

# 4 STEPS

## TO PARTICIPATING REMOTELY IN A MEETING WITH INTERPRETATION



### 01 ETHERNET CABLE

**Use an ethernet cable to connect your computer to your router.**

Wi-Fi internet connections are not stable enough for a meeting using an interpretation platform.



### 02 MICROPHONE

**Use a USB unidirectional table or lapel microphone.**

Use a headset if you have no other choice.

Avoid built-in microphones (in computer or wired earphones) and wireless devices.



### 03 QUIET SETTING

**Participate from a quiet room.**

Close the windows and door.

Mute all notifications on your computer and other devices around you.



### 04 CAMERA

**Turn on your camera when taking the floor.**

Interpreters rely on visual cues to do their job properly.

Mind your background and lighting.

