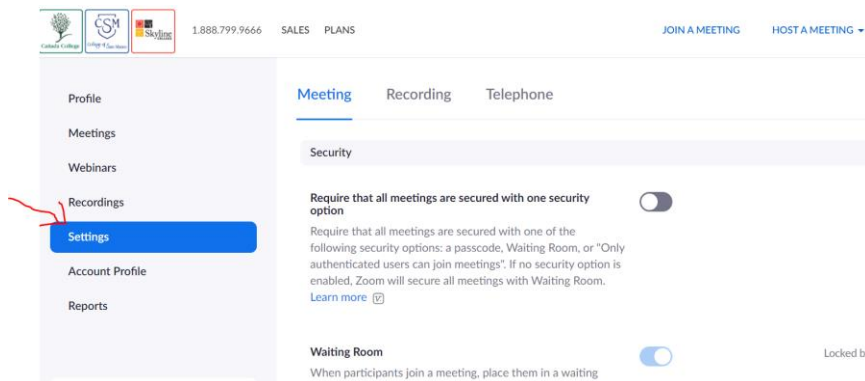## Virtual CART Services for Faculty

In order to prepare to have a captioner join your zoom room, please make sure that you check that your closed captioning setting are turned on. In order to check this, click on the "Settings" page on your zoom account:


Scroll all the way down until you see the "Closed captioning" option and make sure it is on. And make sure the checkbox is checked next to "Enable live transcription service to show transcript on the side panel in-meeting".
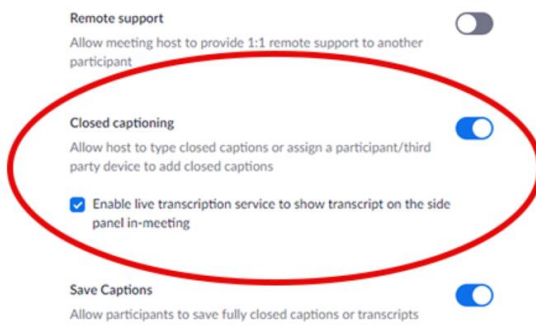

Click the "CC" button on the bottom of the Zoom window:
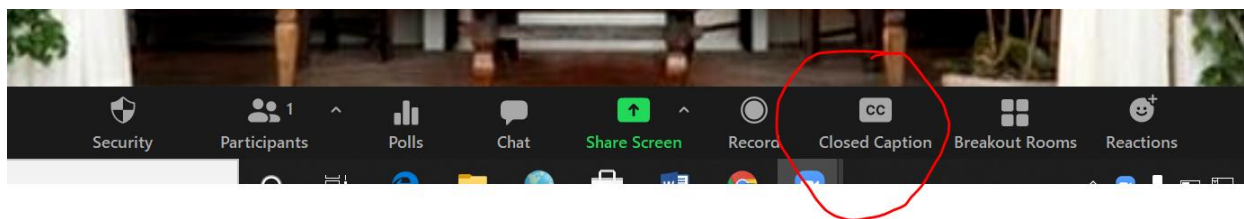
Then click on the "Copy the API token" button to copy the code for the captioner. You can paste this into the chat box for them.
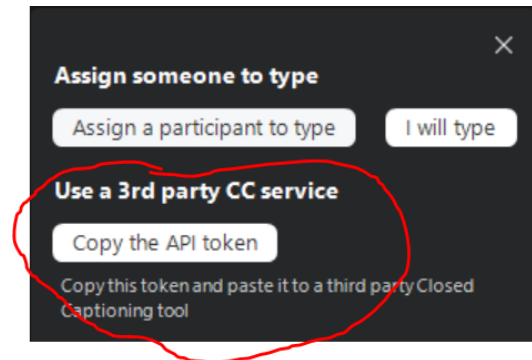

If you do not see the "Copy Token" option, you will have to manually assign captioning to the captioner.

Click on "More" button next to the captioner's name and then click on "assign to type Closed Caption"
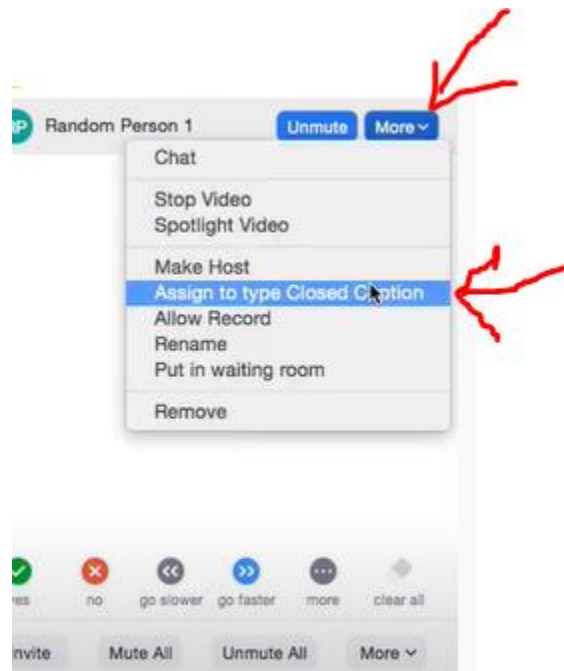
Worst case scenario: If captioner is absent, you can use the auto transcription option. In order to turn this feature on, click the "CC" button:
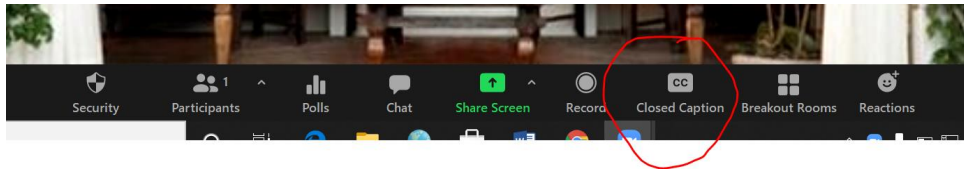
Then click on the "Enable Auto-Transcription" button:
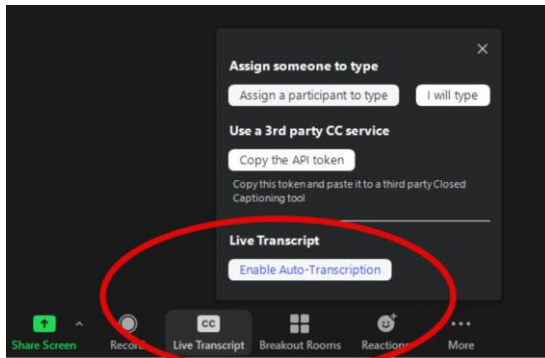
A new set of options will be available for host and attendees by clicking the small arrow on the Live Transcript button to select how they wish to view the transcriptions/subtitles.