



We **recommend** using Google Chrome, Firefox, or Microsoft Edge on a computer. QualStage is not compatible with Safari, Internet Explorer, or tablet / mobile devices. Please check to make sure you have latest browser updates installed on your computer. Older versions of Chrome (version 80 or older) and Edge (version 44 or older) may not be compatible.

## Joining the Meeting

1. Click on this link to join the session:  
<https://www.qual-stage.com/backroom-doorway>
2. Enter your meeting code, and if requested, confirm which session you want to join




1.

2.

## Waiting Room

When your meeting attendee code has been verified you will enter the virtual 'Waiting Room' until the moderator has launched the interview and given you access to the backroom.

## Meeting Tools (see pg. 2 for graphic)

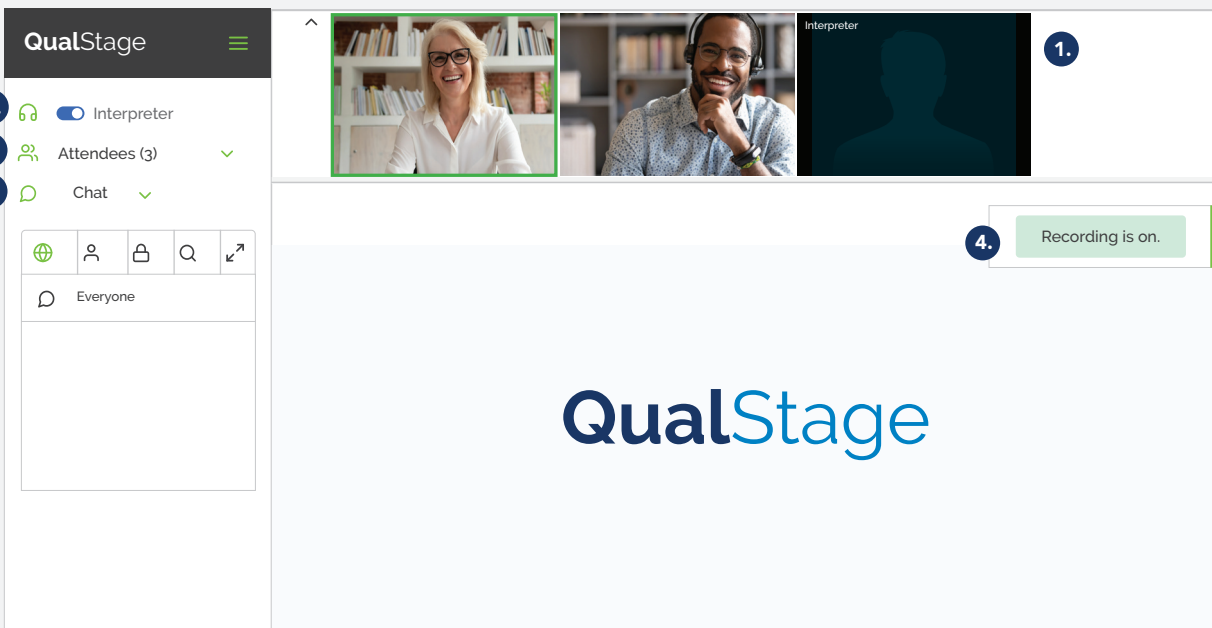
1. **Video thumbnails:** You'll be able to see the moderator, interpreter (if applicable), and respondents across the top banner. Hover over individuals to see their ID#. The recruitment grid provided by your M3 Project Manager will give you more information about them.
2. **Attendees:** A list of all meeting attendees, including the moderator, respondents, and backroom clients and observers. Respondents will be identified by their ID#.
3. **'Chat':** The  icon signals you have a new message, which will disappear as soon as you click within the text box
  - To send a message, type into the message box and click  icon to send
  - To view chat outside of the QualStage platform, just select  icon



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- The chat options are as follows:
  - » **Everyone** (🌐 icon): You will be able to view messages between the moderator and respondents
  - » **Individual** (👤 icon): Send a message directly to the moderator or the backroom individuals
  - » **Backroom** (🔒 icon): Group chat between the backroom attendees and the moderator
  - » **Backroom** (🗨️ icon): Group chat between backroom attendees excluding the moderator
- 4. **Recording status:** 'Recording is on' confirms that the session is being recorded
- 5. **Translated audio:** If you have a interpreter for your session, you can toggle between the moderator and respondent(s) speaking in native language and the interpreter's voice to hear translated audio

Interpreter toggled ON will listen to translator's voice to translate the moderator and respondent(s) discussion. Interpreter toggled OFF will listen to native language (moderator and respondent(s)) live.



*If you have any questions, or need any additional support, please do not hesitate to contact your M3 project manager.*