

# How to Use Zoom with Interpreting

Many courts are now using Zoom to hold hearings. If you have a hearing and you don't speak or understand English, the court is responsible for providing you with a qualified interpreter. Please make sure to let the court know as soon as possible that you will need one.

## Get ready *before* your hearing!



Make sure you have good Internet connection.



Charge your computer or device. Use headphones with a microphone if you can.



Download the most recent version of Zoom to your computer, tablet, or smart phone.



Make sure your camera, headphones and microphone work.



Practice the steps below.

## Connect Early!

- 1 Join the Zoom meeting at least **10 minutes** early using the Zoom app and entering the meeting ID and password provided by the court. **Do not just click on the link.**

If you are calling in on a regular phone, it may affect how interpreter services will be provided.

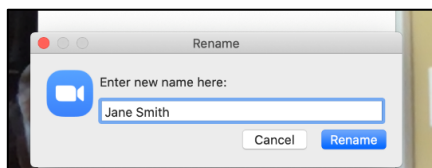
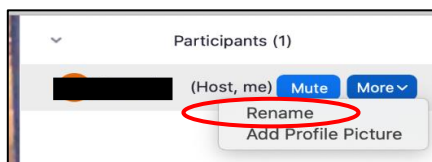
- 2 Click **Mute** and **Start Video**.



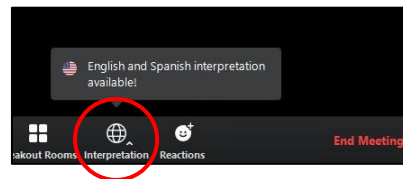
- 3 Click **Manage Participants**



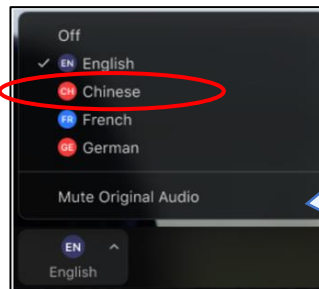
then click **More** and **Rename** to insert your first and last name.



- 4 After the court turns on the interpreting function, you should click on the **globe** icon.



- 5 Select the non-English **language** you want to speak in and hear.



\*If you click **Mute Original Audio** you will only hear the interpretation and not the English. If you do not click it, you will be able to hear English in the background with the interpretation simultaneously.



Talk slowly. Pause often. The interpreter needs time to interpret. Do **NOT** interrupt anyone.

- 6 Remember to click **Mute** when you are not speaking.



- 7 If at any time you can't hear, see, or understand the interpreter, tell the court immediately.