

## Closed Captioning

The Closed Captioning feature provides a view of the spoken conversation in a transcript form while the meeting is in progress. This feature is available and must be requested at the time the meeting is ordered. Closed Captioning service is provided to assist hearing impaired individuals to participate in online meetings. All Moderators and Participants have the privilege to view the closed captioning text after the Moderator gives permissions.

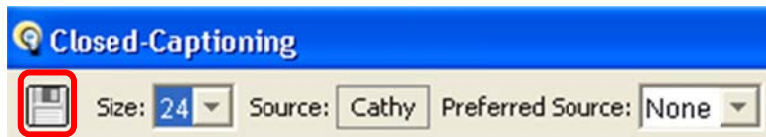
### View Closed Captioning Window



To view the Closed Captioning text, click the Closed Captioning button on the menu bar. A separate window opens where the text appears:



Font size in the Closed Captioning window can be changed by the individual viewing the text.



- Save the closed-captioning text by clicking on the save button.
- Change Font size: Click the drop-down arrow and select a font size (default size is 24).
- Source: This is a read-only field displaying the name of the person entering the Closed Caption text.
- Preferred source: Choose the text source to view from the dropdown menu.

### Closed Captioning Status Indicators

A moderator can monitor the status of the Closed Captioning feature in the Participants window.

In order to view the status of the Closed Captioning feature, turn on the Show closed-caption status feature. From the Tools menu, select Closed Captioning, and then select Show closed-caption status. The Participants window will now display the Closed Captioning column.

The Participants window indicates who is viewing Closed Captioning with the icon  appearing next to the participants name in the Closed Caption column.

#### Note:

- Text that is entered in the Closed Captioning window is real-time data, there is no historical data. A late participant will see the text that is being entered at the time the window was opened.
- A recording archive shows closed caption text displayed as it was entered during the live session.