

DER SEMINAR TALK+

Beginners' Guide In 14 Steps Or Less

(Additional information via: www.der-seminar.de/help)

1. PREPARING YOUR COMPUTER

- Do you have a microphone?*
- Do you have a webcam? *
- We recommend: Use a headset or headphones (this prevents background noise or feedback loops)

2. OPEN A LINK

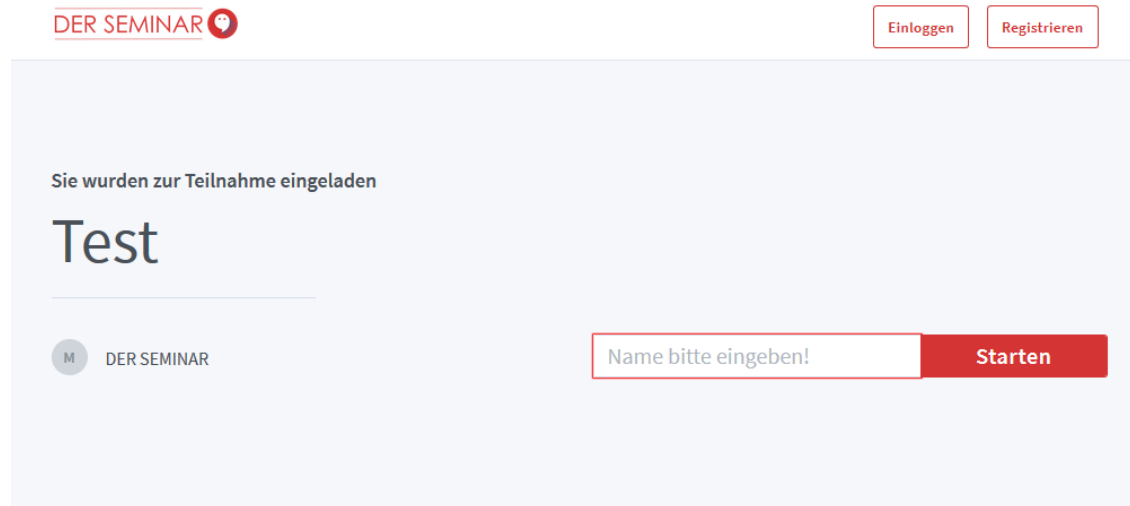
- You will receive a hyperlink from the organizer, e.g. according to this model:

<https://talkplus.der-seminar.com/b/tem-pla-te>



- You click the link.
- We recommend that you use the following browsers for Talk +:
- Mozilla Firefox ([Download hier](#)), continue from p. 3
- Google Chrome ([Download hier](#)), continue from p. 8

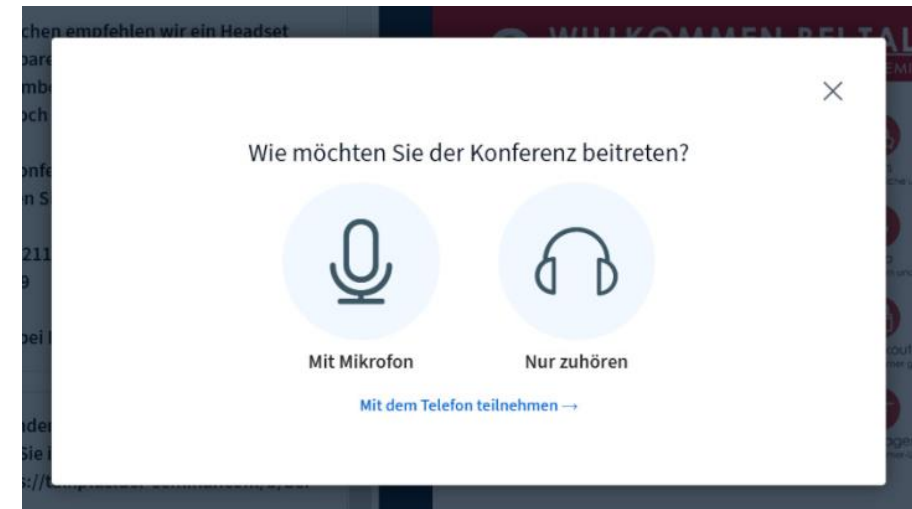
3. FIREFOX: PUT IN YOUR NAME

- You have clicked the link and the overview page loads.
- This may take a moment.
- You enter your desired username



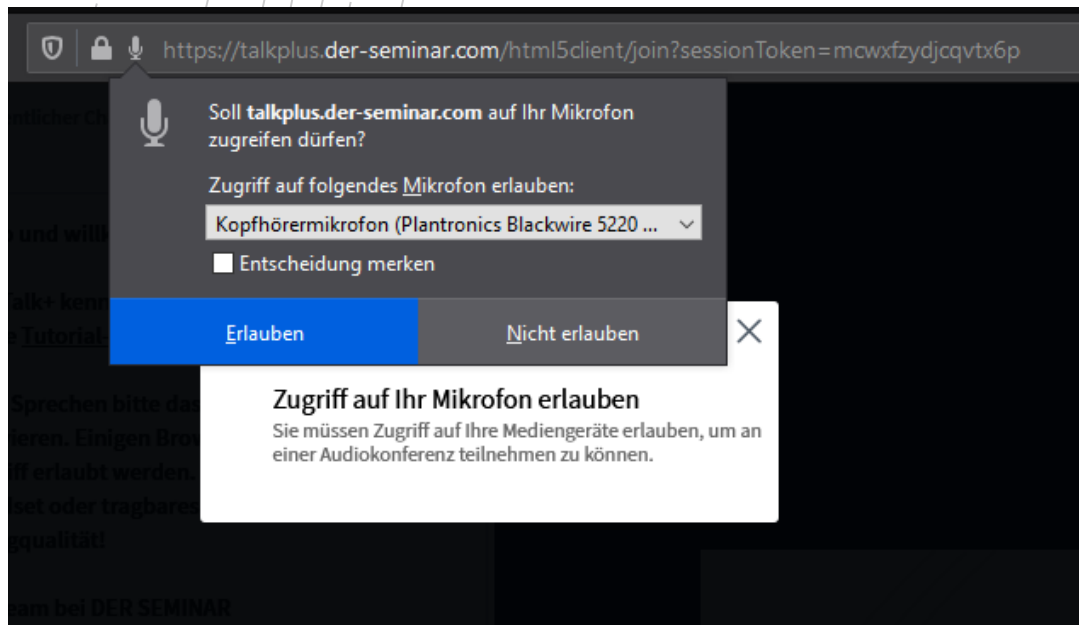
4. FIREFOX: JOIN A CONFERENCE

- You will be asked how you want to join the conference and you can choose:
 - With microphone  (continue from p. 4, point 5)
 - Just listen  (continue from p. 4, point 6)
 - Via telephone (continue from p. 5, point 6a)



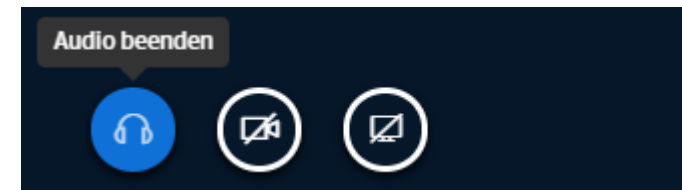
5. FIREFOX: JOIN WITH A MICROPHONE

- Allow your browser access to your microphone
- You, possibly, have several microphones to choose from (if several are connected to your PC)
- Select your favorite microphone from the list, then continue with point 7



6. FIREFOX: ONLY LISTEN

- You can also join without a microphone
- You are immediately logged in, but you cannot speak, you can only listen.
- If you want to speak, you have to
 1. Click the “Audio beenden” (stop audio) button

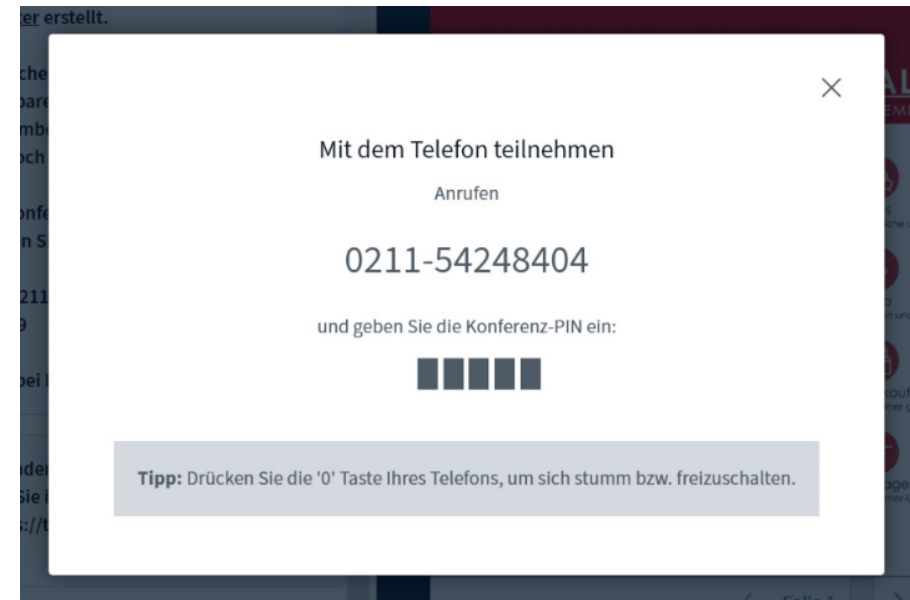
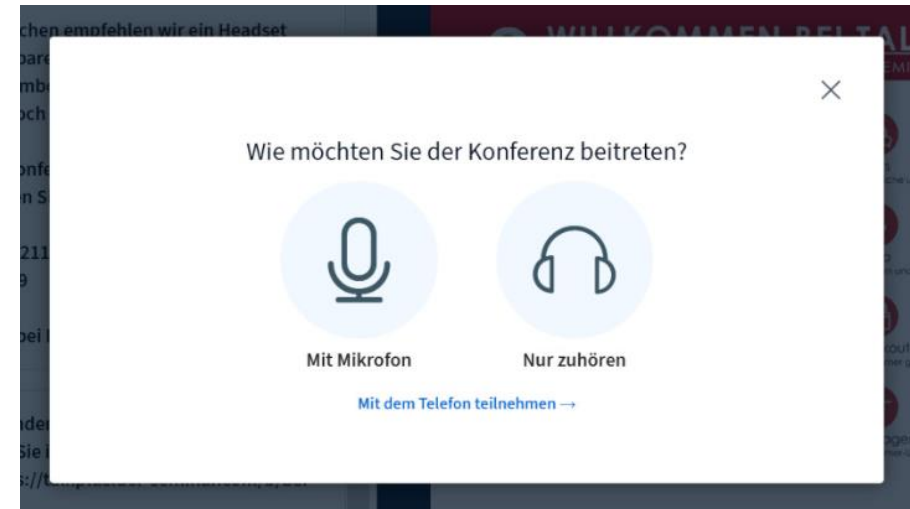


2. Click the “Audio starten” (start audio) button, then continue with point 7



6A. FIREFOX: DIAL IN VIA TELEPHONE

- Dial in to TALK+ as usual
- Already at the start (during the echo test) you'll see the option "Mit dem Telefon teilnehmen" (participate via telephone)
- Step 1: Click the button "Mit dem Telefon teilnehmen" (participate via telephone)
- Step 2: Call the number and put in the PIN
- Variant for steps 1+2: You see the telephone login in the public chat in the conference room as well
- **ADVICE:** If you press the number „0“ on your number pad, you can mut and unmute yourself



7. FIREFOX: TESTING YOUR MICROPHONE

- You will be automatically connected to the echo test (fig. 1)

8. FIREFOX: ECHO TEST

- You should hear yourself with a slight delay (fig. 2).
- If everything is alright, click the “Ja” (yes) button
- If not, click the “Nein” (no) button and adjust your microphone and speakers in the “Audioeinstellungen ändern” (change audio settings) window (fig. 3).

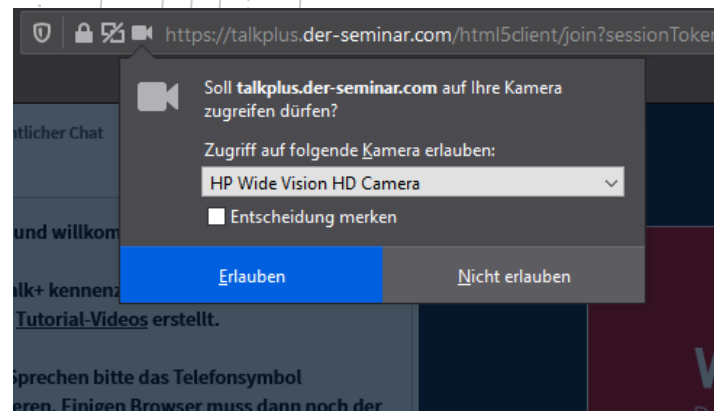


9. FIREFOX: SHARE WEBCAM

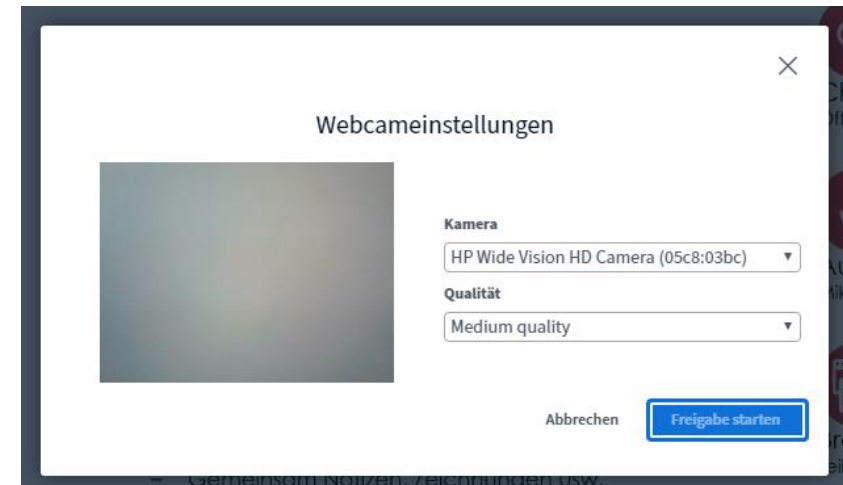
1. Select the “Webcam freigeben” (share webcam) button



2. Allow your browser to use the camera (may have to be done several times)



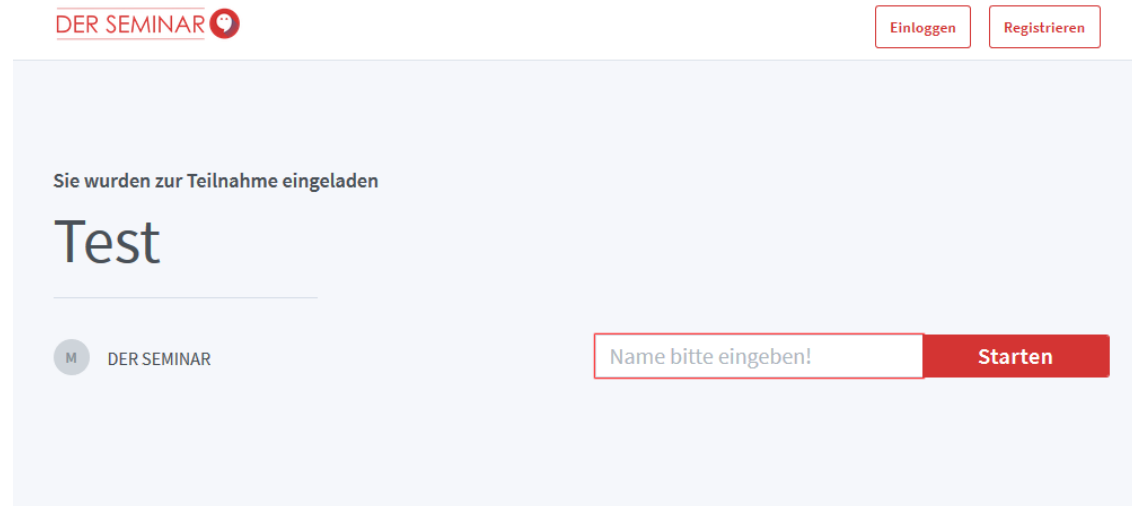
3. Set up your camera (if you have several) and adjust the quality (we recommend low or medium)




4. Finally, click on “Freigabe starten” (start sharing).

3. CHROME: PUT IN YOUR NAME


- You have clicked the link and the overview page loads.
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DER SEMINAR  [Einloggen](#) [Registrieren](#)

Sie wurden zur Teilnahme eingeladen

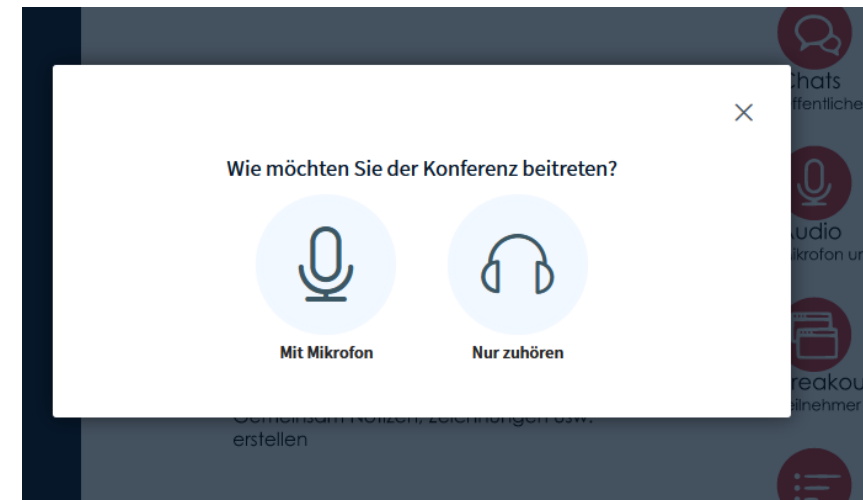
Test

 DER SEMINAR

Name bitte eingeben! [Starten](#)

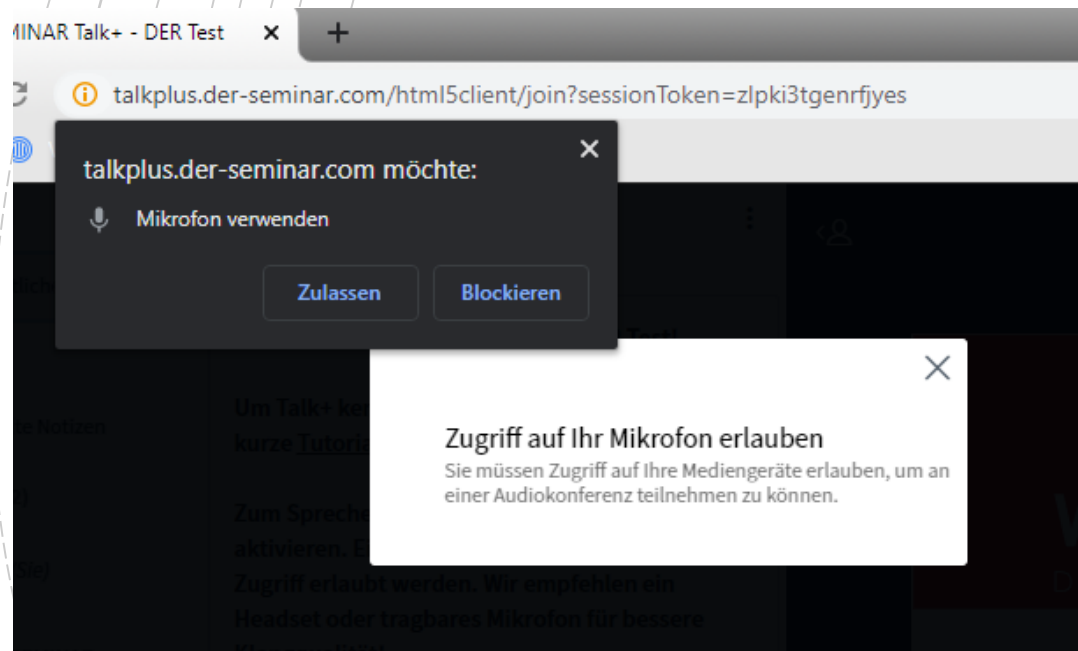
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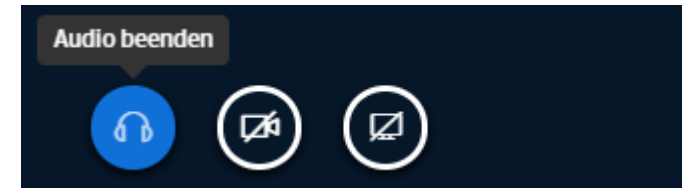
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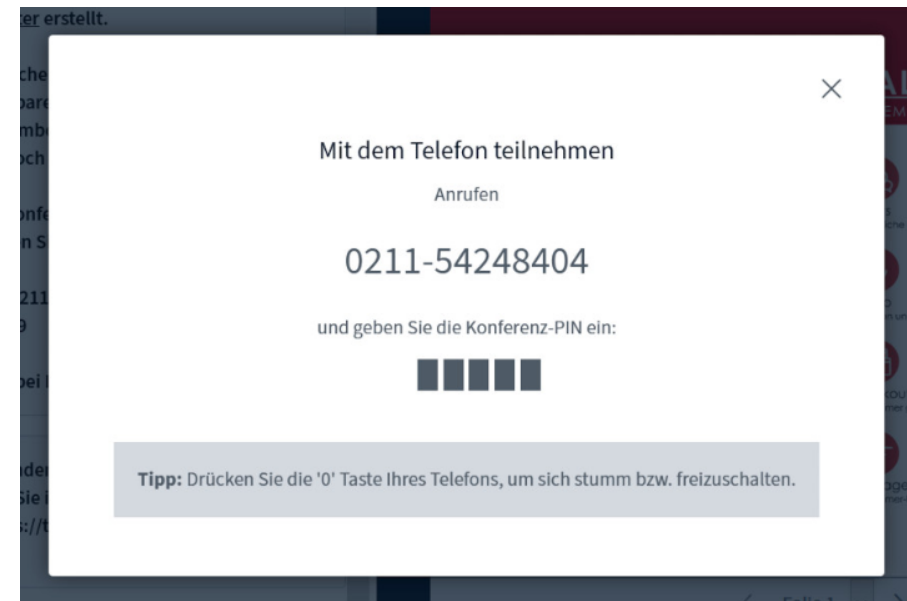
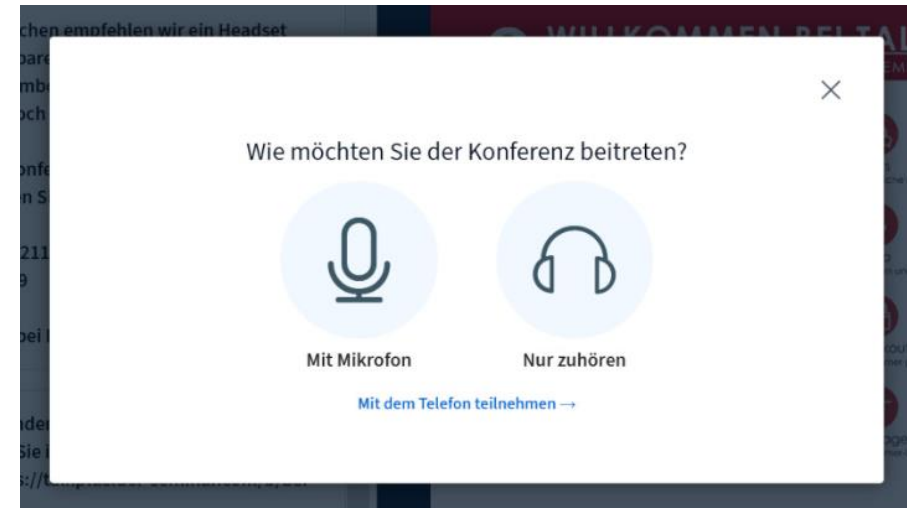


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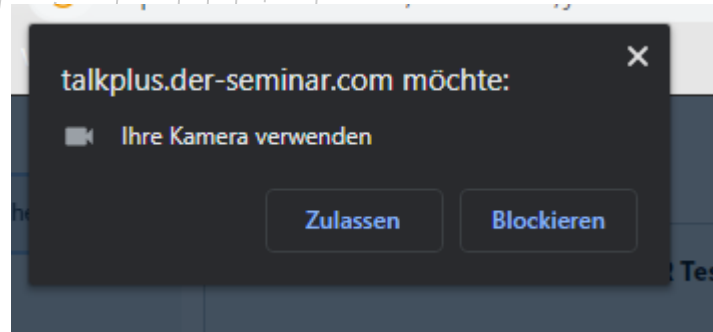


9. CHROME: SHARE WEBCAM

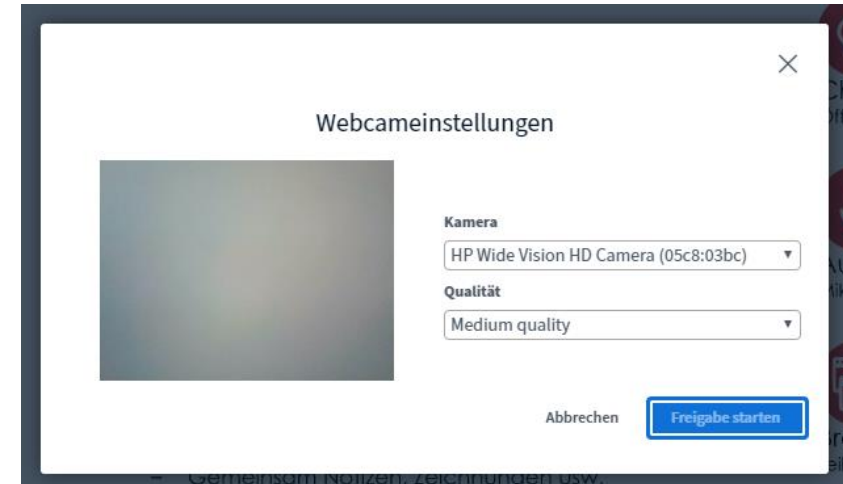
1. Select the “Webcam freigeben” (share webcam) button



2. Allow your browser to use the camera (may have to be done several times)



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4. Finally, click on “Freigabe starten” (start sharing).

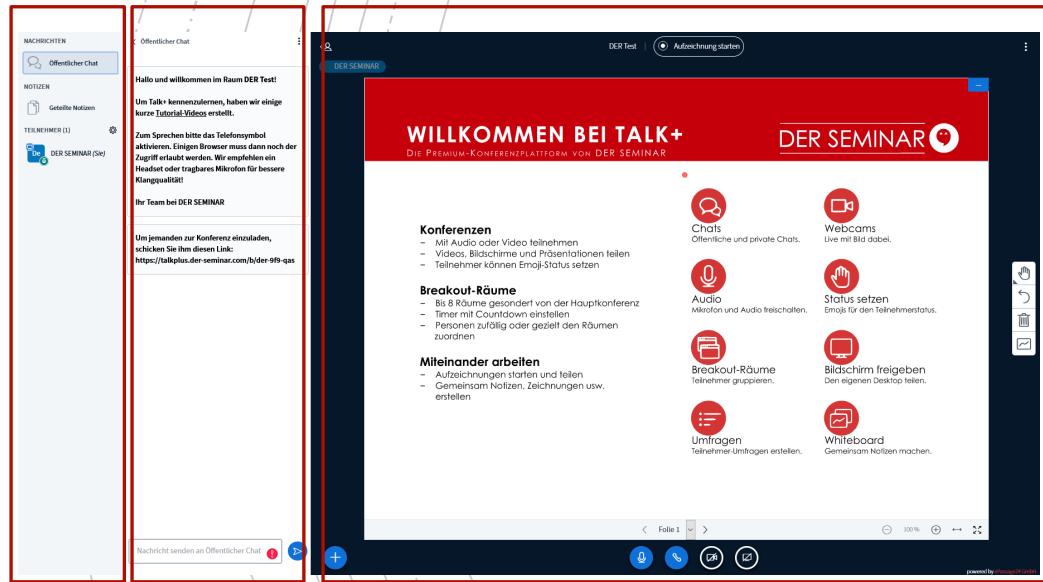
10. KNOWING THE ROOM

- Every conference room consists of 3 columns and 3 areas

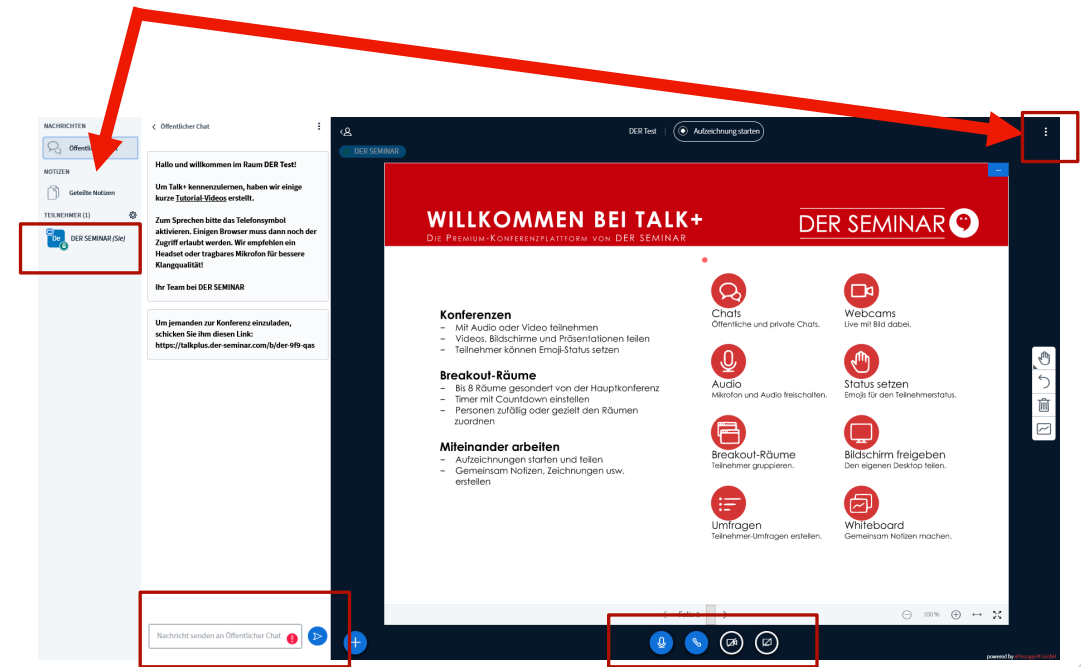
participant list chat

presentation

settings



columns



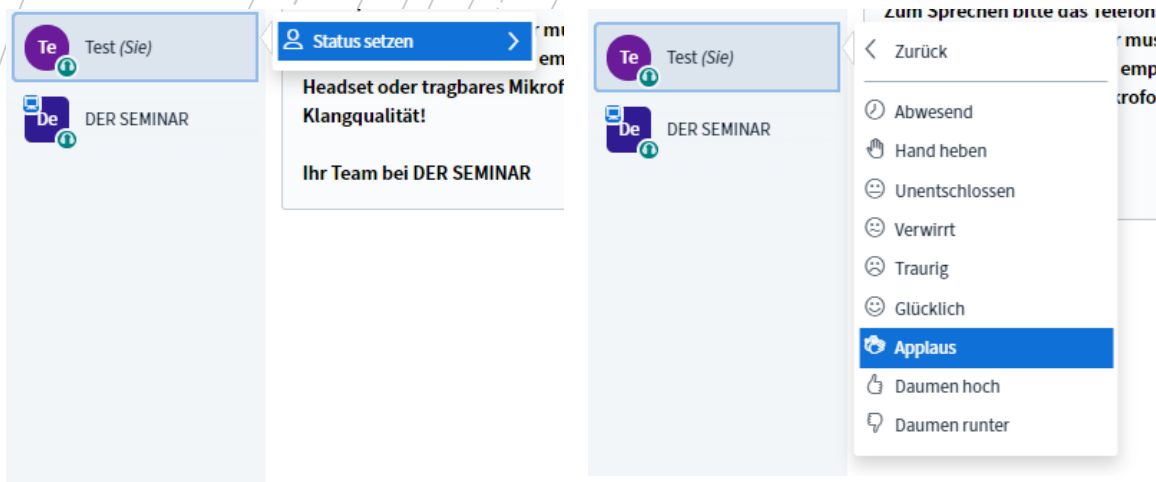
Writing in chat

areas

Microphone, webcam, share screen

11. SETTINGS (INDIVIDUAL)

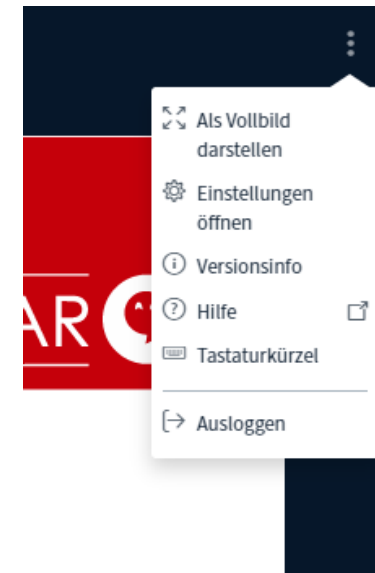
- You can set a status in your personal settings to display your status



- In addition, an administrator can make you a presenter or moderator and then you will find further settings in this area

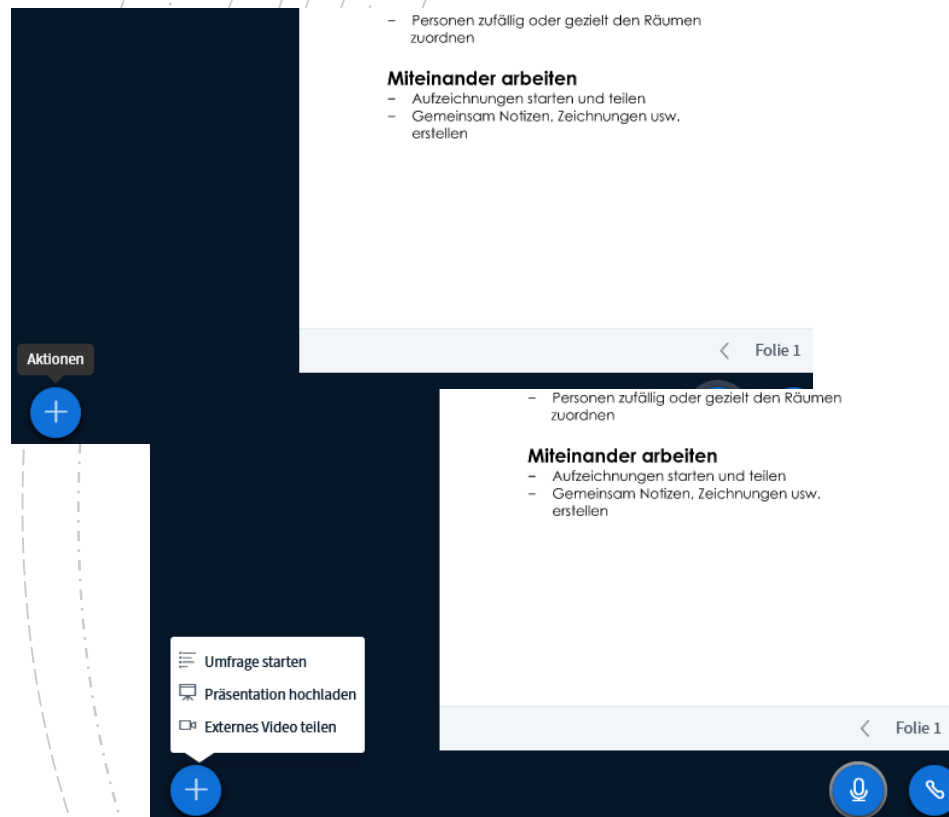
12. SETTINGS (ROOM)

- At the top right you will find the ☰ menu. There, you can adjust further settings for the conference room and can log out of the room at the end of the conference.

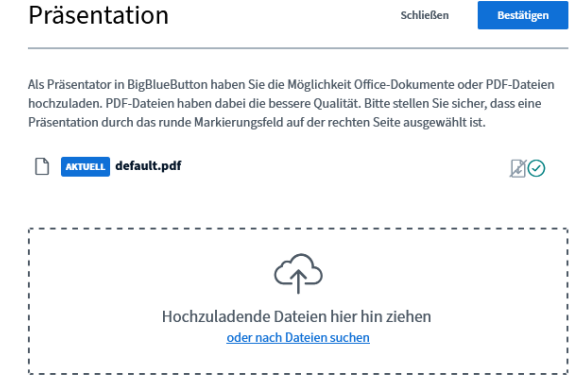


13. UPLOAD PRESENTATIONS

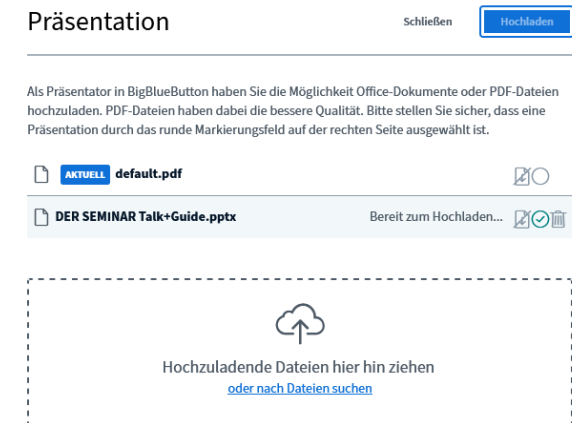
- Once you have been made a presenter, you can upload presentations or videos.
- Simply click on the + button



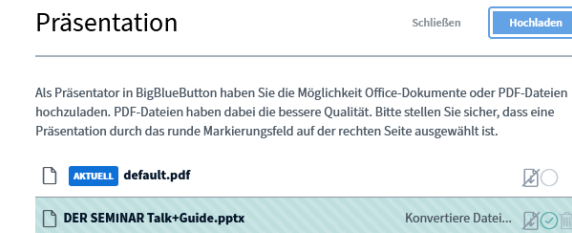
1. Select a file
(PowerPoint, PDF, OpenOffice ...)



2. Click on the "Hochladen" (upload) button

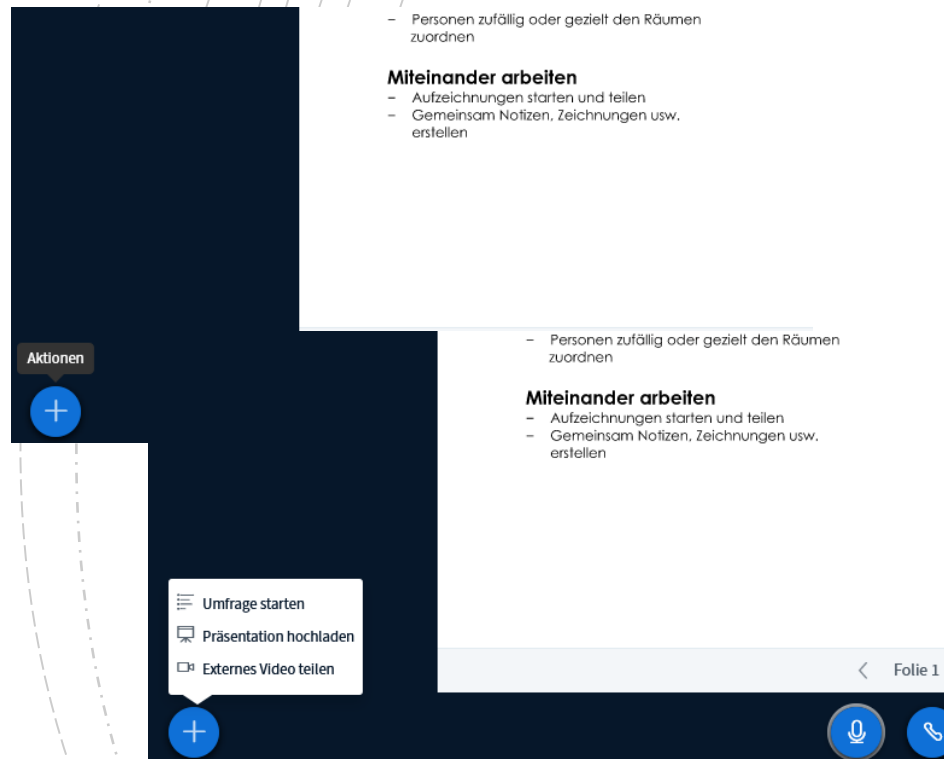


3. The system will automatically convert the file

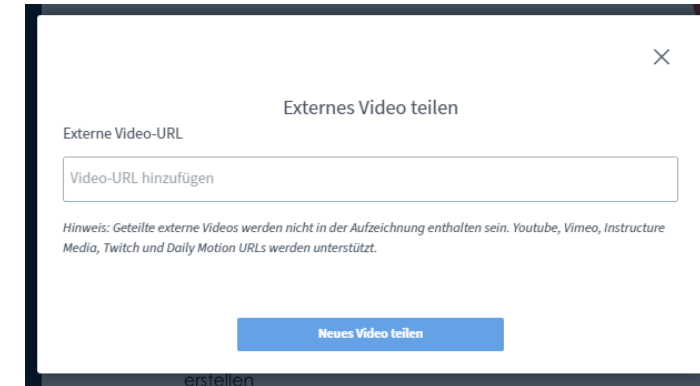


14. SHARE VIDEOS

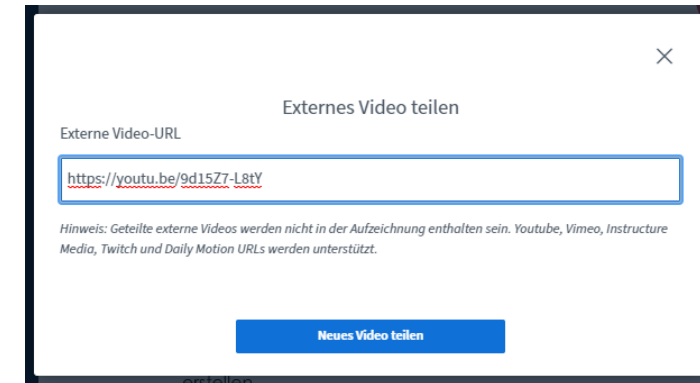
- If you're the presenter, you can upload videos too.
- Simply click on the + button and then on “Externes Video teilen” (share external video)



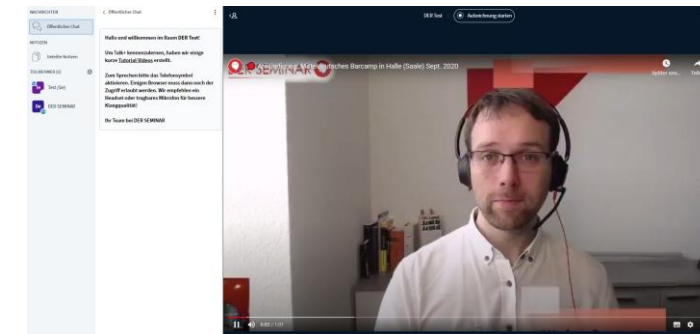
1. Insert a video URL (e.g. from YouTube)



2. Click the “Neues Video teilen“ button (share new video)



3. The video will play automatically for everyone (incl. sound!)



FINISHED! HAVE FUN WITH TALK +

The image shows a screenshot of the Talk+ interface, divided into two main sections: a chat sidebar on the left and a main conference screen on the right.

Chat Sidebar (Left):

- NACHRICHTEN:** Öffentlicher Chat
- NOTIZEN:** Geklebte Notizen
- TEILNEHMER (1):** DER SEMINAR (Sie)

Öffentlicher Chat:

- Hallo und willkommen im Raum DER Test!**
- Um Talk+ kennenzulernen, haben wir einige kurze Tutorial-Videos erstellt.**
- Zum Sprechen bitte das Telefonsymbol aktivieren. Einigen Browser muss dann noch der Zugriff erlaubt werden. Wir empfehlen ein Headset oder tragbares Mikrofon für bessere Klangqualität!**
- Ihr Team bei DER SEMINAR**
- Um jemanden zur Konferenz einzuladen, schicken Sie ihm diesen Link: <https://talkplus.der-seminar.com/b/der-9f9-qas>**

Main Conference Screen (Right):

- DER SEMINAR** (Logo)
- WILLKOMMEN BEI TALK+**
DIE PREMIUM-KONFERENZPLATTFORM VON DER SEMINAR
- Konferenzen**
 - Mit Audio oder Video teilnehmen
 - Videos, Bildschirme und Präsentationen teilen
 - Teilnehmer können Emoji-Status setzen
- Breakout-Räume**
 - Bis 8 Räume gesondert von der Hauptkonferenz
 - Timer mit Countdown einstellen
 - Personen zufällig oder gezielt den Räumen zuordnen
- Miteinander arbeiten**
 - Aufzeichnungen starten und teilen
 - Gemeinsam Notizen, Zeichnungen usw. erstellen
- Chats:** Öffentliche und private Chats.
- Webcams:** Live mit Bild dabei.
- Audio:** Mikrofon und Audio freischalten.
- Status setzen:** Emojis für den Teilnehmerstatus.
- Breakout-Räume:** Teilnehmer gruppieren.
- Bildschirm freigeben:** Den eigenen Desktop teilen.
- Umfragen:** Teilnehmer-Umfragen erstellen.
- Whiteboard:** Gemeinsam Notizen machen.

Navigation: Folie 1, 100%, and various control icons (microphone, video, chat, screen share) are visible at the bottom.