VCON

IPNexus Client

Secure Instant Messaging & Integrated Collaboration

Version 1.6

Getting Started Guide

DOC00024 Rev. 3.0 11.04

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1 WELCOME TO IPNEXUS

IPNexus is a complete suite of IP network based collaborative tools, the first truly Integrated Collaborative Environment (ICE). Instant messaging, application sharing, file transfer, audio conferencing, videoconferencing and more are all part of a single, simple, easy-to-use application designed to increase employee productivity and efficiency. Now satellite offices, telecommuters, customers, suppliers and anyone you choose can become part of your secure integrated collaborative environment without the risks associated with public instant messaging services.

IPNexus allows users to communicate quickly, instantaneously, unscheduled, and ad-hoc, thereby increasing productivity and efficiency. During a chat session, users can collaborate on documents, drawings, presentations, and even live video images.

IPNexus gives your company full ownership and control of the messaging environment-solving your security concerns by controlling who has access and who does not. Based upon your network and firewall configuration, you have total control of the level of accessibility from inside and outside your network.

2 INSTALLATION AND SETUP

2.1 Minimum System Requirements

The following are the minimum system requirements for the IPNexus Client.

- Windows 95 or later
- Pentium-class computer
- TCP/IP Network connection
- Internet access if remote access desired
- 16-bit Video card or better
- Sound card (optional)

2.2 Installing IPNexus

IPNexus may be installed on any computer running Windows 95 or higher.

➤ **To install IPNexus**

1. Insert the MXM Setup CD-ROM in your computer's CD-ROM drive.

   If Autorun is enabled, the Setup wizard will appear automatically. Otherwise, click **Start** in the Windows taskbar and then click **Run**. Browse to the CD-ROM drive and double-click the *Setup.exe* file.

2. In the Setup window, select **IPNexus Client**.
3. Follow the instructions in the Setup wizard, clicking **Next** to continue.
4. After completing the Setup wizard, click **Finish**.

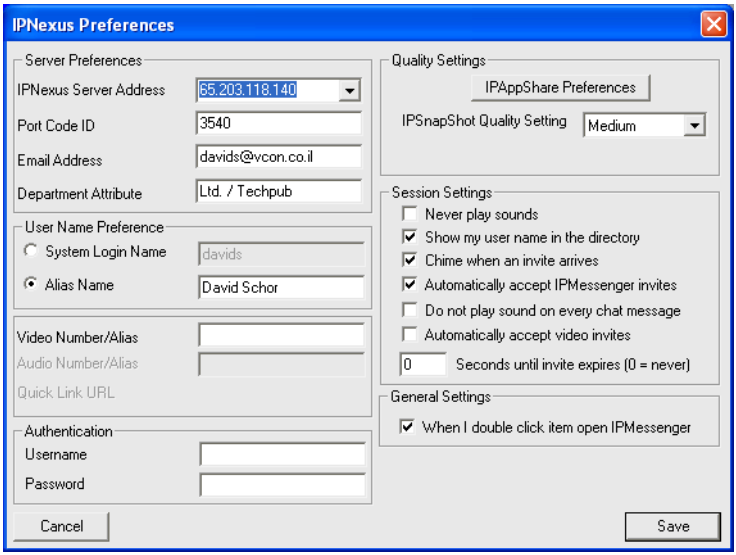
IPNexus runs in the background. An icon appears in the Windows taskbar.

2.3 Setting up the IPNexus Preferences

In the IPNexus Preferences dialog box, you can define IPNexus' operating configuration.

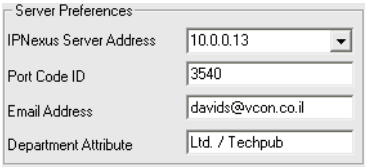
➤ **To set up the IPNexus preferences**

1. In the Windows taskbar, right-click the IPNexus icon and then click **IPNexus Preferences**. The IPNexus Preferences dialog box appears.



2. Enter the appropriate properties or keep the default values. For descriptions of these properties, see the following:
   - — Server Preferences. See the following section.
   - — User Name and directory information. See page 8.
   - — Login Authentication. See page 9.
   - — Quality settings for IPAppShare and IPSnapShot. See page 9.
   - — Session Settings. See page 10.
   - — General Settings. See page 11.
3. Click **Save** to implement the preferences changes.

Server Preferences



IPNexus Server Address — IP address of the computer on which the associated IP Nexus Server is installed. Your IPNexus application receives its invite list and services from this server.

Port Code ID — The port number used by IPNexus. Consult with your system administrator.

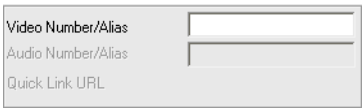
Email Address — Your e-mail address.

Department Attribute — Name of section, department, or team that you are associated with.

User Name and Directory Information

System Login Name — Your computer's login name. Selecting this option displays this login name in the Invite list.

Alias Name — Your name as you prefer that it appears in the Invite list.



Video Number/ Alias — Your video directory number (E.164 user number). This number is used when you and the other participants open a videoconference call from a chat session.

To start a videoconference from an IPNexus session, your system must be registered and logged in to a Media Xchange Manager™ (MXM) server.

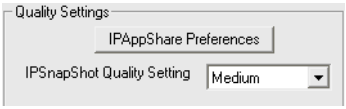
For instructions on registering your end point with an MXM, see the video application's Online Help.

Authentication

If you received an invitation from your system administrator to install IPNexus Client on your workstation, the invitation included a personal **Username** and **Password** required for logging into the IPNexus Server. Type these items into the Username and Password boxes, respectively.

Whenever IPNexus starts, the workstation automatically sends this information to the server.

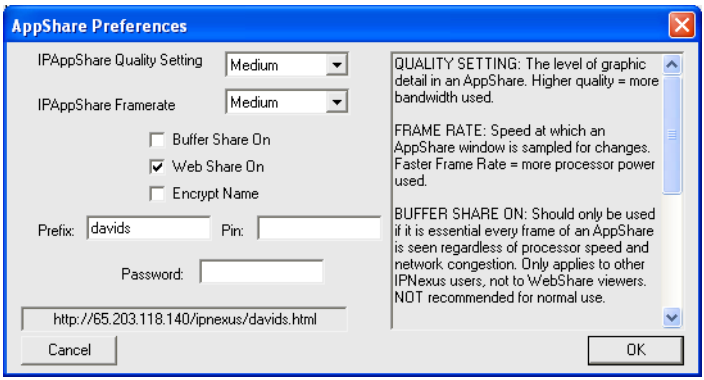
Quality Settings



IPAppShare Preferences — Click to open the AppShare Preferences dialog box (see below for further details).

IPSnapshot Quality Setting — The Quality Setting controls the compression level for IPSnapShot. A higher resolution yields a clearer picture, but may also cause slower performance and require increased bandwidth. A lower resolution yields lower quality video but requires less bandwidth.

IPAppShare Preferences



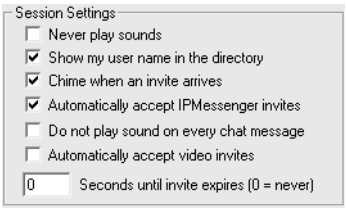
IPAppShare Quality Setting	The level of graphic detail in an AppShare. Higher quality graphics occupy more bandwidth.
IPAppShare Frame Rate	Speed at which an AppShare window is sampled for changes. Faster Frame Rate requires more processor power.
Buffer Share On	Select this option only if you need to display every frame of an AppShare, regardless of processor speed and network congestion. As a result, recipients with slower machines and slower Internet connections may fall far behind the actual pace of a presentation.

1. This option only affects IPNexus users (not WebShare users).
2. This option uses up a large amount of system resources and is not recommended for normal use.

Web Share On	Select this option to enable AppShares to be viewed by non-IPNexus users (such as WebShare users).
Encrypt Name	Select this option to create a unique web address for each WebShare sent to other viewers. This protects the identity of the sender.
Prefix/Pin/ Password	Define the web address components used for uploading WebShares. The full address appears in the edit box below these parameters.

Session Settings

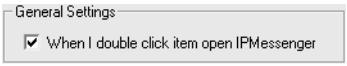
The Session Settings section includes various options for accepting invitations to communicate.



Never play sounds	No audio notifications at any time.

Show my user name in the Invite list	Select to display your user name in the Invite list, where other users see that you are online and can receive messages. If your name is not listed, you will not receive messages or invitations.
Chime when any invite arrives	Select to play an audio notification when an invitation arrives.
Automatically accept IPMessenger invites	An instant messaging session opens automatically if an IPMessenger invitation arrives.
Don't play sound on every chat message	Select to turn off audio notification for incoming chat messages.
Automatically accept video invites	Select to accept all videoconference invitations automatically.
___ Seconds until invite expires	Amount of time that passes until an invitation, if not answered, expires.

General Settings



When I double-click item open IPMessenger	Select if you prefer to start chat sessions by double-clicking users' names. If this option is deselected, double-clicking opens up an IPQuickNote.

3 COMMUNICATING WITH IPNEXUS

3.1 Starting IPNexus

As the default setting, IPNexus starts automatically during your computer's startup sequence.

➤ **To start IPNexus automatically during startup**

❑ In the Windows desktop, click **Start**, point to **Programs**, **IPNexus**, and then click **Launch IPNexus on Startup**.

➤ **To disable automatic startup**

❑ Click **Start**, point to **Programs**, **IPNexus**, and then click **Do NOT Launch IPNexus on Startup**.

These settings take effect the next time you start or restart your computer.

When IPNexus is running, an icon appears in the Windows taskbar near the bottom right corner of the monitor. The color of the IPNexus icon indicates the application's status:

Green and yellow icon - IPNexus is connected to the defined server (see "Server Preferences" on page 2-8).

Red and yellow icon - IPNexus is not connected to the defined server.

Gray and yellow icon - IPNexus is in Do-not-disturb mode. Other persons cannot see your name on the Invite list, invite you, or send you messages. However, you can see names on the Invite list and send messages to them.

Black and yellow icon -

1. IPNexus was stopped (Stop IPNexus command was chosen).
2. Your attempt to log into the IPNexus was unsuccessful. Consult with your system administrator.

➤ **To display the Invite list**

1. In the Windows taskbar, double-click the IPNexus icon

   -or-

   Right-click the IPNexus icon, and then click **Text Message**.

3.2 IPMessenger

IPMessenger provides a channel for conducting online discussions among two or more persons. Participants can use several interactive, multimedia tools to carry on instantaneous conversations, view video, survey opinion, and more.

➤ **To start an IPMessenger session**

1. In the Invite list, click a person's name and then click **IPMessenger**.

To invite additional persons, click the Invite button.

2. If the requested person joins the conversation, IPMessenger notifies you.

IPMessenger: Secure Messaging Room Initialized
IPMessenger: Laura Shay has been invited.
IPMessenger: Laura Shay has joined.

3. In the text box near the bottom of the IPNexus screen, type a message and click **Send**.

4. After the other participant responds, the message also appears in the IPMessenger window. To continue the session, repeat step 3 as many times as necessary.

5. To end the session, click the X button in the top right corner.

To animate your IPMessenger session, several sounds are available to be sent as expressions to your partners.

Click the Tools button, point to **Sounds** and then choose the sound that expresses your message.

Receiving an IPMessenger Invitation

When you receive an invitation, you can either accept or decline the invitation.

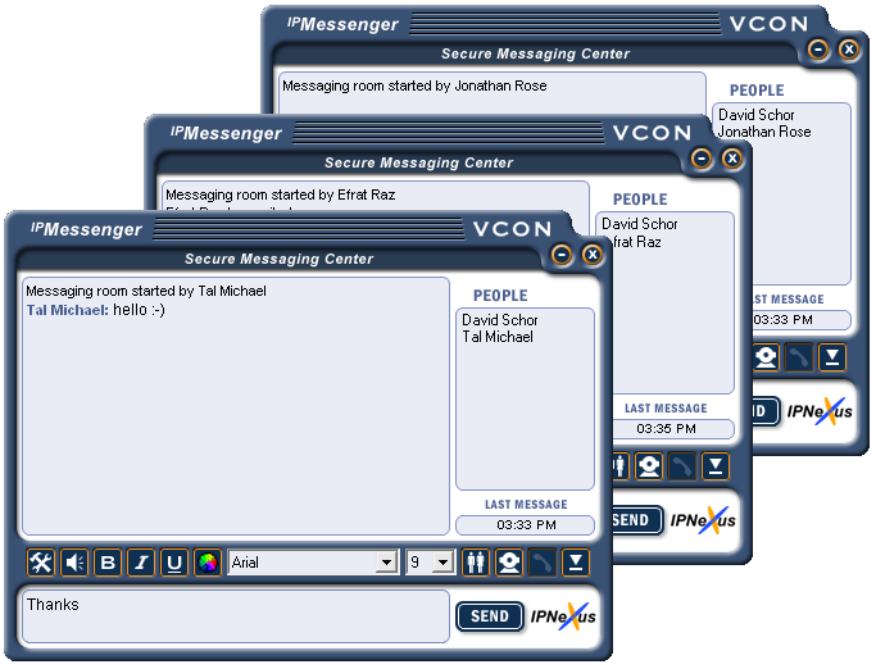
➤ **To accept an invitation**

❑ Type a message and click **Send**.

➤ **To decline an invitation**

❑ Click the **X** in the top-right corner of the window. The inviter receives a notification that you exited.

If you receive more than one invitiation at the same time, they will appear cascaded on your screen. Accept or decline them in the same way described above.



Using a Chat Session's Contents

To use a chat session's contents after the session ends, you may save, print, and e-mail the contents.

➤ **To save a chat session**

1. During the session, right-click and select **Save Session**.
2. Give the session a filename, its location and click **Save**.

➤ **To print a chat session**

1. During the session, right-click and select **Print Session**.
2. Make sure the correct printer is selected and click **OK**.

➤ **To e-mail a chat session**

1. During the session, right-click inside the Chat window and select **Mail Session**. The Create (or New) Mail window of your e-mail application opens with the contents of the session in the message area.
2. Send the e-mail to other user(s).

Adding Video/Audio to an IPMessenger Session

From an IPMessenger chat session, you can open a videoconference between the session's participants. Entering a videoconference requires the following conditions:

❑ An IP (LAN) videoconferencing system must be installed on the same computer as your IPNexus application.

❑ All videoconferencing systems in the session must be registered to the same MXM.

❑ Each participant's video directory number must be entered in the Video Number/Alias box in the IPNexus Preferences dialog box (see "User Name and Directory Information" on page 2-8).

❑ An ad-hoc multipoint conference (more than two participants) requires the connection of a VCON Conference Bridge (VCB) to the MXM. If the VCB has enough available resources, the multipoint conference takes place.

➤ **To initiate a videoconference from an IPMessenger chat session**

1. In the People list, select the participant(s) for the videoconference. To select more than one participant, hold down the CTRL key while clicking

on the name.

2. Click the Start Videoconference button.

   The other participant receives an invitation to join the videoconference. After the other participant accepts the invitation, the videoconference starts.

Sending Email to IPMessenger Session Participants

During an IPMessenger session, you can send email to any or all of the participants, using your computer's default email application.

➤ **To send an email to session participants**

1. Click the Tools button, point to **Email**, and then click a participant's name.

   The computer's default email application appears, with the participant's email address already entered.

If an email address listed in the participant's IPNexus Preferences, no address appears.

If you choose to send email to **All Users in Conference**, but at least one of the participants does not have an email address listed in the IPNexus Preferences, the email application does not open and an error message appears.

3.3 IPQuickNote

Using IPQuickNote, you can send a note that stays on the recipient's screen until it is closed. An IPQuickNote is handy for sending reminders to other persons, or sending a message that does not necessarily require a reply (although a recipient of an IPQuickNote can send a reply). However, an exchange of notes or comments carries on more efficiently in IPMessenger.

➤ **To send an IPQuickNote to someone**

1. In the Invite list, double-click the person's name

   -or-

   Click the person's name and then click **IPQuickNote**.

2. Type the message and click **Send**.

   The IPQuickNote appears on the recipient's screen.

To send an IPQuickNote during an IPMessenger session, click the Tools button , point to **IPQuickNote** and then click a participant's name or **All Users in Conference**.

➤ **To reply to an IPQuickNote**

❑ If you receive an IPQuickNote and want to respond, click **Reply**. A new IPQuickNote window appears. Type your reply and click **Send**.

3.4 IPQuickPoll

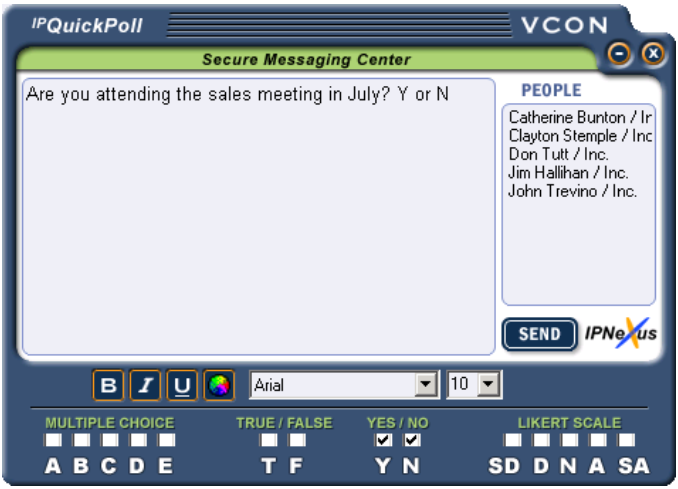
Using IPQuickPoll, you can conduct rapid polling or surveys for questions. The IPQuickPoll screen lets you write questions and request responses according to a variety of formats.

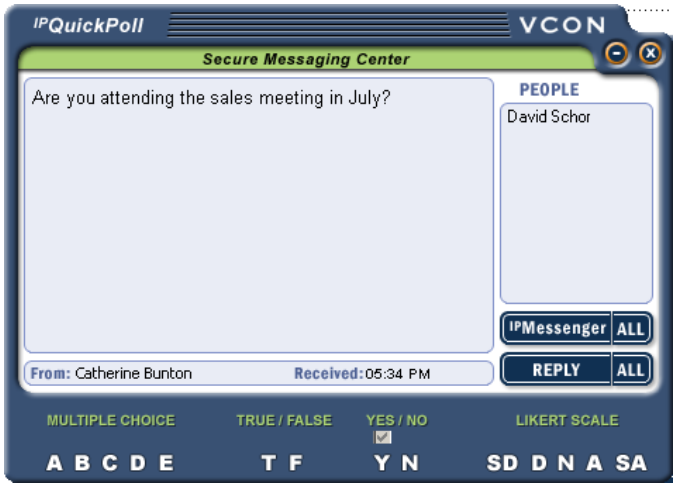
➤ **To initiate an IPQuickPoll**

1. In the Invite list, select the persons that you want to survey and then click **IPQuickPoll**.

2. Type the question(s). To suggest the appropriate responses, select the relevant boxes below the text area. For example, if you provide three possible responses, select A, B, and C from the Multiple Choice area.

   Other format options include True/False (T/F), Yes/No (Y/N), and Likert Scale (SD=Strongly Disagree, D=Disagree, N=Neither Agree nor Disagree, A=Agree, SA=Strongly Agree).



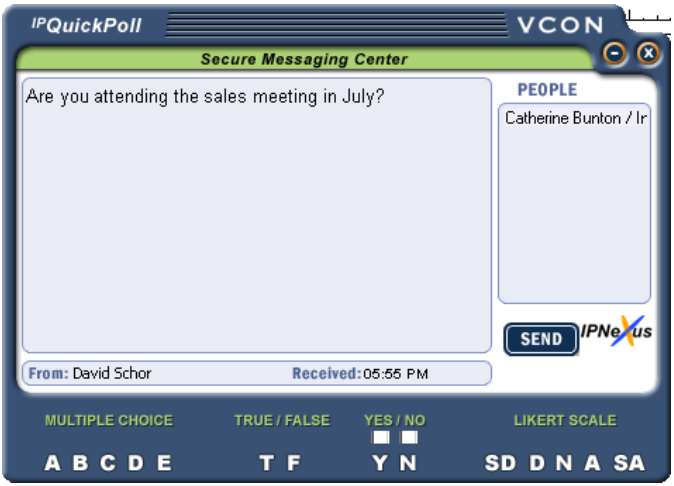


The participants respond by selecting one of the available options. Each response appears in a separate IPQuickPoll window on your screen. After receiving the responses, count the results.

To send an IPQuickPoll during an IPMessenger session, click the Tools button , point to **IPQuickPoll** and then click a participant's name or **All Users in Conference**.

➤ **To respond to an IPQuickPoll query**

❑ When you receive an IPQuickPoll query, the available choices are displayed below the text area. Select a choice and click **Send**. Your response pops up on the questioner's screen.



3.5 Sharing Data During an IPMessenger Session

Within an IPMessenger session, you can share data (files and applications) with the other participants. You may want to exchange files, view a business presentation together, demonstrate how to use an application, or write a document together.

The following data sharing operations are available:

- Distributing files
- IPAppShare
- IPSnapShot

Distributing Files

You can send links to files to other participants in your IPMessenger session. The recipients of the links can either open the files directly or download it to their computers.

➤ **To send files to other participants**

1. Click the Tools button, point to **Distribute File**, and then click a participant's name or **All Users in Conference**.

   Browse and choose the file(s) that you want to send.

2. A link to the file appears in the IPMessenger window of the participant(s) to whom you sent it. To open the file, the participant clicks the link.

IPAppShare

You can share applications or sections of your screen with the other participants in your IPMessenger session. Using IPAppShare, the other participants in an IPMessenger session can observe real-time changes occurring in a selected application or region on your screen.

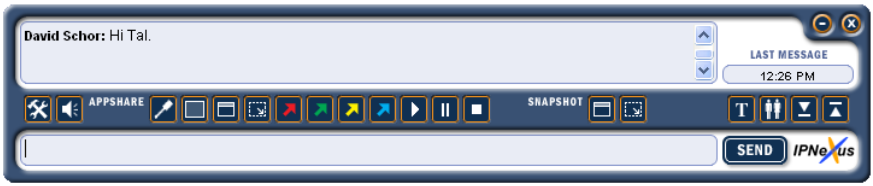
➤ **To open IPAppShare and then join participants in an IPMessenger session**

1. In the Windows Desktop taskbar, right-click on the IPNexus icon and then click **WebShare**. The Share toolbar appears.

2. To open an IPMessenger session, switch to Chat mode. A message window appears together with IPAppShare and IPSnapShot toolbars.

➤ **To open IPAppShare during an IPMessenger session**

1. Switch to the smaller chat window, which also includes the IPAppShare and IPSnapShot toolbars.



2. To display only the Share toolbar, click the Toolbar Mode button .

➤ **To share applications with other participants**

1. Make sure that the application is running on your computer, visible on your screen, and that its window is an appropriate size.
2. Open the IPAppShare toolbar (see the previous page) and click the appropriate Share button.

   -or-

Click the Tools button, point to **IPAppShare**, and then click one of the following:

Share Window

Click inside the window of the application that you want to share. The image of the application then appears on the screen of the other participants.

All actions that you carry out inside the shared window are seen by the other participants.

Share Region

Click inside the window of the application and drag the pointer until the resulting rectangle encompasses the region that you want to share. If you make an error and want to delineate the region boundaries again, click outside the rectangle and then click and draw the region boundaries again.

All actions that you carry out inside the shared region are seen by the other participants. If more than one application is open inside the shared region, they are seen by the other participants also.

➤ **To end application sharing**

❑ Close the application

-or-

Click the Tools button, point to **IPAppShare** and then click **Cancel all Shared Items**.

IPAppShare Features

When IPAppShare is open, you can do the following:

Open IPAppShare Preferences	View and change the IPAppShare configuration properties.
Presentation Window	Click to choose the appropriate window size on the screen for displaying your presentation or document to the other participants in an IPWebShare session.
Share Window	After clicking this button, click inside the application or document that you want to share.
Share Region	After clicking this button, click and drag a rectangle over the part of your screen that you want to share. Then, click inside the rectangle.
Pointers	Pointers in various colors are available for you to point to a specific object in the IPAppShare. Click any colored pointer button to display a like-colored pointer. To move the pointer, click and drag it. To remove the pointer, right-click it.
Play IPAppShare	Click to resend the IPAppShare after it was paused.
Pause IPAppShare	Click to pause the IPAppShare in its current state.
Stop IPAppShare	Click to stop sharing the IPAppShare with the other participants. The shared area disappears from the other participants' screens.
Switch to Small Chat Window	From the Toolbar mode, click this button to open the small Chat Window.
Switch to Large Chat Window	From the small Chat Window, click this button to open the normal Chat Window.
Switch to Small Chat Window	From the normal Chat Window, click this button to open the small Chat Window.
Switch to Toolbar Mode	From the small Chat Window, click this button to open the Share Toolbar mode.
Exit	Click to end the chat session.

IP SnapShot

Instead of allowing the other participants in an IPMessenger session to observe all the changes to an open file, you can send them snapshots (single screen images) of the file or application.

As in IPAppShare, you can make snapshots of an application window and/or regions on your screen.

➤ **To send a snapshot to other participants**

1. Make sure that the application is running on your computer, visible on your screen, and that its window is an appropriate size.
2. Open the IPAppShare toolbar (see the previous page) and click the appropriate IPSnapShot button.

   -or-

Click the Tools button, point to **IPSnapShot**, and then click one of the following:

Capture Window

Click inside the window of the application that you want to show to the other participants. The image of the application then appears on the screen of the other participants.

Capture Region

Click inside the window of the application and drag the pointer until the resulting rectangle encompasses the region that you want to capture. If you make an error and want to delineate the region boundaries again, click outside the rectangle and then click and draw the region boundaries again.

The image of the captured region appears on the screen of the other participants. If more than one application is open inside the captured region, they are seen by the other participants also.

3. To update the snapshot on the participants' screens, right-click inside the snapshot and click **Refresh SnapShot**.

You and the other participants can point out aspects of the snapshot using colored pointer images. Inside the snapshot window, right-click, point to **Pointer Tool** and click any of the available colors. Drag the pointer symbol to the location you want to focus on in your "discussion".

3.6 IPWebShare

IPWebShare allows you to share a window or region of your screen not only to those people in your messaging session, but to anyone with a web browser and access to your web server. To share the data, you have to place the file or presentation into a web browser, or send the file's URL to the session's other participants.

When you start an IPAppShare session, IPNexus generates a web address (URL) to which the others can access to view your IPAppShare.

IPNexus provides this URL in the following ways:

- ❑ You can define the URL in the IPAppShare Preferences. This is handy for sending a predefined to the other participants before the session.
- ❑ IPNexus can generate a unique, random ID that you can share with the other participants during your session.

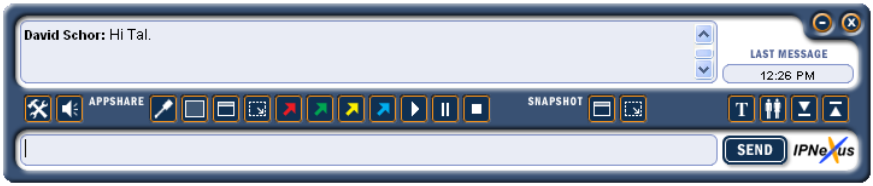
➤ **To open IPWebShare and then join participants in an IPMessenger session**

1. In the Windows Desktop taskbar, right-click on the IPNexus icon and then click **WebShare**. The Share toolbar appears.

2. To open an IPMessenger session, switch to Chat mode. A message window appears together with IPAppShare and IPSnapShot toolbars.

➤ **To open IPWebShare during an IPMessenger session**

1. Switch to the smaller chat window, which also includes the IPAppShare and IPSnapShot toolbars.

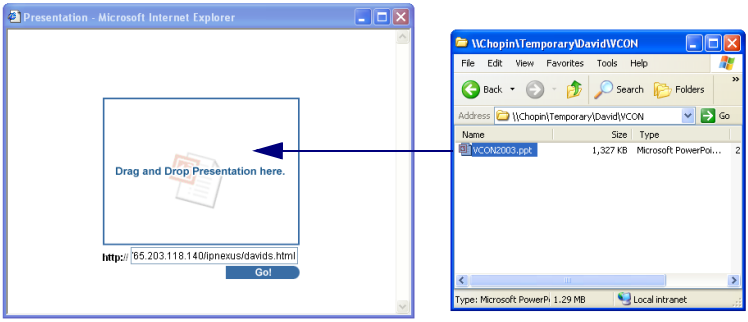


➤ **To share a file**

1. Click the Presentation Window button. The IPNexus Presentations Layout page opens in your web browser.

2. Choose the appropriate window size on the screen for displaying your presentation or document to the other participants in the session.

3. Drag the filename into the new presentation window, or enter the URL of the shared data (set in the IPAppShare Preferences).



The other participants see your presentation on their screens.

4. To stop the IPWebShare session, click the Cancel IPAppShare button

-or-

Click the Exit Session button to end the conference.