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. Please follow these four steps in order for your intervention to be interpreted and understood in all six UN official languages.

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

   Wifi internet connections are not stable enough for meetings using an interpretation platform.

2. **Use a USB headset with a built-in microphone or a USB unidirectional table microphone.** (See list of recommended equipment below)

   **USB headset with built-in mic:**
   ![USB headset with built-in mic]

   **Unidirectional table microphone:**
   ![Unidirectional table microphone]

   Please plug in your USB headset or USB mic before logging in and select your USB headset or USB mic.

   **This is very easy.** Just go to settings ⚙️ and select your USB audio device. If you logged in before plugging in your USB audio device, just log out, plug in device and log in again. For a screenshot on how to enable your USB device, see second page.

   Your computer’s built-in microphone will not 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 Wifi.

3. **Participate from a quiet room.**

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.

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**LIST OF RECOMMENDED EQUIPMENT**

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

1. **Ethernet cable**
2. **Microphone**

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

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<th>Series</th>
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<td>RODE</td>
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<td>Cyber Acoustics</td>
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HOW TO ENABLE YOUR USB HEADSETS WITH BUILT-IN MIC OR USB MIC ON THE INTERPREFY PLATFORM