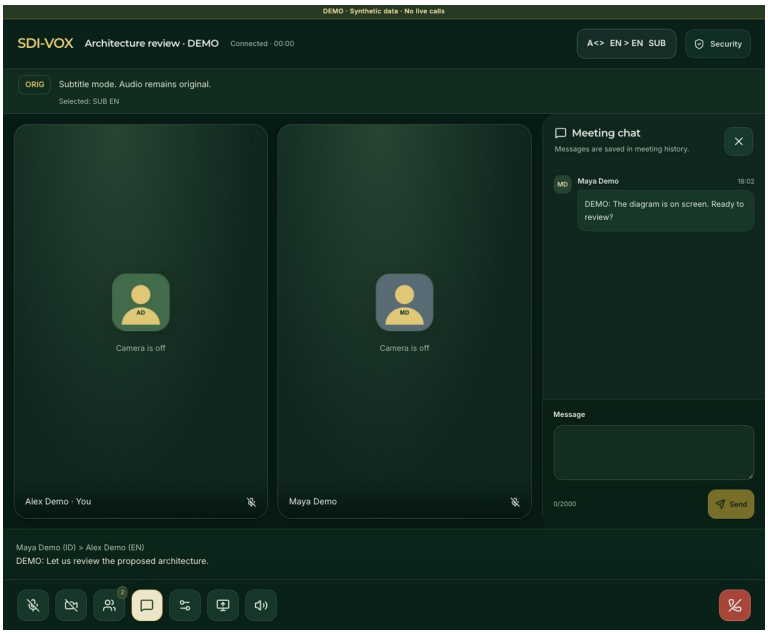
SDI-VOX WEB

# SDI VOX WEB
# User guide

## From first sign-in to meetings and consent settings

English browser edition for meetings, call scheduling and account settings

English edition v79 • Updated 23 October 2026




Meeting chat and controls. DEMO screen: participants, data and media are synthetic; this is not a live call.

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This guide covers SDI-VOX WEB only. If this is your first visit, start with sections 1 to 4; review sections 9 to 11 before using translation or recording. Screens marked DEMO show synthetic participants and example states, not proof of live service availability. Follow the actual availability and consent messages in the application.

# 01 Getting started

SDI-VOX WEB lets signed-in users meet in a browser, speak and share video, present a screen to admitted participants, and exchange meeting messages. Translation features depend on the processing service, supported language and each speaker's consent. This guide takes you through the account and meeting controls without assuming that every service is currently available.

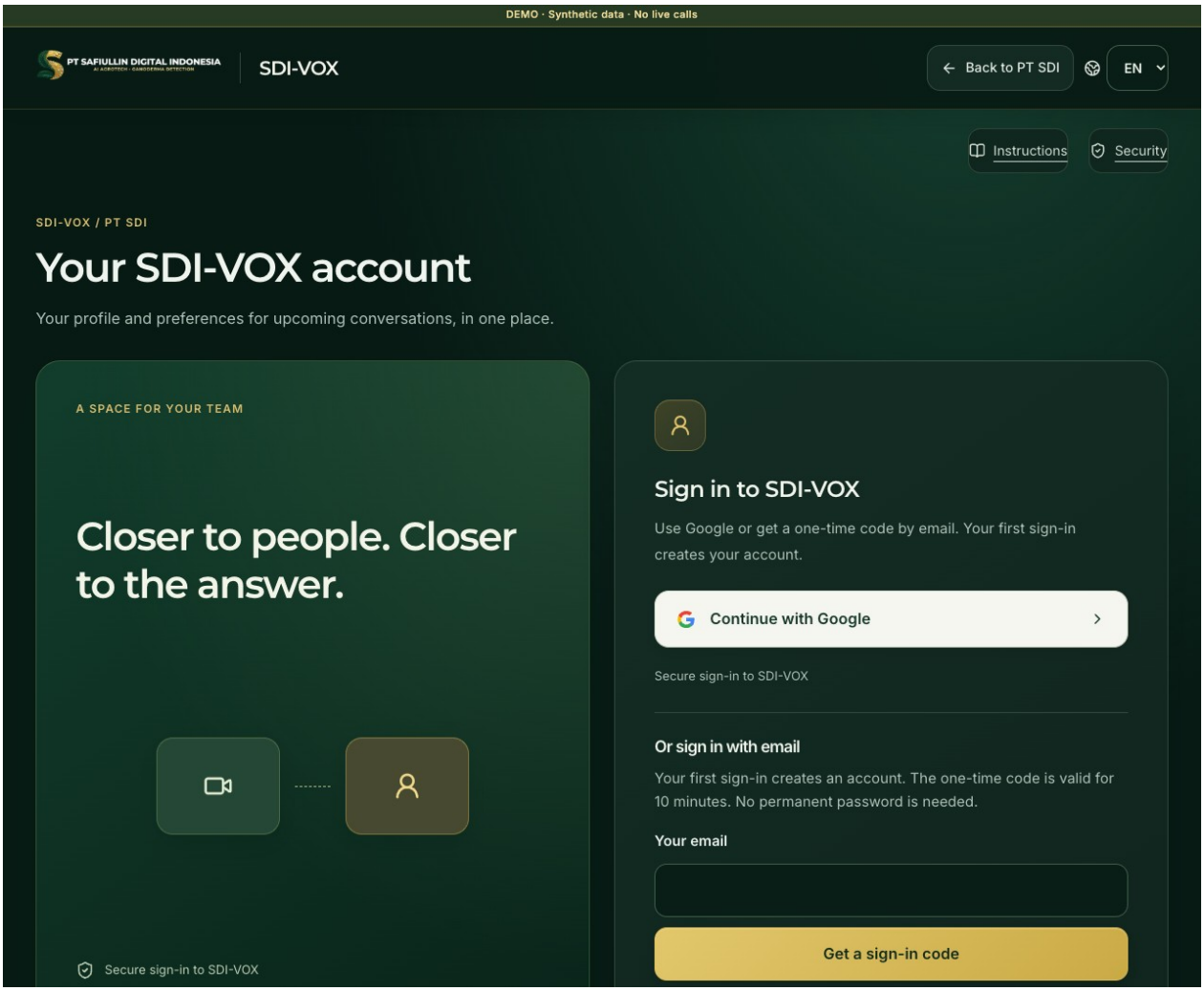
1. Open the English product page. You can view the public information before creating an account.
2. Choose the interface language: English, Russian or Indonesian. The language of the interface is separate from the language you speak or want to hear in a meeting.
3. Open the account area and check the availability messages before choosing a sign-in method.
4. Read the privacy information and terms before continuing.

The animated conversation on the product page is an illustration, not a live call. Account access, Google sign-in, email sign-in and meetings may have different availability. A visible control does not confirm that its supporting service is ready. This guide covers the browser application and does not describe a native app.

Open SDI-VOX WEB

Open the English account area

Instructions before registration




Before sign-in, with access to Instructions and Security. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 02 First sign-in and account creation

Your account is created automatically after your first successful Google or email sign-in. You do not need to create a permanent SDI-VOX password. Use the same browser tab throughout sign-in, particularly when you arrived through an invitation.

## Using Google

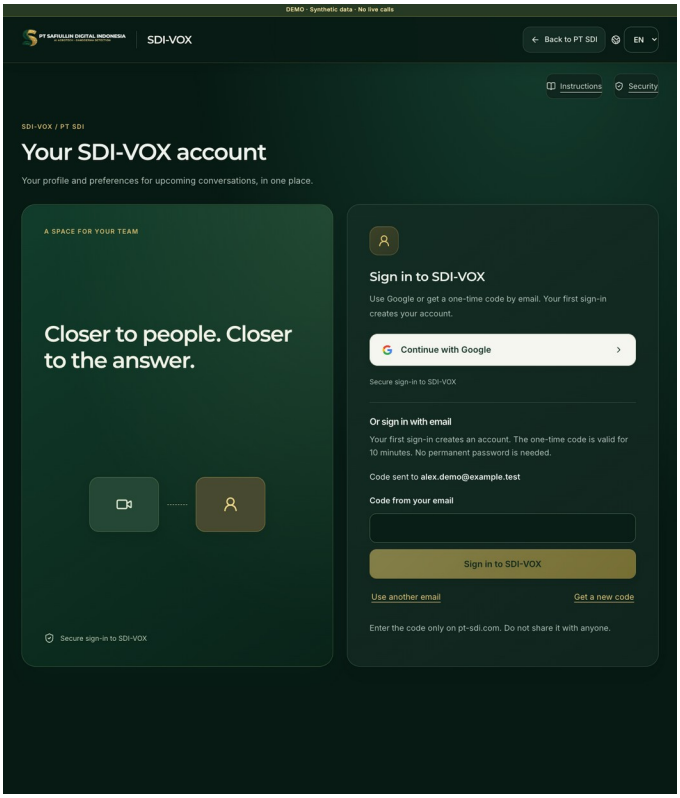
1. Choose the Google sign-in option and follow Google's account selection and authorization screens in the same tab.
2. Return to SDI-VOX after authentication. The requested Google access is limited to your basic identity, email address and profile. It does not include Gmail, Drive or contacts.

Enter a Google password only on Google's own sign-in page, never into an SDI-VOX form or a support message.

## Using email

1. Enter your email address and request a sign-in code.
2. Check that mailbox, then enter the eight-digit code in the original browser tab. The code expires after ten minutes.
3. If necessary, request another code or choose a different email address. Follow any waiting period shown before trying again.

An existing Google account may initially require Google sign-in. From your profile, you can verify that same profile email once to add email-code sign-in; Google remains available. This does not merge unrelated accounts. Registration has no separate accept-all consent checkbox. Browser permissions, speech processing and recording are separate choices, explained later in this guide.




One-time email-code sign-in. No usable code is shown. DEMO screen: participants, data and media are synthetic; this is not a live call.

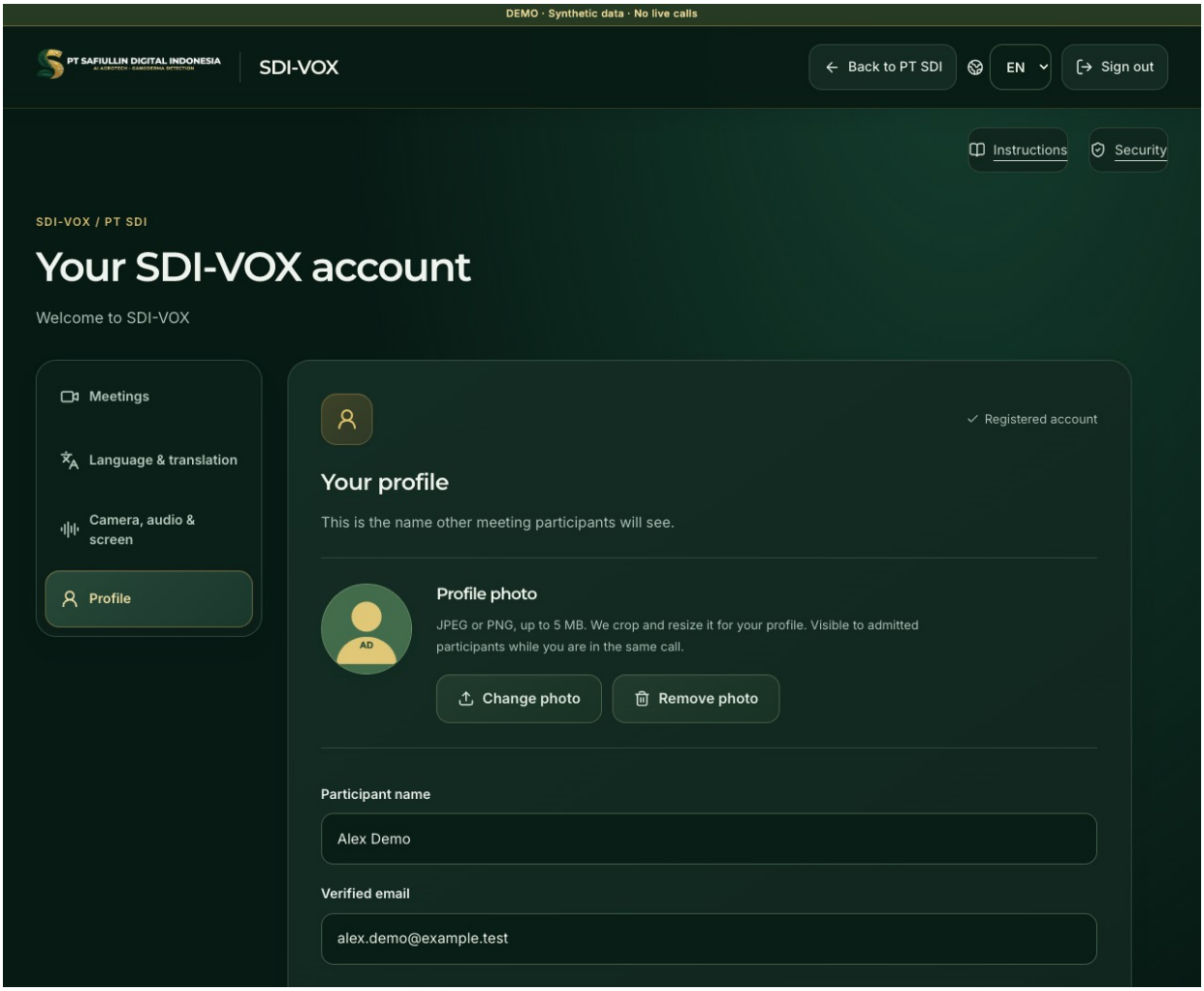
# 03 Profile and avatar

Use the profile panel to control the name and picture other meeting participants see. Your account area also provides meetings, a call calendar, language preferences and device checks. Moving between these panels preserves your drafts; save profile changes when you are ready.

1. Open your profile and enter a display name between 1 and 100 characters.
2. Choose your preferred language from English, Russian or Indonesian. This saved preference is separate from the current interface language.
3. Save the changed, valid profile. If saving is unavailable, check whether anything changed and whether the name is valid.
4. To add or replace your avatar, select a JPEG or PNG image no larger than 5 MiB and 16 megapixels. The image is cropped centrally and resized, so keep your face or subject near the middle.

Removing your avatar restores an initials-based image. Your saved photo can appear to admitted participants who have joined the meeting when your camera is off; the application does not provide a public photo link.

Your verified email address is read-only. The profile does not provide email editing, password editing or self-service account deletion. For an account data request, use the privacy contact described in the privacy notice.



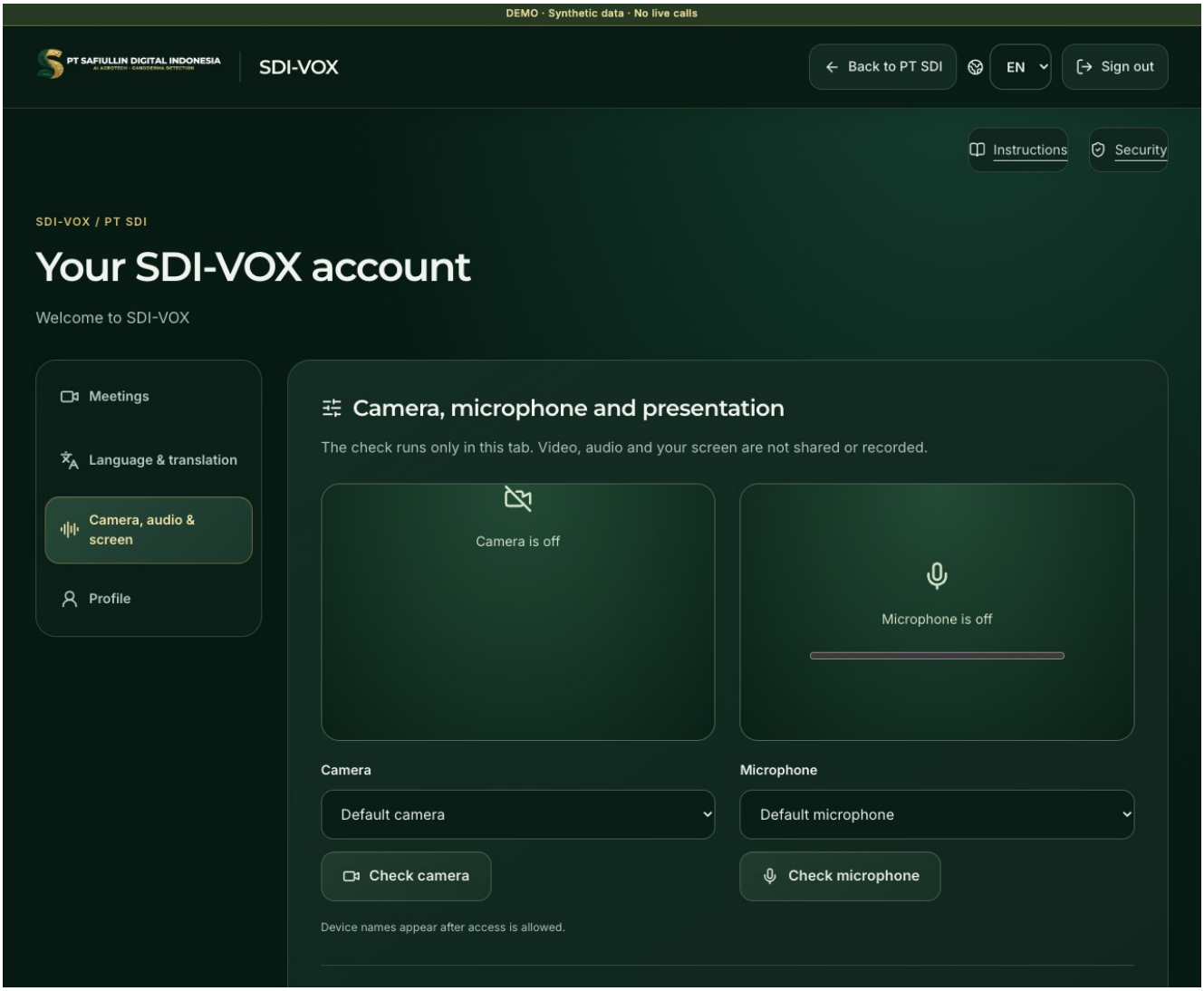

Profile and avatar. Scroll for the remaining fields. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 04 Checking devices

Run device checks before an important meeting. These previews stay in your browser tab. They do not join a conference, share your screen with another person or make a meeting recording.

1. Open the device-check panel and select an available camera and microphone.
2. Start the camera check yourself. If the browser asks, allow camera access only when you intend to use it. Check the preview, then stop it.
3. Start the microphone check, respond to the browser permission request and speak normally. Use the level meter to confirm that the selected microphone receives sound.
4. For a screen preview, start the check and choose the screen, window or browser tab in the browser's own picker. Review the selected content before proceeding.
5. Stop or cancel each check when finished. Leaving the device panel also stops its preview tracks.

Camera, microphone and screen permissions are separate. Permission for a local preview is not permission to share media in a connected meeting. Availability depends on your browser, device and a secure connection to the site; screen capture may be unavailable on mobile. If a prompt was blocked, review the site's browser permissions and try the relevant check again.




Local camera, microphone and screen checks. DEMO screen: participants, data and media are synthetic; this is not a live call.

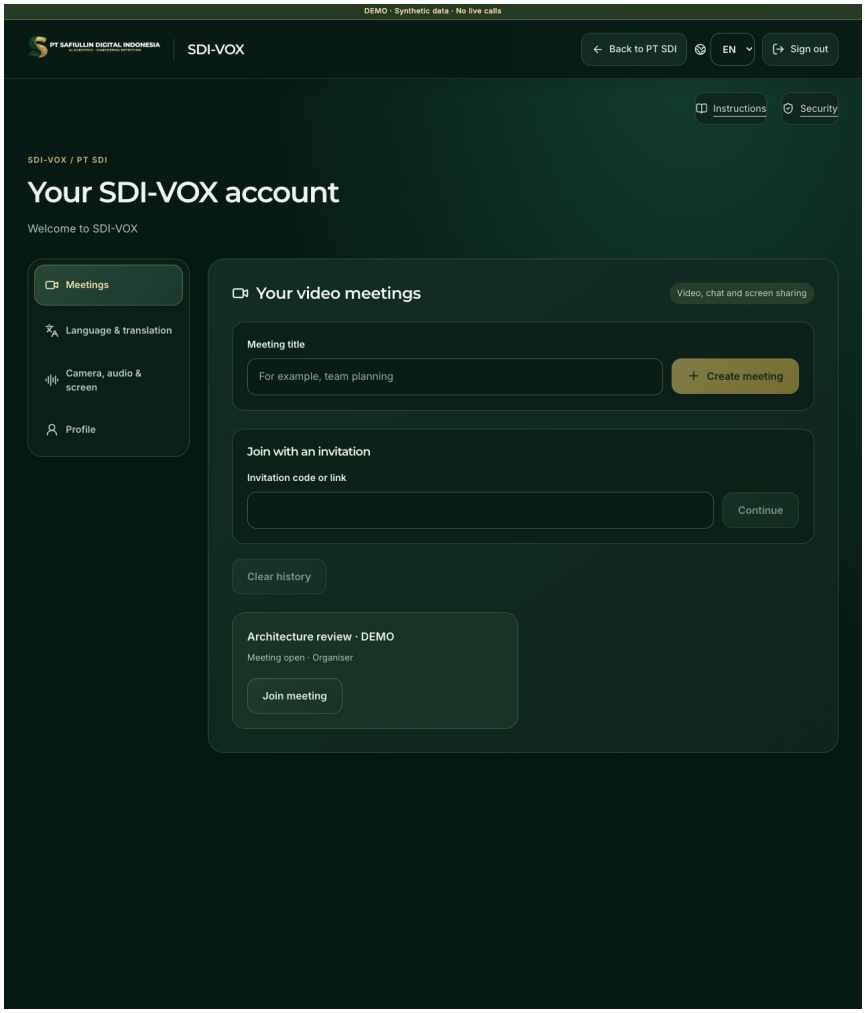
# 05 Creating meetings and invitations

1. Sign in, open the meetings panel and enter a meeting title between 2 and 160 characters.
2. Start meeting creation and wait for the service to prepare the room. When it is ready, continue to the screen before joining.
3. As host, open the invitation panel and copy the invitation link or code. Share it with the people you want to invite using your own messaging channel.
4. If copying fails, select the displayed link or code and copy it manually. SDI-VOX does not send email or SMS invitations for you.

Recipients can follow the invitation or paste its link or code into the account area. They sign in if necessary and request admission. An invitation alone does not give access to the meeting's audio, video or screen presentation. The host must admit people who are waiting.

Keep invitation details private. If you replace the invitation using the host control, confirm that change and distribute the new details: the old invitation stops working.

The host can admit waiting participants, revoke a participant's access and close the meeting for everyone. Ordinary participants cannot manage others. Room creation can fail if meeting services are not ready. Use Call calendar to schedule by date and time, as described in section 14. Meeting capacity depends on the service configuration; a fixed or unlimited capacity is not promised.



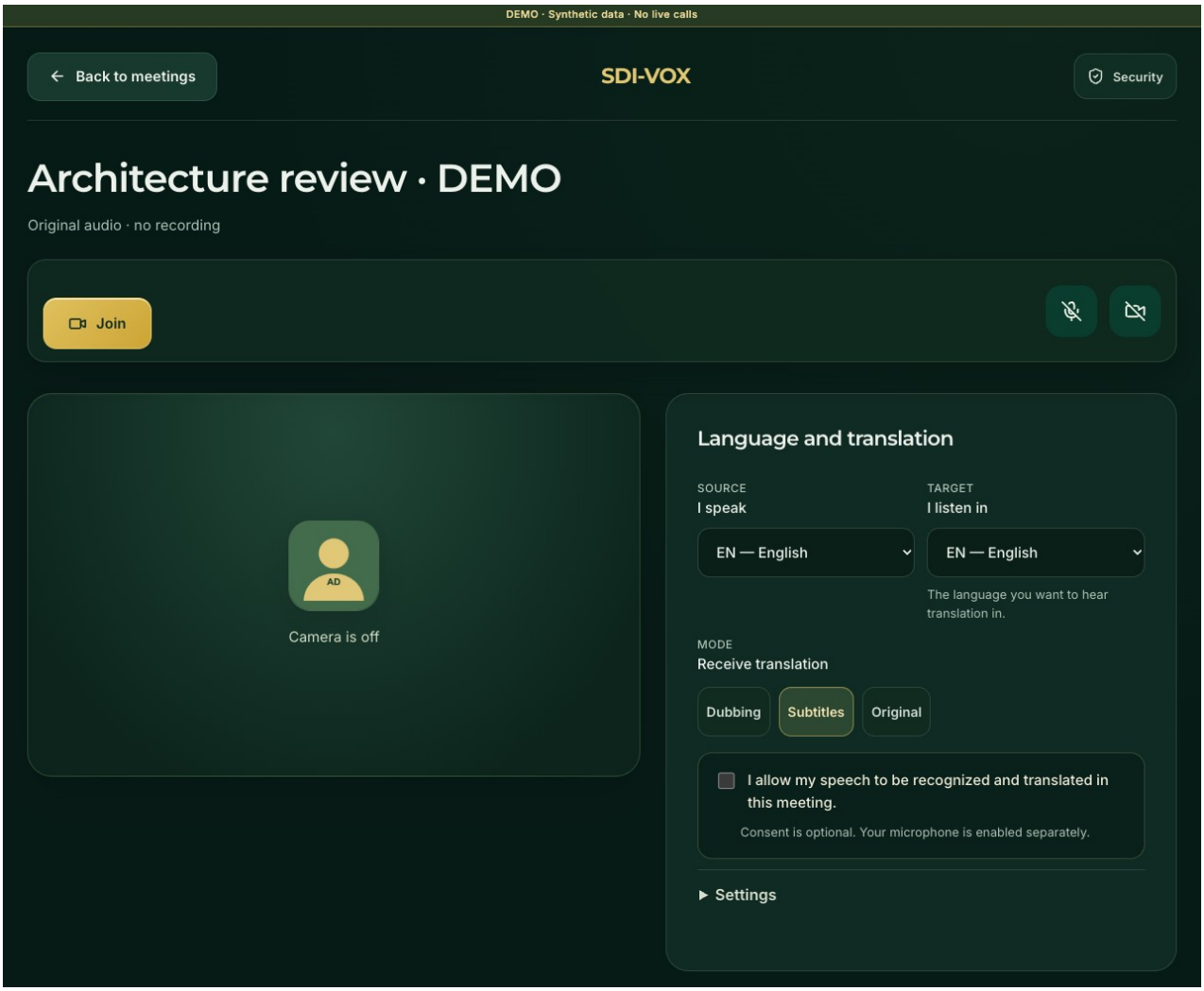

Meetings, room creation and invitation-based joining. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 06 Before joining

The screen before joining is your last opportunity to check how you will enter the meeting. If you used an invitation, wait for the host to admit you. Only the host or a currently admitted participant can enter the protected media room.

1. Check your own preview or avatar and the displayed participant name.
2. Review the microphone and camera switches. Joining does not automatically turn on your microphone; enable it separately when you want to speak.
3. Open the advanced device settings if you need a different camera or microphone.
4. Choose the language you speak, the languages you understand, your translation target and the output mode. Review any subtitles preference.
5. Read the processing-provider information before deciding whether to allow speech processing. Recording permission is a separate decision.
6. Join when the displayed status allows it. Pending language choices are saved as part of joining.

Joining, selecting SUB or DUB, and saving profile defaults do not give speech-processing or recording consent. A meeting may be joinable while translation is waiting or unavailable, so check the translation status separately. You can keep translation off and use the meeting's original audio.



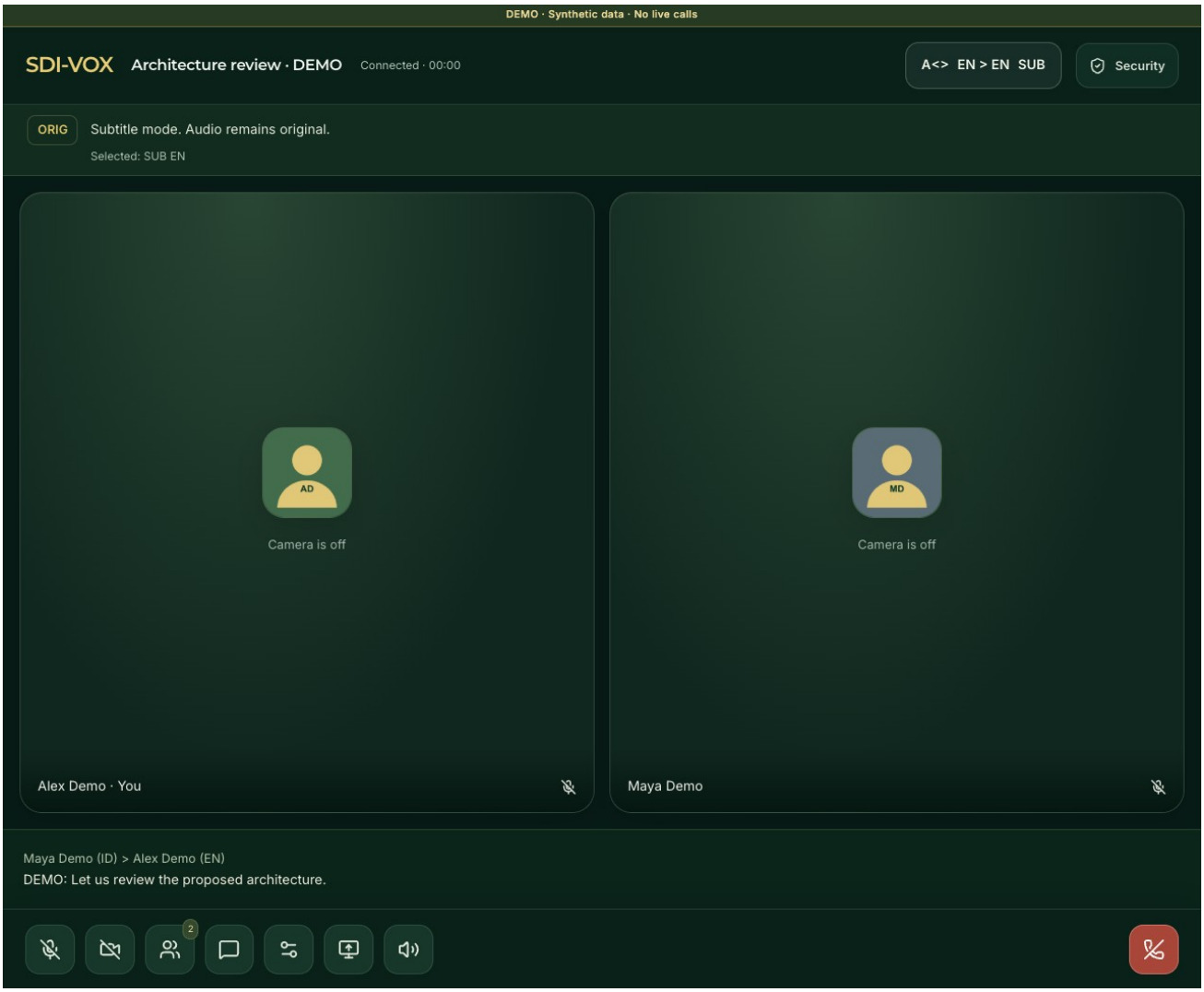

Preparation before joining and language choices. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 07 During a meeting

Use the meeting toolbar to manage your own microphone, camera, screen presentation and other in-room controls. The timer and connection indicator help you check whether you are connected. When your camera is off, your saved avatar or initials can represent you to joined participants.

- Switch your microphone and camera on or off deliberately. A camera preview outside the room does not mean that you are sharing video inside it.
- Open the participant panel to see the meeting participants. Hosts can also handle waiting users and revoke access.
- Use the device settings to change available inputs and inspect the quality choices. Economy, balanced and detail settings are preferences, not guaranteed bandwidth or picture quality.
- Use the received-audio control if you want to silence what you hear locally. This is different from muting your microphone.
- If the browser blocks audio playback, use the on-screen audio activation control. Browsers may require a click before they play incoming sound.

Check the connection and translation statuses if speech or captions stop. Translation availability is separate from the basic meeting connection. In DUB, switch to OFF if you need to hear foreign-language originals while translation is unavailable.




A meeting with cameras off and participant avatars. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 08 Screen sharing and chat

## Presenting your screen

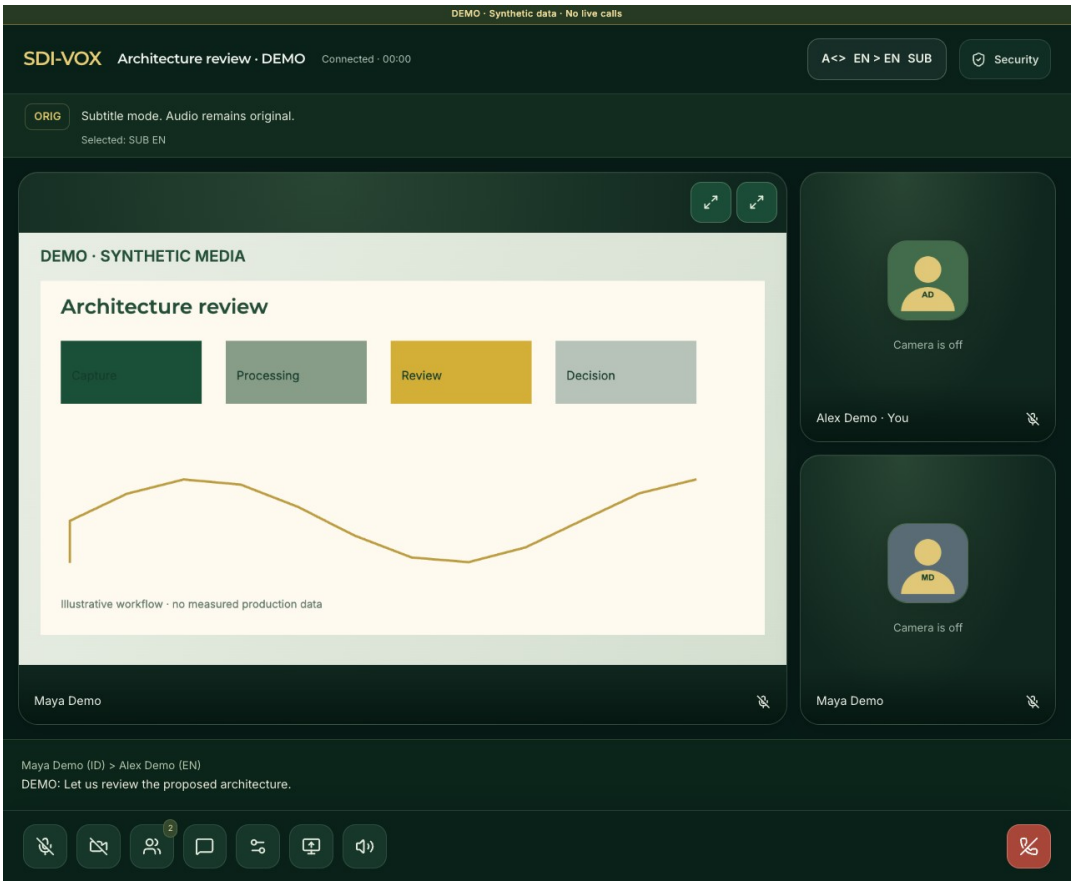
1. Start screen sharing from inside the joined meeting.
2. In the browser's picker, choose the screen, window or tab you intend to present. Close or hide unrelated private content first.
3. Confirm the browser selection and check the presentation in the room. A presentation tile can be brought into focus.
4. Stop sharing when finished. The browser asks you to choose what to share each time you start a new screen-sharing session.

Screen presentation is for admitted meeting participants. It is not a public livestream. There is no public viewer link, RTMP or HLS output, YouTube destination or presentation-upload workflow in this version.

## Messages and history

Open the meeting chat to send text of up to 2,000 characters while you are currently joined. The chat shows unread activity and lets you load older messages. Wait for messages to load and check any displayed error rather than assuming a message was sent.

After a meeting closes, previously admitted participants can read its chat while they retain access, but cannot send new messages. Clear history in the meetings list hides ended meetings from your own list only. Active meetings, messages and other participants' history remain. Restore history returns the hidden meetings to your list. This is not deletion of messages or server-held data for everyone.




Presenting a selected screen to admitted participants. DEMO screen: participants, data and media are synthetic; this is not a live call.

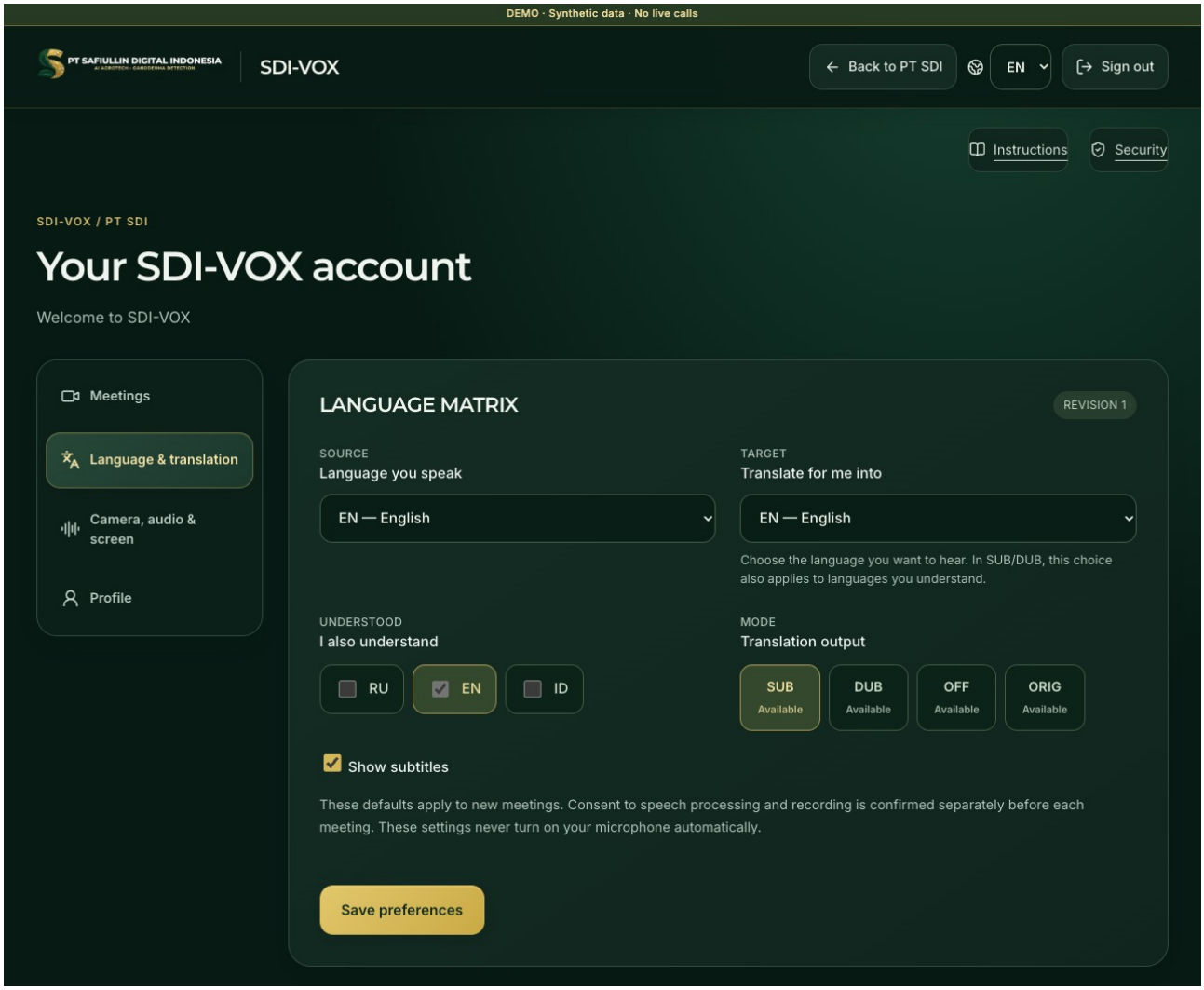
# 09 Languages and translation

Set your spoken language, the languages you understand and your preferred target language using the English, Russian and Indonesian choices. Account defaults help prepare later meetings but never carry speech-processing or recording consent into a new room.

- OFF: translation output is off and you hear original meeting audio. Choose this to restore original sound.
- SUB: translated captions appear while original meeting audio remains audible. Captions require a supported target, available processing and the speaker's authorization.
- DUB: translated voice plays in your target language, with subtitles if selected. Foreign-language original microphone audio is suppressed even when translation is waiting or unavailable. There is no automatic fallback to those originals. Same-language original speech and screen-share audio remain.
- ORIG: the source-language transcript, not original audio. This option is unavailable when OpenAI processing is active. Use OFF, rather than ORIG, to hear original speech.

You may be able to save a translation preference and join without an available translation service. Read the waiting, unavailable or degraded status before relying on the output. Caption output is filtered to your selected target, and the live view shows the latest three caption entries rather than a complete transcript.

If DUB becomes silent, choose the control for listening to the original or switch to OFF. Changing your listening mode and changing your permission for processing your own speech are separate actions.




Language preferences. Review the current meeting settings and consent separately. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 10 Speech-processing consents

Speech processing is an individual, explicit choice for each meeting. Read the provider-specific explanation immediately before allowing it. Joining, choosing a translation mode and enabling your microphone do not give this consent.

## Choose according to the active provider

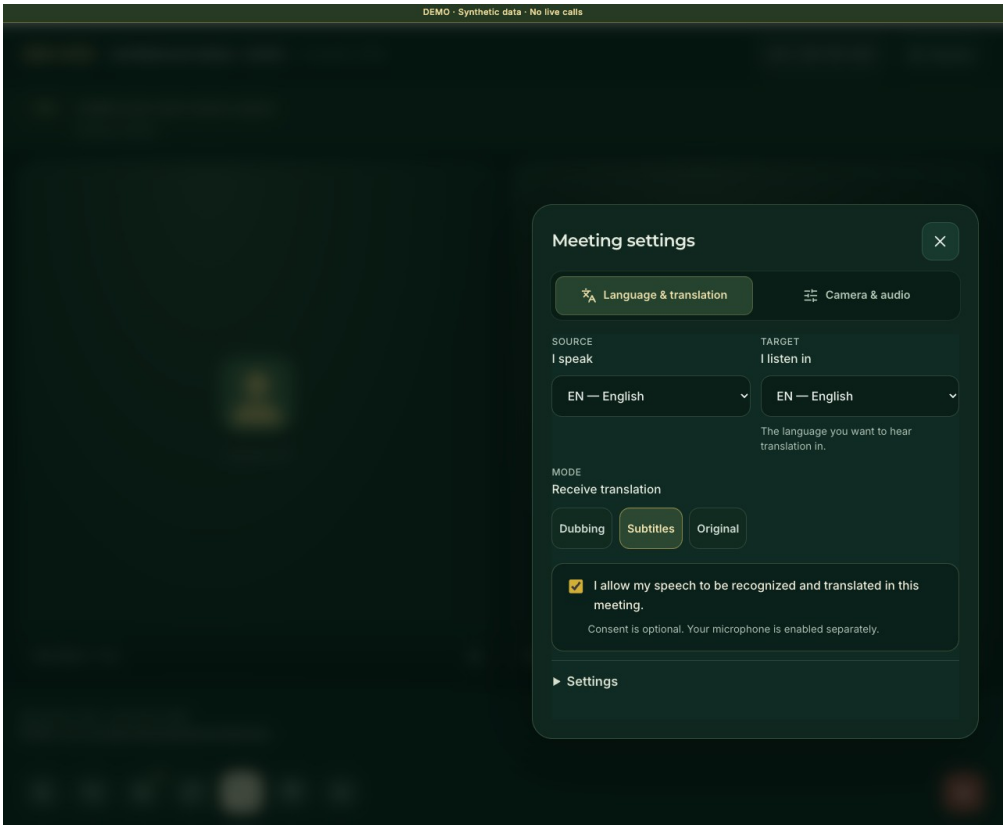
- Local processing: I allow my speech to be processed for recognition and translation in this meeting. This permits the configured SDI processing service to access your speech. Local does not mean processing stays in your own browser or device.
- OpenAI processing: I allow my speech to be sent to OpenAI for translation in this meeting. Local-processing consent does not authorize OpenAI processing.
- If the active provider or its configuration changes, review the updated explanation and any renewed consent request. Earlier permission is not automatically valid for a different processing setup.

OpenAI mode does not provide the separate source transcript and disables recording. The microphone switch remains independent: allowing speech processing does not turn on your microphone.

You can withdraw speech-processing consent through the meeting's language or consent controls. Use the consent control itself rather than relying on a listening-mode change. Recording requires separate permission.

Google authorization concerns basic account identity; browser permissions concern camera, microphone and screen access; cookie choices concern website cookies. None of these gives permission for AI speech processing or recording.

Optional analytics cookies are not required for public pages, forms or account sign-in. Open Cookie settings in the site footer to keep only essential functions or change your choice.




In-meeting language settings and optional speech-processing consent. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 11 Recording and data protection

Recording is a separate, conditional feature. Its consent reads: I allow my participation in this meeting to be recorded. A host request and individual recording consent from every person currently in the meeting are required. Recording is restricted to local processing and depends on the required meeting and processing services being ready and acknowledging the request. OpenAI processing disables recording.

A new participant, withdrawn consent or a provider or configuration change can suspend recording. Check the current status instead of assuming that a previous permission remains sufficient. You may withdraw your own recording consent independently of speech-processing consent.

A recording request, consent control or displayed status does not guarantee that a usable recording file has been produced. This browser version does not provide a recording-file library or download workflow. Do not rely on it for a required recording unless the operator has separately confirmed the available recording service and how its output is handled.

Media uses LiveKit with WebRTC encryption in transit. Participant-only end-to-end encryption is not enabled. The configured SDI processing service and, in OpenAI mode, that external provider can access consented speech for AI translation. A future private mode without cloud AI is not an available feature described by this guide.

Expiry of application text events is not a promise that audio, recording files or information held by an external provider has been deleted. Read the privacy, terms and cookie information before sharing sensitive information.

Privacy information

Terms

Cookie policy

Security and data

# 12 Leaving and signing out

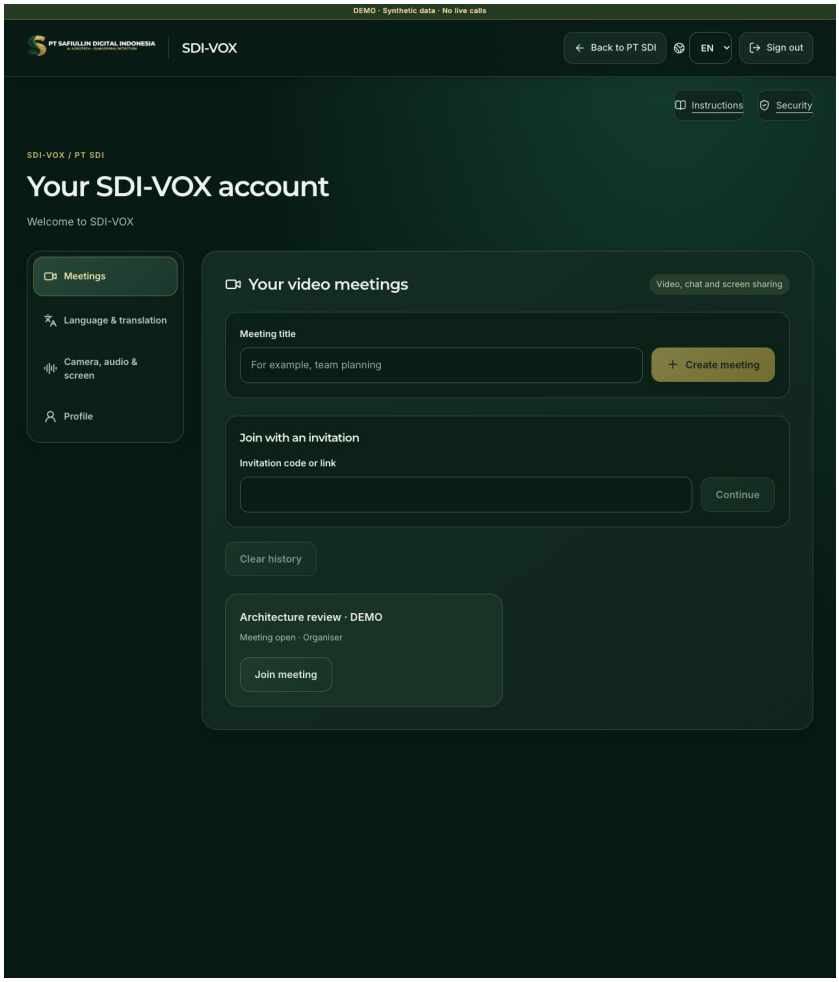
Leaving a meeting, closing it as host and signing out affect different things. Choose the action that matches what you want to stop.

Leaving stops this session’s camera, microphone, screen sharing and previews, ends your media connection and returns you to the account area with the same interface language. It does not sign you out or end the meeting for everyone.

- Leave the meeting to disconnect yourself. The application stops its local meeting media and previews and cancels pending joining or capture requests. Leaving does not close the room for everyone else.
- As host, close the meeting when you intend to end it for all participants. This is a meeting-wide action, unlike leaving your own connection.
- Sign out from the account area when you are finished using the account, especially on a shared computer. Signing out ends the current account session, clears private account state from the interface and returns to the guest sign-in view.

After leaving, check that screen sharing and camera or microphone use for this meeting have stopped. To continue using SDI-VOX, return to the account area. Closed-meeting chat may remain readable while you retain access.

Signing out does not delete your account, profile or all stored meeting information. The application has no self-service account-deletion control. Use the contact identified in the privacy notice for account or data requests.




Return to the account area after leaving a meeting. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 13 Troubleshooting and support

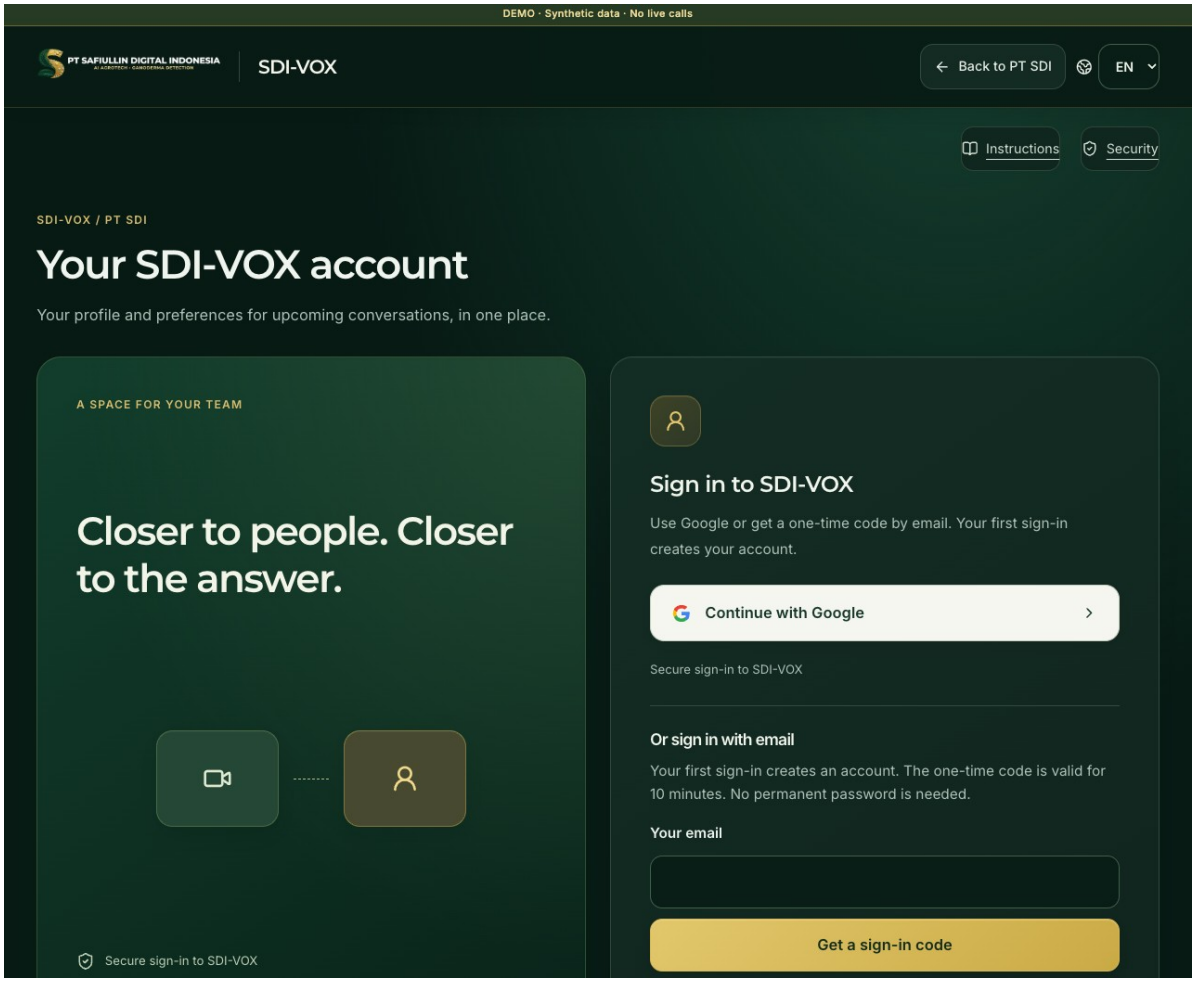
- Sign-in is unavailable: check the account and provider status. A meeting or translation outage can be separate from sign-in availability.
- Email code is missing or expired: check the address and spam folder, then request another code when permitted. Enter it in the original tab within ten minutes. Repeated attempts can be rate-limited.
- Your session expired or the account changed in another tab: sign in again with the intended account, reopen the relevant panel and retry. Recheck changes before saving.
- An invitation fails: ask the host whether the meeting is open and whether the invitation was replaced. A valid invitation still requires admission.
- Camera, microphone or sharing fails: check the selected device and browser permission. Stop another app using the device and retry. Mobile screen capture may not be supported.
- No sound or translation: activate browser audio, check received-audio mute, and inspect the connection and translation status. In DUB, switch to OFF to restore foreign-language originals.

For help, contact info@pt-sdi.com or WhatsApp +62 851 9062 7774. Include the time, browser and device, action attempted and exact visible error. Remove private messages, usable invitations and personal media from screenshots. Never send passwords or one-time sign-in codes.

SDI-VOX product information

Privacy information

Terms




Account session-expiry screen. DEMO screen: participants, data and media are synthetic; this is not a live call.

# 14 Call calendar

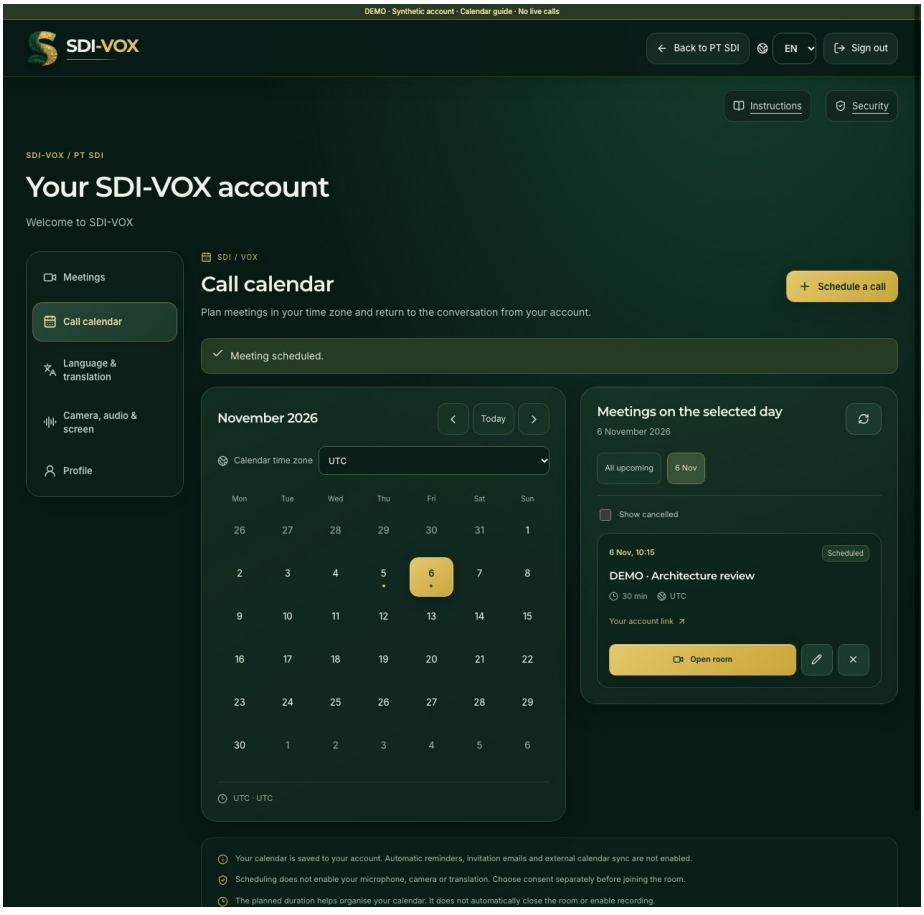
## Browse your plans and choose a display time zone

Sign in and open Call calendar in your account. This is your own planning calendar: saved plans belong to the signed-in account and are stored by the service. Sending someone an account link does not share your calendar or give them access to its records.

1. Check Calendar time zone before browsing. It initially uses your browser's time zone, or UTC if that cannot be determined.
2. Use Previous month and Next month to browse the month grid, which starts on Monday. Select Today to return to the current date, or select a date to see Meetings on the selected day.
3. Choose All upcoming for plans whose scheduled end has not passed. This is not a complete history. Meetings are listed in start-time order.
4. To find an older cancelled plan, select its calendar date and enable Show cancelled.

Calendar time zone changes the dates and times displayed in the grid and list. It does not reschedule saved meetings. It is separate from Meeting time zone, which defines a particular plan's local date and time. The display-zone choice is not a saved profile preference for later sessions.

Status labels describe the plan or room. Room open does not establish that anyone has joined, enabled devices or received translation.




Call calendar: month view and meetings on the selected day. Demo data. DEMO: a synthetic local scene, not a live account or call.

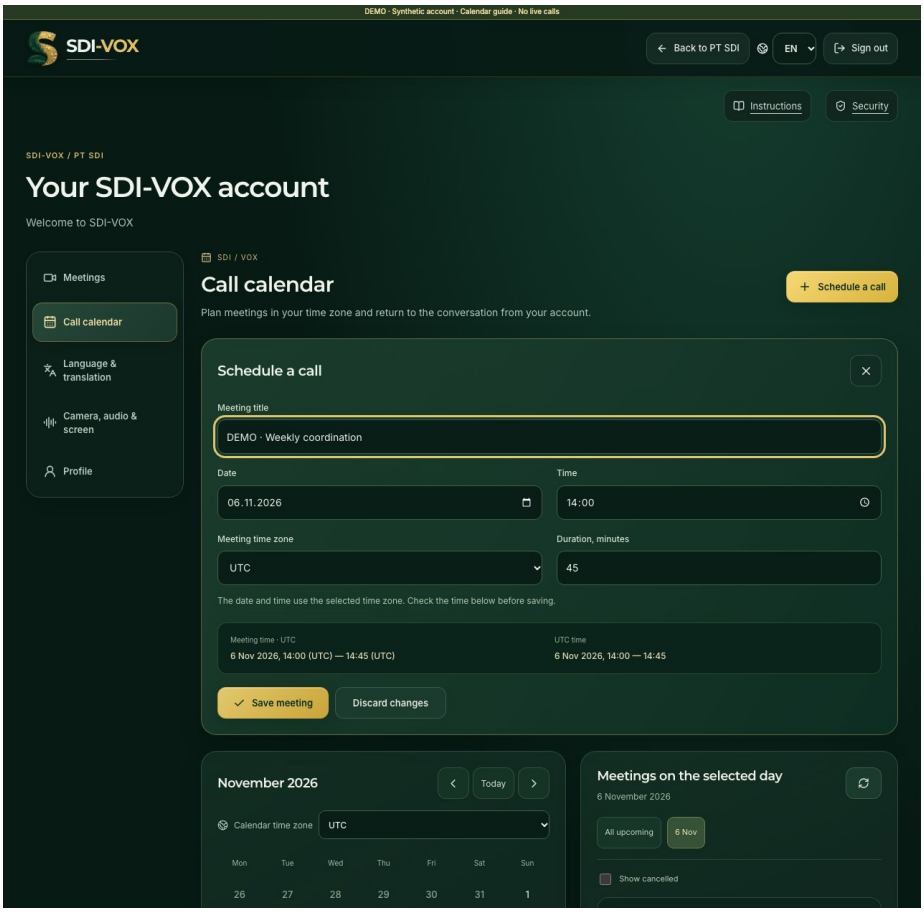
## Schedule a call and verify its time

1. Select Schedule a call. The suggested time and 30-minute duration are draft values, not an already saved meeting.
2. Enter Meeting title using 2 to 160 characters, excluding leading and trailing spaces. Enter Date and Time to the minute.
3. Choose Meeting time zone. A new form starts with the current Calendar time zone, but you can change it independently. Select a named zone such as UTC or Asia/Jakarta rather than substituting an ambiguous abbreviation.
4. Set Duration, minutes to a whole number from 5 to 480. This is elapsed time: a 60-minute plan remains 60 minutes even when clocks change.
5. Check Meeting time, its start and end, the UTC offset and the separate UTC time preview. Select Save meeting and wait for Meeting scheduled.

The start must be strictly in the future. The end must fall within the next 730 periods of 24 hours, measured by the service, not simply within two calendar years.

When daylight-saving changes make a local time nonexistent, choose another time. When it occurs twice, explicitly choose First occurrence or Second occurrence using the displayed offsets and UTC times; neither is selected automatically.

Date-picker formatting can vary by browser. If the meeting and calendar zones differ, the saved card also shows the original meeting zone and local start. Check these before sharing meeting details.




Planning a meeting: title, date, local time, IANA time zone and duration, with a UTC preview below. DEMO: a synthetic local scene, not a live account or call.

## Edit a plan or cancel it without deleting it

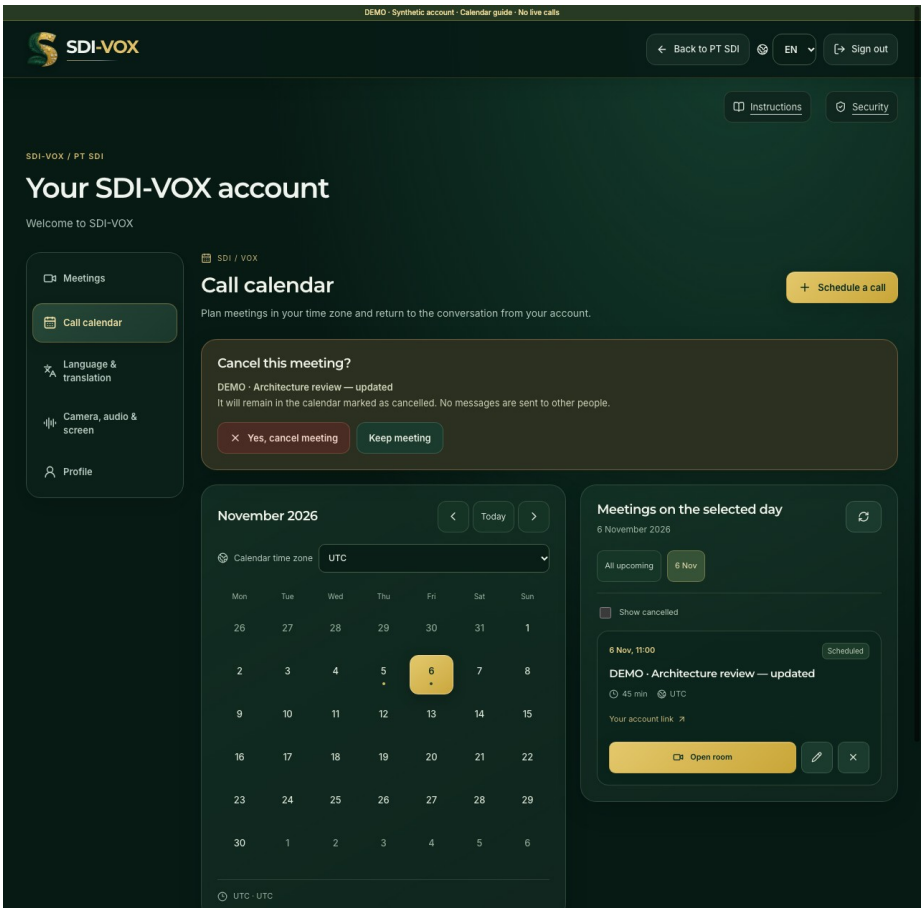
You can edit a plan only while it is not cancelled and no room has been reserved for it. Select the card's pencil, named Edit meeting followed by its title. Change the details, select Save meeting and wait for Changes saved.

Discard changes, the form's Close form X and Escape close an unsaved editor. They do not cancel the saved meeting. Escape does not close the form while saving is in progress.

1. To cancel the saved plan, select its separate card X, named Cancel meeting followed by the meeting title.
2. At Cancel this meeting?, check the intended plan. Select Yes, cancel meeting to proceed, or Keep meeting to leave it unchanged.
3. Wait for Meeting cancelled. The record remains with the Cancelled status. Select its date and enable Show cancelled to find it later.

Cancellation sends no messages and does not end a video call. It is unavailable while a room is opening or closing. Wait for confirmed closure before cancelling the remaining calendar plan; cancelling is not a shortcut for ending an active room.

Your account can hold 500 plans, including cancelled plans. Cancellation does not free capacity. This calendar has no delete or archive control. Clearing video-meeting history is a separate feature and does not delete calendar plans.




Confirming cancellation of the plan. No invitations or messages are sent. DEMO: a synthetic local scene, not a live account or call.

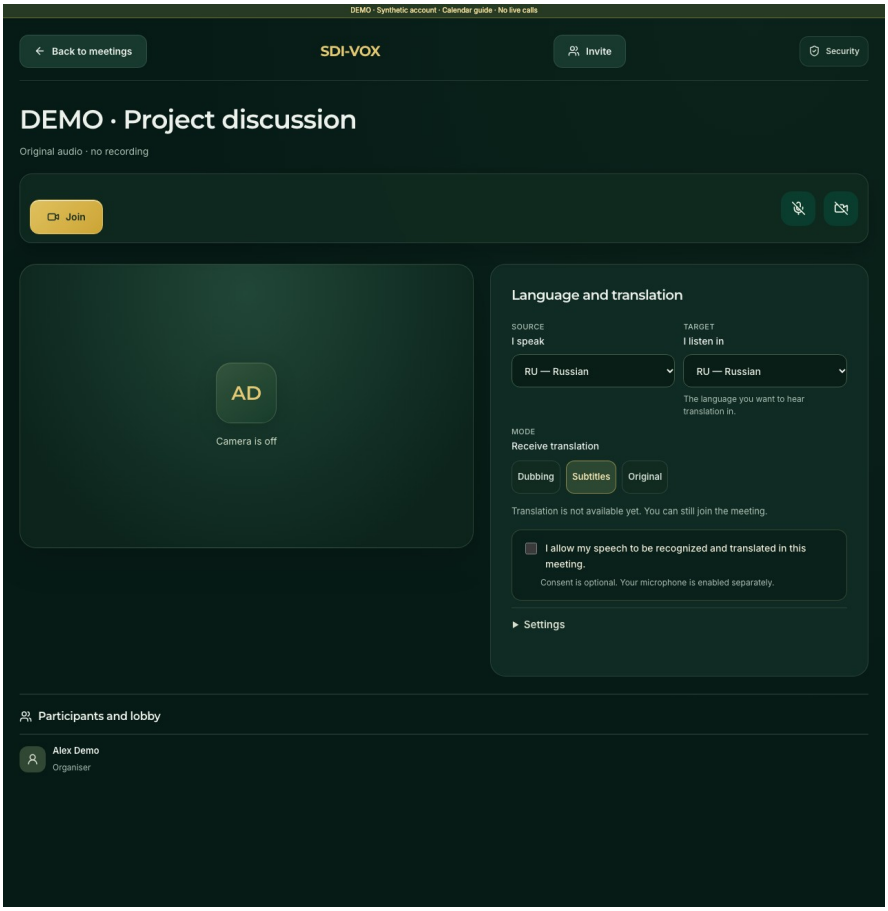
## Open the room and join deliberately

1. Select Open room on the plan. This explicitly prepares and links a room, then opens the preparation screen before joining. For an already linked open room, use Open meeting.
2. Review your language choices, devices and voluntary speech-processing consent on that screen. Opening the room does not enable your microphone, camera or translation, and does not accept consent. Device activation and browser permissions remain separate.
3. Select Join when ready. A screen reader announces this same button as Join meeting; it is not another joining step. If OpenAI processing is selected, review its specific speech-transfer explanation and consent separately.

The planned time does not start the room automatically or prevent you from opening an available future plan early. Duration only helps organise your calendar: it does not automatically close the room or enable recording. If translation is unavailable, follow the displayed status rather than assuming that opening a room made it available.

For participants, use Invite and the Invite participants panel after opening the room. Copy the Meeting link or Meeting code with the appropriate control, share it yourself and admit people from the lobby.

Your account link only returns the owner to the relevant plan inside their account. It is not a guest invitation and does not open the room. The calendar does not send invitation emails or automatic reminders, select recipients or synchronise with external calendars.




“Open room” leads to the preparation screen. “Join” remains a separate action. The demo translation processor is disabled. DEMO: a synthetic local scene, not a live account or call.

## Recover safely and use keyboard controls

- Unconfirmed save: the request may already have succeeded and the form fields are locked. Select Refresh calendar and check the list, including the intended date and cancelled records when relevant. If the plan is present, do not create another. If a retry is needed, save the same unchanged, still-open form. Do not close it and open a new form to recover an uncertain save.
- Conflicting changes: refresh and check the latest details, then close the outdated editor and reopen Edit meeting on the current record. This differs from an uncertain first save, where you keep the original form open.
- Room unavailable: the plan remains saved. Before a room is reserved, editing may remain available; refresh and try opening later. After reservation, editing is blocked. Do not try to obtain a second room by repeated attempts. Wait for the room's confirmed state before taking another action.
- Session or access problem: sign in again with the intended account if the session ended. Another person's account link does not give you access. For temporary service unavailability or Too many requests, wait and try later.
- Unsaved form: switching account panels preserves it only while the current account page remains open. Reloading, closing the tab or form, signing out or changing accounts can lose it. It is not a saved draft.
- Keyboard navigation: Tab enters one date in the grid. Left and Right move by day; Up and Down by week; Home and End move to Monday and Sunday; PageUp and PageDown change months. Enter or Space selects a date, and Tab moves to subsequent controls. Dates have spoken date labels; the selected day, today and any meeting count are identified.