

# Translation Precision

Professional Translation, Interpretation,  
Voiceover, and Subtitling Services

619-786-7559

[www.translationprecision.com](http://www.translationprecision.com)



## Zoom Language Interpretation for Interpreters

### Meeting Invitation

You will receive an invitation with all the information you need for the meeting. The invitation will look something like this:

Hi [your-email@your-service.com](mailto:your-email@your-service.com),

Host Name ([host-email@host-service.com](mailto:host-email@host-service.com)) invited you to a meeting to interpret English and Language *(Due to Zoom's limited options, the language may be different than your target language.*

*Confirm your language with the meeting host)*

Topic	Interpreting in a Zoom Meeting
Meeting ID	111 2222 3333
<u>Date &amp; Time</u>	May 18, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://host-platform.zoom.us/j/11122223333?pwd=RzMrQnp3QmdTWnBnZ0VYWFJibFN5dz09>

Or join meeting with the following methods:

#### One tap to join audio:

US: [+16699006833](tel:+16699006833), [11122223333](tel:+11122223333)# or [+16692192599](tel:+16692192599), [11122223333](tel:+11122223333)#

#### Or, dial:

US : +1 669 900 6833 or +1 669 219 2599

Meeting ID: 111 2222 3333

Password: 123456

[More International numbers](#)

Thank you for choosing Zoom.  
-The Zoom Team

Let Translation Precision know you have received the invitation by forwarding the invitation to [kfigueroa@translationprecision.com](mailto:kfigueroa@translationprecision.com) and then save the Meeting ID, Password, and Link on your calendar. My suggestion is to save the invitation email as a calendar event.

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# Joining the Meeting

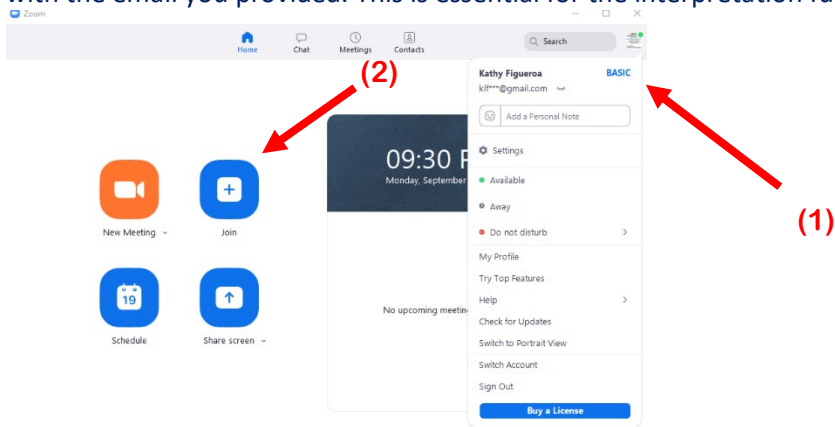
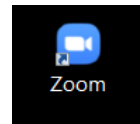
The day of the meeting, you should set up your computer or laptop, have your announcement ready, and use the information you saved to enter the meeting. You will join the meeting, (1) using the Meeting ID and Password (if there is a password). It's best not to enter the meeting using the link (2).

Meeting ID: 111 2222 3333 (1)  
Password: 123456 (2)

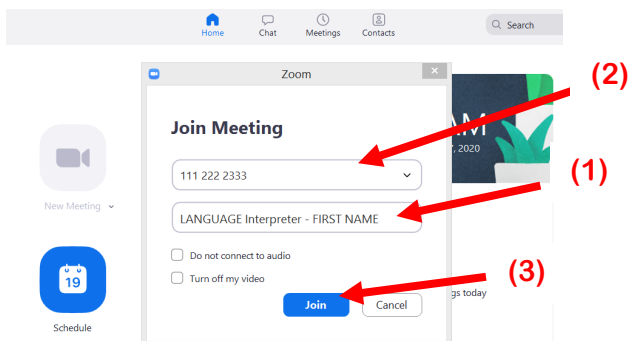
<https://host-platform.zoom.us/j/11122223333?pwd=RzMrQnp3QmdTWnBnZ0VYWFJibFN5dz09>

Entering this way allows you to change your name to LANGUAGE Interpreter – FIRST NAME before you enter the room. That way, the host knows you are the interpreter and lets you in to the meeting ahead of time to prep.

You do this by going to the Zoom shortcut on your desktop, it should look like this: Double click on it and it will open up the box below. First check your settings to ensure that you are signing in with the email you provided. If you are, then click on join. If it is not the correct email, sign out of Zoom and then sign in again with the email you provided. This is essential for the interpretation function.



The dialogue box below will appear, (1) under name you enter your LANGUAGE+INTERPRETER – your first name. (2) You enter the meeting number in the top box and click on Join. If the host set a password, it asks for a password, you enter the password and then you will then be allowed into the waiting room.



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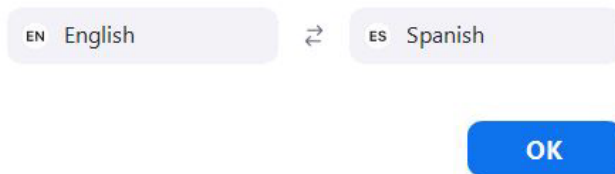
If you do not have the Zoom application on your computer, you can download it by going to [www.zoom.us](http://www.zoom.us). Although it is not the most efficient way to do Zoom interpretation, you can also access Zoom this way by downloading the app from your play or app store.

## Meeting Interpretation

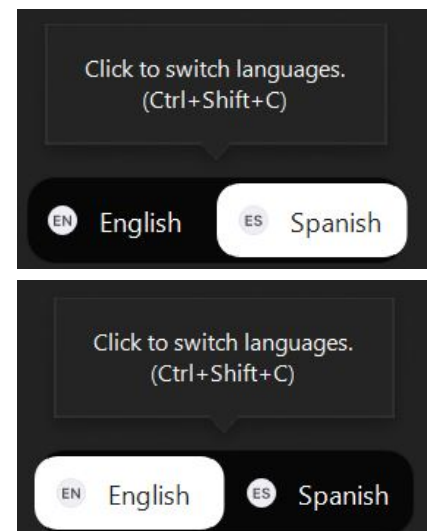
Once the host enables the interpretation mode, you will see this button:

### Welcome

You have been assigned an interpreter.



Press okay and go to the target language on the right to begin to interpret. If you need to speak to interpret for the host (as in questions and answers at the end) you can click the source language button on the left.



## Trouble Shooting

- If the host does not see the globe, they have not enabled the interpretation feature in their Zoom account and you will not be able to interpret simultaneously. Co-hosts will not see the globe.
- If the host does see the globe, but you are not assigned as an interpreter, the host can select you manually from the Manage Interpretation menu.
- If you cannot be heard by the participants in your language group, ensure you are in your language section and that you are unmuted. If you cannot unmute yourself, ask the host to unmute or make you a cohost so you can unmute yourself.
- If you cannot be heard by the host and co-hosts, ensure you are in the English section and that you are unmuted. If you cannot unmute yourself, ask the host to unmute or make you a cohost so you can unmute yourself. If you are unmuted, ensure that the host and co-hosts have selected English as their language, otherwise, they will not be able to hear you.
- If you are being heard by the English participants, ensure you are in the language you are interpreting into, if you are, have the host reselect you as the interpreter again manually from the Manage Interpretation menu.