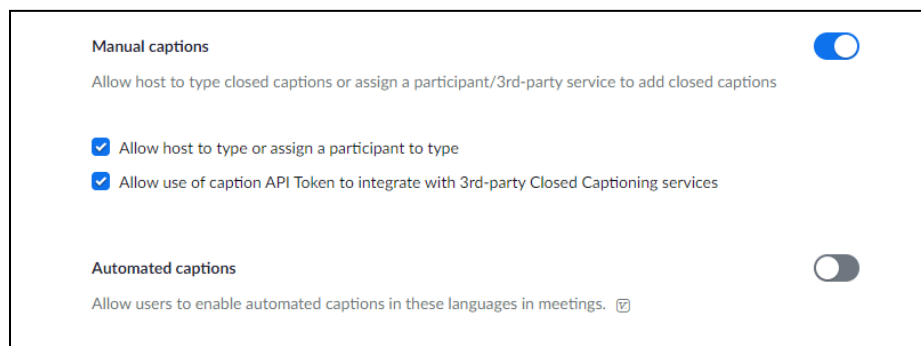


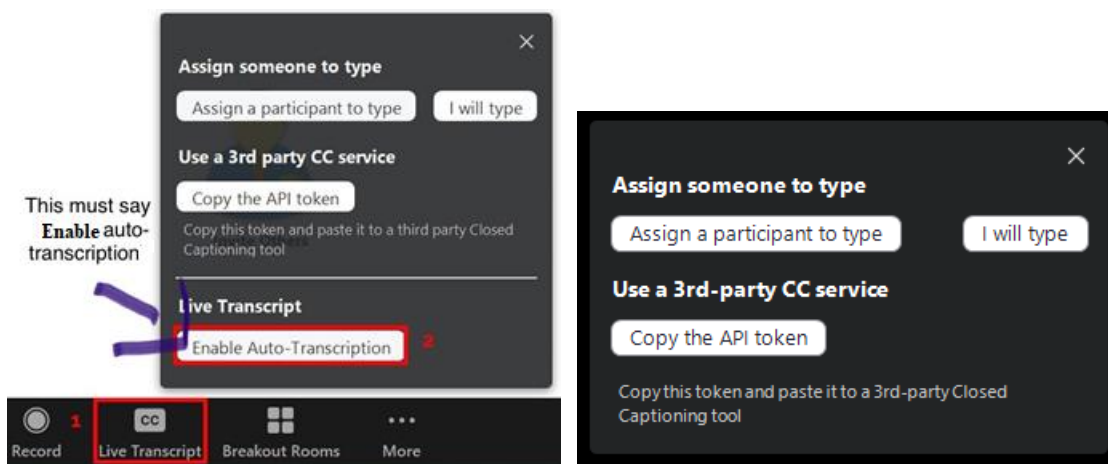
Zoom Embedding for AB Captioning Clients

The following steps can be done by the host of the Zoom meeting, or the host can designate the captioner as the host so they can do the steps required and then reassign the main host once set up is complete.

1. Prior to your event, you can set up the settings in your account to turn on the manual captions, as well as turn off the automated captions. By turning off the automated captions, there is no risk of the auto captions appearing in Zoom instead of the live captioner's captions.



2. Click "Participants" at the bottom of the Zoom toolbar, find the captioner's name, and click the three dots beside their name.
 - a. Depending on the Zoom account you have, you may instead need to click on the "Live Transcript" or ___ button on the bottom toolbar.
 - b. Click on "assign a participant to type."
 - c. A list of participants will come up, and you will need to click on the name of the captioner. Again, depending on the Zoom account and how it is set up, the "assign someone to type box" may look like either of these options:



3. If the “live transcript” option is there, they must click the box so that it says “enable auto-transcription.” (If it says “disable auto-caption”, it means that they are currently enabled.) If the first step is taken in these instructions and auto captions are disabled within settings, this option should not be available in the meeting.
4. The host assigns captioner to type.
5. The captioner will need the API token to be able to embed the captions. Once “Copy the API token” button is clicked, it is save to your clipboard. You can then provide the API token link to the captioner so they are able to insert it into StreamText.
6. The captioner will do a quick test to ensure captions are embedded, and your event is ready to go!

Links on Zoom Support:

Managing Manual Captioning: <https://support.zoom.us/hc/en-us/articles/207279736>

(Updated January 25, 2023)