

# Zoom Caption Translator Instructions

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***Now you can meet with people who don't speak your language in a few easy steps!***

STARFLEET is an international organization, yet it has been hard for members to connect with each other when language is a barrier. Well, no more! Zoom has gifted the world with a Caption Translator! You can now have online activities and meetings with members who speak different languages, thanks to this amazing technology. Zoom's translated captions enable anyone in a Zoom Meeting or Webinar to translate the speaker's language into one of the languages provided in real time.

Instructions for how to turn on the translator are listed below. Please note, the person hosting the Zoom must have a paid subscription. Translated captions are already included in the Zoom Workplace Business Plus, Zoom Workplace Premier, Zoom Workplace Enterprise Essentials, and Zoom Workplace Enterprise Plus plans. It is available as an add-on for paid Zoom accounts.

## CONSIDERATIONS WHEN USING CAPTION TRANSLATOR

- Speak slowly and clearly, fast talking results in bad translation.
- It takes a few seconds for the live translation to come up on the screen. Pauses are good - allowing for a little silence between speakers is good.
- Remember that if a meeting is composed of mainly English speakers (or can be any other language), the non-English speaker must wait for the translation to appear, read it, then respond verbally. There is a different pace when using translator – please allow space and time for those everyone to participate.

End Transmission!

## STEP 1 – Click on **Show captions**

Original sound for musicians: on | View

Barb Barton, Michigan, USA

Click on Show Captions

Audio Video Participants Chat React Share Host tools AI Companion Apps Record Show captions Meeting info More End

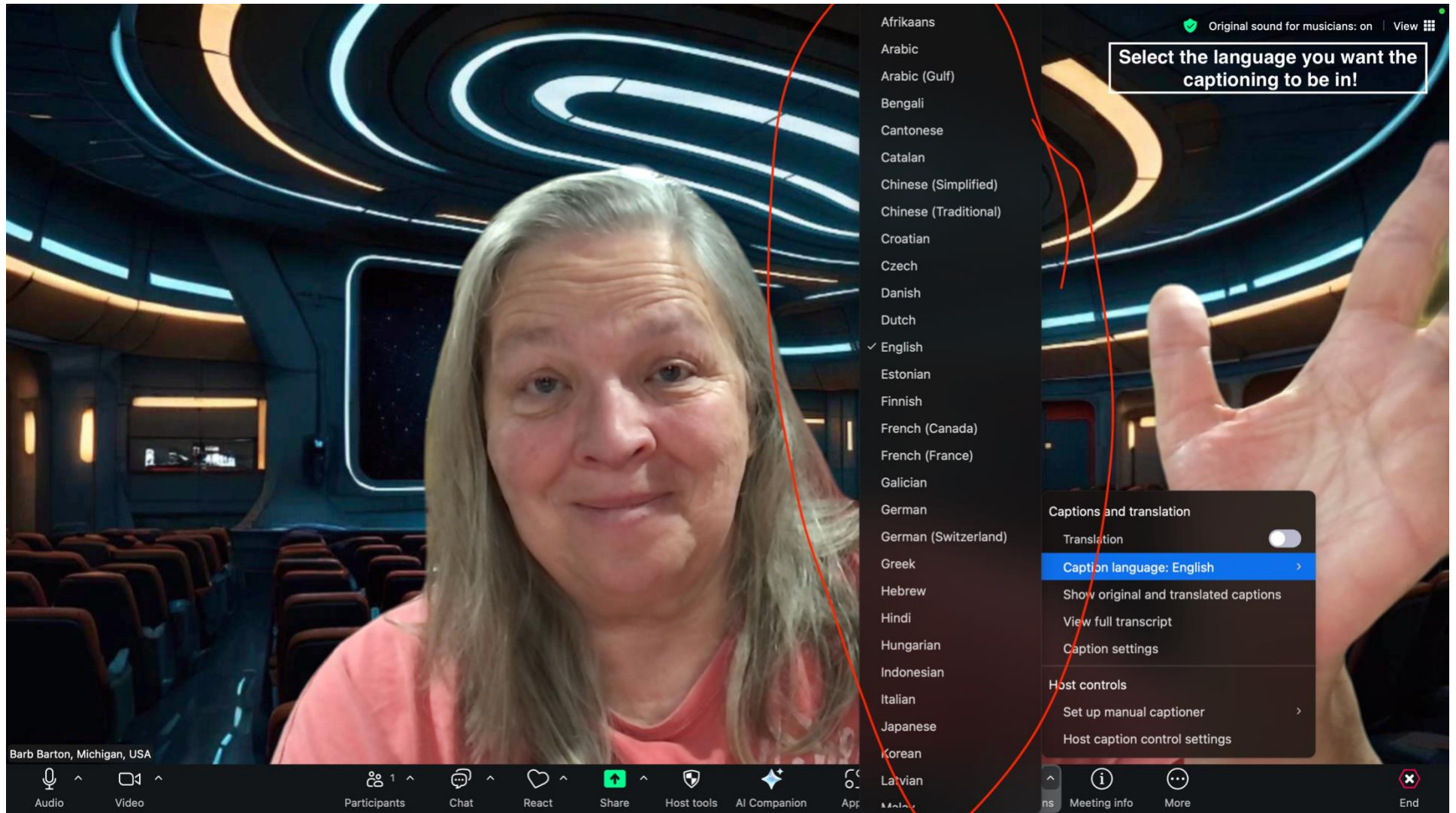
Captions and translation

- Translation ☐
- Caption language: English >
- Show original and translated captions
- View full transcript
- Caption settings

Host controls

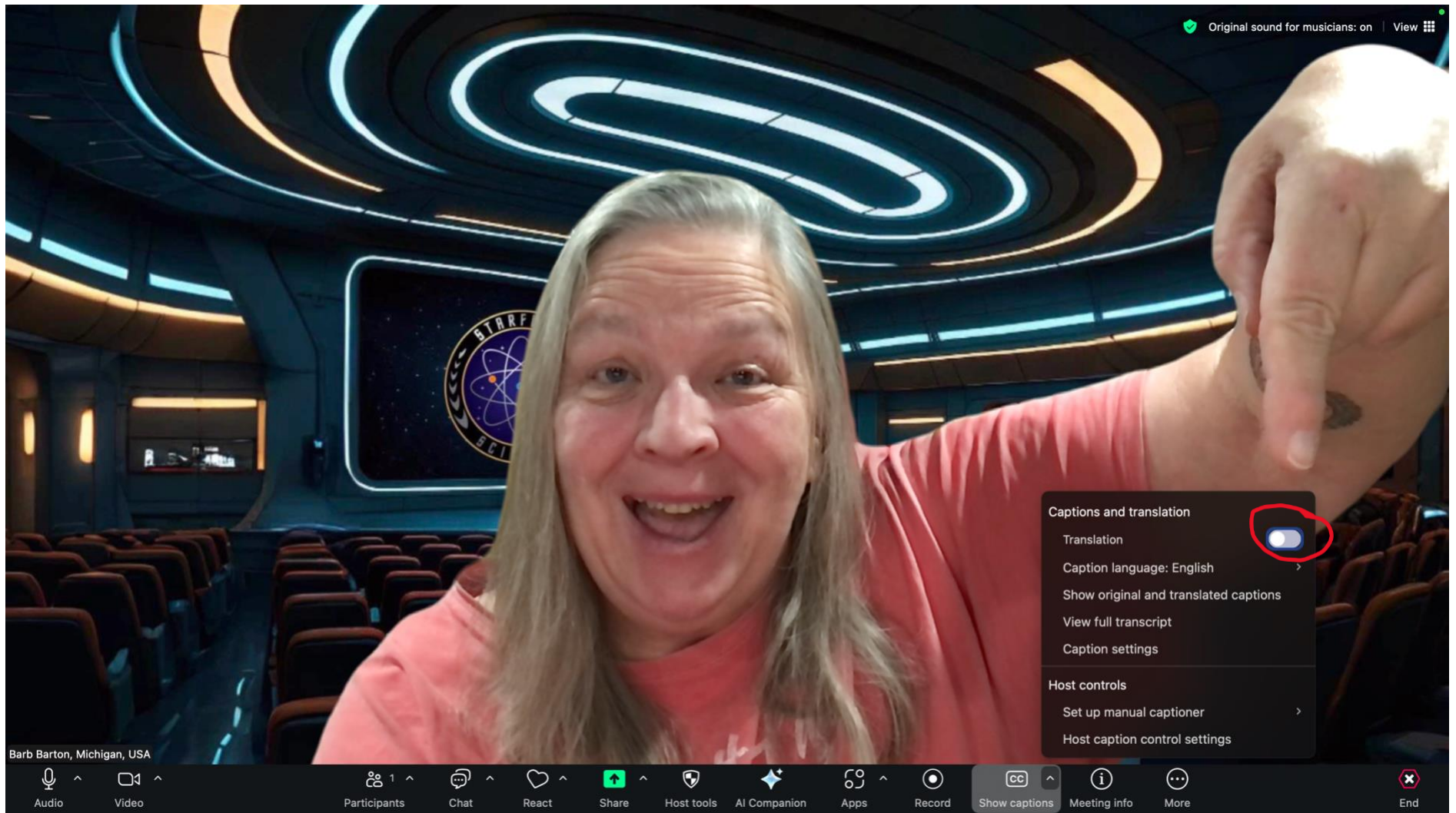
- Set up manual captioner >
- Host caption control settings

**STEP 2** – Select the **Caption language** you want displayed on your screen.





**STEP 3** – Click on **Translation** button to turn it on.



**STEP 4** – Be sure to set **My speaking language** to your native language! If you select English but speak French for example, the captions for others will be in French. Selecting French allows Zoom to translate it for the other attendees.

The screenshot shows a Zoom meeting interface. In the center, a video feed displays a woman, Barb Barton, in a room with a large screen showing a logo. Below the video, a message reads "You have turned on live transcription". To the right, a menu is open, listing various languages. The "Captions and translation" section is expanded, showing options for "My speaking language" (set to English), "My caption language" (set to English), and "Show original and translated captions" (checked). The bottom of the screen features a toolbar with icons for Audio, Video, Participants, Chat, React, Share, Host tools, AI Companion, and Meeting info.

Barb Barton, Michigan, USA

You have turned on live transcription

Afrikaans  
Arabic  
Arabic (Gulf)  
Bengali  
Cantonese  
Catalan  
Chinese (Simplified)  
Chinese (Traditional)  
Croatian  
Czech  
Danish  
Dutch  
✓ English  
Estonian  
Finnish  
French (Canada)  
French (France)  
Galician  
German  
German (Switzerland)  
Greek  
Hebrew  
Hindi  
Hungarian  
Indonesian  
Italian  
Japanese  
Korean  
Latvian

Captions and translation

Translation ☒

My speaking language: English >

My caption language: English >

✓ Show original and translated captions

View full transcript

Caption settings

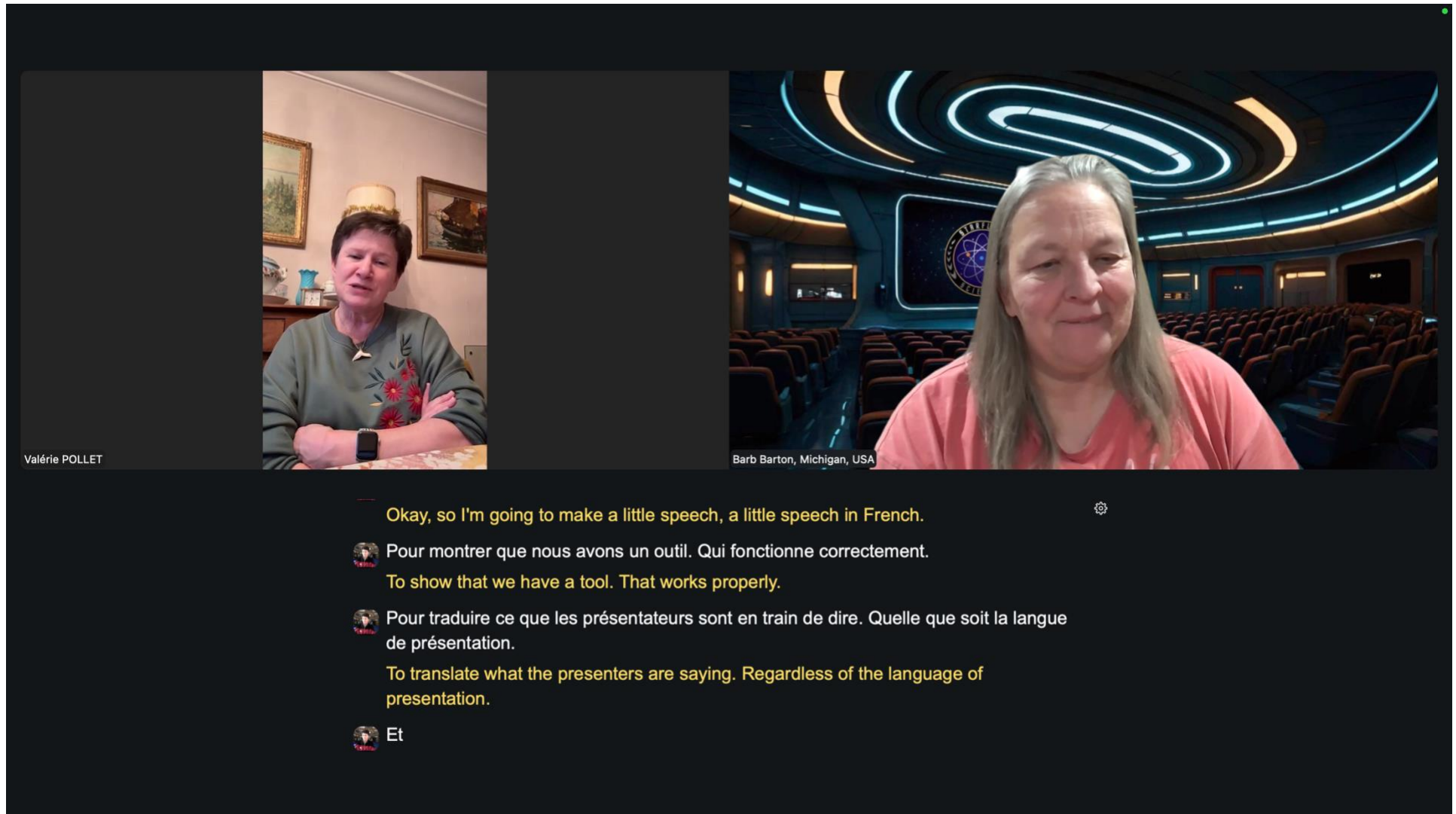
Host controls

Set up manual captioner >

Host caption control settings

Audio Video Participants Chat React Share Host tools AI Companion Meeting info More End

Enjoy your meeting! CAPT Valérie POLLET (Paris, France), CO of the USS Versailles in Reg. 9, speaking French which is translated to English on SF Sciences Director FCAPT Barb Barton's screen (Michigan, USA). You can set captions to display both the original and translated version, as shown on this screen.



The screenshot displays a video conference interface. At the top, there are two video feeds. The left feed shows Valérie POLLET, a woman with short dark hair wearing a green sweater with a floral pattern, in a room with framed pictures on the wall. The right feed shows Barb Barton, a woman with long grey hair wearing a pink shirt, in a futuristic room with blue and orange neon lights and a circular screen in the background. Below the video feeds is a chat window with a dark background and yellow text. The chat contains four messages, each preceded by a small circular icon of a person's head. A gear icon for settings is located to the right of the first message. The names 'Valérie POLLET' and 'Barb Barton, Michigan, USA' are visible below their respective video feeds.

Valérie POLLET

Barb Barton, Michigan, USA

Okay, so I'm going to make a little speech, a little speech in French.

Pour montrer que nous avons un outil. Qui fonctionne correctement.  
To show that we have a tool. That works properly.

Pour traduire ce que les présentateurs sont en train de dire. Quelle que soit la langue de présentation.  
To translate what the presenters are saying. Regardless of the language of presentation.

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