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 **
  - 165.201.60.4##2000xxxx (xxxx = the number of the Virtual Sign Language Conference Room you reserve 1201, 1202, or 1203. These rooms are reserved the same way you reserve other virtual conference rooms, through the calendar function in Outlook)
- 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. 165.201.60.4##2000xxxx (xxxx = the number of the Virtual Sign Language Conference Room you reserved 1201, 1202, or 1203)