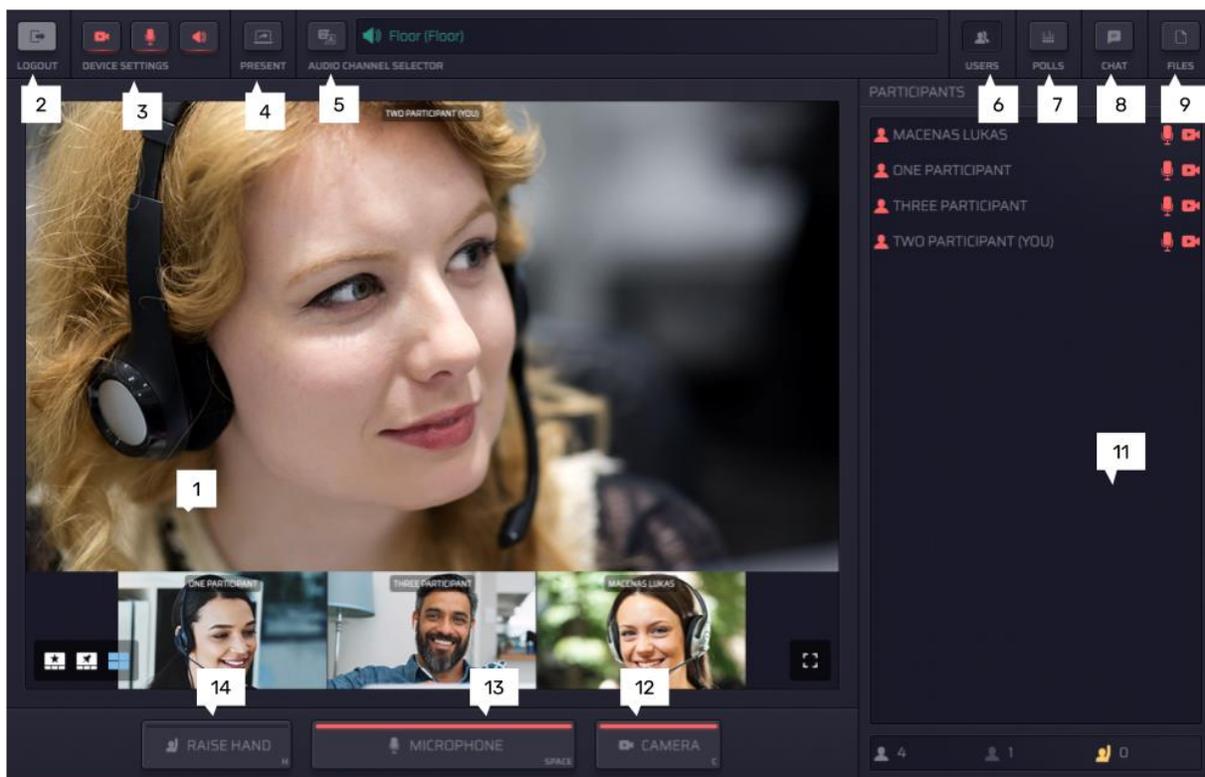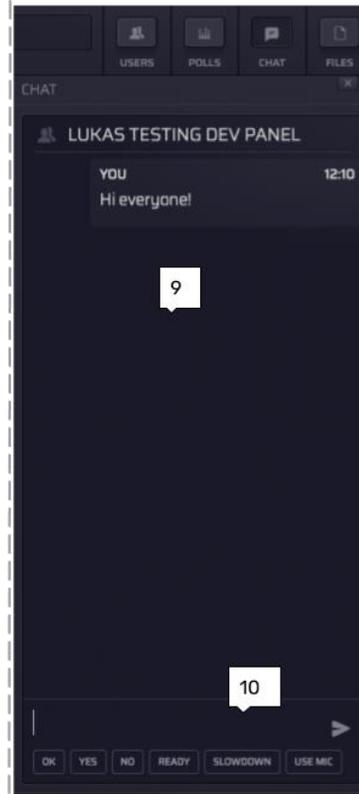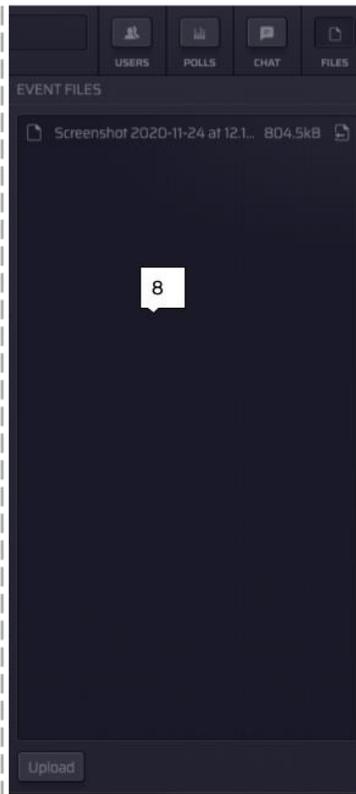# Interactio

Interactio
User Guide

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 and password 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.

POLLS

Voting question   LIVE

7

USERS   POLLS   CHAT   FILES

EVENT FILES

Screenshot 2020-11-24 at 12.1...   804.5kB

8

Upload

USERS   POLLS   CHAT   FILES

CHAT

LUKAS TESTING DEV PANEL

YOU   12:10
Hi everyone!

9

10

OK   YES   NO   READY   SLOWDOWN   USE MIC

USERS   POLLS   CHAT   FILES

#	Component	Description
1	Video component	You can select different viewing modes: 1. Active speaker (start) 2. Pinned 3. Gallery 4. Presentation (only when someone is presenting)
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	Present	Share your screen with the rest of participants. You can do that only when you are speaking (status: live)
5	Language (audio) selection	Press the button to see what languages are available and select your preferred audio source.
6	Users	Open or hide the Participant list (11)
7	Polls	Participate in the live poll or simply view all previous polls' results
8	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.
9	Chat	Here you can see all your communication with the meeting moderator or other participants. You can also send a direct chat message to the selected participant in the participant list (11).
10	Send a message	Enter your message here and press Enter to send. You can also use the shortcut buttons to send a preset text.

11	Participants	Here you can view the list of participants and their statuses. At the bottom of the list you can view the total number of participants, viewers and participants with raised hands. You can send a direct chat message by clicking on the participant and selecting the chat option.
12	Camera	Turn your camera on or off*
13	Microphone	Turn your microphone on or off*
14	Raise Hand	Press this button in order to let the moderator know that you would like to speak

* In the single Speak button mode participants will have a single button that controls both camera and microphone.