

HOW TO ENABLE AI LIVE TRANSCRIPTION IN ZOOM

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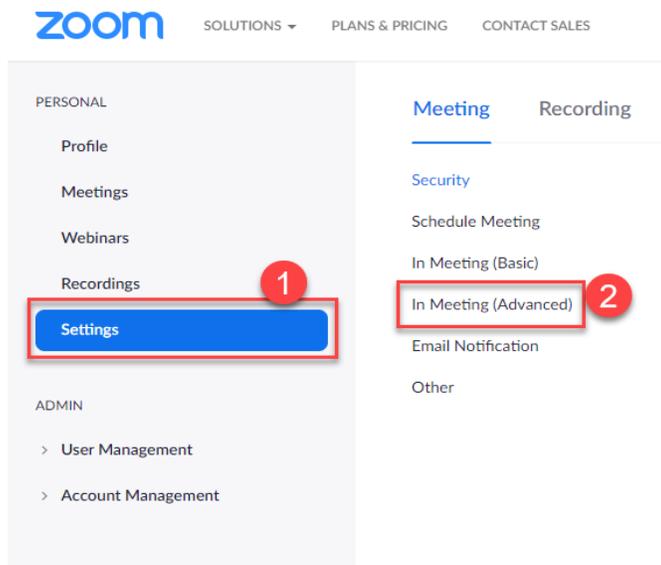
OVERVIEW

This guide will provide step-by-step instructions on how to enable AI Live Transcription during a Zoom meeting. Live captioning will be added to your Zoom meeting and the captions will be displayed in the recording.

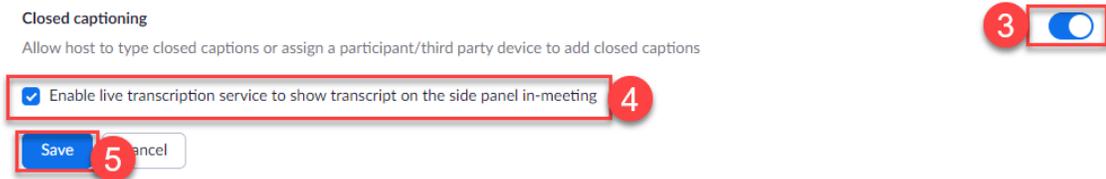
ENABLING AI LIVE TRANSCRIPTION SETTING

To enable the AI Live Transcription setting, please follow the steps below:

1. Go to abc.zoom.us and sign in
2. Click on **Settings (1)** from the menu on the left
3. Select **In Meeting (Advanced) (2)**



4. Enable the **Closed Captioning option (3)** (the icon needs to turn blue)
5. When you enable Closed Captioning, you will see the **“Enable live transcription service to show transcript on the side panel in-meeting”** option. Check the box beside this option **(4)**
6. Click **Save (5)**



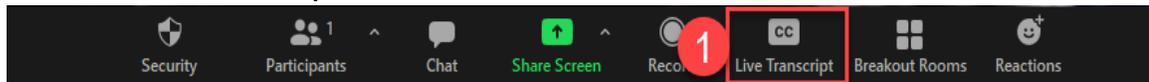
7. If you would like the participants to be able to save fully closed captions or transcripts, enable the **Save Captions option (6)** (the icon needs to go blue)



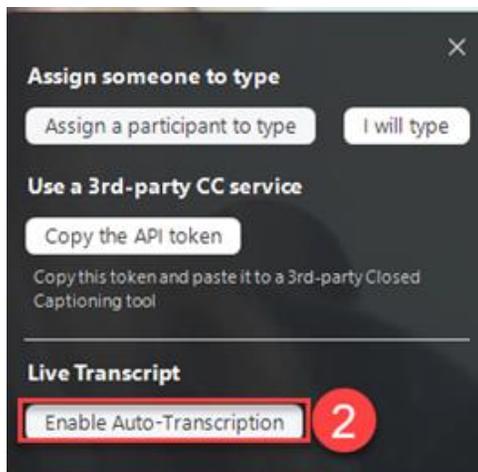
USING AI LIVE TRANSCRIPTION DURING A ZOOM MEETING

To use AI Live Transcription during the Zoom meeting, please follow the steps below:

1. Click on the **Live Transcript (1)** button located in the tool bar



2. Select **Enable Auto-Transcription (2)** under Live Transcript. When it is enabled you should get a message that says **“Live Transcript ON”**



LIMITATIONS

The accuracy of Zoom's live transcription feature depends on many variables, such as but not limited to:

- Background noise
- Volume and clarity of the speaker's voice
- Speaker's proficiency with the English language
- Lexicons and dialects specific to a geography or community

Because of these limitations, if you are required to use speech-to-text support for any compliance needs in your meetings and webinars, we recommend using a manual captioner who may be able to guarantee a specific accuracy.