

Instructions on scheduling Online Video Interpreter Service via **KANSASWORKS** Virtual Services.

All of the information you need is provided below

Participants who are in need of a sign language interpreter, should submit their request to the Workforce Center at least ten (10) business days in advance of the event. Workforce Center staff should decide if the accommodation can be met with an Online Video Interpreter and notify their Key Operator.

Upon notification of the need for an online video sign language interpreter, the Key Operator in the Workforce Center, or their designee, should reserve the virtual services equipment, conference room where the equipment is located, and virtual sign language conference room (1201, 1202, or 1203), then submit an e-mail to Communication Services for the Deaf, Inc. (CSD) at requestio@c-s-d.org and cc: Jeff Schroeder at jschroeder@kansascommerce.com

Provide them the following information:

- Date and time the interpreter is needed (Specify Central Standard Time)
- Estimated length of appointment
- Type of video endpoint you will use (Polycom)
- IP Address (listed below) for interpreter to dial in **
 - The Commerce RMX is reached by dialing the number associated with the location you are at. This can be found on the key operators list located in each facility. If dialing from the video equipment located in the Department of Commerce Curtis Building, the RMX can be reached by simply dialing 2000 and the appropriate Virtual Sign Language Conference Room you reserve 1201, 1202 or 1203. These rooms are reserved the same way you reserve other virtual conference rooms, though the calendar function in Outlook virtual video room number. Also, have technical support available if necessary. Provide a telephone number or InterCall number so participants can call if they are having problems dialing in.
- Type of situation (please be as specific as possible)
- Names of the deaf, hard of hearing, and/or deaf-blind individuals involved
- Name and phone number of contact person for confirmation of appointment
- Name of business/agency (i.e., Salina Workforce Center/Kansas Department of Commerce)
- Phone contact information for the site/date of the appointment

In order to allow CSD to provide the best qualified Interpreter at the best rate, scheduling Services should be made as far in advance as possible; at least 24 hours or more, before the event.

** The IP Address you send to CSD will be the same address you dial in to connect on the day of the event. Please see the Key Operators list for number.