

interprefy

USER GUIDE FOR REMOTE DELEGATES

STEP ONE – Log into our Platform

1. Open browser



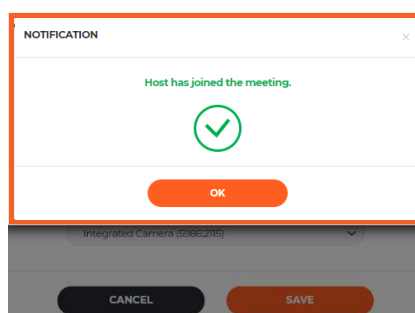
2. Enter the link



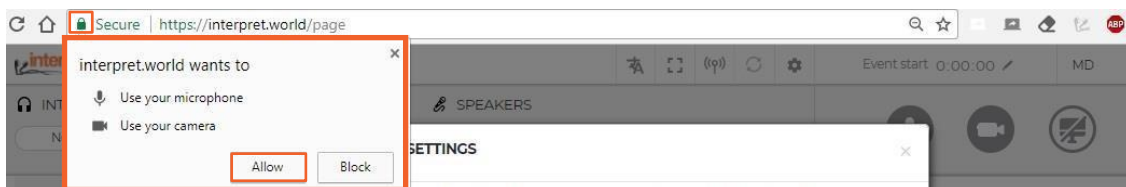
3. Enter email or phone number and then received 4-digits passcode (if you are not using 2FA, ignore step 3)

4. Type in the username **as instructed which will be shown on a platform** as your identification. If naming standards are not adhered to, the Chairman reserves the right to disconnect you from the meeting

5. You will receive notification message – **Host has joined meeting.**



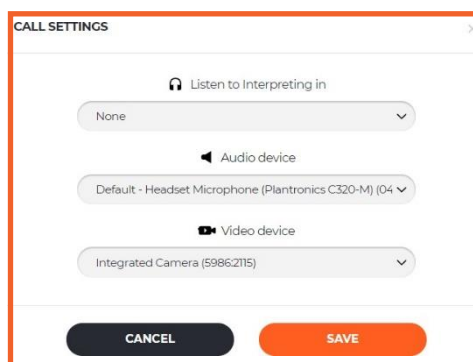
6. Check if browser permanent access to the microphone or camera is allowed



7. Next step is to select the language you wish to hear the interpretation in. Select proper USB headset and USB camera (or integrated camera).

Never use audio from your PC!

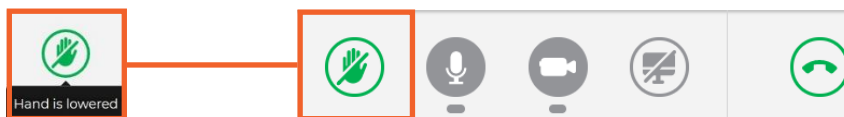
By using your PC microphone, you will give audio troubles to other participants and interpreters. Both, audio and video devices should be plugged in before opening the platform



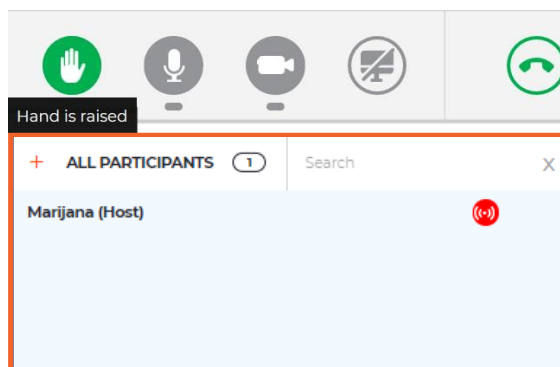
You are all set up and ready to use the Interprefy platform!

STEP TWO - How to use our Platform

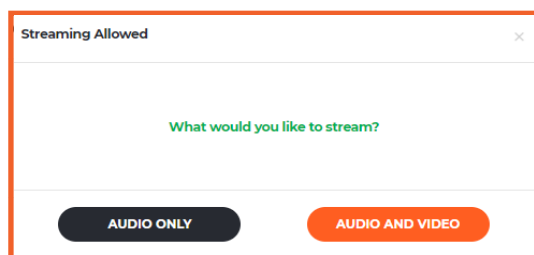
1. To request the floor, ask for a permission to speak by clicking the green hand icon to raise your hand



2. Don't worry if you cannot see yourself in the ALL speakers list. In the moment when you raise a hand, request will be visible on Host list.



3. When Host allows your streaming, following message is received. Select video and audio in order to stream both, audio and video.



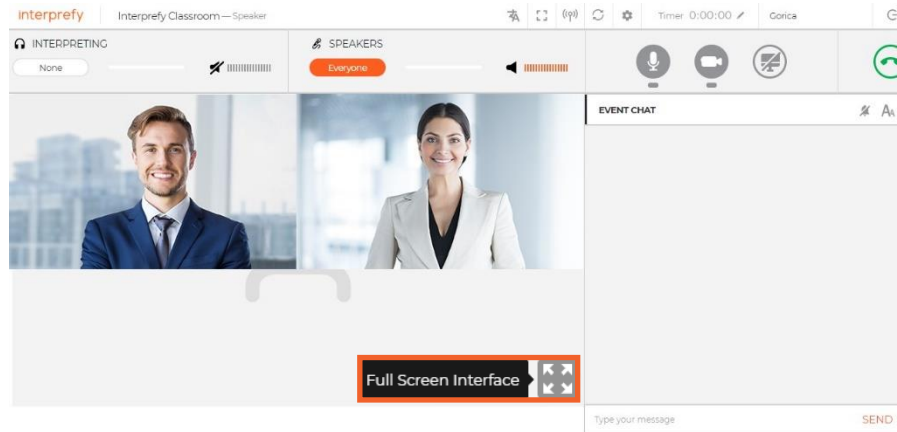
4. Use the **Stop streaming** button to stop your streaming. Red means you are streaming. Use **Disconnect** button to disconnect from the meeting completely.



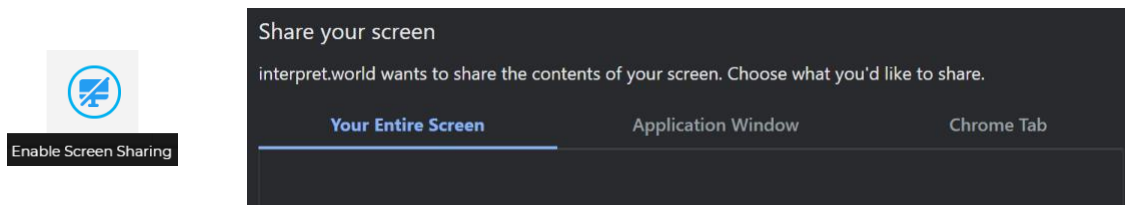
5. **AUTO VOLUME enabled** - Auto Volume switch is turned on by default. When this switch is on, the volume is automatically adjusted between interpreting and the Floor: when the interpreter is muted, user hears Floor, and when interpreter is speaking, user hears interpreting. This way, participant does not need to switch between channels and only hears the language he/she understands, either on the Floor or through the interpreter

6. Watch, listen and talk to the other participants. Watch presentations and/or video feeds from other participants.

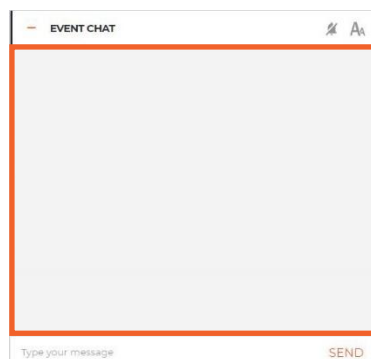
Choose full screen (Hover the mouse over the video and icon will become visible)



7. Share your screen, app window or browser tab.

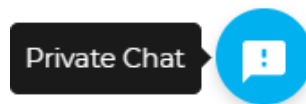


8. Use EVENT CHAT to communicate with other participants and moderators.



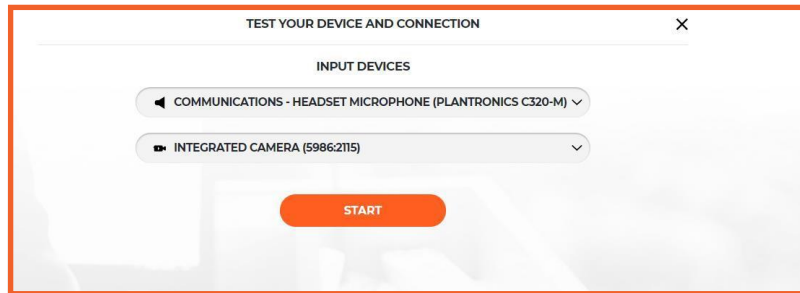
9. POINT OF ORDER

If remote delegate wishes to intervene and stop delegate that is currently speaking, **PRIVATE CHAT** with Host should be used so the floor request can be escalated immediately (Bottom right corner – blue circle with exclamation mark).



STEP THREE - Troubleshooting

1. Use following link if you are not able to connect or if getting any error messages when trying to stream your audio and video <https://interpret.world/test>



2. If facing any problem with audio and video, during the meeting itself use button **RESTART ALL LINES** (above hand icon). If issue persists - reload browser.

