
TWO-DEVICE METHOD

Step 1	Join the ZOOM meeting on both devices. Use link on 1st device and meeting ID on the 2 nd device.
Step 2	Use headset with microphone on your CONSEC device to hear the proceeding.
Step 3	Use a microphone on your SIMUL device to be heard via language channel.
Step 4	Lower the volume on the simultaneous device, and do not listen to the proceeding in this device.
Step 5	Ask moderator to assign you as an interpreter on simul device. Leave this device unmuted.
Step 6	Once assigned you will see the initials of your language next to your name on the participant list.
Step 7	Unmute your consecutive device to assist the LEP litigant(s) connection to the language channel (see separate instructions).
Step 8	After setting them up, check with LEP if they can hear you by muting CONSEC device and speaking to litigant on SIMUL device.
Step 9	Mute CONSEC device when interpreting in simultaneous.

Remember:

- 1) DO NOT toggle into English Channel.
- 2) Avoid muting simultaneous device unless necessary.
- 3) If no one can hear you on either consecutive or simultaneous device:
 - a. Check the participant list to ensure you are not assigned as an interpreter twice.
 - b. Check that you are not assigned as an English interpreter.
- 4) If you hear echo when you are consecutively interpreting, check that you are not listening on your simultaneous device.

Important: For possible Appeals purposes, all colloquies between an English speaker and a limited English proficient speaker must be interpreted fully in consecutive mode, never in simultaneous mode.