

Zoom Captioning

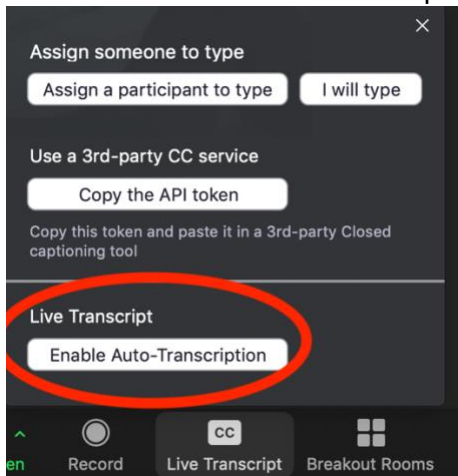
Zoom has an auto-transcription/captioning feature built in using artificial intelligence.

Important points:

- Auto-transcription has to be enabled by the host of the meeting
- Meeting participants have the ability to show or hide captions/subtitles on their individual screens
- The captions are not accurate enough to provide access for individuals who are Deaf or hard of hearing. Real time captioning, using a human captionist, should generally be arranged for any meetings when captioning is required for disability access
- Auto-transcription should be **turned off** for meetings in which there is a human captionist assigned

To turn on auto-transcription as the meeting host:

1. Start a new meeting
2. Click the “Live Transcript” button at the bottom of the Zoom window
3. Select “Enable Auto-Transcription”



To view captions as a meeting attendee:

1. Click the “Live Transcript” button at the bottom of the Zoom window
2. Select “Show Subtitle” for captions to appear on screen

