

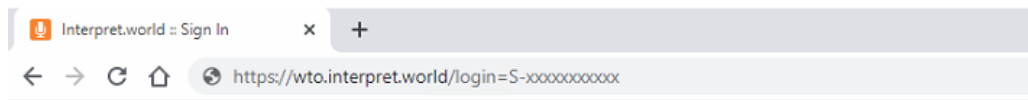
# interprefy

## USER GUIDE FOR REMOTE DELEGATES

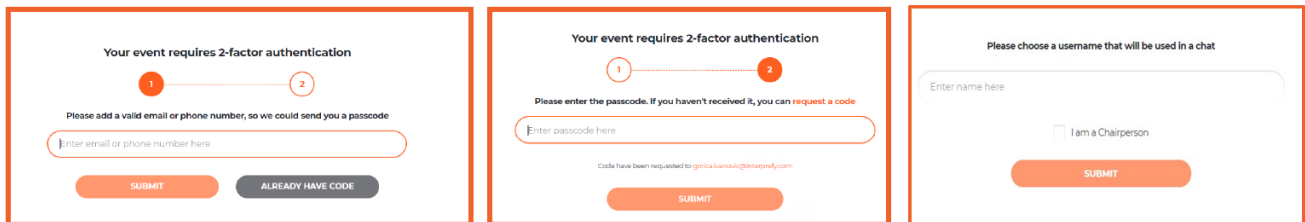
### STEP ONE – Log into our Platform



2. Enter the following link <https://interpret.world/login=S-WHO-Event>



3. Enter email or phone number and enter 4-digit passcode once received.  
Username should be in the following format **COUNTRY - NAME (MANDATORY)**.  
-Username 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

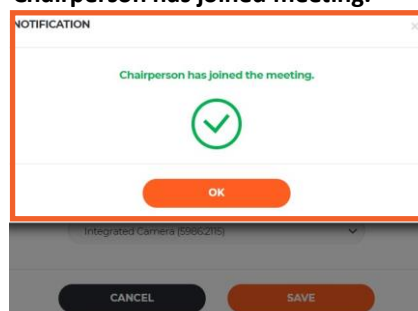


The first screenshot shows a form titled "Your event requires 2-factor authentication" with a progress indicator showing steps 1 and 2. Step 1 is active, asking the user to "Please add a valid email or phone number, so we could send you a passcode". There is a text input field and two buttons: "SUBMIT" and "ALREADY HAVE CODE".

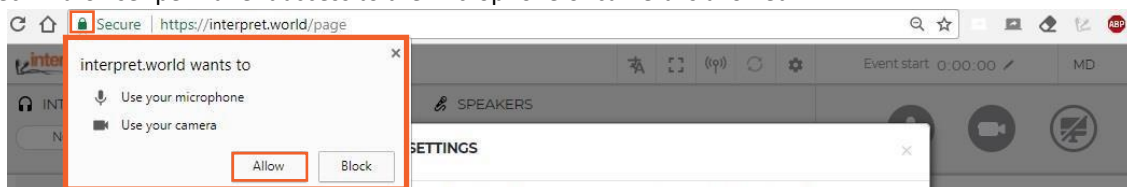
The second screenshot shows a form titled "Your event requires 2-factor authentication" with a progress indicator showing steps 1 and 2. Step 2 is active, asking the user to "Please enter the passcode. If you haven't received it, you can request a code". There is a text input field and a "SUBMIT" button. Below the input field, it says "Code have been requested to gerica.lanx@interpret.com".

The third screenshot shows a form titled "Please choose a username that will be used in a chat". There is a text input field labeled "Enter name here" and a checkbox labeled "I am a Chairperson". There is a "SUBMIT" button.

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



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



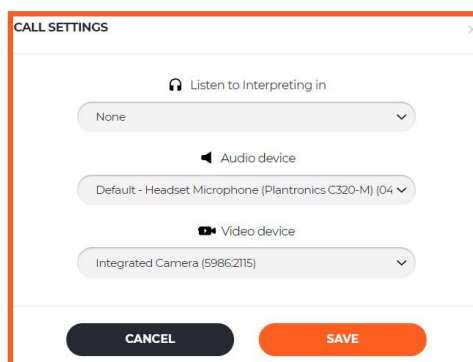
6. Next step is to select the language you wish to hear the interpretation in.

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.

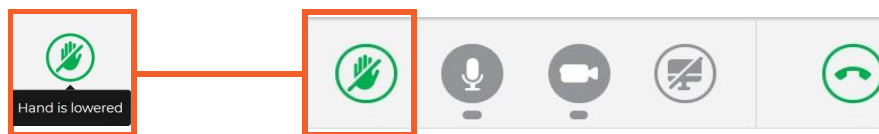
Both, audio and video devices should be plugged in before opening the platform



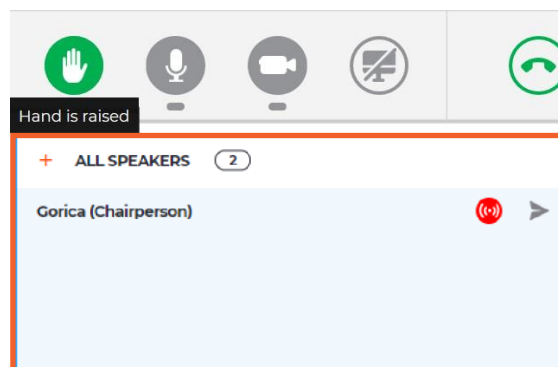
***You are all set up and ready to use the Interprefy platform!***

## STEP TWO - How to use our Platform

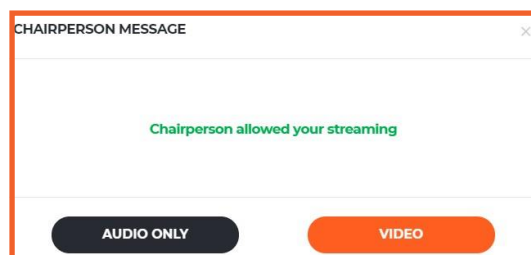
1. To request the floor, ask for a permission to speak by clicking the green hand icon to raise **your hand**



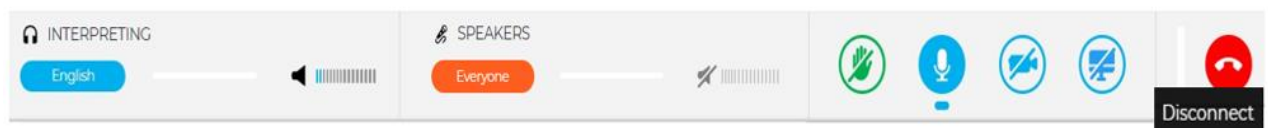
2. Don't worry if you cannot see yourself in the ALL speakers list. In the moment when you raise a hand, request will be visible on chairman list.



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

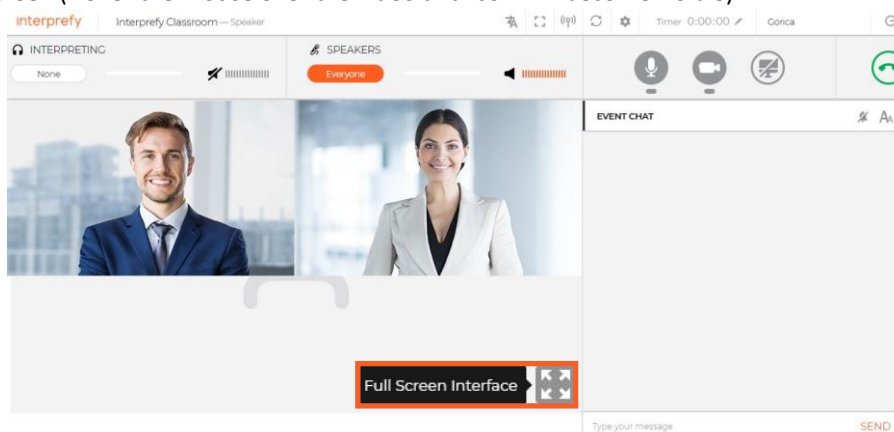


4. Use the Disconnect button to stop your streaming. Red means you are streaming, green means that you are not streaming.

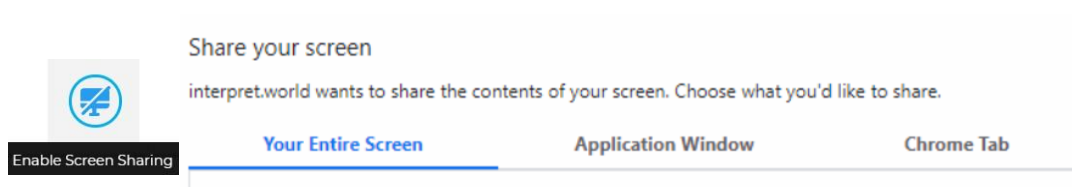


5. If the interpretation language is selected when the interpreter is muted, user hears Floor, and when interpreter is speaking, user hears interpreting. This way, participant does not need to switch between channels and only hears the language he/she understands, either on the Floor or through the interpreter

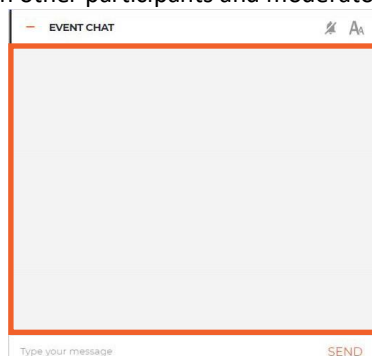
6. Watch, listen and talk to the other participants. Watch presentations and/or video feeds from other participants. Choose full screen (Hover the mouse over the video and icon will become visible)



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

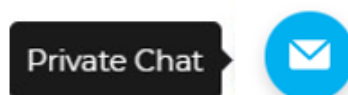


8. Use EVENT CHAT to communicate with other participants and moderators.



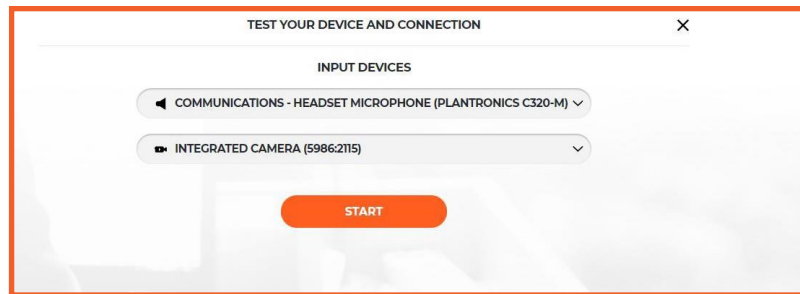
## 9. POINT OF ORDER

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.

