USER GUIDE

How Read-Live works

A step-by-step guide for hosts, and a short one for everyone in the audience.

One microphone, every language

The speaker talks into a microphone on the host's phone or laptop. Read-Live writes down what is said, translates it sentence by sentence and sends it straight to everyone following the talk — on their own phone or on a big screen in the hall.



From the microphone to every phone and the big screen.

Microphone

The host's phone or laptop hears the speaker and controls the session.

Phones

Every listener reads the live translation in the language they choose.

Big screen

A TV or projector shows up to four languages side by side for the whole room.

Read-Live itself is available in English, German, Bosnian, French, Turkish and Arabic. Talks can be translated into 25 languages.

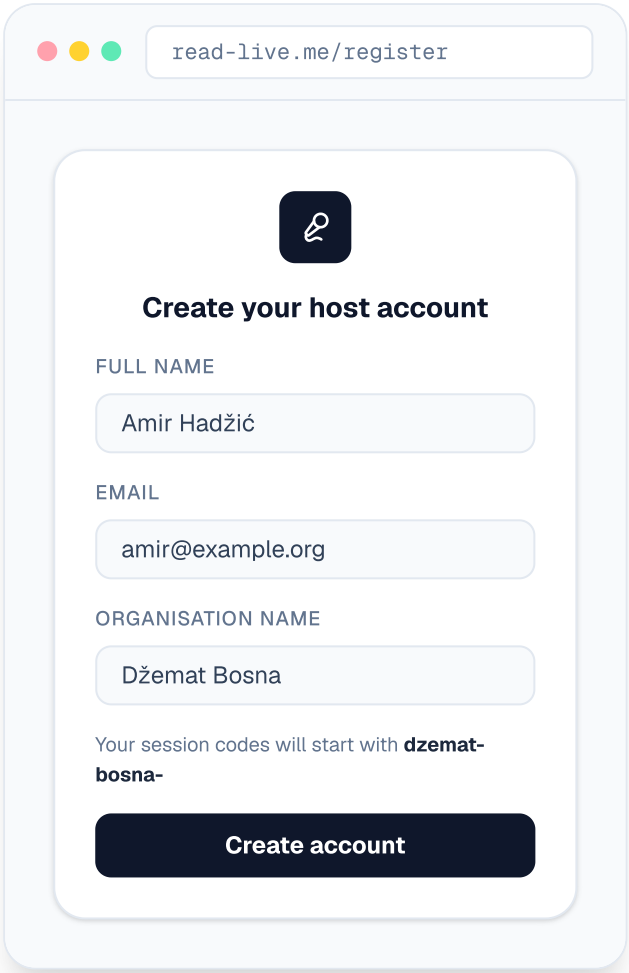
For hosts

Everything you need to run a translated talk — from your account to the summary afterwards.

1 Create your account

Sign-up takes two minutes. Your account is ready at once; nobody has to approve it.

1. Open read-live.me and click **Create a free account** (or **Sign up** at the top of the page).
2. Enter your name, your e-mail address and your organisation — for example the name of your mosque or association — and a few words about how you will use Read-Live. Then click **Create account**.
3. Open the e-mail from info@read-live.me and click the link. It confirms your address and lets you choose your password. The link works once and is valid for 7 days.
4. Sign in with **Log in** on the home page. You arrive on the microphone page, ready for your first talk.



The sign-up form.

ⓘ Your organisation gets its own prefix for session codes, for example dzemat-bosna-, and every session code of your organisation starts with it. New accounts receive free starter credits. If you have a promo code, enter it in the sign-up form.

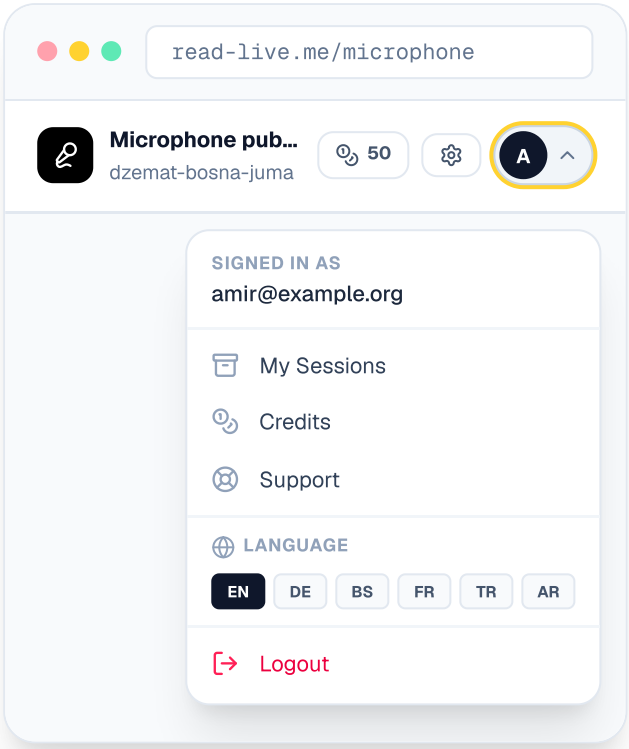
No e-mail? Check your spam folder, or ask for it again on the sign-in page.

2 The microphone page at a glance

Your talks run here. At the top of the page you find:

- **Status** — Idle, Connecting… or Live: you always see whether the microphone is on air.
- **Credits** — your balance. Click it to top up.
- **Settings** — switches between the live view and the settings of your session.
- **Your account menu** — the round button with your initial: My Sessions, Credits, Support, the app language and Logout.

> During a talk, pages from the menu open in a new tab, so the talk is never interrupted. The app language can be changed once the microphone is off.

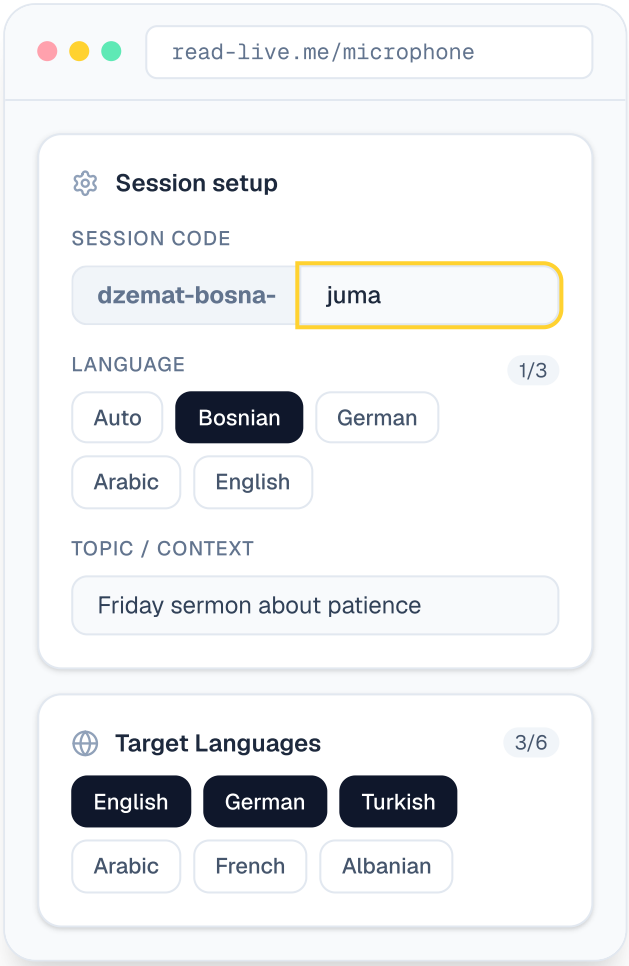


The top of the microphone page, with the account menu open.

3 Prepare your session

Click **Settings** before the talk. What you choose is saved to your account and is still there next time.

- **Session Code** — your organisation's prefix plus a word of your choice, for example juma or ramadan. Use small letters: this is the code your audience scans or types.
- **Language** — what the speaker speaks. Choose up to three languages if the speaker switches between them, or Auto if you are not sure.
- **Microphone** — the microphone or sound card that hears the speaker.
- **Topic / Context** — a few words about the talk, for example “Friday sermon about patience”. They help with names, special terms and the summary.
- **Target Languages** — up to six languages your audience reads. You can change them during the talk; the next sentence follows the change.
- **Translation engine** — best left on the server default. The labels say which model is fastest or most accurate; the cost shows how quickly it uses your credits.

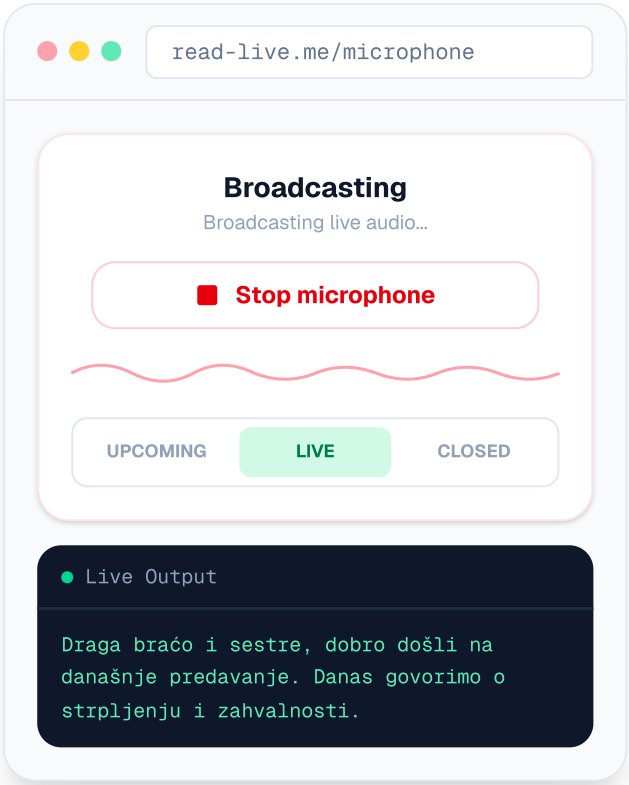


Settings: session code, spoken language, topic and target languages.

Keep the same session code every week, for example juma: the QR codes you have printed keep working.

4 Go live

1. Click **Start microphone** and allow the microphone when the browser asks.
2. Speak as usual. The Live Output panel shows what was heard. Each sentence is translated as soon as it is complete, so your audience reads whole sentences.
3. Use **Session Status** to tell the audience where you are: Upcoming shows “Starting Soon”, Live means the talk is on, Closed tells them it is over.
4. Click **Stop microphone** when the talk ends.



During a talk: Stop, the session status and the live output.

Keep the microphone page open and the device charged while you are live. Read-Live keeps the screen awake where the browser allows it.

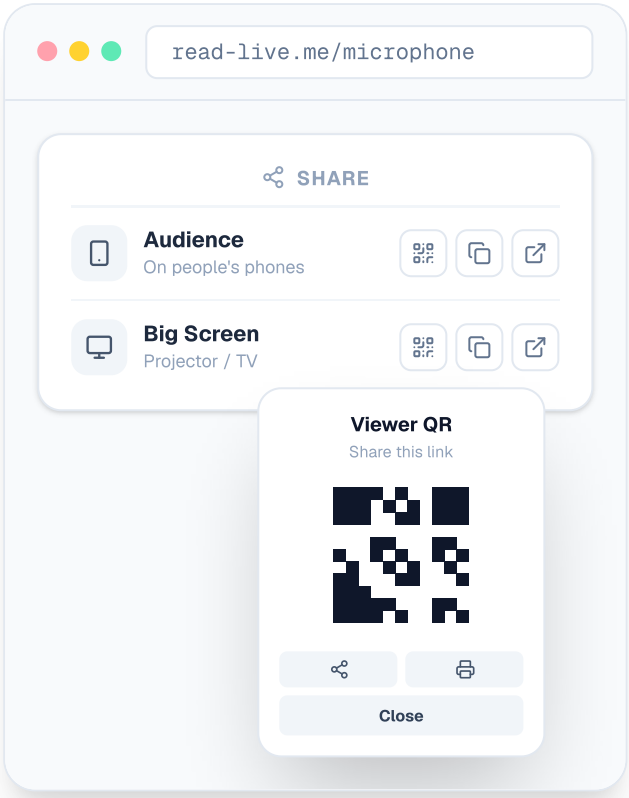
Session reset clears the text for everyone and starts the session afresh — handy after a test. It cannot be undone and does not ask first.

5 Share with your audience

The **Share** card on the microphone page has two rows:

- **Audience** — for people's phones. **Show QR** opens a QR code to show or print, **Share link** sends the link by WhatsApp, e-mail and so on, and the last button opens the page yourself.
- **Big Screen** — the same for the TV or projector in the hall: open this link on the computer connected to the screen.

> Print the QR code — or the attendee leaflet that comes with this guide — and put it up at the entrance, so people can join before the talk begins.

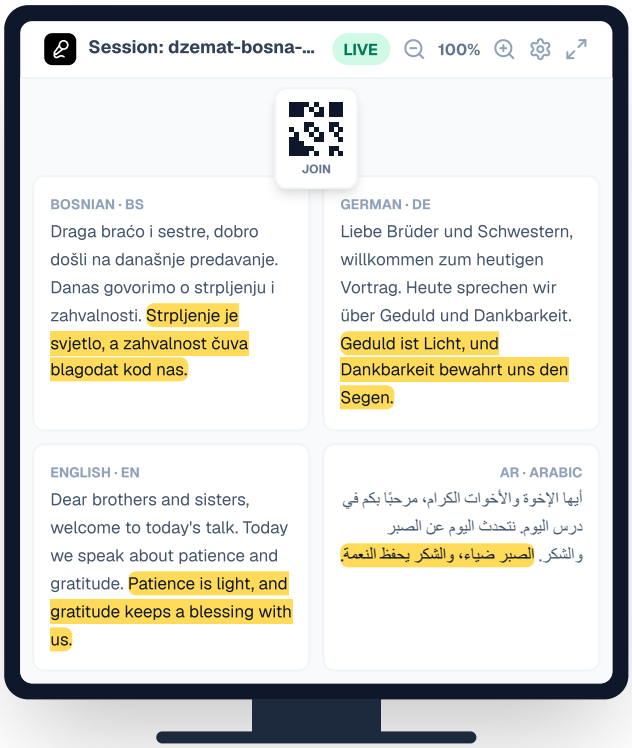


The Share card and the viewer QR code.

6 The big screen

Open the **Big Screen** link on the computer connected to the TV or projector and switch to full screen.

- Up to four languages side by side. At first the screen shows your session's languages; the gear button lets you choose others.
- Make the text bigger or smaller with – and + until it is easy to read from the back row.
- A small **Join** QR code at the top lets latecomers join on their phones. You can switch it off with the gear button.
- These choices are remembered on that computer.

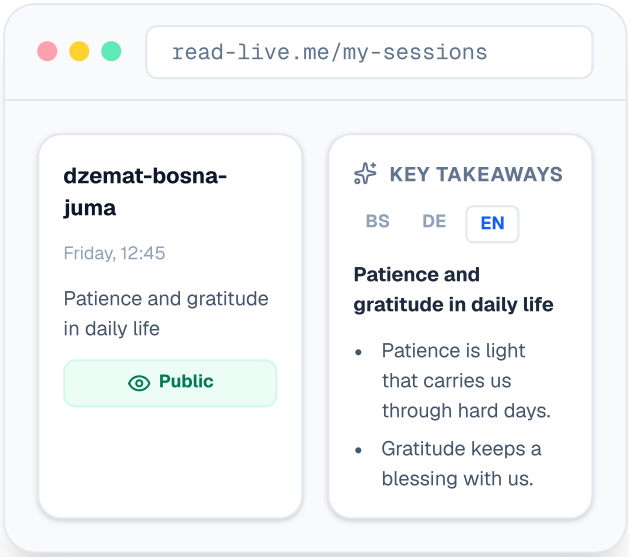


The big screen with four languages and the join QR code.

7 After the talk: Key Takeaways

When you click **Stop microphone**, Read-Live writes the Key Takeaways — a short summary of the talk — in each of your languages. This happens on the server: you can lock your phone or close the app.

- Your audience sees the Key Takeaways on their phones and on the big screen as soon as they are ready.
- Each talk is kept under **My Sessions** with its summary and the full transcript. You can search, open and delete talks there.
- You also receive the Key Takeaways by e-mail, in the language of the microphone page. If you do not want them, untick **E-mail me the Key Takeaways after each talk** under **Settings**.
- Saved talks are private. Switch one to Public to show it on the Archived Sessions page and share its link.
- Talks of only a few sentences get no summary. If you need the summary again later, use **Create Key Takeaways now** on the microphone page.

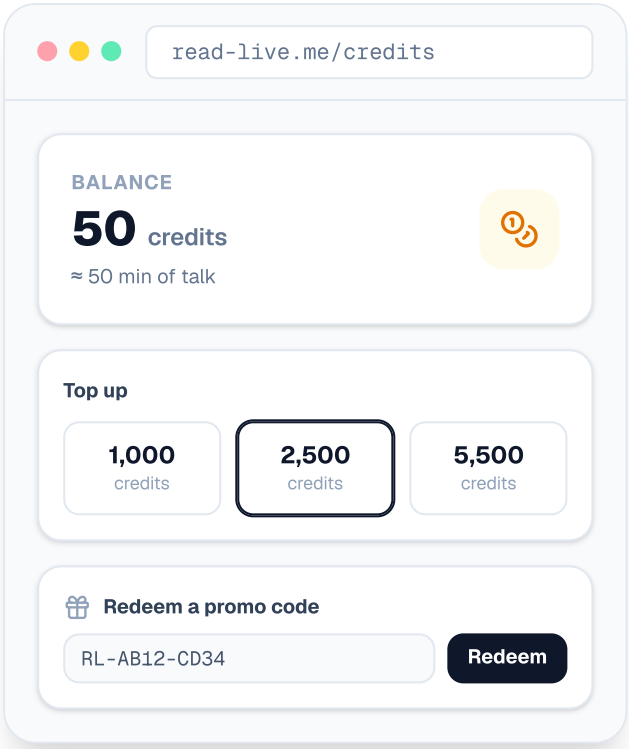


A saved talk and its Key Takeaways.

8 Credits

Talks use credits: listening and writing down by the minute, translation and the summary by what the AI really costs. Your balance is shown at the top of the microphone page.

- The **Credits** page shows your balance, roughly how many hours of talk it covers and what each talk used.
- **Top up**: choose a pack and pay by card through Stripe. The invoice comes by e-mail, and you can download it again at any time from the history on the Credits page.
- A warning appears when your credits run low. If they run out during a talk, the talk stops a little later — the Key Takeaways are still written.
- Have a promo code? Enter it under **Redeem a promo code**.
- Mosques, churches and non-profits can ask not to be charged: fill in **Mosque, church or non-profit?** on the Credits page. Once approved, your organisation uses Read-Live for free.

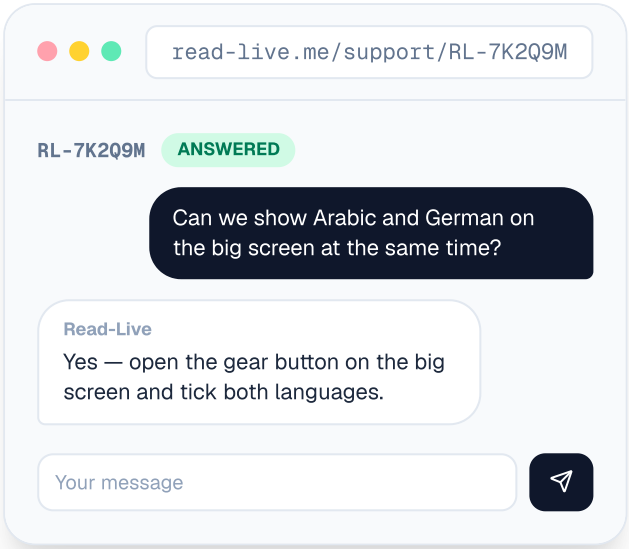


The Credits page: balance, packs and promo code.

9 Help and support

Choose **Support** in your account menu.

1. Write a **New request**: what it is about, a subject, your message — and the session code if it concerns one talk.
2. You receive a reference such as RL-7K2Q9M and a confirmation by e-mail.
3. Our answer comes by e-mail and appears under **Your requests**. Open the request to read the whole conversation and to reply.



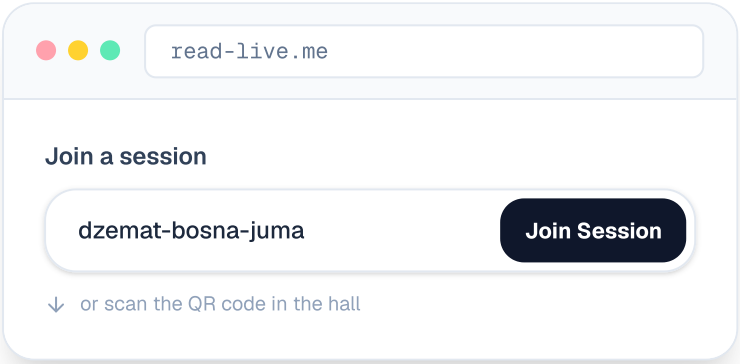
A support request and its conversation.

For the audience

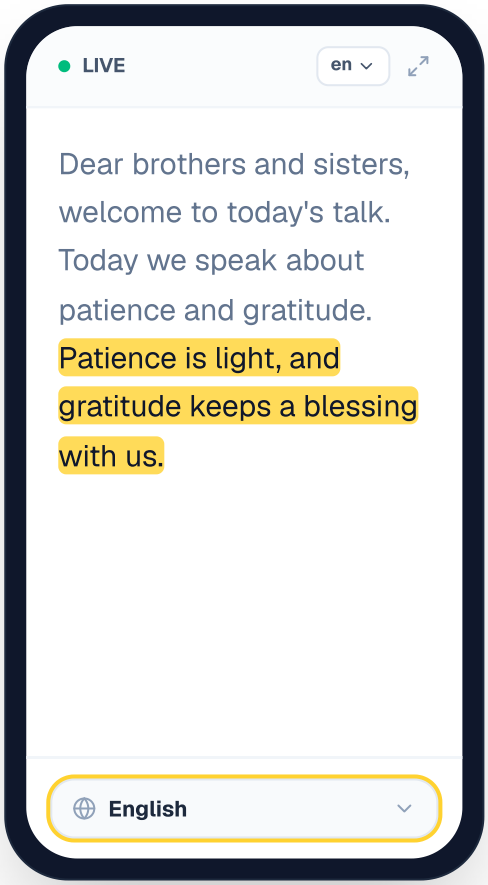
No app and no account needed — a phone with a browser is enough.

Join the talk

1. Scan the QR code in the hall with your phone's camera.
2. Or open read-live.me and type the session code under **Join a session**.



Joining with the session code on read-live.me.



The live translation on a phone.

Read along

- Choose your language at the bottom of the screen. Your phone remembers it.
- New text appears highlighted in yellow and fades as you read; the page follows the speaker by itself.
- Scrolled up to read something again? Tap **Jump to live** to return.
- The full-screen button at the top shows nothing but the text.
- Before the talk you see “Starting Soon”. The text appears as soon as the speaker begins.

After the talk

When the talk ends, the Key Takeaways appear on your phone: the main points and memorable quotes. **Show full transcript** brings back the whole text.

Translations are made by AI. They are very good but not perfect; the speaker's own words remain the reference.

Tips for the best result

- Keep the microphone close to the speaker and away from loudspeakers. A clip-on microphone or a feed from the mosque's sound desk works best.
- Use a stable internet connection — good Wi-Fi or mobile data — on the microphone device.
- Plug the microphone device in for long talks and keep the microphone page in front.
- Choose only the languages your audience needs.
- Do a short test before the talk, then use **Session reset** to start clean.

Still have a question?

Hosts write to us from Support in the account menu. Everyone can use the contact form on the home page or write to info@read-live.me.

The latest version of this guide is always at read-live.me/how-it-works.