

WE LEARN

**Accessibility
Closed Captions
& Zoom**





Virtual Delivery Closed Caption

Accessible for Everyone

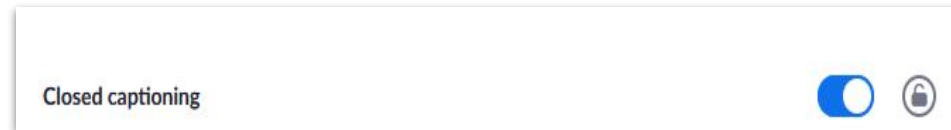
Enabling Closed Caption

Sign into your Zoom account

On the left side panel, click Account Management then Account Settings.

Click on the Meeting tab.

Verify that Closed Caption is enabled.

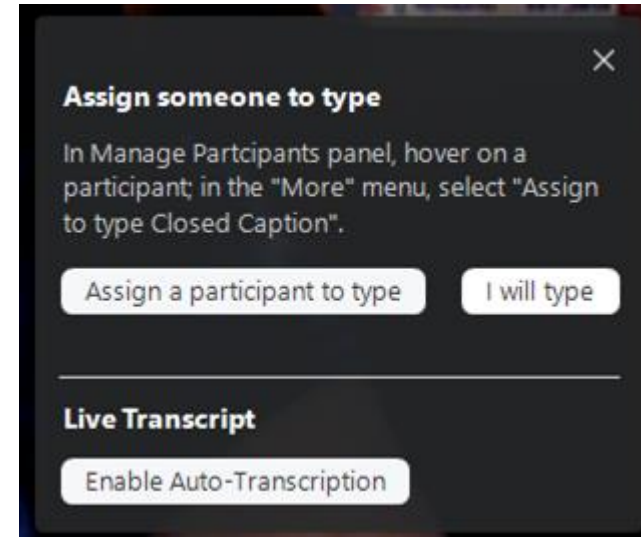


- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.
- (Lock Option) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.
- Select the check boxes for optional settings to enable these features:
 - Enable live transcription service to show transcript on the side panel in-meeting
 - Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

Enabling Closed Caption in the meeting

From the Zoom Toolbar

Click on the **CC Live Transcript** button



Here you may chose how you would like to set up your closed captions for your meeting

- **Assign a participant to type** - You as the administrator can choose another participant to type.
- **I will type** - You as the administrator will type.
- **Live Transcript** - As each participant speaks - The words will show on the screen for all to see as they are spoken.

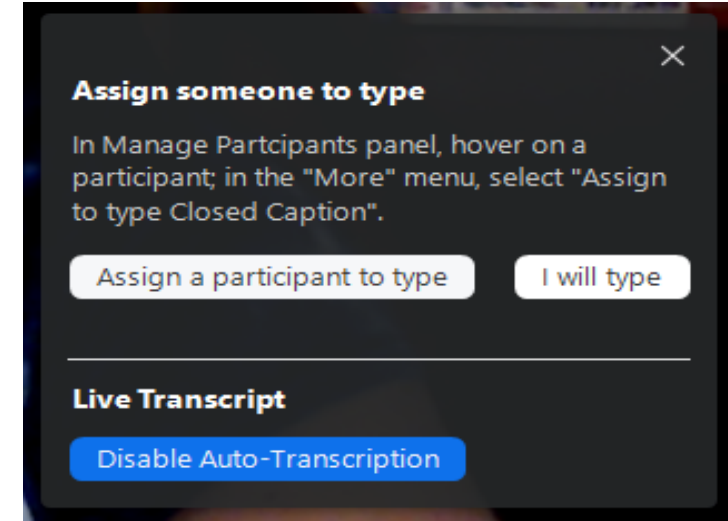
Disabling Closed Caption in the meeting

If the Closed Captions are not needed you can easily disable during the meeting

From the Zoom Toolbar

Click on the **CC Live Transcript** button

Click on Disable Auto Transcript

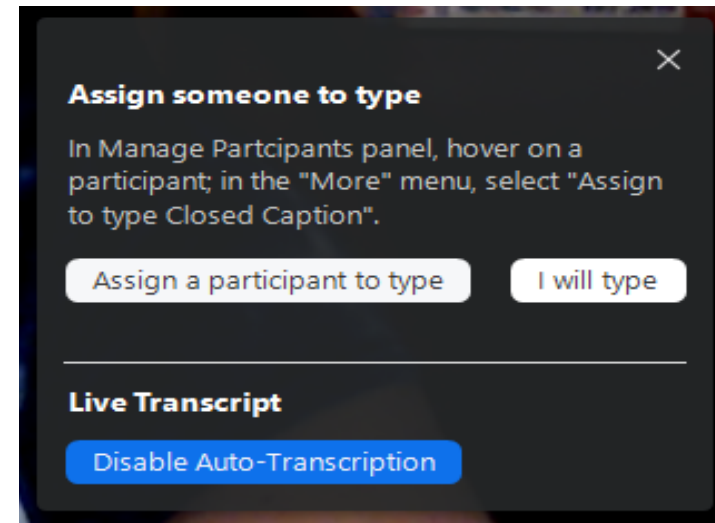
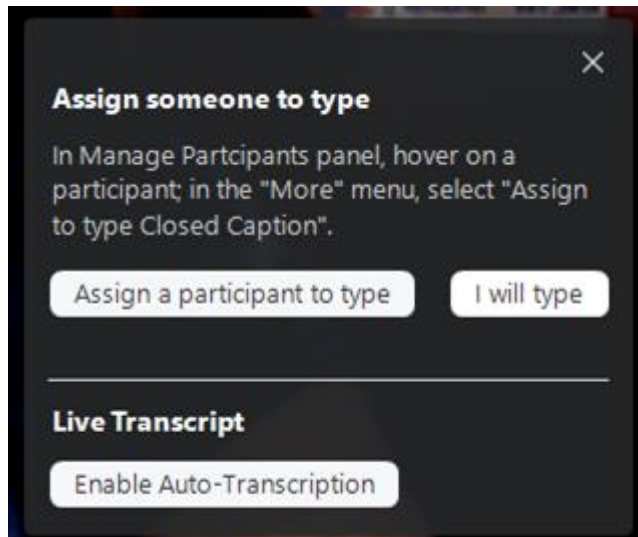


Disabling Closed Caption

From the Zoom Toolbar - Click on the **CC Live Transcript** button



Live Transcript button



Open Full Transcript

If you would like to have the full transcript showing at all times:

Click on the arrow up button to the right of the CC button

Click View Full Transcript

The Transcript will show up on the right-side panel.

Closed Caption Subtitle Settings

If you would like to change the Subtitle Settings:

- Click on the arrow up button to the right of the CC button
- Click on Subtitle Settings
- The Closed Caption Subtitle Settings pop up-
- Chose the settings that are appropriate for your meeting.

Description	Enable
IM Chat Received	<input checked="" type="checkbox"/>
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>
Audio Muted by Host	<input checked="" type="checkbox"/>

