Interpreter Readiness | Checklist



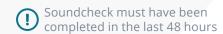


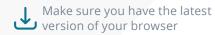
Hardware, Software and Connectivity Requirements

- OS: Windows 7+ or MacOS 10.11+
- Browser: Google Chrome (Preferred; latest version) Mozilla Firefox (*Alternative*; *latest version*)

*Allow access to microphone; avoid ad-blockers

- Memory: 16GB+
- CPU: Intel Core i7+ or equivalent
- USB Headset Check AllC's list of <u>ISO-compliant headsets</u>
- Wired internet connection with min. 10Mbps up/down
- Soundproof booth or quiet room











Not sure you meet the requirements?



Pre-meeting Checklist

- □ <u>Onboarding Tutorial</u> completed
- □ *Live Interpreter Webinar* attended
- □ <u>KUDO Profile</u> created and up-to-date
- □ Interpreter Guidelines reviewed
- □ Signed NDA on file with KUDO or the client
- □ In-session soundcheck completed



Join the Session

- Click on the link or email you were sent
- Log into KUDO with your usual interpreter credentials

Thank you for your cooperation **Enjoy the meeting!**



Some Best Practices

- Be mindful of your microphone at all times. Always assume the mic is ON!
- Clear cookies and reboot your computer prior to the meeting
- Log in at least 20 minutes before the start for a soundcheck
- Make sure you know who to contact in case you need assistance
- Coordinate with your boothmate on the timing of your shifts