Introduction

The Voice Message plugin enables you to record voice messages of up to fifteen seconds in length (120kb) and attach text messages as well. You may send voice messages to other ICQ users, when both you and the recipient are online. All you need to send a voice message is a computer microphone. You may also use the Voice Message plugin to send a Wave sound file, for which you do not need a computer microphone.

See: Voice Message—Sending
See: Voice Message—Receiving
See: Voice Message Plugin—Configuring Preferences

Note: Exchanging this event will enable the other party to view your IP address.

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Voice Message Plugin-Configuring Preferences

Configuring Voice Message Preferences

You may configure the settings of the Voice Message Plugin in your Owner Preferences.

To configure the Voice Message Plugin in your Owner Preferences:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message** to configure your Voice Message settings.
3. Click on the **General** tab and choose from the following options.
   - Check the **Play Sound** box to set ICQ to play a sound every time you receive a voice message.
   - Click on the **Play** ⬚ button to hear the sound that will play. Press the

⬚ button to select another sound from another directory on your hard disk.
   - Select the **Set ICQ to display a response dialog** radio ¤ button.
   - Select the **Set ICQ to automatically accept** radio ¤ button.
   - Select the **Set ICQ to automatically decline** radio ¤ button.
   - Check the **Set ICQ to automatically decline from users that are not on my Contact List** box.
6. Select **Voice Messages** and click on the **Remove** button to disable the Voice Messages plugin. Click on the **Restore** button to restore a disabled Voice Message Plugin.
7. Click on the **Voice Message** tab to configure the following additional settings.
   - Check the **Save Outgoing voice message** box to save voice messages that you send to other users. The messages will be saved in **C:\Program Files\ICQ\Plugins\VoiceMessage\Outgoing**.
   - Check the **Save Incoming voice message** box to save voice message that you receive from other users. The messages will be saved in **C:\Program Files\ICQ\Plugins\VoiceMessage\Incoming**.
   - Check the **Reactivate File Transfer Warning** box to allow the legal warning dialog to appear whenever a voice message is transferred to you.

To add the Voice Message Plugin if you have removed it:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Add** button to import a plugin from another directory on your computer.

Tip: You may need to go offline and then online again in order to activate the change.

To reactivate a disabled Voice Message Plugin:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Restore** button.

Tip: You may need to go offline and then online again in order to activate the change.

To disable the Voice Message Plugin:

1. Click on the **ICQ** button and select **Preferences**.
2. Select **Voice Message**.
3. Click on the **Remove** button.

Tip: You may need to go offline and then online again in order to activate the change.

Caution! By downloading, installing, activating or using any software component for ICQ (''ICQ Plugin'') developed or provided by third parties, you may be subject to various immediate and long-term risks and may cause extreme damage to your system. To

review the list of ICQ Plugins developed by ICQ Inc., please refer to the ICQ Plugins Center available at http://www.icq.com/plugins.

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Voice Message-Sending

Sending a Voice Message or Wave File

You may send voice messages to other ICQ users, when both you and the recipient are online. All you need to send a voice message is a computer microphone.

You may also use the Voice Message plugin to send a Wave sound file, for which you do not need a computer microphone.

Note: Sending this event will enable the recipient to view your IP address.

To send an online voice message to another user:

1. Click on the name of an *online* user on your Contact List to whom you wish to send a voice message. The pop-up menu of options is displayed.
2. Select **Voice Message** under the **Plugins for ICQ** heading.
3. Make sure your microphone is correctly attached to your computer system.
4. Click on the **Send: Voice Message** radio ¤ button.
5. Click on the **Record** button or press **Ctrl+R** and clearly speak your message into your microphone. Keep your message within 15 seconds.
6. Click on the **Play** button or press **Ctrl+P** to play back the message that you recorded. Choose from the following options.

    *   Click on the **User Information** button to view the details the recipient entered upon registration with ICQ.
    *   Adjust the **Volume** level to your preference.
    *   Click on the **Forward** and **Backward** buttons to move through your playback.
    *   Click on the **Forward** and **Backward** buttons to jump to the beginning or end of your voice message.
    *   Click on the **Stop** button or press Ctrl+S to stop playing or recording your message.
    *   Click on the **LoopPlay** button to play your voice message continually. Click on this button again to disable LoopPlay.
    *   Check the **Save Outgoing Voice Message** box to save the file in the outgoing folder.
    *   Click on the **Outgoing Folder** button to view the folder containing voice messages you have sent.
    *   Click on the **Incoming Folder** button to view a folder containing voice messages you have received.

You may add a text message to your voice message in the Text Message dialog.

7. Click **Send** to send your voice message.

To send a wave file:

1. Click on the **Send Wave File** radio ¤ button in the **Send Online Voice Message** dialog.
2. Click on the **Import** button to select a wave sound file from another directory of your hard disk.
3. You may click on the **Info** button to view the details the recipient entered upon registration with ICQ.
4. Click on the **Play** button or press **Ctrl+P** to play back the sound file that you selected. Then you may choose from the following options.

    *   Click on the **Stop** button or press Ctrl+S to stop playing the wave file.
    *   Check the **Save Outgoing Voice Message** box to save the file in the outgoing folder.
    *   Click on the **Outgoing Folder** button to view the folder containing sound files you have sent.
    *   Click on the **Incoming Folder** button to view a folder containing sound files you have received.
5. Click on the **Send** button to send the sound file or click on the **Cancel** button to cancel sending the file.

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Voice Message-Receiving

Receiving a Voice Message

When you receive a voice message from another user a flashing Voice Message/sound file ▦ icon will appear beside the sender's name on your Contact List and in your desktop tray.

Note: Accepting this event will enable the sender to view your IP address.

Caution! Some files may be harmful. Before receiving any files from any user, and even if the ICQ# from which the file transfer notice is sent looks familiar to you, it is strongly recommended that you verify that the person sending you these files is indeed the person you think he is. For example ask him/her for some kind of information known only to the both of you. Please make sure not to receive files from users you do not trust, from users you are not sure they are who they say they are or whenever you are not sure you want to receive the files.

To begin downloading your incoming voice message or sound file:

1. Double-click on one of the flashing **Voice Message/sound file** ▦ icons or right-click on the sender's name on your Contact List and then select **Receive** from the pop-up menu. An **Incoming Voice Message** dialog is displayed.

    Caution! Some files may be harmful. Before receiving any files from any user, and even if the ICQ# from which the file transfer notice is sent looks familiar to you, it is strongly recommended that you verify that the person sending you these files is indeed the person you think he is. For example ask him/her for some kind of information known only to the both of you. Please make sure not to receive files from users you do not trust, from users you are not sure they are who they say they are or whenever you are not sure you want to receive the files.

2. Choose from the following options in the **Incoming Voice Message** dialog.

3. Click on the **Reply** button to send the sender an event directly from this dialog. Choose an event from the pull-down menu of options.

    - Click on the **Preferences** button to open the Plugins tab in the Alert/Accept Settings feature to configure plugin settings for the specific user. See Plugins—Configuring Your Preferences.

    - Click on the **Decline** button to decline the request without giving a reason, or choose from the other responses.

    - Click on the **Accept** button to begin the transfer of the incoming voice message or sound file. A **Voice Message** dialog is displayed and the transfer begins.

Once you have accepted the voice message or sound file, you may listen to it now and choose from several options to save it or reply to the sender.

To play your voice message or sound file:

After you've accepted the voice message or sound file, click on the **Play** ▶ button to play back the voice message or sound file. Choose from the following additional options.

- Check the **Save Incoming Voice Message** box to save the voice message or sound file in your Incoming Folder.

- Click on the **Reply** button to reply to the sender. Choose an event from the pull-down menu.

- Click on the **Save To File** button to save the incoming message to another directory on your hard disk.

- Click on the **Close** button to close the **Voice Message** dialog.

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