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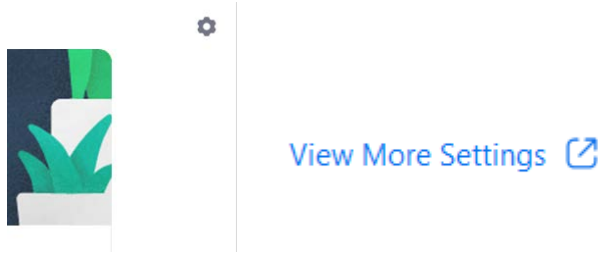
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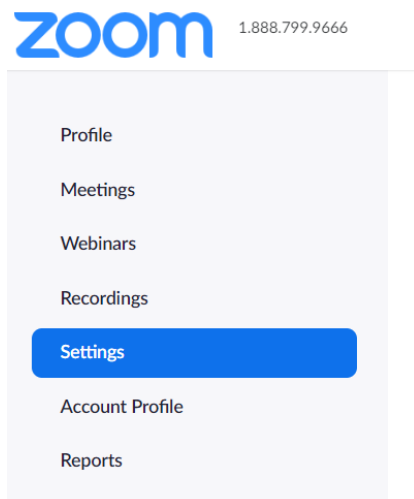


How to Set Up the Language Interpretation Feature in Zoom

Go to your Zoom account in the web browser. If you do not know the URL for your Zoom account, go to your desktop app and choose settings in the upper right and then choose View More Settings at the bottom. That will take you to your web browser.

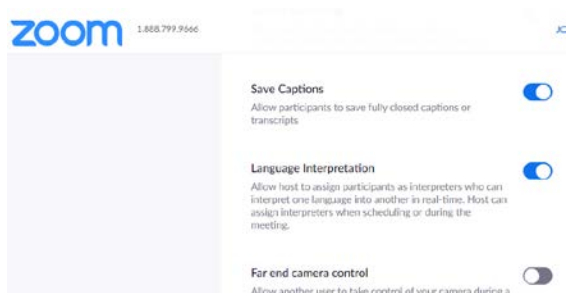


Go to settings



Under the options for In Meeting (Advanced) make sure to enable Language Interpretation

**To use this feature, meetings must be scheduled in your account using the web browser.*



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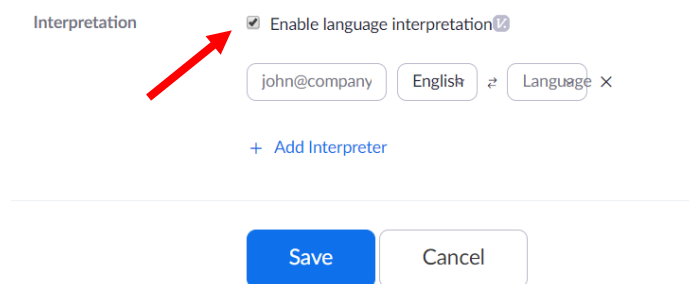
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How to Set Up a Meeting Using the Language Interpretation Feature in Zoom

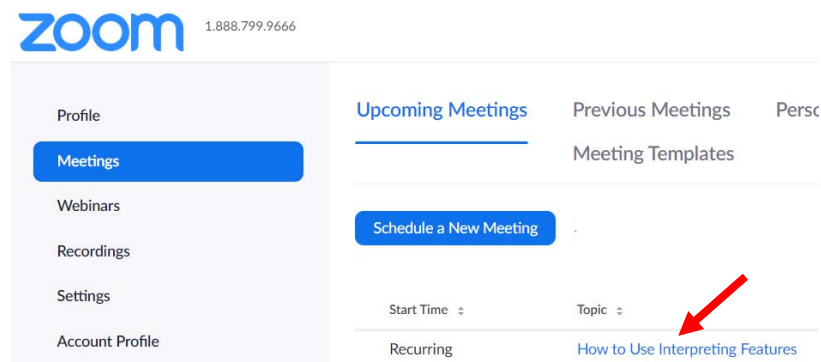
Go to Meetings and choose Schedule a New Meeting



Before you save the meeting, at the very bottom, click on Enable language interpretation, then add the interpreter's email, then click Save.



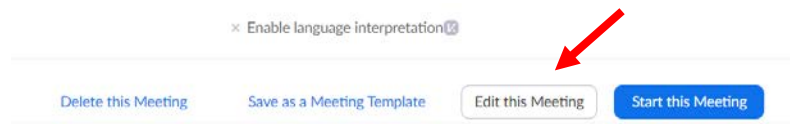
If you have already set up the meeting without setting up the interpretation, you can choose to edit the meeting by once again going to Meetings and clicking on a meeting you already have scheduled, in this case the meeting name is "How to Use Interpreting Features".



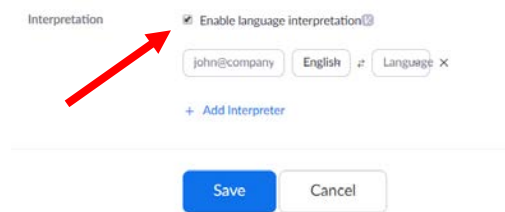
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Scroll down and choose Edit this Meeting. As you can see, language interpretation is off for this meeting.

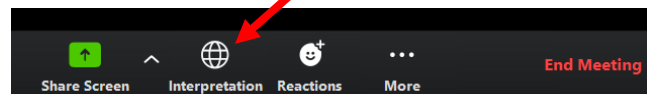


You can then scroll down to the bottom and enable the language interpretation feature, enter the interpreter information, and hit Save.

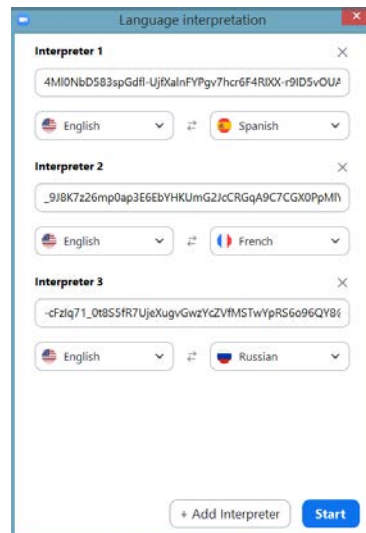


How to Use the Language Interpretation Feature in Zoom

To avoid any problems with the flow of interpretation, you should make your interpreter a co-host. This way the interpreter can mute and unmute whenever necessary. Before you turn on the interpretation function, have your interpreter(s) announce that language interpretation will be offered by clicking on the globe that will appear at the bottom of the participants screen once language interpretation is activated. Then click on the globe.



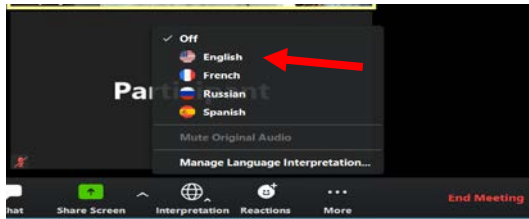
Your languages will appear here. Click Start.



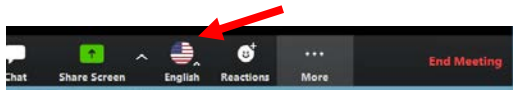
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Be sure to turn on the language that you are giving the presentation in (in this case English), so that you can hear the interpreters when they switch to your language to interpret what a participant might say in the foreign language.



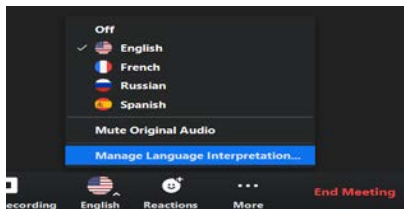
The language for your presentation should appear on the bar, instead of the globe.



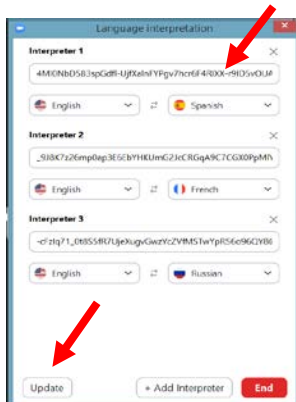
If when you activate the interpretation the interpreter can be heard by the presenter, first ensure that the interpreter has selected their proper language and is not still in the language of the presenter.



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.



You can also end the language interpretation in this area.

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