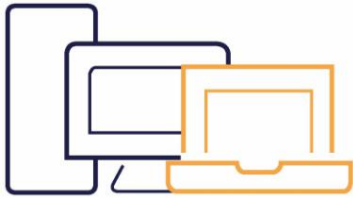# USER GUIDE FOR THE KUDO INTERFACE

Compatible with Windows 7 or more recent / MacOS10.11 or more recent

Webcam

Headset with microphone (recommended).

<u>Only use</u> **Google Chrome** or **Mozilla Firefox**. Kudo does not work with Internet Explorer, Safari and Edge.

Plug your laptop into the mains and ensure no other device is using the same socket

A **wired connection** (ethernet) is strongly recommended

If connecting via Wifi, ensure you are in close proximity to your router.

Ensure that no-one else is using your network especially for streaming services, on-line gaming or downloads.

BEFORE YOUR MEETING

Ensure you are in a **quiet place** with minimal **background noise** so that you can be clearly heard. Go into your computer's **audio and video settings** to check your incoming and outgoing audio as well as your **webcam**.

Ensure you disable all notifications and updates to avoid using up bandwidth and interfering with the sound quality when you take the floor (for the duration of the meeting at least).

• Use a **headset with microphone** rather than your computer's built-in microphone.
• Close all windows and doors.
• Put your mobile phone in silent mode

• Remove your webcam cover
• Ensure you are in a well-lit environment with a neutral backdrop
• Place yourself 50-70 cm from your webcam.
• Avoid patterned or striped clothing.

Before connecting to your meeting, please perform a connectivity test.

This will enable you to check the quality of your connection, audio and video. The test can be performed at the following link https://live.kudoway.eu/test

For quality interpretation, please send **all** reference documents, speeches and presentations **prior to the meeting** to the following address ITEM.interpretation@coe.int
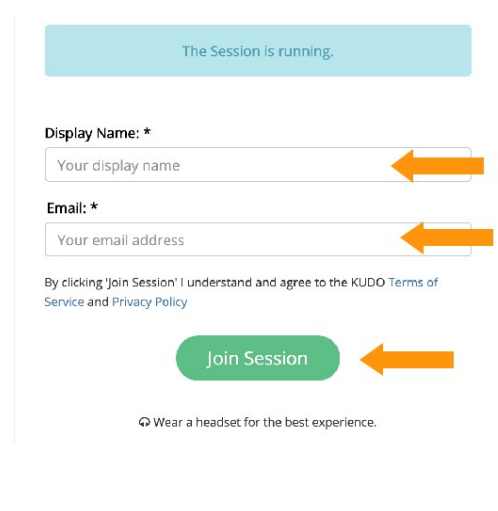
CONNECTING TO KUDO

Kudo works only with **Google Chrome and Mozilla Firefox.**
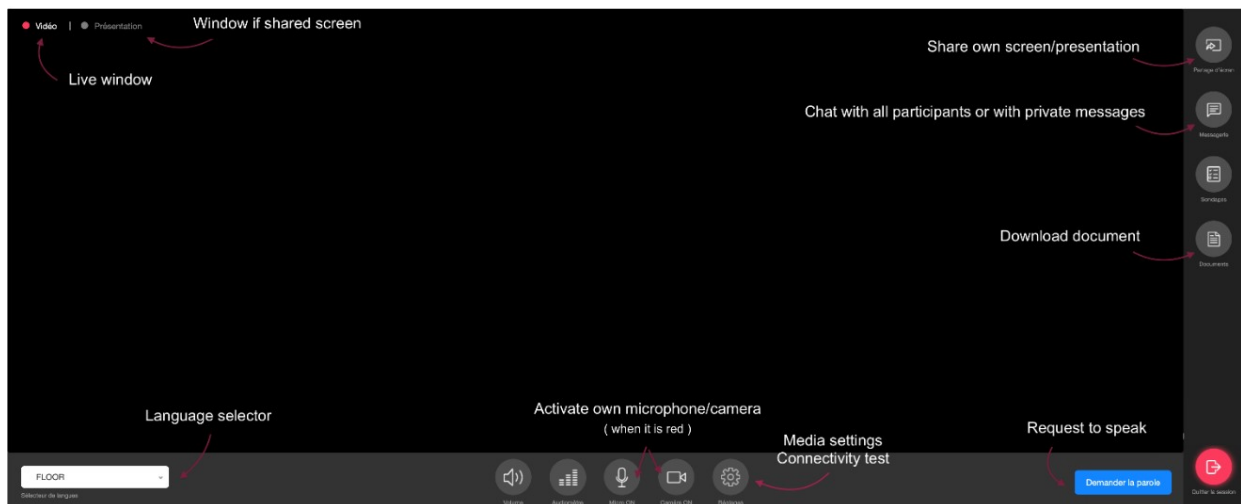Do not open the link sent to you with Internet Explorer, Edge or Safari

Click on the link sent to you.

Complete the fields « Display Name » and « Email ».
Click on « Join Session »

You are now in the KUDO interface.

USING KUDO

Check first of all that your audio and video are properly configured by clicking on the button « settings » and then choosing the thumbnail « audio/video settings ».
You are taking part in a meeting where the floor must be requested. You will **only** become visible once you have the floor. Please ensure you mute your microphone when you are not speaking (mic on/off button)

If you wish to take the floor:

1. Click on « request to speak »
2. Wait until the moderator accepts your request. Once your request has been accepted your microphone and video icons will turn red but with a line through them. **Click on the icons** to enable them. Once enabled, the icons will turn blue.

3. Once you are visible on the screen you can start speaking.
4. If you are still on screen but are no longer speaking, please remember to mute your microphone.
5. When you have finished speaking click on «release mic »

- The same procedure should be followed every time you wish to speak.
- To hear the interpreting, click on the language selector and choose the language you wish to listen to.
- Whilst you are speaking you can share contents from your screen with other participants by clicking on «share screen».
- When your meeting is over please click on « leave session »

Please bear in mind that:

- Interpreting is being done remotely. Speak clearly and not too fast. Repeat your main points to ensure your listeners and the interpreters have heard you in case there are problems with sound or the network.

- Given the demanding working conditions and technical constraints for the interpreters, the interpreting may not be of the same quality as in Council of Europe meeting rooms.