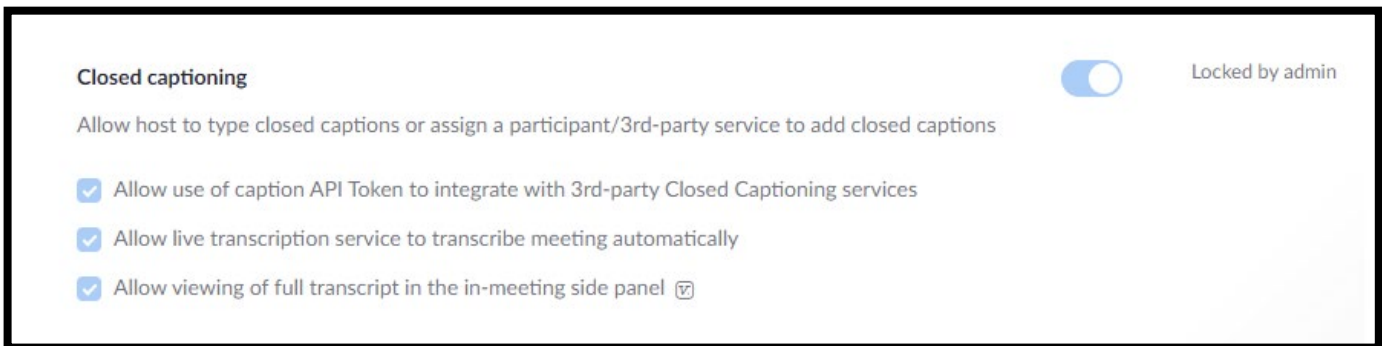
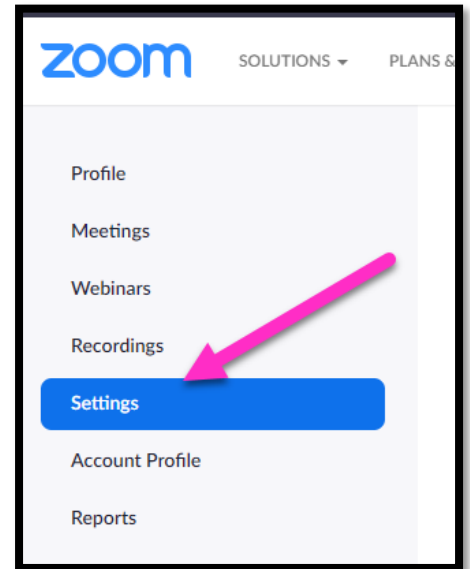


Zoom now has auto-captioning capability in English for live meetings.

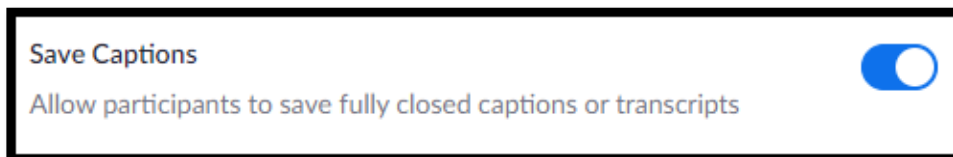
PRIOR TO THE MEETING – VERIFY THAT CLOSED CAPTIONING IS ENABLED

Closed Captioning should be enabled by default for all SUNY Broome Zoom users. To verify this, go to the settings for your account on the [Zoom Web Portal](https://zoom.us/) (<https://zoom.us/>) and scroll until you see the “**Closed Captioning**” option.

You should see that the option for Closed Captioning is locked to the right position (turned on) by the administrator.

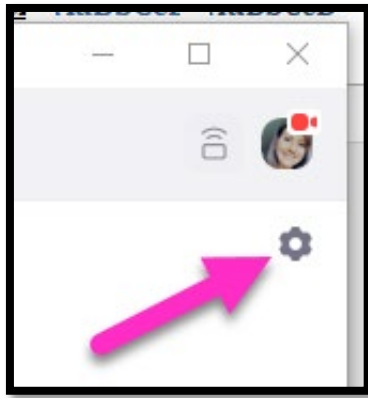


In the settings area, you can also allow participants to save the closed captions or transcripts. We recommend enabling this if it is not turned on in your settings.



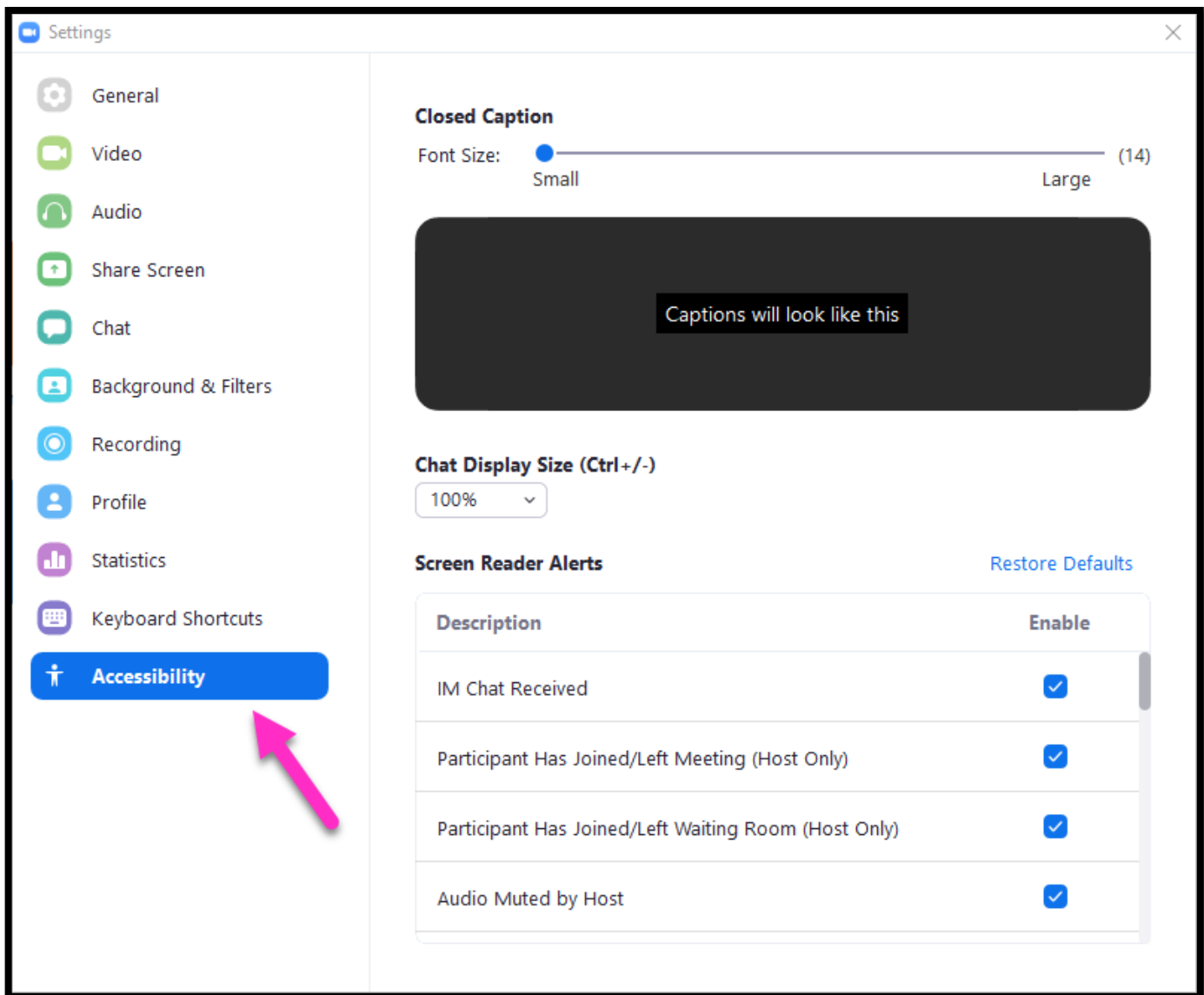
Once you verify that these settings are enabled, you can skip this step for future meetings scheduled with this Zoom account.

CHANGING THE SETTINGS OF THE CAPTIONING



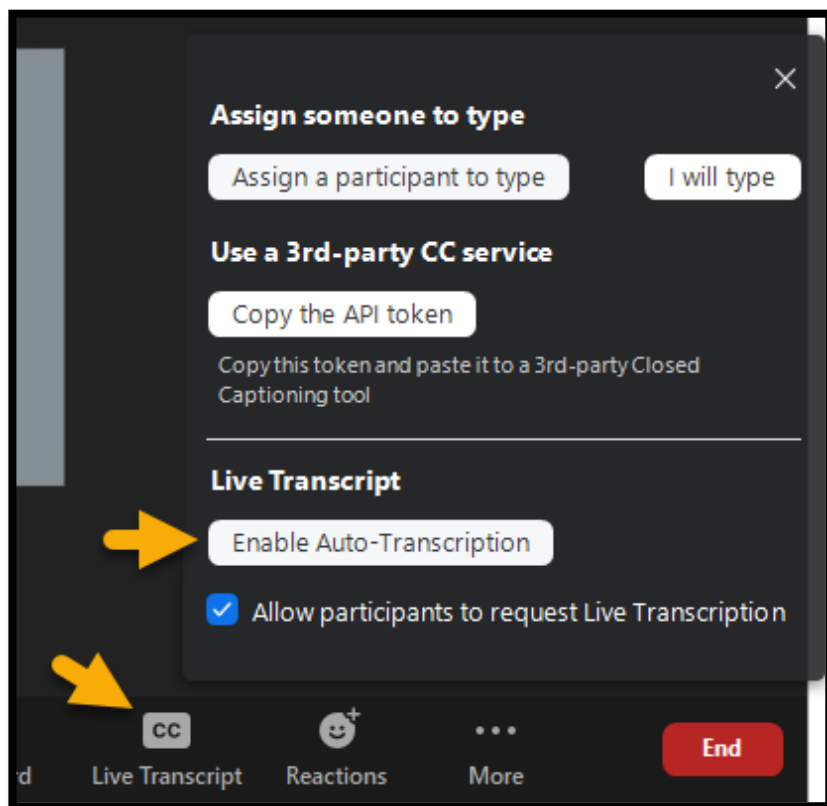
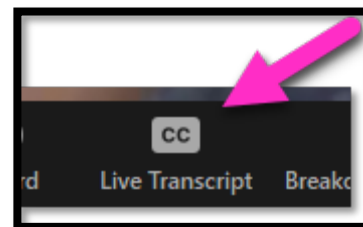
In the Zoom Desktop App click the “Settings” icon below your profile picture and select “Accessibility” from the Settings Menu.

From this area, you will be able to change what your captions will look like during your meetings.



DURING THE MEETING (HOST) – START THE LIVE TRANSCRIPT

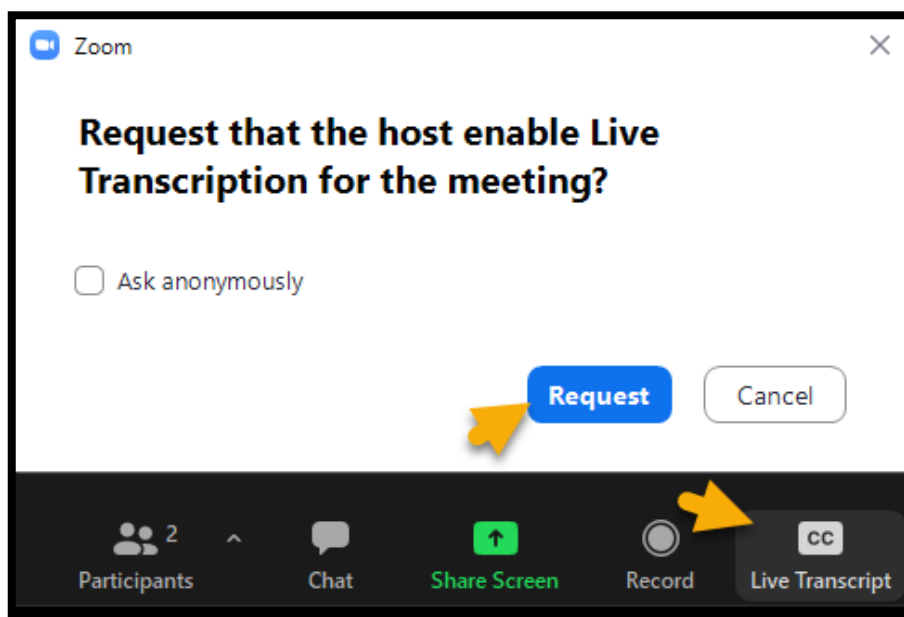
When you start a meeting, or a webinar click the **Live Transcript (CC)** button on the bottom of the Zoom Window.



On the live transcript menu, select **“Enable Auto-Transcription”** and close the dialog window. You can **“Allow participants to request Live Transcription”** if you do not enable auto-transcription.

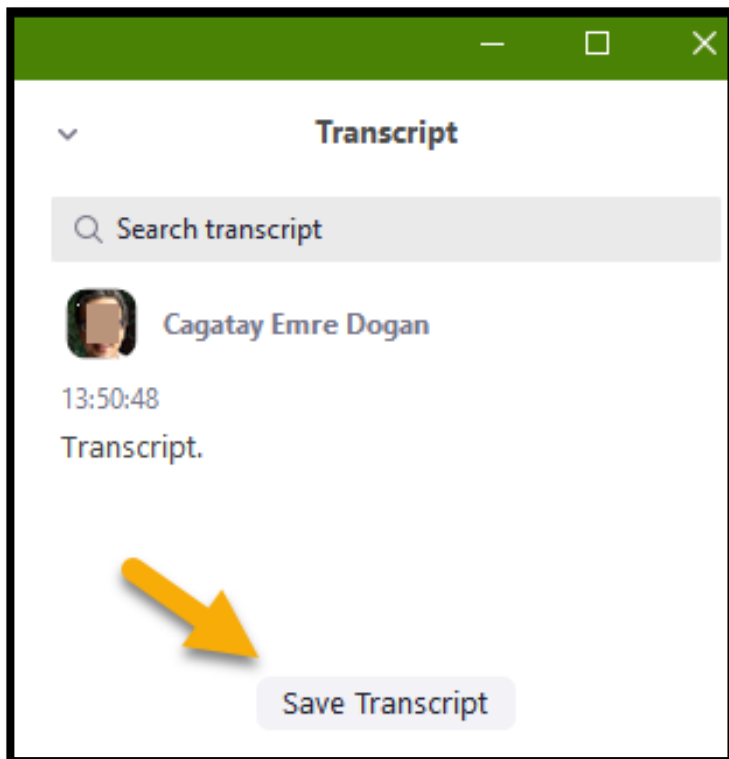
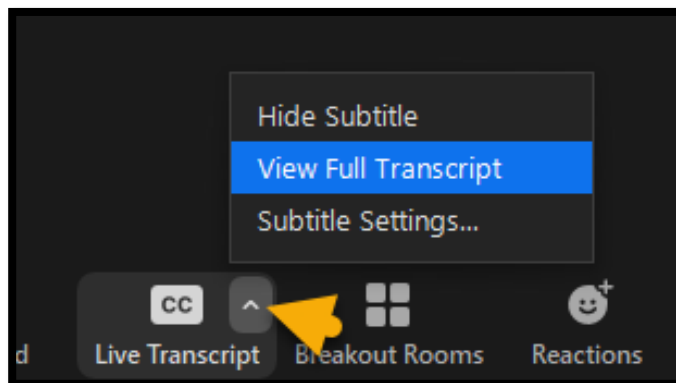
DURING THE MEETING (PARTICIPANTS) – REQUESTING LIVE TRANSCRIPTIONING

Participants can click Live Transcript to choose a transcript option. If auto transcription is not enabled, participants can request auto transcription (if it is allowed).



MEETING TRANSCRIPTS

Both the host of the meeting and the participants can view the live transcript in the side panel. To view the full transcript in the side panel, click the context menu (chevron) of the live transcript button and select “**View Full Transcript.**”



During the meeting the host or the participants can click save transcript button to save the transcript up to that point as a text file, if Save Captions (Allow participants to save fully closed captions or transcripts) in the Settings tab of the Zoom web portal is toggled on.

For Best Captioning Quality: Remember to use an external microphone, speak slowly, and take turns to increase the accuracy of voice recognition.

ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

