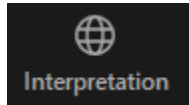
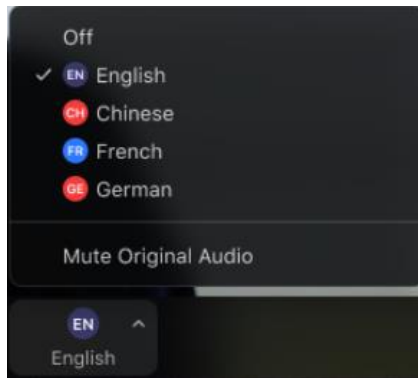


Instructions for using simultaneous translation during a Zoom meeting:

- 1) Locate and select the “Interpretation” button on the bottom of your Zoom Meeting screen. This will be in the same row of controls that includes “Participants,” “Chat,” etc. You may have to move your mouse for this row of controls to appear.



- 2) Select the channel for the language in which you will both speak and listen. (Chinese or English will be available.)



- 3) You will now hear only the language you have chosen – either from the original speaker or the interpreter. (Example: If you have chosen the English channel, you will hear either an English-speaking participant in real time or the interpretation of a Chinese presentation or comments to English.)
- 4) When you are listening to an interpreter, you will hear the original-language audio at a low volume in the background. Original audio can be muted entirely by clicking on the interpretation button and selecting “Mute Original Audio.”
- 5) If you have chosen the Chinese channel but wish to make remarks in English, you must first change to the English channel. Otherwise, participants will not hear the Chinese interpretation. Note: In general, we encourage speakers to use their home language, given that we have excellent interpreters.