

## Introduction

Thanks for your interest in Rhombus IM! This document will help you get acquainted with the features and day-to-day capabilities of the Rhombus IM Enterprise IM client application. Our client application has been designed from the ground up for business, so it won't get in your way when you don't need to communicate with your colleagues.

If you are test driving the Rhombus IM client, please feel free to create an account or two on our public server to test out the application. You can do this by following the instructions below.

Since Rhombus IM Client is built on an open-standard protocol, XMPP, you can also use it to connect to any public Jabber server.



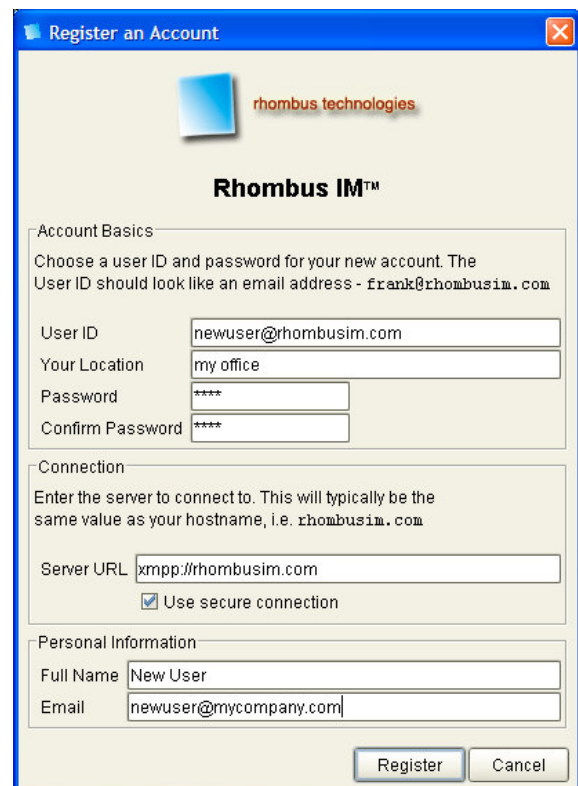
## Creating a New Account

It is simple to create a new account on the Rhombus server. Simply use the New Account... button on the login page, and fill out the new account form as shown below.

The instructions on the web site are also helpful when creating a new account. If you run into problems, just give us a call or send an email and we'll create an account for you.

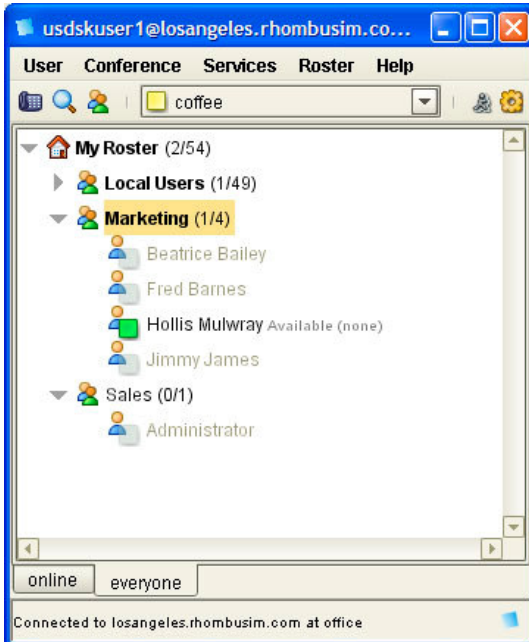
## Registering an Existing Account

You can also use the Profile Editor to create a profile for account that you may already have. You may have an account because your administrator manages your Rhombus IM accounts, or if you are integrating Rhombus IM with your existing enterprise directory.



## The Main Window

The main window in Rhombus IM is a list of the users in your **roster**, which is a set of groups and users arranged in a tree. In this window, you can create new groups and drag users around to organize them however you want. Each group will display how many users in the group are online, and how many users are in the group overall. The totals are cumulative.



If a user is available, they are highlighted and displayed in bold. You can double-click on the user or use the **Open Conversation** button to display a chat window.

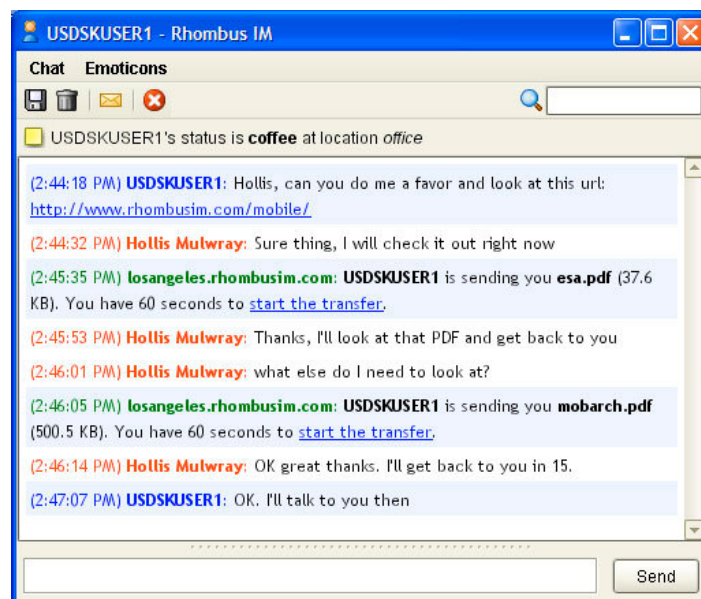
The main window also displays your status message. This message is shown to other users that have you in their rosters. You can choose common status messages from the drop-down box, or create your own.

## Sending Messages

To send a message, just type in a user's chat window and hit enter. Rhombus IM supports

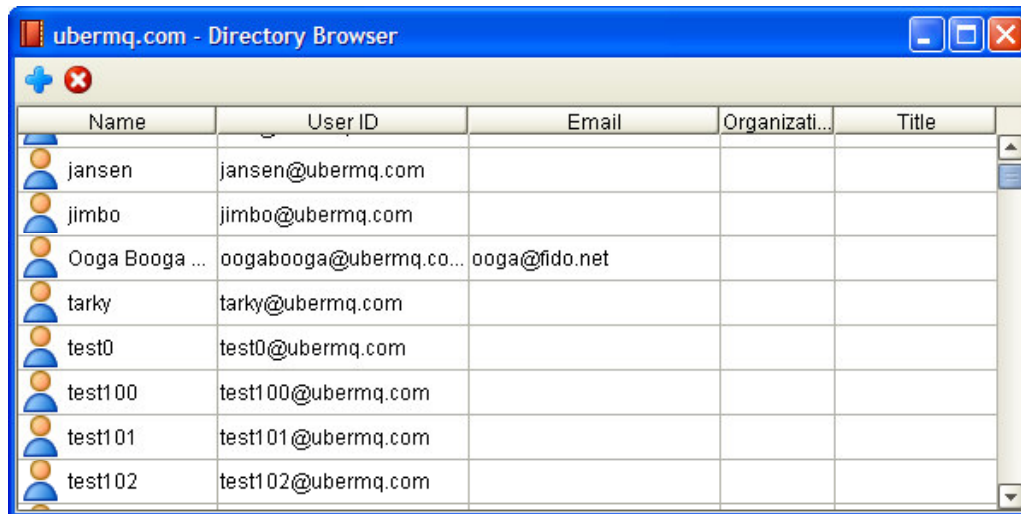
smiley icons ("emoticons") and offline delivery. It also has a composing indicator so that you can see visually when the person you are talking to is typing a new message in response to a message you have previously sent. It is very useful to help you figure out if the other person is expecting you to type, or if they are completing their thought.

If a user is sending you a file, or inviting you to a conference, you will see a message from the server domain in that person's chat window with a hyperlink that indicates the action that can be performed. Simply click on the link to start the file transfer or join the conference, if you want. File transfers can expire quickly, so you need to act fast otherwise the other user will give up.



## Add Users from the Directory

Rhombus IM has the unique ability to present a system-wide directory of users so that people do not have to remember obtuse screen names or handles. When you first start Rhombus IM and have an empty roster, the application will prompt you to open this Directory Browser.



Just select a few users and click the “Add” button. The users will show up in your roster immediately. If you want, you can also create groups in your roster and drag users around to organize them to your liking. Groups highlight themselves to show

If you are using the public Rhombus IM server, try adding the **Echo Agent** to your roster. The Echo agent is an example of the powerful Rhombus IM development API and it will respond to messages you send it.

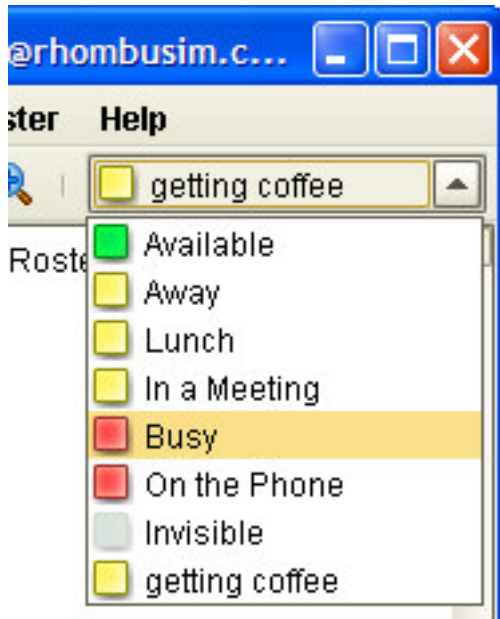
Once you have a user in your roster, double-click on them to open a chat window.

## Sending Files

Rhombus IM supports secure file transfer, so you can send sensitive documents over the public Internet with ease and without concern. Just choose **Send File** from the Chat menu, pick your file, and hit OK. The other user can accept the file and save it to their local disk.

## Your Status

It is helpful to tell other users about your availability when they are using the Rhombus IM platform. You can do this with the drop-down box found at the top of the main window. Choosing a status from this drop-down will alert other users about what you are doing - if you are available for messages, on the phone, in a meeting or not at your computer.



You can also choose to be "Invisible," meaning that other users will think you are not online at all. This can be useful if you want to send a message to another user but do not want to receive messages.

If you want to add other status options to the menu, use the **Customize Status Message** command in the Server menu.

When you change your status, other users will see the color of your icon change, and they will see any message you type in the tool tip. It is a visual way to keep track and see at a glance who is available for communication at any given time.

If you step away from the computer and forget to change your status message, Rhombus IM will automatically detect this and report your status as "Idle." If you want to turn this off, alter the Privacy settings in the Preferences area.

## Changing your Preferences

You can invoke the Preferences dialog from almost any window in the application. This dialog contains settings related to message display (fonts and font sizes), notification settings and privacy. You can customize most aspects of how Rhombus IM notifies you about new messages and displays them on your screen.

The various message display types are unique and different than what you are used to – try each one of them and pick the one that you like best!

