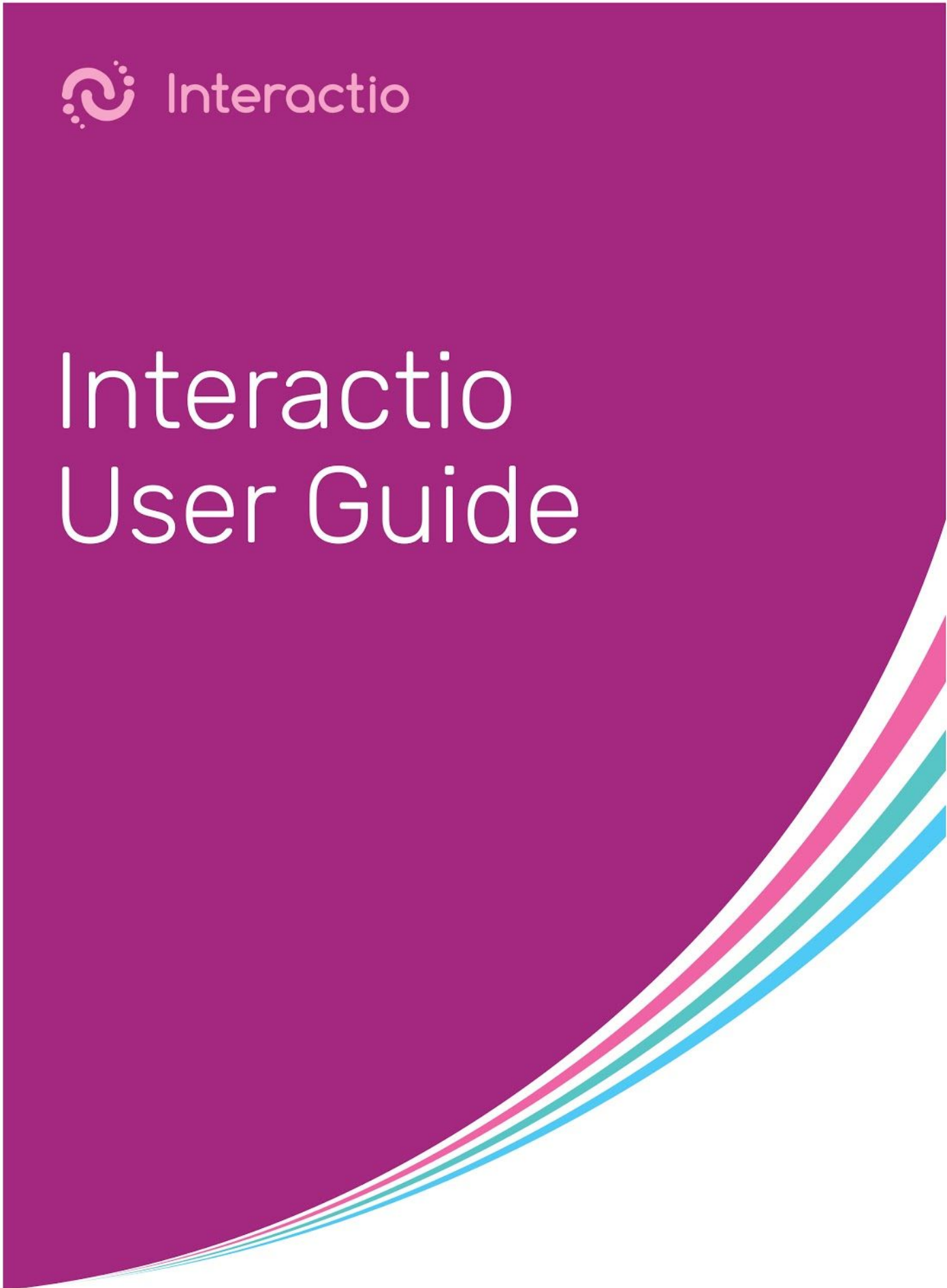# Interactio

Interactio User Guide
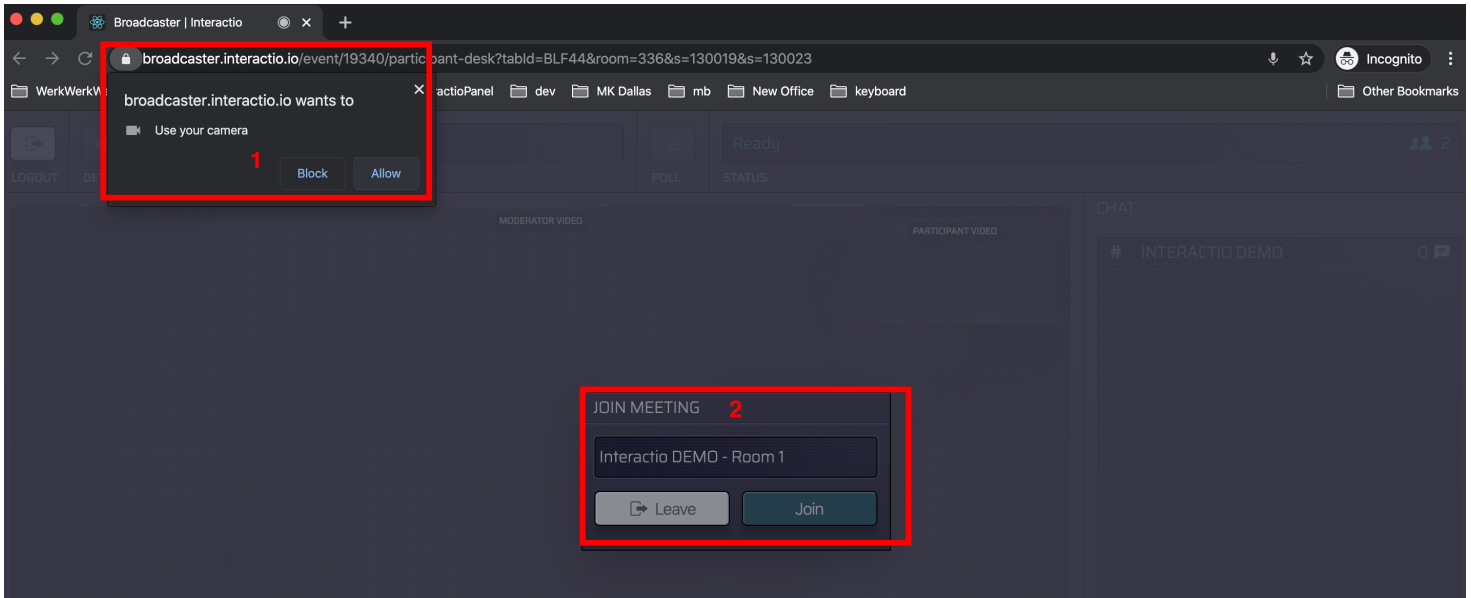
REMOTE PARTICIPANT GUIDE

STEP 1

Open the provided link in a web browser (Google Chrome recommended).

If it is a one time event (for example, a demo event) it is recommended to use Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows), or Command+Shift+N (on MacOS).
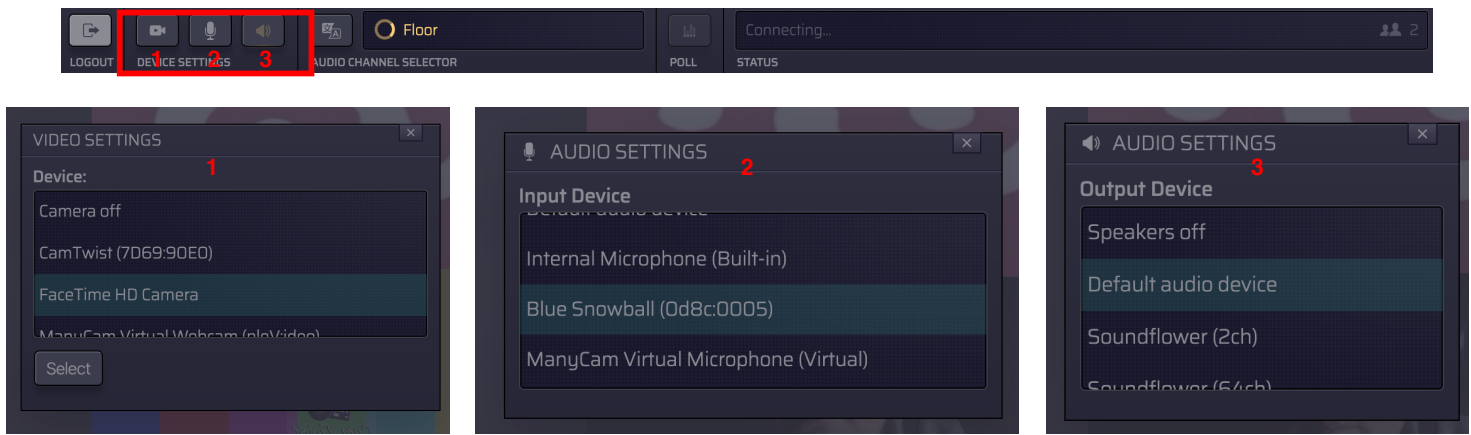

STEP 2

When prompted by the browser, **allow the use of Microphone and Camera (1)**. And press **Join** to join the event **(2)**.
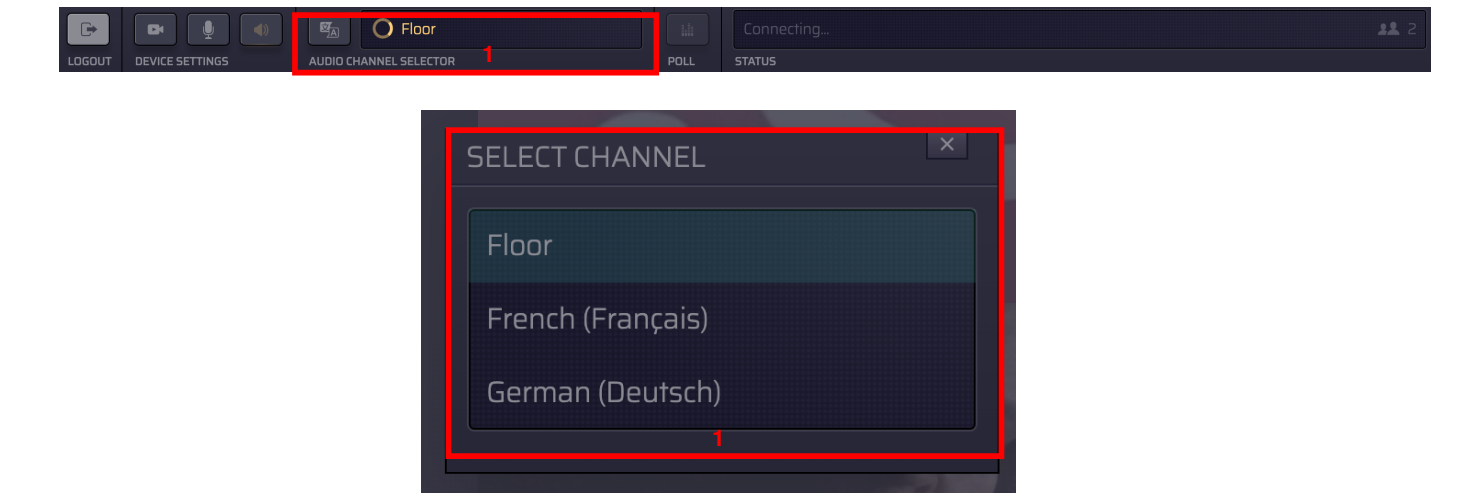

STEP 3

Select your **camera (1)**, **audio input device (2)** (microphone, headset, etc.), **output device (3)** (headphones, speakers, etc.)
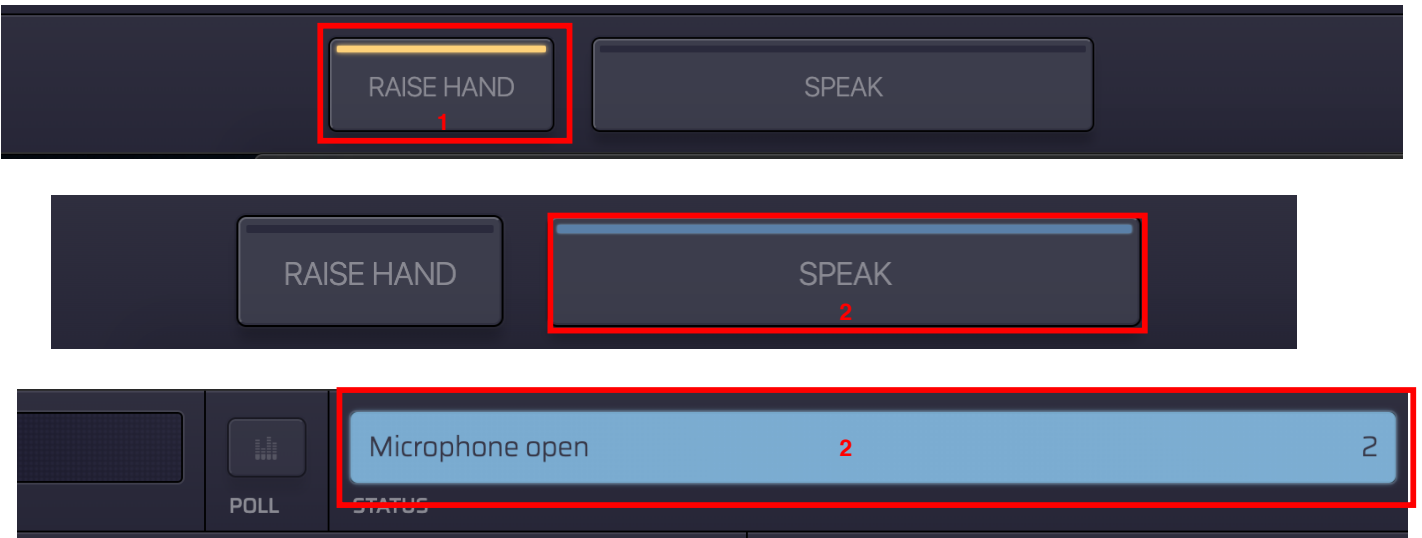

STEP 4

Select the **audio channel (1)** (language) you want to listen to.

STEP 5

Raise your hand, by pressing the button **Raise Hand (1)** to indicate the wish to speak.

When given the right to speak by the Moderator, Speak button will start glowing blue (2) and the Status line will say "Microphone open" (2).

STEP 6

Press **Speak (1)**.

Your speak button should turn red (2), and your Status should say Live (2) - this indicated that you are currently live and streaming.
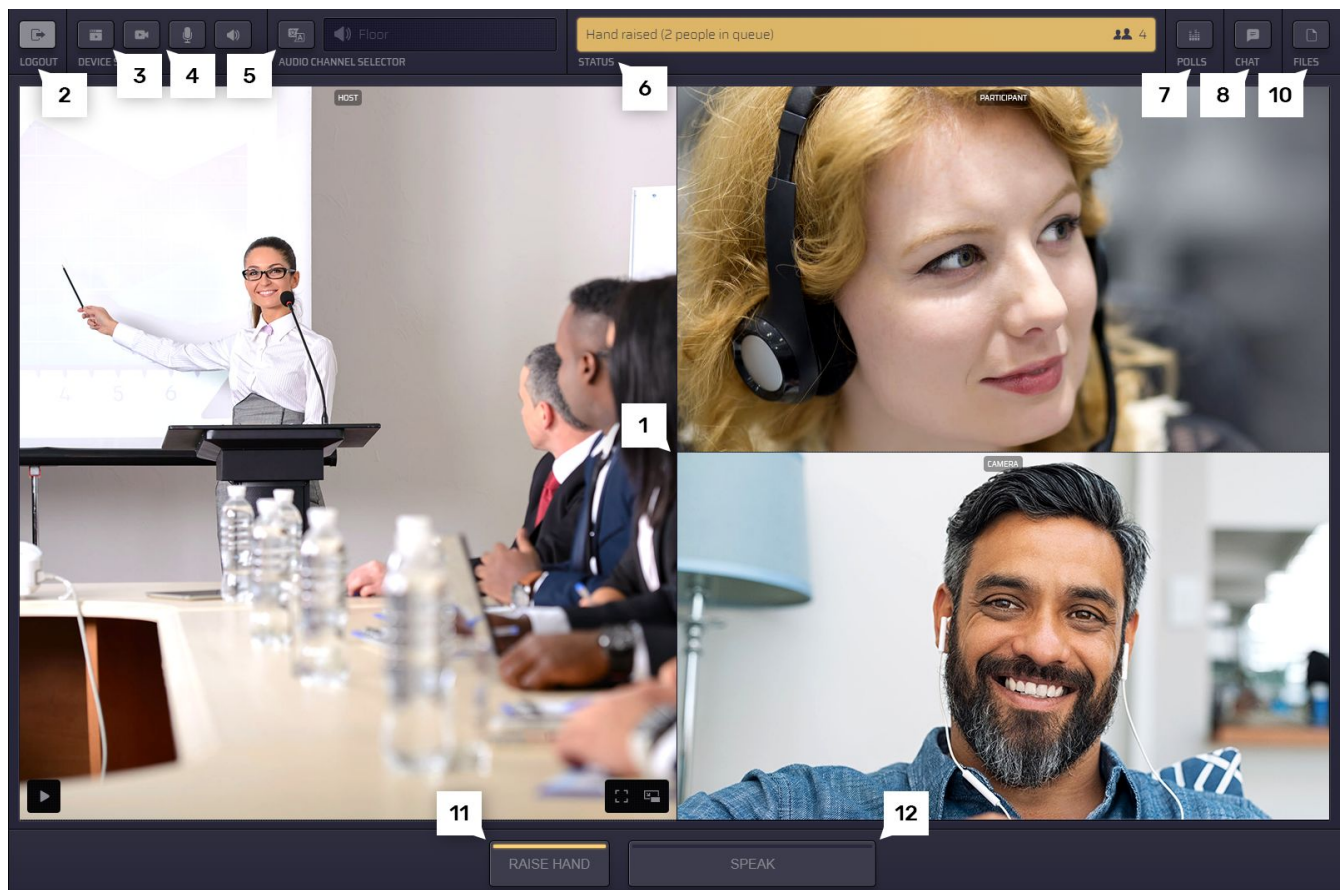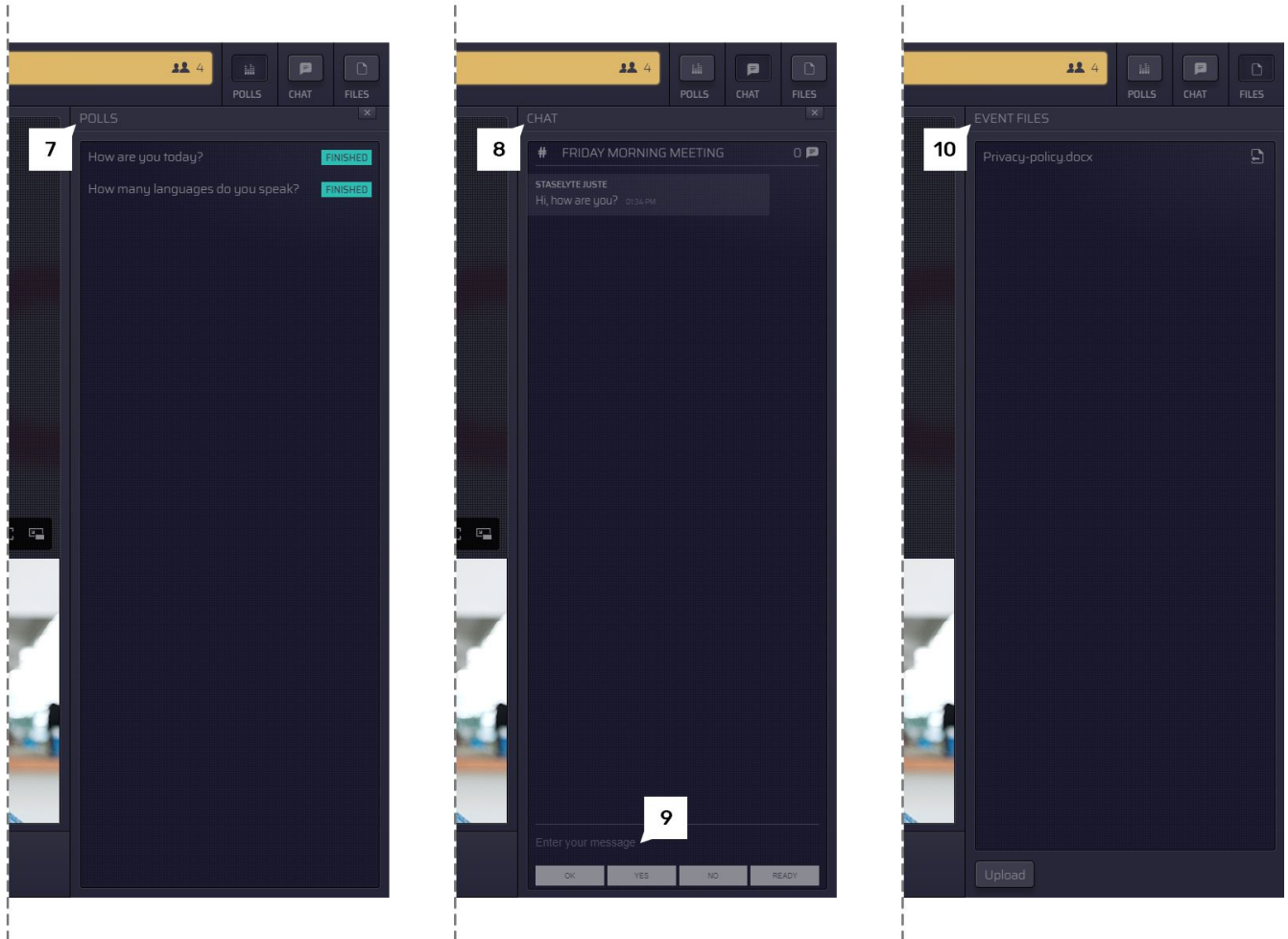
Participant

Please make sure you have all the necessary equipment working and ready to go:

- You are connected to the stable WiFi (if possible, make sure your device is the only one connected to that network)
- You are using a computer with Google Chrome browser, and your device is connected to a power source.
- You have your headphones plugged in

Visit the event web link provided by the meeting organizer, enter your email address, your first and last name and press Join. Once you log in, you'll see a screen similar to the one below. Make sure you allow access to the microphone and camera once you join the meeting.

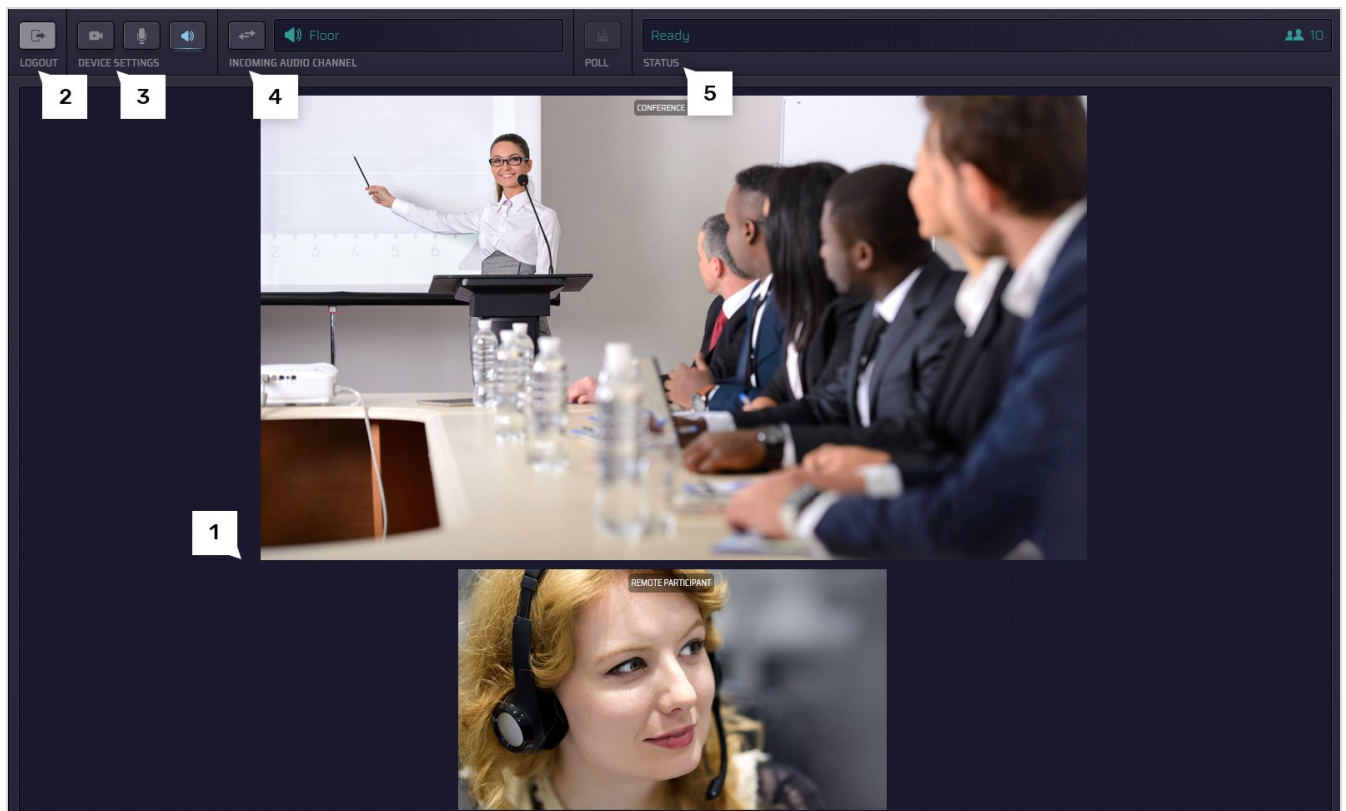| #	Component	Description
1	Video screens	View room, remote participant and your own screen at the same time.
2	Logout	Press logout to leave the event
3	Share screen	Share your screen with the rest of participants. You can do that only when you are speaking (status: live)
4	Device settings	You can select and adjust your device settings at any time during the meeting: - Select your camera - Select your microphone device - Select your speakers

5	Language (audio) selection	Press the button to see what languages are available and select your preferred audio source.
6	Your status	Here you can see your current status: - Ready: you have joined the meetings, your microphone and camera have been set up - Hand raised: you raised your hand and the meeting moderator now sees that you would like to speak - Microphone open: the moderator has allowed you to speak. You can simply press "Speak" button and start speaking - Live: it means that you are currently streaming your video and audio to the meeting participants
7	Polls	Participate in the live poll or simply view all previous polls' results
8	Chat	Here you can see all your communication with the meeting moderator or other participants
9	Send a message	Enter your message here and press Enter to send. You can also use the shortcut buttons to send a preset text.
10	Files	Download files sent to you by the meeting moderator or other participants. Press "Upload file" on the bottom of the page if you would like to send a file to the meeting participants.
11	Raise Hand	Press this button in order to let the moderator know that you would like to speak
12	Speak	Press this button to activate your camera and microphone and start speaking to other meeting participants

Viewer

Please make sure you have all the necessary equipment working and ready to go:

- You are connected to the stable WiFi (if possible, make sure your device is the only one connected to that network)
- You are using a computer or a tablet with Google Chrome browser, and your device is connected to a power source.
- You have your headphones plugged in

Then just click on the event link provided by the meeting organizer, enter your email address, your first and last name and press Join.

#	Component	Description
1	Video screens	View room and/or active remote participant
2	Logout	Press logout to leave the event
3	Device settings	You can select and adjust your device settings at any time

		during the meeting: - Select your camera - Select your microphone device - Select your speakers
4	Language (audio) selection	Press the button to see what languages are available and select your preferred audio source.
5	Your status	Here you can see your current status