



## AN INTERPRETER'S GUIDE TO SPEAKUS INTERPRETATION DELIVERY PLATFORM

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#### Windows

- Windows 8 or Windows 10
- Intel® Core™ i5/i7/i9 or AMD multi-core processor
- 4 GB RAM (8 GB or more recommended)
- Headset or microphone
- Built-in or USB webcam

#### Mac

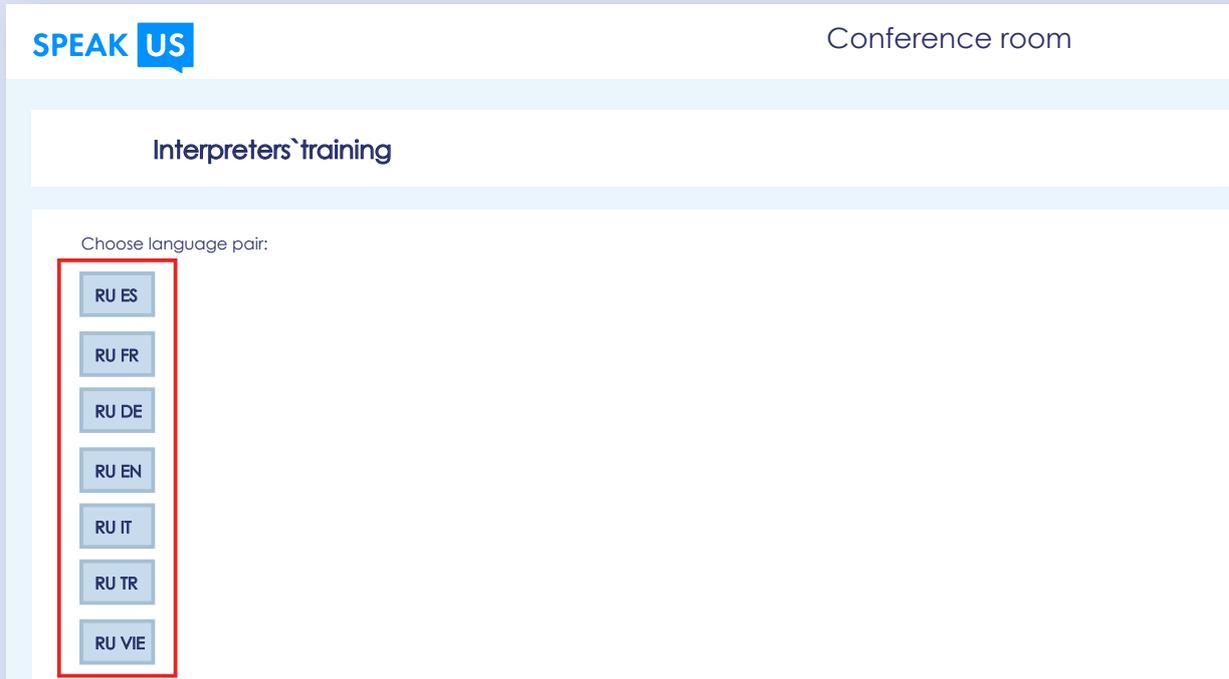
- OS X 10.11.6 or later
- Intel® Core™ i5/i7/i9 (iMac, MacBook, Mac Pro starting 2011 and newer)
- 4 GB RAM (8 GB or more recommended)
- Headset or microphone
- Built-in or USB webcam

#### SETUP

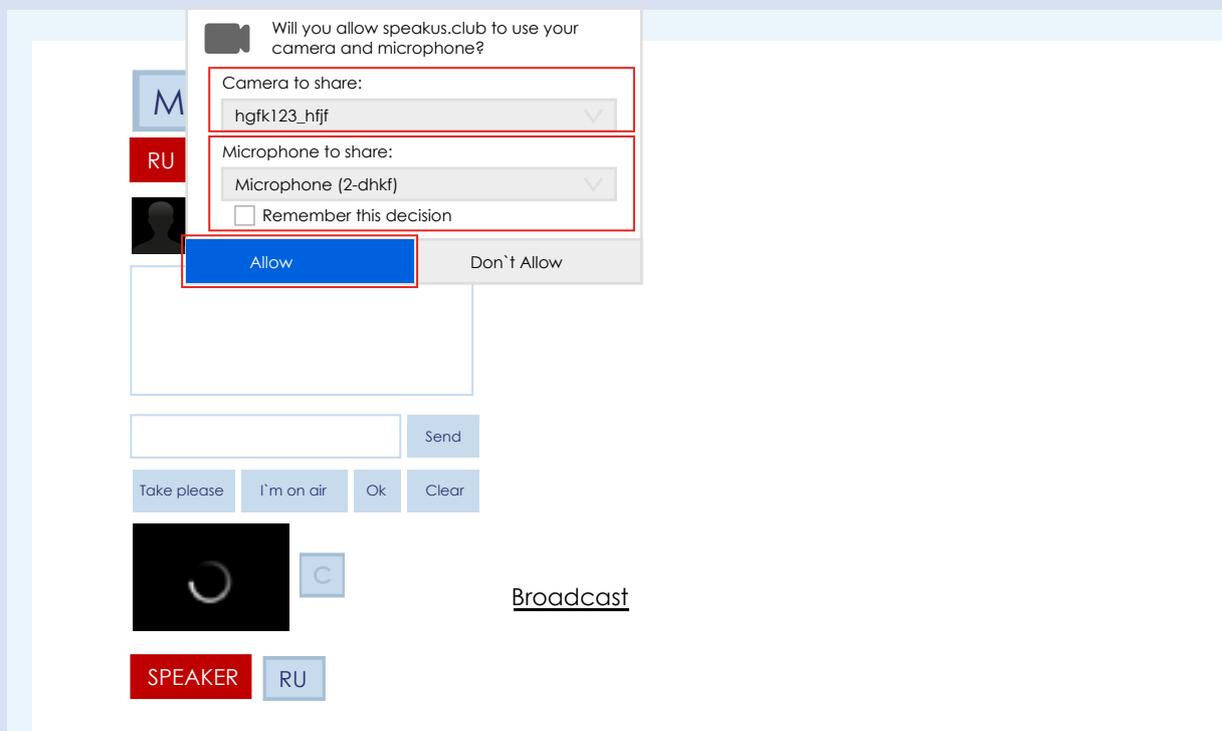
1. Restart your computer
2. Connect your headset and make sure it is properly enabled. Disable all other microphones (e.g. built-in one)
3. Close all the programs that may be using or blocking access to the webcam/microphone (Skype, Zoom, Hangouts, antiviruses etc.)
4. Close all other unnecessary apps, programs, and processes, especially Google Chrome and those which may start auto updating (e.g. Steam).
5. Make sure your device is connected to the internet via Ethernet cable and Wi-Fi is switched off.
6. Make sure you are in a calm and quiet place.
7. Download the latest version of Mozilla Firefox.

## SPEAKUS INTERPRETER INTERFACE

1. Copy the link to the Mozilla Firefox address bar and press Enter
2. Choose your virtual booth



3. Allow access to the webcam/microphone. Tick "Remember this decision".



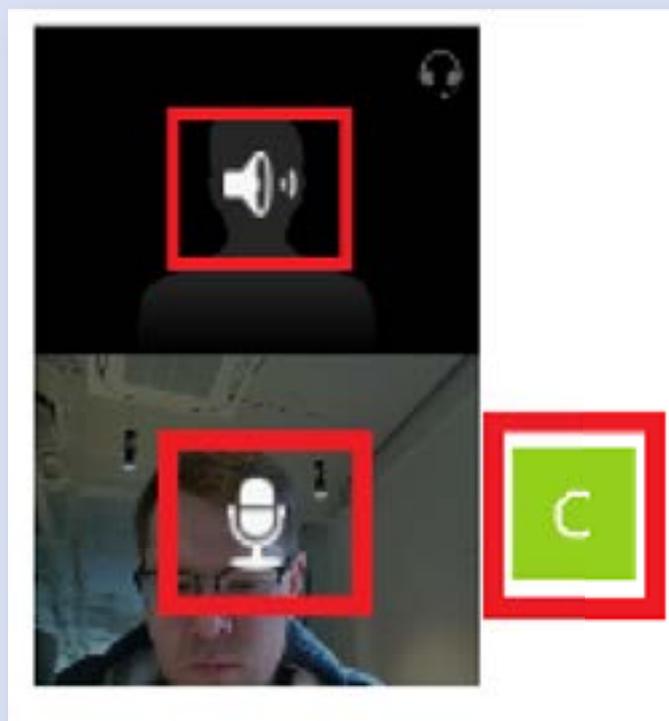
4. Make sure the right mic and webcam are used
5. Don't open other Tabs/browsers during the interpreting session.

## ONCE YOU ARE IN

1. By default, you can hear the sound from the speaker's microphone. You can mute/unmute it by clicking a dynamic icon in the upper right corner of the stage video screen (move your mouse cursor there, and it will appear). If the broadcast interrupts, press the Refresh button.

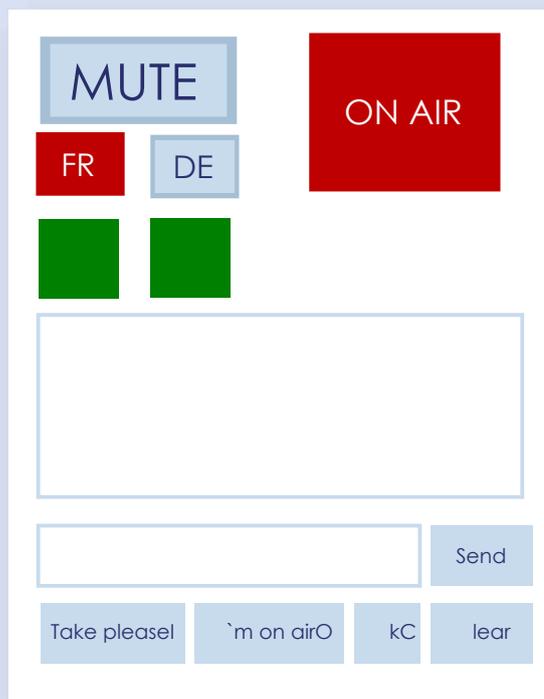


2. By default, you hear other interpreters in the virtual booth, and they hear you. You can mute/unmute them and mute/unmute yourself for them by clicking a dynamic/mic icon which appears when you move your mouse cursor there and they will appear. You can enable/disable your webcam (the video will be only available to the interpreters in your booth) by clicking the C button next to your silhouette.

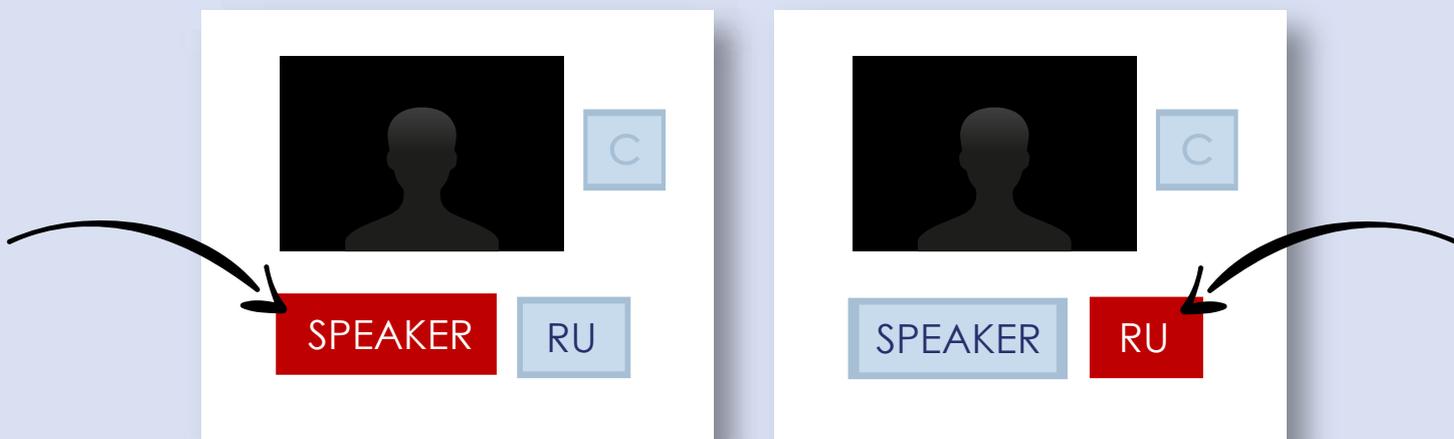


## CONTROL BUTTONS

1. Choose your interpretation language (the active one appears in red). Press ON AIR – now everything you say is heard by the audience. Press and hold MUTE to cough or have a sip of coffee. Green squares indicate that the channels are stable and active.
2. Below the main control buttons there's a chat with other interpreters in your booth. There are several hotkeys for your convenience.
3. For some conferences a RELAY function is also available. Press RELAY and choose the audio feed from the relevant virtual booth.

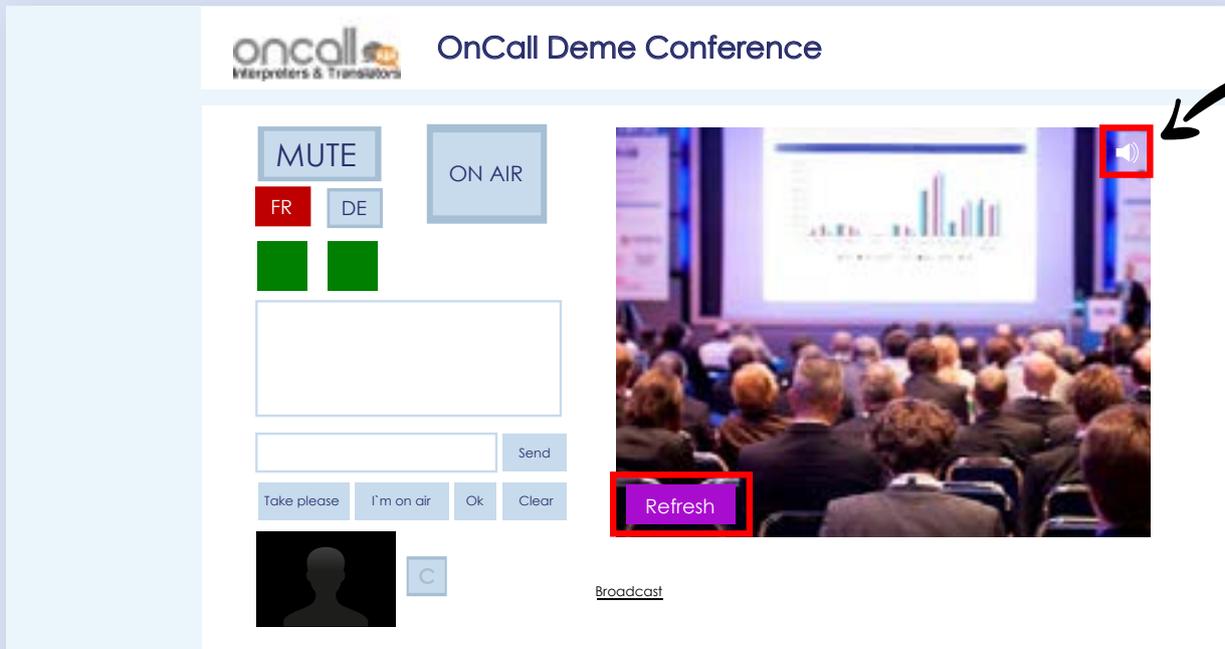


Below the screens showing you and your remote colleague, you can find the RELAY control elements: SPEAKER and RU.



By pressing the RU button, you will be connected to the booth interpreting into Russian. This will give you the relay option.

You need to switch off the broadcast sound during the RELAY by clicking a dynamic icon in the upper right corner of the stage video screen (move your mouse cursor there and it will appear).



These are the key points for preparation of the interpreter's remote workspace and interface setup, as well as using the program for simultaneous remote interpretation.

Once the interpretation session is over, please close the SPEAKUS tab in your browser.