This is a document put together by Brittany Arnold and Sean Foley. Its intended purpose is to provide information for interpreters who are using Zoom for the first time, and to promote accessibility. Feel free to share this document with anyone who may benefit.

Disclaimer: This information is based off of our (limited) experiences, but seem effective. For more specific information, Zoom Help Services can be contacted at: https://support.zoom.us/hc/en-us

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An Interpreter’s Guide to Zoom

The Set-Up

Equipment Required

- One or two devices with internet capabilities
  - at least one with a camera and microphone
    - e.g. Smartphone + Laptop (or desktop)
- Zoom account(s)

How to Register for Zoom

An account can be created for free at zoom.us/signup

Figure 1 Sign Up

1. You have 3 options to sign up with an email address, Google, or Facebook. Email addresses that have a .edu will be given a pro account.

2. If you use a personal account, this is a free account which has limitations. You may join meetings for free (e.g. an instructor’s lecture). As a host, you may only have a meeting for a maximum of 30 minutes.
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Downloading the Software for Zoom

1. After you have registered your account, download the zoom software at zoom.us/download

2. Under Zoom Client for Meetings, click ‘Download’

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Figure 2 Download Zoom

![Download Zoom](image)

Click ‘Download’

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Figure 3 Opening the .exe file

![Opening the .exe file](image)

Click on the .exe at the bottom of the browser, or click the tab, then ‘open’
3. This will initiate the Zoom Installer (see screenshot below)

Figure 4 Initiating Zoom installer

Zoom will launch.

If you are signed in on the web version, Zoom will automatically log in to your account.

Figure 5 Zoom launch on desktop

Now you have set up Zoom on your computer.
Changing Zoom Settings on Desktop

Tip: Make sure the check next to ‘Show my connected time’ is selected (see Figure 6). This can make switching easier for teaming.

For more advanced settings, click on View More Settings. This will launch the website (see below). You may be prompted to log in again.
Under Settings > Meeting, specific changes can be made.

If you are the host, you can enable others to join the meeting before you (see top of Figure 7)
On this page, you can make specific adjustments regarding recording. This includes allowing others to record the session.

**Set-Up on Mobile**
1. To download Zoom, go to your device’s App Store and search for Zoom.

![Zoom app found in the iOS App Store](image)

**Figure 9** Zoom app found in the iOS App Store

2. Log in to your account.

![Screenshot of Meeting Settings for iOS](image)

**Figure 10** Screenshot of Meeting Settings for iOS

Settings can be managed within app, including ‘Show My Connected Time’
Scheduling a Meeting

Zoom will open up a new dialog box, as seen below. The interpreter can modify the details, including Advanced Options at the bottom. Zoom can sync this meeting with your calendar. The options are Outlook, Google, or other. When finished applying changes, press ‘Schedule.’
If you select Google Calendar, Zoom will open up the browser. A new calendar event will be generated. It will include the link to your scheduled meeting, and other details, such as Meeting ID, and password for others to join the meeting.

Figure 13 Zoom-Google Calendar sync example
Interpreting a Lecture

Using One Zoom Session (Interpreting within the Lecture)

Settings to turn on.

Note: These are settings that both the Deaf client and interpreters should enable. They are only available when using a laptop or desktop.

1. On the zoom application for Desktop and Laptop use, click on your settings.

![Figure 14 Desktop view where to find settings](image)

2. Settings> General. Enable Use dual monitors (see Figure 15).

Even if you do not have two monitors to use, this will enable you to have two separate screens to view the professor and interpreter.
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**Figure 15 General > Use dual monitors**

This is how it looks during a Zoom call with this setting enabled (see below).

**Figure 16 Example dual view for Zoom meetings**
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Note: This is not an option on iPad, Android, & iPhone. It is highly recommended to use the Zoom program on a desktop or laptop.

How to use this for your class/interpreting

With these settings enabled, you can now pin whomever you want on Screen 1 (right) and Screen 2 (left), as seen in Figure 16.

This way you can have the professor on one screen and the working interpreter on the other.

Pros:

- Great for keeping access to the teacher’s slides and the interpreter.
- Both of these screens can be resized to preference for visual needs/wants.
- This does not affect or influence the professor or other participants.
  - This is the client’s perspective, and only affects what the client sees.

Things to be aware of/Cons:

- Recording
  - You must request permission from the host to record.
  - If the professor is recording the lesson it only records what is on the professor’s screen, which might not include the interpreter(s).
- Switching/teaming
  - Signal to the client(s) to pin the other interpreter on their screen for the switch.
Using Two Zoom Sessions
Meetings may also be interpreted with two Zoom meetings. This may be necessary if the interpreter does not have a desktop/laptop.

Note: one account can participate in two Zoom meetings simultaneously. The account can only host a single meeting.

Connecting to the Lecture
Recommendation: join the Zoom lecture/meeting via the mobile app.

To link to the lecture/meeting, click on ‘Join’

Figure 17 iOS view of Zoom App Home Screen
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To Join:
Type in the Session ID Number
It will be a 9-Digit Code

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1. You will have the option to turn off the video,
2. This will give you access to the audio of the lecture/meeting, and any of the comments made by hearing participants via chat or orally.
3. Be sure to put your mobile on ‘Do Not Disturb’ mode so notifications do not interrupt the video.

Connecting with the Team and Client/Consumer

A separate Zoom meeting with the two interpreter(s) and the consumer/client can be set-up.

This meeting can be scheduled ahead of time (e.g. the scheduled class time).

*Note:* an upgraded account, or one associated with a .edu email address will be required to hold a Zoom meeting for longer than 30 minutes.

It is recommended to start the meeting ~15 minutes before the start of class to make sure the set-up works for all parties involved.
The Logistics During the Session

1. Both interpreter(s) (and client/consumer) should have both Zoom meetings open.
2. The on/primary interpreter will leave the microphone ‘on’ for the Interpreting Meeting.

This way the green outline will highlight who is interpreting. It also avoids any auditory feedback.

3. If there is an agreement with all parties, Zoom sessions can be recorded. The host must change this permission.

![Example with two participants during Zoom meeting](image)

*Figure 19 Example with two participants during Zoom meeting*
Zoom Viewing Styles
There are two view options using Zoom: Lecture View (Figure 20) and the Gallery View (see Figure 21).

The presenter is chosen based off which mic is picked up by Zoom. It is recommended to use Gallery View for interpreting.

![Figure 20 Example view with 3 participants (i.e. 2 interpreters, and 1 client/consumer) using Lecture View](image1)

![Figure 21 Example view with 3 participants (e.g. 2 interpreters and 1 client/consumer) using Gallery View](image2)
Screen Sharing
During the lecture, there is a possibility that a screen or figure should be shared with the client/consumer and/or team.

1. At the bottom of the program, there is a green icon labeled ‘Share.’
2. When clicked, the individual will need to select which window will be shared in the conference.
3. The window will become the main view.
4. The participants will become small icons at the top of the screen.

This view can be modified, as seen in Figure 22.

1. Click on ‘View Options’ at the top
2. Click ‘Side-by-side mode.’

As seen, participants can also annotate the screen shared. All involved will see the annotations.

If you have information you would like to add to this document (you will be appropriately referenced), please email:

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New versions will be updated as needed.