

# Colorado Office of Language Access – Technology Training

November 2, 2023



# Office of Language Access (OLA)

## Contact Information:

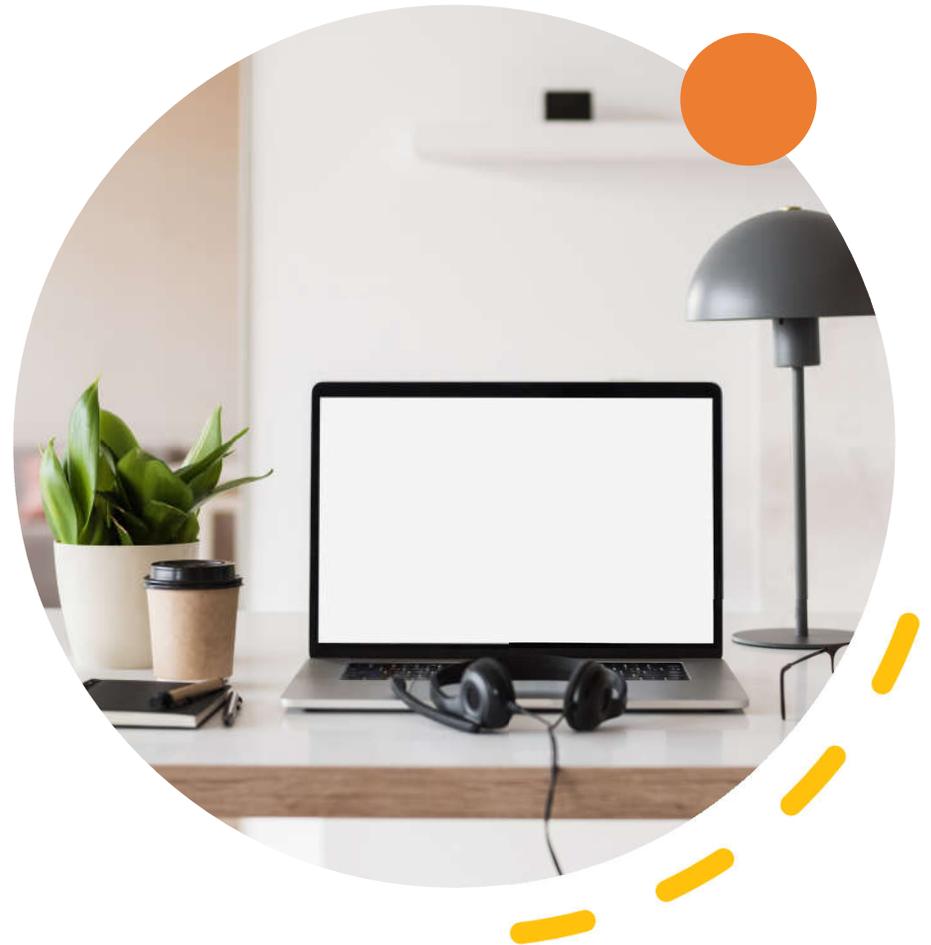
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# Agenda

- ✓ Equipment Checklist
- ✓ Overview of Webex
- ✓ Simultaneous Interpreting on Webex Demo
- ✓ Simultaneous Interpreting using dual-channel architecture

# Equipment Checklist

- Computer
  - Large enough screen to see the Court and use the chat features to be able to talk to the Court and interpreting partner
- Internet connection
  - High-speed connection (hardwired preferred)
  - WebEx requires a minimum bandwidth of 0.5 Mbps to send and receive video
- Professional headset and microphone compatible with your computer
  - USB connection
  - Noise-cancelling headphones
- Webcam



# Webex Platform Software

- <https://www.webex.com/downloads.html>
- Download for Desktop and Mobile
- Once you have downloaded the app, use the app to test your audio and video to make sure they are working:  
<https://www.webex.com/test-meeting.html/>
- Check for and install updates regularly



# Overview of Webex

- Join from an email invitation – Webex information will be sent out from the Judicial District (Interpreter’s Office or Court Judicial Assistant)
  - Click on the link to join

Bond Hearing Office 1 is inviting you to a Webex Personal Room meeting in progress.

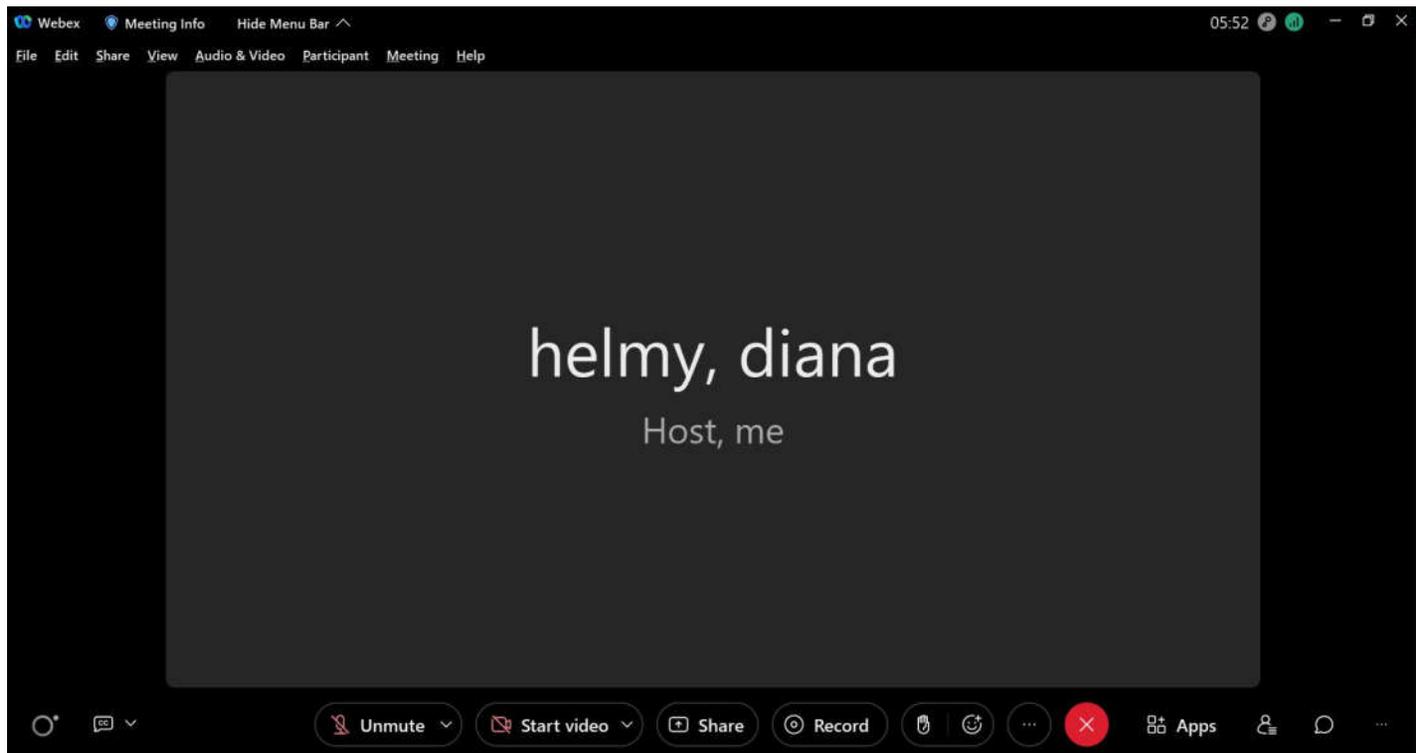


More ways to join:

Join from the meeting link

<https://judicial.webex.com/join/bho1>

# Overview of Webex cont'd

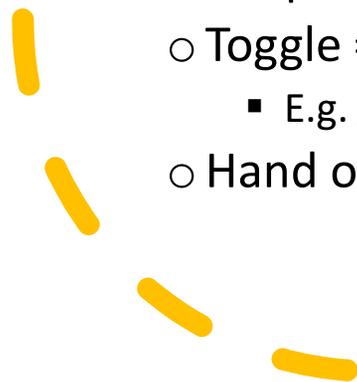




# Simultaneous Interpreting on Webex

- Definitions

- RSI = Remote Simultaneous Interpreting
- Original Audio (floor)= Audio settings for non-interpreters. For court participants who want to hear the audio without interpretation.
- Input = listening language
- Output = language of interpretation
- Toggle = switching the interpreter output channel
  - E.g. go from speaking into the Spanish channel to speaking into the English channel
- Hand over = passing off the mic to another interpreter



# How to Join an Interpreted Event

1

HOST WILL NEED TO  
ENABLE  
INTERPRETATION

2

USE LINK PROVIDED BY  
THE COURT

3

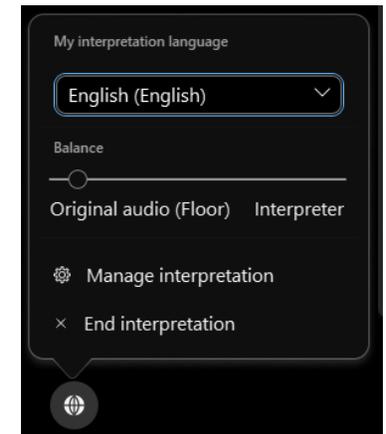
ENTER YOUR NAME AND  
IDENTIFY YOURSELF AS  
THE INTERPRETER (E.G.  
SPANISH INTERPRETER  
TERESA LOPEZ)

4

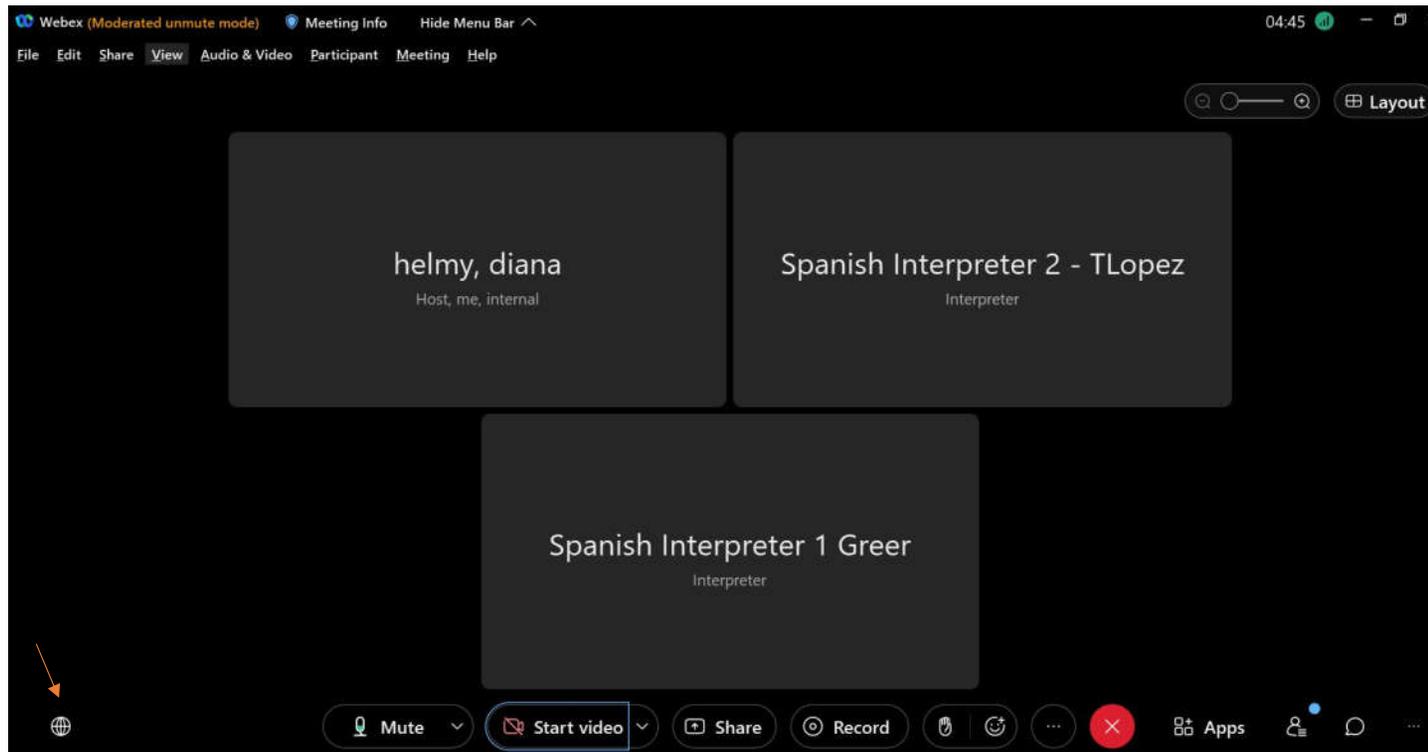
MESSAGE THE MEETING  
HOST (COURT JUDICIAL  
ASSISTANT) THROUGH  
CHAT INTRODUCE  
YOURSELF.

# Interpretation Interface

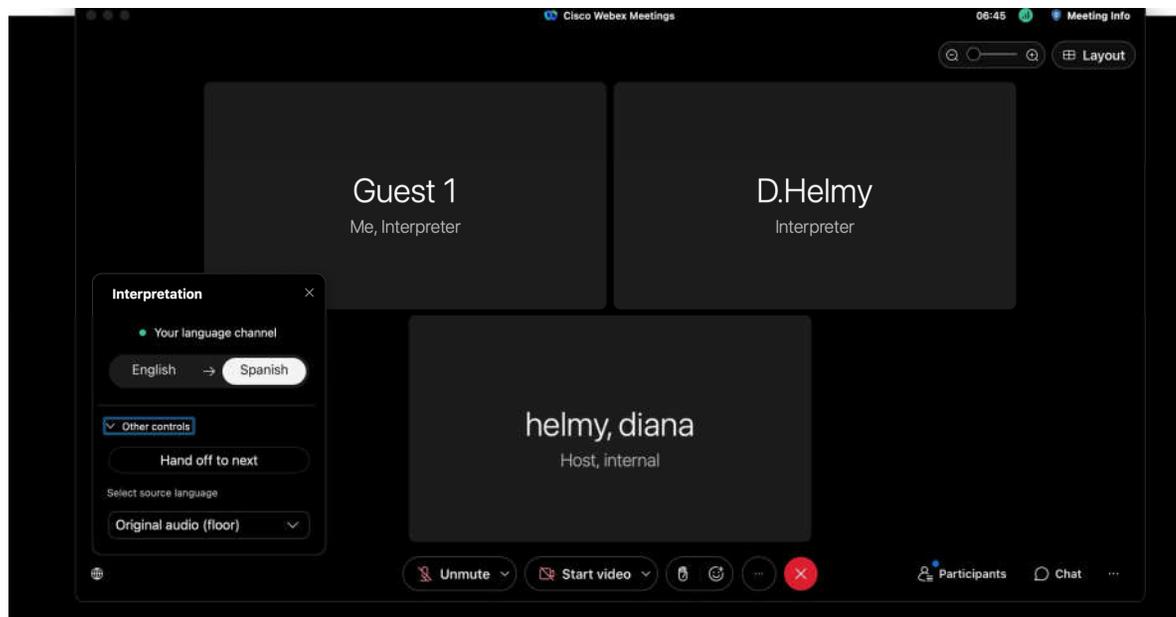
- The Interpreter speaks into their language channel (e.g. Spanish)
- Any participant who has selected Spanish hears you, everybody else does not.
- If the balance slider is close to Original audio (Floor), that means you are listening to everybody in that proceeding who is not an interpreter.
- The slider lets you customize how much of the speaker you are hearing and how much of the other interpreter you are hearing
  - If you end up all the way to the left toward original audio, you are not hearing anything the interpreter is saying
  - If you end up all the way to the right (to the interpreter), you are only hearing the interpreter, judge, and attorneys



# Interpretation Interface Cont'd



# Visuals



# Simultaneous Interpreting Demonstration

# Hand Off to the Next Interpreter



# Hand off to next interpreter cont'd

- When it is time for the next interpreter to begin, hand off interpretation duties to them to ensure a smooth transition for attendees
  - 1) Click Interpretation 
  - 2) Select **Other controls** > **Hand off to next**, and then click **Send request**.
- When the next interpreter accepts your request, you can mute yourself
- When it's your turn to interpret again, tap OK to accept the request and begin interpreting

# Hand off to next interpreter continued



Confirm ahead of time that you will be handing off the interpretation with your interpreting partner.



Interpreter partner will get a “request to interpret.”

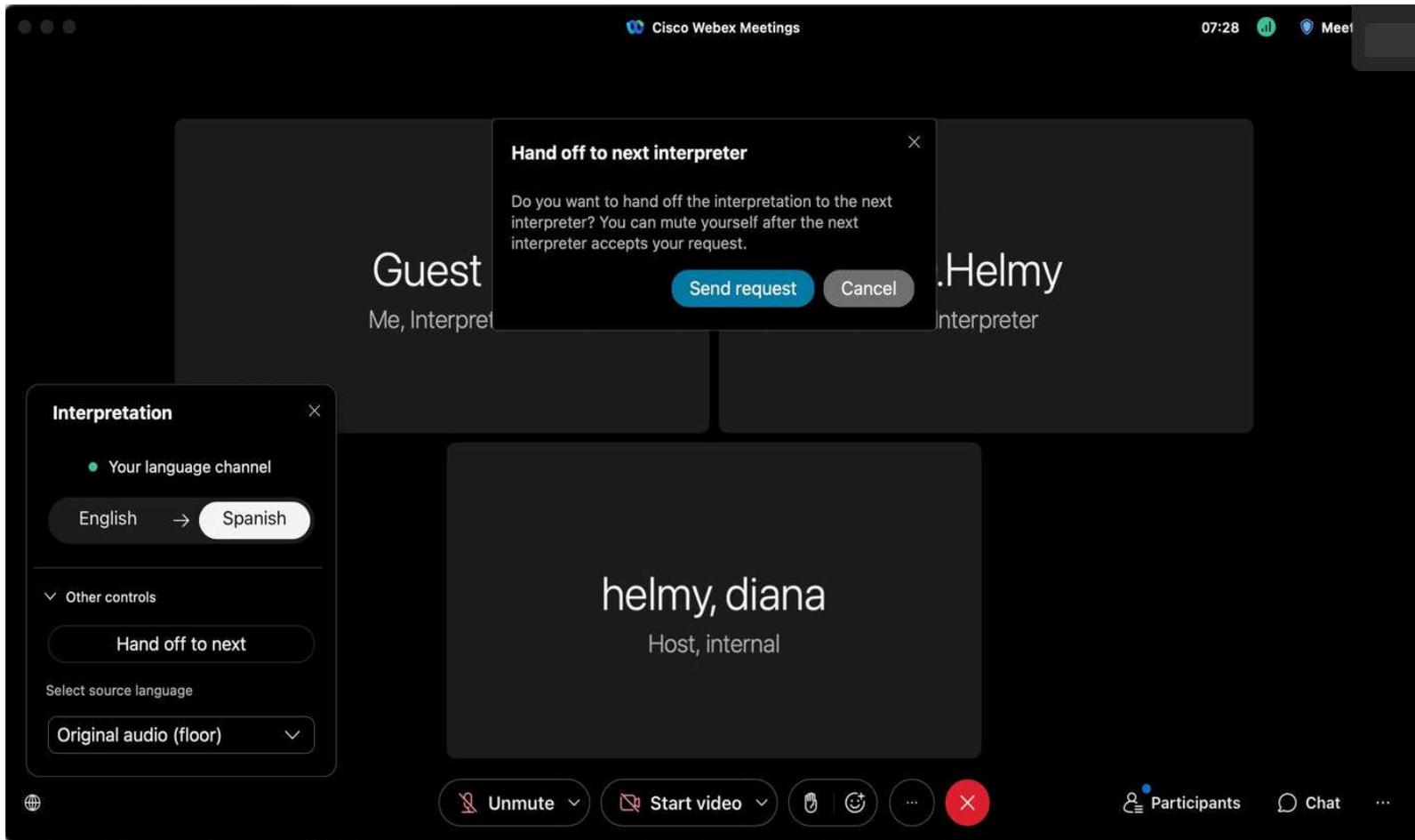


There will be a note that the next interpreter accepted the hand off request. You can mute yourself now.

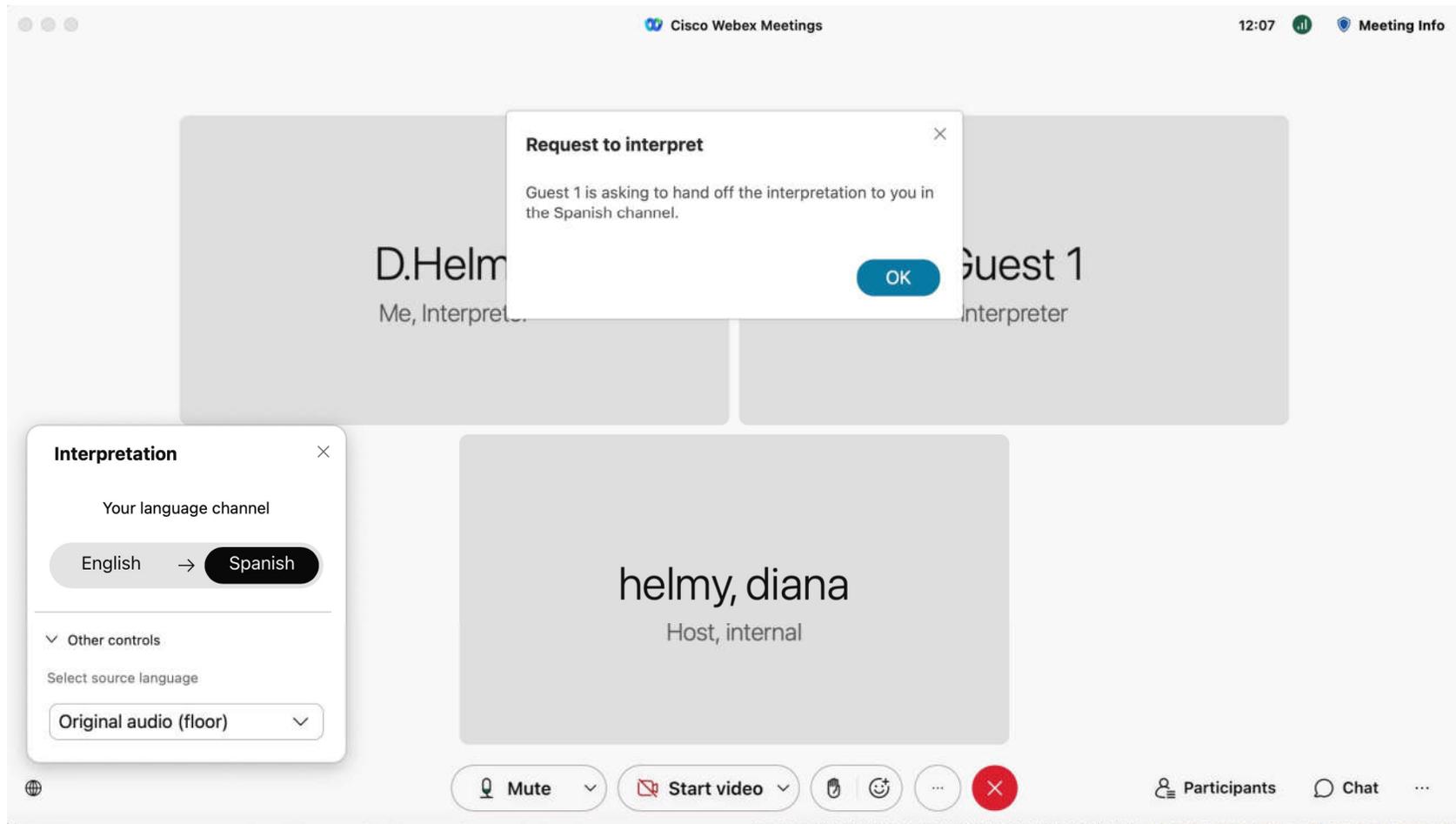


Reminder: only one interpreter can have the mic on at a time.

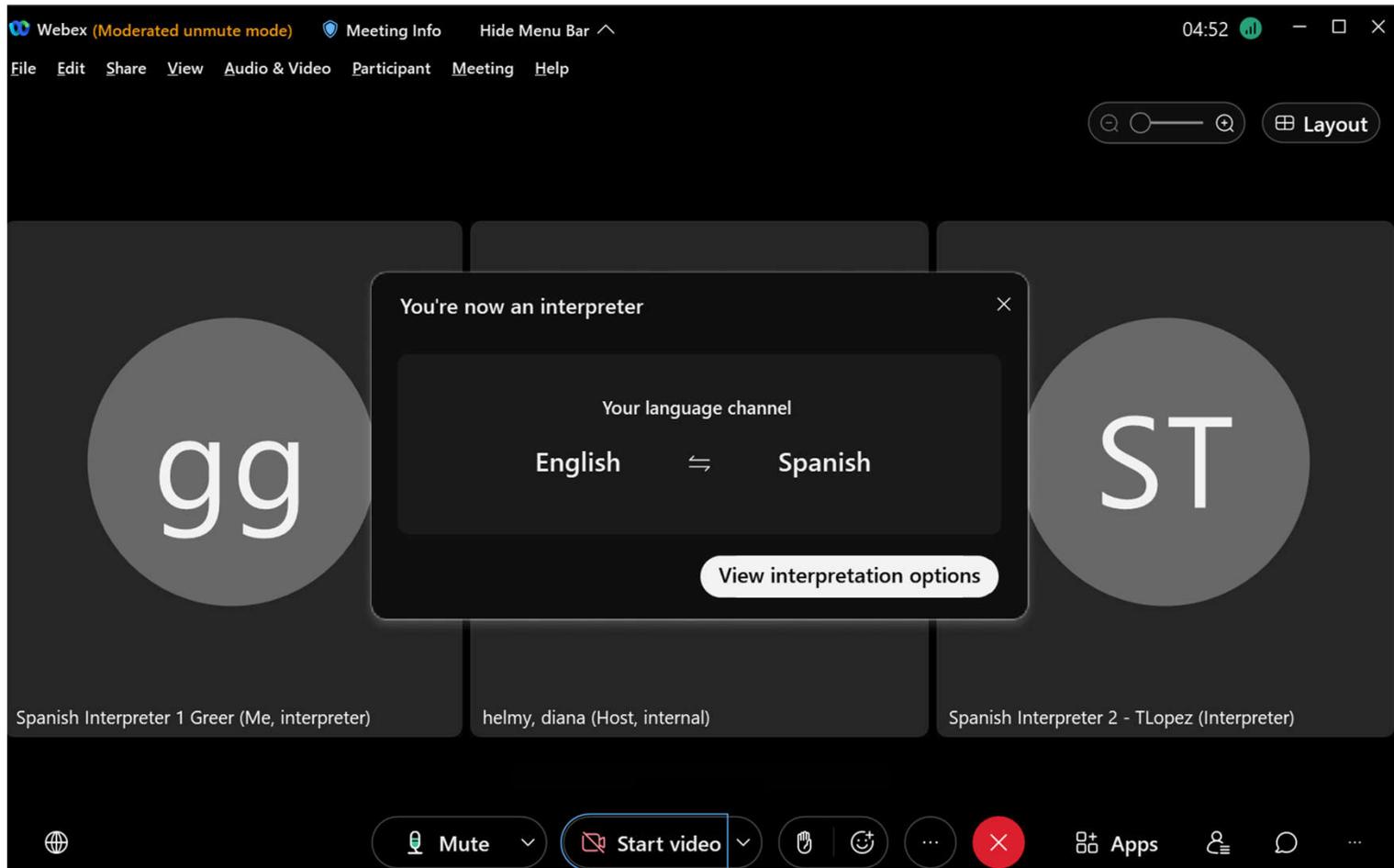
# Visuals - Handoff



# Visuals – Interpreter accepts request



# Visuals - Interpreter



Interpretation  
End

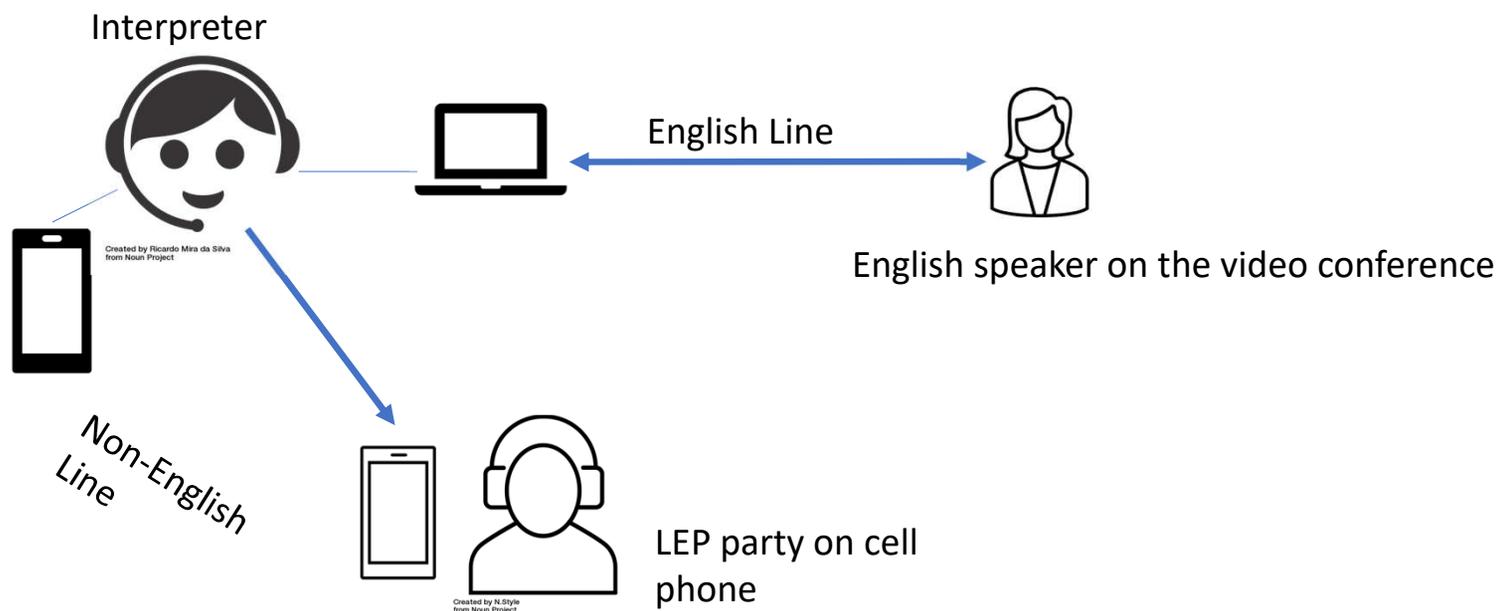
The screenshot shows a Webex meeting interface with a dark theme. At the top, the title bar reads "Webex (Moderated unmute mode)" followed by "Meeting Info" and "Hide Menu Bar". Below this is a menu bar with "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", and "Help". On the right side of the top bar, there are search and zoom controls and a "Layout" button. The main area contains three video thumbnails: "Spanish Interpreter 2 - Tlopez" (labeled "Me"), "Spanish Interpreter 1 Greer" (labeled "Internal"), and "helmy, diana" (labeled "Host, interna"). A notification box in the bottom right corner states: "Interpretation has ended and you're no longer the interpreter. You're muted." At the bottom of the interface, there are control buttons for "Unmute", "Start video", "Share", and a mute icon.

# Leave a meeting

- When your case is finished, click the  to leave the courtroom.

# Simultaneous Interpreting using dual-channel architecture

- When the interpreter hears:
  - English → **Mute** the English line & interpret simultaneously into the non-English line.
  - Non-English → **Unmute** the English line & interpret consecutively.



# Simultaneous Interpreting using dual-channel architecture cont'd

- The court and English Speakers are on WebEx.
- LEP is on a phone line listening to Simultaneous Interpreting.
- If the LEP is not in the courtroom, they should be connected to Webex to see and hear the English proceedings and be seen and heard by the court.
- Allows the interpreter to simultaneously interpret into the non-English language without being heard by the other participants.

# Instructions for Bridge Line

1. Connect to the court/remote proceeding (“English line”) via Webex using a USB headset with microphone
  - Select **use computer for audio** and click, **Join Event**.
  - Unmute when interpreting into English for the record or when the interpreter has a comment for the court.
2. Connect the LEP participant via a cell phone using headphones
  - Select **Mute** on Webex while you are simultaneously interpreting into the non-English language for the LEP participant.



Questions?