



DGLINC



QUICK GUIDE

FOR SPEAKERS IN

REMOTE MULTILINGUAL

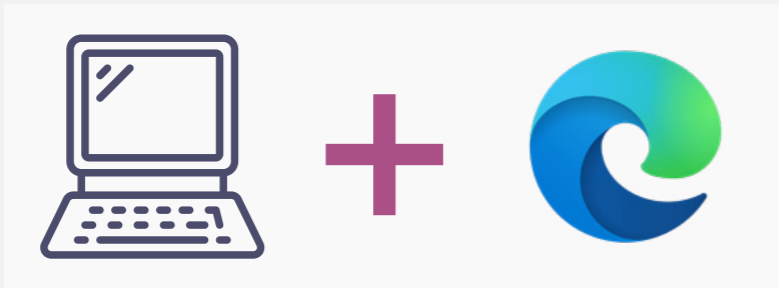
MEETINGS

1. Device and browser

Use the correct browser for your device:

EP hybrid

and Edge Chromium browser



Any laptop/computer (including Macs)

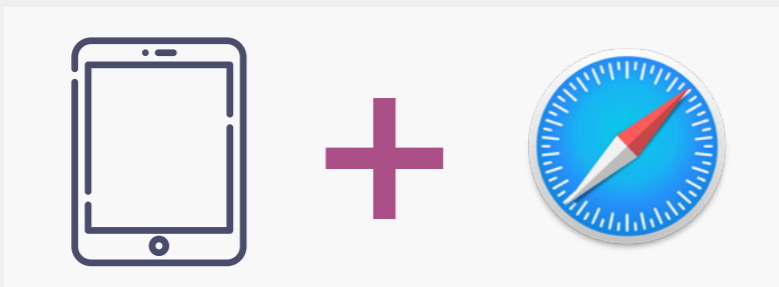
and Google Chrome browser



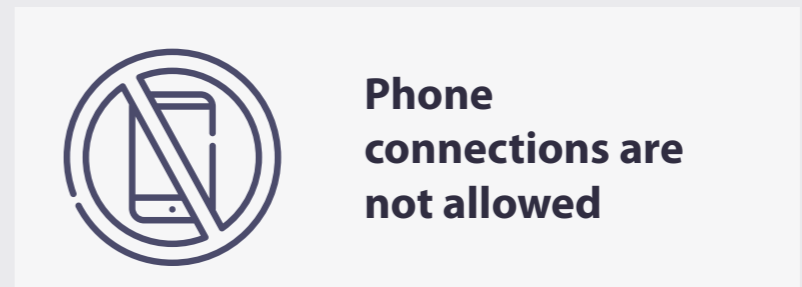
iPad

(updated to latest iOS)

and Safari browser



Phone



2. Getting ready

Microphone



For appropriate sound quality for broadcast and interpretation, please use one of the following:

- a unidirectional tabletop microphone
- a lapel microphone



Bluetooth devices can cause additional interference and should not be used.

Image and surroundings



Please make sure that you are:

- in the centre of the image
- in a well-lit location
- in a quiet room without any background noise (close windows and doors)

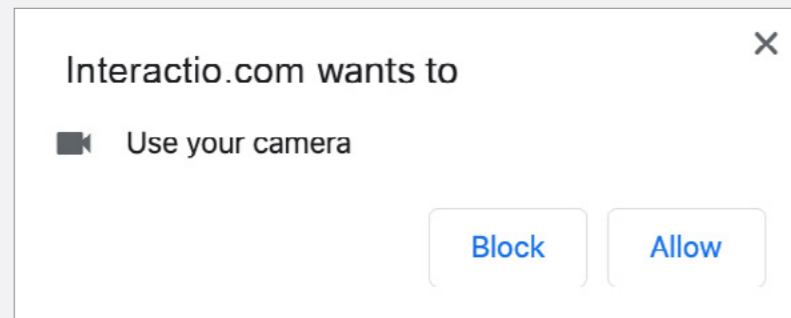


Connections outside, on the move or without video will not be interpreted.

3. The meeting

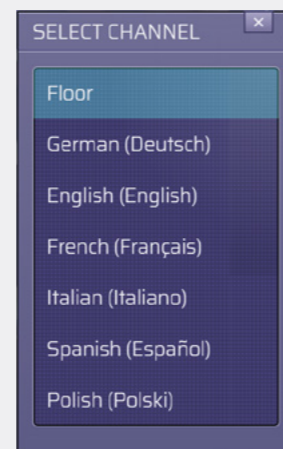
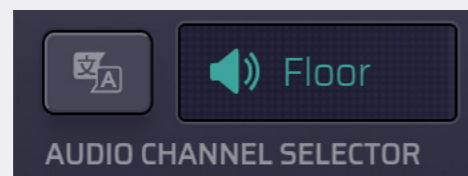
Allow access

When joining the meeting, make sure you allow access to your microphone and camera.



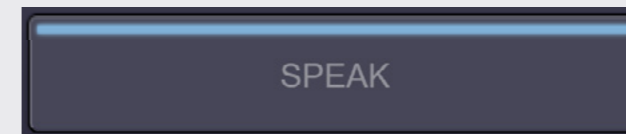
Language

Select your language in the Audio Channel Selector at the top-centre part of the interface where it says "FLOOR":

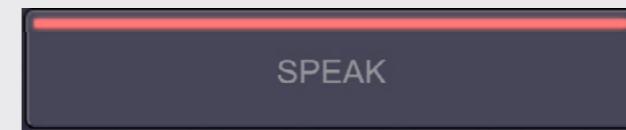


Speak

When given the floor, please press the SPEAK button at the bottom of the interface:



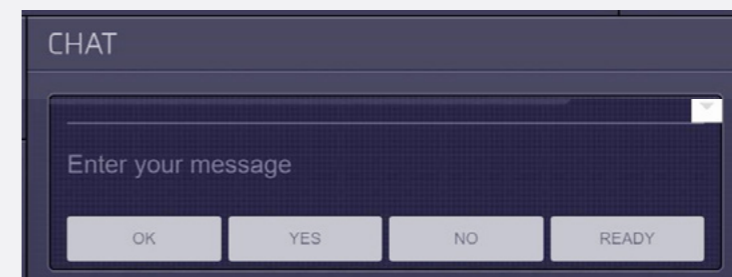
You are **on air** when the line on the button is **red**:



Please try to avoid reading out a written speech. Reading out is much faster and less interactive than speaking spontaneously.

IT support

The number of the IT support for your meeting will be available in the Chat.





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ENJOY YOUR MEETING!