# LET'S TALK WITH DCP "TALK"

You can now talk with your colleagues over DCP with Talk. What can you do with Talk?

    a.  Send text messages with fun emojis.

    b.  Attach & send files via Talk

    c.  Video conference & share screen

    d.  Create group talk, e.g. for department, for project team & with guests (third party)

    e.  Talk from desktop by logging in DCP with any web browsers (Chrome / Mozilla & etc.)

    f.  Talk from Android or iOS devices (smartphone / Tab / iPAD – download Talk App)

How do we "Talk"

1. Log in DCP and click on "**Talk**" icon
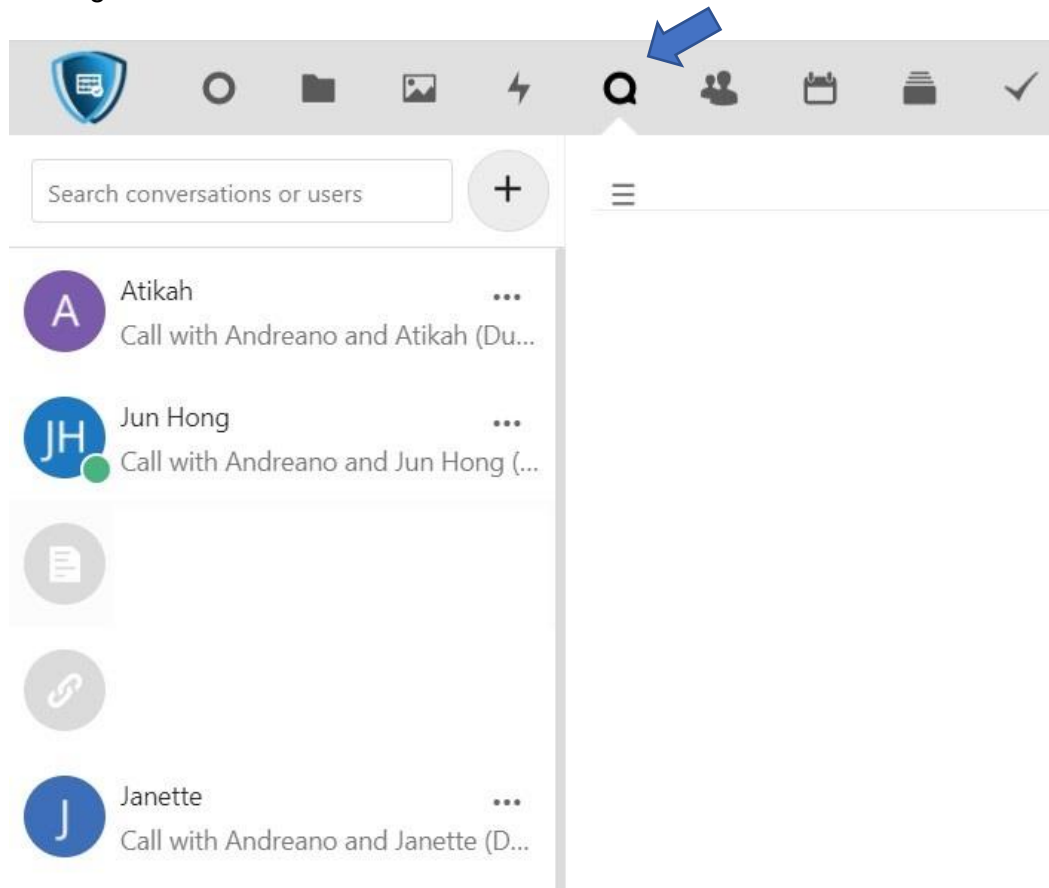
2. Select the DCP user you wish to chat with (or search user at search bar), click on the user and the chat box opens. Start chatting by typing your texts at text box below or click on "**Start call**" at top right to start video conference.
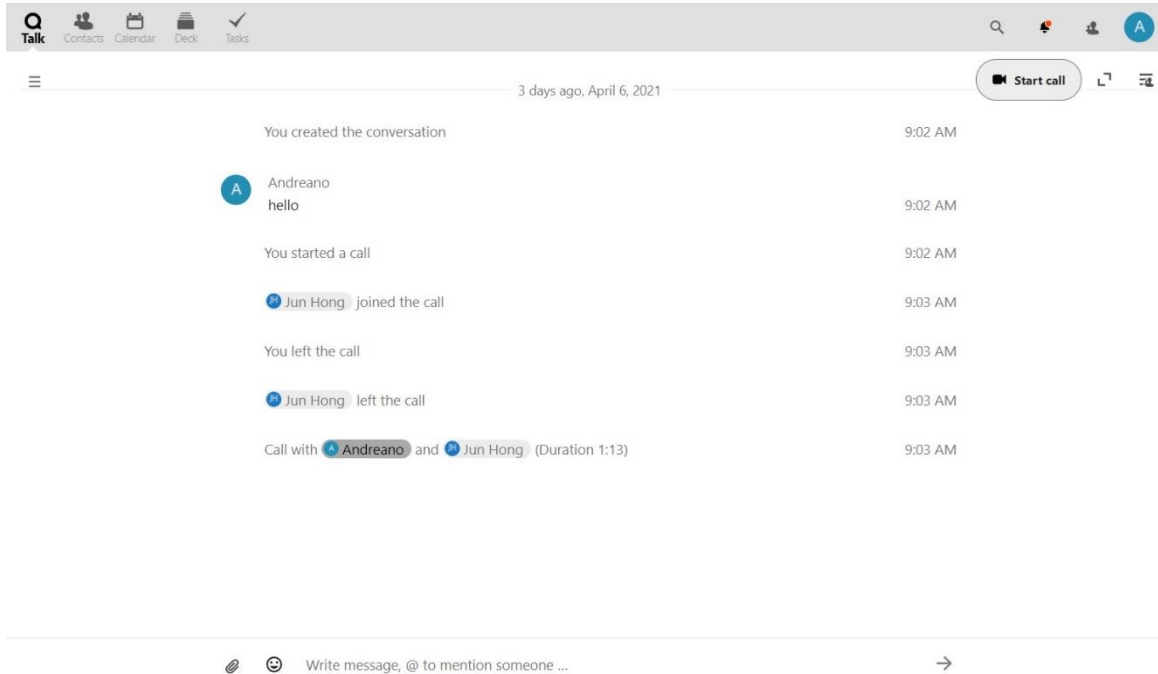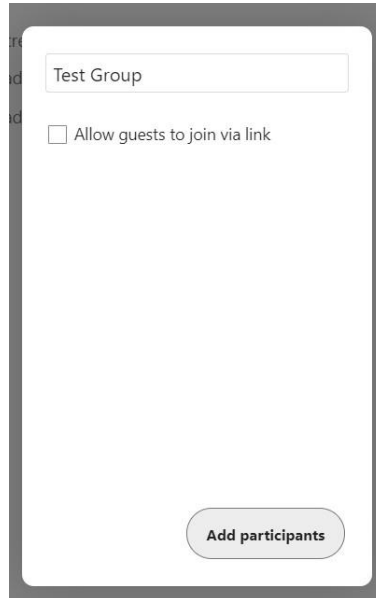


Click on PIN icon to attach file or click on EMOJI icon for a selection of emojis.

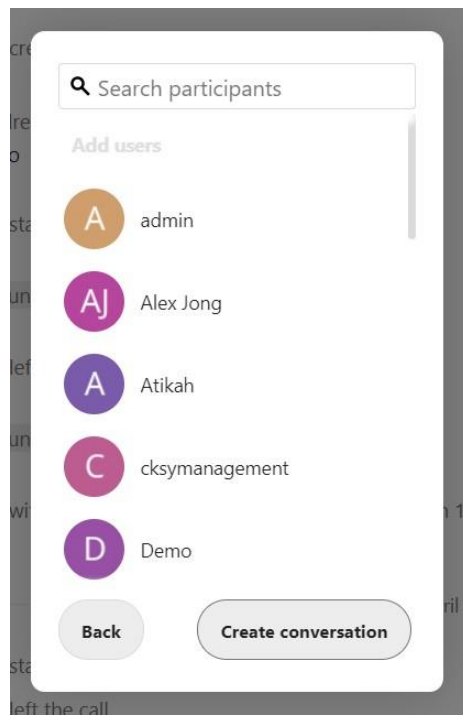3. To create Talk Group or Chat Group, click on the "**+**" symbol
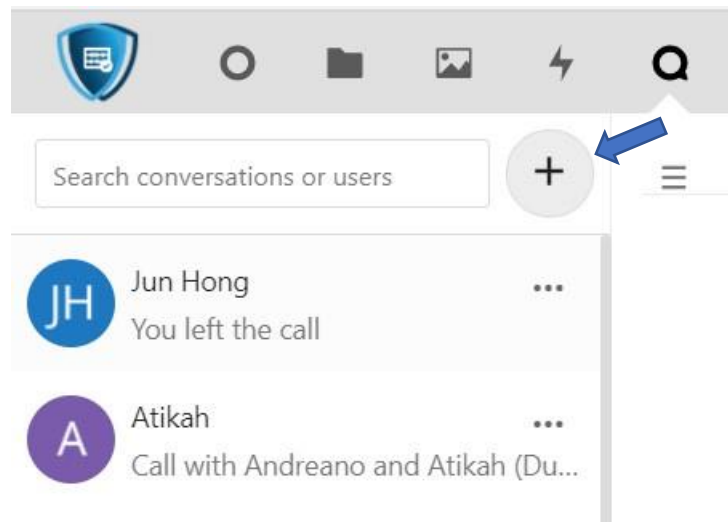
4. A box appears as per below. Type in the name of the Talk Group you wish to create. In the example below, "**Test Group**" is being created.
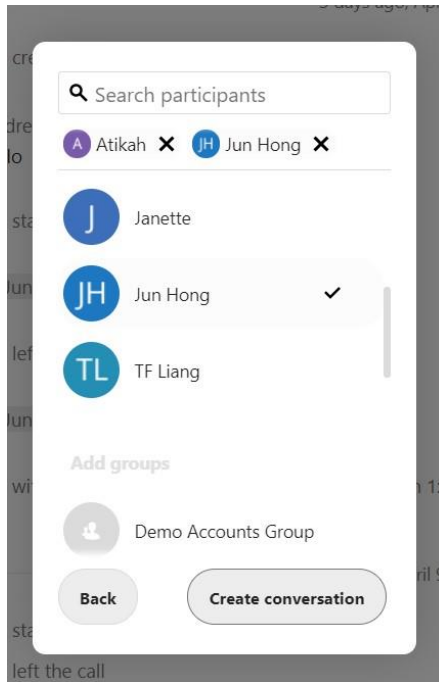


5. Then click on "Add participants" (if the talk group is only for internal parties, ignore "**Allow guests to join via link**" - see notes below on how to invite guests / third party).

6. Select the users to join the talk group and when you have done selecting, click "**Create conversation**"



7. On the screen, at the left pane, you will see the created talk group, i.e. Test Group, while on the right pane, is the talk group window, where you can see the participants in invited to join the talk group.
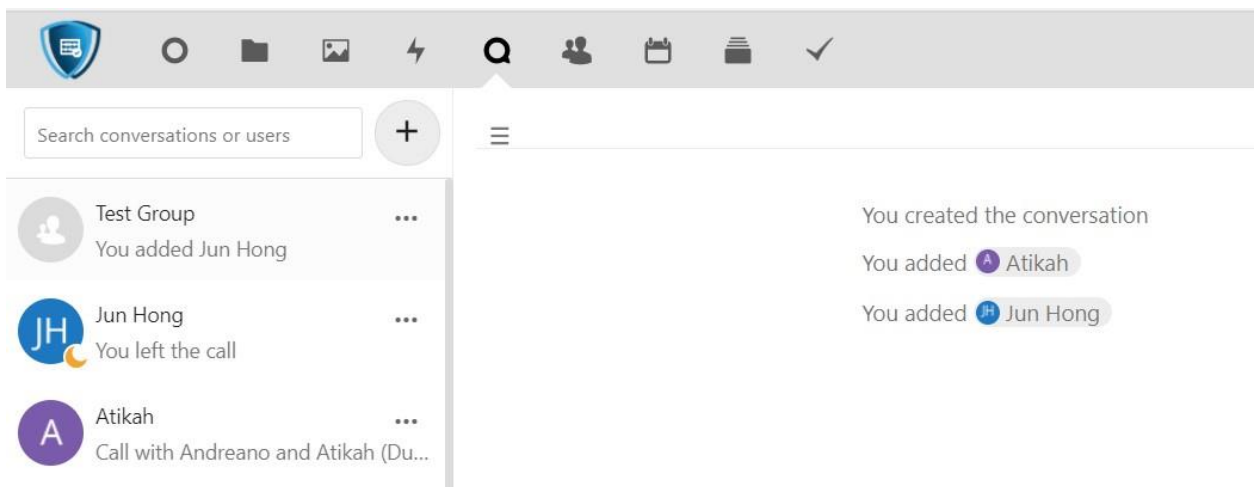
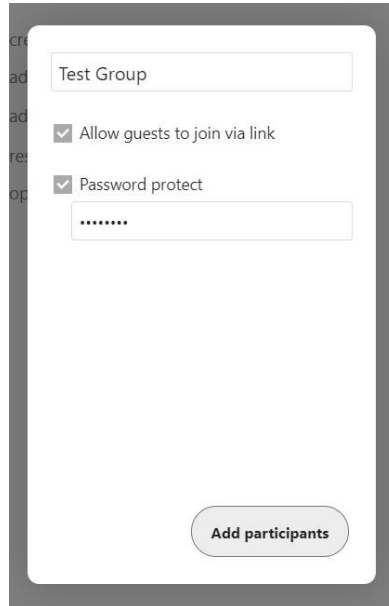a.  If you want to invite your guests, whom could be your customers or any third party to join the Talk session, including Video Conference, when creating the Talk Group, select "**Allow guests to join via link**" a link would be created for the Talk. If you want added security to the Talk Group link (which you may send over WhatsApp), password could be added as seen below.



Link created is something like this: https://dcp.vo.my/index.php/call/ymohyrvs

b.  If you forgot to create link at the beginning of the Talk Group creation and you wanted to share and invite your guests (third party), just click on the 3 dots … at the top right of the chat box for a drop-down menu as seen below. Select "**Share link**" then select "**Password protection**" for security. Thereafter, click "**Copy link**" to copy the link to share with your guests.
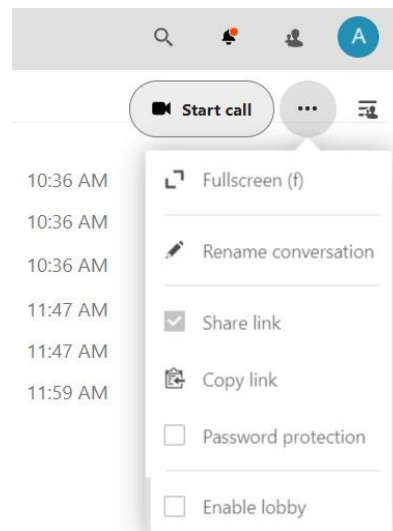
c. If during the video conference with your guests (customer), mid-way, you need time-off to have private discussion with your team members to re-strategize, you may send the guests out from the Talk Group to virtual lobby, by selecting "**Enable lobby**" What happens when you enable lobby?

    i.       Creator of the Talk Group would automatically become "**moderator**"
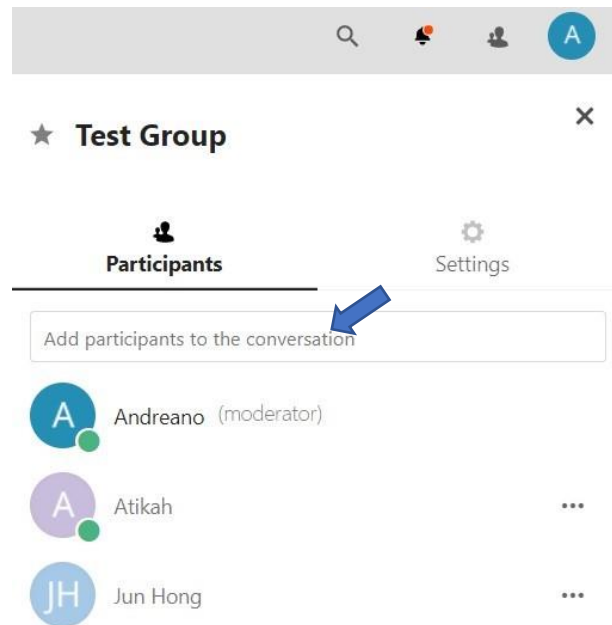


    ii.      Only moderator can talk in the talk group, while others are being blocked from the talk group (sent out to virtual lobby) and the video conference session is being hid away with message "**You are currently waiting in the lobby**"

iii.     If the moderator (you) wanted to talk to your other team members who are in the talk group, promote them to be moderator as well. Click the 3 dots … next to the username, from the drop-down menu, click on "**Promote to moderator**" and in the example below, Atikah would become moderator. A "**Join Call**" prompt would appear on Atikah's screen and she should click it to start **private video conference** with Andreano, away from eyes & ears of others.
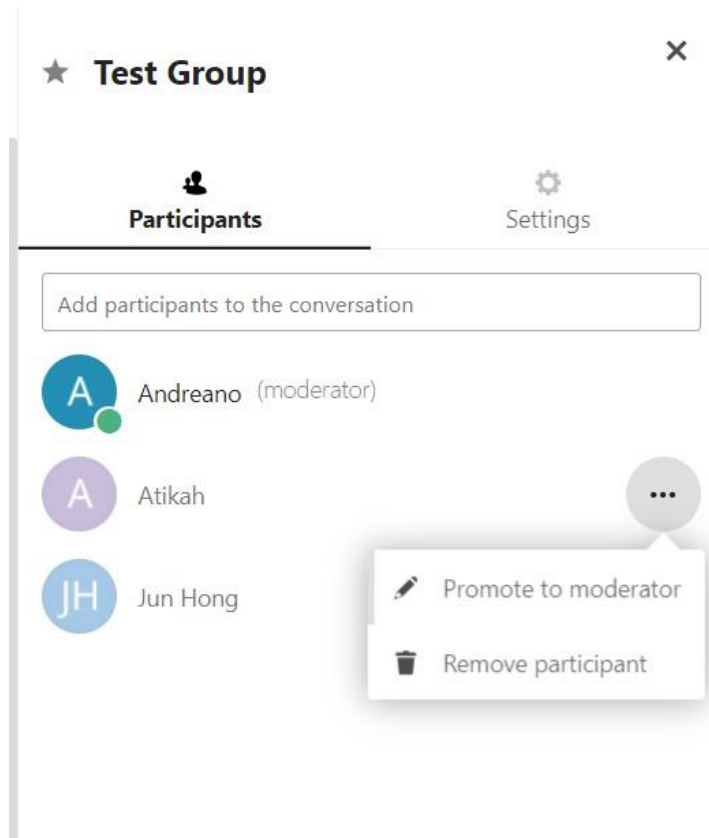


**ATTENION:** Moderators, take note not to use text messaging in the talk group while others are waiting at virtual lobby. Reason being, after you disable lobby and open the talk group to others to join back, your "private texts" messaging would then **be visible** to others.

iv.      After you have done with your private session with your team members, you may invite back your guests to the talk group by clicking on the 3 dots … again, from the drop-down menu, de-select "**Enable lobby**" and the talk group is open to everyone again. You may resume your video conference, accordingly.

**Notes for invited guests:**

Invited guest may join in as auto generated nickname "**Guest 1**", "**Guest 2**" and so on OR rename with HI own name, e.g. John, accordingly.

1.   Guest: Click "**Edit**"



2.   Guest: Type in his/her name, example: John then click arrow →



3.   Guest: The guest successfully renamed the nickname to "**John**"

With DCP Talk, you can now hold your video conference on your private Cloud platform from the prying eyes and ears of the free platform providers.

Your Video Conference is protected by the password you have created, hence, preventing others from accessing your talk group, if they are not the invited parties.

# Happy talking!