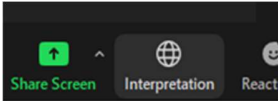

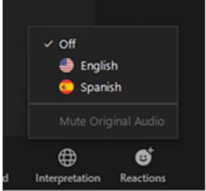
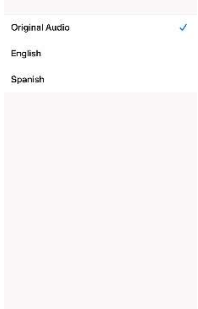


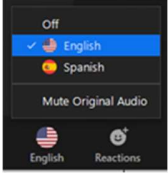
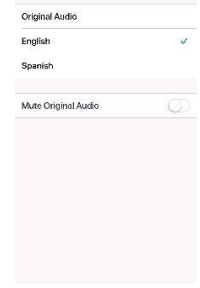
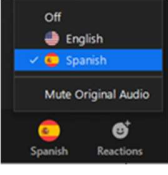
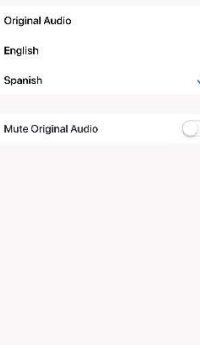
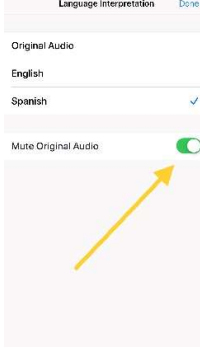
**GUIDE FOR INTERPRETATION FEATURE IN ZOOM:**

**SECTION ONE:**

**FOR ALL PARTICIPANTS:**

Dear speaker, panelist, participant, host: After Zoom’s interpretation feature is enabled by Host, you may use the following features:

<b>BUTTON (Dropdown Box)</b>	<b>WHO SHOULD USE IT</b>	<b>ACTION</b>	<b>LAPTOP ICON</b>	<b>IPHONE ICON</b>
<p>Click on the <b>Interpretation Icon</b> on the task bar at the bottom of the screen, and choose from the dropdown menu the features accordingly:</p>	<p>All participants</p>	<p>To participate in session</p>		 <p>Then</p>
<p><b>OFF/Original Audio</b></p>	<p>For bilingual participants: <u>IT IS THE DEFAULT MODE</u></p>	<p>To turn off the interpreter’s voice and to participate both in English or in Spanish</p>		

<b>ENGLISH</b>	For monolingual English Speakers	To speak or to listen in English.		
<b>SPANISH</b>	For monolingual Spanish speakers	To speak or to listen in Spanish		
<b>(Un)Mute Original Audio</b>	For people using interpretation (optional use)	To turn off speaker's voice in the background when listening to the interpreter		

Notes:

- i. Participants will see the globe, ONLY after the host has enabled the interpretation feature within the meeting.
- ii. If all of the above is deemed unnecessary, all speakers, panelists and participants **NEED TO BE TOLD AT THE BEGINNING OF THE SESSION:** "Click on the globe and choose one language to SPEAK/LISTEN – and disregard the other options".

## SECTION TWO:

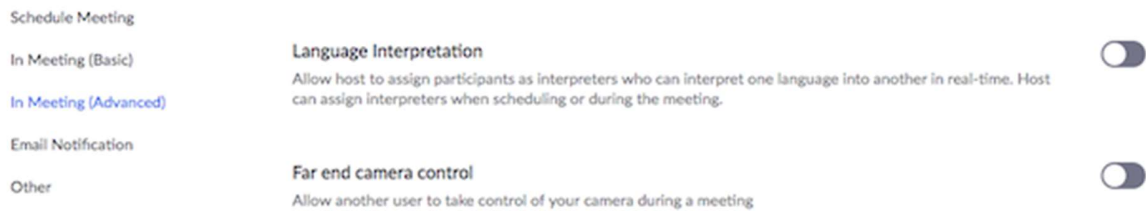
### Language Interpretation SET UP TIPS and TRICKS (before scheduling the meeting/webinar)

1 Sign in to Zoom web portal (preferably in Chrome) and click settings (left side of screen)

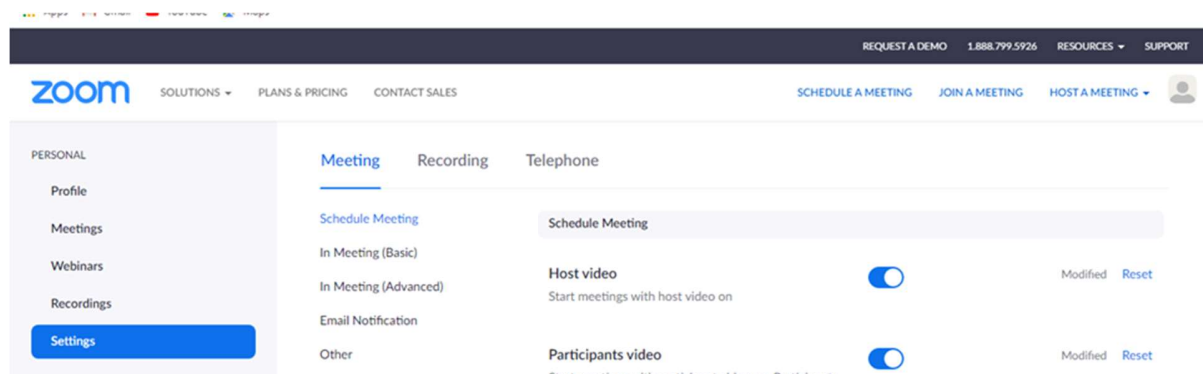
2. Click on **In Meeting (Advanced)** (Top Left of page).

3. Click on **Settings** (top left side).

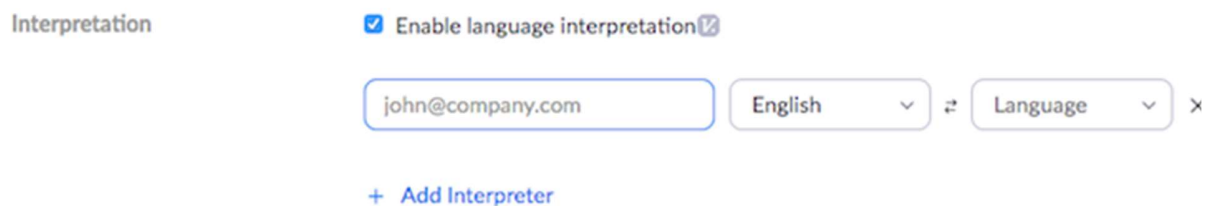
3. Go to Language Interpretation (lower third of page). Enable language interpretation (button changes color to blue). If this step is missed, interpretation feature will not work.



4. Go **Schedule New Meeting** on top of page. If meeting is not scheduled, the interpretation feature will not work.



5. Check the box to Enable Language Interpretation (at the bottom of the page).



6. Input the information for the interpreter, and choose the language combination –an **essential** step!

7. Click SAVE (under the interpretation field).

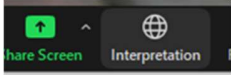
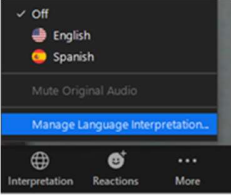
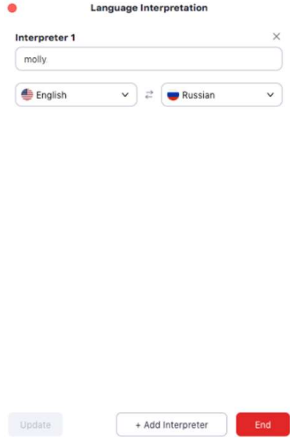
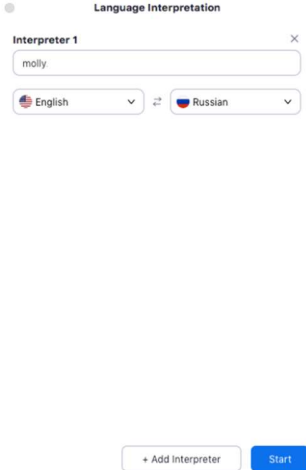
Note: The process is similar for Interpretation during a Webinar. Navigate to Webinars and click Schedule a Webinar and follow steps accordingly.

8. As an additional precaution, navigate to **invite attendees** and copy meeting URL (top right side) and resend to interpreter. Sometimes, interpreter's email is not automatically sent.

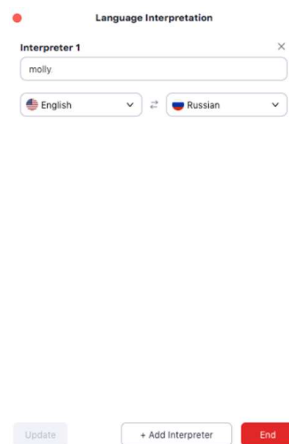


**SECTION THREE:**

**Starting Language Interpretation during a Meeting TIPS and TRICKS (for Host).**

<p>a. Once the meeting has started, click the <b>Interpretation</b> Globe (located on task bar at bottom of Zoom's screen)</p>	
<p>b. Click Manage Interpretation (only seen by host).</p>	
<p>c. Place the cursor on the interpreter's name/email field. Left click on the field. You can scroll down using the arrows on your computer until you highlight the name of the interpreter (Any participant can be appointed as interpreter.). If <b>UPDATE</b> appears, click on it or go to next step. <b>Steps c and d are not mentioned in Zoom's instructions, and sometimes it is the only way "to force Zoom" to start interpretation service during the meeting.</b></p>	
<p>d. Press <b>START</b> to enable the interpretation feature.</p>	

e. To stop interpretation feature, click on globe, go to **Manage Interpretation**, click on **END**. With this action, Interpreter will become a regular participant.



You may find some nicely explained instructions for the Interpretation Feature on an advertiser's link: <https://it.tufts.edu/book/export/html/2027>