

# Zoom Caption Translator Instructions

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STARFLEET Sciences Auxiliary



***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.

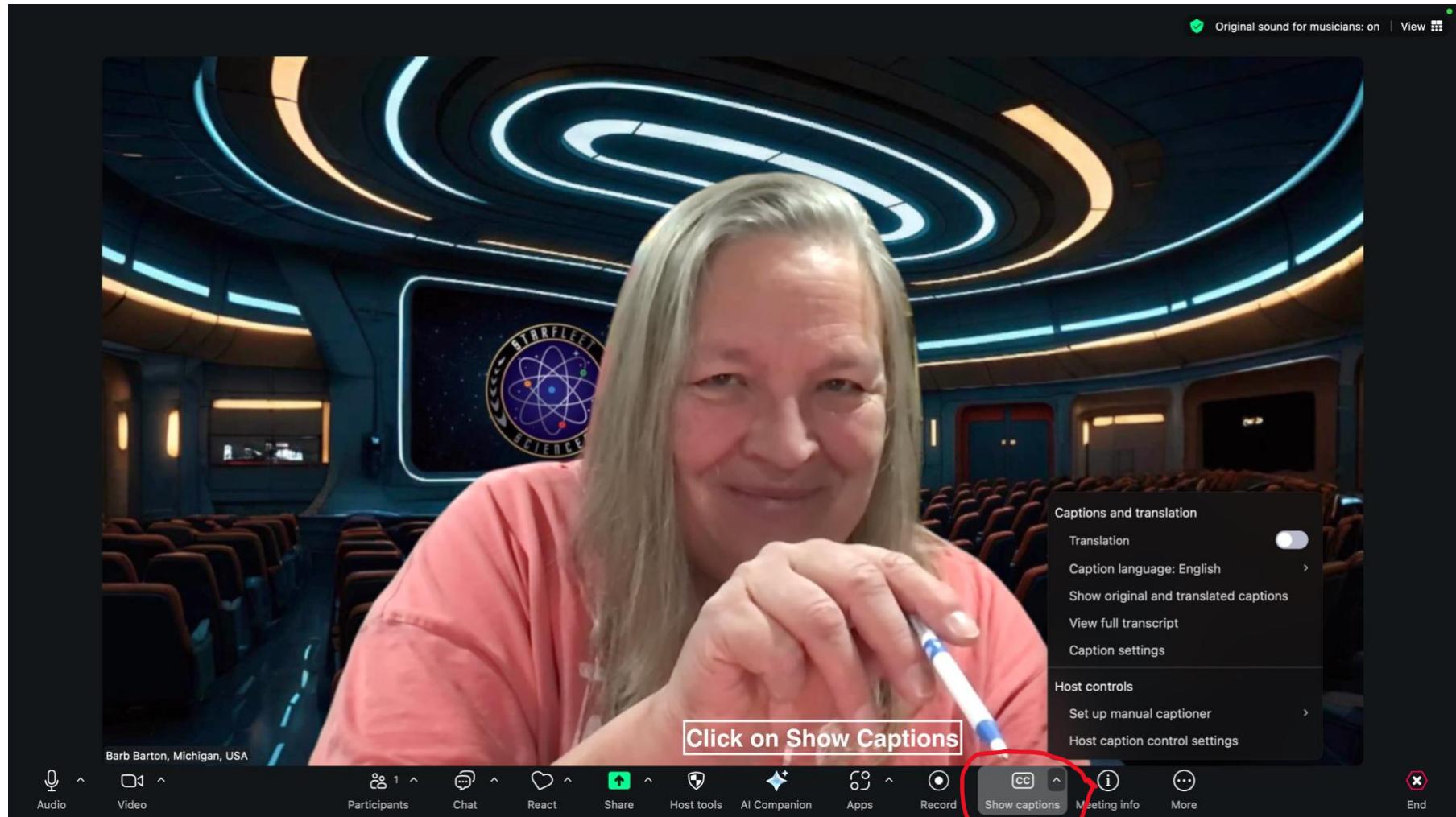
Instructions for how to turn on the translator are listed below. Please note, the person hosting the Zoom must have a paid subscription. Translated captions are already included in the Zoom Workplace Business Plus, Zoom Workplace Premier, Zoom Workplace Enterprise Essentials, and Zoom Workplace Enterprise 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**



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

The image shows a video call interface. On the left, a woman with long blonde hair, identified as Barb Barton from Michigan, USA, is visible in a theater setting. On the right, a language selection menu is open, listing various languages. A red box highlights the 'Caption language' section of the menu, which is set to English. A red arrow points from the text in the top right towards this section. The interface includes standard video call controls at the bottom.

Original sound for musicians: on | View

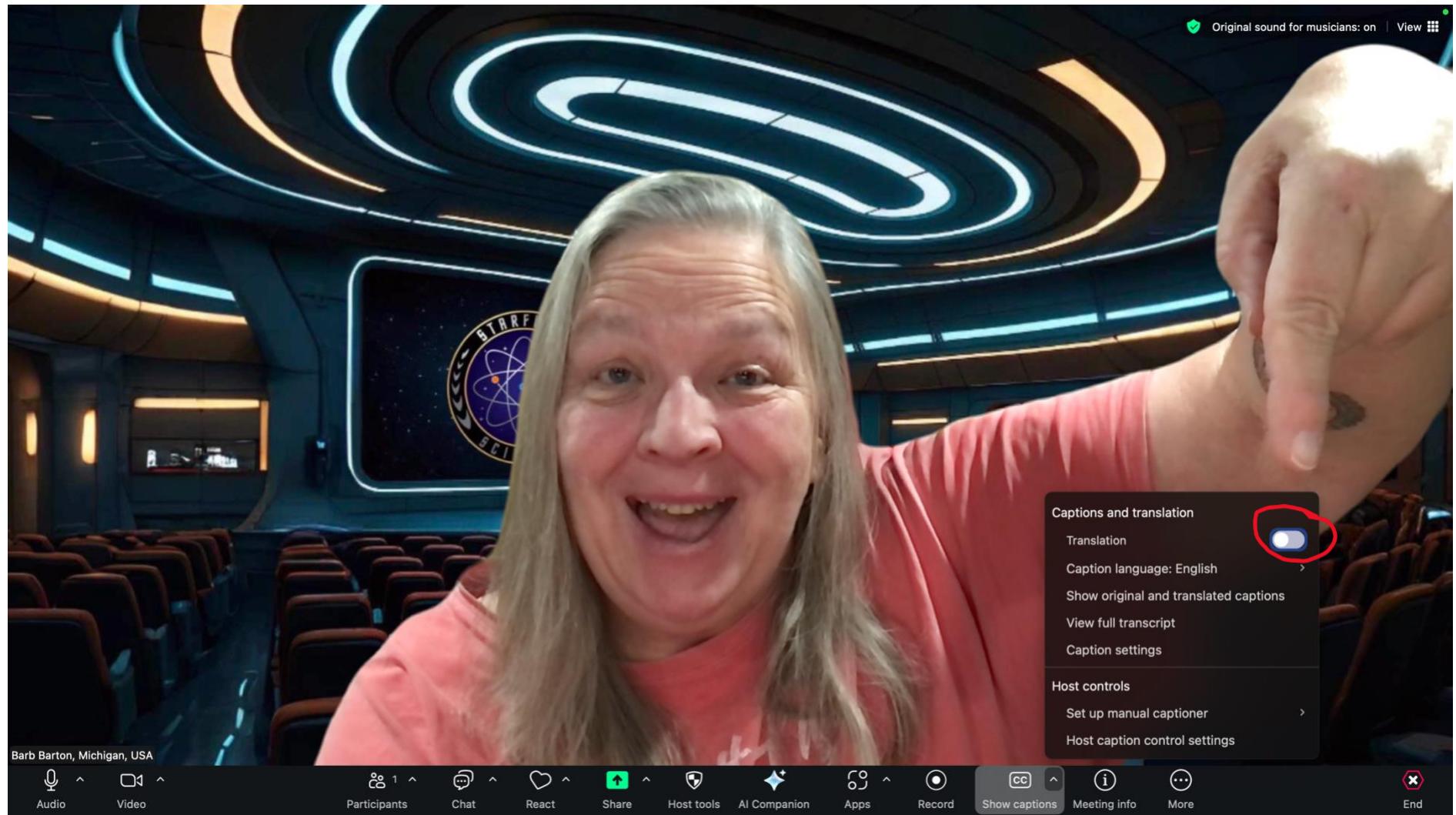
Select the language you want the captioning to be in!

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

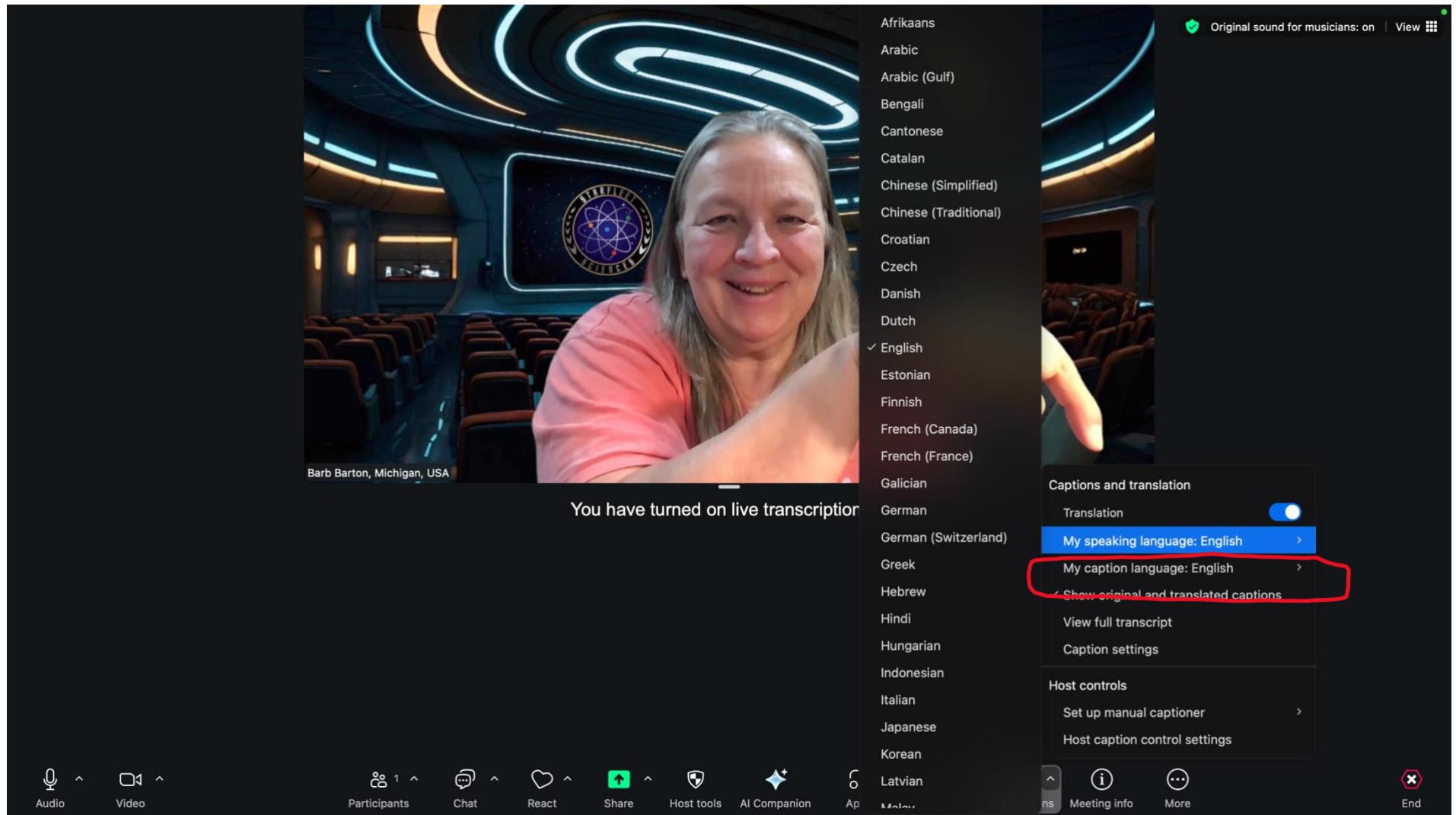
Captions and translation  
Translation  
Caption language: English  
Show original and translated captions  
View full transcript  
Caption settings  
Host controls  
Set up manual captainer  
Host caption control settings

ns Info More End

**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 video call interface. On the left, a video feed of a woman with long blonde hair, smiling, is displayed. The caption below the video reads "Barb Barton, Michigan, USA". In the center, a message says "You have turned on live transcription". On the right, a list of languages is shown, and a "Captions and translation" menu is open. The "My speaking language: English" option is selected. The "My caption language: English" option is also listed, with a red box drawn around it and the "Show original and translated captions" checkbox below it. The "Captions and translation" menu also includes "View full transcript" and "Caption settings". Below this, the "Host controls" section includes "Set up manual captioner" and "Host caption control settings". The bottom of the screen shows the standard Zoom control bar with icons for audio, video, participants, chat, react, share, host tools, AI companion, and more.

- 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
- Malay

Original sound for musicians: on | View

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

Ap

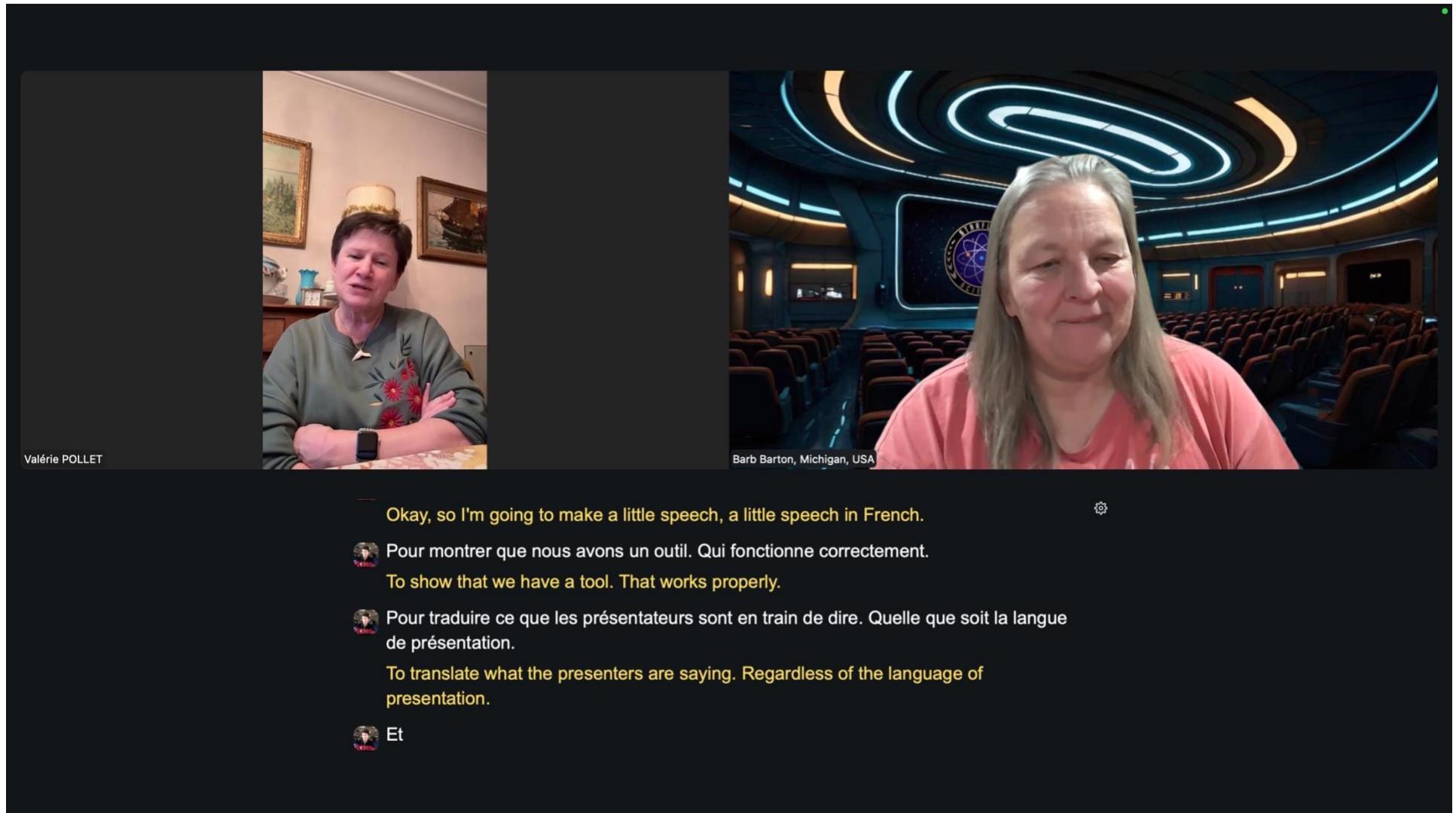
ns

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.



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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