

Interprefy Connect
Pro (Classroom)
User Guide for
Speakers

1. Before you begin



Internet connection: Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred.



Recommended browser: Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari).



Headset and webcam (for participants with an active speaking role): The use of a headset avoids echoes. Plug in your headset before starting.



Optimal conditions: Choose a quiet environment without background noise, with good lighting. Keep your microphone muted until it is your turn to speak.

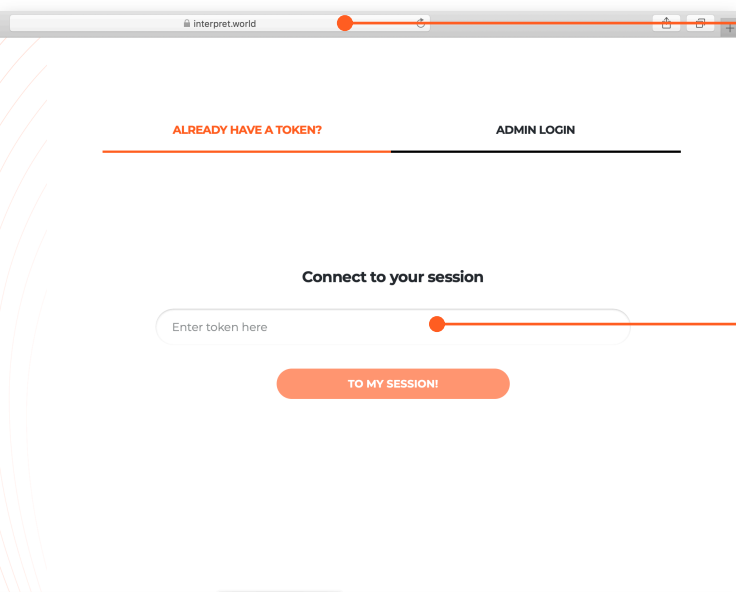


Device: Use a desktop or laptop. (If necessary because of internet issues in certain locations, additional assistance may be requested to connect from a mobile device).

Additional Resources

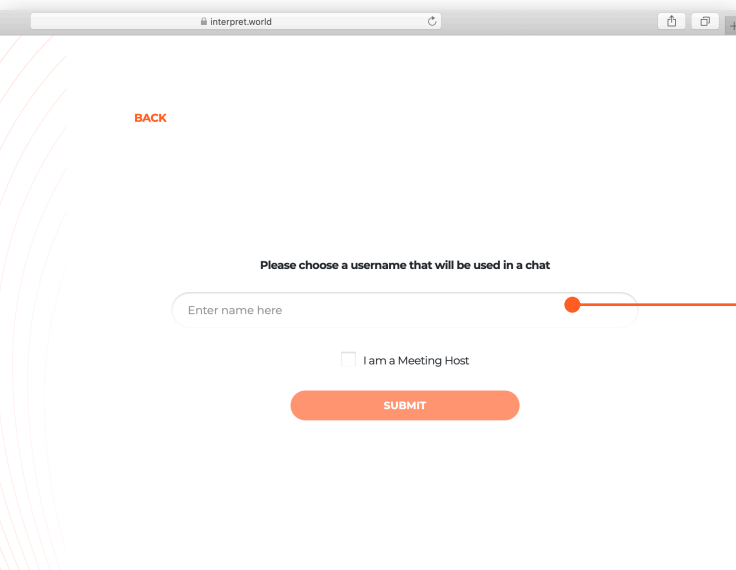
- [Connectivity self-test](#)
- [Set-up video user guide](#)
- [Platform video user guide](#)

2. Logging in without two-factor authentication



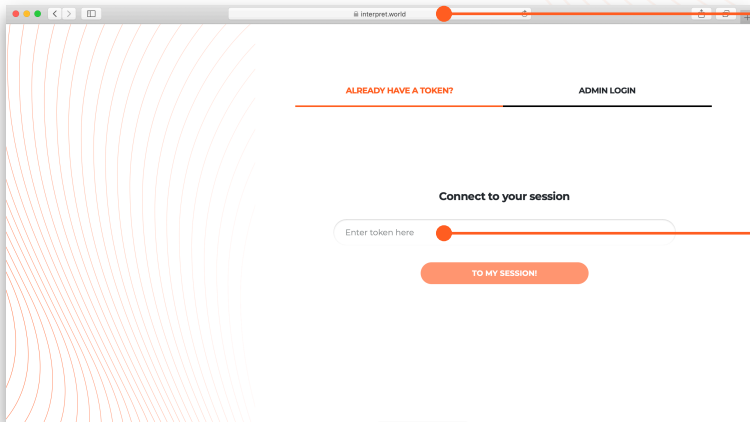
2.1 - Open your internet browser and enter the Interprefy link you've been provided.

2.2 – Enter your event token



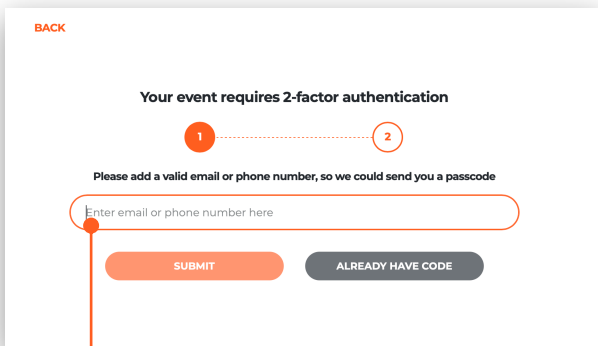
2.3 – Choose your user name that will be visible in the event chat and participants list.

3. Logging in with two-factor authentication

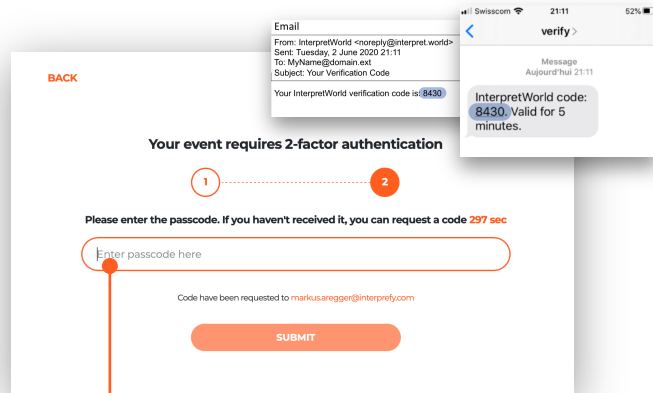


2.1 - Open your internet browser and enter your meeting link.

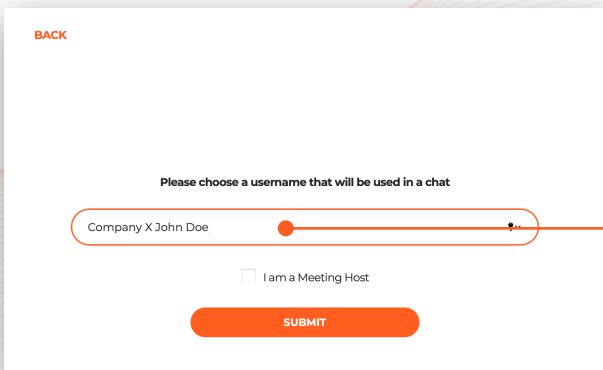
2.2 – Enter your event token and confirm by clicking «to my session»



3.1 - Enter your registered email address or mobile phone number (format: +41 79 1234567) to receive a verification code.

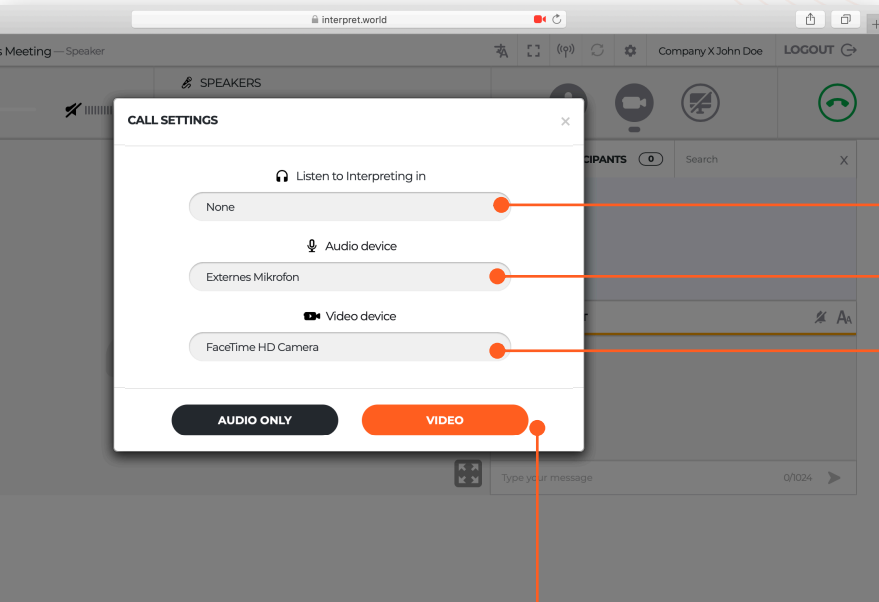


3.2 – Enter the verification code that you have received either via email or text message (SMS) and click *submit*.



3.3 – Choose your user name that will be visible in the event chat and participants list.

4. Call Settings

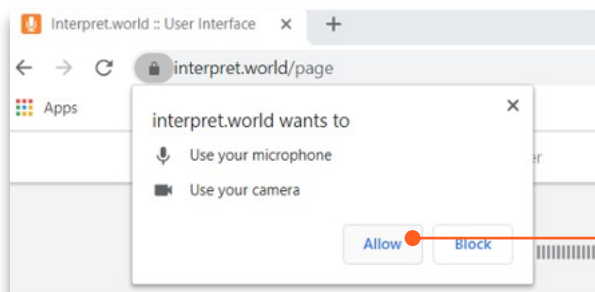


4.1 – Select your preferred interpretation language. To hear the floor language, select “none”.

4.2 – Select your connected headset, to disable the default computer microphone and speakers.

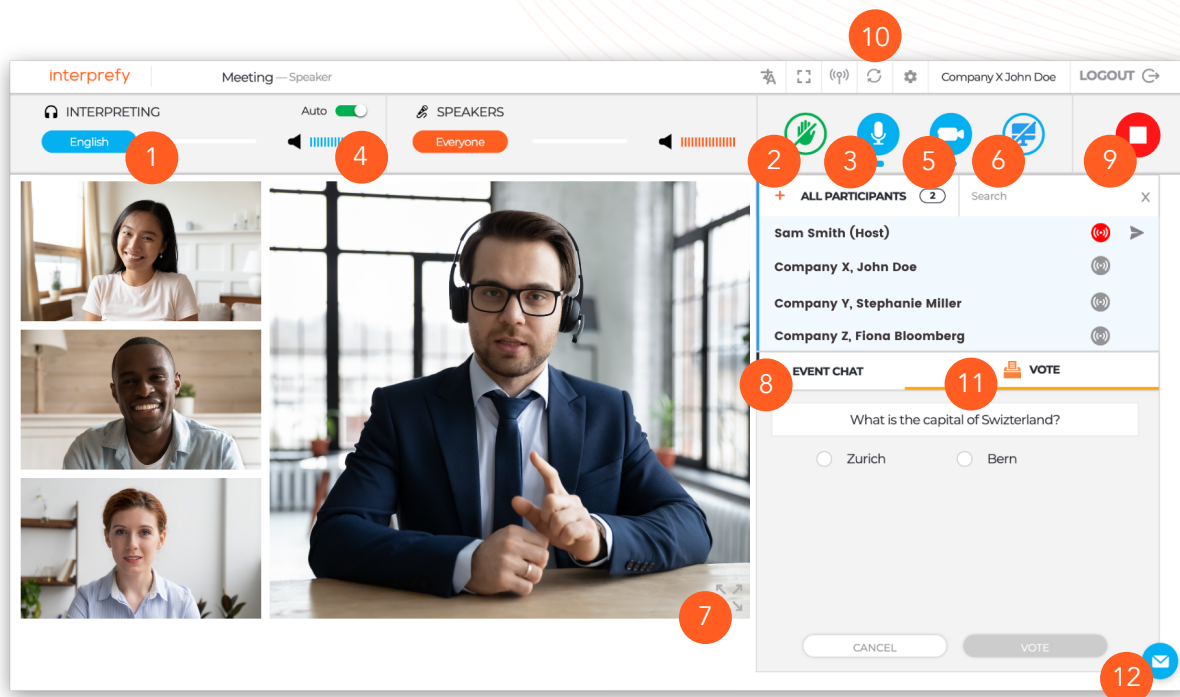
4.3 – Select your connected webcam.

4.4 - Confirm by selecting „video“ to stream your video and audio.



4.5 - As first-time user, you will need to allow your browser to access your microphone and camera for the session.

4. Connect Pro (Classroom) Feature Overview



- 1 **Select your preferred language** - Select "none" to listen to the floor. Select other language, if interpretation is available, click "save".
- 2 **Raise your hand to ask for the floor** - Click on the green hand icon to request to take the floor and wait for approval. Select "audio only" to enable your microphone. Select "audio and video" to enable both microphone and webcam.
- 3 **Mic** - Turn on/off microphone, when you have the floor.
- 4 **Volume** - Adjust audio volume
- 5 **Webcam** - Turn on/off webcam, when you have the floor.
- 6 **Screen sharing** - Turn on/off to share entire screen, application window or browser tab, when presenting..
- 7 **Full screen mode** - Enter/exit full screen mode.
- 8 **Event chat** - Use, if available, to address all event participants.
- 9 **Stop streaming** - Click to stop streaming, when finished speaking. This does not disconnect you from the meeting.
- 10 **Restart All Lines** - In case of any audio or video issues, click to refresh your connection.
- 11 **Vote** - Participate in polling, if available.
- 12 **Private chat & moderator chat** - Report technical issues to the moderator or send private message to individual participants.