

# Interprefy user-guide for IPU delegates

## Before you begin

**Internet connection:** Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred

**Recommended browser:** Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari)

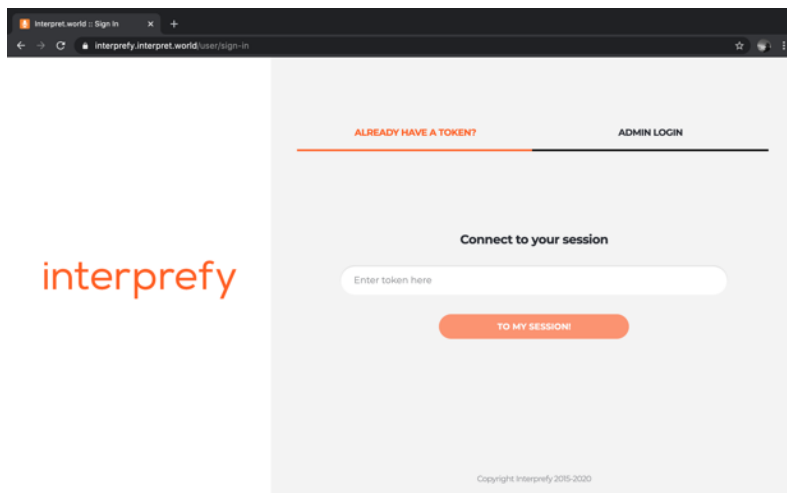
**Headset and webcam** (for participants with an active speaking role):  
The use of a headset avoids echoes. Plug in your headset before starting.

**Optimal conditions:** Choose a quiet environment without background noise, with good lighting. Keep your microphone muted until it is your turn to speak.

**Device:** Use a desktop or laptop.



## Join a meeting



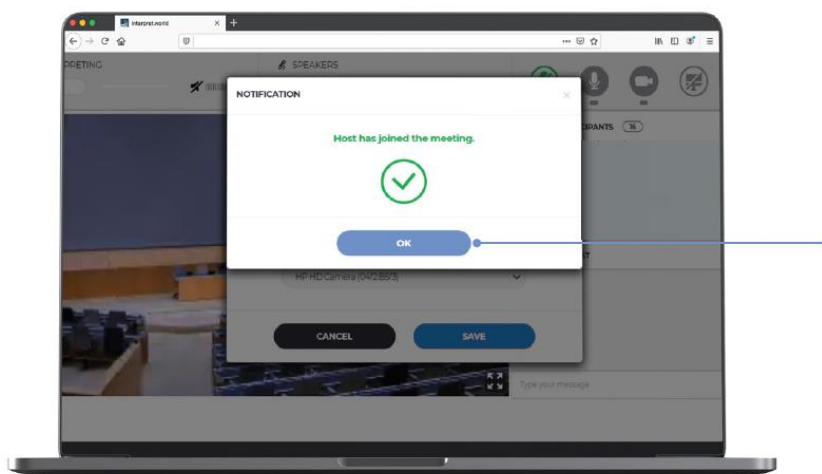
1. Follow the link you receive by email to the Interprefy platform.
2. Enter the information as prompted.
3. Click on « TO MY SESSION »

## Select your preferred interpretation language



4. Click the drop-down list to select your preferred interpretation language. For the language of the floor, select « none »
5. If you have connected a headset, select it instead of the default computer microphone and speakers
6. Check your webcam is available and selected.
7. Click « SAVE »

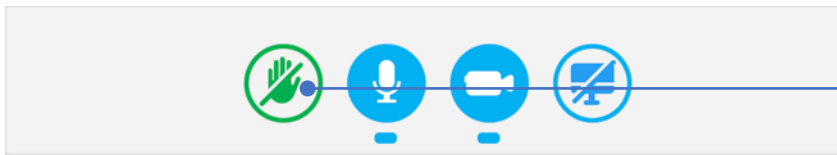
You are now logged into the meeting session!



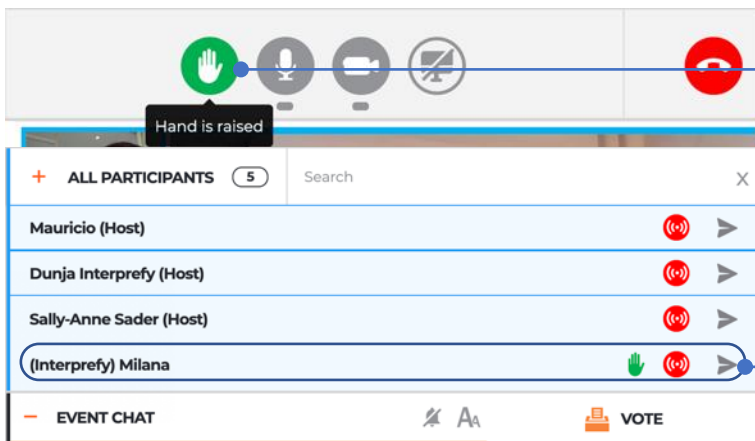
8. Click « OK »

## Request the floor

All participants' microphones are controlled by a central microphone operator. Your microphone will be automatically muted when you join the meeting.



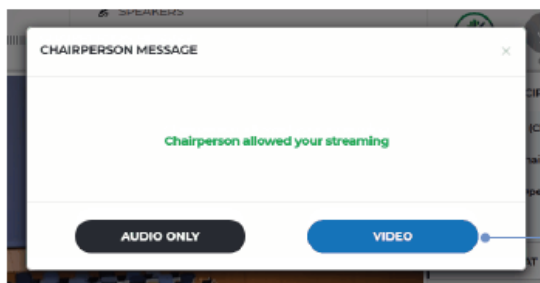
1. To request the floor, click on the green raise-hand icon



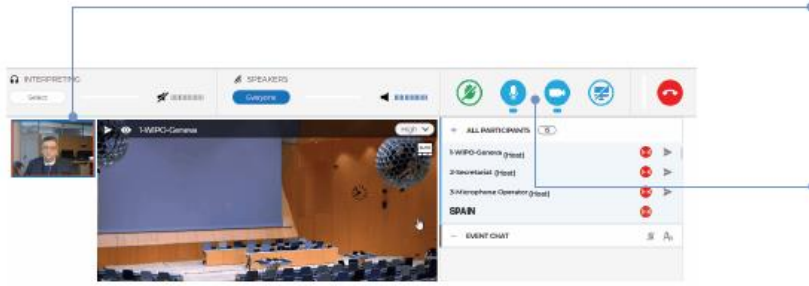
2. The icon turns green to show that your hand is raised

3. Your name will be displayed with a raised hand in the participants' list

When the Acting IPU President announces your delegation name to give you the floor, the microphone operator allows your streaming. You will see the message « Chairperson (or Host) allowed your streaming ».

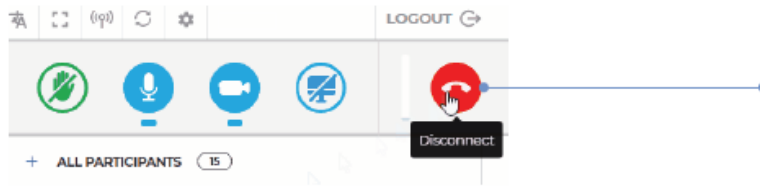


4. Click « VIDEO » to activate the streaming from your microphone and webcam. You can now speak



5. A thumbnail window showing your webcam will display to all
6. Your microphone and camera icons will turn blue

## IMPORTANT



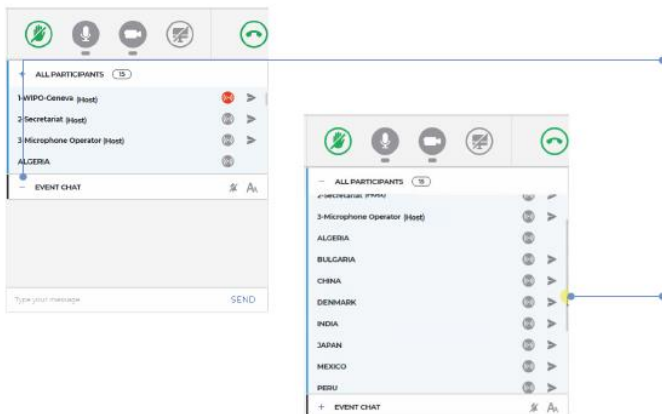
7. When you have finished your intervention, click the red « disconnect » button to stop your stream

*Note: This just stops your streaming. It does not disconnect you from the meeting*

## Participants' list

All the logged-in participants are shown in the list on screen.

*Note: At the top of the list you may see some participants with « Chairperson » or « Host » beside their name or role. This is Interprefy system terminology for the people who have access to the management interface, such as the Secretariat team and the microphone operator.*



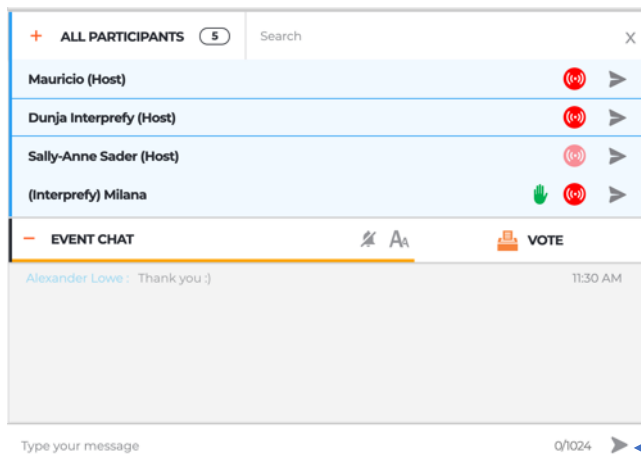
1. To expand the « ALL PARTICIPANTS » list to see more names, collapse the « EVENT CHAT » by clicking on the « - »
2. Then scroll up and down the list with the vertical navigation slider

## Event chat (chat to all participants)

The « event chat » function should not be used in place of an oral intervention, or for general comments or questions.

The « event chat » should be used only for the following :

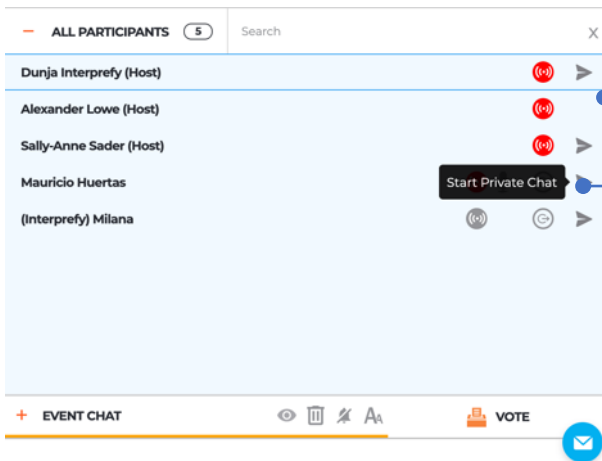
- By the **Chair or Secretary** for communications to all participants if needed for technical or practical reasons;
- By **interpreters** to signal a difficulty with sound quality;
- By the **microphone operator** to signal a technical problem to all participants;
- By **delegates** to raise a Point of order or Right of reply.



Type your message in this text box and click ➤ to send

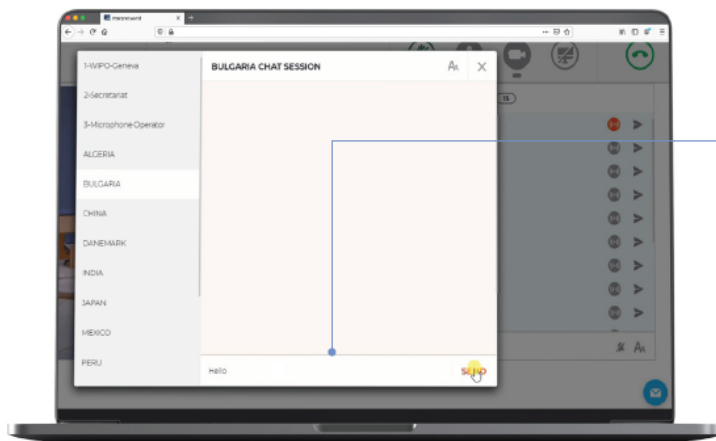
# Private chat

You can initiate a private conversation with any participant in the list. This « chat » will remain private. It will not be visible to other participants nor be saved by the system.

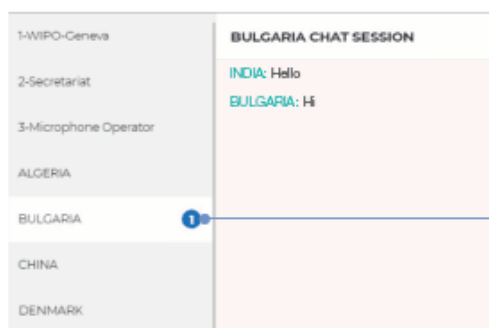


## Sending

1. Navigate in the participants' list by using the vertical **navigation slider**
2. Click the arrow by the participant to whom you want to send a message. This opens the private chat pop-up window



3. Type your message in the text box and click « Send »

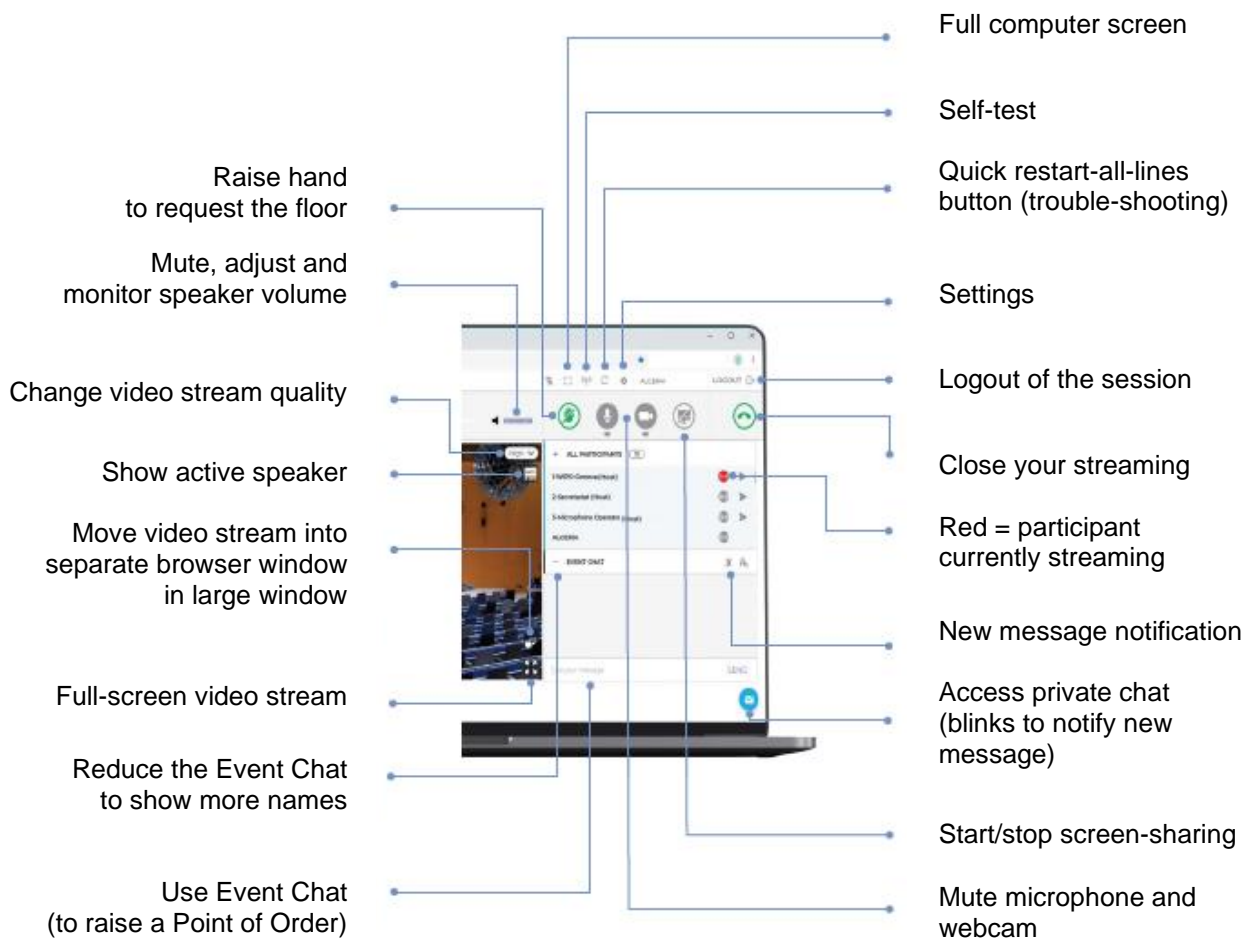
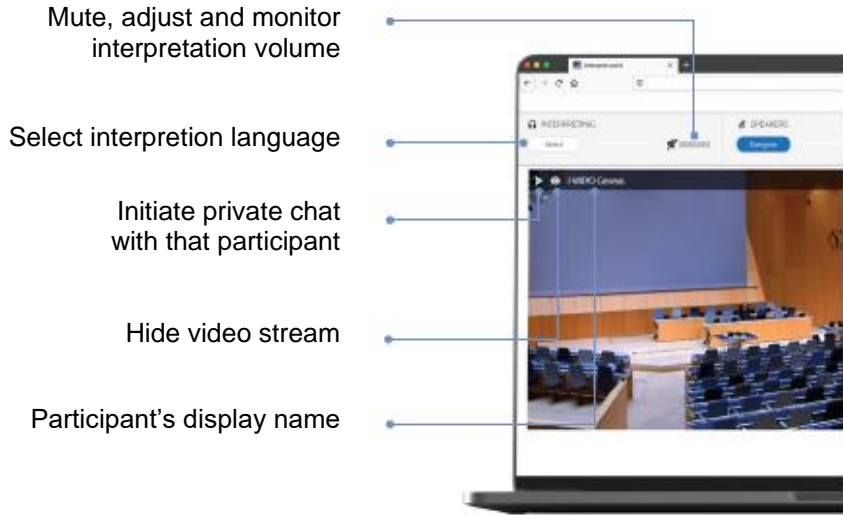


## Receiving

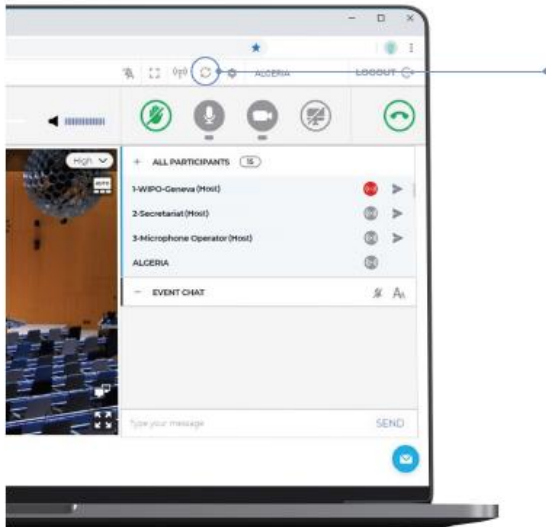
4. The number by a participant's name indicates the number of unread messages you have received. Click to display the conversation thread with that participants

*Note: Please do not use the private chat to communicate with the Acting IPU President, who will be too busy managing the meeting to be able to monitor the chat.*

# Overview of function buttons



## Trouble-shooting



1. If you have any problem with sound or video during the meeting itself, try the quick-fix **RESTART ALL LINES** button
2. If the issue persists, please reload your browser (preferably Google Chrome)
3. To request technical help, you can also use the private chat to access the **"MODERATOR CHAT SESSION"**