



## User Guide

### Interprenet Classroom Language Assistant (CLA) | Meeting Host

*Note: The Interprenet CLA is provided to you in partnership with language technology from Interprefy, a pioneering and award-winning Swiss language technology provider.*

- After subscribing to the Interprenet CLA, a Virtual Room (or multiple rooms) will be created, and you will receive a unique Host QR code for your room. There's no pre-configuration needed to access available languages; you and your participants simply connect and select the language you will be speaking.
- To access your Virtual Room, scan your Host QR code. If you don't have the Interprefy mobile app installed on your phone or tablet, it will lead you to the app store to download it first. Once installed, scanning the QR code will take you directly to your Virtual Room. Before starting the session, enter your username and select the language you will be speaking.





# User Guide

## Interprenet Classroom Language Assistant (CLA) | Meeting Host

- If you prefer to access your Virtual Room manually instead of using the Host QR code, you can do so by entering the token and Host password provided along with the QR code.
- If you are an experienced CLA Host, you can choose from previously used rooms by clicking the “Virtual Rooms” button and connecting to your chosen Virtual Room by clicking on its name.
- Share the Guest QR code with your meeting participants. Once the Guest QR code is scanned, participants will join as “Guests”, or they will be redirected to download and install the Interprefy mobile app if they don’t already have it on their mobile device.
- You can share the Guest QR code in the chat
  - long press the QR Code on your screen and paste it in the desired location. Meeting participants can also scan the Guest QR code from another participant’s mobile device.

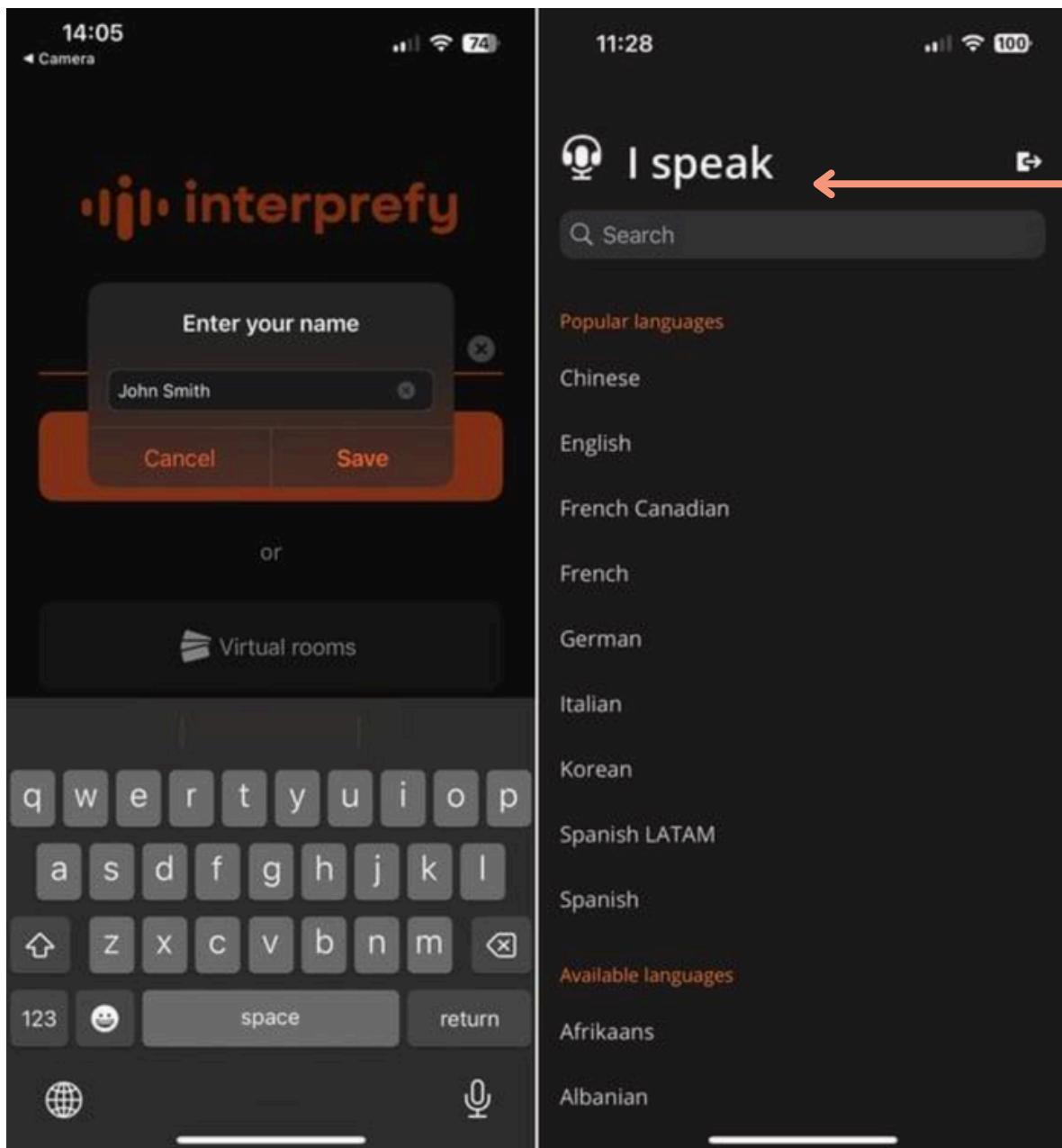




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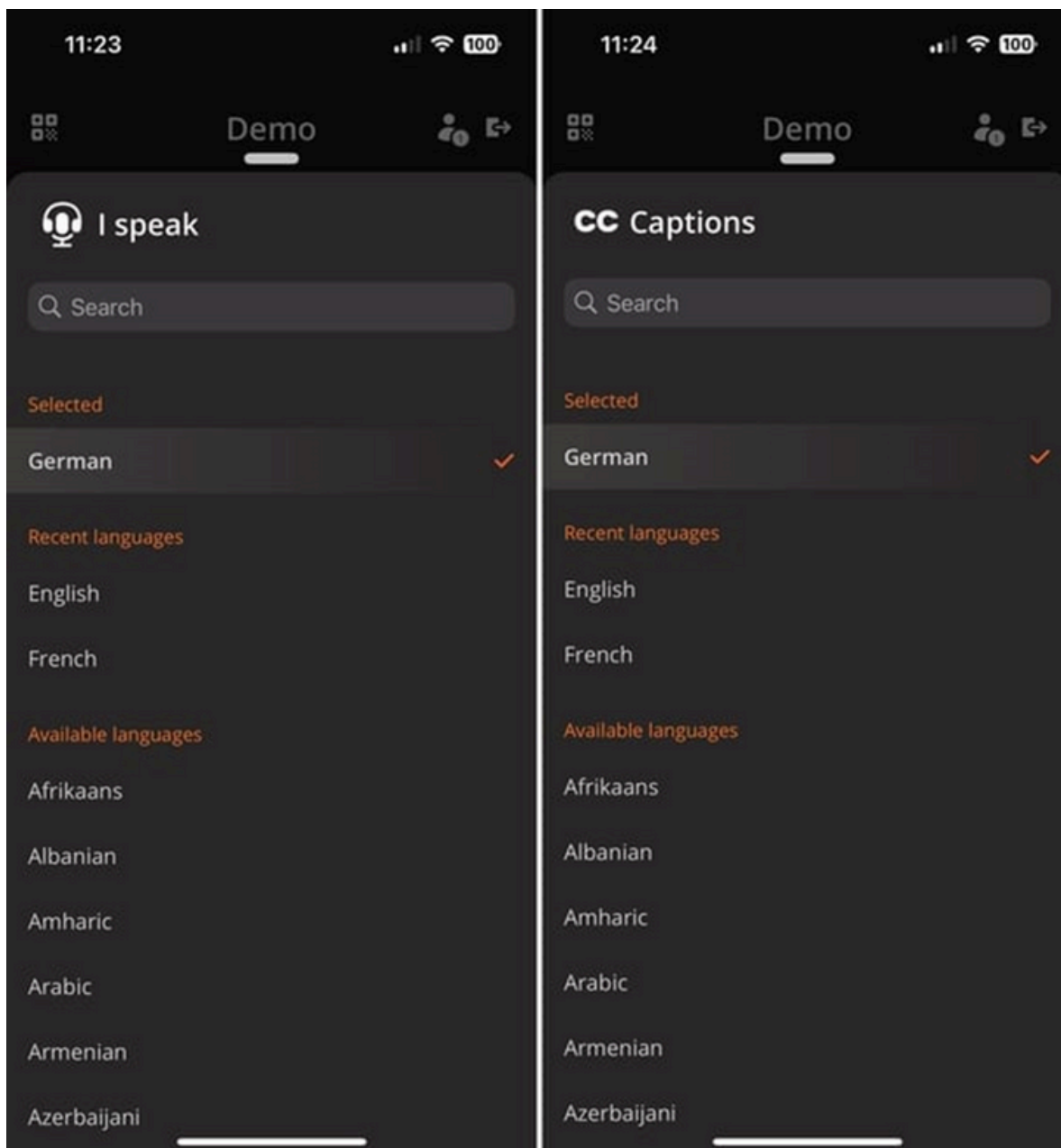
- Once participants have joined, they should input their name and choose the language they will speak in.





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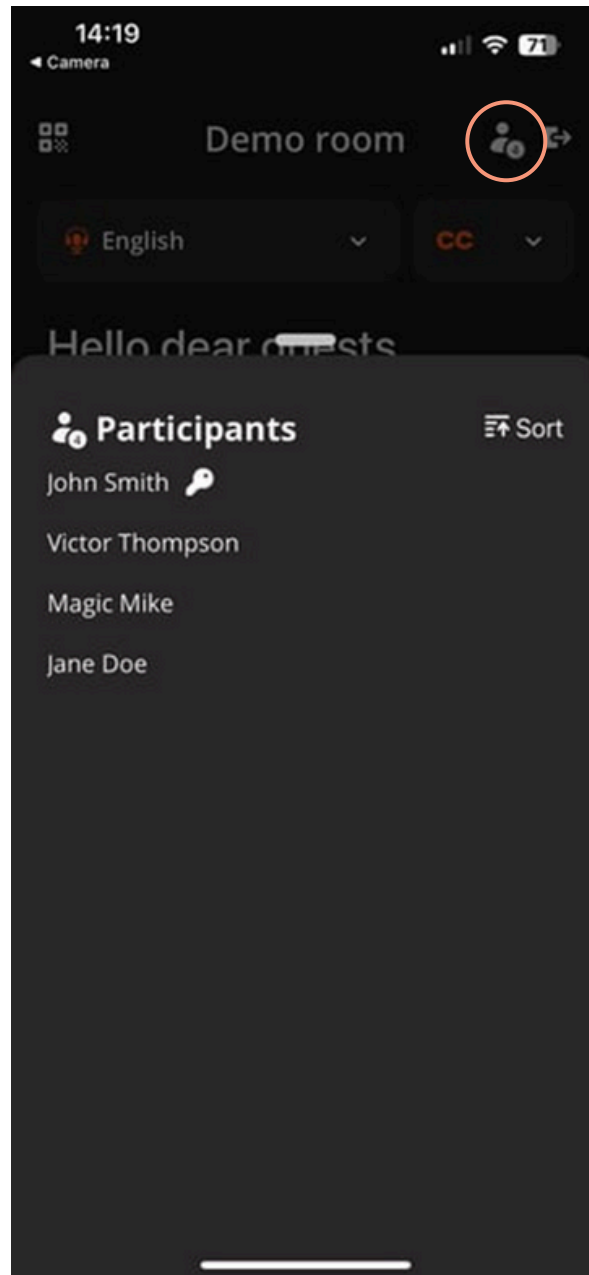




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- All users can view the participant list by clicking on the “Person” icon in the top right corner.

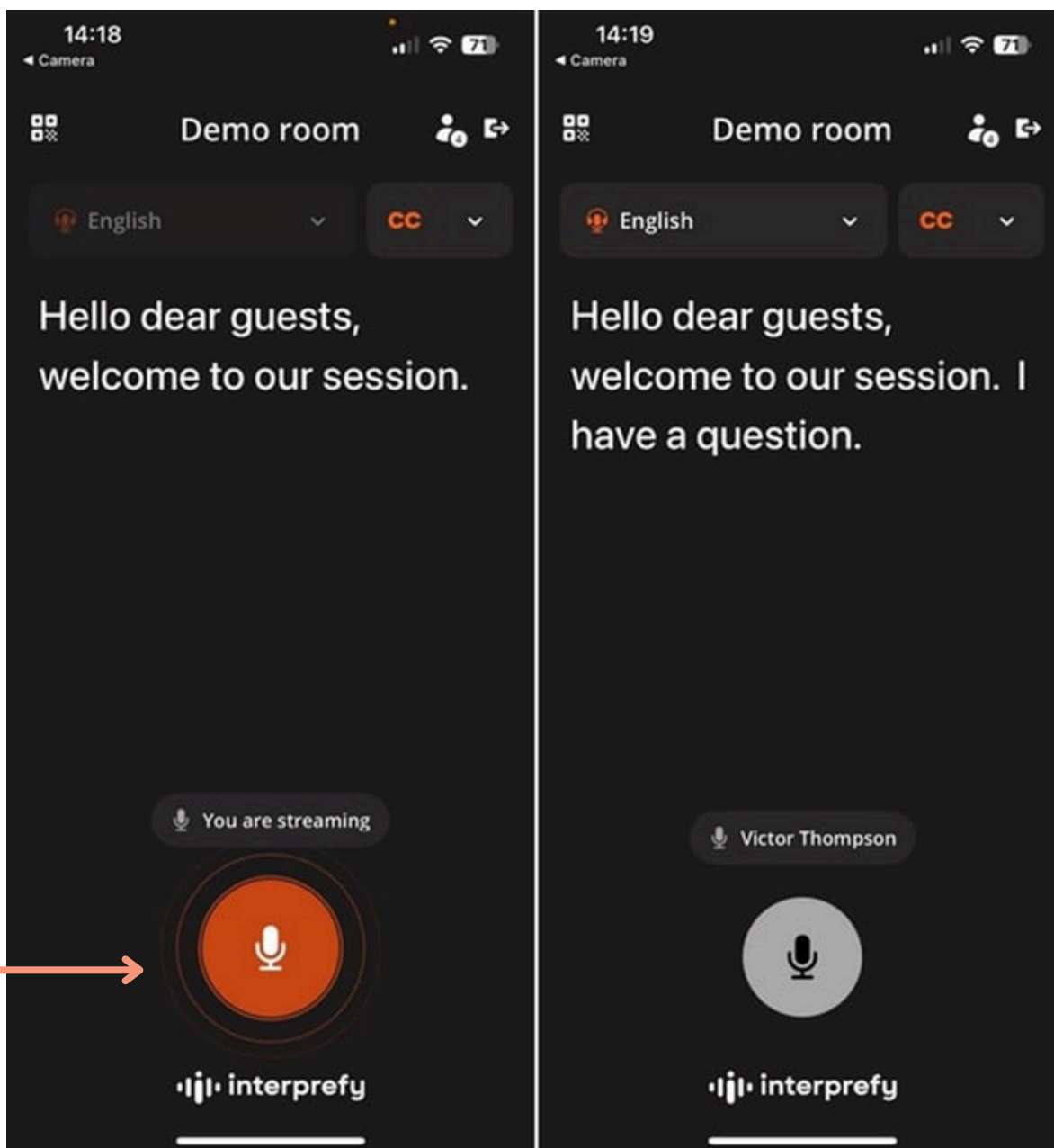




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- The Interprenet CLA allows only one participant to speak at a time. So, the speakers must take turns. If needed, the Meeting Host can take back control of the “Talk” button from a Guest — e.g. if they have stopped talking but forgotten to press the “Talk” button again to release it.

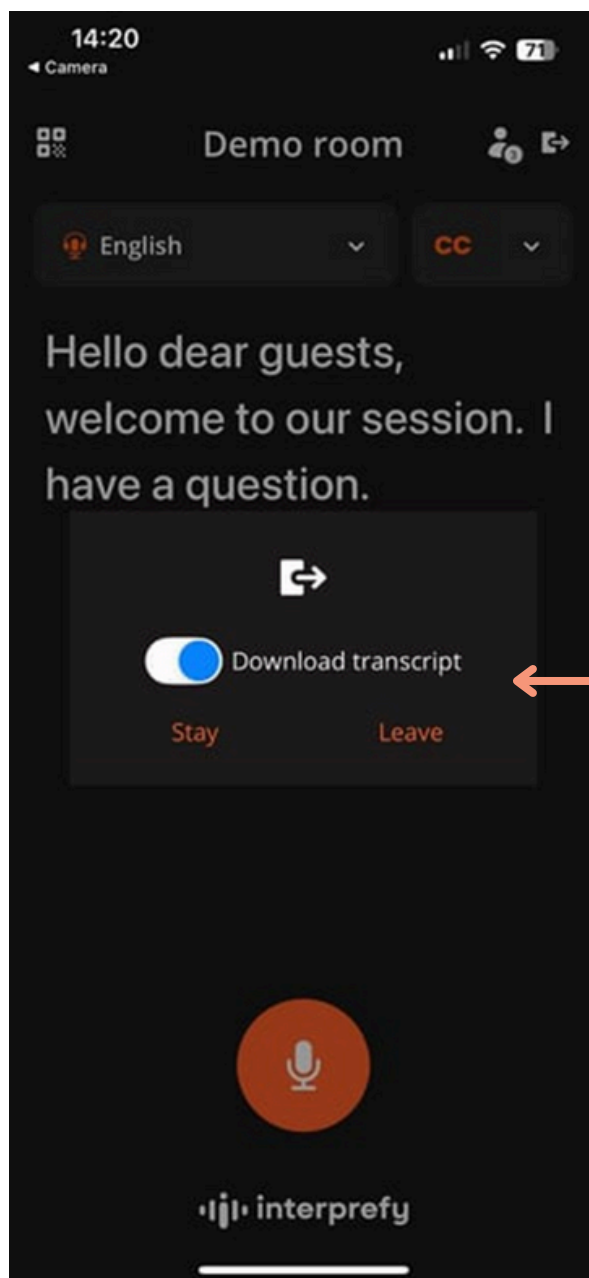




# User Guide

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- Once the meeting is over, the Meeting Host can click the “Logout” button to end the session and log out all participants. You can also download your local transcript when you leave the session, or you can download the transcript of the last session from the Virtual Rooms wallet.





# User Guide

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- Please note that once all Hosts have logged out, Guests will also be logged out of the session.
- You can view your monthly room usage in your Virtual Rooms wallet. Click on the icon in the top right corner to view the total monthly usage across all your rooms or click on the ellipsis menu next to any room to view its individual monthly usage.

