voiser live

Setup guide

Step by step, from setting up your event to the outputs after the broadcast.

Questions: info@voiser.live

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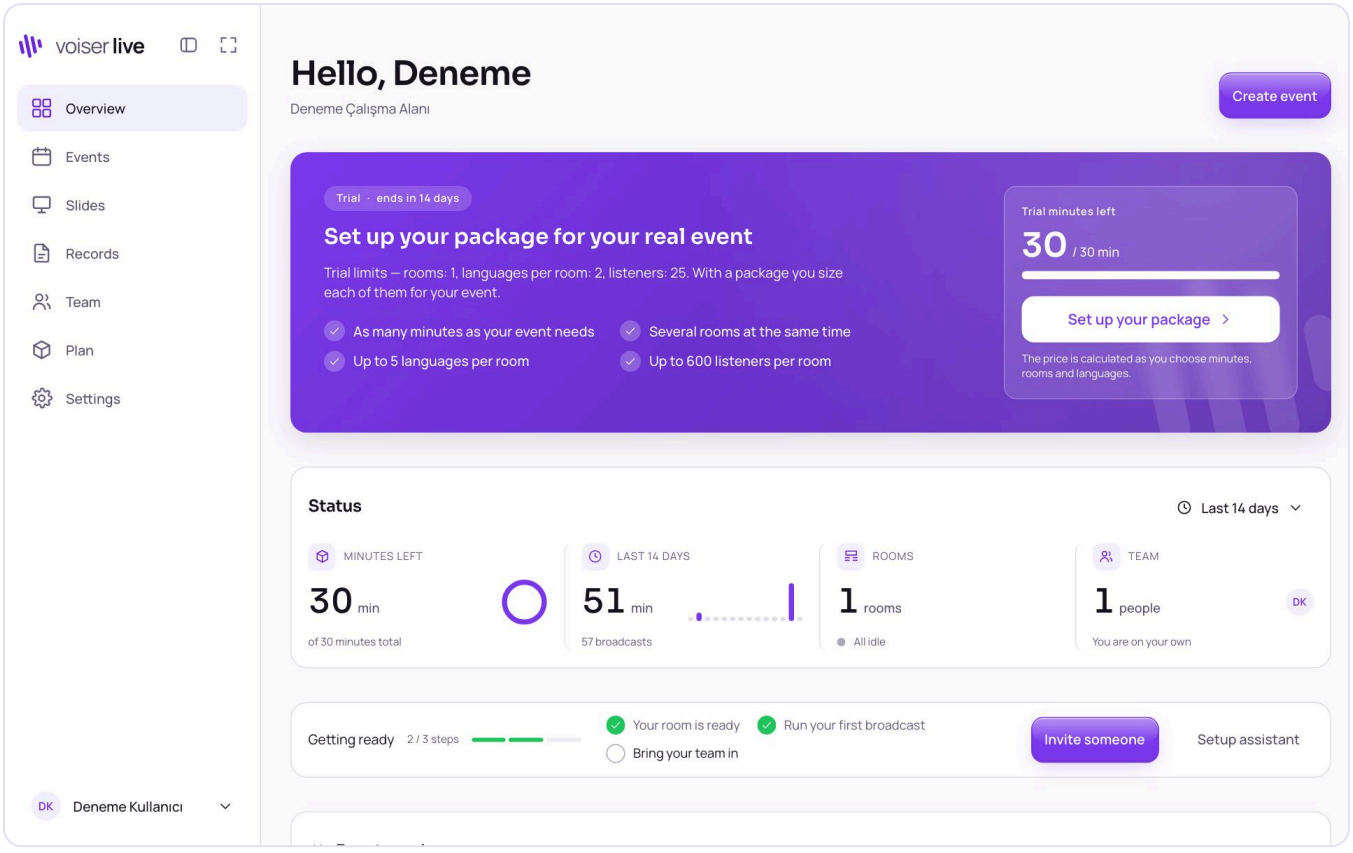
09 Common situations

01

Account and workspace

Voiser Live runs in the browser; there is nothing to install.

1. Sign up at voiser.live and confirm your address with the link sent to your email.
2. On your first visit three steps welcome you: a microphone check, the room's languages and a ready screen. Your workspace name appears in team invitations.
3. The overview page shows upcoming events, rooms and anything still missing from your preparation.



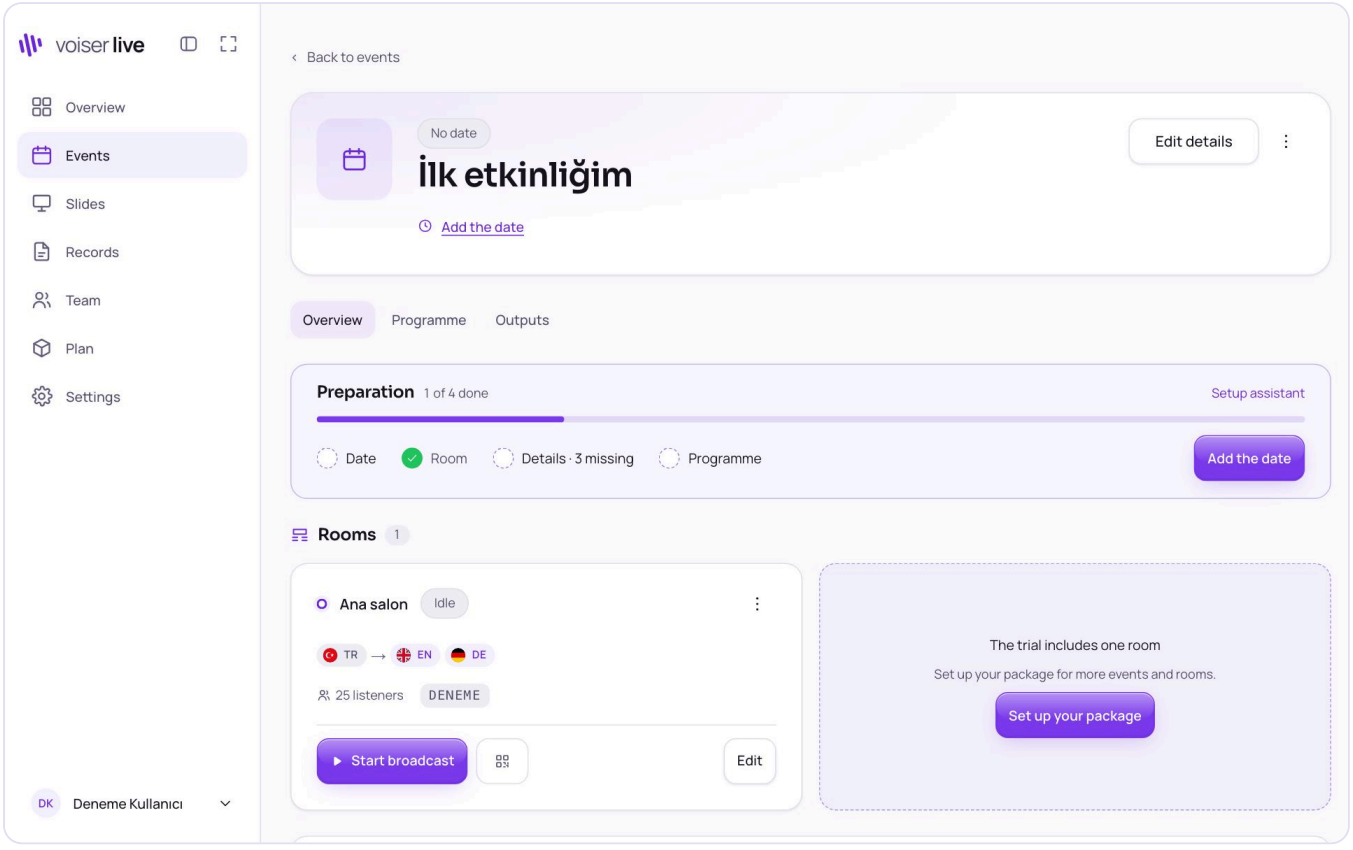
Overview: events, rooms and preparation steps.

02

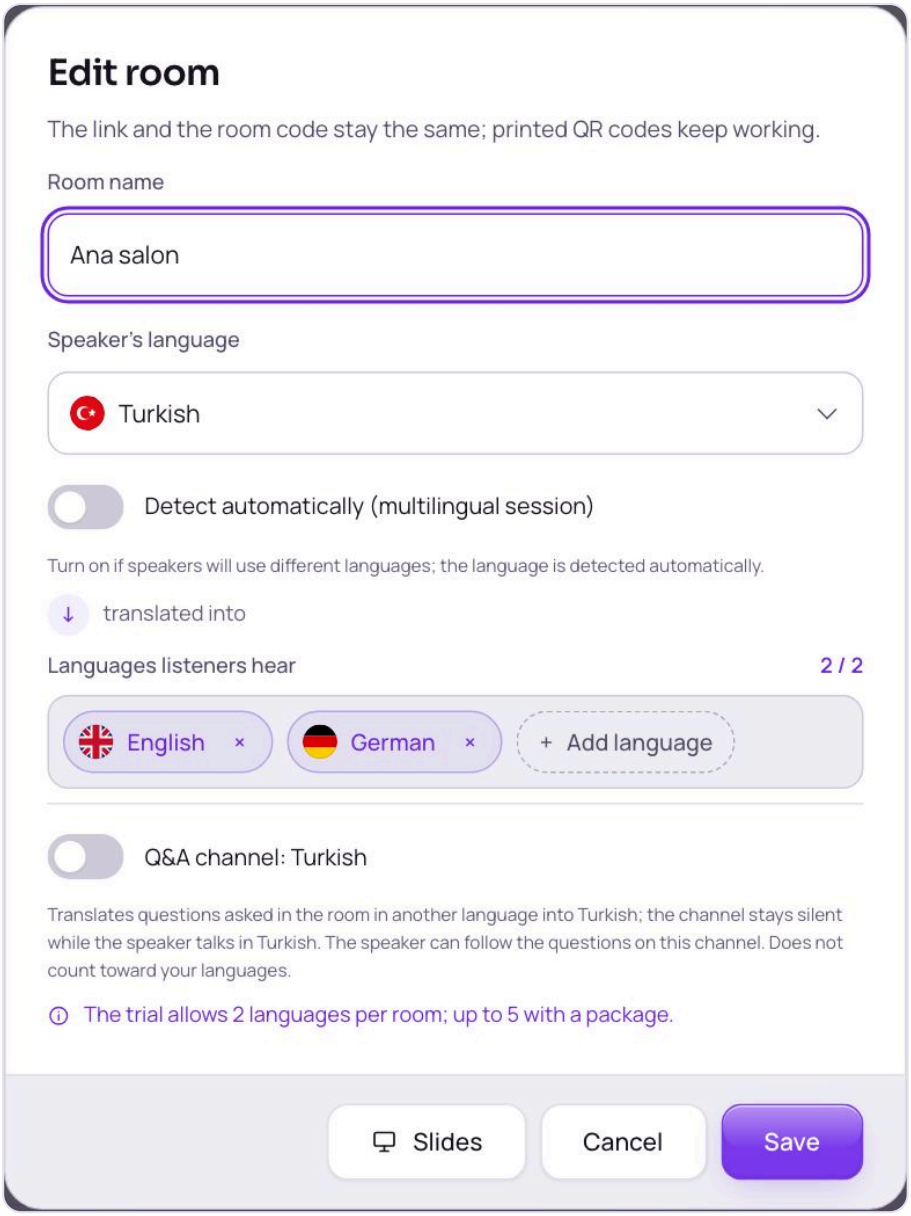
Events, rooms and languages

Each event has one or more rooms; each room broadcasts in its own languages.

1. Create a new event from the Events page and enter its name and date.
2. On the event page, add a room. Choose the speaker's language and the languages listeners will hear; a room has up to five translation languages.
3. If speakers will use different languages, turn on "Detect automatically (multilingual session)" and pick the main language. Transcripts and outputs are based on the main language.
4. The Q&A channel is the speaker's language: it translates questions asked from the floor in another language into the speaker's language. It is on by default in new rooms and does not count toward your language allowance.
5. Enter the details, speakers and times on the Programme tab. They tell the transcript who is speaking and feed the outputs after the broadcast.



The event page and its rooms.



Room window: the speaker's language and listener languages.

03

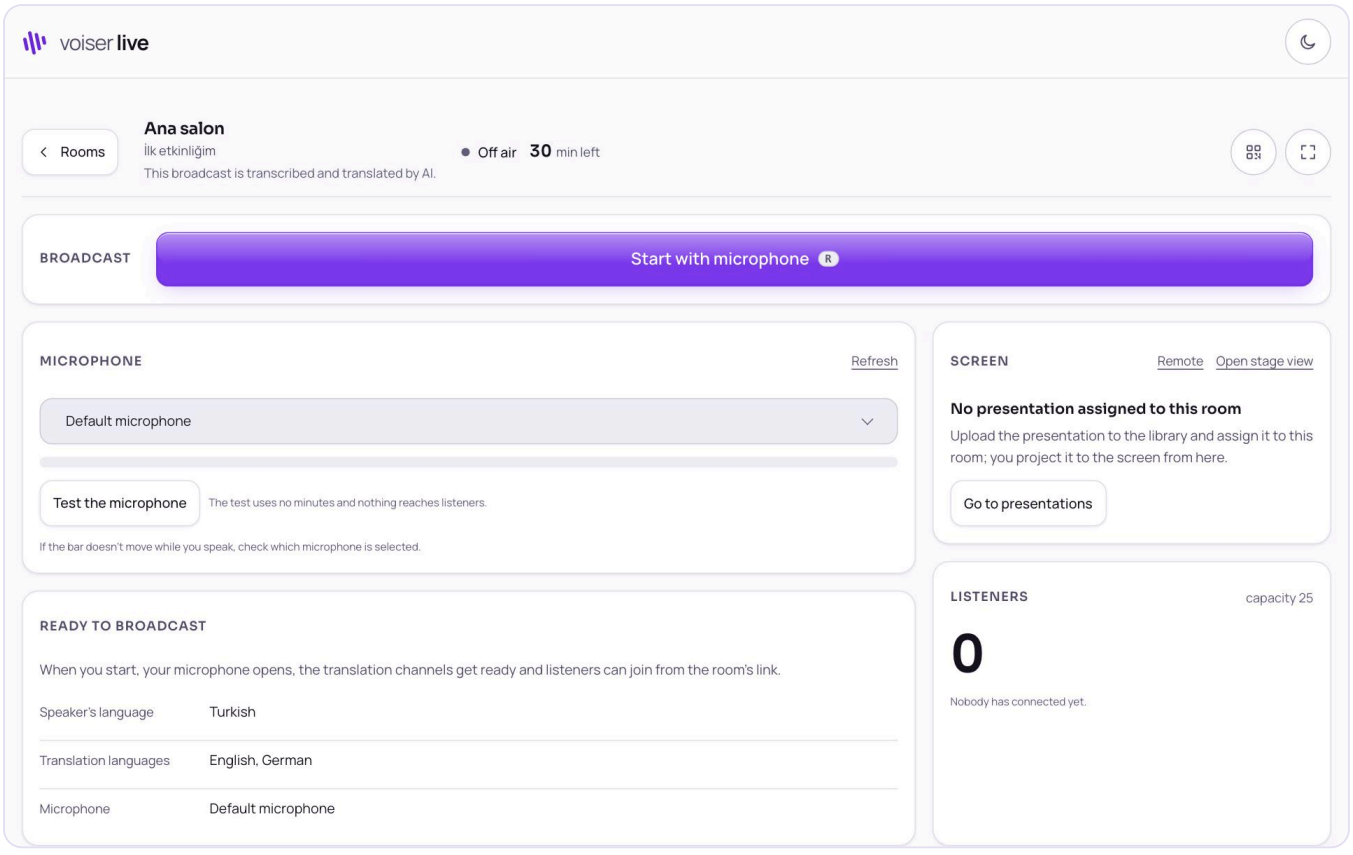
Connecting the sound

Translation quality starts with clean sound reaching the computer.

1. Bring the room's sound to the computer: connect the mixing desk's record or auxiliary output through a USB audio interface, or plug the speaker's microphone in directly.
2. Open the room's console and allow microphone access in the browser.
3. Choose the right device in the microphone section and press "Test the microphone". The level meter should move while someone speaks; the test uses no minutes and nothing reaches listeners.
4. Listen on headphones to make sure there is no hum or echo.

Tips

- Use a wired internet connection if you can.
- Make sure the computer will not go to sleep and the console tab stays open for the whole broadcast.



Console: microphone choice, level meter and ready summary.

04

Starting, pausing and ending

You run the broadcast from the console; listeners follow along in their own languages.

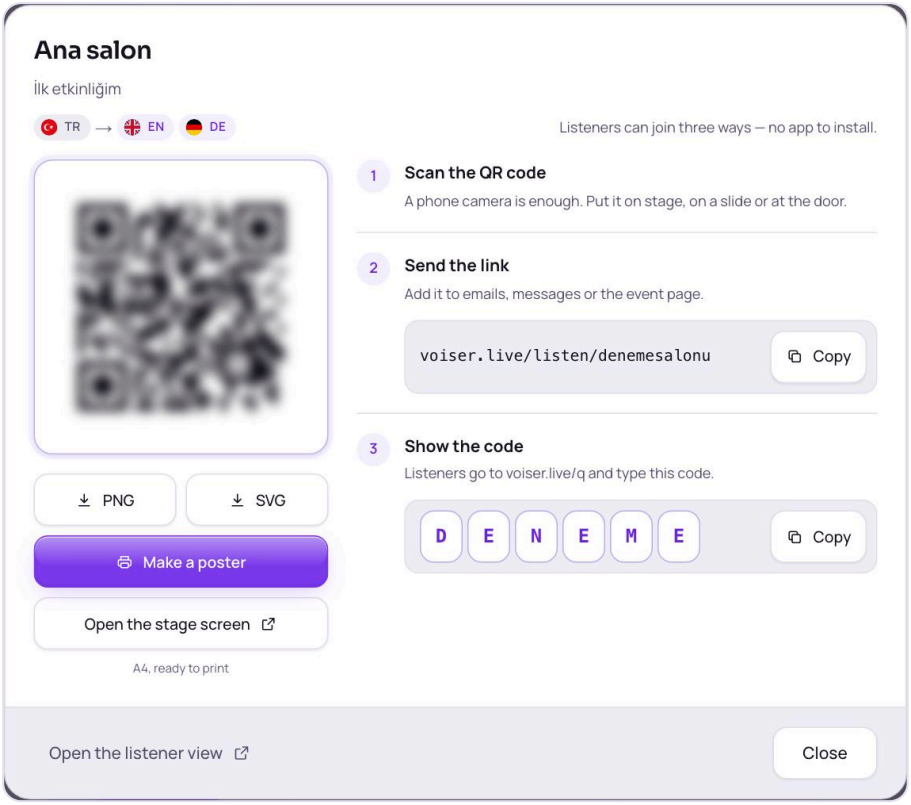
1. Check the languages and microphone in the console's ready summary, then press "Start with microphone" (shortcut: R).
2. Press "Take a break" to pause (shortcut: space). Listeners see a waiting screen.
3. You can mark who is speaking from the console; without a mark the programme's time slot is used.
4. When you are done, press "End broadcast" (shortcut: S).

05

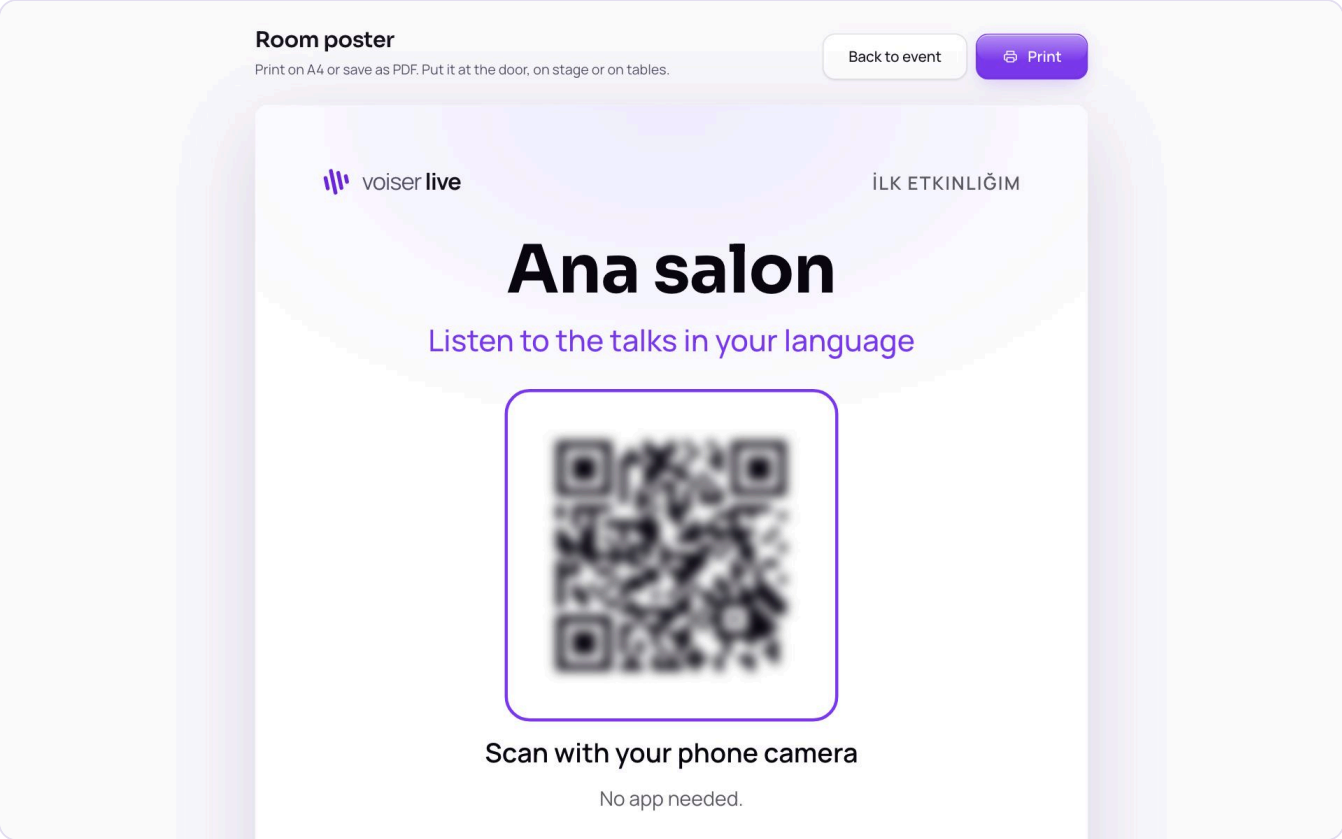
How listeners join

Listeners do not install an app; they join from their phone's browser.

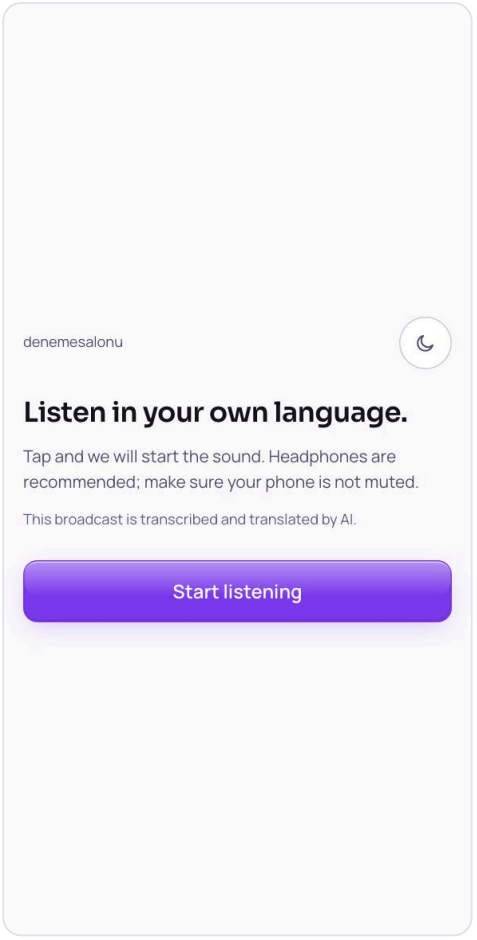
1. The room's share window has a QR code, a link and a room code. The code is entered at voiser.live/q.
2. Print the poster and place it at the entrance and on the tables.
3. Listeners choose their language and tap "Start listening". Headphones are recommended; captions scroll on screen and the text size can be adjusted.
4. When the speaker uses a listener's language, that language's channel waits and the screen says so.



Sharing: QR code, link and room code.



The printable poster.



A listener's phone.

06

Stage screen and slides

You can show captions and slides on the screen in the room.

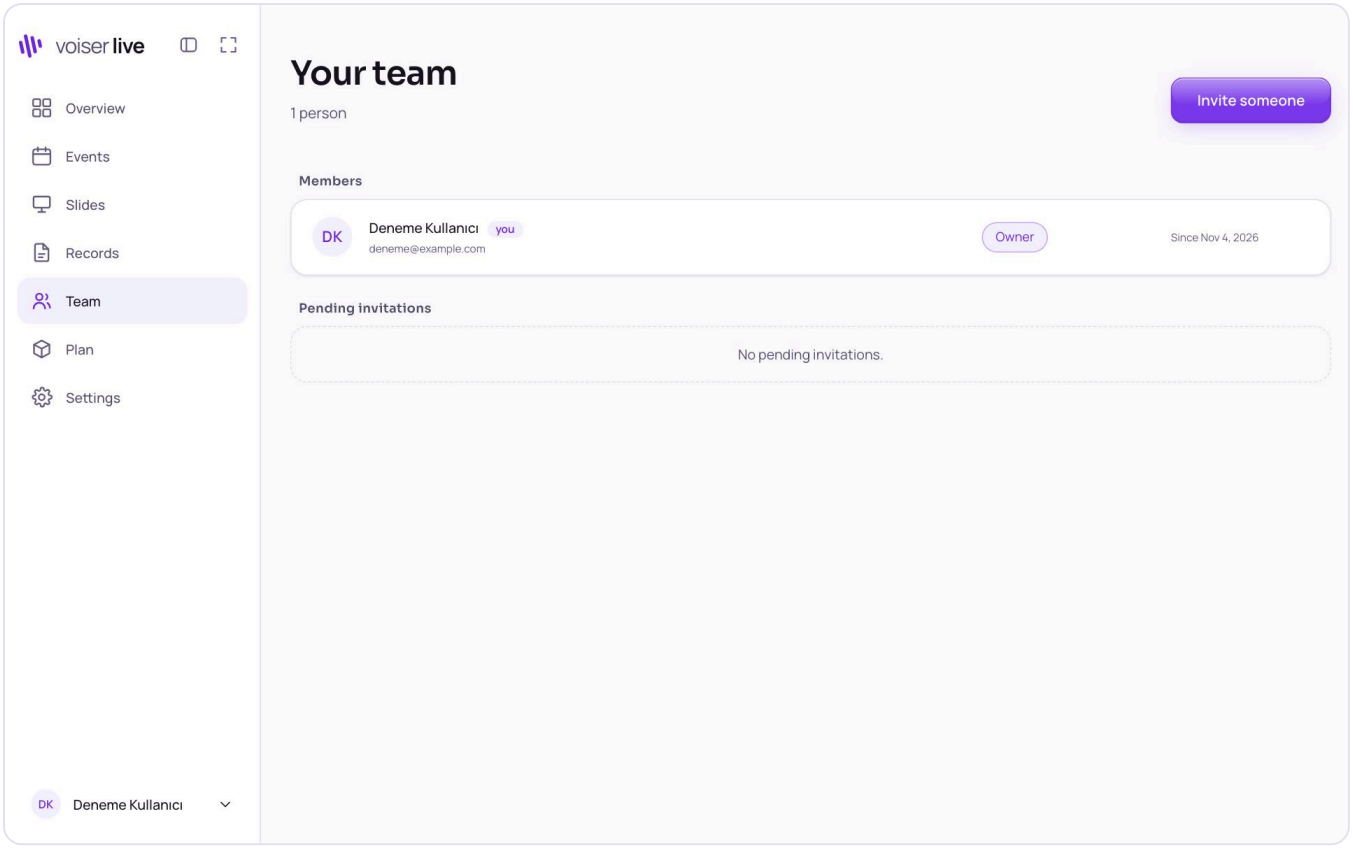
1. Upload your PDF presentation on the Slides page and assign it to a room.
2. Open the stage screen on the computer connected to the projector; captions and slides appear there.
3. Move through the slides from the console or from the presenter remote you send to a phone.

07

Team and room managers

You do not have to run the event alone.

1. Send invitations by email from the Team page and choose a role.
2. Organizers manage events, rooms and outputs.
3. Room managers only see the console and slides of the rooms assigned to them.



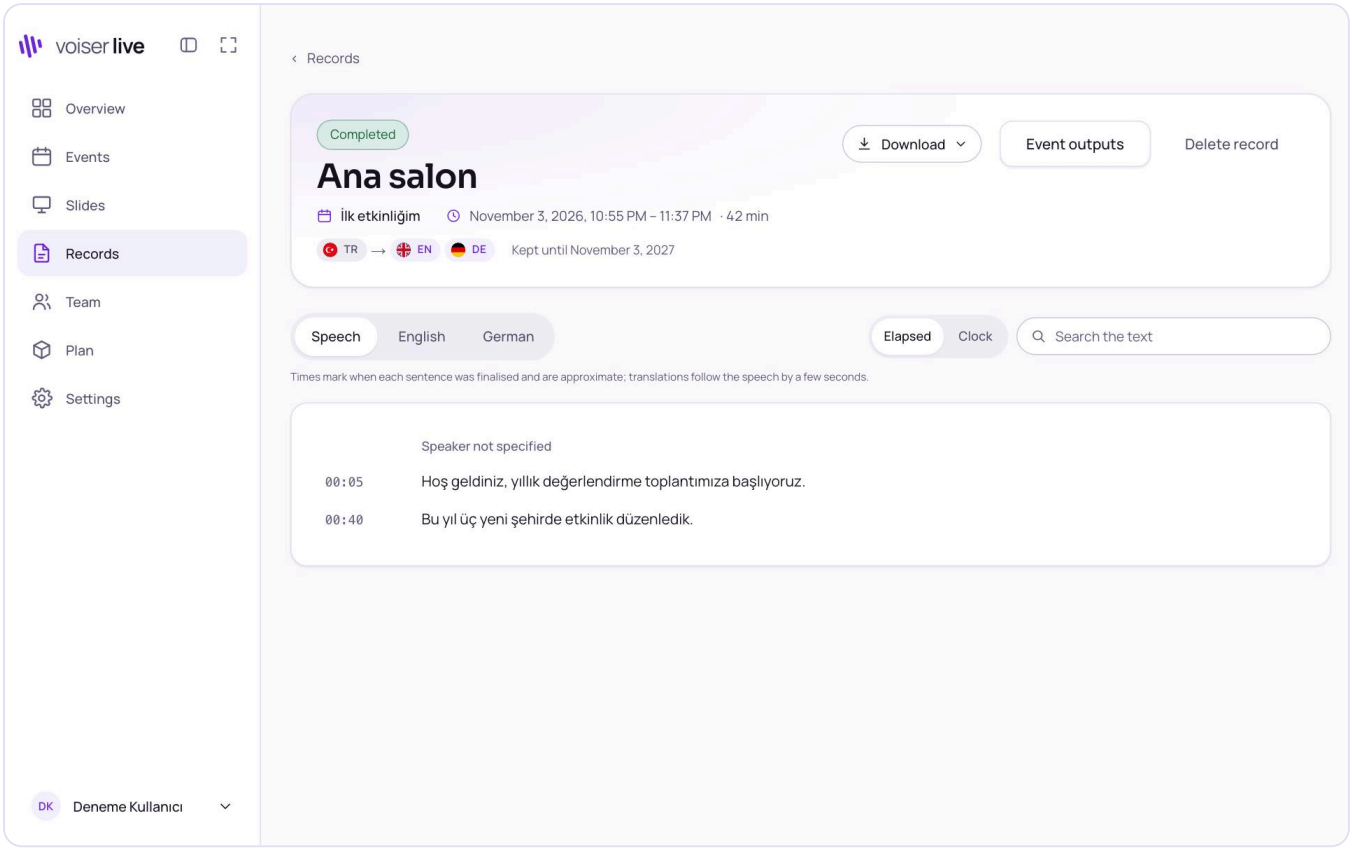
Team: invitations and roles.

08

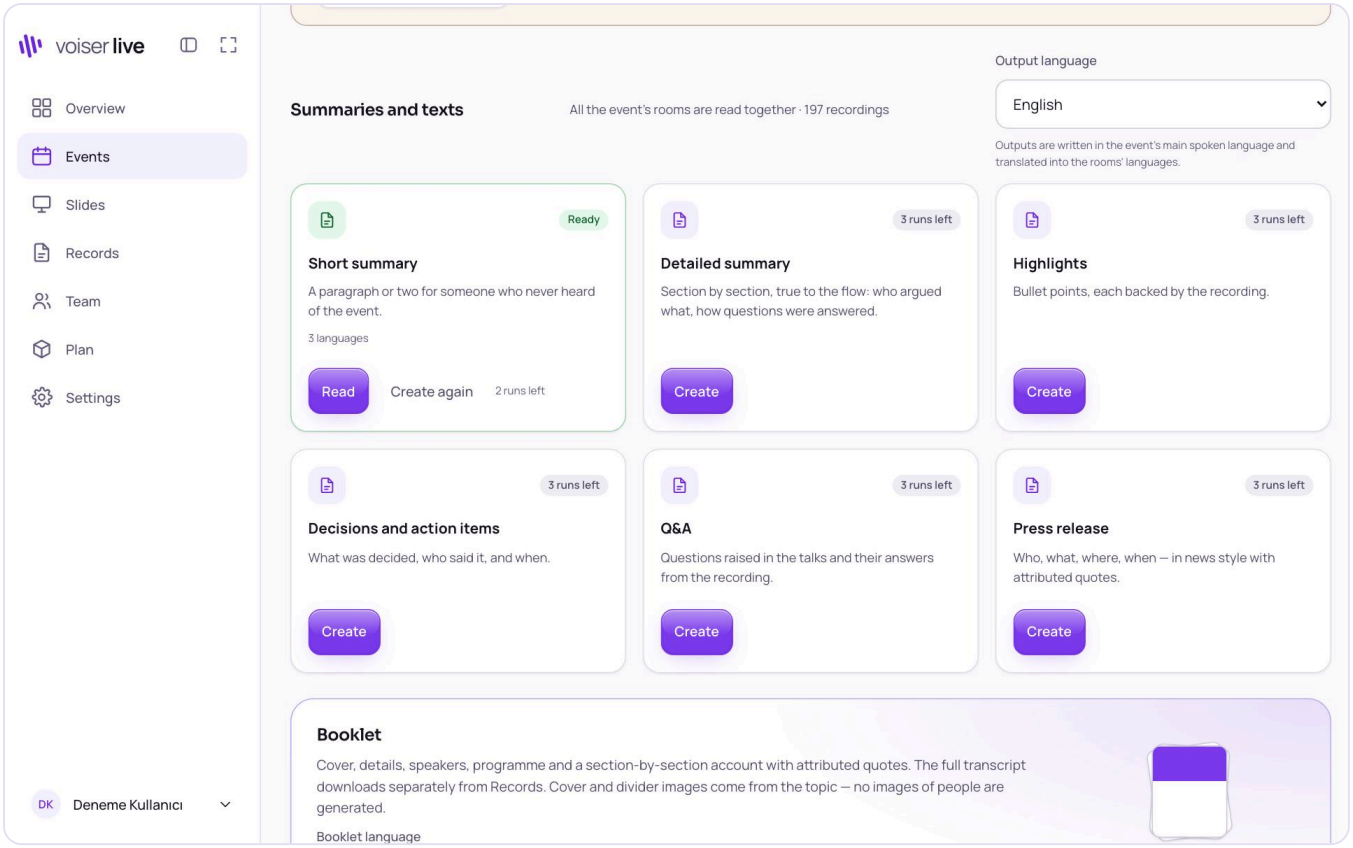
After the broadcast

Every broadcast stays as a record; outputs are produced from it.

1. Read each broadcast's transcript language by language on the Records page; download it as text or PDF.
2. You can download all transcripts of a room or an event as one ZIP.
3. On the event's Outputs tab, create a short and a detailed summary, highlights, decisions, Q&A, a press release and a booklet. Outputs are translated into the event's languages; print the booklet in the language you choose.
4. If you like, open the outputs to listeners; after the broadcast they read them in their own language from the room link.
5. Records and outputs are kept for 12 months; you can delete a record earlier.



A broadcast's record: transcript by language and downloads.



Outputs and output language.

09

Common situations

The questions asked most often during a broadcast.

1. A listener hears nothing: check that the phone is not on silent and that "Start listening" was tapped.
2. The level meter does not move: check that the right microphone is selected in the console and the browser has permission; use "Test the microphone" before going live.
3. A language goes quiet: if the speaker is using that language, the channel waits and the listener's screen says so.
4. The console tab was closed: open the console again; the broadcast keeps running.
5. You can see your remaining minutes on the Plan page.