

## LANGUAGE INTERPRETATION



Table of Contents

Language Interpretation - Description .....3

Frequently Asked Questions .....3

How to Add an Interpreter .....4

How to Add a Sign-Language Interpreter .....7

How to Use Language Interpretation as an Attendee .....10

How to Choose a Sign-Language Interpretator as an Attendee .....12

## Language Interpretation - Description

The language interpretation function allows for simultaneous translation and keeps the speakers and translator's voices separate. This type of translation works best during a large event with many attendees, especially when there are speakers of different languages present. Language interpretation is most often used during conferences, symposiums and other official online or hybrid events.

## Frequently Asked Questions

**Which other privileges does the attendee with the translator role receive? Does the translator automatically become a presenter?**

If you have the role of the host or presenter and you choose to assign an interpreter to your room, they will only need access to the microphone. They won't become a presenter unless the role is assigned to them from the Participant's List.

**I'm worried that my attendees won't hear the interpreter's translation well, how can I prevent this?**

Each attendee can control the volume of the audio from the original event in relation to the volume of the interpreter depending on their needs.

**Who can assign the interpreter role and control interpreter profiles?**

The host or any presenter can add new interpreters and edit or manage the profiles of existing interpreters.

**Which plans have the language interpretation feature included? How can I add this feature to my account?**

This feature will be available to purchase this feature as an add-on to each paid plan. It can also be included in Enterprise plans, per the client's needs.

**If there are a few active interpreters, and the event is being recorded, whose voice will be heard on the recording?**

The presence of one or a few simultaneous interpreters has no influence on the audio of the recording. You will only hear the voice of the host, presenters, or attendees who speak at a given moment on the recording and have the appropriate permissions.

**I've accepted the interpreter role, however nobody can hear me, what happened?**

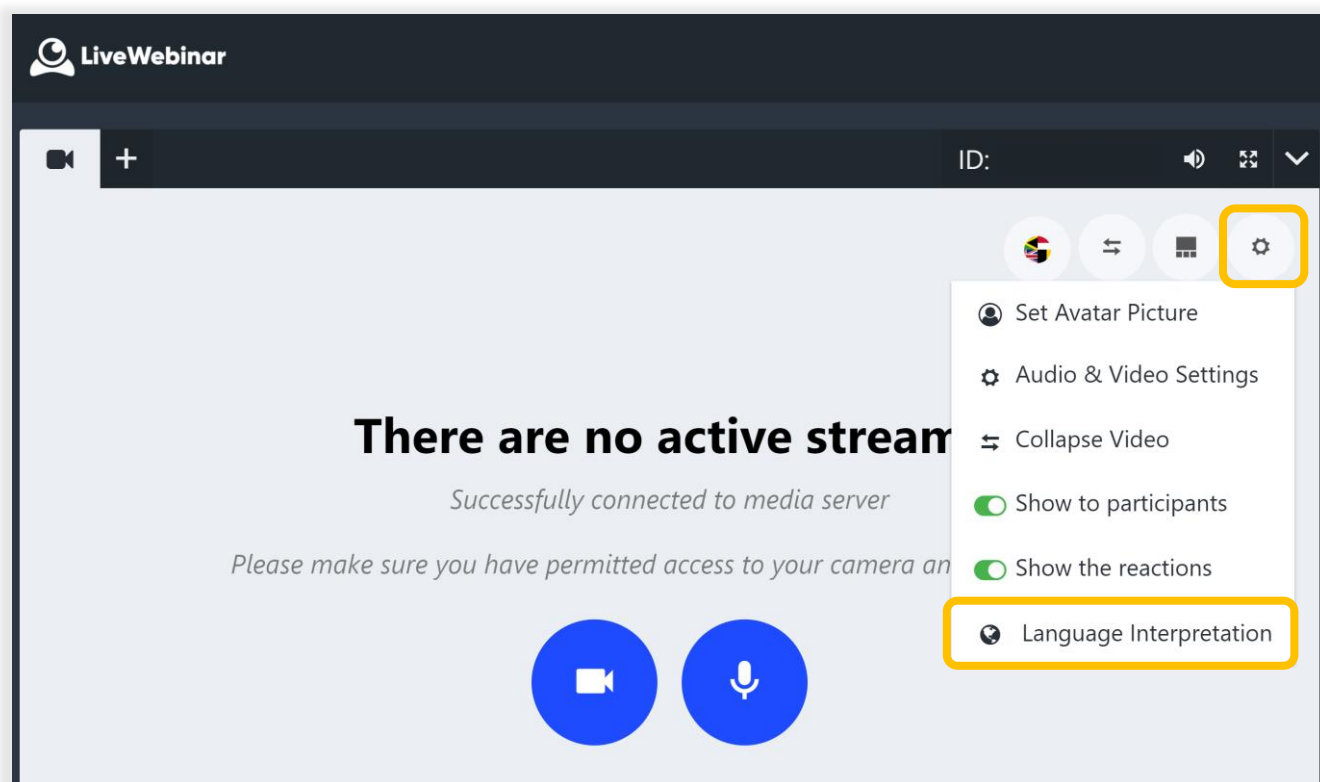
After accepting the invitation, remember to click on the microphone button again to restart your audio. Once done, attendees will have no trouble hearing you!

**If there are a few interpreters for a given language, who will interpret first?**

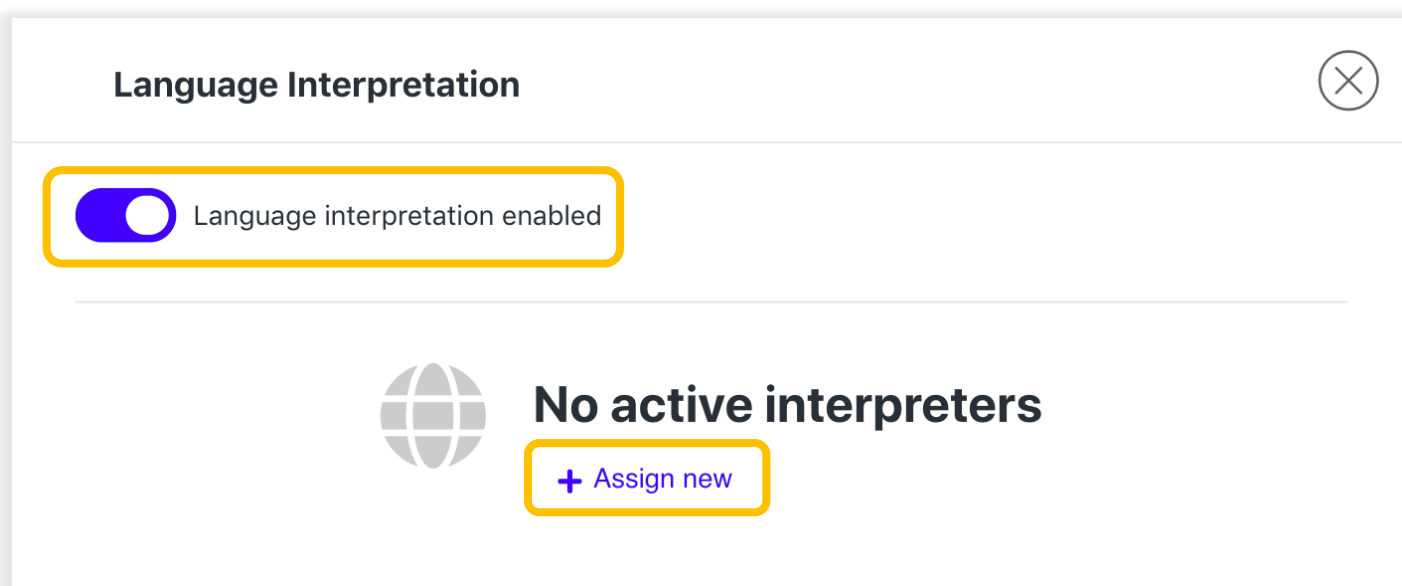
In the case that you have multiple translators working in a given language, the one who unmutes their microphone first will be the one who interprets first. Once they turn off their microphone, another translator can step in and continue interpreting.

## How to Add an Interpreter

1. When you enter the webinar room, click the **cog** icon in the Audio and Video window and select “**Language interpretation**”.



2. Activate the language interpretation feature as shown in the screenshot below. Toggle the **Language interpretation** option on and click “**Assign new**”.



3. A window asking you to select the attendee to be interpreting the event will appear. Their job will be to simultaneously listen and interpret what other attendees are saying to the language of translation.

**Language Interpretation**

Select an interpreter and the language of translation

John Blackwood

English

Cancel Assign interpreter

4. In the first field (1) write the name and surname of the attendee who will be translating, and in the second field (2) select the language they will be translating to. After clicking “**Assign interpreter**” a window allowing you to manage attendee-interpreters will appear. There you will also see that your invitation was sent to the attendee you selected for the interpreter role, with a “**Pending**” status.

**Language Interpretation**

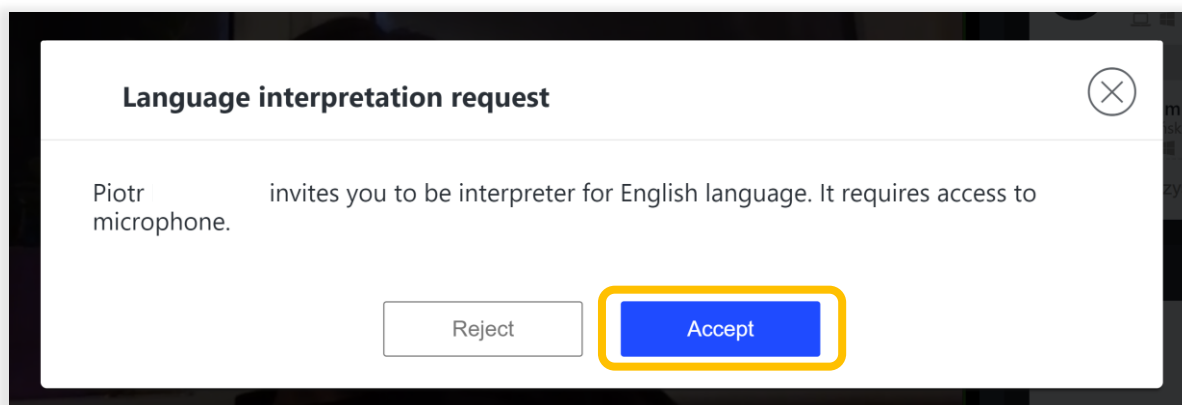
☒ Language interpretation enabled

Interpreter	Language	Status	Actions
Adam Smiths	English	pending	

+ Add new interpreter

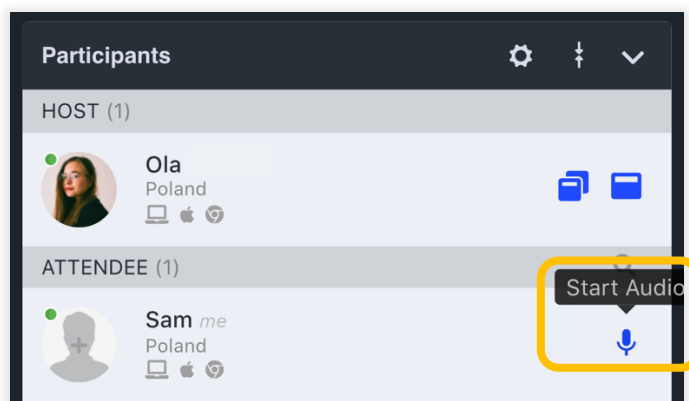
You will also see four different options in this window. They are:

- a. **Add new interpreter** – add a new attendee-interpreter,
  - b. **Edit interpreter** – edit the profile of an interpreter,
  - c. **Resend invitation** – send the interpreter invitation again,
  - d. **Remove interpreter** – delete an interpreter from the list.
5. The attendee-interpreter will receive a request asking them to interpret throughout the event. Below you will find an example of what the invitation looks like:



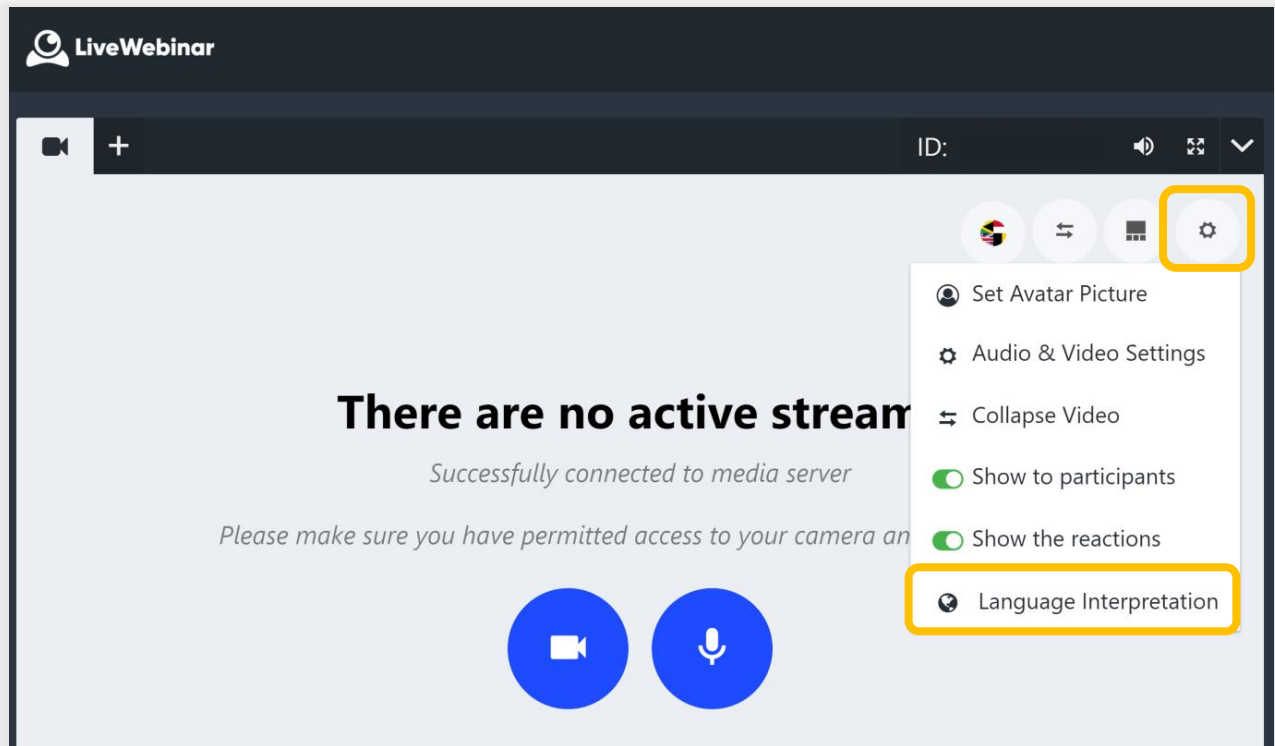
Once the attendee clicks “**Accept**”, they will be assigned the role of interpreter. In the **Language Interpretation** window discussed earlier, their status will change from “**pending**” to “**accepted**”.

When an attendee accepts the interpreter role, they must click on the microphone icon again in order to activate their audio. Otherwise, the other attendees will not be able to hear them.

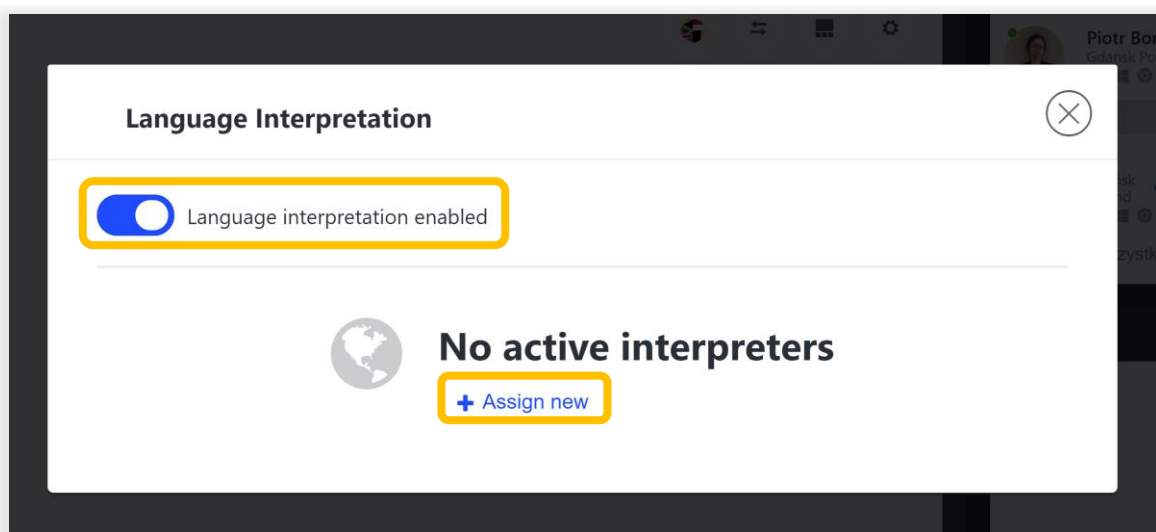


## How to Add a Sign-Language Interpreter

1. When you enter the webinar room, click the **cog** icon in the Audio and Video window and select “**Language interpretation**”.



2. Activate the language interpretation feature as shown in the screenshot below. Toggle the **Language interpretation** option on and click “**Assign new**”.



3. A window asking you to select the attendee to be interpreting the event will appear. Their job will be to simultaneously listen and interpret what other attendees are saying to the language of translation.

Language Interpretation

Select an interpreter and the language of translation

Chris Sign-language Translator

Sign

1

Cancel

Assign interpreter

2

4. In the first field (1) write the name and surname of the attendee who will be translating. In the second field (2) select the language they will be translating to (In this case you need to choose “Sign” from the list of available languages).

Language Interpretation

Search

Sign	Afrikaans	አማርኛ	عربي
Azərbaycan	беларускі	български	বাঙালি
Bosanski	Català	Cebuano	Corsu
čeština	Cymraeg	Dansk	Deutsch
Ελληνικά	English	Esperanto	Español
Eesti keel	Euskal	فارسی	Suomalainen
Français	Frysk	Gaeilge	Gàidhlig

5. After clicking “Assign interpreter” a window allowing you to manage attendee-interpreters will appear. There you will also see that your invitation was sent to the attendee you selected for the interpreter role, with a “Pending” status. When the attendee who was chosen to be the translator accepts the invitation, the status will change to “Accepted” as on the screenshot below.

Language Interpretation

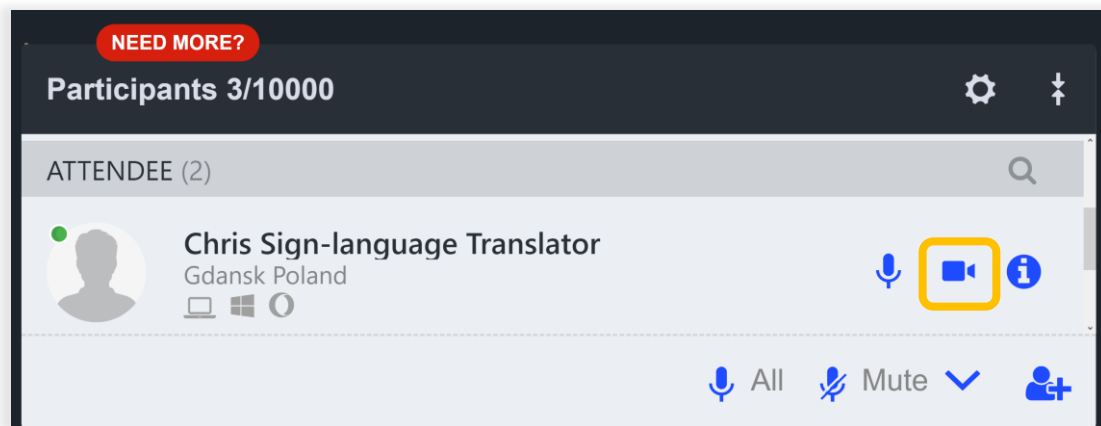
☒ Language interpretation enabled

Interpreter	Language	Status	Actions
Chris Sign-language Translator	Sign	accepted	✎ 🔄 🗑

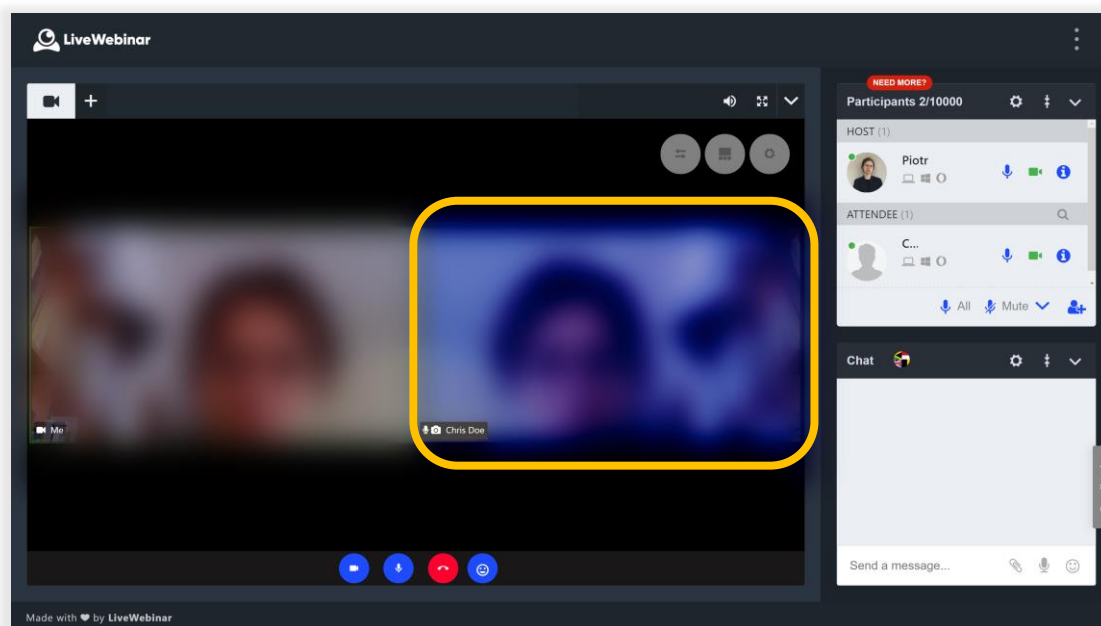
+ Add new interpreter



6. If the sign-language translator will accept your invitation you can send them a request to enable their audio and video. Only then will they be able to start translation.

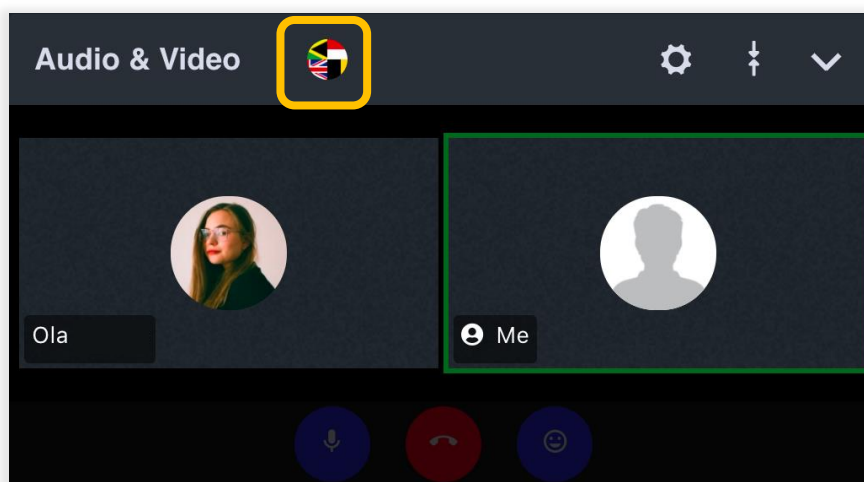


7. After the interpreter enables their audio and video, you will see their camera stream inside the Audio and Video window. Other attendees won't be able to see them until they choose them as their language interpreter (we will explain how to do this in the next chapter of this manual).

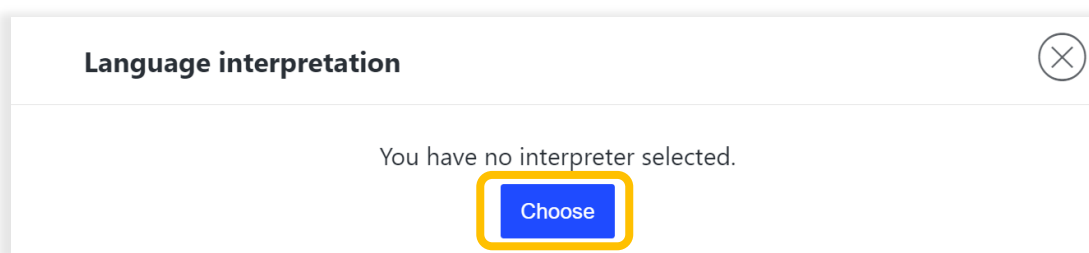


## How to Use Language Interpretation as an Attendee

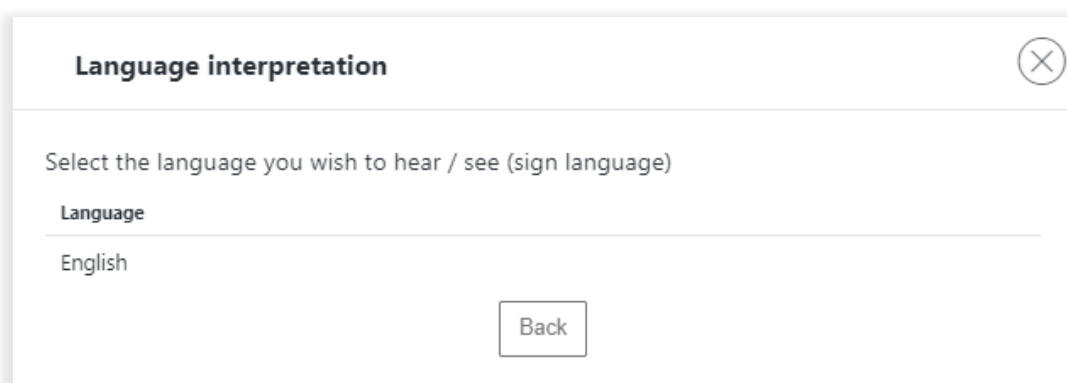
1. When you are attending in a webinar which provides language interpreters, you can choose who you want to listen to. To do so, click **"Language Interpretation"** in the Audio and Video window.



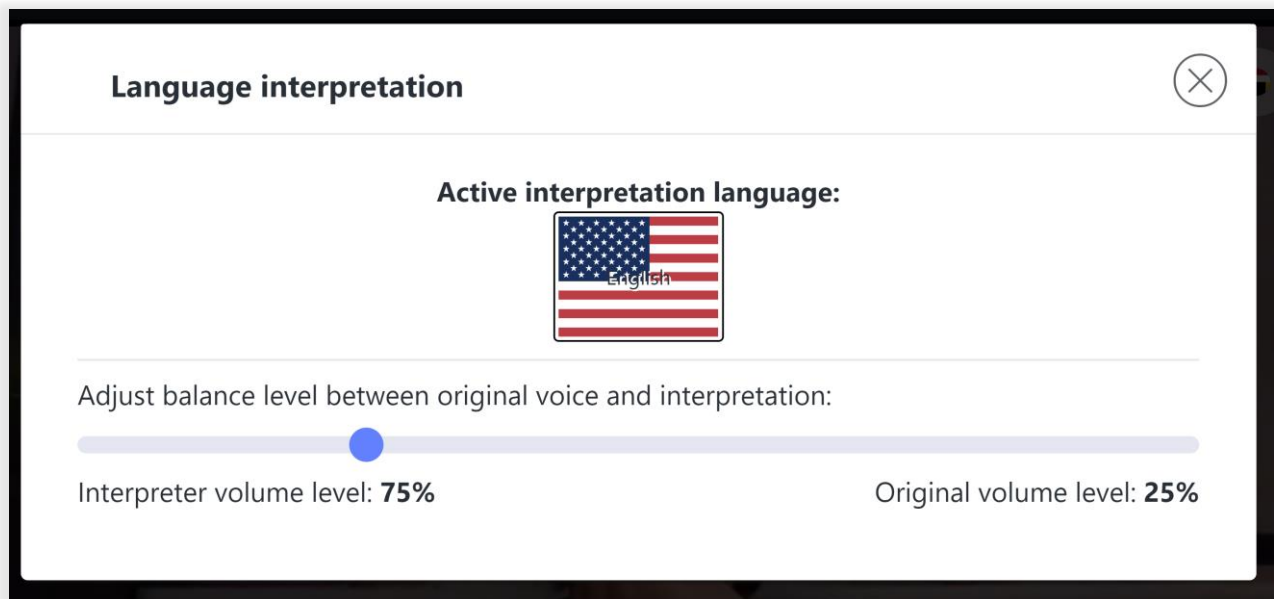
2. To select one of the available interpreters, click **"Choose"**.



3. After clicking **"Choose"**, a list of languages will appear. Next select the language of translation you need.



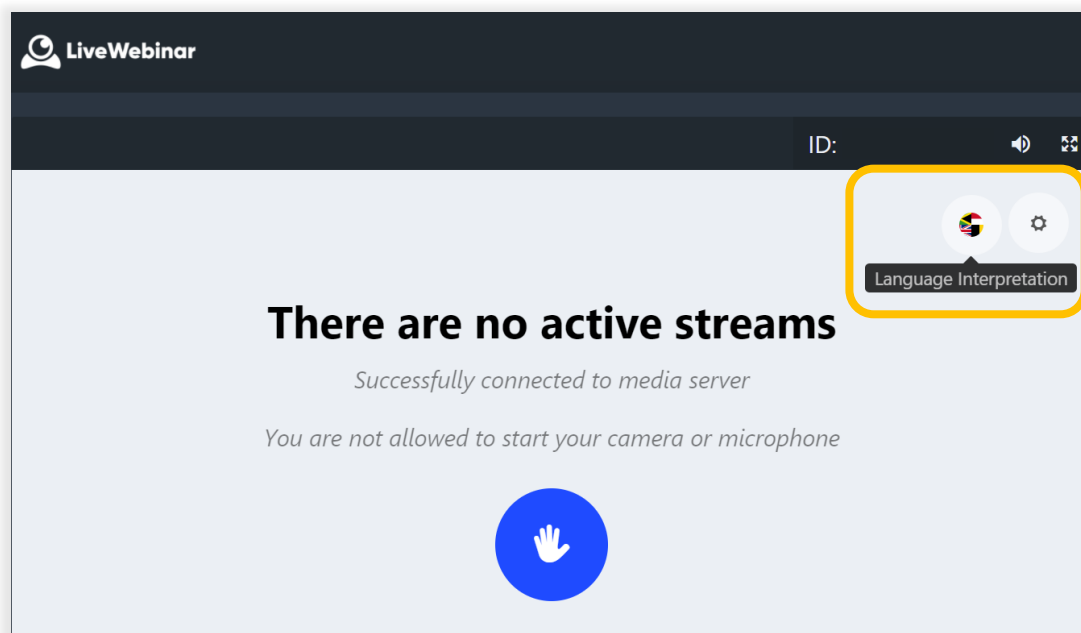
4. Once you've chosen your language a window enabling you to control the volume of the interpretation will appear. With the slider you can regulate the volume of the event in the original language in regard to the volume of the interpreter.



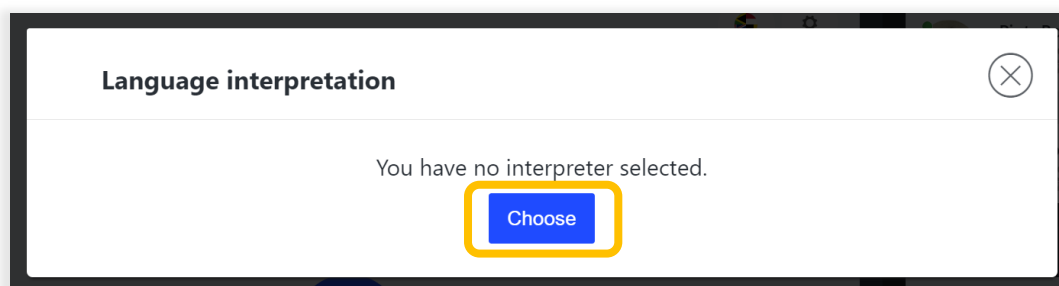
5. If you'd like to hear a different language, click on the **flag** icon in the Audio and Video window again and click "**Change**". You will be returned to the list of available languages.

## How to Choose a Sign-Language Interpretator as an Attendee

1. Open “Language Interpretation” feature in the Audio and Video window.



2. After clicking “Choose”, a list of languages will appear.



3. Next, select sign language from the list (remember that there could be more languages available), and then you can close the window as changes will be saved automatically.

