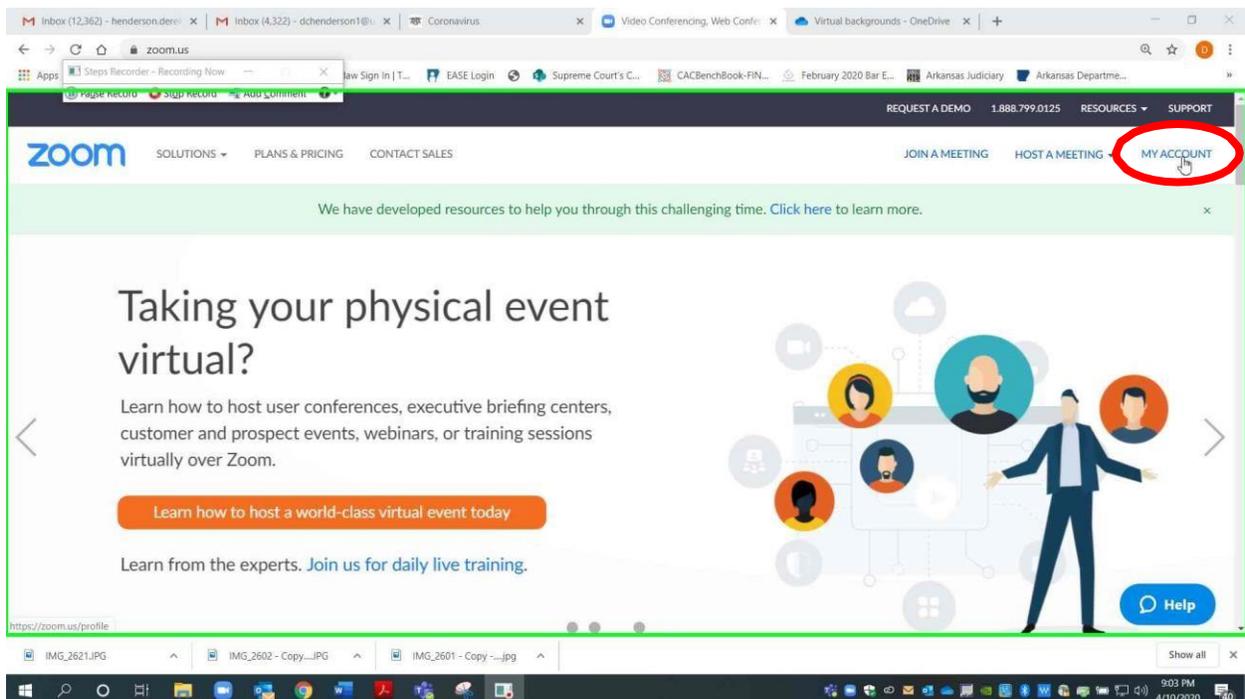
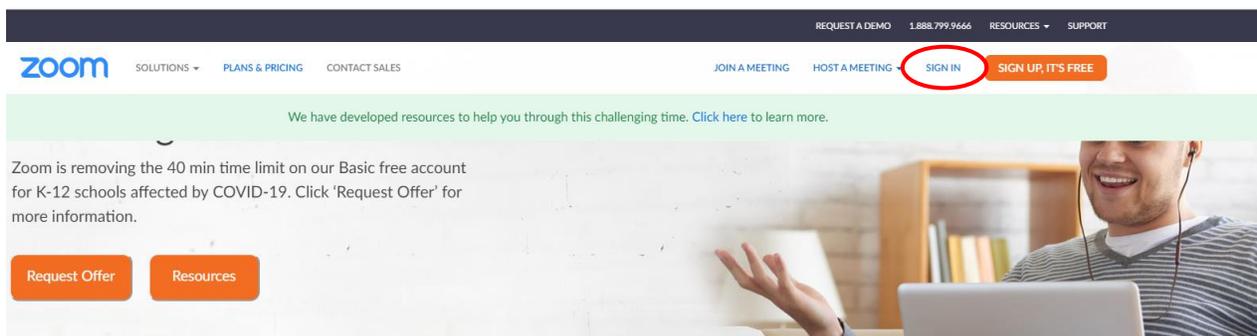


## Instructions on how to schedule and host a Zoom meeting with an interpreter

**First, make sure you have a business, education or pro account, otherwise you will only have access to limited features and thus will need to add the simultaneous interpretation feature at an additional cost.**

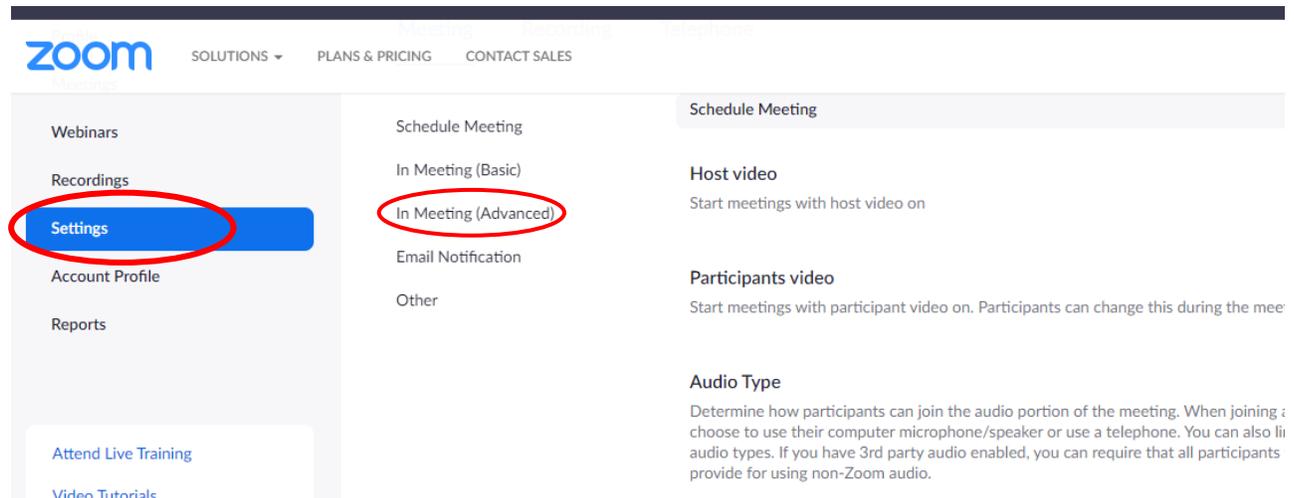
**Next, go to zoom.us and sign in to the Zoom web portal by choosing:**

- **Sign in**
- **or “My Account”**
- **or click the person icon in the top right.**

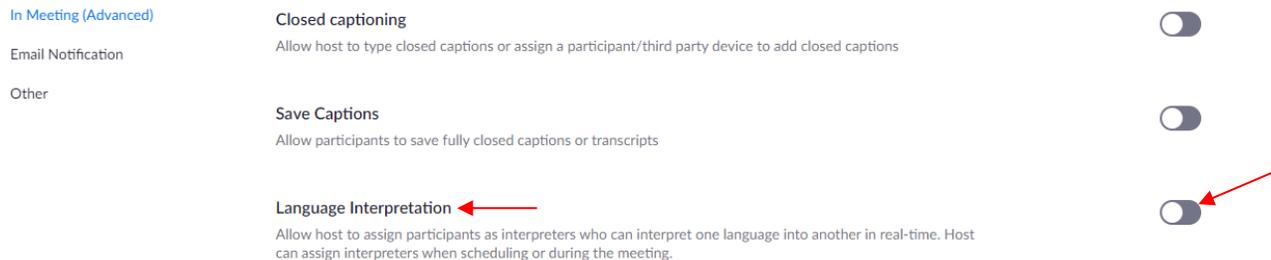


## Instructions on how to schedule and host a Zoom meeting with an interpreter

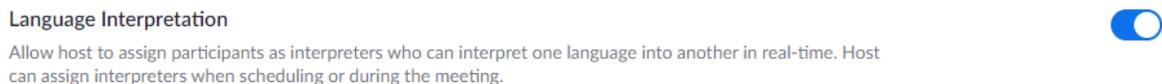
**In order to make sure your account is set up correctly for the interpreter feature, please choose “Settings,” then choose “In Meeting [Advanced].”**



**Scroll down to “Language Interpretation,” and make sure you toggle to the on position.**



**It will now look like this:**



## Instructions on how to schedule and host a Zoom meeting with an interpreter

Something else you may want to verify and adjust while in your “In Meeting Advanced settings” are your languages. Zoom provides you with about 9 language options to begin with, you may need to add those languages that you will be using for your interpreter needs. So, go to the “plus” sign, right next to your languages.

### Language Interpretation

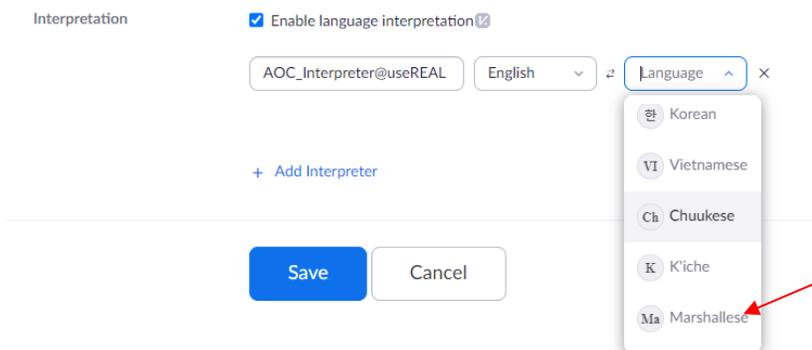
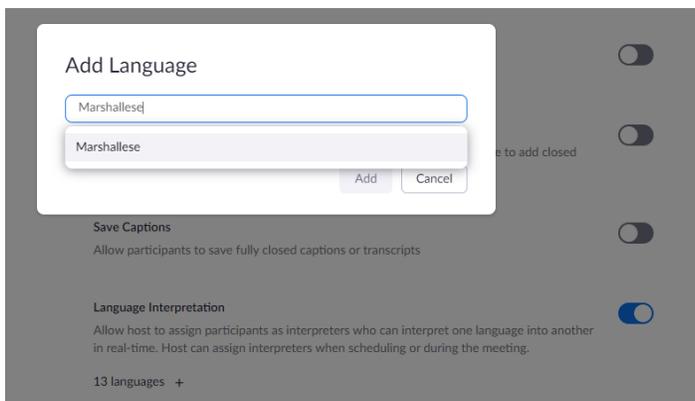
Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.



13 languages +



Once you click the plus sign a small dialog box will open up, type your language, hit enter and hit add. Your new language will now appear in your language options and it will also appear in the drop-down option when you are scheduling a meeting and enabling language interpretation. Both of these should be done in the web interface and not the Zoom App.

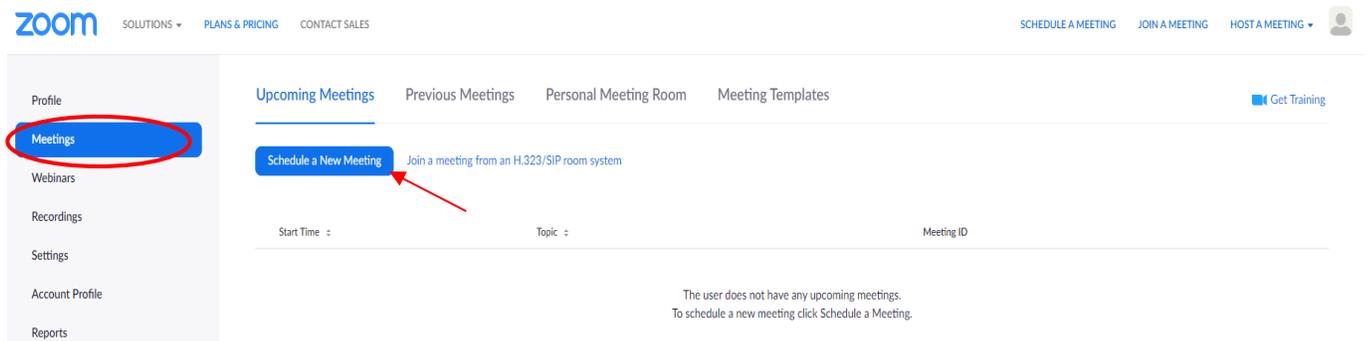


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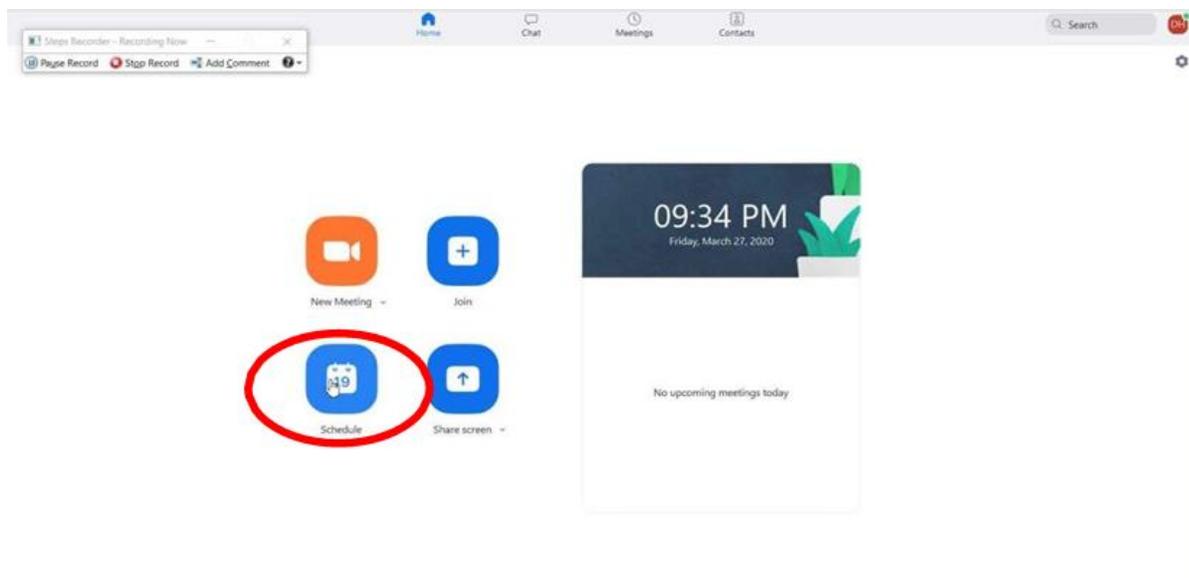
Please contact the Office of the Court Interpreter Services if you have any questions or concerns at [AOC.Interpreter.Services@arcourts.gov](mailto:AOC.Interpreter.Services@arcourts.gov)

## Instructions on how to schedule and host a Zoom meeting with an interpreter

Now go back to the main dialog on the left to Meetings, then choose “Schedule a Meeting”.



If you are using the app, this is what your window will look like to “Schedule a Meeting”.



Once you are in this dialog, most of the fields will auto populate and you may adjust them accordingly.

It is very important that you Click “Generate Automatically” in your Meeting ID field. This setting is required for language interpretation. If you have already checked the “Require meeting password” field, the password will generate automatically. You can change this password if you wish.

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Please contact the Office of the Court Interpreter Services if you have any questions or concerns at [AOC.Interpreter.Services@arcourts.gov](mailto:AOC.Interpreter.Services@arcourts.gov)

## Instructions on how to schedule and host a Zoom meeting with an interpreter

---

Topic

Description (Optional)

---

When  

Duration  hr  min

Time Zone

Recurring meeting

---

Registration  Required

---

Meeting ID  Generate Automatically  Personal Meeting ID

---

Meeting Password  Require meeting password

---

**Then, scroll down to the interpretation portion and check the box to “Enable Language Interpretation” for the meeting.**

## Instructions on how to schedule and host a Zoom meeting with an interpreter

The screenshot shows the Zoom meeting options interface. The 'Interpretation' section is highlighted with a red circle. A red arrow points to the 'Enable language interpretation' checkbox, which is checked. Below this, there is a text input field containing 'john@company.com', a dropdown menu set to 'English', a plus-minus icon, another dropdown menu set to 'Language', and an 'X' icon. Below these fields is a '+ Add Interpreter' link. At the bottom of the form are 'Save' and 'Cancel' buttons.

**Now you can insert the email for your interpreter and select the target language. You may also click “Add Interpreter” if you need to include more than one interpreter and follow the same steps for inserting their email address and selecting the target language. Click the X icon if you need to remove an interpreter. After this, click the “Save” button.**

**Once your meeting has been scheduled, you can add it to the calendar of your choice and copy the invitation information to an email or a text by clicking “copy the invitation”.**

## Instructions on how to schedule and host a Zoom meeting with an interpreter

**Remember, Zoom will automatically invite your designated interpreter directly, so you do not need to include the interpreter on the invitation email/text.**

My Meetings > Manage "My Meeting" Start this Meeting

Topic: My Meeting

Time: Apr 22, 2020 06:00 PM Central Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#) 

Meeting ID: [REDACTED]

Meeting Password: \*\*\*\*\* [Show](#)

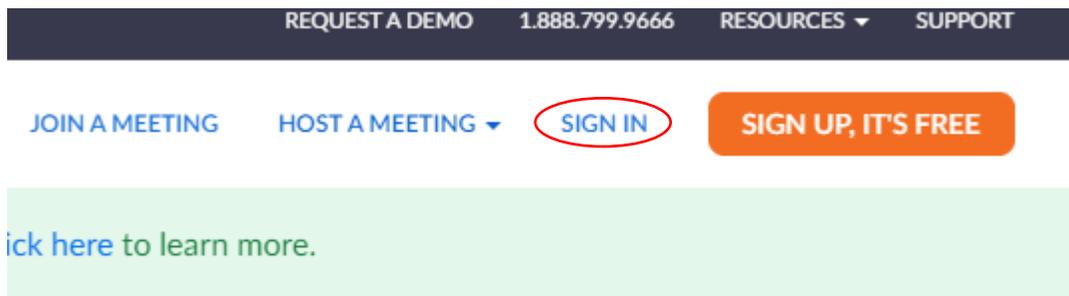
Invite Attendees: Join URL: <https://zoom.us/j/95782874900?pwd=Vmt2V1VR50FtVWo2NnNqTFIaV0ZTZz09> [Copy the invitation](#) 

Video: Host On, Participant On

Audio: Telephone and Computer Audio, Dial from United States of America

**This concludes the process to schedule a meeting with the interpreter option. Next, how to enable language interpretation once your meeting has started.**

**The day of your meeting, go to Zoom.us and sign in.**



**Or go to the Zoom App and click on “Sign in”.**

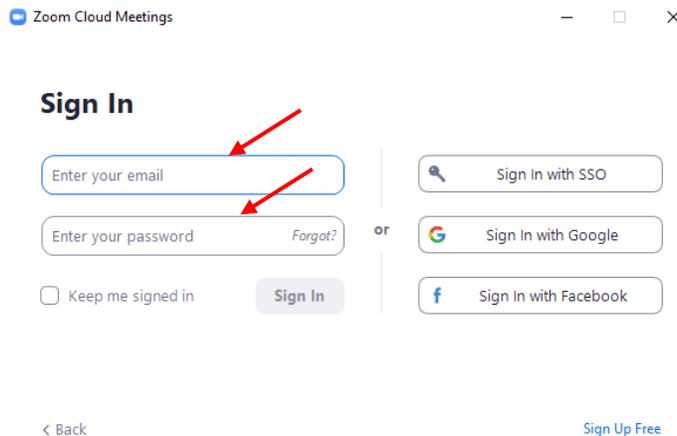
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Please contact the Office of the Court Interpreter Services if you have any questions or concerns at [AOC.Interpreter.Services@arcourts.gov](mailto:AOC.Interpreter.Services@arcourts.gov)

## Instructions on how to schedule and host a Zoom meeting with an interpreter



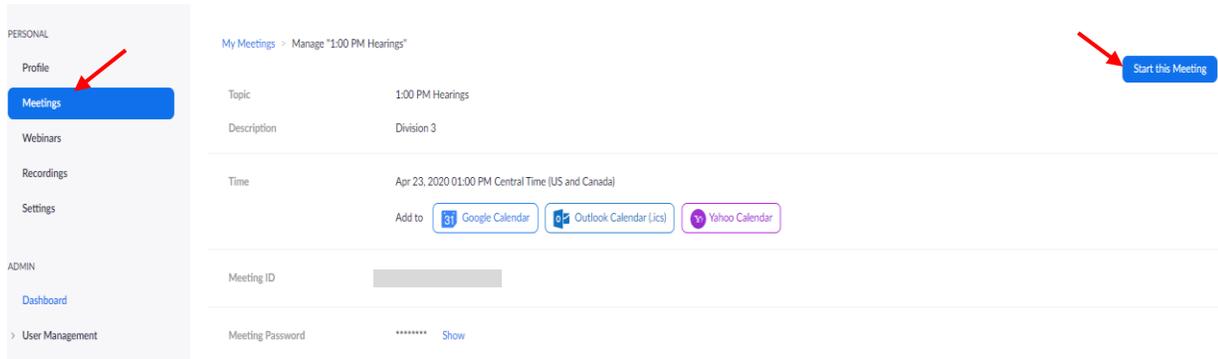
**Insert your credentials and click on “Sign in”.**



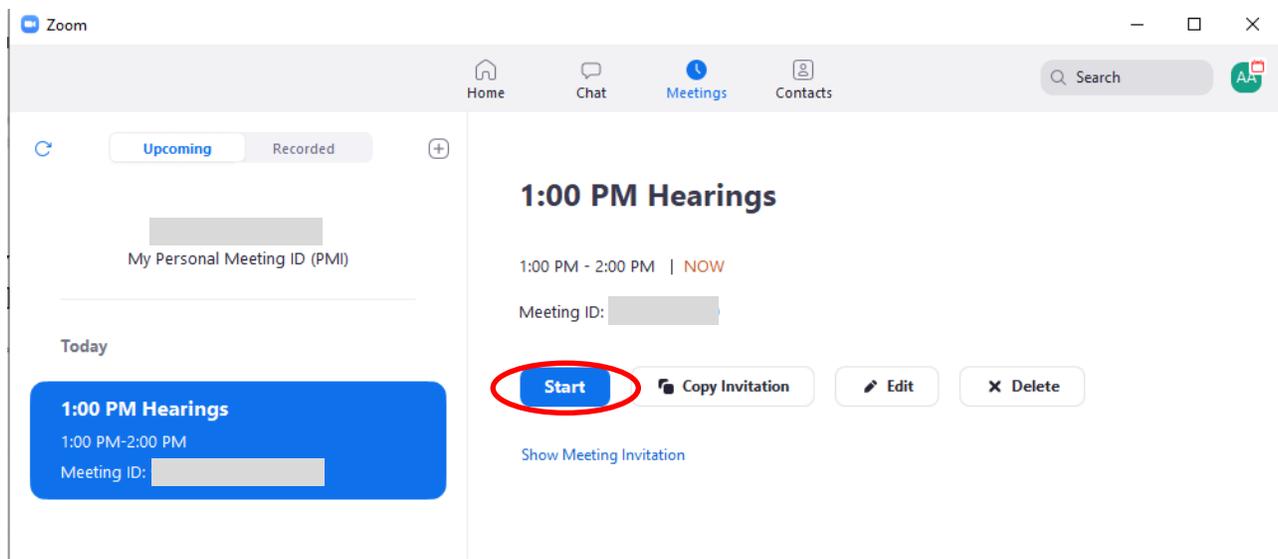
**This will take you to your personal dialog.**

**If you are already signed in, click on “Meetings” to access the My Meetings dialog, then click on “Start this meeting”.**

## Instructions on how to schedule and host a Zoom meeting with an interpreter

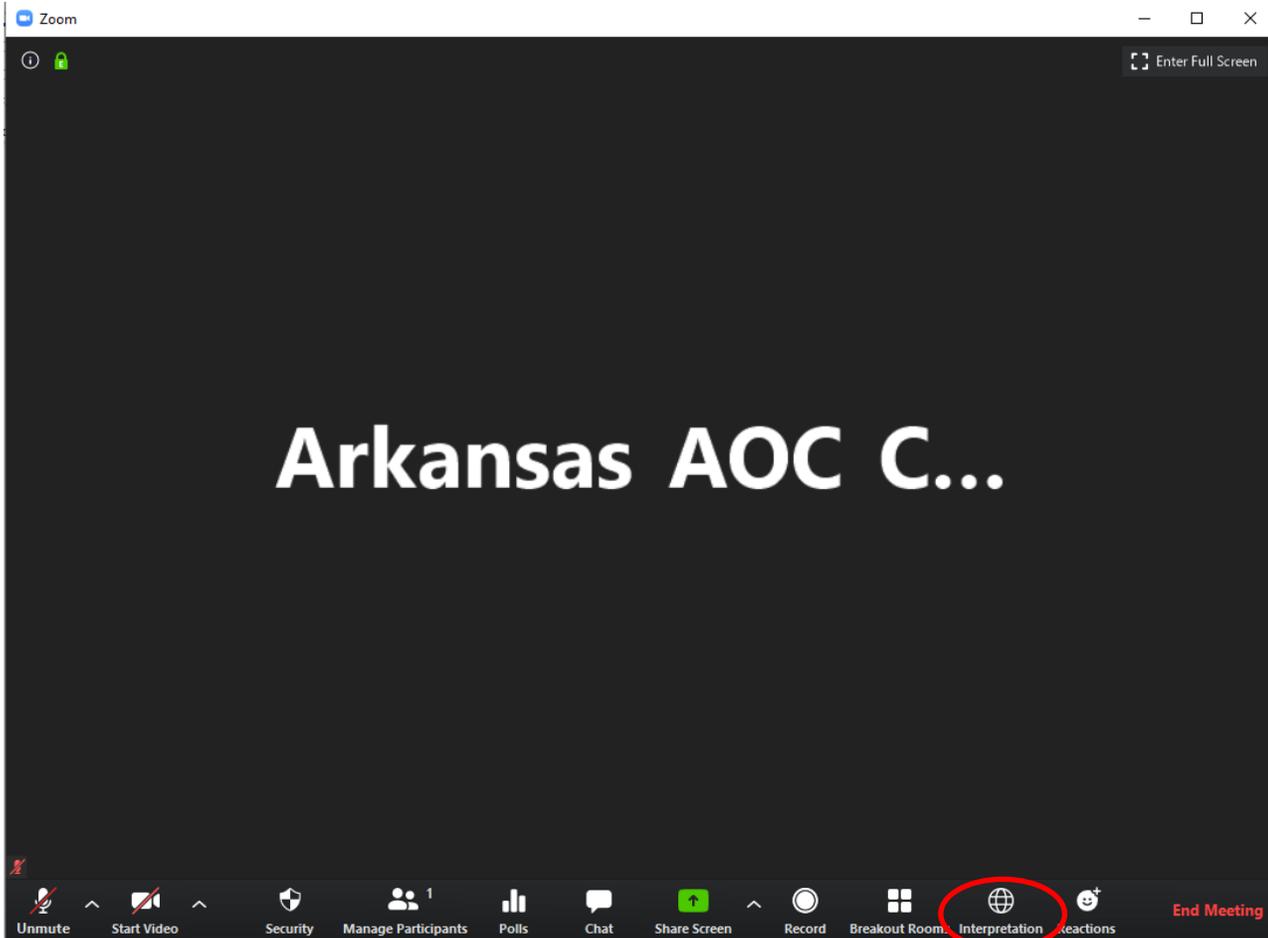


**When you are signed in with the Zoom App, your window will look like this and you only need to click “Start” to begin the meeting in question. If you have a waiting room, you will be able to see which participants have arrived and admit them into the meeting.**



## Instructions on how to schedule and host a Zoom meeting with an interpreter

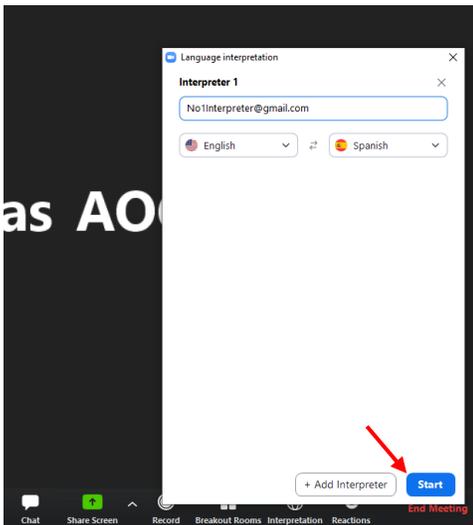
Once you start your meeting, your Zoom window will look like this, if you are using a PC (Windows or macOS). When all the attendees and interpreter(s) are in the meeting, click the “interpretation” function which looks like a globe.



Your screen view and the location of your control menu will vary depending on the device you are using. For example, your controls will show at the top if you are using an iPad. If you are using a smartphone, your control menu may be split between the top and the bottom of the screen. On the smaller devices, you need to touch the screen for your controls to show.

## Instructions on how to schedule and host a Zoom meeting with an interpreter

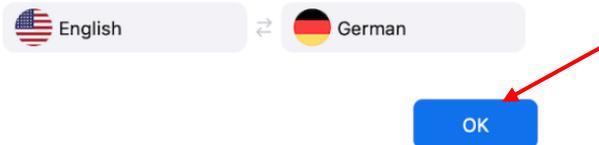
Then, the Language Interpretation dialog will appear. Click on ‘Start’.



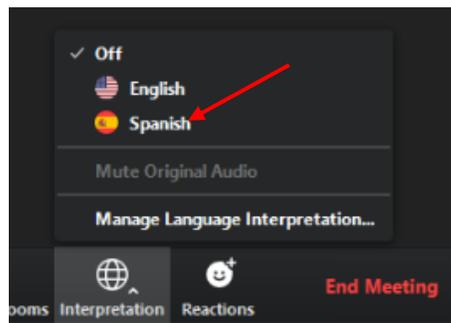
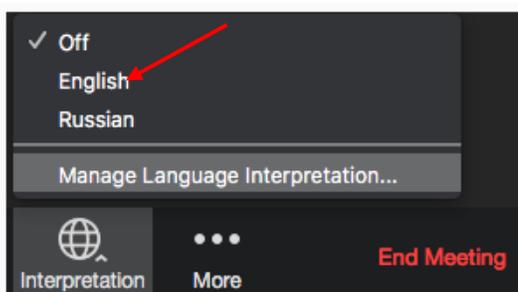
After the host clicks “Start”, the interpreters will receive a message that they have been assigned. The interpreter(s) will then accept by clicking “OK”.

### Welcome

You have been assigned as an interpreter.



Attendees will now be able to click the Interpretation function in the meeting options and select a language channel. ENGLISH SPEAKERS MUST SELECT ENGLISH. Here are a couple of examples of what you may see:

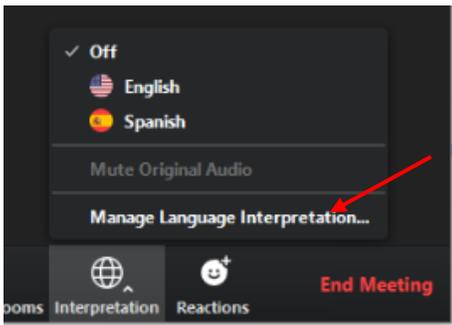


## Instructions on how to schedule and host a Zoom meeting with an interpreter

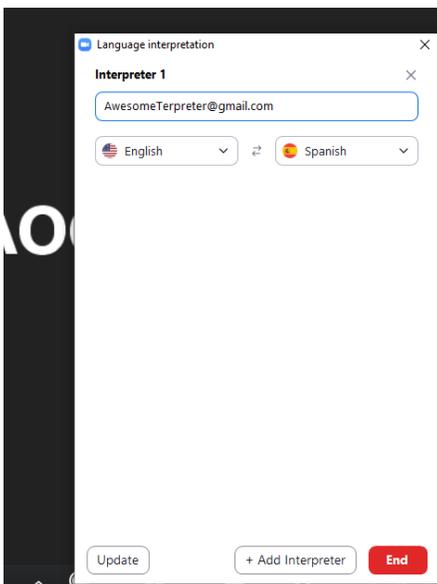
Everyone who selects English will hear it at 80% volume and the foreign language at 20% volume when the interpreter is doing simultaneous interpretation. The same will be true for the attendees that choose the foreign language. That is, they will hear the foreign language at 80% volume and English at 20% volume during simultaneous interpretation.

You also have the option of selecting “Mute Original Audio” after selecting the language of your choice. If you do this, you will only hear the language you have selected at 100% and completely mute the other language.

The interpretation function gives you other choices once you have started your meeting.

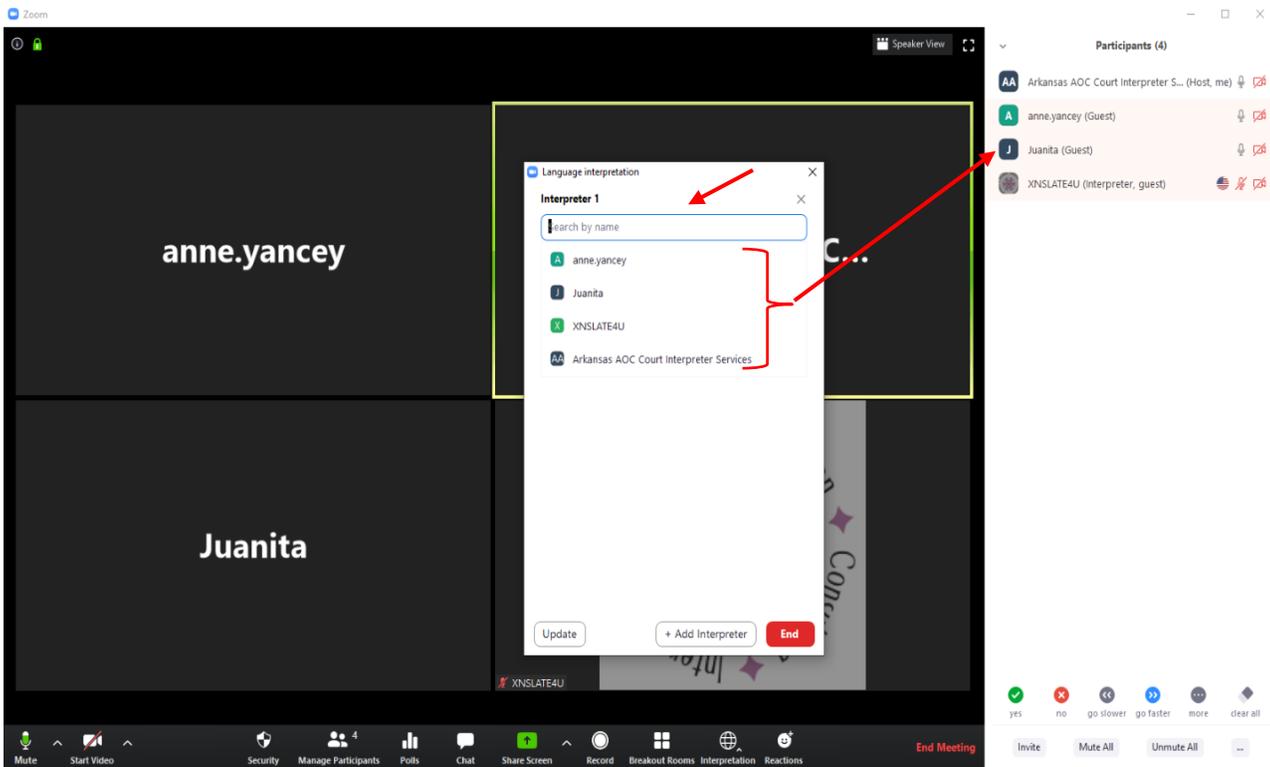


At any time, you may click on “Manage Language Interpretation” to replace the original interpreter and assign an attendee as the interpreter. The following dialog will appear.



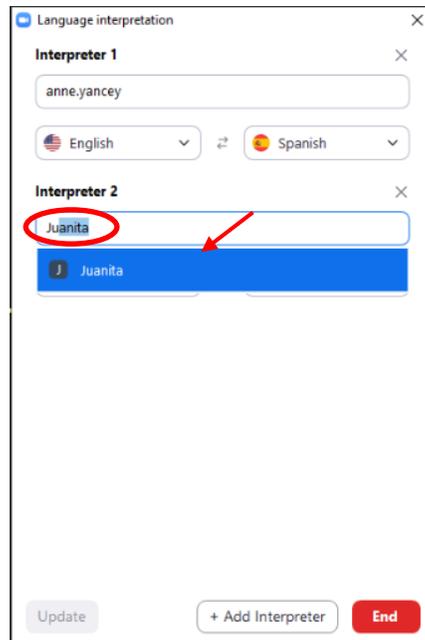
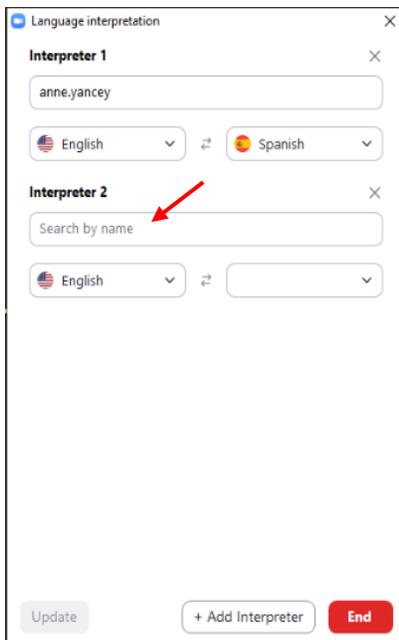
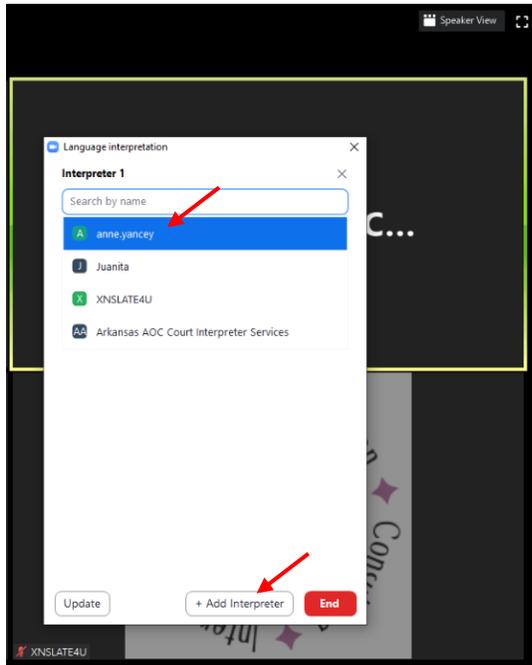
## Instructions on how to schedule and host a Zoom meeting with an interpreter

Once the dialog opens, you must delete the email address shown in that field, then your attendee list becomes available for you to select another person as the interpreter.



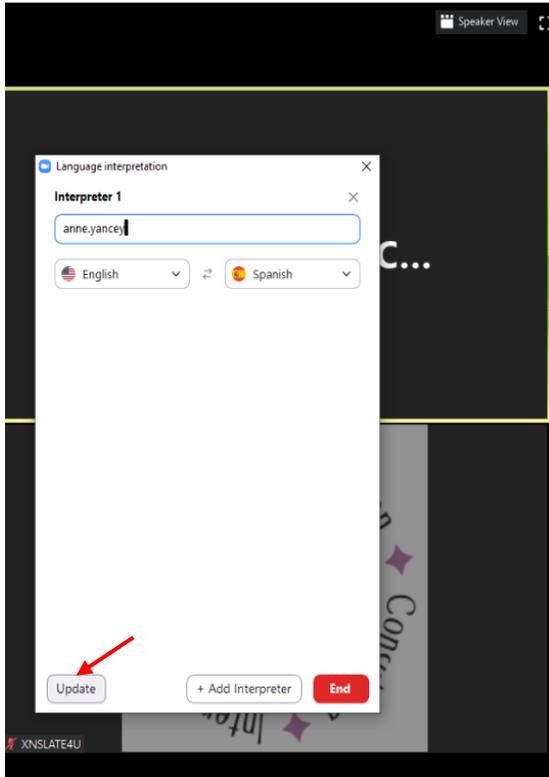
## Instructions on how to schedule and host a Zoom meeting with an interpreter

Proceed to select another attendee as the interpreter. You may also add a second interpreter by clicking the “+ Add Interpreter” button. Follow the same procedure by starting to type the name of one of the attendees or by selecting the name from the drop-down list.



## Instructions on how to schedule and host a Zoom meeting with an interpreter

Once you have added the interpreter(s) click the “Update” button.



After having selected your new interpreter(s), now you are ready to proceed with your meeting. This would be a good time to remind your attendees to make sure everyone is still on the correct language channel.

Depending on your language channel selection, your control menu will look like this.



When the services of the interpreter(s) are no longer needed, the host can go back to the interpretation globe, click on “Manage Language” and then click “End”.

