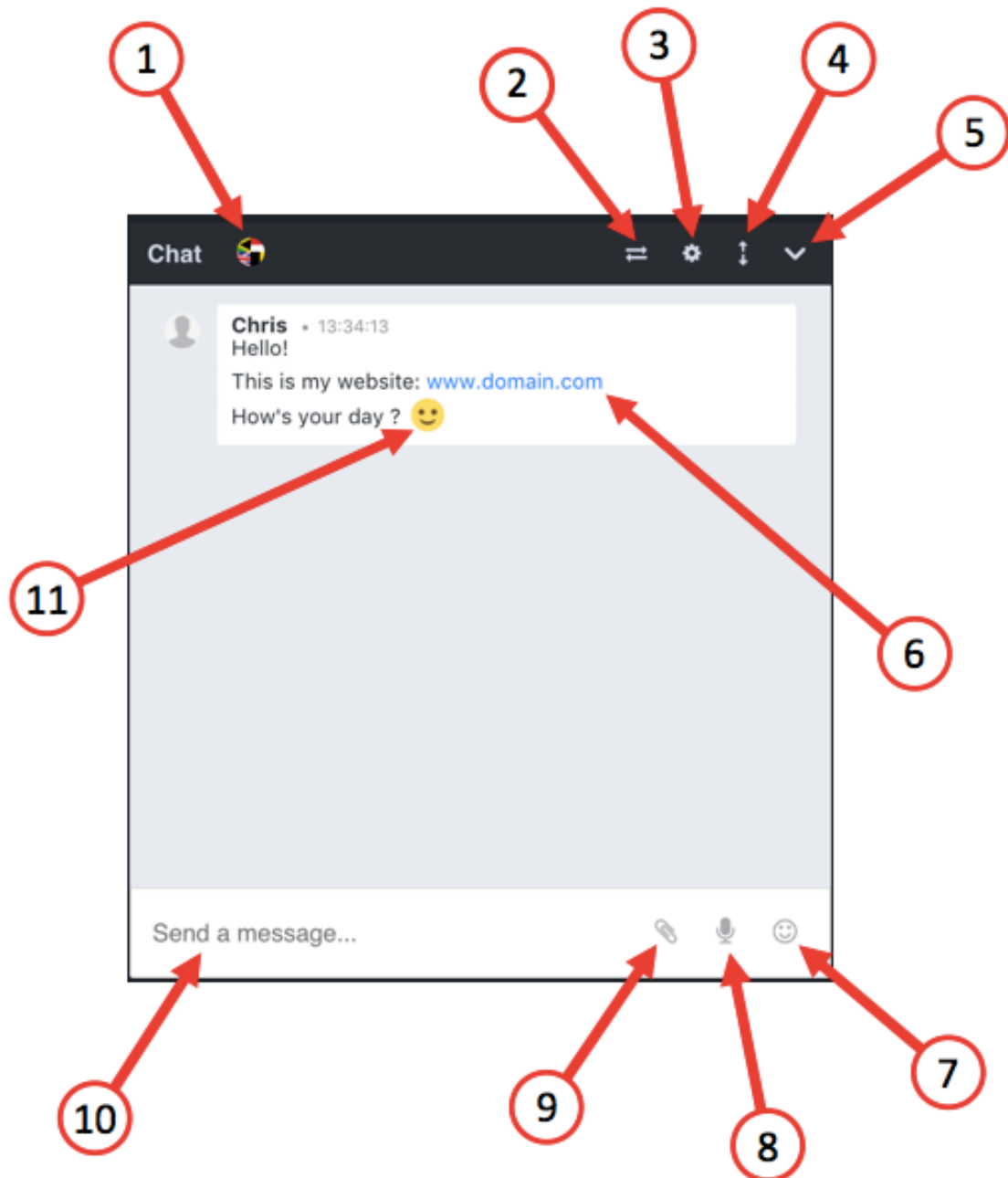


Room components instruction: Chat + Chat menu

Chat

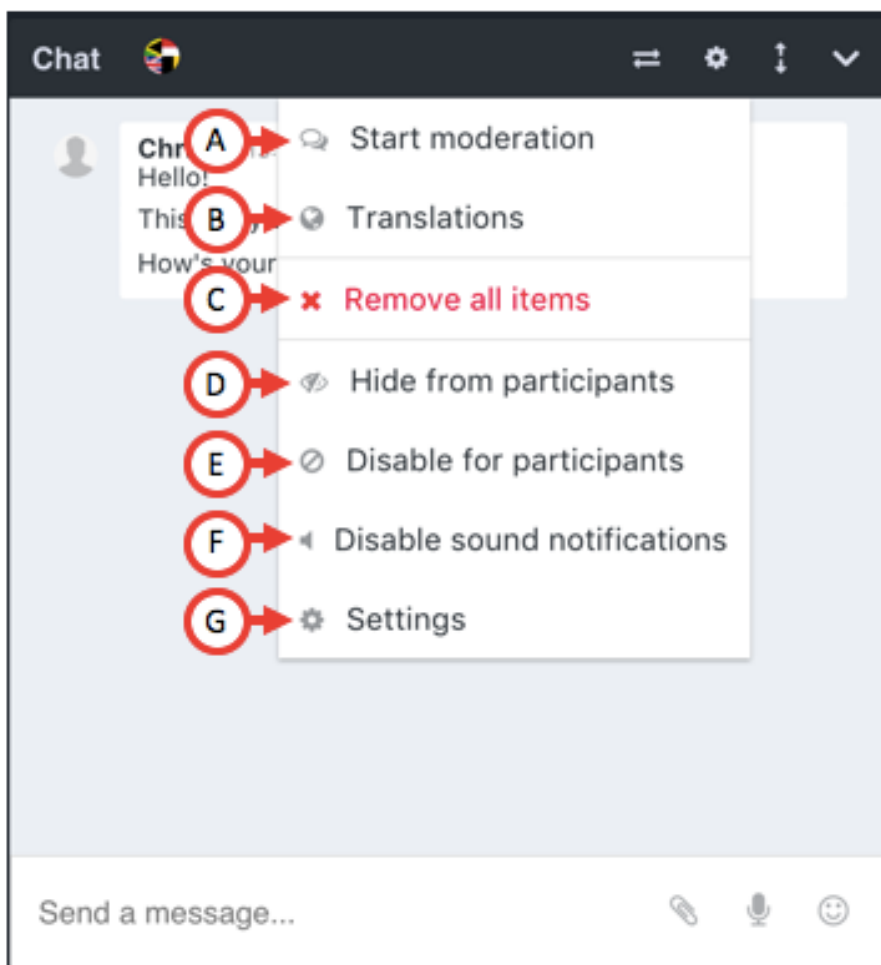


1. Chat translations – see the explanation below (see [Additional explanations](#))
2. Expand chat window
3. Chat menu – see the explanation of all the options in the chat menu below (see [Chat menu](#))

4. Expand/collapse view
5. Hide and unhide chat window
6. If you will write and URL address in the chat window it can automatically appear as a link (you can have it turned off as well)
7. Emoticons – the list of all most popular emoticons. You can have them turned on or off (it means that when somebody will put a smiling face it can appear as emoticon or as :)
8. Send a voice recording – allows you to record and send this record on chat window
9. Send attachment – you can send attachments
10. Send a message – here you are typing what you want to say to the rest of the attendees
11. Emoticon – it can appear as emoticon or as :)

Chat menu





















I.3 – Options Menu



- A. Start moderation – if you are a host, a moderator or a presenter you can moderate the chat and show only these sentences which you will choose
- B. Translations – you can translate our chat into 104 languages
- C. Remove all items – you can delete all the items which are in the chat
- D. Hide from participants – you can hide the chat window so the attendees will not see it
- E. Disable for participants – you can turn off the chat for the participants
- F. Disable sound notifications – you can turn off the sound notifications for chat
- G. Settings – here you can choose the color of the chat background, chat text and font size

Additional explanations

1. Chat translations – you can translate the chat into 104 languages. This tool helps you to talk with people around the globe without any problems even if you don't know the language. You can choose which language you want the sentence to be translate to. Below you will find the list of all the languages you can translate the chat to.

| | | | | |
|---|--|---|---|--|
|  Afrikaans |  አማርኛ |  عربي |  Azərbaycan |  беларускі |
|  български |  বাংলা |  Bosanski |  Català |  Cebuano |
|  Corsu |  čeština |  Cymraeg |  Dansk |  Deutsche |
|  Ελληνικά |  English |  Esperanto |  Español |  Eesti keel |
|  Euskal |  فارسی |  Suomalainen |  Français |  Frysk |
|  Gaeilge |  Gàidhlig |  Galego |  ગુજરાતી |  Hausa |
|  'Ōlelo Hawai'i |  हिंदी |  Hmong |  Hrvatski |  Kreyòl ayisyen |
|  Magyar |  టెలుగు |  Bahasa Indon... |  Igbo |  Íslensku |
|  Italiano |  תענית |  日本語 |  Jawa |  ქართული |
|  Қазақ тілінде |  ಕನ್ನಡ |  ಕನ್ನಡ |  한국어 |  Kurdî |
|  Кыргызча |  Latine |  Lëtzebuergesch |  Lietuviškai |  Lietuviškai |
|  Latviešu |  Malagasy |  Maori |  Македонски |  മലയാളം |
|  Монгол хэл д... |  मराठी |  Melayu |  Malti |  မြန်မာ |
|  नेपाली |  Nederlands |  Norsk |  Chichewa |  ਪੰਜਾਬੀ |
|  Polski |  پشتو |  Português |  Română |  русский |
|  سنڌي |  திந்தி |  Slovenský |  Slovenščina |  Samoa |
|  Shona |  Soomaali |  Shqiptar |  Српски |  Sesotho |
|  Sunda |  Svenska |  Kiswahili |  தமிழ் |  తెలుగు |
|  Тоҷикистон |  ไทย |  Filipino |  Türk |  Українська |
|  اردو |  O'zbek |  Tiếng Việt |  IsiXhosa |  ייִדיש |
|  Yorùbá |  中文 |  中文 |  Zulu | |