



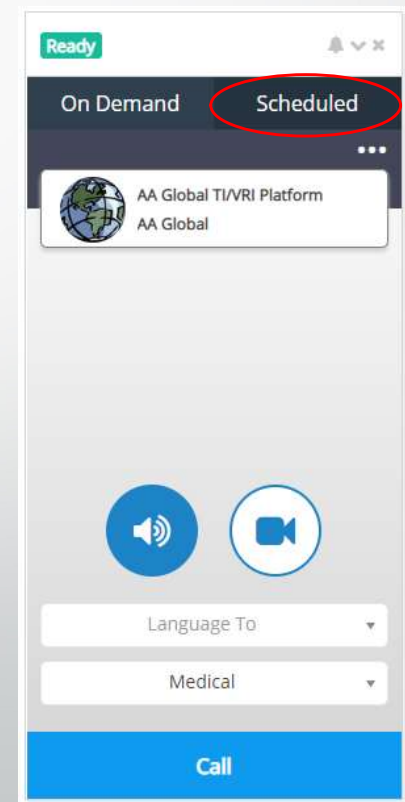
# AA Global Language Services Ltd.

Telephone & Video Interpreting Guide

Using the Portal

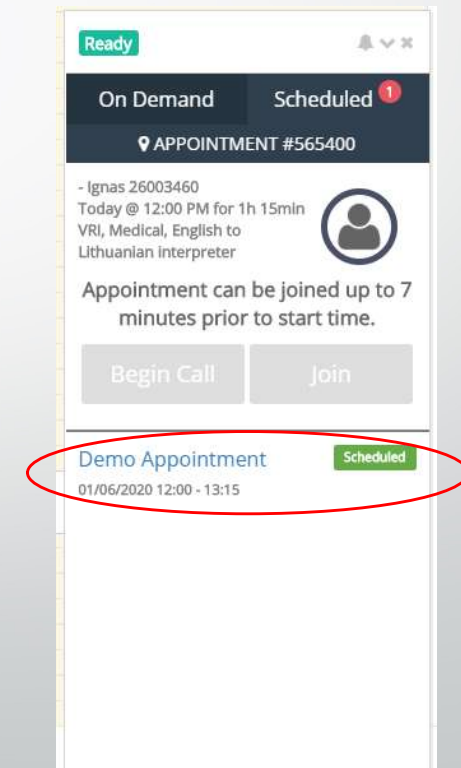
# Scheduled Service – Joining a booking

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- Step 2: Click “Scheduled”



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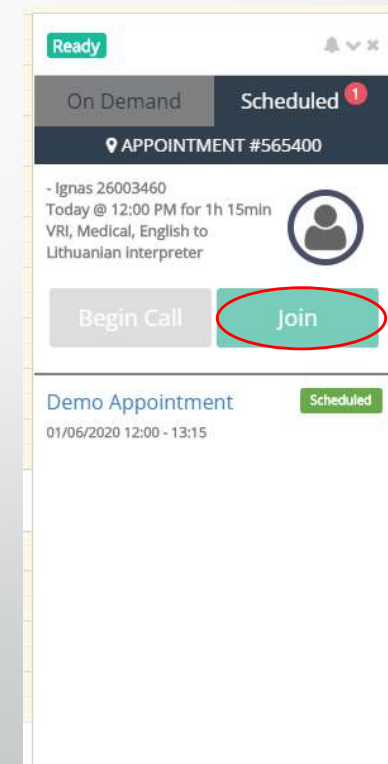
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- Step 3: Select the assignment you want to join from the list.
- Step 4: You can join the waiting room up to 7 minutes prior to the meeting by clicking “Join”
- Step 5: When you and the interpreter joins the waiting room you will be able to start the call by clicking “Begin Call”

The screenshot displays the AA Global Language Services interface. On the left, a 'Video Call' window shows a list of participants: 'Ignas 26003460 has joined the meeting' (6/1/20 11:54 am), 'Demo Account has joined the meeting' (6/1/20 11:54 am), and 'Appointment # 565400 has begun' (6/1/20 11:54 am). On the right, a 'Ready' pop-up window is visible, showing 'On Demand' and 'Scheduled' tabs, with 'Scheduled' selected. Below the tabs, it displays 'APPOINTMENT #565400' and details: '- Ignas 26003460 Today @ 12:00 PM for 1h 15min VRI, Medical, English to Lithuanian interpreter'. A red circle highlights the 'Begin Call' button, and a 'Leave' button is also visible. At the bottom of the pop-up, it shows 'Demo Appointment 01/06/2020 12:00 - 13:15' with a 'Scheduled' status. The background shows a calendar view with a 'Scheduled' button highlighted in green.