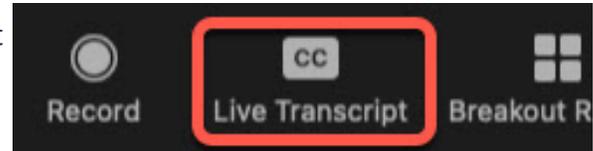


Enable and Disable Auto-Transcription in Zoom

1. Start your Zoom Meeting

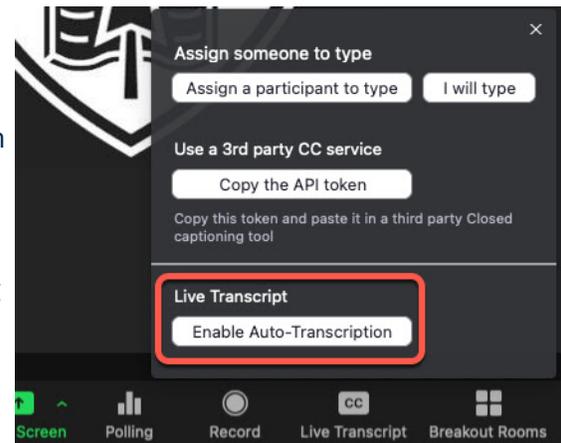
2. Select "CC Live Transcript" icon in the toolbar

- ⚙️ If you can not see the "CC Live Transcript" icon, select the "More" icon and select "CC Live Transcript"



2. Select "Enable Auto-Transcription"

- ⚙️ Once enabled, you will see the live-transcript below your video, but they do **NOT** automatically appear for your participants.
- ⚙️ Participants must click the CC button to view the live-transcription (closed captioning).
- ⚙️ If you are hosting a meeting with live-transcription, we recommend making a comment at the beginning of your meeting informing participants that live-transcription is available and a note about how to enable them.



Best Practices for Using Auto Live Transcription

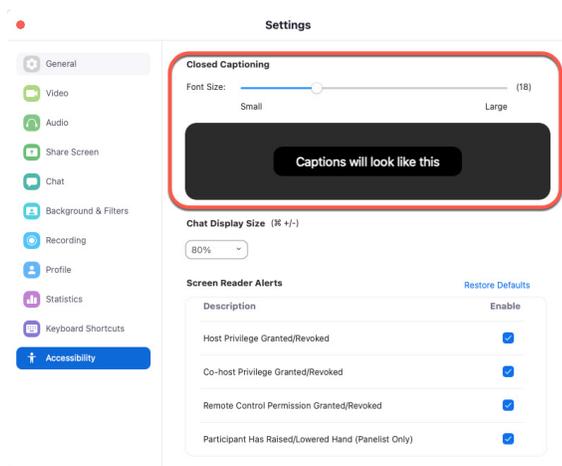
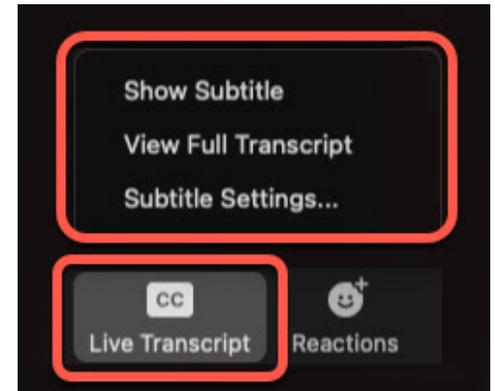
- ⚙️ Consider using a headset that has a microphone built-in, it will clear up the quality of your audio for the live transcription
- ⚙️ Listen to the room you are in and consider during down/off anything that makes a considerable amount of background noise
- ⚙️ Speaking slowly will help the system capture the words you are saying
- ⚙️ If there are any loud disruptions (i.e. fire truck/train driving by) pause and hold your thoughts until the noise passes.
- ⚙️ Live transcription does not work in breakout rooms, only within the main session
- ⚙️ If recording your meeting, the CC live transcript (closed captions) will not be shown in your recordings. Transcripts of the full meeting will be available through Zoom

Enable and Disable Auto-Transcription in Zoom (as a Participant)

- Participants may see a "Live Transcript is available" message above the "CC Live Transcript" button when a Zoom host has enabled live transcriptions

Select "Live Transcript" button in the bottom toolbar

- Show Subtitle** - Displays captioning on the bottom of the video. You can also select Hide Subtitle once subtitles are selected to hide them.
- View Full Transcript** - Opens a panel/pop-up and displays captions in real-time with both the speaker's name and time stamp. In that pop-up, participants will also see a button to save the transcript (this button might not be available if the host has disabled this functionality). If enabled, click **Save Transcript**. A copy of the transcript as a .txt file will be downloaded to your machine. Transcripts will only save up to the moment when you press "Save Transcript". There is no auto-save option.



Subtitle Settings opens a window where you can adjust the size of subtitles and the chat.

Important Additional Information

- Hosts are required to enable the "Closed Captioning" and "Enable live transcription service to show transcript on the side panel in-meeting" settings within "Settings" on the Zoom website in order to have the ability to enable/disable live transcription during your meetings.
- If a host enables live transcription (closed captioning) during a meeting, they do not automatically appear for the participants. Participants must click the "CC Live Transcript" button and select one of the options to enable/view them.
- Live transcription does not work in breakout rooms, only within the main session.