

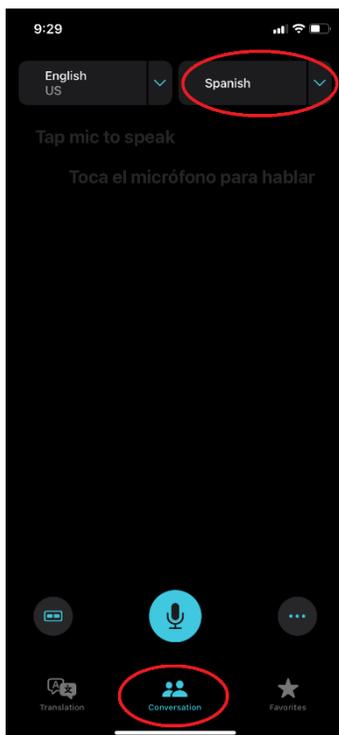
## Translate Application on City-Issued Phones

City-issued phones come with a standard translation app that can be used to communicate with Limited English Proficiency (LEP individuals).

Please note that this application should only be used to communicate general information to LEP individuals, as the translations and interpretations provided by the applications may not be exact.

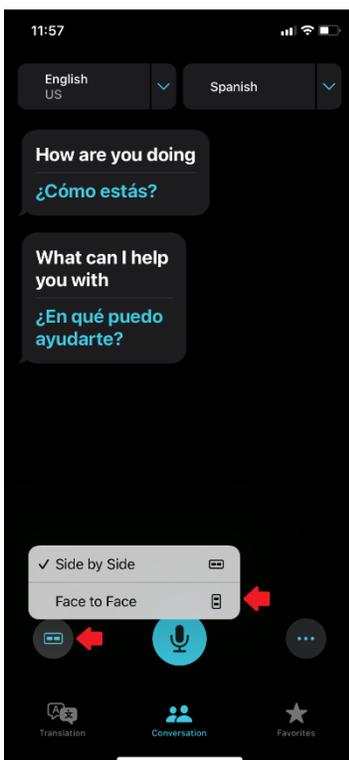
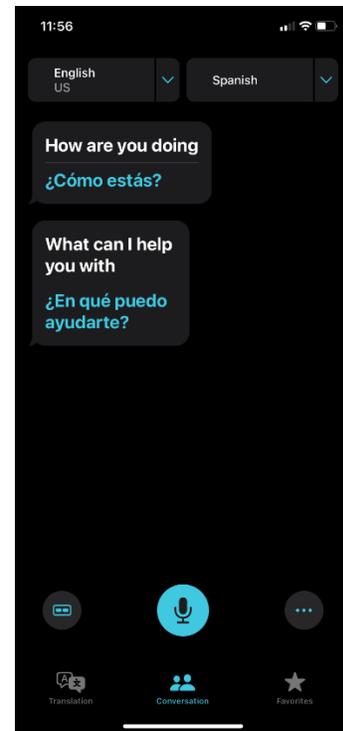
The “Translate” application can be found on your home screen.

1. Tap on the icon to open the application.



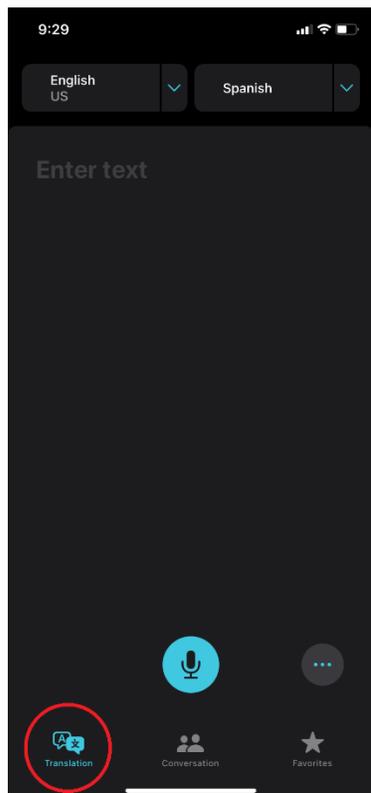
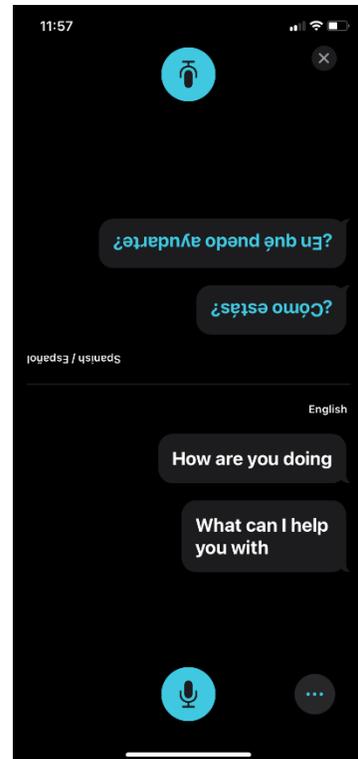
2. The application will open in “conversation” mode. Select the correct language using the drop-down menu.

3. Tap the  icon and start speaking. The application will translate to the language that you have selected and an automated voice will speak in that language.



4. If you want to also allow the LEP individual to have their language translated at the same time, you can switch to Face to Face Mode. However, you need to set the language you want to translate to before switching to face to face mode.

5. Tap the  icon below the language that is being spoken to translate to the other language. Click the 'X' in the top right hand corner to exist face to face mode. This will put the application back to side by side mode.



6. If you want to translate text, you can click the "translate" icon in the bottom right hand corner. This will allow you to enter text that can be translated. You can also speak to input text to be translated.