

CLOSED CAPTIONING

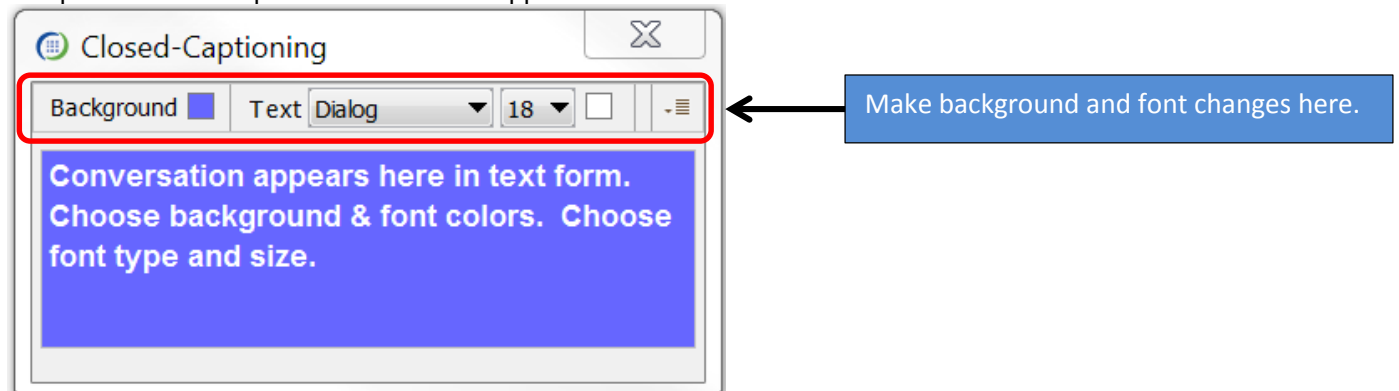
The Closed Captioning feature provides a view of the spoken conversation in a transcript form while the meeting is in progress. This feature must be requested in advance at the time the meeting is ordered. Closed Captioning service is provided to assist hearing impaired individuals to participate in online meetings. Anyone in the session can view the closed-captioning text.

View Closed Captioning Window

To view the Closed Captioning text, click the Closed Captioning button on the Audio & Video panel.



A separate window opens where the text appears:



Save Closed Captioning Text

You can save the closed-captioning text by clicking the dropdown on the Options menu and selecting **Save**.



Each time you close the Closed-Captioning window a new transcript is started, so only the captions that were entered since the last time you opened the window will be saved.