Virtual Slot Conference System
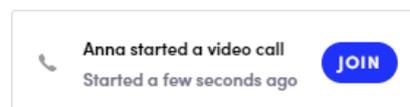## Using the Chat Function

Text Chat

1. Click on the delegate's name you wish to chat to (see Delegates for more information).

2. On the right-hand side of the screen under **Connect with Name** click **write a message** and click **Send Connection Request.** It is not necessary for the other delegate to accept your connection request to send a message or request a video call.

3. Once you have sent your connection request you can write your message and click **Send**.

Video Chat

1. To request a video call, follow the above instructions and then click on the expand icon which will allow you to write your messages in a larger window and also give you the option to video call by clicking on the video camera icon (■◄).

2. When another delegate video calls you, you will see their first name appear. You can choose to accept it by clicking **join call** or ignore it.

3. When requesting or accepting the call **be sure to turn on your microphone and camera when you are connected to another delegate**. It is recommended to familiarize yourself with this function before the conference starts.

4. During your video call you can share your screen by clicking on the three dots, and then select **share my screen.**

5. To finish your call, click on the end call icon.

To note:

If you are in the chat text box and another delegate video calls you, you will see a notification within the chat box like in the picture on the right.

- Click **join** to connect to the video call.
- If you wish to ignore or decline an incoming call, click on the chat area (🗨) and then move back to the home screen (🏠) which will remove the notification. You may also consider writing a message to the delegate requesting the video call that you are declining with an instruction or note.