## Speaker Technical Troubleshooting



If you are experiencing technical difficulties, read through <u>these instructions from Accelevents</u>. If you're still having trouble, try this:

## In your browser

- Be sure you are accessing Accelevents using Google Chrome.
  - If you are using Google Chrome and still experiencing an issue, you can try Firefox or Safari. Do not use Internet Explorer.
  - If you do try another browser, you must log out of Accelevents and close all tabs in the first browser before opening another browser.
- Be sure your browser is up to date and doesn't have any outstanding updates.
  - o <u>Instructions for Google Chrome</u>
  - o <u>Instructions for Firefox</u>
  - o Instructions for Safari
- Be sure you only have one tab of Accelevents open in your browser. You cannot be in the backstage studio of your session while also having a tab open for the front end of the conference.
- Refresh the page and/or log out of Accelevents and log back in.
- Access Accelevents in an incognito or private window in your browser.
  - o Instructions for Google Chrome
  - o Instructions for Firefox
  - o Instructions for Safari
- Clear your browser's cache and cookies
  - <u>Chrome</u>: Settings > Privacy and security > Clear browsing data > Clear data
  - <u>Firefox</u>: Options > Privacy and security > Clear data > Clear
  - Safari: Command ( $\mathbb{H}$ ) + Alt + E
- Check your internet connection/speed
  - Go to <u>speedtest.net</u>. Internet speed must be at least 5mbs.
- Disable any firewalls (e.g. malware, AVG)
  - o Instructions for Microsoft
  - o <u>Instructions for Apple</u>

## Audio/Video Troubleshooting

- Enable the camera and microphone in your browser
  - o Instructions for Google Chrome
  - o Instructions for Firefox
  - o <u>Instructions for Safari</u>
- Be sure the camera and/or microphone are not being used by another application.
  - o Close all other applications especially Microsoft Teams and Zoom.
- Enable pop-ups in your browser
  - o Instructions for Google Chrome
  - o Instructions for Firefox
  - o Instructions for Safari
- Adjust browser security settings
  - o <u>Instructions for Google Chrome</u>
  - o <u>Instructions for Firefox</u> Firefox: Options > Privacy and security > Browser privacy > Standard
  - o <u>Instructions for Safari</u>

## **In Accelevents**

- If you are having trouble with your audio/video, log out of Accelevents and log back into the backstage studio, this time choosing a different microphone or audio input/output.
- Once inside the backstage studio, allow or adjust your browser's audio/video settings by clicking "Settings" on the left side and then change your microphone and camera under "Device Switcher."