

BigAnt Messenger

Version 5.6

User Manual

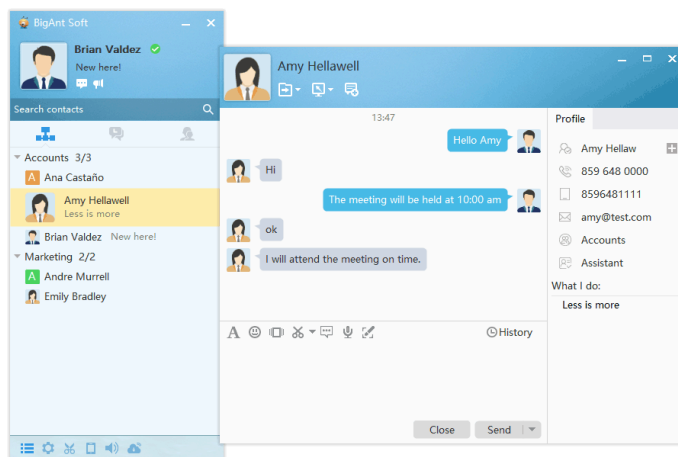


Table of content:

Account Basics	3	Groups & Discussions	29
Sign in to BigAnt	3	About Groups and Discussions.....	29
Sign out of BigAnt	5	Groups & Discussions.....	30
Safe sign-out	5	Invite contacts to a group or discussion	32
Auto-sign in	6	Groups/Discussions history.....	33
Change your password.....	7	Remove someone from a group	34
Active Directory Accounts.....	8	Quit groups or discussions	35
Edit your profile	9	Transfer group ownership.....	37
Set your BigAnt status.....	11	Mention a group member.....	39
Messages	12	Group member settings	40
Send and read messages.....	12	Group sharing files	44
Secret message	13	Mobile Apps.....	45
Default directory for received files and messages	14	BigAnt for iOS	45
Send files.....	15	BigAnt for Android	47
Voice message.....	16	Miscellaneous.....	50
Remote Access	17	Edit My Contacts	50
Unread messages	19	Capture Screen.....	52
Message History.....	20	Use Tabbed Chat Windows	54
Release a Bulletin Message.....	22		
Bulletin message manager	24		
Custom Emoticon.....	25		
Group messages.....	27		

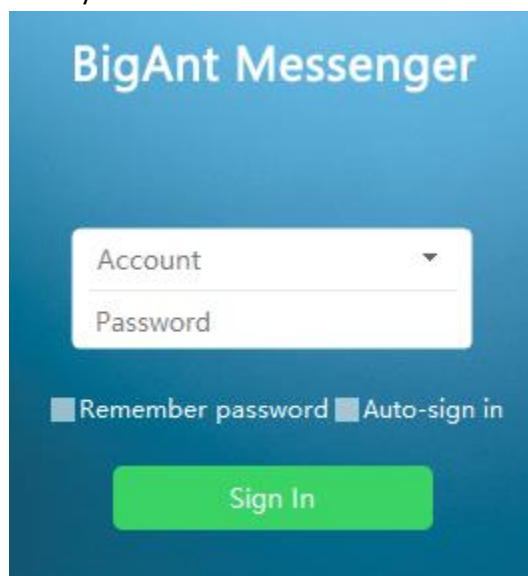
Account Basics

Sign in to BigAnt

Sure, you need to sign in before you can chat with others, it could be frustrating if you are unable to login. Just follow instructions below:

Sign in your BigAnt account

1. Run BigAnt client, you will see BigAnt Messenger login page
2. Enter your Account and Password



3. Click '**Network**' settings at bottom right corner



4. Enter your Company Code, Server address and Port then click **save** button. Company code is abbreviation of your organization/company, which is preset by your BigAnt administrator, please leave it as "default" if you are not for sure.
5. Click '**Sign In**'. Now you can chat with your teammates

Tips:

Those information Company Code, Server address and Port can be got from your IT BigAnt Administrator.

Troubleshooting

If you see error messages like following, it usually means the information you input is incorrect.

Invalid user: There's a mistake in your Account. It could be a typo, or the wrong account. Double-check that it's the same account that your BigAnt administrator assigned for you.

Server access failure/always connecting: There's a mistake with IP or Port. If you are not sure for that, just contact your BigAnt admin. IP/Port is used to connect to your BigAnt server, and usually won't be changed.

Tips for Admin: Are you tired of entering network information for every user? Such information can be preset in BigAnt client installer, simply rename the BigAnt client install program as follows and distribute it to all messenger users:

SsDefault_IPyourBigAntServerIP_PortyourBigAntServerPort.exe

For example: SsDefault_IP192.168.1.17_Port6091.exe

Run it and then the BigAnt messenger network settings is set as:

Company code: Default

IP:192.168.1.17 and Port:6091

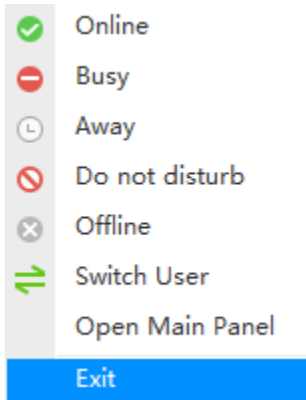
Sign out of BigAnt

Safe sign-out

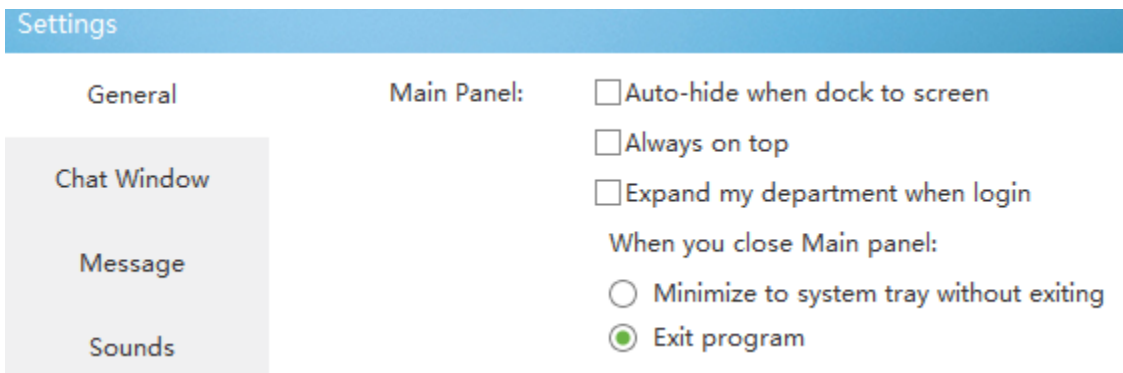
If you are using a public computer, or worrying about others access your BigAnt during your leave, safe Sign-out is required.

Exit

1. Find BigAnt icon in system tray area
2. Right click on **BigAnt** icon, and click **Exit** to quit BigAnt.



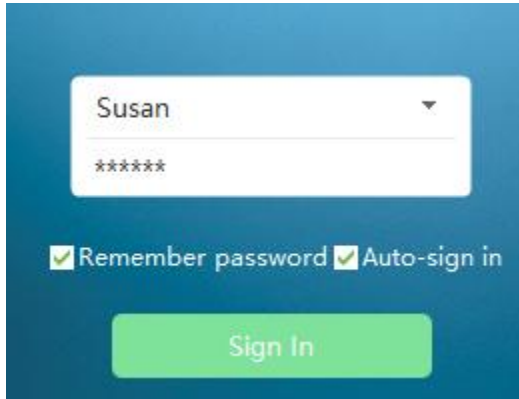
3. Also you can set to exit program when close BigAnt main panel.
Open **system settings** from BigAnt main panel, and go to **General** then check **Exit program** in **Main Panel** section.



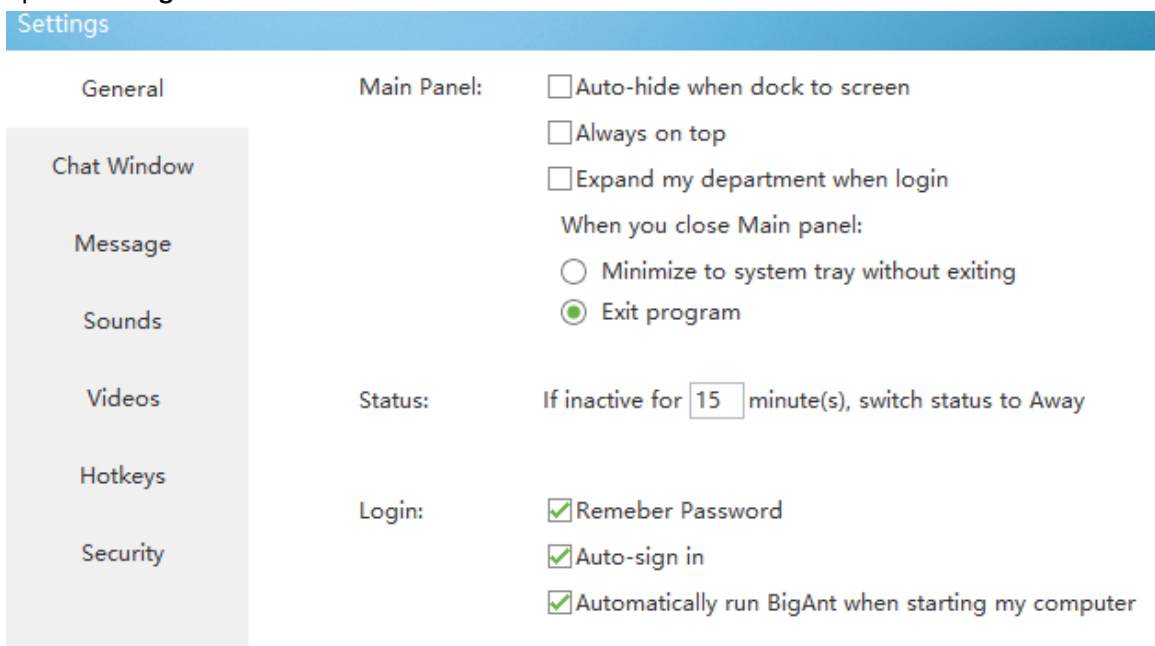
Auto-sign in

Auto-sign in

You can check '**Remember password**' and '**Auto-sign in**' when login, thus you will sign in automatically whenever you run BigAnt.



Open **system settings** from BigAnt main panel, and go to **General** then you can find these two options in **Login** section



If you would like to auto-sign in BigAnt whenever staring your computer, just check those three options.

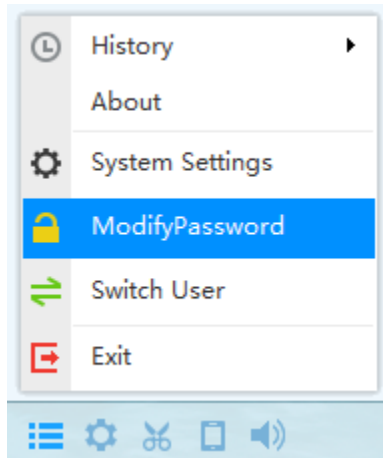
Change your password

Change your password

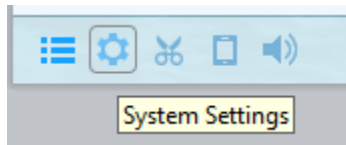
Changing the initial password assigned by your BigAnt admin to one that easy to remember.

You may find modify password option from following two ways:

1. Go to BigAnt main panel and click **main menu** in the bottom
2. Click **modify password** to open the password manager



3. Or you can click **system settings** in bottom of main panel, and click **security** to open password manager



4. Fill in your new password to change your login password

Active Directory Accounts

Active directory accounts

BigAnt accounts also can be imported from the Active Directory of the domain. Please note, in this case your account is authenticated with AD domain, thus BigAnt password can't be modified from the client end.

Edit your profile

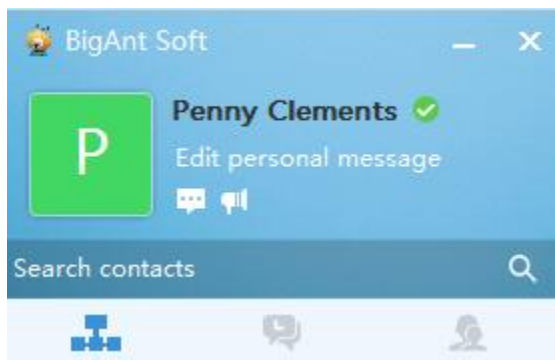
Profile

Completing your BigAnt profile helps your team members learn more about you. Such as job title, phone number, email address...

Here's how to add details about yourself, upload a photo and edit what I do.

Change your Profile information

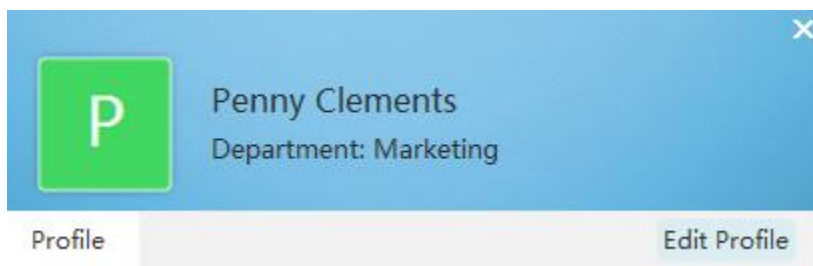
1. Go to BigAnt main panel
2. Click the rectangle area which is displayed as your avatar in top left to open your profile



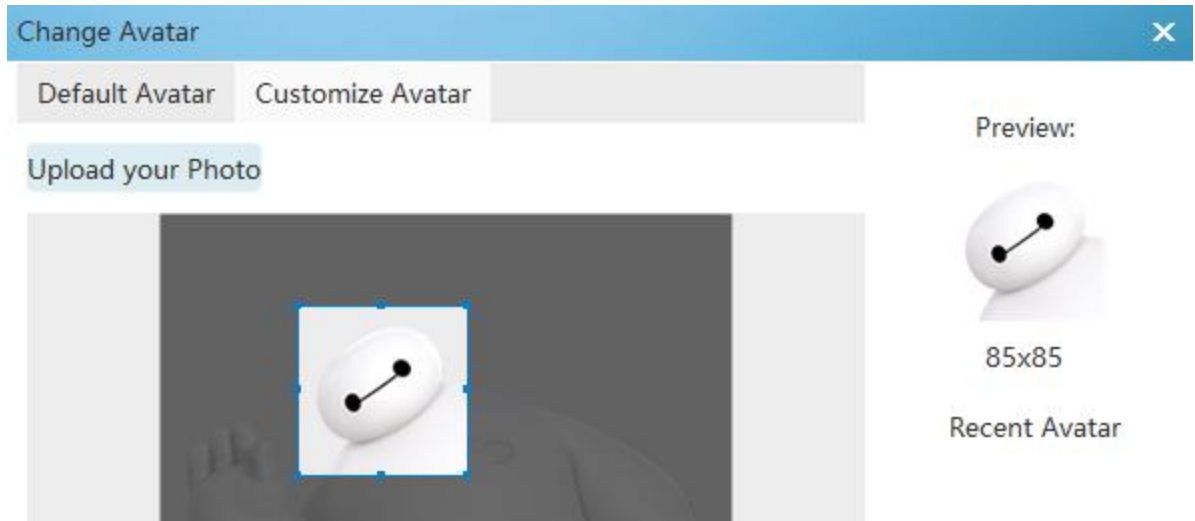
3. Click **Edit profile** on right side
4. Make your edit to each item except your name in profile and click **Save** when you're done

Change your Avatar

1. Go to BigAnt main panel
2. Click the rectangle area which is displayed as your avatar in top left to open your profile
3. Click your avatar



4. Go to **custom avatar**, click **upload your photo** to select a picture from local disk

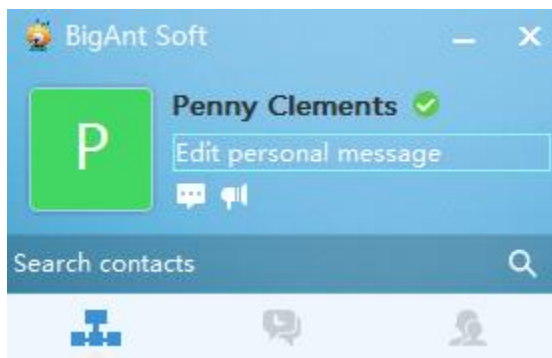


5. Adjust the crop for your photo, then click **Ok** to save it

Edit what I do

Post what you're doing or feeling, share your idea here and let others learn about things you care.

1. Go to BigAnt main panel
2. Mouse over '**Edit what I do**' next to your name, then that line will be highlighted with blue border



3. Click to write your idea and press enter when you're done

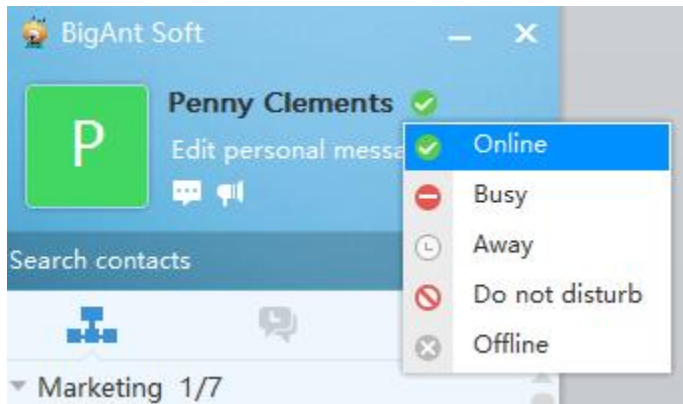
Tip: Your words are up to 50 characters.

Set your BigAnt status

Set your BigAnt status

The icon next to your name shows your BigAnt status. You have 5 options to set as your status.

Click the icon next to your name to set your status as **Away** when you need to leave for a while, thus the contact that sends you messages won't expect an instant response. The system will auto switch your status as Away when inactive after 15 minutes. This can also be changed in [settings panel](#)



Messages

Send and read messages

Send and read messages

To send and read messages is a basic function of BigAnt.

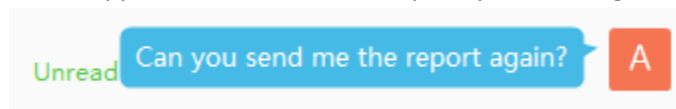
Send a message

When you login this BigAnt messenger, you will see the **main panel**, locate people/group you want to contact in structure list, double click the target contact to open the **chat window**. Just type your message, and click enter to send.

Tip: Press CTRL + Enter to start a new line when typing a list in your chat window

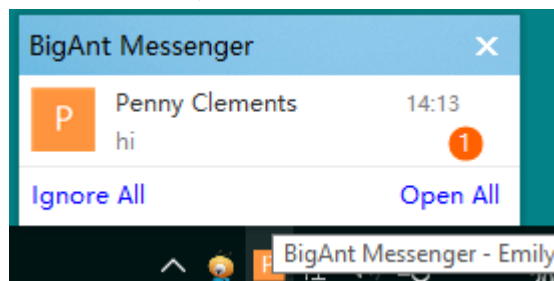
Message receipt

A message receipt helps to know if your message is read when you are looking for a reply from the contact you are messaging. There will be an unread tag beside the message you sent, and it will disappear when the contact opens your message.



Read messages

When BigAnt system tray is flashing with someone's avatar, it means you've got a message from him or her, click to read it.

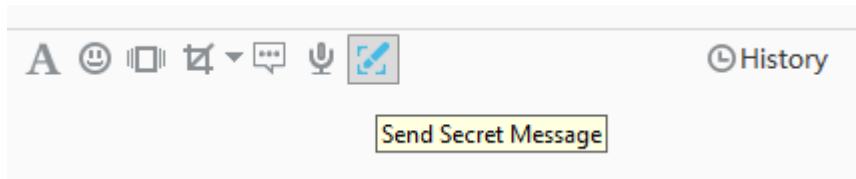


Secret message

A secret message is designed for an absolutely private and secure purpose. It requires you entering BigAnt password to read it.

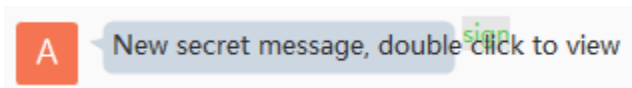
Send a secret message

Double click the target contact to open the chat window, click the icon 'send a secret message' in input box, the icon with highlighted blue color shows that your typing message will be sent out as a secret message.



Read a secret message

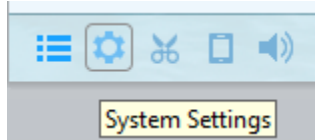
A secret message won't be readable in recipient chat window, instead it requires entering your password to read it.



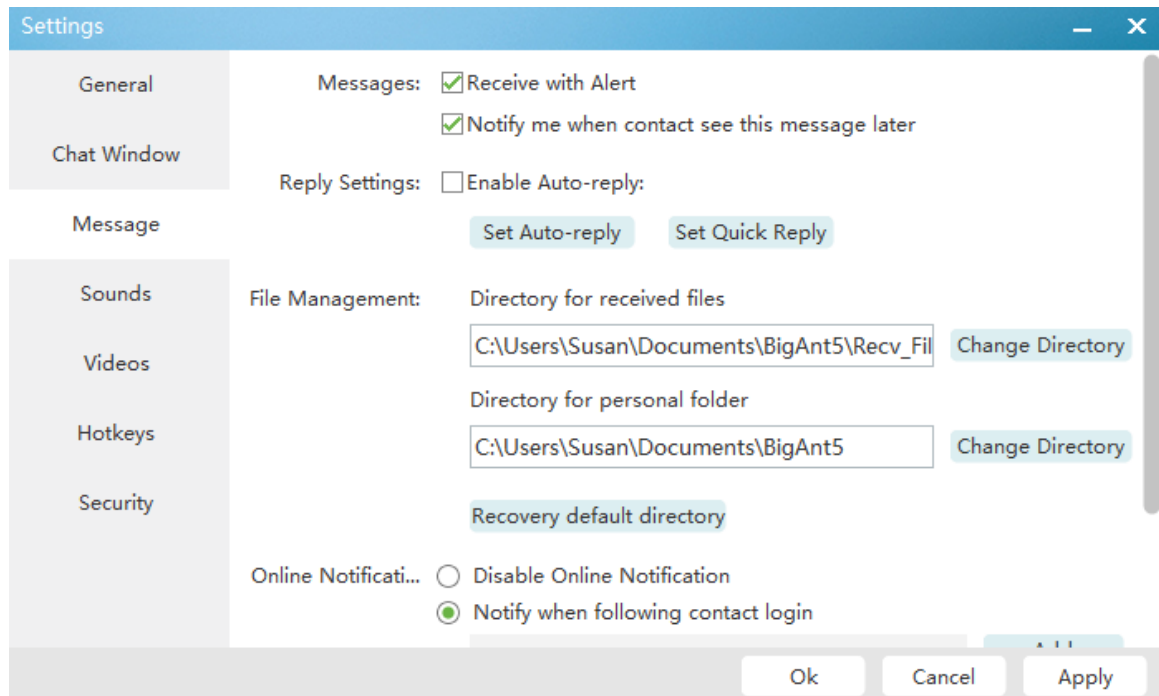
Default directory for received files and messages

Messages you received will be auto saved locally. And you can set the default folder for saving data.

1. Go to BigAnt main panel
2. Click **System settings** in bottom to open the Settings window



3. Go to **Message**, and you can change the default directory in **File Management** section.

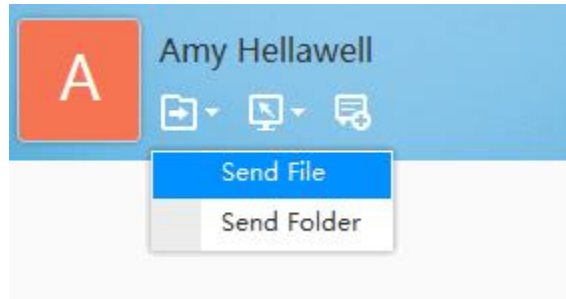


Send files

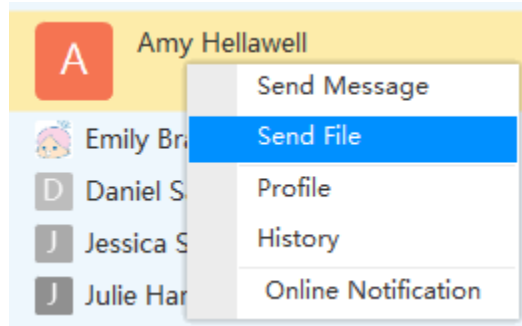
Send a file

There are several easy ways to send a file from your computer:

- Drag and drop the file to BigAnt chat window.
- Copy and paste any file directly into the message box.
- Send a file of a folder by clicking the transfer file icon within the chat window

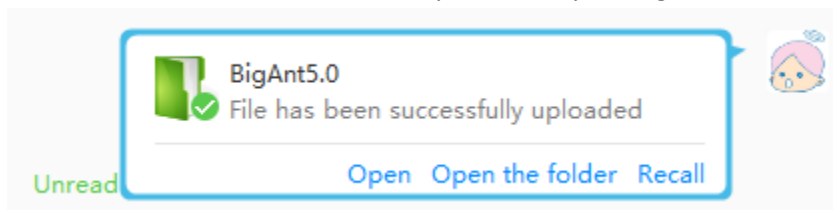


- Send a file by right clicking on the target contact, then click **Send Files**



To upload a file:

1. Once a file/folder is sent, it will be uploaded to your BigAnt server



2. You can recall the file within 5 minutes.
3. The size for uploading a file is unlimited.

Note: It will be switched to P2P transfer mode when the file size exceeds the limitation of your BigAnt server settings.

Voice message

When you are walking outside and hardly to type, try to send a voice message from BigAnt app. It's really helpful and easy to use. If you are tired of typing or you think talking is more efficient to express your idea, then try voice message.

Desktop

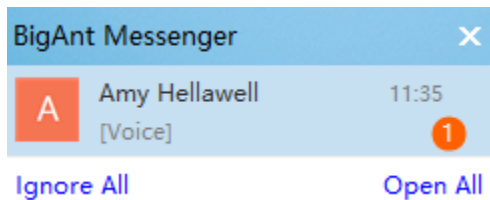
1. Click **Voice Message** in Chat window to start recording



2. A voice message is limited to 60 seconds. Just click **Send** button to stop recording and send your voice out.



3. The message will be titled with [Voice] when it is received by your contact



4. When you receive a voice message, just click it to play



Android/iOS

1. Tap the **audio** icon at bottom of your dialog



2. Then hold the rectangle with '**HOLD TO TALK**' to start recording
3. Release to send your voice when you finish speaking
4. And, just **slide up to cancel** the current recording

Note: The time limit for recording a voice message is 60 seconds. It will be sent out once reached the time limit.

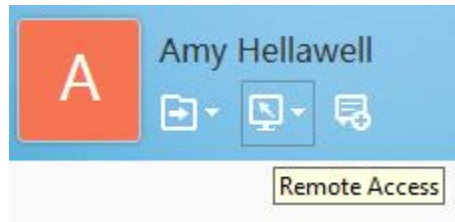
Remote Access

Sometime it's faster to figure out a technical issue by sharing your screen and desktop controlling. BigAnt allows you to remote access the contact's computer to locate an issue.

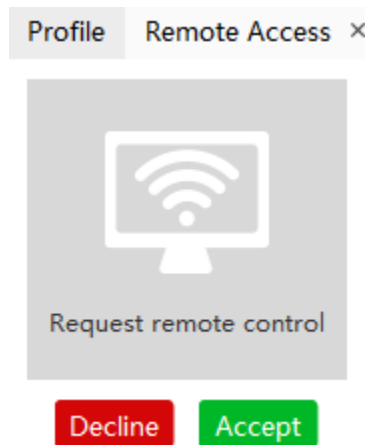
Remote desktop controlling

To start a remote access request:

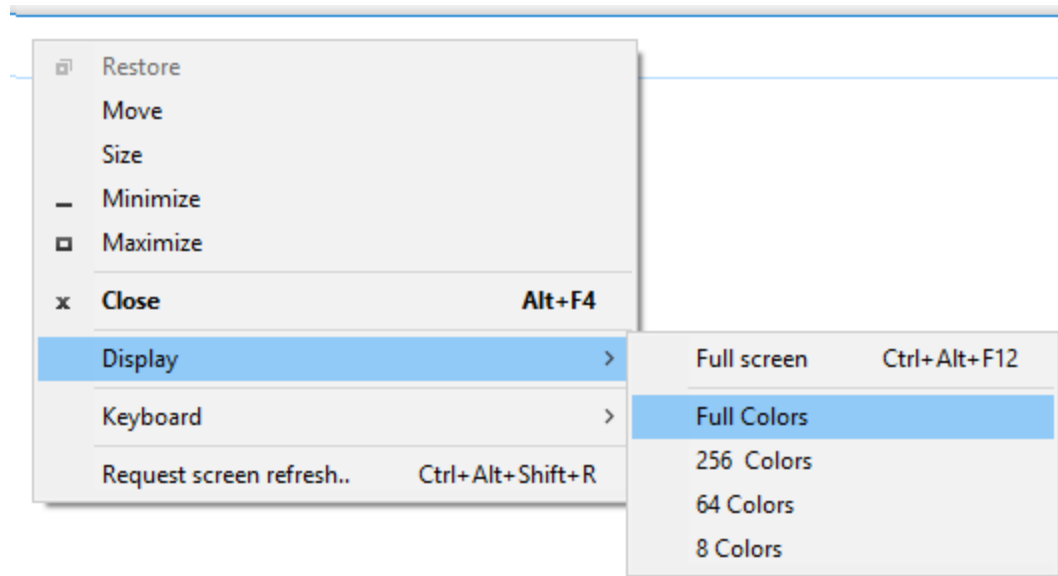
1. Open chat window between you and the contact
2. Click the **remote access** icon in top of the chat window to send your remote control request



3. When the contact accepts the request, you can access the remote desktop, and take control.



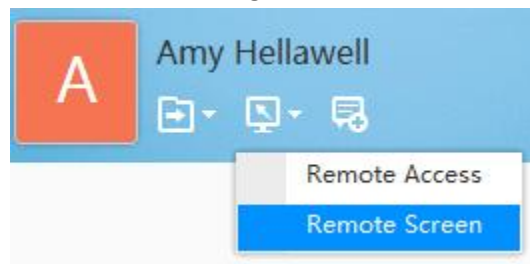
4. Right click on the top border of remote screen, mouse over **display** and you can change the current display colors according to your network status.



Remote screen sharing

To start a remote screen sharing:

1. Open chat window between you and the contact
2. Click the white triangle of **remote access** icon to open the menu list



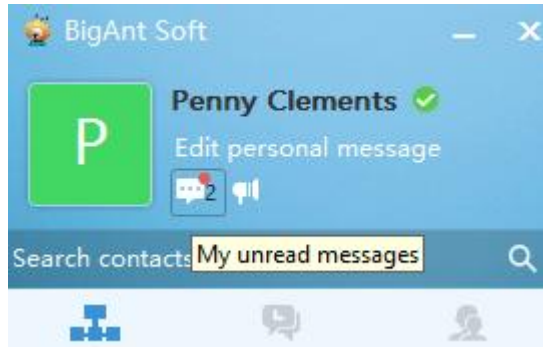
3. Click **Remote Screen** to send your control request
4. Once the contact accepts your request, you can watch everything displayed on screen, and the contact's actions.

Troubleshooting:

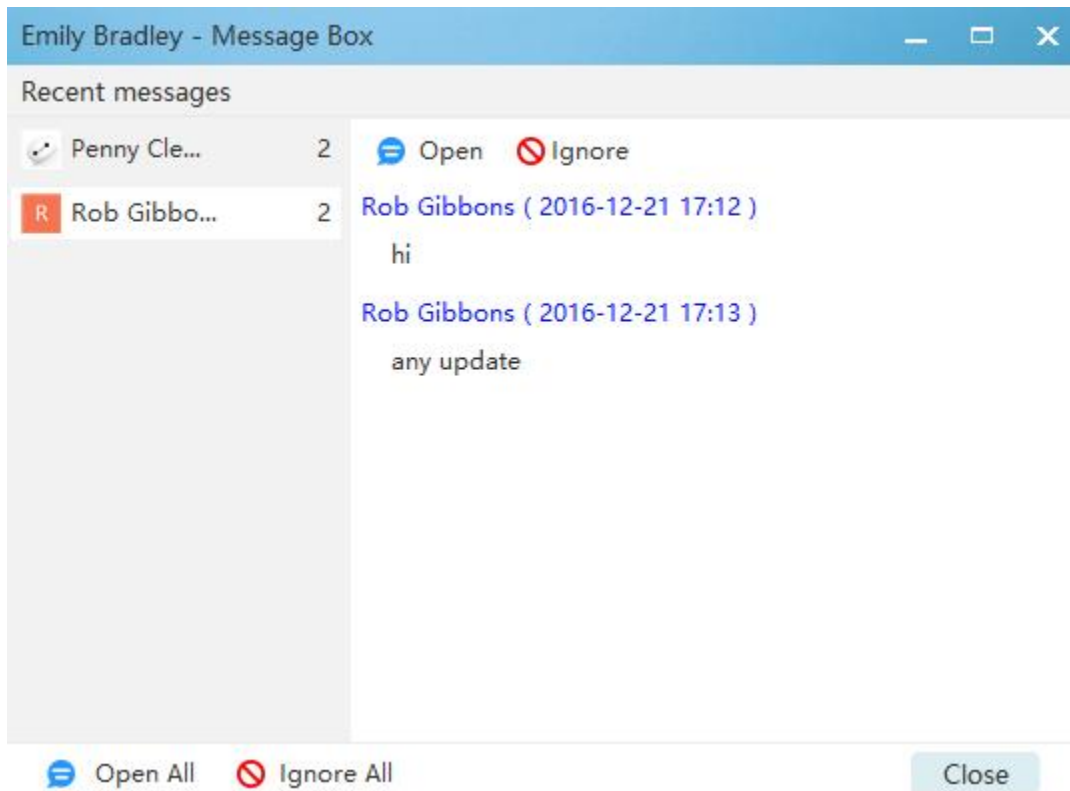
Always connecting usually means you are in a different network. LAN is recommended for the use of remote desktop.

Unread messages

No worries about missing important messages anymore. All unread messages are counted and shown as digit notify next to your avatar. You may click on it and check out all unread messages. See following screenshot which denotes you've got 2 unread messages:



When you click on it, it shows the list of unread messages as follows:



Note: Even if you've browsed all in unread message manager, the red dot with message number will keep reminding until you open/ignore all.

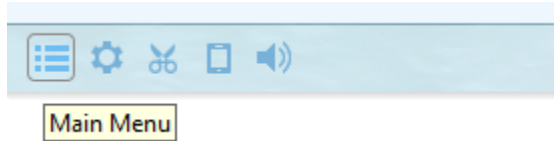
Message History

With BigAnt, all messages are logged on both server and client end, we understand issue tracking is important for business. Searching message or tracing conversation is convenient, which can be performed as follows:

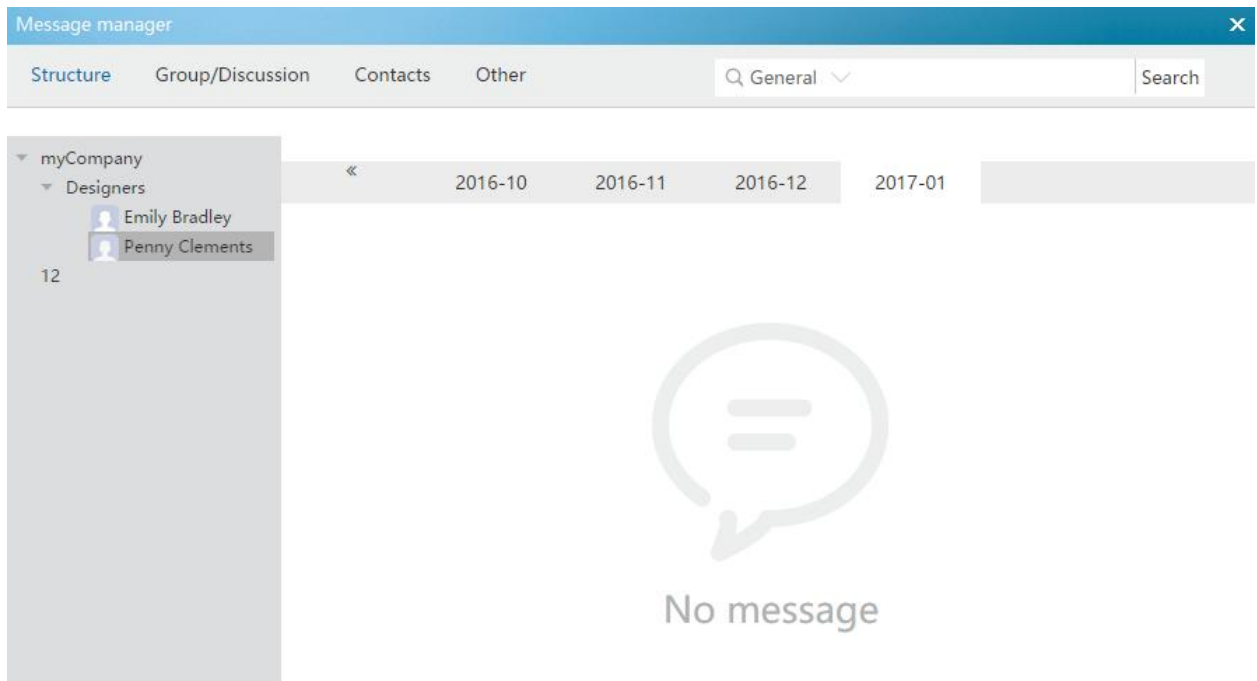
Search a message

To search a message with key words in archived conversation, please do as follows.

1. Go to BigAnt main panel
2. Click **Main Menu**, and mouse over **History**



3. Click Message manager to open the message library
4. Here you can find all conversations, browse message history and search target message record

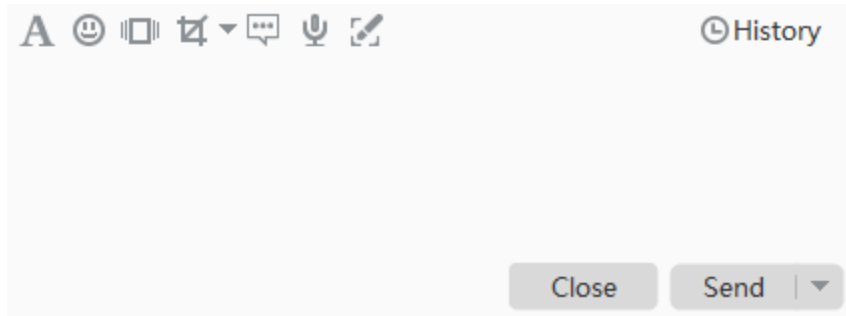


Tips:

- Browse the entire conversation with someone by selecting contact from left side.
- If searching result is empty, please try to switch to a different month, this helps narrow down searching results.

Trace message history

1. In chat window, click **History** button in message box to open message history



2. Switch date from calendar to browse message history in that day



3. Click **Files Records** tab next to History to view files in the conversation
4. Click close icon next to **History** to close the history window

Release a Bulletin Message

Who can use this feature?

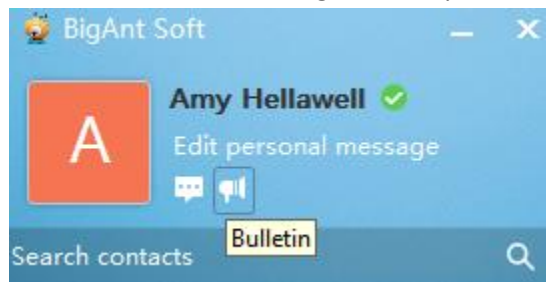
- The BigAnt admin
- People who are authorized by admin

BigAnt provide the option to send bulletin messages to entire organization. The bulletin message can be used to trigger desktop and push notifications for all members in your BigAnt organization at once.

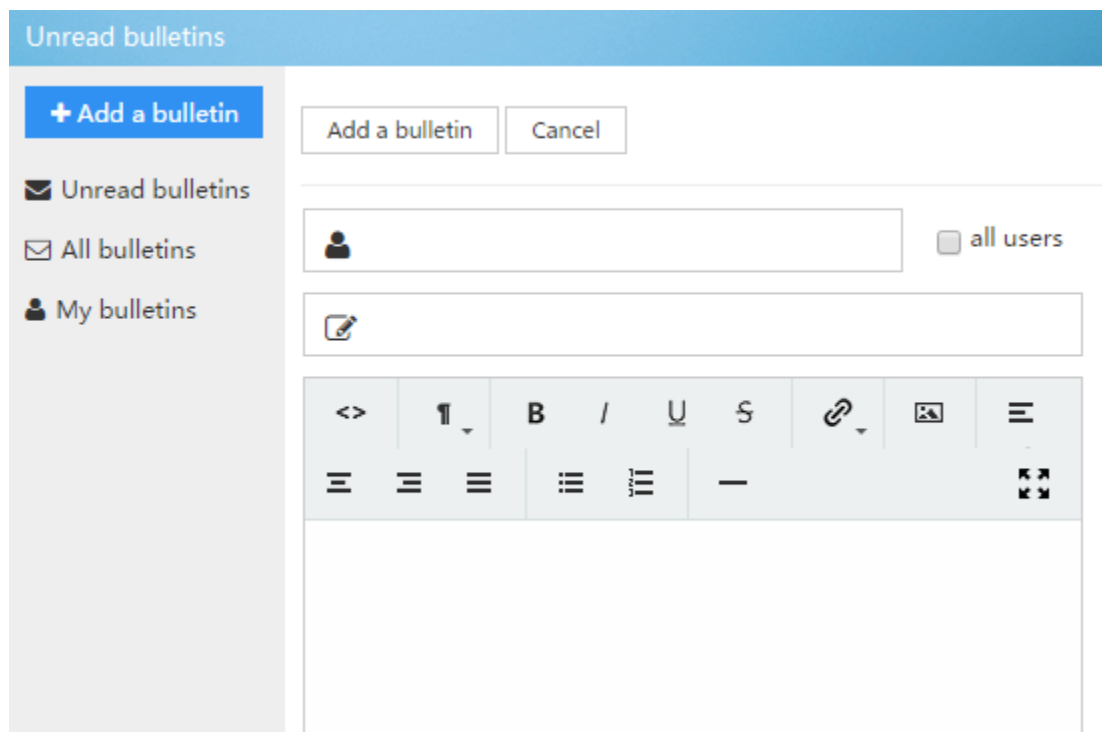
It's a great place to share important messages. And as teams get larger, it's more useful for important announcements.

Share what's important

1. Click **Bulletin** icon from BigAnt main panel to open the Bulletin manager



2. Click + **Add a bulletin**



3. You can select people you'll notify, then write a title and content
4. Click **Add a bulletin** inside the window when you're done.

Note: Blank space is not supported in bulletin title.

Tip: Open the **browser record** next to your message to view who's seen it.

Permissions

BigAnt admin can change permissions from [App Management](#) in your BigAnt server.

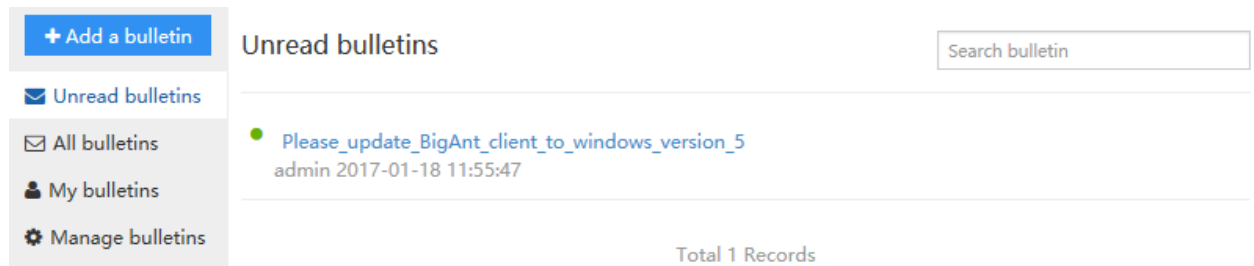
Bulletin message manager

A place to manage all bulletin messages: to view unread bulletin, to archive all bulletin, and even to release a new bulletin.

Unread bulletin messages

Browse unread bulletins

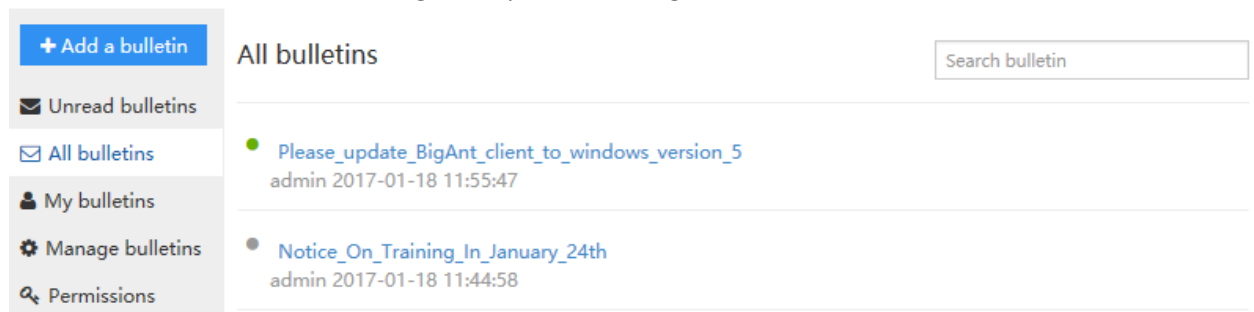
1. Go to BigAnt main panel
2. Click the bulletin icon next to your avatar to open the **bulletin manager**



3. Your unread bulletins will be listed with green dot beside the title and the release date. You can browse unread bulletins here
4. Just click the title to open bulletin content. You can see the publisher, the department it comes from, release date and recipients
5. View content and download attachment at the end
6. You can even open the browser record to view who's seen it, or comment/reply the current bulletin. Every recipient can see your comments.

All bulletin messages

1. Click **All bulletins** in bulletin manager to open all messages



2. The title with green dot means unread message, and those with grey dot are read.
3. You can use the **search** function at upper right corner to locate a history bulletin
4. Once open a bulletin content, you can click '**All bulletins**' at left side bar to back to the bulletin list

Tip: Here's how to **Release a bulletin**

Custom Emoticon

Who can use this feature?

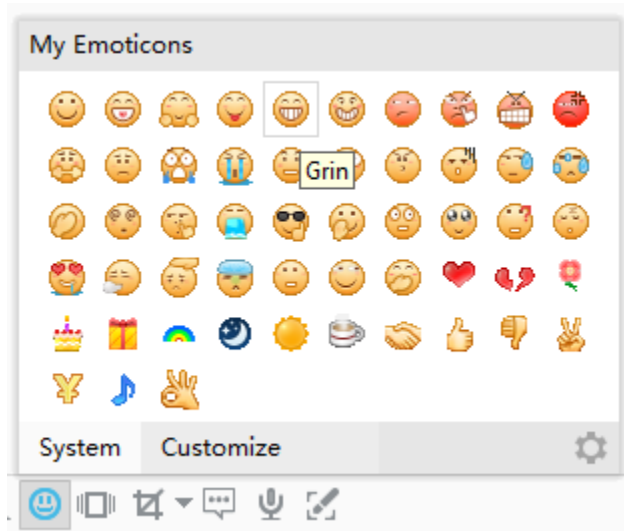
This feature is only available for Pro version.

Sometime, an emoticon can express more about your attitude than words. Besides BigAnt system emoticon, you can also enrich emoticons from chat window.

Add emoji to your BigAnt message

You can use emoji in your message by selecting from the emoji menu

1. Click **Insert Emoticon** icon in the message box to open emoji menu
2. Browser the group of emoji

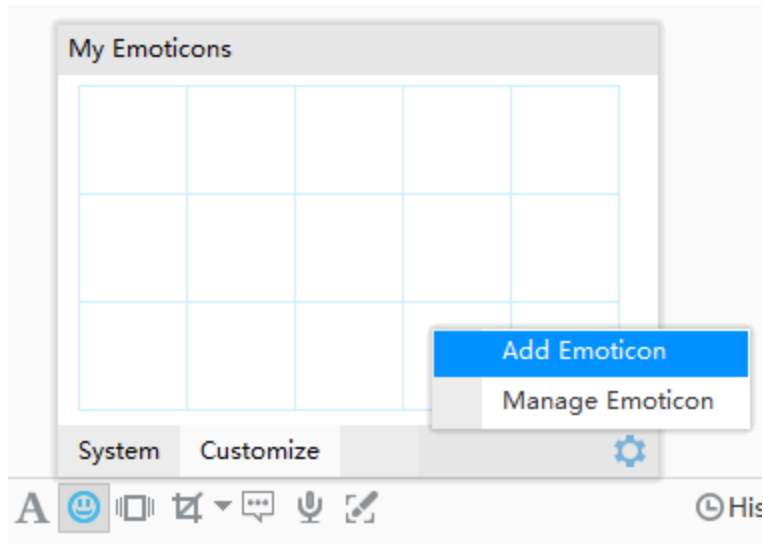


3. Click your chosen emoji. It will be added to your message.
4. Open a chat window

Create custom emoji

Crestfallen by the lack of a certain emoji? Fret no more: Whatever your emoji needs, your team can make it happen with custom emoji.

1. Click Insert Emoticon, then Customize to open my emoticons



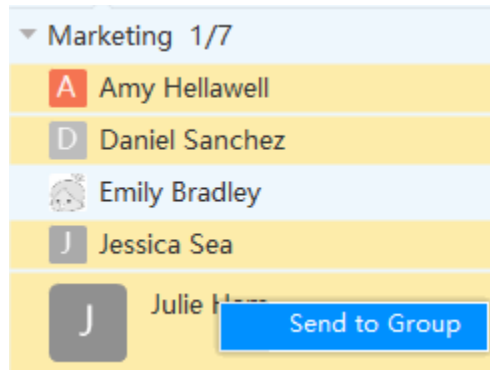
2. Click the custom icon at bottom right corner to open menu list
3. And click Add Emoticon to choose your package

Note: Following format are supported to be added as emoticons: .png, .bmp, .jpg, .jpeg and .gif

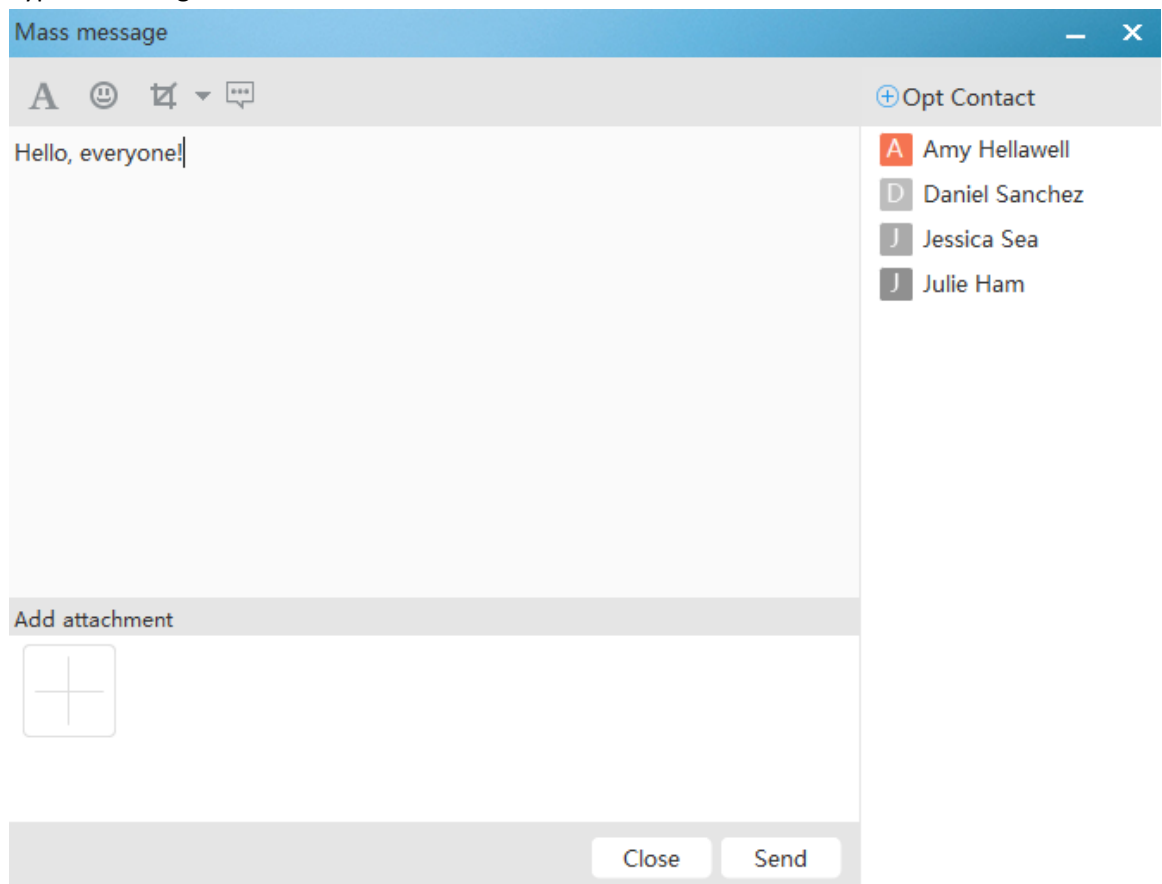
Group messages

Group messages are great for notifying a group of team members.

1. Click people you want to messaging, and Press Ctrl and click to add people
2. Right click on selected people, click Send to group to open the group message box



3. Type in message box



4. You can also add attachment in your message by clicking the + plus icon
5. Click Send when you're done
6. All contacts you selected will receive your message at once

Tip: You can even use the plus Opt contact at right upper corner to add members in this group message

Groups & Discussions

About Groups and Discussions

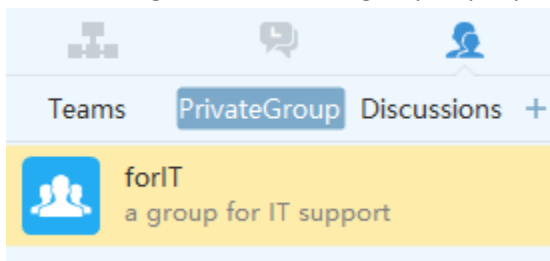
About Groups and Discussions

You can use BigAnt to contact anyone in your team. But sometimes, **a group** is useful for a quick, private conversation between you and other members to talk about topics in BigAnt: projects, deals, deliveries, financials, cat GIFs, and more.

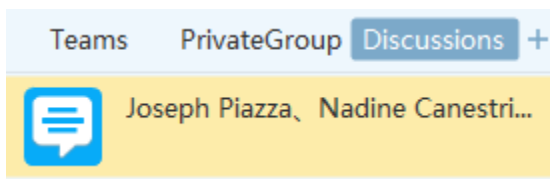
A Discussion is a lite group without group owner or group admin. Anyone inside the discussion can invite other member to join.

When to use a Group or a discussion

Groups are for conversations that are open to all members inside group. Members invited to this group are for a same purpose, and won't be changed frequently. A group is usually for a section in big size, or a stable group of people.



Discussions are best used for topics that are limited to a very small group of members. Conversations inside discussions are more flexible.



Who can join a Group or a Discussion

Groups or Discussions can be joined by invitation only. See [Invite members to a Group/Discussion](#) for more.

Groups & Discussions

Create a group or discussion

BigAnt groups are where the majority of your group's conversations and daily work can take place. You can create as many groups/discussions as you need.

Start a new group

1. Go to BigAnt main panel, then click **Groups/Discussions** icon to show group list
2. Click the + plus icon next to **Discussions**, then select **Create personal group** to open the group creation window.

Create personal group

Group Name: sales

Purpose:

Structure

Search users

Marketing

- Emily Bradley
- Penny Clements
- Amy Hellawell
- Daniel Sanchez
- Jessica Sea
- Julie Ham
- Rebekah Egresites

Engineering

Contacts Selected(2/200)

- Emily Bradley
- Penny Clements

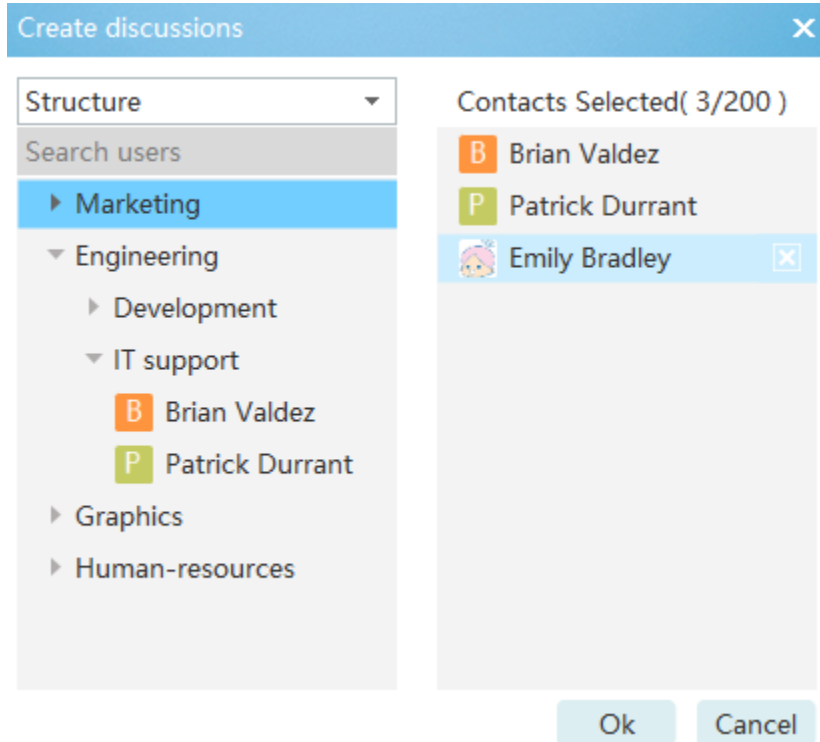
Ok Cancel

3. Enter a Group Name, up to 20 characters long.
4. Select contacts to invite. Select the **structure** or **My contacts** to browse a list, or begin typing a name to narrow your search. If you'd like to skip this step, you can always send invitations later. Make sure you are added before close this window.
5. You can also choose to add a group purpose. You will find this information useful when you're considering dismissing a group.
6. When you're ready, click the **Ok** button.

Tip: You can also find **Create a group** from menu list of the black triangle in Groups/Discussions icon.

Start a new Discussion

1. Go to BigAnt main panel, then click **Groups/Discussions** icon to show group list
2. Click the + plus icon next to **Discussions**, then select **Create discussions** to open the discussion creation window.



3. Select contacts to invite. Select the **structure** or **My contacts** to browse a list, or begin typing a name to narrow your search.
4. When you're ready, click the **Ok** button.

Tip: You can also find **Create a group/discussion** from menu list of the black triangle in **Groups/Discussions** icon.

Who can create a Group or a Discussion

Everyone in BigAnt can create groups and discussions.

Invite contacts to a group or discussion


Invite contacts to a group

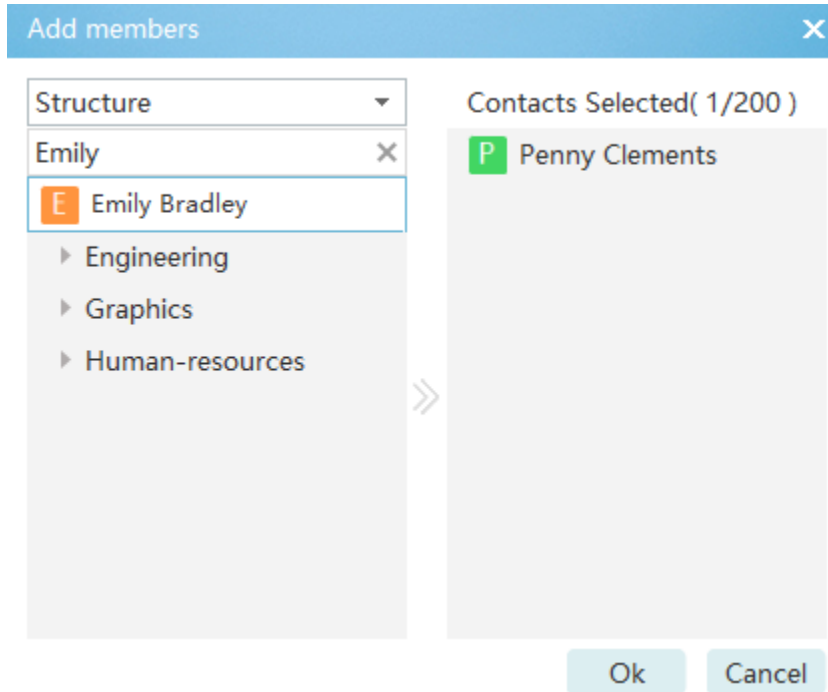
Who can use this feature?

The group owner and the group admin can use this feature.

The owner or admin of a group can invite new members to join at any time.

Send group invitations

1. At the top of the group chat window, click the icon  **Add group members**.
2. Choose contacts to invite. Select **Structure** or **My contacts** to browse a list, or begin typing a name to narrow your search.



3. Click **Ok** button to send the invitation


Invite contacts to a discussion

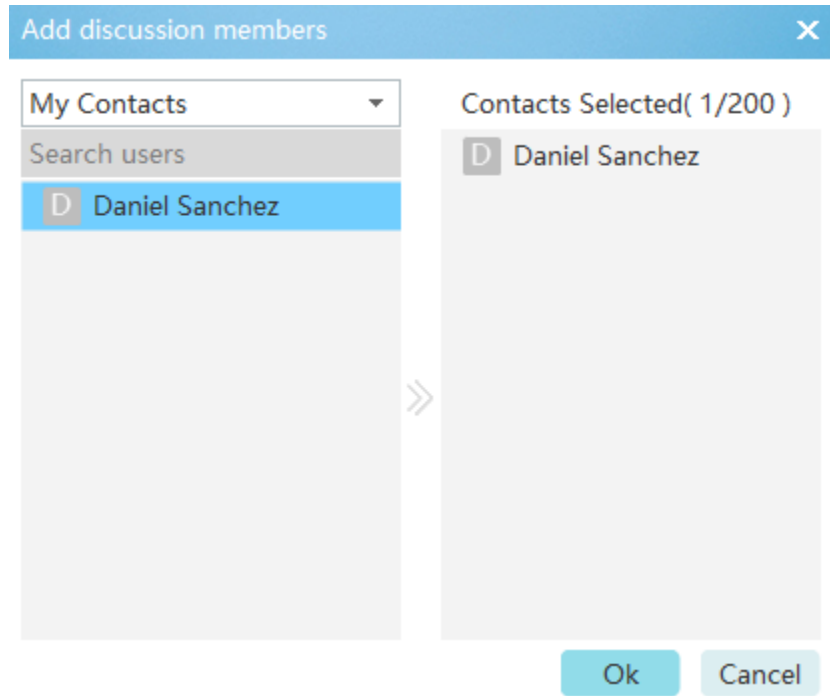
Who can use this feature?

Everyone in this discussion can use this feature

Every member of a discussion can invite new members to join at any time.

Send discussion invitations

1. At the top of the discussion chat window, click the icon  Add discussion members.
2. Choose contacts to invite. Select **Structure** or **My contacts** to browse a list, or begin typing a name to narrow your search.



Add discussion members

My Contacts

Search users

D Daniel Sanchez

Contacts Selected(1/200)

D Daniel Sanchez

Ok Cancel

3. Click **Ok** button to send the invitation

Groups/Discussions history

When a new member is invited to an existing group/discussion, he/she is unable to check with the Group/Discussion former message record.

Remove someone from a group

Who can use this feature?

The group owner and group admin can use this feature.

Here's how:

1. Double click the target group from group list to open group chat window
2. In the **Group Members list**, right click the person you'd like to remove.
3. Select **Delete a Member**.

Your member will be immediately removed and will get a notification to know he/she is removed from the group. And other members still in group will also receive a reminder in group chat window that a member quit the group.

Note: The group owner can decide who inside the group can remove others from the group and invite new members by granting admin to a regular member.

Keep in mind:

- Members who are removed from the group won't be able to access the group history or re-join the group unless they are re-invited.
- No one can be removed from a discussion by others, unless he/she chooses to leave the discussion.

Quit groups or discussions

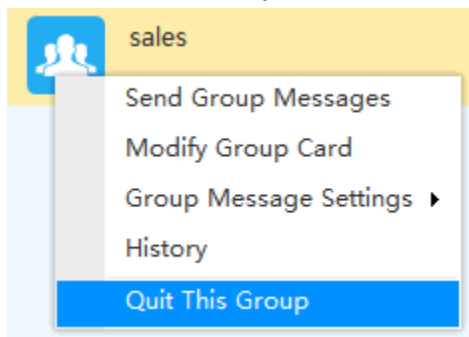
Who can use this feature?

All members can use this feature

You can freely choose to leave a group or a discussion.

Quit a group

1. Go to group list from **Groups/Discussions** in BigAnt main panel
2. Right click the group you'd like to leave to open the menu list
3. Select **Quit This Group**

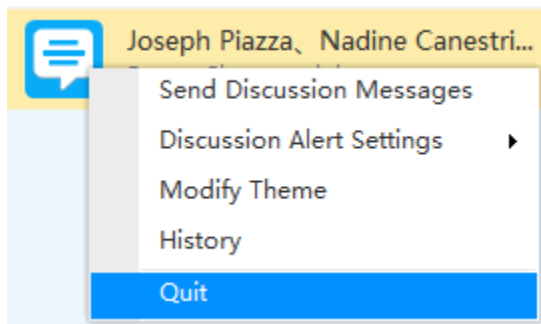



Tip: You can also leave a group by clicking the  Exit button at top of the group chat window

Note: If you are a group owner, you're not able to leave this group unless transfer the group ownership to others or dismiss the entire group.

Quit a discussion

1. Go to discussion list from **Groups/Discussions** in BigAnt main panel
2. Right click the discussion you'd like to leave to open the menu list
3. Select **Quit**



Tip: You can also leave a group by clicking the  Exit button at top of the discussion chat window

Transfer group ownership

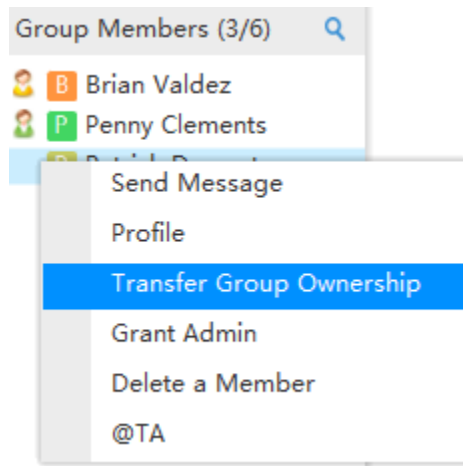
Who can use this feature?

Only the owner of a group can access this feature.

The group owner has the highest level of permission on a group. They have the ability to promote other group members to group owner or group admin, and can also dismiss the entire group.

Group Ownership transfers

1. Open the group chat window
2. Choose a group member in right side **group members list** to become the new group owner
3. Right click on the target member to open the menu list
4. Select **Transfer Group Ownership**



5. Click **Ok** button in prompt window to confirm your transfer.

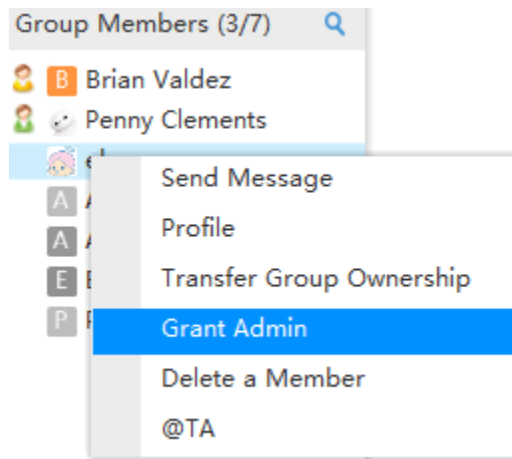
Use caution: Once you transfer the group ownership to another person, the change is immediate and you will not be able to undo the action (but they can transfer it back to you).

Grant group Admin to a regular member

Group admin has permission to invite a member to join group and to remove a member from group. It's helpful to let group admin to manage members in group when group owner seldom accesses the group.

1. Open the group chat window
2. Choose a group member from **group members list** at right side to become group admin
3. Right click on the target member to open the menu list

4. Select **Grant Admin**



5. Click **Ok** button in prompt window to confirm your operation

Mention a group member

Mention a group member

Who can use this feature?

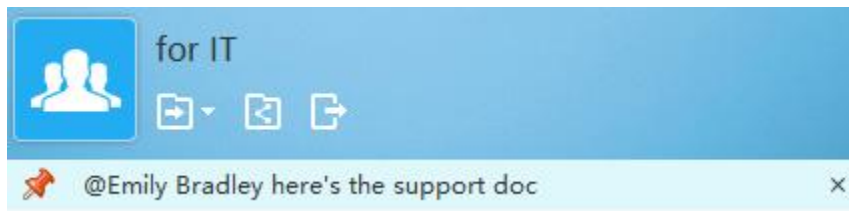
All members in group can use this feature.

While holding a conversation in a group, you may need to call the attention of a group member. Type a person's @username in your message to grab their attention.

By default, you can right click on the contact username in group members list and select @him/her to mention a person.

Check your latest mention

1. In header of the group chat window, your latest mention with message and your name will be pinned there



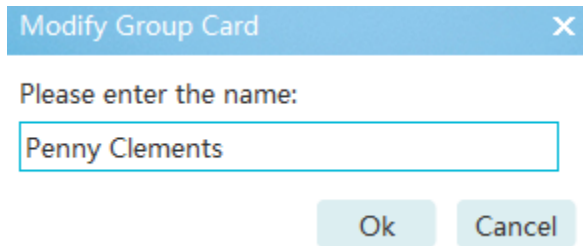
2. Click the close icon to unpin this message from your group chat window

Group member settings

Modify group card

Every member in group can modify his/her group card. The change will be updated immediately to the entire group.

1. From group list in BigAnt main panel, right click the target group to open menu list
2. Select **Modify group card**
3. Enter a name and press **Ok** button when you're finished

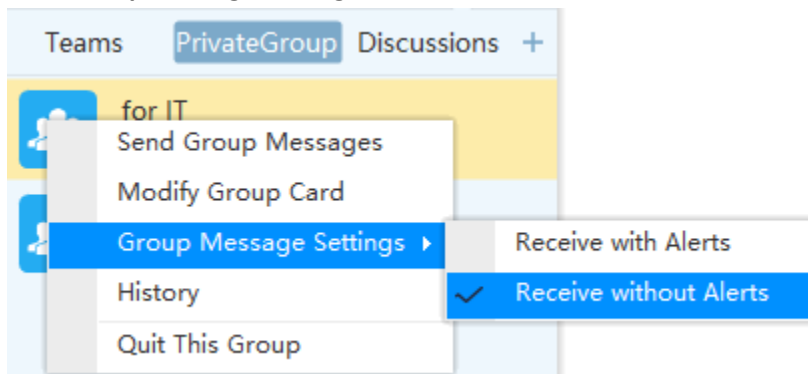


Tip: You can also find the option to modify your group card from the group chat window by right clicking on your username in group member list.

Change Group message settings

Sometimes, you don't need to pay attention to what happens in group at every moment. And you can just follow all messages at your available time. So you can change Group message settings to receive without alerts

1. From group list in BigAnt main panel, right click on the target group to open menu list
2. Click **Group message settings**, and select **Receive without Alerts**



3. Open the group chat window to check all messages at your available time, or change group message settings back to receive with alerts

Note: If the group chat window is minimized instead of closed, it will be highlighted when new message coming.

View Group History

Group History is very helpful to learn details of a discussion: Messages and files in conversation are archived to history, and are searchable in [message manager](#). So you can come back to the right documents and discussions when you need them.

5. In group chat window, click History button in message box to open message history



6. Switch date from calendar to browse message history in that day
7. Click **Files Records** tab next to **History** to view files in the conversation
8. Click close icon next to **History** to close the history window

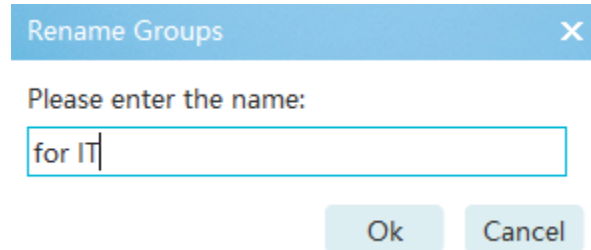
Tip: You can also open group history by selecting History from right click menu list of group list in BigAnt main panel.

Change group name

Who can use this feature?

Only Group owner can use this feature.

1. From group list in BigAnt main panel, right click on the target group to open menu list
2. Select **Rename**
3. Enter a name and click **Ok** button when you're finished



4. The name of group will be updated immediately for the entire group

Note: The group name is limited of 20 characters.

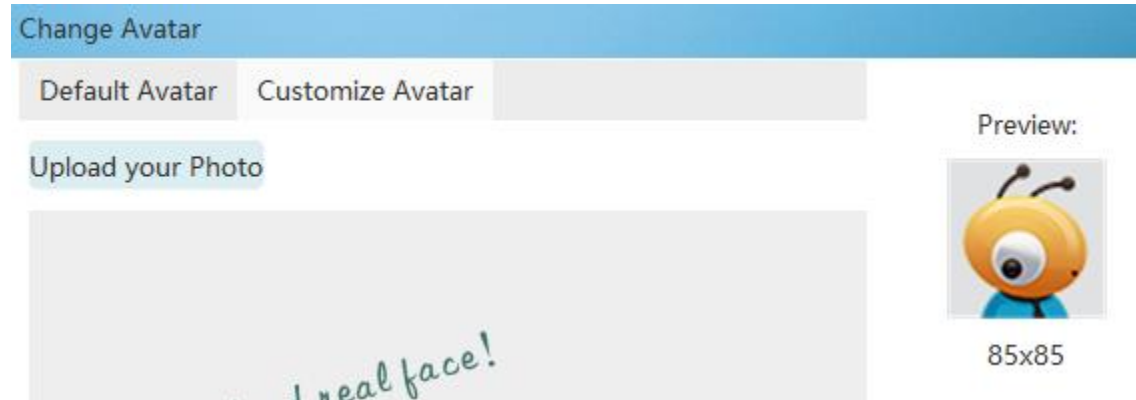
Change group icon

Who can use this feature?

Only group owner can use this feature.

Pick a proper and unique icon for your group for impressive.

1. From group list in BigAnt main panel, right click on the target group to open menu list
2. Select **Change Group Icon**
3. Upload a photo in **Customize avatar** section, and adjust the crop in preview



4. Click **Ok** button when you're done

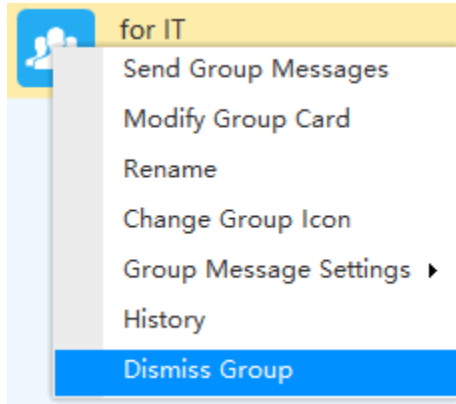
Note: The size of avatar will be limited to 85x85.

Dismiss a group

Who can use this feature?

Only Group owner can use this feature.

1. From group list in BigAnt main panel, right click on the target group to open menu list
2. Select **Dismiss Group**



3. Click **Ok** in prompt window to confirm your operation

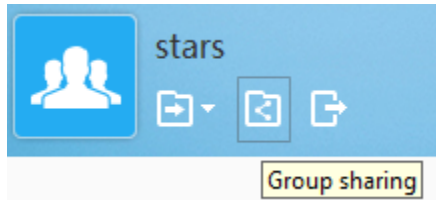
Note: Once the group is dismissed, you cannot find the group back again.

Group sharing files

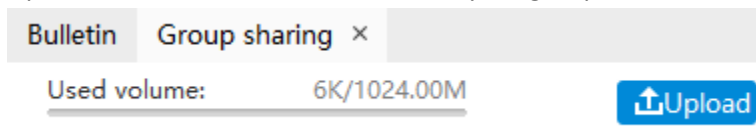
Share a file with your group

BigAnt makes it easy to share files with your team/group.

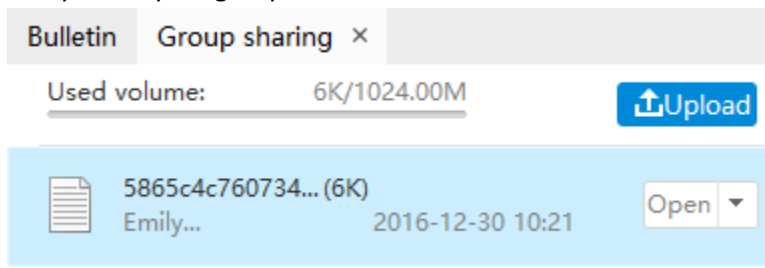
1. Locate the group from your groups/discussions list in BigAnt main panel
2. Double click the group to open the chat window
3. Click '**Group sharing**' option in top toolbar to open your Group sharing



4. Upload a file/folder to share it with all your group members.



5. Everyone in your group can download the file.



Note: The amount of group sharing space is 1GB total for the entire group as default. Once you've reached your storage limit, you can delete older files or contact your BigAnt admin for more space by changing your [BigAnt server settings](#).

Mobile Apps

BigAnt for iOS

BigAnt for iOS keeps you in touch with your team while you're on the go. Access all your groups and contacts, and get push notifications for must-see messages. BigAnt for iOS works with iPhone and iPad.

Recent messages

Contacts

Apps

Me

BigAnt for Android

On the move? You can still communicate with your team. BigAnt for Android is the best way to use BigAnt on an Android device. You can access all your groups and contacts, and receive push notifications for essential messages.

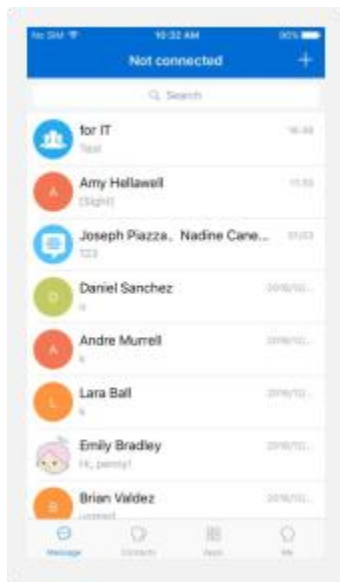
Download the BigAnt App

1. Go to BigAnt website download page <http://bigantsoft.com/download.html>
2. Download BigAnt for Android

Recent Messages

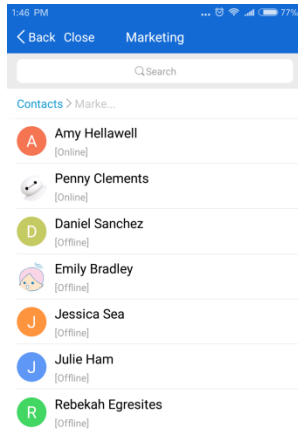
Quickly find the contact you chatted with or browse recent conversations here.

1. Go to Message from bottom tab
2. Tap one contact to open the conversation between you and him/her



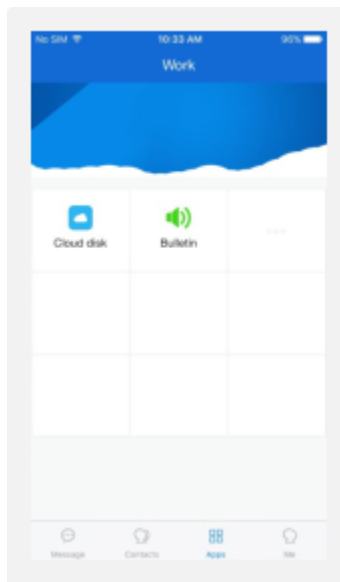
Contacts

From Contacts you can find all members in your team, your category, all your groups and discussions. Or just enter a username in search box to locate the person you want to send messages.

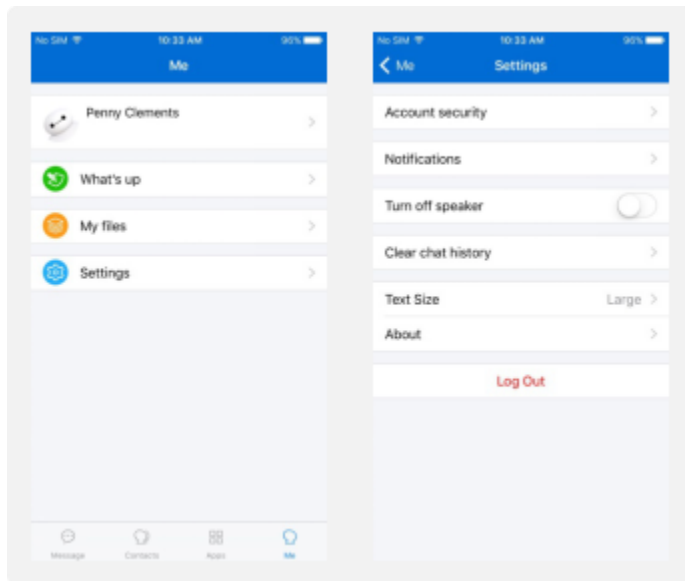


Apps

Cloud disk and Bulletin



Me



Miscellaneous:

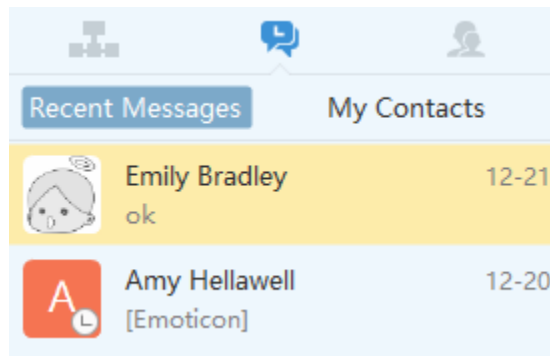
Edit My Contacts

You may want to add some of your frequent contacts to a list, instead of finding them from the organization structure each time. Here is how you can do that:

Find my contacts from Recent Messages

The system will automatically archive your recent conversations in Recent Messages. This is a quick way to find your recent contacts.

1. Go to BigAnt main panel
2. Click **Contacts** > **Recent Messages**

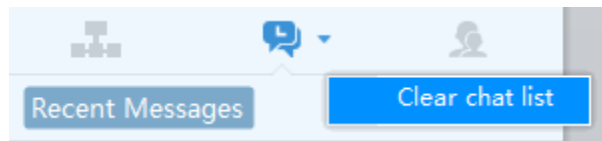


3. Double click one record to open the chat window

Clear chat list

If you would like to clear all list, please follow this:

1. Go to BigAnt main panel
2. Mouse over the **Contacts**, click black triangle to call the menu

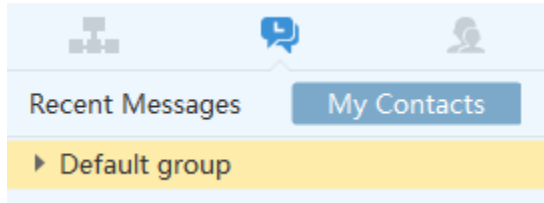


3. Click '**Clear chat list**' to empty list in recent messages
4. You can also find '**Clear chat list**' option by right click on the **Recent Messages** section.

Add My Contacts

Add people to My Contacts, and group them in different category, so you can always quickly locate target contact at hand.

1. Go to BigAnt main panel
2. Click **Contacts > My Contacts**



3. Contacts you added will be displayed here

How to add people to my contacts

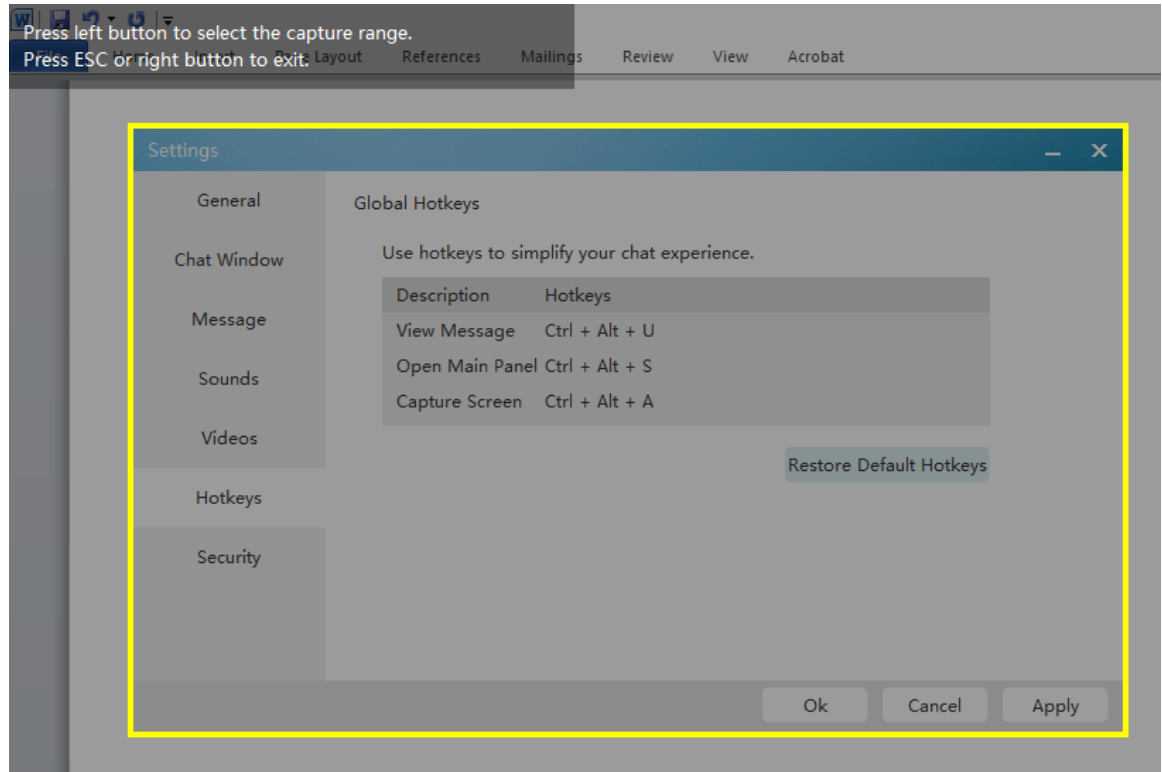
1. Go to BigAnt main panel
2. Expand department in Structure, and locate the member you are looking for
3. Right click on the selected contact, and add to my contact category

Capture Screen

Use hotkeys to capture a screenshot

The default hotkeys for capturing screen: Ctrl + Alt + A

1. Press keys **Ctrl + Alt + A** together to call screen capture function
2. BigAnt will auto frame select the active window with a yellow rectangle
3. Mouse over to switch the frame selected window, click to confirm the selection





4. Or, hold mouse left button and drag to draw a capture range, just release to finish the selection
5. There are some tools to edit the current screenshot: Insert rectangle with different color, insert ellipse, arrow, brush tool, add text, undo, redo, save, quit and done.



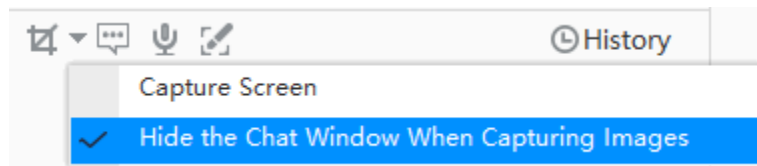
6. Click **Save** icon to save the screenshot as an image (.png, .bmp, .jpg) to local machine
7. Or, just click **done** to exit, the screenshot will be copied to your clipboard, then paste it to anywhere you need

There are other two ways to find BigAnt capture screen function:

- At the bottom of BigAnt main panel, you will find the icon  capture screen.
- In message box of BigAnt chat window, you can find the icon , just click to capture a screenshot.

Hide chat window when capturing images

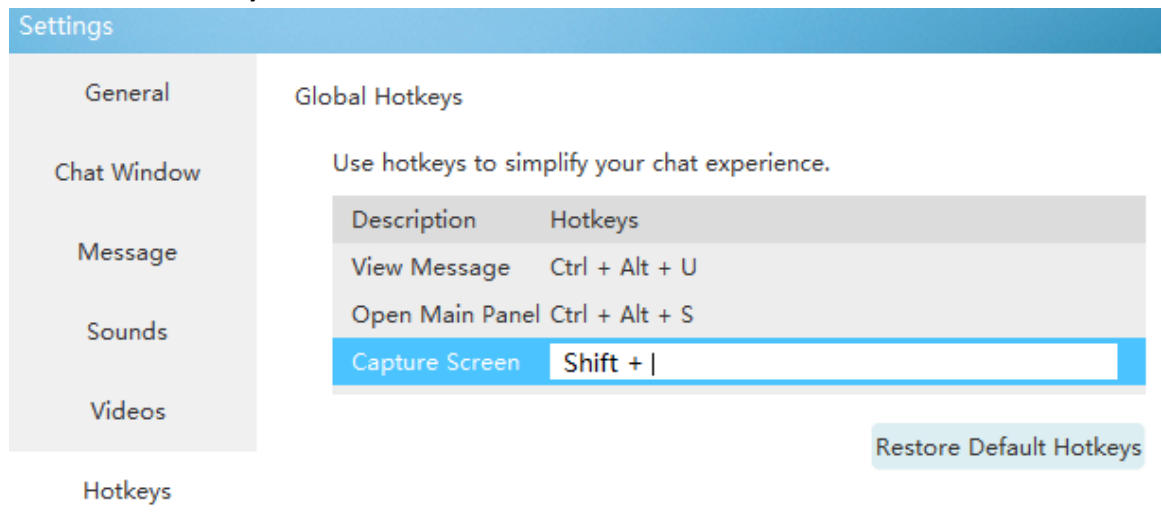
1. In message box of BigAnt chat window
2. Click the black triangle of the icon capture screen to open menu list



3. Check the option **Hide the Chat Window When Capturing Images**, thus you can capture a screenshot without the BigAnt chat window.

Change hotkeys for capture screen


1. Open **system settings**  from BigAnt main panel
2. Go to the tab **Hotkeys**



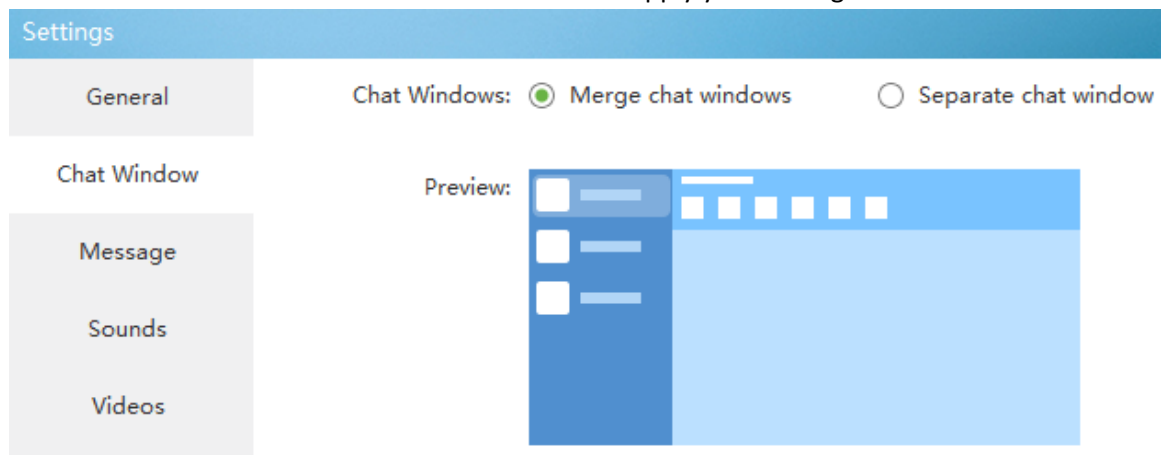
3. Click **Capture Screen** option, and press your new hotkeys
4. Click outside to finish your input
5. Click **Apply** to apply your change, or click **Ok** button to apply and exit

Use Tabbed Chat Windows

If there are too many chat windows that overlap on your desktop, you can merge them into a single chat window with tabs.

Open **system settings**  from BigAnt main panel

1. Go to the tab **Chat Windows**
2. Select **Tabbed chat windows** and click **Ok** button to apply your setting



3. Thus all BigAnt chat windows will be listed in a frame, and you can switch the conversation by clicking contact at left side bar, the tab glows when you click and chat with him/her.

