

# INSTRUCTIONS: Using ASL Interpretation with Zoom

American Sign Language (ASL) is a visual language. For that reason, when using Zoom for a remote proceeding that will include an ASL interpreter **do not use the interpreter feature** in Zoom. Both the ASL interpreter and the deaf or hard of hearing individual can participate in the regular videoconferencing session. They do not have to participate in a separate channel or breakout room.

Here are a few things to keep in mind when an ASL interpreter will be participating in a remote proceeding to assist a deaf or hard of hearing individual:

- The ASL interpreter must have their video camera enabled during the hearing.
- The deaf or hard of hearing individual must have the video camera enabled when they want to communicate with the court or any other participant.
- If a participant's signal is bad or they are participating on a smart phone, or if there is a large group of individuals participating in the hearing, it may be necessary for individuals to turn off their video camera unless they are speaking. The judge should remain on video at all times.
- Be sure to "spotlight" the ASL interpreter's video so they remain prominent on the screen.

## PIN THE ASL INTERPRETER'S VIDEO

1. Make sure you are in gallery view. (Select Gallery View from upper right corner).
2. Click the interpreter's video and select the "more" button (three dots). Select "Pin Video."

This will ensure that the interpreter can be seen consistently and clearly during the proceeding.

## ASL INTERPRETATION WHEN SCREEN SHARING

To ensure participants can continue to see the interpreter when someone is sharing their screen, do the following:

1. Pin the interpreter's video as you would when sharing video only.
2. Click on the active speaker icon (single box icon). This creates a pop-up window with the interpreter next to the shared screen. This window can be moved or adjusted in size as needed.

## CHANGING THE INTERPRETER

When more than one ASL interpreter will be participating in the proceeding, you may need to change the “spotlight.” Do this each time the interpreter changes. The interpreter will need to notify you when they wish to change.

1. Click the current interpreter’s video feed and select the “more” button (three dots). Select “Unpin Video.”
2. Click the new interpreter’s video feed and select the “more” button (three dots). Select “Pin Video.”

## ADVISEMENTS FOR PARTICIPANTS

Before commencing the proceeding, set some ground rules to ensure the proceeding can be conducted smoothly

1. Please wait until the judge has recognized you before speaking.
2. Only one person should speak at a time.
3. Please speak slowly and clearly.
4. Please identify yourself before speaking.
5. Please mute your microphone when not speaking and unmute to speak.
6. If using your phone to connect, please do not speak using the speakerphone.
7. Unless you are the ASL interpreter or the person using the ASL interpreter, please default to having your camera off until you need to speak. When you are going to speak, click “Start Video.” When you have finished speaking, click “Stop Video.”