

OPEN THE HOTLINE CLIENT

Everything in the Hotline universe starts with the Client Toolbar; it launches all of the Client's major functions.

1 Double-click the Hotline icon on your desktop.

The Hotline Connect toolbar will appear. When you first open the **Toolbar**, the status line will display the words **Not Connected**. Once you connect to a server, it will change to show the name of the server you are connected to, the number of users, and your task status.

2 Get familiar with the Toolbar.

When you first open the Client, the default Toolbar will have a banner and several buttons. Hover over the buttons to see their labels. These labels are called Tooltips. The table below explains each button's name and function.

If you choose to buy a registration code, the Toolbar will display only the buttons. For more information about the 1.8.5 Client Toolbar, see **The Toolbar After Registration**.



Button Name	What it does
	Options Opens the Options Window
	Servers Opens the Servers window
	Users Opens the Users window
	Chat Starts Hotline's chat
	News Opens Hotline's news
	Files Opens Hotline's file system
	Tasks Opens the Tasks window
	Disconnect Disconnects from the server (only visible if connected)
	Next Ad Skips to the next ad in the banner space. Only displayed if the Client is unregistered.
	About Opens the product and version information window. Only displayed if the client is unregistered.
	Quit Quits the Hotline application
	Server Info Displays a window with the banner image of the server you are connected to. Only displayed if the Client is registered.
	Bookmark Creates a bookmark for the server you are currently connected to. Only displayed if the Client is registered.

Note:

Windows users can minimize the application by clicking the minimize button at the top right corner of the Toolbar. When the application is minimized, and a private message or chat request arrives, the minimized application will flash in the Windows taskbar

REGISTERING THE SOFTWARE

The Client as downloaded is fully functional. However, until registered, the Toolbar will display rotating banners. To take advantage of the new Toolbar features, you need to acquire a serial number and register your copy of the Client.

1 Acquire a license code

To purchase a serial number, go to <http://purchase.bigredh.com/1.8> and follow the steps. Once your purchasing information is entered and verified, you will receive your License Code.

2 Open the Registration window

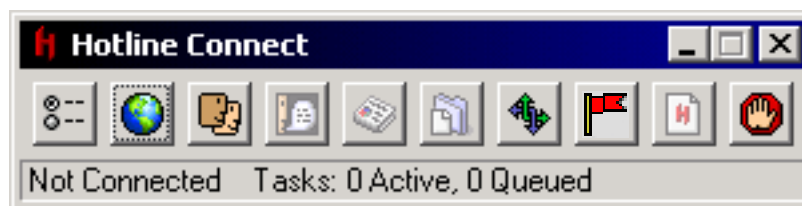
Open the Registration window by opening the **Options** window, and clicking the **Register** button.

3 Enter the Registration information

Enter your name and the License Code in the dialog, and click the **OK** button. If you have successfully entered your code, the Toolbar will no longer display the banner.



The dialog box is titled "Hotline Registration". It contains the following text: "Enter your name and license code to register Hotline Connect. If you do not have a licence code, you may purchase one at:". Below this text is a blue hyperlink: <http://purchase.bigredh.com/1.8>. There are two input fields: "Name:" with the text "Jane Doe" and "License Code:" which is empty. At the bottom are "Ok" and "Cancel" buttons.

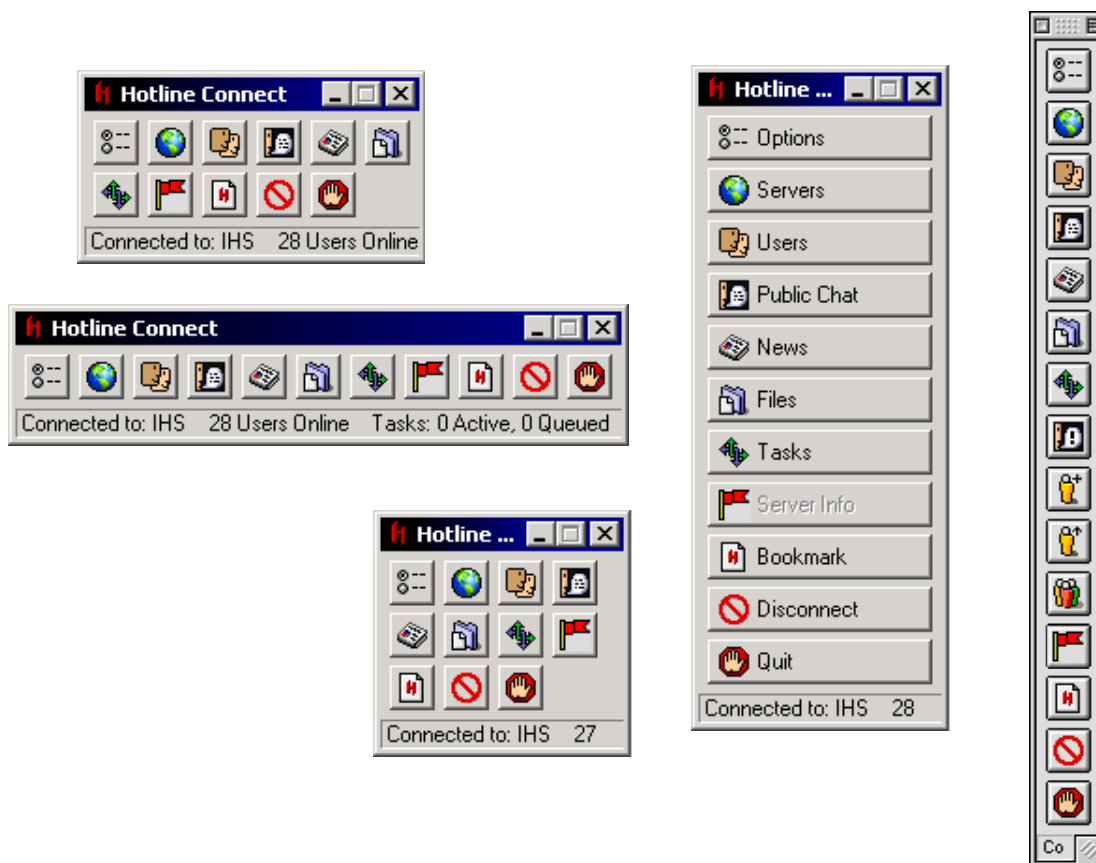


THE TOOLBAR AFTER REGISTRATION

There are three main changes to the Toolbar that occur when the Client is registered: the banner and the Next Ad and About buttons are not displayed, the Toolbar can be resized, and there are two new buttons, **Bookmark** and **Server Info**. For information about bookmarking from the Toolbar, see **Creating a bookmark for the current server**.

Resizing the Toolbar

The Toolbar can be resized and reshaped to display the way you like it; simply click and drag the border. It will always snap to the smallest size possible. Below are some possible configurations.



Server Information

You can view the default banner for the server that you are connected to by clicking the Server Info button on the Toolbar. A window displaying the banner will open. If the server does not have a default banner, the button will be disabled.



SET YOUR NAME AND ICON

Your nickname and icon are all people see of you. Everything else is anonymous. Your nickname can be anything you want (although "John" might not be very memorable). Your icon will appear beside your nickname in the **Users** list.

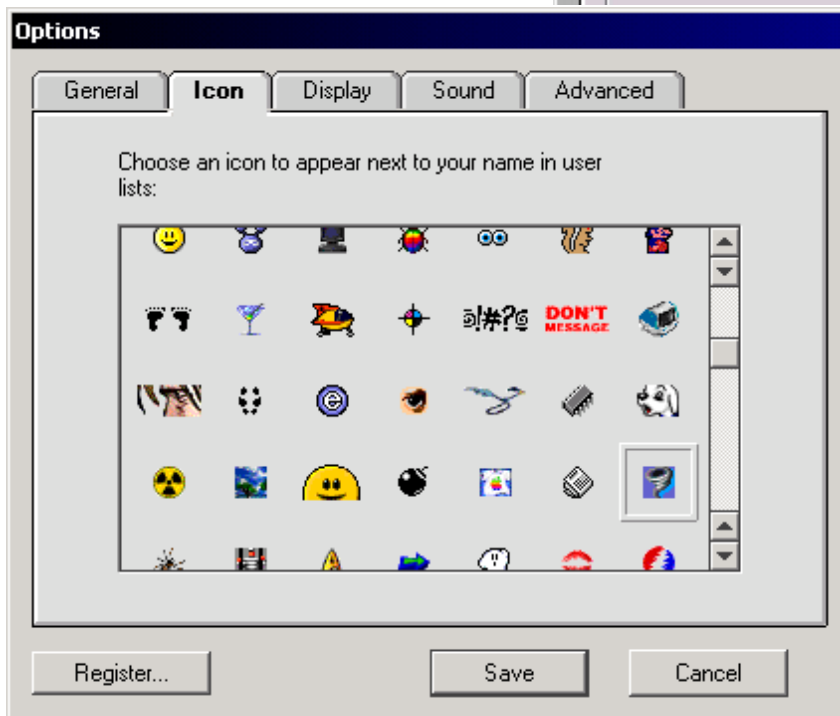
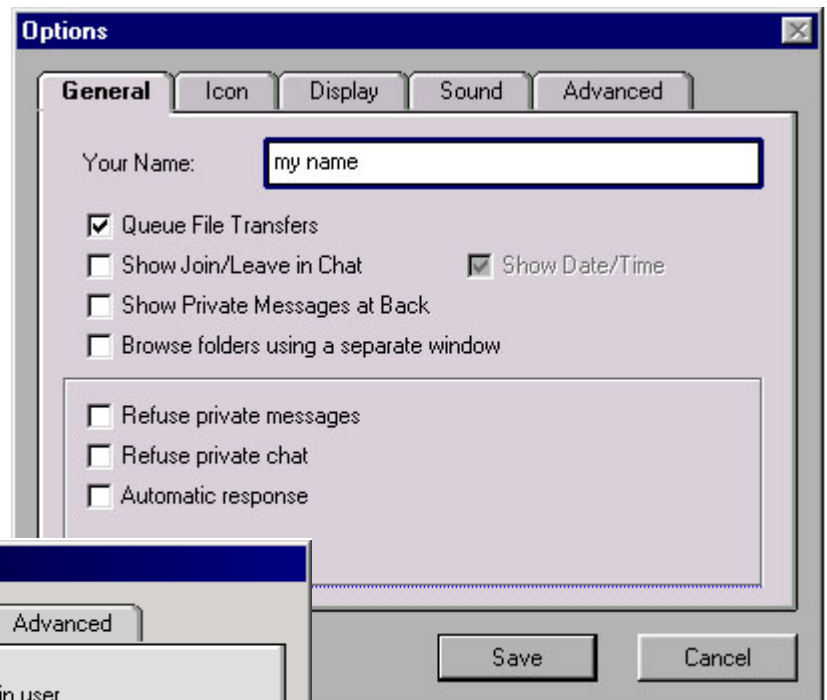
1 Click the Options button to open the Options window.



The **Options** window allows you to set all your Hotline Connect options. It has five tabs; we will look at the **Your Name** option on the **General** tab and the **Icon** tab in this section. We will look at the other options on the **General** tab, and the rest of the tabs later.

2 Set your name.

Type the name you wish to be known by in the box beside **Your Name** : in the **General** tab.



3 Choose your icon.

Click the **Icon** tab.

Click the icon that you want beside your name to choose it.

Click the **Save** button.

The **Options** window will close.

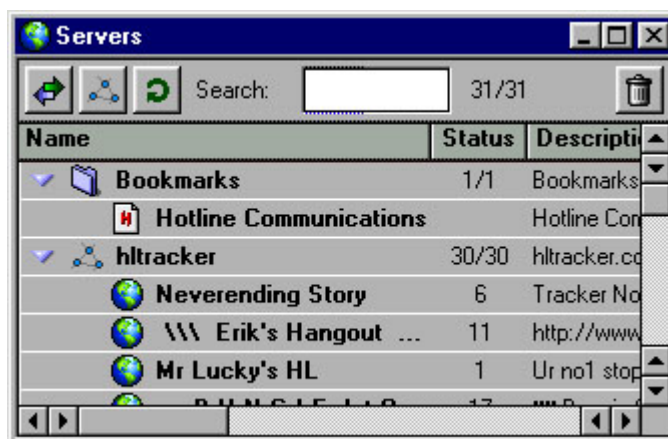
CONNECT TO A SERVER

There are literally thousands of servers on the Hotline network. Some of them are publicly accessible, some are private. When you install the Client, Hotline Communications Ltd's public server is already loaded into the bookmarks. This server is not only easy to find, but also has lots of information about using Hotline.

1 Click the Servers button to open the Server window.



When you open the **Servers** window, it will have an open Bookmarks section, and a closed Hotline tracker (hltracker). Under Bookmarks is Hotline Communications Ltd's server. In **Hotline Advanced**, we'll look at Trackers, finding servers, and creating bookmarks.



2 Double-click the Hotline Communications server.

There are other ways to connect to servers, but this is the easiest. You can connect to any server that's listed in your **Servers** window this way, whether it's listed in your bookmarks or by a tracker. When you connect to the server (and most servers) for the first time, you'll be connecting as a guest. Some servers don't allow guests very many privileges, some do. In **Hotline Advanced**, we'll talk about becoming more than a guest on a server, and what that means.

3 Check the status in the Tasks window.

After you've double-clicked the server, check the status of the connection in the **Tasks** window. This window will tell you what's happening with anything you're doing on Hotline, whether it's downloading a file, or reading news.

Once you've connected to a server, an Agreement will appear. Read the entire agreement, and if you can abide by the rules of the server, click **I Agree**. If you click **I Disagree**, the connection to the server will end.



Note:

If you get an error message when you attempt to connect, check with your system administrator to see if you are behind a firewall or a proxy server. If you are behind a firewall, see **Connecting from behind a firewall in Hotline Advanced**. If you are not behind a firewall, the server may not be available. The Name, Status, and Description fields at the top of the Server window are resizable.

CREATING A BOOKMARK FOR THE CURRENT SERVER

Using the new **Bookmark** button on the Toolbar, you can quickly bookmark the server that you are connected to.

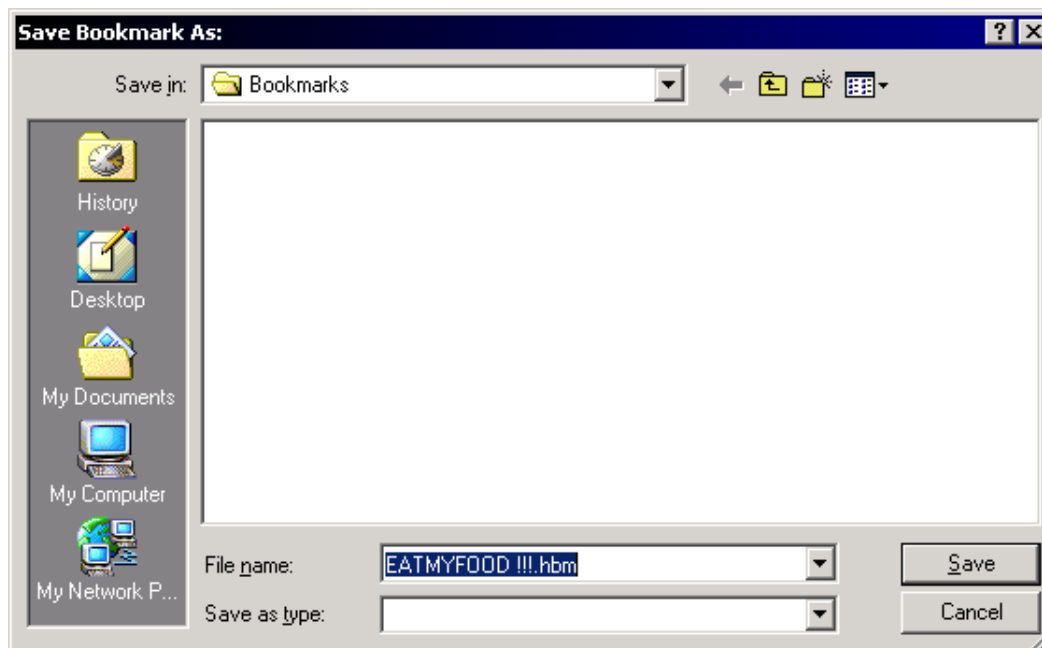
1 Connect to a server

The button will only be enabled if you are connected to a server.

2 Click the Bookmark button



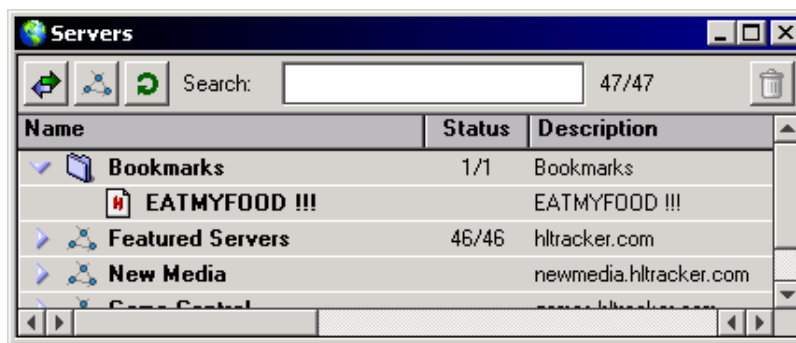
A **Save Bookmark As** : window will open, with a suggested file name for the bookmark.



3 Click the Save button

Click the **Save** button on the **Save Bookmark As** : window. Hotline bookmarks should be saved in the Bookmarks folder.

The new bookmark will be visible in the **Servers** window.



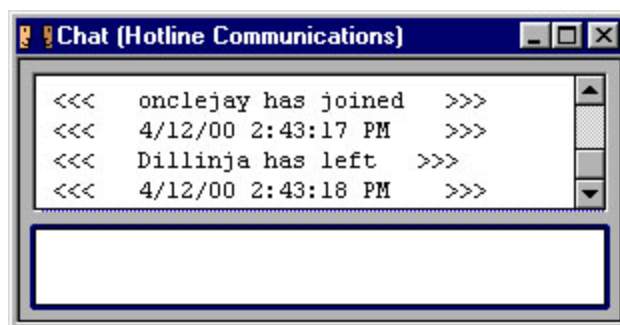
READ CHAT MESSAGES

You can talk to everyone else connected to the server using Chat, and see what they're talking about. It's often a good idea to wait a bit, so that you get a feel for the "personality" of the server.

1 Click the Chat button to open the Chat window

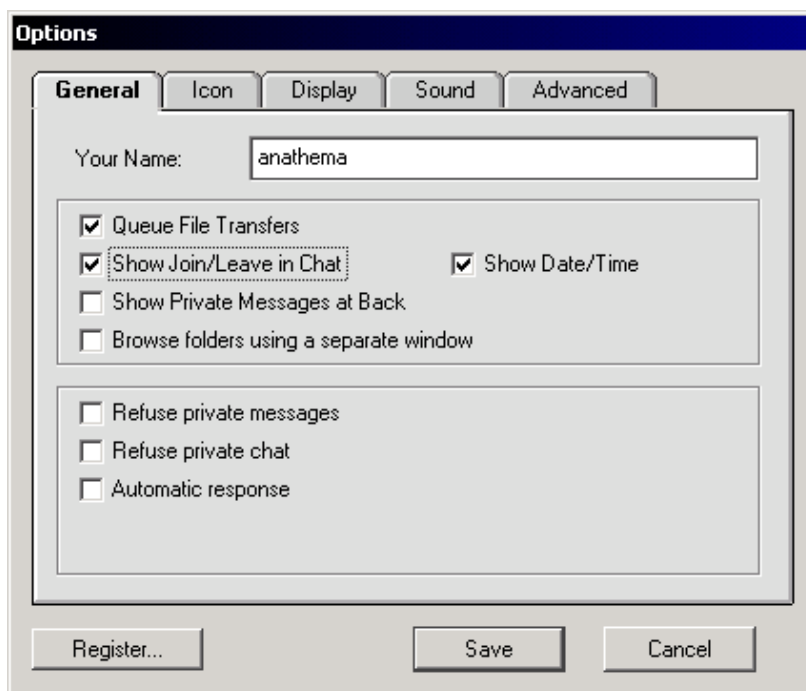


The **Chat** window is one of the simplest interfaces around. You read the messages people have sent in the top section, and type plain text messages in the bottom.



2 Turn off Join/Leave notifications

When you first open the chat window, there may be a stream of messages saying <<< <name> has joined >>> or <<< <name> has left >>>. If you don't want to see these messages, open the **Options** window, and turn off **Show Join/Leave in Chat**. Once you turn off these messages, there sometimes might not seem to be a great deal going on. To change that, you can send a message.



Note:

The chat will periodically refresh when the chat buffer is full.

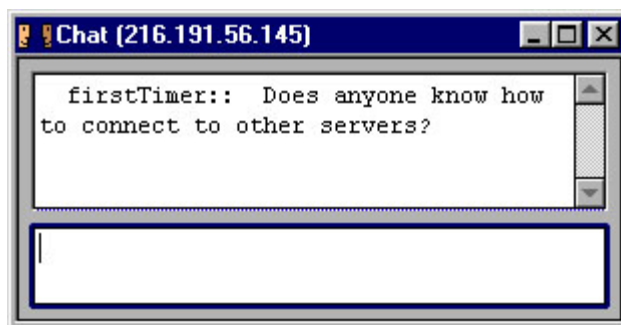
The previous chat text will clear, and the chat will start again at the top of the chat window.

SEND CHAT MESSAGES

Once you have a feel for a server, you may want to chat there. Typing chat text is probably the easiest thing to do on Hotline.

1 Place your cursor in the bottom section of the Chat window.

You can tell which section of the chat window has the focus by seeing which one has a blue border. You can only type text when the bottom section has the focus. When you're typing text, use plain text; Hotline is not IRC and doesn't process IRC commands.



2 Type your chat message and press Enter.

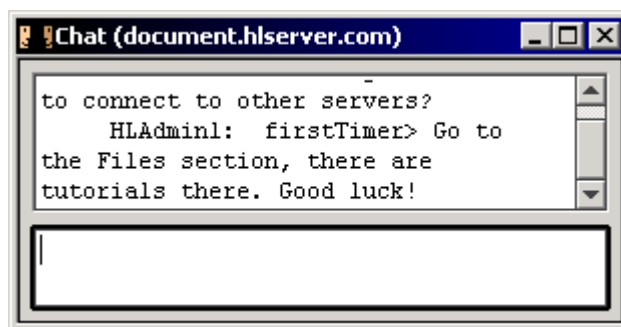
If you're asking a question, it's a good idea to be specific, rather than just saying "Help!"

As well, asking about illegal activities on the Hotline Communications Ltd's server will get you a warning the first time, and probably kicked off the second.

3 Read your message (and any replies) in the top window.

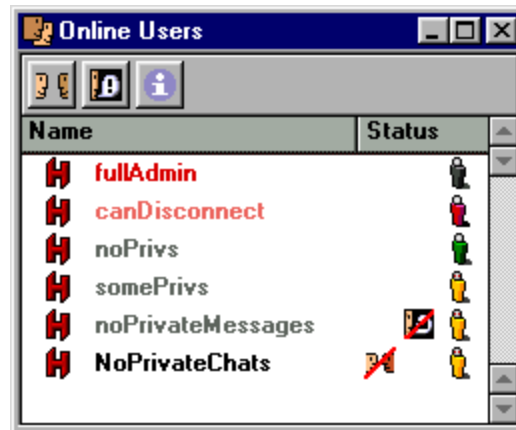
Chat moves very quickly, and you need to pay attention to what's going on so that you don't miss someone's reply. You can make the chat window larger to make following the chat easier.

If you've asked a question, often the person replying will put a reference to your nickname in their reply. So, for example, if HLAdmin1 answered your question about how to connect to other servers, it might look like **HLAdmin1: firstTimer> Go to the Files section, there are tutorials there. Good luck!**



THE USER WINDOW

The User window lists the names and status of all users currently connected to the server. Each user chooses their own name and icon. The icons in the **Status** column change with the privileges that the user has on the server and the settings in their **Options** window. Users can be active or inactive.



The status column

The status column has two types of icons: privilege indicators and options indicators. Privileges determine what any user can do on a server, and they are based on the account a user logs into. Option indicators depend on what the user has selected in his or her **Options** window.

Privilege Indicators

Icon	Privilege status
Silver Icon	This icon appears beside any user who has all privileges enabled. Usually, only the server owner and top admins have this level of access.
Red Icon	This icon appears beside any user who has the privilege Can Disconnect Users . Note: If you are connected to a pre-1.8.4 server, all administrators will be red whether they have all or only some privileges enabled.
Yellow Icon	This icon appears beside any user who has some but not all privileges enabled, and does not have the Can Disconnect Users privilege enabled.
Green Icon	This icon appears beside any user who has no privileges enabled.

Option indicators

Icon	Option status
No private messages	This icon appears beside any user who has enabled the Refuse private messages option . If you attempt to send them a private message, you will receive a warning message, and the user will not see the message.
No private chats	This icon appears beside any user who has enabled the Refuse private chat option . If you attempt to invite them into a private chat, you will receive a warning message, and the user will not see the invitation.

Active and inactive users

The names of active users appear in the **Users** list in red (if the user is an administrator) or black. A user who has not interacted with the server or other users in at least ten minutes is inactive. An inactive user's name is faded in the user list. Inactive administrators are light red, and inactive regular users are grey.

START A PRIVATE CHAT

Private chats run the same way as public chats, but there's a new window section listing the participants. It's just as easy as a public chat too.

1 Select the user from Users window.

Click the User button to open the User window. Choose the person who you want to chat privately with. If the list is long, you can quickly search for a user's nick by clicking the User window, and typing the nick. If there is a matching nick in the list, it will be highlighted in the list.

People who have the chat icon (two faces face to face) with a red diagonal line through it do not want to chat privately. Users who are grey have not interacted with the server or other users in at least ten minutes.

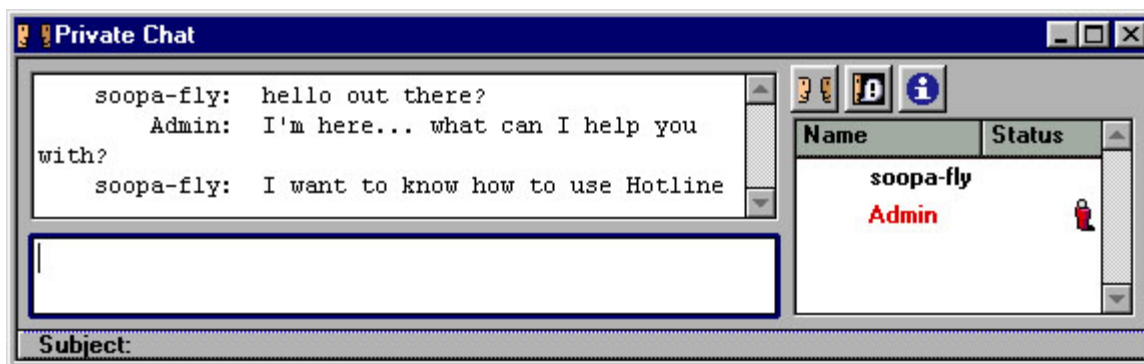


2 Click the Private Chat button.



Click the **Private Chat** button. The **Private Chat** window will appear, with your nickname in the participant section.

The person you invited to chat will be given a chance to accept or decline. If they accept, their name will appear in the window with you. If the person declines, the message <<< "nickname" declined invitation to chat>>> will appear in the private chat window.



Note:

To chat privately with more than one person, see **Chatting privately with more than one user in Hotline Advanced**.

SEND A PRIVATE MESSAGE

Private messages allow you to send information or questions to other users without starting up a private chat, or anyone else seeing the contents.

1 Select the user from User's window.

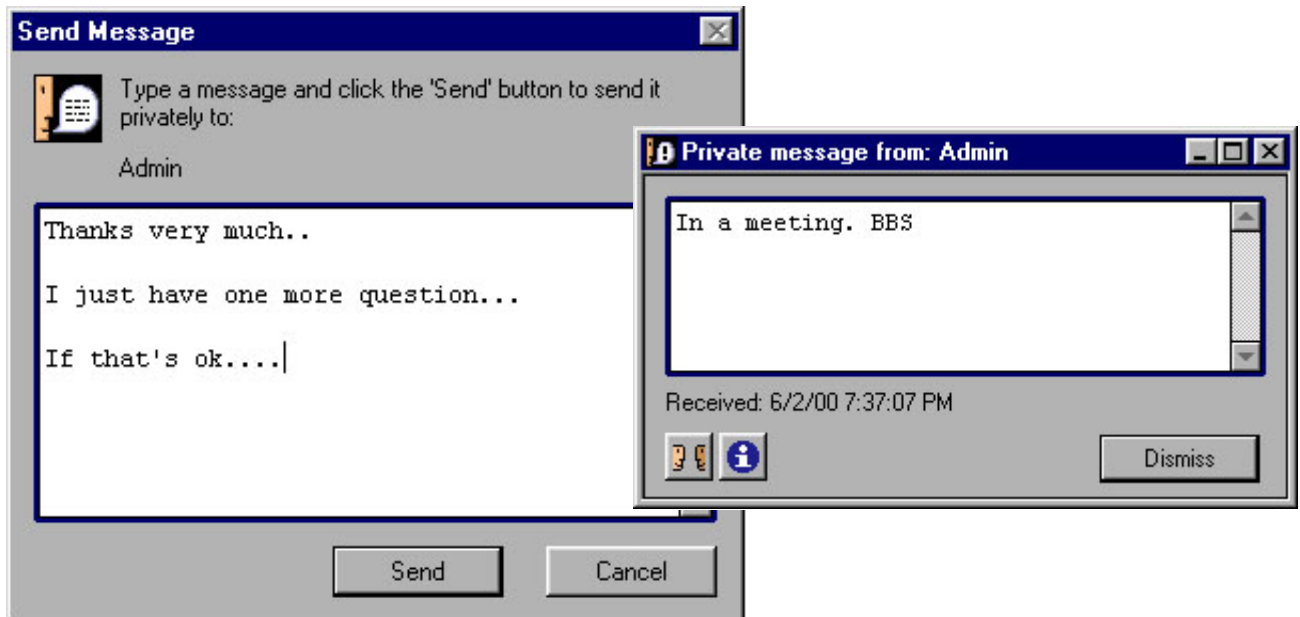
If the **User** window is closed, open it. When it is open, select the user to whom you want to send a message.

People who have the message icon (a man with a word bubble coming out of his mouth) with a red diagonal line through it do not want to receive private messages. Users who are grey have not interacted with the server or other users in at least ten minutes.



2 Click the Private Message button.

The private message window will appear. (You can also just double-click the nickname.)



3 Type your message and click Send.

After you send the message, it will appear on the other user's screen. The messaged user can choose to either reply to or ignore the message. If they reply, you will see a private message on your screen.

Note:

Some people have an automatic reply set up so that a reply is generated every time someone messages them. This will appear on your screen right after you send the message. You can only dismiss the auto-reply, you can't reply to it.

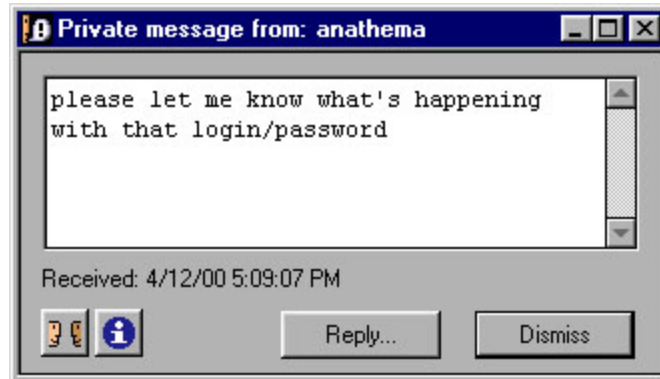
REPLY TO A PRIVATE MESSAGE

You may find yourself getting a private message before you send one. A private message window will appear on your screen. You can choose to either reply or dismiss it.

Note: You are not obliged to respond to a private message. You can dismiss it.

1 When you receive a private message, click the Reply button.

After you've decided that you want to reply to the message, click the **Reply** button. A private message window will appear. This window will have the message you're replying to in the top section of the window.

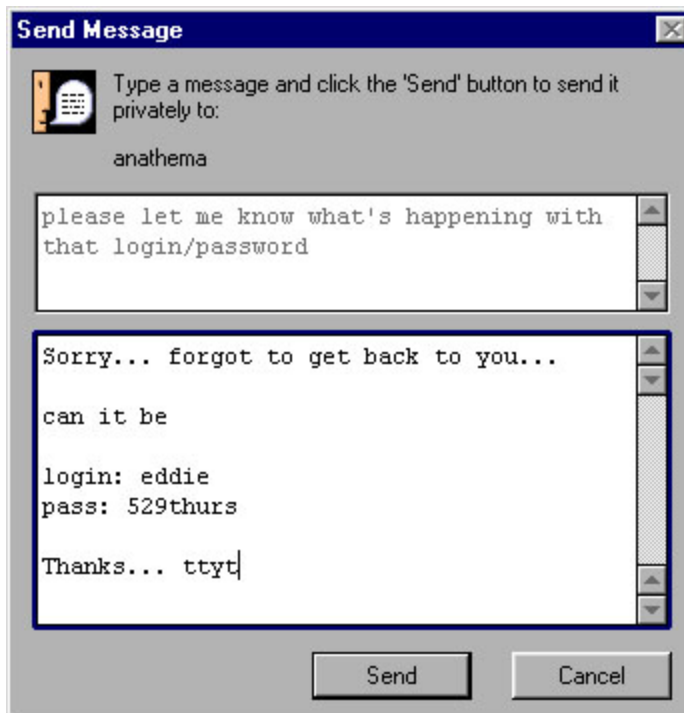


2 Type your message.

Private messages are usually short. If you want to have a discussion where you can see all of the conversation, you could invite the other user to have a private chat.

3 Click the Send button.

Send the message off. Remember that if the other user has an auto-reply set up, you'll get that right away.



Note: If the user you are messaging disconnects before you send the message, you will see a window informing you of this, and containing the text of your message.

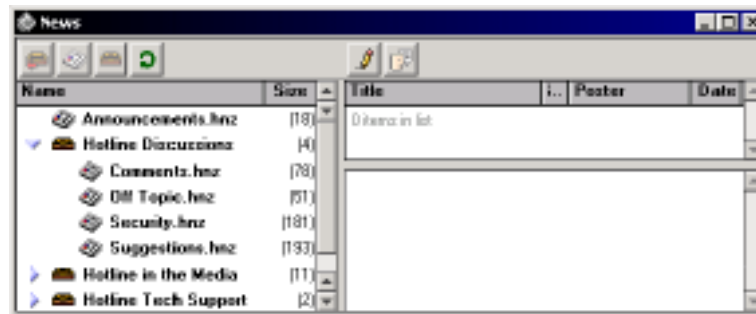
READ NEWS

Hotline News is not Usenet. The news on a server is unique to that server, and won't appear anywhere else. It's often used to let people know the rules of the server or as an ongoing discussion forum. The news at the Hotline Communications Ltd server has information about using the Client.

1 Click the News button to open the news window.



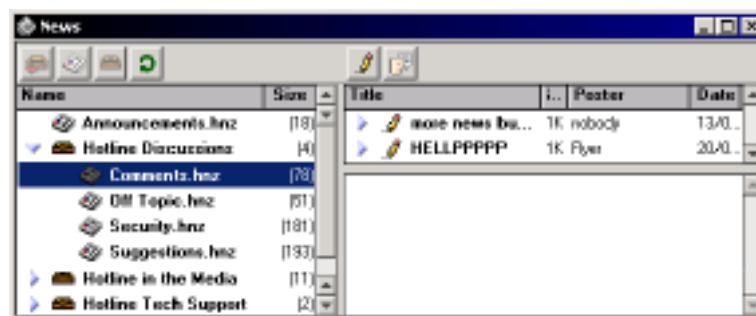
The News window has three main "panes". The first runs down the left side of the window, and contains Bundles and Categories (Categories are groups of posts, while Bundles are groups of categories and other bundles.)



2 Choose a Bundle and Category.

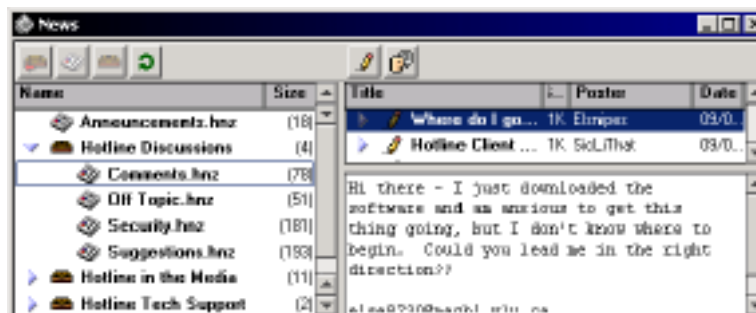
In the window, you'll see bundles (they have a picture of an intray) like Hotline Tech Support and Hotline Discussions.

Open bundles by clicking the blue arrow beside the bundle. (This only works if there's something in the bundle - indicated by a number in the brackets to the right.) Inside are categories and sometimes other bundles. Choose an interesting category, with something in it, and click it once.



3 Choose a post.

The top right pane will list all the posts in the category. Select a post. The body of the post will appear in the third pane.



Note:
If the news appears in one pane, you are connected to an older version of the server, without threaded news. The most recent posts will appear at the top of the window.

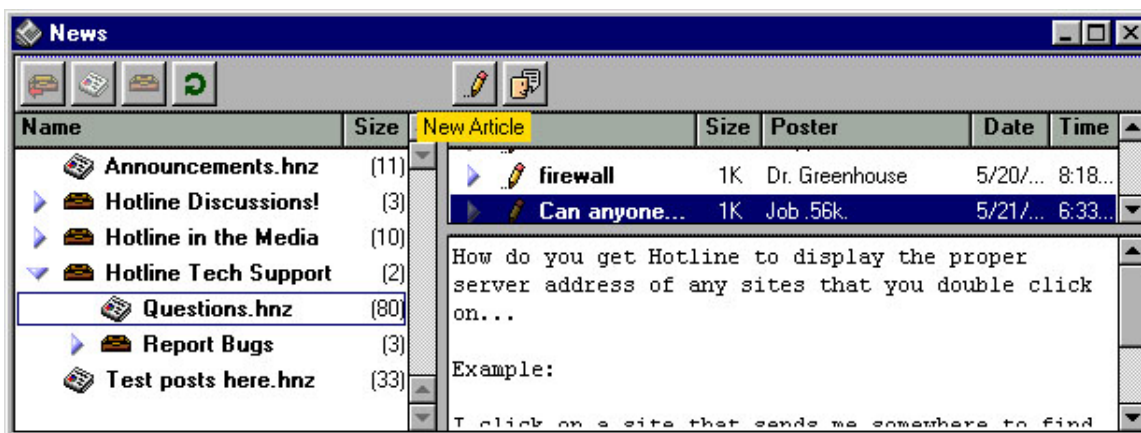
POST NEWS

You may want to ask a question, or make a comment. You could do it in the chat window, and hope that someone has an answer before you log off. But if that doesn't happen, you might never see the answer. If you post it in news, it will still be there the next time you come back to get the answer.

1 Select a Category.

Select the category that's suitable for your post. (Don't post a bug report in a category called Comments, for example.)

If there's no category that's suitable for your post, it may be because you're not on a server that deals with your subject. For instance, news in a server about Dr. Who should be about the show. If you wanted to post about Star Wars, you'll need to find a server where that's the focus.



2 Click the New Article button.



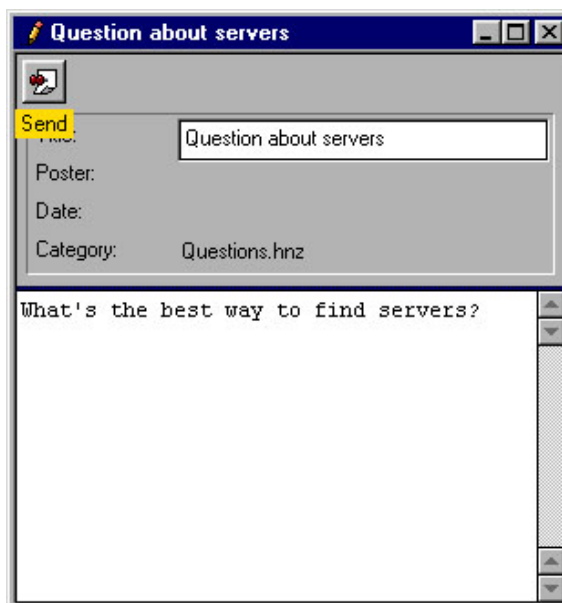
When you click the **New Article** button, the post composition window will appear. You'll need to give your post a title, which should indicate the topic.

3 Type your message and click the Send button.



Place your cursor in the window. If your post is very long, break it up into paragraphs. It can be very difficult for people to read large chunks of text.

Send the message, and then click the **Refresh** button in the **News** window. Your post should appear in the window.

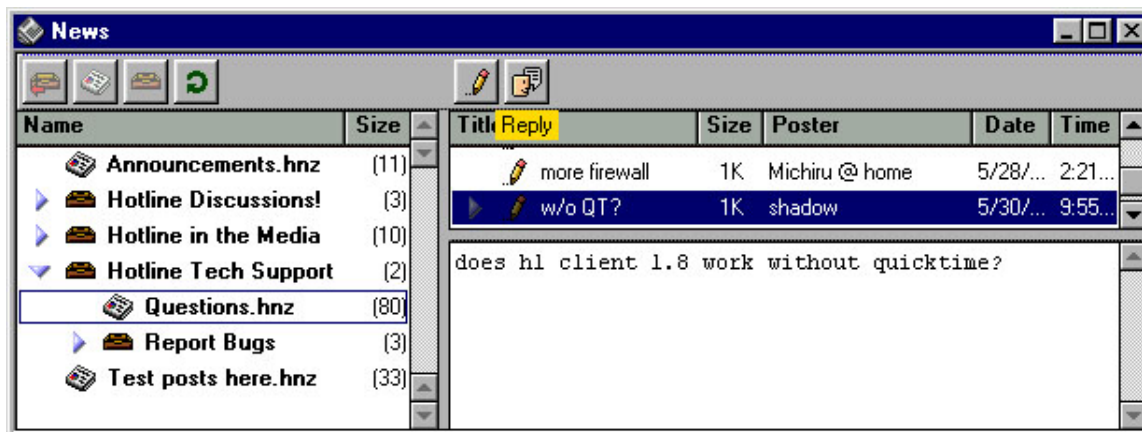


REPLY TO NEWS

You may read a news post that you want to respond to. You can reply to a message in much the same way that you posted a new message.

1 Select a message.

In the post listing pane, click the message to which you want to respond.



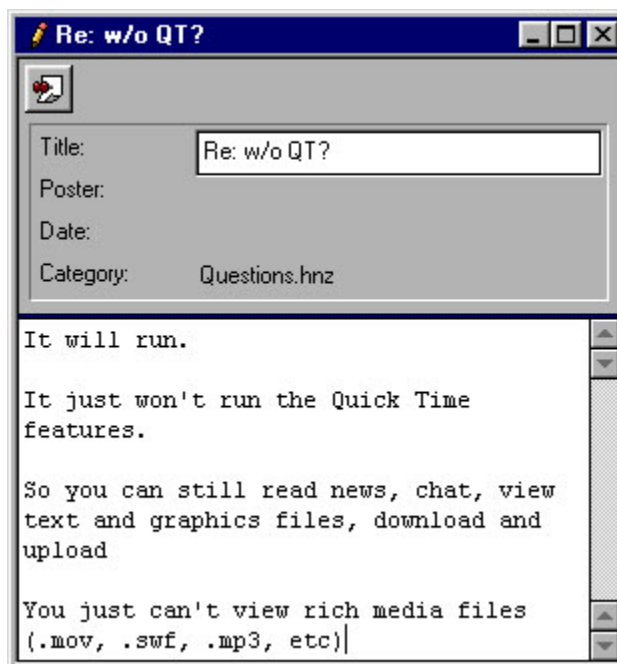
2 Click the Reply button



A reply composition window will appear. The title of your post will already be there. If the subject matter has drifted from the original post, you can change the topic to reflect this.

3 Type your message and click the Send button.

When you reply to a message, the original message will not be in your window. Type your reply and click the **Send** button. Click the **Refresh** button to see your post.



VIEW FILES

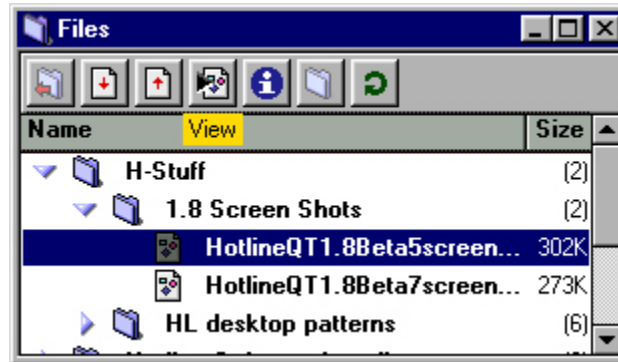
Almost all of the servers on Hotline offer files for you to view and download. The type of files available will depend on the server. If you want to look at a file, you can use the File Viewer.

1 Click the Files button to open the Files window.



The **Files** window will have a number of folders. Files are contained in Folders, the way that news posts are contained in Categories. Folders can also contain sub-folders.

The number of files (or subfolders) contained in a folder is listed to the right side of the folder name.



2 Find a file

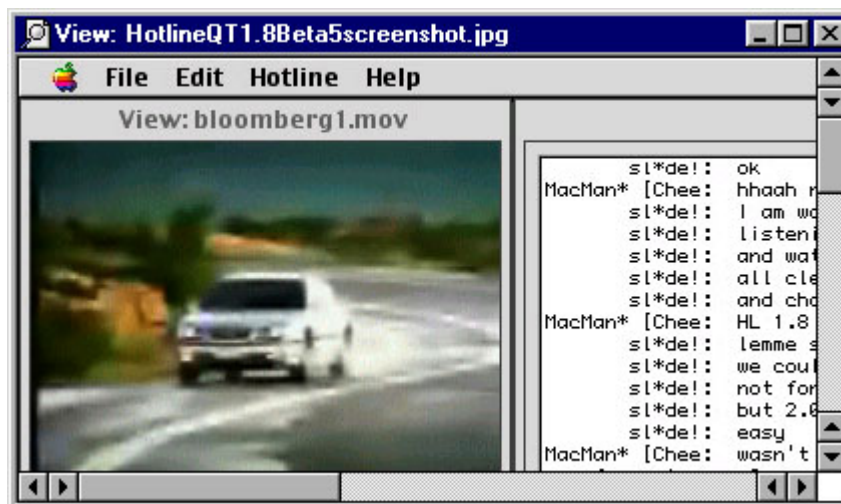
You can quickly search for a file or folder by clicking the Files window, and typing the file or folder name you're looking for. If there is a matching file or folder in the window, it will be highlighted. Only files in open folders will be searched.

3 Select a file and click the View button.



Open a folder (any one that's not marked "Drop Box"). Click a file once, to select it. When a file is selected, it will be highlighted. The File Viewer can view many types of graphics files and the first 128K of .txt files. If you try to view a file that the Viewer cannot open, it will warn you.

Text files will open very quickly, while graphics and multimedia files may take a while to load. To save a file displayed in the **View** window to your Downloads folder, type Command-S (Mac) or Ctrl-S (PC).



Note:

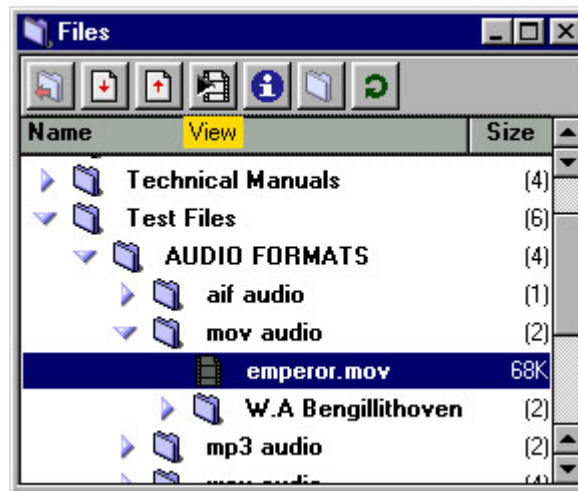
The View button will change depending on what type of file you have selected to view. The Name and Size fields are resizable.

VIEW QUICKTIME FILES

The File Viewer now supports QuickTime files. Rather than downloading and viewing them with a separate application, you can now view them directly from the server. Any file you can view with Quick Time, you can now view with the Client _ without downloading the file. Apple's QuickTime 4.1 must be installed on your computer.

1 Open the Files window and choose a file.

The Viewer can open files with .mov, .mp3, .swf, .avi and .wav extensions, as well as any other format that QuickTime 4.1 supports



2 Click the View button.



The File Viewer will open, with QuickTime controls at the bottom of the window. The movie will load.

You can start the movie before hit has finished loading by clicking the **Play/Pause** button. After a movie has started playing, click the **Pause** button to pause it.

You can move backwards and forwards through the movie by clicking the **Advance** and **Back** buttons, or by moving the frame indicator on the status bar.

Click the **Volume** button and move the slider to adjust the volume.

Once the file is fully loaded, you can save it to your hard drive by clicking the **Save As** button and choosing a location.



Note:

When you play sound files, only the status bar will display.

Note:

Streamed QuickTime files may not work through some firewalls. If this occurs, the firewall may have to be configured to allow UDP port 2000 from the QuickTime server into the network. If that doesn't work, edit the QuickTime viewer's Streaming Transport preferences, and turn on Use HTTP.



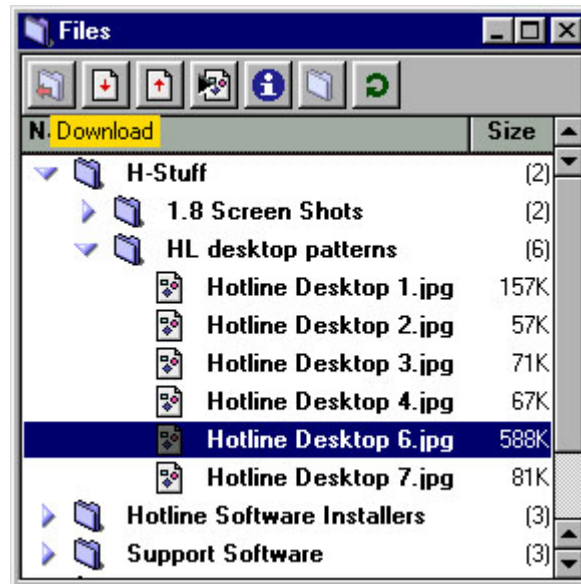
DOWNLOAD FILES

You may want a copy of a file you've viewed. Or, you may want to see a file that the viewer can't open. Some servers will only let members download files, while others let anyone. If you want to know more about privileges, see **Hotline Advanced**.

1 Select the file that you want to download.

Open the folder. Click the chosen file once to select it.

Make sure that you can use the file you're about to download. Servers often have a mix of Mac and Windows files, so you may end up downloading files you can't use if you don't pay attention to the format.



2 Click the Download button.



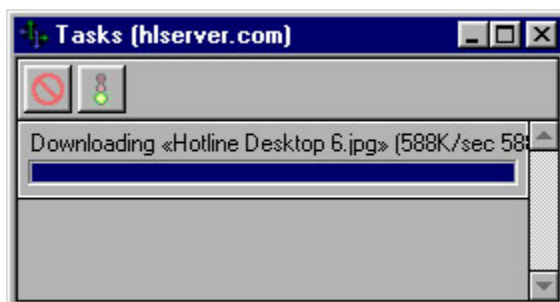
Click the **Download** button once. The Client will download the file into the Downloads folder inside the Hotline folder. You can also just double-click the file, or drag it to a folder on your desktop.

One of Hotline's strengths is that if the download is interrupted, you can begin it from where you left off. You don't need to download it again from the beginning.

3 Watch the download progress in the Tasks window.

Click the **Tasks** button to open the **Tasks** window. The window shows the progress of the download (and all the tasks you have lined up after it).

If you need to stop a download, click the download in the window, and click the **Kill Task** button.



Note: If you attempt to disconnect while a file transfer is in progress, the program will warn you and give you the option to disconnect and cancel the transfers, or to wait until the transfers are complete.