

CHAT USER MANUAL

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Modules

The chat bar is loaded with a variety of modules. These features help enhance the overall functioning of the bar.

All the modules are located at the bottom left corner of your screen.




Figure 1 – Module

Home:

Click on the “” button to go to the site home page with a single click access.

Chatrooms:

You can create a buzz and gather your friends into a single place using chatrooms.

“Chatrooms ” provides you a venue with a common interest to communicate in real time.

This module consists of three important tabs

- Lobby
- Create Chatroom
- Popout

Lobby:

You can have a view at all the active chatrooms along with the number of online users in each chatroom just by clicking the “lobby” tab.

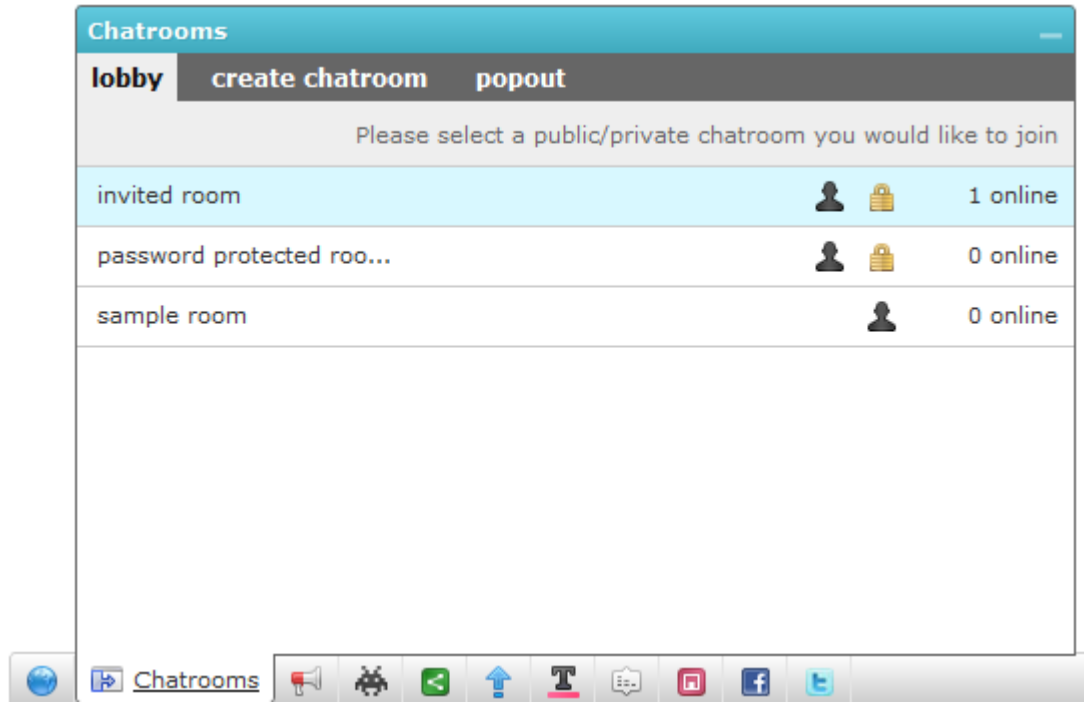


Figure 2 - Lobby

Create Chatroom:

You can create your own temporary chatrooms. These chatrooms can either be

- Public Room
- Password protected Room
- Invitation only Room

Public room:

To create a “public chatroom”, follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Public room” from the “Type” dropdown box.
- Click on the “Create room” button to create a new “Public Room”.

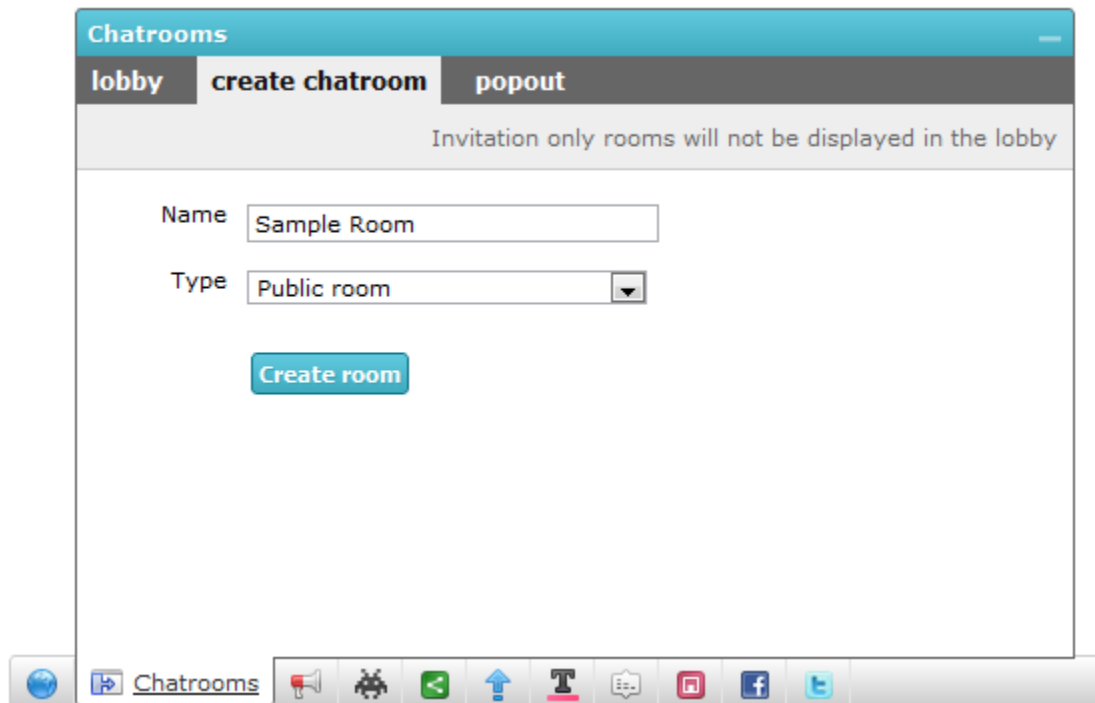


Figure 3 - Create Public Room

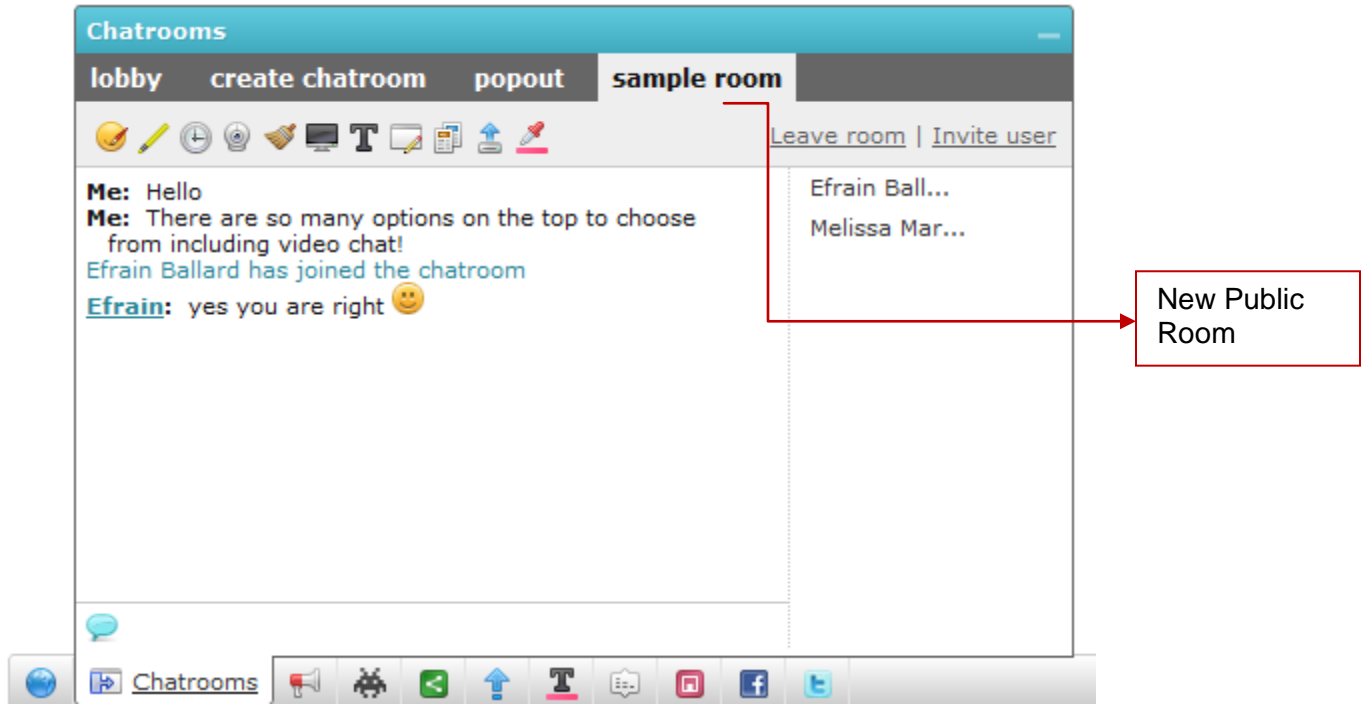


Figure 4 - New Public Room

Note: The validity of the chatroom is for a limited period of time i.e. as long as you are active in the website chatroom.

There are various features that can make the entire chatting experience in the chatroom very interesting.

Password Protected Room:

To create a “Password-protected chatroom”, follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Password-protected room” from the “Type” dropdown box.
- Set a password for the chatroom.
- Click on the “Create room” button to create new “Password Protected Room”.

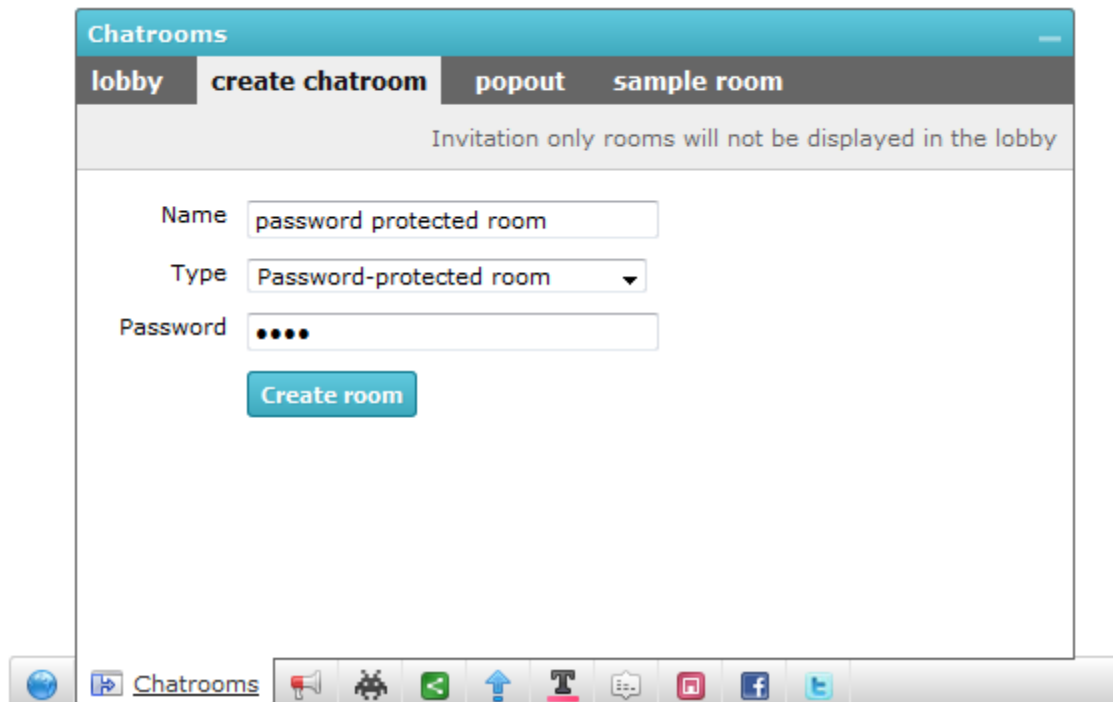


Figure 5 - Create Password Protected Room

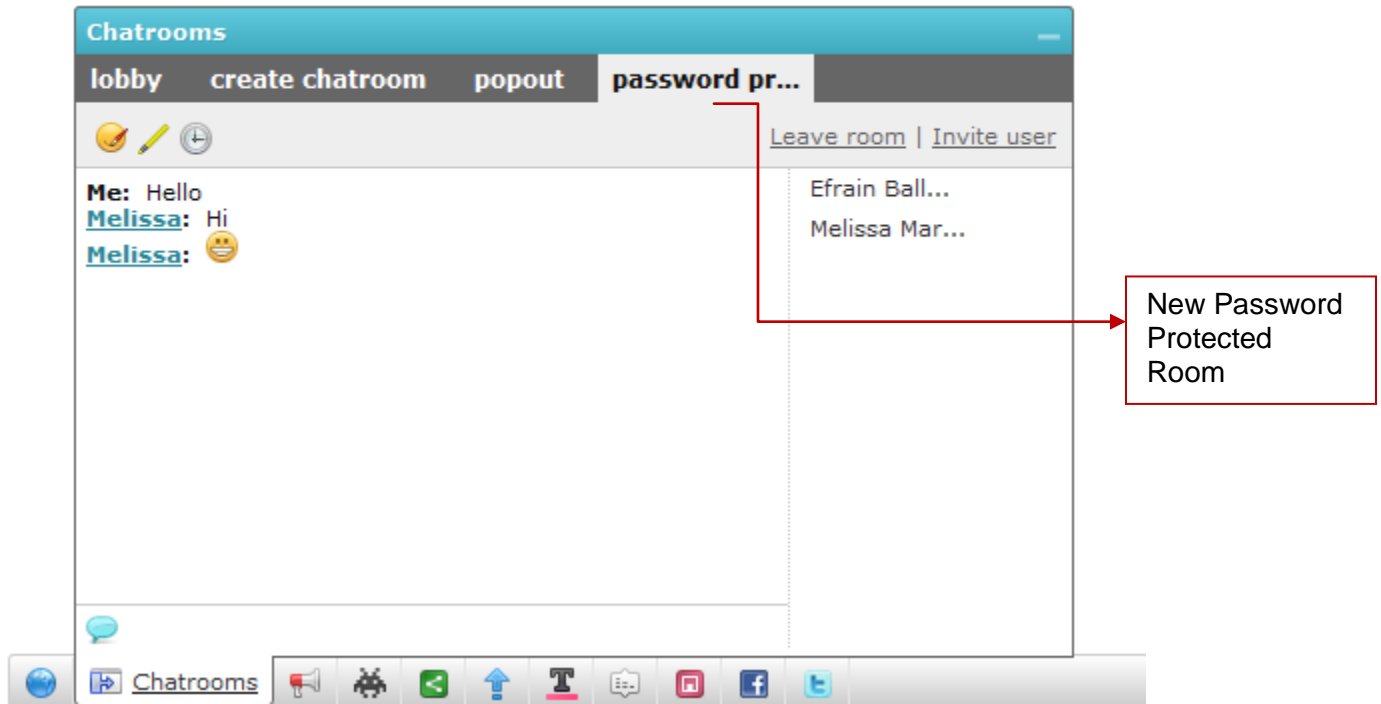


Figure 6 - New Password Protected Room

Note: Password protected chatrooms can be accessed by only those users who know the password to the room.

Invitation only room:

To create an “Invitation only room”, follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Invitation only room” from the “Type” dropdown box.
- Click on the “Create room” button to create a new room.

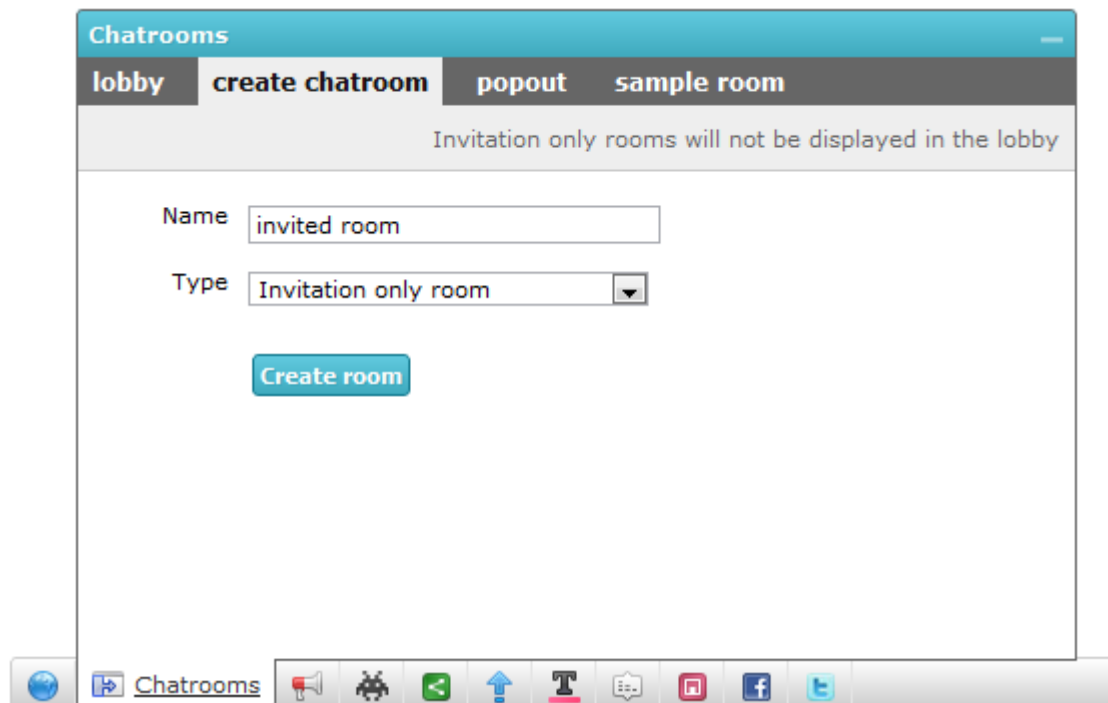


Figure 7 - Create Invitation Only Room

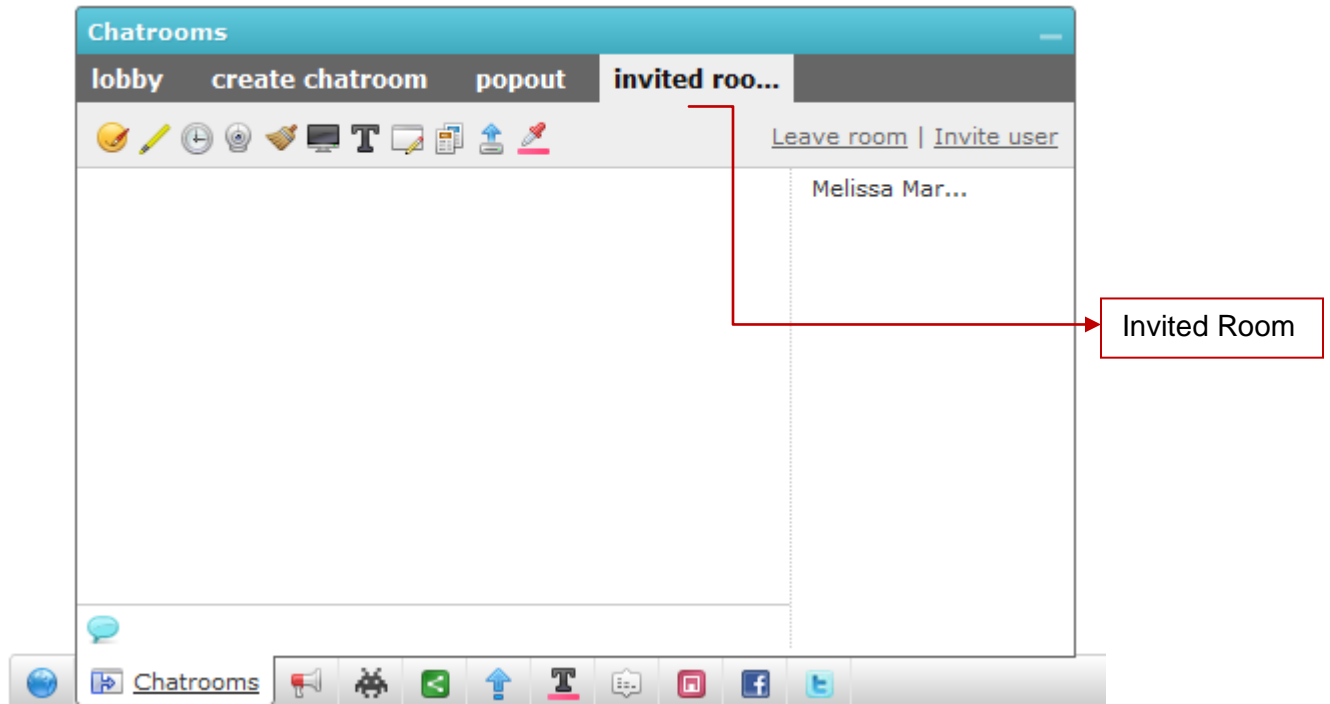


Figure 8 - New Room

Note: In the 'Invitation only room', only those friends/users who receive an invitation are granted access to the chatroom.

"Invitation only room" will not be displayed in the lobby.

Invite User:

To Invite a User, follow the steps listed below:

- Click on the “Invite User” button.
- A new window pops out.
- Select the user you want to invite.

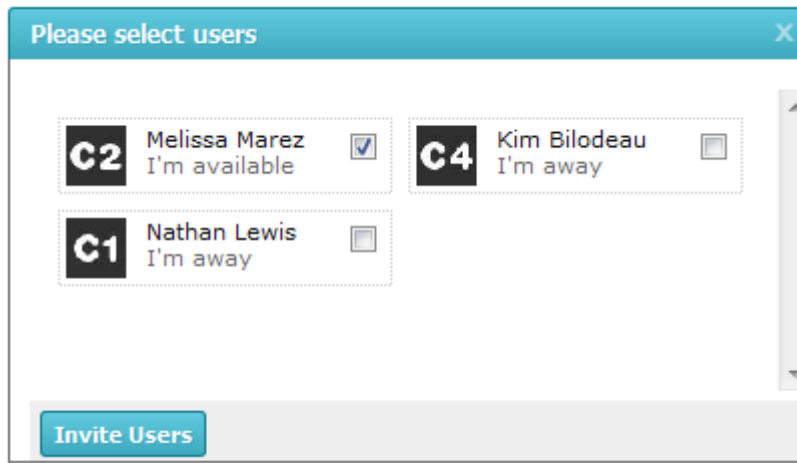


Figure 9 - Select the Users

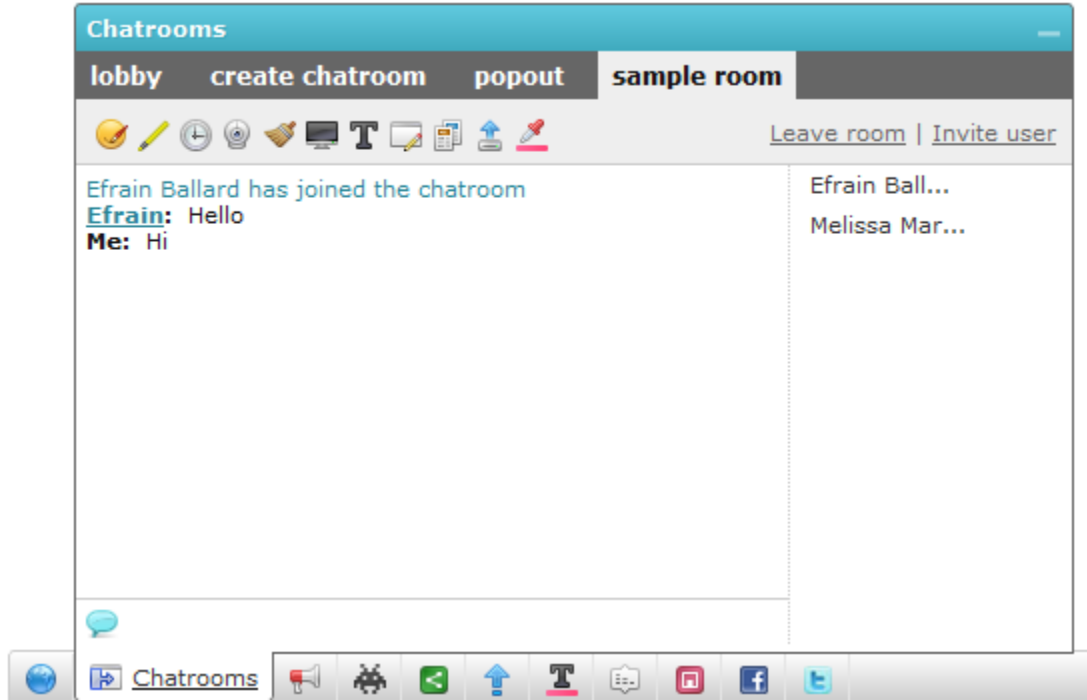


Figure 10 - Your Friend has joined the chatroom

Leave room:

You can always join or leave any chatroom.

To leave a chatroom, click on the “Leave room” button.

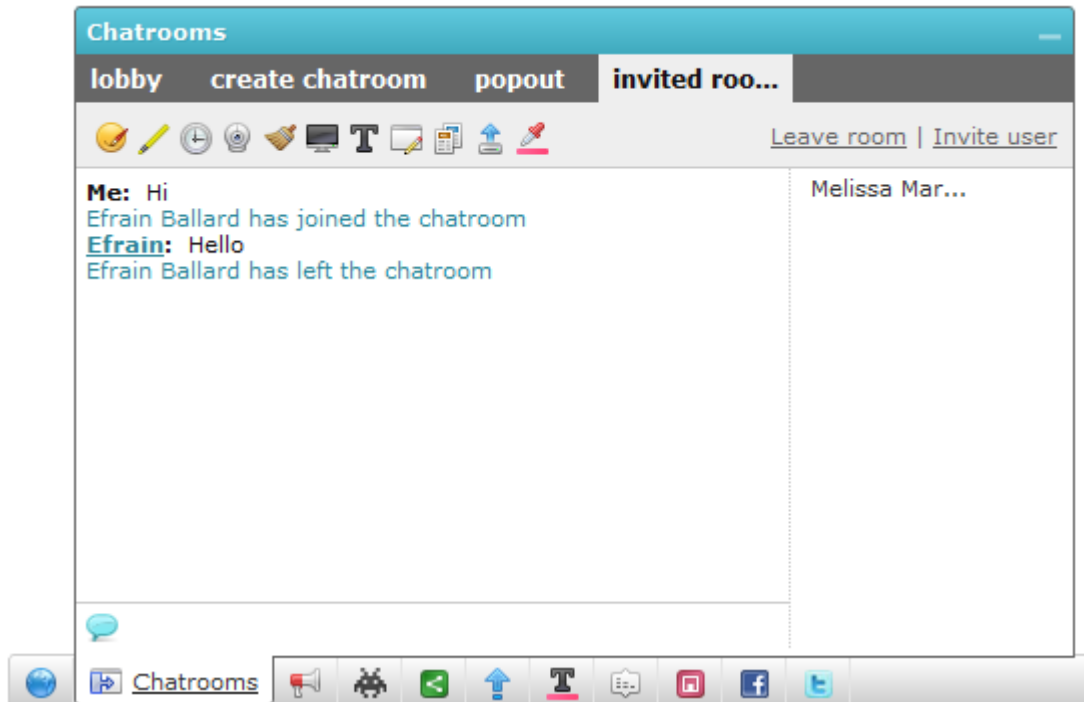


Figure 11 - Leave Room

Popout:

For your convenience you can open the chatroom tab in a separate/ new window.

You can have this new chatroom window just by clicking the “Popout” tab.

After clicking the “Popout” button, the new chatroom window opens like the window as shown below.

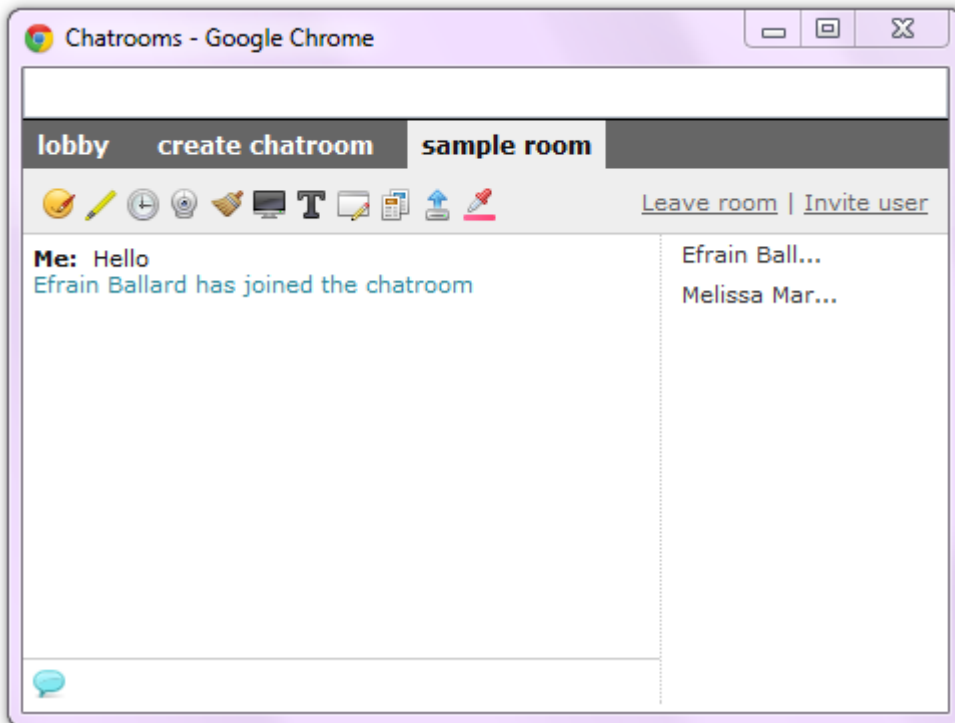


Figure 12 - Popout

Announcements:

The website owner can alert you with the help of announcements.

These announcements can be pushing advertisements, promotions, site news or any other information.

You can also have a look at all the old announcements by clicking on the “📢” button, that is placed beside the “Chatroom” tab.



Figure 13 - New Announcements

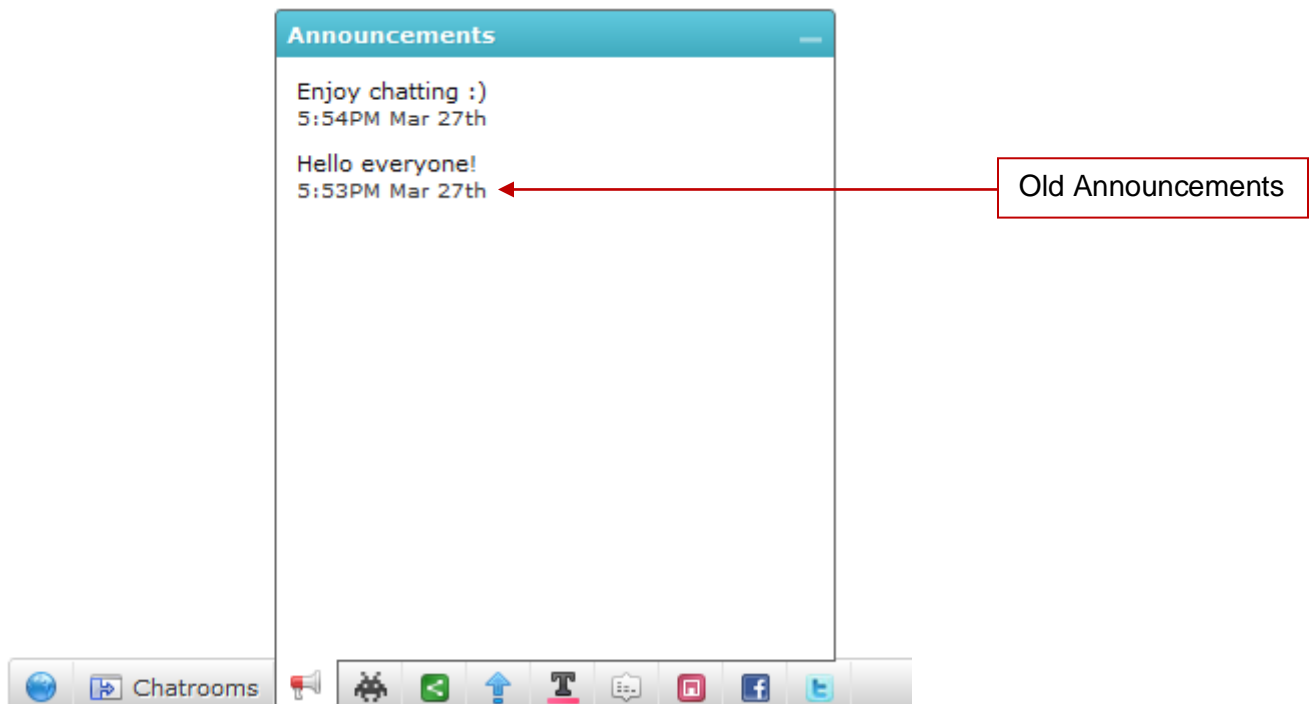


Figure 14 - Old Announcements

Single Player Games:

You can engage yourself in games for hours as this Chat offers 100+ single player games of various genres.

To play a single player game, follow the steps listed below:

- Click on the “🐜” button.
- Select the category or type of game from the game list.

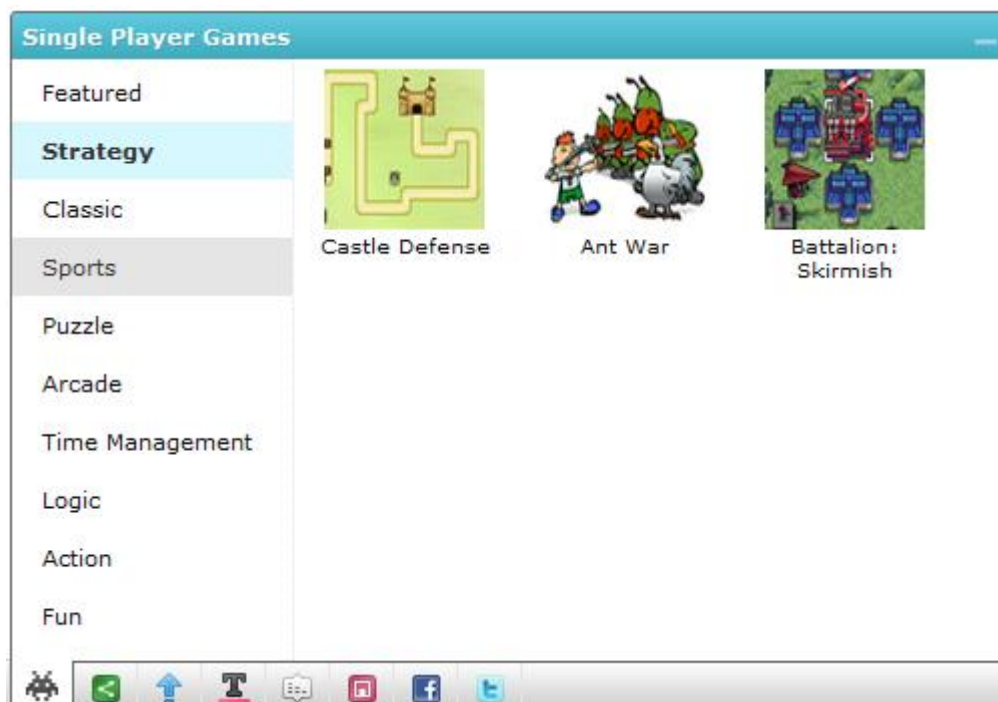


Figure 15 - List of Games

- Click on the game that you wish to play.
- Selected game will be launched in a new window.



Figure 16 - Game Launched

Share This Page:

With this module you can share, save and distribute contents of a website through Facebook, Twitter, My Space, Digg This, StumbleUpon and other social networking sites and blogs.

A website content can be shared, by clicking on the “🔗” button.



Figure 17 - Share This Page

Scroll To Top:

Click on the “↑” button to go to the top of the current webpage that you are browsing.


Change Theme:

You can apply different themes and change the look and feel of the Chat. This module enables you to take control of the way the site looks.

Click on the “🗨️” button to get access to this module.

Translate Page:

With the help of this module you have the power and ability to translate any page on the website with a single click without any reload.

Click on the “” button and choose the language in which you would like to view the page.

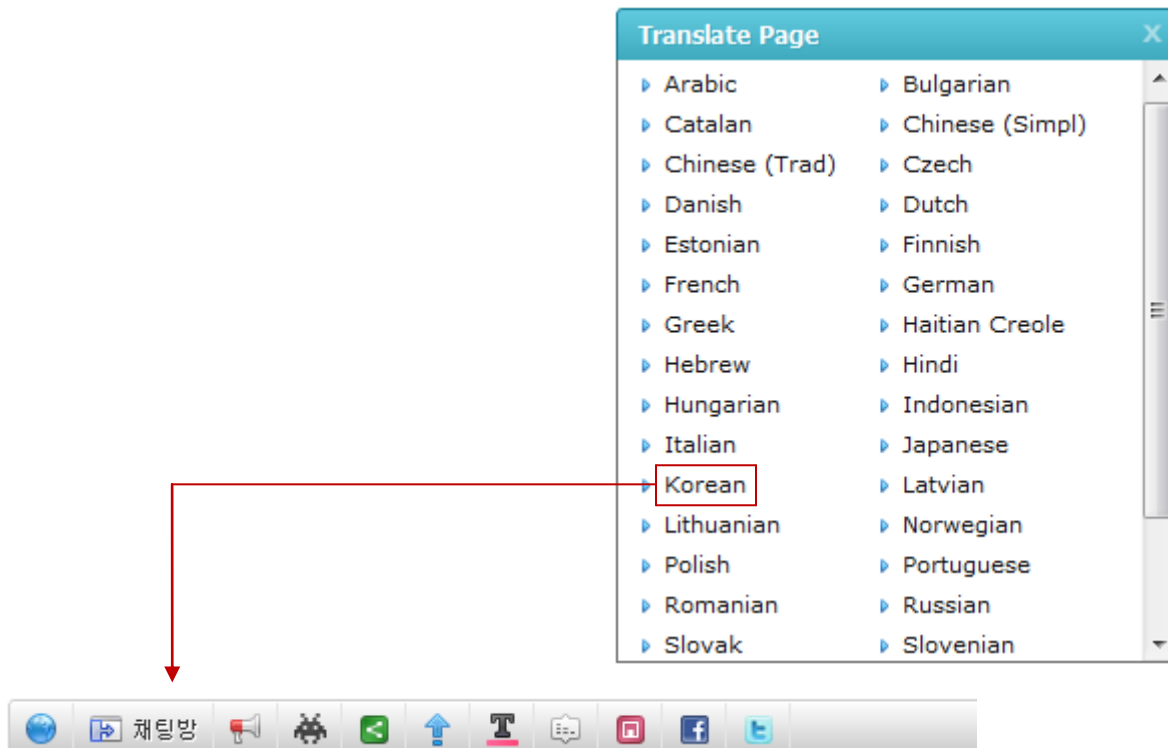


Figure 18 - Chat bar translated



Figure 19 - Chat box translated

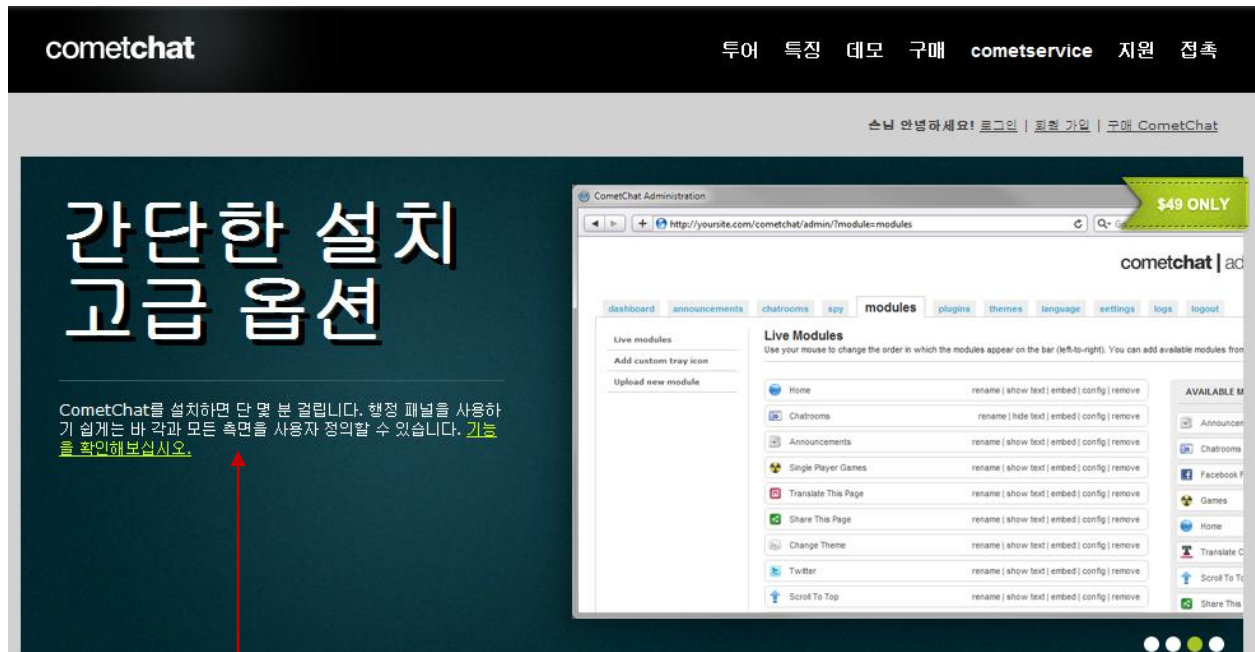


Figure 20 - Webpage translated

Facebook Fan Page:

With the help of this module you can have a view at the “Facebook Fan Page” where you can check the fan base and read different posts that has been shared by the website owner. You also have the option of hitting the Facebook “Like button” if you like the content that has been shared.

Click on the “” button to have access to “Facebook Fan Page” module.

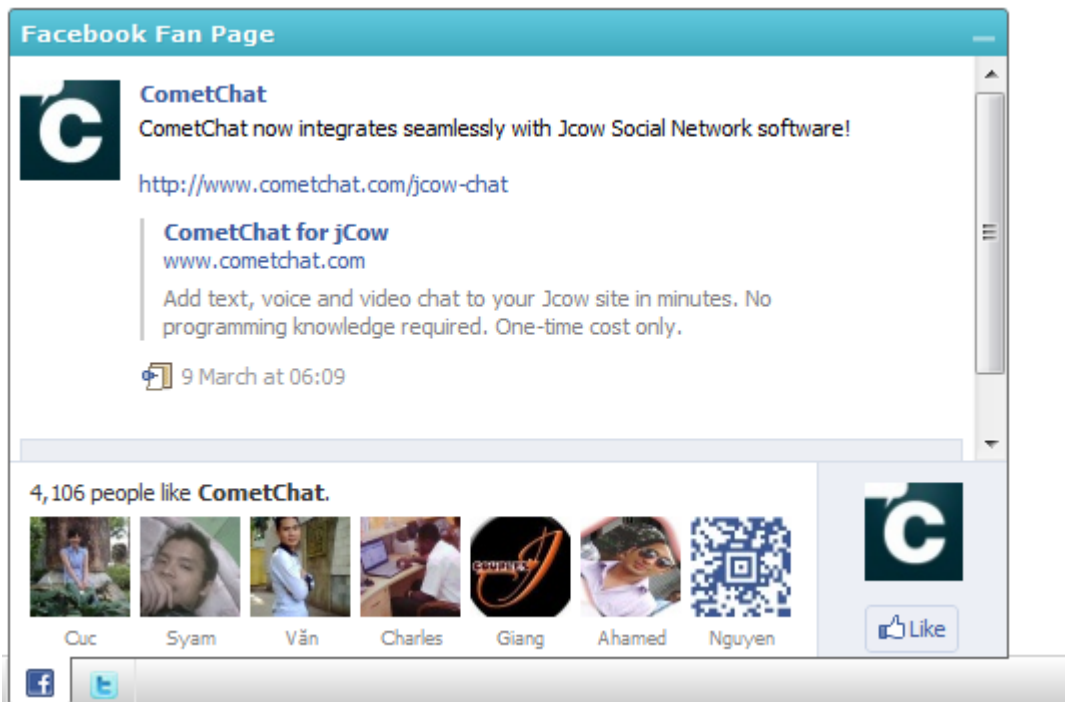


Figure 21 - Facebook Fan Page

Twitter:

With help of this module you can have a look at the latest tweets and can also become a follower.

Click on the “” button to use this module.

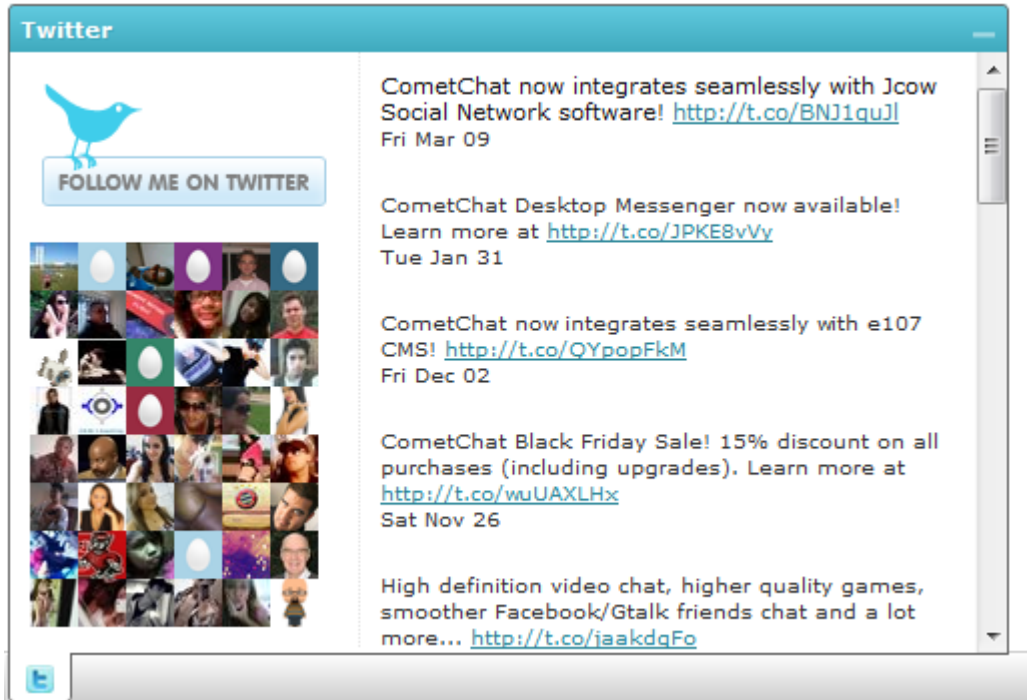


Figure 22 - Twitter

Plugins

The Chat bar comes loaded with a variety of plugins to enhance one-on-one conversations. Plugins can be viewed by clicking on any of the available online users present in the “Who’s Online” tab located at the bottom left corner of the screen.

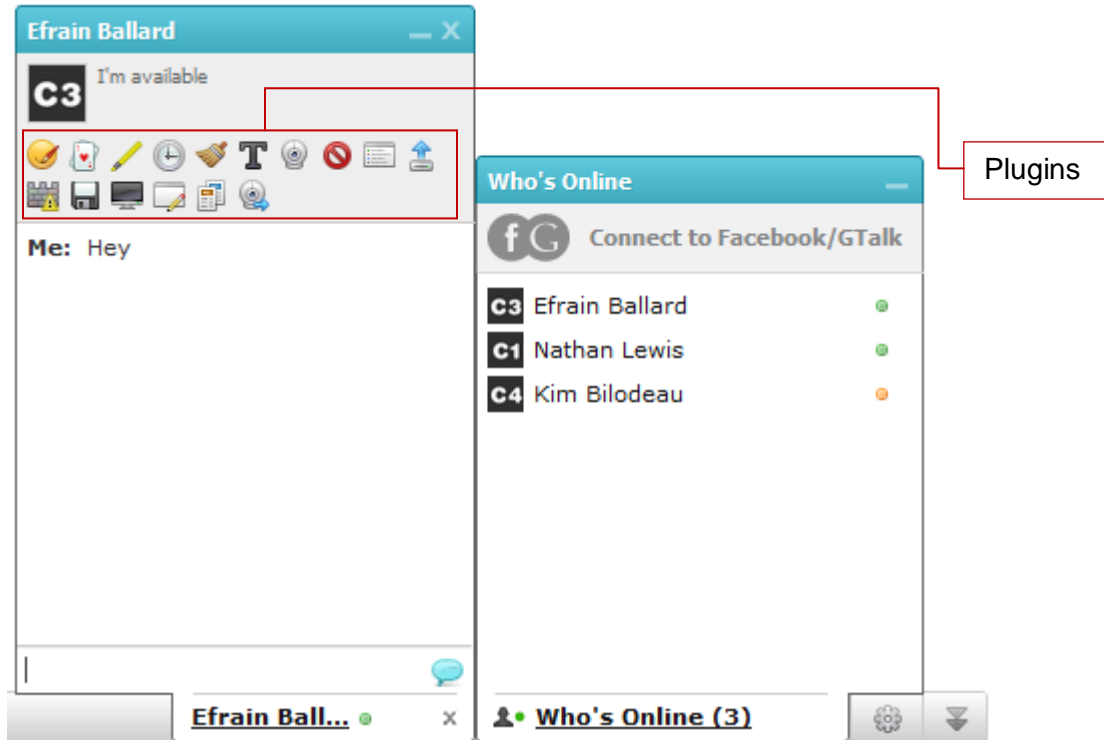


Figure 23 - Plugins

Block User:

To block a user directly from the Chat, follow the steps listed below:

- Select the user to be blocked from your friend list.
- Click on the “🚫” button.
- Click on the “OK” button in the dialog box that appears on the screen.

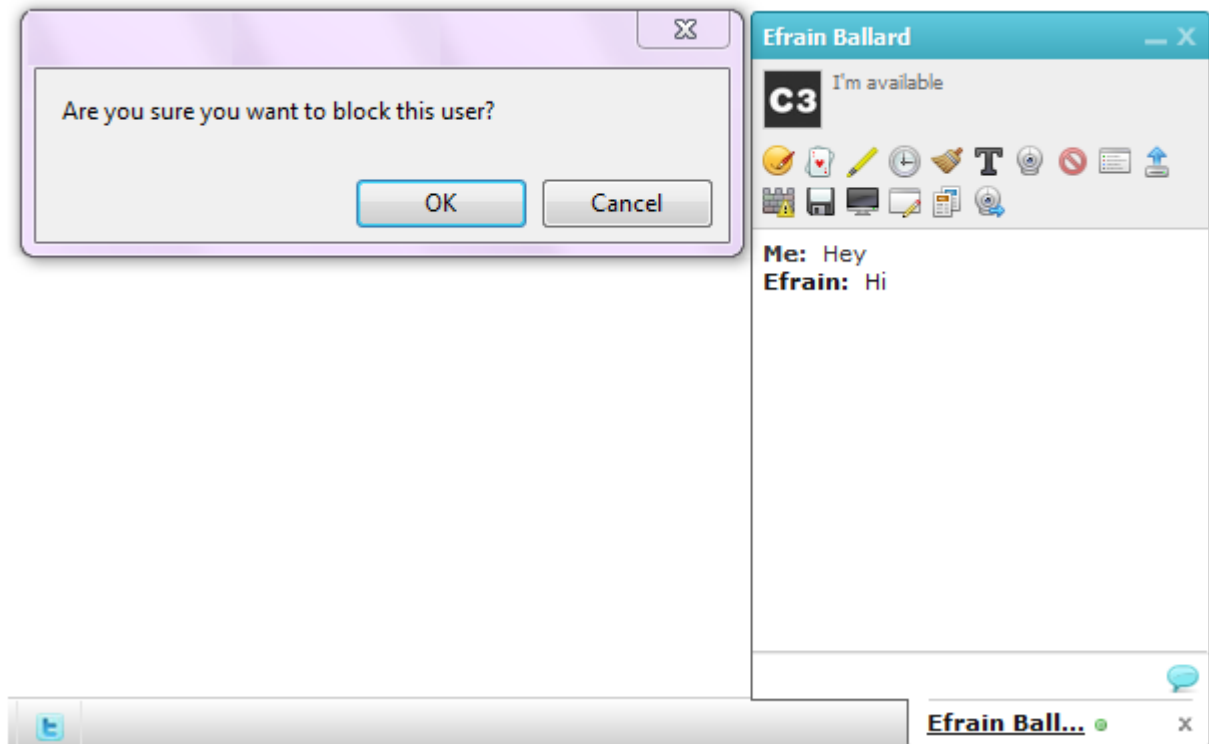


Figure 24 - Block User

- Then a screen appears with the following message “The user has been blocked successfully. You will not receive any further messages from this user”.
- Click on the “OK” button.
- The user, whom you want to block, has been blocked successfully.

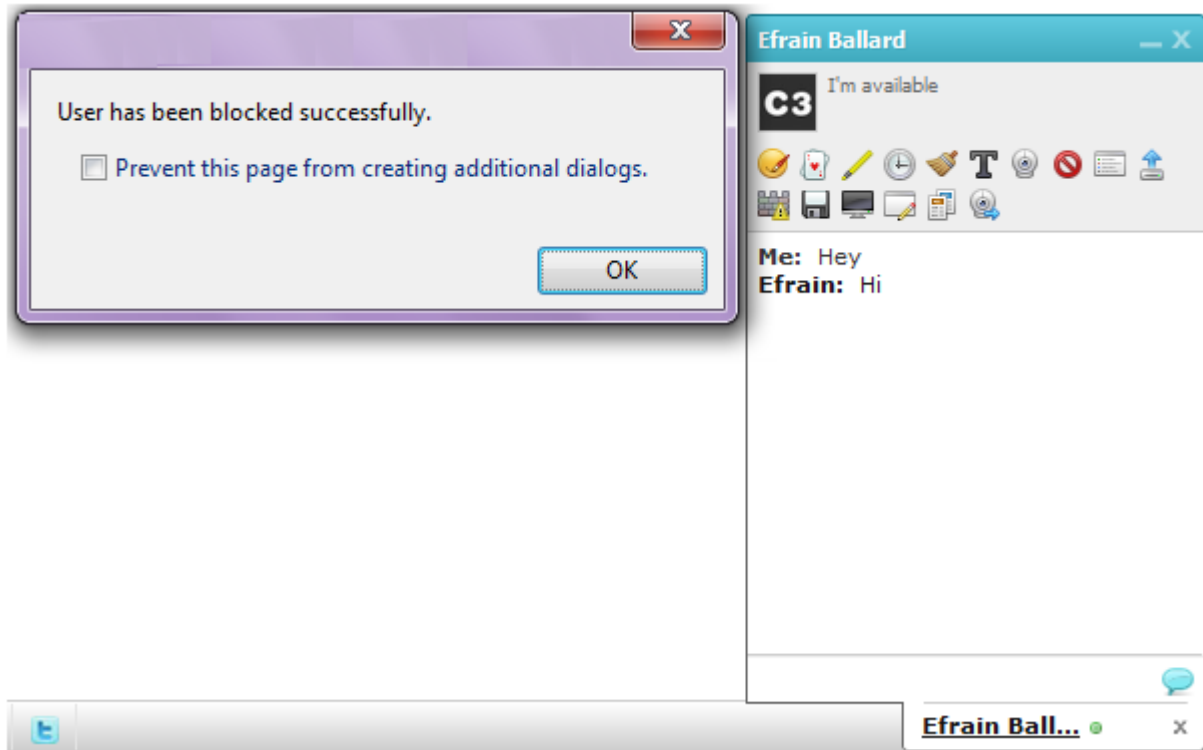


Figure 25 - User has been blocked successfully

Unblock User:

This module lets you unblock a user who was blocked previously.

To unlock a user, follow the steps listed below:

- Click on the “Chat options” button located besides the “Who’s Online” tab.
- Select the “[Manage blocked users](#)” link.
- Click on the user you wish to unblock.

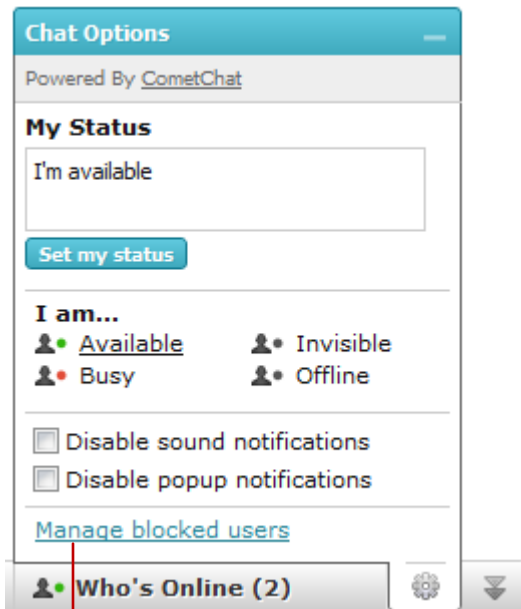


Figure 26 - Unblock User

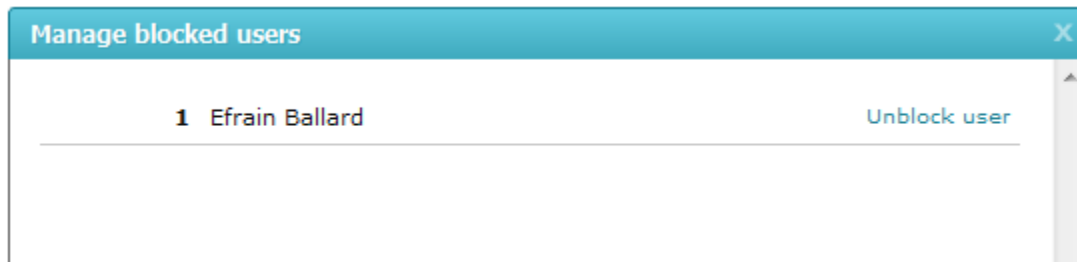



Figure 27 - Manage blocked users

View Chat History:

You can view the chronological logs of your chat history with other users/friends.

To view the chat history, follow the steps listed below:

- Select a friend from your friend list.
- Click on the “” button to view the chat history.
- The chat logs are sorted according to the date and time.
- To view the complete details of those chat logs, click on the tab accordingly.

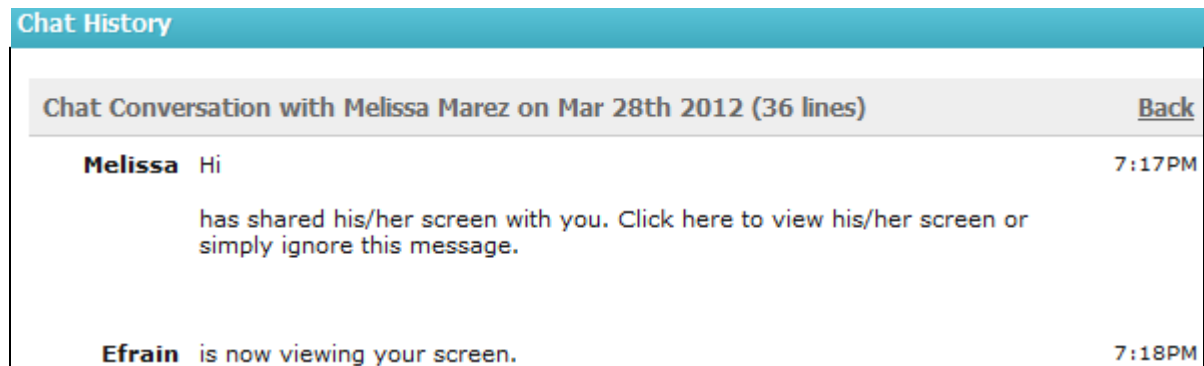


Figure 28 - Chat History

Show/Hide Time:

This module enables you to check the time of arrival of messages at your local time.

To view/hide the chat time in the chat box, follow the steps listed below:

- Click on the “🕒” button in the chat window to show the chat time.
- Click on the same plugin in the chat window to hide the chat time.

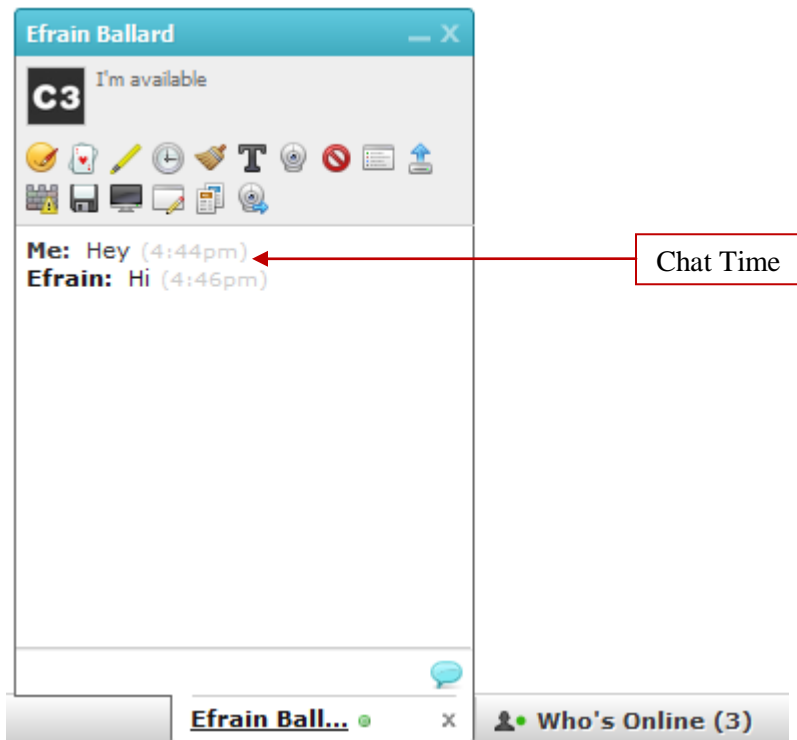


Figure 29 - Chat Time

Clear Conversations:

You can clear your chat history anytime you want.

Clear your chat history by a single click on the “🧹” button.

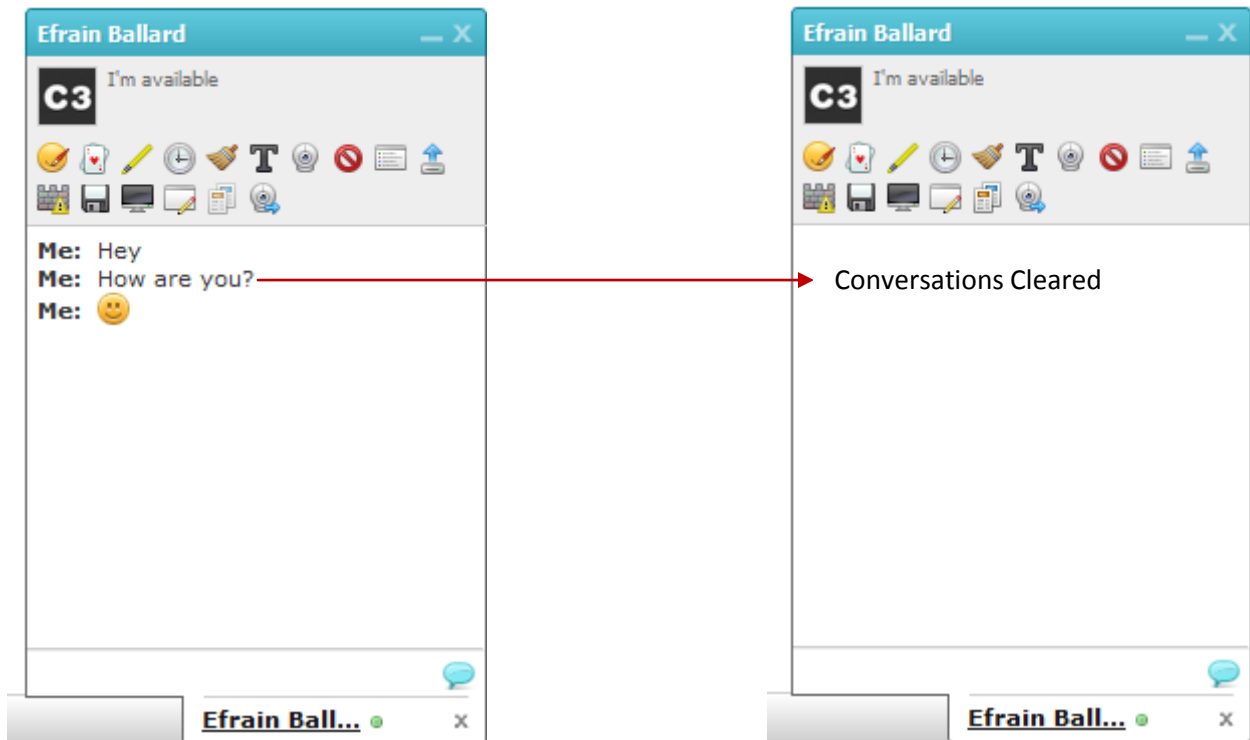


Figure 30 - Clear Conversations

Play a Game:

You can engage yourself completely for hours by competing with your friends as the Chat offers many interesting multi-player games.

To play a game with your online friend, follow the steps listed below:

- Select the friend from the friend list.
- Click on the “🎴” button.
- Select the game which you would like to play.
- A message appears on the screen, if a successful request is sent to your friend.

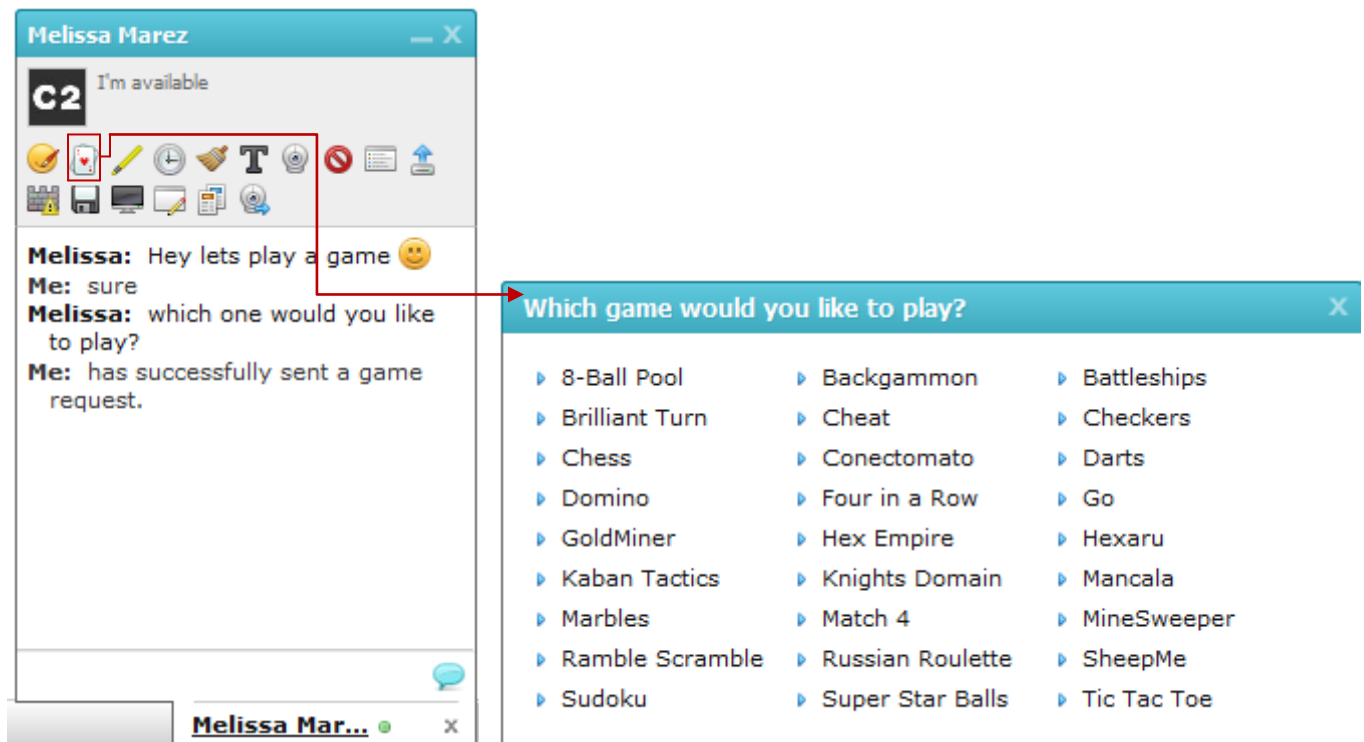


Figure 31 - Select the game that you would like to play

- Your friend can either accept or decline the game request that you have sent.
- If the game request is accepted, you will receive a message accordingly.
- Then click on the link “[Click here to launch the game window](#)” that appears in the chat box to start the game.
- As the link is clicked, game is launched in a new window.

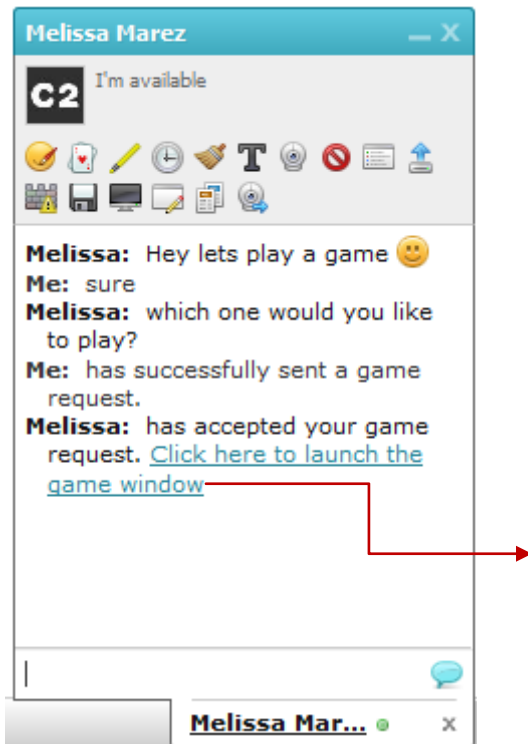


Figure 32 - Click the link to launch the game




Figure 33 - Game Window

Handwrite a Message:

It is not always necessary to type a message and then send that message to your friend, you have an alternative of using your mouse as a paintbrush where you can simply draw your thoughts and then send it to your friend.

To handwrite a message, follow the steps listed below:

- Select a friend from your friend list.
- Click on the “” button.
- A new window opens where you can handwrite a message.
- Once the message is written, click on the “Send” button to send the handwritten message.
- In the “Handwrite a message” window there are options to erase the contents and to change the width and color of the brush.

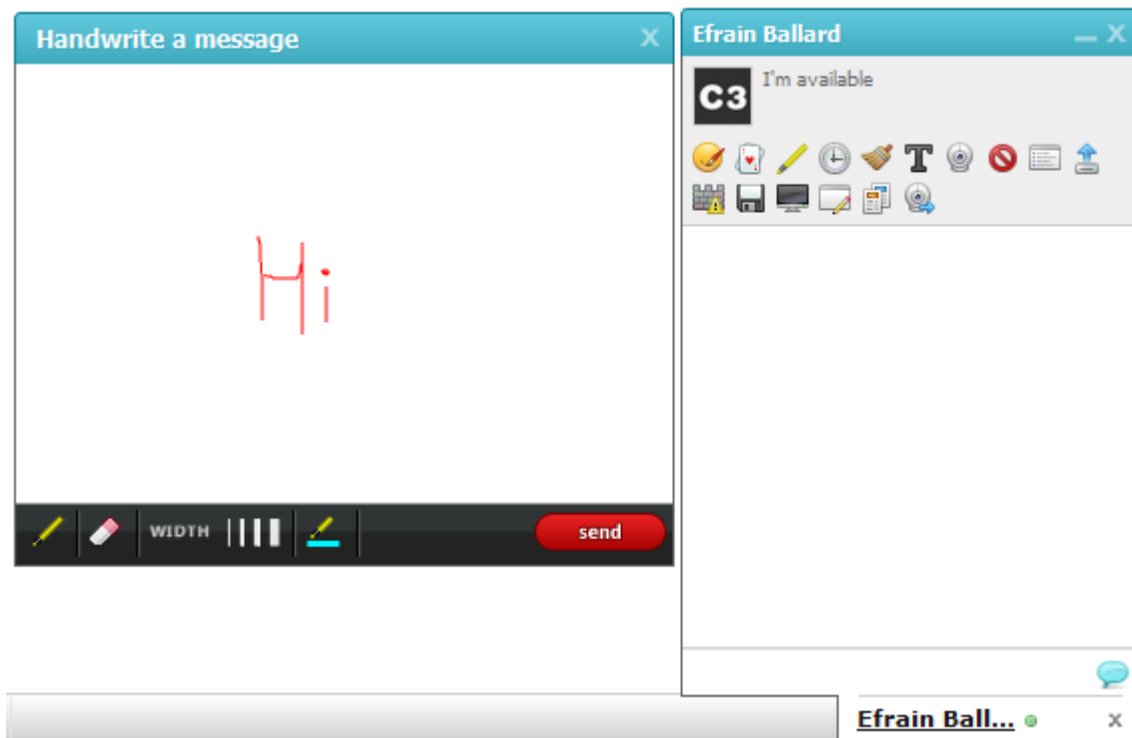


Figure 34 - Handwrite a message

Report Conversation:

You can report conversations directly to the administrator of the website if you find them inappropriate.

To report a conversation, follow the steps listed below:

- Click on the “🚩” button.
- A new window pops out where you have to type the reason for reporting a user.
- Click on the “Report User” button.
- A message “Thank you for reporting this user” will be flashed on your screen and the window will close automatically.

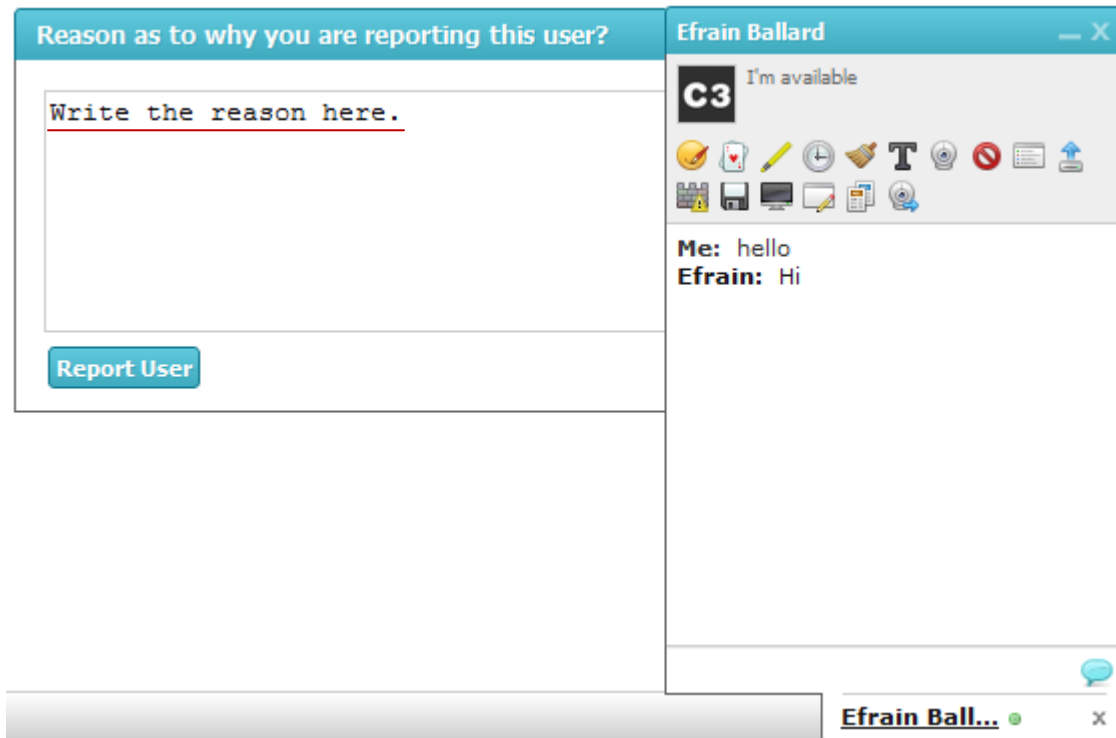


Figure 35 - Report Conversation

Save Conversation to Desktop:

You can keep local records of your chat conversation by downloading the entire conversations as text files to your desktop.

To save a conversation that you had with your friend, click on the “” button.

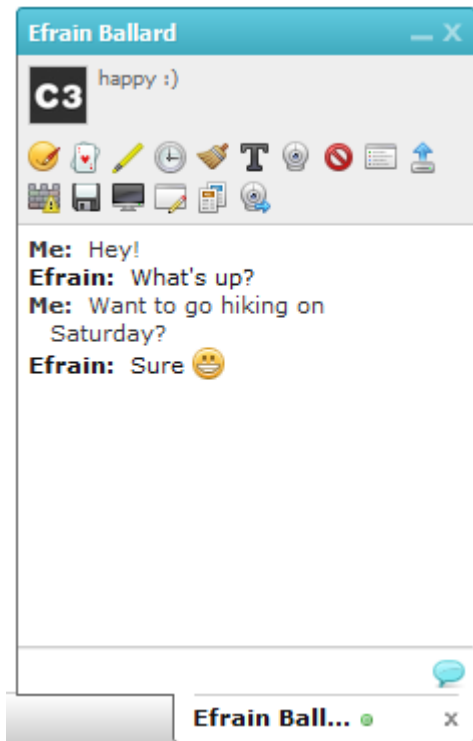


Figure 36 - Save Conversation

Conversation downloaded as text file and saved to the desktop

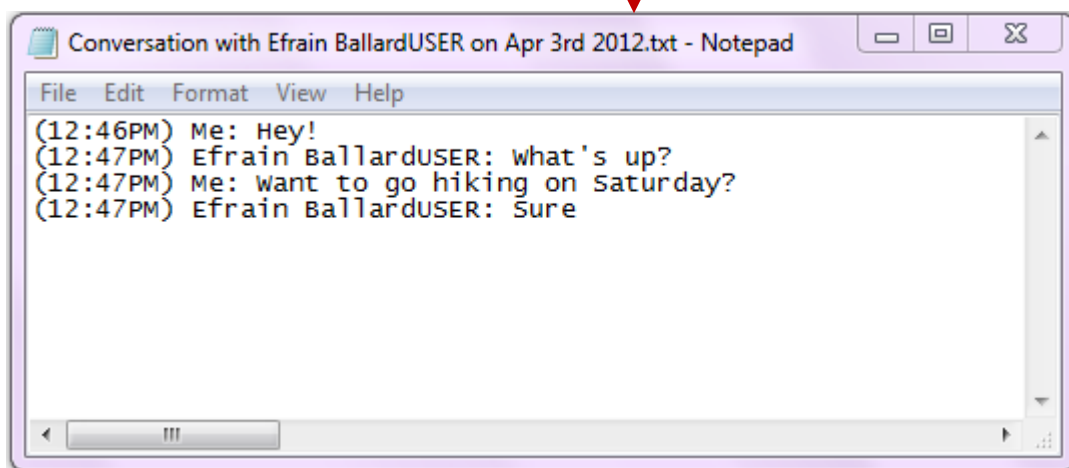



Figure 37 - Conversation downloaded as text file

Send a File:

You can quickly send a file to your friend at great ease by using the file transfer facility.

To send a file to your friend, follow the steps listed below:

- Click on the “” button.
- A new window will open where you have to select the file which you would like to send.
- Click on the “Send file” button.
- The selected file will be automatically sent. You will receive a message: “has successfully sent a file (abc.txt)”.
- Your friend will receive a message and a link “[Click here to download the file](#)” to download the file that you have sent.

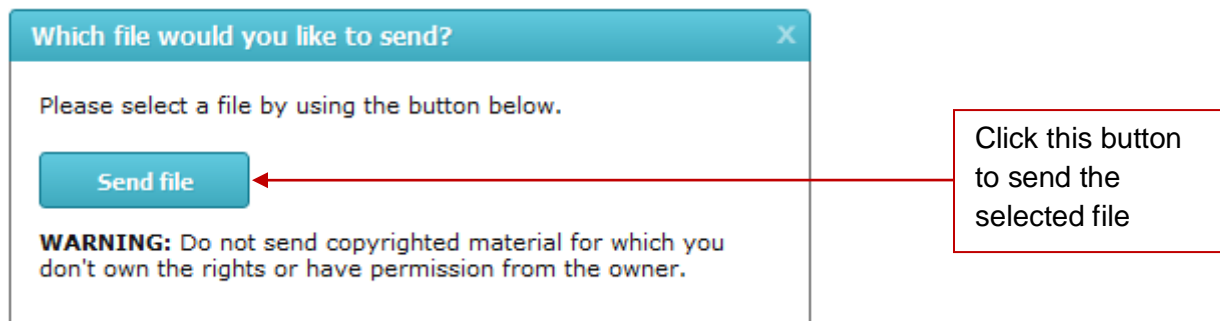


Figure 38 - Select the file that you would like to send

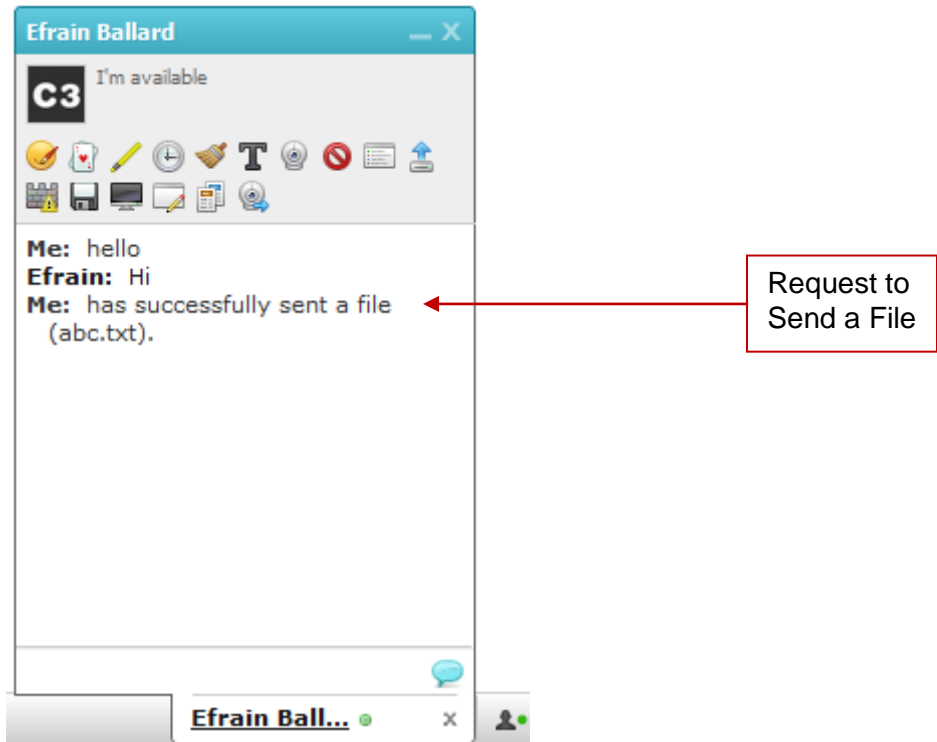


Figure 39 - Selected file sent

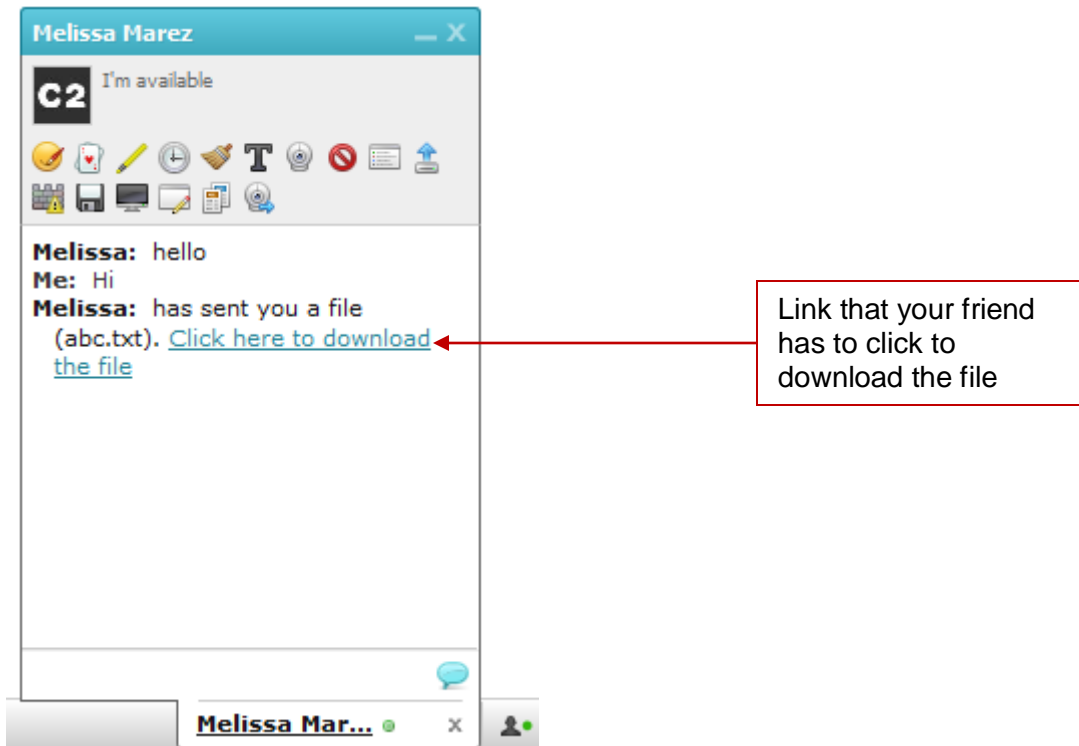


Figure 40 - Click the link to download the file

Add a Smiley:

Smileys are a fun way of expressing oneself! You can express yourself to the fullest as the Chat offers a list of smileys that you can add while chatting which will emote and make your conversation more expressive.

To add a smiley, follow the steps listed below:

- Click on the “😊” button.
- Choose the smiley which you would like to send to your friend.

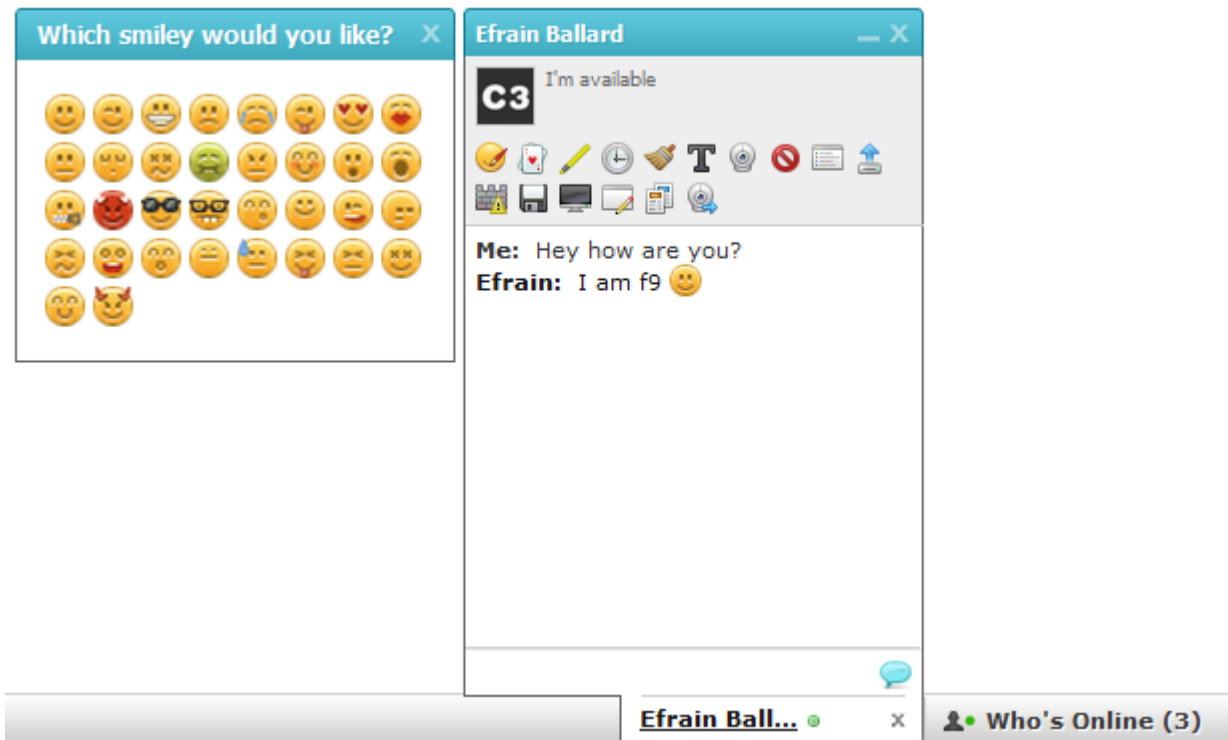



Figure 41 - Add a smiley

Color your text:

You can use different colors while chatting in Chatrooms to easily distinguish your chat from other users.

To color your text, follow the steps listed below:

- Click on the “” button.
- Choose the color which you would like to use from the options given in the pop up window.

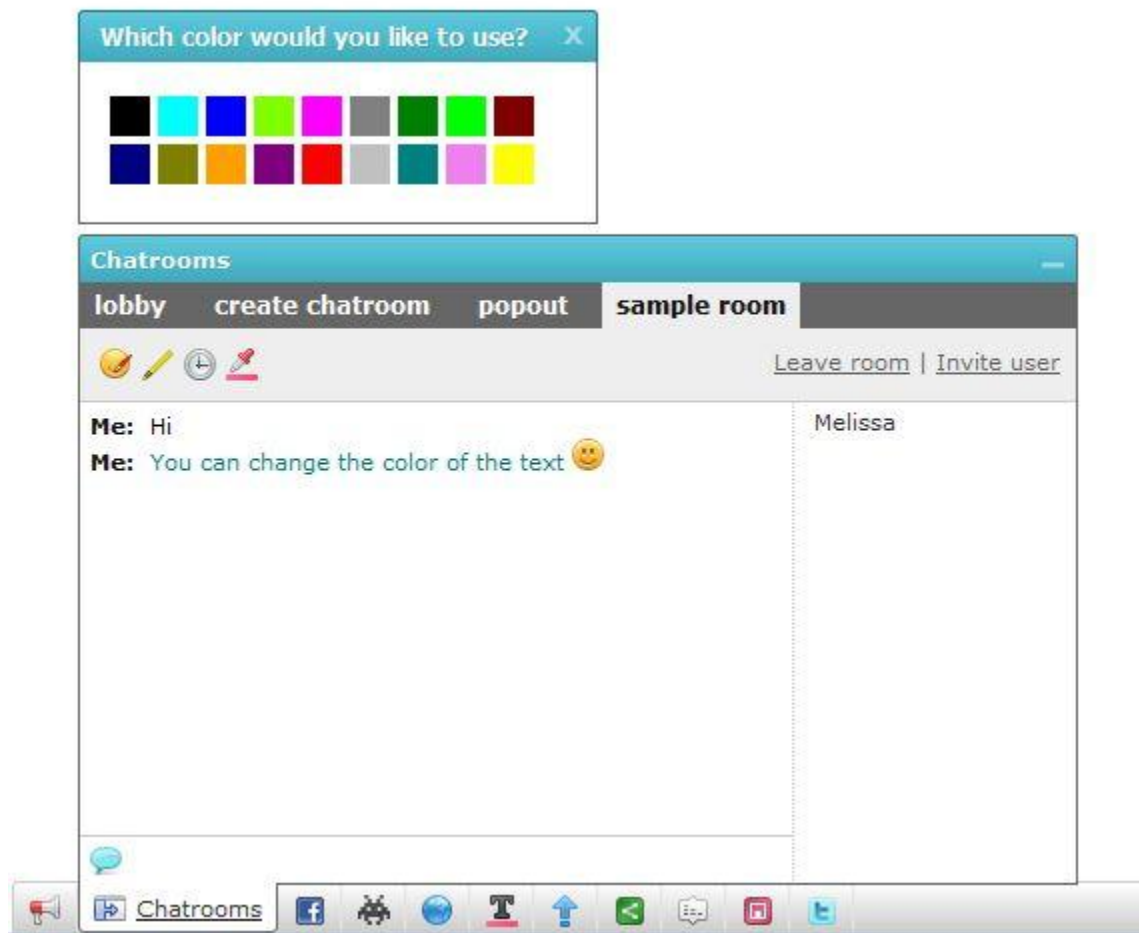


Figure 42 – Color your text

Chat Options

You can easily set your status just by selecting any one of the status options.

E.g. for I'm available, click on [• AVAILABLE](#)

Or just type and set your own status message.

You can also enable, and disable sound and popup notification by marking the check boxes respectively.

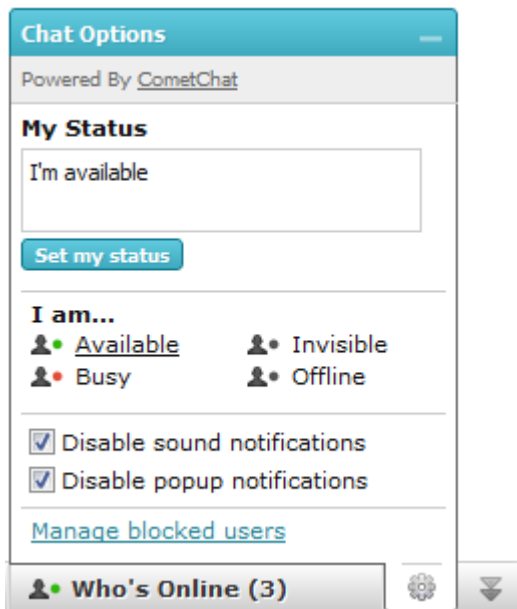


Figure 43 - Chat Option

More Features (Module)

Translate Conversations:

You can choose your native language i.e. the language in which you would like all your conversations to be translated. Once you select a language, all the incoming conversations will be automatically translated to your language.

E.g. If Melissa Marez understands only German and if Efrain Ballard types in English then she can always translate the conversation to German.

Click on the “**T**” button to translate a conversation.

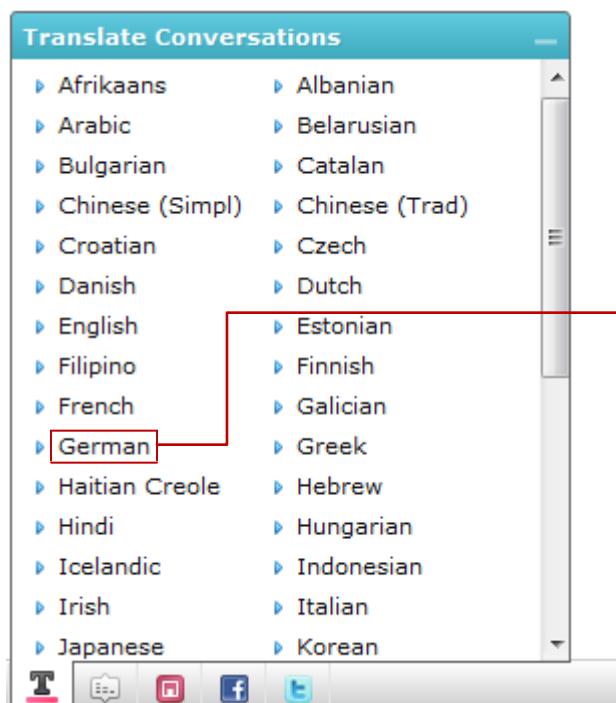


Figure 44 - Select Language

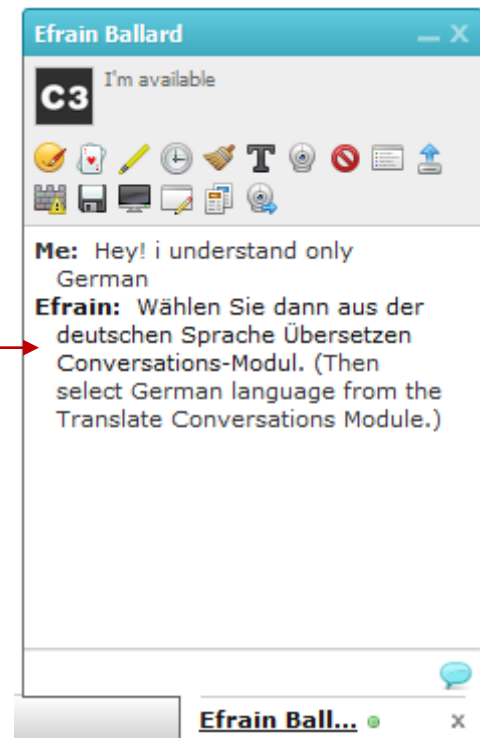


Figure 45- Conversations Translated

More Features (Plugins)

Start an Audio/Video Call:

Audio/Video Chat allows you to communicate without relying on impersonal emails and instant messages. You and your friends can use this plugin to stay in contact with each other offering a closer connection.

To begin with an Audio/Video Chat, follow the steps listed below:

- Click on the “🗎” button to send an audio/video chat request.

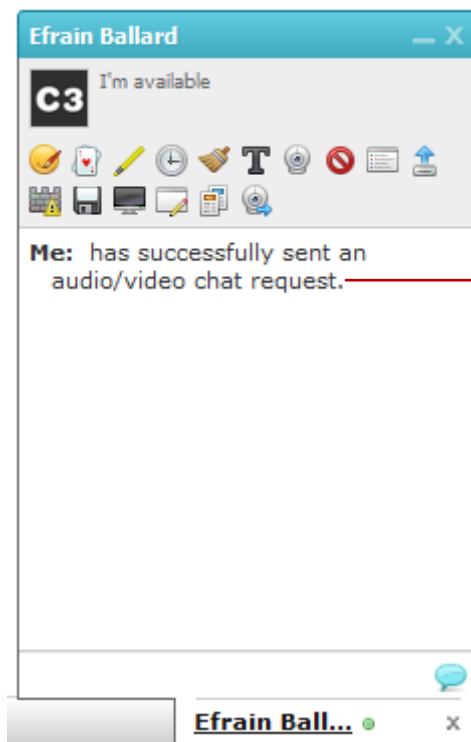


Figure 46 - Audio/Video Chat request sent

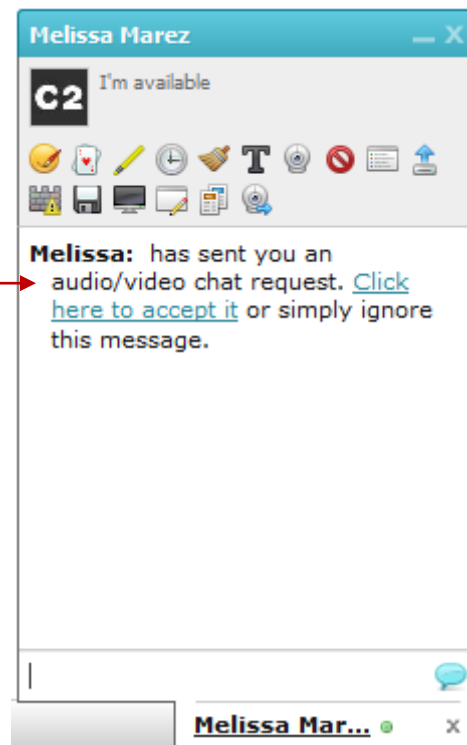


Figure 47 - Click the link to accept the AV request

- An audio/video window is launched once your friend accepts your request by clicking on the “[Click here to launch the AV window](#)” link in your chat box.

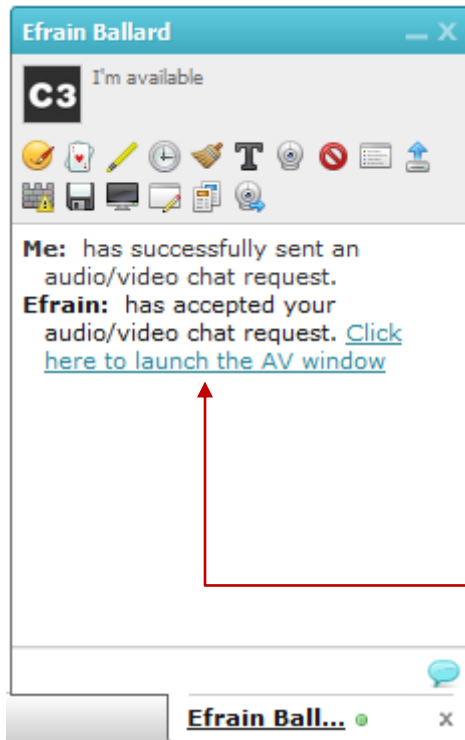


Figure 48 - Click the link to launch AV window



Figure 49 - AV window

Note: You can any time turn off the video, invite a friend or even end a call with the help of the options given in the Audio/Video Chat window.

Write in your language:

This plugin allows you to type in English and convert the text to your native language. Here you can choose from over 20 languages.

Transliteration offers to represent (letters or words) in the corresponding characters of another alphabet.

Note that this is not same as translation; it is the sound of the words that are converted from one alphabet to the other, not their meaning.

To transliterate, follow the steps listed below:

- Click on the “**T**” button and choose your language
- Write in your language in the space provided.
- Click on the “Send” button after writing your message.

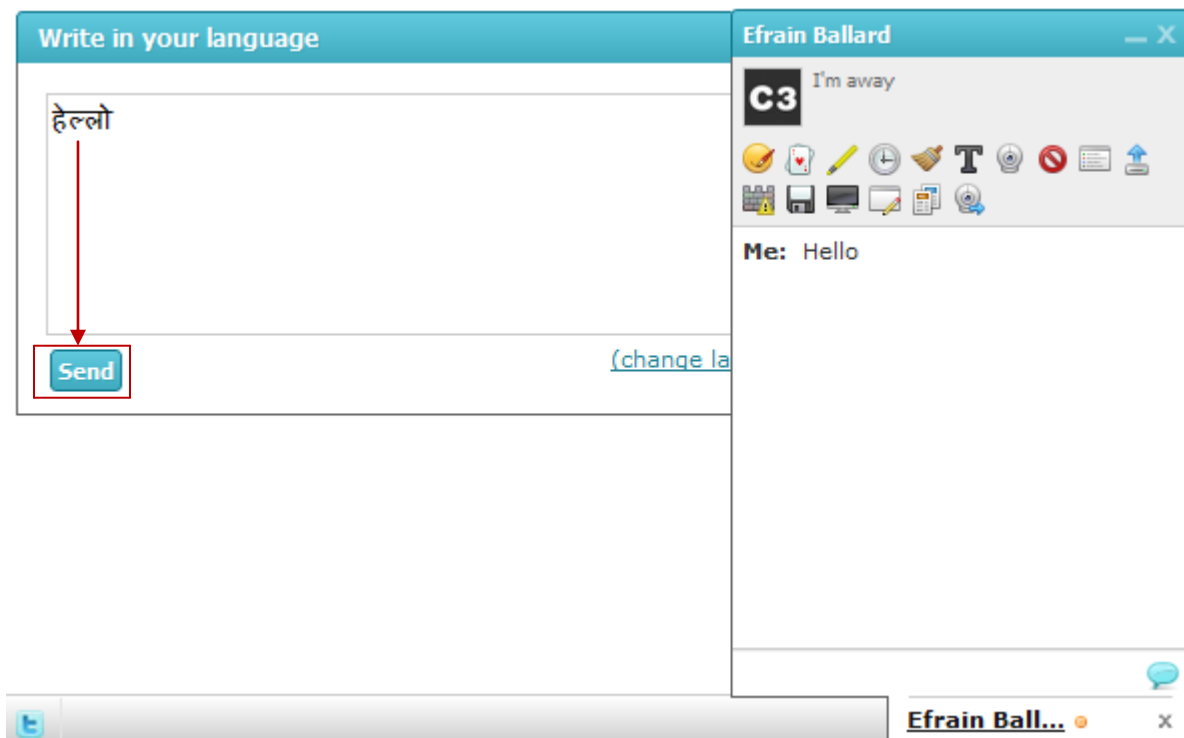


Figure 50 - Write in language

- To Change the language click on the “(change language)” button.
- A window pops out and you can select the language accordingly.

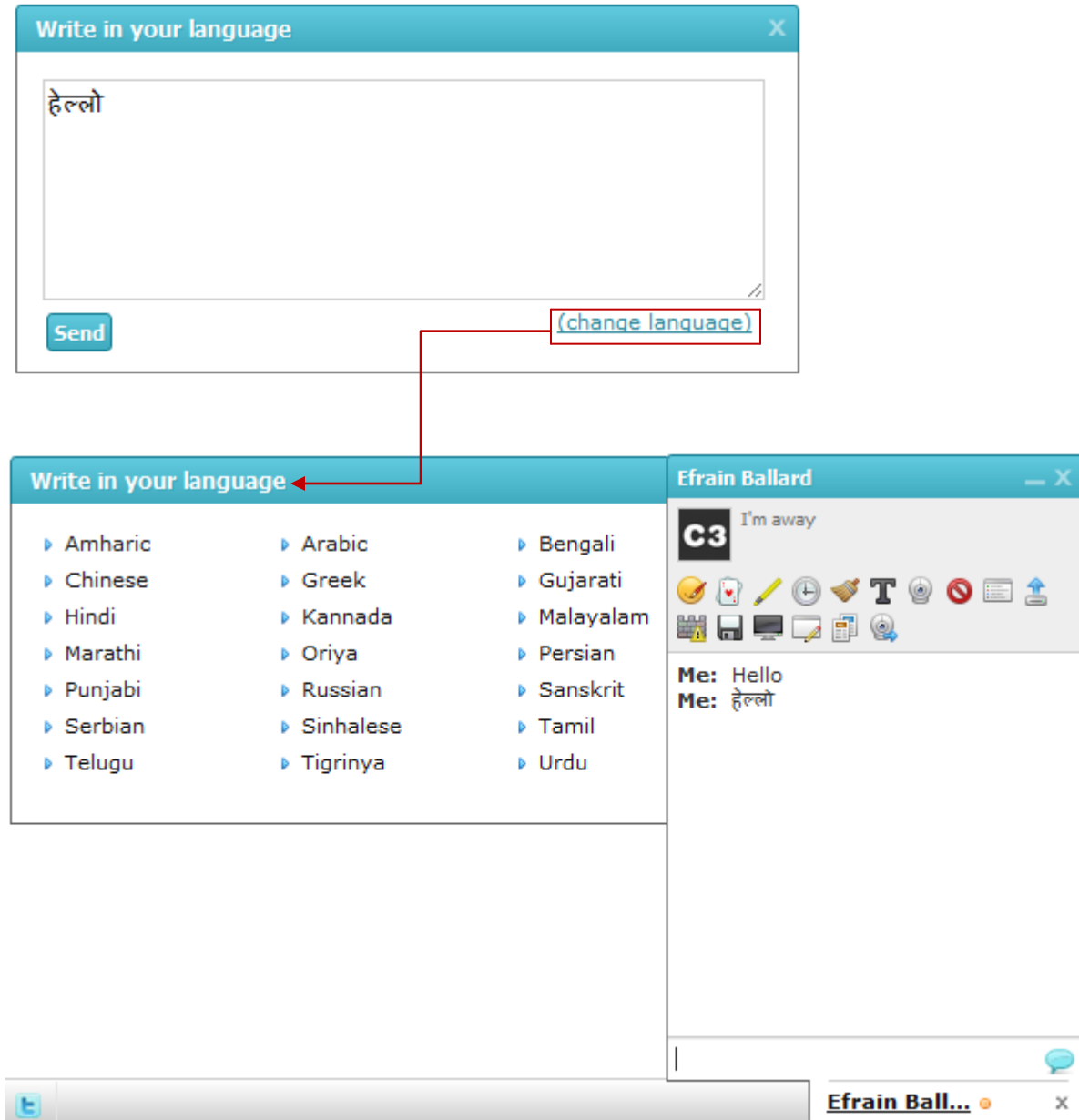



Figure 51 - Change Language

Share a Whiteboard:

You can share thoughts with your friends by drawing on a collaborative whiteboard.

To share a whiteboard, follow the steps listed below:

- Click on the “” button to share a whiteboard. A whiteboard request will be sent to your friend.
- Your friend has to click on “[Click here to view](#)” link to view the whiteboard.

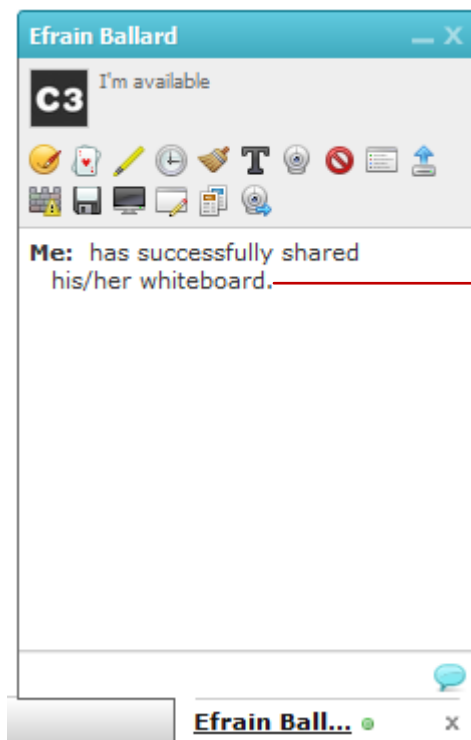


Figure 52 – Share Whiteboard

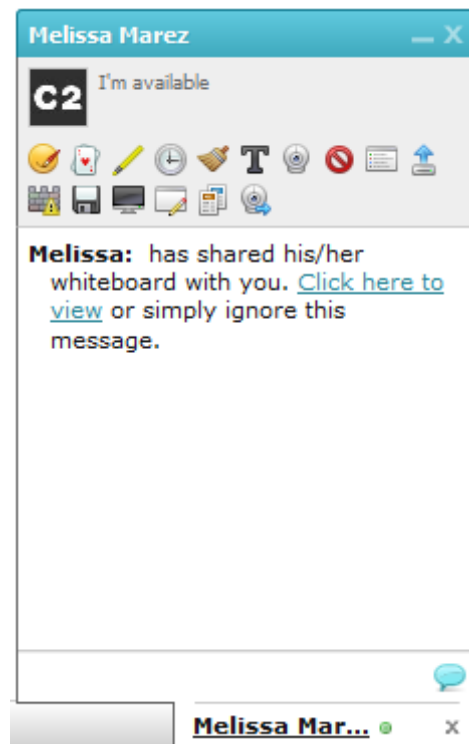


Figure 53 – Click here to view Whiteboard

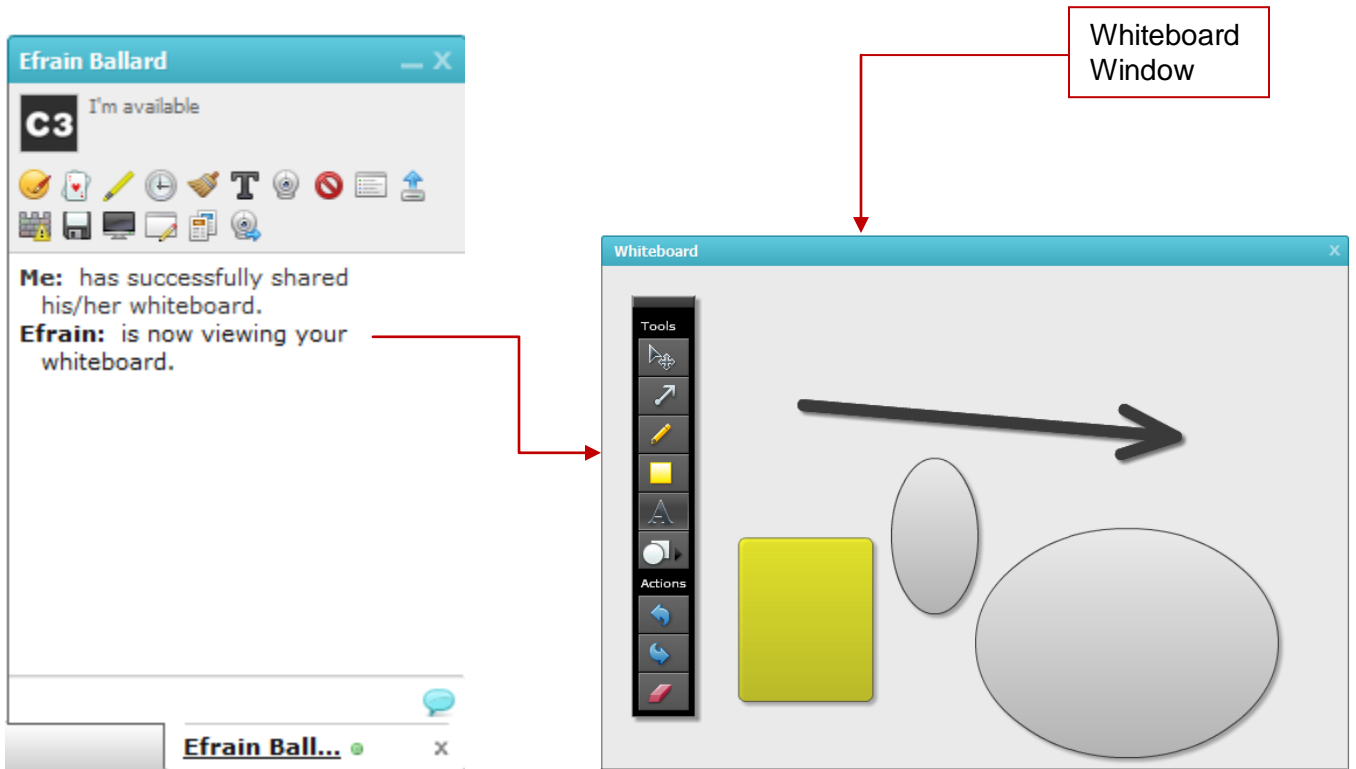


Figure 54 – Whiteboard Window

Note: In white board there are various tools with which you can work efficiently.

Share a Collaborative document:

You have the option to collaborate together with your friends to work on a document with the help of the Writeboard plugin.

To share a Writeboard, follow the steps listed below:

- Click on the “📄” button.
- A writeboard request will be sent to your friend.
- Your friend has to click on “[Click here to view the document](#)” link to view the same document.

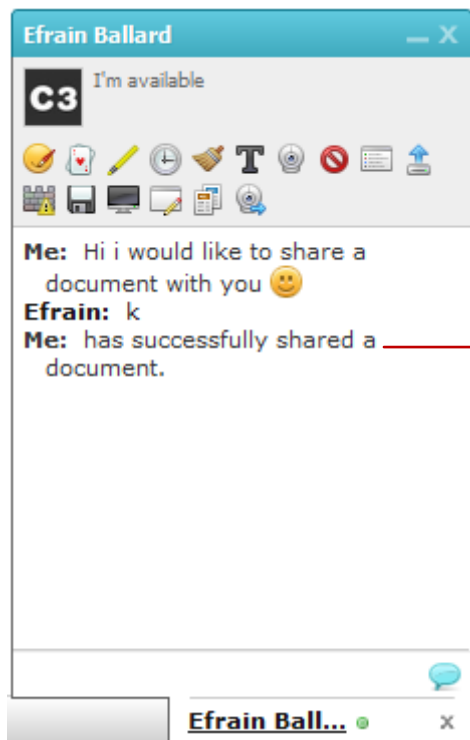


Figure 55 - Share a Document

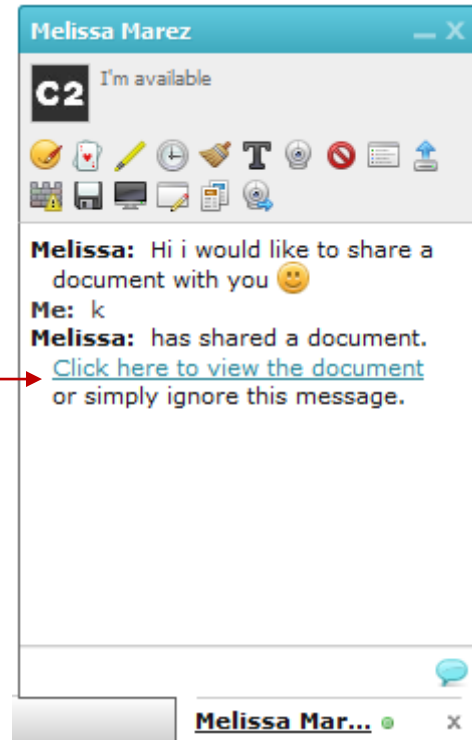


Figure 56 - Click here to view document

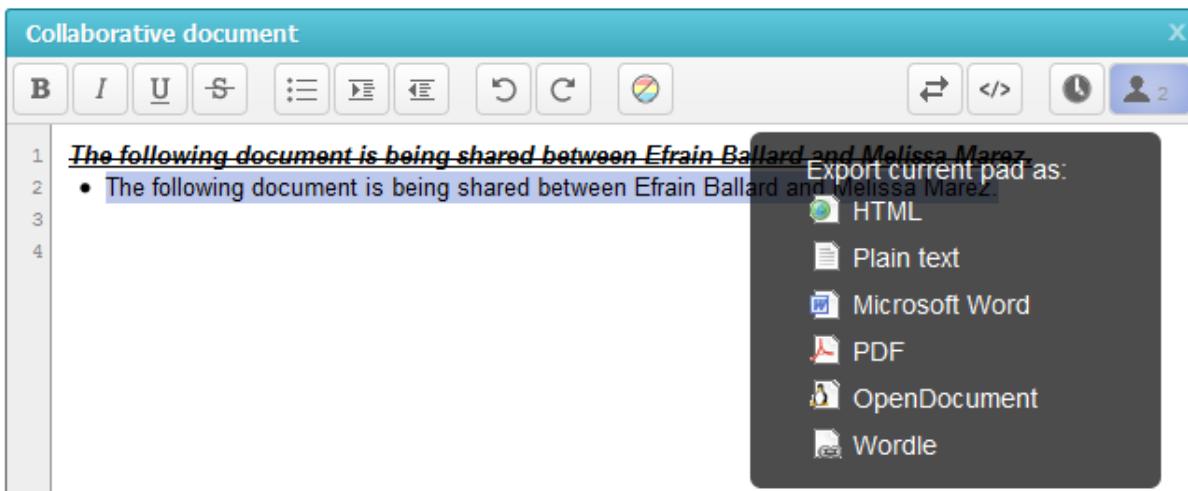


Figure 57 - Shared Document

Note: In this shared document there are various options that are listed below.

- Bold: To bold the text.
- Italic: To change the style of the font.
- Underline: To underline the text.
- Strikethrough: To strikethrough the text.
- Toggle Bullet List: To bullet the text.
- Export the contents of this document to different formats.
- Share and embed the pad.
- Number of online users.

Share my screen:

Quite simply, screen sharing is the act of sharing your desktop with another user who is operating another computer.

If you are in any other location, you still have the option of collaborating with your friends by sharing your desktop to work together (i.e. PowerPoint presentation, word document, images etc).

To share a screen, follow the steps listed below:

- Click on the "🖥️" button.
- Select the area which you would like to share with your friend.

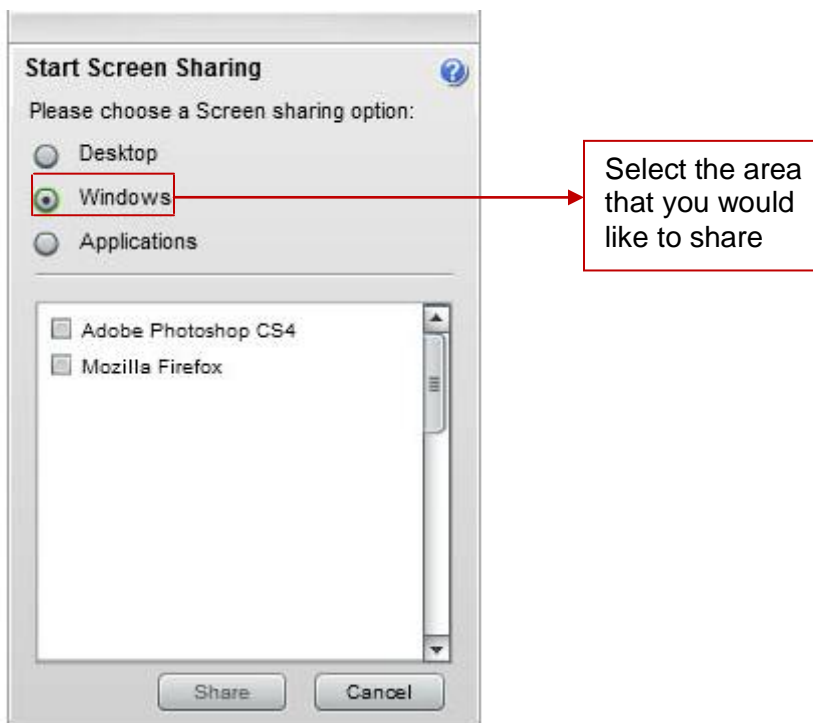


Figure 58- Start Screen Sharing

- A screen sharing request will be sent to your friend.
- Your friend has to click on the “[Click here to view his/her screen](#)” link to view the screen.

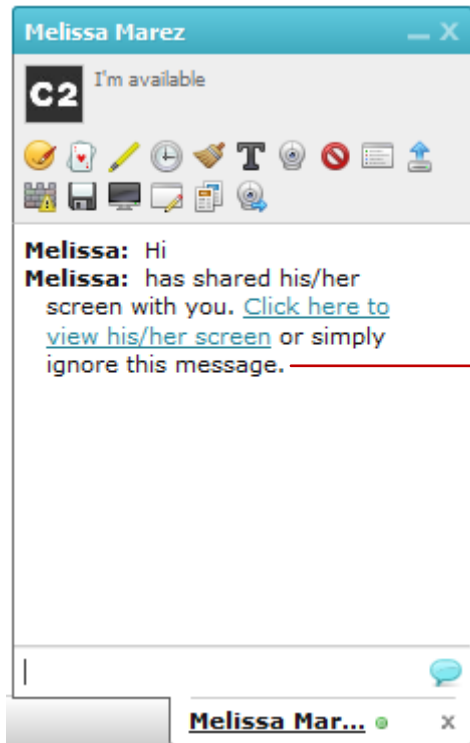


Figure 59 - Click to view Screen

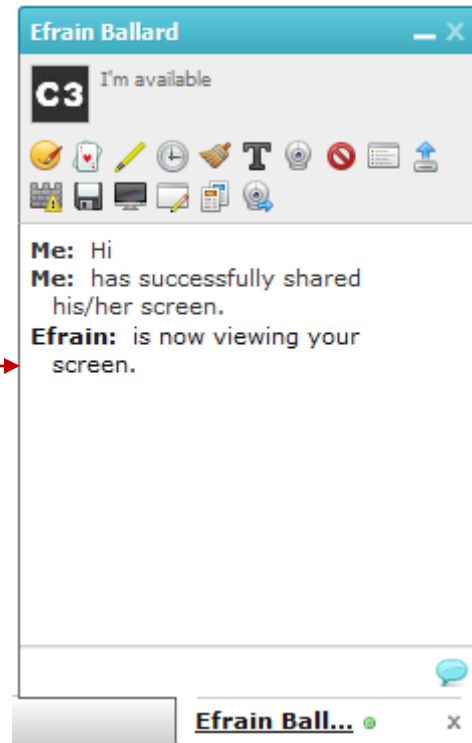
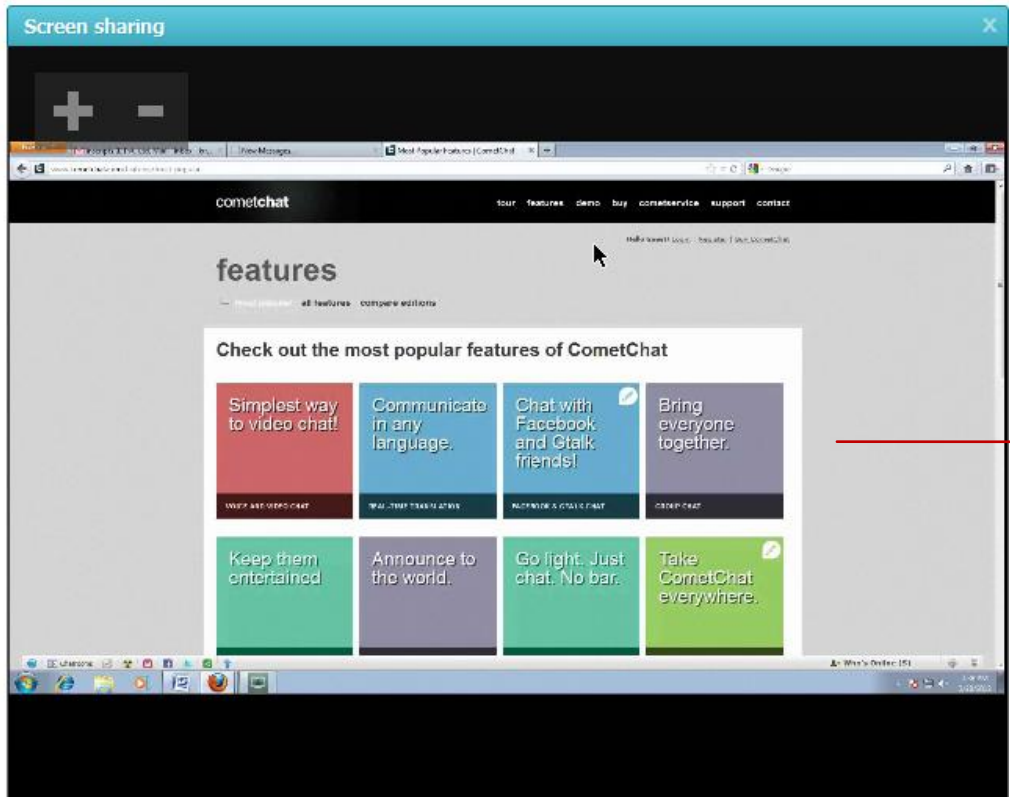


Figure 60 – Screen share request accepted



Efrain is now viewing the web page shared by Melissa.

Figure 61 - Screen Sharing Window

More Features (Extensions)

Connect to Facebook/Gtalk:

To chat with your Facebook and Gtalk friends, follow the steps given below:

- Click on the “Who’s online” Tab.
- In the “Who’s Online” window, click on the “Connect to Facebook/Gtalk” button.

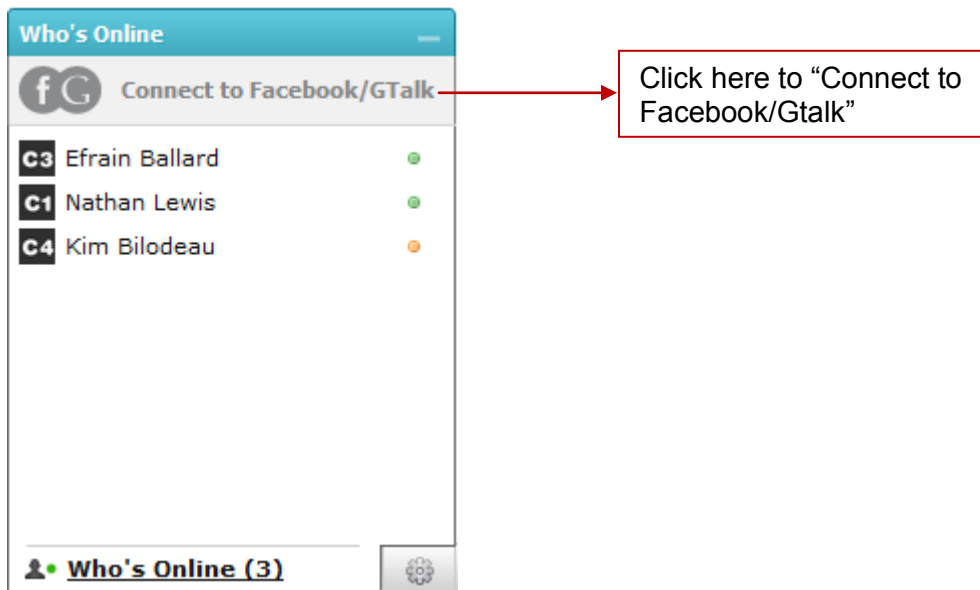


Figure 62 - Connect to Facebook

- A new window opens when you click on the “Connect to Facebook/Gtalk” button.
- To connect to Gtalk Chat, enter your user name and password in the space provided and click on the “Signin to Gtalk” button.
- To connect to Facebook friends, click on the “Login with Facebook” button.

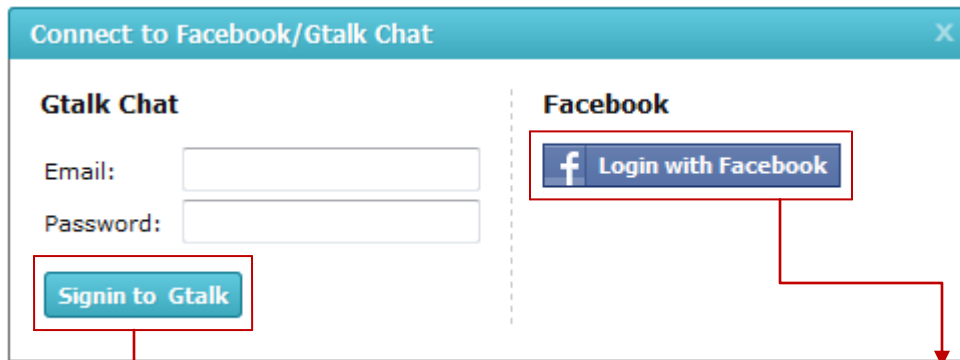


Figure 63 - Login to Gtalk/Facebook Chat

Click on this button, to chat with your Facebook friends

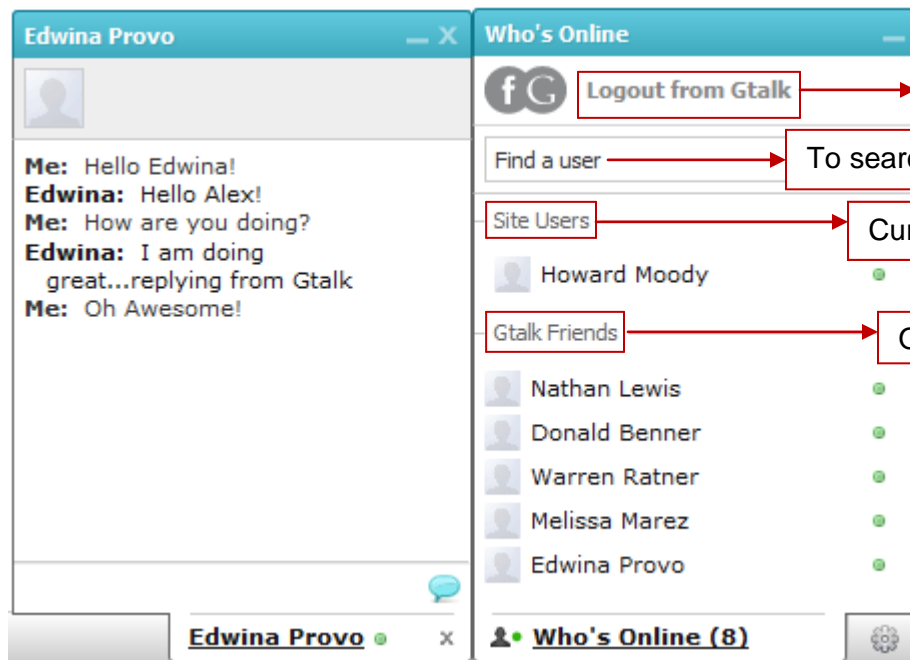


Figure 64 - Gtalk chat

Click to logout from Gtalk

To search online Gtalk friends

Current online users on this website

Online Gtalk friends

Mobile Web Apps

If you rely on mobile devices for communication, then you don't need to worry about the same. Now Chat tool bar can be integrated with iPhone, Blackberry, Android and other mobile phones.

All your online friends and those who have logged in using mobile devices will be available to chat.



Figure 65 - Mobile Web Apps

Note: If you are using mobile devices for chatting, then all plugins (except smileys) and modules will be disabled.

Frequently Asked Questions

1. I missed out on an announcement. How to view it?
 - You can always view old announcements by clicking on the Announcements module on the chat bar.

2. I am not able to understand the language used by the other user?
 - You can always click on the “Translate conversations” module and select the language which you understand. All future conversations with that user will be translated to the language which you have chosen.

3. I need to change my status?
 - Click on the “Chat options” button and type in your current status and then click on the set my status option.

4. How to unblock a user?
 - Click on the “Chat options” button located besides the “Who’s Online” tab.
 - Then click on the “[Manage blocked users](#)” link and select the user you would like to unblock.

5. How to change the look of the chat bar?
 - Click on the change theme module and select the theme of your choice from the given options to change the look and feel of the chat bar.

6. What is the difference between Single player games and play a game?
 - “Single player games” is a module which can be used by a single online user to play a game “Play a game” is a plugin which can be used for multi player games i.e. two or more online users can play a game with each other.


7. I accidentally cleared my conversations with my friend?
 - You can always view your previous conversation by clicking on the “View Chat History” option.

8. Someone is sending me spam messages?
 - You can always notify the administrator of the website about such online users by simply clicking on the “Report Conversations” plugin and writing a valid reason in the text area provided in “Report Conversation” window.

9. How can I set my status message?
 - To set a status message, click on the “Chat Option” on the chat bar.
 - Then click on the “Set my status” button to set or type your message in the area provided.

10. How can I create my own chat group?
 - To create your own chatroom, click on “create chatroom” tab in the chatroom module. Select “Password-protected room” from the “Type” dropdown box and set a name and password for the chatroom accordingly.

11. How can I translate the entire web page?
 - Click on the “Translate Page” module, a window opens. Now choose the language in which you would like to view the page.


12. How do I save a conversation to my desktop?
 - To save a conversation that you had with your friend, click on the “” button.

13. How can I view my friend’s profile?
 - To view your friend’s profile, click on your friend’s profile name or avatar in the chat box.

14. How can I share my screen with my friend?

- Click on “Share my screen” plugin.
- Select the area that you would like to share.
- A request will be sent to your friend. Your screen will be shared as your friend accepts your request.

15. How can I share a document with my friend?

- Click on the “” button to share a document with your friend.
- A request will be sent to your friend.
- Once your friend accepts your request, your document will be shared with your friend.