

## 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

## 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.

“Chatroom” 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.

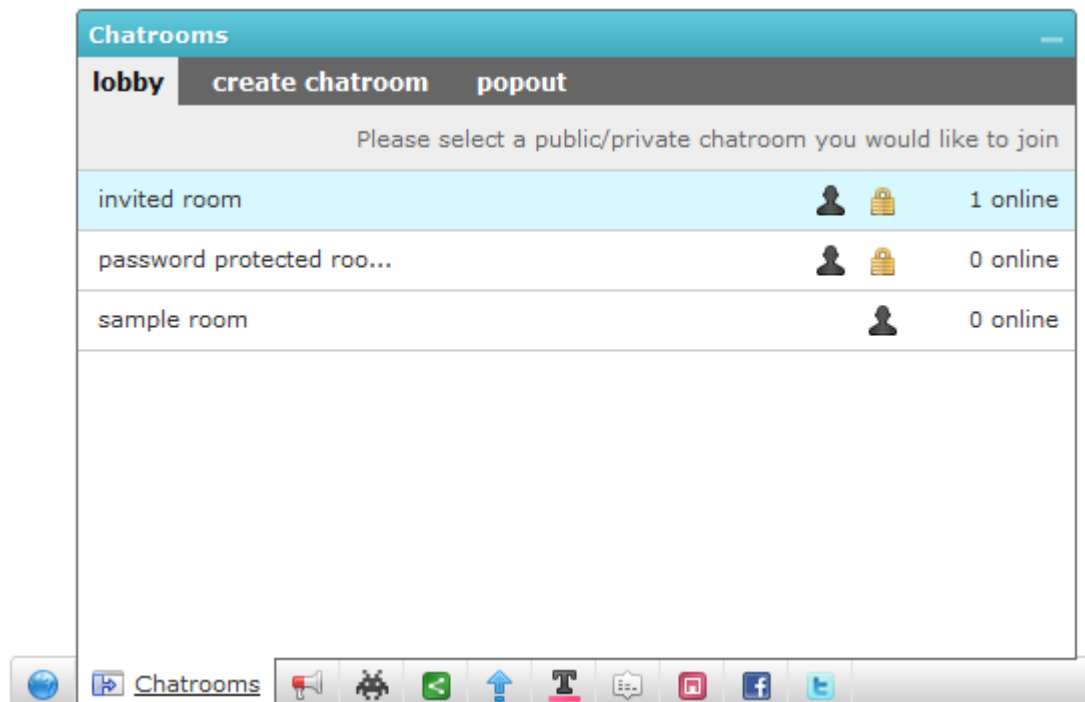


Figure 2

## 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”.

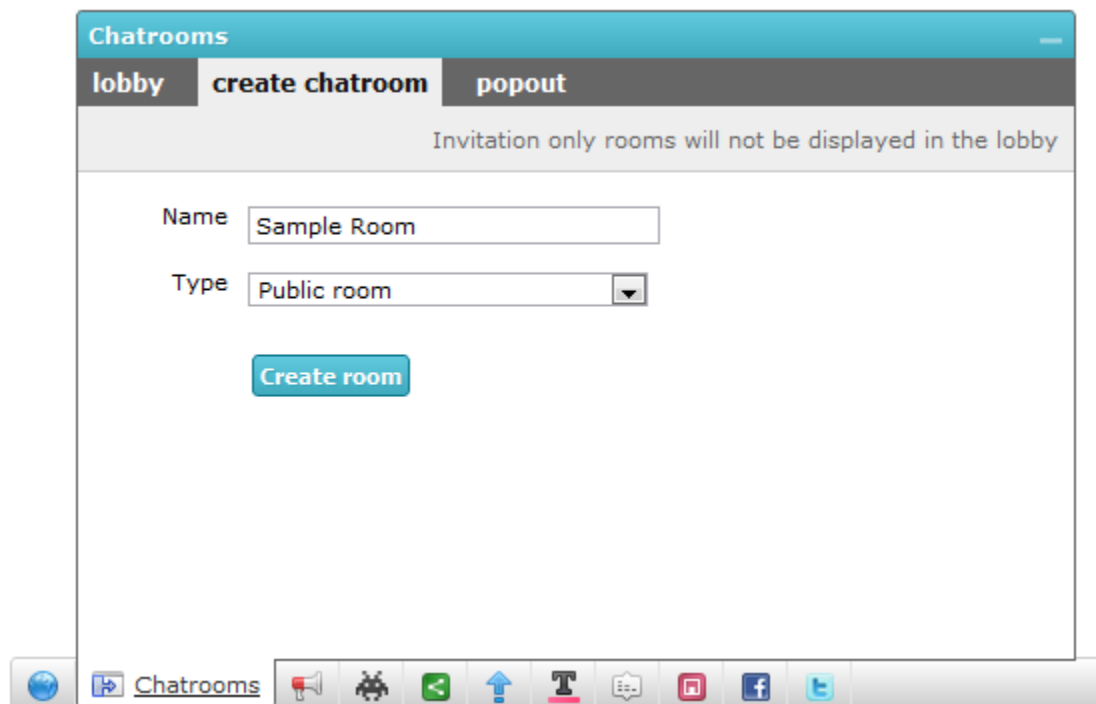


Figure 3

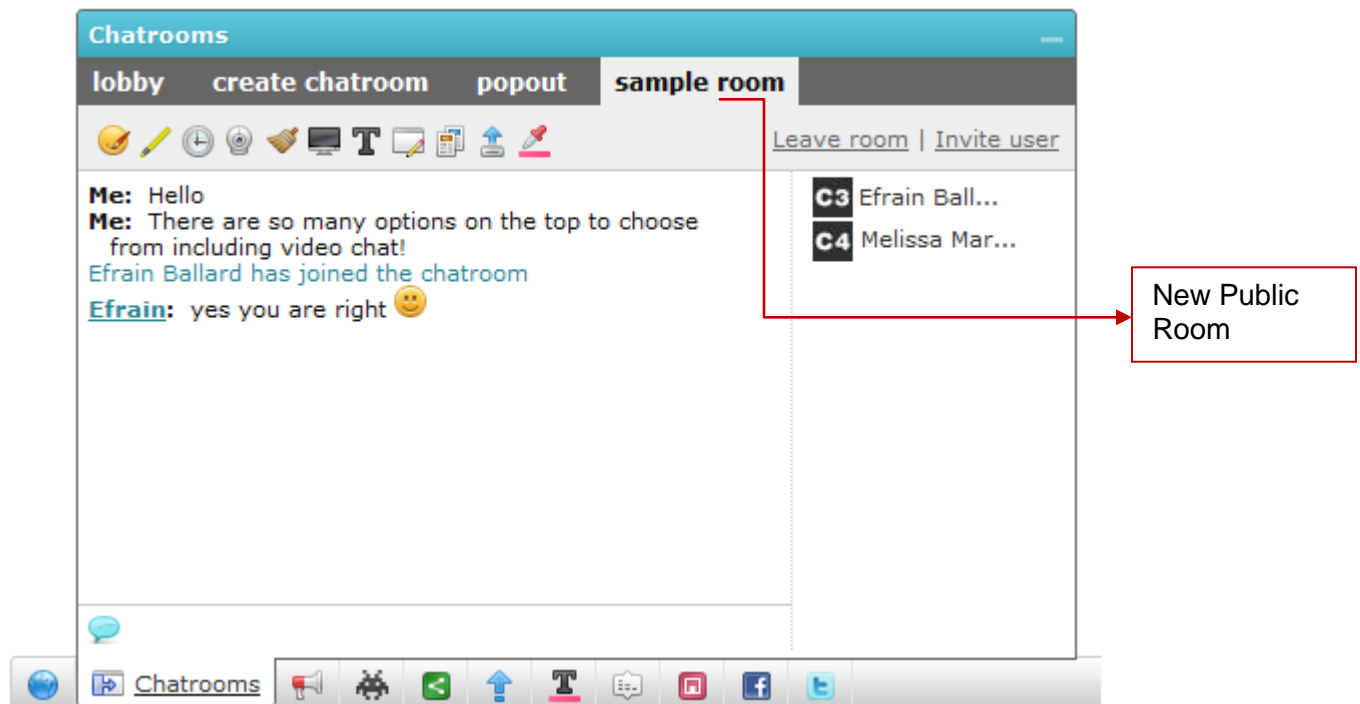


Figure 4

**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”.

The screenshot displays the 'Chatrooms' application window. At the top, there are four tabs: 'lobby', 'create chatroom' (which is active), 'popout', and 'sample room'. Below the tabs, a message states: 'Invitation only rooms will not be displayed in the lobby'. The main form area contains three input fields: 'Name' with the text 'password protected room', 'Type' with a dropdown menu showing 'Password-protected room', and 'Password' with four black dots. A blue 'Create room' button is positioned below the password field. At the bottom of the window, there is a taskbar with several icons, including a globe, a folder labeled 'Chatrooms', a megaphone, a group of people, a green square, a blue arrow, a text icon, a speech bubble, a red square, a Facebook 'f' logo, and a Twitter bird logo.

Figure 5

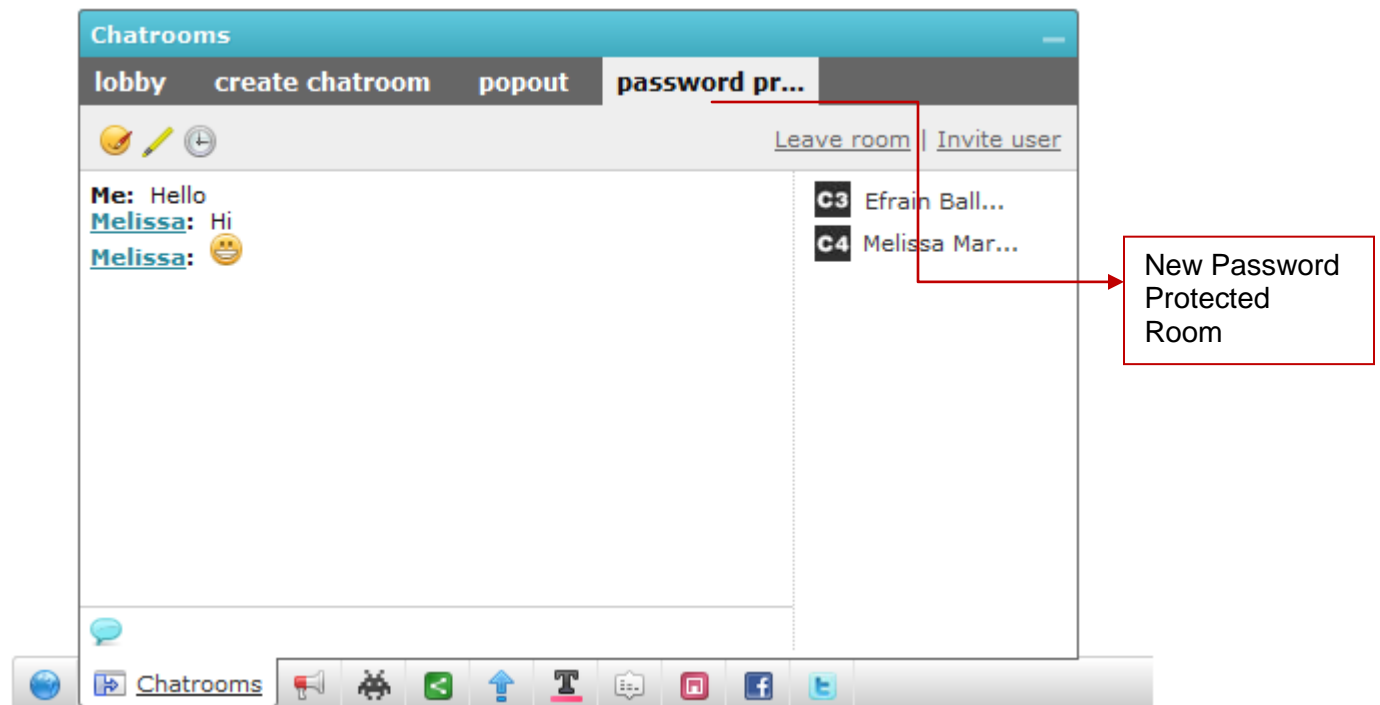


Figure 6

**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.

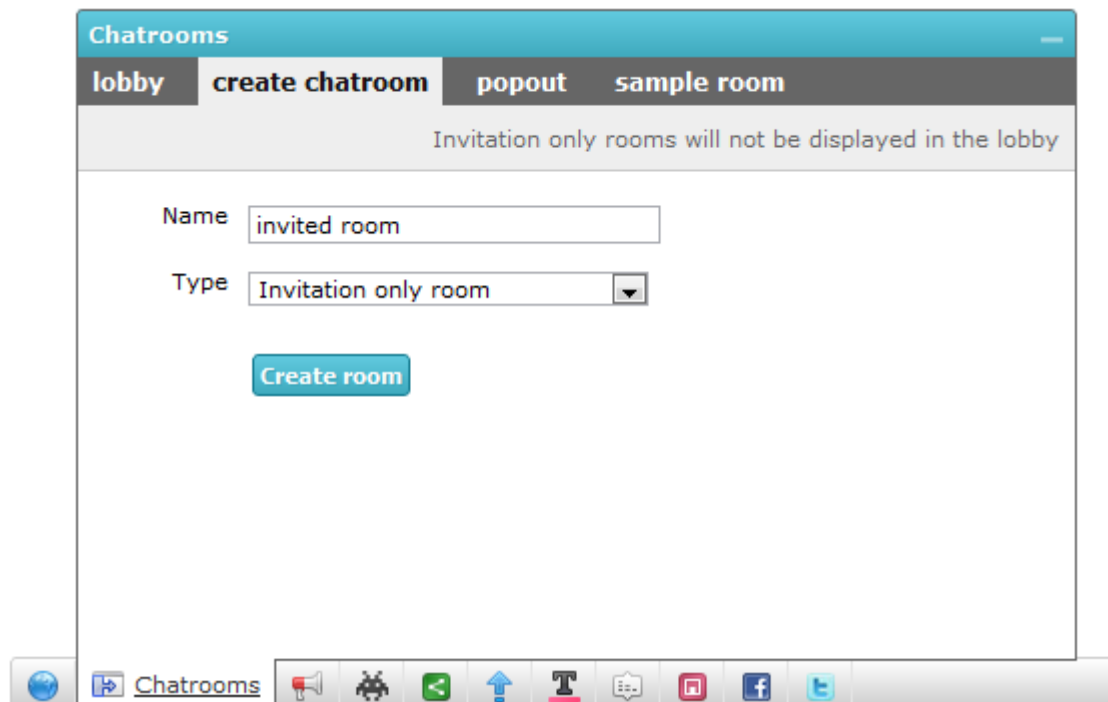


Figure 7

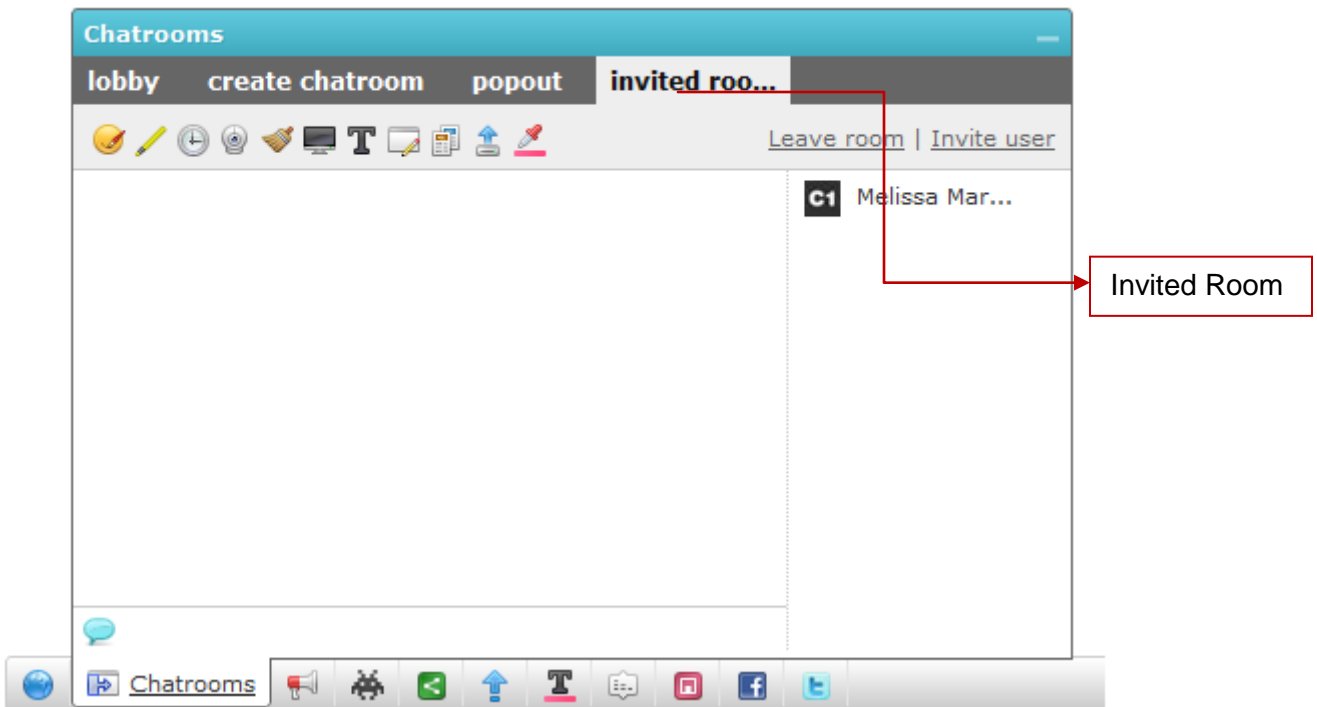


Figure 8

**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.

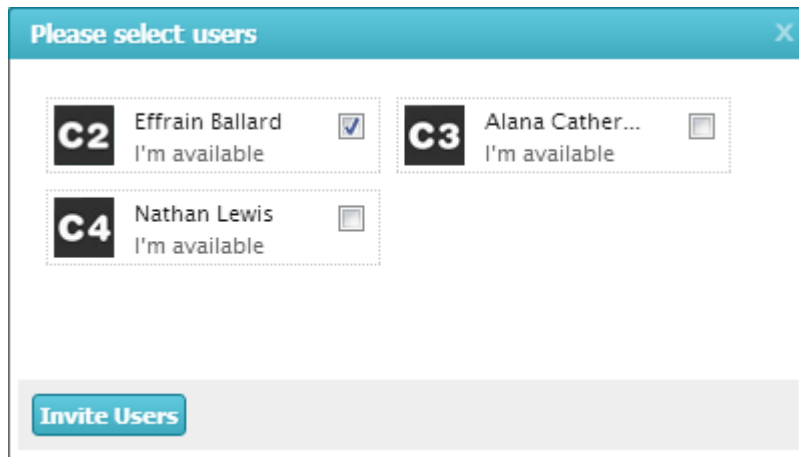


Figure 9

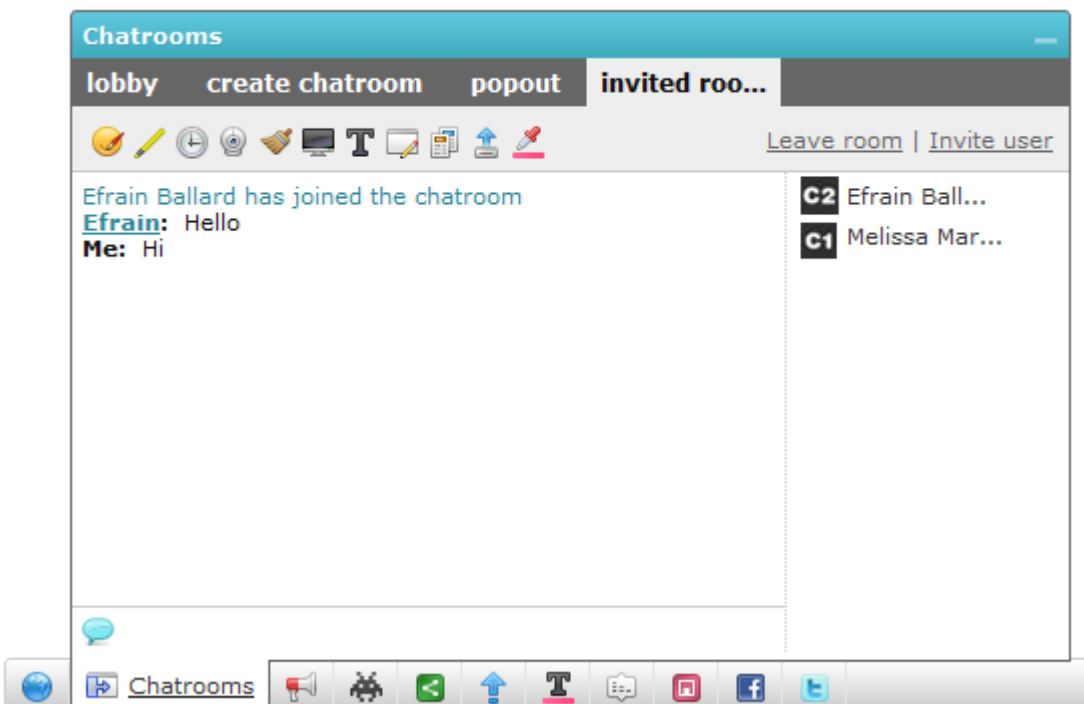


Figure 10

## Leave room

You can always join or leave any chatroom.

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

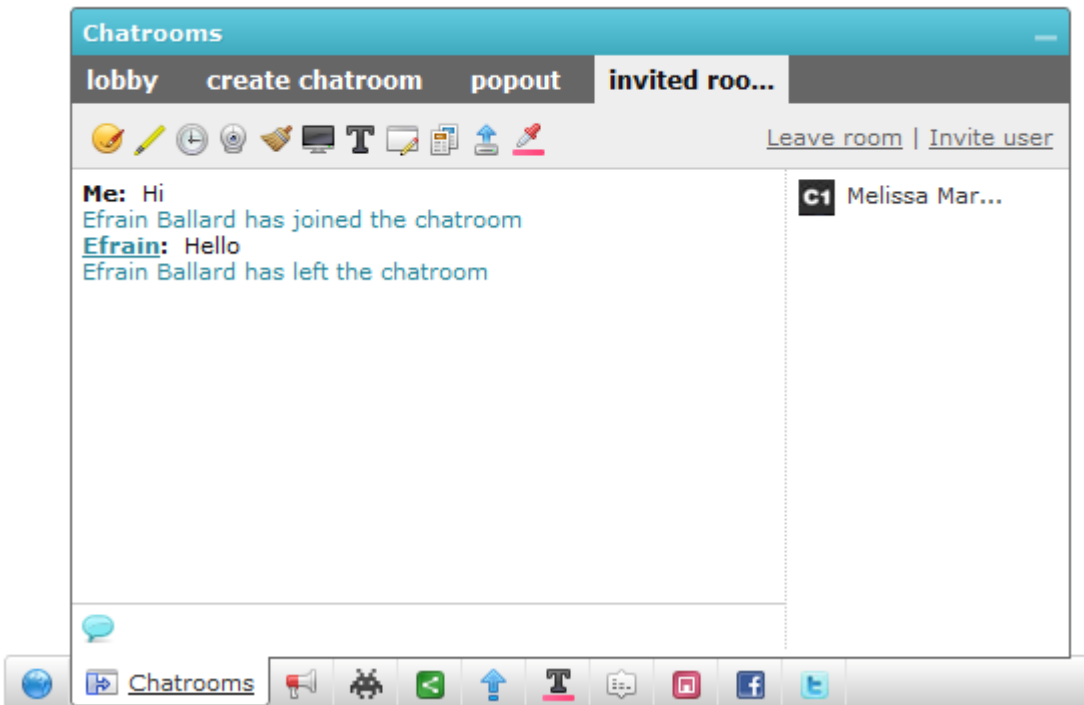


Figure 11

## 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.

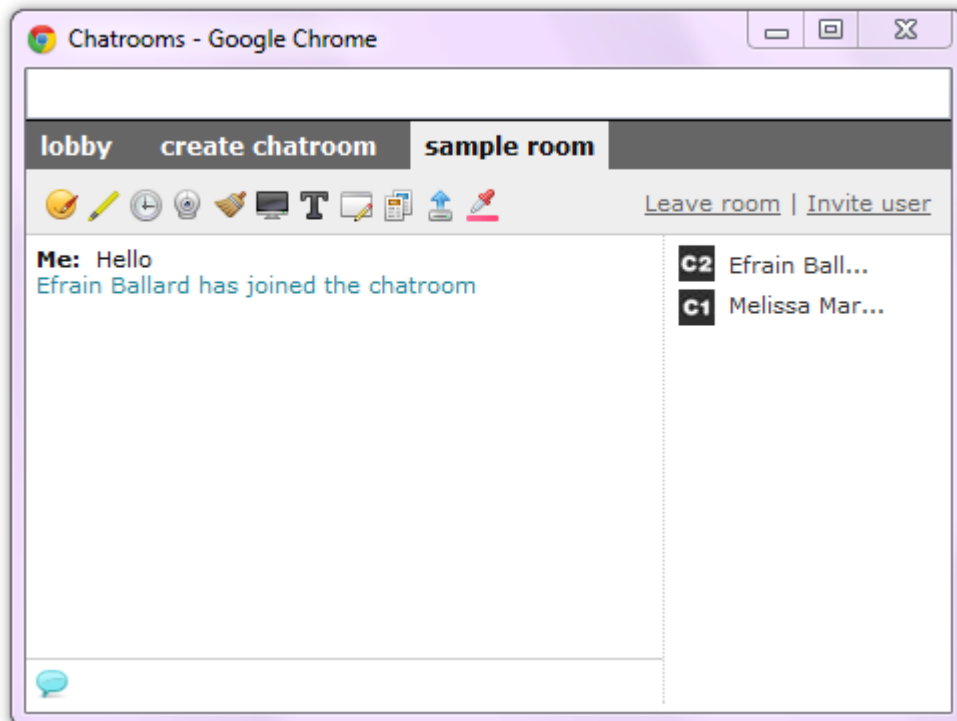


Figure 12

## Kick

The chatroom owner and moderators can remove any member from his chatroom temporarily by using the 'kick' option.

To kick a member from the chatroom, follow the steps listed below:

- Click on the name of the user you would like to kick.
- Click on the “Kick” button on the dialog box that appears on the screen.

The banned member can rejoin the chatroom in the next chatroom session.

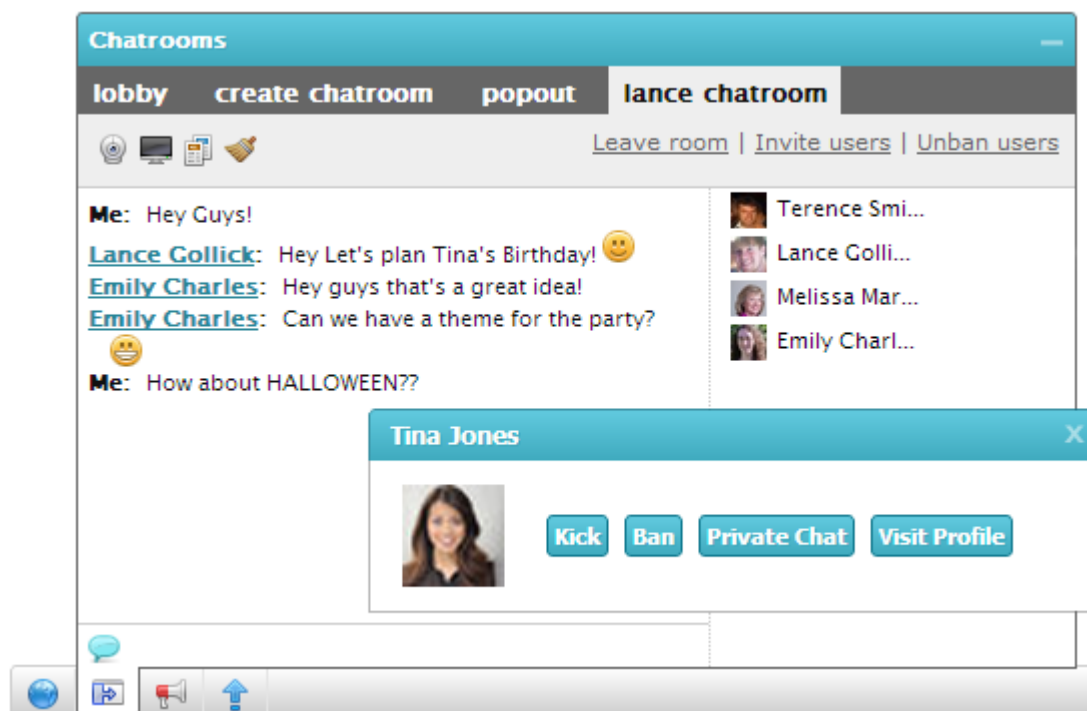


Figure 13

## Ban

The chatroom owner and moderators can permanently remove any member from his chatroom using the ban option.

To Ban a member from the chatroom, follow the steps listed below:

- Click on the name of the user you would like to Ban.
- Click on the “Ban” button on the dialog box that appears on the screen.

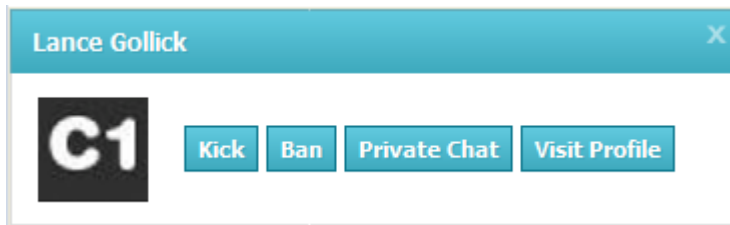


Figure 14

## Unban

The chatroom owner and moderators can unban the banned users as and when he wants.

To unban a member from the chatroom, follow the steps listed below:

- Click on the Unban option that you see at the top of the chatroom window.

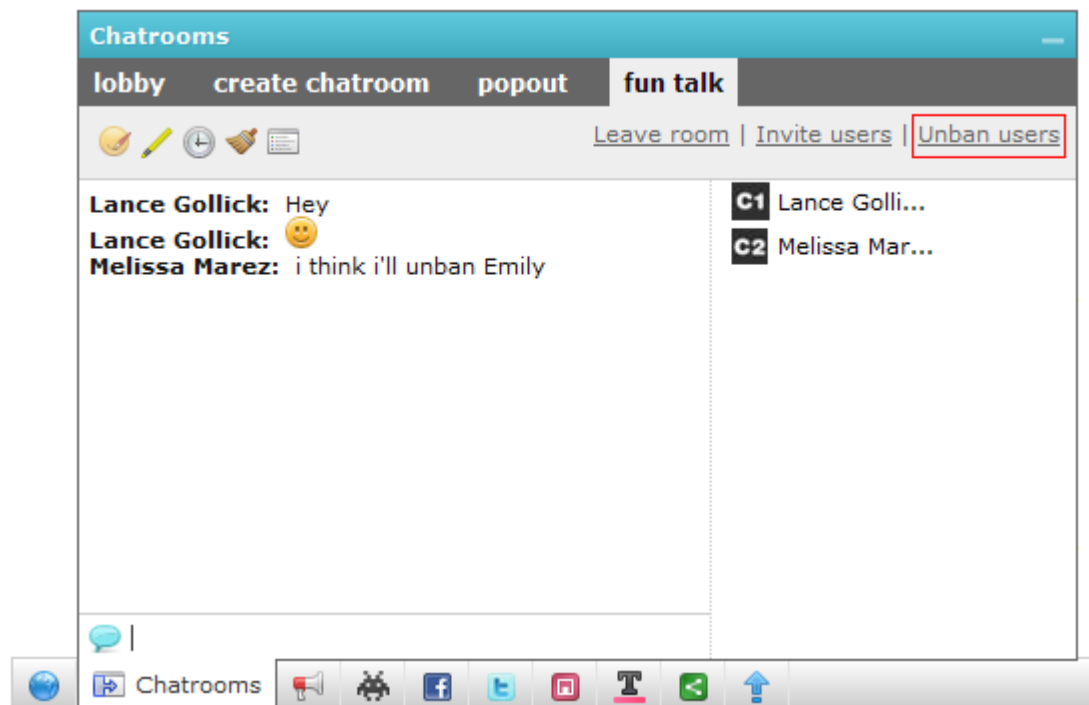


Figure 15

- Select the user that you wish to Unban on the dialog box that appears on the screen.
- Click on the “Unban” button.

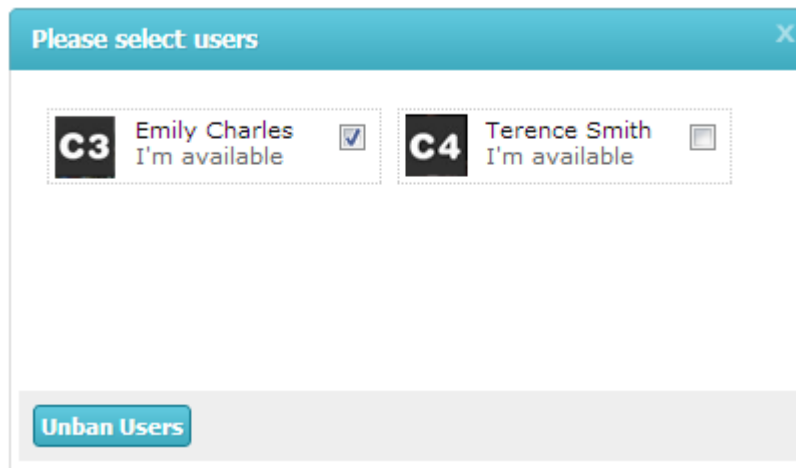



Figure 16

Once Unbanned the user can join and access the chatroom like any other chatroom user.

**Note:** Only the Owner and the Moderator can view the Unban option.

## Chat History for Chatroom:

The chatroom users can view the chatroom history anytime they want.

Click on the “” button at the top of the chatroom window to view chat history.

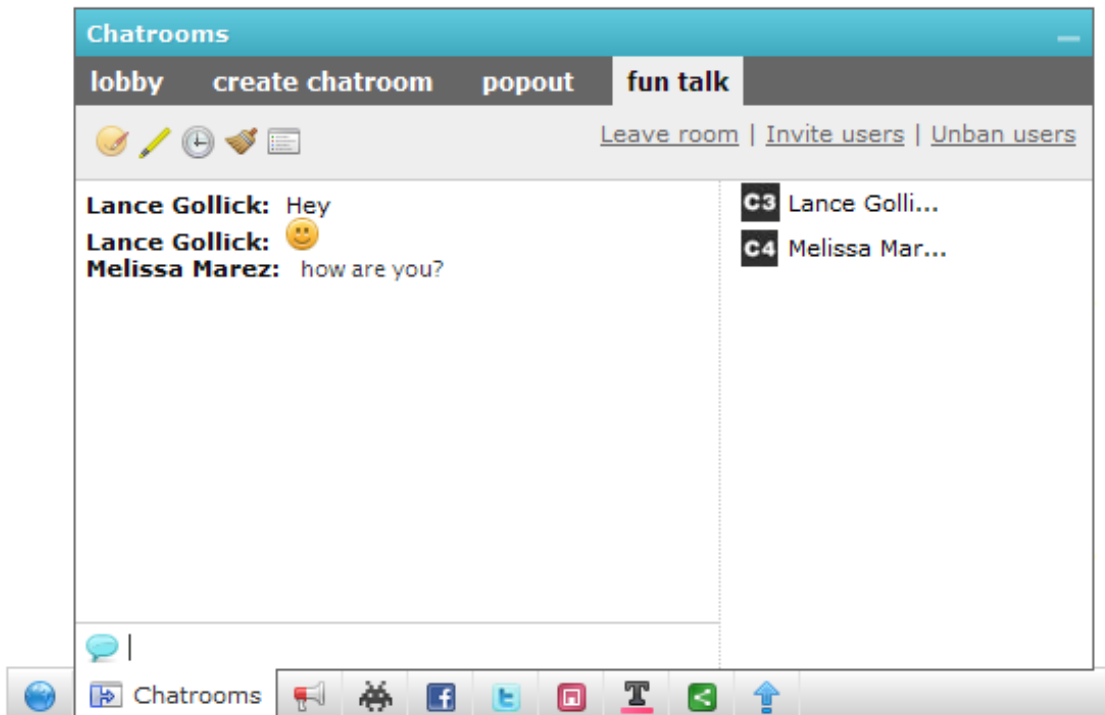


Figure 17

Chat History		
Chat Conversation in chatroom fun talk on Dec 21st 2012 (6 lines)		<a href="#">Back</a>
<b>Melissa</b>	Hey Guys..	4:13pm
<b>Lance</b>	Hey! Good to see you all..	4:14pm
<b>Terence</b>	This Chatroom is fun.	4:15pm
<b>Lance</b>	Hey	4:15pm
<b>Lance</b>	😊	4:15pm
<b>Melissa</b>	how are you?	4:16pm

Figure 18

## 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 19

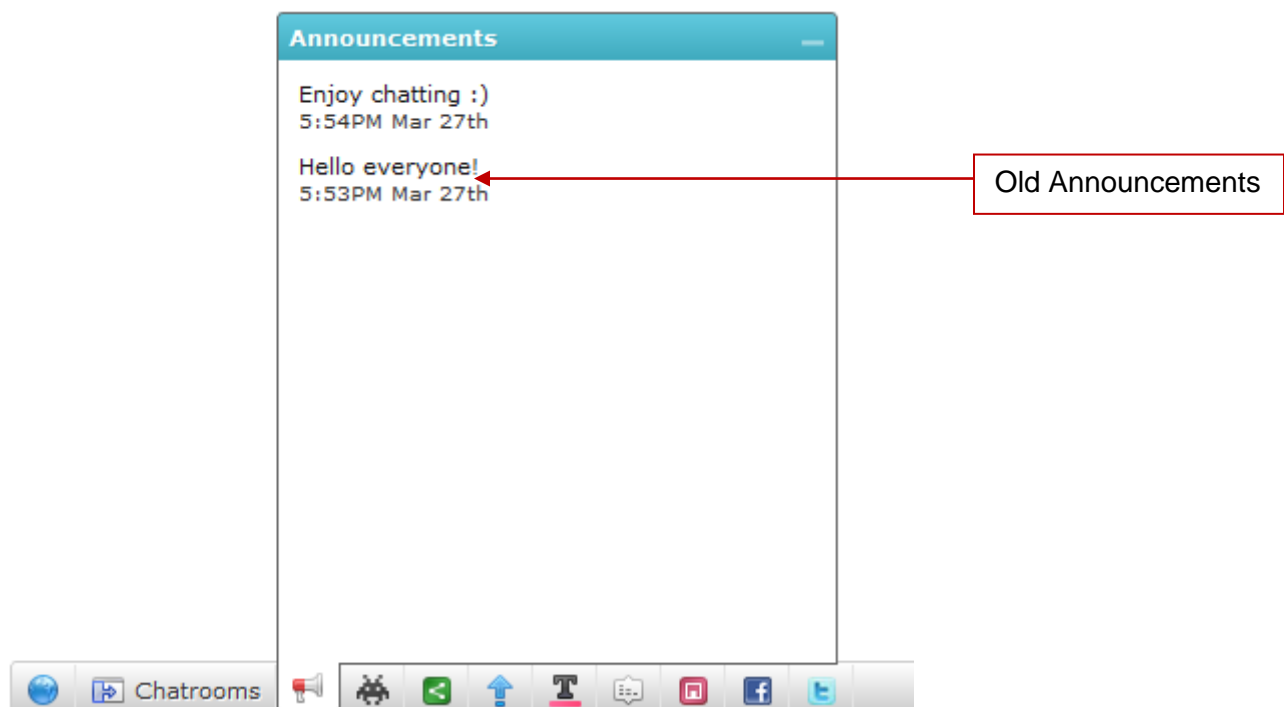



Figure 20

## 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.

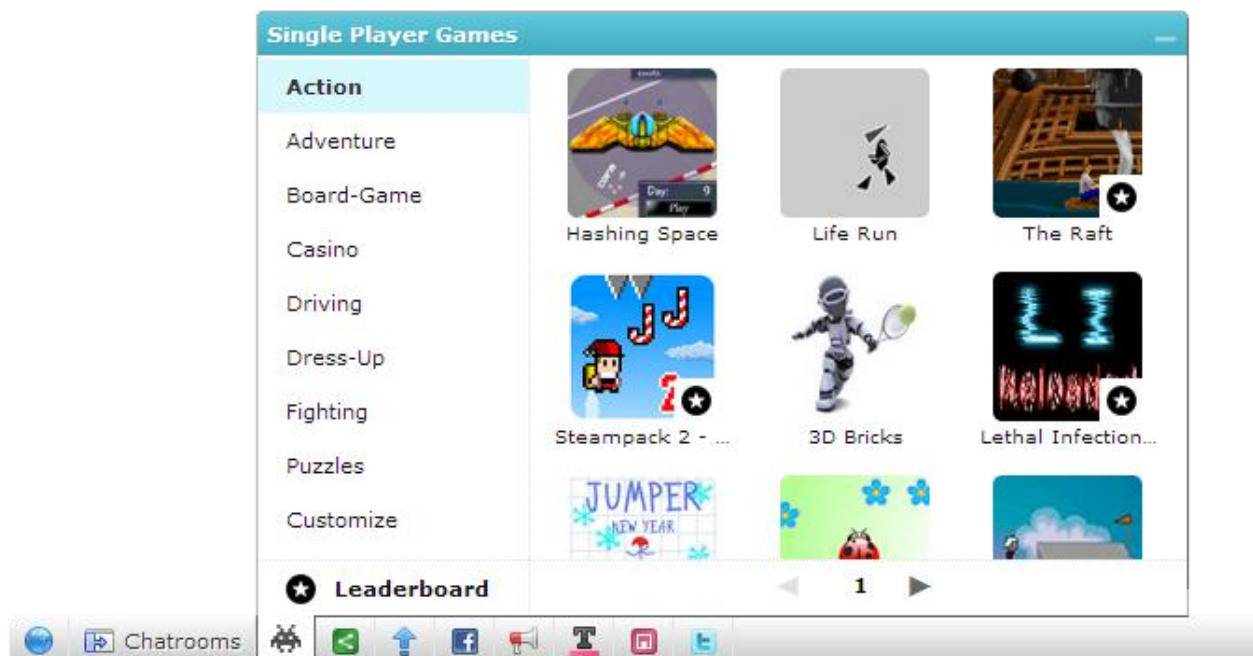

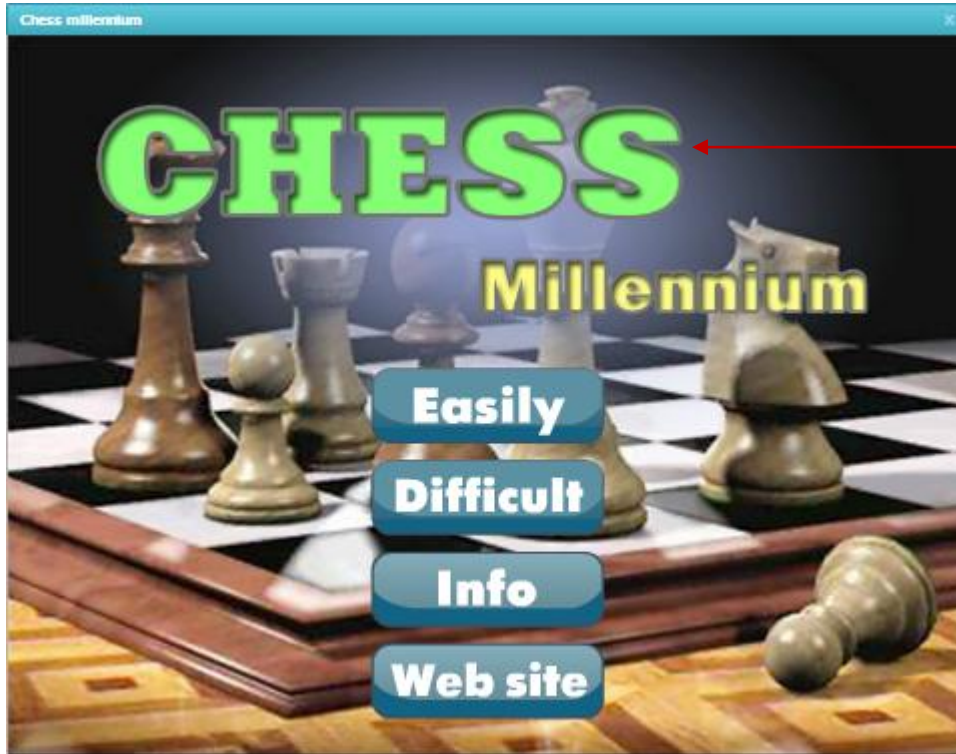


Figure 21

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

All the games marked with the “” icon are Leaderboard enabled games. The scores of these games will be recorded and displayed in the Leaderboard.

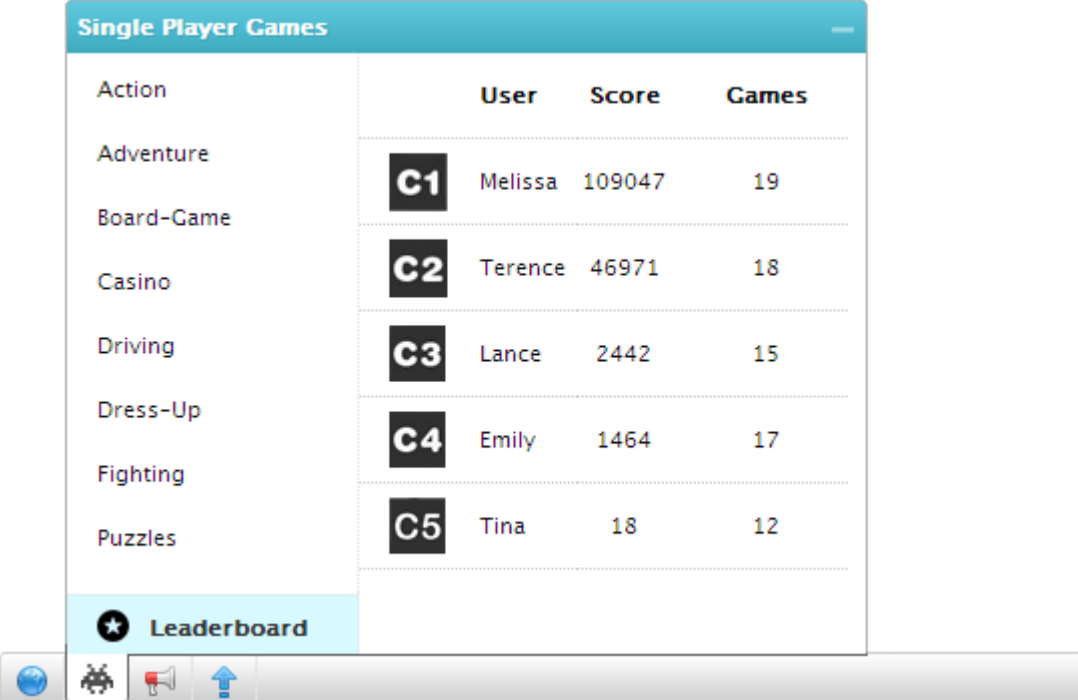


Game launched  
in a new window

Figure 22

## Leaderboard

Leaderboard in the games plugin tracks all the scores of all the games a user has ever played.



Action	User	Score	Games
Adventure	<b>C1</b> Melissa	109047	19
Board-Game	<b>C2</b> Terence	46971	18
Casino	<b>C3</b> Lance	2442	15
Driving	<b>C4</b> Emily	1464	17
Dress-Up	<b>C5</b> Tina	18	12

Figure 23

On clicking a user, his detailed score board will be displayed as shown below.

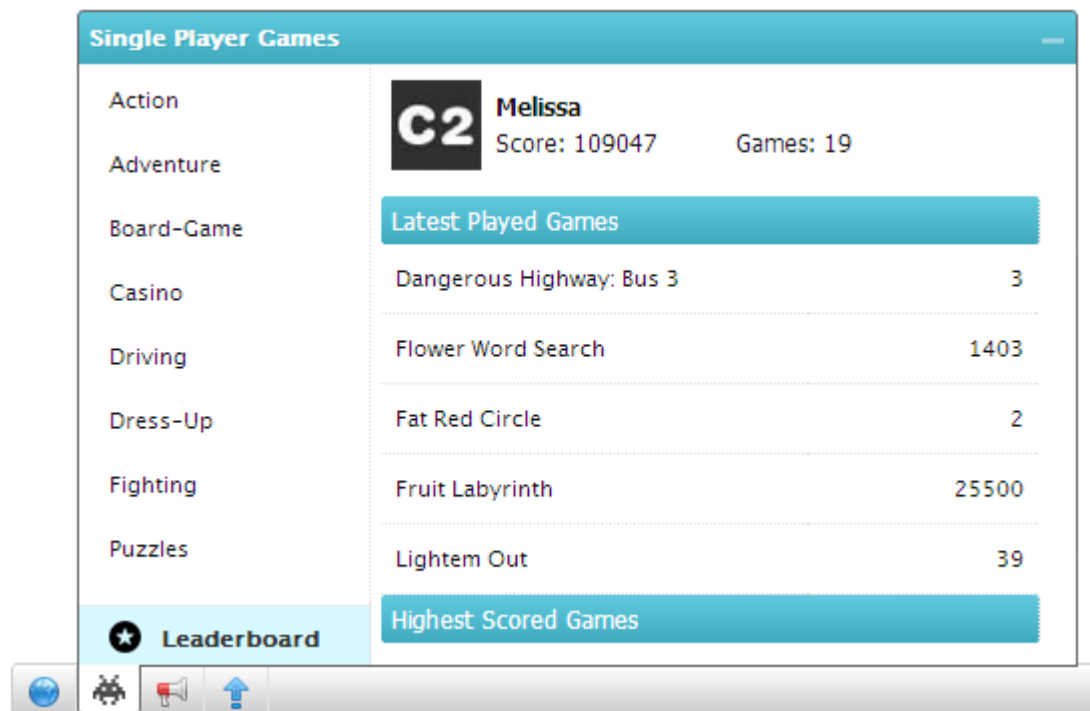


Figure 24

## Share This Page

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

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



Figure 25

## 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.

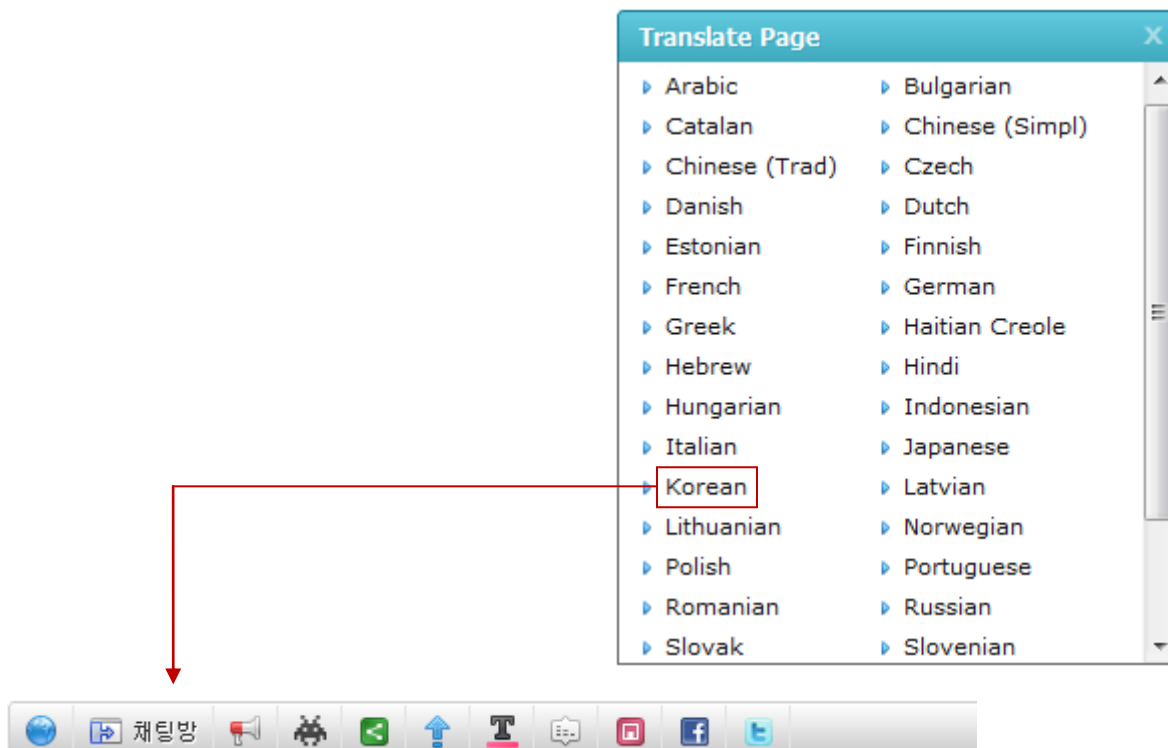


Figure 26



Figure 27

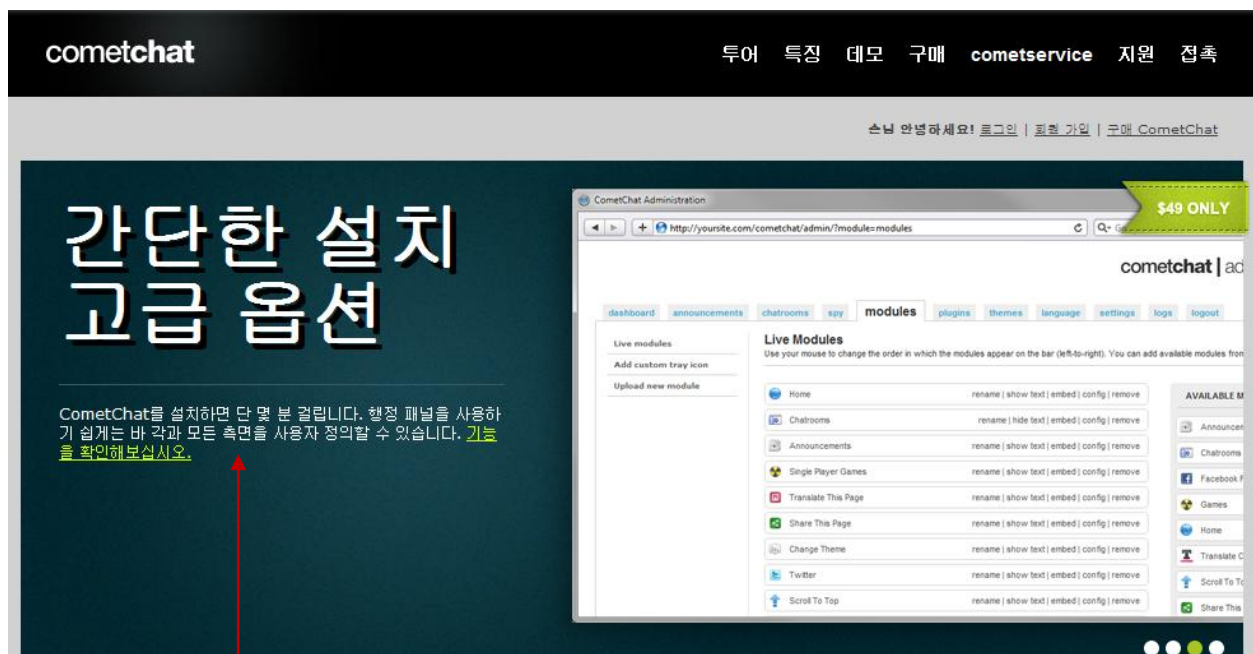



Figure 28

## 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.

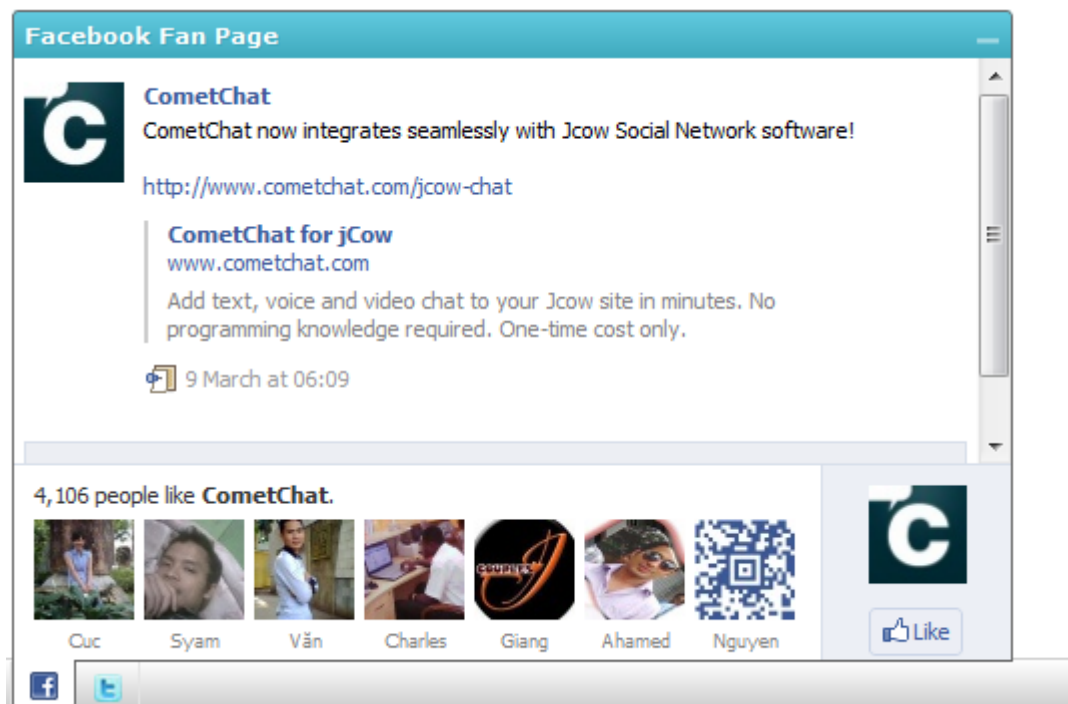


Figure 29

## 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.

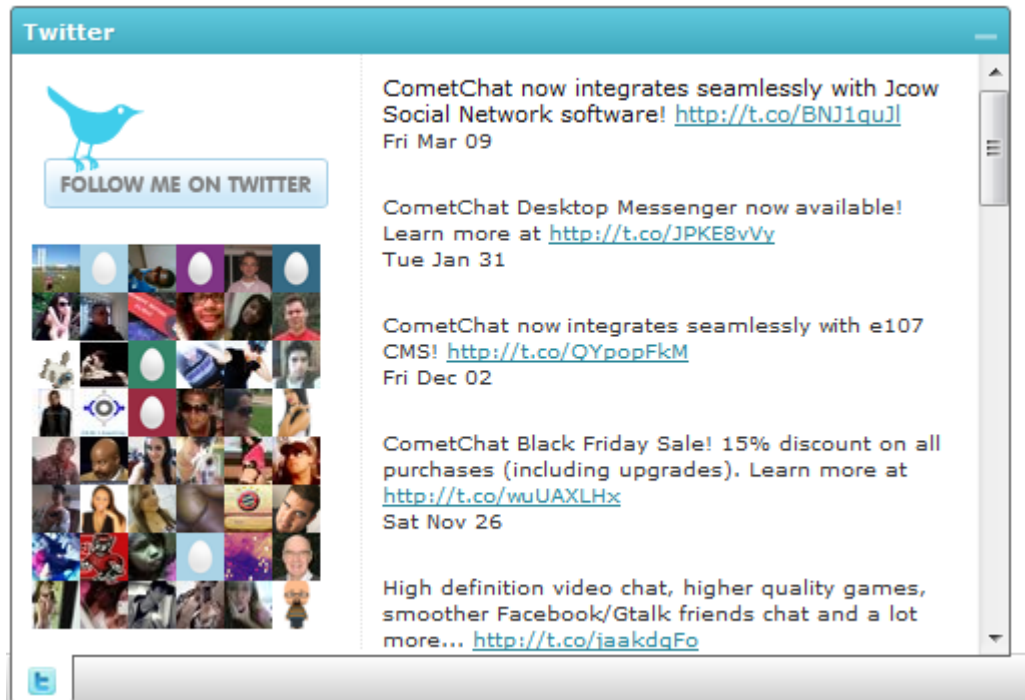


Figure 30

## 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.

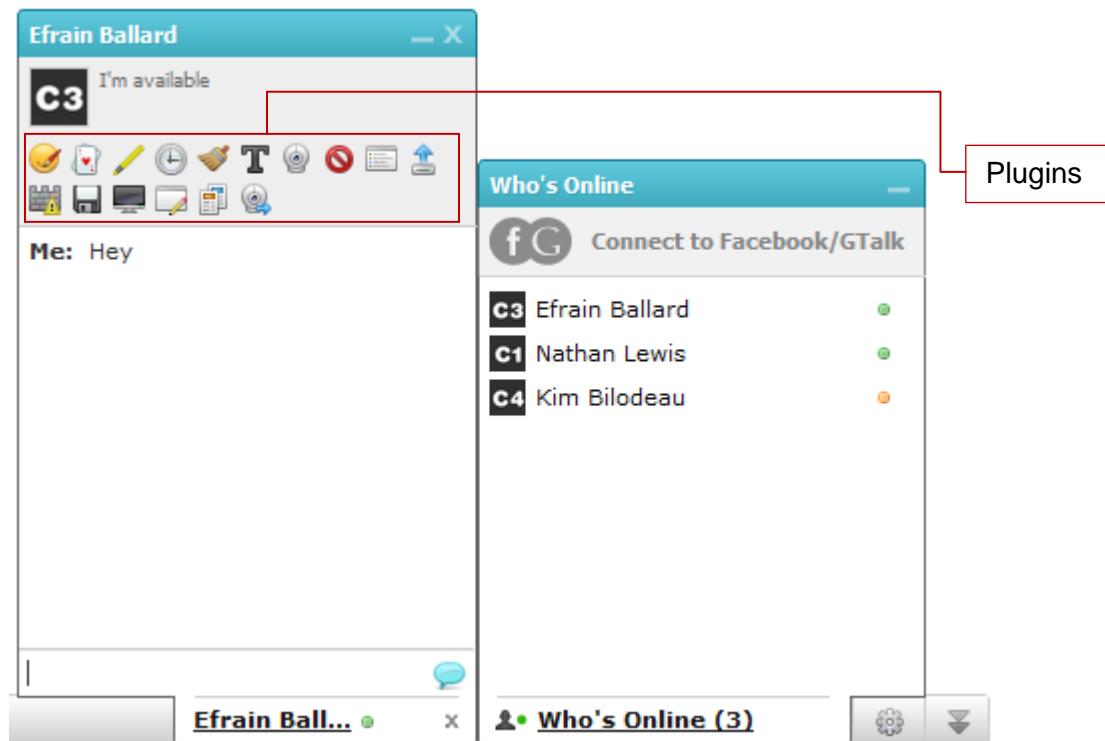


Figure 31

## 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.

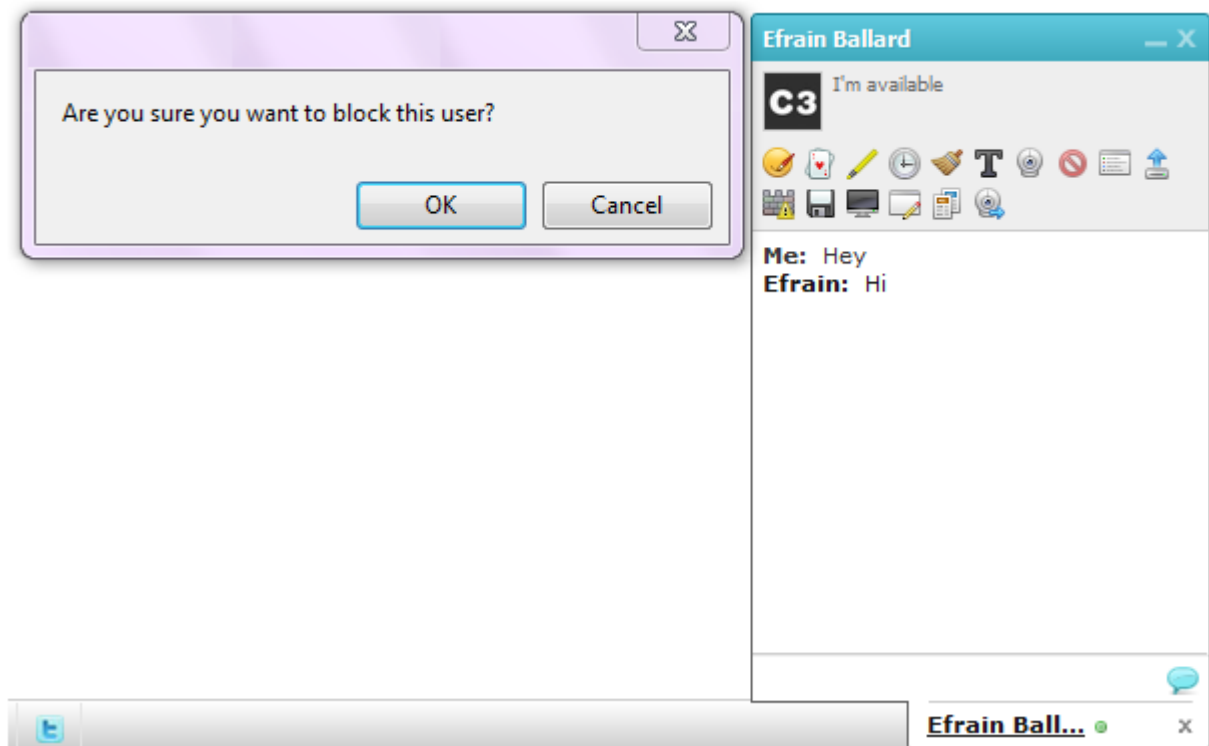


Figure 32

- 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.

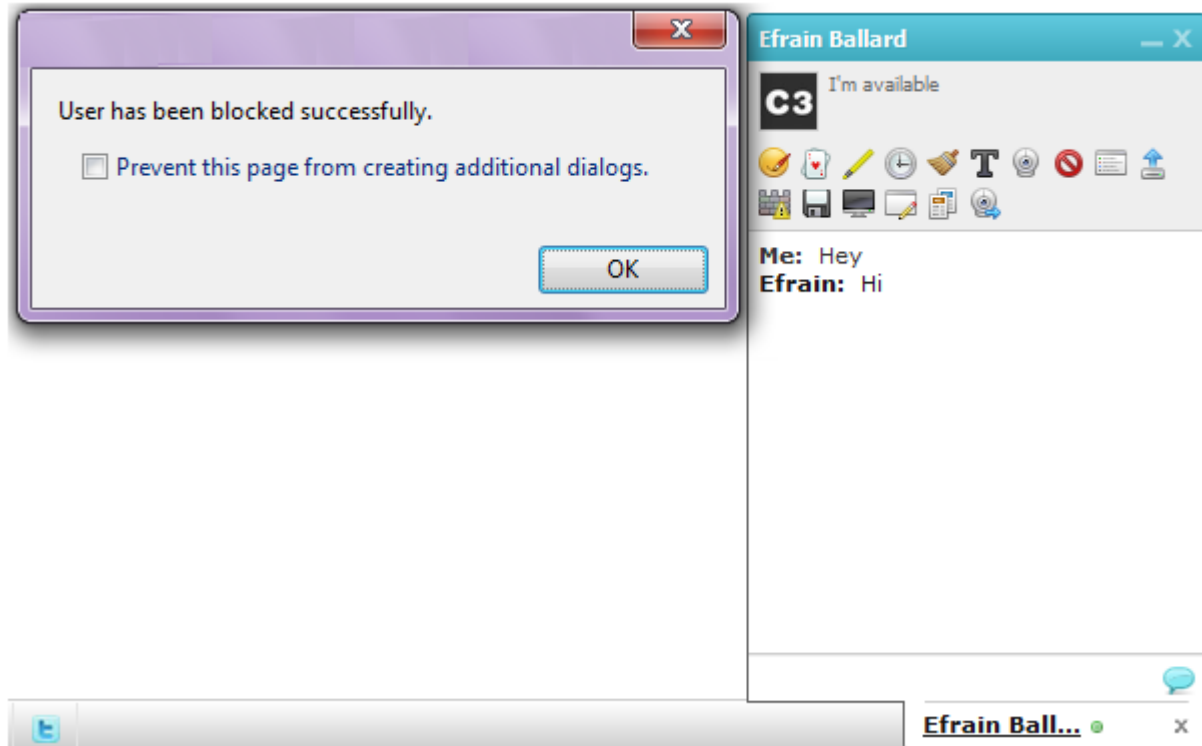


Figure 33

## 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.

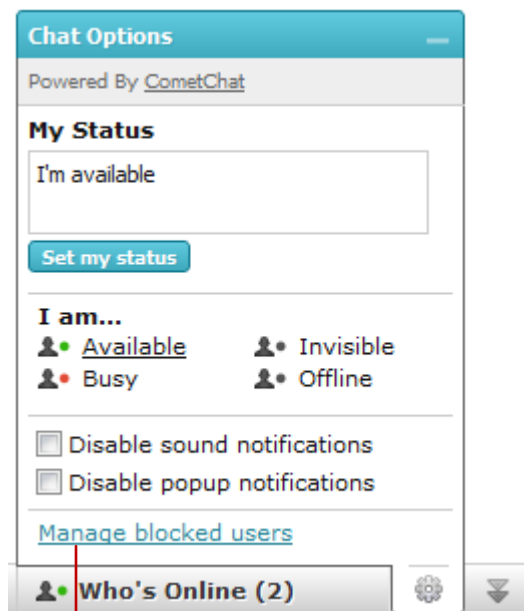


Figure 34

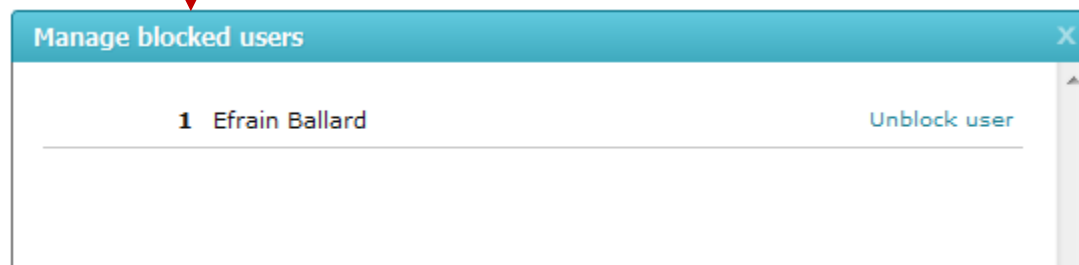



Figure 35

## 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.

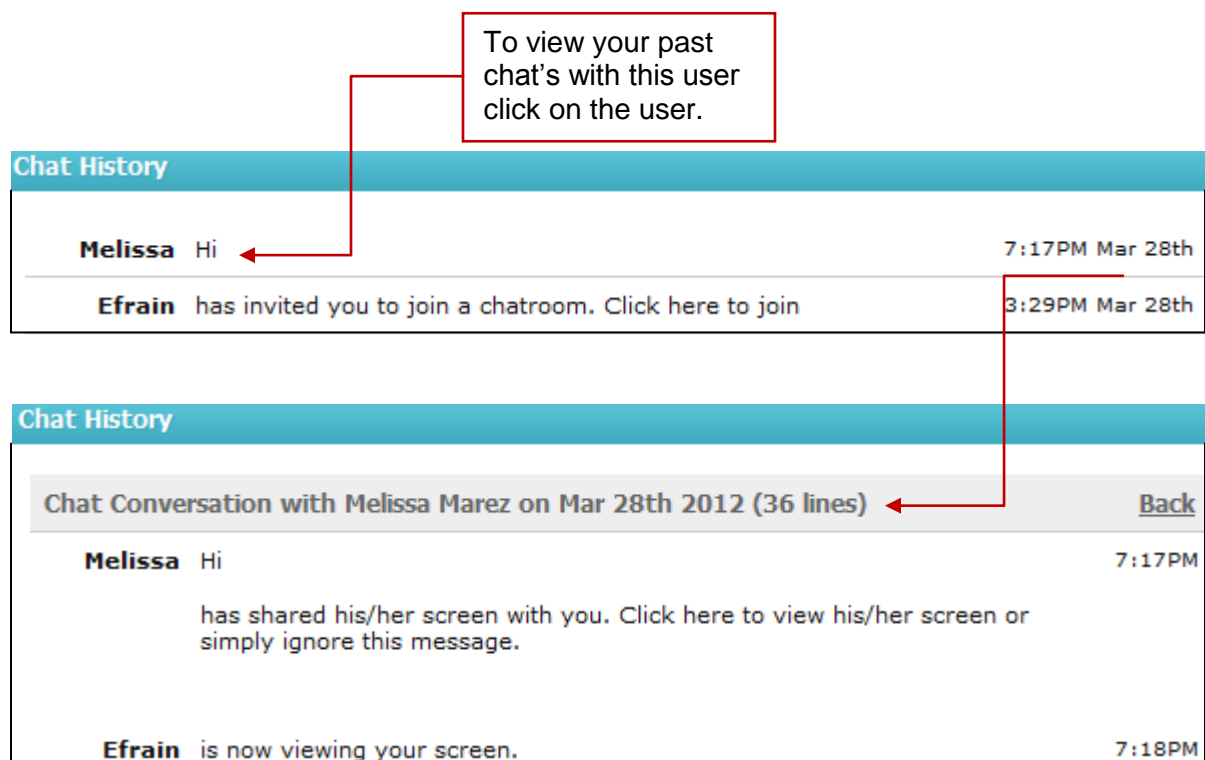


Figure 36

## 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.

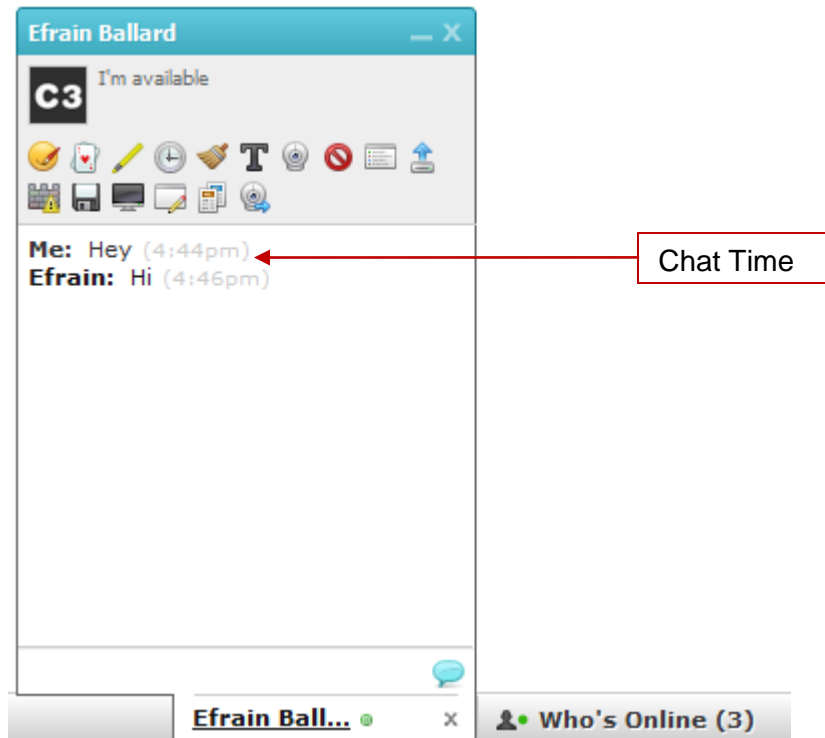


Figure 37

## Clear Conversations

You can clear your chat history anytime you want.

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

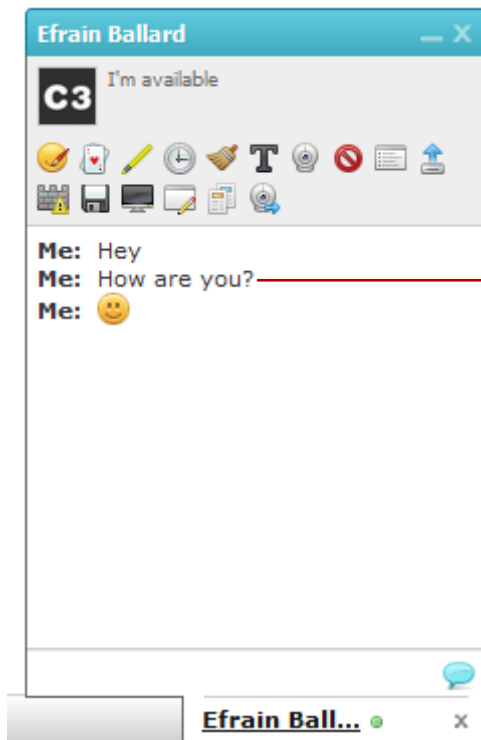


Figure 38

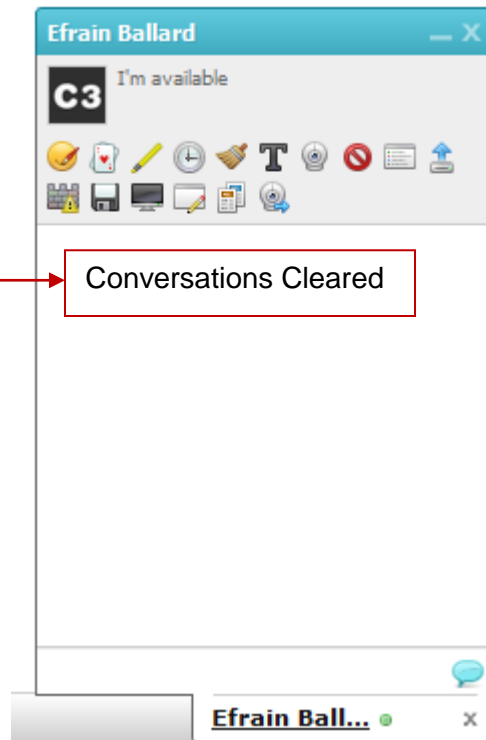


Figure 39

## 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.

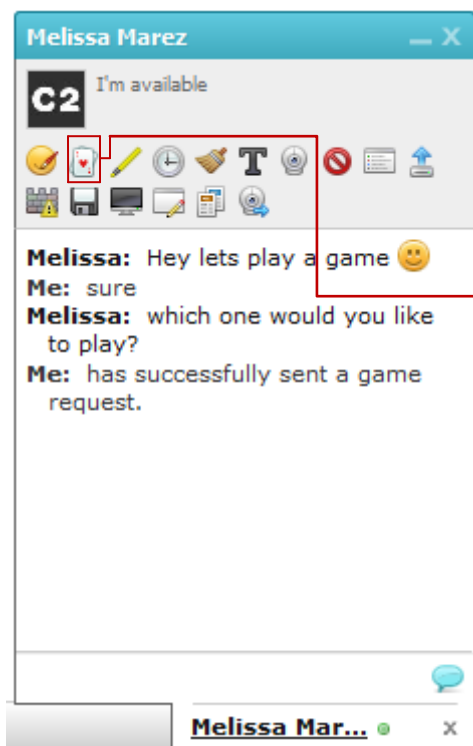


Figure 40



Figure 41

- 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.

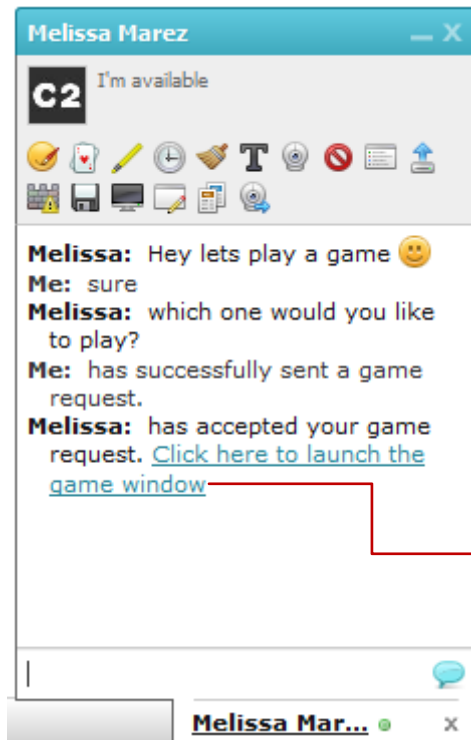


Figure 42




Figure 43

## 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.

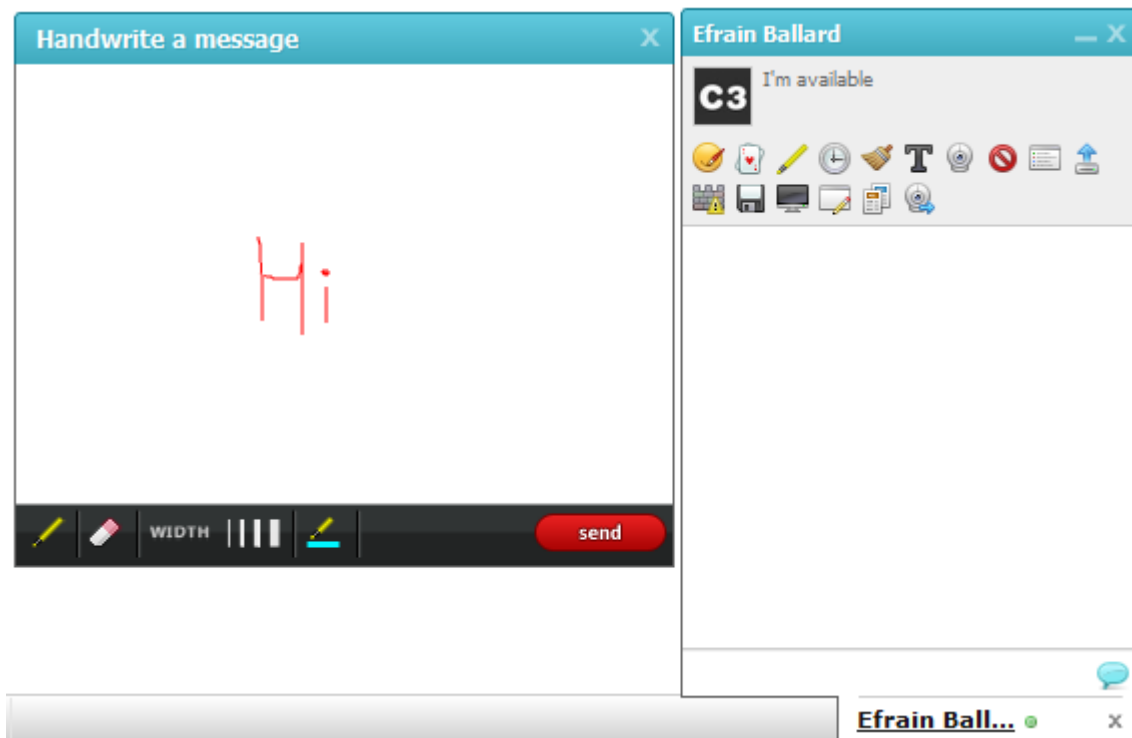


Figure 44

## 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.

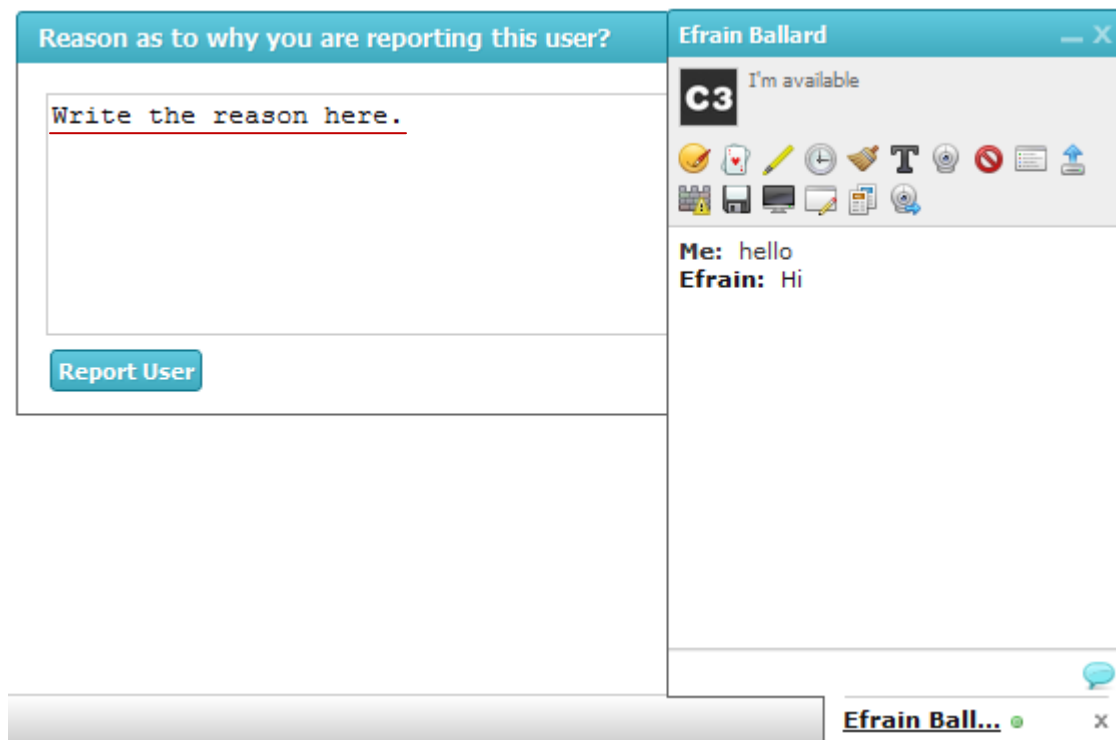



Figure 45

## 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.

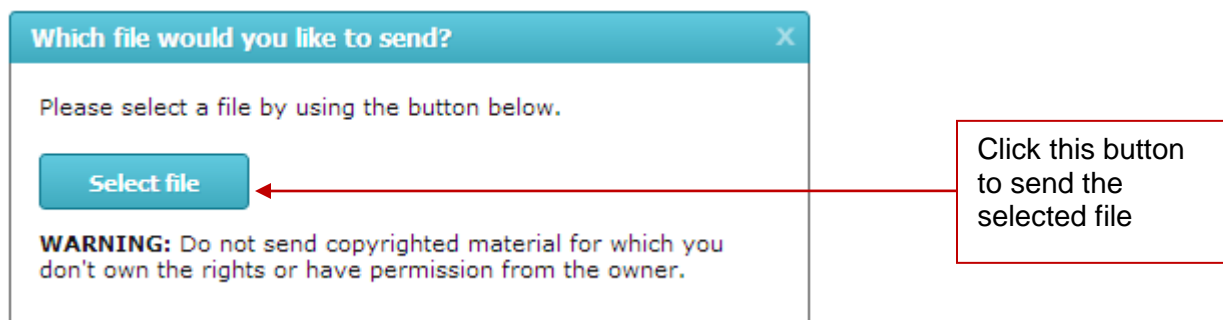


Figure 46

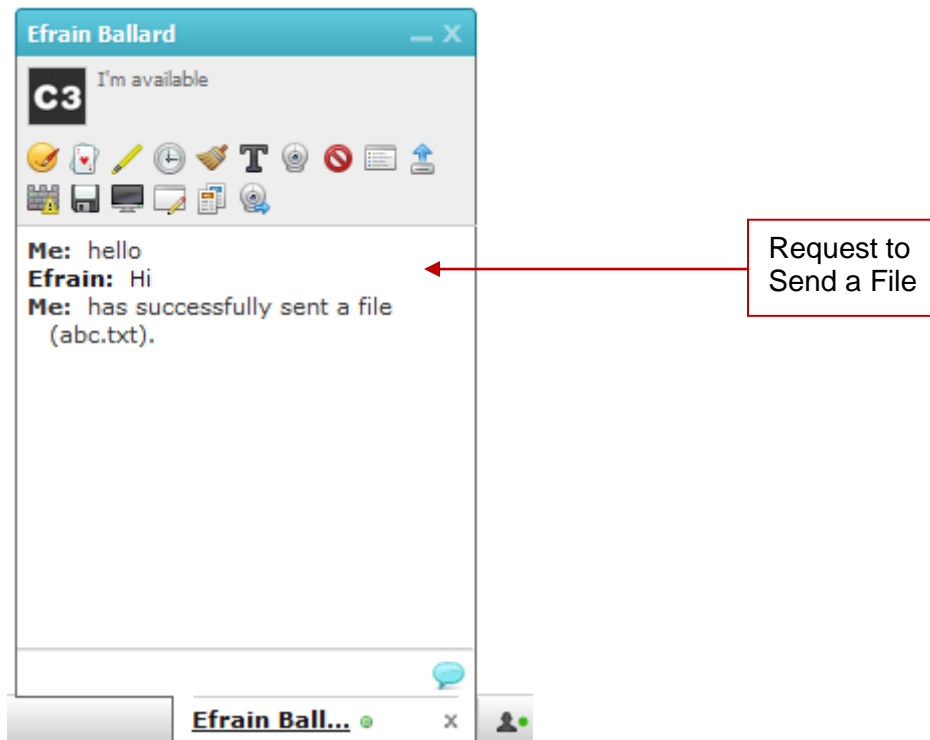


Figure 47

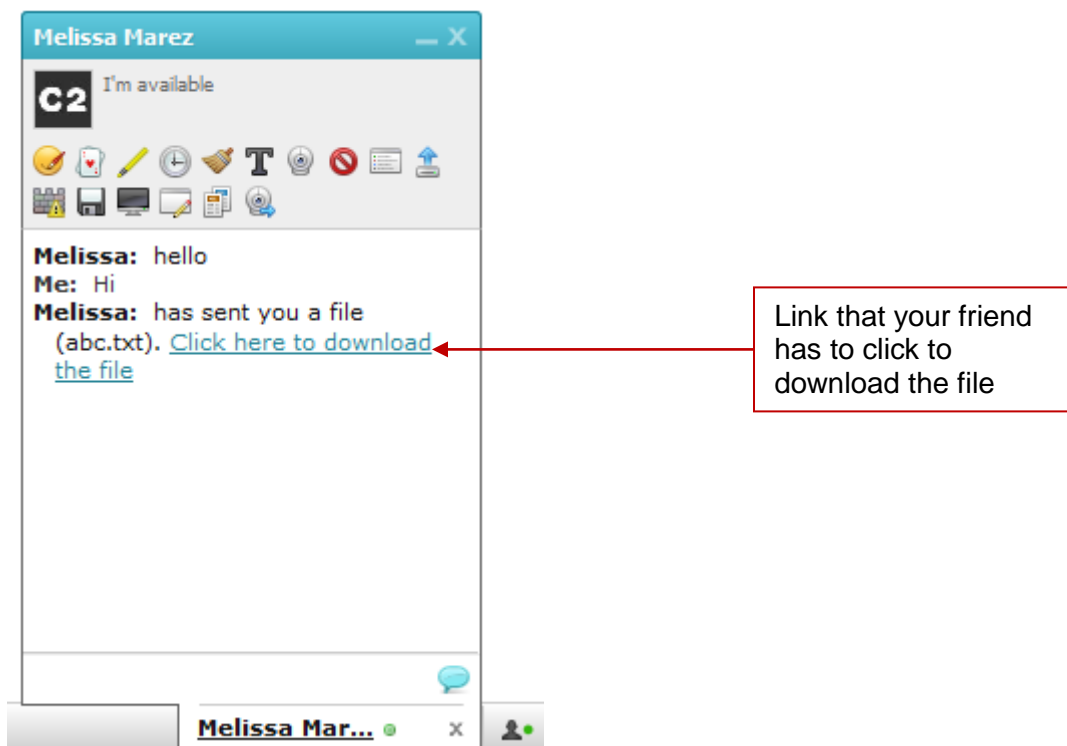


Figure 48

## 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.

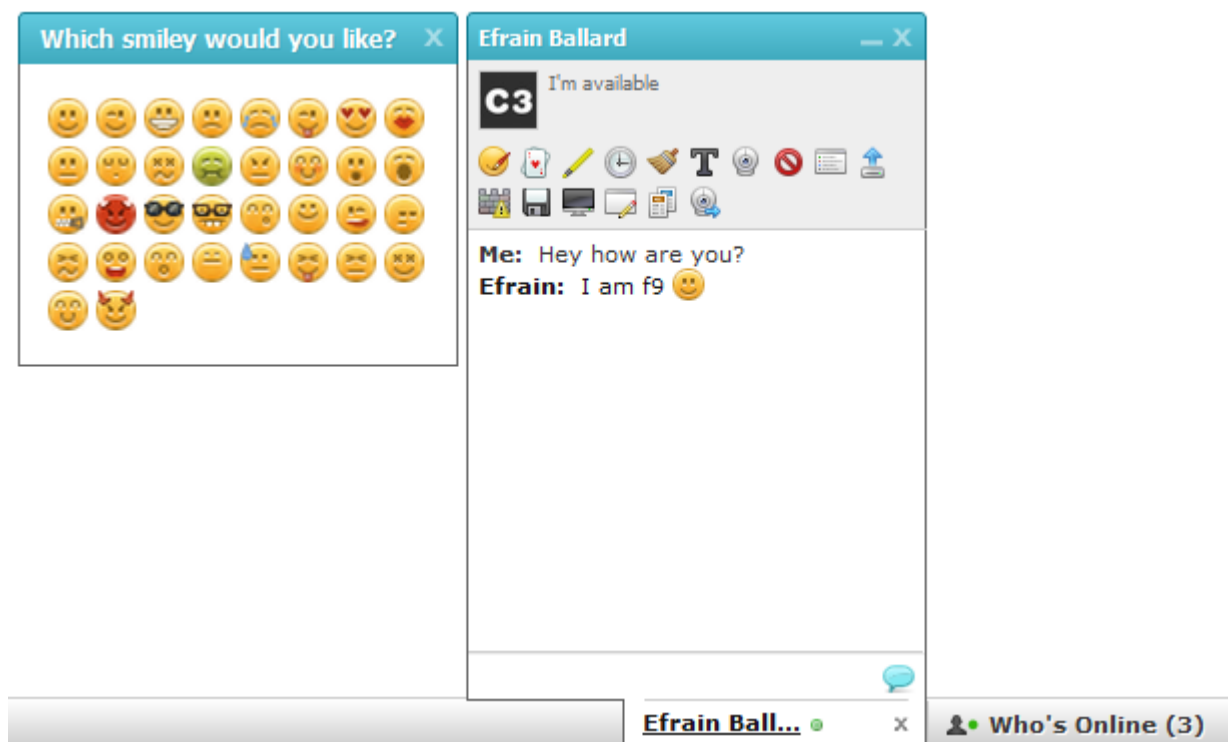



Figure 49

## 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.

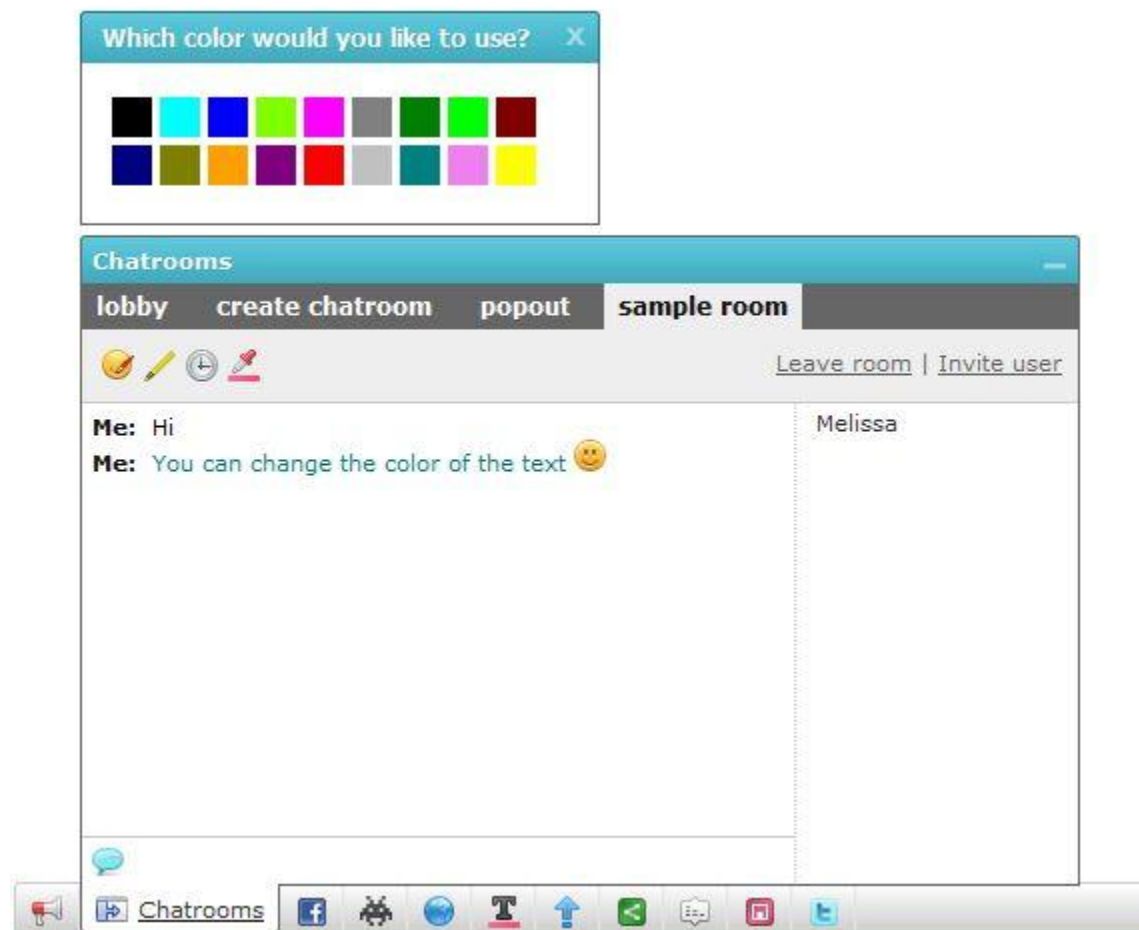


Figure 50

## Chat Options

Click on the '⚙️' icon to change the general options.

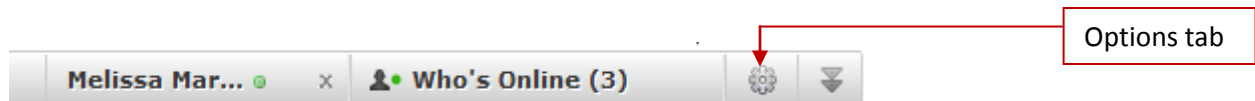


Figure 51

Use this Option tab to change name (only for guest users), set your status, update a custom message and enable/disable sound and popup notifications.

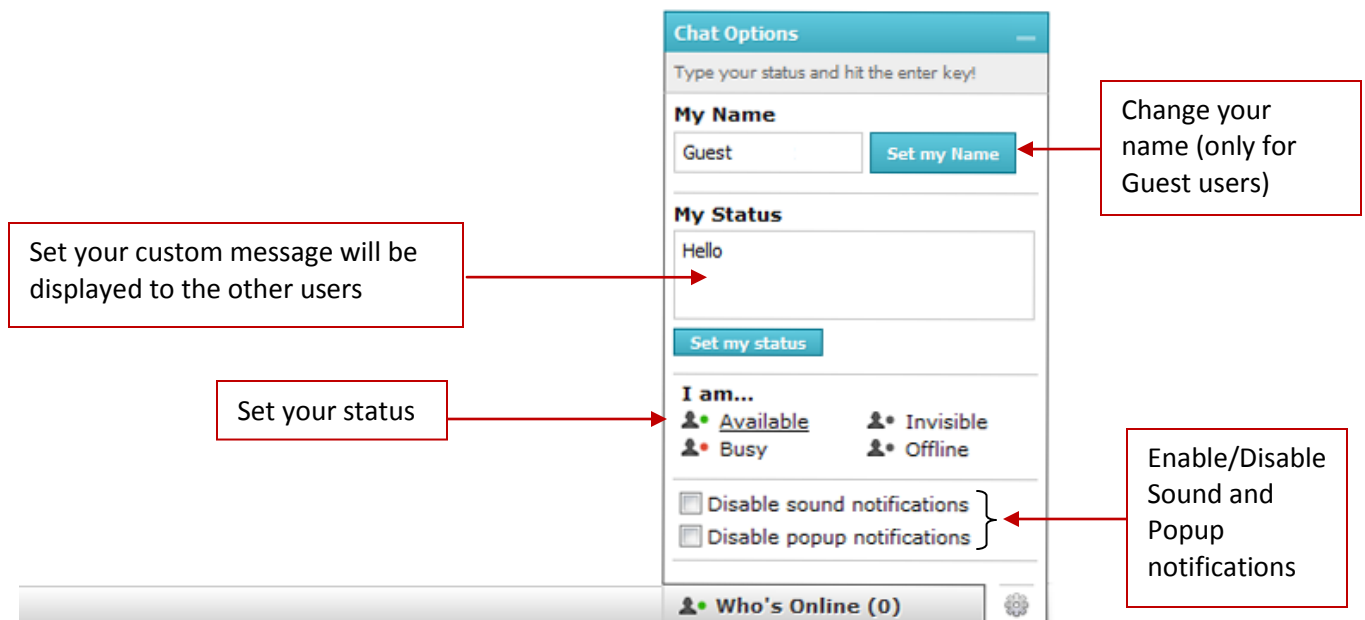


Figure 52

## 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 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.
3. 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.
4. 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.
5. 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.
6. I accidentally cleared my conversations with my friend?
  - You can always view your previous conversation by clicking on the “View Chat History” option.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. How can I Kick a user from my chatroom?
  - Click on the name of the user you would like to kick.
  - Click on the “Kick” button on the dialog box that appears on the screen.
13. How can I Ban a user from my chatroom?
  - Click on the name of the user you would like to Ban.
  - Click on the “Ban” button on the dialog box that appears on the screen.