



Talks4You User Guide

Welcome to **Talks4You**. This guide explains how the platform works for independent service providers and their clients.

Talks4You is a browser-based technical platform for appointment booking, online communication, optional file transfer, and optional real-time translation. Service providers share their own booking page with their own clients, while Talks4You provides the technical infrastructure behind the service.

1. What is Talks4You?

Talks4You is an installation-free browser-based platform that enables:

- service providers to create and manage their own booking interface,
- clients to book appointments online without a separate platform registration,
- online communication at the scheduled time through a browser-based session,
- optional real-time translation features where enabled,
- optional Google integrations such as Calendar sync and Drive upload.

The platform works on desktop and mobile devices using a modern browser and internet connection.

2. How the platform works

For Clients

1. The client receives or opens the service provider's booking page.
2. The client selects a date and available time slot shown in their own time zone.
3. The client completes the booking and online payment where required.
4. The client receives access details for the scheduled session.
5. At the booked time, the client joins the session directly from the browser.

For Service Providers

1. The provider registers and configures their account.
2. The provider sets availability, pricing, booking conditions, and interface preferences.
3. The provider shares their own booking page with their own clients.
4. The provider can track bookings, payments, and appointments from the administrative interface.
5. If enabled, the provider can use optional integrations such as Google Calendar sync and Google Drive upload.

3. Booking and payment

- Clients can book appointments without creating a full platform account.
- Providers define their own appointment availability and pricing.
- Online payment may be required at the time of booking.
- Integrated payment methods may include Stripe and PayPal, depending on provider configuration.
- The same appointment slot can only be booked once.
- Booked appointments can be modified up to **24 hours** before the scheduled start time.
- Booked appointments can be cancelled up to **48 hours** before the scheduled start time.

4. Online session and communication

- Sessions are browser-based and require no installation.
- Clients and providers join through a dedicated access flow or session link.
- The platform is built for one-to-one use.
- For security and operational reasons, one session allows one active device per side at a time.
- Session quality depends on browser compatibility, device permissions, and internet stability.

5. Time zones and scheduling

- Talks4You automatically handles time zone conversion for booking display.
- Clients can view available appointment times in their own local time zone.
- Providers manage their availability from their own administrative interface.
- If enabled, booking-related events may be synchronized with Google Calendar.

6. File upload and Google integrations

- Providers may optionally enable file upload for clients.
- If Google Drive upload is enabled, client files can be transferred directly to the provider's Google Drive account.
- If Google Calendar sync is enabled, booking-related events may be synchronized with the provider's Google Calendar.
- Google account login may be available where enabled.
- All Google-related features are optional and controlled by the provider.

7. Real-time translation

- Talks4You may offer optional AI-powered real-time translation features.
- Translation can support text-based or voice-based communication, depending on the active configuration.
- Translation features may be premium or usage-based features for the provider.

8. Session extension

- A session may be extended if the provider approves the extension.
- Extension is only possible if the following time slot is still available.

9. Privacy and security

- Talks4You follows a privacy-first technical model.
- The platform is designed not to store or archive video streams, audio streams, chat messages, or shared documents unless technically required for service operation.
- Connections are designed to operate in a secure environment using modern web technologies.
- Providers are responsible for the lawful use of the platform and for the services they offer to their clients.

10. Technical requirements

- A modern browser such as Chrome, Safari, Firefox, or Edge.
- A stable internet connection.
- A working microphone and camera where the session type requires them.
- Browser permission to access required media devices.

11. Important platform principles

- Talks4You is a technical platform, not a directory or marketplace for finding providers.
- Providers are responsible for sharing their booking page with their own clients.
- Providers are responsible for their own pricing, services, legal compliance, and client communication.
- Talks4You provides the infrastructure behind booking, communication, and optional integrations.

12. Support and contact

For questions or technical support, please contact us:
info@talks4you.com