



Learning Guide



Includes: _____

eZconference

eZdesktop

eZ messenger

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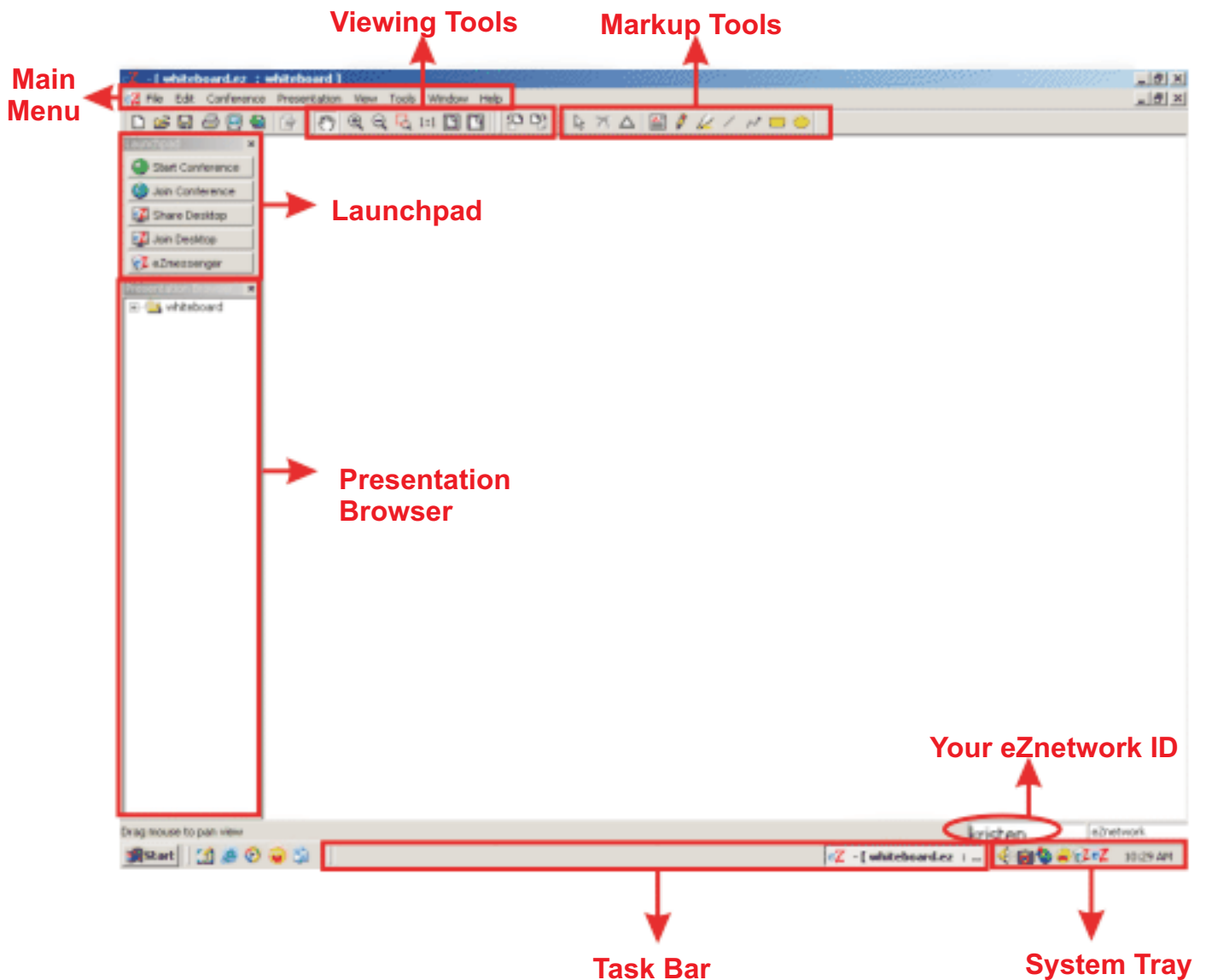
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Getting Started with eZ!

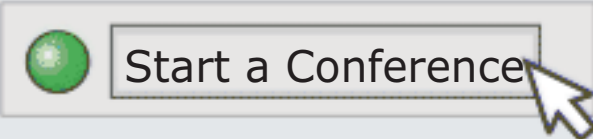


Select the eZ icon on your desktop. When eZ opens you will notice to your left under the main tool bar, there are a series of buttons called the Launchpad. From the launchpad you can launch eZconference, eZdesktop and eZmessenger.



Conferencing Basics

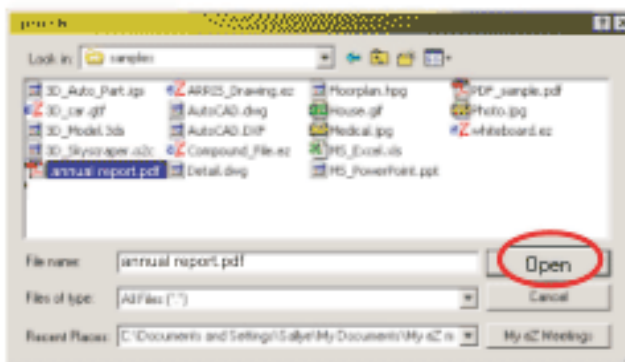
Start a Conference



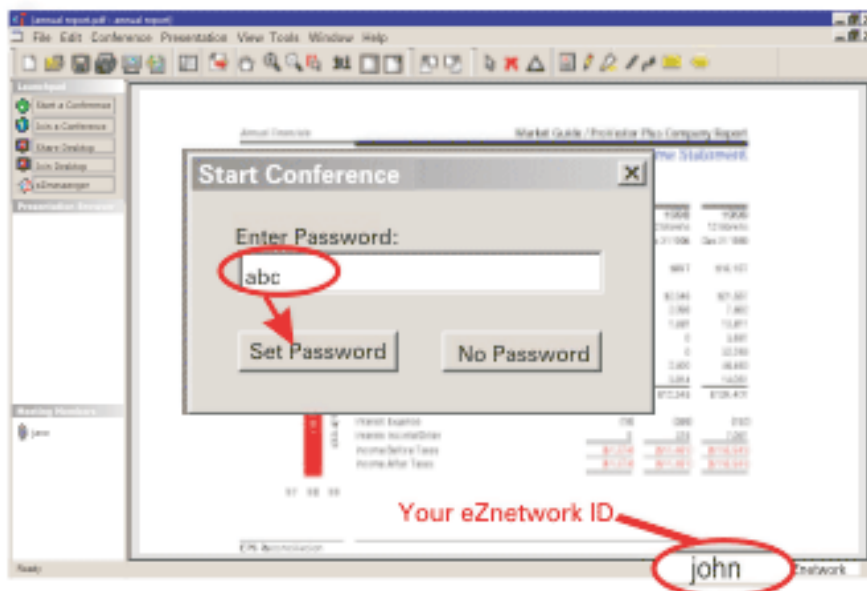
The eZlaunchpad allows you to quickly and easily start a conference. A conference can occur over your LAN (Local Area Network) or over the eZnetwork. You must have an active internet connection to connect via the eZnetwork, if not eZconference will default to LAN.

Select the Start Conference button on your eZlaunchpad. The select Document dialog box will appear and you are given the option of Starting a Conference with a File, a New White Board or choose from a list of Recently Used files.

In the example below, The Open File option was selected and a file was chosen.



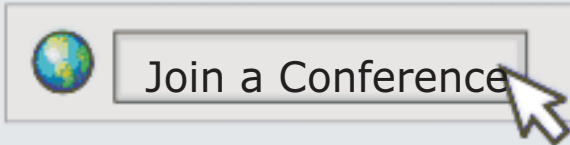
The file chosen will open in eZconference and you will be prompted to enter a password for your conference. Enter the password and select "Set Password." Others can now join your conference. People joining your conference will need your eZnetwork ID and conference password.



note

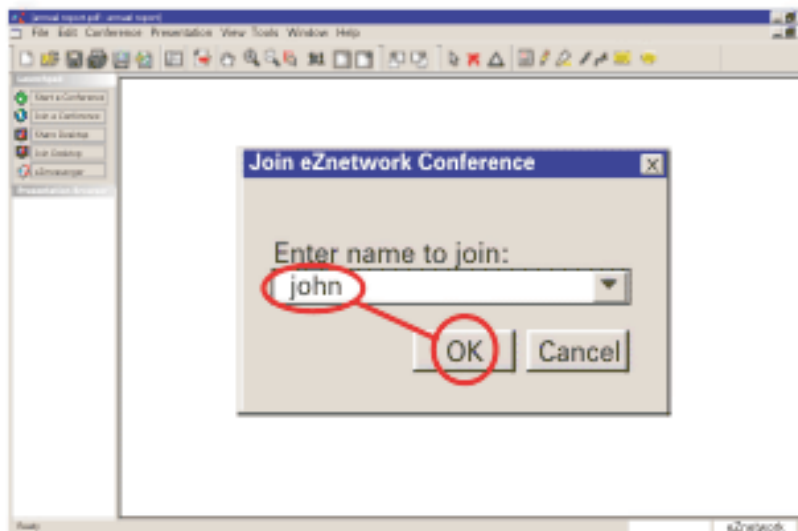
All conference participants can markup, annotate, etc. the conference document. Participants can also add documents to the conference, creating an .eZ compound file. Only the host of the conference can print or save the conference document.

Join a Conference

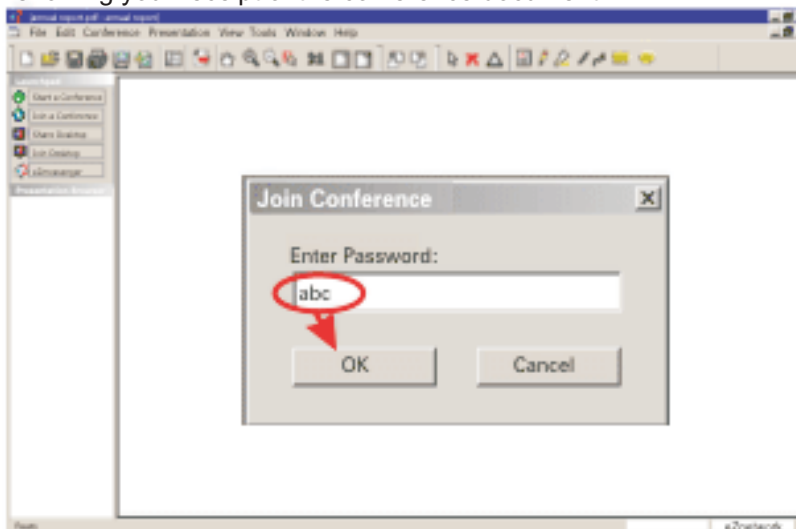


The eZlaunchpad allows you to quickly and easily join a conference. A conference can occur over your LAN (Local Area Network) or over the eZnetwork. You must establish an active internet connection before joining a conference via the eZnetwork.

Select the Join Conference button on your eZlaunchpad. Enter the eZnetwork ID of the person hosting the eZconference and select "OK."
(If joining over the LAN, you will enter the hosts LAN ID)



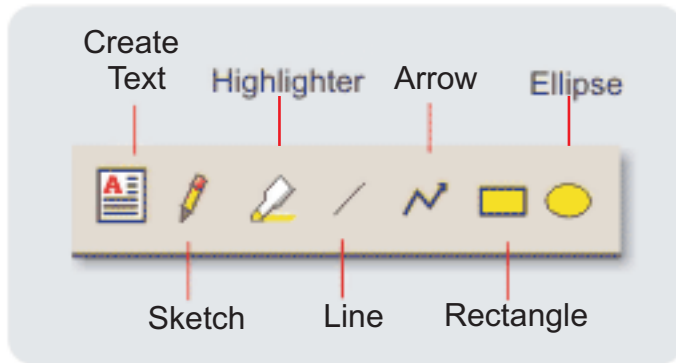
Enter the conference password and select "OK." A status bar will appear showing your receipt of the conference document.



note

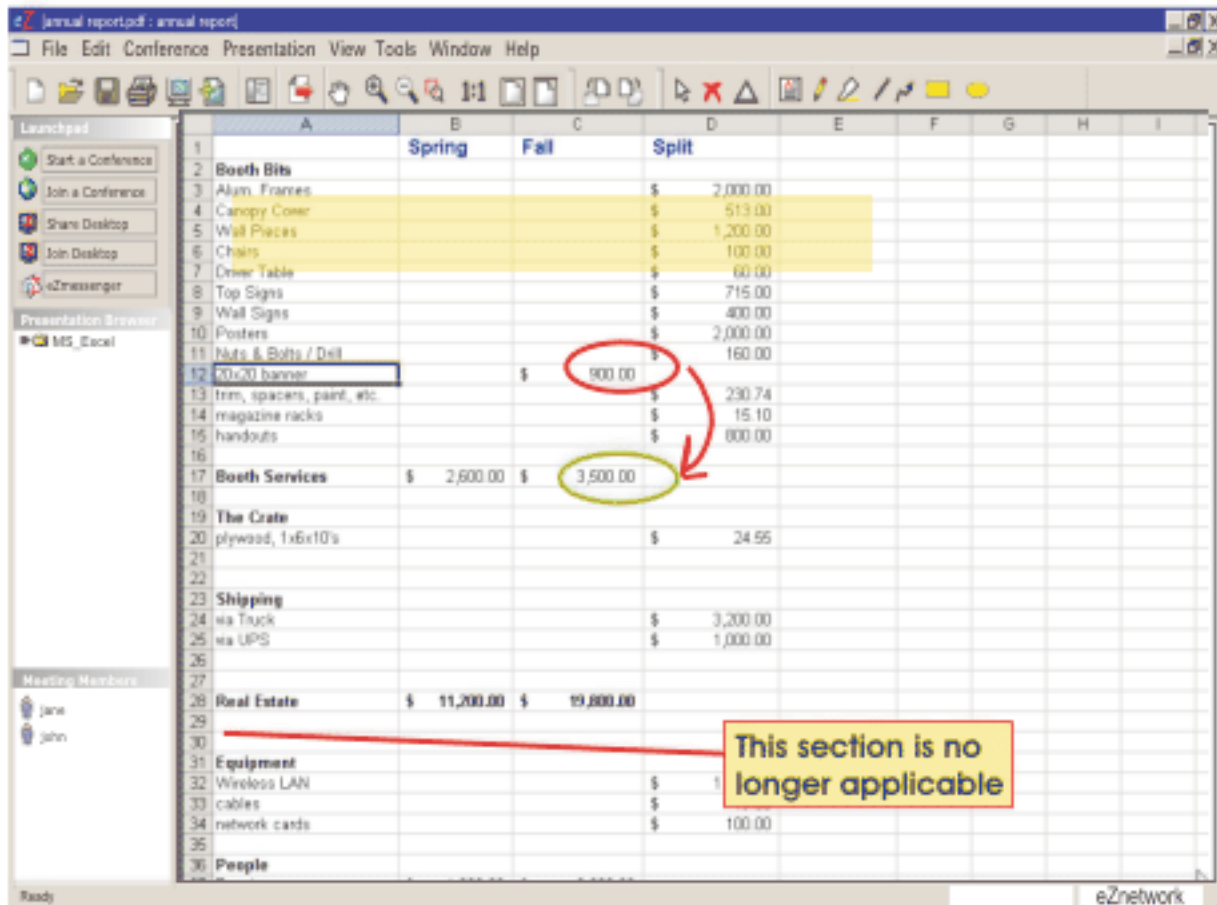
All conference participants can markup, annotate, etc. the conference document. Participants can also add documents to the conference, creating an .eZ compound file. Only the host of the conference can print or save the conference document.

Marking up the Conference Document



The markup tools are located on the main toolbar. All conference members can interactively draw lines, create text, highlight, etc. and everyone sees each others markups immediately. When you select a tool, the Area Properties Dialog Box will appear, allowing you to select the color, etc. for each tool. To see a complete overview of the Markup Tools go to **page 23**.

Additional markup tools are available in the **Advanced Toolbars**, which can be opened by choosing Tools/Options/Advanced Tools. The Advanced Tools open by default when you open a 3D Model.



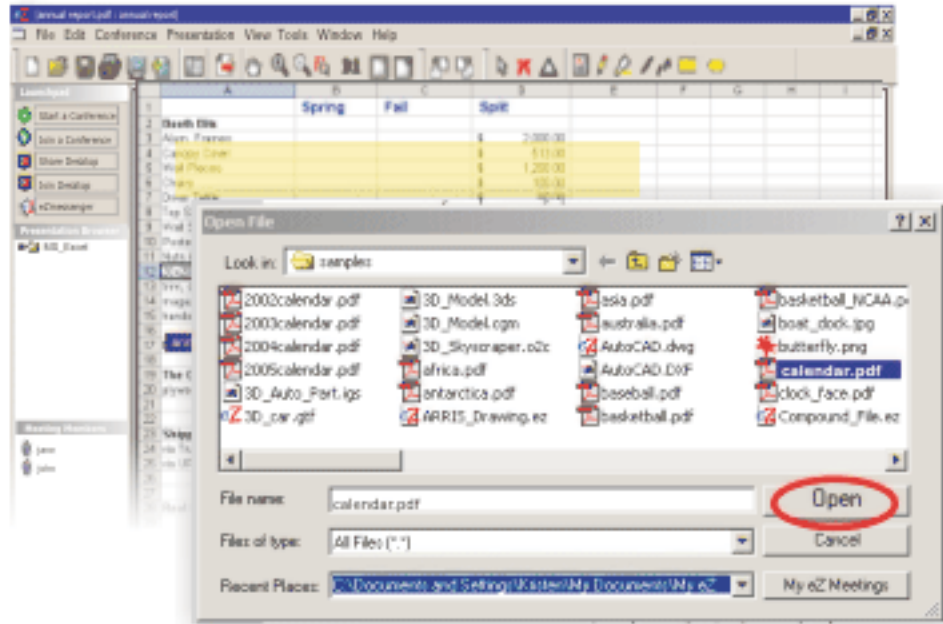
note

The conference markups can be saved by the conference host. These markups can be saved with the document by simply selecting the "Save" or saved separately by choosing "File/Export Markup as CGM." To clear all markups before saving, select Edit/Clear on the main menu.

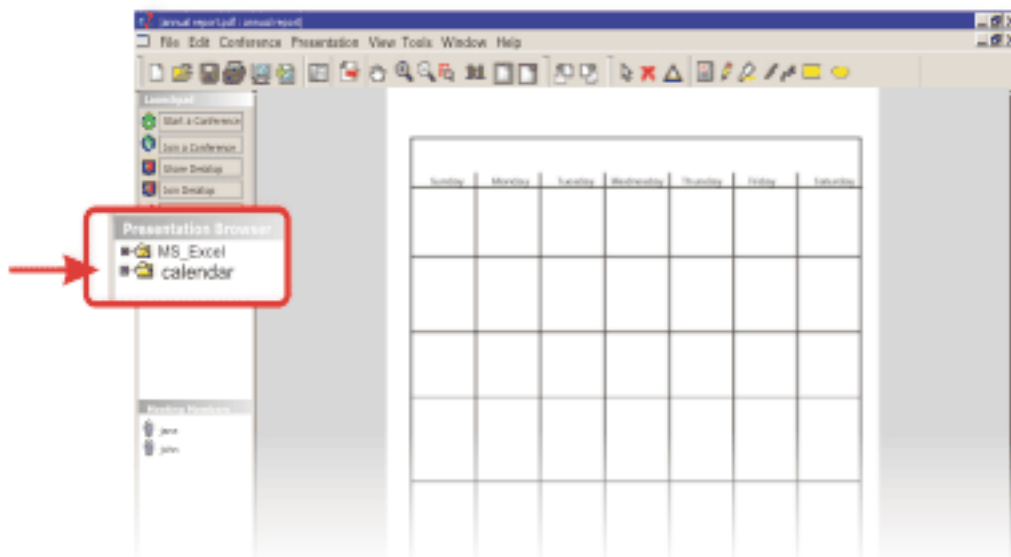
Inserting Files into the Conference



Any conference participant can insert a file into the conference. To Insert File into the current conference. Select the “Insert File” button. This will open the “Open File” dialog box. Select a file and click “Open.”



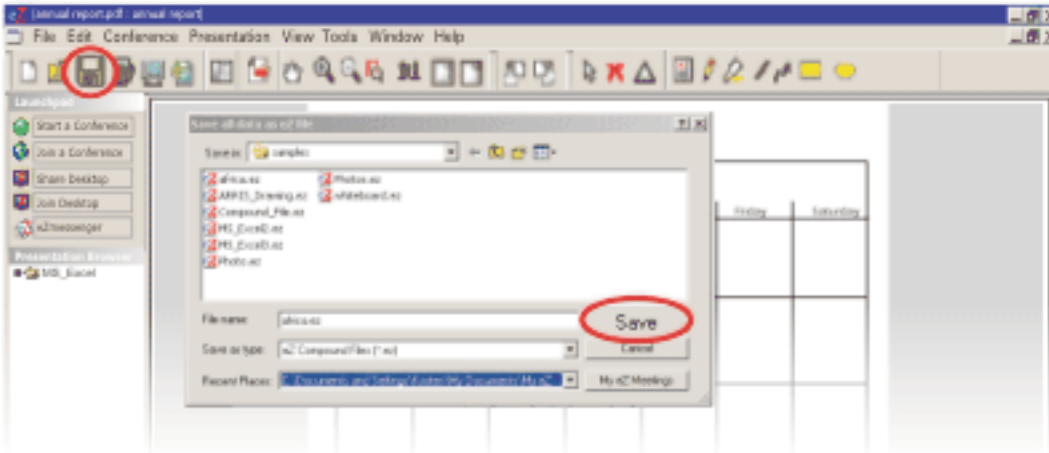
The file you selected has been inserted into the conference. The file name now appears in the Presentation Browser window on the left of your screen. All conference members will see the newly inserted file immediately.



Saving, Printing & Exporting the Conference Document

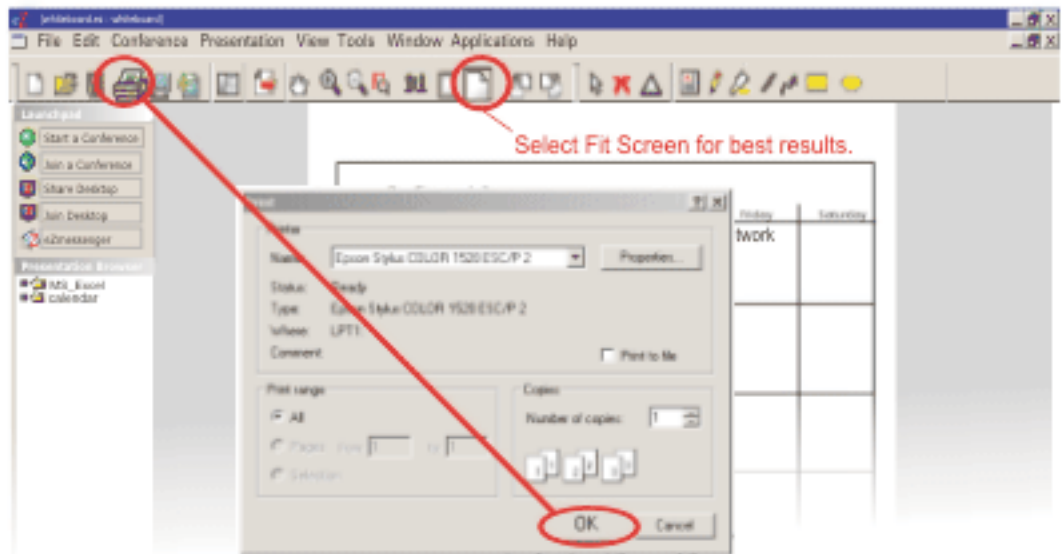
Save

To **save** the conference document, select the "Save" icon on the main toolbar. eZconference will save the document as an .eZ file by default.



Print

When **printing** the conference document, for best results select the "Fit Screen" icon on the Main Toolbar before selecting "Print." eZconference will print only the page visible in the application window, a file with multiple pages (ie. powerpoint document, pdf, word, etc.) or a conference with multiple files will have to be sent to print page-by-page.



Export

You have the option on the File Menu of Exporting the screen To Clipboard, PNG, JPG or BMP. This will allow you to import conference documents, markups, etc. into Word or any other applications.

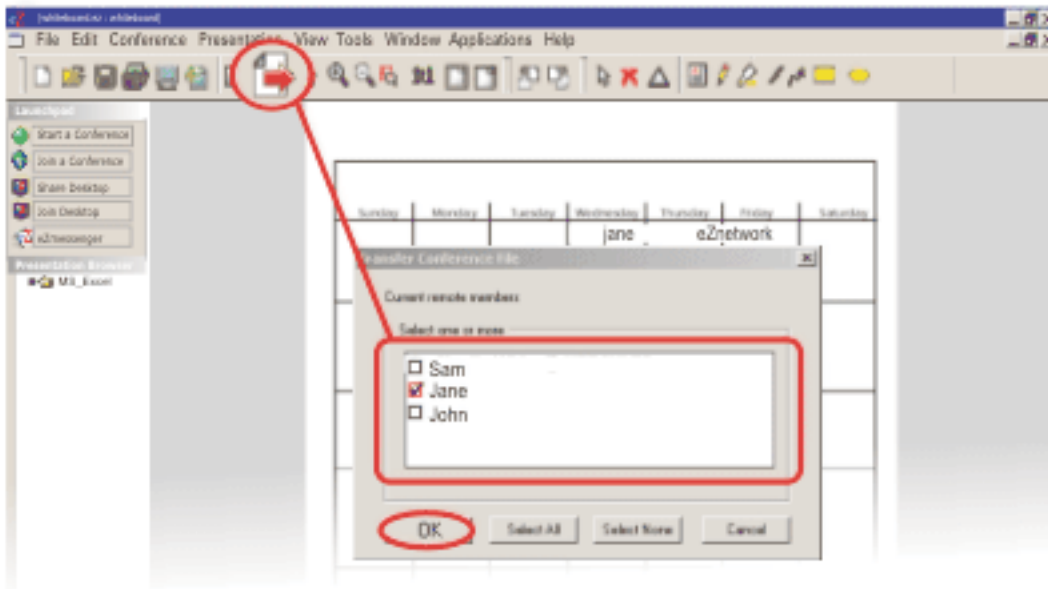
File

- Export . . .
 - Screen Export Markup as CGM
 - To Clipboard
 - To Png File
 - To Jpg File
 - To Bmp File

Transferring the Conference Document

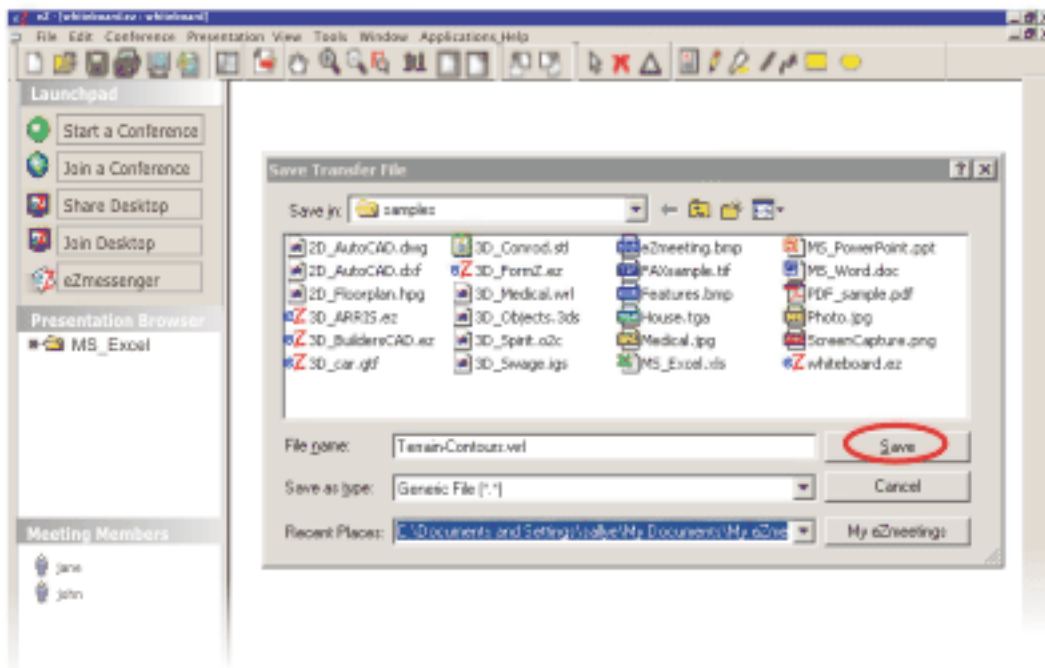
File Sender

Save the conference document before attempting to transfer. Press the “Transfer File” button. You will see a dialog box which allows you to select a file to transfer. Select the file and press “Open.” Then select which conference members should receive the file and press “OK” to begin the transfer.



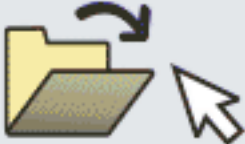
File Recipient

The members who are receiving the file will then have the opportunity to rename the file and to select a folder on their hard drive where the file is to be saved. The transfer will not be completed until the recipient saves the file.



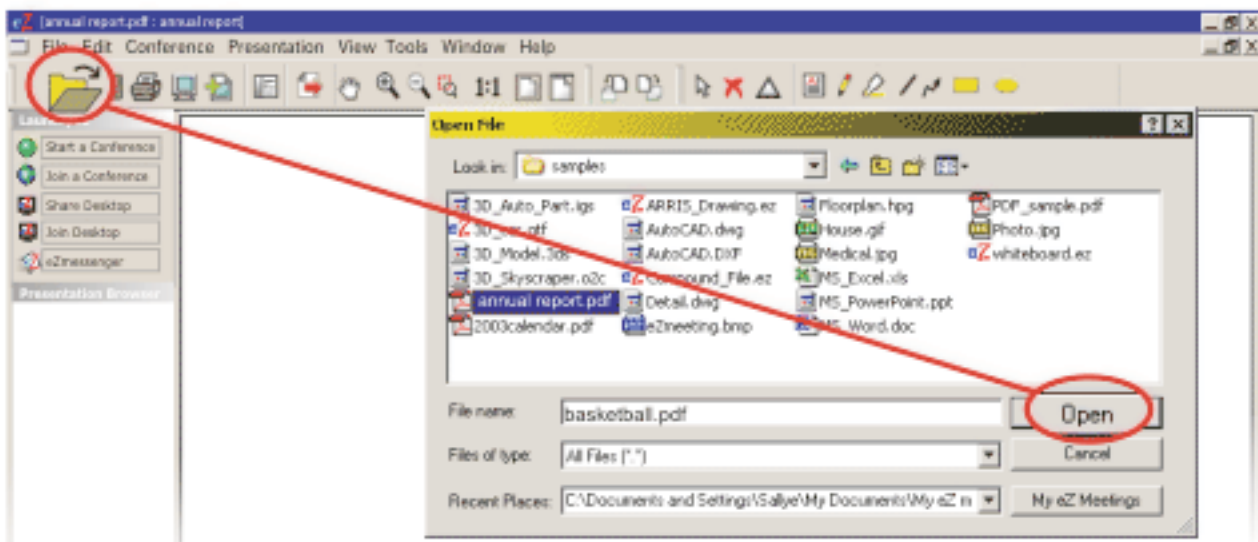
Working Offline with eZconference

Viewing Files

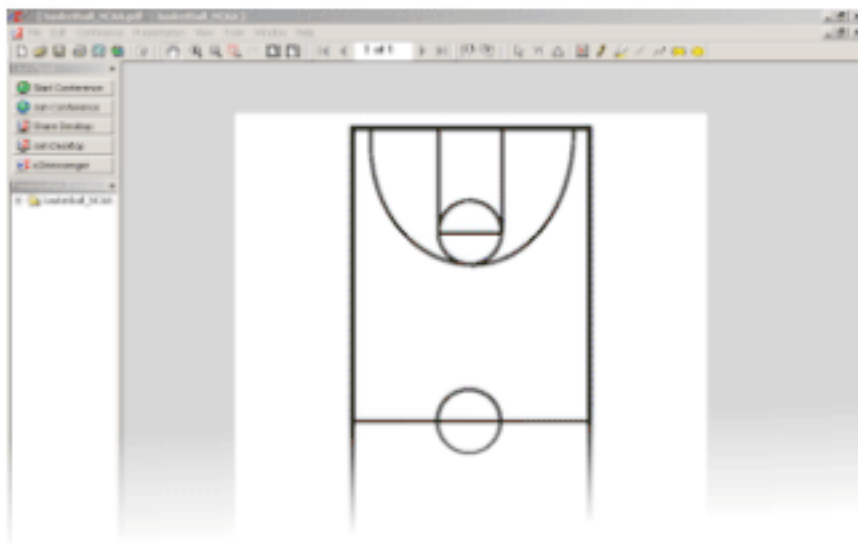


You can now work “offline,” viewing files, marking up files and creating presentations.

Select the View & Markup button on your eZlaunchpad. The select Document dialog box will appear and you are given the option of opening a file, a new white board or a recently used file. In the example below the Open File option is chosen. This opens the Open File Dialog box, where you can select a file and click open to view it in eZconference.



Your selected file opens in eZconference.

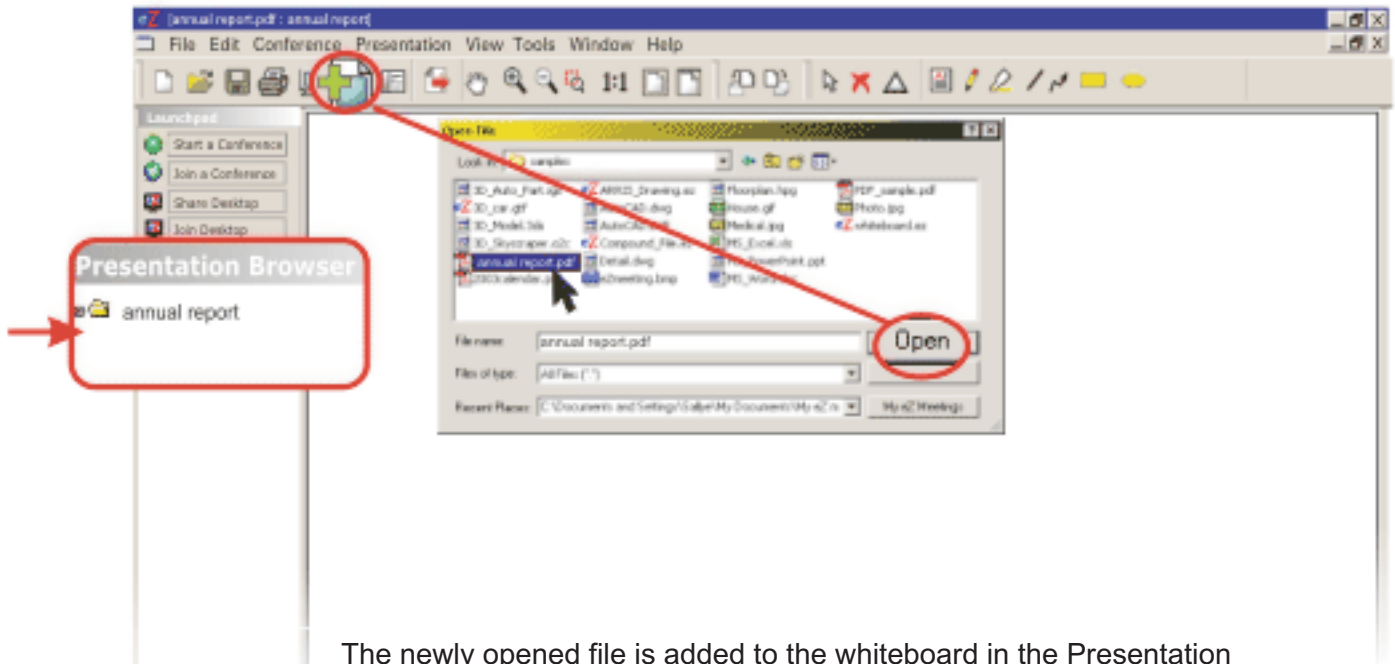


View the following file types in eZconference:

- | | |
|------|------|
| .eZ | .dwg |
| .pdf | .dxf |
| .jpg | .plt |
| .bmp | .cgm |
| .png | .3ds |
| .gif | .wrl |
| .tga | .igs |
| .doc | .stl |
| .xls | .o2c |
| .ppt | .gts |
| .hpg | |

Creating a Presentation

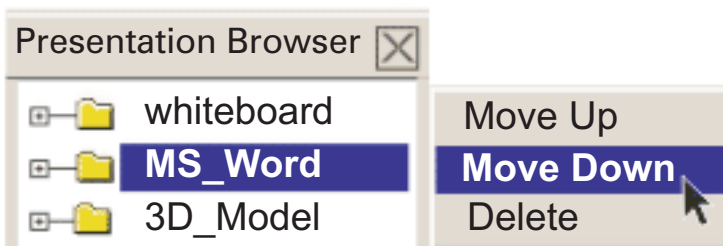
Once you have opened the eZconference application, you can combine multiple file types into an eZconference Presentation. Start your presentation by opening a file or a new whiteboard. Using the Insert File button, add additional files to the current file. You can also add whiteboards and screen snapshots to the current file, these options are under Presentation on the Main Menu. As files are added, presentation contents will appear in the presentation browser window on the upper left hand side of your screen.



The newly opened file is added to the whiteboard in the Presentation Browser. To add more files to this presentation, select “Insert File,” choose the file and select “Open.”


Change Presentation File Order & Deleting Files

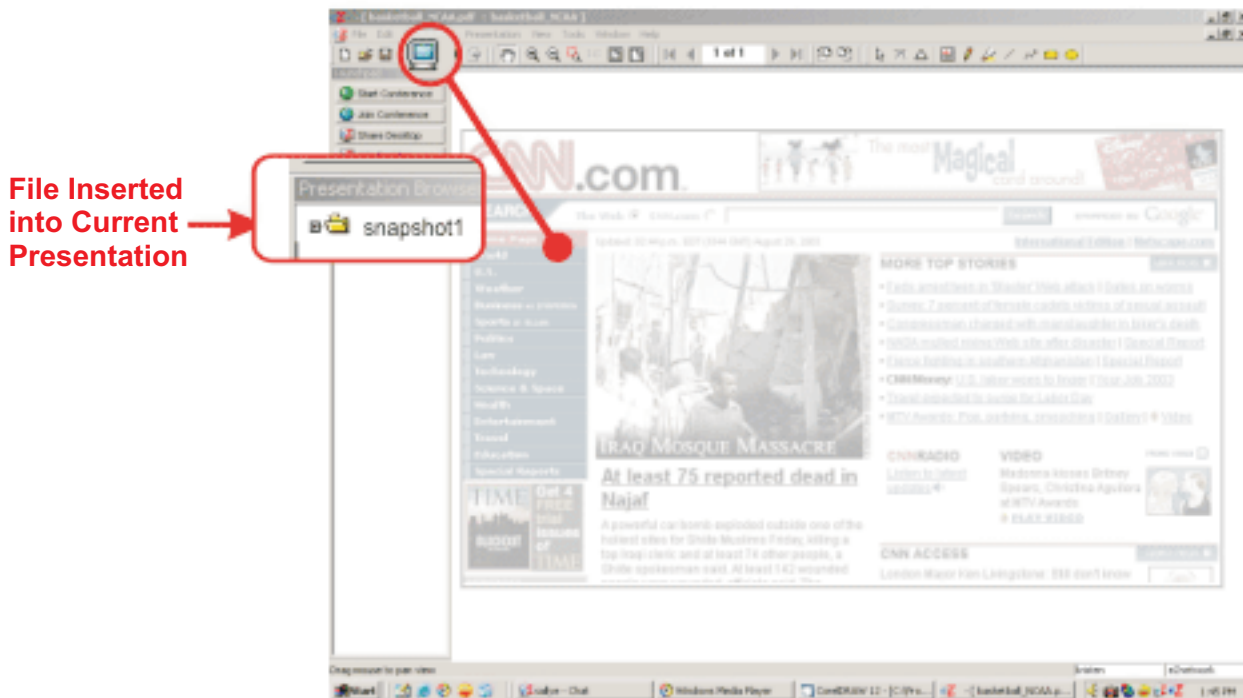
To change the order of the files, or delete files in your presentation simply **right-click** on the file you wish to move or delete. A menu will appear giving you the option of moving the file up or down in the order of the presentation or to delete the file all together.



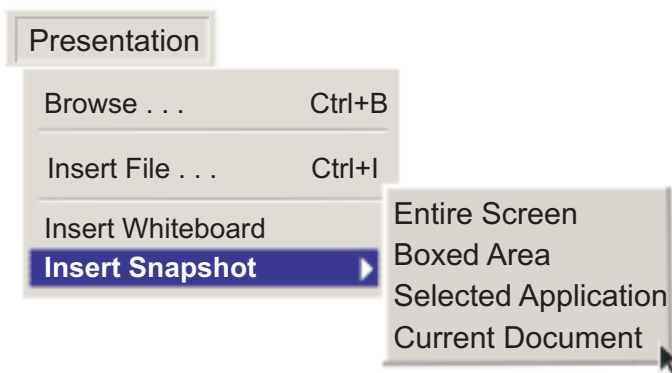
Creating Screen Captures

eZconference’s snapshot feature lets you capture anything on your computer and insert it into your current presentation or conference. In our example below, we have captured a web page.

The first step in creating a screen capture is to minimize the eZconference application window by selecting the minimize button  on the top right corner of your screen. With eZconference minimized, navigate to the screen you wish to capture. Leaving this window open, maximize the eZconference application and select the “Screen Capture” icon on the Main Toolbar. eZconference will automatically capture the screen and insert it into the current presentation or conference.



Other snapshot options are available under Presentation on the Main Menu. Here you can choose to snapshot the entire screen (in the example above), a boxed area, a selected application or the current eZconference document. Regardless of the option you choose, the snapshot will be inserted into the current presentation or conference. If you wish to create a new document when taking a snapshot, choose one of the snapshot options under File on the Main Menu.



Boxed Area To take a snapshot of just a boxed area of your screen, you must have that screen open as we did in the example above. In eZconference, select the boxed area option, and it will prompt you to select the area to snapshot by drawing a box.

Selected Application To take a snapshot of a selected application, you must have that application open as we did in the example above. In eZconference, select the selected application option, and it will automatically take a snapshot and insert it into your current presentation or conference.

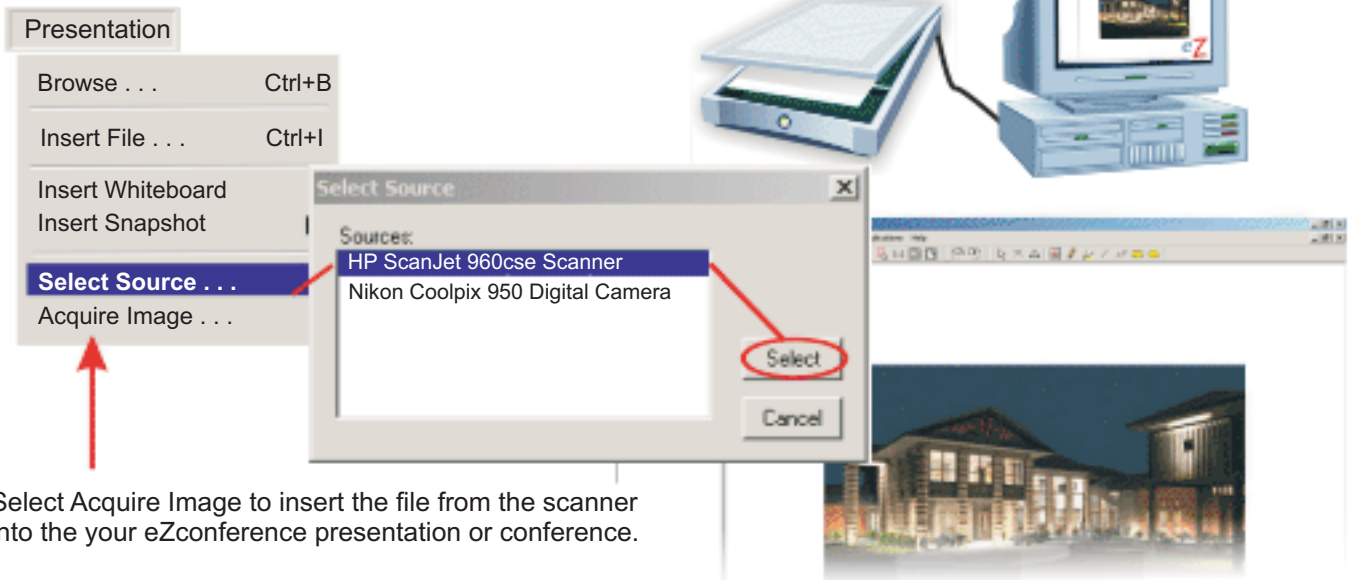
Current Document To take a snapshot of the visible part of the current eZconference document, select the current document option. This snapshot will be inserted in your current presentation or conference.

Working with Scanners & Digital Cameras

The first step in working with eZconference and your scanner and digital camera is to make sure the driver for the device you wish to use is installed on your PC. To do so, go to Start/Settings/Control Panel and choose the Scanners & Cameras option. The name of your device should appear here. If not, select Add, and install the driver for your device.

Scanners

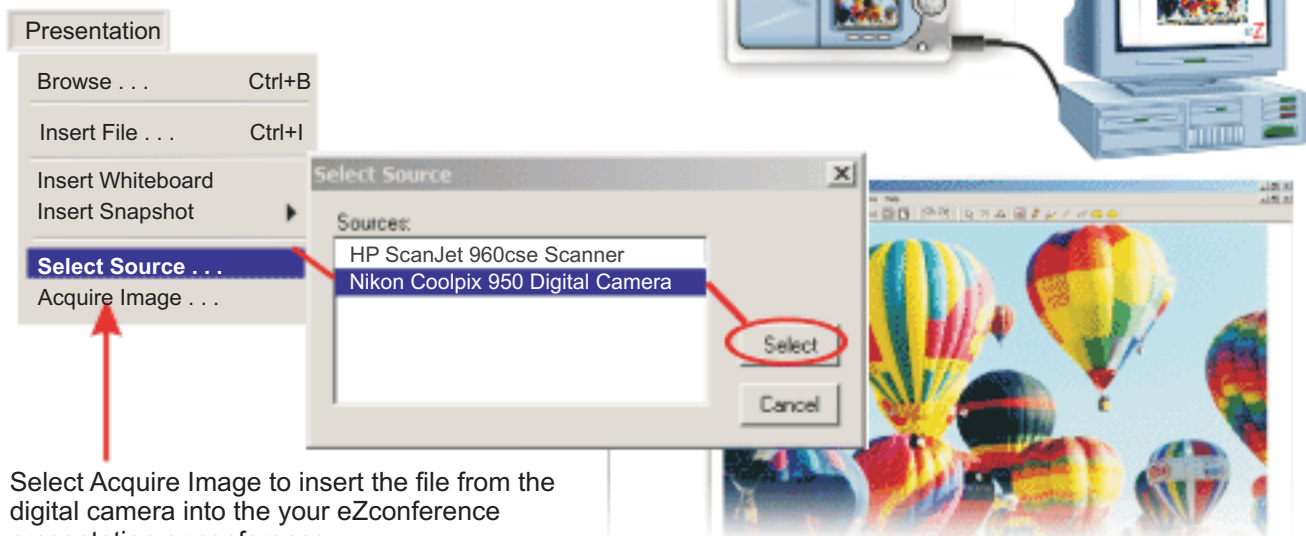
To insert your scan directly into the current presentation or conference, go to Presentation on the Main Menu and choose the Select Source option. Choose the scanner name and click Select.



Select Acquire Image to insert the file from the scanner into the your eZconference presentation or conference.

Digital Cameras

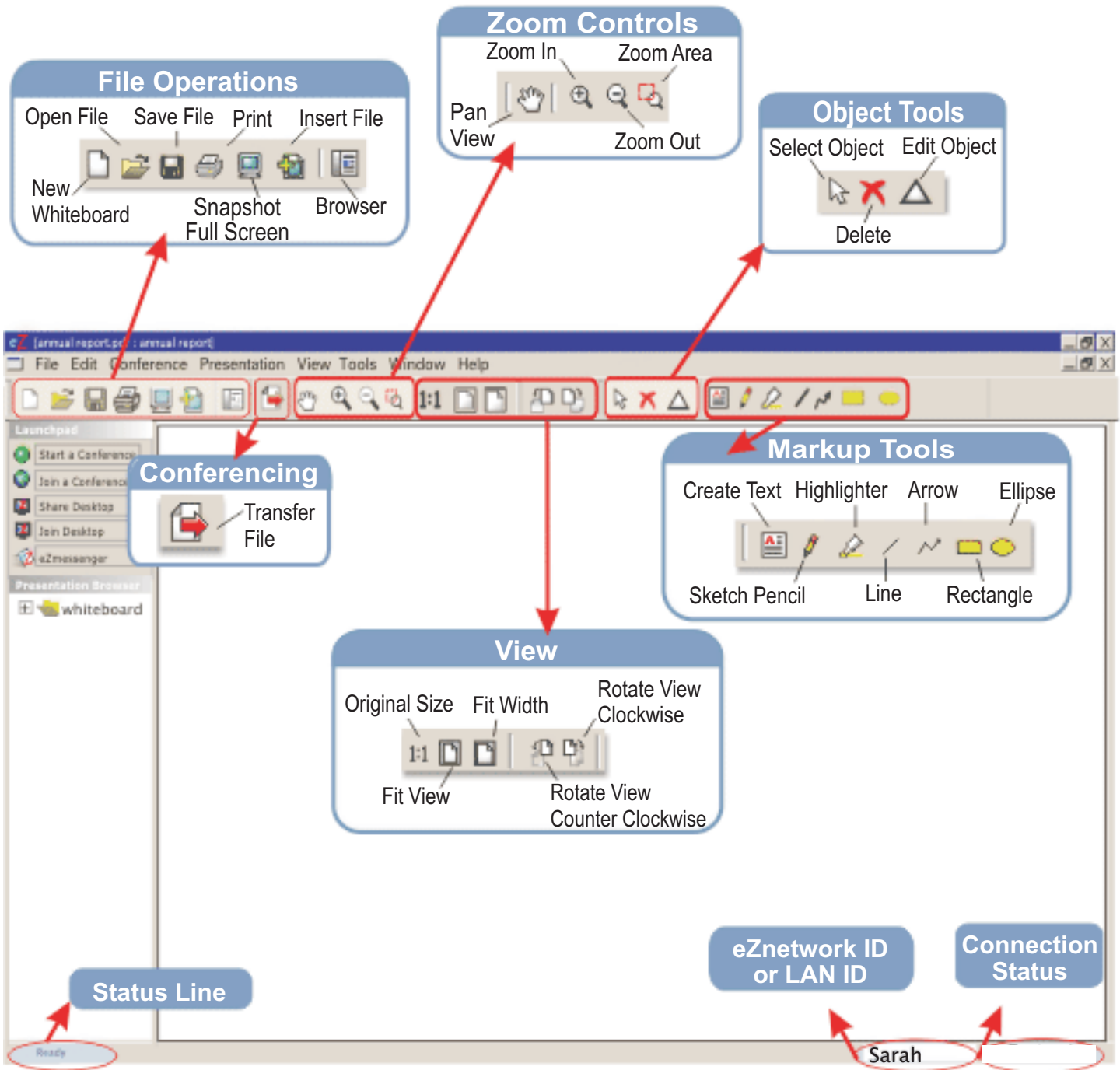
To insert your digital image directly into the current presentation or conference, go to Presentation on the Main Menu and choose the Select Source option. Choose the camera and click Select.



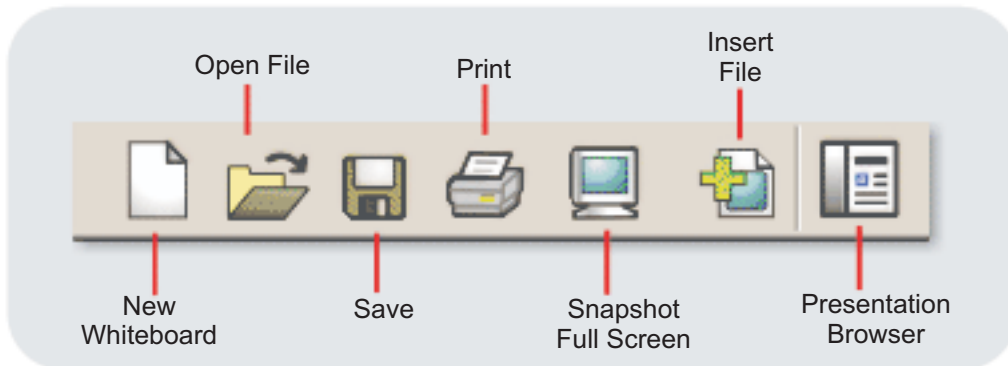
Select Acquire Image to insert the file from the digital camera into the your eZconference presentation or conference.

eZconference Tools

eZconference Tools Introduction

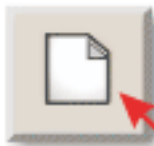


File Operation Tools



The File Operations tools give you quick shortcut buttons to the most used input and output functions. These functions let you get information into eZconference (opening a file, browsing for a file, and taking a snapshot of the screen), and send information out of eZconference (by saving to your hard drive or printing on your printer.)

See a detailed explanation of these functions on the following pages.



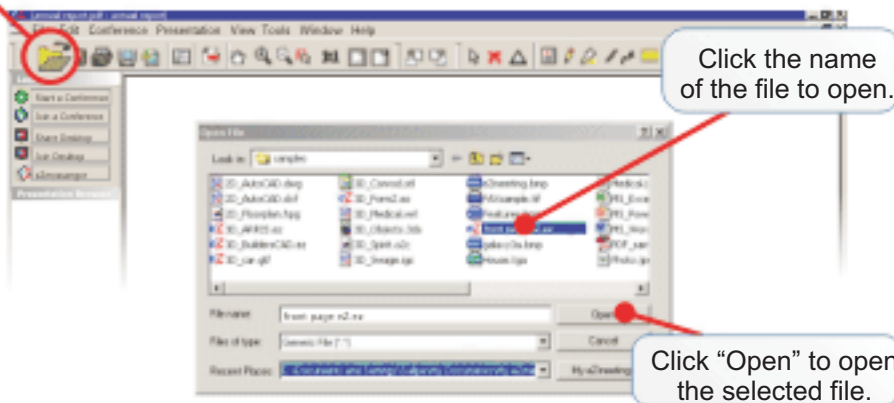
New Whiteboard

To open a new, blank whiteboard within eZconference, select “New” from the File Menu or select the New Whiteboard icon.



Open File

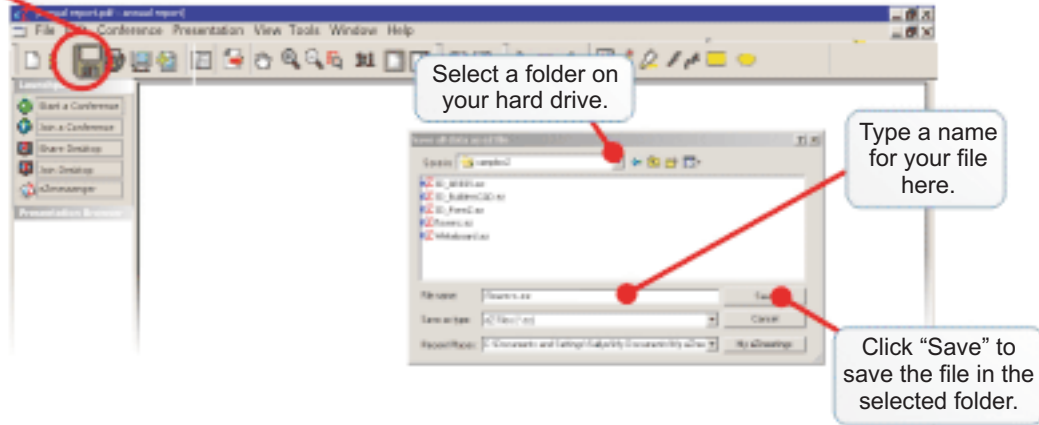
To open a supported file from within eZconference, select “Open” from the File Menu or select the open folder icon. The Open File dialog will appear. Select the file to open and press “Open” to load the file.



Save



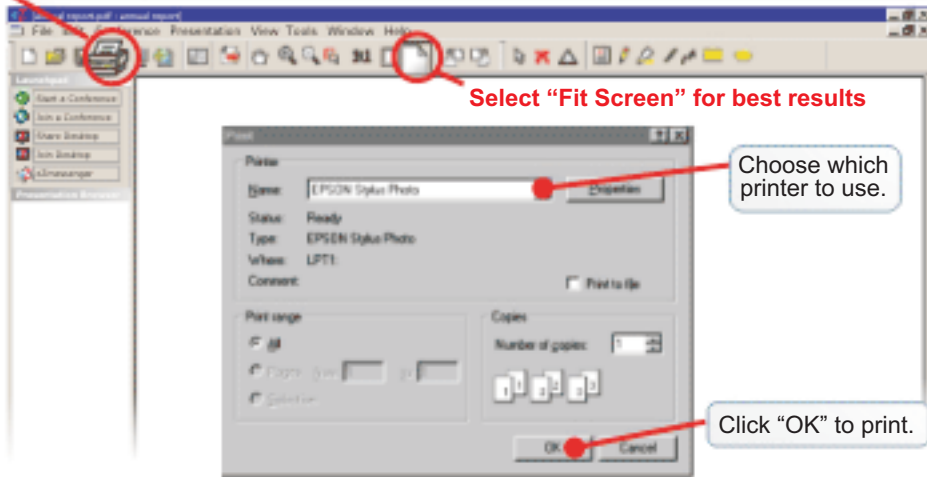
To save the current document as an eZconference document file, click the save button. If the current document has not previously been saved, a standard Windows File Save dialog will open, allowing you to designate the folder in which to save, and to enter a filename.



Print



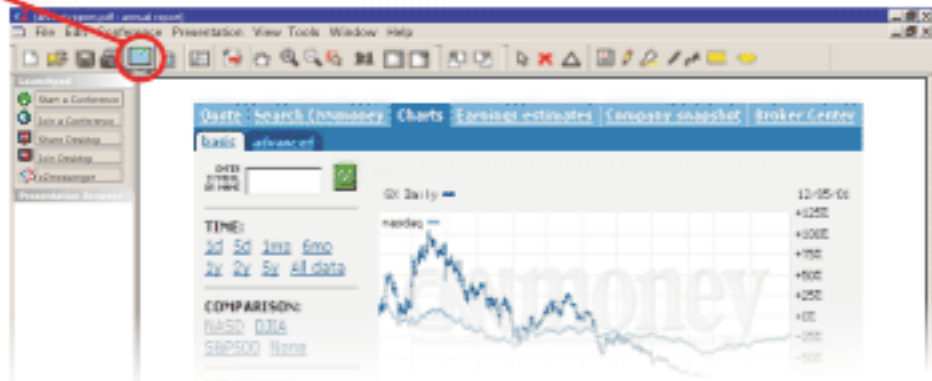
To send the current screen image to a printer, select "Print" from the File Menu, or select the printer icon from the main toolbar. For best printing results select the "Fit Screen" option before printing. A standard Windows print dialog box will appear, allowing you to choose from your installed printers, and to set the printer properties. Press "OK" to print.



Snapshot Full Screen



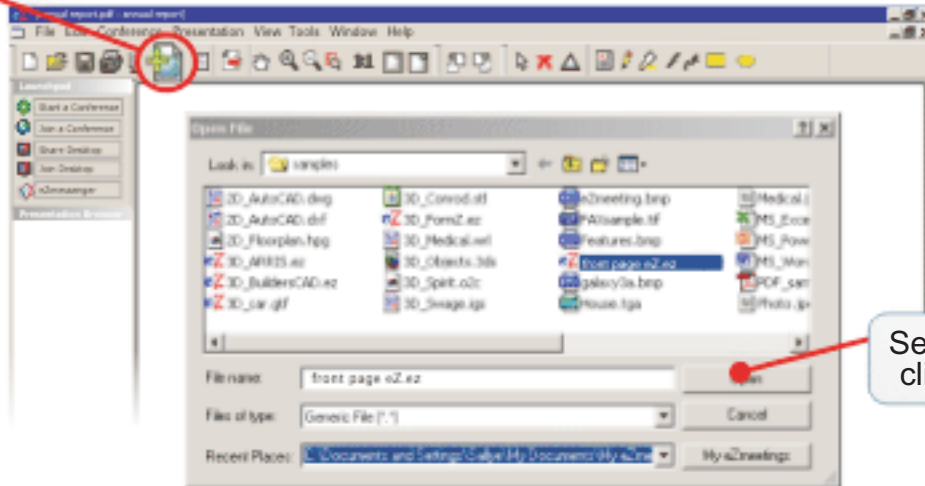
Click the Snapshot Full Screen button to capture the image on your computer screen (behind the eZconference program window), and insert it into the current presentation or conference. This is a great way to capture information from web pages and other programs, and mark it up or quickly share it with others.





Insert File

To Insert File into the current conference or presentation. Select the “Insert File” button. This will open the “Open File” dialog box. Select a file and click “Open.” The file will be inserted into the current conference or presentation. If you are in a conference, everyone’s eZconference window will show the newly inserted file.

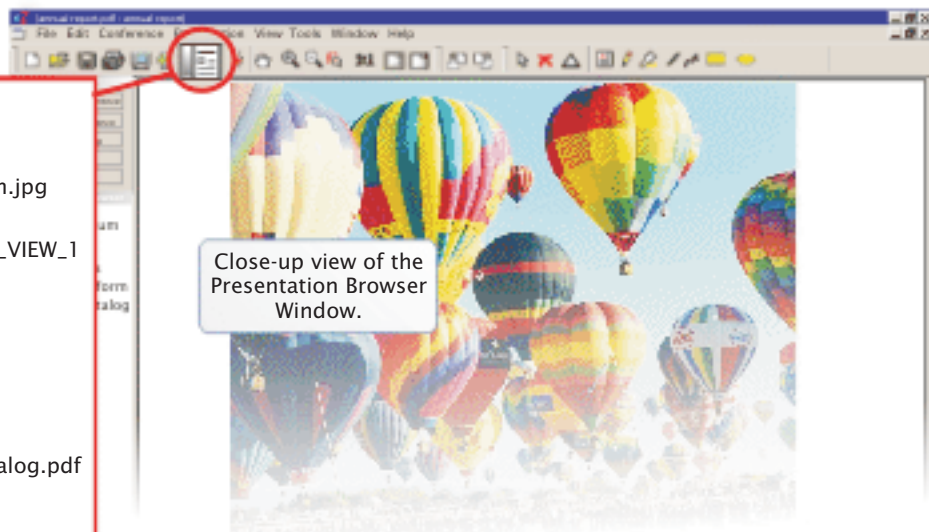


Select file and click “Open.”

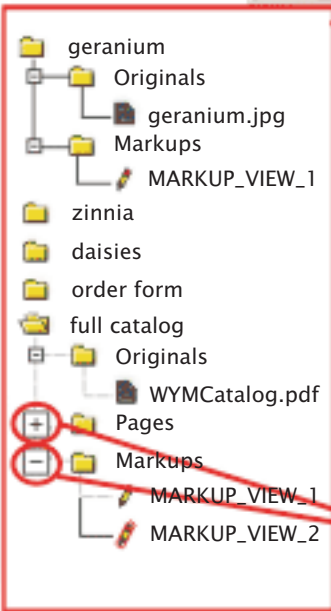


Presentation Browser

eZconference’s Browse feature allows you to explore the parts of each item in your presentation, as well as a means to flip through each item. Using this Browse feature, you can easily present a fully interactive “slide show” to others, full of a variety of data. Select the Browse button to toggle the Browse window open and closed. Click an item’s name to show it in eZconference’s display window. When conferencing, everyone’s eZconference window will be updated to show the new item.

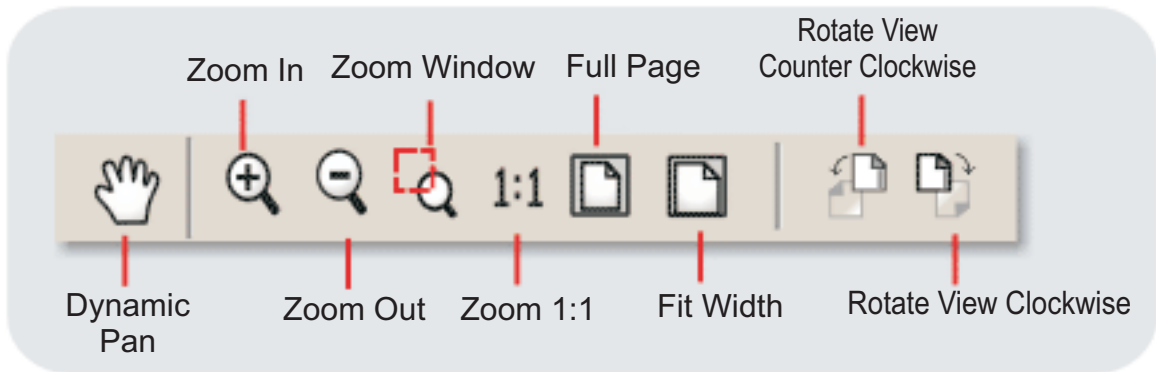


Close-up view of the Presentation Browser Window.



To examine the parts of each item in the Browse window, double-click its name in the list. Depending upon the type of information selected, various parts will be shown, such as originals, pages, layers, views and markups. For each of these, you may click the adjacent “+” to expand that section. Click “-” to collapse a section.

Viewing Tools



eZconference gives you an extensive array of viewing tools which make it easy to move about the document and zoom in or out to any level. It's a better way to view your documents, giving you maximum flexibility and ease.



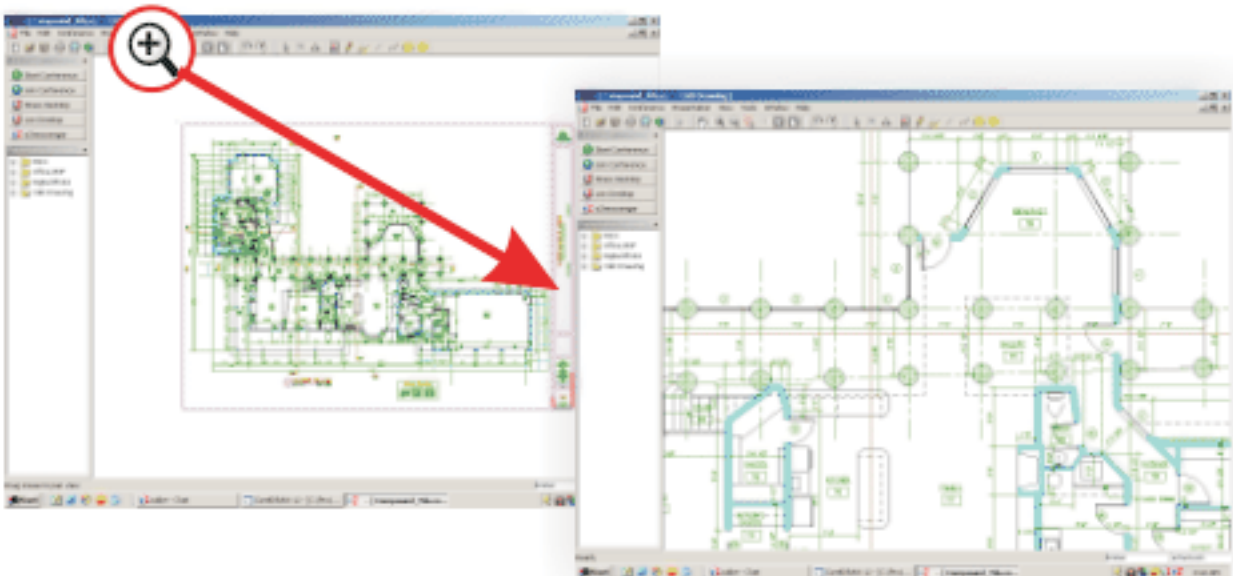
Dynamic Pan

The Dynamic Pan tool allows you to move the image within the display window. Click the Dynamic Pan button, then click and hold the mouse button in the display window. As you move the mouse, the image will move. Release the mouse button when the image has been moved to the new location.



Zoom In

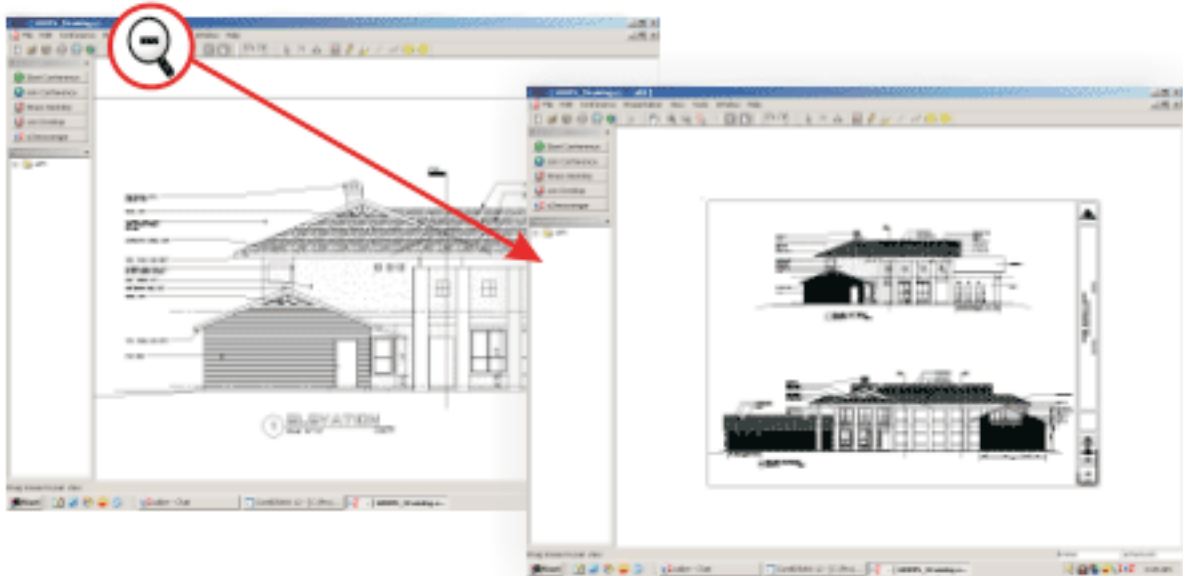
Select the Zoom In button to make the image larger. Each time the Zoom In button is pressed, the image will be magnified.





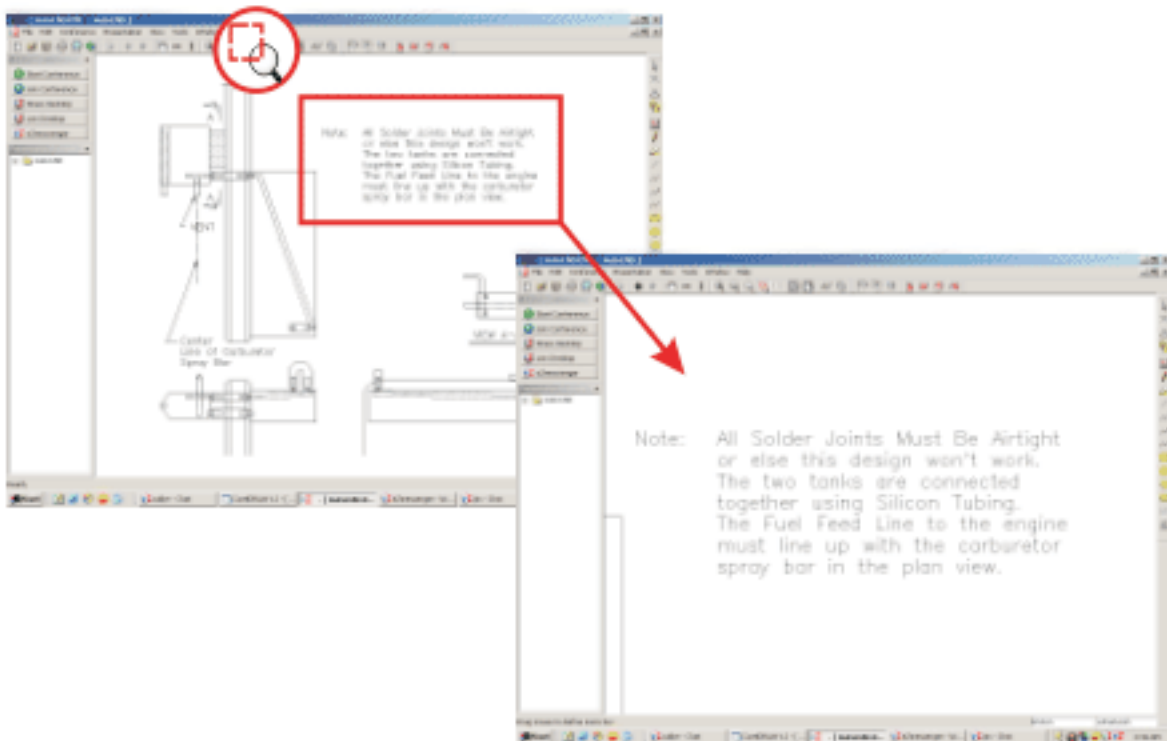
Zoom Out

Select the Zoom Out button to make the image smaller. Each time the Zoom Out button is pressed, the image will be reduced in size.



Zoom Window

To zoom to a specified area, select this tool then press and hold the mouse button at one corner of the area you wish to zoom, and move the cursor to the opposing corner. Release the mouse button at the opposing corner.





Zoom 1:1

Select Zoom 1:1 to return the image to its default size on your display (with no zoom). When conferencing on 2D raster graphics (such as digital photos or bitmaps), selecting Zoom 1:1 will set the image to its default size for your display resolution. Others in the conference may be using different resolutions, and therefore, the image may not appear at the default size on their display.



Full Page

Select the Full Page button to show the entire image as large as possible, while still fitting it entirely into the display window.



Fit Width

Select the Fit Width button to show the entire image as wide as possible, while still fitting it into the display window.



Rotate View Counter-Clockwise

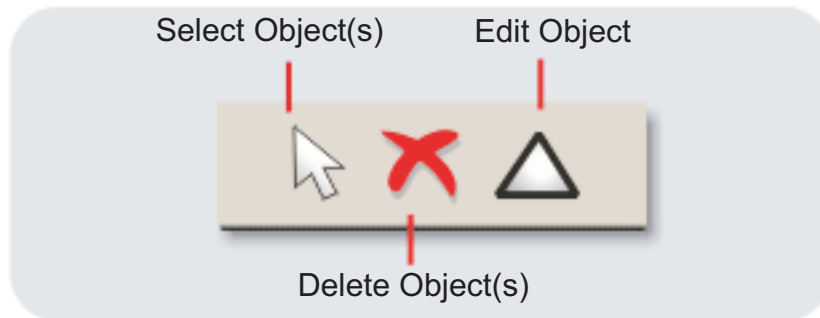
Select the Rotate View Counter-Clockwise button to rotate the entire image Counter-Clockwise.



Rotate View Clockwise

Select the Rotate View Clockwise button to rotate the entire image Clockwise.

Object Tools

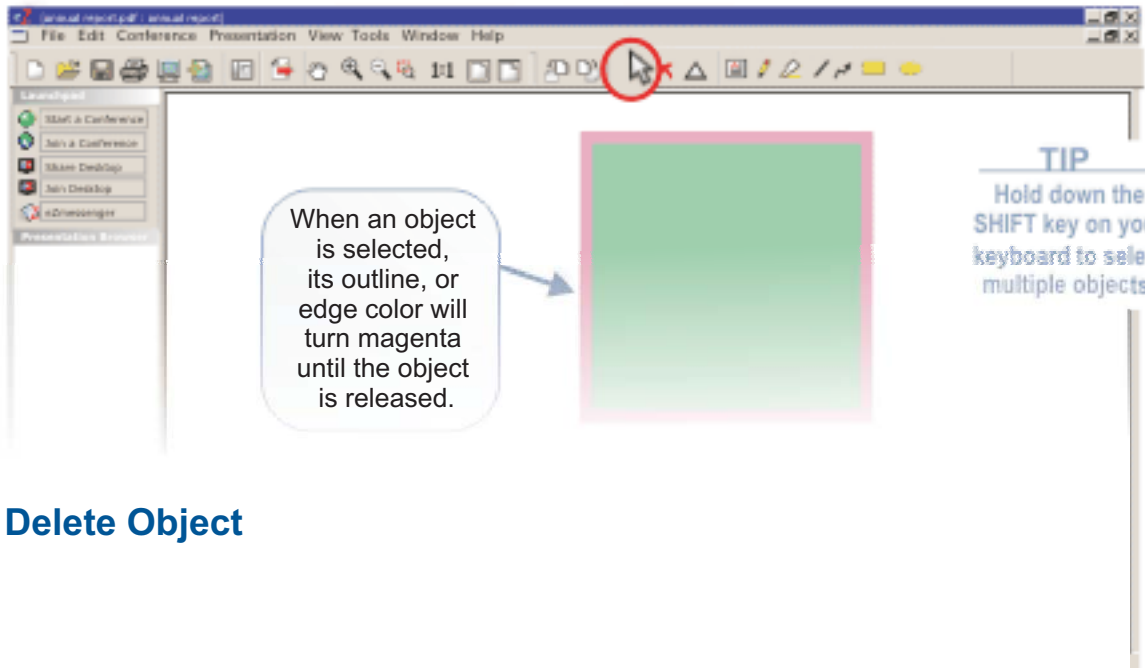


The object tools allow you to move, delete and edit markup objects.



Select Object

To select markup objects, press the Select Object tool, then click the object to move, edit or delete. To move an object, select the object, hold down the mouse button and move the mouse.



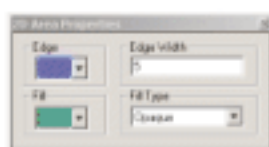
Delete Object



Edit Markup Objects

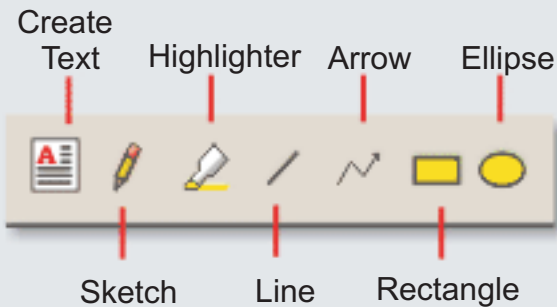
Markup objects may be edited at any time with the Edit Object tool. Select the Edit Object tool, then select the markup item to be changed. Control points will appear around the object, and the properties box for that object will open. Click and drag the control points to resize or reshape markup. You will also be allowed to change the color and width of lines, curves and shapes. If text is selected, you will be allowed to modify the text properties. Right-click when you have finished editing the object.

Edit Rectangle



Click and drag the control points to adjust the object's shape.

Markup Tools



eZconference has an extensive set of easy-to-use markup tools which allow you to add notes, lines, shapes even sketch freehand on a document, just as you would on paper.

Each drawing tool allows you to choose from up to 16 million colors. You can even set the thickness of your lines, and the outline color of shapes and text boxes.

eZconference's markup tools can be used to make notes and annotate documents for your own review, or interactively in a conference with others.

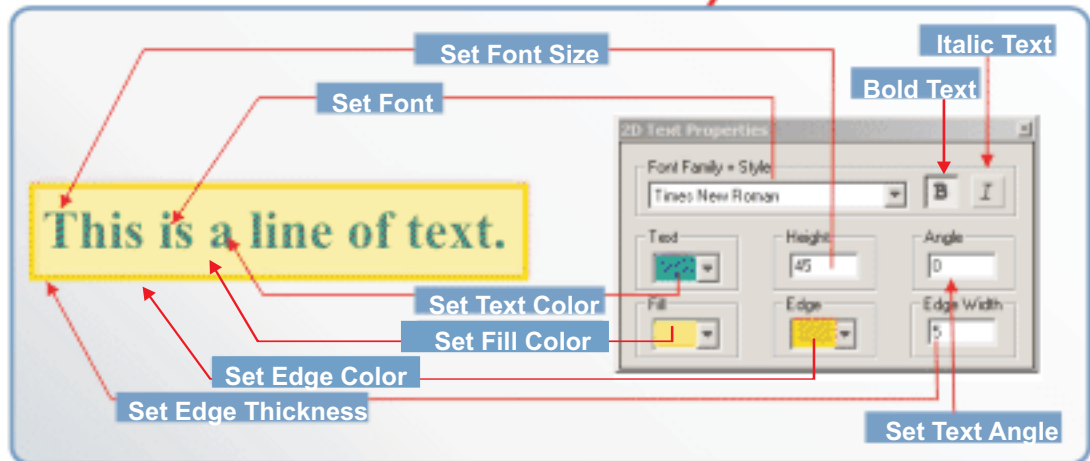
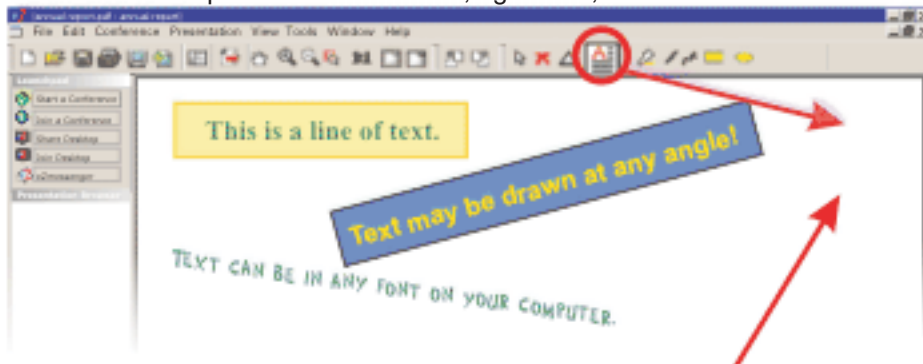


Creating Text

To add notes to an image, select the Text tool from the Markup toolbar.

The Text Properties dialog box will appear. Select the font, text color and height, fill color, edge color and width, and the text angle.

Click in the display window where you would like to start the note. Type the text you would like to enter in the note. Click elsewhere in the display window to reposition the note. Once you are satisfied with the placement of the note, right-click, or select a different tool to exit the text function.



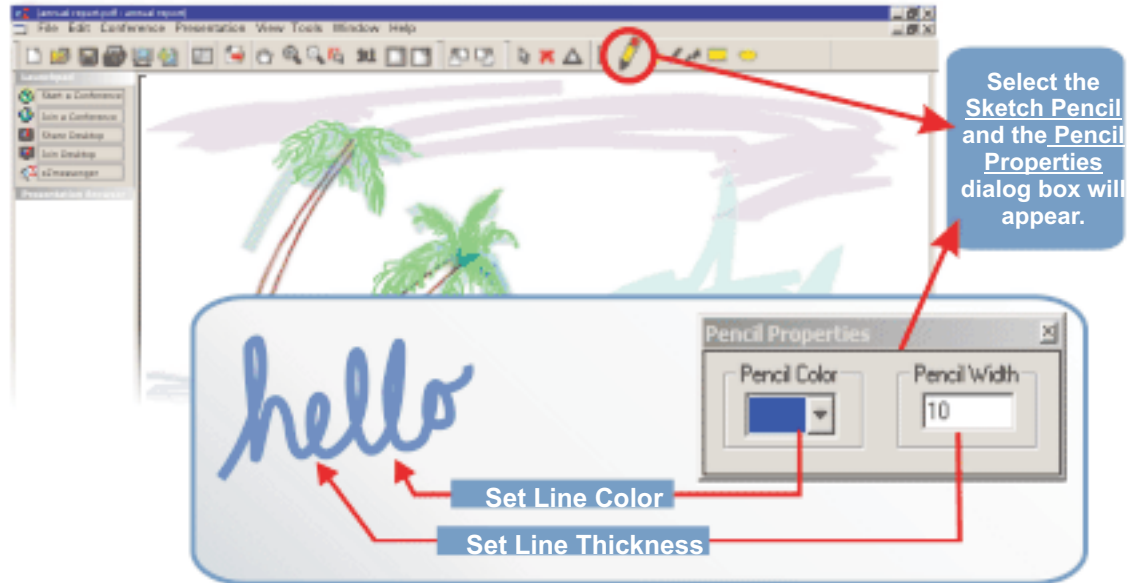
Using the Sketch Pencil



Freehand drawing is simple and easy. The Sketch Pencil draws a solid line as you move your mouse across the display window.

To begin drawing, hold down the left mouse button in the display window and move the mouse, continuing to hold the mouse button down. Release the mouse button to finish the line. Right-click or select another tool to exit the freehand drawing function.

The Properties Dialog allows you to set the color and thickness of the line. See the diagram below for a closer look at the Pencil Properties Dialog.



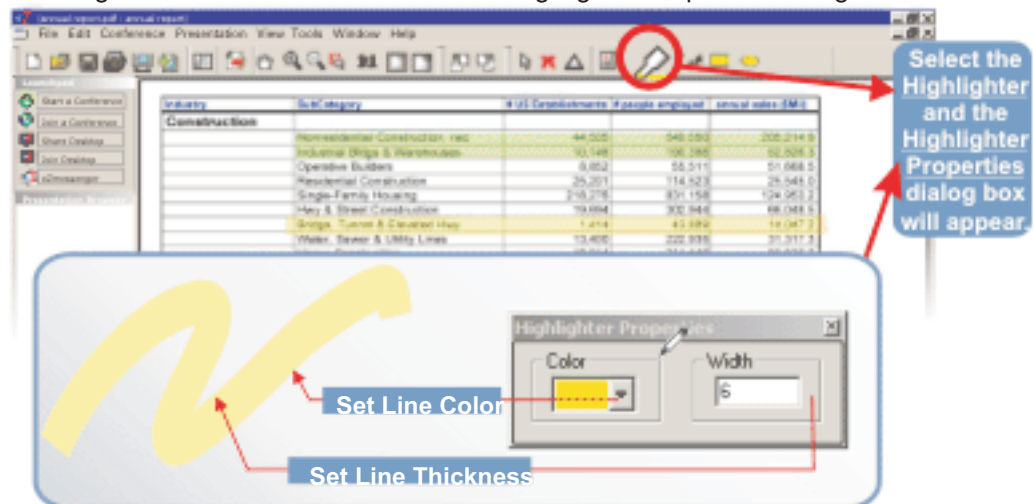
The Highlighter



The Highlighter draws a transparent line as you move your mouse across the display window. Just like a real highlighter, it's great for highlighting words on a report or an area of a photograph.

To begin drawing, hold down the left mouse button in the display window and move the mouse, continuing to hold the mouse button down. Release the mouse button to finish the line. Right-click or select another tool to exit the freehand drawing function.

The Highlighter Properties Dialog allows you to set the color and thickness of the line. See the diagram below for a closer look at the Highlighter Properties Dialog.



Line

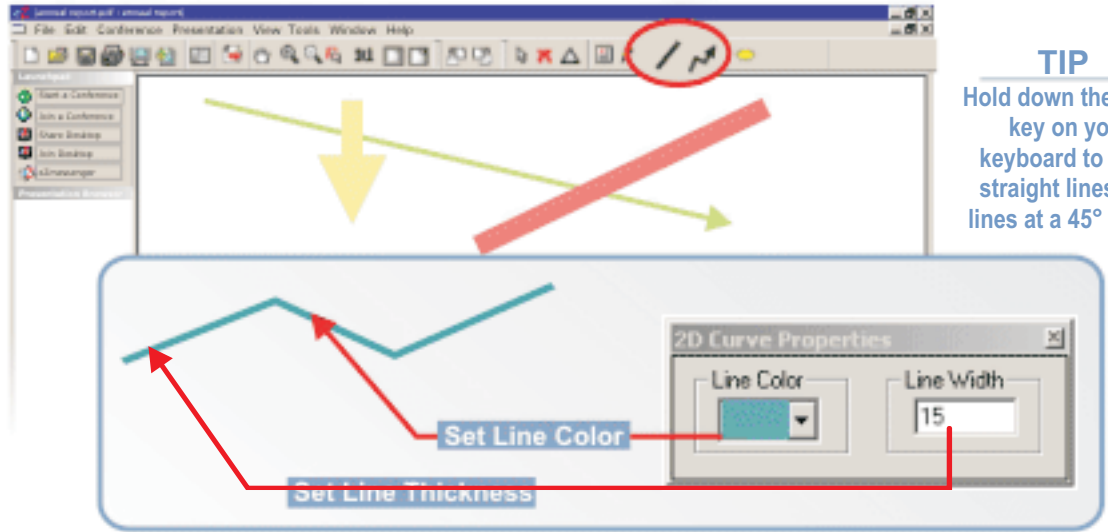


To draw a line, select the Line tool. Click and hold the mouse button in the display window at the point you want the line to begin. While holding down the mouse button, move the cursor to the end point of the line. When the mouse button is released, the line is drawn. Click again to start a new line. Right-click or select another tool to exit the line function.

Arrow

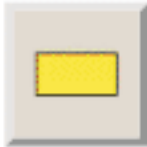


The arrow tool allows you to draw a polyline with an arrowhead at the end. To draw an arrow, select the arrow tool. Click the mouse button in the display window at the point you want the line to begin. Click again where you want the next line segment to start. Continue adding segments until your line is complete. Right-click place the arrowhead.



TIP
Hold down the CTRL key on your keyboard to draw straight lines and lines at a 45° angle.

Rectangle

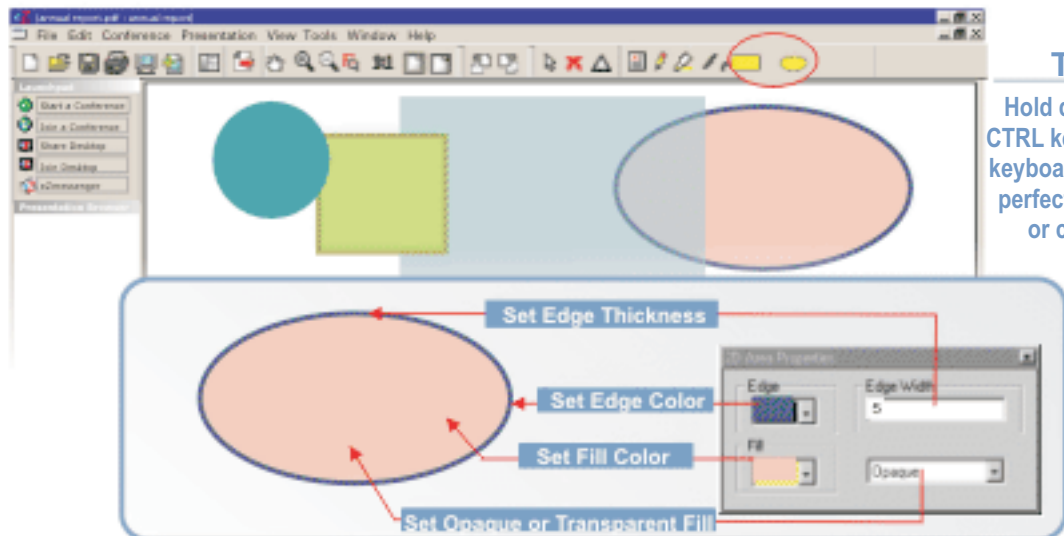


To draw a rectangle, click and hold the left mouse button in the display window. Drag the mouse until the rectangle is the desired size. Release the mouse button to create the shape. Drag the mouse again to create another rectangle. Right-click or select another tool to exit the rectangle function.

Ellipse



To draw an ellipse, click and hold the left mouse button in the display window. Drag the mouse until the ellipse is the desired size. Release the mouse button to create the shape. Drag the mouse again to create another ellipse. Right-click or select another tool to exit the ellipse



TIP
Hold down the CTRL key on your keyboard to draw perfect squares or circles.

Select Color

eZconference allows you to select from up to 16 million colors for drawing lines, shapes, and text. In the example below, the edge color of a text box is being selected. Other color settings may be chosen in the same fashion.

TIP
Select "None" to eliminate the chose option. Using "None" you can draw shapes with no fill, or no edge.

Select "More..." to create a custom color. (see diagram below)

See the most recently used colors by simply clicking on the down arrow next to the currently selected color.

Click the color you wish to use.

After selecting "More..."(shown in diagram above), you may choose from an expanded color palette using the standard Windows color dialog.

Pick one of the basic colors or click "Define Custom Colors" to mix your own color.

To mix a new color, click here to select a hue.

Adjust the saturation.

Click "OK" to use the color you have selected.

Click "Add to Custom Colors" to finish your new color.

eZconference Menus

File Edit Conference Presentation View Tools Window Applications Help

FILE MENU

The diagram illustrates the File menu in eZconference, showing the menu items and their corresponding actions and keyboard shortcuts. Red arrows point from callout boxes to specific menu items.

Callout Description	Menu Item	Keyboard Shortcut
Start a New Whiteboard	New	Ctrl+N
Launch the File Open Dialog	Open . . .	Ctrl+O
Close the Current Document	Close	Ctrl+F4
Save the Current Document in an .eZ File Format	Save	Ctrl+S
Save the Current Document Under a New Name	Save as . . .	
Reverts back to the last saved version	Revert	
Opens the eZ File Browser Window	Browse Files . . .	Ctrl+R
Print the Current Document	Print . . .	Ctrl+P
Exits the eZ Program	Exit	

OPENS SNAPSHOT FLYOUT MENU

- Entire Screen → Capture an Entire Screen
- Boxed Area → Capture a Boxed Area
- Selected Application → Capture a Document from a Selected Application
- Current Document → Capture a Visible part of the eZ Document

OPENS IMPORT FLYOUT MENUS

- Import Markup → Import Previously Saved Markup
- Select Source . . . → Select a Source to Import Image From
- Acquire Image . . . → Acquire Image From Selected Source

OPENS EXPORT FLYOUT MENUS

Allows you to Export the Screen to the Clipboard or save as the following file formats: Png, Jpg, Bmp

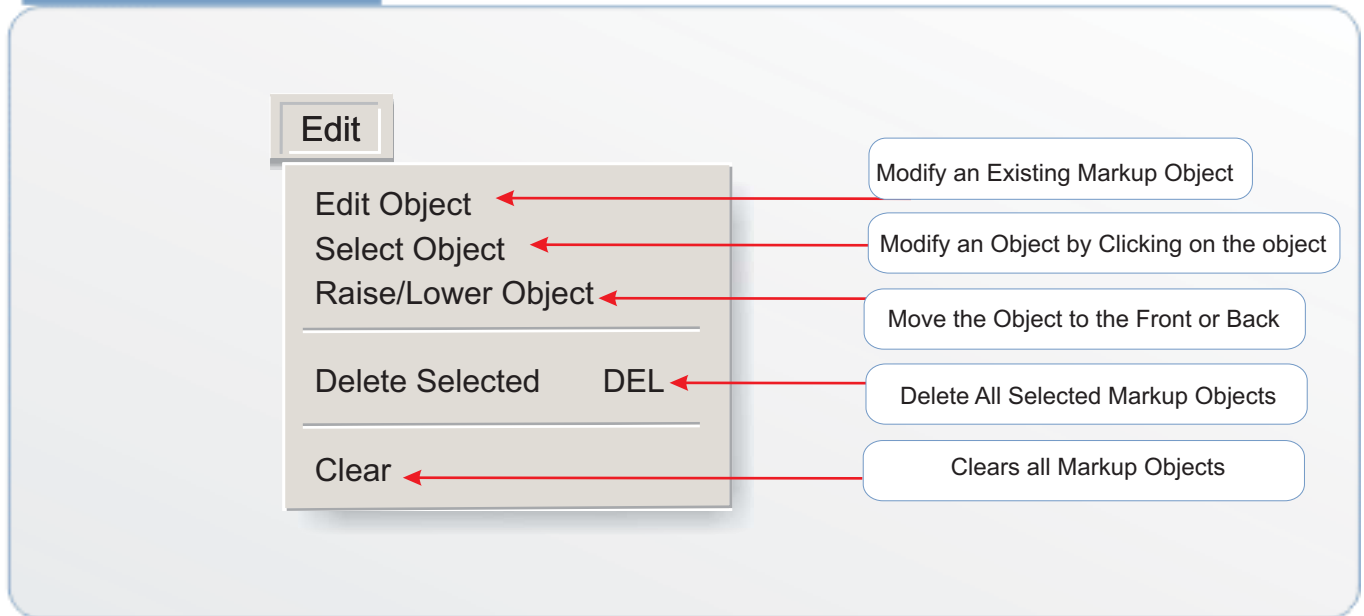
- Screen → To Clipboard, To Png File, To Jpg File, To Bmp File
- Export Markup as CGM → Saves only the Markup Objects in a .cgm file

OPENS RECENT FILES FLYOUT

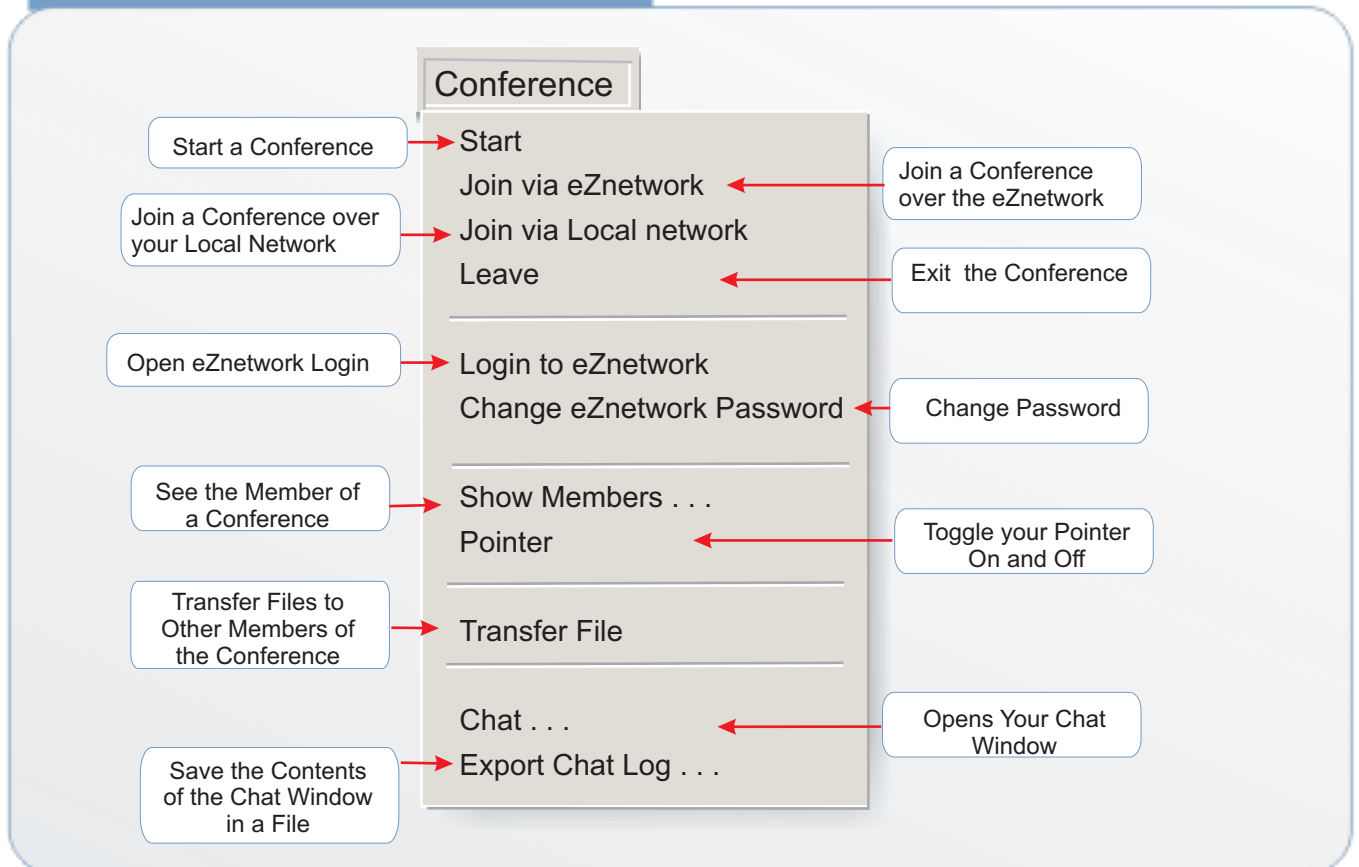
- C:\shows\edit_markup.ez
- C:\mydocuments\pic_8.jpg
- D:\public\sam\broc.pdf
- C:\projects\wpm\450.doc

Allows you to Select a filename from a list of Recently Viewed Documents. Selecting a Document from the list will Open that Document

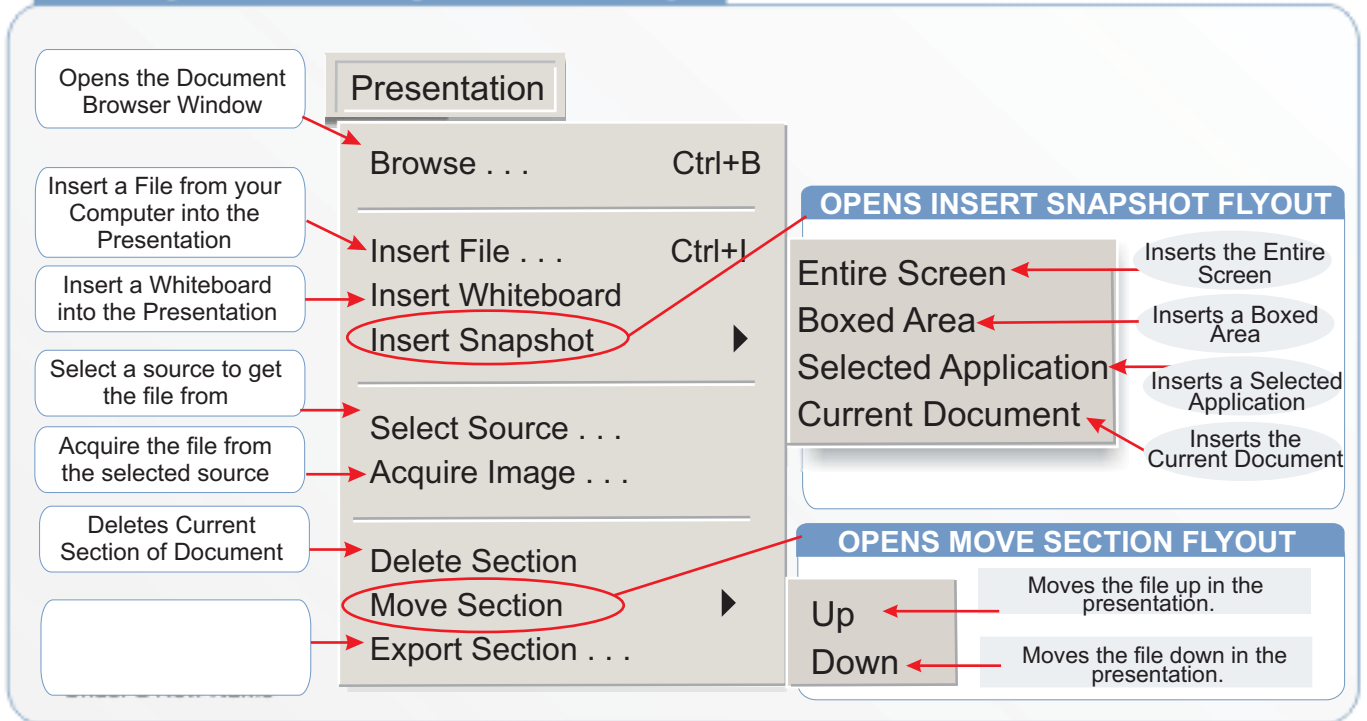
EDIT MENU



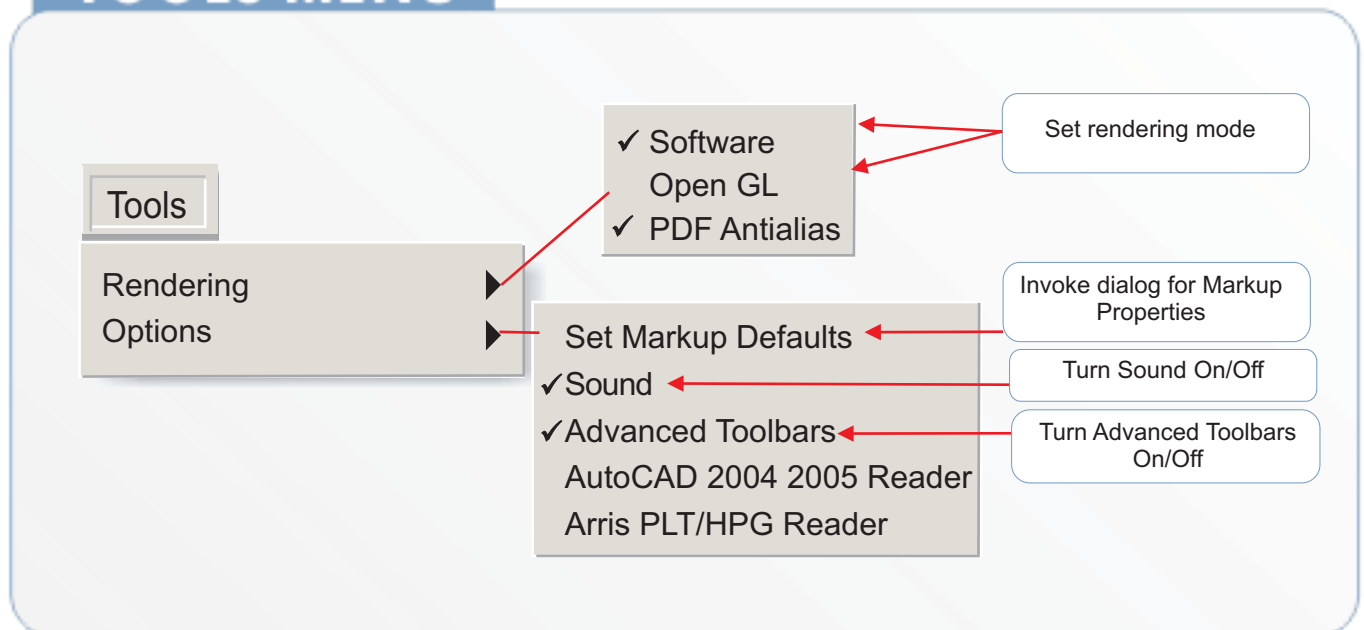
CONFERENCE MENU

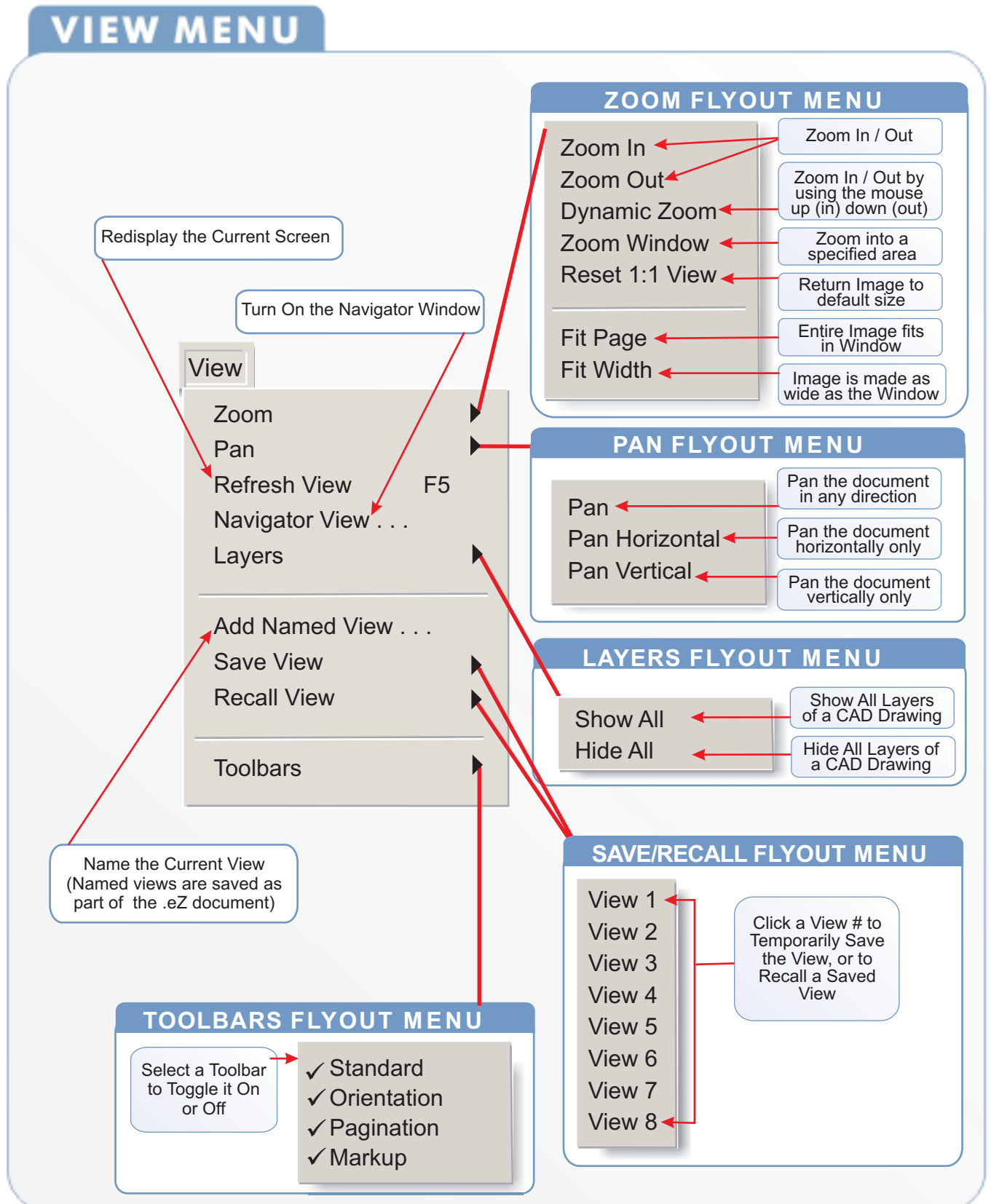


PRESENTATION MENU

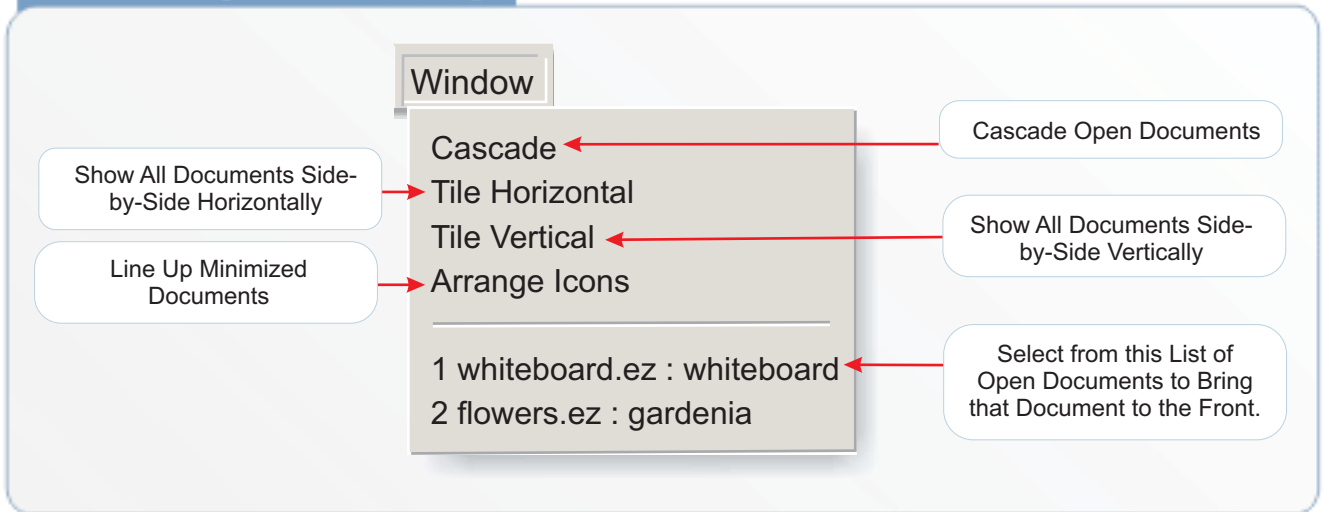


TOOLS MENU

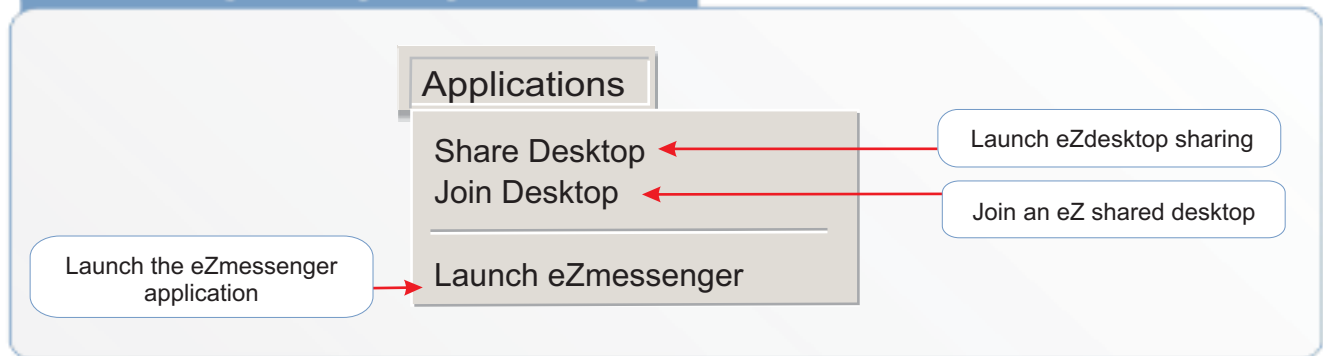




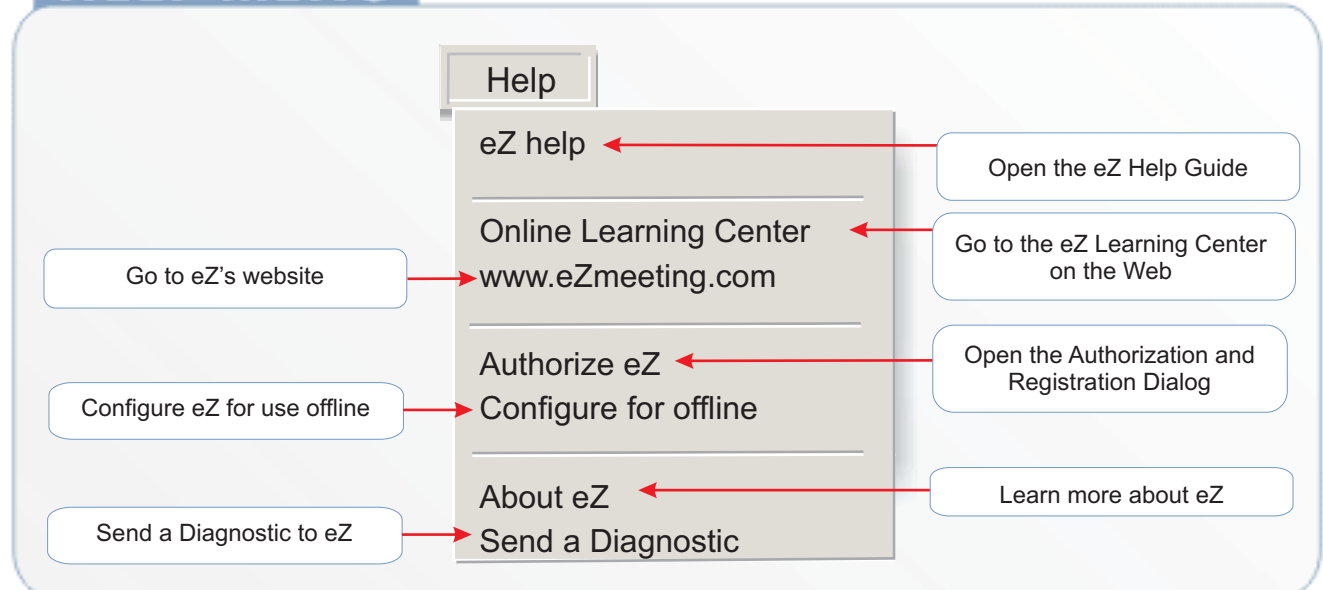
WINDOW MENU



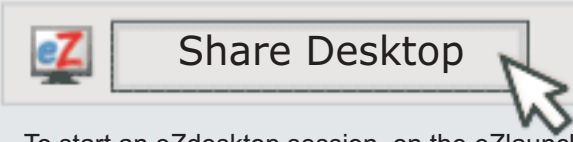
APPLICATIONS MENU



HELP MENU



eZdesktop



To start an eZdesktop session, on the eZlaunchpad select the Share Desktop option. This will open the Share Desktop Dialogue box allowing you to select the Shared Desktop Area.

Share Desktop Overview

Password

You are required to choose a password, in order to start a desktop sharing session.

Full Desktop: Gives others permission-based access to everything on your computer.

Window: Gives others permission-based access to the selected application only.

Rectangular Area: Gives others permission-based access to only a designated portion of your screen. You determine the size and placement of the visible area by positioning a rectangle on the screen.

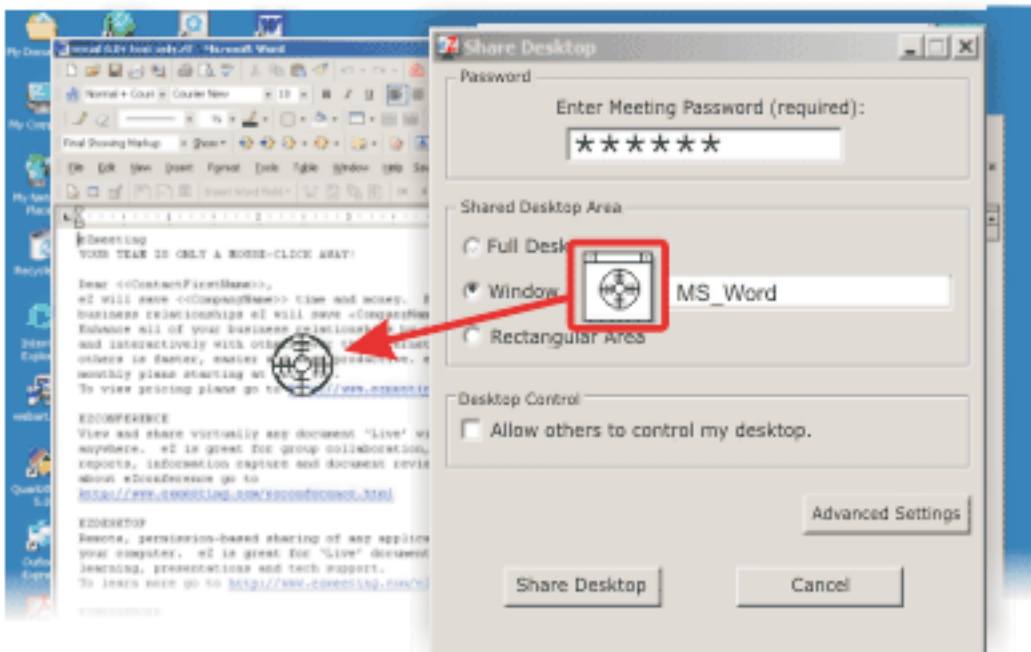
Desktop Control Check the box next to "Allow others to control my desktop" if you wish to give others control of your keyboard and mouse.



Closing or minimizing the application that you are sharing will disconnect anyone who has joined your desktop.

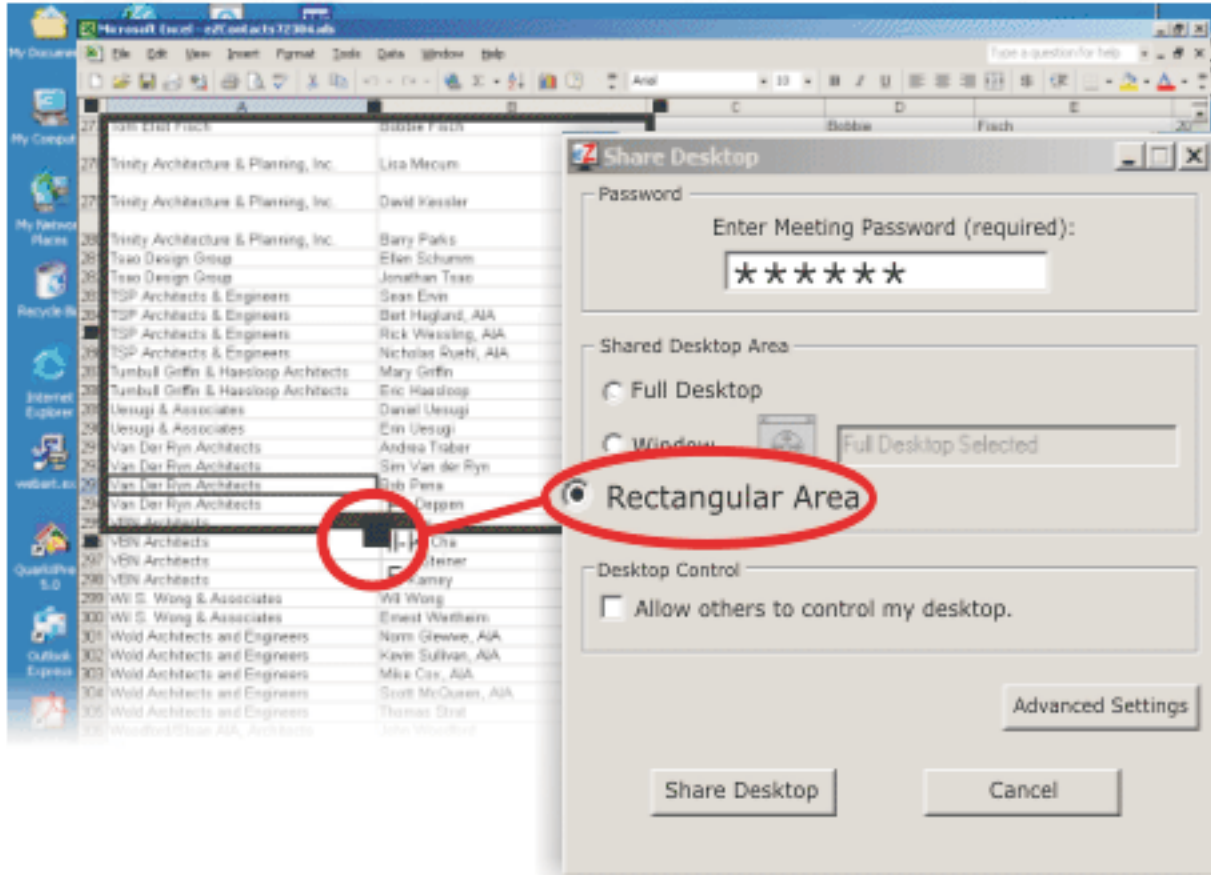
Sharing a Window

To share an application window, click and drag the target icon to the window you wish to share. Closing or minimizing the selected window will automatically disconnect anyone who has joined your desktop.



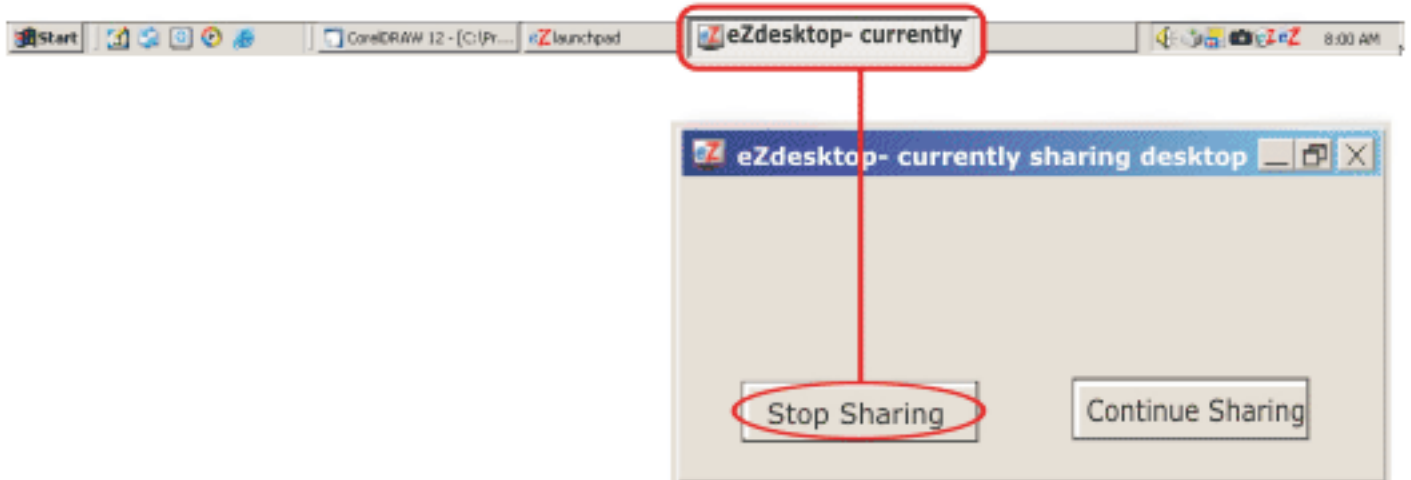
Sharing a Rectangular Area

To share a rectangular area, click and drag the rectangle to the desired size and position.

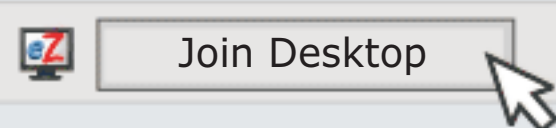


Closing/Ending the eZdesktop session

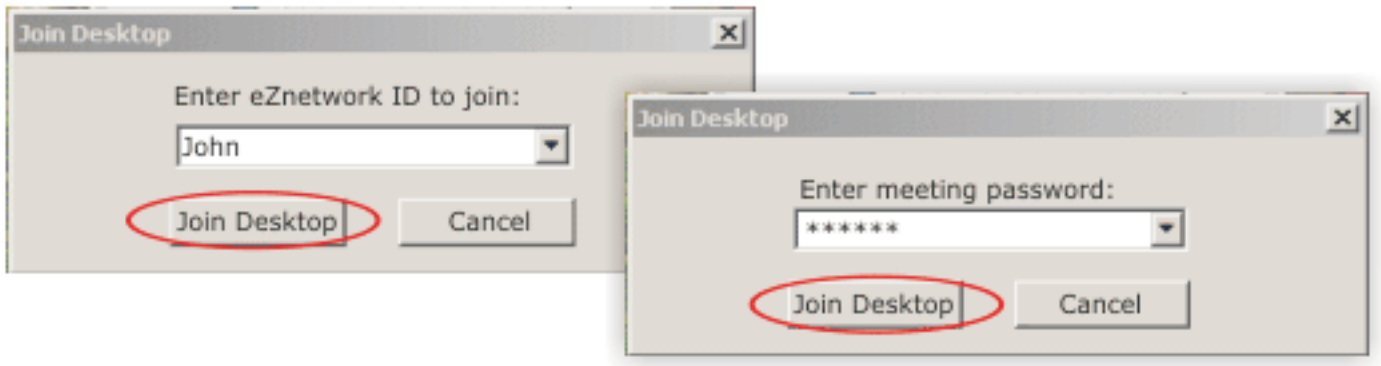
To close/end the current desktop session, locate the eZdesktop icon in your task bar and select it. This will open the eZdesktop- currently sharing desktop dialogue box, here you will select the Stop Sharing button and all members will be disconnected from your eZdesktop session.



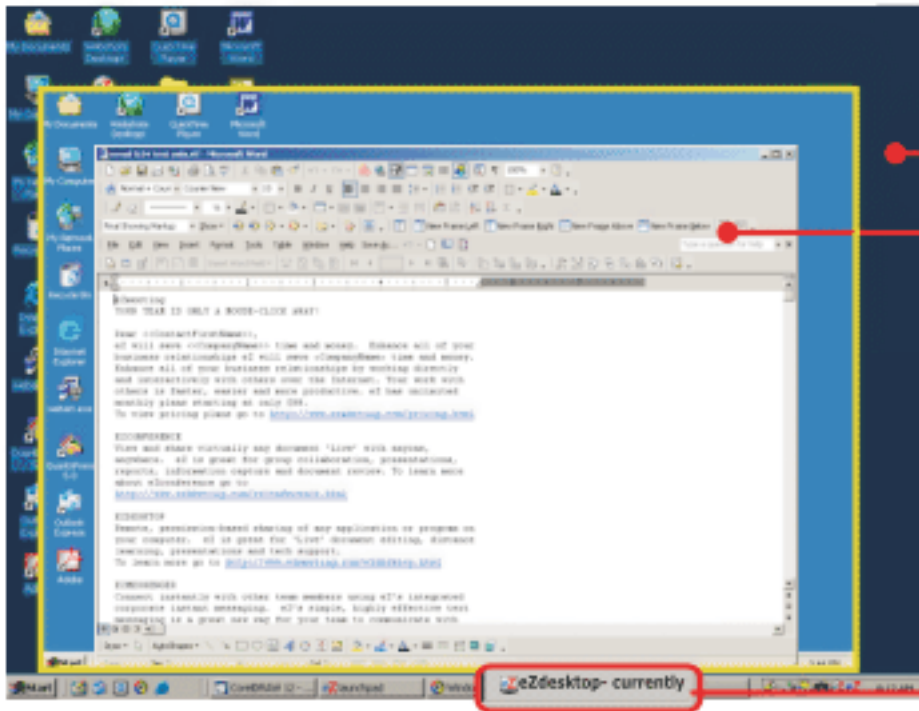
Join Desktop Overview



To join an eZdesktop session, on the eZlaunchpad select the Join Desktop option. This will open the Join Desktop Dialogue box allowing you to select the eZnetwork ID to join. Enter the eZnetwork ID then select Join Desktop. Enter the meeting password and select Join Desktop.



Joined Zdesktop session- Entire Screen Shared



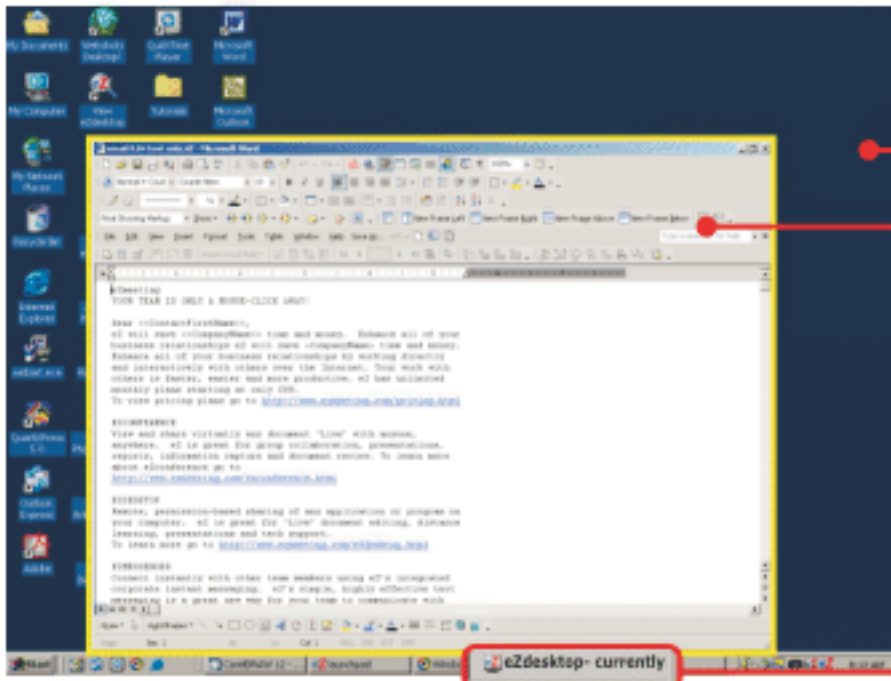
Your desktop resides behind the shared desktop you have joined.

The desktop you have joined appears in the front of your desktop. Depending on whether the sharer has chosen to share the Entire Screen, a Window or a Rectangular Area, you may see all or only part of their desktop.

If the sharer chose to give you control of their desktop, you will be able to control their mouse and keyboard as if you were sitting at their PC.

To end the desktop session select the eZdesktop button in your task bar and select Stop Sharing.

Joined Zdesktop session- Window Shared



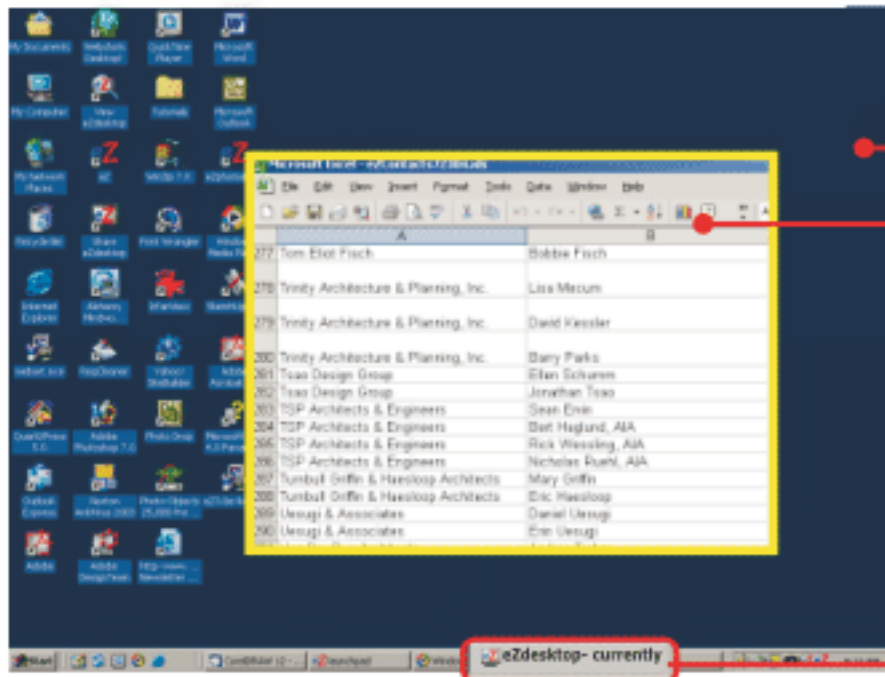
Your desktop resides behind the shared desktop you have joined.

The desktop you have joined appears in the front of your desktop. Depending on whether the sharer has chosen to share the Entire Screen, a Window or a Rectangular Area, you may see all or only part of their desktop.

If the sharer has chose to give you control of their desktop, you will be able to control their mouse and keyboard as if you were sitting at their PC.

To end the desktop session select the eZdesktop button in your task bar and select Stop Sharing.

Joined Zdesktop session- Rectangular Area Shared



Your desktop resides behind the shared desktop you have joined.

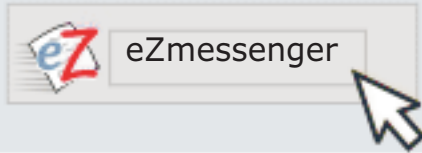
The desktop you have joined appears in the front of your desktop. Depending on whether the sharer has chosen to share the Entire Screen, a Window or a Rectangular Area, you may see all or only part of their desktop.

If the sharer has chose to give you control of their desktop, you will be able to control their mouse and keyboard as if you were sitting at their PC.

To end the desktop session select the eZdesktop button in your task bar and select Stop Sharing.

eZmessenger

Select the Show Contacts button on your eZlaunchpad.



The eZlaunchpad allows you to quickly and easily connect with all of your contacts. Selecting the Show Contacts button on your eZlaunchpad will open your eZmessenger window. Here you will see your contacts and their availability for instant messaging.

Instant Messaging Overview

To begin an instant messaging session, double-click the name of the contact you wish to start the session. This will open the dialogue window,

Available → John

Away → martha

Extended Away → tom

Do Not Disturb → scott

eZnet → Group

Your eZmessenger Status → Available

eZmessenger Tools

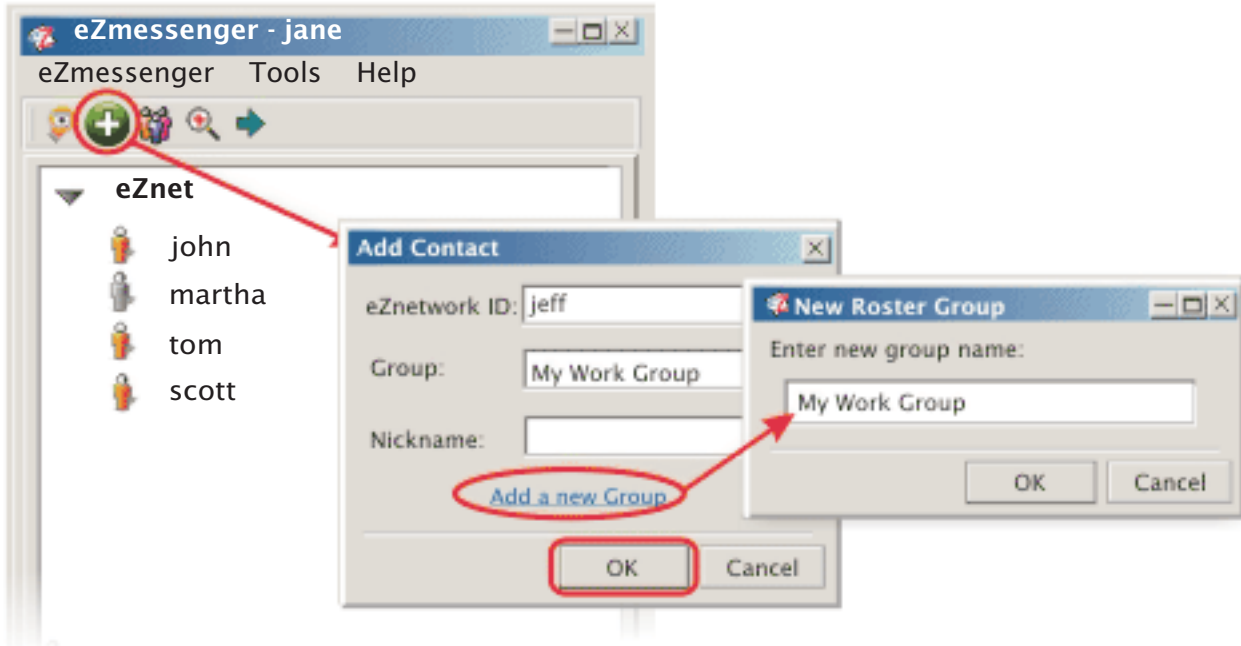
View Online / All	Join Conference	Toggle Expanded Mode
Add Contact	Search for Contacts	

Type message here & press Enter to send → Sounds good.

Add a Contact



To Add a Contact, select the Add Contact Icon from the Main Toolbar. In the Add Contact dialogue box, enter the eZnetwork ID, Group the contact will be added to and the contact's Nickname. Select OK, when done. You can add a new Group by selecting the link under Nickname.



Join Conference Room

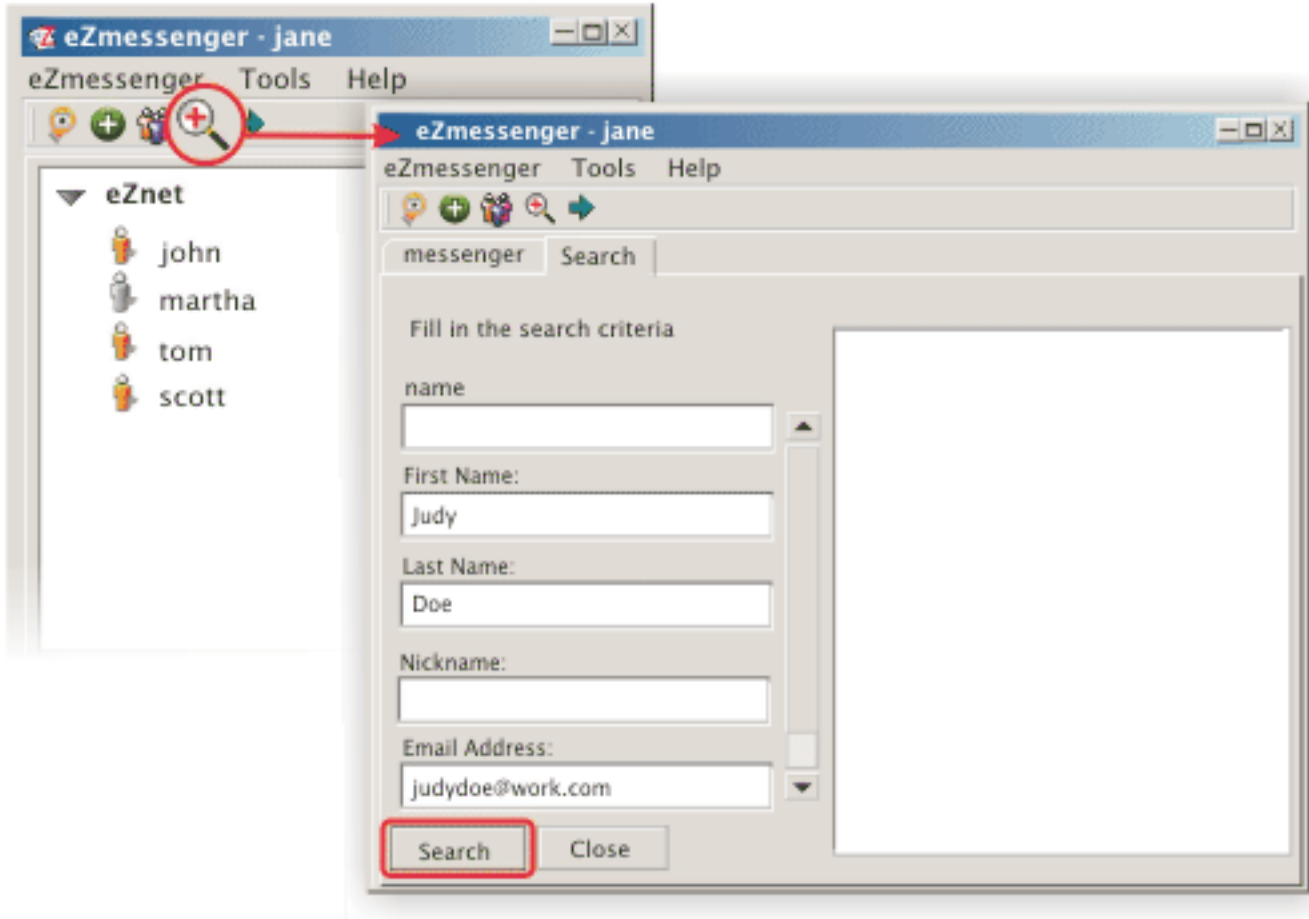
To Join a Conference Room, select the Join Conference Icon on the main toolbar. In the Join Room dialogue box, enter the Room Name to join, your Nickname and the conference room password. (if a password was set) You can also Join a Conference by selecting Join Conference, under eZmessenger on the Main Menu.





Search for Contacts

To Search for Contacts, select the icon on the Main Menu. In the Search dialogue box, enter as much information as possible. Then select the Search button. If the contact is located, you will be prompted to select which group to add the contact. Then select the Add Contact button.



eZmessenger Menu

eZmessenger		
Sign On/Off	F9	Change your current availability status
View		<input checked="" type="checkbox"/> Show Toolbar Expanded Mode Events Window
Clear Events	Ctrl+Del	Turn on/off toolbar Expand window
Send Message	F5	
Start Chat	F6	
Join a Conference	F7	Delete All Selected Markup Objects
Exit	Ctrl+Q	Close the eZmessenger application

Clear all events in Event Window

Send an Instant Message

Opens Join Conference dialogue

Tools Menu

The Tools menu is shown with the following options and their functions:

- Add Contact** (Ctrl+N): Add a new contact to list
- Remove Contact**: Remove existing contact from list
- Search for a Contact** (Ctrl+F): Search for contact by name, etc.
- Contact's Message History** (Ctrl+H): View a contact's message history
- Contact Properties** (F10): View a contact's properties
- Show Only Online** (F8): Show online contacts only in list
- Add Group**: Add a new group to contacts
- Edit Profile**: Edit your personal profile
- Lookup Profile**: Lookup a contacts profile
- Preferences...** (F4): Set eZmessenger preferences
- Online** (Ctrl+O): Change your availability
- Away**: Create a custom away status
- Xtended Away**: Create a custom away status
- Do Not Disturb**: Create a custom away status
- Custom**: Create a custom away status
- Toggle** (Ctrl+T): Change your availability

Your Status Options

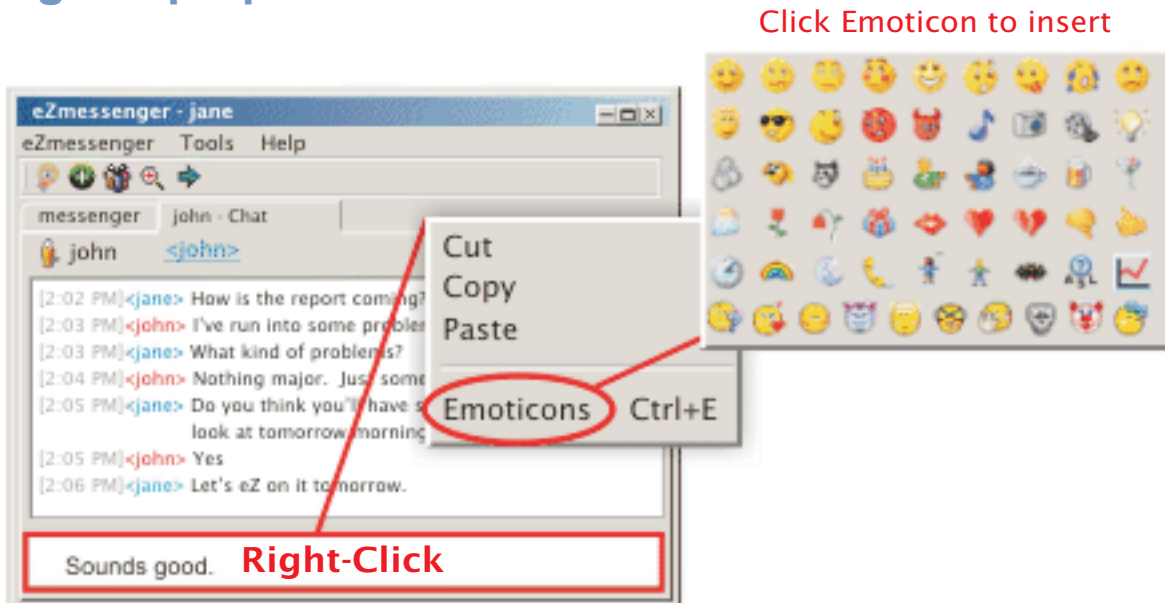
- Away (Ctrl+A)
- Lunch (Ctrl+L)
- Meeting (Ctrl+M)
- Bank
- Extended Away
- Gone Home
- Gone to Work
- Sleeping
- Busy
- Working
- Mad

Contacts Pop-up Menus

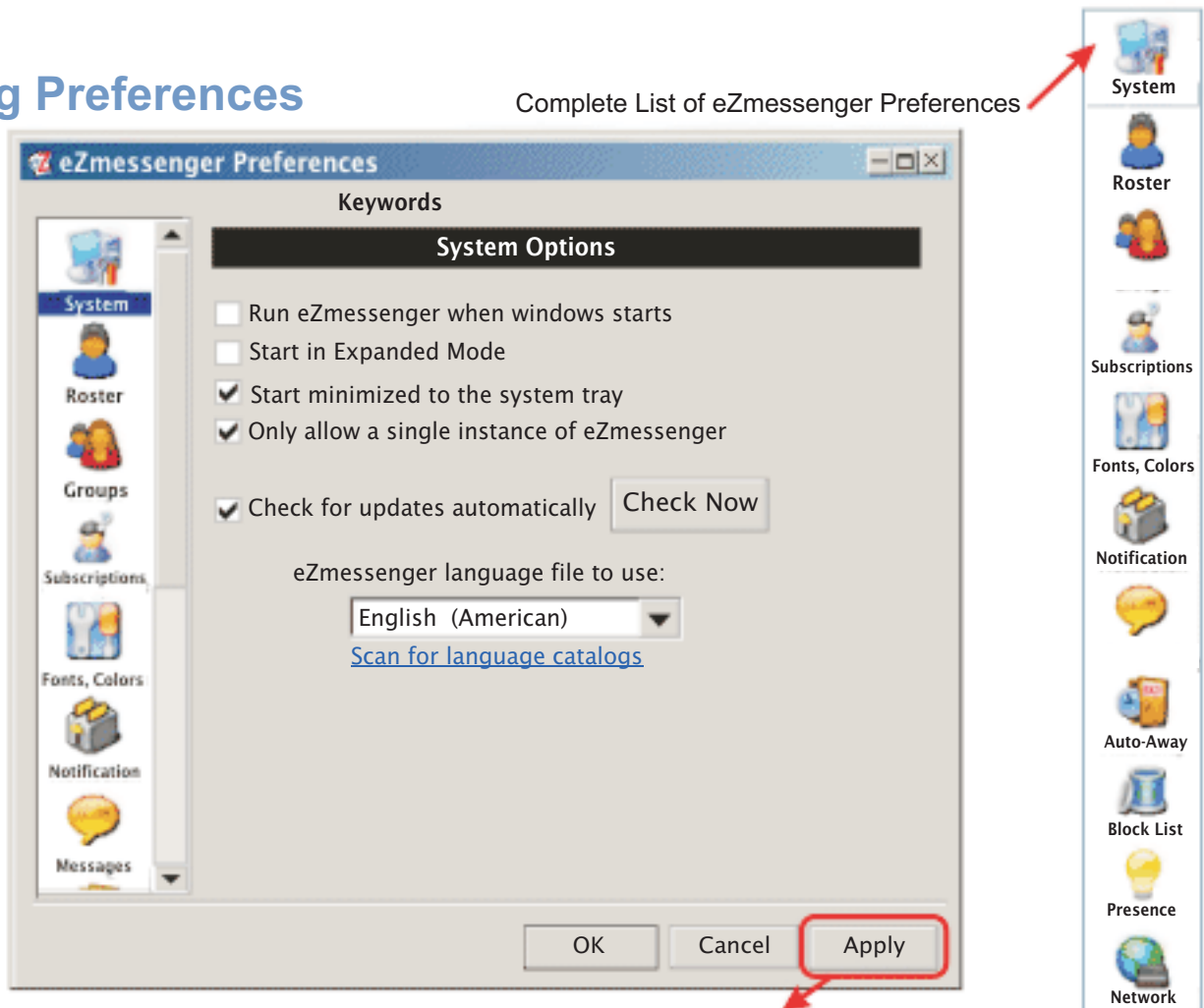
The diagram shows the eZmessenger interface with the following callouts:

- Right-Click** on a contact name (e.g., john) opens a context menu with options: Chat..., Message..., Send File..., Invite to Conference, Send Contact To..., Client Info, Presence, Rename..., History, Block, Remove, and Del.
- Right-Click** on the status icon (Available) opens a status selection menu with options: Available, Away, Xtended Away, and Do Not Disturb.
- Right-Click** on the History option opens a sub-menu with options: Version Request, Time Request, Last Activity, Send Available, Send Invisible, and Subscribe.

Message Pop-up Menu



Setting Preferences



Click **Apply**, and your changes will take effect immediately.