



WVN-Rhwydiaith Interpreter Guide

WVN Studio Guide

Participants in a videoconference can benefit from the WVN-RhI simultaneous interpretation service, which gives users the option of listening to the conference in either the Welsh or English language. The interpretation is provided by an interpreter, who speaks into a dedicated microphone and may be situated in the same studio as you (local) or at another venue involved in the videoconference (remote). The interpreter may supply interpretation to one studio or multiple studios via an audio conference, which is provided separately from the videoconference audio.

Setting Up

Before the start of the WVN-RhI conference the interpreter needs to set up the microphone. The microphone is normally located towards the front of the studio and is generally mounted on a small stand (see picture).

Once located, switch the microphone off and then back on again via the switch on the top. (It is always necessary to switch the microphone off and on again, even if the microphone was already switched on, as this refreshes the signal to the distribution equipment.)



Microphone Loop Back Test

A test should be made to check that the participants using the WVN-RhI service will be able to hear the sound from the interpreter's microphone. This can be done by wearing one of the headsets used by the participants while speaking into the microphone. To set up the headset please follow the instructions in the WVN Studio Guide, **WVN-Rhwydiaith Participant Guide**. Once the headset is ready, speaking into the microphone while facing towards the transmitter unit will confirm whether the microphone is set up and working correctly.



Speaking

During the videoconference, the interpreter should listen to the contributors in the remote and local studios and whisper the interpretation into the microphone, holding the microphone no further than 2.5 cm (1 inch) away from their mouth while whispering. The interpreter should sit so that their body is between their microphone and the microphones located around the studio. These measures are taken to try and minimise the chances of the sound of the interpreter being picked up by the sensitive videoconferencing microphones thereby interrupting the conference. Once the videoconference is in progress the interpreter needs to continue interpretation for the duration of the conference or until the conference coordinator indicates that interpretation is no longer required.

At the End of the Conference

At the end of the conference, the microphone must be switched off and placed in a convenient place until it is required for the next videoconference. It would be helpful if the interpreter could also remind users that all of the infra red headsets must be switched off and returned to the charging unit (pictured right) at the front of the studio.



Troubleshooting

If you experience any problems during the interpretation, please contact your local technical support staff. For further assistance and advice, please contact the Welsh Video Network Support Centre on 01792 295700.