



## User Guide

### Webex Guide for Interpreters



**Pre-event information:** You should receive an email from the host.

- It should note that you have been invited as an interpreter and which language you have been assigned.
- It includes information on how to join the meeting or webinar.
- If the host has pre-assigned you as an interpreter, you will have the role of interpreter when you join the meeting. If you have a Webex account but do not log in, you will not be assigned the interpreter role when you join the meeting.

**During the event:** Interpreters are marked in the list of attendees with a unique icon next to their names, distinguishing them from the panelists and other participants.

As an interpreter, you hear the original audio of the meeting, webinar or personal room and see the active speaker and any shared content so that you can interpret it into your target language.

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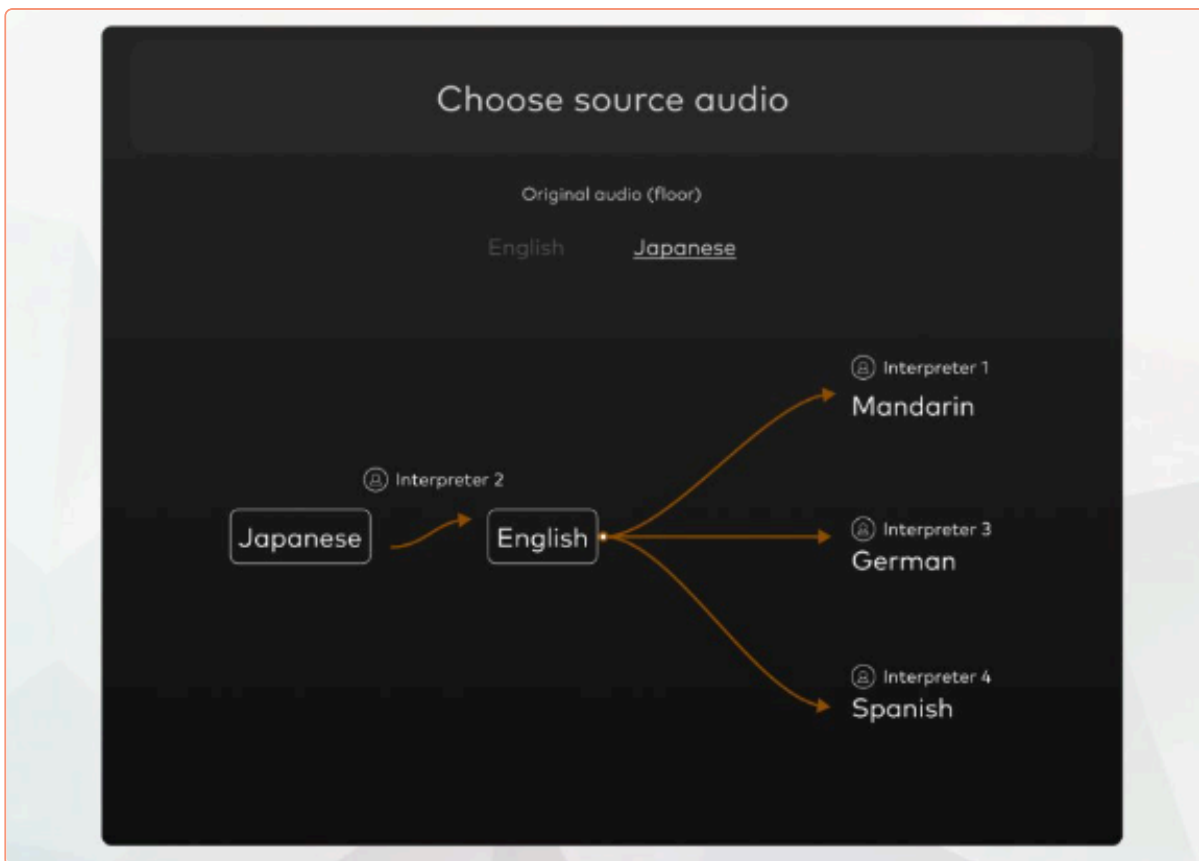


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### Changing your source audio

As the interpreter, if you do not understand the language spoken in the source audio, you can change your source audio to be able to interpret for the participants. Simply set your source audio to a language channel from which you can interpret. This is called relay interpretation.



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### Changing the interpretation direction

- If you are interpreting from a source language into a target language and back into the source language (bi-directional interpreting), only the participants in your current language channel can hear you. Switch the direction of your language channel so that participants in the audio channel of the language you are interpreting into can hear you.
- When you join a meeting or webinar as an interpreter, you will automatically join the audio channel for the language assigned to you by the host. So if you have been assigned to interpret from English into Dutch, you join the Dutch language channel. The source and target languages are displayed on your screen and you can switch between them when you change the language into which you are interpreting. (Note that this feature is not available in webinars in webcast view.)
- Select the language of the audio channel you want to be heard in.
- The selected language is highlighted to indicate your current audio channel.

Note: The “Change the interpretation direction” feature is supported on Webex Meetings and Webex Webinars. In the Webex app, this feature is available on the Webex Suite meeting platform. In the Webex app, this feature is not available for Webex for Government.

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### Handing off to the next interpreter

- The interpreters in your audio channel can take turns interpreting so that you can maintain a high quality of interpretation for the attendees.
- Each interpreter for your assigned language is placed on the same audio channel so that you can hear each other as well as the original meeting audio. When it is the next interpreter's turn, hand off the interpretation duties to them to ensure a smooth transition for the attendees.
- The host determines the order of interpreters. The host can also manage the order in the meeting. Interpreter 1 can hand off to interpreter 2, then to interpreter 3, then back to interpreter 1, and so on.

Note that this handover feature is supported on Webex Meetings and Webex Webinars. In the Webex app, this feature is available on the Webex Suite meeting platform. In the Webex app, this feature is not available for Webex for Government.

#### Desktop

#### Mobile

<p>1 Click <b>Interpretation</b> </p>	
<p>2 Select <b>Other controls</b> &gt; <b>Hand off to next</b>, and then click <b>Send request</b>.</p>	<p>Tap <b>Other controls</b>  &gt; <b>Hand off to next</b>, and then tap <b>Send request</b>.</p>
<p>When the next interpreter accepts your request, you can mute yourself.</p>	<p>When the next interpreter accepts your request, you can mute yourself.</p>
<p><b>What to do next</b></p> <p>When it's your turn to interpret again, tap <b>OK</b> to accept the request and begin interpreting.</p>	<p><b>What to do next</b></p> <p>When it's your turn to interpret again, tap <b>OK</b> to accept the request and begin interpreting.</p>

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### Handing off to the next interpreter

- Active interpreters must focus on the task at hand. So if you are one of the several interpreters responsible for the same language and it is your turn next, you can ask the active interpreter to hand off to you at the end of their turn. The active interpreter can accept or decline your request.
- When you have finished and it is the next interpreter's turn, you can hand off the interpretation to the next interpreter. (This function is available on the Webex Suite meeting platform.)

#### Desktop

#### Mobile

1 Click **Interpretation** 

2 Select **Other controls** > **Ask to interpret**, and then click **Send request**.

It must be your turn to interpret next.

When the active interpreter accepts your request, you're unmuted.

Tap **Other controls**  > **Ask to interpret**, and then tap **Send request**.

It must be your turn to interpret next.

When the active interpreter accepts your request, you're unmuted.