



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. If you have not been assigned a meeting attendee code, please reach out to your designated M3 project manager for assistance.

2.

Tip: You will have available to you the option to adjust Camera and Microphone Settings.

Regardless of your selection, you will enter the meeting room without video. Your silhouette will appear with Interpreter-YOUR NAME label so you can be identified by meeting participants.



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 meeting room.

Once launched, you will automatically be redirected into the meeting.






In the meeting room, your microphone and audio will be turned ON by default to allow you to listen to moderator and respondent(s) speaking in native language and speak into your computer microphone with translated language for our backroom attendees to listen.

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
2. **Attendees:** A list of all meeting attendees, including the moderator and respondents. Backroom attendees will not be visible in interpreter role. Respondents will be identified by their ID#.



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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
 - Interpreter role communications are limited to moderator only. 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
4. **Recording status:** 'Recording is on' confirms that the session is being recorded
5. **Translated audio:** The backroom attendees can toggle between the moderator and respondent(s) speaking in native language and the interpreter's voice to hear translated audio
 - Interpreter toggled ON hear the translated version of the discussion between the moderator and respondent(s)
 - Interpreter toggled OFF hear the native language of the conversation (moderator and respondent(s)) in real time

