

CREBi2b****
Messenger
User's Manual



INDEX

1. Install CREBi2b Messenger

1. Installation

2. How to Use

- 2.1 User Search
- 2.2 Register to a group
- 2.3 Manage Your Group_01
- 2.4 Manage Your Group_02
- 2.5 Types of Memos
- 2.6 Online Group & Member Tree
- 2.7 Memo Box

3. Communication Tools

- 3.1 Instant Conversation
- 3.2 Write Memos or Group Memos
- 3.3 File Transfer
- 3.4 Convenient Function : Voice Chat

4. User Setting

- 4.1 Default Setting
- 4.2 Sound Setting
- 4.3 User Status and Sound Setting

5. CREBi2b Contents

- 5.1 My CREBi2b
- 5.2 Notice
- 5.3 Search Directly

6. CREBi2b Contacts

- 6.1 Contacts



1. INSTALL CREBi2b Messenger Installation

Messenger will be installed on your computer.
Click 'next' to finish installation.

To install CREBi2b Messenger in your computer, you need do this:

Step 1

Run "CREBi2b_Messenger.exe" file to install CREBi2b Messenger.



Step 2

Click on 'Next' button to start installation.

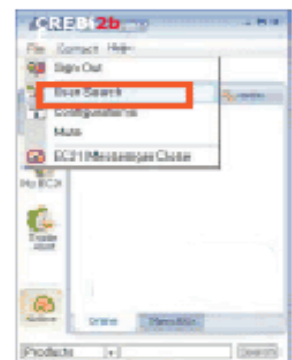
Step 3

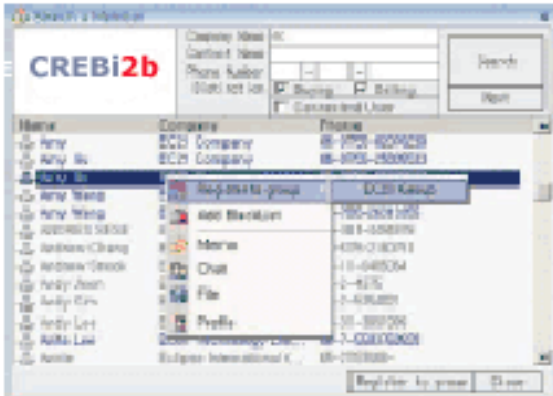
You can log into CREBi2b Messenger with ID and Password of your existing CREBi2b Account.

HOW TO USE 2-1 User Search

You can add a contact in "User Search"

- Go to "File" and select "User Search".
- Search a user by Company Name, Contact Name, or Phone Number.
- A list of companies will appear in 'User Search'.
- Right-click (Shortcut Menu) on a user you want to add, and register a user to a group
- Your contact list will be saved in your account.



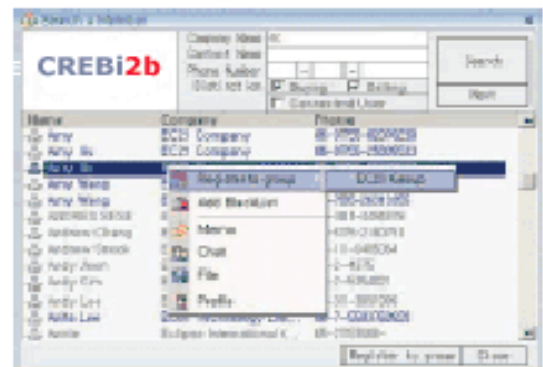


Note: Search results will show you all contents. Contact Name -> Lee All names that include Lee will appear.

HOW TO USE 2-2 Register a group

To Register to a Group-In “Search a Member”, you can Register to Group and/or Add BlackList.

Note: If you right-click on any of the list, short-cut menu will appear. You can register a user to a group in shortcut menu.

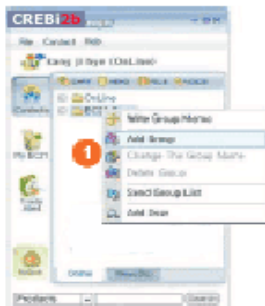


Create a CREBi2b Group List Menu Description

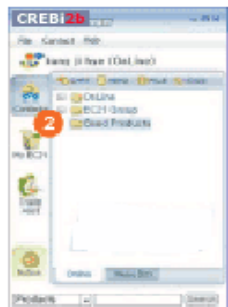
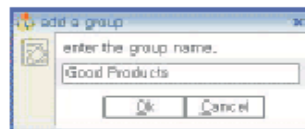
Register to a Group You can register a user to a group in shortcut menu.

HOW TO USE 2-3 Manage Your Group_01

Users can Add Group, Write Group Memo, Change The Group Name, Delete Group, Send Group List, or Add User.



- 1 Select Add Group
Right-click on the default group to see the shortcut menu.



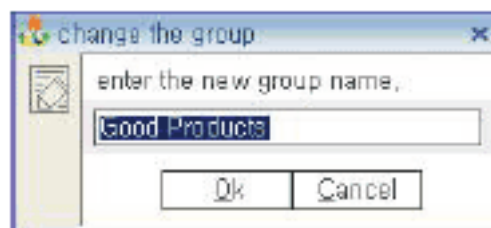
- 2 Your own group will be created

HOW TO USE 2-4 Manage Your Group_02

Users can Add Group, Write Group Memo, Change The Group Name, Delete Group, Send Group List, or Add User.

Change the Group Name

Right-click on the default group to see the shortcut menu.
Select Change The Group Name.



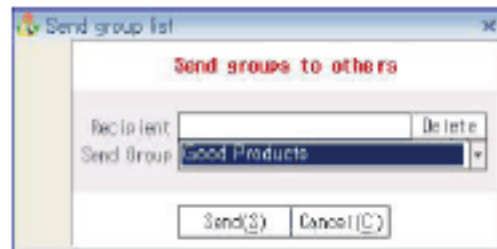


Send Group List

Right-click on the default group to see the shortcut menu.

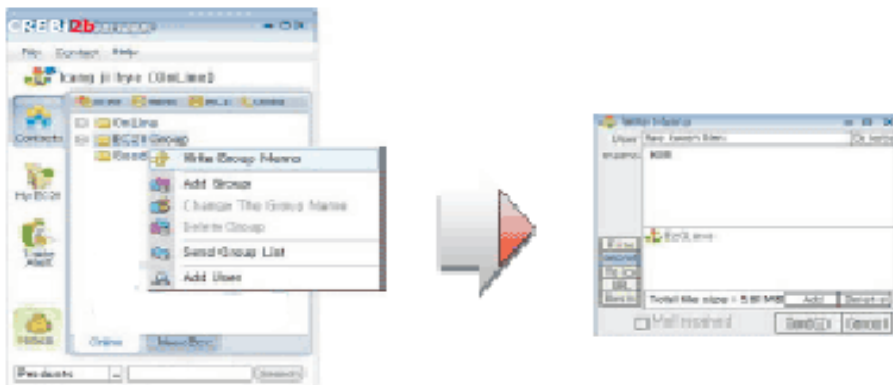
Select Send Group List

If you receive a group list, all groups and users will be added to your account.



HOW TO USE 2-5 Types of Memos

You can send memo simultaneously, and you can attach files, secret memos, voice memos, or URL memos.



Menu

Add Group

Change the Name

Delete Group

Send Group List

Add User

Description

You can add groups of different names from those of existing groups.

You can change names of group except CREBi2b Group.

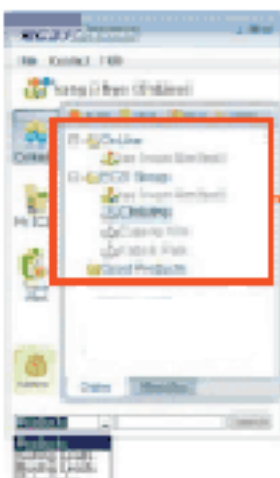
You can delete groups. (Your contacts in groups will also be deleted))

You can send your group list to other users.

You can add users to your desired group.

HOW TO USE 2-6 Online Group & Member Tree

You can organize your contacts by groups or online/offline.



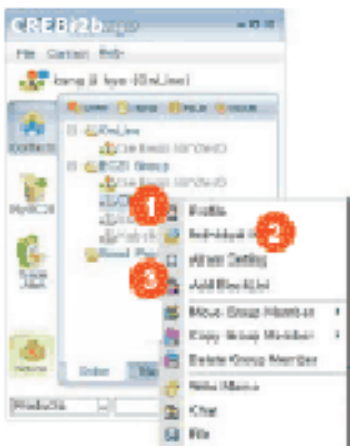
Online/Group

You can see who are online among your contacts.

Member Tree

You can see all of your contacts registered to your groups including online and offline contacts.

In this option, you can create, modify, or forward your group.



Menu	Description
Profile	Member information including Company Name, Phone No., Mobile Phone No.
Individual Inbox	You can save up to 200 memos and manage them. (with Protection option)
Add Blacklist	You can filter memos from unwanted members.

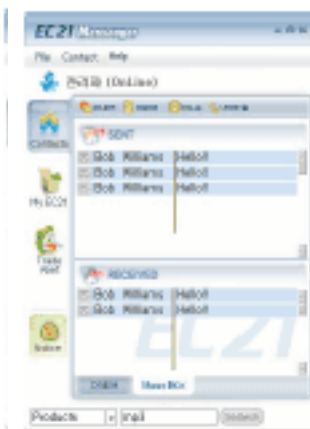


HOW TO USE 2-7 Memo Box

Choose whichever you prefer for your convenience.

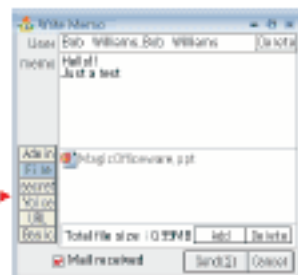
- Go to "File"-> "Configuration"-> "Member List".

Select either "OnLine/Group" or "Member Tree".

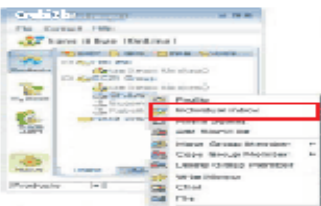


If You double click on each memos, you can see contents of memos and lists of files transferred.

Sent Memos and Files



Received Memos and Files



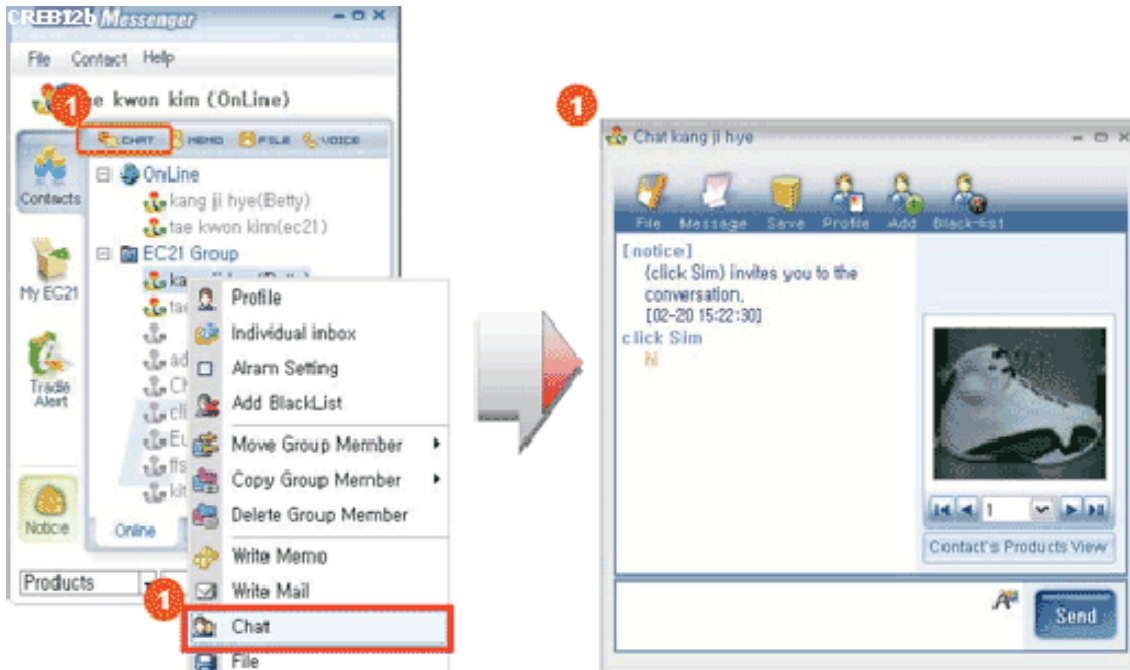
COMMUNICATION TOOLS

3-1 Instant Message

You can have conversation with one or more than one person.

Voice chat and video chat are available.

-Right-click on a user and select chat.



Menu	Description
File	You can transfer files.
Add	You can invite another user to your conversation window
Black-List	You can add a user to blacklist.
Message	You can send memoSaveYou can save conversation to text files.
Profile	You can check the profile of another user.

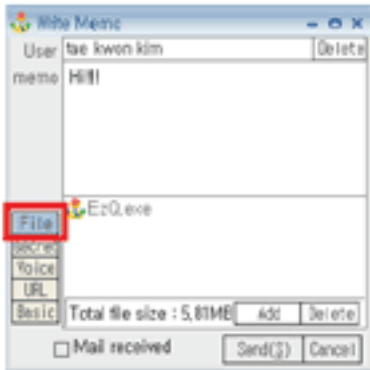
COMMUNICATION TOOLS

3-2 Write Memos or Group Memos

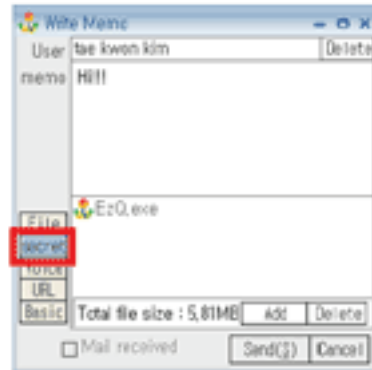
You can send memo, secret memo, voice memo, or URL, to each individual, or all people in your group.

To send a memo to individual, right-click on the name of your contact and select "Write Memos".
 To send group memo, write click on the name of your group, and select 'Write Group Memo'.

File



Secret



URL



Voice



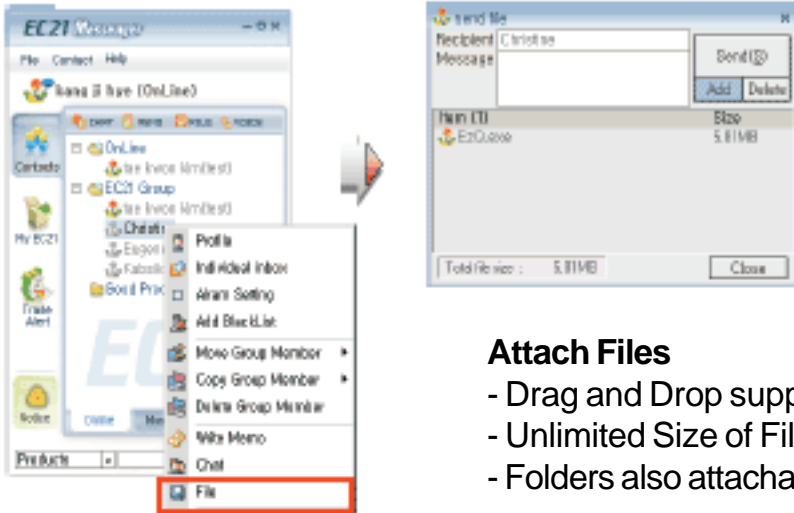
Menu	Description
File	You can attach files of size 2.8Mbyte. You can drag files. It can go through firewalls. Virtual IP is also supported.
Secret	Other users can read secrete memo with password
Voice	You can attach your voice memo of up to 60 seconds long.
URL	You can send the URL that you are currently visiting.
Basic	Normal Mode Button, Memo size of up to 2Kbyte

COMMUNICATION TOOLS

3-3 File Transfer

You can transfer files to one or more than one user.

Sender



Attach Files

- Drag and Drop supported
- Unlimited Size of Files
- Folders also attachable

If you click on “Memo Box” at the bottom of CREBi2b Messenger, you can find and manage your memos including received memos and sent memos.

Receiver



When requested, receiver should click Receive file to complete file transfer.

Note: Receiver has to accept your transfer request.

COMMUNICATION TOOLS

3-4 Function - Voice Chat



You can have 1 on 1 voice chat with another user. It can replace expensive international phone calls.

Adjust volume for speaker and microphone.
Show ID, Request Voice Chat Minimize
Close, Status Bar

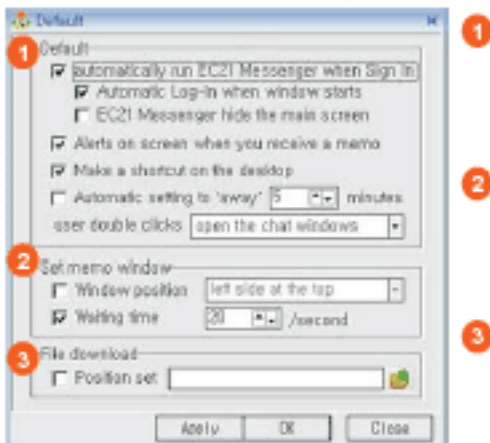
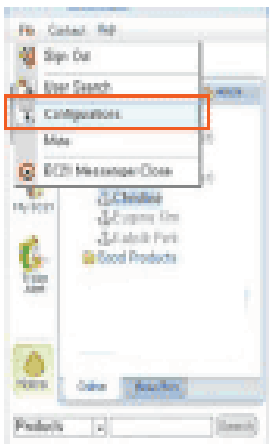


Back to original size

USER SETTINGS

4-1 Default Setting

You can select your default setting according to your preferences.



1 You automatically run CREBi2b Messenger when Window starts.

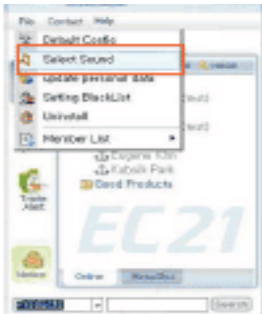
2 When you receive a memo, it will appear at the top left of your PC screen. It will be shown until you close.

3 You can select a folder to which files will be transferred from other users.

USER SETTING

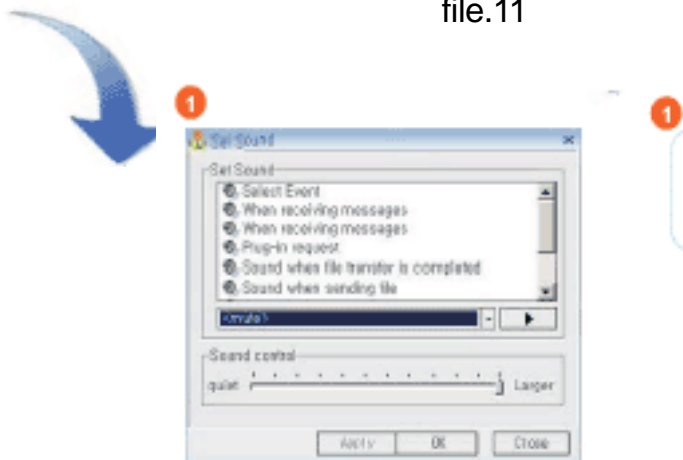
4-2 Sound Setting

Users can choose types of sound according to their preferences.



Set Sound

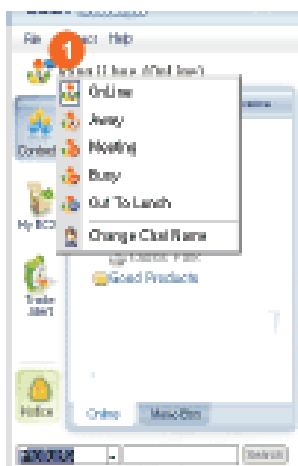
You can change default sound to your desired sound by changing the sound file.11



USER SETTING

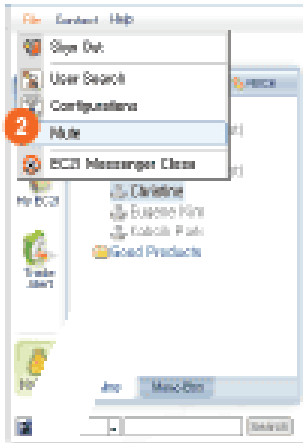
4-3 User Status and Sound

Users can change messenger setting according to his/her preference.



User Status

You can change your status that other users can check if you are available to conversation.



2

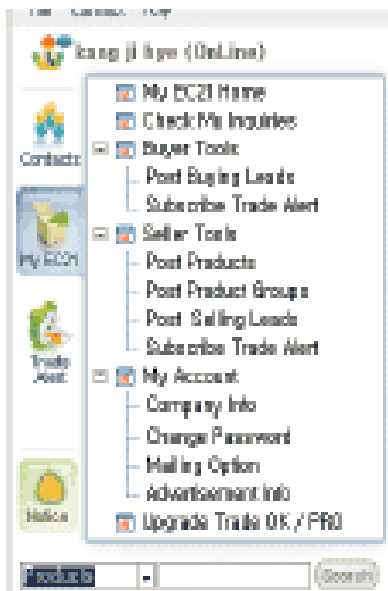
Sound

By selecting mute, you can turn off the sound from CREBi2b Messenger.

CREBi2b CONTENTS

5-1 My CREBi2b

If you click on “My CREBi2b” in the left column of CREBi2b Messenger, you can see many links to My CREBi2b. These direct links will be very convenient for users who comes to My CREBi2b often.





CREBi**2b** CONTENTS

5-2 Notices

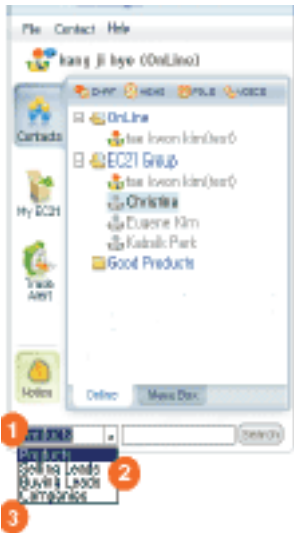
Be always updated to the most recent news and notice.
One click will direct you to useful information for your business.



CREBi**2b** CONTENTS

5-3 Search Directly

Search what you are looking for directly, without visiting www.ec21.com. Now, you can get on your business more quickly with our direct search.
Search by Company Directory You can search companies from all around the world. You can get company information through company directory.



Search by buying/selling leads You can search buying/selling leads from all around the world. Through buying/selling leads search, you can obtain the lists of buying/selling leads with detailed information including contents of trade leads or its company profile.

Search by Products You can search products posted by suppliers. Through product search, you can obtain the lists of products with detailed information such as product or supplier information.

CREBi2b CONTACTS

6-1 Contacts

For Brazil and Latin America Customers:

Phone-fax:

Email:

City: Indaiatuba (Vila Suíça), SP - Brazil

For USA/Canada Customers:

Phone-fax:

Email:

City: Fort Lauderdale (Pompano Beach), FL - USA

For Europa Customers:

Phone-fax:

Email:

City: Covilhã (Serra da Estrela), Castelo Branco - Portugal