

Guidelines: How to join a ZOOM Call with Interpretation

1. INSTALL ZOOM:

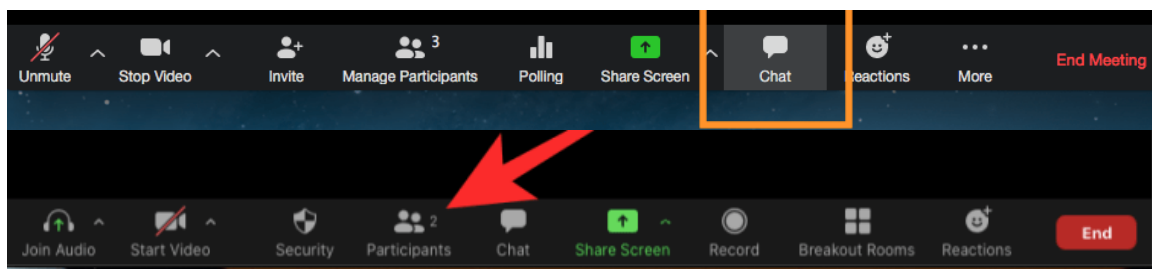
- If you haven't used Zoom before, you will be prompted to install the Zoom client.
- Please install the Zoom software well in advance of the meeting.
- As we are using simultaneous interpretation you will need to have version 4.5 (or above) for the interpretation module to be visible. The latest version of zoom (5.4.2) works best.
- Zoom enables you to do a "system check test" of your microphone & camera 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 directly on the link provided by email, which includes the password in the link.

3. GENERAL GUIDELINES

- Choose a quiet working place and avoid direct (day) light in your back
- Connect in time for the meeting (waiting room accessible 15 min. before the start of the meeting)
- Please check your equipment (in particular your camera/micro) before the actual meeting
- 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.
- If you wish to speak, ask the floor through the "chat function" or "Raise the hand button" via the participants button. 🙋



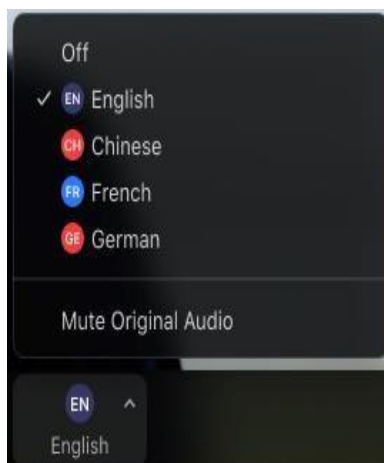
- The Chairman will then give you the floor
- Speak slowly and close to the microphone.
- Mute the microphone as soon as you have finished speaking.
- Use the group chat function to ask for help/or clarifications (all will see this chat)

4. INTERPRETATION

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



You can then choose a language, please select your language:



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 or restart your computer.