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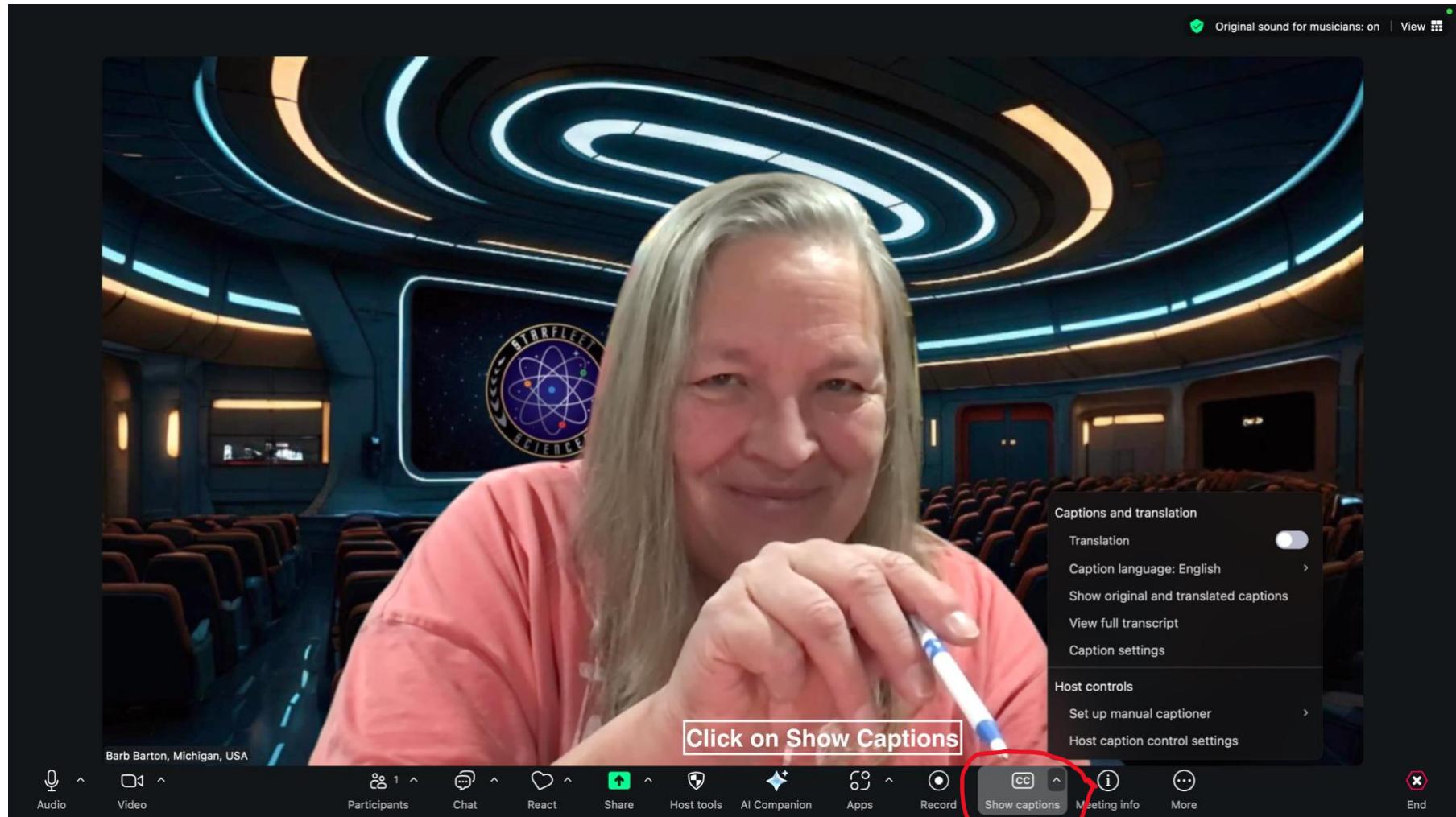
Instructions for how to turn on the translator are listed below. Please note, the person hosting the Zoom must have a paid subscription. Translated captions are already included in the Zoom Workplace Business Plus, Zoom Workplace Premier, Zoom Workplace Enterprise Essentials, and Zoom Workplace Enterprise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

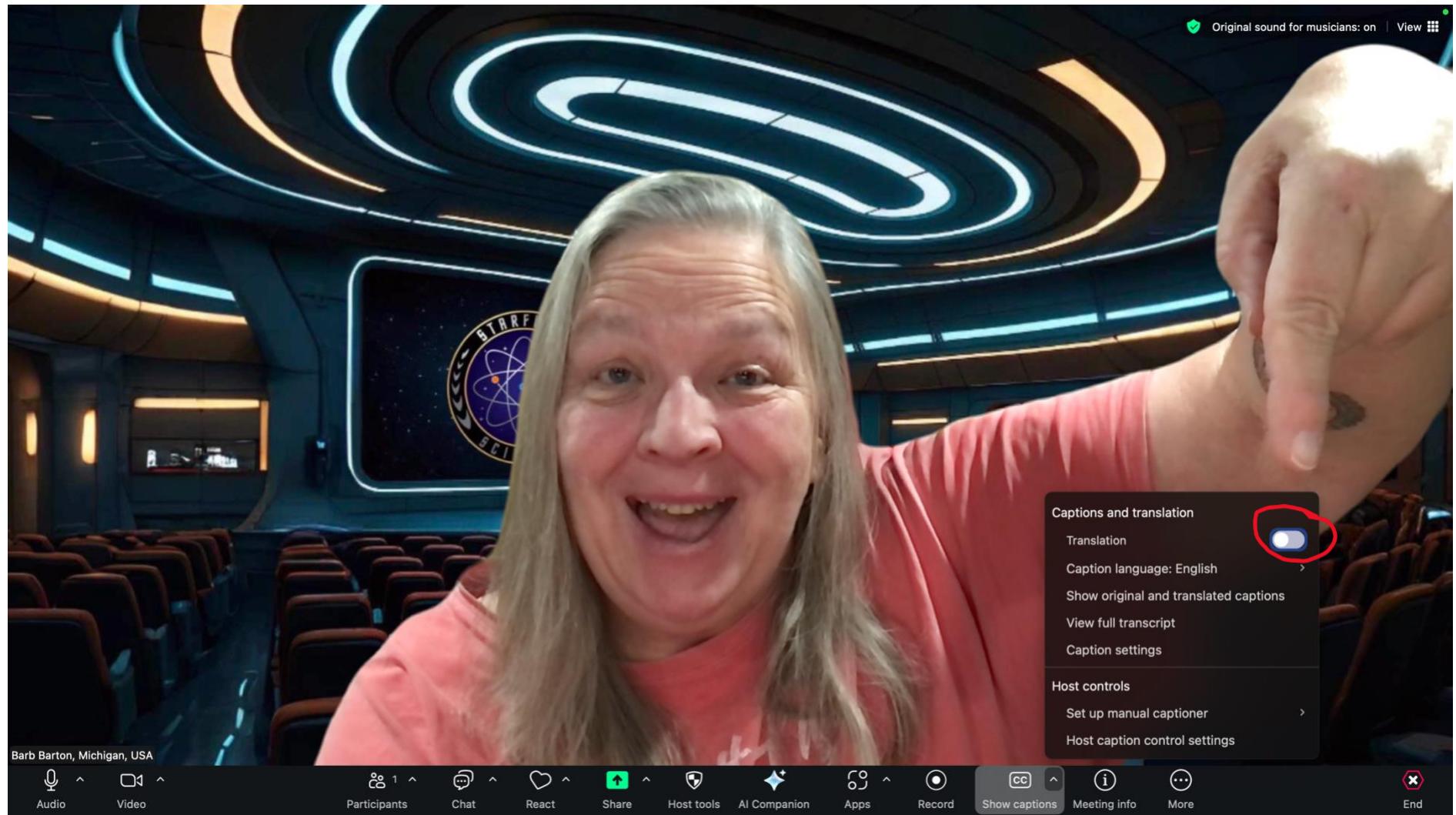**STEP 2** – Select the <mark>Caption language</mark> you want displayed on your screen.

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
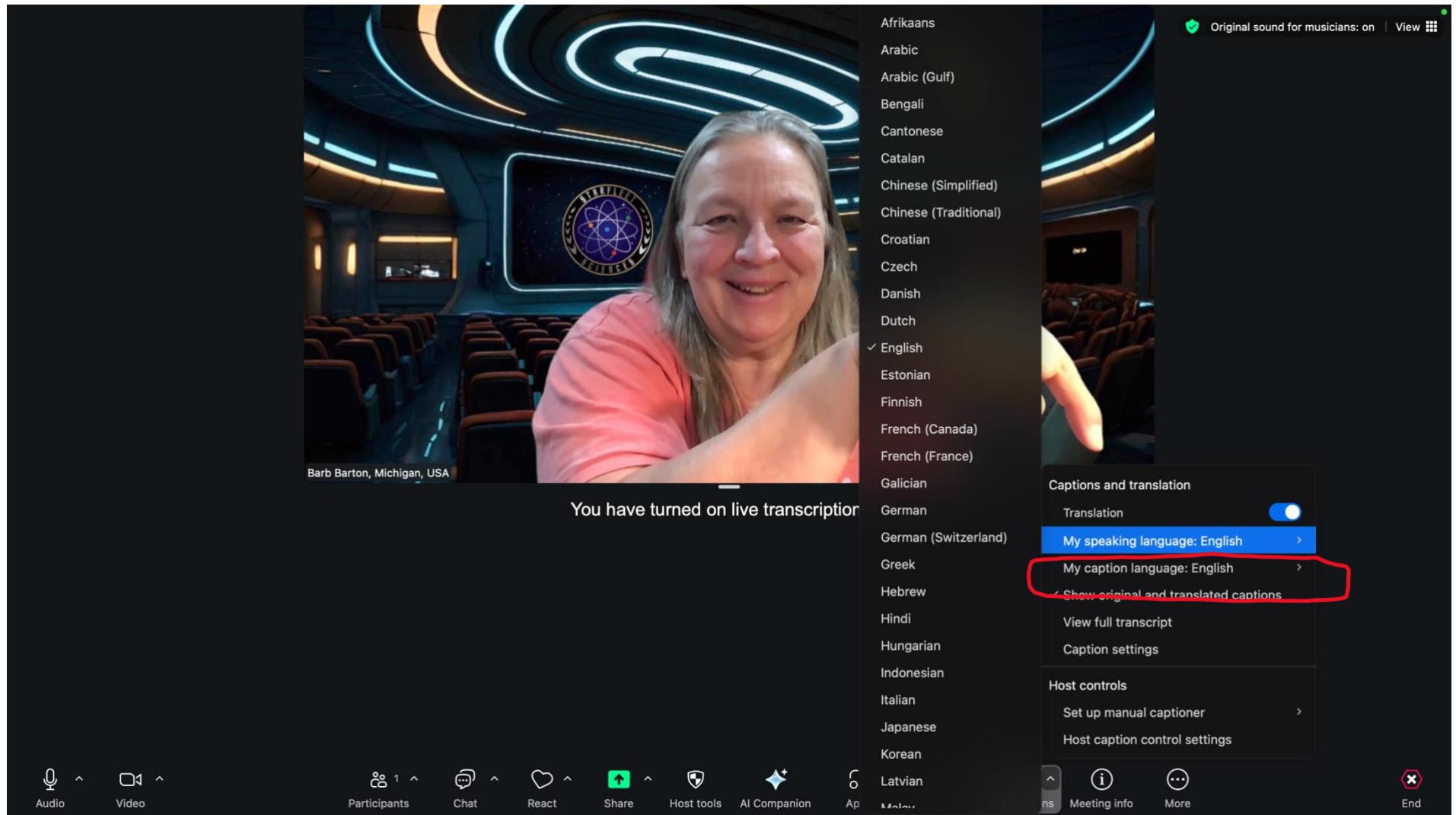Hungarian
Indonesian
Italian
Japanese
Korean
Latvian

Original sound for musicians: on | View ⊞

Select the language you want the captioning to be in!

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

Barb Barton, Michigan, USA

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STEP 3 – Click on <mark>Translation</mark> button to turn it on.

STEP 4 – Be sure to set <mark>My speaking language</mark> 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.
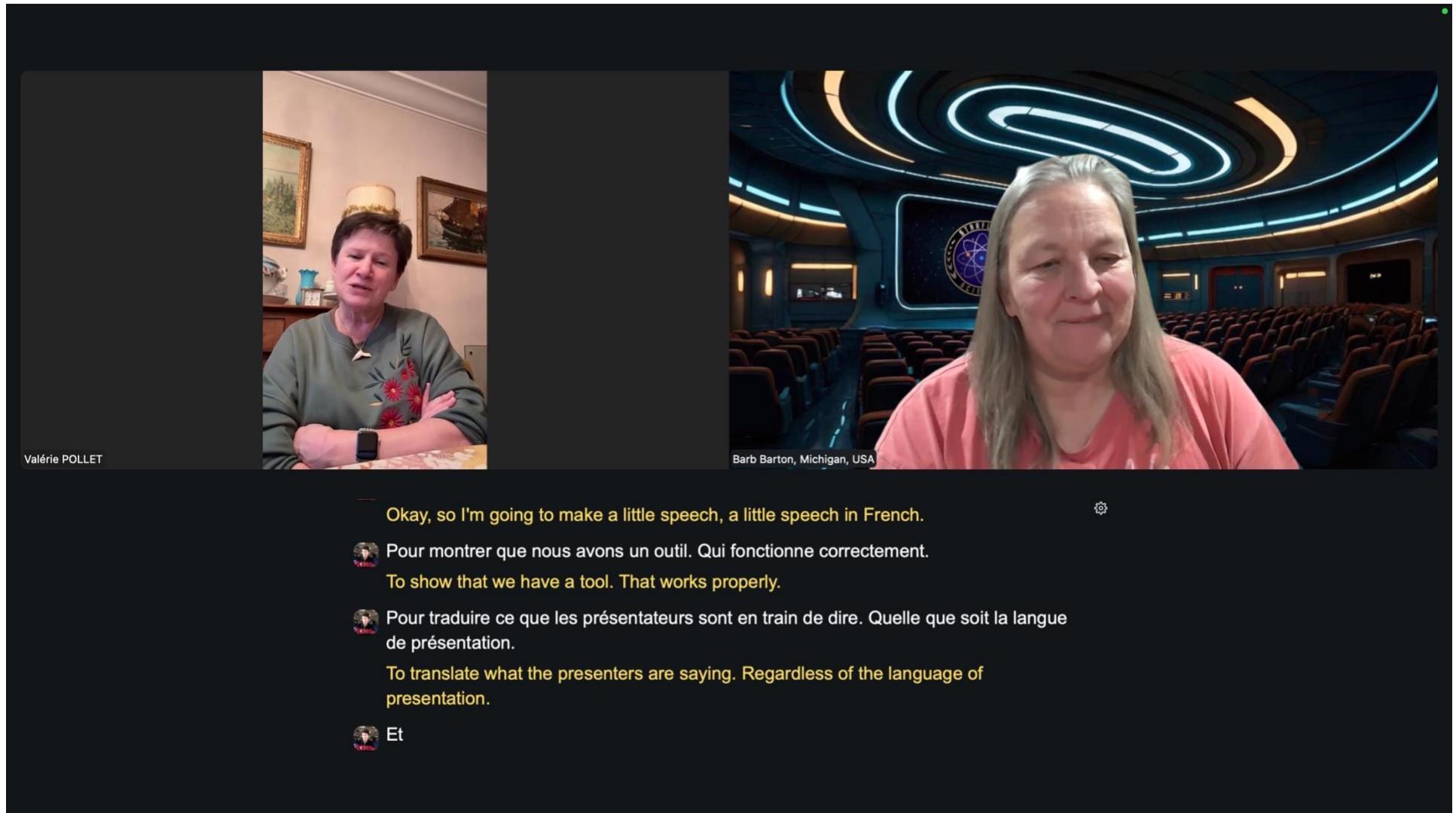
Enjoy your meeting! CAPT Valérie POLLET (Paris, France), CO of the USS Versailles in Reg. 9, speaking French which is translated to English on SF Sciences Director FCAPT Barb Barton's screen (Michigan, USA). You can set captions to display <u>both</u> the original and translated version, as shown on this screen.