# INTERPRETATION OPTIONS FOR ZOOM MEETINGS OR WEBINARS

Overview and prerequisites for using Language Interpretation on Zoom

Enable interpreter services in your account settings. **Contact your Zoom administrator to enable this setting.**

Once Language Interpretation is enabled at the account, user, or group level, you can select or add languages.

The following default 9 languages will be displayed:

- English
- Chinese
- Japanese
- German
- French
- Russian
- Portuguese
- Spanish
- Korean
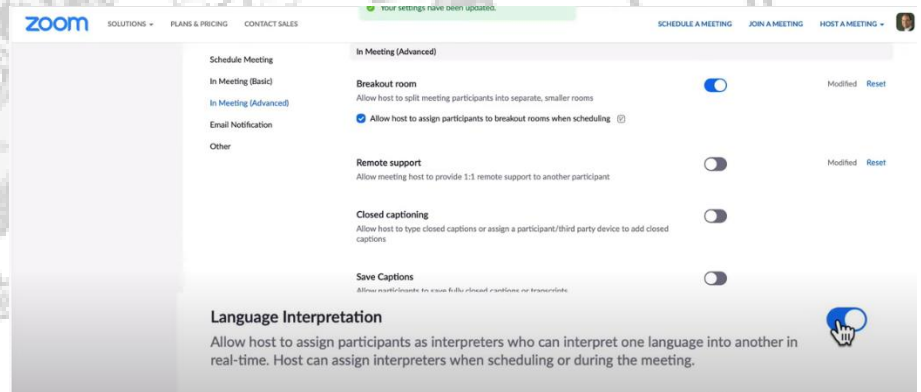
## Steps to add language interpretation to meetings or webinars

1. Sign into the Zoom web portal.
2. In the navigation panel, click Meetings.
3. Click Schedule a Meeting.
4. Select "**Enable Language Interpretation**", found at the bottom of the meeting invite.
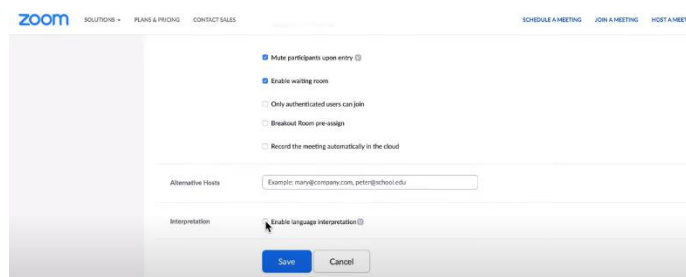
5. Enter the email address of the interpreter or interpreters.
6. Select the language in which they will interpret the meeting.
    i. You may add multiple interpreters by clicking "Add Interpreter".
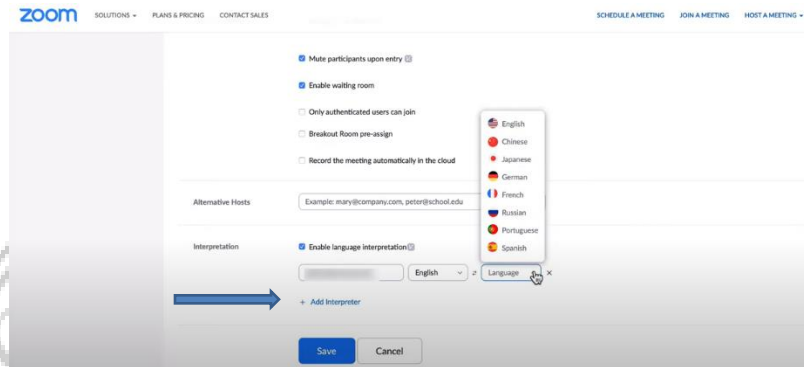

7. Click "Save".
8. The interpreter or interpreters will receive an email identifying them as interpreters. **They must log into the meeting with the email address you have entered for them**. If the interpreter logs into the meeting with another email address, they will be viewed as a participant only, at which point you may not be able to add them as an interpreter or modify any of the settings.
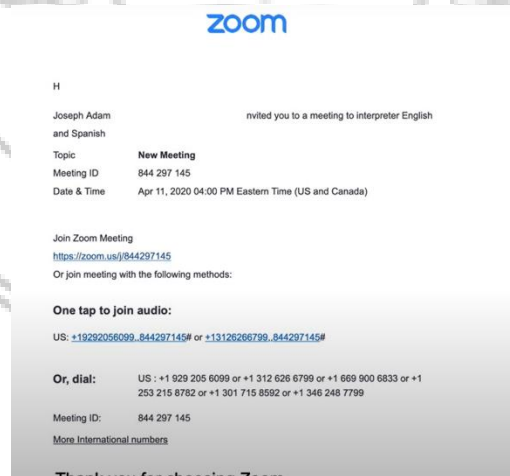

9. Share the meeting invite with all participants along with the **"Participant Instructions" found at the bottom of this document.**

1. Once you start the meeting. You will find along the bottom of the tool bar, the option to click on "Interpretation".
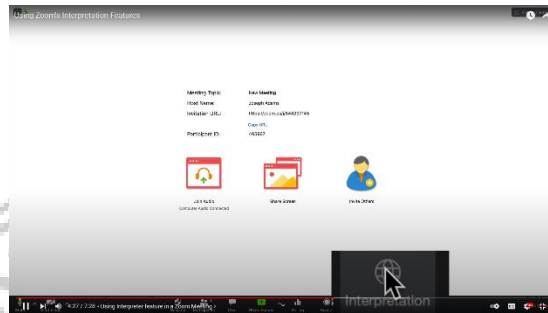
2. You will see the interpreters added to the meeting. **NOTE: The option to add an interpreter once the meeting has started is not working.** There is a bug in the system that does not allow adding interpreters after a meeting has started,

3. Click on "start" to begin.
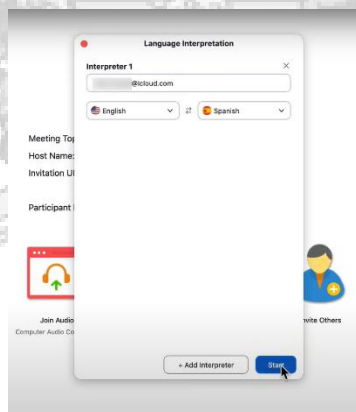
4. Once you have started the interpretation services, you will need to click on the globe again to choose which audio channel you wish to hear. **NOTE:** You may mute any additional audio if it becomes distracting. The meeting participants have the option to do the same.
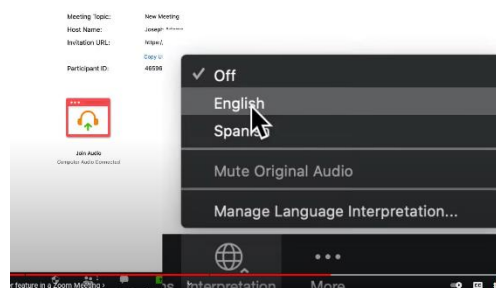
Interpreter view

1. Once the interpretation has begun, the interpreters will receive a welcome notification, indicating they have been assigned as an interpreter.
2. Interpreters have the option to taggle between languages. This allows for the interpreter to interpret a message to both audiences based on the flow of the meeting.
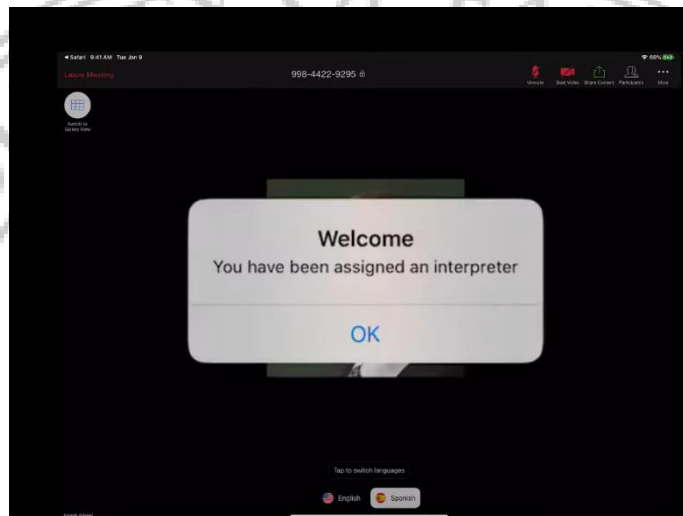
Important tips to keep in mind

1. The interpreter cannot call to provide interpretation services. They must log in with their email address that was used in scheduling of the meeting. ** They can log in using a paid or free Zoom account. **
2. You cannot add an interpreter after the meeting invitation has been created. **You must first schedule the meeting and identify the interpreter.**

<u>Participant Instructions</u>

You may copy and paste the instructions:

How to select the interpretation feature

1. Participants must check the ⊕ **"Interpretation"** button that has a round globe symbol at the bottom of the page.
2. You must select your preferred language, such as **"Spanish"** to be able to listen to the information in Spanish.
3. Finally, you must also select the words that say, **"Mute Original Audio Feature"** (turn off the original audio) to avoid hearing the other language at the same time, which can be very distracting.

Comó seleccionar la función de interpretación en español

1. Los participantes deben de seccionar el botón ⊕ **"Interpretation"** (interpretación) que tiene **un símbolo redondo de planeta en la parte baja de la página.**
2. Se debe de seleccionar el idioma **"Spanish"** (español) para poder escuchar la información en español.
3. Por último, se deben de seleccionar también las palabras que dicen **"Mute Original Audio Feature"** (apagar el audio original) para no escuchar el otro idioma al mismo tiempo, lo cual puede ser muy molesto y confundir a quien está escuchando.

Vietnamese Instructions

Cách dùng nút translate (Phiên dịch)

1. Quý vị phải tìm ở cuối trang để nhấn nút ⊕ "Translate" (Phiên dịch) có hình quả cầu tròn.

2. Quý vị phải bấm vào chữ "Select Language" (chọn ngôn ngữ) để tìm ngôn ngữ của mình, chẳng hạn như **"Vietnamese"** để có thể nghe thông tin bằng tiếng Việt.

3. Cuối cùng, quý vị phải chọn các chữ "Mute Original Audio **Feature"** có nghĩa là "tắt âm thanh gốc" để tránh nghe ngôn ngữ khác cùng lúc vì điều này rất khó chịu.

Chinese Instructions

如何選擇口譯功能

1. 參與者必須在頁面的底部 勾選帶有圓形行星符號⊕的
   "**Interpretation**" （口譯）按鈕。

2. 您必須選擇您的首選語言，例如"**Chinese**"(西班牙語) 才能收聽西班牙語信息。

3. 最後，您還必須選擇"**Mute Original Audio Feature**"（關閉原始音頻）以避免同時聽到其他語言，造成不必要的干擾。

Fasi Translation

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