<u>User Documentation</u>

Login

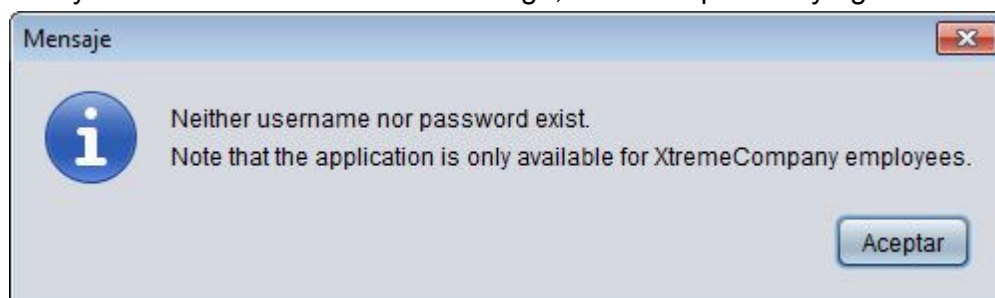Type username and password and then click on login.
You will see a new window on correct authentication.
Else you will see an information message, click accept and try again.
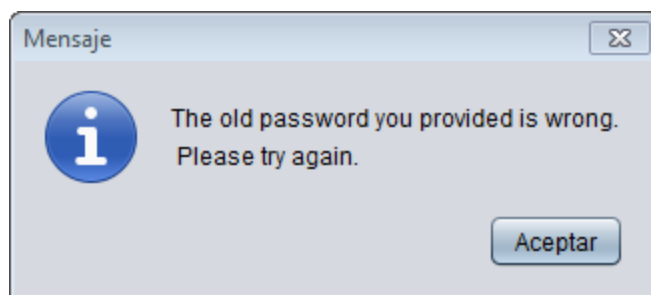

Settings>Change password:
Type the old password and your new password twice to check.
Then click on 'Perform' , a feedback window will appear.
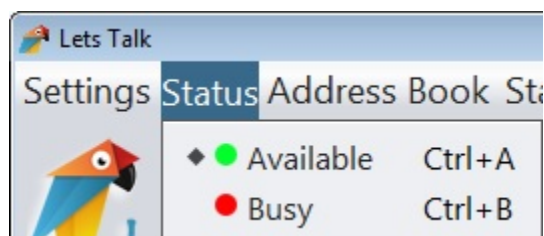Accept and then continue and close the window.

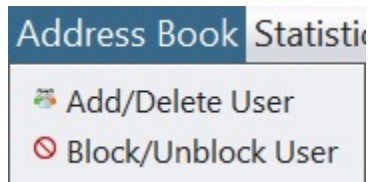Type your old password and new password and click 'Perform'

If the old password is not correct, the message above will appear.

Status>Available or Busy

Status can be changed using 'Status' drop-down menu or the shortcuts provided as seen above.
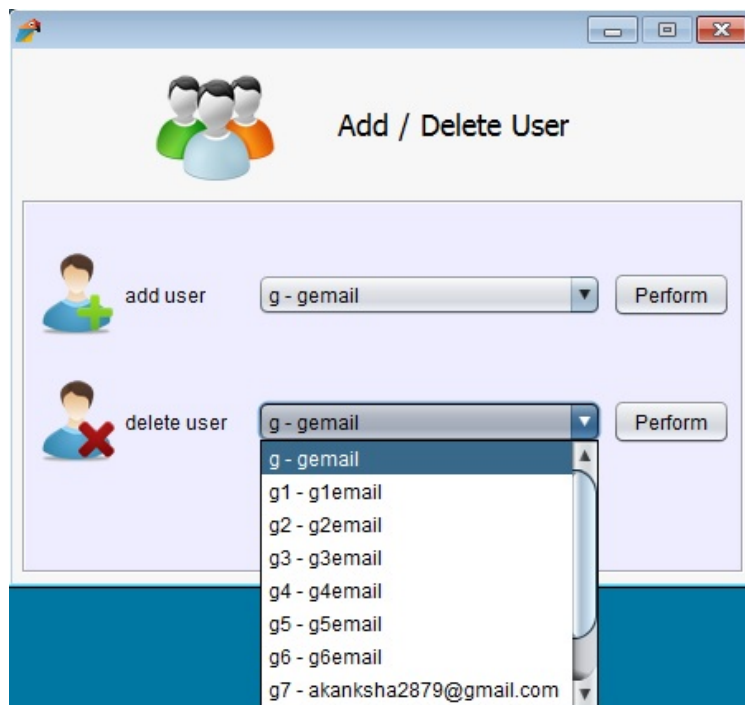
Address Book>Add/Delete User from Local Address Book

Click on 'Add/Delete User' on the taskbar at top of the window .
A new window will appear.
Select the user to add or delete from the drop down menus .
Click on 'Perform' and then accept.
Close the window.

Create Conversation

Click on right corner of the window Create Conversation
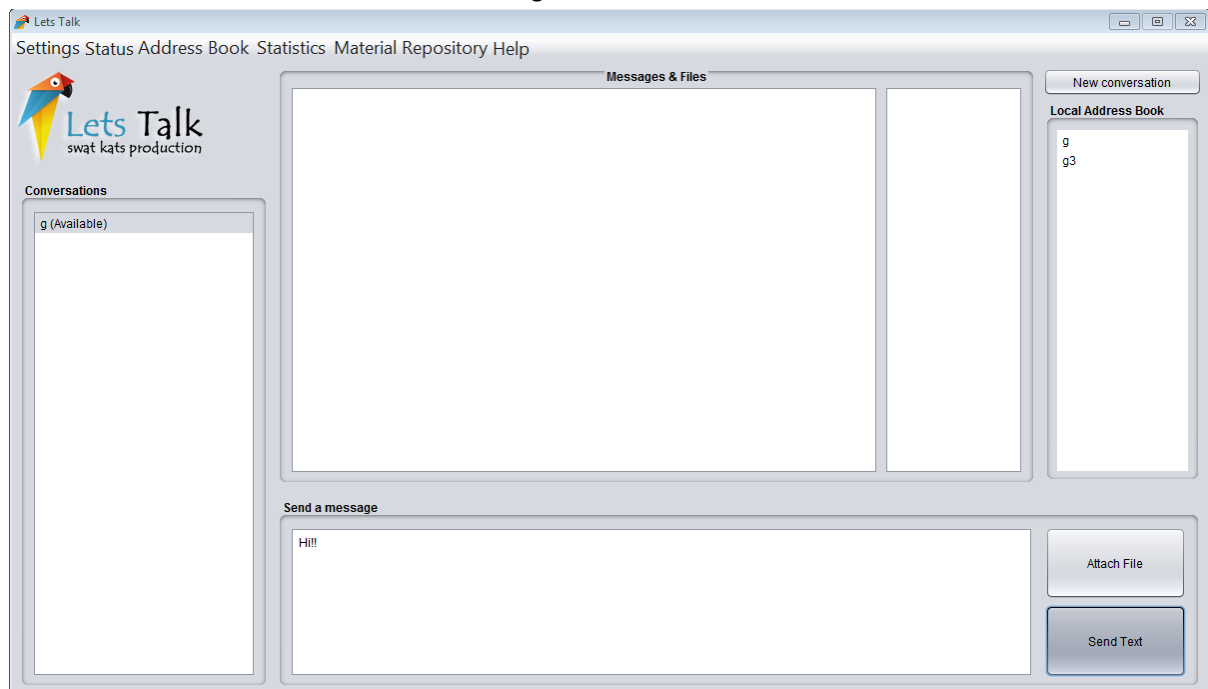
A new window will appear

Select the client from the drop down menu and click 'Perform'

Close the window

Send Message

Click on the conversation from the left in the window to send message to .

Type the message in the bottom text area and click on 'Send Text'
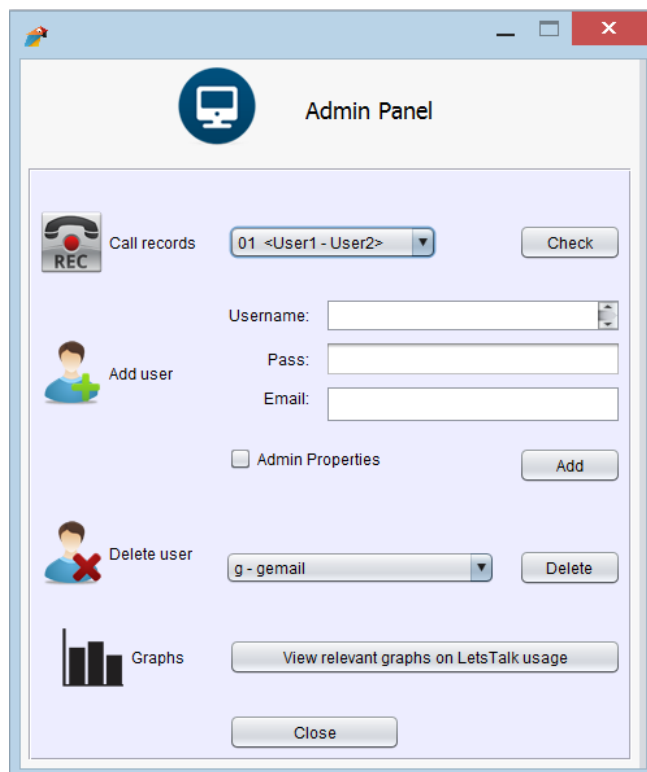
You can see the text in the main message screen.

Send File

Again select the conversation from the left window and click on attach file
Select the path from the file browser and click on open
After the file upload you will see a success message

Admin
Click on the admin Features on the top taskbar you will see a new window

create user
Type the all the details for the user and click on add

delete user
Select the user from drop down menu and click on delete

help>about