

As the world's leading phone interpreter services provider, LanguageLine's phone interpreting solution is easy to use on any phone, connecting the user to an interpreter within seconds, 24/7/365.

HOW TO ACCESS AN INTERPRETER

■ When Receiving a call:

1. Use your phone's conference feature to place the Limited English Proficient (**LEP**) speaker on hold.
2. Dial **1-800-523-1786**
3. Provide your Client ID # **5 0 7 0 7 7**
4. Select the language you need
 - a. Press 1 for Spanish
 - b. Press 2 for all other languages and state the name of the language you need
*** Press 0 for agent assistance if you do not know the language*

You will be connected to an interpreter who will provide his/her name and ID number.

5. Supply interpreter with your access number.

Access Code	County
1001	Crawford
1002	Warren
1003	McKean
1004	Potter
1005	Mercer
1006	Venango
1007	Forest
1008	Elk
1009	Cameron
1010	Lawrence

IMPORTANT INFORMATION:

INTERPRETER IDENTIFICATION - Interpreters identify themselves by name and ID number. Feel free to note this information for future reference if your organization requires it for their records or to comply with regulatory requirements.

WORKING WITH AN INTERPRETER – At the beginning of the call, briefly tell the interpreter the nature of the call. Speak directly to the limited English speaking speaker, not to the interpreter, and pause at the end of a complete thought. Please note, to ensure accuracy, your interpreter may sometimes ask for clarification or repetition.

CUSTOMER SERVICE– To provide feedback, commend an interpreter, or report any service concerns, call 1-800-752-6096 or go to www.languageLine.com, and click on the "Customer Service" tab to complete a Voice of the Customer form.

1011	Clarion
1012	Jefferson
1013	Clearfield
1014	Butler
1015	Armstrong
1016	Indiana
1017	Washington
1018	Westmoreland
1019	Greene
1020	Fayette

6. Brief the interpreter. *Summarize what you wish to accomplish and provide any special instructions.*
7. Add the LEP onto the call.
8. Say “End of Call” to the interpreter when your call is completed.

■ **Note:**

When placing an outbound call to a LEP, begin at **Step 2**. If you need assistance placing a call to the LEP, Please inform the interpreter or agent at the beginning of the call.

When the LEP is face-to-face with you begin at **Step 2**. Once the interpreter joins the line, brief him/her and place the phone on “Speaker” mode or pass the handset back-and-forth.

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