



TalkRoom

Webinar Speaker Manual

BDO India



Contents

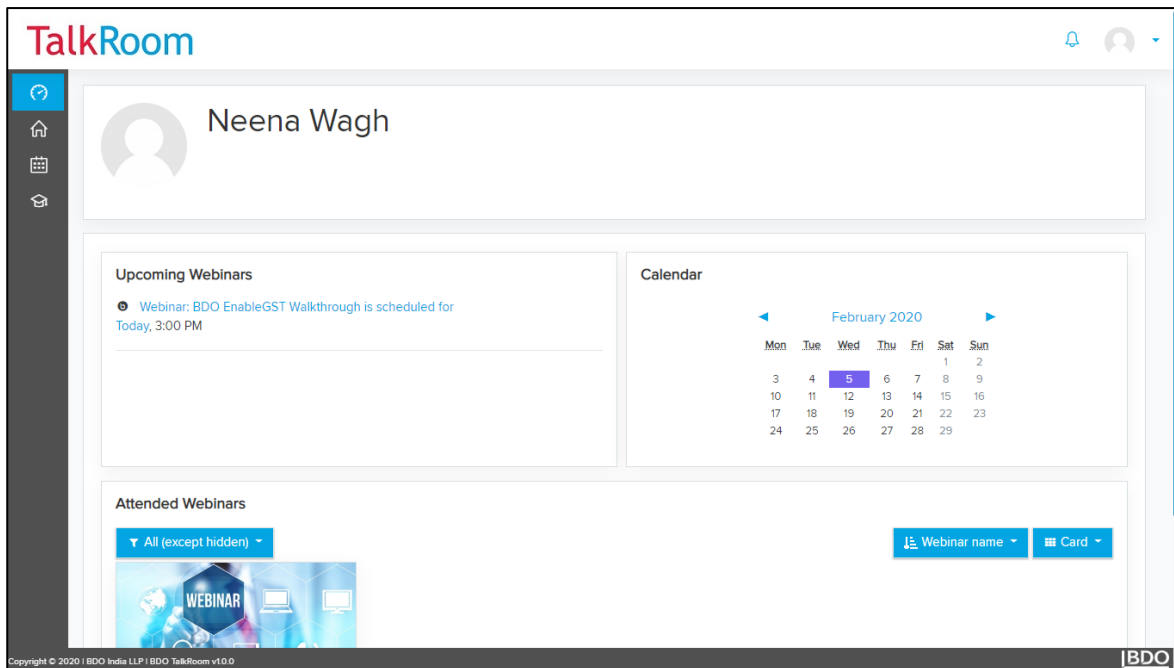
PREPARING FOR THE CONFERENCE:	2
JOIN WEBINAR SESSION:	2
WEBINAR SESSION STARTS:	5
Start/Stop recording:	6
Upload presentation:	6
Webcam:	7
Screen sharing:	8
Polling:	9
Allow mic option to other participants:	12
Assign speaker role to other participants:	14
End session and logout:	14
TROUBLESHOOTING:	15
Setting up a microphone:	15

Preparing for the conference:

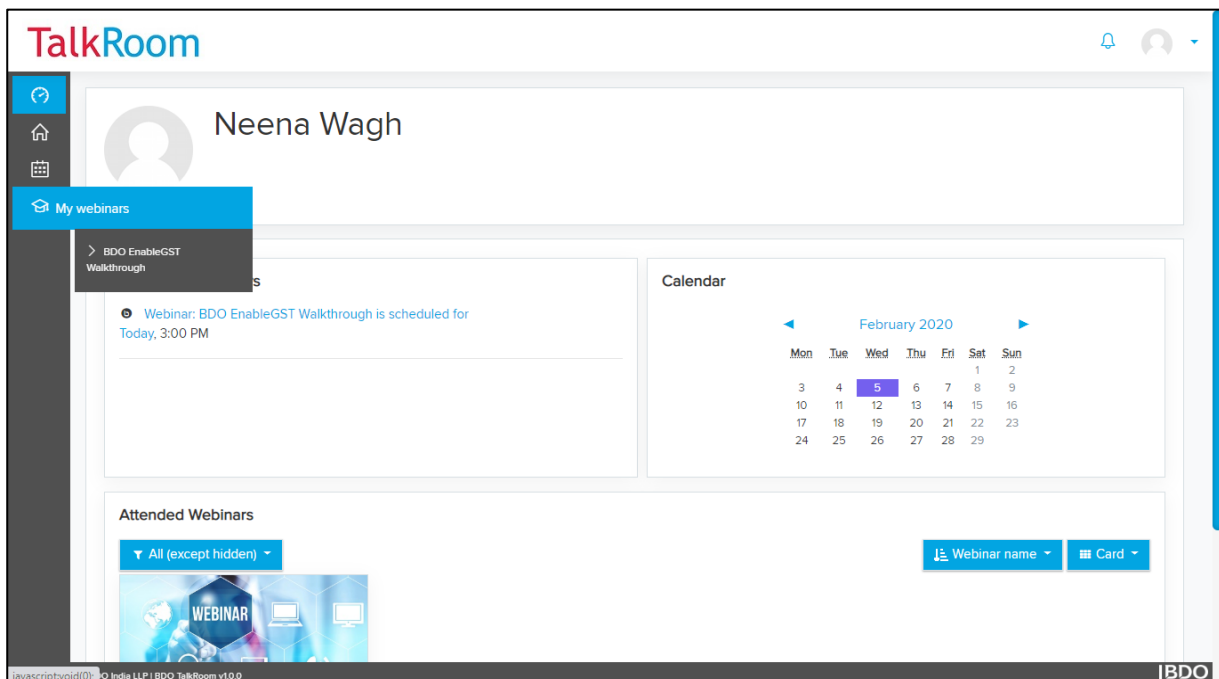
- The recommended browsers for using the TalkRoom conference are **Chrome** and **Firefox**.
- It is recommended to use a **wired internet connection** instead of relying on Wi-Fi.
- It is recommended to use a **headset with an in-built microphone** for better audio quality.

Join webinar session:

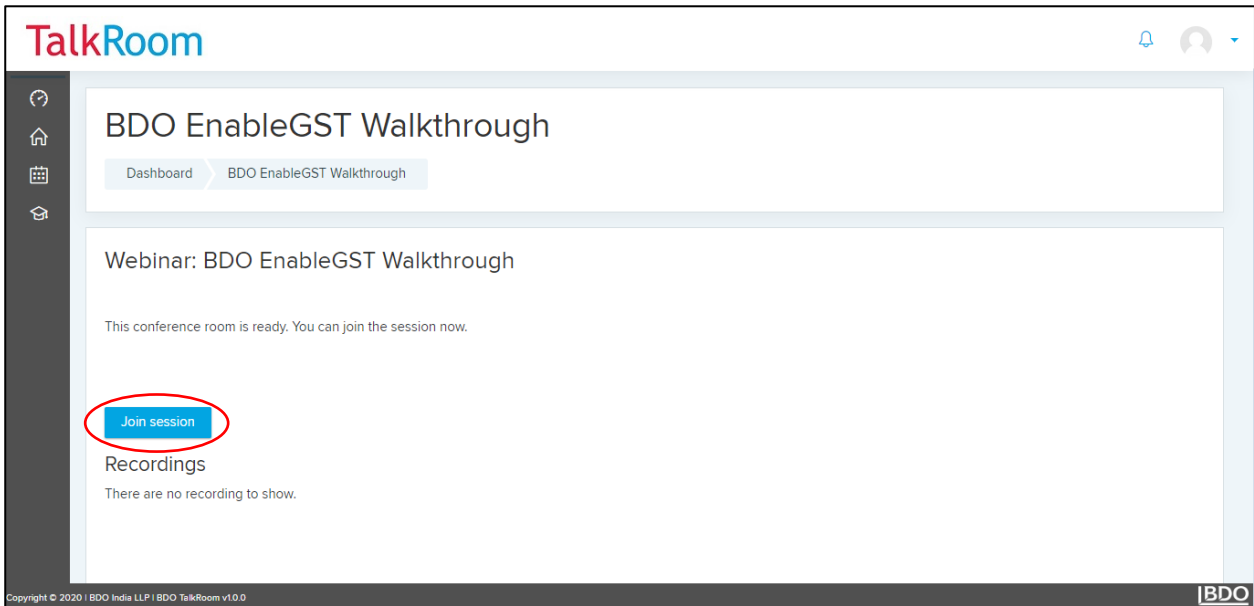
Once a Speaker is successfully logged into his/her TalkRoom account, the below Dashboard page appears. In the 'Upcoming webinars' block, Speakers and participants can see their upcoming webinars.



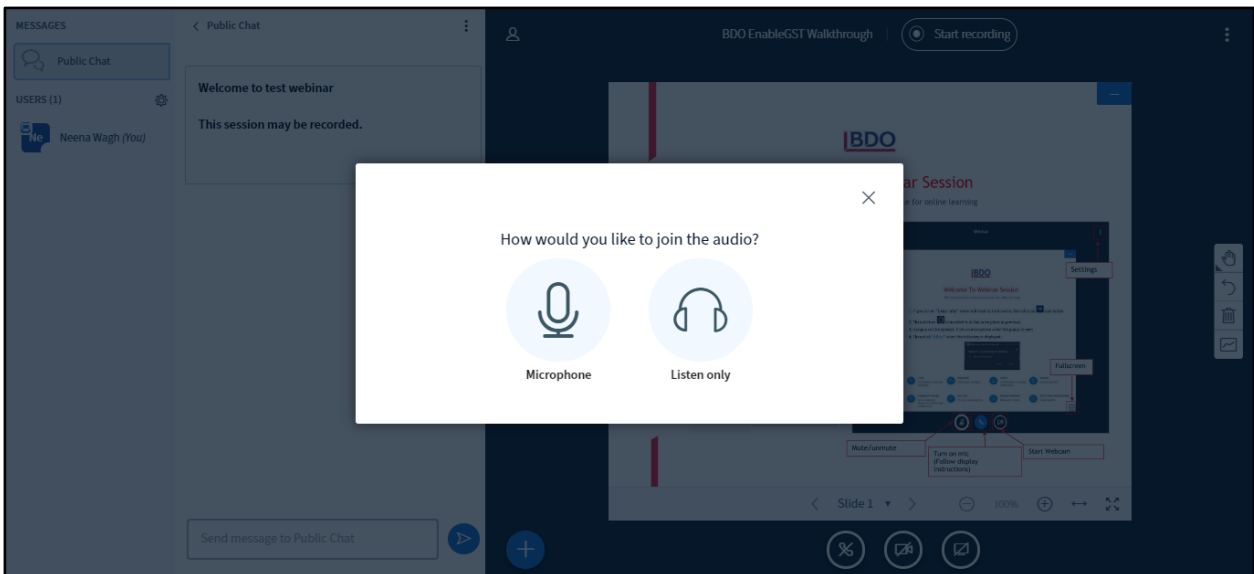
Click on the webinar event. In this case click on the 'BDO EnableGST Walkthrough' webinar.



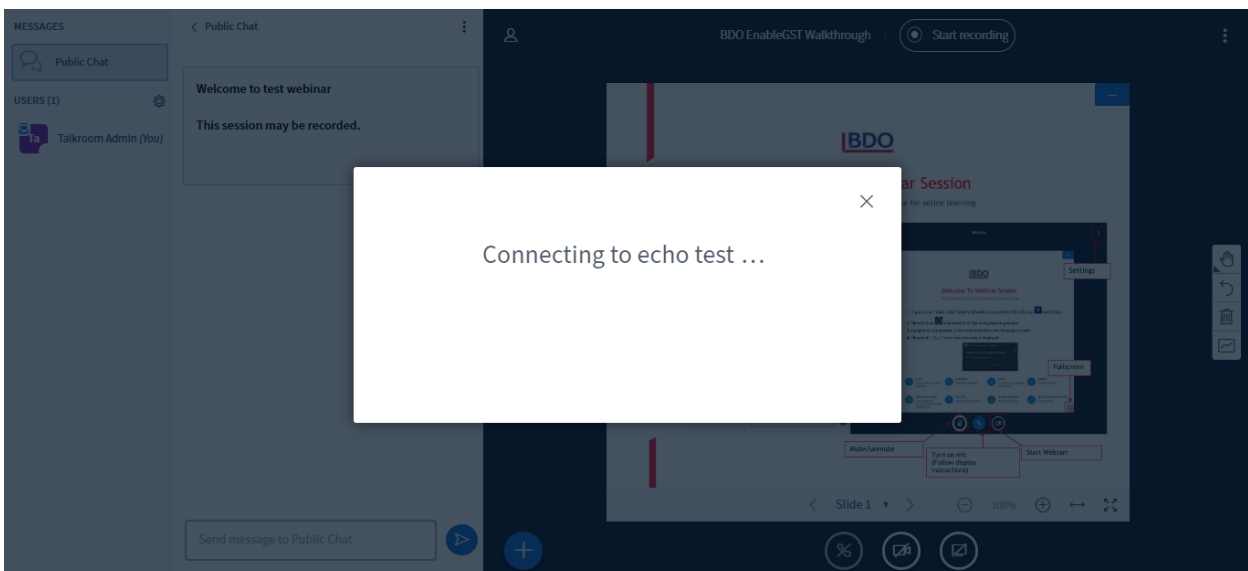
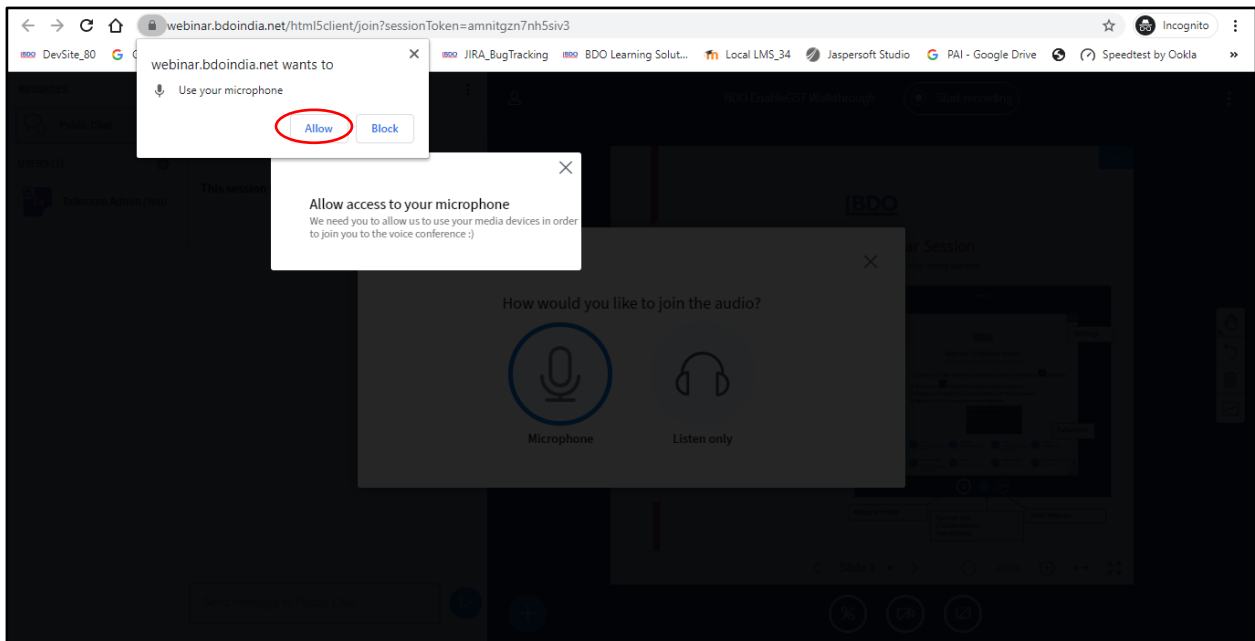
Webinar session screen will get displayed. Click on the ‘Join session’ button to join the webinar session. The button will be disabled for all other participants until the speaker joins the session.



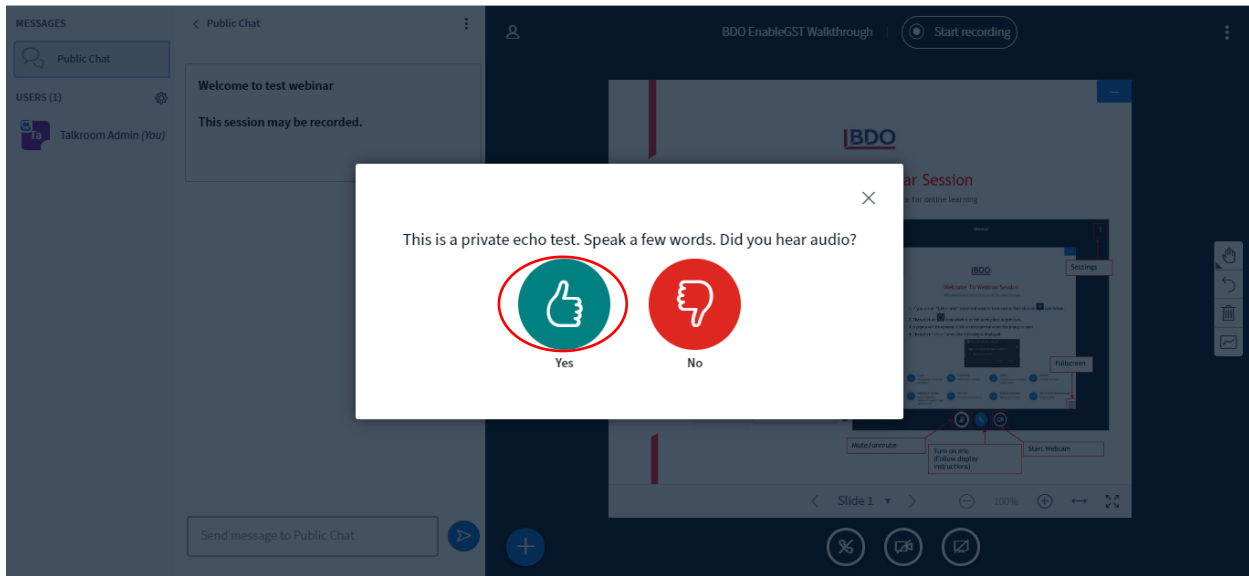
Webinar screen will open in a new window. Select the option of your choice to join the audio in the webinar session.



If you chose Microphone, then allow the application to access the microphone by clicking on 'Allow'. Then click on 'Yes' in the pop-up.



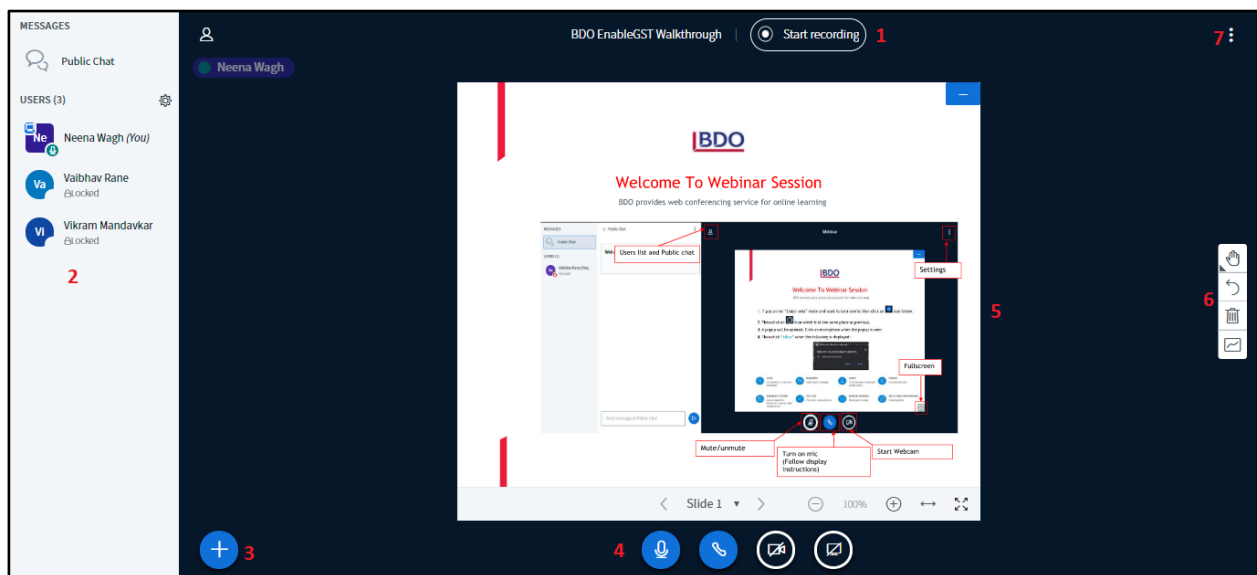
Follow the instructions mentioned in the below pop-up. If you are able to hear your audio then click on 'Yes', and if not then click on 'No' to test the 'microphone' and 'speakers'.



If the microphone is not working, then follow the steps mentioned in '[Setting up a microphone](#)'

Webinar session starts:

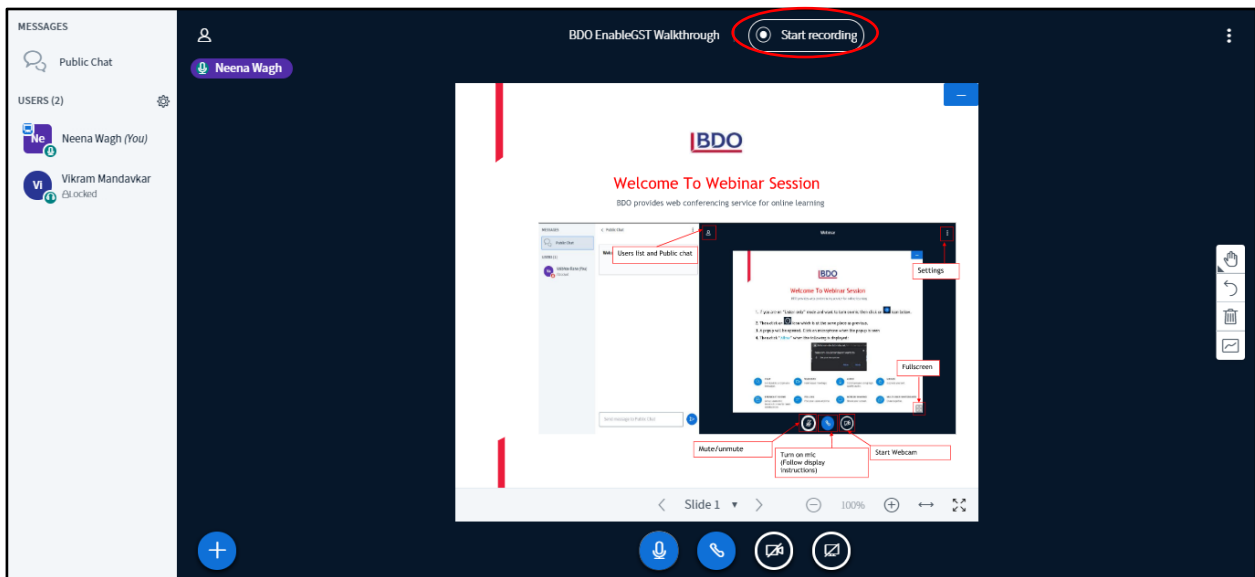
The conference room is divided into parts. Each part has its own function such as attendee list, camera, voice, chat, presentation screen etc.



1. The button on the top of the screen (1) allows the speaker to start recording webinar session.
2. The left-side (2) is the area where the public chat and all attendees (participants) are listed and are by default muted (listen only mode) and locked. The speaker can unmute/mute all participants at once via the setting icon on the bottom of this area.
3. The action button (3) allows the speaker to start a poll, upload presentation and share an external video.
4. The button at the bottom of the screen (4) allows the speaker to share their webcam, audio and screen.
5. The main screen (5 & 6) shows a presentation and whiteboard with some tools like pencil, color, text etc.
6. The 3 dot buttons on the top right of the screen (7) allow the speaker to enable full screen, settings, end meeting and logout the session.

Start/Stop recording:

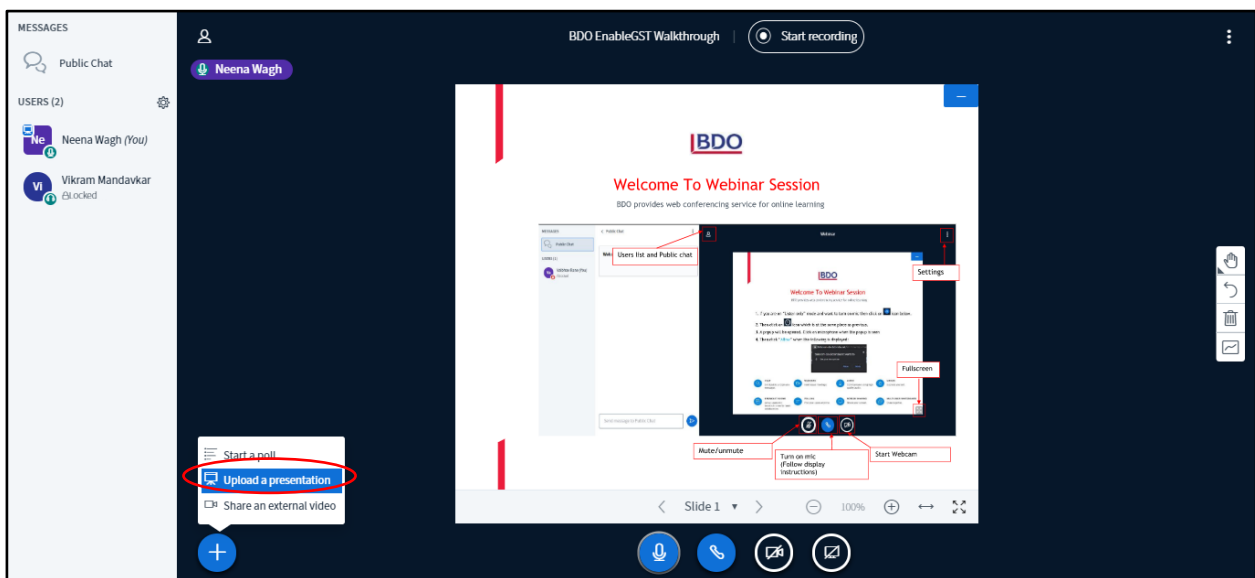
The speaker can choose the segments of their session that are recorded by clicking the Stop/Start Recording button.



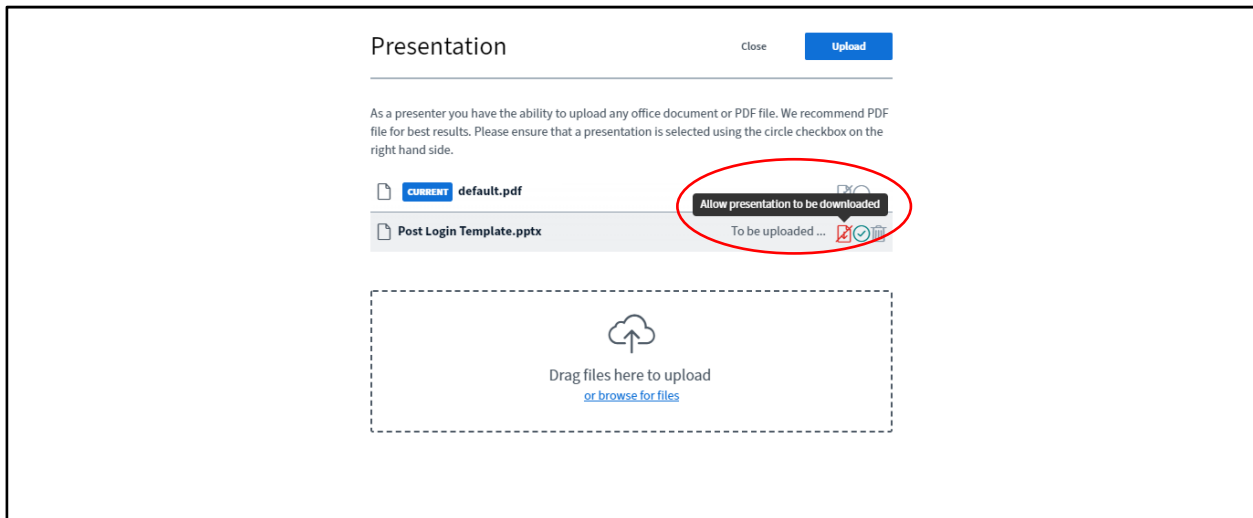
Upload presentation:

The speaker can upload presentation files like pdf or pptx for all viewers by clicking on 'Upload Presentation' button.

The speaker can also give viewers the ability to download a presentation.

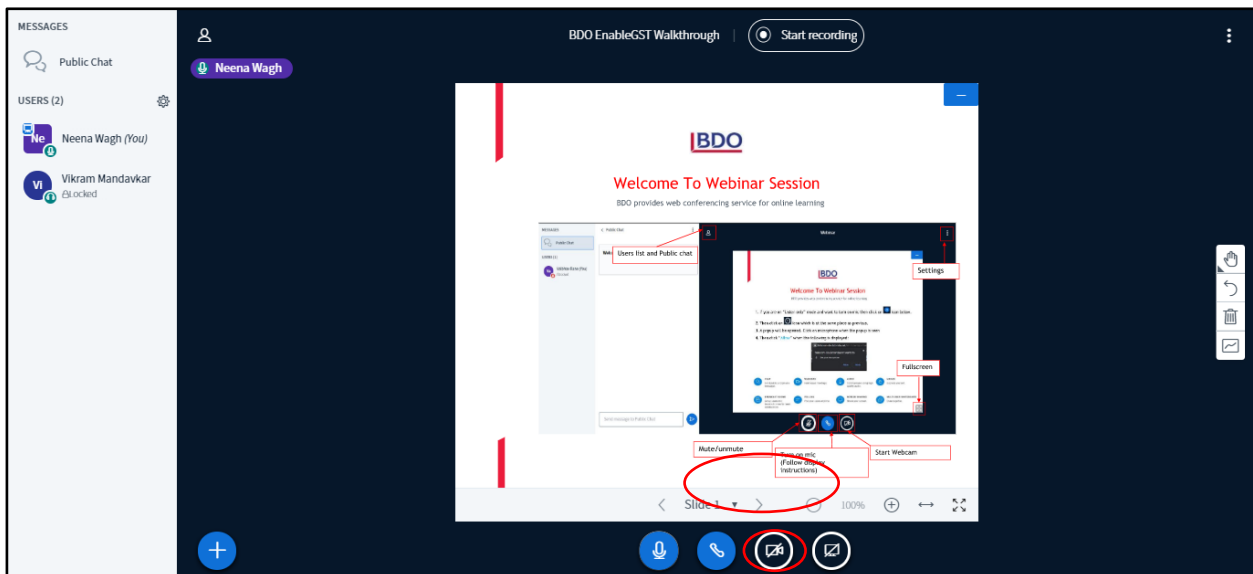


When uploading a presentation, the speaker can click the **Upload Presentation** button and then check 'Allow presentation to be downloaded' as shown.



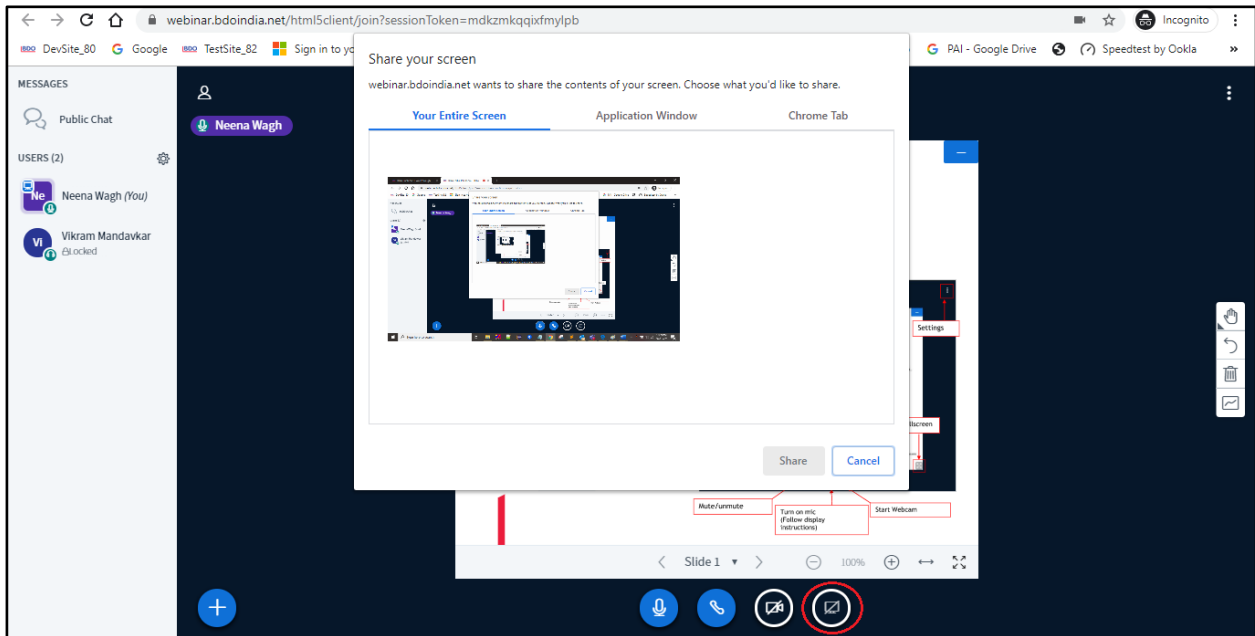
Webcam:

The speaker can connect with the participants using the **webcam** feature. Rest of the participants can also use this feature and be a part of the session. If needed, the speaker also has an option of muting the other participants.

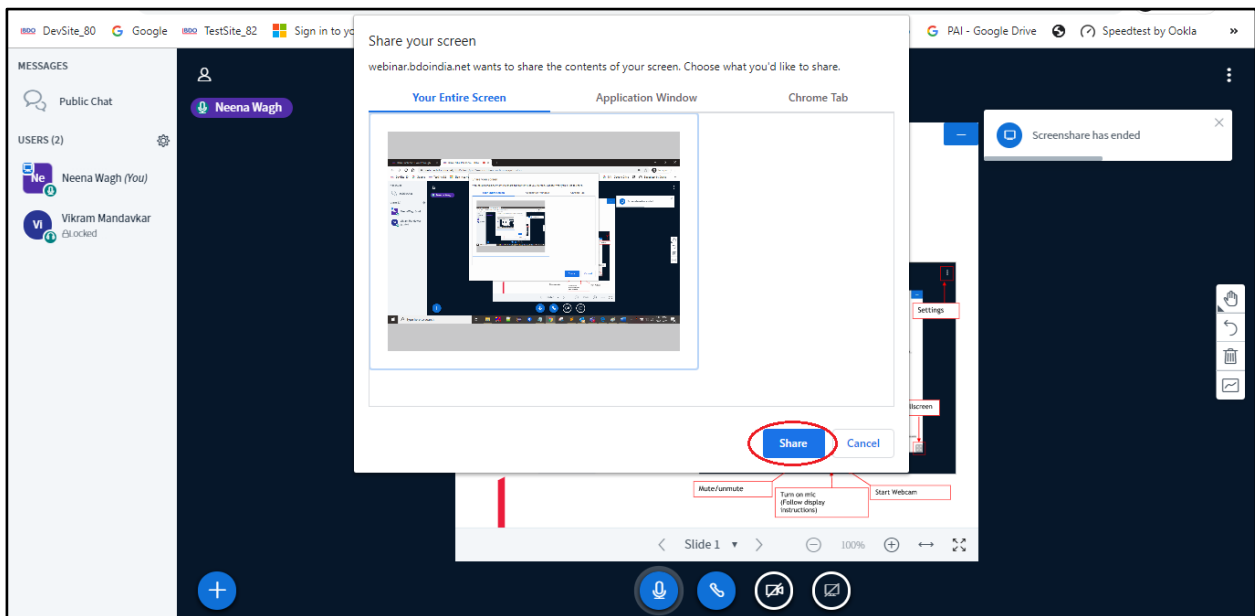


Screen sharing:

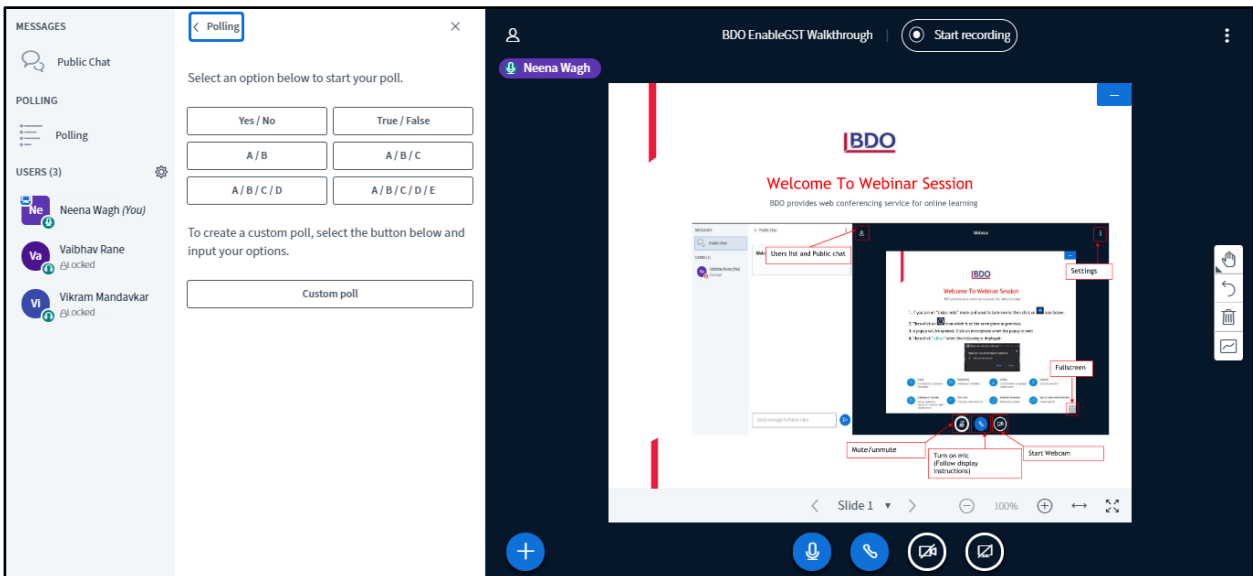
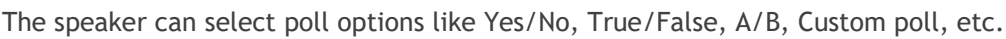
The speaker can share the screen with other participants by following the procedure given below. To start screen sharing, the speaker should click the **screen sharing icon** at bottom. Options are displayed to share 'the Entire Screen', 'Application Window' and 'Chrome Tab'.



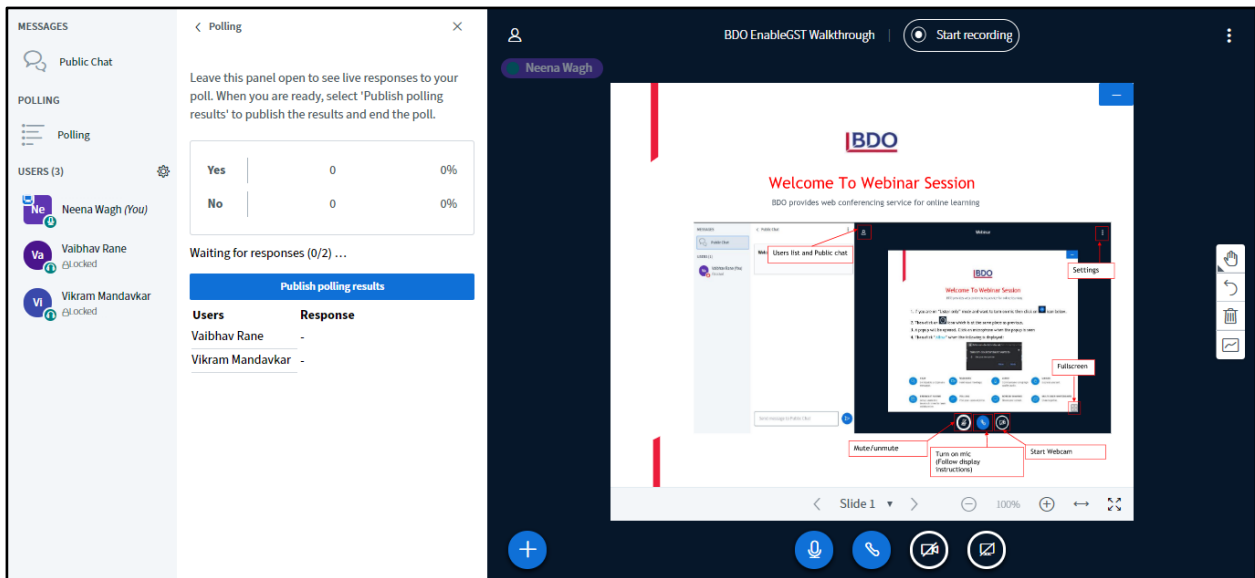
Select the **screen share** option and click on the **Share** button.



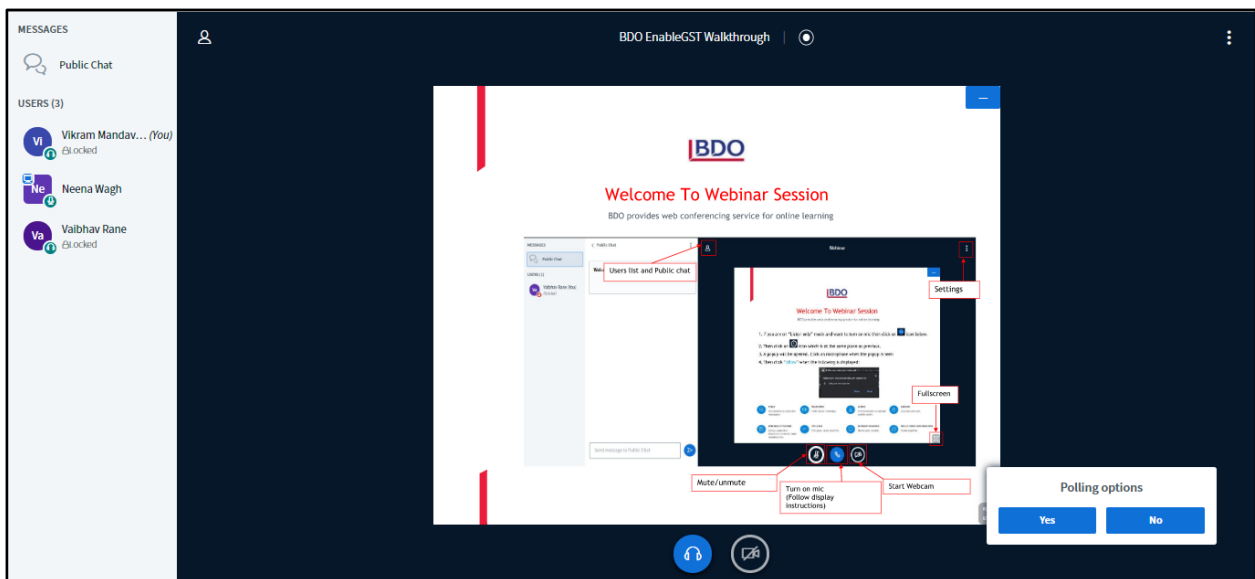
The speaker can use polls to increase participant engagement and use those results to teach key concepts. The speaker can initiate a poll at any time. To initiate a poll, click on the Polling button



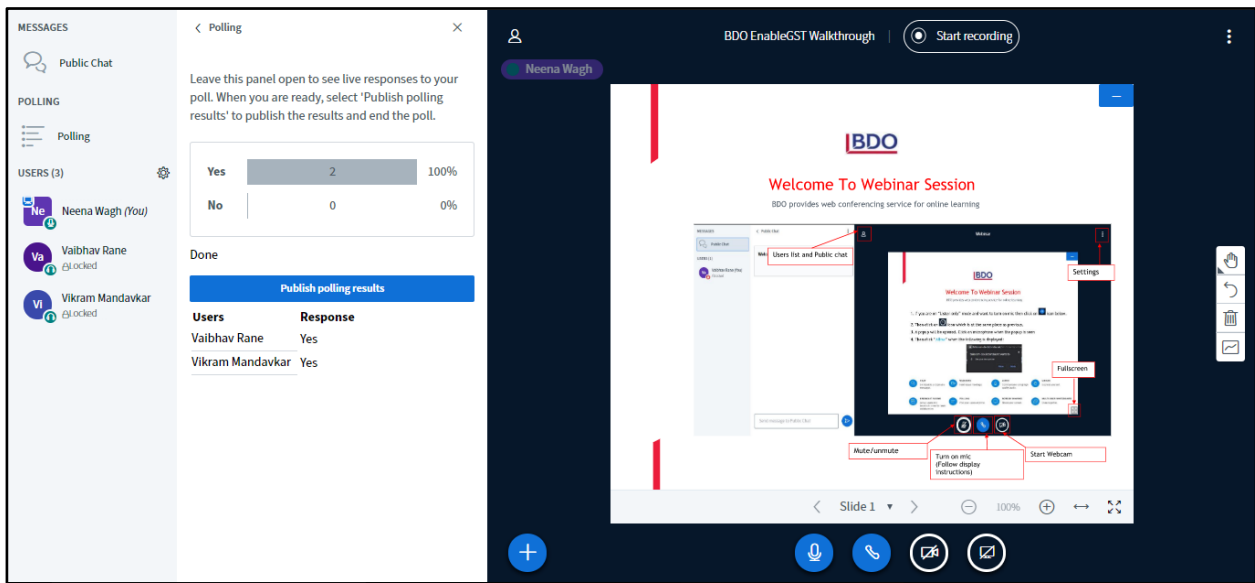
In this case, 'Yes/No' poll is selected. The below poll response panel appears showing the incoming results in real-time.



From the participants' perspective, when the speaker initiates a poll, participants will hear a soft beep and see the poll choices that appears under the slide as shown below.



The speaker can see live results after participants respond to the polls.



Polling

Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

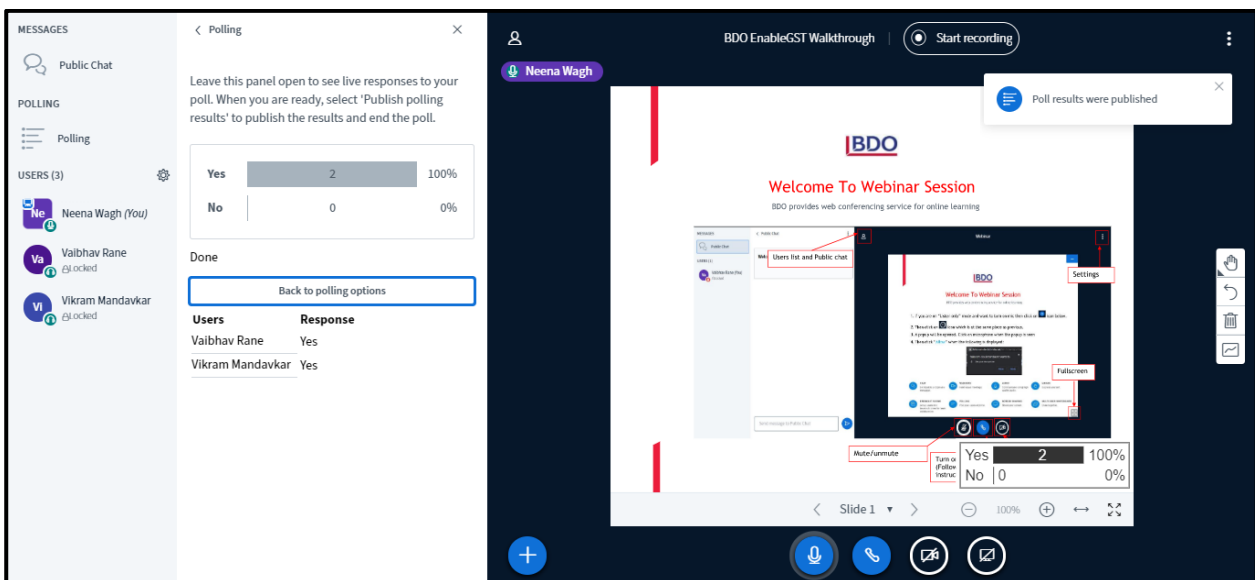
Response	Count	Percentage
Yes	2	100%
No	0	0%

Done

Publish polling results

Users	Response
Vaibhav Rane	Yes
Vikram Mandavkar	Yes

The speaker can publish the same poll result to all participants by clicking on the 'Publish polling results' button. The poll result will then be displayed at bottom of the whiteboard.



Polling

Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.

Response	Count	Percentage
Yes	2	100%
No	0	0%

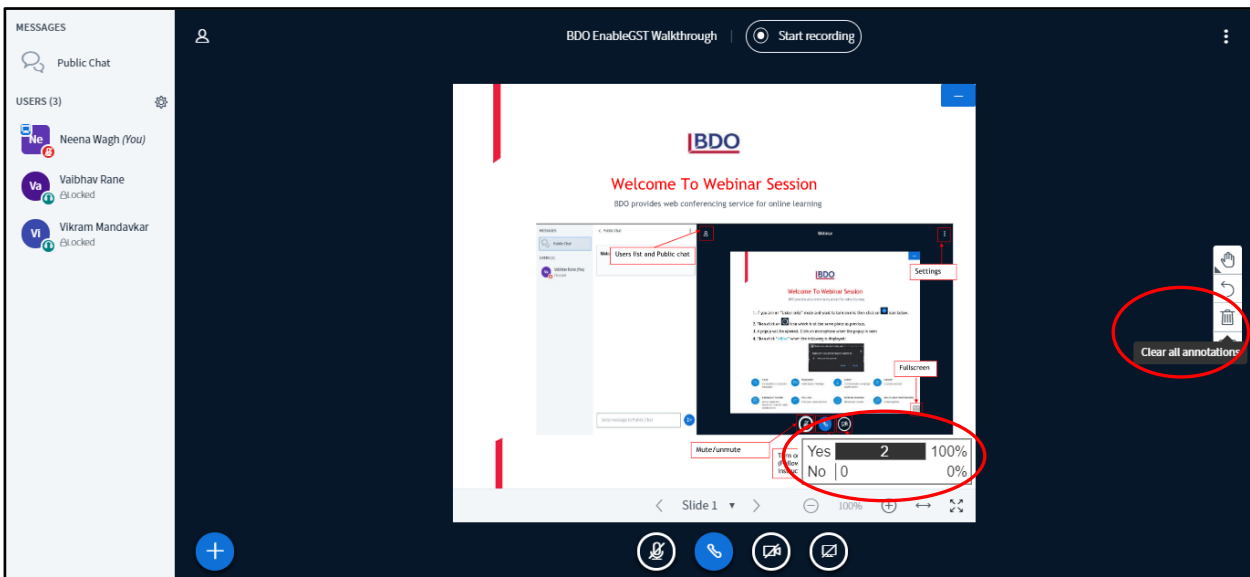
Done

Back to polling options

Users	Response
Vaibhav Rane	Yes
Vikram Mandavkar	Yes

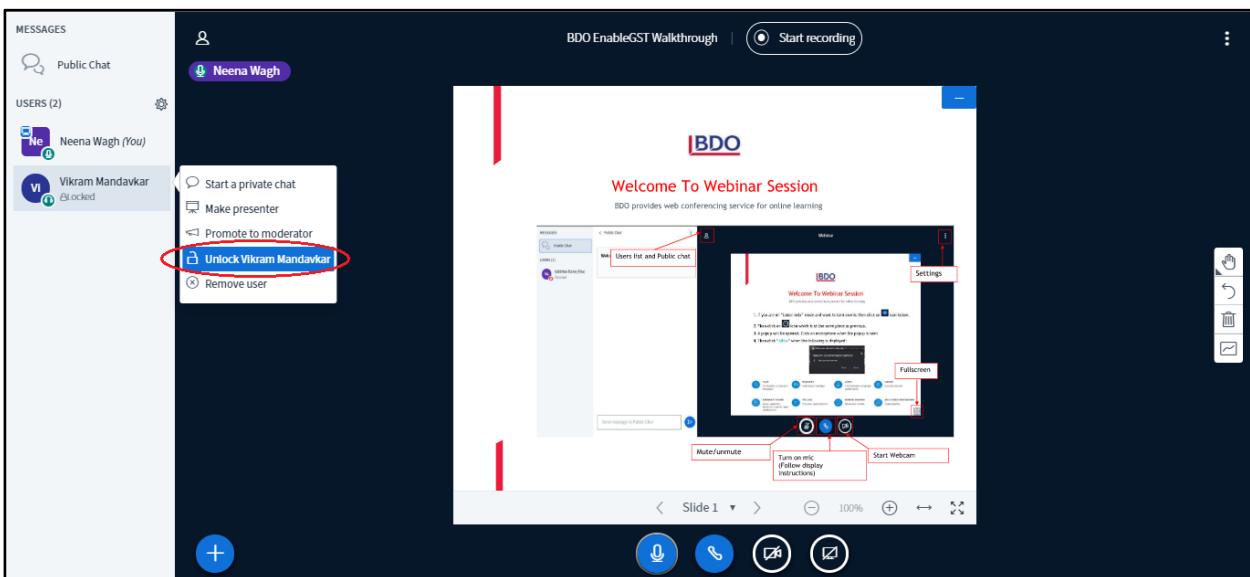
Notification: Poll results were published

Click on the 'Bin' icon at right to clear the published poll result.

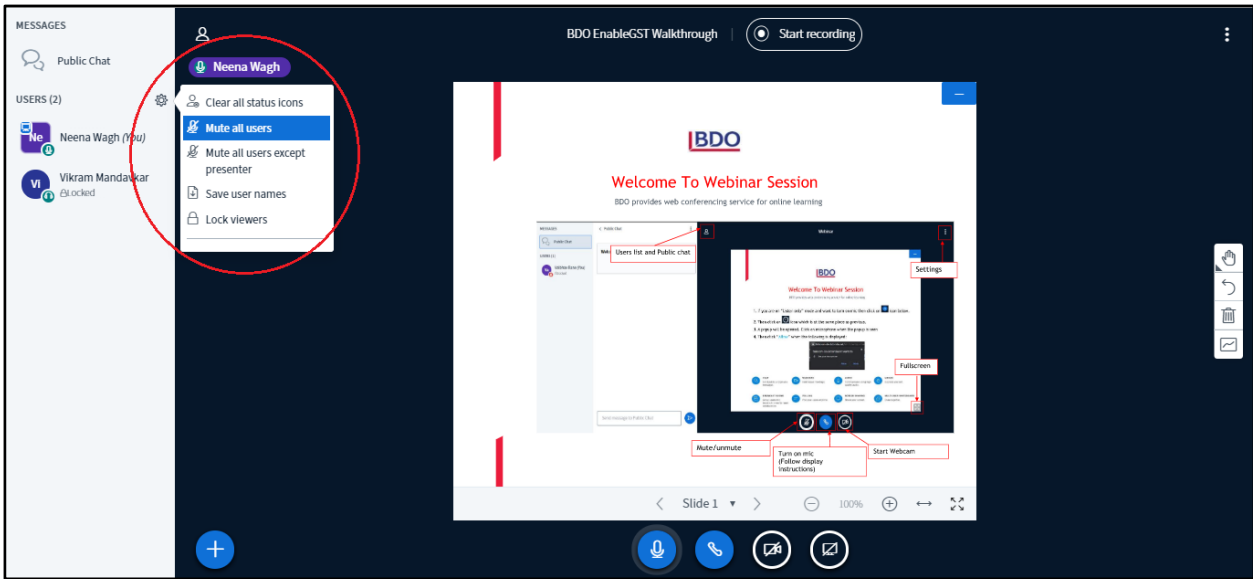


Allow mic option to other participants:

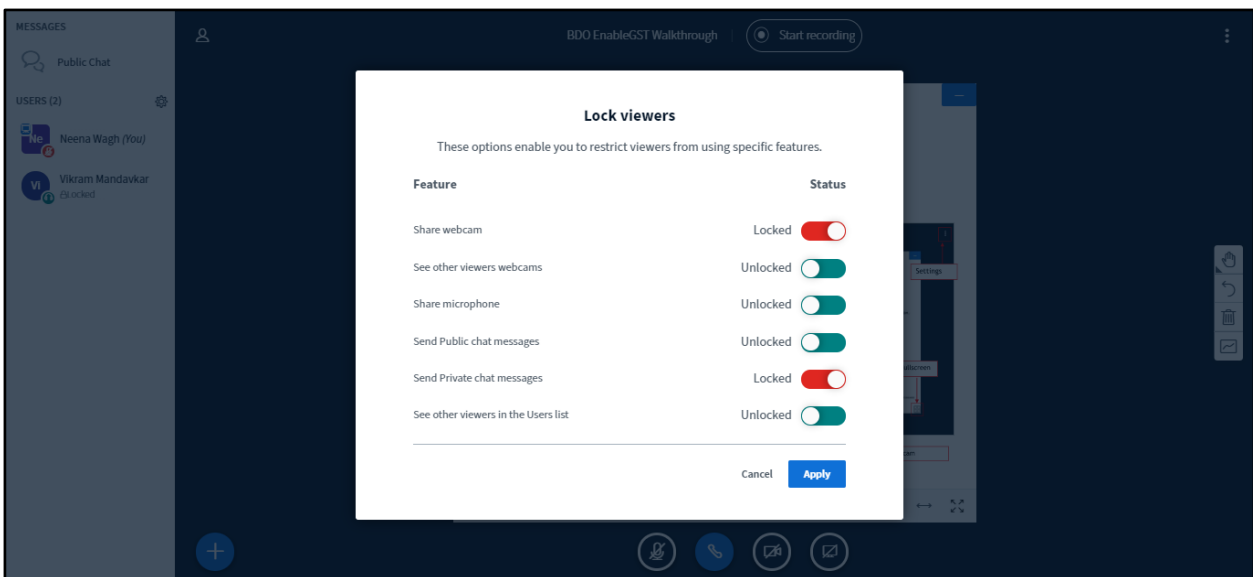
In TalkRoom, all participants are by default locked and muted (listen only) as they join a webinar session. So, in between sessions, the speaker can allow other participants to speak in the session by clicking on the participant as shown below. Then, the unlocked participant can activate their mic by clicking on the top audio button.



If the speaker wants to mute all participants, then the speaker can do so at once via the setting icon at participants area.

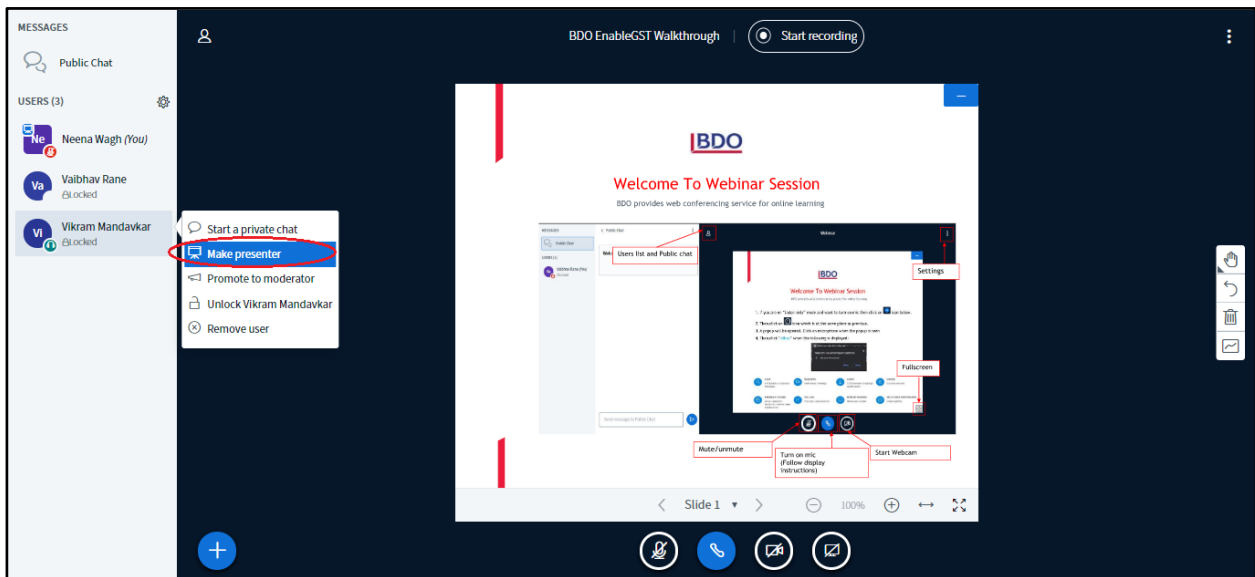


The speaker can also manage some participant options to restrict them from using specific features like Share webcam, see other viewers webcams, share microphone, etc. by clicking on 'Lock viewers.'



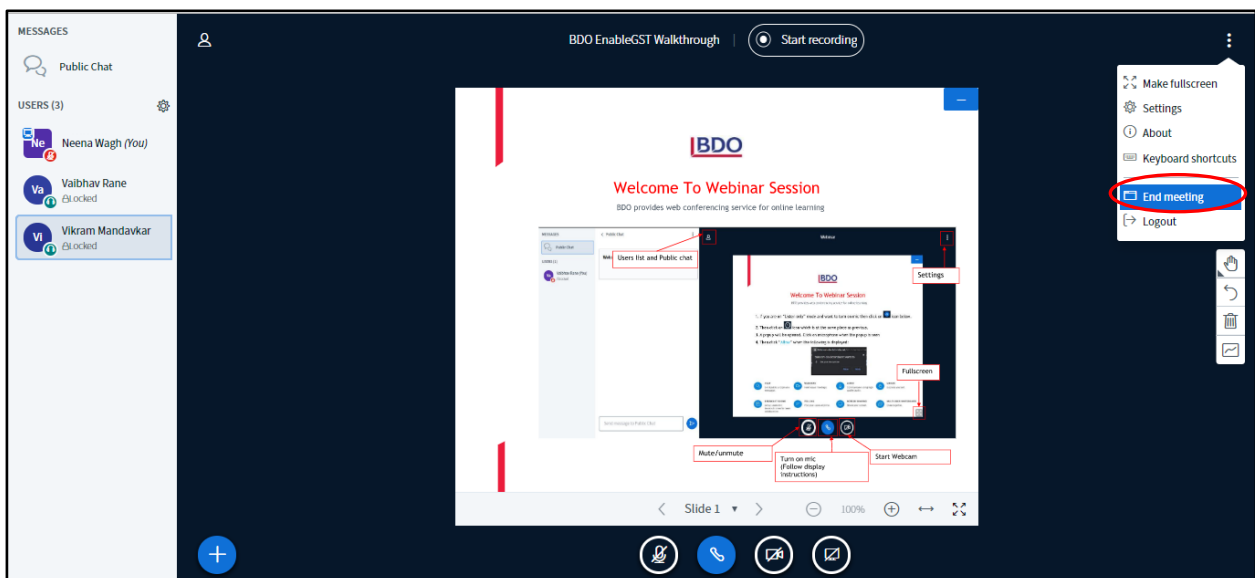
Assign speaker role to other participants:

The speaker can now give other participants the ability to present a session by clicking on the participant as shown below.



End session and logout:

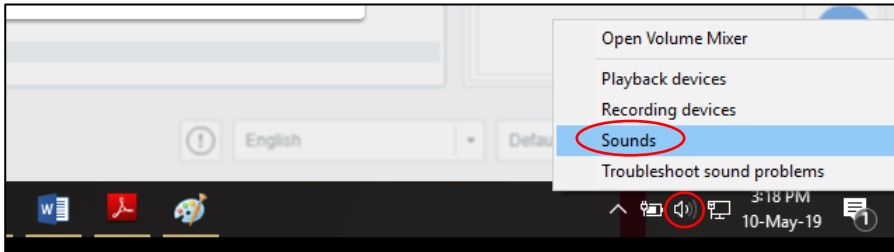
When the speaker logs out of the session, they will have the option to immediately end the session. Selecting 'End meeting' will cause webinar to immediately end the session, which in turn kicks out all other participants and initiates the processing of the recording (if the session was set to be recorded).



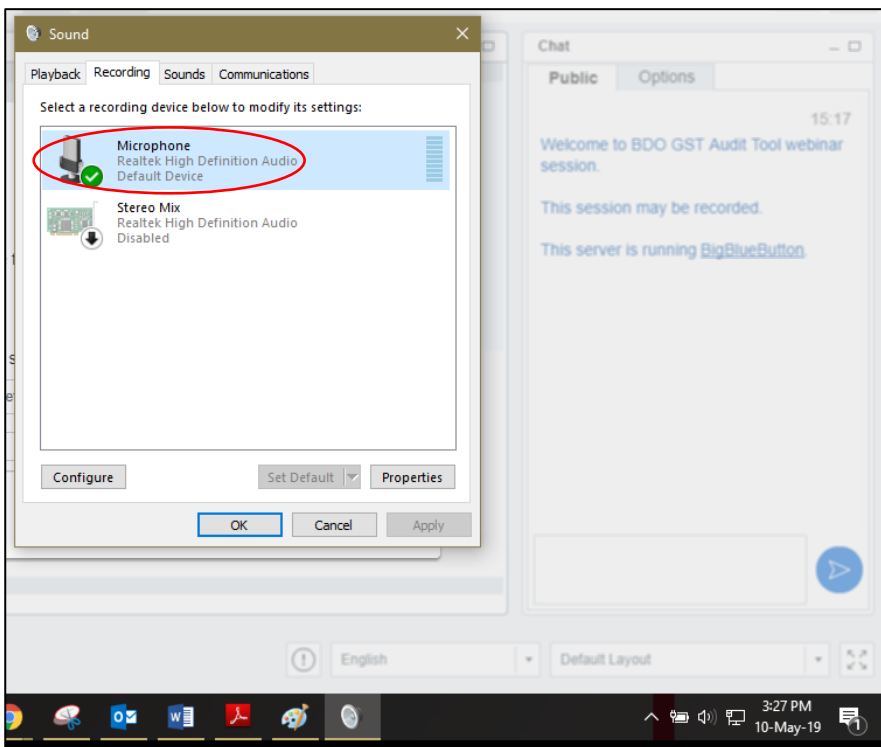
Troubleshooting:

Setting up a microphone:

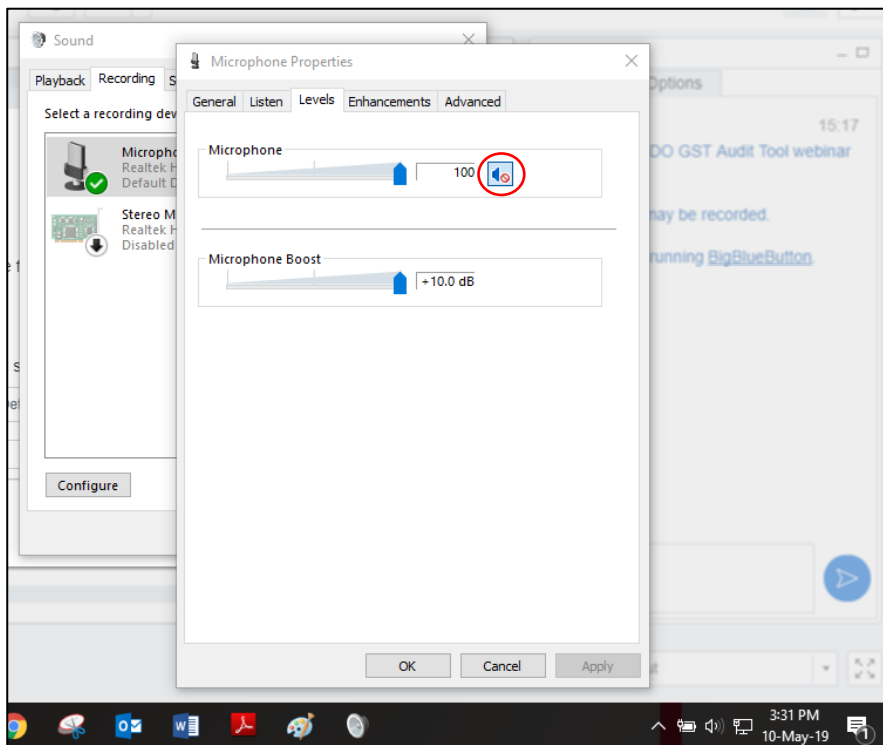
If your microphone is not working, then go to the sound settings of your system to make sure that the microphone setting is enabled. Right click on the sound icon and select 'Sounds' from the appeared list.



Then select 'Recording' tab and double click on the 'Microphone' option.



The Microphone Properties window will open. Go to 'Levels' tab and click on the sound icon to unmute the microphone in your system. Then click on 'Ok' to save your setting and retest your microphone in webinar session.



After this you can successfully access the microphone in the webinar session.

BDO IN INDIA OFFICES

Ahmedabad
The First, Block C - 907 & 908
Behind ITC Narmada, Keshavbaug
Vastrapur, Ahmedabad 380015, INDIA
Tel: +91 79 6816 1600

Chennai
No. 443 & 445, Floor 5, Main Building
Guna Complex, Anna Salai, Teynampet
Chennai 600018, INDIA
Tel: +91 44 6131 0200

Goa
701, Kamat Towers
9, EDC Complex, Patto
Panaji, Goa 403001, INDIA
Tel: +91 832 674 1600

Kolkata
Floor 4, Duckback House
41, Shakespeare Sarani
Kolkata 700017, INDIA
Tel: +91 33 6766 1600

Pune
Floor 6, Building # 1
Cerebrum IT Park, Kalyani Nagar
Pune 411014, INDIA
Tel: +91 20 6763 3400

Bengaluru - Office 1
Floor 6, No. 5, Prestige Khoday Tower
Raj Bhavan Road
Bengaluru 560001, INDIA
Tel: +91 80 6815 0000

Delhi NCR - Office 1
The Palm Springs Plaza
Office No. 1501-10, Sector-54, Golf Course
Road, Gurugram 122001, INDIA
Tel: +91 124 281 9000

Hyderabad
1101/B, Manjeera Trinity Corporate
JNTU-Hitech City Road, Kukatpally
Hyderabad 500072, INDIA
Tel: +91 40 6814 2999

Mumbai - Office 1
The Ruby, Level 9, North West Wing
Senapati Bapat Marg, Dadar (W)
Mumbai 400028, INDIA
Tel: +91 22 6277 1600

Bengaluru - Office 2
SV Tower, No. 27, Floor 4
80 Feet Road, 6th Block, Koramangala
Bengaluru 560095, INDIA
Tel: +91 80 6811 1600

Delhi NCR - Office 2
Windsor IT Park, Plot No: A-1,
Floor 2, Tower-B, Sector-125
Noida 201301, INDIA
Tel: +91 120 684 8000

Kochi
XL/215 A, Floor 1, Krishna Kripa
Layam Road, Ernakulam
Kochi 682011, INDIA
Tel: +91 484 675 1600

Mumbai - Office 2
Floor 6, Raheja Titanium
Western Express Highway, Geetanjali
Railway Colony, Ram Nagar, Goregaon (E)
Mumbai 400063, INDIA
Tel: +91 22 6831 1600

Note: This publication has been carefully prepared, but it has been written in general terms and should be seen as broad guidance only. The publication cannot be relied upon to cover specific situations and you should not act, or refrain from acting, upon the information contained therein without obtaining specific professional advice. Please contact BDO India LLP to discuss these matters in the context of your particular circumstances. BDO India LLP and each BDO member firm in India, their partners and/or directors, employees and agents do not accept or assume any liability or duty of care for any loss arising from any action taken or not taken by anyone in reliance on the information in this publication or for any decision based on it.

BDO India LLP, a limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO is the brand name for the international BDO network and for each of the BDO Member Firms.

Copyright ©2020 BDO India LLP. All rights reserved.

Visit us at www.bdo.in

