

# Live Captions

Use of Closed Captioning technology is more than an ADA aid, it can help all viewers. Turning it on will take a few steps.

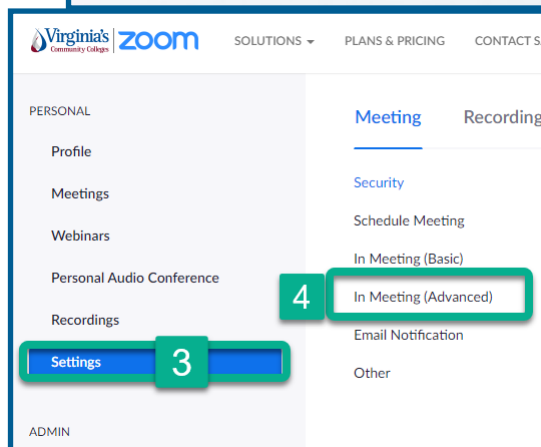
1) Even if you have the desktop client installed, this first part must be done in the myRCC web interface:

Log into **myRCC** and click on the **Zoom** tile in the center

2) On the Zoom landing page, click **Settings**

3) In Zoom Settings, click **Settings** again on the Left Menu

4) Click **In Meeting (Advanced)**

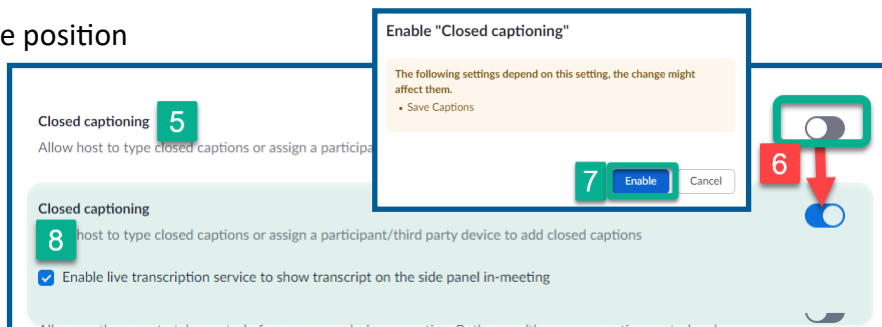


5) Scroll down the Advanced Settings until you reach Closed Captioning

6) Slide the Slider on the Left to the Active position

7) On a Pop Up confirmation—click the Enable option

8) Put a check in the box that will now appear for Enable Live Transcription Service...



There is no need to save, these settings take effect immediately

9) At the appropriate time, start your Zoom meeting

10) In the menu at the bottom of the screen, click **Live Transcript**

11) On the dialog, under *Live Transcript*,

Click **Enable Auto-Transcription**

Start speaking and watch the captions.

