

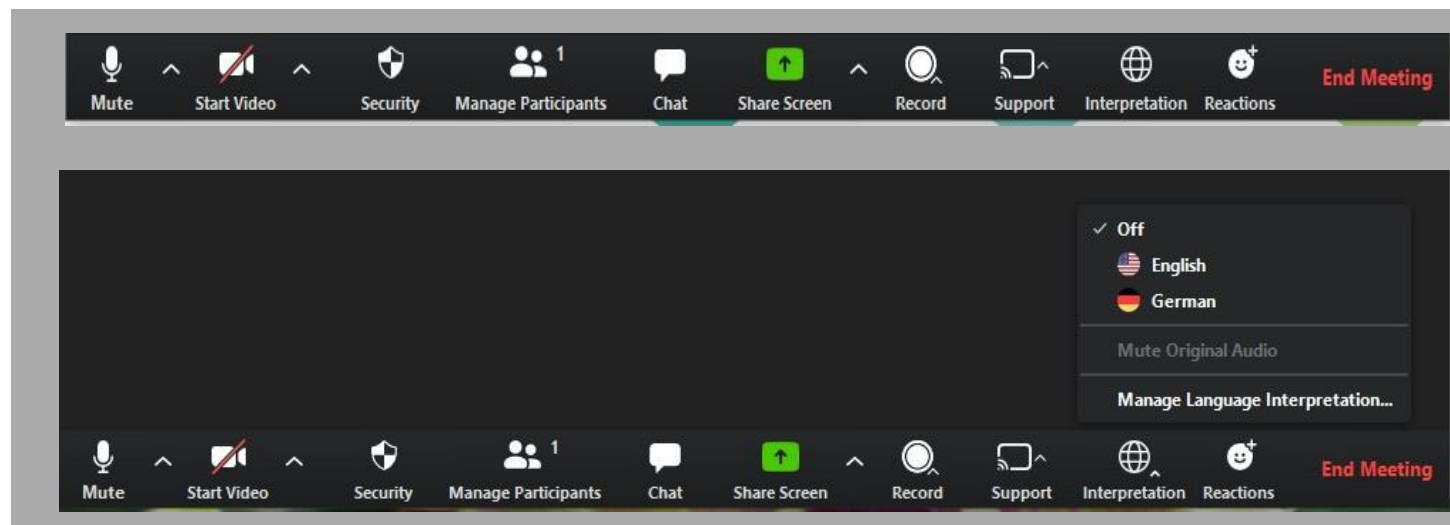
Zoom with Simultaneous Interpreters

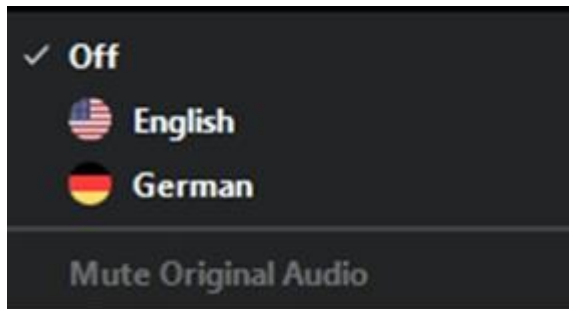
Before the meeting

- 1. Please download the latest Zoom version to your PC/Laptop Computer/Terminal Device**
- 2. In order to ensure optimum use of the language interpretation function you are discouraged from using the Zoom browser version. Please download the Web Client (<https://zoom.us/download>).**
3. Anybody wishing to take the floor during a meeting with language interpretation function should preferably use a computer with good internet connection via ethernet (not WiFi!) as well as a good headset or preferably an external microphone (USB) to ensure good audio quality.
4. It is not advisable for speakers to use the Zoom App on their smartphones, since these only offer limited audio quality which makes the interpreters' work very difficult if not impossible.
5. However, listeners can listen to the interpretation via phone, if they have installed the Zoom Mobile App
 - Android: 4.5.3261.0825 or higher
 - iOS: 4.5.0 (3261.0825) or higher.

During the meeting

1. After having joined a meeting you can select your microphone and your headset in the list and test them: Just click on the little arrow next to the microphone symbol at the lower left.
2. At the beginning, all participants will see the same screen. **Before the interpretation function is activated, neither the participants nor the interpreters will see the small globe for language selection.**
3. Once the host has activated the interpretation option the following message will appear:





The language option will become visible when clicking on the little globe

4. If *Off* is checked, you will hear the speakers in their original languages.
5. To listen to the interpretation, every participant clicks on the LANGUAGE THAT HE/SHE WOULD LIKE TO SPEAK. That's the language that he/she will then also be hearing through the interpreter.
6. Once you have e.g., clicked German or English, *Mute Original Audio* on the screenshot still shaded in grey will turn to white. Click it and you will now only hear the selected language, either in original or through the interpreter.