

Exhibitor Video Rep Chat Demo

How to use the Video Chat feature as a Video Rep



Nakeya Pinkney
Executive Asst. to CEO & CTO
CadmiumCD

Video Chat Entry Page

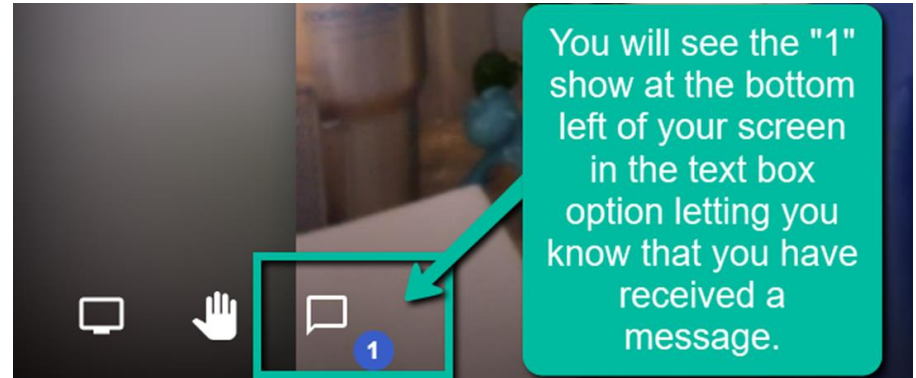
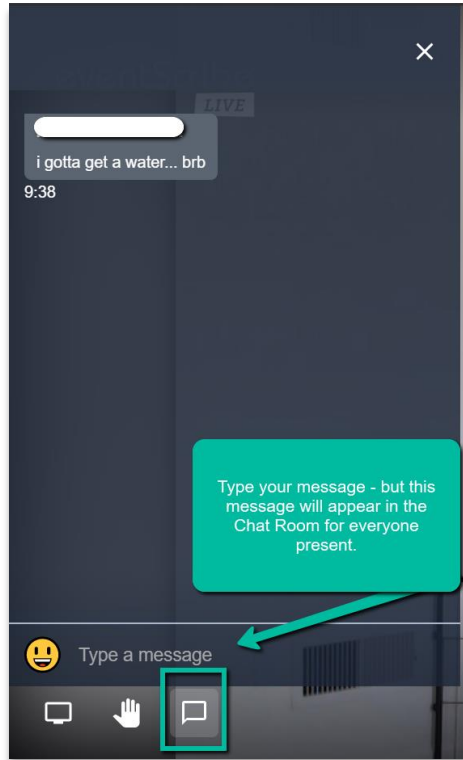
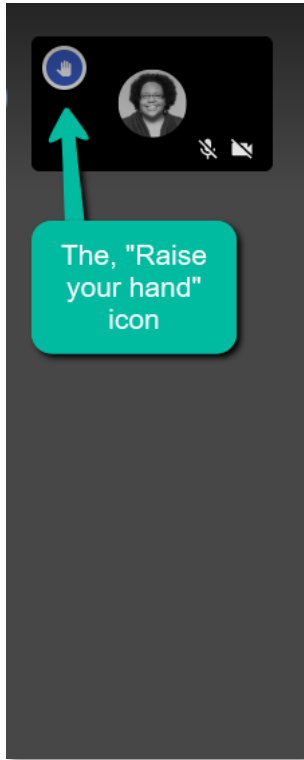
The screenshot shows a video chat entry page with a dark grey background. In the top left corner, the 'eventScribe LIVE' logo is displayed. At the top center, a white-bordered box contains the text 'Tech Support Desk'. In the top right corner, there is a circular 'AUD' icon and a participant card for 'Nakeya Pinkne...' with a microphone icon. The main area features a white-bordered box on the left with the text 'Your Entry Page' and a circular profile picture of a smiling woman with glasses and curly hair. In the bottom right corner, there is a white rectangular placeholder for a video feed. The bottom control bar includes icons for screen sharing, hand raise, chat (with a '1' notification), mute, call, and video off (all with checkmarks), and a grid icon for gallery view.

ICONS: Share Screen, Raise Hand, & Chat

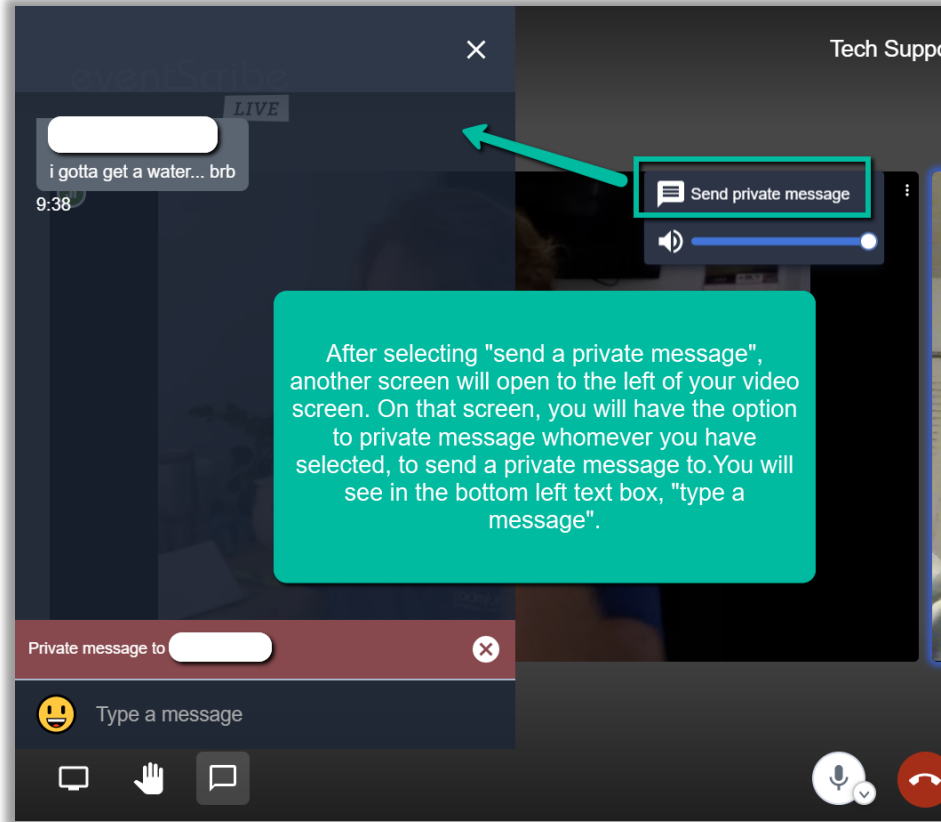
These three icons on the bottom left corner of the screen: (from left to right) you will see the icon for "Share your screen". If yourself, or an attendee would like to share their screen; they would just click that icon & choose what you wish to share with everyone. Next, is the "Raise your hand" icon. If someone wants to ask a question they'll raise their hand. It will show a blue hand icon in their picture. Then the last icon that we see alerts you when you have a chat & the highlighted number will change.



ICONS: Raise Hand, & Chat

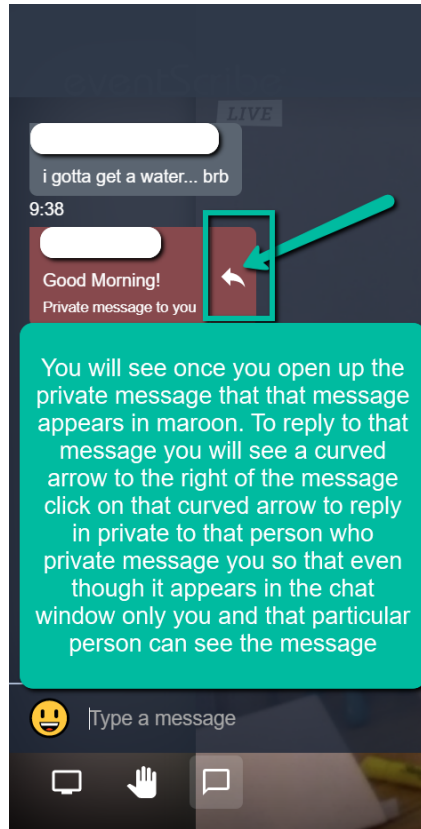


ICONS: Private Chat



After selecting "send a private message", another screen will open to the left of your video screen. On that screen, you will have the option to private message whomever you have selected, to send a private message to. You will see in the bottom left text box, "type a message".

ICONS: Private Chat




You will see once you open up the private message that that message appears in maroon. To reply to that message you will see a curved arrow to the right of the message click on that curved arrow to reply in private to that person who private message you so that even though it appears in the chat window only you and that particular person can see the message



Microphone & Camera Buttons


Camera & Microphone Features



This is your microphone button. When it is grayed out with a strike-through, it means that you are on 'mute'. If you click that circle once, the button will turn white and your microphone will turn on, so that you may be heard. The little carrot in the white circle is a quick way for you to access the settings for your microphone and speaker. If you feel that one particular setting is not working for you, you can adjust the settings using that quick carrot shortcut.

This is your exit. When it is time to leave the room, and this will work the same for yourself and for your attendees. All you have to do is click the red hang up button and it completely exits you from the room.

This is your camera button. When it is grayed out with a strikethrough, this means that your camera is off. To turn your camera back on, click the grayed out circle with the strikethrough and it will then become a white circle with your camera icon inside of it and that is how you will be able to be seen live. For right now, the carrot shortcut only shows you the type of camera that is being used - at this time, it is not used for anything else.



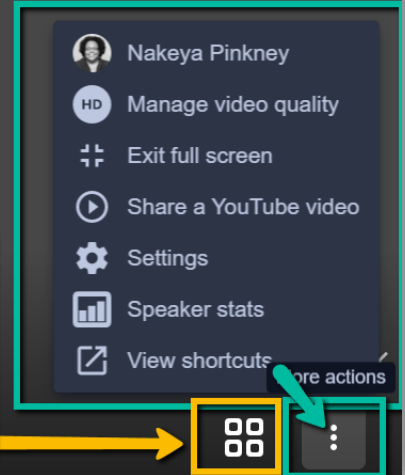
A group of people are gathered around, looking at their smartphones. The image is dimly lit, with the primary light source being the screens of the phones. The text 'More Actions Menu' is centered over the image in a large, white, sans-serif font. The background shows the hands and parts of the bodies of several individuals, suggesting a collaborative or social setting.

More Actions Menu

More Actions Menu

The icon that you see in the far bottom left corner of your screen, is the "More Actions" button. Here, are a menu of items that can help you troubleshoot issues or use the screen in a different way altogether. We will continue this particular menu on the next slide.

On the bottom left of your screen you will see two icons appear next to each other. The first icon pictures for squares, this is how you adjust the faces that appear on your screen so every time you click those for squares just gives you a different view of the screen so that you can see yourself as well as the attendee. And if you like a particular view just don't click the squares again leave it as is.



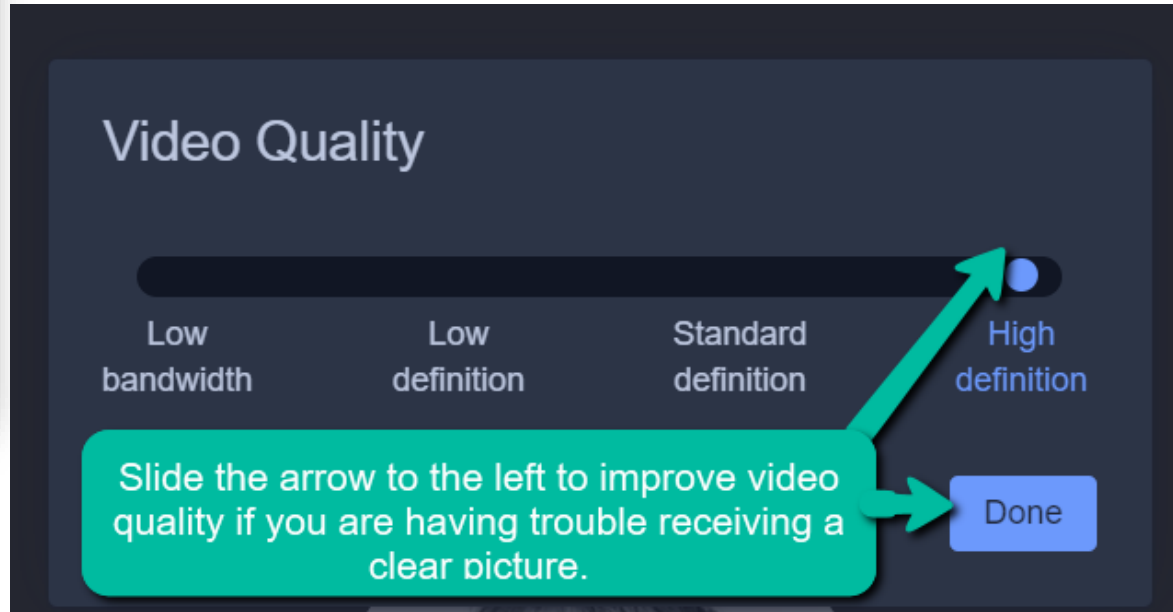
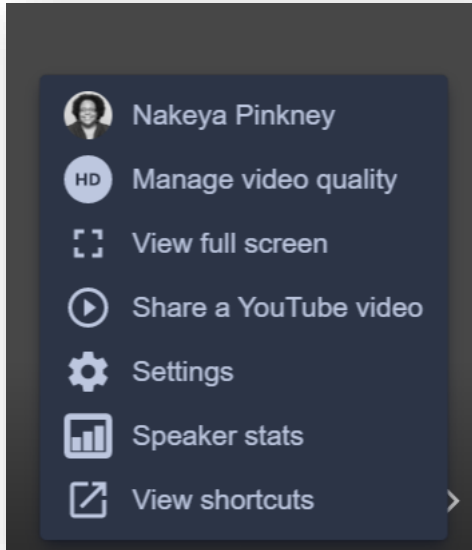
More Actions Menu...cont...

We're going to take a quick look at each of these selections

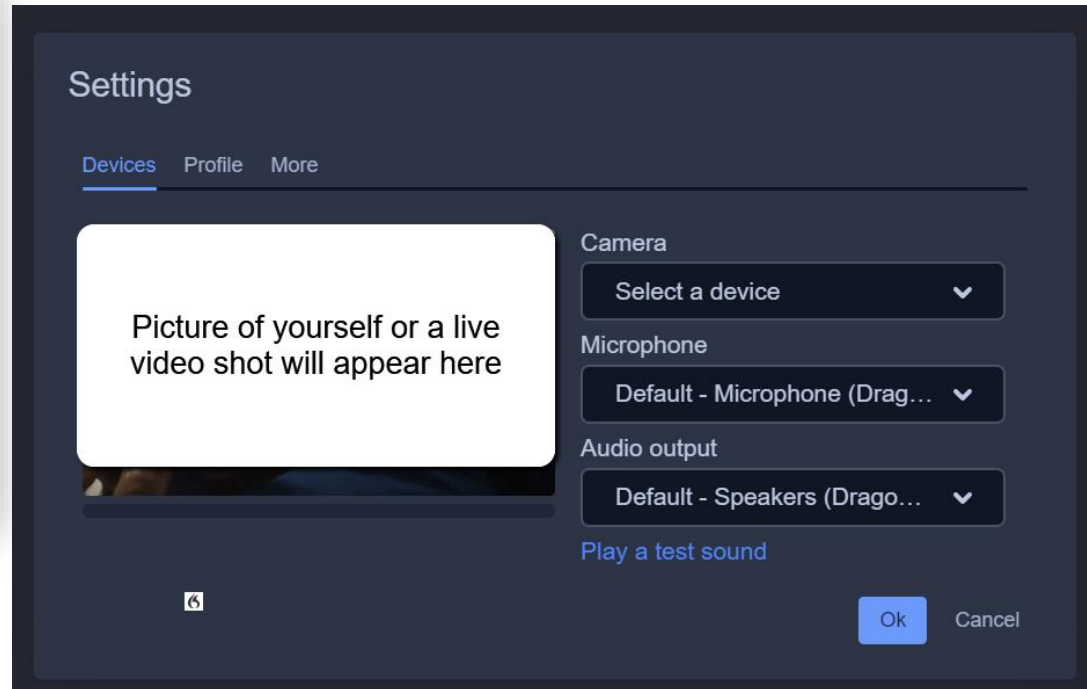
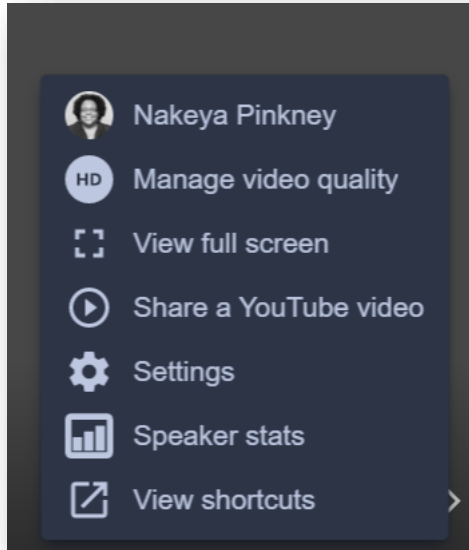
- Nakeya Pinkney
- Manage video quality
- Exit full screen
- Share a YouTube video
- Settings
- Speaker stats
- View shortcuts



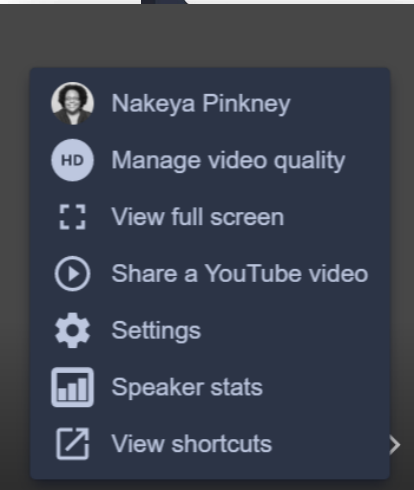
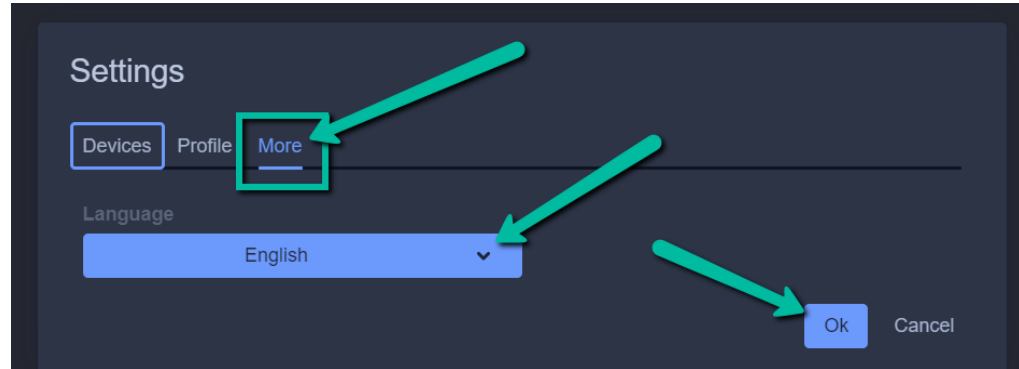
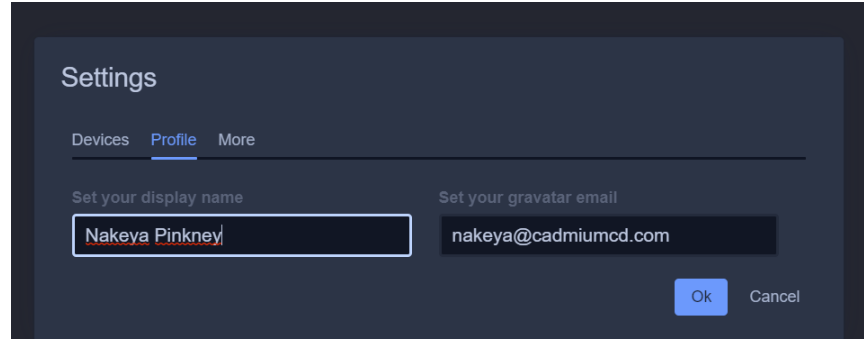
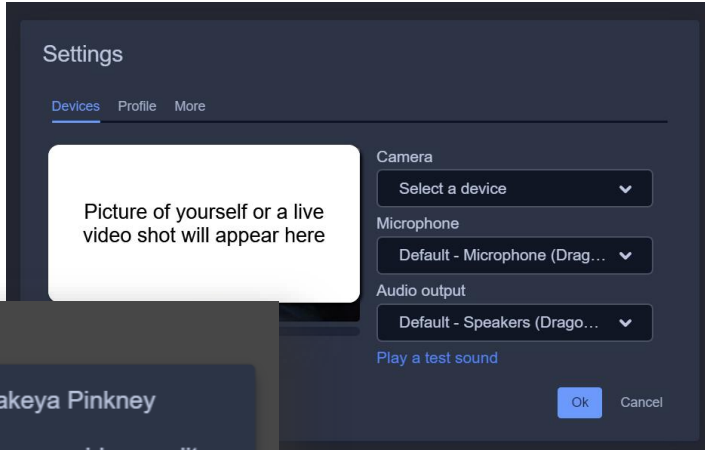
More Actions Menu...Video Quality



More Actions Menu...Settings



More Actions Menu...Settings...cont...



Troubleshooting Tips & Tricks

Tips & Tricks for Troubleshooting

- Use Chrome or Firefox
 - Disconnect from VPN
 - If you are in the office, try another network (some offices have robust firewalls that will block the video chat.)
 - Clear your web browser history and cache
 - Check your Internet Connection
 - Close any other tabs using a lot of bandwidth.
- If you are at home, make sure you are not also using streaming services like Netflix, etc. that could impact your available bandwidth.
 - Use a hard wired internet connection if possible
 - If you have to use WIFI, makes sure you are close to the WIFI device.