



**User guide for Listener and Speaker to the
UNAIDS 46th Programme Coordinating Board
pre-meetings and meeting.**

**It is important to mention that a computer with
wired headset/microphone are required to ensure
best sound quality for participants and
interpreters.**

Tablets are not recommended.

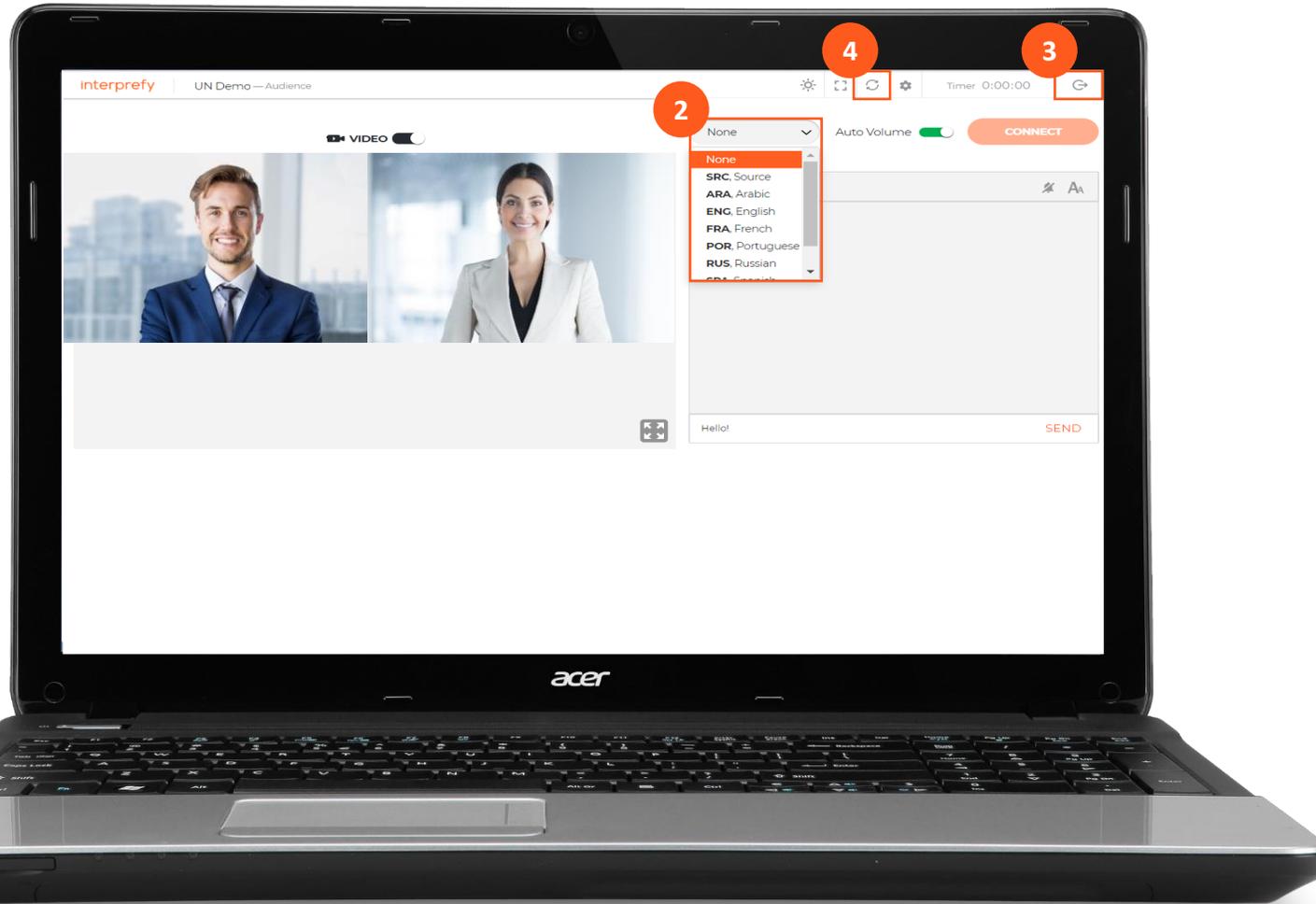
For Listener.....Page 2

For Speaker.....Page 4

ENGLISH

Listener USER GUIDE





1



Open
It is highly recommended to open a new private window in Google Chrome.

Copy paste the link sent by email from
PCBGovernance@unaids.org

and login with received credentials (*e-mail and password*)

2

Select the Language you wish to listen to.
If disconnected press CONNECT.

3

Log out

4

If audio or video degrades, please click this button (RAL Restart All Lines)

interprefy

USER GUIDE FOR REMOTE DELEGATES

STEP ONE – Log into our Platform

1. Supported browser



2. It is highly recommended to open a new private window in Google Chrome.
3. Copy paste the link sent by email from PCBgovernance@unaids.org
4. Sign in using the credentials provided by email.



Sign in

someone@example.com

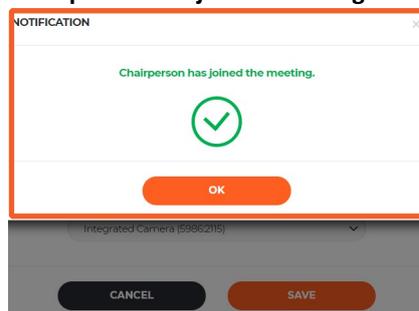
[Can't access your account?](#)

[Sign-in options](#)

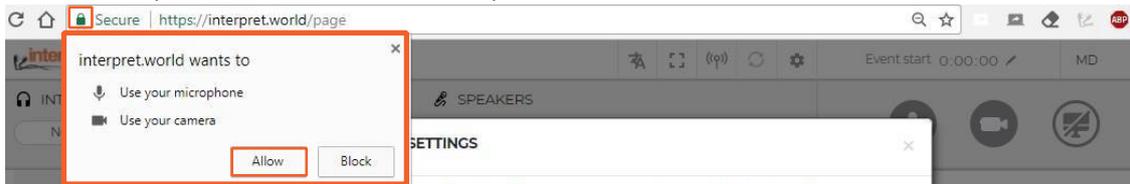
Back

Next

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



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



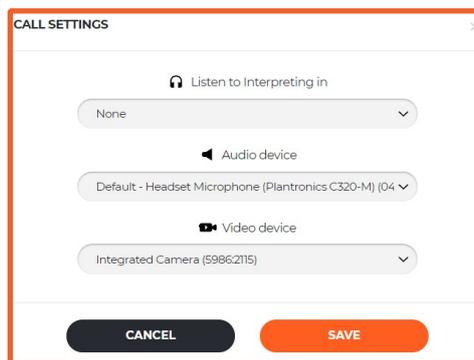
6. Next step is to select the language you wish to hear the interpretation in.

Select proper USB headset and USB camera (or integrated camera).

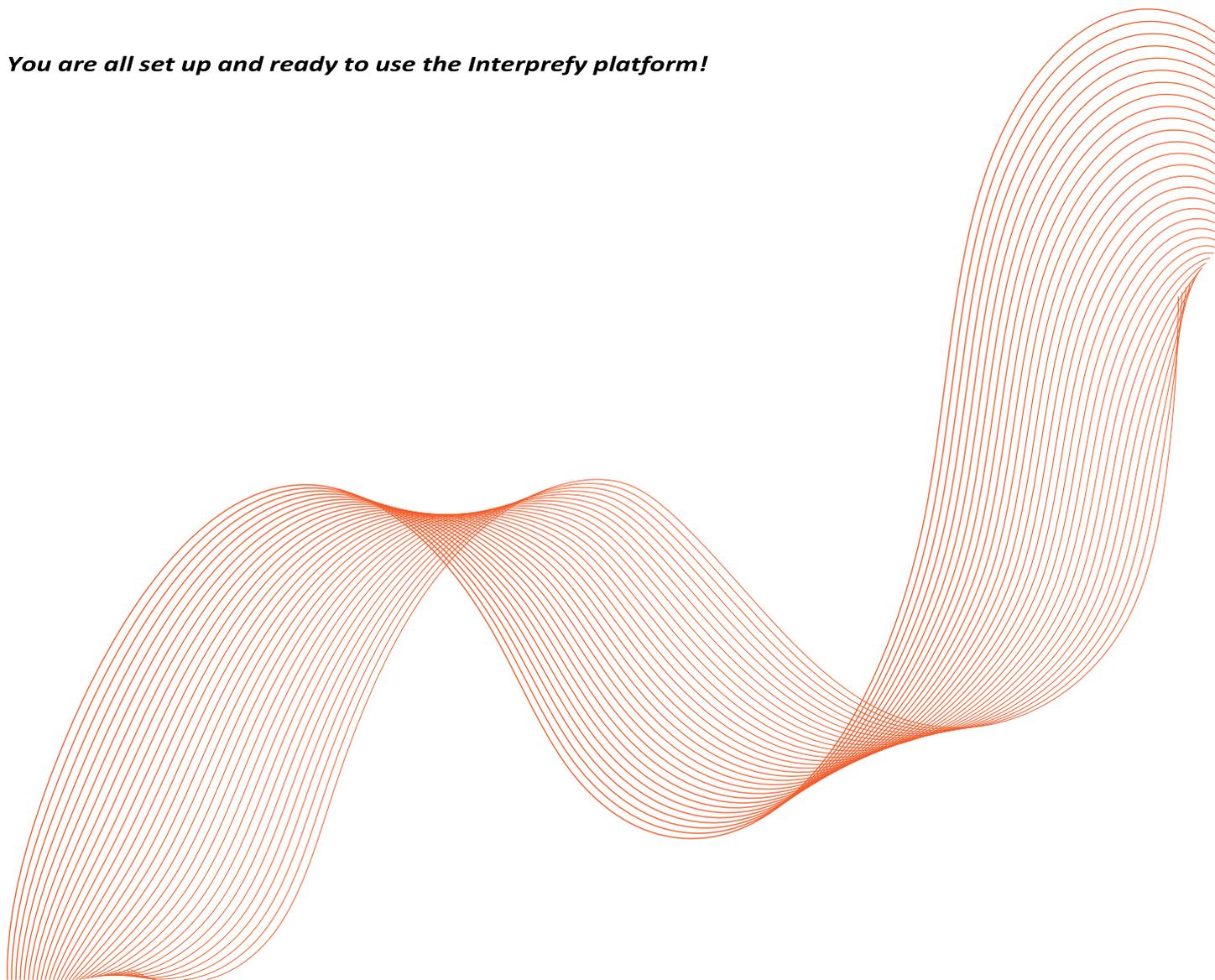
Never use audio from your PC!

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!

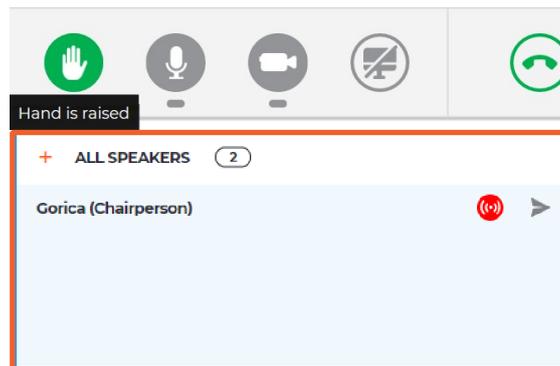


STEP TWO - How to use our Platform

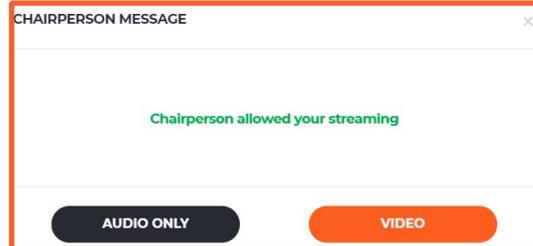
1. To request the floor, ask for a permission to speak by clicking the green hand icon to raise **your hand**



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.

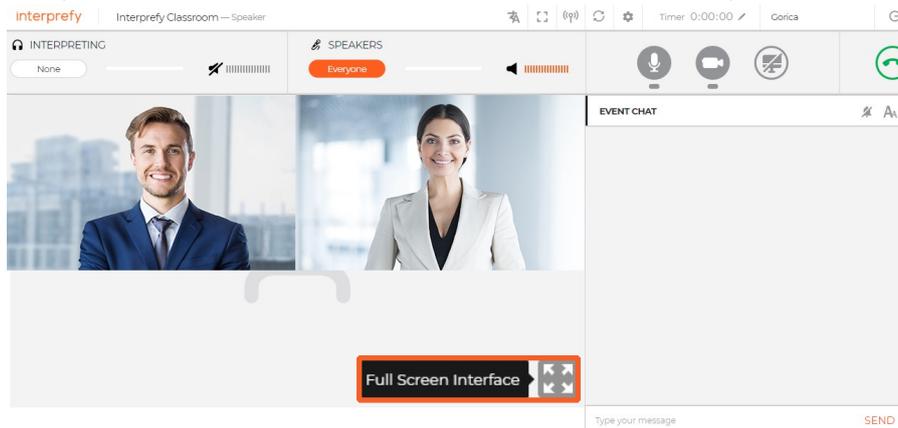


4. Use the Disconnect button to stop your streaming. Red means you are streaming, green means that you are not streaming.

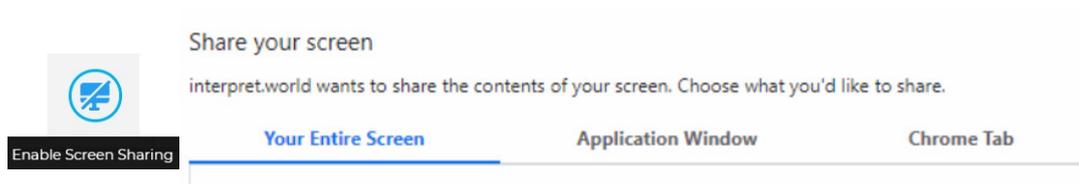


5. If the interpretation language is selected when the interpreter is muted, user hears Floor, and when interpreter is speaking, user hears interpreting. This way, participant does not need to switch between channels and only hears the language he/she understands, either on the Floor or through the interpreter

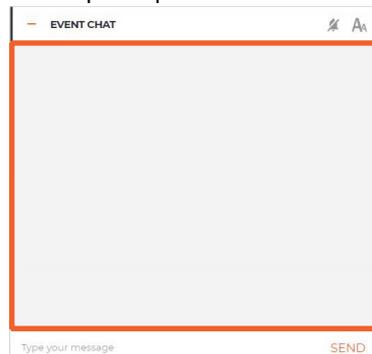
6. Watch, listen and talk to the other participants. Watch presentations and/or video feeds from other participants. Choose full screen (Hover the mouse over the video and icon will become visible)



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



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



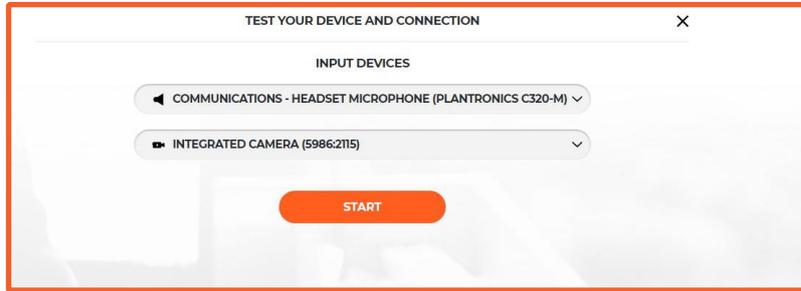
9. POINT OF ORDER

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.

