

# ENTERING YOUR BOOTH

Click on the **Lounge** tab and then on the **Booth Staff Lounge** navigation

Click on **Enter Booth Chat** to open the Unified Communication dashboard

Your exhibit booth thread opens by default

You are now listed under the staff tab on the right for attendees to view

Chat publicly and/or chat privately with participants

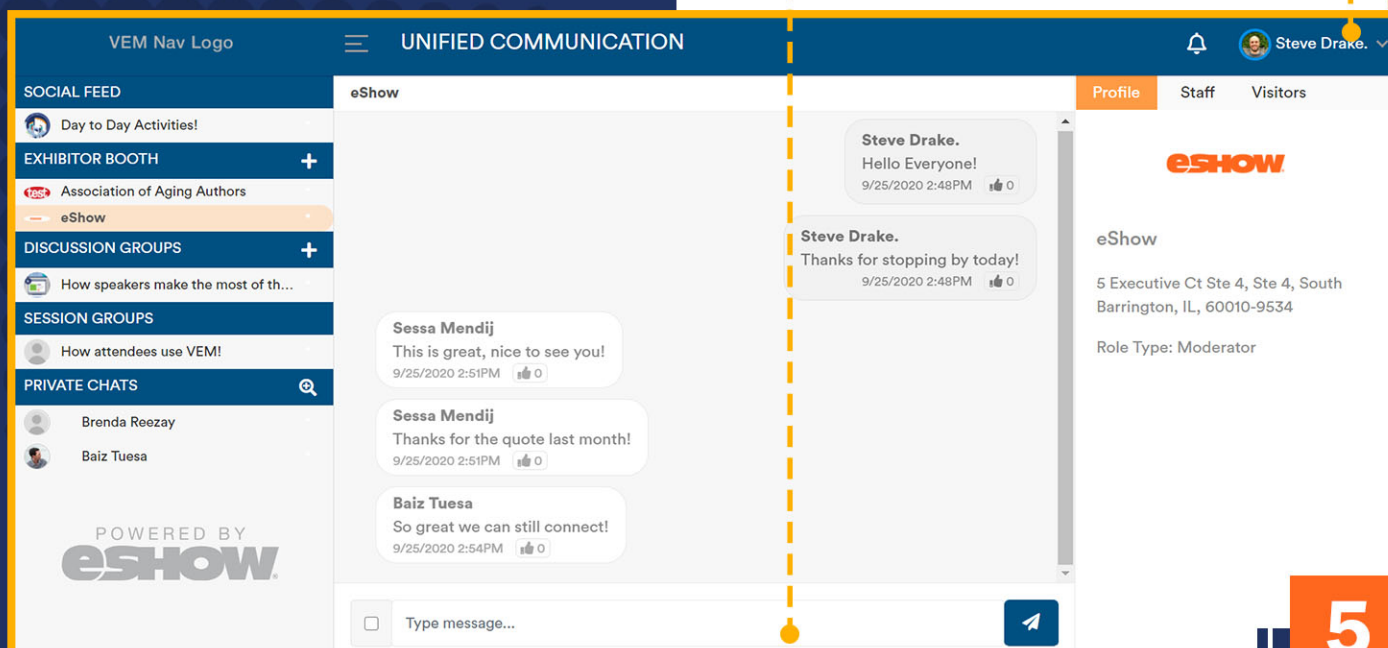
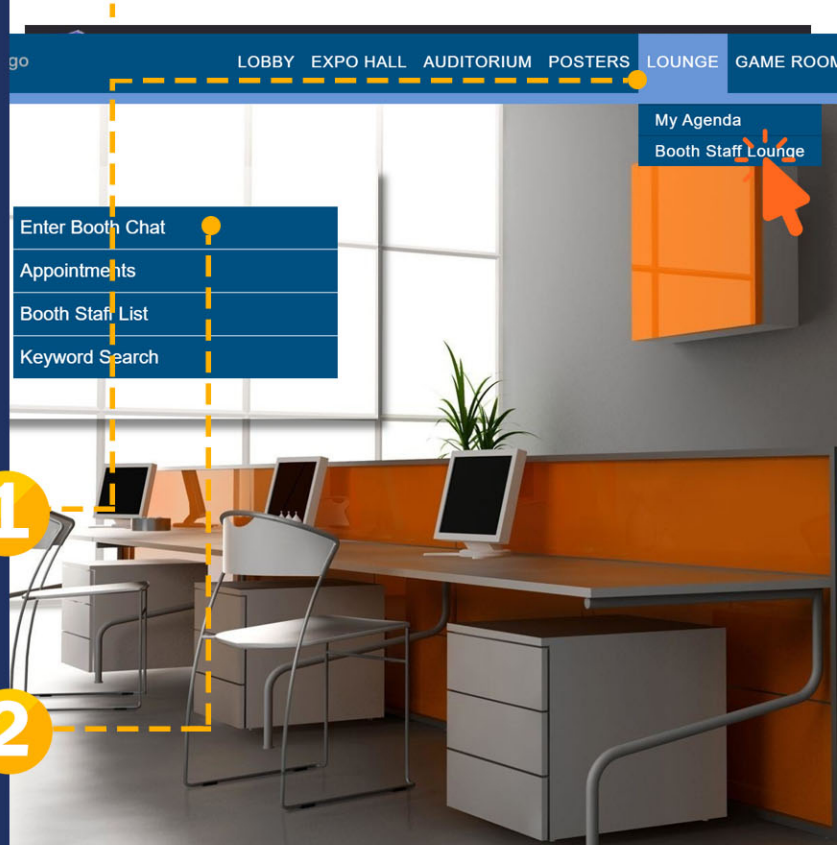
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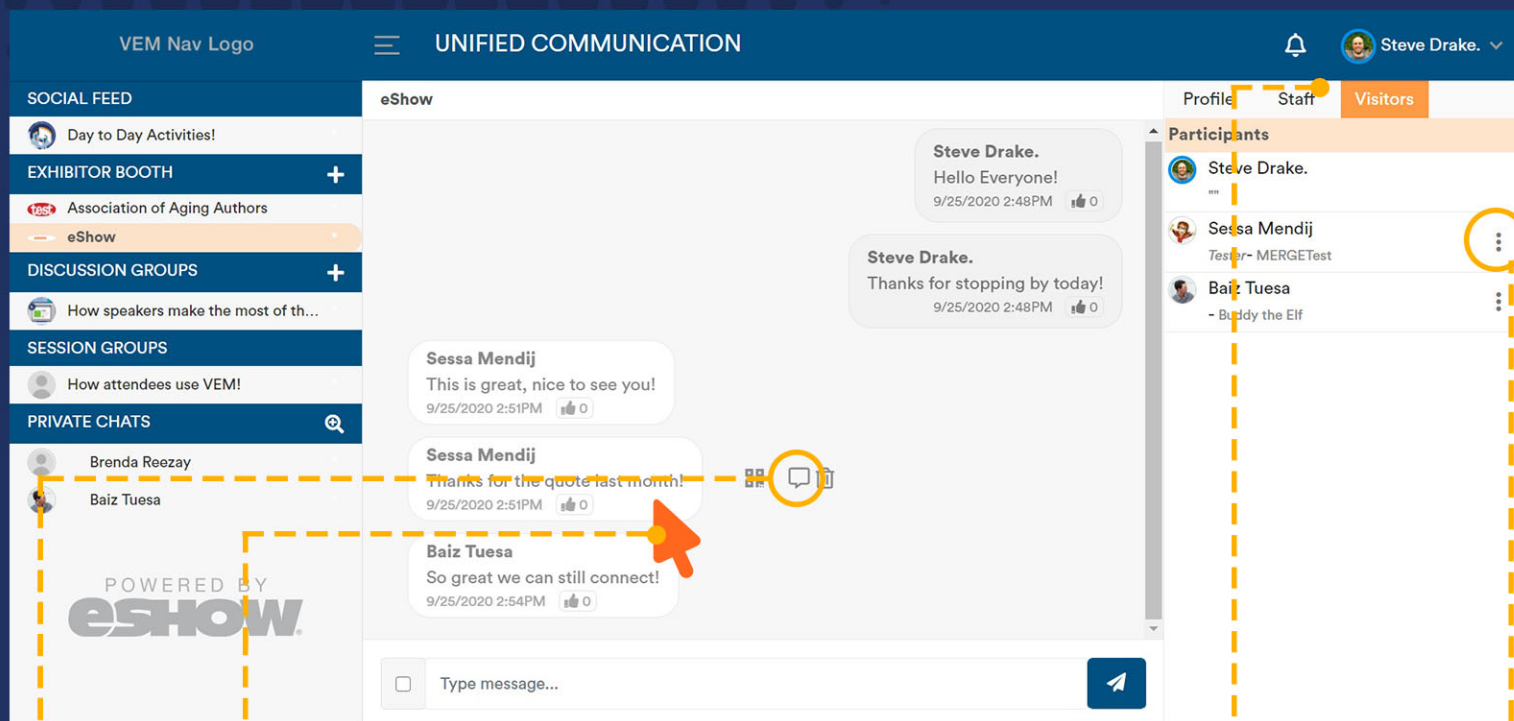
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# how to send a PRIVATE CHAT REQUEST



1

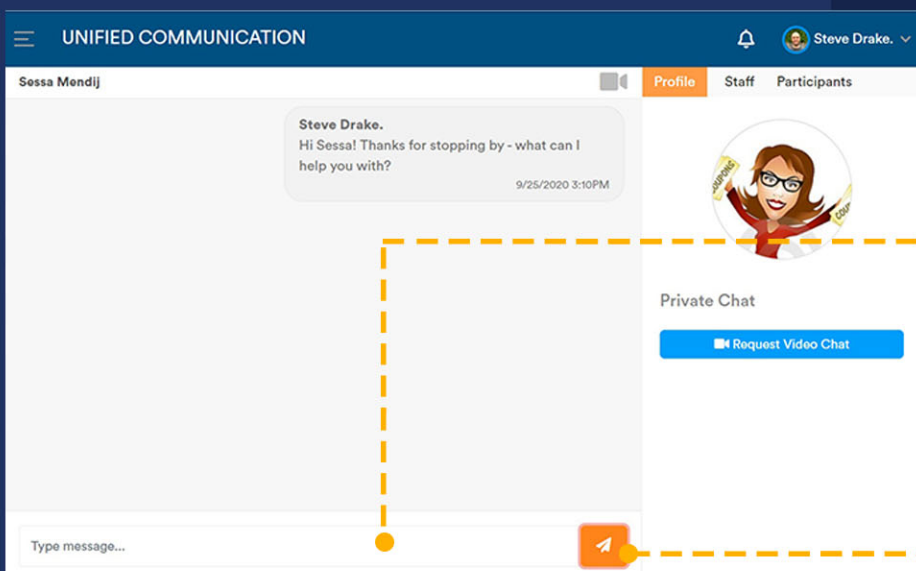
START  
with either

2

Hover over the chat bubble of the person you want to chat with. Click on the private chat button that will appear beside the bubble.

Click on VISITORS to pull up a list of attendees. Click on the three dots, and then the private chat button.



3



To send your message, type your message in the Message Box and click on send.

# chatting with your BOOTH STAFF TEAM

The screenshot shows the VEM Nav interface with a navigation bar at the top containing: VEM Nav Logo, LOBBY, EXPO HALL, AUDITORIUM, POSTERS, LOUNGE, GAME ROOM, STORE, EBAG, HELP DESK, STEVE. The LOUNGE menu is expanded, showing options: My Agenda, Speaker Lounge, and Booth Staff Lounge. A red arrow points to Booth Staff Lounge. On the left, a sidebar menu is visible with options: Enter Booth Chat, Appointments, Booth Staff List (highlighted in orange), and Keyword Search. Below this, a 'Lounge' window is open, displaying a table of booth staff.

Booth Staff		Task
	Haila Nimsze	<a href="#">Chat</a>
	Steve Drake	

Click **Booth Staff Lounge**.

1

2

Click the **Booth Staff List** navigation.

Click the **Chat** button to start chatting in the Unified Communication dashboard.

3