

Language Link - instructions for asking an interpreter to call into a ZOOM meeting.

These instructions are similar to the instructions posted on the SJISD website, but are specific to asking an interpreter to call into a ZOOM meeting.

- 1) Call 1-888-338-7396
- 2) Enter account #27428, followed by the # sign
- 3) Select 1 for a 3rd party call
- 4) Enter the TACOMA number from your ZOOM invite in the section titled: 'Dial by your location', 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.
- 8) Enter your Dept number, followed by the # sign.
- 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 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.

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

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 #