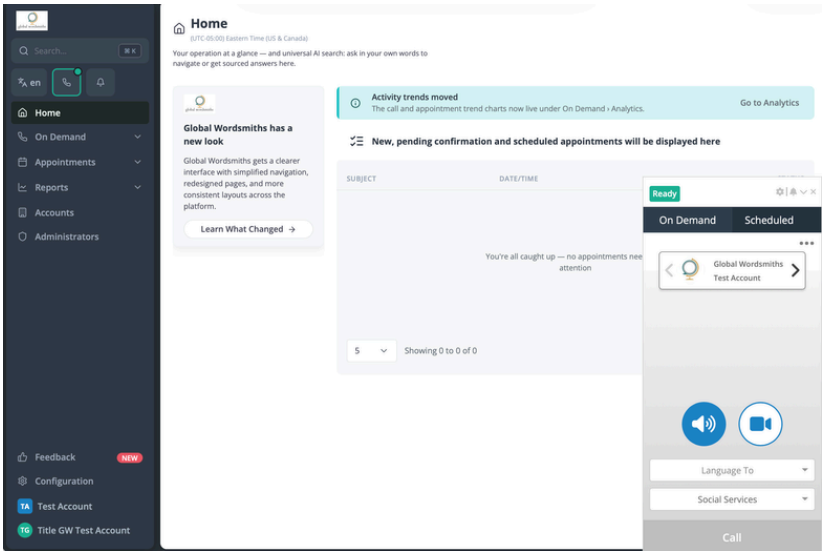


On-Demand Video Remote Interpreting (VRI) Instructions

How to Connect to an On-Demand Video Remote Interpreter (VRI)

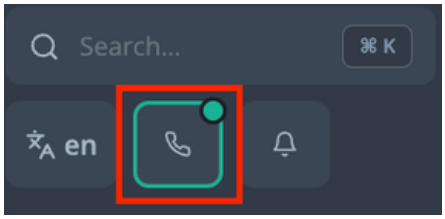
1

*Log into the Interpretation Portal at https://globalwordsmiths.interpretmanager.com which will take you to the **Home** page (or use the InterpretManager app).*



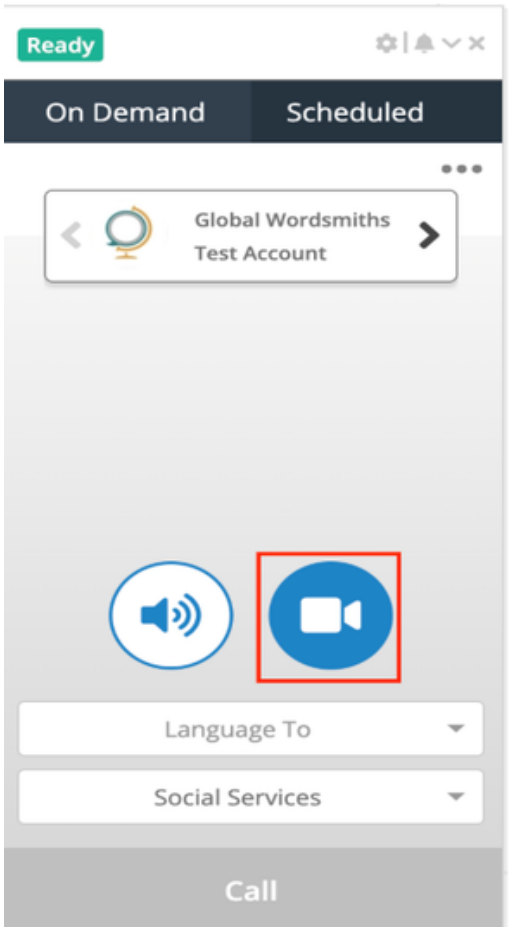
2

*Open and close the **"Caller"** using the phone button icon in the upper left hand corner of the menu:*



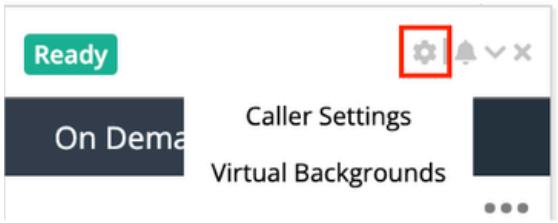
3

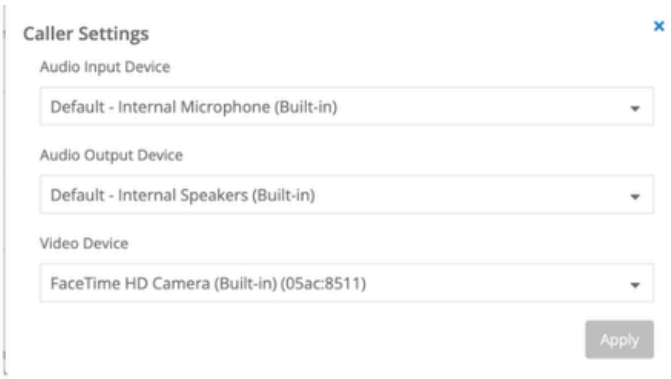
*From the Caller, select the **Video Camera** button (highlighted in red below):*



4

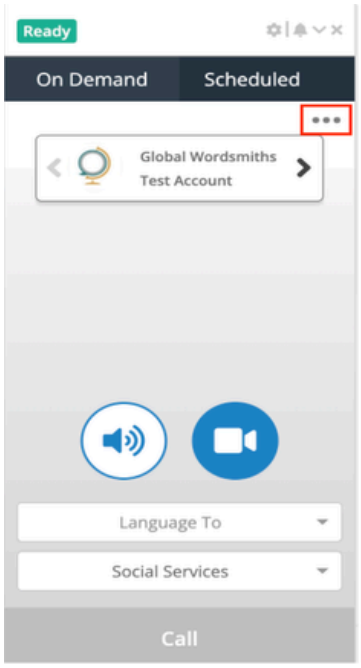
*To manage your **audio and video settings** or change your **virtual background**, click on the caller settings cogwheel button, edit, and select apply:*

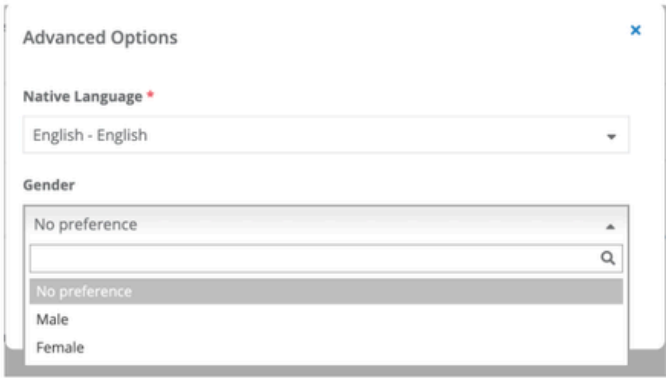




5

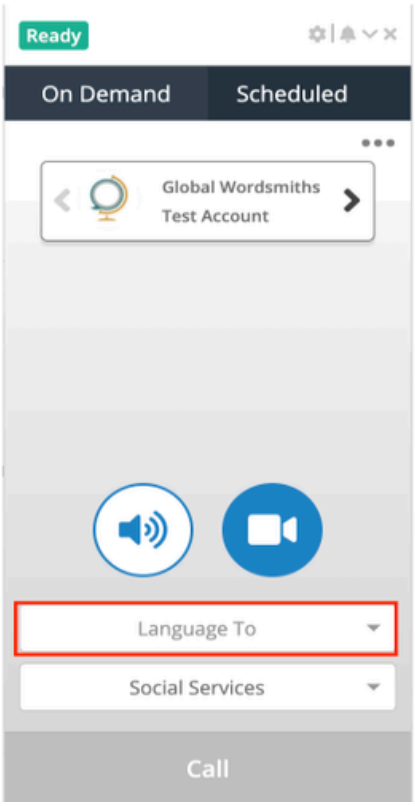
*If you would like to select a **preferred gender**, select the 3 dots above the account name and select your preference from the advanced options and select apply:*

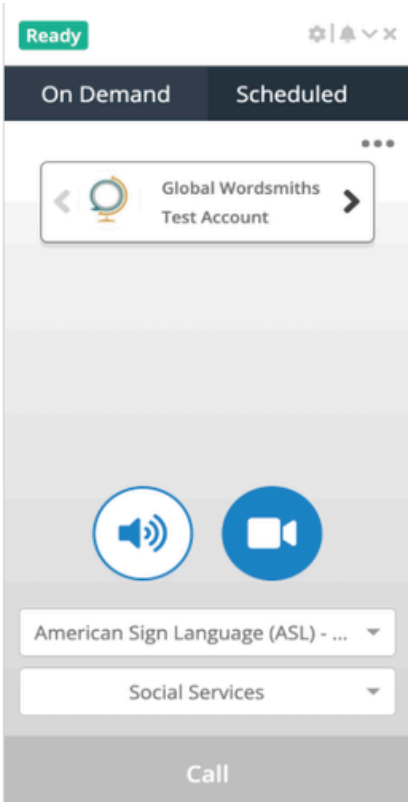




6

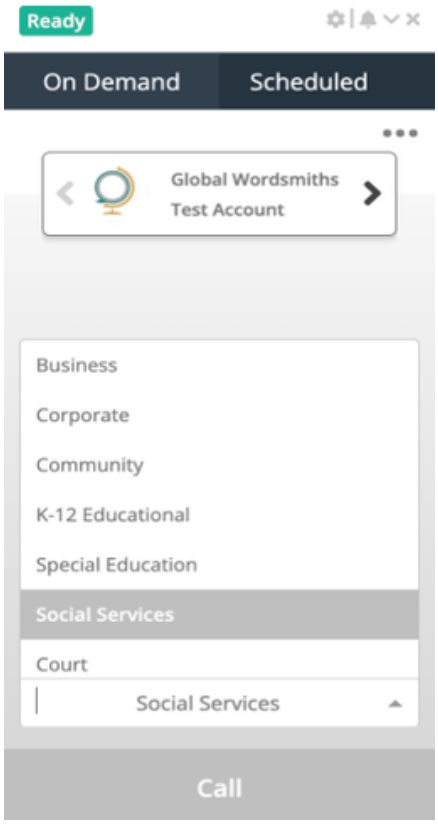
*Click on the **Language To** Button to choose your language:*





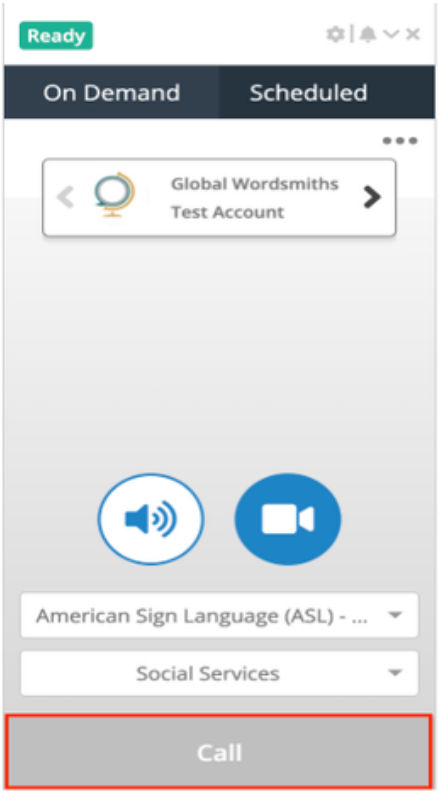
7

*The **Service Type** button will default based on your organization. You may choose a specialization based on the purpose of your call (specializations for Legal and Court may be subject to higher rates):*



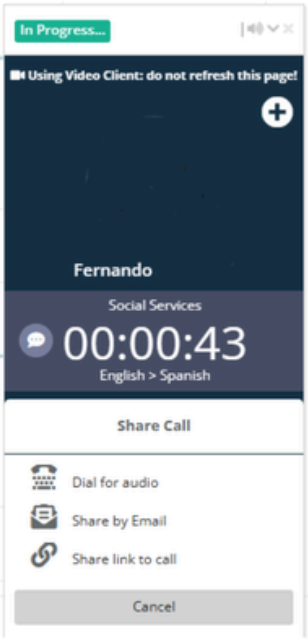
8

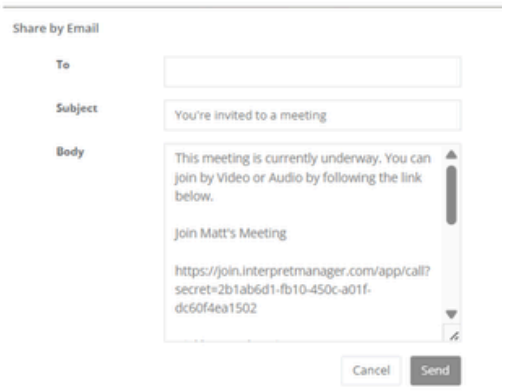
*You're all set! Click the **Call Button** when you are ready to connect to your Interpreter:*



9

*Once connected, you may **add up to four additional participants** to the video call. Click the (+) button to **share by email**, **share a link** to call (direct link you can copy and paste), or **dial a phone number** for audio only.**

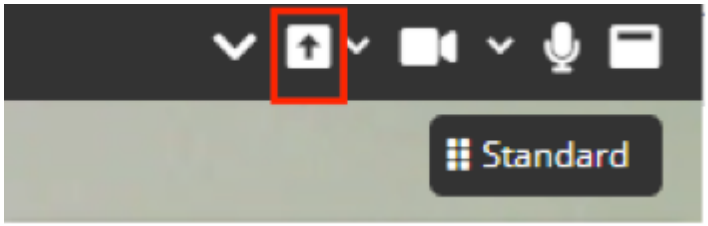




*Note: Participants **do not** need to have a registered account to join the call.*

10

*If you need to **share your screen**, Click the up arrow button in the right hand corner.*



11

*Lastly, at the conclusion of the call. Don't forget to **rate your interpreter** and **call quality**.*

