

Pictured is a demonstration of how captions appear in Zoom meetings. The captions are overlaid on the bottom portion of the Zoom video/slides. Each viewer needs to turn on the captions for their personal device to see them.

We are happy to set up Zoom integration for captions at no additional charge.

There are a few **extra steps the Zoom Room Owner/Host must follow** to allow us to set up the integration.

Please inform the A La CARTE Team if you want us to include Zoom integration when you are scheduling your event. Doing so enables us to come prepared to complete the additional setup required on our end. Please follow these steps in the following order to ensure completion of the setup.

1. **Before the Session begins**: When setting up your Zoom session, you will need to enable Closed Captioning. If this is not enabled, you will not see the option to assign someone as the captioner and Zoom integration will not be possible.

To do this, you will need to go to [www.Zoom.us](https://www.zoom.us) and log into the Zoom portal as an admin.

Click Settings on the left-hand side.

Navigate to the In Meeting (Advanced) settings.

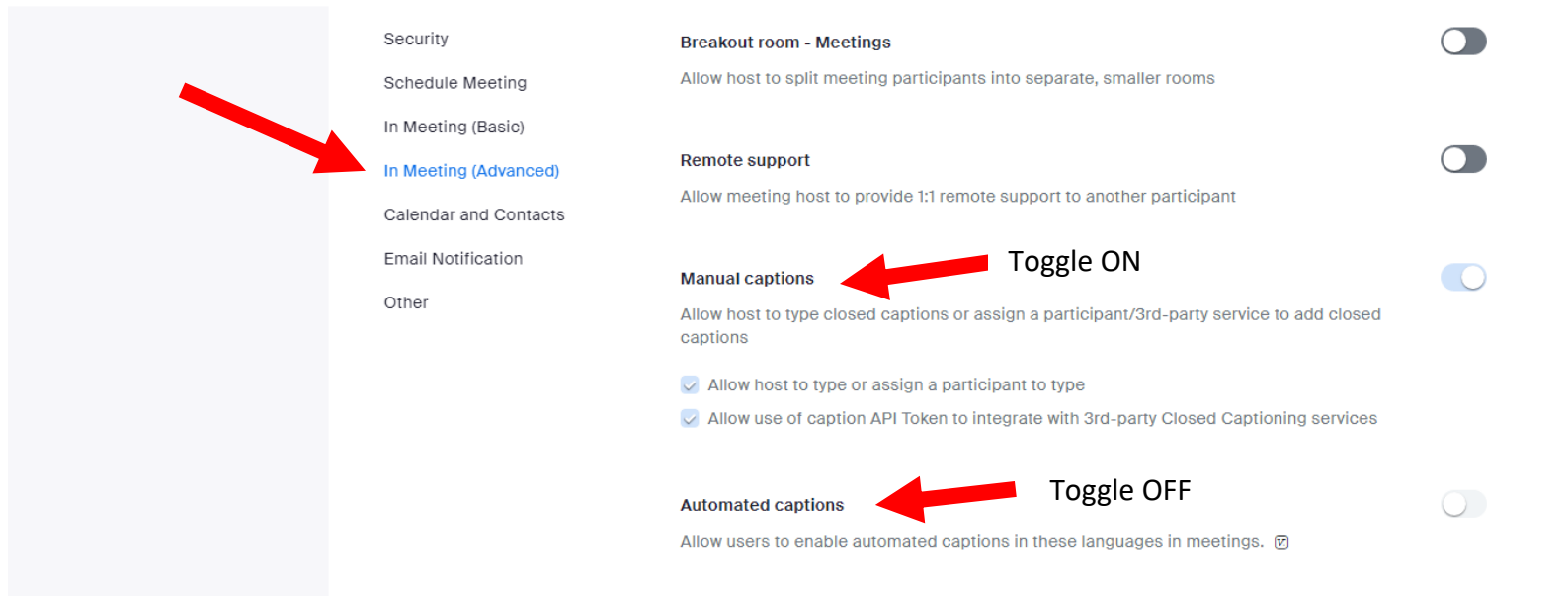
Toggle ON: *Manual Captions*

Toggle OFF: Automated captions.

Automated captions are those produced by Zoom's AI system. These are not produced by the actual live captioner. Automated captions need to be off, so they do not override the actual CART provider's captions.

Enabling manual captions allows the Captioners to work their magic.

Screenshots below.



Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Calendar and Contacts

Email Notification

Other

Breakout room - Meetings

Allow host to split meeting participants into separate, smaller rooms

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Manual captions **Toggle ON**

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

☒ Allow host to type or assign a participant to type

☒ Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

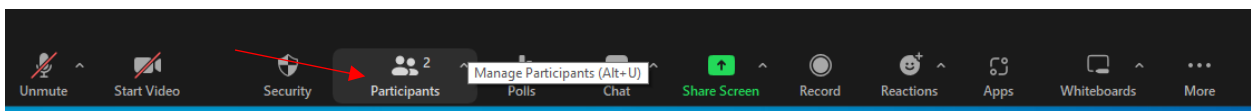
Automated captions **Toggle OFF**

Allow users to enable automated captions in these languages in meetings. ⓘ

2. **When the Session is Live:** Once the Captioner has joined the Zoom session, click on their name and assign them to the Closed Captioner Role.

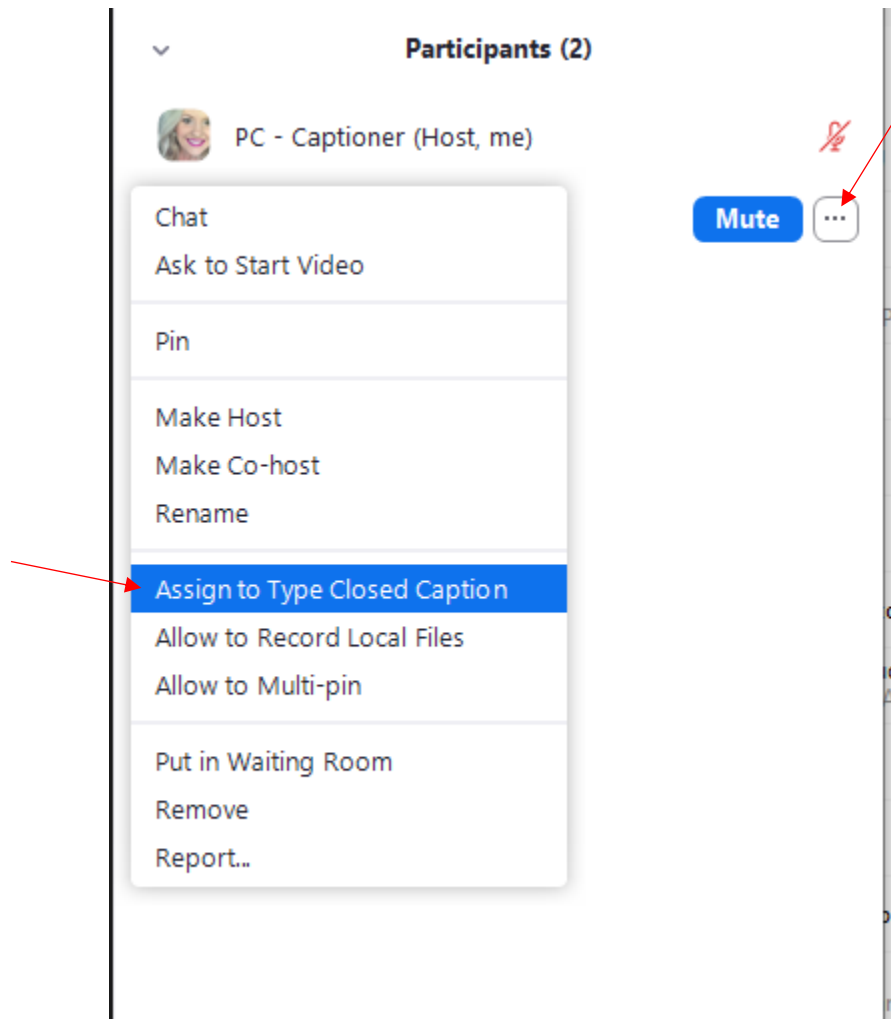
If you are in a Zoom webinar, you may have to promote the captioner to panelist status to see this option.

Easiest Option: Click on the participant list.

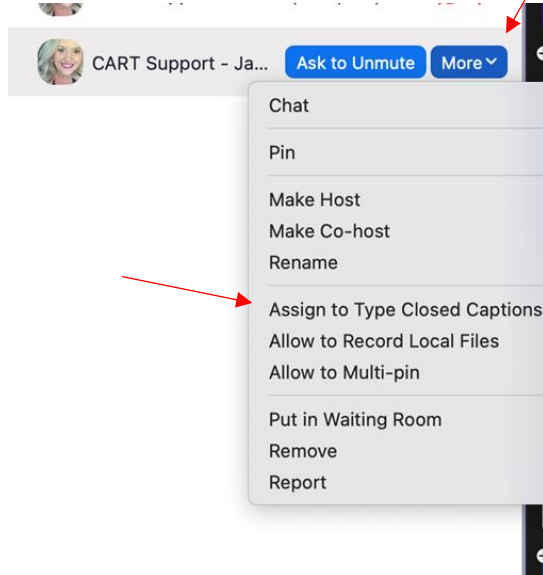


On the participant list panel (right side) hover over the name of the captioner.

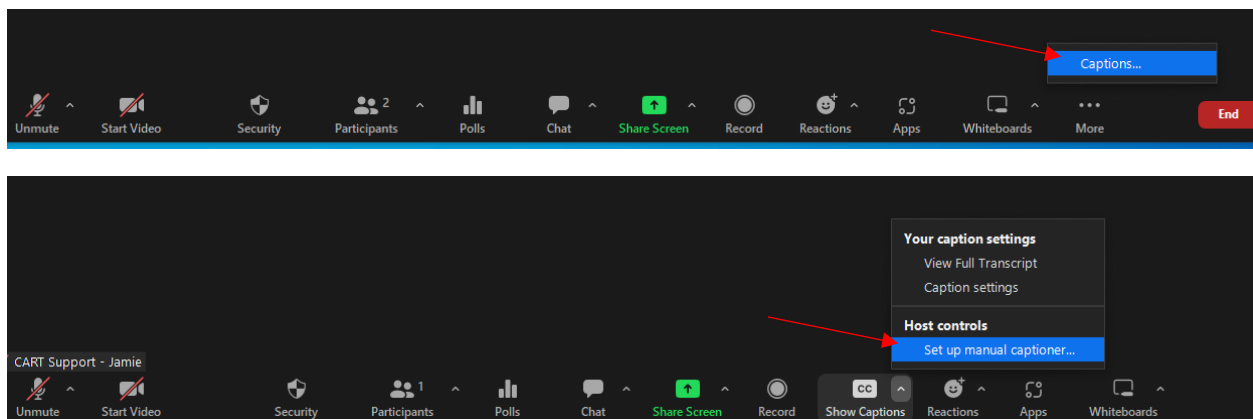
PC: Click the ellipses next to the captioner's name. Click Assign to Type Closed Caption.

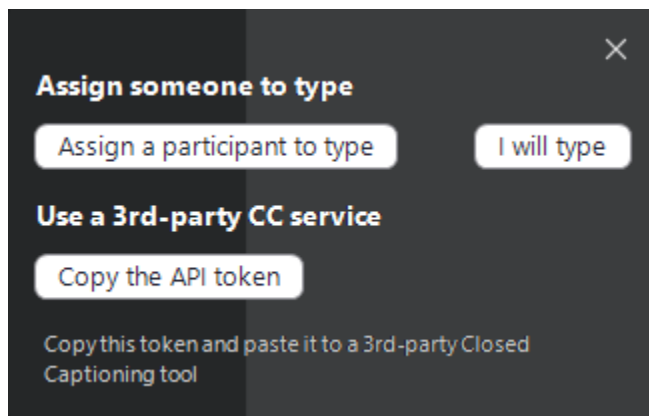


Mac: Click the blue "More" button. Click Assign to Type Closed Captions.



Option 2: Click Show Captions at the bottom of the screen:





Click Assign a participant to type.

The participant list will pop up on the right side of the screen.

Find the Captioner's name in the list.

On a PC - Click the ellipses to the captioner's name > click Assign to Type Closed Captions.

On a Mac: Click the blue "More" button > Click Assign to Type Closed Captions.

3. The captioner will complete their setup once you have given them these permissions. You can turn on the captions by clicking the "Show Captions" button at the bottom of your Zoom screen.

