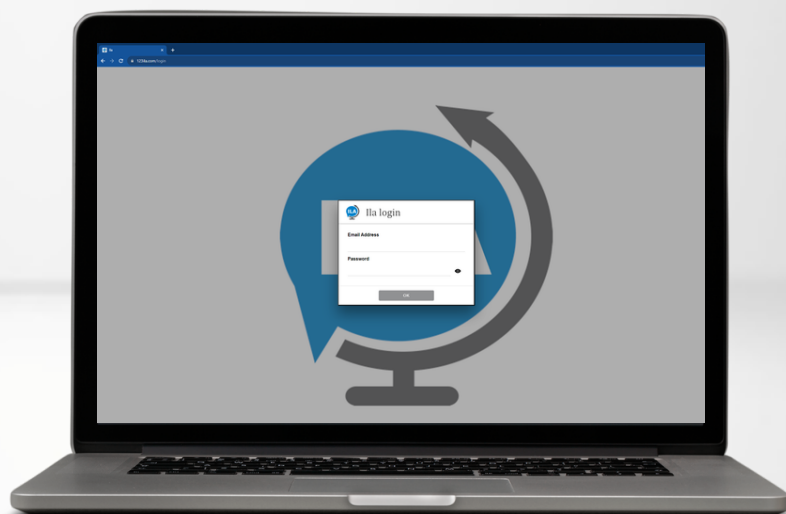




ILA Web User Guide

The Power to Communicate with Anyone

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



www.translatelive.com



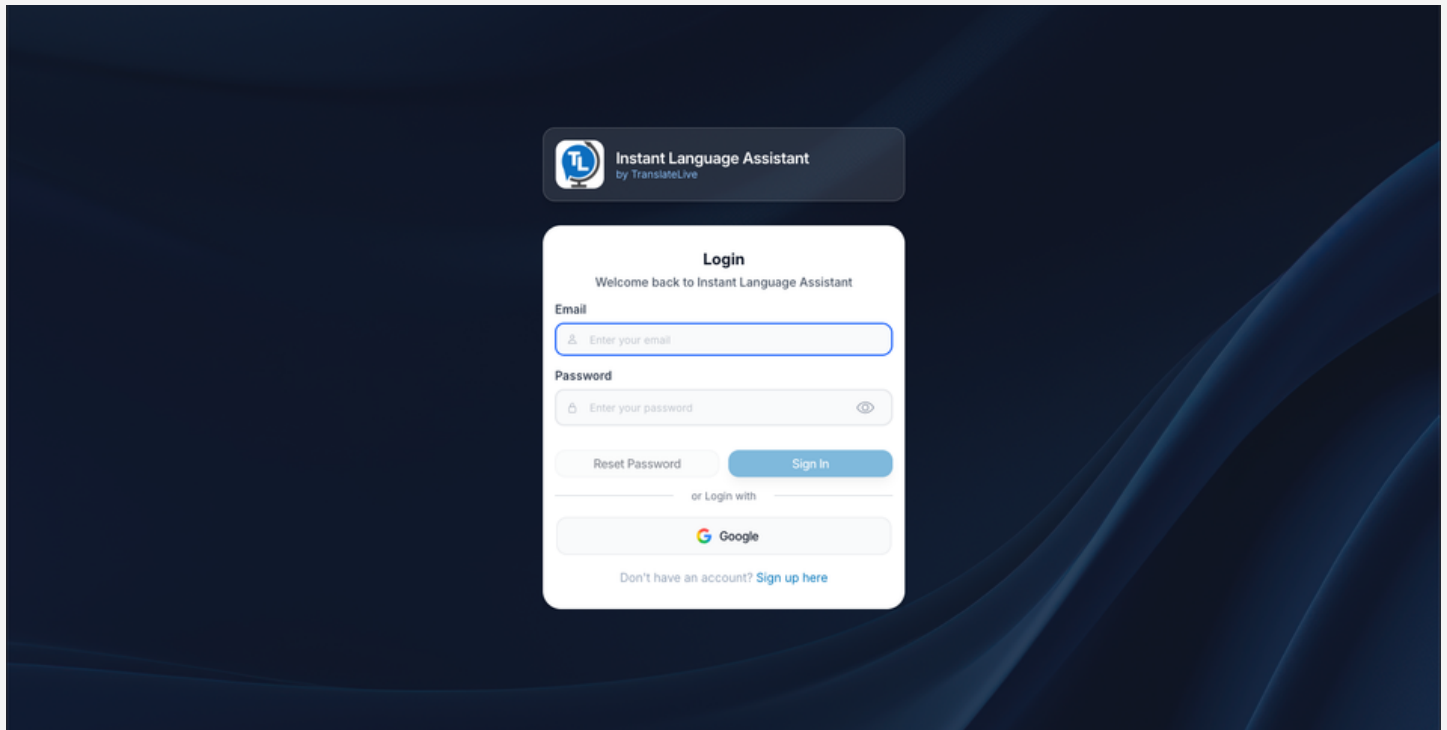
- 1 Log-in/Sign-Up
- 2 Get Started
- 3 Broadcast Mode
- 4 Single User Room
- 5 Help Page
- 6 Live Interpreter Room
- 7 QR Code
- 8 Settings
- 9 Best Practices

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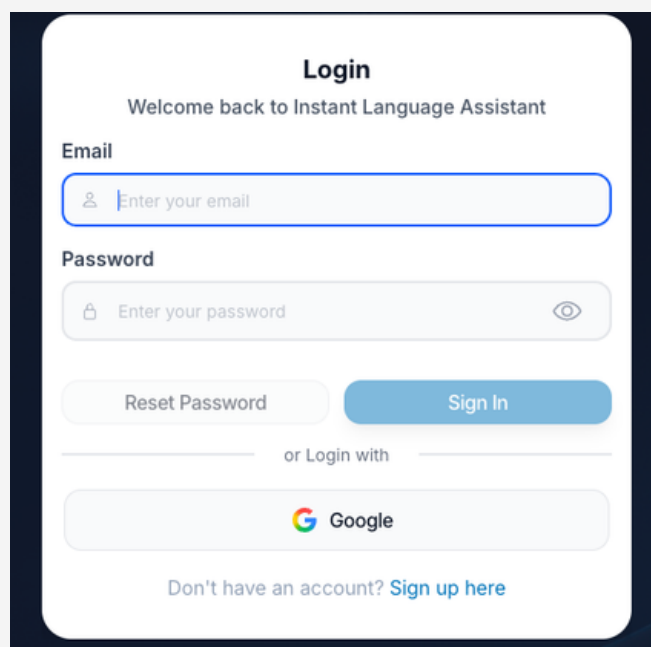
Log in

1

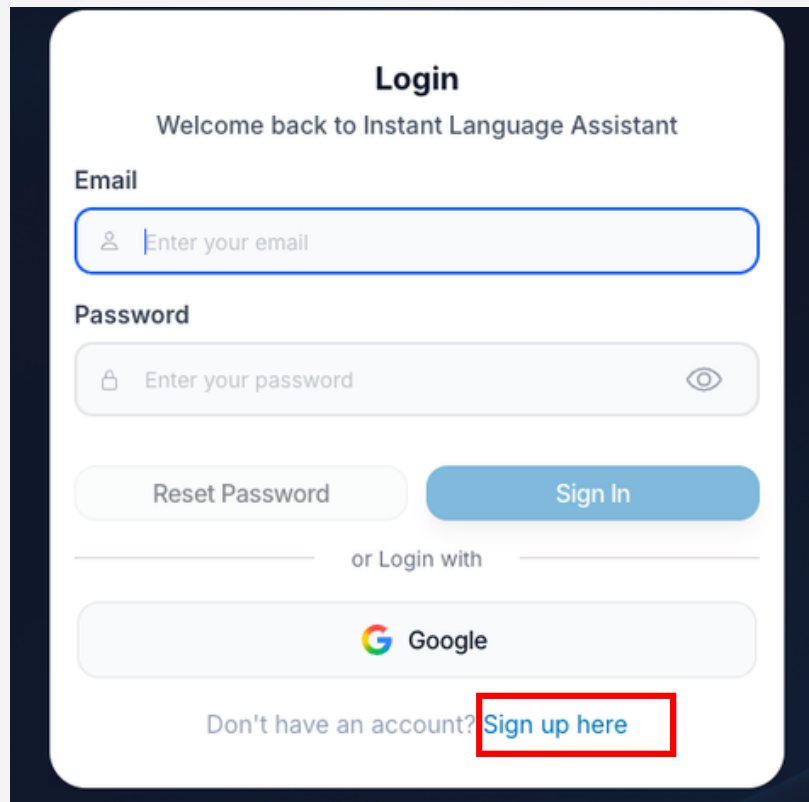
1) Navigate to www.123ila.com/login



2) Input Email and Password.



Sign Up



The image shows a login form titled "Login" for "Instant Language Assistant". It includes fields for "Email" and "Password", a "Reset Password" button, a "Sign In" button, and a "Google" login option. A red box highlights the "Sign up here" link at the bottom.

Login

Welcome back to Instant Language Assistant

Email

Password

[Reset Password](#) [Sign In](#)

or Login with

 Google

Don't have an account? [Sign up here](#)

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

Sign Up

Enter your setup code.

Setup - Step 1 of 2

Break Language Barriers Instantly
Configure your assistant in minutes

Device ID: 92a411d7-d25a-4f7f-b048-0503efb9d58e

Host Language

 English [Change >](#)

Setup code

☐ Start limited free trial

[Back](#) [Next >](#)

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

Setup - Step 2 of 2

Final Step!
Complete your account to get started

Name

Email

Password

Confirm Password

[Back](#) [Finish >](#)

or Sign up with

 Google

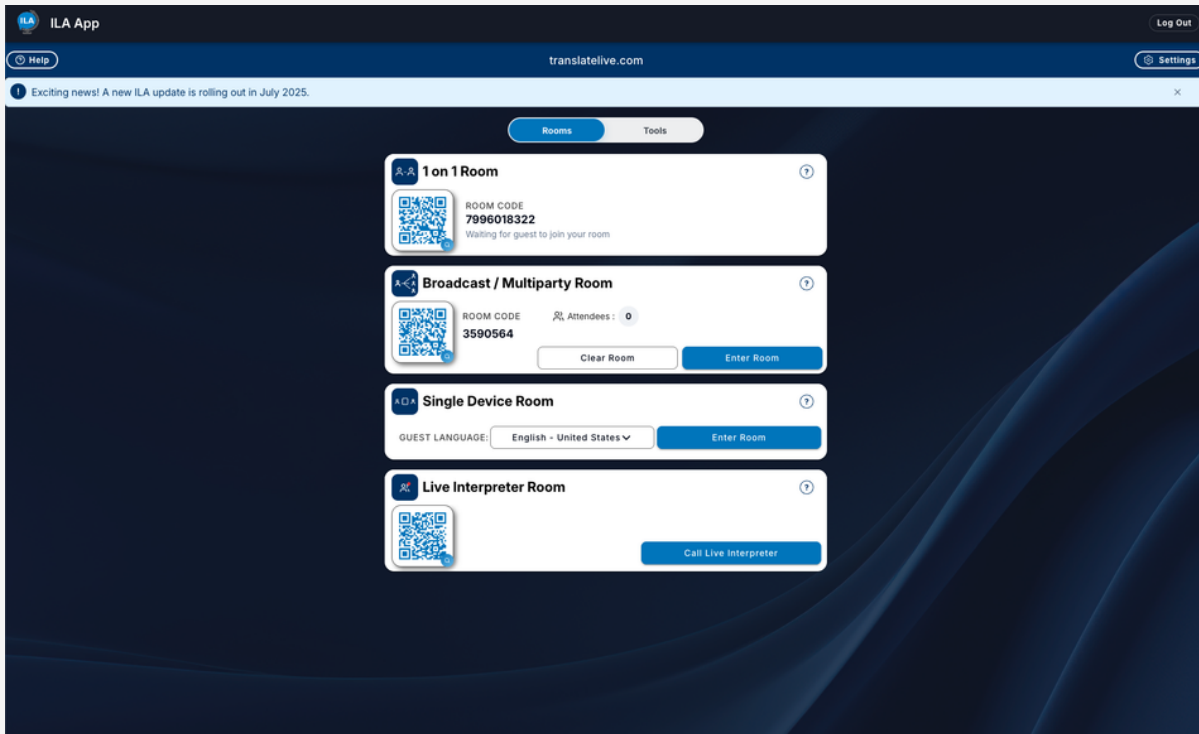
Have an account? [Login here](#)

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

Get Started

2

Locate your room codes



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

ILA Guest Room Selection Screen

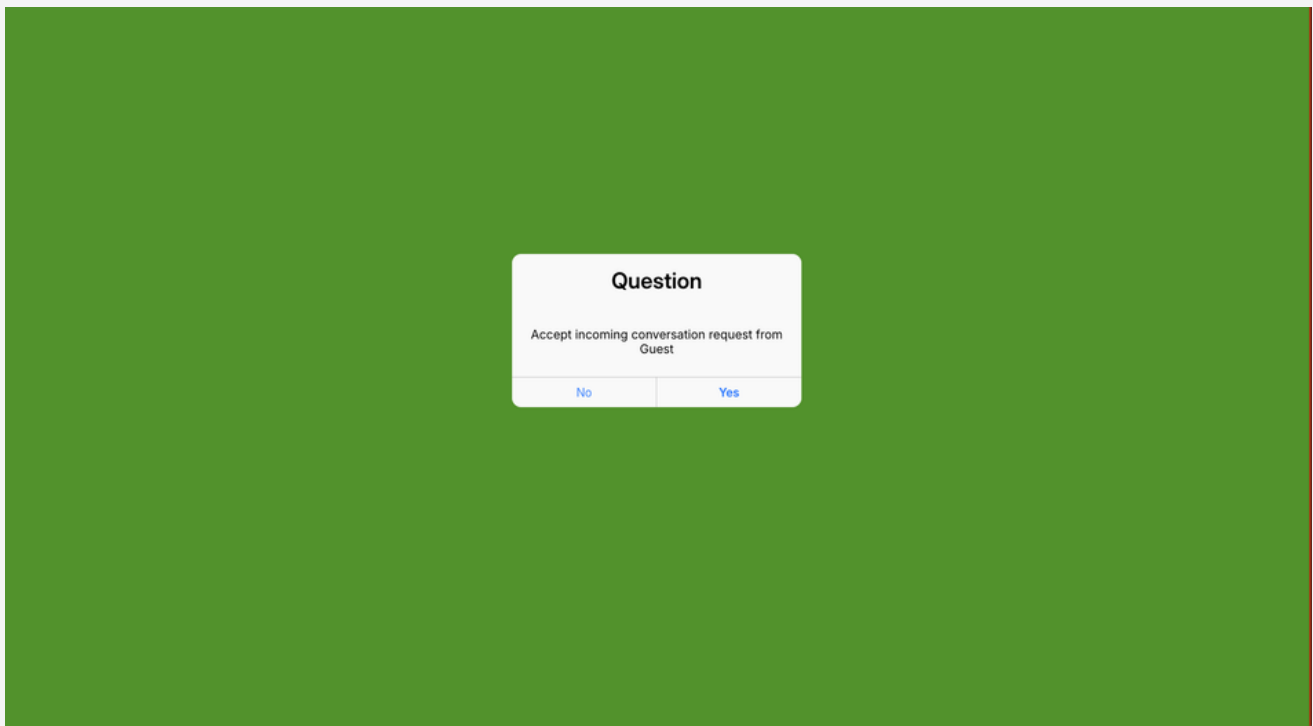
Please enter the room code that you would like to join

Room code

OK

Get Started with 1-1 Room

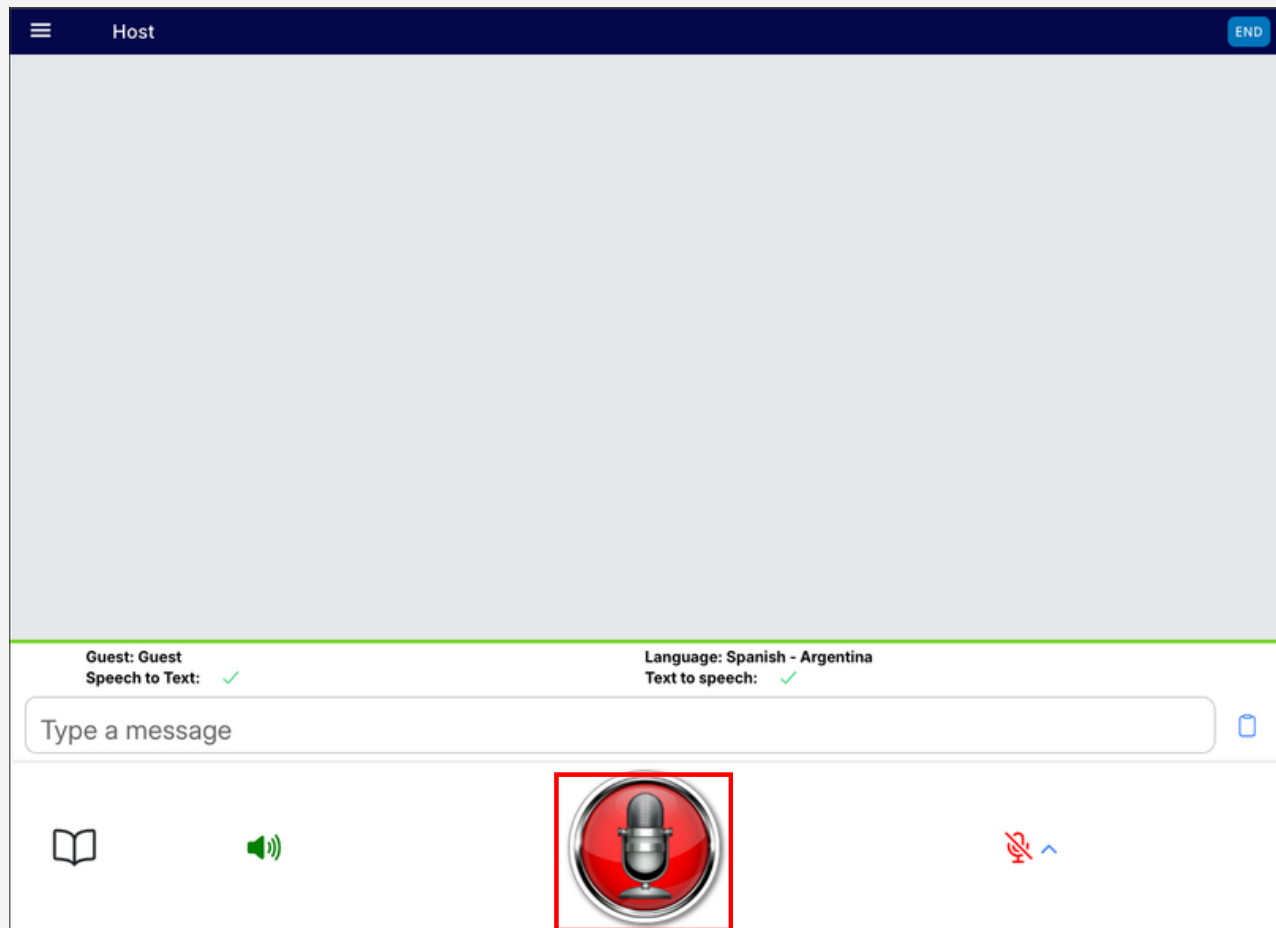
When receiving a call from a guest, you will have the ability to accept or reject the interaction.



Once you accept the call, your session will start.

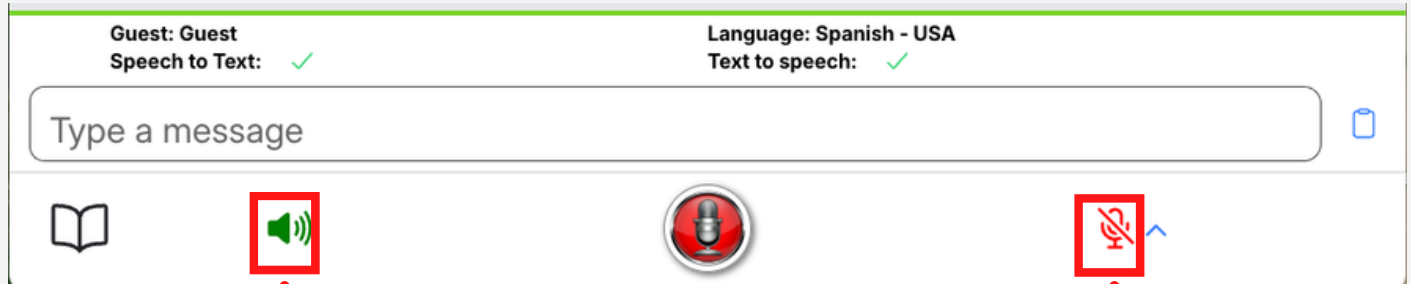
2.3

Get Started with 1-1 Room



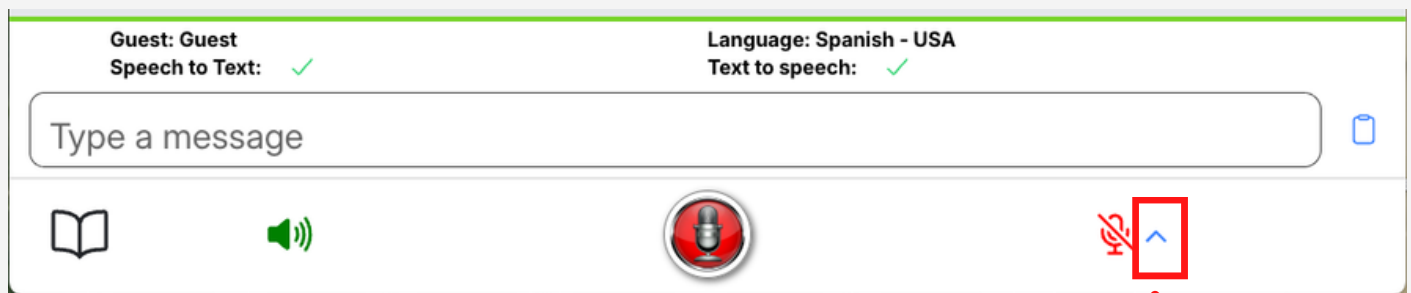
Press and hold the mic button while you speak.

Get Started with 1-1 Room

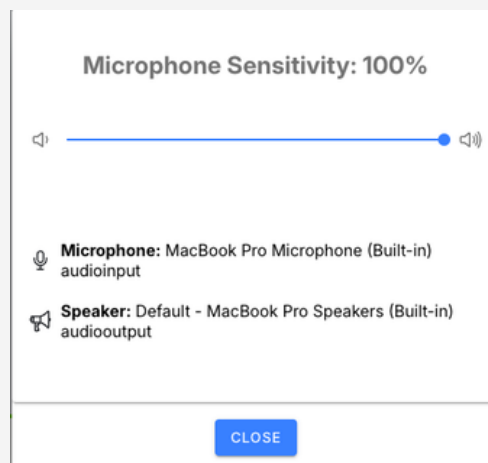


Toggle Text to Speech
On/Off

Turn "Keep Mic On" feature
On/Off

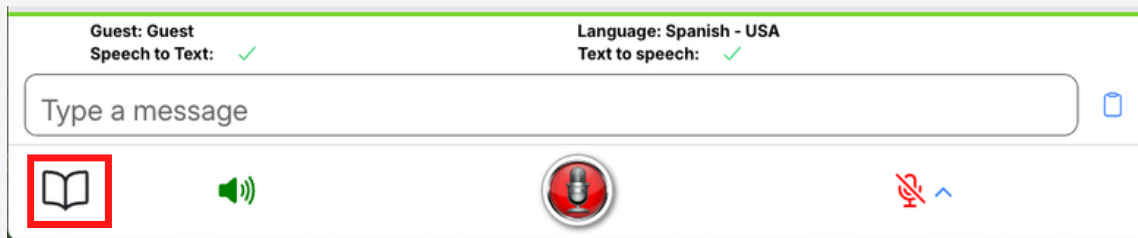


Pressing the small arrow will allow you to change the Microphone Sensitivity.



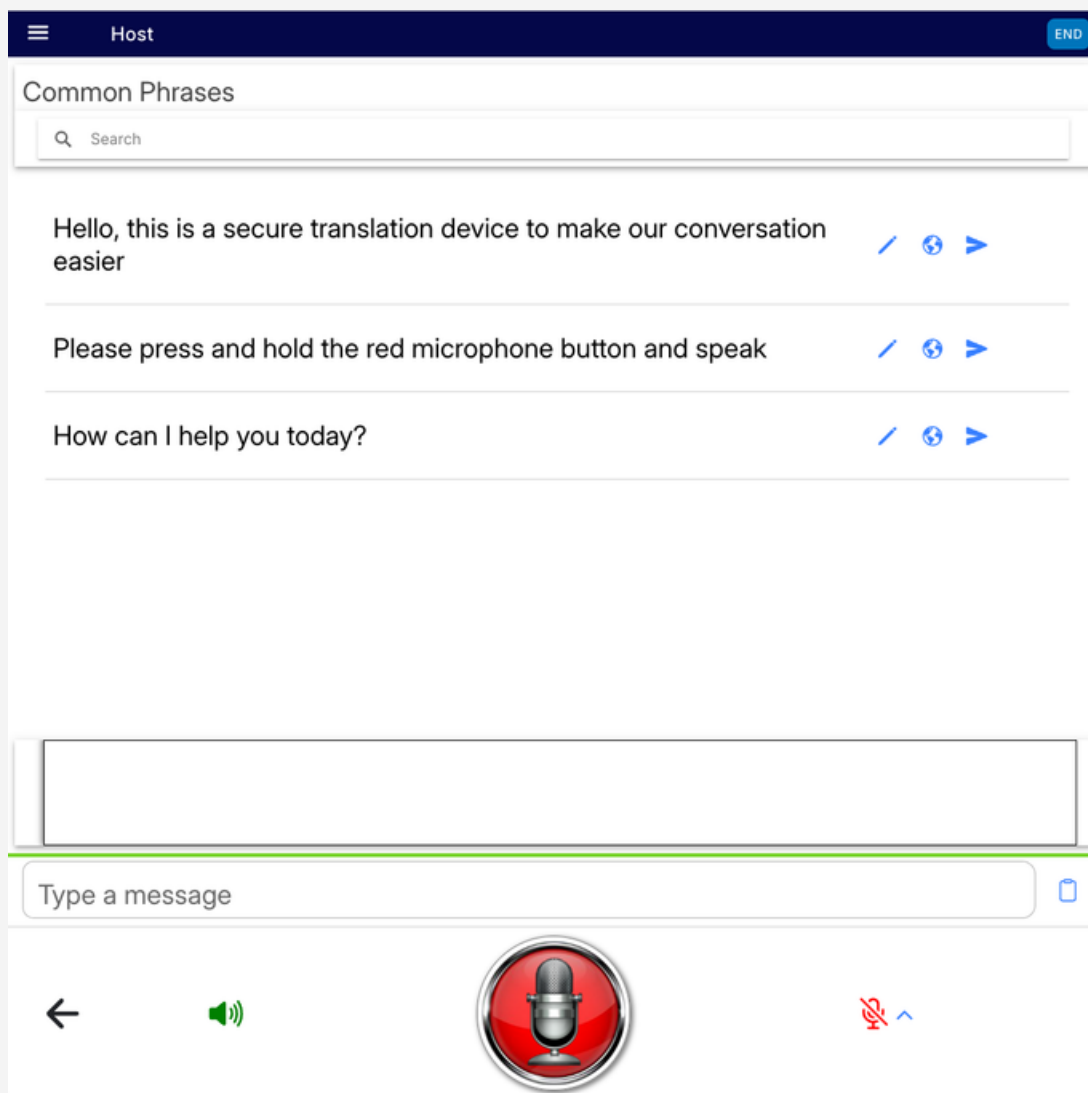
Get Started with 1-1 Room

Common Phrases will only be available on Host Device



For Common Phrases, select the
"Common Phrases" Icon

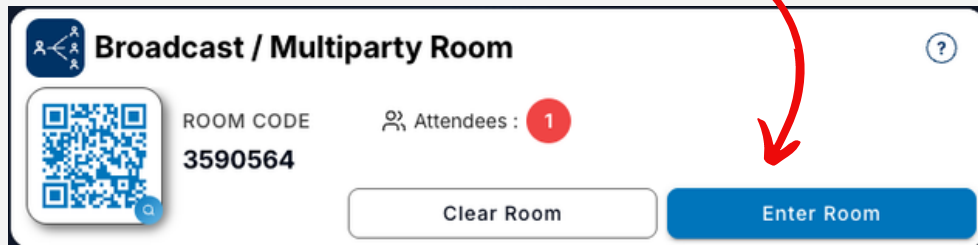
Search for Common Phrases or
select from the list below.



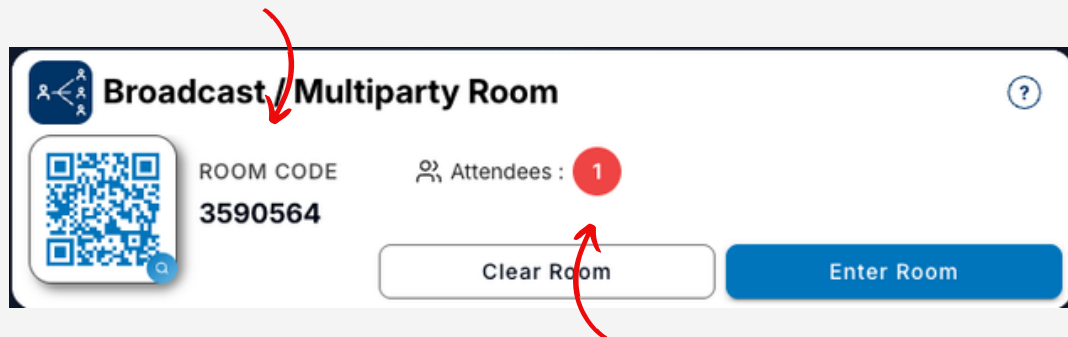
Broadcast Mode

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

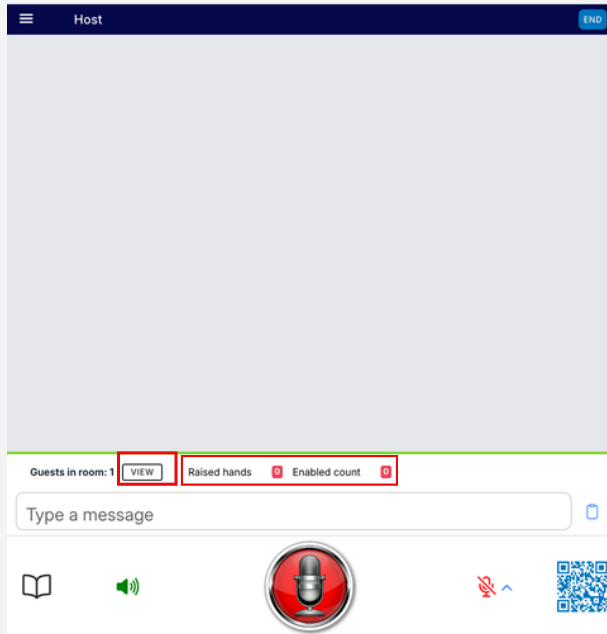
Broadcast Mode

3.1

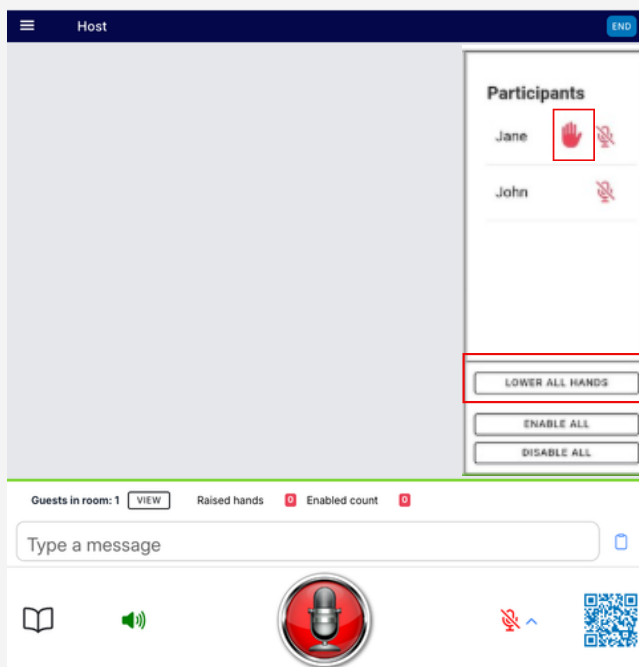
Host

Guest

Select this button to view room participant list.

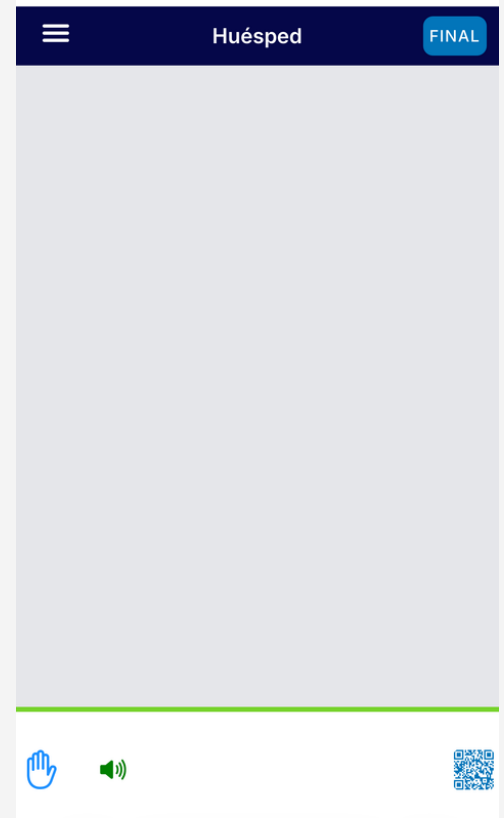


This section shows the number of guests who have requested to speak as well as the number of guests that currently have permission to speak



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.

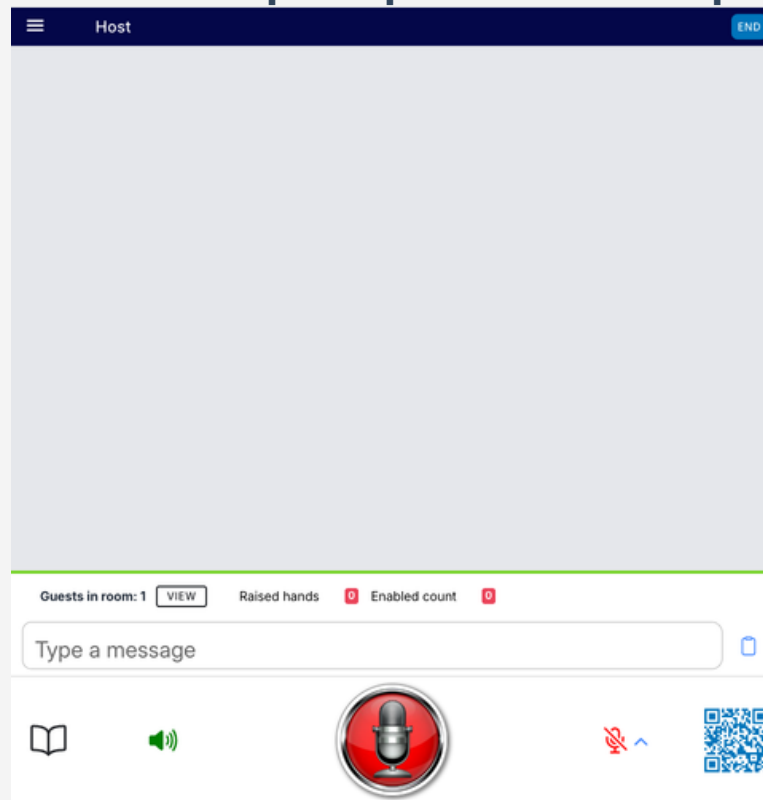


Raise your hand to request permission to speak.

Broadcast Mode

3.2

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



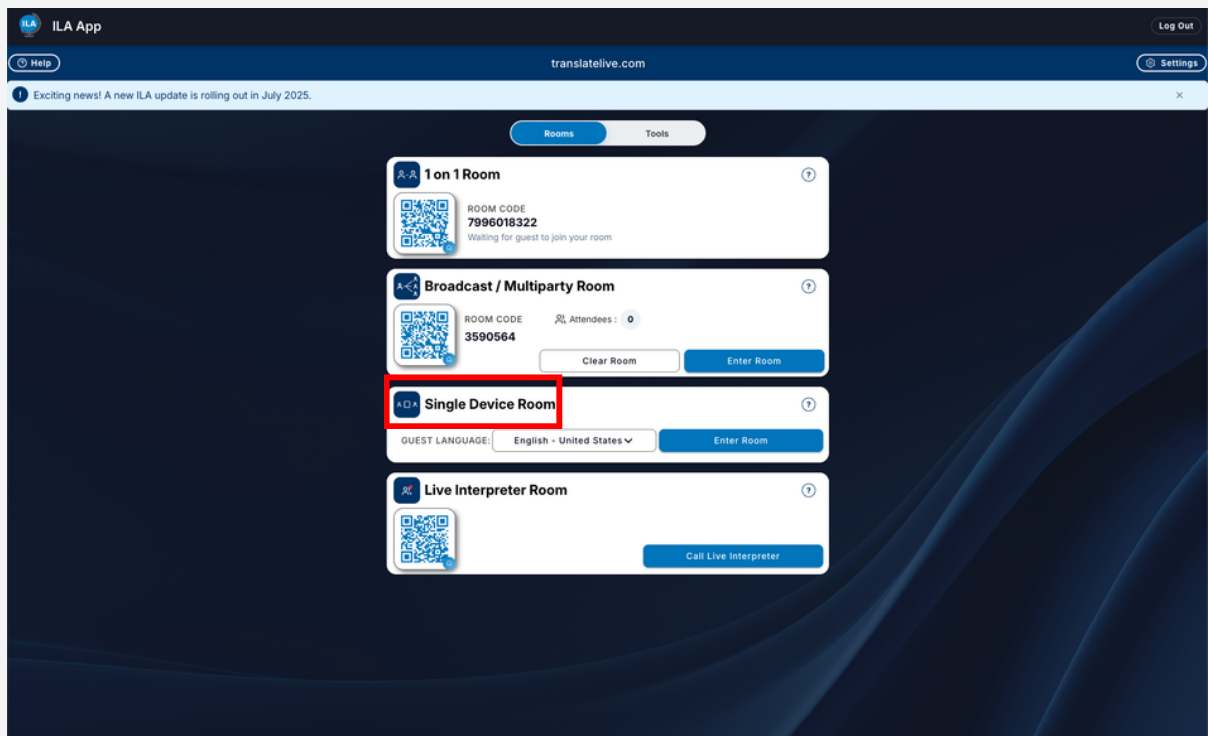
Touch and hold the Mic button while you speak. The button will turn green, letting you know it is actively listening.

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

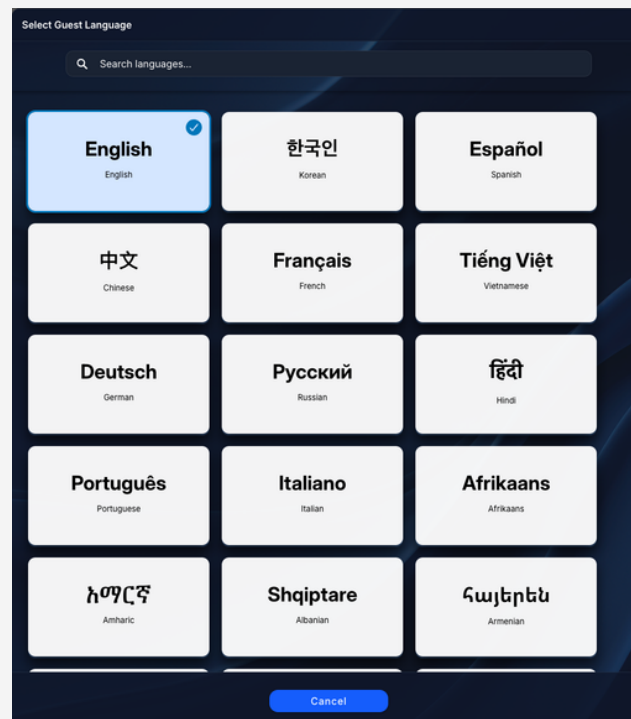
When the meeting is over, simply select the "End" button located on the top right of the screen.

Single User Room

4



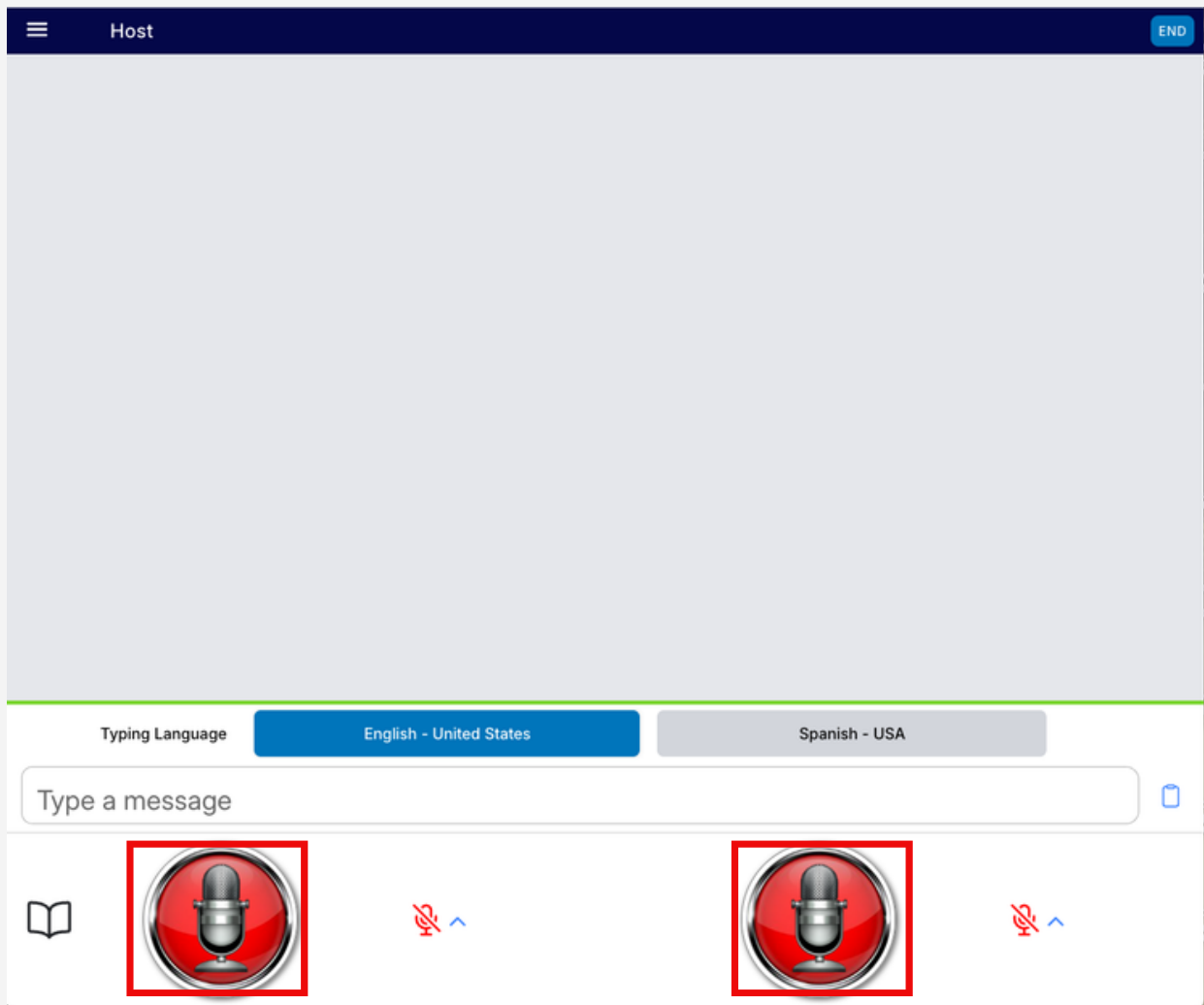
Join a Single User Room by selecting the “Enter Room” button.



Select Guests Language

Single User Room

4.1



Host Mic

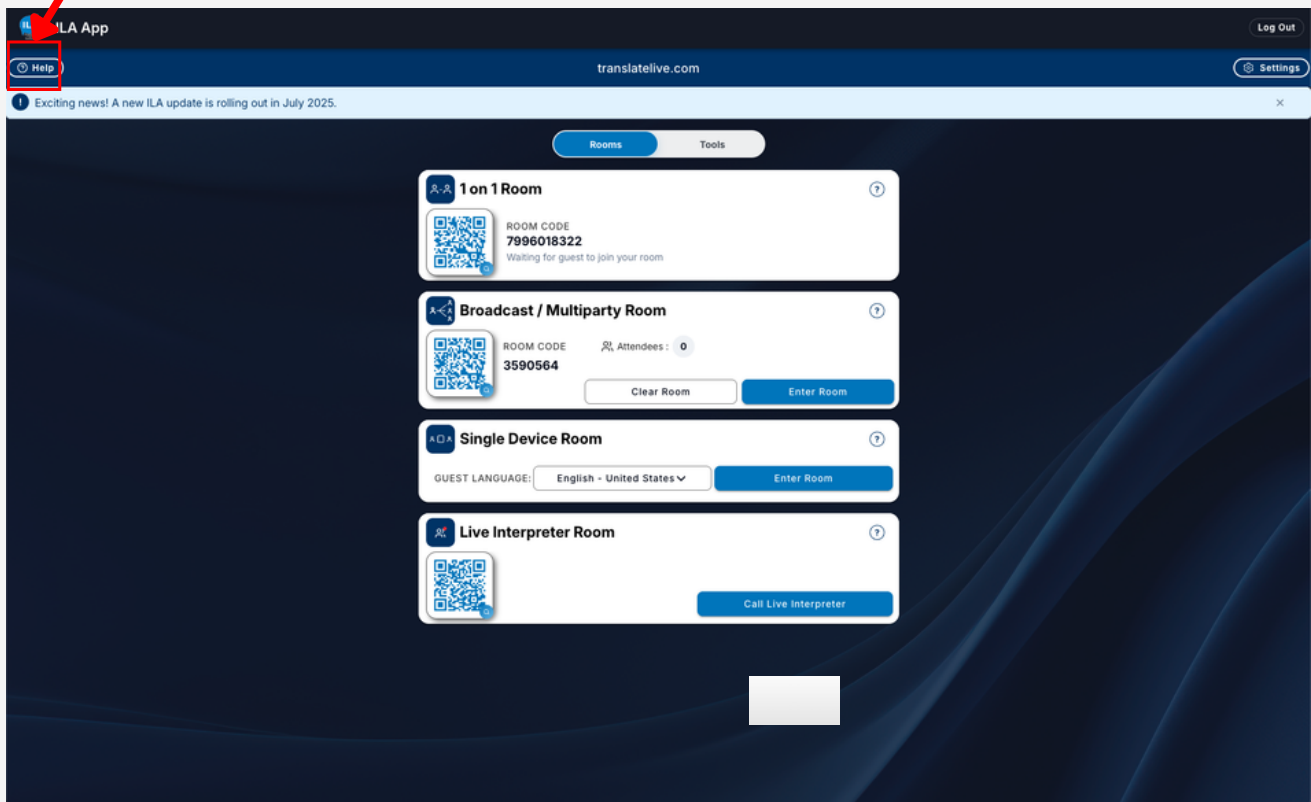
Guest Mic

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

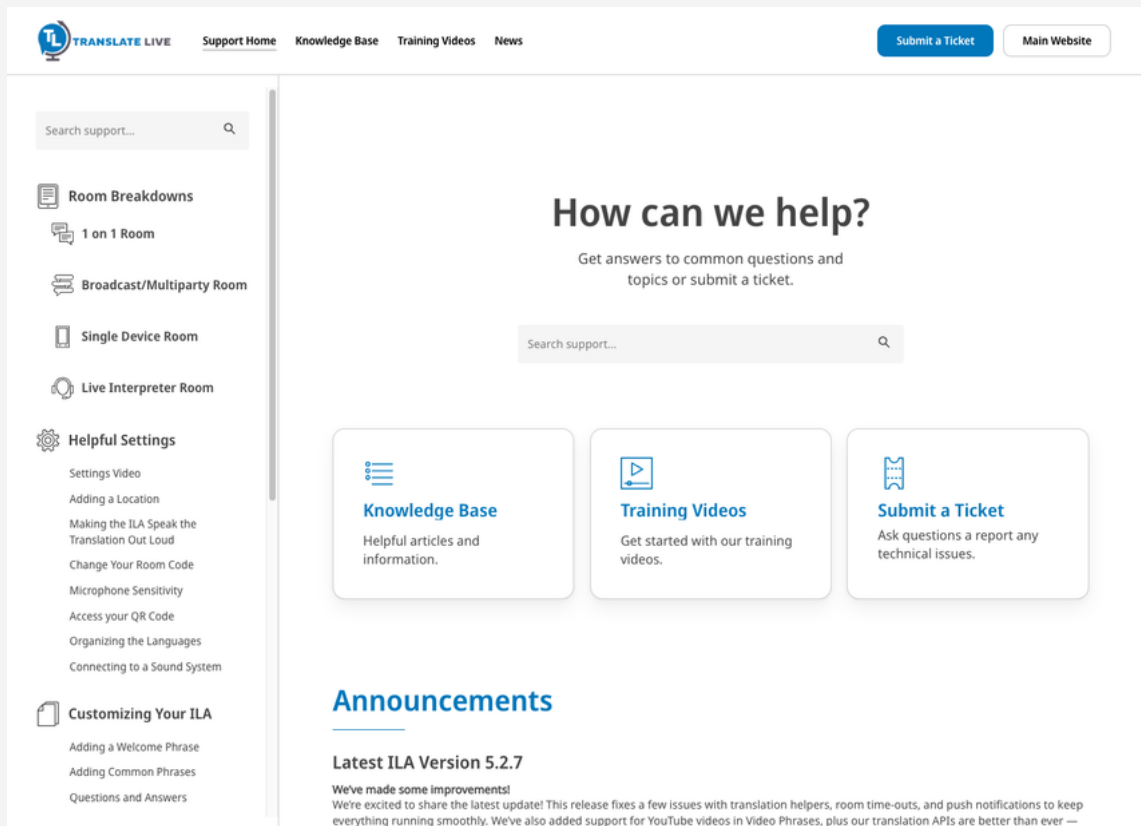
Help Page

5

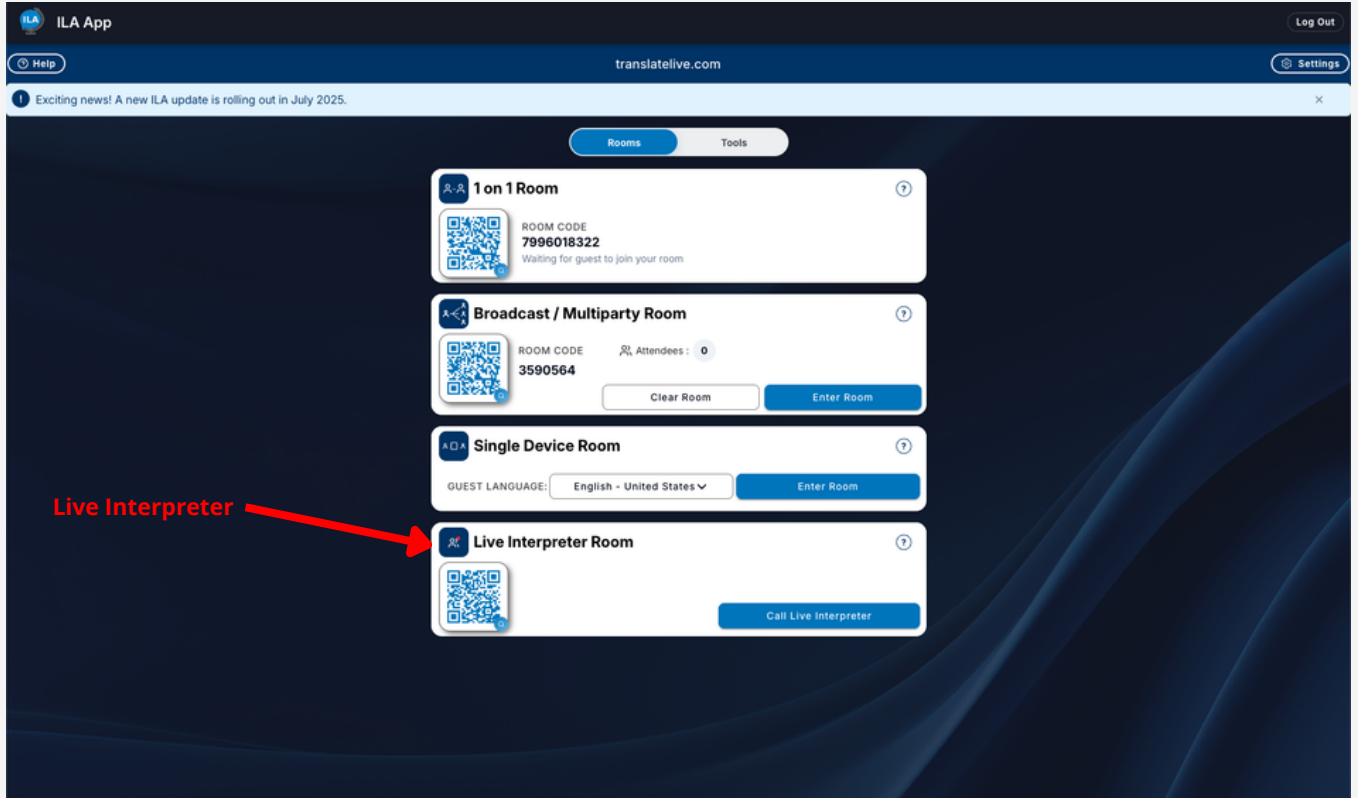
Help Page



The Help Page has additional Training Videos and Tutorials



Live Interpreter Room 6

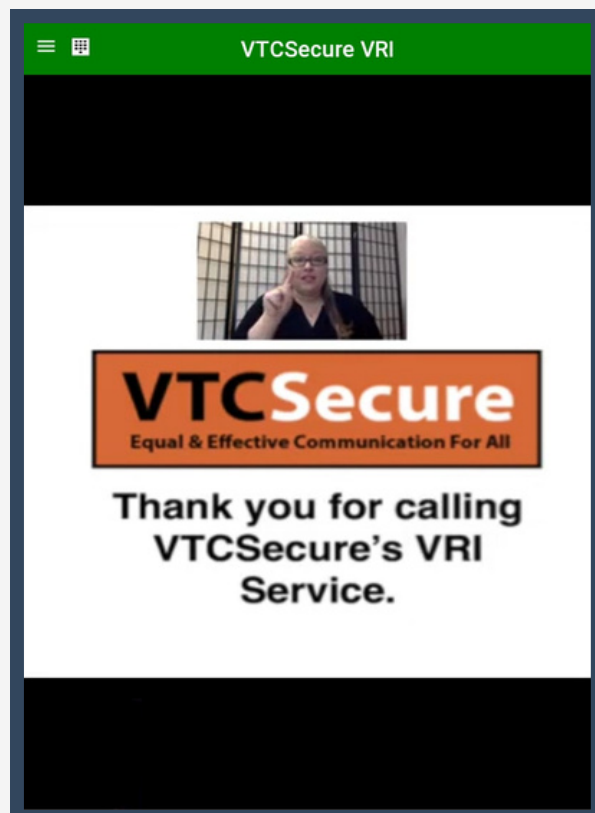


When necessary, calling for a live interpreter is one click away!

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.

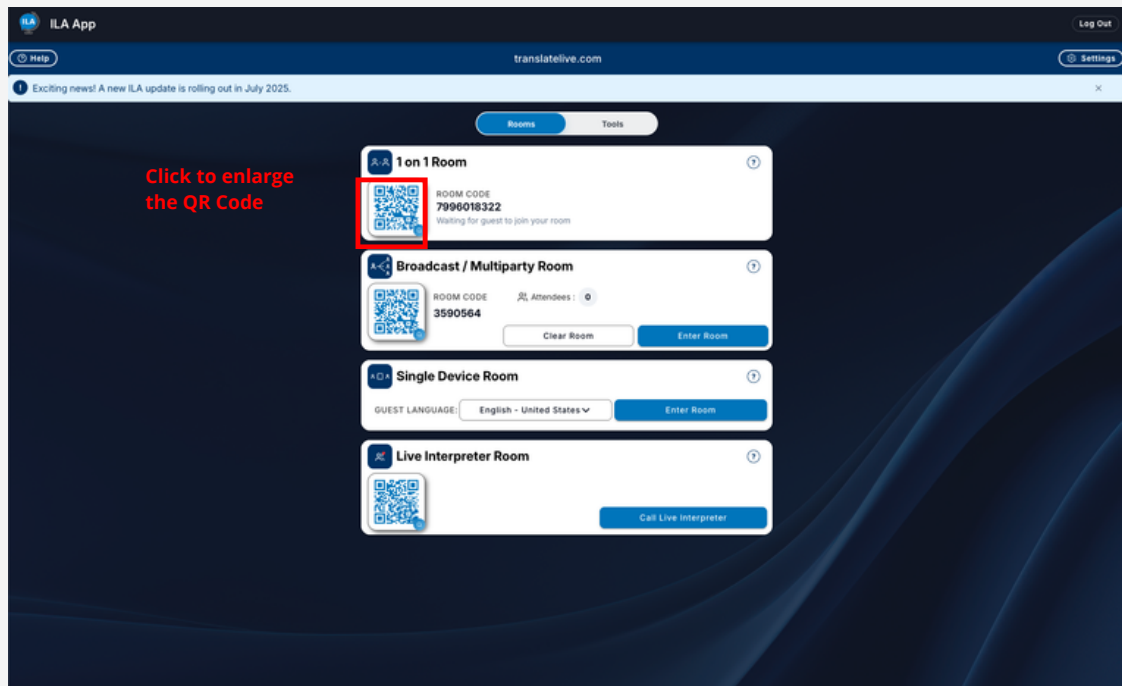
*You will be directed to our Demo link. For more information about these services, contact us at support@translatelive.com



QR Code

7

View your QR Code by clicking on the QR Code icon

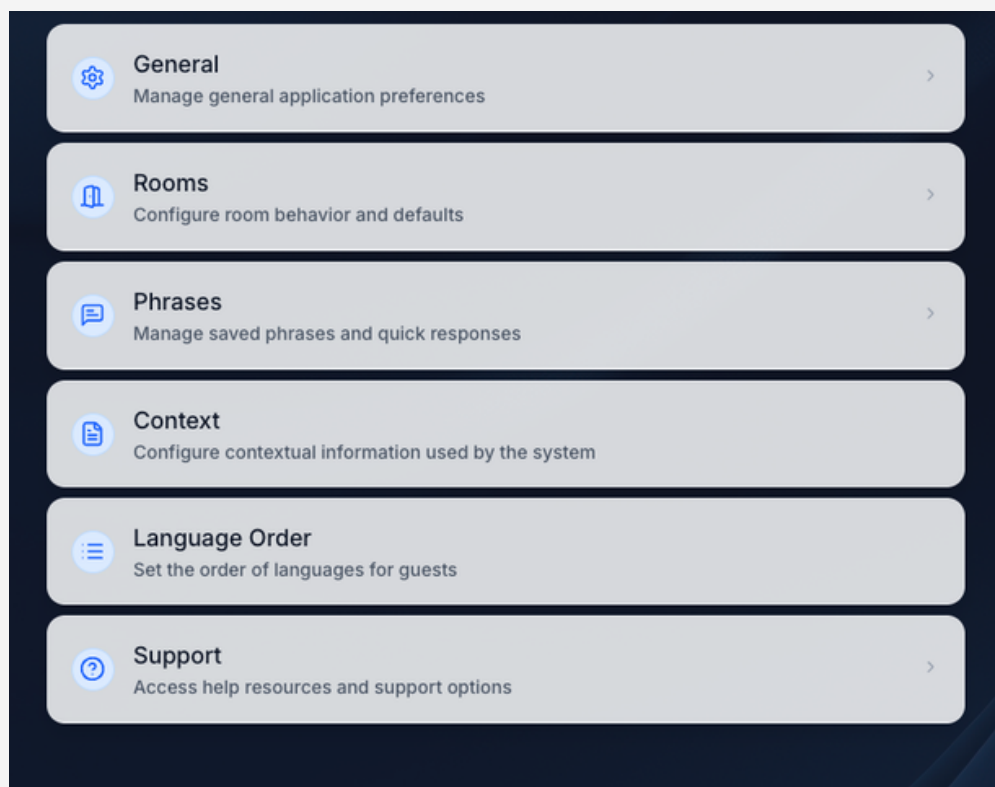
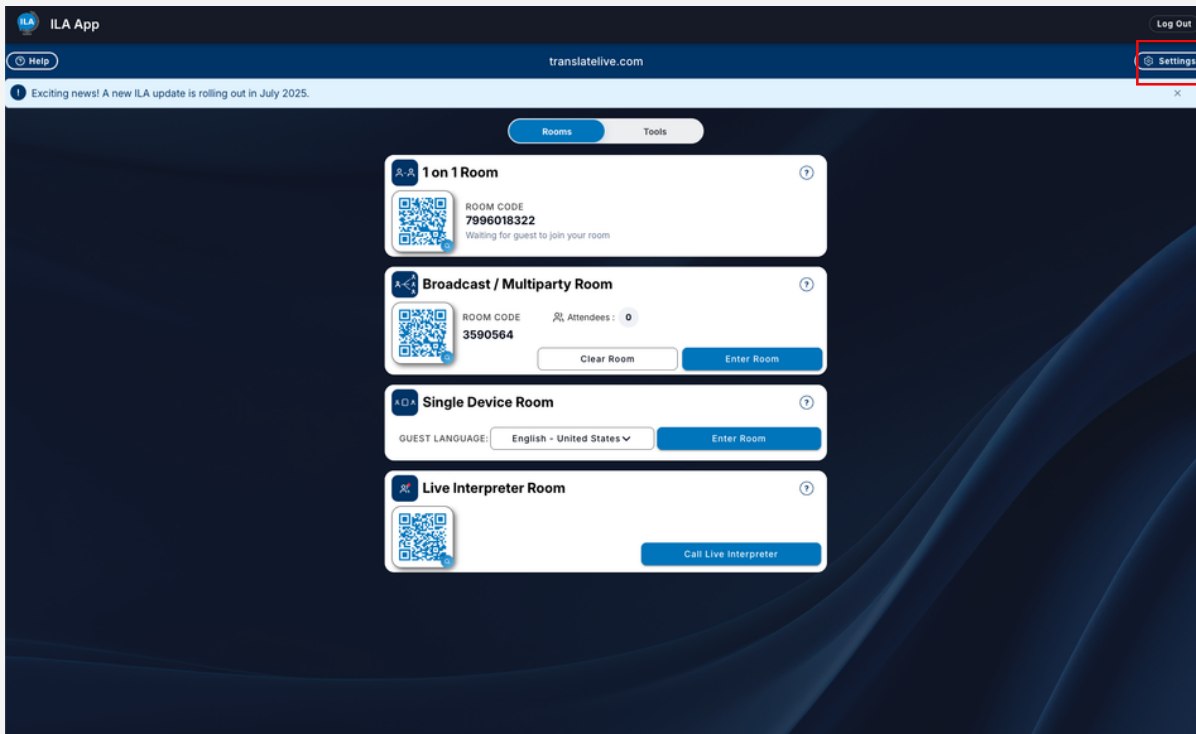


Once enlarged, you will have the ability to copy your QR Code link or Generate a PDF

Settings

8

On the top right, open the settings by selecting the setting button .



General

8.1

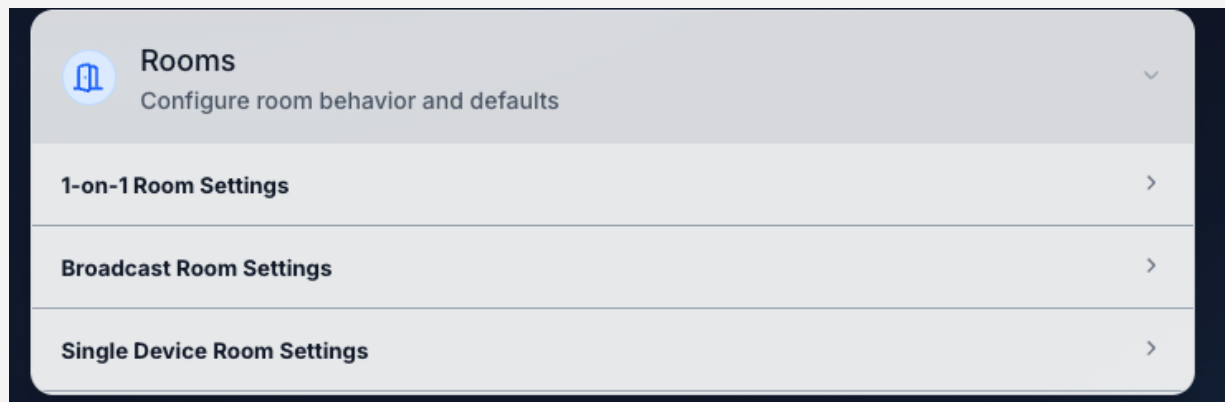
**General**

Manage general application preferences

User Name	Becky Web Host
Location	Enter Location
Host Default Language	English - United States
Login Password	Change Password
Remember me App/Webhost only	☐

Rooms

8.2



Under each Room Settings you can control things like Room Code, Host/Guest Text Settings and Host/Guest Audio Settings.

HOST AUDIO SETTINGS		?
Text to Speech On by Default	☒	
Microphone Sensitivity	100%	
Microphone	Press & Hold ▾	
HOST TEXT SETTINGS		?
Font Size	28 pt ▾	
Host Text Color	Black ▾	☒
Host Text Background Color	White ▾	☒
Guest Incoming Text Color	Dark Blue ▾	☒
Guest Incoming Text Background Color	White ▾	☒
GUEST AUDIO SETTINGS		?
Text to Speech On by Default	☒	
GUEST TEXT SETTINGS		?
Font Size	28 pt ▾	
Guest Text Color	Black ▾	☒
Guest Text background Color	White ▾	☒
Host Incoming Text Color	Dark Blue ▾	☒
Host Incoming Text Background Color	White ▾	☒

Phrases

8.3



Phrases

Manage saved phrases and quick responses

Welcome Message

Displayed to guests when they first join your room

Enter Welcome Phrase

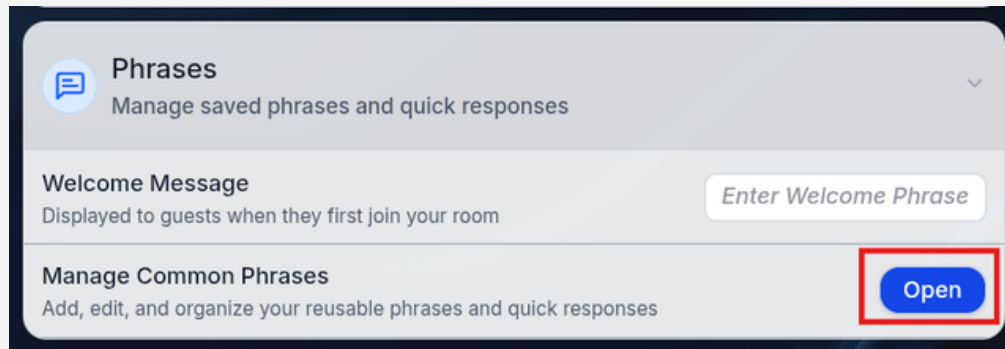
Manage Common Phrases

Add, edit, and organize your reusable phrases and quick responses

Open

Create Phrases

8.3



There are several things you can do under Add Phrase to customize your ILA.

A form titled 'Phrase Type' with a dropdown menu currently set to 'Common Phrase'. Below the dropdown is a list of options: 'Common Phrase', 'Translation Helper', 'Host Question', 'Guest Answer', 'Category', 'Replacement Helper', and 'Video Url'. Each option is in a separate row with a light gray background and rounded corners.

- Common Phrases are your standard questions, statements, or phrases that you need to say on a regular basis to your Guests.
- Translation Helpers are to customize the translation of words or terms to be the translation you prefer. Each language can be individually set with your desired translation.
- Host Questions are for creating multiple choice questions. Create one and you can attach Guest Answers to it when that question is sent from the phrase glossary.
- Guest Answers are attached to their respective Host Question to fill out the multiple choice selection for your Guest to review.
- Categories are for grouping phrases and questions into an expandable section for easy management of your phrase glossary.
- Replacement Helpers are to customize the translation when you need specific words always to appear when a certain word is heard by the ILA, useful when names and names of places are not being heard accurately.
- Video URL is to play a video from a website on demand. Please note that the video will not be translated by the ILA.

Please go to <https://support.translatelive.com/customizing-your-ila> to learn more about each of these options

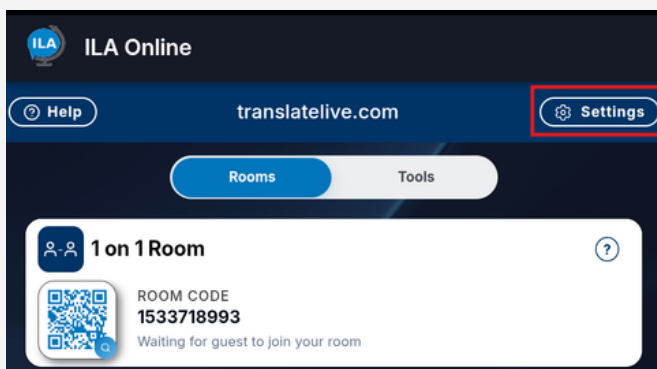
Add Welcome Messages 8.3

You can add a message or phrase to your ILA that will automatically be sent to the Guests whenever a new translation session is start.

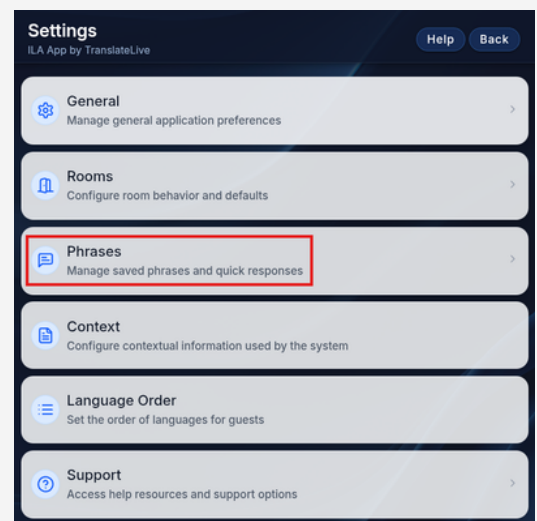
The Welcome Message will be sent on every translation session on the ILA, including in Broadcast Rooms, and a message mentioning the usage of the microphone may be confusing for your Guests reading that message when no microphone is available for Guests in Broadcast Rooms unless the Host gives access to the microphone.

Please keep in mind that there is a character limit of 101 for the Welcome Message.

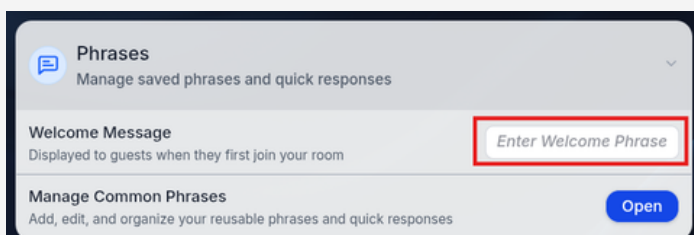
To add a Welcome Message to the ILA, tap on the Settings button in the upper-right corner on the Host's screen.



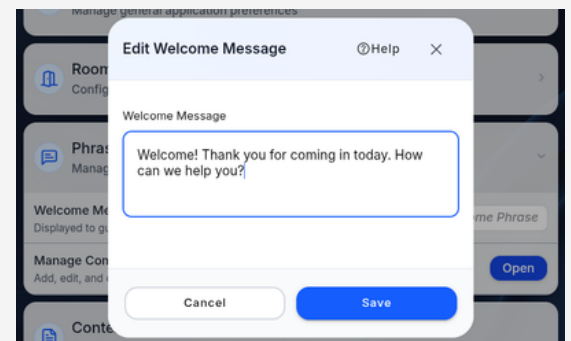
Tap on Phrases in the Settings menu.



Tap on the text field on the right for Welcome Message.



Type in your desired message in the text box and tap on Save.



Congratulations! You've now set your ILA's Welcome Message and are ready for your next Guest.

Context

8.4

Settings

HELP

Close

Context Settings

Add context words and phrases to improve speech recognition and translation accuracy

 Translation Style

Faithful ▾

Choose how translations should be generated. This setting controls the balance between literal accuracy and natural language flow.

 Translation Context

 Translation Context

Our translation engine can produce better results when it understands the context of your conversations. Tell us about your environment and the system will automatically adapt its translations to be more relevant and accurate. You may add a sentence with context that will help the engine guide the translation in the right direction.

What to include: Your industry, the type of conversations being translated, the setting (hospital, school, courthouse, hotel, etc.), and any other relevant details.

Tip: The more detail you provide, the better. For example: 'K-12 public school district, parent-teacher conferences, special education meetings, and front office interactions with Spanish-speaking families.'

Add a sentence or paragraph that describes the topic or setting of your conversation. This will be used to improve translation quality.

 Speech Key Words

 Speech Key Words

These are specialized words or phrases that help the speech recognition system better understand what people are saying. When you add context words, the system becomes more accurate at recognizing those specific terms. These are typically words that might otherwise be misheard or not recognized correctly. You can add up to 50 key terms

When to use them:

Technical terms: Add industry jargon like 'API', 'blockchain', or 'photosynthesis'

Names: Add person names, company names, or brand names frequently mentioned

Acronyms: Add abbreviations like CEO, NASA, or COVID-19

Domain-specific words: Medical terms, legal terminology, or specialized vocabulary

TranslateLive, Kubernetes, acetaminophen, Salesforce, GDP

Add

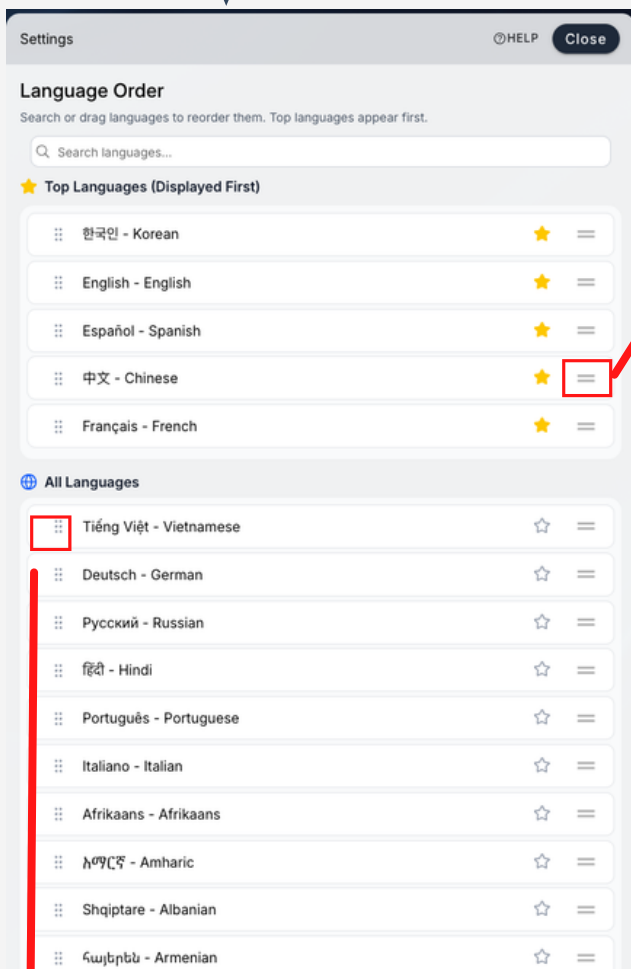
Added Speech Words (0 / 50)

No speech key words added yet. Add words above to improve speech recognition.

Language Order 8.5

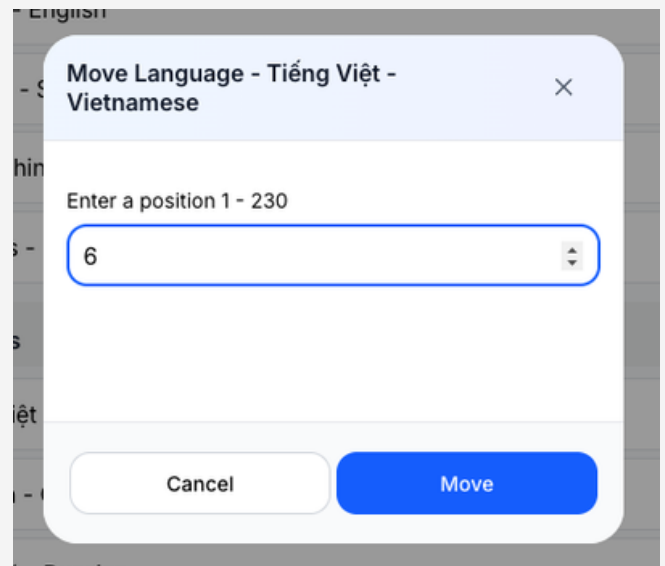
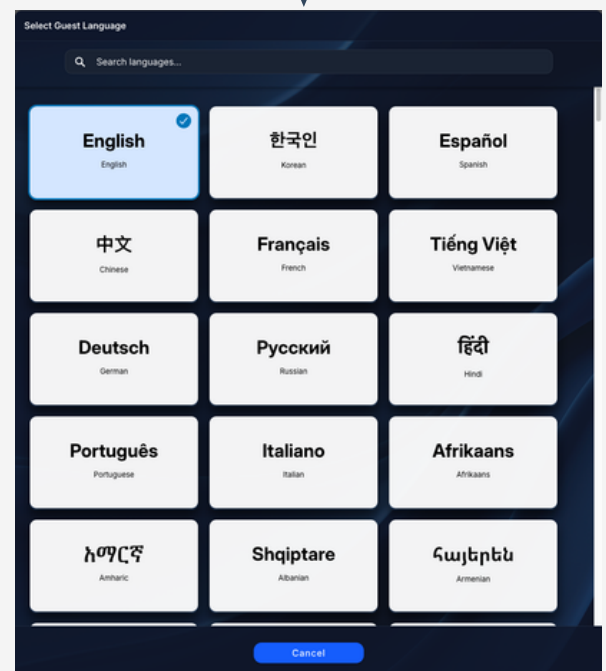
Under "Language" tab, set the order of the languages displayed on language selection screen.

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.

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