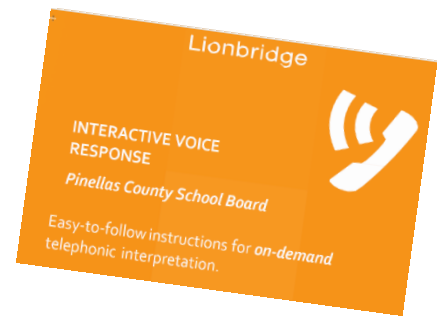


# LionBridge Phone Interpreting Services

- 24/7
- in 350 languages
- paid by PCS ESOL Office



## To Request a Phone Interpreter Now:

**Step 1.** Call the telephonic interpretations hotline: **877-715-0110**

**Step 2.** Enter eight digit PIN#: **1402-2592**

**Step 3.** Select language needed:

- Press 1 for Spanish
- Press 2 for Mandarin
- Press 3 for Russian
- Press 4 for Vietnamese
- Press 5 for Portuguese
- Press 6 for Creole
- Press 7 for French
- Press 8 for Korean
- Press 9 for Arabic

**For any other language, needs or concerns, press 0 for operator assistance.**

## To Request a Phone Interpreter on Certain Date/Time:

**Step 1.** Call the telephonic interpretations hotline: **877-715-0110**

**Step 2.** Enter eight digit PIN#: **1402-2592**

**Step 3.** Press **0** for the operator to request the interpreter.

**You will be asked to provide:**

- **the language needed**
- **time (ET) and Date of the meeting**
- **your name, email, phone number**

**Step 4:** LionBridge will send you the confirmation email with the steps to follow at the time the interpreting is requested for.

## TIPS FOR WORKING WITH INTERPRETERS

- provide a brief introduction to the call's content
- eliminate any background noise
- speak at a moderate rate of speed
- instruct your parties to speak one at a time

Note: The interpreter serves to facilitate communication; he/she will not conduct the call itself.