http://www.HotlineSW.com

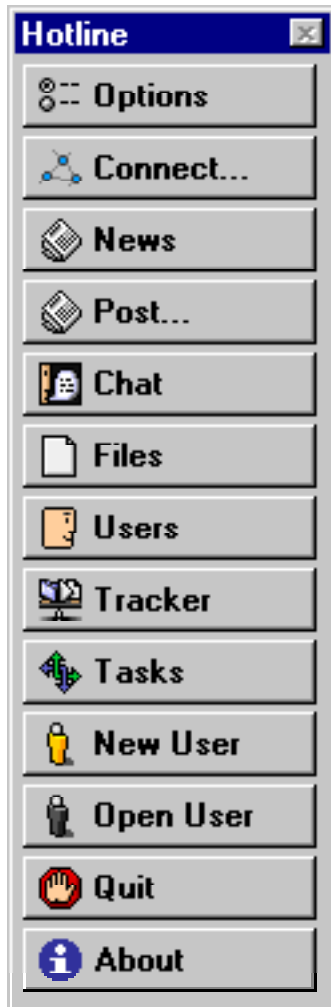# Toolbar:

The Hotline toolbar is used to access all of the functions of the client. The following lists each button and its function.

Hotline [×]
- ⚙ Options
- △ Connect...
- ◈ News
- ◈ Post...
- 🗐 Chat
- ▯ Files
- ▤ Users
- 🖳 Tracker
- ⬙ Tasks
- 🔑 New User
- 🔑 Open User
- ✋ Quit
- ⓘ About

General:

Options........Set your preferences (nickname, icon, etc.)

Connect.......Connect to a Hotline server.

Online:

News............Show the News window (Public posting area).

Post..............Post an item to the news.

Chat.............Bring the Chat window to the front.

Files.............Bring the main Files window to the front.

Users............Bring the Users window to the front. (users connected to the server).

Tracker........Bring the Tracker window to the front. (Directory of online Hotline servers).

Tasks............Bring the Tasks window to the front. (Client-Server interactions).

Administrative:

New User.....Make a new user account on the server.

Open User...Open a user account on the server.

## Miscellaneous:

Quit.............Quit Hotline.

About..........Show the "About Hotline..." window. This is also the window in which you enter your unlock code.

[Click a button on the toolbar for more information about a function.]

Options Window:

The Options window is used to set your preferences for Hotline. There are only a few things to configure, such as nickname and icon. Follow these steps to set up Hotline:
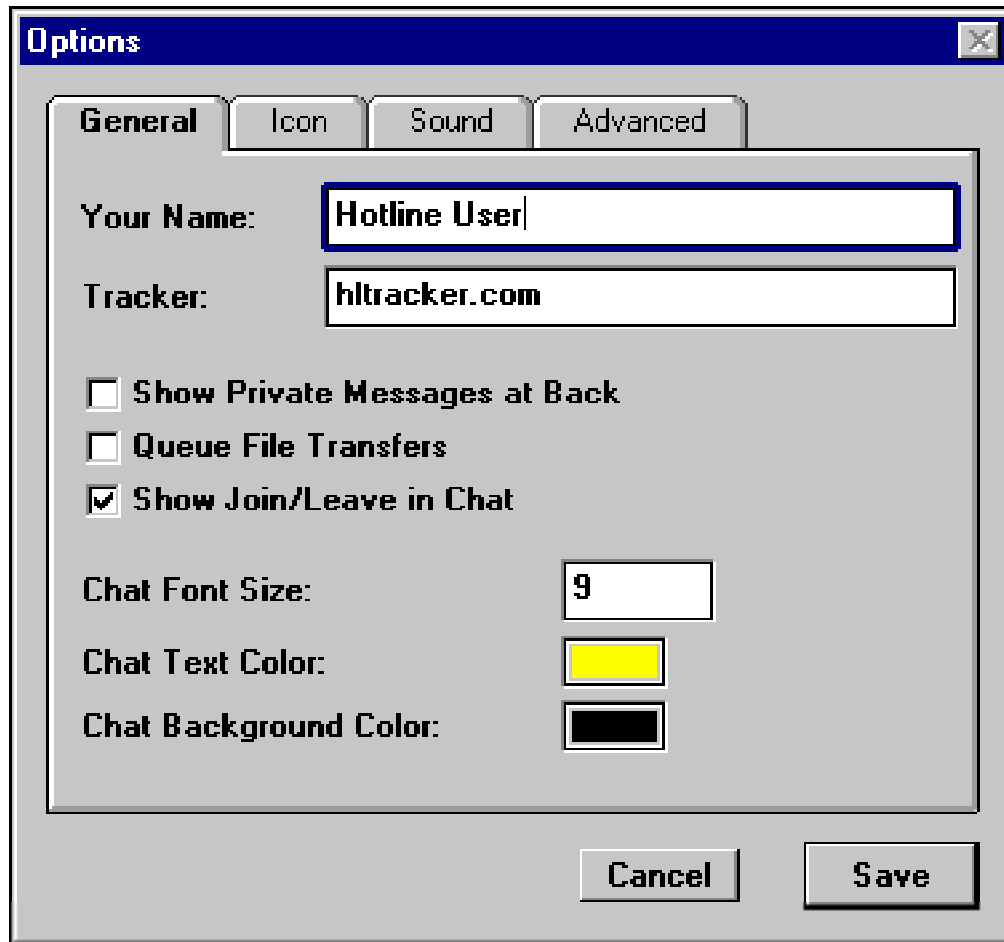
General:

Enter your nickname into the first text box. This is the name that will appear to other online users.

Fill in the address of tracker server you wish to use. For more information and addresses, see **Using the Tracker**.

Check the "Show Private Messages at Back" to display private messages from other users in the back instead of on top of all other windows.

Check the "Queue File Transfers" box if you want all of your Downloads and Uploads to be queued. Queuing permits only a single upload or download to occur at any given time, while any others attempted will be stored in a queue. When the active transfer is

complete, the next one in the queue will begin.

Show Join/Leave in Chat toggles the displaying of users joining and leaving private chats.

You can change the size, color of the text, and background color that is displayed in the Chat window. Click on a color to choose a new one.

Icons:

An icon can be chosen to accompany your nickname in the Users window. Click on an icon to select it.

Sounds:

The Sounds Tab allows specifying which sounds are played (if any) for the different tasks that occur when connecting and connected.

Advanced:

This Tab is used for users that connect through a SOCKS firewall. If you do, enter the address of the firewall in the text box. Most users should not need to use this option. If your organization does use a firewall, contact your System Administrator to obtain your firewall address.

When you are finished, Click the **Save** button to save the changes to the options.

Connecting to a Hotline Server:

The Connect Window

The Connect Window has 3 text boxes:

Server   The IP address of the server to connect with. To connect to a server using a custom port number, the port can be entered after the address with a colon (in the form of ServerAddress:PortNumber)

Login   If connecting using an account, this is the account name. If this box is left blank, the guest (the default) account on the server will be used.

Password   The password for the account. This field should be left blank for default (guest) account.

Bookmarks

Hotline has the ability to create bookmarks for any server. Bookmarks should be stored in the "Servers" folder (in the same folder as the Hotline application) to be directly accessible in Hotline. To connect using a bookmark, click on the popup menu after the Server field, and select a server.

Creating Bookmarks

To create a bookmark, enter the address (and optionally the account info) of a server into the Connect window. Then click the Save button, and save this file into the Servers folder within the Hotline application's folder. The server should then appear in the popup menu in the connect window.

News Window:

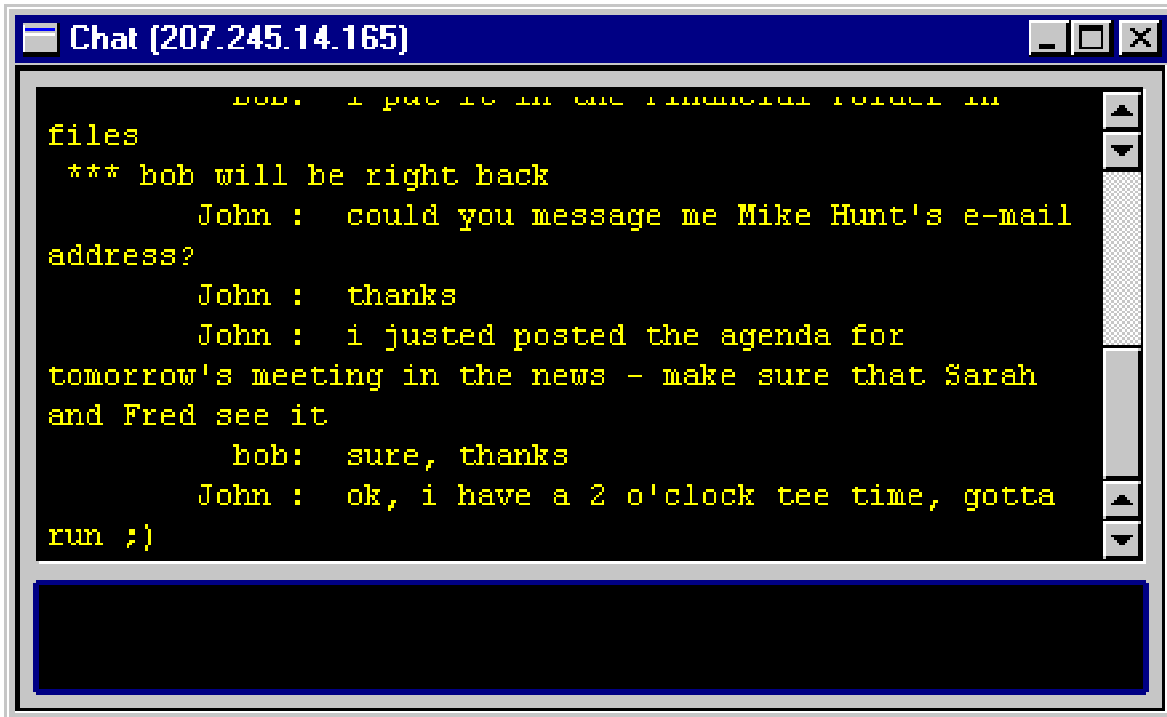**News (207.245.14.163)**

```
From Zyronkel (Oct20 13:55):

I'll be leaving town Tuesday for the
conference in LA, but I'll check in the
server here every day to see how things
are progressing.  I'll also keep you
all posted how I'm doing.  I should be
back next week.
```
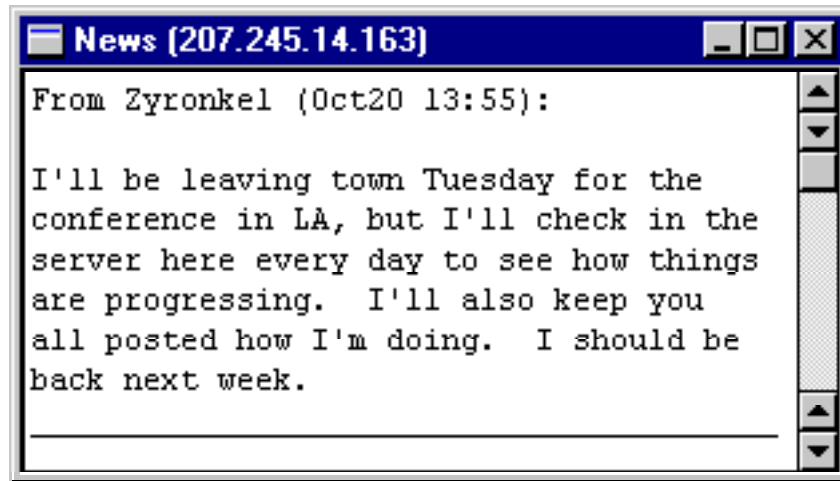
The News Window displays posts from different users that is viewable by anyone connected to the server. To post a message, click the Post button. All posts to the news have a date and time stamp as well as the name of the user who posted the item.
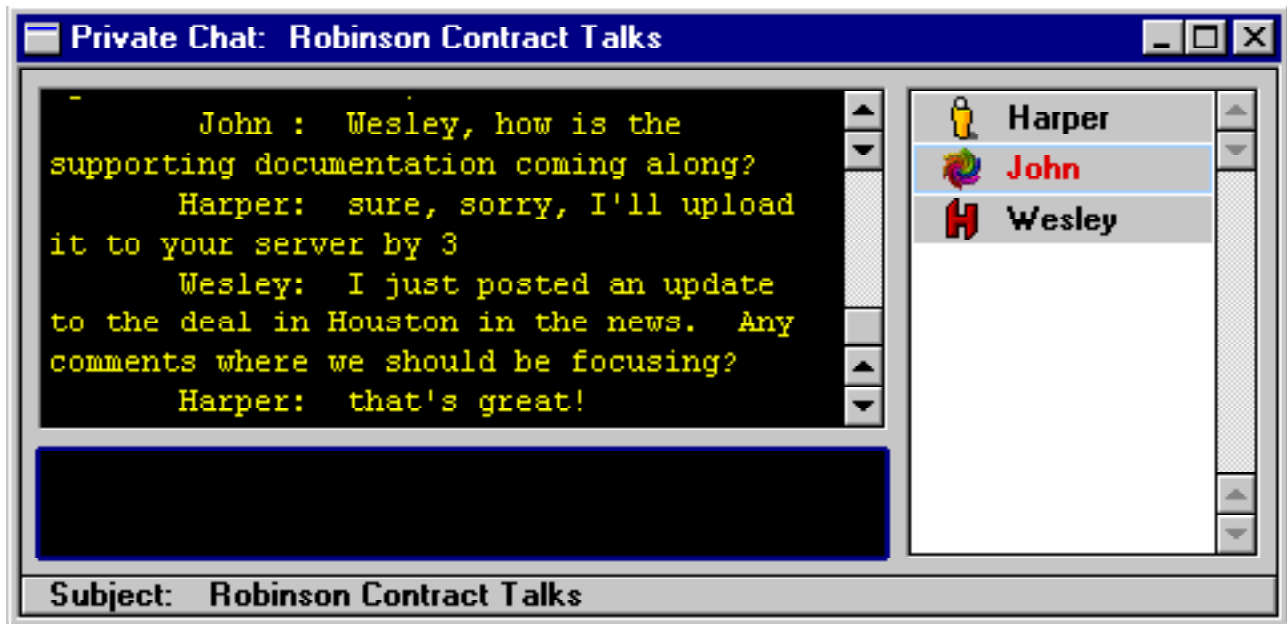
The Public Chat Window:

```
Chat (207.245.14.165)                          _ □ ✕

        bob:    i put it in the financial folder in
files
 *** bob will be right back
        John :   could you message me Mike Hunt's e-mail
address?
        John :   thanks
        John :   i justed posted the agenda for
tomorrow's meeting in the news - make sure that Sarah
and Fred see it
         bob:   sure, thanks
        John :   ok, i have a 2 o'clock tee time, gotta
run ;)
```

The Public Chat window allows all the users connected to a server to chat in real-time. Text is entered at the bottom of the window in the input box, and is sent to the server when the enter key is pressed. The top of the window displays the actual chat text as it appears to all users on the server.

An action can be implied in the chat window by holding down the alt key while pressing enter to send the chat text. Instead of displaying the text being said by the user, it will appear as an action in the form of " *** user is doing an action".

The Private Chat Window:


```
Private Chat: Robinson Contract Talks                    _ □ ✕

       John :   Wesley, how is the            ▲      👤 Harper    ▲
supporting documentation coming along?        ▼      🌀 John      ▼
       Harper:   sure, sorry, I'll upload            🅷 Wesley
it to your server by 3
       Wesley:   I just posted an update
to the deal in Houston in the news.  Any      ▲
comments where we should be focusing?         ▼
       Harper:   that's great!
                                                                 ▲
                                                                 ▼
                                              ┃                  

 Subject:   Robinson Contract Talks
```

The Private Chat Window is exactly like public chat, except it is only among several users on a server. A Private Chat can be initiated with a user by selecting the user's name in the **Users Window**, and clicking the Private Chat button.

The participants list of the chat window can be shown/hidden by pressing control-/. A subject of any private chat window can be specified by clicking the Subject line.

The Files Window:

The files window can be accessed by clicking the "Files" button on the toolbar. When this button is clicked, a listing of the main directory of files on the server will appear.
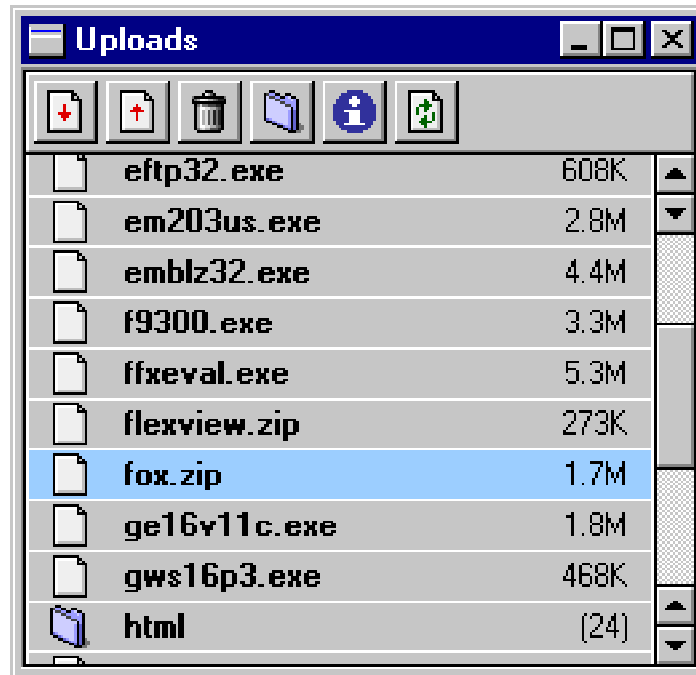
Folders (such as "html" in the above example) can be double-clicked to open. This will create a new window with the files listings of the this folder. Holding down the Alt key while double-clicking a folder will open the contents of that folder in the current files window (to minimize the number of open windows).

Clicking the blue "i" button will get info on the selected item. This will display standard file information such as date created and modified, allow the changing of the name, etc.

Downloading Files

Files can be downloaded by either double-clicking a file in the list, or clicking the download button (down arrow) while an item is selected. The download task will be displayed in the **Tasks** window (see below). If the queuing of files is off by default in the **Options** window, this can be overridden by holding down the shift key while pressing the download button.

By default, files are downloaded into the "downloads" folder (within the same folder as the Hotline application). To specify a different destination, the alt key can be held down while clicking the download button.

Uploading Files

Depending on the setup of a particular server, files might only be uploadable to certain folders. If this is the case, try to upload to a folder with "Upload" or "Drop Box" in its name, also labeled with a folder icon under a yellow downward arrow.

To upload a file, click the button with the arrow pointing upward. A standard file dialog box will appear. Select the file you wish to upload. Once you have done this, a progress bar will appear in the tasks window (see below). If you wish to queue an upload (it will start after your previous download/upload is finished) then hold down shift while clicking the Upload button.

Drop Boxes

Drop boxes are folders which accept uploads, but whose contents are not visible to most users (generally only to administrators), with the exception of partially uploaded files (so they may be resumed). Drop boxes contain "drop box" in their names.

Users Window:

The Users Window holds a list of all users connected to a server.

Users with names in gray (or light red) are inactive. They haven't interacted with the Hotline server for ten minutes or more.

Users with names in red are server administrators. If they are inactive, their names are shown in light red.

The first button on the left is the Private Chat button which will open a private chat with the selected user.

The following button is the Personal Message button which allows the sending of a private message to the selected user. Double-clicking a user in the list simulates clicking this button.

Next is the User Info button which will display the IP address of the selected user, account name, and any file transfers the user has initiated.

The last is the Disconnect button used by sever administrators to disconnect a user.

Personal Messages:

Sending Personal Messages

Personal messages are sent from one user to another user on a server. The message is never seen by anyone else on the server except the sender and the receiver. By clicking on a user name and then the Personal Message button (or double-clicking a user's name), a window will pop up. Enter a message for the recipient and then click "Send". This will send the message to the user.

Receiving Personal Messages
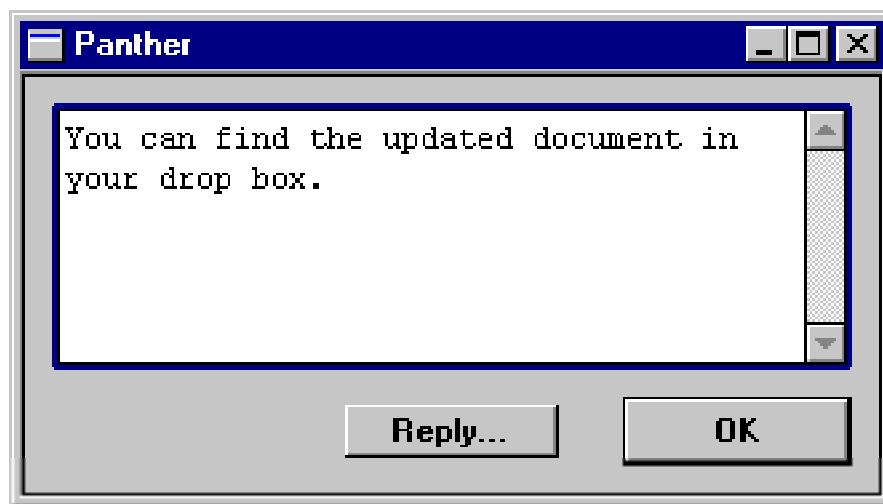
When a person receives a personal message, a sound will usually play (unless it is turned off in Options). A window will appear on the recipient's screen with the message. There will be two buttons: Reply... and OK. By clicking Reply, a new send window will appear addressed to the sender. The "r" key is a keyboard shortcut for the reply button.

The Tracker:

The tracker is a directory that maintains a list of available servers. Servers can list themselves with the tracker, and then any client can connect to the tracker and obtain a list of all the servers that have listed.

Tracker Addresses

The first step is identifying a tracker address in the **Options** window. The default is hltracker.com, although this can be changed to another tracker address. Once an address is set, simply click the tracker button on the toolbar (or the refresh button in the tracker window if it's already visible), and the client will retrieve a list of servers from the tracker.

The Tracker Window

The tracker window displays the name, the number of users connected, and a short description about each server.
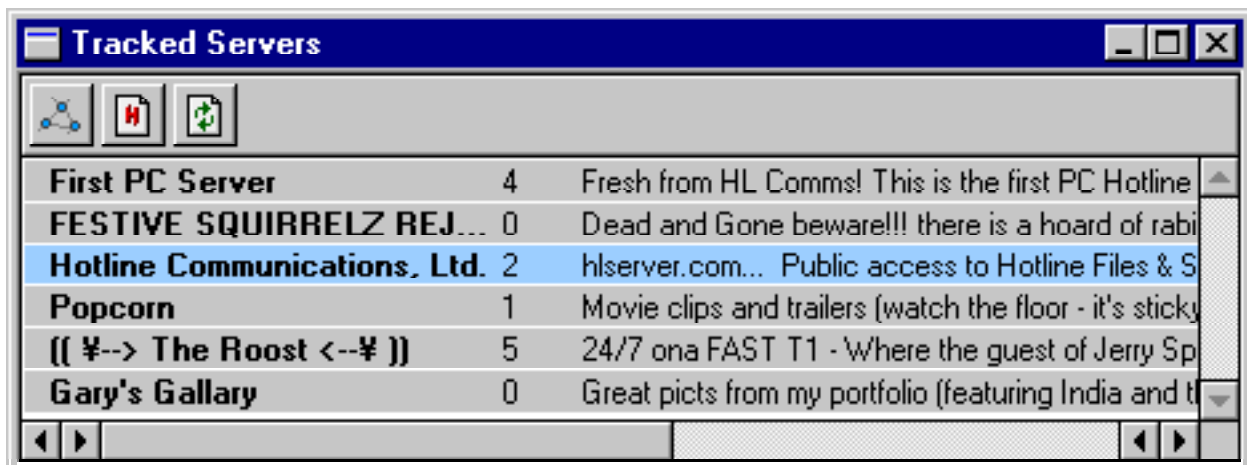

Click the left-most button to connect to the selected server. (double-clicking also connects to the selected server).

Holding down the alt key while clicking the connect button will display the standard Connect Window with the selected server's address. This provides a means of connected with an account to the selected server, or to simply obtain the server's IP address.

The middle button is the Make Bookmark button. It allows the creation of a bookmark to the selected server which can later be accessed through the Connect Window.

The button on the right is the Refresh Server List button. Clicking it will reconnect to the Tracker, retrieving a fresh list of the servers.

Tasks Window:
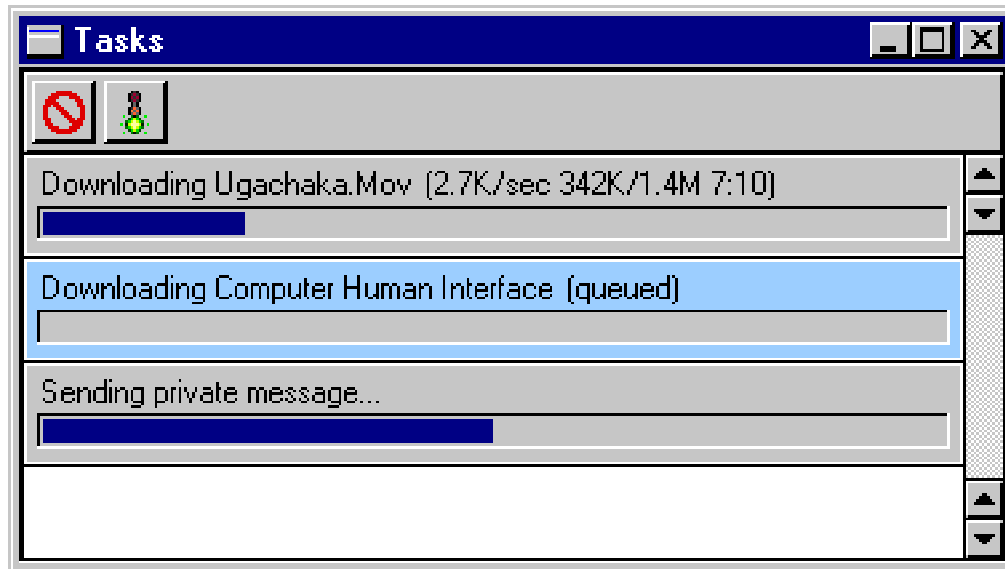
The tasks window displays the current tasks between the Client and the Server. Each task has a brief description and a progress bar. File transfers display file size, average transfer rate, and estimated time of completion.

A task may be aborted by selecting it in the list, and clicking the abort (red slash) button. A queued file transfer may be started immediately by selecting it in the list and clicking the go (green traffic light) button.

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