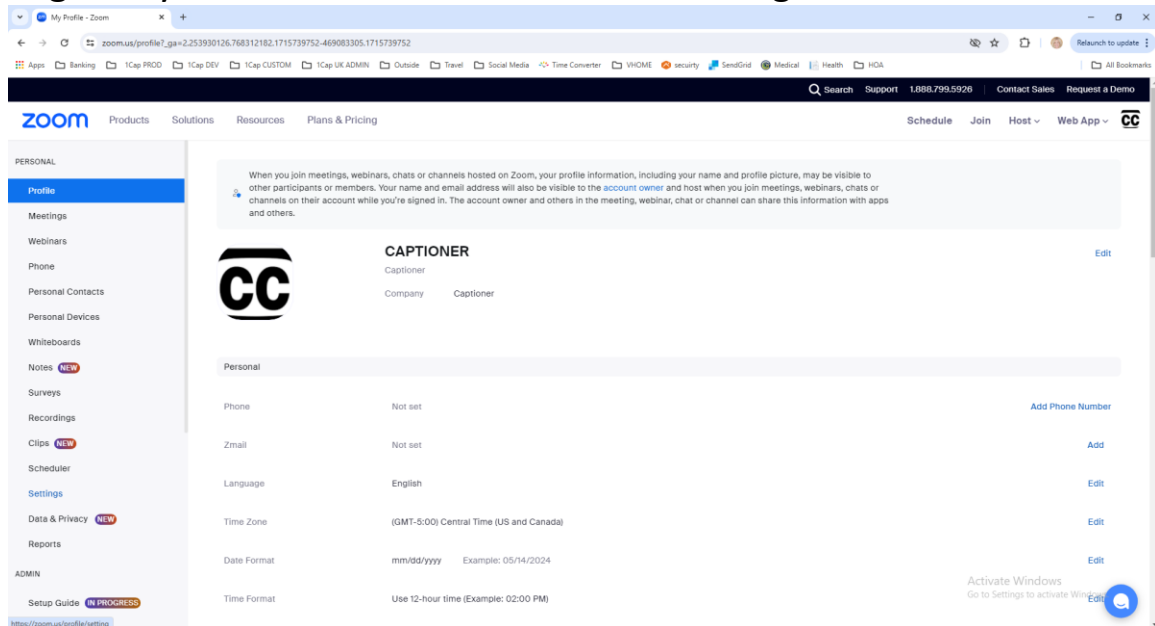




## How to Setup Human Captioner in Zoom

Log into your Zoom Account and Click Settings



Scroll down to “Manual Captions”

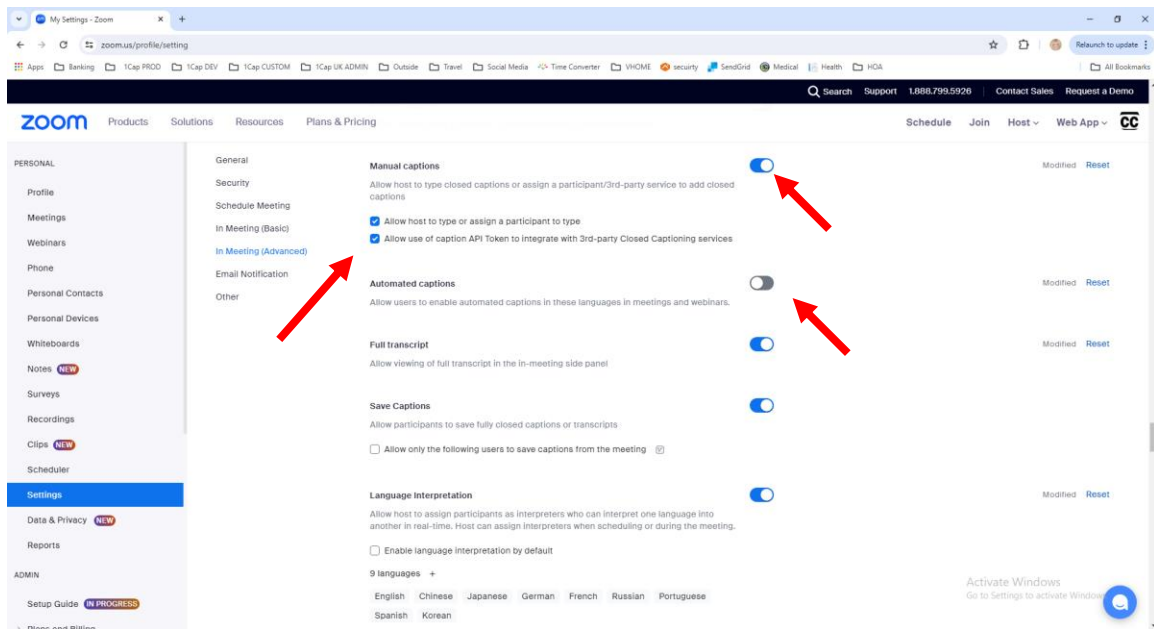
Be sure it is Enabled and NOT grayed out.

Checkmark in Allow Host to type or assign a participant to type.

Checkmark “Allow use of caption API Token to integrate with 3<sup>rd</sup> party closed captioning services.”

**DISABLE Automated Captions**

**\*See screen shot below.**



Log out of your Zoom account and back in to double check these settings were saved.

### **Schedule your Zoom session as you normally do.**

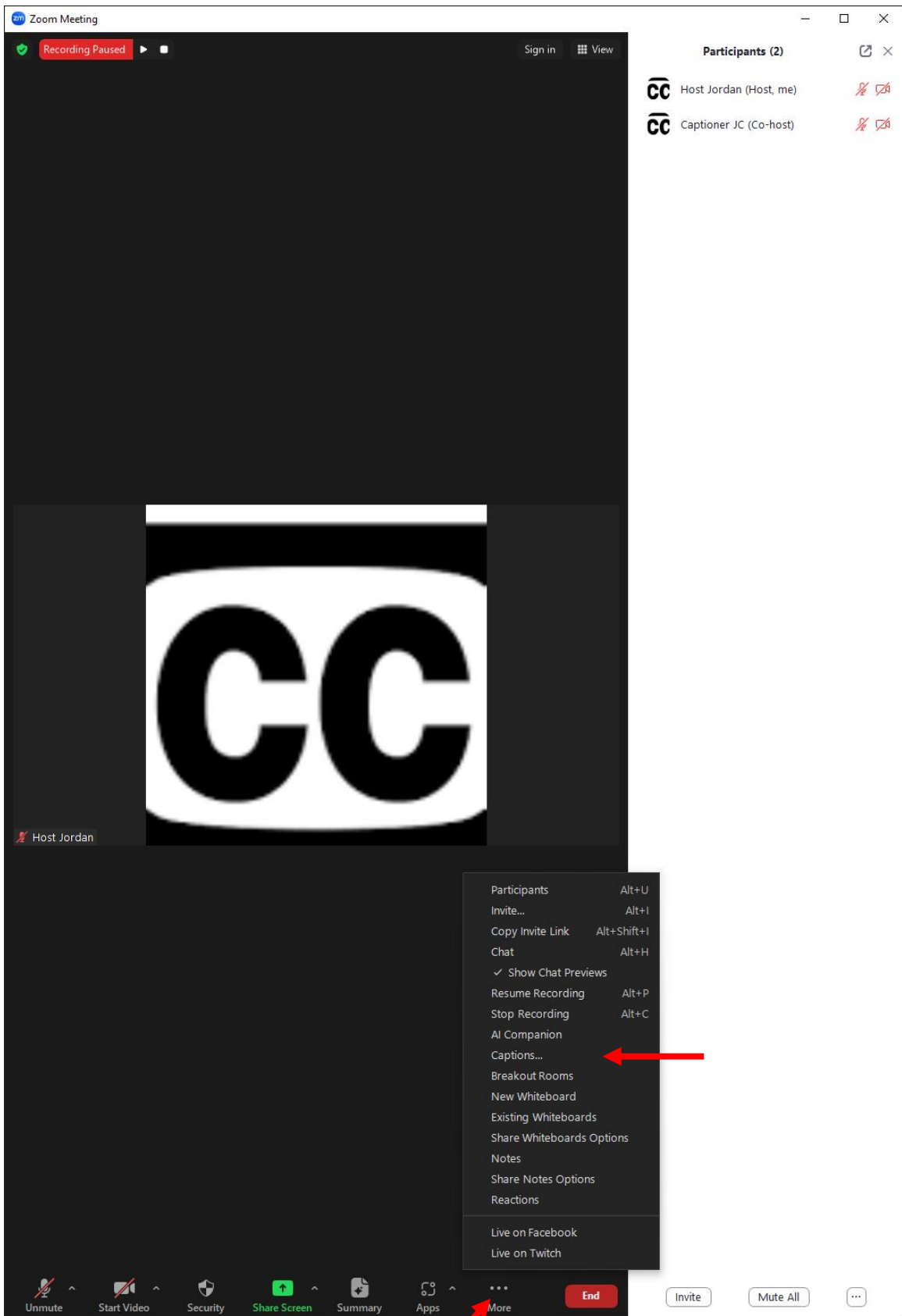
- Be sure Human Captioner was sent a host invite or co-host invite to enter the room early to setup.
- Start Zoom session.
- Click participants so you can see names and watch for captioner.

Click 3 dots bottom of Zoom toolbar.

Pop up appears.

Click on "Captions"

**\*See screen shot below.**



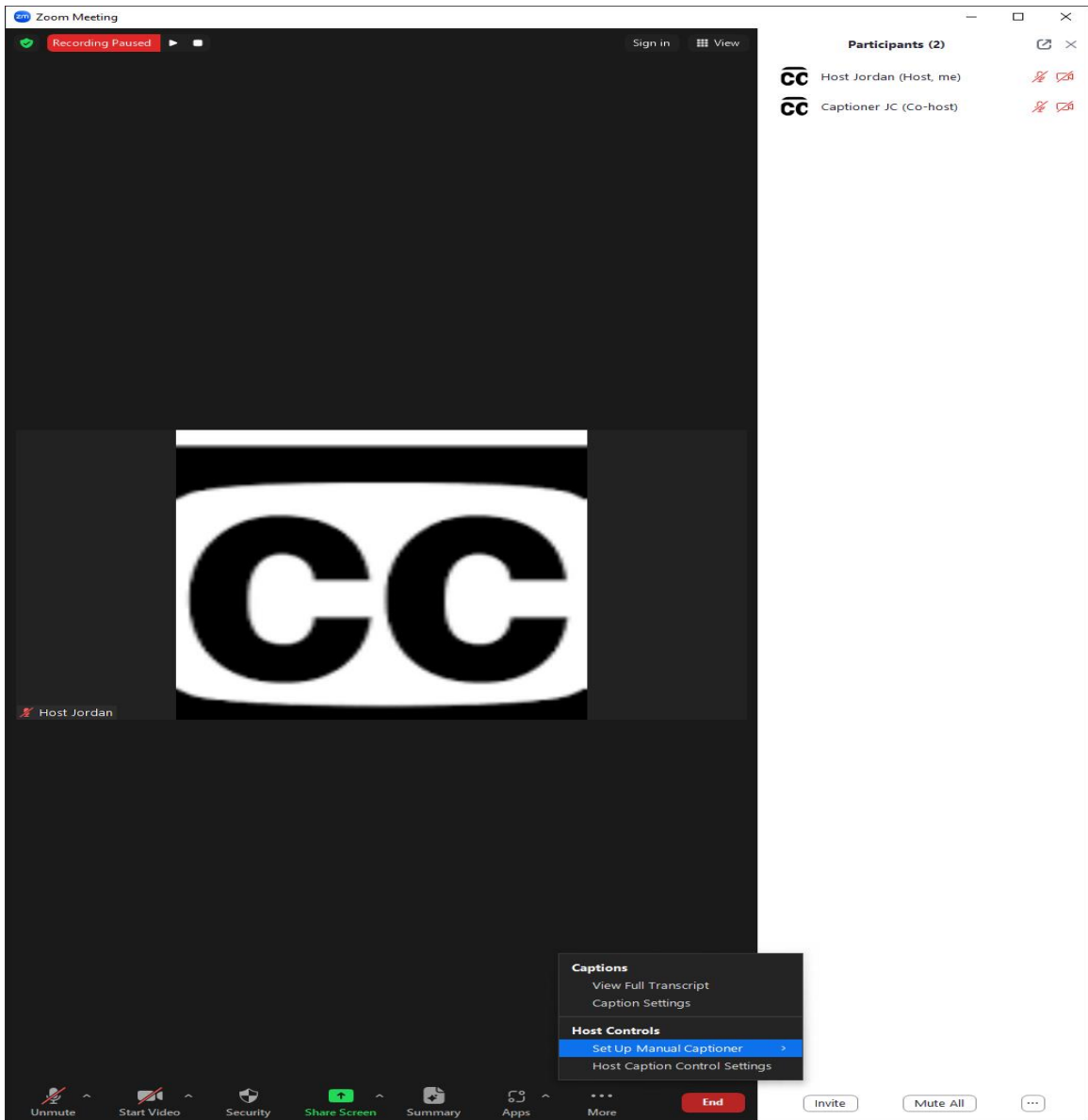
Three dots here

**Next:**

Click “Host Controls”

Click “Setup Manual captioner”

**\*\* Zoom is identifying a “Manual Captioner” as the human captioner.**

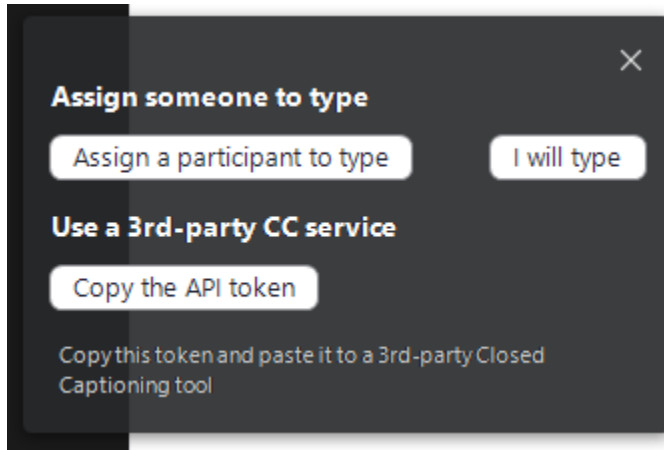


**Next:**

IMPORTANT: You MUST click “Copy the API token” and paste it in the Zoom chat for the captioner.

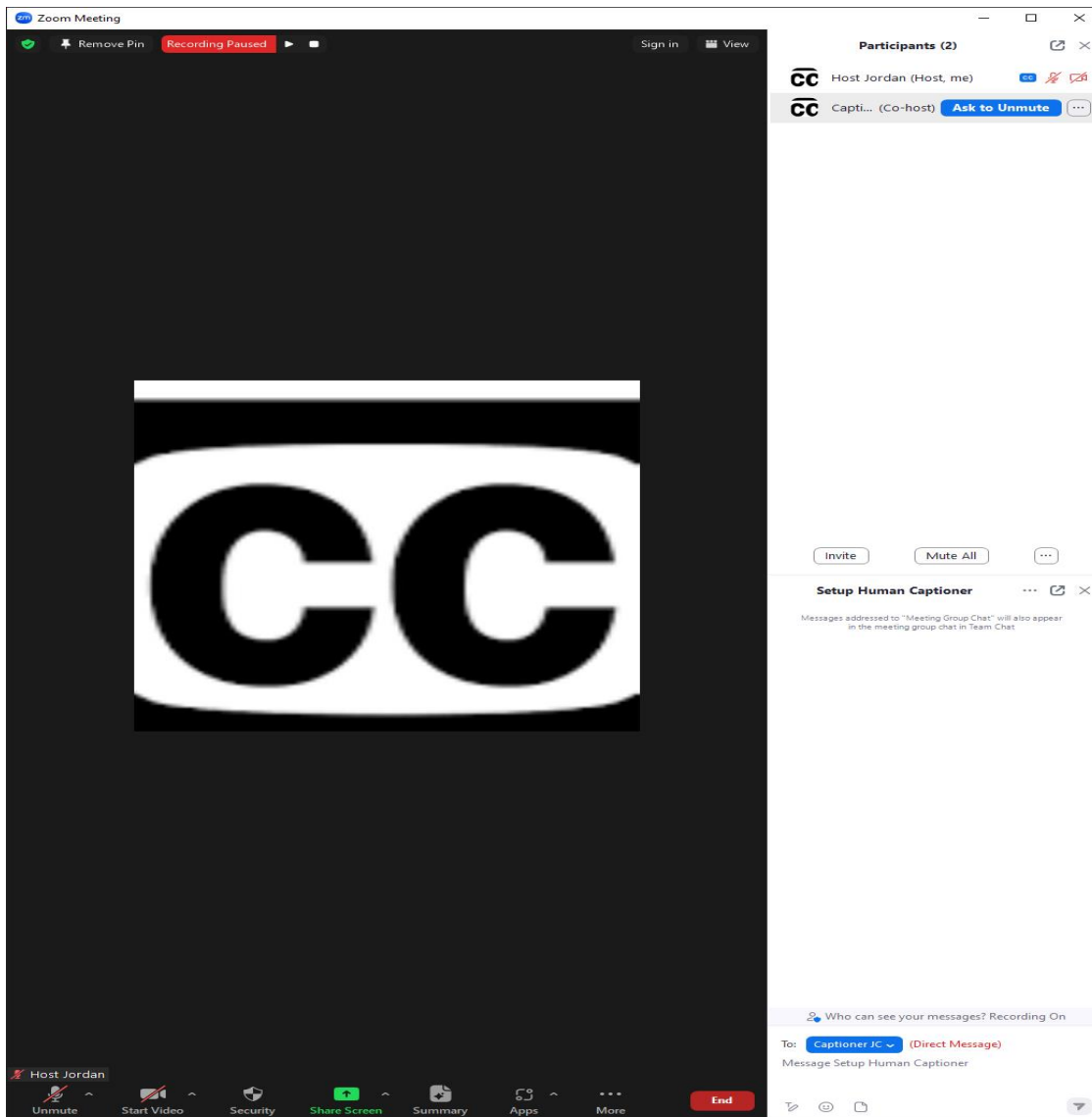
Then click on “Assign a participant to type”

See screen shot below:



**Next:**

- Go back to the chat window and hover over the name that will be the human captioner.
- Captioners login and change their name to “Captioner” so it will be obvious; if not, unmute your microphone and ask them their name.
- You will notice when you click on their name 3 tiny dots appear to the left of their name in the chat.



Click on the 3 dots in screen shot above.

- The below drop down will appear.
- Click on “Assign to Type Closed Captions”

Zoom Meeting

Remove Pin Recording Paused Sign in View

Participants (2)

- Host Jordan (Host, me)
- Capti...

- Chat
- Ask to Start Video
- Add Pin on First Screen
- Replace Pin on First Screen
- Pin to Second Screen
- Make Host
- Remove Co-host Permissions
- Rename
- Assign to Type Closed Caption**
- Report..

Invite Mute All

Setup Human Captioner

Messages addressed to "Meeting Group Chat" will also appear in the meeting group chat in Team Chat

Who can see your messages? Recording On

To: Captioner.JC (Direct Message)

Message Setup Human Captioner

Host Jordan

Unmute Start Video Security Share Screen Summary Apps More End

If you as host want to view you would go back to an earlier option: Click the 3 dots at the bottom of the Zoom tool bar. Click on Show Captions.

Human Captions appear here:

