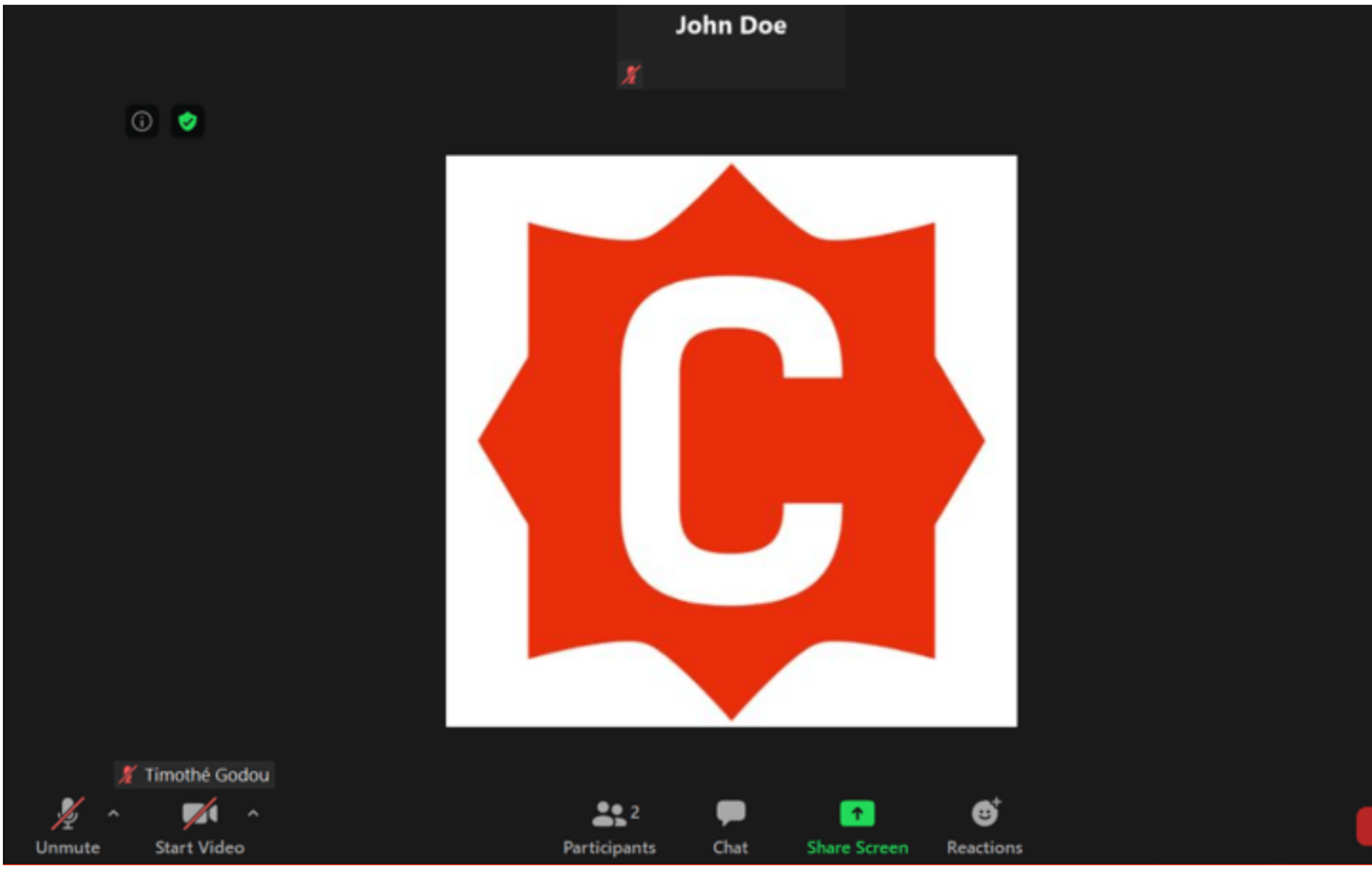
How to use Interpretation in ZOOM

Interpretation as a participant

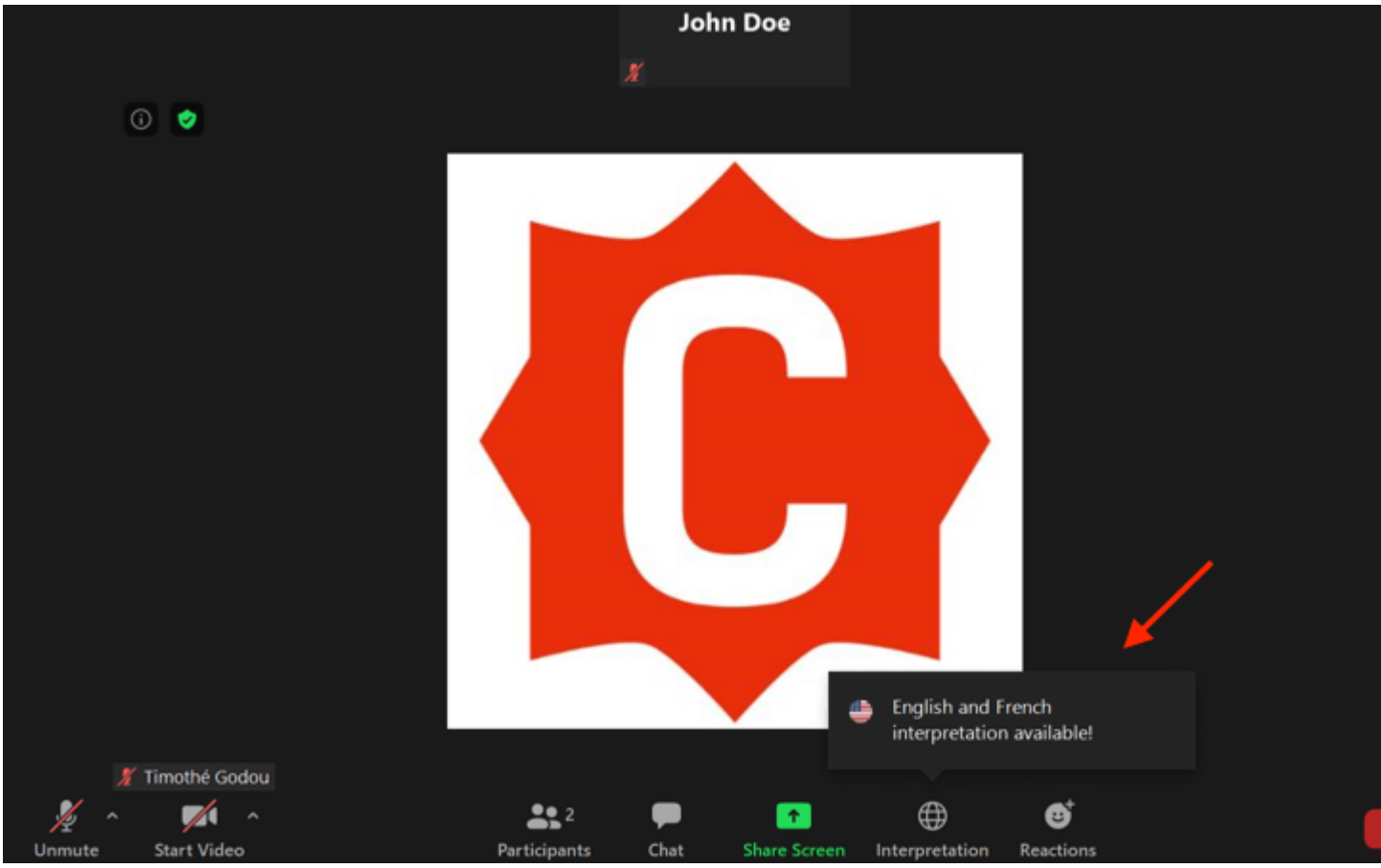
Step 1

Join a ZOOM meeting where interpretation is supposed to be supported.



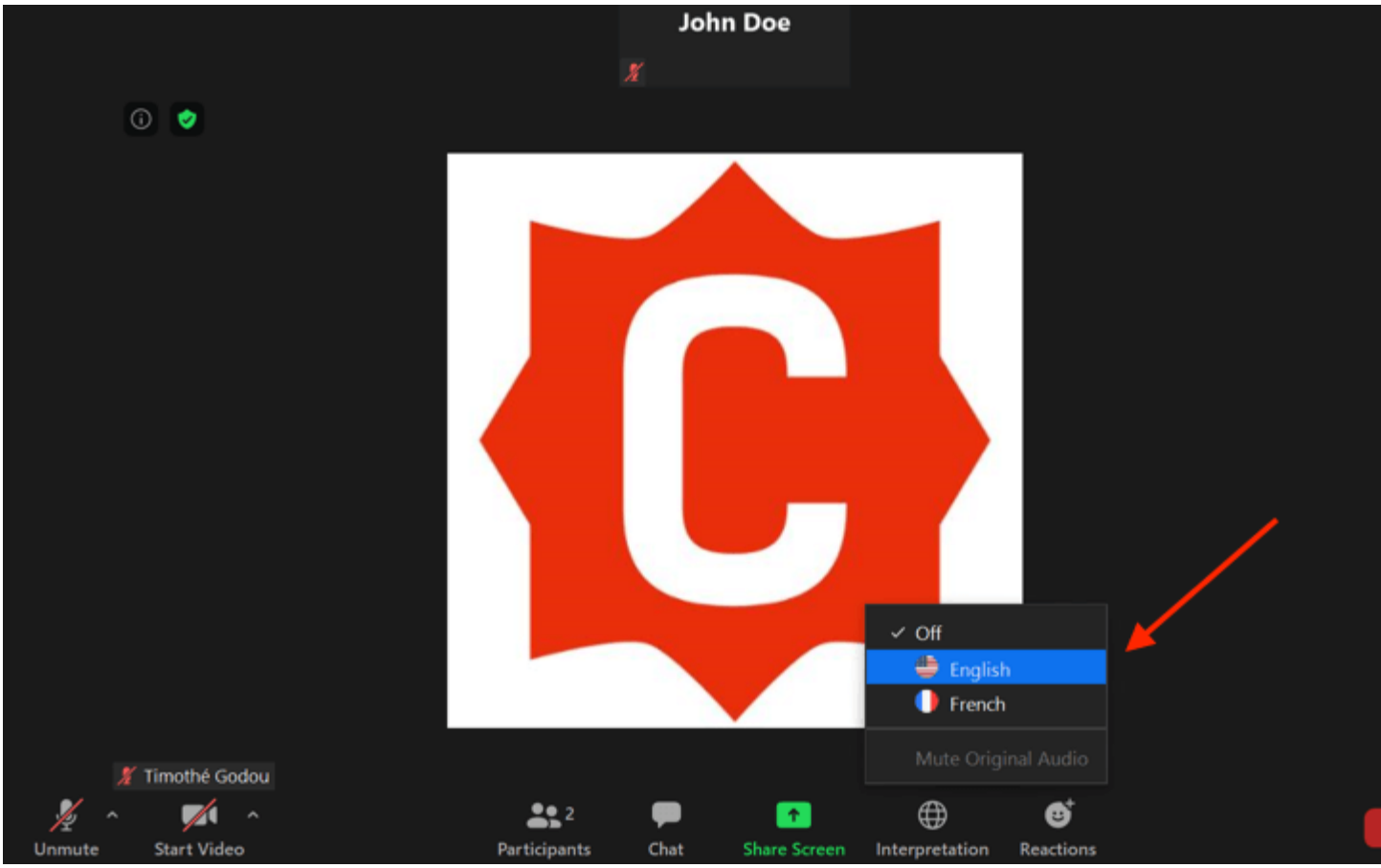
Step 2

When an interpreter is assigned by the host of the meeting, a new “Interpretation” icon and a pop-up message saying that new translation possibility is available will appear.



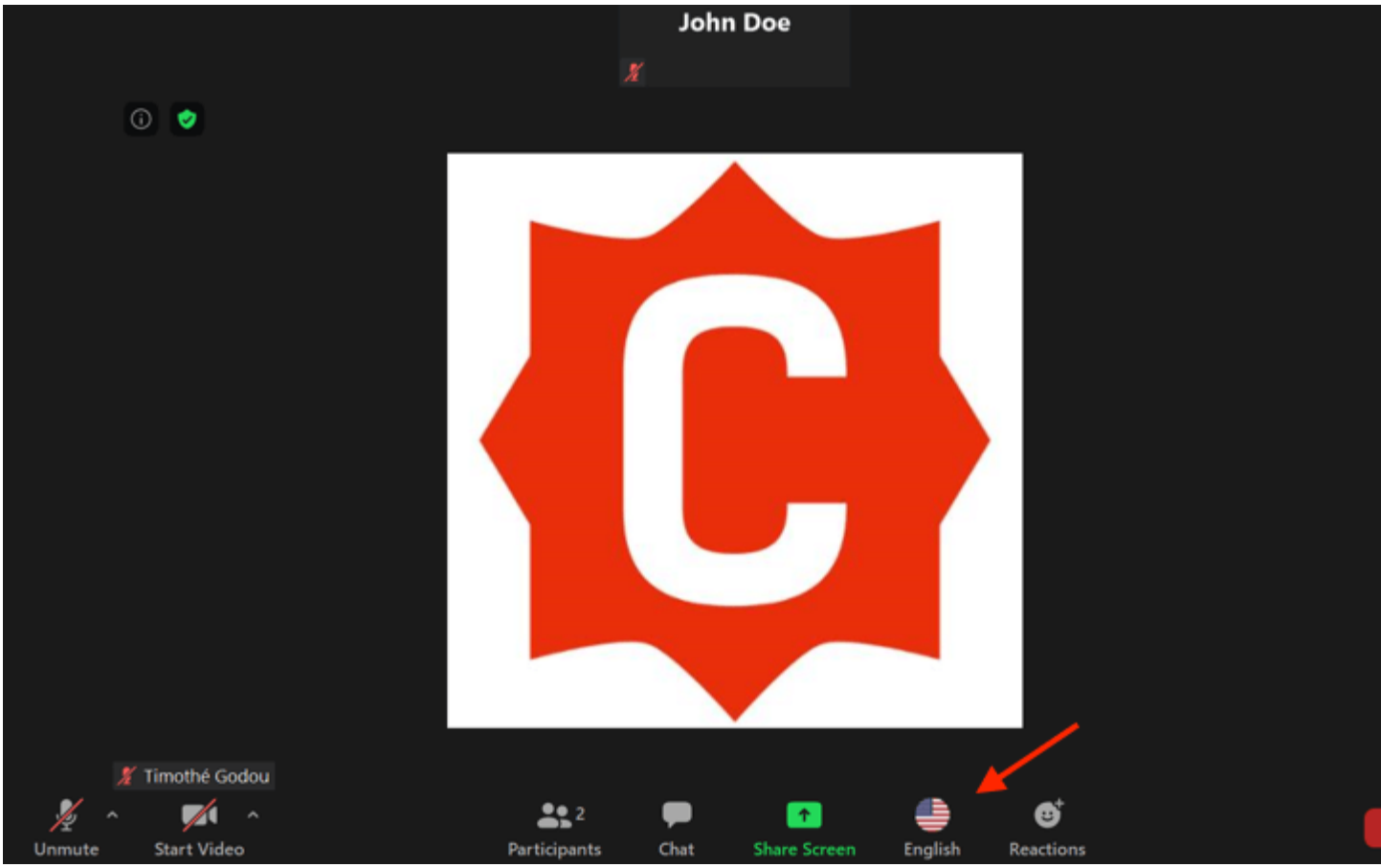
Step 3

By Clicking on the “Interpretation” button, you can choose the language you would like to hear.



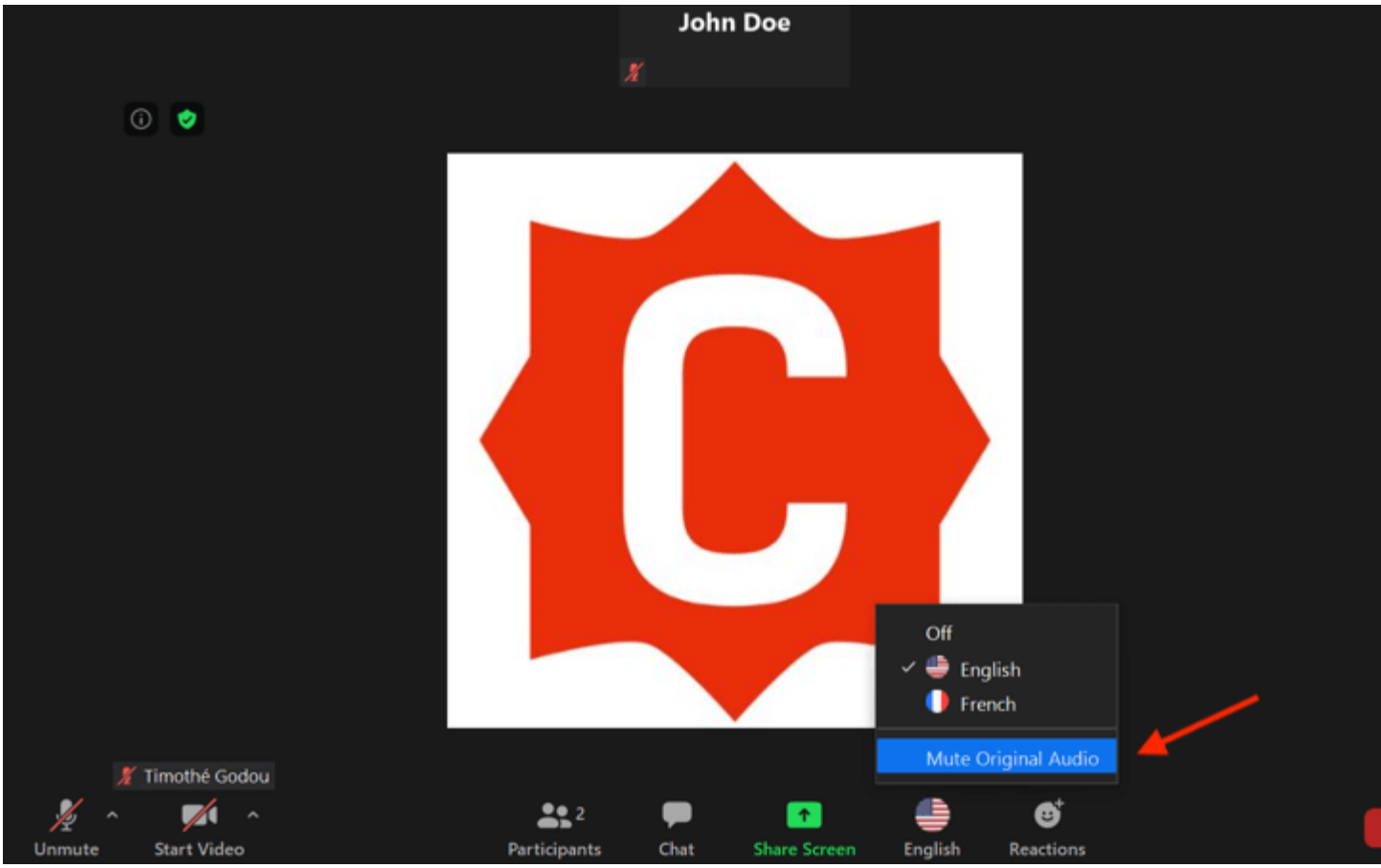
Step 4

The “Interpretation” button will transform into the selected language. To change again the language you would like to hear, follow the previous procedure by clicking on the transformed button.



Step 5 (optional)

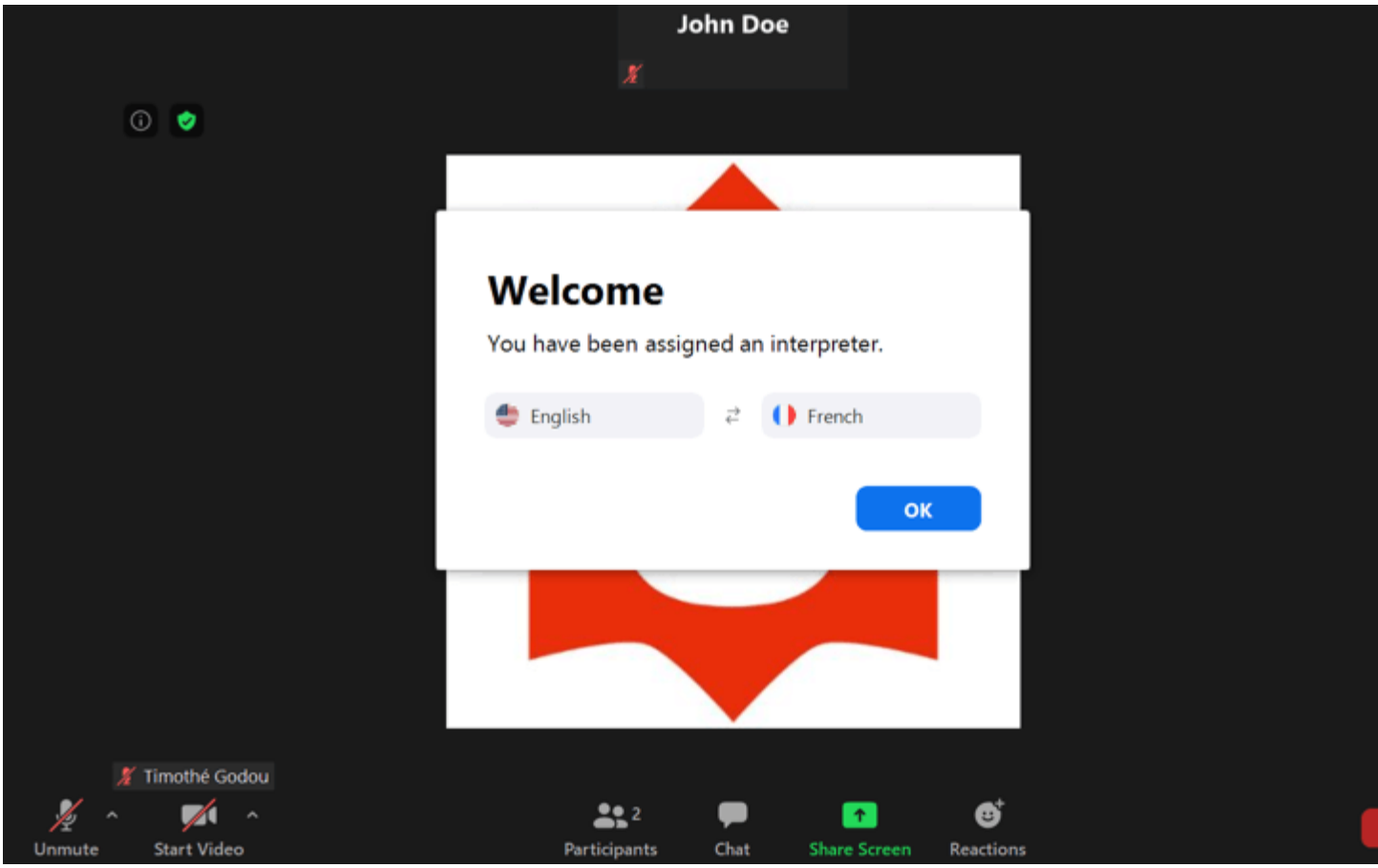
By default, you will hear the selected language at 80% volume and the original Audio at 20% volume. If you would like to mute/unmute the original audio, click on the corresponding option in the language button.



Interpretation as an interpreter

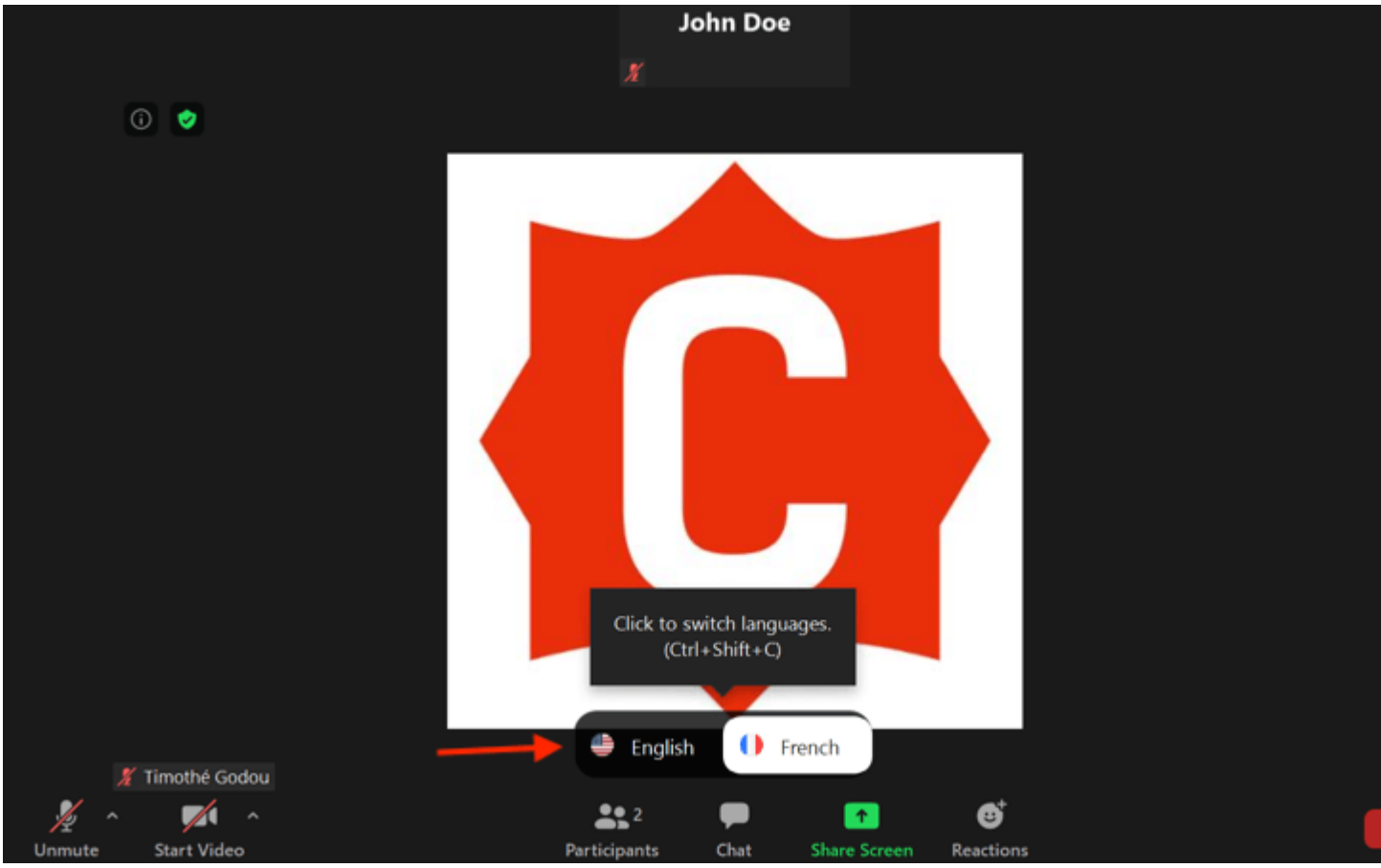
Step 1

When the host designated as an interpreter for the meeting, a new window will appear to notify you. Simply click “Ok” to start.



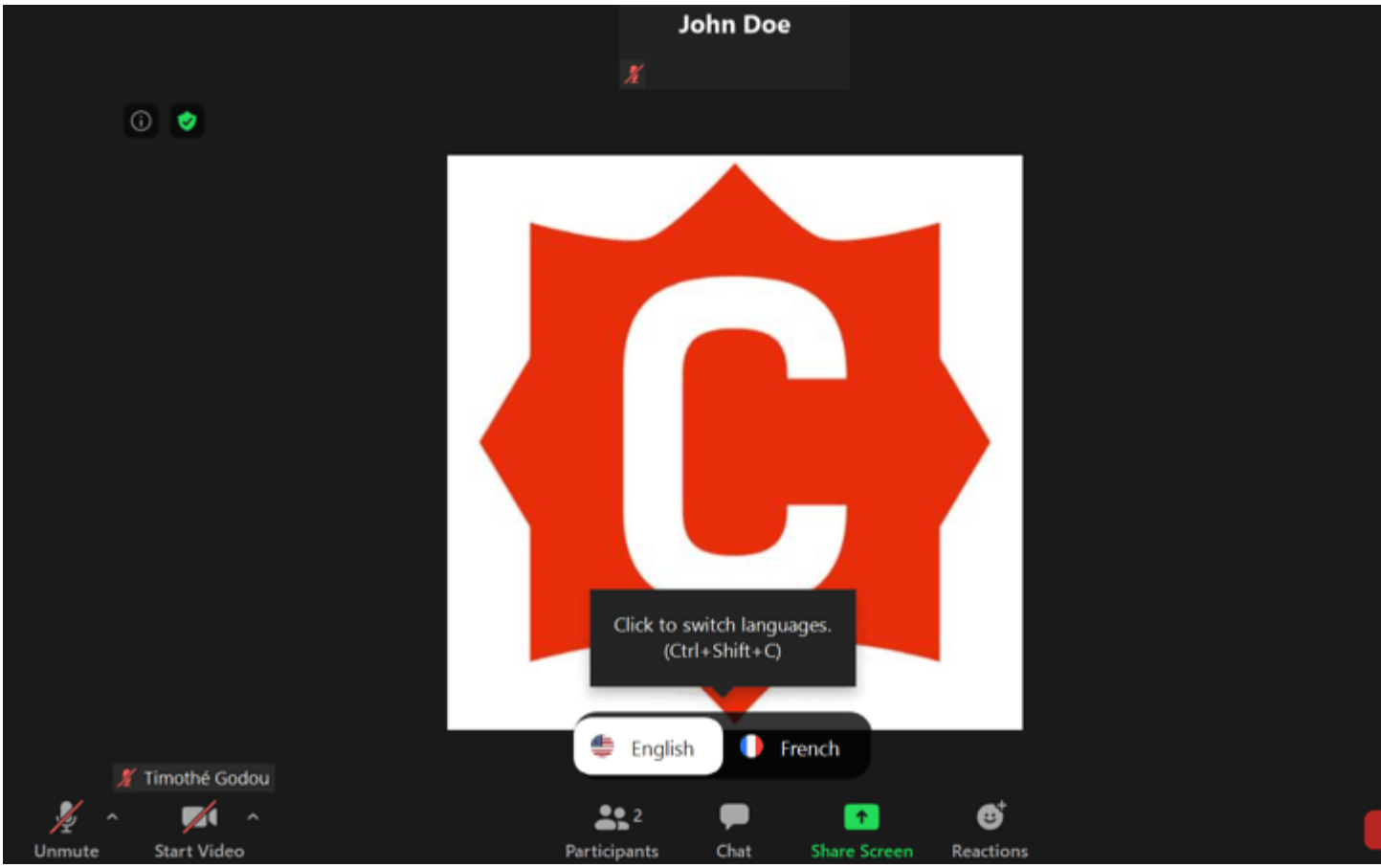
Step 2

A new menu will open at the bottom of your screen allowing you to choose between the two languages you are translating.



Step 3

Simply click on one language or another to translate in the selected language. You can switch languages as much as you want during the whole meeting. **When you want to start interpreting. Make sure your microphone is unmuted.**


John Doe
Click to switch languages.
(Ctrl+Shift+C)
English
French
Timothé Godou
Unmute
Start Video
2
Participants
Chat
Share Screen
Reactions