Using Unified Communications Chat from Sametime Connect Client

Contents

Overview

Community Status
Your availability status shows here, one icon for each of your server communities. Click here to change your status. Other people see your status on their contact lists.

Icons
The icons in the action bar let you perform tasks. If any icons are grayed out, these tasks cannot be carried out with the selected contact at this time.
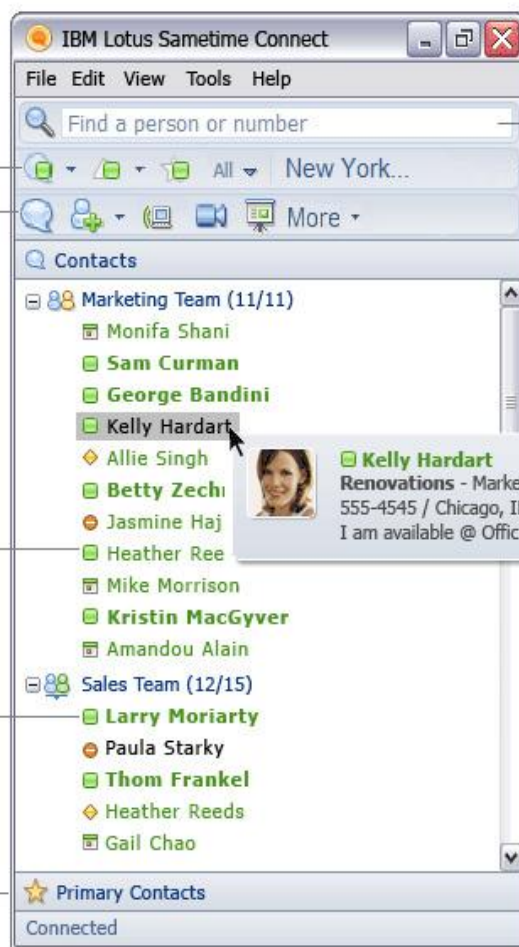
Availability Status
An availability status shows for each online contact on your contact list.

Options Menu
Right-click on a contact's name to display a menu of options.

Plug-ins
Installed plug-ins show here. You might have one or more plug-ins.

Search
Type a name or telephone number here to quickly find someone to chat with or call.

Geographic Location
Your geographic location shows others where you are. Click to change your location and related information.

Business Card
Hover your mouse over a name to show the business card for that contact. Move your mouse away from the business card to close it or drag it elsewhere on the screen to keep it open.

IBM Lotus Sametime Connect

File   Edit   View   Tools   Help

Find a person or number

All ▾   New York...

More ▾

Contacts

Marketing Team (11/11)
- Monifa Shani
- Sam Curman
- George Bandini
- Kelly Hardart
- Allie Singh
- Betty Zech
- Jasmine Haj
- Heather Ree
- Mike Morrison
- Kristin MacGyver
- Amandou Alain

Sales Team (12/15)
- Larry Moriarty
- Paula Starky
- Thom Frankel
- Heather Reeds
- Gail Chao

Primary Contacts

Connected

Kelly Hardart
Renovations - Marketing Representitive
555-4545 / Chicago, IL, US
I am available @ Office

Task Reference

Read this section to get started with the Sametime tasks.

Table 1. Getting started tasks

How do I…?	Using Sametime Connect Client
Log in for the first time?	Click Select Sametime Connect 8.5.2 from your computer's Start menu. **Note:** This logs you in to your default server community.
Save, print, or send a screen capture of a portion of my screen?	Click in the message entry area of a chat window or at the top of your contact list.
Change my availability status?	Click the availability status icon for a community at the top of Sametime Connect client window, such as , and then select a status.
Automatically change my availability status to another status in certain situations, such as when I do not touch my keyboard for a certain amount of time?	Click **File** -> **Preferences** and then click **Auto-Status changes**.
Set who sees my name on their contact list when I am online. (Privacy List)?	Click **Tools -> Privacy** and then click the **When I am online** tab. Select **Enable this list to control who can see you when you're online** and add names to include or exclude from this privacy list.
Set who can see my name on their contact list when my availability status is "Do Not Disturb." (Privacy List)?	Click **Tools -> Privacy** and then click the **When I am on Do Not Disturb** tab. Select **Enable the following people to see me as Available even when my status is set to Do Not Disturb** and add names to include or exclude from this privacy list.
Remove or set preferences?	Click **File -> Manage Server Communities** and then select a server community with which to work.
Set or update my geographic location so others know where I am and how to contact me?	Click **File -> Preferences** and then click **Geographic Location** in the navigator.
Set how I want to be notified of a variety of events, such as when I receive a call, an invitation, or a chat?	Click **File -> Preferences** and then click **Notifications** in the navigator.

Contacts

Read this section to get started with the Sametime contacts.

Table 2. Contact tasks

How do I...?	Using Sametime Connect Client
Add contacts to my contact list?	Click **File -> New -> Contact**.
Create nicknames for contacts on my contact list? **Note:** Nicknames display only on your own computer, wherever a name appears, such as on your contact list or in a chat window. Other people cannot see the nicknames you create.	Click a contact's name and then click **Edit -> Edit Nickname**.
Display my contacts with short names (names without their server addresses) or full names (names with their server addresses)?	Click a contact and then click **View -> Short Names**. Clear this setting to show full names.
Move a contact on my contact list. **Note:** You cannot move contacts within or between public groups?	Click and drag a contact's name to move it within or between personal groups.
Reduce the number of contacts on my contact list by removing specific contacts or those with whom I rarely or never chat?	Click **Tools -> Clean Contact List.**
Alphabetically sort the contact names on my contact list?	Click **View -> Contacts Alphabetically**.
Display only online contacts or both online and offline contacts on my contact list?	Click **View -> Online Only**. Clear this setting to show all contacts.
Add a personal or public group to my contact list?	Click **File -> New -> Group** and select **Add a new personal group** or **Search for a public group** to find a public group to add.
Edit the name of a personal group on my contact list. **Note:** You cannot edit the names of public groups.	Click the name of a personal group on your contact list and then click **Edit -> Rename Group**.
Show both online and offline members of the public groups on my contact list.	Click the name of the public group whose members you want to display and then click **View -> Show Group Content**.
Alphabetically sort the group names on my contact list.	Click **View -> Groups Alphabetically**.
Set preferences for my Sametime contact list window and other display options.	Click **File -> Preferences** and then click **Contact List** in the navigator.
Send an announcement, file, or email to one or more contacts on my contact list?	Click the names of one or more contacts and then right click and select **Send**, **Announcement, File or Email**
Set an alert to be notified when a contact becomes available or unavailable.	Click one or more contacts' names and then click **Tools -> Alerts -> Alert Me When**.
Get alerted whenever I start a chat with groups larger than a specified number of people?	Click **File -> Preferences** and the click **Contact List** in the navigator.

Text chats

Read this section to get started with Sametime chat.

Table 3. Text chat tasks

How do I…?	Using Sametime Connect Client
Start a text chat with someone on my contact list?	Double-click a contact's name
Start a text chat with someone not on my contact list?	In the **Search** field at the top of your Sametime Connect client, type the name of the person with whom you want to chat, then click it.
Invite others to a chat?	In an open chat window, click **Tools** -> **Invite Others**
Specify how to alert me when I get a new chat?	Click **File** -> **Preferences** and then click **Notifications**.
Manually check the spelling of my text?	In an open chat window, click **Tools** -> **Check spelling.**
Automatically check the spelling of my text?	In an open chat window, click **Tools** -> **Check Spelling Automatically**.
Insert an emoticon into my text?	In an open chat window, click **Tools** -> **Insert** -> E**moticons.**
Work with emoticon palettes, such as edit an emoticon or create a custom emoticon palette?	Click **File** -> **Preferences** and then **Emoticon palettes.**
Insert a web address into my text?	In an open chat window, click **Tools** -> **Insert** -> **Hyperlink**.
Insert a Lotus Notes link into my text?	After copying a Lotus Notes link, in the chat window, click **Tools** -> **Insert** -> **Hyperlink**
Send an annotated screen capture of a portion of my screen to my chat partner?	In an open chat window, click **Tools** -> **Insert** -> **Screen capture**.
Send a file to my chat partner?	In an open chat window, click **Tools** -> **Send** -> **File**.
Send the chat transcript in my open chat window as an email?	In an open chat window, click **Tools** -> **Send** -> **As E-Mail**.
Prevent my chat partners from saving, copying, or printing a chat transcript?	In an open chat window, click **Tools** -> **Prevent Transcript Save**.
Set display and other settings for my text chats?	Click **File** -> **Preferences** and then click **Chat Window**.
Set if and how to save all of my chat transcripts, by default?	Click **File** -> **Preferences** and then click **Chat History** .
Manually save the transcript in my active chat window to a file? **Note:** You cannot view or work with manually-saved chat transcripts in the chat history viewer.	In an open chat window, click **File** -> **Save Chat As**.
Automatically save all my chat transcripts? **Note:** Only automatically-saved chat transcripts are available in the chat history viewer.	In an open chat window, click **File** -> **Preferences** and then click **Chat History** in navigator.
View and work with my automatically-saved chat transcripts in the chat history viewer? **Note:** Only automatically-saved chat transcripts are available in the chat history viewer.	In an open chat window, click **File** -> **Open Chat History** to open the chat history. Then click **File** or **Tools** to select an action to carry out.
Display multiple chat windows in a single, consolidated, tabbed window?	Click **File** -> **Preferences** and then click **Chat Window**.
Display or hide elements of my open chat window, such as the action bar or business card?	In an open chat window, click **View -> Show** and select the elements you want to show.

Calls and video

Read this section to work with audio and video calls that you place and receive through your computer (if available).

Table 4. Calls and video tasks

How do I…?	Using Lotus Notes
Make a call?	Select an online name from your Sametime contact list and then click the Call icon to make the call using your computer.
Make a call to more than one person?	Click **Ctrl** and at the same time select multiple online names from your Sametime contact list and then click the Call icon to make the call using your computer.
Start a video call so that I can see and hear call participants? **Note:** If you have a Video icon above your Sametime contact list, you can start a video call.	Select an online contact from your Sametime contact list and then click the Video icon above your Sametime contact list.
Automatically start a video call whenever I'm in a voice chat?	Click **File** -> **Preferences** and then click **Voice and video** in the navigator. Select **Automatically show my video when I participate in a video-enabled session**.
Select which service provider to use for calls and video?	Click **File** -> **Preferences** and then click the plus sign (+) beside **Voice and Video** in the navigator. Click **Service Providers**.