4 STEPS

TO PARTICIPATING IN A MEETING WITH REMOTE SIMULTANEOUS INTERPRETATION

Interpreters need optimal sound in order to do their job properly and safely. What is often perceived as passable sound for meeting participants is actually unacceptable for those working in the booths. To enable proper interpretation of your statement in all six UN languages, please follow the four steps below. Additionally, it is strongly recommended that you participate in the sound checks conducted by conference staff prior to every session and every meeting.

1. Use an Ethernet cable to connect your computer to your router.

Wi-Fi internet connections are not stable enough for meetings using an interpretation platform. 💡 If you are using a cable and your connection is still poor, please check the additional COMPUTER TROUBLESHOOTING TIPS.

2. Use a USB headset with a built-in microphone or a USB unidirectional table microphone.

Neither your computer's built-in microphone nor your mobile phone earbuds with microphone will deliver the sound quality required for interpreters to do their job. **Also, please note that no matter how good your unidirectional microphone or headset is, your sound will not be good enough for interpretation purposes if you are still using Wi-Fi.**

USB headset with built-in mic	Unidirectional table microphone

💡 See the list of recommended equipment.

💡 See how to make sure that your headset or microphone is properly set up.

3. Participate from a quiet room and mute all notifications on your computer and devices around you.

4. Turn your camera on.

Interpreters rely on the visual cues to do their job properly. **If you are experiencing connectivity issues, these are best solved by following steps 1 and 2 above, rather than by turning off your camera.**

LIST OF RECOMMENDED EQUIPMENT

Please note that this list of recommended equipment is merely a suggestion and does not constitute an official endorsement.

The following **table microphones** and **headsets** or their equivalent are recommended.

- Table microphones

Manufacturer	Model
RODE	Studio USB Microphone
RODE	NT-USB Mini Microphone
BLUE YETI	USB Microphone
FIFINE	Gooseneck USB Microphone

- Headsets

Manufacturer	Series	Model
Cyber Acoustics	AC	6012
HAMA	AH	100
HAMA	Black	Desire
HAMA	Urage Soundz	113737
Logitech	G	332
Logitech	Zone	Wired
Sennheiser	GSP	350

If you are not able to find any of the suggested microphones, headsets or their equivalent, we recommend that you use an audio device with the following minimum technical specifications:

Microphone: 100 – 16.000 Hz
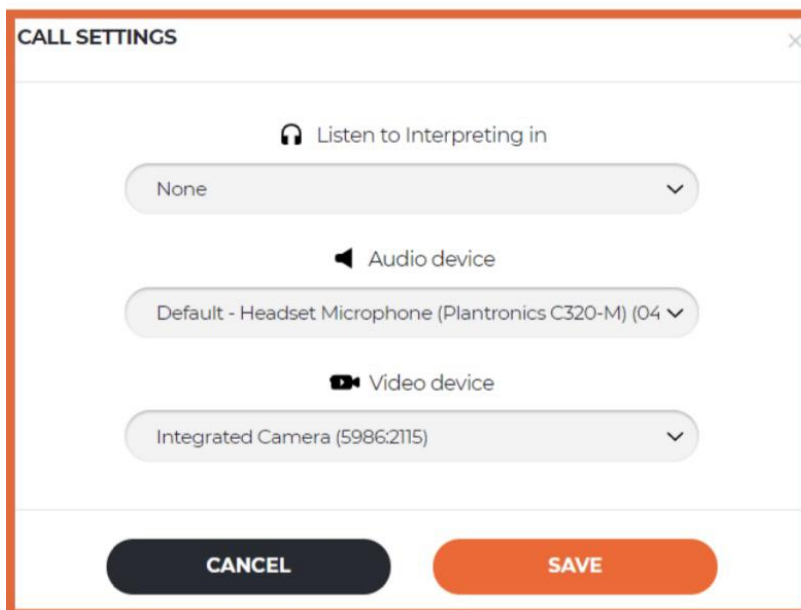**Headphone: 20 – 16.000 Hz**

It is strongly recommended that you use equipment with acoustic shock protection.

HOW TO ENABLE YOUR USB HEADSETS WITH BUILT-IN MIC OR USB MIC ON INTERPREFY

Enabling your headsets or mic is very easy!

1. Please **plug in** your USB headset or USB mic **before** **logging in.**

2. Make sure you have **allowed your browser access to your camera and audio**.

3. Log in to Interprefy and check that it is using the proper microphone.

   - Go to settings ⚙ on the Interprefy webpage;

   - Make sure that your USB headset or USB mic is the one selected in the "Audio device" drop-down box. Please note that you cannot change the setting while streaming.

   - If you logged in before plugging in your USB audio device, Interprefy might not recognize it right away. Just log out, plug in your device and log in again.

COMPUTER TROUBLESHOOTING TIPS

1. **Are you using an Ethernet cable and the recommended headsets/table mic and, still, the sound quality remains substandard?** The additional steps below may help:

- **Clear all cookies** in your browser and reboot your computer prior to the meeting;
- **Close all programs and applications** that are not strictly necessary for the meeting;
- **Use a computer that matches the minimum technical requirements:** the equivalent of an Intel i5+ or above CPU, with at least 8GB memory (RAM).

2. If the sound quality remains substandard after taking the above measures, we recommend that you **participate from a different location with a better Internet wired connection** and **repeat the sound check at your earliest convenience**.