

Translation Precision

Professional Translation, Interpretation,
Voiceover, and Subtitling Services

619-786-7559

www.translationprecision.com



What to expect after sending an interpreter request:

1. You will receive a confirmation email from Translation Precision once an interpreter has been assigned.
2. You will then need to set up the interpretation following the instructions in this job aid, the video below, or the confirmation email.
3. Once you have set up the meeting correctly, the interpreter will receive an [invitation to interpret](#).
4. Translation Precision will then confirm receipt of the invitation by the interpreter.
5. If you do not receive this confirmation within 48 hours of setting up the meeting, please reach out to Translation Precision for help.

Video:

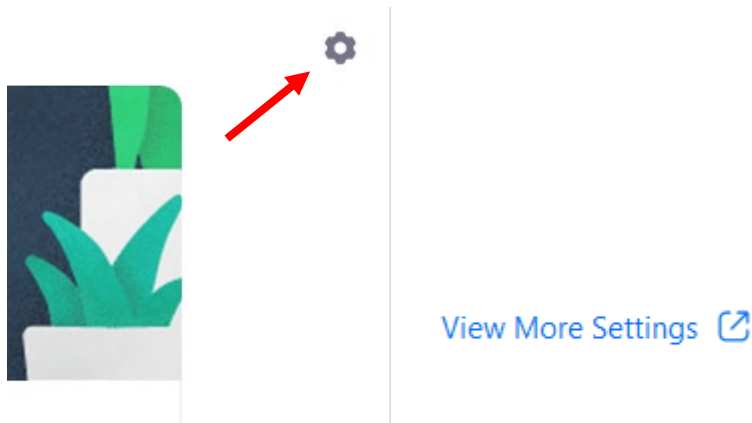
Setting up interpretation for Zoom meetings

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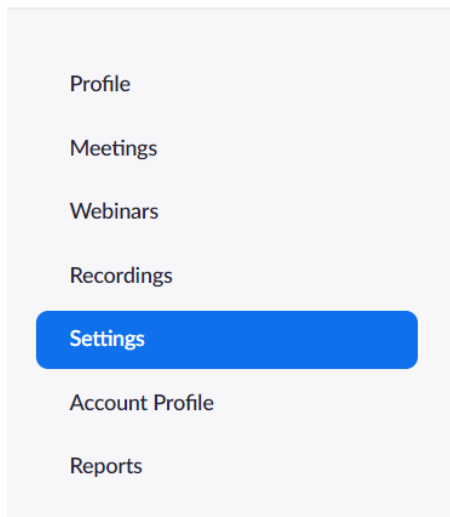
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Setting Up the Language Interpretation Feature in your Zoom account

Go to your Zoom account in the web browser at zoom.us. If you prefer, you can get to your web account by going to your desktop app and choosing settings in the upper right and then choosing View More Settings at the bottom. That will take you to your web browser.



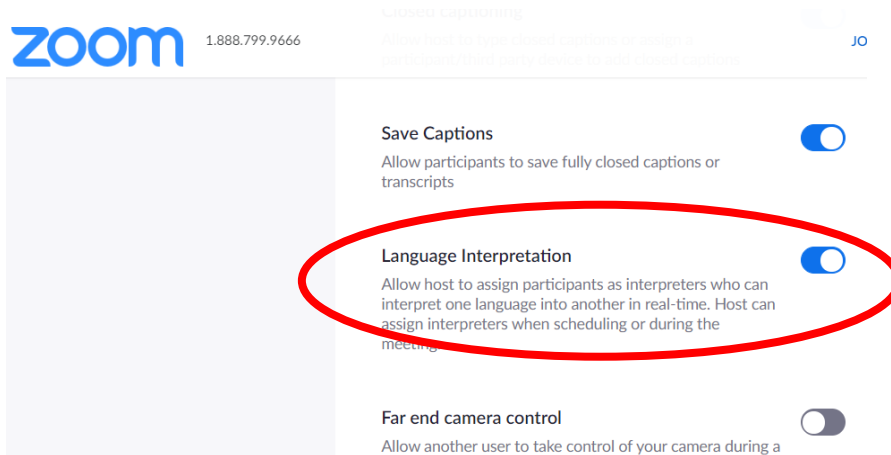
You will be taken to your profile page. Go to settings.



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Under the options for In Meeting (Advanced) enable Language Interpretation. ****You will not have this section unless you have a paid license. Also, to use this feature once you have set it up, meetings must be scheduled in your account using the web browser.***



Once you have enabled it, you will see that Zoom comes with 9 languages integrated. If you need additional languages, click on the plus symbol and type the name of the language and click on the gray box below it to insert the language.

Add Language

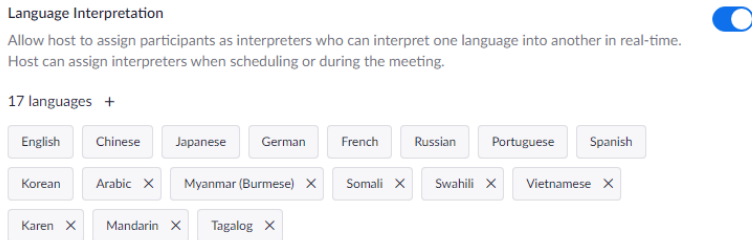
A screenshot of the 'Add Language' dialog box. The input field contains the text 'Swahili'. Below the input field, a gray box also contains the text 'Swahili'. At the bottom right, there are two buttons: 'Add' and 'Cancel'.

You can type as many languages as you like and then click add to finish adding them.

Add Language

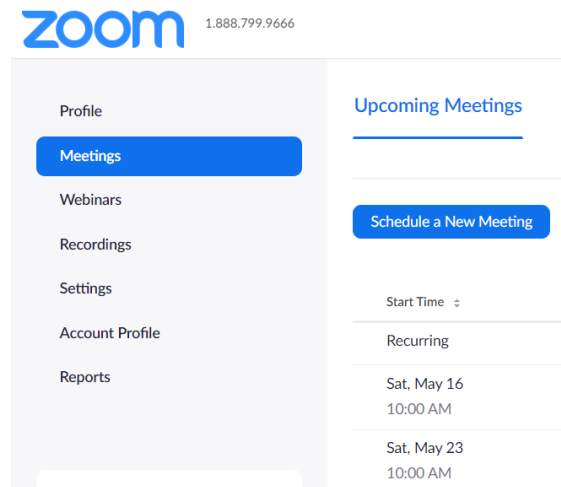
A screenshot of the 'Add Language' dialog box. The input field contains the text 'Swahili' with a small 'x' icon to its right. Below the input field, a gray box also contains the text 'Swahili'. At the bottom right, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red oval.

You will then see all of the languages you have added. ****Although you can add as many custom languages as you like, currently you may only use 5 custom languages at a time within a meeting. You will need to use language substitutions to assign interpreters if you need to use more.***

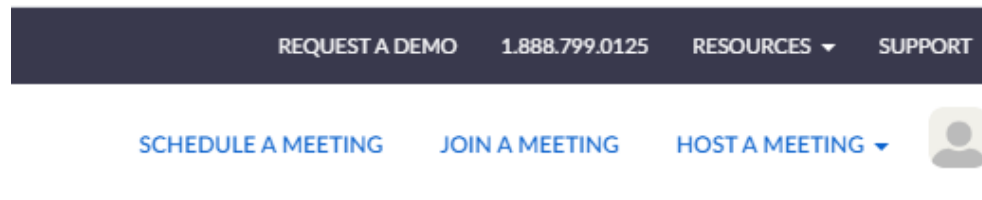


Setting Up a Meeting Using the Language Interpretation Feature in Zoom

Go to your web account at zoom.us and choose Meetings and then select Schedule a New Meeting



You can also go to SCHEDULE A MEETING on the upper right hand corner of your Zoom profile page.



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Schedule the meeting as you usually would. One suggestion is to schedule your meeting as a recurring meeting with no fixed time. That way you can reuse the meeting multiple times and will not have to set it up again unless something changes, like the name of the meeting or the interpreter assigned to the meeting.

Recurrence: Select ^
Repeat every: Daily, Weekly, Monthly, No Fixed Time
End date: [Calendar icon]

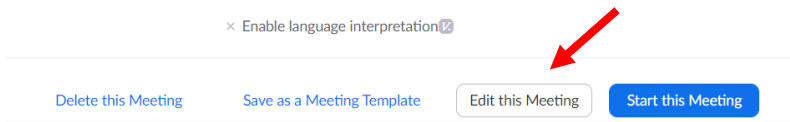
After you have set up your meeting, just before you save the meeting, at the very bottom, click on Enable language interpretation, then add the interpreter's email, English is provided for you in the first field, so you enter the language the interpreter will be interpreting into the second field. You can then click +Add Interpreter to continue adding interpreters. Once you have added all your interpreters, click Save.

Interpretation: Enable language interpretation ⓘ
john@company English ⇄ Language X
+ Add Interpreter
Save Cancel

If you have already set up the meeting without setting up the interpretation, you can choose to edit the meeting by once again going to Meetings and clicking on a meeting you already have scheduled, in this case the meeting name is "How to Use Interpreting Features".

zoom 1.888.799.9666
Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Upcoming Meetings Previous Meetings Persc
Meeting Templates
Schedule a New Meeting
Start Time ⇅ Topic ⇅
Recurring How to Use Interpreting Features

Scroll down and choose Edit this Meeting. As you can see, language interpretation is off for this meeting.

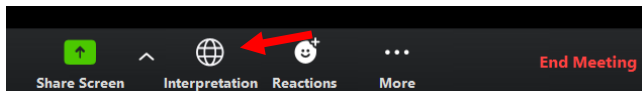


You can then scroll down to the bottom and enable the language interpretation feature, enter the interpreter information, and hit Save.

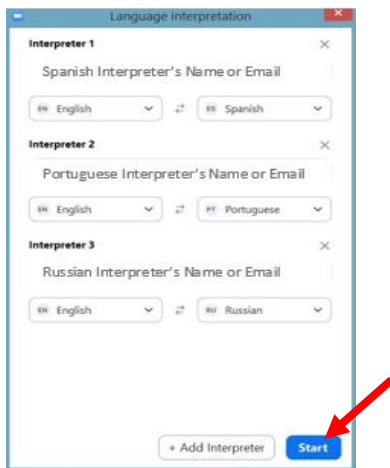
If you have set everything up correctly, your interpreter(s) will receive an invitation directly from Zoom. Translation Precision will then email you a confirmation letting you know that they have received it. If you do not receive a confirmation of the invitation, please reach out to Translation Precision.

Using the Language Interpretation Feature in Zoom the Day of the Meeting

The day of the meeting, the interpreter will join the meeting 15 minutes early using the meeting ID. They will change their name to LANGUAGE Interpreter THEIR NAME so that you can find them in the waiting room. To avoid any problems with the flow of interpretation, make your interpreter(s) a co-host. This way the interpreter(s) can mute and unmute whenever necessary. Before you turn on the interpretation function, share the [slide for the announcement](#) and have your interpreter(s) make the [interpretation announcement](#). Then click on the globe.



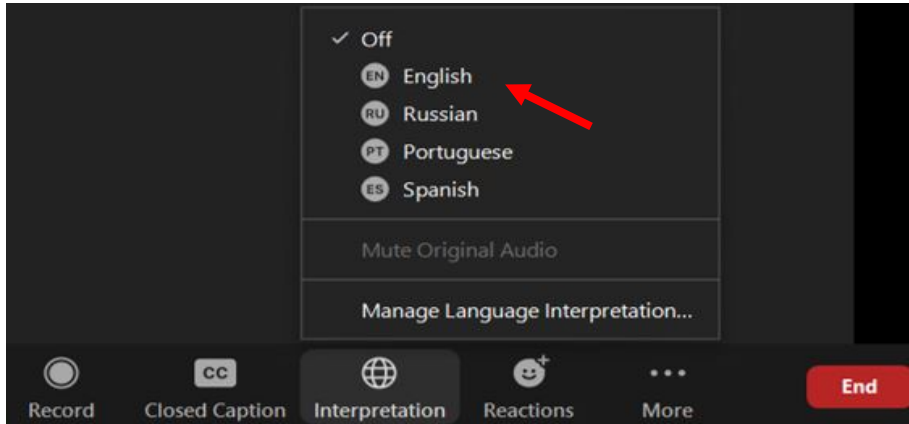
Your languages and interpreters will appear here. Click Start.



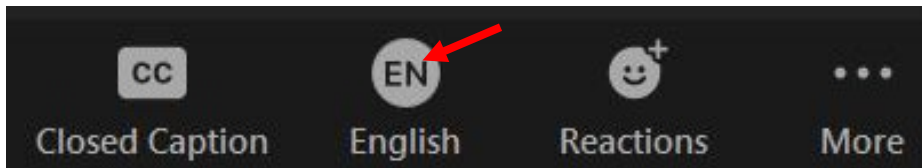
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Once interpretation has been activated, everyone must choose a language. Be sure to choose English, so that you can hear the interpreters when they switch to your language to communicate any issues or to interpret what a participant might say in the foreign language.



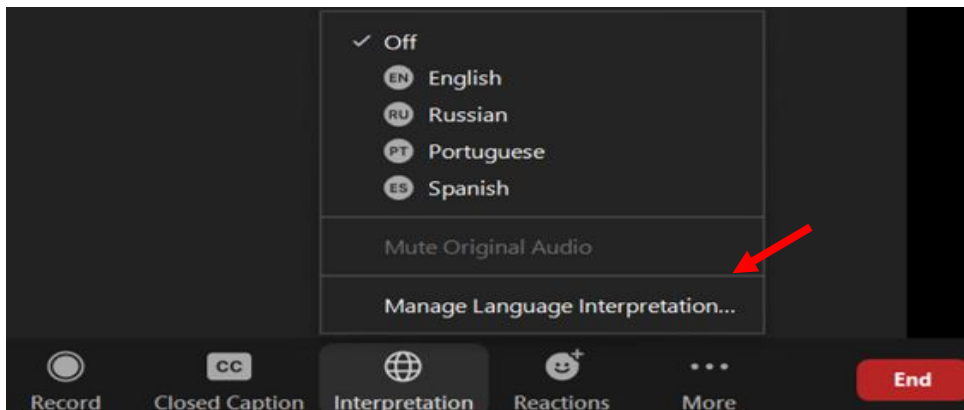
The language for your presentation should appear on the bar, instead of the globe.



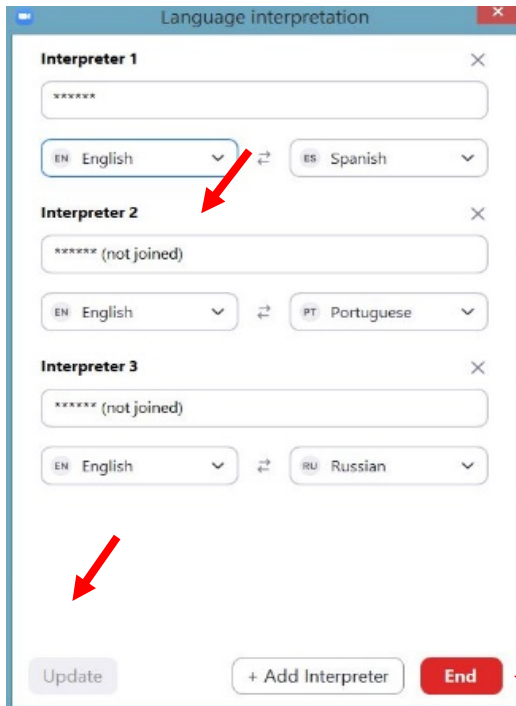
If when you activate the interpretation the interpreter can be heard by the presenter, first ensure that the interpreter has selected their proper language and is not still in English.



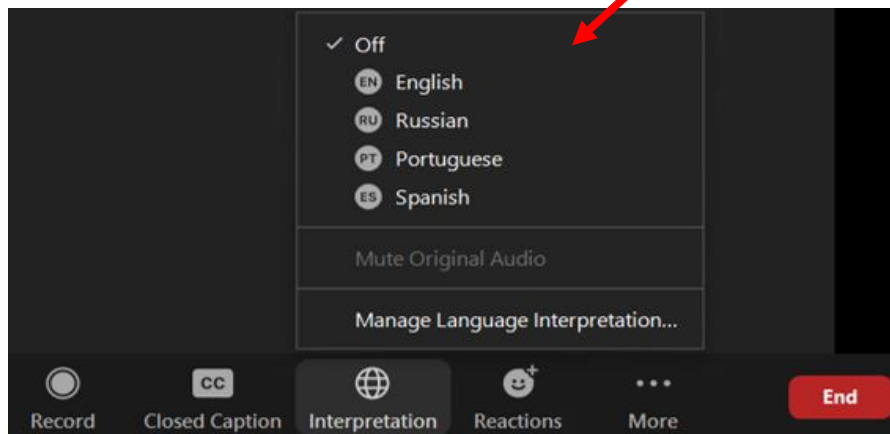
If they have, and you can still hear their interpretation, to Manage Language Interpretation.



Delete the information in the interpreter field and select the interpreter again manually from the meeting room and then click update. This should solve the problem.



This is also where you turn off the interpretation feature. If you only click on the globe and then click on off, you are **NOT** turning of the interpretation feature, you are just turning off your language (English)



Useful Resources

[Slide for the Announcement](#)

[Announcement Script](#)

Instruction Sheets for Participants:

[English](#)

[Spanish](#)

[Instruction Sheet for Interpreters](#)

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