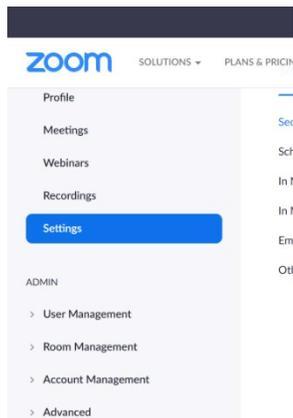


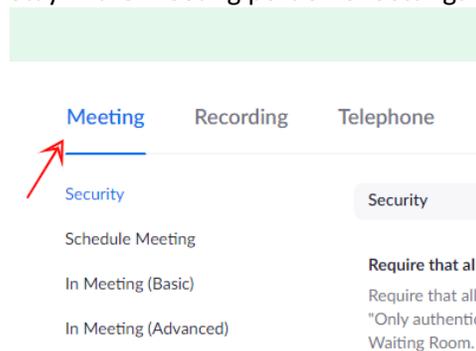
# Live Transcript during Meetings (All paid versions of Zoom, for free versions you must fill out a request form first):

Log into the Zoom Website Profile you will be using for the meeting-

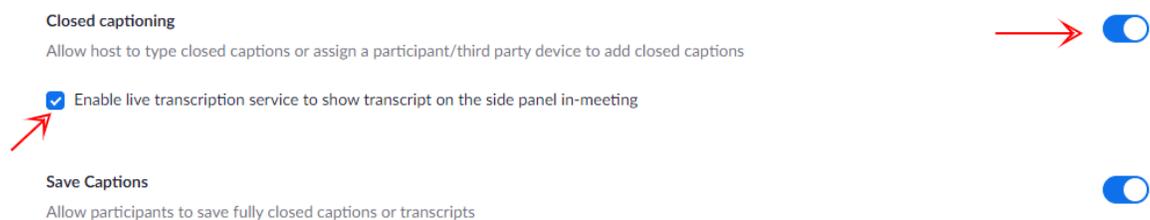
In the Left-Hand Menu tab, you will see a list of sections, go to Settings under the Personal area



After you select settings, you will have settings options in Meeting, Recording, and Telephone. Stay in the Meeting portion of Settings.

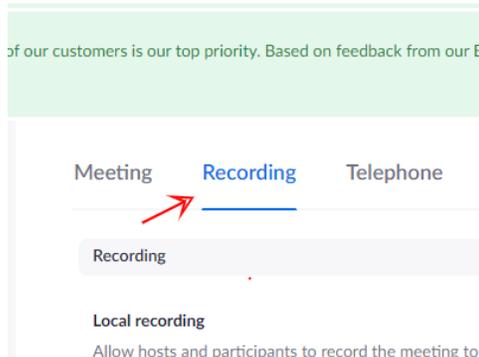


Go to the Closed Captioning section in the main menu body (you will need to scroll down or use Ctrl F—Captions). Make sure two things are done: Make sure the Closed Captioning Tab is turned on, second make sure that the “Enable Live Transcription service to show transcript on the side panel in-meeting” is checked.



# Live Transcripts (CC) recorded for future use:

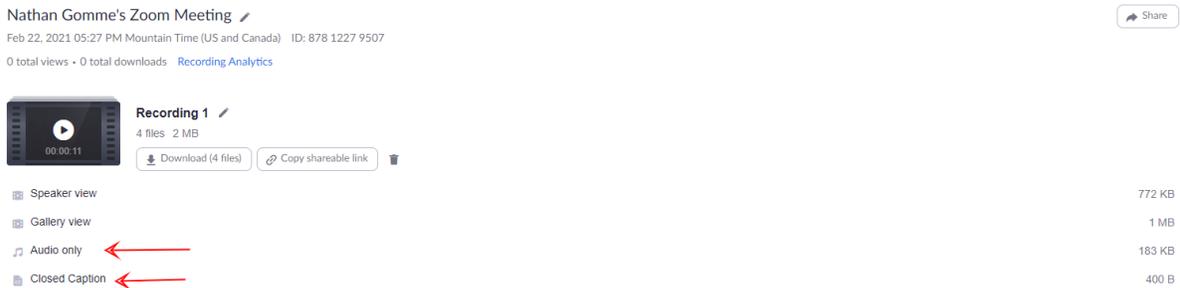
Scroll up to the top where you had the choice of settings: Meeting, Recording, Telephone. Select Recording.



Scroll down to the Cloud Recording Section, once in that section make sure two things are done. Make sure Cloud recording is turned on and make sure "Record an audio only file" check box is checked.

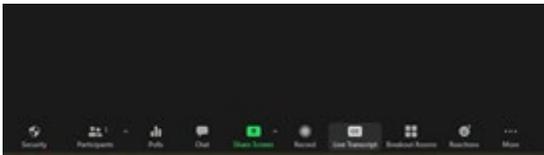


If you have turned on "Record an audio only file" you will see two new files added to your recorded Zoom Meeting from then on. Audio Only, and Closed Caption. These two additions will only appear if the box titled "Record an audio only File" is checked. If it is not checked these two files will not appear.



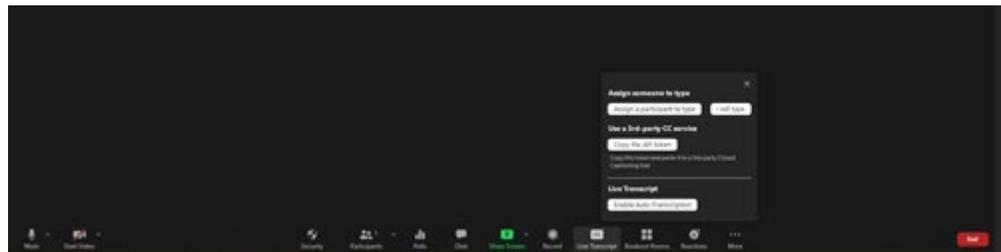
## Using the Captions During a Live Meeting:

Once you done all of this you can start a Zoom meeting with the ability to use Zoom’s AI based Captions. (If these settings are not turned on, what I explain will not work, the same is true if you set up a meeting before you changed the settings, the meeting will operate with your prior settings in place) You will see a button with CC in a box, below that it will say Live Transcript.



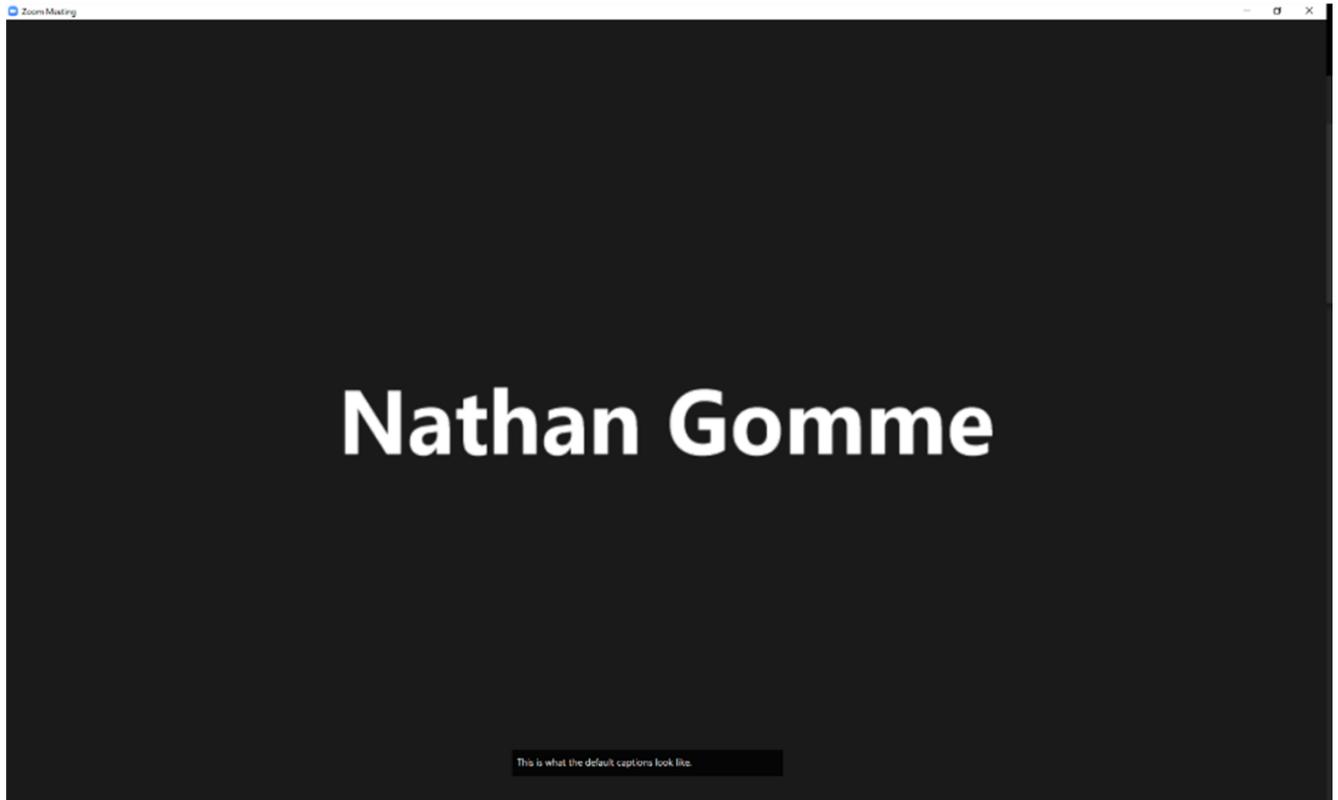
Click the box and you will see three options:

1. Assign someone to type with two boxes: “Assign a Participant” or “I will type”.
2. Use 3<sup>rd</sup> Party CC Service (this is for CART Captioning) with one box: “Copy the API Token”.
3. Live Transcript (AI based captions) with one box: “Enable Auto-Transcription”.



## Appearance of the “captions”:

Once the Auto-Transcription is enabled the screen will look like this for those who (the participant) prefer the captions in the caption box.



The users/participants can change the size of the captions if needed in their accessibility settings.

