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

*(DER SEMINAR will assist you gladly;
just contact us via info@der-seminar.de)

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
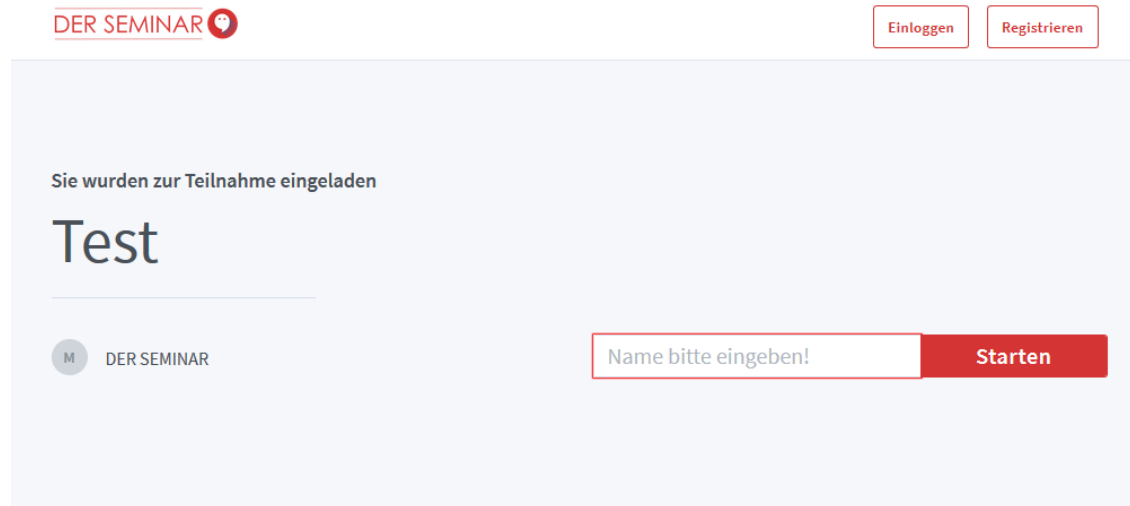
4. FIREFOX: JOIN A CONFERENCE

- 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)
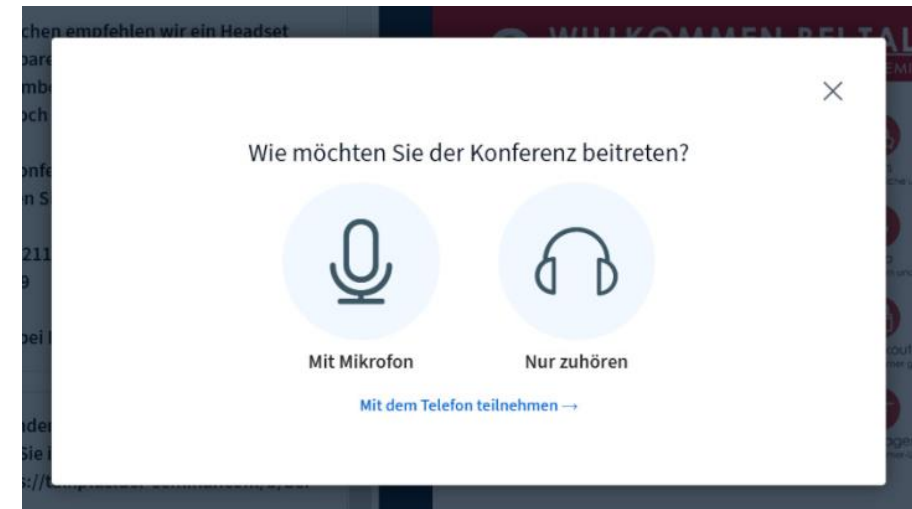
5. FIREFOX: JOIN WITH A MICROPHONE

- 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
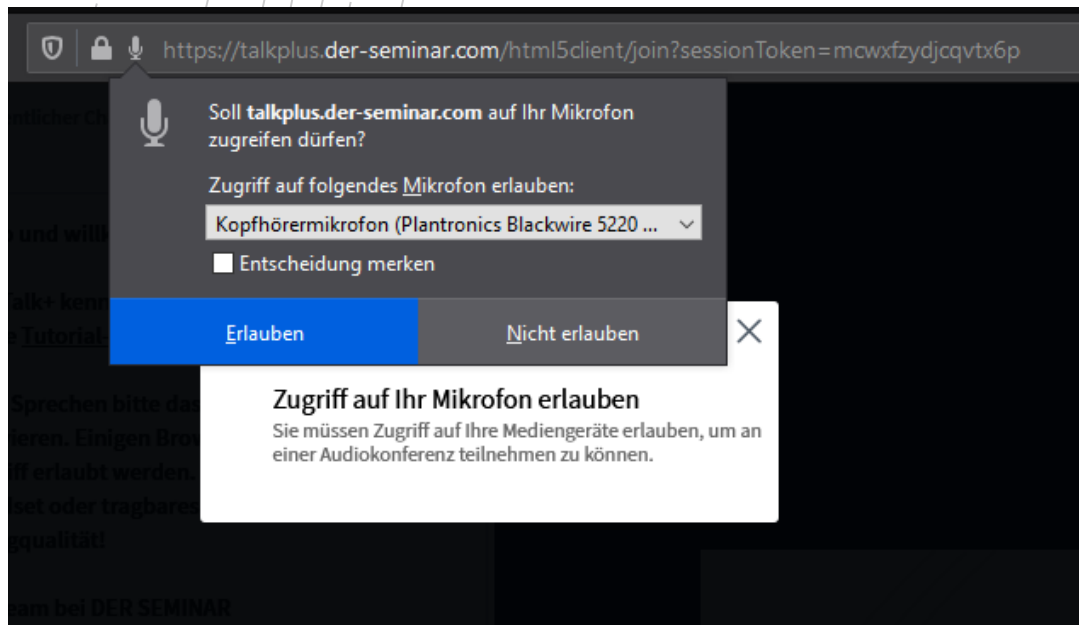
6. FIREFOX: ONLY LISTEN

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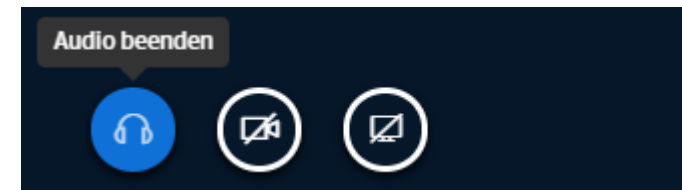
  2. Click the "Audio starten" (start audio) button, then continue with point 7

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
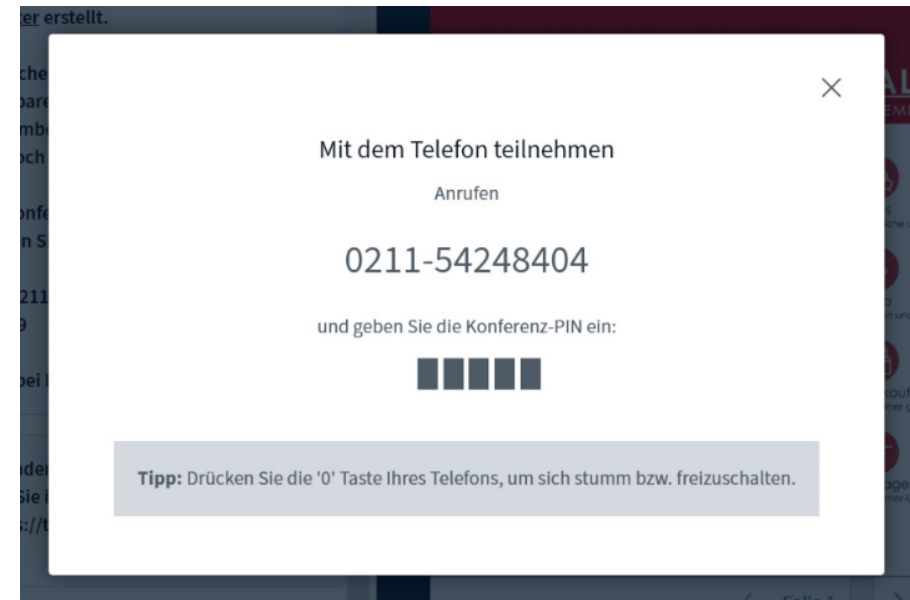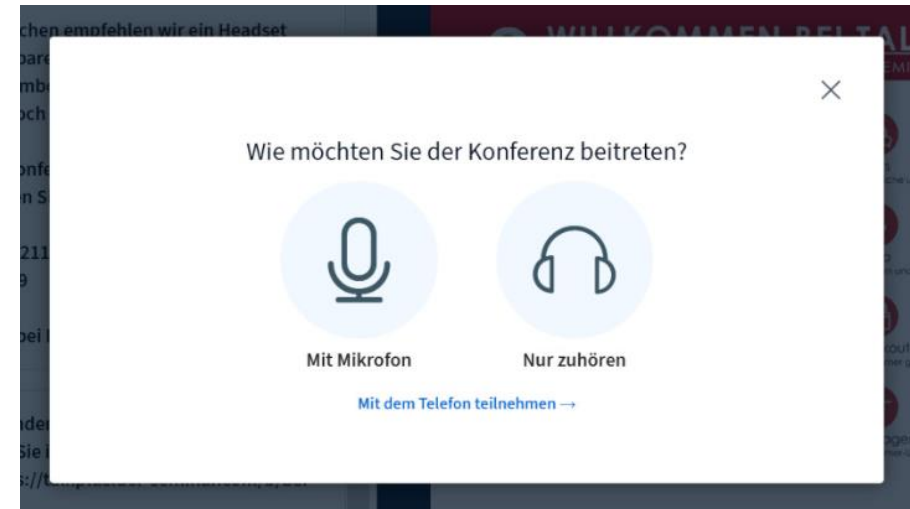
7. FIREFOX: TESTING YOUR MICROPHONE

- 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 allright, 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).
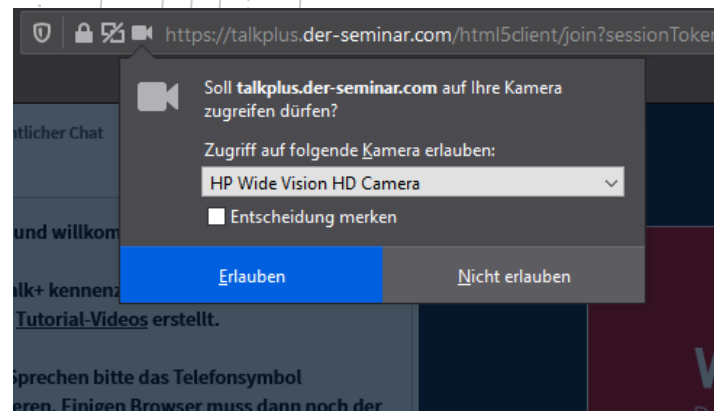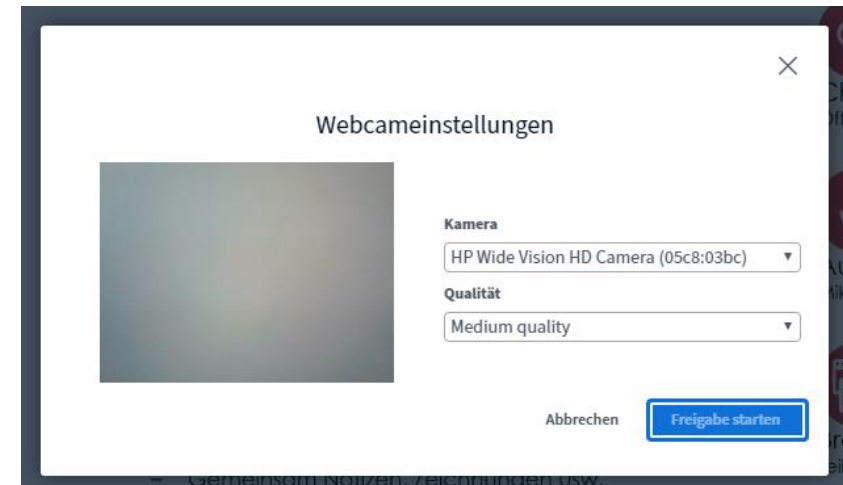
9. FIREFOX: SHARE WEBCAM

1. Select the "Webcam freigeben" (share webcam) button

2. Allow your browser to use the camera (may have to be done several times)
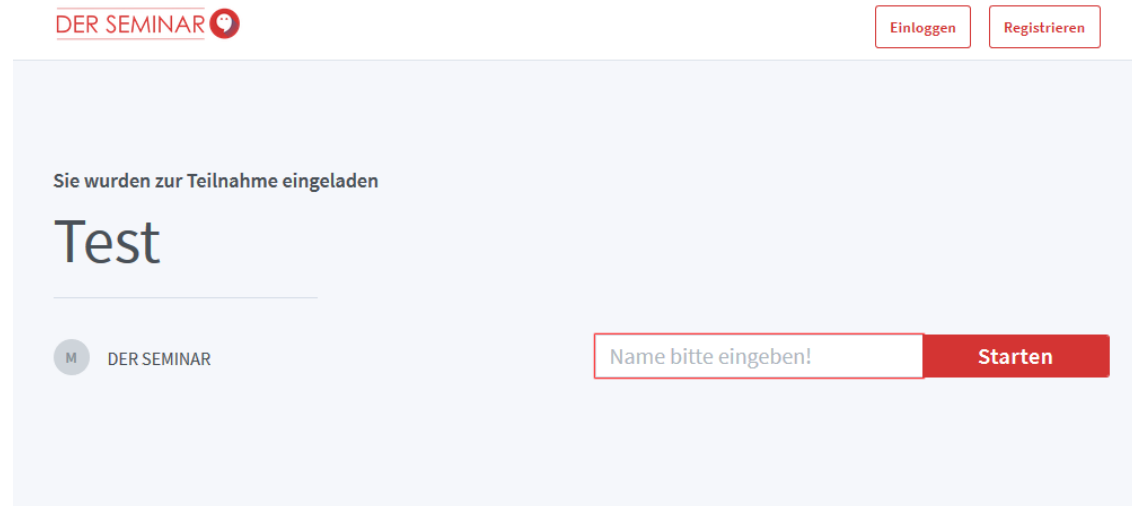
3. Set up your camera (if you have several) and adjust the quality (we recommend low or medium)

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

3. CHROME: PUT IN YOUR NAME

- You have clicked the link and the overview page loads.

- This may take a moment.

- You enter your desired username

4. CHROME: JOIN A CONFERENCE

- You will be asked how you would like to join the conference and can choose:
  - With microphone (continue from p. 8, point 5)
 - Just listen (continue from p. 8, point 6)
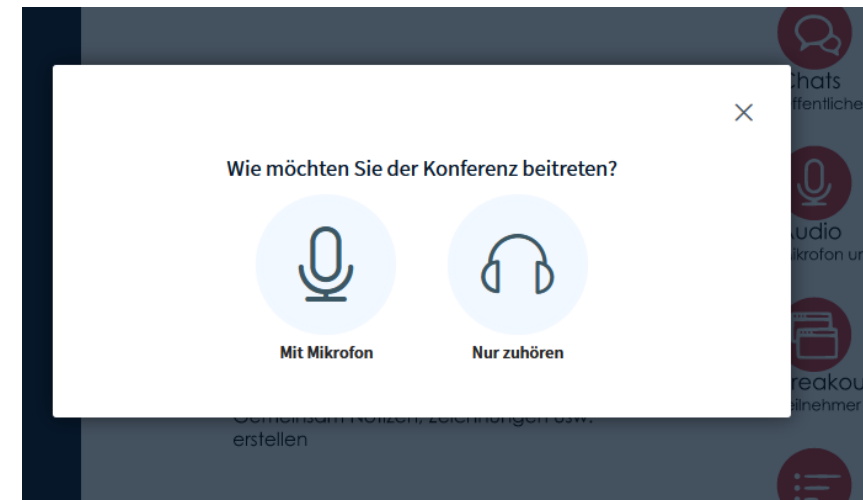
5. CHROME: JOIN WITH A MICROPHONE

- 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
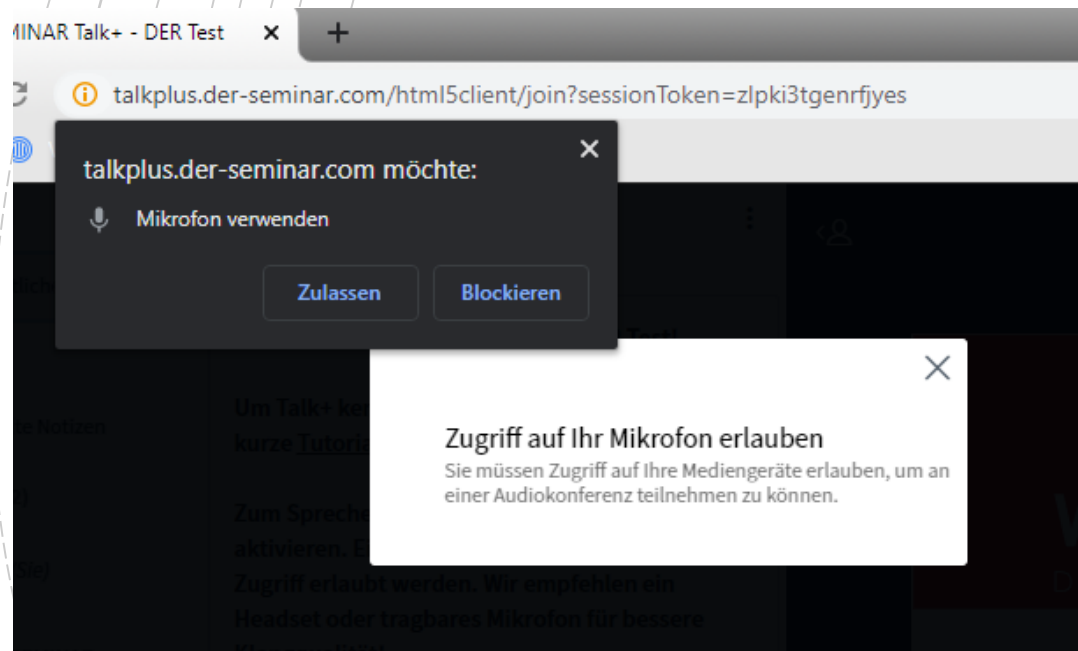
6. CHROME: JUST LISTEN

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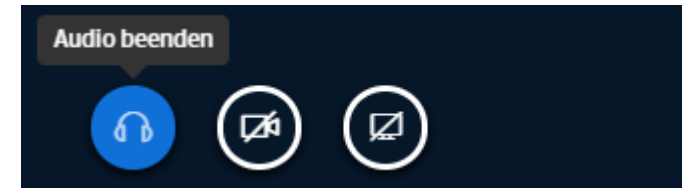
    2. Click the "Audio starten" (start audio) button, then continue with point 7

6A. CHROME: 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
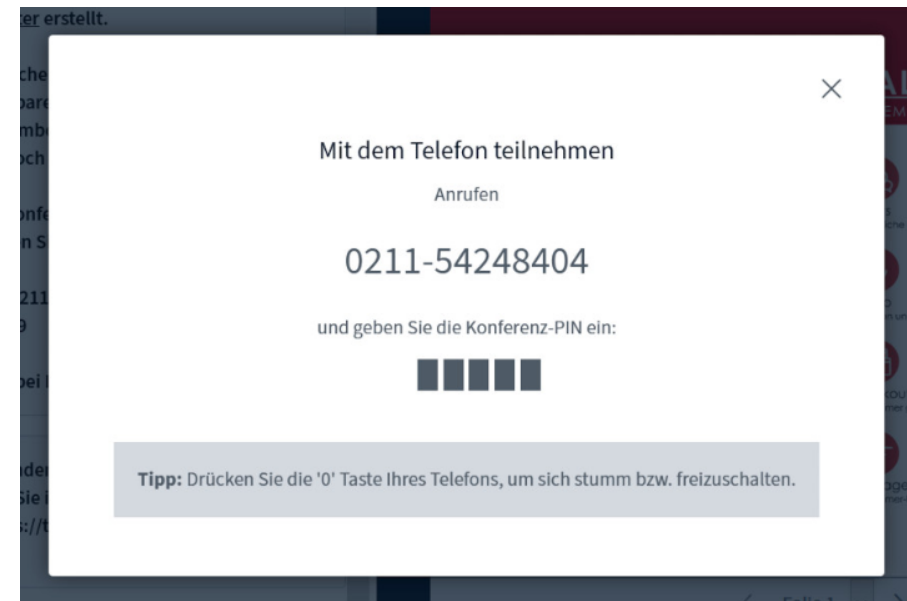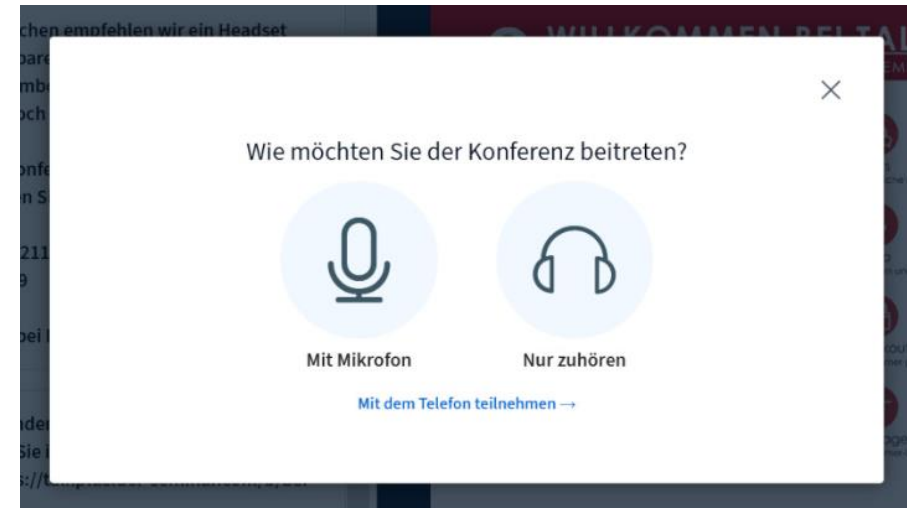
7. CHROME: TESTING YOUR MICROPHONE

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

8. CHROME: ECHOTEST

- You should hear yourself with a slight delay (fig. 2).

- If everything is allright, 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. 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)
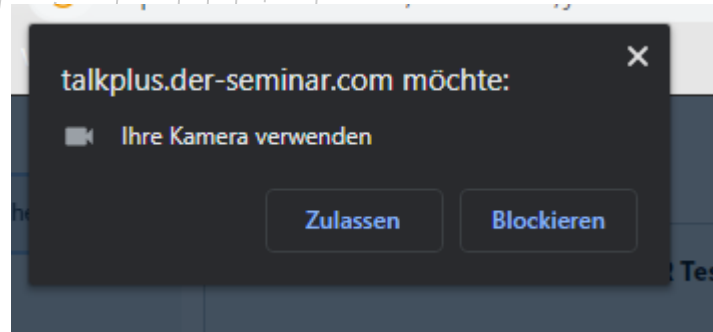
3. Set up your camera (if you have several) and adjust the quality (we recommend low or medium)
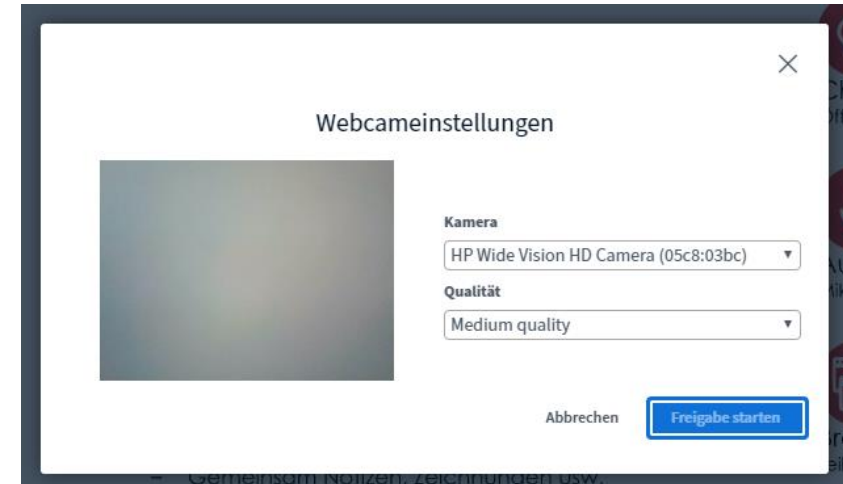
4. Finally, click on "Freigabe starten" (start sharing).

10. KNOWING THE ROOM

- Every conference room consists of 3 columns and 3 areas

participant list   chat   presentation

settings
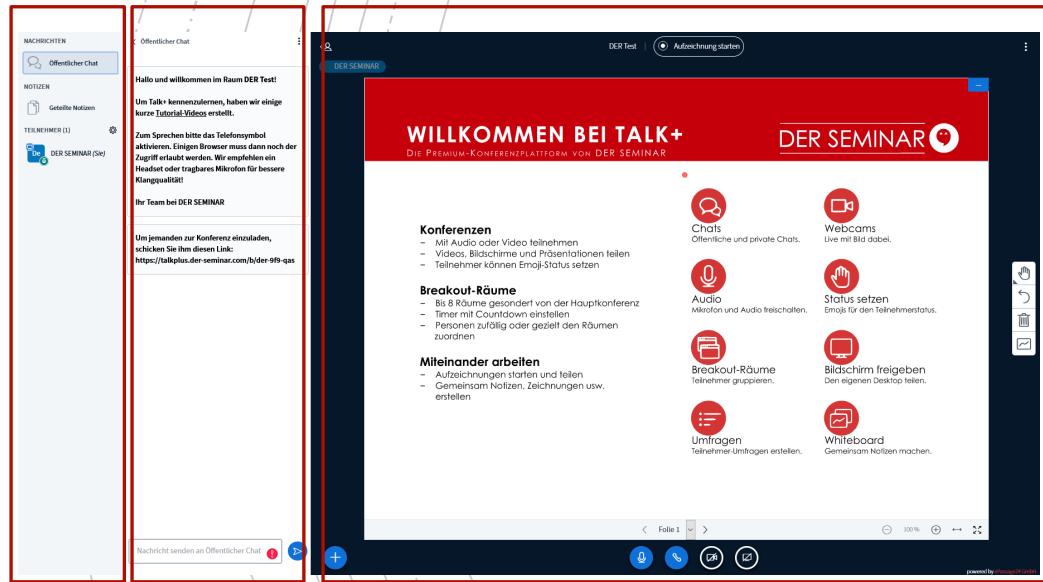
columns
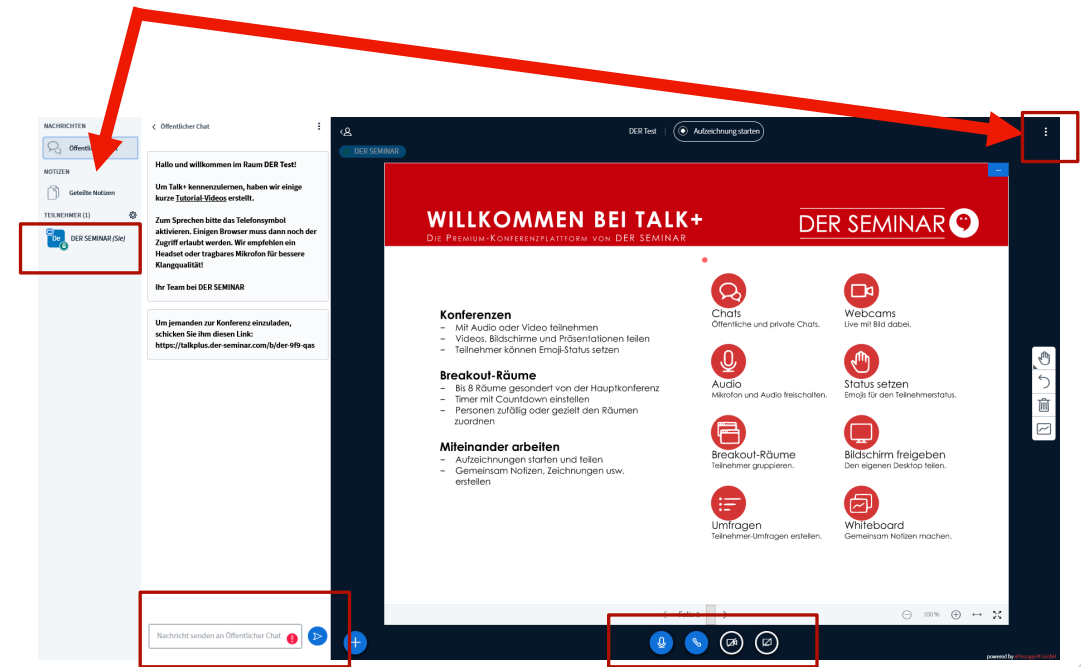
areas

Writing in chat

Microphone, webcam, share screen

11. SETTINGS (INDIVIDUAL)

- You can set a status in your personal settings to display your status
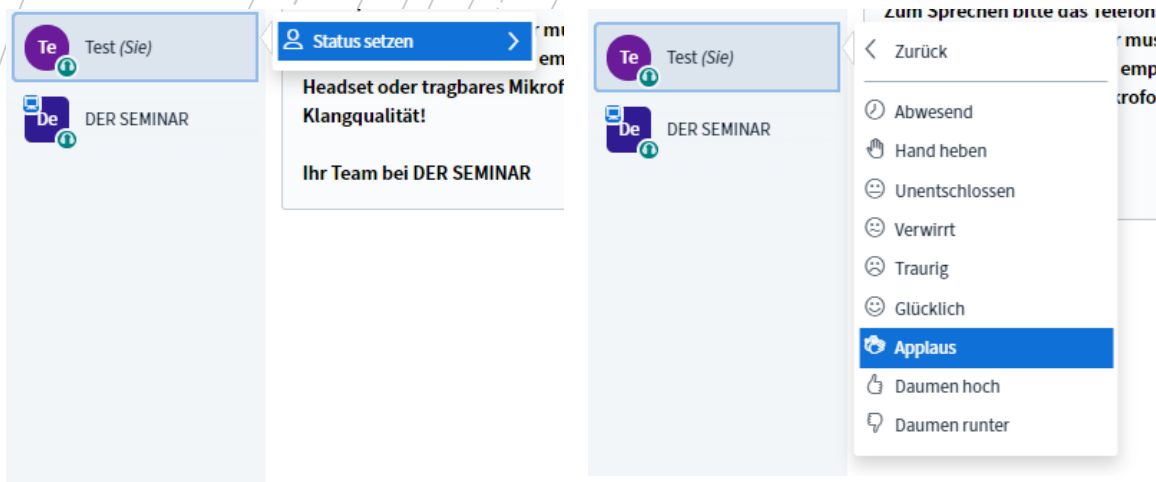
- In addition, an administrator can make you a presenter or moderator and then you will find further settings in this area

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.
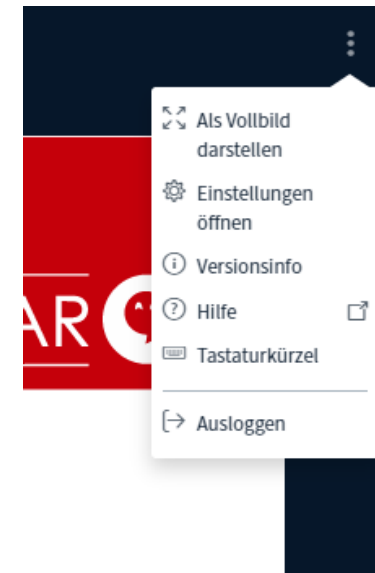
13. UPLOAD PRESENTATIONS

- Once you have been made a presenter, you can upload presentations or videos.

- Simply click on the + button
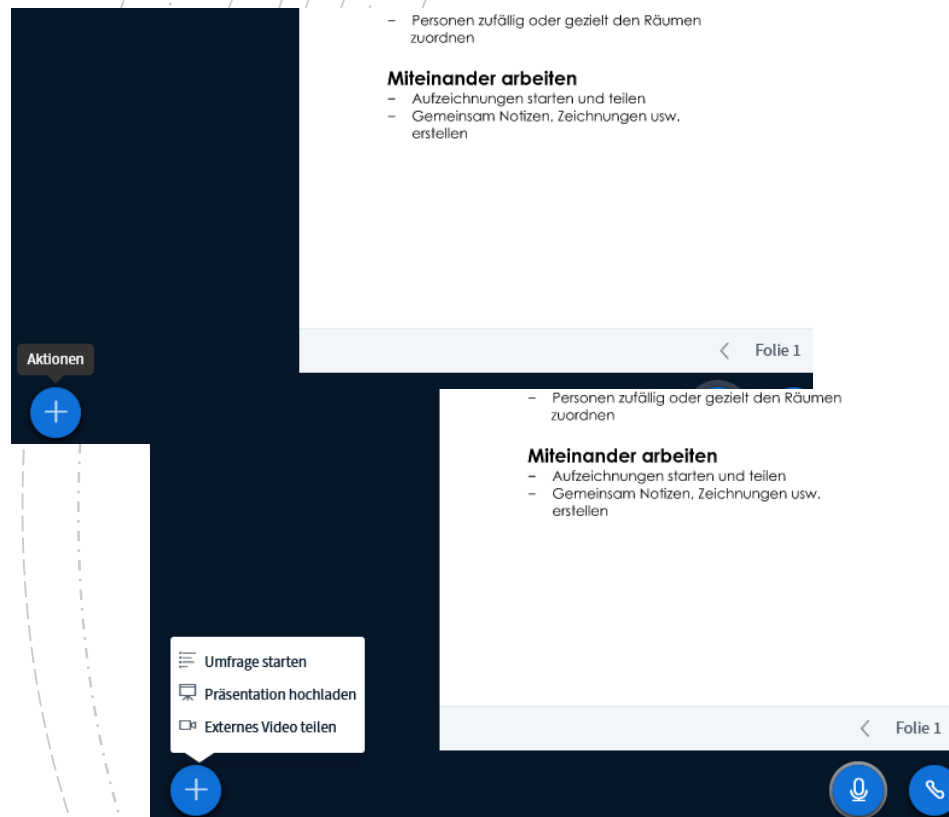
1. Select a file (PowerPoint, PDF, OpenOffice …)
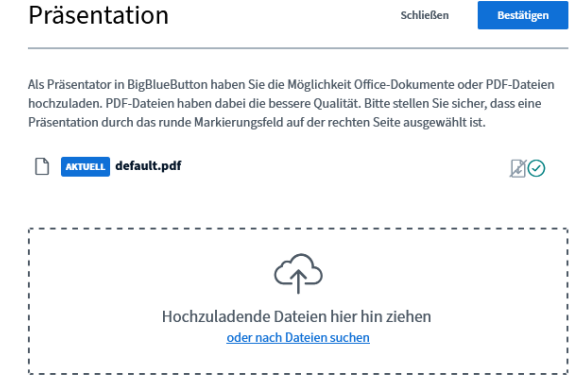
2. Click on the "Hochladen" (upload) button
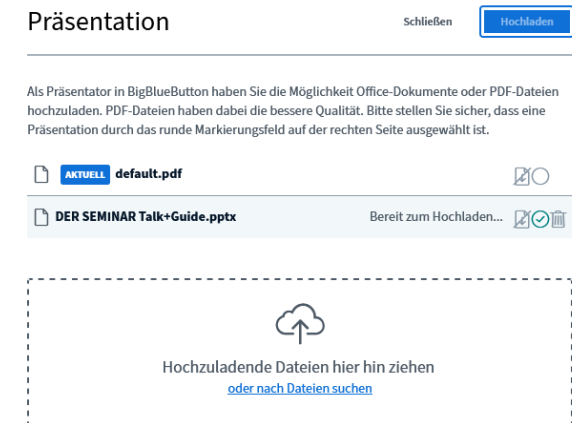
3. The system will automatically convert the file
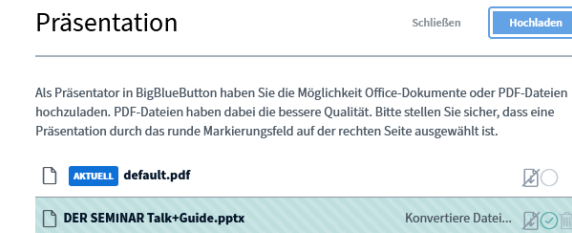
14. SHARE VIDEOS

- If you're the presenter, you can upload videos too.

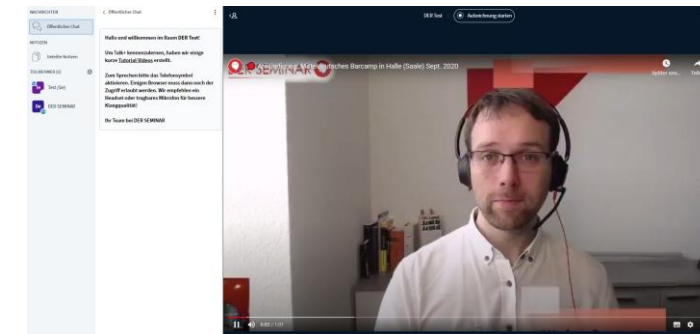- Simply click on the + button and then on "Externes Video teilen" (share external video)
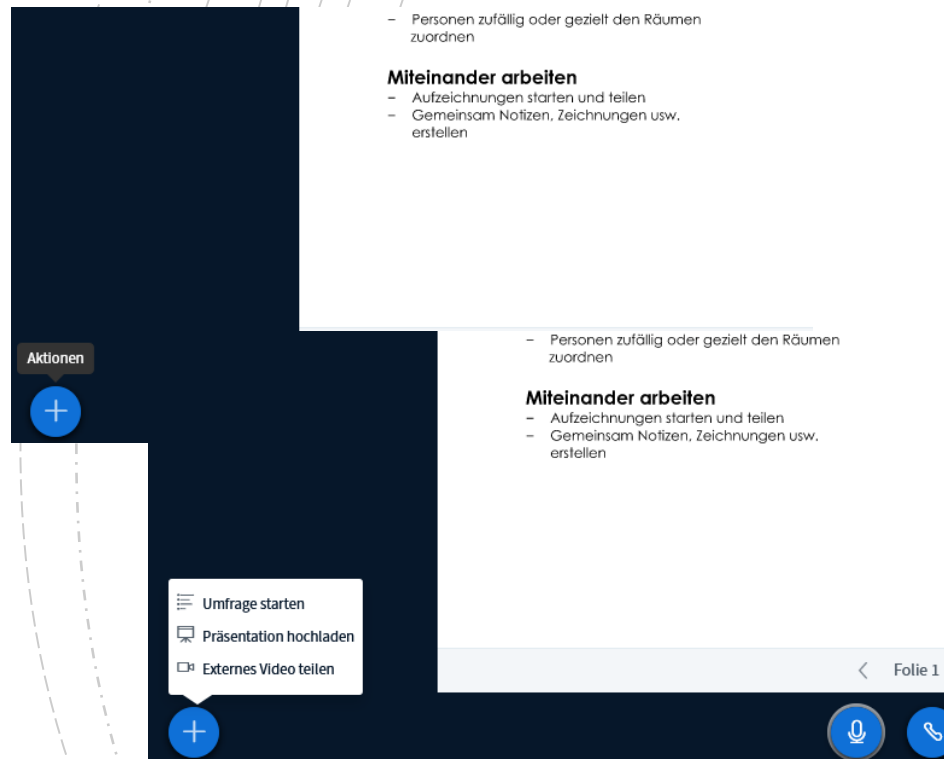
1. Insert a video URL (e.g. from YouTube)
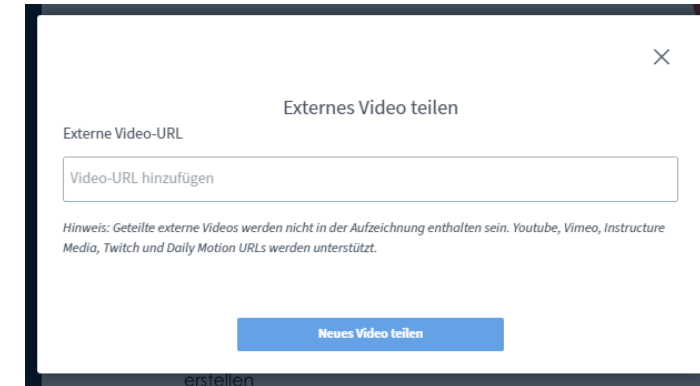
2. Click the "Neues Video teilen" button (share new video)
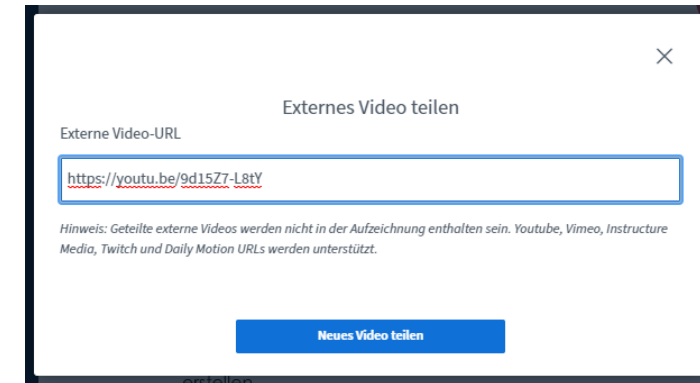
3. The video will play automatically for everyone (incl. sound!)

16

FINISHED! HAVE FUN WITH TALK +