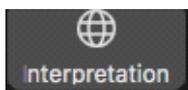


Interpretation settings manual for Zoom participants

1. Please install the latest Zoom software or check the relevance of your software installed [here](#).
2. Internet bandwidth of 10 Mbps and above produces a good Zoom user experience.
3. Join the conference using the Zoom link shared and Zoom application installed on your desktop, laptop, tablet or smartphone. Please be advised that neither dial-in nor web browser connections may be used for simultaneous interpretation.
4. After an interpreter is assigned, a Globe icon or Settings menu (three dots) will appear on the bottom panel

Windows or macOS:

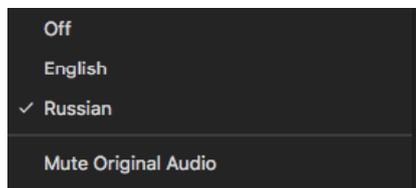


Android or iOS:



5. Please click on the Globe or tap the Settings menu and then Language Interpretation and select the language in which you wish to listen and speak

Windows or macOS:

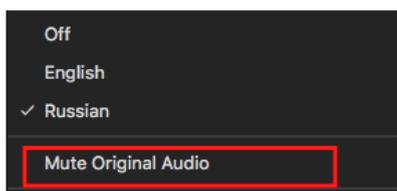


Android or iOS:



6. Turn off the source sound by clicking on **Mute Original Audio**

Windows or macOS



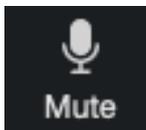
Android or iOS



7. Please **only** speak in the language you have selected.
8. If possible, abstain from using your phone's loudspeaker function or laptop's built-in microphone – use a headset with a microphone and/or earphones instead to make your speech clear for the other participants.



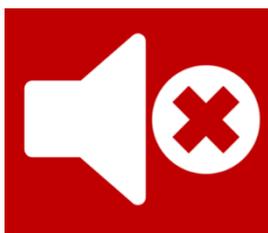
9. Make sure you only unmute your microphone when you speak to deliver your presentation, make a comment or ask a question.
10. Make sure you mute your microphone as soon as you finish your presentation, comment or question, no matter how brief that is.



11. Try to articulate more distinctly compared to everyday face-to-face talk. Speak directly into the microphone and keep it at the same distance (neither too far, nor too close).

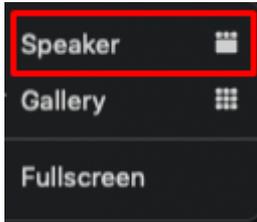


12. No device (a smartphone, Polycom, etc.), other than the one used to join the conference, may have the loudspeaker mode turned on in the current location of a session participant.



13. For a better communication experience, switch the active speaker view to the **Speaker** mode (see top right of your screen) to see a full-screen picture of the current speaker

Windows or macOS:



Android or iOS:

The active speaker view is the default screen. If you see the gallery view with smaller pictures of participants, you may want to swipe right to switch back to active speaker view.