



How to join the ZOOM Call with interpretation

1 INSTALL ZOOM:

If you haven't used Zoom before, you will be prompted to install Zoom. **Please install well in advance** of the meeting to avoid overburdening the programme and consequently not getting access.

Please install the latest Zoom software, as we are using interpretation on the call you will need to have version 4.5 or above for the interpretation module to be visible. It is recommended to have at least version 5.0 which has all the latest features.

Zoom enables you to a system test of your microphone and speakers after installation.

NB: *It is NOT POSSIBLE join the meeting by phone as you cannot select the language for interpretation.*

2 JOIN MEETING:

- Visit : www.Zoom.com
- Click join a meeting and enter the code provided and password.

Alternatively, click on the link provided by email, which includes the password in the link.

3 GENERAL GUIDELINES

- Please wear headphones to avoid feedback when you speak, as this call is being interpreted.
- Keep your microphone muted at all times, unless you have the floor to speak.

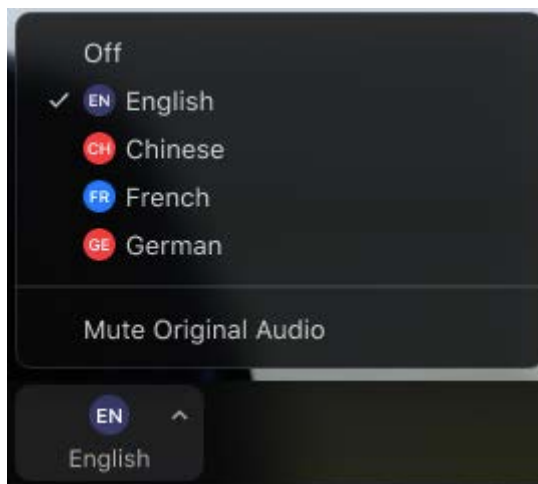
- Speak slowly and close to the microphone.
- Mute the microphone as soon as you have finished speaking.
- Use the group chat function to ask for help/or clarifications (all will see this chat)
- Ensure you join the call early to test everything before the start of meeting.
- IndustriALL will be online at least 30 minutes before the start to help test with you.

4 INTERPRETATION

1. Once you are in the call, please look at the bottom black bar and find this button:



2. You will then choose a language, please select your language:



Please note that certain languages are not yet supported by Zoom, so to work around this, we will need to use other channels. For example, Arabic is missing, so we would use the Korean channel instead until Zoom fixes this issue. These instructions will clearly be marked on the invitation email with the link.

- You can also use the **mute original audio** option if you find it is distracting to have original language in background for a certain speaker, but remember to click back if someone speaks your language you will not hear anything if it is muted. Only when an interpreter translates would you hear sound on your channel.
- **If you are having issues** in getting the function to work, try turning “Off” the function and on again by (clicking the language you want interpretation for).

5 REQUEST TO SPEAK:

- Request to speak button in “Chat” (1)
- Raise hand button in “Participants” (2)
- When the speaker gives you the floor, please unmute your microphone (3).
- After your contribution, please mute your microphone again (4).

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6 ANY OTHER ISSUES?

- Please mention it first via the “chat” option if issues persist
- Close Zoom restart your computer and re-enter the meeting.