HOW TO VIEW CLOSED CAPTIONS OR LIVE TRANSCRIPTION IN A ZOOM ROOM

1 Join a meeting.

2 On the Zoom Rooms controller, tap the Captions icon. You may need to tap the More icon first to see the option.

3 Meeting hosts can choose between closed captions (manual captions) or live transcription (automated captions). Meeting attendees can only enable live transcription
● To enable closed captions, tap the toggle next to Enable Manual Captioner.
● To enable live transcription, tap a language option under Translate to and ensure that the language displayed next to My Speaking Language is the correct one.

4 Ensure that the Show Captions toggle is enabled. If not, click to enable it and display the text on the Zoom Rooms display.

Resource created by DIWP