TalkRoom
Webinar User Manual

BDO India

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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 user 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. Brief details like event name and date of the event are displayed.
Click on the particular webinar event. In this case, click on the 'BDO EnableGST Walkthrough' webinar.
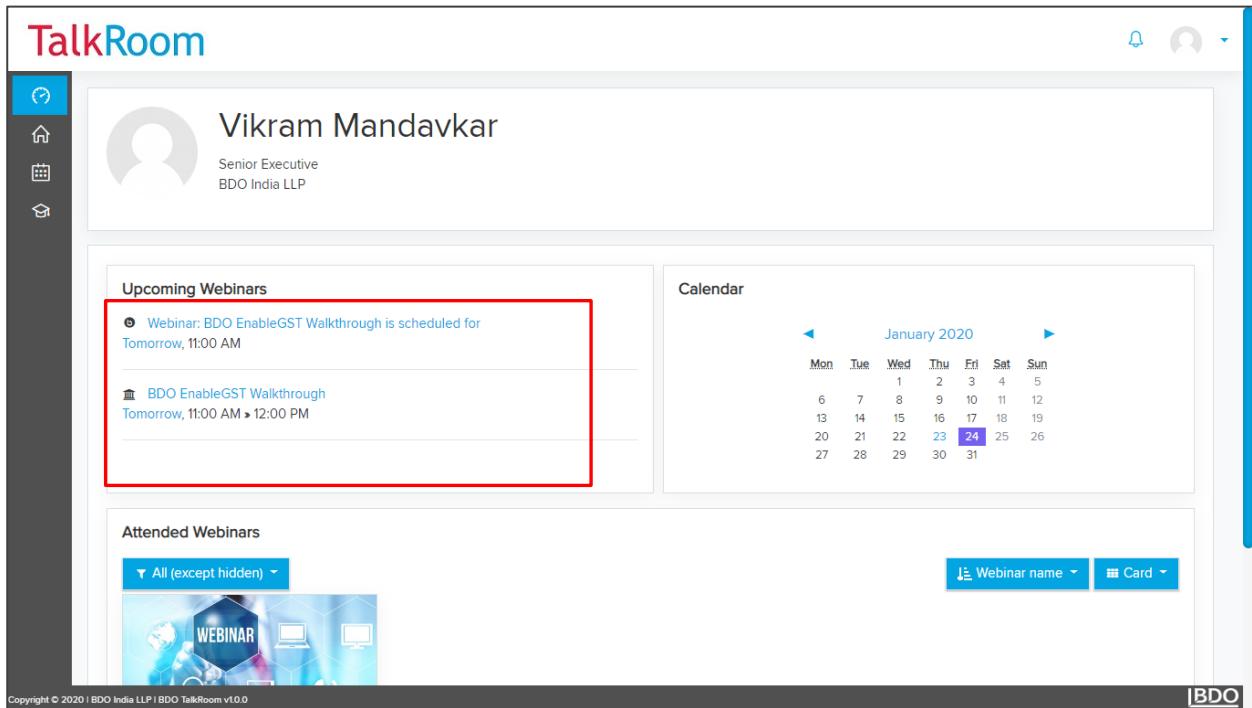

The webinar session screen will get displayed. Click on the 'Join session' button to join the webinar session. If the button is disabled, it means that the Speaker hasn't started the session yet. In that case, kindly contact the Speaker.
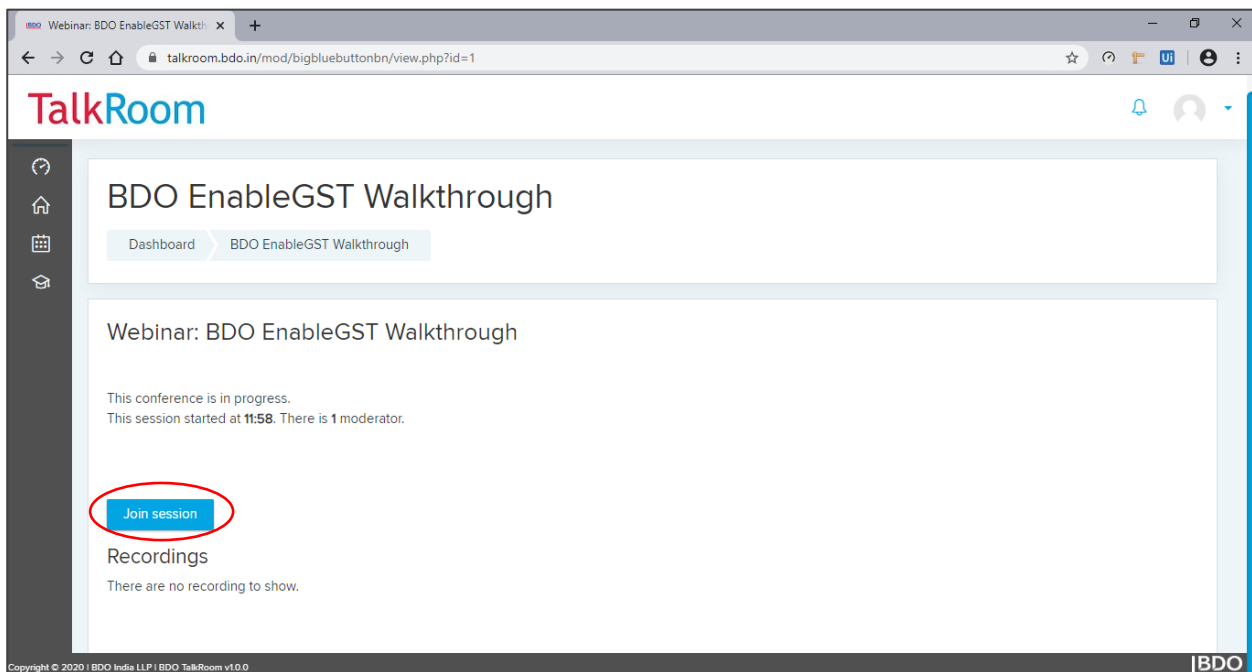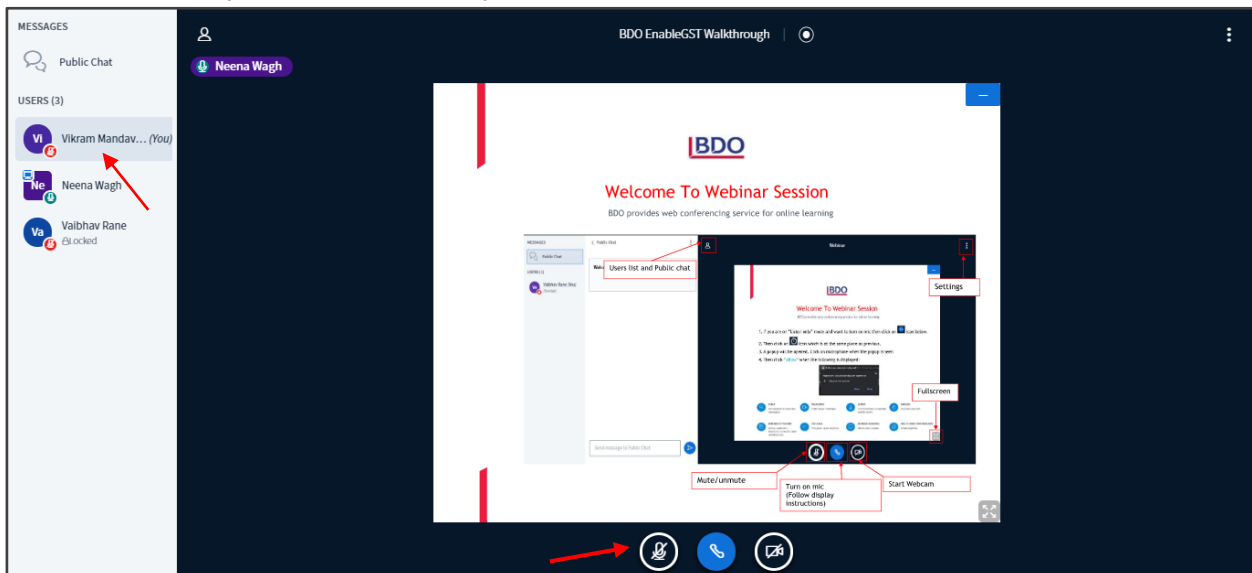
Webinar Session Starts:

The list of users in the webinar session is displayed on the left for reference. Speaker and Listeners are highlighted accordingly. The speaker can mute/unmute any user if needed. The Public Chat on the 'left top of the screen' is open for all users to post comments.
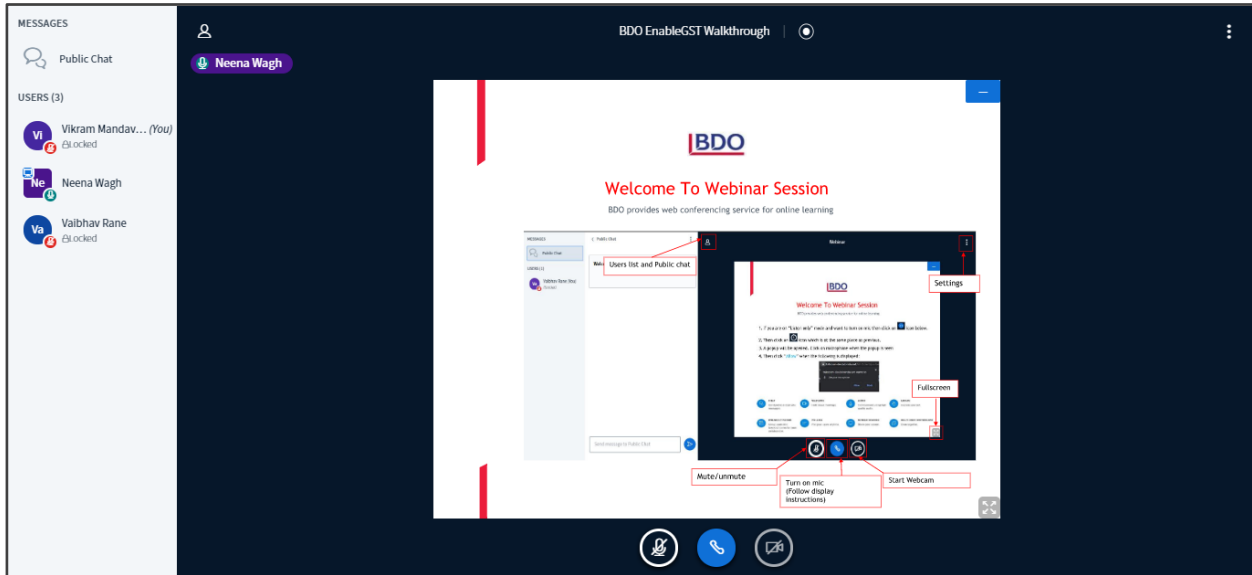
To avoid echo in webinar sessions, at the start of the webinar, all users should be locked and 'listen only' mode is activated except speaker.

If the speaker wishes to allow the user to speak in the webinar, they will unlock the user.

Then the user can see in the 'Users' panel that the lock icon has disappeared. The user needs to click the audio button on top to access the microphone.
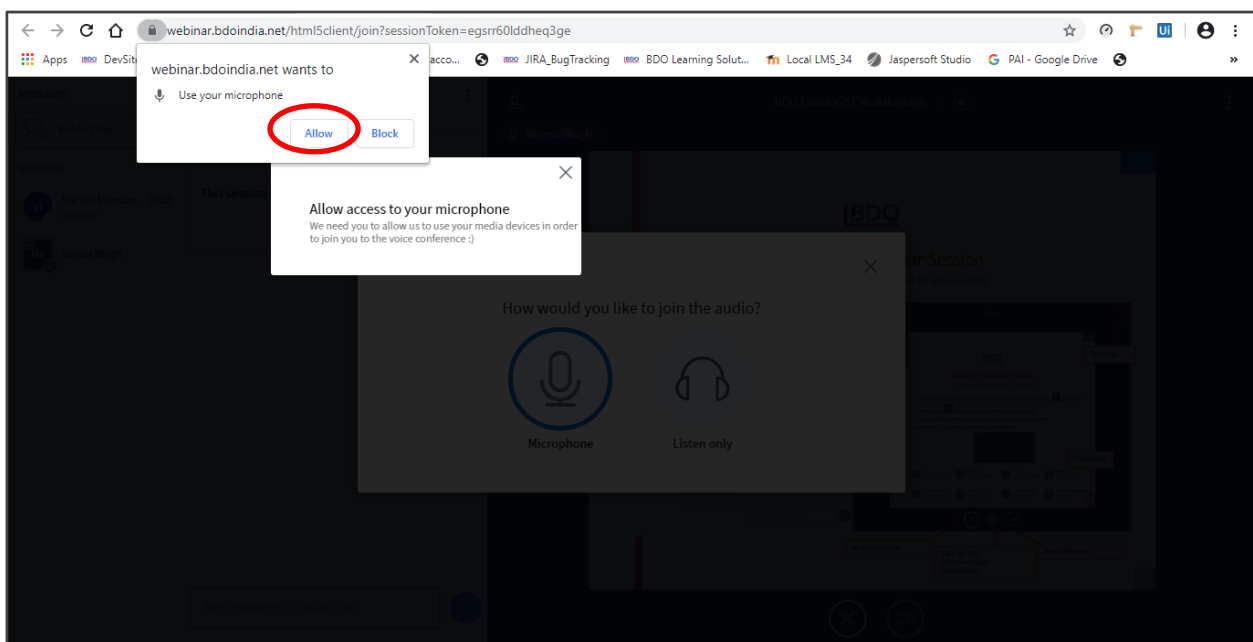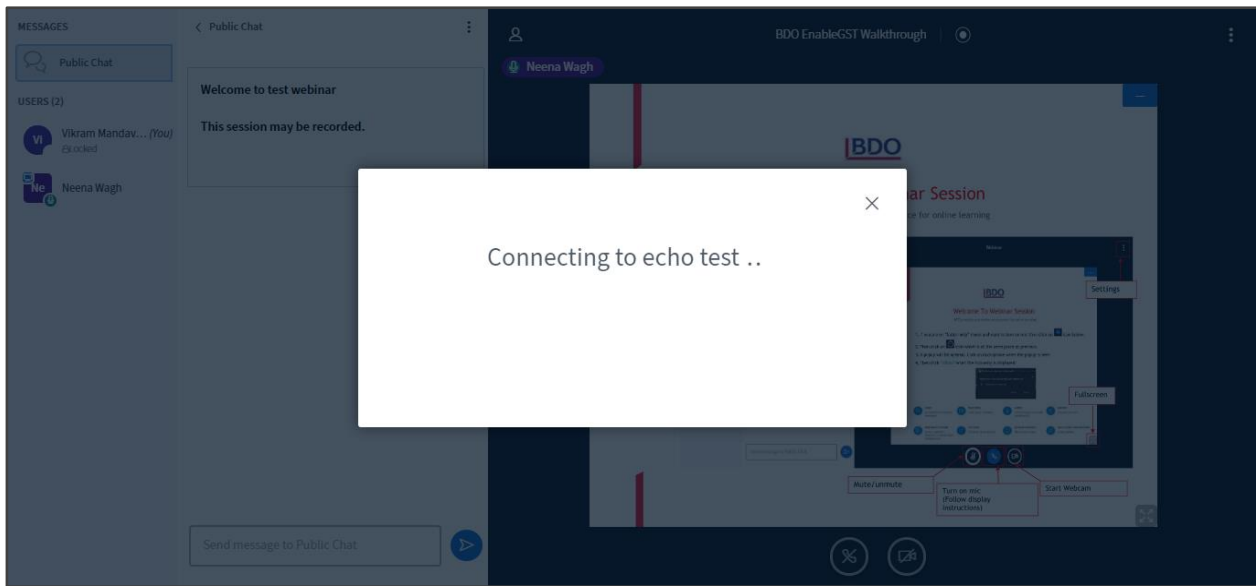
Microphone configuration:

Select Microphone to join the audio in webinar session. In case you are just listening to the session, click on the 'Listen Only' option.
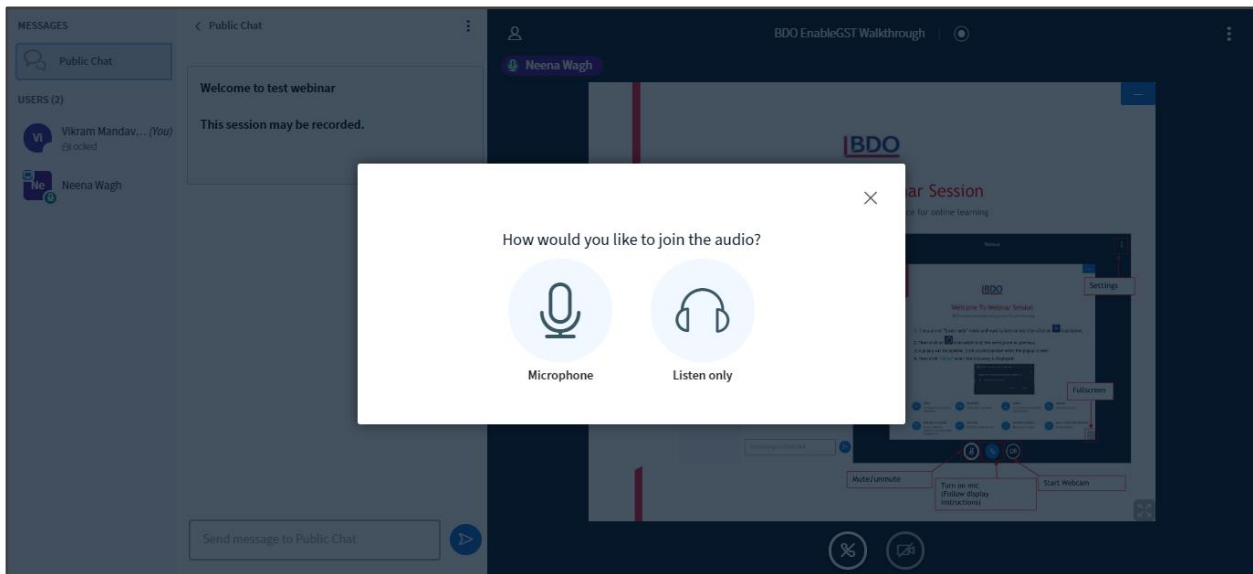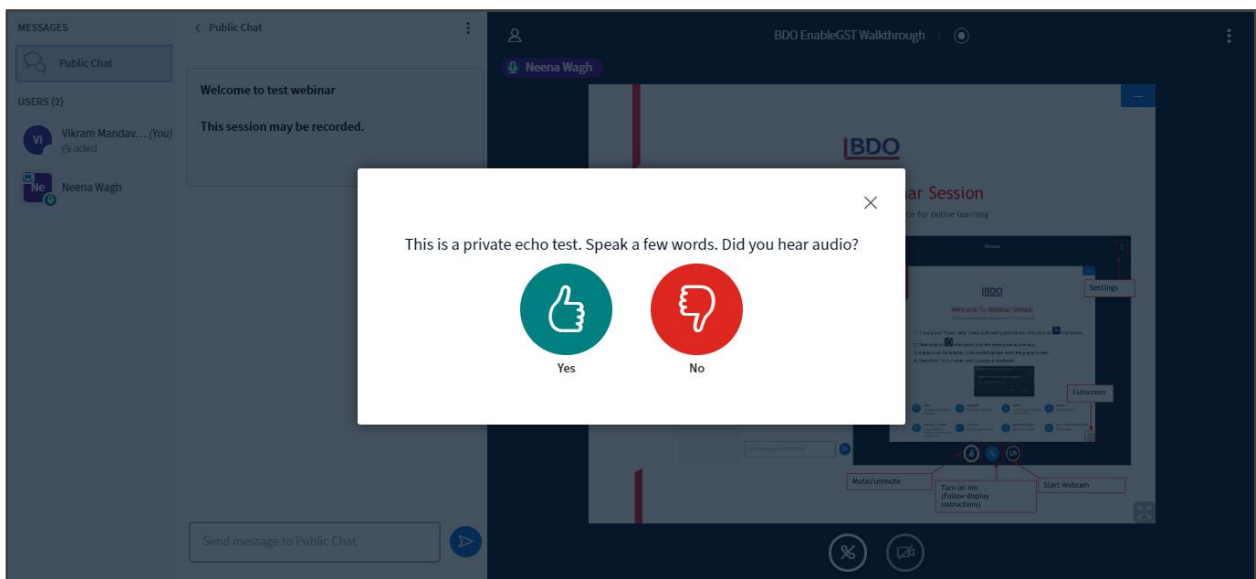

If you chose Microphone, then allow the application to access the microphone by clicking on 'Allow' in the pop-up.
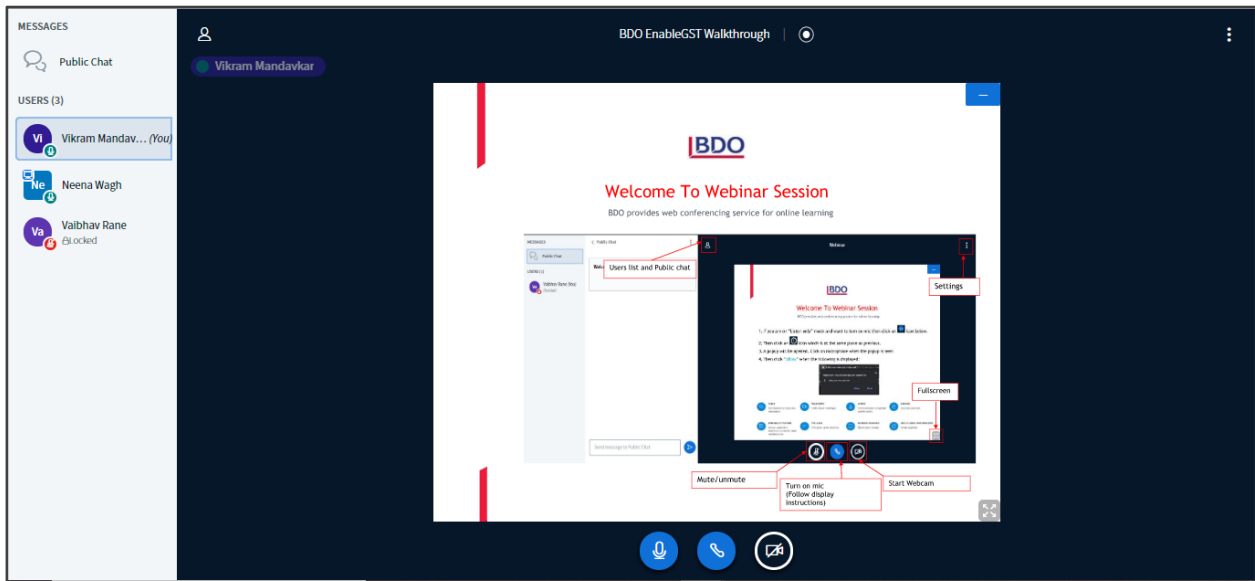
Follow the instructions mentioned on the below pop-up, if you are able to hear your audio then click on 'Yes', and if not then click on 'No' to test the 'microphone' and 'speakers'.

If the microphone setting is successfully done, you will see the webinar screen below.
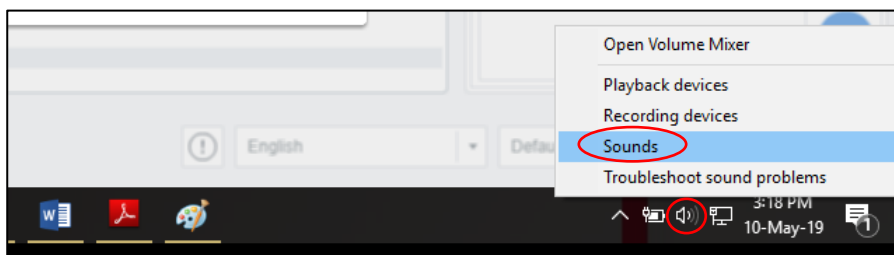

If the microphone is not working, then follow the steps mentioned in 'Setting up a microphone'

# 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.
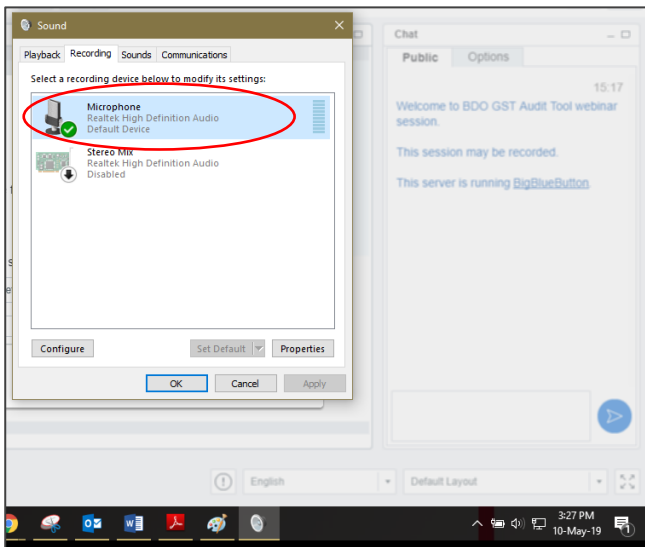
The Microphone Properties window will open. Go to 'Levels' tab and click on the sound icon to unmute the microphone in your system. Then click on 'Ok' to save your settings and retest your microphone in webinar session.
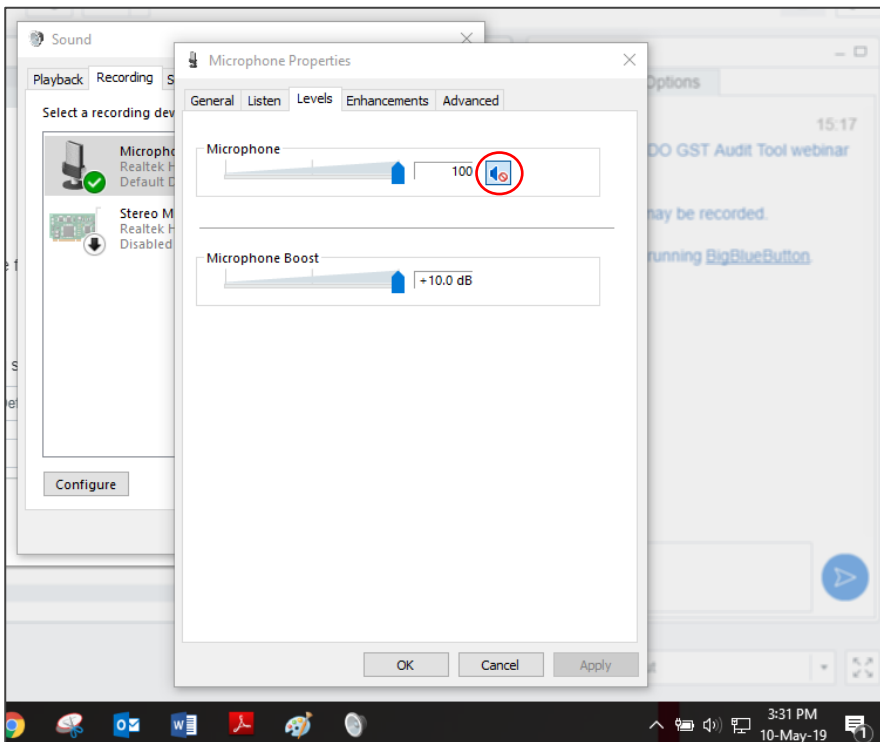
After this you can successfully access the microphone in the webinar session.

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