



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. Please make sure you have minimal background noise, a strong internet connection and are using one of the recommended browsers before joining the meeting
2. Five minutes before your interview is due to start, follow this link:
<https://www.qual-stage.com/doorway/>
3. Click on the **'Camera and Microphone Settings'** link at the bottom of the box, before entering your meeting attendee code
 - Test your 'Camera and Microphone Settings'. Once the test is complete, click **'Set Hardware Choices'** to save your preferences.
4. Please **click "Captcha" box** to confirm your account
5. Select your **language preference** for platform text
6. **After** your hardware choices are saved enter your meeting attendee code (from your confirmation email, which may have auto populated for you already) and click 'Verify Code'

Join Meeting
Enter your meeting attendee code.

6. [Meeting Code Input Field]

4. [reCAPTCHA: I'm not a robot]

3. [Camera and Microphone Settings]

5. [Change current language: English]

Tip: Camera and microphone settings **MUST** be defined in order to join your meeting. Some interviews will not require the camera to be on and it will be disabled automatically.

Please select your camera and microphone

Enable Camera

Mic: [Default - Microphone (2-Realtek(R) Audio)]

[Set Hardware Choices] [Cancel]









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.

Waiting Room

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

You will then be **able to join the meeting by clicking the "Join Meeting" button**, or you will be added automatically after five seconds.

Meeting Tools

- 'Mute My Mic':** Click the microphone-slash icon to mute and unmute yourself
- '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
 - You can define the recipient(s) as follows:
 - » Everyone ( icon): Send messages to everyone (moderators and respondents)
 - » Individual ( icon): Send a message to one person of your choice (moderator or respondent)
- Camera:** The camera icon  can be used to turn your camera ON/OFF as needed

Continued on next page.





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.

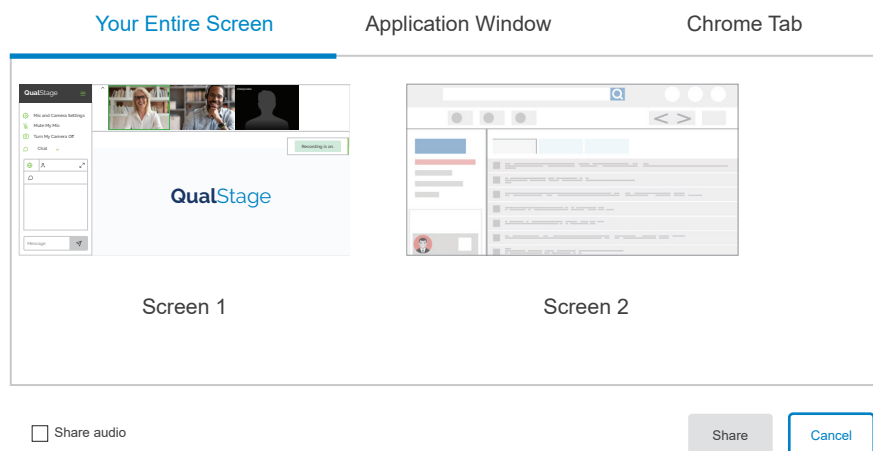
4. **Screen Sharing:** If moderator requests to view your screen:

- Locate the document or webpage that was sent to you via email or copy and paste from chat box if moderator sends directly
 - » Have all other documents and windows closed to help make screen share selection easier
- Use the 'Share my Screen' option on the left hand navigation bar and select the window or document to show
- As you navigate through the document or webpage you are sharing, you will not see the videos on Qualstage, but can hear moderator voice
- To return to the QualStage video, click back on the Qualstage tab.
- **Important Reminder:** Do not click "x" on Qualstage tab, that will remove you from the meeting. You must have both Qualstage tab and tab you are sharing open.

4.

Share your screen

dev.qual-stage.com wants to share the contents of your screen. Choose what you'd like to share.



Tip: Share Audio check box appears on the "Your Entire Screen" tab and the "Web Browser" tab only, not in the application window.

5. **Video thumbnails:** You'll be able to see the moderator, interpreter (if applicable), and any other respondents in the top banner
6. **Recording status:** 'Recording is on' confirms that the session is being recorded
7. **Ending the meeting:** When the interview has finished, the moderator will end the meeting for everyone. Alternatively, you can close your browser tab to leave the meeting.