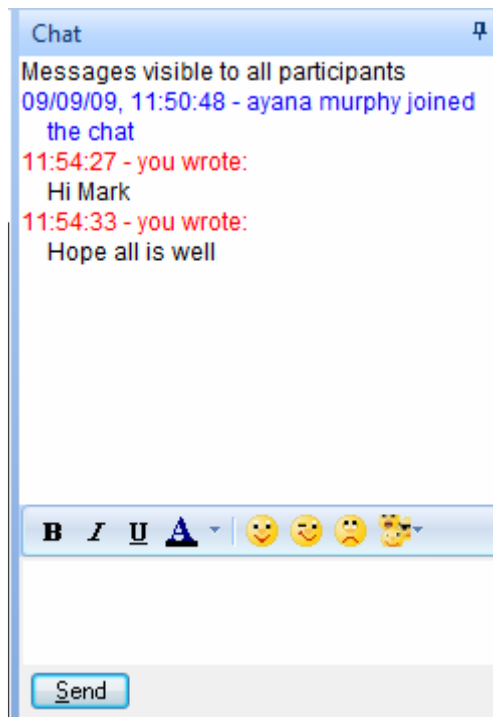





Chat and Instant Messaging

Elluminate VCS has a text chat tool and an instant messaging tool. Chat is used to transfer text messages to the participants of a videoconference when you are in an active session. If you want to send messages to subscribers who currently are not in a conference with you, use the Instant Messaging feature.

Sending Chat




To send a chat text:

1. On the **General** tab, click the  button (you must be in an active conference to use this feature). The **Chat** window opens in the workspace.
2. Select the recipient of the message in the **Send to** dropdown list . This option is only available during multi-party calls. Enter the text you want to send into the text box located in the lower part of the dialog.
3. Click the **Send** button or by press Alt + S (or Ctrl + Enter). The Chat window opens automatically for all conference participants.

Note:

- You can format your text using the formatting controls located above the text box
- Chat messages are displayed with a time stamp


Hiding the Chat Window

1. Click the  **Autohide** button in the top left corner to hide the **Chat** window
2. Click the **Chat** tab located on the side of the workspace to unhide the **Chat** window

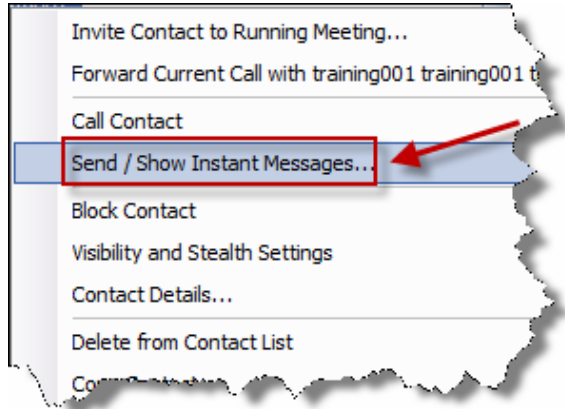
Sending an Instant Message

Instant messaging lets you transfer text messages outside the context of a session. You can text message users who are not participating in a conference. The messages are delivered immediately the next time the user logs on.

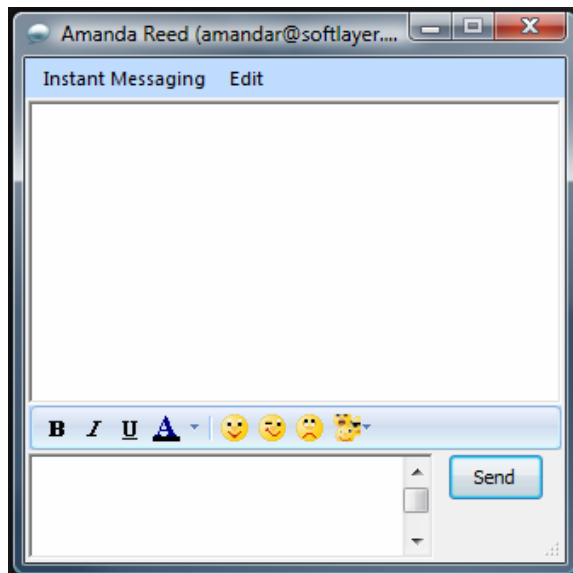
To send an Instant Message:

1. From the Elluminate VCS client, right-click on a contact name and select **Send / Show Instant Messages ...** or click the  icon

that appears when you hover over contact's name. The Instant Messaging dialog box opens.



2. Enter the text you want to send in the text box situated in the lower part of the dialog box. It can be formatted using the formatting controls located above the text box.




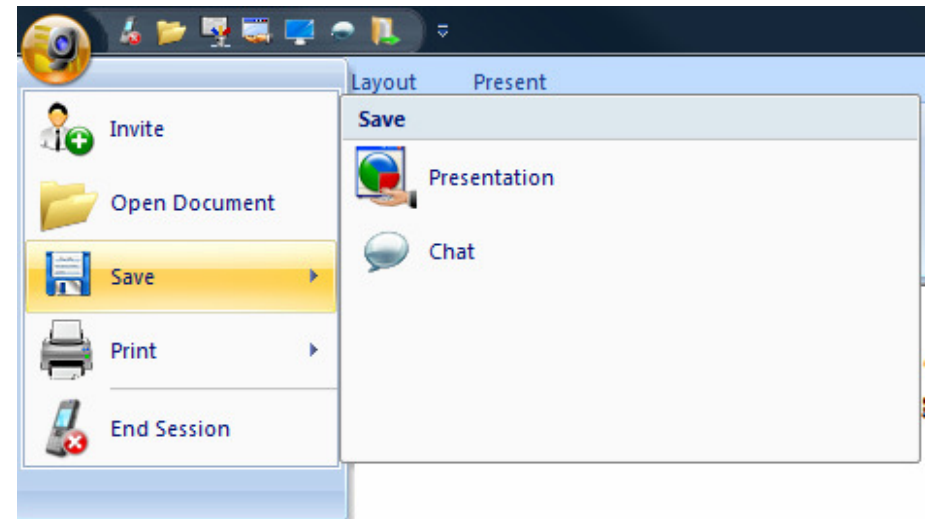
3. Send the contents of the input field using the **Send** button or by pressing **Alt + S** (or **Ctrl+Enter**).

Note:

- The arrival an instant message is signaled by a text bubble in the tray bar and by an instant messaging window appearing (depending on the system's configuration).
- Instant messages are displayed with a date / time stamp

To Save a Chat Conversation:

1. Click the  button in top right corner of the session window.



2. Select **Save, Chat**. The **Save As** dialog box appears
3. Select a location to save the file, enter the **File Name** and select the **File Type** (.rf, .txt or .html)
4. Click **Save**.