

How to import a meeting into QuaQua

Steps

Goal.....	1
What do you need?.....	1
Configure your QuaQua Meet & QuaQua Connect link.....	1
Set up your hardware	3
Export your meeting	3
Import your meeting into QuaQua	5

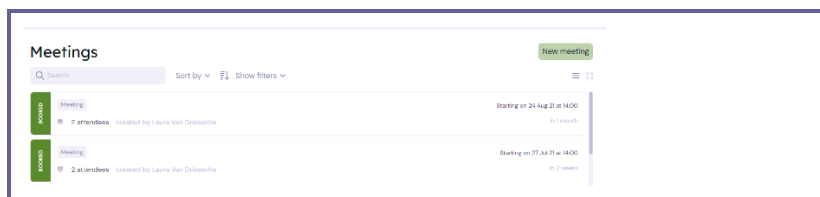
Goal

The goal of this manual is to help you import an online meeting, livestream or event into QuaQua. This allows the interpreters to work in the online QuaQua booths, while the participants are listening to the interpretation of the original meeting via QuaQua Connect.

What do you need?

- A QuaQua Booking account
- 2 PC’s or laptops with NDI Tools installed. [Download NDI Tools here](#) and install on both laptops. You will need NDI Screen Capture and NDI Virtual Input.
- 1 LAN Network switch with cabled internet connection
- 3 Ethernet cables

Configure your QuaQua Meet & QuaQua Connect link

	<p>Open QuaQua Booking and click on ‘New Meeting’.</p> <p>Set the timing of the meeting and add the languages.</p>
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BOOKED QuaQua Connect Board Meeting for QuaQua Save changes

Add languages

- × English (ENG)
- × Dutch (NLD)
- × French (FRA)

Max. number of users: 25

Max. number of active mics: 1

Conference mode: Open access

Require a pin code:

Allow open registrations:

Display extra user information: None

We recommend setting the max. number of active mics to 1 and to switch off 'Allow open registrations'.

Attendees (1)

Name	E-mail	Meeting role
Zoom Meeting	zoom@example.com	Chairperson

Add an attendee who will import your meeting or event. In this example, we'll import a Zoom Meeting.

Tip: use the chairperson meeting role

Interpreters (2) Import Add interpreters

Name	E-mail	A-Channel	B-Channel
Frank Simons	frank@simons.com	English (ENG)	Dutch (NLD)
Angela Putz	angela@putz.be	English (ENG)	Dutch (NLD)

Add your interpreters.

BOOKED QuaQua Connect Board Meeting for QuaQua

Select the number of listeners via QuaQua Connect. Choose 'None' when you do not use this option

100

100

500

1000 500

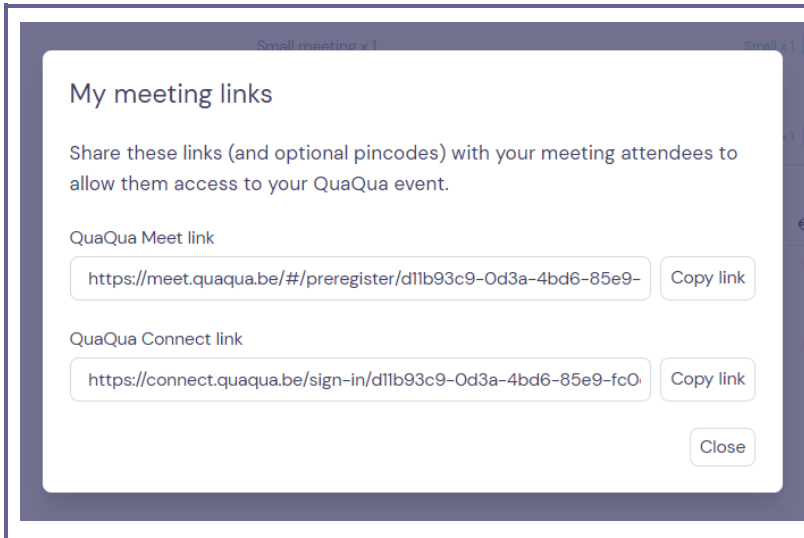
Require an e-mail address:

Require a pin code:

Pin code

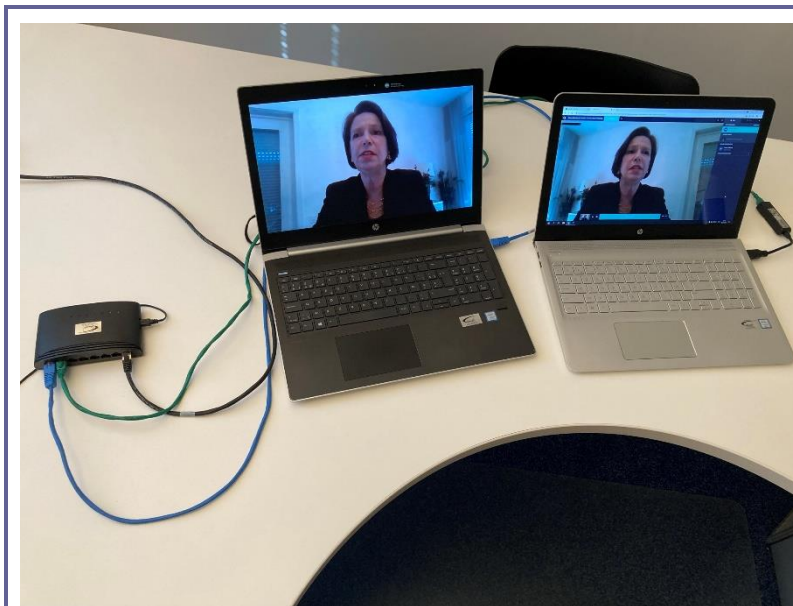
In the 'QuaQua Connect' menu, you are able to choose the max. number of listeners via QuaQua Connect.

You can also ask listeners to enter an email address or create a pin code to access QuaQua Connect.



Save your changes and check out to receive your QuaQua Connect and QuaQua Meet link.

Set up your hardware



Set up two laptops and connect both to an Ethernet switch.

Make sure that your switch is connected to the internet and that the internet connection on the laptops is connected to the network (no Wi-Fi!).



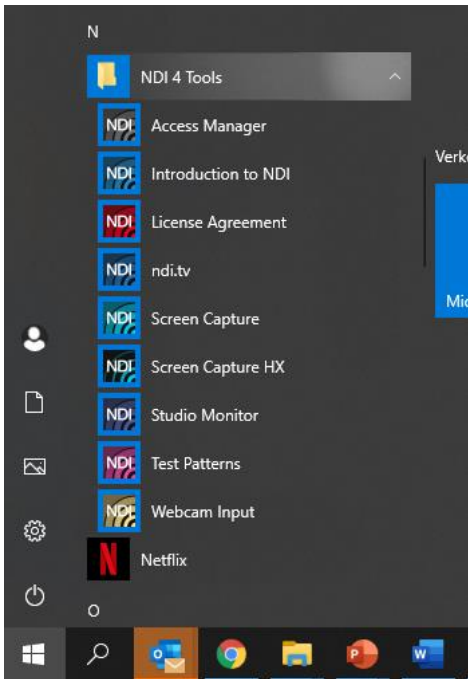
Both laptops are now connected to the internet on the same network. This is vital to import your meeting into QuaQua because NDI will use the network to transfer your meeting into QuaQua.

[Download NDI Tools here](#)

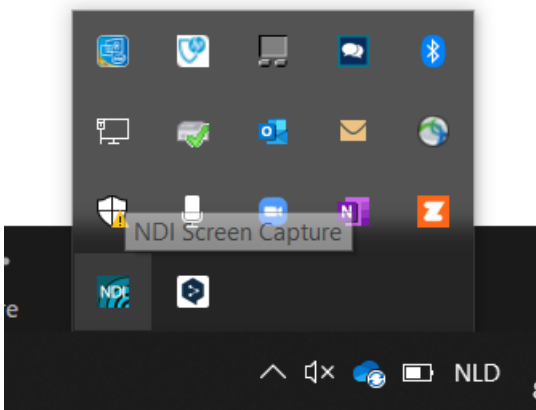
Export your meeting

Your online meeting will be exported to QuaQua by capturing the computer screen with NDI Screen Capture.

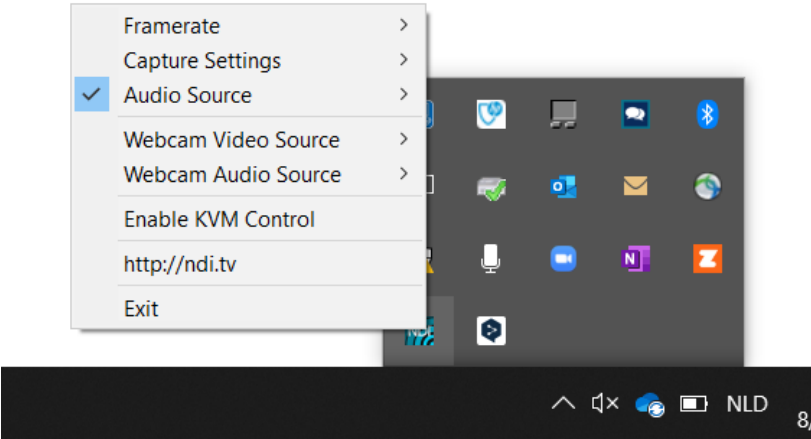
Open your online meeting on laptop No. 1.



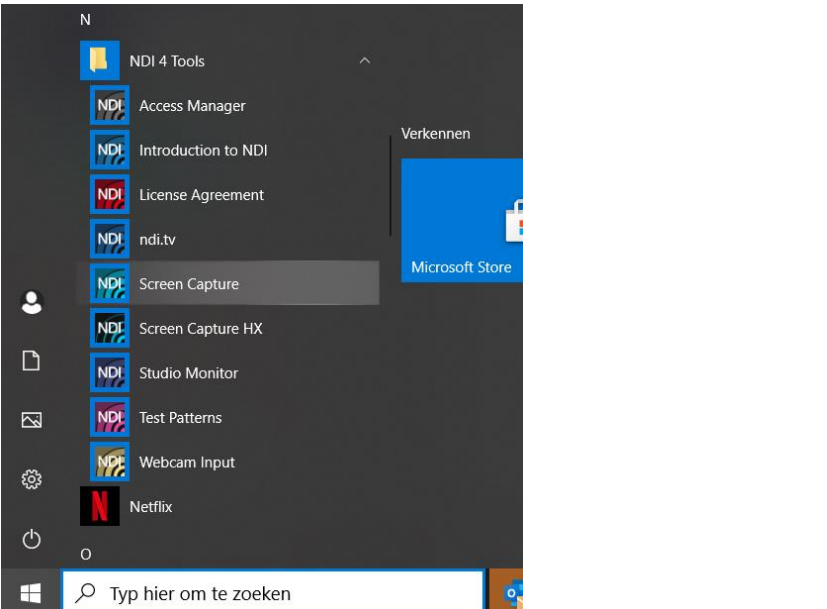
Open the Windows Start menu and scroll down to **'NDI Tools'**, click on the folder and select **'Screen Capture'**.


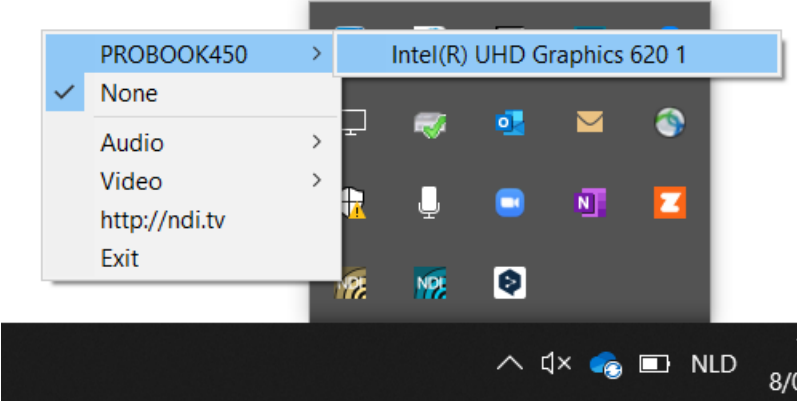
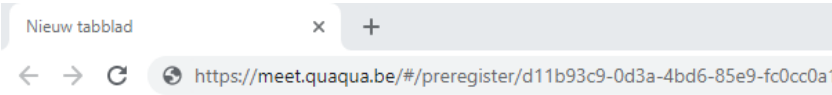
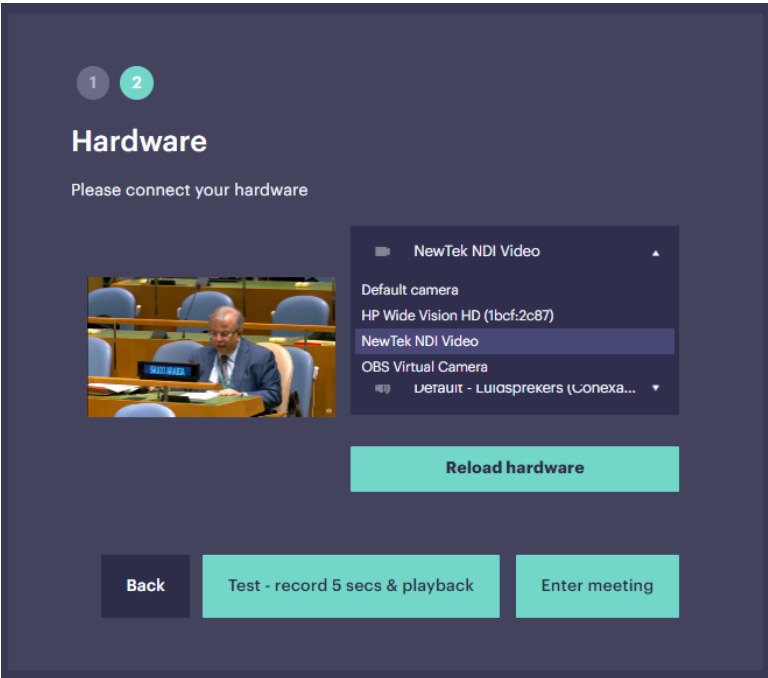


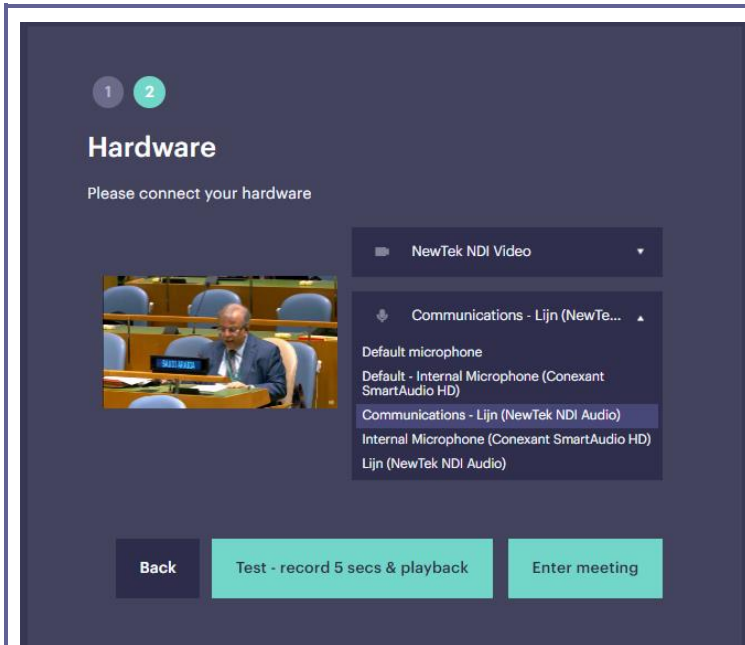
In the menu of the lower right corner of your screen, you'll see that the Screen Capture is now activated.

	<p>Next step: Configure your Screen Capture settings with a right mouse click on the blue icon. You'll see the following menu.</p> <p>Make sure to use these settings: Framerate: Use monitor frame-rate Capture Settings: None of the options Audio Source: System audio</p> <p>Webcam Video/Audio Source: None/silence</p>
<p>Remember: You're capturing your screen, so make sure the online meeting is completely visible on the screen.</p>	

Import your meeting into QuaQua

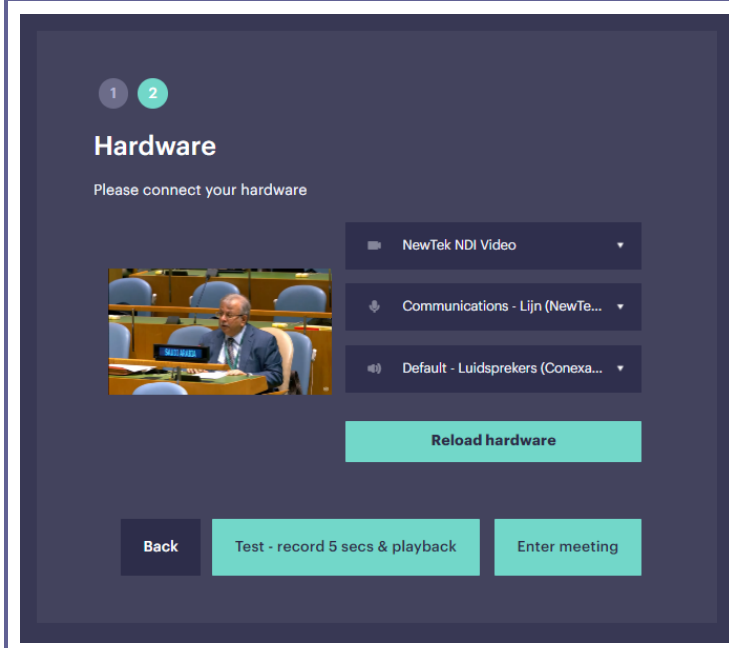
<p>Your online meeting will be imported into QuaQua by using NDI Webcam Input. That way, you create a virtual webcam that imports the video and audio of the screen capture you installed in the previous step.</p>	
	<p>Use laptop No. 2.</p> <p>Open the Windows Start menu and scroll down to 'NDI Tools', click on the folder and select 'Webcam Input'.</p>

	<p>In the menu of the lower right corner of your screen, you'll see that the Webcam Input is now activated.</p>
	<p>Next step: Choose your virtual input with a right mouse click on the yellow icon. You'll see the following menu.</p> <p>Select the right input: Laptop No. 1.</p>
	<p>Open your QuaQua Meet link in Google Chrome and log in by using the meeting email address you've added in QuaQua Booking. <i>In this example we used zoom@example.com.</i></p>
	<p>Proceed until you've reached the Hardware step.</p> <p>Select 'NewTek NDI Video' as your webcam.</p> <p>You'll see the screen capture of laptop No. 1 popping up.</p>



Select '**Line (NewTek NDI Audio)**' as your microphone.

This will send the audio of the original meeting to QuaQua.



Before you enter the meeting, you'll have selected the NewTek NDI Video/Audio options as your webcam and microphone.

You can also choose your default speakers.

For a short sample, click on the test button.

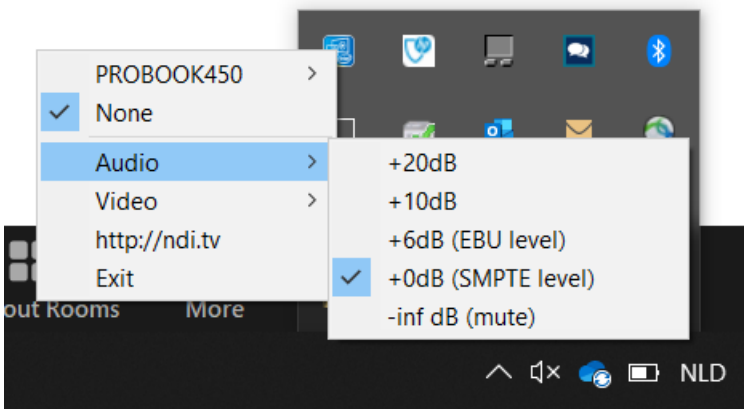
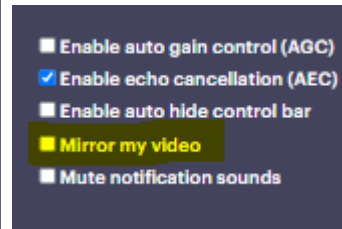
Not working? Click 'Reload Hardware' and select the inputs again.

Still not working? Check your connections and make sure you've followed all previous steps.



Once you've entered the meeting room, make sure to activate the microphone so the meeting audio is available for the interpreters.

The video of the original meeting will be mirrored but don't worry, because other participants and interpreters will see the original video. If you want, you can undo this by opening your settings and by deselecting "Mirror my video".



If you want to turn up the volume of the original meeting, adjust the microphone level in QuaQua. Or go to the 'NDI Webcam Input' and adjust the audio level.

