

## Instructions for the guide

- Log in under [t1p.de/tourguide](https://t1p.de/tourguide)

Have this link and your login-credentials available on your smartphone.

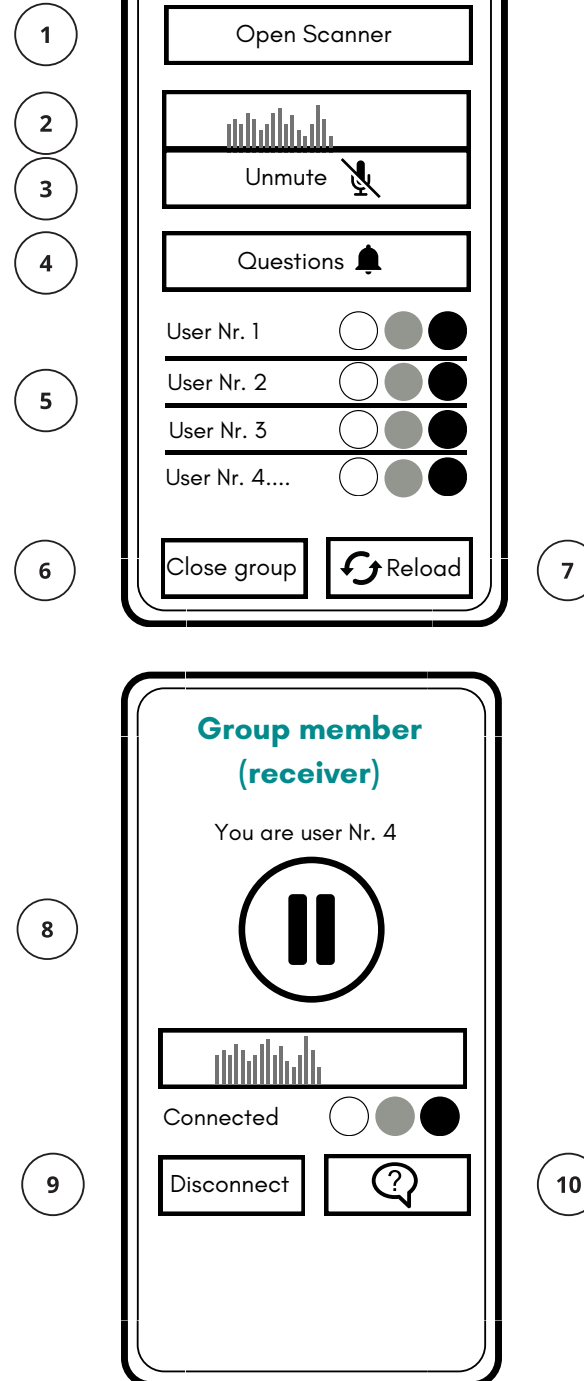
If you are using custom branded cards with your company's logo, the link will be different. Please use the link that will have been emailed to you.

- Click on "open group".
- Make sure that each member of the group has a card.
- Ask all group members to scan the QR on their card. If they don't know how to do it, ask them to go to nub.art and use our integrated scanner. As an alternative, they can also enter the private code printed on the card.
- Open your own scanner (1) and scan all the QR codes of all group members. (If you prefer, you can scan the codes before distributing the cards instead).
- Close your scanner when you are done, to save your smartphone's battery power.
- Click on unmute (3) and start talking.
- The spectrometer (2) should show a signal. This indicates that the sound of your voice is being received.

If you see no signal on the spectrometer when talking, your microphone is not active. Make sure that you have no other open app requiring a mic.

- At the bottom of the screen you will see a series of "traffic lights" (5). Each of these signals corresponds to a member of the group.

- Waiting for receiver to connect.
- The connection is being established.
- The connection has been made successfully.



- Each member of the group receives a sequential number (5) displayed on your smartphone. If there is a connection problem, this number will help you to identify the affected user.
- The listener can use the Play/Pause button (8) to turn the sound on or off.
- The spectrometer should show a signal.

If a group member sees a signal on the spectrometer, but can not hear you, something is wrong with his/her audio-output. Ask him/her to make sure that the volume is loud enough. Ask him/her to close any app that may require an audio signal.

- Now speak through your hands-free microphone. We recommend to speak in a low voice to reduce the echo effect of latency: the voice received through the smartphone should be the predominant one.
- Ask the group to turn off their WIFI to avoid interferences with open WIFI networks (unless you are in an enclosed space with full WIFI coverage).
- Ask the group to turn off the battery saver mode.
- Tell the group that they can write you a question at any time using the button (10). (If there are questions, you will see a red light on the button (4): click on it to see them).
- Start the route with your group.
- If at any time the connection is permanently lost, you can use the "reload" button (7) to restart all connections at once. No need for group members to rescan their cards!
- Only if the visitor accidentally closes the browser, he/she may have to re-scan the code on the card.
- When you have finished the tour, click on "Close group" (6). (However, if you have other tours planned with the same people, you can leave the group open).