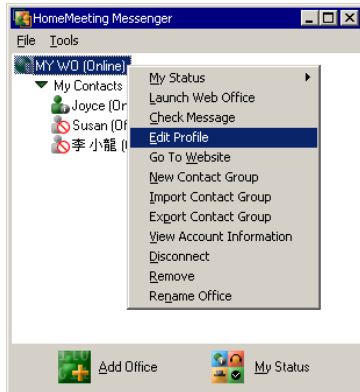
To send an offline message:



1. Right-click an offline user under your contact group. Select **Send Short Message to (User Name)**.
2. Type your messages in the Conversation Window as you do for instant messaging.
3. The system will notify the sender that "The following message is delivered as offline message."—and confirm your messages.

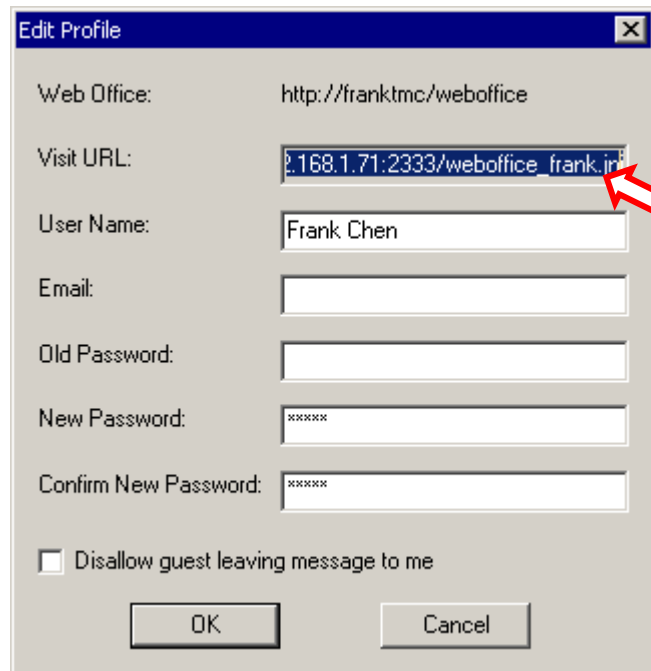
4. When the user is online, his/her Conversation Window will pop up, displaying all the offline messages you sent.

Visiting Hyperlink



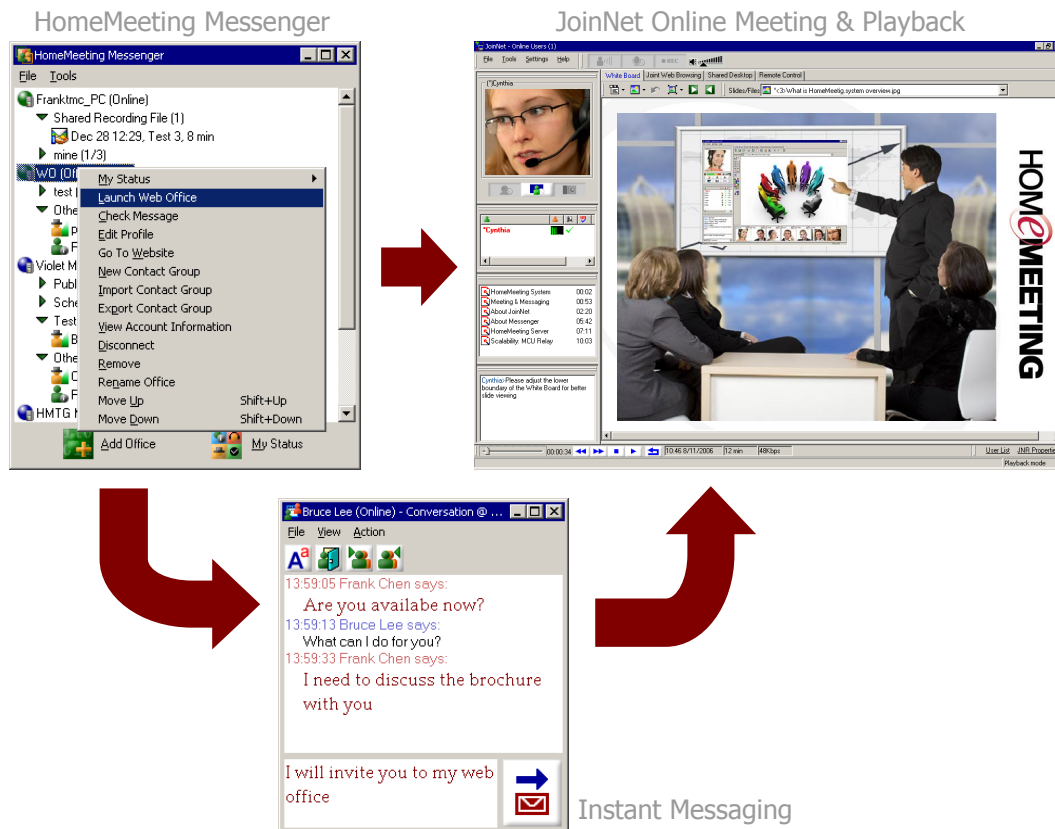
Messenger 1.11.0 provides the visit-my-web-office hyperlink under **Edit Profile**.

1. Right-click the name of your web office, which showing your online status.
2. Select **Edit Profile**.
3. Double-click to highlight the Visit URL.
4. Right-click and select **Copy**.
5. Paste of insert this URL to email or any web page.
6. A click on this URL will bring other JoinNet users to your web office directly.



Overview

HomeMeeting Messenger is the client software that connects you to other HomeMeeting users through online presence awareness. Its features include text messaging, recorded message checking and sharing, viewing message playback record, organizing personal contact, looking up meeting, looking up published recording, visiting an Owner's web office, inviting users to join an online meeting, and more.



General Requirements for HomeMeeting Messenger:

- 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 and Setup

HomeMeeting Messenger can be download at the website <http://www.homemeeting.com/> where a technical paper, *Messenger Installation Guide*, is available for the Messenger installation and setup. Installation of JoinNet from the same site is also required.

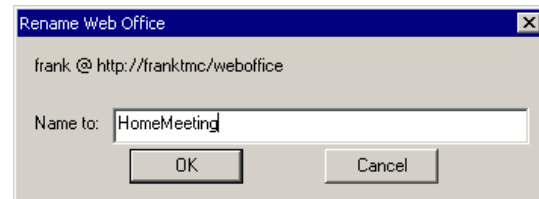
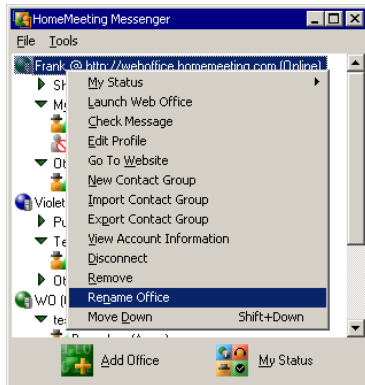
Personalize HomeMeeting Messenger

Rearrange Messenger

To make it easier for you to communicate with other HomeMeeting users, HomeMeeting Messenger provides management tools to help you personalize the Messenger, including rename office, create new contact group, import and export contact group, and move down/up a web office.

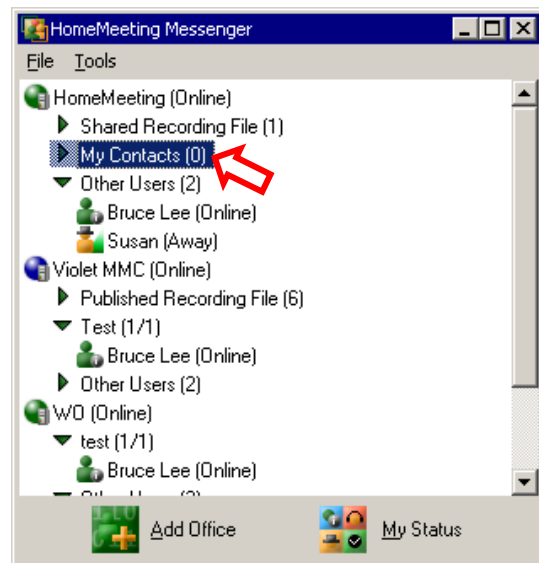
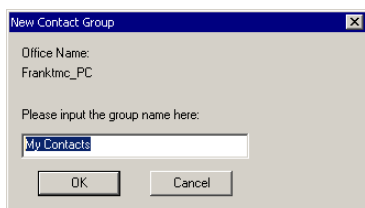
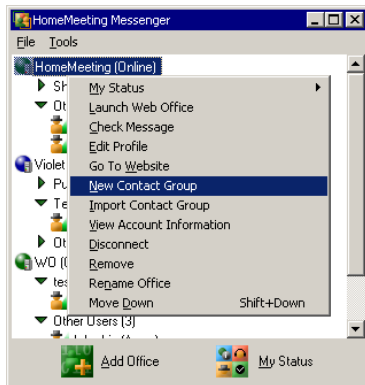
Rename a web office

The default name of a web office is the URL of a MCU meeting server. You can rename a web office to your preference. To change the name of a web office, i.e., the name of a HomeMeeting MCU server, you can right-click a web office, select **Rename Office** and type the name for the web office in the Name field. Click **OK** to finish renaming a web office.

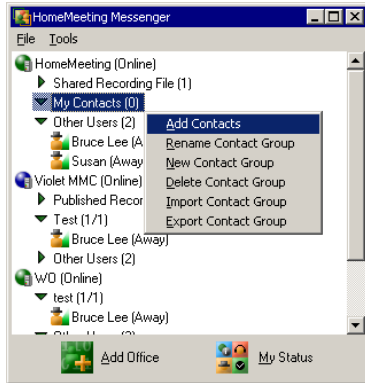


Create a contact group

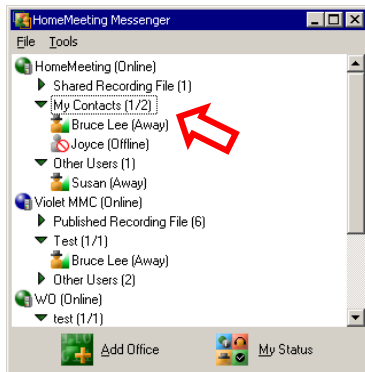
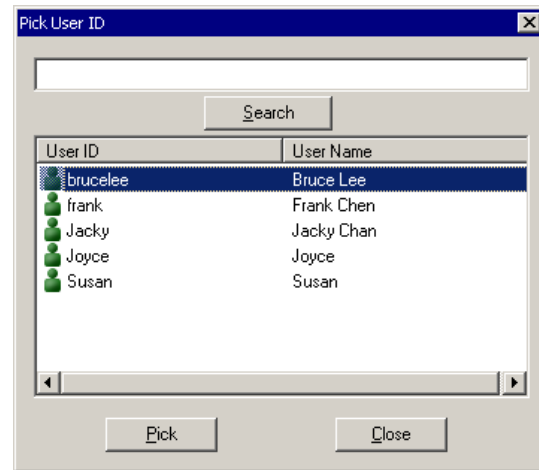
You can create multiple contact groups to a web office. First, similar to rename an office, right-click a web office and select **New Contact Group**. Name the group—say *My Contacts*—and then click **OK**.



Add contacts



Once a contact group is created, you can add contacts to the group. First, right-click a contact group, and then select **Add Contacts**. The *Pick User ID* dialogue box appears.



From a list of registered Owners in the dialogue box, you can pick and add Owner(s) to a contact group: Click a user, or holding CTRL key when select multiple users in the dialogue box, and then click **Pick**.

Note that you can also add contacts by dragging users from **Other Users** to a contact group.

Now your Messenger should display all the selected Owners under the group you just created. Here is what it looks like from our example, depicted by the image at left.

Import/Export a contact group

You can import a contact group of a given web office if you have a *.cgl* file (contact group list) to import. A *.cgl* file is a file that has been exported from a HomeMeeting Messenger contact list. You can right-click a web office and select **Import Contact Group**, browse to the location of a file *.cgl* file, select the filename, and click **Open** to add contact groups to the same web office at your Messenger.

To export all contact groups under the same web office, you can right-click a web office, select **Export Contact Group**, browse to the location for the *.cgl* file, and click Save to save the the *.cgl* file; or you can right-click a contact group and select **Export Contact Group** to save a single contact group.

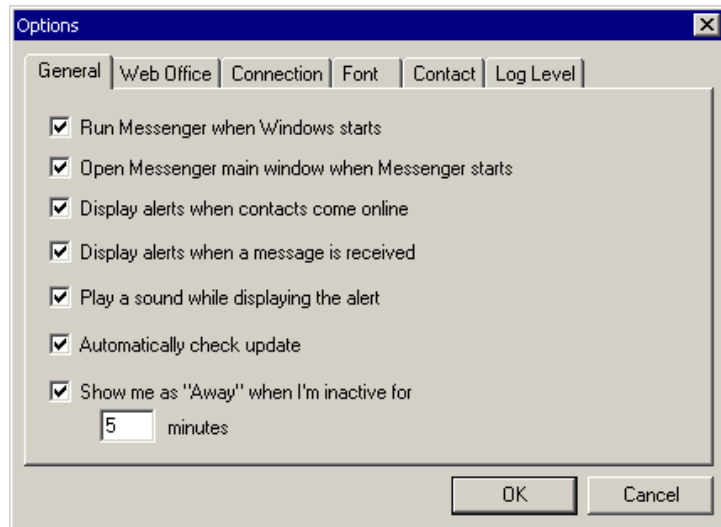
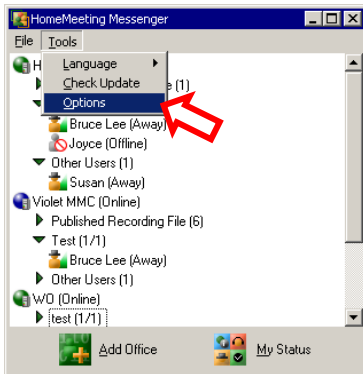
When someone imports the .cgl file, the imported contacts are merged with his existing contact list.

Other management tools

To move up (down) a web office, just right-click its name and select **Move Down (Move Up)**. Right-click a web office and select **Remove** to remove it from the Messenger; or select **Disconnect (Reconnect)** to disconnect (reconnect) the Messenger from (to) the MCU server.

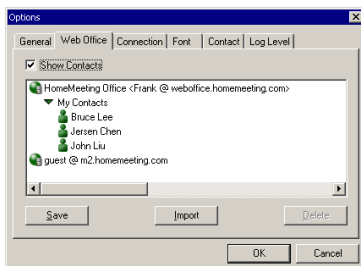
Configure Messenger

You can configure the Messenger by the **Options** under the **Tools** menu. Most of the features under the tabs *General*, *Font*, and *Log Level* can be intuitively understood.



For example, click the *General* tab, select or deselect “Run Messenger when Windows starts” to specify whether or not to open HomeMeeting Messenger when the Windows starts. Or click the *Font* tab, select or deselect “Large Font” to specify whether or not to use larger font for Messenger. Or click the *Log Level* tab and select the log level from the drop-down list—the higher the log level, the more detailed the log file.

List of web offices

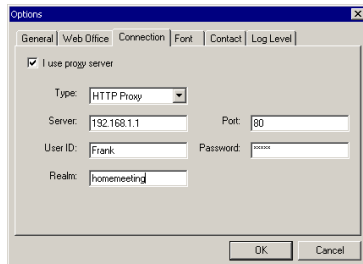


Under the *Web Office* tab, it shows a list of web offices’ URL added to the Messenger; you may select the check box *Show Contacts* to display contact groups of each web office.

Similar to Import/Export a contact group, you can save the entire Messenger’s setup, including web offices and their contact lists to a .wbl file (web office list file). Under the *Web Office* tab, click Save, browse to the location to save

the *.wbl* file, and click **Save**. Or you can click **Import**, browse to the location of a *.wbl* file, and click **Open** to add the web office to your Messenger.

Is there any proxy server?



Under *Connection* tab, you can configure your Messenger conforming to the settings of your company's proxy server, if the Messenger fails to connect to the MCU server(s).

To setup a proxy server for the Messenger:

1. Select the type of proxy server in the **Type** field.
2. Type the IP address in the **Server** field and its port number in the **Port** field.
3. Type your user Id and your password in the **User ID** and **Password** field, respectively.
4. Type the domain name in the **Realm** field.
5. Click **OK**.

Show offline contacts

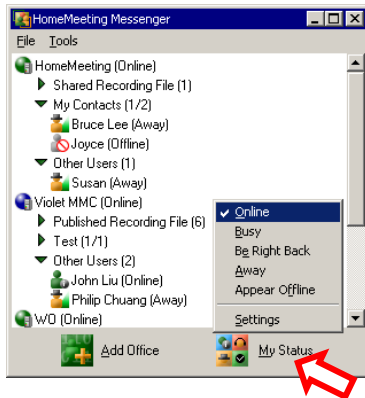
Note that, Messenger will display the offline users only in a contact group. You can deselect the option **Show Offline Users** under the *Contact* tab to hide offline users in any contact group or deselect **Show Other Users** to hide other users in all web offices.

Instant Messaging and Online Meeting

Online Status



You can change your online status to allow other HomeMeeting users be aware of your readiness for any kind of online interactivity.



Simply click **My Status** and select the preferred online status. If you have added multiple web offices to the Messenger, this action will update the same online status to all these offices. On the other hand, you can change your status at a web office, individually, by right-clicking the office and select preferred online status.



This icon indicates that you are *online* and ready for text messaging, online meeting, and recorded file sharing.



This icon indicates that you are *busy* that you may ignore any request for text messaging, visiting, meeting, and recording playback—though you are aware of these requests.



This icon indicates that you are *away*, or *be right back*, from your PC or laptop—that you are not aware of any request for text messaging, online meeting, or recorded file sharing.



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.

Online Meeting

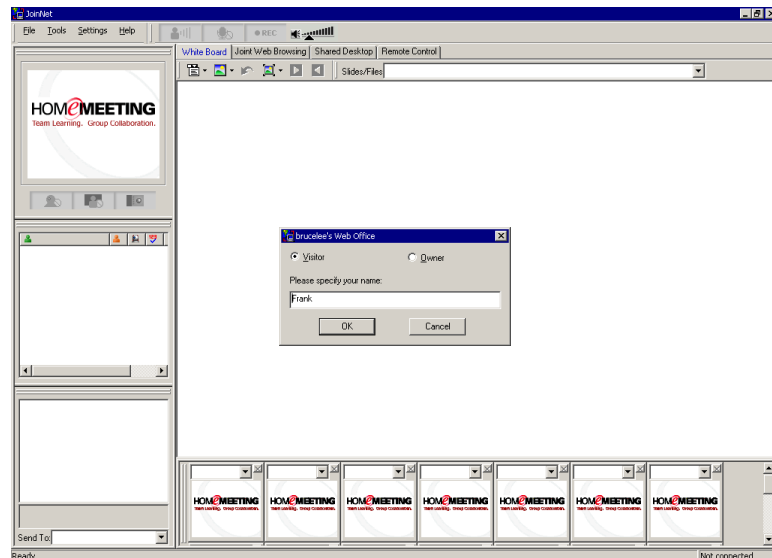
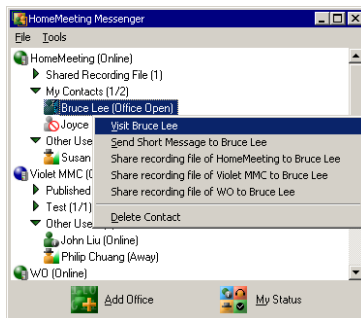
A web office's Owner can launch his/her web office, by selecting **Launch Web Office**, to start a just-in-time meeting or to make a recording file by himself/herself alone. Be sure to install JoinNet before launching any web office. Please refer to *JoinNet Installation Guide* for more details.



This online status icon, automated by the MCU meeting server, indicates that you have launched your 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.

Visiting an open office or an online Owner

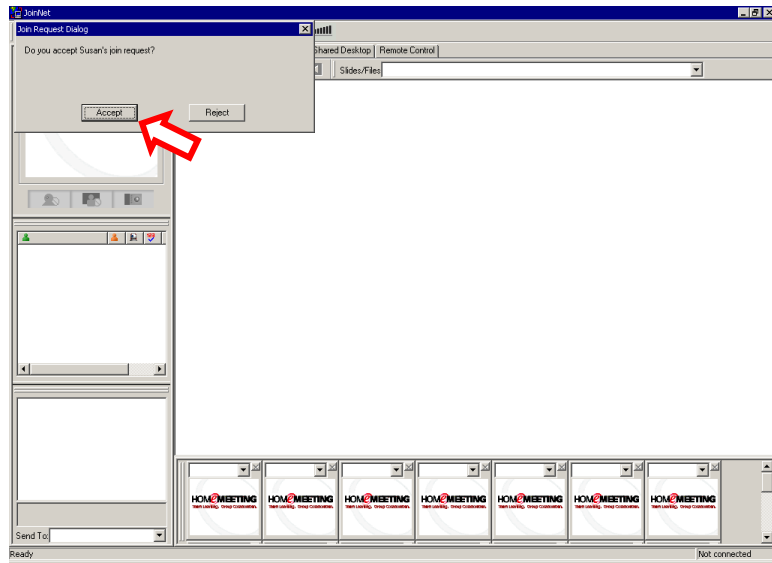
You can right-click the office-open icon or online-user icon of an Owner and select **Visit** to launch JoinNet—in most cases you need to select **Visitor** and type in your name at the JoinNet dialogue box, and then click **OK**—and send a request to the Owner for entering his/her web office.



All visiting requests to a web office must get permission from the Owner. After receiving a visiting request, the Owner's Messenger will display the visiting request with a pop-up message box and the Owner can grant a visiting request using JoinNet—a click at the pop-up message box will bring up JoinNet automatically.

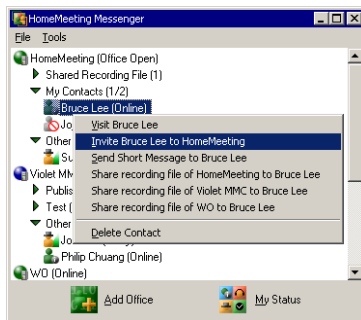
Please refer to *JoinNet User Guide* for allowing visitor, either manually or automatically.

Accept or reject a visit



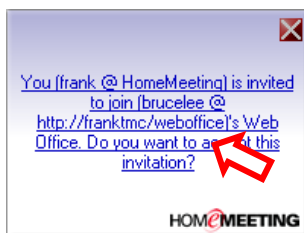
This online status icon, automated by the MCU meeting server, indicates that you are meeting with visitors. However, if your status is *busy*, *away*, or *appeared off-line*, the status remains as it was—*busy*, *away*, or *off-line*, even though you are in meeting with others.

Invited to an open office




After launching his web office, an Owner can invite other Owners (i.e., registered users at certain MCU servers in the world), either from the same MCU server or from different MCU server, to join an online meeting with him.

As you can see from the image on the left, an office (HomeMeeting) is open and then, in this example, the owner right-clicks Bruce Lee, whose status is online, and selects **Invite Bruce Lee to HomeMeeting** to invite Bruce Lee to enter the open office.



Each Messenger user who is invited to the online meeting will receive an invitation message box. Just click at the Messenger message box, an invitee will enter the inviter's web office immediately, without waiting for the Owner's permission—the invitee could be a contact group.



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.

Scheduled online event



Special HomeMeeting server, for example, the third-party MCU meeting server for MMC, supports event scheduling, and the event title will be displayed at the Messenger within 7 days prior to the scheduled event. Upon the scheduled time, simply right-click an event title to join the ongoing event.

As you can see from the image at left, an online event scheduled by a MMC server, Math 101, is published at the Messenger of an invitee.



This online status icon, automated by a third-party MCU server, indicates a scheduled online meeting, together with its event title, date, and time.



This icon, automated by a third-party MCU server, indicate an ongoing scheduled online meeting, together with its event title, date, and time.

Instant Messaging

Text messaging is text strings received instantly by the recipients. Two types of text messaging are provided by the Messenger: **instant messaging** and **short message**.

Messages log

Only web office Owners can use text messaging. The system administrator of a MCU server can specify that all text conversations be encrypted and logged in a system archive. All test messages are also saved locally at the Owner's PC or laptop, in the *imlog.txt* file located at the directory where the HomeMeeting Messenger is installed.

Start an instant messaging

To send a text message, an Owner right-click another Owner and select **Send Short Message**.



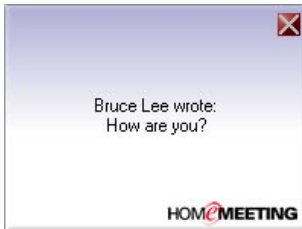
Conversation Window





In the **Conversation** Window, 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

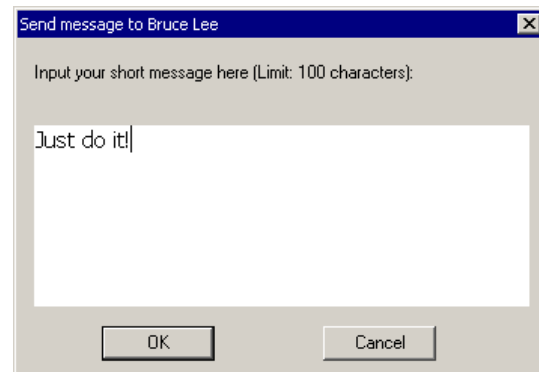
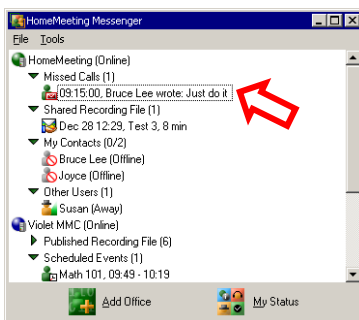


Each Owner who is invited to the text conversation receives a message box, together with the **Conversation** Window appeared at the PC desktop.

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.


Send a short message

You can send out a short message **to a contact group**—but the other Owners cannot text back to you right away since no **Conversation** Window will appear. 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.




Missed message

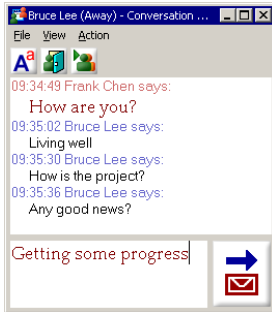


If the other Owner doesn't close the message while it pops up, a missed-call message will be shown at his/her Messenger—the Messenger icon  keeps flashing at the Windows menu bar until you erase all missed calls.

Launch web office from Conversation Window

You can launch your web office 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



Web office close



Web office open

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.

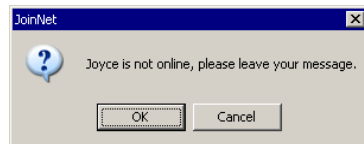


Click this icon to set your text font or text color.

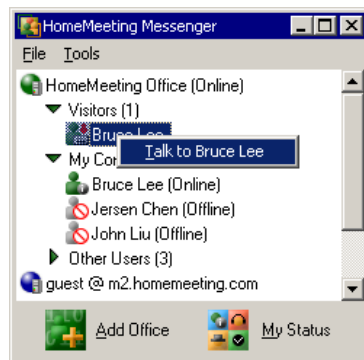



Click this icon to send out your text message.

Record a message





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



If someone is recording a message to your web office, the 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 online meeting with the visitor. In such as case, the visitor becomes the first Token Holder and you can retreat the Token at any time.

Exit Messenger



When you run the Messenger, the Messenger icon  is added to the system tray for Windows. You can close the Messenger but it will be running at the system tray. To exit the Messenger, you can right-click the icon  and select Exit to remove the icon from the system tray of Windows.

Check and Share Recorded Messages

Check Message



The Owner of a web office can check his/her recordings from previous meetings or from messages recorded by the Owner or visitors. To check the recorded messages, you can right-click your web office and select **Check Message** to bring up **Your Messages** window.

Also note that Messenger displays different MCU servers by different icons—where  denotes a *stand-alone* MCU server (e.g., Web Office server) and  denotes a *third-party* MCU server (e.g., MMC server). And the corresponding **Your Messages** windows are different.

MMC

Your Messages
franktmc@homemeeting.com @ http://violet.homemeeting.com:8880 (Violet MMC)
49MB (Quota: 1000MB)

Recorded Time	JNR Title	Duration	File Size	View Count	Web Title
2005/04/09 08:43	Test 1	8 min	4,841 K		Test 1
2005/04/09 08:43	Test 1 PW Susan	8 min	4,841 K		Test 1 PW Susan
2005/04/09 08:43	Test 3	8 min	4,841 K		Test 3
2006/07/05 14:04	Self Meeting	5 min	1,406 K		Self Meeting
2006/10/21 07:21	Self Meeting 2	1 min	2 K	3	Instant Meeting
2006/10/21 07:36	Meeting with Bruce Lee	3 min	129 K		Message From Bruce Lee
2006/10/21 07:38	Meeting with Bruce Lee	4 min	213 K		Message From Bruce Lee
2006/10/21 07:42	Meeting with Bruce Lee	2 min	357 K		Message From Bruce Lee
2006/10/21 07:53	Meeting with Bruce Lee	2 min	502 K		Instant Meeting
2006/10/26 08:03	Self Meeting	1 min	2 K	7	Instant Meeting
2006/10/27 03:34	Meeting with Bruce Lee	1 min	294 K		test
2006/11/28 07:37	Self Meeting	1 min	2 K	2	Instant Meeting
2006/12/19 16:44	Meeting with Philip John Liu	11 min	5,555 K		Meeting with Philip John Liu
2006/12/20 02:32	Meeting with Bruce Lee	1 min	35 K		Instant Meeting
2006/12/20 02:34	Meeting with Bruce Lee	1 min	78 K		Test Meeting
2006/12/20 02:36	Meeting with Bruce Lee	1 min	68 K		Instant Meeting
2006/12/20 02:37	Self Meeting	1 min	2 K	1	Instant Meeting
2006/12/20 02:38	Meeting with Bruce Lee	2 min	198 K	5	Instant Meeting
2006/12/20 03:47	Meeting with Bruce Lee	3 min	530 K	1	online Test
2006/12/20 11:47	Meeting with Bruce Lee	1 min	22 K		Instant Meeting

Right click an item to show the action menu

11 Unread (23 Total)

Web Office

Your Messages
frank @ http://franktmc/weboffice (HomeMeeting)
89MB (Quota: 1000MB)

Recorded Time	JNR Title	Duration	File Size	View Count
2006/10/16 16:31	Meeting with guest speaker	3 min	699 K	2
2006/10/25 17:00	Self Meeting	1 min	2 K	1
2006/10/30 18:05	Meeting with bruce lee	2 min	623 K	
2006/11/03 14:09	Meeting with bruce lee	2 min	391 K	
2006/11/03 15:03	Meeting with bruce lee	2 min	803 K	
2006/11/03 16:14	Self Meeting	1 min	2 K	
2006/11/09 19:26	Meeting with IProm_Eric	3 min	507 K	
2006/11/14 18:26	Today's Meeting	2 min	245 K	
2006/11/27 15:26	Meeting with Bruce Lee	1 min	122 K	
2006/11/27 15:37	Self Meeting	1 min	2 K	
2006/11/27 16:03	Self Meeting	1 min	2 K	
2006/11/27 16:31	Meeting with Bruce Lee	1 min	195 K	
2006/11/29 12:47	Meeting with bruce lee	1 min	22 K	
		5 min	2,277 K	
		1 min	18 K	
		1 min	5 K	
		1 min	41 K	
		7 min	1,651 K	
		1 min	2 K	

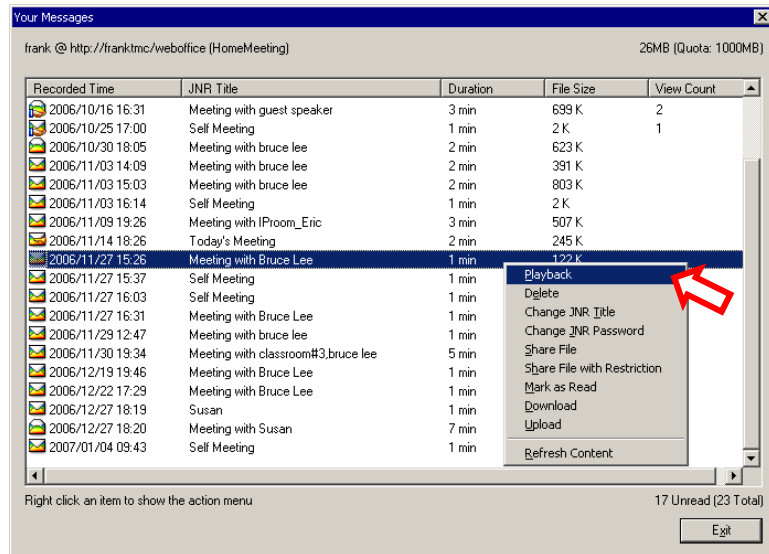
17 Unread (23 Total)

Exit

There is an additional column of **Web Title** in **Your Messages** window from the third-party MCU server. Web Title denotes the name of a recorded message retrieved from the third-party website, for example, the MMC website. **JNR Title** is the name of a recorded message associated with a JNR file (JoinNet Recording file), which is written by the MCU server that hosts the online meeting.









Playback a message

To playback a recorded message in **Your Messages** window, first point to a message, using mouse right-click, and then select **Playback**—JoinNet will be launched automatically and playback the recorded message from the MCU server.



Status of a message

HomeMeeting Messenger uses the following icons to tag the status of a recorded message:

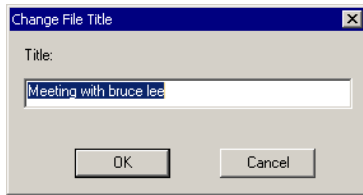
-  () This icon denotes an unread (read) message.
-  () This icon denotes a shared unread (read) message.
-  () This icon denotes a password-protected unread (read) message.
-  () This icon denotes a password-protected, shared unread (read) message.

Changing the status of a recorded message between read and unread (**Mark as Read/Mark as Unread**), playing a recorded message (**Playback**), deleting a message (**Delete**), downloading a recorded message (**Download**) are the standard features for any MCU server.

MCU Server Upgrade

In addition to the standard features, you need to upgrade a MCU server to use the advanced features such as **Change JNR Title**, **Change JNR Password**, **Share File**, **Share File with Restriction**, **View Shared Playback Record**, and **Upload**.

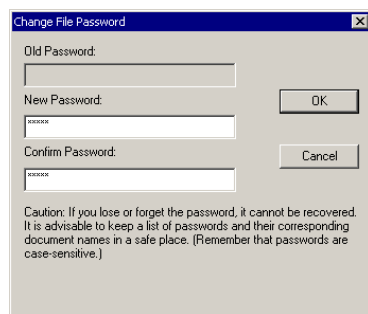
Change JNR Title



As mentioned earlier, the JNR title is written by the MCU server that hosted the online meeting, where MCU uses *Self Meeting* for an Owner-only meeting, *Meeting with* (users' names) for a regular meeting, and MCU uses the *name input by a visitor* as the JNR title to denote a message recorded by a visitor.

You can point to a message, using mouse right-click, and then select **Change JNR Title** to change the JNR file name.

Change JNR Password

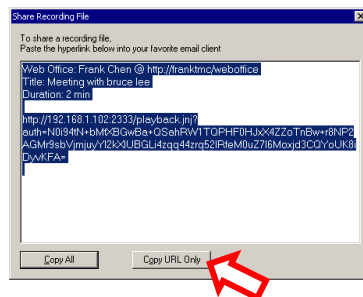


You can protect a JNR file using the JNR password. People need to type in the correct password to playback the recorded message, if a JNR password is set.

Note that HomeMeeting uses strong password for JNR file. If an Owner should forget the password, it cannot be recovered.

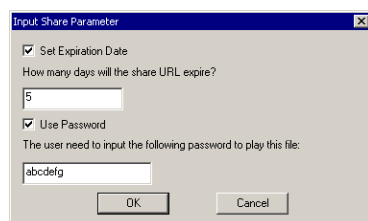
You can point to a message, using mouse right-click, and then select **Change JNR Password** to edit the JNR password.

Share a playback URL



When **Share File** is selected, the **Share Recording File** window appears. The Messenger will create a plain URL for the message to be playback over the Internet. You can click **Copy** to copy the URL and paste it to wherever the JNR file is to be viewed—it can be an email, a document, or a web page. This type of sharing is referred as *Share through URL* in this document.

Share File with Restriction

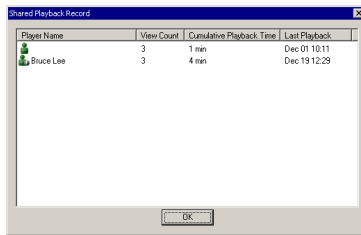


When you sharing a playback URL, you can set the expiration days for its online playback and a URL password to playback the JNR file. This URL password differs from the JNR password.

To playback a *Share through URL* JNR file with both passwords are set, JoinNet will ask a viewer to type in first the URL password, followed by the JNR password.

Unlike that a JNR password cannot be recovered, an URL password can be reset and share the same JNR file again.

View playback record



Player Name	View Count	Cumulative Playback Time	Last Playback
Bruce Lee	3	1 min	Dec 01 10:11
Bruce Lee	3	4 min	Dec 19 12:29

Every time a user playback a shared JNR, HomeMeeting Messenger will count how many times it is viewed and for how long, except the direct playback by an Owner from the **Your Messages** window.

Simply point to a shared message, using mouse right-click, and then select **View Shared Playback Record**, you can look up the cumulative view count from individual viewer, including an anonymous user representing a group view count from the *Share through URL*. Simply put, *Share through URL* is for anonymous users; *Share through Messenger* is for named users. We will cover this important topic later.

Upload a JNR file

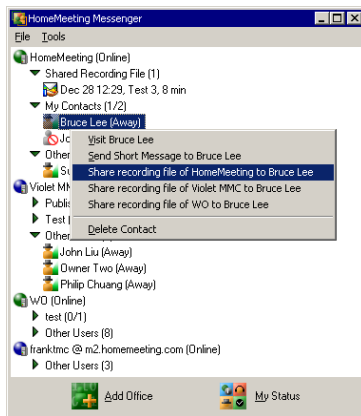
An Owner can upload JNR files to a MCU server—but note that it is *the recorded time*, not the upload time, that is used to arrange the JNR files in the **Your Messages** window.

In most cases, experienced HomeMeeting users download a JNR file for local editing and then upload the edited JNR file back to the MCU server for playback sharing.

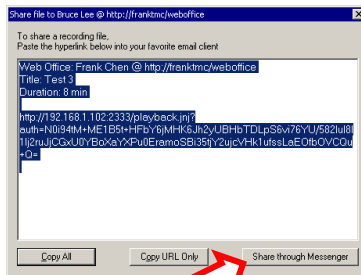
Share via Messenger

Though using *Share through URL* is a very convenient way to share a JNR file to anonymous users, but there is no control over the viewing of the JNR file, except using **Unshare File** to stop all later viewing. Each users who receives the playback URL can forward the shared URL to other users or publish the URL to a website.

To make sure that only a named user, or a contact group, can view the shared recording and to monitor the playback activity from the named user, a web office Owner can use *Share through Messenger* to share a JNR file. This is the most secured way to share online information.



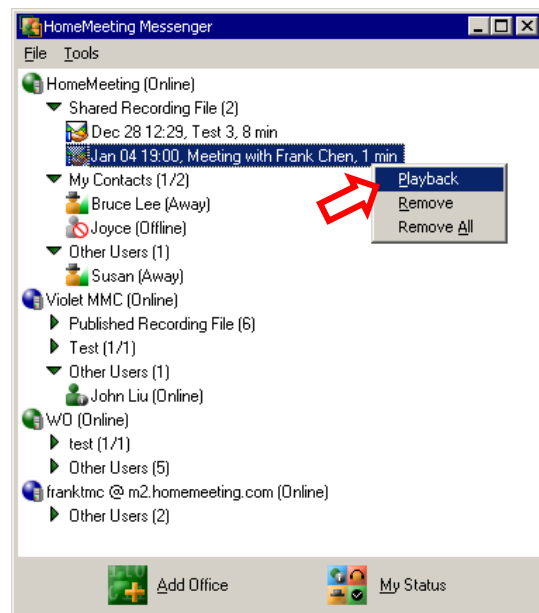
To share a JNR file through Messenger, a web office Owner first selects another Owner, or a contact group, from his Messenger, using mouse right-click, and then click on **Share recording file of (MCU server)** to bring up **Your Messages** window. Simply follow the same procedure to share a recorded JNR file—but instead of **Copy the URL**, he chooses **Share through Messenger** to complete the sharing of a JNR file.



Note that you can only share a recording file through Messenger when the recipient(s) is online and the MCU server where the JNR file is located must be upgraded to support such a sharing.



After you have done this, the other web office Owner(s) will receive a popup message box for shared recording playback and he/she can click on this message box to playback the shared JNR directly, or afterward he can right-click the listed JNR file name under **Shared Recording File** and playback the file.

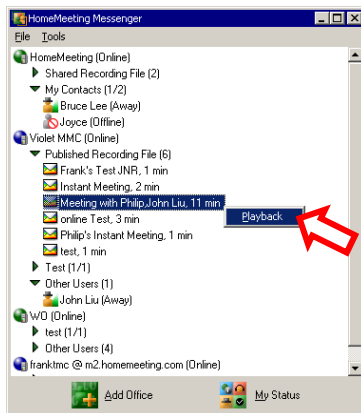
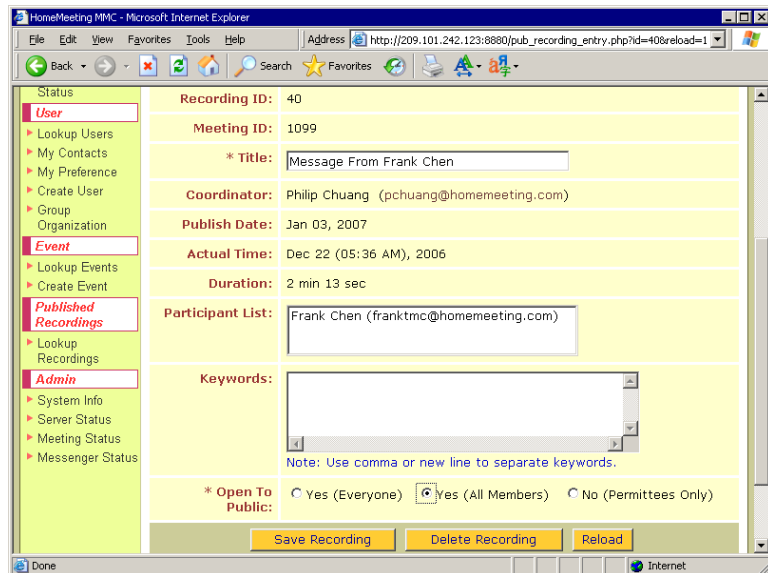


Publish Recordings (for MMC server)

Publish Recordings is a standard feature for the HomeMeeting MMC website. In the past, this allows a MMC registered Owner to publish his/her recording files to the MMC website to be viewed by a selected group of registered users or for public guest viewing. Now this feature is integrated with the Messenger.

Once a JNR file is published at a MMC website, if the publishing date is within a given time period specified by the MMC website administrator—say within one week or even within one month, the recording file will be also published at the Messenger. The publisher of the JNR file

can also decide who has the right to playback the published JNR file, whether it is *Permittees Only*, *All Members* of the MMC website, or even for *Everyone* who has added that MMC server to his/her Messenger. Here is an example web page from a MMC website:



If a user has the right to playback the published recording, his/her Messenger will display that JNR file under **Published Recording File**. Simply right-click a published file title at the Messenger and select Playback, JoinNet will be launched and connect itself to the MMC server for recording playback automatically.