



Connect & Record Checklist

- ❑ **Open your Web Browser of choice; all modern browsers are supported. Please Note: iPads (iPadOS 15.2+) and iPhones (iOS 15.2+) are in Production Beta.**
- ❑ **Click your invite link within your web browser**
- ❑ **Grant permission to your Microphone and camera by clicking the Allow button within your web browser's prompt**
 - ❑ Permissions are critical to respecting your Privacy
 - ❑ [Article](#) to help grant permissions within your web browser & computer's OS Security Settings, if needed
- ❑ **Select the Microphone, Headphones, & Camera that you'd like to use in the Session - defaults are typically fine**
 - ❑ Microphones are critical, Headphones are ideal, & Cameras are optional but help with non-verbal communication
 - ❑ [Article](#) to help select Microphone, Headphones, & Camera within your computer's Sound Settings, if needed
- ❑ **Click on the Join Session Button**
 - ❑ If the Join Session Button is Disabled
 - ❑ Verify that Permissions are Allowed & Refresh the page
 - ❑ Restart your web browser, computer, & or network router
 - ❑ Test Equipment and Connection in the greenroom and adjust setup if needed.
 - ❑ Contact SquadCast Support by clicking on the Get Help button
 - ❑ Contact your IT team, if available, to work with us directly
- ❑ **If you are connected but are having trouble hearing or seeing anyone**
 - ❑ Verify/adjust your own Microphone, Headphones, & or Camera selection within the 3 dot menu near the top right of your video
 - ❑ Ask that participant to please verify/adjust their Microphone, Headphones, & or Camera within the 3 dot menu near the top right of their video
 - ❑ If equipment is unplugged or plugged in, refresh the page
- ❑ **Click the Record button near the bottom center after everyone is connected**
 - ❑ Enjoy your interview & click Stop when you are finished
 - ❑ If anyone disconnects while recording, everyone will Stop recording automatically, Refresh & click Start once everyone is reconnected
- ❑ **If you recorded & your primary file is incomplete or missing, no worries**
 - ❑ We automatically record backups of the entire conversation that you can access after a few minutes within the session on your Dashboard