

Language Link

Instructions for asking an interpreter to call into a ZOOM meeting

Please take time to go step by step! Open your Zoom meeting 5 minutes ahead of time so there is time to go through this process.

***IMPORTANT:** You must begin the ZOOM meeting before you call in - or they will not be able to join the meeting.

These instructions are similar to the instructions for a phone conference using LanguageLink, but are specific to asking an interpreter to call into a ZOOM meeting.

- 1) Call **1-888-338-7394**
- 2) Enter account number **27428, followed by the # sign**
- 3) Select 1 for a 3rd party call
- 4) Enter the **TACOMA number from your ZOOM invite from the 'Dial by your location' section**, followed by the #sign. (Include the 1 in front of the number)
- 5) The number will be repeated to you - press 1 if correct
- 6) Press 9 for all other languages (DO NOT press 1 for Spanish)
- 7) Enter your Location Code followed by the #sign (listed below).
- 8) Enter your Dept number, followed by the # sign (listed below).
- 9) You will be prompted to "please hold for the next available agent"
- 10) When the agent comes on, tell them you need a Spanish interpreter to call into a ZOOM meeting. They will ask you to repeat the **TACOMA phone number from the 'Dial by your location' section, and for the meeting ID and passcode** (*must be numeric – NO letters*) **from the ZOOM invite.**
- 11) Next, they will ask you to hang up your phone and wait for the interpreter to call into the ZOOM meeting. This can take a minute or two.

Location Codes: (same as on the interpreter request form on the SJISD website)

Elementary 1#	High School 4#
Middle School 2#	Griffin Bay 5#
District 3#	

Department Codes: (same as on the interpreter request form on the SJISD website)

General Ed 1#	Special Ed 2#
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