

# New Zealand Government

## VIDEO INTERPRETING INTERPRETER QUICK START GUIDE

1

Ezispak booking CTHS-BTXCSM is assigned to you successfully. Date-Time: 01 Oct 2020 09:00 (30m), Location: NZ

**RECEIVE A BOOKING VIA SMS**

5

Booking Details: CTHS-BTXCSM

Status:	Booked
Booking Classification:	
Delivery Method:	Video
Communication Details:	<a href="https://us04web.zoom.us/j/79737427145?pwd=THpPQ2VhaX00SFJyZjVZ4Vmc0dVZz09">https://us04web.zoom.us/j/79737427145?pwd=THpPQ2VhaX00SFJyZjVZ4Vmc0dVZz09</a>

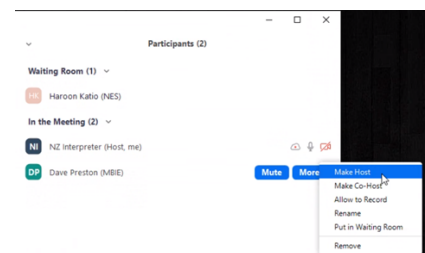
**JOIN THE MEETING USING THE ZOOM LINK WITHIN THE BOOKING**

2



**LOG INTO EZISPEAK IMS**

6



**MAKE THE CLIENT THE MEETING HOST**

3

Current Bookings

Status	Language	Category	Date	Time	Duration	UR No.
Booked	Test Mandarin	Business	30/09/2020	15:00	30	
Booked	Test Mandarin	Business	01/10/2020	11:00	30	

**VIEW THE NEW BOOKING IN THE DASHBOARD**

7



**PERFORM YOUR INTERPRETATION AS NORMAL**

4

Zoom Cloud Meetings

**Sign In**

Enter your email

Enter your password Forgot?

☐ Keep me signed in

**LOG INTO ZOOM WITH YOUR EZISPEAK DETAILS**

8

Post Booking Details

Booking Completed ? ☐ Yes ☐ No

**AFTER THE SESSION, COMPLETE THE BOOKING ONLINE WITHIN IMS**



**[Click here to visit the Knowledge Base](#)**