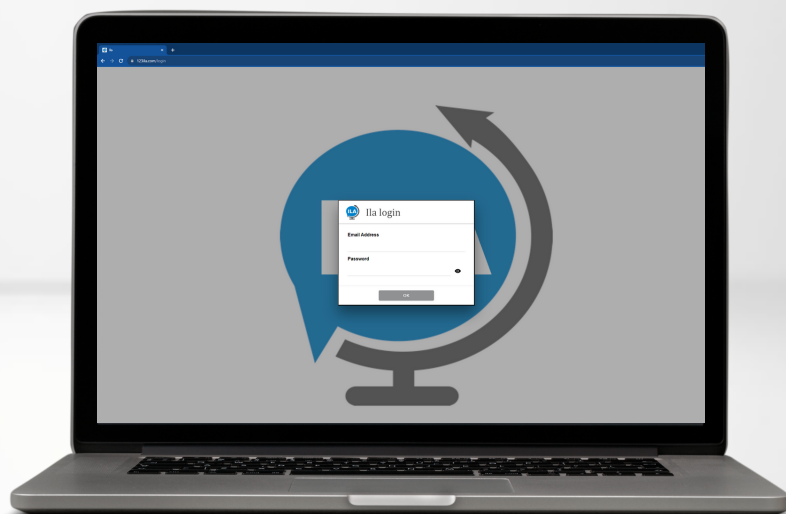




ILA Web User Guide

The Power to Communicate with Anyone

Instantly and Effectively
Communicate. No matter the
Language, Disability, Device, or
Location



www.translatelive.com



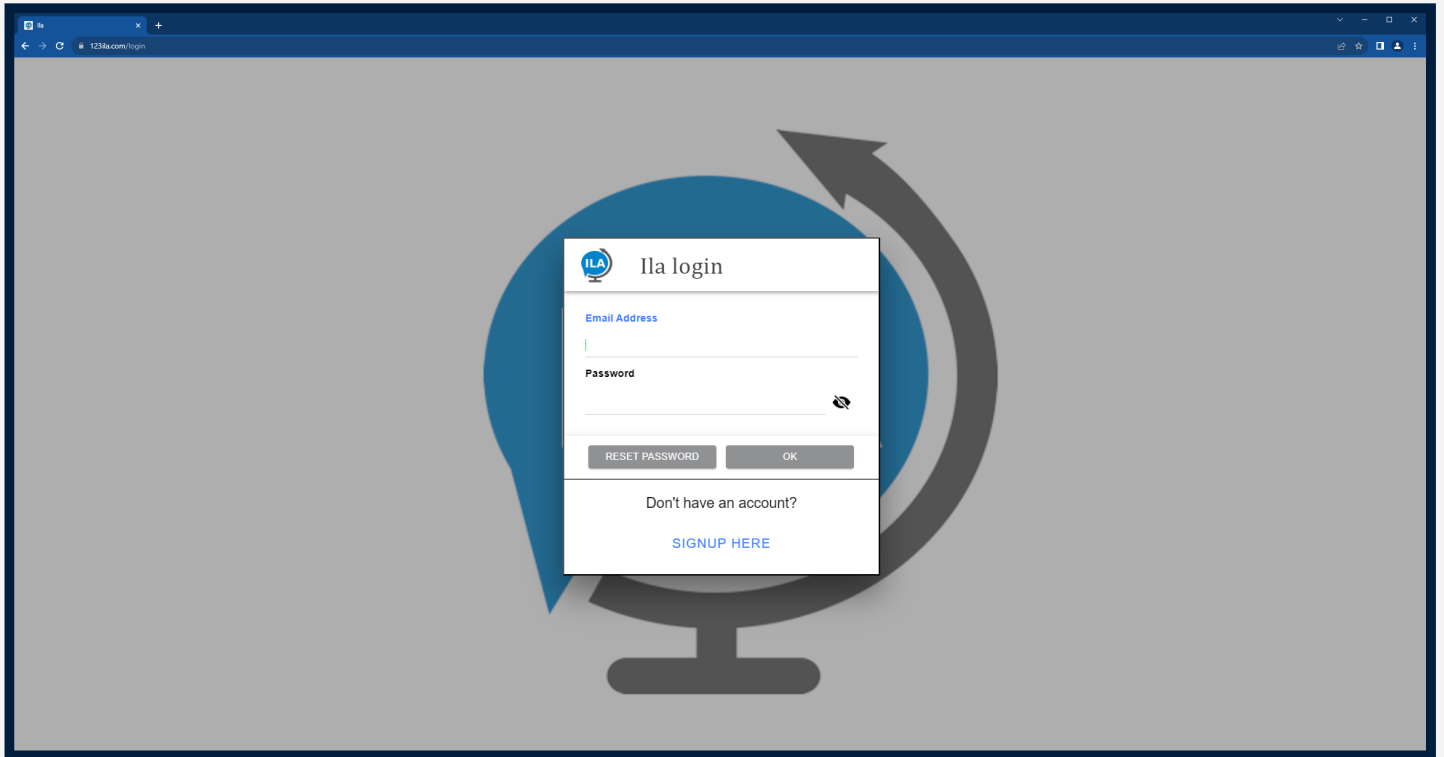
- 1 Log-in/Sign-Up
- 2 Get Started
- 3 Broadcast Mode
- 4 Single User Room
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- 6 Live Interpreter Room
- 7 QR Code
- 8 Settings
- 9 Best Practices

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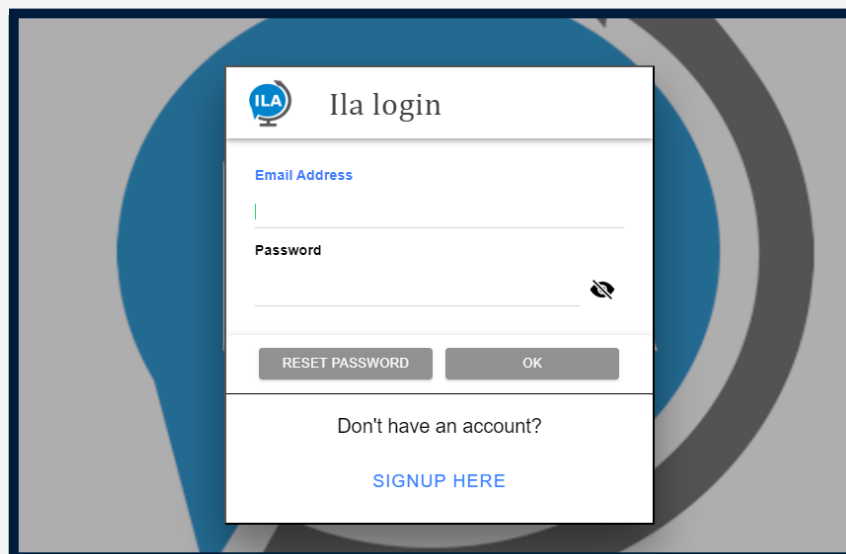
Log in

1

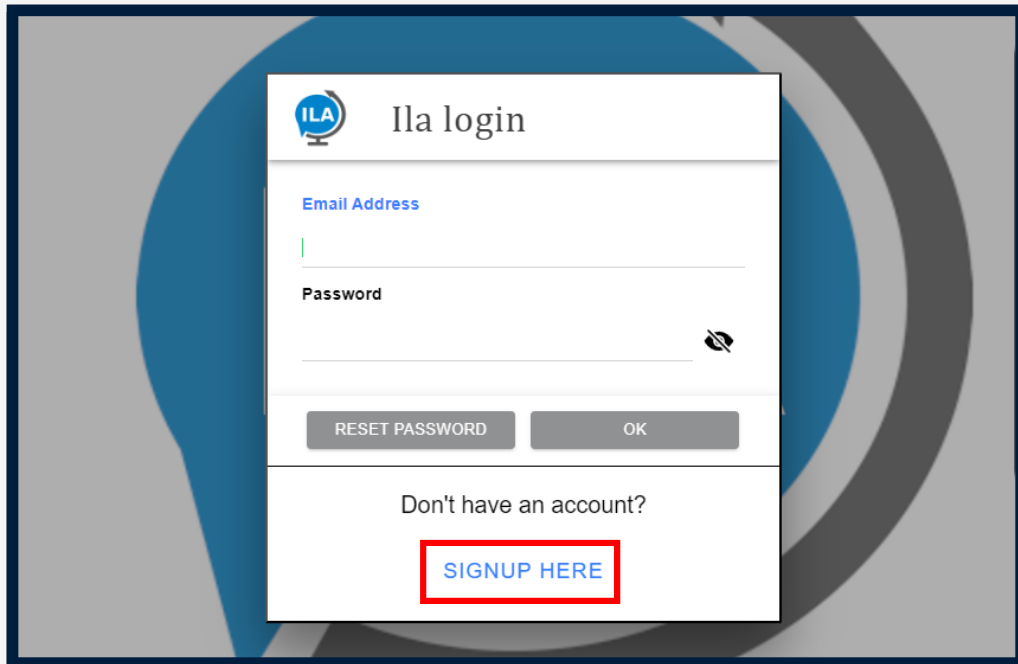
1) Navigate to www.123ila.com/login



2) Input Email and Password.



Sign Up



The image shows a login form titled "Ila login" with the ILA logo. It contains input fields for "Email Address" and "Password". Below these fields are two buttons: "RESET PASSWORD" and "OK". At the bottom of the form, there is a link "SIGNUP HERE" which is highlighted with a red rectangular border. The text "Don't have an account?" is positioned above the "SIGNUP HERE" link. The background of the form is white, and it is set against a dark blue and grey abstract graphic.

If you do not have an account, you can sign up by pressing the "SIGNUP HERE" Button

Sign Up

Enter your setup code.

ILA Setup

Device Id: a898a94d-fc3f-412c-8556-92769e14b145

Setup code

or

☐ Use our free trial plan that comes with a limited number of minutes

**You may also sign up for a free trial
by selecting the “free trial” box.**

ILA Setup

Enter your name (optional)

Enter your email address

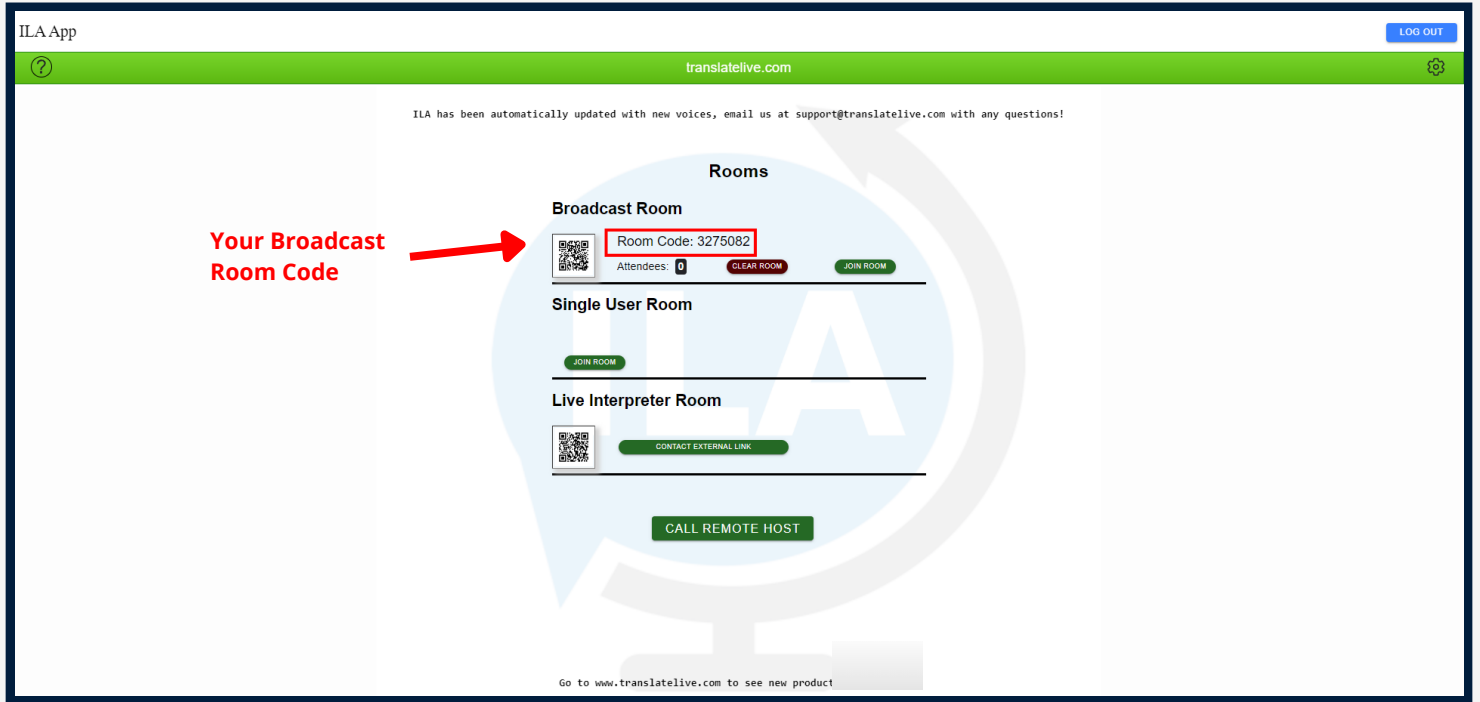
Enter the password that you will use to sign in with

**To set up your free trial enter your
Name, Email, and Password.**

Get Started

2

Locate your broadcast room code



Guest may join your session by navigating to www.123ila.com and entering your Broadcast room code.

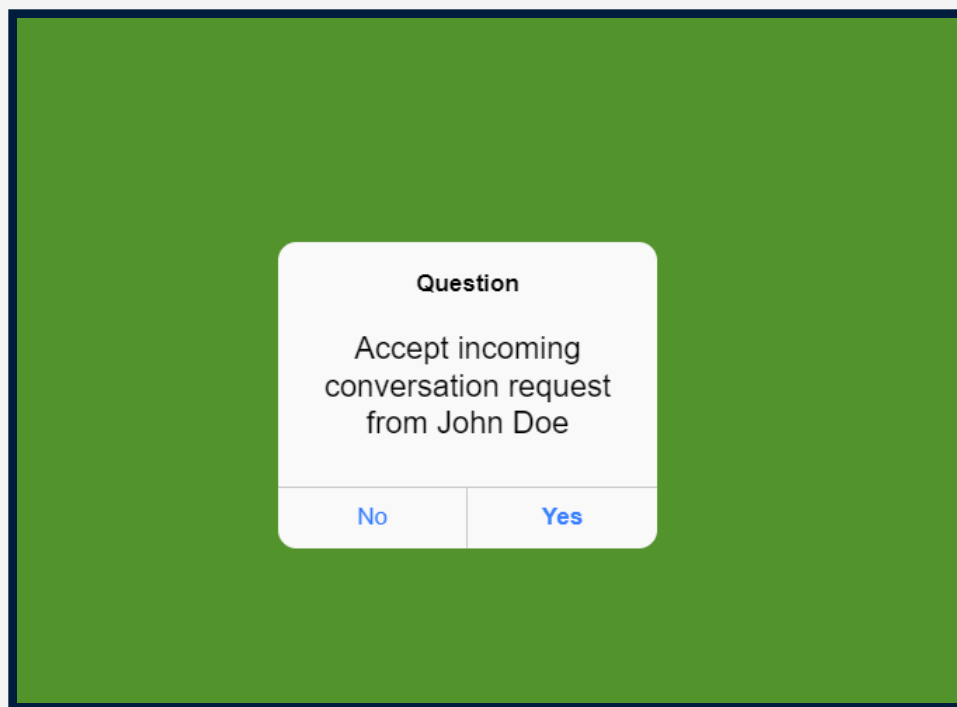
ILA Guest Room Selection Screen

Please enter the room code that you would like to join

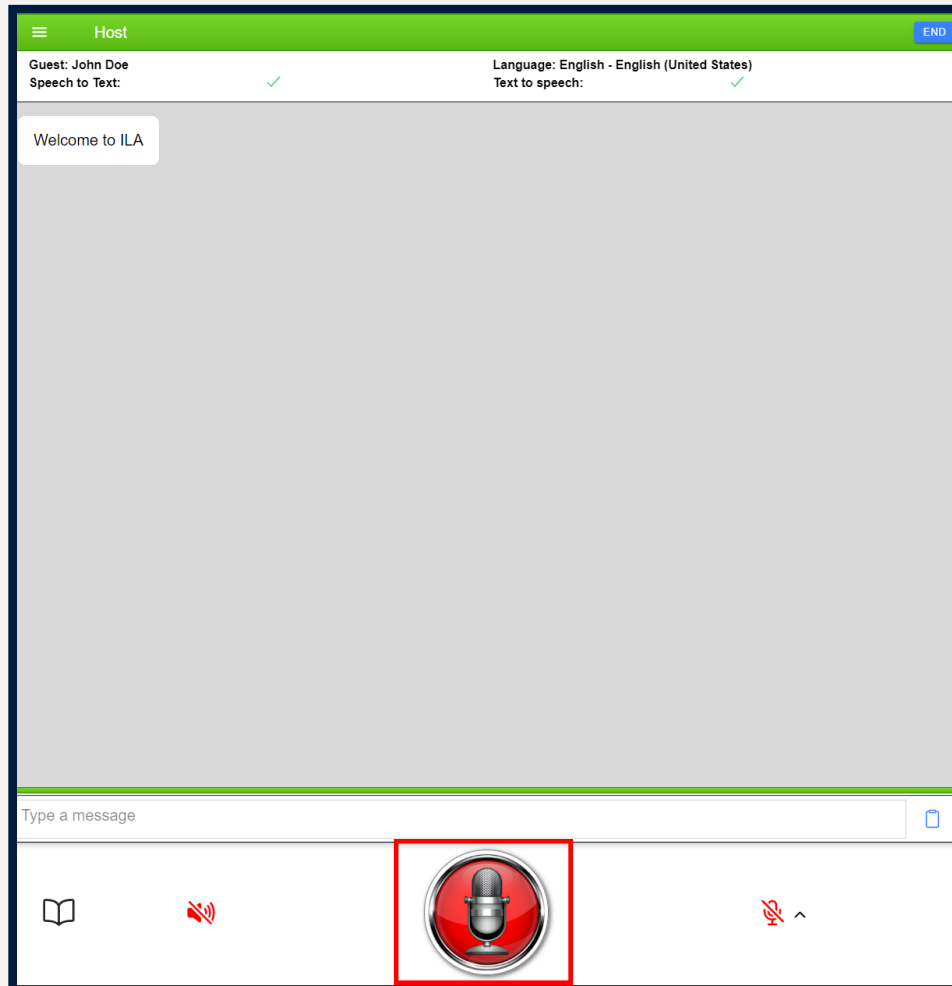
Room code

OK

When receiving a call from a guest, you will have the ability to accept or reject the interaction.



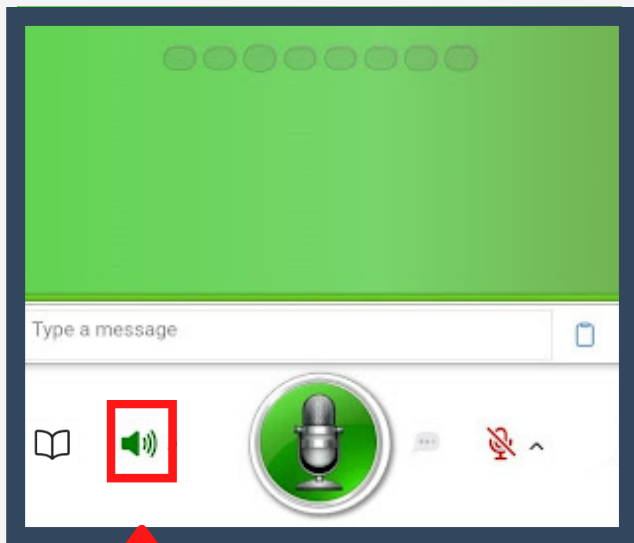
Once you accept the call, your session will start.



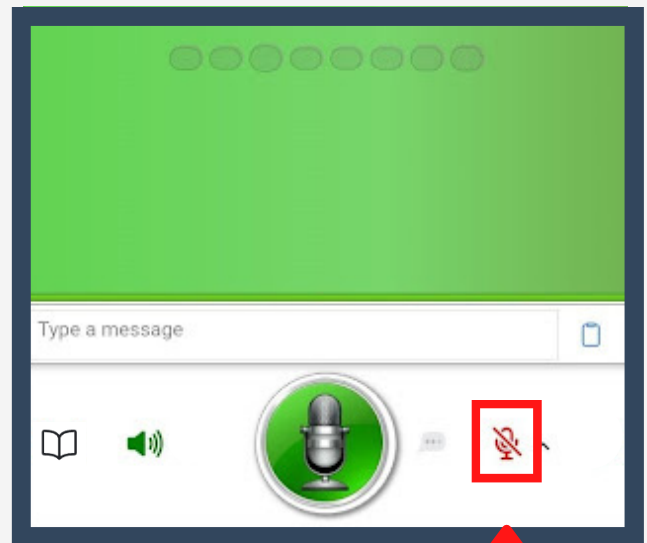
Press and hold the mic button while you speak.

Get Started

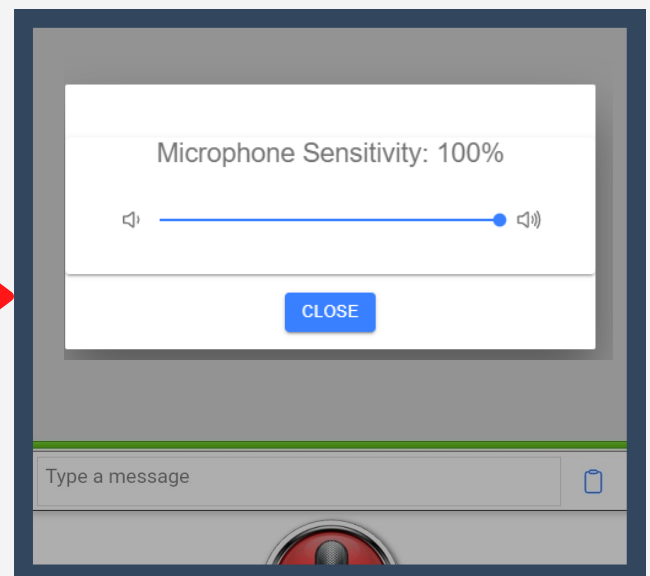
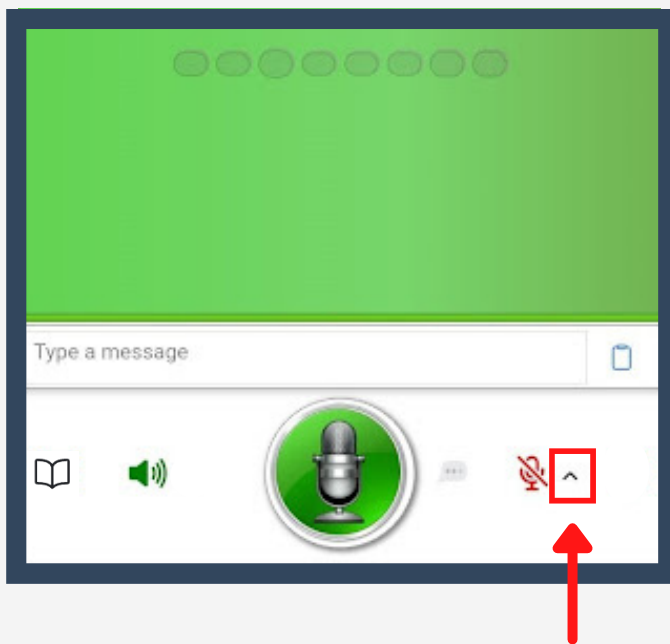
2.4



Toggle Text to Speech
On/Off



Turn "Keep Mic On" feature
On/Off

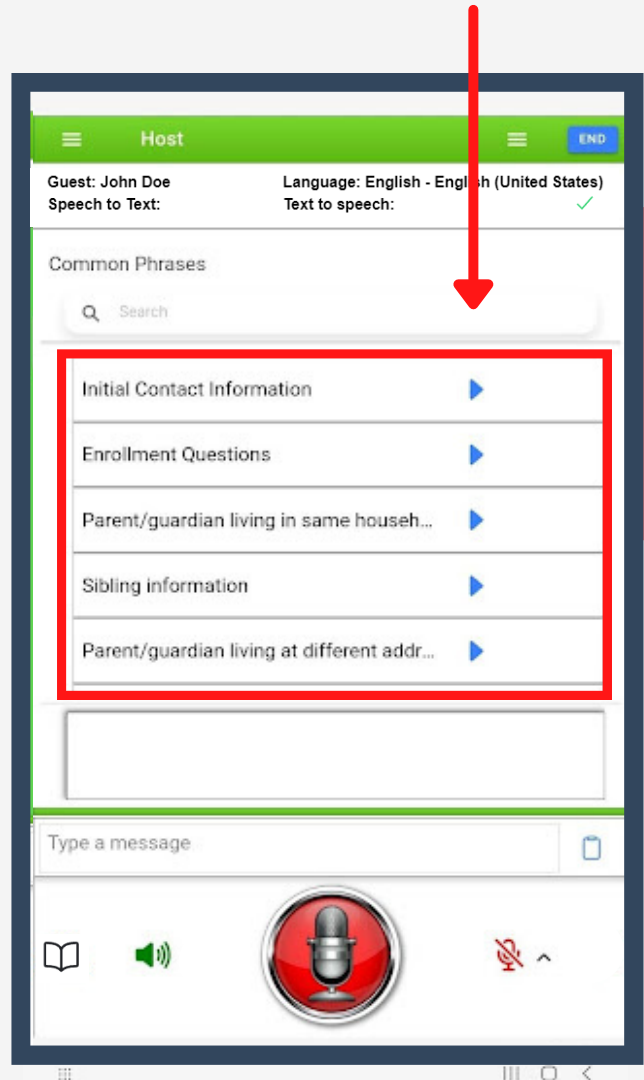
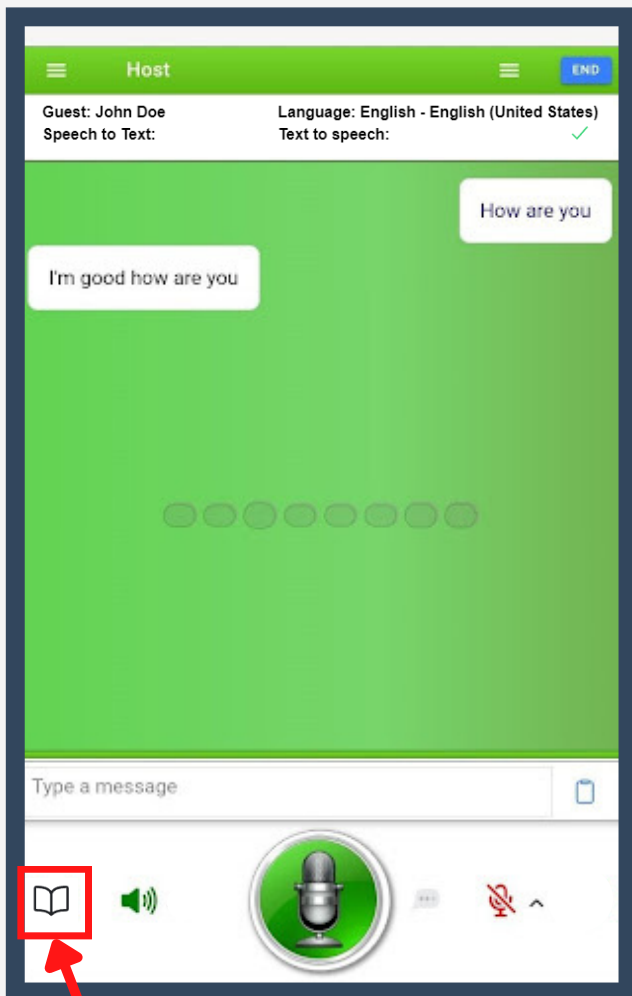


Pressing the small arrow will allow you to change the Microphone
Sensitivity.

Get Started

2.6

- Common Phrases will only be available on Host Device
- Search for Common Phrases or select from the list below.

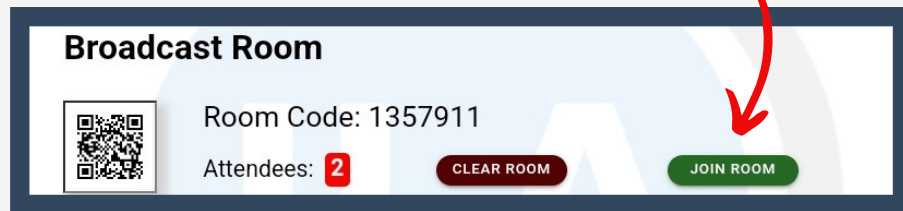


- For Common Phrases, select the "Common Phrases" Icon

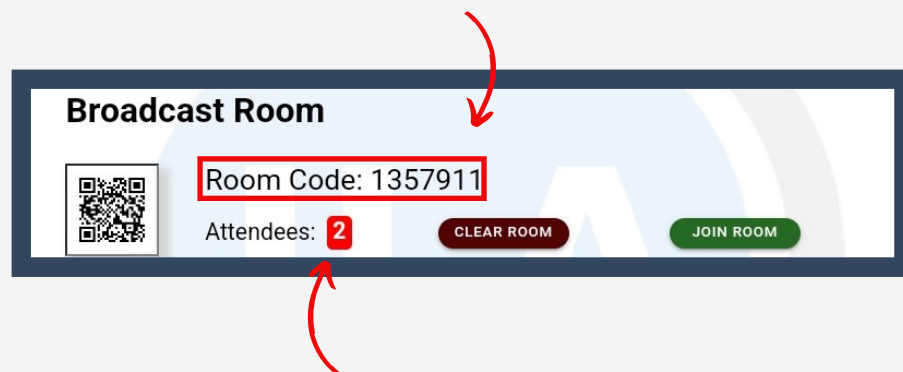
Broadcast Mode

3

Host an ILA Broadcast room by selecting this button.



Broadcast code
is the code guests
will use to join your
Broadcast room



This icon shows you how
many people have joined
your Broadcast Room

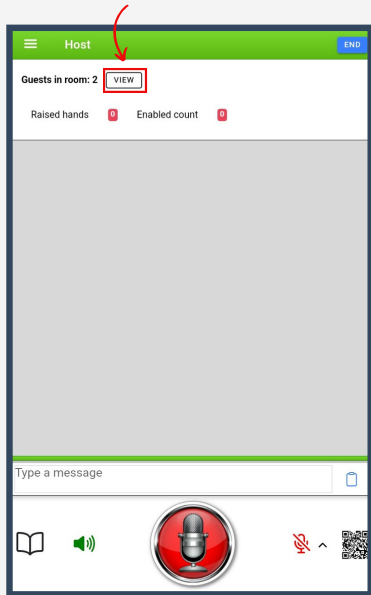
Broadcast Mode

3.1

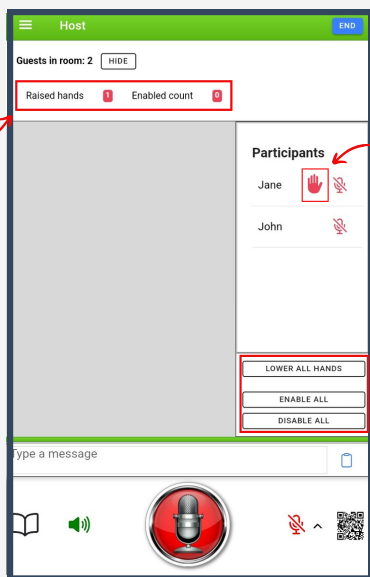
Host

Guest

Select this button to view room participant list.

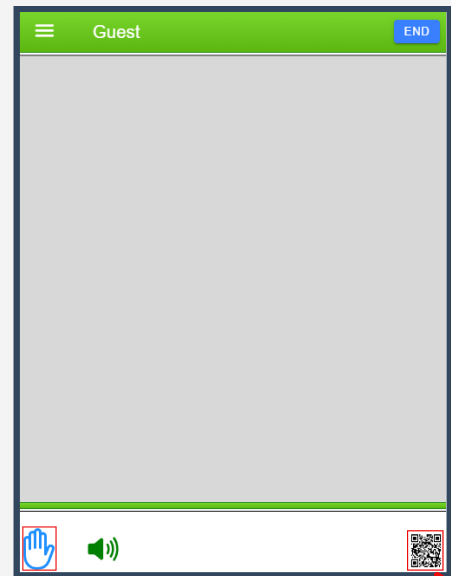


This section shows the number of guests who have requested to speak as well as the number of guests that currently have permission to speak



Approve requests to speak by selecting the raise hand button

"Lower all hands" will disapprove all requests to speak. You may also enable or disable all guest mics.



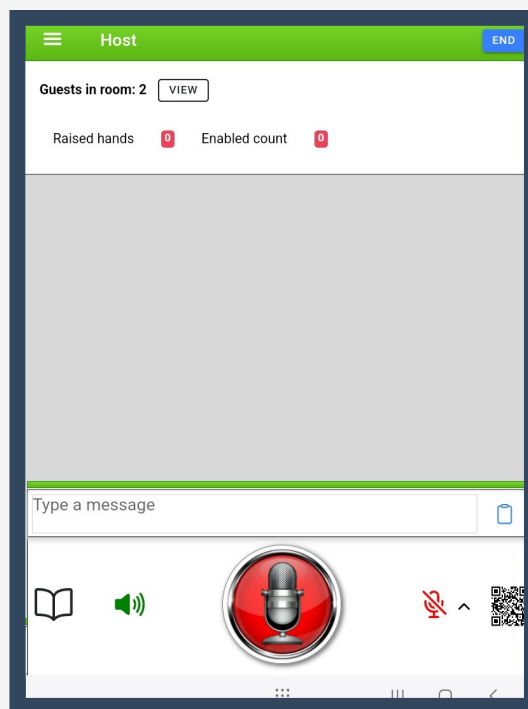
Raise your hand to request permission to speak.

Expand QR Code to share broadcast room.

Broadcast Mode

3.2

**Broadcast Hosts will have speech to text capabilities at all times.
Guests must request permission to speak.**



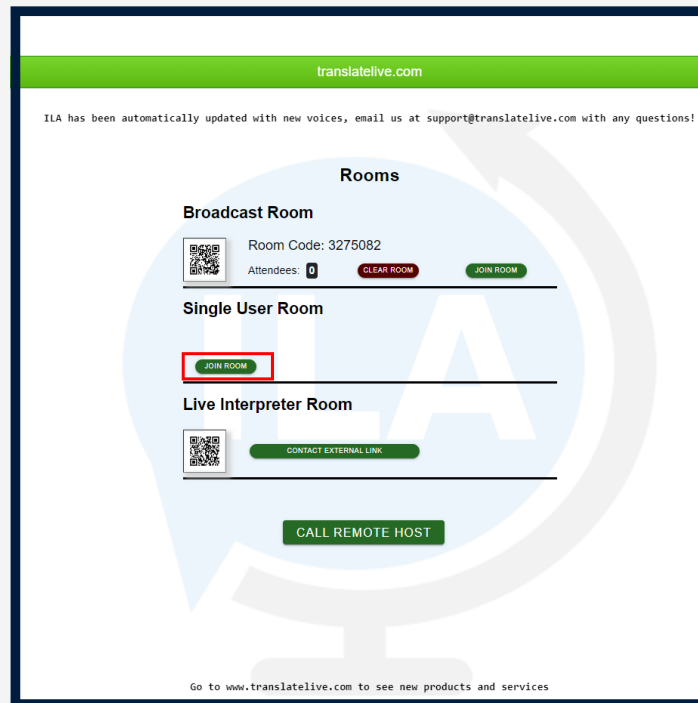
Touch and hold the Mic button while you speak. The button will turn green, letting you know it is actively listening.

You may watch the translation in real time to confirm accuracy.
Be sure to speak clearly, slowly, and use full sentences.

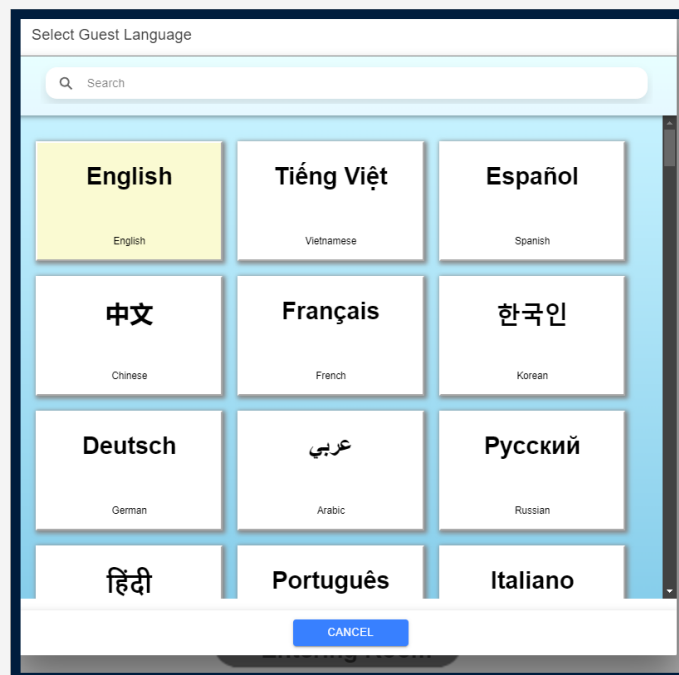
When the meeting is over, simply select the "End" button located on the top right of the screen.

Single User Room

4



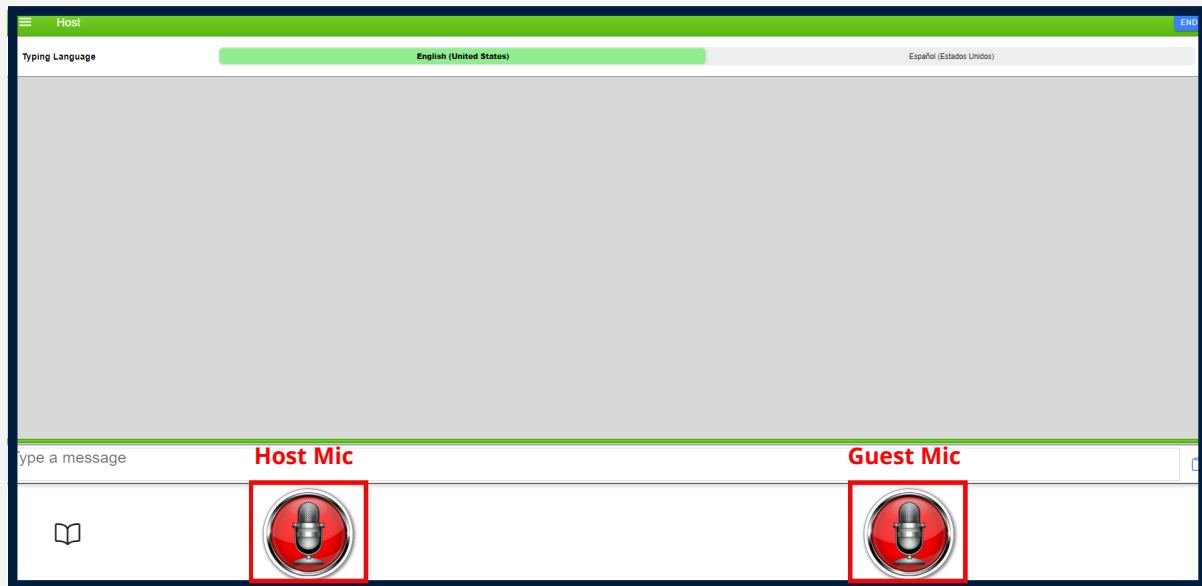
Join a Single User Room by selecting the "Join Room" button.



Select Guests Language

Single User Room

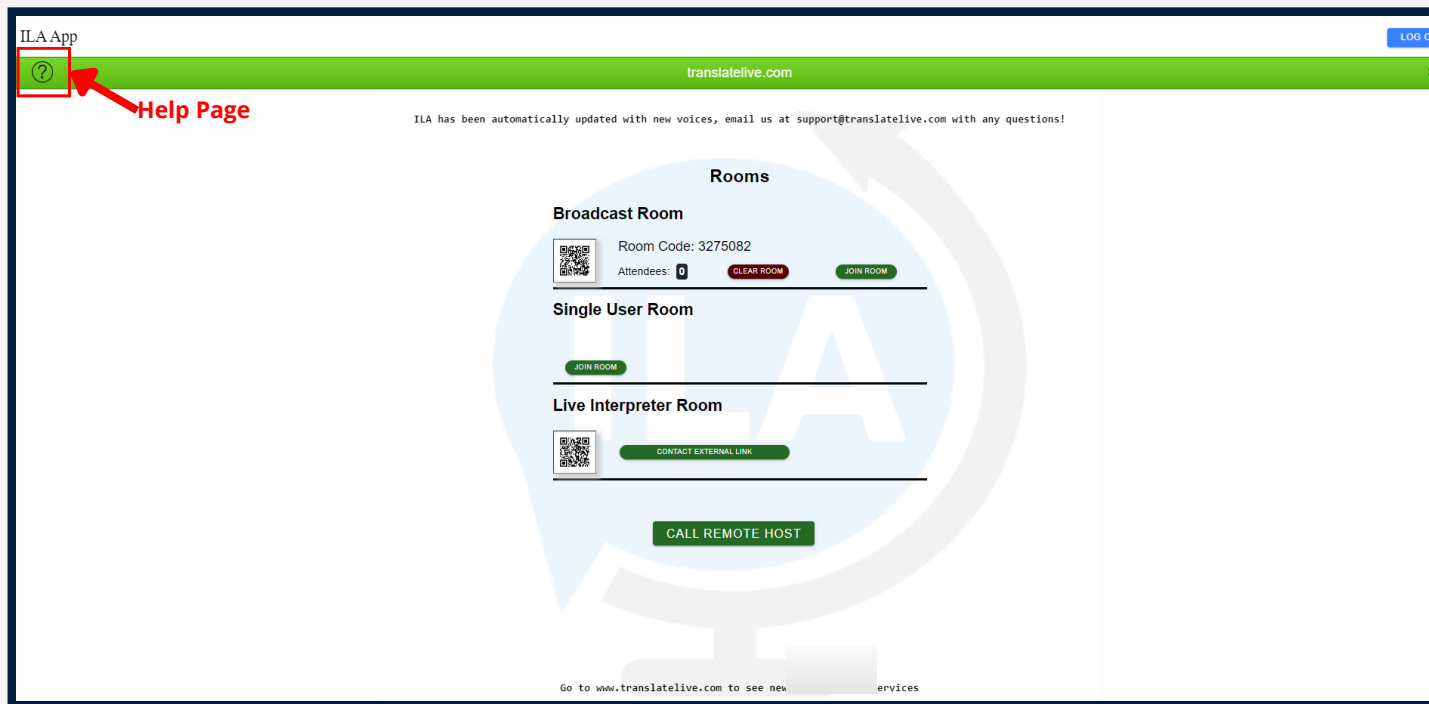
4.1



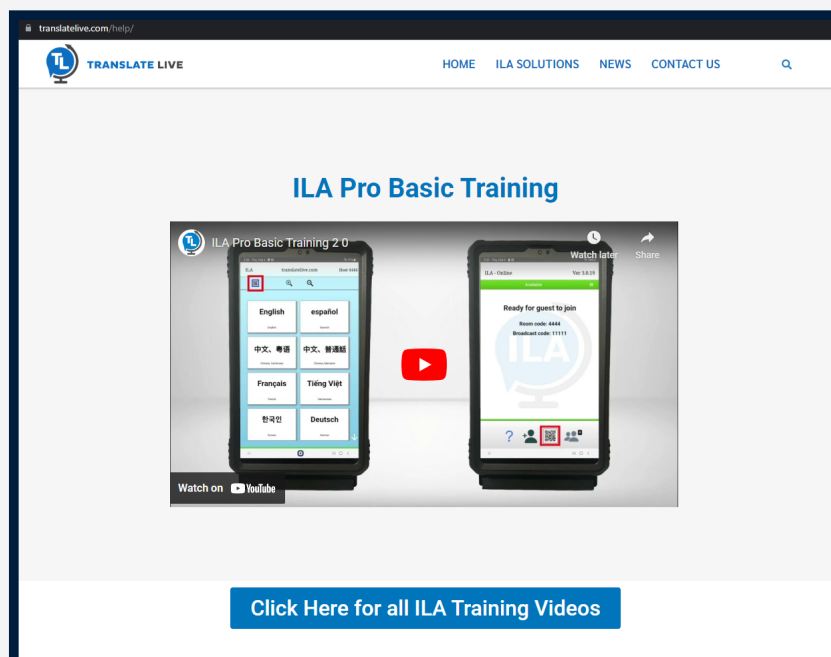
The host and guest can now communicate using the same device.

Help Page

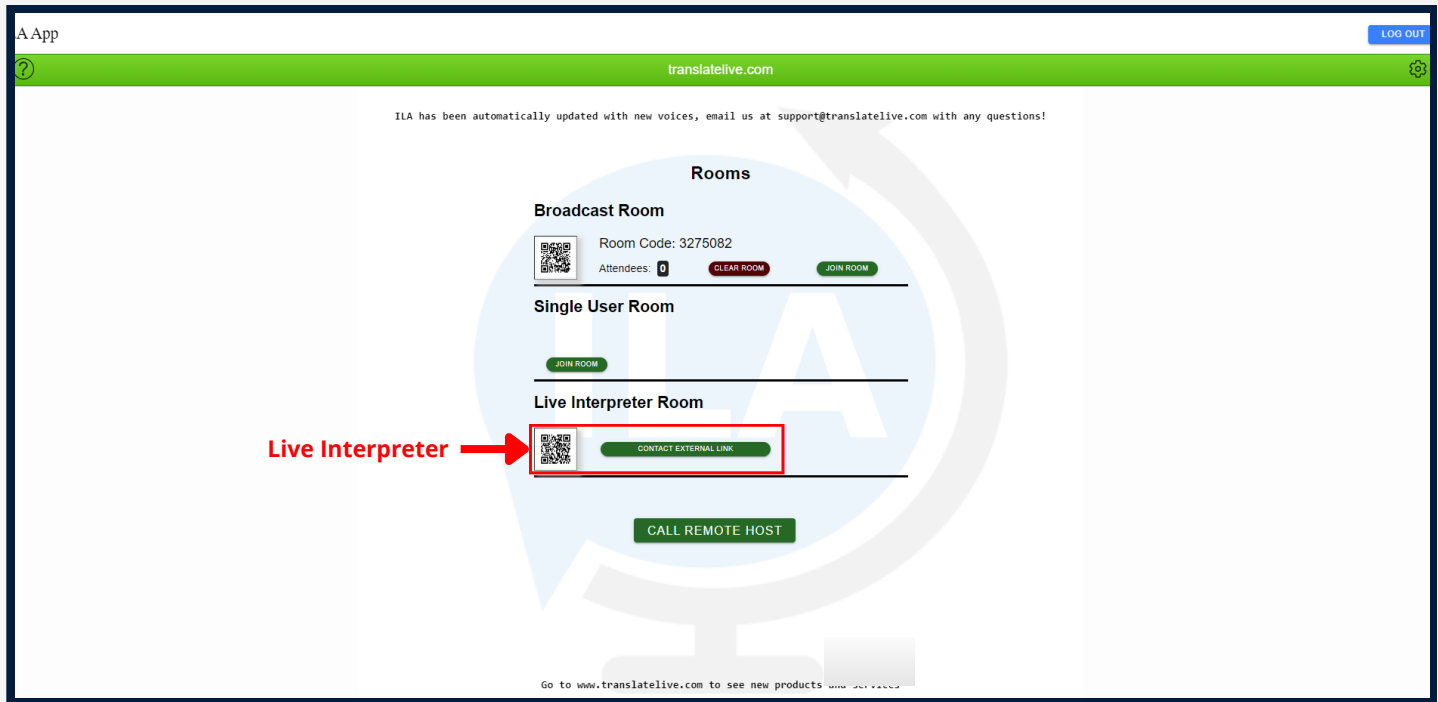
5



The Help Page has additional Training Videos and Tutorials



Live Interpreter Room 6

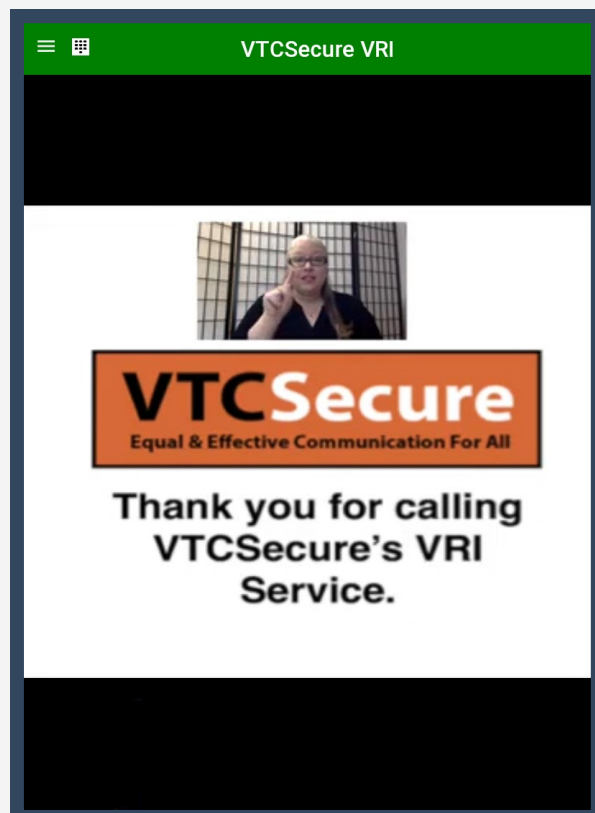


When necessary, calling for a live interpreter is one click away!

Simply click our live assistance button located on the bottom of the hosts menu screen.

You will be directed to the following page where you will be connected to a Live Interpreter.

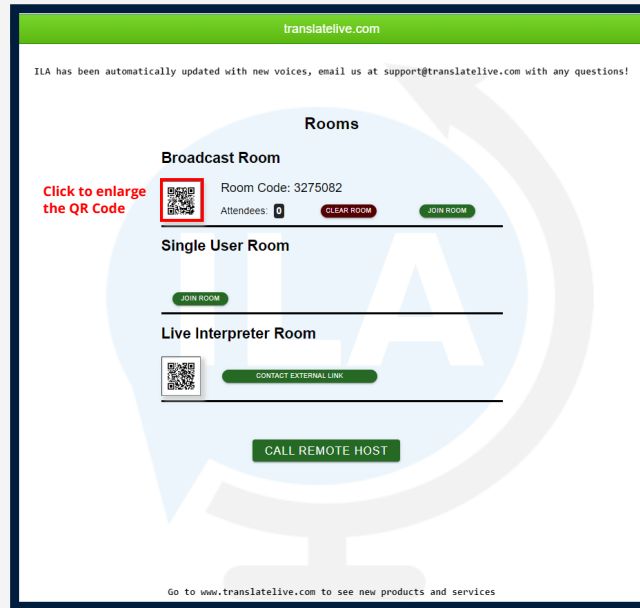
*You will be directed to our Demo link. For more information about these services, contact us at



QR Code

7

View your QR Code by clicking on the QR Code icon

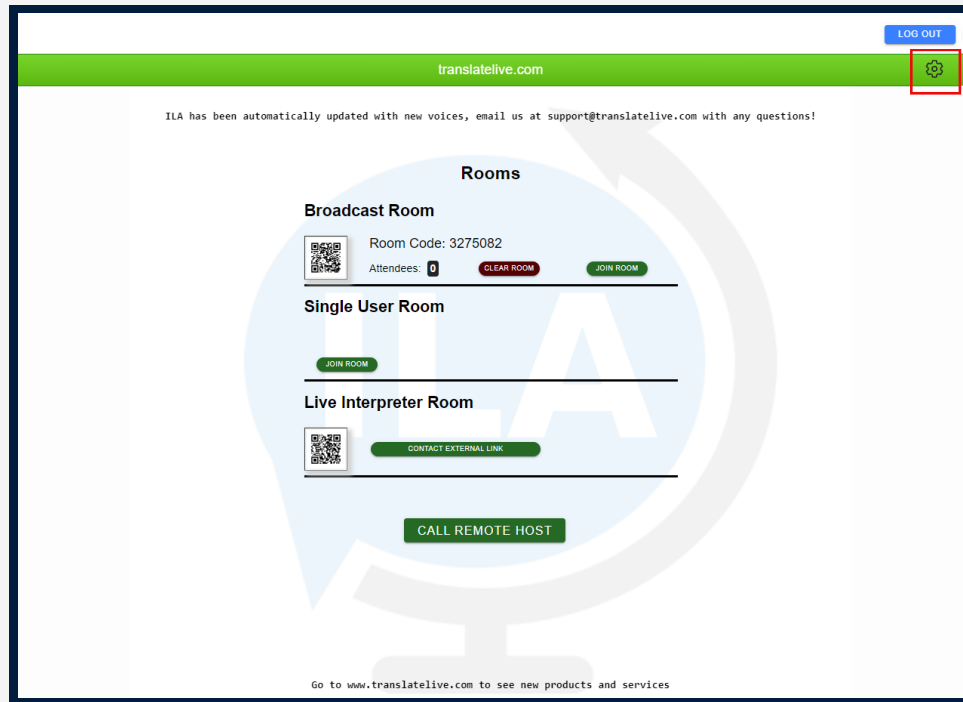


Once enlarged, you will have the ability to copy your QR Code link or Generate a PDF

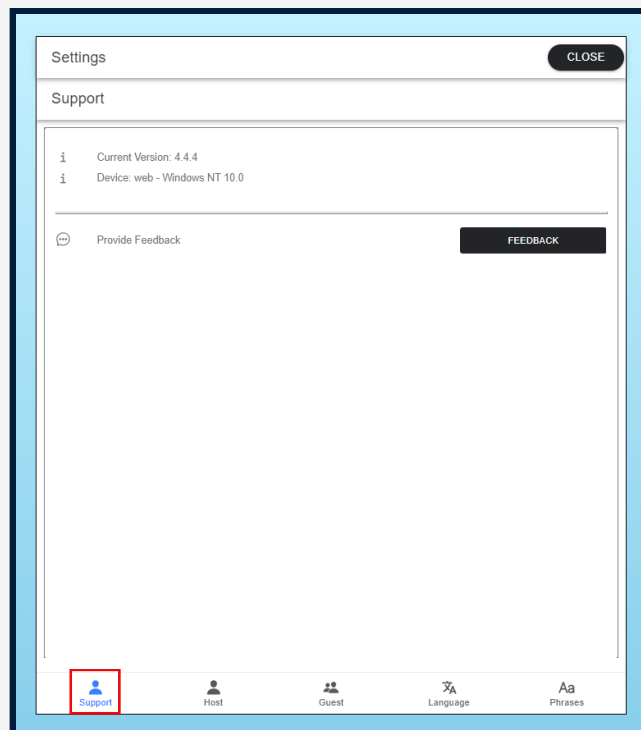
Settings

8

On the top right, open the settings by selecting the gear icon.

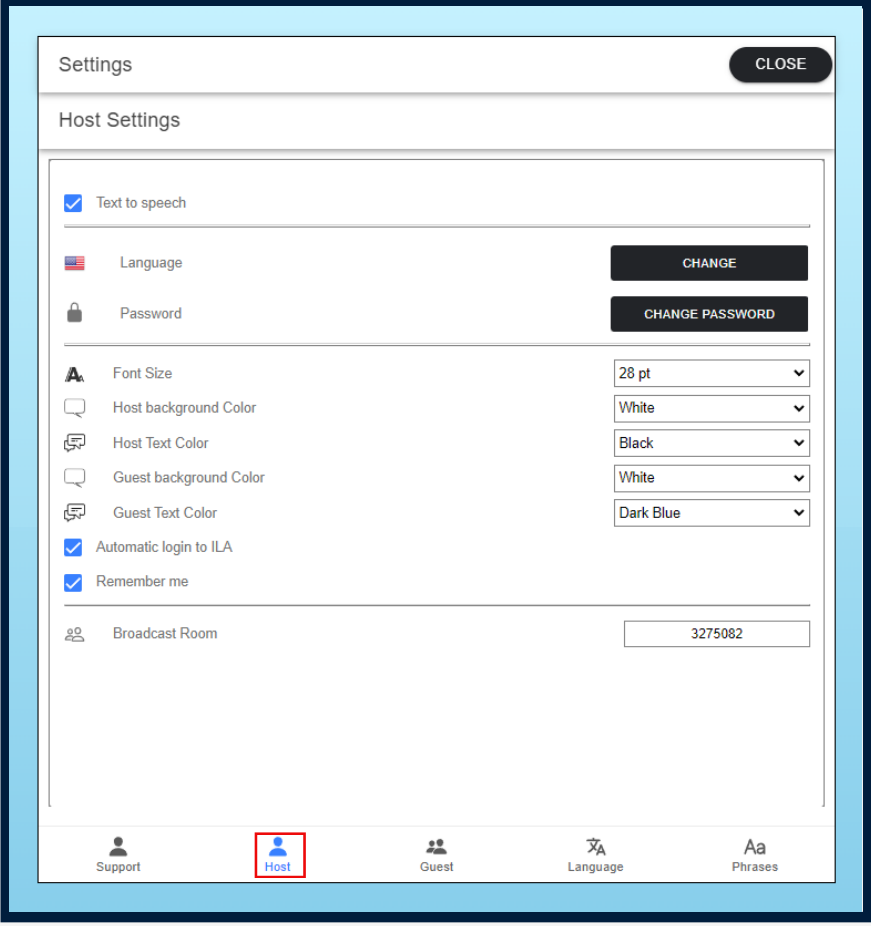


Under the support tab, you can find your Version Number, Device Type, and have the ability to provide feedback



Host Menu

8.1



The screenshot shows the 'Settings' window with a 'CLOSE' button in the top right. The 'Host Settings' section is active. It includes a 'Text to speech' checkbox which is checked. Below this are fields for 'Language' (with a US flag icon) and 'Password' (with a lock icon), each with a corresponding 'CHANGE' or 'CHANGE PASSWORD' button. A list of settings follows: 'Font Size' (28 pt), 'Host background Color' (White), 'Host Text Color' (Black), 'Guest background Color' (White), and 'Guest Text Color' (Dark Blue). There are also checkboxes for 'Automatic login to ILA' and 'Remember me', both of which are checked. At the bottom, the 'Broadcast Room' field is set to '3275082'. A navigation bar at the very bottom contains icons for 'Support', 'Host' (which is highlighted with a red square), 'Guest', 'Language', and 'Phrases'.

Text to speech: ILA will translate text and speak out loud in users chosen language.

Language: Change language for host device.

Password: Change your account password.

Font Size: Adjust font size.

Host Background Color: Adjust background color.

Host Text Color: Change host text color.

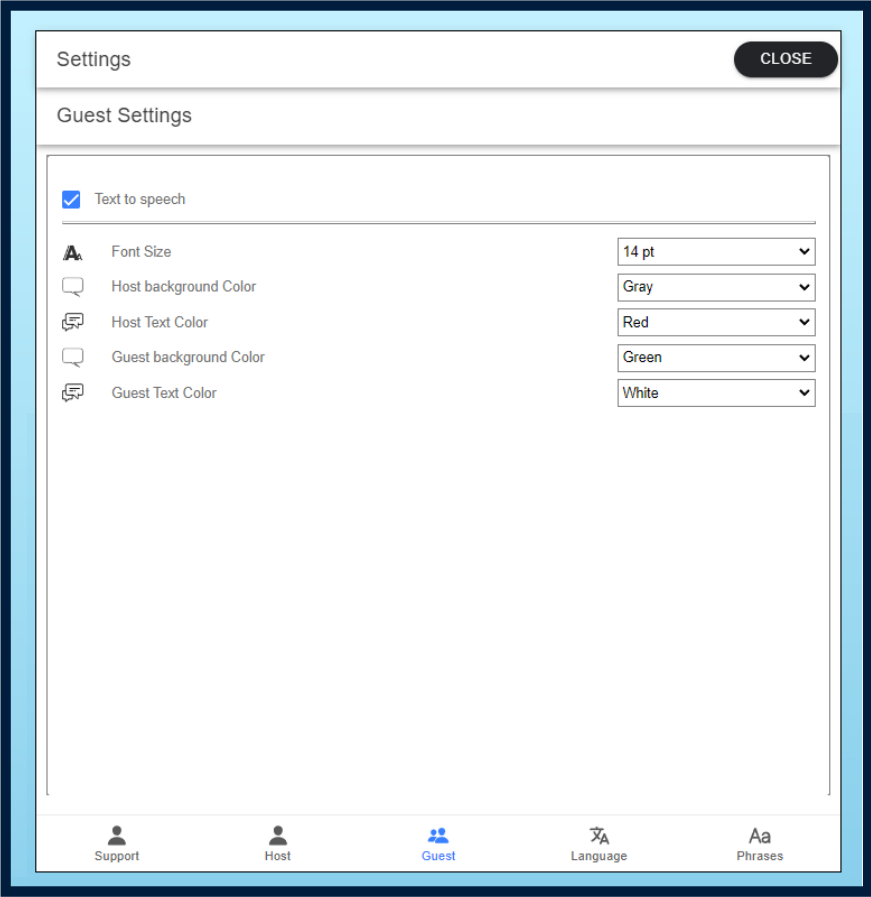
Guest Background Color: Change background color for guest speech box.

Guest Text Color: Change text color for guest translation.

Broadcast Room: Your room number

Guest Settings

8.2



The screenshot shows a 'Settings' dialog box with a 'CLOSE' button in the top right corner. Below the title bar is a section titled 'Guest Settings'. Inside this section, there is a checked checkbox for 'Text to speech'. Below this, there are five settings, each with an icon and a dropdown menu:

- Font Size:** Represented by a large 'A' icon, the dropdown is set to '14 pt'.
- Host background Color:** Represented by a speech bubble icon, the dropdown is set to 'Gray'.
- Host Text Color:** Represented by a speech bubble with a dot icon, the dropdown is set to 'Red'.
- Guest background Color:** Represented by a speech bubble icon, the dropdown is set to 'Green'.
- Guest Text Color:** Represented by a speech bubble with a dot icon, the dropdown is set to 'White'.

At the bottom of the dialog box is a navigation bar with five icons and labels: 'Support' (person icon), 'Host' (person icon), 'Guest' (two people icon, highlighted in blue), 'Language' (globe icon), and 'Phrases' (Aa icon).

Text to speech: ILA will translate text and speak out loud in users chosen language.

Font Size: Adjust font size

Host Background Color: Adjust background color.

Host Text Color: Change host text color.

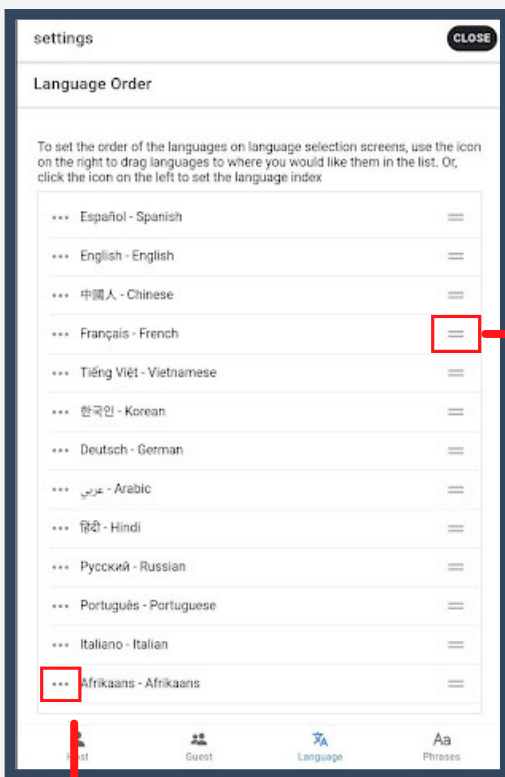
Guest Background Color: Change background color for guest speech box.

Guest Text Color: Change text color for guest translation.

Language Order 8.3

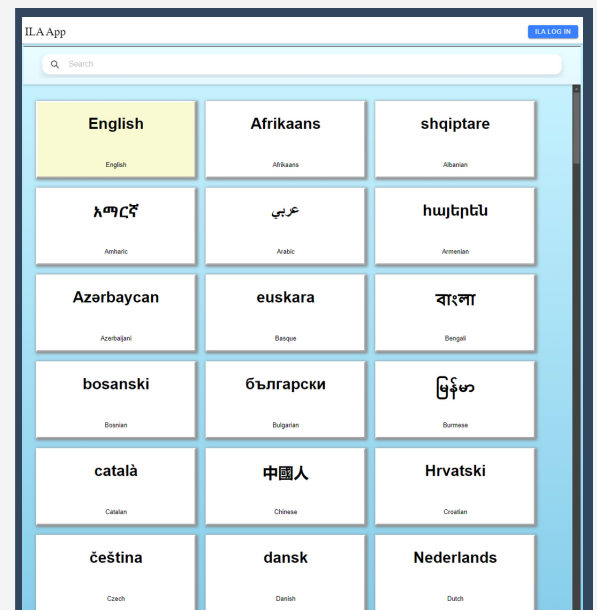
Under "Language" tab, set the order of the languages displayed on language selection screen.

Rearrange Language List

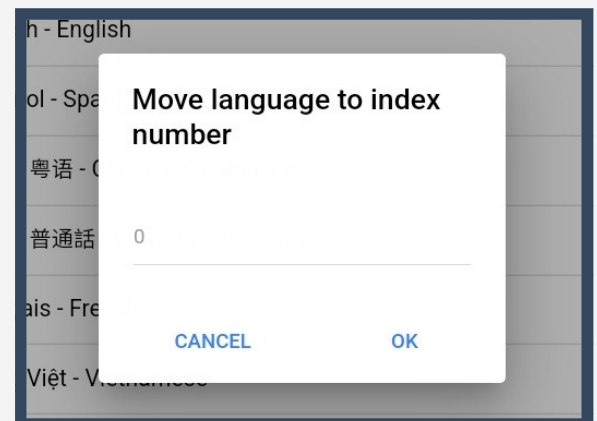


Drag and drop the language throughout the list.

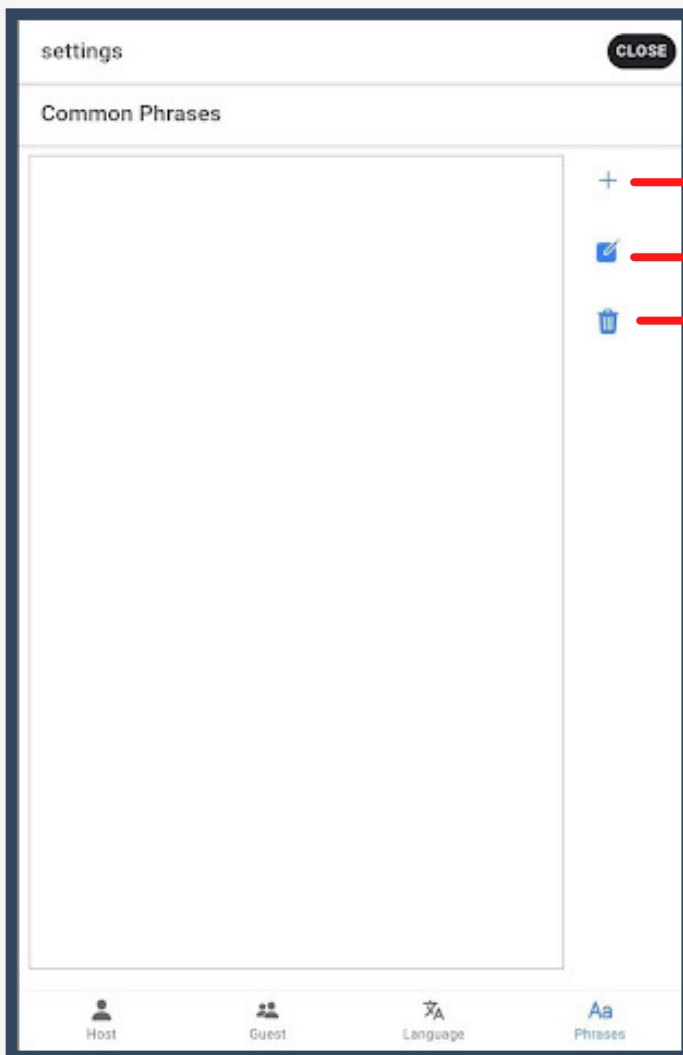
Language List



By selecting a language, you can type the position you would like to move it to. ie. Inputting the number 2 will move that language to the 2nd slot.



Add Common Phrases 8.4



Phrases: Create all your phrases in the "Phrases" tab.



Create new phrase



Edit Phrases



Delete Phrases

Create Phrases

8.5

String Type: Allows you to choose Phrase Type ie. Common Phrase, Question and Answer, etc.

Add your phrase here.

Create desired Category

ILA - Online

SettingsCLOSE

Create Phrase×

String type

Common Phrasex

Enter Phrase

Enter Category

Auto Send Order

0

OKCANCEL

Host

Guest

Language

Phrases

Add Welcome Messages 8.6

Add your Welcome Phrase

Create desired Category

Order in which your welcome messages are released

ILA - Online

Settings

CLOSE

Create Phrase

×

String type

Common Phrase

▼

Enter Phrase

Enter Category

Auto Send Order

0

▼

OK

CANCEL

Host

Guest

Language

Phrases

Question and Answer 8.7

Select **Host Question**

Add your Host question here.

Create desired Category

ILA - Online

Settings

CLOSE

Create Phrase

X

String type

Host Question

Enter Phrase

Enter Category

Auto Send Order

0

OK

CANCEL

Host

Guest

Language

Phrases

Question and Answer 8.8

Select **Guest Answer**

Add your Guest Answer here

Create desired Category

Select "Host Question" in
which guest is answering

The screenshot shows the 'ILA - Online' app interface. A 'Settings' dialog is open, titled 'Create Phrase' with a close button (X). The dialog contains the following fields:

- String type:** A dropdown menu with 'Guest Answer' selected.
- Enter Phrase:** A large text input field.
- Enter Category:** A text input field.
- Questions:** A dropdown menu.

At the bottom of the dialog are two buttons: 'OK' and 'CANCEL'. Below the dialog, the app's main interface is visible, showing a bottom navigation bar with icons for 'Host', 'Guest', 'Language', and 'Phrases' (which is highlighted).

1) The best cases for effective communication using ILA is for direct back and forth communication between two languages or transcriptions for two people using the same language.

2) Speak clearly and enunciate your words.

3) Speak in one continuous sentence without long pauses.

4) Speak in full sentences with as much context as possible.

5) Don't use slang, metaphors or colloquialism as often, sometimes those are translated literally.

6) Minimize background noise.

7) Verify speech to text is accurately understanding your voice by reading the translation on your screen.

8) If what you are saying is not being translated correctly you can:

- Repeat
- Spell out
- Type it