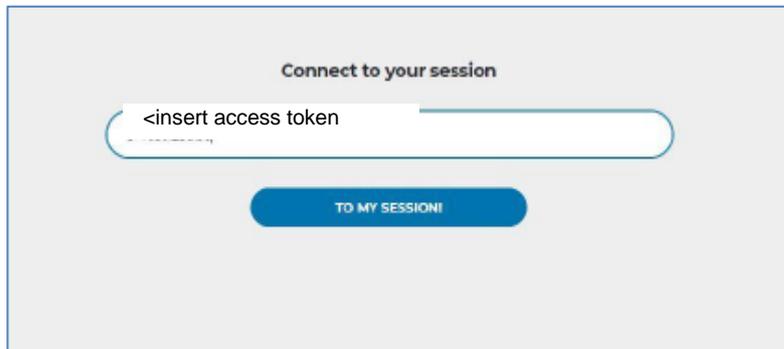


# Quick Manual Interprefy

## Step 1: Accessing the conference

Open the link sent to you, or use the CRN-Link and insert the Interprefy access token here:

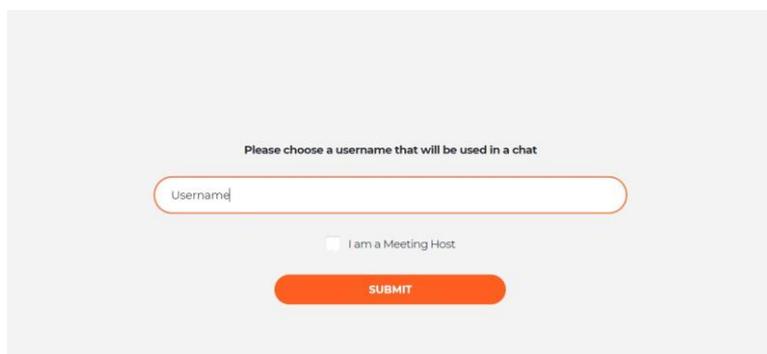


Access the conference by clicking **“TO MY SESSION”**

## Step 2: Username and Participant login

Insert your username in the requested format to be displayed in the conference:

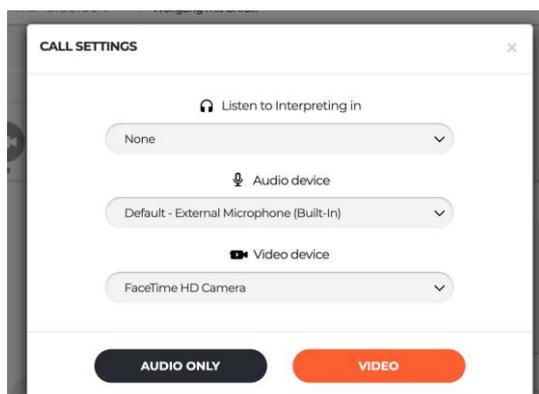
Please create your **username** as follows: **first and last name, title of your parliament/chamber, English two-letter country code**



Submit your username by clicking **“SUBMIT”**

## Step 3: Basic settings (prior to the conference)

Select your translation language (NONE = Floor) and your Audio and Video devices. Then select VIDEO. You can change the translation language also later in the conference.



#### Step 4: Settings during the conference

- In the audio section please activate “auto”



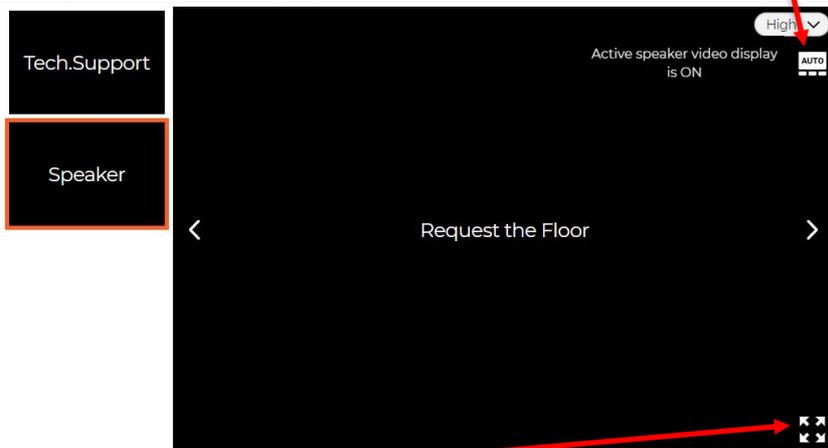
- Change the interpretation channel to another language:  
please go to the INTERPRETING section and click on “select”  
If “none” is selected, you will hear the floor audio without interpretation.



- Change the screen look

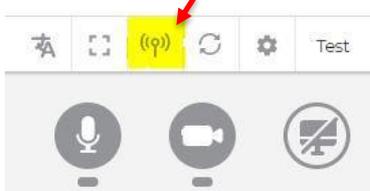
To always watch the current speaker in enlarged view, click the AUTO button on the top right side of the large video picture.

You can also, at any time, click on one of the smaller video pictures.....to change this to enlarged view.  
Change back by clicking again on AUTO.



Click here for full screen view.

- If you like to check the quality of your internet connection



### Step 5: Request the Floor

To request the floor, click the grey arrow next to the red dot in the participant list.



Insert your request in the chat window.



To request the floor, you must include:

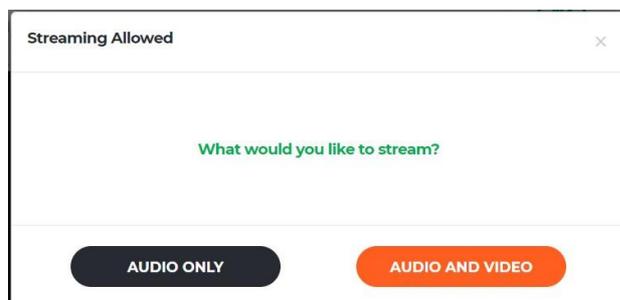
1. the **name of the representative** of your parliament/chamber who wishes to speak,
2. **your parliament/chamber** and
3. **your two-letter country code**

If you receive a chat message back, a blue mail icon in the lower right corner of your screen will flash and show a "1". Click on that item to read the message.



### Step 6: Get the floor. Join the active area.

Prior to be given the floor (usually during the speaker before you), you are prompted with the request to determine your streaming method.



For a better communication please allow AUDIO AND VIDEO..

You are now part of the active area. Your video will be visible to all participants. Your microphone will still be muted (turned off).

**Step 7: Unmute your microphone**

When asked to speak, you must unmute (turn on) your microphone.



Unmute and mute your microphone and camera by clicking on the blue icons, i.e. blue = turned on; white (turned off).

( Microphone & camera turned on)