

# Using LanToucher Messenger

## GETTING STARTED -- LEARNING THE BASICS

This brief tutorial will show you the basics of how to use LanToucher Messenger. Just follow these 4 easy steps:



### **Step 1:**

- First of all, start LanToucher Messenger if it is not already running. To start LanToucher Messenger, double-click the LanToucher Messenger icon on the desktop or use the CTRL+ALT+` shortcut key.
- If LanToucher Messenger is in the minimized state, restore it by clicking its icon in the taskbar notification area or using the CTRL+` global shortcut.



- Compose your outgoing message in the edit box named *New Message*.

### **Step 2:**

- In the *ActiveList Address Box*, specify the user or computer you want to send the message to.
- To add the user or computer to the contact list (*ActiveList*), double-click the *Address Box* or click the *Plus* toolbar button.
- To add more contacts to your *ActiveList*, open the *Contact Browser dialog* by hitting F3 or clicking the *Find/add contacts button* on the *ActiveList toolbar*. You can load contacts from a text file by pressing SHIFT+F3.
- If you want to send your message to multiple recipients, just hold down the CTRL key while clicking on a particular recipient (on *ActiveList*) to select/deselect it.

### **Step 3:**

- You can send messages to individual recipients as well as to multiple recipients simultaneously.
- Click the *Send button* or just hit ENTER to send the message to the recipient(s) you specified.
- Click the *Send To Domain button* to broadcast the message to all users of your domain/workgroup.
- After the message has been sent, LanToucher Messenger adds it to *Message History* and *Message Box*.
- To switch between the *Message History* view and the *Message Box* view, use F2 or the *Toggle Message History/Message Box view button* on the *Message toolbar*.

### **Step 4:**

- Click the *Minimize button* or hit ESC to minimize LanToucher Messenger to the taskbar notification area.

For more information on *ActiveList*, *Preset Groups*, *Macros*, *Status Messages*, *Message Forwarding*, and other features of LanToucher Messenger, please refer to the LanToucher Messenger Online Help.

## STATE MODES

LanToucher Messenger offers three state modes including *Mailer mode*, *Conference mode*, and *Passive mode*. Each state mode represents a different messenger behavior. To switch between the modes at runtime, you can use the *Mode Selector* control or the appropriate global shortcut keys.

### **Mailer Mode**

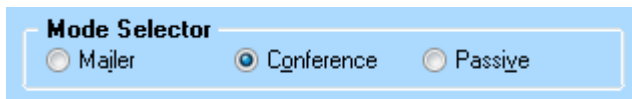
This mode is the default LanToucher Messenger mode. In *Mailer mode*, LanToucher Messenger resides in the taskbar notification area and pops up on all incoming messages.



To switch to *Mailer mode*, use the *Mode Selector* or the CTRL+ALT+SHIFT+F1 global shortcut key.

### **Conference Mode**

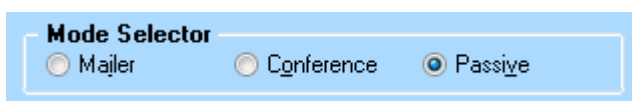
Conference mode lets you use LanToucher Messenger as a handy conference tool for your corporate or home network.



To switch to *Conference mode*, use the *Mode Selector* or the CTRL+ALT+SHIFT+F2 global shortcut key.

### **Passive Mode**

Activate this mode while you are away/busy and unable to reply to incoming messages. You can use the *AutoRespond check box* that will allow LanToucher Messenger to automatically send a status message like "Sorry, I'm away/busy at the moment..." to each incoming message. You can predefine your status messages on the *Status Messages tab* of the program options dialog. Note that in this mode, no one can get you even if it is very urgent. When LanToucher Messenger is minimized, its system tray icon will continuously flash if there is one or more unread messages. If you enable the *Ignore all incoming messages option*, LanToucher Messenger will not accept any messages in Passive mode at all.



To switch to *Passive mode*, use the *Mode Selector* or the CTRL+ALT+SHIFT+F3 global shortcut key. To switch to Passive mode and enable a status message (*AutoRespond*), press CTRL+ALT+SHIFT+[F4--F12 (except F10)] at the same time.

## **Adding New Contacts to ActiveList**

There are two ways to add new contacts to your *ActiveList*. One way is to pick up some of the available contacts in *Contact Browser*, the other way is to add contacts manually.

To open *Contact Browser*, hit F3 or use the *Find/add contacts button* on the *ActiveList toolbar*, or the *Find/Add Contacts* command in the *ActiveList menu*.

To add a contact manually, just type the name in the *Address Box* below the *ActiveList* control and then press ALT+INSERT or click the *Add Contact/Group/IP button* on the *ActiveList toolbar*, or select the *Add Contact/Group/IP command* from the *ActiveList menu*.

When you add an IP address, it will automatically translate to one or more messaging names, if the remote computer is capable of receiving SMB/CIFS messages.

## **Sending Private messages**

To send a private message (whisper), click on the *New Message field* and type in your message. Then, move to the *ActiveList* control using TAB, or just click on it, and then select the recipient(s) for your message or specify the recipient in the *Address Box* below.

Click the *Send button* or just hit ENTER to send your message to the recipient(s).

When you send messages, they are automatically added to *Message History* and *Message Box*.

## **Sending Domain/Workgroup messages**

To send a domain/workgroup message (broadcast), you should use the *Send To Domain button*.

It is not required to specify recipients when you are sending to everyone in your domain/workgroup.

## **Setting up away messages**

LanToucher Messenger offers a nice "Away" feature. Just set up the status message you wish to be automatically sent as a reply to each incoming private message while you are busy or out of the office. To set up a custom status message, switch LanToucher Messenger to *Passive mode*, then activate the *AutoRespond check box*, type in the message you want to leave in the space provided, or select a message from the *Passive mode pop-up menu*.

## **Minimizing LanToucher Messenger to the taskbar notification area**

After you have received or sent an instant message, you may want to minimize LanToucher Messenger to the taskbar notification area (system tray) and get back to your work. To minimize LanToucher Messenger, click the Minimize button at the bottom of its window, or just press the ESC key. If you place the mouse pointer over the LanToucher Messenger tray icon, a tooltip will appear. The tooltip indicates the messenger state and the count of unread messages (if there are any).

In order to restore LanToucher Messenger, click the system tray icon or press CTRL + `.



## **Deleting All Messages**

Use this function if you wish to clear the entire message base. Note that the messages are deleted permanently, so make sure you have made a backup of your messages. To delete all messages, use the Delete All Messages command from the File menu or the Message History/Message Box context menu.

## **Saving All Messages**

If you wish to save your message base to a file for future reference, use the Save All Messages command from the File menu. You can save the messages either to a plain text document (.TXT) or to a rich text document (.RTF). To view the saved messages, use Notepad or any other application capable of displaying text documents.

## **Message Forwarding**

Use message forwarding to forward all incoming messages to another user or computer on your network.

## **SOME KEY ADVANTAGES**

Needs no internet connection

Receiver gets instant message

Reduces movements in the office

Reduces speech on the phone

Increases productivity time : since a staff does her communication on the computer she is using.

Send Instant message to individual or group of people at one time

Makes your senders aware when you are not available

Forward-able messages to a co staff or worker who is capable of carrying out your tasks in the office

Low memory space: runs at minimal CPU memory space

Has a user-friendly interface.

Etc.

Please feel free to call us for more elaboration or information. Thank you.