GroupEase Chat Help

GroupEase Chat allows users to carry on conversations in real time with other GroupEase users.   Multiple conversations may take place between multiple Chat users.   Note that pressing the F1 key will provide help information on the function you are currently using.   Additional information on the Chat functions follows:

Placing a Chat call

Hangup a Chat Call

Erase a Chat screen

Placing a Chat call

You place a Chat call by pressing the button pictured above, selecting the Chat *File* menu followed by *New Call*, or by pressing the ALT and C keys simultaneously. A dialog box with the currently active users will be displayed for you to select from (note that you can call yourself). Select the name from the list and press OK to place the call. The Incoming Chat call dialog box will be displayed on the remote (receivers) system if their Chat window is running. Once they have accepted the call, both sides will contain a new window with a *Local* and a *Remote* section. The characters that you type will appear simultaneously in your local window and the receivers remote window. The characters that the receiver types in their local window will appear simultaneously in your remote window.

To place another call simply follow the procedure described above and a new window will be created. Use the Chat *Window* menu followed by *Tile* or *Cascade* to order multiple Chat sessions so that you can see all the information at the same time.

Users may use the Chat *Edit* menu followed by *Paste* to insert a block of text from copied to the clipboard from another windows application.

Note that if the user being called has the Do Not Disturb toolbar mode selected you cannot interrupt them and will receive a *do not disturb* response.

Incoming Chat call

When a user gets called by Chat, a dialog box indicating who is calling will appear on their screen if the Chat window is displayed.   If the Chat window is minimized or not on the screen, the GroupEase Toolbar button representing Chat will indicate that a phone call is being placed.   By pressing the GroupEase Toolbar Chat button, the dialog box for the incoming Chat call will be displayed.   Once the incoming Chat call dialog box is displayed, you can either accept the call and start a two way conversation by pressing the *Yes* button or hangup the call immediately by pressing the *No* button.   Note that you can prevent chat calls from interrupting you by setting the GroupEase Toolbar <u>Do Not Disturb</u> setting.

Hangup a Chat call

To hang up the currently selected Chat call press the button pictured above, select the Chat *File* menu followed by *Hangup Call*, or by pressing the ALT and H keys simultaneously. Your currently selected Chat window will be removed as well as your callers. To hang up all the calls at once select the Chat *Window* menu followed by *Close All*.

If you exit the GroupEase Toolbar with chat sessions running, Chat will alert you and let you either abort the shutdown or continue by automatically closing any open Chat calls.

Erase a Chat screen

You erase the currently selected Chat screen by pressing the button pictured above, selecting the Chat *Window* menu followed by *Erase*, or by pressing the Ctl and E keys simultaneously.   Note that both the local and the remote sections of the screen on your system only will be erased.

Saving local and/or remote conversations

Users can save the local and/or remote conversation by using the Windows clipboard and your favorite Windows editor (Windows Write will work). To save the current local conversation, select the local edit window by positioning the cursor over the beginning of the text and while holding the left mouse button down position the cursor to the end of the text. This should highlight the whole section you just selected. Now press CTL and C simultaneously to copy the entire local text to the clipboard. Finally, select the editor, open a document, and using either the editors *Edit* menu and *Paste* function or by pressing CTL and V simultaneously, the local conversation will be inserted into the document. From this point use the editors standard Save functionality to save your note. In otherwise identical fashion, the remote conversation may be copied to the clipboard and saved by highlighting the remote text window.

Do Not Disturb mode

To stop Chat users from interrupting you with a call, you can set the GroupEase Toolbar **Do Not Disturb** mode using the GroupEase **Settings...** options.   Select the GroupEase Toolbar system menu (upper left corner) followed by the **Settings...** entry.   The **Do Not Disturb** option can be toggled from GroupEase Settings dialog box.