

First Login

TEAMS_CLASS and Live Captioning

TEAMS_CLASS and Live Captioning

TEAMS_CLASS is a digital event solution based on TEAMS Live Events. The live captioning tool "Wordpicker" is a requirement for the use of TEAMS_CLASS.

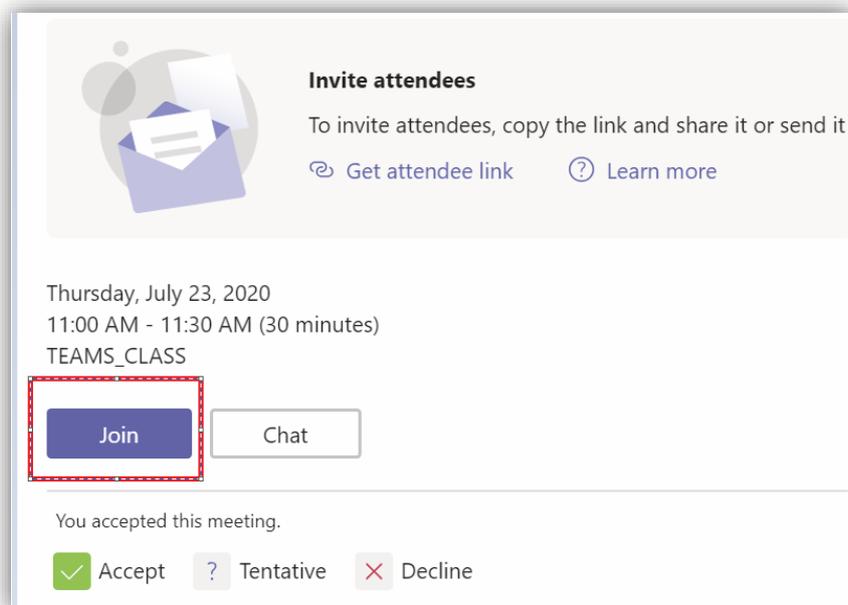
What you need:

- A Teams account
- A Wordpicker - live captioning log in

TEAMS_CLASS Live Event:

→ please follow these steps to access the TEAMS CLASS Live Event

1. **Login** with your **Teams account** via the Join link provided in your **Teams calendar invite**



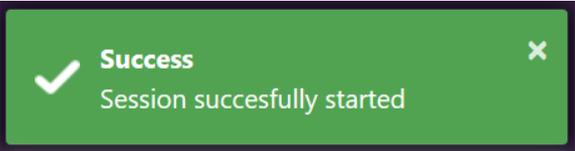
2. A support agent will assist you to **bypass the meeting lobby 15 minutes before** event start.

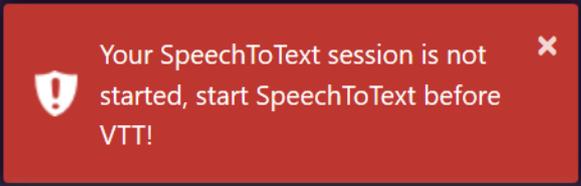
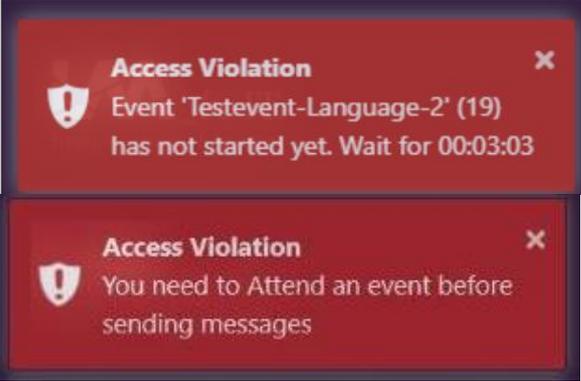
Live Captioning Tool:

Did you register for the Live Captioning?

- If yes, please log in with the credentials you have set up
- If not, please follow these steps to set your password:
 1. **Open** <https://idsvr-speet.azurewebsites.net/> in an incognito/private window (most reliable choice: latest version of Edge or Chrome)
 2. **Type your MSFT email address** into the corresponding field
It must be the email with which Live Captioning was activated (usually your corporate account)
 3. **Click on** "Forgot your password?"
 4. You will **receive an email notification** from mail@teamsclass.com
 5. **Click on "reset"** and enter your password (must contain at least 1 number and 1 symbol)
- On the next page you see different types of live captioning notifications that could occur during your TEAMS_CLASS Live Event:

General: Please note - once the time of the Meeting is over, the session will not automatically end.

<u>Notifications</u>	<u>Meaning</u>
<p><u>Green notifications signal a successful user action.</u></p> 	<p>A user interaction was successful, i.e.:</p> <ul style="list-style-type: none"> - User successfully started or stopped speech recognition - User successfully started VTT
<p><u>Blue notifications signal an information.</u></p> 	<p>General information that does not directly relate to user interaction, i.e.:</p> <ul style="list-style-type: none"> - Connection to LiveCaptioning hub established - Referent connected - Referent started VTT

<p><u>Yellow notifications signal a warning.</u></p>  <p>The notification is a yellow box with a white border. It contains a white warning triangle icon on the left, followed by the text 'Disconnected Referent' in bold, and 'Disconnected Referent: referent@company3.de' below it. A small white 'x' icon is in the top right corner.</p>	<p>Warnings are higher prioritized information as they may require an action, i.e.</p> <ul style="list-style-type: none"> - Referent disconnected a may require intervention of the content moderator
<p><u>Red notifications signal an error.</u></p>  <p>The notification is a red box with a white border. It contains a white shield icon with an exclamation mark on the left, followed by the text 'Your SpeechToText session is not started, start SpeechToText before VTT!' in white. A small white 'x' icon is in the top right corner.</p>	<p>Errors are shown when either a user interaction has failed or the application has run into a problem, i.e.:</p> <ul style="list-style-type: none"> - VTT started before speech recognition started - Connection lost - General errors may contain code snippets or specific information: in this case please forward the information to us as screenshot/text
<p><u>Red notification signals an error</u></p>  <p>Two red notifications are shown, one above the other, both with white borders. The top one contains a white shield icon with an exclamation mark, the text 'Access Violation' in bold, and 'Event 'Testevent-Language-2' (19) has not started yet. Wait for 00:03:03' below it. The bottom one contains a white shield icon with an exclamation mark, the text 'Access Violation' in bold, and 'You need to Attend an event before sending messages' below it. Both have a small white 'x' icon in the top right corner.</p>	<p>Speaker could not be identified to the event.</p> <ul style="list-style-type: none"> - The user had several correlation IDs. - The referent should then delete cache and start the page once again

Attendee Log In:

1. Attendees **join via** the Click here to join the webinar link provided in the system generated Certain **Registration Confirmation Email**

(Australia/Sydney) - [Add to Calendar](#)

[Click here to join the webinar](#)

We look forward to seeing you at the event! If plans change and you are unable to attend, please use the link below to cancel your registration.

[Cancel my registration](#)

2. Attendees will be forwarded to the meeting **lobby incl. countdown and best practices**

You will be able to join the meeting in
18 hours, 58 minutes and 50 seconds

Please consider the following:

1. Use a **stable network connection**, preferably hard wired (manually switch off Wi-Fi)
2. **Close** all applications unnecessary for the session
3. **Join** with the *TEAMS Windows App* or use one of the following browsers
 - a. Use supported internet browsers, which include: Internet Explorer 11+, Microsoft Edge 12+, Chrome 51.0+, and Firefox 47.0+. Safari is currently not supported.
4. **Check** the audio mixer if the volume is turned up
5. Make sure **video and display drivers** are up to date
6. **Use** Q&A panel to contact the presenter
 - a. Posts are visible for presenter only unless they decide to make it public
 - b. Anonymous posts are possible

Contact technical support for assistance at support@teamsclass.com

3. **Lobby** and Live Captioning **opens 30 minutes before** Event Start

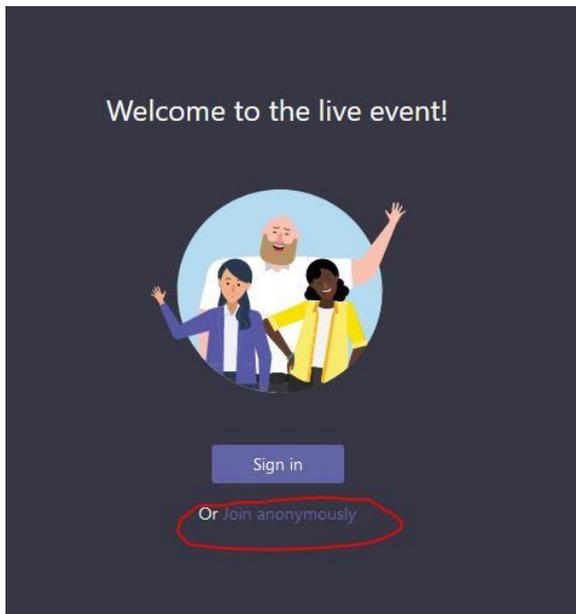
Join now!
Start your online training

Live Captions
Join to get subtitles for the event

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4. **Check** the audio mixer if the volume is turned up
5. Make sure **video and display drivers** are up to date

4. **Attendees** which access our Teams Class Live Events **anonymously** (so not via the app) are also tracked as attended in Certain



All details and how to's regarding TEAMS_CLASS can be found in the **speaker guide** available here <https://events.lm-ag.de/en/wordpicker/>

Please do not hesitate to contact support@teamsclass.com should you have questions regarding of one of the above-mentioned tools.