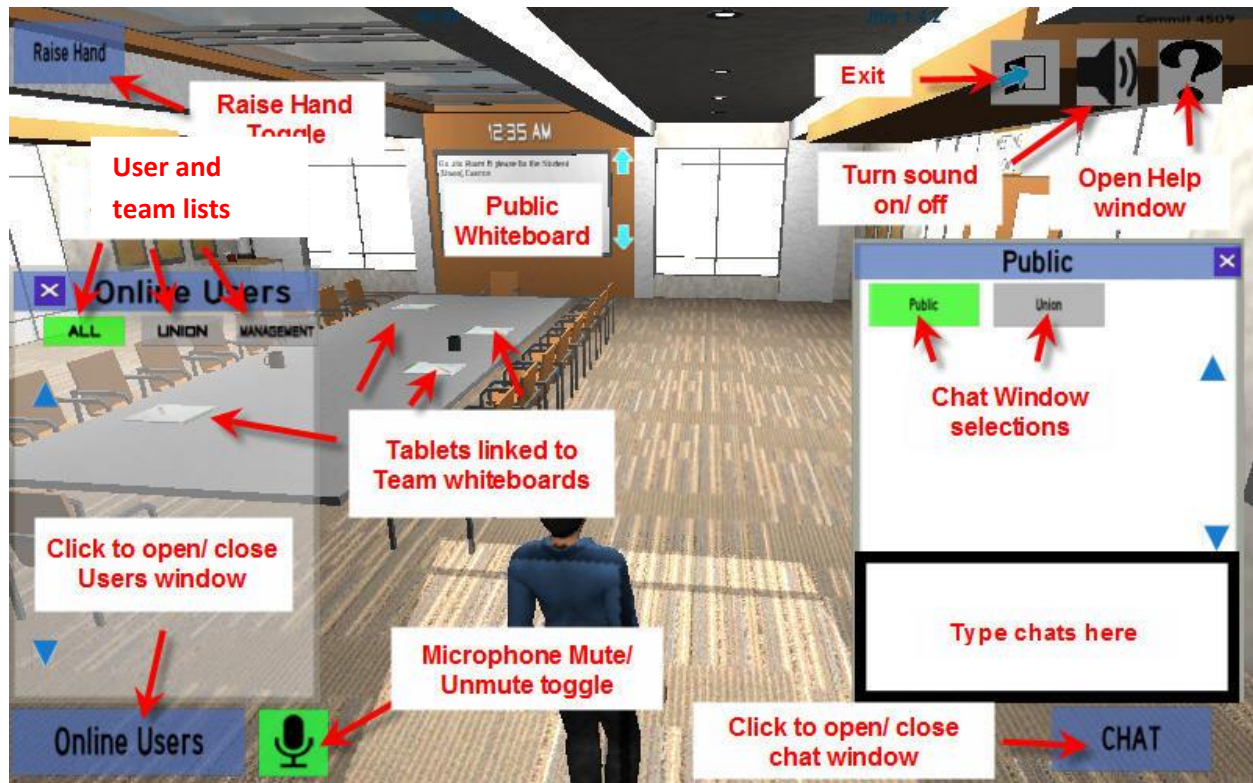# Communication

As you can see in the screen capture above there is a multitude of tools available to communicate both publicly and privately during the exercise.

Voice Communications – If you have downloaded and installed the Vivox plugin and are using a headset with microphone everyone will be able to talk as a primary form of communication. It is recommended that you keep your mic muted until you are ready to speak so that any background or environmental noises are minimized. When you are in a breakout room only other members in that room will be able to hear the communications that occur there.

Note: *When changing rooms it may take up to 5 sec. for the voice channel to switch to the room you have entered.*

Chat – There 3 different chat options available. If the chat window is minimized it will flash yellow when there are unread entries in that chat window. Click the Icon to open that chat window.

- **Personal** or 1 on 1 allows for private conversations between 2 individuals. Click the quote bubble next to a users name in Online Users to initiate a private chat.
- **Team Chat** allows all team members to communicate with each other without the other team being able to view this chat. Instructors have access to all chats.
- **Public Chat** – messages in this window are visible to all participants.

Whiteboards and Notepads – All 3 rooms are equipped with a whiteboard for keeping track of ideas and negotiation points. To access a whiteboard or notepad simply click the appropriate item to open the dialog box.

- **Main Whiteboard** – This will be primarily used to keep track of agreed upon terms.
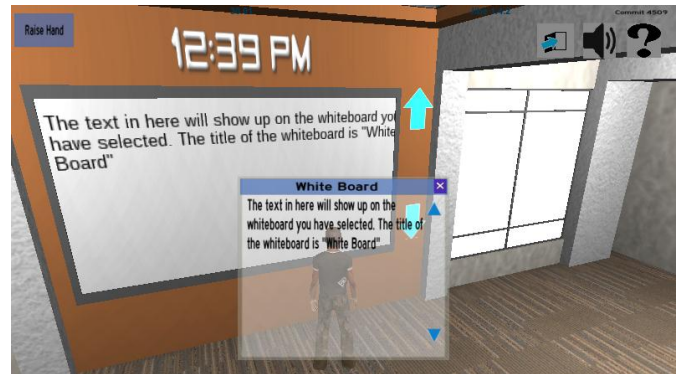
- **Team Whiteboard** – Each of the breakout rooms is equipped with a Team whiteboard that is hidden to the other team. In addition all notes made on the team whiteboards are accessible in the main conference room via the Notepads / Tablets.
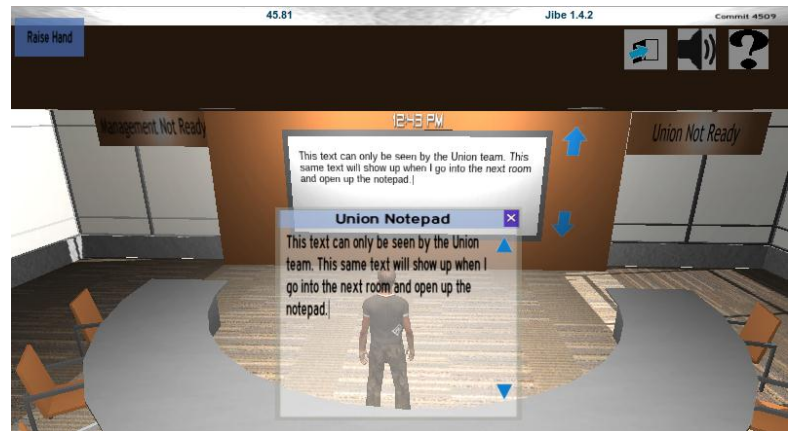
- **Notepads / Tablets** – There are 4 Notepads located on the main conference table, two for each team. The content on the tablets is mirrored by the Team whiteboards so that team members can review and or edit their notes during the main negotiation session. Click the tablet on the table to view the content.
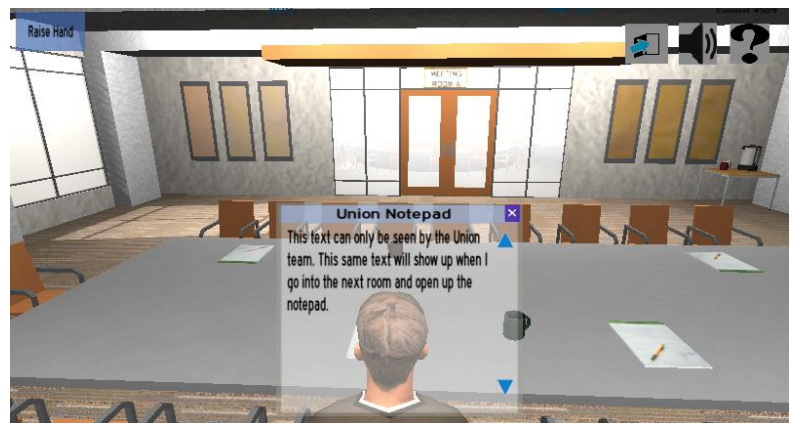
NOTE: *If you are sitting right in front of a Tablet it may be necessary to adjust the camera angle to a somewhat overhead perspective if you are having difficulty clicking the Notepad.*

Troubleshooting

While we do not anticipate a lot of difficulties for participants we are also aware they may be encountered when installing the software or participating for the first time. For this reason it is **highly recommended** that you take a few minutes before Tuesday to install the software and enter the negotiation room. You can also test your mic by opening the Online users window and verifying that your name and voice icon turn green when you are speaking.

If you do encounter any trouble please contact me as soon as possible at e.leupold@dceo.rutgers.edu. Please include the nature of the problem, your operating system and browser you are using in the email.