

## [Zoom settings guide]

### Guide to Zoom Settings for using Sorenson for Zoom

There are a lot of settings in Zoom. Have you checked? It's amazing how much you can customize your settings. The meeting host's settings \*will\* affect how you get a Sorenson interpreter into your meetings with the Sorenson for Zoom integrated app or web app.

To view and change the settings for meetings you host, access your Zoom profile through the Zoom web portal under Personal/Settings. To get there from the desktop app, click the settings gear in the upper right corner, choose Profile from the list along the left, then click View Advanced Features.

#### Waiting Room

If the meeting host enables the waiting room as a security option, they'll have to admit the interpreter into the meeting, twice: once for video, again for audio.

#### Passcode

Passcodes are where this process gets colorful 😊

If the host has enabled a meeting passcode as their security option, the passcode will show up in the meeting invitation right below the link to join and the meeting ID. There's a space to enter it when you invite an interpreter into your Zoom meeting via the Sorenson web app.

Topic: Demo  
Time: Feb 23, 2023 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/83602179027?pwd=UCtoUWdZUXUvd1F3Q216VlJcWtVQT09>

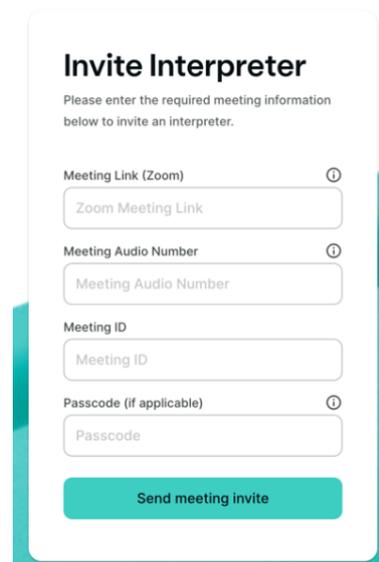
Meeting ID: 836 0217 9027  
Passcode: test123

One tap mobile  
+16694449171,,83602179027#,,,,\*2606135# US  
+16699006833,,83602179027#,,,,\*2606135# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 564 217 2000 US
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 836 0217 9027  
Passcode: 2606135  
Find your local number: <https://us06web.zoom.us/j/83602179027>



**Invite Interpreter**

Please enter the required meeting information below to invite an interpreter.

Meeting Link (Zoom) ⓘ

Meeting Audio Number ⓘ

Meeting ID ⓘ

Passcode (if applicable) ⓘ

## Embed passcode in invite link for one-click join

### Embed passcode in invite link for one-click join



Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

If your meeting is using a passcode, we recommend the host enable this setting, which will allow the interpreter to join the meeting without having to manually enter the video/audio passcode.

## Require passcode for participants joining by phone

### Require passcode for participants joining by phone



A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.

If the meeting requires a passcode for participants joining by phone, the interpreter must manually enter the passcode to connect to meeting audio. That could go a couple ways:

- If the passcode in the invitation is all numbers, you'll simply enter it in the interpreter invitation as is
- If the passcode contains letters, Zoom will automatically generate a second all-number passcode for people joining by phone. You'll find that second passcode farther down the invitation, below the list of phone numbers, like this:

You'll put the top passcode into the interpreter invitation in the Passcode field. But the interpreter may also ask you for an audio passcode when they join the meeting. If they do, give them the bottom passcode.

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+1 346 248 7799 US (Houston)  
+1 564 217 2000 US  
+1 646 876 9923 US (New York)  
+1 646 931 3860 US  
+1 689 278 1000 US  
+1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US  
+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)  
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## Audio Type

### Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

If the host limits how participants can join the audio portion of the meeting to computer audio, an interpreter won't be able to access audio for your meeting. To use VRS interpreting for your meeting, the interpreter must connect to audio through telephone.

## Only authenticated meeting participants and webinar attendees can join meetings and webinars

Only authenticated users can join meetings from Web client



The participants need to authenticate prior to joining meetings from web client

The host must not have this setting enabled in Zoom; it will prevent interpreters from joining.

## If Waiting Room is not enabled, phone dial-in only users will:

**If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.**

**If Waiting Room is not enabled, phone dial-in only users will:**

- Be allowed to join the meeting
- Be blocked from joining the meeting

The host must select to allow dial-in users to join the meeting if the waiting room is not enabled.

## Sign Language interpretation view

### Sign Language interpretation view



Allow host to assign participants as sign language interpreters who can interpret one language into sign language in real-time. Host can assign interpreters when scheduling or during the meeting. 

- Enable sign language interpretation view by default in scheduler

Zoom's own Sign Language interpretation view is unrelated to the Sorenson for Zoom and Sorenson Engage apps. The setting only applies to sign language interpreters who join meetings using the Zoom desktop app and is not currently compatible with Sorenson's integrated interpreting solutions.