The Remote Interpreter's Checklist

A step by step guide to optimize your setup and delivery

Whether you are an entirely new interpreter, an onsite interpreter transitioning to remote interpreting, or a seasoned remote interpreter, this checklist will help you understand the core technology components of the professional interpreter's toolkit.

Your Toolkit	
Computer (**desktop or high-performing laptop**)	
Less than three years old with as much random access memory (RAM) included as possible.	
Quality audio tools and headphones	
Quality USB cable headset with a boom mic (integrated microphone).	
Noise-canceling headphones are suggested.	
Frequency response of 20Hz–20kHz and high sensitivity to reduce strain on your ears.	
Second, backup headset.	
Be careful: webcams built into laptops or desktop computers are often inadequate. *Technically a webcam is needed only to perform VRI, VRS or video RSI. However, even if you perform audio-only interpreting, a quality webcam will make you look professional in any video conference meetings with current or potential clients.*	
Second monitor or screen for backup or to look at information and resources while you interpret.	
Soundproof: Consider installing foam or fabric on walls to reduce echo. Seal doors and windows if your environment might be noisy.	
Background: Ensure a neutral, solid-colored background whether it's a plain wall or a solid-colored sheet mounted behind you.	
Lighting: Have three sources of light; one above and slightly in front of you, and two equal light sources on either side.	

Internet Connection	
Hard-wired connection using an Ethernet port on your router.	
Test your internet speed: speedtest.net is a recognized test. For VRI, VRS, or RSI 2 Mbps is the minimum. For OPI and audio-only a minimum of 400 Kbps is sufficient.	
Wi-Fi may not be as secure, consistent or reliable as an Ethernet connection. Respect the minimum speed requirements of your language service provider	
Backups: Have options on hand in case of slow internet or a power outage	
Second internet source: Try tethering the connection to your mobile phone.	
Ensure your mobile network bandwidth meets the minimum speed requirements listed above (2 Mbps for video and 400 Kb per second for audio)	
Uninterruptible power supply (**UPS**) or a small battery backup power supply	
Plug both your computer and router into the UPS.	

Notes:

Loving this checklist? It's just the tip of the iceberg!

Dive deeper with *The Remote Interpreter: An International Textbook* and The Remote Interpreter Online Course and start paving the way to a thriving remote interpreting career.

Visit cultureandlanguage.net/the-remote-interpreter to get started today!

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