

Text and audio translation during a Zoom session

Introduction

Dear participants,

Today's presentation will be held in **English**. If you would prefer to follow the presentation and the subsequent discussion in another language, you can use **Wordly**. We are providing this AI-powered translation tool free of charge for today's session.

Wordly **automatically translates what is spoken in real time** into the language of your choice. Depending on how you use it, you can **read the translation as text or listen to it as audio**.

You do **not need your own Wordly account and no registration is required**.

Using Wordly on a computer

If you join the Zoom session on your computer, you can read the translation directly as text on your screen.

First, join as usual using the Zoom link for the session. In the Zoom chat, you will receive a link to Wordly. Using this link, you can select your preferred language in just a few clicks and read the translation during the event.

The individual steps are explained in **Guide A**.

Using Wordly on a smartphone or tablet

Alternatively, you can open Wordly via a QR code on your smartphone or tablet. There, you can either read the translation as text or listen to it as audio.

This option is particularly suitable if you prefer to listen to the translation or would like to use Wordly independently of the Zoom window.

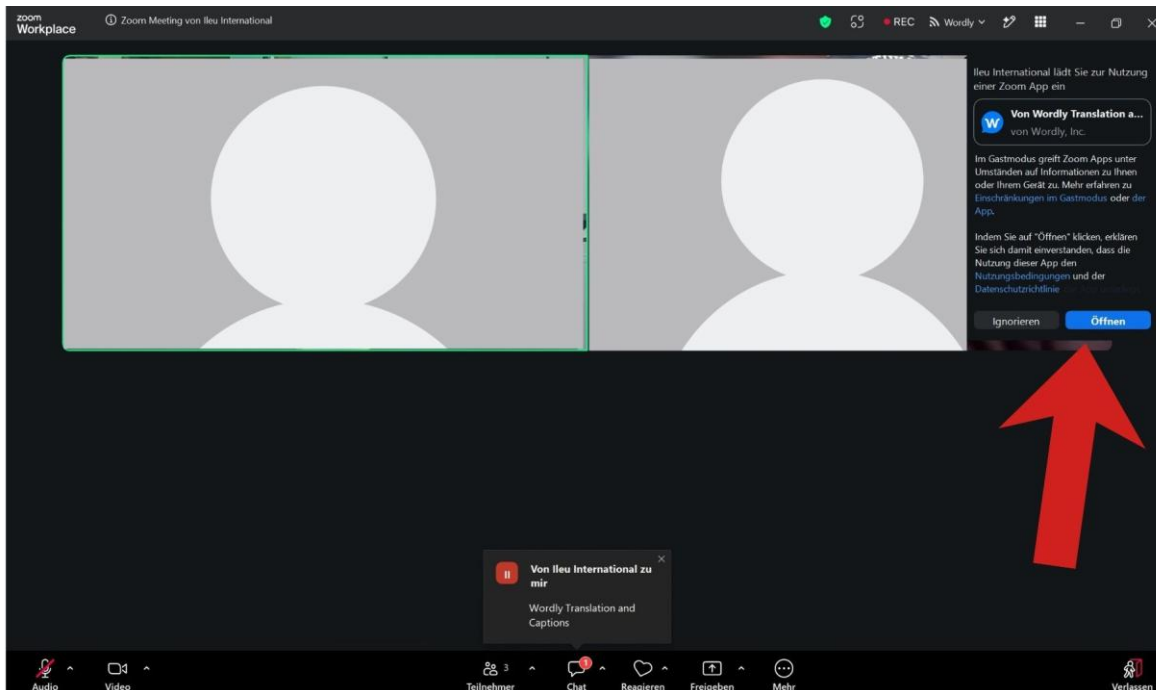
You can find the individual steps in **Guide B**.

Below, we explain both options step by step. As an example, we show the settings for an English translation.

A. Text translation in Zoom (for users of the Zoom app)

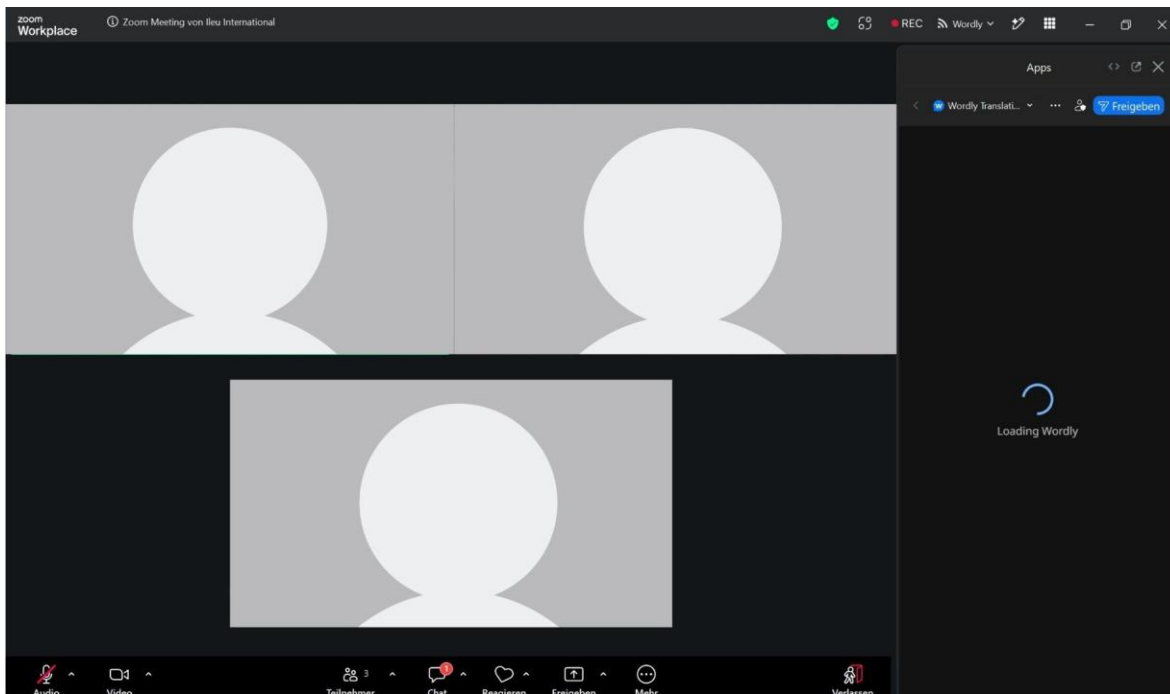
1. Open Zoom and accept the Wordly invitation

Join the session as usual using the Zoom link. As soon as the organiser starts the Wordly translation, an invitation to use Wordly appears in Zoom. Click "Open" on the right.



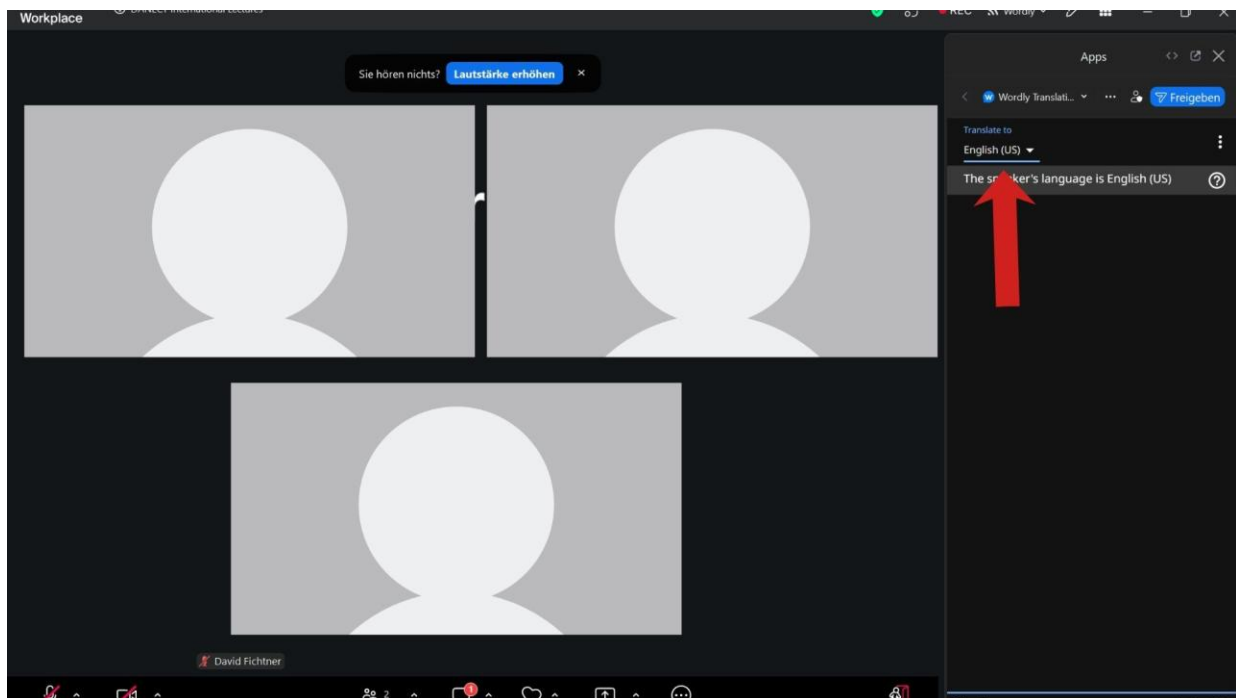
2. Wait for Wordly to load

After clicking “Open”, Wordly loads in the right-hand sidebar in Zoom. Wait a moment until the app has fully opened.



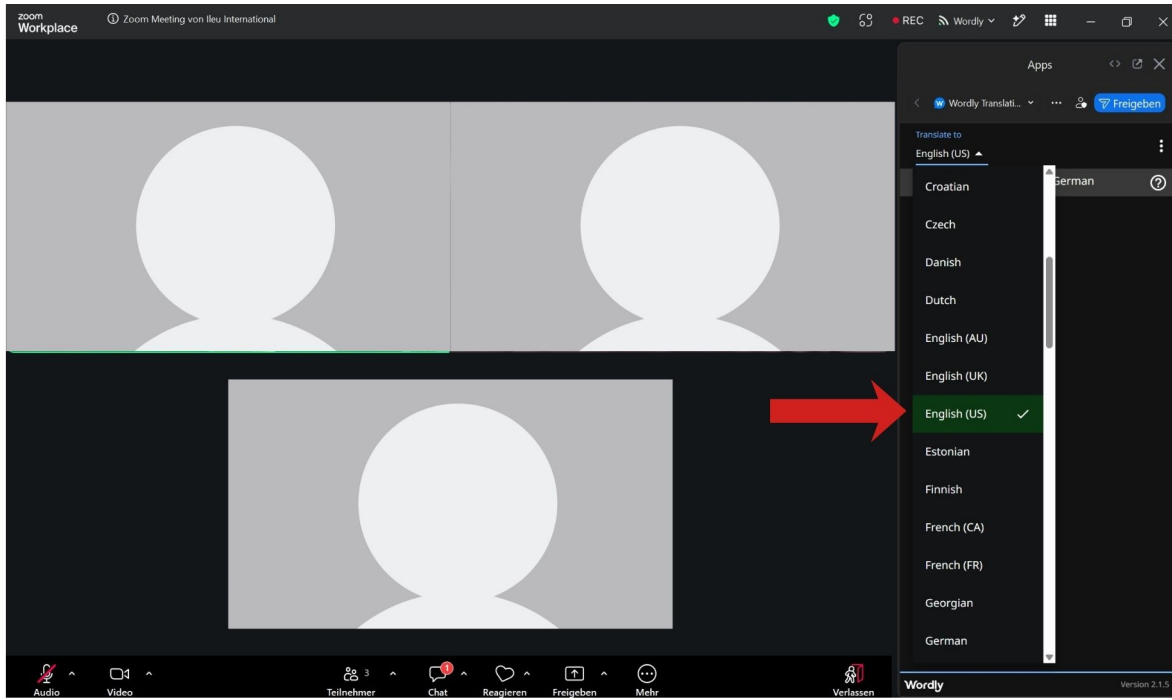
3. Open the language selection

At the top of the Wordly window, under “Translate to”, you can see the currently selected language. Click the language display to open the list of available translation languages.



4. Select the desired translation language

A list of languages is displayed. Select the language you want the translation in. For an English translation, click “English (US)”. If the desired language is not immediately visible, scroll down the list.

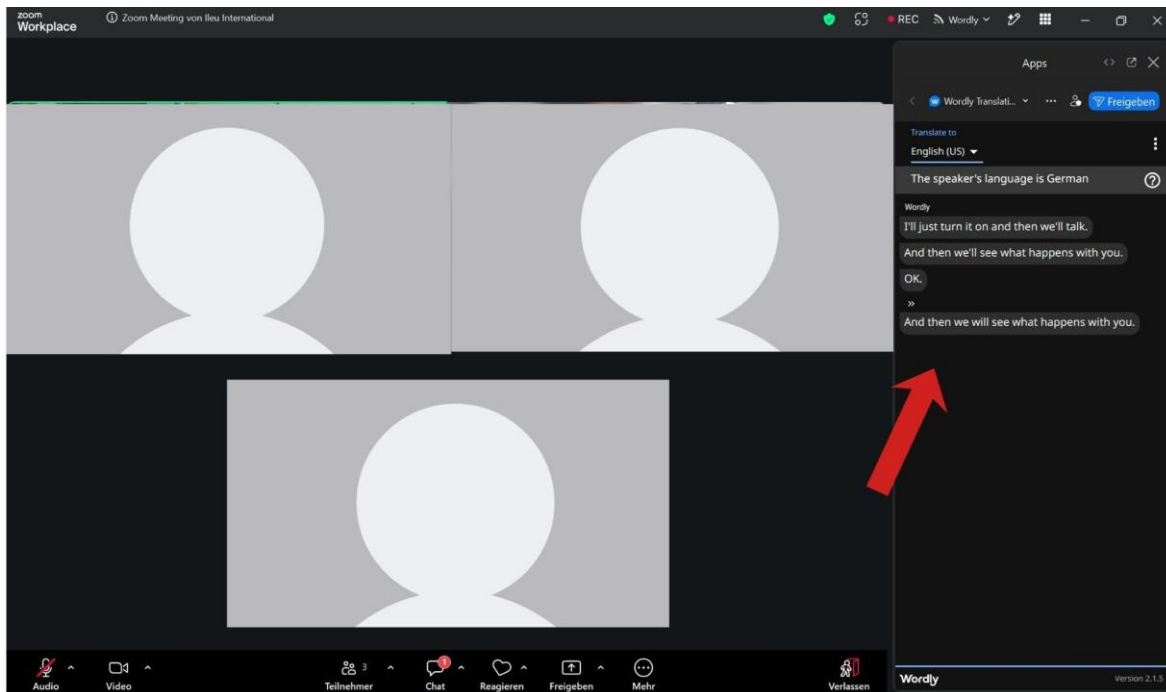


5. Check the selection

After you make your selection, the list closes. Your selected translation language is now shown at the top of the Wordly window.

6. Read the translation as text

As soon as someone speaks, the translation appears continuously as text in the Wordly window. You can now follow the presentation in your selected language.



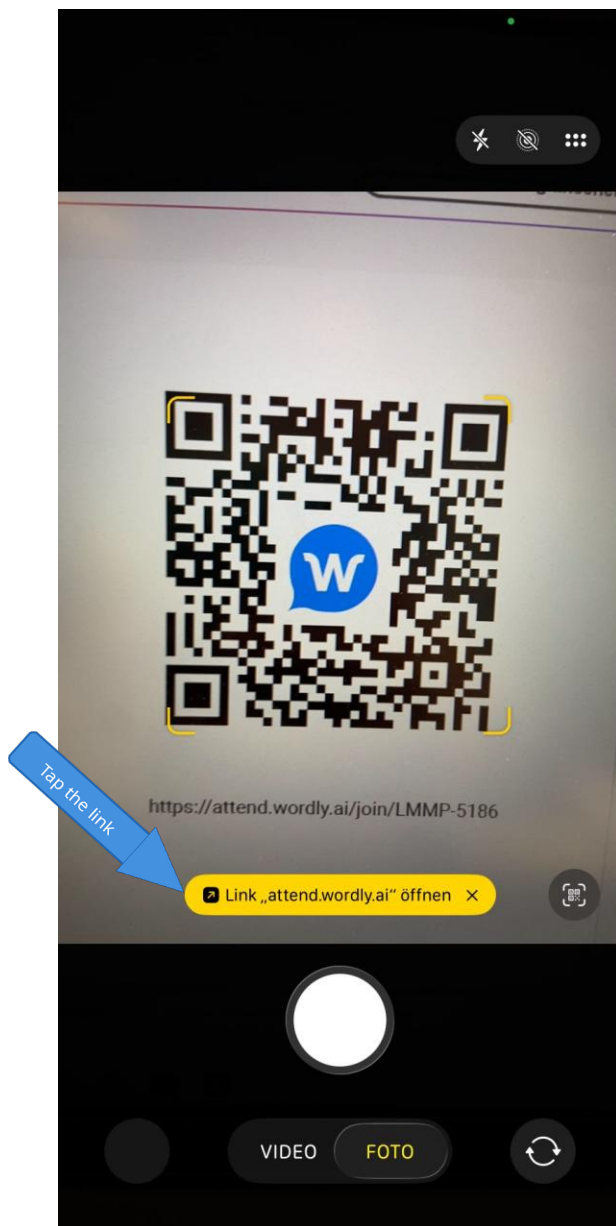
If the Wordly invitation does not appear, you can scan the QR code displayed during the meeting with your smartphone and read or listen to the translation on your phone (see B. Alternative).

B. Alternative: Translation via smartphone (QR code)

If you prefer to use Wordly on your smartphone, you can scan the QR code displayed during the meeting. Wordly will then open automatically in your smartphone browser. There you can read the translation in your selected language as text or listen to it using the audio function.

12. Scan the QR code with your smartphone

Open the camera on your smartphone and point it at the displayed QR code. As soon as the Wordly link appears on the screen, tap it to open Wordly.



13. Open Wordly in your smartphone browser

After tapping the link, the Wordly start page opens. The Session ID is usually already entered. First select your desired translation language under “Choose language”.

12:00 LTE 73

attend.wordly.ai/join/LMMP-5186

Wordly

AI Translation & Captions

Choose language *
English (US)

Enter Session ID *
LMMP-5186

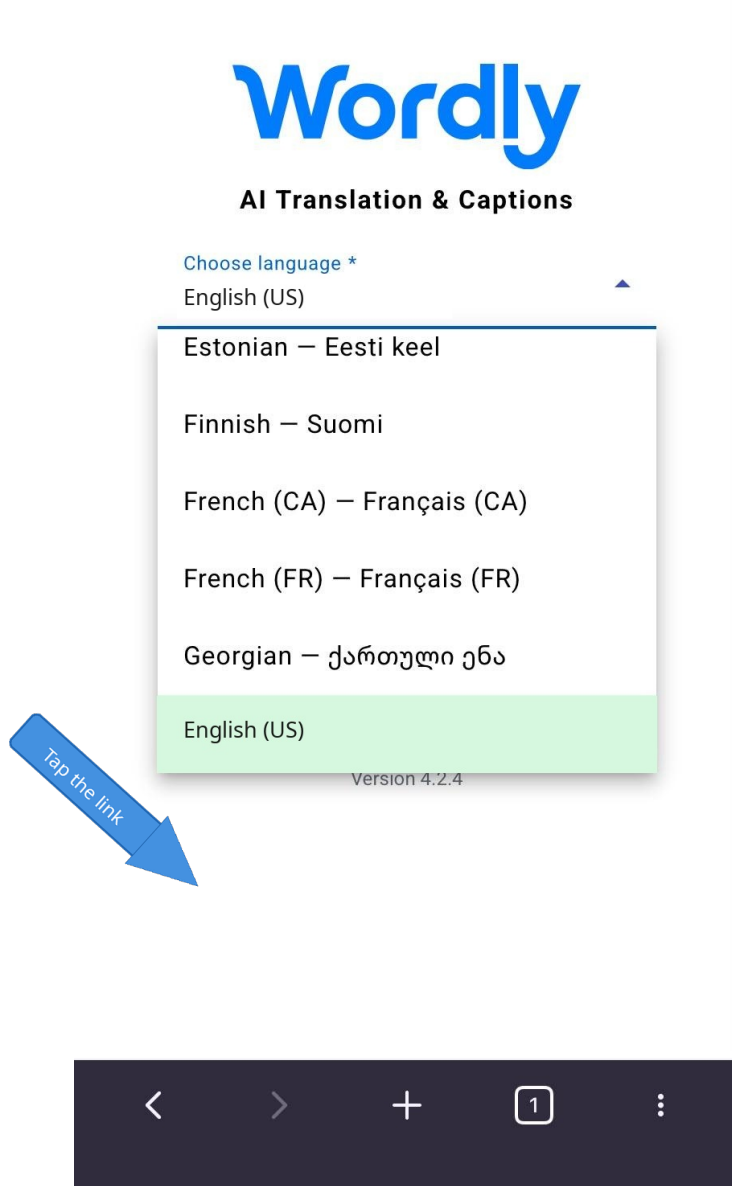
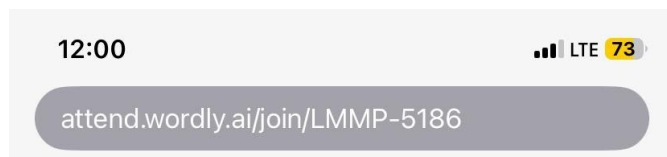
More options ?

Attend

Wordly AI Interpretation
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Version 4.2.4

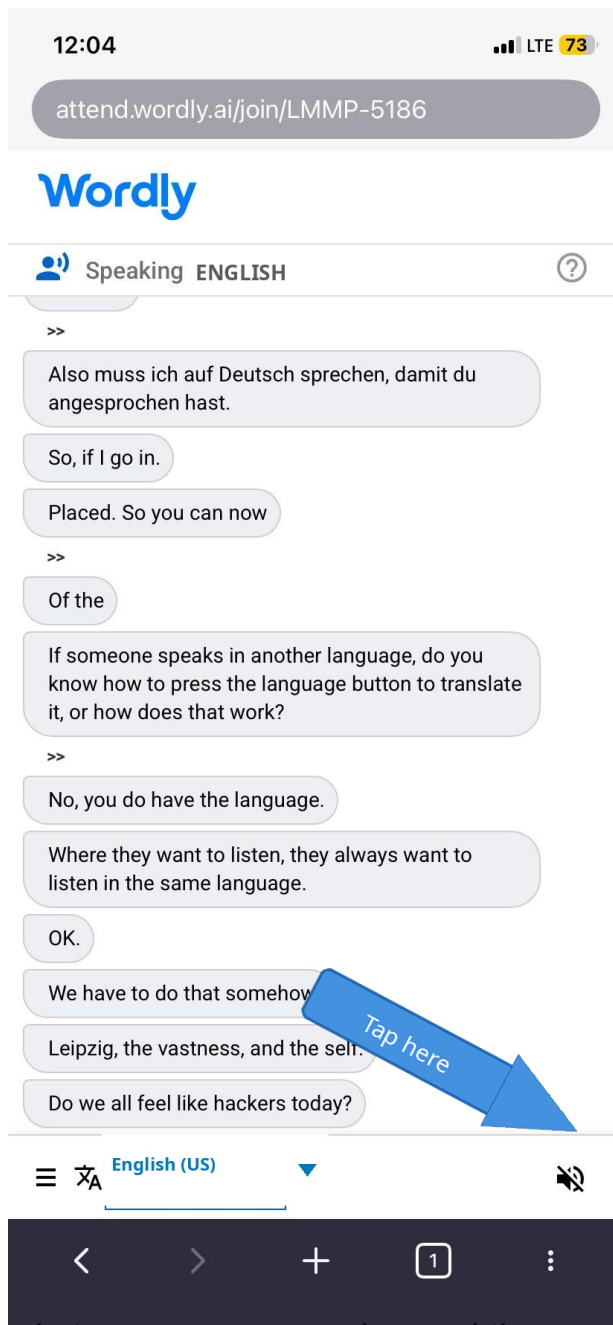
14. Select the desired language and join the session

Tap the language selection. A list of available languages opens. Select your desired language, for example “English (US)”. Then tap “Attend” to join the Wordly session.



15. Read the translation or switch on audio

The Wordly session is now open. As soon as someone speaks, the translation appears on your smartphone as text in the selected language. If you would like to listen to the translation, tap the speaker icon at the bottom right. If the icon is crossed out, audio output is switched off; tap it to activate the audio.



If you use the audio translation on your smartphone while Zoom is also open on your computer, you may hear the original English audio and the translation at the same time. In this case, reduce or switch off the Zoom sound on your computer. The Zoom session itself can remain open.

Important note

Text translation directly in Zoom is the easiest option and is therefore recommended.

Translation via the QR code is particularly suitable if you want to listen to the translation or do not use Zoom as an app.

Please note: Automatic translations may contain errors, especially with fast or unclear speech and technical terms.