## LanguageLine Workflow – Connecting the Interpreter to Zoom Meetings

1. Navigate to Zoom's Invite window by selecting the ^ next to the *Participants* icon and then select *Invite*...



2. Go to Room system, Call out, and check off the SIP option.

| Contacts | Zoom Rooms     | Desk Phones    | Room system | Email |  |
|----------|----------------|----------------|-------------|-------|--|
|          | Di             | ial in Call    | out         |       |  |
|          | Call a H       | 1.323/SIP room | n system    |       |  |
| IF       | address or URI |                |             | ~     |  |
|          | ⊖ н.з.         | 23             | SIP         |       |  |
|          |                | Call           |             |       |  |
|          |                |                |             |       |  |
|          |                |                |             |       |  |

**3.** Search for the language required in the address bar. A) Select the down arrow to scroll or B) start typing the language needed. CHOC's top languages used are at the top of the list. <u>Please note interpreters are specified as audio only or video.</u>

| Call a H.323/SIP room system                        |  |  |
|---|--|--|
| P address or URI                                    |  | Call a H.323/SIP room system                     |
| 1A. LanguageLine - SPANISH (audio) - Interpreter    | 1 Alian Alia | IP address or URI                                |
| 1V. LanguageLine - SPANISH (video) - Interpreter    | OF   | spanisį  |
| 2A. LanguageLine - VIETNAMESE (audio) - Interpreter |  | 1A. LanguageLine - SPANISH (audio) - Interpreter |
| 2V. LanguageLine - VIETNAMESE (video) - Interpreter |  | 1V. LanguageLine - SPANISH (video) - Interpreter |
| 3A. LanguageLine - MANDARIN (audio) - Interpreter   |  | Call   |
| 3V. LanguageLine - MANDARIN (video) - Interpreter   |  |  |

- 4. Select *Call* to connect the interpreter directly into your Zoom meeting.
- 5. *Admit* the interpreter from your waiting room.
- 6. When it is time to hang up with the interpreter, *Remove* the interpreter from the visit in the participants list, do not report to Zoom.