

# Closed Captioning in Live Rooms

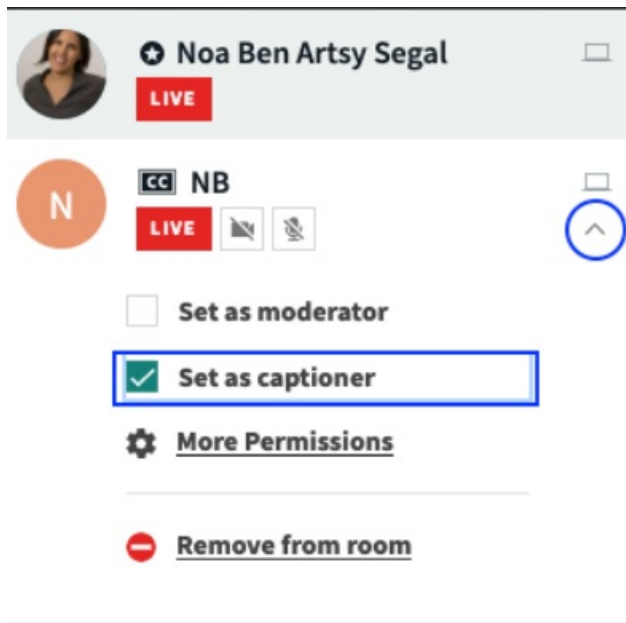
Use the Kaltura Meetings Captioning Tool to enable a captioner to write out captions for other participants.

## How To Set A Closed Captioner? (Host,Instructor)

Instructors can set anyone in the session as a captioner - including themselves. In order to set someone as a captioner:

1. Find the name of the preferred captioner in the participant list.
2. Click the drop down **V** next to their name.
3. Click **Set As Captioner**.

□Once set as captioner, the closed captioning icon (CC) will appear next to their name.

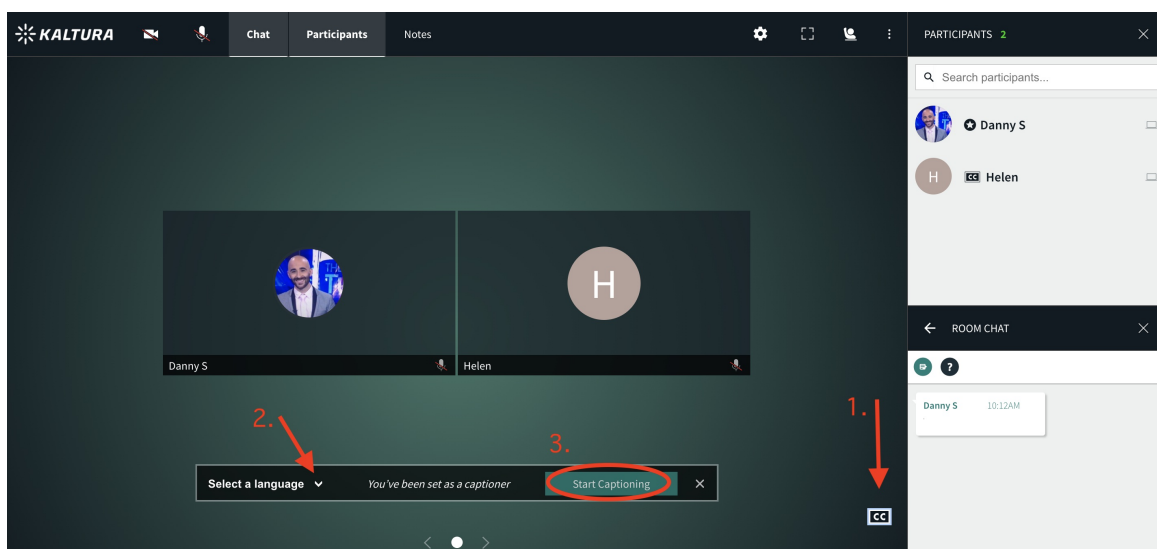


## How To Begin Captioning? (Captioner)

Once set as a captioner, this person is ready to caption. The captioner must:

1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
2. Select a language.
3. Click **Start Captioning**.
4. Begin typing.

□ Participants who enable closed captioning in a session will see what the captioner is typing.

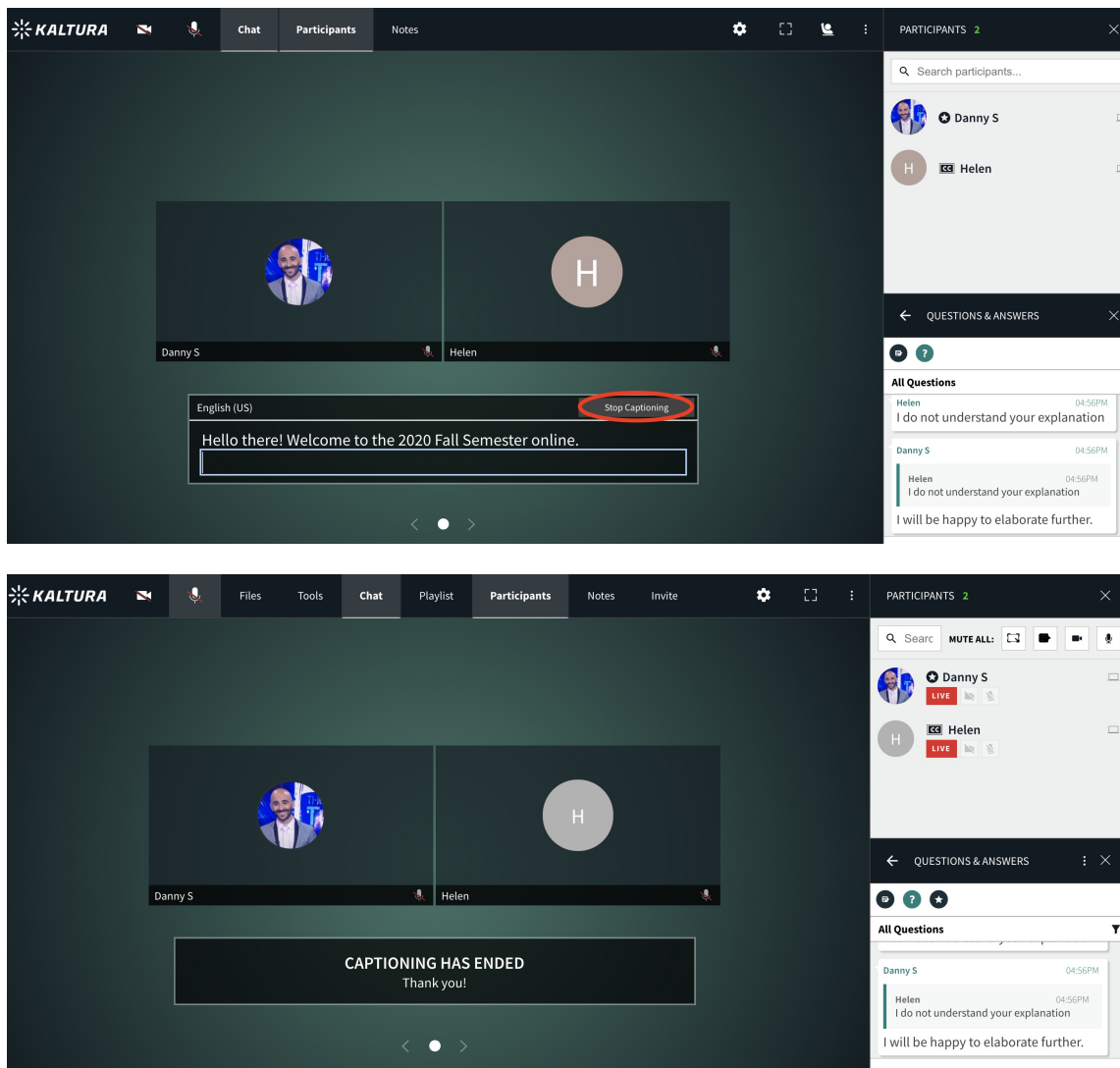


## How To Stop Captioning? (Captioner)

Once a captioner is finished captioning, they can stop captioning. The captioner must:

1. Click the **Stop captioning** button.

□The *Captioning Has Ended* banner will display for participants.

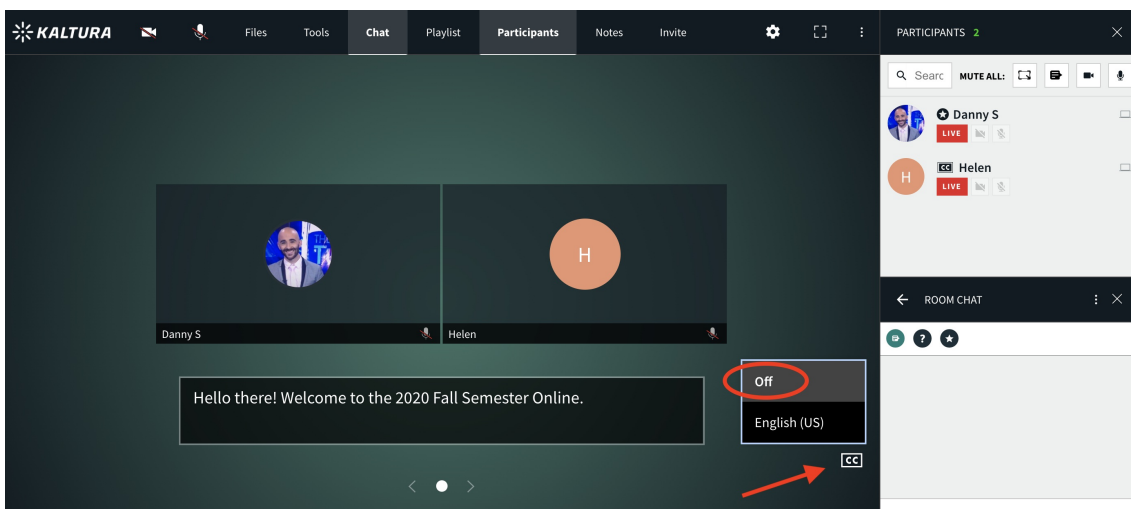
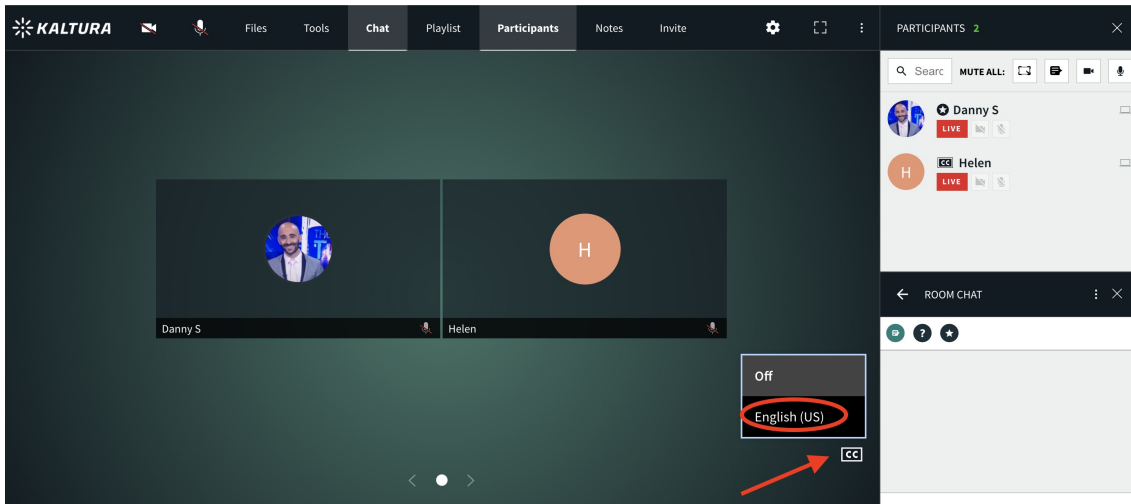


## How To Enable Closed Captioning? (Participants)

Participants in the session can view captions with the click of a button. Participants who want to receive closed captioning must:

1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
2. Select a language.
3. The text being written by the captioner will appear on their screen in real time.

□If there is no room captioner, participants using Google Chrome can enable live captions. Please check out [Enable Live Captions In Google Chrome](#) for more information.



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