

Other:
Title: INFORMATIONAL INSTRUCTIONAL MATERIAL



American Sign Language Pre-Scheduled Interpreter Services

1. Call 207-386-5971

2. Tell us:

- Your name
- Your department
- A phone number where you can be contacted the day of the assignment
- The name of the deaf person involved
- The name of the hearing person involved
- The reason for the call (meeting, make an appointment, etc.)

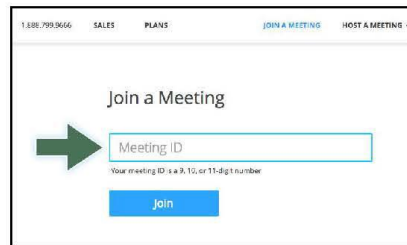
3. We suggest a test call prior to the appointment to ensure connectivity. Please make arrangements for a test call prior to the scheduled appointment time.

4. On the day of the appointment go to www.zoom.us

5. Click “Join a Meeting” on the top right – First time users can also follow prompts/pop-ups to Download the Zoom launcher. →



6. Enter the meeting number. You can locate this number on your confirmation email/ fax →



7. Make sure you have your microphone on by checking in the lower left corner of the window →

