

## *inTrain* Beta – User Manual

inTrain is a web-based training system for Remote Simultaneous Interpreting.

This User Manual explains how the system works.

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## General Information

inTrain has three different user profiles: Interpreter, Speaker and Supervisor.

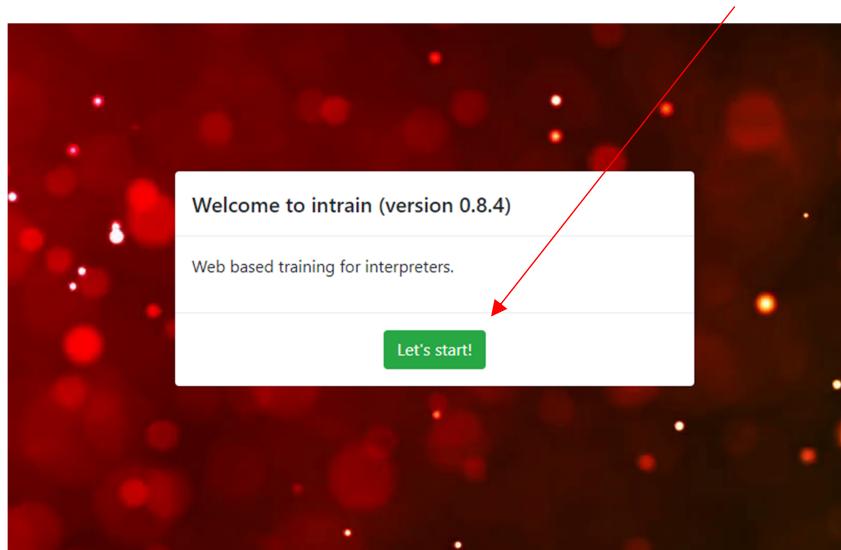
**Interpreter:** The student or person practising simultaneous interpreting.

**Supervisor:** The teacher, tutor or assessor listening and/or evaluating the “Interpreter”.

**Speaker:** The “Speaker” may be a person delivering a speech live, or the “Supervisor” may choose to use a video instead.

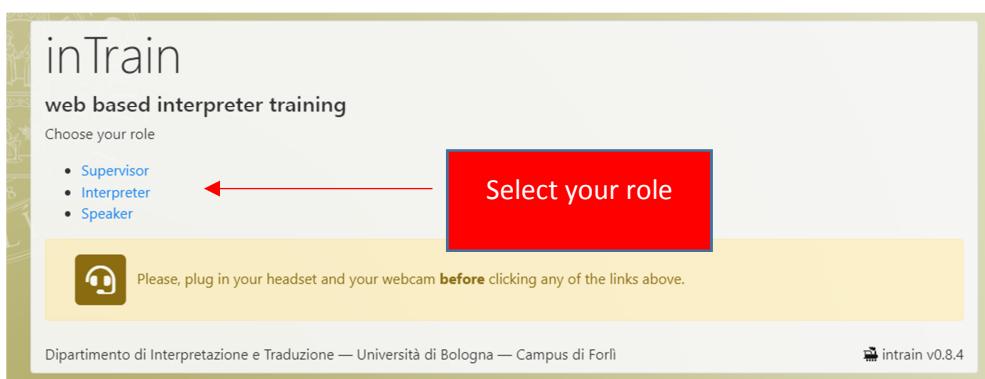
## How to Enter

1. To access *inTrain*, type the following URL in your browser (Chrome or Firefox, latest versions):  
<https://intrain.ditlab.it/>.
2. When the Welcome page appears, click on the "Let's start!" button (Picture 1).



Picture 1

3. If you have not already done so, connect your headset and microphone to your computer.
4. Select your role: Supervisor, Speaker or Interpreter (Picture 2)

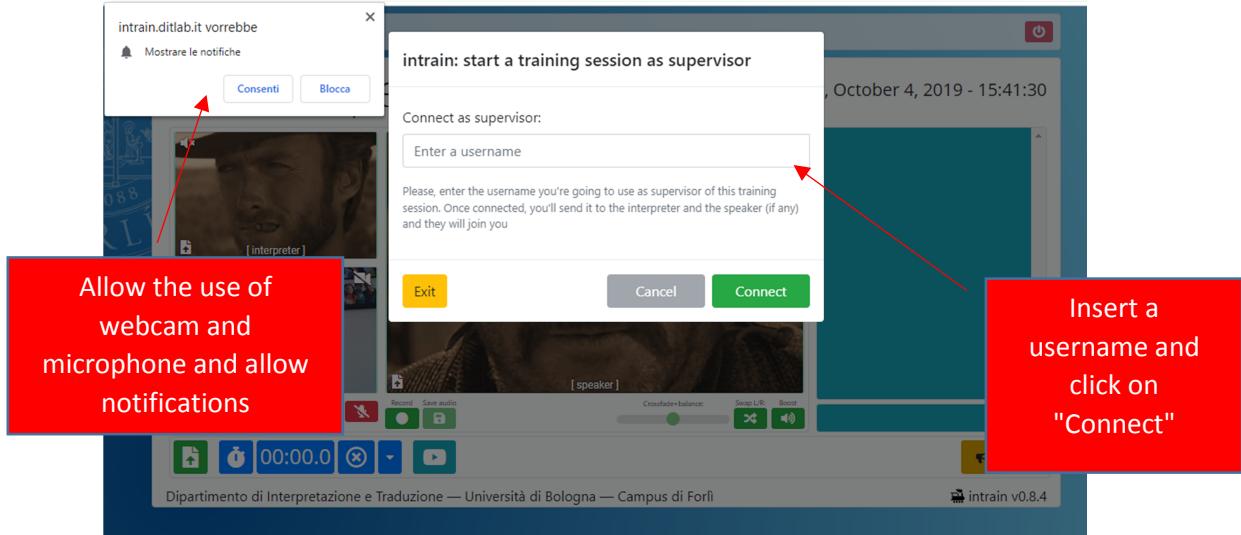


Picture 2

## Supervisor Profile

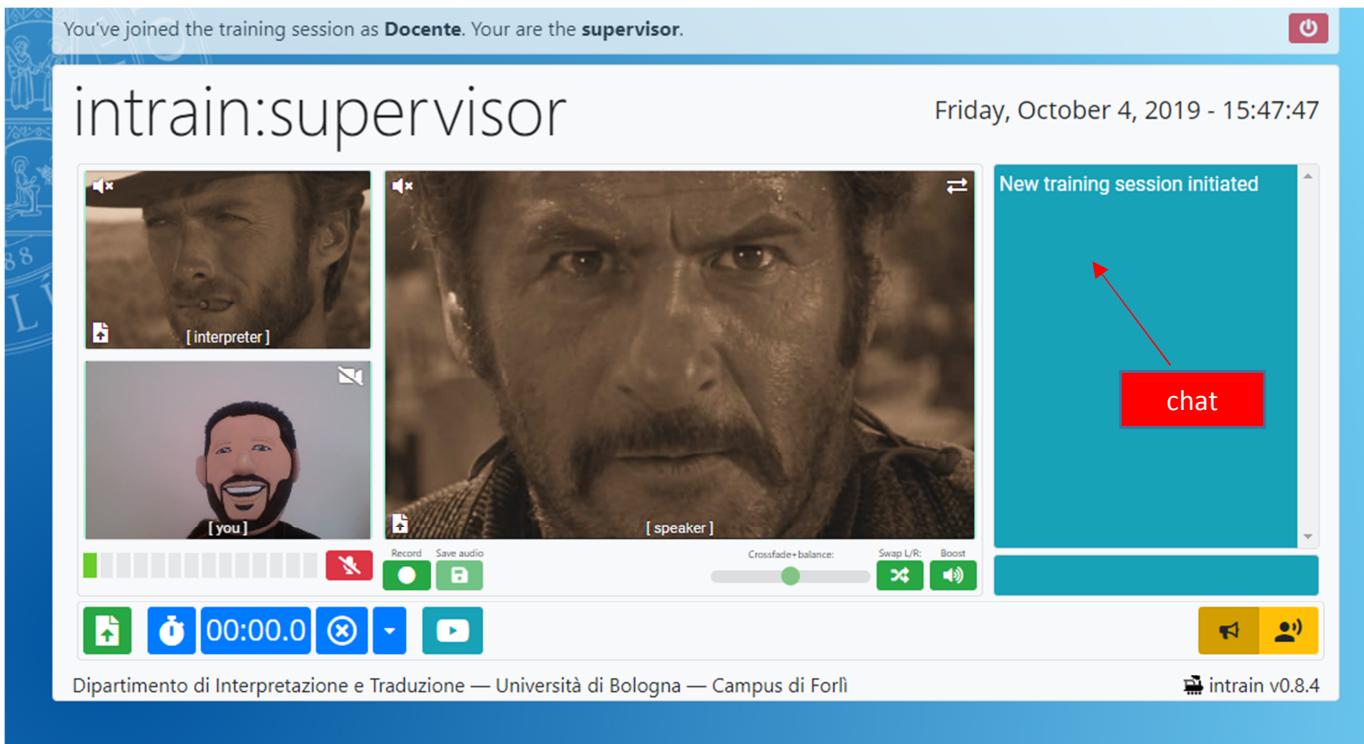
1. Allow inTrain to display notifications (Picture 3).
2. Enter a user name (Picture 3) and click on the green "Connect" button.

**IMPORTANT:** The application does not require you to register and you can choose any username you prefer (N.B. Even if you use your email address, it will only be registered temporarily on the server and in irreversible encrypted form). Make sure you (or somebody else) are not already logged in with the same username in another session. This username must be communicated to the interpreter and speaker so they can connect to the session.



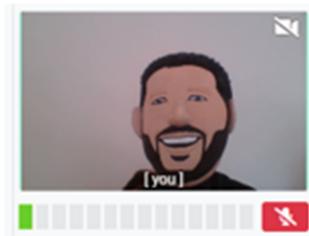
Picture 3

3. The first time you connect, the browser will ask your permission to use your webcam and microphone and to send notifications. You will need to give your authorization for the first two (the application does not work without a webcam and microphone), but notifications are optional. However, they are recommended, because the operating system will alert the Supervisor when other users are connected, even if the browser is minimized or temporarily in the background.
4. You are now in the Supervisor's user interface (Picture 4). This interface allows you to view your own video feed, and that of the Speaker and Interpreter. On the right side of the screen, you will find a chat window that connects all the participants in the session. All the controls are at the bottom of the screen.

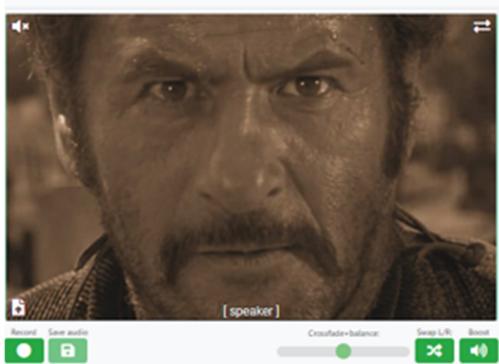


Picture 4

The vu-meter below the video feed indicates the status of your microphone, which you can mute or unmute by clicking on the icon on the right:



Below the speaker's video feed, you will find the controls that allow you to record the session, save the audio and adjust the listening settings (crossfade/balance, volume):



The bottom bar has controls so you can:

- Send a file to the participants:



- Start the stopwatch and display the timed intervals:



- Enter the URL of a video (YouTube, Vimeo, Facebook), if you are using a video for the session:



- Set "Briefing" mode (everyone can speak and participate in the discussion):

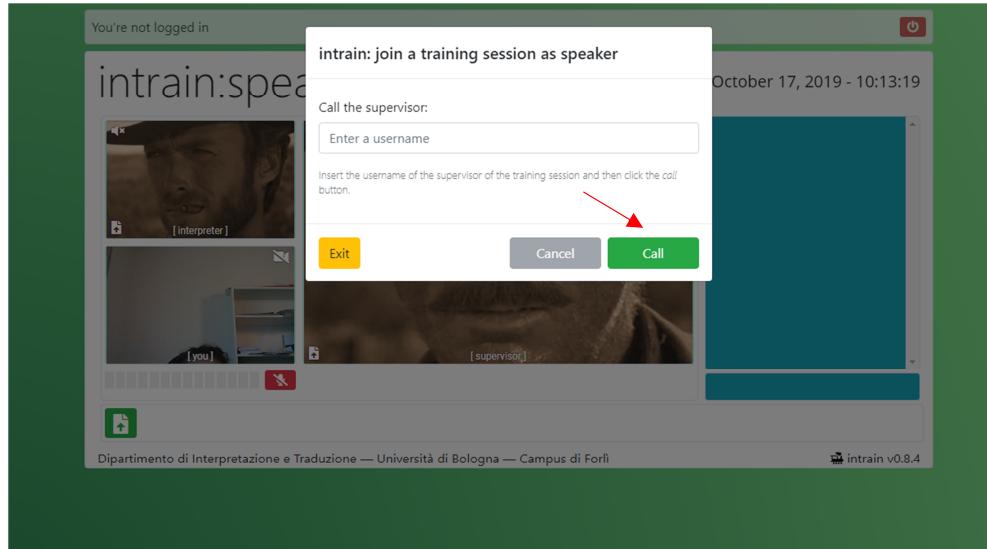


- Set "Practice" mode. The Supervisor's microphone is now muted and the Interpreter is muted for the Speaker:



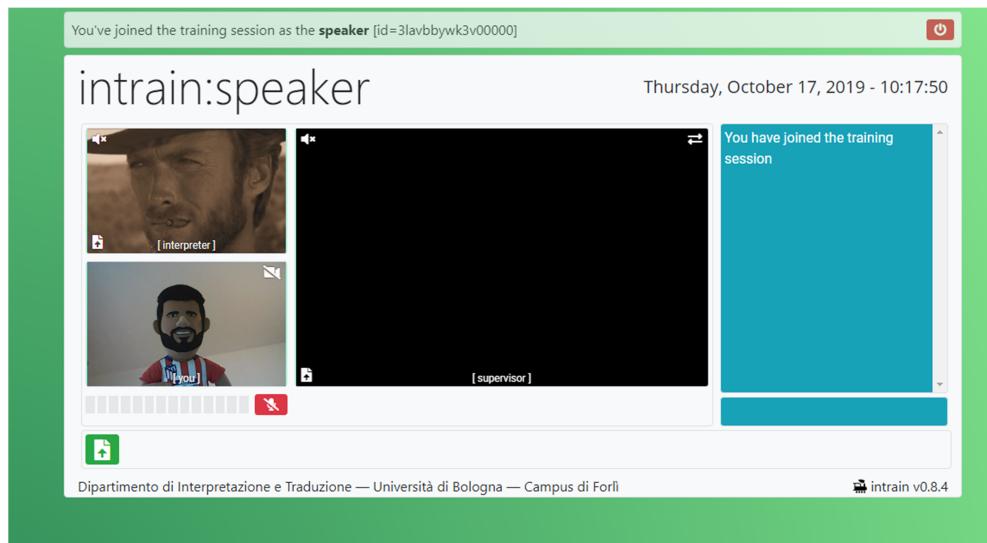
## Speaker Profile

1. Enter the Supervisor's username, which you received in advance, and click on "Call" (Picture 5).



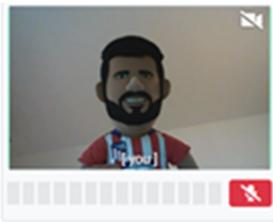
Picture 5

2. You are now in the Speaker's user interface (Picture 6). This interface allows you to view your own video feed, and that of the Speaker and Interpreter. On the right side of the screen, you will find a chat window that connects all the participants in the session. All the controls are at the bottom of the screen.



Picture 6

The vu-meter below the video feed indicates the status of your microphone, which you can mute or unmute by clicking on the icon on the right:

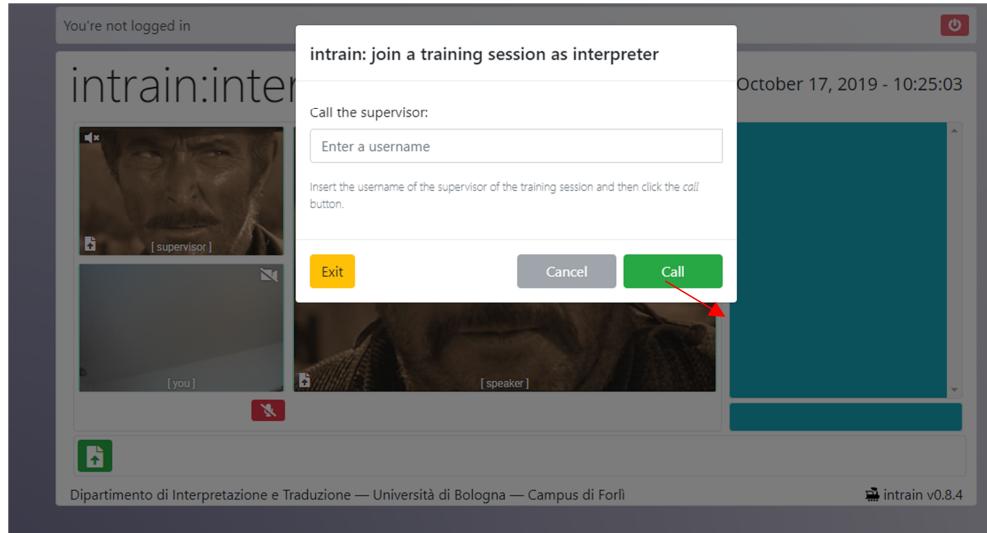


You can send a file to the other participants by clicking on this icon:

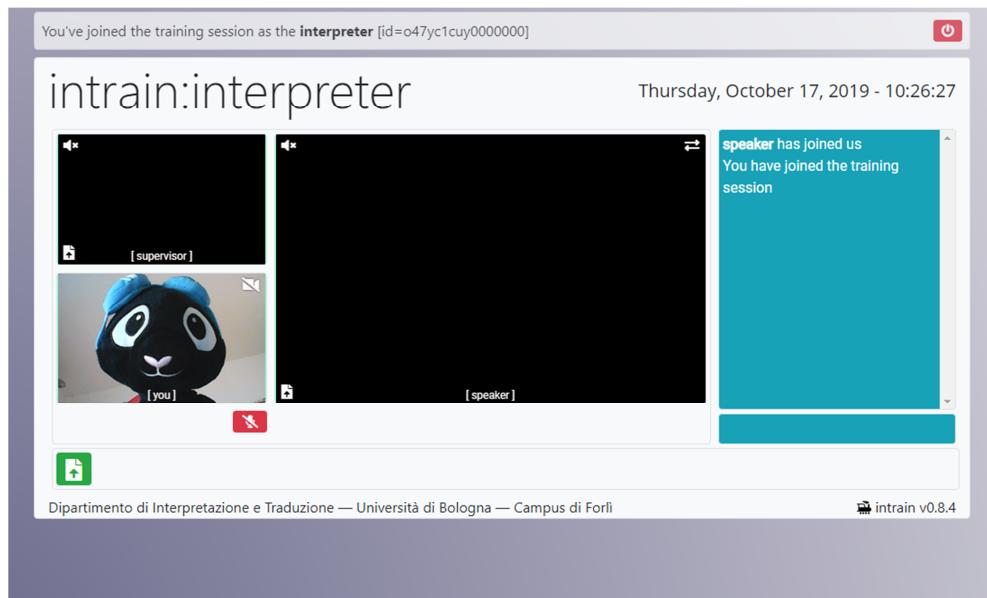


## Interpreter Profile

1. Enter the Supervisor's username, which you received in advance, and click on "Call" (Picture 7).

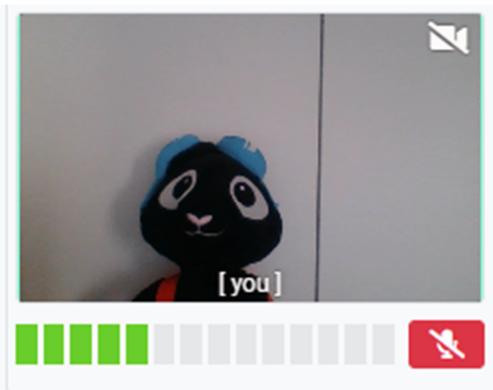


2. You are now in the Interpreter's user interface (Picture 8). This interface allows you to view your own video feed, and that of the Speaker and Supervisor. On the right side of the screen, you will find a chat window that connects all the participants in the session. All the controls are at the bottom of the screen



Picture 8

The vu-meter below the video feed indicates the status of your microphone, which you can mute or unmute by clicking on the icon on the right:



You can send a file to the other participants by clicking on this icon:

