

# interprefy

## USER GUIDE FOR REMOTE DELEGATES

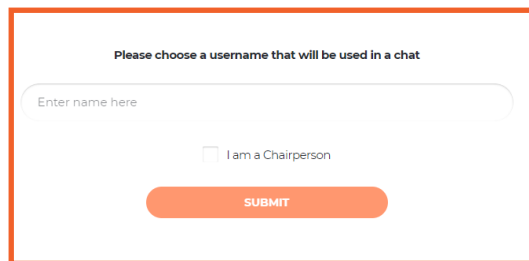
### STEP ONE – Log into our Platform

1. Open browser 

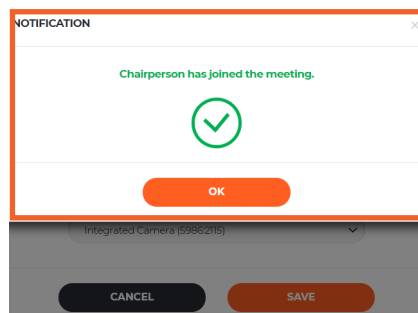
2. Enter the link



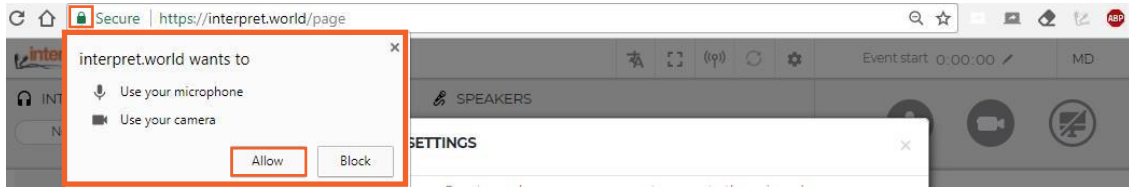
3. Type in the username in format **COUNTRY - NAME (MANDATORY)** which will be shown on a platform as your identification. If naming standards are not adhered to, the Chairman reserves the right to disconnect you from the meeting

A screenshot of a web form for entering a username. The form has a title "Please choose a username that will be used in a chat". Below the title is a text input field with the placeholder text "Enter name here". Underneath the input field is a checkbox labeled "I am a Chairperson". At the bottom of the form is an orange "SUBMIT" button. The entire form is enclosed in a red rectangular border.

4. You will receive notification message – **Chairperson has joined meeting.**



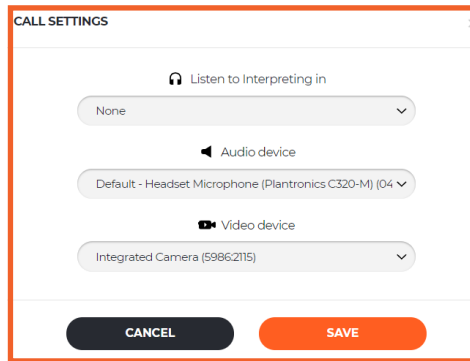
**5.** Check if browser permanent access to the microphone or camera is allowed



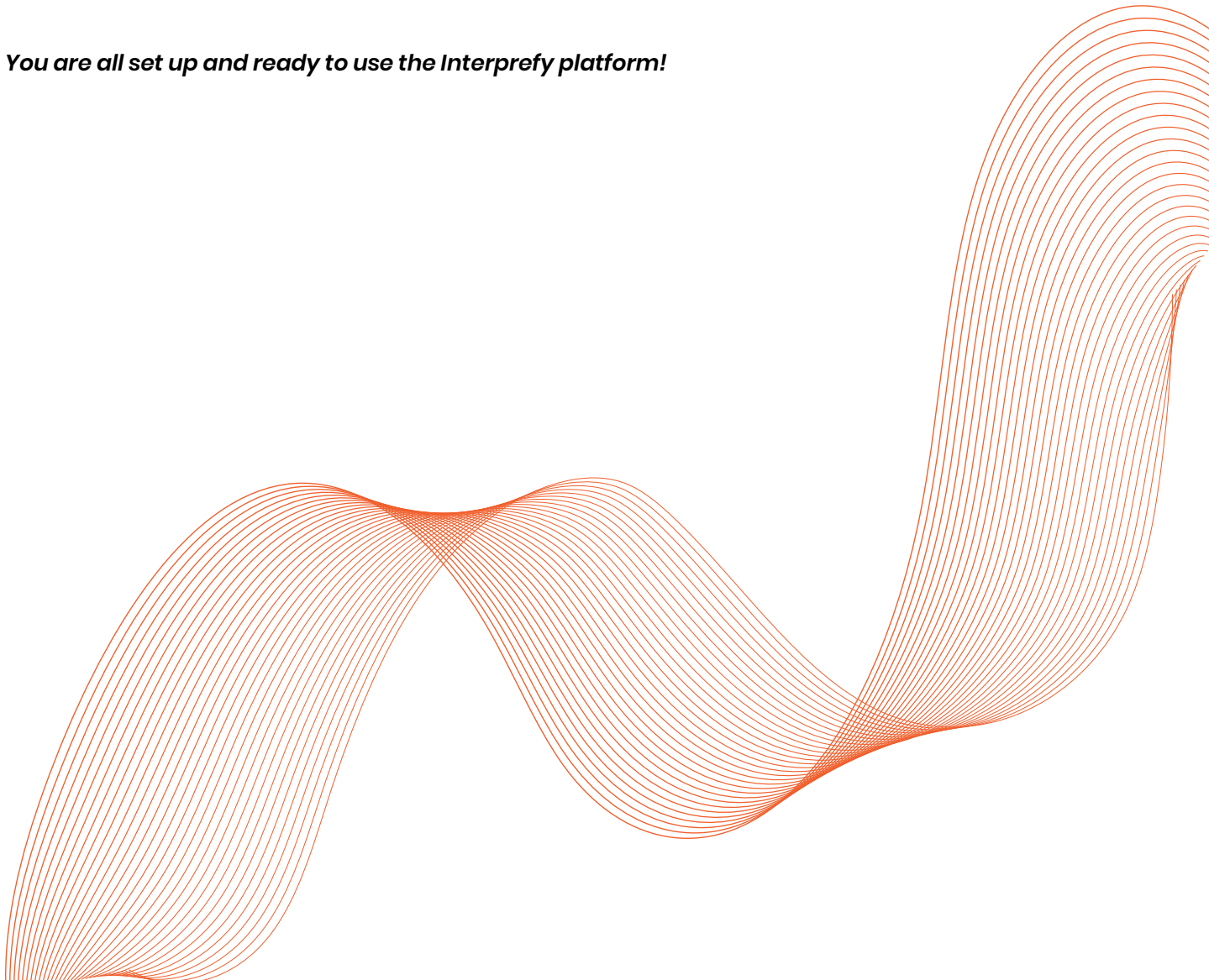
**6.** Next step is to select the language you wish to hear the interpretation in.  
Select proper USB headset and USB camera (or integrated camera).

**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

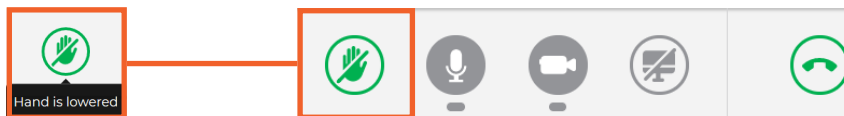


***You are all set up and ready to use the Interprefy platform!***

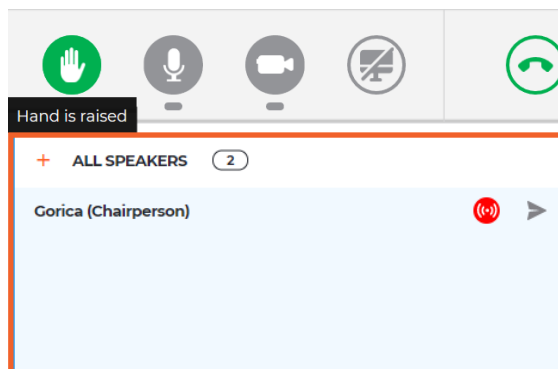


## STEP TWO - How to use our Platform

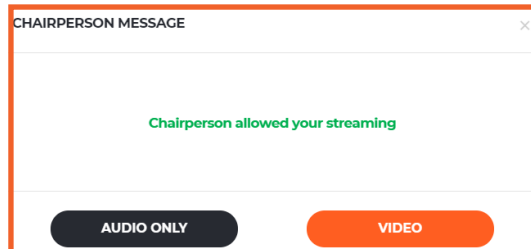
**1. To request the floor, ask for a permission to speak by clicking the green hand icon to raise your hand**



**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 chairman list.**



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

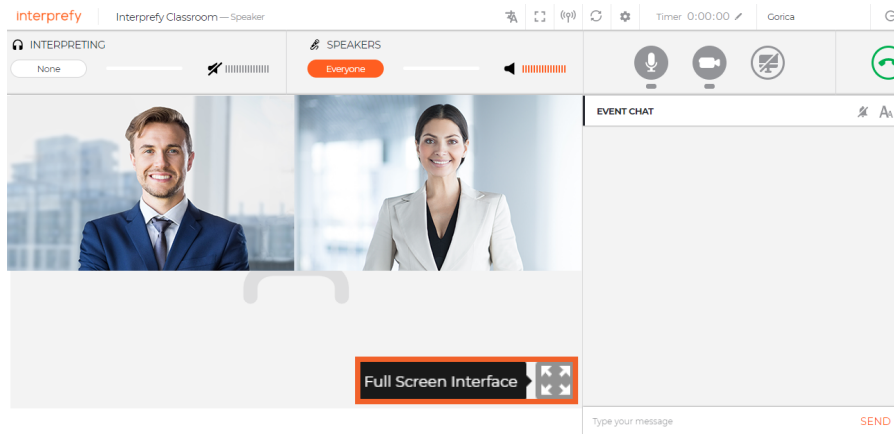


**4. Use the **Disconnect** button to stop your streaming. Red means you are streaming, green means that you are not streaming.**

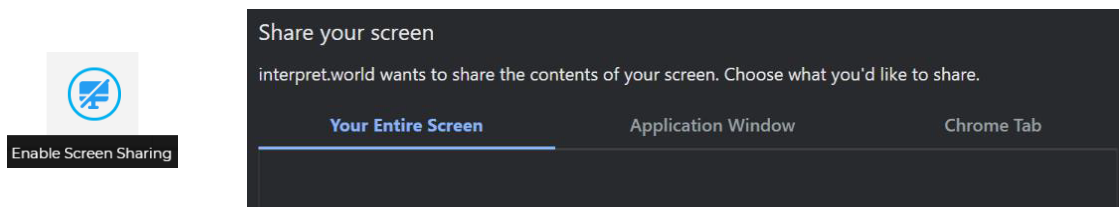


**5. AUTO VOLUME enabled** - Auto Volume switch is turned on by default. When this switch is on, the volume is automatically adjusted between interpreting and the Floor: when the interpreter is muted, user hears Floor, and when interpreter is speaking, user hears interpreting. This way, participant does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

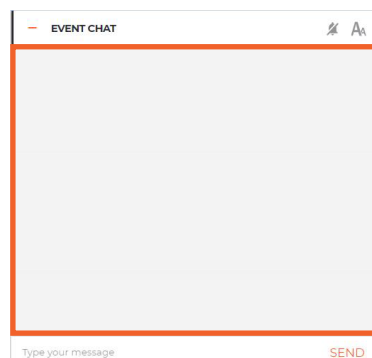
6. Watch, listen and talk to the other participants. Watch presentations and/or video feeds from other participants.  
Choose full screen (Hover the mouse over the video and icon will become visible)



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

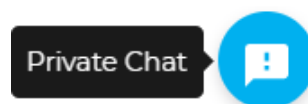


8. Use EVENT CHAT to communicate with other participants and moderators.



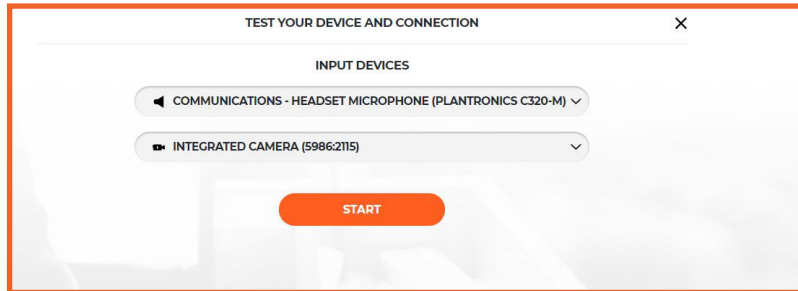
### 9. POINT OF ORDER

If remote delegate wishes to intervene and stop delegate that is currently speaking, PRIVATE CHAT with Chairman 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.

